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The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

TTCI Board Meeting
September 12th, 2023 @ 1pm
In person at Michigan Works - 1209 S Garfield Avenue Suite C, Traverse City, MI
Or virtually at the following link:
<https://us02web.zoom.us/j/85999530724>
Meeting ID: 859 9953 0724
Phone: 1 (312) 626-6799

Call Meeting to Order

- A. Introduction of Eligible Members, Staff and Advisors**
- B. Approval of the Agenda**
- C. Approval of Minutes from 6/16/23 (Attached pages 2-4) (ACTION REQUESTED)**
- D. Conflict of Interest Disclosure**
- E. Public Comment**
- F. New Business**
 - a. Approval to Forward Individual Adoption Resolutions, TTCI Inter-governmental Agreement, TTCI Bylaws, & TTCI MPA Map to Governor's Office **(ACTION REQUESTED)**
 - b. Call for Project Description and Steps (MDOT Staff)
 - c. Adjusted Census Urbanized Boundary (ACUB) Review and Comment at 10/19 Technical Committee Meeting (NN Staff)
 - d. MPO Program Manager Position Description, Next Steps for Job Posting, **attachment** pages 5-7(NN Staff) **(ACTION REQUESTED)**
 - e. MPO Fiscal Year Calendar and DRAFT Meeting Dates, **attachment** page 8 (NN Staff)
 - f. TTCI Local Match Spreadsheet, **attachment** page 9 (NN Staff)
- G. Old Business**
 - a. TTCI MPO Next Steps (MDOT Staff)
 - b. MPO Planning Process Updates (NN Staff)
 - c. MPO Bylaws, **attachment** page 10-17 (NN Staff)
 - d. Board and Committee Member Contact List, **attachment** page 18 (NN Staff)
- H. Agency Project Updates**
- I. Board Members Comments / Discussion of future agenda**
- J. Public Comments**
- K. Adjourn**

Traverse Transportation Coordinating Initiative (TTCI)

The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

Friday, June 16th, 2023 @ 1pm

1209 S Garfield Avenue Suite C, Traverse City, MI

Draft - MEETING MINUTES - Draft

Call to Order

Chair K. Dunham called the meeting to order at 1:03pm on Friday June 16th, 2023.

Roll Call

Voice introduction of membership was accepted as roll call.

Board Present

Mitchell Treadwell - (City of Traverse City - alternate), Mark Wilson (City of Traverse City – primary), Brad Kluczynski (GTRC), Chuck Korn (Garfield Charter Twp.), Beth Friend (East Bay Charter Twp.), Jeff Shaw (Elmwood Charter Twp.), Brendan Mullane - (Leelanau County RC), Dan Wagner - virtual (MDOT), Doug White (Acme Twp.), Ron Lemcool (Long Lake Charter Twp.), Andy Marek (Green Lake Twp.), Wayne Schoonover (GTRC - alternate), Midge Werner (Bingham Twp.), Jenn Cram - (Peninsula Twp.), Kelly Dunham (BATA), Brad Jewett (GTC), Lynette Wolfgang (Blair Twp.).

Others present

Rob Carson (NN), Luke Walters - virtual (MDOT), Jeff Franklin (MDOT), Don Mayle (MDOT), Mathew Cooke-virtual (NN), Tim Lodge (TC), Bob Nelesen (Cherry Capital Airport), Christine Thomas (TCAPS), Phil Masserant (BATA), Haider Kazim (GTRC),

Agenda

Chair Dunham asked if there needed to be any changes to the agenda. No changes were stated.

Motion by B. Kluczynski supported by J. Shaw to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes from 2/23/2023

Chair Dunham asked if there needed to be any changes to the meeting minutes. No changes were stated.

Motion by R. Lemcool, supported by B. Jewett, to approve the meeting minutes, as presented. Motion carried unanimously.

Conflict of Interest

No conflicts stated.

Public Comment

None.

New Business

a) TTCI Eligible Entity Roster List

Staff outlined the spreadsheet shared of the TTCI Board roster is a DRAFT list and will be updated as appointments are made to the TTCI Board. The TTCI Technical Committee roster list is also in DRAFT and will be updated as appointments are made. Staff asked everyone to review the information and notify staff of changes or revisions. R. Carson made note that Leelanau County was wishing to participate, and was having difficulty with the virtual meeting connection. They were not deliberately avoiding attendance at the meeting and want to continue to participate.

b) MDOT Member Voting and Dues Presentation

Luke Walters with MDOT provided a presentation on example structures for voting and dues for MPO members. Questions and discussion occurred.

c) TTCI DRAFT Intergovernmental Agreement and Draft Bylaws

Staff introduced the Draft Agreement and Bylaws, outlining the importance of each document, and noting that focus is on the intergovernmental agreement.

