

**Meeting of the
Greater Madison MPO Technical Coordinating Committee**

January 22, 2025

[Virtual Meeting](#)

2:00 p.m.

This meeting is being held virtually.

1. **Written Comments:** You can send comments on agenda items to mpo@cityofmadison.com.
2. **Register for Public Comment:**
 - Register to speak at the meeting.
 - Register to answer questions.
 - Register in support or opposition of an agenda item (without speaking)If you want to speak at this meeting, you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register, you will be sent an email with the information you will need to join the virtual meeting.
3. **Watch the Meeting:** If you would like to join the meeting as an observer, please visit <https://www.cityofmadison.com/clerk/meeting-schedule/watch-meetings-online>
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Meeting ID: 874 2834 2755
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AGENDA

1. Roll Call
2. Approval of September 25th, 2024, Meeting Minutes
3. Committee Member Reports
4. Review and Recommendation on Draft TCC Operating Rules and Procedures Update (20 minutes)
5. Safe Streets and Roads for All (SS4A) Grant Update (10 minutes)
6. Additional STBG and TAP funding (10 minutes)
7. Staff Reports
 - MPO New Hire
 - Other
8. Next Scheduled Meeting Date
 - Wednesday, February 26th
9. Adjournment

Greater Madison MPO
Technical Coordinating Committee
Meeting Minutes

September 25, 2024

[Virtual Meeting via Zoom](#)

2:00 p.m.

1. Roll Call

Members present: Blau, Bruun, Clark, Dietz, Forlenza, Grady (for Tuttle), Mountford, Petykowski (arrived during item #3), Salmon (for Vieth), Schmid, Schreiber, Sivertson, Stauske, Violante

Members absent: Cruz, Kahler, Husen, Igl, Larson, Munz-Pritchard, Tao, Thao, Wheeler

MPO Staff present: Andros, Holloway, Kanning

Other present in official capacity: Art Sommerfield, WisDOT; Greg Hall, DeForest (arrived during item #3); Julia Pooler, Carbon Leadership Forum

2. Approval of July 24, 2024, Meeting Minutes

Blau moved, Dietz seconded, to approve the July 24, 2024, meeting minutes. Motion carried.

3. Committee Member Reports

- City of Middleton (Stauske): Middleton's new zoning code has been completed and put in place. The City's Planning Department won an award for the new zoning code from the American Planning Association (APA). We are in our budget season with lots of projects that have wrapped up and others that have not yet started.
- City of Monona (Bruun): The City of Monona has been working on putting together an LED streetlight conversion manual and getting the streetlight conversion project bid out. The project received grant funding through the federal Carbon Reduction Program (CRP). Monona is only bidding out for the materials, MGE will provide the labor through a maintenance contract with the City. The City got no bids on the project after it was initially let out and is revising the manual and preparing to bid it out again.

Bruun suggested including a discussion of best practices, successes, and challenges in bidding out CRP project work as a topic for a future TCC meeting. Stauske noted that Middleton has faced the same types of obstacles. Andros asked Bruun who at WisDOT Monona has been working with. Bruun said that the City has been working with Lorraine Betzel (SW Region Office).
- Village of DeForest (Blau): The Village of DeForest is currently building sanitary sewer across the Interstate and then north. We had an issue going north across CTH V that has resulted in delays. If you're traveling through DeForest on CTH V, you'll have to take a detour up north onto CTH DM and then back down.
- Madison Metro (Mountford): Metro launched our first bus rapid transit (BRT) route last Sunday. I encourage everyone to check it out.
- City of Sun Prairie (Salmon): Salmon introduced himself, noting his new role as Transportation Coordinator for the City of Sun Prairie and his previous role as Janesville MPO Coordinator. He

said that the City is applying for a Reconnecting Communities grant to build an overpass over US 151.

