WEST TRAVERSE TOWNSHIP

Project Centennial Committee Special Meeting minutes

December 5, 2025

Olson called the December 5, 2025, Special Design meeting to order at 1:30 p.m. at the West Traverse Township Hall.

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

Absent: Baker

Visitors: Amy Peters, Sally Olson

Pledge of Allegiance was recited by all.

Public comments – none

Approve November 21, 2025, Design Phase Two Meeting Minutes – Motion made by Hollingsworth to approve the minutes as presented. Green seconded. All aye.

Project Centennial Design Planning Meeting Two: Olson turned the meeting over to Elaine Keiser at 1:38 p.m. with her West Traverse Township Preliminary Design Meeting Agenda noting the goal is to review the preliminary spatial programming of the building.

a. On-going Agenda Items

- Status of Site Survey – none yet. Olson will contact Benchmark. As an interesting side note, Olson read from the 1904 West Traverse Township Board meeting minutes book the interesting fact of the "Privies" being installed at the Township Hall.

b. Space Planning

- Review the Space Planning Worksheet and outline where spaces need to be added, deleted, or changed in size – The Board Members discussed the results from the previous Space Planning Survey and the estimated square footage worksheet provided by Keiser.

- Discuss the budget, expected costs, and review the Budget Worksheet – Olson questioned the invoice received and questioned its frequency. Keiser explained how the invoices will be billed (hours worked, etc.) and that it will be on a monthly basis. The Board discussed the Budget worksheet and expected costs that may be incurred. Green asked about the worksheet calculations, how they were figured and if they were "raw" numbers noting that the budget needs to be the guide.

- Review the Space Adjacencies Diagram and note revisions – The Board looked at what spaces could be adjusted i.e., office sizes, janitorial closets, conference room, kitchen and eliminated "luxury" items. Long term storage along with location/size of an IT room was discussed.

- Review and discuss the different Bubble Diagram Sketches for Room Placements and choose option – Keiser presented three Bubble diagrams for review and explained the process of how they become a foundational design/decision.

c. Conclusion

- Outline goals for next meeting: Space Planning diagram revisions/sketches layout TBD & Revised space planning worksheet and budget – The goals for the next meeting is to have everyone review the diagrams, decide what they like best and let Keiser know before the next meeting.

- Client Homework & Questions: pursing site survey/review program of spaces and the cost worksheet – There were no questions at this time. The homework is to review the diagrams, think about the layout of the building and send it on to Keiser for review.

Public/Board Comments – Green wondered if an Environmental Audit would be necessary on the proposed building property. Hollingsworth noted there were no buildings/structures where the parking lot now sits.

Next meeting – December 12, 2025, at 1:30 p.m. at the West Traverse Township Hall

Adjourn - Olson adjourned the meeting at 3:00 p.m.

.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: December 5, 2025
Approved: December 12, 2025