

WHITEWATER TOWNSHIP BOARD
AGENDA FOR SPECIAL MEETING – July 18, 2023
10:30 a.m. at the Whitewater Township Hall
5777 Vinton Road, Williamsburg, MI 49690
Phone 231-267-5141/Fax 231-267-9020

At this time, the Board invites everyone to silence their electronic devices.

Whitewater Zoom is inviting you to a scheduled Zoom meeting.

Topic: Whitewater Township Board Special Meeting
Time: Jul 18, 2023 10:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82003101603?pwd=VjkvOHpHZTd0aFo0K0FZTUZnaUh5Zz09>

Meeting ID: 820 0310 1603 Passcode: 855742

Dial by your location: +1 312 626 6799 US (Chicago), +1 646 558 8656 US (New York)
+1 646 931 3860 US, +1 301 715 8592 US (Washington DC), +1 720 707 2699 US (Denver)

Find your local number: <https://us06web.zoom.us/j/82003101603?pwd=VjkvOHpHZTd0aFo0K0FZTUZnaUh5Zz09>

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon reasonable advance notice. Contact the Township Clerk at 231.267.5141 Ext. 24 at least 5 days in advance of the meeting.

A. Call to Order

B. Roll Call of Board Members

C. Set/Adjust Meeting Agenda -

D. Declaration of Conflict of Interest

E. Public Comment. Any person shall be permitted to address a meeting of the township board. Public comment shall be carried out in accordance with the following board rules and procedures:

1. Comments shall be directed to the board, with questions directed to the chair.
2. Any person wishing to address the board shall speak from the lectern and state his or her name and address.
3. Persons may address the board on matters that are relevant to township government issues.
4. No person shall be allowed to speak more than once on the same matter, excluding the time needed to answer board member's questions. The chair shall control the amount of time each person shall be allowed to speak, which shall not exceed five (5) minutes.

F. Correspondence - None

G. Agenda Items as Listed in the Special Meeting Notice

1. Review/Approve Networks Northwest Contract 1730 and other 7.12.2023 PC meeting highlights.
 - 1a. Planning Commission RFP
 - 1b. Planning Commission Master Plan Budget
2. Discuss any Park and Recreation item relevant to the camping park operation or improvement project 842850.

H. Board Comments/Discussion

I. Public Comment

J. Adjournment

Whitewater Township will provide necessary reasonable auxiliary aids and services to individuals with disabilities who are planning to attend. Contact the township clerk at 231-267-5141.

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 7.17.2023

Re: Networks Northwest Contract 1730

Board Members –

This business item has created a great disturbance within the Planning Commission (PC) and it is unclear why or how this has happened. The email labeled Emergency Meeting and dated July 13, 2023 explains most of the scenario. Minutes of the 5.17.2023 meeting have also been provided for review.

The agreement for review and approval appears on the last four pages of the business item.

Provision VI Indemnification is a cause for concern and therefore no motion is made pending board discussion.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Emergency Board Meeting

1 message

Ron Popp <supervisorwhitewater@gmail.com>

Thu, Jul 13, 2023 at 9:45 AM

To: Randy Mielnik <randy@northplaceplanning.com>

Bcc: Ardella Benak <treasurer@whitewatertownship.org>, clerk@whitewatertownship.org, Don Glenn <dglenn6542@yahoo.com>, heidivyourtrustee@gmail.com, Rachel Steelman <rsteelmanpc@yahoo.com>, Rod Rebants <rrebant@gmail.com>, Al Keaton <kakeaton@charter.net>, Keith DeYoung <keithdeyoung@gmail.com>, Carl Wroubel TWP <pc5@whitewatertownship.org>

Good Morning Board -

Late yesterday/last night a contract issue for services to the Planning Commission (PC) developed that according to the PC needs our immediate attention. Attached please find an image of the Open Meeting Act in regards to holding an emergency meeting. If the Board agrees the issue rises to the occasion detailed in Section 5 (5) an emergency meeting can be called, otherwise the township is obligated to provide a minimum of 18 hour notice of a public meeting.

