AGENDA

1. Roll Call
2. Approval of March 2, 2011 Meeting Minutes
3. Communications
4. Public Comment (for items not on MPO Agenda)
5. Election of Vice-Chair
6. Revision to Madison Area TPB Rules and Operating Procedures
7. Resolution TPB No. 51 Regarding Amendment #3 to the 2011-2015 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County
   - Interstate 39/90 (USH 12/18), Reconstruction and Expansion to 6 Lanes [Add new design projects]
   - USH 14 (CTH MM Interchange), Reconstruction of Ramp Terminals [New project, const. in 2012]
   - E. Washington Ave. (USH 151)/Thierer to East Springs), Pavement Replacement [Move const. up to 2012]
   - CTH M (RR Bridge), Replacement [Move const. back a year to 2012, revise funding]
8. Citizen Participation Effort and Schedule for the Congestion Management Process Project and the Regional Transportation Plan Update
9. Capital Region Partnership for Sustainable Communities Memorandum of Understanding
10. Review of Initial Travel Forecast Modeling Results for the Regional Transportation Plan Update
11. Updates on the University Avenue (Segoe Rd. to Allen Blvd.) and USH 18/151 (Verona Road) Projects
12. Status Report by Madison Area TPB Members on Other Projects Potentially Involving the TPB:
    - USH 51 (USH 12/18 to I 90/94/39) Corridor Study
    - USH 51 (McFarland to Stoughton) Corridor Study
13. Discussion of Future Work Items:
    - MPO Congestion Management Process
    - Regional Transportation Plan Update
    - Transit Development Plan (TDP)
14. Announcements and Schedule of Future Meetings
15. Adjournment

Next MPO Meeting: Wednesday, June 1 at 7 p.m.
If you need an interpreter, materials in alternate formats, or other accommodations to access this meeting, contact the Planning & Development Dept. at (608) 266-4635 or TTY/TEXTNET (866) 704-2318. Please do so at least 48 hours prior to the meeting so that proper arrangements can be made.

Si Ud. necesita un intérprete, materiales en formatos alternos, o acomodaciones para poder venir a esta reunión, por favor haga contacto con el Department of Planning & Development (el departamento de planificación y desarrollo) al (608)-266-4635, o TTY/TEXTNET (886)-704-2318. Por favor avisenos por lo menos 48 horas antes de esta reunión, así que se puedan hacer los arreglos necesarios.
Re:
Election of Vice-Chair

Staff Comments on Item:
City of Sun Prairie Mayor Joe Chase was the former Vice-Chair. Because he did not seek re-election he is no longer eligible to serve on the Board. A new Vice-Chair needs to be elected to replace Mayor Chase. The person elected would serve the remainder of the term, which ends in July. New officer elections are scheduled for July. The Board could just wait to fill the vacancy as part of the July elections.

Materials Presented on Item:
None

Staff Recommendation/Rationale:
N/A
## Re:
Revision to Madison Area TPB Rules and Operating Procedures

### Staff Comments on Item:
At the March meeting the Board approved a set of revisions to the MPO’s rules and operating procedures. One of the changes, which wasn’t included in the revised draft, was to add language allowing the Board to meet “as a subcommittee” to take up non-action items in the event that a quorum was not present at a meeting. The City of Madison Attorney’s office has indicated that this would not comply with the state open meetings law and strongly recommended not putting this into the MPO’s rules. It was explained that the open meetings laws applies to the deliberative process and therefore applies to presentations and discussion items as well as action items. The city attorney said the distinction that is often made on agendas between action items and non-action items is a misnomer, and in fact recommended against labeling agenda items as such. An agency can act on an agenda item regardless of whether it is labeled as an action item or not. The city attorney also said convening a meeting for just discussion items also raises the issue of a negative quorum.

Based on this recommendation, MPO staff proposes to revise the rules to state that the board shall not meet if a quorum is not present within 30 minutes of the scheduled meeting time. The city attorney said this was the maximum time recommended for waiting to achieve a quorum. Some edits were also made to the Agenda sub-section of the MPO Board meetings section on page 9 reflecting the recommendation not to label agenda items as action or discussion items.

I also checked with the city attorney regarding the issue of whether the number of members needed for quorum could change when there are vacancies. City ordinances state that quorum is a majority of a body’s voting membership regardless of vacancies. He said there are different interpretations of Robert’s Rules on this. I think it is best to be conservative and keep quorum at a majority of the voting membership regardless of vacancies, and am not recommending a change to our current rules on this issue.

### Materials Presented on Item:

### Staff Recommendation/Rationale:
Staff recommends approval.
RULES AND OPERATING PROCEDURES
Madison Area Transportation Planning Board
A Metropolitan Planning Organization (MPO)

Approved March 2, 2011 May 4, 2011

The Madison Area Transportation Planning Board (TPB), a Metropolitan Planning Organization (MPO), is the policy body responsible for cooperative, comprehensive regional transportation planning and decision making for the Madison Metropolitan Planning Area as designated by the Governor of the State of Wisconsin under Federal law and regulations. The Madison Area TPB was created through an intergovernmental agreement redesignating the MPO signed by the Governor and local units of government representing over 75% of the Madison Metropolitan Planning Area population, effective May 2, 2007. This agreement superseded and voided a redesignation agreement dated November 29, 1999.

The responsibilities of the Madison Area (TPB), an MPO, include:

1. Carrying out a cooperative, continuous and comprehensive planning process for making transportation investment decisions in the metropolitan area with program oversight from the Federal Highway Administration, the Federal Transit Administration and the Wisconsin Department of Transportation.
2. Preparing and maintaining a long-range multi-modal transportation plan.
3. Preparing and implementing an annual work program.
4. Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs.
5. Other duties as required to comply with State and Federal regulations.

These rules and operating procedures are adopted by the Madison Area TPB, an MPO, to facilitate the performance of its transportation planning and programming responsibilities and establish guidance on issues pertaining to the MPO that are not otherwise addressed in other documents.

SECTION I – AUTHORITY

The Madison Area TPB, an MPO, has authority granted under the redesignation agreement, effective May 2, 2007, and Federal laws and regulations, including but not limited to 23 U.S.C. 134 and 23 C.F.R. Section 450. Because the Madison Area TPB is not a corporate entity, the City of Madison serves as its fiscal and administrative agent.

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1 These responsibilities are outlined under United States Code (23 USC 134 and 49 USC 5303-5306), 23 CFR 450.300-450.338, as amended by the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
SECTION II – BOARD MEMBERSHIP AND OFFICERS

A. Board Membership

The Madison Area TPB consists of fourteen (14) members appointed by the local units of government within the Madison Metropolitan Planning Area, Dane County, and the Wisconsin Department of Transportation. Each appointee to the MPO Policy Board must reside within the Madison Metropolitan Planning Area and shall serve until their successor is appointed.

The appointments to the MPO Policy Board are made as follows:

- The Mayor of the City of Madison appoints six (6) members. Appointees serve a period of two (2) years. A minimum of two-thirds or four (4) of the six appointees must be elected officials.

- The Dane County Executive appoints three (3) members. Appointees serve a period of two (2) years. A minimum of two-thirds or two (2) of the three appointees must be elected officials.

- Three (3) members of the policy board shall be appointed by a simple majority vote of the chief elected officials of the cities and villages within the Metropolitan Planning Area other than Madison. Appointees serve a period of two (2) years. A minimum of two-thirds or two (2) of the three appointees must be elected officials.

- One (1) member of the policy board shall be appointed by a simple majority vote of the Chairpersons of the towns with land area within the Metropolitan Planning Area. The appointee serves a period of two (2) years. The appointee must be an elected official.

- One (1) member shall be appointed by the Secretary of the Department of Transportation. The appointee serves a two-year term.

When making appointments, the appointing authorities are encouraged to keep in mind the MPO’s commitment to meeting the transportation needs of all citizens, particularly those who have traditionally been under-represented in the transportation planning process. These include the transit dependent, low-income and minority populations, and persons with disabilities. The appointing authorities are also encouraged to consider the desirability of maintaining geographic balance within the municipality or among municipalities of board members appointed.

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2 The composition of the Madison Area Transportation Planning Board is outlined under “An Agreement Redesignating the Metropolitan Planning Organization for the Madison Urbanized Area,” signed by then Governor Jim Doyle and those local units of government representing at least 75% of the population in the MPO Planning Area, including the largest incorporated city (Madison), effective on May 2, 2007.

3 Appointments that are not elected officials must be officials of public agencies that administer or operate major modes of transportation in the Metropolitan Planning Area, including members from local boards and commissions with a focus on transportation or land use. Appointments can also be appropriate state officials.
B. Changes to Policy Board Composition
Future changes to the composition of the Policy Board may be made to ensure appropriate representation as the number of local units of government within the MPO Planning Area increases. Such a change requires notification of the appointing authorities and all local units of government in the MPO Planning Area, a public hearing, and ratification by those units of government with at least 75 percent of the population within the MPO Planning Area, including the City of Madison. A simple majority vote of the Board is required to initiate this process to submit a change to the local units of government for ratification.

C. Procedure for Nomination and Voting on City/Village and Town Appointments
The MPO Transportation Planning Manager shall send a memo, followed by an email if necessary, to the chief elected officials of all cities and villages and towns in the MPO Planning Area informing them of expiring or open appointments and requesting nominations to fill them. The memo shall include information on the appointment requirements and a deadline for submitting candidate names. Following receipt of the nominations, the MPO Transportation Planning Manager shall send out another memo or email to the chief elected officials with the list of candidates requesting a vote either via email or regular mail. It should be noted that voting for the candidates via this method is a matter of public record and therefore not confidential. The city/village appointee(s) must receive a vote from a majority of the chief elected officials of the cities/villages in the MPO Planning Area other than Madison. The town appointee must receive a vote from a majority of the Chairpersons of the towns in the MPO Planning Area. If no candidate receives a vote of the majority of the elected officials, the two or more candidates with the most votes will be resubmitted for a second vote. Following the voting, the Planning Manager shall send out a final memo or email informing the chief elected officials of the new appointments.

D. Changes to Appointments
While the terms of all appointments to the Board are two years, members may be replaced prior to the end of their two-year term by the appointing authority. In such case, the new member fills the remainder of the term of the member replaced.

