

**Madison Area Transportation Planning Board (an MPO)**  
**March 2, 2011 Meeting Minutes**

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**1. Roll Call**

*Members present:* Duane Hinz, Brett Hulsey (arrived at Item #10, which was presented first), Chuck Kamp, Steve King, Jerry Mandli, Al Matano (Chair), Mark Opitz, Steve Ritt, Chris Schmidt (arrived at Item #5)

*Members absent:* Eileen Bruskewitz, Joe Chase, Mark Clear, Paul Skidmore, John Vesperman

*Staff present:* Bill Schaefer, Kristin Bennett

Matano called the meeting to order without a quorum at 7:15 p.m as a quorum was expected shortly. Agenda item #10, an informational item, was taken up first. A quorum was achieved when Hulsey arrived during the presentation.

**2. Approval of January 5, 2011 Meeting Minutes**

Moved by Kamp, seconded by Hinz, to approve the January 5, 2011 meeting minutes. Motion carried.

**3. Communications**

Schaefer presented three communication items, which were in the packet:

- Letter from WisDOT requesting FHWA approval for an amendment to the 2011 Work Program [FHWA approval for the amendment was granted on 1/12/2011];
- WisDOT approval of the 2011 – 2015 Transportation Improvement Program (TIP); and
- WisDOT approval of TIP Amendment #1 to the 2011 – 2015 TIP.

Matano also distributed a flyer about an upcoming conference – 2011 Rail Conference: Moving Freight and Passengers in the 21<sup>st</sup> Century – which will be held on April 27 – 29 in Lisle/Naperville, IL. More information can be obtained at [www.naco.org/railconference](http://www.naco.org/railconference).

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

None

**5. Consideration of Revisions to the Madison Area TPB Rules and Operating Procedures**

Schaefer provided an overview of the proposed additional revisions based upon the comments and discussion at the last meeting. These included:

- Addition of language about the term of the Technical Committee (TCC) Chair and members being able to designate an alternate to attend meetings in their stead;
- Reorganization of the Congestion Management subcommittee to place it under the TCC and addition of language allowing other subcommittees to be created on an ad hoc basis;
- Edits to the Staff section, including deleting language about the MPO staff reporting to the Board and substituting language that staff provides professional services to the Board, which is more accurate; indicating that the City of Madison Planning Division Director appoints and supervises the MPO Transportation Planning Manager; and adding language that if the Board has any concerns about MPO staff, it should contact either the MPO Planning Manager or the City Planning Division Director.
- Edits to the Meetings section, noting that the meeting location would be determined by the MPO Board in consultation with the MPO Transportation Planning Manager and that meetings are canceled at the discretion of the Board Chair. An issue that still needs to be decided is

whether there should be a limit on the number of Board members that can participate in a special Board meeting via telephone.

- Edits to the sub-section on Quorum of the MPO Board Meetings section, changing the amount of time after the scheduled time that the Board can wait to achieve quorum before having to adjourn from 15 to 30 minutes. Schaefer said he confirmed that Wisconsin state law does not require a quorum to be met within 15 minutes of the scheduled meeting start time. That is a City of Madison rule the MPO does not have to follow.

Schaefer said a suggestion had been made to add the Town of Westport Administrator as a member of the TCC. This was discussed with the TCC and they recommended not making that change. The reasons discussed were that it wasn't necessary from a technical review standpoint. Dane County planning and engineering staff are on the TCC and can address rural community needs. MPO staff is not recommending a change to the TCC membership. Schaefer said he hoped the Board would adopt the revised rules with the proposed changes now, recognizing that additional changes to the MPO Staff section could be made later following a recommendation from the personnel committee if the Board decided to create that new committee to further discuss the issue of the Board's role in the hiring and performance review of the MPO Manager.

Opitz suggested that the language limiting telephonic participation for special meetings to two Board members be included. Matano suggested deleting the last three sentences of Quorum sub-section of the MPO Board Meetings section regarding the maximum time the Board can wait for a quorum to be reached before having to adjourn the meeting. He thought the Board should have the flexibility to "meet as a sub-committee" to take up non-action items such as hearing presentations. He suggested adding language to that affect instead.

Moved by Opitz, seconded by Hinz, to approve the proposed revisions, dated 3/2/11, to the Madison Area TPB Rules and Operating Procedures with the additional changes suggested by Opitz and Matano. Motion carried.

#### **6. Consideration of Creation of Congestion Management Subcommittee of the MPO's Technical Coordinating Committee**

Schaefer said the MPO had hired a consultant team to develop an enhanced congestion management process (CMP) that meets all federal requirements. A study committee has been set up for the project. The intent is to make it a permanent subcommittee of the TCC charged with overseeing implementation and future updates of the CMP, and staff is seeking Board approval to do that. The proposed CMP Subcommittee roster was included in Board's agenda packet. Many of the suggested subcommittee members are on the TCC, but others include staff with particular expertise to offer to the CMP.

