



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
PARK COMMISSION

November 14, 2017



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**WORK SESSION – TOWN HALL ROOM 6 PM**

1. CALL WORK SESSION TO ORDER
2. CITIZENS ADDRESS AGENDA ITEMS
3. APPROVAL OF AGENDA
4. WILL GOODALE MEMORIAL KICKBALL FUN DAY
5. OTTAWA HILLS NEIGHBORHOOD PARK MEETING RECAP
6. COMMENTS FROM THE PUBLIC
7. ADJOURNMENT OF WORK SESSION

**REGULAR MEETING – TOWN HALL ROOM 7 PM**

1. CALL MEETING TO ORDER
2. CITIZENS ADDRESS AGENDA ITEMS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - A. October 9, 2017 Work session minutes
  - B. October 9, 2017 Regular Minutes
5. COMMUNICATIONS
6. DIRECTOR'S REPORTS
7. ACTION ITEMS
  - A. 2018 Park Commission Meeting Calendar
8. DISCUSSION ITEMS
  - A. Ottawa Hills Neighborhood Park Improvements
9. CLOSED SESSION
10. COMMENTS FROM THE PUBLIC
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: 1<sup>st</sup> & 3<sup>rd</sup> 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. Township Offices closed Monday & Tuesday, December 25 & 26 in observance of the Christmas Holiday
12. ADJOURNMENT

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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 – Township Hall

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meridian.mi.us

# Park Commission Meeting November 14, 2017

## WORK SESSION

4. Will Goodale Memorial Kickball Fun Day
5. Ottawa Hills Neighborhood Park Meeting Recap (see agenda item #8A)



**To:** Park Commissioners  
**From:**   
LuAnn Maisner, CPRP  
Director of Parks and Recreation  
**Date:** November 9, 2017  
**Re:** Will Goodale Kickball Family Fun Day Event

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I have been working with Haslett resident, Shane Goodale for the past few months as he is interested in planning a special event as a scholarship fundraiser to honor of his late son Will. Through our discussions, we have identified a possible date and location for the event. We discussed using Towner Road Park on Sunday, September 9 for his Family Kickball Fun Day event and the Park Commission could use this event as the ribbon cutting to formally open the park.

I look forward to discussing this with you further during your work session.

# Park Commission Meeting November 14, 2017

## 5. MINUTES

- a. October 9, 2017 Work Session Minutes
- b. October 9, 2017 Regular Meeting Minutes



CHARTER TOWNSHIP OF MERIDIAN  
PARK COMMISSION WORK SESSION **DRAFT** MINUTES  
4980 Hillcrest Drive, Okemos  
Ottawa Hills Neighborhood Park  
Tuesday, October 10, 2017; 5:45 PM

**PRESENT:** Chair, Michael McDonald; Vice Chair Mark Stephens; Commissioner, Amanda Lick;  
Commissioner Wisinski  
**ABSENT:** Commissioner, Annika Schaeztl  
**STAFF:** LuAnn Maisner, Parks and Recreation Department Director; Jane Greenway, Parks  
and Land Management Coordinator; Kelsey Dillon, Stewardship Coordinator;  
Nicklaus Wing, Recreation Specialist

**1. CALL MEETING TO ORDER**

Chair McDonald called the work session to order at 5:45 pm.

**2. NEIGHBORHOOD INPUT SESSION**

The Park Commission hosted a neighborhood get-together to gather resident input on future improvements to Ottawa Hills Park. A total of 35 people attended both young and old to participate in the event. The children drew and colored concepts for their “dream park” and adults shared positive suggestions. Hot Dogs, chips and children’s games were provided that helped engage families in the information-gathering process. A recap of the event is attached to the minutes.

**3. COMMENTS**

None

**4. ADJOURNMENT**

Commissioner Lick moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Stephens.  
Chair McDonald adjourned the work session at 7:15 pm.

**5. REGULAR MEETING:**

Commissioners adjourned to the Meridian Service Center Lunchroom to begin the regular meeting.



CHARTER TOWNSHIP OF MERIDIAN  
PARK COMMISSION REGULAR **DRAFT** MINUTES  
2100 Gaylord C. Smith Court, Haslett  
Meridian Service Center Lunchroom  
Tuesday, October 10, 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 7:37 pm.

**2. APPROVAL OF AGENDA**

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

VOICE VOTE: Motion carried unanimously.

**3. PUBLIC COMMENTS**

None

**4. CLOSED SESSION**

Commissioner Stephens moved **INTO CLOSED SESSION FOR THE PURPOSE OF PROPERTY CONSIDERATION**. Seconded by Commissioner Schaetzl.

Roll Call:

AYES: Amanda Lick, Michael McDonald, Annika Schaetzl, Marks Stephens, Courtney Wisinski

NAYS: None

The Commission moved into closed session at 7:32 pm.

Commissioner Stephens moved **TO ADJOURN THE CLOSED SESSION AND RETURN TO THE OPEN SESSION**. Seconded by Commissioner Wisinski.

Roll Call:

AYES: Amanda Lick, Michael McDonald, Annika Schaetzl, Marks Stephens, Courtney Wisinski

NAYS: None

The Commission returned to open session at 8:08 pm.

**5. APPROVAL OF MINUTES**

Commissioner Lick moved **TO APPROVE THE MINUTES OF SEPTEMBER 12, 2017 WORK SESSION AND REGULAR MEETING AS SUBMITTED.** Seconded by Commissioner Schaeztl.

VOICE VOTE: Motion carried unanimously.

**6. COMMUNICATIONS**

Commissioner Stephens moved **TO ACCEPT AND PLACE THE ITEMS OF COMMUNICATION ON FILE.** Seconded by Commissioner Lick.

