



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 Technical Committee Agenda

Thursday October 15, 2026 at 1:30 PM

In-Person at the MI Works! Conference Room
1209 S Garfield Ave # C, Traverse City, MI 49686

Or via zoom at:

Join Zoom Meeting

<https://us02web.zoom.us/j/81442290096>

Meeting ID: 814 4229 0096

- 1) Introductions and Roll Call of Voting Members (See **attached, Page 2**)
- 2) Review Draft Meeting Minutes from August 6th, 2026 (See **attached, Pages 3-5**)
- 3) Public comment
- 4) New Business
 - a) TIP Amendments (see **attached, pages 6-10**)
 - b) By-Law Revisions (see **attached, pages 11-29**)
- 5) Presentation: Highway Performance Monitoring System (HPMS)
- 6) Public comment
- 7) Member Comments/Discussion of future agenda items
- 8) Next Meeting - Thursday December 3rd, 2026 at 1:30 PM
- 9) Adjourn

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TTCI TECHNICAL COMMITTEE VOTING MEMBERS						
Name	Title	Organization	Email	Phone	Officers	Voting Member
Maxwell Gierman	Transportation Planner	MDOT	GiermanM@michigan.gov			Yes
Chris Elliott	Engineering Department Manager	GTCRC	celliott@gtcrc.org	231-922-4848	Vice Chair	Yes
Craig Brown	Engineer	LCRC	cbrown@leelanauroads.org	231-271-3993		Yes
Maxwell Cameron	Community Development Coordinator	Grand Traverse County	mcameron@gtcountymi.gov	231-645-9336		Yes
Vacant	Vacant	Leelanau County				Yes
Lindsey Wolf	Planning & Zoning Administrator	Acme Township	zoning@acmetownship.org	231-938-1350	Treasurer	Yes
Steve Patmore	Zoning Administrator	Bingham Township	zoningadmin@suttonsbaytwp.com			Yes
Lynette Wolfgang	Clerk	Blair Township	clerk@blairtownshipmi.gov	231-276-9263		Yes
Claire Karner	Director of Planning & Zoning	East Bay Township	ckarner@eastbaytwp.org	231.947.8681 x2		Yes
Sarah Clarren	Planner/Zoning Administrator	Elmwood Township	planner@elmwoodmi.gov	231-946-0921		Yes
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155	Chair	Yes
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org			Yes
Cody Stricker	Township Planner	Long Lake Township	planner@longlaketownship.com	231-946-2249		Yes
Vacant	Vacant	Peninsula Township				Yes
Bill Clark	Transportation Planner	BATA	clarkw@bata.net	231-933-5534		Yes
Zach Cole	Civil Engineer 1	Traverse City	zcole@traversecitymi.gov	231-922 4492		Yes
TTCI TECHNICAL COMMITTEE ALTERNATE VOTING MEMBERS						
Name	Title	Organization	Email	Phone	Officers	Voting Member
Ben DuBois	North Region Planner	MDOT	DuBoisB1@michigan.gov	231-340-0326		Yes
Gregg Bird	Emergency Management Coordinator	Grand Traverse County	gbird@gtcountymi.gov	231-590-2373		Yes
Phil Masserant	Finance Manager	GTCRC	PMasserant@gtcrc.org	231-922-4848		Yes
Brendan Mullane	Managing Director	LCRC	bmullane@leelanauroads.org	231-271-3993		Yes
Nicole Blonshine	Supervisor	Blair Township	supervisor@blairtownship.org	231-276-9263		Yes
Steve Hannon	Deputy Planning Director	Garfield Township	shannon@garfield-twp.com	231-225-3156		Yes
Thomas Roush	Zoning Administrator	East Bay Township	zoning@eastbaytwp.org	231.947.8681 x3		Yes
Eric Lingaur	Communications and Business Development Director	BATA	lingaure@bata.net	231-941-2324		Yes
Anne Pagano	Civil Engineer	Traverse City	apagano@traversecitymi.gov	231-922 4455		Yes
Tracey Bartlett	Treasurer	East Bay Township	tbartlett@eastbaytwp.org	231-947-8647		Yes
TTCI TECHNICAL COMMITTEE COMMUNITY PARTNERS						
Name	Title	Organization	Email	Phone	Officers	Voting Member
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	PhillipsK7@michigan.gov	989-245-2173		No
Kyle Kobylski	LAP Engineer	MDOT	KobylskiK@michigan.gov	231-340-3541		No
Daniela Khavajian	Statewide and Urban Travel Analysis Section (SUTA)- MDOT	MDOT	KhavajianD@michigan.gov	517-388-4060		No
Katie Beck	Supervisor, Urban Travel Analysis Unit	MDOT	beckk1@michigan.gov			No
Alex Simonetti	MDOT-Office of Passenger Transportation - Project Manager	MDOT	SimonettiA@michigan.gov			No
Dan Wagner	TC TSC Manager	MDOT	wagnerD2@michigan.gov	231-340-9295		No
James Johnson	TSC Construction Engineer	MDOT	johnsonJ114@michigan.gov			No
Valerie Shultz	RPM North Unit Manager	MDOT	ShultzV@michigan.gov			No
Heidi Phaneuf	North Region Planner	MDOT	PhaneufH@michigan.gov			No
Andy Pickard	Transportation Planner	FHWA	Andy.Pickard@dot.gov			No
Troy Hinds	Manager	BCRC	brcmanager@benzieroad.net	231-325-3051 X 207		No
Rob Kalbfleisch	Land & Roads Management Director	Grand Traverse Band of Ottawa and Chippewa	Rob.Kalbfleisch@gtb-nsn.gov	231-534-7716		No
Kevin Klein	Airport Manager	Cherry Capital Airport	admin@tvairport.com , kevin.klein@tvairport.com			No
Bob Nelesen	Airpor Engineer	Cherry Capital Airport	bob.nelesen@tvairport.com			No
Mark Bishop	Airport Finance Director	Cherry Capital Airport	mark.bishop@tvairport.com			No
Carolyn Ulstad	Transportation Program Manager	Groundwork	carolyn.ulstad@groundworkcenter.org	231-941-6584 x710		No
Troy Kierczynski	VP of Finance and Administration	Northwestern Michigan College	tkierczynski@nmc.edu	231-995-1147		No
Elizabeth Calcutt	TART Trails Representative	TART	elizabeth@traversetrails.org			No
Chris Kushman	TART Trails Representative	TART	ckushman@traversetrails.org			No
Christine Thomas	Assistant Superintendent of Finance and Operations	TCAPS	thomasch@tcaps.net	231-933-1730		No
Camille Hoisington	Director of Ecosystem Development	Traverse Connect	Camille.Hoisington@traverseconnect.com			No
Warren Call	Executive Director	Traverse Connect	warren.call@traverseconnect.com			No

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.

TTCI Technical Committee Meeting

Thursday, August 6th, 2026 at 1:30pm

1209 S Garfield Avenue Suite C, Traverse City, MI or Via Zoom

DRAFT – MEETING MINUTES - DRAFT

Call to Order

The meeting was called to order at 1:33 p.m. on Thursday, August 6, 2026, by Chairperson Chris Elliott.

1. Introduction/Roll Call of Voting Members

A voice introduction of the membership was conducted and accepted as the official roll call for the meeting.

The following committee members were in attendance: Chris Elliott (GTCRC), Max Gierman (MDOT), Bill Clark (BATA), Steve Hannon (Garfield Township), Zach Cole (Traverse City), Claire Karner (East Bay Township), Lindsey Wolf (Acme Township), and Sarah Clarren (Elmwood Township).

Networks Northwest staff members present included Barry Hicks, Evan Willey, Cassidy Robarts, and Emma Kelly.

