

## NOTICE OF MEETING

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

—

**11:30 a.m., February 7, 2024**  
**Des Moines Area MPO Burnham Conference Room**

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## TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
  - Approve the January 10, 2024, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement** ..... Page 6
5. **REPORT and VOTE: Election of Calendar Year 2024 Officers**..... Page 7
  - Receive the Nominating Committee's recommendation for the Executive and Policy Committees' officer positions; consider approval.
6. **REPORT: FFY 2028 Surface Transportation Block Grant Applications** ..... Page 8
  - Report and discussion on applications submitted for FFY 2028 Surface Transportation Block Grant (STBG) funding.
7. **REPORT: FFY 2028 Surface Transportation Block Grant Tap Applications** ..... Page 10
  - Report and discussion on applications submitted for FFY 2028 Surface Transportation Block Transportation Alternatives Grant Program (STBG TAP) funding.
8. **REPORT: FY 2025 Unified Planning Work Program and Budget** ..... Page 12
  - Discussion on the process to develop the upcoming work program and budget for FY 2025.
9. **REPORT: DC List** ..... Page 13
  - Report on development of DC List and request for information from members.
10. **REPORT: Director's Report** ..... Page 14
  - Update by the Interim Executive Director on MPO activities.
11. **Other Non-Action Items of Interest to the Committee**
12. **Next Meeting Date – Thursday, March 7, 2024, at 11:30 a.m.**
13. **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.*

February 2024  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the January 10, 2024, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the January 10, 2024, MPO Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the January 10, 2024, 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, 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.**

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

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

February 2024  
Item No. 4

**ISSUE: January Financial Statement**

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

**BACKGROUND:**

The January 2024 Financial Statement consists of documents at the following links:

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

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

**RECOMMENDATIONS:**

Recommend approval of the January Financial Statement.

**STAFF CONTACT:**

Rhonda Miller, [rmiller@dmampo.org](mailto:rmiller@dmampo.org);  
(515) 334-0075

February 2024  
Item No. 5

**ISSUE: Election of Calendar Year 2024 Officers**

VOTE: Consider approval of the Nominating Committee's recommendation for Calendar Year (CY) 2024 officer positions.

**BACKGROUND:**

MPO Chair Bob Andeweg appointed Dean O'Connor, Ruth Randleman, and Ted Weaver to serve on the annual Nominating Committee to prepare a slate of candidates for the election of MPO officers.

The Nomination Committee has recommended the following:

Mark Holm, City of Ankeny - Chair  
Jeff Walters, City of Polk City – Vice-Chair  
Connie Boesen, City of Des Moines – Secretary/Treasurer

The Nominating Committee will present its recommendations at the February 7, 2024, Executive Committee meeting and the February 15, 2024, Policy Committee meeting. Other nominations may be made at those times. The CY 2024 officers will assume their responsibilities beginning in March 2024.

**RECOMMENDATION:**

Approve the Calendar Year 2024 officer positions.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075

February 2024  
Item No. 6

**ISSUE: FFY 2028 Surface Transportation Block Grant Program Applications**

REPORT: Discussion regarding applications submitted for FFY 2028 Surface Transportation Block Grant Program (STBG) funding.

**BACKGROUND:**

The deadline for submission of Federal Fiscal Year (FFY) 2028 Surface Transportation Block Grant (STBG) Program applications was January 5, 2024. Staff will provide an overview of the submitted applications at the February committee meetings.

A summary of the submitted FFY 2028 STBG applications is available on the following page.

Staff will spend the next few weeks working to develop scores and will provide the project scores in March. The Funding Subcommittee will meet on March 20 from 2 p.m. to 4:30 p.m. to hear presentations from project sponsors. This workshop provides project sponsors with the opportunity to discuss their projects and to answer specific questions from the Funding Subcommittee.

The Funding Subcommittee will meet in early April to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075



