



Josh Wuebker, City of Perry  
Transportation Policy Committee Chair

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## NOTICE OF MEETING

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

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9:30 a.m., May 16, 2024

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 21, 2024 meeting minutes.
4. **PRESENTATION: Presentation from FHU on the SS4A Safety Action Plan** ..... Page 4
  - Presentation from FHU on the status of the SS4A Safety Action Plan development.
5. **DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input**..... Page 5
  - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
6. **REPORT and VOTE: Approve Financial Statements**..... Page 6
  - Report on the financial statements; consider approval.
7. **REPORT and VOTE: 2024 dTIMS Annual Maintenance Invoice** ..... Page 7
  - Report on the annual dTIMS licenses invoice; consider approval.
8. **REPORT and VOTE: Invoices from FHU for the Safe Streets for All Safety Action Plan Development**..... Page 8
  - Report on FHU’s invoices to CIRTPA for work completed on the SS4A plan; consider approval.
9. **REPORT and VOTE: Des Moines Area MPO Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2024 and Mid-Iowa Planning Alliance Invoice to CIRTPA for April 2024** ..... Page 9
  - Report on the MPO’s Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2024 and MIPA’s Invoice to CIRTPA for April 2024; consider approval.
10. **REPORT and VOTE: CIRTPA Federal Fiscal Years 2025 Unified Planning Work Program and Budget Development**..... Page 10
  - Report on the draft of the *Fiscal Year 2025 Unified Planning Work Program* and Budget; consider approval.
11. **REPORT and OPTIONAL VOTE: TAP and Small Community Funding Project Recommendations** ..... Page 11
  - Report on the recommendations from the Funding Sub-Committee for TAP and Small Community Funding; consider approval.

Boone County • Dallas County • Jasper County • Madison County • Marion County  
Polk County • Story County • Warren County • Adel • Boone • Huxley • Indianola  
Knoxville • Nevada • Newton • Pella • Perry • Story City • Winterset

*The CIRTPA receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, call 515-334-0075.*

12. **REPORT and OPTIONAL VOTE: Charging and Fueling Infrastructure Discretionary Grant Program and PROTECT Grant Update**..... Page 13
  - Report on the regional applications for electric vehicle charging stations and CIRTPA's PROTECT application; consider approval.
13. **REPORT: Community STBG Account Update**..... Page 15
  - Report on the communities' current STBG account balances.
14. **Other Non-Action Items of Interest to the Committee**
15. **Next Meeting Date**
  - Approval of the next meeting date for 9:30 a.m., Thursday July 18, 2024, hybrid meeting.
16. **Adjournment**

**Virtual login information is available below.**

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

<https://meet.goto.com/137556989>

Meeting ID: 137556989

May 2024  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Report on the minutes of the March 21, 2024 Joint Committee Meeting meetings; consider approval.

**BACKGROUND:**

[Click here for a copy of the March 21, 2024 meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the March 21, 2024 CIRTPA Joint Committee meetings.

**STAFF CONTACTS:**

Andrew Collings, [acollings@midiowaplaning.org](mailto:acollings@midiowaplaning.org); and  
Dawn Green, [dgreen@midiowaplaning.org](mailto:dgreen@midiowaplaning.org);

May 2024  
Item No. 4

**ISSUE: Presentation from FHU on the SS4A Safety Action Plan**

PRESENTATION: Presentation from FHU on the status of the SS4A Safety Action Plan development.

**BACKGROUND:**

FHU was hired to lead the development process for the SS4A Safety Action Plan for CIRTPA cities. That process is ongoing and FHU staff will provide an update on their progress.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Andrew Collings, [acollings@midiowaplanning.org](mailto:acollings@midiowaplanning.org).

May 2024  
Item No. 5

**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@midiowaplanning.org](mailto:acollings@midiowaplanning.org)

May 2024  
Item No. 6

**ISSUE: CIRTPA Financial Statements**

REPORT AND VOTE: Report and approval of the Financial Statements.

**BACKGROUND:**

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

[Click here for a copy of the financial documents.](#)

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACTS:**

Andrew Collings, [acollings@midiowaplanning.org](mailto:acollings@midiowaplanning.org)

May 2024  
Item No. 7

**ISSUE: 2024 dTIMS Annual Maintenance Invoice**

REPORT AND VOTE: Report on the annual dTIMS licenses invoice.