Additional attendees included Ben DuBois (MDOT), Neil Galehouse (GTCRC), Kyle Koblyski (MDOT), Bart Franklin (HRC), and Chris Kushman (TART).

Lynette Wolfgang (Blair Township) participated in the meeting via the online Zoom platform.

2. Approval of Agenda and Meeting Minutes for April, 2026

Elliott asked if there needed to be any changes to the agenda and/or meeting minutes for April, 2026.

Motion: Cole moved, supported by Clarren, to approve the TTCI Technical Committee Meeting Minutes for April 2nd, 2026.

Outcome: The motion was approved unanimously by a voice vote.

3. Public Comment

The floor was open for public comment; no comments were made.

4. New Business

a. TIP Amendments

Hicks presented seven TIP amendments, noting that they are primarily budget adjustments and do not affect planning or construction funding. Each agency was asked to speak to their respective items.

Bill Clark of BATA explained that the amendments would facilitate community education regarding mobility management and awareness, noting that there would be no impact on the MPO budget or existing work plans.

Ben DuBois of MDOT presented information regarding MDOT jobs, which involve FY27 pavement markings within the region and MPO boundary, as well as upcoming FY28 projects. He confirmed these replacements are part of the highway safety improvement program for trunkline roads.

Motion: Cole moved, supported by Wolf, to approve the TIP Amendments as presented and be sent on to the policy board for approval.

Outcome: The motion was approved unanimously by a voice vote.

b. By-Law Revisions

The committee noted that 9 voting members are required to pass revisions. With only 8 members present, the committee lacked a quorum for this action. The vote was postponed and tabled for the next meeting.

c. FY27 Meeting Calendar

The FY27 calendar follows the previous year's pattern. A change was requested to update the Technical Committee color and ensure the time is listed as 1:30 p.m. instead of 3:00 p.m.

Motion: Cole moved, supported by Clarren, to approve the FY27 TTCI Technical Committee calendar.

Outcome: The motion was approved unanimously by a voice vote.

5. Presentation: Pavement Surface Evaluation and Rating

Evan Willey: Intern for Networks Northwest. Presented on PASER (Pavement Surface Evaluation and Rating), highlighting its role in asset management by encouraging proactive maintenance. The system uses a simple 1-10 numerical scale to determine pavement condition, ensuring consistency across the region.

Willey discussed how agencies monitor road changes over time through yearly evaluations. He specifically noted usage trends and data collection practices within Grand Traverse County. Once collected, data is submitted to MDOT for system integration. All of the information collected can be found on the Michigan Government website.

6. Public Comment

The floor was open for public comment; no comments were made.

7. Member Comments

- Elliott requested that members introduce themselves to Neil, the newly appointed engineer at the Grand Traverse County Road Commission.
- Clarren reported that Elmwood Township is nearing full funding for its projects and is currently awaiting final approval.
- Karner announced that East Bay Township has broken ground on the Safe Routes to School project.
- Hannon reported that Garfield Township is under contract for an accessible loop project. He noted that the GTCRC is working on Franke Road and expressed appreciation for the partnership. He also mentioned that the Township is updating its Capital Improvement Program in conjunction with the road commissions.
- Wolf stated that the Taco Bell project on US-31/M-72 was approved and extended thanks to Hubbell, Roth & Clark for their support during the lengthy process.
- Hicks provided updates on the Safe Streets for All grant application, noting that coordination letters were received from Traverse City and Long Lake Township. He announced that Networks Northwest received an award for best practices in establishing the MPO at the Michigan Transportation Planning Association (MTPA) conference. He further noted that TTCI will host the 2028 MTPA conference and will require volunteers. Members were reminded to submit forms for new board appointments. Regarding the TTCI logo, Hicks suggested a redesign; the committee reached a consensus to proceed with redesign discussions. Finally, he noted that Karner will join the Michigan Association of Planning in October.

8. Next Meeting: October 1st, 2026

9. Adjourn

Meeting Adjourned at 2:08 pm.

Motion: Cole moved, supported by Clark, to adjourn the meeting.

Outcome: The motion was approved unanimously by a voice vote.

Sincerely,

Emma Kelly

Administrative Specialist, Networks Northwest



Memorandum

DATE: September 24, 2026

TO: Traverse Transportation Coordinating Initiative Technical Committee

FROM: Barry Hicks, AICP, Community & Transportation Program Manager

SUBJECT: Subject Language

The following jobs require review by the Technical Committee and approval by the Policy Board.

Cat.	Fiscal Year	Job#	Respon- sible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Fund Source	Template Name
TTCI	2027	225291	GTCRC	3 Mile Rd	Three Mile from South Airport to Vaderlip, East Bay Township	0.850	New Facilities			Transport ation Alternativ es
TTCI	2028	227338	GTCRC	3 Mile Trail	South Airport Rd and Hammond Rd, East Bay Twp, Grand Traverse	1.107	New Facilities	New Construction - Non- motorized shared-use pathway with a section of 12-foot board walk	TAUL	Transport ation Alternativ es
BATA	2027	224131	BATA	Transit Operating	Areawide	0.0	6000-Oth Prog Costs	FY27 Selection 5311/LBO – Operating Assistance	5311	Transit
BATA	2027	227147	BATA	Transit Capital	6410-5310 Projects	0.0	FY27 Section 5310 program - mobility manage ment	Pass Through Funding	5310	Transit
BATA	2027	227779	BATA	Transit Operating	Areawide	0.0	SP05- Local Bus Operating	FY27 Local Bus Operating	CTF	Transit
MDOT	2027	214656	MDOT	US-31	Westbound lanes of the US- 31/Beitner Road at the southerly M-37 Intersection (Chums Corner).	0.616	Minor Widening	Lane reconfigurati on and lane extension	NHFP	Operatio ns

Cat.	Fiscal Year	Job#	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Fund Source	Template Name
MDOT	2027	220411	MDOT	M-72	from west of Bates Road to west of Arnold Road.	0.72	Minor Widening	Widening to construct a center left turn lane.	HSIP	Traffic And Safety - Safety Programs

JN 225291 – Board Approval – Three Mile Trail Phase I.

JN 227338 – Board Approval – new construction of a non-motorized shared-use pathway with a 12-foot boardwalk section.

JN 224131 – Technical Correction – BATA for an updated project manager, work description, and budget to reflect 5311, LBO and local funds.

JN 227147 – Board Approval – BATA Transit Capital 6410-5310 Projects.

JN 227779 – Board Approval – BATA Transit Operating.

JN 214656 and JN 220411 – Administrative Modifications – change the ROW phase obligation to FY2027 to allow time for environmental consideration.

Action Requested:

Recommend the TTCI Technical Committee recommend these jobs for approval as presented to the TTCI Policy Board.

