



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR
MEETING
Tuesday, November 18, 2025, 4:30pm
Service Center

REGULAR MEETING – 4:30PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. PRESENTATION
 - A. Eagle Scout Presentation – Raptor Wingspan Exhibit at Harris Nature Center
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES
 - A. October 14, 2025, Park Commission Regular Meeting Minutes
7. COMMUNICATIONS
 - A. November Stewardship Calendars
 - B. Nancy Moore Traffic Signs Request
 - C. Parks and Recreation 5-Year Plan – Request for Proposals
 - D. Eagle Scout Project Proposal
8. DISCUSSION ITEMS
 - A. Proposed 2026 Park Commission Meeting Dates
 - B. Possible Cricket Field Locations Summary
9. ACTION ITEMS
 - A. Election for 2026 Park Commission Officers
10. DIRECTOR'S REPORT
 - A. Fair Food Network and Meridian Farmer's Market Temporary Food Assistant Program
 - B. Sylvan Glen Homeowner's Association Meeting update
 - C. Senior and Community Center Updates
 - D. Budget Updates
11. PUBLIC COMMENT
12. OTHER MATTERS AND COMMISSIONERS' COMMENTS AND LIAISON REPORTS
13. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained.

Individuals with disabilities requiring auxiliary aid or services should contact Parks & Recreation Director, Courtney Wisinski: 2100 Gaylord C. Smith Court, Haslett, MI 48864 or 517.853.4600 - Ten Day Notice is Required.



MINUTES
CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR
MEETING
Tuesday, October 14, 2025, 4:30pm
Service Center

REGULAR MEETING – 4:30PM

1. CALL MEETING TO ORDER
 - A. Chair called the meeting to order at 4:30 PM.

2. ROLL CALL
 - A. Present: Chair Nardo-Farris, Commissioners Stephens and Phelps
 - B. Commissioner McDonald arrived at 4:40 PM.
 - C. Absent: Commissioner Lick – excused.
 - D. Staff present: Director Wisinski and Administrative Assistant Pachucki
 - E. Guest: Jim Kelly from the 906 Adventure Team

3. PUBLIC COMMENT
 - A. There was no public comment.

4. PRESENTATION
 - A. 906 Adventure Team
 1. Jim Kelly from the 906 Adventure Team presented to the Park Commission about an outdoor adventure youth nonprofit that meets weekly at Eastgate Park. The presentation focused on the youth resilience bike program, and the two or three adult volunteer leaders that work with around eight to ten kids for ten weeks over the summer. In 2026, the meeting dates will be every Tuesday from June 2 until August 11, from 6:00 PM until 8:00 PM. There is a program cost of \$125 per youth, and there are scholarships available if the cost is prohibitive for any youth. The presentation concluded by thanking the Park Commission and Parks and Recreation staff for their partnership and support with this program.
 2. The Park Commissioners asked Mr. Kelly about program logistics (background checks for volunteers, youngest age group, largest age group, etc.). Chair Nardo-Farris asked if there was any challenges that the Park Commission could address. Mr. Kelly shared that the trails at Eastgate are well maintained, the progression of the Riverfront Park, and the new signage are all positives. Director Wisinski remarked that the Parks and Recreation staff is happy to collaborate with this group.

5. APPROVAL OF AGENDA
 - A. Commissioner Stephens motioned to approve the agenda. Commissioner Phelps seconded.

VOICE VOTE: Motion carried unanimously.

6. APPROVAL OF MINUTES
 - A. September 9, 2025 Park Commission Regular Meeting Minutes
 1. Chair Nardo-Farris moved to change the title of Agenda Item 10.D from Framer’s to Farmer’s.
 2. Commissioner Phelps moved to approve the minutes, as amended. Commissioner Stephens seconded.

VOICE VOTE: Motion carried unanimously.

7. COMMUNICATIONS

A. October Stewardship Calendars

1. Director Wisinski shared that it is currently native seed collection season, and the field assistants for the land stewardship team have identified a new sedge in Meridian Township. During this season, the land stewardship team will host “seed sorting parties” at the Service Center, and the events are very inclusive, and attract a large number of people who cannot always participate out in the field.
2. Director Wisinski also highlighted that as the Park Commission was meeting, simultaneously there was a Trailside Ecology event highlighting Creepy Cool Critters.