The issue revolves around a \$5,000.00 expenditure request from the PC which some members believe was approved during the 5.17.2023 special joint meeting as business item number 4, Budget. Minutes are attached and highlighted in yellow for quick review. Being absent from that meeting, and no documentation provided in the 5.17.2023 packet for the request, I only have the minutes to rely on. In reading those minutes, I picked up that the board needed some additional information before approving the request and or the accompanying Networks Northwest agreement.

The issue escalated Monday July 10, 2023 following a meeting between a member of the PC and the Clerk who offered to issue a purchaser in the amount of \$2415.00, the amount of a contract for survey tabulation work that was apparently a subject of the 5.17.2023 meeting. Again, the packet nor the minutes indicate what the expense request was for and did not contain a Network Northwest contract of any kind. The Minutes did indicate that a clearer work scope was needed. A \$2415.00 agreement was handed out at the PC meeting last night which the group reviewed and approved. I do not believe the board has seen this agreement.

While it is true the clerk and supervisor can approve a \$2415.00 expenditure on signatures alone, the Networks Northwest Contract detailing the amount, or the \$5,000.00 amount originally requested, was not approved by the board on 5.17.2023. Networks Northwest Contract #3161 dated May 12, 2023 in the amount of \$800.00 was approved by the board and is mentioned in the 5.17.2023 meeting minutes, which again gives me a sense the board reserved the right to review any contract before authorizing the clerk or supervisor to sign the document. Why neither contract #3161 or the \$5,000.00 contract, now \$2415.00, were made part of the meeting packet for 5.17.2023 is a mystery.

If I have misinterpreted the minutes, missed a proposed work scope, overlooked the two Networks Northwest contracts, or other documentation from the 5.17.2023 packet describing the \$5,000.00 request, or the minutes somehow do not reflect the accurate wishes of the Board, I apologize. The issue can be resolved in multiple ways. First the same person who signed Networks Northwest Contract 3161 dated May 12, 2023 can sign the new agreement #1730 dated 7.7.2023 and purchase order in the amount of \$2415.00 can be issued which when presented I will cosign. Second an emergency meeting can be called for later today Thursday July 13, 2023 if the open meeting act rules are followed. Third, a special meeting can be scheduled requiring 18 hour notice to accommodate the request.

Please indicate via return email:

- 1) Existence of a purchase order to Networks Northwest in the amount of \$2415.00 requiring two signatures.
- 2) Availability of each board member to meet today Thursday July 13, 2023 under emergency meeting parameters.
- 3) Availability of each board member to meet at 3:00 Pm Friday July 14, 2023. Note I know at least one, likely two board members will be attending the Tribal Media Event Friday.
- 4) Other meeting time availability.

Thank you,
Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com
bcc: Township Board

3 attachments



Whitewater Twp Survey Results Entry MP_Contract 1730_2023-07-07_agency signed.pdf
606K



mcl-act-267-of-1976 Open Meetings Act Commented for Emergency Meeting.pdf
33K



H.12.d wwt_pc_board_joint_mins_051723_approved Commented for 7.12.2023.pdf
144K

WHITEWATER TOWNSHIP
PLANNING COMMISSION and TOWNSHIP BOARD MINUTES
FOR SPECIAL JOINT MEETING
May 17, 2023

Call to Order at 6:00 p.m.

Planning Commission Roll Call: Jacobson, Keaton, DeYoung, Rebant, Wroubel, Steelman, Vollmuth

Absent: None

Board Roll Call: Benak, Glenn, Goss, Vollmuth

Absent: Popp

Also in attendance: Planner Mielnik and Recording Secretary MacLean

Set / Adjust Agenda: Master Plan update, ROS update, Networks Northwest contract, survey mailing and employee information sheet

Declaration of Conflict of Interest: None

Public Comment:

None

Special Meeting Business:

