

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

—

11:30 a.m., November 6, 2025

Des Moines Area MPO Burnham Conference Room

—

TENTATIVE AGENDA

1. **CALL TO ORDER**
2. **VOTE:** Approval of Agenda
3. **VOTE:** Approval of September Meeting Minutes Page 2
4. **REPORT and VOTE:** 2026 Meeting Dates Page 6
5. **REPORT and DISCUSS:**
 - a. Water Trails Grant Agreement Amendment Page 8
 - b. Water Trails Change Orders..... Page 9
 - c. *Mobilizing Tomorrow* Revisions..... Page 10
 - d. *Mobilizing Tomorrow* Goal 4 Performance Measures..... Page 11
 - e. Freight Plan Update Page 12
 - f. Active Transportation Plan Update Page 13
 - g. Executive Director’s Review Page 14
 - h. 2026 MPO Representative and Officer Selection Process..... Page 15
6. **INFORMATIONAL ITEMS:**
 - a. October Financial Statement Page 16
 - b. Unified Planning Work Program Amendment..... Page 17
 - c. FFY 2026-2029 Transportation Improvement Program Amendments..... Page 18
7. **OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
8. **NEXT MEETING DATE:** 11:30 a.m. December 4, 2025
9. **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.

November 2025
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the September 4, 2025, Executive Committee meeting minutes.

BACKGROUND:

The minutes of the September 4, 2025, Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the September 4, 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, September 4, 2025

Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on September 4, 2025. MPO staff emailed agenda packets to the MPO Executive members on August 29, 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	
	X	

STAFF PRESENT:

Scott Brennan Legal Counsel	X	
Dylan Mullenix Executive Director	X	
Marcus Coenen Senior Planner	X	
Allison Riley 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
Janet Slavick Intern		

INTEREST/REPRESENTING

OTHERS PRESENT:

1. **Call to Order** The Chair called the September 4, 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 Gatto to approve the September 4, 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 Walters to approve the August 2025 Executive Committee meeting minutes.

MOTION CARRIED

REPORTS/DISCUSSIONS

4. **a. 2024 Regional Trail Pavement Condition Report**

Senior Planner, Carl Saxon provided a report and update on the 2024 Regional Trail Pavement Condition Report and advised the Committee of the new process for obtaining data. He further provided examples of the types of data that can be obtained from the report.

b. Mobilizing Tomorrow Revision

Senior Planner, Marcus Coenen provided an update on the long-range transportation plan. He advised that edits are needed to the long-range transportation plan (LRTP) to include adoption of the Comprehensive Safety Action Plan that recommends elevating safety. Additionally, the MPO's recent certification review recommended including 20 years of projects in the LRTP which currently includes only 10 years of projects. The MPO requested MPO members to submit additional 20-year projects but have not received any additional projects to date.

c. Mobilizing Tomorrow Goal One Performance Measures

Senior Planner Marcus Coenen provided an update on the long-range transportation plan performance measures for Goal One. A report on the status of 16 performance measures was made available for the Committee to review.

d. MPO Funding Process Review

Executive Director, Dylan Mullenix provided an outline of proposed process for reviewing the MPO's funding process following the decision to skip a year for funding the Surface Transportation Block Grant (STBG) and Transportation Alternative Program (TAP) to develop a system that is streamlined, strategic and impactful. Timing of the process was discussed. The Executive Director recommended that a Subcommittee of Funding Strategy be formed to accomplish these goals. The Subcommittee will be made up of both elected officials and TTC members. Volunteers for this committee are encouraged to contact the Executive Director.

INFORMATIONAL ITEMS:

5. **a. August Financial Statement**

The Financial Statements were provided for review.

b. FFY 2027 Iowa Clean Air Attainment Program Applications

Pre applications for the Federal Fiscal 2027 Iowa Clean Air Attainment Program were due August 29. One application was received from the City of Ankeny. Project sponsors must submit their applications to the Iowa DOT on or before October 1, 2025.

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

- Gunnar Olson, Planning and Public Affairs Manager, advised that there will be a media release for the Safe Streets for All in the upcoming weeks and encouraged member governments to assist in providing this information to the public.
- Gunnar Olson, Planning and Public Affairs Manager advised that an RFP was released for the costs for Alternatives Analysis for the I-435 project. There were three (3) responses. The Committee will be meeting on September 10 to review these.

- Carl Saxon, Senior Planner advised of FFY 2027 Rec Trail Programs Grants available for application.
- Marcus Coenen, Senior Planner advised that the software City Data has produced helpful data. The first round of data needs to be cleaned but the details of the data that will be available are very detailed. A demonstration was provided.
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7. **Next Meeting Date**

The next meeting will be held on October 2, 2025, beginning at 11:30 a.m.

