

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Policy Committee

—

4:00 p.m., November 16, 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 October 19, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement** Page 7
5. **CONSENT and VOTE: Contracts and Expenses** Page 8
6. **PUBLIC COMMENT on MPO Actions** Page 9
7. **PUBLIC HEARING: Downtown Des Moines Dam Mitigation and User Access Project Construction Contract**..... Page 10
 - Public hearing to award the construction contract for the Harriet Street portion of the Phase 1 Dam Mitigation and User Access Project.
8. **VOTE: Plans, Specifications, Form of Contract and Estimate of Cost**..... Page 12
 - Discussion regarding the plans, specifications, form of contract, and estimate of costs for the Harriet Street portion of the Phase 1 Dam Mitigation and User Access Project; consider approval.
9. **VOTE: Contract for the Phase 1 Dam Mitigation and User Access Project** Page 13
 - Discussion regarding the contract for the Harriet Street portion of the Phase 1 Dam Mitigation and User Access Project; consider approval.
10. **PRESENTATION: Iowa DOT Regional Projects Update** Page 14
 - Representatives from the Iowa Department of Transportation will provide an update on projects in the region.
11. **REPORT and VOTE: Calendar Year 2024 Meeting Dates** Page 15
 - Review proposed Policy Committee meeting dates for Calendar Year 2024; consider approval.
12. **REPORT and VOTE: Executive Director Search** Page 17
 - Update on the Executive Director search process; consider approval.
13. **REPORT and VOTE: Planning Manager Remote Work Agreement** Page 18
 - Discussion regarding the ability of the MPO's Planning Manager to work remotely; consider approval.
14. **REPORT and VOTE: Decision Making Tree** Page 19
 - Report regarding a decision tree to help the MPO determine when it should be involved with various projects and at what level; consider approval.

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.

15. **REPORT: MPO Representative Selection Process** Page 21
 - Review of the process for MPO members to appoint representatives and for the MPO to select officers for Calendar Year 2024.
16. **REPORT: Planning Area Boundary Update** Page 23
 - Report and discussion regarding an update to the MPO’s Planning Area Boundary.
17. **REPORT: *Mobilizing Tomorrow* Update** Page 24
 - Update regarding the development of *Mobilizing Tomorrow*, the region’s Long-Range Transportation Plan.
18. **REPORT: FFY 2028 Surface Transportation Block Grant Program Schedule** Page 25
 - Report regarding the FFY 2028 Surface Transportation Block Grant (STBG) Program schedule.
19. **REPORT: Director Report** Page 26
 - Update by the Interim Executive Director on MPO activities.
20. **Other Non-Action Items of Interest to the Committee**
21. **Next Meeting Date – January 18, 2024, at 4:00 p.m.**
22. **Adjournment**

November 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the October 19, 2023, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the October 19, 2023, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the October 19, 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)
4:00 p.m., October 19, 2023

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., October 19, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on October 13, 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
Ted Weaver | City of Clive
Luis Montoya | DART
Frank Cownie | City of Des Moines
Scott Sanders | City of Des Moines
Carl Voss | City of Des Moines
Josh Mandelbaum | City of Des Moines
Stephanie Riva | City of Norwalk
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Robert Andeweg | City of Urbandale
Mark Snell | Warren County
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
Shelby Ebel | IDOT *
Kevin Foley | Des Moines International Airport*
Julia Castillo | HIRTA*

MPO Representatives Absent

Dean O'Connor | City of Altoona
Kathie Hungerford | City of Cumming**
Mark Hanson | Dallas County
Connie Boesen | City of Des Moines
Colton Fors | City of Elkhart**

Scott Mikkelsen | City of Grimes
Stephanie Erickson | City of Indianola**
Jim Evans | City of Johnston
Tom Leners | Madison County**

MPO Representatives Absent continued:

Tammi Dillavou | City of Mitchellville
Tom Hockensmith | Polk County
Travis Brott | Van Meter**
Johnnie Gibson | FHWA*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Clifford Leonard | Public

MPO Staff Present:

Scott Brennan | MPO General Counsel
Dylan Mullenix | Interim Executive Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Gunnar Olson | Public Affairs Manager
Carl Saxon | Senior Planner
Rhonda Miller | Accountant

1. Call To Order

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

2. Approval of Agenda

MOTION: A motion was made by Randleman and seconded by Cownie to approve the Des Moines Area Metropolitan Planning Organization October 19, 2023, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Cownie and seconded by Randleman to approve the September Policy meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statements

Ted Weaver presented. The Finance Committee approved the Financial Statements.

