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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, April 7, 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

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V. Business Items (*With Option to Take Action***)**

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

VII. Next Meeting Date

VIII. Adjournment

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MEETING NOTES

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

**March 3, 2011
4:00 PM**

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

The Regional Plan for Sustainable Development Steering Committee met on March 3, 2011, at 4:00 p.m. at the Greater Des Moines Partnership, Des Moines, IA.

Members Present:

Ruth Randleman, City of Carlisle
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
Martha Willits, Greater Des Moines Partnership
Angela Connolly, Polk County*
Tom Hockensmith, Polk County*
Ted Ohmart, City of West Des Moines*
Brad Miller, Des Moines Area Regional Transit Authority

Others Present:

Mary Benetti, Interested Citizen
Jay Byers, Greater Des Moines Partnership
Paul Dekker, City of Urbandale
Sue Elliott, Polk County
Troy Henningson, HDR
Larry Hulse, City of Des Moines
Doug Johnston, Iowa State University
Kristi Knous, Community Foundation of Greater Des Moines (Via Telephone)
Eugene Meyer, Greater Des Moines Partnership
Erin Olson-Douglas, City of Des Moines
Elizabeth Presutti, Des Moines Area Regional Transit Authority

* MPO Executive Committee Member

MPO Staff Present:

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

I. Call to Order

Steering Committee Chair Angela Connolly recognized a quorum and called the March 3, 2011, meeting to order at 4:04 p.m.

II. Approval of the Agenda

MOTION: A motion was made and seconded to approve the March 3, 2011, 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 January 13, 2011, Regional Plan for Sustainable Development Steering Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

IV. (A.) Consultant Recommendation

Staff explained that interviews were conducted with three consultant teams on Wednesday, February 23, 2011. The teams were led by Camiros, Sasaki, and Wallace Roberts & Todd.

Chair Angela Connolly thanked the review team members for their participation in the consultant retention process.

Staff presented a summary of the three proposals and interviews. Staff also provided an overview of the pros and cons of each team, as well as their proposed public engagement methods.

Staff stated that the review team recommendation was the team led by Wallace Roberts & Todd.

Chair Connolly affirmed the recommendation and noted that this team stood out; they have great experience and utilize a values-driven planning process. The team also had done its homework on current initiatives in the region.

Martha Willits asked if, despite the closeness of the various teams, there was consensus among the review team.

Chair Connolly responded affirmatively. She noted that the Sasaki team was a close second; they were very engaging and could go into any situation and speak passionately about the project. However, the Sasaki team's local connection was not as strong as Wallace Roberts & Todd's.

Glenn Lyons noted that the Wallace Roberts & Todd team includes experts known throughout the country.

Doug Johnston noted that Wallace Roberts & Todd sent its top team to the interview. They also have many resources that they will be able to draw upon.

Tom Hockensmith moved to accept the review team recommendation and to hire the team led by Wallace Roberts & Todd.

Rick Clark seconded the motion, the motion carried unanimously.

Discussion regarding the consultant contract ensued.

Chris Coleman offered assistance from the City of Des Moines in drafting the contract.

Ted Ohmart noted the importance of ensuring that the team that participated in the interviews is the team that actually works on the project.

Rick Clark noted the need to include travel expenses in the \$1.4 million.

Ted Ohmart asked if the cons previously presented in the meeting would be discussed with the consultant team prior to signing the contract.

Chair Connolly and staff responded affirmatively.

Martha Willits asked what will occur in the first quarter of the project.

Chair Connolly noted that the review team did ask the consultants how they would approach a shorter timeframe.

Staff explained that, though very preliminary, the team is looking at a twenty-four month planning period. The first few months will be data collection and a baseline analysis. A state of the region report also will be created. A public kickoff event will be held in the next few months as well.

Martha Willits noted the need to clearly describe this project versus the Capital Crossroads project so as to not confuse the public. Ms. Willits noted her belief that the two initiatives will be well connected, as will the related research. She mentioned the possibility of creating a connecting committee to link the two initiatives.

Ted Ohmart mentioned that the two initiatives will be complementary.

Rick Clark noted that the Capital Crossroads will include recommendations and noted the need to determine how those play into the development of this project.

Martha Willits noted that the two consultant teams probably should meet to discuss the two initiatives.

Discussion continued, with Brad Miller reminding the Steering Committee of DART's contribution.

Chair Connolly summarized the discussion and asked if anyone else would like to help review the contract.

Elizabeth Presutti offered to assist with the development of the contract.

Chair Connolly noted that the contract will be available at the April Steering Committee meeting. The goal is to finalize the contract at the April 21, 2011, MPO Policy Committee meeting.

IV. (B.) Sustainable Communities Regional Planning Grant Agreement

Staff noted that, on February 1, 2011, they received notification from HUD that a “drop-dead” date of February 15, 2011, had been given to enter into a cooperative agreement with HUD for the *Sustainable Communities Regional Planning Grant*. On February 10, 2011, the staff submitted the signed cooperative agreement to HUD. On February 21, 2011, the staff submitted a resolution from the MPO Policy Committee ratifying the cooperative agreement.

Staff explained the project budget, noting that the \$2 million will be broken down as follows:

- Direct labor: \$10,000 for MPO planning staff
- Fringe benefits: \$0
- Travel: \$8,982 for three required conferences for two MPO staff members
- Equipment: \$0
- Supplies/materials: \$0
- Consultants: \$1,500,000 for the planning consultant
- Contracts: \$354,000 for the auditor, transit planning, legal counsel, Capital Crossroads implementation, Iowa State University
- Construction: \$0
- Other direct cost: \$75,000 for MPO grant administration
- Indirect cost: \$52,018

Chris Coleman noted that the cooperative agreement includes some items that are due sixty days from when the agreement was signed.

