

BOARD OF COMMISSIONERS

Vacant Position, District #1
James S. O'Rourke, District #2
Douglas Rexroat, District #3
Ty Wessell, District #4
Kama Ross, District #5
Gwenne Allgaier, District #6
Melinda C. Lautner, District #7



Richard I. Lewis
Interim County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
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To: Chair Ty Wessell and Board of Commissioners

From: Richard I. Lewis, Interim County Administrator

Date: September 17, 2024

Re: TTCI Policy Board and Technical Committee Appointments

The question has arisen regarding the County's appointments to the Traverse Transportation Coordinating Initiative (TTCI) Metropolitan Planning Organization. Attached are two primary documents for your review.

The first is the agreement which all the political parties of the TTCI (15) and state adopted. For Leelanau County there are two townships (Elmwood and Bingham) the County Road Commission, and Leelanau County which are participants. The agreement outlined the two primary committees of the organization, the Policy Board and the Technical Committee. For the Board and Committee each political unit appoints a member and an alternate. Currently, I serve as the County's representative on the Policy Board but there is no alternate due to the resignation of Commissioner Kramer. The County has no representation on the Technical Committee.

The second document is the packet of the September 10, 2024 Policy Board. There is a listing of the Board members and a Draft Public Participation Plan which may be of interest. Regarding the Policy Board makeup, please review the listing of the Board makeup. The question to address is whether the Board representative be from the Board of Commissioners (BOC) with the alternate being either another BOC member or Administrator. For the Technical Committee, the representative should be the Administrator and another individual from County staff.

There are only three meetings left for 2024. Policy Board on November 12th at 3:00pm and Technical Committee on October 17 and December 19 at 1:30pm. The meetings are held in the MI Works! Conference Room in Traverse City and by Zoom (not sure if participation by Zoom counts as being present for voting purposes). I have the meetings on my calendar the BOC would like for me to attend. I will have this item on the October 1 agenda for further discussion. This will also be on the January 2, 2025 BOC Organizational meeting for appointments.



Traverse Transportation Coordinating Initiative (TTCI)

Intergovernmental Agreement for Participants of the Metropolitan Planning Organization

Article I. Name

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

Section 1.01 Transfer of Balance of Funds

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

Article II. Purpose and Authority

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

Article III. Fiscal Year

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

Article IV. Duties of TTCI

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

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

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

Article V. TTCI MPO Organization

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

Section 5.01 Census Defined Urbanized Area and Metropolitan Planning Area

(a) Census Defined Urbanized Area:

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

(b) Metropolitan Planning Area:

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

Section 5.02 Eligibility

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

Section 5.03 Member Conditions

The following conditions are required of participating eligible entities.

(a) Voting Rights:

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

(b) Planning Organization Dues:

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

(c) Participation:

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

Article VI. Meeting Standards, Policy Board, and Committees

Section 6.01 Quorum

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

conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

Section 6.02 Meeting Operation

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

Section 6.03 TTCI Policy Board

(a) TTCI Policy Board Membership

Membership on the TTCI Policy Board shall consist of one (1) individual from each participating eligible entity, whom is designated by the respective entities governing body to serve as their representative. Representatives may be members of the governing board, executive staff or their designee. Eligible entities shall appoint one (1) primary member to the TTCI Policy Board and shall appoint a second alternate member to attend in the primary member's absence. Designations shall be made by each participating eligible entity at their first meeting of the calendar year and as otherwise outlined for replacement, with the exception of the initiation of the board under initial execution of this agreement. Designations shall be made in writing and by name provide a primary and alternative representative. Designations shall occur for each participating entity that have executed approval of this agreement, and shall include a representative from the Michigan Department of Transportation and the Federal Highway Administration as necessary. TTCI Policy Board Members are provided in *Attachment D*.

(b) Terms of TTCI Policy Board Members

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

(c) Officers

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

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

(d) Meetings

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

Section 6.04 TTCI Executive Committee

(a) TTCI Executive Committee Established

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

(b) TTCI Executive Committee Membership

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

(c) Terms of TTCI Executive Committee Members

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

(d) Executive Committee Meetings

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

Section 6.05 TTCI Technical Committee

(a) TTCI Technical Committee Established

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

(b) TTCI Technical Committee Membership

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

(c) Terms of TTCI Technical Committee Members

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

(d) TTCI Technical Committee Meetings

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

Section 6.06 Ad Hoc Committee

(a) TTCI Ad Hoc Committee Establishment

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

(b) TTCI Ad Hoc Committee Membership

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

(c) Terms of TTCI Ad Hoc Committee Members

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

(d) TTCI Ad Hoc Committee Meetings

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

Section 6.07 Community Engagement

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

Section 6.08 Meeting Notices, Agendas and Minutes

(a) Meeting Notices

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

(b) Meeting Agendas

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

(c) Meeting Minutes

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

Article VII. Staffing and Support

Section 7.01 Staffing Arrangement

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

Section 7.02 TTCI Board Autonomy

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

Section 7.03 Supportive Services

TTCI may enter into agreements with other public and private agencies, including consultants, for all types of surveys and studies relating to its purpose, responsibilities and objectives. Such surveys and studies shall be identified and described in the annual Unified Work Program.

Article VIII. Unified Work Program Plan & Budget

Section 8.01 Unified Work Program (UWP)

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

Section 8.02 Budget

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

Article IX. Bylaws

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

Section 9.01 Adoption

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

Section 9.02 Amendment

Bylaws may be altered, amended or replaced at any regular or special meeting of the Board by at least two-thirds (2/3) vote for the purpose of bylaw amendment. A copy of the proposed changes to the bylaws shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken and the secretary shall send a copy of the proposed change to each representative along with written notice of the time and place of such meeting. The Secretary shall also ensure that representatives received their notices at least five (5) days prior to such meeting.

Article X. Amendments to this Agreement

Section 10.01 Addition or Withdrawal of Eligible Entity

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

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

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

Section 10.03 All Other Amendments

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

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

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

Article XI. Addition of Eligible Entities

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

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

Article XII. Withdrawal of Eligible Entities

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

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

Article XIII. Removal of Entity

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

Article XIV. Inactive Membership Status

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

Article XV. Adoption

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

Article XVI. Signatories

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

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

Board Chair/President (PRINT)

Board Chair/President (SIGNATURE)

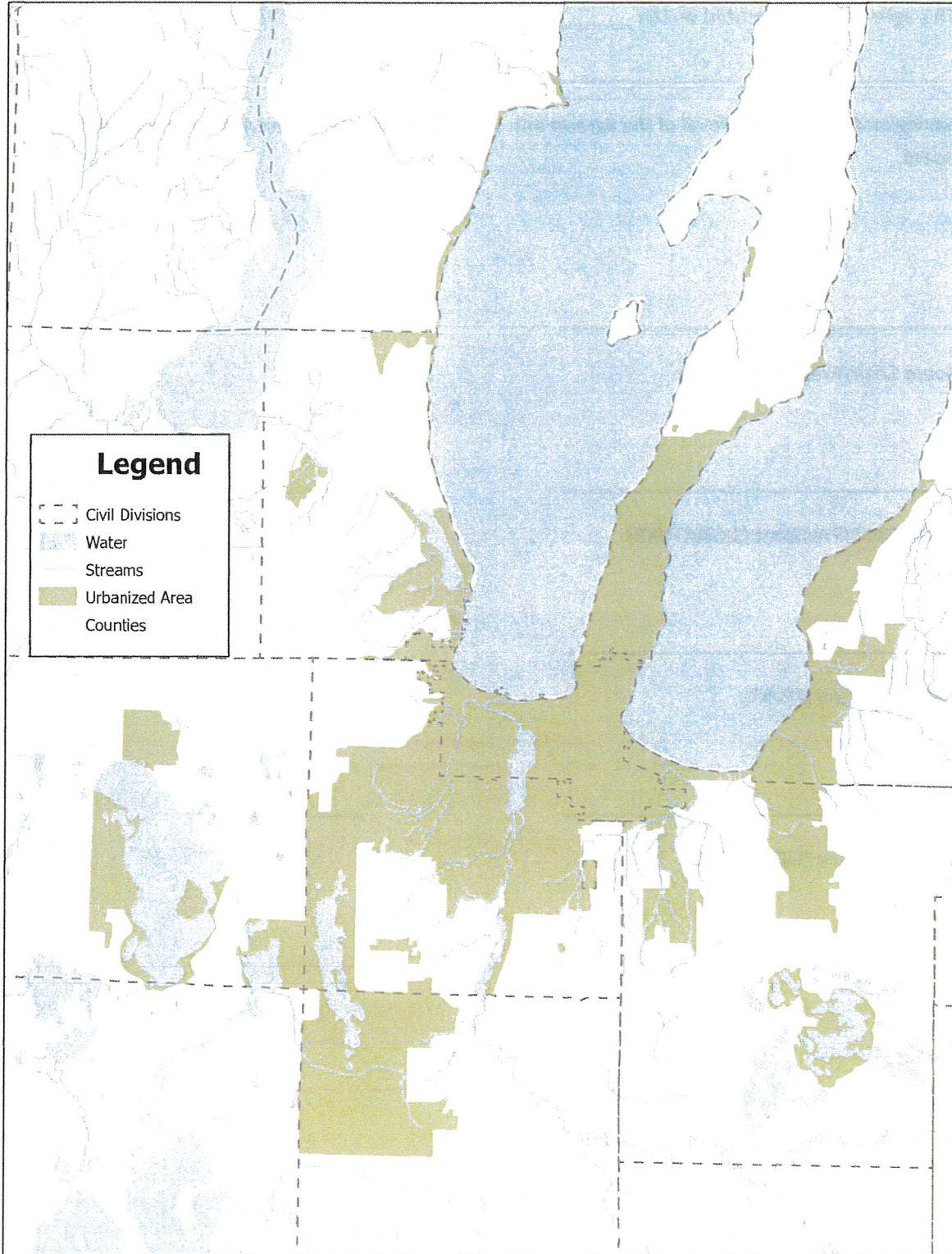
Date

Clerk/Secretary (PRINT)