VOICE VOTE: Motion carried unanimously.

**7. NEW BUSINESS**

a. Closed Session Action

Commissioner Stephens moved **TO INSTRUCT STAFF TO TAKE SUCH ACTION AS DISCUSSED DURING CLOSED SESSION.** Seconded by Commissioner Schaeztl.

VOICE VOTE: Motion carried unanimously.

b. Ottawa Hills Park

The Commissioners were very pleased with the turnout and excitement from the neighborhood members. Before taking any action, staff will draft a few site plans for consideration by the Commissioners. Main issues that will be addressed include replacing the basketball hoop, clearly defining the park boundary lines, and replacing the play structure.

c. Sponsorship Towner Road Park

Staff presented a draft version of a sponsorship form to obtain donors for the completion of Towner Road Park. It was discussed that recognition would take place on a high-quality sign at the parks' entrance. Sponsorship levels would run from \$5,000 to \$20,000. An updated version will be made available at the next meeting for further consideration and action.

**8. DIRECTOR'S REPORT**

Director Maisner reported on the status of the Marketplace on the Green proposal which is under consideration by CBL Properties; and the status of various grants.

**9. DISCUSSION ITEMS**

a. Joint Meeting Agenda

Staff distributed a draft version of the joint meeting agenda with the Land Preservation Advisory Board scheduled for Thursday, October 26 at the Meridian Service Center at 6:15 pm.

**10. FINAL COMMENTS**

None

**11. ANNOUNCEMENTS**

None

**12. PUBLIC COMMENT**

None

**13. ADJOURNMENT**

Commissioner Wisinski moved **TO ADJOURN THE MEETING**. Seconded by Commissioner Stephens. Chair McDonald adjourned the regular meeting at 8:49 pm.

The next meeting is scheduled for **November 14, 2017** in the Town Hall Room, Meridian Municipal Complex.

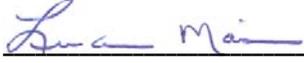
PARK COMMISSION  
November 14, 2017

7. ACTION ITEMS

- a. 2018 Park Commission Meeting Calendar



**To:** Park Commission

**From:**   
LuAnn Maisner, CPRP, Director

**Date:** November 9, 2017

**Re:** 2018 Park Commission Meeting Calendar

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

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 9*	Town Hall Room	<b>Joint Meeting with Township Board at 6 pm</b>
January 23	Town Hall Room	<b>6 pm work session/7 pm regular mtg</b>
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 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
<b>December 11</b>	<b>Service Center</b>	<b>6 pm work session/7 pm regular mtg</b>

The exceptions to the meeting schedule are:

- On Tuesday, January 9, the Township Board is hosting the annual joint meeting of all boards and commissions. If the Commission moves their January meeting to January 23, the meeting can be televised.
- In December, the Township Board is meeting on the first and second Tuesday in the Town Hall Room. If the Commission would like to have their meeting remain on the second Tuesday, the meeting location is scheduled to be held at the Service Center.

The following motion is proposed:

MOVE that the Park Commission meeting schedule as outlined in the November 9, 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**

**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 14<sup>th</sup> 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 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
<b>January 23</b>	<b>Town Hall Room</b>	<b>6 pm work session/7 pm regular mtg</b>
February 13	Town Hall Room	6 pm work session/7 pm regular mtg
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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
<b>December 11</b>	<b>Service Center</b>	<b>6 pm work session/7 pm regular mtg</b>

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 11, 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 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 14th day of November, 2017.

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Michael McDonald, Chair  
Meridian Township Park Commission

Park Commission Meeting  
November 14, 2017

**8. DISCUSSION ITEMS**

- a. Ottawa Hills Neighborhood Park Improvements



**To: Park Commission**

**From:** 

**LuAnn Maisner, CPRP, Director**

**Date: November 9, 2017**

**Re: Ottawa Hills Neighborhood Park Recommendations/Action Plan**

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After reviewing the neighbors comments and community survey responses, staff is offering the following recommendations/action plan items:

1. Trim dead trees and branches
2. Identify Boundary Corners with fencing
3. Re-surface basketball court
4. Re-install basketball backboard and hoop and plant buffer trees between court and neighbor
5. Add tether ball
6. Add decorative fencing in between swings and roadway
7. Add a "Little Free Library" to the Park that will be managed by the Peffer Family
8. Bring over two small soccer goals
9. Add paved loop trail
9. Replace play equipment and add outdoor fitness equipment
10. Native plantings along drain bank (neighborhood project)
11. New picnic tables, and grill

Meridian Township Park Commission Meeting - Ottawa Hills Park  
Tuesday, October 10, 2017  
Commissioner and Staff Notes

**Residents, Commissioners and Staff discussed the following items for the Park:**

- Pokémon stop
- Gardens: Butterfly garden; community garden; Japanese foot garden
- Dog area
- Interactive games: Tic-tac-toe; tree house, 4- square, tether ball,
- Two play areas; play equipment for ages 2-5 and 6-12; with climbers (big animals), slides, monkey bars, rock wall, spider, Tornado (one at Bennett Woods), ladders; really like play structure at Kinawa School, teeter-totter, merry-go-round/spinner
- Outdoor fitness area: equipment, soccer area, volleyball, basketball court
- Little free library
- Remove and trim dead tree limbs
- Mosquitoes control
- Flood area (signage, drain water, natural boundary)
- Paved Footpath for bikes, scooters, walkers, strollers
- Neighborhood library
- Picnic area: gazebo, grill, lights, bike rack, restroom facilities
- Lounging/quiet area at back of park with benches
- Resurface area
- People use park year round – activities for summer and winter
- Streetlights / solar lights

**Children drew wonderful pictures of the parks. Items included on their pictures are:**

- Climber wall
- Spider climber
- Swings
- Fire pit / picnic area
- Spinning thing like a merry-go-round
- BIG play structure with rock wall, slide, bench, stairs, play area
- Basketball court for all sizes
- Soccer field
- Tree house
- Garden
- Path through woods

Neighbors enjoy having a neighborhood park; they feel safe; overall rate the park as in fair/poor condition; the park is used year round, in the mornings, afternoons and evenings; concerns expressed about protecting children from drain area at back of park, wanting to trim back the trees and brush and having play equipment for younger and older children.

