



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION MEETING
Tuesday, November 15, 2022 4:30pm
Meridian Service Center
2100 Gaylord Smith Ct, Haslett 48840

REGULAR MEETING – 4:30PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. PUBLIC COMMENTS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES
September 13, 2022 Regular Meeting Minutes
7. COMMUNICATIONS
8. ACTION ITEMS
 - A. 2023 Meeting Calendar
 - B. Spark Grant Opportunities
9. DISCUSSION ITEMS
 - A. General Health Policy – Township Board
10. LAND PRESERVATION REPORT – Commissioner Stephens
11. DIRECTOR’S REPORT
12. PUBLIC COMMENTS
13. OTHER MATTERS AND COMMISSIONERS’ COMMENTS
14. ADJOURNMENT

Upcoming topics
Snell towar Recreation Center
Pickleball vs Tennis

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: Meridian Service Center, 2100 Gaylord Smith Ct. Haslett, MI 48840

Providing a safe and welcoming, sustainable, prime community.



A PRIME COMMUNITY
meridian.mi.us



5. Approval of Agenda

November 15, 2022



AGENDA

CHARTER TOWNSHIP OF MERIDIAN
 PARK COMMISSION MEETING
 Tuesday, November 15, 2022 4:30pm
 Meridian Service Center
 2100 Gaylord Smith Ct, Haslett 48840

REGULAR MEETING – 4:30PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. PUBLIC COMMENTS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES
September 13, 2022 Regular Meeting Minutes
7. COMMUNICATIONS
8. ACTION ITEMS
 - A. 2023 Meeting Calendar
 - B. Spark Grant Opportunities
9. DISCUSSION ITEMS
 - A. General Health Policy – Township Board
10. LAND PRESERVATION REPORT – Commissioner Stephens
11. DIRECTOR’S REPORT
12. PUBLIC COMMENTS
13. OTHER MATTERS AND COMMISSIONERS’ COMMENTS
14. ADJOURNMENT

Upcoming topics
 Snell toward Recreation Center
 Pickleball vs Tennis

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: Meridian Service Center, 2100 Gaylord Smith Ct. Haslett, MI 48840



6. Minutes
September 13, 2022



**CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR MEETING
Meridian Service Center
2100 Gaylord C. Smith Court, Haslett, MI 48840
TUESDAY, SEPTEMBER 13, 2022 4:30 PM**

PRESENT: Chair, Mary Nardo-Farris; Vice Chair, Ami Van Antwerp; Commissioner, Amanda Lick
ABSENT: Commissioner, Mark Stephens; Commissioner, Mike McDonald
STAFF: LuAnn Maisner, Director of Parks and Recreation; Emma Campbell, Land Stewardship Coordinator

1. CALL MEETING TO ORDER

Chair Nardo-Farris called the meeting to order at **4:30 pm**.

2. ROLL CALL

Chair Nardo-Farris called the roll of the Commission.
Commissioner Stephens and Commissioner McDonald excused absent.

3. PRESENTATIONS

A. NATIVE PLANT GUIDE: Emma Campbell, Stewardship Coordinator, shared the draft of the Planting a Native Meridian Guide she and intern, Rebecca Fisher, created to assist residents in native gardening.

4. PUBLIC COMMENTS

None

5. APPROVAL OF AGENDA

Commissioner Lick moved **TO APPROVE THE AGENDA AS SUBMITTED, WITH THE EXCEPTION OF THE LAND PRESERVATION REPORT BEING MOVED TO THE OCTOBER AGENDA**. Seconded by Commissioner Van Antwerp.

VOICE VOTE: Motion carried unanimously

6. APPROVAL OF MINUTES

Commissioner Lick moved **TO APPROVE THE MINUTES OF THE JULY 12, 2022 REGULAR MEETING**. Seconded by Commissioner Van Antwerp.

VOICE VOTE: Motion carried unanimously

7. COMMUNICATIONS

None

8. ACTION ITEMS

A. HNC By-Law Update

MOVE TO APPROVE THE PROPOSED BY-LAW CHANGES OF THE HARRIS NATURE CENTER FOUNDATION WITH THE ADDITION OF THE CHANGE TO THE “HISTORY” PARAGRAPH ON PAGE ONE TO NOW READ:

The Harris Nature Center began operations in 1997, and became an immediate success by serving visitors with a broad variety of environmental education programs that enrich lives and help instill an appreciation and stewardship of our increasingly vulnerable natural world. The Nature Center is situated in the 48-acre Meridian Riverfront Park on the bank of the Red Cedar River and is generously endowed with a combination of beautiful wooded uplands and wetlands. Funding for the Center is provided primarily through the Meridian Township Park Millage with additional support from program fees and charges. Support from the HNCF is vital to further promote and improve current operations and facility upgrades.

COMMISSIONER LICK MOVED TO APPROVE THE PROPOSED HNC BY-LAW CHANGES AND SECONDED BY COMMISSIONER VAN ANTWERP.

VOICE/HAND VOTE: Motion carried unanimously.

