WEST TRAVERSE TOWNSHIP
Project Centennial Design Phase 13 minutes
April 24, 2026

Olson called April 24, 2026, Special Design Phase Meeting 13 to order at 1:32 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: none

Pledge of Allegiance was recited by all.

Approve March 27, 2026, Design Phase Twelve Meeting Minutes –Motion made by Murphy to approve the minutes as presented. Hollingworth seconded. All ayes.

Public comments: none

Project Centennial Design Planning Meeting Thirteen:

Olson, J., turned the meeting over to Elaine Keiser at 1:34 p.m. with her West Traverse Township Design Development Meeting Agenda.

Items to Review: Keiser requested to discuss the Bidding Process Timeline/Project Timeline first before Interior selections/samples.

- **Bidding Process Timeline &Project Timeline:** Keiser presented the timeline for the project outlining the events that lead up to construction and bidding process. Key dates include a final Design Review meeting on May 1, 2026, bid release date on May 18, 2026, with bids being due June 8, 2026. Keiser suggested holding two (2) Open Houses at the Township Hall to allow potential bidders to view the plans and the property. Keiser also noted what the typical attendance can be, what the "Owner" (aka West Traverse Township) responsibilities are during the Open Houses and suggested having the Bid opening scheduled for 10:10 a.m. on June 8, 2026. The committee reviewed the "Advertisement for Bid draft" details noting dates such as the release date, where documents can be examined and the bid opening process. Olson J. said he will have the Advertisement for Bid to the Harbor Light by the publishing deadline along with posting it on the Township's website. Keiser explained the five percent (5%) requirement for the Bid Bond and how the proposals will be received and managed. The committee discussed "value engineering options" from selected contractors as a way to reduce costs.

- **Interior selections and samples:** Stephanie K, presented various design options for the project. The committee stressed the importance of being cost-effective and efficient yet being aesthetically pleasing. Items discussed were carpet patterns, wall paint colors, tile, and wood

choices for secretary's area/waiting room, restroom partition material/color, plumbing fixtures for restrooms, shower room, breakroom, countertop materials for restroom and breakroom. Also discussed were options for interior doors, window treatments for the meeting hall and offices, and the acoustic panels for the meeting hall along with lighting options for the meeting hall, offices, and secretary area. Olson, J., presented an option for office signs for the committee to consider.

Conclusion

- Outline goals for next meeting – review interior selections

- Set date for next meeting – Next meeting date will be May 1, 2026, Design Phase meeting Fourteen (14) at 1:30 p.m.

- Client Homework – review Advertisement for Bid draft along with interior selections for finalization for Friday, May 1, 2026, meeting.

- Client Questions – none

- Review and document any selections - none

Public/Board Comments – none

Next meeting – Friday May 1, 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 4:08 p.m. Olson, J., seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: April 24, 2026
Approved: May 1, 2026