

NOTICE OF MEETING

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

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VIRTUAL ONLY

Zoom Meeting ID: 893 0888 6771

Phone: 312-626-6799

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4:00 p.m. March 27, 2025

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TENTATIVE AGENDA

- 1. CALL TO ORDER**
- 2. VOTE:** Approval of Agenda
- 3. VOTE:** Approval of February Meeting Minutes Page 2
- 4. CONSENT AND VOTE:**
 - a. February Financial Statement..... Page 7
 - b. Contracts and Expenses Page 8
- 5. PUBLIC COMMENT** Page 9
- 6. REPORT AND VOTE:** Comprehensive Safety Action Plan Page 10
- 7. REPORT AND VOTE:** Draft FY2026 Unified Planning Work Program and Budget Page 11
- 8. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 9. NEXT MEETING DATE:** 4:00 p.m. April 17, 2025
- 10. 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/ or call 515-334-0075.

March 2025
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the Policy Committee meeting minutes of February 20, 2025.

BACKGROUND:

The minutes of the February 20, 2025, Policy Committee meeting, are included on the following pages.

RECOMMENDATION:

Approve the minutes of the February 20, 2025, MPO Policy Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
4:00 p.m., February 20, 2025

The MPO held a hybrid in-person/ virtual meeting at 4:00 p.m., February 20, 2025. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on February 16, 2025. An Amended Policy Agenda was emailed and posted on February 14, 2025. **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
Todd Shafer | City of Ankeny
Mike Schrock | City of Ankeny
Doug Elrod | City of Bondurant
Dan Carver | City of Carlisle
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Julia Helm | Dallas County
Luis Montoya | 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
Jake Anderson | City of Grimes
Jessica Trobaugh | City of Mitchellville
Jason Brown | City of Norwalk
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Mark Holm | Polk County
Robert Andeweg | City of Urbandale
Brad Deets | 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 *
Ni Wagner | Des Moines International Airport*

MPO Representatives Absent

Colton Fors | City of Elkhart**
Steve Richardson | City of Indianola**
Jim Evans | City of Johnston
Aaron DeKock | Warren County
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:

Clifford Leonard | Public
Tony Chavez | Representative Nunn’s Office

MPO Staff Present:

Scott Brennan | MPO General Counsel
Dylan Mullenix | Executive Director
Gunnar Olson | Planning & Public Affairs Manager
Marcus Coenen | Senior Planner
Carl Saxon | Senior Planner
Addison Williamson | Associate Planner
Tracey Deckard | Administrative Specialist
Rhonda Miller | Accounting Specialist

1. **Call To Order**
Chair Holm recognized a quorum and called the February Policy Meeting to order at 4:00 p.m.
2. **Approval of Agenda**

MOTION: A motion was made by Andeweg and seconded by Walters to approve the Des Moines Area Metropolitan Planning Organization February 20, 2025, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Andeweg and seconded by O’Conner to approve the Des Moines Area Metropolitan Planning Organization January Policy meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of Consent and Vote Items

- a. January Financial Statement
- b. SUDAS representative
- c. Regional Safety Performance Targets (Performance Measures 1)
- d. Regional Pavement and Bridge Performance Targets (Performance Measures 2)
- e. Water Trails- Harriet Street Change Order #3

5. Public Comment

None

6. Strategic Planning Framework

Executive Director, Dylan Mullenix and Cass Halls from 2 The Top discussed the Strategic Planning Framework and SWOT Analysis. Recommend approval of the Strategic Planning Framework.

MOTION: A motion was made by O’Connor and seconded by Montoya to approval of the Strategic Planning Framework.

MOTION CARRIED UNANIMOUSLY

7. Election of Calendar Year 2025 Officers

Executive Director, Dylan Mullenix and Nominating Committee member Dean O’Connor presented. Nominating Committee recommended appointing current officers to serve another term. The CY 2025 officers will assume their responsibilities beginning in March 2025. Those officers include:

Mark Holm, Chair

Jeff Walters, Vice-Chair

Connie Boesen, Secretary/Treasurer

MOTION: A motion was made by Jones and seconded by Shrader to approve the CY 2025 Officers.

MOTION CARRIED UNANIMOUSLY

8. Special March Policy Committee Meeting

Senior Planner, Marcus Coenen, presented. There is a need to schedule a special March Policy meeting to adopt the Comprehensive Safety Action Plan to have an adopted plan in place when the Notice of Funding Opportunity for the Safe Streets for All program is released, which is likely in March. The TTC and Executive Committee both suggested a special March meeting

of the Policy Committee. This meeting would be held virtually and be brief. Staff suggests 4:00 p.m. Thursday, March 27.

MOTION: A motion was made by Walters and seconded by Andeweg to schedule a Special March Policy meeting for March 27, 2025, beginning at 4:00 p.m. to be held virtually.