**BACKGROUND:**

CIRTPA annually pays for member communities to either be part of the regional dTIMS license or have their own. This allows CIRTPA staff to create dTIMS reports for communities when new street information is released.

The cost is \$12,000 a year and is a budgeted expense.

Members currently with their own license are:

- Boone County
- Dallas County
- Marion County
- Polk County
- City of Indianola
- City of Nevada

All others are under the regional license.

[Click here for a copy of the dTIMS Annual Maintenance Invoice.](#)

**RECOMMENDATION:**

Approve the dTIMS Annual Maintenance Invoice.

**STAFF CONTACTS:**

Andrew Collings, [acollings@mid-iowapanning.org](mailto:acollings@mid-iowapanning.org)

May 2024  
Item No. 8

**ISSUE: Invoices from FHU for the Safe Streets for All Safety Action Plan Development**

REPORT AND VOTE: Report on FHU's invoices to CIRTPA for work completed on the SS4A plan; consider approval.

**BACKGROUND:**

FHU was hired by CIRTPA to complete an SS4A compliance Safety Action Plan for the cities of CIRTPA. CIRTPA reviews and approves invoices which are then sent to the Des Moines Area MPO who will complete the drawdown and payment process.

CIRTPA staff has received invoices #4 and #5 from FHU that covers the period from February 1, 2024 to March 31, 2024 and is for \$9,638.04 and \$9,379.81 respectively.

[Click here for a copy of invoices #4 and #5 from FHU.](#)

**RECOMMENDATION:**

Approve Invoices #4 and #5 for payment to FHU.

**STAFF CONTACT:**

Andrew Collings, [acollings@midiowaplanning.org](mailto:acollings@midiowaplanning.org)



May 2024  
Item No. 9

**ISSUE: Des Moines Area MPO Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2024 and Mid-Iowa Planning Alliance Invoice to CIRTPA for April 2024**

REPORT AND VOTE: Report on the MPO's Invoice to CIRTPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2024 and MIPA's Invoice to CIRTPA for April 2024; consider approval.

**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 2024 Invoice covers work conducted for the period beginning January 1, 2024 through March 31, 2024. If approved, CIRTPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 3<sup>rd</sup> Quarter Fiscal Year 2024 Invoice.](#)

CIRTPA's contract with the Des Moines MPO ended on March 31. MIPA took over planning and administrative services on April 1. Moving forward, MIPA will bill CIRTPA on a bi-monthly basis.

The MIPA's April 2024 Invoice covers work conducted for the period beginning April 1, 2024 through April 30, 2024. If approved, CIRTPA staff will proceed with reimbursing MIPA.

[Click here for a copy of the MIPA April 2024 Invoice.](#)

**RECOMMENDATION:**

Approve payments to the Des Moines Area Metropolitan Planning Organization for the 3rd Quarter of Fiscal Year 2024 billing period, January 1, 2024 through March 31, 2024 and the Mid-Iowa Planning Alliance for the April 2024 billing period, April 1, 2024 through April 30, 2024.

**STAFF CONTACTS:**

Andrew Collings, [acollings@midiowapanning.org](mailto:acollings@midiowapanning.org).

May 2024  
Item No. 10

**ISSUE: *Fiscal Year 2025 Unified Planning Work Program and Budget Development***

REPORT and VOTE: Consider approval of the final FY 2025 UPWP and budget.

**BACKGROUND:**

CIRTPA has developed the Fiscal Year 2024 Unified Planning Work Program (FY 2025 UPWP) and budget, which will document all planning activities the CIRTPA will perform from July 1, 2024, through June 30, 2025. 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, 2024, and a final UPWP by June 1, 2024.

The CIRTPA staff asked for input from member governments and participating agencies on planning tasks for FY 2025 throughout the development of the UPWP. Comments from local communities and the Iowa DOT were incorporated into the final document.

A copy of the Final FY 2025 UPWP and Budget will be made available prior to the meeting.

**RECOMMENDATION:**

Approve the FY 2025 UPWP and Budget.

**STAFF CONTACT:**

Andrew Collings, [acollings@mid-iowaplanning.org](mailto:acollings@mid-iowaplanning.org).

May 2024  
Item No. 11

**ISSUE: REPORT and OPTIONAL VOTE: TAP and Small Community Funding Project Recommendations**

REPORT AND OPTIONAL VOTE Report on the recommendations from the Funding Sub-Committee for TAP and Small Community Funding; consider approval.

