

CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR MEETING MINUTES
TUESDAY, DECEMBER 9, 2014

PRESENT: Commissioners: Banas, Jaramillo, McDonald, Stephens, Wilson
Staff: Parks and Recreation Director LuAnn Maisner; Parks and
Recreation Administrative Assistant II Robin Faust

ABSENT: None

1. Call Meeting to Order

Chair Wilson called the meeting to order at 6:03 pm and noted all members of the Commission were present.

2. Approval of Agenda

COMMISSIONER JARAMILLO MOVED, COMMISSIONER STEPHENS SECONDED, TO APPROVE THE AGENDA AS PRESENTED. Voice vote. Motion passed.

3. Presentations

None

4. Public Comment

Eckhart Dersch, Liaison for Inter-Neighborhood Cooperation (LINC) President, distributed a communication outlining LINC's supported of the creation of a dog park, but recommended creating mini-dog parks throughout the Township (copy in the minute book). Director Maisner thanked Mr. Dersch for his reports on the trails and park maintenance items. Mr. Dersch thanked the Parks and Grounds Maintenance Staff for their hard work and quick response.

5. Commissioner Reports and Comments

Commissioner Wilson acknowledged the nice article on Township residents Howard and Helen Tanner. They are wonderful supporters of the parks and Harris Nature Center. He also reported the Haslett Robotics Club which he coaches, won the state tournament.

Commissioner Stephens reported he will be a presenter and have a booth at the upcoming Michigan Recreation and Park Association Conference in February. Staff will forward information and asked Commissioners to reply by end of next week in order to obtain the early bird registration fee.

Commissioner Jaramillo reported she participated in the Salmon Run at MSU. It was a great day and nice event.

6. Approval of Minutes

- a. October 21, 2014 Work Session Meeting Minutes
- b. October 21, 2014 Regular Meeting Minutes

BOARD MEMBER MCDONALD MOVED, BOARD MEMBER JARAMILLO SECONDED TO APPROVE THE OCTOBER 21, 2014 MEETING MINUTES AS PRESENTED. Voice vote. Motion passed (Board Member Banas abstained from vote).

7. Communications

A. Items to/from the Public

1. From: Eckhart Dersch; RE: Friend of the Park/Central Park Report
2. From: Eckhart Dersch; RE: Friend of the Park/North Meridian Road Park Report
3. From: Eckhart Dersch; Re: Friend of the Park/Ted Black Woods Report
4. From: DNR; RE: MNRTF Development Application Evaluation Worksheet
5. From: Liaison for Inter-Neighborhood Cooperation; RE: Recommend mini-dog parks
6. From: Haslett Food Bank; RE: Thank you for venison for Food Bank

B. Commission Information

1. November & December Calendar of Events for Parks & Recreation
2. Parks & Recreation Department October and November Monthly Reports
3. Press Release: Local Parks See Improvements – Projects Completed at Wonch and Newton Road Parks
4. Township Focus Magazine: Oh Deer! Townships, hunting and deer management
5. Towne Courier: **Sept 14:** Qigong Classes offered at HNC; Preschool Science Exploration at HNC Oct 2; Build a bird feeder at HNC Sept 28; Chipmunk Story Time on Sept 18; Meridian Announces Another Deer Harvest; Annual Heritage Festival showcases Meridian Township's rich history; **Oct 12:** Qigong Classes offered at HNC; Build a fairy house Oct 16; **Oct 19:** HNC has Halloween adventures Oct 25; **Oct 26:** Hunters harvest 45 deer in managed hunt in twp; **Oct 26:** Learn about ducks at HNC Nov 9; **Nov 30:** Meridian Township touts practice fields, walking path
6. Mary Helmbrecht Butterfly Garden Report

C. Staff Inquiries/Response

1. To: Assistant Planner Wyatt; Re: Comments on Aldi Development
2. To: Jon Mayes, DNR; RE: Meridian Riverfront Park, Project No. 26-01426; removal of backstop and player benches from Eastgate Park

D. Distributed at the meeting:

1. Harris Nature Center Foundation Minutes – October 13, 2014 and November 10, 2014

2. Invitation to the joint meeting of the Township Board with other boards and commissions on Tuesday, January 6 at 6 pm in the Town Hall Room of the Meridian Municipal Building
3. Ingham County Trails and Parks Millage Voter Results Summary
4. Family Winter Sports Weekends events calendar for January and February 2015

When asked about the request to rezone the Land Preservation Parcels, Commissioner Stephens replied it was initiated and withdrawn by the Planning Commission at the Land Preservation Board's request.

