WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 7 minutes

January 30, 2026

Olson called January 30, 2026, Special Design Phase Meeting Seven to order at 1:40 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: Garon Gopigian, Lisa Morris, Annie Mooradian

Pledge of Allegiance was recited by all.

Public comments – Garon Gopigian had questions for Architect Elaine regarding the 8% fee and stated his concerns about costs. Elaine explained the industry standard for Architects, what exactly she does and how involved she and her team are with their projects. Lisa Morris spoke in support of Elaine and the quality of her work. Annie Mooradian stated her concerns about the budget, questioned how often Elaines projects come in at or under budget and does the money the Township is looking to spend cover interior furnishings, landscaping, etc.

Approve January 16, 2026, Design Phase Six Meeting Minutes – Olson, J., asked to remove "*absent*" line on the agenda replace it with "*participants*" and requested a duplicate word, "*there*" to be removed. Motion made by Hollingsworth to approve the minutes as amended. Olson seconded. All aye.

Project Centennial Design Planning Meeting Seven: 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 design development drawings of the building. Green raised questions about the new Hall being built on a slab, the possibility of heated floors and if there will be a crawl space. Elaine addressed his questions explaining the process of laying insulation under the building, energy codes and how the air flow works to warm or cool the building.

On-going Agenda Items

- None currently

Items to Review

- Review the Site Design work – Elaine presented the latest site plan. She noted: the width of the driveway(24 feet), discussed the location of the septic field, where the service utilities (garbage tote, a/c units and the generator) would sit on a cement pad and the site, the parking islands (which collect surface water runoff), identified where snow piles may be situated after plowing, the retaining wall at the rear of the building, how the lighting for the building/parking lot would be depicted, and landscaping areas along the side and front of the building.

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Committee/Board member Olson, J., opened the meeting for Public Comment.
Annie Mooradian commented on the cost of corners, the possibility of removing the back parking entirely, questioned the shower and would the committee consider modifying the design of the building. Hollingsworth noted that the shower was added to be "Good neighbors" to the community for instances such as another Ice Storm, allowing the Township to provide some shelter. Garon Gopigian commented on the concentration of lighting stating it is well placed, asked if a garbage truck would have room to get to a tote from the back and asked about a camera system. Lisa Morris thought heated floors would be better than forced air, asked about screening the service area with fencing, and asked the committee to consider "flipping the building" from east to west noting all the utilities would be facing her home and would they consider moving the septic field.

- Review the Floor Plan – The committee reviewed the floor plan noting the restrooms had been "flipped" to accommodate better walking flow/circulation, discussed the vestibule, its doors, the kitchen layout noting a small window had been added, a coat rack was added in the meeting hall, exterior windows were discussed and that placement may change, discussion of office doors; with or without windows, configuration of office desks, will we be using the current Township Hall meeting tables and if so, will get measurements. For the roof plan, the slopes have not changed.

- Design Review of the Elevations – The committee discussed the elevations, noting it looks natural, will be low maintenance, the type and placement of the windows keeping with the look of the current Township Hall, where display monitors in the meeting hall could be placed, lighted flagpole, a lighted sign at the entrance, and simple landscaping. The committee members initial thoughts were that the new Township Hall would complement the current Township Hall nicely.

Conclusion

- Outline goals for next meeting – none

- Set date for next meeting – see below

- Client Homework – visit other Townships/City buildings to observe how they electronically present their meetings, equipment, monitor placement, seating, podium set up, etc.

- Client Questions – No questions. Sally Olson presented a model of an outside bulletin board that can be filled from inside the building for Elaine and Jamie to consider.

- Review and document any selections

Public/Board Comments – Lisa Morris emailed a letter with suggestions for the interior of the building with items such as baby changing stations in the restrooms, etc. The email is attached to these minutes. Hollingsworth thanked Elaine for her patience and professionalism, apologized for the "attitudes" presented from the public and asked that residents call the Township and/or reach out to Board members with any questions or concerns. Hollingsworth reiterated that choosing EK Architecture was the right choice for this Township project.

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Next meeting – February 6, 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 3:20 p.m. Olson seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

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