Meridian Township Park Commission Meeting - Ottawa Hills Park

Tuesday, October 10, 2017

Community Survey Responses

- 1. What is your favorite thing to do at parks?**
  - Visit, walk, watch my kids play - 2
  - Swings
  - Adult/kid exercise
  - To stroll/walk without the traffic/cars
  - Watching birds
  
- 2. How often do you use this park? (Daily, weekly, monthly, occasionally, rarely)**
  - Weekly - 4
  - Occasionally
  - Daily – walk by, walk to central park
  - Never – Too dirty for 1 year-old and too young for 7 year-old
  
- 3. During what time period do you visit the park most? (Morning, afternoon, evening)**
  - Morning - 2
  - Evenings - 5
  - Afternoons – 3
  
- 4. What is your favorite thing to do at this park?**
  - Swings - 2
  - Play with children
  - Slide
  - Walking
  - Like to walk dog to park; the shade trees provide are welcome
  - Basketball - 2
  - Tag
  - Soccer
  - Climber

**5. If you could change or add something new to this park, what would it be?**

- Ride on train
- Better seating
- Shelter/pavilion - 3
- Something that spins
- New basketball court
- Soccer area
- Pathways for strollers and bikes
- Play structure for 1-13 years old - 3
- Natural boundary for the drain area
- cut some trees, make it more open, like more sunshine
- mosquito control
- more equipment for children
- need BBQ area – 3
- playground for young and older kids, where adults can exercise round it while the kids play
- tennis courts
- outdoor fitness equipment
- solar street lights
- put back basketball court
- bigger climber
- Replace the play structure with a newer model
- Replace and repair the picnic tables

**6. Do you feel safe in this park?**

- Yes - 7
- Sometimes kids will run out in road, maybe we should have fence
- Sometimes I am suspicious of the very back of park where a person could be hiding, I know there are deer there

**7. How would you rate this park? (Excellent, very good, good, fair, poor)**

- Poor – 3
- Fair - 3
- Good – 2 (it is maintained quite nicely, mowed although sometimes tree limbs are down; but neglected)

**Other comments from survey:**

- In favor of the basketball hoop being taken down – 1
- Add speed bumps or signage to reduce the amount of people using Hillcrest Ave. as a cut-through from Grand River to Okemos Rd.

Meridian Township Park Commission Meeting - Ottawa Hills Park

Tuesday, October 10, 2017

Attendees

Lisa Dannenberg  
4964 Algonquin Way  
Okemos  
[jbdcompany@gmail.com](mailto:jbdcompany@gmail.com)  
517-898-3619

Jing Jing Shno  
4937 Hillcrest Avenue  
[81530037@QQ.com](mailto:81530037@QQ.com)  
646-203-6353

Alyssa Coggins  
4925 Grandview

Erica Wolf  
4965 Hillcrest Avenue  
[ericagpb@mac.com](mailto:ericagpb@mac.com)  
517-404-6284

Nancy Moylan  
2158 Seminole Drive  
[nlmoylan@aol.com](mailto:nlmoylan@aol.com)  
517-349-9054

**Propose:** Ottawa Hills Neighborhood Park Book Exchange Station.

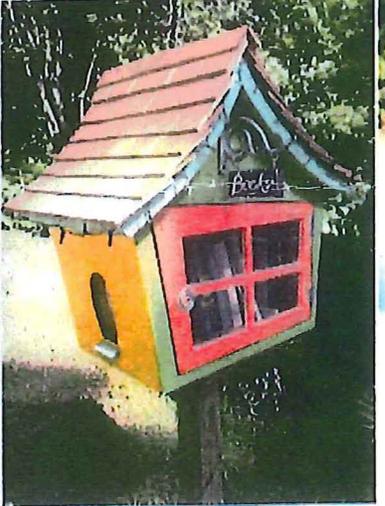
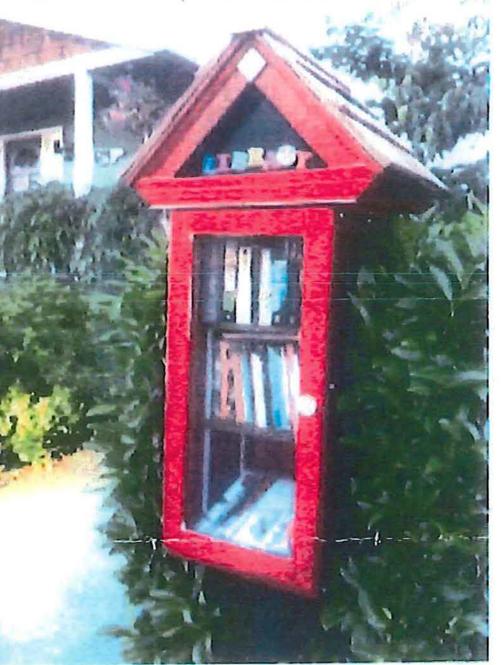
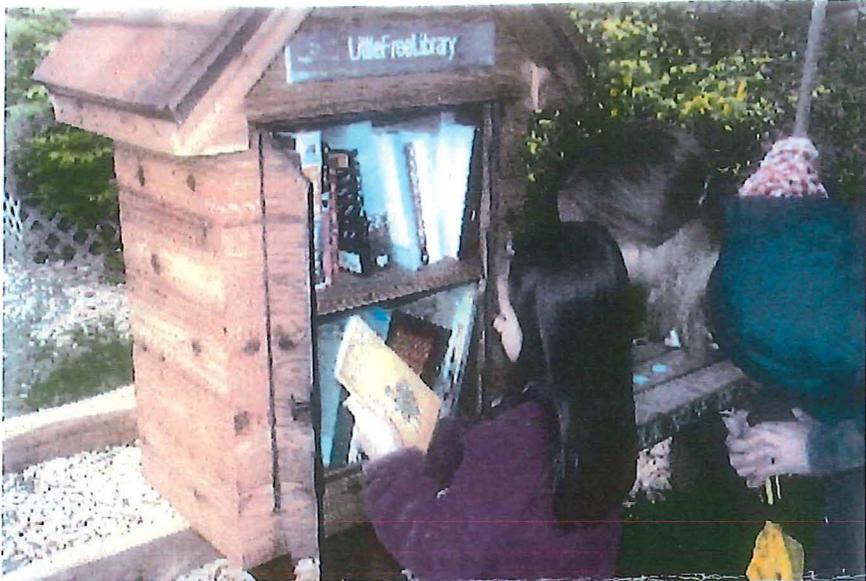
**Pitch:** A park is a great place to pick up a book, find a *nice* bench, and read. Seeing a free library at a park is very inviting and conveys a sense of trust, safety, and community.

