

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Policy Committee

—

4:00 p.m., September 21, 2023
Des Moines Area MPO Burnham Conference Room

—

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: FFY Approval of the Meeting Minutes** Page 2
 - Approve the August 17, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement** Page 6
5. **CONSENT and VOTE: Approval of Credit Card Application** Page 7
6. **PUBLIC COMMENT on MPO Actions** Page 9
7. **PRESENTATION: SS4A Project Applications in Des Moines** Page 10
 - Update from City of Des Moines on projects pursuing funding from the Safe Streets and Roads for All grant program, for which other members will soon be eligible.
8. **REPORT: FFY 2024-2027 Transportation Improvement Program Amendments** Page 11
 - Report on FFY 2024-2027 Transportation Improvement Program amendments from the City of Des Moines, Johnston, and Polk City; consider approval.
9. **REPORT: FFY 2025 Iowa Clean Air Attainment Program Applications** Page 12
 - Report regarding Federal Fiscal Year 2025 Iowa Clean Air Attainment Program applications; consider approval.
10. **REPORT and VOTE: Safe Streets and Roads for All Grant Agreement** Page 14
 - Report regarding the Safe Streets and Roads for All grant agreement with the Federal Highway Administration; consider approval.
11. **REPORT and OPTIONAL VOTE: MPO 2020 Urban Area Boundary Update** Page 15
 - Report on the proposed MPO 2020 Urban Area Boundary; consider approval.
12. **REPORT: Executive Director Search** Page 16
 - Report from the MPO chair on the Executive Director search process.
13. **REPORT: Water Trails BUILD Grant Update** Page 17
 - Update regarding progress on the Downtown Water Trails project.
14. **REPORT: Director Report** Page 18
 - Update by the Interim Executive Director on MPO activities.
15. **Other Non-Action Items of Interest to the Committee**
16. **Next Meeting Date – October 19, 2023, at 4:00 p.m.**
17. **Adjournment**

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.

September 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the August 17, 2023, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the August 17, 2023, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the August 17, 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., August 17, 2023

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., August 17, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on August 11, 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:

Mark Holm | City of Ankeny
Michael Schrock | City of Ankeny
Doug Elrod | City of Bondurant
Ruth Randleman | City of Carlisle
Mark Hanson | Dallas County
Luis Montoya | DART
Frank Cownie | City of Des Moines
Scott Sanders | 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
Malcolm Hankins | City of Des Moines
Jake Anderson | City of Grimes
Tom Phillips | City of Norwalk
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Tom Hockensmith | Polk County
Robert Andeweg | City of Urbandale
Courtney Clarke | City of Waukee
Matt McKinney | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Zac Bittig | IDOT *

MPO Representatives Absent:

Dean O'Connor | City of Altoona
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Colton Fors | City of Elkhart**
Heather Stancil | Madison County**
Tammi Dillavou | City of Mitchellville
Stephanie Erickson | City of Indianola**
Jim Evans | City of Johnston
Travis Brott | Van Meter**
Mark Snell | Warren County
Kevin Foley | Des Moines International Airport*
Julia Castillo | HIRTA*
Johnnie Gibson | FHWA*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Clifford Leonard | Public
Todd Shafer | City of Ankeny

MPO Staff Present:

Scott Brennan | MPO General Counsel
Dylan Mullenix | Interim Executive Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Tracey Deckard | Office Manager
Gunnar Olson | Public Affairs Manager
Zhi Chen | Senior Planner

1. Call To Order

Chair Andeweg recognized a quorum and called May Policy Meeting to order at 4:02 p.m.

2. Approval of Agenda

MOTION: A motion was made by Cownie and seconded by Walters to approve the Des Moines Area Metropolitan Planning Organization August 17, 2023, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Cownie and seconded by Walters to approve the June 15, 2023, Policy meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statements

Interim Executive Director presented. Finance Committee approved and Holm to approve the Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Public Comment

None.

6. Transload Development and Operational Agreement Amendment

Planning Manager presented. Recommend approval of the amendment to the Transload Development and Operation Agreement amendment.