- Village of Waunakee (Dietz): A construction project on STH 113 going north out of town, in conjunction with WisDOT, has been ongoing throughout most of the summer. The project had been delayed earlier in the year due to fish spawning season and it has impacted local businesses. We're hoping to have that project done in the next week or two. One sticking point in the community was that the public information meetings for the project were held 4 years ago, prior to the pandemic, so when the project started, many of the people who had been notified years ago had moved away and many of the new residents had received no notice prior to the beginning of construction.

4. Chair and Vice Chair Election

Blau nominated, Bruun seconded, Stauske to be renewed as Committee Chair. Dietz nominated herself for Committee Chair. Dietz was elected unanimously as the new Committee Chair, effective at the next committee meeting.

Stauske nominated Bruun for Vice Chair. With no other nominations and no objections, Bruun accepted the nomination for Vice Chair.

5. Low-Carbon Materials Grant Presentation and Discussion

Julia Pooler, Carbon Leadership Forum-Wisconsin, presented on low carbon building materials and FHWA's Low-Carbon Transportation Materials (LCTM) Grant Program. She noted that while some low-carbon materials are cutting edge new technologies, many others are already being widely used. She said that LCTM program funding can be used for process development and incentives/reimbursements for the use of LCTM in Title 23 construction projects.

She outlined a proposed approach to applying for the grant, with the Greater Madison MPO serving as the applicant and managing the distribution of funding to municipalities; a consultant handling the required process plans and reports, municipal outreach and education, coordination with WisDOT and other activities; and MPO Area municipalities providing feedback for the implementation plan, using and documenting the use of LCTM on their projects, and implementing processes for materials identification, environmental product declarations (EPDs), QA, and procurement.

She asked committee members to identify at least one project in their communities that could be included in a grant application as potential candidates for the use of LCTM in their construction and emphasized that the projects are not limited to small-scale pilot/test projects. In addition, she asked that they consider what level of staff time or contractor support would be necessary to update their processes to begin using LCTM in construction projects.

Stauske asked how the cost-effectiveness of different type of LCTM treatments are evaluated. Pooler responded that those evaluations will be a part of process development, and that there are already many well-established products that have been documented to have much lower carbon footprints. The available funding can pay for both the process development part—to determine the carbon impacts and cost differentials of LCTM—and any additional marginal cost associated with using LCTM in place of conventional materials.

Bruun asked about whether the LCTM grant would consider the lifecycle carbon emissions of different materials—e.g., a very low-carbon material that needs much more frequent replacement, resulting in higher overall carbon emissions over the long term. Pooler replied that pilot projects assessing durability of lower carbon alternatives would be an allowable expense but that, while the program allows pilot

projects using innovative materials, it is also completely acceptable to use the funding to just pay the marginal cost of well-established LCTM alternatives that are already widely used.

6. Review and Recommendation on Draft 2025-2029 Transportation Improvement Program for the Madison Metropolitan Area and Dane County

Kanning reviewed the draft 2025-2029 TIP, that was before the TCC at the July meeting, and the changes to STBG-U project funding levels proposed by staff. He said that MPO staff were requesting the TCC recommend approval of the draft 2025-2029 TIP, including all changes listed in the addition/change sheet, to the Policy Board.

Bruun asked whether another amendment could be made to accommodate changes to the City of Monona's Nichols Road project that would entail higher costs. Kanning replied that a new funding cycle will begin next year, and that Monona could then amend its currently approved project to allow for those changes. He noted that it is possible additional funding will become available due to currently scheduled projects coming in under budget or that the MPO's funding allocation will increase between now and 2029, when the project is scheduled for construction.

Bruun motioned, Salmon seconded, to recommend approval of the Draft 2025-2029 Transportation Improvement Program for the Madison Metropolitan Area and Dane County. Motion carried.

