

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee

4:00 p.m., August 17, 2023

Des Moines Area MPO Burnham Conference Room

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
 - Approve the June 15, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement** Page 8
5. **PUBLIC COMMENT on MPO Actions** Page 9
6. **REPORT and VOTE: Transload Development and Operational Agreement Amendment** Page 10
 - Review and discussion regarding an amendment to the *Transload Development and Operational Agreement* approved in October 2019; consider approval.
7. **REPORT and VOTE: Employee Handbook**..... Page 12
 - Review and discussion on updates recommended to the Employee Handbook; consider approval.
8. **REPORT and VOTE: *Policies and Procedures Manual*** Page 14
 - Review and discussion regarding the draft *Policies and Procedures Manual*; consider approval.
9. **REPORT and VOTE: Interim Executive Director Annual Review and Compensation Adjustment**..... Page 15
 - Receive report from the Executive Director Review Committee regarding their review and recommendation for compensation adjustment; consider approval.
10. **REPORT and VOTE: Temporary Salary Adjustment for Interim Executive Director** Page 16
 - Receive report from the Executive Director Review Committee regarding their recommendation on a temporary salary adjustment for the interim period; consider approval.
11. **REPORT and VOTE: FFY 2023-2026 Transportation Improvement Program Amendment** Page 17
 - Report on FFY 2023-2026 Transportation Improvement Program amendments from the Iowa Department of Transportation (DOT); consider approval.
12. **REPORT and VOTE: Water Trails BUILD Grant Payment Approval** Page 18
 - Discussion regarding the *Application for Partial Payment No. 8* for the Water Trails BUILD grant project; consider approval.
13. **REPORT and VOTE: Comprehensive Safety Action Plan Consultant Contract Approval** Page 19
 - Report regarding the Comprehensive Safety Action Plan (CSAP) contract with Toole Design Group; consider approval.
14. **REPORT: Mobilizing Tomorrow Update Overview** Page 20
 - Report on the process to update Mobilizing Tomorrow, the MPO’s long-range transportation plan.

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dmampo.org/title-vi/ or call 515-334-0075.

- 15. **REPORT: FY 2025 Iowa Clean Air Attainment Program Pre-Applications** Page 21
 - Report regarding Federal Fiscal Year 2025 Iowa Clean Air Attainment Program applications.
- 16. **REPORT: Purple Heart Highway Update** Page 23
 - Report regarding ongoing efforts toward interstate designation of the Purple Heart Highway.
- 17. **VOTE: Enter Closed Session to Discuss Personnel Matters**
 - Consider an action to enter closed session in accordance with Iowa Code Chapter 21.5.(i) to discuss personnel matters.
- 18. **OPTIONAL VOTE: Action in Public Session Related to Personnel Matters**
 - Consider action, if any, related to the closed session discussion on personnel matters.
- 19. **Other Non-Action Items of Interest to the Committee**
- 20. **Next Meeting Date – September 21, 2023, at 4:00 p.m.**
- 21. **Adjournment**

August 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the June 15, 2023, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the June 15, 2023, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the June 15, 2023, MPO Policy Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
11:30 a.m., June 15, 2023

The MPO held a Special Policy hybrid in-person/ virtual meeting at 11:30 a.m., June 15, 2023. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on June 9, 2023. **In addition to these published tentative minutes, there also may be additional Meeting Notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

MPO Representatives Present:

Dean O’Connor | City of Altoona
Mark Holm | City of Ankeny
David Jones | City of Ankeny
Doug Elrod | City of Bondurant
Ruth Randleman | City of Carlisle
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Mark Hanson | Dallas County
Luis Montoya | DART
Scott Sanders | City of Des Moines
Connie Boesen | City of Des Moines
Carl Voss | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
Pam Cooksey | City of Des Moines
Jake Anderson | City of Grimes
Heather Stancil | Madison County**
Stephanie Riva | City of Norwalk
Len Murray | City of Pleasant Hill
Tom Hockensmith | Polk County
Robert Andeweg | City of Urbandale
Matt McKinney | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Julia Castillo | HIRTA*

MPO Representatives Absent:

