WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday February 11, 2025
6:00 p.m.

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

Roll Call: Olson, Hollingsworth, Murphy, Baker, Green

Absent: none

Visitors: Linda Hoisington, John Cupps, Kathy & Steve Erber, John Baker, Doug Fuller, Jacquline Durand

The Pledge of Allegiance was recited by all.

Approve agenda & additional items: Agenda approved by consensus

Public comments: none

Approve minutes of regular meeting on January 14, 2025: Green noted on page 2 section F, "*ap*" should be corrected to one word on next line, "*approve*". **Hollingsworth made the motion to approve the minutes with the correction. Green seconded. All ayes.**

Review correspondence not included below: none

Thorne Swift Manager Report: none

Action Items:

a. Barn Property Update – Jim & Al's Tree Service was chosen for the tree removal on the Cook/Township property. John Cupps from HS Fire Dept thanked the board for the opportunity to use the small barn on the Cook property for training purposes. The approximate time frame for the training exercise will be late March, early April. John Baker asked if it was necessary to remove the dead tree from the roof of the small barn as it might help lower the cost of the bid. Cupps will contact Al & Jim's about the tree on the roof. Green made the motion that Harbor Springs Fire Dept be allowed to use the small barn for training purposes in a real-life burn. Hollingsworth seconded. **Roll Call Vote: Baker – yes, Green- yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes**.
b. New Township Hall discussion – Green gave an overview of the trip to Denmark Township to visit a model of a possible building for a new Hall. There was discussion regarding designs, floor plans, how to fund, and forming a committee. It was questioned if the Township Hall could be preserved as a Historical building. It was decided that Green, Olson, Baker would be on a committee and that Public Meeting Notices would be

Proposed: February 11, 2025
Accepted: March 25, 2025

posted on site and on the website as it would be a quorum. Community Member Steve Erber spoke to the fact that a sealed permit would be required and stated that the Township has a responsibility to keep the residents informed of the process. **Hollingsworth made the motion to appoint Dave Green, Jay Olson and Stephanie Baker as a New Township Hall Committee for research and development for a new Township Hall. Green seconded. Roll Call Vote: Baker – yes, Green- yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes**.

c. <u>WTT Recycling </u>Proposal – Stephanie Baker presented a proposal from 2009 regarding curbside recycling in West Traverse Township. In 2009, the board decided against it due to the cost with regards to part time and full-time residents. Hollingsworth noted the cost of offering curbside recycling to be approximately $27,000.00 per year. Discussion followed on the effectiveness of providing the service given the large number of part time residents versus full time residents along with whether subdivisions or associations within the Township would allow curbside totes. It was questioned if the cost of the program could be adjusted if subdivisions or associations choose not to participate. Baker will come back with a new proposal for next month's meeting.

d. <u>2025 WTT Board meeting dates</u> – **Hollingsworth made the motion to approve the West Traverse Township Board meeting dates for 2025 & 2026. Baker seconded. All ayes.**

e. <u>Beckett & Raeder Contract Renewal – </u>The board discussed the renewal, a two-year contract, with a rate increase from $2800.00 to $3500.00. It was stated that if this renewal is approved at the higher rate, Beckett & Raeder will not charge the Township for the cost of updating the Master Plan. **Green made the motion to approve a maximum contract of $3500.00 a month for the next two years subject to having the Supervisor having a discussion with Beckett & Raeder. Hollingsworth seconded. Roll Call Vote: Baker – yes, Green- yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes**.

f. <u>Compensation Resolutions</u> - Per the Personnel Committee discussions, the following salary resolutions were adopted**: <u>Supervisor;</u>** ***Therefore, be it resolved, the salary of the West Traverse Township Supervisor shall be increased by approximately 2.5% from $22,594.00 to $23,159 effective April 1, 2025.*** **Motion to adopt resolution offered by Hollingsworth, seconded by Green. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. The Supervisor declared this resolution adopted. <u>Clerk;</u>** ***Therefore, be it resolved, the salary of the West Traverse Township Clerk shall be increased by approximately 2.5% from $22,594.00 to $23,159.00 effective April 1, 2025.*** **Motion to adopt resolution made by Green, seconded by Hollingsworth. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted. <u>Treasurer:</u>** ***Therefore, be it resolved, that the salary of the West Traverse Township Treasurer shall be increased approximately 2.5% from $22,594.00 to $23,159.00 effective April 1, 2025.*** **Motion to adopt resolution made by Green, seconded by Murphy. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted. <u>Trustees:</u>** ***Therefore, be it resolved, that the salaries of the West Traverse Township Trustees shall be increased approximately 2.5% from***

