



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
traversetransportation.org



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**Networks
Northwest**
Talent / Business / Community

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 AGENDA Tuesday, May 21st, 10:00am

Michigan Works! NWNW Conference Room

1209 S. Garfield, Traverse City

Call Meeting to Order

- A. Roll Call**
- B. Approval of the Agenda**
- C. Conflict of Interest**
- D. Public Comments**
- E. Consent Calendar** (The purpose of the Consent Calendar is to expedite *business* by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the Consent Calendar):
 - a. TTCI November Board Minutes
 - b. TTCI December Technical Committee Minutes
- F. FY 2018 Work Plan**
 - a. MDOT Work program
 - Update on model
 - Traffic counts
 - b. TTCI Local Work program
 - Freight Plan
- G. Other Business**
 - a. Smart Commute Week
 - b. E/W Scoping Update
 - c. PSAP review
 - d. FY'19 Membership Dues
 - e. Transportation Event Recap
- H. Transportation Implementing Agency Updates**
 - a. City of Traverse City
 - b. MDOT
 - c. BATA
 - d. Grand Traverse County Road Commission
 - e. Leelanau County Road Commission
- I. Board Members Comments / Discussion of future agenda**
- J. Public Comments**
- K. Adjourn**

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Traverse Transportation Coordinating Initiative (TTCI)

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Tuesday, November 20, 2018

Draft - MEETING MINUTES - Draft

Call to Order

J. Carruthers, Secretary TTCI, called the meeting to order at 10:00 a.m. on Tuesday, November 20, 2018, at the Northwest Michigan Works! Dave Adams conference room.

Roll Call

J. Carruthers said there was a quorum.

Board Present: Jim Carruthers (Traverse City); Jim Cook, (GT County Road Commission); Chuck Korn (Garfield Township); Tom Mair (GT County Board of Commissioners); Jeff Shaw, (Elmwood Township); Dan Wagner (Leelanau Road Commission); Jay Zollinger (Acme Township);

Board Absent: Kelly Dunham, (Bay Area Transit Authority); Beth Friend, (East Bay Township); Patty O'Donnell (MDOT).

Others present: Mike Woods, Tom Slater.

Agenda:

J. Carruthers asked if there needed to be any changes to the agenda. Hearing none he asked for a motion.

*Motion by J. Zollinger, support by J. Shaw to approve the agenda presented.
Motion carried.*

Conflict of Interest

No conflict indicated.

Public Comment

No public comment.

Consent Calendar

J. Carruthers asked if there were any questions on the Consent Calendar, or anything that needed to be removed. No comments were made, so he asked for approval of the Consent Calendar.

- a. TTCI September Board Minutes
- b. TTCI October Technical Committee Minutes

*Motion by D. Wagner, support by J. Zollinger to approve the Consent Calendar.
Motion carried.*

FY 2018 Work Plan

a. MDOT Work Program

- Transportation Improvement Program for the urbanized area is funded through the Small Urban program which allows non-State implementing agencies program federal-aid eligible roads and transit projects. Scheduling for this meeting is expected in January, 2019.
- Staff will coordinate with the E/W corridor study consultants on obtaining stakeholder input to incorporate into the Freight Plan
- The regional model has been updated and will reflect growth in years 2025, 2030 and 2035.

b. TTCI Local Work program

• Master Street Plan

- Staff presented the Final Draft of the Master Street plan and reiterated that it would be incorporated into the Long Range Transportation Plan once that process begins in 2020.

Motion by J. Zollinger, support by J. Cook to accept Master Street Plan. Motion carried.

Other Business

a. E/W Scoping Update

- Megan Olds presented an update of the E/W scoping project. A purpose and need statement will be finalized in the next few weeks and approximately 9/10 conceptual alternatives will be presented to community stakeholders. A community input session is tentatively scheduled for 12/19, 6-8pm.

b. PSAP review

- The Census bureau has designated Regional Planning Agencies to lead the update of Census tract boundaries as part of the Participant Statistical Areas Program (PSAP). Further instruction is expected in January, 2019.

c. FY'19 Membership Dues

- Staff presented annual membership dues to the Board. Rates remained unchanged since the restructuring of the TTCI in 2015. Invoices will be sent out in the beginning of 2019.