A motion was offered by R. Lemcool with a second by B. Friend to accept the draft intergovernmental agreement. The motion was offered to allow for discussion. Discussion commenced, and included support from a few entities for weighted voting and other entities for equal voting rights. It was generally agreed upon that if weighted voting occurred, dues payment percentage would be greater for those entities with more votes. The following amendments were discussed and outlined for inclusion in the motion.

- Article I: add additional language which identifies that the committee formed under this agreement replaces the formerly established TTCI Board.
- Section 1.01: add the transfer of any remaining funds from the former TTCI committee to the formally established TTCI MPO.
- Section 7.02: update to read "Autonomy"
- Section 10.01: revise to remove the need for a vote on inclusion or removal of an eligible entity.
- Section 10.03: revise paragraph 2, in order to outline a simple majority vote.

The motion was amended by A. Marek and seconded by B. Jewett to include the above revisions and to approve the Intergovernmental Agreement. A roll call vote was taken.

Yes: Kelly Dunham, Chuck Korn, Beth Friend, Jeff Shaw, Brendan Mullane, Doug White, Ron Lemcool, Andy Marek, Midge Werner, Lynette Wolfgang, Jenn Cramer

No: Mark Wilson, Brad Kluczynski, Brad Jewett

Motion Passed

Old Business

a) TTCI MPO Establishment Process & Timeline

Staff noted that there are two months now for local unit and agency review and approval consideration. All entities wishing to participate should have the agreement approved by September 1st, 2023. If a

local unit or agency wishes to have staff participate at their respective meetings please reach out accordingly.

Staff Reports

None provided.

Agency Project Updates

None provided.

Board Member Comments/Discussion of Future Agenda

None provided.

Public Comment

None.

Adjourn

Meeting adjourned at 3:00 pm.

Networks Northwest Job Description

Job Title: Metropolitan Planning Organization (MPO) Program Manager

GENERAL STATEMENT OF DUTIES: This position is responsible for all aspects of management of the Metropolitan Planning Organization, and accompanying duties outlined in the yearly Unified Work Program of the MPO.

CHARACTERISTIC FEATURES OF THE POSITION: This position is a full-time, salaried position with full benefits. Working autonomously, and in conjunction with the Networks Northwest Transportation Planner, and keeping programs on time and on budget.

Supervision Received

Works under the direct supervision of the Regional Director of Community Development.

Responsibilities, Essential Duties, and Functions

An employee in this position may be called upon to perform any or all of the following essential duties. These examples do not include all of the duties which the employee may be expected to perform.

- Maintains coordination and communication with all eligible entities (local units of government, transportation agencies and transit agencies) within the Metropolitan Planning Area.
- Acts as direct liaison and contact to the Michigan Department of Transportation for all communications, notices, requests and program specifics/tasks for the Traverse Transportation Coordinating Initiative (TTCI) MPO.
- Prepares agendas, minutes, packets, performs meeting scheduling and hosting of meetings of the TTCI MPO Policy Board, Technical Committee and other Ad Hoc Committees as established by the MPO Policy Board.
- Provides direct communication and hosts MPO Policy Board Executive Committee meetings.
- Implement and meet the program requirements for all MDOT MPO Programs to include but not limited to those contained within the Unified Work Program of the TTCI MPO.
- Work in conjunction with Community Development staff and under the direction of the Community Development Director to plan, prepare and host community engagement activities associated with the TTCI MPO.

- Provide leadership and act as process manager for planning processes undertaken for the TTCI MPO, to include but not limited to the Unified Work Program, Transportation Improvement Program, and Long-Range Transportation Plan.
- Communicate and coordinate with local transportation agencies, transit agencies, public safety agencies and other agencies and local units of government for the acquisition and management of required data as outlined by the Michigan Department of Transportation.
- Lend expertise and knowledge of transportation planning as necessary for processes outside of the Metropolitan Planning Area.
- Write and manage grants as necessary for the TTCI MPO.
- Coordinate with the Community Development Director and executive leadership of Networks Northwest for management of billings, invoices, payments, and other financial dealings to include budget development of the TTCI MPO.
- Maintain webpages and web presence of the TTCI MPO.
- Facilitate discussions at TTCI MPO meetings and MPO processes.
- Prepare presentations, news article, press releases, bulletins and other informational materials as necessary for conveying information to boards, commissions and the public at large.
- Conduct research as required for transportation planning and TTCI MPO activities and processes.
- Provide supervision of assigned staff as directed by the Community Development Director