9. DISCUSSION ITEMS

A. Goals and Objectives Roundtable Discussion – Director Maisner presented the approved Capital Improvement Plan for 2023 to 2027 for discussion and also requested the Park Commissioners to visit each of the parks to create a list of improvements and small touches that would enhance each facility. The Commission will discuss this further at their October regular meeting.

10. LAND PRESERVATION REPORT

Commissioner Stephens absent, agenda item moved to October regular meeting.

11. DIRECTOR'S REPORT

1. **Meridian Heritage Festival** scheduled for Saturday, October 1 in the Historical Village
2. Working on **identification signage** for Lake Lansing Marsh and Spengler's Marsh
3. **2022 Deer Management program** October 1-January 1. Same properties as last year.
4. **Farmers Market** continues to be a strong program for our department. The Wednesday market this year is breaking all attendance records for vendors and visitors. The **Summer Concert Series** has played a significant role in the overall program. The Wednesday Market and Concerts will continue through the month of October. Ring road of the Mall is in the process of being repaved.
5. **Fall youth and Adult sports** are underway including Soccer, flag football, kickball and volleyball.

6. **Entered into an agreement with Able Eyes** to video and post the Harris Nature Center on their site. We will also be able to add to our website as well.
7. **Currently in the process of hiring a new Parks and Recreation Specialist.** This position is replacing the Sr. Parks and Land Management Coordinator, Jane Greenway who resigned from the Township recently.
8. **HNCF Turtle Toast fundraiser is taking place on Saturday, Sept 17 from 7-10pm.**
9. **Day of Service volunteer program** is scheduled for Saturday, September 17 that engages members of local service organizations and includes the following projects:
 - i. **Rake safety surface** under the swings and at the end of the slide beds at Central Park.
 - ii. **Rake the safety surface** in the Marketplace on the Green playground.
 - iii. Carefully brush sealant on the **top hand-rails** only of the Historical Village
 - iv. Repair **the fishing pole-lending box** with new hinges, new wood where needed, and repaint.
 - v. **Topsoil, seed and straw** the edges of the walkway down to the fishing dock in the Village.
 - vi. **Pick up trash** along Central Park Drive (both sides of the street from Okemos Road to Grand River Ave.
 - vii. **Plant Mums** in front of the Central Park Pavilion, and around the sign at the Large Dog Park.
 - viii. On a non-Saturday or Wednesday, **Paint the restroom building exterior** at Marketplace on the Green (white).
 - ix. **Add mulch** around base of trees in Central Park South.

12. PUBLIC COMMENTS

13. OTHER MATTERS AND COMMISSIONERS' COMMENTS

None

14. ADJOURNMENT

Chair Nardo-Farris adjourned the meeting at 6:50 pm.

The next scheduled meeting is October 11, 2022 at the Meridian Service Center, 4:30 pm.



7. Communications

November 15, 2022

Thursday, September 29, 2022

Dear Meridian Township Parks and Recreation,

Thank you so much for allowing the East Lansing High School Pickleball Club to use the Towner Park courts next Wednesday, October 5th, from 5-7 p.m. We appreciate your willingness to waive the court fees, so that our fundraiser can happen. We'd like to share a quick overview of the two goals for next week.

Our Pickleball club is partnering with East Lansing UNICEF club to raise money for relief for children in Afghanistan. We will be donating the money that we raise (\$5 per entry, + donations) and sending it to UNICEF. We are working with the UNICEF club president, who has already gone through the application process to have a fundraiser. We will have approximately 20 teams.

In addition to raising money for UNICEF, we are requiring players to bring in canned food in order to participate. Each player will bring in 1-2 canned food items, which we will donate to the Greater Lansing Food Bank. We hope to get about 100 cans.

With the courts in East Lansing currently under construction, we are especially thankful for your assistance and for accommodating our club. We look forward to future opportunities with Meridian Township Parks and Recreation.

Sincerely,

Evan Newcombe

Frankie Calabrese-Barton

Cody Harrell
Club Advisor

Adam Orange
ELHS Teacher



8. Action Items

A. 2023 Meeting Calendar

B. Spark Grant Opportunities



To: Park Commission
From: LuAnn Maisner, CPRP, Director of Parks and Recreation
Date: November 8, 2022
Re: 2023 Proposed Meeting Dates

In light of the approved 2023 Township Board meeting schedule and in an effort to be televised, the following 2023 Park Commission Meeting Schedule is being recommended:

January 10	Service Center
February 14	Service Center
March 14	Town Hall**
April 11	NO MEETING
May 9	Service Center
June 13	Service Center
July 11	Service Center
August 8	Town Hall**
September 12	Service Center
October 10	Service Center
November 14	Town Hall**
December 12	NO MEETING

**The meetings will be held at the Service Center, unless noted otherwise. There will be a televised regular meeting at Town Hall in March, August and November. All meetings will begin at 4:30 pm.

The following motion is proposed:

MOVE that the Park Commission meeting schedule as outlined in the November 8, 2022 staff memorandum and attached Resolution be accepted and approved, and copies of the meeting schedule be forwarded to the appropriate individuals for posting.

