

**WEST TRAVERSE TOWNSHIP
REGULAR BOARD MEETING
JANUARY 11, 2011**

Supervisor Sandford called the meeting to order at 7:00 p.m.

Pledge of Allegiance was recited by all.

Roll Call: Baker, Bartlett, Fisher, Hollingsworth, Sandford.

Visitors: Alford LaCount, Jerry Lauer, Larry Boerman, Sue Matsko.

Approve Agenda & Additional Items: The agenda was approved as presented with no additional items.

Public Comments: None.

Approve Meeting Minutes: **Hollingsworth made a motion to approve the meeting minutes of December 14, 2010 as presented. Bartlett seconded the motion.**

Vote: All yes.

Correspondence: Correspondence was reviewed.

Clerk's Report: Fisher reported that the voting machines will be going in for annual maintenance.

Treasurer's Report: Hollingsworth reported that just under half of the 2010 winter taxes have been collected. Revenue sharing in the amount of \$15,032 was received.

Planning Commission: There was no Planning Commission meeting last month.

Recreation/Thorne Swift Committee: The Recreation Committee has prepared a budget request for 2011.

Supervisor's Report: Supervisor Sandford reviewed the summary for the 2010 road projects which came in under budget. There was discussion regarding the water reservoir and the yearly maintenance that is needed.

Fisher made a motion to approve up to \$1,000.00 on the contract that was submitted by K&L Plumbing and Heating in regards to providing labor and material for disconnecting the pressure tank at the well pump station, and also authorization for Supervisor Sandford to sign the contracts. Hollingsworth seconded the motion.

Vote: All yes.

The Safe Routes to School grant was approved by the State of Michigan.

Proposed: January 11, 2011

Approved: February 8, 2011

YTD 2010/11 Revenues & Expenses vs. Budget: The 2010/2011 budget was reviewed which showed that only a few budget amendments will be necessary.

UNFINISHED BUSINESS:

Discuss Potential 2011/2012 Non-Routine Expenses: Supervisor Sandford presented a list of potential projects for 2011/2012 and these were discussed. There was discussion regarding an increase in the equipment fund contribution for the Harbor Springs Fire Department.

Discuss Potential 2011 Road Projects: There was discussion regarding which road projects should be addressed in 2011 and how much money it would cost.

Discuss 2011 Millages: There was discussion regarding millages for 2011 and also the possibility of lowering the Township administrative fee.

Review Draft Employee Handbook: Supervisor Sandford presented a draft for an Employee Handbook. There were questions and discussion as well as grammatical errors that were corrected. This will be reviewed again after it has been presented to the Township attorney for his opinion.

NEW BUSINESS:

Consider Audit Services for FY 2010/2011: **Bartlett made a motion to accept the bid from Mr. Mahlmeister to use his accounting services for fiscal year 2010-2011, not to exceed \$5,400 and authorize the Supervisor to sign the formal engagement letter. Fisher seconded the motion.**

Vote: All yes.

Payables & Payroll: **Hollingsworth made a motion that payables and payroll be approved as presented. Baker seconded the motion.**

Vote: All yes.

Public Comments: Alford LaCount had some comments regarding the water system. Larry Boerman had some comments and questions regarding Township finances.

Adjournment: Bartlett made a motion to adjourn the meeting. Hollingsworth seconded the motion.

Vote: All yes.

The next regularly scheduled meeting will be February 8, 2011 at 7:00 p.m.

The meeting was adjourned at 8:33 p.m.

Respectfully Submitted by:

Cynthia Fisher, Clerk

Transcribed by:
Susan Matsko
Township Secretary