Moved by King, seconded by Hinz, to approve the creation of a Congestion Management Subcommittee of the MPO's Transportation Coordinating Committee (TCC). Motion carried.

#### **7. Consideration of Creation of the Madison Area TPB Personnel Committee**

Schaefer said the MPO Board does not currently hire or fire or review the performance of the MPO Transportation Planning Manager. The City of Madison handles those tasks, and the only way to substantially change that would be for the MPO to enter into an MOU with the City or to revise the MPO re-designation agreement, which would require agreement of the City. He noted there wasn't unanimous agreement among the Board on what role the Board should play in hiring the Manager. Schaefer suggested the Board determine what its personnel process concerns are and what they would want a personnel committee to do. The committee could meet and discuss how they would like to see the process changed, and then perhaps meet with the City of Madison Planning Division Director and staff from the Mayor's office and possibly City Attorney's office. He added that some of the Board's concerns may have been addressed with the approved changes to the MPO Operating Rules and Procedures. It was suggested that a personnel committee could serve as an ad hoc committee to the

MPO Board to handle unique personnel issues and provide advisory guidance to the City of Madison in its oversight of the MPO staff. Following further discussion, it was decided to table the item and take no action.

**8. Consideration of Appointments to the MPO's Citizen Advisory Committee (CAC)**

Schaefer said two current members of the committee (Dave Phillips, City of Stoughton Chamber of Commerce, and Steve Hiniker, 1,000 Friends of Wisconsin) are stepping down because they do not have enough time to actively participate. Two new members are being recommended for appointment – Delora Newton with the Greater Madison Chamber of Commerce and Kevin White, a transportation and land use planner with Verbicher Associates. Schaefer said he was also interested in expanding the committee to add some additional members that would represent other interests, and would work on that in the future.

Moved by Ritt, seconded by Kamp, to approve the recommended appointments to the MPO's Citizen Advisory Committee (CAC). Motion carried.

**9. Consideration of Resolution TPB No. 50 Regarding Amendment #2 to the 2011-2015 Transportation Improvement Program (TIP) for the Madison Metropolitan Area and Dane County**

Schaefer provided a brief overview of the TIP amendment, which included mostly minor cost and/or timing changes to some bicycle, transit, and roadway projects and two new small rail crossing safety projects.

Moved by Mandli, seconded by Kamp, to approve Resolution TPB No. 50 Regarding Amendment #2 to the 2011 – 2015 TIP for the Madison Metropolitan Area and Dane County. Motion carried.

**10. Growth Forecasts and Allocation for the Regional Transportation Plan (RTP) Update**

Schaefer said staff had completed a final draft of the growth forecasts and the allocation of that growth in households, population, and employment down to the traffic analysis zone (TAZ) level. This socioeconomic dataset serves as an input to the travel forecast model. He recapped the methodology used for developing the new growth forecasts and allocations, which is the same as that used for the 2030 RTP. He noted that because of the new revised higher county population forecast prepared by the State Department of Administration's Demographic Services Center, an additional 74,000 in population growth has been added (almost 15 years worth) even though the plan horizon year has only been extended five years. For the county employment forecast, staff again used a labor supply analysis with assumptions of an increase in the labor force participation rate and an increase in the number of out-of-county residents working in Dane County. The assumption of increased commuting from adjacent counties is supported by 2006 – 2008 Census American Community Survey data that showed an increase in commuting from adjacent counties into Dane County (+10,000) and into the City of Madison (+6,000) compared to 2000. Urban service area or municipal forecasts were allocated to the small TAZ level based on local land use plans. Staff updated the composite map of local land use plans. He noted some of the communities and peripheral neighborhoods where plans had been revised or new plans created. Because staff does not yet have a new set of 2010 base year data, building permit data was collected from the larger communities to track development since 2000. Adjustments to the prior allocation were made based on this data, particularly to account for infill and redevelopment. The adjustments also take into account the revised and new land use plans. Schaefer said tables with the final draft urban service area/municipal forecasts were included in the packet. He said he would be reviewing the information with the technical committee at its next meeting.

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

Opitz reported that the RTA Board recently made the decision not to proceed with an April ballot measure to request approval from voters for a ¼ cent sales tax for transit. The reasons for this included the current uncertainties around transit funding, collective bargaining, etc. created by the proposed

budget repair bill and biennial state budget and future legislation that *might* be introduced that would impact the viability of RTAs in the state. There was also concern that the conceptual transit plan developed didn't contain sufficient information on the benefits of increased transit funding and service and that there hadn't been sufficient time for education and outreach. Opitz and Kamp recognized Royce Williams for his interest and participation in the RTA process, noting that he attended nearly every RTA Board meeting and provided very valuable citizen input. Matano did express concern that some of the RTA meetings were held in locations that were not transit accessible and some were held at times that could be difficult for working individuals to attend. Opitz responded that some of the mid-day meetings were subcommittee meetings (e.g., drafting bylaws for RTA Board consideration), not full RTA Board meetings. He added that meetings were held around the county to get outlying areas more involved and interested in transit and that the final few meetings were scheduled in the evening, were well publicized, and that special Metro transit shuttle buses were available to get people to and from the meetings.

