WEST TRAVERSE TOWNSHIP

Project Centennial Committee Meeting minutes

February 10, 2026

Olson called February 10, 2026, meeting to order at 4:59 p.m.

Roll Call – Olson, Hollingsworth, Green

Absent:

Visitors: Sally Olson, Elaine Keiser

Pledge of Allegiance was recited by all.

Public comments – none

Approve December 9, 2025, minutes – **Hollingsworth made the motion to approve the December 9, 2025, minutes as presented. Green seconded. All ayes.**

Project actions:

a. Design Phase to Construction Document Phase status – Olson explains the purpose of this meeting noting the current design phase and the need to "fine-tune" the design. Green noted it was redundant to have these meetings, suggested just having the regular architectural meetings and reiterated that the money and bids need to be in place before construction begins.

b. Discuss Meeting Hall Logistics – The committee discussed Audio-Visual options along with Hall security logistics such as exterior cameras, electronic latches, etc.

c. Develop new Township Office Building Communications Roll-out Plan – The committee discussed what phone systems would be best for day-to-day operations. The committee agreed on the importance of a clear communication plan for the Township residents and how best to keep the community engaged and up to date. Suggestions such as updating the website with meeting information, etc. Olson discussed rendering options, costs involved and asked Elaine Keiser to clarify further the options. The committee decided that an exterior rendering would provide the most information to the public while keeping costs down.

d. PowerPoint presentation – Olson asked for input from the committee on content for a Power Point Presentation for Open Houses. Green suggested various items such as building plans, a rendering, floor plans, cost/financing, and the construction timeline with the committee agreeing on those suggestions.

Public Comments – none

Confirm next Project Centennail Sub-Committee mtg date – TBD.

Adjourn - Olson asked for a motion to adjourn. Hollingsworth made the motion to adjourn the meeting at 5:33 p.m.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: February 10, 2026
Approved: June 9, 2026