

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Transportation Technical Committee

9:30 a.m., November 2, 2023
Virtual Meeting

OR Dial 1-312-626-6799, Meeting ID: 890 559 757 21

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: FFY Approval of the Meeting Minutes** Page 2
 - Approve the October 5, 2023, meeting minutes.
4. **PRESENTATION: Update on Highway 141 Corridor Study** Page 5
 - City of Johnston staff will present on the Highway 141 Corridor Study.
5. **REPORT and VOTE: Calendar Year 2024 Meeting Dates** Page 6
 - Report proposed Transportation Technical Committee meeting dates for Calendar Year 2024; consider approval.
6. **REPORT and VOTE: Decision Making Tree** Page 8
 - Report regarding a decision tree to help the MPO determine when it should be involved with various projects and at what level; consider approval.
7. **REPORT: Planning Area Boundary Update** Page 11
 - Report and discussion regarding the update to the MPO's Planning Area Boundary.
8. **REPORT: Mobilizing Tomorrow Update** Page 12
 - Update regarding the development of Mobilizing Tomorrow, the region's Long-Range Transportation Plan.
9. **REPORT: FFY 2028 Surface Transportation Block Grant Program Schedule** Page 13
 - Report regarding the Federal Fiscal Year 2028 Surface Transportation Block Grant (STBG) Program schedule.
10. **REPORT: Water Trails BUILD Grant Update** Page 14
 - Update regarding the progress being made on the downtown Water Trails project.
11. **REPORT: Upcoming Events** Page 15
12. **Other Non-Action Items of Interest to the Committee**
13. **Next Meeting Date – December 7, 2023, at 9:30 a.m.**
14. **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.

November 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the October 5, 2023, MPO Technical Committee meeting minutes.

BACKGROUND:

The minutes of the October 5, 2023, MPO Technical Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the October 5, 2023, MPO Technical Committee meeting.

STAFF CONTACT:

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

MEETING MINUTES

Des Moines Area Metropolitan Planning Organization Transportation Technical Committee

9:30 a.m., Thursday, October 5, 2023

The MPO TTC held a virtual meeting at 9:30 a.m., October 5, 2023. Before the meeting, the MPO staff emailed agenda packets to the TTC representatives and posted the agenda at the MPO office on September 29, 2023.

Representatives Present:

John Dostart | City of Altoona
Amy Quartell | City of Ankeny
Mark Mueller | City of Ankeny
John Horton | City of Bondurant
Mitch Holtz | City of Carlisle
Jeff May | City of Clive
John A Davis | City of Des Moines
Steve Naber | City of Des Moines
Michael Ludwig | City of Des Moines
Luis Montoya | DART
Matt Ahrens | City of Grimes
Dave Wilwerding | City of Johnston
Tom Leners | Madison County
Luke Parris | City of Norwalk
Madeline Sturms | City of Pleasant Hill
Bret VandeLune | Polk County
John Larson | City of Urbandale
Tim Hill | Warren County
Rudy Koester | City of Waukee
Eric Petersen | City of West Des Moines
Karen Marren | City of West Des Moines
Zac Bitting | IDOT
Kevin Foley | DSM International Airport *

Representatives Absent:

Rita Connor | City of Cumming**
Murray McConnell | Dallas County
Angie Schaffer | City of Elkhart**
Charlie Dissell | City of Indianola**
Paul Green | City of Mitchellville
Chelsea Huisman | City of Polk City
Dave Herman | City of Van Meter**
Justin Ernst | City of Windsor Heights
Julia Castillo | HIRTA
Darla Hugaboom | FHWA*
Gerri Doyle | Federal Transit Administration*
* Non-Voting, Advisory Representative
** Non-Voting, Associate Representative

Staff Present:

Dylan Mullenix | Interim Executive Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Gunnar Olson | Public Affairs Manager
Tracey Deckard | Office Manager
Zhi Chen | Senior Planner
Carl Saxon | Senior Planner

Others Present

Allison van Pelt | Polk County
Dave Dougherty | HR Green
Doug Ollendike | City of Clive

