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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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**Tuesday, March 15, 2016**

**Draft - MEETING MINUTES - Draft**

**Call to Order**

J. Carruthers, Chair TC-TALUS, called the meeting to order at 10:00 a.m. on Tuesday, March 15, 2016 at the Northwest Michigan Works! conference room.

**Roll Call**

J. Carruthers asked if there was a quorum. M. Woods, Networks Northwest Director of Strategic Initiatives, said there was.

**Board Present:** Jim Carruthers (Traverse City); Jim Cook (Grand Traverse County Road Commission); Jack Kelly (Elmwood Township); Chuck Korn (Garfield Township); Alisa Kroupa (GT County Board); Kelly Dunham (BATA); Jay Zollinger (Acme Township).

**Board Absent:** East Bay Township, Leelanau Road Commission, MDOT

**Others present:** Mike Woods, Denise Culman, Tom Slater.

**Agenda:**

J. Carruthers asked if there needed to be any changes to the agenda. Mike Woods said there was not an attachment for East-West Corridors. J. Carruthers asked for a motion to accept the agenda with the change.

**Motion by J. Zollinger; Support by C. Korn to approve the agenda with the change. Motion carried.**

**Conflict of Interest**

No conflict indicated.

**Public Comment**

No public.

**Consent Calendar**

J. Carruthers asked if there were any questions on the Consent Calendar. No questions were asked, so he asked for approval of the Consent Calendar.

- a. January Full Board meeting minutes
- b. February Technical Committee Minutes
- c. March Executive Committee Minutes

**Motion by A. Kroupa; Support by C. Korn to approve the Consent Calendar as presented. Motion carried.**

**Old Business/Unfinished Business**

- a. Update on FY 2016 MDOT Work Program
  - i. TIP/RTF updates
    - a. The Traverse City Small Urban program allocates \$375,000 in federal funding (with a required 20% local match) annually to share between the City, Road Commission, and BATA for projects on federal-aid eligible roads only; and transit capital improvement projects. All three entities must work cooperatively to program for 2018-2020 projects. The meeting is scheduled for 3/30.
    - b. Grand Traverse, Leelanau, and BATA are grouped in Rural Task Force (RTF) 10C. Similar to the Small Urban program, RTF allocates federal and state funding to eligible federal-aid or transit capital improvement projects. This meeting is scheduled for 4/26.
  - ii. Public Participation Plan (PPP)
    - a. M.Woods stated that the PPP is in a DRAFT format and requests the Board's approval to distribute for public comment. A Kroupa stated that the PPP be made very easily available for comment and suggested that each member agency in the TTCI provide a printed copy at their front desk. It was also suggested that a press release and/or other media cover the PPP, as well as made available on the TTCI webpage. M.Woods stated that an updated PPP, which will include public comment, will then be brought before the board at the May meeting for further review. **Motion by J.Zollinger to distribute the DRAFT PPP for public comment; Support: A.Kroupa. Motion carried.**



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- b. Organizational Name Change
  - i. As a means to further the reinvention of TC-TALUS, it has been suggested by the Board to also consider a name change. Criteria brought forth included: 1) eliminating “land use” in name; 2) eliminating “study” in name; and 3) name to better represent the role of the program. After lengthy discussion, the new name was agreed upon: Traverse Transportation Coordinating Initiative (TTCI). The Board also suggested amending the logo. **Motion by A.Kroupa to approve the new name from TC-TALUS to TTCI; Support by J.Zollinger. Motion carried.**
- c. Priority East/West Corridor Update
  - i. M.Woods stated that as part of the information gathering for implementing a East/West connector, a consulting firm is presently drafting a scope that will detail possible costs and timelines associated with this potential project. M.Woods is also working with MDOT Environmental to confirm required costs/action on any environmental mitigation steps necessary for this particular project.

#### **New Business**

- a. East/West Corridor Perception Survey
  - i. Staff suggested putting together a statistically significant public perception survey of east/west travel throughout the TTCI region. This survey will be used as a tool to help the Board consider prioritizing future transportation projects. A RFP for a draft survey is expected to be completed by May.
- b. Formalization of Technical Committee Membership
  - i. Staff were requested by board membership to draft language that formalizes the Technical Committee’s role and membership. Recommended language: *TTCI recognizes the Technical Committee as a standing Advisory Committee to the Governing Board. 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). It is also requested that Governing Board members not also 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 Governing Board are done by Technical Committee membership only.*

**Motion by A. Kroupa; Supported by K.Dunham. Motion carried.**

#### **Board Members Comments/Discussion of future agenda**

J.Zollinger reiterated his support for the formalization of the Technical Committee membership and feels that it’s important to have diverse viewpoints between the Policy Board and Tech Committee.

J.Kelly discussed the transportation study for M-22 in Greilickville was completed in June 2015. Among the highlights of the study included the potential of a pedestrian signalization, however MDOT concluded traffic didn’t warrant a signal.

Jim Cook gave an update on the Cass Road bridge project. Details can be found at [ww.gtcr.org](http://ww.gtcr.org).

J. Carruthers stated that the City is currently establishing and finalizing a construction project priority list.

#### **Public Comments & Discussion of future agenda**

J.Kelly would like to see an increase of transportation demand strategies in order to further increase the safety of pedestrians and increase pedestrian activity.

#### **Adjourn**

No further business was brought forth. J. Carruthers adjourned the meeting at 11:28 a.m.

NEXT SCHEDULED MEETING: May 17, 2016

Respectfully submitted,

Denise Culman