1. **Roll Call**

   **Members Present:** Paoni, Beck, U. Martin (for Trowbridge), Scheel, Dryer, Dunphy, Stephany, C. Hoesly (for Koprowski), M. Forlenza (for McComb), Phillips, Horton, Violante

   **Members Absent:** Kugler, Wheeler, Coville, Even, Stauske, Larson, Kennedy, Sayre

   **Others Present:** W. Schaefer, M. Cechvala, E. Frost, M. Batuzich, L. Gibbs, C. Petykowski

2. **Approval of March 23, 2016 Meeting Minutes**

   Beck moved, Violante seconded, to approve the March 23, 2016 meeting minutes. Motion carried.

3. **Modification to Membership Structure of the MPO Technical Coordinating Committee**

   Schaefer said that Deane Baker, the DeForest representative to the TCC, is longer on staff and the village is not planning to hire a public works director or planner, but rather use consultants for those duties. Therefore, the DeForest representative will need to be removed from the committee.

   Currently, each of the 10 suburban communities are paired with another community where each representative gets ½ vote if both are present, or a full vote if only one is present. DeForest is paired with Sun Prairie. One option is to give Sun Prairie a full vote, being the largest suburban community. Schaefer said he had also communicated with Rob Kennedy about the possibility of removing the UW representative because he has not been attending meetings, contributing to quorum problems. Schaefer said the purpose of the paired community voting structure was to maintain some level of proportionality in voting for representatives based on the population represented even though the recommendations of the TCC are only advisory to the policy board. However, if the TCC had a split vote with suburbs voting differently than the City of Madison, Schaefer would report that information to the MPO board.

   Schaefer said the other issue is that achieving a quorum has begun to be an issue again. When a quorum is not present, the practice has been to still hold the meeting as an informational one, but not take up any action items. Notes are recorded, but not formal minutes. A concern has been raised that holding even an informational meeting without a quorum violates the state open meetings law and also violates city of Madison ordinances. The MPO is not a city committee, but the city is the MPO’s fiscal and administrative agent. Schaefer said he is working with the city attorney’s office on this issue. He said the committee is large. The reason is the desire to have every city/village represented if they have an appropriate staff member. Schaefer said that since the TCC is established by the MPO board, the open meeting law applies. If it is determined that informational meetings can’t be held when quorum isn’t present, reducing the committee size might need to be considered.

   Phillips commented that it is important not to diminish the role of the TCC. Although it is advisory, there is a lot of technical expertise that policy makers on the MPO board rely on. Schaefer added that TCC members are also involved in implementing MPO polices and recommendations. Dunphy noted that DeForest had a staff planner and street superintendent who might be appropriate to serve on the committee. Windsor could also be added. Schaefer said he would contact staff from both villages. Members expressed support for maintaining the current structure with all or most communities having a representative.

   There was discussion about how quorum should be counted. Phillips suggested it should be based on votes rather than members or seats. Schaefer said that made sense and he’d check with the city attorney on that. There was also discussion about ways to encourage better attendance. Dunphy suggested meeting every other month. Schaefer said the committee does end up meeting on average about six times or less per year since many meetings are cancelled. Schaefer said the location could
be varied. Fitchburg was chosen because it is relatively centrally located, has a nice facility, and parking. A different starting time could also be discussed. Schaefer noted that members are allowed to send designees who are allowed to vote, based on the TCC’s rules. This helps with quorum. Schaefer said he would have more information and probably a proposal for a change at the next meeting.

4. **Review Draft Transit System Network Recommendations for the Regional Transportation Plan (RTP) 2050**

Cechvala gave a presentation on draft future transit network recommendations that will be included in the regional transportation plan. Recommendations include a bus rapid transit system, new service in peripheral neighborhoods, intensification of service in central Madison, a regional express bus network, and a transit system restructure to incorporate these elements.

5. **Review Bicycle and Pedestrian Facility Needs Analysis for the RTP 2050**

Cechvala gave a presentation on draft bicycle and pedestrian facility needs analysis maps to be included in the regional transportation plan. The pedestrian facilities map shows missing sidewalks on urban collector and arterial streets that are prioritized into two tiers. The map also shows potential crossing or intersection improvements. Dryer expressed some concern about the potential crossing improvements shown because in some cases there may not be practical improvements that can be made. He suggested perhaps labeling these intersections as “high conflict” locations.

