



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION – REGULAR MEETING
NOVEMBER 13, 2018 6:00 pm

WORK SESSION – TOWN HALL ROOM 6 PM

1. CALL WORK SESSION TO ORDER
2. COMMENTS FROM THE PUBLIC
3. APPROVAL OF AGENDA
4. NORTH MERIDIAN ROAD PAVILION RIBBON CUTTING – SCHEDULE
5. OKEMOS ROAD BRIDGE REPLACEMENT – ENVIRONMENTAL ASSESSMENT
6. PARK COMMISSION RULES AND PROCEDURES – REVIEW
7. GOALS AND OBJECTIVES REVIEW
8. FRIEND OF THE PARK VOLUNTEER RECOGNITION DISCUSSION
9. ELECTION OF OFFICERS AND APPOINTMENTS
10. COMMISSIONER COMMENTS
11. COMMENTS FROM THE PUBLIC
12. ADJOURNMENT OF WORK SESSION

REGULAR MEETING – TOWN HALL ROOM 7 PM

1. CALL MEETING TO ORDER
 2. COMMENTS FROM THE PUBLIC
 3. APPROVAL OF AGENDA
 4. APPROVAL OF MINUTES
 - A. October 9, 2018 Work Session
 - B. October 9, 2018 Regular Meeting Minutes
 5. COMMUNICATIONS
 6. DIRECTOR'S REPORT
 7. ACTION ITEMS
 - A. 2019 Meeting Calendar Resolution
 - B. Professional Services Agreement – HNC Restroom and Pavilion
 - C. Election of Officers and Appointments for 2019
 8. DISCUSSION ITEMS
 9. COMMENTS FROM THE PUBLIC
 10. OTHER MATTERS AND COMMISSIONERS' COMMENTS
 - A. Next Park Commission Meeting: Tuesday, December 11, 2018 **at the Service Center**
 - B. Event Calendar:
 1. December 9: Christmas in the Village
 2. December 21: Howl at the Moon at the Harris Nature Center
 3. January 26: Winter Wonderland at the Harris Nature Center
 4. January 27: Polar Bear 5K Race
 - C. Meridian Farmers' Market:
 1. Thanksgiving Market: Wednesday, November 21; 8 am – 2 pm
 2. Winter Market: – December-April; first and third Saturdays, 10 am – 2 pm
 11. CLOSED SESSION
 12. ADJOURNMENT
-

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained.

Individuals with disabilities requiring auxiliary aids or services should contact Parks & Recreation Director, LuAnn Maisner:
2100 Gaylord C. Smith Court, Haslett, MI 48864 or 517.853.4600 - Ten Day Notice is Required.
Meeting Location: Town Hall, 5151 Marsh Road, Okemos, MI 48864



To: Park Commission
From: LuAnn Maisner, CPRP
Director of Parks and Recreation
Date: November 8, 2018
Re: Work Session Agenda Information

Work Session

#4 North Meridian Road Ribbon Cutting Ceremony – Now that the Pavilion Project is completed, I would recommend that you host a ribbon cutting ceremony in November or December. Even though the weather is getting chilly, it may be a great time to celebrate our newest amenity together with a bonfire and hot chocolate! (maybe even sledding).

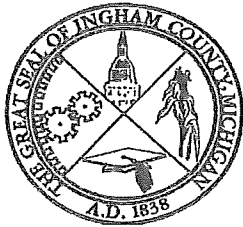
#5 Okemos Road Bridge Replacement – The Ingham County Road Department is in the process of moving forward in the planning stages for replacement of the bridges on Okemos Road over the Red Cedar River. Their plan is to remove the southbound bridge and replace it with one- four lane bridge which will remove the median.

Our areas of concern involve a) Park Entrance to Ferguson Park b) Left hand turns into Ferguson Park c) Park entrance to Wonch Park d) left hand turns into Wonch Park e) Camelback bridge future f) footbridge development under new bridge to connect Wonch and Ferguson Parks. I look forward to discussing this with you further at the meeting.

#6 Park Commission Rules and Procedures – I have included your current rules and procedures to engage in discussion for possible amendments you may be interested in.

#7 Goals and Objectives – Included in your packet are the goals and objectives as defined in the 5-Year Parks and Recreation Master Plan for your review. This is a good reminder that the projects you have initiated are working directly in fulfilling mission. I look forward to discussing any updates you would like to consider for future discussion.

#8 Friend of the Park Volunteer Recognition Ceremony – Now that 2018 is coming to a close, it is time to discuss how and when you would like to celebrate our dedicated community members.



COUNTY OF INGHAM ROAD DEPARTMENT

AUSTIN E. CAVANAUGH ADMINISTRATION BUILDING
301 Bush Street, P.O. Box 38, Mason, MI 48854-0038

October 16, 2018

Ms. LuAnn Maisner
Parks and Recreation Director
Meridian Township
Parks and Recreation Department
5151 Marsh Road
Okemos, MI 48864

RE: Early Coordination Notification: Okemos Road Bridge Replacement – Environmental Assessment and Programmatic Section 4(f) Evaluation, Meridian Township, Michigan

Dear Ms. Maisner:

The Ingham County Road Department (ICRD) is preparing an Environmental Assessment (EA) and Programmatic Section 4(f) Evaluation for replacement of the Okemos Road Bridges over the Red Cedar River in Meridian Township, Ingham County, Michigan. Currently, there are two bridges that convey traffic across the Red Cedar River. Both bridges are functionally obsolete and structurally deficient. The project proposes to replace the two bridges with one new structure. The existing northbound structure is a cast-in-place concrete, “camelback” shaped bridge built in 1924. The structure was determined to be eligible for placement on the National Register of Historic Places (NRHP) on June 6, 1986. The existing southbound structure is a 3-span, steel stringer bridge built in 1959. Immediately west of the southbound bridge is a steel box-truss pedestrian bridge recently installed by Meridian Township. The enclosed map shows the location of the proposed project and study area.

An evaluation will be conducted for the impacts to the historic camelback bridge and to the two township parks adjacent to the bridges. As part of the evaluation, all potential avoidance alternatives will be evaluated to maintain and preserve the historic bridge. These avoidance alternatives include:

1. Do nothing
2. Build a new structure at a different location without affecting the historic integrity of the old bridge
3. Rehabilitate the historic bridge without affecting the historic integrity of the structure

During the course of the study, detailed investigations will be undertaken to identify potential Social, Economic, and Environmental (SEE) impacts related to the improvements being considered. These SEE impacts will be documented in an EA as required by the National

Environmental Policy Act (NEPA). In addition to meeting the requirements of NEPA, compliance with other relevant environmental regulations (e.g., Section 404 of the Clean Water Act, Section 106 of the National Historic Preservation Act, etc.) will be accomplished during the EA process. As part of the early coordination and NEPA scoping process, the ICRD is identifying key issues that will need to be addressed as part of this study. Please provide your written comments relative to the following three topics:

- Specific issues or geographic areas of concern, based on your expertise or regulatory jurisdiction.
- Available technical information regarding these same issues.
- Mitigation or permitting requirements that may be necessary for project implementation.

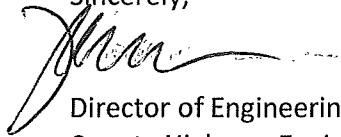
In order to sufficiently address key project issues while maintaining the project schedule, the ICRD and their consulting team will be actively coordinating with relevant regulatory agencies, local and state governmental agencies, and stakeholders throughout the project, with particular emphasis at key decision points. Consistent with this schedule, please provide a written response to this letter before November 30, 2018. Please send your responses to one of the two individuals listed below. Please feel free to contact either of us should you have any questions or concerns or would like additional information:

Mr. Robert Peterson, P.E.
Director of Engineering
County Highway Engineer
Ingham County Road Department
P.O. Box 38, 301 Bush Street
Mason, Michigan 48854
(517) 676-9722
rpeterson@ingham.org

Mr. Mark Lessens, P.E.
Consultant Team Project Manager
DLZ Michigan, Inc.
1425 Keystone Avenue
Lansing, Michigan 48911
(517) 393-6800
mlessens@dlz.com

