

WHITEWATER TOWNSHIP PLANNING COMMISSION
RESIDENT OUTREACH SUBCOMMITTEE
SPECIAL MEETING MINUTES
May 11, 2023

Call to Order at 8:30 a.m.

Roll Call: Rebant (Chair), Peltonen, Beam, McElwee

Absent: Steelman, Mielnik

Also in attendance: Recording Secretary MacLean

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Discussion of Zoom meeting access ensued. The subcommittee will request through the PC Chair to have Zoom facilitated at the meetings.

Public Comment:

Open at 8:36 a.m.

None

Approval of the May 4, 2023, minutes.

MOTION by Rebant, second by McElwee to approve the May 4, 2023. On voice vote, all in favor. Motion carried.

Special Meeting Business:

1. Survey quotes and timeline discussion: Mailing lists from Clerk and Treasurer have been submitted.
Quotes: Quick Print proposal, including printing, envelopes, return envelopes = \$2489.70 plus postage for 3000.
\$1638 for postage. \$4121.70 total including postage. Out before June 1.
Did not hear back from Copy Central.
Quote Snap Printing postage, print, fold, stuff no return envelope = \$2674.77, return envelope it would be an additional \$230 approximately.
In house would be \$2808.00 estimate based on 20 hours to print, fold, stuff, label and mail (includes postage of \$1800.00.

This type of in house has been done and has been positive at approximately \$3000 – Beam-yes, Peltonen-yes, McElwee-yes, Rebant-yes, with a hard date of mailing May 31, 2023.
Recommendation PC to approve in house printing.

Networks Northwest, Peltonen, interested in the online survey and the tabulating and include the data to the township = verbal quote of \$800 would like to plan for \$1000, get a PO for \$1000 (request approval at the 5/15/2023 special meeting. The township would do the paper survey data entry then supply to NN for reporting / tabulating / results. They can do additional result tabulation after the fact if needed. The township would have the raw data. NN has done multiple Master Plan Surveys. As a professional consultant tabulating it is well worth the cost.

Denise will get quote/estimate from NN to Rebant and have a contract signed by the end of next week (May 19). Hyperlink from NN to be included on the paper survey and on the township website on the front page and on the PC page will need to be provided by NN as soon as possible, by the end of next week for adding to the print copy.

The moving signs will need to be addressed next week.

The updated survey and flyer have been provided. Question: website link – it would be the supplied by NN hyperlink, township phone – extension for Treasurer, directions for the Board regarding additional copies of the survey.

Flyer will be included in the initial email blast announcing the coming of the survey. It will be updated by

Mielnik. Mailing date May 31, end date change to June 16 and add extension 22 to the phone number. Using the PO Box 100, for return mail.

2. Big picture / Overall timeline. There may very well be additional funds needed above what is currently budgeted. As discussed previously the MP may run into the next fiscal year. This committee is working on the next six weeks at this point. One step at a time.
3. Workshop planning discussion: Timing is essential. May need a professional facilitator or get information from a professional facilitator – Mielnik has mentioned it previously. Defer continued discussion until Mielnik is available.
4. Recommendations to the PC. Funding and PO, etc. will be discussed
5. Any related topic the subcommittee wishes to discuss. Concerned expressed about the availability of fund approvals, using the school only during the school season, using Hi Pray park, using a tent - set up by the FD, using the WESA tent. May be able to converse with the Tribe regarding a conference room. Check on July, August and September dates at the school. Possibly coordinate with dates that the school already has events happening such as Kindergarten Roundup or parent dates, etc., possibly before school is in session.

Social Media blasts of various community pages.

Who will contact WTCM?, the Record Eagle? the ER News? Free public notices are available at the Record Eagle, ER News, TC Ticker, Whitewater Township Park, Next Door. Look at putting that in the hands of the PC itself. Different blasts for the survey, the workshops.

Post the flyer to the various businesses, TSC, Post Office, Renee's, Butterfly House, Vet, Village Market, Shorts, gas stations, the Methodist Church, the various HOAs throughout the township and all of the businesses throughout the township.

Bring this back to the PC for input, possibly include Mielnik.

Signage along the road, need to be ready by June 1. Get a cost of estimate. Beam will get some estimates. Possibly two waves of signs. Limit of \$500 – what can be gotten.

6. Next Meeting for this committee: Monday, May 22 at 8:30 a.m.

Next Regular Meeting June 7, 2023, 7 p.m.

Public Comment:

Began at 10:07 a.m.

None

Committee discussion:

Adjournment: 10:07 a.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary