

**WEST TRAVERSE TOWNSHIP
BOARD MEETING
Tuesday June 9, 2026
6:00 p.m.**

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

Roll Call: Olson, Hollingsworth, Green, Murphy

Absent: Baker

Pledge of Allegiance was recited by all.

Approve Agenda & additional items: Green asked to amend the agenda moving Action Item C, Project Centennial Updates/General Contractor Approval to the first Action item. Four (4) ayes, one (1) absent.

Approve minutes of regular meeting May 12, 2026: Green made the motion to approve the May 12, 2026, meeting minutes as presented. Hollingsworth seconded. Four (4) ayes, one (1) absent.

Visitors: Sally Olson, Elaine Keiser, Pat Lennon, Mason Lampton, Lisa Morris, Garon Gopigian, Paul Matthews, Libby Lince, Ty Humpert, Helen Habicht, Wendie Keen, Meg Witter, Kathy & Steve Erber, Cora Waite, Ed Taylor, Joan Cook-Mills, Karen White

Public Comments – Lisa Morris pointed out the importance of preserving the big Barn for the history of it, noted there was a post about it on social media and there was positive feedback for saving it. Morris also read a portion of the property deed, inquired if there were other restrictions for preserving it and asked that it be discussed at the next meeting. Joan Cook-Mills supported Morris' view that the barn is important and needs to be preserved. Ty Humpert expressed his support for the Polo Field commenting on how it will be an asset to the area. Humpert suggested repurposing the barn, to enhance it, protect the history and that respect of the past needs to be observed. Wendy Keen commented on the beauty of the barn, its character, could it be restored and then rented, does the Township know the value of the barn and offered her assistance in finding out. Karen White supports saving the barn in any possible way including restoration or selling with stipulations.

Review Correspondence not listed below: none.

Thorne Swift Report – Hammond gave his report noting attendance has been down due to the Lower Shore road closure, he and his crew are doing the usual maintenance, commenting on the great beach conditions and discussed with the Board the quotes received for replacing the exhaust fans in the Manager's residence. The Board discussed and approved the quote for replacing the fans.

Action Items:

- a. Project Centennial Updates/General Contractor Approval – Murphy thanked the Project Centennial Committee for all their efforts and hard work on the new Township Hall plans. Olson explained the bidding process for the selection of a General Contractor, listed the four bidders and the bid amounts. Olson noted that the names of the General Contractors along with the amount of their bids will be on the website on the Project Centennial page in the audio files. The Sub-Committee chose Harborview Custom Builders for their local presence and reasonable bid with Owens Ames Kimball as the second choice. Elaine Keiser added that there was significant interest in the project with over twenty (20) registered bidders then explained how each of the four (4) candidates at the bid opening on June 8, 2026, was interviewed with herself and a member of the Sub-Committee. The Board discussed the choice, and Olson read the following motion. ***“Therefore, be it resolved, that the West Traverse Township Board authorizes extending a Letter of Intent to Harborview Custom Builders of Petoskey, Michigan to perform the duties of General Contractor for the building of the new Township Hall. Under the Letter of Intent, West Traverse Township will begin contract negotiations with Harborview Custom Builders as soon as practicable. The agreement is expected to be completed within thirty (30) days of this resolution. At the discretion of West Traverse Township, the Letter of Intent can be extended if required. West Traverse Township retains the right to cancel negotiations and begin negotiations with the next highest bidder if agreement cannot be reached with Harborview Custom Builders.”*** Roll call vote: Murphy – yes, Green – yes, Hollingsworth – yes, Olson – yes, Baker – absent. Four (4) ayes, one (1) absent. The Supervisor therefore declared this resolution adopted.
- b. Special Use Permit – Ann’s Nest – Paul Matthews, Co-Founder of Ann’s Nest came before the Board to seek final approval for their project which will be six-bedroom Assisted Living homes for people with IDD disabilities (Intellectual and Development Delays). Matthews explained the need and purpose for this project. Green explained the Planning Commission’s conditions including the site plan revisions and annual reviews. The Board discussed the project with Hollingsworth making the following motion. ***“I, Kristi Hollingsworth, based on the information in the May 7, 2026, memo from the Township Planning Commission, and due to the Findings of Fact as stated therein and discussed by the Township Board, and further based on the recommendation of the Township Planning Commission, move to approve Case #1-2026, a site plan review and Special Use Permit to provide for an Adult Foster Care Facility/Assisted Living Homes at 7481 S. State Rd., Tax parcel # 24-16-15-12-100-082, as described and depicted in the application materials submitted by Ann’s Nest dated January 15, 2026, and April 30, 2026, the site plan dated January 14, 2026, the revised site plan, landscaping plan, and lighting plan dated April 30, 2026, and the floor plan and elevation drawings March 29, 2024, because the applicable standards of the West Traverse Township Zoning Ordinance have been satisfied, subject to the following conditions: A.) All required permits and approvals from all applicable regulatory agencies, including District Health Department #3, the Emmet County Road***

