

JOINT LAND USE STUDY
for
Camp Grayling Joint Maneuver Training Center
&
Alpena Joint Training Center

Joint Land Use Policy Committee

Bylaws and
Operating Procedures

STATEMENT OF PRINCIPLES

- I. The Camp Grayling Joint Maneuver Training Center (JMTC) and the Alpena Joint Training Center's (JTC) Special Use Airspace, Military Training Routes and Military Operations Areas are vital national military assets that serve the operational needs of not only the United States Air Force but also the Navy, Marine Corps, Army, and the Air National Guard for both Active and Reserve, and coalition partners.
- II. The Training Centers are home to over _____ active duty military jobs, full-time civilian employees, and _____ Reserve and Guard jobs.
- III. Local leaders recognize that sustaining both military operations contributes to the economic health of Northern Michigan as well as the state as a whole. Community development near the Training Grounds and associated Special Use Airspace, Military Training Routes and Military Operations Areas can complement or compromise the utility and effectiveness of the installation and its mission.
- IV. Local leaders enter into this Joint Land Use Study committed to a fair and open process of examining community development issues around Camp Grayling JMTC and the Alpena JTC and associated Special Use Airspace, Military Training Routes, and Military Operations Areas, enhancing communication between the installation and the community, and considering implementing practical policies, programs and projects geared to sustaining or enhancing both the needs of the military and the public health, safety and quality of life in the affected communities.
- V. Local leaders also recognize, however, that any and all such practical policies, programs, or projects considered and/or adopted must be carefully designed to minimize and prevent any unnecessary impact or restriction upon sustaining and enhancing the continuing community and economic development opportunities within the affected communities which are vital to preserving and protecting the public welfare of the citizens in such communities.
- VI. This Joint Land Use Study is entered into in good faith by each of the participating local governments primarily for informational and cooperative purposes. Participation shall not result in any loss of rights or remedies, nor be deemed a waiver by any participant of the same. Notwithstanding anything herein to the contrary, no participant and/or local government shall be deemed to be bound by, or otherwise to waive any objections to, any or all policies, programs, projects, or any other plans or regulations of any kind generated, promulgated, or adopted by this Joint Land Use Study, unless and until the governing body of such participant and/or local government has affirmatively agreed in writing to be bound thereby or to waive any such rights and/or remedies.

ARTICLE 1 - DEFINITIONS. The following definitions shall apply to terms used in these Bylaws and Operating Procedures:

A. **Encroachment.** Any deliberate action by any governmental or non-governmental entity or individual that does, or is likely to, inhibit, curtail, or impede current or future military activities within the installation complex/mission footprint; or deliberate military activity that is, or is likely to be, incompatible with the community's use of its resources and reasonable quality of life. (Source: Air Force Policy Directive (AFPD) 90-20, Encroachment Management)

B. **Installation Complex.** The land, facilities, airspace and ranges which provide direct mission support to and /or are managed by the installation. This includes a combination of land and facilities comprised of a main installation and its noncontiguous properties (auxiliary air fields, annexes, and missile fields) that provide direct support to or are supported by that installation. Installation complexes may comprise two or more properties, e.g., a major installation, a minor installation, or a support site, each with its associated annex (es) or support property (ies). (Source: Air Force Policy Directive (AFPD) 90-20, Encroachment Management)

C. **Mission Footprint.** The installation complex plus any land, facilities, airspace and/or ranges which are not managed by the installation, but which provide direct, routine support to the mission. (Source: Air Force Policy Directive (AFPD) 90-20, Encroachment Management)

D. **Compatible Use.** Uses of land, water or airspace by the military or others that can co- exist with minimal adverse effects. (Source: Air Force Policy Directive (AFPD) 90-20, Encroachment Management)

E. **Joint Land Use Study.** The Camp Grayling JMTC and the Alpena JTC Joint Land Use Study is a Camp Grayling JMTC and the Alpena JTC nominated, Department of Defense, Office of Economic Adjustment facilitated, and State of Michigan, Military and Veteran's Affairs sponsored planning initiative soliciting the involvement of affected local governments, U.S. Fish & Wildlife and Forest Service, as well as various State of Michigan departments/agencies, in partnership with Camp Grayling JMTC and the Alpena JTC , to plan and consider adopting various strategies promoting compatible civilian use adjacent to their installations and associated Special Use Airspace, Military Training Routes and Military Operations Areas. The goal of the Joint Land Use Study is to promote and enhance civilian and military communication and collaboration, serve as a catalyst to sustain the military mission, promote public health, safety, quality of life, and promote the sustainment and enhancement of continuing community and economic development of the northeastern Michigan region.

F. **Study Sponsor.** The Study Sponsor is defined as the governmental entity that assumes the leadership role to undertake a Joint Land Use Study, serves as the Department of Defense Office of Economic Adjustment grantee, maintains accountability for grant activities and reporting requirements, serves as the contracting agent for consultant services, and performs coordinating activities related to the successful completion of the Joint Land Use Study. The

Northeast Michigan Council of Governments (NEMCOG) is serving as the Study Sponsor for the Camp Grayling JMTC and the Alpena JTC Joint Land Use Study. Denise Cline, NEMCOG Chief Planner/Deputy Director, is the Project Manager.