1. Jacobson shared a statement about the zoning ordinance and update.
Discuss Municode contract. The contract can be left as is or keep the contract for the General Ordinance only or keep it for both. Goss likes the idea of taking the zoning ordinance out of the contract right now.
Benak notes that the Municode document can be provided in a Word document.
Mielnik feels the Municode document is useable and has some things that need to be addressed. If Municode does not want to provide a Word document Mielnik, notes that he will be able to create a Word document from the pdf provided. There are things that are missing like definitions, links and graphics.
Discussion ensued regarding more details about the Municode document.
The ongoing process of updating the zoning ordinance is something that needs to be addressed.
Goss noted that there is an amendment key that can be referenced.
Mielnik noted that codification is not making changes to the ordinances themselves, just cleaning them up, use graphics and get it adopted for moving forward with a document that the public, the PC and the Zoning Administrator can access and use.
The Municode contract will be a Board discussion.
The PC will still need to have the contract with North Place Planning.
Clerk Goss will contact Municode to give them an update and get information back.
2. Expansion of North Place Planning contract. The township needs a point of contact for management of the work being done.
Would like the contract to be updated to have the PC Chair as the person for Mielnik to report to.
Would like the contract to be updated to include work on the zoning ordinance.
Goss and Benak agree that these updates to the contract would be good.
Updated contract presented in the packet – E page 5 Attachment A.

Mielnik needs to be given the authorization to move forward.

Discussion ensued regarding creating an addendum to the current contract or creating a new contract that would be under the purview of the Planning Commission.
Mielnik will create a new contract with the changes.
Glenn said, when initially set up, it was noted at the time that it may need to be changed in the future.
Glenn is in favor of getting a new contract with the updated reporting structure.
Mielnik will revise the contract to encompass Master Plan, related planning services and work on the zoning ordinance.

MOTION by DeYoung, second by Steelman to approve a new contract between North Place Planning LLC and

Whitewater Township Planning Commission and then present that to the board for the June 13 meeting; the contract would include the work for the Master Plan, related planning services, and work on the zoning ordinance with a total cap of \$32,000.

Roll call: Keaton-yes; DeYoung-yes; Rebant-yes; Wroubel-yes; Steelman-yes; Jacobson-yes; Vollmuth-abstained. Motion carried.

Discussion ensued regarding the possible need for other outside services.

The Board needs to approve the wages of subcommittees. Steelman will submit for the pay for the subcommittee.

3. Planning Commission Budget Discussion - Rebant explained the highlighted items in the presented budget sheet. Giving a heads-up on the potential need for additional funding by the end of the fiscal year, especially regarding the work on the Master Plan. Rebant will keep a running total monthly and will compare and work with the quarterly budget report from the Clerk.

Future planning includes keeping tools available, such as Networks Northwest.

Benak notes that past experience is that this township wants a locally written Master Plan.

Wroubel recommends reading the master plans of the communities around us to know what their plans are because what communities around us are planning to do will impact our township.

Discussion regarding purchase orders, how it works and the limits. \$1000 and under the Clerk can approve.

\$1001 to \$5000 would need the Supervisor signature also. Wages always need to be approved by the Board. If something is approved by the Board it does not need two signatures. The Clerk will only approve a PO if the dollars fit in the budget.

4. Any related topic the PC wishes to discuss:

Chapters 1-4 of the Draft Master Plan are to be posted to the township website this week.

Proposal for supplies, mailing services and wages for printing and mailing the Master Plan Survey.

MOTION by Goss, second by Vollmuth to approve Master Plan survey expenditures as presented up to \$3000, for envelopes, copy paper, postal services and wages.

Roll call: Benak-yes; Glenn-yes; Vollmuth-yes; Goss-yes; Popp-N/A. Motion carried.

Contract with Networks Northwest (NN) for electronic tabulation services. The mailed survey will have the link available so people can do the survey online. People will be able to pick up additional copies of the survey at the township.

Reservations expressed about the availability of the online link. Paper and electronic data can be calculated separately. Mielnik has not seen evidence of "ballot stuffing" in previous surveys he has worked with.

The survey is a base to build the workshops.

NN will create the online survey, they will gather the online survey responses. The plan is to have PC member(s) enter the paper surveys into NN program and then they can tabulate and provide the data. NN will provide all spreadsheet data after all is complete and will also be available for extra reporting options.

Benak wants to have verification and data control. Benak would prefer to have NN do all data entry of the paper surveys, even if there is an additional cost.

Request up to \$5000 for Networks Northwest. Board members expressed that they would like a clearer scope of work to approve a larger dollar amount.

The presented contract is for \$800. Can possibly add to or create another contract to do the paper survey data entry. Get a quote for an up to amount for an up to number of paper surveys or a per survey amount.

