



**CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION
TUESDAY MAY 10, 2016
TOWN HALL ROOM**



REGULAR MEETING – 6 PM

- 1. Call Meeting to Order**
- 2. Presentations – Friends of the Park Volunteer Recognition BBQ**
(Central Park Pavilion weather permitting)
- 3. Approval of Agenda**
- 4. Public Comment**
- 5. Commissioner Reports and Comments**
- 6. Approval of Minutes** (blue)
 - a. April 12, 2016 Work Session Meeting Minutes
 - b. April 12, 2016 Regular Minutes
- 7. New Business** (pink)
PUBLIC COMMENT
 - a. Barnes House Addition-Friends of Historic Meridian
- 8. Final Comments**
- 9. Public Remarks**
- 10. Adjournment**

CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION WORK SESSION
TUESDAY, APRIL 12, 2016

PRESENT: Commissioners Deschaine, McDonald, Stephens

ABSENT: Commissioner Jaramillo, Wilson

STAFF: Parks and Recreation Director LuAnn Maisner, Administrative Assistant II Robin Faust

OTHERS: Jane Rose, Historical Village Executive Director, Friends of Historic Meridian Board Members: Elaine Cowan, Brad Brogan, Linda Brogan, John Grettenberger

1. Call Meeting to Order

Todd Wilson reported that due to residency requirements, he is unable to continue serving on the Park Commission.

Acting Chair McDonald called the work session to order at 6:19 pm.

2. Approval of Agenda

Hearing no objections, Acting Chair McDonald accepted the agenda as presented.

3. Towner Road Park Development

Director Maisner distributed an opinion on construction costs and stated after speaking with staff from the Community Planning and Development and Public Safety, she is recommending moving the following items to Phase II development:

- No changes to the Site Preparation
- No changes to the East Parking Lot
- Delay West Parking Lot construction to Phase II
- No change to Soccer fields
- Under Baseball Fields, remove
 - ✓ Bleachers
 - ✓ Bull pen
- Under Site Improvements, remove
 - ✓ Concrete around pavilion
 - ✓ 8' asphalt walking path
 - ✓ Pickleball courts (possible grant item)
 - ✓ Octagonal pavilion (possible grant item)
 - ✓ Concession building (keep as restroom/storage building)
 - ✓ Flag pole
 - ✓ Boardwalk

New Subtotal	\$1,694,633
10% contingency	\$ 169,463
Contractor conditions	\$ 84,732
Total Construction	\$1,948,828

The entire plan has been submitted to the Planning Department with the site plan receiving approval with numerous conditions. Permits will be required for site grading, erosion control, and wetland use. A variance for work in the wetland fringe will be needed as well. Staff is moving forward with obtaining all necessary documents and preparing the project for bidding later this summer.

4. Friend of the Park Volunteer Recognition Ceremony- Planning

Director Maisner reviewed the draft list of volunteers to be recognized for work in 2015. The date proposed for the annual BBQ is May 10 during the regular meeting and will be held in the Central Park pavilion. Staff will arrange for the food. Once again, a tree will be planted tree in the Historical Village along with a plaque recognizing the 2015 volunteers.

5. Barnes House Addition – Friends of Historic Meridian

Director Maisner stated the Friends of Historic Meridian are asking for approval to add a 20'x24' addition to the south side of the Barnes House to serve as an office and renovate the existing restrooms to make handicap accessible. The Friends of Historic Meridian will be raising the funds for the proposed project with an estimated cost of \$100,000. An anonymous contributor has pledged to match what is raised up to \$50,000. The Friends of Historic Meridian are a dedicated group of volunteers and partners of the Park Commission who host numerous school groups and special events, and provide maintenance to the eight structures in the Village and participate in community-wide events.

- The Friends are asking for a contribution toward the project. They are working with a local architect and local builder
- The project will follow Township processes and reviews

Village Executive Director Jane Rose distributed the outline for the proposed addition to the Barnes House including the sketch of the addition. Historically, the Barnes House was built in late 1800's and was the first wood frame house in the Township. This structure had an addition on it in the same location as is being proposed. A total of \$15,000 has been raised toward the project so far and they hope to break ground in June. The proposed amount of donation is \$30,000.

6. Comments

None

7. Adjournment

Hearing no objections, Acting Chair McDonald adjourned the meeting at 7 pm.

CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR MEETING MINUTES
TUESDAY, APRIL 12, 2016

PRESENT: Commissioners Deschaine, Jaramillo, McDonald, Stephens

ABSENT: Commissioner Wilson

STAFF: Parks and Recreation Director LuAnn Maisner, Administrative Assistant II Robin Faust

OTHERS: Jane Rose, Historical Village Executive Director, Friends of Historic Meridian Board Members: Elaine Cowan, Brad Brogren, Linda Brogren, John Grettenberger

1. Call Meeting to Order

Acting Chair McDonald called the meeting to order at 7:06 pm.