MOTION: A motion was made by Gatto and seconded by Walters to approve the amendment.

MOTION CARRIED. MCKINNEY ABSTAINED

Mark Snell joins meeting at 4:16

7. Employee Handbook

Interim Executive Director presented. Recommend approval of the updated Employee Handbook. Voss inquired about marijuana testing.

MOTION: A motion was made by Murray and seconded by Holm to approve the Employee Handbook

MOTION CARRIED.

8. Policies and Procedures Manual

Interim Executive Director presented. Consider approval of the Policies and Procedures Manual.

MOTION: A motion was made by Holm and seconded by Walters to approve the Policies and Procedures.

MOTION CARRIED UNANIMOUSLY

9. Interim Executive Director Annual Review and Compensation Adjustment

Chair presented. Recommend approval of a salary increase for the Dylan Mullenix, Interim Executive Director as recommended by the Review Committee.

MOTION: A motion was made by Jones and seconded by Holm to reaffirm and update the agreement.

MOTION CARRIED UNANIMOUSLY

10. Temporary Salary Adjustment for Interim Executive Director

Chair presented. Recommend approval of Review Committees recommendation of a temporary salary adjustment for Dylan Mullenix as the acting Interim Executive Director.

MOTION: A motion was made by McKinney and seconded by Holm to approve the temporary salary adjustment for the acting Interim Executive Director.

MOTION CARRIED UNANIMOUSLY

11. FFY 2023-2026 Transportation Improvement Program Amendment

Planning Manager presented. Recommend approval of the FFY 2023-2026 Transportation Improvement Program Amendment requested by the IDOT.

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve the FFY 2023-2026 Transportation Improvement Program Amendment.

MOTION CARRIED UNANIMOUSLY.

Mark Hanson joins meeting at 4:22 p.m.

12. Water Trails BUILD Grant Payment Approval

Planning Manager presented. Recommend approval of BUILD Grant request #8 and to administratively approve payments in the future with full reports to the Policy Committee

MOTION: A motion was made by Hockensmith and seconded by Hadden to approve the BUILD Grant payment #8 and to administratively approve future payments.

MOTION CARRIED UNANIMOUSLY.

13. Comprehensive Safety Action Plan Consultant Contract Approval

Planning Manager presented. Recommend approval of the Comprehensive Safety Action Plan contract with Toole Design Group.

MOTION: A motion was made by Hadden and seconded by McKinney to approve the Toole Design Group contract.

MOTION CARRIED UNANIMOUSLY.

14. Mobilizing Tomorrow Update Overview

Planning Manager presented. Report on the process to update Mobilizing Tomorrow, the MPO's long-range transportation plan.

15. FY 2025 Iowa Clean Air Attainment Program Pre-Applications

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

16. Purple Heart Highway Update

Staff presented. Report regarding ongoing efforts toward interstate designation of the Purple Heart Highway. Lengthy discussion ensued regarding potential options and future projects. Report only.

17. Closed session canceled.

The chair reported that the Search Committee will reconvene.

18. No vote on closed session actions

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

Staff provided information on the new website and also announced the scheduling of the MPO 40th Anniversary event on September 29 at Smash Park from 2:00-5:00 p.m.

20. Next Meeting Date- September 21, 2023, at 4:00 p.m.

21. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 5:00 p.m.

September 2023
Item No. 4

ISSUE: Approval of Financial Statement

VOTE: Consider approval of the August 2023 MPO Financial Statement.

BACKGROUND:

The August 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 Finance Subcommittee and the Executive Committee have reviewed the financial statement and recommend the Policy Committee's approval.

RECOMMENDATION:

Recommend approval of the August Financial Statement.

STAFF CONTACT:

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

September 2023
Item No. 5

ISSUE: Approval of Credit Card Application

VOTE: Consider approval of a credit card application to First National Bank/UMB Bank.

