WEST TRAVERSE TOWNSHIP

Project Centennial Committee Special Meeting minutes

November 21, 2025

Olson called November 21, 2025, Special Design meeting to order at 1:05 p.m. at the offices of EK, Architect, LLC

Roll Call – Olson, Hollingsworth, Green ** Elaine Keiser, Jamie Stone**

Absent: Murphy, Baker

Visitors: Amy Peters, Sally Olson

Pledge of Allegiance was skipped but acknowledged noting the Official Open Mtg status recited by all.

Public comments – Olson noted for the record that the meeting would be around 90 mins.

Project Centennial Planning Meeting:

a. Survey Status – Jamie Stone mentioned the status of the site survey is pending from Benchmark and is hoping to have it by the first of December.

b. Space Planning – Olson shared a drawing that outlines a general idea for the individual office layout/sizes & privacy issues, flexibility for office spaces that can accommodate multiple users, with a focus on floor plan "flow", clear entrance, reception area, smooth flow during elections to maintain privacy, kitchen space noting the Health Department requirements, etc. Green mentioned the Board members visit to Denmark Township noting their building's ability to help with "disaster relief," their multi-use spaces and desire to have those resources in the new building. Olson discussed the need for a mechanical room for items such as heating/air-conditioning, etc., an IT room and secure storage. Hollingsworth talked about the need for natural lighting, noted concerns about proximity to residential areas and Green touched on landscaping. Stone presented a picture overview of the surrounding area addressing the proximity and noise concerns.

c. Review of West Traverse Township Space Surveys – Keiser thanked everyone for the Space Surveys and explained how they will be used in the space planning process which will be included in the bubble diagrams and adjacency studies that they will have for the next meeting.

d. Outline goals for next meeting – Keiser noted the importance of open and clear communication during the design process. Feedback on all levels is welcome and appreciated.

e. Client Questions – Green added that he would like to see a metal roof and concrete forms for the buildings walls. There was a brief discussion on the budget, and any other contingencies that may arise. Green suggested a meeting to finalize the financial details before the December Township board.

Public Comments – none

Next meeting – December 5, 2025, at 1:30 p.m.

Adjourn - Olson adjourned the meeting at 2:30 p.m.

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Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: November 21, 2025
Approved: December 5, 2025