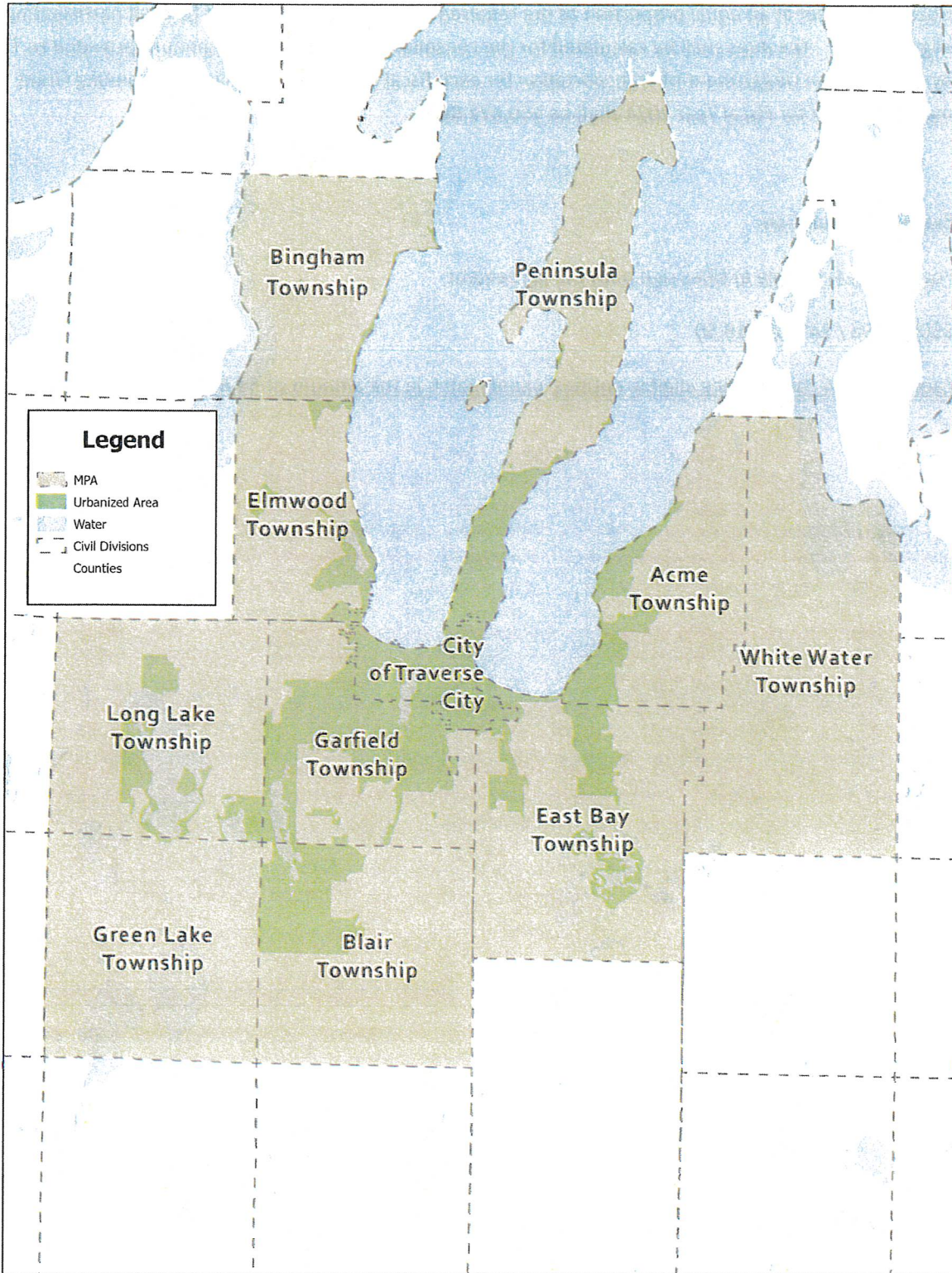
Clerk/Secretary (SIGNATURE)

Date

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



Attachment B: Metropolitan Planning Area (2023)



Attachment C: Membership Due Calculations

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

Example Calculation:

Fourteen (14) eligible entities sign onto the agreement:

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

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

Attachment D: TTCI Eligible Entity Membership

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



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 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 Policy Board Meeting Agenda
Tuesday, September 10th, 2024 at 3:00 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/87094766409>

Meeting ID: 870 9476 6409

- 1) Introductions and Roll Call of Voting Members (See **attached, Page 2**)
- 2) July 9th, 2024 Policy Board Meeting Minutes (See **attached, Page 3-6**)
- 3) Public Comment
- 4) New Business
 - a) FY 2025 Calendar Draft (See **attached, Pages 7**)
 - b) Draft Public Participation Plan - Second review and consideration
 (See **attached, Pages 8-36**); Prioritization Process Factors Score Sheet (See **attached, Pages 37-44**)
 - c) Draft Estimates FY2026-2029 for review (See **attached, Pages 45**)
 - d) BATA Jobs (receipt)
 - i) JN 221551 FY2025 – Section 5311 Operating (See **attached, Pages 46**)
 - ii) JN 221552 FY2025 – JARC Mobility Management (See **attached, Pages 47**)
 - iii) JN 221553 FY2025 – JARC Operating (See **attached, Pages 48**)
 - iv) JN 221554 FY2025 – Carbon Reduction Program – <30ft Replacement Bus (See **attached, Pages 49**)
 - e) Consideration: NFC revision for Franke Rd (See **attached, Pages 50-51**)
 - f) Call for Projects TIP FY 2026-2029
- 5) Public Comment
- 6) Roundtable Updates/Discussion of future agenda items
- 7) Next Meeting: November 12th, 2024 at 3:00 PM
- 8) Adjourn

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TTCI POLICY BOARD MEMBER LIST						
Name	Title	Organization	Email	Phone	Officers	Voting Member
Richard Bayus	Statewide Planning Section	MDOT	Bayusr@michigan.gov			Yes
Haider Kazim	Road Commissioner	GTCRC	hkazim@gtrcc.org	231-922-1888		Yes
Brendan Mullane	Manager	LCRC	bmullane@leelanauroads.org	231-271-3993	Secretary	Yes
Brad Jewett	Commissioner	Grand Traverse County	bjewett@gtcountymi.gov	231-633-9421		Yes
Richard Lewis	Interim Leelanau County Administrator	Leelanau County	rlewis@leelanau.gov	12312568100		Yes
Doug White	Supervisor	Acme Township	dwhite@acmetownship.org	231-938-1350		Yes
Midge Werner	Supervisor	Bingham Township	imw202@gmail.com			Yes
Nicole Blonshine	Supervisor	Blair Township	supervisor@blairtownshipmi.gov			Yes
Beth Friend	Supervisor	East Bay Township	bfriend@eastbaytwp.org	231-947-8719	Chair	Yes
Jeff Shaw	Supervisor	Elmwood Township	supervisor@elmwoodmi.gov	231-946-0921		Yes
Chuck Korn	Supervisor	Garfield Township	ckorn@garfield-twp.com		Vice Chair	Yes
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org			Yes
Ron Lemcool	Supervisor	Long Lake Township	Supervisor@LongLakeTownship.com	231-946-2249		Yes
Isaiah Wunsch	Supervisor	Peninsula Township	supervisor@peninsulatownship.com	231-223-7323		Yes
Elizabeth Vogel	City Manager	Traverse City	evogel@traversecitymi.gov			Yes
Kelly Dunham	Executive Director	BATA	dunhamk@bata.net	231-933-5544	Treasurer	Yes

Alternatives	Title	Organization	Email	Phone	Officers	Alternate Voting Member
Dan Wagner	MDOT TC TSC Manager	MDOT	wagnerD2@michigan.gov	231-340-9295		Yes #1
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	phillipsK7@michigan.gov	989-245-2173		Yes #2
Don Mayle	MDOT SPS Supervisor	MDOT	MayleD@michigan.gov	517-243-8589		Yes
Dan Watkins	Road Commission Manager	GTCRC	dwatkins@gtrcc.org	231-922-4849 x 229		
Craig Brown	Engineer	LCRC	cbrown@leelanauroads.org	231-271-3993		Yes
Nate Alger	County Administrator	Grand Traverse County	nalger@gtcountymi.gov			Yes
Deborah Allen	Assistant City Manager	Traverse City	dallen@traversecitymi.gov	231-922 4444		Yes #1
Mitchel Treadwell	City Commissioner	Traverse City	mtreadwell@traversecitymi.gov	231-492 6943		Yes #2
Steve Patmore	Zoning Administrator	Bingham Township	zoningadmin@suttonsbaytwp.com			Yes
Lynette Wolfgang	Clerk	Blair Township	clerk@blairtownship.org	(231) 276-9263		Yes
Claire Karner	Director of Planning & Zoning	East Bay Township	ckarner@eastbaytwp.org	231-947-8681 x2		Yes
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155		Yes
Jenn Cram	Director of Planning & Zoning	Peninsula Township	planner@peninsulatownship.com	231-223-7314		Yes
Phil Masserant	Communications and Development Director	BATA	lingaure@bata.net	231-933-5534		Yes
Bob Neleson	Airport Engineer	Cherry Capital Airport	bob.neleson@tvcairport.com			
Mark Bishop	Chief Financial Officer	Cherry Capital Airport	mark.bishop@tvcairport.com			

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 Policy Board Meeting

Tuesday, July 9, 2024 at 3:00 pm

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

DRAFT - MEETING MINUTES - DRAFT

Call to Order

Chair Friend called the meeting to order at 3:02 pm on Tuesday, July 9, 2024. A quorum was present through the 3/5 Transportation Agency and 2 Local Unit Representatives rule contained within the TTCI Policy Board Bylaws.

Roll Call of Voting Members

Roll Call: Voice introduction of membership was accepted as roll call.

Present:

Kelly Dunham (BATA); Beth Friend (East Bay Twp); Ron Lemcool (Long Lake Twp.); Dan Wagner (MDOT); Chuck Korn (Garfield Twp.); Brad Jewett (Grand Traverse); Nicole Blonshine (Blair Twp.); Deborah Allen (Traverse City); Richard Bayus (MDOT); Brendan Mullane (LCRC); Dan Watkins (GT County)

Others present:

Dana O'Dell (NN); Barry Hicks (NN); Isha Pithwa (NN)

Online:

Don Mayle (MDOT); Jenn Cram (Peninsula Twp.)

Introduction and Approval of Agenda and Meeting Minutes from May 14, 2024 (action requested)

Friend asked if there needed to be any changes to the agenda and/or meeting minutes from May 14, 2024. No changes were stated.

Motion by Lemcool supported by Jewitt to approve the agenda as presented. Motion passed unanimously.

Public Comment

None.

New Business

a) Public Participation Plan (PPP) review and approval

Hicks briefly reviewed the PPP and states the last updated version of this was presented in fiscal year 2016. The two significant changes to the PPP will be how we are communicating and what the initiatives are, stated Hicks. Once the PPP document has been approved there will be a 45 day public comment period. Friend asked Hicks how he envisions the process of the public comment questions and answers will go. Hicks stated that they will provide a link to the website and/or public spreadsheet that will be easily accessed. Discussion ensued.

Motion by Shaw supported by Allen to Approve the Draft Public Participation Plan (PPP) review and 45 day public comment period as presented. Motion passed unanimously.

b) FY25 Call for Projects Plan- BATA and GTC Only (approval)

Hicks stated that the TTCI Technical Committee has reviewed the call for projects for fiscal year 2025. He also informed the policy board that new projects for fiscal years 2026-2029 will be submitted to the TIP at the September 2025 meeting. Dunham reviewed the BATA project that was submitted for the fiscal year 2025 TIP. Watkins informed the policy board that the remaining budget from the TIP will be used for the Cass Road project in Traverse City. Friend asked Hicks if any projects that were submitted were rejected during this process. Hicks informed the policy board that the city of Traverse City submitted four different projects and pulled them to resubmit for the fiscal year 2026 TIP. Discussion ensued.

