

NOTICE OF MEETING

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

—
11:30 a.m., June 5, 2025

Des Moines Area MPO Burnham Conference Room

—
TENTATIVE AGENDA

- 1. CALL TO ORDER**
- 2. VOTE:** Approval of Agenda
- 3. VOTE:** Approval of May Meeting Minutes..... Page 2
- 4. REPORT AND DISCUSS:**
 - a. Self-Certification Page 5
 - b. Draft Transportation Improvement Program Page 7
 - c. Safe Streets for All Grant Development Page 8
 - d. Multimodal Economic Impact Study Update..... Page 9
- 5. INFORMATIONAL ITEMS:**
 - a. May Financial Statement..... Page 10
 - b. Investment Policy Page 11
 - c. Certification Review Page 12
- 6. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 7. NEXT MEETING DATE:** 11:30 a.m. July 10, 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/ or call 515-334-0075.

June 2025
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the May 1, 2025, Executive Committee meeting minutes.

BACKGROUND:

The minutes of the May 1, 2025, Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the May 1, 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, May 1, 2025

Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on May 1, 2025. MPO staff emailed agenda packets to the MPO Executive members on April 25, 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	
Carol Maher	Public	

- Call to Order** Chair Mark Holm called the May 1, 2025, meeting to order at 11:32 a.m. A quorum was present.
- Approval of Agenda**
MOTION: A motion was made by Shafer and seconded by Walters to approve the May 1, 2025, Des Moines Area MPO Executive Committee meeting agenda.
MOTION CARRIED
- Approval of Meeting Minutes**
MOTION: A motion was made by Andeweg and seconded by Elrod to approve the March Executive Committee meeting minutes.
MOTION CARRIED

REPORTS/DISCUSSIONS

4. **a. Transportation Improvement Program**

Associate Planner Addison Williamson presented and recommended forwarding for approval of amendments to the Federal Fiscal Year 2025-2028 Transportation Improvement Program from Polk City, Clive and Waukee and Grimes.

b. Safe Streets for All Application Development

Senior Planner Marcus Coenen provided an update on the Safe Streets for All Application Development.

c. Public Participation Plan Update & Opportunity

Senior Planner Allison Riley provided information on the coming Public Participation Plan update and a reminder of upcoming outreach opportunities.

d. Fiscal Year 2026 Unified Planning Work Program and Budget Final Draft

Executive Director Dylan Mullenix presented the Final Draft of the Fiscal Year 2026 Unified Planning Work Program and Budget and recommended forwarding for approval.

e. Legislative Update and DC Trip Preparation

Executive Director Dylan Mullenix provided information on recent legislative activity and discussed preparations for the DMDC 2025 annual lobbying trip to DC organized by the GDMP.

INFORMATIONAL ITEMS:

5. **a. April Financial Statement**

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

b. Contracts and Expenses

Executive Director Dylan Mullenix discussed additional expenses for MPO Policy consideration including funds to Toole Design for the Comprehensive Safety Action Plan, which are the same amount; however, an amendment is needed regarding the date of completion. The other expense is the renewal of the subscription of StreetLight which would continue through June of 2026.

c. Downtown Water Trails Change Order- Harriet Street

Information provided in agenda packet but not discussed.

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

Planning and Public Affairs Manager Gunnar Olson advised that Executive Director Dylan Mullenix was recently recognized as the Iowa APA Board Outstanding Volunteer.

7. **Next Meeting Date**

The next meeting will be held on June 5, 2025, beginning at 11:30 a.m.

8. **Adjournment**

Hearing no objection, the Chair adjourned the meeting at 12:04 p.m.

ISSUE: Self-Certification

REPORT: Discuss the MPO's self-certification of compliance with federal requirements.

BACKGROUND:

The MPO is required to annually self-certify its planning process to ensure it complies with federal requirements. Each June the MPO staff reviews the federal requirements with the Policy Committee to discuss how the MPO's planning process complies with each. A formal self-certification statement will then be included in the *Federal Fiscal Years 2026-2029 Transportation Improvement Program*, which is anticipated to be approved by the MPO in July.

The draft self-certification statement is included on the following page.

RECOMMENDATION:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACT:

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



420 Watson Powell Jr. Parkway, Suite 200
Des Moines, Iowa 50309
Phone: 515.334.0075
Email: info@dmampo.org
www.dmampo.org

Annual Self-Certification of Compliance to the Federal Highway Administration that the Des Moines, Iowa, Transportation Management Area's Metropolitan Transportation Planning Process Is Being Conducted in Accordance With All Applicable Federal Requirements of:

- (1) Title 23 U.S.C. §134, 49 U.S.C. §5303 and 23 CFR part 450.306 which require that a continuing, cooperative and comprehensive planning process be carried out by the state and local officials;
- (2) §174 and 176(c) and (d) of the *Clean Air Act*, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93 have been met for nonattainment and maintenance areas;
- (3) Title VI of the *Civil Rights Act of 1964*, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21 have been met, and 23 CFR part 450.316 which requires the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households be sought out and considered, and Indian Tribal government(s) be appropriately involved;
- (4) 49 U.S.C. 5332, the *Older Americans Act* (42 U.S.C. 6101), as amended and §324 of Title 23 U.S.C., prohibiting discrimination in programs or activities receiving Federal financial assistance on the basis of race, color, creed, national origin, sex, gender, or age in employment or business opportunity;
- (5) §1101(b) of *Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy of Users* (Public Law 109-59) regarding the involvement of disadvantaged or minority business enterprises in FHWA and FTA funded planning projects (49 CFR Part 26), and the requirements of 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contract;
- (6) Provisions of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12101 *et seq.*) and 49 CFR, parts 27, 37 and 38, and §504 of the *Rehabilitation Act of 1973* (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities;
- (7) §450.324 of 23 CFR, which requires the Transportation Improvement Program to be financially constrained, and the Federal Transit Administration (FTA) policy on the documentation of financial capacity, published in FTA Circulars; and,
- (8) Provisions of 49 CFR part 20 regarding restrictions on influencing certain Federal activities.

