1. **Roll Call**

*Members present:* Judd Blau, Mark Clear, Ken Golden, Jeff Gust, Chuck Kamp, Al Matano, Ed Minihan, Mark Opitz, Robin Schmidt

*Members absent:* David Ahrens, Steve King, Paul Lawrence, Jerry Mandli, Chris Schmidt

*MPO Staff present:* Bill Schaefer, David Kanning

2. **Approval of October 2, 2013 Meeting Minutes**

Moved by Opitz, seconded by R. Schmidt, to approve the October 2, 2013 meeting minutes. Motion carried.

3. **Communications**

- Letter from Larry Barta, WisDOT SW Region, regarding the Coordination Plan for the Beltline Study, included as part of item #11.
- Email sent from Golden regarding items #10 and #11 and Minihan’s email response to the information provided by staff in response to Golden’s request.
- Letter from WisDOT (not distributed) regarding a public informational meeting on Tuesday, Nov. 19 at 5:00 PM at McFarland High School regarding the USH 12/18 (Interstate to CTH N) freeway conversion study. Schaefer said the recommendation is to construct an interchange at CTH AB, which would be relocated to the east with a frontage road to the south connecting Millpond Road to CTH AB. Bridges would be constructed at Vilas Road and Femrite/Siggelkow. Gust explained they had separated out this project from the Interstate project.

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

None


Royce Williams, Madison, representing Madison Area Bus Advocates and ProRail, registered to speak. He commented on the importance of getting an intercity bus terminal built in Madison because of the level of bus service and the desire of UW-Madison to get the buses off Langdon Street. The current stop on University Avenue interferes with Metro buses. He noted that a location had been recommended near the Kohl Center and a design layout was being done as part of the South Capitol TOD District Planning Study, but understood that it would become a city planning issue after that. He wanted to see it listed in the TIP or at least the MPO work program to highlight the priority of the issue.

In response to a question by Opitz, Schaefer clarified the recommended location and said the property was owned by the Boldt Company, which is proposing a mixed use development that would include the bus station. He said it will go through the development review process if advanced, but the issues of who will pay for it and whether the bus companies agree to lease space there remain. Williams said he wasn’t sure if the proposed site was big enough.

Schaefer noted that a change/correction sheet listing changes being made to the draft document was included in the packet. The changes are in response to comments from WisDOT and FHWA. One significant change was to add introductory language on page 5 indicating the work program was developed with input from state agencies, local officials, and others and also referencing the MPO’s self-certification that all federal
requirements are being met, including Title VI. The other major change was to include in the report and budget table a breakdown of staff hours by MPO versus non-MPO staff.

Moved by Blau, seconded by Golden to approve the 2014 Unified Planning Work Program and the 2014-2016 Overall Program Design Report. Motion carried.

6. Resolution TPB No. 81 Regarding Agreement for Specialized Transportation Coordination Services with Dane County in 2014

Moved by Opitz, seconded by R. Schmidt, to adopt Resolution TPB No. 81 regarding the agreement for specialized transportation coordination services with Dane County in 2014. Motion carried.

7. Resolution TPB No. 82 Authorizing the City of Madison to Enter into an Agreement with the Capital Area Regional Planning Commission (CARPC) for the Madison Area Transportation Planning Board (TPB) to Provide Transportation Planning Work Activities to CARPC in 2014

Moved by Blau, seconded by Golden, to authorize the City of Madison to enter into an agreement with CARPC for the Madison Area TPB to provide transportation planning work activities to CARPC in 2014. Motion carried.

8. Resolution TPB No. 83 Authorizing the City of Madison to Enter into an Agreement with the Capital Area Regional Planning Commission (CARPC) for CARPC to Provide Population and Employment Forecasting Services Utilizing Pass-Through Funding from WisDOT

Moved by Opitz, seconded by Clear, to authorize the City of Madison to enter into an agreement with CARPC for CARPC to provide population and employment forecasting services utilizing pass-through funding from WisDOT. Motion carried.

9. Resolution TPB No. 84 Supporting Metro Transit as the Designated Recipient of Funding for the Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Madison Urbanized Area

Schaefer provided some background on the issue. The Madison urbanized area will now receive a direction allocation of funding under the new consolidated Section 5310 program. There needs to be a designated recipient (DR) of the funds just like Metro is the DR for the Section 5307 urban transit formula funds. It made the most sense for Metro to be the DR for these funds because of their experience and expertise in administering FTA grants. The role of the DR is to apply for grants on behalf of the sub-recipients, provide reports, and ensure all federal requirements are met. The MPO’s role will be to select the projects for funding. The MPO will also take the lead in preparing the required program management plan that outlines how the program will be administered. The resolution supports Metro as the DR for the funds. The next steps are for the Governor to officially designate Metro as the DR and then for the MPO to approve the program management plan and the projects to be funded in 2014. The City of Madison will also need to approve the plan and an application to FTA for funding for the projects. The plan is to not go through a competitive process for the funds for next year because there hasn’t been a large demand for the funds and because of time constraints. Two projects would be continued. The first is the county’s mobility management program, which has received federal funding in the past with the old New Freedom program funds. The other project is to continue Metro’s pilot program to conduct in-person paratransit eligibility assessments.

