



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION

December 12, 2017



REGULAR MEETING – ADMINISTRATIVE CONFERENCE ROOM - 6 PM

1. CALL MEETING TO ORDER
2. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. November 14, 2017 Work Session Minutes
 - B. November 14, 2017 Regular Minutes
5. COMMUNICATIONS
6. DIRECTOR'S REPORTS
7. ACTION ITEMS
 - A. 2018 Park Commission Meeting Calendar Amendment
 - B. Election of Officers
 - C. Project Agreement – Footbridge and Restroom Project in Central Park
8. COMMISSION DISCUSSION ITEMS
9. CLOSED SESSION
10. COMMENTS FROM THE PUBLIC
11. OTHER MATTERS AND COMMISSIONERS' COMMENTS
 - A. Next Park Commission Meeting: Tuesday, January 30, 2017
 - B. Farmers' Market:
 1. Winter Market: 1st & 3rd Saturday, December – April, 10 am – 2 pm, JC Penney Corridor, Meridian Mall
 - C. Township Offices closed Monday & Tuesday, December 25 & 26 in observance of the Christmas Holiday; and Monday & Tuesday, January 1 & 2 in observance of the New Year Holiday.
 - D. January Winter Family Fun Events:
 1. Howl at the Moon, Friday, January 5; 7 pm, Harris Nature Center
 2. Meridian Skates, Saturday, January 6; 6:30-8 pm and Saturday, January 20; 3:30-5pm and 8-9:30 pm, Suburban Ice East Lansing
 3. Cross Country Ski Class, Saturday, January 13 9:30-11:30 am, Harris Nature Center
 4. Snowshoe Class, Saturday, January 13; 1-3 pm, Harris Nature Center
 5. Moonlight Ski and Shoe, Saturday, January 20; 6-9 pm, Harris Nature Center
 6. Winter Wonderland at Harris Nature Center, Saturday, January 27; 10 am – 3 pm
 7. Meridian Moonlight Sledding, Saturday, January 27; 6-8:30 pm; North Meridian Road Park
 8. Polar Bear 5 K Run/Walk, Sunday, January 28; 10 am; Central Park/Nancy Moore Park
12. ADJOURNMENT

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Park Commission by contacting: Director LuAnn Maisner, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4600 - Ten Day Notice is Required.

Meeting Location: 5151 Marsh Road, Okemos, MI 48864, Administrative Conference Room

Providing a safe and welcoming, sustainable, prime community.

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Park Commission Meeting December 12, 2017

4. MINUTES

- a. November 14, 2017 Work Session Minutes
- b. November 14, 2017 Regular Meeting Minutes



CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION WORK SESSION **DRAFT** MINUTES
5151 Marsh Road, Okemos, MI 48864
517.853.4600, Town Hall Room
Tuesday, November 14, 2017; 6 PM

PRESENT: Chair, Michael McDonald; Vice Chair Mark Stephens; Commissioner Amanda Lick;
Commissioner Annika Schaetzl; Commissioner Courtney Wisinski
ABSENT: None
STAFF: LuAnn Maisner, Parks and Recreation Department Director

1. CALL WORK SESSION TO ORDER

Chair McDonald called the work session to order at 6:05pm

2. PUBLIC COMMENT

Richard Turchot announced that Nokomis Learning Center will be hosting a Native American Arts and Crafts event on Sunday, December 10 from 10 am-4 pm.

3. APPROVAL OF AGENDA

Commissioner Stephens asked to add a new item 6 – Lake Lansing Marsh Proposed Project Update.

Commissioner Stephens moved **TO APPROVED THE AGENDA AS AMENDED**. Commissioner Schaetzl seconded

VOICE VOTE: Motion carried unanimously.

4. WILL GOODALE MEMORIAL KICKBALL FUN DAY

Director Maisner shared that she had met with Haslett resident, Shane Goodale who is interested in hosting a fundraising event for his scholarship fund in memory of his son, Will, will who passed away two years ago at age 10. Will loved playing kickball and Mr. Goodale thought that hosting a kickball fun day would be a great way to engage the community. This may also be a great time for the Park Commission to host a ribbon cutting for Towner Road Park and let Mr. Goodale host his event there at the same time. A proposed date is September 16, 2018. The Park Commissioners, by consensus, encouraged staff to move forward with the planning.