Motion by Dunham supported by Lemcool to Approve BATA fair system replacement at 12 percent and Grand Traverse Road Commission Cass Road project as the remaining 88 percent of the fiscal year 2025 TIP. Motion passed unanimously.

c) FY24 BATA TAM Plan

Dunham briefly reviewed the BATA TAM Plan for fiscal year 2024. See attachment. No further discussion.

d) NEVI Vehicle Charging Station

Bayus elaborates on the NEVI Vehicle Charging Station with support from Mayle. Mayle stated the attachment in the packet is strictly informative to show where the specific locations will be for the NEVI Vehicle Charging Stations. Mayle informs the policy board that MDOT has received a grant for electric vehicle infrastructure and this list are the approved locations for public knowledge. Mayle asked if Network Northwest can post this on their website. Discussion ensued.

Public Comment

No public comment.

Board Member Comments

None.

Adjourn

Meeting Adjourned at 4:01 pm.

Respectfully submitted,

Dana O'Dell
Administration and Communications Coordinator
Networks Northwest

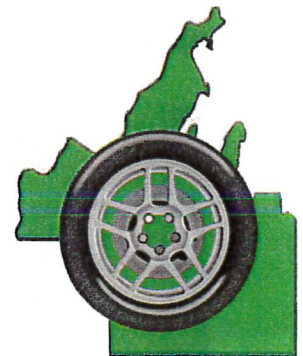
2025 TTCI Fiscal Year

October '24							November '24							December '24							January '25						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

Traverse Transportation Coordinating Initiative (TTCI)

FY24 Public Participation Plan

DRAFT



TTCI

Traverse Transportation
Coordinating Initiative

**Traverse Transportation Coordinating Initiative (TTCI)
FY24 Public Participation Plan**

Prepared by:



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TTCI Website:

<https://www.networksnorthwest.org/community/transportation/ttci/>

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Introduction

What is an MPO?

A Metropolitan Planning Organization (MPO) is the policy board of an organization created and designated to carry out the metropolitan transportation planning process. MPOs are required to represent localities in all urbanized areas (UZAs) with populations over 50,000, as determined by the U.S. Census. MPOs are designated by agreement between the governor and local governments that together represent at least 75 percent of the affected population (including the largest incorporated city, based on population) or in accordance with procedures established by applicable state or local law.

The Metropolitan Planning Area (MPA) boundary refers to the geographic area in which the metropolitan transportation planning process must be carried out. The boundary is determined in agreement by the Metropolitan Planning Organization and the Governor. By law, the Metropolitan Planning Area, at a minimum, must encompass the existing urbanized area as defined by the most recent Census and the contiguous area(s) likely to become urbanized within the 20-year forecast covered by the Metropolitan Transportation Plan. The Metropolitan Planning Area boundary is reviewed and updated as necessary after each Census by the MPO in cooperation with the Michigan Department of Transportation (MDOT).

What is TTCI?

The Traverse Transportation Coordinating Initiative (TTCI) is the MPO for the greater Traverse City Urbanized Area. The MPA for TTCI is a portion of Grand Traverse County and Leelanau County. TTCI is a federally mandated policy body made up of representatives from local, state, and federal governments, transit agencies, and other stakeholders and is responsible for regional transportation planning and programming for the planning area. Any highway, transit, local road, or non-motorized project or program to be constructed or conducted in the region receiving Federal funding, must have approval by TTCI before any funds can be expended. In addition, any highway or transit project deemed to be regionally significant by TTCI staff, must receive their approval to proceed.

TTCI Committees

TTCI has two standing committees and may form ad-hoc committees as needed to study and develop specific area-wide transportation related topics. The two committees are the Policy Board and Technical Committee. The Policy Board is comprised of local elected and appointed officials and is the governing body that oversees the activities and decision-making processes of an MPO. The Technical Committee is comprised of professionals with technical knowledge in transportation planning, engineering, and other related fields. They provide technical expertise and advice to support the MPO's planning and decision-making processes.

Each meets monthly to discuss issues facing the region and process necessary changes requested by local agencies. Notice of meetings and agendas are posted on the TTCI website.

<https://www.networksnorthwest.org/community/transportation/ttci/>

Requirements

Several authorizing legislations establish requirements for public participation. These legislations include the Infrastructure Investment and Jobs Act (IIJA), Bipartisan Infrastructure Law (BIL), Fixing America's Surface Transportation (FAST) Act, Moving Ahead for Progress in the 21 st Century Act (MAP-21), Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), The Transportation Equity Act for the 21 st Century (TEA-21), and the Intermodal Surface Transportation Efficiency Act (ISTEA). Highlights of the requirements for public participation include:

- Providing adequate public notice of public participation activities and time for public review and comment at key decision points;
- Employing visualization techniques;
- Making information accessible in various formats and means;
- Holding public meetings at convenient and accessible locations and times;
- Seeking out and considering the needs of traditionally underserved populations;
- Coordinating with statewide transportation planning public participation and consultation processes; and
- Periodically reviewing the effectiveness of the procedures and strategies in the Participation Plan.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 states that no person in the United States, shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Environmental Justice

Environmental Justice (EJ) at the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) means identifying and addressing disproportionately high and adverse effects of the agency's programs, policies, and activities on minority populations and low-income populations to achieve an equitable distribution of benefits and burdens.

Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations: Executive Order 12898

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of religion, race, ethnicity, income or education level in the planning and decision-making process. EJ policy was formalized with the signing of Executive Order (E.O.) 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice a part of their mission. The E.O. directs federal agencies to identify and address the disproportionately high and adverse human health or environmental effects of their actions on minority and low-income populations, to the greatest extent practicable and permitted by law. The order also directs each agency to develop a strategy for implementing environmental justice. The order is also intended to promote

nondiscrimination in federal programs that affect human health and the environment, as well as provide minority and low-income communities access to public information and public participation.

Environmental Justice outreach is important as it helps to ensure full and fair participation by potentially affected communities in every phase of the transportation decision making process. When this is accomplished, the development, construction, operation and maintenance of transportation projects should reflect an equitable distribution of benefits and burdens. In 1994, President Clinton issued Executive Order 12898, directing federal agencies, to the greatest extent practicable, to identify and address disproportionately high and adverse human health or environmental effects of their programs, policies, and activities on minority populations and low-income populations. In 1997, the Department of Transportation (U.S. DOT) issued an Order to address EJ in minority populations and low-income populations to summarize and expand upon the requirements of Executive Order 12898 on EJ. The FHWA issued its own EJ Order in 1998 (Order 6640.23). U.S. DOT, FHWA, and other modal administrations have since updated the respective orders and continually seek to enhance their efforts to address EJ effects of their programs, policies, and activities. TTCI will work to encourage the participation of persons who have been traditionally underserved to meet the requirements of Executive Order 12898 related to Environmental Justice and the Americans with Disabilities Act of 1990. TTCI, through written communication, email, newsletters, or phone, will endeavor to notify the appropriate groups listed below when a particular agenda item directly impacts an organization or the clientele they represent.

Stakeholders organizations representing:

- Elderly
- Disabled
- Non-Motorized transportation users
- Minority populations
- Low-income populations
- Transit users
- Immigrant populations
- Homeless

Improving Access for Persons with Limited English Proficiency

Executive Order 13166, Improving Access for Persons with Limited English Proficiency (LEP), was issued in 2000 to improve access to federally conducted and federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency. It requires federal agencies to ensure that recipients of federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990 provides “no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of the state or local government.”

Federal Transit Administration (FTA) Program of Projects

The public participation process described herein is used to satisfy the public participation process for the Program of Projects (POP) for the Bay Area Transportation Authority (BATA).

The Public Participation Process for Transportation Planning

Public participation is an integral part of the transportation process which helps to ensure that decisions are made in consideration of and to benefit public needs and preferences. Early and continuous public involvement brings diverse viewpoints and values into the decision-making process. This process enables agencies to make better informed decisions through collaborative efforts and builds mutual understanding and trust between the agencies and the public they serve. Successful public participation is a continuous process, consisting of a series of activities and actions to both inform the public and stakeholders and to obtain input from them which influence decisions that affect their lives.

The public, in any one area or jurisdiction, may hold a diverse array of views and concerns on issues pertaining to their own specific transportation needs. Conducting meaningful public participation involves seeking public input at specific and key points in the decision-making process issues where such input has a real potential to help shape the final decision or set of actions.

Public participation activities provide more value when they are open, relevant, timely, and appropriate for the intended goal of the public involvement process. Providing a balanced approach with representation of all stakeholders and including measures to seek out and consider the needs of all stakeholders, especially those that are traditionally underserved by past and current transportation programs, facilities, or services.

Specific public involvement requirements detailed in Infrastructure Investment and Jobs Act (IIJA) legislation include the following:

- Require a minimum public comment period of 45 days before the public involvement process is initially adopted or revised as mandated by federal transportation planning regulations outlined in 23 CFR 450.316, which governs the development and content of public participation plans for MPOs
- Holding public meetings at convenient and accessible locations and times
- Identifying actions necessary to comply with the Americans with Disabilities Act of 1990.
- Employing visualization techniques to describe long range transportation plans and TIPs
- Making public information available in easily accessible formats such as electronically on the World Wide Web
- Use clear, non-technical language to ensure that information is understandable to a broad audience
- Providing timely information about transportation issues and processes to citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other interested parties and segments of the community affected by transportation plans, programs and projects (including, but not limited to, central city and other local jurisdiction concerns)
- Demonstrating explicit consideration and response to public input received during the planning and program development processes, and including written and oral comments received on the draft transportation plan or TIP as a result of the public involvement process, as an appendix of the plan or TIP

- Being inclusive of underserved communities through special efforts to engage minority, low-income, and rural communities in the planning process
- Ongoing coordination and communication with local governments, tribal governments, and other regional entities to ensure that their perspectives and needs are considered in infrastructure projects
- Being consistent with Title VI of the Civil Rights Act of 1964 which ensures that no person shall, on the grounds of race, color, sex, national origin, or physical handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program receiving Federal assistance from the United States Department of Transportation; and moreover, seeking out and considering the needs of those traditionally underserved by existing transportation systems, including, but not limited to, low income and minority households
- Public involvement processes must incorporate environmental justice considerations to ensure that the environmental and health impacts of infrastructure projects do not disproportionately affect disadvantaged communities

To meet these standards, this participation process includes outreach to solicit public opinion and transportation needs, especially of the underserved, through the following means:

- Continually adding new information to the website
- Ensuring that there is an opportunity for public comment at committee meetings
- Making information easily available to the public in a variety of ways (online, print, email, etc.)
- Making every attempt to schedule public meetings at convenient times and locations that are along transit routes and accessible to those with disabilities
- Allowing opportunities for public comment on key decisions
- Responding to comments in a timely and forthright manner
- Regularly reviewing the public involvement process itself

The emphasis of this process is on early involvement of the public in all processes in order to obtain input and insight before decisions are made.

Goal, Objectives, and Policies

Plans and policies need to be revisited and reviewed periodically to determine if the public's needs are being addressed in an effective and efficient manner. In order to ensure the effectiveness of this plan, the public must be kept informed of TTCI activities and must be given a meaningful opportunity to participate in the development and review of public policy through the use of presentations, press releases, mailings, public meetings, and other public outreach activities.