For the city/village and town appointments, the process for removal of an appointment prior to the expiration of the term can be initiated by a written request submitted to the MPO Transportation Planning Manager by at least one-third of the chief elected officials of the cities/villages or Chairpersons of the towns in the MPO Planning Area. Upon receipt of a request by the requisite number of chief elected officials, the MPO Manager shall send a memo or email to all chief elected officials for a vote on the removal of the appointee. If a majority of the chief elected officials vote for removal, the procedure for nomination and voting on appointments shall be followed to appoint a new member to fill the remainder of the term of the member removed.

E. Officers
The officers of the MPO Policy Board shall consist of a Chair and Vice Chair. Nominations for the Chair and Vice Chair shall be made from the floor by Board members. Once nominations are closed, Chair shall call a vote with separate votes for each officer. Election shall be by simple majority vote.
The terms for the Chair and Vice Chair shall be one year, unless extended by a majority vote of the Board. Election of the Chair and Vice Chair shall generally take place at the July meeting. In the event that a vacancy occurs in either office, a successor shall be elected at the next Board meeting to serve out the unexpired term.

1. Chair – The duties of the Chair shall be to: (a) consult with the MPO Transportation Planning Manager in setting Board meeting agendas; (b) preside at all Board meetings; (c) appoint MPO representatives to study committees and MPO subcommittees, as may be required, with confirmation by the Board; (d) act as official signatory for MPO resolutions and other documents; (e) serve as the official spokesperson of the MPO in reporting actions taken by the MPO; and (f) perform such other duties as may be agreed to by the Board.

2. Vice Chair – The duties of the Vice-Chair shall be to preside at all Board meetings and act as official signatory for MPO resolutions and other documents in the absence of the Chair.

In the absence of both the Chair and Vice Chair at a meeting, those present shall elect a chair pro tem to preside at the meeting.

SECTION III – MPO COMMITTEES AND STAFF

A. Subcommittees of the MPO Policy Board
Subcommittees may be appointed by the MPO Policy Board Chair with confirmation by the Board to consider such matters and perform such tasks as are referred to them by the Policy Board. Such subcommittees may include MPO Technical Coordinating Committee members, local officials, public citizens, and others in addition to MPO Board members.

B. MPO Technical Coordinating Committee

1. Authority and Responsibilities
The MPO Policy Board shall establish an intergovernmental Technical Coordinating Committee (TCC) with staff from local units of government in the metropolitan area and various agencies or facets of transportation planning to assist in carrying out its responsibilities. The TCC provides professional expertise in the development of the MPO’s transportation plans and programs, ensuring a high quality technical review of the planning process and a direct communication liaison with the Policy Board. The TCC shall review, coordinate, and advise on all transportation planning matters, and provide input to the Board on issues directed to it by the Board or MPO Transportation Planning Manager. Drafts of all required documents and programs shall be submitted to the TCC for review and recommendation to the Board.

2. Membership, Voting, and Officers
The TCC is comprised of 19 voting and 2 non-voting members. For voting purposes, the eight representatives from the smaller cities and villages are paired with each pair having a

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4 The Chair may also designate the MPO Transportation Planning Manager to communicate actions taken by the MPO.
combined vote. If both members are present, each has ½ vote. If only one member is present, that member has a full vote. The community pairs are Sun Prairie/ Stoughton, Verona/ Fitchburg, Monona/ McFarland, and Middleton/ Waunakee.

The TCC is comprised of the following agency staff:

**Voting TCC Members:**
City of Madison
- Traffic Engineer
- City Engineer
- Planning Division Director
- Metro Transit Planning Manager
City of Fitchburg
- City Engineer or Planning Director
City of Middleton
- Public Works or Planning Director
City of Monona
- City Engineer
City of Stoughton
- Public Works or Planning Director
City of Sun Prairie
- Public Works or Planning Director
City of Verona
- Public Works or Planning Director
Village of McFarland
- Public Works Director
Village of Waunakee
- Public Works Director
Dane County
- Assistant Commissioner, Public Works & Transportation Dept.
- Planning Director, Planning & Development Dept.
- Deputy Director, Dane County Regional Airport
Wisconsin Department of Transportation
- Director, Bureau of Planning
- Transit Director, Bureau of Transit and Local Roads
- Region Planning Supervisor, Southwest Region
University of Wisconsin-Madison
- Transportation Planning Manager, Facilities Planning & Management Office

**Non-Voting TCC Members:**
Federal Highway Administration
- Community Planner, Wisconsin Division
Federal Transit Administration
- Planner, Region V
The TCC shall elect a Chair by simple majority vote of the voting members. The Chair shall be responsible for presiding at all meetings. The term of the Chair shall be two years. There shall be no limit on the number of terms a member may hold the office of Chair. In the absence of the Chair, the TCC shall select another member to preside at that meeting.

3. Meetings and Quorum
Regular meetings shall be held monthly in accordance with the annual meetings schedule included in the annual Unified Planning Work Program, unless cancelled by the MPO Transportation Planning Manager due to a lack of a sufficient number of agenda items. Special meetings may be held as needed. A quorum is formed by the presence of a simple majority of the voting membership or nine (9) members. Voting members may designate an alternate to attend meetings and represent them in their absence. Such designation may be on a standing basis or for a specific meeting. Alternates shall count for quorum purposes and have voting privileges. No action shall be taken without a quorum in attendance at that meeting.

4. Subcommittees of the TCC
The MPO Policy Board shall establish a standing Congestion Management Subcommittee of the TCC. In addition, additional ad hoc subcommittees may be created to address specific issues or projects.

(a) Congestion Management Subcommittee
   (1) Function
   The Congestion Management Subcommittee shall be responsible for assisting in development and implementation of the MPO’s federally required Congestion Management Process (CMP). The CMP is a coordinated, systematic process for identifying and managing congestion in the region, using performance measures to direct funding towards projects and strategies that are most effective. The CMP is integrated into the overall metropolitan planning process and recognizes other transportation goals.
   (2) Membership
   The subcommittee shall include TCC members as well as other agency staff with expertise in traffic operations, Intelligent Transportation Systems (ITS), or other relevant fields.
   (3) Meetings
   The subcommittee shall meet as necessary to carry out its duties.

C. MPO Citizen Advisory Committee
1. Authority and Responsibilities
The MPO Policy Board shall establish a Citizen Advisory Committee (CAC). The CAC shall provide advice to the Board on transportation planning matters. Drafts of all required documents and programs shall be submitted to the CAC for review and recommendation to the Board.
2. Membership
The CAC shall consist of representatives of various public and/or private interest groups, the transportation industry, and local citizens to provide a broader base of review of the MPO’s programs and plans. The committee shall include a maximum of fifteen (15) members.

3. Meetings and Quorum
Regular meetings shall be held every other month in accordance with the annual meetings schedule included in the annual Unified Planning Work Program, unless cancelled by the MPO Transportation Planning Manager due to a lack of a sufficient number of agenda items. Special meetings may be held as needed. A quorum is formed by the presence of a simple majority of the members. No action shall be taken without a quorum in attendance at that meeting.

D. Madison Area TPB Staff
The City of Madison is responsible for providing professional staff services to the Madison Area TPB. Madison Area TPB staff are directed by Madison Area TPB policies and approved documents.

The Transportation Planning Manager of the Transportation Planning Services Section of the City of Madison Planning Division within the City’s Department of Planning & Community & Economic Development (hereinafter referred to as the “MPO Transportation Planning Manager”) shall be the chief staff person for the MPO Policy Board. The MPO Transportation Planning Manager shall be responsible for direction of all administrative and operational functions of the Madison Area TPB, including supervision of the TPB staff. The MPO Transportation Planning Manager shall be responsible for preparing agendas, supporting documentation, information and technical support for TPB meetings, posting TPB meeting notices, maintaining accurate records of all TPB meetings, and transmitting notice of all official actions taken by the TPB to its constituent members, WisDOT, FHWA, and FTA.

The City of Madison Planning Division Director is the appointing authority and supervises the MPO Transportation Planner Manager. The City of Madison Planning Division Director is encouraged to communicate closely with and involve the MPO Policy Board and its Chair in the hiring of the MPO Transportation Planning Manager, who serves as the chief staff person for the Madison Area TPB. If the MPO Policy Board has concerns about the professional staff services it is receiving, the Board should communicate those concerns to the MPO Transportation Planning Manager and/or City of Madison Planning Division Director.

The Administrative Clerk for the Transportation Planning Services Section (hereinafter referred to as the “MPO Recording Secretary”) shall record all meetings.

SECTION IV – MPO BOARD MEETINGS
A. Public Notice, Accessibility, and Conduct
All meetings shall be publicly noticed with both the City of Madison and Dane County. Agendas and meeting packets shall also be posted on the MPO’s website. Meetings shall be located in a
place that is accessible to all persons, and conducted in conformance with Sections 19.81 to 19.98 of the Wisconsin Statutes, which set forth the public policy and requirements for open meetings of governmental bodies. Accommodations will be made for persons with disabilities if the attendee gives advance notice of a need for an interpreter, materials in alternate forms, or other accommodations to access the meeting.

B. Meetings

1. Regular Meetings
The MPO Policy Board shall generally meet once a month at a location to be determined by the Policy Board in consultation with the MPO Transportation Planning Manager.

When there are insufficient agenda items for a meeting, the meeting will be cancelled at the discretion of the Chair. If the regular meeting date is a holiday, the meeting will be rescheduled or cancelled. However, a special meeting may be called in lieu of the regular meeting.

2. Special Meetings
Special meetings may be held as needed and may be called at any time by the Chair. The Chair shall set the date, time, and place of the special meeting. In the absence of a Board Chair, the Vice Chair may call a special meeting.

Telephonic participation for quorum purposes and voting is permitted for special meetings. A maximum of two members may participate via telephone. The public notice, accessibility, and conduct of the special meeting shall still meet state requirements for open meetings. The public notice for the meeting shall indicate those members that will not be participating in person. For all meetings at which some members are participating via telephone, a roll call vote shall be conducted for all actions taken so the vote of each member can be acknowledged and recorded.

