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**NOTICE OF MEETING**

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

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**10:00 a.m., Thursday, October 28, 2010  
 Greater Des Moines Partnership  
 700 Locust Street, Suite 100  
 Des Moines, Iowa**

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**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**  
 August 19, 2010 .....Page 3
- IV. Business Items (\*\*with option to take action\*\*)**
  - A. Sustainable Communities Regional Planning Grant Process .....Page 11
  - B. 28E Agreements.....Page 12
  - C. Request for Consultant Services.....Page 13
  - D. Consortium Meeting Schedule .....Page 14
  - E. Consortium Name .....Page 15
- V. Other Non-Action Items of Interest to the Committee**
- VI. Next Meeting Date**
- VII. Adjournment**

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## MEETING NOTES

### DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) REGIONAL PLAN FOR SUSTAINABLE DEVELOPMENT STEERING COMMITTEE

August 19, 2010  
12:00 PM

Greater Des Moines Partnership  
Des Moines, Iowa

The Regional Plan for Sustainable Development Steering Committee met on August 19, 2010, at 12:00 p.m. at the Greater Des Moines Partnership, Des Moines, IA.

#### Members Present:

Lynnae Hentzen, Center on Sustainable Communities  
Brad Golightly, Dallas County  
Bob Mahaffey, City of Des Moines\*  
Chris Coleman, City of Des Moines\*  
Rick Clark, City of Des Moines  
Paula Dierenfeld, City of Johnston  
Angela Connolly, Polk County\*  
Tom Hockensmith, Polk County\*  
Ted Ohmart, City of West Des Moines\*  
Russ Trimble, City of West Des Moines

#### Members Absent:

Ruth Randleman, City of Carlisle  
Frank Cownie, City of Des Moines  
Barry Griswell, Community Foundation of Greater Des Moines  
Martha Willis, Greater Des Moines Partnership  
Bob Andeweg, City of Urbandale

#### Others Present:

Elizabeth Presutti, Des Moines Area Regional Transit Authority  
Aaron Todd, Rebuild Iowa Office  
Jay Byers, Greater Des Moines Partnership  
Sue Elliott, Polk County  
Larry Hulse, City of Des Moines  
Susan Minks, City of Des Moines  
Kristi Knous, Community Foundation of Greater Des Moines (Via Telephone)

\* MPO Executive Committee Member

#### MPO Staff Present:

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

## **I. Call to Order**

Steering Committee Chair Angela Connolly recognized a quorum and called the August 19, 2010, meeting to order at 12:03 p.m.

## **II. Approval of the Agenda**

**MOTION:** A motion was made and seconded to approve the August 19, 2010, Regional Plan for Sustainable Development Steering Committee meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

## **III. Approval of Meeting Minutes**

**MOTION:** A motion was made and seconded to approve the August 12, 2010, Regional Plan for Sustainable Development Steering Committee meeting minutes.

**MOTION CARRIED UNANIMOUSLY**

## **IV. (A.) Updates on *Sustainable Communities Regional Planning Grant* Application**

MPO staff provided an overview of the *Sustainable Communities Regional Planning Grant* application. Staff explained that the narrative currently is 24 pages long and that General Counsel provided comments regarding the draft narrative. Staff is waiting to receive information from various communities to include in the narrative.

Chair Connolly requested staff distribute the draft narrative to Steering Committee members.

Staff noted they would email the draft narrative as soon as possible.

Staff explained the draft budget and noted that some communities have yet to provide their information. However, the commitments received from various partners have been included in the draft budget. Staff noted that, as of today, Dallas County will contribute 4 hours, and Polk County will contribute 10 hours.

Chair Connolly noted that Steering Committee members should verify the number of hours contributed by their respective entities.

Staff noted that, with all of the contributions, the Consortium is above its goal of a \$1 million match, which will be leveraged along with the grant funds, if received, to total a \$3 million project.

Staff explained that the interactive scenarios model will cost less than \$500,000, as included in the draft budget at the August 12, 2010, meeting. Staff noted that the administrative overhead category has increased by \$50,000, while the plan development category increased by \$100,000.

Chair Connolly summarized the changes to the draft budget and noted that the public outreach expenditures remain the same.

Staff noted that more commitments likely will be received in the next few days, which will increase the local match. Staff noted that these contributions will push the match over \$1 million.

Chair Connolly inquired as to the contribution from the Greater Des Moines Partnership (GDMP) as well as the grant funding it would receive.

General Counsel explained that the GDMP will not be able to offer cash as a match and then receive grant funding for the same activities; the grant would effectively pay the local match. The Steering Committee must ensure that an in-kind contribution is truly in-kind.

Rick Clark asked for clarification of the numbers on the draft budget.

