



600 E Front Street, Suite 104, PO Box 506  
Traverse City MI 49685-0506  
(231) 929-5000 | 1-800-692-7774 | FAX (231) 929-5012  
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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.*

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### **TTCI Board Meeting**

**May 9th, 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. Roll Call / Introduction of Members and Staff**
- B. Approval of the Agenda**
- C. Approval of Minutes from 3/21/23 (Attached) (ACTION REQUESTED)**
- D. Conflict of Interest Disclosure**
- E. Public Comment**
- F. New Business**
  - a. TTCI DRAFT Unified Work Program FY 2024
    - Work Plan Approval (**ACTION REQUESTED**)
      - Please find the plan under the document heading at:  
<https://www.networksnorthwest.org/community/transportation/ttci/>
    - TTCI FY 2024 Budget Sheet (Attached)
  - b. MPO Establishment Process & Timeline
    - Process Sheet & Timeline (Attached)
    - Set Special Meetings for June (**ACTION REQUESTED**)
- G. Old Business**
  - a. TTCI Members - Board Presentations Schedule (update)
  - b. Policy Board
  - c. MDOT Checklist (updates)
    - MPO Name
      - Set as TTCI as of March Meeting
    - MPA Boundary
      - Determined in Intergovernmental Agreement
    - Bylaws
      - TTCI Existing By-laws
        - a. Please find on website under the document heading at:  
<https://www.networksnorthwest.org/community/transportation/ttci/>
    - Policy Board Membership
      - Discussed at June Special Meeting



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- Intergovernmental Agreement
  - Discussed at June Special Meeting
- Location of MPO
  - Physical address of secured support organization

- B. Staff Reports**
- C. Agency Project Updates**
- D. Board Members Comments / Discussion of future agenda**
- E. Public Comments**
- F. Adjourn**

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# Traverse Transportation Coordinating Initiative (TTCI)

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**Tuesday, March 21<sup>st</sup>, 2023 @ 10am**  
**1209 S Garfield Avenue Suite C, Traverse City, MI**

**Draft - MEETING MINUTES - Draft**

## **Call to Order**

Vice-Chair C. Korn called the meeting to order at 10:09 a.m. on Tuesday March 21<sup>st</sup>, 2023.

## **Roll Call**

Attendance was taken.

## **Board Present**

Mitchell Treadwell - (City of Traverse City - alternate), Brad Kluczynski (GTRC), Chuck Korn (Charter Township of Garfield), Brad Jewett (GT County), Beth Friend (East Bay Township), Jeff Shaw (Charter Township of Elmwood Township), Brendan Mullane - virtual (Leelanau County RC), Dan Wagner - virtual (MDOT),

## **Others present**

Rob Carson (Networks Northwest), Erick Linguar - virtual (BATA), Luke Walters - virtual (MDOT), Jeff Franklin - virtual (MDOT),

## **Agenda**

V-Chair Korn 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**

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

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

## **Conflict of Interest**

No conflicts stated.

## **Public Comment**

None.

## **New Business**

### **a) Traverse City MPO FY24 Pre-UWP Meeting Updates/Overview**

Staff outlined what was covered at the meeting hosted by MDOT and held on Thursday March 16<sup>th</sup>. The meeting covered information pertinent to the MPO establishment process. Smoothing of urbanized area boundary and funding implications were discussed.

### **b) Michigan Transportation Planning Association (MPO) Meeting Conflict**

Staff outlined that the current TTCI Policy Board Meeting conflicts with the State Transportation Association (MPO) meetings. A request was made to adjust the TTCI Board meeting in order to facilitate participation with the State meetings by staff and board members when necessary.

*Motion made by B. Jewett, second by J. Shaw to move the TTCI Policy Board Meeting to the 2<sup>nd</sup> Tuesday of every other month at 1:00pm. Vote unanimous.*

### **c) MDOT Checklist**

#### **a. MPO Name**

Discussion of the proposed MPO Name. TTCI is well known and established.

*Motion made by J. Shaw, second by B. Jewett to maintain the name Traverse Transportation Coordinating Initiative (TTCI) for the MPO. Vote unanimous.*

#### **b. MPA Boundary**

Discussion of the MPA Boundary and the units of government included within.

Brad Kluczynski had to leave the meeting, the board no longer had a quorum. The meeting continued with discussion only and no further action taken.

#### **c. Bylaws**

Staff outlined the need to review existing bylaws (located on the TTCI webpage) in order to prepare for transition of the bylaws to a formal MPO Policy Board.

#### **d. Organizational Structure**

Staff outlined discussions with MDOT and the recommendation to follow a similar structure to West Michigan Shoreline Planning Commission and the MPO they house. Current make-up of the TTCI structure is very similar with a Policy Board-Executive Committee-Technical Committee and staffing provided by Networks Northwest. As the MPO is established this structure will continue with the addition of a Citizen Advisory Committee.

#### **e. Policy Board Membership**

Current Policy Board Membership includes the local units and transportation agencies that have been involved with TTCI. Staff noted that outreach will occur to additional eligible members to include Whitewater, Peninsula, Bingham and Long Lake Townships, Cherry Capital Airport Authority, Grand Traverse Band of Ottawa and Chippewa Indians.

#### **f. Intergovernmental Agreements**

Staff outlined necessity to draft resolutions of support for policy board units of government and agencies. These will be drafted and provided asap.

#### **g. Location of MPO (Physical Address)**

Staff outlined the need to confirm that the address of the MPO would be 600 E. Front St. Traverse City, MI 49685. Board members supported this and action will be requested at a future meeting.