8.A.

Park Commission Meeting Dates 2023 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 15th day of November 2022, at 4:30 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 2022 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 2023 meeting schedule as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 10	Service Center	4:30 pm regular meeting
February 14	Service Center	4:30 pm regular meeting
March 14	Town Hall	4:30 pm televised regular meeting
April 11	NO MEETING	NO MEETING
May 9	Service Center	4:30 pm regular meeting
June 13	Service Center	4:30 pm regular meeting
July 11	Service Center	4:30 pm regular meeting
August 8	Town Hall	4:30 pm televised regular meeting
September 12	Service Center	4:30 pm regular meeting
October 10	Service Center	4:30 pm regular meeting
November 14	Town Hall	4:30 pm televised regular meeting
December 12	NO MEETING	NO MEETING

ADOPTED: YEAS: _____

NAYS: _____

Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified Chair of the Park Commission, Charter Township of Meridian, Ingham County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and a complete copy of a resolution adopted at a regular meeting of the Township Board on the 15th of November, 2022.

Mary Nardo-Farris, Chair
Park Commission



To: Park Commission

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

Date: November 9, 2022

Re: Federal Spark Grant Program

The Michigan Department of Natural Resources is administering the Federal American Rescue Plan funds designated for parks with \$65,000,000 in grants for allocation to local communities. Requests for funds are allowed from \$100,000 to \$1,000,000 per application with no local match required. The first round of applications are due on December 19 and based on information shared in a recent webinar, that their primary focus would be dedicated to smaller requests. There will be two additional grant rounds in 2023 of \$25,000,000 each, with deadlines TBD, where larger requests will be considered. Only three applications per community are permitted and can be carried forward to the subsequent round if not successful in earlier cycles.

The goal today is to determine which project to select for first-round consideration to meet the December 19 application deadline. Some projects for consideration include:

- **Nancy Moore Park Playground Replacement and Accessible Loop Trail** – Nancy Moore Park hosts more children than any other park in our system who participate in soccer, lacrosse, baseball, softball and flag football. The playground has outlived its life expectancy and is in need of replacement. The second part of this requests adds a paved loop trail leading from the parking lot and around the soccer fields. Currently, anyone with mobility struggles including the elderly, is unable to reach the soccer fields to spectate. This loop trail would not only improve site accessibility, but provide an additional fitness opportunity in the park. Estimated Cost: \$300,000.
- **Central Park Pavilion Renovation Project** – This pavilion was first constructed in 1975 and utilized for the Farmers Market for over 40 years as well as for picnics and family gatherings. Now that the farmers Market has a new home, this site is “well worn” and in serious need of upgrades to the exterior as well as new sidewalks and landscaping. With the addition of the new restroom building, paved pathway, boardwalk, and overlook fishing dock all funded with DNR grant assistance, this would be a complimentary project to “finish” this area of Central Park. It also is located in a high visibility area adjacent to the Township Hall and Historical Village. \$100,000

Project awards are scheduled to be announced in February. To learn more about this program, follow this link to the SPARK Grant Booklet. [Michigan Spark Grants](#).

Motion for Park Commission consideration:

**MOVE TO SUPPORT AN APPLICATION TO THE FEDERAL SPARK GRANT PROGRAM
ADMINISTERED BY THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR
IN THE AMOUNT OF \$_____.**

2022-2027 CIP – PARKS

8.B.

The Meridian Township Capital Improvement Plan is a six-year planning and budgeting tool that is reviewed and updated annually by the Park Commission and is based on project need and community input. It is a partner document to the Goals and Objectives, and Action Plan from the Five Year Parks and Recreation Master Plan.

<u>Year</u>	<u>Project Name</u>	<u>2022 Cost</u>	<u>Funding Source</u>
2022	Towner Road Park Playground	\$400,000	MNRTF/Park Millage
2022	Parking Lot repaving/expansion (Central Park South, N. Meridian Rd Park HNC, Marshall)	\$200,000	Park Millage
2022	New Park Signs and site furnishings	\$50,000	Park Millage
2022	Shade Structure at Towner	\$20,000	Park Millage
2022	Floating Islands Purification System	\$18,000	Park Millage
<hr/>			
<u>2023</u>			
2023	Central Park Pavilion Renovation, Landscaping	\$150,000	Park Millage
2023	Marshall Park Playground Replacement	\$150,000	Park Millage, Grants
2023	Okemos Road Parcel Development	\$400,000	Park Millage, Grants
2023	New Park signs	\$20,000	
<hr/>			
<u>2024</u>			
2024	Ottawa Hills Playground Replacement	\$ 75,000	Park Millage, Grants
2024	New Park Signs	\$20,000	
<hr/>			
<u>2025</u>			
2025	Nancy Moore Park Playground	350,000	Park Millage/grant
2025	Nancy Moore Park Pavilion	\$300,000	Park Millage/grant
2025	Nancy Moore Park Loop Trail	<u>\$90,000</u>	Park Millage/grant
<hr/>			
<u>2026</u>			
2026	Hillbrook Park Restroom Building	\$250,000	Park Millage, Grants
2026	Wonch Park Improvements – Restroom, Streambank, launch, WiFi	\$500,000	Park Millage, Grants
2026	Snell-Towar Recreation Center Improvements	<u>\$185,000</u>	Park Millage, Grants
<hr/>			
<u>2027</u>			
2027	Central Park Improvements-Splashpad	\$500,000	Park Millage, Federal or State Grants
2027	Meridian Riverfront Park Trail Improvements	\$1,000,000	Park Millage, Pathway Millage, Federal/State Grants