Colton Fors | City of Elkhart**
Tammi Dillavou | City of Mitchellville
Stephanie Erickson | City of Indianola**
Jeff Walters | Polk City
Jim Evans | City of Johnston
Travis Brott | Van Meter**
Courtney Clarke | City of Waukee
Mark Snell | Warren County
Kevin Foley | Des Moines International Airport*
Andy Loonan | IDOT *
Johnnie Gibson | FHWA*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Addison Luthers | Des Moines Register

MPO Staff Present:

Scott Brennan | MPO General Counsel
Dylan Mullenix | Interim Executive Director
Zach Young | Planning Manager
Allison van Pelt | Senior Planner
Tracey Deckard | Office Manager
Gunnar Olson | Public Affairs Manager
Zhi Chen | Senior Planner
Caleb Knutson | MIPA Senior Planner
Rhonda Miller | Accountant

1. Call To Order

Chair Andeweg recognized a quorum and called May Policy Meeting to order at 4:01 p.m.

2. Approval of Agenda

MOTION: A motion was made by Holm to approve the agenda and seconded by O'Connor to approve the Des Moines Area Metropolitan Planning Organization June 15, 2023, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Gatto and seconded by Hockensmith to approve the May 18, 2023, Policy meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statements

Finance Committee Chair, Ted Weaver presented. Discussion of the role of the Finance Committee.

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Contracts and Expenses

Interim Executive Director presented. Recommend approval of payment of the legal fees to Denton Davis Law Firm in the amount of \$9,051.00.

MOTION: A motion was made by Hadden and seconded by Boesen to approve the payment of legal fees.

MOTION CARRIED UNANIMOUSLY

6. Presentation: Innovative Transportation Financing

Jill Stark from FHWA presented.
Presentation and discussion only.

7. Water Trails Line of Credit Agreement

Mark McKinney presented. Recommend approval of the MPO signing the Line of Credit Agreement given legal counsel's review of the agreement with respect to the liability of granting Bankers Trust a security interest in collateral and finding it not to be problematic and recommend amending sub-agreement #4 between the MPO and ICON to update and clarify the line of credit requirements to align with the line of credit being obtained. This item was approved by the Executive Committee on June 7, 2023. Len Murray, City of Pleasant Hill read a statement into the record expressing his concerns with the agreement.

MOTION: A motion was made by Holm and seconded by Weaver to approve the signing of the Line of Credit and amending the sub-agreement #4.

MOTION CARRIED. MURRAY VOTED NO.

8. MPO Bank Account Signatories

Interim Executive Director presented. Consider adding additional signatory to sign MPO checks as two signatures are needed. Recommend approval that Dylan Mullenix, Zach Young and Andrew Collings have authority to sign checks for MPO bank accounts until a full time Executive Director is appointed.

MOTION: A motion was made by Gatto and seconded by Weaver to approve the addition of adding Andrew Collings as a signatory on the MPO bank accounts.

MOTION CARRIED UNANIMOUSLY

9. MPO and CIRTPA Service Agreement

Interim Executive Director presented. Recommend approval of the continuation of the MPO-CIRTPA service agreement and updating the reference to the federal transportation bill in Section V from the FAST Act to the Infrastructure Investment and Jobs Act.

MOTION: A motion was made by O'Connor and seconded by Hockensmith to reaffirm and update the agreement.

MOTION CARRIED UNANIMOUSLY

10. Fiscal Year 2024 Investment Policy

Interim Executive Director presented. Recommend approval of Fiscal Year 2024 Investment Policy per the Executive Committee and Finance Committee's recommendation.

MOTION: A motion was made by O'Connor and seconded by Holm to approve the FY 2024 Investment Policy.

MOTION CARRIED UNANIMOUSLY

11. Self-Certification

Interim Executive Director presented. Recommend approval of the MPO's annual self-certification.

MOTION: A motion was made by Gatto and seconded by Boesen to approve the annual Self-Certification.

MOTION CARRIED UNANIMOUSLY.

12. Draft FFY 2024-2027 Transportation Improvement Program

Planning Manager presented. Recommend approval of the draft Federal Fiscal Year 2024-2027 Transportation Improvement Program and forward to IDOT for review.

MOTION: A motion was made by Boesen and seconded by Gatto to approve the draft Federal Fiscal Year 2024-2027 Transportation Improvement Program

MOTION CARRIED UNANIMOUSLY.