B. Small Dog Park Shelter

1. Director Wisinski noted the email communication received from a current small dog park member, and shared that she has received previous requests from other members as well. Both the large dog park and the small dog park are well attended, but the large dog park is largely sheltered from the elements in the trees, while the small dog park is more exposed. Director Wisinski also met in-person with a few members of the small dog park to discuss their request for a shelter. The Parks and Recreation staff did not feel comfortable with anything temporary in that space – high winds, or adverse weather would destroy anything nonpermanent in that space. Director Wisinski had Kati Adams, our Parks and Land Superintendent price out an established enclosure – similar to an overgrown bus stop space – and the pricing came out to around \$17,000 without concrete. Director Wisinski is exploring other options, including construction in-house, and volunteer groups.
2. The commissioners discussed alternative options for the small dog park shelter, including purchasing surplus ballfield dugouts from other communities that may not be using them, concerns about using crowd-fundraising for the shelter, and that providing this space would harmonize with the township’s goal of supporting seniors in the community.

- C. Commissioner Phelps moved to accept and place the communications received on file. Commissioner Stephens seconded.

VOICE VOTE: Motion carried unanimously.

8. DISCUSSION ITEMS

A. Lee Moore Memorial

1. Director Wisinski shared some history of Nancy Moore Park, and that her daughter, Lee Moore recently passed away. The surviving family approached Director Wisinski about honoring Lee’s legacy by collecting memorial contributions that would benefit Nancy Moore Park.
2. Commissioner Phelps moved to place discussion item 8.A to action item 9.A. Chair Nardo-Farris seconded.

VOICE VOTE: Motion carried unanimously.

B. 2026 Event List

1. Director Wisinski distributed the tentative 2026 Event List, and reported that the pink color events/celebrations are new for 2026. These new items may not be grand celebrations, but may be smaller acknowledgements – even just by resolution by the Park Commission. Director Wisinski has Parks and Recreation staff reaching out to community groups to help lead cultural celebrations (like in the case of the long-standing Chinese New Year event). One new event for the upcoming year is a 5K walk/run that will benefit Meridian Cares, and features a Polar Plunge in January. The Parks and Recreation staff also are looking to host a few Movies in the Parks events over the summer, and a Dark Sky event in the fall.
2. Chair Nardo-Farris expressed that it feels like the Parks and Recreation department grows every year with new events, and Commissioner Phelps asked what the events in purple font meant. Director Wisinski clarified that those events are department sponsored, but not lead by one of our staff members.

C. Cricket – North Meridian Park Wetland Survey

1. Director Wisinski reviewed the wetland delineation survey provided to the Park Commission by Fishbeck, and shared that there are two emergent wetlands at North Meridian Road Park that would make construction of a cricket field at the site difficult. Director Wisinski reached out to one of the representatives of the cricket community with some alternative plans (cricket batting cages, smaller non-regulation sized fields, etc.), and the feedback was that they wouldn't want the Parks and Recreation staff to spend money on something that they wouldn't use (especially with a dedicated space like Delta Mills close by).
2. The commissioners discussed practice field spaces, collaborating with local schools/club teams, or using an existing field. Lake Lansing North's defunct baseball field was brought up as a potential space. The commissioners agreed to reach out to Ingham County Parks to investigate options. Commissioner McDonald suggested exploring what other immediately surrounding communities do, and Commissioner Phelps recommended reaching out to elected officials.

9. ACTION ITEMS

A. Lee Moore Memorial

1. Commissioner Phelps to accept the donations received for the Lee Moore Memorial at Nancy Moore Park to name a structure in the park after Lee Moore. Commissioner McDonald seconded.

VOICE VOTE: Motion carried unanimously.