## FFY 2028 STBG - Summary of Submitted Applications

Primary Sponsor	Category	Project Title	Total Cost	Request
Altoona	Major Reconstruction/Replacement	Adventureland Drive NW PCC Pavement Reconstruction and Widening	\$9,807,500	\$5,522,800
Altoona	Planning Study	Eastern Polk County I-80 Interchange Planning & Environmental Linkages Study	\$625,000	\$500,000
Ankeny	System Capacity	NE 18th Street Bridge Over Interstate 35	\$16,850,000	\$2,000,000
Bondurant	Major Reconstruction/Replacement	Grant Street South Realignment	\$15,986,000	\$1,000,000
Clive	Major Reconstruction/Replacement	NE Alice's Road - Phase 3	\$9,700,000	\$1,000,000
DART	Transit	DART Bus Replacements and BCycle Station Replacements	\$8,027,000	\$2,000,000
Des Moines	Major Reconstruction/Replacement	East Army Post Improvements	\$12,000,000	\$2,600,000
Des Moines	System Optimization	Intelligent Transportation Systems Upgrade - Phase 8	\$12,500,000	\$1,000,000
Des Moines	Bridge	Fleur Drive Bridge Rehabilitation	\$8,000,000	\$2,100,000
Johnston	Major Reconstruction/Replacement	IA 141 and Towner Dr Interchange	\$16,500,000	\$2,000,000
Pleasant Hill	System Optimization	University and Shadyview Blvd Improvements	\$1,777,000	\$1,421,600
Polk City	Major Reconstruction/Replacement	WhiteTail Parkway Construction	\$2,203,000	\$1,762,400
Polk County	Bridge	RCB Culvert New - Triple Box	\$900,000	\$700,000
Urbandale	Major Reconstruction/Replacement	128th Street Preservation	\$1,900,000	\$1,000,000
West Des Moines	Major Reconstruction/Replacement	Ashworth Road Reconstruction and Reconfiguration	\$10,000,000	\$2,000,000
Windsor Heights	Major Reconstruction/Replacement	73rd Street Reconstruction – Phase 2	\$17,685,700	\$2,000,000
			<b>\$144,461,200</b>	<b>\$28,606,800</b>

February 2024  
Item No. 7

**ISSUE: FFY 2028 Surface Transportation Block Grant Transportation Alternatives Program Applications**

REPORT: Discussion regarding applications submitted for FFY 2028 Surface Transportation Block Grant Transportation Alternatives Program (STBG TAP) funding.

**BACKGROUND:**

The deadline for submission of Federal Fiscal Year (FFY) 2028 Surface Transportation Block Grant Transportation Alternatives Program (STBG TAP) applications was January 5, 2024. Staff will provide an overview of the submitted applications at the February committee meetings.

A summary of the submitted FFY 2028 STBG TAP applications is available on the following page.

Staff will spend the next few weeks working to develop scores and will provide the project scores in March. The Funding Subcommittee will meet on March 20 from 2 p.m. to 4:30 p.m. to hear presentations from project sponsors. This workshop provides project sponsors with the opportunity to discuss their projects and to answer specific questions from the Funding Subcommittee.

The Funding Subcommittee will meet sometime in early April to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Carl Saxon, csaxon@dmampo.org;  
(515) 334-0075

### FFY 2028 STBG TAP - Summary of Submitted Applications

Project Sponsor	Category	Project Title	Total Cost	Request
Altoona	Sidewalk	Adventureland Drive NW Reconstruction / Sidewalk	\$ 9,807,500	\$ 540,800
Ankeny	Trail	Oralabor Gateway Trail at Ankeny Blvd - Grade Separation	\$ 4,100,000	\$ 1,280,000
Bondurant	Trail	Grant Street South Realignment/Central Stormwater Improvements Design	\$ 3,539,000	\$ 500,000
DART	Transit	DART Enhanced Signage	\$ 361,000	\$ 288,800
Des Moines	Road Diet / Restriping	6th Avenue Improvements	\$ 1,000,000	\$ 500,000
Des Moines	Trail	Central Place Levee Trail - Phase 2	\$ 4,040,000	\$ 500,000
Polk County	Trail	High Trestle Trail Connection through Polk City	\$ 3,558,000	\$ 1,000,000
Urbandale	Trail	Hickman Trail Construction	\$ 750,000	\$ 600,000
West Des Moines	Trail	Raccoon River East Greenway Trail	\$ 1,725,000	\$ 600,000
Windsor Heights	Trail Reconstruction	Clive Greenbelt Trail Reconstruction	\$ 271,000	\$ 100,000
			<b>\$ 19,344,000</b>	<b>\$ 5,368,800</b>

February 2024  
Item No. 8**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 developing 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 has asked 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 studies, plans, research, or other activities, as well as requests for local planning assistance.

The Finance Subcommittee will review an initial draft of the budget at its February 5, 2024, meeting. Staff will also review this draft budget with the Executive Committee at its February 7, 2024, meeting. [The draft FY 2025 budget is available here.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

February 2024  
Item No. 9

**ISSUE: DC List**

REPORT: Development of DC List and request for information from members.

**BACKGROUND:**

Staff is preparing for [DMDC 2024](#), the annual trip to Washington DC that is organized by the Greater Des Moines Partnership. This year's trip is May 8-10. Registration opens Monday, February 5.

Each year, the MPO works with its member governments to develop a list of priority transportation projects to be discussed with Iowa's Congressional delegation during the trip to Washington DC. The MPO's DC list includes projects that are actively seeking funding, along with any important policy initiatives.

***Request:** Please let MPO staff know if you have a project seeking federal funding that should be on the DC list. Please include a project name, project summary, total project cost, funding amount being requested, and desired funding source if applicable. These should include any planned submissions for Community Project Funding, with the understanding that not all of them will likely be selected by the congressional offices.*

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org);  
(515) 334-0075

February 2024  
Item No. 10

**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:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
(515) 334-0075