2. Approval of Agenda

COMMISSIONER STEPHENS MOVED, COMMISSIONER DESCHAINE SECONDED, TO APPROVE THE AGENDA. Voice vote. Motion passed.

3. Presentations

a. Historical Village Barnes House Addition

Village Executive Director Jane Rose presented the following:

- The Village is visited by schools from Brighton to Portland, is a mid-Michigan attraction and visited by over 3,000 students a year,
- The Village is a partner of the Parks and Recreation Department and participates in community events such as Celebrate Meridian, Heritage Festival and Christmas in the Village
- Have grown from one to two staff members
- For many years, used a one room office space and sharing the small office space is difficult, having to stagger office time; issues with heating and the restroom facilities are in another building
- The Barnes House is the first frame house built in Okemos, has a restroom, kitchen and workshop in the basement but the access is dangerous
- Proposing a 20'x24' addition to the south side of the Barnes House and will keep in the historical period for a total project cost of approximately \$102,000
- Historically the Barnes House had an eating area addition added in the late 19th century when it was an Inn and Tavern
- Working with a local architect and contractor
- The proposed addition will allow for two office spaces, handicap accessibility for the restroom, improve access into the basement

- An anonymous contributor has pledged to match what is raised up to \$50,000; if anyone would like to contribute, visit www.meridianhistoricalvillage.org
- The Village partners with the Township, Garden Club and local schools on many projects
- the Barnes House is on park property and the Park Commission's approval of the project is being requested

COMMISSIONER STEPHENS MOVED, COMMISSIONER DESCHAIINE SECONDED, TO MOVE AGENDA NEW BUSINESS ITEM 9A, BARNES HOUSE ADDITION FORWARD ON THE AGENDA. Voice vote. Motion passed.

COMMISSIONER STEPHENS MOVED, COMMISSIONER DESCHAIINE SECONDED, TO APPROVE THE REQUEST FROM THE FRIENDS OF HISTORIC MERIDIAN TO BUILD AN ADDITION TO THE BARNES HOUSE IN THE ESTMATED AMOUNT OF \$100,000 AND TO CONTRIBUTE A TOTAL OF \$30,000 TOWARD THE FUNDRAISING EFFORT. THE FHM MUST OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWNSHIP'S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.

Discussion:

- would like to see the proposed budget for this year's and next year's projects before approving the contribution to the project; suggested addressing the contribution at a future Commission meeting
- need to approve project to allow the Friends of Historic Meridian to continue the proposed project

COMMISSIONER STEPHENS MOVED, BOARD MEMBER DESCHAIINE SECONDED TO WITHDRAW THE MOTION. Voice vote. Motion passed

COMMISSIONER STEPHENS MOVED, COMMISSIONER JARAMILLO SECONDED, TO APPROVE THE REQUEST FROM THE FRIENDS OF HISTORIC MERIDIAN TO BUILD AN ADDITION TO THE BARNES HOUSE IN THE ESTMATED AMOUNT OF \$100,000. THE FHM MUST OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE TOWNSHIP'S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT. Voice vote. Motion passed.

4. Public Comment

None

5. Commissioner Reports and Comments

Commissioner Stephens reported in April and May school groups will be releasing salmon at the Harris Nature Center, Legg Park and Ferguson Park. This is the 50th Anniversary of stocking salmon in the Great Lakes. Dr. Howard

Tanner, Okemos resident who is 92, added this activity as a State program and will be part of the catch, clean and cook fishing event at the Central Park pond on June 14.

Commissioner Deschaine reported on the 2nd annual Love a Park / Earth Day clean up event on Saturday, April 23 from 9 am to noon at various parks throughout the Township. If an individual or group would like to participate, they may do so on April 23, or on the alternative date of May 21 or a date of their choosing. Last year, 30 volunteers put in 50 hours in our parks. Acting Chair McDonald will be at North Meridian Road Park, Commissioner Deschaine will be at Orlando Park and Commissioner Stephens will be at Hillbrook Park.

6. Approval of Minutes

- a. March 8, 2016 Work Session Meeting Minutes
- b. March 8, 2016 Regular Minutes

BOARD MEMBER DESCHAIINE MOVED, ACTING CHAIR MCDONALD SECONDED, TO APPROVE THE MARCH 8, 2016 MINUTES AS SUBMITTED. Voice vote. Motion passed.

