

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
 EXECUTIVE COMMITTEE
 3:00 p.m., Wednesday, March 7, 2024
 Des Moines Area MPO | Virtual Meeting

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

| EXECUTIVE MEMBERS PRESENT: | PRESENT | ABSENT |
|---|----------------|---------------|
| Mark Holm, Chair City of Ankeny | | X |
| Jeff Walters, Vice Chair City of Polk City | X | |
| Connie Boesen, Sec/Treasurer City of Des Moines | X | |
| Doug Elrod City of Bondurant | 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 | |
| Bob Andeweg City of Urbandale | X | |
| Matthew McKinney City of West Des Moines | X | |
| Courtney Clarke City of Waukee | X | |
| Mike Jones City of Windsor Heights | 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 Vice Chair Jeff Walters called the March 7, 2024, meeting to order at 3:00 p.m. A quorum was present.

2. **Approval of Agenda**

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

MOTION CARRIED

3. **Approval of Meeting Minutes**

Recommend approval of the February 7, 2024, meeting minutes.

MOTION: A motion was made by Gatto and seconded by Andeweg to approve the February 7, 2024, meeting minutes.

MOTION CARRIED

4. **Approval of Contracts and Expenses**

Executive Director presented. Recommend approval for payment of the InTrans for Trail Management Program in the amount of \$6,250.00, recommend approval of payment to 2 the Top for the Executive Director Search in the amount of \$32,500.00 and approve the MPO switching their Deferred Compensation Plan from Principal to the Iowa Retirement Investors Club (RIC)

MOTION: A motion was made by Gatto and seconded by Andeweg to approve the payments to InTrans, 2 The Top and to approve the MPO moving the deferred compensation plan to RIC.

MOTION CARRIED

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

Executive Director presented. Advised that the Finance Committee met and had reviewed the Financial Statements. Recommend approval.

MOTION: A Motion was made by Gatto and seconded by Andeweg to approve the February Financial Statement.

MOTION CARRIED

6. **Executive Director Contract**

Former Chair, Bob Andeweg presented. Legal Counsel, Scott Brennan, prepared the Executive Director's contract.

MOTION: A Motion was made by Gatto and seconded by Boesen to approve the Executive Director's Contract.

MOTION CARRIED

Doug Elrod arrives 3:11 p.m.

7. **FFY 2024-2027 Transportation Improvement Program (TIP) Amendments**

Project Manager, Zach Young presented. Recommend approval of FFY 2024-2027 TIP amendments from the IDOT, City of Des Moines and Polk County.

MOTION: Motion made by Gatto and seconded by Andeweg to approve the FFY 2024-2027 TIP amendments.

MOTION CARRIED

8. **Scott Avenue Dam Mitigation Change Order #1**
Project Manager, Zach Young presented. Recommend approval of the Change Order #1 to the Scott Avenue Dam Mitigation Project.
MOTION: A Motion was made by Gatto and seconded by Boesen to approve the Scott Avenue Dam Mitigation Change Order #1.
MOTION CARRIED

9. **MPO Bank Account Signatories**
Executive Director presented. Recommend approval to add Gunnar Olson as having the authority to sign checks for the MPO bank accounts.
MOTION: A Motion was made by Andeweg and seconded by Gatto to give Gunnar Olson authority to sign MPO checks.
MOTION CARRIED

10. **Fiscal Year 2025 Unified Planning Work Program and Budget Development**
Executive Director presented. Recommend approval of the draft work program and budget for FY 2025. Discussion ensued regarding reserve funds and conducting an Economic Impact Study.
MOTION: A Motion was made by Elrod and seconded by Boesen to approve the Draft FY 2025 Unified Planning Work Program and Budget and leave the budget item for the Economic Impact Study in the budget.
MOTION CARRIED; GATTO VOTED NO

11. **StreetLight Data**
Executive Director presented. Consider a request for the MPO to subscribe to StreetLight Data software. Discussion ensued.
MOTION: A Motion was made by Boesen and seconded by Gatto to approve the purchase of StreetLight Data software.
MOTION CARRIED

12. **Non-Action Items**
Public Affairs Manager, Gunnar Olson advised that the MPO is co-sponsoring the DRE Breakfast and that a table of ten has been provided for MPO board and/or staff members.

13. **Next Meeting Date**
April 10, 2024, beginning at 11:30 a.m.

14. **Adjournment**
Hearing no objection to the contrary, the Vice Chair adjourned the Executive Committee meeting at 3:45 p.m.