

**NOTICE OF MEETING**

**Des Moines Area Metropolitan Planning Organization (MPO)  
Transportation Technical Committee**

—  
**9:30 a.m. March 6, 2025**

**Des Moines Area MPO Burnham Conference Room**

**OR**

**Zoom, Meeting ID: 890 559 757 21 / Dial 1-312-626-6799**

—  
**TENTATIVE AGENDA**

- 1. CALL TO ORDER**
- 2. VOTE:** Approval of Agenda
- 3. VOTE:** Approval of February Meeting Minutes ..... Page 2
- 4. REPORT AND VOTE:** April Meeting Date ..... Page 6
- 5. REPORT AND VOTE:** Comprehensive Safety Action Plan..... Page 7
- 6. REPORT AND VOTE:** Draft FY 2026 Unified Planning Work Program and Budget..... Page 8
- 7. REPORT AND VOTE:** Regional Trail Counter Program Expansion ..... Page 9
- 8. REPORT:** Request for Update Trail and Sidewalk Data ..... Page 10
- 9. REPORT:** DC List..... Page 11
- 10. REPORT:** Legislative Update..... Page 12
- 11. REPORT:** FFY 2026-2029 Transportation Improvement Program Development..... Page 13
- 12. REPORT:** MPO Certification Review ..... Page 14
- 13. INFORMATIONAL ITEMS**
  - a) Upcoming Events..... Page 15
- 14. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 15. NEXT MEETING DATE:** 9:30 a.m. April 10, 2025 (subject to approval of Item No. 4)

*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, meeting minutes of the Transportation Technical Committee.

**BACKGROUND:**

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

**RECOMMENDATION:**

Approve the February 6, 2025, meeting minutes of the Transportation Technical Committee.

**STAFF CONTACT:**

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

**MEETING MINUTES**  
**Des Moines Area Metropolitan Planning Organization Transportation Technical Committee**  
**9:30 a.m., Thursday, February 6, 2025**

The MPO TTC held a live/virtual meeting on February 6, 2025. Before the meeting, the MPO staff emailed agenda packets to the TTC representatives and posted the agenda at the MPO office on January 30, 2025.

**Representatives Present:**

Amy Quartell | City of Ankeny  
John Dostart | City of Altoona  
Mark Mueller | City of Ankeny  
Isaac Pezley | City of Bondurant  
Mitch Holtz | City of Carlisle  
Jeff May | City of Clive  
John A Davis | City of Des Moines  
Steve Naber | City of Des Moines  
Michael Ludwig | City of Des Moines  
Luis Montoya | DART  
Adam McCann | City of Mitchellville  
Luke Parris | City of Norwalk  
Madeline Sturms | City of Pleasant Hill  
Aaron Putnam | Polk County  
John Larson | City of Urbandale  
Rudy Koester | City of Waukee  
Tim Hill | Warren County  
Eric Petersen | City of West Des Moines  
Karen Marren | City of West Des Moines  
Shelby Ebel | Iowa DOT\*  
Dakin Schultz | FHWA\*  
Jared Austin | FTA\*

**Representatives Absent:**

Rita Connor | City of Cumming\*\*  
Murray McConnell | Dallas County  
Angie Schaffer | City of Elkhart\*\*  
Wade Wagoner | City of Indianola\*\*  
Rose Schroder | City of Johnston  
Mike Hackett | Madison County\*\*  
Mike Schulte | City of Polk City  
Dave Herman | City of Van Meter\*\*  
Justin Ernst | City of Windsor Heights  
Clint Torp | DSM International Airport \*  
Sean Litteral | FHWA\*  
Julia Castillo | HIRTA\*  
\* Non-Voting, Advisory Representative  
\*\* Non-Voting, Associate Representative

**Staff Present:**

Gunnar Olson | Planning and Public Affairs Manager  
Carl Saxon | Senior Planner  
Marcus Coenen | Senior Planner  
Addison Williamson | Associate Planner  
Tracey Deckard | Office Manager

**Others Present**

Ryan Marquardt | Madison County  
Nick Osbourne | City of Waukee  
Dean Chamberlain | Toole Design Group  
Shaun Murphy Lopez | Toole Design Group  
Tony Chavez | Congressman Nunn's office  
Ellie Bulman | Congressman Nunn's office  
Keegan Haines

**1. Call to Order**

TTC Chair recognized a quorum and called the meeting to order at 9:33 a.m.