10. DIRECTOR'S REPORT

A. Budget Updates

- a. Director Wisinski reviewed the budget updates for October 2026, including the NRTF grant for the Okemos Road Trailhead. Parks and Recreation staff is still waiting for a decision to be made, preliminary scoring put the proposal at 380 out of 500 possible points, and some supplemental information was submitted. Commissioner Stephens asked when the last NRTF grant was received, and Director Wisinski shared that it has been a few years, but she would confirm and bring the information to the next meeting.
- b. Director Wisinski reported that the installation of the Towner Road and Ottawa Hills inclusive playground was delivered, and installation would happen in a few weeks once the fall sports season was completed. The concrete border for the poured-in-place surface would leave approximately \$7500 to \$10000 left over in the balance, and would be rolled back into the millage funds.
- c. The Red Cedar Waterway project funds would be for any needs that come in between receiving the Ingham County funding, and nothing had been expended or encumbered yet.
- d. Director Wisinski shared that picnic tables had been purchased for Marshall Park, but Parks and Recreation staff are still awaiting the shade structures for the park. Director Wisinski will reach out to Deputy Township Manager/Director of Public Works Opsommer for an update on the bioswale for the Park Commission.

B. Senior and Community Center Updates

- a. Director Wisinski discussed the progress that the Township staff has done over the last few months, including meeting with local school districts, and reviewing every possible site. The few sites that were recently reviewed do not meet all of the requirements. For example, one of the sites the developers were only willing to lease, not sell. The upcoming township board meeting on Tuesday will outline the available options for the public.

C. 5-Year Plan

- a. Director Wisinski mentioned that she met with consultants to potentially assist with the 5-Year Parks and Recreation Master Plan Update. The 5-Year Plan is required to apply for Michigan Department of Natural Resources (MDNR) grants, helps guide priorities for the department and assists in identifying future needs for our community and region. Director Wisinski will post a Request for Bid (RFP) before the end of the month, and then review the bids at the end of November.

- b. The commissioners agreed that an outside perspective could help, and involve the community better than in-house teams can. Commissioner Stephens and Chair Nardo-Farris wished to review the budget and Capital Improvement Plan (CIP) at a future meeting.
 - D. Towner and Ottawa Parks Play Structure Installations
 - a. This agenda item was already discussed during the budget updates.
- 11. PUBLIC COMMENT
 - A. There was no public comment.
- 12. OTHER MATTERS AND COMMISSIONERS' COMMENTS AND LIAISON REPORTS
 - A. Legg Park Prescribed Burn
 - 1. Commissioner Stephens shared that this was on the agenda for the Land Preservation Advisory Board meeting, and that the Park Commission will need to consider putting some money aside for park management, and stewardship in parks in the upcoming years.
 - B. Commissioner Rambo commended Director Wisinski on a job well done, and had nothing additional to add.
 - C. Chair Nardo-Farris did not have anything additional to offer, beyond that the next meeting of the Park Commission will be Tuesday, November 18th, 2025 at the Service Center.
- 13. ADJOURNMENT
 - A. The meeting was adjourned at 6:35 PM.

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained.

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NOVEMBER

CONNECT
LEARN
CONSERVE



STEWARDSHIP

STEWARDSHIP SATURDAYS 9:30 AM - 12 PM

These workdays occur every other Saturday year round.

- November 15th, Tihart Preserve, Native planting & Invasive shrub removal
 - 1000 Tihart Road, Okemos (Park on road at the intersection of Whitetail Circle & Tihart Rd.)
- November 29th: Holiday weekend, no stewardship!

WEEKDAY WARRIORS

- November 6th, Davis Foster Preserve, Hairy Angelica & Culvers Root planting
 - 5120 Van Atta Road, Okemos (park at the brown barn)
- November 12th, Lake Lansing North Preserve, Hairy Angelica & Culvers Root planting/invasive shrub removal
 - 1000 Wild Ginger Trail entrance
- November 20th, Township Service Center, Seed Sorting Party | Help us prep native seeds for the upcoming season & chit-chat. Snacks & beverages provided!
 - 2100 Gaylord C. Smith Court, Haslett, MI

