

**Greater Madison Metropolitan Planning Organization (MPO)  
December 4, 2024, Meeting Minutes**

Virtual Meeting hosted via [Zoom](#)

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Wood called the meeting to order at 6:32 p.m.

**1. Roll Call and Introductions**

**Members present:** Clement Abongwa, Liz Callin, Phil Caravello, Michelle Ellias, Paul Esser, Barbara Harrington-McKinney, Thomas Lynch, Charles Myadze, Mark Opitz (joined at 6:33 p.m.), Kristi Williams, Doug Wood

**Members absent/excused:** Richelle Andrae, John Duncan, Derek Field

**MPO staff present:** Alex Andros, David Kanning, Kayla Haas

**Others present in an official capacity:** None

**2. Approval of November 6, 2024, Meeting Minutes**

Williams stated that the time of adjournment recorded as 6:39 p.m. is incorrect.

Esser moved, Williams seconded, to approve the November 6, 2024 meeting minutes with the referenced correction. Motion carried, with Harrington-McKinney abstained.

**3. Communications**

None.

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

None.

**5. MPO 2024 Resolution No. 23 Authorizing the City of Madison to enter into an Agreement with Dane County for MPO to Provide Specialized Transportation Coordination Services in 2025**

Andros said that Dane County has not yet reviewed the agreement, so staff recommends postponing this item until review by all parties is complete. She said the timing will not be an issue. Abongwa noted that Dane County is waiting for the draft MOU from the MPO and Metro Transit.

Williams moved, Opitz seconded, to postpone MPO 2024 Resolution No. 23 Authorizing the City of Madison to enter into an Agreement with Dane County for MPO to Provide Specialized Transportation Coordination Services in 2025 to the next board meeting. Motion carried.

**6. MPO 2024 Resolution No. 24 Authorizing the City of Madison to Enter into an Agreement with the Capital Area Regional Planning Commission (CARPC) for MPO to Provide Transportation Planning Work Activities to CARPC in 2025**

Andros said that this agreement is the same as it has been in previous years. Staff recommends approval.

Esser moved, McKinney seconded, to approve MPO 2024 Resolution No. 24 Authorizing the City of Madison to Enter into an Agreement with the Capital Area Regional Planning Commission (CARPC) for MPO to Provide Transportation Planning Work Activities to CARPC in 2025. Motion carried.

**7. MPO 2024 Resolution No. 25 Approving Transportation Improvement Program (TIP) Amendment No. 2 to the 2025-2029 TIP for the Madison Metropolitan Area & Dane County**

Kanning provided a brief overview of the projects included in TIP Amendment No. 2. He noted that Item No. 7 of the agenda lists five projects recently awarded funding under the Safe Streets and Roads for All (SS4A) program, but that FHWA staff indicated after the board packet was distributed that these projects are not required to be in the TIP. He stated that staff is recommending approval of the resolution, with the provision that the five SS4A projects be removed.

Abongwa asked how the MPO will show that the SS4A projects are part of the work happening in the county if they are removed from the TIP. Andros said she believes that when projects are identified to use the funding that was awarded, they will be placed in the TIP, but that the accepting of the grant at this point does not need to be included in the TIP. Abongwa then commended staff on successfully securing the grant and asked what the next steps will be. Andros stated that the first step is to execute the grant agreement to secure the funding.

Lynch stated that he believes that studies can be included in the TIP, even if not required, so the MPO could likely choose to include them if we desired. He noted that WisDOT has three studies included in the MPO TIP. He then echoed the importance of executing the grant agreement to ensure the funds will be received. Andros stated that the agreement will be between the MPO (technically the City of Madison) as the grantee, and USDOT.

Kanning stated that it may be determined in the future that the SS4A projects can be added, but at this point staff must follow the most recent instructions from FHWA to not include them. He noted that it may simply be a timing issue and that because this situation is different than processes the MPO has followed in the past, the conversation with FHWA is ongoing to determine the correct steps.

Esser moved, Myadze seconded, to approve MPO 2024 Resolution No. 25 Approving Transportation Improvement Program (TIP) Amendment No. 2 to the 2025-2029 TIP for the Madison Metropolitan Area & Dane County, with the removal of the five SS4A projects. Motion carried.

