

NOTICE OF MEETING

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

—

3 p.m. Thursday, March 7, 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 February 7, 2024, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** Page 6
5. **CONSENT and VOTE: February Financial Statement** Page 7
6. **REPORT and VOTE: Executive Director Contract** Page 8
 - Discussion regarding the proposed contract with the new Executive Director; consider approval.
7. **REPORT and VOTE: FFY 2024-2027 Transportation Improvement Program Amendments** Page 9
 - Report on FFY 2024-2027 Transportation Improvement Program amendments from the Iowa Department of Transportation (DOT); consider approval.
8. **REPORT and VOTE: Scott Avenue Dam Mitigation Change Order #1**..... Page 11
 - Report on a Change Order #1 to the Scott Avenue Dam Mitigation project); consider approval.
9. **REPORT and VOTE: MPO Bank Account Signatories** Page 12
 - Request to update individuals authorized to sign checks from MPO bank accounts; consider approval.
10. **REPORT and VOTE: Draft FY 2025 Unified Planning Work Program and Budget** Page 13
 - Report on the draft work plan and budget for FY 2025; consider approval.
11. **REPORT and OPTIONAL VOTE: StreetLight Data** Page 14
 - Discussion regarding a request to subscribe to StreetLight Data software; consider approval.
12. **Other Non-Action Items of Interest to the Committee**
13. **Next Meeting Date – Wednesday, April 10, 2024, at 11:30 a.m.**
14. **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/ or call 515-334-0075.

March 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the February 7, 2024, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the February 7, 2024, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the February 7, 2024, MPO Executive Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
 EXECUTIVE COMMITTEE
 11:30 a.m., Wednesday, February 7, 2024
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on February 7, 2024, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on February 2, 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	
Shelby Ebel IDOT	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

1. **Call to Order**

MPO Chair Bob Andeweg called the February 7, 2024, meeting to order at 11:34 a.m. A quorum was present.

2. **Approval of Agenda**

MOTION: A motion was made by Weaver and seconded by Boesen to approve the February 7, 2024, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

Recommend approval of the January 10, 2024, meeting minutes.

MOTION: A motion was made by Weaver and seconded by Walters to approve the January 10, 2024 meeting minutes

MOTION CARRIED

4. **Approval of the January Financial Statement**

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

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

MOTION CARRIED

5. **Election of Calendar Year 2024 Officers**

Chair, Bob Andeweg presented. The Nominating Committee met and recommended the following for the Executive and Policy Committees' officer positions. Mark Holm/Ankeny- Chair

Jeff Walters/ Polk City- Vice-Chair

Connie Boesen/ Des Moines- Secretary/Treasurer

MOTION: A Motion was made by Elrod and seconded by Weaver to approve the Nominating Committees' recommendation of officers for the CY 2024 Executive and Policy Committee.

MOTION CARRIED

6. **FFY 2028 Surface Transportation Block Grant Program Applications**

Project Manager, Zach Young presented. Discussion regarding applications submitted for FFY 2028 Surface Transportation Block Grant Program (STBG) funding. Report and discussion only.

7. **FFY 2028 Surface Transportation Block Grant Transportation Alternatives Program Applications**

Senior Planner, Carl Saxon presented. Discussion regarding applications submitted for FFY 2028 Surface Transportation Block Grant Transportation Alternatives Program (STBG-TAP) funding.

Report and discussion only.

8. **Fiscal Year 2025 Unified Planning Work Program and Budget Development**
Interim Director, Dylan Mullenix presented. Discussion of the process to develop the next work program and budget.
Report and discussion only.
9. **DC List**
Public Affairs Manager, Gunnar Olson presented. Development of DC List and request for information from members.
Report and discussion only.
10. **Director Report**
Interim Executive Director, Dylan Mullenix presented an update on MPO activities. He will continue to set up meetings with all communities. Discussion regarding two House Bills, HF 2145 regarding the Purple Heart Highway and HF 591 regarding Midwest Interstate Passenger Rail Compact. Discussion of March meetings to be held on March 7 with Executive Committee meeting at 3:00 p.m. and Policy meeting at 4:00 p.m. He also thanked Bob Andeweg and Ted Weaver for their service to the Executive Committee.
Chair Andeweg thanked Dylan and the staff.
11. **Non-Action Items**
Public Affairs Manager, Gunnar Olson advised of a new mailing list procedure for the primary committees. New emails for each committee have been set up for staff or member use.
12. **Next Meeting Date**
March 7, 2024, beginning at 3:00 p.m.
13. **Adjournment**
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:04 p.m.