Staff noted that they are working to finalize the workplan by April 15, 2011. Staff will hold preliminary discussions with the consultant to ensure that the workplan is feasible.

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

Staff noted that they have submitted proposals to make presentations regarding the regional plan for sustainable development at the 2011 American Society of Landscape Architects Central States Conference in May and at the Upper Midwest Planning Conference in October.

VI. Next Meeting Date

The next meeting date is April 7, 2011, at 4:00 p.m.

VII. Adjournment

Chair Connolly adjourned the meeting at 4:45 p.m.

IV. (A.) Consultant Contract

Action Item

The MPO Executive Director requests that:

“... the Regional Plan for Sustainable Development Steering Committee recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization **approve the contract with Wallace Roberts & Todd, as presented, and authorize the MPO staff to sign this contract.**”

Background Information

The MPO staff:

- Worked in collaboration with Des Moines Area Regional Transit Authority (DART) and City of Des Moines staff to develop the consultant contract;
- Notes that the contract addresses the concerns brought up by the Steering Committee at its March 3, 2011, meeting;
- Will provide, prior to the April 7, 2011, meeting, a copy of the draft contract;
- Recognizes that the contract has been submitted to the Wallace Roberts & Todd team; and,
- Will provide further updates at the April 7, 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 #203.

IV. (B.) Consortium Agreement

Action Item

The MPO Executive Director requests that:

“...the Regional Plan for Sustainable Development Steering Committee recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization **approve the consortium agreement, as presented, and submit to Consortium members for ratification.**”

Background Information

The MPO staff:

- Has been working to draft the consortium agreement;
- Notes that the U.S. Department of Housing and Urban Development (HUD) provided guidance in drafting the agreement, including the identification of several elements that should be present to ensure effective function of participating entities;
- Notes that the consortium agreement has been reviewed by HUD;
- Will provide, prior to the April 7, 2011, meeting, a copy of the consortium agreement; and,
- Recognizes that the signed consortium agreements must be submitted to HUD by June 15, 2011.

Staff Contact: Adam Noelting, aknoelting@dmampo.org;
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Bethany Wilcoxon, bwilcoxon@dmampo.org;
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IV. (C.) Memorandum of Understanding with the City of Des Moines

Action Item

The MPO Executive Director requests that:

“...the Regional Plan for Sustainable Development Steering Committee recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization **approve the Memorandum of Understanding between the Des Moines Area Metropolitan Planning Organization and the City of Des Moines, as presented, and authorize the MPO staff to sign this document.**”

Background Information

The MPO staff:

- In conjunction with City of Des Moines staff, has developed a Memorandum of Understanding (MOU);
- Notes that, per the contemplated MOU, the City of Des Moines has agreed to advance the MPO certain funds to be reimbursed by HUD;
- Recognizes that such advances would assist the MPO in the uninterrupted administration of the Cooperative Agreement;
- Will provide, prior to the April 7, 2011, meeting, a copy of the draft MOU; and,
- Will provide further updates at the April 7, 2011, meeting.

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V. (A.) Steering Committee Diversity

Business Item

The MPO staff:

- In a phone call with the U.S. Department of Housing and Urban Development (HUD), received a “strong recommendation” to enhance the diversity of interests represented on the Steering Committee;
- Notes that HUD identifies Goal 1 as creating a plan and that Goal 1A is involving those not traditionally involved in the planning process;
- Recognizes that, in an email from March 25, 2011, HUD explains that “this is not just about social equity for its own sake: We [HUD] strongly feel that the history of planning practice demonstrates that no matter how well-intentioned, planning that excludes key voices inevitably leads to plans that leave out key elements”;
- Recommends adding seven representatives to the Steering Committee;
- Suggests representatives from the following entities:
 - Central Iowa Center for Independent Living
 - City of Ankeny
 - Iowa Department of Natural Resources
 - Iowa State University
 - Polk County Housing Trust Fund
 - United Way of Central Iowa
 - Young Professionals Connection
- Recognizes the importance of limiting the group’s size but also recognizes the need for real decision-making power by those groups traditionally not involved in the planning process; and,
- Will present more information about the preceding suggestions at the April 7, 2011, meeting.

Staff Contact: Adam Noelting, aknoelting@dmampo.org;
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V. (B.) Steering Committee Alternates

Business Item

The MPO staff:

- Understands that not all Steering Committee members are able to attend each meeting;
- Notes the importance of representation by the full array of entities included on the Steering Committee; and,
- Asks that an alternate be identified for each Steering Committee representative.

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V. (C.) Project Workplan

Business Item

The MPO staff:

- Has been working to build a complete project workplan to submit to HUD;
- Notes that a complete workplan includes four elements:
 - An abstract of the goals and overarching strategies of the project;
 - A written workplan that explains the objectives, major activities, specific steps, task responsibilities, and anticipated outcomes of the project;
 - A worksheet that maps out the aforementioned elements of the workplan in summary format; and,
 - A Gantt timeline of activities, deliverables, and milestones.
- Notes that the consultant, HUD, and representatives from the Environmental Protection Agency and the U.S. Department of Transportation have reviewed the workplan;
- Recognizes that the final workplan must be submitted to and approved by HUD prior to April 15, 2011; and,
- Will provide, prior to the April 7, 2011, meeting, a copy of the workplan.

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