WEST TRAVERSE TOWNSHIP
Project Centennial Design Phase 10 minutes
February 27, 2026

Olson called February 27, 2026, Special Design Phase Meeting 10 to order at 1:32 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: Garon Gopigian, Lisa Morris

Pledge of Allegiance was recited by all.

Approve February 13, 2026, Design Phase Nine Meeting Minutes –Motion made by Hollingsworth to approve the minutes with corrections. Olson, J. seconded. All ayes.

Public comments: none

Project Centennial Design Planning Meeting Ten:

Olson, J., turned the meeting over to Elaine Keiser at 1:35 p.m. with her West Traverse Township Design Development Meeting Agenda noting the agenda was amended to add the Drop Box and Bulletin Board.

Items to Review

- Front Entry: Bulletin Board and Drop box – Keiser presented the elevation drawings of the drop box and bulletin board area noting size of bulletin board, that it will open from the inside, the height of the drop box on the wall and how that will work for being able to reach the bulletin board.

- Floor Plans – Keiser and Stone passed out sets of plans for the committee. She noted the size of the offices, that the Zoning office will be a little larger due to the conference room, space in the meeting room, discussed office circulation, meeting hall capacity and how that affects placement of outlets, etc. Green asked how large the monitors in the meeting hall would be, where they would be in the hall and noted 48 inches is standard size. Keiser and Stone measured the walking space behind the board desks and inquired about the location of the podiums as that information is needed for floor outlets. Garon Gopigian noted that when the meeting hall is at capacity, the overflow should be able to see the podium on either side of the hall. Olson, J., inquired about removing the door to Long Term storage and the possibility of adding another door to General Storage and which way it would open, out or in. Hollingsworth liked the idea of having the two doors centered. Morris suggested pocket doors with Keiser stating that there isn't enough wall space for pocket doors. Gopigian noted concerns that if the general storage room has

doors opening inward that storage within the room would be diminished. The committee discussed election hall layouts and choose layout B for general elections and layout D for smaller elections.

- Building sections – Keiser/Stone passed out examples not included in the packets showing through the sections, how the building is coming together. The committee discussed various types of acoustic ceiling tiles, samples provided, noting their noise reduction capabilities and textures. Green asked if sound proofing would be available in the offices as well. Hollingsworth questioned the type of ceiling materials in the mechanical room, storage rooms, and the Fireproof room. Green inquired about a dripline, gutters and what materials would be used around the building for natural rainfall removal. Keiser discussed what type of material could be used for the underside of the entry way roofs.

- Interior Color Directions – Olson's, S., and J., gave a short presentation of different color options for the interior obtained from various places. The committee discussed the use of wainscoting or chair rails, what type of paint would be durable/scuff proof, what colors (warm/cool tones) would be best for the interior noting the desire to keep with the current Township Hall interior and exterior color. Further discussion was had on floor coverings, carpet, carpet squares, tile, consistency with hardware throughout the building (door handles, light fixtures). Types of doors were discussed and possibly benches in the waiting room instead of chairs. The committee planned to get together to talk about colors and narrow choices down to help Keiser's team formulate a color scheme for presentation in a few weeks.

- Exterior Materials – the committee discussed the exterior of the building, leaning towards Hardie Board as the exterior siding and the building possibly being white with a dark green roof with black accents.

- Upcoming MEP meeting to discuss HVAC options – Keiser noted scheduling a meeting with the Mechanical & Plumbing Engineers to discuss best system options for the building.

- Timelines – the committee talked about the timeline for the project, including the bid process to General Contractors, etc. Further discussion on the Bond process, when the funds will be available and proposed groundbreaking. Keiser inquired about the availability of water and electrical services. Olson, S., talked about a previous meeting with Stephanie on available office furniture and what can be brought over from the current Township Hall to save money on furnishings.

Conclusion

- Outline goals for next meeting –

- Set date for next meeting – Next meeting dates will be Friday, March 13, 2026, to discuss exterior options and Friday, March 20, 2026, to cover interior options.

Proposed: February 27, 2026
Approved: March 13, 2026

● Client Homework – Committee to present interior color options to Keiser's team as soon as possible.

● Client Questions – none

● Review and document any selections - none

Public/Board Comments – Garon Gopigian had questions about max fire code capacity for the new Meeting Hall, the height of the windows with concerns to snow build up on the outside possibly leaking into the building and was curious about the consensus regarding the Hardie Board siding the committee saw at Mooradian's house. Lisa Morris suggested vinyl material for the exterior porch ceilings due to spiders/bugs that could infest the wood along with suggesting adding adult changing tables to the restrooms and/or having a "family" restroom with changing tables that fold into the wall.

Next meeting – March 13, and March 20, 2026, at 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, J. seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

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Approved: March 13, 2026