



BOARD POLICY

Amended October 28, 2019

SUBJECT: COMMITTEES OF THE TOWNSHIP BOARD

PURPOSE: The purpose of board committees is to involve board members more directly and utilize their expertise in issues and proposed actions regarding the business of the Township. The small committee concept allows for greater input and discussion before proposed projects, policies, and actions are brought to the full board for consideration.

PARTICIPATION: Participation in committees allows and encourages greater input of all board members, in-depth discussions, better decisions, and hopefully, shorter regular meetings, requiring less discussion time.

POLICY: Committees of the Township Board shall be classified as follows:

- **Standing Committees –**

These committees consist of Township Board members only, and are established to review, comment on, and make recommendations to the Township Board on issues, policies, and operations pertaining to the committee's assignment, which are more fully described in the attached committee summaries.

- Governance Committee
- Infrastructure Committee

- **Citizen Advisory Committees –**

These citizen-oriented committees consider matters pertaining to particular Township-sponsored or Township-run programs and operations, making reports and recommendations to the Township Board through its assigned Board member liaison. The Township Board will assign a Liaison and an Alternate Liaison to each of the committees from among its members. Both are encouraged to attend all committee meetings. The Township Board encourages participation by citizens of Plainfield Township and seeks advice and recommendations from citizens in the special areas of activities assigned to each of the committees.

- Cemetery Advisory Committee
- Historical Preservation Advisory Committee
- Parks and Recreation Advisory Committee
- Public Safety Advisory Committee
- Parks and Recreation Areas Advisory Committee

Policy on Township Advisory Committees

Michigan townships may create advisory committees to perform a number of functions: such as developing a budget or proposing policy matters such as public safety policy. Advisory committees are just that—advisory—and they have no authority of their own. They can perform only those tasks which the Township Board has authorized them to perform and their finding or recommendations are provided to the township board for consideration and action.

Plainfield Charter Township ("Township") has two types of advisory committees: those which consist solely of Township Board ("Board") members and the Township Superintendent and those which are a mixture of Board members, citizens and the Superintendent. The Superintendent is an ex officio member of all Township advisory committees by contract and in accordance with the Charter Township Act (MCL 42:10). Therefore, the Superintendent, as an ex officio member, shall have full deliberation and voting rights unless limited by the Board. Board members who serve on committees with citizens are full members of that committee with rights of deliberation and voting. Board members and citizens are appointed to the various committees by the Board and may be removed by the Board for no reason at any time. The usual term of appointment is three (3) years; however, the Board may make appointments for varying time periods. The Board may add or remove advisory committee members, create new advisory committees to perform a desired function or disband an existing advisory committee if it is no longer needed, by a simple Board motion or resolution which is recorded in the Board minutes.

Once the Board decides to create an advisory committee, it shall establish a Board Directive, which shall include, but not limited to, the committee's name, purpose, scope, goals, number of persons to be appointed, the length of the term each person will serve, and a timeline to report findings or recommendations, if applicable. The Board may leave administrative decisions, such as who will chair the committee, to the advisory committee.

All committee meetings shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.

- **Ad Hoc Committees –**

These are committees appointed by the Township Board to address specific issues of relatively short duration, which are given specific requirements to provide input and to make recommendations to the Board.

CEMETERY ADVISORY COMMITTEE

PURPOSE: The Cemetery Advisory Committee, consisting of up to seven (7) citizen members, who are residents of Plainfield Township, and one member of the Township Board, is an advisory committee and will meet quarterly or as needed. The Cemetery Advisory Committee will make recommendations regarding long term planning for the Township cemeteries.

It is not the purpose or function of the Cemetery Advisory Committee to commit the Township to the expenditure of funds, to execute any document binding the Township, or to direct the activities of Township employees. Working with the Township Board, Superintendent, and Director of Public Services, or his/her designee, the Cemetery Advisory Committee may consider and advise the Township Board on matters including, but not limited to, the following:

- The general state of cemetery operations.
- The need for any physical improvements.
- If the committee seeks special funding for any purpose, requests should be submitted to the Township Superintendent no later than July 1 of the year prior to the calendar year in which such funding might be used.
- Such other cemetery matters as the Township Board may direct.

The Township Supervisor or assigned committee, will recommend to the Township Board citizens to serve on the Cemetery Advisory Committee from different areas of the Township.

The terms of committee members shall be three (3) years and shall be subject to relevant Township Board policies concerning committees.

All meetings of the Cemetery Advisory Committee shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.