BACKGROUND:

The MPO currently holds a credit card account with Chase bank. However, the account details are in the name of the former MPO Executive Director, and the bank will not allow other staff to make any changes to the account despite repeated efforts. Therefore, staff is recommending the account be closed and a new one opened with First National Bank, with whom the MPO holds other accounts. The bank requires that the board approve an *Organization Resolution and Agreement for Credit Card Program* (included on the following page).

RECOMMENDATION:

Recommend approval of the *Organization Resolution and Agreement for Credit Card Program* to allow staff to open a new credit card account, with the Interim Executive Director named as the Program Coordinator and the Office Manager named as the Recordkeeper, and with credit limits of \$10,000 for the Interim Executive Director and \$5,000 for the Office Manager, per the MPO's *Policies and Procedures Manual* approved in August 2023.

STAFF CONTACT:

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

ORGANIZATION RESOLUTION AND AGREEMENT FOR CREDIT CARD PROGRAM

(All Applicants)

_____, who is the undersigned Recordkeeper for, (the “**Organization**”), _____

a _____ (type of entity) organized under the laws of _____ (state), does hereby certify:

1. That he/she is the Secretary or Assistant Secretary, or an officer, partner, owner, principal, manager, member or other person having lawful custody of the official records of the above Organization (the “**Recordkeeper**”) and is authorized to provide this document to UMB Bank, n.a. (“**Bank**”).

2. That at a meeting of the governing body of the Organization duly held on _____ (date) and at which a quorum was present and acting throughout, or pursuant to the unanimous written consent of its members, the following Resolution and Agreement was duly adopted and approved and is currently in full force and effect, and has not been amended or rescinded:

RESOLVED, that a credit card line of credit for this Organization be established by the Program Coordinator named in the section immediately below with UMB Bank, n.a., and that separate accounts and credit cards (“Cards”) under said line be opened and issued by Bank in the name of this Organization for use by employees and agents of this Organization who are identified from time to time by the Program Coordinator, or by any successor to the Program Coordinator identified from time to time by the Recordkeeper (or by the successor to the Recordkeeper), and that the Organization authorizes the use of the Cards in accordance with the Cardholder Agreement that is sent by Bank with the Cards; and

RESOLVED FURTHER, that _____ is the Program Coordinator referred to in the above section of this Resolution, and that the Program Coordinator or any successor to the Program Coordinator designated in writing by the Recordkeeper (or by a successor Recordkeeper) may from time to time: request that Cards be issued in the name of this Organization; request that the credit limits and purchase controls be changed on existing Cards issued in the name of this Organization; designate additional persons authorized to use Cards issued by Bank in the name of this Organization; request termination of use of existing Cards; and communicate other pertinent information to Bank; and

RESOLVED FURTHER, that the foregoing resolution shall remain in full force and effect until written notice of an amendment or rescission thereof is delivered to and receipted for by Bank; and

RESOLVED FURTHER, that the Recordkeeper be and he/she is hereby authorized and directed to certify to Bank this resolution and that the Recordkeeper signing this Resolution and Agreement or any person designated in writing by the Recordkeeper, is authorized to certify to the Bank the names and signatures of persons authorized to act on behalf of the Organization under the foregoing Resolution and Agreement, and from time to time hereafter, as additions to or changes in the identity of said Recordkeeper are made, such Recordkeeper or designee shall immediately report, furnish and certify such changes to the Bank, and shall submit to Bank a new incumbency certificate or other document reflecting such changes in order to make such changes effective; and

RESOLVED FURTHER, that the foregoing resolution was adopted in accordance with the governing documents of the Organization, and that such resolution is now in full force and effect.

IN WITNESS WHEREOF, the undersigned Recordkeeper has subscribed his or her name and, if appropriate or required, applied the seal of the Organization to this Resolution and Agreement

as of this _____ day of _____, _____.

RECORDKEEPER

Signature by Secretary, Assistant Secretary, or other Person certifying to this Resolution and Agreement

Signature _____ Name (print) _____ Title (print) _____

ADDITIONAL OFFICER

Signature by Second Person, certifying to incumbency of Recordkeeper

Signature _____ Name (print) _____ Title (print) _____

Affix Seal, if required by Organization’s governing documents.

