

**WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday March 25, 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: Kathy & Steve Erber, Lisa Morris, Garon Gopigian

The Pledge of Allegiance was recited by all.

Approve agenda & additional items: Hollingsworth made the motion to approve the agenda as presented. Green seconded. All ayes.

Public comments: none

Approve minutes of regular meeting on February 11, 2025, and the Special Mtg mins of February 28, 2025: Green noted on page 1, under Action item b, change the sentence, “possible building for our new hall”, to “*possible building for a new hall*”. Green also asked to change the sentence on page two under Action item c, “It was questioned if the program could tailor the cost for the township if subdivisions or associations chose not to participate”, to “*It was questioned if the cost of the program could be adjusted if subdivisions and associations choose not to participate*”. **Hollingsworth made the motion to approve the minutes of February 11, 2025, with changes. Green seconded. All ayes.** Special meeting minutes of February 28, 2025. **Green made the motion to approve the minutes of February 28, 2025, as presented. Hollingsworth seconded. All ayes.**

Review correspondence not included below: none.

Thorne Swift Manager Report: The Board welcomed Hammond back and he is excited for the new season. Hammond updated the board on the hiring of two new employees, noting most programs for the season are already planned, and has obtained three quotes to replace the Thorne Swift Pavillon Roof: HT Roofing, Norm’s Roofing & Siding and Up North Roofing. Baker questioned the difference in pricing. After board discussion, it was decided to choose HT Roofing. **Green made the motion to approve the bid for the Thorne Swift Pavilion roof with HT Roofing, cost of \$8081.00 and \$150 for building permits. Olson seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – Hollingsworth, yes, Olson – yes. Five (5) ayes.**

Action Items:

- a. Barn Property Update – Al & Jim’s Tree Service have removed the trees and the Harbor Springs Fire Dept is training weekly on Tuesdays’ at the small barn. They will inform the Board when they perform the controlled burn.
- b. New Township Hall discussion – Green stated the committee is making progress. Each committee member is recruiting people for their individual “sub committees.” Baker questioned the cost of the consultation from Craftmark Construction. Olson said it will provide valuable information on all aspects of the building: HVAC, electrical, building, and structural integrity. Hollingsworth noted the last inspection in 2009 was not as in depth as this would be. Baker asked if the last report could be included in this new consultation, which it can. **Green made the following motion for resolution:** *“Therefore, be it resolved, that the West Traverse Township Board authorizes the Supervisor to engage the services of Craftmark Construction/Paul White, Owner, for the proposed evaluation as outlined in the “Scope of Work” proposal dated March 25, 2025, with a NOT TO EXCEED expense of \$10,000.00”.* **Hollingsworth seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
- c. WTT Recycling Proposal – The Board discussed curbside recycling versus a potential drop site like the site at IGA. Concerns were noted about location of a drop site, cleanliness, animal control, keeping it plowed open in the winter, etc. Baker mentioned possibly having a survey sent out to West Traverse Township residents to measure the interest of either curbside recycling or a drop site. Hollingsworth mentioned the cost to the township on either option, and if it were to become a reality, would a millage be needed to help offset the cost. **Green made the motion to defer any decision until after a determination on the location of a future Township Hall has been decided. Olson seconded. All yes.**
- d. Harbor Springs Airport Authority Update – Green provided an update on the Harbor Springs Airport Authority meeting and the Townships’ financial contribution. Concerns were noted about decline in revenue. Green discussed landing fees, fuel sales and hangar fees along with the age of the equipment. It was asked how West Traverse Township benefits from supporting the airport and where the money contributed from the Township is used.
- e. Approve 2025-2026 Burnham & Flowers FY 2025-2026 WTT Insurance Proposal – Olson presented the insurance renewal proposal from Burnham & Flowers noting an increase in general liability and in premiums. Will readjust the premium after the small barn is gone. Green asked if the Township had considered other insurance companies and asked who the underwriter is. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the Supervisor be authorized to approve the Proposed FY 2025-2026 Township Insurance Proposal from Burnham & Flowers effective April 1, 2025, as presented.”* **Murphy seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**

- f. Approve “Textmygov.” Township Notifications Solution Proposal – The board discussed options about communicating with township residents; paper inserts in tax bills, newsletters, mass mailing requesting contact information, ad in newspaper, website, etc. Olson proposed the program, “Textmygov,” which is a government level secure, FOIA-able push notification system and, having spoken with other government entities that use the program, highly recommended. This system would, through cell phone numbers, allow residents to receive information about specific areas of interest. I.E. Board/PC meeting dates, Thorne Swift activities, etc. It would also allow residents to report instances such as Blight, etc. Residents have the choice to opt in/out for receiving texts. The proposal is a two-year, \$3000 a-year agreement. Baker noted the need to communicate with residents and Hollingsworth said it would be handy for contacting residents during the tax seasons. Green did not think it was necessary and prefers a paper insert with tax bills method to gather resident information. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, that after reviewing a number of options, that the West Traverse Township Board authorizes the Clerk to move forward with the proposed “Textmygov” Citizens Notification solution as noted above and fully outlined in the attached “Textmygov” proposal dated March 10, 2025, with a not to exceed cost of \$3000 per year on a two year agreement”.* **Baker seconded. Roll Call vote: Baker – yes, Green – no, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) yes, one (1) no. Supervisor Murphy therefore declared this resolution adopted.**
- g. Approve Township Fiscal Year 2025-2026 Budget Resolutions –
- Resolution to adopt the West Traverse Township Thorne Swift Nature Preserve Fund budget for Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the Thorne Swift Nature Preserve Fund draft budget dated March 25, 2025, be adopted for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, with no changes”.* **Green seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
 - Resolution to adopt the West Traverse Township Road Fund Budget for Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the Road Fund draft budget dated March 25, 2025, be adopted for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, with no changes.”* **Olson seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
 - Resolution to adopt the West Traverse Township Sewer Fund Budget for Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the Sewer Fund draft budget dated March 25, 2025, be adopted for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, with no changes.”* **Baker seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**