Other items for future discussion/consideration: Skate Park; Splash Pad



Michigan Spark Grants 2022 application overview

Michigan Department of Natural Resources mission statement

The Michigan Department of Natural Resources is committed to the conservation, protection, management, use and enjoyment of the state's natural and cultural resources for current and future generations. We strive to protect natural and cultural resources, ensure sustainable recreation use and enjoyment, enable strong natural resource-based economies, improve and build strong relationships and partnerships, and foster effective business practices and good governance.

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination based on race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Act of 1964 as amended, 1976 Michigan Public Act 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act as amended.

If you believe that you have been discriminated against in any program, activity or facility, or if you desire additional information, please write: Michigan Civil Service Commission – Quality of Life Human Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd., Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Dr., Mail Stop MBSP-4020, Arlington, VA 22203. For information or assistance on this publication, contact Grants Management, Michigan Department of Natural Resources, PO Box 30425, Lansing, MI 48909-7925.

This publication is available in alternative formats upon request.

For information or assistance on this publication:

Call 517-284-7268

Visit the [DNR grants page](http://www.Michigan.gov/DNR-Grants) at www.Michigan.gov/DNR-Grants

[Access MiGrants](https://migrants.intelligrants.com/) at <https://migrants.intelligrants.com/>

Spark Grants Advisory Group

Kyle Caldwell, Council of Michigan Foundations

John Egelhaaf, Region 4 Southwest Planning Commission, Michigan Association of Regions

Andrea LaFontaine, Michigan Trails & Greenways Alliance

John LaMacchia II, Michigan Municipal League

Dan Lord, Michigan Department of Natural Resources

Amy Matisoff, Michigan Department of Transportation

Clay Summers, Michigan Recreation & Park Association

J. J. Tighe, Ralph C. Wilson, Jr. Foundation

Michigan Department of Natural Resources

Daniel Eichinger, Director

Grants Management

Dan Lord, Assistant Division Chief

Michael Chuff, Financial Specialist

Lance Brooks, MiGrants Administrator

Jon Mayes, Manager

Merrie Carlock, Grant Coordinator

Alexandria McBride, Grant Coordinator

Samantha Davis, Grant Coordinator

Charamy Cleary, Grant Coordinator

Table of contents

Introduction	5
2022 Spark Grants schedule	6
Applicant and project eligibility	7
Applicant eligibility	7
Public input and resolution	7
Project eligibility	7
Ineligible projects	7
Financial details	8
Minimum and maximum grant amounts	8
Matching funds	8
Eligible costs	8
Ineligible costs	9
Number of allowable applications from a single applicant	10
Project site eligibility	10
Allowable number of project sites	10
Long-term site obligations	10
Site control	10
Contaminated properties	11
Planning considerations	11
Prime professional	11
Federal requirements	11
Permits	12
Accessible design	12
Project completion	12
Application documents	12
Application pages	13
Application outcome	13

Introduction

Michigan Spark Grants are a \$65 million program that represents a milestone moment for outdoor recreation, helping local communities that want to create, renovate or redevelop public outdoor opportunities for residents and visitors – especially those whose economic opportunities and health were hardest hit by the COVID-19 pandemic.

Administered by the Michigan Department of Natural Resources, Michigan Spark Grants will support projects that provide safe, accessible public recreation facilities and spaces to improve people's health, introduce new recreation experiences, build on existing park infrastructure and make it easier for people to enjoy the outdoors. This grant opportunity is possible because of the Building Michigan Together Plan, signed in March 2022, which included a historic infusion of federal funding in our state and local parks.

Program goals:

- Leverage federal, state, local and private resources toward a sustainable public recreation development program.
- Provide a clear, simple and equitable grants distribution process in support of public outdoor recreation.
- Align project partners and community organizations so resources are maximized and roles and responsibilities are clearly outlined and balanced.

We strongly recommend that you review the entire booklet in conjunction with the online application in MiGrants before you begin to prepare your application.

The Grants Management staff of the Department of Natural Resources have prepared this booklet to guide you in preparing a Michigan Spark Grants application. Grants Management staff are available to assist you with any questions you may have regarding any aspect of the application process. We encourage you to contact your regional representative early in the application process. You may also call the Grants Management office at 517-284-7268 and you will be directed to the appropriate representative.

This booklet and all forms needed to complete an application are available on our website: www.Michigan.gov/DNR-Grants.

The [MiGrants Online Application System](https://migrants.intelligrants.com/) is available at <https://migrants.intelligrants.com/>.