TIP Approve Type	Notes	Category	Fiscal Year	Job Type	Job#	S/TIP Status	Responsible Agency	Project Name	Primary Work Type	Phase	Fund Source	Template Name	AC/ACC	ACC Year(s)	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Total Job Cost Incl Non LAP	S/TIP Exempt
		RTF Transit Using FY25 Funding	2026	Multi-Modal	214805	Approved	Bay Area Transportation Authority	Transit Capital	SP1402-fare collection	NI	STL	Transit - STP - Rural - Flex			\$74,100	\$18,525	\$0	92,625.00	\$92,625.00	
		RTF Transit Using FY25 Funding	2026	Multi-Modal	214835	Approved	Bay Area Transportation Authority	Leelanau	SP1402-fare collection	NI	STL	Transit - STP - Rural - Flex			\$47,768	\$11,942	\$0	59,710.00	\$59,710.00	
	SUSPENDED	RTF Transit Using FY25 Funding	2026	Multi-Modal	215395	Approved	Bay Area Transportation Authority	Cass Rd	1140-Bus Support Equip / Facilities	NI	STUL	Transit - STP - Small Urban - Flex			\$46,200	\$11,550	\$0	57,750.00	\$0.00	
		RTF	2026	Multi-Modal	214807	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	STL	Transit - STP - Rural - Flex			\$72,200	\$18,050	\$0	90,250.00	\$90,250.00	
		RTF	2026	Multi-Modal	214836	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	STL	Transit - STP - Rural - Flex			\$48,900	\$12,225	\$0	61,125.00	\$61,125.00	
		RTF	2026	Local	219117	Approved	Grand Traverse County	Cedar Run Rd	Road Capital Preventive Maintenance	CON	STL	STP - Rural/Flexible			\$317,200	\$0	\$243,689	560,889.00	\$2,320,447.80	
		RTF	2027	Local	223714	Approved	Grand Traverse County	Williamsburg Rd	Road Capital Preventive Maintenance	CON	EDD	TEDF Category D			\$0	\$225,601	\$0	225,601.00	\$3,500,000.00	
		RTF	2027	Local	223714	Approved	Grand Traverse County	Williamsburg Rd	Road Capital Preventive Maintenance	CON	STL	STP - Rural/Flexible	AC	2028	\$663,300	\$0	\$1,234,299	1,897,599.00	\$3,500,000.00	
		RTF	2027	Multi-Modal	223717	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	5311	Transit - STP - Rural - Flex			\$73,700	\$18,425	\$0	92,125.00	\$92,125.00	
		RTF	2027	Multi-Modal	223718	Approved	Bay Area Transportation Authority	Leelanau	SP1101-<30 foot replacement bus with or without lift	NI	STL	Transit - STP - Rural - Flex			\$50,000	\$12,500	\$0	62,500.00	\$62,500.00	
		RTF	2027	Local	223726	Approved	Leelanau County	Lake Leelanau Dr	Reconstruction	CON	STL	STP - Rural/Flexible			\$450,000	\$0	\$100,000	550,000.00	\$550,000.00	
		RTF	2028	Local	223714	Approved	Grand Traverse County	Williamsburg Rd	Road Capital Preventive Maintenance	CON	STL	STP - Rural/Flexible	ACC	2028	\$676,800				\$3,500,000.00	
		RTF	2028	Multi-Modal	223719	Approved	Bay Area Transportation Authority	Transit Capital	1110-Bus Rolling Stock	NI	5311	Transit - STP - Rural - Flex			\$76,000	\$18,000	\$0	94,000.00	\$94,000.00	
		RTF	2028	Multi-Modal	223721	Approved	Bay Area Transportation Authority	1340 Hammond Rd. W	1110-Bus Rolling Stock	NI	5311	Transit - STP - Rural - Flex			\$51,000	\$12,750	\$0	63,750.00	\$63,750.00	
		RTF	2028	Local	223727	Approved	Leelanau County	Lake Leelanau Dr	Road Rehabilitation	CON	STL	STP - Rural/Flexible			\$459,000	\$0	\$100,000	559,000.00	\$559,000.00	
		RTF	2029	Multi-Modal	223722	Approved	Bay Area Transportation Authority	Transit Capital	1110-Bus Rolling Stock	NI	5311	Transit - STP - Rural - Flex			\$76,800	\$19,200	\$0	96,000.00	\$96,000.00	
		RTF	2029	Multi-Modal	223723	Approved	Bay Area Transportation Authority	1340 Hammond Rd. W	1110-Bus Rolling Stock	NI	5311	Transit - STP - Rural - Flex			\$52,100	\$13,025	\$0	65,125.00	\$65,125.00	
		TTCI	2026	Local	214091	Approved	Grand Traverse County	3 Mile Rd and Hammond Rd	Roadside Facilities - Improve	CON	TAUL	Transportation Alternatives			\$1,500,000	\$0	\$828,370	2,328,370.00	\$2,398,643.79	
	ABANDONED	TTCI	2026	Local	214839	Approved	Leelanau County	Lake Leelanau Dr	Road Capital Preventive Maintenance	CON	STL	STP - Rural/Flexible			\$183,100	\$0	\$45,775	228,875.00	\$0.00	
		TTCI	2026	Local	219888	Approved	Grand Traverse County	Secor Rd	Traffic Safety	CON	HSIP	Safety			\$559,271	\$0	\$62,141	621,412.00	\$793,759.79	
		TTCI	2026	Local	220615	Approved	Grand Traverse County	Beitner Rd	Bridge Replacement	CON	HIPB	Bridge			\$8,088	\$0	\$2,022	10,110.00	\$4,839,080.47	
		TTCI	2026	Local	220615	Approved	Grand Traverse County	Beitner Rd	Bridge Replacement	CON	BRT	STP - Flexible (Bridge)			\$3,511,912	\$0	\$877,978	4,389,890.00	\$4,839,080.47	
		TTCI	2026	Multi-Modal	221554	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	CRSM	Transit - CRP - Small MPO - Flex			\$126,151	\$31,538	\$0	157,689.00	\$157,689.00	
		TTCI	2026	Local	223784	Approved	Grand Traverse County	Cass Rd	Road Rehabilitation	CON	ST	Stp Flex - Small Mpo			\$46,373	\$0	\$10,283	56,656.00	\$2,236,109.20	
		TTCI	2026	Local	223784	Approved	Grand Traverse County	Cass Rd	Road Rehabilitation	CON	STUL	STP - Small MPO			\$1,046,995	\$0	\$1,181,564	2,228,559.00	\$2,236,109.20	
		TTCI	2026	Multi-Modal	224126	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	CRSM	Transit - CRP - Small MPO - Flex			\$128,674	\$32,169	\$0	160,843.00	\$160,843.00	
		TTCI	2026	Local	227259	Approved	Northeast Michigan Council of Governments	Areawide	Planning, Research & Design	NI	PL	Metropolitan Planning			\$239,529	\$0	\$53,115	292,644.00	\$292,644.00	Yes
		TTCI	2027	Local	216345	Approved	Leelanau County	Cherry Bend Rd	Reconstruction	CON	ST	Stp Flex - Small Mpo			\$48,000	\$0	\$10,644	58,644.00	\$3,569,624.00	
		TTCI	2027	Local	216345	Approved	Leelanau County	Cherry Bend Rd	Reconstruction	CON	STUL	STP - Small MPO			\$1,068,000	\$0	\$2,428,930	3,496,930.00	\$3,569,624.00	
		TTCI	2027	Multi-Modal	224133	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	CRSM	Transit - CRP - Small MPO - Flex			\$131,000	\$32,750	\$0	163,750.00	\$163,750.00	
		TTCI	2027	Local	224973	Approved	Leelanau County	Cherry Bend Rd	New Facilities	CON	TAL	Transportation Alternatives			\$979,938	\$0	\$257,484	1,237,422.00	\$2,814,154.00	
Board	PENDING	TTCI	2027	Local	225291	Pending	Grand Traverse County	3 Mile Rd	New Facilities	CON	TAL	Transportation Alternatives			\$3,000,000	\$0	\$2,363,027	5,363,027.00	\$7,016,284.00	
		TTCI	2027	Local	225465	Approved	Traverse City	S Garfield Ave	Traffic Safety	CON	HSIP	Safety			\$623,799	\$0	\$69,311	693,110.00	\$1,040,018.00	
		TTCI	2027	Local	225466	Approved	Traverse City	Hannah Ave	Traffic Safety	CON	HSIP	Safety			\$625,068	\$0	\$69,452	694,520.00	\$868,150.00	
Board	PENDING	TTCI	2027	Multi-Modal	227147	Pending	Bay Area Transportation Authority	Transit Capital	6410-5310 Projects	NI	5310	Transit			\$64,456	\$16,114	\$0	80,570.00	\$80,570.00	
		TTCI	2028	Local	219059	Approved	Traverse City	W 14th St	Road Rehabilitation	CON	ST	Stp Flex - Small Mpo			\$49,000	\$0	\$10,866	59,866.00	\$1,722,969.00	
		TTCI	2028	Local	219059	Approved	Traverse City	W 14th St	Road Rehabilitation	CON	STUL	STP - Small MPO			\$1,089,000	\$0	\$241,483	1,330,483.00	\$1,722,969.00	
		TTCI	2028	Multi-Modal	224142	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	CRSM	Transit - CRP - Small MPO - Flex			\$134,000	\$33,500	\$0	167,500.00	\$167,500.00	
Board	PENDING	TTCI	2028	Local	227338	Pending	Grand Traverse County	3 Mile Trail	New Facilities	CON	TAUL	Transportation Alternatives			\$1,026,664	\$0	\$837,914	1,864,578.00	\$2,330,723.00	
		TTCI	2029	Local	223792	Approved	Leelanau County	Cherry Bend Rd	Road Rehabilitation	CON	ST	Stp Flex - Small Mpo			\$50,000	\$0	\$11,087	61,087.00	\$2,445,603.00	
		TTCI	2029	Local	223792	Approved	Leelanau County	Cherry Bend Rd	Road Rehabilitation	CON	STUL	STP - Small MPO			\$1,111,000	\$0	\$796,613	1,907,613.00	\$2,445,603.00	
		TTCI	2029	Multi-Modal	224152	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	5339	Transit			\$125,367	\$31,342	\$0	156,709.00	\$156,709.00	
		OTHER BATA	2026	Multi-Modal	224115	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	5339	Transit			\$246,420	\$61,605	\$0	308,025.00	\$308,025.00	