7. Staff Report

- **MPO Hiring Update**
Andros noted that the MPO has received a sufficient number of applications to begin interviews for the staff position left vacant by Colleen Hoesly's departure from the MPO.
- **MPO Planning Area Boundary**
Andros showed the recently revised MPO urban area and the proposed planning area boundary. The most significant change involves the inclusion of the Village of Mt. Horeb in the MPO planning area.
- **Charging and Fueling Infrastructure (CFI) Grant**
Dane County's CFI grant application was approved. The County will receive about \$13 million to install EV charging infrastructure in key locations around the County.
- **Public Participation Plan (PPP) Amendment**
The amendment to the PPP, that would shorten the required public comment period on major TIP amendments to 15 from 30 days, was approved by the Policy Board at their most recent meeting.
- **Draft 2024-2028 Coordinated Public Transit-Human Services Transportation Plan**
The Coordinated Plan has been updated and the draft is available for review on the MPO's website.

8. Next Scheduled Meeting Date

- The next meeting is scheduled for October 23rd.

9. Adjournment

Stauske adjourned the meeting at 3:20 p.m.

Proposed TCC Rules Update

Bill Holloway
Transportation Planner



Why now?

Staff turnover at the MPO and regional partners has revealed shortcomings.

Our current rules make administration more difficult and limit cohesion among members.

- Overly prescriptive in some ways.
- Overly vague in others.
- Annual transition between alternate and voting member status is counterproductive.
- Cumbersome voting procedure for alternate members.
- Conflicting definitions of “alternate” members.
- Long-term/standing substitutes (alternates).



Voting TCC Members:

- City of Madison
 - Traffic Engineer
 - Engineer
 - Planning Division Director
 - Metro Transit Planning Manager
- City of Fitchburg
 - Public Works or Planning Director
- City of Middleton
 - Public Works or Planning Director
- City of Monona
 - Public Works Director or City Planner
- City of Stoughton
 - Public Works or Planning Director
- City of Sun Prairie
 - Public Works Director or Transportation Coordinator
- City of Verona
 - Public Works, Planning Director, or Community Development Specialist
- Village of Cottage Grove
 - Public Works or Planning Director
- Village of DeForest
 - Public Works Project Coordinator
- Village of McFarland
 - Public Works or Community Development Director
- Village of Oregon
 - Public Works or Planning Director
- Village of Waunakee
 - Public Works or Community Development Director
- Village of Windsor
 - Public Works Director
- Dane County
 - Assistant Commissioner, Public Works & Transportation Dept.
 - Planning Director, Planning & Development Dept.
- Wisconsin Department of Transportation
 - Transportation Planner, Bureau of Planning
 - Transportation Planner, Southwest Region

Non-Voting TCC Members:

- Federal Highway Administration
 - Community Planner, Wisconsin Division
- Federal Transit Administration
 - Transportation Program Specialist, Region V

Too Prescriptive

Rules specify exact titles of eligible members from specific MPO cities and villages.

Specifying the exact titles of eligible staff creates a few key problems:

- Position titles change as communities change staffing levels or adapt to changing conditions.
- Eligible staff may be unable to regularly participate in TCC meetings.
- Limits the ability of communities to select their own representatives.

Limiting representation to the cities and villages listed excludes MPO partner municipalities Maple Bluff, Shorewood Hills, and Mount Horeb.



Too Vague

Rules governing the yearly transition between alternate and voting members are unclear.

The rules dictate that representatives from non-Madison communities alternate between voting members and alternate members each year but do not provide guidelines for:

- How the priority of alternates (alternate #s) should be rotated over time.
- How to define “regular meeting,” participation.

The voting and alternate members of the 12 representatives from non-Madison communities will be switched on an annual basis at the beginning of the year assuming the alternate members are regular meeting participants. The priority of the alternates will also be rotated over time.



Annual transition between alternate and voting member status is counterproductive

It needlessly generates complexity and reduces cohesion.

- The TCC is strictly advisory to the Policy Board.
- TCC votes tend to be unanimous.
- Classification as an alternate communicates to members that their presence at meetings is unimportant. This:
 - Lessens members' investment in the TCC.
 - Conflicts with the MPO's vision for the TCC as a venue for dialog and informal connections among communities.



