WEST TRAVERSE TOWNSHIP
REGULAR BOARD MEETING
Tuesday, February 8, 2022

Supervisor Bartlett called the meeting to order at 6:00

Roll Call: Green, Mooradian, Hollingsworth, Bartlett, Baiardi

Visitors: Amy Peters, Dawson Moore, Paul Mooradian, Charlie Hollerith

The Pledge of Allegiance was recited by all.

Approval of Agenda and Additional Items: Bartlett would like to add 3 budget amendments after the budget discussion. **Approved by consensus.**

Public Comments: No Public comments.

Approval of Minutes: Hollingsworth added Amy Peters to visitors. Bartlett added "states after review by the Township Attorney" to the supervisor's report. **Hollingsworth moved to approve the minutes with amendments. Green seconded the motion. All yes.**

Correspondence: The City of Harbor Springs is soliciting comments of their revised Master Plan. Bartlett gave the Board a copy for their review.

Action items:
a. Budget – Bartlett talked about the millages that were discussed at last month's meeting and an overview of the budget incorporating those millages.

Baiardi presented the amendment to increase the Election budget by $1,000 due to unanticipated election. **Green moves to approve. Mooradian seconds the motion.**
Roll call: Hollingsworth – yes, Green – yes, Mooradian – yes, Baiardi – yes, Bartlett – yes

Baiardi states there were more instances where legal services were needed for Planning and Zoning and we need to increase that budget from $14,000 to $18,000. **Hollingsworth makes a motion to approve. Green seconds the motion.**
Roll call: Hollingsworth – yes, Green – yes, Mooradian – yes, Baiardi – yes, Bartlett – yes

Baiardi states the last amendment is to decrease the IT budget since costs were well below what were anticipated. Baiardi requests a decrease of $3,000, from $18,000 to $15,000. **Baiardi makes a motion to approve. Hollingsworth seconds the motion.**
Roll call: Hollingsworth – yes, Green – yes, Mooradian – yes, Baiardi – yes, Bartlett - yes

b. Compensation – **Bartlett makes a motion to approve the 2022 – 2023 compensation schedule for Appointed Positions indicated, which reflects a 6% increase. Mooradian seconds the motion.**
Roll call: Hollingsworth – yes, Mooradian – yes, Green – yes, Baiardi – yes, Bartlett – yes

Hollingsworth makes a motion to approve the salary of the West Traverse Township Supervisor to be increased by 6% effective April 1, 2022. Green seconds the motion.
Roll call: Green – yes, Mooradian – yes, Hollingsworth – yes, Baiardi – yes, Bartlett – yes

Bartlett makes a motion to approve the salary of the Treasurer to be increased by 6% effective April 1, 2022. Green seconds the motion.
Roll call: Green – yes, Mooradian – yes, Baiardi – yes, Hollingsworth – yes, Bartlett – yes

Hollingsworth makes a motion to approve the Clerk's salary to increase 6% effective April 1, 2022. Mooradian seconds the motion.
Roll call: Green – yes, Mooradian – yes, Baiardi – yes, Hollingsworth – yes, Bartlett – yes

Bartlett makes a motion to approve salary increase of 6% for John Riggs for the fiscal year 2022-23 and effective April 1, 2022. Green seconds the motion.
Roll call: Mooradian – yes, Green – yes, Baiardi – yes, Hollingsworth – yes, Bartlett – yes

Bartlett makes a motion to approve that Amy Peters' compensation for fiscal year 2022-23 be increased by 6% effective April 1, 2022. Mooradian seconds the motion.
Roll call: Green – yes, Mooradian – yes, Baiardi – yes, Hollingsworth – yes, Bartlett – yes

Bartlett makes a motion to approve increasing the election inspector rate from $150 to $160 per shift. Hollingsworth seconds the motion.
Roll call: Mooradian – yes, Green – yes, Baiardi – yes, Hollingsworth – yes, Bartlett – yes