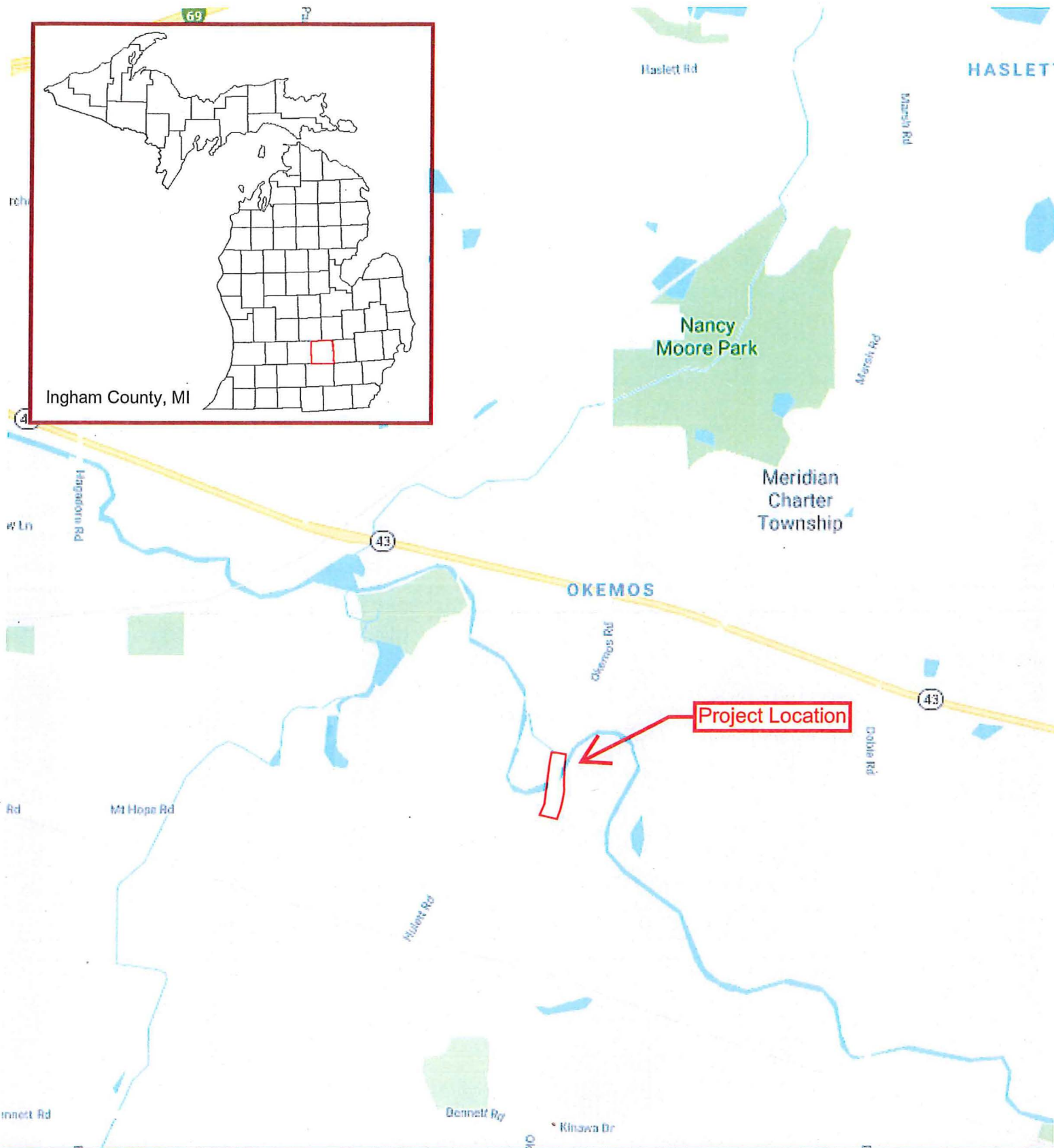
We look forward to working cooperatively with you to make this important project successful for all parties involved. Your interest in this project is appreciated.

Sincerely,



Director of Engineering
County Highway Engineer
Ingham County Road Department

Enclosure

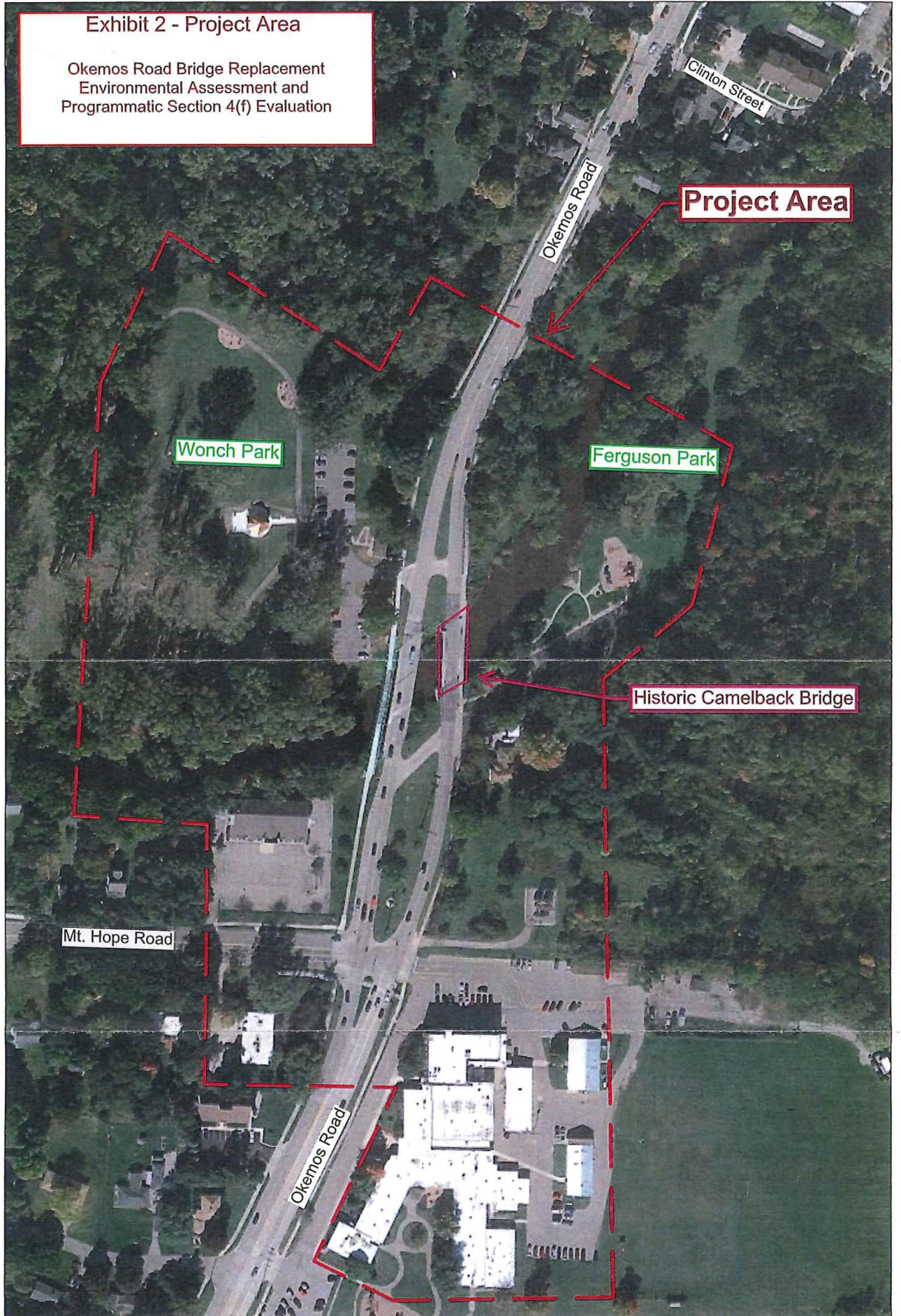


**Exhibit 1 - Project Location
Meridian Township, Ingham County, MI**

Okemos Road Bridge Replacement
Environmental Assessment and
Programmatic Section 4(f) Evaluation

Exhibit 2 - Project Area

Okemos Road Bridge Replacement
Environmental Assessment and
Programmatic Section 4(f) Evaluation



Project Area

Wonch Park

Ferguson Park

Historic Camelback Bridge

Mt. Hope Road

Clinton Street

Okemos Road

Okemos Road

#6



Meridian Township Park Commission
Rules and Procedures
The Charter Township of Meridian
5151 Marsh Road
Okemos, Michigan 48864-1158

Rule 1. Authority

These rules are adopted by the Meridian Township Park Commission pursuant to the provisions of state law.

Rule 2. Election and Compensation of the Commission

The Commission shall be composed of five commissioners pursuant to state law. Compensation will be established by the Elected Officials Compensation Committee.

Rule 3. Officers of the Commission

The Commission shall elect a Chair and Vice-Chair at the second meeting in November or at the meeting following the general election during an election year. The Chair shall preside at all meetings of the Commission and shall have a vote upon all motions as a Commissioner. The Chair shall sign, with the Vice-Chair, in the name of the Meridian Township Park Commission, all contracts and legal documents authorized by the Commission. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.

Rule 4. Park Commission Meetings

The Commission shall normally meet in regular session once each month on the second Tuesday of the month. A one-hour work session will begin at 6:00 p.m. followed by a regular meeting at 7:00 p.m.

A twelve-month schedule of meetings, including dates, times and locations shall be set annually before the last meeting of the previous year. Changes in the meeting schedule may be made with the approval of a majority of commissioners when in formal session. Additional work sessions may be scheduled.

Notice of special meetings shall be given to each commissioner at least 24 hours in advance of the special meeting and shall contain the purpose, date, time and place of the meeting. Notice shall be delivered or mailed to each commissioner's usual place of residence.

The Park Commission may meet in closed session in accordance with the procedures and purposes as set forth in state law (Open Meetings Act.)

The Park Commission Chair and Vice-Chair shall be authorized to change the meeting location when emergency situations arise. Notice of change of meeting place shall be prominently posted on the door of the regularly scheduled meeting place.

An agenda of each regular meeting shall be available at the Township Hall prior to each meeting. The agenda may be modified by a majority vote of members present at the meeting.

Rule 5. Public Notice of Meetings

Proper notice of all meetings of the Park Commission shall be provided to the public and the Township administrative staff. Notice shall be given in accordance with established Township procedures and state law and shall include, but not be limited to regular or special meetings, and changes in meeting schedule or location.

