

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., October 17, 2024

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., October 17, 2024. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on October 11, 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
Marketa Oliver | City of Bondurant
Ted Weaver | City of Clive
Mark Hanson | Dallas County
Amanda Wanke | DART
Scott Sanders | 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
Tom Cope | City of Johnston
Tom Phillips | City of Norwalk
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Bob Andeweg | City of Urbandale
Mark Snell | Warren County
Courtney Clarke | 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**
Ryan Marquardt | Madison County**
Tammi Dillavou | City of Mitchellville
Steve Van Oort | Polk County
Joel Akers | Van Meter**
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
Michael Schrock | City of Ankeny
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 October 17, 2024, meeting agenda.
MOTION CARRIED UNANIMOUSLY
3. **Approval of Meeting Minutes**
MOTION: A motion was made by O'Connor and seconded by Andeweg to approve the Des Moines Area Metropolitan Planning Organization September 26, 2024, meeting minutes.
MOTION CARRIED UNANIMOUSLY
4. **Approval of Consent and Vote Items**
 - a. September Financial Statement
 - b. FFY 2025-2028 TIP Amendment Request from Polk County**MOTION:** A motion was made by O'Connor and seconded by Walters to approve the Consent and Voting Items listed above.
MOTION CARRIED UNANIMOUSLY
5. **Public Comment**
None
6. **PUBLIC HEARING- Downtown Des Moines Dam Mitigation and User Access Project Construction Contract**
Chair, Mark Holm called the Public Hearing to order at 4:02 p.m. Project Manager Zach Young introduced Mark Land who provided additional information about the bids received. Reilly Construction and Minturn both submitted bids with the Reilly Construction having the lowest bid. Discussion ensued. The Public Meeting was closed at 4:07 p.m.
MOTION: A motion was made by Clarke and seconded by Cope to close the Public Meeting regarding Downtown Des Moines Dam Mitigation.
MOTION CARRIED UNANIMOUSLY
7. **Plans, Specifications, Form of Contract and Estimate of Cost**
Project Manager, Zach Young presented. Recommend approval of the plans, specifications, form of contract, and estimate of costs or the Uplands phase of the Downtown Des Moines Dam Mitigation and User Access Project.
Discussion ensued.
MOTION: A motion was made by Gatto and seconded by Voss to approve the Plans, specifications, form of contract, and estimate costs for the Uplands Phase of the Downtown Des Moines Dam Mitigation and User Access Project.
MOTION CARRIED.
8. **Contract for the Uplands Phase of the Dam Mitigation and User Access Project**
Project Manager Zach Young presented. Recommend approval of the contract for the Uplands Phase of the Dam Mitigation and User Access Project.
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. Member Service Request for Service

Planning and Public Affairs Manager, Gunnar Olson presented. Recommend approval of providing grant writing services to the City of Windsor Heights.

MOTION: A motion was made by Boesen and seconded by Gatto to approve the Grant writing services to the City of Windsor Heights as a supportive assistance.

MOTION CARRIED. Mike Jones, abstained.

10. Governance Implementation

Executive Director, Dylan Mullenix presented. Discussion on steps to implement recommendations included in the MPO Governance Report. Lengthy discussion ensued which included training for board members, subcommittee involvement, and future strategic planning efforts.

Report and discussion only.

11. Comprehensive Safety Action Plan Update

Project Manager, Zach Young presented. Update regarding the development of the region's Comprehensive Safety Action Plan (CSAP) Report and discussion only.

12. FFY 2026-2029 Carbon Reduction Program Applications

Project Manager, Zach Young presented. Discussion regarding the applications submitted for the Carbon Reduction Program funding and the recommended awards.

The City of Johnston provided a letter from the Mayor requesting that the MPO reconsider their request for funding due to the scoring of the project and need. Discussion ensued. The Funding Committee Chair, Tom Hadden reported that the timing of the Johnston project was discussed in depth and the primary reason for that the project was not funded. The Chair agreed to reconvene the Funding Committee for further review.

13. Director Report

The Executive Director provided an update on MPO activities and advised that the annual MPO Audit was underway and should be completed by the end of the year. 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. The Director also advised that the MPO will go through re-certification in April 2025.

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

Zach Young, Project Manager, reviewed the LRTP schedule. Gunnar Olson, Public Affairs Manager, provided information on some of the public comments received.

15. Next Meeting Date November 21, 2024, at the MPO offices at 4:00 p.m.

16. Adjournment

Hearing no objection to the contrary, the Chair adjourned the meeting at 4:50 p.m.