***ALL EVENTS ARE WEATHER DEPENDENT & MAY BE CANCELLED THE DAY OF**

S	M	T	W	T	F	S
						1 1 STEWARDSHIP SATURDAY 9:30 - 12 PM
2	3	4	5	6 WEEKDAY WARRIORS 1-3 PM	7	8
9	10	11	12 WEEKDAY WARRIORS 1-3 PM	13	14	15 STEWARDSHIP SATURDAY 9:30-12 PM
16	17	18	19	20 WEEKDAY WARRIORS 1-3 PM	21	22
23	24	25	26	27 ← THANKSGIVING HOLIDAY	28 OFFICES CLOSED	29

TO RSVP CONTACT EMMA AT ECAMPBELL@MERIDIAN.MI.US, OR 517.897.3610



From: [theresa ross](#)
To: [Courtney Wisinski](#)
Subject: Re: Speeders
Date: Thursday, October 23, 2025 2:37:10 PM
Attachments: [image001.jpg](#)
[image001.jpg](#)

I think new signs would be a big improvement. Many walkers are on that road. There is a blind curve. Only room enough for two cars.
People have their dogs on leashes without enough room to get out of the way.
Yes maybe contact meridian Police.
Yes. More signs.
The old signs are faded and go unnoticed.
I'll stop in
Thank you

On Thu, Oct 23, 2025, 1:03 PM Courtney Wisinski <wisinski@meridian.mi.us> wrote:

Hi Theresa,

The police department is who determines where the digital speed identifiers are located. I am not sure the qualifications. I could certainly reach out, but I would need more information. It may be that we (Parks) could install more speed/slow down signs.

Stop in when you are around and we can chat more.

Thanks!

Courtney Wisinski

Director of Parks and Recreation

wisinski@meridian.mi.us

Work: 517.853.4604

[2100 Gaylord C. Smith Court | Haslett, MI 48840](#)



Subscribe to Parks & Recreation's E-Newsletter, *The Playbook*: <https://bit.ly/SignUpMTwpNewsletters>

From: theresa ross <lolaross1966@gmail.com>
Sent: Thursday, October 23, 2025 12:05 PM
To: Courtney Wisinski <wisinski@meridian.mi.us>
Subject: Speeders

I was wondering if we could put up a lighted digital your speed sign on the access road to Nancy Moore. I have seen several near misses and speeders on this road . Please can we do something to mitigate this high risk area?

Thanks so much

Theresa Ross

From: [theresa ross](#)
To: [Courtney Wisinski](#)
Subject: Safety signs
Date: Saturday, November 8, 2025 1:17:43 PM

Much appreciated!! They are awesome!!

Thank you!!

They should be very effective because they describe exactly what to do. Go slow and watch for pedestrians.

Great job!

Theresa Ross



CHARTER TOWNSHIP OF MERIDIAN
Request for Bid (RFP)
Parks and Recreation 5 Year Master Plan

OWNER: Charter Township of Meridian
Parks and Recreation Department
2100 Gaylord C. Smith Court
Haslett, MI 48840

CONTACT PERSON: Courtney Wisinski, Parks & Recreation Director

CONTACT PHONE: 517.853.4604
E-mail: <mailto:wisinski@meridian.mi.us>

PROJECT NAME: Community 5-Year Parks and Recreation Master Plan Update

BIDS DUE: Wednesday, November 26, 2025, by 3:00 PM

Community Description:

Meridian Township has a population of 43,916 and encompasses 32.5 square miles. The park system consists of 933 acres of parkland in 30 parks including a nature center, historical village, senior center and farmers' market. In addition, the Parks and Recreation Department acquires, develops and maintains more than 85 miles of bicycle-pedestrian pathways, 20 miles of nature trails, and 968 acres of land preserves. Meridian Township has special millages that support parks, recreation, senior center, nature center, bicycle-pedestrian pathway and land preservation. The parks are governed by an elected five-member Park Commission who have jurisdiction over parkland in the township.

Project Description:

The 5-Year Recreation Plan must meet all requirements of the Michigan Department of Natural Resources (MDNR) Grants Management Division as outlined in their guidelines material (IC1924) at <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/5-yr>. The plan will be used to help assist priorities for the department and guide future development needs in our community and region.