TIP Approve Type	Notes	Category	Fiscal Year	Job Type	Job#	S/TIP Status	Responsible Agency	Project Name	Primary Work Type	Phase	Fund Source	Template Name	AC/ACC	ACC Year(s)	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Total Job Cost Incl Non LAP	S/TIP Exempt
		OTHER BATA	2026	Multi-Modal	224117	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	5307	Transit			\$2,604,659	\$2,604,659	\$0	5,209,318.00	\$5,209,318.00	
		OTHER BATA	2026	Multi-Modal	224123	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	5311	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	
		OTHER BATA	2026	Multi-Modal	224124	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	5311	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
		OTHER BATA	2026	Multi-Modal	224125	Approved	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	OP11	Transit			\$381,553	\$381,553	\$0	763,106.00	\$381,553.00	
		OTHER BATA	2026	Multi-Modal	224749	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	5307	Transit			\$135,879	\$135,879	\$0	271,758.00	\$271,758.00	
	ABANDONED 3/25/26	OTHER BATA	2026	Multi-Modal	224753	Pending	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	5307	Transit			\$83,519	\$83,519	\$0	167,038.00	\$0.00	
	ABANDONED 3/25/26	OTHER BATA	2026	Multi-Modal	224754	Pending	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	5339	Transit			\$125,367	\$31,342	\$0	156,709.00	\$0.00	
		OTHER BATA	2026	Multi-Modal	224856	Approved	Bay Area Transportation Authority	Transit Capital	6410-5310 Projects	NI	5310	Transit			\$76,000	\$19,000	\$0	95,000.00	\$95,000.00	
		OTHER BATA	2026	Multi-Modal	225497	Approved	Bay Area Transportation Authority	Hammond Rd W	SP05-Local Bus Operating	NI	CTF	Transit			\$0	\$4,683,916	\$0	4,683,916.00	\$4,683,916.00	Yes
		OTHER BATA	2027	Multi-Modal	224127	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	5307	Transit			\$2,000,000	\$2,000,000	\$0	4,000,000.00	\$4,000,000.00	
		OTHER BATA	2027	Multi-Modal	224128	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	5311	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	
		OTHER BATA	2027	Multi-Modal	224129	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	5311	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
Technical Correction	SUBMITTED	OTHER BATA	2027	Multi-Modal	224131	Pending	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	5311	Transit			\$279,115	\$555,316	\$716,207	1,550,638.00	\$1,550,638.00	
		OTHER BATA	2027	Multi-Modal	224132	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	5339	Transit			\$242,106	\$60,526	\$0	302,632.00	\$302,632.00	
		OTHER BATA	2028	Multi-Modal	224134	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	5307	Transit			\$2,000,000	\$2,000,000	\$0	4,000,000.00	\$4,000,000.00	
		OTHER BATA	2028	Multi-Modal	224138	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	5311	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	
		OTHER BATA	2028	Multi-Modal	224139	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	5311	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
		OTHER BATA	2028	Multi-Modal	224141	Approved	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	5311	Transit			\$256,147	\$256,147	\$0	512,294.00	\$512,294.00	
		OTHER BATA	2028	Multi-Modal	224758	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	5339	Transit			\$125,367	\$31,342	\$0	156,709.00	\$156,709.00	
		OTHER BATA	2029	Multi-Modal	224143	Approved	Bay Area Transportation Authority	Transit Operating	3000-Operating Assistance	NI	5307	Transit			\$2,000,000	\$2,000,000	\$0	4,000,000.00	\$4,000,000.00	
		OTHER BATA	2029	Multi-Modal	224144	Approved	Bay Area Transportation Authority	Transit Capital	6460-JARC Projects	NI	5311	Transit			\$64,455	\$16,114	\$0	80,569.00	\$80,569.00	
		OTHER BATA	2029	Multi-Modal	224146	Approved	Bay Area Transportation Authority	Transit Operating	6460-JARC Projects	NI	5311	Transit			\$40,285	\$40,285	\$0	80,570.00	\$80,570.00	
		OTHER BATA	2029	Multi-Modal	224148	Approved	Bay Area Transportation Authority	Transit Operating	6000-Oth Prog Costs	NI	5311	Transit			\$256,147	\$256,147	\$0	512,294.00	\$512,294.00	
		OTHER BATA	2029	Multi-Modal	224154	Approved	Bay Area Transportation Authority	Transit Capital	SP1101-<30 foot replacement bus with or without lift	NI	CRSM	Transit - CRP - Small MPO - Flex			\$137,000	\$34,250	\$0	171,250.00	\$171,250.00	
Board	NEW	OTHER BATA	2027	Multi-Modal	227779	Approved	Bay Area Transportation Authority	Transit Operating	SP05-Local Bus Operating	NI	CTF	Transit			\$0	\$4,344,865	\$0	4,344,865.00	\$4,344,865.00	Yes
	ABANDONED	MDOT	2026	Trunkline	210775	Approved	MDOT	US-31	Minor Widening	CON	NHFP	Operations			\$1,590,165	\$352,614	\$0	1,942,779.00	\$137,334.15	
		MDOT	2026	Trunkline	214656	Approved	MDOT	US-31	Minor Widening	PE	M	Operations			\$0	\$33,000	\$0	33,000.00	\$814,251.00	Yes
Board	PENDING	MDOT	2026	Trunkline	220411	Approved	MDOT	M-72	Minor Widening	PE	HSIP	Traffic And Safety - Safety Programs			\$136,733	\$15,193	\$0	151,926.00	\$1,477,975.00	
		MDOT	2026	Trunkline	225106	Approved	MDOT	US-31	Road Capital Preventive Maintenance	PE	ST	Road - Capital Preventive Maintenance			\$43,381	\$9,620	\$0	53,001.00	\$2,013,000.00	
		MDOT	2026	Trunkline	225108	Approved	MDOT	M-37	Road Capital Preventive Maintenance	PE	ST	Road - Capital Preventive Maintenance			\$4,093	\$908	\$0	5,001.00	\$626,000.00	
		MDOT	2026	Local	226416	Approved	Region Wide	Areawide	Bridge Miscellaneous	OPS	ST	STP - Rural/Flexible			\$95,355	\$0	\$21,145	116,500.00	\$116,500.00	
		MDOT	2026	Trunkline	226439	Approved	MDOT	Various Locations- Traverse City TSC	Road Capital Preventive Maintenance	PE	ST	Road - Capital Preventive Maintenance			\$0	\$0	\$0	0	\$892,410.37	
		MDOT	2026	Trunkline	226439	Approved	MDOT	Various Locations- Traverse City TSC	Road Capital Preventive Maintenance	CON	ST	Road - Capital Preventive Maintenance			\$0	\$0	\$0	0	\$892,410.37	
		MDOT	2027	Trunkline	213378	Pending	MDOT	Regionwide	Traffic Safety	CON	HSIP	Traffic And Safety - Pavement Markings			\$4,500	\$500	\$0	5,000.00	\$40,000.00	
Admin Approval	PENDING	MDOT	2027	Trunkline	214656	Pending	MDOT	US-31	Minor Widening	ROW	NHFP	Operations			\$8,185	\$1,815	\$0	10,000.00	\$814,251.00	
Admin Approval	PENDING	MDOT	2027	Trunkline	220411	Pending	MDOT	M-72	Minor Widening	ROW	HSIP	Traffic And Safety - Safety Programs			\$9,000	\$1,000	\$0	10,000.00	\$1,477,975.00	
Admin Approval	PENDING	MDOT	2027	Trunkline	220411	Pending	MDOT	M-72	Minor Widening	CON	HSIP	Traffic And Safety - Safety Programs			\$1,184,444	\$131,605	\$0	1,316,049.00	\$1,477,975.00	
		MDOT	2027	Trunkline	226398	Pending	MDOT	Regionwide	Traffic Safety	PE	HSIP	Traffic And Safety - Pavement Markings			\$2,250	\$250	\$0	2,500.00	\$4,560,000.00	
		MDOT	2027	Trunkline	226398	Pending	MDOT	Regionwide	Traffic Safety	CON	HSIP,VRU	Traffic And Safety - Pavement Markings			\$510,750	\$56,750	\$0	567,500.00	\$4,560,000.00	
		MDOT	2028	Trunkline	214656	Approved	MDOT	US-31	Minor Widening	CON	NHFP	Operations			\$417,640	\$92,611	\$0	510,251.00	\$814,251.00	
		MDOT	2028	Trunkline	225106	Approved	MDOT	US-31	Road Capital Preventive Maintenance	CON	ST	Road - Capital Preventive Maintenance			\$1,604,261	\$355,741	\$0	1,960,002.00	\$2,013,000.00	
		MDOT	2028	Trunkline	225108	Approved	MDOT	M-37	Road Capital Preventive Maintenance	CON	ST	Road - Capital Preventive Maintenance			\$508,289	\$112,712	\$0	621,001.00	\$626,000.00	
		MDOT	2028	Trunkline	227212	Pending	MDOT	Regionwide	Traffic Safety	PE	HSIP	Traffic And Safety - Pavement Markings			\$2,250	\$250	\$0	2,500.00	\$4,560,000.00	

