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NOTICE OF MEETING

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

1:00 p.m., Monday, May 23, 2011

MPO Meeting Room

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**)**

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- D. Public Participation Roadmap and ToolkitPage 8
- E. Regional Plan for Sustainable Development Kickoff Event Planning.....Page 9
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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, May 5, 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 May 5, 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 2:01 p.m. on April 28, 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*
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
Paula Dierenfeld, City of Johnston*

* MPO Executive Committee Member

Members Absent:

Frank Cownie, City of Des Moines
Brad Golightly, Dallas County
Bob Andeweg, City of Urbandale
Barry Griswell, Community Foundation of
Greater Des Moines
Russ Trimble, City of West Des Moines

Others Present:

Eric Burmeister, Polk County Housing Trust
Fund
Jay Byers, Greater Des Moines Partnership
Paul Dekker, City of Urbandale
Sue Elliott, Polk County
Larry Hulse, City of Des Moines
Glenn Lyons, Transportation Management
Association
Gene Meyer, Greater Des Moines Partnership
Erin Olson-Douglas, City of Des Moines
John Peterson, City of Ankeny (Via Telephone)

Staff Present:

Todd Ashby, Executive Director
Dylan Mullenix, Principal Transportation
Planner
Luke Parris, Associate Transportation Planner
Stephanie Ripperger, Executive Administrator
Bethany Wilcoxon, Associate Transportation
Planner
Jonathan Wilson, MPO General Counsel
Zach Young, Associate Transportation Planner

I. Call to Order

Steering Committee Chair Angela Connolly recognized a quorum and called the May 5, 2011, meeting to order at 4:03 p.m.

II. Approval of the Agenda

MOTION: A motion was made and seconded to approve the May 5, 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 April 7, 2011, Regional Plan for Sustainable Development Steering Committee meeting minutes, with corrections.

MOTION CARRIED UNANIMOUSLY

IV. (A.) Steering Committee Diversity

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 adding the following individuals to serve on the Regional Plan for Sustainable Development Steering Committee to comply with the U.S. Department of Housing and Urban Development's recommendation to enhance the diversity of interests represented on the Steering Committee:

- Frank Strong, Central Iowa Center for Independent Living;
- John Peterson, City of Ankeny;
- Pat Boddy, Iowa Department of Natural Resources;
- Doug Johnston, Iowa State University;
- Eric Burmeister, Polk County Housing Trust Fund;
- Shannon Cofield, United Way of Central Iowa;
- Jason Wells, Young Professionals Connection; and,
- Linda Schemmel, City of West Des Moines.

MOTION CARRIED UNANIMOUSLY

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 development of a Work Group to work closely with staff, and, occasionally directly with the project consultant team and/or others, to help lay the groundwork for

Steering Committee agendas, helping to ensure that agenda items are properly framed and appropriate background materials are available when items come before the Steering Committee. The Working Group would consist of the following five individuals:

- Angela Connolly, Steering Committee Chair;
- Frank Cownie, Steering Committee Vice-Chair;
- Chris Coleman, Metropolitan Planning Organization Chair;
- Appointee to be selected by Angela Connolly, and,
- Appointee to be selected by Chris Coleman.

MOTION CARRIED UNANIMOUSLY

IV. (B.) Steering Committee Alternates

MPO staff presented; discussion only on item IV.(B.).

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

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

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

VI. Next Meeting Date

The next meeting date is May 23, 2011, at 1:00 p.m. at the MPO Office.

VII. Adjournment

Chair Connolly adjourned the meeting at 4:33 p.m.

IV. (A.) Steering Committee Introductions

Business Item

The MPO staff:

- Notes that a consultant team led by Wallace Roberts & Todd (WRT) has been hired to assist with the development of the regional plan for sustainable development;
- Recognizes that the WRT team will be working closely on the project with the Steering Committee, MPO staff, and other committees over the next three years; and,
- Acknowledges the importance of building strong working relationships with the consultant team.