3. Joint Meetings
Joint meetings may be held with other agencies, committees, or commissions on items of mutual interest.

C. Agenda
Meeting agendas shall be prepared by the MPO Transportation Planning Manager in consultation with the Chair. Items for the agenda, accompanying information, and written communications intended for consideration as part of an agenda item should be received by the MPO Transportation Planning Manager no later than ten (10) days prior to the scheduled meeting. However, written communications received after this deadline will be reported and provided to the Board at the meeting.

All agendas and accompanying information packets shall be mailed to Board members and posted on the MPO’s website no later than seven (7) days in advance of the scheduled meeting. A mailing list for the agendas and minutes based on requests for same will be maintained by the MPO Recording Secretary.
Order of Business for Meetings

- Roll Call
- Approval of Minutes
- Communications
- Public Comment
  (Note: This item is intended to offer the public an opportunity to comment on an issue that is not on the agenda, such as introducing an issue that the person would like the MPO Policy Board to consider at a future meeting.)
- Public Hearing
  (Note: A set time is to be noticed)
- Items Intended for Action
  (Note: In general, items intended for action are to be presented to MPO Policy Board members with a staff report that includes a cover sheet with staff comments and recommendation/rationale, a copy of any applicable resolution, and any other accompanying materials to assist members in considering the item.)
- Other Items for Discussion
  (Note: Items for which action may or may not be taken should also generally be presented with a staff report and accompanying materials, if available, to assist members in considering the item. A cover sheet may also be prepared for items intended for discussion only.)
- Status Report on Projects Potentially Involving the MPO
- Discussion of Future Work Items
- Announcements and Schedule of Future Meetings
- Adjournment

The Board may alter the above order of the agenda items at the meeting.

D. Public Comment
Persons wishing to speak on an agenda item must register and give the registration form to the MPO Recording Secretary, preferably before the item comes up on the agenda. The time limit for comments on items for which a public hearing has not been scheduled is three (3) minutes per person, unless waived by a 2/3s majority vote of the members present. Questions of the speaker may occur following the speaker’s presentation, unless questioning is anticipated to last longer than three minutes. Then questions will be held until after all public comments on the item.

E. Attendance
Board members are to inform the MPO Transportation Planning Manager or Administrative Clerk and Board Chair in advance (preferably two days) if they are not able to attend a meeting. Absences without advance notice or those of an avoidable nature will be recorded as unexcused. Board roster attendance information shall be provided to Board members on a biennial basis. The Chair may remind Board members of their responsibility to attend and participate in Board meetings in the event of poor attendance. If the problem persists, the Board may authorize the Chair to send a letter to the appointing authority or authorities informing them of the Board member’s poor attendance.
F. Motions  
Motions shall be restated by the Chair before a vote is taken. The name of the maker of the motion and the person seconding it shall be recorded. A motion made at the following meeting to reconsider an item may be made, but if notice of reconsideration has not been published, the motion is to be referred to the next meeting so that adequate public notice can be provided.

G. Parliamentary Procedure  
Board meetings shall be governed by *Roberts Rules of Order Newly Revised* unless otherwise provided for herein.

H. Quorum  
A majority of the Board or eight (8) members shall constitute a quorum for the conducting of business and taking of official action. Board members are not permitted to designate an alternate to attend meetings for quorum and voting purposes when they cannot be present. Whenever a quorum is not present within thirty (30) minutes of the scheduled beginning meeting time, the Chair shall not call the meeting to order and the meeting shall be rescheduled to a time and date selected by the Chair.

I. Reports  
The Board may ask for reports and recommendations, if any, from staff and the MPO Technical Coordinating Committee (TCC) and/or Citizen Advisory Committee (CAC) on any matters before it. [See Agenda regarding staff reports to accompany agenda items and Subsection B and D of Section III regarding the TCC and CAC.]

J. Voting  
Voting shall be by voice. Only whether the motion or resolution passed or failed shall be recorded, unless a roll call is requested or a member requests that the votes cast be recorded by number and/or name. All persons will be assumed voting in the affirmative unless they verbally cast a “no” vote or indicate at the time of the vote that they wish to abstain. If there is any question, the Chair will restate the votes cast for record purposes.  
[Note: It is advisable that members who abstain from voting indicate their reason(s) for doing so. If a member abstains from voting due to a conflict of interest, he/she should not participate in the discussion.]

A motion for reconsideration of any agenda item from a previous meeting may only be made by a member who was present at that meeting and voted on the prevailing side or who is recorded as an excused absence. All members who are in attendance at the meeting where reconsideration is being considered may vote on the issue.

SECTION V – PUBLIC HEARINGS  
The Board shall schedule and hold public hearings on all items required by law (e.g., Regional Transportation Plan, Transportation Improvement Program) and may hold public hearings on any other matters.
A. Public Notice and Comments
Reasonable effort shall be made to notify affected local units of government and the general public
of hearings through posting and mailing of notices, through the news media, and other means.

Persons wishing to speak at a hearing must register and give the registration form to the MPO
Recording Secretary, preferably before the start of the hearing. The time limit for comments at a
public hearing is five (5) minutes per person, unless waived by a two-thirds majority vote of the
members present. Questions of the speaker may occur following the speaker’s presentation, unless
questioning is anticipated to last longer than three (3) minutes. The Board will not engage in
discussion or debate with the speakers. Further questions will be held until after all public
comments are completed.

B. Conduct and Record of Hearing
At the beginning of the hearing, the Chair shall briefly identify the subject(s) under consideration
and instruct the public on how the hearing will proceed. MPO staff may give a presentation on the
subject, if deemed appropriate. Board members may then ask questions or pose questions during
the presentation by permission of the Chair. Public comments will then be allowed. A record of the
names, addresses, and positions of those appearing shall be made. If questions by the public are
permitted, they shall be directed to the Chair. Any member of the Board may question a speaker on
his/her statements. These rules may be suspended or modified, or a speaker allowed more time,
with approval by a majority vote of the Board.

SECTION VI – PUBLIC PARTICIPATION PLAN AND UNIFIED PLANNING WORK
PROGRAM

A. Public Involvement Plan
The Madison Area TPB shall develop and use a documented public participation plan that defines a
process for providing citizens, affected public agencies, private transportation providers, users of
the transportation system, and others with reasonable opportunities to be involved in the
metropolitan transportation planning process in accordance with 23 C.F.R. Section 450.316.

B. Unified Planning Work Program and Budget
The Madison Area TPB shall annually develop, in cooperation with Wisconsin Dept. of
Transportation and public transit operators, a Unified Planning Work Program (UPWP) and budget
that outlines transportation planning activities to be performed using Federal and state
transportation funding in accordance with 23 C.F.R. Section 450.308.

Because the City of Madison provides staff services and is the fiscal agent for the MPO, the
MPO’s budget is incorporated into the budget for the City’s Planning Division in the Department
of Planning & Community & Economic Development. Preparation and review of the MPO Work
Program and budget by MPO staff and Board shall occur along the same general timeline as the
City’s budget process to ensure coordination and consistency of the Work Program and budget and
consistency between the budgets approved by the MPO and the City of Madison.
SECTION VII – MISCELLANEOUS

No member of the MPO Policy Board shall take any action, which may be interpreted as representing the view of the MPO Policy Board as a whole unless he/she has been authorized to do so by the Board as a body or by the Chair.

Suspension or Amendment to the Bylaws and Operating Rules and Procedures – The Board may suspend or amend these rules and procedures by a two-thirds vote of the total membership (10 members).

MPO Board members shall be governed by the Code of Ethics of their appointing governmental bodies. In the event that the appointing governmental body does not have a Code of Ethics, the Board member shall simply strive to maintain high moral and ethical standards, including avoidance of conflicts between their personal interests and their public responsibilities as Board members.

SECTION VIII – AMENDMENTS

The Madison Area TPB Bylaws and Operating Rules and Procedures may be amended at any meeting by a simple majority vote of the Board present, provided the item has been publicly noticed. Amendments may be initiated by Board members or the MPO Planning Manager.
Re:
Consideration of Resolution TPB No. 51 Regarding Amendment #3 to the 2011-2015 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County

**Staff Comments on Item:**
The Wisconsin Department of Transportation SW Region has requested a TIP amendment for three new projects and revisions to two others. Two of the new projects are design projects to start design work on the proposed reconstruction and expansion to six lanes of Interstate 39/90 from the Beltline to the Illinois State Line. You'll recall that this project was recently enumerated by the State Transportation Projects Commission, a necessary condition to starting design of the project. The project is in the current MPO long-range transportation plan. Because it is mostly outside the MPO planning area it is not subject to the fiscal constraint requirements. The other new project is construction of roundabouts at the ramp terminals of the CTH MM/USH 14 interchange. Construction is scheduled for 2012. The amendment also revises the listing for the East Washington Avenue (USH 151) (Thierer to E. Springs) pavement replacement project, moving construction up from 2014 to 2012. Funding would be obligated at the end of this year. The project was on WisDOT’s advanceable list. The listing for Dane County’s CTH M (RR Bridge) replacement project would also be revised, moving construction back a year to 2012.

