

NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)  
Executive Committee**

–  
**11:30 a.m., March 6, 2025**

**Des Moines Area MPO Burnham Conference Room**

–  
**TENTATIVE AGENDA**

- 1. CALL TO ORDER**
- 2. VOTE:** Approval of Agenda
- 3. VOTE:** Approval of February Meeting Minutes ..... Page 2
- 4. REPORT AND DISCUSS:**
  - a. Comprehensive Safety Action Plan Approval ..... Page 6
  - b. Transportation Improvement Program Development ..... Page 7
  - c. Draft FY 2026 Unified Planning Work Program and Budget..... Page 8
  - d. Legislative Update and DC List..... Page 9
  - e. MPO Certification Review..... Page 10
- 5. INFORMATIONAL ITEMS:**
  - a. February Financial Statement..... Page 11
- 6. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 7. NEXT MEETING DATE:** 11:30 a.m. April 3, 2025
- 8. ADJOURNMENT**

*The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.*

*The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit [www.dmampo.org/title-vi/](http://www.dmampo.org/title-vi/) or call 515-334-0075.*

March 2025  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the February 6, 2025, Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the February 6, 2025, Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the February 6, 2025, MPO Executive Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

**MEETING MINUTES**  
 Des Moines Area Metropolitan Planning Organization (MPO)  
**EXECUTIVE COMMITTEE**  
 11:30 a.m. Wednesday, February 6, 2025  
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on February 6, 2025. MPO staff emailed agenda packets to the MPO Executive and members on January 30, 2025. **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.**

<b>EXECUTIVE MEMBERS' PRESENT:</b>	<b>PRESENT</b>	<b>ABSENT</b>
Mark Holm, Chair   Polk County	<b>X</b>	
Jeff Walters, Vice Chair   City of Polk City	<b>X</b>	
Connie Boesen, Sec/Treasurer   City of Des Moines	<b>X</b>	
Dean O'Connor   City of Altoona	<b>X</b>	
Todd Shafer   City of Ankeny	<b>X</b>	
Doug Elrod   City of Bondurant		<b>X</b>
Joe Gatto   City of Des Moines	<b>X</b>	
Bob Andeweg   City of Urbandale	<b>X</b>	
Matthew McKinney   City of West Des Moines		<b>X</b>
Courtney Clarke   City of Waukee		<b>X</b>
Mike Jones   City of Windsor Heights		<b>X</b>
Shelby Ebel   IDOT	<b>X</b>	
<b>STAFF PRESENT:</b>		
Scott Brennan   Legal Counsel	<b>X</b>	
Dylan Mullenix   Executive Director		<b>X</b>
Marcus Coenen   Senior Planner	<b>X</b>	
Carl Saxon   Senior Planner	<b>X</b>	
Gunnar Olson   Planning & Public Affairs Manager	<b>X</b>	
Tracey Deckard   Administrative Specialist	<b>X</b>	
Rhonda Miller   Accounting Specialist	<b>X</b>	
Addison Williamson   Associate Planner	<b>X</b>	
<b>OTHERS PRESENT:</b>	<b>INTEREST/REPRESENTING</b>	
Carol Maher	Public	
Clifford Leonard	Public	
Tony Chavez	Congressman Nunn's Office	

1. **Call to Order** Chair Mark Holm called the February 6, 2025, meeting to order at 11:30 a.m. A quorum was present.
2. **Approval of Agenda**  
**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the February 6, 2025, Des Moines Area MPO Executive Committee meeting agenda.  
**MOTION CARRIED**

3. **Approval of Meeting Minutes**

Recommend approval of the January 2025 meeting minutes as amended to show Shelby Ebel, Iowa DOT as present.

**MOTION:** A motion was made by Walters and seconded by O'Connor to approve the January Executive Committee meeting minutes as amended.