Commission, and the Emmet County Building Department, shall be obtained and kept current by the applicant and a copy shall be provided to the Township and kept on file with the West Traverse Township Clerk. B.) The maximum number of residents onsite shall not exceed thirty (30). C.) The six-bedroom houses depicted and labeled A through E on the submitted plans shall have a maximum of six (6) residents per building. D.) The staff housing building depicted and labeled on the submitted plans shall be used exclusively for temporary staff housing with a maximum of two (2) staff members occupying the building at any one time. E.) Events held at the Community Center building shall have a maximum of sixty-five (65) people per event and only one event may be held at the Community Center per month. F.) Hours of normal business operations shall be 6:30 a.m. until 9:30 p.m. G.) The Community Center building shall not exceed two thousand (2000) sq ft in floor area. H.) The proposed entry sign shall only be illuminated during hours of normal business operations. I.) The Planning Commission shall reevaluate this approval and these conditions within one (1) year of the issuance of Certificates of Occupancy by the Emmet County Building Department and determine if any negative effects have occurred. If no negative effects have occurred, the Planning Commission may extend this approval to a future date or indefinitely. No public hearing or further amendment of the Special Land Use Permit is required for review. J.) The terms and conditions of this Special Use Permit shall be documented with a Special Use Permit agreement executed between the applicants and the Township before issuance of a Zoning Permit. The Township Board authorizes the Township Supervisor to sign such an agreement on the Township's behalf.” Olson seconded. Roll call vote: Murphy – yes, Green – yes, Hollingsworth – yes, Olson – yes, Baker – absent. Four (4) ayes, one (1) absent. The Supervisor therefore declared this resolution adopted.

- c. Special Use Permit – Polo Field – Mason Hardaway Lampton came before the Township Board seeking approval for a Special Use Permit for one hundred (100) spectator vehicles and up to two hundred (200) spectators for a recreational area to be used for Polo matches held at his property on Hughston Rd. Lampton along with their attorney, Pat Lennon, gave a brief summary of how many matches per year, days they are held, operating hours, traffic management, no admission fee but requested the possibility of adding a \$25 per vehicle fee to help offset the cost of the electronic ticketing system. The Board discussed the need for no parking signs on Hughston, noted concerns for increased traffic on Hughston and Middle Rd, screening for port-a-potties, noise level concerns and implementing the \$25 parking fee. All the Board members agreed that the Polo Field will be an asset to the Township with Olson making the following motion: *“I, Jay Olson, based on the information in the May 7, 2026, memo from the Township Planning and Zoning Administrator, and due to the Findings of Fact as stated therein and discussed by the Township Board, and further based on the recommendation of the Township Planning Commission, move to approve Case #2-2026, a site plan review and request for Special Use Permit approval as submitted by Mason Hardaway Lampton on behalf of Midland Farms, LLC to allow for the parcels at 6135 Hughston Rd and 6331 Hughston Rd to be used as a recreational area for Polo matches, because the applicable standards of the West Traverse Township Zoning*