Public Participation Goal: The public involvement process for transportation planning shall provide complete information, timely public notice, and full access to information regarding key decisions; and shall support early and continuing involvement of the public.

Objective 1 – Public Access to Information: The public shall be provided timely notice and appropriate access to information about transportation plans, issues, and processes through notices/information posted on networksnorthwest.org, emails to the interested citizen/agency list, press releases, as well as other tools and techniques when determined necessary.

The following policies will be adhered to in order to meet this objective:

- The TIP, the Metropolitan Transportation Plan (MTP), the Public Participation Plan, the Unified Planning Work Program, the Title VI Plan, and other important documents shall be made available by TTCI staff in an electronic format for the public to review on the [TTCI website](#).
- For those without Internet service, libraries may offer free Internet access and should be contacted to determine if this service is available. All plans and documents will also be available at TTCI offices and copies of the MTP will be distributed to all public libraries in the MPO area and to all members of the TTCI Committees. Copies of other plans or projects will be distributed to the TTCI Committees and notice of release for those plans or projects will appear in area media. Any person or agency may also request a copy of any of TTCI's plans via telephone, email, mail, or in person at any time. A small copying fee may apply.
- TTCI will employ visualization techniques to describe the MTP and Transportation Improvement Programs (TIPs). These may include the following formats: project location maps, photographs, narrative project descriptions, charts, illustrations, graphics, diagrams, and sketches. Staff will continue to monitor and investigate developing technologies to improve the MPO's visualization process.
- Notice and agenda of all TTCI Committee meetings shall be made available in compliance with the State of Michigan Open Meetings Act.
- Information pertaining to the adoption, revision, or amendment of all TTCI Transportation plans shall be available seven days prior to the date of the final action with the exception of emergency meetings when less time is allowed under the State of Michigan Open Meetings Act.
- All meetings and workshops of TTCI Committees will be open to the public except as allowed by the State of Michigan Open Meetings Act.

Objective 2 – Public Access to Meetings and Facilities: Opportunities shall be created for the public to participate in the planning process for important issues, plans and projects under consideration by TTCI through public meetings, committee meetings, and other venues. TTCI will target groups who can expect to be directly affected by the outcome or those with special needs that may not be well served by the existing transportation system.

The following policies will be adhered to in order to meet this objective:

- TTCI Staff shall inform the public about issues and proposals under their consideration through public meetings, presentations, mailings, press releases, or other techniques during the development of each of the transportation plans, programs, or projects for which TTCI is responsible.
- TTCI Staff will continue to develop and maintain an Interested Citizens/Agencies List for the purpose of disseminating information about transportation plans, policies, and activities.

The Interested Citizens/Agencies List, while all inclusive, will be especially geared to reach those low-income and minority populations that have traditionally been underserved in the transportation planning process.

- TTCI Staff shall review the Public Participation Plan prior to the start of the MTP development process. The Public Participation Plan will also be reviewed for required updates if needed before the development of the Transportation Improvement Program (TIP).
- TTCI Staff shall consult with stakeholders through correspondence that utilizes the continuously updated Interested Citizens/Agencies List.

Objective 3 – Public Input: The solicitation, compilation, and consideration of public input shall be an integral part of the TTCI decision making process.

The following policies will be adhered to in order to meet this objective:

- TTCI Staff shall conduct public participation meetings prior to the adoption of the transportation plan or program for which it is responsible, including the Metropolitan Transportation Plan, Transportation Improvement Program, or substantive amendments thereof. Notices of such meetings will be distributed through the Interested Citizens/Agencies List as well as the area media. Meeting notices will also be posted on the [TTCI website](#).
- Those plans and programs that require extended review periods will allow for written comments to be submitted, including the Metropolitan Transportation Plan, the Transportation Improvement Program, the Public Participation Plan, and any other plan with extended review periods. All comments received as well as a response to each comment will appear as an appendix to the applicable plan or program. TTCI Staff will notify the public of extended review periods that are required by State or Federal guidelines and specifics regarding how to comment on those plans or programs.
- Those members of the public wishing to address comments to any TTCI Committee will be given the opportunity to comment at the regular public meetings of those committees.

Public Participation Strategies

Participation Plan

The development, adoption, and amendment of TTCI transportation plans and programs shall be subject to the Public Participation Plan. The Public Participation Plan will be monitored and reviewed before the start of the MTP development process as required by federal guidelines and before the start of the TIP development process if needed due to changes in federal law, deficiencies in the tools and techniques used to reach the public, or if it is determined that other changes need to be made to the document. It is hoped that the directives of this plan will result in well-attended public meetings, local news coverage of programs, and more public interest in transportation issues within the region.

Availability of Information

All events/opportunities appear on [TTCI's webpage](#) and are sent to the Interested Citizens/Agencies List that TTCI maintains. Transportation plans and TIPs will also be included on the [TTCI website](#) for public review and comment.

TTCI staff will make written materials provided to our committees available to the public upon request. Requests can be made by phone or contact form, through [TTCI's webpage](#), or in person at Networks Northwest office (600 East Front Street, Suite 205, Traverse City, MI 49686) or during a Committee meetings. When appropriate, a charge may be levied for copies of publications. The charge will cover the cost of producing and, if applicable, mailing the materials. All such materials are available for viewing at TTCI offices at no cost.

Accessibility for Persons with Disabilities

The transportation needs and opinions of those with disabilities will be sought out and the planning process will be made accessible to such persons as per the regulation provided by the Americans with Disabilities Act of 1990. Public meetings will be held in facilities that are on transit routes and that are accessible to persons with disabilities.

Meeting Times

Every attempt will be made to host public meetings at convenient hours to maximize attendance. A schedule of public meetings will be made available on the [TTCI Website](#). There is also an opportunity for public comment at the TTCI Technical Committee, Executive Committee, and regular Board meetings. Generally, these meetings are scheduled as follows:

- Technical Committee – 3rd Thursday every other month at 1:30 pm, NW Michigan Works! (1209 S. Garfield) and online
- Executive Committee – Last Tuesday every other month at 3:00 pm at the Networks Northwest offices, 600 E. Front St. and online
- Policy Board – 2nd Tuesday every other month at 3:00 pm, NW Michigan Works! (1209 S. Garfield) and online

Writing in Plain Language

Plain language is defined as “communication your audience can understand the first time they read or hear it.” Every effort will be made to use plain language in all MPO public involvement materials, including newspaper ads, flyers, and mailings, in accordance with the Plain Writing Act of 2010. This act requires that Federal agencies use "clear Government communication that the public can understand" and was signed on October 13, 2010. For more information on writing in plain language, please visit www.plainlanguage.gov.

Public Comments

General Comments: Members of the public are welcome to submit comments on specific issues or to contact staff with questions at any time. A staff directory with emails and direct phone numbers is included on [TTCI website](#) for the public’s convenience, or staff can be reached through TTCI’s main line at (231) 929- 5000. TTCI’s Technical Committee, Executive Committee, and regular Board meetings are also open to the public and include an opportunity for public comment on the agenda. Meeting agendas are posted on the [TTCI website](#) before a scheduled meeting and in compliance with the Michigan Open Meetings Act.

Ways to Submit Comments: During public comment periods, staff ensures that comment forms are available to the public in a variety of ways. Comments can be submitted by:

- Completing an online submittal form on the [TTCI website](#).
- Sending comments to TTCI via Networks Northwest by mail at: Networks Northwest, PO Box 506, Traverse City, MI 49686
- Emailing comments to a TTCI staff member
- Phoning in comments to a TTCI staff member (contact information available on [TTCI website](#))
- Filling out a comment form (available in Appendix C) in person at Networks Northwest (600 East Front Street, Suite 205, Traverse City, MI 49686) or at a public meeting

Note: Comment forms are for the public’s convenience only, and comments don’t need to be written on an official comment form to be considered.

Response to Comments: TTCI will summarize and respond to public comments on the MTP, the Public Participation Plan, the TIP, on amendments to the TIP, on proposed major area-wide investment studies, and on key decisions. We will also forward comments about specific projects to the responsible entities. Comments and responses will be kept on file, be available for public review, and will be made part of the plan, program, or other document as adopted. Summaries of comments and responses will also be given to the Technical and Executive Committees as well as the jurisdiction(s) directly responsible for the project for review. Comments will be responded to before decisions are made or plans or programs are adopted. Responses will be made in a timely manner so that they can be considered during the next phase of the plan or program development.

Public Involvement in Transportation Planning Processes

As particular planning or programming projects arise, the performing entity will develop a specific participation process that is appropriate for the project. Examples of such projects are: The Metropolitan Transportation Plan (MTP), substantial amendments to that plan, corridor studies, the Transportation Improvement Program (TIP), and major long range transportation investment studies. The participation process for planning or programming projects will follow the TIP or MTP amendment procedures outlined in this document and include the following specific measures as well as other actions: (1) a formal public meeting will be held well in advance of the adoption of transportation plans and before the adoption of the TIP, (2) a reasonable period of time will be set aside before the adoption of a plan or the TIP during which the public may comment verbally at the public meeting or in writing to the TTCI offices.

Interested Citizen/Agency List

This list is a composite of private citizens who have asked to receive transportation-related information, as well as a variety of agencies (including businesses and governmental entities) that have expressed an interest in or are impacted by transportation issues, such as the following:

- Members of the Technical Committee and TTCI Board
- Traffic agencies
- Private providers of transportation services
- Ridesharing agencies
- Parking agencies
- Transportation safety agencies
- Traffic enforcement agencies
- Airport and port authorities
- Freight companies
- Railroad companies
- Traverse Area Recreation Trail (TART)
- Environmental organizations
- Neighborhood associations
- Interested citizens
- Organizations representing the interests of:
 - The elderly
 - Minorities
 - Transportation agency employees
 - Users of various modes of transportation
 - People with disabilities
 - Economically disadvantaged
 - Native American tribes
 - Others underserved by the transportation system

Individuals and agencies can sign up to be included on this list by visiting the [TTCI webpage](#) or by phone, email, fax, or mail, and asking to be included on the list.

Primary Objectives – Providing this group information about upcoming public meetings, public comment periods, and other public involvement opportunities.

Newspaper Ads

The MPO uses newspaper ads on a case-by-case basis to alert the public to upcoming public involvement opportunities. These ads may appear in the Traverse City Record Eagle

Primary Objectives – Notifying the public about upcoming public meetings or other opportunities for public involvement.

Organizational Logos

The MPO has two logos – one for TTCI and one for Networks Northwest. The MPO logo appears on all official correspondence, including direct mailings, and on all published advertisements, including newspaper ads and flyers.

Primary Objectives – Maintaining uniformity of the MPO’s publications, making its products and correspondence official, and helping the public to identify plans, promotional items, and advertisements of the MPO.

Press Releases

Press releases are generally used on a case-by-case basis and sent to TTCI’s media list, which includes TV, news, press, and radio representatives, and are used to alert the media of noteworthy news items from the MPO and its committees.