Alternate member voting rules are cumbersome

Voting procedures are too complex and time consuming.

- Under current rules, alternate members may only vote when one or more voting members (and their substitutes) are absent.
- Following this rule could slow meetings by requiring more detailed attendance-taking and a delineation at each meeting of who is and is not allowed to vote on matters before the committee. This delineation would have to be repeated when members arrive late or depart early.

Alternate members include six of the twelve (12) representatives from non-Madison communities. The alternates are listed 1-6. The first alternate counts for quorum and may vote when one voting member is absent. The second alternate may vote when the first alternate is absent or two voting members are absent, and so on with the remaining alternates.



Rules use conflicting definitions of “alternate”

This leads to confusion among members and MPO staff.

- Current rules use “alternate” to refer to community representatives during their non-voting years as well as substitutes filling in for members at TCC meetings.
- The annual conversion from voting members to alternate members, and vice versa, exacerbates these issues by creating alternate alternate members.



Long-term alternate (substitute) members

Some designated members have never attended a TCC meeting.

- Current rules make no provision for long-term substitutes holding the position of chair or vice chair.
 - Preventing designated community representatives who regularly participate in TCC meetings from serving as chair or vice chair limits the pool of potential candidates and does not serve the interests of the representatives or of their communities.
- The participation of long-term substitutes in lieu of official members also makes it difficult for the public to understand who is participating in TCC decision making.



Proposed changes

Rules and operating procedures will be revised to:

- Clarify that facilitating dialog among members is an objective of the TCC.
- Emphasize the importance of regular attendance at TCC meetings.
- Remove references to specific staff titles eligible to serve on the TCC.
- Reduce the term of the chair and vice chair from two years to one.
- Prohibit the participation of standing substitutes for TCC members.
- Eliminate the annual transition between voting and alternate member status for representatives of smaller MPO cities and villages.
- Allow all cities and villages in the MPO planning area outside of Madison to appoint one representative to the TCC.



Clarify that facilitating dialog among members is an objective of the TCC

Add the following sentence to subsection 1—Authority and Responsibilities:

The TCC also facilitates communication between members to enable staff in different communities to learn from and coordinate with one another.



Emphasize the importance of regular attendance at TCC meetings

Revise subsection 2—Membership, Voting, and Officers, to:

Add the following sentence to the first paragraph:

Communities/agencies should ensure that their selected representatives will be able to maintain regular attendance at TCC meetings. Members are expected to attend all TCC meetings.

Revise subsection 3—Meetings and Quorum, to:

Add the following sentence to the second paragraph:

Members are expected to attend all TCC meetings.



Remove references to specific staff titles eligible to serve on the TCC

Revise subsection 2—Membership, Voting, and Officers, to:

- Replace references to specific job titles eligible for TCC membership with more general requirements.
 - Cities and villages outside Madison shall each select one staff member with expertise in transportation (planning, engineering, or public works).
 - The City of Madison will select four staff members , one from each of the following departments/divisions: Engineering, Traffic Engineering, Planning, Metro Transit.
 - Dane County will select two staff members, one from each of following departments: Planning & Development, Highway and Transportation.
 - WisDOT will select two staff members, one from each of the following: the Bureau of Planning and Economic Development, the Southwest Region Office.
 - One Federal Highway Administration (FHWA) Community Planner from the Wisconsin Division (Non-voting)
 - One Federal Transit Administration (FTA) Transportation Program Specialist from Region V (Non-voting)
- Add that member communities and agencies should select representatives that will be able to regularly attend TCC meetings.



Reduce the term of the chair and vice chair

Revise subsection 2—Membership, Voting, and Officers, to:

Specify that the term of the chair and vice chair shall be one year.



Prohibit the participation of standing substitutes for TCC members

Revise subsection 3—Meetings and Quorum, to:

Revise the second paragraph to clarify that:

- Voting members may designate a substitute to represent them in their absence.
- Standing substitutions are not allowed.
- Substitutes for voting members shall count for quorum and have voting privileges.



