

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
 EXECUTIVE COMMITTEE
 11:30 a.m. Wednesday, April 10, 2024
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on April 10, 2024, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on April 5, 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 Executive Director	X	
Zach Young Project Manager	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
Luis Montoya	DART
Julie Bernie	StreetLight Data

1. Call to Order

MPO Chair Mark Holm called the April 10, 2024, meeting to order at 11:31 a.m. A quorum was present.

2. **Approval of Agenda**

MOTION: A motion was made by Gatto and seconded by Murray to approve the April 10, 2024, Des Moines Area MPO Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

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

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

MOTION CARRIED

4. **Approval of Contracts and Expenses**

Executive Director presented. Recommend approval for payment of the invoice from Granicus for the GovDelivery agenda-distribution software in the amount of \$6,420.00.

MOTION: A motion was made by Gatto and seconded by Jones to approve the payments to Granicus for the GovDelivery agenda-distribution software in the amount of \$6,420.00.

MOTION CARRIED

5. **Approval of the March 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 Walters to approve the March Financial Statement.

MOTION CARRIED

6. **StreetLight Data**

Executive Director presented. A review of the software demonstration was made. Questions and discussion ensued.

MOTION: A Motion was made by Gatto and seconded by Boesen to approve the service agreement with StreetLight Data and subscribe to this software for MPO and member community use.

MOTION CARRIED

Doug Elrod arrives 11:41 p.m.

7. **Additional 2 The Top Contract Services**

Executive Director presented. Recommend approval of contract addendums with 2 The Top for supplemental work to organization planning to include a Human Capital Plan and a Governance Assessment.

MOTION: Motion made by Gatto and seconded by Boesen to approve the additional services from 2 The Top.

MOTION CARRIED

8. **FY 2024 Unified Planning Work Program (UPWP) and Budget Amendment**

Executive Director presented. Recommend approval of the suggested amendment to the FY 2024 UPWP and budget.

MOTION: A Motion was made by Gatto and seconded by Clarke to approve the amendments to the FY 2024 UPWP and Budget.

MOTION CARRIED

9. **Mobilizing Tomorrow: Employment, Housing Unit, and Population Projections**

Project Manager, Zach Young presented. Recommend approval of the employment, housing unit, and population projections for the long-range transportation plan. Murray read a statement and requested a qualified statement be included in this portion of the plan to further clarify the report. Elrod also echoed concerns with the projection numbers and indicated various member communities are planning a special census. Staff indicated that revisions and adjustments can be made in the future. Lengthy discussion ensued.

MOTION: A Motion was made by Murray and seconded by Gatto to approve the employment, housing unit, and population projections for the long-range transportation plan update as presented with the requested clarification language added.

MOTION CARRIED

10. **Federal Funding Recommendations**

Project Manager, Zach Young presented. Discussion regarding the Surface Transportation Block Grant Program (STBG), the Set-Aside program (TAP) and the award of excess allocation funds. Discussion also included the Carbon Reduction Program funding (CRP). The funding subcommittee is recommending awarding \$3 million in CRP funding to DART and programming that funding in FFY 2025. The chair discussed some concern with awarding this funding prior to receiving any other funding options. Clarification of when the award was received was discussed. Mayor Boesen added that she believes that assistance to DART is important. Luis Montoya, Chief Operating Officer of DART, discussed budget challenges and explained how the funds would be used to address the current and future budget concerns of DART and services provided. Gatto, Andeweg, McKinney, Murray and Clarke also provided comments regarding this allocation and the amounts and length of time these funds would benefit DART. Mayor Boesen, as a member of the DART Commission, spoke about the need for DART and decisions to be made in the future. The chair clarified the amount requested is \$3.6 million. Clarification of the use of funds was discussed and MPO funds would be funding new buses. This would allow DART to move other funds for operating purposes.

MOTION: A Motion was made by Andeweg and seconded by Gatto to approve STBG, excess STBG, and TAP funds.

MOTION CARRIED

MOTION: A Motion was then made by Andeweg and seconded by Boesen to award 3.6 million of Carbon Reduction Funding to DART for the purchase of new buses.

ROLL CALL – All members voted yes.

MOTION CARRIED.

11. **West Des Moines Request to Transfer STBG Funding**

Project Manager, Zach Young presented. Funding Subcommittee recommends that the Executive Committee approve the West Des Moines request to transfer STBG funding from Mills Civic Parkway project to Ashworth Road Project.

MOTION: A Motion was made by Gatto and seconded by Boesen to approve the request of West Des Moines to transfer STBG funding from Mills Civic Parkway project to the Ashworth Road project.

MOTION CARRIED

12. **DC List and Sponsorship**

Public Affairs Manager, Gunnar Olson presented. Report on the DMDC trip preparations and vote on DC List and potential sponsorship. Discussion ensued.

MOTION: A Motion was made by Clarke and seconded by Gatto to approve the DC List and not be a sponsor of the DC Trip.

MOTION CARRIED

13. **Non-Action Items**

Public Affairs Manager, Gunnar Olson provided an update on the Purple Heart Highway and advised that the bill that has been issued by Representative Lohse is still alive and advised that there are still seats available for the Commercial Real Estate event table. Shelby Ebel of the Iowa DOT advised of an online presentation regarding the SW Mixmaster and a new webpage is available regarding Des Moines Interstate/Mixmaster updates.

14. **Next Meeting Date**

May 15, 2024, beginning at 11:30 a.m. Note the meeting date is moved back a week due to the DC Trip.

15. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:50 p.m.