

## NOTICE OF SPECIAL MEETING

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

4:00 p.m., February 15, 2024

Greater Des Moines Area Botanical Garden  
909 Robert D. Ray Drive, Des Moines, Iowa 50309  
DuPont Room East

## TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: FFY Approval of the Meeting Minutes** ..... Page 2
  - Approve the minutes for the January 18, 2024, meeting.
4. **CONSENT and VOTE: Approval of the Financial Statement** ..... Page 7
5. **PUBLIC COMMENT on MPO Actions** ..... Page 8
6. **REPORT and VOTE: Election of Calendar Year 2024 Officers** ..... Page 9
  - Receive the Nominating Committee's recommendation for the Executive and Policy Committees' officer positions; consider approval.
7. **REPORT and VOTE: March 2024 Meeting Dates** ..... Page 10
  - Discuss amending the March Executive Committee meeting time and scheduling a special Policy Committee meeting for March 7, 2024; consider approval.
8. **REPORT and VOTE: Iowa DOT 2020-2024 Safety Performance Targets (PM1)** ..... Page 11
  - Report on the Iowa DOT's 2024-2024 Safety Performance Targets required by US DOT; consider approval.
9. **VOTE: Enter Closed Session to Discuss Personnel Matters**
  - Consider action to enter closed session in accordance with Iowa Code Chapter 21.5.(i) to discuss personnel matters.
10. **VOTE: Action in Public Session Related to Personnel Matters**
  - Consider action, if any, related to the closed session discussion on personnel matters.
11. **Other Non-Action Items of Interest to the Committee**
12. **Next Meeting Date – March 7, 2024, at 4:00 p.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 18, 2024, MPO Policy Committee meeting minutes.

**BACKGROUND:**

The minutes of the January 18, 2024, MPO Policy Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the January 18, 2024, MPO Executive Committee meeting.

**STAFF CONTACT:**

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

**Meeting Minutes**  
**Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**4:00 p.m., January 18, 2024**

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., January 18, 2024. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on January 12, 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.**

**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  
Kathie Hungerford | City of Cumming\*\*  
Luis Montoya | DART  
Connie Boesen | City of Des Moines  
Malcolm Hankins | City of Des Moines  
Joe Gatto | City of Des Moines  
Josh Mandelbaum | City of Des Moines  
Brian Baker | City of Norwalk  
Len Murray | City of Pleasant Hill  
Jeff Walters | Polk City  
Steve van Oort | Polk County  
Robert Andeweg | City of Urbandale  
Mark Snell | Warren County  
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

Ryan Marquardt | Madison County\*\*  
Courtney Clarke | City of Waukee  
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  
Beth Osborne | Transportation 4 America

**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 January Policy Meeting to order at 4:00 p.m.

**2. Approval of Agenda**

**MOTION:** A motion was made by Snell and seconded by Jones to approve the Des Moines Area Metropolitan Planning Organization January 18, 2024, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Meeting Minutes**

**MOTION:** A motion was made by Snell and seconded by Voss to approve the Des Moines Area Metropolitan Planning Organization January 18, 2024, meeting minutes.

**MOTION CARRIED UNANIMOUSLY**

**4. Approval of the Financial Statement**

**MOTION:** A motion was made by Gatto and seconded by Snell to approve the Des Moines Area Metropolitan Planning Organization January Financial Statement.

**MOTION CARRIED UNANIMOUSLY**

**5. Presentation: Executive Director Search Update (item heard out of order- previously item #7)**

Cass Hall and Diana Diebler presented. Provided an update on the process for hiring a new Executive Director. Discussion ensued. Determined that the next Policy Meeting will be held at the Botanical Gardens follow the interviews and meet and greet of the applicants. Calendar invites will be sent out.

**6. PRESENTATION: Transportation for America**

Beth Osbourne from Transportation for American presented on strategies for regions to be competitive for federal funding.

*[Tom Hadden joins the meeting at 4:24 p.m.]*

*[Marketa Oliver joins the meeting at 4:35]*

**7. Public Comment- none**

**8. PRESENTATION and VOTE: FY 2023 Audit**

Presentation by Joe Sparks of Denman & Associates. Reports a clean audit and no instances of noncompliance with federal requirements. Recommend approval of the FY 2023 Audit.

**MOTION:** A motion was made by Murray and seconded by Snell to approve FY 2023 Audit.

**MOTION CARRIED UNANIMOUSLY**

**9. Filling of Office Vacancies**

Chair, Bob Andeweg presented. Consider action to fill current vacancies in the Vice Chari and Secretary/Treasurer positions. Recommend naming Ted Weaver as the temporary Vice-Chair to the MPO through the end of February 2024.

**MOTION:** A motion was made by Voss and seconded by Gatto to approve naming Ted Weaver as the temporary Vice-Chair to the MPO through the end of February 2024.

**MOTION CARRIED UNANIMOUSLY**

**10. Loan Transfer Request to the Iowa Department of Transportation**

Interim Executive Director presented. Recommend authorizing staff to send a letter to the Iowa DOT requesting that the RRLG loan for the transload facility be transferred from the MPO to Des Moines Industrial.

**MOTION:** A motion was made by Jones and seconded by Murray to authorize staff to prepare and send a letter to the Iowa DOT requesting that the RRLG loan for the transload facility be transferred from the MPO to Des Moines Industrial.

**MOTION CARRIED UNANIMOUSLY**

**11. Planning Area Boundary Update**

Principal Planner presented. Recommend approval of the updated Planning Area Boundary.

