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NOTICE OF MEETING

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

**4:00 p.m., Thursday, December 2, 2010
 Greater Des Moines Partnership
 700 Locust Street, Suite 100
 Arthur Davis Conference Room
 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**
 October 28, 2010Page 3
- IV. Business Items (*** with option to take action***)**
 - A. *Sustainable Communities Regional Planning Grant Process*Page 7
 - B. 28E Agreements.....Page 8
 - C. Request for Consultant Services Process.....Page 9
 - D. Consortium Meeting SchedulePage 10
- 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

October 28, 2010
10:00 AM

Greater Des Moines Partnership
Des Moines, Iowa

The Regional Plan for Sustainable Development Steering Committee met on October 28, 2010, at 10:00 a.m. at the Greater Des Moines Partnership, Des Moines, IA.

Members Present:

Ruth Randleman, City of Carlisle
Lynnae Hentzen, Center on Sustainable Communities (Via Telephone)
Brad Golightly, Dallas County
Rick Clark, City of Des Moines
Bob Mahaffey, City of Des Moines*
Martha Willits, Greater Des Moines Partnership
Angela Connolly, Polk County*
Bob Andeweg, City of Urbandale
Ted Ohmart, City of West Des Moines*

Others Present:

Larry Hulse, City of Des Moines
Erin Olson-Douglas, City of Des Moines
Brad Miller, Des Moines Area Regional Transit Authority
Jay Byers, Greater Des Moines Partnership
Monica Haddad, Iowa State University
Sue Elliott, Polk County
Aaron Todd, Rebuild Iowa Office (Via Telephone)
Paul Dekker, City of Urbandale

* 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
Bethany Wilcoxon, Associate Transportation Planner

I. Call to Order

Steering Committee Chair Angela Connolly recognized a quorum and called the October 28, 2010, meeting to order at 10:02 a.m.

II. Approval of the Agenda

MOTION: A motion was made and seconded to approve the October 28, 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 19, 2010, Regional Plan for Sustainable Development Steering Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

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

MPO staff provided an update regarding ongoing discussions with the U.S. Department of Housing and Urban Development (HUD). Staff noted that work is underway to negotiate and finalize the terms of the grant, including the effective start date of the grant agreement, with HUD. However, HUD still needs to provide several items of information before the consortium can move forward with this process.

IV. (B.) 28E Agreements

General Counsel explained that there are a variety of alternatives. The basic necessity is that the MPO 28E agreement needs to be modified to expand its purposes for the plan. General Counsel distributed a draft 28E agreement that reflects the proposed necessary changes. It includes two elements. The first would authorize:

“the MPO to carry out such other activities fostering collaboration between and among its member governments and other agencies, entities, and persons, public, quasi-public, and private, that involve information gathering and dissemination, planning, and consensus building deemed beneficial to the community that include all or part of the MPO planning area as established from time-to-time. This authority includes the power to enter into separate 28E Agreements and may involve acting as sponsor, lead agency, and/or fiscal agent for such endeavors.”

General Counsel noted that the consortium can be a sub-group of the MPO, with the broader authority, and the consortium then would report directly to the MPO Executive Committee or to the MPO Policy Committee.

The second element of the amended 28E Agreement states the following:

“The MPO is authorized from time-to-time to approve amendments to the budget and corresponding special assessment schedule. Any such special assessment schedule shall be based on the same ratio among member governments as regular assessments. The resolution adopting any such amendments and special assessment schedule shall establish applicable payment deadlines and delinquency dates.”

General Counsel recommended that both elements be added to the 28E Agreement at the same time.

General Counsel noted that, alternatively, a new 28E Agreement could be developed between and among consortium members. General Counsel explained that this would be an ambitious undertaking, in part because of the need to determine who is going to be a part of the consortium, how expenses will be shared, how decisions will be made, what the organizational structure will be, and officially adopting the document.

General Counsel explained that, by using the existing structure of the MPO, memorandums of understanding could be used to document promised in-kind hours and/or donations.

Chair Connolly summarized the two options.

General Counsel noted that, in either instance, the consortium would operate under open meetings and public records laws.

Rick Clark suggested that the consortium follow General Counsel’s recommendation of only amending the MPO’s 28E Agreement.

General Counsel noted that the amended 28E Agreement will have to be circulated among the member governments.

Rick Clark moved that the consortium operate as a subgroup of the MPO and leverage the existing 28E agreement.

Ted Ohmart questioned the use of the word “community” in the first element of the proposed amendment.

General Counsel responded that the area is defined by the metropolitan planning area. Discussion ensued.

Ruth Randleman asked if there are any advantages to having a separate group.

General Counsel responded that the MPO’s authority only would be expanded to information gathering and dissemination, planning, and consensus building. If another group were established, it could take on other responsibilities.

