

**Meeting Minutes**  
**Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**4:00 p.m., June 20, 2024**

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., June 20, 2024. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on June 14, 2024. **In addition to these published tentative minutes, there also June 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:**

Mark Holm | City of Ankeny  
David Jones | City of Ankeny  
Doug Elrod | City of Bondurant  
Ted Weaver | City of Clive  
Amanda Wanke | DART  
Chris Coleman | City of Des Moines  
Carl Voss | City of Des Moines  
Scott Sanders | City of Des Moines  
Josh Mandelbaum | City of Des Moines  
Len Murray | City of Pleasant Hill  
Jeff Walters | Polk City  
Joel Akers | Van Meter\*\*  
Mark Snell | Warren County  
Courtney Clarke | City of Waukee  
Tom Hadden | City of West Des Moines  
Mike Libbie | City of Windsor Heights

**MPO Representatives Absent**

Dean O'Connor | City of Altoona  
Ruth Randleman | City of Carlisle  
Kathie Hungerford | City of Cumming\*\*  
Mark Hanson | Dallas County  
Joe Gatto | City of Des Moines  
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  
Steve Van Oort | Polk County  
Robert Andeweg | City of Urbandale  
Matt McKinney | City of West Des Moines  
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  
Carol Maher | Public  
Cindy Snell | Public

**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**

Chair Holm recognized a quorum and called the June Policy Meeting to order at 4:04 p.m.

**2. Approval of Agenda**

**MOTION:** A motion was made by Gatto and seconded by Snell to approve the Des Moines Area Metropolitan Planning Organization, June 20, 2024, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Meeting Minutes**

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

**MOTION CARRIED UNANIMOUSLY**

**4. Approval of the Financial Statement**

**MOTION:** A motion was made by Coleman and seconded by Weaver to approve the Des Moines Area Metropolitan Planning Organization May Financial Statement.

**MOTION CARRIED UNANIMOUSLY**

**5. Investment Policy**

Executive Director presented. Recommend approval of the MPO Investment Policy.

**MOTION:** A motion was made by Weaver and seconded by Gatto to approve the MPO Investment Policy.

**MOTION CARRIED UNANIMOUSLY**

**6. Public Comment- none**

**7. Presentation: 2 The Top Services Update**

Presentation by Cass Halls regarding the progress on the salary survey, Human Capital Plan and Governance Assessment.

**8. DART Update**

CEO Amanda Wanke presented.

**9. Downtown Water Trails Change Orders**

Project Manager, Zach Young presented. Recommend approval of the change order #2 to the Scott Avenue Dam Mitigation project and change order #1 to the Harried Street project.

**MOTION:** A motion was made by Gatto and seconded by Hadden to approve the change order #2 to the Scott Avenue Dam Mitigation project and change order #1 to the Harried Street project.

**MOTION CARRIED.**

**10. FFY 2024-2027 Transportation Improvement Program Amendments**

Project Manager, Zach Young presented. Recommend approval of the proposed Federal Fiscal Year 2024-2027 Transportation Improvement Program amendment from DART.

**MOTION:** A motion was made by Coleman and seconded by Gatto to approve the proposed Federal Fiscal Year 2024-2027 Transportation Improvement Program amendment from DART.

**MOTION CARRIED.**

**11. Draft FFY 2025-2028 Transportation Improvement Program**

Project Manager, Zach Young presented. Recommend approval of the draft Federal Fiscal Years 2025-2028 Transportation Improvement Program and forward to Iowa DOT for review.

**MOTION:** A motion was made by Coleman and seconded by Walters to approve the draft Federal Fiscal Years 2025-2028 Transportation Improvement Program and forward to Iowa DOT for review.

**MOTION CARRIED.**

**12. Self-Certification**

Executive Director, Dylan Mullenix presented. Recommend approval of the MPO's annual self-certification, which was approved by the Executive Committee.

**MOTION:** A motion was made by Weaver and seconded by Gatto to approve MPO's annual self-certification

**MOTION CARRIED.**

**13. US DOT Discretionary Grant Program Applications**

Senior Planner, Carl Saxon presented. Consider approval of staff developing applications for two discretionary US Department of Transportation grants. Discussion ensued. Request for additional information was requested by Coleman.

**MOTION:** A motion was made by Mandelbaum and seconded by Clarke to the MPO submitting applications for the CFI Discretionary Grant Program and the Active Transportation Infrastructure and Investment program.

**MOTION CARRIED**

**14. Carbon Reduction Program Funding Process**

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

**15. Transportation Capital Improvement Program Update**

Intern, Josh Squires presented. Update on the development of the region's Transportation Capital Improvement Program (TCIP)  
Report and discussion only.

**16. Director Report**

The Executive Director provided an update of MPO activities and discussed the optimized MPO progress. He also announced that the MPO and the GDMP won gold in the trivia contest in the corporate games.

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

Discussion of the Comprehensive Safety Action Plan.

**18. Next Meeting Date August 15, 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.