

WHITEWATER TOWNSHIP PLANNING COMMISSION
RESIDENT OUTREACH SUBCOMMITTEE
SPECIAL MEETING MINUTES
July 6, 2023

Call to Order at 8:30 a.m.

No Zoom available

There will be discussion at the regular PC meeting regarding subcommittees, the bylaws and zoom access.

Roll Call: Rebant, Mielnik, Beam, McElwee

Absent: Steelman, Peltonen

Also in attendance: Recording Secretary MacLean

Set / Adjust Agenda: Set

Declaration of Conflict of Interest: None

Public Comment:

None

Special Meeting Business:

1. Review remaining ROS critical path activities regarding the survey that were to be completed by 07/01/2023. Everything went well getting the surveys out and back. Road signs were out about a week late. There has been a delay in getting the pricing from Networks Northwest (NN). They will not move forward until the contract is complete and signed. NN is making internal transitions and that could be causing delays in communication. NN previously indicated that it would be \$5 per paper survey. They indicate it will take two weeks to get the paper surveys input into their database. Suggest the contract include language indicating a two week turn-around. We have had good feedback on survey and upcoming proposed workshops.
2. Correct or Revise rollout activities as necessary. None discussed.
3. Phase II (ROS Communications and Workshops Facilitation) Discussion:
Types of public engagement would include workshops and general listening sessions learning more specifics in more specific areas which lead to small groups and interaction on specific topics.
SMART goals =
Specific (clear outcomes),
Measurable (quantifiable objectives),
Achievable (realistic),
Relevant (important benefits),
Timebound (deadlines or anticipated milestones).
Would hope for 100 people to attend. Will include the public input in the appendix of the master plan.
Different areas of need and growth and change need to be defined, such as roads, the village, infrastructure, etc.
The township seems to be broken into five areas: lake front, ag, state forest, M72 corridor including the industrial area and the village. This may be why the township seems fragmented.
Format of additional input is like a funnel – the big picture working down to individual topics.

Do an Request For Proposal (RFP) for a couple different entities to bring in for the workshops and community engagements.

Ideas and examples from NN include a recommendation to have at least two engagements with the PC and ROS being listeners, letting them run and lead the events.

First session: VISIONING and review of the survey results. NN would then move to begin to interpret the data with five facilitators being present from NN. They would share photos, pictures and visual input.

LIAA (Land Information Access Association) is an option and we would need their information on what they propose. LIAA also writes grants. LIAA has a lot of experience in the Northern Michigan area and could be used in the future moving forward.

Will present the RFP to one or two other entities with experience.

Once the information is presented and gathered how does the township move forward on the master plan? Do the visual build outs based on current and proposed zoning.

Builders, developers and businesses are reaching out into the Whitewater Township area. Current statistics available are based on information gathered during the pandemic – that data could be skewed.

The visioning sessions could be in the fall, with some of the “snowbirds” not in the area. How do we engage with them? Capture the majority with the first session. They will decide if they want to stay to supply input. Will want to get the first session in September. Hopefully the second in October.

Engagements would be three hours each, with two or three sessions planned. Data would be provided within 2-4 weeks. PC would process the data.

Set up a pop-up with a table with information regarding master plan input at the Park Halloween Party, 9/30.

Need to get the PC to approve an RFP and the get approval of the Board in August. The Board can do a special meeting to address and approve. Timing is very important getting RFPs out, returned and contracts signed.

MOTION by Rebant, second by Beam to take the Request For Proposal plan to engage Networks Northwest and LIAA for their bids on the project to the PC on July 12 and ask for their support to send out by July 13. All in favor. Motion carried.

4. Any related topic the subcommittee wishes to discuss.
Connect with Zach of NN for a contract for the paper survey data input and an established date of return.
5. Prepare an initial motion for PC to vote 07/12/2023 on funding package for Phase II, ROS Communications and Workshop Facilitation.
6. Next Meeting for this committee: July 31 at 8:30 a.m. to address the RFPs; will need to set places and dates for the workshops, especially the first workshop. Will check with the school and the casino.

Next Regular Meeting July 12, 2023, 7 p.m.

Public Comment:

None

Committee discussion:

Adjournment: 9:50 a.m.

Respectfully Submitted
Lois MacLean,
Recording Secretary