

NOTICE OF MEETING

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

–
11:30 a.m., May 1, 2025

Des Moines Area MPO Burnham Conference Room

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TENTATIVE AGENDA

- 1. CALL TO ORDER**
- 2. VOTE:** Approval of Agenda
- 3. VOTE:** Approval of March Meeting Minutes Page 2
- 4. REPORT AND DISCUSS:**
 - a. SS4A Grant Application Development Page 5
 - b. Public Participation Plan Update and Opportunity Page 6
 - c. Fiscal Year 2026 Unified Planning Work Program Page 7
 - d. Legislative Update Page 8
- 5. INFORMATIONAL ITEMS:**
 - a. April Financial Statement..... Page 9
 - b. Contracts and Expenses..... Page 10
 - c. Transportation Improvement Program Amendment Page 11
 - d. Downtown Water Trails Change Order – Harriet Street Page 12
- 6. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 7. NEXT MEETING DATE:** 11:30 a.m. June 5, 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.

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May 2025
Item No. 3

ISSUE: Approval of Meeting Minutes

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

BACKGROUND:

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

RECOMMENDATION:

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

STAFF CONTACT:

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

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

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on March 6, 2025. MPO staff emailed agenda packets to the MPO Executive and members on February 28, 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.**

EXECUTIVE MEMBERS' PRESENT:	PRESENT	ABSENT
Mark Holm, Chair Polk County	X	
Jeff Walters, Vice Chair City of Polk City	X	
Connie Boesen, Sec/Treasurer City of Des Moines	X	
Dean O'Connor City of Altoona	X	
Todd Shafer City of Ankeny	X	
Doug Elrod City of Bondurant	X	
Joe Gatto City of Des Moines	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:		
Spencer Willems Legal Counsel	X	
Dylan Mullenix Executive Director	X	
Marcus Coenen 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	
OTHERS PRESENT:	INTEREST/REPRESENTING	
Clifford Leonard	Public	
Dorrance Brezino	Public	

1. **Call to Order** Chair Mark Holm called the March 6, 2025, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**
MOTION: A motion was made by O'Connor and seconded by Andeweg to approve the March 6, 2025, Des Moines Area MPO Executive Committee meeting agenda.
MOTION CARRIED

3. **Approval of Meeting Minutes**
MOTION: A motion was made by O'Connor and seconded by Andeweg to approve

the February Executive Committee meeting minutes.

MOTION CARRIED

REPORTS/DISCUSSIONS

4. **a. Comprehensive Safety Action Plan**

Senior Planner Marcus Coenen presented a review of the final draft. Recommend advancing the Comprehensive Safety Action Plan to Policy Committee for approval.

b. Transportation Improvement Program

Associate Planner Addison Williamson provided an overview of the Transportation Improvement Program (TIP) and on steps forthcoming in the work to develop the FFY 2026-2029 TIP.

c. Draft FY 2026 Unified Planning Work Program

Executive Director Dylan Mullenix presented highlighting updates made to conform to the document to new strategic framework.

d. Legislative Update and DC List

Planning & Public Affairs Manager, Gunnar Olson, discussed the status of Future 435. Executive Director Dylan Mullenix presented on the status of funding and programs following several Executive Orders.

e. MPO Certification Review

Dylan Mullenix mentioned the upcoming US DOT certification review and opportunities for the Executive Committee to make their voices heard in the process.

INFORMATIONAL ITEMS:

5. **a. February Financial Statement**

The February Financial Statement was included in the agenda packet and was under review by the Finance Committee

Executive Director Dylan Mullenix noted a few other consent items would be on the March Policy Committee agenda that were not on the Executive Committee agenda. These include the purchase of trail counters, a contract for a subscription to data to compliment the trail counters, and a contract related to travel demand modeling services.

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

Shelby Ebel noted the Iowa Transportation Commission's upcoming meeting and tour of projects that will occur in the Des Moines area in June.

7. **Next Meeting Date**

The next meeting will be held on April 3, 2025, beginning at 11:30 a.m.

8. **Adjournment**

Hearing no objection, the Chair adjourned the Executive Committee meeting at 12:15 a.m.

May 2025
Item No. 4a

ISSUE: Safe Streets and Roads for All Application Development

REPORT: Update on the Safe Streets and Roads for All (SS4A) application development.

BACKGROUND:

The MPO hired Toole Design Group in fall 2023 to develop the region's Comprehensive Safety Action Plan. The plan identifies safety concerns and provides safety countermeasures to support the Des Moines Area MPO safety target of zero fatalities and serious injuries by 2045. The Comprehensive Safety Action Plan was adopted by the Policy Board on March 27, 2025. Included in the contract with Toole Design Group is the development of an implementation grant application for a future round of SS4A funding.

On March 28, 2025, the U.S. DOT released the FY2025 Notice of Funding Opportunity (NOFO) for the SS4A program. The NOFO lists several changes from previous funding cycles as well as updated items requiring self-certification from a Comprehensive Safety Action Plan. The FY2025 SS4A Implementation Grant NOFO is available here: [FY2025 SS4A NOFO](#). Grant applications for the FY2025 SS4A NOFO are due by June 26, 2025, by 5:00pm EDT.

MPO staff will provide an update on the development of the application materials including the draft list of infrastructure projects, planning or demonstration projects, and non-infrastructure strategies. Staff will also provide an update on the timing of letters of support and matching fund commitments.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

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

May 2025
Item No. 4b

ISSUE: Public Participation Plan Update & Opportunity

REPORT: MPO staff will provide information on the coming Public Participation Plan update and a reminder of upcoming outreach opportunities.

BACKGROUND:

MPO staff is updating the 2021 Public Participation Plan and will be reaching out to all TTC members for input and discussion in the coming days and weeks. These discussions will help inform the MPO's engagement with its member communities and their representatives, as well as outward public outreach in MPO planning processes.

Today, MPO staff wants to make you aware of a new public survey for the Active Transportation Plan available on the [MPO website](#), and give a friendly reminder about the upcoming open houses the Bike-Ped Roundtable is hosting in May. Staff ask that you share the survey through your channels to help boost participation.

Bike Ped Open Houses

6 to 8 p.m. Tuesday, May 6th @ Confluence Brewing Company - Des Moines

6 to 8 p.m. Thursday, May 8th @ Brightside Aleworks - Altoona

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Allison Riley, allison@dmampo.org
(515) 334-0075

May 2025
Item No. 4c

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

REPORT and VOTE: Consider approval of the *FY 2026 Unified Planning Work Program* and budget.

BACKGROUND:

MPO staff have developed the *Fiscal Year 2026 Unified Planning Work Program* (FY 2026 UPWP) and budget, which covers the year July 1, 2025, through June 30, 2026. The MPO approved the draft FY 2026 UPWP in March. The MPO must submit the final UPWP to the Iowa DOT by June 1, 2025.

MPO staff sent the draft UPWP to the Iowa DOT for review following the draft's approval in March. Updates made to the final FY 2026 UPWP based on the Iowa DOT's review were minor clarifications.

[A copy of the FY 2025 UPWP and budget final draft is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

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

STAFF CONTACT:

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

May 2025
Item No. 4d

ISSUE: Legislative Update and DC Trip Preparation

REPORT: Discussion on recent legislative activity.

BACKGROUND:

Staff has 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 updates and discussion among committee representatives.

Additionally, staff will share preparations being made for [DMDC 2025](#), the annual lobbying trip to Washington, DC, organized by the Greater Des Moines Partnership. The trip is May 7-9.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

May 2025
Item No. 5a

ISSUE: April Financial Statement

INFORMATIONAL: April Financial Statement for Policy Committee approval.

BACKGROUND:

Contents of the April Financial Statement are not available at the time of this agenda's publication, due to the meeting being scheduled for May 1. The April Financial Statement will be shared with the MPO's Finance Subcommittee early in the month and forwarded to the Policy Committee for review and approval on May 22.

RECOMMENDATIONS:

None.

STAFF CONTACT:

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

May 2025
Item No. 5b

ISSUE: Contracts and Expenses

INFORMATIONAL: Contracts and expenses for Policy Committee approval.

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
Toole Design	Amended Comprehensive Safety Action Plan Contract	The original contract approved in August 2023 was scheduled to conclude December 31, 2024. The contract was amended to extend to June 1, 2025. This amendment would extend the contract to July 31, 2025.	No budgetary change
StreetLight	Service extension for transportation data	The MPO entered contract with StreetLight in April 2024. The contract expires in May 2025. This proposed extension would continue through the end of June 2026. Funds for this service are included in the FY 2025 and FY 2026 UPWP/budgets.	\$92,167

RECOMMENDATION:

Recommend approval of the above contracts and/or expenses.

STAFF CONTACT:

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

May 2025
Item No. 5c

ISSUE: FFY 2025-2028 Transportation Improvement Program Amendment

INFORMATIONAL: Amendments to *Federal Fiscal Year 2025-2028 Transportation Improvement Program* for Policy Committee approval.

BACKGROUND:

The city of Polk City has requested the following amendment to the *FFY 2025-2028 Transportation Improvement Program*:

Sponsor: Polk City

Project: High Trestle Trail Connection through Polk City

Federal Aid Amount: \$541,440

Total Cost: \$3,558,000

Type of Funding: TAP

Location: In the city of Polk City, on S 3rd St; trail between Bluff St. & Broadway St.; Trail between Grimes St. and 3rd St.; Trailhead by 3rd and Broadway

Change: Adjust project alignment to go along the rear to the property located at 301 N. 3rd Street instead of along the street frontages. Update map in TPMS.

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2025-2028 Transportation Improvement Program* amendments.

STAFF CONTACTS:

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(515) 334-0075

May 2025
Item No. 5d

ISSUE: Downtown Water Trails Change Order – Harriet Street

INFORMATIONAL: Change order #4 to the Harriet Street phase of the Downtown Water Trails project for Policy Committee approval.

BACKGROUND:

Snyder and Associates has made the MPO staff aware of a change order to the Harriet Street phase of the Downtown Water Trails project. The change order includes the following items:

- Deduction of the wood excelsior mat and the substitution with mechanically bonded fiber mulch. The mechanically bonded mulch was the requested method to stabilize disturbed levee slopes after seeding by the City of Des Moines.
- Inclusion of the normal bonded fiber mulch to stabilize the remainder of the seeded areas outside of slopes. These areas did not have hydromulch in the original contract.

Altogether, deducting the excelsior mat/watering of the mat and adding these two hydromulches is a cost reduction of approximately to \$61,000.00.

[The change order #4 documentation for the Harriet Street phase of the Downtown Water Trails project is available on the MPO website \(click to access\).](#)

RECOMMENDATIONS:

Recommend approval of change order #4 to the Harriet Street phase of the Downtown Water Trails project.

STAFF CONTACTS:

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