**Materials Presented on Item:**
1. Resolution TPB No. 51 Regarding Amendment #3 to the 2011-2015 TIP

**Staff Recommendation/Rationale:**
Staff recommends approval.
WHEREAS, the Madison Area Transportation Planning Board (TPB) approved the 2011-2015 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County on October 6, 2010; and

WHEREAS, the Madison Area TPB approved Amendment #1 to the 2011-2015 TIP on January 5, 2011, and approved Amendment #2 to the 2011-2015 TIP on March 2, 2011; and

WHEREAS, the Madison Metropolitan Planning Area transportation projects and some transportation planning activities to be undertaken using Federal funding in 2011–2014 must be included in the effective TIP; and

WHEREAS, the Wisconsin Department of Transportation (WisDOT) has requested another amendment to add two design projects for the proposed reconstruction and expansion of Interstate 39/90 from the Beltline (USH 12/18) to the Illinois State Line; and

WHEREAS, the amendment also includes a new WisDOT project to install roundabouts at the ramp terminals of the CTH MM/USH 14 interchange; and

WHEREAS, the amendment also includes a revision to the East Washington Ave. (USH 151) (Thierer to E. Springs) pavement replacement project, moving construction up to 2012, and to Dane County’s CTH M (RR Bridge) replacement project, moving construction back a year to 2012; and

WHEREAS, the demonstration of financial constraint requirement for the Interstate 39/90 project, which is an intercity project with only a small segment in the Madison MPO planning area, is being handled at the state level; and

WHEREAS, the USH 14/CTH MM Interchange project and the revised East Washington Ave. and CTH M bridge projects included in the TIP amendment will not affect the timing of any other programmed projects in the TIP, and the TIP remains financially constrained as shown in the attached revised TIP financial tables (Table B-2 and Table C-1); and

WHEREAS, the MPO’s public participation procedures for minor TIP amendments such as this have been followed, including listing the projects on the Madison Area TPB meeting agenda; and

WHEREAS, all of the projects are consistent with the Regional Transportation Plan 2030 for the Madison Metropolitan Area and Dane County, the adopted long-range regional transportation plan for the Madison Metropolitan Planning Area:

NOW, THEREFORE, BE IT RESOLVED that the Madison Area TPB approves Amendment #3 to the 2011-2015 Transportation Improvement Program for the Madison Metropolitan Area & Dane County, making the following project revisions as shown on the attached project listings table:

1. **ADD** two new WisDOT-sponsored engineering/design projects for the reconstruction and expansion of Interstate 39/90 from the Beltline (USH 12/18) to the Illinois State Line.

2. **ADD** a new WisDOT-sponsored project to install roundabouts at the ramp terminals of the CTH MM/USH 14 interchange with construction scheduled for 2012.
3. **REVISE** the East Washington Avenue/USH 151 (Thierer to E. Springs) pavement replacement project, moving construction up from 2014 to 2012 and making a minor revision to the construction funding estimate.

4. **REVISE** the listing for the Dane County-sponsored CTH M (RR Bridge) replacement project, moving construction from 2011 to 2012.

Date Adopted: ____________________  Al Matano, Chair  
Madison Area Transportation Planning Board
### MADISON METROPOLITAN PLANNING AREA

#### STREET/ROADWAY PROJECTS

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<th>Project Sponsor</th>
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<tr>
<td></td>
<td>S. Beltline (USH 12/18) to Illinois State Line Program Control</td>
<td>Monitor progress of the corridor through reporting, information, and technical support</td>
<td>1001-10-01 Design to be phased through CY 2019. Mostly in outer Dane &amp; Rock Cty. Financial constraint being handled at state level.</td>
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<td>WisDOT</td>
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<td>5,226</td>
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<td>S. Beltline (USH 12/18) to Rock County Line Reconstruction and expansion from 4 to 6 lanes</td>
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<td>1,897</td>
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<td>(EAST WASHINGTON AVE.)</td>
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<td>Thierer Rd. to East Springs Dr. Pavement replacement (0.8 mi.)</td>
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<td>5992-09-00, -70, -80 Design $ obligated in 2008. Const. funding to be obligated in 2011. Construction in 2012.</td>
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Table B-2
Summary of Federal Funds Programmed ($000s) and Those Available in the Madison Metropolitan Planning Area
2011-2015 Transportation Improvement Program

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<td>19,567</td>
<td>41,227</td>
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<td>268</td>
<td>276</td>
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<td>Section 5314 NRP &amp; Section 5339 Alt. Analysis Program****</td>
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</tbody>
</table>

* Fifth year of funding (2015) is informational only.
** 2011 programmed and available funding includes special allocation of $1,609,000 for the Woodland Drive reconstruction and path project.
*** Statewide discretionary programs for which projects haven't been selected beyond 2011. Funding for 2012-2015 not yet programmed.
**** Section 5309 discretionary grant reflects 2010 funding. For others, excludes carryover funding from previous year grants.

Note:
All state roadway projects using applicable funding sources (e.g., IM, NHS, STP State Flexible, BR) are programmed through 2015. Local BR and STP Rural projects are programmed through 2012. HSIP (other than annual small HES program) projects are programmed through 2012. SRTS projects are programmed through 2011. Transportation Enhancement projects are programmed through 2013. Local STP Urban (Madison Urban Area) projects are programmed through 2015. Transit funding is not yet programmed and is based on needs and anticipated future funding levels (See also Table C-4 Metro Transit System Projected Expenses and Revenues on page C-8). Programmed transit funding for 2011 excludes carryover projects for which the Federal funding is already obligated (except for the Section 5309 discretionary grant).
### Table C-1
Projected Expenses and Revenues of Transportation Projects in the Madison Metropolitan Planning Area in Year of Expenditure Dollars

2011-2015

#### Projected Expenses ($000s)

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<td><strong>State and Federal</strong></td>
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<tr>
<td>Street Operations and Maintenance</td>
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<td>44,933</td>
<td>46,191</td>
<td>47,484</td>
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<td>5,345</td>
<td>5,495</td>
<td>5,649</td>
<td>26,746</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td>84,582</td>
<td>86,950</td>
<td>89,385</td>
<td>91,887</td>
<td>435,082</td>
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<tr>
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<td>13,497</td>
<td>18,024</td>
<td>13,589</td>
<td>75,231</td>
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<tr>
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<td>45,567</td>
<td>46,479</td>
<td>47,408</td>
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#### Projected Revenues ($000s)

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<td>Street Operations and Maintenance</td>
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<td>46,191</td>
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<td>Street Construction</td>
<td>33,511</td>
<td>34,449</td>
<td>35,414</td>
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<td>5,200</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>82,278</td>
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<td>86,950</td>
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</table>

1 Roadway and transit inflation rate @ 2.8% per year applied to both expenses and revenues. Inflation rate not applied to state and federal highway construction, maintenance, etc. because all project cost estimates already include an annual inflationary adjustment.

2 State and Federal highway revenue estimates based upon spending levels from 2002-2006 (adjusted for inflation to 2010 dollars) with annual averages estimated and then projected for each funding source. Local revenues assumed to continue at annual averages expended in the past (adjusted for inflation).
<table>
<thead>
<tr>
<th>Re:</th>
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<tbody>
<tr>
<td>Citizen Participation Effort and Schedule for the Congestion Management Process (CMP) and Regional Transportation Plan (RTP) Update</td>
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<table>
<thead>
<tr>
<th>Staff Comments on Item:</th>
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<tbody>
<tr>
<td>Staff has finalized a draft public participation effort and schedule for development of an enhanced Congestion Management Process and completion of the interim update of the Regional Transportation Plan. The MPO’s consultant has set a target date of May 31 for completion of a report documenting the CMP. One or possibly two public information meetings on the CMP will be held in June. The meeting(s) will also include information on the RTP update. A public hearing on the CMP is planned for the July MPO Board meeting with adoption in August. The CMP will be adopted as part of the RTP.</td>
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<tr>
<td>The RTP update must be adopted by the MPO by November. To meet that deadline, a draft plan report will need to be completed by September. Three public meetings are planned on the RTP for September with a hearing in October and adoption in November. If necessary, RTP adoption could be delayed until December or even January 2011. However, staff hopes to avoid that scenario since the MPO’s TIP will become “frozen” with no amendments permitted if a new RTP has not been adopted by November. The MPO staffing situation will make meeting the schedule a challenge, but staff is committed to getting it done on time.</td>
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<tr>
<th>Materials Presented on Item:</th>
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<tr>
<td>1. Outline of Public Participation Effort and Schedule for the CMP and RTP 2035 Update</td>
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<tr>
<th>Staff Recommendation/Rationale:</th>
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<tr>
<td>Staff recommends approval.</td>
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</table>
Schedule and Public Participation Effort for
Congestion Management Process (CMP)
and Regional Transportation Plan (RTP) 2035 Update

April – May: Updates, Review of Materials on CMP and RTP with the TCC, CAC, and MPO Policy Board

[April 6 & May 4 (MPO), April 20 & May 18 (CAC), April 27 & May 25 (TCC)]

May 31: Target date for completion of draft Congestion Management Process (CMP) report

June 1: Review draft CMP report with MPO Board

June: 1-2 public information meetings on draft CMP report and RTP 2035
Review draft CMP report with TCC

July 6: Public hearing on CMP before MPO Board
Update on RTP

July 20, 27: Recommendation on CMP from CAC and TCC
Update on RTP

August 3: Adoption of CMP by MPO Board
Update on RTP

Sept. 7: Update on RTP to Board
[Note: Also public hearing on 2012-2016 TIP]

Mid to Late Sept.: Target for completion of draft RTP Update report
Notice to Local Units of Government and General Public re: Draft RTP
3 public information meetings on draft RTP Update (east, west, central)
Review draft RTP with CAC (Sept. 21) and TCC (Sept. 28)

Oct. 5: Public hearing on draft RTP
[Note: Also adoption of 2012-2016 TIP]

Oct. 19: Recommendation on RTP from CAC (Oct. 19) and TCC (Oct. 26)

Nov. 2: Adoption of RTP Update
[Note: Could be delayed until Dec. 7 if necessary]
Notes

1. Public participation process will also include some presentations to local transportation commissions.

2. It is recommended that perhaps two MPO Board meetings between May and August be held in suburban communities to provide additional opportunities for public input on the RTP. The Oct. 5 meeting (public hearing on RTP Update) and perhaps July 6 meeting (public hearing on CMP) should be held downtown.
**Re:**

Capital Region Partnership for Sustainable Communities Memorandum of Understanding

<table>
<thead>
<tr>
<th><strong>Staff Comments on Item:</strong></th>
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<tbody>
<tr>
<td>In the summer of 2010, the Madison Area TPB (MPO) joined 26 other governmental, business, and non-profit entities in forming the Capital Region Partnership for Sustainable Communities to seek federal funding under the Sustainable Communities grant program for a collaborative, multi-faceted planning effort. Led by the Capital Area Regional Planning Commission (CARPC), the Partnership secured a 3-year $1.975 million grant. One of the requirements of the grant is to execute an agreement or MOU within 120 days of the grant start date. The purpose of the MOU is to establish the goals, responsibilities, decision-making, and grant activities associated with the initiative. The responsibilities common to all members include: (1) working to advance sustainable communities (as defined by the agreement) and carry out the initiative activities; (2) appointing a primary contact; (3) participating in the partnership; and (4) reporting in-kind expenses (primarily staff time). The MPO’s specific responsibilities are to provide guidance for the design and implementation of a regional transit study to be conducted by a consultant, and coordinate transit and transit-oriented design planning activities with the Dane County RTA and CARPC. Staff is seeking approval of the MPO Board to execute the MOU.</td>
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<tr>
<th><strong>Materials Presented on Item:</strong></th>
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<tr>
<td>1. Draft Capital Region Partnership for Sustainable Communities MOU</td>
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MEMORANDUM OF UNDERSTANDING
CAPITAL REGION PARTNERSHIP FOR SUSTAINABLE COMMUNITIES

1. Purpose

The purpose of this Memorandum of Understanding (MOU) is to provide mutual understanding among members of the Capital Region Partnership for Sustainable Communities of the goals, benefits, roles and responsibilities, decision-making, new membership, and grant activities associated with the Capital Region Sustainable Communities Initiative.

