WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 12 minutes

March 27, 2026

Olson called March 27, 2026, Special Design Phase Meeting 10 to order at 1:30 p.m. at the West Traverse Township Hall.

Roll Call – Olson J., Keiser, Stephanie K, Peters, Olson S., Hollingsworth, Murphy

Participants:

Visitors: Lisa Morris

Pledge of Allegiance was recited by all.

Approve March 13, 2026, Design Phase Eleven Meeting Minutes –Motion made by Murphy to approve the minutes as presented. Hollingworth seconded. All ayes.

Public comments: none

Project Centennial Design Planning Meeting Twelve:

Olson, J., turned the meeting over to Elaine Keiser at 1:33 p.m. with her West Traverse Township Design Development Meeting Agenda.

Items to Review:

- Interior concepts – the committee discussed various topics, items such as colors, deciding on warm "historical" colors rather than trendy, reception desk style, the focal point Township Lake Art map (gifted by Hollingsworth) behind receptionist desk, types of counter tops eliminating costly options such as granite, wood, etc. The committee also covered the types of recessed doors for the conference room between Assessors and Zoning Administrator offices, type of fold, fabric and how they will look closed and how they will store when not in use. Also discussed were the type of partitions for the restrooms which would for cost saving measures most likely be steal powder coated, tile for wet wall, vinyl for the floor trim, baby changing table and sink height/styles such as wall hung to allow for ADA compliance. Stephanie K. talked about her previous visit to ascertain the layout of the current desks, tables, built in units, which can be utilized in the new Township Hall. She presented her layout of the existing and proposed furniture highlighting areas that will need new furniture such as Treasurers office and receptionist area. Overhead cabinets, credenzas, worktables etc. can all be repurposed in the new Township Hall. The types of office doors were discussed, along with tile entrance, transition to carpeting and the type of baseboard in various areas. The committee discussed the design of the meeting hall, the possibility of using wainscoting in the room as it is budget friendly and will protect the walls from chairs, voting machines, etc. The committee agreed to continue working on the design and layout to ensure all needs are met and within budget. Stephanie K. will provide

a more detailed plan with materials such as paint, carpet, tile, counter tops options, affordable furniture from various companies (local) and pricing for the next meeting, April 24, 2026.

Conclusion

- Outline goals for next meeting – continued interior design discussion.

- Set date for next meeting – Next meeting date will be April 24, 2026, Design Phase meeting thirteen (13) at 1:30 p.m.

- Client Homework – consider types of door locks, light, medium or heavy duty, the level of security for the building, offices, and the color/style.

- Client Questions – none

- Review and document any selections - none

Public/Board Comments – Lisa Morris noted concerns about possible lack of parking with the new building being in the parking lot should there be various meetings going on in the new building, future recreation area and within the current Township Hall. Olson, J., noted that current design can accommodate future growth and that there was thorough planning and consideration for such events. Olson, J., also commented on the number of times, over forty, the new building had been discussed in various board meetings, Planning Commission, Township Board, posted on the website as well as advertised in the newspaper, weekly/monthly design meetings, etc.

Next meeting – Friday April 24, 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 3:19 p.m. Hollingsworth seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: March 27, 2026
Approved: April 24, 2026