7. Communications

The following items of communication were distributed:

Grant applications and letters of support for:

- a. Central Park Restroom Facility and Gateway Footbridge
 - Friends of Historic Meridian, Bradley B Brogren, President
 - Meridian Garden Club, Madeline Masterson, President
- b. Central Meridian Regional Trail Connector
 - Meridian Garden Club, Madeline Masterson, President
 - Layne Cameron

COMMISSIONER STEPHENS MOVED, COMMISSIONER DESCHAIINE SECONDED, TO ACCEPT AND PLACE THE ITEMS OF COMMUNICATION ON FILE. Voice vote. Motion passed.

8. Director's Report

Director Maisner offered the following report:

- Pavilion in Wonch Park – Nearly complete
- Drinking Fountain in Wonch Park – installed this week
- Outdoor Exercise Equipment in Wonch Park – June installation
- Dugout Enclosures and Cover in Hartrick Park – by mid- May
- Play Equipment install at Orlando Park – this week including Clifford the Big Red Dog and a story trail; watch upcoming Meridian Monitor for details
- Towner Road Park – Planning for implementation

- Grant applications for Central Meridian Regional Trail Connector Project – submitted
- Grant Application for Gateway Bridge and Restroom in Central Park/Historical Village – Submitted
- Hillbrook Play Equipment – Selection now and install in June or July
- CIP 2017-2022 – Complete for action tonight
- Summer maintenance staff hired
- Fields are prepped for youth soccer, baseball and lacrosse
- Restrooms will be opened in a week or two depending on temperatures
- Celebrate Meridian event on June 10-12 include a 5K race on Friday evening, June 10 starting at Studio C, the event sponsor, through Central Park/Nancy Moore Park; events in downtown Okemos on Saturday, June 11 with arts and crafts, children activity area, dancers music, beer and wine tent and expanded to include a community mural, a business expo and pet adoption areas; plans are underway for a multi-cultural outdoor service on Sunday; although access will be restricted due to the bridge construction, there is parking at Okemos Community Church and valet bicycle parking on the site.

9. New Business (pink)

PUBLIC COMMENT

a. Barnes House Addition-Friends of Historic Meridian

This item was moved forward on the agenda.

b. CIP 2017-2022

Director Maisner reported the projects were discussed at the December, January, and February Park Commission meetings and this six-year plan is used during the May and June budget process. A majority of the funds for 2016 and 2017 have been dedicated to the development of Towner Road Park.

COMMISSIONER STEPHENS MOVED, COMMISSIONER DESCHAINE SECONDED, TO APPROVE THE CIP PROJECTS FOR 2017-2022.

Discussion:

- This document is reviewed yearly and is projected planning for six years
- Need to include trail development especially the north/south link between Service Center on eastside of Okemos Road (this proposed pathway project is being discussed as a part of the Ingham County Trail Millage process)

Voice vote. Motion passed.

c. Friends of the Parks Volunteer Recognition Ceremony – Set Date

Director Maisner reported the Commission will be hosting their annual Friends of the Park Recognition Ceremony on May 10. We will be recognizing over 100 volunteers for their efforts in 2015. Everyone is welcome to attend.

10. Other Business

PUBLIC COMMENT

a. None

11. Discussion Items

PUBLIC COMMENT

a. None

12. Final Comments

None

13. Announcements

- a. Next Regular Meeting Date: Tuesday, May 10, 2016, Town Hall Room
- b. Winter Farmers' Market – J C Penney Corridor, Meridian Mall, April 16, 10am-2pm
- c. Love a Park Day – Saturday, April 23, 9 am – 12 Noon
- d. Outdoor Spring Farmers' Market Opening Day! – Saturday, May 7, 8am-2pm
- e. Meridian Garden Club Annual Plant Sale - Friday, May 20, 9am – 2pm, Central Park Pavilion
- f. Harris Nature Center Native Plants Day and Sale – Saturday, May 7, 9 am – 1 pm
- g. Celebrate Meridian – Saturday, June 11

14. Public Remarks

None

15. Closed Session

COMMISSIONER JARAMILLO MOVED, COMMISSIONER STEPHENS SECONDED TO MOVE INTO CLOSED SESSION.

Roll Call:

AYES: Melanie Jaramillo, Michael McDonald, Philip Deschaine, Mark Stephens

NAYS: None

The Commission entered into closed session at 8:17 pm.

COMMISSIONER DESCHAIINE MOVED, ACTING CHAIR MCDONALD
SECONDED TO RETURN TO OPEN SESSION

Roll Call:

AYES: Melanie Jaramillo, Michael McDonald, Philip Deschaine, Mark
Stephens

NAYS: None

The Commission returned to open session at 8:40 pm.

16. Adjournment

COMMISSIONER STEPHENS MOVED, COMMISSIONER DESCHAIINE
SECONDED, TO ADJOURN THE MEETING.