COMMUNITY CENTER CITIZENS AD-HOC ADVISORY COMMITTEE

Purpose:

This ad-hoc committee is established to serve in an advisory role to the Township Board and will not have any decision-making authority on behalf of the Township. The purpose is to form a group of individuals that have a vested interest in the future of the Plainfield Community Center and that can serve as community ambassadors to share consistent information with interested stakeholders. The committee may make recommendations to the Township Board which are non-binding and provided for input only.

The Community Center Citizens Advisory Committee is established to:

- Provide guidance regarding facility needs and design
- Explore existing facilities of similar function, size, or scope
- Participate in stakeholder meetings and solicit feedback from Seniors
- Serve as a sounding board to staff in the review and development of the new Senior Center

Additional opportunities for community engagement will be deliberately made throughout the project through presentations, community meetings, design workshops/charrettes, and through community news and email updates.

Ad-Hoc Advisory Committee Membership:

Membership is proposed to be comprised of not more than eleven members:

- Three Township Trustees
- Township Superintendent (or designee)
- Senior Center Director
- Northview Public Schools Representative
- Five Plainfield Township residents appointed by the Township Board

Committee Terms:

All members appointed to this committee shall serve until the committee has completed its task and is disbanded or the committee member resigns or is removed by the Township Board. The Township Board reserves the right to remove any committee member at any time and without reason.

Open Meetings Act: All meetings of this Committee shall be open to the public. The public shall have at least one opportunity at every meeting to address the Committee. Meeting minutes should be taken and transmitted to the Clerk's office.

GOVERNANCE COMMITTEE

PURPOSE: This committee, consisting of three Township Board members, will meet as needed but at least once annually and will have three primary responsibilities. The first is to provide a list to the Township Board of potential citizen advisory committee candidates for evaluation and selection. The second is to facilitate the regular review of the Township Superintendent. The third responsibility is to provide advice and recommendations at the request of the Township Superintendent in developing policies and procedures for recommendation to the Township Board that result in effective, efficient, uniform, and fair personnel administration for Plainfield Charter Township.

Under the first responsibility, this committee will actively seek candidates to serve on Citizen Advisory Committees and recommend appointments for approval by the full Township Board of Trustees. Interested citizens will be asked to submit a letter of interest and a resume to the Township Superintendent's office. This information will be retained and may be used as a resource by the Governance Committee for future committee vacancies.

Under the second responsibility, the committee will meet to prepare the format of the Superintendent's review by the full Township Board of Trustees and will identify substantive issues for discussion during review. The committee will work with the Superintendent to ensure a fair and honest evaluation and will comply with any conditions stipulated in the Superintendent's employment contract. A review of the Superintendent shall occur no less frequently than once each year.

Under the third responsibility, the committee, at the request of the Superintendent, will meet to provide advice to the Superintendent on Personnel matters, which may include:

- Hiring decisions
- Creating new positions or consolidating existing positions
- Major changes to job descriptions
- Disciplinary action and/or termination of employment
- Review of proposed updates to the Personnel Policy Manual

The Township Board has approved a Personnel Policy Manual for Township employees, and may, at the recommendation of the Superintendent, amend it to include requirements or procedures dealing with a multitude of personnel administration issues. The Township Superintendent is required to follow such policies and procedures. To the extent that a personnel action is not specifically governed by the Personnel Policy Manual or other written Board Policies, the Township Superintendent is authorized to take that action as Personnel Director. The Township Superintendent is encouraged to utilize this committee for review and input on personnel matters prior to requesting Board action, although committee review is not mandatory.

All meetings of the Governance Advisory Committee shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.

HISTORICAL PRESERVATION ADVISORY COMMITTEE

PURPOSE: This committee, consisting of up to eleven citizen members, including one member of the Township Board, is an advisory committee and will meet at least quarterly. The Historical Preservation Advisory Committee will oversee the operation of the Hyser House Historical Museum and will consider opportunities to preserve the heritage of Plainfield Township in terms of protecting and preserving physical landmarks as well as written and photographic documentation of Plainfield Township history. By appointing this committee, the Plainfield Township Board of Trustees establishes a means by which our history might be preserved as well as to demonstrate its commitment to assisting in this effort. It is not the purpose or function of this committee to commit Plainfield Township to the expenditure of funds, to execute any documents binding the Township, or to direct the activities of Township employees without the express direction of the Township Board, acting as a Board, at a regular or special Township Board meeting. Working with the Township staff, this committee may consider, advise, and report to the Township Board on matters related to this mission.

- Terms of citizen members serving on this committee shall be three (3) years.
- The committee is encouraged to share information and to coordinate its activities with other groups or agencies in order to enhance, supplement and complement the committee's programs and activities. This includes consideration of opportunities for financial or in-kind contributions from other public or private sources.
- If special funding for any of the committee's programs and activities are to be sought, requests should be submitted to the Township Superintendent no later than July 1 of the year prior to the calendar year in which such funding might be used.