Commissioner Stephens reported the school groups were unable to distribute all of the mulch around the plants in the Mary Helmbrecht garden around the Central Park pond and is looking for volunteers to complete the project.

BOARD MEMBER STEPHENS MOVED, BOARD MEMBER JARAMILLO SECONDED, TO ACCEPT AND PLACE THE ITEMS OF COMMUNIATION ON FILE. Voice vote. Motion passed.

8. Director's Report

Director Maisner reported:

- Park and Grounds Maintenance staff has completed a large amount of work improving and clearing trails in our parks.
- Wonch Park Pavilion Grant: Natural Resources Trust Fund Grant results are out and the Wonch Park Pavilion Grant funding request was unsuccessful;
- New Maintenance Position: – posted with interviews in January. Larry Bobb from the Sewer Department is filling the vacancy in Parks and Grounds.
- Hillbrook Park: the ice rink is framed in, but due to the weather, there is no ice yet.
- Deer Management: 120 Deer have been taken since October 1. The program continues through December.
- Gaga Ball Courts: the hardware has arrived; the containment areas will be constructed over the winter and installed in the spring at Snell Towar Recreation Center and in North Meridian Road Park.
- North Meridian Road Park: the work has not begun yet on the sand volleyball Courts but hope to have it dug before end of year and sand will be brought in spring
- Maintenance staff will be working on refurbishing picnic tables over the winter.
- Staff met with MSU on topics including deer management, trails and canoe launch at the Dobie Reserve
- Met with MSU representatives and our IT staff on creating a web-based park and trail map; this will eventually be a mobile app;
- Legg Park Entry Drive paving completed. Parking lot striping and landscaping spring
- Newton Road Park: completed except for landscaping

- Farmers' Market has moved indoors to the Meridian Mall on the first and third Saturdays of the month from December to April, from 10am-2pm
- Chinese New Year/Spring Festival – will be held at the Meridian Mall on Saturday, February 21, from 2-6pm
- Christmas in the Village – will be held Sunday, December 14, from 2-5pm
- Family Fun Guide: is in preparation and will be mailed out around January 9, 2015
- Family Winter Weekends: copies of the flyer were distributed at the meeting; there will be activities every weekend through January and February
- Don Moore, former Nokomis Learning Center Education Director died over the weekend from cancer age of 47.
- Sander Farm Natural Area: the lease is due to expire in early 2015 and will be meeting with Dr. Sander at end of January
- Meridian Cares: the Township is assisting with raising \$3,000 for the Township Emergency Fund; tickets are \$10 a piece or 3 for \$20

9. New Business

PUBLIC COMMENT

a. 2015 Meeting Schedule

The following resolution was offered by Commissioner Stephens and supported by Commissioner Banas.

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 2015 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 2015 meeting schedule as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 6 *	Town Hall Room	<u>Joint Meeting</u> with Township Board at 6 pm
January 13	Town Hall Room	6 pm work session/7 pm regular mtg
February 10	Town Hall Room	6 pm work session/7 pm regular mtg
March 10	Town Hall Room	6 pm work session/7 pm regular mtg
April 14	Town Hall Room	6 pm work session/7 pm regular mtg
May 12	Town Hall Room	6 pm work session/7 pm regular mtg
June 9	Town Hall Room	6 pm work session/7 pm regular mtg
July 14	Town Hall Room	6 pm work session/7 pm regular mtg
August 11	Town Hall Room	6 pm work session/7 pm regular mtg
September 8**	<u>Service Center</u>	6 pm work session/7 pm regular mtg
October 13	Town Hall Room	6 pm work session/7 pm regular mtg
November 10	Town Hall	6 pm work session/7 pm regular mtg
December 8***	<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.
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 September 8, and December 8, 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: Mark Stephens, Mike McDonald, Teri Banas, Melanie Jaramillo, Todd Wilson

NAYS: None

Motion passed.

b. Election of Officers

COMMISSIONER STEPHENS MOVED, TO NOMINATE TODD WILSON AS CHAIR. COMMISSIONER MCDONALD SECONDED.

Commissioner Wilson accepted the nomination.

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

Roll Call Vote:

AYES: Mark Stephens, Mike McDonald, Teri Banas, Melanie Jaramillo, Todd Wilson

NAYS: None

The motion passed.

CHAIR WILSON MOVED, TO NOMINATE MIKE MCDONALD AS VICE CHAIR. COMMISSIONER STEPHENS SECONDED.

Commissioner McDonald accepted the nomination.