1. **Call to Order**
TTC Chair recognized a quorum and called the October 5, 2023, meeting to order at 9:31 a.m.
2. **Approval of Agenda**
MOTION: A motion was made by Sturms and seconded by Wilwerding to approve the MPO TTC's meeting agenda.
MOTION CARRIED UNANIMOUSLY
3. **Approval of Meeting Minutes**
MOTION: A motion was made by Mueller and seconded by Dostart to approve the MPO TTC August meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Presentation: Update on new terminal for Des Moines Airport Authority**
Kevin Foley presented.
5. **UP EPA Climate Pollution Reduction Grant Program**
Allison van Pelt, Polk County Public Works presented.
6. **Carbon Reduction Program Funding**
Planning Manager presented. Discussion regarding new funding program targeted at reducing transportation related emissions. Report and discussion only.
7. **EV Charging Reliability and Accessibility Accelerator Program**
Staff presented. Report on Notice of Funding Opportunity for EV Charging Reliability. Report and discussion only.
8. **Upcoming Events**
Information only.
9. **Other Non-Action Items of Interest to the Committee**
Staff advised that statewide TAP Funding applications are now available.
10. **Next Meeting Date**
The next meeting will be held at 9:30 a.m., on Thursday, October 5, 2023.
11. **Adjournment**
The MPO TTC's October 5, 2023, meeting was adjourned at 10:34 a.m.

November 2023
Item No. 4

PRESENTATION: Highway 141 Corridor Study

PRESENTATION: City of Johnston staff will present on the Highway 141 Corridor Study.

BACKGROUND:

The City of Johnston, in partnership with the City of Grimes, Polk County, and the Iowa DOT, has commissioned Snyder & Associates to examine the Iowa Highway 141 (IA 141) corridor from Iowa Highway 44 (IA 44/East 1st Ave) to the Iowa Highway 415 (IA 415) interchange and the related surrounding area as the Cities and County identify future land use changes along the corridor.

The study considers numerous factors, including a comprehensive safety review, the comprehensive plans of the relevant jurisdictions, and traffic volume projections. The study makes numerous recommendations for the short- and long-term safety and efficiency of the corridor.

City of Johnston staff will provide an update on the effort and answer any questions.

RECOMMENDATION:

None. Presentation and discussion only.

STAFF CONTACTS:

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

November 2023
Item No. 5

ISSUE: Calendar Year 2024 Meeting Dates

REPORT and VOTE: Report on the proposed meeting dates in Calendar Year 2024 for the MPO's Transportation Technical Committee; consider approval.

BACKGROUND:

The MPO staff annually issues a proposed MPO meeting schedule for the upcoming calendar year. The MPO is required to issue its upcoming meeting dates to comply with the State of Iowa's Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

Included, immediately following, is the proposed Calendar Year 2024 MPO meeting schedule.

RECOMMENDATIONS:

Approve the meeting dates for Calendar Year 2024.

STAFF CONTACT:

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

2024 MPO Meeting Dates

TTC 9:30 am	Exec 11:30 am	Policy 4:00 pm
January 4	January 10	January 18
February 1	February 7	February 15
March 7	March 13	No meeting
April 4	April 10	April 18
May 2	<i>May 15*</i>	May 16
June 6	June 12	June 20
<i>July 11**</i>	July 17	No meeting
August 1	August 7	August 15
September 5	September 11	<i>September 26***</i>
October 3	October 9	October 17
November 7	November 13	November 21
December 5	December 11	No meeting

***Moved back a week due to DMDC Trip scheduled for May 8-10, 2024**

**** Moved back a week due to 4th of July**

*****Moved back a week due to Iowa League of Cities 2024 Conference September 18-20, 2024 / Sioux City**

November 2023
Item No. 6**ISSUE: MPO Involvement Decision Tree**

Consider approval of a decision tree to help the MPO determine when it should be involved with various projects and at what level.

BACKGROUND:

The MPO Policy Committee and individual representatives have expressed the need to better identify the projects and initiatives in which the MPO participates. To that end, MPO staff has developed a decision tree to guide the MPO as it determines whether to be involved in an initiative and at what level. The decision tree asks a series of questions, which arrive at one of four levels of involvement, including:

- **Lead:** MPO is in a leadership position.
- **Support:** MPO is in a position of supporting others that are leading the activity.
- **Supplemental:** MPO supports projects outside of its core mission or provides limited support on non-regional projects.
- **No involvement:** MPO is not involved at all.

A draft decision tree and more detailed explanations of the involvement levels are included on the following pages.