**Stewards:** Rita and Bruce Peffers, peffersr@msu.edu, peffersb@yahoo.com

**Optional:** Register with Little Free Library, -an international non-profit  
<https://littlefreelibrary.myshopify.com/collections/charter-signs>

The Peffers are willing to build and donate the book exchange station, with design approval by Township. Another idea—placing book exchange stations in x-number of Township parks would be a great Eagle Scout project.





# My Dream Park

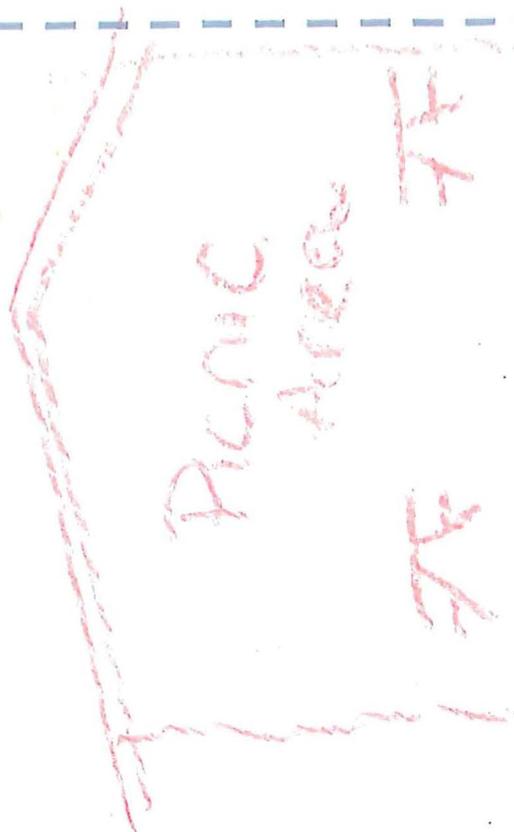
Designed by: ATI



FIRE PIT



swings



spinning  
thing

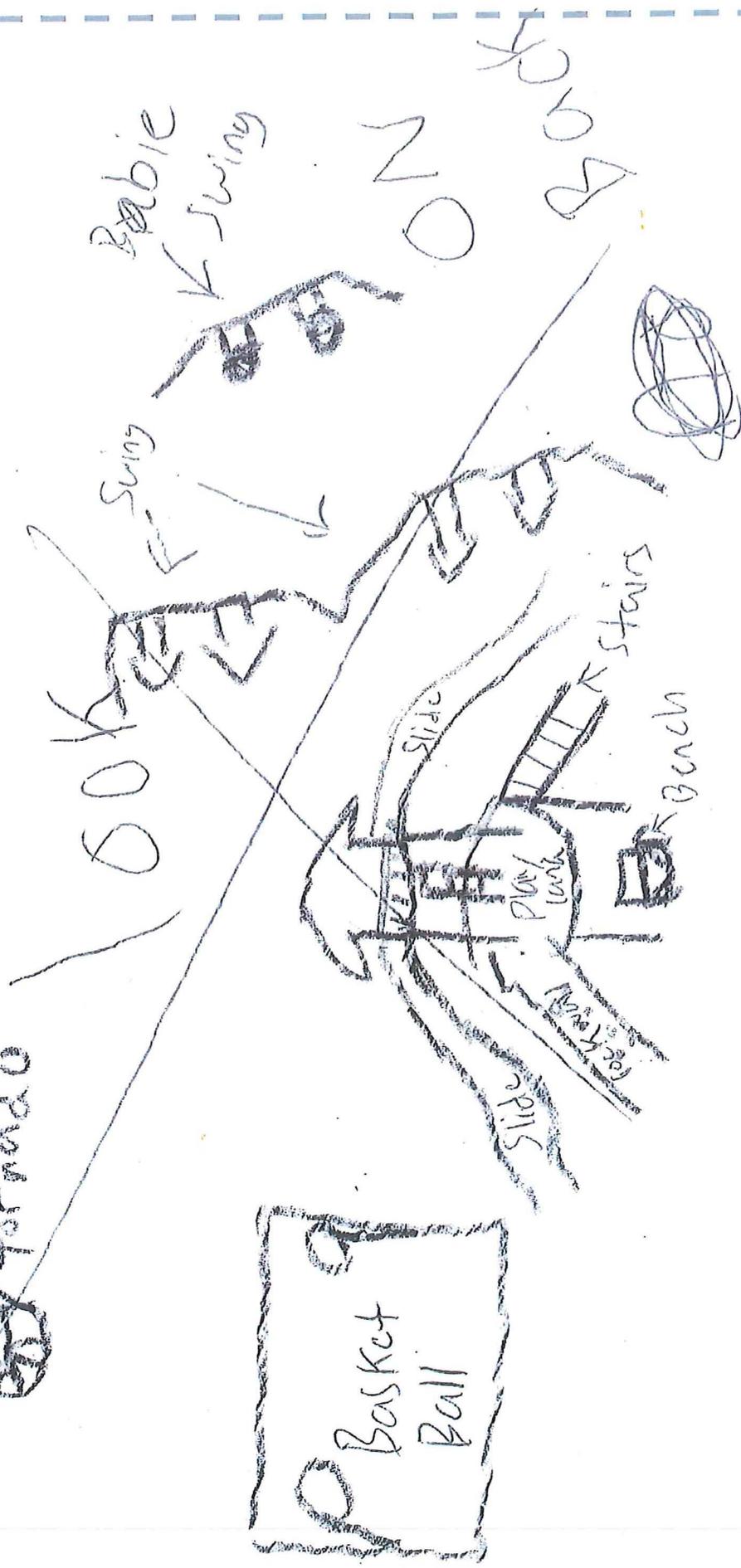
# My Dream Park

Designed by: Blaine



I would like swings and a  
spinning tornado set and a

Swings  
Tornado



Bobbie  
Swing

ON  
Tornado

Slide

Slide

Park bench

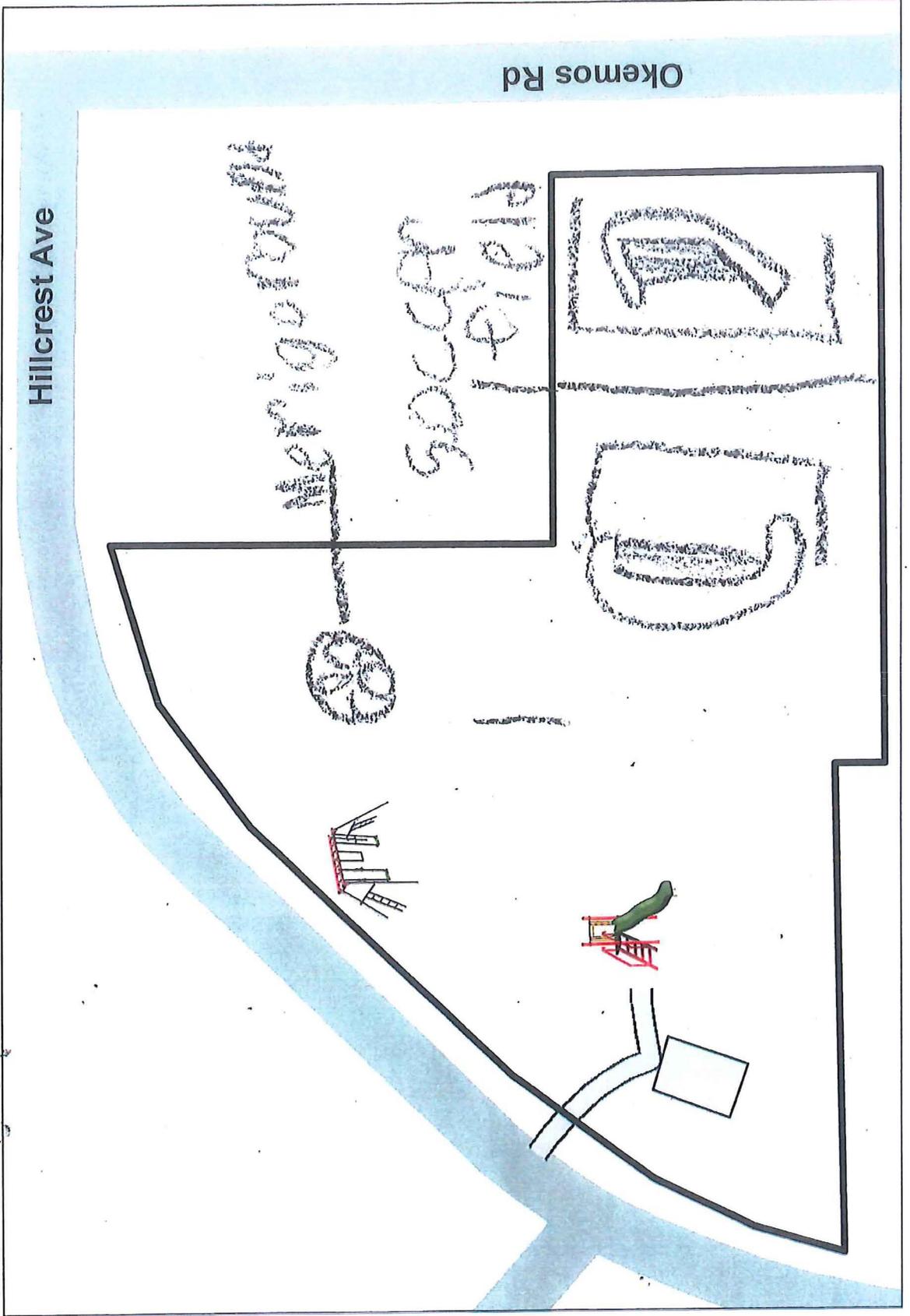