March 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
InTrans	Development of Trail Management Program	Iowa State University	\$6,250.00
2 The Top	Executive Director Search Process		\$32,500.00

RECOMMENDATION:

Recommend approval of the above expenses.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

March 2024
Item No. 5

ISSUE: February Financial Statement

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

BACKGROUND:

The February 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 March meeting.

RECOMMENDATIONS:

Recommend approval of the February Financial Statement.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

March 2024
Item No. 6

ISSUE: Executive Director Contract

REPORT and VOTE: Consider approval of a contract with the Executive Director.

BACKGROUND:

At its February 15, 2024, meeting, the MPO Policy Committee approved appointing Dylan Mullenix as the MPO's Executive Director. The Policy Committee also discussed voting on an employment contract at the following meeting in March. MPO legal counsel was charged with developing the employment contract. A copy of the Executive Director contract will be provided prior to the March meeting.

RECOMMENDATION:

Approve an employment contract with the Executive Director.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

March 2024
Item No. 7

ISSUE: FFY 2024-2027 Transportation Improvement Program Amendments

REPORT and VOTE: Consider approval of the amendments to *Federal Fiscal Year 2024-2027 Transportation Improvement Program*.

BACKGROUND:

The Iowa Department of Transportation (DOT) has requested the following amendment to the *FFY 2024-2027 Transportation Improvement Program*:

Sponsor: Iowa Department of Transportation (DOT)
Project: I-80: University Ave to N of Douglas Ave (Item 48464)
Federal Aid Amount: \$89,810,100
Total Cost: \$99,798,000
Type of Funding: NHPP, PRF
Change: Increase total project cost to \$111,442,454

Sponsor: City of Des Moines
Project: SE Connector from 30th St to US 65 (Item 39393)
Federal Aid Amount: \$11,284,000
Total Cost: \$58,000,000
Type of Funding: STBG
Change: Add \$34,000,000 INFRA grant to funding

Sponsor: Polk County
Project: BR 667 (Item 40199)
Federal Aid Amount: \$550,000
Total Cost: \$800,000
Type of Funding: STBG
Change: Add project to FY 2024-2027 TIP

Sponsor: Polk County
Project: NE 23rd Avenue (Item 45901)
Federal Aid Amount: \$3,250,000
Total Cost: \$5,950,000
Type of Funding: STBG
Change: Add project to FY 2024-2027 TIP

Sponsor: Polk County
Project: BR 6668 (Item 45918)
Federal Aid Amount: \$500,000
Total Cost: \$900,000
Type of Funding: STBG
Change: Add project to FY 2024-2027 TIP

Sponsor: Polk County
Project: BR 3618 (Item 35971)
Federal Aid Amount: \$350,000
Total Cost: \$550,000
Type of Funding: STBG
Change: Add project to FY 2024-2027 TIP

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2024-2027 Transportation Improvement Program* amendments.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org
(515) 334-0075

March 2024
Item No. 8

ISSUE: Scott Avenue Dam Mitigation Change Order #1

REPORT and VOTE: Consider approval of the Change Order #1 to the Scott Avenue Dam Mitigation project.

BACKGROUND:

Snyder and Associates has identified a change order to the Scott Avenue Dam Mitigation project. This change order is minimal in nature and is related to some crack repair to the dam infrastructure that was not included in the original contract. The description of the change is as follows:

“Dam Step Expansion Joint” Add contract item for 2 EA. Estimate Reference Information to read, “Install expansion joint in the dam step concrete over existing vertical cracks in the dam at locations directed by the Engineer. An expansion joint shall be installed in accordance with Detail Eon sheet D.44 of the plans. Item includes all material and labor necessary to install the expansion joint including smooth dowels, water stop, expansion joint filler material, and joint sealant.”

There are two crack locations, and the repair is estimated to cost \$1,000. Staff will provide an overview of the proposed change order at the March meeting.