MOTION by Vollmuth, second by Benak to approve and pay for contract #3161 between Whitewater Township and Networks Northwest to provide project deliverables in attachment A of the contract dated May 12, 2023, for \$800 and authorize the Supervisor or Clerk to sign.

Roll call: Glenn-yes; Vollmuth-yes; Goss-yes; Popp-N/A; Benak-yes. Motion carried.

Key milestone dates of the Resident Outreach Subcommittee: mail the survey May 31, with a requested return date of June 16. Where does NN fit in after the tabulation? Workshops will be set up in July, August and September. Would like to start with a full township meeting at the school. Would like to have the workshop dates set so they can be included in the newsletter that goes out with the taxes. Info must be presented to the treasurer by the 19th.

Email blast using the treasurer's list will go out to let people know to look for the survey.

Information for employees should questions come in regarding the survey.

A little Q&A with the Board members: how do you think this meeting went?

Everyone is working together.

The packet material was very good and well presented.

Rachel is doing an excellent job keeping meetings on task.

The PC is all working and working together as a team.

Very productive.

Next Planning Commission regular meeting date is June 7, 2023.

Next Board regular meeting date is June 13, 2023.

Public Comment:

Began at 8:36 p.m.

Denise Peltonen

Tom McElwee

End at 8:36 p.m.

Commission Discussion/Comments:

None

Adjournment: 8:38 p.m.

Respectfully Submitted

Lois MacLean,

Recording Secretary

Contractual Agreement
Between

Whitewater Township
5777 Vinton Road
P.O. Box 159
Williamsburg, MI 49690

And

Networks Northwest
P.O. Box 506
Traverse City, MI 49685-0506

This Contract, designated Number 1730 is made and entered into by and between Whitewater Township, 5777 Vinton Road, P.O. Box 159, Williamsburg, MI 49690, and Networks Northwest, P.O. Box 506, Traverse City, MI 49685-0506, hereinafter referred to as NN. Whitewater Township is hereinafter referred to as THE TOWNSHIP.

In consideration of the mutual promises, covenants, and representations herein contained, the parties hereto agree as follows:

I. STATEMENT OF PURPOSE

The purpose of this agreement is to develop terms and conditions to support the arrangement for NN to enter manual surveys into survey software for THE TOWNSHIP.

II. SCOPE OF WORK

NN agrees to perform the functions set forth in this contract (pages 1-3) and in Attachment A (page 4) and comply fully with mutually agreed upon subsequent revisions and/or modifications.

III. PERIOD OF PERFORMANCE

NN shall commence performance of this Contract on July 10, 2023, and shall complete said performance on July 24, 2023.

IV. STIPULATIONS

1. All powers not explicitly vested in THE TOWNSHIP shall remain with NN.
2. A request for Contract modification can be made by either party and will be subject to negotiation and mutual consensus.

V. COMPENSATION

1. THE TOWNSHIP agrees to pay NN as compensation for all work performed and

services provided under this Agreement as outlined in Attachment A. Payment shall be due upon receipt of invoice from NN. Compensation for the services outlined in Attachment A of this contract is set at two thousand four hundred fifteen dollars (\$2,415). Payment shall occur in two installments, with one-half or one thousand two hundred seven dollars and fifty cents (\$1,207.50) of the payment due upon execution of the contract and one-half or one thousand two hundred seven dollars and fifty cents (\$1,207.50) of the payment due upon the final date of the period of performance.

V. TERMINATION

1. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof, at least 30 days before the effective date of such termination.
2. If either party terminates this Contract, NN will be reimbursed for all costs incurred up to receipt date of said effective termination date. NN will be reimbursed a proportionate share of the fixed fee based on the portion of the project that is complete as determined by THE TOWNSHIP; and THE TOWNSHIP will receive the work product produced by NN under this Contract up to the effective date of termination, prior to NN being reimbursed. In no case will the compensation paid to NN for partial completion of services exceed the amount NN would have received had the services been completed in full.

VI. INDEMNIFICATION

To the fullest extent permitted by law, THE TOWNSHIP shall indemnify, defend (at THE TOWNSHIP's sole expense) and hold harmless NN (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by NN or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of NN, its employees or agents, whether active or passive.

