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

TTCI Board Meeting
November 7th, 2023 @ 3pm
In person at Michigan Works - 1209 S Garfield Avenue Suite C, Traverse City, MI
Or virtually at the following link:
<https://us02web.zoom.us/j/85999530724>
Meeting ID: 859 9953 0724
Phone: 1 (312) 626-6799

Call Meeting to Order

- A. Introduction of Eligible Members, Staff and Advisors**
- B. Approval of the Agenda**
- C. Approval of Minutes from 9/12/23 (Attached page 2-5) (ACTION REQUESTED)**
- D. Conflict of Interest Disclosure**
- E. Public Comment**
- F. New Business**
 - a. Approval of DRAFT ACUB Map for MDOT by Statement of Agreement, (attached page 6-7) **(ACTION REQUESTED)**
 - b. Call for Project Approval, (attached page 8-9) **(ACTION REQUESTED)**
 - c. Travel Demand Model Data and Review **(sent via email)**
- A. Agency Project Updates**
- B. Board Members Comments / Discussion of future agenda**
- C. Public Comments**
- D. 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, September 12th, 2023 @ 1pm
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 1:03pm on Tuesday September 12th, 2023.

Roll Call

Voice introduction of membership was accepted as roll call.

Board Present

Mitchell Treadwell - (City of Traverse City – alternate), Haider Kazim (GTRC), Brad Kluczynski (GTRC-alternate) , Chuck Korn (Garfield Charter Twp.), Beth Friend - (East Bay Charter Twp.), Jeff Shaw (Elmwood Charter Twp.), Brad Jewett (GTC). Brendan Mullane - (Leelanau County RC), Dan Wagner - (MDOT), Doug White (Acme Twp.), Ron Lemcool (Long Lake Charter Twp.), Andy Marek (Green Lake Twp.-virtual), , Midge Werner (Bingham Twp.), Jenn Cram - (Peninsula Twp.-alternate), Kelly Dunham (BATA), Nicole Blonshine (Blair Twp.) Lynette Wolfgang (Blair Twp.), Nate Alger (GTC-alternate-virtual), Sarah Clarren (Elmwood Twp.-alternate), Criag Brown (LCRC-alternate), Steve Patmore (Bingham Twp.-alternate)

Others present

Rob Carson (NN), Luke Walters - virtual (MDOT), Jeff Franklin (MDOT), Don Mayle (MDOT), Mathew Cooke-virtual (NN), Bob Nelesen (Cherry Capital Airport), Christine Thomas (TCAPS), Warren Call (Traverse Connect-virtual), Alex Simonetti (MDOT), Valarie Shultz (MDOT), Troy Kierczynski (NMC), Fern Spence (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 Brad Kluczynski supported by Brad Jewett 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 Ron Lemcool supported by Jeff Shaw to approve the agenda as presented. Motion carried unanimously

Conflict of Interest

No conflicts stated.

Public Comment

None.

1. New Business

a. Approval to Forward Individual Adoption Resolutions, TTCI Inter-governmental Agreement, TTCI bylaws, & TTCI MPA Map to Governor’s Office.

Discussion: Those were the items required by the MDOT board of governments the formal execution. Once that is formally executed by the signature of the government we will be established MPO. Rob Carson asked for the formal motion and support to forward the action.

Motion by Beth Friend supported by Mitchel Treadwell to support sending required MPO agreements, MPA map and resolutions to the Governors’ Office via MDOT staff.

Call for Project Description and steps (MDOT staff)

Staff/Rob prepared a call for project form which will be 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 project for 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 policy board which makes final decision of approval. After this process it is entered in to Jobnet (MDOT system) and once they received official approval by FHWA they can be allocated and receive funding.