**2. Approval of Agenda**

**MOTION:** A motion was made by Sturms and seconded by Mueller to approve the MPO TTC's February meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Meeting Minutes**

**MOTION:** A motion was made by Dostart and seconded by Koester to approve the MPO TTC January meeting minutes.

**MOTION CARRIED UNANIMOUSLY.**

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

TTC Chair called for nominations for committee officer positions and the following were nominated:

John Dostart, City of Altoona- Chair

Madeline Sturms, City of Pleasant Hill- Co-Chair

The Chair called for any other nominations or a motion to approve the nominated individuals.

**MOTION:** A motion was made by Koester and seconded by Mueller to approve the Calendar Year 2025 Officers, and the Chair was thanked for his service on the TTC Committee.

**MOTION CARRIED UNANIMOUSLY.**

**5. MPO Appointment to SUDAS Board of Directors**

The Chair presented. Recommend reappointing Mark Mueller as the MPO representative on the Statewide Uran Design and Specifications Board of Directors.

**MOTION:** A motion was made by Sturms and seconded by Larson to approve the reappointment of Mark Mueller as the MPO SUDAS Representative.

**MOTION CARRIED UNANIMOUSLY.**

**6. Regional Safety Performance Targets (PM1)**

Associate Planner, Addison Williamson presented. Report on the MPO's Regional 2021-2025 safety performance targets; recommend adopting the MPO's own safety targets that align with the MPO's Comprehensive Safety Action Plan. Discussion ensued.

**MOTION:** A motion was made by Koester and seconded by Mueller to adopt the MPO's own safety targets that align with the MPO's Comprehensive Safety Action Plan.

**MOTION CARRIED UNANIMOUSLY.**

**7. Iowa DOT 2022-2025 Pavement and Bridge Performance Targets (PM2) Adjustments**

Associate Planner Addison Williamson presented. Report on the Iowa DOT's 2022-2025 pavement and bridge performance targets; recommend adopting the Iowa DOT's statewide pavement and bridge performance targets.

**MOTION:** A motion was made by Koester and seconded by Larson to adopt the Iowa DOT's statewide pavement and bridge performance targets.

**MOTION CARRIED UNANIMOUSLY.**

**8. Comprehensive Safety Action Plan**

Planning and Public Affairs Manager, Gunnar Olson along with Dean Chamberlain and Shawn Murphy-Lopez of Toole Design presented. Recommend approval of the final draft of the Comprehensive Safety Action Plan. Discussion ensued. After considerable discussion it was determined that no vote would take place, and the vote would be postponed until a later date when additional information was released about the grant particulars.

9. **Regional SS4A Implementation Grant Application**  
Planning and Public Affairs Manager Gunnar Olson presented along with members from Toole Design. Discussion of the next steps for developing scope of regional grant application for Safe Streets for all implementation funding. Report and discussion only.
10. **Surface Transportation Block Grant (STBG) and Transportation Alternatives Applications**  
Planning and Public Affairs Manager, Gunnar Olson provided an update on applications received for the Federal Fiscal Year 2029 Surface Transportation Block Grant (STBG) and Set-Aside Program Schedule. Report and discussion only.
11. **Multimodal Economic Impact Study**  
Senior Planner, Marcus Coenen presented. An update on a Multimodal Economic Impact Study was provided. An RFP was issued and sent out in late January. An anticipated schedule was presented. Informational only.
12. **Legislative Update and DC List**  
Planning and Public Affairs Manager Gunnar Olson provided an update of recent legislative activity and development of a DC list. Report and discussion only.
13. **FY 2026 Unified Planning work Program and Strategic Planning**  
Planning and Public Affairs Manager, Gunnar Olson presented. Discussion of the process to develop the next work program and budget which will also include strategic planning. The MPO is working with 2 The Top to develop a strategic framework as a first step and committee representatives are requested to provide input through a Swot Analysis which are due by the end of January. Report and information only.
14. **Upcoming Events**  
Information only.
15. **Other Non-Action Items of Interest to the Committee**  
John Dostart advised that another meeting conflicts with the April TTC meeting and an alternate date should be found.
16. **Next Meeting Date**  
The next meeting will be held at 9:30 a.m., on Thursday, March 5, 2025.
17. **Adjournment**  
The MPO TTC's February meeting was adjourned at 10:43 a.m.

