

Traverse Transportation Coordinating Initiative (TTCI)

Intergovernmental Agreement for Participants of the Metropolitan Planning Organization

Article I. Name

The name of the inter-municipality committee formed under this agreement shall be the Traverse Transportation Coordinating Initiative, hereafter referred to as TTCI. The formation of this body replaces any former committee which was organized as a precursor to the formal establishment of the Metropolitan Planning Organization.

Section 1.01 Transfer of Balance of Funds

All funds held under the control of the committee established as the Traverse Transportation Coordinating Initiative previous to the execution of this agreement shall be transferred under the control of the entity named in Article I.

Article II. Purpose and Authority

Michigan Public Act 200 of 1957 provides for the creation, by two or more municipalities, of an inter-municipality committee for the purpose of studying area transportation issues of mutual interest and concern. TTCI shall operate and act in compliance with and under the authority of Michigan Public Act 200 of 1957 and shall have the duties, privileges and rights prescribed in that Act.

Article III. Fiscal Year

The fiscal year for TTCI shall be October 1st through September 30th of the following year.

Article IV. Duties of TTCI

The duties of TTCI shall be broad objectives that will encompass, but are not limited to the following:

1. Develop transportation plans and programs and establish processes for the continuing review of plans, recommendations, and programs to facilitate the movement of persons and goods in the TTCI Study Area.
2. Design and carry out the assembling and analysis of information pertaining to transportation with the study area.
3. Coordinate transportation facility implementation and operation within the TTCI Study Area.

4. Review and evaluate the planning and programming of transportation related activities, projects and programs within the TTCI Study Area, as they may impact the transportation system.
5. Assist in project implementation where such projects require organizational, functional and operational analysis and/or to undertake those implementation functions not reserved to other agencies or as may be appropriately delegated by such other agencies.
6. Establish and implement a continuing program of public information regarding transportation planning, programs and projects.

Article V. TTCI MPO Organization

TTCI shall be the established transportation planning body for the Census Designated Traverse City-Garfield Urbanized Area and TTCI Metropolitan Planning Area. Representation from transportation agencies, transit agencies and units of government which constitute a minimum of seventy-five percent (75%) of the US Census defined urbanized area shall meet the legislative requirements to seek TTCI MPO establishment; when they have agreed to participate in the formation of the inter-municipality committee through the approval and adoption of this inter-governmental agreement.

Section 5.01 Census Defined Urbanized Area and Metropolitan Planning Area

(a) Census Defined Urbanized Area:

The United States Census Bureau conducts decennial census every ten (10) years. Upon completion of the decennial census the US Census Bureau conducts a review of data which supports the designation of urbanized areas. Following each decennial census, TTCI shall work with the Michigan Department of Transportation to ascertain changes to urbanized area boundaries, and shall make necessary revisions to meet the requirements of Michigan Public Act 200 of 1957. See *Attachment A* for a map of the urbanized area prescribed by the 2020 US Decennial Census. This attachment shall be updated following each decennial census.

(b) Metropolitan Planning Area:

The Metropolitan Planning Area (MPA) is the designated geographic boundary within which the planning processes prescribed in 23 CFR 450 and 49 CFR 613 is to be carried out. The Metropolitan Planning Area shall include all geographic boundaries which contain census designated urbanized areas and shall also contain geographic unit boundaries of areas which are forecasted to become urbanized within the next twenty (20) years. MDOT shall make recommendation on MPA boundaries following each decennial census with the final MPA designated by the TTCI Policy Board. A geographic boundary is defined as a Township, Village and City civil division boundaries. See *Attachment B* for a map of the MPA. This attachment shall be updated following each decennial census or as necessary to include expansion of the planning area boundary.

Section 5.02 Eligibility

All transportation agencies, transit agencies and local units of government, which include within their respective service area or civil division boundary, a portion of the defined urbanized area or MPA; are eligible for inclusion and participation with TTCI and are referred to as Eligible Entities. A local unit of government is defined as a Village, City, Township or County. Eligibility shall solely be met through this section 5.02 and section 5.03 Member Conditions.