2022 Spark Grants schedule

The grant application will launch in October and stay open for six weeks, with first-round grants awarded by the end of 2022. There will be two more rounds of applications and grant awards in 2023.

Date	Action
OCT. 24, 2022	Application period starts in MiGrants
DEC. 19, 2022	Round one applications due
JAN. 2023	Round one grants awarded
TBD 2023	Rounds two and three will open and be awarded
DEC. 31, 2024	All awarded grant funds must be committed to third-party contracts
OCT. 31, 2026	All grant funded projects must be completed

Applicant and project eligibility

Consider the following eligibility requirements and additional information when deciding whether to apply for a Spark grant. For more detailed information about completing a development project, review the Development Project Procedures booklet on the [Grants Managements website](#).

Applicant eligibility

- Applicants must be local units of government (tribal, county, city, village or township) or public authorities legally established to provide public recreation.
- Applicants may include a regional or statewide organization or consortium of local units of government or public authorities legally established to provide public recreation. All projects must take place on public land.
- An eligible financial match is encouraged but not required.
- A community planning process is encouraged but not required.

Public input and resolution

A resolution from the highest governing body is required to apply for a Spark grant. The applicant is responsible for providing the public with adequate opportunity to review and comment on the proposed application. Dedicated public hearings are not required; however, the application must be an agenda item open to discussion by the general public in a meeting of the local unit.

Project eligibility

- Projects must support and enhance neighborhood features that promote improved health and safety outcomes or address the increased repair or maintenance needs in response to significantly greater use of public facilities in local communities that have been adversely affected by the COVID-19 pandemic.
- Projects may include the development, renovation or redevelopment of indoor or outdoor public recreation facilities and the provision of recreation-focused equipment and programs at public recreation spaces.
- Funds may be used for activities such as, but not limited to, project review, planning, architecture and engineering services, construction, oversight and compliance activities associated with state and federal requirements, as applicable.
- Funds must be committed to third-party contracts by Dec. 31, 2024.
- Projects must be completed on public land by Oct. 31, 2026.

Ineligible projects

- Facilities and/or stadiums utilized primarily for the viewing of professional or semiprofessional art, athletics or intercollegiate or interscholastic sports. Facilities that are used for the viewing of professional or semiprofessional art, athletics or intercollegiate or interscholastic sports, but whose primary purpose is the active recreational use by the general public for at least 75% of normal operation hours, are allowed.

- Routine expenses – these funds cannot be used for maintenance or operational expenses of local parks and recreation departments.
- Art displays, decorative fountains and facilities for historical interpretation.
- Projects that would create an unfair competitive situation with private enterprises. In situations where privately managed facilities are providing identical or similar recreation opportunities, the local government must provide additional written justification of the need for the proposed facility in light of the private sector's presence.
- Sidewalk projects that are primarily in road rights-of-way and do not exhibit qualities associated with recreation trails. In general, traffic control devices in the road right-of-way, such as guardrails, flashing or nonflashing signs or barricades, and electronic crossing signals, are not eligible scope items.
- Most improvements to public roadways.
- Invasive species removal, shoreline stabilization or erosion control that are not associated with development of recreation facilities at the site.
- Municipal infrastructure, such as electrical transmission lines, sewer mains, water mains, etc., that is the majority of the scope of the project is not eligible for funding. However, a service line for these types of utilities can be eligible as a scope item if it is providing the utility to a site of public recreation that has other scope items being developed as part of the same grant project.

Financial details

Minimum and maximum grant amounts

Minimum grant request: \$100,000

Maximum grant request: \$1,000,000

Matching funds

Total project costs may exceed \$1,000,000 if the applicant is able to provide documentation of secured matching funding sources.

Eligible matching funds are encouraged but are not required and will not be considered as part of application scoring. Federal funds are not eligible sources for matching funds.

Eligible costs

This is a reimbursement program. All grants are paid as reimbursement for actual expenses (i.e., the community pays for the work and is then reimbursed at the percentage listed in the grant agreement of the cost up to the grant amount). On a case-by-case basis, the DNR will allow advances for communities that meet certain criteria.

Grantees should anticipate submitting multiple partial requests for reimbursement as the project progresses. The final 10% of the grant amount will be withheld pending a final project inspection and audit of the grant file.

- If selected for funding, includes expenses for grant writing, designs, public input, and permitting. Expenses are eligible beginning Oct. 1, 2022.
- Construction expenses incurred prior to the execution of the project agreement will not be eligible for reimbursement.
- Reimbursement will occur through request, with adequate documentation of expenses, including all applicable copies of invoices, checks, payment sheets, change orders, documentation of force account labor and equipment, and documentation of donated labor and/or materials.
- Until final completion of the project, 10% of the grant will be withheld.
- No further reimbursements will be made for canceled projects or projects that have not been completed within the required timeframe.