So hereby certified on this 26th day of June 2024.

Dylan Mullenix
Executive Director

June 2025
Item No. 4b

ISSUE: Draft FFY 2025-2028 Transportation Improvement Program

REPORT and VOTE: Report regarding the draft *Federal Fiscal Years 2026-2029 Transportation Improvement Program*; consider approval.

BACKGROUND:

The MPO staff is required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO planning area proposed to receive federal funding and scheduled to begin within the next four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2025, 2026, 2027, 2028, and/or 2029. Staff developed the project listing for the FFY 2026-2029 TIP with the information provided by the member governments.

MPO staff on June 15 will submit the draft FFY 2026-2029 TIP to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment. Staff will incorporate any comments received into the final draft. The final FFY 2026-2029 TIP is due to the Iowa DOT by July 15.

The MPO’s Public Participation Plan requires the FFY 2026-2029 TIP to undergo a 45-day comment period and have a public input meeting. Staff have scheduled an online public input meeting at 5 p.m. Tuesday, July 8.

[The draft FFY 2026-2029 TIP and the TIP project list will be available on the MPO website prior to the meeting \(click to access\).](#)

RECOMMENDATIONS:

Recommend approval of the draft *Federal Fiscal Years 2026-2029 Transportation Improvement Program* and forward to the Iowa DOT for review.

STAFF CONTACT:

Addison Williamson, awilliamson@dmampo.org
(515) 334-0075

June 2025
Item No.4c

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 Committee 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 p.m. EDT.

MPO staff will provide an update on the development of the application materials including the 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

June 2025
Item No. 4d

ISSUE: Multimodal Economic Impact Study

REPORT: Update on the development of the Multimodal Economic Impact Study.

BACKGROUND:

The MPO hired Metro Analytics in February 2025 to develop a Multimodal Economic Impact Study for the region. The project was kicked off in early March with MPO and DART staff working with Metro Analytics on the identification of data requirements and initial data gathering.

Metro Analytics held educational workshops for a select group of MPO Policy Committee representatives and DART Commissioners in late April.

[A recording of the material presented in the workshop, along with presentation slides, is available on the MPO website \(click here to access\).](#)

Metro Analytics is finalizing the project deliverable, the *Multimodal Efficiency Impacts Report*.

MPO staff will provide an overview of the *Multimodal Efficiency Impacts Report* and the next steps in the development of the project.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

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

June 2025
Item No. 5a

ISSUE: May Financial Statement

INFORMATIONAL: May Financial Statement for Policy Committee approval.

BACKGROUND:

Contents of the May Financial Statement are not available at the time of this agenda's publication. The May 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 June 26.

RECOMMENDATIONS:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACT:

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

June 2025
Item No. 5b

ISSUE: Investment Policy

REPORT: Consider reaffirming the MPO's existing investment policy for Fiscal Year 2026.

BACKGROUND:

The MPO's Banking and Public Funds Investment Policy outlines the procedures and safeguards for the investment of public funds owned by the MPO. The policy states that the MPO will review the policy annually.

The MPO currently holds a checking account and a money market account at First National Bank and an investment account at the Iowa Public Agency Investment Trust (IPAIT). The MPO maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed.

[The Investment Policy chapter of the MPO's Policies and Procedures manual, which reflects the current policy, is available on the MPO website \(click here to access\).](#)

RECENT ACTIONS:

The MPO last amended the investment policy in 2021 based on feedback from the Finance Subcommittee. The Finance Subcommittee and the Policy Committee has reaffirmed the existing policy annually, and the MPO incorporated the policy into the Policies and Procedures Manual that was adopted in August 2023.

MPO staff recommend maintaining the current policy with no changes. Staff has also sent the policy to the Finance Subcommittee for its review; staff will share any feedback from the subcommittee at the June meeting.

RECOMMENDATION:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACT:

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

June 2025
Item No. 5c

ISSUE: MPO Certification Review

INFORMATIONAL: A presentation regarding findings from the MPO's U.S. DOT Certification Review will occur at the Policy Committee meeting in June.

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 undertook the quadrennial Certification Review with representatives from the U.S. DOT on April 1, 2025. FHWA and FTA have completed their report on the certification and shared a draft with the MPO.

[The draft Certification Review is available on the MPO website for review \(click here to access\).](#)

MPO staff will review the report with the Transportation Technical Committee at the June meeting. FHWA Iowa Division will present the findings at the Policy Committee's June meeting.

RECOMMENDATIONS:

None. Informational only.

STAFF CONTACT:

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