



Anthony Brown, City of Adel  
Transportation Policy Committee Chair

Tyler Christian, Marion County  
Transportation Technical Committee Chair

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## NOTICE OF MEETING

### Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

9:30 a.m., May 19, 2022

Hybrid Meeting

420 Watson Powell Jr Way, Suite 200, Des Moines, IA 50309

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes.....** Page 3
  - Approve the March 30, 2022 meeting minutes.
4. **DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input .....** Page 4
  - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
5. **CONSENT and VOTE: Approve Financial Statements .....** Page 5
  - Report on the financial statements; consider approval.
6. **CONSENT and VOTE: Approve the *Fiscal Year 2021 Audit Report Draft* .....** Page 6
  - Report on the draft *Fiscal Year 2021 Audit* report; consider approval.
7. **REPORT and VOTE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2022.....** Page 7
  - Report on the MPO's Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2021; consider approval.
8. **REPORT and VOTE: *Fiscal Year 2023 Unified Planning Work Program and Budget Development* .....** Page 8
  - Report on the FY 2023 UPWP and budget; consider approval.
9. **REPORT and OPTIONAL VOTE: *Federal Fiscal Year 2022-2025 Transportation Improvement Program Revision Requests* .....** Page 9
  - Report on the requests to amend projects in the FFY 2022-2025 TIP; consider approval.
10. **REPORT and OPTIONAL VOTE: *Transportation Alternatives Program Application Update* .....** Page 10
  - Report on awarding Federal Fiscal Year 2026 *Transportation Alternatives Program* funding to eligible projects; consider approval.
11. **REPORT and OPTIONAL VOTE: *Small Community Funding Applications Update* .....** Page 12
  - Report on awarding Federal Fiscal Year 2023 *Transportation Alternatives Program* funding to eligible projects; consider approval.
12. **REPORT and OPTIONAL VOTE: *City of Adel Trail Funding Transfer Request*.....** Page 13
  - Report on the City of Adel's request to transfer TAP funding to an existing project; consider approval.
13. **REPORT and OPTIONAL VOTE: *New STBG Funding Request* .....** Page 14
  - Report on Jasper County's request for additional STBG funding for an existing project; consider approval.
14. **REPORT: *FFY 2024-2028 Passenger Transportation Plan Update*.....** Page 15
  - Report on the development of FFY 2024-2028 Passenger Transportation Plan
15. **REPORT: *FFY 2023-2026 Transportation Improvement Program Project List and Funding Requests*....** Page 16
  - Report on the draft FFY 2023-2026 TIP Project List and Funding Requests.

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16. **REPORT: Community STBG Account Update**..... Page 17
  - Report on communities' current STBG account balances.
17. **Next Meeting Date**
  - Approval of the next meeting date for 9:30 a.m., Thursday July 21, 2022, hybrid meeting.
18. **Adjournment**

**Virtual login information is available on the following page.**

**Please join my meeting from your computer, tablet or smartphone.**

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United States (Toll Free): [1 866 899 4679](tel:18668994679)

**Access Code:** 137-556-989

May 2022  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the March 30, 2022 Joint Committee Meeting Committee meeting.

**BACKGROUND:**

A copy of the March 30, 2022 meeting minutes will be made available prior to the meeting.

**RECOMMENDATION:**

Approve the minutes of the March 30, 2022 CIRTPA Joint Committee meeting.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); and  
Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.

May 2022  
Item No. 4

**ISSUE: Opportunity for Regional Transportation Issues to be Discussed and Public Input**

DISCUSSION: Opportunity for communities or individuals to present regional transportation issues for discussion.

**BACKGROUND:**

The CIRTPA sets aside time each month for individuals and non-CIRTPA communities within the CIRTPA planning area to come in and discuss regional transportation issues or provide comments on items on the agenda.

