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NOTICE OF MEETING

**Des Moines Area Metropolitan Planning Organization (MPO)
 Regional Plan for Sustainable Development Steering Committee**

**12:00 p.m., Thursday, August 12, 2010
 Greater Des Moines Partnership
 700 Locust Street, Suite 100
 Des Moines, Iowa**

TENTATIVE AGENDA

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.

I. Call to Order

II. Approval of Agenda

III. Approval of Meeting Minutes

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IV. Business Items

- A. Update on Regional Plan for Sustainable Development Application.....Page 5
- B. Letters of CommitmentPage 6
- C. Work Plan OverviewPage 7

V. Other Non-Action Items of Interest to the Committee

VI. Next Meeting Date

12:00 p.m., Thursday, August 19, 2010, Greater Des Moines Partnership

VII. Adjournment

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MEETING MINUTES

**Des Moines Area Metropolitan Planning Organization (MPO)
Regional Plan for Sustainable Development Steering Committee
12:00 p.m., Thursday, August 5, 2010
Greater Des Moines Partnership
Des Moines, Iowa**

The Regional Plan for Sustainable Development Steering Committee held a meeting at 12:00 p.m. on Thursday, August 5, 2010, in the Greater Des Moines Partnership. Before the meeting, the Consortium Technical Committee sent agendas to the Regional Plan for Sustainable Development Steering Committee. **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.**

Members Present:

Bob Andeweg, City of Urbandale
Rick Clark, City of Des Moines
Chris Coleman, City of Des Moines*
Angela Connolly, Polk County*
Paula Dierenfeld, City of Johnston
Barry Griswell, Community Foundation of
Greater Des Moines
Lynnae Hentzen, Center on Sustainable
Communities
Robert Mahaffey, City of Des Moines*
Ted Ohmart, City of West Des Moines*
Martha Willits, Greater Des Moines Partnership

Members Absent:

Frank Cownie, City of Des Moines
Brad Golightly, Dallas County
Tom Hockensmith, Polk County*
Ruth Randleman, City of Carlisle
Russ Trimble, City of West Des Moines

Others Present:

Sue Elliott, Polk County
Larry Hulse, City of Des Moines
Brian Laurenzo, City of Johnston*
Erin Olson-Douglas, City of Des Moines
Elizabeth Presutti, Des Moines Area Regional
Transit Authority

Staff Present:

Stephanie Ripperger, Executive Administrator
Jonathan Wilson, MPO General Counsel
Adam Noelting, Principal Transportation Planner
Dylan Mullenix, Senior Transportation Planner
Bethany Wilcoxon, Associate Transportation
Planner

* MPO Executive Committee Member

A. Overview of Sustainable Communities Regional Planning Grant Program

MPO staff presented; discussion only on Item A.

B. Required Outcomes

MPO staff presented; discussion only on Item B.

C. Consortium Structure

MPO staff presented; discussion only on Item C.

D. Letters of Commitment and Support Letters

MPO staff presented; discussion only on Item D.

E. Sustainable Regional Planning Grant Leadership Designation

MOTION: A motion was made and seconded to appoint Angela Connolly as chair and Frank Cownie as vice-chair of the Steering Committee.

MOTION CARRIED UNANIMOUSLY

Next Meeting Date

12:00 p.m., Thursday, August 12, 2010, Greater Des Moines Partnership – Arthur Davis Conference Room.

IV. (A.) Update on Regional Plan for Sustainable Development Application

Business Item

The Interagency Partnership on Sustainable Communities:

- Is a collaboration among the Department of Housing and Urban Development (HUD), the Department of Transportation (DOT), and the Environmental Protection Agency (EPA);
- Has offered the Sustainable Communities Regional Planning Grant, administered through HUD, to help implement the Partnership's Livability Principles;
- Notes the grant program's purpose is to support metropolitan and multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments;
- Notes the creation of regional transportation, housing, water, and air quality plans that are "deeply aligned and tied to local comprehensive land use and capital investment plans" is one of several mandatory outcomes of the program;
- Notes \$100 million is available through a competitive application process; and,
- Notes the deadline for application is August 23, 2010.

The Consortium Technical Committee:

- Is working with other stakeholders in the Des Moines metropolitan area to prepare an application for the grant; and,
- Will provide an update on efforts to prepare an application at the August 12, 2010, meeting.

Staff Contact: Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202; and,
Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075, extension #208.

IV. (B.) Letters of Commitment

Business Item

The HUD Sustainable Communities Regional Planning Grant Program:

- Requires applicants to provide 20 percent of the requested funding amount in **leveraged resources** in the form of cash and/or verified in-kind contributions, or a combination of these sources;
- Explains that in-kind contributions may be in the form of staff time, donated materials, or services;
- Asserts all assistance provided to meet this requirement must be identified by their dollar equivalent based upon accepted salary or regional dollar values;
- Clarifies cash contributions may come from any combination of local, state, and/or federal funds, and/or private and philanthropic contributions dedicated to the express purposes of the proposal;
- Will offer credit to applicants leveraging resources greater than 20 percent of the requested amount; and,
- Will consider an applicant ineligible if the applicant does not include the minimum 20 percent leveraged resources with its appropriate supporting documentation.

The Consortium Technical Committee:

- Has developed a sample letter of commitment;
- Notes communities may utilize this letter as a template in expressing their commitment to this plan;
- Notes letters of commitment *must* be included with the application; and,
- Will provide the sample letter of commitment at the August 12, 2010 meeting.

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IV. (C.) Work Plan Overview

Business Item

The Consortium Technical Committee:

- Notes HUD's Sustainable Communities Regional Planning Grant Program requires applicants to include a proposed work plan;
- Notes the proposed work plan must include specific, measurable, and time-phased activities for each major activity;
- Has identified three major phases of the Des Moines area's project:
 - Data collection and creation of a model;
 - Visioning; and,
 - Creation of the plan; and,
- Has included, immediately following, the proposed project schedule.

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