Hollingsworth makes a motion for the salaries of the West Traverse Township Trustees to be increased 6% effective April 1, 2022. Bartlett seconds the motion.
Roll call: Mooradian – yes, Baiardi – yes, Green – yes, Hollingsworth – yes, Bartlett – yes

c. <u>Assessor contract</u> – Bartlett states the assessor contract expires at the end of March and proposes a 6% increase similar to what other Townships are doing. Bartlett states he supports extending this to a 2-year contract, as Lavender has requested, with a 3% increase in year two. There was consensus.

d. <u>Cross Connection Control Program</u>: Bartlett states he is still waiting on the contract from them.

e. <u>Meeting Dates</u>: Baiardi presented the proposed meeting dates for FY 2022-2023 and included them in everyone's packet. The Board changed the meeting date in November from the 8th to the 15th, due to election conflict. **Baiardi makes a motion to approve. Mooradian seconds the motion. All yes.**

f. <u>Poverty Exemptions</u>: The Board has the poverty exemption resolution to review in their packet. **Bartlett makes a motion to adopt the West Traverse Poverty Exemption Guidelines Resolution as submitted and dated February 8th, 2022. Green seconds the motion.**
Roll call: Hollingsworth – yes, Green – yes, Mooradian – yes, Baiardi – yes, Bartlett - yes

g. Road Repair 2022-2023 Plan: Bartlett summarized the Emmet County Road Commission meeting and projects being recommended.

h. ZA position: There has been one response to the ads for the ZA position and that was Beckett & Raeder. There was discussion about starting date and overlap with current ZA. Bartlett is suggesting a month overlap with White. Bartlett stated he will contact Beckett & Raeder to see when they can officially start.

i. Re-appoint Bob Sandford to the Cemetery Committee term expiring 4/30/2025: Bartlett would like to reappoint Bob Sandford as the Township representative and he is willing to serve. **Green makes a motion to appoint Bob Sandford to the term to expire 4/30/2025. Baiardi seconds the motion. All yes.**

j. Discussion of written legal opinion with counsel: Bartlett states there was a zoning permit issued by Tammy for a house renovation on Harbor Point. Bartlett stated he spoke with the Township attorney to get his analysis. Bartlett states he sent the analysis to Tammy, which she accepted and issued the permit. Bartlett would like to send the legal analysis to the Planning Commission and the ZBA but this requires Board approval because the Township Board owns the document and there is attorney/client privilege. **Green makes a motion to release the information to the Planning Commission and the ZBA. Hollingsworth seconds the motion. All yes.**

Reports & Updates:

a. Clerk – None

b. Treasurer – The Treasurer gave her report. **Green makes a motion that Amy be designee for February 28, 2022, to collect taxes for the Treasurer. Bartlett seconds the motion. All yes.**

c. Planning Commission – Baiardi states the Planning Commission meeting is being held tomorrow, Wednesday, 2/9/2022.

d. Recreation/Thorne Swift Committee – Mooradian states the trails have been cleared and everything looks good out there.

e. Zoning Administrator – White had presented his written report.

f. LTBBOI Litigation – Bartlett states if he learns anything on the 25th he will let everyone know.

g. Supervisor – Bartlett states the Emmet County Road Commission approved to have the Tribe solicit proposals for a culvert redesign at Five Mile Creek.

Bartlett states Sam DeCamp has scheduled training for all the ZBA members on 2/15/2022.

Approve payables & payroll: **Green make a motion to approve payables & payroll as submitted. Mooradian seconds the motion. All yes.**

Public Comments: None

Board Comments: None

Next Regular Meeting – Tuesday, March 22, 2022 at 6:00 p.m.

Supervisor Bartlett adjourned the meeting at 7:04 p.m.

Respectfully Submitted by:

Cindy Baiardi, Clerk

Transcribed by:
Paige Fisher