## **12. Update on Potential New Madison Intercity Bus Service and Intercity Bus Parking Issues**

Schaefer reported WisDOT had planned to contract for some new intercity bus service, but the proposed biennial state budget dropped the state funding for these new services. It is possible some new service might be possible using Federal funding. He explained that WisDOT had completed a bid process for private companies to provide new intercity bus service, and had issued a notice of intent to award the service contract to Lamers Bus Lines for three new routes serving Madison to/from Green Bay, Wausau, and Dubuque, Iowa. Regarding the bus parking issues, Kamp said that a request had been made for City of Madison Traffic Engineering staff to look at bus parking and signing options on Langdon Street by the Memorial Union to address safety concerns. Two parking spaces and the motorcycle parking have been removed to provide additional on-street bus parking to partially address the problem. Kamp said it was very challenging to have all the inter-city bus companies and Metro Transit in such a very congested area.

Royce Williams, 2437 Fox Ave., Madison, registered to speak. He stressed the need for additional intercity bus service remains. Also, the bus terminal and safety and congestion issues with on-street pick up/drop off at the Memorial Union still need to be addressed even if there isn't any new state-funded service. Williams said two more bus lines now stop at the Union (Greyhound, Megabus) so there is even more activity in that area. Williams said the City was looking at a possible new inter-city bus terminal site in the area where the intercity rail station was supposed to be located using TIGER II discretionary grant funding. However, he expressed concern that the location near the Monona Terrace Convention Center is too far from the UW campus. He suggested the U-Haul storage facility on W. Washington Avenue would be a better location.

Matano suggested the Board perhaps brainstorm some ideas to share with the City and Metro Transit. King expressed dismay that the university has numerous plans for campus building construction and other capital improvements, but doesn't have any plans to provide better intercity bus access. The primary customers of intercity bus service are UW students.

## **13. Update on Capital Region Sustainable Communities Consortium Regional Planning Grant Project**

Schaefer provided an update on the Sustainable Communities Initiative (SCI) grant project being led by the Capital Area Regional Planning Commission (CARPC). CARPC has executed the funding agreement to receive the federal grant funds, and they are setting up the staff technical oversight team. The first meeting of the Consortium partners is scheduled for later in March. He mentioned that Thrive was awarded a grant to develop a comprehensive economic development strategy for the Dane County region. He said he expected Thrive to join the consortium and that this study could feed into the SCI project. The focus of the project is to emphasize a three-pronged approach to sustainability – environmental quality, economic opportunity and social equity.

**14. 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**

There is no new information about this study at this time.

- **USH 51 (McFarland to Stoughton) Corridor Study**

Schaefer reported that at the most recent technical advisory committee meeting WisDOT's consultant reviewed some design changes for the alternative that expands USH 51, noted some minor changes to two other options, and also recommended dismissing the two alternatives that don't involve expanding USH 51 (CTH N expansion alternative and STH 138 to USH 14 alternative). WisDOT staff has offered to provide a presentation on this study at the next MPO Board meeting. A public meeting is scheduled for mid-April. Mandli noted that the capacity expansion wouldn't be programmed before 2020.

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

- **MPO Congestion Management Process (CMP)**

Schaefer said a project kick-off meeting had been held along with some focused input meetings with City of Madison Traffic Engineering and Metro Transit staff. Much of the effort thus far has been identifying and gathering available data and information on recent or ongoing studies. The next CMP subcommittee meeting is scheduled for March 9.

- **Transit Development Plan (TDP)**

Staff is not actively working on this right now but it is on the 2011 work plan. Staff will need to assess where things are at with the RTA when it proceeds with the TDP work.

- **Regional Transportation Plan Update**

Staff is currently working on the various forecasts as discussed earlier, mapping updates, data collection for performance measures, and development of initial pieces of the update document. Staff should have some additional information on the update process, including a schedule, at the next Board meeting.

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

Schaefer noted that the Board appointments are coming up and with the departure of Sun Prairie Mayor Joe Chase (who is not seeking reelection), his seat will need to be filled. The Board verbally thanked Mayor Chase for his service to the MPO. Matano offered to send a written thank you note. Schaefer said he would send out notices about the appointments following the April 5 election.

The next meeting is scheduled for April 5, 2011 at the Madison Water Utility at 7:00 p.m.

**17. Adjournment**

Moved by King, seconded by Opitz, to adjourn. Motion carried. The meeting adjourned at 8:35 p.m.