

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