Only those costs directly associated with the project will be reimbursed. Eligible budget categories include:

- **Preplanning** – If selected for funding, includes grant writing, designs, public input, and permitting. Expenses are eligible beginning October 1, 2022.
- **Administration** – Internal activities necessary to support the oversight and implementation of the project. This category is capped at 5% of the project subtotal.
- **Project permitting, plan designs and oversight** – This category is capped at 25% of the project subtotal.
- **Construction** – Only construction activities directly related to the project scope.
- **Programming** – Events and instructional activities associated with activating the site.
- **Equipment** – Equipment must be unique and directly related to activities supporting the construction improvements of the project; maintenance equipment is not eligible.
- **Indirect/overhead** – If applicable, the applicant may choose to cover indirect costs. If a recipient has a current Negotiated Indirect Costs Rate Agreement established with a federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10% of the modified total direct costs pursuant to 2 CFR 200.414(f).

Ineligible costs

- Maintenance is not an eligible expense. However, the DNR is requesting this information in the application in effort to gain insight on applicant needs long term to support the project.
- Indirect/overhead greater than 10% of the total project costs without an approved NICRA.
- Tuition and fees, conferences, travel, lodging, meals, group meals and mileage.
- Costs incurred outside of the project period specified in the project agreement or amendment.
- Salaries/fringes of individuals not working on the project directly.
- Sales tax for exempt agencies.

Number of allowable applications from a single applicant

No more than three Spark grant applications may be submitted for the duration of the grant program. If submitting more than one application, the entity must rank the project in order of highest priority. Submitting multiple applications with similar facilities in one location is not allowed.

Project site eligibility

Allowable number of project sites

Each application must be for a single park site or contiguous trail. Applications for multiple sites must be submitted and prioritized as individual applications. To avoid duplication of grant awards and to achieve the best scenario for an applicant to receive funding, should an applicant apply for the same project across multiple DNR grant programs in the same year, DNR Grants Management staff reserve the right to align the program that is most applicable based upon scoring and available funding. In these situations, applicants will be directed to withdraw from certain programs prior to final grant awards being made.

Long-term site obligations

- The land included in the boundary of this project site must remain open to public outdoor recreation use for the useful life of the facilities being constructed, which is generally a 20-year minimum.
- The grantee will not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities within the 20-year useful life period.
- None of the project area nor any of the project facilities constructed shall be wholly or partially conveyed during the 20-year useful life period, either in fee or otherwise or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title ownership, or right of maintenance or control by the applicant.
- An entrance sign identifying the site as a public outdoor recreation site open to all users must be prominently displayed. The establishment of an entrance sign can be added to the grant scope of work.
- The recreation site must be open to all users – resident and nonresident. If a fee is charged, the nonresident fee shall be no greater than twice the resident fee.

Site control

The applicant must own, have a perpetual easement, lease or other agreement allowing use, operations or construction of the project site. Agreements must be finalized at the time of application; draft agreements will not be accepted. A Documentation of Site Control form (PR5750-4) and deed, lease or easement is required in the application.

- For leased sites: 20-year minimum.
- Leased sites with a term of less than 20 years beyond the application date are not eligible to receive grant assistance unless the lessor is a government entity and agrees to assume all grant obligations if the lessor takes control of the project site. Documentation from the lessor agreeing to the terms is required.

Contaminated properties

Contaminated properties are eligible for grant assistance, provided the property can be made safe for the proposed uses and the contamination will not have a substantial negative impact on the overall public recreation, public safety and/or resource protection values of the site. Grant funds may not be used for environmental remediation.

Planning considerations

Prime professional

All projects are required by state law (MCL 339.2011) to have a licensed engineer, architect or landscape architect (prime professional) prepare all plans, specifications and bid documents and verify that all construction has been completed according to acceptable standards. Engineering and architectural costs may make up no more than 25% of total project cost. The DNR requires a prime professional to have an active profile in MiGrants. The prime professional will be able to help you with the following requirements in this section.

Federal requirements

The Spark program is funded by and subject to the American Rescue Plan Public Law 117-2 or Uniform Guidance 2 CFR 200, as applicable. Frequently asked questions are accessible at the [U.S. Department of Treasury State and Local Fiscal Recovery Funds website](#). The SLFRF awards are generally subject to the requirements set forth in the uniform administrative requirements, cost principles and audit requirements for Federal awards, 2 CFR Part 200 (the “uniform guidance”). Applicants must review the [eCFR uniform guidance](#) for complete requirements.

Per the final rule FAQ 2.1: The National Environmental Policy Act does not apply. Projects supported with Spark funds may still be subject to all related statutory and regulatory requirements and policies of both programs, including NEPA review, if they are also funded by other federal financial assistance programs.

In planning your application, please note that the Davis–Bacon Act, as amended (40 U.S.C. 3141–3148) and Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708) will be required. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

When a recipient expends more than \$750,000 in federal awards during the grantee’s fiscal year (Oct. 1–Sept. 31), it will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.

Permits

Federal, state and local rules and regulations apply. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the applicant to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.