Section 5.03 Member Conditions

The following conditions are required of participating eligible entities.

(a) Voting Rights:

Participating eligible entities are each provided one (1) vote on the Policy Board. The single vote shall be administered by the primary or alternate Policy Board Member, and in no case shall both the primary and alternate Policy Board Member preside at the same meeting and in no case shall more than one (1) vote be cast by an individual eligible entity.

(b) Planning Organization Dues:

Each participating eligible entity shall pay planning dues in a sufficient amount to meet the required eighteen point fifteen percent (18.15%) of the Consolidated Planning Grant provided by MDOT. Planning due amounts are established in *Attachment C*, with the prescribed dues having been certified through approval of this agreement. Dues shall be paid by each participating eligible entity each fiscal year upon receiving the invoice, and payment shall be made within 45 days of the receipt of the invoice. Attachment C shall be updated each year following the release of the monetary amount of the consolidated planning grant by the Michigan Department of Transportation.

(c) Participation:

Participating eligible entities shall make every effort to have their representative attend TTCI Policy Board, Executive Committee (*if applicable*), Technical Committee (*if applicable*), or Ad Hoc Committee meetings (*if applicable*). Participation is fundamental to the successful operation of the MPO Planning Process(es). Unexcused absences will be monitored and relayed to respective eligible entity's governing board following the absence. Accumulation of three (3) unexcused absences within a single fiscal year will cause a formal request by the TTCI Policy Board for appointment of a new representative by the respective eligible entity.

Article VI. Meeting Standards, Policy Board, and Committees

Section 6.01 Quorum

A quorum is required for the conducting of business. The presence of a simple majority of the TTCI Policy Board Membership (as defined in Article VI, Section 6.03.(a) OR the presence of three-fifths (3/5) of transportation implementing agencies (BATA, City of Traverse City, GTCRC, LCRC, MDOT) and two (2) local units of government 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 6.02 Meeting Operation

Meeting parliamentary procedure and voting decision processes of the TTCI Policy Board, Executive, Technical and Ad Hoc Committees shall operate according to “Robert’s Rules of Order”. All meetings of the TTCI Policy Board and Technical Committee shall operate within the requirements of the Michigan Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq.

Section 6.03 TTCI Policy Board

(a) TTCI Policy Board Membership

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, with the exception of the initiation of the board under initial execution of this agreement. 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. TTCI Policy Board Members are provided in *Attachment D*.

(b) Terms of TTCI Policy Board Members

Policy Board Members shall serve a term of two (2) years, or until their replacement is designated by the eligible entities governing body. Policy Board members, whom are elected officials for eligible local units of government or a member of a governing body of an eligible agency, shall not serve past the expiration of their elected office for the eligible entity or expiration of their appointment on the eligible entities governing body. Members of the Policy Board who are staff to a participating eligible agency or local unit of government shall not serve beyond their time of employment with such eligible entity. A participating eligible entity membership that has expired due to any of the factors above shall be notified and a new designee shall be named by the respective eligible entities governing board at that time.

(c) Officers

The TTCI Policy Board shall be served by an Executive Committee comprised of elected officers, which consist of a Chairperson, Vice-Chairperson, a Secretary and a Treasurer. The officers shall serve the duties outlined within the Policy Board by-laws. Officers shall be elected from TTCI Policy Board members who have served on the Policy Board from initial approval of this agreement or for a minimum of one (1) year. The four member Executive Committee shall have at least one (1) elected City, Village, Township or County representative and at least one (1)

representative of a transportation or transit agency. Officers shall be elected following a formal nomination from another member of the board, followed by a vote of the board; this shall occur for each respective officer position. Election of officers shall be at the first meeting of each calendar year or as soon as possible thereafter. Officers shall serve a term of one (1) year, or until a successor is elected. If a vacancy occurs then an election for that office shall occur at the next regular meeting of the Policy Board and that successor shall serve the remainder of the existing term.

