

Merle Hay Centre
 6200 Aurora Avenue, Suite 300W
 Urbandale, IA 50322-2866
 Phone: 515.334.0075

NOTICE OF MEETING

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

**4:00 p.m., Thursday, January 13, 2011
 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

December 2, 2010.....Page 3

IV. Business Items (with option to take action**)**

- A. Request for Qualifications RecommendationPage 8
- B. Request for Proposals.....Page 9
- C. Sustainable Communities Regional Planning Grant WorkplanPage 10
- D. Sustainable Communities Regional Planning Grant Budget.....Page 11
- E. Guidelines for Sustainable Communities Steering Committee.....Page 12
- F. 28E Agreements.....Page 13
- G. Partners Committee MembersPage 14
- H. Steering Committee Composition.....Page 15

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

VI. Next Meeting Date

VII. Adjournment

THIS PAGE LEFT BLANK INTENTIONALLY

MEETING NOTES

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

**December 2, 2010
4:00 PM**

**Greater Des Moines Partnership
Des Moines, Iowa**

The Regional Plan for Sustainable Development Steering Committee met on December 2, 2010, at 4:00 p.m. at the Greater Des Moines Partnership, Des Moines, IA.

Members Present:

Lynnae Hentzen, Center on Sustainable Communities (Via Telephone)
Rick Clark, City of Des Moines
Bob Mahaffey, City of Des Moines*
Martha Willits, Greater Des Moines Partnership
Paula Dierenfeld, City of Johnston
Angela Connolly, Polk County*
Tom Hockensmith, Polk County*
Bob Andeweg, City of Urbandale
Ted Ohmart, City of West Des Moines*
Russ Trimble, City of West Des Moines

Others Present:

Kristi Knous, Community Foundation of Greater Des Moines (Via Telephone)
Larry Hulse, City of Des Moines
Erin Olson-Douglas, City of Des Moines
Brad Miller, Des Moines Area Regional Transit Authority
Glenn Lyons, Downtown Community Alliance
Jay Byers, Greater Des Moines Partnership
Troy Henningson, HDR
David Wilwerding, City of Johnston
Sue Elliott, Polk County
Paul Dekker, City of Urbandale
Scott Sanders, City of West Des Moines (Via Telephone)

* MPO Executive Committee Member

MPO 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

I. Call to Order

Steering Committee Chair Angela Connolly recognized a quorum and called the December 2, 2010, meeting to order at 4:05 p.m.

II. Approval of the Agenda

MOTION: A motion was made and seconded to approve the December 2, 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 October 28, 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 the *Sustainable Communities Regional Planning Grant* process. Staff continues to participate in discussions with the U.S. Department of Housing and Urban Development (HUD). These discussions surround the work plan as well as budget negotiations. HUD should distribute the terms and conditions by the end of the month.

Chair Connolly noted that the local consortium is waiting on HUD.

Staff noted that the HUD grant officer stated that the local consortium has submitted all necessary documents. No other recipients have signed grant agreements.

Chair Connolly clarified that the current grant officer will work with the local consortium over the three year grant period.

Ted Ohmart asked for clarification regarding the receipt of funds.

Staff responded that the grant will operate using a reimbursement process.

Chair Connolly noted that MPO staff distributed a form to track in-kind hours.

Ted Ohmart inquired about the frequency of these submittals.

Staff noted that the forms should be submitted on a monthly basis.

Larry Hulse noted that those working on the project should keep of their hours.

Staff offered to distribute a list of those that should keep track of their hours.

Ted Ohmart noted that this could help clear up any confusion.

Larry Hulse mentioned that an agreement needs to be set up between the City of Des Moines and the MPO regarding the reimbursement process.

General Counsel responded that this could be taken care of at a later date.

IV. (B.) 28E Agreements

General Counsel explained that the draft amended 28E agreement was provided to the MPO Policy Committee as a discussion item in November. The document will be up for action at the MPO Policy Committee's December 16, 2010, meeting.

Rick Clark noted that the draft agreement is appropriate and that the City of Des Moines' general counsel is reviewing the document.

Russ Trimble asked if the boundary was defined when the consortium applied for the grant.

Staff responded affirmatively.

Russ Trimble inquired as to what happens if the MPO adopts a 28E agreement that changes the boundaries.

