WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 6 minutes

January 16, 2026

Olson called January 16, 2026, Special Design Phase Meeting Six to order at 1:32 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: Garon Gopigian, Lisa Morris, Kathy & Steve Erber, Justin Bassett

Pledge of Allegiance was recited by all.

Public comments – Garon Gopigian commented on the meetings, "loving" the information provided and wondered if the Township was paying a flat percentage fee or a construction fee. Justin Bassett addressed his view of the lack of fiscal oversight, communication failures on part of the Township such as no public engagement, no flyers, no Open Houses, stating that the meeting times are a barrier to working people, and wondered if there will be an opportunity for the Township residents to be able to vote on whether or not a new Township Hall should be built. He asked that the Township cease going forward with the project until the residents of the Township could have the opportunity to vote on it and/or be involved in the process. Committee/Board member Olson, J., addressed Mr. Bassetts' letter emailed to the Board (see attached)discussing the cash surplus, keeping the trust of the Township residents, maintaining the Townships legacy and noted that the meetings have been posted on the website, in the box outside the Township Hall, etc. He explained the process of selecting an Architect, the letters that were sent out to several architects in Emmett County and that yes, the board did involve Cleary and Morton buildings noting they were not interested in the project. Kathy Erber, a member of the Project Centennial Finance Committee, spoke about the financial research that the committee did and the decisions that were made. She noted they interviewed three candidates and believes that they made the right and ethical decision with their choice of financial advisor and manager. She commented on the disconnect in communication, the Township residents need to be kept current with the changes and that more information needs to be on the website. Committee/Board member Hollingsworth discussed the planning phases that the committee has and is going through, reiterated that the Township is being financially responsible, there will be Open Houses and that as the process continues, the Township residents will have many opportunities to weigh in on the new Township Hall. She addressed the cost for the extensive evaluation for the current Township Hall and said that it was needed to show the condition of the building from an ADA standpoint, the cost of repairing the building, current working conditions (no privacy, storage, etc.) and that preserving the current Township Hall is paramount. She welcomed anyone and everyone to attend meetings and that communication from the Township residents is welcomed. She also addressed Mr. Bassett's letter regarding finances and the committee's lack of construction experience. Committee/Board member Olson, J., addressed the construction expertise that is on the committee/board.

Approve January 9, 2026, Design Phase Five Meeting Minutes – Motion made by Hollingsworth to approve the minutes as presented. Olson seconded. All aye.

Project Centennial Design Planning Meeting Five: Olson turned the meeting over to Elaine Keiser at 2:00 p.m. with her West Traverse Township Schematic Design Meeting Agenda noting the goal is to review the preliminary spatial programming of the building.

On-going Agenda Items

- None currently

Items to Review

- Review the site design work – Elaine and Jamie passed out the current full scale site plan for the existing site for evaluation noting that the budget worksheet will be provided at each meeting as well. Discussion followed on balancing the parking flow around the building, site drainage, noting that the drawings are a work in progress and subject to change. Parking spaces sizes were discussed, how many spaces are needed, the different levels of service (a) unfamiliar, b) familiar, c) comfortable)and how those levels affect those using the parking lot, will there be overflow on the sides of the building, where employee parking would be located and would it carve into the hill in the back and the projected direction of how the plows would clear the lot. Committee/Board member Olson, J., said he spoke with ZA Ken Lane, and the number of spots is not specified but provided information on commercial building parking spaces. The committee discussed the number of parking spaces that would be needed during high volume times such as elections and/or large Board and PC meetings. The committee discussed "arrival theory," landscape islands for lighting and whether those would be landscaped or basic, handicap parking, mentioned the trees that would have to be removed for the building and parking and how much of the parking lot would be used. The committee discussed the position of the building on the parking lot and feels that it is well situated.

Committee/Board member Olson, J., opened the meeting for Public Comment.
Garon Gopigian liked how the lot lines were being followed, questioned if there was enough room for Fire & Emergency vehicles to enter & maneuver and inquired about whether a retention pond for water run-off was necessary or if the slope of the parking lot would be adequate. Lisa Morris questioned whether there was enough room for an emergency vehicle and a car to exit/enter the driveway at the same time, would there be an auxiliary driveway and where the snow piles would be located after plowing. She also questioned if there are forty-eight seats (as depicted in the drawing) in the building, will there enough parking space to accommodate. She suggested moving the new Township Hall location to a different site as there are services such as electricity and water available there and asked about the cost per square foot. Steve Erber asked if the project could be divided into two phases for saving money; build the offices across the road, continue to have meetings/elections in the current Township Hall and then when more money was available build onto the offices in the future. Kathy Erber pointed out that the parking

lot in the current Township Hall could be used for additional parking if needed. The committee stated that while a phased construction plan is valid, there are issues with the cost of maintaining both buildings at the same time, coordination during elections and board meetings, the need for additional office equipment, etc.

- Review the Schematic floor plan – The committee discussed items in the current floor plan such as "good neighbor" amenities available to the community(showers and restrooms), drop box location for ballots and taxes, handicap accessibility at the secretary's desk, the directional flow during elections and board meetings, what type and location of windows in individual offices, and structure/type of main door.

- Review the Exterior Elevations – The committee reviewed the exterior elevations noting it was a work in progress. They discussed types and groupings of the windows, keeping the historical feel and mirroring the current Township Hall. Roof lines were discussed, type of roof, outside finishes such as gables, door & window trim, proportions of windows to spaces, height of building and how the entrance to the building will look noting the importance of having "line of sight" with the front entrance when residents come into the parking lot.

- Review the exterior image collage of Harbor Springs architecture – Elaine presented different examples of architectural buildings within Harbor Springs and surrounding communities for the committee to consider when deciding on how they want the outside of the building to look.

- Completion of schematic design phase – done

Conclusion

- Outline goals for next meeting – Review current plans and drawings.
- Set date for next meeting – see below
- Client Homework – none
- Client Questions – none
- Review and document any selections

Proposed: January 16, 2026
Approved: January 30, 2026

Public/Board Comments – Lisa Morris commented on the proposed new Township Hall's main meeting room questioning if there would be screens or monitors and where they would be located. She also commented on the exterior window placement and expressed her desire to have the new windows be in harmony with the current Township Hall. She also questioned the grouping of windows, the type of windows that would be used in the offices, questioned the east elevation and the grouping of windows on the west side as it is the side that faces her property. Elaine noted that the elevations and window placement is still a work in progress.

Next meeting – January 23, 2026, 1:30 p.m. at the West Traverse Township Hall

Adjourn - Olson, J., asked for a motion to adjourn the meeting. Hollingsworth made the motion to adjourn at 3:30 p.m. Olson seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

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