

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., November 16, 2023

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., November 16, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on November 10, 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
David Jones | City of Ankeny
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Mark Hanson | Dallas County
Luis Montoya | DART
Frank Cownie | City of Des Moines
Connie Boesen | City of Des Moines
Carl Voss | City of Des Moines
Matt Anderson | City of Des Moines
Stephanie Riva | City of Norwalk
Mark Konrad | City of Pleasant Hill
Jeff Walters | Polk City
Tom Hockensmith | Polk County
Robert Andeweg | City of Urbandale
Mark Snell | Warren County
Courtney Clarke | City of Waukee
Jamie Letzring | City of West Des Moines
Mike Jones | City of Windsor Heights
Shelby Ebel | IDOT *

MPO Representatives Absent

Dean O'Connor | City of Altoona
Doug Elrod | City of Bondurant
Ruth Randleman | City of Carlisle
Joe Gatto | 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**
Matt McKinney | City of West Des Moines

Kevin Foley | Des Moines International Airport*
Julia Castillo | HIRTA*

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
Stephanie Oppel | ICON Water Trails
Monica Converse | ICON Water Trails
Gabe Nelson | Snyder & Associates

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
Tracey Deckard | Office Manager
Carl Saxon | Senior Planner
Rhonda Miller | Accountant

1. Call To Order

Chair Andeweg recognized a quorum and called the November Policy Meeting to order at 4:03 p.m.

2. Approval of Agenda

MOTION: A motion was made by Voss and seconded by Riva to approve the Des Moines Area Metropolitan Planning Organization November 16, 2023, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Cownie and seconded by Voss to approve the October 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 Riva and seconded by Jones to approve the Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Contracts and Expenses

Interim Executive Director presented. The Executive Committee recommended approval of the contract amendment for InTrans in the amount of \$25,000. The Executive Committee recommended against the five-year Greater Des Moines Partnership investment in the amount of \$12,500.

MOTION: A motion was made by Weaver and seconded by Riva to approve the Executive Committees recommendation.

MOTION CARRIED UNANIMOUSLY

6. Public Comment

None.

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

Planning Manager presented. Public Hearing to discuss the construction contract for the Harriet Street access phase of the Downtown Des Moines Dam Mitigation and User Access Project.

Gabe Nelson from Snyder & Associates appeared. No one from the public appeared for comment or questions.

8. Plans, Specifications, Form of Contract and Estimate of Costs

Planning Manager introduced Gabe Nelson from Snyder & Associates. Nelson provided information regarding the contract and project.

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

MOTION: A motion was made by Riva and seconded by Holm to approve the Plan Specifics

MOTION CARRIED UNANIMOUSLY

9. Contract for the Harriet Street Phase of the Dam Mitigation and User Access Project.

Gabe Nelson from Snyder & Associates and Scott Brennan, MPO Legal Counsel presented. Recommend approval of the contract for the Harriet Street Phase of the Dam Mitigation and User Access Point.

MOTION: A motion was made by Voss and seconded by Riva to approve the contract for the Harriet Street Phase of the Dam Mitigation and User Access Point.

MOTION CARRIED UNANIMOUSLY.

10. Presentation by the Iowa Department of Transportation

Shelby Ebel of the Iowa Department of Transportation presented. Update on current and future projects happening in the Greater Des Moines region.
Presentation and discussion only.

11. Calendar Year 2024 Meeting Dates

Interim Executive Director presented. Consider approval of the Policy Committee meeting dates for Calendar Year 2024.

MOTION: A motion was made by Jones and seconded by Voss to approve the contract for the Harriet Street Phase of the Dam Mitigation and User Access Point.

MOTION CARRIED UNANIMOUSLY.

12. Executive Director Search Update

Chair Andeweg presented. The Executive Director Search Committee met and recommended an internal managed process in the interest of saving money. Mark Konrad of Pleasant Hill read a statement into the record regarding the process to date and disagreement with an internal managed process for hiring an Executive Director and raised several questions and concerns with this process. Discussion ensued. Mayor Clarke from the City of Waukee also voiced disagreement with the internal process and indicated that a search firm, while expensive, is necessary. Mark Snell of Warren County agreed. Tom Hockensmith of Polk County indicated success previous by hiring internally but has also used a search firm with success. Mayor Clarke pointed out that hiring internally and doing a search are two very different topics and that no discussion has been ensued by the committee regarding this issue. Chair Andeweg asked for a restated motion to obtain the assistance of a search firm to find a new Executive Director.

MOTION: A motion was made by Riva and seconded by Jones to approve the hiring of a search firm to conduct a search for candidates to fill the Executive Director vacancy. Roll call was taken for the vote. 12 Policy Committee members voted in favor of hiring a search firm; 5 Policy Committee members voted in favor of doing an internal search.

MOTION CARRIED TO HIRE A SEARCH FIRM AND HOLDING A SPECIAL POLICY COMMITTEE MEETING IN DECEMBER TO APPOINT A SEARCH FIRM.

13. Planning Manager Remote Work Agreement

Interim Executive Director presented. The Executive Committee discussed options for moving forward at the conclusion of the planning Manager's existing remote work agreement which expires at the end of this year. The Committee acknowledged that the planning Manager is leading several critical projects that will not be concluded when the agreement expires. The Committee members discussed the possibility of the Planning Manager becoming a contracted position. Recommend Policy Committee act on this matter.

MOTION: A motion was made by Hockensmith and seconded by Voss to prepare a contract for the Planning Manager to run through 2024.

MOTION CARRIED

14. Decision Making Tree

Interim Executive Director presented. Recommend approval of a decision tree to help the MPO determine when it should be involved with various projects and at what level.

MOTION: A motion was made by Weaver and seconded by Riva to approve the decision tree.

MOTION CARRIED

15. 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.
Report and discussion only.

16. Planning Area Boundary Update

Planning Manger presented. Discussion regarding an update to the MPO's Planning Area Boundary.
Report and discussion only.

17. Mobilizing Tomorrow Update

Planning Manager presented. Update regarding the development of the region's long-range transportation plan.
Report and discussion only.

18. FFY 2028 Surface Transportation Block Grant (STBG) Program Schedule

Planning Manager presented. Report on the Federal Fiscal Year 2028 Surface Transportation Block Grant (STBG) Program Schedule.
Report and discussion only.

19. Director's Report

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

None

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

22. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:47 p.m.