Essential Qualifications, Knowledge, Skills, and Abilities Required

All the following, or equivalent, are required:

- Bachelor's degree in Transportation Planning, Urban and Regional Planning, Transportation Engineering, or very similarly related degree and/or at least 7 years' experience in the Transportation Planning or Transportation Management Field
- Well-developed knowledge of planning principles and practices
- In-depth knowledge of transportation planning
- Well-developed oral, written, and interpersonal communications skills
- Ability to work on several projects simultaneously
- Ability to manage projects effectively and meet firm deadlines
- Capable of working independently or as a member of a team, as needed
- Capacity to attend to details while keeping big-picture goals in mind
- Possess both leadership and teamwork skills

- Proficient in basic business computer operations
- Time out of the office beyond normal professional work hours is a requirement as is some occasional auto travel
- Must possess a valid Michigan driver's license and be insurable to drive agency vehicles
- Working remotely may be allowed

2024 Fiscal Calendar

October 2023						
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November 2023						
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December 2023						
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April 2024						
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August 2024						
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September 2024						
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Federal holidays fiscal year 2024

Oct 9, 2023	Columbus Day	Nov 23, 2023	Thanksgiving Day	Jan 15, 2024	Martin Luther King Day	Jun 19, 2024	Juneteenth
Nov 10, 2023	Veterans Day (obs.)	Dec 25, 2023	Christmas Day	Feb 19, 2024	Presidents' Day	Jul 4, 2024	Independence Day
Nov 11, 2023	Veterans Day	Jan 1, 2024	New Year's Day	May 27, 2024	Memorial Day	Sep 2, 2024	Labor Day

TTCI Policy Board Meeting



TTCI Technical Committee Meeting



TTCI Executive Committee Meeting



Local Match FY 2024 TTCI	
<i>Represented Entities</i>	<i>FY2024 Match</i>
Acme Township	3,378.13
Bay Area Transportation Authority	3,378.13
Bingham Township	3,378.13
Blair Township	3,378.13
Charter Township of East Bay	3,378.13
Charter Township of Elmwood	3,378.13
Charter Township of Garfield	3,378.13
Charter Township of Long Lake	3,378.13
Grand Traverse County	3,378.13
Grand Traverse County Road Commission	3,378.13
Green Lake Township	3,378.13
Leelanau County	3,378.13
Leelanau County Road Commission	3,378.13
Peninsula Township	3,378.13
Traverse City	3,378.13
Total Local Match	50,671.95

TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the Traverse Transportation Coordinating Initiative, an Intermunicipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI is established to provide coordinated leadership and direction for the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City-Garfield Urbanized Area. As a program of Networks Northwest, TTCI shall constitute the forum for cooperative transportation decision-making by principal elected officials of general purpose local governments and representatives of transportation based agencies to develop US Census Designated Traverse City- Garfield Urbanized Area multi-modal transportation plans and programs.

Section 2. Responsibility. TTCI shall develop transportation plans and programs for the Greater Traverse Area, in coordination with local, county, regional, and state plans and programs. The Traverse City-Garfield Urbanized Area is defined by the US Census Bureau. The Metropolitan Planning Area (MPA) of TTCI shall encompass the local civil divisions of the City of Traverse City, the Charter Townships of Garfield, Elmwood, East Bay, Long Lake and the General Law Townships of Acme, Peninsula, Blair, Bingham, Green Lake and Whitewater.

Section 3. Objectives.

- a) Maintain a transportation planning process and improvement plan for the Metropolitan Planning Area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Pursue, develop and maintain system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Integrate and coordinate transportation plans and programs with existing and future plans and programs within the region, as defined by the State of Michigan, and the Michigan Department of Transportation.
- d) Recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Maintain continuously updated pertinent information about the area's transportation systems.
- f) Assist local and state implementation agencies in developing transportation projects. Collaborate with local, regional, state, and federal

- transportation planning agencies in developing transportation plans and projects.
- g) Operate the urbanized area transportation planning program in a responsible and efficient manner.
 - h) Provide for and encourage public involvement in TTCI's transportation planning activities.
 - i) Solicit and accept appropriate gifts and grants which will assist in the accomplishment of TTCI objectives.