**MOTION:** A motion was made by Snell and seconded by Murray to approve the updated Planning Area Boundary.

**MOTION CARRIED UNANIMOUSLY**

**12. Mobilizing Tomorrow Funding Projections**

Project Manager presented. Recommend approval of the funding projects for the development of Mobilizing Tomorrow, the region's Long-Range Transportation Plan.

**MOTION:** A motion was made by Jones and seconded by Snell to approve the funding projects for the development of Mobilizing Tomorrow

**MOTION CARRIED UNANIMOUSLY**

**13. Mobilizing Tomorrow Project Solicitation**

Project Manager presented. Report and discussion only.

**14. Norfolk Southern Rail Spur Track Assessment**

Interim Executive Director presented. Discussion regarding a proposal for passenger rail services on the Norfolk Southern rail spur. Report and discussion only.

**15. Fiscal Year 2025 Uniform Planning Work Program and Budget Discussion**

Interim Executive Director presented. Discussion of the process to develop the next work program and budget. Report and discussion only.

**16. Iowa DOT 2020-2024 Safety Performance Targets (PM1)**

Senior Planner presented. Report on the Iowa DOT's 2020-2024 safety performance targets. Report and discussion only.

**17. 2023 Regional Trail Pavement Condition Report**

Senior planner presented. Report regarding updated regional trail pavement conditions. Report and discussion only.

**18. Purple Heart Highway**

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

**19. Director's Report**

Interim Executive Director presented. Discussion regarding the contract review of the Connectify agreement with the MPO. Representative Murray expressed questions and concerns and responses were provided. Murray requested additional time to review the responses and follow up on additional research.

**20. Other Non-Action Items of Interest to the Committee**

None

**21. Next Meeting Date- February 15, 2024, at the Des Moines Botanical Garden at 4:00 p.m.**

**22. Adjournment**

Hearing no objection to the contrary, The Chair adjourned the meeting at 5:38 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](#)

The Finance Subcommittee and the Executive Committee both reviewed and approved the financial statement at their February meetings.

**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: Public Comment of MPO Actions**

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO Policy Committee.

**BACKGROUND:**

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

**RECOMMENDATION:**

None. Public comment only.

**STAFF CONTACTS:**

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(515) 334-0075

February 2024  
Item No. 6**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 presented their recommendations at the February 7, 2024, Executive Committee meeting; the Executive Committee recommended approval of the slate of officers. The Nominating Committee will present their recommendations at the February 15, 2024, Policy Committee meeting for final approval. Other nominations may be made at those times. The CY 2024 officers will assume their responsibilities beginning in March 2024.

**RECOMMENDATION:**

Approve the Nominating Committee's recommended slate of Calendar Year 2024 officers.

**STAFF CONTACT:**

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

February 2024  
Item No. 7**ISSUE: March 2024 Meeting Dates**

VOTE: Consider amending the March Executive Committee meeting time and setting a special Policy Committee date for March 7, 2024.

**BACKGROUND:**

The MPO Policy Committee approved its Calendar Year 2024 meeting schedule at its November 2023 meeting. Due to spring break schedules, the March Executive Committee meeting was moved up one week to March 7<sup>th</sup> at 11:30 am. No Policy Committee meeting was scheduled for March, as usual.

It is anticipated that a special Policy Committee meeting will be needed in March to approve both the next Executive Director's contract and the draft *Fiscal Year 2025 Unified Planning Work Program* and budget. To avoid scheduling meetings over spring break, the MPO staff and the Executive Committee propose moving the March 7 Executive Committee meeting from 11:30 a.m. to 3 pm, after which the Policy Committee would meet at 4 pm.

**RECOMMENDATION:**

Recommend amending the March 7, 2024, Executive Committee meeting time from 11:30 a.m. to 3 p.m., and scheduling a special Policy Committee meeting for March 7, 2024, at 4 p.m.

**STAFF CONTACT:**

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

February 2024  
Item No. 8

**ISSUE: Iowa DOT 2020-2024 Safety Performance Targets (PM1)**

REPORT and VOTE: Consider approval of the Iowa DOT's 2020-2024 safety performance targets.

**BACKGROUND:**

Each year, as part of the Federal Highway Administration's (FHWA) Highway Safety Improvement Program (HSIP), MPOs can either (1) support their state department of transportation's (DOT) safety targets or (2) establish their own safety targets for their planning area. In August 2023, the Iowa DOT established statewide safety performance targets for the 2020-2024 period. The Des Moines Area MPO has 180 days, or until February 27, 2024, to either support the Iowa DOT's statewide targets or set its own regional targets. There are no penalties for MPOs that do not meet or make significant progress towards the safety performance targets.

[An Iowa DOT memo summarizing their targets and target setting methodology is available on the MPO website \(click to access\).](#)

For the previous performance reporting period, the Des Moines Area MPO adopted the Iowa DOT's statewide safety performance targets.

Iowa DOT's 2020-2024 Safety Performance Targets

Performance Measure	Five-year Rolling Averages	
	2018-2022 Baseline	2020-2024 Target
Number of Fatalities	338.6	352.6
Fatality Rate*	1.036	1.080
Number of Serious Injuries	1,363.2	1,419.8
Serious Injury Rate*	4.166	4.344
Non-Motorized Fatalities and Serious Injuries	136.4	138.2

*\*Rates are per 100 million vehicle miles traveled (VMT)*

The MPO Transportation Technical Committee reviewed the safety performance targets at its February meeting and recommended approval.

**RECOMMENDATIONS:**

Recommend approval of the Iowa DOT's 2020-2024 safety performance targets.

**STAFF CONTACT:**

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