WEST TRAVERSE TOWNSHIP

Project Centennial Design Phase 15 minutes

May 15, 2026

Olson called May 15, 2026, Design Phase Meeting 15 to order at 2:00 p.m. at the West Traverse Township Hall.

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

Participants:

Visitors: Charlie Hollerith

Pledge of Allegiance was recited by all.

Approve May 1, 2026, Design Phase Fourteen (14) Meeting Minutes – Motion made by Hollingsworth to approve the minutes as presented. Olson, J., seconded. All ayes.

Public comments: none

Project Centennial Design Planning Meeting Fifteen (15):

Olson, J., turned the meeting over to Elaine Keiser at 2:01 p.m. with her West Traverse Township Meeting Agenda.

Items to Review: Keiser requested to amend the agenda to cover the timeline. Keiser provided an update on the list of registered Contractors noting that the list will be updated as more GC's express interest.

- **Bidding Process:** Keiser outlined the bidding process explaining that a set of drawings will be available electronically on Monday May 18, 2026, and that drawings/specification books will be emailed out as well. Keiser discussed the role of General Contractors and Sub-Contractors explaining how the GC's will receive bids from subcontractors and how they choose the best ones. The committee discussed the importance of GC's attending the mandatory Open Houses to ensure they engage with the project, the need for them to sign in when they attend, and the process in how the bids will be accepted on June 8, 2026. Keiser explained the process for setting the final addendum date, how the plan holders will receive them and the need for them to respond to receiving them. Keiser explained the process for evaluating the bids, including the GC's qualifications, checking registration, bid, and Surety bonds. Keiser noted there is no bias in choosing a GC but a vital component regarding the selection of a GC is their reputation, current/future workload, pricing, experience, business longevity, cleanliness of their job sites and if they can meet the timeline. The committee discussed the scheduling of the Open Houses and the Bid meeting. Hollingsworth inquired about job site fencing if it is necessary with Keiser stating it is not but is something that can be added in if there are concerns.

● **Final Design Review:** Keiser and her team ran a test set of prints for the committee to review. The committee discussed the importance of selecting the door hardware now so as to avoid Change Orders, RFID card access, and the process of integrating security systems with door hardware. The committee discussed the final paint colors, window trim, landscaping with minimal plantings/shrubbery and the retaining wall being an alternate bid item. Hollerith questioned whether using a metal roof was an option to which Keiser explained the higher cost and the committee decided against it at this point. Olson, J., inquired about the placement of the generator. The committee discussed electrical outlets, contingency plans for future outlets, wood paneling for the reception area/waiting area, hinges on the waiting room benches, light fixtures, and the design of the offices.

● Outline goals for next meeting – none

● Set date for next meeting – TBD

● Client Homework – just to be ready for the Open Houses and the receiving of the bids.

● Client Questions – none

● Review and document any selections - none

Public/Board Comments – none

Next meeting – TBD

Adjourn - Olson, J., asked for a motion to adjourn the meeting. Hollingsworth made the motion to adjourn at 3:45 p.m. Olson, J., seconded.

Respectively submitted by: Jay Olson

Transcribed by:

Amy Peters

Proposed: May 15, 2026
Approved: June 9, 2026