

Meeting Minutes
Special Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., December 14, 2023

The MPO held a Special Policy hybrid in-person/ virtual meeting at 4:00 p.m., December 16, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office 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.**

MPO Representatives Present:

Mark Holm | City of Ankeny
David Jones | City of Ankeny
Doug Elrod | City of Bondurant
Ruth Randleman | City of Carlisle
Ted Weaver | City of Clive
Rita Connor | City of Cumming**
Luis Montoya | DART
Connie Boesen | City of Des Moines
Carl Voss | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
Heather Stancil | Madison County**
Stephanie Riva | City of Norwalk
Len Murray | 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
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Shelby Ebel | IDOT *
Kevin Foley | Des Moines International Airport*

MPO Representatives Absent

Dean O'Connor | City of Altoona
Mark Hanson | Dallas County
Frank Cownie | City of Des Moines
Colton Fors | City of Elkhart**
Scott Mikkelsen | City of Grimes
Stephanie Erickson | City of Indianola**

Jim Evans | City of Johnston

MPO Representatives Absent continued:

Matt McKinney | City of West Des Moines
Julia Castillo | HIRTA*
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
Cassandra Hall | 2 The Top
Diana Deibler | Deibler & Company

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 4:00 p.m.

2. Approval of Agenda

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

MOTION CARRIED UNANIMOUSLY

3. Public Comment

None.

4. Executive Director Search Consultants Contract

Chair, Bob Andeweg presented. Recommend approval of the contract with 2 The Top to manage the search and hiring process for a new MPO Executive Director.

MOTION: A motion was made by Gatto and seconded by Hockensmith to approve the contract with 2 The Top to manage the search and hiring process for a new MPO Executive Director

MOTION CARRIED UNANIMOUSLY

5. Search Committee Decision Making Authority

Cass Hall from 2 The Top presented. Recommend approval of a search process that is aggressive in timeline as recommended by the Search Committee and approve certain decision-making authority to enable the process to be completed on the recommended timeline.

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve search process that is aggressive in timeline as recommended by the Search Committee and Executive Committee to approve certain decision-making authority to enable the process to be completed on the recommended timeline.

MOTION CARRIED UNANIMOUSLY

6. Employee Remote Work Arrangement Update

Interim Executive Director presented. Report on feedback from the Iowa Department of Transportation and the US Department of Transportation regarding the board's direction to convert the Planning Manager to a contract employee as well as discuss options for moving forward including a possible Unified Work Program and Budget amendment. Discussion ensued. Recommend Option 1 as outlined, to continue with the original plan to retain the Planning Manager as a contractor but do so only using local funds. Recommend making amendments to the UPWP to reflect this change.

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve retaining the Planning Manager as a contractor at the end of his remote agreement of December 31, 2023. Funding for this contract position will come from local funds only. The Des Moines Area Metropolitan Planning Organization also approves amending the *Fiscal Year 2024 Unified Planning Work Program* and Budget to reflect this change.

MOTION CARRIED UNANIMOUSLY

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

None

8. Next Meeting Date- January 18, 2024, at 4:00 p.m.

9. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:25 p.m.