Eliminate the annual transition between voting and alternate member status for representatives of smaller MPO cities and villages

Revise subsection 2—Membership, Voting, and Officers, to:

Remove all references to alternate members and the annual transition of TCC members from communities outside Madison from voting members to alternate members.



Open the TCC to all cities and villages in the MPO area

Revise subsection 2—Membership, Voting, and Officers, to:

Allow all MPO area cities and villages, outside of Madison, to each appoint one voting member to the TCC.





Questions?



PROPOSED TCC RULES

B. MPO Technical Coordinating Committee

1. Authority and Responsibilities

The MPO 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, studies, and programs, ensuring a high-quality technical review of the planning process and a direct communication liaison with the policy board. The TCC also facilitates communication between members to enable staff in different communities to learn from and coordinate with one another.

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 Director/Planning Manager. Drafts of all required documents and programs shall be submitted to the TCC for review and recommendation to the board. The TCC is strictly advisory to the policy board.

2. Membership, Voting, and Officers

The TCC is comprised of voting members representing all cities and villages in the MPO area, Dane County, and the Wisconsin Department of Transportation, and non-voting members representing the Federal Highway Administration and the Federal Transit Administration.

Communities/agencies should ensure that their selected representatives will be able to maintain regular attendance at TCC meetings.

Voting TCC Members:

One staff member with expertise in transportation (planning, engineering, or public works) from each city and village in the MPO planning area.

Four City of Madison staff members; one representative from each of the following departments/divisions:

1. Traffic Engineering
2. Engineering
3. Planning
4. Metro Transit

Two Dane County staff members; one representative from each of following departments:

1. Planning & Development
2. Highway and Transportation

Two Wisconsin Department of Transportation staff members; one representative from each of following:

1. The Bureau of Planning and Economic Development
2. The Southwest Region Office

Non-Voting TCC Members:

One Federal Highway Administration (FHWA) Community Planner from the Wisconsin Division

One Federal Transit Administration (FTA) Transportation Program Specialist from Region V

Officers:

The TCC shall elect a Chair and Vice Chair by simple majority vote of the voting members. The Chair shall be responsible for presiding at all meetings. The term of the Chair and Vice Chair shall be one year. 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 Vice Chair shall preside at the meeting. In the absence of either, 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 Director/Planning Manager due to a lack of a sufficient number of agenda items. Special meetings may be held as needed. 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 website. Meetings may be held virtually or in person. In person meetings shall be in a place that is ADA accessible. In person meetings shall be in a location that is transit accessible. All meetings shall be 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.

A quorum is formed by the presence of a simple majority of the voting membership. Communities that choose not to appoint a representative will not be counted in the committee's total voting membership. Members are expected to attend all TCC meetings. Voting members may designate a substitute to attend a meeting and represent them in their absence. Such designation may be for a specific meeting, only. Standing substitutions are not allowed. Substitutes to voting members shall count for quorum purposes and have

voting privileges. No action shall be taken without a quorum in attendance at that meeting, but information may be presented to those in attendance so long as the meeting was properly noticed.

4. Subcommittees of the TCC

The MPO may establish standing or ad hoc subcommittees of the TCC, as needed.

Meetings of subcommittees shall be held as necessary to carry out their duties. A quorum is formed by a simple majority of the members. No action shall be taken without a quorum in attendance, but information may be presented to those in attendance if the meeting was properly noticed.

Introduction

The Greater Madison MPO (Metropolitan Planning Organization) 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 Greater Madison MPO (formerly named the Madison Area Transportation Planning Board) 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 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 regional transportation plan.
3. Preparing and implementing an annual work program.
4. Preparing a transportation improvement program (TIP) to provide for transportation investments to meet metropolitan transportation needs.
5. Other duties as required to comply with State and Federal regulations.