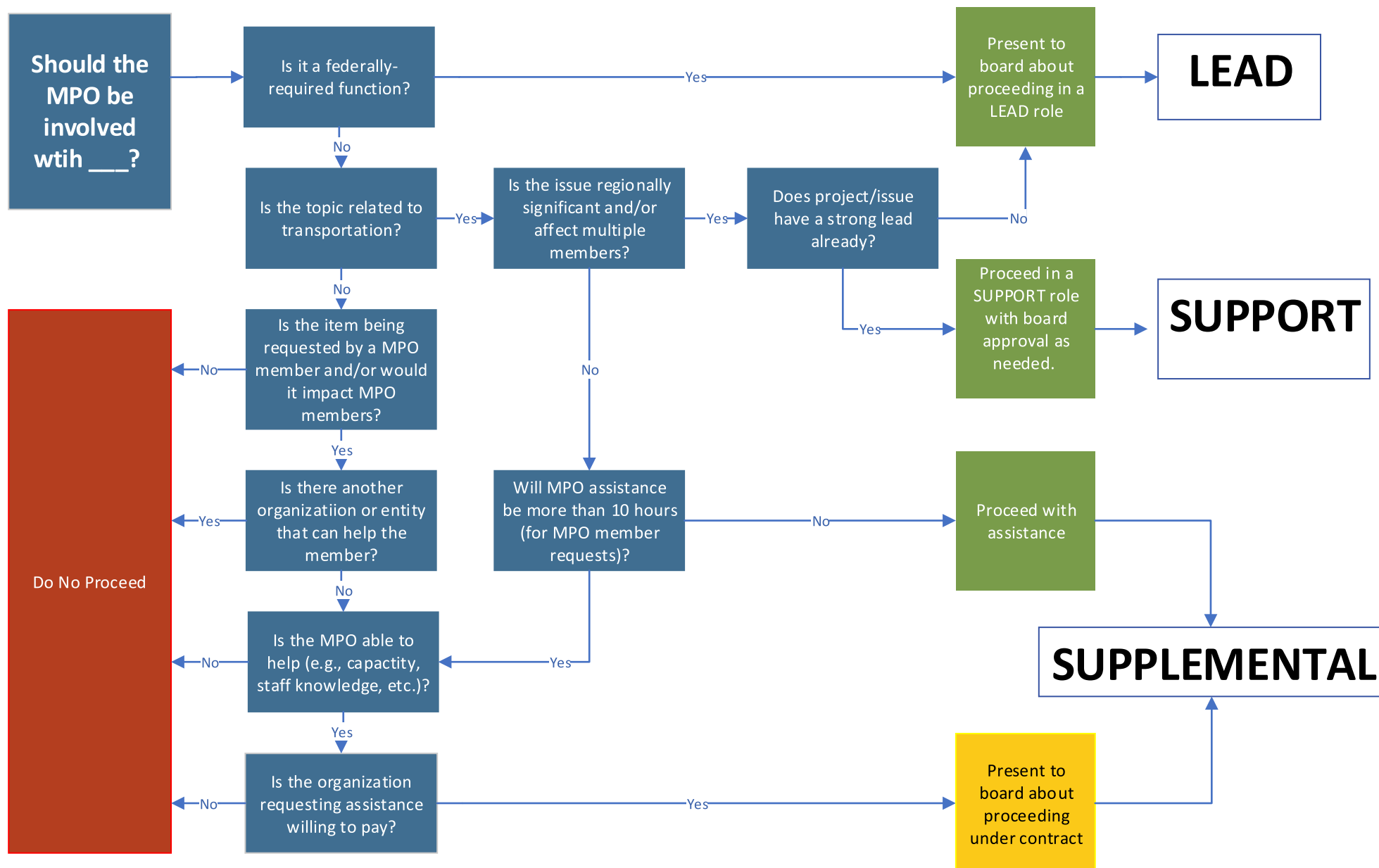
RECOMMENDATION:

Recommend approval of the proposed decision tree.

STAFF CONTACT:

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

MPO Involvement Decision Tree



LEAD

MPO is in a leadership position. Activities performed in this role may include the following:

- All federally required activities of the MPO (i.e., LRTP, TIP, UPWP, awarding STBG funds, Public Involvement Plan)
- Project development (i.e., taking project from conception through implementation). * Note: Specific projects that receive this assistance will likely be limited, due to staff capacity, and will be determined by the MPO board. It is not the intent that the MPO will manage actual construction of projects as it does with water trails. This responsibility would be left to a MPO member.
 - Leading facilitation on projects affecting multiple jurisdictions.
 - Project funding which may include:
 - Significant STBG funds for implementation
 - Developing grant applications and grant administration, if necessary
 - Allocating staff time and/or funding for studies/planning; if consultants are used, MPO is the contracting entity.
- Building/maintaining/acquiring tools and data necessary for MPO activities that are otherwise unavailable (e.g., travel demand model, data bike)
- All functions listed in Support role.

Recent Examples:

- Transload Facility
- Safe Streets for All Initiative
- Purple Heart Highway Interstate Designation
- Data Bike

SUPPORT

MPO is in a position of supporting others. Activities performed in this role may include the following:

- Offering letters of support for grant applications.
- Ensuring projects are programmed appropriately in the TIP and Long-Range Transportation Plan
- Including projects in the annual DC list.
- Assembling data collected by others for easy use by MPO members.
- Providing data, modeling support, and other technical analysis for use by MPO members.
- Staff and/or board serving on project committees of MPO members and other regional partners.
- Project funding, which may include:
 - Smaller STBG funds for implementation
 - Allocating funding for studies/planning; if consultants are used, the project sponsor is the contracting entity.