### **d) Additional Items**

**a. Public Input**

Staff discussed the need for obtaining public input as a requirement of the MPO establishment and for the plans to be developed under the umbrella of the MPO. Board members requested that we determine proposed public input dates and provide them to the respective board members in order to allow noticing and sharing of the information.

**b. Local Match**

Staff outlined that local match is required for participating local units of government and agencies. The formula is to match the Coordinated Planning Grant at 18.15%, of which the CPG for TTCI is \$228,518 with a local match of \$41,476.02. The local match will be divided up amongst the participating local units and agencies. There is opportunity for meeting match through In-Kind.

**Old Business**

**a) TTCI Members – Board Presentation Schedule (update)**

Staff outlined the presentations that have been completed, i.e. BATA, Acme Township, Grand Traverse County and Elmwood Township. Immediately upcoming presentations, i.e. Grand Traverse County Road Commission. The need for scheduling presentations for local units and agencies which have not been involved with TTCI.

**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 11:22 a.m.

## FY 2024 UWP

Work Plan Tasks (2.5 FTE: Staff Time Commitment)	Funding Sources			
	FHW PL112/FTA 5303	Local	State/Networks	Total
1.0 Administration	\$66,720.52	\$14,795.08		\$81,515.60
2.0 Data Collection and Processes	\$33,360.26	\$7,397.54		\$40,757.80
3.0 Asset Management			\$75,000 **N/A	
4.0 Short Range Planning	\$16,680.13	\$3,698.77		\$20,378.90
5.0 Transportation Improvement Program	\$33,360.26	\$7,397.54		\$40,757.80
6.0 Long Term Planning	\$16,680.13	\$3,698.77		\$20,378.90
<b>Total Work Plan Staff Time Expenditures</b>	<b>\$166,801.30</b>	<b>\$36,987.70</b>		<b>\$203,789.00</b>

### Operating Expenses

<b>Administrative Operations</b>	\$33,360.42	\$7,397.58		\$40,758.00
Rent				
Utilities				
Insurance				
GIS Services				
IT				
<b>Organizational Operations</b>	\$28,355.30	\$6,287.70		\$34,643.00
Public Information				
Accounting/Tax Services				
Audit				
Maintenance				
Infrastructure				
Office Equip./Materials/Supplies				
Travel				
Memberships/Subscriptions				
Meeting Food/Beverage				
Printing				
<b>Total Operating Expenditures</b>	<b>\$61,715.72</b>	<b>\$13,685.28</b>		<b>\$75,401.00</b>
<b>Total Expenditures</b>	<b>\$228,517.02</b>	<b>\$50,672.98</b>		<b>\$279,190.00</b>

\*Percentage of Funding Source Commitment      Federal      Local      \*\*Asset Management Funded by State outside of MPO

0.8185      0.1815



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## **TTCI MPO Establishment Process (Spring through Early Fall 2023):**

1. April-May: Local Transportation Agencies, Transit Agency, Local Units of Government approve resolutions of support for a seat at the table for the discussion of the formation of the MPO and MPO Policy Board. The meetings for the discussion and negotiation of the contents and entity inclusion in the Intergovernmental Agreement will be set for a time in June of 2023.
2. June TTCI Policy Board Meetings: Meetings are held for the discussion and negotiation of the contents and provisions of the intergovernmental agreement. The meetings held in June will allow each participant to discuss their organizations potential for participation in the MPO, with specifics outlining participation level, voting, dues, organization structure, and policy board formation.
3. Late June-Early July: A DRAFT Intergovernmental Agreement will be drafted and provided to the participating entities. The DRAFT agreement will contain the provisions outlined by the participating entities from the June TTCI Policy Board Meetings.
4. July 11<sup>th</sup> TTCI Policy Board Meeting: A meeting will be held during the first half of July for discussion of the DRAFT Agreement, and to achieve consensus for release to each participating organization or local unit board for approval.
5. July-August: Participating organizations and local units of government respective governing boards approve their participation in the MPO through approving the Intergovernmental Agreement.
6. September 12<sup>th</sup> TTCI Policy Board Meeting: At this meeting the TTCI Policy Board will formally move to approve the Intergovernmental Agreement for transfer to the Michigan Department of Transportation and the Governor's Office for signature.
7. September: Immediately following the September 12<sup>th</sup> meeting the Intergovernmental Agreement will be transferred to MDOT.
8. October 1<sup>st</sup>: The Governor executes the Intergovernmental Agreement.
9. October: Memorandum of Understanding between TTCI and MDOT is Drafted. The MOU will outline the requirements of the MPO and all financials.

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**TTCI MPO Establishment Process Timeline:**

*The Table below represents a feasible timeline for meeting the MPO establishment process by the October 1<sup>st</sup> deadline. Each step is denoted and corresponds to the Steps outlined on the “TTCI MPO Establishment Process (Spring through Early Fall 2023)” Each month of the timeline is displayed with a division of four weeks.*

<b>Steps:</b>		<b>May</b>				<b>June</b>				<b>July</b>				<b>Aug.</b>				<b>Sept.</b>				<b>Oct.</b>				
1	Resolutions of Support	■	■																							
2	Intergovernmental Agreement (IA) Negotiation Meetings					■	■																			
3	IA Drafted							■	■																	
4	IA Provided to Participating Entities								■	■																
5	TTCI Board Approves Release of IA											■														
6	Participating Entities Respective Boards Approve IA											■	■	■	■	■	■									
7	TTCI Board Approves IA																			■						
8	IA Transferred to MDOT																				■					
9	IA Executed by Governor																							■		
10	MOU between TTCI & MDOT Drafted																							■	■	

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