Accessible design

The proposed project must meet the accessibility requirements of the 2010 Americans with Disabilities Act design standards; including all proposed recreation facilities, access routes from the proposed facilities to parking and relevant support facilities. For proposed facilities such as hiking trails, camping facilities, picnic facilities and beach-access routes that are not covered under the [2010 ADA design standards](#), follow the U.S. Access Board Outdoor Developed Areas Accessibility Guidelines. Trails on federal property must meet the Forest Service Trail Accessibility Guidelines. Designing facilities to universal design principals is recommended. More details are provided in the Guidance on Designing Specific Types of Recreation and Support Facilities that Exceeds ADA for Universal Accessibility.

Project completion

Receiving Spark grant assistance requires the project to be completed in a timely manner.

- The grantee must begin the project as soon as the grant agreement is executed.
- Quarterly financial and project status reports will be required.
- The grantee must encumber all of the grant funds to third-party contracts by Dec. 31, 2024.
- All grant funds must be spent by Oct. 31, 2026. Due to the federal requirements of this grant award, no time extensions will be allowed.

Application documents

All applicants must complete their application on the DNR Grants Management's online application system, [MiGrants](#). Paper applications will not be accepted and will be considered ineligible.

- These are the types of documents you will need to have ready to upload when completing the grant applications:
 - Site control form and deed, lease or easement
 - Resolution from highest governing body
 - Site plan of the proposed improvements
 - Optional but not required:
 - Letters of support
 - Universal design review
 - Plans, specifications and bid documents
 - Permits
 - Documentation of matching funds
 - Indirect cost-rate agreements

Application pages

The application is six pages long. The authorized official will be required to initiate the application. Once initiated, anyone with an organizational role will be able to modify the application pages. You may save the page you are working on and come back to edit or complete the materials later. The pages are:

- **Applicant information** – Basic information of the site, project name, etc.
- **Narrative details part 1** – Public benefit and anticipated outcomes, financial and social considerations, and access to the project site.
- **Narrative details part 2** – Access to new opportunities for people of all abilities, clarifying of scope and ability to execute, new construction, renovation and future maintenance.
- **Financial details** – Project budget categories and amount requested.
- **Additional information** – Optional – you may upload additional documentation here.
- **Certification by AO (authorized official)** – Check to certify the application.

After the successful submission of your application by changing the status, you will receive an email notification from MiGrants.

Application outcome

The Michigan Spark Grants program will have three rounds. The DNR will announce successful awards at the end of each round. At the end of rounds one and two, any unsuccessful application can be withdrawn, reapplied for later rounds as-is, or modified and reapplied for later round(s). Please monitor your email for a notification from MiGrants providing further guidance.



9. Discussion Items

A. General Health Policy - Township Board



To: Board Members
From: Melissa Massie, Director of Project Management & Operations
Date: October 4, 2022
Re: General Health Policy (Menstrual Equity)

Menstrual products are essential, can be costly, and poverty poses a barrier to accessing them. According to a 2017 study, people who menstruate can expect to spend upwards of \$1,000 over the course of their lifetime on menstrual products. For many, this means resorting to degrading and unhygienic options. For example, a recent study demonstrated that two-thirds of low-income women in St. Louis could not afford menstrual products in 2016, and had to use cloth, rags, diapers, or paper as a substitute.

In November 2021, Governor Whitmer signed House Bill 4270 (H-2) and House Bill 5267 (H-2) amending the Use Tax Act and General Sales Tax Act, respectively, to exempt from taxation under those Acts the sale of feminine hygiene products. "Feminine hygiene products" were defined as tampons, panty liners, menstrual cups, sanitary napkins, and other similar tangible personal property designed for feminine hygiene in connection with the human menstrual cycle.

In July 2022, Clerk Guthrie was approached by a student from the Associated Students of Michigan State University (ASMSU), requesting such products be provided in Township-owned public restrooms. Since that time, the Township's DEI Committee has been working on a policy to present to the Board to provide free menstrual products in Township-owned restrooms.

The DEI Committee believes providing free menstrual products to employees, and in its publicly owned restrooms, promotes ending period poverty and the stigma attached to menstruation, which will help us work toward achieving menstrual equity.

We can achieve this by adopting a General Health Policy, which requires that the Township provide free sanitary products in public restrooms owned and operated by Meridian Township. In the draft policy, sanitary products means: soap, hand sanitizer, toilet paper, toilet seat disposable covers, paper towels, tissues, menstrual pads, and tampons.

This policy supports the 2022 DEI goal of promoting racial equity, economic security, health, and well-being for all people for the following reasons:

- Sanitary products are necessary hygienic products.
- People should not have to purchase and keep on their possession any sanitary products or other essential hygiene products.
- Access to essential hygiene products is critical to the general health and safety of our community.
- Not all people have the means to purchase the goods they need for general health and well-being.

Memo to Township Board
October 4, 2022
Re: General Health Policy (Menstrual Equity)
Page 2

The Board's Policy Governance Manual has four areas of governance: Global Ends Statement, General Executive Constraint, Global Governance Commitment, and Global Governance Management Connection. The Global Ends statement addresses Health and Safety and how health and safety will be enhanced or sustained. Adding a General Health Policy would not only help address period poverty, but it will also define what constitutes sanitary products and expand what the Township currently provides to include feminine hygiene products, creating health equity. Therefore, the DEI Committee is presenting the following policy for your consideration:

1.2 POLICY TITLE: *HEALTH AND SAFETY ENDS (Priority #2 for enhancement; #1 for sustained condition.)*

8. A commitment to protecting and sustaining the general health of Township staff and residents by:

a. Providing free sanitary products within public restrooms owned and operated by Meridian Township no later than January 1, 2023.

i. As used in this section, "sanitary products" means: soap, hand sanitizer, toilet paper, toilet seat disposable covers, paper towels, tissues, menstrual pads, and tampons.