ARTICLE III. MEMBERSHIP

Section 1. General. Voting membership shall consist of the municipalities and entities which are listed in Section 4 and which execute the “*Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement for Participants of Metropolitan Planning Organization*” hereafter referred to as **“THE AGREEMENT”**. Each member shall be entitled to representation on the TTCI Policy Board as hereinafter provided. With administrative and staffing assistance from Networks Northwest, all affairs of TTCI shall be managed by the Board. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall be subject to review by the TTCI Policy Board.

Section 2. New Members. New members may be added to the Board according to the procedures outlined in **THE AGREEMENT** Article XI.

Section 3. Withdrawal of Membership. Any member may withdraw its membership according to the procedures outlined in **THE AGREEMENT** Article XII.

Section 4. Voting Members. Voting members shall consist of one member from each of the following:

- City of Traverse City
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau Co.)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Bingham Township (Leelanau County)
- Blair Township (G.T. County)
- Peninsula Township (G.T. County)
- Green Lake Township (G.T. County)
- Charter Township of Long Lake (G.T. County)
- Grand Traverse County Board of Commissioners
- Leelanau County Board of Commissioners
- Leelanau County Road Commission
- Grand Traverse County Road Commission
- Michigan Department of Transportation
- Bay Area Transportation Authority

Section 5. Designation of Representatives and Alternates.

Membership on the TTCI Policy Board shall consist of one (1) individual from each participating eligible entity, whom is designated by the respective entities governing body to serve as their representative. Representatives may be members of the governing board, executive staff or their designee. Eligible entities shall appoint one (1) primary member to the TTCI Policy Board and shall appoint a second alternate member to attend in the primary member's absence. Designations shall be made by each participating eligible entity at their first meeting of the calendar year and as otherwise outlined for replacement. Designations shall be made in writing and by name provide a primary and alternative representative. Designations shall occur for each participating entity that have executed approval of this agreement, and shall include a representative from the Michigan Department of Transportation and the Federal Highway Administration as necessary. See Section 4 of these bylaws for Voting Members.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI Executive Committee shall consist of the Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. Policy Board members are eligible to be elected to the Executive Board once they have served on the Policy Board for a minimum of one year. The four-member Executive Board shall have at least one elected City, Village, County or Township official plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the Policy Board meeting agenda, preside at all meetings, appoint such committees as shall be deemed necessary, appoint standing committees with the approval of the TTCI Policy Board, and perform such other duties as may be delegated by the TTCI. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all committees.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the Board.

Section 4. Duties of the Secretary. The Secretary shall keep a record of all meetings of the TTCI; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI of all meetings; and provide agenda for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI, provide periodic financial reports to the TTCI, and generally perform the traditional duties of this office.

Section 6. Delegation of Duties. The duties of the Secretary and/or Treasurer may be delegated to the TTCI Professional Staff assigned from Networks Northwest, or another appropriate individual. The secretarial and financial duties may be delegated separately or together and may be delegated to different individuals.

Section 7. Nomination of Officers. The Chairperson shall at the November meeting (or as soon

as possible thereafter) appoint a Nominating Committee to present nominations for the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer at the December meeting (or as soon as possible thereafter). Nominations for all officers may be presented from the floor with the consent of the nominee.

Section 8. Election of Officers. Election of officers of the TTCI shall be at the first meeting of each calendar year or as soon as possible thereafter.

Section 9. Terms of Office. The terms of office shall be for one calendar year or until a successor is elected.

Section 10. Vacancy of Office. If a vacancy occurs in any office during the year, the TTCI Board of Directors may fill the vacancy at any regular meeting by a simple majority vote of those representatives present. Appointments made to fill vacancies shall fill the remaining term of the vacancy.

ARTICLE V. STAFFING

Section 1. Personnel. The Board contracts with Networks Northwest to coordinate and conduct administration and staffing relating to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan approved by the Policy Board.

Section 2. Other Agencies. The Board may enter into agreements with other public and private agencies, including consultants, for all types of surveys and studies relating to its purpose, responsibilities and objectives. Such surveys and studies shall be identified and described in the annual Unified Work Program.

ARTICLE VI. SUBCOMMITTEES/ADVISORY COMMITTEES/TASK FORCES

Section 1. Establishing Subcommittees, Advisory Committees, and Task Forces. The Board may establish such subcommittees, advisory committees and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives.

Section 2. Standing Subcommittees, Advisory Committees and Technical Advisory Committee Standing subcommittees or advisory committees shall be established by the approval of the Board. Standing committees and advisory committees may develop their own Bylaws, subject to the approval of the Board, and not in conflict with **THE AGREEMENT**.

