



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 15, 2025

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 20, 2025 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. **REPORT and VOTE: CIRTPA Financial Statements**..... Page 5
  - Report on the financial statements; consider approval.
6. **REPORT and VOTE: Invoices and Contracts**..... Page 6
  - Report on invoices and contracts for CIRTPA; consider approval.
7. **REPORT and VOTE: CIRTPA Final *Fiscal Year 2026 Unified Planning Work Program and Budget*** ..... Page 8
  - Report on the draft of the *Fiscal Year 2026 Unified Planning Work Program and Budget*; consider approval.
8. **REPORT and VOTE: CIRTPA *Comprehensive Safety Action Plan***..... Page 9
  - Report on the final CIRTPA *Comprehensive Safety Action Plan*; consider approval.
9. **REPORT and VOTE: 2025 CIRTPA FTA Title VI Program** ..... Page 10
  - Report on the 2025 CIRTPA FTA Title VI Program; consider approval.
10. **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.
11. **Other Non-Action Items of Interest to the Committee**
12. **Next Meeting Date**
  - Approval of the next meeting date for 9:30 a.m., Wednesday June 25, 2025, hybrid meeting.
13. **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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May 2025  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Report on the minutes of the March 20, 2025 Joint Committee Meeting meetings; consider approval.

**BACKGROUND:**

A copy of the March 20, 2025 meeting minutes will be provided prior to the meeting

**RECOMMENDATION:**

Approve the minutes of the March 20, 2025 CIRTPA Joint Committee meeting.

**STAFF CONTACTS:**

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

May 2025  
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@midiowaplaning.org](mailto:acollings@midiowaplaning.org)

May 2025  
Item No. 5

**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 Balance Sheet](#)

[Click here for a copy of the Income Statement](#)

[Click here for a copy of the Transaction Detail](#)

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACTS:**

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

May 2025  
Item No. 6

**ISSUE: Invoices and Contracts**

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

**BACKGROUND:**

**Invoice – FHU \*Budgeted Expense\***

FHU was hired by CIRTPA to complete an SS4A compliant 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 #16 and #17 from FHU that covers the period from February 1, 2025 to March 31, 2025 and are for \$13,785.58 and \$12,664.69 respectively.

[Click here for a copy of invoices #16 and #17 from FHU](#)

**Invoice – MIPA \*Budgeted Expense\***

The MIPA bills the CIRTPA for work conducted on the CIRTPA's behalf on a bi-monthly basis. MIPA's March and April Fiscal Year 2025 invoices cover work conducted for the period beginning March 1, 2025 through April 30, 2025.

If approved, CIRTPA staff will proceed with reimbursing MIPA.

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

**Invoice – InTRANS \*Budgeted Expense\***

InTRANS annually invoices CIRTPA for dTIMS annual maintenance and CTRE Management Services.

[Click here for a copy of the invoice from InTRANS for CY 2025 services](#)

**Invoice – Des Moines Area MPO Databike \*Budgeted Expense\***

CIRTPA utilizes the Des Moines Area MPO Databike for trail condition information capture and analysis for CIRTPA trails.

[Click here for a copy of the invoice from the Des Moines Area MPO for the Data Bike](#)

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**RECOMMENDATION:**

Approve the proposed invoices.

**STAFF CONTACTS:**

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

May 2025  
Item No. 7

**ISSUE: CIRTPA Final *Fiscal Year 2026 Unified Planning Work Program and Budget***

REPORT AND VOTE: Consider approval of the final *Fiscal Year 2026 Unified Planning Work Program*.

**BACKGROUND:**

The CIRTPA staff has developed the draft *Fiscal Year 2026 Unified Planning Work Program* (FY 2026 UPWP), which documents all transportation planning activities the CIRTPA will perform using federal funds from July 1, 2025 through June 30, 2026. The Iowa Department of Transportation (DOT) requires that the UPWP 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, 2025 and final UPWP by June 1, 2025.

The CIRTPA staff asked for input from member governments and participating agencies on planning tasks for FY 2026 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 2026 UPWP and Budget](#)

**RECOMMENDATION:**

Approve the final *FFY 2026 UPWP* and Budget.