March 2025  
Item No. 4

**ISSUE: April Meeting Date**

REPORT and VOTE: Consider approval of a new date for the April meeting of the Transportation Technical Committee.

**BACKGROUND:**

The MPO staff annually issues a proposed MPO meeting schedule for the upcoming calendar year. The MPO is required to issue its upcoming meeting dates to comply with the State of Iowa's Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

The Transportation Technical Committee voted in December to set its meetings for the 2025 calendar year. In February, committee representatives a schedule conflict for numerous representatives for the meeting that had been scheduled for April 3. Staff circulated a poll offering alternative dates for the meeting, and April 10 was far and away the best alternative.

**RECOMMENDATIONS:**

Consider approval of an amended 2025 meeting calendar, with April 10 replacing April 3 for the April meeting of the Transportation Technical Committee.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

March 2025  
Item No. 5

**ISSUE: Comprehensive Safety Action Plan**

REPORT AND VOTE: Review of the final draft of the Comprehensive Safety Action Plan; consider approval.

**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 have 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 approval of the Comprehensive Safety Action Plan.

**STAFF CONTACT:**

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

March 2025  
Item No. 6

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

REPORT and VOTE: Discussion on the draft Fiscal Year 2026 Unified Planning Work Program and Budget; consider approval.

**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 committee 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 Strategic Planning Committee developed in consultation with a strategic-planning consultant, 2 The Top. The Policy Committee adopted the MPO Strategic Framework 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 strategies.

As part of the ongoing strategic-planning work, the MPO is revising its Vision, Mission, and Guiding Principles. The Transportation Technical Committee's input is important to the process.

**REQUEST:** Please complete the following [Worksheet](#) regarding Vision, Mission and Guiding Principles by Monday, March 10. Here's a helpful guide: [What are Vision, Mission, and Guiding Principles](#). Note that a physical worksheet will be made available to representatives to complete in person during the March meeting, as well.

**RECOMMENDATION:**

Recommend approval of the draft Fiscal Year 2026 Unified Planning Work Program and Budget.

**STAFF CONTACT:**

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



March 2025  
Item No.7

**ISSUE: Regional Trail Counter Program Expansion**

REPORT and VOTE: Discussion on the expansion of the Regional Trail Counter Program, including final locations for physical trail counters and a subscription to CITYDATA.ai; consider approval.

**BACKGROUND:**

The MPO Trail Counter Program has been ongoing for a number of years. Currently the MPO has deployed seven permanent trail counters that are used along the Central Iowa Trails Network to collect trail usage data. Data includes both counts for pedestrians and bicyclists by direction. This data is used to provide insight into how the regional trail network is being used and the impact made.

The MPO proposes to expand this program by 10 permanent regional trail counters to better collect trail usage data and provide insights for future trails planning. Additionally, staff recommend entering a contract with CITYDATA.ai to access its data to supplement the data collected by physical counters. The MPO included funding in the FY 2025 Unified Planning Work Program and budget to support these costs.

Staff will present recommendations on the proposed new trail-counter locations and data subscription and ask the committee for feedback.

**RECOMMENDATIONS:**

Recommend approval of the expansion of the Regional Trail Counter Program, including 10 permanent counters and a CITYDATA.ai data subscription.

**STAFF CONTACT:**

Carl Saxon, [csaxon@dmampo.org](mailto:csaxon@dmampo.org)  
(515) 334-0075

March 2025  
Item No. 8

**ISSUE: Request for Updated Trail and Sidewalk Data**

REPORT: Discussion on the need for updated trail and sidewalk data from MPO members.

**BACKGROUND:**

The Metropolitan Planning Organization (MPO) is beginning the development of a new Active Transportation Plan. To ensure accuracy and effective planning, MPO staff is requesting updated trail and sidewalk data from its member jurisdictions.

This data will be used to assess the level of service for bicyclists and pedestrians, helping to identify gaps, prioritize improvements, and enhance overall connectivity. Up-to-date information on existing infrastructure, conditions, and accessibility will allow for a more comprehensive evaluation of where investments are needed to improve safety, comfort, and convenience for all users. By collaborating in this effort, MPO members can help evaluate as much of the network as possible. Data will also be used to perform routine Data Bike analysis.

