

NOTICE OF MEETING

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

—

11:30 a.m., April 2, 2026

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. Public Participation Plan Page 5
 - b. Final Funding Scenario Recommendation Page 6
 - c. MPO Office Lease..... Page 7
 - d. Legislative Update and DC List..... Page 8
- 5. INFORMATIONAL ITEMS:**
 - a. March Financial Statements Page 9
 - b. FFY 2027-2030 Transportation Improvement Program Development..... Page 10
 - c. *Mobilizing Tomorrow* Goal 3 Performance Measures Report..... Page 11
 - d. Downtown Water Trails Change Order Page 12
- 6. OTHER NON-ACTION ITEMS OF INTEREST TO THE COMMITTEE**
- 7. NEXT MEETING DATE:** 11:30 a.m. May 7, 2026
- 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.

April 2026
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the March 5, 2026, meeting minutes of the Executive Committee.

BACKGROUND:

The minutes of March 5, 2026, Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the March 5, 2026, 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 5, 2026
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on March 5, 2026. MPO staff emailed agenda packets to the MPO Executive members on February 27, 2026. **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.**

<u>EXECUTIVE MEMBERS' PRESENT:</u>	PRESENT	ABSENT
Mark Holm, Chair Polk County	X	
Ted Weaver City of Clive	X	
Connie Boesen, Sec/Treasurer City of Des Moines	X	
Dean O'Connor City of Altoona	X	
Todd Shafer City of Ankeny	X	
Len Murray City of Pleasant Hill	X	
Joe Gatto City of Des Moines	X	
Steve Karsjen City of Polk City	X	
Bob Andeweg City of Urbandale	X	
Matthew McKinney City of West Des Moines	X	
Courtney Clarke City of Waukee	X	
Shelby Ebel IDOT	X	
<u>STAFF PRESENT:</u>		
Scott Brennan Legal Counsel/ Alternate	X	
Dylan Mullenix Executive Director	X	
Marcus Coenen Senior Planner	X	
Allison Riley 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 Associate Planner		X

OTHERS PRESENT:

1. Call to Order

The Chair called the March 8, 2025, to order at 11:31 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Gatto seconded by Andeweg to approve the March 8, 2025, Des Moines Area MPO Executive Committee meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

MOTION: A motion was made by Andeweg and seconded by Gatto to approve the February Executive Committee meeting minutes.

MOTION CARRIED

REPORT AND DISCUSS:

4. **a. Fiscal Year 2027 Unified Planning Work Program and Budget**

Executive Director Dylan Mullenix provided a report on the status of the draft FY 2027 Unified Planning Work Program and Budget.

b. Audit Services Search

Executive Director Dylan Mullenix advised that an RFP for a new audit firm was sent out according to the MPO By-Laws. Several responses have been received. Recommendation was received from O'Connor. MPO Staff will follow up.

c. MPO Office Lease

Executive Director Dylan Mullenix provided an update on efforts to review options for other office space for the MPO. Results indicated staying in the current office space makes the most sense, especially given the options provided by our landlord. Discussion was made regarding a 3-year lease and 5-year lease. It was determined that a 5-year lease made the most economical sense.

d. Funding Review Update

Executive Director Dylan Mullenix and Senior Planner Marcus Coenen provided an update on efforts to review the MPO's funding process.

e. 28E Agreement and Bylaws Review

Executive Director Dylan Mullenix discussed the need to update the MPO's 28E Agreement and Bylaws. Last update was 2018. Executive Committee was invited to provide input on additional areas that should be prioritized.

f. Legislative Update and DC List

Executive Director Dylan Mullenix provided an update on recent legislative activity and development of the DC List.

INFORMATIONAL ITEMS:

5. **a. February Financial Statement**

The Financial Statements were provided for review.

b. FFY 2027-2030 Transportation Improvement Program Development

Report on the process to develop the Federal Fiscal Year 2027-2030 Transportation Improvement Program.

c. FFY 2026-2029 Transportation Improvement Program Amendments

Report on requested TIP amendments from Iowa Department of Transportation.