The meeting adjourned at 8:43 pm.

MEMORANDUM

TO: Park Commission

FROM: LuAnn Maisner
LuAnn Maisner, CPRP
Director of Parks and Recreation

RE: Barnes House Addition

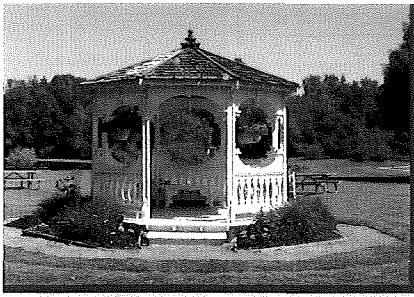
DATE: May 5, 2016

The Friends of Historic Meridian are a volunteer organization who maintain and offer programs in the Meridian Historical Village. The organization has two full-time staff to manage and schedule activities. The FHM Board is proposing to add a 20'X24' addition to the south side of the Barnes House to serve as an office as well as renovate the existing restroom to make handicap accessible.

They are raising funds for the project currently and have approximately \$10,000. An anonymous contributor has pledged to match what is raised up to \$50,000. The total project cost is estimated at \$100,000.

Motion of Consideration

MOVE TO APPROVE THE REQUEST FROM THE FRIENDS OF HISTORIC MERIDIAN FOR A FINANCIAL CONTRIBUTION IN THE AMOUNT OF \$40,000 TO CONSTRUCT AN ADDITION TO THE BARNES HOUSE; HANDICAP ACCESSIBILITY IMPROVEMENTS TO THE EXISTING RESTROOM; AND BASEMENT ACCESS IMPROVEMENTS AT THE BARNES HOUSE IN THE ESTIMATED AMOUNT OF \$100,000. THE FHM MUST OBTAIN ALL REMAINING FUNDING, NECESSARY PERMITS AND APPROVALS FROM THE TOWNSHIP'S PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT.



Meridian Historical Village

Operated by the Friends of Historic Meridian

P.O. Box 155
Okemos, MI 48805-0155
Phone/Fax: 517-347-7300
Web: www.meridianhistoricalvillage.org
Email: meridianhistoricalvillage@gmail.com

May 4, 2016

Board of Directors

Brad Brogren
President

John Grettenberger, Sr.
Vice President

Elizabeth Evangelista
Treasurer

Mary Austin
Secretary

Brad Brogren
Linda Brogren
Norval Burgett
Elaine Cowen
Roberta DuByne
Mary Rhodes
Renee Tierney

Staff

Jane Rose
Executive Director

Melissa Andresen
Administrative Assistant

Kimberly Moore
Wedding Coordinator

2016 Events

Apr. 17
Spring Lecture Series

June 4
Be a Tourist in Your Own Town

June 11
Celebrate Meridian

August 1 - 5
Turning Back the Pages
Summer Camp

Sept. 10
Meridian Heritage Festival

Sept. 18
Fall Lecture Series

Oct. 16
Fall Lecture Series

Nov. 20
Annual Meeting

Dec. 11
Christmas in the Village

Meridian Township Parks Commission
5151 Marsh Rd.
Okemos, MI 48864

Dear Park Commissioners,

Thank you for your vote approving our plan for office space addition to the Barnes House in the Meridian Historic Village at your April 12, 2016 Parks Commission meeting. Because of this vote, we have been able to move forward to meet with township planning and building officials and receive tentative approvals based on preliminary plans. Our intent remains to break ground in early June.

At our Friends of Historic Meridian Board meeting on April 13, Bill Cawood presented a breakdown of his \$102,800 bid for the addition. As you recall from the Commission meeting, we presented a cost of \$100,000 for the addition. Upon receipt of the builder's proposal, we realized this bid did not include divided pane windows or milled, cedar roofing. Both of these items are necessary to match and maintain the historical architecture of the Barnes House. We asked Bill to obtain prices for these two items and he quoted an additional \$4300. Also, during Bill's last visit to the Barnes House, he noted the existing cedar roof is not ventilated and recommended this be completed as soon as possible.

Based on these cost increases, we respectfully ask the Parks Commission for \$40,000 for the Barnes House construction. As we informed you at your meeting, we have a member donor who generously has agreed to match this amount. We have already raised about \$40,000 so a matched Township contribution of \$40,000 would give us \$120,000 for the project. This amount would also provide for the Barnes House roof ventilation and the always unexpected construction contingencies.

Thank you for your consideration of this important request.

Sincerely,

Brad Brogren, President
Friends of Historic Meridian
517-349-0867

cc: LouAnn Maisner
Jane Rose
Friends of Historic Meridian Board