

**Madison Area Transportation Planning Board (an MPO)  
January 5, 2011 Meeting Minutes**

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**1. Roll Call**

*Members present:* Eileen Bruskevitz (arrived at item #5), Joe Chase, Mark Clear, Duane Hinz, Brett Hulsey, Chuck Kamp, Steve King, Jerry Mandli (arrived at item #8), Al Matano, Mark Opitz, Steve Ritt, Chris Schmidt

*Members absent:* Paul Skidmore, John Vesperman

*Staff present:* Bill Schaefer, Dan Seidensticker

**2. Approval of November 3, 2010 Meeting Minutes**

Moved by Clear, seconded by Kamp, to approve the November 3, 2010 meeting minutes. Motion carried.

**3. Communications**

Schaefer said there were two communications in the packet. The first was an email from the WisDOT SW Region Local Program Manager regarding the MPO's STP-Urban funding allocation for 2013-2014. The total allocation for the two years is \$11.7 million or about \$5.86 million per year, which is about \$500,000 less than the current allocation of \$6.3 million. Schaefer said he reviewed the STP-Urban priority project listings and the reduced funding will not affect the timing of projects in years 2013-2015 based upon current cost estimates. There will just be less funding to carry over to 2016. The second communication was a letter from the Federal Highway Administration (FHWA) approving the MPO's 2011 Work Program. The MPO received a related letter from WisDOT after the mailing indicating that the FHWA and state funding for the Work Program was approved. The MPO receives approval from the Federal Transit Administration (FTA) for the FTA funding later in the year.

**4. Public Comment (for items *not* on MPO Agenda)**

Royce Williams, 2437 Fox Ave., Madison registered to speak. He expressed continued concern about the City of Madison not having an intercity bus terminal. He said WisDOT released a Request for Proposals for additional intercity bus service under a new state program. The routes haven't been identified yet, but routes between Madison and the Fox Cities/Green Bay, Wausau, and Dubuque, Iowa were identified as priorities in WisDOT's transportation plan. The new service will increase the need for a terminal. Asked if he had a recommendation for a location, Williams mentioned the U-Haul facility across the street from the old station.

**5. Consideration of Resolution TPB No. 48 Regarding Amendment #1 to the 2011-2015 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County**

Schaefer said the TIP amendment was for revisions to a number of projects. WisDOT has proposed changes in the timing and cost of four projects: (1) moving back to 2016 the reconstruction of the S. High Point Road bridge over the Beltline; (2) moving up a year to 2011 the resurfacing of USH 14 to Oregon; (3) moving up from 2015 to 2011 the reconstruction of the USH 151/Main Street interchange in Sun Prairie; and (4) moving up the construction schedule for STH 113 so all the work will be completed in 2011. Schaefer said John Vesperman had told him just today that the E. Washington Avenue pavement replacement project in the East Towne area is being moved up from 2014 to 2012. That change will be reflected in a future TIP amendment or when the new TIP update is done later this year. The listings for the four bicycle projects that received Federal funding under the SMIP program need to be revised to reflect the programmed federal funding. A fifth project—addition of bike lanes on

W. Old Sauk Road—received funding, but the Town of Middleton turned down the funding due to the impact on the design costs and timing of the project. The listings for two transit projects that received Federal New Freedom program funding also need to be revised to reflect the programmed Federal funding. Both are continuing projects. One is Dane County’s Mobility Management Program project and the other supports the provision of accessible private taxicab service by Union Cab Company.

Opitz mentioned the new state law and regulation that with some limited exceptions requires pedestrian and bicycle accommodations to be provided whenever Federal or state aids are used on projects. Schaefer said the project would be funded with 100% local funds now so he didn’t think the law would apply. Clear said the issue was on the agenda for the Town of Middleton Board meeting the previous night. Hulsey mentioned that towns receive General Transportation Aids from the state. Schaefer said he thought the law only applied to project funding. The Board asked Schaefer to get more information on what was discussed on the issue at the town board meeting.

Moved by Hulsey, seconded by Schmidt, to approve Resolution TPB No. 48 Regarding Amendment #1 to the 2011-2015 TIP. Motion carried.

**6. Consideration of Resolution TPB No. 49 Approving Amendment to the 2011 Unified Planning Work Program and Budget**

Schaefer said the work program amendment was necessary to shift some funding from staff time to consulting services due to the unexpected retirement of the MPO staff person who maintained and operated the MPO’s regional travel forecast model. He said the MPO couldn’t afford to wait for 4-6 months until a new staff modeler was hired and trained. A consultant, HNTB, has been providing some modeling assistance for the MPO already as part of a contract with WisDOT to provide modeling support for MPOs in the state. The plan is to use the funding to allow HNTB to continue this work. A total of about \$34,000 is proposed to be transferred to consulting services. Schaefer said he has already had discussions with City of Madison Purchasing staff on two different options for contracting with HNTB for the work that would avoid the need for going through an RFP process.