Guidelines for Completion for Customers that are U.S. legal entities:

- **Corporation:** The Recordkeeper signing above should be the corporate secretary or assistant secretary. The second person may be the Chairman, President, CEO, a Board member, the Treasurer or the CFO.
- **Partnership, Limited Liability Partnership, Limited Liability Company, or Sole Proprietor:** All general partners, all members, or the sole proprietor must sign this form, unless Organization’s governing documents specify that a manager, managing general partner or other person may act. In any event, a second general partner or member must sign in the second place. Sole proprietors do not require a second signature.
- **Governmental Entity:** The Treasurer must sign in the first place, unless the Organization’s charter specifies otherwise. The entity’s Chairperson, Vice Chairperson, or Counsel must sign in the second place.

September 2023
Item No. 6

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

September 2023
Item No. 7**ISSUE: Safe Streets and Roads for All**

PRESENTATION: Update from the City of Des Moines on its project applications to the Safe Streets and Roads for All grant program.

BACKGROUND:

The Des Moines Area MPO will soon kick off the planning process for a regional Comprehensive Safety Action Plan, thanks to a \$800,000 grant award from the Safe Streets and Roads for All (SS4A) grant program from the U.S. Department of Transportation. Once the plan is complete, MPO members will be eligible for future rounds of SS4A funding for project implementation. The discretionary program will provide \$5 billion to \$6 billion in funding over the next five years.

The City of Des Moines is one year ahead of the regional curve, having recently adopted a Vision Zero action plan with a goal of eliminating road traffic deaths and serious injuries by 2040. Now, the City is applying for project implementation dollars.

Des Moines City Engineer Steve Naber, Chair of the MPO Transportation Technical Committee, will provide an overview of the City's Vision Zero plan, its proposed implementation projects, and the grant-application process. The presentation will be relevant to other MPO members considering an SS4A grant application in the near future.

RECOMMENDATIONS:

None. Presentation only.

STAFF CONTACTS:

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

September 2023
Item No. 8

ISSUE: FFY 2024-2027 Transportation Improvement Program Amendments

REPORT and VOTE: Consider approval of the amendments to *Federal Fiscal Year 2024-2027 Transportation Improvement Program*.

BACKGROUND:

The following amendments to the *FFY 2024-2027 Transportation Improvement Program* have been requested:

Sponsor: City of Des Moines
Project: SE Connector (Item 39393)
Federal Aid Amount: \$11,284,000
Total Cost: \$26,000,000
Type of Funding: STBG
Change: Update total project cost to \$58,000,000 and combine Phase 1 and Phase 2 into one project.

Sponsor: City of Johnston
Project: Merle Hay Road Corridor Traffic Signal Improvements (Item 52457)
Federal Aid Amount: \$621,470
Total Cost: \$776,840
Type of Funding: CMAQ (ICAAP)
Change: Move project to FFY 2024

Sponsor: City of Polk City
Project: N. 3rd Street Reconstruction (Item 45474)
Federal Aid Amount: \$1,164,651
Total Cost: \$2,226,651
Type of Funding: STBG
Change: Update total project description to “In the City of Polk City, On N. 3rd Street, from 300’ south of E. Northside Drive to E. Vista Lake Avenue” and update map

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2024-2027 Transportation Improvement Program* amendment.

STAFF CONTACTS:

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

September 2023
Item No. 9

ISSUE: FFY 2025 Iowa Clean Air Attainment Program Applications

REPORT and VOTE: 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 provided an overview of the applications at the August meeting.

The ICAAP Schedule moving forward is as follows:

- **July 31, 2023** – Pre-Applications are due to the MPO
- **August 2023** – Pre-Applications are presented to the Transportation Technical, Executive, and Policy Committees for review.
- **September 2023** – Pre-Applications are presented to Technical, Executive, and Policy Committees 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 included on the following page.

RECOMMENDATION:

Recommend Approval of the FFY 2025 Iowa Clean Air Attainment Program applications.