2. Background

Leaders from public and private sectors and community members in the Capital Region (Wisconsin) recognize the importance of working together to maintain and improve the region’s strength in economic opportunity, excellent natural resources, and quality of life. Challenges – such as efficient and equitable transportation, improving water quality, providing housing options near jobs and transit, increasing capital investments and jobs, and fostering career opportunities for all - are interrelated and span municipal borders. They cannot be solved by individual municipalities or organizations acting alone or through single-focus methods. They require public-private collaboration and multi-pronged approaches.

In summer 2010, twenty-seven governmental, business and non-profit entities came together as the Capital Region Partnership (Partnership) for Sustainable Communities to seek funding for collaborative and multi-faceted approaches to regional challenges. Led by the Capital Area Regional Planning Commission (CARPC), the Partnership secured a three-year, $1.975 million Sustainable Communities Regional Planning Grant (SCRPG) from the U.S. Department of Housing and Urban Development (HUD) for the Capital Region Sustainable Communities Initiative (CRSCI). The CRSCI promotes regional collaboration, through the Partnership, and sustainable communities through a range of activities. One of the requirements of the SCRPG is to execute an agreement, or MOU, within 120 days of the grant start date.

As part of the Capital Region’s SCRGP application, each Partnership member signed a Letter of Commitment in which they committed to “work as a partner in the Regional Partnership for Sustainable Communities to cooperatively carry out the goals and program of the CRSCI and advance the Livability Principles and goals of the federal Sustainable Communities Partnership.” In addition, the letters stated that, “if selected for funding, I will work with other partners to establish a formal consortium agreement, including management and governance provisions, to be executed no later than 120 days after the effective start date of the grant agreement.” This Memorandum of Understanding (MOU) serves as the formal consortium agreement.
3. **Definition of Sustainable Communities**

The Sustainable Communities Regional Planning Grant Program (SCRPG) defines sustainable communities as:

Urban, suburban, and rural places that successfully integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: 1) economic competitiveness and revitalization; 2) social equity, inclusion, and access to opportunity; 3) energy use and climate change; and 4) public health and environmental impact.

This was the definition used in the Partnership Letters of Commitment to describe the Capital Region Sustainable Communities Initiative. This definition will serve as a working definition for the purposes of the CRSCI until such a time, if any, as the Partnership decides on a different definition.

4. **Commitment to Goals and Long-Term Desired Outcomes**

Partnership members commit to work together to achieve the goals and long-term desired outcomes of the SCRPG Program (see Attachment A), which include the Livability Principles of the federal Partnership for Sustainable Communities.

5. **Commitment to the Capital Region Sustainable Communities Initiative**

In pursuit of the SCRPG goals and long-term desired outcomes Partnership members commit to work together to carry out the activities of the CRSCI as described in Attachment B.

6. **Commitment to the Capital Region Partnership for Sustainable Communities**

Partnership members commit to working together as a group to:

A. Establish shared vision, goals, and performance measurements for sustainable communities in the Capital Region.

B. Create a venue for positive synergy and education for Partnership members and other interested parties to increase understanding of the challenges, issues and opportunities related to sustainable communities.

C. Establish Work Groups as needed to carry out the CRSCI.

D. Conduct education and engagement to increase visibility and awareness of the CRSCI among for elected officials and the general public.

E. Establish recommended implementation steps for government and private sector stakeholders to achieve sustainable development goals.
F. Work to identify resources needed, beyond those committed to the CRSCI, to accomplish recommended implementation steps.

7. Benefits to Partnership Members

Through participation in the CRSCI, Partnership members can realize the following benefits:

A. Ability to contribute to a shared understanding, vision and goals for sustainable communities in the region.

B. Foster alignment of organizational goals with broader regional goals.

C. Increased understanding of sustainable communities issues and regional approaches to address those issues.

D. Increased capacity of members and the region to accomplish goals and achieve desired results.

E. Opportunities to access funding and investment from public and private sources who recognize the value of coordinated approaches to regional challenges.

F. Make connections with others across sectors and disciplines that may benefit your organization.

G. Recognition, in CRSCI materials and from others, for leadership and involvement in regional sustainable community efforts.

H. For Partnership members who are “subgrantees,” funding to carrying out CRSCI activities. (Subgrantees are entities that contract with “grantees.” Grantees are entities that contract with federal agencies like HUD. CARPC is the grantee for the SCRPG).

8. Common Responsibilities of Partnership Members

The following responsibilities apply to all partnership members.

A. Advance sustainable communities in the Capital region. Members work to: advance sustainable communities through their commitment to the goals and long-term desired outcomes of the SCRPG Program; to carry out the activities of the CRSCI; and to take measures where feasible to implement recommendations established by the Partnership.

B. Appoint a primary point of contact. Members will designate a primary representative for the Partnership. This person will be responsible for informing other key people within the municipality, agency or organization of the Partnership’s activities. The representative will also be responsible for informing other Partnership members of activities of the municipality, agency or organization relevant to the work of CRSCI. Members will inform CARPC if the representative changes, and will provide CARPC with name and contact information of the new representative.

C. Participate in the Partnership. Effectiveness of the Partnership depends on full participation. Member representatives or their designees will come prepared for, attend and participate in
Capital Region Partnership for Sustainable Communities Memorandum of Understanding

Partnership or Work Group meetings or other CRSCI events, as per their commitment of in-kind support. Representatives will notify CARPC in advance if they are unable to attend meetings, and will seek to designate someone else in their organization to attend the meeting in their place. Members will participate in at least one Work Group established by the Partnership.

D. **Adopt and follow ground rules.** To facilitate constructive dialog, members will establish and follow meeting ground rules, which will be enforced by the group as a whole.

E. **Report in-kind expenses.** CARPC is required to submit financial reports to HUD. To enable CARPC to meet this requirement, representatives will report in-kind expenses to CARPC within 10 business days of request by CARPC.

F. **Ensure broad participation.** Members will help ensure that a full range of voices are represented and have the opportunity to influence decision-making.

9. **Individual Responsibilities of Partnership Members**

In addition to the common responsibilities listed above, individual members have specific responsibilities as outlined below and detailed in the CRSCI Workplan (available at: [INSERT URL]).

**Capital Area Regional Planning Commission (CARPC).** CARPC has responsibilities as lead agency for the SCRPG, to enter into Subgrantee Agreements, staff Partnership meetings, lead conference planning and implementation, conduct Future Urban Development Area (FUDA) planning, commission transit and market studies, conduct transit-oriented development (TOD) site planning, hire and manage SCRPG-funded staff, maintain CRSCI website and email list, and manage media relations.

**Lead Agency.** As lead agency, CARPC enters into a Cooperation Agreement with HUD (available at: [INSERT URL]) to:

- **Maintain the Line of Credit Control System (LOCCS) account,** the telephone or online system for accessing grant funds.
- **Draw down and disperse grant funds** according to the terms of the Cooperation Agreement and Subgrantee Agreements.
- **Pay related administrative expenses** (all CARPC administrative staffing, rent, and legal expenses are in-kind match).
- **Monitor work of the Partnership members** to collect information related to progress towards short-term grant objectives.
- **Submit all required reports** to the Office of Sustainable Housing and Communities (OSHC) staff.
Enter into Subgrantee Agreements. CARPC, as lead agency and “grantee” will enter into agreements with Dane County, the City of Madison, the City of Fitchburg, the Wisconsin Department of Natural Resources (DNR), and the UW-Madison Department of Urban and Regional Planning (URPL), who will act as “subgrantees” to carry out projects as described in the Capital Region SCRPG application and CRSCI Workplan. The Subgrantee Agreements include funding amounts and terms and conditions governing each project. All of the terms and conditions of the Cooperation Agreement flow down to all subgrantees and, in turn, any entities they contract with to carry out SCRPG activities.

Staff Partnership activities. CARPC will provide primary staffing support to the Partnership, staff team, and Partnership Work Groups. Staffing support includes meeting planning, facilitation where appropriate, preparing meeting summaries, conducting research and presenting information, preparing reports, and other tasks as required. CARPC staff support of Partnership Work Groups will be provided to the extent possible with existing CARPC Community Planning staff and staff hired with SCRPG funds.

Carry out conference planning. CARPC staff will lead efforts to plan and implement three annual conferences.

Conduct FUDA planning. CARPC will conduct multi-jurisdictional FUDA planning in three to nine Urban Service Areas (USAs) in the region, as described in the SCRPG application and CRSCI Workplan.

Commission transit and market studies. CARPC, with the guidance of the Madison Area Transportation Planning Board, will select, hire and monitor consultant(s) to study and report on the potential for enhanced transit including bus rapid transit and transit-oriented development along regional transportation corridors, as described in the SCRPG application and CRSCI Workplan. CARPC will seek and select consultant(s), with guidance as needed from Partnership members and others, to study the potential demand for higher-density residential and commercial development mixed-use development in transit corridors, infill and redevelopment areas, and other potential areas to be identified.

Create an inventory of infill and redevelopment properties. CARPC will, with assistance from Dane County and other communities, create an inventory of properties with potential for infill development or redevelopment. Emphasis will be placed on redevelopment areas already identified in existing plans.

Conduct TOD site planning. CARPC will carry out TOD planning activities as described in the SCRPG application and CRSCI Workplan.