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

Roll Call Vote:

AYES: Melanie Jaramillo, Teri Banas, Mike McDonald, Mark Stephens, Todd Wilson

NAYS: None

The motion passed.

c. Assignment of Land Preservation Advisory Board Representative

Commissioner Stephens volunteered to continue representing the Commission on the Land Preservation Advisory Board. Director Maisner expressed her appreciation of having Commissioner Stephen's experience on the Board. Chair Wilson thanked Commissioner Stephens for his commitment to serve. Commissioners discussed continuing the joint meetings between the Commission and LPA Board.

d. Budget Amendment Request – Safety Fence

Director Maisner stated the department has received bids for the construction of approximately 575 linear feet of 8' tall galvanized chain link fencing and two maintenance access gates at Nancy Moore Park. The project is budgeted in the 2015 Park Millage account.

The bids were as follows:

- Spartan Fence: \$9,900
- Dewitt Fence: \$14,178
- Cleary Fence: no bid received
- Sawdon Fence: no bid received

Base on bid results, we recommend the bid be awarded to Spartan Fence in the amount of \$9,900. The budgeted amount for this project is \$6,000. After investigating the site more closely, staff realized that additional fencing was necessary for the purpose of providing safety from fly balls and overthrows. The additional fencing increased the budgeted amount. A budget amendment is required in the amount of \$3,900.

COMMISSIONER MCDONALD MOVED, COMMISSIONER STEPHENS SECONDED, TO APPROVE THE BID FROM SPARTAN FENCE IN THE AMOUNT OF \$9,900 FOR THE PURPOSE OF CONSTRUCTING BALL FIELD SAFETY FENCING IN NANCY MOORE PARK; AND APPROVE AMENDING THE PARK MILLAGE BUDGET TO INCLUDE AN ADDITIONAL \$3,900 FOR THE PROJECT IN 2015.

Roll Call Vote:

AYES: Melanie Jaramillo, Teri Banas, Mike McDonald, Mark Stephens, Todd Wilson

NAYS: None

Motion passed.

e. 2015 Township Board Goals and Objectives

Director Maisner reported the Township Manager has led staff and the Township Board through a process of identifying goals with objectives that will be implemented through the 2015 budget. She has outlined how the Parks and Recreation Staff will be meeting the goals and objectives. Staff will be preparing a task list and timeline to keep projects moving forward.

f. Commissioner Banas Resignation

Commissioner Banas submitted her written resignation and staff will forward to the Township Clerk. She will be beginning with the County on January 2, has been attending training sessions and has been appointed to the General Government Committee that oversees roads and parks. She will also be serving on the Health and Human Services Committee and at the Tri-County Regional Planning Commission.

Commissioners thanked Commissioner for her years of service and are excited to have her representing the Township at the County level.

10. Unfinished Business (green)

PUBLIC COMMENT

a. Central Park Master Plan Request for Qualifications

Director Maisner stated the request for qualifications document has been drafted. After the written proposals are received, select those to be interviewed. Then ask for proposals from the top 3-4 firms.

The Commissioners discussed advertising for proposals, members on interview panel, including budget, and including a sample of the consultant contract with RFQ.

b. 2015 Grant Project Submissions

Director Maisner reported that according to recent grant award results, it appears projects \$50,000 or below were funded. All the Land and Water projects were funded as well.

The Commissioners suggested submitting \$50,000 requests to all three grant funds. The three projects selected include: Meridian Riverfront Park Trail pavilion, Hillbrook Park tennis and pickleball courts and North Meridian Road Park pavilion.

11. Other Business (cherry)
PUBLIC COMMENT

None

12. Discussion Items (lilac)
PUBLIC COMMENT

a. **Park Commissioner Replacement**

Director Maisner stated the last time there was a vacancy on the Commission; an advertisement was published in the Towne Courier, on the website and on Facebook pages. Phil Deschaine has submitted an application for public service and Shane Goodale previously submitted an application that is still on file with the Treasurer's Office. Previously, the Commissioners conducted interviews and made a recommendation to the Township Board for approval. The Commissioners suggested conducting interviews on January 13 for Board approval on January 20.

13. Final Comments

Commissioner Jaramillo wished Commissioner Banas well on her next post.

14. Announcements

- a. Next Regular Meeting Date: Tuesday, January 13, 2015
- b. Joint Meeting with Township Board and other Boards and Commission: Tuesday, January 6, 2015 at 6 pm in Town Hall Room
- c. Farmers' Market – Saturday, December 6 and 20, Meridian Mall 10am-2pm
- d. Township Offices are closed December 25 and 26; and January 1 and 2 for holiday observance
- e. Christmas in the Village – Sunday, December 14 from 2-5pm

15. Public Remarks

None

16. Closed Session

None

17. Adjournment

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

The meeting adjourned at 8:39 pm.