MOTION: A motion was made by Murray and seconded by Cownie to approve the Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Public Comment

None.

6. Presentation: Update on new terminal for Des Moines Airport Authority

Des Moines Airport Authority staff presented on the progress being made toward building a new terminal.

7. Public Hearing Date for Downtown Des Moines Dam Mitigation and User Access Project Construction Contract.

Planning Manager presented. Recommend approval of public hearing date for November 16, 2023, at 4:00 p.m. at the MPO Policy Committee meeting.

MOTION: A motion was made by Hadden and seconded by Cownie to approve the Public Hearing date of November 16, 2023, at 4:00 p.m. at the MPO Policy Committee meeting.

MOTION CARRIED UNANIMOUSLY.

8. Project Reimbursement Agreement Regarding the US DOT SS4A Grant Agreement

Planning Manager presented. Recommend approval of the Project Reimbursement Agreement between the MPO and CIRTPA.

MOTION: A motion was made by Hadden and seconded by Cownie to approve the Project Reimbursement Agreement between the MPO and CIRTPA.

MOTION CARRIED UNANIMOUSLY

9. 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.

10. EV Charging Reliability and Accessibility Accelerator program

Staff presented. Report on a Notice of Funding Opportunity from the US DOT for funds to repair and replace existing EV Chargers.

Report and discussion only.

11. Purple Heart Highway Update

Public Affairs Manager presented. Update on the process to redesignate Iowa Highway 5 / 65 Freeway Corridor to an Interstate.

Report and discussion only.

12. Director Report

Interim Executive Director provided an update on MPO Activities.

Report and discussion only.

{Scott Sanders left meeting at 4:35 p.m.}

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

None

14. Next Meeting Date- November 16, 2023, at 4:00 p.m.

15. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:47 p.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](#)

RECOMMENDATION:

Both the Finance Subcommittee and the Executive Committee have reviewed and recommended the MPO to receive and file 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 are contracts and expenses in amounts that require approval of the MPO Policy 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
Greater Des Moines Partnership	5-Year Investor Commitment	Previous MPO director made verbal commitment at \$2,500 per year over five years (2023-2027).	\$12,500

RECOMMENDATION:

The Executive Committee recommended approval of the contract amendment for InTrans. The Executive Committee recommended against the five-year Greater Des Moines Partnership investment.

STAFF CONTACT:

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

October 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

November 2023
Item No. 7

ISSUE: Downtown Des Moines Dam Mitigation and User Access Project Construction Contract

PUBLIC HEARING: Discuss awarding 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 Public Hearing Notice is included on the following page.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACT:

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

NOTICE OF HEARING

NOTICE OF PUBLIC HEARING ON PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE PHASE 1 DAM MITIGATION AND USER ACCESS PROJECT FOR THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION.

Public Notice is hereby given that at 4:00 P.M. on the 16TH day of November, 2023., the Policy Committee will, in the Burnham Room at the Des Moines Area Metropolitan Planning Committee offices located at 420 Watson Powell, Suite 200, Des Moines, Iowa 50309, hold a hearing whereat said Policy Committee will resolve to adopt plans, specifications, form of contract and estimate of cost for the construction of the Harriet Street portion of the Phase 1 Dam Mitigation and User Access Project and, at the time, date and place specified above, or at such time, date and place as then may be fixed, to act upon proposals and enter into contract for the construction of said improvements.

General Nature of the Public Improvement:

The Harriet Street site is located in the City of Des Moines on the north side of the Des Moines River approximately 1,000-feet downstream of the SE 14th Street bridge. The Harriet Street site generally includes tree clearing, grading, reconstruction of the existing boat ramp, dock relocations, bank stabilization, sidewalks/trails, parking lot improvements, lighting, signage, landscaping, surface restoration, erosion control and other related improvements.

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.

This Notice is given by authority of the Des Moines Area Metropolitan Planning Organization.

/s/ Dylan Mullenix
Interim Executive Director

Published in the Des Moines Register on November 7, 2023.

November 2023
Item No. 8

ISSUE: Plans, Specifications, Form of Contract and Estimate of Cost

VOTE: Consider approval of the plans, specifications, form of contract, and estimate of costs for the Harriet Street access phase of the Downtown Des Moines Dam Mitigation and User Access Project.

