

MEETING MINUTES
 Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE
 11:30 a.m. Wednesday, November 13, 2024
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on November 13, 2024. MPO staff emailed agenda packets to the MPO Executive and members on November 8, 2024. **In addition to these published tentative minutes, there also may 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.**

EXECUTIVE MEMBERS' PRESENT:	PRESENT	ABSENT
Mark Holm, Chair City of Ankeny	X	
Jeff Walters, Vice Chair City of Polk City	X	
Connie Boesen, Sec/Treasurer City of Des Moines	X	
Doug Elrod City of Bondurant		X
Joe Gatto City of Des Moines	X	
Len Murray City of Pleasant Hill	X	
Jeff Walters City of Polk City	X	
Steve VanOort Polk County		X
Bob Andeweg City of Urbandale	X	
Matthew McKinney City of West Des Moines	X	
Courtney Clarke City of Waukee	X	
Mike Jones City of Windsor Heights		X
Shelby Ebel IDOT	X	
STAFF PRESENT:		
Scott Brennan Legal Counsel	X	
Dylan Mullenix Executive Director	X	
Zach Young Grants and Project Specialist	X	
Zhi Chen Senior Planner	X	
Carl Saxon Senior Planner		X
Gunnar Olson Planning & Public Affairs Manager	X	
Tracey Deckard Administrative Specialist	X	
Rhonda Miller Accounting Specialist	X	
Addison Williamson Associate Planner	X	
Joshua Squires Intern		X
OTHERS PRESENT:	INTEREST/REPRESENTING	
Clifford Leonard	Public	
Carol Maher	Public	

1. Call to Order

MPO Chair Mark Holm called the November 13, 2024, meeting to order at 11:30 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Clarke and seconded by Walters to approve the November 13, 2024, Des Moines Area MPO Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

Recommend approval of the October 2024, meeting minutes.

MOTION: A motion was made by Gatto and seconded by McKinney to approve the October Executive Committee meeting minutes.

MOTION CARRIED

4. **Calendar Year 2025 Meeting Dates**

Executive Director presented. Recommend approval of the proposed meeting dates.

MOTION: A motion was made by Gatto and seconded by Clarke to approve the CY 2025 meeting dates.

MOTION CARRIED

REPORTS/DISCUSSIONS

5. **a. Mobilizing Tomorrow Final Draft**

Zach Young presented. Recommend adoption of the final draft of Mobilizing Tomorrow, the region's long-range transportation plan. Discussion regarding amendments. Advance to Policy Committee for approval.

[Connie Boesen arrives 11:45 a.m.]

b. Staff Transition Plan

Dylan Mullenix presented. The Personnel Committee recommended a six-month transition to end the contract with Zach Young. During the final six months he is to provide technical training to MPO staff that will not exceed 210 hours. Clarke voiced concern about losing institutional knowledge of a staff member due to location and disagreed with the decision of the Personnel Committee. Advance to Policy Committee for consideration.

c. FY 2025 Budget Amendment #1

Dylan Mullenix presented. The Finance Committee has reviewed and approved the amendment. Recommend approval of the proposed budget amendment. Advance to Policy Committee for consideration.

d. MPO Representative Selection Process

Dylan Mullenix presented. Review of the process for MPO members to appoint representatives for the MPO to select officers for 2025. Report and discussion only.

e. Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule

Zach Young presented. Report on the Federal Fiscal Year 2029 Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule. Report and discussion only.

INFORMATIONAL ITEMS

6. **a. October Financial Statement**

Advance to Policy Committee for Consideration

b. Contracts and Expenses

Contract continuation for Toole Design for Comprehensive Safety Action Plan extends through June 1, 2025, allowing for the consultant to develop an application for the next round of the Safe Streets for All program in the spring of 2025.

c. FFY 2025-2028 Transportation Improvement Program Amendment

FFY 2025-2028 Transportation Improvement Program Amendments requested from Polk County and Iowa DOT.

d. FFY 2026-2029 Carbon Reduction Program Applications

Update on Carbon Reduction Program funding recommendations, including the request from the City of Johnston asking the Funding Subcommittee to reconsider its CRP funding application. The Funding Subcommittee is scheduled to meet prior to the Policy Committee in November. Advance to Policy Committee for consideration.

7. **Other Non-Action Items of Interest**

Zach Young will provide an update on the Comprehensive Safety Action Plan next month; Dylan Mullenix discussed the post-election analysis and how it could affect future funding.

8. **Next Meeting Date**

December 11, 2024, beginning at 11:30 a.m.

9. **Adjournment**

Hearing no objection, the Chair adjourned the Executive Committee meeting at 11:58 a.m.