The funding information or amount that 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 – send transit form to rob –

When would MPO have access to the funding and it goes directly to agency or MPO - MPO is responsible for prioritizing and programming the projects. The funding comes on first come first serve bases runs through the fiscal year that come from MDOT directly to local agency. The local agency then submits a packet of work and grade inspection and works with MDOT’s local agency program on the road side and their projects are ready to be obligated (obligated meaning the funding is authorized from MPO allocation and set aside for that local agency’s particular project). This process is same as Rural Task Force process. Once the projects are approved the local agencies can start submitting the projects.

b. Adjusted Census Urbanized Boundary (ACUB) Review and Comment at 10/19 Technical Committee Meeting (NN staff)

Rob will send email about details on Adjustment in urbanized boundaries by GIS staff from MDOT. MDOT has send draft boundaries for reviewing. On October 19 technical committee meeting will be on review of the maps and the information. Invitation to policy board members to attend that meetings and the information on steps to process, boundaries adjusted, etc. The urbanized boundaries captures some portions and misses some, so a review is essential.

c. MPO Program Manager Position Description, Next Steps for Job Posting

Motion by Brad Jewett supported by Jeff Shaw to approve the job description. Motion carried unanimously

d. MPO Fiscal Year Calendar and DRAFT Meeting Dates

Adjust executive committee meeting from 9th to 23st. Moving the date from November 14th to 7th.

Motion by Brad Jewett supported by Beth Friend to approve the calendar as edited and revised at the meeting. Motion carried unanimously

2. Old Business

a. MPO Designation Update

Governor's signature is expected by Oct 1st designating MPO for TTCI? FHWA will send MDOT correspondence with FTA sign off stating the MPO recognition and approval of FY 2024 Unified Planning Work Program. They have pre-reviewed and pre-approved that NN will facilitate the TTCI business on behalf of MPO.

b. MPO Planning Process Updates

NN had hosted community engagement sessions at the end of July. There was not much turnouts in the Michigan works space. However, the farmer's market location and Library along the TART trail had good engagement. The survey is open until November 1st and NN will push for additional survey responses. There will be community engagement sessions scheduled for outside of the TC area. This will support planning process in TIP and long range transportation plan.

c. MPO Bylaws

Reminder to review the bylaws to ensure that outlines of bylaws are accepted and if there are any formal changes before the adoption by November 1st. (Not sure if this is accurate information)

d. Board and Committee member contact list

Request to review if the list is updated to ensure that NN has accurate information on members.

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

MICHIGAN DEPARTMENT OF TRANSPORTATION

2020 CENSUS

**STATEMENT OF AGREEMENT
FOR
ADJUSTED CENSUS BUREAU BOUNDARY
ESTABLISHMENT AND REVISION**

Section 101(a) amended of Title 23, United States Codes, states that the boundary locations for urban and urbanized areas shall be fixed by responsible state and local officials in cooperation with each other.

Responsible officials of the Traverse Transportation Coordinating Initiative (TTCI) Metropolitan Planning Organization Technical Committee met and reviewed boundaries at a regularly scheduled Technical Committee Meeting held on October 19th at 1pm at

Michigan Works - 1209 S Garfield Avenue Suite C, Traverse City, MI.

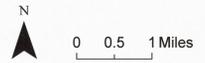
Whereas this statement of agreement for transferring the drafted urbanized boundary map to the Michigan Department of Transportation is undersigned to certify that these provisions have been complied with in establishing the adjusted census urban boundary locations for the TRVERSE CITY-GARFIELD URBANIZED AREA.

Certified by signature of the Chair of the Traverse Transportation Coordinating Initiative (TTCI) Metropolitan Planning Organization following a formal motion and vote of the TTCI MPO Policy Board at their regular meeting held on November 7th, at 3pm.