Stairs

Bench

# My Dream Park



Designed by: sof

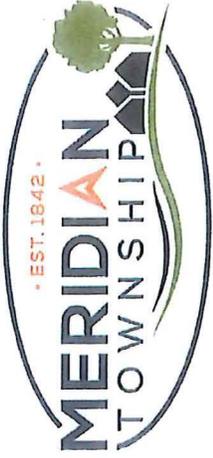


# My Dream Park

Designed by: \_\_\_\_\_

*teddy*

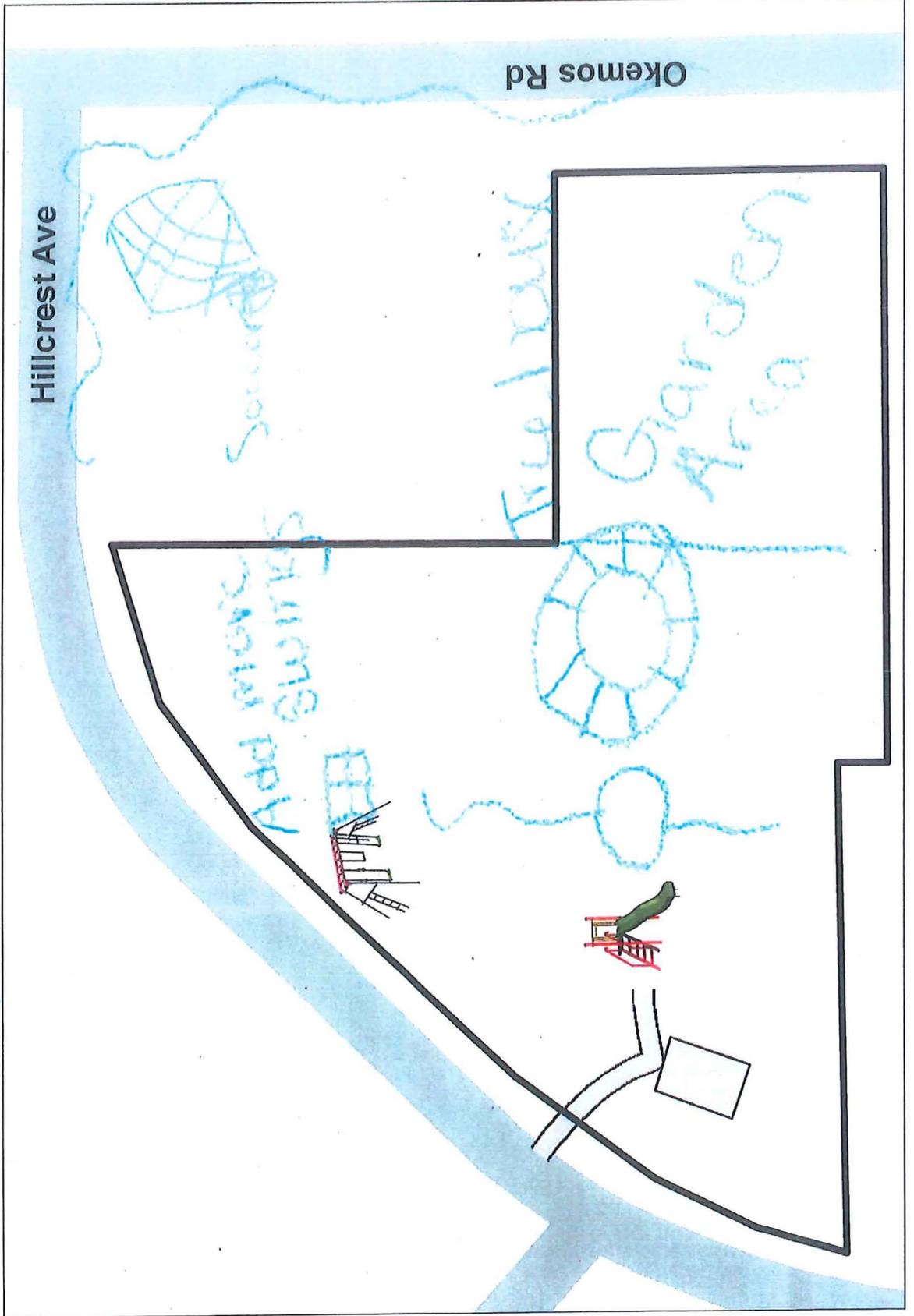
*FIR 2*



# My Dream Park



Designed by: Harper



# My Dream Park

Designed by: Jack



is soccer bigger park upper  
area big tunnel slide more  
swings rock climb tree  
woods walk path.

