



600 E Front Street, Suite 104, PO Box 506
Traverse City MI 49685-0506
(231) 929-5000 • 1-800-692-7774 • FAX (231) 929-5012
www.traversetransportation.org



The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

**TTCI Board Special Meeting
December 11th, 2023 @ 3pm**

In person at Michigan Works - 1209 S Garfield Avenue Suite C, Traverse City, MI

Call Meeting to Order

- A. Introduction of Eligible Members, Staff and Advisors**
- B. Approval of the Agenda**
- C. Approval of Minutes from 11/7/2023 (Attached pages 2-5) (ACTION REQUESTED)**
- D. Conflict of Interest Disclosure**
- E. Public Comment**
- F. New Business**
 - a. Recommendation from TTCI Executive Committee to offer MPO Program Manager Position to Mr. Barry Hicks (see attached application materials pages 6-11) **(ACTION REQUESTED)**
- G. Board Members Comments**
- H. Public Comments**
- I. Adjourn**

Traverse Transportation Coordinating Initiative (TTCI)

The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

Tuesday, November 7th, 2023 @ 3pm
1209 S Garfield Avenue Suite C, Traverse City, MI

Draft - MEETING MINUTES - Draft

Call to Order

Chair K. Dunham called the meeting to order at 3:06 pm on Tuesday November 7th, 2023.

Roll Call

Board Present

Mark Wilson (Traverse City),
Kelly Dunham (BATA),
Chuck Korn (Garfield Charter Twp.),
Brad Jewett (GTC).
Beth Friend - (East Bay Charter Twp.),
Brendan Mullane - (Leelanau County RC),
Doug White (Acme Twp.),
Don Mayle (MDOT),
Ron Lemcool (Long Lake Charter Twp.),
Andy Marek (Green Lake Twp.-virtual),
Jenn Cram - (Peninsula Twp.-alternate),
Isaiah Wunsch (Penninsula Twp.),
Midge Werner (Bingham Twp.),
Nicole Blonshine (Blair Twp.),
Haider Kazim (GTRC),
Criag Brown (LCRC-alternate),
Wayne Schoonover (GTCRC -alternate),
Leslie Sickterman (Long Lake Twp. -alternate),
Steve Brock (Traverse City -alternate),
Lynette Wolfgang (Blair Township –alternate),
Steve Patmore (Bingham Twp.-alternate)

Others present

Rob Carson (NN),
Isha Pithwa (NN),
Warren Call (Traverse Connect-virtual),
Carolyn Ulstad (Groundwork)
Alex Simonetti (MDOT),
Dan Wagner (MDOT)

Agenda

Chair Dunham asked if there needed to be any changes to the agenda. No changes were stated.

Chair Kelly Dunham asked if there was any changes to the agenda. No changes were stated.

Motion by Steve Brock supported by Andy Marek to approve the agenda as presented. Motion carried unanimously

Approval of Minutes from 2/23/2023

Chair Dunham asked if there needed to be any changes to the meeting minutes. No changes were stated.

Motion by Chuck Korn supported by Brendan Mullane to approve the agenda as presented.

Motion carried unanimously

Conflict of Interest

No conflicts stated.

Public Comment

None.

1. New Business

a. Approval of DRAFT ACUB Map for MDOT by Statement of Agreement.

Discussion: Rob Carson explained Adjusted Census Urbanized Boundary that occurs after every decennial census where urbanized area boundaries are smoothed based upon rigid structure of boundaries of census block groups for which an eligible roadway to be included within or not for the (ACUB) urbanized area. The process had been completed during the technical committee meeting on Oct 19 with four different breakout groups at the meeting reviewing the provided maps. All comments were then included in one map at the conclusion and achieved the recommending consensus of technical committee for the boundary. Rob asked the present committee to review the maps and asked for approval of the draft boundary and if there are any changes. Post this the MDOT staff will digital boundary in GIS and provide with the amount of road miles within digitized boundary. There will be a second meeting to seek final approval moving forward as well as review of the included roadway miles.

