

**TOWNSHIP OF LYNDON
COUNTY OF WASHTENAW, MICHIGAN**

RESOLUTION NO. 23-04

RESOLUTION TO CREATE A ROADS ADVISORY COMMITTEE

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

1. Committee Creation:

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

2. Term of Office:

Term of Office of the Committee members shall be two (2) 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 four (4) 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 shall 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 be compensated by the Township per diem rate.
- 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. 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 Board of Trustees.

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 Chair 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 local roads in Lyndon Township and reporting back to the Board of Trustees with recommendations.

Work Plan: The Committee shall establish a Work Plan annually for approval by the Board of Trustees. The Work Plan shall define the tasks/activities, the timeline, the primary

Committee member responsible, and any additional resource requirements, including a proposal for subcommittees, if appropriate.

The scope of the Work Plan may include:

- a. Project oversight: act as Lyndon Township's liaison to the Washtenaw County Road Commission for specific road repair projects
- b. Funding planning and prioritization:
 - i. assess the costs and benefits of a township-wide Special Assessment District vs. a Local Roads Millage vs. General Funds
 - ii. assess the reasonableness of WCRC cost estimates
- c. Communications: recommend, develop and implement information for:
 - i. the general public and
 - ii. property owners contiguous to projects
- d. Participation in any policy efforts, as opportunities arise, such as:
 - i. recommend changes to State and local laws and law enforcement, such as regulations pertaining to road classification and funding, speed limits, weight limits, WCRC accountability, etc.
 - ii. recommend a process to advocate for such changes in policy
 - iii. identify and make recommendations regarding best practices in road treatment and construction and related drainage including maintenance of existing roads and shoulders, dust-control, landscaping, tree protection or removal, tree and weed trimming, snow removal and salt applications, signage and road marking, drainage above and ground, and street illumination
- e. Other matters as assigned by the Board of Trustee or proposed by the Committee and approved by the Board.

Subcommittee Structure: In order to carry out its charge, the Committee may form subcommittees as necessary. If subcommittees are formed, the Work Plan will provide for a subcommittee structure. Volunteers for subcommittees will be selected by Committee.

The foregoing Resolution was offered by Board Member Pam Byrnes and supported by Board Member Tim Eder.

A roll call vote on the above Resolution was taken and was as follows:

ADOPTED:

Ayes: Tim Eder, Robert Mester, Pam Byrnes, Kristen Brekke, Linda Reilly

Nays: None

CERTIFICATION

I, the undersigned Township Clerk of the Township of Lyndon, hereby certify that the foregoing resolution is a true and complete copy of a resolution adopted at a regular meeting of the Township Board of the Township of Lyndon held on April 11, 2023, the original of which is on file in my office, and that notice of such meeting was given, and the meeting was conducted, pursuant to and in compliance with the Act No. 267, Michigan Public Acts of 1976, as amended.


Linda Reilly
Lyndon Township Clerk