Motion by J. Zollinger, support by C. Korn to approve the FY'19 Membership Dues. Motion carried.

d. Transportation Event – 2019

- Staff is suggesting that the annual public input event take place on 3/19 as this will be the regular meeting date of a TTCI Board meeting and will occur a week before grade school spring break.

e. Federal Programming activities update

- Small Urban task force meeting will be scheduled in January, 2019 to program for federal-aid eligible projects within the urbanized area.
- County level Rural Task Force meetings will be scheduled through the end of the

- year with regional meetings occurring in January, 2019.
- MDOT has allowed flexibility for local PASER data collection reimbursement through handing over administration to RPAs. Act 51 agencies seeking reimbursement for collection must submit an invoice on letterhead to their respective RPAs.

Transportation Implementing Agency Updates

- a. City of Traverse City
 - There will be a ribbon cutting for the completion of Lake St. in December. Parking Lot P is not able to be completed due to various restrictions. 8th St. will undergo improvement, Summer 2019.
- b. MDOT
 - NA
- c. BATA
 - NA
- d. Grand Traverse County Road Commission
 - The restricted left-turn cut on South Airport has been finished. Smart signals are installed and currently being tested/calibrated. The annual virtual tour of completed road projects will be shown in January, 2019.
- e. Leelanau County Road Commission
 - CR 669 project will begin after Labor Day, 2019. The Road Commission will be participating in a federal-fund exchange with another County, which allows for more flexibility in spending. Winter operations are set to commence next week.

Board Members Comments/Discussion of future agenda

- Staff mentioned the Seasonal Economy Summit that will take place on 12/3 at the Haggerty Center. The Summit will cover economic development and logistical challenges associated with seasonal influx and the seasonal economy.

Public Comments

No public comment.

Adjourn

No further business was brought forth. J. Carruthers adjourned the meeting at 11:27 a.m.

NEXT SCHEDULED MEETING: Tuesday, January 8, 2019.

Respectfully submitted,

Michael Woods

Michael Woods

DRAFT

Traverse Transportation Coordinating Initiative (TTCI)

#	Attendance ✓	First	Last	Sponsoring Agency	Roll Call Vote agenda #	Roll Call Vote agenda #	Roll Call Vote agenda #
1	✓	Jim	Carruthers	Traverse City			
2	✓	Jim	Cook	GT County Road Commission			
3		Kelly	Dunham	BATA			
4	✓	Chuck	Korn	Garfield Township			
5	✓	Tom	Mair	GT County Board of Commissioners			
6		Beth	Friend	East Bay Township			
7		Patty	O'Donnell	MDOT			
8	✓	Jeff	Shaw	Elmwood Township			
9	✓	Dan	Wagner	Leelanau Road Commission			
10	✓	Jay	Zollinger	Acme Township			
				Alternate			
1		Richard	Lewis	Traverse City			
2		Wayne	Schoonover	Grand Traverse Road Commission			
3		Rick	Liptak	MDOT			
4		Rick	Brown	East Bay Township			
				Others			
1	✓	Mike	Woods	Networks Northwest			
2		Denise	Culman	Networks Northwest			
3	✓	Tom	Slater	Videographer			
4							
5							

TTCI By-Laws change approved September 18, 2018

Article VIII - 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 (BATA, City of Traverse City, GTCRC, LCRC, MDOT) 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.

Article VIII - Section 3. Actions by the Board. Except where otherwise specifically stated, 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 III - Section 4. Voting Members. Voting members shall consist of one member from each of the following:

City of Traverse City

Charter Township of Elmwood (Leelanau Co.)