TIP Approve Type	Notes	Category	Fiscal Year	Job Type	Job#	S/TIP Status	Responsible Agency	Project Name	Primary Work Type	Phase	Fund Source	Template Name	AC/ACC	ACC Year(s)	Fed Estimated Amount	State Estimated Amount	Local Estimated Amount	Total Estimated Amount	Total Job Cost Incl Non LAP	S/TIP Exempt
		MDOT	2028	Trunkline	227212	Pending	MDOT	Regionwide	Traffic Safety	CON	HSIP,VRU	Traffic And Safety - Pavement Markings			\$510,750	\$56,750	\$0	567,500.00	\$4,560,000.00	
		MDOT	2028	Trunkline	227223	Pending	MDOT	Regionwide	Traffic Safety	CON	HSIP	Traffic And Safety - Pavement Markings			\$4,500	\$500	\$0	5,000.00	\$40,000.00	
		MDOT	2029	Trunkline	213968	Approved	MDOT	Old 55	Traffic Safety	CON	STG	Traffic And Safety - Signs			\$28,750	\$0	\$0	28,750.00	\$76,500.00	
	SUSPENDED	MDOT	2029	Trunkline	214786	Approved	MDOT	M-72	Reconstruction	CON	NH	Road - Rehabilitation and Reconstruction			\$3,233,075	\$716,925	\$0	3,950,000.00	\$300,000.00	



Memorandum

DATE: March 25, 2026

TO: Traverse Transportation Coordinating Initiative Technical Committee

FROM: Barry Hicks, AICP, MPO Program Manager

SUBJECT: By-Law Revisions

The attached revisions to the TTCI Technical Committee Bylaws are intended to clarify committee operations, modernize officer elections, and align key governance provisions with the recently updated TTCI Policy Board Bylaws. These changes improve consistency, continuity, and clarity while preserving the Technical Committee's advisory role.

These updates reflect current best practices and provide clearer guidance for committee members and staff. They ensure meetings can proceed smoothly, clarify roles and responsibilities, and maintain consistency with the Policy Board bylaws, while preserving the Technical Committee's advisory function.

Summary of Changes

1. Clarified Use of Alternates
 - Each participating entity may designate one optional alternate.
 - Alternates may vote only when serving in place of the primary representative.
 - Alternates do not automatically assume officer roles or preside over meetings.
2. Updated Officer Election Schedule
 - Officer elections will occur every other year in odd-numbered years.
 - Elections may be held at any meeting between October and December, or as soon thereafter as practicable.
 - This aligns the Technical Committee election cycle with the Policy Board.
3. Streamlined Nomination and Election Process
 - Any voting member may nominate themselves or another eligible member.
 - Officers may be elected individually or as a group (slate) by majority vote.
 - The former nominating committee process has been removed.
4. Two-Year Officer Terms
 - Officers will serve two-year terms, with no limit on re-election.
 - This change promotes continuity and reduces the need for annual officer elections.
5. Clear Process for Mid-Term Vacancies
 - If an officer position becomes vacant, a special election will be held at the next regular or special meeting.
 - The newly elected officer will serve the remainder of the unexpired term.

6. Clarified Succession and Meeting Facilitation

- A clear order of succession is established for presiding over meetings: Chair → Vice-Chair → Secretary → Treasurer
- Officers may temporarily defer presiding duties for a meeting without relinquishing their other responsibilities.
- If all officers are absent or defer, TTCI staff will open the meeting solely to facilitate a vote to select a committee member to preside for that meeting.
- The selected member must be approved by a majority vote and will serve with the authority of the Chair for that meeting only.

7. Amendment Procedure Clarification

- Clarifies the notice and voting requirements for future bylaw amendments, including timelines for filing proposed changes with the Secretary and distribution to Technical Committee members prior to action.

Action Requested:

To adopt the revised TTCI Technical Committee Bylaws by resolution, as presented. Upon adoption, the revised bylaws will supersede and replace all prior versions of the Technical Committee bylaws and take effect immediately.

Attached: TTCI Marked-Up Copy of the Technical Committee By-laws
 TTCI Clean Copy of the Technical Committee By-Laws
 Resolution to Adopt Revised Technical Committee By-Laws

TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
TECHNICAL COMMITTEE BYLAWS

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be the Traverse Transportation Coordinating Initiative Technical Committee, a sub-committee organized and appointed as an advisory body to the TTCI Policy Board formed as an Inter-municipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI TECH.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI TECH is established to provide a coordinated advisory body to the TTCI Policy Board. TTCI TECH shall advise on the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City-Garfield Urbanized Area. TTCI TECH shall constitute the forum for a cooperative transportation advisory committee, comprised of professional staff of the general purpose local governments and representatives of transportation based agencies who are eligible members of the TTCI Policy Board as defined within “**THE AGREEMENT**”, which is outlined in Article III. Other ancillary organizations referred to as non-eligible members are invited to participate in the TTCI TECH meetings and processes as non-voting advisors.

