1. Roll Call

**Members present:** Mark Clear, Ken Golden, Jeff Gust, Chuck Kamp, Steve King, Jerry Mandli (arrived during item #12), Al Matano, Ed Minihan (arrived during item #3), Mark Opitz, Chris Schmidt, Patrick Stern

**Members absent:** David Ahrens, Paul Lawrence, Robin Schmidt

**MPO Staff present:** Bill Schaefer, David Kanning

2. Approval of August 6, 2014 Meeting Minutes

Moved by Kamp, seconded by Golden, to approve the August 6, 2014 meeting minutes. Motion carried.

3. Communications

- Letter from WisDOT approving amendment #5 to the 2014-2018 TIP
- Letter from WisDOT SW Region staff in response to letter from Madison Mayor Soglin regarding the Stoughton Road Study

Schaefer said the letter from WisDOT region staff to Mayor Soglin was not an MPO communication, but was included for information purposes. WisDOT was attempting to address study issues that were raised by city policymakers. A meeting was recently held with city staff and east-side alders to discuss the issues. A follow up meeting of WisDOT, MPO, City Planning, and Metro staff was scheduled to discuss one of the issues raised – why BRT was not being considered for the corridor. Schaefer said the MPO led BRT Study examined the appropriateness and feasibility of BRT service in numerous corridors, but did not recommend BRT service on Stoughton Road. Schaefer mentioned some of the other concerns addressed in the letter. He said the draft EIS for the study was now scheduled to be released in January 2015.

Golden commented that a change in design to a boulevard style cross-section versus a limited access roadway and BRT would only make sense if the City of Madison made a major change to its land use plan for the corridor. He suggested soliciting input from city planning staff on this issue.

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

None

5. Public Hearing on Draft 2015-2019 Transportation Improvement Program (TIP) for the Madison Metropolitan Area & Dane County

Matano opened the public hearing. There were no registrants.

Schaefer said a meeting was held with WisDOT Bureau of Transit & Local Roads (BTLR) staff to discuss the proposed STP-Urban project changes as listed in the Draft 2015-2019 TIP, including the new transit projects and roadway project schedule and funding changes. The meeting did not resolve any issues. WisDOT BTLR staff said they weren’t sure whether money was available next year for the Metro and YWCA projects because of commitments to other projects in the state. WisDOT must now work with a constrained budget for STP Urban projects statewide. An issue discussed was the $2.8 million in carryover funding from the previous project program cycle. WisDOT BTLR staff had previously indicated in an email the MPO would receive this money, but they were now saying the money was no longer available. Schaefer said he was going to continue to pursue this to try to get the promised funding. Schaefer said that WisDOT was in the process of changing their policies and rules for administering the STP-Urban program to address new financial constraint requirements. A work group was set up to provide input. A major point that MPO staff keeps raising is that we are in a transition period and there needs to be flexibility until everyone adjusts to the new
garage facility is included in Metro’s 5
was built to accommodate 160 buses, but 214 buses are
Metro maintain its fleet replacement schedule. With the loss of federal funding, it was needed to help
applied for STP-Urban funding for replacement buses. With the loss of federal funding, it was needed to help
Metro has a limited number of these counters. Kamp explained why Metro
applied for STP-Urban funding for replacement buses. With the loss of federal funding, it was needed to help
Metro maintain its fleet replacement schedule. Kamp said a 15-acre property was purchased off Nakoosa Trail
to be used as a satellite facility to store up to 50 standard-sized buses or articulated buses. The existing garage
was built to accommodate 160 buses, but 214 buses are currently being housed there. Funding for the new
garage facility is included in Metro’s 5-year budget.
Stern asked Schaefer to describe the percentage of funds that were awarded to pedestrian/bicycle, roadway and transit projects. Schaefer said the MPO receives about $6 million in STP-Urban funding annually. The MPO scores and ranks the projects, but does not set aside a certain percentage of funding for different types of projects. Most of the funding has been allocated towards street (re)construction projects. A small portion of funds are set aside for the MPO’s Rideshare program. An appendix to the TIP shows the breakdown by project type for all of the projects in the TIP.

