WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 4 minutes

January 2, 2026

Olson called January 2, 2026, Special Design Phase Meeting Four to order at 1:27 p.m. at the West Traverse Township Hall.

Roll Call – Olson J., Murphy, Keiser, Stone, Peters, Olson S., Hollingsworth (attended virtually)

Absent: Green

Visitors: Garon Gopigian

Pledge of Allegiance was recited by all.

Public comments – Gopigian addressed the concern of maintain and preserving the historical significance of the Township Hall and hopes to see aspects the old Township Hall in the new Township Hall. Keiser and Olson, J, also addressed the historical aspect of the new Township Hall and the desire to maintain it.

Approve December 12, 2025, Design Phase Two Meeting Minutes – Motion made by Murphy to approve the minutes as presented. Hollingsworth seconded. All aye.

Project Centennial Design Planning Meeting Three: Olson turned the meeting over to Elaine Keiser at 1:40 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 completed and included in the packet.

- Review the Space Planning Worksheet and outline where spaces need to be added, deleted, or changed in size – Keiser distributed a rough floor plan for the committee to review. Going forward the "Space Planning" worksheet will not be updated, but the cost worksheet will be continually updated. Olson questioned why $600 per square foot instead of $200. Keiser explained the commercial versus residential difference etc. The committee discussed the floor plan, the "travel office", restrooms, general storage, kitchen, how the set-up of the new Township meeting hall would affect meetings and Election "flow", placement of A/V equipment within the Hall and the need to stay flexible for arranging the meeting hall.

- Discuss the budget, expected costs, and review the Budget Worksheet – it was noted there was an error in the cost worksheet and was corrected. No other money or budget issues were discussed at this time.

b. Conclusion

- Outline goals for next meeting: Space Planning diagram revisions/sketches layout TBD & Revised cost worksheet– Keiser asked the committee to look over the floor plan presented. At the next meeting they will bring a Wire Frame model of the outside of the building for presentation.

- Client Homework & Questions: Review program of spaces and the cost worksheet – none

Public/Board Comments – Gopigian commented on the thoughtful design, had questions about consolidating the wet areas/plumbing and the possibility of future expansion of the building. Olson, J., noted there is adequate space in the back of the building if expansion is needed. Discussion was had on the visiting workspace for accountants and the privacy they require.

Next meeting – January 9, 2026, 1:30 p.m. at the West Traverse Township Hall

Adjourn - Olson, J., asked for a motion to adjourn the meeting at 2:55 p.m. Hollingsworth made the motion to adjourn at 2:55 p.m. Murphy seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: January 2, 2026
Approved: January 9, 2026