MDOT explains the purpose of ACUB is to designate the roads to be urban or rural for the use of funds i.e., urban funds can be used within the boundary of ACUB while rural funds can be used for everything outside of ACUB. FLEX funds can be used either side. For MPO funding urban or rural funds can be used either way as well within the MPO boundary. After the final approval the information goes to FHWA which takes about 6 months to approve (goes through April 2025).

Motion by Haider Kasim supported by Andy Marek to support Approval of ACUB Boundary with a change made on November 7, 2023.

b. Call for Project Description and steps (MDOT staff)

Staff/Rob prepared a call for project form which was emailed to Technical committee members. MDOT explains the process - Local agencies submit their project to MPO staff. If there are multiple projects they will need to be prioritized before sending them and then MPO staff will compile each of the projects for the Technical committee members to review at the meeting. The final prioritization and discussion at the Technical committee meeting will be part of official recommendation to the Policy Board which makes final decision of approval. After this process it is entered in to Jobnet (MDOT system) and once official approval is received by FHWA they can be allocated and receive funding.

The funding information or amount that the MPO is receiving (estimated amount currently) the actual amounts will come by end of October – November. Estimates for STP funds are around 1 million dollars.

Valerie – sent transit form to Rob –

MPO is responsible for prioritizing and programming the projects. The funding comes on a first come first serve basis and runs through the fiscal year and is dispersed by MDOT directly to the transportation agency. The local agency then submits a packet of work and grade inspection, and works with MDOT's local agency program and their projects are ready to be obligated (obligated is defined as the funding is authorized from MPO allocation and set aside for that local agency's particular project). This process mirrors the Rural Task Force process. Once the projects are approved the local agencies can start submitting the projects.

c. Travel Demand Model Data and Review

The Data provided by MDOT for the TTCL MPA included two specific datasets. A dataset of population data by "place" obtained from the ACS2022 Census Data was provided and a dataset of employment locations with employee counts for businesses with 20 or more employees. The data was separated by "place" by staff and provided via email to each representative of the local units and transportation agencies. A review of the dataset is required and the month of November is provided for completion of the data review. The next order of business is to have the review completed and for the Technical Committee to make a recommendation of approval of the data at their December meeting.

2. Old Business

a. No Old Business

3. Agency Project Updates

- a. **GTCRC** – Primary 88% roads rated fair in PASER which can make efforts to major repairs to local through roads
- b. **LCRC** – Chip seal is completed by early August
- c. **Traverse City** – Hired a new city manager

d. **BATA** – BATA is moving to major project on a new headquarters facility. They tested retention ponds recently. BATA implemented new tech around end of June to July to track bus routes for users and BATA staff.

4. Board Members Comments/Discussion of future agenda

None Provided

5. Public Comments

None Stated

6. Adjourn

Meeting Adjourned at 2:10 pm

Barry Hicks, AICP

Community Development • Long-Range Planning • Project Management

RE: Application for MPO Program Manager

Dear Mr. Carson,

With an extraordinary record of serving communities, increasing organizational efficiencies, and building relationships with various stakeholders, it is with great optimism and interest that I submit my resume for the available Metropolitan Planning Organization (MPO) Program Manager position with Networks Northwest.

I understand that you are seeking an individual with a creative and proven program development background and management track record that can help the newly formed Traverse Transportation Coordinating Initiative (TTCI) successfully create a program to coordinate the MPO's regional transportation plans, objectives, and goals. My experience demonstrates my ability to develop and handle multiple complex projects and that I have a comprehensive understanding of transportation and urban and regional planning practices and principles that would be immediately useful to Networks Northwest in this role.

I have worked in the Bureau of Transportation Planning (BTP) within the Michigan Department of Transportation (MDOT) in several units. First, in the Statewide and Urban Travel Analysis Unit (SUTA) where I was primarily responsible for maintaining travel count data within the department's Highway Performance Monitoring System (HPMS) to determine system condition which helped aid in determining federal highway appropriations.