ARTICLE 2 - ORGANIZATION. The organization for the Joint Land Use Study shall consist of the Joint Land Use Study Policy Committee and Joint Land Use Study Technical Advisory Committee. If deemed warranted a Joint Land Use Study Working Group(s), as appointed by the Joint Land Use Study Policy Committee may be established. Any committees and working groups appointed by the Policy Committee shall reflect the geographical footprint of the JLUS study area. The Joint Land Use Study Sponsor shall appoint a Joint Land Use Study Project Manager to provide administrative support to the Committees and Working Group(s), and day-to-day interface with the consultant and Office of Economic Adjustment.

A. **Joint Land Use Study Policy Committee.** The Joint Land Use Study Policy Committee is comprised of representatives from local governments, the State of Michigan, Non-Governmental Organizations, U.S. Fish & Wildlife, and Camp Grayling JMTC and the Alpena JTC. The Joint Land Use Study Policy Committee is charged with providing overall project leadership, developing community development recommendations, performing public outreach events, and providing direction related to consultant activities. The Joint Land Use Study Policy Committee shall serve as the executive forum for cooperative decision-making among local governments in close proximity to the Camp Grayling JMTC and the Alpena JTC installation complex and mission footprint.

B. **Joint Land Use Study Technical Advisory Committee.** The Joint Land Use Study Technical Advisory Committee consists of area community planners, military planners, technical and professional staff, and representatives from citizens' groups. The Technical Advisory Committee is responsible for data collection, identifying and studying technical issues, evaluating alternatives, and developing recommendations for Joint Land Use Study Policy Committee consideration. All members will be knowledgeable in the subject area and will provide local input.

C. **Joint Land Use Study Working Groups.** The Joint Land Use Study Policy Committee may choose to form Joint Land Use Study Working Groups, as needed, to address specific issues identified throughout the planning process.

ARTICLE 3 - JOINT LAND USE STUDY POLICY COMMITTEE. The following rules shall govern the procedure, membership, and records of the Joint Land Use Study Policy Committee.

A. **Membership.** The individual local governments represented on the Joint Land Use Study Policy Committee shall be the Counties: Crawford, Otsego, Montmorency, Oscoda, Roscommon,

Antrim, Kalkaska, Presque Isle and Alpena; Cities: Grayling, Gaylord and Alpena; Villages: Roscommon, Posen, and Hillman; Townships: (Crawford County) Grayling, Lovells, South Branch, Maple Forest, Frederic, Beaver Creek; (Otsego County) Otsego Lake, Bagley, Hayes, Chester, Charlton, Livingston, Dover, Elmira; (Alpena County) Alpena, Maple Ridge, Wellington, Green, Wilson, Ossineke, Long Rapids, and Sanborn; (Presque Isle County) Presque Isle, Krakow, Metz, Posen; (Montmorency County) Albert and Vienna; (Oscoda County) Greenwood, Big Creek, and Elmer; (Roscommon County) Lyon, Gerrish, Higgins, AuSable; (Kalkaska County) Bear Lake, Oliver, Garfield, Blue Lake, Cold Springs, Excelsior; (Antrim County) Mancelona, Star.

State of Michigan and US Federal representatives include the Michigan Economic Development Corporation (MEDC), Michigan Department of Natural Resources, Michigan Department of Transportation, Department of Military and Veteran's Affairs, Michigan Department of Environmental Quality, US Forest Service, and USDA Natural Resource Conservation Service.

Economic Development Organizations include Target Alpena and Otsego County Economic Alliance.

Military installation representatives include Camp Grayling Joint Maneuver Training Center and the Alpena Joint Training Center.

Other local representatives include the Alpena County Regional Airport, Grayling Army Airfield, Thunder Bay National Marine Sanctuary and Michigan Sea Grant.

B. **Voting Member**. To become a voting entity of the Joint Land Use Study Policy Committee, the governing body of the member local jurisdiction must acknowledge the Joint Land Use Study process and assign representatives to the Joint Land Use Study Policy Committee. Each local government, Economic Development Organization, and State and Federal agency shall be entitled to cast one vote on all matters of the Joint Land Use Study Policy Committee, by appointing a representative thereof to the Joint Land Use Study Policy Committee for such purpose. No other members shall be voting members.

C. **Ex-Officio Member**. Non-voting Ex-Officio members of the Joint Land Use Study Policy Committee shall include agents of the U.S. Department of Defense. admitted to Ex-Officio Membership by the majority approval of the voting members.

D. **Appointees**. Voting representatives of voting entities shall be appointed by and serve at the pleasure of their appointing authority, county commissioners or city councils, which may appoint members from their jurisdiction, including whenever possible, elected officials and/or lead staff representatives to serve on the Joint Land Use Study Policy Committee. Appointees with the approval of their respective boards may appoint or delegate alternates to attend meetings for which they are not available and to vote in their place. Delegate appointments shall be

provided in writing to the Secretary and the Joint Land Use Study Project Manager prior to the start of the meeting whenever possible, or upon arrival if any such alternate or delegate arrives at any meeting already in progress.