SUPPLEMENTAL

MPO supports other projects outside of its core mission as capacity and board willingness allows. These situations will likely be rare and must have extenuating circumstances for the MPO to be involved (e.g., regional need but no other entities or consultants available to assist)

MPO provides limited planning support to MPO members for non-regional projects (e.g., map making, assistance with DOT grant applications, public input assistance).

November 2023
Item No. 7

ISSUE: Planning Area Boundary Update

REPORT: Discussion regarding the update to the MPO's Planning Area Boundary.

BACKGROUND:

The MPO staff periodically review and update the MPO's Planning Area Boundary. This process usually coincides with the update to the region's Long-Range Transportation Plan. The Planning Area Boundary is required to encompass all future growth anticipated to occur within the next 20 year. Staff has reviewed future land use maps to determine areas along the Planning Area Boundary that need updating. A draft Planning Area Boundary has been developed and is available for review and comment.

[A map of the proposed Planning Area Boundary updates is available on the MPO website \(click to access\).](#)

Staff requests that members review the map and provide any comments by November 27, 2023.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

November 2023
Item No. 8

ISSUE: Mobilizing Tomorrow Update

REPORT: Update regarding the development of the region's long-range transportation plan.

BACKGROUND:

Staff is working on the update to Mobilizing Tomorrow, the MPO's long-range transportation plan. Staff will provide an update on the following items at the November meeting:

- Funding Projections
- Growth Scenario
- Project Solicitation

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

November 2023
Item No. 9

ISSUE: Surface Transportation Block Grant (STBG) Program Schedule

REPORT: Report on the Federal Fiscal Year 2028 Surface Transportation Block Grant (STBG) Program Schedule.

BACKGROUND:

The MPO will award Surface Transportation Block Grant (STBG) Program funds to critical projects throughout the region. The MPO will begin the process for selecting and awarding Federal Fiscal Year (FFY) 2028 STBG funds in December 2023.

MPO staff will post applications on the MPO website by December 1, 2023. Completed applications are due to the MPO office by **January 5, 2023**.

Applications, guidelines, schedule and scoring criteria will be posted on the MPO website by December 1, 2023.

The Transportation Alternatives Set-Aside Program will follow the same schedule as the STBG program.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

November 2023
Item No. 10

ISSUE: Water Trails BUILD Grant Update

REPORT: Update regarding the progress being made on the downtown water trails project.

BACKGROUND:

The MPO will provide a construction update on the Scott Avenue Dam and Harriet Street portions of the downtown water trails project.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

November 2023
Item No. 11

ISSUE: Upcoming Events

REPORT: Report on upcoming events of regional interest.

BACKGROUND:

Staff will highlight upcoming events, trainings, and other opportunities of interest to representatives of MPO member governments.

Webinars

- [Water Management on Legacy Trails: The SET \(Sustainable, Effective, Traversable\) Standard](#) – November 16
- [How to Keep a Statewide Plan Off the Shelf: Pedestrian Planning in Minnesota](#) – November 15
- [Digital Transformation of Trail Management and Monitoring](#) – November 30
- [Value Capture: Advertising, Naming Rights, and Sponsorships](#) – December 6
- [Trail Planning and Design: Foundations of Success](#) – December 7
- [Lighter, Faster, Drier: Beyond Quick-Build Towards Resilient Treatments for High-Quality Active Transportation Infrastructure](#) – December 20
- [Value Capture Strategies Toolkit for Practitioners: An Overview](#) – December 20
- [Risk Management During Trail Construction](#) – January 11, 2024
- [The Path to Mental Health: Using Trails to Equip Healthy Communities](#) – January 25, 2024
- [Systematic Condition Analysis and Management for Multi-Use Trails](#) – February 8, 2024

Events

- [Iowa State University \(ISU\) Institute for Transportation \(InTrans\) Traffic and Safety Forum](#) - November 8 – Ames
- [ISU InTrans Municipal Streets Seminar](#) - November 14 – Ames
- [Iowa Winter Maintenance Workshop](#) – November 15 – Indianola
- [TRB Transportation Resilience 2023 – International Conference on Extreme Weather & Climate Change Challenges](#) – November 13-15th – Washington, D.C.
- [AASHTO Annual Meeting and Expo](#) – November 13-16 – Indianapolis, IN
- [Iowa County Engineers Conference](#) – December 13-15 – Des Moines
- [TRB 103rd Annual Meeting](#) – January 7-11 – Washington, DC

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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