Cechvala said the urban bikeway gaps and barriers map builds upon the recently completed Bicycle Transportation Plan. A set of regional paths were prioritized, but there wasn’t a map showing priority street corridors in need of improved bicycle facilities. In some cases, the facility could be a side path. Phillips suggested that the planned path along the east rail corridor be shown further to the east near STH 30 because the rail corridor might not be feasible.

6. **Review of Projects in the Draft 2017-2021 Transportation Improvement Program**

Schaefer reviewed the approved STP (now STBG) Urban projects. He said that since the CTH M project was delayed to SFY 2018 this resulted in the Cottage Grove Road and Buckeye Road projects being delayed a year. This was because of projects elsewhere in the state. WisDOT has said it can’t carry over STP funds from year to year and must balance state-wide STP budget every year. Schaefer said he hopes this doesn’t affect the MPO’s allocation of available funding next year. He has already discussed this with WisDOT. He noted MPOs are still in a transition period with the new fiscal constraint rules. The MPO is now doing everything possible to maintain the schedule for projects. This includes conditionally approving projects in years 6 and 7 in addition to the normal 5-year TIP to give communities confidence that they can proceed with large projects. Schaefer and Forlenza encouraged staff to begin working on projects for which applications would be submitted next year. He noted the MPO’s new policy goal of using up to 10% of STP Urban funds on small projects costing $1.2 million or less.

Schaefer reviewed some of the other projects in the draft TIP, including roadway and pedestrian/bicycle projects. In response to a question from Phillips, Schaefer said the locally funded CTH PD project from Woods Road west would not have a grade-separated left turn at Nine Mound Road.

7. **Committee Member Reports**

Paoni said that WisDOT will release its draft freight plan in September.

C. Hoesley said that the reconstruction of the Beltline near Whitney Way and Verona Road continues on schedule. The next stage of the Verona Road project, Fitchrona Road to Williamsburg Way, will start on September 6. Other reconstruction work this fall will be on Nesbitt Road (CTH PD to Limestone Lane), Williamsburg Way and Anton Drive, and the Verona Road Frontage Road (Williamsburg Way to Chalet Gardens Road).
Dunphy said that CTH D (Fish Hatchery Road to CTH M) and CTH PD (Woods Road to the golf course) are being resurfaced. Crews are grading base course on CTH C north of STH 19.

Scheel said that a roundabout was being built at USH 51 near STH 138 for the new Kettle Park West development and STH 138 was currently closed just west of USH 51.

Horton said that Fitchburg is working on property acquisition for Lacy Road and they are on schedule for construction in 2017.

Martin said that there will be public meetings for the Madison in Motion transportation master plan on September 20 and for the Comprehensive Plan update on October 26.

Petykowski said that he is expecting the Environmental Assessment for CTH M in the next few weeks. The FONSI for CTH PD is signed and property acquisition will begin. A public information meeting on the East Johnson Street project was held with good input about bike facilities and that project is moving forward with some design changes. Staff will submit environmental documentation for Buckeye Road soon and Cottage Grove Road’s environmental documentation is under review. Staff will be starting work on Atwood Avenue and the Gammon Road bike underpass soon.

8. Staff Reports

Schaefer said the second series of public meetings on the RTP will be held in the second and third weeks of October in Madison, Middleton, and Fitchburg.

The work on improvements to the travel demand model will be completed by the end of the week. This included work on the mode choice/transit components of the model and auto speeds in the model.

The ITS subcommittee met for the second time this year, with updates on Metro’s smart card and radio/AVL project, a summary from Yang Tao on the ITS America conference and a potential connected vehicle and transit signal priority project on Park Street. WisDOT also provided an update on its advanced traffic management system software project. Minutes from the meetings are on the MPO’s website.

The MPO will be hiring the UW Survey Center to conduct a supplemental household travel mail survey to the National Household Travel Survey. The plan is to send the survey out this fall and next spring. Schaefer explained the purpose of the supplemental survey.

9. Next Meeting Dates

The next scheduled meeting dates are September 28 and November 16. The October meeting will be cancelled.

10. Adjournment

Dunphy moved, Horton seconded, to adjourn at 3:55 pm.

Minutes recorded by Bill Schaefer and Mike Cechvala