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

None.

7. **Next Meeting Date**

The next meeting will be held on April 2, 2026, beginning at 11:30 a.m.

8. **Adjournment**

Hearing no objection, the Chair adjourned the meeting at 12:16 p.m.

April 2026
Item No. 4a

ISSUE: Public Participation Plan Update

REPORT: Report and vote on the final Public Participation Plan.

BACKGROUND:

The Public Participation Plan defines the process by which the MPO provides continuous, cooperative, and comprehensive transportation planning for the region. The Public Participation Plan is one of the MPO's four federally required plans, was last updated in 2021, and is due for an update this year.

Staff completed a draft in January 2026. The update incorporates the newly adopted MPO Mission, Vision, Guiding Principles, and Strategic Framework. Staff also ensured that the updated version remained compliant with any federal regulatory changes.

The public comment period opened in January 2026 and closed on February 19. Final edits have been made, and the plan is now before the MPO committees for review and approval.

[The final Public Participation Plan can be found on the MPO website.](#)

RECOMMENDATION:

None. Discussion ahead of Policy Committee action.

STAFF CONTACT:

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

April 2026
Item No. 4b

ISSUE: Final Funding Scenario Recommendation

REPORT: Update on a final funding scenario recommendation.

BACKGROUND:

In August, the MPO committees agreed to postpone the awarding of FFY 2030 funds by one year, with the cycle starting in concurrence with the application for FFY 2031 funds. The pause made time to review the funding process.

The MPO Chair appointed a Funding Review Subcommittee, which worked with staff to develop three scenarios for consideration by the MPO committees. Based on feedback, a final funding scenario has been developed that includes:

- **SCHEDULE:** Advanced six months to start in July.
- **LOW MINIMUM:** Increase weight of safety scores and set low minimum score.
- **LEADER:** MPO funds 80% of new Vision Zero Program, including roadway safety audits and countermeasures on corridors with elevated safety concerns, as well as increasing staff capacity.
- **COMMITTED:** Update the targets in the Long-Range Transportation Plan to introduce a new 15% target dedicated to Safety.
- **PILOT:** Hire firm to help set up a pilot program, using funding swap to fund some or all of Vision Zero Program with local dollars.

At the April meeting, staff will review the scenario and ask for consensus on moving into the buildout phase of the funding review process. In May, staff anticipate coming back to the committees with final deliverables and a request to approve a series of administrative actions to implement the recommended funding scenario. These include:

- Revision of *Mobilizing Tomorrow* to reflect new funding targets.
- Direction to develop a pilot program for federal funding swap.
- Direction to develop updated Funding Guidelines.
- Establishment of a Vision Zero Program.

RECOMMENDATION:

None. Report and discussion.

STAFF CONTACT:

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

April 2026
Item No. 4c

ISSUE: MPO Office Lease

REPORT: Update on efforts to extend the current office lease.

BACKGROUND:

The MPO's current lease, last renewed in 2021, extends through November 30, 2028. However, the lease provides a one-time early termination option at the end of the fifth lease year, allowing the MPO to terminate the lease effective November 30, 2026, provided at least six (6) months' prior written notice is given. Accordingly, notice to exercise the early termination option must be delivered no later than May 31, 2026. If the early termination option is not exercised by that deadline, the lease will continue through November 30, 2028. The MPO space includes approximately 8,027 rentable square feet (RSF). The current rate is \$14.95 per RSF through November 30, 2026, then will increase to \$15.25 per RSF through November 30, 2028.

In March, MPO staff provided an overview of efforts made to explore other office spaces as well as proposals made by the current landlord, KC Real Estate, LC (Knapp Properties), to stay in the current space. Staff's recommendation, which was supported by the Executive and Policy Committees, is to pursue an option presented by Knapp Properties to stay in the current location and extend the lease by five additional years beyond the current lease's November 30, 2028, end date.