Acme Township (G.T. County)

Leelanau County Road Commission

Michigan Department of Transportation

Charter Township of Garfield (G.T. County)

Charter Township of East Bay (G.T. County)

Grand Traverse County Board of Commissioners

Grand Traverse County Road Commission

Bay Area Transportation Authority

Date: November 20, 2018



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TTCI Technical Committee Minutes
Wednesday February 27, 2019 9:00am
Networks Northwest – Conference Room #2 (2nd Floor)
600 E Front Street Suite 104
Traverse City, MI 49696

- 1) Roll Call
 - Meeting called to order by Chair, Tim Lodge 9:03am
 - See attached the agenda
- 2) Approval of Agenda/Meeting Minutes
 - Motion by Tim Lodge to accept as presented; Support: John Sych – motion passes
- 3) Business
 - i) Introduction to new staff
 - Heather Bowden introduced herself. Discussion regarding roles and coordinating/organizing future work followed.
 - ii) March 19th 6:00 – 8:30pm – Public Information Meeting
 - Solidified the agenda, speakers, and content.
 - iii) Freight Plan
 - Discussion of SOW. General overview discussion of freight traffic patterns and understanding of exclusion and weight restricted roads versus designated truck routes.
 - iv) Capacity improvement projects programmed from 2018 – 2025
 - Airport Road and parts of Hammond Road - Signal Optimization
 - Cass Road - 3rd lane addition
 - Airport Access and Parsons - Signal removal and roundabout
 - US31 MDOT signal modernization
- 4) Member Comments/Discussion of future agenda items
 - Discussion on whether to meet more frequently.
 - Discussion on Access Management presentation given during the West-East Connector project.
- 5) Adjourn – Meeting adjourned at 10:07am

ACTION ITEMS:

- HB to check status bylaws on quorum
- HB to send Unified Work Plan to group for a refresher and create action matrix for FY 2019
- HB to check if Master Street Plan was adopted
- TL to send HB copy of 1995 Freight Summary doc
- HB to reach out to Groundworks for understanding of passenger rail efforts

NEXT MEETING: March 21st from 1:30 to 3pm at Networks Northwest Conference Room #2

TTCU TECH COMMITTEE MINUTES

FEB 27th

NAME	ORG	
JOE SLOWECKI	GTCRC	jsloweck@gtcrc.org
Tyler Bevier	BATA	beviert@bata.net
John Sych	Garfield Twp	jsych@garfield-twp.com
DAN LEONARDI	MEDC	leonardd6@michigan.org
Sara Kopniva	Elmwood	planner@elmwoodtownship.net
Tim Lodge	Traverse City	tlodge@traversecitymi.gov

2015 MPO Freight Program Assessment

Institutional Organization

Q#	Question	Responses	Comments/Description
1	Freight Planning is addressed by one of more people as a: (select all that apply and describe the position/department)	<input type="radio"/> Collateral duty <input type="radio"/> Permanent/Dedicated position <input type="radio"/> Department/Section within the MPO <input type="radio"/> Freight planning is not addressed at the MPO	
2	Is there a “Freight Champion” (a person in a leadership role) at the MPO?	<input type="radio"/> Yes <input type="radio"/> No	
3	Does the MPO work with the State DOT on freight issues? If yes, please describe how and give examples.	<input type="radio"/> Yes <input type="radio"/> No	
4	Has the MPO developed a relationship with other organizations to address freight issues? Please provide organization name(s). Select all that apply.	<input type="radio"/> Economic Development Department (Lakeshore Advantage) <input type="radio"/> State Energy Department (i.e. pipelines) <input type="radio"/> Airport Authority (West Michigan Airport Authority) <input type="radio"/> Port Authority <input type="radio"/> Railroads (CSX) <input type="radio"/> Waterways Organization <input type="radio"/> Freight Coalition (MACC Freight Planning Task Force) <input type="radio"/> Other (Council of Supply Chain Management Professionals) <input type="radio"/> The MPO has not developed relationships with other organizations to address freight issues	
5	Please describe how freight is addressed in the MPO if none of the responses in the previous question apply.	N/A – Please provide a written response	