THE TOWNSHIP's indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against NN (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

ACKNOWLEDGEMENT OF AGREEMENT

FOR WHITEWATER TOWNSHIP

Ron Popp
Township Supervisor

Date

NETWORKS NORTHWEST



Terry Vandercook
Chief Executive Officer

7-7-23
Date

Attachment A
Project Deliverables

1. The TOWNSHIP will provide NN with 483 paper surveys received during its master plan survey outreach, collected as of June 29, 2023.
2. NN staff will manually enter 483 surveys into Qualtrics survey software, thereby aggregating the paper survey results with survey results entered online by participants.
3. NN will provide a summary report of the full survey results to the TOWNSHIP.
4. NN will provide raw survey results to the TOWNSHIP as a Microsoft Excel file.

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 7.17.2023

Re: RFP for Communication Facilitation

Board Members –

This business item is presented to avoid a similar misunderstanding that appears to have occurred at the 5.17.2023 joint meeting between the Whitewater Township Board (Board) and its Planning Commission (PC). To be specific the PC believes the Supervisor approves all contracts and agreements without input from the Board.

The attached RFP document was *introduced* during the 7.12.2023 PC meeting and does not appear in any PC public documentation. The group approved the RFP and the instrument has been circulated. A similar occurrence took place at the 5.17.2023 joint meeting, two Networks Northwest contracts were *introduced* and no documentation in the agenda packet. This caused issue later when a contract was presented for signatures on 7.10.2023.

The PC plans to deliver the cost estimate generated by the attached RFP to the Board for approval on its August 8, 2023 agenda. Thinking another contract will be associated with this work, the RFP does not require a sample agreement/contract the Board can review and/or approve at the August meeting. It has also been current practice that the Board decides on a case-by-case basis if a contract or agreement rises to the level of legal review before the Board executes the instrument. The question is; will the Board require approval of any agreement before authorizing its execution by a Board Member?

Randy Mielnik's email below demonstrates his current (and most of the PC's) understanding that the Supervisor signs agreements and contracts with no input from the board. This of course is not current practice and as such we need to better share the nuances of board function.

For discussion, I recommend some sort of check sheet highlighting best practices or minimum standards the Board operates by and by extension expects similar standards of other boards and commissions operating in the Township. Payment for subcommittee members, subcommittee meetings are treated as full public meetings, and the Board approves all contracts are just a few examples of items the Board has formed a consensus on. I also recommend when an RFP, contract, agreement, or similar document is up for approval it is in the packet for reference. When shared in writing, the list could provide a better picture of protocol to other boards and commissions.

No motion is made pending board discussion.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "R. J. [unclear]", written in a cursive style.

Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township



Ron Popp <supervisorwhitewater@gmail.com>

Re: RFP

1 message

Ron Popp <supervisorwhitewater@gmail.com>
To: Randy Mielnik <randy@northplaceplanning.com>

Fri, Jul 14, 2023 at 3:02 PM

thank you
Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com

On Thu, Jul 13, 2023 at 6:06 PM Randy Mielnik <randy@northplaceplanning.com> wrote:

Ron -

I've attached the RFP approved yesterday by the PC and sent out today to potential vendors as discussed last night. The due date for proposal receipt is July 25. This due date allows responses that we receive to be included in both the August PC packet and Board Packet. A sample professional services agreement was not part of the RFP. In my prior experience as a consultant (receiving RFPs), a sample professional services agreement is rarely included in an RFP like this.

I am not sure what you mean by "The takeaway from 5.17 and 7.12 is that the board must approve someone to sign the agreements." I do not recall that being discussed on 7.12 (yesterday) and I assumed that the Supervisor signs township agreements, as you have done other contracts (mine included). If I am missing something, please let me know.

I did finally obtain a copy of a portion of the Whitewater P&P today and reviewed the relatively small amount of material that references this. Also, obviously, we do not have costs from anyone yet, but I am thinking we looking at proposals in the 10K range. I guess we will see. I know consultants are busy and costs increase when that happens.

From: Ron Popp <supervisorwhitewater@gmail.com>
Sent: Thursday, July 13, 2023 5:04 PM
To: Randy Mielnik <randy@northplaceplanning.com>; Rachel Steelman <rsteelmanpc@yahoo.com>
Subject: RFP

Randy - At the 7.18.2023 meeting I want to share with the board the RFP that was approved at the 7.12.2023 PC meeting. Hopefully, this will generate some questions early so the board can make an approval at the August meeting. The takeaway from 5.17 and 7.12 is that the board must approve someone to sign the agreements. Hopefully a sample professional services agreement is part of the RFP.