Jay Byers explained the \$200,000 in grant funding would pay for the consultant, while the \$100,000 would be in-kind staff hours.

Staff clarified the numbers represented on the draft budget.

General Counsel noted that there are no matching funds; rather, all the funds are in-kind.

Rick Clark noted that \$200,000 of the grant funding will go to the GDMP, which would in turn provide \$100,000 of in-kind services.

Staff clarified that the GDMP project will cost \$300,000, including the consultant and staff time.

Chair Connolly inquired as to how the \$200,000 slated for the GDMP came to be.

Jay Byers noted the \$200,000 amount came from the GDMP's consultant.

Chris Coleman asked if the Steering Committee will have authority over the contract for the strategic visioning and implementation.

Larry Hulse explained the GDMP will be a sub-grantee of the overall grant.

General Counsel noted that it must be documented that the GDMP's efforts fold into the overall \$3 million project; the visioning will do "double duty."

Jay Byers noted that the GDMP's initiative encompasses a larger area than the grant.

Larry Hulse noted that this difference could cause issues with HUD. Mr. Hulse mentioned the need for a meeting on Monday, August 23, 2010, to finalize the budget. HUD will fund all, part, or none of the grant. If received, the budget will have to be reworked.

Chair Connolly noted that the Consortium needs to put numbers down, but, if the grant is received, the numbers likely will need to be changed. The GDMP will move forward with its project regardless of grant funding.

Chris Coleman asked if the consultant for the GDMP project will be accountable to the Consortium.

Jay Byers asserted that the GDMP project will provide a reference for the project, if grant funding is received. One output of the vision will be the successful completion of the regional plan.

Rick Clark expressed his support of the GDMP's participation in the Consortium. Mr. Clark noted the differences in geographic areas of the two projects and expressed that the Consortium should only ask for a portion of the funding for the GDMP project.

Mr. Clark noted federal requirements in terms of how grant money is spent. Typically, those dollars need to be spent in a certain manner through an open and competitive process.

Elizabeth Presutti noted the original procurement would have to follow federal regulations from the beginning.

Jay Byers asked if the GDMP's match could be used at all since the consultant was handpicked.

Elizabeth Presutti explained that, if the GDMP efforts contribute to the plan, then it could be used for the grant.

Larry Hulse noted that the GDMP's visioning work is critical to the regional plan, but the Consortium must be cognizant of all the rules.

Ted Ohmart noted that the Consortium could argue that the visioning is an element of the regional plan; this effort would be the core of the regional plan.

MPO staff noted the need to determine how the GDMP project fits into the regional plan monetarily.

Chair Connolly asked if the Consortium should leave the budget as it is now.

Larry Hulse noted that the Consortium could leave the budget in draft form, with an understanding that some issues need to be resolved.

Chris Coleman noted that the GDMP is ready to launch its project in October.

Jay Byers mentioned that the funding ask could be modified; the ask could be used for the implementation phase of the visioning, and a different consultant could be used.

Elizabeth Presutti noted that the work plan will require an implementation phase regardless; the dollar amount is relevant.

Chair Connolly summarized the budget discussion.

General Counsel noted that, if approval of the application is done electronically, it must be unanimous; a meeting must be held if the materials are not endorsed by all 15 Steering Committee members.

Chair Connolly asked when the "drop-dead" time for grant submittal occurs.

Staff noted the grant is due on Monday, August 23, 2010, by 10:59:59 p.m.

Ted Ohmart asked who would vote on the application materials.

General Counsel noted that Steering Committee members will vote.

Ted Ohmart why the Steering Committee could not vote today.

General Counsel explained that staff may modify the application materials prior to submittal.

Ted Ohmart inquired if the Steering Committee could approve the materials as long as the numbers stay the same.

Chair Connolly expressed the sentiment that all Steering Committee members should look at the materials before submittal; it is the responsibility of the Steering Committee to review the information.

Chris Coleman supported Chair Connolly's thought that the Steering Committee members should review the materials.

General Counsel noted the MPO's in-kind contribution will be discussed by the MPO Policy Committee at the August 19, 2010, meeting. General Counsel noted that the MPO's contribution could be expressed as an "up to" amount.

Ted Ohmart noted that there also will be a special Executive Committee meeting before the MPO Policy Committee meeting on August 19, 2010.

General Counsel noted that the in-kind contribution can be added to the respective agendas as emergency items.

Staff will distribute application items to Steering Committee members Monday morning, and the Steering Committee members will review.

#### **IV. (B.) Status of Letters of Commitment**

Chair Connolly noted a summary sheet of the letters of commitment received prior to the August 19, 2010, meeting. The Consortium is yet to receive several letters.

