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traversetransportation.org



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
January 17, 2023 @ 10am
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 11/29/2022 (see attached)**
- D. Conflict of Interest Disclosure**
- E. Public Comment**
- F. New Business**
 - a. Election of Officers
 - b. Urbanized Area Update / MDOT update
- G. Old Business**
 - a. 2023 Schedule (attached)
 - b. Committee Member Forms (attached)
 - c. TTCI Members - Board Presentations Schedule (attached)
- H. Staff Reports**
- I. Agency Project Updates**
- J. Board Members Comments / Discussion of future agenda**
- K. Public Comments**
- L. Adjourn**

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Michigan Relay Center callers use 711 or 1-800-649-3777.

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.

Tuesday, November 29, 2022

1209 S Garfield Avenue Suite C, Traverse City, MI

Draft - MEETING MINUTES - Draft

Call to Order

K. Dunham called the meeting to order at 10:05 a.m. on Tuesday, November 29, 2022

Roll Call

Attendance was taken.

Board Present

Brad Kluczynski (GTRC), Kelly Dunham (BATA), Chuck Korn (Charter Township of Garfield), Beth Friend (East Bay Township), Doug White (Acme Township), Brad Jewett (Grand Traverse County), Dan Wagner (MDOT), Wayne Schoonover - Alternate (GTRC)

Others present

Rob Carson (Networks Northwest), Hannah Yurk (Networks Northwest)

Agenda

Chair Dunham asked if there were any changes. No changes were stated.

Motion by B. Jewett, supported by B. Friend, to approve the agenda as presented. Motion carried unanimously.

Approval of Minutes from 8/25/22

Chair Dunham asked if there were any changes. No changes were stated.

Motion by D. White, supported by C. Korn, to approve the meeting minutes. Motion carried unanimously.

Conflict of Interest

No conflicts stated.

Public Comment

No public comment.

TTCI Board (Policy Committee) and Technical Committee Overview and Discussion of Bylaws

H. Yurk walked through the difference between the Board and the Technical Committee. She stated the main difference is the policy committee serves as the official decision and policy making body for the TTCI. Whereas the Technical Committee provides technical advice to the policy/board committee and the linkage between planning and implementation. H. Yurk expressed it is important to review the bylaws and understand who are the voting members for each board and the alternatives. H. Yurk read the bylaws regarding the designation of representatives and alternates. It was asked if the alternates could be on the Technical Committee and be the alternate for the Board if needed. R. Carson stated the bylaws currently don't specify this so that could be the case but is something for TTCI to think about when rewriting the bylaws.

H. Yurk reviewed the current technical committee members with the board. It was noted that there is a form in the packets for each governmental unit, agency or organization to complete. B. Friend asked if this is something to complete each year, which H. Yurk explained that it would be best to have a new form each year since some organizations make a decision at the first meeting of the year of who will be on the committees.

H. Yurk expressed that it would be ideal to have the form prior to the next meeting but as soon as possible will be fine for the Board to review it.

Unified Work Plan Overview

H. Yurk walked through the Unified Planning Work Program which is submitted annually to MDOT. She expressed that this Work Plan is a practical hands on exercise for the TTCI to do in anticipation of their MPO designation. Additionally it was noted that the Work Plan works to identify the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. This document is posted on the TTCI website under resources. K. Dunham stated this should be reviewed each year during the budget conversations. R. Carson shared that we do not get numbers from MDOT until August and this is typically due a month before the start of the upcoming fiscal year. W. Schoonover noted that it is no longer the FAST Act and will have to be updated next year.

Review of the Proposed 2023 Schedule

H. Yurk stated in the TTCI bylaws 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. I wanted to review at this meeting in case there were already known conflicts for these dates prior to approval at the January date. H. Yurk stated that the first scheduled meeting for the board would be January 17th at 10am. She will work on sending calendar invites for these meetings. B. Friend requested it would be nice to attach agendas to the meeting invite once they are created. H. Yurk stated that is something she can do for upcoming meetings.

K. Dunham asked if the executive meetings would remain virtual, which R. Carson expressed it was up to the executive board.

Motion by B. Jewett, supported by C. Korn, to approve the proposed 2023 schedule. Motion carried unanimously.