BACKGROUND:

Staff will present information regarding the plans, specifications, form of contract, and estimate costs at the November 16, 2023, meeting.

RECOMMENDATION:

Recommend approval of the Harriet Street access phase of the Downtown Des Moines Dam Mitigation and User Access Project.

STAFF CONTACTS:

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

November 2023
Item No. 9

ISSUE: Contract for the Harriet Street Phase of the Dam Mitigation and User Access Project

VOTE: Consider approval of the contract for the Phase 1 Dam Mitigation and User Access Project.

BACKGROUND:

Staff will present information regarding the bids received regarding the October 17, 2023, letting.

RECOMMENDATION:

Recommend approval of the contract for the Harriet Street Phase of the Dam Mitigation and User Access Project.

STAFF CONTACTS:

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

November 2023
Item No. 10

ISSUE: Iowa Department of Transportation

PRESENTATION: Representatives from the Iowa Department of Transportation will provide an update on projects in the region.

BACKGROUND:

Representatives from the Iowa Department of Transportation will provide an update on current and future projects happening in the Greater Des Moines region.

RECOMMENDATION:

None. Presentation and discussion only.

STAFF CONTACT:

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

November 2023
Item No. 11

ISSUE: Calendar Year 2024 Meeting Dates

REPORT and VOTE: Consider approval of the Policy 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 Policy 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	<i>March 7[†]</i>	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 a week earlier to avoid Spring Break.

*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. 12**ISSUE: Executive Director Search Update**

REPORT and VOTE: Consider approval of a proposed Executive Director search process.

BACKGROUND:

The MPO Executive Director Search Committee met on November 8, 2023, to consider recommending a search consultant after receiving three proposals to a Request for Proposal. The Search Committee recommended an internally managed process instead in the interest of saving money. The Search Committee recommended the following process:

- Staff will have a job posting prepared and ready to be posted by Friday, November 17, subject to Policy approval. The MPO Office Manager will manage the postings.
- The opportunity will be posted to the following with a goal of reaching a statewide candidate pool:
 - MPO website
 - Email distribution through committee members
 - Online job board for the Iowa Chapter of the American Planning Association
 - Online job board for the Association of Metropolitan Planning Organizations
 - Governmentjobs.com
- The posting will have a submission deadline of 5 p.m. Friday, December 1.
 - The MPO Office Manager will collect applications.
 - Applications will be kept strictly confidential to ensure privacy of applicants.
- Applications will be distributed to the Search Committee on Monday, December 4.
 - A scoring sheet will be developed for committee scoring.
 - The scoring sheet will be based on the previously shared candidate profile.
- The Search Committee will reconvene at 11 a.m. Wednesday, December 13, to recommend finalist(s) to the Executive and Policy Committees.
- Interviews can be scheduled in late December or early January as needed.
- A Search Committee meeting may be required in mid-January to recommend a finalist.
- Policy Committee to consider the Search Committee's recommendation at its January 18 meeting.

RECOMMENDATIONS:

Recommend proceeding forward with the MPO Executive Director Search Committee's proposed search process.

STAFF CONTACTS:

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

November 2023
Item No. 13**ISSUE: Planning Manager Remote Work Agreement**

REPORT and VOTE: Consider action regarding the ability of the MPO's Planning Manager to work remotely.

BACKGROUND:

The MPO's Planning Manager, Zach Young, has worked remotely full time since February 2022 after entering into an agreement with the former Executive Director allowing this work arrangement. The agreement originally permitted this work arrangement through the end of 2022, and it was later extended through 2023.

In August 2023, the MPO approved an updated Employee Handbook. The handbook includes a Remote Work Policy that allows employees to work remotely up to two days per week. During the development of the policy, the Employee Handbook Subcommittee acknowledged that the Planning Manager would be non-conforming to the new policy.

The Executive Committee, at its November meeting, discussed options for moving forward at the conclusion of the Planning Manager's existing remote work agreement. This discussion centered on the need to adhere to the MPO's remote work policy and ensure fairness to all staff. However, the committee also acknowledged that the Planning Manager is leading several critical projects and that the MPO Executive Director search will likely not conclude before the remote work agreement expires. The committee members discussed the possibility of the Planning Manager becoming a contracted position and asked that the Interim Executive Director and the Planning Manager discuss a structure for how this could work to be discussed at the Policy Committee meeting. The Executive Committee also discussed the need for the Executive Director, when hired, to develop a transition plan for the Planning Manager's responsibilities.