RECOMMENDATIONS:

Recommend approval of the Change Order #1 to the Scott Avenue Dam Mitigation project.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org
(515) 334-0075

March 2024
Item No. 9

ISSUE: MPO Bank Account Signatories

REPORT and VOTE: Consider a request to update which MPO staff members are authorized to sign checks related to MPO accounts.

BACKGROUND:

The MPO's [Policies and Procedures Manual](#) requires two signatures for checks written from MPO bank accounts. MPO accounts that have checks include the general checking account with First National Bank and the water trails project account with Bankers Trust. Per the Policies and Procedures Manual, the Executive Director, Assistant Director, and Planning Manager have the authority to sign checks.

The MPO currently has two approved signatories per action taken in June 2023: Dylan Mullenix (Executive Director) and Andrew Collings (Principal Planner). The June 2023 action to add Andrew Collings, despite not holding a position granted authority in the Policies and Procedures Manual, was to ensure the MPO's financial processes continued uninterrupted during staff transition.

MPO staff has identified the need to update the approved bank signatories again to include individuals not otherwise authorized in the Policies and Procedures Manual. This is because the MPO does not currently have an Assistant Director or Planning Manager on staff, and because the other authorized signatory – Andrew Collings – plans to leave MPO employment at the end of March 2024, at which time his authorization to sign checks would cease. Staff recommends adding Gunnar Olson, Public Affairs Manager, as a bank signatory to ensure at least two individuals are authorized to sign checks.

RECOMMENDATION:

MPO staff recommends adding Gunnar Olson as having authority to sign checks for MPO bank accounts.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

March 2024
Item No. 10

ISSUE: Draft *Fiscal Year 2025 Unified Planning Work Program and Budget*

REPORT and VOTE: Consider approval of the draft work program and budget for FY 2025.

BACKGROUND:

MPO staff has drafted the *Fiscal Year 2025 Unified Planning Work Program (FY 2025 UPWP)* and budget, which documents 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 and has incorporated feedback received.

MPO staff reviewed an initial draft budget at the February 5, 2024, Finance Subcommittee meeting and at the March 6, 2024, Executive Committee meeting. The MPO's committees will review and be asked to approve the draft document in March. Following approval, MPO staff will submit the document to the Iowa DOT, Federal Highway Administration, and Federal Transit Administration for their review. MPO staff will incorporate revisions suggested by the Iowa DOT, FHWA, and FTA, and then bring the updated UPWP back to the MPO committees in May for approval.

[The draft document is available on the MPO website for review \(click here to access\).](#)

RECOMMENDATION:

Approve the draft *FY 2025 Unified Planning Work Program and budget*.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

March 2024
Item No.11

ISSUE: StreetLight Data

REPORT and OPTIONAL VOTE: Consider a request for the MPO to subscribe to StreetLight Data software.

BACKGROUND:

Over the last few years, the MPO staff and members of the MPO's Transportation Technical Committee (TTC) have discussed the potential for using transportation/mobility analytics software to aid in transportation planning and engineering activities. Several companies offer transportation analytics platforms that provide such data on a subscription basis, each with their own unique approach in terms of data sources, analytical tools, specific data provided, and subscription models.

MPO staff have met with and viewed demonstrations from numerous companies over the years to better understand what products are available and how they might aid in the MPO's activities. In December 2023, two companies presented to the TTC about their services, after which MPO staff surveyed TTC members to determine if they were interested in pursuing a subscription with either.

One of the companies – StreetLight Data – stood out to MPO staff and TTC representatives. StreetLight Data offers a regional subscription which would allow the MPO to be the main customer yet provide data access for all the MPO member communities and those communities' consultants. StreetLight Data offers numerous modules for various use cases; the proposed subscription package includes data on personal vehicles and trucks, at an estimated cost of \$80,000 annually.

The draft *Fiscal Year 2025 Unified Planning Work Program* and Budget, discussed previously in this agenda, includes funding for transportation data services like StreetLight Data. If the MPO agrees to the request for StreetLight Data, staff requests the ability to subscribe now versus waiting until the beginning of the fiscal year. This way, the service may be used to update Mobilizing Tomorrow, the Goods Movement Study, and other planning efforts currently underway.

RECOMMENDATION:

MPO staff recommends procuring StreetLight Data for use by the MPO and its member communities effective immediately.

STAFF CONTACT:

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(515) 334-0075