**8. MPO 2024 Resolution No. 26 Approving Return of Unspent Dollars and Amending 2024 UPWP to Reflect Budget Change**

Andros stated that the unspent dollars are the result of a compounding carry-over of unspent funds over the past few years, due to two periods of staff vacancies and a few project delays in 2024. She noted that the MPO budget works on a reimbursement basis, so the MPO will not be refunding money, but rather telling WisDOT they can make the funds available to other MPOs within the state. Andros also noted that after the MPO's previous carry-forward request, FHWA stated a new policy for all MPOs that no further carry-forward requests may be made. The total amount to return is \$77,000. Staff recommends approval.

Abongwa requested clarification on the project money that was not spent. Andros stated that in addition to the unspent dollars related to staff vacancies, there was a small amount unspent due to delaying work on the Active Transportation Plan to better complement the City of Madison's Active Transportation Plan, as well as to delaying contracting with a consultant to begin the Transportation Systems Management and Operations plan in 2024. Abongwa said he is concerned about the MPO returning funds this year and then needing to ask for additional funding in the future when the projects are ready to proceed. Andros explained that the MPO is eligible for a set amount of funding each year that it must allocate to different uses, so although the projects were delayed this year, they are included in the 2025 UPWP with funding allocated to them for the coming year.

Lynch asked whether the local match for this funding will also be returned. Andros said yes. She noted that WisDOT has offered the MPO a portion of STBG funding that the Green Bay MPO will be returning in 2025, and this will be an opportunity for the Greater Madison MPO to allocate the unused local match

from 2024 to the local match needed to secure this additional funding in 2025. Andros does not yet know how much will be available.

Wood asked whether the return of these funds is expected to be a one-time occurrence. Andros said yes. She explained that the total is due to compounding carry-overs for multiple reasons over the past few years, and that FHWA will no longer allow carry-overs.

Myadze moved, Williams seconded, to approve MPO 2024 Resolution No. 26 Approving Return of Unspent Dollars and Amending 2024 UPWP to Reflect Budget Change. Motion carried.

#### **9. Status Report on Capital Area Regional Planning Commission (CARPC) activities**

Andros reviewed the CARPC activities listed in the meeting packet. These include working on Comprehensive Plan updates for the Towns of Bristol and Rutland; supporting neighborhood planning processes in the City of Fitchburg; and assisting with the boundary agreement between the City and Town of Sun Prairie. Additionally, the role of CARPC as administrator of the Dane County Water Quality Plan was tested this summer by the Madison Metropolitan Sewerage District's proposal to comply with phosphorous limits in Badger Mill Creek by ending the return of treated wastewater to that watershed. The Commission recommended denial due to uncertainty about the water quality impact of reducing stream flow, DNR staff approved the change with some testing and monitoring conditions, and the City of Verona has sued, seeking reconsideration of that decision.

#### **10. Set date for January meeting**

Myadze moved, Harrington-McKinney seconded, to reschedule the next board meeting from January 1 to January 8, 2025. Motion carried.

#### **11. Announcements and Staff Reports**

Andros reported the following:

- The next step for the SS4A grant is to get the grant agreement signed to secure the federal funds. The MPO project team will meet with communities shortly after that to discuss next steps.
- The Green Bay MPO is releasing some of their 2025 program funds and WisDOT is asking whether other MPOs are interested in taking some of that funding. The Greater Madison MPO will need to provide a local match to accept any additional funding. Staff intends to express interest.
- The Draft Transit Development Plan (TDP) is available on the MPO website and available for review through the end of the month. The January board agenda will include a review of the TDP.
- The MPO has hired a new transportation planner named Prasad who will start on December 9. Prasad will focus on safety and play an important role in managing the SS4A grant.

Lynch added that there will be a lot of interest in any additional STBG funding the MPO can secure.

#### **12. Adjournment**

Harrington-McKinney moved, Williams seconded, to adjourn. Motion carried. Meeting adjourned at 7:05 p.m.