Public and Private Sector Relationships

Q#	Question	Responses	Comments/Description
1	Does the MPO interact with the private sector on freight issues? Check all that apply.	<ul style="list-style-type: none"> <input type="radio"/> MPO meets with freight stakeholders, as needed, on specific PROJECTS <input type="radio"/> MPO meets with freight stakeholders, as needed, to develop POLICIES <input type="radio"/> MPO has a Freight Advisory Committee/Task Force (public and private sector members, meets on a regular basis) <input type="radio"/> The MPO does not interact with the private sector on freight issues 	
2	<i>Skip question if no Freight Advisory Committee/Task Force at the MPO.</i> How does the Freight Advisory Committee/Task Force prioritize their recommendations for the MPO Policy Board?	N/A – Please provide a written response	
3	<i>Skip question if no Freight Advisory Committee/Task Force at the MPO.</i> How are Freight Advisory Committee/Task Force recommendations considered during the Transportation Improvement Program (TIP)/Metropolitan Transportation Plan (MTP) project prioritization process?	N/A – Please provide a written response	
4	How does the MPO participate in the State Freight Advisory Committee/Task Force?	<ul style="list-style-type: none"> <input type="radio"/> The MPO is a member <input type="radio"/> The MPO participates as needed, but is not a member <input type="radio"/> The MPO does not participate <input type="radio"/> The State does not have a Freight Advisory Committee/Task Force 	

Planning and Programming

Q#	Question	Responses	Comments/Description
1	Does the MPO Participation Plan document how the MPO interacts with freight stakeholders?	<input type="radio"/> Yes	
		<input type="radio"/> No	
2	Has the MPO MTP identified Freight goals? Please provide details. Select all that apply.	<input type="radio"/> The Planning Factors (4) and (6) are mentioned in the MTP (i.e. (4) Increase accessibility and mobility of people and FREIGHT, (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and FREIGHT)	
		<input type="radio"/> Specific goals spelled out	
		<input type="radio"/> Listed freight performance measures as identified by FHWA and State	
		<input type="radio"/> The MPO has identified ADDITIONAL performance measures and set targets	
		<input type="radio"/> Other	
		<input type="radio"/> The MTP does not identify freight goals	
3	Does the MPO MTP discuss specific freight issues and needs? If yes, please provide a link to the MTP and a page number.	<input type="radio"/> Yes	
		<input type="radio"/> No	
4	The MPO has completed a freight related transportation study (if yes please provide a link to the study).	<input type="radio"/> Yes	
		<input type="radio"/> In progress (please explain)	
		<input type="radio"/> No	

Planning and Programming

Q#	Question	Responses	Comments/Description
5	The MPO's selection criteria for programming projects includes freight needs and issues (economic development, significant freight corridors etc.).	<input type="radio"/> Yes	
		<input type="radio"/> In progress (please explain)	
		<input type="radio"/> No	
6	Is the MPO aware of their State's Freight Plan?	<input type="radio"/> Yes	
		<input type="radio"/> No	
		<input type="radio"/> The State does not have a State Freight Plan	
6a	<p><i>If <u>yes</u> to the previous question:</i></p> <p>Has the MPO been invited by the State to provide input into the State Freight Plan?</p>	<input type="radio"/> State is in the process of developing a State Freight Plan, the MPO was asked to participate, and did	
		<input type="radio"/> State is in the process of developing a State Freight Plan, the MPO was asked to participate, and declined	
		<input type="radio"/> State has a State Freight Plan, the MPO was asked to participate, and did	
		<input type="radio"/> State has a State Freight Plan, the MPO was asked to participate, and declined	
7	Does the MPO engage in multi-jurisdictional planning for freight transportation with neighboring States (e.g., megaregion)? If yes, please list the other MPOs or States that the MPO plans with.	<input type="radio"/> Yes	
		<input type="radio"/> No	