Rule 6. Quorum

Three members shall constitute a quorum for the transaction of business at all meetings of the Commission. In the event a quorum is not present at any meeting, a majority of the commissioners in attendance may reschedule the meeting providing proper advance notice is given to the public.

Rule 7. Conduct of Meetings

Robert's Rules of Order, newly revised, shall govern all questions of procedure not otherwise provided for in these rules or by state or federal law.

The Chair shall preside over all meetings of the Park Commission. In the absence of the Chair, the Vice-Chair shall chair the meeting.

When a question is offered by the Chair, every commissioner present shall vote either "yes" or "no", except that a commissioner may abstain from voting if excused by unanimous consent of the other commissioners present.

A member of the public may speak at public meetings of the Commission during the public remarks session of the meeting or at other appropriate times if allowed by a majority of the commissioners present.

Rule 8. Record of Meetings

The Director of Parks and Recreation or the Director's of Parks and Recreation designee shall be responsible for minutes of each meeting of the Commission and for maintaining the official record, including all Commission actions.

Minutes shall include all motions made, the names of the mover and supporter, the method and outcome of votes taken. Comments by a commissioner may be placed in the official record upon the member's request. Minutes and records of the Park Commission meetings shall be made available to the public by the Director of Parks and Recreation in accordance with the Freedom of Information Act and Open Meetings Act.

Minutes of closed session shall be maintained separately and not disclosed to the public except upon court order. Minutes of closed sessions may be destroyed one year and one day following their approval.

Rule 9. Standing Committees

Standing committees of the Commission shall be appointed by the Chair and approved by the Commission to assist in the ongoing responsibilities of the Park Commission and the operation of the Township government. The Standing Committee members will elect their own chair. The list of established standing committees shall be made available following appointment.

Standing committees shall serve to review, study and propose Commission actions related to park functions, and operations, which are the responsibility of the Park Commission. Committees shall be assigned specific areas of concern and work with the Director of Parks and Recreation.

A majority of committee members shall constitute a quorum for committee meetings. A standing committee shall open its meetings to the public in compliance with the Open Meetings Act.

Notice of meetings shall be made available for the public at least eighteen hours in advance of such meetings as required by state law to be considered an official committee meeting. Each committee shall provide a written record of its meetings to the Director of Parks and Recreation, which shall constitute its public record. A separate file shall be kept in the Parks and Recreation Office for each committee. Minutes of committee meetings shall be sent to all Park Commissioners.

Standing committees will report their recommendations to the Park Commission during the committee report portion of the park commission meetings. Minority reports may be offered at that time.

The Park Commission may discharge a committee from further consideration of any matter upon approval of a majority of the Park Commission.

Rule 10. Special Committees

The Commission may establish and appoint special committees to meet the needs and objective of the Commission. The Commission may authorize the Chair to appoint members to these committees, including the Chair. Permission may be granted to a special committee to designate its own Chair.

Rule 11. Vacancies

Vacancies, which occur in an Elective Park Commission office, shall be filled by the Township Board in accordance with state law.

Rule 12. Amendments

These Rules may be amended or repealed by a majority of the members of the Commission at any regular meeting or at any properly called special meeting. A copy of the proposed changes shall be filed with the Chair at least ten days prior to the meeting at which action is to be taken. Copies of the proposed changes shall be provided to each commissioner at least five days prior to said meeting, accompanied by written notice of the time and place of such meetings.

Rule 13. Annual Report

The Commission shall submit a written report to the Township Board on or before February 1st of every year. This report shall contain a statement of the activities of the Commission during the preceding calendar year.

Rule 14. Recision or Suspension of the Rules

Recision or amendment of an action or recommendation previously adopted may be offered pursuant to Robert's Rules of Order. A Motion to Suspend these rules may be offered pursuant to Robert's Rules of Order.

Adoption/Amendment Dates:

Adopted by the Park Commission on March 5, 1996

Amended by the Park Commission on November 20, 2000

Amended by the Park Commission on February 5, 2002

Amended by the Park Commission on March 8, 2005

Eckhart, Chair

Teri Banas, Vice Chair

VII. GOALS AND OBJECTIVES

A. GUIDING PRINCIPLES AND PHILOSOPHIES

1. Provide accessible facilities and leisure opportunities for all persons regardless of their physical and socio-economic characteristics.
2. Efficiently employ Township resources, in concert with other public, private and volunteer resources, to provide a wide range of recreation and leisure opportunities and avoid duplication of services where unnecessary.
3. Actively seek the most appropriate acquisition and uses of community open space and natural features to meet the community's needs for active, structured recreation, as well as passive enjoyment of the outdoors.
4. Plan for the continued availability of financial, physical and personnel resources to support the parks and recreation system.

B. GOALS AND OBJECTIVES

1. **Accessibility**
 - a. Increased multi-use trails in parks and natural areas.
 - b. Improved trail maintenance and trail signage.
 - c. Improve amenities for universal access in all park facilities.
 - d. More year-round restrooms in parks.
 - e. More benches along trails and pathways.
 - f. Improve connectivity between parks.
2. **Safety**
 - a. Crime prevention through environmental design.
 - b. Safety through improved maintenance.
 - c. Safety through increased park usage.
3. **Environmental Sustainability**

- a. An emphasis on environmental sustainability (new buildings and renovations) – Energy saving opportunities.
 - b. Improved non-motorized transportation connections between parks.
- 4. Financial Stewardship**
- a. Increase partnerships and collaborative opportunities.
 - b. Seek additional grant support.
 - c. Seek additional seasonal staff for maintenance support.
 - d. Seek sponsorships and donations.
 - e. Continue to encourage and utilize volunteerism.
- 5. Environmental Stewardship**
- a. Monitor and remove invasive species, encourage native plantings and educate the public about ecosystem health.
 - b. Work cooperatively with the Land Preservation Advisory Board and Environmental Commission in stewardship planning and implementation.
 - c. Monitor and respond to early signs of erosion, disease, and facility deterioration.
 - d. Identify and protect rare and sensitive species in the parks where feasible.
- 6. Education**
- a. Utilize recreation as a vehicle to educate and instill positive personal attributes such as ethics, values, citizenship, sportsmanship and leadership.
 - b. Expand the educational outreach of the Harris Nature Center by adding interpretive signage at the entrance and along trails of our natural areas to facilitate self-directed and self-paced nature study.
 - c. Expand and encourage additional educational outreach of the Meridian Historical Village and Nokomis Learning Center by adding educational/interpretive signage to the grounds surrounding the buildings to facilitate self-directed and self-paced cultural education.

- d. Improve awareness regarding the qualities, benefits and diversity of the park system.
- e. Expand Harris Nature Center environmental programs and outreach throughout the entire park system.

7. Recreation and Events

- a. Encourage and expand the use of parks for exercise and stress relief regimens for all ages and abilities.
- b. Expand and seek opportunities for collaborations, partnerships and shared services.
- c. Seek grants and sponsorships to support recreation services and events.
- d. Provide healthy outlets for teens and adolescents.
- e. Provide programs and services during a variety of days and times to reach the greatest number of participants.
- f. Provide activities that focus on health, wellness and physical fitness and positive youth development.
- g. Provide recreational activities and programs to meet the diverse needs of the community.

8. Parks and Facilities

- a. Support Farmers' Market, Snell Towar Recreation Center, and Harris Nature Center operations and facility improvements.
- b. Provide diverse amenities in the park system to accommodate citizens' interests and needs.
- c. Provide information and facilities that will encourage self-directed recreation.
- d. Focus capital investment on existing facility renovation and improvement.

9. Volunteerism and Community Engagement

- a. Identify volunteer commitment level (short term vs long term) and create projects to address these groups
- b. Communicate with various methods to maximize amount of volunteer engagement

- c. Encourage passive volunteer efforts by providing information on projects and empowering volunteer leaders (self-directed stewardship)

10. Communication

- a. Maintain production of Family Fun Guide as an effective communication tool.
- b. Develop a marketing plan to be more efficient and effective with various methods of communication.

VIII. Action Program

This section highlights a series of recommended actions that resulted from the process of preparing this Master Plan. The recommended actions are intended to guide the Park Commission and staff when making decisions regarding the priorities for the park and recreation needs of Meridian Township residents, businesses, and visitors for the next five years and beyond.

The action program was developed based upon input gathered from the community survey, public input meetings, township-wide planning efforts, demographic data, land use trends and efforts of adjacent communities. The Capital Improvement Program (CIP), developed by the Park Commission and staff for future park projects, outlines future development projects and their associated costs (Appendix D). Many of the top park or facility additions identified through the process are in alignment with proposed park improvement projects in the CIP.

It is the responsibility of the Department of Parks and Recreation to provide services and programs that meet the needs of residents. The Department must be alert to the population and demographic trends in the Township and adjust accordingly. Meridian Township not only has to be aware of the aging population trend, the large population of college aged residents, but also the active children and families in the community.

It has been demonstrated that the provision of restrooms, multi-purpose trails, open space, greenways, improved Farmers' Market facility, indoor basketball facilities, and athletic fields are important to the residents. The Department must continue to set common goals and form partnerships with other departments and community organizations in order to enhance the quality of life of all residents, businesses, and visitors.