Following the Policy Committee meeting, staff and Knapp have identified improvements to the office space and common areas of the building. As of this agenda's development, Knapp is still developing the final list of upgrades, which should be available the first week of April. Staff anticipate having a final lease renewal agreement available for approval at the April 16 Policy Committee meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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

April 2026
Item No. 4d

ISSUE: Legislative Update and DC List

REPORT: Discussion on recent legislative activity and development of DC List.

BACKGROUND:

Staff will share updates on various legislative issues and invite updates and discussion among representatives.

Related, the MPO works has been working with its member governments to develop a list of priority transportation projects to be discussed with Iowa's Congressional delegation during [DMDC 2026](#), the annual lobbying trip to Washington DC that is organized by the Greater Des Moines Partnership. This year's trip is June 3-5. The MPO's DC list includes projects that are actively seeking funding, along with any important policy initiatives.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075

April 2026
Item No. 5a

ISSUE: March Financial Statements

INFORMATIONAL: March Financial Statements for Policy Committee approval.

BACKGROUND:

As of this agenda's distribution, the March Financial Statement is still being developed. Once completed, it will be reviewed by the MPO Finance Subcommittee and uploaded to the [MPO website](#) prior to the April meeting.

RECOMMENDATIONS:

None. Information ahead of Policy Committee action.

STAFF CONTACT:

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

April 2026
Item No. 5b

ISSUE: FFY 2027-2030 Transportation Improvement Program Development

INFORMATIONAL: Information on the process to develop the *Federal Fiscal Years 2027-2030 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 2027-2030 Transportation Improvement Program* (FFY 2027-2030 TIP) by providing each MPO member government a report on their current TIP projects for review and update. Staff requests that members complete them by April 30.

Additionally, staff requests that members determine if projects currently programmed for FFY 2026 will receive authorization to proceed with development before October 1, 2026. If a project does not receive FHWA authorization before October 1, 2026, then the project will need to “roll-over” to a future year in the TIP.

RECOMMENDATIONS:

None. Informational only.

STAFF CONTACT:

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

April 2026
Item No. 5c

ISSUE: Mobilizing Tomorrow Goal Four Performance Measures

INFORMATIONAL: Information on the long-range transportation plan performance measures for Goal 3.

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.

One performance measures track progress toward *Mobilizing Tomorrow* Goal 3, which reads:

Creating and maintaining natural resource corridors, natural stormwater management systems, urban forest canopies, and parks embody the concept of natural stewardship. Good land stewardship ensures long-term environmental and economic health, and its effects improve the mental and physical well-being of people. A green infrastructure network gives people access to nature, recreation, quiet, and views. Trees and other green infrastructure mitigate the negative environmental and economic impacts of natural disasters, extreme weather events, and poorly designed developments. Ultimately, green systems make communities more resilient and help to attract people and employers. The transportation system can play a significant role in how Greater Des Moines residents experience the natural environment.

Staff will present the Goal 3 Performance Measures Report at the April meeting of the Policy Committee.

RECOMMENDATIONS:

None. Informational only.

STAFF CONTACT:

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

April 2026
Item No. 5d

ISSUE: Downtown Water Trails Change Orders

INFORMATIONAL: Information on two change orders for the Downtown Water Trails project.

BACKGROUND:

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

1. **Harriet Street Phase Change Order #7** adds two evergreen trees to replace ones removed on-site and installs 78 feet of steel pedestrian safety railing to address ADA concerns along a steep adjacent slope.

[The change order #7 documentation for the Harriet Street phase of the Downtown Water Trails project is available on the MPO website \(click to access\).](#)

2. **Harriet Street Phase Change Order #8** is still under development but will be incorporated into the April Policy Committee agenda.

RECOMMENDATIONS:

None. Information ahead of Policy Committee action.

STAFF CONTACTS:

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