The Township Board will endeavor to select citizens to serve on this committee from different areas of Plainfield Township, and will use other criteria to bring about a diversity of representation. This committee shall be subject to the relevant Board policies concerning committees.

This committee shall develop its own bylaws for recommendation and approval by the Township Board.

All meetings shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.

INFRASTRUCTURE COMMITTEE

PURPOSE: This committee, consisting of three Township Board Members, will meet at least monthly and will review and provide advice and recommendations for the Township Board concerning matters relating to a wide range of physical infrastructure issues, including, but not limited to:

- The “Master Plans” for the water and sewer systems of Plainfield Township
- Capital Improvements and repair projects for water and sewer systems
- Streetlighting Master Plan and policies
- Sidewalks Master Plan and policies
- Roads – improvements, resurfacing, and private road construction specifications
- Stormwater management policies
- Soil Erosion Control policies
- Other functions as determined by the Township Board

The Board may, from time to time, refer agenda items to this committee for further study and recommendation. The Township Superintendent is encouraged to utilize this committee for review and input on infrastructure matters prior to requested Board action, although committee review is not mandatory.

All meetings of the Infrastructure Advisory Committee shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.

PARKS AND RECREATION ADVISORY COMMITTEE

PURPOSE: This committee, consisting of up to twelve citizen members, including one member of the Planning Commission and one member of the Township Board, is an advisory committee and will meet at least quarterly. The Parks and Recreation Advisory Committee will consider parks development, improvements, maintenance, and related issues as well as any programming involving the parks. The Committee will facilitate the implementation of the non-motorized trails and recreation millage. It is not the purpose or function of this committee to commit Plainfield Township to the expenditure of funds, to execute any documents binding the Township, or to direct the activities of Township employees. Working with the Township staff personnel, this committee may consider, advise, and report to the Township Board on matters including, but not limited to the following:

- The establishment, revision, and updating of a Parks Master Plan for Plainfield Township and coordination of the Plan with the goals and objectives of the Township's Comprehensive Development Plan and issues relating thereto.
- Coordination of Township parks development and/or programming with other public or private agencies.
- Proposed land purchases, capital improvements, staffing and equipment needs, and opportunities for financial or in-kind contributions to the betterment of Township parks and associated programs.
 - Evaluate and prioritize trails and recreational projects consistent with the Township's Parks & Recreation Master Plan and Non-Motorized Trails and Pathway Plan.
 - Work with the selected engineering firm on the design and construction of projects.
 - Consider grant and other funding opportunities to supplement millage revenue.
 - Provide recommendations to the Township Board for approval of projects and expenditure of funds.
 - Other functions as the Township Board may deem appropriate.

The Township Board will endeavor to select citizens to serve on this committee from different areas of Plainfield Township. Committee members can be added or removed by the township board for any reason at any time. The Superintendent is an ex-officio voting member of the committee.

The term of committee members shall be three years.

All meetings shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.

PUBLIC SAFETY ADVISORY COMMITTEE

PURPOSE: The Public Safety Advisory Committee (the “Committee”), consisting of up to seven citizen members who are residents of Plainfield Township and up to three members of the Township Board, is an advisory committee and shall meet as needed but not less frequently than twice annually. Meetings may be scheduled by the Chair of the Committee or the Township Superintendent. The Committee will consider issues concerning fire protection, rescue, emergency medical services, and police services (collectively “Public Safety”) as they relate to the needs of the Plainfield Township community. It is not the purpose or function of the Committee to commit Plainfield Township to the expenditure of funds, to execute any documents binding the Township, or to direct the activities of Township employees.

Working with the Township Superintendent, the Committee may consider matters related to Public Safety and advise and report to the Township Board on such matters, including, but not limited to the following:

- Review and comment upon the effectiveness, quality and quantity of Public Safety services being provided in Plainfield Township and the satisfaction of Township residents with these services. The Committee may make recommendations to the Township Board related to changes in levels of Public Safety services.
- Recommend Public Safety related policy and ordinance changes to the Township Board.
- Review recommendations of the Township Superintendent concerning new and/or expanded programs and cooperative efforts involving other public and private entities.
- Receive, review and comment upon requests for input and/or recommendations from the Township Board concerning Public Safety services provided in or by Plainfield Township.
- If the Committee contemplates requesting additional funding for expanded programs and activities, such requests should be submitted to the Township Superintendent no later than July 1 of the year prior to the calendar year in which such funding might be used.
- Other matters as the Township Board may deem appropriate.