The recommendations and actions are summarized below:

A. Capital Improvement Program

To meet the recommendations and actions, the Park Commission and the Department of Parks and Recreation have identified a series of capital projects for the next six years. These projects will address the needs identified in this Master Plan and are reviewed every year. Additional public input is obtained prior to final planning of each project. Appendix D summarizes the capital projects that are detailed in the 2017-2022 Meridian Township Six Year Capital Improvement Program (CIP). To keep connected to the most recent CIP Plan, visit www.meridian.mi.us.

3. Parks and Facilities Improvement and Maintenance

a. Central Park

The Farmers' Market is located in Central Park, which is also home to some of our most popular athletic fields, paved and unpaved trails, Nokomis Learning Center, and the Meridian Historical Village. Central Park has been called the "Heart of Meridian" and is well-loved and well-used by many residents. In order to continue to meet the recreational needs of the residents, a master plan will be developed to evaluate opportunities for:

- Universal accessibility
- Greater use of water features
- Multi-use trails
- Farmers' Market relocation
- Splash pad
- Restroom building
- Pavilion
- Bridge into Village
- Covered basketball, ice rink, and parking
- Sculpture garden
- Overlook shelter
- Playground
- Outdoor interpretation in the Historical Village and around Nokomis.
- Doggie Playground
- Other outdoor recreation facilities

b. Towner Road Park

A strong need for athletic fields in the northern portion of our community has been identified for a number of years in the Parks and Recreation Master Plan and is supported by the large number of youth participating in sports programs. Plans include:

- Athletic fields for soccer, lacrosse, football, and baseball
- Pavilion and restroom
- Play equipment
- Accessible loop trail
- Interpretive signage
- Parking lot
- Pickleball

c. Legg Park

Plans are being created for the continued development of Meridian Riverfront Park, Legg entrance, 3891 Van Atta Road, Okemos, by designing and implementing a master plan for amenities including:

- Dog park
- Pavilion
- Driveway improvements
- Universally accessible trails

- Trail improvements
 - Habitat improvements
 - Footbridge replacement
- d. **Harris Nature Center**
Enhance the Harris Nature Center by adding indoor and outdoor universally accessible activity space and amenities to meet growing demand, including:
- Pavilion
 - Outdoor restroom building
 - Natural playground
 - River access/launch
 - Outdoor interpretive signage and displays
- e. **North Meridian Road Park**
Improvement plans include:
- Expanded parking
 - Trail improvements and signage
 - Shade structures
 - Landscaping
- f. **Wonch Park Improvements**
Wonch Park is located on Okemos Road and the Red Cedar River within the Okemos DDA District. Implement the Master Plan which includes:
- Stream bank stabilization improvements
 - Fishing dock/canoe launch
 - New restroom facility
 - Landscaping
 - Connector trail to downtown Okemos
 - Wi-Fi connection
- h. **Hillbrook Park**
Future plans include:
- Restroom building
 - Trail improvements and signage
- i. **Marshall Park**
Plans include:
- Accessible loop trail
 - New Playground Equipment
 - Landscaping
- j. **Meridian Riverfront Park**
Meridian Riverfront Park extends along the Red Cedar River for approximately 2.5 miles. Plans include:

- Universally accessible river trail including boardwalk and/or hard surfaces and bridges
- Trail and interpretive signage.

k. Nancy Moore Park

Future plans for Nancy Moore include:

- Addition of a second pavilion
- Accessible playground
- Paved loop trail
- Parking improvements

l. Newton Road Park

Future plans for Newton Road Park include:

- Playground
- Loop path around perimeter

m. Ottawa Hills Park

Future plans include:

- Playground
- Loop path around perimeter

n. Eastgate Park

Future plans for include:

- Pave parking lot

o. Farmers Market Building Relocation

Visiting the Farmers' Market is a very popular activity for residents. For the past forty-three years the market has been held at the pavilion in Central Park near the Town Hall. However, the successful market has outgrown the facility and should be relocated to an area that offers more parking and a larger pavilion for the vendors. Plans have been developed to relocate the Farmers' Market to the Meridian Mall, which lies just south of Central Park. This public/private partnership will utilize existing infrastructure as well as attract new visitors to the mall.

4. Additional Considerations

a. Trails/Pathways

A popular item identified during the public input process was the continued development of multi-purpose trails or pathways in existing parks and pathways that link the parks together. This will provide non-motorized access to parks and recreation facilities to satisfy the needs of pedestrians, bicyclists and joggers, and to facilitate use of natural areas, including the Meridian Riverfront Park. Walking, hiking, and bicycling were identified as some of the most popular leisure activities in the community survey and during other public meetings. Enhancing the trails would also serve

persons with disabilities and bicycle commuters by providing much improved access through the parks. Also a priority is improved trail maintenance, better trail signage and more benches. The Township's non-motorized bicycle/pathway plan typically constructs paths alongside roadways, but there are many opportunities to extend these pathways into the park system to create a large network of trails.

b. Watertrail/River/Fishing Access:

Residents identified the need for safe, clear river access for canoe and kayak navigation. The Watertrail in the Appendix plan identifies opportunities for access sites and signage that will provide a safe and enjoyable paddling experience.

b. Sports Fields and Facilities:

There is a need to upgrade some of the existing sports facilities to ensure the safety and enjoyment of participants and spectators. Facilities should be developed or upgraded to provide a variety of active and passive recreation opportunities. It is also very important for the Parks and Recreation Department to recognize trends and to respond to our residents. Pickleball has recently become very popular and the plan is to develop four courts at Towner Road Park.

d. Land Acquisition and Easement Agreements:

The long-term potential of the Red Cedar River corridor has yet to be realized. Future land acquisitions and easement agreements should be pursued with the goal of eventually providing a pedestrian/bicycle trail system that links the Harris Nature Center to the Bicycle/Pedestrian trail system in Meridian Township. It would also serve as a major attraction for new residents and tourists.

In order to maximize the potential benefits of open space and natural areas, it is necessary that there is increased coordination of efforts between the Land Preservation Advisory Board and the Park Commission. It is important that new developments in Meridian Township also be encouraged to incorporate parks and recreation amenities that complement the efforts of the Department and Park Commission. The benefits of these collaborations will enhance the potential for recreation, conservation and stewardship.

B. Programs and Services

Based on the community survey, respondents were very satisfied with the programs and services being provided by the Department of Parks and Recreation. It is clear that residents value the potential benefits of leisure/free time activities, especially those related to wellness.

The results indicated that residents were appreciative of the Farmers' Market and the other special events/festivals offered by the Department. They also suggested that additional special events and festivals are needed that focus on local culture and history. Focus strategies for the next five years includes:

- Increase activities for families
- Increase activities for toddler and preschoolers during evening and weekends
- Additional programs that serve adolescents and teenagers.
- Because older adults are working longer, offer opportunities for active recreation for them in the evenings and on weekends.
- Foster greater cooperation and collaboration with schools, surrounding governmental units and business.
- Provide additional special events, also events during the week at lunchtime

C. Communication

Effectively reaching our community and keeping them informed is a primary goal and need to be successful.

- Creatively promote all the parks in the park system.
- Meet with park neighbors to discuss stewardship and to identify future development opportunities.
- Continue to publish and distribute the "Family Fun Guide" to all residents in the community annually.
- Continue to utilize the website, Facebook and Twitter to promote programs and activities.
- Continue to utilize HOM-TV to promote parks and recreation programs throughout the community.
- Continue to operate quality programs to take advantage of the least expensive form of promotion – word of mouth.

D. Funding Sources

Various grant opportunities and programs exist that are useful in leveraging funding for projects and property acquisition. A summary of some of the common funding resources for recreation in the state of Michigan include:

- **Michigan Natural Resource Trust Fund (MNRTF)** – Provides funding assistance for the purchase of land (or interest in land) for recreation or protection of land because of its environmental importance or scenic beauty, and the development of

recreation facilities. This assistance is directed at creating and improving outdoor recreational opportunities and providing protection to valuable natural resources. The improvement grants are between \$15,000 and \$300,000 with a required minimum local match of 25%. Acquisition grants vary depending upon the value of property and local match amount; therefore there is not a minimum or maximum amount. This grant is ideal for implementing community park plans and for land acquisition in the future. Applications are due in April and September of each year for acquisition projects and April of each year for development projects.

- **Michigan Recreation Passport** – Provides capital improvement plans and development projects in communities throughout Michigan. Projects must be in public recreation use for the life of the project rather than perpetuity. Indoor recreation facilities and existing park locations are eligible for the grant. The primary focus is on improving and renovating existing parks. The application deadline is April 1st, with a November grant award announcement. Duration of the grant usually run 3 years. Minimum grant request must be \$7,500 with a maximum request of \$75,000 starting in 2017; there is a 25% match by the local municipality or organization. The 25% match can either be cash/credit (for locally assumed costs including labor and equipment) donations of goods and services from non-government entities, cash donations from non-governmental entities or repurposed land.
- **Aquatic Habitat Grant Program** – The Aquatic Habitat Grant Program (AHCP) began in October 2013 and will operate each year that funding is available. A total of approximately \$1,250,000 will be available for the second round of 2014 grand funding from the Game and Fish Protection Fund. The AHCP's purpose is to improve fish and other aquatic organism's populations by protecting intact and rehabilitating degraded aquatic habitat. Grant applications are due in November with award information available in April.
- **Land and Water Conservation Fund (LWCF)** – LWCF provides funding assistance for communities to acquire and develop land for outdoor recreation. The minimum award is \$15,000 and the maximum of \$500,000 with a 50% local match. The eligibility criterion emphasizes preservation of natural resources such as waterways. This grant is ideal for implementing community park plans for land acquisition in the future.
- **Transportation Alternatives Program (TAP)** – TAP is a competitive grant program that funds projects such as non-motorized paths, streetscapes and historic preservation of transportation facilities that enhance Michigan's intermodal transportation system and provide safe alternative transportation options. These investments support place-based economic development by offering transportation choices, promoting walkability and improving the quality of life. The program uses federal transportation funds designed by Congress for these types of activities. TAP grant funding requires matching funds of at least 20 percent of the eligible project cost.