In 2020 as part of an MPO rebranding effort that resulted in the name change the MPO adopted the following mission and vision statements:

Mission: Lead the collaborative planning and funding of a sustainable, equitable transportation system for the greater Madison region.

Vision: A sustainable, equitable regional transportation system that connects people, places, and opportunities to achieve an exceptional quality of life for all.

These rules and operating procedures are adopted by the MPO to facilitate the performance of its transportation planning and programming responsibilities¹ and establish guidance on issues pertaining to the MPO that are not otherwise addressed in other documents.

SECTION I – AUTHORITY

The 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.

¹ These responsibilities are outlined under United States Code (23 USC 134 and 49 USC 5303-5306), 23 CFR 450, as most recently amended by the Infrastructure Investment and Jobs Act (IIJA), also known as the “Bipartisan Infrastructure Law”, Public Law 117-58.

Because the MPO is not a corporate entity, the City of Madison serves as its fiscal and administrative agent.

SECTION II – BOARD MEMBERSHIP AND OFFICERS

A. Board Membership²

The MPO 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 (WisDOT). Each appointee to the MPO who is an elected official must reside within the Madison Metropolitan Planning Area. Non-elected official appointees who administer or operate major modes of transportation in the metro area do not need to be planning area residents. All appointees shall serve until their successor is appointed as long as they continue to remain eligible to serve on the board.

The appointments to the MPO 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) and a maximum of five (5) of the six appointees must be elected officials.³

Representation by Public Transportation Provider: One of the City of Madison appointments must include a representative of Metro Transit, the city-owned transit agency that is the major provider of public transportation in the metropolitan area and the designated recipient of Federal Transit Administration funding under the Section 5307 Urbanized Area Formula Program. The Metro Transit representative may be the City of Madison Transportation Department Director, Transit General Manager, or a non-elected citizen member of the City of Madison's Transportation Commission, which oversees and sets policy for the transit system functioning as its board of directors. The Metro Transit representative should consider the needs of all eligible public transportation providers that provide service in the Metropolitan Planning Area. The MPO Policy Board shall make a recommendation on the Metro Transit representative for consideration by the Mayor.

While not reflected in the 2007 redesignation agreement, this provision for a Metro Transit representative as one of the City of Madison Mayor's appointments reflects the MPO's intent

² The composition of the Greater Madison MPO (formerly named 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 or departments that administer or operate major modes of transportation in the metropolitan planning area, including local planning or engineering staff or members from local boards and commissions with a focus on transportation or land use.

to institutionalize the long-standing practice since the MPO was last redesignated in 2007 to include a Metro Transit representative on the board and meet the federal requirement of representation by providers of public transportation in MPOs serving a transportation management area (TMA).⁴ While meeting the federal requirement, continued representation by Metro Transit on the board also better enables the MPO to meet the federal transit-related planning requirements and develop plans and TIPs that support a multi-modal regional transportation system.

- 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.³
- 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.³
- 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.

B. Changes to Policy Board Composition

Future changes to the composition of the policy board may be made to ensure equitable and proportional representation as the number of local units of government and their population within the MPO Planning Area increases. Per the 2007 redesignation agreement, such a change requires notification of the appointing authorities and all local units of government in the MPO

⁴ At its November 6, 2013 meeting, the MPO Policy Board voted to direct the City of Madison to continue to appoint a Metro Transit representative to the board to meet the new federal requirement for public transportation provider representation while also addressing the issue of appropriate central city and suburban community representation in light of the expanded planning area following the 2010 Census. One of the City of Madison representatives now serves as the Metro Transit representative. This avoided the need to go through essentially a redesignation process (without the Governor's signature) in order to formally change the board structure as required in the 2007 redesignation agreement. See Section II.B.

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 Director/Planning Manager shall send a memo (electronically and/or by mail) 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 Director/Planning Manager shall send out another memo/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 email 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 Director/Planning Manager shall send out a final memo/email informing the chief elected officials of the new appointment(s).