8. **Adjournment**

Hearing no objection, the Chair adjourned the meeting at 12:05 p.m.

November 2025
Item No. 4

ISSUE: Proposed Calendar Year 2026 Meeting Dates

REPORT and Vote: Consider approval of the proposed meeting dates for calendar year 2026 for the MPO's 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 presented a draft calendar to all committees during their October meetings and asked for feedback on any known conflicts. One change was made based on feedback.

Included, immediately following, is the revised proposed Calendar Year 2026 MPO meeting schedule.

RECOMMENDATIONS:

Recommend approval.

STAFF CONTACT:

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

TECHNICAL	EXECUTIVE	POLICY
Meets at 9:30 a.m. on the first Thursday of the month unless otherwise noted.	Meets at 11:30 a.m. on the first Thursday of the month unless otherwise noted.	Meets at 4 p.m. on the third Thursday of the month unless otherwise noted.
January 8*	January 8*	January 22*
February 5	February 5	February 19
March 5	March 5	March 19 12 ¹
April 2	April 2	April 16
May 7	May 14**	May 21
June 4	June 4	June 18
No meeting ²	No meeting ²	No meeting ²
August 6	August 6	August 20
September 3	September 3	September 17
October 1	October 1	October 15
November 5	November 5	November 19
No meeting ²	No meeting ²	No meeting ^{2 7}

* All meetings are delayed one week due to New Year's Day holiday falling on the first Thursday of the month.

** Executive Committee delayed one week to avoid annual trip to Washington, D.C., which is tentatively scheduled for May 6-8.

¹ Proposing to reestablish the March meeting of the Policy Committee due to frequent occurrence of having to schedule a meeting for needed Policy Committee actions. Meeting is in the second week to avoid Spring Break.

² Proposing to have no meetings for all committees in July and December due to these being slow times of year for MPO.

November 2025
Item No. 5a

ISSUE: Water Trails BUILD Grant Amendment

REPORT: Report on an amendment to the Water Trails BUILD grant agreement among the MPO, Iowa Department of Transportation (DOT), and the Federal Highway Administration (FHWA), for Policy Committee approval.

BACKGROUND:

The MPO and the Iowa DOT have requested from FHWA an amendment to the Phase 1 Dam Mitigation and User Access Project (aka water trails) BUILD agreement. The amendments adjust various dates related to project completion. While the current agreement has a grant budget period end date of July 30, 2027, it has a planned construction substantial completion and open to traffic date of December 2025. High water events over the last few construction seasons have delayed the time contractors have been able to work and the project will not meet the December 30, 2025, deadline. The MPO worked with ICON, Snyder & Associates, and the Iowa DOT to request adjustments to the project completion dates, to which FHWA has agreed.

[A red-lined copy of the grant agreement outlining the changes is available on the MPO website to review.](#)

RECOMMENDATION:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACT:

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

November 2025
Item No. 5b

ISSUE: Downtown Water Trails Change Orders

REPORT: Report on three change orders for the Downtown Water Trails project.

BACKGROUND:

Snyder and Associates has made the MPO staff aware of three change orders needed for the Downtown Water Trails project.

1. **Harriet Street Phase Change Order #6** reseeds grass and replants trees in the project area. High river levels during the summer submerged the site for close to two months and did not allow for successful germination of seeds or establishment of trees.

[The change order #6 documentation for the Harriet Street phase of the Downtown Water Trails project is available on the MPO website \(click to access\).](#)

2. **Scott Avenue In-River Phase Change Order #4** addresses repairs to a retaining wall that was damaged during the summer 2025 high water event, adds additional quantities of materials due to incorrect plan quantities, removes work related to a temporary storm sewer extension that was completed in the Uplands Phase, procedures temporary signage alerting pedestrians of construction work in the area.

[The change order #4 documentation for the Scott Avenue In-River phase is available on the MPO website \(click to access\).](#)

3. **Scott Avenue Uplands Phase Change Order #1** addresses unforeseen conditions uncovered during construction, including conflicts with an existing gas main, contaminated soil requiring special disposal, and coordination needs with adjacent public projects, along with minor plan corrections and access accommodations.

[The change order #1 documentation for the Scott Avenue Uplands phase is available on the MPO website \(click to access\).](#)

RECOMMENDATIONS:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACTS:

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

November 2025
Item No. 5c

ISSUE: *Mobilizing Tomorrow* Revisions

REPORT: Update on the final revisions to the region’s long-range transportation plan, *Mobilizing Tomorrow*.

