

**WEST TRAVERSE TOWNSHIP
REGULAR BOARD MEETING
FEBRUARY 9, 2010**

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

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

Visitors: John Riggs, John Peters, Jerry Lauer, Alford LaCount, Janet Fowler,
Sue Matsko.

Approve Agenda & Additional Items: Agenda approved as presented.

Public Comments: Janet Fowler, representative of the U.S. Census Bureau, provided information for anyone wanting to help with the upcoming 2010 Census.

Approve Meeting Minutes: **Baker made a motion to approve the meeting minutes of January 12, 2010 as presented. Hollingsworth seconded the motion.**

Vote: All yes.

Correspondence: Correspondence was reviewed.

Clerk's Report: The Township is set up with the electronic voting for any military and overseas absentee ballots.

Treasurer's Report: The last day to pay taxes without penalty is February 16, 2010 and the office will be open all day that day and also on March 1.

Planning Commission: The Planning Commission is reviewing a proposed outdoor wood burning ordinance.

Recreation – Thorne Swift Committee: The Recreation Committee held a meeting on February 2, 2010. Danna Widmar from HARBOR, INC. attended this meeting. She thinks that there is still funding available from Safe Routes to School for the Hoyt Rd. non-motorized trail. John Riggs has an eight (8) year plan for Thorne Swift to replace all of the boardwalks. Summer staffing has been arranged.

Water System: **Bartlett made a motion that be it resolved that the West Traverse Township Board forgives the outstanding loan from the General Fund to the Water Fund in the amount of \$310,924.54. Fisher seconded the motion.**

Roll Call Vote: Hollingsworth – yes, Sandford – yes, Baker – yes, Bartlett – yes, Fisher – yes.

Proposed: February 9, 2010

Approved: March 30, 2010

There was discussion regarding how the new water reservoir is being maintained through the winter months.

Rental House: The rental house at 5550 W. Lake St. was inspected recently and suggestions were made for several improvements.

Bartlett made a motion to accept John Peters' offer that the Township will provide an egress window for the basement, John Peters will install the window, subject to a building inspection at the end to make sure that it has been done properly. Baker seconded the motion.

Vote: All yes.

Fire Authority: The 2009 Fire Run report was reviewed.

UNFINISHED BUSINESS:

2010 Road Projects: **Sandford made a motion to approve the list of road projects as presented. Bartlett seconded the motion.**

Roll Call Vote: Hollingsworth – yes, Bartlett – yes, Baker – yes, Sandford – yes, Fisher – yes.

2010/11 Compensation Schedule: **Cynthia Fisher made a motion that be it resolved that the annual compensation for the West Traverse Township Supervisor be increased by 2% from \$14,196 to \$14,478 for the fiscal year of April 1, 2010 to March 31, 2011. Hollingsworth seconded the motion.**

Roll Call Vote: Hollingsworth – yes, Fisher – yes, Baker – yes, Bartlett – yes, Sandford – yes.

Sandford made a motion that be it resolved that the annual compensation for the West Traverse Township Clerk be increased by 2% from \$14,196 to \$14,478 for the fiscal year of April 1, 2010 to March 31, 2011. Hollingsworth seconded the motion.

Roll Call Vote: Bartlett – yes, Baker – yes, Hollingsworth – yes, Fisher – yes, Sandford – yes.

Sandford made a motion that be it resolved that the annual compensation for the West Traverse Township Treasurer be increased by 2% from \$14,196 to \$14,478 for the fiscal year April 1, 2010 to March 31, 2011.

Be it further resolved that the West Traverse Township Treasurer continue to be reimbursed for summer tax collection at the annual rate of \$5,400 from the summer tax collection fee paid to the Township by the Harbor Springs School District.

Fisher seconded the motion.

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Roll Call Vote: Sandford – yes, Bartlett – yes, Baker – yes, Hollingsworth – yes,
Fisher –yes.

Sandford made a motion that be it resolved that the annual compensation for the West Traverse Township Trustees be increased by 2% from \$5,224 to \$5,328 for the fiscal year of April 1, 2010 to March 31, 2011. Hollingsworth seconded the motion.

Roll Call Vote: Hollingsworth – yes, Fisher – yes, Sandford – yes, Bartlett – no,
Baker – yes.

Bartlett made a motion that be it resolved that the compensation for the West Traverse Township employees listed below be increased by 2%, rounded to the nearest \$0.05, for the fiscal year of April 1, 2010 to March 31, 2011; secretary, housekeeper & groundskeeper. Hollingsworth seconded the motion.