Data updates need to be completed by Friday, May 2.

**RECOMMENDATIONS:**

None. Discussion only.

**STAFF CONTACT:**

Carl Saxon, [csaxon@dmampo.org](mailto:csaxon@dmampo.org)  
(515) 334-0075

March 2025  
Item No. 9

**ISSUE: DC List**

REPORT: Discussion on draft DC List.

**BACKGROUND:**

Staff is preparing for [DMDC 2025](#), the annual lobbying trip to Washington DC that is organized by the Greater Des Moines Partnership. This year's trip is May 7-9.

Each year, the MPO works with its member governments to develop a list of priority transportation projects to be discussed with Iowa's Congressional delegation during the trip to Washington DC. The MPO's DC list includes projects that are actively seeking funding, along with any important policy initiatives.

Following the February meeting, staff requested MPO members to review last year's list and add, delete, or revise projects to be included in this year's list. For the March meeting, staff is requesting representatives to review the [draft DC List](#) and suggest any needed revisions. The DC List will come back to the committee in April for approval.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

March 2025  
Item No. 10

**ISSUE: Legislative Update**

REPORT: Discussion on recent legislative activity.

**BACKGROUND:**

Staff have been monitoring various directions from the new administration that may impact federal transportation funding. 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. 11

**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. 12

**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 11:00-noon on April 1 at the MPO office, and 2) complete the [Federal Certification Review Survey](#) by April 11.

**RECOMMENDATIONS:**

None. Discussion only.

**STAFF CONTACT:**

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

March 2025  
Item No. 13a

**ISSUE: Upcoming Events**

INFORMATIONAL: Report on upcoming events of regional interest.

**BACKGROUND:**

The following events, training, and other opportunities may be of interest to representatives of MPO member governments.

**Webinars**

- [TRB Webinar: Strategic AI Implementation and Developing Agency Policies](#)- March 12, 2025, 2 to 3:30 p.m.
- [Metropolitan Planning Organizations' Long-range Transportation Plans: Best Practices in Sustainability, Equity, and Climate Change](#) - March 13, 2025, 1:00 p.m. to 2:00 p.m.
- [Resources and Tools to Improve Pedestrian Safety](#) – March 13, 2025, 12:00 p.m. to 1:00 p.m.
- [The State of Planning for Climate Response](#) – March 14, 2025, 9:00 a.m. to 10:00 a.m.
- [Navigating Historic Bridges](#) – March 20, 2025, 12:00 p.m. to 1:00 p.m.

**Events**

- [The League of American Bicyclists National Bike Summit](#) – March 11-13, 2025 – Washington, DC
- [The World Bank and World Resources Institute Ross Center for Sustainable Cities' Transforming Transportation](#) – March 11-12, 2025 – Washington, DC
- [Lifesavers Conference on Roadway Safety](#) – March 9-11, 2025 – Long Beach, CA
- [StreetLight Summit 2025](#) – March 13-14, 2025 – Virtual
- [PeopleforBikes's Bicycle Leadership Conference](#) – March 18-20, 2025 – Tucson, AZ
- [Accessible Sidewalks and Curb Ramps: Design to Installation 2025](#) – March 25, 2025 – Boone, IA
- [ITE Virtual Spring Conference](#) – March 25-26, 2025 – Virtual
- [Iowa Work Zone Safety Workshop](#) – March 25, 2025 – Ankeny, IA
- [APA National Planning Conference](#) – March 29-April 1, 2025 – Denver, CO
- [AAA Foundation for Traffic Safety Safe Mobility Conference](#) – April 7-9, 2025 – Madison, WI
- [International Trails Summit](#) – April 15-17, 2025 – Madison, WI
- [National Association of County Engineers \(NACE\) Annual Conference](#) – April 14-17, 2025 – Schaumburg, IL
- [NACTO Designing Cities Conference](#) – May 28-31, 2025 – Washington, DC
- [TRB Tools of the Trade](#) – June 23-25, 2025 – Albuquerque, NM

**RECOMMENDATION:**

None. Informational only.

**STAFF CONTACT:**

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(515) 334-0075