Staff of the Parks and Recreation Department will complete the updates for items 1-4 of the plan which include the Community Description, Administrative Structure, Park Inventory and Resource Inventory. The portion of the plan that requires professional assistance includes items 5, 6, 7, and 8 as well as drafting the executive summary.

Request for Bid (RFP)
Parks and Recreation 5 Year Master Plan
Page 2

1. Community Description
2. Administrative Structure
3. Inventory of Existing Parks, Natural Areas and Recreation Facilities
4. Natural Resource Inventory
5. Description of the Planning Process
6. Description of Public Input Process
7. Goals and Objectives
8. Action Program

Proposal Preparation Instructions:

Please provide, as a minimum, with the following information in your proposal:

1. A detailed written description of the firm's understanding of the project, delivery approach, and proposed methods and work tasks to complete the work requested in this proposal.
2. A list of the people proposed for the work and a brief description of their education and experience and responsibilities on similar projects. List primary contact for projects.
3. A table listing the proposed personnel to be assigned to the project, their anticipated hours for each task, and total hours for each phase.
4. General company information including size, years in business, and philosophy. Include a description of the company's quality operating system.
5. Project histories for at least three similar projects both in project type and budget reference with contact information.

Content of Submissions:

1. Assisting the Township with defining their goals (2-3 meetings with the Park Commission and staff)
2. Facilitating public input meetings (2 or more meetings)
3. Facilitating a community survey and preparing a summary of the input
4. Providing an updated 5-Year Parks and Recreation Plan in paper and pdf format.

Required Information in Proposal:

Judging of Submissions:

The Township will judge submissions received based on professional qualification and experience, completeness of submission, quality of product, ability to meet project work schedule and total bid costs. The Township reserves the right to reject all bids, waive informalities or irregularities and accept the bid that it determines to be in the best interest of its residents, which may not necessarily be the lowest bid. All services provided will be consistent with the Township's policies and procedures.

Instructions:

Complete the A- Content of Proposal Form and the B- Proposal Form for Professional Services. These forms are applicable only for this project and all information requested must be submitted in three (3) copies to:

Meridian Charter Township, Clerk's Office
Attn: Courtney Wisinski, Director of Parks and Recreation
5151 Marsh Road
Okemos, MI 48864

Content of Proposal Form – A:

1. At the time of when the contract is signed, the company shall provide Meridian Township:
 - a. Statutory Workers Compensation Insurance
 - b. Comprehensive General Liability Insurance: \$100,000
 - c. Statutory Comprehensive Automobile Liability Insurance

2. If submittal is by association with more than one firm, outline for each firm, specific professional serviced responsibilities as it related to this project.

3. Please identify any additional supportive information not addressed in this proposal, which may be important for Meridian Township to consider evaluating your proposal.

4. Please describe, in detail, the process/steps that the firm will use to develop the most dynamic, creative and achievable plan.

5. The firm selected shall agree not to discriminate against any employee or applicant for employment because of gender, race, age, religion, color, national origin, or disability status.

Request for Bid (RFP)
Parks and Recreation 5 Year Master Plan
Page 5

Proposal Form for Design Services – B:

Organization Name:
Contact:
Email:
Address:
Telephone Number:
Total Not to Exceed Cost:

Submission Deadline: November 26, 2025, by 3:00 pm

Send Bids to: Meridan Township Clerk’s Office

Parks and Recreation Department – Master Plan RFP

5151 Marsh Road

Okemos, MI 48864

Meridian Township Parks and Recreation Boy Scout Eagle Candidate Information

Scout Name: __Nicholas Liddick____ Troop Number __97____

Parents' Names: __Sean Liddick____

Scout's Phone Numbers: home)_(517) 490-1684__ cell)__(517) 490-1684____

Scout's Address: __2128 Isaac Lane East Lansing MI 48823____

E-mail Address: __nicktanks1235@gmail.com____

Troop Master Name/ Phone: __James Hebert (517) 388-0832____

Eagle Project Title: __Raptor Wing span____

Proposed Start Date: __11/12/2025__ Projected Completion Date: __06/28/2026__

Eagle Project Description: I will be constructing five full adult raptor wingspans of the following species: - Bald Eagle (204 cm) - Turkey Vulture (174 cm) - Red-tailed Hawk (123.5 cm) - Cooper's Hawk (82.5 cm) - Barred Owl (104.5 cm) Each bird will be represented by its entire wingspan. The wingspan measurement will be taken directly from the website called allaboutbirds.org to ensure accuracy. Each wingspan will have its own post that will be securely anchored so that the parts of the sculpture remain in place long term. The posts will be positioned about six inches away from the sidewalk border to ensure pedestrian clearance while maintaining visibility. The display will feature life-size silhouettes of local raptors. The exhibit will provide an opportunity to visually compare the wingspans.

