



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., November 21, 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 September 19, 2024 meeting minutes.
4. **PRESENTATION: Presentation from the Iowa Bicycle Coalition on the Economic Impact of Cycling & Trails Study** Page 4
 - Presentation from the Iowa Bicycle Coalition on the development of the Economic Impact of Cycling & Trails study.
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: CIRTPA Financial Statements**..... Page 6
 - Report on the financial statements; consider approval.
7. **REPORT and VOTE: Invoices and Contracts**..... Page 7
 - Report on invoices and contracts for CIRTPA; consider approval.
8. **REPORT and VOTE: Calendar Year 2025 Meeting Dates**..... Page 8
 - Report on the proposed meeting dates for Calendar Year (CY) 2025; consider approval.
9. **REPORT and OPTIONAL VOTE: Economic Impact of Cycling & Trails Report Funding Support** Page 9
 - Report on providing funding for the proposed EIC&T report; consider approval.
10. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2025-2028 Transportation Improvement Program Revision Requests** Page 10
 - Report on the requests to amend projects in the FFY 2025-2028 TIP; consider approval.
11. **REPORT and OPTIONAL VOTE: LRTP Steering Committee** Page 11
 - Report on CIRTPA's Technical Committee serving as the LRTP Steering Committee; consider approval.
12. **REPORT: CIRTPA Small Communities Fund Application and TAP Process Update** Page 12
 - Report on the CIRTPA STBG and TAP application processes.
13. **Other Non-Action Items of Interest to the Committee**
14. **Next Meeting Date**
 - Approval of the next meeting date for 9:30 a.m., Thursday January 16, 2025, hybrid meeting.
15. **Adjournment**

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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 515-304-3524.

Virtual login information is available below.

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

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

Meeting ID: 137556989

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November 2024
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Report on the minutes of the September 19, 2024 Joint Committee Meeting meetings; consider approval.

BACKGROUND:

A copy of the September 19, 2024 meeting minutes will be provided prior to the meeting.

RECOMMENDATION:

Approve the minutes of the September 19, 2024 CIRTPA Joint Committee meeting.

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplanning.org; and
Dawn Green, dgreen@midiowaplanning.org;

November 2024
Item No. 4

ISSUE: Presentation from the Iowa Bicycle Coalition on the Economic Impact of Cycling & Trails Study

PRESENTATION: Presentation from the Iowa Bicycle Coalition on the development of the Economic Impact of Cycling & Trails study.

BACKGROUND:

The Iowa Bicycle Coalition is leading the development of an Economic Impact of Cycling & Trails Study that will cover the entire state. Luke Hoffman will be here to provide an overview of the plan development process.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplaning.org.

November 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@midiowaplaning.org

November 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.

Copies of the financial documents will be provided prior to the meeting.

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplanning.org

November 2024
Item No. 7

ISSUE: Invoices and Contracts

REPORT AND VOTE: Report on invoices and contracts for CIRTPA.

BACKGROUND:

Contracts

None

Invoice - FHU

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 #10 and #11 from FHU that covers the period from August 1, 2024 to September 30, 2024 and is for \$6,330.99 and \$11,470.70 respectively.

[Click here for a copy of invoices #10 and #11 from FHU](#)

Invoice - MIPA

The MIPA bills the CIRTPA for work conducted on the CIRTPA's behalf on a bi-monthly basis. MIPA's September and October Fiscal Year 2025 invoices cover work conducted for the period beginning September 1, 2024 through October 31, 2024. If approved, CIRTPA staff will proceed with reimbursing MIPA.

[Click here for a copy of the September and October FY 2025 invoices](#)

RECOMMENDATION:

Approve the proposed invoices.

STAFF CONTACTS:

Andrew Collings, acollings@mid-iowaplanning.org

November 2023
Item No. 8

ISSUE: Calendar Year 2025 Meeting Dates

REPORT and VOTE: Consider approval of meeting dates for Calendar Year (CY) 2025.

BACKGROUND:

The CIRTPA staff annually issues a proposed CIRTPA meeting schedule for the upcoming calendar year. The CIRTPA is required to issue its upcoming meeting dates to comply with the State of Iowa's Open Meetings Law. CIRTPA staff asks for feedback on any known conflicts with the proposed schedule.

Included, below, is the proposed Calendar Year 2025 CIRTPA meeting schedule.

CIRTPA JOINT COMMITTEE	
THURSDAY	JANUARY 16, 2025
THURSDAY	MARCH 20, 2025
THURSDAY	MAY 15, 2025
THURSDAY	JULY 17, 2025
THURSDAY	SEPTEMBER 18, 2025
THURSDAY	NOVEMBER 20, 2025

CIRTPA TTC COMMITTEE*	
THURSDAY	FEBRUARY 20, 2025
THURSDAY	APRIL 17, 2025
THURSDAY	JUNE 19, 2025
THURSDAY	AUGUST 21, 2025
THURSDAY	OCTOBER 16, 2025
THURSDAY	DECEMBER 18, 2025

*TTC meeting dates are not standing and only held when necessary.

RECOMMENDATION:

Approve the Calendar Year 2025 meeting dates.

STAFF CONTACT:

Andrew Collings, acollings@midiowapanning.org

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November 2024
Item No. 9

ISSUE: Economic Impact of Cycling & Trails Study Funding Support

REPORT AND OPTIONAL VOTE: Report on providing funding for the proposed EIC&T Study.