**MOTION CARRIED**

**REPORTS/DISCUSSIONS**

4. **a. Election of Calendar Year 2025 Officers**

Nominating Committee recommends reappointment of the current officers for another term. Officers include:

Mark Holm- Chair

Jeff Walters- Vice Chair

Connie Boesen- Secretary/Treasurer

**b. Comprehensive Safety Action Plan**

Toole Design Group presented the final draft. Recommend forwarding the Comprehensive Safety Action Plan to Policy for Approval. May need to schedule a Special Policy meeting in March for approval of the plan.

**c. Regional SS4a Implementation Grant Application**

Planning & Public Affairs Manager, Gunnar Olson, discussed the next steps for developing scope of regional grant application for Safe Streets for All implementation funding.

**d. Legislative Update and DC List**

Planning & Public Affairs Manager, Gunnar Olson, discussed status of I-435, another bill regarding sidewalk liability and the annual DC List.

**e. Fiscal Year 2026 Unified Planning Work Program and Strategic Planning**

Planning & Public Affairs Manager, Gunnar Olson, discussed the process to develop the next work program and budget. This year the MPO will be incorporating its strategic planning within the UPWP and working with 2 The Top and obtaining results from a SWOT Analysis.

**INFORMATIONAL ITEMS:**

5. **a. January Financial Statement**

The January Financial Statement was reviewed and approved by the Finance Committee

**b. Appointment to the SUDAS Board of Directors**

Recommend reappointing Mark Mueller as the MPO representative on the Statewide Urban Design and Specification Board of Directors. Forward to Policy for approval.

**c. Regional Safety Performance Targets (Performance Measures 1)**

Recommend adopting our own safety targets that align with the MPO's CSAP and vision Zero Goal. Forward to Policy for approval.

**d. Regional Safety Performance Targets (Performance Measures 2)**

Recommend adopting Iowa DOT's statewide pavement and bridge performance targets. Forward to Policy Committee for approval.

**e. Multimodal Economic Impact Study**

Update on Multimodal Economic Impact Study approved in January. RFP sent out. Anticipated funding and schedule provided.

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

The Chair requested additional STBG Committee volunteers to have a balance of all subareas; discussion of the STBG/ TAP application dates

**7. Next Meeting Date**

March 6, 2025, beginning at 11:30 a.m.

**8. Adjournment**

Hearing no objection, the Chair adjourned the Executive Committee meeting at 12:09 a.m.

March 2025  
Item No. 4a

**ISSUE: Comprehensive Safety Action Plan**

REPORT: Review of the final draft of the Comprehensive Safety Action Plan.

**BACKGROUND:**

The MPO hired Toole Design Group in fall 2023 to develop the region's Comprehensive Safety Action Plan. This plan will identify safety concerns and provide safety countermeasures to address these issues and ultimately make the region eligible for up to \$50 million in implementation funding through the Safe Streets and Road for All (SS4A) grant program. The plan is being funded through a \$800,000 SS4A grant with a \$200,000 local match from the MPO.

MPO staff will provide an overview of the plan and edits completed since the Transportation Technical Committee review of the draft plan.

Staff has worked with Toole Design to complete edits to the Comprehensive Safety Action Plan and plan formatting has been completed. Here is the complete plan:

- [A main folder to all documents](#)
- [The Comprehensive Safety Action Plan with all appendices](#)
- [A folder with individual files](#)
  - [Comprehensive Safety Action Plan](#)
  - [Appendix A – Crash analysis report](#)
  - [Appendix B – Community engagement report](#)
  - [Appendix C – Existing safety efforts in member communities](#)
  - [Appendix D – Interviews with local communities](#)
  - [Appendix E – Countermeasures toolkit](#)
  - [Appendix F – Member community projects](#)
  - [Appendix G – Summary of plans, programs, guidelines](#)

Staff still anticipate the Notice of Funding Opportunity for Safe Streets for All to be released in late March.

**RECOMMENDATIONS:**

Recommend advancing the Comprehensive Safety Action Plan to Policy Committee for approval.