**RECOMMENDATION:**

None. Public discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

May 2022  
Item No. 5

**ISSUE: CIRTPA Financial Statements**

CONSENT AND VOTE: Report and approval of the Financial Statements

**BACKGROUND:**

The CIRTPA staff continually tracks the CIRTPA's savings and checking accounts and prepares monthly and/or quarterly statements detailing all transactions.

A copy of the most recent financial statements will be made available prior to the meeting.

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

May 2022  
Item No. 6

**ISSUE: Approve the *Fiscal Year 2021 Audit* Report**

CONSENT and VOTE: Consider approval of the completed *Fiscal Year 2021 Audit* report.

**BACKGROUND:**

In March 2022, Denman & Company, LLP. completed the *Fiscal Year (FY) 2021 Audit* of the CIRTPA's Finances. The CIRTPA staff reviewed the report and found no instances of noncompliance with federal requirements.

[Click here for a copy of the final FY 2021 Audit report.](#)

**RECOMMENDATION:**

Approve the final *Fiscal Year 2021 Audit* report.

**STAFF CONTACTS:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org);  
Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org); and  
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(515) 334-0075.

May 2022  
Item No. 7

**ISSUE: Des Moines Area Metropolitan Planning Organization Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2022**

REPORT AND VOTE: Brief report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2022

**BACKGROUND:**

The MPO bills the CIRTPA for work conducted on the CIRTPA's behalf on a quarterly basis. The MPO's 3rd Quarter Fiscal Year 2022 Invoice covers work conducted for the period beginning January 1, 2022 through March 31, 2022. If approved, the CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 3<sup>rd</sup> Quarter Fiscal Year 2022 Invoice.](#)

**RECOMMENDATION:**

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 3rd Quarter of Fiscal Year 2022 billing period, January 1, 2022 through March 31, 2022.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); And  
Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

May 2022  
Item No. 8

**ISSUE: *Fiscal Year 2023 Unified Planning Work Program and Budget Development***

REPORT and VOTE: Consider approval of the final FY 2023 UPWP and budget.

**BACKGROUND:**

CIRTPA has developed the Fiscal Year 2023 Unified Planning Work Program (FY 2023 UPWP) and budget, which will document all planning activities the CIRTPA will perform from July 1, 2022, through June 30, 2023. The Iowa Department of Transportation (DOT) requires the UPWP to describe the CIRTPA's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the CIRTPA to submit a draft UPWP by April 1, 2022, and a final UPWP by June 1, 2023.

The CIRTPA staff asked for input from member governments and participating agencies on planning tasks for FY 2022 throughout the development of the UPWP. Comments from local communities and the Iowa DOT were incorporated into the final document.

[Click here for a copy of the Final FY 2023 UPWP.](#)

**RECOMMENDATION:**

Approve the FY 2023 UPWP and budget.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); and  
Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
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May 2022  
Item No. 9

**ISSUE: *Federal Fiscal Year 2022-2025 Transportation Improvement Program Amendment Requests***

REPORT AND OPTIONAL VOTE: Consider approval of the requests to the *Federal Fiscal Years 2022-2025 Transportation Improvement Program*.

**BACKGROUND:**

Jasper County has requested the following revisions to the *Federal Fiscal Year 2022-2025 Transportation Improvement Program* (FFY 2022-2025 TIP):

Sponsor: Jasper County  
Project: On F62, from State Highway 163 East 4.3 Miles to State Highway 14  
Federal Aid Amount: \$2,500,000  
Federal Aid Type: SWAP-STBG  
Total Cost: \$2,500,000  
TIP Projects Modifications: None necessary  
Change: Add project to FFY 2022 of the FFY 2022-2025 TIP.

Sponsor: Jasper County  
Project: On F-24, Over Clear Creek, S2 T80 R21  
Federal Aid Amount: \$409,650 (\$340,350)  
Federal Aid Type: CHBP, SWAP-HBP  
Total Cost: \$750,000  
TIP Projects Modifications: None necessary  
Change: Add project to FFY 2022 of the FFY 2022-2025 TIP.

