

**Meeting Minutes**  
**Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**4:00 p.m., April 18, 2024**

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., April 18, 2024. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on April 12, 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  
Mark Holm | City of Ankeny  
David Jones | City of Ankeny  
Marketa Oliver | City of Bondurant  
Ted Weaver | City of Clive  
Kathie Hungerford | City of Cumming\*\*  
Mark Hanson | Dallas County  
Amanda Wanke | DART  
Connie Boesen | City of Des Moines  
Carl Voss | City of Des Moines  
Scott Sanders | City of Des Moines  
Matt Anderson | City of Des Moines  
Josh Mandelbaum | City of Des Moines  
Scott Mikkelsen | City of Grimes  
Jim Evans | City of Johnston  
Brian Baker | City of Norwalk  
Len Murray | City of Pleasant Hill  
Steve Van Oort | Polk County  
Robert Andeweg | City of Urbandale  
Joel Akers | Van Meter\*\*  
Mark Snell | Warren County  
Courtney Clarke | City of Waukee  
Jamie Letzring | City of West Des Moines  
Tom Hadden | City of West Des Moines  
Mike Jones | City of Windsor Heights  
Shelby Ebel | IDOT \*

**MPO Representatives Absent**

Ruth Randleman | City of Carlisle  
Colton Fors | City of Elkhart\*\*  
Stephanie Erickson | City of Indianola\*\*  
Ryan Marquardt | Madison County\*\*  
Tammi Dillavou | City of Mitchellville  
Jeff Walters | Polk City  
Julia Castillo | HIRTA\*  
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  
Elias Johnson | WHO-13  
Stephanie Oppel | ICON  
Gabe Nelson | Snyder & Associates  
Luis Montoya | DART  
Erin Hockman | DART  
Sarah Welch | DART  
Julie Hirni | StreetLight

**MPO Staff Present:**

Scott Brennan | MPO General Counsel  
Dylan Mullenix | Executive Director  
Zach Young | Project Manager  
Gunnar Olson | Public Affairs Manager  
Zhi Chen | Senior Planner  
Tracey Deckard | Office Manager  
Carl Saxon | Senior Planner

**1. Call To Order**

Chair Holm recognized a quorum and called the April Policy Meeting to order at 4:00 p.m.

**2. Approval of Agenda**

**MOTION:** A motion was made by Andeweg and seconded by Voss to approve the Des Moines Area Metropolitan Planning Organization, April 18, 2024, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Meeting Minutes**

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

**MOTION CARRIED UNANIMOUSLY**

**4. Contracts and Expenses**

Executive Director presented. Recommend approval of payment to *InTrans/Iowa State University* for Development of Trail Management Program in the amount of \$6,250.00.

**MOTION:** A motion was made by O'Connor and seconded by Weaver to approve payment to *InTrans/Iowa State University* for Development of Trail Management Program in the amount of \$6,250.00.

**MOTION CARRIED UNANIMOUSLY**

**5. Approval of the Financial Statement**

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

**MOTION CARRIED UNANIMOUSLY**

**6. Public Comment- none**

**7. Update on Water Trails**

Presentation by Stephanie Oppel from ICON and Gabe Nelson from Snyder & Associates on water trails including the status of construction on the downtown water trails project. Presentation only.

**8. StreetLight Data**

Executive Director presented. Recommend approval of a service agreement with StreetLight for transportation data analytics.

**MOTION:** A motion was made by M. Jones and seconded by Andeweg to approve service agreement with StreetLight for transportation data analytics and subscribe to the data for use in Planning Activities and use by member governments.

**MOTION CARRIED UNANIMOUSLY**

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

Executive Director presented. Consider approval of contract addendums with 2 The Top for supplemental work related to organizational planning.

**MOTION:** A motion was made by O'Connor and seconded by Andeweg to approve the contract addendums with 2 The Top for supplemental work related to organizational planning.

**MOTION CARRIED UNANIMOUSLY**

**10. Fiscal Year 2024 Unified Planning Work Program and Budget Amendment**

Executive Director presented. Consider approval of an amendment to the FY 2024 Unified Planning Work Program (UPWP) and budget to reflect updated contracts, staffing levels, and expenditures.

