

**TOWNSHIP OF SCIO
WASHTENAW COUNTY, MICHIGAN
RESOLUTION #2021-37**

Roads Advisory Committee

Therefore, be it resolved by the Board of Trustees of the Township of Scio as follows:

1. Committee Creation:

The Township Board does hereby establish a committee to be known as the Township of Scio Roads Advisory Committee.

2. Term of Office

Term of Office of the Committee members shall be four (4) years except in instances where the Board of Trustees may elect to set a shorter term for purposes of staggering the appointments. Such shorter terms will be stipulated at the time of the initial appointments.

3. Membership

- a. The Committee shall consist of seven (7) residents of the Township and one (1) liaison appointed from the Township Board.
- b. All members of the committee shall be appointed by a majority vote of the Township Board.
- c. The Chairperson of the Committee is appointed by a majority vote of the Committee.
- d. The Committee must designate a secretary.
- e. Resignations from the Committee must be forwarded to the Township Board.
- f. Vacancies on the Committee shall be filled by the Township Board for the unexpired term of the member creating the vacancy.
- g. Committee members shall serve without pay.
- h. Committee members may be removed, after a hearing, by a majority vote of the Township Board.

4. Meetings

Dates – The Committee, as a whole, shall set its own meeting dates and times with a minimum of four (4) meetings per year. All meetings shall be held at the Township Hall, unless the work of the committee necessitates that certain meetings occur at other locations.

Open Meetings Act – The Chairperson of the Committee shall insure that all meetings fully conform and comply with the State of Michigan Open Meetings Act (OMA).

Notice – The Secretary of the Committee shall be responsible for sending the notice of meetings to Committee members, to the Township Clerk, and to others as stated in the committee charge. Notices shall be posted in compliance with the OMA.

Minutes – The Secretary of the Committee shall be responsible for keeping formal minutes of Committee meetings and providing copies to all Committee members and to the Township Clerk, and/or to others as stated in the Committee charge. At a minimum, each set of minutes must include attendance, approval of past minutes, and all motions of the committee along with the vote.

Quorum – A majority of the Committee members is required at a meeting to conduct the business of the Committee, approve Committee actions, or make a recommendation to the Township Board.

5. Authority:

A committee is a function of the Township Board, not an independent entity, and is appointed for research, recommendation, implementation, and/or education purposes relative to its specific charge. The charge is defined in this resolution or as may be modified by the Township Board. This charge replaces the prior Local Road Advisory Committee charge from 2006. The committee shall operate only within the parameters of its charge. This committee is considered advisory to the Township Board.

Neither the Committee, acting as a whole, nor any of its individual members shall have the power or authority to bind or otherwise obligate the Township in any manner whatsoever.

Contracts or meeting with the State, County, or other units of government or use of the Township consultants shall be arranged through the Township Administrator.

6. Expenditures:

The Committee shall have no authority to obligate or expend funds, unless the committee has appropriate funds set aside in a budget approved in advance by the Township Board. Any expenditure not specified in a budget must be approved by the Township Board prior to commitment.

Each expenditure of funds against an approved budget must be voted upon by the Committee and certified by the Chairman of the Committee as to its purpose and its applicability to the approved budget prior to being presented for payment. All expenditures require receipts, or other proofs of purchase, regardless of the amount.

7. Charge:

The Committee shall be charged with researching and addressing a range of issues related to the Township's network of local roads and reporting back to the BOT with recommendations. Questions/tasks include:

- a. Formulate a plan for the Township's local roads that balances the needs for road maintenance and improvement with the natural environment and climate sustainability.
- b. Assist the township to ensure that maintenance and improvements to public roads consider safety issues; such as fire and emergency response as well as pedestrian and non-motorized transportation.
- c. Help the Township to integrate public safety for pedestrian and non-motorized transportation as well as fire and emergency response.
- d. Evaluate funding options (e.g., Special Assessment Districts, State and Federal support, Washtenaw County Road Commission (WCRC) matching funds, developer participation, property owner participation, millage) for the Township's road network in the near and long term and make a recommendation to the Board of Trustees.
- e. Clarify the Township's policy and role in a road or sidewalk Special Assessment District (SAD) and, once approved by the Township Board, work to help implement SAD policy.
- f. Review WCRC proposals for matching-fund projects including: 1. *Conventional Local Road Match*, 2. *Drainage Local Road Match*, 3. *Local Road Culverts and Bridges* and provide recommendations for WCRC match projects to the Township Board in keeping with WCRC deadlines. Formulate proposals for independent, non-WCRC work.
- g. Analyze the potential for particular road strategies to negatively or positively impact nearby residents and/or the rural nature of a particular road or neighborhood.
- h. Advise the Township on construction standards for roads and related drainage including such issues as maintenance of existing roads and shoulders (black-tops, concrete and gravel), dust-control, landscaping, tree protection, tree and weed trimming, snow removal and salt applications, signage and road marking, drainage above and below ground, truck traffic limitations, and street illumination.
- i. Partner with the Transportation Alternatives Planning Committee and the Planning Commission to integrate sidewalks, pathways, crosswalks, pedestrian signals and signage, bike lanes/trails and other traffic calming/safety features.
- j. Collaborate with the Downtown Development Authority (DDA) to maintain roads within the DDA district.
- k. Perform other functions as the Township Board may delegate to the committee from time to time.

8. Adoption:

At a Regular Meeting of the Township Board of Scio Township, Washtenaw County, Michigan, held at the Scio Township Hall, 827 N Zeeb Road, in said Township, on August 24, 2021, at 7pm,

Members Present: Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol

Members Absent: Vogel

The above resolution was offered by Trustee Jerome and supported by Trustee Courteau and adopted by the following vote:

Ayes: Hathaway, Palmer, Flintoft, Courteau, Jerome, Knol

Nays: None

Absent: Vogel

Abstain: None

RESOLUTION DECLARED ADOPTED.




Jessica M. Flintoft, Clerk
Scio Township

DATED: August 24, 2021

CERTIFICATE

I, Jessica Flintoft, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of Scio Township, County of Washtenaw, State of Michigan, at a Regular Meeting held on August 24, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.



Jessica M. Flintoft, Clerk
Scio Township

DATED: 9/23/21