BACKGROUND:

Revisions to *Mobilizing Tomorrow* are needed to update 2050 safety targets for fatalities and serious injuries, following the March adoption of the Comprehensive Safety Action Plan (CSAP). The CSAP recommended elevating safety in the LRTP, which had been adopted four months earlier.

Additionally, MPO members had the opportunity to add projects to the LRTP. The MPO’s certification review recommended including 20 years of projects in the LRTP, which currently includes only 10 years of projects. However, no requests to add projects were received.

The LRTP includes a process for making “revisions” or “amendments,” which are described in Appendix I. Given the edits in question, the changes constitute a revision and can be made administratively.

Staff will provide a summary of the final revisions made to the LRTP.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

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

November 2025
Item No. 5d

ISSUE: Mobilizing Tomorrow Goal Four Performance Measures

REPORT: Update on the long-range transportation plan performance measures for Goal Four.

BACKGROUND:

Mobilizing Tomorrow 2025-2050, which the MPO approved in November 2024, includes 37 measures which are key indicators of the performance of the regional transportation system. Performance measures are regularly evaluated using new data to determine if progress is being made toward plan goals.

Eleven of those performance measures track progress toward *Mobilizing Tomorrow* Goal Four, which reads:

One of Greater Des Moines' key competitive advantages is a high quality of life. The region is consistently recognized for its affordability, access to the outdoors, and family-friendly atmosphere. However, this way of life is being challenged by impediments to multiple systems, including the area's car-centered transportation system and decreasing levels of physical activity. For residents, regardless of age or disability, to be able to truly enjoy the high quality of life for which Greater Des Moines is known, health and well-being, in all senses of those terms, needs to be actively promoted throughout the region.

Staff will present the [Goal Four Performance Measures Report](#).

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

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

November 2025
Item No. 5e

ISSUE: Freight Plan Update

REPORT: Report on freight planning process.

BACKGROUND:

MPO staff are working on an update to the 2006 Goods Movement study through development of a regional Freight Plan. More recent planning efforts have focused on the implementation of freight projects in the metro, most notably the Des Moines Transload Facility. This plan will focus on the freight modes that move goods into and out of the greater Des Moines area, identifying conflicts between land uses and the efficient movement of goods as well as safety concerns related to freight movement.

Through this process and final product, staff intend to connect freight transportation needs of the region, the newly adopted MPO mission, vision, and guiding principles, and the goals of the long-range transportation plan, *Mobilizing Tomorrow*, to develop realistic, localized actions and opportunities in the region.

Staff will provide an update on the process, opportunities for involvement, and next steps.

Additionally, staff request that each community respond to the [MPO's Freight Plan Survey](#) by 5 p.m. Monday, December 1.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

November 2025
Item No. 5f

ISSUE: Active Transportation Plan Update

REPORT: Report on active transportation planning process.

BACKGROUND:

MPO staff are working on an update to the 2009 Connect Plan. This plan will focus on transportation outside of a vehicle such as walking or biking, with an emphasis on safety and the MPO's Vision Zero goals.

Through this process and final product, staff intend to connect active transportation needs of the region, the newly adopted MPO mission, vision, and guiding principles, and the goals of the long-range transportation plan, *Mobilizing Tomorrow*, to develop realistic, localized actions and opportunities in the region.

Staff will provide an update on the process, opportunities for involvement, and next steps.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

November 2025
Item No. 5g

ISSUE: Executive Director Review and Compensation Adjustment

REPORT: Report from the MPO Officers on the Executive Director's annual review and consideration of compensation adjustment.

BACKGROUND:

The MPO Officers constituted the Review Committee to evaluate the Executive Director's performance over the past year. The review [followed a process](#) outlined by the MPO's Personnel Committee, in partnership with the MPO's contracted human resources company, ConnectifyHR. The Review Committee met on October 28 to discuss the Executive Director's performance, including results from [a survey of the MPO board](#) and [a survey of the MPO staff](#). The Review Committee will provide the Executive Committee and Policy Committee with their recommendations about a compensation adjustment at the November meeting, considering the MPO [salary schedule and adjustment matrix](#) from the MPO's Policies and Procedures Manual.

RECOMMENDATION:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACT:

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

November 2025
Item No. 5h

ISSUE: MPO Representative Selection Process

REPORT and DISCUSS: Review of the process for MPO members to appoint representatives and for the MPO to select officers for 2026.

