

## NOTICE OF MEETING

### Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

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

Des Moines Area MPO Burnham Conference Room

## TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**.....Page 2
  - Approve the December 13, 2023, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** .....Page 6
5. **CONSENT and VOTE: December Financial Statement** .....Page 7
6. **PRESENTATION and OPTIONAL VOTE: FY 2023 Audit** .....Page 8
  - Presentation from the auditor and discussion of the draft *FY 2023 Audit*; consider approval.
7. **REPORT and OPTIONAL VOTE: Filling of Officer Vacancies** .....Page 9
  - Discussion regarding the need to fill current vacancies in the Vice Chair and Secretary/Treasurer positions; consider approval.
8. **REPORT and VOTE: Planning Area Boundary Update** .....Page 10
  - Report and discussion regarding the update to the MPO's Planning Area Boundary; consider approval.
9. **REPORT and VOTE: Mobilizing Tomorrow Funding Projections** .....Page 11
  - Update regarding the funding projections for the development of *Mobilizing Tomorrow*, the region's Long-Range Transportation Plan; consider approval.
10. **REPORT: Mobilizing Tomorrow Project Solicitation** .....Page 12
  - Update regarding project solicitation for the development of *Mobilizing Tomorrow*, the region's Long-Range Transportation Plan.
11. **REPORT FY 2025 Unified Planning Work Program and Budget Development**.....Page 13
  - Discussion on the process to develop the upcoming work program and budget for FY 2025.
12. **REPORT: Purple Heart Highway Update**.....Page 14
  - Update regarding the Process to redesignate Iowa Highway 5 / US Highway 65 Freeway Corridor to an Interstate.
13. **REPORT: Director's Report**.....Page 15
  - Update by the Interim Executive Director on MPO activities.
14. **Other Non-Action Items of Interest to the Committee**
15. **Next Meeting Date – February 7, 2024, at 11:30 a.m.**
16. **Adjournment**

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit [www.dmampo.org/title-vi/](http://www.dmampo.org/title-vi/) or call 515-334-0075.

January 2024  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the December 13, 2023, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the December 13, 2023, MPO Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the December 13, 2023, MPO Executive Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

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.**

<b>EXECUTIVE MEMBERS PRESENT:</b>	<b>PRESENT</b>	<b>ABSENT</b>
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
<b>STAFF PRESENT:</b>		
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	

<b>OTHERS PRESENT:</b>	<b>INTEREST/REPRESENTING</b>
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.

January 2024  
Item No. 4

**ISSUE: Contracts and Expenses**

CONSENT and VOTE: Consider approval of contracts and expenses in accordance with the MPO's proposed policies and procedures manual.

**BACKGROUND:**

Below are contracts and expenses in amounts that require approval of the MPO Executive Committee per the MPO's Policy and Procedures Manual.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
ESRI	Annual Geographic Information Systems (GIS) software renewal.	Cost included in annual budget.	\$6,653.43

**RECOMMENDATION:**

Recommend approval of the above expenses.

**STAFF CONTACT:**

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January 2024  
Item No. 5

**ISSUE: December Financial Statement**

REPORT and VOTE: Consider receiving and filing the December Financial Statement.

**BACKGROUND:**

The December 2023 Financial Statement consists of documents at the following links:

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Account Balance Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

Note the Finance Subcommittee will review the documents at its January meeting.

**RECOMMENDATIONS:**

Recommend approval of the December Financial Statement.

**STAFF CONTACT:**

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January 2024  
Item No. 6**ISSUE: Draft *Fiscal Year 2023 Audit***

PRESENTATION and OPTIONAL VOTE: Presentation of the *FY 2023 Audit* document from the auditor.

**BACKGROUND:**

Denman & Company has completed the *Fiscal Year 2023 Audit* of the MPO's finances. The MPO staff has reviewed the initial findings of the report and found no instances of noncompliance with federal requirements. The MPO Finance Subcommittee will review the audit at its January 8, 2024, meeting.

[The \*FY 2023 Audit\* is available to view on the MPO's website \(click to access\).](#)

Future Actions

- The *Fiscal Year 2023 Audit* will be filed with the State of Iowa by the April 1, 2024, deadline.
- The *Fiscal Year 2023 Audit* will be filed with the Federal Audit Clearinghouse.

**RECOMMENDATION:**

Recommend approval of the *Fiscal Year 2023 Audit*.

**STAFF CONTACT:**

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(515) 334-0075



January 2024  
Item No. 7

**ISSUE: Filling of Officer Vacancies**

REPORT and OPTIONAL VOTE: Consider action to fill current vacancies in the Vice Chair and Secretary/Treasurer positions.

