WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 14 minutes

May 1, 2026

Olson called May 1, 2026, Design Phase Meeting 14 to order at 1:33 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: none

Pledge of Allegiance was recited by all.

Approve April 24, 2026, Design Phase Thirteen Meeting Minutes – Motion made by Hollingsworth to approve the minutes as presented. Green seconded. All ayes.

Public comments: none

Project Centennial Design Planning Meeting Fourteen:

Olson, J., turned the meeting over to Elaine Keiser at 1:35 p.m. with her West Traverse Township Meeting Agenda.

Items to Review: Keiser requested to amend the agenda to cover the timeline.

- **Project Timeline:** Keiser provided information on the timeline, when the Advertisement for Bid will run in the newspapers and on the website. Keiser emphasized that if any phone calls or emails come into the Township regarding the Advertisement for Bid to refer them to Keiser's email (info@ekarchitect.com). Keiser explained the process of selecting a contractor, the steps involved with receiving the bids and the percentage required. The Committee discussed the Open House dates, how that will work, who should be there during the Open Houses, the procedure, and the timeline. Green discussed the concerns of unsettled financial markets, that the construction agreement cannot get ahead of the Bond sale and the need of more than one bid to avoid possible financial penalties. Olson, J., asked if it were possible to get a copy of the "boilerplate" contract.

- **Design:** The committee discussed various interior colors, the use of the same wood from the secretary's desk for the waiting room seating, lighting features/fixtures, the durability of various materials for soundproofing in the Meeting Hall, break room and shower room fixtures. The committee discussed placement of the Township Hall sign on Lake Rd, the height & placement of the flagpole and the mechanical package (plumbing, heating/cooling). Keiser informed the committee that the light calculations came back and there would be no light escape and let them know that the landscaping design will be at the next meeting.

Proposed: May 1, 2026
Approved: May 15, 2026

Conclusion

● Outline goals for next meeting – finalize the interior colors, finishes, audio visual placement, etc.

● Set date for next meeting – Next meeting date will be May 15, 2026, Design Phase mtg Fifteen (15) at 2:00 p.m.

● Client Homework – decide on final interior colors, blinds for Meeting Hall and continue discussions on AV packages.

● Client Questions – none

● Review and document any selections - none

Public/Board Comments – none

Next meeting – Friday May 15, 2026, 2:00 p.m. at the West Traverse Township Hall

Adjourn - Olson, J., asked for a motion to adjourn the meeting. Green made the motion to adjourn at 3:21 p.m. Hollingsworth seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: May 1, 2026
Approved: May 15, 2026