

**Joint Meeting of the Madison Area Transportation Planning Board (an MPO)
and the Capital Area Regional Planning Commission (CARPC)
January 9, 2019 Meeting Minutes**

1. Roll Call

MPO Members present: Allen Arntsen, Paul Esser, Steve Flottmeyer, Chuck Kamp, Ed Minihan, Larry Palm, Bruce Stravinski, Doug Wood, Zach Wood

MPO Members absent: David Ahrens, Kelly Danner, Ken Golden, Jerry Mandli, Mark Opitz

CARPC Members present (not including those also on the MPO Board): Brad Cantrell, Lauren Cnare, Maureen Crombie, Mark Geller, Kris Hampton, Peter McKeever, David Pfeiffer

CARPC Members absent: Tony Hartmann, Caryl Terrell

MPO staff present: Bill Schaefer, David Kanning

CARPC staff present: Steve Steinhoff

2. Public Comment (for items *not* on the agenda)

None

3. Presentation on National Survey and Report on MPO Staffing and Organizational Structures

Schaefer provided a presentation on the staffing and organizational structure of MPOs across the country. The presentation described the hosting structures of MPOs, as reported by a national survey sponsored by FHWA. He said the structures follow a continuum of fully independent to fully integrated with the host entity (in this case an RPC or Regional Council) with the same name, logo, policy board, etc. Kamp asked how MPOs in Wisconsin are generally structured. Schaefer replied that most MPOs in Wisconsin are hosted by other entities, some by RPCs and others by municipalities or counties. He noted, for example, the East Central Wisconsin RPC hosts the Appleton and Oshkosh MPOs and also provides staff support for the Fond du Lac MPO, which has a separate MPO policy board. The Green Bay MPO is hosted by Brown County. Schaefer said that he would send out a report he prepared for the joint workgroup, which describes how all the other MPOs in the state are structured and lists alternatives if MATPB and CARPC were merged. Palm commented that MATPB does not wish to become independent. It would either continue to be hosted by the City of Madison or eventually be hosted by CARPC, but still with a separate MPO policy body.

4. Review of Draft MATPB/CARPC Workgroup Report

Palm commented that he wanted the commission and MPO board to have a joint discussion on the proposals identified in the Workgroup Report. The first step in moving efforts further forward to coordinate and integrate planning efforts is for the commission and board to adopt or accept the report.

Schaefer provided background information on the report, noting that coordination methods were categorized as related to either planning or administration/governance. He reviewed current examples of coordination methods. Additional methods were classified as short-, medium-, and long-term (5+ years). He stressed that an incremental approach to implementation was recommended with only short-term methods to be considered for immediate implementation. He reviewed the short-term methods and then Steinhoff reviewed the medium- and long-term methods.

Related to the short-term goal of sharing of board members, Esser asked if the goal was to have one board that represents both CARPC and MATPB. Schaefer replied that the goal is to have overlap between the board and commission, with three or four members representing both, recognizing that will be a challenge. Esser asked if MATPB was currently hosted by the City of Madison and if CARPC is an independent agency. Schaefer

confirmed both. Esser asked if the report is proposing that CARPC host MATPB. Schaefer said that is one of the potential long-term methods to be considered, but the report isn't making that a recommendation at this point. Esser sought clarification on the coordination methods being considered. Schaefer said that only the short-term methods are recommended for implementation at this time. Palm added that one short-term goal is physically locating both agencies in the same building. Esser asked if MATPB would still be hosted by the City of Madison if a co-location occurs. Schaefer confirmed MATPB would continue that structure. Esser asked if both agencies would be on the same system in such a scenario. Schaefer said that CARPC would contract with the City of Madison for IT service, and that MATPB would continue to receive IT service from the City of Madison at no charge. Personnel systems, such as payroll and accounting, would not change for either agency.

Kamp asked what the operating expense budgets were for both agencies. Schaefer replied that MATPB's budget was about \$1 million with 85% of that federal/state funding. Steinhoff said that CARPC had a budget of about \$1.2 million. Stravinski asked if the MPO could extend its planning boundaries past Dane County if it were hosted by CARPC. Schaefer replied that MATPB could expand its official planning boundaries, but such a change would not result in receiving a larger amount of federal funding. Federal funding is based on the Census defined urbanized area boundary. MATPB added the Village of Oregon to its planning boundary a few years ago, but that change did not make Oregon eligible for federal funding. However, MATPB must approve any regionally significant project in its planning boundary. He said communities may not wish to be part of the official planning boundary if they are not eligible for federal funding.

