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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, May 5, 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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IV. Business Items (With Option to Take Action**)**

- A. Steering Committee DiversityPage 6
- B. Steering Committee AlternatesPage 7
- C. Wallace Roberts & Todd Site VisitPage 7

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

VI. Next Meeting Date

VII. Adjournment

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MEETING MINUTES

**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
Des Moines, Iowa**

The Regional Plan for Sustainable Development Steering Committee held a meeting at 4:00 p.m. on April 7, 2011, at the Greater Des Moines Partnership. Before the meeting, the MPO staff sent agenda packets to the Regional Plan for Sustainable Development Steering Committee and posted the agenda at the MPO office at 2:28 p.m. on March 31, 2011. **In addition to these published tentative minutes, there are 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:

Ruth Randleman, City of Carlisle
Lynnae Hentzen, Center on Sustainable
Communities (Via Telephone)
Bob Mahaffey, City of Des Moines*
Frank Cownie, City of Des Moines
Chris Coleman, City of Des Moines* (Via
Telephone)
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
Russ Trimble, City of West Des Moines

* MPO Executive Committee Member

Members Absent:

Brad Golightly, Dallas County
Bob Andeweg, City of Urbandale
Barry Griswell, Community Foundation of
Greater Des Moines
Paula Dierenfeld, City of Johnston

Others Present:

Eric Burmeister, Polk County Housing Trust
Fund
Jay Byers, Greater Des Moines Partnership
Sue Elliott, Polk County
Josh Geyer, HUD (Via Telephone)
Larry Hulse, City of Des Moines
Larry McDowell, City of Des Moines
Erin Olson-Douglas, City of Des Moines
Elizabeth Presutti, Des Moines Area Regional
Transit Authority

Staff Present:

Todd Ashby, Executive Director
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 April 7, 2011, meeting to order at 4:08 p.m.

II. Approval of the Agenda

MOTION: A motion was made and seconded to approve the April 7, 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 March 3, 2011, Regional Plan for Sustainable Development Steering Committee meeting minutes.

MOTION CARRIED UNANIMOUSLY

IV. (A.) Consultant Contract

MOTION: A motion was made and seconded to 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, subject to review by the Chair and Vice Chair, and authorize the MPO staff to sign this contract, pending approval from the U.S. Department of Housing and Urban Development.

MOTION CARRIED UNANIMOUSLY

IV. (B.) Consortium Agreement

MOTION: A motion was made and seconded to recommend to the Des Moines Area Metropolitan Planning Organization Executive Committee that the Des Moines Area Metropolitan Planning Organization approve the consortium agreement, with the addition of a city manager/finance team, and submit to Consortium members for ratification, pending approval from the U.S. Department of Housing and Urban Development.

MOTION CARRIED UNANIMOUSLY

IV. (C.) Memorandum of Understanding with the City of Des Moines

MOTION: A motion was made and seconded to 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, pending approval from the U.S. Department of Housing and Urban Development.

MOTION CARRIED UNANIMOUSLY

V. (A.) Steering Committee Diversity

MPO staff presented; discussion only on item V.(A.).

V. (B.) Steering Committee Alternates

MOTION: A motion was made and seconded to authorize each Steering Committee member to designate an alternate representative for the Steering Committee.

MOTION CARRIED UNANIMOUSLY

V. (C.) Project Workplan

MPO staff presented; discussion only on item V.(C.).

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

VII. Next Meeting Date

The next meeting date is May 5, 2011, at 4:00 p.m.

VIII. Adjournment

Chair Connolly adjourned the meeting at 5:12 p.m.

IV. (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;
- At the April 7, 2011, meeting, recommended adding the following entities to the Steering Committee:
 - 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
- **Has included, as a supplemental item, a copy of the presentation from the April 7, 2011, meeting;**
- Recognizes that, following the discussion at the April 7, 2011, meeting, Steering Committee members were asked to submit suggested additions to the Steering Committee to the MPO staff; and,
- Will provide further updates at the May 5, 2011, meeting.

Staff Contact: Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202; and,
Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075, extension #203.

IV. (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 each Steering Committee member identify an alternate representative.

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IV. (C.) Wallace Roberts & Todd Site Visit

Business Item

The MPO staff:

- Notes that representatives from the Wallace Roberts & Todd (WRT) team will be in the metropolitan area on May 23 and 24, 2011;
- Has been working with WRT to set an agenda for their visit;
- Recognizes that the preliminary agenda includes:
 - A meeting between MPO staff and WRT;
 - Review of the project workplan and schedule;
 - Development of the preliminary public outreach plan;
 - A discussion of the kick-off meeting agenda;
 - Scheduling of the first outreach series;
 - A meeting between MPO staff, WRT, and Iowa State University to coordinate work and to discuss data requirements;
 - A Steering Committee briefing; and,
 - A meeting with the technical team
- Reminds Steering Committee members that the Steering Committee briefing will be held on Monday, May 23, 2011, at 1:00 p.m. at the MPO office; and,
- Will provide further updates at the May 5, 2011, meeting.

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