

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
 EXECUTIVE COMMITTEE
 11:30 a.m., Wednesday, December 13, 2023
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on December 13, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on December 8, 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
Suryani Wijaya	Public/ Student

1. **Call to Order**

MPO Chair Bob Andeweg called the December 13, 2023, meeting to order at 11:30 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 December 13, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

Recommend approval of the November 8, 2023, meeting minutes.

MOTION: A motion was made by Cownie and seconded by Holm to approve the November 8, 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 November Financial Statements. Recommend approval.

MOTION: A Motion was made by Holm and seconded by O'Connor to approve the November Financial Statement.

MOTION CARRIED

5. **Contracts and Expenses**

Interim Executive Director presented. Recommend approval of payment to Caliper Corporation for the annual license for TransCAD Software and Connectify HR for implementation of a new Professional Employment Organization Service to handle all benefits, payroll, HR and compliance matters.

MOTION: A motion was made Gatto by and seconded by O'Connor to approve payment to Caliper Corporation in the amount of \$10,800 and approve payment to Connectify in the amount of \$13, 750.

MOTION CARRIED

6. **Public Comment of MPO Actions**

None.

7. **Executive Director Search Consultants Contract**

Public Relations Manager presented along with Cassandra Halls from 2 The Top. Procedures, Options, and timeline were presented. The Search Committee has recommended this firm. Draft Contract has been prepared and is being reviewed by counsel. Recommend approval of entering a contract with 2 *The Top* to manage the search and hiring process for a new MPO Executive director.

MOTION: A motion was made by Riva seconded by Gatto to approve options 1 & 3 in the plan and enter a contract with 2 *The Top*.

MOTION CARRIED

8. **Search Committee Decision-Making Authorities**

Cass Halls from 2 The Top presented. Recommend approval of the proposed decision-

making authorities of the Search Committee in the hiring process of a new MPO Executive Director. Discussion ensued.

MOTION: A motion was made by Gatto seconded by O'Connor to approve decision making authorities from the Search Committee and to move the interviews to February 15 so interested Policy Board members can participate and meet the candidates. Updates will be provided to the full Policy Committee every 2 weeks.

MOTION CARRIED

9. **Employee Remote Work Arrangement Update.**

Interim Executive Director presented. Report on feedback from the IDOT and USDOT regarding the Board's direction to convert the Planning Manager into a contract employee as well as discuss options for moving forward. Discussion ensued and options were discussed.

MOTION: A motion was made by Weaver seconded by O'Connor to proceed with Option 1 and retain the Planning Manager as a contractor until the end of December 2023, but do so only using local funds. Parties will prepare a contract with assistance of legal counsel.

MOTION CARRIED

10. **Grimes Line Passenger Rail**

Interim Executive Director presented. Discussion regarding a proposal for passenger rail services on the Grimes Line rail spur. Item to be brought back for discussion in January. Report and discussion only.

11. **Purple Heart Highway**

Public Relations Manager presented. Update regarding the process to redesignate Highway 5/ US Highway 65 Corridor to an interstate. Report and discussion only.

12. **Director Report**

Interim Executive Director presented an update on MPO activities. Staff continue to set up meetings with all communities. The audit is almost complete and should be presented to the board for review and approval in January. The Interim Executive Director also reminded all communities to get their new committee member appointments in to the MPO for calendar year 2024.

13. **Non-Action Items**

Mayor O'Connor announced that he would no longer be serving on the Executive Committee and would be replaced by Doug Elrod of Bondurant in the upcoming year and thanked the board members for assistance throughout the year.

14. **Next Meeting Date**

January 10, 2024, beginning at 11:30 a.m.

15. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:54 p.m.