**BACKGROUND:**

The Funding Sub-Committee is meeting at 8:15 am on May 15<sup>th</sup> to hear presentations from applicants for TAP and Small Community Funding. Following presentations, the Sub-Committee will make formal recommendations for funding.

**TAP APPLICATIONS**

For Federal Fiscal Year 2028, approximately \$1.4 Million is available in CIRTPA TAP funds to award. The CIRTPA staff received 3 applications this year requesting \$965,124. The projects are:

**Sponsor:** City of Huxley  
**Project:** US 69 Trail North Side of Huxley  
**TAP Request:** \$147,924  
**Total Cost:** \$194,706

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

**Sponsor:** City of Van Meter  
**Project:** Richland Road Trail  
**TAP Request:** \$650,000  
**Total Cost:** \$1,024,435

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

**Sponsor:** City of Winterset  
**Project:** Winterset Park 2024 Trail  
**TAP Request:** \$167,200  
**Total Cost:** \$209,000

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

## SMALL COMMUNITY FUND APPLICATIONS

For Federal Fiscal Year 2025, approximately \$270,000 is available in CIRTPA STBG funds to award. The CIRTPA staff received 3 applications this year requesting \$720,000. The projects are:

**Sponsor:** City of Dawson  
**Project:** P 46 Reconstruction  
**STBG Request:** \$250,000  
**Total Cost:** \$1,449,705

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

**Sponsor:** City of Huxley  
**Project:** Intersection of Highway 69 to Anthem Drive  
**STBG Request:** \$200,000  
**Total Cost:** \$2,400,000

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

**Sponsor:** City of Story City  
**Project:** Broad Street Reconstruction Phase 4 Project  
**STBG Request:** \$270,000  
**Total Cost:** \$816,319

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

## RECOMMENDATION:

Approve the funding recommendations from the Funding Sub-Committee for TAP and Small Community Funding projects.

## STAFF CONTACTS:

Andrew Collings, [acollings@midiowaplanning.org](mailto:acollings@midiowaplanning.org).

May 2024  
Item No. 12

**ISSUE: REPORT and OPTIONAL VOTE: Charging and Fueling Infrastructure Discretionary Grant Program and PROTECT Grant Update**

REPORT and OPTIONAL VOTE: Report on the regional applications for electric vehicle charging stations and CIRTPA's PROTECT application; consider approval.

**BACKGROUND:**

**CHARGING AND FUELING INFRASTRUCTURE DISCRETIONARY GRANT PROGRAM**

Last year, CIRTPA considered applying for funding from the Charging and Fueling Infrastructure Discretionary Grant Program. This grant program is available to communities looking to install electric vehicle (EV) Level 2 charging stations. However, due to the tight turnaround and minimum award amount of \$500,000, interested communities coordinated with the Des Moines Area MPO for a regional application instead.

Ultimately that application was unsuccessful. Therefore, CIRTPA staff wishes to work with interested CIRTPA communities, the Des Moines Area MPO, and the City of Ames to complete a joint application for funding. The NOFO is expected to be released in June, with an application deadline in late July or early August.

There is preliminary information that communities must collect before applying, such as cost estimates and coordination with local utilities. If communities are interested in applying, please let CIRTPA staff know.

**PROTECT GRANT PROGRAM**

Last year, CIRTPA applied for a \$350,000 PROTECT Planning Grant to identify and prioritize surface transportation infrastructure that is vulnerable to climate change and complete 30% predesign for the top identified projects. That application was due in August and staff found out last month that it was not funded.

Staff would like to revise the application and submit it again later this year. There is no match requirement for PROTECT Planning Grant funding.

[Click here for a link to the US DOT's Key Notices of Funding Opportunities webpage.](#)

**RECOMMENDATION:**

Approve of CIRTPA applying for the Charging and Fueling Infrastructure Discretionary Grant Program and reapply for a PROTECT Planning Grant.

**STAFF CONTACTS:**

Andrew Collings, [acollings@mid-iowaplanning.org](mailto:acollings@mid-iowaplanning.org).

May 2024  
Item No. 13

**ISSUE: Community STBG Account Update**

REPORT: Report on communities' current STBG account balances.

**BACKGROUND:**

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

A copy of CIRTPA's Community STBG Account Report will be provided prior to the meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Andrew Collings, [acollings@midiowaplaning.org](mailto:acollings@midiowaplaning.org).