Hire, train and manage SCRPG-funded staff. CARPC will hire, train and manage three full-time positions, funded with the SCRPG, of a Senior Planner, Urban Designer/Planner,
and Restoration Biologist/Ecologist; a half-time position of GIS Specialist; and an intern (part-time). These will be project positions, funded for the duration of the Capital Region’s SCRPG. The new positions, and existing CARPC staff identified as in-kind match in the CRSCI application (see CRSCI budget in Attachment C), will support all activities listed under CARPC responsibilities in this MOU.

**Maintain CRSCI website and email list.** CARPC will maintain a website at the domain name, [www.capitalregionscrpg.org](http://www.capitalregionscrpg.org), to provide information related to CRSCI to the public and Partnership members. CARPC will maintain a list of email addresses from people who request to receive information about CRSCI. CARPC will send information and updates, as appropriate, about CRSCI to the email list.

**Manage media relations.** CARPC will issue news releases and contact or respond to contacts with representatives of the media as appropriate.

**Madison Area Transportation Planning Board (MATPB).** MATPB will provide guidance for design of transit studies, selection of consultant(s), and evaluation of consultant(s) reports. Guidance will include preparation of a request for qualifications (if needed), request for proposals, comments to consultant(s) proposals, and comments on draft consultant(s) reports. MATPB will coordinate, as appropriate, CRSCI transit and TOD planning with the Dane County Regional Transit Authority.

**City of Madison.** The City will enter into a Subgrantee Agreement with CARPC to administer the Madison Sustainability Commerce Center project. The City will provide guidance and direction for selection of transit-oriented development (TOD) study areas.

**Dane County.** The County will enter into Subgrantee Agreements with CARPC for two projects: the Fresh Vegetable Packing House Feasibility Study and Business Plan; and the Local Fresh Food Market in South Madison Area Business Plan. Dane County will provide staffing assistance for development of an inventory of parcels suitable for infill development and redevelopment.

**City of Fitchburg.** The City will enter into a Subgrantee Agreement with CARPC for the 100 Percent Stormwater Infiltration for High-Density TOD Strategies.

**University of Wisconsin-Madison, Department of Urban and Regional Planning (URPL).** URPL will enter into a Subgrantee Agreement with CARPC for development of sustainability indicators, a data collection and reporting system, and three trainings for Partnership members and the community on sustainability indicators and data systems.

**Wisconsin Department of Natural Resources (DNR).** DNR will enter into a Subgrantee Agreement with CARPC for development and application of the Ecological Limits of Hydrological Alteration model for use in evaluating the impact on area hydrology of alternative development scenarios.
Dane County Housing Authority, Wisconsin Partnership for Housing Development, and Project Home – provide guidance to the Partnership for developing recommendations for a regional housing strategy.

Urban League of Greater Madison, Latino Support Network, and United Way of Dane County – provide guidance to the Partnership for increase participation and the voice of traditionally under-represented people in area planning and decision-making.

The City of Middleton, Villages of Waunakee and DeForest, and Towns of Springfield, Westport and Windsor will participate in FUDA planning.

10. Partnership Membership

The 27 entities that submitted Letters of Commitment for the CRSCI (see Partnership list in Attachment D) are the signatories to this MOU and comprise the initial membership of the Partnership. Participation in the Partnership is voluntary. Members may withdraw from the Partnership at any time by submitting a letter to CAPRC (who will distribute to Partnership members), stating the reasons for the withdrawal.

11. Expansion of Partnership Membership

It is the intent of the Partnership to be inclusive and broadly representative. Jurisdictions, agencies and organizations may join the Partnership by executing this MOU and thereby agreeing to its terms and commitments. Partnership members will seek to encourage new members as needed to ensure broad representation.

12. Meetings

The Partnership will meet quarterly during the term of the CRSCI (February 15, 2011 to February 14, 2014). CARPC will send meeting notices, agendas and any meeting materials by email to Partnership representatives at least one week in advance of the meetings. A quorum of at least 60 percent of Partnership members must be present to hold a meeting.

13. Work Groups

The Partnership will form work groups to focus efforts on specific projects or tasks of the CRSCI, as identified in the CRSCI grant application, and make recommendations to the Partnership. Partnership and work group members will discuss and refine, as necessary, recommendations with the goal of reaching consensus. Work groups will be responsible for appointing a chair, setting a meeting schedule, establishing goals, deliverables and a timeline for completion, and reporting to the Partnership. CARPC will provide staff support for up to three work groups. A work group of staff members from various Partnership members may convene for the purpose of planning Partnership meetings and otherwise providing guidance to the Partnership.
14. Decision-Making

The goal of the Partnership is to make decisions by consensus. Decisions made by consensus have higher likelihood of implementation because they are widely supported. As an advisory group, broad support of Partnership recommendations is needed to achieve desired outcomes. Decision items must be included on the meeting agenda distributed to Partnership members in advance.

Members commit to seeking consensus through a mutually respectful give and take of thoughts and ideas with the intent of reaching a decision acceptable to all. Partnership members also recognize that dissent is a healthy component of constructive dialog. Dissent carries with it the responsibility for articulating one’s viewpoint, the reasons behind the viewpoint, and a willingness to find common ground. Dissent can take the form of: 1) Disagreement with a proposed decision but willingness to accept it if it is the desire of most of the rest of the group; or 2) Objection and unwillingness to accept a proposed decision. If the first form of dissent persists after discussion, a consensus decision among those present may proceed with points of disagreement recorded in the meeting minutes. If the second form of dissent persists, it may mean that sufficient common ground does not exist to go forward with the proposed decision. In some cases, however, a supermajority of two-thirds or more of those present may decide to adopt a proposed decision if they feel such a decision is necessary to carry out the activities of the CRSCI. Supermajority decisions should not be taken when they will undermine the effectiveness of the Partnership or the CRSCI. It will be the responsibility of the Partnership to state the reasons why a decision by supermajority is necessary for the CRSCI. The Partnership may elect to establish a specific procedure and/or criteria for determining when to trigger a super majority decision.

15. Term of MOU

The term of the MOU is from execution of the MOU until February 14, 2014.

16. Member Matching Funds and Signature

[NAME OF ORGANIZATION] has read and understands the provisions of this MOU, and agrees to the terms and conditions of the MOU.

___________________________________________  _____________________________
Signature of Authorized Representative    Date

________________________________________________________________________
Name, Title

[NAME OF ORGANIZATION] agrees to provide the following matching contribution to support the CRSCI:

__________________________________________ $________________________
Description of Match        Amount
Attachment A

Sustainable Communities Regional Planning Grant (SCRPG) Program Goals and Long-Term Desired Outcomes

SCRPG Goals

The goals of the federal SCRPG Program, as listed in the Notice of Funding Availability (NOFA), are to:

1. Foster the development of sustainable communities throughout the United States that are consistent with the following Livability Principles:

   a. **Provide More Transportation Choices.** Develop safe, reliable, and affordable transportation choices to decrease household transportation costs, reduce energy consumption and dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.

   b. **Promote equitable, affordable housing.** Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.

   c. **Enhance Economic Competitiveness.** Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs by workers, as well as expanded business access to markets.

   d. **Support Existing Communities.** Target federal funding toward existing communities—through strategies like transit-oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.

   e. **Coordinate Policies and Leverage Investment.** Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.

   f. **Value Communities and Neighborhoods.** Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

2. Support metropolitan areas and multijurisdictional partnerships that commit to adopt integrated plans, strategies, and management tools to become more sustainable.

3. Facilitate strong alliances of residents and regional interest groups that are able to maintain a long-term vision for a region over time and simultaneously support progress through incremental sustainable development practices.
4. Build greater transparency and accountability into planning and implementation efforts.

5. Expedite implementation of the Livability Principles through changes in local zoning and land use laws and regulations that remove barriers to sustainable development for housing, economic development, transportation, and related water, sewer, and other environmental quality issues.

6. Align local, state, and tribal capital improvement programs with the Livability Principles.

7. Assist all regions to move toward sustainability and livability, and, for the regions that have shown a long-term commitment to sustainability and livability, prepare them for implementation and to demonstrate on-the-ground results.

Long-Term Desired Outcomes

The outcomes of the SCRPG Program, as stated in the NOFA, will be a generation of regional plans that are configured to produce the following:

1. Creation of shared elements in regional transportation, housing, water, and air quality plans tied to local comprehensive land use and capital investment plans.

2. Aligned federal planning and investment resources that mirror the local and regional strategies for achieving sustainable communities.

3. Increased participation and decision-making in developing and implementing a long-range vision for the region by populations traditionally marginalized in public planning processes.

4. Reduced social and economic disparities for the low-income and communities of color within the target region.

5. Decrease in per capita Vehicle Miles Traveled (VMT) and transportation-related emissions for the region.

6. Decrease in overall combined housing and transportation costs per household.

7. Increase in the share of residential and commercial construction on underutilized infill development sites that encourage revitalization, while minimizing displacement in neighborhoods with significant disadvantaged populations.

8. Increased proportion of low and very low-income households within a 30-minute transit commute of major employment centers in urban, suburban, and rural settings.

The Capital Region SCRPG application included the following additional long-term desired outcomes:

9. Increase protection of natural resources and preserve farmland and viable agriculture in the region.

10. Increased proportion of affordable housing units that have good access to a supermarket or grocery store that provides quality fresh foods.

11. Increase in walking, biking and transit as mode share.
Attachment B

Capital Region Sustainable Communities Initiative Activities

Activity A: Develop a broad partnership to advance regional sustainable development. The Capital Region Partnership for Sustainable Communities will work together to: identify shared long-term desired outcomes for regional sustainable development; provide guidance for CRSCI projects; provide leadership to advance desired outcomes through education and outreach; and promote implementation of the desired outcomes through their incorporation into local plans, policies and practices, and by using sustainability indicators to measure progress.

Activity B: Prepare plans for enhanced transit and transit-oriented development. Regional and local plans promote regional transit and transit-oriented development. To help accomplish these outcomes, the CRSCI will commission studies and conduct planning and design to promote enhanced transit including bus rapid transit and transit-oriented development along regional transportation corridors, better connect low-income neighborhoods and communities of color to employment and activity centers, and to foster redevelopment that addresses neighborhood needs. Desired outcomes of these activities include reduced vehicle-miles traveled and increased access for low-income neighborhoods to jobs and services.