- **Public-Private or Public-Public Partnerships** – Reduced funding at the public and private sector has created a need for various partnerships between public and private entities as well as between two or more public entities, to accommodate specialized large-scale recreation demands.
- **Donations** – Businesses, corporations, private clubs, community organizations and individuals will often contribute to recreation and other improvement programs to benefits the communities in which they are located. Private sector contributions may be in the form of monetary contributions, the donation of land, the provision of volunteer services, or the contribution of equipment or facilities.
- **Private Foundations** - There are various foundations and grant sources with specific criteria. Many can be identified through community foundations and other listings.

Conclusion:

Meridian Township has been successful using a blend of various funding sources to leverage available resources. Each future project should be evaluated against the scope of each project and the limitations and conditions that some grant sources attach.



To: Park Commission
From: LuAnn Maisner CPRP, Director of Parks and Recreation
Date: November 9, 2018
Re: Election of Officers and Appointments for 2019

Chair opens the floor for nominations for Chair.

COMMISSIONER ____ MOVED, TO NOMINATE _____ AS CHAIR. COMMISSIONER _____ SECONDED.

Commissioner _____ accepted the nomination.

Hearing no other nominations, Chair closed the floor for nominations for Chair.

Roll Call Vote:
AYES:
NAYS:

Chair opens the floor for nomination for Vice Chair.

COMMISSIONER ____ MOVED, TO NOMINATE _____ AS VICE CHAIR. COMMISSIONER _____ SECONDED.

Commissioner _____ accepted the nomination.

Hearing no other nominations, Chair closed the floor for nominations for Vice Chair.

Roll Call Vote:
AYES:
NAYS:

Chair opens the floor for nomination for Land Preservation Advisory Board Representative.

COMMISSIONER ____ MOVED, TO NOMINATE _____ AS REPRESENTATIVE TO THE LAND PRESERVATION ADVISORY BOARD. COMMISSIONER _____ SECONDED.

Commissioner _____ accepted the nomination.

Hearing no other nominations, Chair closed the floor for nominations for Representative to the Land Preservation Advisory Board.

Roll Call Vote:
AYES:
NAYS:

Park Commission Meeting
November 13, 2018

4. MINUTES

- a. October 9, 2018 Work Session Minutes
- b. October 9, 2018 Regular Meeting Minutes



CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION WORK SESSION **DRAFT** MINUTES
5151 Marsh Road, Okemos, MI 48864
Town Hall Room

Date, Time: October 9, 2018, 2018; 6 pm

PRESENT: Chair Michael McDonald; Commissioner Annika Schaetzl; Commissioner Mark Stephens; and Commissioner Wisinski

EXCUSED: Commissioner Amanda Lick

STAFF: LuAnn Maisner, Parks and Recreation Department Director

1. CALL WORK SESSION TO ORDER

Chair McDonald called the meeting to order at 6:10 pm.

2. PUBLIC COMMENT

None

3. APPROVAL OF AGENDA

Commissioner Schaetzl moved **TO APPROVE THE AGENDA AS SUBMITTED.** Seconded by Commissioner Wisinski

VOICE VOTE: Motion carried unanimously.

4. MEMORIAL RECOGNITION – JOE PENONNI

Joe Penonni began his volunteer efforts in the parks in 2008 at the Harris Nature Center and Ted Black Woods. As owner of Rapid Tree Removal, he assisted the Township in removing a large number of dead and or diseased trees throughout the park system. Joe recently passed away at age 62 and the Park Commissioners discussed their desire to create a lasting memorial in his honor. Staff will contact his family to obtain a photo of Joe with his dogs with the intent of creating a small memorial area at the entrance to our new upcoming small dog park in Nancy Moore Park.

5. 2019 POTENTIAL GRANT PROJECTS

The Park Commission has been extremely successful in obtaining grant funding for capital improvement projects over the past four years as well as completing a number of non-grant related maintenance and development activities in parks and land preserves.

A. We are in the process of closing the construction contract with Laux Construction for development of Towner Road Park. Site furnishings including benches, tables, bleachers and grills have been ordered and will be assembled and installed this fall or early spring.

- B. The new pavilion at North Meridian Road Park is finally near completion. This is a Michigan Natural Resources Trust Fund Grant that still requires reporting and submission of paperwork for reimbursement to close out the project. We will be expanding the parking lot as well either later this month or first thing in the spring. The project has already been put to bid.
- C. Central Park Master Plan – Design and engineering work is underway for the Gateway Footbridge and Restroom in the Historical Village and the Central Meridian Regional Trail Connector which are all grant funded through the LWCF and MNRTF. We plan to bid this project in January, 2019 construction. We are also in the process of building the small dog area in Nancy Moore Park, expanding parking at Central Park South and planning for the large dog area in Central Park South.
- D. We just sent out request for proposals for consultants for two other grant programs we have committed to that include a composting restroom and pavilion at Harris Nature Center. We will work to be ready to bid by the end of January for 2019 construction. These two projects are funded by the LWCF and MNRTF.
- E. Farmers Market Relocation Plan – Plans are moving forward with the ground breaking ceremony scheduled for Wednesday, October 31 at noon, bidding this winter and construction in 2019.

Staff is recommending and requesting at this time to NOT seek DNR grants for the 2019 cycle in order to focus time and energy in managing and completing the above listed projects. The Commissioners all recognized the large project load and agreed that staff should focus on completing existing projects in 2019.

6. COMMISSIONER COMMENTS

None

7. PUBLIC COMMENT

None

8. ADJOURNMENT OF WORK SESSION

Chair McDonald adjourned the work session at 6:58 pm.



CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR MEETING **DRAFT** MINUTES
5151 Marsh Road
Okemos, MI 48864

Date, Time October 9, 2018; 7 pm

PRESENT: **Chair Michael McDonald; Commissioner Annika Schaetzl; Commissioner Mark Stephens, Commissioner Wisinski**

EXCUSED: **Commissioners Lick**

STAFF: LuAnn Maisner, Parks and Recreation Department Director

1. CALL MEETING TO ORDER

Chair McDonald called the regular meeting to order at 7:01 pm.

2. MOMENT OF SILENCE FOR JOE PENONNI

Director Maisner shared with the Commissioners that Joe Penonni had recently passed away at age 62 from a work related accident. He performed a large number of the volunteer projects for the community with regards to tree trimming, tree removal, and retrieving boulders from Alpena for the Harris Nature Center's new "Bolder Garden" exhibit. Chair McDonald called for a moment of silence to honor Joe Penonni.

3. PUBLIC COMMENT

None

4. APPROVAL OF AGENDA

Commissioner Stephens moved **TO APPROVE THE AGENDA AS SUBMITTED**. Seconded by Commissioner Schaetzl

VOICE VOTE: Motion carried unanimously.

5. PRESENTATION

A. Able Eyes

Megan from Able Eyes explained that her business provides an on-line location to assist people with special needs by placing 360 degree virtual tours of parks and facilities in the community. This provides users an opportunity to view locations prior to actually visiting them. It is just another great tool to expand accessibility of our park system. Clients pay a fee for each facility listing.

6. APPROVAL OF MINUTES

A. July 17, 2018 Work Session Minutes

B. July 17, 2018 Regular Minutes

C. September 11, 2018 Regular Minutes

Commissioner Stephens moved **TO APPROVE THE MINUTES OF JULY 17, 2018 WORK SESSION AND REGULAR MEETING MINUTES AND SEPTEMBER 11, 2018 AS SUBMITTED.**
Seconded by Schaetzl.

VOICE VOTE: Motion carried unanimously.