5. OTTAWA HILLS NEIGHBORHOOD PARK MEETING RECAP

Director Maisner provided a report from the neighborhood meeting held at Ottawa Hills Park in October together with a list of items that could be done in 2018 to increase the usability and aesthetics of the park. The Commissioners reviewed the report.

6. LAKE LANSING MARSH PROPOSED PROJECT

Commissioner Stephens reported that he spoke with a representative from the DNR fisheries and wildlife division about grant opportunities for cleaning the culvert and improving the habitat area at Lake Lansing Marsh and the potter preserve.

7. **COMMENTS FROM THE PUBLIC**

NONE

8. **ADJOURNMENT OF WORK SESSION**

Chair McDonald adjourned the work session at 7:03pm.



CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR **DRAFT** MINUTES
5151 Marsh Road, Okemos, MI 48864
517.853.4600, Town Hall Room
Tuesday, November 14, 2017; 7 PM

PRESENT: Chair, Michael McDonald; Vice Chair Mark Stephens; Commissioner Amanda Lick;
Commissioner Annika Schaetzl; Commissioner Courtney Wisinski
ABSENT: None
STAFF: LuAnn Maisner, Parks and Recreation Department Director

1. CALL MEETING TO ORDER

Chair McDonald called the regular meeting to order at 7:09pm

2. CITIZENS ADDRESS AGENDA ITEMS

None

3. APPROVAL OF AGENDA

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

VOICE VOTE: Motion carried unanimously.

4. APPROVAL OF MINUTES

Commissioner Lick moved **TO APPROVE THE MINUTES OF OCTOBER 9, 2017 WORK SESSION AND REGULAR MEETING AS SUBMITTED**. Seconded by Commissioner Wisinski.

VOICE VOTE: Motion carried unanimously.

5. COMMUNICATIONS

None

6. DIRECTOR'S REPORTS

- Farmers Market Relocation Plan – recent meeting with executives from CBL Properties/Meridian Mall went well and I am awaiting follow-up details. We plan to move forward with the project in the spring.
- Towner Road Park working is continuing. Finishing touches will take place in the spring.

7. ACTION ITEMS

A. 2018 Park Commission Meeting Calendar

Commissioner Stephens moved **TO ADOPT THE 2018 PARK COMMISSION MEETING SCHEDULE RESOLUTION**. Seconded by Commissioner Lick.

VOICE VOTE: Motion carried unanimously.

8. DISCUSSION ITEMS

A. Ottawa Hills Neighborhood Park Improvements

The Park Commission conducted a meeting with park neighbors in September and reviewed the report that was provided by staff. The Commission is interested in moving forward with the following items: trim trees and branches; identify boundary corners with fencing; resurface the basketball court and install a new hoop system; add a tether ball pole, add a "Free Little Library"; add a strip of fencing between the swings and the roadway; new picnic tables and a grill; two small soccer goals. Staff confirmed that these items can be done in the spring of 2018. Staff was also asked to look into paving a loop trail in the park and obtaining cost to replace the play equipment.

9. CLOSED SESSION

None

10. COMMENTS FROM THE PUBLIC

None

11. OTHER MATTERS AND COMMISSIONERS' COMMENTS

A. Next Park Commission Meeting: Tuesday, December 12, 2017

B. Farmers' Market:

1. Pre-Thanksgiving Market, Wednesday, November 22, 10 am – 2 pm

2. Winter Market: 1st & 3rd Saturday, December – April, 10 am – 2 pm, JC Penney Corridor, Meridian Mall

C. Township Offices closed Thursday & Friday, November 23 & 24 in observance of Thanksgiving

D. Christmas in the Village, Sunday, December 10, 2-4 pm; Community Tree Lighting Ceremony at 4 pm.

E. Nokomis Holiday Gift Sale, Sunday, December 10 from 10am-4pm

F. Township Offices closed Monday & Tuesday, December 25 & 26 in observance of the Christmas Holiday

12. ADJOURNMENT

Chair McDonald adjourned the regular meeting at 7:37pm.

The next meeting is scheduled for **December 12, 2017** in the Town Hall Room, Meridian Municipal Complex.