Second, in the Systems Implementation and Monitoring Unit (SIMU) where I was responsible for coordinating with MPOs around the state to prioritize transportation projects within each region. I would then apply a formula to determine the amount of funding available for allocation to each project. Additionally, I worked with each region to develop the Five-Year Transportation Program as well as the Transportation Asset Management Program.

When working at the local level of government, I was the City of Jackson's representative that sat on the Jackson Area Comprehensive Transportation Study (JACTS) to represent the city with regard to road project funding requests. Because of my time working at MDOT as well as in local government, I understand how the state receives transportation funding, prioritizes transportation projects, and I have hands-on experience using some of the state's proprietary software that is used to track Pavement Surface Evaluation Ratings (PASER) and communicate with the BTP to develop the region-based Transportation Improvement Program (TIP) and the Unified Work Program.

I know that my time working in local governments would be a key asset in this role due to many parallels with regard to program development. I have created and managed several programs related to master plans, capital improvement plans, brownfield redevelopment, DDA plans and project implementation, and numerous other community and economic development related projects.

A major reason why I decided to apply for this position came after reading the headlines and learning that the Grand Traverse region was on track to become a Metropolitan Planning Organization (MPO). Having worked as both a transportation and community planner alongside local MPOs throughout my career, I know that transportation planning is an area of particular interest for me.

Currently, I am working for the Land Information Access Association (LIAA) in Traverse City. I find my work fulfilling and especially enjoy working with local groups all around the state to make an impact by providing guidance and by helping to incorporate resilience into community visions. I feel that by working for Networks Northwest I would be able to continue making contributions but on a more localized-regional level in northwest Michigan, which is the place I proudly call my home.

The chance to make a huge impact on the day-to-day lives of the people in the Traverse City area makes for an exciting opportunity that is in-line with my professional goals and purpose. I know that my interests and experience would be of value to the organization. To that end, I look forward to speaking with you soon about the MPO Program Manager position with Networks Northwest.

Sincerely,

A handwritten signature in blue ink, appearing to read 'B. Hicks'.

Barry Hicks, AICP

Barry Hicks, AICP

Community Development • Long-Range Planning • Project Management

Skills & Attributes

- Team building and leadership – Goal-driven leader and resourceful team player who excels at building trusting relationships with customers and colleagues and maintains a productive climate by confidently motivating and coaching employees to meet high performance standards.
- Creative self-starter – Motivated and innovative problem-solver who takes initiative to develop solutions by envisioning the bigger picture to create strategies and achieve desired results.
- Planning and organization – Achiever with exemplary project management and planning and organizational skills who possesses a high degree of attention to detail.
- Communication – Exceptional listener and communicator, with extensive public speaking and media relationship experience, who effectively conveys information verbally and in writing.
- Adaptable – learns and adapts quickly and to meet current needs as demonstrated through the variety of assignments and accomplishments in different organizations throughout career.
- Facilitation – Leads meetings, workshops and problem-solving sessions to foster a conducive environment for collaboration and decision-making.
- Grant Management – Transparent management through the entire process including application, submission, budgeting, and compliance.

Work Experience

- Community Planner
Land Information Access Association (June 2021 – present)
 - Works closely with Michigan Department of environment, Great Lakes, and Energy (EGLE) Coastal Zone Management (CZM) program to utilize grant funding to complete coastal resilience assessments and master plan work for coastal communities.
 - Updates Master Plans and Parks and Recreation Plans from start to finish by conducting and running public input sessions/open-houses and coordinating with local government officials to adopt plans and submit to state agencies (if required).
 - Steering committee leader coordinating planning efforts over multiple-jurisdictions to protect water-quality and create vision for Lake Charlevoix.

ACHIEVEMENT: Developed and facilitated a variety of public input sessions to gather information about community resilience, master planning, visioning, capital improvements, and parks and recreation plans.