Section 2. Responsibility. TTCI TECH shall advise on the development of transportation plans and programs for the Greater Traverse Area, in coordination with local, county, regional, and state plans and programs. The Traverse City-Garfield Urbanized Area is defined by the US Census Bureau. The Metropolitan Planning Area (MPA) of TTCI shall encompass the local civil divisions of the City of Traverse City, the Charter Townships of Garfield, Elmwood, East Bay, Long Lake and the General Law Townships of Acme, Peninsula, Blair, Bingham, Green Lake and Whitewater.

Section 3. Objectives.

- a) Advise on a transportation planning process and improvement plan for the Metropolitan Planning Area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Advise on system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Advise for Integration and coordination of transportation plans and programs with existing and future plans and programs within the region, as defined by the State of Michigan, and the Michigan Department of Transportation.
- d) Advise and recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Advise for the maintenance and continuously updated pertinent

- information about the area's transportation systems.
- f) Advise and assist local and state implementation agencies in developing transportation projects. Collaborate with local, regional, state, and federal transportation planning agencies in developing transportation plans and projects.
- g) Advise for the operation of the urbanized area transportation planning program in a responsible and efficient manner.
- h) Support and encourage public involvement in TTCI's transportation planning activities.
- i) Support the solicitation and acceptance of appropriate gifts and grants which will assist in the accomplishment of TTCI objectives.

ARTICLE III. MEMBERSHIP

Section 1. General. Voting membership shall consist of the municipalities and entities which are listed in Section 4 and which execute the “*Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement for Participants of Metropolitan Planning Organization*” hereafter referred to as **“THE AGREEMENT”**. Each eligible voting member shall be entitled to a single vote on the TTCI TECH. A primary representative, and an optional alternate representative. ~~A primary and alternate representative~~ shall be appointed to TTCI TECH as hereinafter provided. All affairs of TTCI TECH shall be directed by the TTCI Policy Board, with staffing to TTCI TECH served by Networks Northwest. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall have voting privileges stricken until such time as the sponsoring agency is in good standing from the delinquencies outlined above.

Section 2. New Voting Members. New voting members may be added to TTCI TECH following the procedures outlined in **THE AGREEMENT** Article XI, for the addition of eligible entities to the TTCI Policy Board, with appointment to TTCI TECH as outlined within these bylaws.

Section 3. Withdrawal of Members. Any eligible entity which withdraws from the TTCI Policy Board shall have its voting membership withdrawn from the TTCI TECH.

Section 4. Voting Members. Voting members shall consist of one member from each of the following:

- City of Traverse City (G.T. County)
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau County)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Bingham Township (Leelanau County)
- Blair Township (G.T. County)
- Peninsula Township (G.T. County)
- Green Lake Township (G.T. County)

Charter Township of Long Lake (G.T. County)
Grand Traverse County Board of Commissioners
Leelanau County Board of Commissioners
Leelanau County Road Commission
Grand Traverse County Road Commission
Michigan Department of Transportation
Bay Area Transportation Authority

Section 5. Designation of Voting Member Representatives and Alternates.

Membership on the TTCI TECH shall consist of one (1) individual from each participating eligible entity, ~~whom~~ who is designated by the respective entities governing body to serve as their representative. Representatives may be professional staff, members of the governing board, executive staff, or their designee. Eligible entities may designate one (1) alternate representative to serve in the absence of the primary representative. Designation of an alternate is optional. When serving in the absence of the primary representative, an alternate shall have the same voting rights and responsibilities as the primary representative for the duration of the meeting. Designations of primary representatives and alternates, if any, shall be made in writing and by name and submitted to TTCI staff. Changes to designations may be made at any time. Eligible entities shall appoint one (1) primary member to the TTCI TECH 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 last meeting prior to the end of the TTCI Fiscal Year and as otherwise outlined for replacement. 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.

Section 6. Non-Voting Members.

Non-Voting Membership is extended to any organization which utilizes, is impacted by, advocates for or against, or otherwise is integrated into the processes or outcomes of the TTCI MPO. There is no cap on participation of non-voting members.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI TECH shall have an ~~executive-Executive committee-Committee~~ of officers to consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. TTCI TECH ~~executive-Executive committee-Committee~~ members shall be eligible voting members and shall have served on TTCI TECH for a minimum of one (1) year in order to be elected to the ~~executive-Executive committee-Committee~~. The four-member TTCI TECH Executive Committee shall have at least one representative from the City, County or Township, plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the TTCI TECH meeting agenda, preside at all meetings, and perform such other duties as may be delegated by the TTCI Policy Board. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all sub-committees of TTCI TECH.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside at meetings in

the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the Board.

Section 4. Duties of the Secretary. The Secretary shall keep a record of all meetings of the TTCI TECH; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI TECH of all meetings; and provide agendas for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI TECH, provide periodic financial reports to the TTCI TECH, and generally perform the traditional duties of this office.

Section 6. Delegation of Duties. The duties of the Secretary and/or Treasurer may be delegated to the TTCI Professional Staff assigned from Networks Northwest, or another appropriate individual. The secretarial and financial duties may be delegated separately or together and may be delegated to different individuals.

Section 7. Nomination of Officers. ~~Any voting member may nominate themselves or another eligible voting member for any officer position. Nominations may be made from the floor during the election meeting. The Chairperson shall call for the nomination of officers at the first meeting of the Fiscal Year or as soon as possible thereafter. Nominations for all officers may be presented from the floor with the consent of the nominee.~~

Section 8. Election of Officers. ~~Elections for officers shall be held in odd-numbered years at any meeting between October and December, or as soon thereafter as practicable. Officers shall assume their duties at the next regular or special meeting following their election. Election of officers of the TTCI shall be at the first meeting of each Fiscal Year or as soon as possible thereafter.~~

Section 9. Election Procedure. ~~Elections shall be conducted by a simple majority vote of the members present. The Technical Committee may elect officers either individually or collectively. Individual elections shall be conducted separately for each officer position. Collective elections may include more than one officer position, up to and including all officer positions, and shall be decided by a single vote of the members present.~~

Section ~~9~~10. Terms of Office. ~~Officers shall serve a term of two (2) calendar years, or until their successors are elected. Officers may serve successive terms without limitation. The terms of office shall be for the Fiscal Year in which the officer is elected or until a successor is elected.~~

Section ~~10~~11. Vacancy of Office Mid-Term Vacancies. ~~In the event that an officer position becomes vacant before the end of its term, a special election shall be held at any regular or special meeting to fill the vacancy. The newly elected officer shall serve the remainder of the unexpired term and shall assume their duties immediately upon election. If a vacancy occurs in any office during the year, the TTCI TECH may fill the vacancy at any regular meeting by a simple majority vote of those eligible voting representatives present. Appointments made to fill vacancies shall fill the remaining term of the vacancy.~~

Section 12. Temporary Service by Officers and Alternates.

A. The following order of succession shall apply for presiding over meetings and exercising the authority of the Chairperson:

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Secretary
- 4) Treasurer

B. Officer Absence or Deferral.

- 1) If the Chairperson is absent or defers, the Vice-Chairperson shall preside.
- 2) If the Vice-Chairperson is absent or defers, the Secretary shall preside.
- 3) If the Secretary is absent or defers, the Treasurer shall preside.

Such deferral applies only to presiding responsibilities and does not relieve the officer of any other duties of their office, unless otherwise delegated in accordance with these bylaws.