PARK COMMISSION
December 12, 2017

7. ACTION ITEMS

- a. 2018 Park Commission Meeting Calendar Amendment
- b. Election of Officers
- c. Project Agreement – Footbridge and Restroom Project in Central Park



To: Park Commission
From: LuAnn Maisner, CPRP, Director of Parks and Recreation
Date: December 7, 2017
Re: Amended 2018 Park Commission Meeting Schedule

In light of the amended 2018 Township Board meeting schedule and in an effort to be televised, the following 2018 Park Commission Meeting Schedule is being recommended for amendment:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 30	Town Hall Room	6 pm work session/7 pm regular mtg
July 17	Town Hall Room	6 pm work session/7 pm regular mtg

The exceptions to the meeting schedule are:

- On Tuesday, January 10, the Township Board is hosting the annual joint meeting of all boards and commissions and is holding its regular meeting on January 23. If the Commission moves their January meeting to January 30, the meeting can be televised.
- In July, the Township Board has moved their meeting schedule to the second and fourth Tuesdays in July. If the Commission moves their July meeting to July 17, the meeting can be televised.

The following motion is proposed:

MOVE the 2018 Park Commission meeting schedule be amended as outlined in the December 7, 2017 staff memorandum and attached Resolution be accepted and approved, and copies of the meeting schedule be forwarded to the appropriate individuals for posting.

/attachment

RESOLUTION TO APPROVE

**Park Commission Meeting Dates
2018 Meeting Schedule Amended**

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 12th day of December, 2017, at 7:00 pm, 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 2018 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 2018 meeting schedule, amended, as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 9*	Town Hall Room	<u>Joint Meeting</u> with Township Board at 6 pm
January 30	Town Hall Room	6 pm work session/7 pm regular mtg
February 13	Town Hall Room	6 pm work session/7 pm regular mtg
March 13	Town Hall Room	6 pm work session/7 pm regular mtg
April 10	Town Hall Room	6 pm work session/7 pm regular mtg
May 8	Town Hall Room	6 pm work session/7 pm regular mtg
June 12	Town Hall Room	6 pm work session/7 pm regular mtg
July 17	Town Hall Room	6 pm work session/7 pm regular mtg
August 14	Town Hall Room	6 pm work session/7 pm regular mtg
September 11	Town Hall Room	6 pm work session/7 pm regular mtg
October 9	Town Hall Room	6 pm work session/7 pm regular mtg
November 13	Town Hall Room	6 pm work session/7 pm regular mtg
December 11	Service Center	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 fifth Tuesday and in July, when it will meet on the third Tuesday.**

2018 TOWNSHIP BOARD MEETING SCHEDULE

RESOLUTION

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Municipal Building, in said Township on the 21st day of November, 2017 at 6:00 p.m., local time.

PRESENT: Supervisor Styka, Clerk Dreyfus, Treasurer Brixie, Trustees Deschaine, Jackson, Opsommer, Sundland

ABSENT: None

The following resolution was offered by Trustee Deschaine and supported by Clerk Dreyfus.

WHEREAS, the Township Board desires to announce the time, date, and place of all regular meetings of the Board, pursuant to MCL 42.7; and

WHEREAS, the Township Board deems the 2018 regular meeting schedule sufficient to uphold the Board's Policies and Procedures, and advance its Global Ends.

NOW, THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Meridian, Ingham County, Michigan that the Township Board adopts its regular 2018 meeting schedule as follows:

Tuesday, January 9, 2018	6:00 P.M. Regular Meeting
Tuesday, January 16, 2018	6:00 P.M. Joint Meeting (Township Boards and commissions)
Tuesday, January 23, 2018	6:00 P.M. Regular Meeting
Tuesday, February 6, 2018	6:00 P.M. Regular Meeting
Tuesday, February 20, 2018	6:00 P.M. Regular Meeting
Tuesday, March 6, 2018	6:00 P.M. Regular Meeting
Tuesday, March 20, 2018	6:00 P.M. Regular Meeting
Tuesday, April 17, 2018	6:00 P.M. Regular Meeting
Thursday, April 26, 2018	6:00 P.M. Joint Meeting (School Districts & Local Governments)
Tuesday, May 1, 2018	6:00 P.M. Regular Meeting
Tuesday, May 15, 2018	6:00 P.M. Regular Meeting
Tuesday, June 5, 2018	6:00 P.M. Regular Meeting
Tuesday, June 19, 2018	6:00 P.M. Regular Meeting
Tuesday, July 10, 2018	6:00 P.M. Regular Meeting
Tuesday, July 24, 2018	6:00 P.M. Regular Meeting
Thursday, August 9, 2018	6:00 P.M. Regular Meeting
Tuesday, August 21, 2018	6:00 P.M. Regular Meeting

11-9-17
9B

Rec'd 11-22-17
M.S.

