

TOWNSHIP OF SCIO

Parks, Preserves, and Pathways Committee Charge

The Scio Township Board first established the Transportation Alternatives Committee on September 12, 2017. The Scio Township Board re-established the Scio Township Parks & Recreation Advisory Board by Resolution on March 4, 2014. The Scio Township Board of Trustees issued a charge to the Parks & Recreation Advisory Board on July 28, 2015. The Scio Township Board hereby merges the Parks & Recreation Advisory Board and the Transportation Alternatives Committee with the following updated charge. The official title of this Committee shall be the Parks, Preserves, and Pathways Committee.

PURPOSE

The fundamental purpose of the Parks, Preserves, and Pathways Committee (PPP) is to advise and assist the Scio Township Director of the Parks, Preserves, and Pathways Department (Director of PPP) and the Board of Trustees (BOT) in matters related to the implementation of the Scio Township Parks, Recreation, and Open Space Master Plan (PROS Plan). The PPP Committee will also advise and assist the Director of PPP and BOT on use of Parks & Pathway Millage, Tree Fund, and any other funds relevant to the accomplishment of its mission. Its responsibilities may include research, recommendations, and education related to the specific charge stated herein, and to assist the Township Board with implementation of projects in the PROS Plan. PPP will coordinate with the planning commission on recommendations to the BOT that include PUD engagement.

The PPP Committee is not an independent entity and shall operate only within the parameters of the charge. Neither the PPP 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.

CHARGE

The PPP Committee was charged by the Township Board of Trustees with the following:

1. To advise and assist the Director of PPP/ BOT in the determination and disbursement of funds for parks, preserves, and pathways.
2. To make recommendations to the Director of PPP/ BOT concerning the acquisition, signage, equipping, and maintenance of parks, preserves, and pathways.

3. To recommend public structures and improvements in the Township's six-year Capital Improvements Plan (Scio Admin Code 2-115).
4. To recommend to the Director of PPP annual revenues and expenditures in the Parks, Preserves, and Pathways Department annual budget, including but not limited to the Parks and Pathways Fund, and the General Fund, and Tree Fund.
5. Maintain and update the Scio Township Trail and Pathway Plan.
6. To advise and assist the Director of PPP/ BOT in the establishment of future parks and recreation services for the citizens of Scio Township.
7. To provide guidance and advise to assist the Director PPP/ BOT in implementation of the current PROS Plan.
8. To make recommendations to the Director of PPP/ BOT concerning the hiring of staff, the expenditure of funds, or the generation of funding for Scio Township parks, preserves, and pathways.
9. To advise BOT regarding safety concerns, legal requirements, and appropriate policy recommendations relating to parks, pathways, and preserves.
10. To make recommendations to BOT concerning the acquisition, equipping, and maintenance of parks, preserves, and pathways in Scio Township. Recommendations concerning the acquisition of land for Scio Township Parks may also be forwarded to BOT from other commissions, boards, or committees of Scio Township.
11. To recommend and assist the design, installation and maintenance of a system of trails, parks and open spaces; to assist the Director of PPP in volunteer programs; to assist with volunteer workdays; and to otherwise plan for and assist with those activities necessary to establish a system of parks, preserves, and pathways.
12. To maintain collaboration with the Scio Township Planning Commission, Roads Advisory Committee, Land Preservation Committee (LPC), and Downtown Development Authority (DDA) to provide advice, support and to assist these bodies in implementation of alternative transportation planning.
13. To solicit and listen to the concerns, opinions, and ideas of residents and represent these to the Township Board of Trustees for discussion and decision-making purposes.
14. To work together with Scio Township staff and consultants in order to accomplish goals approved by the Scio Township Board and any other functions and responsibilities that the Township Board may delegate from time to time.

MEMBERSHIP AND TERM OF OFFICE:

The Scio Township PPP Committee shall consist of nine (9) residents of Township who shall be voting members of the committee, and the Director of PPP as a non-voting member. It is desirable that one (1) member shall be appointed from the Scio Township Planning Commission, one (1) member shall be appointed from the Scio Township Local Roads Committee, one (1) member from the Land Preservation Commission (LPC), and one (1) member from the Township Board. The five (5) remaining members shall be representative of the township at large. The term of office of members representing the Planning Commission, LPC, Local Roads Committee, and Township Board shall be concurrent with their term from the other appointment. The at-large members of the committee shall be appointed for two and three year terms to allow

for staggering term expirations. All members of the PPP Committee shall be recommended by any member of the Township Board of Trustees and appointed by a majority vote of the Township Board. Resignations from the PPP Committee must be forwarded to the Supervisor. Vacancies shall be filled through recommendation by the Supervisor and appointment by the Township Board. PPP members may be removed, after a hearing, by a majority vote of the Township Board.

OFFICERS:

The Chair and/or Co-Chairs shall be appointed by a majority vote of the PPP Committee. The PPP Committee must select a Secretary. Other officers may be designated by the PPP Committee as may be necessary for its efficient operation.

MEETINGS:

The regular meetings of the Advisory Board shall set its meeting dates & times and shall not conflict with other standing Township meeting dates.

Open Meetings Act: The Chair/ Co-Chairs shall insure that all meetings fully conform and comply with the State of Michigan Open Meetings Act.

Meeting Minutes: The Secretary shall be responsible for keeping formal minutes of all meetings and providing copies to all members, to the Township Clerk, and to others as stated in the charge. At a minimum, each set of minutes must include attendance, approval of past minutes, actions and recommendations and all formal motions of the board.

Quorum: A majority of the members is required at a meeting to conduct business and approve motions.

Meeting Notices: The Secretary shall be responsible for sending the notice of meetings to members, to the Township Clerk, and to others as stated in the charge.

SUB COMMITTEES:

The PPP Committee may appoint and curate a subcommittee of PPP Members and/or non-members to collect information and prepare reports relevant to parks, preserves, and pathways activities as deemed necessary.