Date submitted: __11-12-25____

Submit to: Meridian Township Parks and Recreation 2100 Gaylord C. Smith
Court, Haslett, MI 48840 Phone: 517.853.4600 parks@meridian.mi.us / www.meridian.mi.us

DRAFT

Park Commission Meeting Dates 2026 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 ____ day of _____, at 4:30 p.m., Local Time.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____.

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 2026 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 2026 meeting schedule as follows:

<u>Date</u>	<u>Location</u>	<u>Time</u>
January 13	Town Hall **	4:30 pm televised regular meeting
February 17	Service Center	4:30 pm regular meeting
March 10	Service Center	4:30 pm regular meeting
April 14	Service Center	4:30 pm regular meeting
May 12	Town Hall **	4:30 pm televised regular meeting
June 9	Service Center	4:30 pm regular meeting
July 14	Service Center	4:30 pm regular meeting
August 11	Service Center	4:30 pm regular meeting
September 8	Town Hall **	4:30 pm televised regular meeting
October 13	Service Center	4:30 pm regular meeting
November 10	Service Center	4:30 pm regular meeting
December 8	Service Center	4:30 pm regular 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 Park Commission on the ____ day of _____, ____.

Mary Nardo-Farris, Chair
Park Commission

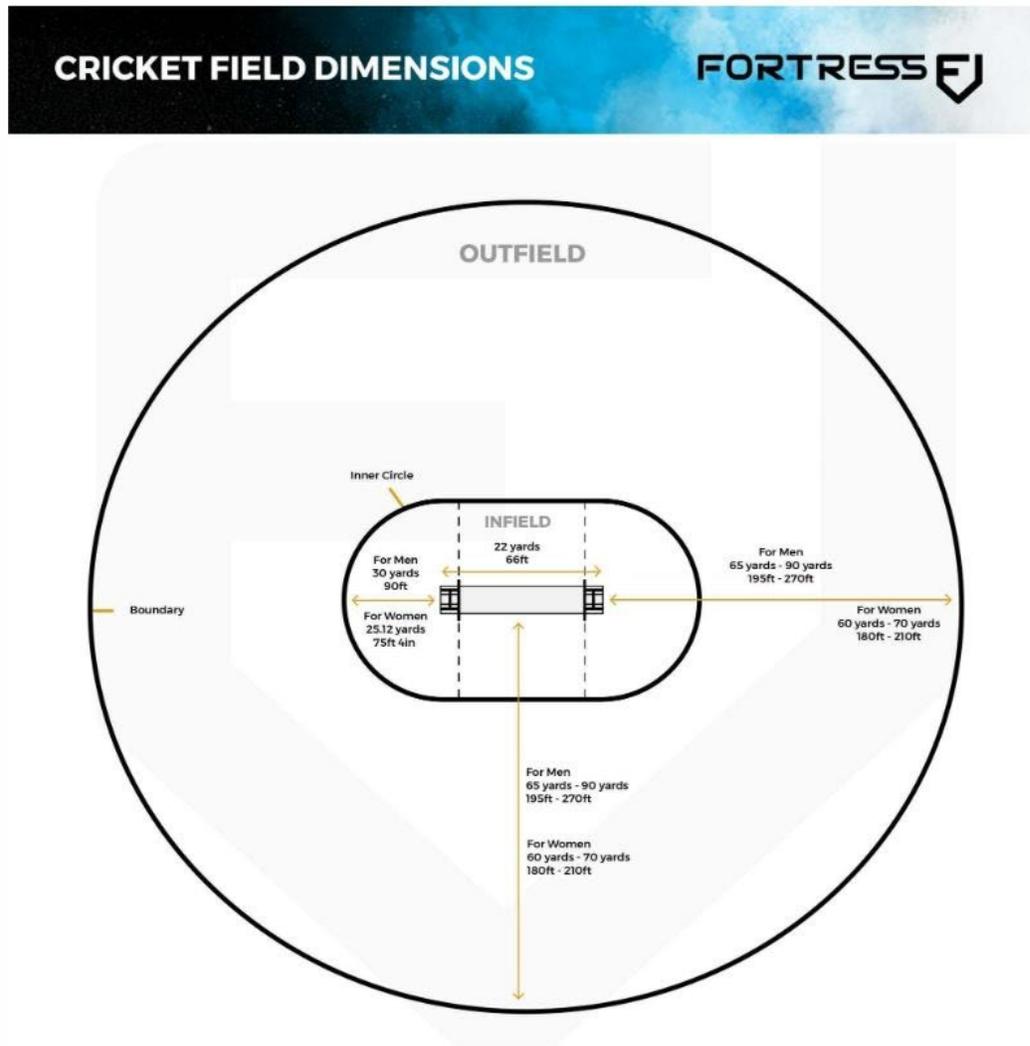
Cricket Field Location Evaluation Summary

