

MEETING MINUTES  
Des Moines Area Metropolitan Planning Organization (MPO)  
EXECUTIVE COMMITTEE SPECIAL MEETING  
11:30 a.m., Wednesday, July 12, 2023  
Des Moines Area MPO

The MPO Executive Committee held an Executive Committee meeting at 11:30 a.m. on July 12, 2023, at the Des Moines Area MPO office. MPO staff emailed agenda packets to the MPO Executive Committee members on July 7, 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.**

**Executive Members Present:**

Bob Andeweg | City of Urbandale  
Stephanie Riva | City of Norwalk  
Ted Weaver | City of Clive  
Dean O'Connor | City of Altoona  
Mark Holm | City of Ankeny  
Joe Gatto | City of Des Moines  
Frank Cownie | City of Des Moines  
Jeff Walters | City of Polk City  
Len Murray | City of Pleasant Hill  
Matthew McKinney | City of West Des Moines  
Andy Loonan | Iowa DOT

**Staff Present:**

Zach Young | Planning Manager  
Andrew Collings | Principal Planner  
Allison van Pelt | Senior Planner  
Zhi Chen | Senior Planner  
Lucas Young | Senior Planner  
Carl Saxon | Senior Planner  
Tracey Deckard | Office Manager  
Rhonda Miller | Accountant  
Harrison Markfield | Intern  
Scott Brennan | MPO General Counsel

**Executive Members Absent:**

Tom Hockensmith | Polk County

**Others Present:**

1. **Call to Order**  
MPO Chair Bob Andeweg called the July 12, 2023, meeting to order at 11:31 a.m. A quorum was present.
2. **Approval of Agenda**  
**MOTION:** A motion was made by Holm and seconded by Gatto to approve the July 12, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.  
**MOTION CARRIED**
3. **Approval of Meeting Minutes**  
Recommend approval of the June 7, 2023, meeting.  
**MOTION:** A motion was made by Holm and seconded by O'Connor to approve the June 7, 2023 meeting minutes  
**MOTION CARRIED**
4. **Approval of the June Financial Statement**  
MPO Treasurer/Finance Committee Chair, Ted Weaver presented. Advised that the Finance Committee had reviewed the June Financial Statements. Recommend approval.

**MOTION:** A Motion was made by O'Connor and seconded by Murray to approve the June Financial Statement.

**MOTION CARRIED**

5. **Contracts and Expenses**

Planning Manager presented. Recommend approval of the 3<sup>rd</sup> out of 4<sup>th</sup> payment to Iowa State University in the amount of \$15,000.00 for the development of a Trail Management Program.

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve payment of the invoice.

**MOTION CARRIED**

6. **Public Comment of MPO Actions**

None

7. **Final FFY 2024-2027 Transportation Improvement Program**

Planning Manager presented. Recommend approval of the final FFY 2024-2027 Transportation Improvement Program.

**MOTION:** A motion was made by Weaver and seconded by O'Connor to approve the final FFY 2024-2027 Transportation Improvement Program.

**MOTION CARRIED**

8. **Comprehensive Safety Action Plan Consultant Approval**

Planning Manager presented. The Comprehensive Safety Action Plan (CSAP) Selection Committee recommend the MPO enter contract negotiations with Toole Design.

**MOTION:** A motion was made by Holm and seconded by Riva to approve the comprehensive Safety Action Plan (CSAP) Selection Committee recommendation for the MPO enter contract negotiations with Toole Design.

**MOTION CARRIED**

*[MAYOR COWNIE ARRIVES 11:38 A.M.]*

9. **Water Trails BUILD Grant Payment Approval**

Planning Manager presented. Consider approval of the Application for Partial Payment No 6 for the Water Trails BUILD Grant project.

**MOTION:** A motion was made by O'Connor and seconded by Holm to approve Partial Payment No. 7 for the Water Trails BUILD Grant project subject to satisfactory review by Polk County and Snyder & Associates.

**MOTION CARRIED**

10. **Enter Closed Session**

Motion made by Holm and seconded by O'Connor to enter into closed session.  
Motion carried.

11. **Action in Public Session Related to Subject of Imminent Litigation**

Closed session began at 11:43 a.m. and concluded at 11:52 a.m.

12. **Employee Handbook**

Interim Executive Director presented. Discussion on recommended updates to the Employee Handbook. Report and discussion only.

13. **Policies and Procedures Manual**

Interim Executive Director presented. Discussion on the Policies and Procedures Manual that catalogs the MPO's various operations, policies and procedures.

Report and discussion only.

14. **MPO 2020 Urban Area Boundary**  
Principal Planner presented. Report regarding the process to update the MPO's Urban Area Boundary. Report and discussion only.
15. **Upcoming Events**  
Interim Executive Director introduced the MPO summer interns.  
Andy Loonan announced that he was leaving the Iowa DOT and this was his last meeting.
16. **Non-Action Items**  
Chair advised that there will be a meeting of the Executive Director search committee.
17. **Next Meeting Date**  
August 9, 2023, beginning at 11:30 a.m.
18. **Adjournment**  
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:07 p.m.