Moved by Opitz, seconded by Hinz, to adopt Resolution TPB No. 49 amending the Work Program and Budget. Motion carried.

**7. Discussion and Consideration of Possible Comments on the USH 18/151 (Verona Road) Supplemental Draft Environmental Impact Statement**

Matano said he asked to have this item on the agenda to see if the Board wanted to submit any comments on the project. He mentioned that the Dane County Board had adopted a resolution with comments on the Supplemental Draft EIS.

Ritt asked if the County resolution and the City of Madison comments were submitted by the December 17 deadline. Schaefer said yes. Ritt questioned whether the MPO was considering submitting comments past the deadline or commenting on the County and City of Madison comments. Schaefer said Vesperman already indicated they would consider any comments the MPO might provide even though the deadline had passed. Schaefer also said that Vesperman noted there would be another comment period in a few months on the final draft EIS. Schaefer said many of the comments by the City of Madison focused on specific design details of the project that would be addressed at the design phase of the project.

King commented that much of the discussion at the city committee level was related to issues that weren’t relevant to the EIS, and suggested the MPO shouldn’t waste time doing the same thing. Hulsey asked about the air quality monitoring, and Schaefer referred to the document distributed that included WisDOT responses to city comments. WisDOT and WisDNR are piloting a modeled analysis of PM 2.5 concentrations near the interchange. The study effort is not part of the roadway project study. Hulsey said he’d like more information on this when it is available. Following further discussion, it was decided that the Board would not submit any comments at this time.

## 8. Consideration of Revisions to the Madison Area TPB Rules and Operating Procedures

Schaefer said the Board discussed the issue last summer. The Board had questions about the MPO's authority and expressed interest in making changes and additions to the MPO's rules. At the June meeting MPO staff reviewed a memo that outlined potential issues to address with additions and revisions to the rules. He said staff had now drafted proposed language for the Board to review. Schaefer said most of the additions and changes simply codify existing procedures. He reviewed and highlighted the proposed revisions to the rules. He mentioned that Diane Paoni from WisDOT had suggested adding language that MPO Board members are not allowed to send alternates to meetings, while this is permitted for Technical Coordinating Committee (TCC) members. He planned to add that language. Regarding changes to the policy board composition, he said the procedure is spelled out in the agreement, which is essentially the same as a redesignation. The proposed language clarifies that a simple majority vote by the Board is required to initiate the process. He noted that he added language regarding a process for the city/village or town appointments to be removed prior to the expiration of the term. Language was added spelling out the authority and membership/voting of the TCC and Citizen Advisory Committee. Language was also added for the Congestion Management Subcommittee that will be created.

Bruskewitz said she noticed that there were no town representatives on the TCC. She said many urbanized towns are part of the MPO area and some have administrators or other staff members that would be appropriate to serve on the committee. She suggested adding the administrator of the Town of Westport to the TCC. Schaefer responded that if any changes were made to the TCC membership he would like to review them with the TCC first and get a recommendation.

Schaefer said language was added regarding MPO staff, including the duties of the Transportation Planning Manager. It is noted that staff are directed by MPO Board policies and approved documents. He said language was also added encouraging consultation of the Board and Chair in the hiring process for the manager. This was one of the issues that led to the review of the MPO's authority and rules.

Hinz commented that there seemed to be a conflict in the language. The first paragraph says MPO staff report to the Board and the second paragraph says the Planning Manager reports to the City of Madison Planning Division Director. There was discussion about the difficulty with staff being City of Madison employees yet the MPO is independent from the city. Schaefer said there was a difference between the hiring of the staff and whom the staff are directed by once hired. He said the arrangement has worked thus far, but is awkward. King commented that he thought the current hiring process was advantageous because it is focused on the technical qualifications of the job. Having the Board hire the manager would make it more of a political appointment. He said the Board should have input, but thought it was better the Board didn't actually do the hiring.

Schaefer said that in the section on MPO meetings, language was added to allow telephonic participation for special meetings. Opitz asked if the members participating via telephone counted for achieving quorum, and Schaefer said yes. Opitz suggested limiting to two the number of members that could participate by telephone. Matano suggested clarifying that meetings be cancelled "at the authority of the Chair." It was also suggested that the Policy Board should have the authority to decide where to meet. Schaefer said he added language allowing the MPO to hold joint meetings with other agencies or committees. A new section was also added noting that the MPO shall develop a public participation plan and annual work program and budget. The language notes that the budget should be developed along the same timeline as the city's budget process to ensure coordination and consistency. A section was also added regarding future amendments to the rules. Hinz pointed out the language added regarding unexcused absences should be corrected to refer to those of an avoidable nature. Clear commented that the suspension of the rules regarding the conduct of a hearing should be done with approval of the board, not at the Chair's discretion. It was suggested that members should notify both the Planning Manager and the Chair if they will be absent. Regarding quorum, there was discussion about whether the provision that the meeting must be adjourned if a quorum is not present within 15

minutes of the scheduled meeting time is a state law. If not, it was suggested changing this provision. Staff was asked to check with the City Attorney's Office.

