

**Meeting Minutes**  
**Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**4:00 p.m., March 7, 2024**

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., March 7, 2024. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on March 1, 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:**

Dean O’Connor | City of Altoona  
David Jones | City of Ankeny  
Doug Elrod | City of Bondurant  
Ruth Randleman | City of Carlisle  
Kathie Hungerford | City of Cumming\*\*  
Mark Hanson | Dallas County  
Luis Montoya | DART  
Connie Boesen | City of Des Moines  
Carl Voss | City of Des Moines  
Joe Gatto | City of Des Moines  
Matt Anderson | City of Des Moines  
Carl Voss | City of Des Moines  
Ryan Marquardt | Madison County\*\*  
Tammi Dillavou | City of Mitchellville  
Jeff Walters | Polk City  
Steve van Oort | Polk County  
Robert Andeweg | City of Urbandale  
Mark Snell | Warren County  
Courtney Clarke | City of Waukee  
Laura Reveles | City of West Des Moines  
Mike Jones | City of Windsor Heights  
Shelby Ebel | IDOT \*

**MPO Representatives Absent**

Dean O’Connor | City of Altoona  
Mark Holm | City of Ankeny  
Ted Weaver | City of Clive  
Colton Fors | City of Elkhart\*\*  
Scott Mikkelsen | City of Grimes  
Stephanie Erickson | City of Indianola\*\*  
Jim Evans | City of Johnston

Brian Baker | City of Norwalk  
Julia Castillo | HIRTA\*  
Len Murray | City of Pleasant Hill  
Travis Brott | Van Meter\*\*  
Tom Hadden | City of West Des Moines  
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  
Tony Chavez | Congressman Zach Nunn’s office

**MPO Staff Present:**

Scott Brennan | MPO General Counsel  
Dylan Mullenix | Executive Director  
Zach Young | Project Manager  
Andrew Collings | Principal Planner  
Gunnar Olson | Public Affairs Manager  
Zhi Chen | Senior Planner  
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 4:00 p.m.

## **2. Approval of Agenda**

**MOTION:** A motion was made by Andeweg and seconded by VanOort to approve the Des Moines Area Metropolitan Planning Organization, March 7, 2024, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

## **3. Approval of Meeting Minutes**

**MOTION:** A motion was made by Andeweg and seconded by Gatto to approve the Des Moines Area Metropolitan Planning Organization March 7, 2024; meeting minutes as amended.

**MOTION CARRIED UNANIMOUSLY**

## **4. Contracts and Expenses**

Executive Director presented. Recommend approval of payment to 2 *The Top* invoice for the Executive Director search and recommend approval of the Iowa Retirement Investor's Club (RIC) service agreement.

**MOTION:** A motion was made by O'Connor and seconded by Gatto to approve payment to 2 *The Top* in the amount of \$32,500.00 and approval for the MPO to join the Iowa Retirement Investor's Club (RIC).

**MOTION CARRIED UNANIMOUSLY**

## **5. Approval of the Financial Statement**

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

**MOTION CARRIED UNANIMOUSLY**

## **6. Public Comment- none**

## **7. Executive Director Contract**

Past Chair, Bob Andeweg presented. Executive Director's background check cleared. Contract prepared and reviewed by Scott Brennan, Legal Counsel for the MPO. Recommend approval of the Executive Director Contract.

**MOTION:** A motion was made by Andeweg and Gatto seconded to approve the Executive Director Contract.

**MOTION CARRIED UNANIMOUSLY**

## **8. FFY 2024-2027 Transportation Improvement Program Amendments**

Project Manager, Zach Young presented. Recommend approval of the FFY 2024-2027 Transportation Improvement Program Amendments from Iowa DOT, the City of Des Moines and Polk County.

**MOTION:** A motion was made by O'Connor and seconded by Gatto to approve the FFY 2024-2027 Transportation Improvement Program Amendments from Iowa DOT, the City of Des Moines and Polk County.

**MOTION CARRIED UNANIMOUSLY**

## **9. Scott Avenue Dam Mitigation Change Order #1**

Project Manager, Zach Young presented. Recommend approval of the Change Order #1 to repair two cracks with the estimated cost of \$1,000 to the Scott Avenue Dam Mitigation project.

**MOTION:** A motion was made by Jones and seconded by O'Connor to approve the Scott Avenue Dam Mitigation Change Order.

**MOTION CARRIED UNANIMOUSLY**

**10. MPO Bank Account Signatories**

Executive Director presented. Recommend approval to add Gunnar Olson as a signatory for the MPO bank accounts.

**MOTION:** A motion was made by Weaver and seconded by O'Connor to approve adding Gunnar Olson as a signatory for the MPO bank accounts.

**MOTION CARRIED UNANIMOUSLY**

**11. Draft Fiscal Year 2025 Unified Planning Work Program and Budget**

Executive Director presented. Recommend approval of the Draft FY 2025 Unified Planning Work Program and Budget. Discussion ensued regarding budget items.

**MOTION:** A motion was made by Weaver and seconded by Montoya to approve the draft FY 2025 Unified Planning Work Program and Budget.

**MOTION CARRIED. Gatto voted no.**

**12. StreetLight Data**

Executive Director presented. Consider a request for the MPO to subscribe to StreetLight Data Software. Discussion and questions ensued.

**MOTION:** A motion was made by Jones and seconded by O'Connor to approve the subscription to StreetLight Data.

**MOTION CARRIED.**

**13. Community Projects Funding**

Tony Chavez from Congressman Zach Nunn's office provided an update and information on the Community Projects Funding. Report only.

**14. FFY 2025-2028 Transportation Improvement Program Development**

Project Manager presented. Report on the process to develop the Federal Fiscal Years 2025-2028 Transportation Improvement Program. Report and discussion only.

**15. Director Report**

Executive Director provided an update of MPO activities including the status of MIPA/CIRTPA contracts; discussion regarding Polk County and CIRTPA status and advised of an upcoming meeting with Iowa DOT District 1. Report and discussion only.

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

Public Affairs Manager, Gunnar Olson discussed a review of Zoom meetings v Teams meeting due to prior issues with Zoom.

**17. Next Meeting Date- April 18, 2024, at the MPO offices at 4:00 p.m.**

**18. Adjournment**

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:46 p.m.