R. Schmidt asked if Monona Lift received federal funding or qualified for funding. Schaefer said Monona received state operating assistance for the service. Monona is eligible for the Section 5307 funding, but it would just substitute for the state funding so it wouldn’t be a benefit to the region. Kamp added the same was true for the Sun Prairie and Stoughton shared-ride taxi systems. Blau asked if the Governor would accept the recommendation, and Schaefer said yes. It is considered a local decision. Schaefer said he was sure the City of Madison would support the arrangement. He noted that Metro can use up to 10% of the funds for
administrative costs and Metro is also receiving funding for its project. Kamp agreed, saying the funding to hire a person to conduct the in-person assessments was in the city’s budget. He said the assessments would likely lead to more persons using the regular bus, which would save money, though the primary purpose is more accurate certification.

Moved by R. Schmidt, seconded by Clear to support Metro Transit as the designated recipient of funding for the federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for the Madison urbanized area. Motion carried.

10. Continued Discussion and Possible Decision Item: Recommendation Regarding Potential Revision to MPO Board Structure and Membership Due to Expanded Metropolitan Planning Area and New Public Transportation Provider Representative Requirement

Schaefer said there was discussion on the issue a couple meetings ago, but the matter was deferred until the FTA released its guidance on the requirement for transit provider representation on MPO boards. That guidance was published. It says the transit representative can be an elected official or a member of the board of directors, which would be the Madison Transit & Parking Commission, or a staff person such as the General Manager. The guidance says that MPOs are not required to undertake a redesignation process to change the structure of their boards to meet this requirement. However, the redesignation agreement creating the Madison MPO says that if any changes are made to the board structure, the same process must be used except the Governor doesn’t need to sign off on it. This process requires that local units of government making up at least 75% of the population adopt resolutions in support of the change. Schaefer suggested the board make a recommendation on a change in the board structure and communicate that to local units of government in the planning area to gauge support for it before adopting a resolution making the change.

R. Schmidt asked if it mattered who appointed the transit agency representative. Schaefer said the guidance recommends that the process for designating the transit agency representative be spelled out in the MPO’s three-party agreement with the state and transit operator. It is supposed to be an automatic appointment. Schaefer said language could be added to require the City of Madison Mayor to appoint a person meeting the transit representative requirement or the transit agency representative could be spelled out with the Madison Mayor only appointing five persons. Clear suggested the City of Madison pass a resolution requiring that one of the mayor’s appointments be the transit general manager as a way to avoid the MPO having to go through the elaborate process of making a change to the redesignation agreement. Schaefer said he thought that might work. Blau asked if the transit agency representative was a recommendation or requirement, and Schaefer said a requirement. Gust commented that the city resolution could be worded to provide the mayor flexibility in whom to appoint to represent the transit agency. Golden supported Clear’s idea as the simplest way to address the issue. He noted that if an RTA was created, a change to the redesignation agreement would be needed anyway. He said he thought it should be left open to allow flexibility for the mayor in making the appointment. Schaefer pointed out that the approach makes sense only if the board does not want to make any other changes.

R. Schmidt moved, Clear seconded, to request staff to draft a city resolution that would require the Madison Mayor to appoint a representative for the transit agency that meets the federal requirements and have the resolution referred to the MPO. Golden added that it should note the city is the owner of the transit system.

Matano noted the FTA guidance was just that and not a regulation. Blau said he opposed the motion because it kept the board essentially the same and didn’t address the fact that the small cities and villages were now underrepresented on the board. Golden said that was a different issue than the transit representation issue and required further discussion after a vote on this motion. If it was decided to make a change, this motion would then need to be revisited. Motion carried.

Blau said he supported one of the scenarios that added another small city/village representative. R. Schmidt said she represented the City of Monona on the Dane County Board and thus had a dual role representing the city and the county. Blau said it wasn’t the same because the appointment is from the county and there is no requirement that the county appoint a person from a small city/village. Clear said the county could be asked to
specify that one or more of the appointments must be a person who represents a small city/village. Golden commented that the county’s representation on the board is somewhat arbitrary. He said Blau’s perspective is how the cities/villages have always understood the issue dating back to the prior redesignation – that the County Executive’s appointments are county representatives regardless of where they live. Historically, for both the RPC and MPO it has been accepted that representation should be proportional to population for Madison, the small cities/villages, and the towns. Minihan commented that the Village of Oregon did not want to be in the MPO planning area. R. Schmidt commented that she didn’t think the MPO board’s decisions have been detrimental to the small cities/villages and therefore didn’t see an urgent need to go through the cumbersome process to change the board composition. If a change was necessary anyway, she said she would be more supportive.