**STAFF CONTACT:**

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



May 2025  
Item No. 8

**ISSUE: CIRTPA *Comprehensive Safety Action Plan***

REPORT and VOTE: Report on the final CIRTPA *Comprehensive Safety Action Plan*; consider approval.

**BACKGROUND:**

In late February, CIRTPA staff sent an email to MIPA communities with a link to the draft SS4A Comprehensive Safety Action Plan and a sign-up sheet for communities to meet with CIRTPA and FHU staff to review the plan and discuss potential projects.

The goal of those meetings were to 1) review the plan and identified safety areas and 2) discuss the options moving forward with a SS4A implementation grant application. After meeting with communities, there appears to be interest, or plans for several communities, to pursue proposed countermeasures. A regional application through CIRTPA may be appropriate if communities are willing to participate.

On April 30, staff sent out the final SS4A Comprehensive Safety Action Plan with the appendices.

[Click here for a copy of the final SS4A Comprehensive Safety Action Plan](#)

[Click here for a copy of the final SS4A Comprehensive Safety Action Plan Appendices](#)

Staff followed up with communities that have corridors or intersections identified within the plan and asked for projects that communities wanted to submit for SS4A Implementation funding. Projects are requested to be sent to staff by May 16.

CIRTPA is proposed to be the applicant for funding but each community will be responsible for the local match, engineering, construction, and maintenance for their projects. If awarded, it is anticipated that each community would be a sub-recipient of the grant.

**RECOMMENDATION:**

Approve and adopt the CIRTPA Comprehensive Safety Action Plan.

Authorize staff to proceed with preparing an Implementation grant for CIRTPA communities. The final approval of the grant will be in June.

**STAFF CONTACTS:**

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

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May 2025  
Item No. 9

**ISSUE: 2025 CIRTPA FTA Title VI Program**

REPORT and VOTE: Report on the CIRTPA FTA Title VI Program; consider approval.

**BACKGROUND:**

Part of the operating funding that CIRTPA receives from the Iowa DOT each year is Federal Transit Administration (FTA) funding. Because CIRTPA receives this funding, it is required to complete a Title VI program every 3 years. This program looks at how CIRTPA is complying with Title VI of the Civil Rights Act of 1964 which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.

Staff has filled out the prescribed form and compiled the information needed to create the program.

[Click here for a copy of the 2025 CIRTPA FTA Title VI Program.](#)

**RECOMMENDATION:**

Approve the 2025 CIRTPA FTA Title VI Program.

**STAFF CONTACTS:**

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

May 2025  
Item No. 10

**ISSUE: TAP and Small Community Funding Project Recommendations**

REPORT and OPTIONAL VOTE Report on submitted Federal Fiscal Year 2029 *Transportation Alternatives Program* and FFY 2026 Small Communities Fund projects; consider approval.

**BACKGROUND:****TAP APPLICATIONS**

For Federal Fiscal Year 2029, approximately \$850,000 is available in CIRTPA TAP funds to award. The CIRTPA staff received 2 applications this year requesting \$955,960. The projects are:

**Sponsor:** City of Perry

**Project:** Iowa Street & 18<sup>th</sup> Street Trail Project

**TAP Request:** \$325,960 (\$276,360 Construction)

**Total Cost:** \$407,450 (\$345,450 Construction)

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

**Sponsor:** Dallas County Conservation

**Project:** Phase V – South Loop Trail and Drainage Rehabilitation

**TAP Request:** \$630,000

**Total Cost:** \$790,000

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

**SMALL COMMUNITY FUND APPLICATIONS**

For Federal Fiscal Year 2026, approximately \$250,000 is available in CIRTPA STBG funds to award. The CIRTPA staff received 1 application this year requesting \$250,000. The project is:

**Sponsor:** City of Story City

**Project:** Broad Street Reconstruction Phase 4 Project

**STBG Request:** \$250,000

**Total Cost:** \$816,391

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

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**RECOMMENDATION:**

Approve the requested funding for construction only.

**STAFF CONTACTS:**

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