The DEI Committee is also looking at ways we can partner with our local food pantries and the nonprofit organization, Helping Women Period, to provide free sanitary products to residents at local food pantries. Funds for community activities such as this provide a benefit to the community-at-large. Similar expenditures for community activities in the Township's 2023 Budget include: Meals on Wheels, Flags over Meridian, the Community Gardens, the Community Band and Lake Lansing Watershed. The estimated cost to stock sanitary products at an individual pantry is \$150 annually through the Helping Women Period nonprofit organization. There are six pantries that we know of in the Township.

The DEI Committee is proposing that the Board adopt the General Health Policy to begin providing free sanitary products in publicly owned restrooms no later than January 1, 2023. The DEI Committee will come back with a formal recommendation for funding of free sanitary products at food pantries located in Meridian Township.

The following motion has been prepared for the Board's consideration:

"MOVE TO ADOPT THE RESOLUTION AMENDING THE BOARD POLICY MANUAL OF THE CHARTER TOWNSHIP OF MERIDIAN TO ADOPT A GENERAL HEALTH POLICY."

Attachments:

1. Resolution amending the Board Policy Manual of the Charter Township of Meridian to adopt a General Health Policy
2. Board Policy Manual, Charter Township of Meridian

RESOLUTION TO ADOPT A GENERAL HEALTH POLICY PROVIDING FREE SANITARY PRODUCTS WITH PUBLIC RESTROOMS OWNED AND OPERATED BY MERIDIAN TOWNSHIP

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Township Municipal Building, 5151 Marsh Road, Okemos, Michigan 48864-1198, (517) 853-4000, on Tuesday, October 4, 2022, at 6:00 p.m.

PRESENT: Supervisor Jackson, Clerk Guthrie, Trustees Hendrickson, Sundand, Wilson, Wisinski

ABSENT: Treasurer Deschaine

The following resolution was offered by Trustee Wilson and supported by Clerk Guthrie.

WHEREAS, the General Health Policy will promote racial equity, economic security, health, and well-being for all people; and

WHEREAS, Meridian finds that soap, hand sanitizer, toilet paper, toilet seat disposable covers, paper towels, tissues, menstrual pads, and tampons are all essential to the general health and welfare of the public; and

WHEREAS, the Township Board also finds that ensuring that such products are readily available in public restrooms will help prevent the spread of germs, reduce the transmission of blood-borne pathogens, and improve the general public welfare; and

WHEREAS, this General Health Policy will support and enhance the 2022 DEI Goal for Meridian Township; and

WHEREAS, sanitary products are necessary hygienic products; and

WHEREAS, not all people have the means by which to purchase the goods they need for general health and well-being; and

WHEREAS, this policy will support the Updated 2015 Township Personnel Handbook with an emphasis on building equity for all.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN, MOVES TO ADOPT A GENERAL HEALTH POLICY PROVIDING FREE SANITARY PRODUCTS WITH PUBLIC RESTROOMS OWNED AND OPERATED BY MERIDIAN TOWNSHIP AND DEFINES SANITARY PRODUCTS AS SOAP, HAND SANITIZER, TOILET PAPER, TOILET SEAT DISPOSABLE COVERS, PAPER TOWELS, TISSUES, MENSTRUAL PADS, AND TAMPONS:

1.2 POLICY TITLE: *HEALTH AND SAFETY ENDS (Priority #2 for enhancement; #1 for sustained condition.)*

8. A commitment to protecting and sustaining the general health of Township staff and residents by:

a. Providing free sanitary products within public restrooms owned and operated by Meridian Township no later than January 1, 2023.

i. As used in this section, "sanitary products" means: soap, hand sanitizer, toilet paper, toilet seat disposable covers, paper towels, tissues, menstrual pads, and tampons.

ADOPTED:

YEAS: Supervisor Jackson, Clerk Guthrie, Trustees Hendrickson, Sundand, Wilson, Wisisnski

NAYS: _____

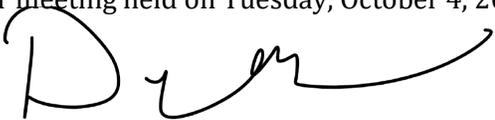
Resolution declared adopted.

STATE OF MICHIGAN)

)ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Meridian, Ingham County, **DO HEREBY CERTIFY**, that the foregoing is a true and complete copy of proceedings taken by the Township Board at a regular meeting held on Tuesday, October 4, 2022.



Deborah Guthrie, Township Clerk
Charter Township of Meridian



10. Land Preservation Report

Presented by: Commissioner Stephens