(d) Meetings

The TTCI Policy Board shall hold meetings in accordance with the by-laws of the Policy Board.

Section 6.04 TTCI Executive Committee

(a) TTCI Executive Committee Established

The TTCI Executive Committee shall be established through representation of the officers of the TTCI Policy Board.

(b) TTCI Executive Committee Membership

Membership on the Executive Committee shall follow the procedure outlined in Section 6.03.(c).

(c) Terms of TTCI Executive Committee Members

TTCI Executive Committee terms shall follow the standards outlined in Section 6.03.(c).

(d) Executive Committee Meetings

TTCI Executive Committee Meetings shall be held and operate in accordance with the TTCI Policy Board By-laws.

Section 6.05 TTCI Technical Committee

(a) TTCI Technical Committee Established

The TTCI Technical Committee is hereby established and represented by professional staff of participating eligible entities of the TTCI Policy Board with inclusion of representation of other entities which are important to the areas transportation planning processes.

(b) TTCI Technical Committee Membership

Membership on the TTCI Technical Committee shall occur through designation of a representative by each participating eligible entity of the TTCI Policy Board. A representative shall also be included, but not limited to from each of the following entities; Northwestern Michigan College, Traverse City Area Public Schools, Traverse Connect, Cherry Capital Airport Authority, Michigan Department of Transportation, Grand Traverse Tribe of Ottawa and Chippewa Indians. TTCI Technical Committee members shall be designated through the process established in the TTCI Policy Board By-laws.

(c) Terms of TTCI Technical Committee Members

TTCI Technical Committee terms shall be in accordance with the TTCI Policy Board By-laws.

(d) TTCI Technical Committee Meetings

TTCI Technical Committee Meetings shall be held and operate in accordance with the TTCI Policy Board By-laws.

Section 6.06 Ad Hoc Committee

(a) TTCI Ad Hoc Committee Establishment

Ad Hoc Committees, special committees, and subcommittees may be established as deemed necessary by the TTCI Policy Board to further purposes in keeping with responsibilities and objectives.

(b) TTCI Ad Hoc Committee Membership

TTCI Ad Hoc Committees membership shall be in accordance with the TTCI Policy Board By-laws.

(c) Terms of TTCI Ad Hoc Committee Members

TTCI Ad Hoc Committee terms shall be in accordance with the TTCI Policy Board By-laws.

(d) TTCI Ad Hoc Committee Meetings

TTCI Ad Hoc Committee Meetings shall be held and operate in accordance with the TTCI Policy Board By-laws.

Section 6.07 Community Engagement

TTCI shall meet requirements for citizen input for the planning area through placement of a public comment agenda item on each meeting agenda for the TTCI Policy Board and TTCI Technical Committee meetings. Community Engagement events will also be scheduled a minimum of two (2) times per fiscal year. Events may consist of input sessions held at community halls or centers, pop-up sessions held in public spaces or through other interactive methods which gain public feedback. The actions outlined within this section shall be included in the Public Participation Plan (PPP) which will be updated as necessary through guidance of MDOT.

Section 6.08 Meeting Notices, Agendas and Minutes

(a) Meeting Notices

All TTCI Policy Board, TTCI Technical Committee and TTCI Ad Hoc Committee meetings shall be appropriately noticed in meeting the requirements of section 6.02.

(b) Meeting Agendas

All TTCI Policy Board, TTCI Technical Committee and TTCI Ad Hoc Committee meetings shall have an agenda provided to respective members no later than five (5) days prior to all regular meetings.

(c) Meeting Minutes

Minutes shall be taken and prepared for each TTCI Policy Board meeting, with the Draft minutes reviewed and voted upon for approval to a Final Copy of the Minutes at the next regular Board Meeting.

