

## Lee Township Master Plan Work Session

Minutes from November 20, 2019

Facilitated by Julie Pioch, MSU Extension

Participants: Nancy Endres, Ken Draisma, Dick Palmby, Lisa Galdikas, Tim Kotas, Scott Owen

The meeting was convened by Scott Owen, Township Supervisor at 5:30 PM followed by brief introductions of those present and a recap of the process so far. The group was then facilitated through a flipchart exercise that included reviewing each of the priorities/goals set at previous session and the listing steps to accomplish those goals. Pioch provided the following Instructions for the group so that they could begin to think about how to make progress in getting things accomplished:

Things to think about as you work through the goals:

- New or Existing Partnerships
- Forming Committees
  - Who should be on one?
- Existing Groups
  - Local Service Clubs
  - Churches
  - Schools
  - County, State, Regional
- Individual Tasks
- Board Tasks
- Step-by-Step tasks
- Who can help?
- Who has resources?
- Who has information?
- Think big, outside the 6x6 box
- Think local leadership

The following tables include the ideas generated at the meeting. The blank spaces in each of the charts need to be completed to fully develop a plan of action, with timelines and measurable outcomes.

## Priority: Economic Development

### Goal: Small Business Development

What is or needs to be done?	By When?	By Whom?	What resources are needed	How will you know it is accomplished
Develop a downtown "Pullman Plan" that defines best practices in signage, beautification, walkability and traffic flow			Find funding sources for improvements	Business community, residents and local leaders have come together to develop a vision for the community with guidelines & goals.
Organize a Bus Tour for community development group, township officials and others to go visit small downtown's like Pullman to get ideas for the "Pullman Plan."		Ken Draisma		Bus tour is complete and informs community on next steps
Pullman community development organization engaged in pursuing small business development	3 year goal	Tim Kotas, contact		Information/progress will be shared with township

## Priority: Economic Development

### Goal: High Speed Internet

What needs to be done?	By When?	By Whom?	What resources are needed	How will you know it is accomplished
Frontier to complete work in township.	On-going	Township leadership		Work will be complete
Provide information to residents/businesses about options on website.	When work is complete	Tim Kotas Lisa Galdikas	Information for website; include in newsletter	Residents and businesses know what options are available to them

## Priority: Improve Roads and Infrastructure

Goal: Develop a Sidewalk Plan in areas with high pedestrian traffic (school area and business area) to improve walkability and safety in community

What needs to be done?	By When?	By Whom?	What resources are needed	How will you know it is accomplished
Investigate complete street standards for roads and sidewalks with road commission and road engineers to incorporate sidewalks or pedestrian ways				
Safe Street Crossings (School & park areas)  Need Crosswalk on 109 <sup>th</sup> and School/Park; rumble strip?		Dick Palmby	Rule changes or exception from road commission	Crosswalk is installed

## Priority: Improve Access to Services

Goal: Public Water System

What needs to be done?	By When?	By Whom?	What resources are needed	How will you know it is accomplished
Ongoing monitoring of systems	On-going	Township Leadership	Reports from system managers	Annual report

## Priority: Improve Access to Services

Goal: Public Transportation for Services and Employment

What needs to be done?	By When?	By Whom?	What resources are needed	How will you know it is accomplished
Take an inventory of public and private transportation options available to Lee Township residents  Publish current options on website  Identify gaps in service and Investigate options by facilitating a meeting of providers or subsidizing “uber” type system for the area		Transportation committee (Ken Draisma is willing to serve)		Transportation committee provides a progress report to the township board on a regular basis

## Priority: Promote Safety and Inclusion

Goal: Connecting and information sharing with residents

What needs to be done?	By When?	By Whom?	What resources are needed	How will you know it is accomplished
Utilize partners (Love, INC, PHP, Linking Center, School District) to get information disseminated.  Information needs to be translated into Spanish (including twp tax newsletter).	February 2019		Input/feedback from local agencies, businesses, county, schools, etc. Someone to translate materials.	Township officials and others can find information for the public quickly when asked. Information is available on website.
Set up “kiosks” around the area that are places to post information about goings on.	May, 2019	Ask Allegan ISD Building trades program? Eagle Scouts? Scott Owen	Need to look at other community’s kiosks to get a good design  Input from community center group on locations for Kiosks	Kiosks are built and installed

### Priority: Protect Natural Amenities

Goal: Decrease blight and environmental contamination through enhanced ordinance enforcement, services and public education

<b>What needs to be done?</b>	<b>By When?</b>	<b>By Whom?</b>	<b>What resources are needed</b>	<b>How will you know it is accomplished</b>
Educate community on litter, blight etc.			Funds dedicated to education	
Get information about ordinances/systems used in other townships related to blight enforcement and community cleanup incentives and develop a plan for Lee Township		Clean Team; Ann Hatfield	Funds dedicated to enforcement, cleanup and improvement	Township has developed a carrot and stick program and community is cleaned up
Review options for trash service across the area (especially related to landlord/rentals/summer rentals		Township Board	Information about purchase bags systems for rentals	
Prepare and distribute leaflet on issues to school kids			Funds dedicate to education	
Increase awareness of Transfer Station options				

### Priority: Protect Natural Amenities

Goal: Walk/Jog/Bike/Snowmobile Trail in conjunction with train tracks

<b>What needs to be done?</b>	<b>By When?</b>	<b>By Whom?</b>	<b>What resources are needed</b>	<b>How will you know it is accomplished</b>
Discuss options with CSX to use right of way		Tim Kotas		
Connect with snowmobile group - Allegan				

## Priority: Protect Natural Amenities

Goal: Wet lands- making walk area and educational trail

What needs to be done?	By When?	By Whom?	What resources are needed	How will you know it is accomplished
Inventory wetlands and natural areas in township.		Township Dick Palmby		
Educational program on wetlands and lakes		Lake Association? Start an educational steering committee made up of lake property owners	Funds to pay for hosting programs and advertising  DEQ, DNR programs and grants, contact outdoor discovery organization near Holland; MSU Extension- Lakes and Water Quality programs	Educational classes are scheduled and participants are enrolled  Lake homeowners implement best practices
Enlist interest of boy scouts to help with wetland projects				