Funding

Q#	Question	Responses	Comments/Description
1	What funding sources does the MPO typically use for freight projects? Select all that apply.	<input type="radio"/> FHWA Federal-aid Funding Program	
		<input type="radio"/> Other Federal funding sources	
		<input type="radio"/> Federal financing tools (e.g., Grant Anticipation Revenue Vehicles (GARVEEs) and Transportation Infrastructure Finance and Innovation Act (TIFIA))	
		<input type="radio"/> State funding sources and financing tools	
		<input type="radio"/> Local funding sources	
		<input type="radio"/> Public-private partnerships	
		<input type="radio"/> Other	
2	Are freight projects considered when the MPO solicits project applications for CMAQ funding?	<input type="radio"/> Yes	
		<input type="radio"/> No	
		<input type="radio"/> N/A	
3	If CMAQ funds are allotted within specific categories (transit, operations, Ped/Bike, etc.), is freight one of these categories?	<input type="radio"/> Yes	
		<input type="radio"/> No	
		<input type="radio"/> N/A	
4	Select the type(s) of freight projects on which the MPO has used CMAQ funding.	<input type="radio"/> The MPO has not used CMAQ funding on any freight projects	
		<input type="radio"/> Diesel retrofit	
		<input type="radio"/> Engine replacement for trains (e.g. gen-set engine, etc.)	
		<input type="radio"/> Improved an intermodal connector	
		<input type="radio"/> Truck stop electrification	
		<input type="radio"/> Intermodal facility	
		<input type="radio"/> Construction of a rail line (to relieve freight congestion)	
		<input type="radio"/> Other	

Freight Operations

Q#	Question	Responses	Comments/Description
1	Does the MPO include “Operations” strategies (e.g. ITS, traffic management, etc.) in the planning process? Please provide examples.	<input type="radio"/> Yes	
		<input type="radio"/> No	
2	Is freight considered when a type of “Operations” strategies is selected/prioritized for a project?	<input type="radio"/> Yes	
		<input type="radio"/> No	
3	Does the MPO's CMP address freight transportation? Please describe.	<input type="radio"/> Yes	
		<input type="radio"/> No	
		<input type="radio"/> N/A	
4	Please share any noteworthy practices of freight management in congested urban areas.	N/A – Please provide a written response	

Multi-Jurisdictional Coordination

Q#	Question	Responses	Comments/Description
1	Does the MPO belong to one or more freight coalitions? Please select all that apply and list the freight coalitions that the MPO belongs to National, regional, State, or local level.	<input type="radio"/> The MPO leads the group, and the group meets regularly	
		<input type="radio"/> The MPO leads the group, and the group meets on an as needed basis	
		<input type="radio"/> The MPO is a member, and the group meets regularly	
		<input type="radio"/> The MPO is a member, and the group meets on an as needed basis	
		<input type="radio"/> The MPO does not belong to a freight coalition	

NHS Intermodal Connectors

Q#	Question	Responses	Comments/Description
1	The MPO:	<input type="radio"/> Maintains and updates a list of NHS intermodal connectors	
		<input type="radio"/> Receives a list of NHS intermodal connectors from the State	
		<input type="radio"/> Does not maintain or update a list of NHS intermodal connectors	
2	Does the MPO monitor the performance of the NHS Intermodal connectors? If yes, please describe the monitoring process.	<input type="radio"/> Yes	
		<input type="radio"/> No	
3	Does the MPO include strategies in their planning process to include intermodal connectors?	<input type="radio"/> Yes	Planning process may include intermodal connectors in the future – but not at this time.
		<input type="radio"/> No	

Land Use

Q#	Question	Responses	Comments/Description
1	How does MPO's Participation Plan require coordination with the organization(s) responsible for Comprehensive Land Use Planning? Select all that apply.	<input type="radio"/> E-mail	
		<input type="radio"/> Phone	
		<input type="radio"/> Face-to-face meetings	
		<input type="radio"/> Other (please explain)	
		<input type="radio"/> The Participation Plan does not require this type of coordination	
2	From a freight perspective, what type of comments does the MPO provide on the Comprehensive Land Use Plan(s)? Select all that apply.	<input type="radio"/> Information on Freight Distribution Centers	
		<input type="radio"/> Access issues (e.g. hospitals, schools, shopping centers, etc.)	
		<input type="radio"/> Other	
		<input type="radio"/> The MPO does not provide freight-related comments on the Comprehensive Land Use Plan(s)	
3	Does the MPO consider zoning in the freight planning process, and if yes how?	<input type="radio"/> Yes	
		<input type="radio"/> No	
4	Is there a Comprehensive Access Management Plan that has been developed for the entire MPA that reflects the consideration of freight transportation and freight access issues?	<input type="radio"/> Yes	
		<input type="radio"/> No	