MOTION

CARRIED.

9. Multimodal Economic Impact Study

Senior Planner, Marcus Coenen, presented. Update regarding proposals received for the Multimodal Economic Impact Study. Recommend authorization to contract with Metro Analytics for the Economic Impact Study pending contract review from legal counsel. consider approval. Discussion ensued.

MOTION: A motion to contract with Metro Analytics for the Economic Impact Study was made by O'Connor and seconded by Voss.

MOTION CARRIED.

10. Enter Closed Session to Discuss Personnel Matters

Executive Director Dylan Mullenix annual review to be discussed. Closed session waived.

11. Executive Director Review and Compensation Adjustment

Chair, Mark Holm reported that he and the other officers constituted the Review Committee this year to evaluate the Executive Director's performance over the past year. The committee recommends a 3% salary increase and extending the Executive Director's contract to 3 years instead of the current 1-year contract. Elrod recommended a 2-year contract to coincide with the election year. Gatto recommended a 3-year contract.

MOTION: A motion was made by O'Connor and seconded by Andeweg to give the Executive Director a 3% salary increase, and a 3-year contract.

MOTION CARRIED.

12. Comprehensive Safety Action Plan

Planning and Public Affairs Manager, Gunnar Olson provided a report on the near-final draft of the Comprehensive Safety Action Plan. Report and discussion only.

13. Regional SS4A Implementation Grant Application

Planning and Public Affairs Manager, Gunnar Olson discussed the next steps for developing scope of regional grant application for Safe Streets for All implement funding. Report and discussion only.

[Mike Jones leaves meeting 5:13]

[Jason Brown leaves meeting 5:13]

14. Legislative Update and DC List

Planning and Public Affairs Manager, Gunnar Olson discussed recent legislative activity, including the I-435 status, and development of DC List. Tony Chavez from Representative Nunn's office introduced himself and offered assistance with issues of concern. Report and discussion only.

15. Fiscal Year Unified Planning Work Program and Strategic Planning

Executive Director, Dylan Mullenix discussed the process and timing to develop the next work program and budget. The Finance Subcommittee reviewed the FY 2026 draft budget and expressed support the budget. Additional budget detail will be presented at upcoming meetings. Report and discussion only.

[Julia Helm leaves meeting 5:33 p.m.]

16. Directors Report

Dylan Mullenix provided an update on his goal of having an aligned board. He also advised that former Senior Planner, Allison Riley was returning to work at the MPO.

17. Other Non-Action Items

None

**18. Next Regular Meeting Date – April 17 at the MPO offices at 4:00 p.m.
Special virtual meeting March 27, 2025, at 4:00 p.m.**

19. Adjournment

Hearing no objection to the contrary, the Chair adjourned the meeting at 5:37 p.m.

March 2025
Item No. 4a

ISSUE: February Financial Statement

VOTE: Consider approval of the February Financial Statement.

BACKGROUND:

Contents of the February Financial Statement can be found at the following links. The MPO's Finance Subcommittee has reviewed the statements and raised no concerns.

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

RECOMMENDATIONS:

Recommend approval of the February Financial Statement.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

March 2025
Item No. 4b

ISSUE: Contracts and Expenses

VOTE: Consider approval of the following contracts and/or expenses.

BACKGROUND:

Below are contracts and/or expenses for MPO Policy Committee consideration. MPO legal counsel has been sent the proposed agreements for review prior to the Policy meeting.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
HDR	Travel Demand Modeling	Renewal of general on-call travel demand modeling as well as modeling assistance for economic impact study. Project included in the UPWP. (Click here to review draft contract , which is currently under legal review.)	\$50,000
EcoCounter	Trail Counter Purchase	Purchase of 10 additional trail counters to deploy in region. Project included in UPWP.	\$65,000
Citydata.AI	Data Subscription for Bike/Ped Usage	1-year data subscription that will complement the trail counter purchase. Vendor recommended by Bike/Ped Roundtable and TTC; project included in UPWP. (Click here to review draft contract , which is currently under legal review.)	\$19,920

RECOMMENDATION:

Recommend approval of the above contracts and/or expenses.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

March 2025
Item No. 5

ISSUE: Public Comment of MPO Actions

PUBLIC COMMENT: Opportunity for public comments on actions taken by the MPO board.

BACKGROUND:

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

RECOMMENDATION:

None. Public comment only.

STAFF CONTACTS:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

March 2025
Item No. 6

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:

Approved by the Transportation Technical Committee. Recommend approval of the Comprehensive Safety Action Plan.

STAFF CONTACT:

Marcus Coenen, mcoenen@dmampo.org
(515) 334-0075

March 2025
Item No. 7

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.

RECOMMENDATION:

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

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075