WEST TRAVERSE TOWNSHIP

New Hall Committee Meeting minutes
August 12, 2025

Olson called August 12, 2025, New Township Hall meeting to order at 5:01 p.m.

Roll Call: Olson, Green, Baker

Absent: none

Visitors: Garon Gopigian, Linda Hoisington, Ed Taylor

Pledge of Allegiance was recited by all.

Approval of May 14, 2025, minutes: Green made the motion to approve May 14, 2025, minutes as presented. All ayes.

Project actions:

a. Review the West Traverse Township Hall Evaluation Report – Olson gave a Power Point presentation highlighting the need for a new Hall due to current space being obsolete and not functionable due to ADA compliance issues, outdated electrical, mold, deficient roof and siding, etc. The presentation spoke to the various aspects of why a new Township Hall is needed, what the cost factors are, etc. The committee suggested adding more detail to the presentation, including specific details, having an expert architectural opinion for the Township residents showing why it is not cost effective to renovate the current Township Hall and that the Township did have an in-depth analysis done. There was discussion on alternative uses for the current Township Hall. Concerns were raised about additional taxes to build a new Township Hall.

b. Prefab Building Cost Comparison – Baker gave a report from Morton Builders and read an email from Morton. "*I'm not able to provide a breakdown as listed. We do have a process where this all comes together as part of the first step of the concept phase, based on your rough floor plan and the generalities of the interior components and exterior façade described in the proposal request we would suggest a very rough budgetary estimate for turnkey construction for this project at a range of 1.6 to 1.8 million including allowance for architectural design and construction management costs. This budgetary range excludes any allowances for site, utility, and drive/parking. We would do all of this as rough budgetary information through the concept phase, attached are the deliverables for the concept phase, step one of our design build process. The cost for this step would be $20,000. Any unused dollars would roll into step two. I've included a link below for information about our design build process*." Baker also gave an update from Cleary Builders. Baker read an email from Cleary; "*I based this off the sketch you sent, roughly the same square*

footage, but it fits our standards a little better. We would not be able to do a full turnkey bid like the example you sent, because I don't have the approved subcontractors in that area to complete a project like this from start to finish. What would be included would be an entire building shell, including exterior windows and doors, insulation in the exterior walls and ceiling nailers and exterior walls and ceiling, ready for dry wall, concrete floor with high density insulation under concrete. We could add the interior wall framing if it came down to it." Baker provided a picture of the exterior. The committee agreed that the Cleary proposal is not what the Township is looking for a possible new building.

c. Review Financials – Green said that financials couldn't be discussed in depth as the exact amount of what would be needed cannot be decided at this time. It is estimated at around $2.5 - $3 million ideally keeping it at or below $2 – $2.5 million. Engaging an architect to fine tune the design will help to determine the cost.

d. Develop Options for Existing Hall Future – Olson suggested creating a Preservation Committee to discuss the future of the Hall. The committee discussed that if a new Township Hall could be built that perhaps they could sell the Hall to a private entity or turn it into a Historical Preservation Society. Baker recommended that the Township Board be sensitive about the community attachment to the current Hall and the need for public engagement in the design process. Baker also said that the community may want more detailed information as to why this current Township building is considered functionally obsolete and suggested maybe hiring an architect to break down what it would cost to completely gut and renovate the current Township Hall.

e. Draft New Hall Presentation Review and Input – The committee agreed to fine tune the Power Point Presentation to answer questions that were raised during the meeting.

Next Steps:

a. Develop Timeline, advertise through various outlets asking for "Request for Qualifications" from Architects within the community, choose an Architect, finish Presentation, schedule Public Engagement

Public Comment: Garon Gopigian thanked Olson for the presentation, addressed Greens frustration and echoed Bakers comments on preserving the current Township Hall. Gopigian shared that there is an attachment to the current Township Hall, to be sensitive to that and the fact that some long-time residents see this as a part time government, and they will question a new Township Hall. Gopigian also said that if there is to be a new Township Hall, consider engaging the community during the design process. Green stated that it will be a Township Board decision.

Next meeting date: September 9, 2025, at 5:00 p.m.

Olson adjourned the meeting at 5:55 p.m.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: August 12, 2025
Approved: September 9, 2025