**MOTION:** A motion was made by M. Jones and seconded by O'Connor to approve the FY 2024 Unified Planning Work Program and Budget Amendment.

**MOTION CARRIED.**

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

Project Manager, Zach Young presented. Discussion regarding the employment, housing unit, and populations projections for the long-range transportation plan update. Discussion ensued. Murray thanked the MPO staff for including his suggested language in the document.

**MOTION:** A motion was made by O'Connor and seconded by Andeweg to approve the employment, housing unit, and populations projections for the long-range transportation plan.

**MOTION CARRIED.**

**12. Federal Funding Recommendation**

Project Manager Zach Young presented. Consider approval of the award recommendations from the funding Subcommittee with adjustment from Executive Committee, which increased the award amount of CRP funds for DART to \$3.6 million in FFY 2025. The Executive Committee, in two separate votes, voted unanimously in support of the Funding Subcommittee's recommendations, except to raise DART's CRP award to \$3.6 million. Discussion ensued. DART CEO Wanke explained the flex of funds that could occur with the funding from the MPO. Weaver questioned the restrictions of the various funds. Murray read a statement on behalf of the City of Pleasant Hill into the record and indicated he would abstain from the vote. A call for question was made by Voss. The Policy Committee voted unanimously on the call for question.

Point of order was brought up by Voss after presentation of item #13. and it was noted that there was a unanimous vote on the call for question, but a vote was also needed for the Federal Funding Recommendation.

**MOTION:** A motion was made by O'Connor and seconded by Andeweg to approve the employment, housing unit, and populations projections for the long-range transportation plan.

**MOTION CARRIED.** Murray abstained.

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

Project Manager, Zach Young presented. Consider approval of West Des Moines to transfer STBG funding awarded to Mills Civic Parkway project to the Ashworth Road project.

**MOTION:** A motion was made by Oliver and seconded by O'Connor to approve West Des Moines's request to transfer STBG funding awarded to Mills Civic Parkway project to the Ashworth Road project.

**MOTION CARRIED.**

*The chair went back to item #12 to clarify a Point of Order brought up by Voss.*

*[Andeweg leaves the meeting at 4:41 p.m.]*

#### **14. DC List and Sponsorship**

Public Affairs Manager, Gunnar Olson presented. Report on DMDC Trip preparations and vote on DC List and potential sponsorship. The Executive Committee voted to adopt the DC List but were not in favor of the sponsorship opportunity, though a formal vote on the sponsorship was not taken. Staff did believe there was value in sponsorship and explained the reasons. Discussion ensued.

**MOTION:** A motion was made by O'Connor and seconded by Coleman for the MPO not to include a sponsorship

**MOTION CARRIED**

**MOTION:** A motion was made by O'Connor and seconded by Boesen to approve the DC List.

**MOTION CARRIED**

#### **15. Comprehensive Safety Action Plan Update**

Project Manager, Zach Young presented. Report and discussion only.

#### **16. Director Report**

Executive Director provided an update of MPO activities. He discussed the plan to Optimize the MPO organization and staff. CIRTPA/MIPA contracts have ended, and those staff members have moved out of the MPO offices. Advised of a meeting with Iowa DOT District 1 coordination and the plan for a continued partnership. The US DOT has a relationship with Ukraine, even the ongoing conflict there to help rebuild the country. He has been invited to participate in the workshop remotely with Ukrainian officials on regional transportation plan. The Executive Director also commented on the earlier comments regarding the carbon reduction program and advised that the MPO will provide additional information on options that the funds could be used for. Previously the board had decided to hold off on using the funds, but given the previous actions, options before awarding the remaining funds will be provided in the upcoming months.

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

Voss mentioned two events that the Bike Ped Committee has planned and encouraged participation. Public Affairs Manager, Gunnar Olson advised that seats are still available for the commercial real estate breakfast.

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

#### **19. Adjournment**

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:59 p.m.