

NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee**

—

11:30 a.m., October 11, 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 2
 - Approve the September 13, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement** Page 6
5. **REPORT and VOTE: Public Hearing Date for Downtown Des Moines Dam Mitigation and User Access Project Construction Contract**..... Page 7
 - Approve the public hearing date to award the construction contract for the Harriet Street phase of the water trails project; consider approval.
6. **REPORT and VOTE: Reimbursement Agreement Regarding the SS4A Grant Agreement**..... Page 8
 - Report regarding a proposed agreement between CIRTPA and the MPO to identify roles and responsibilities regarding the US DOT Safe Streets for All Grant Agreement; consider approval.
7. **REPORT: Carbon Reduction Program Funding** Page 9
 - Discussion regarding a new formula funding program to the MPO targeted at reducing transportation related emissions.
8. **REPORT: EV Charging Reliability and Accessibility Accelerator program**..... Page 10
 - Discussion regarding the Notice of Funding Opportunity a new US DOT program aimed at repairing and replacing EV chargers.
9. **REPORT: Purple Heart Highway Update**..... Page 11
 - Update regarding the process to redesignate Iowa Highway 5 / US Highway 65 Freeway Corridor to an Interstate.
10. **REPORT: Director Report** Page 12
 - Update by the Interim Executive Director on MPO activities.
11. **Other Non-Action Items of Interest to the Committee**
12. **Next Meeting Date – November 8, 2023, at 11:30 a.m.**
13. **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.

October 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the September 13, 2023, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the September 13, 2023, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the September 13, 2023, MPO Executive Committee meeting.

STAFF CONTACT:

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

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
 EXECUTIVE COMMITTEE
 11:30 a.m., Wednesday, September 13, 2023
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on September 13, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on August 3, 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:	PRESENT	ABSENT
Robert Andeweg, Chair City of Urbandale	X	
Stephanie Riva, Vice-Chair City of Norwalk	X	
Ted Weaver, Secretary/Treasurer City of Clive	X	
Dean O'Connor City of Altoona	X	
Mark Holm City of Ankeny	X	
Ruth Randleman City of Carlisle	X	
Frank Cownie City of Des Moines	X	
Joe Gatto City of Des Moines	X	
Len Murray City of Pleasant Hill	X	
Jeff Walters City of Polk City	X	
Tom Hockensmith Polk County	X	
Matthew McKinney City of West Des Moines	X	
STAFF PRESENT:		
Dylan Mullenix Interim Executive Director	X	
Zach Young Planning Manager	X	
Andrew Collings Principal Planner	X	
Zhi Chen Senior Planner	X	
Carl Saxon Senior Planner	X	
Lucas Young Senior Planner		X
Gunnar Olson Public Affairs Manager	X	
Tracey Deckard Office Manager	X	
Rhonda Miller Accountant		X
Caleb Knutson MIPA Senior Planner		X

OTHERS PRESENT:	INTEREST/REPRESENTING
Clifford Leonard	Public
Zac Bitting	Iowa DOT

1. **Call to Order**
MPO Chair Bob Andeweg called the September 13, 2023, meeting to order at 11:29 a.m. A quorum was present.
2. **Approval of Agenda**
MOTION: A motion was made by Gatto and seconded by Riva to approve the September 13, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.
MOTION CARRIED
3. **Approval of Meeting Minutes**
Recommend approval of the August 9,2023 meeting minutes.
MOTION: A motion was made by Hockensmith and seconded by O'Connor to approve the August 9,2023 meeting minutes
MOTION CARRIED
4. **Approval of the August Financial Statement**
MPO Treasurer/Finance Committee Chair, Ted Weaver presented. Advised that the Finance Committee had reviewed the August Financial Statements. Recommend approval.
MOTION: A Motion was made by Holm and seconded by O'Connor to approve the August Financial Statement.
MOTION CARRIED
5. **Approval of Credit Card Application**
Interim Executive Director presented. Recommend approval of a credit card application to First National Bank/UMB Bank.
MOTION: A motion was made by Hockensmith and seconded by O'Connor to approve completion of the Organization Resolution and Agreement for Credit Card.
MOTION CARRIED
6. **FFY 2024-2027 Transportation Improvement Program Amendments**
Planning Manager presented. Recommend approval of the proposed Federal Fiscal Year 2024-2027 Transportation Improvement Program amendment from the City of Des Moines, the City of Johnston, and the City of Polk City.
MOTION: A motion was made by Weaver seconded by Murray to approve the FFY 2024-2027 Transportation Improvement Program Amendments.
MOTION CARRIED
7. **FFY 2025 Iowa Clean Air Attainment Program Applications**
Planning Manager presented. Staff recommends approval of the FFY 2025 Iowa Clean Air Attainment Program applications.
MOTION: A motion was made by Weaver and seconded by Gatto to approve the FFY 2025 Iowa Clea Air Attainment applications.
MOTION CARRIED
8. **Safe Streets and Roads for All Grant Agreement**
Planning Manager presented. Recommend approval of the Safe Streets and Roads for All Grant Agreement.

MOTION: A motion was made by Weaver and seconded by Riva to approve the Safe Streets and Roads for All Grant Agreement.

MOTION CARRIED

9. **MPO 2020 Urban Area Boundary Update**

Principal Planner presented. Recommend approval of the proposed MPO 2020 Urban Area Boundary.

MOTION: A motion was made by Holm and seconded by O'Connor to approve the MPO 2020 Urban Area Boundary.

MOTION CARRIED

10. **Executive Director Search Update**

Chair reported that the Search Committee will continue to find a search firm and an RFP has been drafted.