RESOLUTION TO APPROVE

**Park Commission Meeting Dates
2018 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 14th day of November, 2017, at 7:00 pm, Local Time.

PRESENT: Amanda Lick, Michael McDonald, Annika Schaetzl, Mark Stephens, Courtney Wisinski

ABSENT: None

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

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 2018 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 2018 meeting schedule as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 9*	Town Hall Room	<u>Joint Meeting</u> with Township Board at 6 pm
January 23	Town Hall Room	6 pm work session/7 pm regular mtg
February 13	Town Hall Room	6 pm work session/7 pm regular mtg
March 13	Town Hall Room	6 pm work session/7 pm regular mtg
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June 12	Town Hall Room	6 pm work session/7 pm regular mtg
July 10	Town Hall Room	6 pm work session/7 pm regular mtg
August 14	Town Hall Room	6 pm work session/7 pm regular mtg
September 11	Town Hall Room	6 pm work session/7 pm regular mtg
October 9	Town Hall Room	6 pm work session/7 pm regular mtg
November 13	Town Hall Room	6 pm work session/7 pm regular mtg
December 11	Service Center	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.**



To: Park Commission Members
From: LuAnn Maisner, CPRP, Director of Parks and Recreation
Date: December 7, 2017
Re: Election of Officers

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 to 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 to nomination for Vice Chair.

Roll Call Vote:

AYES:

NAYS:



To: Park Commission

From: LuAnn Maisner, Director of Parks and Recreation

Date: December 7, 2017

**Re: Accessible Gateway Bridge and Restroom Building
Development Project Agreement – LWCF 26-01768**

In April, 2016, the Township applied for a Land and Water Conservation Fund Grant to construct a universally accessible restroom facility and gateway footbridge into the Meridian Historical Village as part of implementation of the Park Commission's Central Park Master Plan.

We received notification from the Michigan Department of Natural Resources that the project was approved for funding in December of 2016 and have now recently received the project agreement that requires Park Commission approval to accept the funds.

The total project amount is estimated at \$300,000. The grant program provides 50% funding (\$150,000) and requires a local match of 50% (\$150,000), that will be funded by the Park Millage. The time period allowed for project completion is June 30, 2020.

The attached resolution of acceptance is required to execute the project agreement for the grant.

MOTION FOR PARK COMMISSION CONSIDERATION:

MOVE TO APPROVE THE ATTACHED RESOLUTION TO ACCEPT A GRANT FROM THE FEDERAL LAND AND WATER CONSERVATION FUND IN THE AMOUNT OF \$150,000 OR 50% OF THE TOTAL PROJECT COST OF \$300,000.

Memo to Park Commission
December 7, 2017
RE: Accessible Gateway Bridge and Restroom Building
Development Project Agreement – LWCF 26-01768
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RESOLUTION TO APPROVE

**Accessible Gateway Bridge and Restroom Building
Development Project Agreement – LWCF 26-01768**

RESOLUTION

At a regular meeting of the Park Commission of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Hall, in said Township on the 12th day of December, 2017 at 6:00 p.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by ___and supported by _____ :

WHEREAS, the Michigan Department of Natural Resources accepts grant requests from local units of government to assist in the development and acquisition of recreation properties; and

WHEREAS, it is possible to have up to 50% of the total project cost funded by the Land and Water Conservation Fund Grant Program; and

WHEREAS, Meridian Township submitted a grant application to the Land and Water Conservation Fund for \$300,000 of improvements to Central Park consisting of a universally accessible restroom facility and gateway bridge to improve and expand recreation opportunities and accessibility for visitors of all abilities and ages; and

WHEREAS, the grant request received approval in the amount of \$150,000 (50%) of the total \$300,000 project cost with a local match of \$150,000 (50%) funded by the Meridian Township Park Millage Fund; and

WHEREAS, this project is identified and supported in the Central Park Master Plan and in the 2017-2021 Parks and Recreation Master Plan adopted by the Meridian Township Board and Park Commission, and is on file with the Michigan Department of Natural Resources; and

WHEREAS, the successful efforts of the Park Commission to leverage local Park Millage funds with grants and donations makes a significant contribution toward furthering the mission of providing a quality park system in our community.