7. COMMUNICATIONS

None

8. DIRECTOR'S REPORT

- A. Held **kickoff meeting** last week for the Marketplace on the Green project with consultants from KEB's, Inc. The funding is in place to move forward with bidding and construction. A ceremonial **Ground Breaking Ceremony** is scheduled for Wednesday, October 31, 2018 at noon.
- B. Investigating **synthetic ice surfacing** for the new pavilion.
- C. **Deer management** program is underway as of October 1. A total of 8 deer have been harvested.
- D. We are in the process of closing the construction project with Laux Construction for the development of **Towner Road Park**. Site furnishings including benches, tables, bleachers and grills have been ordered and will be assembled and installed this fall or early spring.
- E. The new pavilion at **North Meridian Road Park** is near completion. This is a Michigan Natural Resources Trust Fund Grant that requires reporting and submitting paperwork for reimbursement to close out the project. We will be expanding the **parking lot** as well either later this month or first thing in the spring. The project has already been put to bid.
- F. **Central Park Master Plan** – Design and engineering work is underway for the **Gateway Footbridge and Restroom Project** in the Historical Village; and the **Central Meridian Regional Trail Connector** in Central Park, which have all received grant funding through either the LWCF or MNRTF. We plan to bid these projects in January for 2019 construction. We are also in the process of building the **small dog area** in Nancy Moore Park, **expanding parking at Central Park South** and planning for the large dog area in Central Park South.
- G. We are sending out request for proposals for consultants for two other grant programs we have committed to that include a **composting restroom and pavilion** at Harris Nature Center. We will work to be ready to bid in January for 2019 construction. These two projects are funded by the LWCF and MNRTF.
- H. **Eastgate Parking** lot and Glendale Cemetery roadways were paved in September.
- I. Corey Patrick is our new permanent part-time staff member in charge of running the Farmers' Market and youth programming at Snell Towar Recreation Center
- J. We have over **1,100 children** participating in soccer and flag football this fall.

9. ACTION ITEMS

None

10. DISCUSSION ITEMS

- A. Able Eyes
The Commissioners moved this item to the November 13, 2018 meeting.

11. COMMENTS FROM THE PUBLIC

None

12. OTHER MATTERS AND COMMISSIONERS' COMMENTS

- A. Next Park Commission Meeting: Tuesday, November 13, 2018
- B. Event Calendar:
 - 1. October 13; 3rd Annual Fire Prevention Open House, 10 am – 1 pm; Central Fire Station
 - 2. October 14; Autumn Color Walk at Harris Nature Center; 2 pm
 - 3. October 19; Meridian Cares Benefit Night at Old Chicago; 4-10 pm
 - 4. October 26; Howl at the Moon; Harris Nature Center; 7 pm
 - 5. October 27 Meridian Spooktacular Adventures:
 - A. Halloween Adventures at the Harris Nature Center; 10 am – 5 pm
 - B. HOMTV's Studio Fun House; Municipal Building; 10 am – 1pm
 - C. Meridian Farmers Market; 8 am – 2 pm;
 - D. Meridian Police Department; Public Safety Building; 10 am – 1 pm
 - E. Halloween in the Village; 10 am – 2 pm
- C. Meridian Farmers
 - 1. Summer/Fall Market: Wednesdays, October 31 (last day) and Saturdays October 27 (last day); 8 am – 2 pm
 - 2. Day Before Thanksgiving Market: Wednesday, November 21; 10 am – 2 pm

13. ADJOURNMENT

Chair McDonald adjourned the meeting at 7:50 pm.

14. NEXT MEETING:

The next meeting is scheduled for **Tuesday, November 13, 2018** in the Town Hall Room, Meridian Municipal Building, 5151 Marsh Road, Okemos, MI. Work Session at 6 pm and Regular Meeting at 7 pm.

Park Commission Meeting
November 13, 2018

5. COMMUNICATIONS

- A. Day Before Thanksgiving Farmers' Market
- B. Meridian Winter Activities
- C. Winter Farmers' Market

DAY BEFORE THANKSGIVING FARMERS' MARKET



**CENTRAL PARK PAVILION
5151 MARSH ROAD, OKEMOS**

WEDNESDAY, NOV 21 10 AM - 2 PM

Pick up local and fresh produce before the Thanksgiving Holiday and enjoy the last outdoor Farmers' Market of the year.

Supplemental Nutrition Assistance Program (SNAP) recipients can use their Michigan Bridge Card at the Meridian Township Farmers Market. The market also accepts Double Up Food Bucks, WIC Project FRESH and Senior Project FRESH/Market.

Meridian Township Farmers Market

5151 Marsh Road
Okemos, MI 48864
facebook.com/
meridiantownshipfarmersmarket



Meridian Winter Activities

December

09: Christmas in the Village

Meridian Historical Village

2 PM - 4 PM



January

05: Meridian Swims

Meridian Athletic Club

6 PM - 8:30 PM

25: Meridian Skates

Suburban Ice, East Lansing

8:30 PM - 9:50 PM



26: Winter Wonderland

Harris Nature Center

10 AM

27: Polar Bear 5K Run/Walk

Meridian Municipal Complex

9 AM



February

10: Chinese New Year Celebration

Meridian Mall

1 PM - 3 PM

17: Meridian Ice Fishing Derby

Central Park Pond

9 AM - 12 PM



WINTER FARMERS' MARKET



MERIDIAN MALL
1982 W Grand River
Okemos

 [www.facebook.com/
MeridianTownshipFarmersMarket](http://www.facebook.com/MeridianTownshipFarmersMarket)

SATURDAYS 10 AM - 2 PM

DECEMBER
1 & 15

JANUARY
5 & 19

FEBRUARY
2 & 16

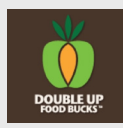
MARCH
2 & 16

APRIL
6 & 20

Come in from the cold to enjoy the Meridian Township Farmers' Market all winter long at the Meridian Mall in the JC Penney Corridor. Approximately 25-30 vendors participate each market day providing a variety of home grown and homemade goods.



SNAP
Supplemental Nutrition Assistance Program (SNAP) recipients can now use their Michigan Bridge Card at the Meridian Township Farmers' Market. The market also accepts Double Up Food Bucks, WIC Project FRESH and Senior Project FRESH/Market FRESH coupons. Many vendors also accept credit cards.



For more information contact the Meridian Township Farmers' Market Manager, Corey Patrick at farmersmarket@meridian.mi.us or call 517.712.2395



A PRIME COMMUNITY
MERIDIAN.MI.US



Park Commission Meeting
November 13, 2018

6. DIRECTOR'S REPORT
 - A. 2018 Work Plan Update



2018 Work Plan PARKS AND RECREATION

LuAnn Maisner, Director

NOVEMBER 1, 2018 (black most recent, **bold red are items in the next 60 days**)

1. **Engineer and bid new footbridge and bathroom building project in Meridian Historical Village**
 - ✓ Completed Grant contracts and associated paperwork.
 - ✓ Drafting Request for Proposals for design and engineering services
 - ✓ Awarded contract for professional services to Wolverine Engineering and Surveyors
 - ✓ In the process of scheduling the kickoff meeting in early June.
 - ✓ Executed contract with Wolverine Engineering and Surveyors
 - ✓ Topographical survey completed
 - ✓ Wetland delineations underway this week by Fishbeck, Thompson, Carr and Huber.
 - ✓ Wetland delineation completed.
 - ✓ New sewer plan was created for the new restroom and all of the Historical Village which redirects all sewage to the east.

FINALIZE DESIGN AND SPECS FOR DNR, AND SITE PLAN REVIEW
PREPARE FOR JANUARY/FEBRUARY BIDDING OF PROJECT

2. **Engineer and bid Central Meridian Regional Trail Connector project**
 - ✓ Completed grant contracts and associated paperwork.
 - ✓ Drafting Request for Proposals for design and engineering services
 - ✓ Awarded contract for professional services to Wolverine Engineering and Surveyors
 - ✓ In the process of scheduling the kickoff meeting in early June.
 - ✓ Topographical survey completed
 - ✓ Wetland delineations underway this week by Fishbeck, Thompson, Carr and Huber
 - ✓ Wetland delineation completed
 - ✓ Trail location has been identified based on wetland delineation

FINALIZE DESIGN AND SPECS FOR DNR AND SITE PLAN APPROVAL
PREPARE FOR JANUARY/FEBRYARY BIDDING OF PROJECT

3. **Construct Dog Park in Nancy Moore Park and Central Park South**
 - ✓ In design phase and will be planned in conjunction with the Central Meridian Trail Connector Project.
 - ✓ Started "Friends of Meridian Dog Park" Facebook page. Currently 70 followers.
 - ✓ Working on fundraising projects (buy a brick) etc.
 - ✓ Community mural for Celebrate Meridian Festival will be for the new Dog Park
 - ✓ Mural completed at Celebrate Meridian
 - ✓ Fence Bid for small dog park awarded
 - ✓ Wetland delineation underway this week by Fishbeck
 - ✓ Wetland delineation completed
 - ✓ Small dog area is slated for Nancy Moore Park

- ✓ Bids received for concrete work and fencing
- ✓ Concrete work completed for small dog area in Nancy Moore Park
- ✓ Sign wording finalized
- INSTALL FENCING FOR SMALL DOG PARK**
- ORDER AND INSTALL RULES SIGN**
- ORDER DOG AGILITY EQUIPMENT**
- RIBBON CUTTING IN DECEMBER**
- ✓ The large dog area is being planned together with the Central Meridian Regional Trail Connector project for 2019 construction.