No further discussion on motion, motion carried.

IV. (C.) Request for Consultant Services

Staff noted that a consultant and/or consultant team will be hired to help lead the development of the plan. Staff noted that a draft request for consultants has been drafted but that HUD needs to provide more guidance for this program. Staff explained that a technical committee will help review the document.

Chair Connolly asked who is on this technical committee.

Staff responded that it is comprised of the planning subcommittee as well as other interested members of the technical committee. The next technical committee meeting will occur November 4, 2010, at 8:30 a.m.

IV. (D.) Consortium Meeting Schedule

Chair Connolly suggested meeting once per month.

General Counsel will develop guidelines as to the limits of the steering committee.

Ted Ohmart noted that some communities are concerned about the governance of the consortium.

General Counsel will provide information about the governance of the consortium.

Discussion ensued.

The technical committee will meet as-needed.

IV. (E.) Consortium Name

Chair Connolly asked if anybody had thought of a name for the consortium. Chair Connolly noted that a list of examples had been provided.

Chair Connolly noted that there is not a name at this time.

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

Larry Hulse noted that the City of Des Moines' finance department is ready to assist with cash flow.

VI. Next Meeting Date

The next meeting date is December 2, 2010, at 4:00 p.m.

VII. Adjournment

Chair Connolly adjourned the meeting at 10:44 a.m.

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

Business Item

The MPO staff:

- Collaborated with a Consortium of local stakeholders to develop an application for the U.S. Department of Housing and Urban Development's (HUD) *Sustainable Communities Regional Planning Grant* program;
- Notes that HUD is providing a total of \$100 million through a competitive application process;
- Notes that the local Consortium will receive \$2 million in grant funding and will leverage \$1,091,834;
- **Has included, as supplemental items, the budget and the budget narrative submitted as part of the application materials;**
- Continues to work with HUD to finalize the workplan and the terms of the grant, including the effective start date of the grant agreement; and,
- Will provide further updates at the December 2, 2010, meeting.

Staff Contact: Adam Noelting, aknoelting@dmampo.org;
(515) 334-0075, extension #211;
Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202; and,
Bethany Wilcoxon, 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*;
- Notes that, at the October 28, 2010, meeting, a draft of the proposed amendments to the MPO's 28E agreement was provided;
- Notes that, at the October 28, 2010, meeting, Steering Committee members voted that the Consortium should operate as a subgroup of the MPO and leverage the existing 28E agreement;
- Notes that, at its November 18, 2010, meeting, the MPO Policy Committee discussed the proposed amendments to the 28E agreement;
- Anticipates that the MPO Policy Committee will take action regarding the MPO's 28E agreement in December; and,
- Will provide more information at the December 2, 2010, meeting.

Staff Contact: Jonathan Wilson, JonathanWilson@davisbrownlaw.com.

IV. (C.) Request for Consultant Services Process

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 (RPSD);
- Has developed, with assistance from the RPSD technical committee, a Request for Qualifications (RFQ) to retain a consultant and/or consultant team;
- Will review, along with technical committee members, the submitted RFQs;
- Along with technical committee members, will recommend to the Steering Committee a short list of consultants that will be solicited to submit Requests for Proposals (RFP);
- Has outlined the following schedule to retain a consultant and/or consultant team:
 - RFQ Issued: December 6, 2010;
 - RFQ Questions Due: December 20, 2010;
 - RFQ Responses Due: January 6, 2011;
 - RFP Issued: January 17, 2011;
 - RFP Responses Due: February 7, 2011;
 - Interviews: February 14-28, 2011;
 - Consultant Selection: March 3, 2011; and,
- Will provide an electronic copy of the RFQ prior to the December 2, 2010, meeting.

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IV. (D.) Consortium Meeting Schedule

Business Item

The MPO staff:

- Notes that, at its October 28, 2010, meeting, the Steering Committee opted to meet once per month;
- Anticipates that all meetings will occur at 4:00 p.m. at the Greater Des Moines Partnership; and,
- Suggests the following meeting dates for the next calendar year:
 - Thursday, January 13, 2011;
 - Expected action: Vote on recommendation regarding short list of consultants and vote on RFP
 - Thursday, February 3, 2011;
 - Thursday, March 3, 2011;
 - Expected action: Vote on consultant recommendation
 - Thursday, April 7, 2011;
 - Thursday, May 5, 2011;
 - Thursday, June 2, 2011;
 - Thursday, July 7, 2011;
 - Thursday, August 4, 2011;
 - Thursday, September 1, 2011;
 - Thursday, October 6, 2011;
 - Thursday, November 3, 2011; and,
 - Thursday, December 1, 2011.

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