BACKGROUND:

At the end of the calendar year, MPO solicits committee representatives for the new year. The MPO's [bylaws](#) outline this process:

- By November 15, MPO staff will send a request to each member government asking for the names of their primary and alternate representatives for the Policy and Technical Committees, as well as their Executive Committee representative (for those with designated representatives) or their Executive Committee nominees (for communities under 50,000), due by the end of December (Article III, Section 5). Staff will provide a sample resolution and a list of considerations. New representatives start in January.
- Executive Committee representatives for the three subareas are to be appointed by a vote of a Selection Committee, comprised of each subarea's mayors or county board chairs. Each community's appointment must be approved in advance by their city or county. Each subarea may appoint two representatives. This process is to be completed prior to the February Executive Committee meeting where a nominating committee will propose a slate of officers (Article V, Section 2). Staff will provide each subarea's selection committee with the Executive Committee nominations from each subarea community.
- The MPO chair will appoint a three-person nominating committee prior to the February Executive Committee meeting. The nominating committee will present a proposed slate of officers, to be selected from among the 11 Executive Committee members – at the February Executive and Policy meetings (Article VIII, Section 3 of the bylaws). The Policy Committee will vote to elect officers at its February meeting (Article VI, Section 5 of the bylaws). For the Technical Committee, the TTC chair will also appoint a nominating committee prior to the February Technical Committee meeting. The nominating committee will present a slate of candidates to be voted on in February.
- New officers for both the Technical and Policy Committees serve from March 1 through the end of February (Article VI, Section 6 of the bylaws).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

November 2025
Item No. 6a

ISSUE: October Financial Statement

INFORMATIONAL: October Financial Statement for Policy Committee approval.

BACKGROUND:

As of this agenda's distribution, contents of the October Financial Statement are still being developed. Once completed they will be reviewed by the MPO Finance Subcommittee and uploaded to the [MPO website](#) prior to the November meeting.

RECOMMENDATIONS:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACT:

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

November 2025
Item No. 6b

ISSUE: FY 2026 Unified Planning Work Program and Budget Amendment #1

REPORT: Review of a proposed amendment to the FY 2026 Unified Planning Work Program (UPWP) and budget to add in the City of Altoona's I-80 Planning Environmental Linkages (PEL) study.

BACKGROUND:

The MPO has awarded \$560,000 in US Department of Transportation (DOT) Surface Transportation Block Grant (STBG) funds to the Cities of Altoona and Bondurant for their Interstate 80 interchange PEL study. To ease the administrative process of using federal funds awarded for studies, the MPO typically requests the STBG funds be converted to US DOT Planning (PL) funds, and the MPO programs those funds in the UPWP. Once in the approved UPWP, the Cities of Altoona and Bondurant can procure consultant services and carry out the PEL study using federal funding.

The MPO's federal funding shown amount in the UPWP would increase by \$560,000 and its local funding amount would increase by \$140,000 to ensure the 80% federal to 20% local match ratio.

RECOMMENDATION:

None. Report and discussion ahead of Policy Committee action.

STAFF CONTACT:

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

November 2025
Item No. 6c

ISSUE: FFY 2026-2029 Transportation Improvement Program Amendments

INFORMATIONAL: Report on amendments to *FFY 2026-2029 Transportation Improvement Program* for Policy Committee approval.

BACKGROUND:

The City of Des Moines has requested the following amendment:

Sponsor: City of Des Moines

Project: Central Place Levee Trail Phase 2

Federal Aid Amount: \$1,600,000

Total Cost: \$2,800,000

Type of Funding: TAP, RTP

Location: Multiuse trail from Franklin to Inter-Urban and Trestle to Trestle Trail

Change: Termini description to read: "In the city of Des Moines, trl from TRSTL /INTRURBAN Trls, Hickman Rd and 9th St Modifications, Spur Chautauqua Prk."

Polk County has requested the following amendment:

Sponsor: Polk County

Project: Bridge 1271 Replacement

Federal Aid Amount: \$450,000

Total Cost: \$450,000

Type of Funding: HBP

Location: On NE 150th Ave 0.25 MI W of NE 72nd St

Change: Project termini corrected to read: "On NE 150th Ave over old channel S. Skunk River, W of NE 68th St."

The Iowa Department of Transportation has requested the following amendment:

Sponsor: Iowa DOT

Project: 48539

Federal Aid Amount: \$751,500

Total Cost: \$835,000

Type of Funding: NHPP

Location: I-80: Westbound I-80 ramp at W I-35/I-235 interchange.

Change: Increase federal aid amount by more than 30%. Total cost increases to \$2,144,950 and federal aid amount increases to \$1,930,455.

RECOMMENDATIONS:

None at this time. For approval by the Policy Committee.

STAFF CONTACTS:

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