- Resolution to approve the Township Millage for Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the Township millage for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, be set at 1.40 mils, with 0.90 mils designated for the Township General Fund and 0.50 mils be designated for the Road Fund.”* **Baker seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
- Resolution to approve Thorne Swift Nature Preserve Millage for Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the Thorne Swift Nature Preserve millage for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, be set at 0.20 mils.”* **Olson seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
- Resolution to adopt the West Traverse Township Water Fund Budget for Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the Water Fund draft budget dated March 25, 2025, be adopted for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, with no changes.”* **Green seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
- Resolution to adopt the West Traverse Township General Fund Budget for Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the General Fund draft budget dated March 25, 2025, be adopted for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, with no changes.”* **Olson seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
- Resolution to adopt the West Traverse Township Budget for the Fiscal Year 2025-2026. **Hollingsworth made the following motion for resolution:** *“Therefore, be it resolved, by the West Traverse Township Board, that the draft budget dated March 25, 2025, be adopted for the Fiscal Year beginning April 1, 2025, and ending March 31, 2026, with no changes.”* **Olson seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**
- h. Approve Performance Engineers, Inc. Proposal – As required by EGLE, inspections are to be completed on the Sewer system for Pine Trail and Forest Beach by August 1, 2025. Bids were received and Performance Engineers were chosen with a bid of \$4200.00. **Green made the following motion for resolution:** *“Therefore, be it resolved that the West Traverse Township Board authorizes the Supervisor to accept the PEI proposal with work to be completed before August 1, 2025.”* **Hollingsworth seconded. Roll Call vote: Baker – yes, Green – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. All yes. Supervisor Murphy therefore declared this resolution adopted.**

- i. Approve Denial of Polo Field SUP Application #7-2024 – The West Traverse Township Planning Commission recommends the West Traverse Township Board approve the denial of Application #7-2024 for a Polo Field on Hughston Rd. Addresses; 6135 & 6331 Hughston Rd. Parcel #'s; 24-16-15-03-200-010 & 24-16-15-03-400-005. The property has been sold and given that the current application has not been withdrawn, the PC is asking the West Traverse Township Board to approve a denial. **Green made the motion to approve the denial of the Polo Field application case # 7-2024. Hollingsworth seconded. All yes.**

Reports and Updates:

- a. Clerk – no report.
- b. Treasurer – The Treasurers settlement report is in the meeting packet. Hollingsworth noted no update on the Tax Appeal. Hollingsworth has received the warrant to pursue delinquent and PP property.
- c. Planning Commission – Green informed the Board that the April 9, 2025, Planning Commission has been canceled with the next meeting being held May 14, 2025.
- d. Zoning Administrator – Included in packet.
- e. Recreation/Thorne Swift Committee – Baker reported on the last meeting informing the board that Kepford declined their offer to purchase his tract of land connected to the Township 80 so there was no need to apply for any grants. There is discussion for a future sidewalk from Tamarac Trail to Perry Farm Village. The Recreation Committee has also discussed hiring/appointing a Parks & Recreation Manager and will form a committee to manage things currently.
- f. Supervisor – none

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

Public comments – Hammond questioned if the recycling drop site at IGA could be expanded. Steve Erber questioned the cost of the landing fees at Harbor Springs Airport. Green noted there are no pilots on the Harbor Springs Airport Authority Board. Kathy Erber echoed Hammonds' suggestion of improving the existing drop site at IGA. Kathy Erber also commented on the "Textmygov" communication platform and thinks that is it is a good idea. Lisa Morris stated concerns of animals rummaging through a recycling drop site in the township parking lot and asked if there was a recycling site, could it be landscaped and maintained.

Board comments – The Board discussed a newsletter insert in the next tax bill with information from Clerk, Treasurer, Thorne Swift, Rec Committee etc. It would need to be received in early May in time giving the County time to add it to the tax bill mailing. The Board discussed no meeting in April due to lack of agenda items. **Green made the motion to cancel the April 8, 2025, meeting with the next meeting resuming on May 13, 2025. Hollingsworth seconded. All yes.**

Next Regular Meeting – **April 8, 2025, meeting canceled. Next meeting, May 13, 2025, at 6:00 p.m.**

Supervisor Murphy adjourned the meeting at 8:00 p.m.

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by: Amy Peters