WEST TRAVERSE TOWNSHIP

Project Centennial Committee Special Meeting minutes

December 12, 2025

Olson called the December 12, 2025, Special Design meeting to order at 1:30 p.m. at the West Traverse Township Hall.

Roll Call – Olson J., Murphy Hollingsworth, Green, Keiser, Stone, Peters, Olson S.

Absent: Baker

Visitors:

Pledge of Allegiance was recited by all.

Public comments – none

Approve December 5, 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 – Surveying has been started.

b. Space Planning

- Review the Space Planning Worksheet and outline where spaces need to be added, deleted, or changed in size – Keiser reviewed the feedback from the bubble diagrams noting the preference from all for option #3. Keiser also noted the preferences from individuals for their spaces. Olson gave feedback on janitors closets and maintaining conference room connectivity. Keiser said that with changes the square footage can be reduced from 4310 to 4092. Keiser introduced the "Paper Doll" concept and how that can refine design and layout. She noted in the design, covered entries for the front and rear of the building, the layout of the building, i.e., offices on the east side, meeting hall on the west, kitchen area, and staff entry. Olson noted the need for the election drop box either stand alone outside the building or a drop box inside. Door and window types were discussed along with roof pitch and asphalt versus metal.

- Discuss the budget, expected costs, and review the Budget Worksheet – Green questioned the price per square foot comparing it to new home costs. Keiser said that commercial building cost are different than residential. Green questioned the impact of bidding in the spring. Olson brought up the cost of landscaping. Hollingsworth asked about Fire Suppression and if it could be limited to one area to help with costs. Green informed the committee of the choice of Bond Counsel and Municipal Finance Manager stating the Township Board voted to have himself and Ed Murphy as representatives to work with the Bond Counsel and Municipal Finance Manager.

- Review the Space Adjacencies Diagram and note revisions – Discussion was had on space adjustments and some requested changes. Keiser and Stone will work the suggestions into a new diagram to present at the next meeting.

c. Conclusion

- Outline goals for next meeting: Space Planning diagram revisions/sketches layout TBD & Revised space planning worksheet and budget – Keiser asked the committee to think about the layout and if they have any suggestions, questions or concerns to email her office. She will also email an updated floor plan for review before the next meeting date.

- Client Homework & Questions: pursing site survey/review program of spaces and the cost worksheet – none

Public/Board Comments –

Next meeting – January 2, 2026, 1:30 p.m. at the West Traverse Township Hall

Adjourn - Olson adjourned the meeting at 2:50 p.m.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: December 12, 2025
Approved: January 2, 2026