The Wallace Roberts & Todd team:

- Includes PlaceMatters, Inc., Farr Associates, RDG Planning and Design, the Center for Neighborhood Technology, the Constructive Technologies Group, Inc., the Center for Regional Economic Competitiveness, Kimley-Horn and Associates, and the ETC Institute;
- Currently is conducting a site visit for the central Iowa regional plan for sustainable development;
- Notes that team members visiting central Iowa include:
 - David Rouse, WRT;
 - Rob Kerns, WRT;
 - Jocelyn Hittle, PlaceMatters; and,
 - Gary Lozano, RDG Planning and Design
- Will facilitate an introductory session at the May 23, 2011, meeting.

Staff Contact: Bethany Wilcoxon, bwilcoxon@dmampo.org;
(515) 334-0075, extension #203;
Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075, extension #202; and,
Luke Parris, lparris@dmampo.org;
(515) 334-0075, extension #207.

IV. (B.) Regional Plan for Sustainable Development Process

Business Item

The Wallace Roberts & Todd team:

- Notes that the regional plan for sustainable development (RPSD) planning process will span over three years;
- Recognizes that the planning process involved with the creation of the RPSD is more comprehensive than other planning processes that previously have been undertaken in the central Iowa region; and,

- Will explain the general planning process at the May 23, 2011, meeting.

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IV. (C.) Workplan Milestones

Business Item

The MPO staff:

- Developed the three year project workplan in conjunction with the consultant team and the project technical committee;
- Notes that the workplan has been submitted to and approved by the U.S. Department of Housing and Urban Development (HUD);
- Recognizes that the workplan is divided into five phases, including:
 - Project initiation;
 - Regional assessment;
 - Regional vision for sustainability;
 - Regional sustainability framework; and,
 - Sustainability report and implementation
- Acknowledges that key deliverables include:
 - A state of the region report;
 - The draft regional vision for sustainability;
 - The preferred future direction for sustainability;
 - The draft sustainability framework;
 - The draft report; and,
 - Final deliverables
- **Has included, as a supplemental item, the project timeline;**
- Anticipates that the project will be complete in November 2013; and,
- Will provide further updates at the May 23, 2011, meeting.

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IV. (D.) Public Participation Roadmap and Toolkit

Business Item

The Wallace Roberts & Todd team:

- Has developed a draft public participation roadmap and toolkit for the regional plan for sustainable development (RPSD);
- Recognizes the importance of engaging diverse groups in the three-year planning process;
- Recommends the following tools and techniques for the central Iowa RPSD:
 - Website based on content management;
 - Social media links;
 - Online surveys using statistically significant data samples;
 - Keypad polling;
 - Brainstorm Anywhere, an application that makes it possible for participants to brainstorm in small and large groups during public forums;
 - “Walkshops” and “Walking Papers;”
 - Trusted advocate and other “go to them” strategies like house parties and stoop surveys;
 - Eye-catching posters;
 - Signs and announcements at key events using texting and QR codes;
 - ICLEI Star Community Index;
 - Mobile phone application; and,
 - Scenario planning tools and techniques
- **Has included, as a supplemental item, the draft public participation roadmap and toolkit;**
- Asks for guidance from Steering Committee members as to what outreach strategies may be most conducive to garnering input; and,
- Will facilitate a discussion about the draft public participation roadmap and toolkit at the May 23, 2011, meeting.

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IV. (E.) Regional Plan for Sustainable Development Kickoff Event Planning

Business Item

The MPO staff:

- Notes that the project kickoff event will be integral to laying the foundation for a successful public participation process for the regional plan for sustainable development (RPSD);
- Will work with the consultant team and the rest of Consortium in planning and conducting an open house event to unveil the project to the public;
- Anticipates that associated activities include:
 - A media/press conference, in which the Consortium, with assistance from the consultant team, will conduct a kickoff media and press event to introduce the project to the public and to enlist media engagement throughout the planning process;
 - A Steering Committee meeting; and,
 - A regional tour, in which MPO staff and Steering Committee members will guide the consultant team on a tour of the project area, facilitating first-hand knowledge of and dialogue on the issues to be addressed in the planning process
- Notes that July is being targeted for the kickoff event; and,
- Will provide further updates at the May 23, 2011, meeting.

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IV. (F.) Steering Committee Expectations and Goals

Business Item

The Wallace Roberts & Todd team:

- Seeks to understand the Steering Committee's expectations and goals for the regional plan for sustainable development; and,
- Will facilitate an initial visioning and issue identification exercise at the May 23, 2011, meeting.

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