Following further discussion about the scenarios, Blau moved, Golden seconded, to recommend scenario 4, adding a transit and a small cities/villages representative to increase the board size to sixteen. Clear commented that having 16 board members might be a little unwieldy. Motion failed with Gust abstaining. Clear moved, Opitz seconded, to recommend a modified version of scenario 2 with the cities/villages having an additional appointment, increasing the board to 15 members. Motion failed with Gust abstaining. Opitz suggested reaffirming the earlier motion to have the City of Madison adopt a resolution requiring the mayor to appoint a transit agency representative with no change to the board structure. Kamp suggested having the item on a future agenda with the modified scenarios discussed added so board members could see how the representation percentages work out. Minihan agreed. Opitz moved to recommend scenario 2 as is. Motion failed for lack of a second. Blau moved, Opitz seconded, to recommend scenario 6. Motion failed.

11. Letter of Comment on Draft Coordination Plan for Agency and Public Involvement on the Beltline (USH 14 to CTH N) Planning and Environmental Linkages Corridor Study Process

Matano said he overheard Golden mention a concern about the way the process had gone at the Beltline Policy Advisory Committee meeting. Golden agreed. He said he thought the policy committee should include representatives from business, a civic improvement organization (specifically Downtown Madison Inc.), and institutions of higher learning. Schaefer said DMI was on the committee and WisDOT consultants were in the process of expanding the membership on the committee. Golden said the coordination plan document was good, but he was concerned that enough time be allocated for the different comment points. That didn’t happen at the committee meeting and members asked for another meeting to develop the strategies to be evaluated. Matano suggested a motion to approve staff’s revised letter, but add some language regarding Golden’s concerns about the need for adequate time for committee member and public input.

Moved by Golden, seconded by Minihan, to send revised letter of comment on the Coordination Plan with additional edits—to be made by Matano—regarding the need to provide adequate time for policy committee and public involvement at each of the comment points. Motion carried.

12. Report on Update of the Roadway Functional Classification Map

Schaefer reported that MPO staff was continuing to work with WisDOT staff on the map and obtain input from local community staff. He said he distributed the latest version of the map to the MPO’s technical committee for its meeting the following week. He said he wanted the committee to endorse a final draft pending traffic counts and forecasts (for planned collectors) that need to be done next year. The map would then be approved. Some technical corrections will need to be made to the urban area boundary as well. Staff will review a final draft map with the board, probably at its next meeting.

13. Update on Transportation Alternatives Program Application Cycle for 2014-2018 Projects

Schaefer explained that the Transportation Alternatives program consolidated the former Safe Routes to School and Enhancements programs and also the state’s Pedestrian and Bicycle Facilities Program that were all part of the state’s multi-modal improvement program. WisDOT will continue to administer the new program, but under the new federal law one-half of the federal funding must be allocated to the large MPOs.
He said we would select the projects to be funded with the MPO allocation. WisDOT will select projects to be funded with the statewide allocation, but communities within the large MPO areas will be eligible for those funds and WisDOT will consider the MPOs’ ranking of projects. WisDOT has set up a two-phase process for the statewide funds with a pre-scoping application first. Full applications for both the MPO and state funds will be due in late March. Schaefer said staff had prepared draft policies and criteria for scoring the projects and would be reviewing that with the MPO’s technical and citizen advisory committees next week. A revised draft would then be reviewed with the board at the next meeting.

14. Status Report by Madison Area TPB Members on Other Projects Involving the TPB

Schaefer mentioned the email he forward board members about the special presentation to all City of Madison transportation committees and the MPO on the Stoughton Road EIS study. A presentation could also be arranged for the MPO. Either way, it will be a future agenda item. He said some final environmental and design issues were being worked out and a draft EIS document would probably be available in January. Gust added that WisDOT and the City of Madison had agreed to jointly fund a planning study to address business access and potential redevelopment issues in the East Washington Avenue intersection area. Schaefer said the first phase of the Interstate study was evaluating potential new interchanges and crossings. Screening criteria and a final list of potential interchanges and crossings to evaluate had been finalized.

Golden recommended that WisDOT staff or its consultants provide a presentation to the board soon on all of the data that has been collected for the Beltline study. He mentioned the different strategies to be evaluated, including a new north and south corridor, and the potential land use impacts.

15. Discussion of Future Work Items

None.

16. Announcements and Schedule of Future Meetings

The next meeting will be held Wednesday, December 4, 2013 at 7:00 p.m. at the Madison Water Utility Building, 119 E. Olin Ave., Rooms A-B.

17. Adjournment

Moved by Opitz, seconded by R. Schmidt, to adjourn. Motion carried. The meeting adjourned at approximately 8:45 PM.