

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Policy Committee

—

4:00 p.m., March 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: FFY Approval of the Meeting Minutes** Page 2
 - Approve the minutes for the February 15, 2024, meeting.
4. **CONSENT and VOTE: Contracts and Expenses** Page 6
5. **CONSENT and VOTE: Approval of the Financial Statement**..... Page 7
6. **PUBLIC COMMENT on MPO Actions** Page 8
7. **REPORT and VOTE: Executive Director Contract** Page 9
 - Discussion regarding the proposed contract with the Executive Director; consider approval.
8. **REPORT and VOTE: FFY 2024-2027 Transportation Improvement Program Amendments** ... Page 10
 - Report on FFY 2024-2027 Transportation Improvement Program amendments from the Iowa Department of Transportation (DOT); consider approval.
9. **REPORT and VOTE: Scott Avenue Dam Mitigation Change Order #1**..... Page 12
 - Report on a Change Order #1 to the Scott Avenue Dam Mitigation project); consider approval.
10. **REPORT and VOTE: MPO Bank Account Signatories** Page 13
 - Request to update individuals authorized to sign checks from MPO bank accounts; consider approval.
11. **REPORT and VOTE: Draft FY 2025 Unified Planning Work Program and Budget** Page 14
 - Report on the draft work plan and budget for FY 2025; consider approval.
12. **REPORT and OPTIONAL VOTE: StreetLight Data** Page 15
 - Discussion regarding a request to subscribe to StreetLight Data software; consider approval.
13. **REPORT: Community Projects Funding** Page 16
 - Applications are being solicited from the offices of Iowa’s 1st and 3rd congressional districts.
14. **REPORT: FFY 2025-2028 Transportation Improvement Program Development** Page 17
 - Report on the FFY 2025-2028 Transportation Improvement Program Schedule.
15. **REPORT: Director’s Report**.....Page 18
 - Update by the Executive Director on MPO activities.
16. **Other Non-Action Items of Interest to the Committee**
17. **Next Meeting Date – April 18, 2024, at 4:00 p.m.**
18. **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 15, 2024, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the February 15, 2024, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the February 15, 2024, MPO Policy Committee meeting.

STAFF CONTACT:

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

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., February 15, 2024

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., February 15, 2024. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on February 9, 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
Ruth Randleman | City of Carlisle
Kathie Hungerford | City of Cumming**
Amanda Wanke | DART
Connie Boesen | City of Des Moines
Chris Coleman | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
Carl Voss | City of Des Moines
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Steve van Oort | Polk County
Robert Andeweg | City of Urbandale
Mark Snell | Warren County
Courtney Clarke | City of Waukee
Matt McKinney | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Shelby Ebel | IDOT *

MPO Representatives Absent

Dean O'Connor | City of Altoona
Doug Elrod | City of Bondurant
Ted Weaver | City of Clive
Mark Hanson | Dallas County
Colton Fors | City of Elkhart**
Scott Mikkelsen | City of Grimes
Stephanie Erickson | City of Indianola**
Jim Evans | City of Johnston

Ryan Marquardt | Madison County**
Brian Baker | City of Norwalk
Julia Castillo | HIRTA*
Tammi Dillavou | City of Mitchellville
Tom Hockensmith | Polk County
Travis Brott | Van Meter**
Kevin Foley | Des Moines International Airport*
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

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 February Policy Meeting to order at 4:03 p.m.

2. Approval of Agenda

MOTION: A motion was made by Gatto and seconded by Holm to approve the Des Moines Area Metropolitan Planning Organization February 15, 2024, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the Des Moines Area Metropolitan Planning Organization February 15, 2024; meeting minutes as amended.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statement

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

MOTION CARRIED UNANIMOUSLY

5. Public Comment- none

6. Election of Calendar Year 2024 Officers

Chair, Bob Andeweg presented. Recommend approval of the Nominating Committees' recommendation of CY 2024 Officers: Mark Holm, Chair

Jeff Walters, Vice-Chair

Connie Boesen, Secretary/Treasurer

MOTION: A motion was made by Gatto and seconded by Hadden to approve the CY 2024 Officers.

MOTION CARRIED UNANIMOUSLY

7. March 2024 Meeting Dates

Nominating Committee member Dean O'Connor presented. Recommend amending the March 7, 2024, Executive Committee time from 11:30 a.m. to 3:00 p.m. and scheduling a special Policy Meeting on March 7, 2024, at 4:00 p.m.