11. **Water Trails BUILD Grant Update**

Planning Manager presented. Update regarding the progress on the Water Trails project. Report and discussion only.

12. **Director Report**

Interim Executive Director presented an update on MPO activities and potential future. Report and discussion only.

13. **Non-Action Items**

Reminder of the 40th MPO Anniversary celebration scheduled for September 29 at Smash Park. Please RSVP,

14. **Next Meeting Date**

October 11, 2023, beginning at 11:30 a.m.

15. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:00 p.m.

October 2023
Item No. 4

ISSUE: Approval of Financial Statement

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

BACKGROUND:

The September 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](#)

Note that the Finance Subcommittee is also reviewing the financial statement.

RECOMMENDATION:

Recommend approval of the September Financial Statement.

STAFF CONTACT:

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

October 2023
Item No. 5

ISSUE: Public Hearing Date for Downtown Des Moines Dam Mitigation and User Access Project Construction Contract

REPORT: Consider approval of the public hearing date to award the construction contract for the Harriet Street access phase of the Downtown Des Moines Dam Mitigation and User Access Project.

BACKGROUND:

The MPO is required to set a public hearing date to award the construction contract for the Downtown Des Moines Dam Mitigation and User Access Project. At said hearing, the Policy Committee will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in the Des Moines Area Metropolitan Planning Organization offices located at 420 Watson Powell, Suite 200, Des Moines, Iowa 50309, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Policy Committee will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

The following outlines the schedule for the public hearing:

Tentative Schedule

October 11, 2023 – Set Public Hearing Date

- Take action at December Executive Committee meeting to set public hearing date for November 16, 2023

October 17, 2023 – Letting

November 1, 2023 – Publish Public Hearing Notice

- Publish public hearing notice in the Des Moines Register

November 16, 2023 – Public Hearing at MPO Policy Committee Meeting

- Resolution adopting plans, specifications, form of contract, and estimated project cost;
- Receive and file report of the bids received by deadline;
- Resolution making award of construction contract; and,
- Resolution approving contract and bonds with construction contractor.

RECOMMENDATION:

Approve public hearing date for November 16, 2023, at 4:00 p.m. at the MPO Policy Committee meeting.

STAFF CONTACT:

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

October 2023
Item No. 6

ISSUE: Project Reimbursement Agreement Regarding the US DOT SS4A Grant Agreement

REPORT and VOTE: Consider approval of a proposed agreement between CIRTPA and the MPO to identify roles and responsibilities regarding the US DOT Safe Streets for All Grant Agreement; consider approval.

BACKGROUND:

Earlier this year, the Central Iowa Regional Transportation Planning Alliance (CIRTPA) applied for \$200,000 from FHWA to complete a Safety Action Plan for the cities within the CIRTPA Planning Area. After submittal, FHWA asked that the MPO and CIRTPA applications be combined into a joint application for administrative purposes.

The federal SS4A Grant Agreement was approved at the September Policy Committee meeting.

Currently the MPO is listed as the grantee with CIRTPA being a subrecipient. Further communication with FHWA has clarified that CIRTPA is being seen as a partner on the overall project and will need to work through the MPO to draw funding and complete the project. Therefore, a Project Reimbursement Agreement is needed to clarify the process for project completion, grant drawdowns, and project closeout.

A copy of the Project Reimbursement Agreement will be made available prior to the meeting.

The Project Reimbursement Agreement is being reviewed by MPO legal counsel.

RECOMMENDATION:

Approve the proposed Project Reimbursement Agreement between the MPO and CIRTPA.

STAFF CONTACT:

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

October 2023
Item No. 7

ISSUE: Carbon Reduction Program Funding

REPORT: Discussion regarding a new formula funding program to the MPO targeted at reducing transportation related emissions.

BACKGROUND:

The Bipartisan Infrastructure Law established the Carbon Reduction Program (CRP) in [23 U.S.C. 175](#), which provides funds for projects designed to reduce transportation emissions. Similar to the Surface Transportation Block Grant (STBG) program, these funds are provided to the MPO by a formula each year to be awarded to MPO members. Staff plans to run the CRP funding process concurrently with the STBG process with applications for funding being released in early December 2023.

Staff is estimating that the MPO will have approximately \$8 million in CRP funds to allocate to projects during the upcoming application cycle. This includes funding for FFY 2023-2028 and averages between \$1.3 to \$1.4 million per year.

Staff will provide an overview of eligible projects and possible uses for the CRP funds at the October meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

October 2023
Item No. 8

ISSUE: EV Charging Reliability and Accessibility Accelerator program

REPORT: Report a Notice of Funding Opportunity from the US DOT for funds to repair and replace existing EV chargers.

BACKGROUND:

The US Department of Transportation has released a Notice of Funding Opportunity (NOFO) for the Electric Vehicle (EV) Charger Reliability and Accessibility Accelerator program. This program will provide up to \$100 million in Federal funding to repair and replace existing, but non-operational, EV charging infrastructure. This program awards grants to state and local governments to help them address broken and non-operational EV chargers.

According to the Iowa Economic Development Authority, over half of Iowa's temporarily unavailable EV charging ports are within the MPO's planning area. [The NOFO is available here.](#) Applications are due November 13, 2023.

RECOMMENDATION:

None. Report and discussion Only

STAFF CONTACT:

Carl Saxon, csaxon@dmampo.org;
(515) 334-0075.

October 2023
Item No. 9

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

October 2023
Item No. 10

ISSUE: Director Report

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

BACKGROUND:

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

RECOMMENDATIONS:

None. Report only.

STAFF CONTACTS:

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