

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., August 15, 2024

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., August 15, 2024. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on August 9, 2024. **In addition to these published tentative minutes, there are also 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
Deven Markley | City of Carlisle
Kathie Hungerford | City of Cumming**
Amanda Wanke | DART
Malcolm Hankins | City of Des Moines
Scott Sanders | City of Des Moines
Matt Anderson | City of Des Moines
Heather Stancil | Madison County**
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Steve Van Oort | Polk County
Robert Andeweg | City of Urbandale
Mark Snell | Warren County
Matt McKinney | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Shelby Ebel | IDOT *
Dakin Schultz | FHWA*

MPO Representatives Absent

Dean O'Connor | City of Altoona
Ted Weaver | City of Clive
Mark Hanson | Dallas County
Carl Voss | City of Des Moines
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
Tammi Dillavou | City of Mitchellville
Joel Akers | Van Meter**
Courtney Clarke | City of Waukee
Julia Castillo | HIRTA*
Kevin Foley | Des Moines International Airport*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Mitzi Alex | Toole Design
Cass Halls | 2 The Top
Clifford Leonard | Public
Carol Maher | Public

MPO Staff Present:

Logan Kraus | MPO General Counsel
Dylan Mullenix | Executive Director
Zach Young | Project Manager
Gunnar Olson | Public Affairs Manager
Zhi Chen | Senior Planner
Carl Saxon | Senior Planner
Addison Williamson | Associate Planner
Tracey Deckard | Office Manager
Rhonda Miller | Accountant

1. Call To Order

Chair Holm recognized a quorum and called the August Policy Meeting to order at 4:00 p.m. Executive Director Dylan Mullenix introduced Dakin Schultz of the FHWA, the new Division Planner for the MPO.

2. Approval of Agenda

MOTION: A motion was made by Andeweg and seconded by McKinney to approve the Des Moines Area Metropolitan Planning Organization August 15, 2024, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Walters and seconded by Andeweg to approve the Des Moines Area Metropolitan Planning Organization June 20, 2024, meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statement

MOTION: A motion was made by Mike Jones and seconded by Walters to approve the Des Moines Area Metropolitan Planning Organization July Financial Statement.

MOTION CARRIED UNANIMOUSLY

5. Public Comment

The Chair recognized Carol Maher, a citizen living in downtown Des Moines, who requested to make a statement to the Policy Committee regarding road conditions in a particular area where there have been two pedestrian fatalities.

[Doug Elrod joins the meeting 4:09 p.m.]

[Deven Markly joins the meeting 4:13 p.m.]

6. Presentation: Comprehensive Safety Action Plan Update

Presentation by Mitzi Alex of Toole Design Group. Update regarding the development of the region's Comprehensive Safety Action Plan (CSAP).
Report and discussion only.

7. Presentation: Governance Assessment and Human Capital Plan

Cass Halls from *2 The Top* presented. The presentation focused primarily on the Governance Assessment and survey results which were provided to members prior to the meeting. Discussion regarding the assessment responses/results were discussed as well as options of how the committee would like to proceed. This matter was also presented at the Executive Committee, who did not vote on approval but asked that the Policy Committee consider the options and determine the next steps. Halls provided various options for the board to consider. After lengthy discussion, it was decided to delay the vote to allow additional time for review. This matter will be presented at the September Policy Committee meeting.

8. MPO Population Adjustments and Joint Resolution with CIRTPA

Senior Planner Zhi Chen presented. Recommend approval of the population adjustments and joint resolution with CIRTPA.

MOTION: A motion was made by M. Jones and seconded by Walters to approve the population adjustments and joint resolution with CIRTPA.

MOTION CARRIED.

9. Carbon Reduction Program Funding Process

Executive Director Dylan Mullenix presented. Update on draft process to award the remaining Carbon Reduction Program (CRP) funding to reduce transportation related emissions. The chair advised that this matter was also presented to the Executive Committee who did not vote to allow the full Policy Committee to discuss.

MOTION: A motion was made by Murray of Pleasant Hill which he read into the record. Copy attached to minutes due to length. Discussion ensued. Sanders requested clarification on several points and then seconded the motion. A roll call vote was requested by the Chair. Nine (9) members voted no; three (3) members voted yes; one (1) member abstained.

MOTION DEFEATED

Additional discussion ensued. D. Jones suggested that the process suggested by the subcommittee be summarized wherein the funds are spread out among members. The Chair asked for a motion.

MOTION: A motion was made by D. Jones to use the process suggested by the subcommittee with the MPO Executive Director and staff assisting to develop the process further and bring back to the committee with further details regarding the process. Elrod seconded the motion.

MOTION CARRIED. PLEASANT HILL VOTED NO.

[Andeweg leaves meeting at 5:40 p.m.]

10. Director Report

The Executive Director provided an update on MPO activities and advised that he has been receiving the Executive Director training offered in his contract of hire. He also introduced Addison Williamson, the new Associate Planner who joined the MPO in July. The Executive Director also advised that following the Human Capital and Governance work, he would like to start work on a strategic plan.

11. Other Non-Action Items of Interest to the Committee

Gunnar Olson, Public Affairs Manager, advised that the MPO is in the process of updating the MPO Title VI documentation and requested that members complete a short survey. Chair Mark Holm advised that it is time for the Executive Director's 6-month review and will work with the Executive Director Trainer to accomplish this.

12. Next Meeting Date September 11, 2024, at the MPO offices at 4:00 p.m.

13. Adjournment

Hearing no objection to the contrary, the Chair adjourned the meeting at 5:43 p.m.