Royce Williams, 2437 Fox Ave., Madison registered to speak. He said his comments concerned the discussion of staff. He felt the process for hiring the Planning Manager was unacceptable. The Board wasn't provided with options and did not get to vote. Hiring and firing authority is very important for an independent board. He said the issue needs to be looked at further.

Hinz said that confirmation might be a better term. The city should give the Board the courtesy to confirm the appointment. Bruskevitz said she was less concerned about hiring authority because the Board sets the policy. She said she was more concerned about a situation where the manager or director was not doing a good job, and the Board wanted the person removed. Following further discussion, it was suggested an agenda item be added for the next meeting to create a personnel subcommittee to make a recommendation on the issue to the Board.

#### **9. Presentation on Regional Transportation System Performance Indicators for the Regional Transportation Plan Update**

Schaefer said there has been increasing emphasis at the Federal and state levels on use of performance indicators for transportation planning. The MPO committed to developing some indicators when the Regional Transportation Plan 2030 was adopted. The purpose of the indicators is to serve as a diagnostic tool to alert the MPO about changes and trends. This information can then be used to inform policy discussions and in development of plan recommendations. He said the MPO decided to start with indicators for which data is readably available, but it is anticipated that this will be an evolving effort. He said there are important external factors that affect the indicators that are beyond the control of the MPO or other transportation agencies. However, the indicators still have some value. The indicators need to be tied to the plan goals and policy objectives. He pointed to the table created that listed the overall transportation system objectives and the indicators that related to those objectives. He then reviewed some of the data, tables, and maps on the indicators. The idea was to start with a baseline year, which for most of the data is 2009. Staff has also made some comparisons to 2005 data where that was available. Among the data reviewed was the pavement quality of the local and state arterial and collector roadway system. He said the overall picture was good, and many of the roadway segments in the lowest category were programmed for reconstruction.

Hulsey asked if data was available on vehicle miles of travel (VMT) for areas served by Metro versus other areas. Schaefer said the data could not be tracked that way. Hulsey also commented that he'd like to see some analysis of the data. Schaefer agreed, but said in many cases it was difficult to do other than speculating on possible reasons for changes such as the reduction in crashes. Providing the data was just a start. It was suggested by several persons that under Freight Mobility information be provided on rail freight. Schaefer said the data is difficult to obtain because there is only one operator and it is considered proprietary, however Wisconsin & Southern Railroad did provide a presentation to the RTA Board recently with some of this data and he said he'd look at that again. Chase suggested tracking the performance of roundabouts. Schaefer said it would be difficult to obtain data for that, but perhaps that could be done in the future as part of the congestion management process.

#### **10. Update on the Dane County Regional Transit Authority (RTA)**

Royce Williams, 2437 Fox Ave., Madison registered to speak. He reported that the Madison Area Bus Advocates endorsed a position to encourage the RTA to proceed with a spring referendum on their Phase 1 plan and go with a ¼ cent sales tax.

Opitz said the RTA Board and its committees were meeting on a frequent schedule in order to try to complete a conceptual plan for a first phase of improved transit services to take to the public for comment and get a referendum question to the County Clerk's Office by the February 22 deadline. The first phase includes new regional commuter bus service to outlying communities with park-and-ride facilities, expansion of service to some peripheral areas, improved core area service, shared-ride taxi

service in additional communities, and improved elderly/disabled service. Some funding would also be provided for administrative and technical planning support. There is no rail component. Chase asked if the County Clerk's office had figured out how to administer the referendum in the RTA area, and Bruskewitz said yes that all of the voters inside the area had been identified. It was noted that some of the funding was proposed to be used to fund existing services, removing the cost from the property tax, and that a ¼ cent sales tax would generate roughly \$20 million. Asked about Metro Transit's budget, Kamp said it was about \$50 million, but the amount funded through local property tax dollars was \$10-\$12 million.

**11. Status Report by Madison Area TPB Members on Projects Potentially Involving the TPB:**

- **USH 51 (USH 12/18 to I 90/94/39) Corridor Study**
- **USH 51 (McFarland to Stoughton) Corridor Study**

Item deferred.

**12. Discussion of Future Work Items:**

- **Transit Development Plan (TDP) and RTA Service Plan Scenarios**
- **MPO Congestion Management Process**
- **Regional Transportation Plan Update**
- **Revisions to MPO Operating Rules and Procedures**

Schaefer said that Ayres & Associates had been hired for the Congestion Management Plan project and Ken Voigt was the project manager. MPO staff has started working with them and a kickoff meeting of the advisory committee was tentatively scheduled for the end of January.

**13. Announcements and Schedule of Future Meetings**

The next meeting is scheduled for February 2, 2011 at the Madison Water Utility at 7 p.m.

**14. Adjournment**

Moved by Opitz, seconded by Clear, to adjourn. Motion carried.