WEST TRAVERSE TOWNSHIP

Project Centennial Committee Meeting minutes

September 9, 2025

Olson called September 9, 2025, New Township Hall meeting to order at 5:01 p.m.

Roll Call – Olson, Green

Absent: Baker

Olson noted that with two members present, a quorum is established for the meeting.

Visitors: Garon Gopigian, Lisa Morris, Fred Ball, Pam Ball, Steve Williams

Pledge of Allegiance was recited by all.

Public comments – none

Approval of August 12, 2025, minutes: Green made the motion to approve August 12, 2025, minutes as presented. Olson seconded. Two (2) ayes, one (1) absent.

Project actions:

a. Review and begin Qualifications Base Selection Process Resources-QBS Qualification Based Solution – Olson introduced Steve Williams, a retired civil engineer who explained the process, emphasized the benefits of using the QBS system and outlined the steps of selecting a qualified architect. Williams said he will stay and speak at the Township Board at 6:00 p.m. to answer any questions the Board members may have.

b. Status of Architect Search – Olson explained the process that the committee used to select potential architects. Emails were sent out to a group of architectural firms within Emmet County along with placing an ad in the Harbor Light Newspaper. The three firms responding were FAH Architects, Jonathan Lee, and Elaine Keiser. A date to interview the three architects will be determined and using the QBS system, a firm will be selected.

c. Approve Use of Project Centennial project presentation – Olson discussed the points of constructing a new Township Hall versus renovating current Township Hall. Issues such as safety, ADA compliance, business needs, etc., were covered. The committee reviewed and approved the Power Point presentation.

d. Resident notification plans – Olson noted the avenues in which West Traverse Township residents would be informed of the Township plans with regards to the new building. The presentation noting all the issues, will be linked on the website.

Public Comment – Fred Ball expressed an interest in preserving the current building and offered options on how to do so. Olson thanked Ball for his input and said he will keep him posted.

Next meeting date: October 14, 2025, at 5:00 p.m.

Olson adjourned the meeting at 5:45 p.m.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: September 9, 2025
Approved: December 9, 2025