Primary Objectives – Informing the public about major initiatives, program changes, or other important news; or alerting the media about the MTP kickoff and pre-programming collaboration.

Public Meetings

Public meetings are generally informal gatherings that give the public a chance to interact with staff and discuss questions or concerns about projects, plans, etc. that are of interest or importance to them. These meetings may include a short staff presentation as well as a variety of visuals, such as maps, brochures, or other important materials, for the public’s convenience. The public is also encouraged to fill out a comment form at the meeting.

Primary Objectives – Encouraging public participation during the development of the TIP and MTP and allowing the public an opportunity to meet with staff.

Surveys

Surveys may be conducted on an as-needed basis during the development of the MTP to gain insight into important issues within the area. Individuals can contact staff by mail, email, fax, phone, through the [TTCI Website](#), or stop by TTCI’s office in person to receive a copy of the survey.

Primary Objectives— Gauging the public’s interest in investment priorities.

Visual Aids

Attempts will be made to use visualization techniques to describe long range transportation plans and Transportation Improvement Programs (TIPs). These may include maps, photographs, charts, illustrations, graphics, diagrams, and sketches. Staff continues to monitor and investigate developing technologies to improve the MPO's visualization process.

Primary Objectives – Engaging the public during public meetings and helping to increase their understanding of projects, project locations, etc.

Website

TTCI's website is an inclusive resource for transportation planning information. The website includes basic information such as meeting schedules, committee membership, and contact information, as well as work products, such as the Transportation Improvement Program (TIP), the Metropolitan Transportation Plan (MTP), the Unified Planning Work Program (UPWP), and the Public Participation Plan (PPP). Information about additional transportation programs and activities is also available. An electronic comment form will be added to the site that allows the public to submit comments online, and a copy of the form is also made available for downloading. The site is maintained by a webmaster, consistently reviewed for accuracy, and new information is added to it continuously. TTCI's website can be found at:

<https://www.networksnorthwest.org/community/transportation/ttci/>

Primary Objectives – Alerting the public to the latest developments in the TIP or MTP development process, as well as TIP or MTP amendments and public comment opportunities, facilitating the submission of public comments during public comment periods, or providing updates about other plans, programs, opportunities, or transportation developments.

Optional Public Participation Tools and Techniques

The MPO primarily relies on the tools and techniques above for reaching the public, but occasionally, the MPO may decide to employ additional tools and techniques to augment its public involvement process in order to increase the public's participation in transportation planning. This may occur because a primary tool or technique is determined to no longer be effective during the PPP review process, because the primary tools and techniques need to be enhanced with additional activities in order to better engage the public, because an optional public participation tool or technique becomes more popular with the public, or because staff determines it is necessary to use an optional tool or technique for another reason altogether.

Continual Evaluation of Tools and Techniques

The MPO uses a variety of tools and techniques in order to involve the public in the transportation planning process. TTCI staff believes the tools and techniques reflected in this document allow MPO staff to reach the public most effectively at the present time. However, these tools and techniques will be evaluated on an ongoing basis to ensure that they continue to be relevant and effective in reaching the public. If staff determines that a specific tool or technique is no longer effective, staff will discontinue its use and consider replacing it with a different tool or technique. Staff will also continue to monitor technology advancements as well as new and emerging social

media outlets that have the potential to be useful in the public involvement process. If a new tool or technique is discovered or becomes available, staff may use it in addition to the tools and techniques listed in this document.

Evaluation of Effectiveness

TTCI will support efforts to expand public participation in the planning process, as well as evaluating the results in the most effective manner. This will include continuous research into best practices and outcome evaluation, as documents are created, released, and amended.

TTCI will utilize a four-part evaluation process for public participation that can help determine if either the public or the agency benefited from the public's engagement. In this process, there are at least four different public engagement outcomes that local officials can review:

1. **The appropriateness and effectiveness of the engagement process design and delivery, including the "satisfaction" of participants with the process.** Did the chosen process "fit" the problem, provide the sort of information needed, and meet participation goals? Was it done well?
2. **The impacts on public decisions, policies and actions.** Was the ultimate agency decision different and/ or better than would otherwise have been the case?
3. **The changes to the capacity for participation by community residents.** Has the completed engagement activity made it more or less likely that the public, including appropriate neighborhood/ community organizations, has the interest, information, and skills to get involved?
4. **The changes to the local agency's capacity to effectively develop and carry out other public engagement efforts in the future.** Was the public engagement activity seen solely as a one-time event, or are sponsors using it to build a more sustained agency capacity for soliciting the public's ideas and recommendations?

Public Participation Summary Reports

After the completion of all TIPs, MTPs, and Public Participation Plans, staff will generate a report that summarizes the overall number of public comments received, the estimated number of people reached throughout the public participation process, and the various tools that were utilized. These summary reports will be included in their respective documents.

Significant Planning Initiatives

Significant planning initiatives include, but are not limited to the Unified Planning Work Program (UWP), Public Participation Plan (PPP), the Transportation Improvement Program (TIP), and the Metropolitan Transportation Plan (MTP). Other plans that may follow similar procedures to develop or update plans may include corridor studies, subarea plans, transportation demand management studies, and transit plan implementation studies. When describing a significant planning initiative to the public, TTCI shall incorporate appropriate visualization techniques. Significant planning initiatives are listed below. The following tables and graphics detail the milestones for each initiative and shows a timetable for the best opportunities for the public to provide input during the process.

Updates will be posted on the [TTCI website](#) before public meetings, and before public comment periods begin, and will be given verbally during Technical Committee and regular Board meetings periodically as well. However, there are several milestone points for each document when it will engage the public through additional means in order to inform them of opportunities to become involved in the development process, which may include invitations to public meetings, requests for public comment, or other information

Please note: In years when the TIP and MTP are developed simultaneously, public participation activities for both documents may be combined at staff's discretion to maximize efficiency and resources and reduce confusion. Please also note: TTCI staff may choose to add additional tools and techniques not specified at their discretion at any point during the TIP development process to enhance public outreach.

Unified Planning Work Program (UWP)

Estimated timeline: 6 months

This plan outlines the transportation planning program for TTCI and identifies how available planning funds from both federal and state funds will be used to address planning requirements while also addressing local transportation policies, programs, issues, and priorities. The UWP is updated on an annual basis.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Adoption of the draft document	Once the draft UPWP document is complete, Staff will bring it to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting

Amendment Process: Same as adoption Process

Public Participation Plan

Estimated timeline: 6 months

The Public Participation Plan describes the ways in which TTCI will engage the public in the transportation planning process. It is reviewed every two years and updated and as needed.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Draft Public Participation Plan developed and presented to the Technical and Policy Committees	After the draft Public Participation Plan has been developed and presented to the Technical and Policy Committees, TTCI will bring it to the public for comment. TTCI staff will notify the public of this opportunity by posting the notice on the TTCI website .	At least 1 day before the public comment period begins	45 days; the public comment period will begin after the draft document is presented to the Policy Committee and will end at least one week before the final document is approved by the Policy Committee (approximately two months after the comment period begins)
Public Participation Plan approval	After all comments have been considered and the 45-day public comment period has concluded, the document will be brought to the Policy Committee for approval. The public will have an additional opportunity to comment on the document at the Policy meeting, and will be notified of this meeting by posting the notice on the TTCI website .	6 days prior to Policy Board meeting	N/A; notification only

Amendment Process: Same as adoption Process

Transportation Improvement Plan (TIP)

Estimated timeline: 8 months

A list of road, transit and non-motorized projects that communities and agencies plan to implement over a four-year period within the TTCI MPO. The Transportation Improvement Program is redone every three to four years and modified frequently.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Call for Projects	Before the TIP call for projects begins, TTCI staff will notify the public via TTCI website .	6 days prior to the first TIP programming meeting	N/A; notification only
Draft project lists, environmental justice, and air quality results (if applicable) completed and available for public comment	TTCI staff will bring these items to the public for comment. A public meeting will also be held.	7 days prior to the public meeting and before the 1st day of the public comment period	14 days
Adoption of Draft Document	TTCI Staff will bring document to the Technical and Policy Committees for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting

Amendment Process

It is frequently necessary to amend the TIP because of changes to projects within the document. Some changes require public notice/input. Outlined below is the public involvement procedure for TIP amendments.

Some changes are considered minor modifications and may be revised administrative.

**See Appendix A for details regarding criteria for Administrative TIP amendments.*

Milestone	Procedure	Public Notification Date	Length of Public Comment
Amendments to the TIP are frequently necessary due to project changes (scope, cost, etc).	Staff will bring TIP amendments to the Technical Committee for recommendation to the Policy Board for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting

Metropolitan Transportation Plan (MTP)

Estimated timeline: 12 months

The Metropolitan Transportation Plan (MTP) is a 25-to-30-year vision for the transportation network. The purpose of the MTP is to ensure that transportation investments in TTCI's MPO area enhance the movement of people and freight efficiently, effectively, and safely.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Kickoff to MTP and Development of Goals & Objectives	Once the MTP development process begins, TTCI staff will notify the public.	N/A	Public involvement will be continuous throughout the MTP development process
Data Collection & Call for Projects	TTCI staff will invite the public to review and comment on identified modal needs.	Up to 7 days prior to the start of the public comment period	14 Days
Environmental Justice Process and Evaluation: Draft Document	TTCI staff will bring the document to the public for comment. A public meeting will also be held to discuss these items.	Up to 7 days prior to the start of the public comment period	14 Days
Adopt Plan	TTCI Staff will bring plan to the Technical Committee and Policy Board for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Board meeting

Amendment Process

It is occasionally necessary to amend the MTP because of changes to projects listed within the document. Outlined below is the public involvement procedure for MTP revisions.

Milestone	Procedure	Public Notification Date	Length of Public Comment
Amendment(s)	Staff will bring MTP amendments to the Technical Committee and Policy Board for approval. Public comment opportunities will be available at both committee meetings.	6 days prior to Technical Committee meeting	A minimum of 7 days, beginning on the date of the Technical Committee meeting and ending at the Policy Committee meeting

Public Participation Timeline for Other Planning Documents

It is sometimes necessary for TTCI to develop plans either in conjunction with other major documents or independently. Below is the public involvement timeline for the development of other significant documents or public meetings that may be used to discuss or receive public comments.

Plan	Prior Notice to Public (minimum)	Length of Public Comment (Minimum)
Major Corridor Studies	6 Days	
Major Transportation Studies	6 Days	
Other plans (i.e. – non-motorized, freight, safety)	Typically goes through public involvement when the MTP is developed; a separate public involvement process is not necessary unless updates or development of plans occurs outside of the MTP development.	
Public Meetings	As required by the Michigan Open Meetings Act	

Appendix A: FHWA Michigan Division and FTA STIP and TIP Amendment and Administrative Modification Guidance

Federal Amendment (23 CFR 450.104)

1. Any project or project phase change that affects air quality conformity or requires a conformity determination (in nonattainment and maintenance areas) regardless of the cost of the project or the funding source;
2. A project or project phase change that requires public review and comment and/or the re-demonstration of fiscal constraint;
3. The addition of a new project/phase or moving a project/phase from the illustrative list to the financially constrained list;
4. The deletion a project/phase or moving a project/phase to the illustrative list;
5. Major change in project phase cost (increase or decrease greater than 25% of the total phase cost);
6. Changing a non-Federally funded project/phase to a Federally funded project/phase (except when switching a project from regular federal-aid project to an Advance Construction project or vice versa); and
7. Major change in project/phase design concept or design scope.*

*Major change in design concept or design scope is defined as:

- A change resulting in an air quality conformity reevaluation (per Interagency Work Group determination).
- Significant change to work type or project/phase description.
- Significant change in limits – Increase/decrease a project phase length by a 1/2 mile or more.
- Addition/increase/decrease of a travel lane by 1/2 mile or more.
- Addition of new project items (sidewalk, bike lane, ADA enhancements) that are a 1/2 mile or more in length.