[Connie Boesen leaves meeting at 4:51]

13. Charging & Fueling Infrastructure Discretionary Grant Program

Staff presented. Recommend approval of submitting a Charging & Fueling Infrastructure Discretionary Grant Program.

MOTION: A motion was made by Gatto and seconded by Hockensmith to approve submitting a CFI grant application to the US DOT.

MOTION CARRIED UNANIMOUSLY.

[Boesen leaves meeting 4:51 p.m.]

14. Water Trails BUILD Grant Payment Approval

Planning Manager presented. Recommend approval of the Application for Partial Payment No 6 following satisfactory review by Polk County and Snyder & Associates.

MOTION: A motion was made by Hockensmith and seconded by Weaver to approve the Application for Partial Payment No 6.

MOTION CARRIED UNANIMOUSLY.

15. 2023 Pavement Condition Report

Principal Planner presented. Report and discussion only.

[Tom Hockensmith leaves meeting at 4:51 a.m.]

16. Comprehensive Safety Action Plan RFP

Planning Manager presented. Update on RFP proposals received and next steps in the consultant selection process. Report and discussion only.

17. Upcoming Events

Information only.

18. Other Non-Action Items of Interest to the Committee

Carl Voss advised that proclamations will be forthcoming regarding the plan to plant 1 million trees by 2030. Dylan Mullenix advised that Allison van Pelt would be leaving the MPO and thanked her for all her excellent work. He also provided a short legislative update and discussed the reboot of the MPO.

19. Next Meeting Date- August 17, 2023, at 4:00 p.m.

20. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 5:05 p.m.

August 2023
Item No. 4

ISSUE: Approval of Financial Statement

VOTE: Consider approval of the July 2023, MPO Financial Statement.

BACKGROUND:

The July Financial Statement consists of documents available at the following links:

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Account Balance Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

The Financial Subcommittee reviewed the financial statement and did not identify any issues or concerns.

Recent Actions:

- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATION:

Recommend approval of the July Financial Statement.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

August 2023
Item No. 5

ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

August 2023
Item No. 6

ISSUE: *Transload Development and Operational Agreement Amendment*

REPORT and VOTE: Consider approval of an amendment to the *Transload Development and Operational Agreement*, approved in October 2019, to remove section 13 related to reimbursement of MPO expenses.

BACKGROUND:

In October 2019, the MPO and Des Moines Industrial, LLC., entered into the [Transload Development and Operational Agreement](#). The agreement sets forth the terms and conditions by which funding would be passed through from the MPO to Des Moines Industrial to be used in the transload facility's construction. Paragraph 13 of the agreement concerns the reimbursement of MPO expenses, stating that Des Moines Industrial will reimburse the MPO for up to \$250,000 of reasonable expenses incurred by the MPO in its role as fiscal agent and facilitator of the project. These reimbursements were to begin starting the 25th month after the first advance of funding made under the agreement. This delay was to allow the facility to be completed and become operational. Payments were to be made quarterly over a period of eight years.

The MPO issued its first invoice to Des Moines Industrial for reimbursement in January 2023. However, after beginning this process, MPO staff became aware that it would not be possible to receive payment from Des Moines Industrial. This is because the MPO had already received reimbursement of federal funds through its regular operational grant with the Department of Transportation (DOT) for the same expenses for which it would invoice Des Moines Industrial. According to both the Iowa DOT and the Federal Highway Administration, the MPO cannot receive additional compensation for the same work, otherwise it would need to pay back the DOT for funds already reimbursed.

MPO staff explained this situation to the Executive Committee at the committee's July meeting and suggested amending the agreement with Des Moines Industrial to remove reference to the reimbursement language. The Executive Committee concurred with this approach. [A proposed amendment to the agreement removing paragraph 13 is available on the MPO website \(click to access\).](#)

Fiscal Impact:

All expenses incurred for work related to the transload facility have already been reimbursed through the US DOT. Therefore, the MPO is not at a loss for owed revenue from this past work. However, the Fiscal Year 2024 budget did assume \$31,250 in revenue from Des Moines Industrial (equal to the first year of payments of \$250,000 over 8 years), that it will not receive.