Pfeiffer asked how IT services would be addressed if MATPB were to later merge with CARPC. Would the merged agencies still have access to City of Madison IT services? Schaefer said that the merged agencies could request the continuation of IT services from the City of Madison through a revised contract. However, the City of Madison would probably no longer provide no cost IT services to MATPB if staff were no longer part of the city. Palm said that the merged agencies could also look at other options for IT services.

Minihan commended staff for putting the report together. He said that CARPC and MATPB could work on implementing the short- and medium-term ideas, but that the long-term ones are more political in nature and out of the control of the policy bodies. He added that both agencies are political bodies in how members are appointed, and it may take some time to work towards a merger, if that is determined to be the ultimate goal. A merger is a significant change and would require buy in from the County Executive, Madison Mayor, and others. Cnare asked how staff members are feeling about co-locating. Steinhoff and Schaefer said that their staff are supportive of co-locating. Steinhoff said that CARPC staff want to know how a future co-location would affect subsidized parking. Steinhoff and Schaefer said their staff are interested in finding out what the future workspace might look like.

Cantrell said that he thinks the co-location effort is a great idea; it would provide synergy between the employees in the two agencies and help facilitate coordination of future projects. Esser commented that the agencies are poised to accomplish much just by implementing the short-term recommendations and that the board and commission do not need to be that concerned about the medium- and long-term ideas. They will resolve themselves. Schaefer said that there would be some upfront costs with the colocation, but also potential long-term savings.

Pfeiffer added that the public would benefit if the two agencies are able to combine their planning efforts. A unified planning effort is more effective in reaching the public. Kamp added that public transportation is much more effective in serving customers when this kind of arrangement is happening. This is good for regional transit, and FTA would look favorably upon that.

McKeever said that he likes the notion of an incremental approach to collaboration efforts between the two agencies. However, he said working to address political issues that could affect the ability to implement longer-term options is vital. Steinhoff added that intergovernmental agreements could be used as a tool to accomplish future longer-term options without changing the entities of each agency.

Palm said that CARPC has the Workgroup Report on the agenda tomorrow night for adoption. MATPB will have it on their agenda at their next meeting. Schaefer said that the resolution will reference incorporating short-term recommendations into MATPB's work program.

McKeever asked about the next steps, assuming the resolutions are adopted. Palm replied that the next steps will be to move forward with co-location efforts. The joint Workgroup will be dissolved. He suggested that another MATPB representative be added to the A Greater Madison Vision Steering Committee. McKeever asked how the budgetary issues related to co-location will be addressed. Palm said that CARPC will sublease space from the City of Madison, and that a contract for IT services will need to be drafted. Expenses for shared office equipment and supplies will need to be discussed. Pfeiffer asked if both entities are on the same GIS system. Schaefer said that both agencies use ESRI ArcGIS software. Steinhoff added that CARPC staff access GIS data through Dane County. Schaefer said that MATPB staff has access to Dane County data, since the MPO boundaries extend beyond the City of Madison. That same data should be available to CARPC. The two staffs will need to discuss short-term recommendations beyond co-location and bring those items to their respective policy bodies. This will likely become a standard agenda item.

5. Discussion Regarding Communication to Local Leaders and Officials Regarding Workgroup Report

Palm said that the next step, following adoption of the resolutions, is to communicate the workgroup goals to local leaders and officials. Schaefer noted that Forbes McIntosh was in attendance, and said that future presentations to the Dane County Cities and Villages Association and the Town Association would be beneficial. Schaefer added that he has been keeping Heather Stouder, Madison Planning Division Director, and Tom Lynch, Madison Director of Transportation, informed of efforts by the Workgroup. Wood and Esser said that they support going through the Dane County Cities and Villages Association to get the word out to other communities. Palm said that CARPC has been trying to establish a regional flood management and climate change initiative, and has been heavily involved in the Cities and Villages Association and the Towns Association to get buy-in. He added it will be important to communicate the advantages of the Workgroup recommendations, such as better planning results and lower costs, in order to build support from local communities.

Cnare suggested bringing someone who represents one of the associations to future presentations. That person could then share how they believe the initiatives will be useful from their community's perspective. Crombie added that speaking to different community plan commissions may also be useful.

6. Discussion of Next Steps for Continuing Planning Integration Efforts

Palm said that a more detailed plan would be developed following adoption of the resolutions. The plan will then appear on both bodies' agendas. He noted that holding joint meetings more frequently would be beneficial. Survey results from A Greater Madison Vision that focus on transportation, land use, and environmental issues could be presented at a future joint meeting.

7. Adjournment

Moved by Esser, seconded by McKeever, to adjourn. Motion carried. The meeting adjourned at approximately 8:15 PM.

Minutes recorded by David Kanning and Bill Schaefer