Article VII. Staffing and Support

Section 7.01 Staffing Arrangement

The TTCI Policy Board shall contract with the Northwest Michigan Council of Governments (dba. Networks Northwest) to coordinate and conduct administration and staffing related to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan outlined within each fiscal year's Unified Work Program, which is approved by the TTCI Policy Board.

Section 7.02 TTCI Board Autonomy

TTCI shall be a stand-alone entity autonomous from the Northwest Michigan Council of Governments (dba. Networks Northwest) Board.

Section 7.03 Supportive Services

TTCI 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 VIII. Unified Work Program Plan & Budget

Section 8.01 Unified Work Program (UWP)

A UWP shall be prepared prior to each fiscal year. The UWP shall meet all necessary State and Federal Planning requirements and focus areas. The UWP shall include all work to be undertaken within the fiscal year, outline necessary staffing and support, include action items and deliverables and work within a fiscally constrained context of the Consolidated Planning Grant. The UWP shall be reviewed and approved by the TTCI Policy Board prior to submittal to MDOT.

Section 8.02 Budget

A budget shall be prepared prior to each fiscal year. The budget shall detail the Consolidated Planning Grant (CPG) funds, and local matching funds provided for the required eighteen point fifteen percent (18.15%) match. The budget shall outline expenditures for staffing committed to the UWP action items. The budget shall be included within the UWP and voted upon by the TTCI Policy Board for approval.

Article IX. Bylaws

TTCI Policy Board shall operate under an agreed upon set of by-laws. By-laws shall uphold and not conflict with any provisions of this agreement. The provisions of this agreement shall always supersede the bylaws in guidance of board operation, the processes of the organization and all matters contained within this agreement.

Section 9.01 Adoption

Bylaws shall be adopted by a two-thirds (2/3) vote of the TTCI Policy Board Membership.

Section 9.02 Amendment

Bylaws may be altered, amended or replaced at any regular or special meeting of the Board by at least two-thirds (2/3) vote for the purpose of bylaw amendment. A copy of the proposed changes to the bylaws 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 received their notices at least five (5) days prior to such meeting.

Article X. Amendments to this Agreement

Section 10.01 Addition or Withdrawal of Eligible Entity

This intergovernmental agreement shall be amended for addition of any eligible entity and for the withdrawal of an eligible entity at any point during a fiscal year. This agreement shall not require approval of each respective participating entity for addition and removal of any eligible entity. *Attachment D* shall be updated to reflect any changes with eligible entity participation levels.

Section 10.02 Amendment to Update Attachment A (Census Urbanized Boundaries) and to Update Attachment B (Metropolitan Planning Area)

This intergovernmental agreement shall be amended following each decennial census upon the release of the updated Urbanized Area boundaries and whenever an adjustment is made to the Metropolitan Planning Area Boundary. The amendment shall only include updates to attachments A and B. This amendment shall require only a simple majority vote of the TTCI Policy Board.

Section 10.03 All Other Amendments

All other amendments to this agreement shall require approval of the TTCI Policy Board and the governing body of each participating entity. The process for amendments shall be:

1. Desired amendments shall be brought forth and placed on a TTCI Policy Board Agenda for discussion and voting.

2. A simple majority vote of the TTCI Policy Board shall move to amend a draft of the agreement.
3. The amended draft agreement will be taken to each respective participating eligible entity's governing board for approval.
4. Once approval from each respective participating eligible entity's governing board is received, the amended draft agreement will be voted upon by the TTCI Policy Board for adoption of the amendment.
5. A two-thirds (2/3) vote of the TTCI Policy Board shall be necessary for final approval of the amended agreement.