Ordinance have been met, subject to the following conditions: A.) All required permits and approvals from all applicable regulatory agencies, including District Health Department #3 and the Emmet County Road Commission, shall be obtained and kept current by the applicant and a copy shall be provided to the Township and kept on file with the West Traverse Township Clerk. B.) During Polo matches, temporary “no parking signs” will be placed along Hughston Rd adjacent to the subject properties. C.) Portable toilets placed adjacent to Hughston Rd shall be effectively screened from view on Hughston Rd. During Polo matches, there shall be at least one portable toilet for spectators, one ADA compliant portable toilet for spectators and one portable toilet for Polo match participants. D.) Ten (10) total Polo match days shall be allowed between June 1 and August 31 each calendar year excluding practices. E.) A maximum of one hundred (100) spectator vehicles shall be parked onsite during Polo matches. F.) A maximum of two hundred (200) spectators shall be onsite during Polo matches. G.) Hours of Polo matches shall be between 9:00 a.m. and 6:00 p.m. H.) The applicant shall implement an electronic ticketing system to monitor the number of vehicles and spectators. I.) The applicant shall provide staff at the driveway entrance to the subject properties to direct and monitor the number of vehicles and spectators. J.) The boarding of any horses on the subject properties shall not be for compensation. The applicant may charge spectators for parking during Polo matches in an amount not to exceed \$25 per vehicle. K.) The proposed scoreboard shall not be illuminated. L.) Sound from the proposed PA system shall not exceed one hundred (100) dba. M.) Food and/or alcohol sales are not permitted. N.) A proposed schedule of Polo matches shall be provided to the Township Zoning Administrator each year. O.) The Planning Commission shall re-evaluate this approval and these conditions within one year of the issuance of a Zoning Permit and determine if any negative effects have occurred. If no negative effects have occurred, the Planning Commission may extend this approval to a future date or indefinitely. No Public Hearing or further amendment of the Special Land Use Permit is required for this review. P.) The terms and conditions of this Special Use Permit shall be documented within a Special Use Permit agreement executed between the applicants and the Township before issuance of a Zoning Permit. The Township Board authorizes the Township Supervisor to sign such agreement on the Township’s behalf.” Hollingsworth seconded. Roll call vote: Murphy – yes, Green – yes, Hollingsworth – yes, Olson – yes, Baker – absent. Four (4) ayes, one (1) absent. The Supervisor therefore declared this resolution adopted.

- d. Barns & Existing Hall discussion – Olson updated the Board on the recent Open House for the Barn with another one to be held on 6-10-26 from 5:00 to 7:00 p.m. Olson discussed the sale of the Cook property in 1995 noting the only caveat of the sale is that if the barns were to come down at any point, and that if it were to become a park/recreation area that a portion of it be named for the Cook family. Olson also gave a brief slideshow of the interior/exterior of the big barn for those that have not been inside. The Board discussed options for the future of the Barn, as well, as the future of the current Township Hall noting that it is not the Board’s intent to tear down the current Township Hall but to sell it to an interested party that could preserve it.

Reports & Updates

- a. Clerk – Olson reported on the recent audit and thanked Hollingsworth for all her hard work on it. Olson informed the Board of the August 4 Primary Elections noting Absentee Ballots will be mailed at the end of June.
- b. Treasurer – Hollingsworth commented on the audit, informed the Board that the Metro Act payment had been received, stated when the Summer 2026 taxes would be going out and asked the Board to consider the possibility of a Winter 2026 newsletter. Hollingsworth asked the Board to approve the Partial Payment and Postmark Resolution. The Board approved the resolution with Green making the following motion: ***“THEREFORE, BE IT RESOLVED that the West Traverse Township Board approves the acceptance of Partial Payments and Postmarks as indicated by the Partial Payment and Postmark Resolution dated June 9, 2026.”*** Olson seconded. Roll call vote: Murphy – yes, Green – yes, Hollingsworth – yes, Olson – yes, Baker – absent. Four (4) ayes, one (1) absent. The Supervisor therefore declared this resolution adopted.
- c. Planning Commission – PC did not hold a meeting in June. No update.
- d. Zoning Administrator – provided in packet
- e. Recreation/Thorne Swift Committee – no report
- f. Supervisor – no report

Approve May accounts payables & payroll – Green made the motion to approve the May payables & payroll. Hollingsworth seconded. Four (4) ayes, one (1) absent.

Public Comments – Joan Cook-Mills questioned why not fix up the current Township Hall instead of building a new one. Hollingsworth pointed out that an assessment the Township had done regarding the condition of the current Township Hall is on the website and it explains why a new building is needed. Wendie Keen asked if the Township would consider selling the current Township Hall, volunteered to help get a real estate value on the Hall along with the other properties if the Board were to sell it and inquired about restoring the Barn to hold summer events, dances, weddings, etc. Garon Gopigian said that the Township Hall needs to be saved and suggested that perhaps there is a way to sell it with a Preservation Easement. Lisa Morris insisted that the Township obtain another expert to evaluate the Barn and why isn't the Board applying the same intensity to preserve the Barn as they are the current Township Hall. Karen White thought the property with the barns on it was privately owned and asked what the property would be used for should the barns be gone. Keith Hammond noted that Blissfest had an interest in it but isn't an option right now.

Board comments – none

Next Regular Meeting – The next West Traverse Township Board meeting is scheduled for Tuesday July 14, 2026, at 6:00 p.m.

Adjourn – Murphy asked for a motion to adjourn the May 12, 2026, Township Board meeting. **Hollingsworth made the motion to adjourn at 7:42 p.m. Green seconded. Four (4) ayes, one (1) absent.**

Respectfully Submitted by:

Jay Olson, Clerk

Transcribed by: Amy Peters