Recent Actions:

- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATION:

Recommend approval of the proposed amendment and rescinding the invoice.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

August 2023
Item No. 7

ISSUE: Employee Handbook

REPORT and VOTE: Consider approval of recommended updates to the Employee Handbook.

BACKGROUND:

The MPO’s Employee Handbook was last approved by the Policy Committee in July 2012. MPO staff undertook efforts to update the handbook in early 2023. A staff-updated handbook was included on the March 2023 Executive Committee agenda. At that meeting, the MPO Chair directed staff to have MPO legal counsel review the document. The Chair also appointed a Handbook Review Subcommittee to provide additional guidance and review. The subcommittee included the following members:

- David Jones, City of Ankeny (Chair)
- Dean O’Connor, City of Altoona
- Joe Gatto, City of Des Moines
- Len Murray, City of Pleasant Hill
- Mike Jones, City of Windsor Heights

The subcommittee met twice to review the handbook and suggest updates. [The recommended update to the Employee Handbook is available on the MPO website \(click to access\).](#)

The updated changes were discussed at the Executive Committee’s July meeting; no additional changes were suggested by the committee.

The following provides an overview of significant changes made to the document by the subcommittee:

- Minor formatting, editing, and general clarifications throughout.
- Chapter 1 – Introduction:
 - Clarified that changes to the handbook are the purview of the Policy Committee.
 - Added language that the handbook should be reviewed periodically.
- Chapter 2 - General Policies:
 - Updated and further defined the Drug and Alcohol Policy.
- Chapter 3 – Employment Policies:
 - Updated the initial employment/probation period from 3 to 12 months.
- Chapter 4 – Attendance and Leave Policies:
 - Placed a maximum accrual of sick time of 1200 hours.
 - Added language that up to 240 hours of accrued vacation time may be carried over to the next fiscal year (a max of 40 hours may be cashed out); if time carried over is not used, it is lost.

- Subcommittee recommends any employees currently over this limit be given a one-time exception to cash out their accrued vacation over this limit.
 - Increased the vacation allowance from 80 hours to 120 hours for employees with less than 5 years of service.
 - Clarified time allowed for bereavement leave depending on the employee's relationship to the deceased.
 - Updated the military leave policy to comply with state and federal laws.
- Chapter 5 – Compensation:
 - Added language to be consistent with the salary schedule and compensation adjustment matrix previously approved by the MPO.
 - Increased the longevity bonuses offered to employees from \$600 increments to \$750 increments.
- Chapter 6 – Employee Benefits:
 - Clarified language regarding coverage during military leave.
- Appendix A – Remote Work Policy
 - Clarified remote work is available for up to two days per week.
 - Reviewed/updated workplace safety/liability section.
- Appendix B – Drug and Alcohol Policy and Testing Program
 - New section added to support policies identified in Chapter 2.

Recent Actions:

- June 21, 2023 – Handbook Review Subcommittee recommended approval.
- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATION:

Recommend approval of the amended Employee Handbook.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

August 2023
Item No. 8

ISSUE: *Policies and Procedures Manual*

REPORT and VOTE: Consider approval of the assembled *Policies and Procedure Manual*.

BACKGROUND:

In early 2023 MPO staff pulled together its various policies and procedures into one *Policies and Procedures Manual*. The intent of the *Policies and Procedures Manual* is to collect all the policies in one convenient location that could be easily shared to board members and staff. While some of these policies have been approved by the Policy Committee in recent years, other policies/procedures are staff derived and/or predate existing staff.

Staff included an item on the March 2023 Executive Committee agenda to discuss the manual with the committee. The committee instructed staff to provide the document to legal counsel for their review.

Throughout the review and assembly process, and in undergoing the recent Executive Director transition, staff identified additional policies and procedures not already in place and recommends they be added to the manual.

MPO legal counsel provided their review to MPO staff in June 2023; these comments were primarily minor clarifications and edits. Because many of the policies and procedures are related to financial operations, the Finance Subcommittee reviewed the financial-related policies and procedures at its July 10th meeting. Their comments were incorporated into the final draft. At the Finance Subcommittee's recommendation, the manual was also shared with Denman & CO., the MPO's auditor. Their comments were also incorporated.