BACKGROUND:

The Economic Impact of Cycling & Trails Study could be a benefit for the CIRTPA region and its members. Other organizations, MPOs, RPAs, and County Conservation departments have all contributed financially to the development of the study. Although there is no exact amount, \$5,000 appears to be the most common contribution level.

Should CIRTPA approve of providing support and become a partner organization, Staff would complete a budget amendment to reduce funding from an existing line-item to make the contribution budget neutral.

RECOMMENDATION:

Contribute \$5,000 to support the study.

STAFF CONTACTS:

Andrew Collings, acollings@mid-iowaplanning.org

November 2024
Item No. 10

ISSUE: *Federal Fiscal Year 2025-2028 Transportation Improvement Program Amendment Requests*

REPORT AND OPTIONAL VOTE: Consider approval of the requests to the *Federal Fiscal Year 2025-2028 Transportation Improvement Program*.

BACKGROUND:

Jasper County has requested the following revisions to the *Federal Fiscal Year 2025-2028 Transportation Improvement Program* (FFY 2025-2028 TIP):

Sponsor: Jasper County

Project: W 129th St S IA 163 to S 102nd Ave W, S 96th Ave W to Pacific St., S 102nd Ave W to end, S 88th Ave W bridge

Federal Aid Amount: \$1,875,000

Federal Aid Type: Misc. (FLAP)

Total Cost: \$1,875,000

TIP Projects Modifications: None necessary

Change: Add project to FFY 2025, increase the project cost to \$2,025,000, and add FLTP funding.

RECOMMENDATION:

Approve proposed amendment to the FFY 2025-2028 TIP.

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplanning.org

November 2024

Item No. 11

ISSUE: LRTP Steering Committee

REPORT AND OPTIONAL VOTE: Report on CIRTPA's Technical Committee serving as the LRTP Steering Committee.

BACKGROUND:

CIRTPA's updated Long Range Transportation Plan (LRTP) is due in May of 2025. Staff has been updating information and figures from the existing LRTP over the last 6 months. For the previous LRTP update, the Technical Committee was used as the Steering Committee.

The Technical Committee has standing meeting dates in the months when the regular CIRTPA meetings do not occur. Staff will utilize the Technical Committee dates to meet for the Steering Committee. To complete the LRTP update, the following is the proposed timeline:

- **December** – Meet with the Steering Committee to review updated data
- **January** – Solicit initial public and stakeholder goals and priorities
- **February** – Steering Committee review of public input, determine goals and objectives, staff begins draft plan development
- **March** – Draft Plan development continued by Staff
- **April** - Draft Plan reviewed by Steering Committee and public review of the plan
- **May** – Review and potential approval of LRTP by the full CIRTPA Board

RECOMMENDATION:

Have the Technical Committee serve as the Steering Committee for the LRTP Update.

STAFF CONTACTS:

Andrew Collings, acollings@mid-iowaplanning.org

November 2024
Item No. 12

ISSUE: CIRTPA Small Communities Fund Application and TAP Process Update

REPORT: Report on the CIRTPA STBG application process for non-allocation communities/organizations and TAP application process.

BACKGROUND:

FFY 2019 was the first year federal STBG funding was made available to small communities. The current process will solicit applications for FFY 2026 funding. The updated application materials can be found below.

The updated Application Packet and online application form will be provided prior to the meeting.

The DOT has released updated guidance regarding TAP applications.

[Click here for a copy of the state TAP guidance.](#)

The eligible use of TAP funding includes:

1. Transportation Alternatives

- A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq).
- B. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- D. Construction of turnouts, overlooks, and viewing areas.
- E. Community improvement activities, which include but are not limited to:
 - I. Inventory, control, or removal of outdoor advertising.
 - II. Historic preservation and rehabilitation of historic transportation facilities.
 - III. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
 - IV. Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
 - V. Streetscaping and corridor landscaping.
 - F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - I. Address stormwater management, control, and water pollution prevention or

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abatement related to highway construction or due to highway runoff, including activities described in Title 23 sections 133(b)(11), 328(a), and 329; or

II. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

2. The Recreational Trails program (RTP) under 23 U.S.C. 206. (Any project eligible under the RTP also is eligible under the TA Set-Aside).

3. The Safe Routes to School program including:

- Infrastructure-related projects eligible under 23 U.S.C. 208(g)(1), and
- Non-infrastructure-related activities eligible under 23 U.S.C. 208(g)(2).

4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

- Requirement that the project sponsor provide a Unique Entity Identifier (UEI) to Iowa DOT
- Eligible entities cannot be prohibited from applying if they are allowed under the federal guidance (non-profits are now eligible to apply). All eligible entities must be able to apply, but previous experience and likelihood of success should be considered in determining awards. Encouragement to continue awarding to broad population categories e.g. IJA suballocation population categories.
- All applications involving the Primary Highway System require a letter from the District Engineer consenting to the application being submitted.
- Prioritization of High-Need Areas in the scoring criteria defined by federal guidance.
- No state defined min/max; however encouraged not to award very small projects (inefficient) or underfund projects (difficulty finding excess match)
- Adding funds to existing projects outside of a full competitive cycle is only allowed in specific cases with documentation

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Andrew Collings, acollings@mid-iowaplaning.org