- Transportation Planner
Michigan Department of Transportation (Oct 2020 – May 2021)
 - Researched and analyzed information to assist with drafting the Annual Five-Year Transportation Program.
 - Compiled PASER (Pavement Surface Evaluation Rating) road condition data and compared to local Metropolitan Planning Organization (MPO) strategic planning efforts to prioritize funding for trunkline projects.
 - Engage with the public to gather feedback and input on proposed transportation projects and initiatives. Conduct community meetings and public consultations.

ACHIEVEMENT: Collected information for the 2021-2025 Five-Year Transportation Program Plan including the featured regional highway projects, major highway projects, and the compilation of data and creation of the highway program investment dollars overview.

- Community & Economic Development Director

City of Madison Heights, Michigan (April 2019 – Oct 2020)

- Oversaw all functions of the City's Building, Code Enforcement, Planning, Economic Development, and CDBG program.
- Created and presented several learning sessions with various boards and commissions and citizens including a Citizen's Academy which discussed all aspects of Community Development, and a brownfield program training to name a few.
- Initiated and presented the National Main Street Program in Madison Heights in coordination with Main Street Oakland County.
- Team leader for the Master Plan and Parks and Recreation Plan updates.
- Initiated participation in the Redevelopment Ready Communities program through the Michigan Economic Development Corporation.
- Processed all site plan permits and lead the site plan review committee to assure all zoning, building, public safety, public services, and engineering standards.
- Provided all staff reports and provided support at City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Brownfield, and CDBG meetings.
- Negotiated deals on behalf of the city with consultants, contractors, and attorneys for services provided to the city or services requested from developers for investment tools such as brownfields, Payment-In-Lieu-of-Taxes, and property acquisition.

ACHIEVEMENT: Established the cities first two brownfield redevelopment sites which brought a \$14.2 million commercial development with retail and restaurants, and a \$10 million modern senior housing development, the first of which the City had seen in over 40 years.

- Executive Director & Main Street Manager, Downtown Development Authority

City of Ferndale, Michigan (October 2015 – April 2019)

- Completely rewrote and simplified the organization's Strategic Plan through a series of public events and data collection efforts to establish the Board of Director's goals and objectives.
- Provide research and support for various planning activities including environmental sustainability, brownfield redevelopment, and non-motorized transportation alternatives.
- Corrected the organizations budget from overspending by approximately 10-15% annually with a shrinking fund balance of under \$350,000 to a fund balance in excess of \$1 million in 3 years so that the spending on capital projects downtown could begin.
- Developed current content for marketing campaign utilizing email, video, social media, photos, newsletters, and print media.
- Managed all maintenance contractor work for downtown infrastructure and implemented an ongoing, multi-year Capital Improvement Plan to guide downtown development.
- Created a new online customer relationship management database to track and managed relationships with over 350 businesses.
- Organized Business Retention program to gather feedback from local businesses owners to determine training needs and how the organization can be best utilized to assist.
- Manage relationships and contracts with various contractors and consultants to assist with software application development, city planning, engineering, maintenance, and real estate development.

ACHIEVEMENT: Restoring the relationship between the Downtown Development Authority and the City of Ferndale so that both organizations could identify mutual efforts in which they could share resources.

- City Planner/Economic Development Manager

City of Sterling Heights, Michigan (September 2013 – May 2015)

- Organized meetings with government officials, lawyers, land developers, business owners, and special interest groups to negotiate incentives.
- Managed a small business incubator with over 20 start-up businesses and worked with local universities and community colleges to identify training and assistance needs.
- Organized and managed workgroup responsible for the city's rebranding campaign.
- Provided business retention and attraction support to companies with a focus on defense, homeland security, and advanced manufacturing industries.
- Managed Tax Increment Finance (TIF) tools to incent redevelopment plans and support business incubation.
- Collected and maintained relevant community data to promote the Sterling Heights community.
- Developed business networking, training, and informational events to promote local business growth.
- Improved marketing of available support to the business community through print and online resources.
- Maintained relationships with a variety of partner organizations in economic development, business service organizations, Chambers of Commerce, and government agencies.

