

NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
Policy Committee**

—
4 p.m., September 26, 2024
Des Moines Area MPO Burnham Conference Room

AMENDED TENTATIVE AGENDA

- 1. CALL TO ORDER**
- 2. VOTE:** Approval of Agenda
- 3. VOTE:** Approval of August Meeting Minutes..... Page 2
- 4. CONSENT AND VOTE:**
 - a. August Financial Statement Page 6
 - b. Title VI Documentation Page 7
 - c. Transportation Improvement Program Amendments Page 8
 - d. Iowa Clean Air Attainment Program Applications Page 9
 - e. Water Trails Change Order Page 10
 - f. **Contracts and Expenses**..... Page 11
- 5. PUBLIC COMMENT** Page 12
- 6. REPORT AND VOTE:** Governance Assessment Page 13
- 7. REPORT AND VOTE:** Human Capital Plan Page 14
- 8. REPORT AND VOTE:** Transportation Capital Improvement Program..... Page 15
- 9. REPORT AND VOTE:** Water Trails Public Hearing Date Page 16
- 10. REPORT:** Mobilizing Tomorrow Draft Chapters..... Page 17
- 11. DIRECTOR’S REPORT**
- 12. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 13. NEXT MEETING DATE:** 4 p.m. October 17, 2024
- 14. ADJOURNMENT**

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dmampo.org/title-vi/ or call 515-334-0075.

September 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the August 15, 2024, MPO Policy Committee meeting minutes.

BACKGROUND:

The minutes of the August 15, 2024, MPO Policy Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the August 15, 2024, MPO Policy Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

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.

September 2024
Item No. 4a

ISSUE: August Financial Statement

REPORT and VOTE: Consider receiving and filing the August Financial Statement.

BACKGROUND:

Contents of the August Financial Statement can be found at the following links. The MPO's Finance Subcommittee also has been provided with the documents to review.

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Transactions Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

RECOMMENDATIONS:

Receive and file the August Financial Statement.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

September 2024
Item No. 4b

ISSUE: Title VI Documentation

REPORT and VOTE: Consider approval of updated Title VI Documentation.

BACKGROUND:

The Des Moines Area MPO is required to comply with Title VI of the Civil Rights Act of 1964 and regularly documents its assurances that no person shall on the grounds of race, color, national origin, gender, age or disability, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal assistance.

Updated Title VI documentation is required every three years, and 2021 was the last year the MPO updated its Title VI documentation. Over the past two months, staff has been reviewing the demographic profile of the expanded MPO planning boundary, updating its Environmental Justice Areas and Language Assistance Plan, and updating its Title VI documentation for the Federal Highway Administration and the Federal Transit Administration. Here are the draft documents:

[Title VI Documentation – FHWA](#)

[Title VI Documentation – FTA](#)

The MPO solicited public feedback on the documents August 20 through September 4. No comments were received.

RECOMMENDATIONS:

Recommend approval of the updated Title VI Documentation.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075

September 2024
Item No. 4c

ISSUE: FFY 2025-2028 Transportation Improvement Program Amendments

REPORT and VOTE: Consider approval of the amendments to *Federal Fiscal Year 2025-2028 Transportation Improvement Program*.

BACKGROUND:

Altoona and the Iowa Department of Transportation (DOT) have requested the following amendments to the *FFY 2025-2028 Transportation Improvement Program*:

Sponsor: Altoona
Project: ITS Master Plan (52922)
Federal Aid Amount: \$75,888
Total Cost: \$94,860
Type of Funding: ICAAP
Change: Roll from FFY 2024 to FFY 2025

Sponsor: Iowa DOT
Project: US 69: 1st Street to NE 18th Street in Ankeny (55769)
Total Cost: \$1,750,000
Type of Funding: NHPP
Change: Add \$1,662,000 ICAAP award to project

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2025-2028 Transportation Improvement Program* amendments.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

September 2024
Item No. 4d

ISSUE: FY 2026 Iowa Clean Air Attainment Program Applications

REPORT and VOTE: Consider approval of the Federal Fiscal Year 2026 Iowa Clean Air Attainment Program applications.