**BACKGROUND:**

Recent appointments to the MPO by member communities has resulted in vacancies in MPO officer positions. The Vice Chair position was most recently held by Stephanie Riva, City of Norwalk, who did not seek reelection and has been replaced on the MPO Policy Committee. The Secretary/Treasurer position is held by Ted Weaver, City of Clive, representing the Southwest Subarea on the Executive Committee. While Mr. Weaver is still on the Policy Committee, the Southwest Subarea communities chose different representatives for the Executive Committee and January will be Weaver's last month on the Executive Committee.

The MPO's bylaws state that the annual officer elections shall occur in February, with new officers beginning their service in March. The bylaws also note that any vacancies occurring in an office shall be filled for the un-expired portion of that office's term by election from among the remaining Executive Committee members.

Staff will provide more information at the January meeting.

**RECOMMENDATION:**

Recommend a process to fill officer vacancies.

**STAFF CONTACT:**

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(515) 334-0075

January 2024  
Item No. 8**ISSUE: Planning Area Boundary Update**

REPORT and VOTE: Consider approval of the update to the MPO's Planning Area Boundary.

**BACKGROUND:**

The MPO staff periodically reviews and updates the MPO's Planning Area Boundary. This process usually coincides with the update to the region's Long-Range Transportation Plan. The Planning Area Boundary is required to encompass all future growth anticipated to occur within the next 20 year. Staff has reviewed future land use maps to determine areas along the Planning Area Boundary that need updating. A draft Planning Area Boundary was presented in November and staff collected comments through November 27, 2023. A key change from the initial draft is that all Polk County is now shown in the MPO's Planning Area Boundary.

[A map of the proposed Planning Area Boundary updates is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

Recommend approval of the updated Planning Area Boundary.

**STAFF CONTACTS:**

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January 2024  
Item No. 9**ISSUE: *Mobilizing Tomorrow* Funding Projections**

REPORT and VOTE: Consider approval of the funding projections for the development of *Mobilizing Tomorrow*, the region's Long-Range Transportation Plan.

**BACKGROUND:**

Staff has developed funding projections to use to determine the fiscal capacity for the Long-Range Transportation Plan. Staff looked at a variety of funding sources, including federal, state, and local sources. Historical funding data was used to determine historical growth rates and to develop the annual growth rate to use in the planning process. These growth rates were reviewed by the Finance Subcommittee at their November meeting and the draft projections were shared with the Policy Committee in November.

[A summary of the funding projections is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

Recommend approval of the *Mobilizing Tomorrow* funding projections.

**STAFF CONTACTS:**

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(515) 334-0075

January 2024  
Item No. 10

**ISSUE: *Mobilizing Tomorrow* Project Solicitation**

REPORT: Update regarding project solicitation for the development of *Mobilizing Tomorrow*, the region's Long-Range Transportation Plan.

**BACKGROUND:**

The MPO is beginning the process of soliciting projects for the update to *Mobilizing Tomorrow*. Staff has developed a Google form to collect project information. The form will be made available in mid-January and member governments will have approximately one month to submit their projects.

Staff will provide an overview of the project submittal process at the January meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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January 2024  
Item No. 11**ISSUE: *Fiscal Year 2025 Unified Planning Work Program* and Budget Development**

REPORT: Discussion of the process to develop the next work program and budget.

**BACKGROUND:**

MPO staff is beginning to develop the *Fiscal Year 2025 Unified Planning Work Program* (FY 2025 UPWP) and budget, which will document all planning activities the MPO will perform from July 1, 2024, through June 30, 2025. The Iowa Department of Transportation (DOT) requires the UPWP to describe the MPO's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2024, and a final UPWP by June 1, 2024.

The MPO staff asks for input from member governments and participating agencies on planning tasks for FY 2025 throughout the development of the UPWP. In particular, MPO staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075

January 2024  
Item No. 12

**REPORT: Purple Heart Highway**

REPORT: Update regarding the process to redesignate Iowa Highway 5 / US Highway 65 Corridor to an Interstate.

**BACKGROUND:**

Staff are continuing to work with the Greater Des Moines Partnership and other stakeholders to promote the Highway 5/US Highway 65 interstate designation. Notably, staff has engaged ag stakeholders in a conversation about an alternatives analysis, the aim of which would be to find an alternative route for slow-moving ag vehicles to cross the river.

Recently, Rep. Brian Lohse has indicated that he may introduce a bill this legislative session addressing the minimum speed limit exemption in the event of interstate designation – one of the “action step” outlined in the Iowa DOT’s action plan. Related, the proposed legislation would also include funding for an alternatives analysis.

Staff has invited Rep. Lohse to attend the meeting, which he hoped to be able to do – subject to the legislative calendar being released this week.

Staff will provide additional updates at the meeting.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

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January 2024  
Item No. 13

**ISSUE: Director Report**

REPORT: Update by the Interim Executive Director on MPO activities.

**BACKGROUND:**

The Interim Executive Director will provide an update on MPO activities.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACTS:**

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