Matano closed the public hearing.

6. **Election of Officers**

   Matano asked Schaefer to facilitate the election of officers. Schaefer opened the floor for nominations for Chair. Clear asked Matano if he would be interested in continuing to serve as Chair, and Matano said yes. There were no other nominations. Clear asked King if he was interested in continuing to serve as Vice-Chair, and King said yes.

   Moved by Clear, seconded by Kamp, to nominate Matano as Chair. Motion carried. Moved by Clear, seconded by Kamp, to nominate King as Vice Chair. Motion carried.

7. **Resolution TPB No. 93 Approving Amendment #6 to the 2014-2018 Transportation Improvement Program for the Madison Area & Dane County**

   Moved by Golden, seconded by Clear, to approve Amendment #6 to the 2014-2018 Transportation Improvement Program for the Madison Area and Dane County. Motion carried.

8. **Resolution TPB No. 94 Amending the Program Management and Recipient Coordination Plan for the Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) Program for the Madison Urbanized Area**

   Schaefer explained that the resolution modifies the program management plan to include project selection criteria and process. This was needed because the MPO would be using a competitive process for selecting projects for next year. The application process was being coordinated with WisDOT.

   Moved by Stern, seconded by Clear, to amend the Program Management and Recipient Coordination Plan for the Section 5310 program for the Madison Urbanized Area. Motion carried.

9. **Appointment to the Stoughton Road (USH 51) Study Policy Advisory Committee**

   Schaefer explained that WisDOT intends to reactivate the policy advisory committee and have at least two meetings between now and when the draft is EIS will be completed. He said it was necessary to appoint a new member since the former MPO representative, Ken Dahl, was no longer on the Board.

   Matano said Alder Ahrens would be a good fit since his district borders part of the corridor. Schaefer concurred and said he sent an email message to Ahrens to see if he was interested, but hadn’t heard back. Stern said that he was willing to serve on the committee if Ahrens was not interested.

   Moved by Golden, seconded by Clear, to appoint Ahrens to represent the MPO Board on the Stoughton Road Study Policy Advisory Committee, but if Ahrens declined to appoint Stern. Motion carried.

10. **Appointments to the MPO Citizen Advisory Committee**

    Schaefer said a revised draft committee member roster was at members’ places. There were now six candidates for appointment. The additional candidate was Joe Maldonado, who lives in the Allied - Dunn’s Marsh area of City of Fitchburg and works for the Boys and Girls Club of Dane County. That would increase the committee to thirteen members.
Moved by Opitz, seconded by King, to approve the appointments to the MPO Citizen Advisory Committee. Motion carried.

11. Brief Update on the Bicycle Transportation Plan

Schaefer said MPO staff had reviewed materials at recent meetings of the plan technical and citizen/policy committees. These included a revised plan vision statement, goals, objectives and performance measures, and maps and various bicycle data, including bicycle counts, crashes and bike-to-work information. Schaefer said one of the interesting findings from the Census bike-to-work data was that bicyclists in the area tended to be white, male, younger in age, and either very low-income or middle to high-income. A likely plan recommendation would be to address ways to increase bicycle participation rates amongst segments of the population that are not bicycling as much. Staff also presented information on a survey staff produced for communities that focused on pedestrian and bicycle policies and facility standards. A revised draft bicycle functional classification map was also presented. Staff will make changes to the documents based on comments received.

12. Discussion Regarding MPO Board Meeting Minutes

Schaefer said the MPO’s administrative staff person recently attended a training session pertaining to open meetings laws. The attorneys who lead the training session discouraged the recording of meetings and recommended less detailed meeting minutes for legal reasons. Schaefer said that while he wasn’t concerned with any legal ramifications of more detailed minutes, these recommendations have prompted him to seek the board’s input on the level of detail desired for the minutes. Schaefer explained the process used now for producing the minutes, starting with a meeting transcript. He noted that very detailed minutes are produced for the City of Madison’s transportation-related committees. It takes a considerable amount of staff time to produce the minutes. If the board didn’t feel the more detailed minutes was necessary, they could be abbreviated. Staff could also stop recording the meetings.

