

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

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

Roll Call: Olson, Murphy, Hollingsworth, Baker

Absent: Green

Visitors: Lisa Morris, John Fergus-Jean, Tanya Smith, Elaine Keiser, Charlie Hollerith, Ken Lane

The Pledge of Allegiance was recited by all.

Approve agenda & additional items: Hollingsworth made the motion to approve the agenda as presented. Olson seconded. Four (4) ayes, one (1) absent.

Public comments: none

Approve minutes of regular meeting on October 14, 2025: Hollingsworth made the motion to approve the minutes of October 14, 2025, as presented. Olson seconded. Four (4) ayes, one (1) absent.

Review correspondence not included below: Lisa Morris has future plans to move a small house onto her property and asked the Board if they could use the Townships large parking lot as a through-way. To do so, they would need to cut down mature trees and temporarily remove the gate posts on either side of the entrance to the parking lot. Concerns about taking down the trees were raised and after discussion, the Board asked her to come back when the house is ready to move.

Thorne Swift Manager Report: Hammond summarized the report included in the Board packet: October was a good month, busy with a lot of visitors. The walking trails are being pressure washed/ water sealed, and they have begun the process of shutting down for the season ending on November 15, 2025.

Action Items:

- a. Approve distribution of Planning Commission Master Plan – ZA Lane and Planning Commission Chairman Hollerith updated the Township Board on the progress of the Master Plan, the changes that were made, items added, explained the process of what happens after the Board approves the draft, i.e. the 63-day review, the letters sent out to surrounding communities and it will be on the Townships website for the residents to review. **Murphy made the following motion on Resolution WTT-2025-2. Now, therefore it be resolved, the West Traverse Township Board of Trustees hereby authorizes distribution of the draft “West Traverse Township Master Plan – 2026-2031”. Olson seconded. Roll call vote. Baker –**

yes, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) ayes, one (1) absent.
Motion approved.

- b. Project Centennial Committee Update – Olson updated the board on the progress with the new building. Architect, Elaine Keiser, was selected, contract negotiations went well, the Township Attorney has reviewed the contract, and a copy is provided in the board members packets. **Olson presented the following motion:** *Therefore, a motion is made to accept the Elaine Keiser Architect contract to design and support the Township's Project Centennial new office building and approve the \$10,000 contract retainer fee. Upon approval of this motion, work on the project is to begin as soon as practicable*” **Hollingsworth seconded. Roll call vote. Baker – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) ayes, one (1) absent. Motion is approved.**
- c. Tree Removal on Hall property – Included in the packet was the bid from Johannsen's Tree Service for removal of dead limbs, a tree and stump grinding. **Four (4) ayes, one (1) absent.**
- d. Budget Amendments – There were five Resolutions to amend the 2025/2026 Budget for the Board to discuss and vote on. **Whereas amounts budgeted for certain items in the 2025/2026 Budget approved by the Township Board on March 25, 2025, are no longer appropriate. There are as follows.**
 - a. New Laptops due to Microsoft's end support of Windows 10, replaced by Windows 11. The previous laptops were unable to be upgraded requiring their replacement at a cost of \$6,337.00. **Motion by Olson:** *Therefore, be it resolved, the Township's 2025/2026 operating budget for Info Tech Equipment, account #101-228-925.000, is increased \$5,000.00. From: \$1,500.00 to \$6, 500.00.* **Hollingsworth seconded. Roll call vote. Baker – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) ayes, one (1) absent. Motion approved.**
 - b. West Traverse Township withdrawal from the Harbor – Petoskey Area Airport Authority. **Motion by Olson:** *Therefore, be it resolved, to amend the account, Airport Authority account #101-595-959.000 by deleting the budgeted amount of \$12,000.00. From: \$12,200.00 to \$0.00.* **Murphy seconded. Roll call vote. Baker – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) ayes, one (1) absent. Motion approved.**
 - c. Due to the 2025 Spring ice storm, the Township incurred unforeseen expenses for tree debris and clean-up. **Motion by Olson:** *Therefore, it be resolved, that the Township's 2025/2026 operating budget for Hall Lawn and Grounds, account # 101-265-929.000 increased \$21,000.00. From \$7,500.00 to \$28,500.00.* **Hollingsworth seconded. Roll call vote. Baker – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) ayes, one (1) absent. Motion approved.**
 - d. Election Training to remain current with changing election rulings. **Motion by Olson:** *Therefore, it be resolved, that the Township's 2025/2026 operating budget for Election-Misc, account # 101-262-955.000, is increased \$500.00. From \$1,000.00 to \$1,500.00.* **Hollingsworth seconded. Roll call vote. Baker – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) ayes, one (1) absent. Motion approved.**
 - e. Alanson Area Public Library contract non-renewal. **Motion by Olson:** *Therefore, be it resolved, funding for Library Services, account #101-790-959.000, is no longer required. Delete funding of \$8,000.00 from the Library Services Account.* **Hollingsworth seconded. Roll call vote. Baker – yes, Murphy – yes, Hollingsworth – yes, Olson – yes. Four (4) ayes, one (1) absent. Motion approved.**

- e. Big Barn discussion – Olson discussed not selling the property to keep the history of the property and to make it into a recreation area named for the Cook family for Township residents. Further discussion of what to do with the big Barn itself is tabled until the December meeting.

Reports and Updates:

- a. Clerk – Olson updated the Board on his discussion with Emmet County on using Textmygov to send out a message about the Emmet County Master Plan updates. Olson mentioned the final number for the shared revenue came in with the percentage being down 2% instead of 4%.
- b. Treasurer – Hollingsworth reiterated the revenue sharing issue, will receive the Winter 2025 tax roll for review, and taxes will be mailed on November 29, 2025.
- c. Planning Commission – No report. Hollerith mentioned expanding the Recreation Plan.
- d. Zoning Administrator – Included in packet. Baker mentioned repeat violations in the report. Lane said he is in contact with the Township Attorney on those violations.
- e. Recreation/Thorne Swift Committee – No meeting has been held recently. Baker asked if there was interest in Township/Cook property being used as a recreation area. Hollingsworth questioned if the old recreation plans could be eligible for DNR grants.
- f. Supervisor – Murphy mentioned the Harbor Springs Fire Authority had been rescheduled.

Approve October payables & payroll – **Hollingsworth made the motion to approve the October payables & payroll as presented. Baker. Four (4) ayes, one (1) absent.**

Public comments – Lisa Morris commented on Hollingsworth’s reference to the old recreation plan from years ago. Morris asked when the little barn is burned for the Fire Department training if a notification could be sent out through Textmygov. Morris also spoke about the big Barn and its deterioration and hopes it can be saved.

Board comments – none

Next Regular Meeting – **December 9, 2025, at 6:00 p.m.**

Adjourn – Murphy asked for a motion to adjourn the November 11, 2025, Township Board meeting. **Hollingsworth made the motion to adjourn at 6:52 p.m. Baker seconded. Four (4) ayes, one (1) absent.**

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by: Amy Peters