Administrative Modification (23 CFR 450.104)

1. Minor change in cost (increase or decrease less than 25% of the total project phase cost);
2. Minor change in funding source (moving from one federal funding source to another federal funding source, except CMAQ funding);
3. Shifting projects/phases between fiscal years of the current STIP while maintaining financial constraint defined as “project selection” in the regulations (23 CFR 450.222 and 23 CFR 450.332);
4. Switching a project/phase from regular federal-aid to Advance Construction and vice versa (per Michigan Division and MDOT finance agreement provided the change is noted in the request sent to FHWA at the time of project/phase authorization);
5. Addition of a project/phase that uses 100% State or local funding, unless it is deemed “regionally significant” by the MPO;
6. Changes in non-federal project/phase costs;
7. Addition of a project/phase for emergency repairs to roads or bridges**;

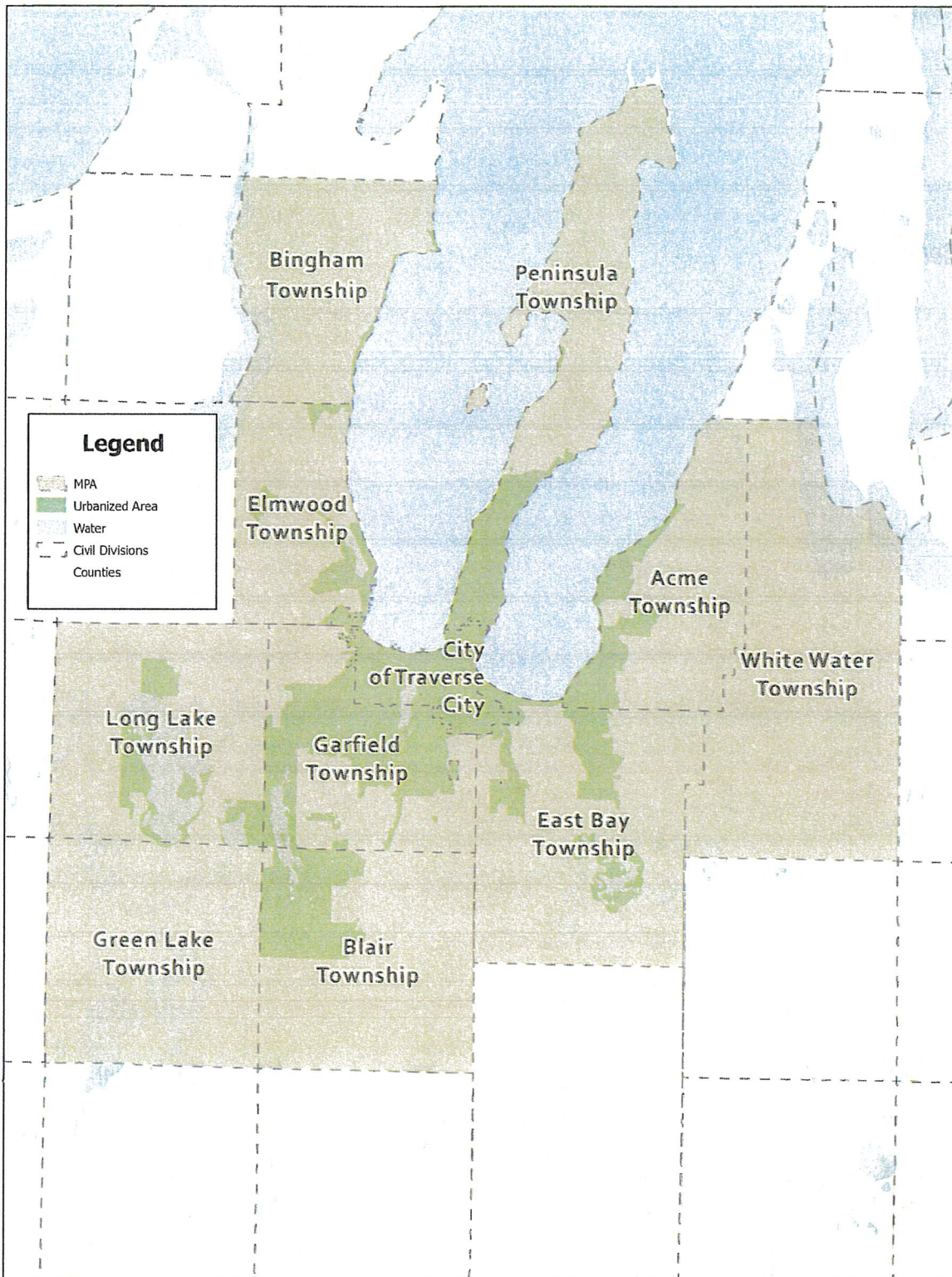
8. Addition, deletion, and scope changes to projects/phases within General Program Accounts (GPAs);*** and
9. Technical corrections – corrections to typos, misspellings, and other data entry errors.

**Emergency relief projects may (but are not required to) be included in the STIP, except those involving substantial functional, location, or capacity changes per 23 CFR 450.218(g)(5).

***May require a Federal amendment for transit projects in urbanized areas if FTA program of projects public participation requirements have not been met.

Administrative Modifications do not require Federal approval. However, MDOT will make available information about any modifications to FHWA and FTA for review and comment. FHWA and FTA reserve the right to disallow an administrative modification that is not consistent with Federal regulations.

Appendix B: TTCI MPA Boundary Map



Appendix C: Public Comment Form

Project:

Comments:

Name: _____

Address (Optional): _____

Phone Number: _____

Email: _____

Would you like to be added to our mailing list? Yes / No (circle one)



TTCI is a program of Networks Northwest
PO Box 506
Traverse City MI 49685-0506
PHONE: (231) 929-5000

Prioritization Process Factors

1. Local Municipality Infrastructure Coordination (Max of 10 points)

The TTCI Technical Committee will review all projects and may prioritize based on other local or region-wide projects that present opportunities to coordinate efforts and reduce costs. Infrastructure Coordination shows the local agencies will be minimizing the disruption on the community and using wise investment strategies.

May include projects that cross jurisdictional boundaries, utilize grant funding that must be expended within a limited time-frame, bridge construction or culvert maintenance or replacement, projects being undertaken by public transit agencies or port authorities, rail or freight authorities, non-motorized projects, or projects that may be built concurrently with public utility projects.	Up to 10 points as determined by the TTCI Technical Committee
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2. Local Planning and Economic Development (Max of 5 points)

Includes projects that are in local or regional plans (such as a Master Plan or other community development related plan) and has a significant impact on the local or regional economy. This may include areas with planned future land uses such that would increase density and traffic volume (high-density commercial, residential, or mixed-use developments).	Up to 5 points as determined by the TTCI Technical Committee
--	--

3. Pavement Condition (Max of 10 points)

The Existing Pavement Conditions will award up to 10 points based on the roadway pavement condition or bridge condition. Pavement Surface Evaluation and Rating (PASER) scale, which uses a 1-10 rating system, will be used to score projects based on road pavement condition. PASER uses visual inspection to evaluate pavement surface conditions. When assessed correctly, PASER ratings provide a basis for comparing the quality of roadway segments. If a road has more than one rating for the length of the project, the worst condition will be used.

PASER rating of 1-2	5
PASER rating of 3-4	8
PASER rating of 5-6	10
PASER rating of 7 and higher	0

4. Annual Average Daily Traffic (Max of 5 points)

Annual Average Daily Traffic (AADT) is an estimated mean daily traffic volume on a roadway. It is a useful and simple measurement of how busy a road is. The higher the AADT, the more traveled the route is, which will have a higher impact per vehicle traveled.

If the applicant has more current data, it may be provided.

AADT is 20,000 or more	5
AADT is 15,000-19,999	4
AADT is 10,000-14,999	3
AADT is 5,000-9,999	2
AADT is below 4,999	1

5. Commercial Annual Average Daily Traffic (Max of 5 points)

Similar to AADT, the Commercial Annual Average Daily Traffic (CAADT) is the estimated mean daily traffic volume of commercial vehicles.

CAADT is 600 or more	5
CAADT is 400-599	3

CAADT is below 399	1
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6. Remaining Service Life (Max of 10 points)

The Expected Increase in Remaining Service Life (RSL) is defined as the estimated number of years until it is no longer cost effective to perform preventive maintenance on a pavement section.

Extended RSL by 15 years or more	10
Extended RSL by 10-14 years	7
Extended RSL by 5-9 years	4
Extended RSL by 2-4 years	1
Extended RSL by 0-1 years	0

7. Environmental Justice (Max of 10 points)

Project is located within, or directly adjacent to, an Environmental Justice area defined in the TTCI Metropolitan Transportation Plan.

Project located in an identified Environmental Justice area	Up to 10 points as determined by the TTCI Technical Committee
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8. Safety (max of 15 points)

Impact on Safety assesses the impact the proposed project will have on the existing road segment, providing a maximum of 15 points depending on the number of crash reduction factors associated with the completed road project.

3 or more crashes per MVMT	10
Less than 3 crashes per MVMT	5
Projects identified as an area of safety concern in local or regional planning documents	5

9. Road Type – National Functional Classification (Max of 10 points)

The National Functional Classification (NFC) is the process by which roads, streets, and highways are grouped into classes according to the character of service they provide. Individual roads and streets do not serve travel independently, but as part of a network of roads through which the traffic moves. Functional classification defines the nature of this movement by defining the part that any particular road or street should play in serving the flow of trips through a highway network and the type of access it provides to adjacent properties. Functional classification describes the importance of a particular road or network of roads to the overall system and, therefore, is critical in assigning priorities to projects and establishing the appropriate highway design standards to meet the needs of the traffic served. Functional classification is also used to determine which roads are eligible for project funding under the STBG administered by the FHWA.

Minor Arterial	10
Major Collector	7
Minor Collector	4
Local	0 (not eligible)

10. Operational Improvements (Max of 5 points)

A capital improvement for installation of traffic surveillance and control equipment; computerized signal systems; motorist information systems; integrated traffic control systems; incident management programs; transportation demand management facilities; strategies, and programs; and such other capital improvements to public roads as the Secretary may designate, by regulation. By definition, an operational improvement still does not include restoration or rehabilitating improvements; construction of additional lanes, interchanges, and grade separations; or construction of a new facility on a new location.