Focus Area: Freight Data and Performance Measures

Q#	Question	Responses	Comments/Description
1	Describe the MPO's capabilities for freight modeling and analysis.	<input type="radio"/> Advanced (e.g., systematically collecting, analyzing, and modeling freight-related data)	
		<input type="radio"/> Intermediate (e.g., collecting, analyzing, and modeling freight-related data as needed)	
		<input type="radio"/> Novice (e.g., beginning to collect, analyze, and model freight-related data)	
		<input type="radio"/> Interested, but have not begun modeling or analyzing freight-related data	
		<input type="radio"/> Not interested in modeling or analyzing freight-related data	
2	What data sets does the MPO use in their freight transportation planning efforts?	<input type="radio"/> Freight Analysis Framework	
		<input type="radio"/> National Performance Management Research Data Set (NPMRDS)	
		<input type="radio"/> Truck probe data	
		<input type="radio"/> Bluetooth or other sensor data	
		<input type="radio"/> State or local commodity flow data	
		<input type="radio"/> Other	
3	Does the MPO purchase data for the purpose of freight planning? If so, please list data sources.	<input type="radio"/> Yes	
		<input type="radio"/> No	
4	Would the MPO benefit from training to explore how freight data can be used to inform decisions? If so, please include what type of training the MPO would be interested in.	<input type="radio"/> Yes	
		<input type="radio"/> No	

Focus Area: Freight Data and Performance Measures

Q#	Question	Responses	Comments/Description
5	The MPO has identified freight transportation performance measures (provide list of performance measures). If yes, please describe how the MPO tracks performance.	<input type="radio"/> Yes	
		<input type="radio"/> In progress (please explain)	
		<input type="radio"/> No	
6	<p><i>Skip question if <u>no</u> to Focus Area question 5.</i></p> <p>Please select the modes that the MPOs measures freight mobility for:</p>	<input type="radio"/> Highway	
		<input type="radio"/> Maritime	
		<input type="radio"/> Railroad	
		<input type="radio"/> Aviation	
		<input type="radio"/> Pipeline	
		<input type="radio"/> The MPO does not measure freight mobility in any mode	
7	<p><i>Skip question if <u>no</u> to Focus Area question 5.</i></p> <p>Is the MPO using freight measures to inform the planning process?</p>	<input type="radio"/> Yes	
		<input type="radio"/> No	
8	<p><i>Skip question if <u>no</u> to Focus Area question 5.</i></p> <p>Are the MPO's transportation plans aligned with freight performance results?</p>	<input type="radio"/> Yes	
		<input type="radio"/> No	
9	<p><i>Skip question if <u>no</u> to Focus Area question 5.</i></p> <p>Does the MPO have a staff member who leads freight performance measures?</p>	<input type="radio"/> Yes	
		<input type="radio"/> No	

FY19 TTCI Local Dues

Proposed Dues	2015 Population	2018 Revenue	\$1,000	\$2,000	\$3,000
			Small <5000 <10,000,000	Medium 5000-12500 10,000,000 - 12,000,000	Large >12500 >12,000,000
Governmental Agencies (2015 Population)					
\$1,000	Acme Twp (4,557)		X		
\$2,000	East Bay Twp (11,115)			X	
\$1,000	Elmwood Twp (4,515)		X		
\$3,000	Garfield Twp (16,673)				X
\$3,000	Traverse City (15,168)				X
\$3,000	Grand Traverse County (89,907)				X
Transportation Agencies (2018 revenue budget)					
\$3,000	Grand Traverse County Road Commission (\$21,858,611)				X
\$1,000	BATA (\$7,500,000)		X		
\$1,000	Leelanau County Road Commission (\$7,580,700)		X		
\$18,000	Sub-total				
\$18,000	Total				

Methodology:

The small, medium and large ranges were set based on natural break points of the population / budget data.

Population and Budget data were used for the ranges as no one data set was uniform between members

MDOT contribution is decided by the Department's identification and approval of a annual work plan to be completed by TTCI