

MEETING MINUTES  
 Des Moines Area Metropolitan Planning Organization (MPO)  
 EXECUTIVE COMMITTEE  
 11:30 a.m., Wednesday, November 8, 2023  
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on November 8, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on November, 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.**

<b>EXECUTIVE MEMBERS PRESENT:</b>	<b>PRESENT</b>	<b>ABSENT</b>
Robert Andeweg, Chair   City of Urbandale	<b>X</b>	
Stephanie Riva, Vice-Chair   City of Norwalk	<b>X</b>	
Ted Weaver, Secretary/Treasurer   City of Clive	<b>X</b>	
Dean O'Connor   City of Altoona	<b>X</b>	
Mark Holm   City of Ankeny	<b>X</b>	
Ruth Randleman   City of Carlisle	<b>X</b>	
Frank Cownie   City of Des Moines	<b>X</b>	
Joe Gatto   City of Des Moines	<b>X</b>	
Len Murray   City of Pleasant Hill	<b>X</b>	
Jeff Walters   City of Polk City	<b>X</b>	
Tom Hockensmith   Polk County	<b>X</b>	
Matthew McKinney   City of West Des Moines		<b>X</b>
<b>STAFF PRESENT:</b>		
Dylan Mullenix   Interim Executive Director	<b>X</b>	
Zach Young   Planning Manager	<b>X</b>	
Andrew Collings   Principal Planner	<b>X</b>	
Zhi Chen   Senior Planner	<b>X</b>	
Carl Saxon   Senior Planner	<b>X</b>	
Gunnar Olson   Public Affairs Manager	<b>X</b>	
Tracey Deckard   Office Manager	<b>X</b>	
Rhonda Miller   Accountant	<b>X</b>	
Scott Brennan   Legal Counsel	<b>X</b>	

<b>OTHERS PRESENT:</b>	<b>INTEREST/REPRESENTING</b>
Clifford Leonard	Public

1. **Call to Order**

MPO Chair Bob Andeweg called the November 8, 2023, meeting to order at 11:31 a.m. A quorum was present.

2. **Approval of Agenda**

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the November 8, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

**MOTION CARRIED**

3. **Approval of Meeting Minutes**

Recommend approval of the October 11, 2023, meeting minutes.

**MOTION:** A motion was made by Cownie and seconded by Gatto to approve the October 11, 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 met and had reviewed the October Financial Statements. Recommend approval.

**MOTION:** A Motion was made by Holm and seconded by Gatto to approve the October Financial Statement.

**MOTION CARRIED**

5. **Contracts and Expenses**

Interim Executive Director presented. Recommend approval of the amended agreement with Iowa State University for the Data Bike Trail Pavement Management System project in the amount of \$25,000.

**MOTION:** A motion was made by O'Connor and seconded by Hockensmith to approve the amended agreement with Iowa State University for the Data Bike Trail Pavement Management System project in the amount of \$25,000.

**MOTION CARRIED**

6. **Calendar Year 2024 Meeting Dates**

Interim Executive Director presented. Recommend approval of the proposed meeting dates for Calendar Year 2024. Discussion was held regarding the March 13, 2024, meeting date due to potential spring break conflicts. Recommend moving the meeting to March 7, 2024

**MOTION:** A motion was made by Gatto seconded by Weaver to approve the Calendar Year Meeting dates and moving the March Executive Committee meeting to March 7, 2024, at 11:30 a.m.

**MOTION CARRIED**

7. **MPO Decision Tree**

Interim Director presented. Recommend approval of the proposed decision tree.

**MOTION:** A motion was made by Holm seconded by O'Connor to approve the MPO Decision Tree.

**MOTION CARRIED**

8. **MPO Representative Selection Process**  
Interim Executive Director presented. Review of the process for MPO members to appoint representatives and for the MPO to select officers for 2024. Chair will appoint a committee.  
Report and discussion only.
9. **Planning Boundary Update**  
Planning Manager presented. Discussion regarding an update to the MPO's Planning Area Boundary.  
Report and discussion only.
10. **Mobilizing Tomorrow Update**  
Planning Manager presented. Update regarding the development of the region's long-range transportation plan.  
Report and discussion only.
11. **FFY 2028 Surface Transportation Block Grant (STBG) Program Schedule**  
Report on the Federal Fiscal Year 2028 Surface Transportation Block Grant (STBG) Program Schedule.  
Report and discussion only.
12. **Executive Director Search Update**  
MPO Chair presented. Update on the Executive Director Search Committee. The committee met and determined to post the position locally and not hire a firm. Timeline of posting and interviewing was discussed.  
Report and discussion only.
13. **Director Report**  
Interim Executive Director presented an update on MPO activities including the Strategic Planning in LRPT and discussed the current procedure for appointing Executive Committee members. Advised that the MPO had been asked to provide a Letter of Support for the Midwest Interstate Passenger Rail Commission. Also advised that the MPO audit will be completed and presented before the end of the year. Additional discussion was held regarding the decision of the CIRTPA to terminate the contract with the MPO and join MIPA, potentially beginning in April 2024. Further discussion regarding the Planning Manager's employment agreement for working remotely. Extensive discussion was held regarding the agreement not following the recent Employee Manual. Discussion regarding grandfathering the Planning Manager for his remote work and changing his employment to a contractor was discussed. The Interim Executive Director was advised to work with the Planning Manager to come up with a plan to present at the Policy meeting.
14. **Non-Action Items**  
Board members, Stephanie Riva and Frank Cownie were recognized for their contribution to the MPO.
15. **Next Meeting Date**  
December 13, 2023, beginning at 11:30 a.m.

16. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:22 p.m.