A) Traffic control measures – may include traffic signal optimization, installing roundabouts, narrowing roads or other measures to reduce speed and improve safety for pedestrians and non-motorized transportation users	2
B) Increases police presence or surveillance to deter speeding, reckless driving, or other dangerous behavior	2
C) Includes public transportation enhancements	1

Total Possible Points: 85

Project: Washington Street (Cass Street to Boardman Ave)
 Agency: Traverse City
 Federal Aid Eligible: Yes

Factor	Actual / Description	Score	Comment
1) Local Coordination	N/A	N/A	Tart in Town bike route
2) Economic Development	N/A	5	
	Actual PASER Rating		
3) PASER - Pavement Condition	3	8	
	Actual AADT		
4) Average Traffic Count	6,205	2	
	Actual CAADT		
5) Average Freight Traffic Count	378	1	
	Actual RSL		
6) Remaining Service Life	Unknown	N/A	
7) Environmental Justice	MiEJ Score: > 30-40	6	Source: MiEJ
	Actual MVMT		
8 – A) MVMT	11	10	
8 – B) Area of Safety concern	N/A	0	
	Actual NFC		
9) National Road Classification	Major Collector	7	
	Description		
10 – A) Traffic Control Measures	Yes	2	
10 – B) Increase Presence	No	0	
10 – C) Public Transit Element	Yes	1	

Project Total Score: range 42-62

Project: Boardman Ave (8th St to Front St)
 Agency: Traverse City
 Federal Aid Eligible: Yes

Factor	Actual / Description	Score	Comment
1) Local Coordination	N/A	N/A	Tart in Town bike route; Street Design Manual; Non-motorized Facilities Masterplan
2) Economic Development	N/A	5	
	Actual PASER Rating		
3) PASER - Pavement Condition	2	5	3 Segments 2 segments rated 2 1 segment rated 3
	Actual AADT		
4) Average Traffic Count	7,523	2	
	Actual CAADT		
5) Average Freight Traffic Count	377	1	
	Actual RSL		
6) Remaining Service Life	Unknown	N/A	
7) Environmental Justice	MiEJ Score: > 30-40	6	Source: MiEJ
	Actual MVMT		
8 – A) MVMT	26	10	
8 – B) Area of Safety concern	N/A	0	
	Actual NFC		
9) National Road Classification	Major Collector	7	
	Description		
10 – A) Traffic Control Measures	Yes	2	
10 – B) Increase Presence	No	0	
10 – C) Public Transit Element	Yes	1	

Project Total Score: range 38-58

Project: Seventh St (Division St to Elmwood Ave)
 Agency: Traverse City
 Federal Aid Eligible: Yes

Factor	Actual / Description	Score	Comment
1) Local Coordination	N/A	N/A	Tart in Town bike route
2) Economic Development	N/A	5	
	Actual PASER Rating		
3) PASER - Pavement Condition	3	8	
	Actual AADT		
4) Average Traffic Count	6,030	2	
	Actual CAADT		
5) Average Freight Traffic Count	367	1	
	Actual RSL		
6) Remaining Service Life	Unknown	N/A	
7) Environmental Justice	MiEJ Score: > 30-40	6	Source: MiEJ
	Actual MVMT		
8 – A) MVMT	16	10	
8 – B) Area of Safety concern	N/A	0	
	Actual NFC		
9) National Road Classification	Major Collector	7	
	Description		
10 – A) Traffic Control Measures	Yes	2	
10 – B) Increase Presence	No	0	
10 – C) Public Transit Element	Yes	1	

Project Total Score: range 42-62

Project: Union St (9th St to 13th St)
 Agency: Traverse City
 Federal Aid Eligible: Yes

Factor	Actual / Description	Score	Comment
1) Local Coordination	N/A	N/A	
2) Economic Development	N/A	5	
	Actual PASER Rating		
3) PASER - Pavement Condition	5	10	4 Segments 3 segments rated 4 1 segment rated 7
	Actual AADT		
4) Average Traffic Count	5,736	2	
	Actual CAADT		
5) Average Freight Traffic Count	349	1	
	Actual RSL		
6) Remaining Service Life	Unknown	N/A	
7) Environmental Justice	MiEJ Score: > 30-40	6	Source: MiEJ
	Actual MVMT		
8 – A) MVMT	23	10	
8 – B) Area of Safety concern	N/A	0	
	Actual NFC		
9) National Road Classification	Major Collector	7	
	Description		
10 – A) Traffic Control Measures	Yes	2	
10 – B) Increase Presence	No	0	
10 – C) Public Transit Element	Yes	1	

Project Total Score: range 44-64

Project: 14th St (Division St to Lake Ridge Dr)
 Agency: Traverse City
 Federal Aid Eligible: Yes, from Division St to Cass St
 No, from Cass St to Lake Ridge Cir

Factor	Actual / Description	Score	Comment
1) Local Coordination	N/A	N/A	
2) Economic Development	N/A	5	
	Actual PASER Rating		
3) PASER - Pavement Condition	3	8	
	Actual AADT		
4) Average Traffic Count	12,342	3	
	Actual CAADT		
5) Average Freight Traffic Count	580	3	
	Actual RSL		
6) Remaining Service Life	Unknown	N/A	
7) Environmental Justice	MiEJ Score: > 30-40	6	Source: MiEJ
	Actual MVMT		
8 - A) MVMT	86	10	
8 - B) Area of Safety concern	N/A	0	
	Actual NFC		
9) National Road Classification	Minor Arterial	10	
	Description		
10 - A) Traffic Control Measures	Yes	2	
10 - B) Increase Presence	No	0	
10 - C) Public Transit Element	Yes	1	

Project Total Score: range 48-68

**Traverse Transportation Coordinating Initiative (TTCI)
 FY 2026 - 2029 Transportation Improvement Program (TIP)
 Revenue Estimates for TIP Development Updated 7-12-2024**

STBG Urban Program Area	Type	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate	FY 2029 Estimate
Traverse City	Small MPO	\$ 1,047,000	\$ 1,068,000	\$ 1,089,000	\$ 1,111,000
STBG Flex Program Area	Type	FY 2026 Estimate	FY 2027 Estimate*	FY 2028 Estimate*	FY 2029 Estimate*
Traverse City	Small MPO	\$ 46,000	\$ 48,000	\$ 49,000	\$ 50,000
Carbon Reduction Program	Type	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate	FY 2029 Estimate
Traverse City	Small MPO	\$ 129,000	\$ 131,000	\$ 134,000	\$ 137,000
CPG (PL+5303)	Type	FY 2026 Estimate	FY 2027 Estimate	FY 2028 Estimate	FY 2029 Estimate
Traverse City	Small MPO	\$ 240,000	\$ 245,000	\$ 250,000	\$ 255,000

Subject to change.
 Assuming 2% annual growth of federal funds
 Based on FY 2024 IJJA Revenues with growth rates above, rounded to the nearest \$1,000.

*FY26-29 STBG Flex funds subject to 2.5% statewide penalty until further notice

TRANSIT PROJECT DATA SHEET FOR TIP (TRANSPORTATION IMPROVEMENT PROGRAM)

INSTRUCTIONS: Submit completed form to the MPO and a copy to your OPT Project Manager for each project.

FILL OUT A SEPARATE FORM FOR OPERATING OR CAPITAL PER PHASE FINANCIAL CODE.

ALL ITEMS MUST BE COMPLETED.

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER		JOB NUMBER	
				CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED	
FISCAL YEAR 2025		COUNTY Grand Traverse		TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority	
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City		ZIP CODE 49686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT		BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)			
MAJOR ROUTE: Transit Operating		LOCATION (Report): AREAWIDE		FUNDS FLEXED TO FTA: No	

TRANSIT PROJECT DESCRIPTION

PHASE FINANCIAL SYSTEM 5311 - CTF Non Urban Formula					DESCRIPTION OF OTHER FUNDING TYPE	
DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE	
Operating	\$1,108,632	\$1,108,632		\$2,217,264	6000 - Oth Prog Costs	
WORK DESCRIPTION						
Select an Item				\$0	Select an Item	
WORK DESCRIPTION						
Select an Item				\$0	Select an Item	
WORK DESCRIPTION						
Select an Item				\$0	Select an Item	
WORK DESCRIPTION						
Select an Item				\$0	Select an Item	
WORK DESCRIPTION						
GRAND TOTAL						

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.

Scheduled Obligation Date is **ALWAYS** the last day of September for the fiscal year of the job. Scheduled End Date is **ALWAYS** the last day of September for the fiscal year of the job plus three years for Capital (*Rural agencies*), plus four years for Capital (*Urban agencies*) jobs, or plus one year for Operating jobs.

TRANSIT FLEX CATEGORY (<i>Only need to complete if funds are flexed to FTA and selection is based on the type of Transit Agency</i>) Select an Item	GPA TYPE Select an Item
--	----------------------------

MDOT OBLIGATION

- Yes - (1) If the agency applies for funds (Except for Urban Operating) directly to FTA, and if there is a state match or if OPT applies for the funds directly to FTA (2) 100% state jobs.
- No - (1) Urban Operating jobs (2) If the agency applies directly to FTA for funding, and there is no state match.

OPT PROJECT MANAGER NAME Alex Simonetti	ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(Must attach MDOT Form 1481)</i>
--	---

BUDGET

1) FEDERAL: _____ \$1,108,632		SUBTOTAL: _____ \$2,217,264
2) STATE: _____ \$1,108,632		4) Other Local Funding (<i>Not part of match</i>): _____
3) LOCAL (<i>Part of match</i>): _____ \$0		TOTAL JOB COST: _____ \$2,217,264

SUBMITTED BY (<i>Please print</i>) Kelly Dunham	TITLE Executive Director	DATE 08/07/2024
SIGNATURE Kelly Dunham	<small>Digitally signed by Kelly Dunham DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US Date: 2024.08.08 11:46:39 -0400</small>	PHONE NUMBER (231) 933-5544

TRANSIT PROJECT DATA SHEET FOR TIP (TRANSPORTATION IMPROVEMENT PROGRAM)

INSTRUCTIONS: Submit completed form to the MPO and a copy to your OPT Project Manager for each project.

FILL OUT A SEPARATE FORM FOR OPERATING OR CAPITAL PER PHASE FINANCIAL CODE.

ALL ITEMS MUST BE COMPLETED.

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER	JOB NUMBER	
			CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED	
FISCAL YEAR 2025	COUNTY Grand Traverse	TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority		
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City	ZIP CODE 48686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT	BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)		
MAJOR ROUTE: Transit Capital	LOCATION (Report): AREAWIDE	FUNDS FLEXED TO FTA: No		

TRANSIT PROJECT DESCRIPTION

PHASE FINANCIAL SYSTEM 5311 - CTF Non Urban Formula	DESCRIPTION OF OTHER FUNDING TYPE				
DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE
Mobility Management	\$64,455	\$16,114	\$0	\$80,569	6460 - JARC Projects
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
GRAND TOTAL					

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.