MOTION: A motion was made by O'Connor and seconded by Boesen to approve amending the March 7, 2024, Executive Committee time from 11:30 a.m. to 3:00 p.m. and scheduling a special Policy Meeting on March 7, 2024, at 4:00 p.m.

MOTION CARRIED UNANIMOUSLY

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

Senior Planner, Zhi Chen presented. Recommend approving the Iowa DOT's 2020-2024 safety performance targets.

MOTION: A motion was made by O'Connor and seconded by Gatto to approve the Iowa DOT's 2020-2024 safety performance targets.

MOTION CARRIED UNANIMOUSLY

9. Closed Session to Discuss Personnel Matters

MOTION: A motion was made by Gatto and seconded by O'Connor to approve entering a closed session to discuss personnel matters.

MOTION CARRIED UNANIMOUSLY

Entered closed session at 4:09 p.m.

Closed session ended at 4:45 p.m.

10. Action in Public Session Related to Personnel Matters

Chair, Bob Andeweg reported that Dylan Mullenix will be offered the Executive Director position at the MPO.

MOTION: A motion was made by Jones and seconded by Snell to approve offering the Executive Director position to Dylan Mullenix.

MOTION CARRIED UNANIMOUSLY

11. Other Non-Action Items of Interest to the Committee

Public Affairs Manager, Gunnar Olson advised that information regarding STBG, the Work Program and the DC List were not included on the agenda due to other personnel action needed. He will provide a meeting update email with those items referenced.

12. Next Meeting Date- Special Policy Meeting-March 7, 2024, at the MPO offices at 4:00 p.m.

13. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:47 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
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: Public Comment of MPO Actions

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

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:

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

March 2024
Item No. 7

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. 8

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. 9

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 a full 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. 10**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. 11

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. 12

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:

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

March 2024
Item No. 13

ISSUE: Community Projects Funding

REPORT: Application information from the offices of Iowa's 1st and 3rd congressional districts.

BACKGROUND:

Applications for Community Project Funding are now being accepted by the offices of Rep. Mariannette Miller-Meeks (1st District) and Rep. Zach Nunn (3rd District).

Miller-Meeks' Office (1st District) is collecting applications through an online form.

- FY2025 Community Project Funding Applications in District 1 can be submitted through this [ONLINE FORM](#).
- Please combine all letters of support into a single document and send the one document to IA01.CPF@mail.house.gov indicating the Project Name in the Subject of the email.
- The deadline to submit is 5 p.m. EST Friday, March 15.

Nunn's Office (3rd District) is collecting applications via email using a form in Microsoft Word.

- FY2025 Community Project Funding Applications in District 3 can be submitted by completing [THIS FORM](#) and emailing it to IA03NunnAppropriations@mail.house.gov.
- No deadline has been established at this time.

Staff from one or both the congressional offices will be on hand to answer any questions.

RECOMMENDATION:

None. Report only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075

March 2024
Item No. 14

ISSUE: FFY 2025-2028 Transportation Improvement Program Development

REPORT: Report on the process to develop the *Federal Fiscal Years 2025-2028 Transportation Improvement Program*.

BACKGROUND:

The Federal Highway Administration (FHWA) requires that the MPO annually develop a four-year Transportation Improvement Program (TIP) that details the use of federal funds for transportation projects in the Metropolitan Planning Area.

The MPO staff will begin working on the *Federal Fiscal Years 2025-2028 Transportation Improvement Program* (FFY 2025-2028 TIP) by providing each MPO member government and participating agency a listing of their current TIP projects and associated information from the Iowa Department of Transportation's Transportation Program Management System (TPMS) for review and update.

The MPO staff requests that member governments and agencies determine if projects currently programmed for FFY 2024 will receive FHWA authorization to proceed with development before October 1, 2024. If a project does not receive FHWA authorization before October 1, 2024, then the project will need to "roll-over" to a future year in the TIP.

The MPO staff distributes status reports to member governments that currently have projects programmed in the TIP. Over the coming months, staff will contact each of these member governments to discuss the details of their projects. Staff will distribute status reports in early April 2024.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACTS:

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

March 2024
Item No. 15

ISSUE: Director Report

REPORT: Update by the Executive Director on MPO activities.

BACKGROUND:

The Executive Director will provide an update on MPO activities.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACTS:

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