

WHEREAS, Dexter Township has over 25 miles of local collector roads which are owned by the Washtenaw County Road Commission; and townships are the primary source of funding for local roads and road conditions and improvement are of high interest to Township residents;

WHEREAS, the Township Board of Trustees, with public input, has developed a prioritization rubric that resulted in an approved priority list of road projects;

WHEREAS, implementing these projects would be facilitated by the creation of a Township Road Committee that will report to the Board.

1. Committee Creation:

The Township Board does hereby establish a committee to be known as the Dexter Township 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. The Washtenaw County Road Commission (WCRC) shall be invited to appoint one ex officio member.
- b. All members of the committee except the WCRC member shall be appointed by a majority vote of the Township Board.
- c. The Chair of the Committee shall be appointed by a majority vote of the Committee.
- d. The Committee shall designate a secretary.
- e. Resignations from the Committee must be provided in writing to the Township Supervisor and the Chair of the Committee.
- 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 commensurate with compensation for similar committees convened by the Dexter Township Board of Trustees.
- h. The Township Board may remove a Local Roads Committee member for malfeasance, misfeasance, or nonfeasance upon written charges and after a public hearing.
 - i. Conflict of Interest: Failure of the member to disclose a potential conflict of interest
 - ii. Lack of Familiarity: Failure of the member to obtain and maintain familiarity with policies and activities of the Committee; or

- iii. Failure to Perform Assigned Duties: Failure of the member to complete action items for which the member volunteers and to which that member is assigned
- iv. Absenteeism: Failure of the member to be present and/or to notify the Committee Chair of an absence for two or more consecutive meetings

4. Meetings

- a. 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 project sites.
- b. Open Meetings Act: The Chair of the Committee shall ensure that all meetings fully conform and comply with the State of Michigan Open Meetings Act (OMA).
- c. 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 charge. Notice shall be posted in compliance with the OMA.
- d. 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.
- e. 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

The 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 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 meetings with the State, County, or other units of governments or use of the Township consultants shall be arranged through the Board of Trustees

representative on the Committee.

6. 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 (local roads are owned by the WCRC) and reporting back to the Board of Trustees.

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.

The scope of the Work Plan may include:

- a. Project oversight: act as Dexter Township's liaison to the WCRC 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. Best practices: 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
- d. Communications: recommend, develop and implement information for:
 - i. the general public and
 - ii. property owners contiguous to projects
- e. Policy:
 - 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

- f. Other matters: as assigned by the Board of Trustees 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 members.