Scheduled Obligation Date is **ALWAYS** the last day of September for the fiscal year of the job. Scheduled End Date is **ALWAYS** the last day of September for the fiscal year of the job plus three years for Capital (*Rural agencies*), plus four years for Capital (*Urban agencies*) jobs, or plus one year for Operating jobs.

TRANSIT FLEX CATEGORY (<i>Only need to complete if funds are flexed to FTA and selection is based on the type of Transit Agency</i>) Select an Item	GPA TYPE Select an Item
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MDOT OBLIGATION

- Yes - (1) If the agency applies for funds (Except for Urban Operating) directly to FTA, and if there is a state match or if OPT applies for the funds directly to FTA (2) 100% state jobs.
- No - (1) Urban Operating jobs (2) If the agency applies directly to FTA for funding, and there is no state match.

OPT PROJECT MANAGER NAME Alex Simonetti	ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Must attach MDOT Form 1481)
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BUDGET

1) FEDERAL: _____	\$64,455	SUBTOTAL: _____	\$80,569
2) STATE: _____	\$16,114	4) Other Local Funding (<i>Not part of match</i>): _____	
3) LOCAL (<i>Part of match</i>): _____	\$0	TOTAL JOB COST: _____	\$80,569

SUBMITTED BY (<i>Please print</i>) Kelly Dunham	TITLE Executive Director	DATE 08/07/2024
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SIGNATURE Kelly Dunham	PHONE NUMBER (231) 933-5544
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Digitally signed by Kelly Dunham
DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US
Date: 2024.08.08 11:44:52 -0400

TRANSIT PROJECT DATA SHEET FOR TIP (TRANSPORTATION IMPROVEMENT PROGRAM)

INSTRUCTIONS: Submit completed form to the MPO and a copy to your OPT Project Manager for each project.

FILL OUT A SEPARATE FORM FOR OPERATING OR CAPITAL PER PHASE FINANCIAL CODE.

ALL ITEMS MUST BE COMPLETED.

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER		JOB NUMBER
				CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED
FISCAL YEAR 2025	COUNTY Grand Traverse	TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority		
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City	ZIP CODE 49686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT	BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)		
MAJOR ROUTE: Transit Operating		LOCATION (Report): AREAWIDE	FUNDS FLEXED TO FTA: No	

TRANSIT PROJECT DESCRIPTION

PHASE FINANCIAL SYSTEM 5311 - CTF Non Urban Formula	DESCRIPTION OF OTHER FUNDING TYPE
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DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE
Operating	\$40,285	\$40,285	\$0	\$80,570	6460 - JARC Projects

WORK DESCRIPTION

Select an Item				\$0	Select an Item
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WORK DESCRIPTION

Select an Item				\$0	Select an Item
----------------	--	--	--	-----	----------------

WORK DESCRIPTION

Select an Item				\$0	Select an Item
----------------	--	--	--	-----	----------------

WORK DESCRIPTION

Select an Item				\$0	Select an Item
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WORK DESCRIPTION

GRAND TOTAL

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.
 Scheduled Obligation Date is **ALWAYS** the last day of September for the fiscal year of the job. Scheduled End Date is **ALWAYS** the last day of September for the fiscal year of the job plus three years for Capital (*Rural agencies*), plus four years for Capital (*Urban agencies*) jobs, or plus one year for Operating jobs.

TRANSIT FLEX CATEGORY (<i>Only need to complete if funds are flexed to FTA and selection is based on the type of Transit Agency</i>) Select an Item	GPA TYPE Select an Item
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MDOT OBLIGATION

- Yes - (1) If the agency applies for funds (Except for Urban Operating) directly to FTA, and if there is a state match or if OPT applies for the funds directly to FTA (2) 100% state jobs.
- No - (1) Urban Operating jobs (2) If the agency applies directly to FTA for funding, and there is no state match.

OPT PROJECT MANAGER NAME Alex Simonetti	ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Must attach MDOT Form 1481)
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BUDGET

1) FEDERAL: _____	\$40,285	SUBTOTAL: _____	\$80,570
2) STATE: _____	\$40,285	4) Other Local Funding (<i>Not part of match</i>): _____	
3) LOCAL (<i>Part of match</i>): _____	\$0	TOTAL JOB COST: _____	\$80,570

SUBMITTED BY (<i>Please print</i>) Kelly Dunham SIGNATURE Kelly Dunham	TITLE Executive Director	DATE 08/07/2024 PHONE NUMBER (231) 933-5544
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Digitally signed by Kelly Dunham
DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US
Date: 2024.08.08 11:33:51 -0400

TRANSIT PROJECT DATA SHEET FOR TIP (TRANSPORTATION IMPROVEMENT PROGRAM)

INSTRUCTIONS: Submit completed form to the MPO and a copy to your OPT Project Manager for each project.

FILL OUT A SEPARATE FORM FOR OPERATING OR CAPITAL PER PHASE FINANCIAL CODE.

ALL ITEMS MUST BE COMPLETED.

NEW PROJECT <input checked="" type="checkbox"/> OR PROJECT CHANGE <input type="checkbox"/>		IF YES, INCLUDE JOB NUMBER	JOB NUMBER	
			CHANGE TYPE <input type="checkbox"/> FY <input type="checkbox"/> COST <input type="checkbox"/> SCOPE <input type="checkbox"/> SUSPENDED <input type="checkbox"/> ABANDONED	
FISCAL YEAR 2025	COUNTY Grand Traverse	TRANSIT AGENCY - LEGAL NAME Bay Area Transportation Authority		
AGENCY ADDRESS 1340 West Hammond Road		CITY Traverse City	ZIP CODE 49686	
JOB TYPE: MULTI-MODAL		TEMPLATE: TRANSIT	BOUNDARIES: STATEWIDE	
MODE: TRANSIT		JOB PHASE: NON-INFRASTRUCTURE (NI)		
MAJOR ROUTE: Transit Capital		LOCATION (Report): AREAWIDE	FUNDS FLEXED TO FTA: Yes	

TRANSIT PROJECT DESCRIPTION

PHASE FINANCIAL SYSTEM					DESCRIPTION OF OTHER FUNDING TYPE
CPM - CMAQ Projects To Reduce PM 2.5 Emissions					
DESCRIPTION	FEDERAL	STATE	LOCAL	TOTAL	SCOPE CODE/SP CODE
Bus Purchase	\$143,681	\$35,920		\$179,601	SP1101 - <30 Foot replacement bus
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
Select an Item				\$0	Select an Item
WORK DESCRIPTION					
GRAND TOTAL					

IF ADDITIONAL LINES ARE NEEDED PLEASE ATTACH A SEPARATE SHEET.

Scheduled Obligation Date is **ALWAYS** the last day of September for the fiscal year of the job. Scheduled End Date is **ALWAYS** the last day of September for the fiscal year of the job plus three years for Capital (*Rural agencies*), plus four years for Capital (*Urban agencies*) jobs, or plus one year for Operating jobs.

TRANSIT FLEX CATEGORY (<i>Only need to complete if funds are flexed to FTA and selection is based on the type of Transit Agency</i>) 5307	GPA TYPE Transit Capital
MDOT OBLIGATION <input checked="" type="checkbox"/> Yes - (1) If the agency applies for funds (Except for Urban Operating) directly to FTA, and if there is a state match <u>or</u> if OPT applies for the funds directly to FTA (2) 100% state jobs. <input type="checkbox"/> No - (1) Urban Operating jobs (2) If the agency applies directly to FTA for funding, and there is <u>no</u> state match.	

OPT PROJECT MANAGER NAME Alex Simonetti	ATTACHMENTS: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Must attach MDOT Form 1481)
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1) FEDERAL: _____ \$143,681	SUBTOTAL: _____ \$179,601
2) STATE: _____ \$35,920	4) Other Local Funding (<i>Not part of match</i>): _____
3) LOCAL (<i>Part of match</i>): _____ \$0	TOTAL JOB COST: _____ \$179,601

SUBMITTED BY (<i>Please print</i>) Kelly Dunham	TITLE Executive Director	DATE 08/07/2024
SIGNATURE Kelly Dunham	PHONE NUMBER (231) 933-5544	

Digitally signed by Kelly Dunham
DN: cn=Kelly Dunham, o=Bay Area Transportation Authority, ou, email=dunhamk@bata.net, c=US
Date: 2024.08.08 11:46:22 -0400

from: Derek Weichlein <DWeichlein@gtrc.org>
to: Barry Hicks <barry.hicks@networksnorthwest.org>
date: Aug 9, 2024, 10:19 AM
subject: RE: NFC Revision for Franke Rd

Hi Derek,

Thank you for reaching out with your questions.

I have done an initial review of Franke Rd and Clarke Rd.

Both road segments meet the initial criteria to be considered for an NFC revision.

Here is a general overview of the process:

NFC Revision Process Overview

1. If the Act 51 agency requesting the NFC revision is within an MPO planning area, the agency will bring their proposal to MPO staff first for preliminary MPO concurrence. If the Act 51 agency is not within an MPO planning area, the local agency and MDOT would work directly with the county. A road must be Act 51 certified to be considered for an NFC revision.
2. After reviewing the proposal, if MPO staff feel it meets federal functional classification guidelines, and its member agencies would approve of the proposal, MPO staff will submit a preliminary NFC revision request to the MDOT National Functional Classification Planner.
3. The preliminary proposal should consist of information that is currently on hand, and should include a map of the proposed revision, as well as the reason for the revision and the proposed new classification of the road. If traffic counts are available those can be submitted also. Please note that FHWA only allows functional class revisions that reflect the change or endorsement of the function of a route. Poor pavement conditions or a general request for funding are not considered approved reasons according to FHWA.
4. The MDOT National Functional Classification Planner will review the proposal with relevant MDOT staff and will then contact MPO or county staff with MDOT's preliminary approval or disapproval.
5. If MDOT is in preliminary approval, the MPO would then send the proposal through their voting bodies for official MPO approval. MPO staff would submit meeting minutes and letters of concurrence from the Act 51 agencies and MPO showing a vote / concurrence with the change. Traffic counts that are within 2 years old, as well as a map of the route and a completed NFC worksheet would also be submitted.
6. Once the official proposal is received, MDOT will perform a final review. If MDOT grants final approval, the proposal would be submitted to FHWA by MDOT.
7. If FHWA grants approval to the revision, MDOT would notify the MPO and update our GIS files to reflect the change.

The reason why there are several “preliminary reviews” within the process, is because MDOT has had instances in the past where an agency will go through all of the motions to get a proposal approved with the MPO, only for MDOT to not be in concurrence when it is received. By doing preliminary reviews, if there is something that would prevent MDOT from being in concurrence, it will be known early on in the process.

2020 Statewide NFC Review

MDOT is currently awaiting approval on the 2020 ACUBs from FHWA. Once we receive those, we will begin the process for the 2020 Statewide NFC Review. Since MDOT is doing a lot of work with FHWA on the ACUB process, we may have to move any new NFC revision evaluations to the 2020 Statewide NFC Review. We estimate that we should be able to begin the 2020 Statewide NFC Review sometime in September or October 2024.

Let me know if there are any additional questions.

David Fairchild

Transportation Planner

System Monitoring and Reporting Unit

Michigan Department of Transportation