Staff explained those entities with asterisks are Consortium members. Staff needs two items from these entities: Consortium agreements and commitment letters of in-kind resources (i.e., number of hours, dollar amount).

Paula Dierenfeld noted that the City of Johnston addressed the item on Monday, August 17, 2010.

Staff noted that the City of Carlisle has not yet submitted its letter, but Mayor Ruth Randleman is working to obtain this letter.

Staff explained that letters of support have been received from numerous regional entities.

General Counsel explained that the grant is a reimbursement program. The Consortium needs to have an entity in place to provide a cash flow until the reimbursement is received; the MPO is not in the position to cash flow this. The MPO is operated on very tight margins and does not have the cash flow to advance \$900,000 to a consultant and wait for the reimbursement to come in. The 120 day time frame may need to be used to develop an agreement with the City of Des Moines to address some of the fiscal responsibilities.

Chair Connolly noted that this can be sorted out if the grant is received.

Larry Hulse noted that some discussions should occur prior to notification of a grant award.

Chair Connolly noted she thought the MPO was serving as the lead applicant because it would serve as the fiscal agent.

General Counsel noted that, while this point is true, the MPO does not have the cash flow to offer reimbursements for this project. The MPO will have almost inevitably have to subcontract some of the fiscal responsibilities.

Rick Clark noted that there is time to figure this out within the 120 days after grant notification.

General Counsel noted the need to keep in-kind and contracted services separate from one another.

Rick Clark noted that the City of Des Moines could assist with fiscal responsibilities. One major issue with federal funds is managing the dollars within federal regulations, but the City has much experience in working with the Department of Housing and Urban Development (HUD).

Ted Ohmart asked if General Counsel knew for a fact that the grant is a reimbursement program.

General Counsel responded in the affirmative.

Larry Hulse supported this answer.

Elizabeth Presutti asked how often draw are made from HUD.

Larry Hulse that City of Des Moines staff is able to turn these reimbursement requests in a short timeframe.

Elizabeth Presutti noted that the Des Moines Area Regional Transit Authority (DART) can receive its reimbursements within 30-45 days.

General Counsel noted the there was not concern with the timeframe of the reimbursements.

Ted Ohmart asked if the payment timeframe could be negotiated.

General Counsel explained that, in order to receive reimbursement, the service has been paid for in full.

#### **IV. (C.) Future Direction of Steering Committee**

Staff noted that, since the grant is due on Monday, the Consortium may disband, may continue meeting until notification of the grant, or may pursue this project regardless of grant funding.

Chair Connolly noted that the Consortium should wait until the grant decision is made. A decision can be made at that time.

Ted Ohmart noted that the amount of the grant also will play a role in this decision.

Chris Coleman asserted that the Consortium should educate the Washington, D.C., delegation about the grant efforts. Consortium members should lobby for this grant.

Ted Ohmart asked who makes the funding decision.

Chair Connolly responded that HUD, the Department of Transportation (DOT), and the Environmental Protection Agency (EPA) will make the decision.

Elizabeth Presutti noted that the influence of elected officials is very helpful.

Chris Coleman asserted that the Consortium should meet in the near future to let them know about the efforts in central Iowa.

Chair Connolly noted that the Consortium needs to strategize and that local officials should talk to the Washington, D.C., delegation. Some of the Congressional delegates will be in Iowa over the next few weeks. The Consortium should have a special meeting for the Congressional delegation sometime this summer.

General Counsel noted that the Steering Committee could consider what elements of the plan could be completed, on a modified scale, without grant funding. General Counsel noted that some federal money is being left on the table in the MPO; it could be accessed by making more contributions (i.e., increasing local assessments or making other contributions). The additional local money would provide opportunities for more federal money; it could be leveraged.

Larry Hulse noted that, by submitting a grant, the Consortium may gain preferred status for future grant applications.

Chair Connolly noted that the Consortium will stay together and meet.

Ted Ohmart noted that, by applying now, the area may gain preferred status for future grant applications from HUD, DOT, or EPA.

Larry Hulse noted that any future grant applications will consider sustainability.

Chair Connolly noted that the mere fact of applying does not make the area sustainable.

Aaron Todd explained that the area will receive preferred status, which will help in future grant applications. Mr. Todd noted that HUD, DOT, and EPA have yet to determine what exactly that means.

Ted Ohmart asserted that the Consortium wants the grant in order to create a plan to become a sustainable community.

Larry Hulse noted that there are two categories for these grants: Plan creation and implementation.

MPO staff noted a desire to develop a request for proposals (RFP) for a consultant if and when a grant is awarded.

Chair Connolly asked when grant notifications will be made.

MPO staff explained that HUD has not announced when this will occur.