Can you supply a copy of what was approved?
Ron Popp
Whitewater Township Supervisor
231.267.5141 Ext. 23
supervisorwhitewater@gmail.com

Request For Proposals Community Engagement Partner

Whitewater Township has begun updating its Master Plan. It has produced a draft of the first four chapters of the Master Plan, which largely describes current conditions, and it has completed a survey of residents providing about 600 responses (data from this survey will be generated soon). The next steps include community planning workshops, and Whitewater Township requires outside assistance from a partner to ensure these events are well organized, effective, and productive. The general desired approach to these workshops is as follows:

1. Conduct one general **visioning** workshop focusing on “big picture” topics such as general development preferences and desired community goals. This likely occurs in mid to late September 2023.
2. Conduct at least one **planning workshop** focusing on more specific planning topics. The list of topics will be determined based on survey data and prior workshop results. This likely occurs in early to mid-October 2023.

Whitewater Township will accept proposals from interested organizations to assist with the following tasks.

1. **Work with the Whitewater Township Resident Outreach Subcommittee (ROS) and the full Planning Commission to plan for event #1.** Local representatives will be responsible for the logistical aspects of the event (venue selection, equipment, refreshments, advertisement, etc.). The partner will assist with providing meeting materials, graphics, and supplies necessary to allow participants to consider and respond to questions and issues. The partner will also provide several staff members to help coordinate the event with ROS members, PC members, and the Township Planner. At least one in-person local planning meeting will clarify the workshop format and organizational issues. The Township Planner will also support this effort with workshop materials and experience with similar events.
2. **Work with the Whitewater Township Resident Outreach Subcommittee (ROS) and the full Planning Commission to plan for event #2.** Local representatives will be responsible for the logistical aspects of the event (venue selection, equipment, refreshments, advertisement, etc.). The partner will assist with providing meeting materials, graphics, and supplies necessary to allow participants to consider and respond to questions and topics. The partner will also provide several staff members to help coordinate the event with ROS members, PC members, and the Township Planner. At least one in-person local planning meeting will clarify the workshop format and organizational issues. The Township Planner will also support this effort with workshop materials and experience with similar events.

To respond to the request, please provide the following information.

- A. Brief description of experience with similar community engagement efforts that support updating a Master Plan. References are also desired.
- B. Brief description of available resources and materials to support planned events.
- C. Commitment to provide a specific number of staff members available to assist at events.
- D. Identification of project manager/key point of contact.
- E. Costs for assistance with events 1 and 2 above and optional costs if more events are desired.
- F. Expected final deliverables include reports describing workshop outcomes and results. Transparency and inclusion of all public comments and results are expected.
- G. Written proposal is due on or before 4 PM on July 25, 2023, and must be valid for no less than 90 days.

Proposals may be emailed to Rachel Steelman, Chairperson, at rsteelmanpc@yahoo.com. Any questions may be directed to Randy Mielnik at 734-770-2698 or randy@northplaceplanning.com, or Hedi Vollmuth at 231-633-9468, or heidivourtrustee@gmail.com.

Memo

To: Whitewater Township Board of Trustees

CC: None

Date: 7.17.2023

Re: Master Plan Budget Request

Board Members –

This business item is presented to request a budget expectation for the master plan 5 year update from the PC. Recent comments by some Planning Commission Members have led me to believe the Township could be spending \$100K or more on this 5-year rewrite. Other indicate half that amount. That is a pretty big range that may need to be better outlined. With recent changes to professional service agreement, and requests for additional outside services some expectation of total cost seems important.

No motion is made pending board discussion.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township

Memo


To: Whitewater Township Board of Trustees
CC: None
Date: 7.18.2023
Re: Campground & Park Improvement Project Needs

Board Members –

This business item is presented to allow Trustee Don Glenn and/or Ron Popp a forum to the Board to discuss any relevant matters regarding the camping park or the Park Improvement Project.

No motion pending further Board input.

Respectfully submitted,



Whitewater Township FOIA Coordinator
Supervisor, Whitewater Township