***$6,247.00 to $6,588.00 effective April 1, 2025*. Motion to adopt resolution made by Hollingsworth, seconded by Olson. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted. <u>Thorne Swift Manager:</u> *Be it resolved, that Keith Hammonds' salary shall be increased by 5% to $42,000.00 for the fiscal year of April 1, 2025 to March 31, 2026. Motion* to adopt resolution made by Green, seconded by Baker. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted. <u>Secretary:</u> *Be it resolved, that as of April 1, 2025, Amy Peters hourly rate shall be increased by 5% from $20.00 to $21.00 per hour*. Motion to adopt resolution made by Hollingsworth, seconded by Green. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted. <u>Appointed Positions;</u> *Therefore, be it resolved, that the compensation for these positions be increased approximately 2.5% for the fiscal year of April 1, 2025, to March 31, 2026.* Motion to adopt resolution made by Hollingsworth, seconded by Green. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted. <u>Election Inspectors:</u> *Be it resolved, that as of April 1, 2025, compensation for all election inspectors (chair and members) shall be increased from $175 per shift (7.5 – 8 hours) to $183.75 per shift*. Motion to adopt resolution made by Hollingsworth, seconded by Baker. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted.**

g. <u>Preliminary 25-26 Budget Draft –</u> Given to board members to review. Will discuss next month.
h. <u>Resolution to Amend Info Tech Maintenance Services</u> – ***Therefore, be it resolved, that the Township's 2024/2025 Operating Budget is hereby amended to fund the cost of Info Tech Maintenance Services, account #101-228-930.000, in the amount of $14,000.00 to cover the Township's costs of improved support and security services for FY 2024/2025.* Motion to adopt resolution made by Green, seconded by Hollingsworth. Roll Call Vote: Baker – yes, Green – yes, Hollingsworth – yes, Olson – yes, Murphy – yes. Five (5) ayes. Supervisor declared this resolution adopted.**

Reports and Updates:

a. <u>Clerk</u> – Olson updated the board on the progress with the computer software installation. I.E. Outlook, Microsoft 365, etc. and that the email system will switch to Outlook on February 20, 2025. Olson informed the board of the upcoming state law regarding paid time off for all employees. The bill is still in the process of modification, and he will keep the board updated as things progress. Olson questioned if the board members would like to receive the future board mtg packets through email like the Planning Commission does. The board agreed to both email and hard copies.
b. <u>Treasurer</u> – Hollingsworth noted 1862 tax bills have been received and there are two outstanding sewer bills. Hollingsworth said per law, she would be in the Township Office all day Friday, February 14 and again on Friday February 28, to receive tax payments.

Proposed: February 11, 2025
Accepted: March 25, 2025

Hollingsworth informed the board that she spoke with the Township Attorney and Assessor regarding the Birchwood Tax Appeal.

c. Planning Commission – Green noted that the Polo Field on Hughston is no longer an issue and at the next meeting they will continue working on the Master Plan.
d. Zoning Administrator – Included in packet.
e. Recreation/Thorne Swift Committee – John Baker gave an update from Recreation Committee. Baker asked the board if they would consider restricting the Township 80 for non-motorized use only, except for pedal-assisted e-bikes, and if yes, obtaining accompanying signage stating such. The board agreed on non-motorized use and for signage to be placed accordingly. Baker discussed the possibility of the Township purchasing the Kepford property citing the reasons that it would provide more parking thereby allowing easier access to the property. The board agreed and gave Baker permission to speak with Kepford regarding a possible purchase of his property.
f. Supervisor – none

Approve payables & payroll **– Green made the motion to approve the payables and payroll as presented. Hollingsworth seconded. All ayes.**

Public comments – Steve Erber thanked John Baker for all his hard work and commitment with the Recreation Committee.

Board comments – Hollingsworth brought up the need for social media presence to allow residents to receive updates, etc. with Facebook as an option. Olson brought up “push notifications” made available to residents through obtaining email addresses and the website. Further discussion will be held at the next board meeting in March.

Next Regular Meeting – **Next meeting, March 25, 2025, at 6:00 p.m.**

Supervisor Murphy adjourned the meeting at 7:34 p.m.

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by: Amy Peters

Proposed: February 11, 2025
Accepted: March 25, 2025