

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., September 26, 2024

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., September 26, 2024. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on September 22, 2024. An Amended Policy Agenda was emailed and posted on September 25, 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:

Dean O'Connor | City of Altoona
Mark Holm | City of Ankeny
David Jones | City of Ankeny
Doug Elrod | City of Bondurant
Ted Weaver | City of Clive
Mark Hanson | Dallas County
Amanda Wanke | DART
Chris Coleman | City of Des Moines
Connie Boesman | City of Des Moines
Carl Voss | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
Len Murray | City of Pleasant Hill
Steve Van Oort | Polk County
A.J. Johnson | City of Urbandale
Brad Deets | City of Waukee
Matt McKinney | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Shelby Ebel | IDOT *
Kevin Foley | Des Moines International Airport*

MPO Representatives Absent

Deven Markley | City of Carlisle
Kathie Hungerford | City of Cumming**
Colton Fors | City of Elkhart**
Scott Mikkelsen | City of Grimes
Stephanie Erickson | City of Indianola**
Jim Evans | City of Johnston
Heather Stancil | Madison County**
Jason Brown | City of Norwalk

Tammi Dillavou | City of Mitchellville
Jeff Walters | Polk City
Joel Akers | Van Meter**
Mark Snell | Warren County
Julia Castillo | HIRTA*
Dakin Schultz | FHWA*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Cass Halls | 2 The Top
Clifford Leonard | Public
Mark Land | ICON
Scott Sanders | City of Des Moines

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
Addison Williamson | Associate Planner
Tracey Deckard | Office Manager

1. Call To Order

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

2. **Approval of Agenda**

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the Des Moines Area Metropolitan Planning Organization September 26, 2024, amended meeting agenda.

MOTION CARRIED UNANIMOUSLY

[Josh Mandelbaum joins meeting at 4:02]

[Ted Weaver joins meeting at 4:03]

3. **Approval of Meeting Minutes**

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

MOTION CARRIED UNANIMOUSLY

[Amanda Wanke joins meeting at 4:06]

4. **Approval of Consent and Vote Items**

- a. August Financial Statement
- b. Title VI Documentation
- c. Transportation Improvement Program Amendments
- d. Iowa Clean Air Attainment Program
- e. Water Trails Change Order

MOTION: A motion was made by O'Connor and seconded by Gatto to approve the Consent and Voting Items listed above.

MOTION CARRIED UNANIMOUSLY

[Matthew McKinney joins meeting at 4:08 p.m.]

5. **Public Comment**

None

[Chris Coleman joins meeting at 4:14 p.m.]

6. **Governance Assessment**

Cass Halls from 2 *The Top* presented. Discussion regarding the assessment responses/results were reviewed. Halls asked members to participate in an activity to assist with the next steps. Those results will be presented at a later meeting. Recommend approval of the Policy Committee receives and files the Governance Assessment.

MOTION: A motion was made by Elrod and seconded by Boesen to receive and file the Governance Assessment.

MOTION CARRIED UNANIMOUSLY

7. **Draft Human Capital Plan**

Cass Halls from 2 *The Top* presented. Presentation of the initial deliverables from the Human Capital Plan, including updated organizational charges, job descriptions and salary schedule. Discussion ensued.

MOTION: A motion was made by Coleman and seconded by Elrod to approve the Human Capital Plan.

MOTION CARRIED.

8. Transportation Capital Improvement Program Update

Josh Squires, MPO Intern presented. Update on the revisions of the region's Transportation Capital Improvement Program (TCIP). Recommend approval. Discussion ensued. M Jones requested that some information in the online map be reviewed and updated as needed.

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the Transportation Capital Improvement Program, subject to requested updates.

MOTION CARRIED.

9. Public Hearing Date for Downtown Des Moines Dam Mitigation and User Access Project Construction Contract

Project Manager Zach Young introduced Mark Lands from ICON to provide an update on the project. Discussion ensued.

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the Public hearing date for October 17, 2024, at 4:00 p.m. at the MPO Policy Committee meeting.

MOTION CARRIED.

10. Mobilizing Tomorrow – Draft Chapters

Project Manager Zach Young provided and update on the addition of draft chapters for the board's review. Report only.

11. Director Report

The Executive Director provided an update on MPO activities and advised that he will be advising the TTC Committee on the recent Governance work and sharing with them the reports. He also asked that the board begin to think about continuing the contract with Zach Young as the MPO continues to need his experience and expertise in many areas. He is please with the current arrangement is working well. Other topics discussed included the SW Mixmaster grant of 69 million dollars, continued meetings with IDOT District 1 and potential of bringing back the speaker series that would be more focused to benefit the board members. Board members seemed receptive to this concept.

[Hansen, Mandelbaum leave meeting 5:04 p.m.]

12. 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.

13. Next Meeting Date October 17, 2024, at the MPO offices at 4:00 p.m.

14. Adjournment

Hearing no objection to the contrary, the Chair adjourned the meeting at 5:07 p.m.