Aaron Todd noted that HUD does not have any idea as to how many grant applications it will receive since this is the first time the program has been offered.

#### **IV. (D.) Consortium Name**

Chair Connolly noted an open discussion to determine a name for the Consortium.

Ted Ohmart suggested “Sustainable Communities Project.”

Chris Coleman suggested “Community” over “Communities.”

General Counsel suggested “Central Iowa Sustainable Communities Initiative,” with an acronym of “CISCI.”

Chair Connolly noted that a name will be determined if funding is received.

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

Chris Coleman noted a desire to work with GDMP and Community Foundation to develop a plan to meet with Congressional delegation.

Jay Byers noted the need to call Congressional delegation on Tuesday, August 24, 2010, to inform them of grant submittal.

Chris Coleman and Jay Byers will work together to meet with Congressional delegation after grant submittal.

Chair Connolly noted the need to inform lobbyists of efforts as well.

#### **VI. Next Meeting Date**

The next meeting date is yet to be determined.

#### **VII. Adjournment**

Chair Connolly adjourned the meeting at 12:56 p.m.

#### IV. (A.) *Sustainable Communities Regional Planning Grant Process*

##### **Business Item**

The MPO staff:

- Received notification from the U.S. Department of Housing and Urban Development (HUD) of a grant award for the *Sustainable Communities Regional Planning Grant Program* on October 14, 2010;
- Notes that HUD announced an award of \$2.2 million for the Consortium led by the MPO;
- Recognizes that, despite this announcement, the actual grant amount may be less;
- Is working with HUD to negotiate and finalize the terms of the grant, including the effective start date of the grant agreement; and,
- Will provide further updates at the October 28, 2010, meeting.

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

#### IV. (B.) 28E Agreements

##### **Business Item**

The MPO staff:

- Notes that the MPO's current 28E agreement will need to be modified to reflect an expansion of activities due to the *Sustainable Communities Regional Planning Grant*;
- Recognizes that the Consortium also may need to develop a 28E agreement for governance purposes; and,
- Will provide more information at the October 28, 2010, meeting.

Staff Contact: Jonathan Wilson, [JonathanWilson@davisbrownlaw.com](mailto:JonathanWilson@davisbrownlaw.com).

#### IV. (C.) Request for Consultant Services

##### **Business Item**

The MPO staff:

- Notes that the grant application called for a consultant to be hired to lead the development of the Regional Plan for Sustainable Development;
- Notes that the MPO will issue a Request for Qualifications (RFQ) or a Request for Proposals (RFP) in order to obtain the most qualified consultant(s);
- Suggests that a subcommittee be formed in order to draft the RFQ or RFP and to review the submitted documents;
- Suggests that this subcommittee meet on November 4, 2010, before or after the MPO's Transportation Technical Committee meeting;
- Will provide example documents to this subcommittee for its use; and,
- Recommends that this subcommittee provide a draft RFQ or RFP at the next steering committee meeting.

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

#### IV. (D.) Consortium Meeting Schedule

##### **Business Item**

The MPO staff:

- Suggests that the steering committee meet bi-weekly in order to meet HUD's deadlines;
- Proposes that the next steering committee meeting occur on Friday, November 12;
- Notes that, in the future, one meeting per month may be sufficient to address the necessary issues;
- Requests that steering committee members advise the MPO staff of potential conflicts with these meetings; and,
- Notes that introductory meetings with other entities proposed in the organizational chart may be held in the coming weeks.

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(515) 334-0075, extension #208.

#### IV. (E.) Consortium Name

##### **Business Item**

The MPO staff:

- Notes that, at the August 19, 2010, meeting, steering committee members proposed Consortium names, including the “Sustainable Community(ies) Project” and the “Central Iowa Sustainable Communities Initiative;”
- Notes that, at the August 19, 2010, meeting, the Consortium opted to wait to determine a name for the group until a funding announcement was made;
- Notes that, on August 6, 2010, steering committee member Barry Griswell provided a listing of names used in visioning projects in other communities, including:
  - Agenda 360 – A Regional Action Plan (Cincinnati);
  - Visioneering Wichita;
  - Get it done right (Kansas City);
  - big.small.all. A Vision for Champaign County;
  - Chattanooga Venture;
  - Boston Indicators Project;
  - Strategic Spartanburg;
  - Austin the “Human Capital;”
  - Metro Tulsa’s Future Plan;
  - Partnership Gwinnett, A shared Vision for the Future;
  - Partnership 2010 (Nashville);
  - Update South Carolina Alliance;
  - Metro Vision 2035 (Denver);
  - How Shall We Grow? (East Central Florida Regional Planning Council); and,
  - Connecting Our Communities
- Will provide examples of other initiatives at the October 28, 2010, meeting.

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