# My Dream Park

Designed by: *Kaylin*



# My Dream Park



Designed by: Kurper



# My Dream Park

Designed by: \_\_\_\_\_



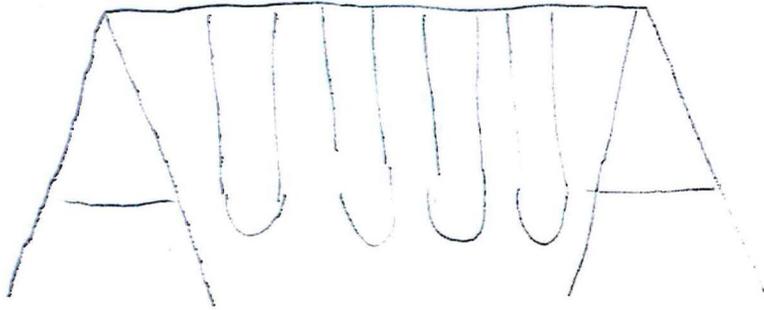
Weekend  
soccer  
come for lunch

# My Dream Park

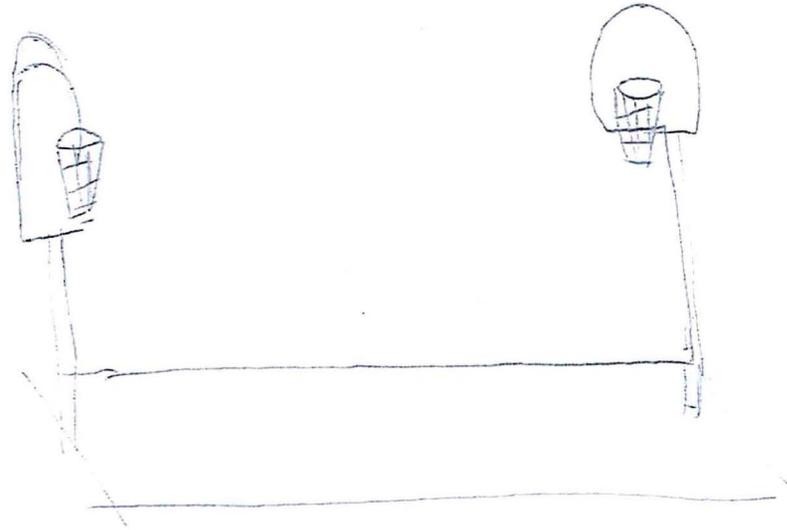
Designed by: Stacy



"Big Kid" Size



- trim some of the trees back
- spray for mosquitos, if possible
- more benches
- more "big kid" swings
- maybe basketball hoops?
- some type of climbing structure similar to what is here but maybe a little larger (with monkey bars?)



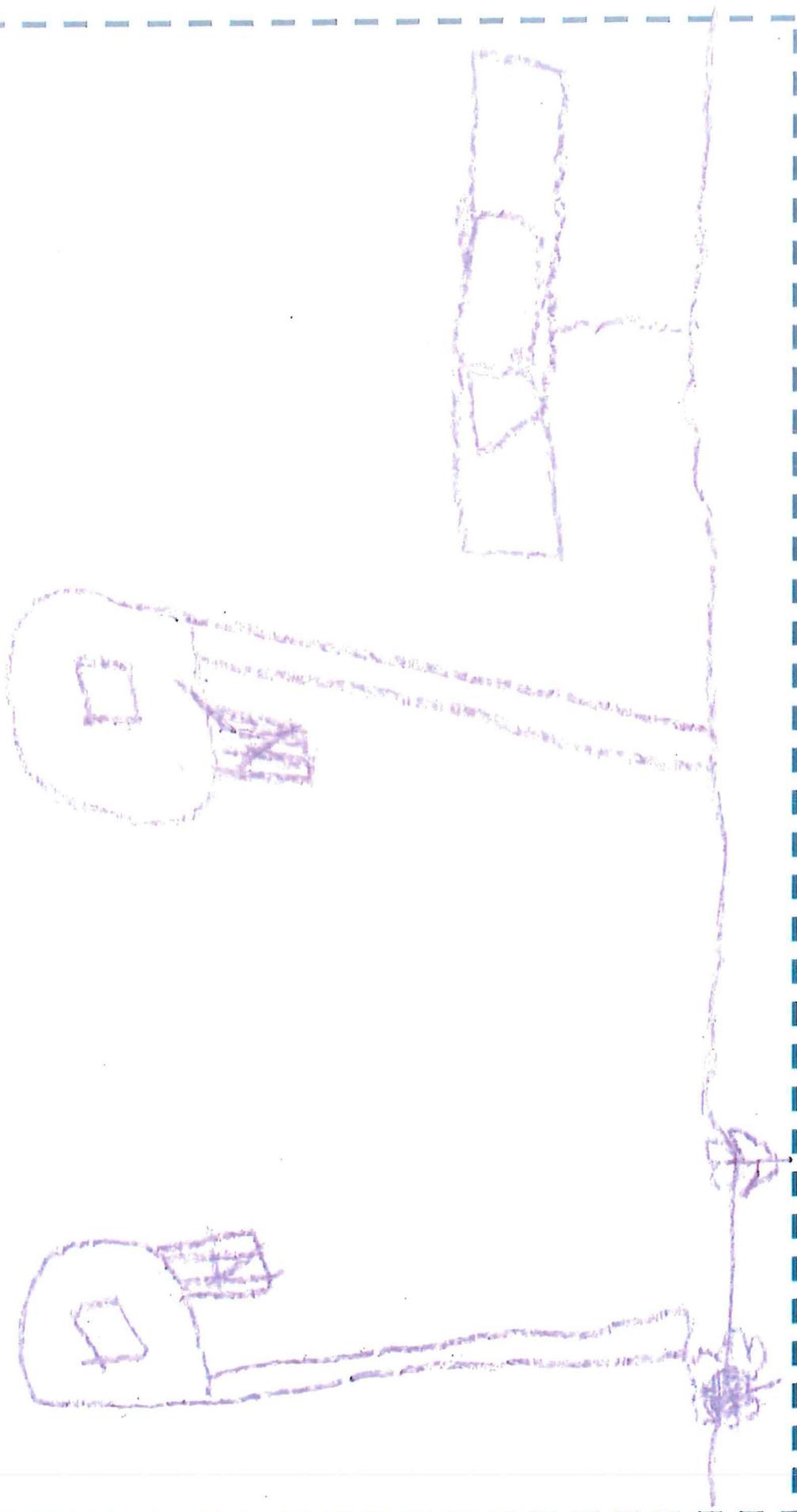
- possibly solar lighting or a light?
- maybe ~~is~~ a sheltered picnic area to put the picnic tables under
- a bike rack?
- is this possible to connect to the park trails that already exist?
- smooth surface to rollerblade on (or bike, or strollers)

