

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

—

11:30 a.m., November 8, 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 October 11, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement** Page 6
5. **CONSENT and VOTE: Contracts and Expenses** Page 7
6. **REPORT and VOTE: Calendar Year 2024 Meeting Dates**..... Page 8
 - Review proposed Executive Committee meeting dates for Calendar Year 2024; consider approval.
7. **REPORT and VOTE: Decision Making Tree** Page 10
 - Report regarding a decision tree to help the MPO determine when it should be involved with various projects and at what level; consider approval.
8. **REPORT: MPO Rep Selection Process** Page 13
 - Review of the process for MPO members to appoint representatives and for the MPO to select officers for Calendar Year 2024.
9. **REPORT: Planning Area Boundary Update** Page 14
 - Report and discussion regarding an update to the MPO’s Planning Area Boundary.
10. **REPORT: Mobilizing Tomorrow Update** Page 15
 - Update regarding the development of *Mobilizing Tomorrow*, the region’s Long-Range Transportation Plan.
11. **REPORT: FFY 2028 Surface Transportation Block Grant Program Schedule** Page 16
 - Report regarding the FFY 2028 Surface Transportation Block Grant (STBG) Program schedule.
12. **REPORT: Executive Director Search** Page 17
 - Update on the Executive Director search process.
13. **REPORT: Director Report** Page 18
 - Update by the Interim Executive Director on MPO activities.
14. **Other Non-Action Items of Interest to the Committee**
15. **Next Meeting Date – December 13, 2023, at 11:30 a.m.**
16. **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 11, 2023, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the October 11, 2023, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the October 11, 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, October 11, 2023
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on October 11, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on October 5, 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
Gunnar Olson Public Affairs Manager	X	
Tracey Deckard Office Manager	X	
Rhonda Miller Accountant	X	
Scott Brennan Legal Counsel	X	

OTHERS PRESENT:	INTEREST/REPRESENTING
Clifford Leonard	Public
Gabe Nelson	Snyder & Associates

1. **Call to Order**
MPO Chair Bob Andeweg called the October 11, 2023, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**
MOTION: A motion was made by Holm and seconded by O'Connor to approve the October 11, 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 Holm and seconded by McKinney to approve the September 13,2023 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 September Financial Statements. Recommend approval.
MOTION: A Motion was made by Gatto and seconded by Riva to approve the September Financial Statement.
MOTION CARRIED

5. **Public Hearing Date for Downtown Des Moines Dam Mitigation and User access Project Contruction Contract**
Planning Manager and Gabe Nelson, Snyder & Associates presented. Recommend approval of the public hearing date for November 16, 2023, at 4:00 p.m. at the MPO Policy Committee meeting.
MOTION: A motion was made by Weaver and seconded by McKinney to approve the public hearing date for November 16, 2023, at 4:00 p.m.
MOTION CARRIED

6. **Project Reimbursement Agreement Regarding the US DOT SS4A Grant Agreement**
Planning Manager presented. Recommend approval of the proposed Project Reimbursement Agreement between MPO and CIRTPA.
MOTION: A motion was made by Riva seconded by Gatto to approve the Project Reimbursement Agreement between MPO and CIRTPA.
MOTION CARRIED

7. **Carbon Reduction Program Funding**
Planning Manager presented. Discussion regarding a new formula funding program to the MPO targeted at reducing transportation related emissions.
Report and discussion only.

8. **EV Charging Reliability and Accessibility Accelerator Program**
Staff presented. Discussion regarding a Notice of Funding Opportunity from the US DOT for funds to repair and replace existing EV Chargers.
Report and Discussion only.

9. **Purple Heart Highway Update**
Public Affairs Manager presented. Update regarding the process to redesignate Iowa Highway 5/ US Highway 65 Freeway Corridor to an interstate.
Report and discussion only.
10. **Director Report**
Interim Executive Director presented an update on MPO activities including the Strategic Planning in LRPT and preparation of a Decision Tree for MPO projects. Advised that the MPO Audit is in progress. Also advised of new IDOT staff. Report and discussion only.
11. **Non-Action Items**
Public Affairs Manager advised of the new agenda system in place.
12. **Next Meeting Date**
November 8, 2023, beginning at 11:30 a.m.
13. **Adjournment**
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:17p.m.