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 Director/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 Director/Planning 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 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, the 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 or August 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 Director/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, letters, and other documents; (e) serve as the official spokesperson of the MPO in reporting actions taken by the MPO⁵; and (f) perform such other duties as may be agreed to by the board. The Chair is permitted to participate in discussion on all agenda items at meetings and to vote on all matters before 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 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 board members.

B. MPO Technical Coordinating Committee

1. Authority and Responsibilities

The MPO 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, studies, 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 Director/Planning Manager. Drafts of

⁵ The Chair may also designate the MPO Director/Planning Manager to communicate actions taken by the MPO.

all required documents and programs shall be submitted to the TCC for review and recommendation to the board. The TCC is strictly advisory to the policy board.

2. Membership, Voting, and Officers

The TCC is comprised of 14 voting members, 6 alternate members, and 2 non-voting members. Alternate members include six of the twelve (12) representatives from non-Madison communities. The alternates are listed 1-6. The first alternate counts for quorum and may vote when one voting member is absent. The second alternate may vote when the first alternate is absent or two voting members are absent, and so on with the remaining alternates. Alternates are encouraged to participate in committee discussions and serve on any subcommittees created. The voting and alternate members of the 12 representatives from non-Madison communities will be switched on an annual basis at the beginning of the year assuming the alternate members are regular meeting participants. The priority of the alternates will also be rotated over time.

The TCC is comprised of the following agency staff:

Voting TCC Members:

City of Madison

Traffic Engineer

Engineer

Planning Division Director

Metro Transit Planning Manager

City of Fitchburg

Public Works or Planning Director

City of Middleton

Public Works or Planning Director

City of Monona

Public Works Director or City Planner

City of Stoughton

Public Works or Planning Director

City of Sun Prairie

Public Works Director or Transportation Coordinator

City of Verona

Public Works, Planning Director, or Community Development Specialist

Village of Cottage Grove

Public Works or Planning Director

Village of DeForest

Public Works Project Coordinator

Village of McFarland

Public Works or Community Development Director

Village of Oregon

Public Works or Planning Director

Village of Waunakee

Public Works or Community Development Director

Village of Windsor

Public Works Director

Dane County

Assistant Commissioner, Public Works & Transportation Dept.

Planning Director, Planning & Development Dept.

Wisconsin Department of Transportation

Transportation Planner, Bureau of Planning

Transportation Planner, Southwest Region

Non-Voting TCC Members:

Federal Highway Administration

Community Planner, Wisconsin Division

Federal Transit Administration

Transportation Program Specialist, Region V

The TCC shall elect a Chair and Vice 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 Vice Chair shall preside at the meeting. In the absence of either, 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 Director/Planning Manager due to a lack of a sufficient number of agenda items. Special meetings may be held as needed. 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 website. Meetings may be held virtually or in person. In person meetings shall be located in a place that is ADA accessible. In person meetings shall be in a location that is transit accessible. All meetings shall be 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.

A quorum is formed by the presence of a simple majority of the voting membership or eight (8) 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 to voting members shall count for quorum purposes and have voting privileges. No action shall be taken without a quorum in attendance at that meeting, but information may be presented to those in attendance so long as the meeting was properly noticed.

4. Subcommittees of the TCC

The MPO may establish standing or ad hoc subcommittees of the TCC, as needed. Past subcommittees have included a standing Intelligent Transportation Systems (ITS) subcommittee and an ad hoc committee to develop recommendations related to changes to the policies and criteria for evaluating STBG (formerly STP) Urban projects.

Meetings of subcommittees shall be held as necessary to carry out their duties. A quorum is formed by a simple majority of the members. No action shall be taken without a quorum in attendance, but information may be presented to those in attendance as long as the meeting was properly noticed.

C. MPO Staff

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

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

The City of Madison Planning Division Director is the appointing authority and supervises the MPO Director/Planning 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 Director/Planning Manager, who serves as the chief staff person for the MPO. If the MPO Policy Board has concerns about the professional staff services it is receiving, the board should communicate those concerns to the MPO Director/Planning Manager and/or City of Madison Planning Division Director.