# My Dream Park

Designed by: \_\_\_\_\_

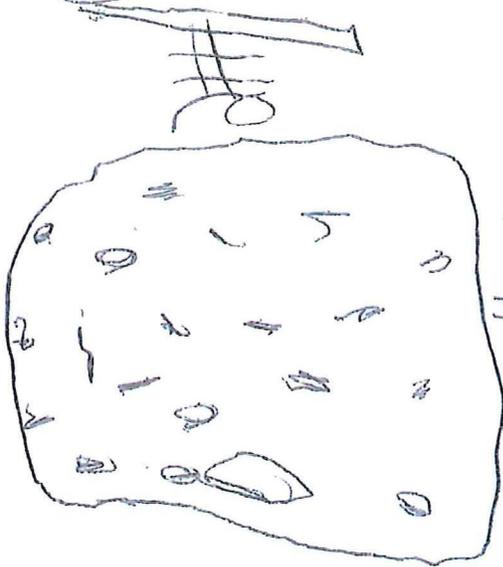
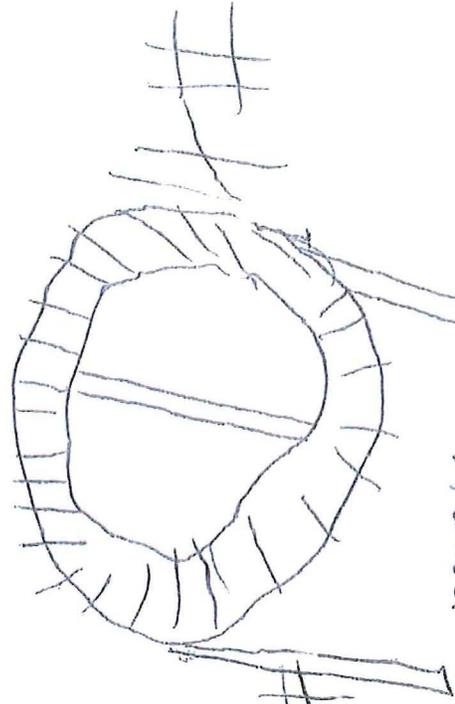
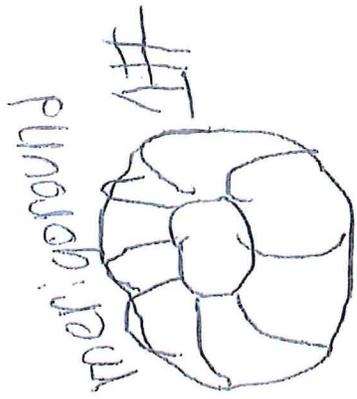
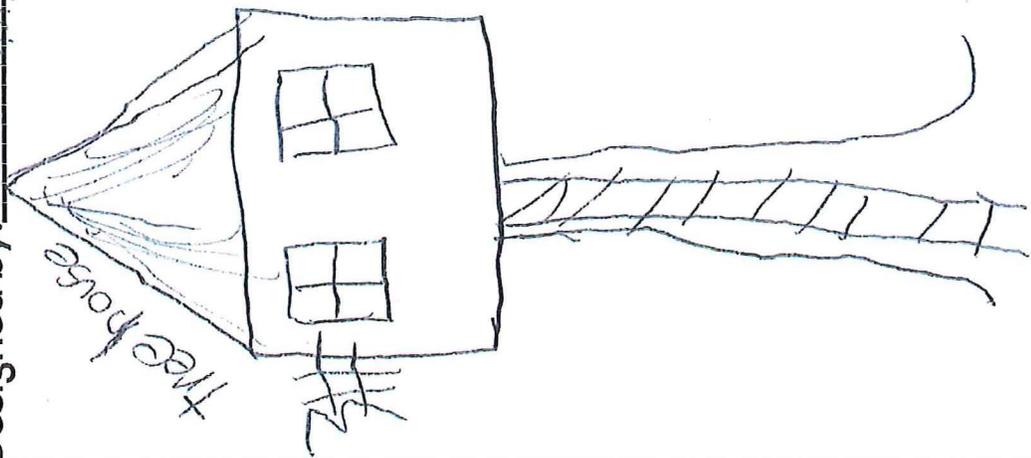
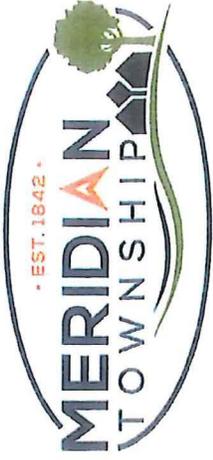


*Handwritten notes in purple ink:*  
- play station  
- less trees  
- monkey bars  
- upper 6  
- monkey garden  
- monkey family



# My Dream Park

Designed by: Jonathan

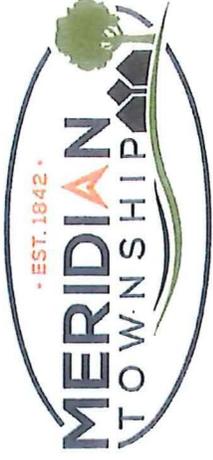


monkey bars

Rock wall Yay!

# My Dream Park

Designed by: Kathleen



# My Dream Park

Designed by: Kealey