Article XI. Addition of Eligible Entities

Eligible entities as outlined in Section 5.02 with ability to comply with the conditions of Section 5.03 may be added to TTCI during any part of the fiscal year. The process for addition of an eligible entity is as follows:

1. The eligible entity shall petition in writing, directed to the TTCI Policy Board, a formal request to be included as an entity of TTCI.
2. TTCI Staff shall review the request and determine if the entity meets the eligibility requirements.
3. The request shall then be placed on an upcoming regular meeting Agenda of the Board for the action to be considered, through the approval of an amendment to this agreement as outlined in Section 10.01.
4. The Amendment shall place the name of the eligible entity in *Attachment D* as outlined in Section 6.03.(a)
5. Upon TTCI Board approval of the amendment, the eligible entity to be added to TTCI must obtain approval of this agreement from their respective governing board.
6. Upon approval of the agreement by the respective governing board, the entity shall pay the required yearly dues as outlined in Section 5.03 (b) and *Attachment C* for the current fiscal year in which they will be added.
7. The eligible entity shall be considered a member of TTCI upon paying of the required due.
8. The bylaws shall be updated to include the eligible entity as a member of TTCI in accordance with Section 9.02 of this agreement.

Article XII. Withdrawal of Eligible Entities

An eligible entity may withdrawal from TTCI at any time during the fiscal year. An eligible entity, which withdrawals from TTCI shall not be reimbursed for any portion of their dues for any past and current fiscal year. The process for withdrawal of an eligible entity is as follows:

1. The eligible entity shall petition in writing, directed to the TTCI Policy Board, a formal request to withdrawal from TTCI.
2. The request for withdrawal shall be placed on the next upcoming regular meeting Agenda of the TTCI Policy Board, with action requested.
3. The TTCI Policy Board shall take action on the request and amend the agreement as outlined in Section 10.01.
4. The amendment shall include removal of the entity name from *Attachment D* under Section 6.03.(a).
5. The eligible entity shall be considered withdrawn from TTCI once the amendment has been approved.
6. The bylaws shall be updated in accordance with Section 9.02.

Article XIII. Removal of Entity

An entity which no longer meets the conditions of this agreement, and is considered an Inactive Member under Article XIV of this agreement, may be removed from TTCI by a simple majority vote of the TTCI Policy Board.

Article XIV. Inactive Membership Status

Any entity which is a member of TTCI and has not paid its annual dues in accordance with Section 5.03.(b) or no longer meets the eligibility requirements of 5.02 shall be considered an “Inactive Member”, and shall no longer have authority to preside at TTCI Policy or any respective Committee meetings. The entity’s “Inactive Member” status shall be referred to the Executive Committee for appropriate action. Appropriate action may include Removal of the Entity under Article XIII or a request to the entity to meet the condition of Sections 5.02 and 5.03.

Article XV. Adoption

Upon original adoption of this Intergovernmental Agreement by the legislative body of each participating eligible entity as outlined in Section 5.02, such adoption shall be evidenced by an endorsement on this agreement under Article XVI Signatories by the Chief Elected Official and Secretary or Clerk of each respective eligible entities governing board at the time of execution of the agreement.

Article XVI. Signatories

This agreement is executed on the _____ day of _____, 2023 by the

having motioned for approval of the agreement, support and an affirmative vote of the governing board.

Board Chair/President (PRINT)

Board Chair/President (SIGNATURE)

Date

Clerk/Secretary (PRINT)

Clerk/Secretary (SIGNATURE)

Date

Attachment A: U.S. Census Defined TC-Garfield Urbanized Area (2020)



Attachment B: Metropolitan Planning Area (2023)



Attachment C: Membership Due Calculations

Dues shall be set at an equal proportion of the required 18.15% match to be met by each participating eligible entity. The dues shall be calculated for the consolidated planning grant amount provided to TTCI by the Michigan Department of Transportation for each fiscal year. The Consolidated Planning Grant match required for Fiscal Year 2024 shall be **\$50,672.98**.

Example Calculation:

Fourteen (14) eligible entities sign onto the agreement:

$$\$50,672.98 / 14 = \$3,619.50$$

Each of the 14 participating eligible entities would match in the amount of **\$3,619.50**

Attachment D: TCI Eligible Entity Membership

This section to be completed upon the execution of this agreement; through placing the name of each eligible entity participating on the TCI MPO Policy Board.