The Township Board will endeavor to select citizens to serve on the Committee from different geographic areas of Plainfield Township, and will use other criteria to bring about a diversity of representation and experience with Public Safety. The Board shall attempt to include Township residents with first-hand experience in Public Safety service, except that no current employee of Plainfield Township nor any employee or representative of any contracted service provider shall serve on the Committee. Committee members can be added or removed by the township board for any reason at any time. The Superintendent is an ex-officio voting member of the committee.

The terms of these committee members shall be variable and shall be subject to relevant Board policies concerning committees. Board members shall be one (1) year and shall be subject to relevant Board policies concerning committees. The initial terms of the seven citizen members appointed after December 31, 2013 shall be staggered in a manner recommended by the Township Superintendent and approved by the Township Board.

The Township Fire Chief (or his representative), and a representative from each contracted Public Safety service provider shall serve as staff to the Committee and shall provide such assistance to the Committee as may reasonably be required or requested, subject to the oversight and direction of the Township Superintendent. The Township Superintendent shall be responsible for establishing the agenda for the meetings of the Committee.

All meetings of the Public Safety Advisory Committee shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.

FLOOD MITIGATION PLAN AD-HOC COMMITTEE

PURPOSE: The Flood Mitigation Plan Committee (the Committee) is an ad-hoc advisory committee that will provide guidance to the Township Board regarding updating the 2004 Floodplain Mitigation Plan. The Committee will meet as needed.

It is not the purpose or function of the Committee to commit the Township to the expenditure of funds, to execute any document binding the Township, or to direct the activities of Township employees. Working with the Township Board, Superintendent, and Floodplain Manager, or his/her designee, the Committee shall:

- Participate in stakeholder meetings and solicit feedback from floodplain related interests
- Serve as a sounding board to staff in the review and development of Floodplain Mitigation Plan

Membership on the Committee shall be comprised of, but not limited to:

- One Township Trustee
- One Township Planning Commission Member
- Township Superintendent (or designee)
- Township Floodplain Manager
- Three Plainfield Township residents
- One representative from the Township Fire Department
- Liaison services from:
 - Kent County Sheriff's Department Emergency Management and Homeland Security Division
 - Kent County Health Department
 - Kent County Road Commission
 - Michigan Department of Environment, Great Lakes, and Energy
 - Township Engineer
 - National Weather Service Representative
 - North Kent Sewer Authority Representative

The Township Supervisor or assigned committee will recommend to the Township Board citizens to serve on the Committee.

All members appointed to this committee shall serve until the Committee has completed its task and is disbanded, or the committee member resigns or is removed by the Township Board. The Township Board reserves the right to remove any committee member at any time and without reason.

All meetings of this Committee shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment. The public shall have at least one opportunity at every meeting to address the Committee.

Minutes shall be kept and shall be posted on the Township's website.

PLAINFIELD CORRIDOR REDEVELOPMENT AD-HOC ADVISORY COMMITTEE
(Reimagine Plainfield)

Purpose:

The Plainfield Corridor Redevelopment Advisory Committee is established as an ad-hoc committee with the intent of moving forward a sustainable effort to revitalize the Plainfield Avenue corridor. The corridor is defined as the area along and neighboring Plainfield Avenue from the southern Township Boundary at 4 Mile Road to the junction with East Beltline Road and continuing north to the Grand River and south on the East Beltline to Grand River Avenue.

Working with Plainfield Township staff and consultants, the committee will review and examine the Plainfield corridor and develop a redevelopment strategy to promote growth, reinvestment, and retention of businesses that support the community, its identity, and services that support township residents.

Tasks of the Committee may include:

- Work with staff and consultants to construct the redevelopment plan;
- Seek feedback from the community regarding the future of the corridor;
- Identify economic development tools and/or incentive programs to attract and retain talent and investment in the community;
- Recommend potential changes to Township ordinances, rules, and standards that will promote the Plainfield Corridor as a healthy, viable mixed-use commercial area;
- Identify ways in which neighborhoods and residents can be incorporated into the planning and redevelopment process;
- Other relevant tasks as assigned by the Board of Trustees.

Ad-Hoc Advisory Committee Membership:

Membership shall be comprised of not more than ten members as follows:

- Three members of the Plainfield Township Board of Trustees
- One member of the Planning Commission that is not a member of the Board of Trustees
- Six at-large members, with a minimum of 2 business or commercial property owners in the corridor and 2 Plainfield residents in the Northview school district

Committee Terms:

All members appointed to this committee shall serve until the committee has completed its task and is disbanded or the committee member resigns or is removed by the Township Board. The Township Board reserves the right to remove any committee member at any time and without reason.

All meetings of this Committee shall be posted not less than 18 hours before the time set for the meeting, shall be open to the public and shall permit public comment.

Minutes shall be kept and shall be posted on the Township's website.