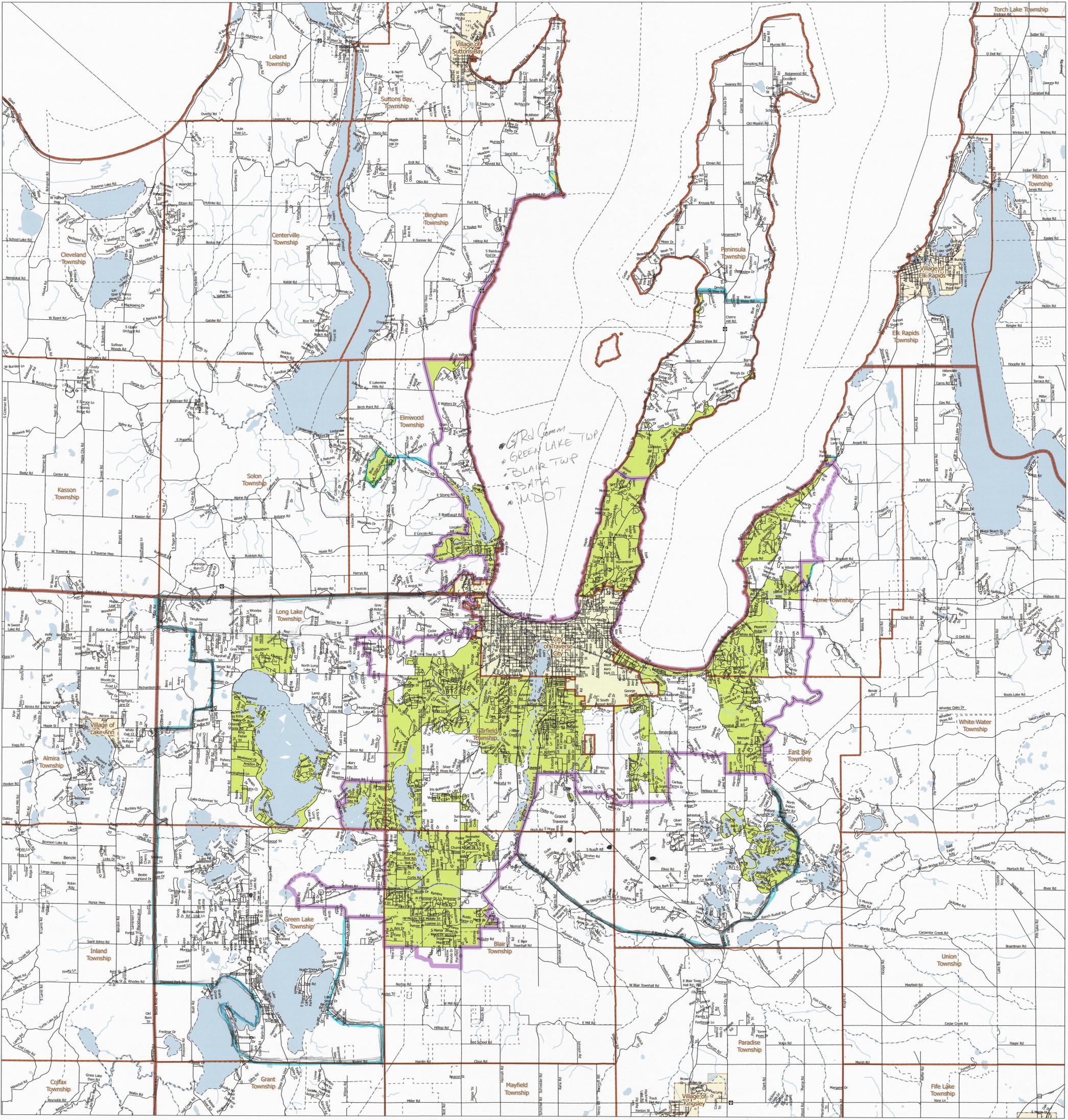
Name, Title

Date

Traverse City--Garfield ACUB Review Map



All data used in this map can be obtained from the State of Michigan GIS Open Data website or at Census.gov



TTCI Technical Committee Recommendation of Projects for Fiscal Year 2024

The TTCI Technical Committee motioned to move forward with the projects slated through the Small Urban Program for Fiscal Year 2024 and to take the remainder of the allocated funding for the TTCI MPO for Fiscal Year 2024 and to apply it to remainder of the requested improvement to Veteran's Drive in the City of Traverse City. See following spreadsheet for estimated expense, match requirements and estimated allocation from FHWA.

TTCI Tech Committee Recommended Projects (10/19)	Total Federal	Local Match	Total Project Estimate
Transit Capital*	\$46,200.00	\$11,550.00	\$57,750.00
Veterans Drive (14th St. to Bay Hill)**	\$347,207.70	\$76,992.30	\$424,200.00
Veterans Drive (remainder of project boundary)**	\$684,676.89	\$151,825.11	\$836,502.00
Totals	\$1,078,084.59	\$240,367.41	\$1,318,452.00

TTCI MPO Funds	Funding Levels FY 24
STBG Urban	\$929,000.00
STBG Flex	\$46,000.00
Carbon Reduction Program	\$118,000.00
Total Estimated Funding	\$1,093,000.00

**Transit requires 20% local match*

***Vehicular/Road requires 18.15% local match*