STAFF CONTACTS:

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

FFY 2025 ICAAP Applications

Primary Sponsor	Project Title	Total Estimated Project Cost	ICAAP Funding Request
Ankeny	N Ankeny Boulevard Improvements – 1st Street to 11th Street	\$6,186,150	\$1,900,000
Polk County	Traffic Signal System Improvements	\$436,700	\$349,300
West Des Moines	Traffic System Vehicle Detection Improvement Project – Phase 3	\$915,000	\$732,000

September 2023
Item No. 10**ISSUE: Safe Streets and Roads for All Grant Agreement**

REPORT and VOTE: Consider approval of the Safe Streets and Roads for All Grant Agreement.

BACKGROUND:

Staff have spent the last few months working with the Federal Highway Administration Iowa Division to develop the grant agreement for the Safe Streets and Roads for All funding that was awarded to the MPO for the regional Comprehensive Safety Action Plan.

[The draft grant agreement is available on the MPO website \(click to access\).](#)

The final draft of the agreement is currently being reviewed by the Iowa Division office before they forward it on to Headquarters. Staff are not anticipating any substantial changes to the agreement. Since the consultant can't begin work until this agreement is finalized, staff requesting that the board approves the agreement as it currently stands so work can commence as soon as possible. If significant changes are proposed by Headquarters, staff would bring the grant agreement back to the Board in October.

RECOMMENDATION:

Recommend Approval of the Safe Streets and Roads for All Grant Agreement.

STAFF CONTACTS:

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

September 2023
Item No. 11**ISSUE: MPO 2020 Urban Area Boundary Update**

REPORT and OPTIONAL VOTE: Consider approval of the updated MPO 2020 Urban Area Boundary.

BACKGROUND:

Following each Decennial census, Federal law requires cooperation between the State and MPO to update the Urban Area Boundary (UAB). The U.S. Census Bureau defines urban areas as any densely settled areas consisting of 2,000 or more housing units or 5,000 or more people. All other areas are considered rural. Prior to 2020, the Census Bureau relied solely upon population density and defined areas of 2,500 people or more as urban.

The Iowa DOT provided a memo to MPOs on UAB adjustments that outlines the update process. As outlined in the memo, the MPO has partnered with the Iowa DOT to conduct a review, facilitate adjustments, and adopt the adjusted UAB. Adjustments to UABs will be approved by the Iowa DOT and FHWA Division Office by December 29, 2023.

Based on the provided information, staff is creating an online map that shows the proposed UAB for the Des Moines Area MPO. Because the MPO Urban Area and the Polk City Urban Area are within close proximity, additional consideration was given to the UABs between the two areas.

[Click here to access the online UAB map.](#)

After approval of the UAB, the MPO will begin reviewing the Planning Area (PA) Boundary which will encompass all future growth anticipated to occur within the next 20 years. Staff will begin the process by reviewing each community's Comprehensive Plan and Future Land Use map to determine what extensions of the PA are necessary. MPO staff has requested that member communities forward copies of their Comprehensive Plans and Future Land Use maps.

RECOMMENDATIONS:

Recommend approval of the proposed MPO 2020 Urban Area Boundary.

STAFF CONTACTS:

Andrew Collings, acollings@dmampo.org
(515) 334-0075

September 2023
Item No. 12

ISSUE: Executive Director Search Update

REPORT: Update on the search process and consideration of any related action.

BACKGROUND:

The MPO chair will provide any update on the Executive Director search process.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACTS:

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

September 2023
Item No. 13

ISSUE: Water Trails BUILD Grant Update

REPORT: Update regarding the Water Trails BUILD grant project.

BACKGROUND:

Staff will provide and update on the Downtown Water Trails BUILD grant project.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

September 2023
Item No. 14

ISSUE: Director Report

REPORT: Update by the Interim Executive Director on MPO activities.

BACKGROUND:

The Interim Executive Director will provide an update on MPO activities.

RECOMMENDATIONS:

None. Report only.

STAFF CONTACTS:

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