Activity C: Prepare plans for sustainable urban growth. Regional and local plans promote urban growth in walkable, diverse neighborhoods, and preservation of important natural resources and farmland. To help accomplish these outcomes, the CRSCI will conduct multi-jurisdictional scenario planning in communities and surrounding rural areas throughout the region. Environmental inventories of long-range planning areas and GIS-based modeling will enable analyses of alternative growth scenarios. Charrettes will engage stakeholders and citizens to help design and select preferred scenarios. Desired outcomes include local comprehensive plan amendments that guide growth to infill and redevelopment areas, and to walkable, diverse neighborhoods, and that better protect natural resources and farmland.

Activity C: Close equity, housing and air quality gaps in local and regional plans. Local and regional plans for area development and preservation lack some components of a full regional plan for sustainable development, as described in the SCRPG NOFA. Specifically, the plans, taken together, lack a regional housing strategy, measures to ensure participation of traditionally under-represented groups, and strategies to reduce greenhouse gas emissions and improve air quality. The CRSCI will work to close these gaps by engaging members of the SCRPG consortium to inventory existing and related efforts, identify best practices and prepare recommendations for updates to local and regional plans.

Activity E: Demonstrate sustainable development through catalytic projects. Communities in the Capital Region have embarked on catalytic projects that demonstrate sustainable development practices. The CRSCI includes four catalytic projects of regional significance:

- Sustainability Commerce Center – Bring together leading established and emerging entrepreneurial firms in the field of sustainability (energy, construction, transportation, food systems, materials, consulting, etc.) to grow green businesses and job opportunities. The facility will feature building
design, construction and operations using the most advanced measures of sustainability. Located in Madison’s primary redevelopment district, Capital East, adjacent to downtown along a proposed light rail corridor and a proposed high-speed commuter rail line, the Center will also provide space and programming for public education on sustainability.

- **100 Percent Stormwater Infiltration for High-Density TOD** - Create and implement stormwater guidelines and templates to control post development runoff volumes for a planned transit-oriented development in the City of Fitchburg to demonstrate practices that allow high density development to maintain the hydrology of receiving streams and maintain the groundwater of the region on which it depends for its municipal water supply. The strategies and practices developed will provide guidance for developments throughout the region.

- **Fresh Vegetable Packing House** - Prepare a business plan for the development of an aggregation, storage and distribution facility that connects growers in the Capitol Region with wholesale buyers in southern Wisconsin and northern Illinois for the purpose of preserving, strengthening and promoting local Wisconsin agriculture and improve healthy food access in underserved communities.

- **Local Fresh Food Market in South Madison Area** – Prepare a business plan, in conjunction with Growing Power, for the development of a neighborhood-scale market that connects growers in the Capitol Region with retail buyers in the low-income and largely minority Southdale Neighborhood, as well as other area neighborhoods currently not served by a nearby grocery store.

**Activity F: Establish sustainability indicators and track progress towards long-term desired outcomes.**

The CRSCI will partner with the University of Wisconsin, Department of Urban and Regional Planning (URPL) to work with CARPC and consortium partners to develop sustainability indicators, prepare and implement a data management plan, analyze data, and assess progress towards goals using performance metrics.
Attachment C
Capital Region Sustainable Communities Initiative Budget

Grant Funds

Personnel (salary and fringe)
- Urban Designer/Planner (100%) $250,174
- Senior Community Planner for scenario planning (100%) $256,560
- Restoration Biologist (100%) $284,493
- GIS Specialist (50%) $96,301
- Intern Support $11,232
Total Personnel $898,760

Contracts
- City of Madison (Sustainability Commerce Center) $300,000
- City of Fitchburg (Zero Run-off/TOD Project) $30,000
- Dane County (Local Food Processing Feasibility Study) $75,000
- Dane County (Fresh Market Business Plan) $75,000
- UW-Urban & Regional Planning (program evaluation) $105,000
- Neighborhood Groups (TOD planning & Design) $58,831
Total Contracts $643,831

Consultants
- Transportation (Transit Capacity Study) $175,000
- Real Estate (housing market study) $50,000
- Real Estate (commercial market study) $50,000
- Ecological Limits of Hydrological Alteration Model $50,000
Total Consultants $325,000

Operating (travel, supplies and materials, printing, training, other) $129,841

Total Grant Funds $1,997,432

Matching Funds (in-kind and cash)

CARPC Personnel (salary and fringe)
- Kamran Mesbah, Project Director (25%) $106,076
- Steve Steinhoff, Day-to-Day Project Manager (100%) $256,560
- Bridgit Van Belleghem, Community Planner (100%) $191,103
- Mike Kakuska, Senior Environmental Planner (30%) $90,822
- Mike Rupiper, Environmental Engineer (20%) $57,753
- Graphic Designer (25%) $62,227
- GIS Specialist (10%) $18,397
- Administrative Services Manager (10%) $21,323
- Intern Support $8,920
Total $813,179

Other CARPC match $19,890
Total CARPC Match $833,069
### Partner Match

<table>
<thead>
<tr>
<th>Partner and Project</th>
<th>Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison Area Transportation Research Board (transit study)</td>
<td>$180,000</td>
</tr>
<tr>
<td>Madison Metro (transit study)</td>
<td>$5,472</td>
</tr>
<tr>
<td>Department of Natural Resources (ELOHA model)</td>
<td>$50,000</td>
</tr>
<tr>
<td>City of Madison (Sustainability Commerce Center)</td>
<td>$264,000</td>
</tr>
<tr>
<td>Dane County (Vegetable Packing House &amp; Fresh Food Market)</td>
<td>$165,000</td>
</tr>
<tr>
<td>Other Partner in-kind contributions</td>
<td>$310,433</td>
</tr>
<tr>
<td>Total Partner Match</td>
<td>$974,905</td>
</tr>
</tbody>
</table>

**Total Match** $1,807,974
Attachment D
Capital Region Partnership for Sustainable Communities List of Signatories

The following jurisdictions, agencies and organizations submitted Letters of Commitment to support the Capital Region’s funding application for a Sustainable Communities Regional Planning Grant (SCRPG). Upon receipt of the grant from the U.S. Department of Housing and Urban Development (HUD), the entities agreed to enter into a Memorandum of Understanding to carry out the Capital Region Sustainable Communities Initiative, as described in the SCRPG application and the Cooperation Agreement between HUD and the CRSCI lead agency, the Capital Area Regional Planning Commission (CARPC).

Capital Area Regional Planning Commission
Capital Region Advocacy Network for Environmental Sustainability
City of Fitchburg
City of Madison
City of Middleton
City of Monona
Dane County
Dane County Housing Authority
Home Savings Bank
Latino Support Network
M & I Bank
Madison Area Builders Association
Madison Area Transportation Planning Board
Madison Metro
Madison Metropolitan Sewerage District
Project Home
Town of Dunn
Town of Springfield
Town of Sun Prairie
Town of Westport
Town of Windsor
United Way of Dane County
University of Wisconsin-Madison, Dept. of Urban and Regional Planning
Urban League of Greater Madison
Village of Waunakee
Wisconsin Department of Natural Resources
Wisconsin Partnership for Housing Development
Re: Update on the Congestion Management Process Project

**Staff Comments on Item:**

A consultant, Ayres & Associates, has been hired to assist MPO staff in developing an enhanced Congestion Management Process (CMP) for the Madison Metropolitan Area that remedies current deficiencies in the process and meets all Federal requirements. A newly created Congestion Management Committee is overseeing the project. A key goal is to develop a framework for an ongoing coordinated and programmatic multi-agency effort to manage congestion in the region using multi-modal performance measures to identify and prioritize projects and strategies and a process for assessment of the effectiveness of implemented projects and strategies.

The CMP Committee has met now three times, most recently on April 13. At the second meeting, the committee reviewed the proposed CMP structure and a suggested “typology” of congestion that categorizes areas of congestion by the cause(s). These include not only high auto traffic volume-to-capacity ratio, but also bottleneck geometry, conflicts among different users (pedestrians, bicyclists, buses, cars), heavy transit passenger loads on buses, etc. The typology suggests the type of solutions to address the congestion. The committee also discussed some possible initial performance measures, available data sources, and the results of two meetings with City of Madison Traffic Engineering and Metro Transit staff to identify and map problem intersections. At the third meeting, the committee reviewed short-term and potential longer term performance measures, congestion management strategies, the framework for performance monitoring, and potential performance targets.

Next steps include completing work on identification of congested locations, refining the congestion management strategies, defining the performance targets, and creating the data management and monitoring plan. The consultant hopes to have a draft report by the end of May. A presentation to the MPO Board will then be scheduled on the CMP report.