4. **Engineer and construct phase I of “Marketplace on the Green” at Meridian Mall**

- ✓ Based on conversations with CBL Properties representatives, we should receive a draft Land Lease this week for preliminary review.
- ✓ Work continues with seeking additional funds for construction.
- ✓ Once the Land Lease agreement is executed, a Request for Proposals will be issued for design and engineering.
- ✓ Phase I construction targeted for late summer
- ✓ Still in the process of securing control of the land via donation vs land lease.
- ✓ Secured \$25,000 – maybe \$35,000 for playground area from the Haslett-Okemos Kiwanis Club.
- ✓ The project is behind schedule based on identifying an agreeable site control option. It has now been determined that a property trade will be initiated if approved by Township Board.
- ✓ Met with David Neuhoff from CBL Properties to discuss details for moving forward.
- ✓ Efforts are being made to begin preliminary construction later this fall.
- ✓ The contract for engineering services was awarded to Kebs, Inc. in October with the kickoff meeting conducted on October 4.
- ✓ Staff met with pavilion and prefab restroom manufacturers to discuss the project to help kick off the design process.
- EXECUTE LAND TRANSFER AGREEMENT**
- FINALIZE PROJECT DESIGN**
- DRAFT BID DOCUMENTS FOR REVIEW**
- SUBMIT APPLICATION FOR CPUD FOR FARMERS MARKET PROJECT**
- CONTINUE FUNDRAISING EFFORTS THROUGH MEDC/PATRONICITY AND REALTORS ASSOCIATION**

5. **Complete construction of Towner Road Park**

- ✓ In process scheduled for June 1, 2018 completion
- ✓ Work continues toward completion of the park. There have been a total of 10 rain days this spring which has delayed work. I receive daily progress reports from the contractor.
- ✓ Construction of the park was completed on July 12, 2018. Staff is currently working on installation of entry gates and new concrete baseball bollards and ordering new picnic tables, bleachers and benches. The park will open once the access gates are installed. Athletic fields are closed until spring.
- ✓ A special event is scheduled at the park on Sunday, September 9 – Kickball fundraiser for Will Goodale.

- ✓ Official Ribbon Cutting took place on Saturday, September 8 together with the first annual Will Goodale Kickball Tournament. The event was attended by approximately 250 people.
- ✓ Site furnishings were ordered and received
- ✓ **ASSEMBLE AND INSTALL SITE FURNISHINGS**
- ✓ **PLANT 25 TREES RECEIVED THROUGH CONSUMERS ENERGY TREE GRANT PROGRAM**

6. Expand parking lot at North Meridian Road Park

- **THIS PROJECT WAS NOT COMPLETED IN 2018. WILL BE DONE IN SPRING OF 2019**

7. Repave Eastgate Park

- **PROJECT COMPLETED**

8. Complete design and installation of trailhead and directional signage in parks

- ✓ Trailhead signs and directional signs were designed, ordered and installed at Ted Black Woods Park last fall.
- ✓ 17 trailhead signs and multiple directional signs for 8 other parks are here and will be installed as soon as weather permits this spring.
- ✓ More signs will be designed, ordered and installed this year for five more parks to complete the project.
- ✓ **New signs were also installed at Hartrick Park, Forest Hills Park, Brattin Woods, North Meridian Road Park.**
- ✓ **Work on installation has continued with new signs added at Tacoma Hills Park, Sander Farm Preserved Natural Area, Wonch Park, Towner Road Park and Eastgate Park.**

9. Purchase and install new park signs utilizing new township logo

- ✓ Working with Sign Committee. No progress on this project.
SEEK PRICING FOR CAST IRON OR PLASTIC PLAQUES TO ATTACH TO EXISTING PARK SIGNS
PLACE ORDER FOR PLAQUES

10. Complete pathway bridge replacements and pathway repairs that are funded through the Ingham County Parks and Trails Millage

- ✓ This project is being managed by the Engineering Department

11. Construct patio/courtyard improvements at the Meridian Senior Center

- ✓ This project will consist of outdoor seating and landscaping. No final plans yet.
- ✓ Coordinating with the Sr. Center Advisory Board and staff.
- ✓ **Finalizing site furnishings with Sr. Center Staff.**
- ✓ **Trees are ordered and will be planted in the fall**
- ✓ **Site furnishings have not yet been determined**
- ✓ The loop path paving project was awarded to McKearney Asphalt and is scheduled for October completion
PAVING WAS AWARDED TO MCKEARNEY ASPHALT BUT NOT DONE. MOVED TO SPRING.
PLANT TREES
ORDER AWNING

12. Successfully plan and implement the 2018 Celebrate Meridian event as well as other special events throughout the year.

- ✓ January 28, 2018 - Polar Bear 5K – 217 participants
- ✓ Youth Ice Fishing Derby – February 17, 2018 - 50 Participants
- ✓ February 18, 2018 – Chinese New Year Celebration Approximately 1,200 visitors
- ✓ April 28th – National Arbor Day Celebration in Towar Woods Land Preserve. 50 participants planted 300 trees.
- ✓ Love A Park Day was held on May 19th with 40 participants who conducted spring cleaning activities in four Meridian Township Parks.
- ✓ May 30, 2018- Senior Health and Fitness Day Event – this event was held at Wonch Park and included food, jazzercise, fitness zone instruction, reflexology, MSUFCU, Michigan Senior Olympics, Playmakers walking clinic, Ingham County Medical Care Facility, American Fitness. A total of 98 people attended
- ✓ Summer youth fishing derby took place on June 8 with 30 participants despite the rainy weather.
- ✓ June 30, 2018 Celebrate Meridian Festival – Planning is complete for the day-long event that will include a car show, Farmers’ Market, Food Truck Rally, pet adoption, live music, Heritage Festival in the Village, Children’s Activity Area, Beer and Wine Tent, business booths, and fireworks!
- ✓ Celebrate Meridian Festival took place on June 30 with all the above activities. Very successful but hot temperatures kept people away in the afternoon but they came out in full-force in the evening. Estimated 15,000 in attendance.
- ✓ September 8-9 : Blue and Grey event in the Historical Village included an entire weekend of civil war encampments and skirmishes by the 7th Michigan Volunteer Infantry, Co. B and 102nd Regiment U.S. Colored Troops.
- ✓ Halloween Adventures event took place on Saturday, October 27 at the Harris Nature Center with 750 people in attendance, the Historical Village and Farmers’ Market.

CHRISTMAS IN THE VILLAGE – DECEMBER 9

13. Continue implementation of the Deer Management Program (8TH YEAR)

- ✓ The 2017 program ended on January 1, 2018 with a total of 80 deer harvested.
- ✓ Volunteer hunters – 66
- ✓ Number of Properties hunted- 30
- ✓ Updated hunter application and will be reaching out to program participants in August. The program kicks-off October 1, 2018.
- ✓ Conducted application process
- ✓ Conducted orientation, training, skills testing, and equipment check at Demmer Center.
- ✓ 79 hunters on 39 properties (2,329-acres).
- ✓ Archery season October 1-January 1
- ✓ GOAL COMPLETED

PROVIDE FINAL REPORT

14. Continue implementation of recreation programs for youth, adults and seniors

- ✓ Kindergarten Basketball clinic 53
- ✓ 1st grade basketball clinic 74
- ✓ Meridian Swims 100
- ✓ Meridian Skates 250+
- ✓ 2nd grade basketball 54
- ✓ 3rd grade basketball 58

- ✓ 4th-5th grade basketball 45
- ✓ Williamston k-3rd Basketball - 150
- ✓ Sporties at Michigan Athletic Club 39 kids
- ✓ Senior Exercise Program at Mall – Monday, Wednesday and Fridays 50 per day participants
- ✓ Meridian Senior Center- multiple organized programs daily Monday – Friday. Lunches on Tuesday and Thursdays.
- ✓ Spring Youth Soccer – 560 players
- ✓ Youth Baseball, Softball, Teeball – 575 players
- ✓ Adult Softball Leagues – 20 Teams 385 players
- ✓ Adult Sand Volleyball Leagues – 20 teams for Spring season. Accepting summer registrations currently.
- ✓ Adult Kickball Leagues – 7 teams in Spring. Accepting summer registrations currently
- ✓ Sporties for Shorties – no classes in April or May. Nine full classes in June and July (180 kids).
- ✓ HNC Summer Camps – (June/July) 45 camps with 273 participants
- ✓ Adult Sand Volleyball(summer)
- ✓ Adult Kickball (summer)
- ✓ Sporties for Shorties (June/July)
- ✓ Rec on the Move (June/July)
- ✓ Pickleball open play and clinics at Hillbrook Park
- ✓ Sporties for Shorties June-October 17 classes 340 participants
- ✓ Kickball leagues Summer 14 teams 170+ participants
- ✓ Sand Volleyball Summer 15 teams 75 participants
- ✓ Fall Soccer 692 participants 72 teams
- ✓ Flag Football 350 participants 40 teams

ACCEPT WINTER BASKETBALL REGISTRATIONS FOR WILLIAMSTON AND HASLETT AND ORGANIZE TEAMS, COACHES, LEAGUES, AND OFFICIALS

15. Investigate new software and web-based options to improve cemetery services

- ✓ Collaborating with IT Department and Clerk's Office
- ✓ Received presentations from Pontem and BS&A
- ✓ Bids are due on June 15.
- ✓ Bids were received and reviewed. Staff is recommending Pontem
- ✓ Although not a budgeted item in 2018, staff will be requesting a budget amendment for implementation in 2018 in the amount of 18,000.
- ✓ GOAL COMPLETED

SUBMIT FIRST QUARTER BUDGET AMENDMENT TO FUND SOFTWARE PROGRAM FROM PONTEM IN THE AMOUNT OF \$18,500

PARK COMMISSION
November 13, 2018

7. ACTION ITEMS:

- A. 2019 Meeting Calendar Resolution
- B. Professional Services Agreement – HNC Restroom Pavilion
- C. Election of Officers and Appointments for 2019