Election of Officers Timeline

H. Yurk provided an update regarding that at the January meeting the election of officers will occur. The bylaws state a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer is elected for the executive board. Board of Directors members are eligible to be elected to the Executive Board once they have served on the Board of Directors for a minimum of one year. The four-member Executive Board shall have at least one elected City, County or Township plus one representative of a Transportation Agency. B. Jewett requested that the list of current officers be included with the agenda so everyone knows who the current positions are.

Urbanized Area Update / MDOT Update

H. Yurk shared that the latest news would be by the end of December to receive the Urbanized area information.

TTCI Member - Board Presentations Schedule

H. Yurk gave an update regarding providing presentations to TTCI Members boards. This was delayed due to the census information being delayed. Currently scheduled are the following:

GT County Presentation on February 1 - 8am.
BATA Presentation on February 23 - 1pm
Acme Township Presentation on March 7 - 7pm

Meetings with the following have not been scheduled for: Elmwood Township, East Bay Township, Garfield Township, Traverse City, Grand Traverse County Road Commission and Leelanau County Road Commission. The Grand Traverse County Road Commission expressed that they could even schedule a special meeting for this presentation.

It was discussed to hold off on scheduling these until there is finally news regarding the MPO status. This will be added to the agenda for the January board meeting to revisit the presentation schedules. H. Yurk and R. Carson expressed that these presentations can be flexible to your commissions/boards and how you think it would be best to present to them regarding what is an MPO, what this will mean, and so on.

Staff Reports

H. Yurk provided an update on the region's PASER collection mapping for the counties and the Rural Task Force and Small Urban meetings.

R. Carson provided an overview of the Active Transportation Plan that is being coordinated by MDOT and NEMCOG. He shared that this is for the 10 county region and public engagement is an important aspect that we are considering while working on the scope of the project. TTCI will remain up to date as this progresses.

Agency Project Updates

B. Kluczynski and W. Schoonover provided many updates for the Grand Traverse County Road Commission.

B. Friend had no update for East Bay Township.

D. White with Acme Township gave updates that the new TART trail is now open and MDOT's safety project adding the medians is now completed.

C. Korn with Garfield Township shared he is excited for the BATA project and expressed there are a lot of projects in the works.

B. Jewett provided an update for Grand Traverse County specific to ARPA.

D. Wagner shared updates from MDOT regarding their 5 year plan spanning from FY23 - FY27. Due to inflation at a regional level they have had to have discussion about project delays.

K. Dunham with BATA provided updates regarding the bidding process for the new BATA Headquarters project and that their 5 year transit master plan was completed. Lastly, they are working on a 4 year technology update for dispatch, software and real time updates.

Board Member Comments/Discussion of Future Agenda

K. Dunham asked about if it is a requirement to have an annual public engagement session for the TTCI regarding transportation projects and safety/education updates for the region. It was expressed that this is not a requirement but is something that the TTCI can look into doing again next year. It was discussed that even a social media campaign could be a good outreach tool since public attendance was not the best at the previous engagement meetings. Education ideas included 4 way stops, roundabouts, zipper merge, and construction projects coming up. H. Yurk asked if there are any items the Technical Committee could discuss at their scheduled December 15th meeting. K. Dunham said they could explore other topics for a public engagement meeting. H. Yurk stated that the technical committee liked meeting to hear project updates and stay coordinated among projects if there were no other suggestions.

Public Comments

No comments.

Adjourn

Meeting adjourned at 11:35 a.m.

TTCI Board Members - updated 1/8/23

Name	Title	Org	Officers - 2022	Form Completed
Mark Wilson	Commissioner	Traverse City		
Brad Kluczynski	Managing Director	GT Cty Road Commission	Secretary	yes - 11/29/22
Kelly Dunham	Executive Director	BATA	Chair	Yes - 1/3/23
Chuck Korn	Supervisor	Garfield Twp	Vice Chair	
Brad Jewett	Commissioner	GT County		
Beth Friend	Supervisor	East Bay Twp	Treasurer	
Jeff Shaw	Supervisor	Elmwood Twp		yes - 11/30/22
Brendan Mullane	Manager	Leelanau Cty Road Commission		
Doug White	Supervisor	Acme Twp		Yes 11/30/22
Dan Wagner	TC TSC Manager	MDOT		yes - 11/29/22
Alternatives				
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT		yes - 11/29/22
Craig Brown	Engineer	Leelanau Cty Road Commission		
Wayne Schoonover	County Highway Engineer	GTCRC		yes - 11/29/22
Claire Karner	Planner	East Bay Twp		
Eric Lingaur	Communications and Development Director	BATA		Yes - 1/3/23
Mitchell Treadwell	Commissioner	Traverse City		

Draft 2020 Statewide Review ACUB Review

When do we begin?