**Materials Presented on Item:**

1. Copy of presentation from the April 13 Congestion Management Subcommittee meeting

**Staff Recommendation/Rationale:**

For discussion purposes only.
PERFORMANCE MEASURES DEFINED ARTERIAL

- Volume / Capacity Ratio (also Demand / Capacity Ratio): compares the measured traffic volume on a roadway segment to the theoretical capacity
- Level of Service: A qualitative measure describing operational conditions, primarily for vehicles, but also for other modes. Uses the Highway Capacity Manual methodology.
- Variability of supply: A measure of non-recurring congestion resulting from incidents, weather, work zones, or special events, that reduce the theoretical capacity
PERFORMANCE MEASURES DEFINED

OTHER MODES

- **Transit On-time Performance**: Measures the frequency that a bus arrives at a time point as scheduled.
- **Transit Demand / Capacity**: Measures passenger demand as a ratio of available bus capacity.
- **Pedestrian Level of Service**: Measures comfort and safety based on geometrics of pedestrian accommodation.
- **Bicycle Level of Service**: Based on geometry and operation of adjacent street.
PERFORMANCE MEASURES DEFINED

LONG RANGE MEASURES

- Travel Time Index: Ratio of peak period travel time to free flow travel time; segment, corridor, trip
- Buffer Index: Extra percentage of travel time a traveler should allow for a trip to be on time at a predetermined confidence level (typically 95%)
- Total Delay: Sum of time lost by all vehicles compared to free flow or target value; segment, corridor
- Incident Delay: Sum of time lost by all vehicles due to incidents
PERFORMANCE MEASURES DEFINED

MORE LONG RANGE MEASURES

- Congestion Cost: Sum of cost of time and fuel wasted for all travelers in congested conditions
- Accessibility: Measures travel time from home to various destinations (work, school, shopping...) by mode
- Misery Index: Measures the delay of the worst 20% of trips; “how slow is my trip on the most congested days?”
SELECTING URBAN ARTERIAL CORRIDORS

- Federal CMP Guidance makes it clear that the MPO can be selective about the facilities included in the CMP.
- For example, not necessary to look at all urban arterial streets, or all signalized intersections; use observed levels of congestion to define those urban corridors that will be included in the CMP.
- Allows MPO to focus resources on the most congested locations.
2006 Arterial Roadway Congestion Levels
Madison Area, Dane County

- **Congested**: (V/C Ratio of 0.65 to 0.89)
- **Very Congested**: (V/C Ratio of 0.9 or greater)

Legend:
- Green = Traffic Top Intersections
- Yellow = Transit Top Intersections
- Pink = Similar Top Intersections
- Green Circle = Traffic Corridor Segments
- Yellow Circle = Transit Corridor Segments

Prepared by staff to the:

[Logo]

Revised: 9/1/09
Printed: 9/8/09
CONGESTION MANAGEMENT STRATEGIES

- Match strategies to congestion typology
- May be a specific project concept, for example to address a bottleneck location on an exit ramp that causes congestion to spill back to the mainline.
- May be a program strategy derived from the long range plan, for example to increase investment in travel demand management programs to reduce growth in SOV travel.
The Long Range Plan Policy Objective regarding congestion is to:

- Improve system operations through use of ITS and related strategies
  - Enhanced traveler information
  - Traffic adaptive signal systems
  - Ramp metering
  - Service patrols
  - Incident response based on National Unified Goal (responder safety, quick clearance, interoperable communication)
CONGESTION MANAGEMENT STRATEGIES

- LRP continued
  - Travel Demand Management
    - Transit enhancements
    - Promote shared-ride services
    - Promote and improve non-motorized transportation
    - System pricing
  - Transportation System Management
    - Primarily oriented to fixing bottlenecks with low-cost improvements
    - Transit signal priority; bus queue jump
    - Achieve capacity continuity
    - Hard shoulder running
- Construct new capacity
  - Only when other strategies prove ineffective
CMP FRAMEWORK FOR PERFORMANCE MONITORING

• CMP requires the MPO adopt and maintain a process for the ongoing monitoring of system performance.
• Measures the effectiveness of congestion management projects and strategies toward achieving targets
• Inputs changing base conditions (eg., growth in VMT)
• Allows for evolution of performance measures
CMP FRAMEWORK FOR PERFORMANCE MONITORING

- **Existing performance measure:**
  - Establish for each congestion typology
  - Define the measure
  - Describe data availability
    - Extent of coverage
    - Frequency of update
    - Credibility issues if any
  - Public understanding and acceptance
  - Decision making value

- **Future/preferred performance measure**
  - Establish for each congestion typology
  - Define the measure
  - Describe data requirements
    - Resource requirements (financial, human)
  - Desired extent of coverage
  - Desired frequency of update
  - Public understanding and acceptance
  - Decision making value
CMP FRAMEWORK

- Principal arterial freeways: recurring congestion
  - V/C ratio [coverage - high; credibility - high, public understanding - low, decision making value - medium]
- Evolve to...
  - Travel time index [coverage – high; credibility – high; public understanding – high; decision making value - medium]
  - Requires extensive ITS coverage (TOIP)
  - Requires modest investment of human resources
  - Investigate private data sources (INRIX)
CMP FRAMEWORK

- Principal arterial freeway: non-recurring congestion
  - Crash records [poor surrogate for lane closures; coverage – high; credibility – high; public understanding – high; decision making value – low]
  - Service patrol data [have only seen summary data; should be good data source, requires human resource investment to make useful; coverage – high; credibility – low; public understanding – high; decision making value – medium]

- Evolve to...
  - Travel time index
  - Incident frequency/duration: direct measure of non-recurring congestion, by segment or corridor
CMP FRAMEWORK

- Urban Arterial Corridor – recurring congestion
  - V/C ratio [coverage - high; credibility - high, public understanding - low, decision making value - medium]
- Evolving to...
  - Travel time [coverage - designated corridors; credibility – high; public understanding – high; decision making value – medium]
  - Requires significant human resources for floating car methodology; or ITS probe data (potential private data source)
CMP FRAMEWORK

- Urban Arterial Corridor – Intersections
  - Level of Service [coverage – high; credibility – medium (LOS snapshot); public understanding – low; decision making value – high]

- Evolving to...
  - Level of Service – this is the best measure of intersection congestion, but could evolve to being more automated
CMP FRAMEWORK

- Outlying Arterial Roads – recurring congestion
  - V/C ratio
- Evolving to...
  - Travel Time Index

- Outlying Arterial Roads – intersection congestion
  - Level of Service
- Evolving to...
  - Level of Service with better coverage, more frequent updates
CMP FRAMEWORK

- Outlying Arterial Roads – non-recurring congestion
  - Crash reports
- Evolving to...
  - Travel time index
  - Incident duration/frequency
CMP FRAMEWORK

- Transit – on-time performance
  - % on-time performance at timepoints [coverage – sampled; credibility – medium; public understanding – high; decision making value – low]

- Evolving to...
  - % on-time performance at timepoints [coverage – all routes in designated urban corridors; credibility – high; public understanding – high; decision making value – high]
CMP FRAMEWORK

- **Transit – passenger demand**
  - Frequency of passenger demand > bus capacity [coverage – observational; credibility – low; public understanding – high; decision making value – low]

- **Evolving to...**
  - Frequency of passenger demand > bus capacity [coverage – automated for routes in designated urban corridors; credibility – high; public understanding – high; decision making value – high]
CMP FRAMEWORK

- Non-Motorized – Pedestrian demand
  - Pedestrian counts [coverage – low; credibility – low; public understanding – low; decision making value – low]

- Evolving to...
  - Pedestrian Level of Service [coverage – key intersections; updated annually; credibility – high; public understanding – low; decision making value – medium]
CMP FRAMEWORK

- Non-Motorized – Bicycle demand
  - Bicycle volume [7 count stations; credibility – high; public understanding – medium; decision making value – low]

- Evolving to...
  - Bicycle demand/capacity ratio for key facilities
  - Bicycle Level of Service
  - Resource intensive, but potential for automated counts
City of Madison - Traffic Engineering
Bicycle Station Counts - Daily Traffic

B1) John Nolen Dr Bike Path
   (by the station cabinet)
B2) John Nolen Dr Bike Path
   (by the bridge)
B3) Brittingham Bay Bike Path
B4) Wingra Creek Bike Path
   Loops @ Park St
B5) University Ave @ Mills St
   Bike Lanes
B6) East Rail Isthmus Loops
B7) Southwest Commuter Bike Path @
   Breese Terrace (July 2009)

<table>
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<tr>
<th>Station No.</th>
<th>Location</th>
<th>Year 2010 Monthly Counts</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1</td>
<td>John Nolen Dr. Bike Path (by the station cabinet)</td>
<td>282</td>
</tr>
<tr>
<td>B2</td>
<td>John Nolen Dr. Bike Path (by the bridge)</td>
<td>127</td>
</tr>
<tr>
<td>B3</td>
<td>Brittingham Bay Bike Path</td>
<td>38</td>
</tr>
<tr>
<td>B4</td>
<td>Wingra Creek Bike Path Loops at Park Street</td>
<td>33</td>
</tr>
<tr>
<td>B5</td>
<td>University Ave. at Mills Street Bike Lanes</td>
<td>576</td>
</tr>
<tr>
<td>B6</td>
<td>East Rail Isthmus Loops (between Winnebago and Yahara bridge)</td>
<td>207</td>
</tr>
<tr>
<td>B7</td>
<td>Southwest Commuter Bike Path at Breese Terrace</td>
<td>225</td>
</tr>
<tr>
<td></td>
<td>Dayton St. at Mills Bike Path</td>
<td>101</td>
</tr>
</tbody>
</table>
TARGET SETTING

- Responsibility of the MPO Board to set targets for congestion mitigation/system performance
- Should be done in the context of the long range plan goals and objectives
- Forms the basis of an annual evaluation
- Provides input to TIP development, and to long range plan updates; project prioritization
TARGETS

ARTERIALS

- Volume to Capacity Ratio (V/C Ratio)
  - The Madison MPO has defined a V/C Ratio of 0.65 to 0.89 congested and a V/C Ratio of 0.90 or greater very congested.
- Intersection Level-of-Service (LOS)
  - The overall LOS for any intersection traffic movement should not exceed LOS ‘D’ except in capacity restrained “core area corridors”.
- Non-Recurring Congestion
  - Non-recurring congestion should be limited to an average of 60 minutes for any one incident.
- Travel Time Index
  - Travel time index should not exceed XX%.
TARGETS

TRANSIT

- On-Time Performance
  - On-Time performance should exceed 95%.

- Passenger Demand/Bus Capacity
  - No passengers should be required to wait at a transit stop for a second bus to reach their destination, unless headway < 10 minutes.
TARGETS

PEDESTRIAN/BICYCLE SERVICE INDEX

- Intersection Level-of-Service (LOS)
  - Pedestrian and bicyclist intersection LOS should not exceed LOS ‘D’ except in capacity restrained “core areas”.

- Corridor Continuity
  - All major arterials, except for freeways and rural highways, should have connected sidewalk, bike paths or bike lanes.
Outlying Core Area LOS Performance Measure Consideration

Stoughton is not included on this map.
City of Middleton
Village of Waunakee
City of Verona
Stoughton
NEXT STEPS

- Draft report
  - Complete identification of congested locations
  - Refine congestion mitigation/management strategies
  - Define targets with input from Steering Committee
  - Create data management and performance monitoring plan
- MPO review of Draft CMP
- MPO adoption of CMP