

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
 EXECUTIVE COMMITTEE
 11:30 a.m., Wednesday, January 10, 2024
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on January 10, 2024, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on January 4, 2024. **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	
Ted Weaver, Secretary/Treasurer City of Clive	X	
Doug Elrod City of Bondurant	X	
Mark Holm City of Ankeny	X	
Connie Boesen 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	
Steve VanOort Polk County		X
Matthew McKinney City of West Des Moines	X	
Courtney Clarke City of Waukee	X	
STAFF PRESENT:		
Dylan Mullenix Interim Executive Director	X	
Zach Young Project 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
Dave Ellis, CPA	Denman & Company

1. **Call to Order**

MPO Chair Bob Andeweg called the January 10, 2024, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**

MOTION: A motion was made by Murray and seconded by McKinney to approve the January 10, 2024, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

Recommend approval of the December 13, 2023, meeting minutes.

MOTION: A motion was made by Gatto and seconded by Walters to approve the December 13, 2023, meeting minutes

MOTION CARRIED

4. **Contracts and Expenses**

Interim Executive Director presented. Recommend approval of payment to ESRI for annual Geographic Information Systems (GIS) software renewal, in the amount of \$6,653.43.

MOTION: A motion was made Gatto by and seconded by Elrod to approve payment to ESRI in the amount of \$6,653.43 for GIS Software renewal.

MOTION CARRIED

5. **Approval of the December Financial Statement**

MPO Treasurer/Finance Committee Chair, Ted Weaver presented. Advised that the Finance Committee met and had reviewed the December Financial Statements. Recommend approval.

MOTION: A Motion was made by Murray and seconded by Elrod to approve the December Financial Statement.

MOTION CARRIED

6. **Draft Fiscal Year 2023 Audit**

Dave Ellis, CPA of Denman and Company presented. He indicated that the MPO once again had a clean audit and no instances of noncompliance with federal requirements. Recommend approval of the Fiscal Year 2023 Audit.

MOTION: A Motion was made by Murray and seconded by Gatto to approve the Fiscal Year 2023 Audit.

MOTION CARRIED

7. **Filling of Officer Vacancies**

Interim Executive Director presented. Discussion ensued regarding the process and options for filling open seats until new officers are appointed. It was determined that Ted Weaver, Secretary/Treasurer will serve as Vice Chair until March, when the new officers take over.

MOTION: A motion was made by Murray seconded by Gatto to appoint Ted Weaver as Vice Chair until appointments are made in March.

MOTION CARRIED

8. **Planning Area Boundary Update**
Project Manager presented. Recommend approval of the update to the MPO's Planning Area Boundary.
MOTION: A motion was made by Walters seconded by McKinney to approve the update to the MPO's Planning Area Boundary.
MOTION CARRIED
9. **Mobilizing Tomorrow Funding Projections**
Project Manager presented. Recommend approval of the funding projections for the development of Mobilizing Tomorrow, the region's Long-Range Transportation Plan.
MOTION: A motion was made by Gatto seconded by McKinney to approve the funding projections for the development of Mobilizing Tomorrow.
MOTION CARRIED
10. **Mobilizing Tomorrow Project Solicitations**
Project Manager presented. Update regarding project solicitations for the development of Mobilizing Tomorrow.
Report and discussion only.
11. **Fiscal Year 2025 Unified Planning Work Program and Budget Development**
Interim Director presented. Discussion of the process to develop the next work program and budget.
Report and discussion only.
12. **Purple Heart Highway**
Public Affairs Manager presented. Update regarding the process to redesignate Highway 5/ US Highway 65 Corridor to an interstate.
Report and lengthy discussion.
13. **Director Report**
Interim Executive Director presented an update on MPO activities. He will continue to set up meetings with all communities. Discussion regarding the Passenger Rail opportunity. The Interim Executive Director also advised that the transition of the Planning Manager to Project Manager is complete. The Iowa DOT contacted the MPO about transferring the transload load directly to Des Moines Industrial and requested a letter. The Interim Director and the Public Relations Manager will also be registered as lobbyists for the legislative session.
14. **Non-Action Items**
Public Affairs Manager inquired about becoming a member of the GDMP to post the Executive Director position. The cost would be \$250. Members approved informally.
15. **Next Meeting Date**
February 7, 2024, beginning at 11:30 a.m.
16. **Adjournment**
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:42 p.m.