**STAFF CONTACT:**

Marcus Coenen, [mcoenen@dmampo.org](mailto:mcoenen@dmampo.org)  
(515) 334-0075

March 2025  
Item No.4b

**ISSUE: FFY 2026-2029 Transportation Improvement Program Development**

REPORT: Report on the process to develop the *Federal Fiscal Years 2026-2029 Transportation Improvement Program*.

**BACKGROUND:**

The Federal Highway Administration (FHWA) requires that the MPO annually develop a four-year Transportation Improvement Program (TIP) that details the use of federal funds for transportation projects in the Metropolitan Planning Area.

The MPO staff will begin working on the *Federal Fiscal Years 2026-2029 Transportation Improvement Program* (FFY 2026-2029 TIP) by providing each MPO member government and participating agency with a listing of their current TIP projects and associated information from the Iowa Department of Transportation's Transportation Program Management System (TPMS) for review and update.

The MPO staff requests that member governments and agencies determine if projects currently programmed for FFY 2025 will receive FHWA authorization to proceed with development before October 1, 2025. If a project does not receive FHWA authorization before October 1, 2025, then the project will need to "roll-over" to a future year in the TIP.

The MPO staff distributes status reports to member governments that currently have projects programmed in the TIP. Over the coming months, staff will contact each of these member governments to discuss the details of their projects. Staff will distribute status reports in early April.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Addison Williamson, [awilliamson@dmampo.org](mailto:awilliamson@dmampo.org)  
(515) 334-0075

March 2025  
Item No. 4c

**ISSUE: Fiscal Year 2026 Unified Planning Work Program and Budget**

REPORT: Review of the draft work program and budget.

**BACKGROUND:**

MPO staff has completed a draft Fiscal Year 2026 Unified Planning Work Program (FY 2026 UPWP) and budget, which documents all planning activities the MPO will perform from July 1, 2025, through June 30, 2026. A final version of the UPWP and budget will come back to the MPO committees in May for final approval.

[Click here to access the draft Fiscal Year 2026 Unified Planning Work Program and Budget.](#)

The Iowa Department of Transportation (DOT) requires the UPWP to describe the MPO's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2025, and a final UPWP by June 1, 2025.

New to the UPWP this year is the inclusion of the [MPO Strategic Framework](#), which the Policy Committee adopted in February. The work activities are now organized around the four pillars of work identified in the Strategic Framework, such that representatives can see how the various operations, governance, and planning activities play into the MPO's larger strategic objectives.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075



March 2025  
Item No. 4d

**ISSUE: Legislative Update**

REPORT: Discussion on recent and upcoming legislative activity.

**BACKGROUND:**

Staff have been monitoring various legislative activities at the state and federal levels, as well as preparing for the upcoming lobbying trip to Washington, D.C.

Staff will provide updates on what is known at the time of the meeting and invite discussion among representatives.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

March 2025  
Item No. 4f

**ISSUE: MPO Certification Review**

REPORT: Discussion regarding the upcoming Certification Review process.

**BACKGROUND:**

Metropolitan planning organizations are certified by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) every four years. The purpose is to highlight good planning practices and share information among the organizations, as well as to ensure the MPO's transportation planning process meets federal regulatory requirements.

The MPO's last quadrennial review took place in 2021. The MPO's next quadrennial review is scheduled for April 1-2. Staff will provide an update on the Certification Review process at the March meeting.

**REQUESTS:** As part of the review process, committee representatives are 1) encouraged to attend a public comment session with the review team scheduled from 11 a.m. to noon on April 1 at the MPO office, and 2) complete the [Federal Certification Review Survey](#) by April 11.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

March 2025  
Item No. 5a

**ISSUE: February Financial Statement**

INFORMATIONAL: February Financial Statement for Policy Committee approval.

**BACKGROUND:**

Contents of the February Financial Statement can be found at the following links. The MPO's Finance Subcommittee also has been provided with the documents to review.

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Transactions Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

**RECOMMENDATIONS:**

Recommend forwarding the February Financial Statement to Policy Committee for adoption.

**STAFF CONTACT:**

Rhonda Miller, [rmiller@dmampo.org](mailto:rmiller@dmampo.org)  
(515) 334-0075