- MDOT cannot begin the Statewide Review until the Census Bureau announces and distributes its updated data on urban areas
- For the 2020 census, they plan to announce and distribute the new Urban Area maps and data release in approx. **Nov/Dec of 2022**
- UA Letters and Maps will be mailed - **approx. Feb/Mar 2023**
- UA Meetings will be held - **approx. March 2023 - Jan 2024 (11 months)**
- MDOT submits ACUB data to FHWA by approx. **Feb 1, 2024**
- Statewide Urban Review ACUB Approval Letters can only be sent out once FHWA approves the new ACUB's, FHWA approval will happen approx. **Feb 1, 2024 - Nov. 2024***

* *FHWA discussion*

ACUB : Adjusted Census Urban Boundary



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2023 Meeting Schedule - Approved

Meetings will be held in person at *Traverse City Michigan Works, 1209 S Garfield Avenue, Suite C Traverse City, MI*, unless otherwise posted. A virtual zoom meeting link will be provided, but in person attendance is recommended. Special meetings may occur subject to the direction of the Chair.

Meetings are open to the public.

TTCI Board Meeting Schedule

(Third Tuesday of every other month @ 10am)

Tuesday, January 17, 2023 (1/17/23)

Tuesday, March 21, 2023 (3/21/23)

Tuesday, May 16, 2023 (5/16/23)

Tuesday, July 18, 2023 (7/18/23)

Tuesday, September 19, 2023 (9/19/23)

Tuesday, November 21, 2023 (11/21/23)

TTCI Executive Committee Meeting Schedule

(First Tuesday of every other month @ 3pm)

Tuesday, January 3, 2023 (1/3/23)

Tuesday, March 7, 2023 (3/7/23)

Tuesday, May 2, 2023 (5/2/23)

Tuesday, July 11, 2023 (7/11/23) - second Tuesday due to holiday

Tuesday, September 5, 2023 (9/5/23)

Tuesday, November 7, 2023 (11/7/23)

TTCI Technical Committee Meeting Schedule

(Third Thursday of every other month @ 1:30pm)

Thursday, February 16, 2023 (2/16/23)

Thursday, April 20, 2023 (4/20/23)

Thursday, June 15, 2023 (6/15/23)

Thursday, August 17, 2023 (8/17/23)

Thursday, October 19, 2023 (10/19/23)

Thursday, December 14, 2023 (12/15/23) - second

Thursday due to holiday



A program by:



TTCI Board Representation Form

Date: _____

Governmental Unit, Agency or Organization Name: _____

TTCI - Policy (Governing) Board Representative

Representatives from cities, counties, and townships must be elected officials and must include the chief elected official or his/her duly appointed representative

Name	Position	Email	Phone Number
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TTCI - Alternate to the Policy (Governing) Board

Name	Position	Email	Phone Number
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TTCI - Technical Committee Board Representative

*Preference to engineers, planners, and zoning administrators (in order of preference)
Governing Board members may not serve on the Technical Committee*

Name	Position	Email	Phone Number
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TTCI - Alternate to the Technical Committee Board

Name	Position	Email	Phone Number
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Name of person who completed form: _____

Signature of person who completed form: _____

TTCI Presentations - Draft Schedule

Entity	Date for a presentation to Board/Commission
City of Traverse City	
Charter Township of Garfield	
Charter Township of Elmwood	
Charter Township of East Bay	April 10th Meeting - 6:30pm
Acme Township	March 7, 2023 at 7pm
Grand Traverse County Road Commission	
Grand Traverse County - Board of Commissioners	February 1, 2023 at 8am
Leelanau County Road Commission	
BATA	February 23, 2023 at 1pm
	Have presentations completed by end of May 2023