Section 3. Other Subcommittees and Special Topic Groups. Other subcommittees and/or special topic groups may be established to address specific functional areas or individual issues as deemed appropriate.

Section 4. Executive Committee. The Executive Committee is established in **THE AGREEMENT** as a standing subcommittee. The Executive Committee is responsible for

reviewing various items relating to TTCI's management and administration. The membership of the Executive Board is described in Article IV, Section 1.

Section 5. Technical Committee. The Technical Committee shall advise the Governing Board on matters requiring technical planning expertise. The Technical Committee's makeup shall consist of only one (1) representative from each member agency of TTCI. TTCI requests that each member agency designate its Technical Committee representation with preference to engineers, planners, and zoning administrators (in order of preference). Governing Board members may not serve on the Technical Committee as means to better delineate roles and diversify participation in TTCI. Technical Committee meetings are open to the public; however, all deliberations and actions for the purposes of advising the Policy Board are done by Technical Committee membership only.

ARTICLE VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the TTCI shall be established at the first meeting of the calendar year. These meetings shall take place at a time and location established by the Board.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the Board, or upon written request to the Chairperson by three (3) or more Board members.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Board. A cancellation or change in the date of a scheduled meeting shall be communicated to the representatives as promptly as possible.

Section 4. Open Meetings. All Board meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act."

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, shall be provided to the Board members and posted to the general public no later than five (5) days prior to the meeting.

Section 6. Agendas. An agenda shall be provided to Board members no later than five (5) days prior to all regular meetings. Where practicable, an agenda will also be mailed for special meetings. The Chairperson has the responsibility of determining the agenda.

ARTICLE VIII. RULES

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

Section 2. Quorum. A quorum shall be required before any formal action can be taken on agenda items. The presence of a simple majority of the current active voting members (members as defined in Article III, Section 4) OR the presence of three-fifths (3/5) of transportation implementing agencies (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these bylaws or within **THE AGREEMENT**, formal adoption of a motion or resolution or other action shall be with the assent of a simple majority of the assigned votes of those representatives at the meeting, with at least a quorum present.

ARTICLE IX. UNIFIED WORK PLAN, FUNDS AND BUDGET

Section 1. Unified Work Plan. TTCI shall undertake the development of an annual Unified Work Plan (UWP) in accordance with the requirements of State and Federal Agencies. The TTCI Policy Board shall direct staff to develop the UWP, present the draft plan to the Policy Board, and Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 1. Budget and Cost Allocation Formula. The Board shall annually adopt a budget as a part of the Unified Work Plan (UWP). The budget shall be prepared and approved in accordance with Michigan Department of Transportation guidelines and timelines. No funds shall be expended without an approved budget.

Section 3. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 2. Receipt of Funds. All funds received from local contributions or other sources shall be deposited in a specially designated account by the designated fiscal agent, Networks Northwest. A record will be maintained of all funds received by the TTCI, including interest payments.

Section 3. Expenditure or Obligation of Funds. The TTCI Board, assigned Networks Northwest staff, may cause the expenditure or obligation of funds, if such expenditure or obligation is within the budget approved by the Board and appears to be reimbursable. Examples of such approved expenditures or obligations include salary and fringe benefit costs, indirect costs of operation associated with the conduct of doing business, and direct costs identified in the budget. The expenditure or obligation of funds which are either not budgeted, not reimbursable or may not be reimbursable requires the approval by a simple majority vote of the Board. A continuous record of all funds expended or obligated by the TTCI Board, assigned Networks Northwest staff, shall be maintained.

Section 4. Audit. A competent and independent individual or firm on an annual basis shall audit

the records of receipts, expenditures and obligations in conjunction with the overall Networks Northwest audit, and the results of the audit shall be provided to the TTCI Board.

Section 5. Financial Reports. The Treasurer, assigned Networks Northwest staff, shall provide financial reports to the Board at each regularly scheduled Board meeting, and shall prepare an annual report which can be included in the final Audit Report.

Section 6. Code of Conduct. The Board shall maintain a written Code of Conduct which shall govern the participation of its members, officers, agents and employees engaged in the award and administration of all contracts.

ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the Board by at least two-thirds vote of the representatives of the voting members, each having one (1) vote for the purpose of Bylaw amendment. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken, and the secretary shall send a copy of the proposed change to each representative along with written notice of the time and place of such meeting. The Secretary shall also ensure that representatives receive their notices at least five (5) days prior to such meeting.