November 2023
Item No. 4

ISSUE: Approval of Financial Statement

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

BACKGROUND:

The October 2023 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 will review the financial statement at its November 6, 2023, meeting.

RECOMMENDATION:

Recommend approval of the October 2023 Financial Statement.

STAFF CONTACT:

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

November 2023
Item No. 5

ISSUE: Contracts and Expenses

CONSENT and VOTE: Consider approval of contracts and expenses in accordance with the MPO’s proposed policies and procedures manual.

BACKGROUND:

Below is a requested contract amendment with an amount that requires approval of the MPO Executive Committee per the MPO’s policy and procedures manual.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Iowa State University Institute for Transportation Research (InTrans)	Data Bike Trail Pavement Management System Project – Amended Agreement	Original project agreement approved in May 2022 for \$60,000. \$60,000 was budgeted in FY 2023, of which \$45,000 was paid. \$30,000 was budgeted in FY 2024, of which \$15,000 was paid, completing the initial contract amount. Additional work has been identified to complete the project successfully, estimated at \$25,000. An amended agreement is available for review on the MPO website (click to access).	\$25,000

RECOMMENDATION:

Recommend approval of the amended agreement with Iowa State University for the Data Bike Trail Pavement Management System project.

STAFF CONTACT:

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

November 2023
Item No. 6

ISSUE: Calendar Year 2024 Meeting Dates

REPORT and VOTE: Consider approval of the Executive Committee's Calendar Year 2024 meeting dates.

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.

The proposed Calendar Year 2024 MPO meeting schedule is included on the following page.

RECOMMENDATIONS:

Approve Executive Committee 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. 7

ISSUE: MPO Involvement Decision Tree

REPORT and VOTE: 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.](#)

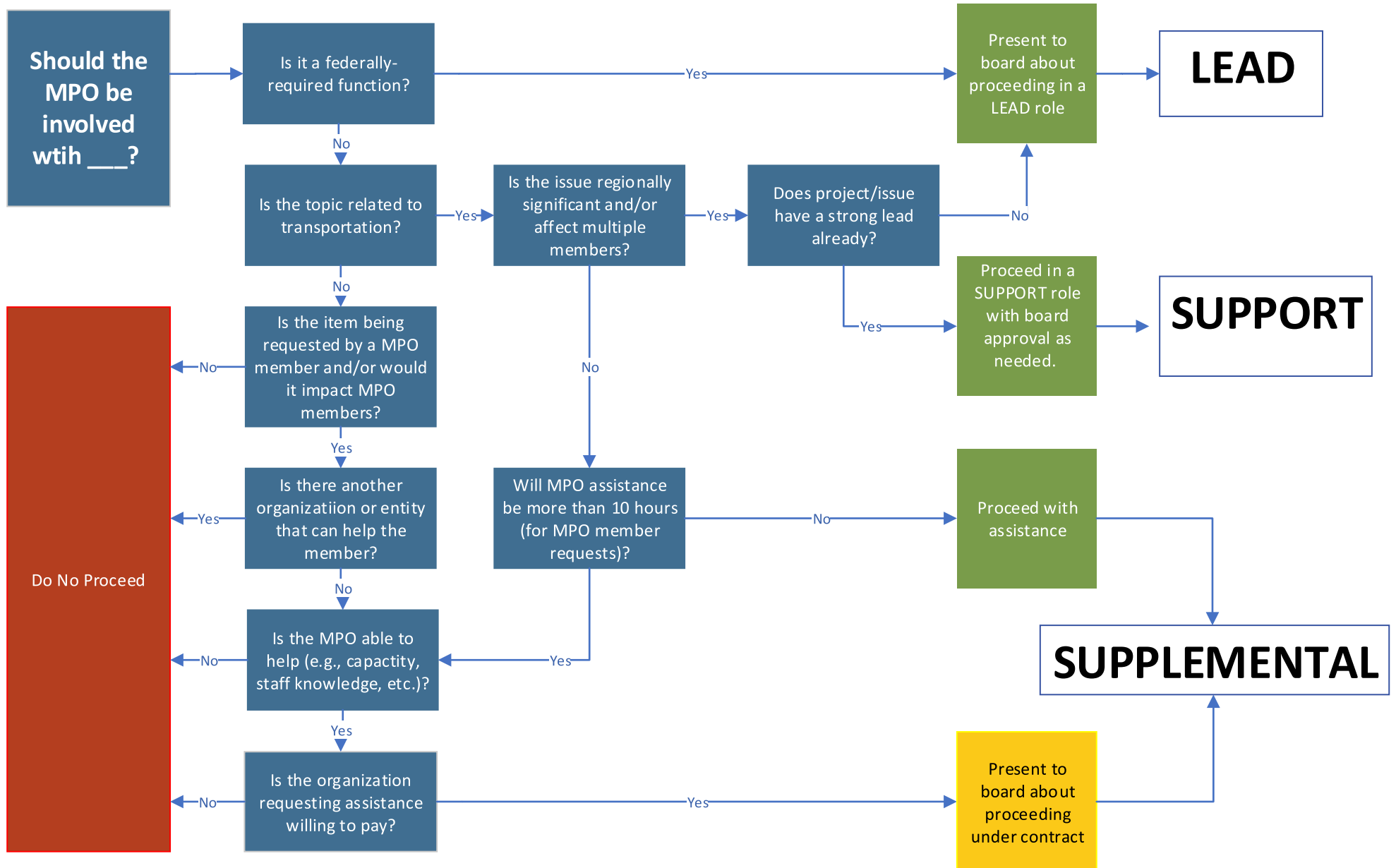
RECOMMENDATION:

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. 8

ISSUE: MPO Representative Selection Process

REPORT: Review of the process for MPO members to appoint representatives and for the MPO to select officers for 2024.

BACKGROUND:

At the end of the calendar year, MPO staff begins the process of soliciting MPO member representatives for the new year. This agenda item is to review the process outlined in the MPO's [bylaws](#) and to discuss steps staff intends to take to facilitate this process.

Proposed Process:

- By November 15th, MPO staff will send a request to each member government requesting the names of their primary and alternate representatives for the Policy and Technical Committees, as well as their Executive Committee representative (for those with designated representatives) or their Executive Committee nominee (for communities under 50,000), due by the end of December (Article III, Section 5 of the bylaws). Staff will provide a sample resolution for the members to use. New representatives will take their positions beginning in January.
- Executive Committee representatives for the three subareas are to be appointed by a vote of a selection committee, comprised of each subarea city's mayor or their county board chair. Each community's appointment must be approved in advance by their city or county. Each subarea may appoint two representatives. This process is to be completed prior to the February Executive Committee meeting where a nominating committee will propose their slate of officers (Article V, Section 2 of the bylaws). To aid in this process, staff will provide each subarea's selection committee with the Executive Committee nominations from each subarea community.
- The MPO chair will appoint a three-person nominating committee prior to the February Executive Committee meeting. The nominating committee will present their slate of officers, to be selected from among the 11 Executive Committee members – at the February Executive and Policy meetings (Article VIII, Section 3 of the bylaws). The Policy Committee will vote to elect officers at its February meeting (Article VI, Section 5 of the bylaws).
- New officers serve from March 1 through the end of February (Article VI, Section 6 of the bylaws).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

November 2023
Item No. 9

ISSUE: Planning Area Boundary Update

REPORT: Discussion regarding an 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 years. 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. 10

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. 11

ISSUE: FFY 2028 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 annually awards 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. 12

ISSUE: Executive Director Search Update

REPORT: Update on the Executive Director search process.

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

November 2023
Item No. 13

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 and discussion only.

STAFF CONTACTS:

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