Sponsor: Jasper County  
Project: On T38, Over SUGAR CREEK, S13 T80 R17  
Federal Aid Amount: \$245,790 (\$204,210)  
Federal Aid Type: CHBP, SWAP-HBP  
Total Cost: \$450,000  
TIP Projects Modifications: None necessary  
Change: Add project to FFY 2022 of the FFY 2022-2025 TIP.

[Click here for copies of maps of the proposed projects.](#)

**RECOMMENDATION:**

Approve proposed amendments to the FFY 2022-2025 TIP.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

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May 2022  
Item No. 10

**ISSUE: *Transportation Alternatives Program Application Update***

REPORT AND OPTIONAL VOTE: Consider awarding Federal Fiscal Year 2026 *Transportation Alternatives Program* funding to eligible projects.

**BACKGROUND:**

For Federal Fiscal Year 2026, approximately \$607,000 was available in CIRTPA TAP funds to award. Additionally, due to the removal of TAP Flex funding in FFY 2023 and later CIRTPA will see additional TAP funding of \$290,921 in FFY 2023, \$303,000 in FFY 2024, and \$316,000 in FFY 2025. A total of \$1,5016,921 in TAP funding is available to award to grantees.

The CIRTPA staff received 5 eligible applications this year with total requests of \$1,067,700. The projects are:

**Sponsor:** City of Adel  
**Project:** City of Adel Recreational Trails  
**TAP Request:** \$250,000  
**Total Cost:** \$995,000

[Click here for a copy of the City of Adel's application.](#)

**Sponsor:** Jasper County Conservation  
**Project:** Red Rock Prairie Trail – FINAL PHASE  
**TAP Request:** \$250,000  
**Total Cost:** \$1,969,000

[Click here for a copy of Story County Conservation's application.](#)

**Sponsor:** Polk County Conservation  
**Project:** Skunk River Bridge Repair on the Chichaqua Valley Trail  
**TAP Request:** \$250,000  
**Total Cost:** \$600,000

[Click here for a copy of Polk County Conservation's application.](#)

**Sponsor:** City of Runnells  
**Project:** Brown Street Crosswalk  
**TAP Request:** \$117,700  
**Total Cost:** \$167,000

[Click here for a copy of the City of Runnells' application.](#)

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**Sponsor:** Story County Conservation

**Project:** Heart of Iowa Nature Trail Improvements: 610<sup>th</sup> Avenue 620 Avenue (County Road S-14)

**TAP Request:** \$200,000

**Total Cost:** \$514,000

[Click here for a copy of Story County's application.](#)

Due to the dramatic increase in funding staff is recommending awarding all projects their FFY 2026 funding requests. Leftover funding would be awarded during the FFY 2027 TAP application cycle.

**RECOMMENDATION:**

Award projects their requested FFY 2026 TAP funding.

**STAFF CONTACT:**

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Aspen Pflanz, [apflanz@dmampo.org](mailto:apflanz@dmampo.org);  
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May 2022  
Item No. 11

**ISSUE: Small Community Funding Applications Update**

REPORT AND OPTIONAL VOTE: Consider awarding Federal Fiscal Year 2023 *Surface Transportation Block Grant* funding to eligible projects.

**BACKGROUND:**

For Federal Fiscal Year 2023, \$259,88 was available in CIRTPA STBG Small Communities funds to award. The CIRTPA staff received 2 eligible applications this year. The projects are:

**Sponsor:** City of Maxwell

**Project:** Baldwin Street Reconstruction

**STBG Request:** \$240,000

**Total Cost:** \$1,045,000

[Click here for a copy of the City of Maxwell's application.](#)

**Sponsor:** City of Story City

**Project:** Interstate 35 Bridge Approach Improvements

**STBG Request:** \$126,800

**Total Cost:** \$158,500

[Click here for a copy of the City of Story City's application.](#)

A review team will meet the morning prior to by each of the applicants. The review committee will form a recommendation and make it available at the board meeting.

A copy of the scoring sheet will be made available prior to the meeting.

