

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

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on December 11, 2024. MPO staff emailed agenda packets to the MPO Executive and members on December 6, 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	
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	
Carol Maher	Public	
Dave Ellis	Denman & Co.	

1. Call to Order

MPO Chair Mark Holm called the December 11, 2024, meeting to order at 11:33 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Clarke and seconded by Jones to approve the December 11, 2024, Des Moines Area MPO Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

Recommend approval of the November 2024 meeting minutes.

MOTION: A motion was made by Murray and seconded by Clarke to approve the November Executive Committee meeting minutes.

MOTION CARRIED

4. **Consent & Vote Items**

- a. November Financial Statement
- b. Downtown Water Trails Change Order- Harriet Street

MOTION: A motion was made by Jones and seconded by Clarke to approve Consent & Vote items, November Financial statement and Downtown Water Trails Change Order for Harriet Street.

MOTION CARRIED

[DOUG ELROD ARRIVES 11:36 A.M.]

REPORTS/DISCUSSIONS

5. **a. FY2024 Audit**

Dave Ellis from Denman CPA LLP presented the findings of the FY 2024 Audit. He reported that the MPO showed a clean audit and that several findings from the previous audit had been rectified and praised the MPO staff for their efforts.

b. Regional SS4A Implementation Grant Application

Gunnar Olson provided an update on the Safe Streets for All (SS4A) plan development and preparation for regional application for implementation funding. An update on the discussion with the TTC Committee was provided and the Executive Committee was asked for input. Questions and discussions ensued.

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

Dylan Mullenix presented a summary of the upcoming projects/work of the MPO in the upcoming months in the preparation of the FY 2026 UPWP and incorporating an MPO Strategic Plan; he reported that Zhi Chen, Senior Planner at the MPO for the past 5 years, will be leaving the MPO at the end of the year. The staff wants to thank Zhi and wishes him the best.

The Executive Director also congratulated Mayor Doug Elrod as recipient of the APA Iowa's Planning Advocate Award in 2024.

The MPO is looking at an AV/Technology upgrade due to issues in the past and would like to thank the City of West Des Moines staff for their assistance and recommendations.

The Executive Director thanked the Executive Committee for a great year. Mayor Boesen thanked Zhi and the MPO Staff for their work in 2024 and wished everyone Happy Holidays.

7. **Next Meeting Date**

January 9, 2025, beginning at 11:30 a.m.

8. **Adjournment**

Hearing no objection, the Chair adjourned the Executive Committee meeting at 12:06 a.m.