

**Meeting Minutes**  
**Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**4:00 p.m., November 21, 2024**

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., November 21, 2024. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on November 14, 2024. An Amended Policy Agenda was emailed and posted on November 20, 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  
Kathie Hungerford | City of Cumming\*\*  
Amanda Wanke | DART  
Scott Sanders | City of Des Moines  
Connie Boesen | City of Des Moines  
Carl Voss | City of Des Moines  
Joe Gatto | City of Des Moines  
Josh Mandelbaum | City of Des Moines  
Scott Mikkelsen | City of Grimes  
Ryan Marquardt | Madison County\*\*  
Jason Brown | City of Norwalk  
Len Murray | City of Pleasant Hill  
Jeff Walters | Polk City  
Steve Van Oort | Polk County  
A.J. Johnson | City of Urbandale  
Mark Snell | Warren County  
Courtney Clarke | City of Waukee  
Laura Reveles | City of West Des Moines  
Jamie Letzring | 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  
Mark Hanson | Dallas County  
Colton Fors | City of Elkhart\*\*

Stephanie Erickson | City of Indianola\*\*  
Tammi Dillavou | City of Mitchellville  
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:**

Michael Schrock | City of Ankeny  
Mike Libbie | City of Windsor Heights  
Clifford Leonard | Public  
Carol Maher | Public  
Pete DeKock | City of Clive  
Steve Naber | City of Des Moines

**MPO Staff Present:**

Scott Brennan | MPO General Counsel  
Dylan Mullenix | Executive Director  
Zach Young | Project Manager  
Gunnar Olson | Planning and 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 November Policy Meeting to order at 4:00p.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 November 21, 2024, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

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 October Policy meeting minutes.

**MOTION CARRIED UNANIMOUSLY**

*[Amanda Wanke joins meeting at 4:06]*

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

- a. October Financial Statement
- b. Contracts and Expenses
- c. FFY 2025-2028 Transportation Improvement Program Amendments- from Polk County and Iowa DOT

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

**MOTION CARRIED UNANIMOUSLY**

5. **Public Comment**

None

6. **PRESENTATION: City of Des Moines SS4A Implementation Grant**

City Engineer Steve Naber from the City of Des Moines presented.

7. **Mobilizing Tomorrow Final Draft**

Project Manager Zach Young presented. Recommend final approval of the final draft of Mobilizing Tomorrow, the region's long-range transportation plan.

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the final draft of Mobilizing Tomorrow, the region's long-range transportation plan.

**MOTION CARRIED.**

8. **Carbon Reduction Program Funding Recommendation**

Project Manager Zach Young presented. Report on the updated Carbon Reduction Program funding. Recommend approval of the updated award recommendation. Discussion ensued.

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the funding recommendations.

**MOTION CARRIED.**

9. **Calendar Year 2025 Meeting Dates**

Executive Director Dylan Mullenix presented. Recommend approval of the Policy Committee meeting dates for Calendar Year 2025.

**MOTION:** A motion was made by Gatto and seconded by Boesen to approve the Policy Committee meeting dates for Calendar Year 2025.

**MOTION CARRIED.**

**10. Technical Training Contract**

Executive Director, Dylan Mullenix advised that the contract for Project Manager, Zach Young would expire at the end of the year. The Personnel Committee met and did not approve the renewal of the contract and suggested a type of staff transition plan. Personnel Committee members Gatto, Murray and O'Connor voiced their concerns about having an ongoing contract with an out of state individual and questioned the need for this type of work. Clarke voiced her concern over letting a talented former employee go over his location and stressed the value of his knowledge and experience and what he brings to the MPO. Andeweg joined in this opinion. Elrod voiced concern of prior staff issues with the former Executive Director affecting this matter and urged board members to separate this staffing issue. He also thought the value of an experienced staff member is valuable to the MPO and location should not be an issue. He also pointed out that Zach does come up to the office and is here in person when needed and appears for important meetings.

Extensive discussion continued.

**MOTION:** A motion was made by O'Connor and seconded by Murray to approve a six-month revised technical training contract to train MPO staff not to exceed 210 hours. Roll call vote was taken. 14 yes to approve the motion; 4 nos

**MOTION CARRIED.**

*Jason Brown leave 5:14*

**11. FY 2025 Budget Amendment #1**

Executive Director, Dylan Mullenix presented. Recommend approval of the proposed budget amendment.

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the proposed budget amendment.

**12. MPO Representative Selection Process**

Executive Director Dylan Mullenix reviewed the selection process to appoint representatives and for the MPO to select officers for 2024.

Report and discussion only.

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

Project Manager, Zach Young presented a report on the Federal Fiscal Year 2029 Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule.

Report and discussion only.

*Gatto leaves 5:24*

*Voss leaves 5:24*

**14. Directors Report**

Dylan Mullenix provided an update on the next phases of the strategic direction of the MPO. He also provided the information and results from the Leadership training that he participated in and introduced his coach Sara Knoll Olson.

**15. Other Non Action Items**

None

**16. Next Meeting Date January 23, 2025 at the MPO offices at 4:00 p.m.**

**17. Adjournment**

Hearing no objection to the contrary, the Chair adjourned the meeting at 5:35 p.m.