General Counsel responded that the proposed amendment would not change the boundary; it allows the MPO to enter into collaborations with others that might cross those boundaries.

Discussion ensued.

General Counsel noted that the steering committee could make recommendations to the MPO Executive Committee.

Paula Dierenfeld noted that the boundary is not an issue that the steering committee should necessarily be dealing with; the recommendation should come from the MPO Executive Committee.

IV. (C.) Request for Consultant Services Process

Staff noted that the draft Request for Qualifications (RFQ) was distributed earlier in the week. The document was drafted and reviewed by the staff and the technical committee. The RFQ will be released on Monday, December 6, 2010. A technical recommendation will be made to the steering committee. The Request for Proposals (RFP) then will be released, following approval from the steering committee. Interviews will be held after the proposals are received, and a decision will be made at the March 3, 2011, meeting.

Larry Hulse complimented staff and the technical team for creating the document. Mr. Hulse noted that it is important for the steering committee to see the documents before their release.

Brad Miller echoed Larry Hulse's comments and noted that the document has come a long way fast. It is a very good document. Mr. Miller posed questions regarding the budget. Staff responded that the RFQ is for the plan development, the alternatives scenario model, and the public engagement.

Erin Olson-Douglas noted that the transit planning consultant is the consultant that DART already is working with on its project.

Discussion ensued.

Larry Hulse noted that there are many firms looking for work and that the consortium will find many qualified firms that are interested.

Chair Connolly expressed her thanks for the input into developing the RFQ.

Discussion regarding the consultant selection process continued.

Rick Clark moved approval and release of the RFQ as well as the consultant selection process.

Paula Dierenfeld seconded.

No further discussion, the motion carried.

IV. (D.) Consortium Meeting Schedule

Chair Connolly noted that steering committee members should add the dates included in the agenda to their calendars:

- 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.

Jay Byers noted that all meetings can be held at the Greater Des Moines Partnership, if the schedule permits.

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

Chair Connolly noted that General Counsel developed guidelines for the steering committee. She would like to add representatives with specific housing and transit interests. Chair Connolly recommended that the new Executive Director of the Polk County Housing Trust Fund and Brad Miller of DART be added to the steering committee.

General Counsel explained the guidelines for the steering committee.

Discussion ensued.

Rick Clark observed that the steering committee is designed to be representative of the major governing units in the area. Mr. Clark expressed hesitancy in expanding the steering committee.

Discussion continued.

Staff explained the various committees.

Ted Ohmart asked to see a breakdown of the various committees.

Discussion continued.

Chair Connolly noted that a decision will be made at the MPO Executive Committee meeting.

General Counsel noted that, if the MPO Executive Committee adopts the proposed guidelines, it would be up to the steering committee to decide on new members.

Ted Ohmart suggested discussing the steering committee members at the January 13, 2011, meeting.

General Counsel noted that it could potentially follow the adoption of the guidelines by the MPO Executive Committee.

VI. Next Meeting Date

The next meeting date is January 13, 2011, at 4:00 p.m.

VII. Adjournment

Chair Connolly adjourned the meeting at 4:59 p.m.

IV. (A.) Request for Qualifications Recommendation

Business Item

The MPO staff:

- On December 6, 2010, released the Request for Qualifications (RFQ) for consultant services;
- Notes that RFQ responses were due by 4:00 p.m. CST on January 6, 2011;
- Along with technical committee members, reviewed the submitted RFQ responses;
- Held review team meetings on January 12, 2011;
- Will provide a summary of the submittals prior to the meeting; and,
- Will recommend to the Steering Committee a short list of consultants that will be solicited to submit Requests for Proposals (RFPs) at the January 13, 2011, 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.) Request for Proposals

Business Item

The MPO staff:

- Has developed, with assistance from the RPSD technical committee, a Request for Proposals (RFP) to retain a consultant and/or consultant team;
- Will provide an electronic copy of the RFP prior to the January 13, 2011, meeting;
- Along with the review team, will review the submitted RFPs and will make a recommendation regarding which consultants and/or consultant teams to interview;
- Notes that an interview team should be assembled to conduct the consultant interviews;
- Recognizes that RFP responses are due on February 7, 2011, and that interviews will be conducted during the week of February 21, 2011; and,
- Notes that the interview team will make a recommendation to the Steering Committee at the March 3, 2011, 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. (C.) *Sustainable Communities Regional Planning Grant Workplan*

