

**Meeting Minutes**  
**Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**4:00 p.m., May 16, 2024**

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., May 16, 2024. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on May 10, 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:**

Michael Schreck | City of Ankeny  
David Jones | City of Ankeny  
Ted Weaver | City of Clive  
Amanda Wanke | DART  
Connie Boesen | City of Des Moines  
Carl Voss | City of Des Moines  
Scott Sanders | City of Des Moines  
Joe Gatto | City of Des Moines  
Malcolm Hankins | City of Des Moines  
Len Murray | City of Pleasant Hill  
Jeff Walters | Polk City  
Steve Van Oort | Polk County  
Joel Akers | Van Meter\*\*  
Jamie Letzring | City of West Des Moines  
Laura Reveles | City of West Des Moines  
Mike Jones | City of Windsor Heights

**MPO Representatives Absent**

Dean O'Connor | City of Altoona  
Doug Elrod | City of Bondurant  
Ruth Randleman | City of Carlisle  
Kathie Hungerford | City of Cumming\*\*  
Mark Hanson | Dallas County  
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  
Ryan Marquardt | Madison County\*\*

Tammi Dillavou | City of Mitchellville  
Robert Andeweg | City of Urbandale  
Joel Akers | Van Meter  
Mark Snell | Warren County  
Courtney Clarke | City of Waukee  
Shelby Ebel | IDOT \*  
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  
Bret VandeLune | Polk County

**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  
Carl Saxon | Senior Planner  
Rhonda Miller | Accountant

**1. Call To Order**

Vice Chair Walters recognized a quorum and called the May Policy Meeting to order at 4:01 p.m.

**2. Approval of Agenda**

**MOTION:** A motion was made by Gatto and seconded by Boesen to approve the Des Moines Area Metropolitan Planning Organization, May 16, 2024, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Meeting Minutes**

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

**MOTION CARRIED UNANIMOUSLY**

**4. Approval of the Financial Statement**

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

**MOTION CARRIED UNANIMOUSLY**

**5. Contracts and Expenses**

Executive Director presented. Recommend approval of payment to *Business Publications* for the Business Record Commercial Real Estate Forum Sponsorship in the amount of \$6,150.00.

**MOTION:** A motion was made by Weaver and seconded by Gatto to approve payment to *Business Publications* for the Business Record Commercial Real Estate Forum Sponsorship in the amount of \$6,150.00.

**MOTION CARRIED UNANIMOUSLY**

**6. Public Comment- none**

**7. Presentation: Polk County Project Updates**

Presentation by Bret VandeLune, Polk County.

**8. 2 The Top Contract Services Update**

Executive Director and Cass Hall presented.

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

Executive Director presented. Consider approval of the FY 2025 Unified Planning Work Program (UPWP) and budget.

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

**MOTION CARRIED.**

**10. IPAIT Fixed Rate Investments**

Executive Director presented. Consider authorizing staff to move a portion of the reserve funds held in the Iowa Public Agency Investment Trust's (IPAIT) diversified fund to fixed-term investments. Discussion ensued.

**MOTION:** A motion was made by Weaver and seconded by Gatto to approve the staff to move a portion of the reserve funds held in the Iowa Public Agency Investment Trust's (IPAIT) diversified fund to fixed-term investments.

**MOTION CARRIED.**

**11. Mobilizing Tomorrow Update**

Project Manager, Zach Young presented an update on the development of Mobilizing Tomorrow, the MPO's long-range transportation plan. Report and discussion only.

**12. Carbon Reduction Program Funding Process**

Project Manager, Zach Young provided an update on developing a process to award the remaining Carbon Reduction Program (CRP) funding to reduce transportation related emissions. Report and discussion only.

**13. DMDC 2024 Debrief and Legislative Update**

Executive Director presented. Update on MPO-related activities that took place during the May 8-10, 2024, Greater Des Moines Partnership DMDC trip. Report and discussion only.

**14. Director Report**

The Executive Director provided an update of MPO activities and introduced the new summer intern, Joshua Squires. He discussed the plan to Optimize the MPO organization and staff. He reported on staff activities including Senior Planners, Zhi Chen and Carl Saxon presenting at a conference in New Mexico about the MPO Data Bike. An update on MPO staffing, Norfolk Southern Passenger Rail Line and advised of inquiries from the Des Moines Register on the Future 435 and Norfolk Southern Passenger Rail Line. Public Relations Manager, Gunnar Olson discussed the inquiries from the Des Moines Register and indicated that he encouraged the Register reporter into waiting to report on the items until additional information was available.

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

None.

**16. Next Meeting Date- June 20, 2024, at the MPO offices at 4:00 p.m.**

**17. Adjournment**

Hearing no objection to the contrary, The Vice- Chair adjourned the meeting at 4:52 p.m.