WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 8 minutes

February 6, 2026

Olson called February 6, 2026, Special Design Phase Meeting Seven to order at 1:30 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: Garon Gopigian, Paul Mooradian

Pledge of Allegiance was recited by all.

Approve January 30, 2026, Design Phase Seven Meeting Minutes –Motion made by Murphy to approve the minutes as presented. Hollingsworth seconded. All aye.

Public comments – Paul Mooradian raised a question about the nature of the meetings, whether they are "Board" or "Committee" meetings. Murphy clarified that the meeting is a "Board" meeting noting a quorum is present and that interactions with visitors is encouraged and appreciated. Mooradian expressed his concerns regarding the lack of public engagement, the need for construction experts to be on the committee to provide input, emphasized the importance of cost-effectiveness, suggested bringing the price down to $500 a square foot, readjust the budget, the new building doesn't need to be "fancy" and remove the "emotional attachment" component.

Project Centennial Design Planning Meeting Eight: Green asked to be the first Action Item on the agenda to discuss the Invitation to Bid timing. Green explained the timing of bid submissions and the importance of knowing the exact cost before proceeding with the Bond sale, the process of going out for public bids, how many bids will go out and the importance of having all construction documents prepared by mid-May. Green outlined the timeline for bid submission, bid evaluation and possibly starting construction in late summer. Garon Gopigian questioned Huntington Bank's response.

Olson turned the meeting over to Elaine Keiser at 2:52 p.m. with her West Traverse Township Schematic Design Meeting Agenda noting the goal is to review the design development drawings of the building.

On-going Agenda Items

- None currently

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Items to Review

- Site Plan – Elaine reviewed the site plan noting the total square footage of the building and the parking lot capacity. Green asked what the square footage of the parking lot would be after the building was constructed. Mooradian questioned how many parking spaces the current Township Hall has, how many will be in the new parking lot and was curious about the retaining wall in the back.

- Floor Plans – Elaine presented updates to the floor plan noting the drop box, bulletin board design, asked if the drop box needed to be tamper-proof and the accessibility of the bulletin board. Hollingsworth noted there would be signs depicting that the drop box is for taxes and elections and that the slot/opening needs to be good sized to accommodate larger envelopes, FedEx, etc. Elaine also asked about the flexibility of the IT space and janitor's closet.

- Typical meeting Hall Layout: the committee discussed the layout of the meeting hall for elections and monthly meetings. Placement of screens/monitors for best visibility for the audience and Board members was covered as well. Olson, S., talked about Harbor Spring City Halls AV features. Green mentioned projected screens versus TV and suggested consulting with AV equipment experts to make an informed decision. Olson, J., has already started talking with AV companies. Olson J. asked about the options for power outlet placements.

- Election Meeting Hall Layout: Olson, J. and Olson, S. discussed the layout of the election areas, placement of registration tables, power outlets, voting area/tables, privacy of the voting stations and the flexibility of different layouts to accommodate various election needs. Mooradian questioned the new meeting hall capacity versus the current meeting hall capacity.

- Review Elevations – The committee reviewed the current elevations of the building and parking lot.

- Building Sections – The committee reviewed the building sections.

- Interior elevations – The committee reviewed the new interior elevations.

- Meeting Hall: the committee reviewed the elevations of the meeting hall noting ceiling height, trusses, plenums, drop ceiling or visible beams.

- Secretary Area: The committee discussed the various elevations of the secretary area noting items such as handicap accessibility, storage, cabinets, and other office equipment to maximize space. Peters asked about the location of the copier and the layout of the workstation. There was reference to the rear wall of the secretarial area that could hold a Township Crest or Logo. The committee also covered the detailed elevations of the kitchen area, mud room, cabinet, and appliance placement.

Conclusion

- Outline goals for next meeting – refine drawings and elevations. Elaine mentioned bring in samples of shingles, siding etc.

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- Set date for next meeting – see below
- Client Homework – Clients to meet with IT and AV consultants.
- Client Questions – none
- Review and document any selections

Public/Board Comments – Mooradian mentioned dropping the ceiling height from ten feet to possibly eight or nine as a cost saving measure along with an acoustical drop ceiling instead of vaulted ceiling with faux beams.

Next meeting – February 13, 2026, 1:30 p.m. at the West Traverse Township Hall

Adjourn - Olson, J., asked for a motion to adjourn the meeting. Murphy made the motion to adjourn at 2:56 p.m. Green seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

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