Business Item

The MPO staff:

- Completed the preliminary project workplan, as requested by the U.S. Department of Housing and Urban Development (HUD);
- Notes that the workplan includes the specific steps to be taken, the anticipated progress, the measure of progress, and the evaluation strategies for all actions over the three year grant period;
- **Has included, as a supplemental item, the preliminary project workplan;**
- Recognizes that the final workplan cannot be written until the collaborative agreement is executed;
- Also notes that the workplan will not be finalized until a consultant is selected; and,
- Will provide any further updates at the January 13, 2011, 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. (D.) *Sustainable Communities Regional Planning Grant Budget*

Business Item

The MPO staff:

- Has held preliminary discussions with the U.S. Department of Housing and Urban Development (HUD) regarding the project budget;
- Continues to refine the project budget in order to fit the *Sustainable Communities Regional Planning Grant Program*; and,
- Will provide any further updates at the January 13, 2011, 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. (E.) *Guidelines for Sustainable Communities Steering Committee*

Business Item

The MPO General Counsel:

- On December 2, 2010, presented the *Guidelines for the Sustainable Communities Steering Committee* (Guidelines) to the Steering Committee;
- On December 9, 2010, the MPO staff submitted the Guidelines to the MPO's Grant and Budget Officer and Program Analyst at the U.S. Department of Housing and Urban Development (HUD);
- On December 16, 2010, the Guidelines were presented to the MPO Policy Committee;
- Notes that the Guidelines define the charge and operating procedures, and outline the authority and limitations of the Steering Committee;
- Recognizes that the Steering Committee will report to the MPO Executive Committee, which will in turn report to the MPO Policy Committee;
- **Has included, as a supplemental item, the Guidelines;** and,
- Will provide any further updates at the January 13, 2011, meeting.

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

IV. (F.) 28E Agreements

Business Item

The MPO staff:

- Notes that, at its December 16, 2010, meeting, the MPO Policy Committee approved the 28E Sixth Amended and Substituted Agreement and agreed to submit the document to member governments for ratification by resolution of the governing bodies of three-fourths of the member governments;
- Notes that the amendment is necessary to reflect an expansion of MPO activities due to the *Sustainable Communities Regional Planning Grant*;
- Notes that, at its October 28, 2010, meeting, Steering Committee members voted that the Consortium should operate as a subgroup of the MPO and should leverage the existing 28E agreement; and,
- Will provide any further updates at the January 13, 2011, meeting.

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

IV. (G.) Partners Committee Members

Business Item

The Consortium:

- In its grant application materials, highlighted a partners committee comprised of regional service providers;
- Included the following entities as potential partners:
 - Business & Economic Development: Greater Des Moines Partnership;
 - Culture: Bravo Greater Des Moines;
 - Education: Des Moines Area Community College and Iowa State University;
 - Environment: Iowa Department of Natural Resources;
 - Housing: Polk County Housing Trust Fund;
 - Human Services: United Way of Central Iowa;
 - Transit: Des Moines Area Regional Transit Authority;
 - Transportation: Des Moines Area MPO;
 - Wastewater: Des Moines Metropolitan Wastewater Reclamation Authority; and,
 - Water: Des Moines Water Works.

The MPO staff:

- Continues discussions with the previously outlined potential partners;
- Notes that, since the grant announcement, several entities have contacted the MPO regarding participation in the project, including:
 - Central Iowa Greenways;
 - Iowa Environmental Council;
 - Iowa Food Systems Council; and,
 - Polk Soil & Water Conservation District; and,
- Suggests that the aforementioned entities serve on the partners committee.

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. (H.) Steering Committee Composition

Business Item

The MPO staff:

- Notes that, at its December 2, 2010, meeting, the Steering Committee discussed the committee's composition;
- Recognizes that discussion focused on the addition of the Polk County Housing Trust Fund and the Des Moines Area Regional Transit Authority to the Steering Committee;
- On December 6, 2010, provided a list of RPSD committees and committee members to Steering Committee representatives; and,
- **Has included, as a supplemental item, the list of RPSD committees and committee members.**

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.