[The assembled *Policies and Procedures Manual* can be viewed on the MPO website \(click to access\).](#)

Recent Actions:

- July 10, 2023 - Finance Subcommittee recommended approval.
- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATION:

Recommend approval of the *Policies and Procedure Manual*.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

August 2023
Item No. 9

ISSUE: Interim Executive Director Annual Review and Compensation Adjustment

REPORT and VOTE: Consider approval of the Executive Director Review Committee's report on the Interim Executive Director's annual review and consideration of compensation adjustment.

BACKGROUND:

The MPO Chair appointed an Executive Director Review Committee (Review Committee) to complete an evaluation of the Interim Executive Director's performance over the past year. The 2023 Review Committee include the following members:

- Courtney Clark, City of Waukee – Chair
- Joe Gatto, City of Des Moines
- Tom Hadden, City of West Des Moines

Following a review of the Interim Executive Director, the Review Committee is recommending a salary increase to \$118,540, or 4.25 percent, based on the approved staff compensation review matrix.

Recent Actions:

- Review Committee recommend approval.
- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATION:

Recommend approval of a salary increase to \$118,540, or 4.25 percent, for the Interim Executive Director, retroactive to July 1, 2023.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

August 2023
Item No. 10

ISSUE: Temporary Salary Adjustment for the Interim Executive Director

REPORT and VOTE: Consider approval of the Executive Director Review Committee's recommendation to provide a temporary salary adjustment to the Interim Executive Director for the interim period for which they are serving.

BACKGROUND:

The MPO Chair appointed an Executive Director Review Committee (Review Committee) to complete an evaluation of the Interim Executive Director's performance over the past year. The 2023 Review Committee include the following members:

- Courtney Clark, City of Waukee – Chair
- Joe Gatto, City of Des Moines
- Tom Hadden, City of West Des Moines

In addition to discussing the Interim Executive Director's annual review and compensation adjustment (see Item 9 of this agenda), the Review Committee also discussed offering a temporary adjustment of 12.5% to the Interim Executive Director for the period in which they are serving in the role. This temporary adjustment would be in addition to the adjustment recommended by the Review Committee in Item 9 of this agenda and retroactive to the date the Interim Executive Director assumed the role.

Recent Actions:

- Review Committee recommend approval.
- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATION:

Recommend approval of a temporary salary adjustment of 12.5 percent for the Interim Executive Director, retroactive to May 1, 2023, and continuing until a permanent director is hired.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

August 2023
Item No. 11

ISSUE: FFY 2023-2026 Transportation Improvement Program Amendments

REPORT and VOTE: Consider approval of the amendments to *Federal Fiscal Year 2023-2026 Transportation Improvement Program*.

BACKGROUND:

The Iowa Department of Transportation (DOT) has requested the following amendment to the *FFY 2023-2026 Transportation Improvement Program*:

Sponsor: Iowa Department of Transportation (DOT)

Project: US 69 (Item 52595)

Federal Aid Amount: \$400,000

Total Cost: \$6,000,000

Type of Funding: NHPP, PRF

Change: Add to FFY 2023

Recent Actions:

- August 3, 2023 – Technical recommended approval.
- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATIONS:

Recommend approval of the proposed amendment.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org
(515) 334-0075

August 2023
Item No. 12

ISSUE: Water Trails BUILD Grant Payment Approval

REPORT and VOTE: Consider approval of the *Application for Partial Payment No. 8* for the Water Trails BUILD grant project.

BACKGROUND:

Snyder & Associates has submitted the Application for Partial Payment No. 8. The payment application has been reviewed by Polk County and has received their concurrence for payment in the amount of \$325,383.16.

[The Application for Partial Payment No. 8 and supplemental memo are available on the MPO website \(click to access\).](#)

Additionally, staff would like to request the ability to approve payment administratively. This would allow staff to process the payment at the beginning of the month and have the reimbursement submitted approximately two weeks earlier. This would both speed up the payment process to the contractor and would also help with cash flow as reimbursements would come back into account sooner. Staff will still be required to bring any change orders to the committee for approval, and a record of payments made will continue to be included in the monthly financial statement.