ACHIEVEMENT: The organization of the "Michigan Defense Matters" television special on CBS which led to the establishment of the Michigan Cyber-Security Range used by area defense contractors.

- Planning Director

City of Jackson, Michigan (January 2009 – August 2013)

- Lead staff for the Brownfield Redevelopment Authority, Planning Commission, Zoning Board of Appeals, and Historic District Commission; prepared all monthly reports and tracked project progression of initiatives undertaken by each board.
- Processed all zoning applications and was deputized as the Zoning Administrator for the city; responsible for following-up with all applications and violations to assure compliance.
- Managed a department of approximately 20 persons in building, trades, planning, economic development, or CDBG and HUD grant programs.
- Applied for and administered approximately \$4 million in federal grants through the EPA and HUD for various environmental clean-up activities and neighborhood stabilization efforts.
- Wrote, prepared, and gave presentations to politicians and public officials to explain complex issues and provide recommendations.
- Completely redesigned and upgraded record keeping procedures for over 30,000 property files and updated and improved the electronic records intake process which brought in over \$2.5 million annually for departmental operations.
- Created marketing materials for numerous properties and tax incentives available in the City and was the representative at several real-estate development conferences around the US.
- Researched quantitative and qualitative information and spatial information such as land uses and utility locations and natural resources to develop and enforce land use regulations.
- Many other responsibilities were similar to those listed under the position listed below for the City of Albion, such as preparing reports and presentations for various boards.

ACHIEVEMENT: The demolition and redevelopment of the former Consumers Energy Headquarters campus into a new city park and over 100 residential condos and apartments for a project total worth over \$40 million in new development.

- Planning Director

City of Albion, Michigan (November 2006 – December 2008)

- Managed Building, Code Enforcement, and Planning departments; Co-managed Assessing Department in absence of Assessing Director during illness.
- Primary person responsible for the upkeep of the City's Geographic Information System database
- Lead a design charrette in partnership with the American Institute of Architects to gain public input and design new placemaking elements for downtown.
- Reviewed site plan, zoning, and sign applications; processed permits and approved administratively, or prepared reports and gave presentations to the Planning Commission, Zoning Board of Appeals, and City Council regarding sensitive land use issues; followed-up with in-field inspections.

ACHIEVEMENT: The demolition and clean-up of the former 80-acre Kelsey-Hayes brownfield site through the use of an EPA revolving loan fund.

- Transportation Planner

Michigan Department of Transportation (May 2003 – October 2006)

- Conducted analysis and research to assess transportation needs and develop plans for transportation projects, considering factors like population growth, economic trends, and environmental impact.
- Worked with various stakeholders including government agencies, communities, public interest groups, and engineering firms to coordinate transportation plans and projects.
- Used specialized software and tools to create models that simulate traffic flow, transportation networks, and various scenarios to aid in planning and decision-making.

ACHIEVEMENT: Maintained detailed records of transportation plans, projects, and their progress and prepare reports and presentations for internal and external stakeholders.

Technical Proficiencies

- Microsoft Office (Word, Excel, PowerPoint, OneNote, Outlook)
- Adobe (Reader, Acrobat, Photoshop, and InDesign)
- Geographic Information Systems (GIS)
- Webpage maintenance

Education

- Eastern Michigan University – M.S. Urban & Regional Planning
- Michigan State University – B.S. Urban & Regional Planning
Specialization in Spatial Information Processing (Geographic Information Systems)

Professional Associations & License

- Michigan Association of Planning (MAP)
- MAP Information Resources Committee and New Planner Mentorship Program (2006-2014)
- Michigan Associations of Downtowns (MDA)
- Michigan Municipal League (MML)
- American Planning Association (APA)
- American Institute of Certified Planners (AICP) Since 07/23/2012 License # [REDACTED]