SECTION IV – MPO POLICY 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 website. Meetings may be held virtually or in person. In person meetings shall be located in a place that is ADA accessible. The regular location⁶ for in person meetings shall be in a location that is transit accessible. All meetings shall

⁶ The MPO Board periodically holds "outreach" meetings in suburban communities, which may not have transit service.

be 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. For all meetings, 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. In accordance with the [MPO's Title VI Non-Discrimination Program and Language Assistance Plan](#), a notice to this effect is included on all meeting agendas in Spanish, Hmong, and Traditional Chinese as well as English.

B. Meetings

1. Regular Meetings

The MPO Policy Board shall generally meet once a month either virtually or at a location to be determined by the Policy Board in consultation with the MPO Director/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 recognized by the city of Madison, 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 or virtual participation for quorum purposes and voting is permitted for special meetings that are held in person versus virtual. 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. These include joint meetings with the Capital Area Regional Planning Commission, the MPO's partner regional planning agency.

C. Agenda

Meeting agendas shall be prepared by the MPO Director/Planning Manager in consultation with the Chair. Suggested items for the agenda, accompanying information, and written communications intended for consideration as part of an agenda item should be received by the MPO Director/Planning Manager no later than nine (9) calendar days prior to the scheduled

meeting. However, written communications received after this deadline will be reported and either included as communication in the meeting packet, emailed to board members, or provided to the Board at the meeting if in person.

All agendas and accompanying information packets shall be mailed to Board members and posted on the [MPO's website](#) no later than five (5) calendar days in advance of the scheduled meeting. An email list for meeting email notices with link to meeting agenda and packet based on requests for same will be maintained by MPO staff. Persons wishing to be added to the email list may contact the MPO at mpo@cityofmadison.com. If the agenda is amended, the amended agenda shall be posted with the City of Madison and Dane County and on the MPO website no later than 24 hours in advance of the meeting.

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)
- Presentations by non-MPO staff (if any)
- Other Items
(Note: Most items, including those intended for formal action via resolution, other informal action, or substantive discussion, should be presented with a cover sheet, copy of resolution (if applicable), and other accompanying materials, if available, to assist board members in considering the item. The cover sheet shall include background information, staff comments, and staff recommendation/rationale, if applicable.)
- Status Report on Capital Area Regional Planning Commission Activities
- Announcements and Schedule of Future Meetings
- Adjournment

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

D. Public Comment

For in person meetings a welcome table or area shall be set up with a copy of the meeting packet for viewing, copies of the meeting agenda, registration forms, and a city laptop computer or other device to view and manage the online registration report. A printed copy of the city's registration sign, which has the QR code and a link to the online registration form shall also be available.

Persons wishing to speak on or indicate support or opposition to an agenda item must register using the [city of Madison's online registration form](#) or in the case of an in person meeting filling out and giving the paper registration form to MPO staff, preferably before the item comes up on the agenda. If the paper registration form is used, staff shall enter the registrant's information into the online registration report.

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 comments/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 Director/Planning Manager 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. Federal law prohibits MPO policy board proxies or substitutions. Therefore, 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) 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.]

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 the Regional Transportation Plan and Transportation Improvement Program consistent with the MPO’s approved [Public Participation Plan](#) 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, social media, and other means.

Persons wishing to speak at a hearing must register using the city of Madison’s online registration form or in the case of an in person meeting filling out a paper registration form and giving the to MPO staff, 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 Participation Plan

The MPO 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. The current Public Participation Plan is available on the MPO's website at:

https://www.greatermadisonmpo.org/planning/documents/PPP2021_forWeb.pdf.

B. Unified Planning Work Program and Budget

The MPO shall annually develop, in cooperation with the Wisconsin Department 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 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 MPO 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 Director/Planning Manager.