Roll Call Vote: Sandford – yes, Bartlett – yes, Baker – yes, Hollingsworth – yes,
Fisher –yes.

Sandford made a motion that be it resolved that Susan Matsko, current Township Secretary, be granted one week's paid vacation, consisting of 23 hours at her current hourly rate, for the fiscal year of April 1, 2010 to March 31, 2011. Baker seconded the motion.

Roll Call Vote: Sandford – yes, Bartlett – yes, Baker – yes, Hollingsworth – yes,
Fisher – yes.

Hollingsworth made a motion that be it resolved that Susan Matsko, current township secretary, be granted the following paid holidays: New Years, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas, consisting of four (4) hours of pay for each, if they fall on a regularly scheduled work day. Fisher seconded the motion.

Roll Call Vote: Sandford – yes, Baker – yes, Hollingsworth – yes, Fisher – yes,
Bartlett – no.

Fisher made a motion that be it resolved that West Traverse Township proposes to increase the annual compensation for John Riggs, current Thorne Swift Nature Preserve manager, by 2% from \$30,552 to \$31,164 for the fiscal year of April 1, 2010 to March 31, 2011. Baker seconded the motion.

Roll Call Vote: Hollingsworth – yes, Fisher – yes, Sandford – yes, Bartlett – yes,
Baker – yes.

Fisher made a motion that be it resolved that the compensation for Thorne Swift seasonal employees in total not exceed \$20,000 for the fiscal year of April 1, 2010 to March 31, 2011. Hollingsworth seconded the motion.

Roll Call Vote: Sandford – yes, Bartlett – yes, Baker – yes, Hollingsworth – yes, Fisher – yes.

Fisher made a motion that be it resolved that the compensation for the West Traverse Township appointed positions below be increased by 2%, rounded to the nearest \$0.05, for the fiscal year of April 1, 2010 to March 31, 2011; Deputy Clerk, Deputy Treasurer, Election Workers, Board of Review, Planning Commission, Zoning Board of Appeals, Water Committee. Baker seconded the motion.

Roll Call Vote: Sandford – yes, Bartlett – yes, Baker – yes, Hollingsworth – yes, Fisher – yes.

Sandford made a motion that be it resolved that West Traverse Township proposes to increase the annual compensation for W. Randolph Frykberg, current Planner/Zoning Administrator contractor, by 2% from \$27,318 to \$27,864 for the fiscal year of April 1, 2010 to March 31, 2011. Hollingsworth seconded the motion.

Roll Call Vote: Hollingsworth – yes, Fisher – yes, Sandford – yes, Bartlett – yes, Baker – yes.

Sandford made a motion that be it resolved that West Traverse Township reimburses for mileage according to the current IRS allowable mileage reimbursement. Fisher seconded the motion.

Roll Call Vote: Hollingsworth – yes, Fisher – yes, Sandford – yes, Bartlett – yes, Baker – yes.

Personnel Committee: **Baker made a motion to table the topic of a personnel committee until the next meeting. Fisher seconded the motion.**

Vote: All yes.

2010/11 Preliminary Budget: **Bartlett made a motion to accept the General Fund 2010/11 draft budget, dated 2-5-2010, and move towards a public hearing after corrections that were discussed regarding the water fund at tonight's meeting. Baker seconded the motion.**

Roll Call Vote: Bartlett – yes, Fisher – yes, Hollingsworth – yes, Sandford – yes, Baker – yes.

Petoskey Library Agreement for 2010/11: It was agreed that Supervisor Sandford will try to negotiate with the Petoskey Public Library in regards to their request for an increase in the per card fee that they charge the Township.

Harbor Springs Area District Library Agreement: **Hollingsworth made a motion to approve the new resolution to approve the Harbor Springs Area District Library Agreement as presented dated February 4, 2010 and authorizing Supervisor Sandford to sign the agreement on behalf of the Township Board. Bartlett seconded the motion.**

Roll Call Vote: Baker – yes, Bartlett – yes, Fisher – yes, Hollingsworth – yes, Sandford – yes.

Approve Payables & Payroll: **Hollingsworth made a motion to approve the payables and payroll as presented. Bartlett seconded the motion.**

Vote: All yes.

Public Comments: None.

Board Comments: None.

Adjourn: **Bartlett made a motion to adjourn the meeting. Baker seconded the motion.**

Vote: All yes.

The next regularly scheduled meeting will be March 30, 2010 at 7:00 p.m.

The meeting was adjourned at 8:53 p.m.

Respectfully Submitted by:

Cynthia Fisher, Clerk

Transcribed by:
Susan Matsko
Township Secretary

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Approved: March 30, 2010