Additional information will be shared at the November 16, 2023, meeting.

RECOMMENDATIONS:

Recommend the Policy Committee take action on this matter.

STAFF CONTACT:

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

November 2023
Item No. 14

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.

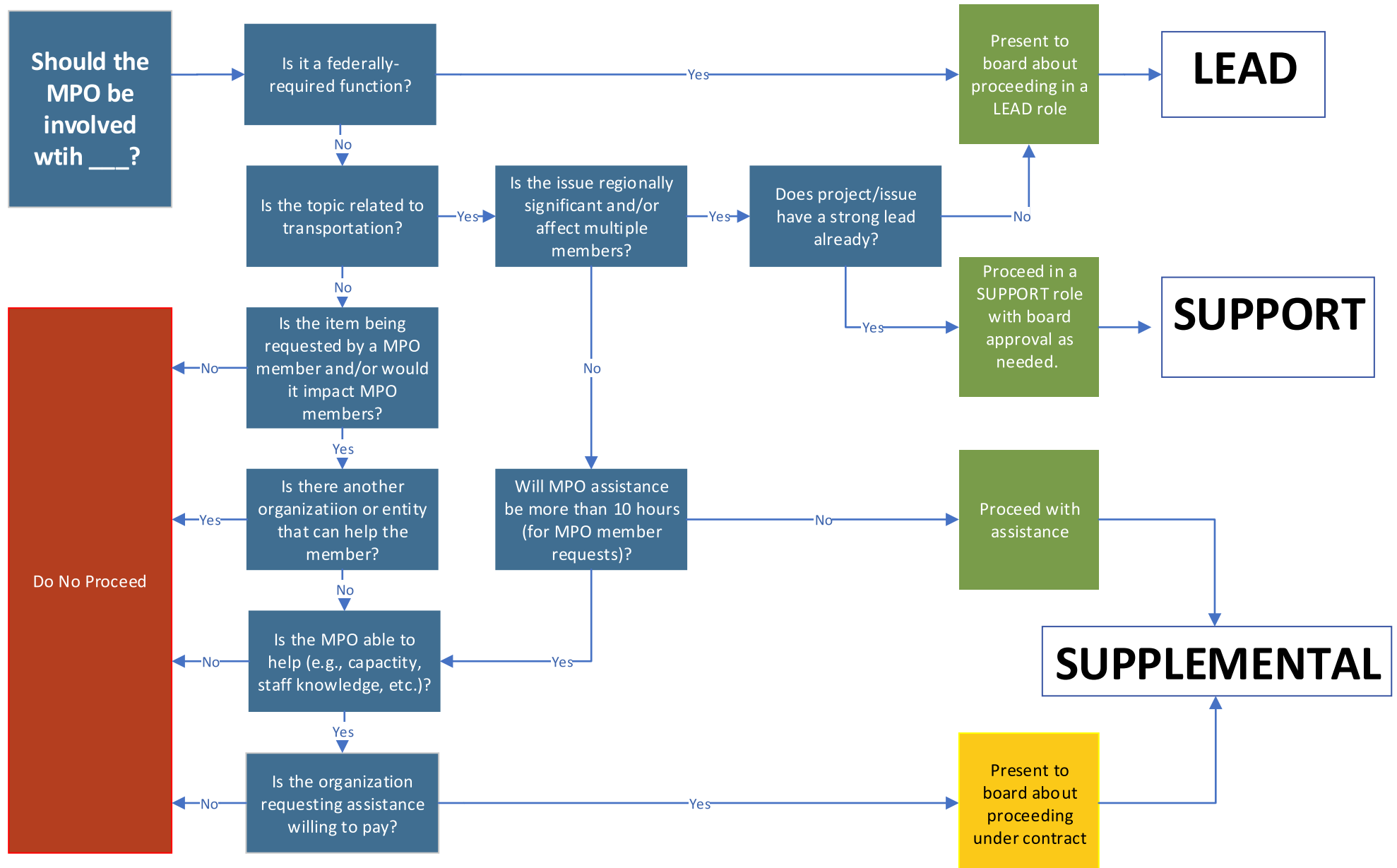
RECOMMENDATION:

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. 15

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 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. 16

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. 17

ISSUE: *Mobilizing Tomorrow* Update

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

BACKGROUND:

Staff are 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. 18

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. 19

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