**Park Commission Meeting Dates
2019 Meeting Schedule**

RESOLUTION

At a regular meeting of the Park Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Service Center, in said Township on the 13th day of November, 2017, at 7:00 p.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the Park Commission desires to announce the time, date, and place of all meetings of the Commission; and

WHEREAS, the Park Commission deems the 2019 regular meeting schedule sufficient to uphold the Township Board's Policies and Procedures, and advancement toward the Board's Global Ends; and

NOW, THEREFORE, BE IT RESOLVED by the Park Commission of the Charter Township of Meridian, Ingham County, Michigan, that the Park Commission adopts its regular 2019 meeting schedule as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 8*	Town Hall Room	<u>Joint Meeting with Township Board at 6 pm</u>
January 22**	Town Hall Room	6 pm work session/7 pm regular mtg
February 12	Town Hall Room	6 pm work session/7 pm regular mtg
March 12	Town Hall Room	6 pm work session/7 pm regular mtg
April 9	Town Hall Room	6 pm work session/7 pm regular mtg
May 14	Town Hall Room	6 pm work session/7 pm regular mtg
June 11	Town Hall Room	6 pm work session/7 pm regular mtg
July 9	Town Hall Room	6 pm work session/7 pm regular mtg
August 13	Town Hall Room	6 pm work session/7 pm regular mtg
September 10	Town Hall Room	6 pm work session/7 pm regular mtg
October 8	Town Hall Room	6 pm work session/7 pm regular mtg
November 12	Town Hall Room	6 pm work session/7 pm regular mtg
December 10***	<u>Service Center</u>	6 pm work session/7 pm regular mtg

2. The Park Commission has set a schedule to meet on the second Tuesday of the month; except in January, when it will meet on the fourth Tuesday.

- 3. Each of the above meetings shall be held in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, Michigan, (517) 853-4000, with the exception of December meeting, when the Commission shall meet at the Meridian Township Service Center, 2100 Gaylord C. Smith Court, Haslett, MI 48840 (517) 853-4600.
- 4. If the meeting location is in the Town Hall Room, the Park Commission meeting shall consist of a non-televised work session at 6 pm and the televised regular meeting at 7 pm. If the meeting location is other than the Town Hall Room, the non-televised meeting will consist of a non-televised work session at 6 pm and a regular meeting at 7 pm unless a work session is not required and therefore the regular meeting will begin at 6 pm.
- 5. Special meetings of the Park Commission may be called pursuant to the statute thereto appertaining.
- 6. Regular meetings may be canceled, recessed or postponed by members of the Park Commission pursuant to the statute thereto appertaining.
- 7. A summary of this resolution stating date, place, and time shall be published in a newspaper of general circulation in the Township, and a copy of this resolution shall be posted in the Meridian Municipal Building.

ADOPTED:
YEAS:
NAYS:

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified Acting Chairperson of the Park Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Park Commission held on the 13th day of November, 2017.

Chair
Meridian Township Park Commission

**Park Commission Meeting Dates
2019 Meeting Schedule**

RESOLUTION

At a regular meeting of the Park Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Service Center, in said Township on the 13th day of November, 2017, at 7:00 p.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the Park Commission desires to announce the time, date, and place of all meetings of the Commission; and

WHEREAS, the Park Commission deems the 2019 regular meeting schedule sufficient to uphold the Township Board's Policies and Procedures, and advancement toward the Board's Global Ends; and

NOW, THEREFORE, BE IT RESOLVED by the Park Commission of the Charter Township of Meridian, Ingham County, Michigan, that the Park Commission adopts its regular 2019 meeting schedule as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 8*	Town Hall Room	<u>Joint Meeting with Township Board at 6 pm</u>
January 22**	Town Hall Room	6 pm regular meeting
February 12	Town Hall Room	6 pm regular meeting
March 12	Town Hall Room	6 pm regular meeting
April 9	Town Hall Room	6 pm regular meeting
May 14	Town Hall Room	6 pm regular meeting
June 11	Town Hall Room	6 pm regular meeting
July 9	Town Hall Room	6 pm regular meeting
August 13	Town Hall Room	6 pm regular meeting
September 10	Town Hall Room	6 pm regular meeting
October 8	Town Hall Room	6 pm regular meeting
November 12	Town Hall Room	6 pm regular meeting
December 10***	<u>Service Center</u>	6 pm regular meeting

- The Park Commission has set a schedule to meet on the second Tuesday of the month; except in January, when it will meet on the fourth Tuesday.

- 3. Each of the above meetings shall be held in the Town Hall Room of the Meridian Municipal Building, 5151 Marsh Road, Okemos, Michigan, (517) 853-4000, with the exception of December meeting, when the Commission shall meet at the Meridian Township Service Center, 2100 Gaylord C. Smith Court, Haslett, MI 48840 (517) 853-4600.
- 4. If the meeting location is in the Town Hall Room, the Park Commission meeting shall consist of a televised regular meeting at 6 pm. If the meeting location is other than the Town Hall Room, the regular meeting will begin at 6 pm unless a work session required.
- 5. Work Sessions and Special Meetings of the Park Commission may be called pursuant to the statute thereto appertaining.
- 6. Regular meetings may be canceled, recessed or postponed by members of the Park Commission pursuant to the statute thereto appertaining.
- 7. A summary of this resolution stating date, place, and time shall be published in a newspaper of general circulation in the Township, and a copy of this resolution shall be posted in the Meridian Municipal Building.

ADOPTED:
YEAS:
NAYS:

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

I, the undersigned, the duly qualified Acting Chairperson of the Park Commission of the Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Park Commission held on the 13th day of November 2017.

Chair
Meridian Township Park Commission



To: Park Commission
From: LuAnn Maisner, Director of Parks and Recreation
Date: November 8, 2018
Re: Harris Nature Center Development Projects
Summary of Consultant Selection

We are pleased to provide the final bid results and recommendation for the design engineer of the Harris Nature Center projects, which include an outdoor pavilion and outdoor waterless restroom. Construction is anticipated to begin in May, 2019.

The scope items of these projects includes:

- A pre-fabricated restroom/storage building consisting of two-unisex composting bathrooms
- Drinking fountain
- Picnic Pavilion approximately (24x44)
- Interpretive signs with bird sounds
- Accessible tables and grill
- Concrete sidewalks
- Site utilities shall include electric service and water

Three companies submitted bids:

- | | |
|--------------------------|----------|
| 1. Viridis Design Group | \$25,300 |
| 2. Wolverine Engineering | \$32,440 |
| 3. Midwest Consulting | \$38,800 |

Staff has evaluated the proposals and conducted a post bid interview with the low bidder, Viridis Design Group. Our recommendation is to award the bid to Viridis Design Group.

The following motion is offered:

MOVE TO APPROVE THE BID FROM VIRIDIS DESIGN GROUP IN THE AMOUNT OF \$25,300.00 FOR THE PURPOSE OF PROVIDING PROFESSIONAL SERVICES FOR THE HARRIS NATURE CENTER DEVELOPMENT PROJECTS, WHICH INCLUDE: A PRE-FABRICATED RESTROOM WITH TWO UNISEX COMPOSTING BATHROOMS; DRINKING FOUNTAIN; PICNIC PAVILION; INTERPRETIVE SIGN; ACCESSIBLE TABLES AND GRILL; CONCRETE SIDEWALKS; AND SITE UTILITIES, PARKING, A RESTROOM BUILDING, PAVILION, LOOPED PATHWAY, AND TO UTILIZE PARK MILLAGE FUNDS FOR THE TOTAL PROJECT COST IN THE AMOUNT OF \$225,000.00

Roll Call Vote



To: Park Commission
From: LuAnn Maisner CPRP, Director of Parks and Recreation
Date: November 9, 2018
Re: Election of Officers and Appointments for 2019

Chair opens the floor for nominations for Chair.

COMMISSIONER ____ MOVED, TO NOMINATE _____ AS CHAIR. COMMISSIONER _____ SECONDED.

Commissioner _____ accepted the nomination.

Hearing no other nominations, Chair closed the floor for nominations for Chair.

Roll Call Vote:
AYES:
NAYS:

Chair opens the floor for nomination for Vice Chair.

COMMISSIONER ____ MOVED, TO NOMINATE _____ AS VICE CHAIR. COMMISSIONER _____ SECONDED.

Commissioner _____ accepted the nomination.

Hearing no other nominations, Chair closed the floor for nominations for Vice Chair.

Roll Call Vote:
AYES:
NAYS:

Chair opens the floor for nomination for Land Preservation Advisory Board Representative.

COMMISSIONER ____ MOVED, TO NOMINATE _____ AS REPRESENTATIVE TO THE LAND PRESERVATION ADVISORY BOARD. COMMISSIONER _____ SECONDED.

Commissioner _____ accepted the nomination.

Hearing no other nominations, Chair closed the floor for nominations for Representative to the Land Preservation Advisory Board.

Roll Call Vote:
AYES:
NAYS:



To: Park Commission
From: LuAnn Maisner CPRP, Director of Parks and Recreation
Date: November 9, 2018
Re: Proposed Motion for Closed Session

The following motion is proposed for Commission consideration:

MOVE THAT THE PARK COMMISSION GO INTO A CLOSED SESSION TO DISCUSS LAND ACQUISITION OPTIONS.