Section 2. Continuation and/or Conflict. The Bylaws will remain in full force and effect until such time as amendments are made and approved or until it may be determined the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by the TC-TALUS Board of Directors on August 30, 1990
Amended by the TC-TALUS Board of Directors on January 28, 1993
Amended by the TC-TALUS Board of Directors on September 23, 1993
Amended by the TC-TALUS Board of Directors on January 27, 1994
Amended by the TC-TALUS Board of Directors on September 17, 1998
Amended by the TC-TALUS Board of Directors on April 12, 2006
Amended by the TC-TALUS Board of Directors on May 15, 2007
Amended by the TC-TALUS Board of Directors on January 27, 2009
Amended by the TC-TALUS Board of Directors on June 16, 2009
Amended by the TC-TALUS Board of Directors on October 16, 2012
Amended by the TC-TALUS Board of Directors on August 18, 2015
Amended by the TTCI (formerly named TC-TALUS) Board of Directors on May 17, 2016
Amended by the TTCI Board of Directors on September 18, 2018
Amended by the TTCI Policy Board of Directors on XX XX XXXX

TTCI POLICY BOARD MEMBER LIST					
Name	Title	Org	Email	Phone	Officers
Mark Wilson	Commissioner	Traverse City	mwilson@traversecitymi.gov	(231) 999-1436	
Brad Kluczynski	Managing Director	GT Cty Road Commission	bkluczynski@gtcrc.org	231-922-4848	Secretary
Kelly Dunham	Executive Director	BATA	dunhamk@bata.net	231-933-5544	Chair
Chuck Korn	Supervisor	Garfield Twp	ckorn@garfield-twp.com		Vice Chair
Brad Jewett	Commissioner	GT County	bjewett@gtcountymi.gov	231-633-9421	
Beth Friend	Supervisor	East Bay Twp	bfriend@eastbaytwp.org	231-947-8719	Treasurer
Jeff Shaw	Supervisor	Elmwood Twp	supervisor@elmwoodmi.gov	231-946-0921	
Brendan Mullane	Manager	Leelanau Cty Road Commission	bmullane@leelanauroads.org	231-271-3993	
Doug White	Supervisor	Acme Twp	dwhite@acmetownship.org	231-938-1350	
Dan Wagner	TC TSC Manager	MDOT	wagnerD2@michigan.gov	231-340-9295	
Ron Lemcool	Supervisor	Long Lake Township	Supervisor@LongLakeTownship.com		
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org		
Isaiah Wunsch	Supervisor	Peninsula Township	supervisor@peninsulatownship.com		
Midge Werner	Supervisor	Bingham Township	jmw202@gmail.com		
Jeff Franklin	Supervisor, MPO Regional Services West Unit	MDOT	FranklinJ1@Michigan.gov		
Deborah Allen	Leelanau County Administrator	Leelanau County	dallen@leelanau.gov	12312568100	
Nicole Blonshine	Supervisor	Blair Township	supervisor@blairtownshipmi.gov		
Lynette Wolfgang	Clerk	Blair Township	clerk@blairtownship.org	(231) 276-9263	
Steve Brock	Interim Assistant City Manager	Traverse City	sbrock@traversecitymi.gov	(231) 922-4440	
Haider Kazim	Road Commissioner (Vice Chair)	Grand Traverse County	hkazim@gtcrc.org	231-922-1888	

Alternatives					
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	phillipski7@michigan.gov	989-245-2173	
Craig Brown	Engineer	Leelanau Cty Road Commission	cbrown@leelanauroads.org	231-271-3993	
Wayne Schoonover	County Highway Engineer	GTCRC	wschoonover@gtcrc.org	231-922-4848	
Claire Karner	Planner	East Bay Twp	ckarner@eastbaytwp.org	231-947-8681 x2	
Eric Lingaur	Communications and Development Director	BATA	lingaure@bata.net	231-933-5534	
Mitchell Treadwell	Commissioner	Traverse City	mtreadwell@traversecitymi.gov	(231) 409-4819	
Rob Hentschel	Commissioner	Grand Traverse County	rhentschel@gtcountymi.gov	231-944-2868	
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155	
Bob Neleson	Airport Engineer	Cherry Capital Airport	bob.nelesen@tvairport.com		
Mark Bishop	Chief Financial Officer	Cherry Capital Airport	mark.bishop@tvairport.com		
Jenn Cramer	Planner	Peninsula Twp.	planner@peninsulatownship.com		