BACKGROUND:

Pre-applications for Federal Fiscal Year 2026 Iowa Clean Air Attainment Program pre-applications were due on July 31, 2024.

The MPO received pre-applications for the following projects:

- Des Moines – SE 14th Street Adaptive Signal Control - \$2,075,000
- Urbandale/Clive - I-35/80 and U.S. 6 Interchange - \$2,500,000

Staff has reviewed the pre-applications and can confirm that these projects are consistent with *Mobilizing Tomorrow*, the region's long-range transportation plan.

Following approval at the MPO Policy Committee meeting, staff will forward resolutions to the project sponsors to include in their applications to the Iowa DOT. Applications are due October 1, 2024.

RECOMMENDATION:

Recommend approval of the FY 2026 Iowa Clean Air Attainment Program applications.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

September 2024
Item No. 4e

ISSUE: Downtown Water Trails Change Orders

REPORT and VOTE: Report on change order #3 to the Scott Avenue Dam Mitigation project; consider approval.

BACKGROUND:

Snyder and Associates has made the MPO staff aware of a change order to the Downtown Water Trails project. The change order is summarized below:

- Scott Avenue Dam Mitigation – Extend the Stage 1 completion date from June 21, 2024, to October 7, 2024.
- Scott Avenue Dam Mitigation – Extend the Stage 2 completion date from August 31, 2024, to November 30, 2024.

These schedule changes are necessary because of the loss of working days due to the high river levels over the summer.

RECOMMENDATIONS:

Recommend approval of change order #3 to the Scott Avenue Dam Mitigation project.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

September 2024
Item No. 4f

ISSUE: Contracts and Expenses

REPORT and VOTE: Consider approval of contracts and expenses in accordance with the MPO’s proposed policies and procedures manual.

BACKGROUND:

Below are contracts and expenses in amounts that require approval of the MPO Executive Committee per the MPO’s Policy and Procedures Manual. MPO legal counsel has reviewed proposed agreements.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Iowa State University Institute of Transportation Research (InTrans)	Processing of trail pavement data	Next phase in ongoing work with InTrans for Data Bike/trail pavement management. First phase developed the software tool. This phase implements the tool to process and analyze data collected. The proposed agreement is available on the MPO website . The current budget includes \$10,000 for this project.	FY 2025: \$8,000 FY 2026: \$5,500
Gurwell Tax & Consulting, LLC	Accounting consultation services	The consultant services aid MPO staff in routine accounting activities as described in the letter of agreement available on the MPO website . These services replace those provided by a previous contractor, and the need for the services has been recommended by the MPO’s auditor and the Finance Subcommittee. The current budget includes \$2,200 for accounting services.	\$175/hour

RECOMMENDATION:

Recommend approval of the above expenses.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

September 2024
Item No. 5

ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

September 2024
Item No. 6

ISSUE: Governance Assessment

REPORT and VOTE: Continued discussion on 2 The Top's efforts to review the MPO's governance.

BACKGROUND:

In April 2024, the Policy Committee voted to hire 2 The Top to undertake Governance Assessment. The assessment would review the current governance structure and offer recommendations to improve the effectiveness for decision makers supporting transparency for operations, improving communication between staff and the Policy Committee, and creating better systems for engaging Committee members in the work. A more thorough project scope is available [here](#).

Cassandra Halls with 2 The Top has discussed the Governance Assessment with the Policy Committee over the last few meetings. At the August meetings of the Executive and Policy Committees, representatives were asked to review the draft [MPO Governance Insights document](#) and to be prepared to have further discussion at the September meetings on recommendations and next steps.

RECOMMENDATION:

Recommend the Policy Committee receive and file the Governance Assessment.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

September 2024
Item No. 7

ISSUE: Draft Human Capital Plan

REPORT and VOTE: Presentation of initial deliverables from 2 The Top's Human Capital Plan, including updated organizational charts, job descriptions, and salary schedule.