**RECOMMENDATION:**

Consider the review team's funding recommendation.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org); and  
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May 2022  
Item No. 12

**ISSUE: City of Adel Trail Funding Transfer Request**

REPORT: Report on the City of Adel's request to transfer TAP funding to an existing project.

**BACKGROUND:**

The City of Adel was awarded \$180,000 in FFY 2023 for their Recreational Trails project and \$125,000 in FFY 2024 for their School Connection and Racoon River Valley Trail Connection project. Due to the increased construction costs the City has decided to move forward with only one of the projects, the Recreational Trails project.

Therefore, the City is requesting to transfer the \$125,000 from the School and RRVT Connection project to the Recreational Trails project to increase the total funding available to \$305,000.

[Click here for a copy of the Recreational Trails Project Application](#)

[Click here for a copy of the School and RRVT Connection Project Application](#)

**RECOMMENDATION:**

Transfer funding per the City of Adel's request.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

May 2022  
Item No. 13

**ISSUE: New STBG Funding Requests**

REPORT AND VOTE: Consider approval of a new STBG funding request from Jasper County.

**BACKGROUND:**

The Iowa DOT requires that RPAs approve the allocation of new STBG funding separately from the TIP adoption process. Jasper County has requested additional STBG funding for their F-62 project and have filled out the corresponding requests.

**Jasper County** – F-62 W between Iowa Highway 163 and Iowa Highway 14

[Click here for a copy of the STBG funding request.](#)

**RECOMMENDATION:**

Approve the proposed use of STBG funding.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.

May 2022  
Item No. 14

**ISSUE: FFY 2024-2028 Passenger Transportation Plan Update**

REPORT: Update on development of FFY 2024-2028 Passenger Transportation Plan

**BACKGROUND:**

The Passenger Transportation Plan (PTP) process for Iowa's 9 Metropolitan Planning Organizations (MPOs) and 18 Regional Planning Affiliations (RPAs) is designed to promote joint, coordinated passenger transportation planning programs that further the development of the local and regional public transportation systems. Public transportation systems in Iowa include the 35 public transit systems, plus a wide array of human service and private transportation providers.

This document is updated every five years. DMAMPO & CIRTPA's updated draft PTP is due to Iowa Department of Transportation on February 1, 2023. In cooperation with HIRTA, DART, and the regional Transportation Advisory Groups, MPO staff has started the planning process and will update committees throughout CY2022 on its progress.

[Iowa Department of Transportation's Passenger Transportation Plan requirements](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075

May 2022  
Item No. 15

**ISSUE: Draft FFY 2023-2026 Transportation Improvement Program Project List and Funding Requests**

REPORT: Report on the draft FFY 2023-2026 TIP Project List and Funding Requests.

**BACKGROUND:**

The CIRTPA staff is annually required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the CIRTPA. The purpose of the TIP is to list all projects in the CIRTPA Planning Area for which are using Federal funding and scheduled to begin within a designated period of the four federal fiscal years.

The CIRTPA staff requested that CIRTPA member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2022, 2023, 2024, 2025, and/or 2026. Staff generated a project list for the FFY 2023-2026 TIP using responses from each member government. All new requested uses of STBG funding requires an application to the CIRTPA Policy Committee for review and approval.

Staff will submit the FFY 2023-2026 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2022. Staff will incorporate comments received into the final draft. The final FFY 2023-2026 TIP is due to the Iowa DOT by July 15, 2022.

The FFY 2023-2026 TIP Project List and Funding Requests will be made available prior to the meeting.

**Staff requests that CIRTPA member governments review the project list and provide comments/updates by June 1, 2022.**

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075.



May 2022  
Item No. 16

**ISSUE: Community STBG Account Update**

REPORT: Report on communities' current STBG account balances.

**BACKGROUND:**

MPO staff will provide a report detailing projects programmed with RPA STBG funding and the account balances for communities receiving an STBG allocation.

An updated copy of CIRTPA's Community STBG Account Report will be made available prior to the meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org)  
(515) 334-0075