Recent Actions:

- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATION:

Recommend approval of the *Application for Partial Payment No. 8* and the ability to begin approving Partial Payment Applications administratively.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

August 2023
Item No. 13

ISSUE: Comprehensive Safety Action Plan Consultant Contract Approval

REPORT and VOTE: Consider approval of the contract with Toole Design Group for the completion of the region's Comprehensive Safety Action Plan (CSAP).

BACKGROUND:

The CSAP Selection Committee conducted interviews with the three consultant teams on June 28, 2023. The consultant teams interviewed included the following:

- Felsburg, Holt & Ullevig (FHU) – Fehr & Peers and Group Creative Services
- SRF – Alta Planning + Design and Snyder & Associates
- Toole Design – HR Green, Confluence, and HDR Engineering

The Selection Committee scored each team based on the team's written proposal and interview. Toole Design received the highest combined score.

Staff has been working with Toole Design Group to develop a contract for services to complete the region's Comprehensive Safety Action Plan that will make the region eligible for the Safe Streets and Roads for All implementation funding. The draft contract has been reviewed by the MPO's legal counsel

[The draft contract for services is included on the MPO website \(click to access\).](#)

Recent Actions:

- August 9, 2023 – Executive Committee recommended approval.

RECOMMENDATIONS:

Recommend approval of the contract with Toole Design Group.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

August 2023
Item No. 14

ISSUE: Mobilizing Tomorrow Update Overview

REPORT: Discussion regarding the process to update Mobilizing Tomorrow, the MPO's long-range transportation plan.

BACKGROUND:

Staff is in the beginning phases of updating the MPO's long-range transportation plan, Mobilizing Tomorrow. The plan was last updated in November of 2019 and requires an update every four years. The next update is due in November of 2024.

At the August meeting, staff will provide an overview of their plan for updating Mobilizing Tomorrow.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org
(515) 334-0075

August 2022
Item No. 15

ISSUE: FY 2025 Iowa Clean Air Attainment Program Pre-Applications

REPORT: Report on Federal Fiscal Year 2025 Iowa Clean Air Attainment Program applications.

BACKGROUND:

Pre-applications for Federal Fiscal Year 2025 Iowa Clean Air Attainment Program applications are due on July 31, 2023. Staff will provide an overview of the pre-applications at the August meeting.

The ICAAP Schedule moving forward is as follows:

- **July 31, 2023** – Pre-Applications due to the MPO
- **August 2023** – Pre-Application presented to the Transportation Technical, Executive, and Policy Committee’s for review.
- **September 2023** – Pre-Applications are presented to Technical, Executive, and Policy Committee’s for approval and ICAAP resolutions are forwarded to project sponsor to include in the final application to the Iowa Department of Transportation.
- **October 1, 2023** – Project sponsors submit their application to the Iowa Department of Transportation (sponsors are required to send an electronic copy of final application to the MPO staff).

The list of submitted pre-applications is provided on the following page.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

FFY 2025 ICAAP Pre- Applications

Primary Sponsor	Project Title	Total Estimated Project Cost	ICAAP Funding Request
West Des Moines	Traffic System Vehicle Detection Improvement Project – Phase 2	\$540,000.00	\$432,000.00
DART	Route #17 Extension to Bondurant - Year 3	\$65,500.00	\$52,400.00
DART	DART Outreach and Education Campaign	\$50,000.00	\$40,000.00
Altoona	City of Altoona Intelligent Transportation System (ITS) Master Plan	\$95,000.00	\$76,000.00
Urbandale	ICAAP 100th Street Signal Coordination	\$125,000.00	\$100,000.00
Ankeny	N Ankeny Boulevard Improvements – 1st Street to 11th Street	\$6,186,150.00	\$1,900,000.00
Polk County	Traffic Signal System Improvements	\$436,700.00	\$349,300.00

August 2022
Item No. 16

ISSUE: Purple Heart Highway Update

REPORT: Update regarding the process to redesignate Iowa Highway 5 / US Highway 65 Freeway Corridor to an Interstate.

BACKGROUND:

Staff are continuing to work with the Greater Des Moines Partnership and other stakeholders to promote the Highway 5/US Highway 65 interstate designation. Staff will provide a full update at the February meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Gunnar Olson, golson@dmampo.org;
(515) 334-0075.