BACKGROUND:

The Policy Committee in December 2023 voted to approve a contract with 2 The Top to manage the process of hiring a new MPO Executive Director. In addition to the Executive Director search, 2 The Top's contract also included work to update the MPO staff salary schedule. In April 2024, the Policy Committee voted to add to 2 The Top's scope of work a Human Capital Plan which is a strategic document focused on maximizing the potential and performance of the MPO's workforce. A more thorough project scope is available [here](#).

The full Human Capital Plan is still being finalized and will be presented at the September 26th Policy Committee meeting. However, initial deliverables that will go into that document are available and include the following:

- [Organizational charts](#)
- [Job descriptions](#)
- [Salary schedule](#)

The MPO's Personnel Committee met to review efforts related to the Human Capital plan and the initial deliverables in July and August. The Personnel Committee includes the following MPO Policy Committee representatives:

- Dean O'Connor, City of Altoona
- David Jones, City of Ankeny
- Joe Gatto, City of Des Moines
- Len Murray, City of Pleasant Hill
- Mike Jones, City of Windsor Heights

RECOMMENDATION:

The Personnel Committee recommends the Policy Committee approve the Human Capital Plan.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

September 2024
Item No. 8

ISSUE: Transportation Capital Improvement Program Update

REPORT and VOTE: Update on the revisions of the region's Transportation Capital Improvement Program (TCIP).

BACKGROUND:

Staff will provide a report on the findings of the [Transportation Capital Improvement Program](#). The TCIP represents a collection of all the transportation-related projects found in the Capital Improvement Programs of the MPO's member governments. The MPO develops the TCIP as a tool for member governments, stakeholders, and the general public to have a consolidated view of all the forthcoming transportation projects planned for the region.

RECOMMENDATION:

Recommend approval of the Transportation Capital Improvement Program.

STAFF CONTACT:

Josh Squires, jsquires@dmampo.org
(515) 334-0075

September 2024
Item No. 9

ISSUE: Public Hearing Date for Downtown Des Moines Dam Mitigation and User Access Project Construction Contract

REPORT and VOTE: Consider approval of the public hearing date to award the construction contract for the for the Uplands portion Downtown Des Moines Dam Mitigation and User Access Project.

BACKGROUND:

The MPO is required to set a public hearing date to award the construction contract for Phase 3 of the Downtown Des Moines Dam Mitigation and User Access Project. This phase is for the Uplands portion of the project which includes out-of-water improvement adjacent to the Scott Avenue dam. At said hearing, the Policy Committee will consider the proposed plans, specifications, form of contract and estimate of cost for said project, the same now being on file in the Des Moines Area Metropolitan Planning Organization offices located at 420 Watson Powell, Suite 200, Des Moines, Iowa 50309, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Policy Committee will also receive and consider any comments/objections to said plans, specifications and form of contract or to the estimated cost of said improvements made by any interested party.

The following outlines the schedule for the public hearing:

Tentative Schedule

September 26, 2024 – Set Public Hearing Date

- Take action at September Policy Committee meeting to set public hearing date for October 17, 2024

October 1, 2024 – Publish Public Hearing Notice

October 15, 2024 – Letting

- Publish public hearing notice in the Des Moines Register

October 17, 2024 – Public Hearing at MPO Policy Committee Meeting

- Resolution adopting plans, specifications, form of contract, and estimated project cost;
- Receive and file report of the bids received by deadline;
- Resolution making award of construction contract; and,
- Resolution approving contract and bonds with construction contractor.

RECOMMENDATION:

Approve public hearing date for October 17, 2024, at 4:00 p.m. at the MPO Policy Committee meeting.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

September 2024
Item No. 10

ISSUE: *Mobilizing Tomorrow* – Draft Chapters

REPORT: Update regarding the development of *Mobilizing Tomorrow*, the region's long-range transportation plan.

BACKGROUND:

MPO staff is in the process of developing draft chapters for the long-range transportation plan and posting them on the MPO website. The MPO's Public Participation Plan requires a 30-day public comment period for the draft. Staff anticipates releasing the draft for public comment in mid-September.

[Draft chapters are being made available soon for review on the MPO website \(click to access\).](#)

Staff will provide an overview of the draft chapters at the September meeting. The deadline to complete the LRTP update is November 2024.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075