

**WEST TRAVERSE TOWNSHIP  
BOARD MEETING  
Tuesday August 13, 2024  
6:00 p.m.**

Supervisor Bartlett called the meeting to order at 6:00 p.m.

Roll Call: Olson, Hollingsworth, Bartlett, Green

Absent: Mooradian

Visitors: Keith Hammond, Steve Erber, Laurie Angell, Ed Taylor

The Pledge of Allegiance was recited by all.

Approve agenda & additional items: Bartlett requested the addition of Action Item “d”, to approve the revised L-4029 Tax Form. Approved by consensus.

Public comments: Steve Erber spoke to the tree trimming issue with regards to Forest Beach. Supervisor asked the secretary to contact Mr. Erber when Tree Trimming Ordinance will be on PC agenda. Laurie Angell spoke about bluff stability concerns and illegal trimming.

Approve minutes of regular meeting on June 11, 2024: No corrections for June minutes.  
**Hollingsworth made the motion to approve the minutes as presented. Green seconded.**  
**Four ayes, one absent.**

Review correspondence not included below: Bartlett mentioned a forwarded email from Dale Scott, Chairman of M-119 Highway Committee, through Joey Arbaugh, regarding Bluff Tree Trimming in the vicinity of Forest Beach. Bartlett forwarded it to the Zoning Administrator for him to look into.

Thorne Swift Manager Report: Hammond gave his monthly report; comparison of guest numbers from last year to this year, donations received, tee shirt/hat sales, plant removal, and boardwalk repair. Hammond mentioned an employee has resigned and he is now accepting applications for next year. Hammond also mentioned that Thorne Swift has an Instagram account.

Action Items:

- a. Budget Amendments - Resolution to amend the budget dated August 13, 2024. Green made the following motion for resolution: Therefore, be it resolved that the West Traverse Township operating budget is hereby amended to fund the cost of the Accounting Services expenditure account 101-223-802-002 in the amount of \$10,000.00 to cover the township’s costs of annual Bookkeeping Services to the Township for FY 2024-2025.

**Hollingsworth seconded. Roll Call vote: Mooradian – absent, Green -yes, Hollingsworth – yes, Olson – yes, Bartlett – yes. Four yes, one absent. Bartlett declared the resolution adopted.**

Hollingsworth made the following motion for resolution: Therefore, be it resolved that the Township’s 2024/2025 operating budget is hereby amended to fund the cost of the Election Inspector Tax expenditure account 101-262-811-000 in the amount of \$4000.00 to cover the Township’s cost of the appropriate taxes applied to the Election Inspector pay in support of elections in FY 2024/2025. **Green seconded. Roll call vote: Mooradian – absent, Green – yes, Olson- yes, Hollingsworth – yes, Bartlett – yes. Four yes, one absent. Bartlett declared the resolution adopted.**

- b. ECRC Annual Road Report – Hollingsworth questioned road condition recommendation ratings. **Green made a motion to adopt the recommended road project suggestions from the County Road Commission for West Traverse Township as presented for road improvements for 2025. Olson seconded. Roll Call vote: Green – yes, Hollingsworth – no, Olson – yes, Mooradian – absent, Bartlett – yes. Three yes, 1 no, one absent.**
- c. Pine Tree Trail/Forest Beach Sewer Maintenance proposals – Permit was received. Sent out eight RFP’s, received two bids back. Benchmark reviewed proposals as well. The decision was made to award Mead & Hunt the sewer maintenance contract. **Bartlett read the motion to authorize the supervisor to sign the contract with Mead & Hunt to provide sewer system maintenance for Pine Tree Trail/Forest Beach. Green seconded. Four ayes, one absent.**
- d. Approve Revised Tax Form L-4029 – Green made the motion to approve the Tax Form L-4029 authorizing the clerk and supervisor to sign and submit to the county. **Hollingsworth seconded. Roll Call vote: Green – yes, Hollingsworth – yes, Olson – yes, Mooradian – absent, Bartlett – yes. Four yes, one absent.**

#### Reports and Updates:

- a. Clerk – Olson stated that the audit, F65, is complete with no issues. Olson thanked Claire at Two Ravens and Hollingsworth for their hard work with the audit. Olson gave an election update noting that WTTS has 1874 registered voters. 340 voted in person, 620 absentee ballots mailed with 496 received. 836 total votes received. 44.6% of voters in the township participated in Primary Election. Awaiting Election Certification. Olson stated that draft minutes will not be posted to the website, approved minutes only. Olson noted in regards that draft minutes/transcriptions/handwritten notes, will be deleted, and the township will follow the schedule for deletion per the MTA Authorities & Responsibilities handbook, pg. 167 under the retention paragraph; “*Handwritten notes or recordings of a meeting made for the purpose of creating the minutes must be retained until the day after the meeting at which the minutes are approved, when the notes or recordings may be destroyed, unless they are subject to a FOIA request, a discovery request or a court order*”. Olson thanked Keith Hammond for the pencil drawing of the Township Hall.

- b. Treasurer – Hollingsworth noted that 577 of 2400 taxes have been returned, one sewer payment still outstanding and all delinquent personal/leased property has been collected. Hollingsworth thanked Olson for his hard work with the audit.
- c. Planning Commission – Green informed the board of Wednesday’s meeting regarding approval of chickens in West Traverse Township, Harbor Points’s PUD and rezoning discussions.
- d. Zoning Administrator – included in packet.
- e. Recreation/Thorne Swift Committee – no report
- f. Supervisor – Bartlett discussed the Fire Authority meeting. There may be an increase in the FA budget in the future due to a decrease of volunteers. Water system inspections have started. It was noted that the state has relaxed rules/requirements for system inspections.

Approve payables & payroll – **Hollingsworth made a motion to approve payables & payroll. Bartlett supported. Four ayes, one absent.**

Public comments – none

Board comments – Green discussed the Airport Authority and the operational/revenue issues.

Next Regular Meeting –**Next meeting, September 10, 2024 at 6:00 p.m.**

Supervisor Bartlett adjourned the meeting at 6:43 p.m.

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by:

Amy Peters