A.C. All Officers Absent or Deferred. If all officers are absent or have deferred, TTCI staff shall open the meeting for the sole purpose of conducting a vote among the members present to select a Technical Committee member to preside over the meeting. The selected member must be approved by a majority vote of the members present and shall serve with the same authority as the Chairperson for the duration of the meeting.

D. Alternate. Alternates shall not automatically serve in an officer role and may only preside over a meeting if selected by majority vote in accordance with this section.

ARTICLE V. STAFFING

Section 1. Personnel. The TTCI Policy Board contracts with Networks Northwest to coordinate and conduct administration and staffing relating to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan approved by the Policy Board, which includes staffing support for TTCI TECH.

Section 2. Other Agencies. TTCI TECH with the TTCI Policy Board approval 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 VI. SUBCOMMITTEES/SPECIAL TOPIC GROUPS/TASK FORCES

Section 1. Establishing Subcommittees, Special Topic Groups, and Task Forces. TTCI TECH as supported and not in conflict with the TTCI Policy, may establish subcommittees, special topic groups and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives, or to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the TTCI TECH shall be established at the first meeting of the fiscal year of the TTCI Policy Board. These meetings shall take place at a time and location established by the TTCI TECH.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the TTCI TECH, or upon written request to the Chairperson by three (3) or more TTCI TECH members. Special meeting shall be noticed at least 18 hours prior to the Special Meeting.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Committee; all attempts shall be made to accommodate meeting substitutions when the fiscal year calendar of meetings is set. A cancellation or change in the date of a scheduled meeting shall be communicated to the representatives as promptly as possible.

Section 4. Open Meetings. All Board meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act."

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, shall be provided to the Committee members and posted to the general public no later than five (5) days prior to the meeting.

Section 6. Agendas. An agenda shall be provided to Committee members no later than five (5) days prior to all regular meetings. Where practical, an agenda will also be emailed for special meetings. The Chairperson has the responsibility of determining the agenda.

ARTICLE VIII. RULES

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

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 (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department

of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose eligible entity membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these bylaws, 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 IX. UNIFIED WORK PLAN.

Section 1. Unified Work Plan. TTCI shall undertake the development of an annual Unified Work Plan (UWP) in accordance with the requirements of State and Federal Agencies. The TTCI TECH shall work with staff as directed by the TTCI Policy Board to develop the UWP. TTCI TECH shall recommend approval of the DRAFT UWP to the TTCI Policy Board, and TTCI Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 2. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 3. Code of Conduct. The TTCI TECH shall follow the TTCI Policy Board written Code of Conduct which shall govern the participation of its members, officers, agents and employees engaged in the award and administration of all contracts

ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the TTCI TECH by at least two-thirds vote of the representatives of the voting members that are present at such meeting, each having one (1) vote for the purpose of Bylaw amendment. The amended Bylaws shall go into effect at the time of action, or at any time set by TTCI TECH within the motion of approval. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days~~presented to the TTCI TECH six (6) 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 receive their notices at least five (5) days prior to such meeting.~~

Section 2. Continuation and/or Conflict. The Bylaws will remain in full force and effect until such time as amendments are made and approved or until it may be determined the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by the TTCI Technical Committee on 12/14/2023~~December 14, 2023~~
Amended by the TTCI Technical Committee on February 5, 2026

TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
TECHNICAL COMMITTEE BYLAWS

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be the Traverse Transportation Coordinating Initiative Technical Committee, a sub-committee organized and appointed as an advisory body to the TTCI Policy Board formed as an Inter-municipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI TECH.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI TECH is established to provide a coordinated advisory body to the TTCI Policy Board. TTCI TECH shall advise on the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City-Garfield Urbanized Area. TTCI TECH shall constitute the forum for a cooperative transportation advisory committee, comprised of professional staff of the general purpose local governments and representatives of transportation based agencies who are eligible members of the TTCI Policy Board as defined within “**THE AGREEMENT**”, which is outlined in Article III. Other ancillary organizations referred to as non-eligible members are invited to participate in the TTCI TECH meetings and processes as non-voting advisors.

Section 2. Responsibility. TTCI TECH shall advise on the development of transportation plans and programs for the Greater Traverse Area, in coordination with local, county, regional, and state plans and programs. The Traverse City-Garfield Urbanized Area is defined by the US Census Bureau. The Metropolitan Planning Area (MPA) of TTCI shall encompass the local civil divisions of the City of Traverse City, the Charter Townships of Garfield, Elmwood, East Bay, Long Lake and the General Law Townships of Acme, Peninsula, Blair, Bingham, Green Lake and Whitewater.

Section 3. Objectives.

- a) Advise on a transportation planning process and improvement plan for the Metropolitan Planning Area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Advise on system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Advise for Integration and coordination of transportation plans and programs with existing and future plans and programs within the region, as defined by the State of Michigan, and the Michigan Department of Transportation.
- d) Advise and recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Advise for the maintenance and continuously updated pertinent

- information about the area's transportation systems.
- f) Advise and assist local and state implementation agencies in developing transportation projects. Collaborate with local, regional, state, and federal transportation planning agencies in developing transportation plans and projects.
- g) Advise for the operation of the urbanized area transportation planning program in a responsible and efficient manner.
- h) Support and encourage public involvement in TTCI's transportation planning activities.
- i) Support the solicitation and acceptance of appropriate gifts and grants which will assist in the accomplishment of TTCI objectives.

ARTICLE III. MEMBERSHIP

Section 1. General. Voting membership shall consist of the municipalities and entities which are listed in Section 4 and which execute the *“Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement for Participants of Metropolitan Planning Organization”* hereafter referred to as **“THE AGREEMENT”**. Each eligible voting member shall be entitled to a single vote on the TTCI TECH. A primary representative, and an optional alternate representative, shall be appointed to TTCI TECH as hereinafter provided. All affairs of TTCI TECH shall be directed by the TTCI Policy Board, with staffing to TTCI TECH served by Networks Northwest. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall have voting privileges stricken until such time as the sponsoring agency is in good standing from the delinquencies outlined above.

Section 2. New Voting Members. New voting members may be added to TTCI TECH following the procedures outlined in **THE AGREEMENT** Article XI, for the addition of eligible entities to the TTCI Policy Board, with appointment to TTCI TECH as outlined within these bylaws.

Section 3. Withdrawal of Members. Any eligible entity which withdraws from the TTCI Policy Board shall have its voting membership withdrawn from the TTCI TECH.

Section 4. Voting Members. Voting members shall consist of one member from each of the following:

- City of Traverse City (G.T. County)
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau County)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Bingham Township (Leelanau County)
- Blair Township (G.T. County)
- Peninsula Township (G.T. County)
- Green Lake Township (G.T. County)

Charter Township of Long Lake (G.T. County)
Grand Traverse County Board of Commissioners
Leelanau County Board of Commissioners
Leelanau County Road Commission
Grand Traverse County Road Commission
Michigan Department of Transportation
Bay Area Transportation Authority

Section 5. Designation of Voting Member Representatives and Alternates.

Membership on the TTCI TECH shall consist of one (1) individual from each participating eligible entity, who is designated by the respective entities governing body to serve as their representative. Representatives may be professional staff, members of the governing board, executive staff, or their designee. Eligible entities may designate one (1) alternate representative to serve in the absence of the primary representative. Designation of an alternate is optional. When serving in the absence of the primary representative, an alternate shall have the same voting rights and responsibilities as the primary representative for the duration of the meeting. Designations of primary representatives and alternates, if any, shall be made in writing and by name and submitted to TTCI staff. Changes to designations may be made at any time.

Section 6. Non-Voting Members.