E. **Standards of Conduct.** Joint Land Use Study Policy Committee members (voting and non-voting) shall not:

1. appear before the Joint Land Use Study Policy Committee while acting as an advocate for any other person, group, or business entity other than the primary member they represent;
2. knowingly use their position on the Joint Land Use Study Policy Committee for their own private gain, or for the financial gain of their business;
3. engage in debate or vote on matters affecting a person, entity, or property in which that individual has a conflict of interest; or
4. accept or solicit any gift or favor that would tend to influence that individual in the discharge of official duties.

F. **Attendance.** Records of attendance of Joint Land Use Study Policy Committee meetings shall be kept and presented as part of each meeting summary. Entities with members that have missed at least three consecutive meetings will be notified and the appointing bodies shall be asked to review the continued service of their representatives. Joint Land Use Study Policy Committee members may record an excused absence if it is made known to the Secretary prior to the beginning of the Committee meeting and it is related to the following: personal illness, family emergency, jury duty, business necessity, fulfillment of obligation arising out of elected service, or previously scheduled personal obligation. An excused absence will not be recorded as an absence.

G. **Quorum.** A majority of the actual voting membership of the committee [excluding vacant seats] shall constitute a quorum. A majority is more than half. The chair, vice chair, and secretary shall be considered a voting member of the committee in determining the number on which a majority is based and in counting the number of voting members present. A committee member that attends via teleconference or video conference shall be considered in attendance. All votes for members attending via teleconference or video conference shall be taken by roll call.

H. **Agendas.** Amendments to the agenda shall be allowed at each meeting prior to adoption of the agenda.

I. **Officers.** The Joint Land Use Study Policy Committee shall elect a Chair, Vice Chair, and Secretary, all of which must be voting members, and who shall all be from different local government jurisdictions of the geographical footprint of the Joint Land Use Study Area. The

Chair shall preside over meetings of the Joint Land Use Study Policy Committee. In the event that the Chair of the Joint Land Use Study Policy Committee cannot continue to serve at any time during the term of election, the Vice Chair shall automatically become the Chair. A vacancy in either the office of the Vice Chair or Secretary shall be filled by the Joint Land Use Study Policy Committee in the first meeting of the Committee after the vacancy becomes known. In the event that the offices of Chair, Vice Chair, and Secretary all become vacant, new officers shall be elected at the next regularly scheduled meeting of the Joint Land Use Study Policy Committee with nominations from the floor.

J. **Meeting Schedule.** The Joint Land Use Policy Committee shall hold at least one meeting bi-monthly but shall meet as often as necessary for the purpose of transacting the business at hand. The Chair shall call the meeting and shall designate in the written notice of the meeting the business to be transacted or considered. No action shall be taken at any meeting unless such action is included in the written notice of such meeting. Meetings dates and times shall be designated by the Committee, and may be hosted on a rotating basis by the voting entities.

K. **Open Meetings.** Written notice of the meeting, accompanied by an agenda, shall be posted and mailed, e-mailed, or delivered at least five working days prior to any meeting. The Joint Land Use Study Sponsor shall designate the place of meetings except as designated by the Joint Land Use Study Policy Committee. All Joint Land Use Study meetings including but not limited to all meetings of the Policy, Technical, and/or advisory committees shall be held as open meetings as defined in the State of Michigan's Open Meetings Act(MCL 15.261) .

L. **Meeting Summary.** Summaries of the meetings shall be kept and shall be submitted to the members of the Joint Land Use Study Policy Committee for approval. Meeting summaries from the Joint Land Use Study Technical Committee will also be transmitted to the Joint Land Use Study Policy Committee.

ARTICLE 4 - INTENT. These Bylaws and Operating Procedures are intended to provide rules and procedures to assure the orderly function of the Camp Grayling JMTC/Alpena JTC Joint Land Use Study.

ARTICLE 5 - ADOPTION. These Bylaws and Operating Procedures shall be in full force and effect at such time as they have been approved by two-thirds vote of the Joint Land Use Study Policy Committee at a meeting at which a quorum, as defined herein, is present.

ARTICLE 6 - REVISION. These Bylaws and Operating Procedures may be revised by approval of two-thirds of the members of the Joint Land Use Study Policy Committee at a meeting at which a quorum, as defined herein, is present. Changes in the Bylaws must be presented at one regularly scheduled meeting and voted on at a following regularly scheduled meeting. The Joint Land Use Study Policy Committee shall make no Bylaw change that has not been presented at a previous meeting. The Chair shall vote on Bylaw changes.

Duly adopted by the Camp Grayling JMTC/Alpena JTC JLUS Policy Committee, this 24th day of April, 2017.

Chair, JLUS Policy Committee

Vice-Chair, JLUS Policy Committee