Stern said he would be fine with staff producing less detailed minutes if there were other more important items for them to work on. Golden said he found the detailed minutes to be useful. He suggested that the board adopt a formal policy that addresses the issue of when the recording would be destroyed. He added that he views the recording as a convenience to staff. Schaefer said the recording was used to produce the detailed minutes since it was difficult to rely solely on meeting notes. King concurred that the detailed minutes were useful, but suggested giving more direction to staff. King added that he thought staff should continue to recording the meetings for use in producing the minutes. Opitz said that he would like staff to continue taking detailed minutes, but to focus more on capturing the discussion of board members rather than providing detailed summaries of staff presentations.

Schaefer said a formal policy regarding retention of meeting recordings and other meeting materials would probably be desirable. C. Schmidt asked why it was necessary to destroy the recording or other meeting materials. Schaefer said that the city attorneys recommended it since all items kept are subject to open meetings requests. It was noted there is also a computer storage space issue. Kamp agreed that the minutes were helpful to have in detailed form. Matano asked what the legal rationale was for not keeping detailed minutes. Schaefer the rationale was that minutes can never capture the complete discussion and that someone challenging a decision would have information to support a challenge. Matano said keeping less detailed minutes was not good government. King added it was a risk aversion measure. Schaefer said a legal issue would rarely occur with an MPO action. The most likely challenge would be related to the TIP or possibly a Title VI/environmental justice issue. Schaefer said that keeping more detailed minutes could be helpful in proving that a deliberative process was used. Mandli said that in his experience keeping detailed minutes could be problematic for controversial decisions, which is why the attorneys might be recommending less detailed minutes.

Schaefer said that MPO staff would continue recording the meetings and producing minutes in the same manner, but would not include details from staff presentation items that were described in meeting packets.
He noted that he will find out whether a written policy on records retention is needed for adoption. Regardless staff would seek board input on a reasonable time for retaining recordings and other meeting materials.

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

Schaefer reported that traffic modeling results for the Beltline Study will be reviewed at upcoming policy and technical meetings. Additional outreach activities are planned for the City of Madison’s Sustainable Transportation Plan. The workshops and meetings held this summer were not that well attended by the general public. Matano asked about the Interstate Study. Schaefer said that the first phase of that study had been looking at potential new interchanges and other grade separated crossings. The actual EIS phase of the study would follow looking at potential capacity expansion and other operational improvements. Schaefer commented congestion was not a problem during the weekday peak commute times. The peak times were Friday nights and Sunday afternoons due to seasonal, tourist traffic. Gust said that the federal design standard for the Interstate is to design for the K100 factor or the 100 heaviest traffic hour of the year. The Fridays and Sundays would cover those hours. Schaefer said that because of the unique traffic peaking the issue of what K-factor standard to use was still yet to be decided. He said that was a major issue for the study.

14. Discussion of Future Work Items

Schaefer said the TIP will be up for action at the next meeting. The selection of 5310 projects will also be on the agenda as a separate item, but as part of the TIP approval. Staff was currently reviewing the Metro On-Board Survey proposals. The survey would likely take place in late winter/early spring instead of this fall. Staff was waiting for completion of some traffic counts prior to finalizing the functional class update. A short summary of the ITS plan was provided. The City recently approved the wayfinding plan agreement that was approved by the Policy Board so that project can get going again.

15. Announcements and Schedule of Future Meetings

The next meeting will be held Wednesday, October 1, 2014 at 6:30 p.m. at the Madison Water Utility Building, 119 E. Olin Ave., Room A-B.

16. Adjournment

Moved by King, seconded by Stern, to adjourn. Motion carried. The meeting adjourned at 8:03 PM.