Non-Voting Membership is extended to any organization which utilizes, is impacted by, advocates for or against, or otherwise is integrated into the processes or outcomes of the TTCI MPO. There is no cap on participation of non-voting members.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI TECH shall have an Executive Committee of officers to consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. TTCI TECH Executive Committee members shall be eligible voting members and shall have served on TTCI TECH for a minimum of one (1) year in order to be elected to the Executive Committee. The four-member TTCI TECH Executive Committee shall have at least one representative from the City, County or Township, plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the TTCI TECH meeting agenda, preside at all meetings, and perform such other duties as may be delegated by the TTCI Policy Board. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all sub-committees of TTCI TECH.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the Board.

Section 4. Duties of the Secretary. The Secretary shall keep a record of all meetings of the TTCI TECH; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI TECH of all meetings; and provide agendas for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI TECH, provide periodic financial reports to the TTCI TECH, and generally perform the traditional duties of this office.

Section 6. Delegation of Duties. The duties of the Secretary and/or Treasurer may be delegated to the TTCI Professional Staff assigned from Networks Northwest, or another appropriate individual. The secretarial and financial duties may be delegated separately or together and may be delegated to different individuals.

Section 7. Nomination of Officers. Any voting member may nominate themselves or another eligible voting member for any officer position. Nominations may be made from the floor during the election meeting.

Section 8. Election of Officers. Elections for officers shall be held in odd-numbered years at any meeting between October and December, or as soon thereafter as practicable. Officers shall assume their duties at the next regular or special meeting following their election.

Section 9. Election Procedure. Elections shall be conducted by a simple majority vote of the members present. The Technical Committee may elect officers either individually or collectively. Individual elections shall be conducted separately for each officer position. Collective elections may include more than one officer position, up to and including all officer positions, and shall be decided by a single vote of the members present.

Section 10. Terms of Office. Officers shall serve a term of two (2) calendar years, or until their successors are elected. Officers may serve successive terms without limitation.

Section 11. Mid-Term Vacancies. In the event that an officer position becomes vacant before the end of its term, a special election shall be held at any regular or special meeting to fill the vacancy. The newly elected officer shall serve the remainder of the unexpired term and shall assume their duties immediately upon election.

Section 12. Temporary Service by Officers and Alternates.

A. The following order of succession shall apply for presiding over meetings and exercising the authority of the Chairperson:

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Secretary
- 4) Treasurer

B. Officer Absence or Deferral.

- 1) If the Chairperson is absent or defers, the Vice-Chairperson shall preside.
- 2) If the Vice-Chairperson is absent or defers, the Secretary shall preside.
- 3) If the Secretary is absent or defers, the Treasurer shall preside.

Such deferral applies only to presiding responsibilities and does not relieve the officer of any other duties of their office, unless otherwise delegated in accordance with these bylaws.

- C. All Officers Absent or Deferred. If all officers are absent or have deferred, TTCI staff shall open the meeting for the sole purpose of conducting a vote among the members present to select a Technical Committee member to preside over the meeting. The selected member must be approved by a majority vote of the members present and shall serve with the same authority as the Chairperson for the duration of the meeting.
- D. Alternate. Alternates shall not automatically serve in an officer role and may only preside over a meeting if selected by majority vote in accordance with this section.

ARTICLE V. STAFFING

Section 1. Personnel. The TTCI Policy Board contracts with Networks Northwest to coordinate and conduct administration and staffing relating to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan approved by the Policy Board, which includes staffing support for TTCI TECH.

Section 2. Other Agencies. TTCI TECH with the TTCI Policy Board approval 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 VI. SUBCOMMITTEES/SPECIAL TOPIC GROUPS/TASK FORCES

Section 1. Establishing Subcommittees, Special Topic Groups, and Task Forces. TTCI TECH as supported and not in conflict with the TTCI Policy, may establish subcommittees, special topic groups and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives, or to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the TTCI TECH shall be established at the first meeting of the fiscal year of the TTCI Policy Board. These meetings shall take place at a time and location established by the TTCI TECH.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the TTCI TECH, or upon written request to the Chairperson by three (3) or more TTCI TECH members. Special meeting shall be noticed at least 18 hours prior to the Special Meeting.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Committee; all attempts shall be made to accommodate meeting substitutions when the fiscal year calendar of meetings is set. A cancellation or change in the date of a scheduled meeting shall be communicated to the representatives as promptly as possible.

Section 4. Open Meetings. All Board meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act."

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, shall be provided to the Committee members and posted to the general public no later than five (5) days prior to the meeting.

Section 6. Agendas. An agenda shall be provided to Committee members no later than five (5) days prior to all regular meetings. Where practical, an agenda will also be emailed for special meetings. The Chairperson has the responsibility of determining the agenda.

ARTICLE VIII. RULES

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

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 (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose eligible entity membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these bylaws, 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 IX. UNIFIED WORK PLAN

Section 1. Unified Work Plan. TTCI shall undertake the development of an annual Unified Work Plan (UWP) in accordance with the requirements of State and Federal Agencies. The TTCI TECH shall work with staff as directed by the TTCI Policy Board to develop the UWP. TTCI TECH shall recommend approval of the DRAFT UWP to the TTCI Policy Board, and TTCI Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 2. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 3. Code of Conduct. The TTCI TECH shall follow the TTCI Policy Board written Code of Conduct which shall govern the participation of its members, officers, agents and employees engaged in the award and administration of all contracts.

ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the TTCI TECH by at least two-thirds vote of the representatives of the voting members that are present at such meeting, each having one (1) vote for the purpose of Bylaw amendment. The amended Bylaws shall go into effect at the time of action, or at any time set by TTCI TECH within the motion of approval. A copy of the proposed changes shall be presented to the TTCI TECH six (6) days prior to the meeting where such action is proposed to be taken, along with written notice of the time and place of such meeting.

Section 2. Continuation and/or Conflict. The Bylaws will remain in full force and effect until such time as amendments are made and approved or until it may be determined the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by the TTCI Technical Committee on December 14, 2023

Amended by the TTCI Technical Committee on February 5, 2026

Resolution Adopting Revised Technical Committee Bylaws of the Traverse Transportation Coordinating Initiative

WHEREAS, the Traverse Transportation Coordinating Initiative (TTCI) Technical Committee operates pursuant to adopted bylaws governing its organization, membership, and officer structure; and

WHEREAS, the Technical Committee has reviewed proposed revisions to its bylaws intended to clarify the designation and role of alternates, modernize officer nomination and election procedures, establish a biennial election cycle, clarify officer succession and meeting facilitation, and improve overall administrative clarity and continuity; and

WHEREAS, the proposed revisions align the Technical Committee bylaws with recently updated TTCI Policy Board bylaws while preserving the Technical Committee's advisory role; and

WHEREAS, the revised bylaws have been reviewed by the Technical Committee and found to be in the best interest of TTCI and its member jurisdictions;

NOW, THEREFORE, BE IT RESOLVED, that the TTCI Technical Committee hereby adopts the Revised TTCI Technical Committee Bylaws, dated April 2, 2026, as attached to and incorporated into this resolution by reference.

BE IT FURTHER RESOLVED, that upon adoption, the revised bylaws shall supersede and replace all prior versions of the TTCI Technical Committee bylaws.

BE IT FURTHER RESOLVED, that the revised bylaws shall take effect immediately upon adoption, except that any officer terms, elections, or procedures already in progress at the time of adoption shall continue in accordance with the bylaws in effect at the time such actions commenced, unless otherwise determined by the Technical Committee.

BE IT FURTHER RESOLVED, that TTCI staff are authorized and directed to distribute the adopted bylaws to Technical Committee members, update official records, and post the revised bylaws as appropriate.

Adopted this 2nd day of April, 2026 at a regular meeting of the TTCI Technical Committee held in Traverse City, Michigan.

John Sych, Chair
Traverse Transportation Coordinating Initiative Technical Committee

Date