In 2024, representatives from Meridian Township's cricket community requested the development of a dedicated cricket field within one of the Township's parks. Director Wisinski met with the representatives to review the proposal and gather details regarding potential field locations, regulation field size requirements, preferred seasonal usage, and necessary support amenities.

Following this meeting, Director Wisinski and members of the Park Commission evaluated the feasibility of constructing a regulation-sized cricket field within the Township's existing park system. After assessing multiple park sites, staff determined that none of the available park properties can adequately accommodate the full dimensions required for a regulation cricket field, as illustrated below.

As an interim solution for the 2025 season, the Parks and Recreation Department has established a temporary practice schedule that allows cricket community members to utilize softball/baseball fields at Nancy Moore Park and Newton Road Park throughout the cricket season.

Cricket Field Dimensions:



Men: (minimum feet required): Length: 546', Height: 540' (6.76 acres)

Women: (minimum feet required): Length: 501', Height: 540' (6.21 acres)

Season: April through October

Location	Width (ft)	Height (ft)	Total Acreage	Departmental Recommendations
N. Meridian Park	305	445	3.12	Designated practice/game field recommendation
Towner Road Park	400	370	3.40	Used for soccer during season, not recommended for cricket use
Hartrick Park	350	245	1.97	Used for soccer and football during season and too small, not recommended for cricket use
Nancy Moore Park	335	540	4.15	Used for soccer, football and rugby during season, not recommended for permanent cricket use
Central Park	212	350	1.7	Used for soccer and Sporties during season and too small. Not recommended for cricket use
Central Fire Station	500	500	5.74	Owned by Meridian Twp. Wooded with wetlands. Possible location
Eastgate Park	480	360	3.97	Current bicycle pump track used by 906 Adventure during season, not recommended for cricket use

Location	Width (ft)	Height (ft)	Total Acreage	Departmental Recommendations
Hillbrook Park	210	245	1.18	Used by softball during season and small size, not recommended for cricket use
Marshall Park	235	140	0.76	Site too small, not recommended for cricket use
Newton Road Park	330	345	2.61	Site too small, not recommended for cricket use.
Delta Mills, Delta Twp.	385	290	2.56	Existing – control/comparison site
Lake Lansing Park North	380	400	3.49	Owned by Ingham County Parks and not available for cricket use
Parkwood YMCA	270	225	1.39	Owned by YMCA and size too small and not available cricket use
Williamstown Twp. Park	800	1200	22.04	Owned by Williamstown Twp. and not available for cricket use

Notes:

- Additional Parking and amenities may be required for all locations
- Outdoor Sport 2024 Annual Participant Numbers
 - Adult Softball – 72 participants
 - Adult Volleyball – 92 participants
 - Youth Softball/Baseball/T-ball - 503 participants
 - Soccer - 1369 participants
 - Flag Football – 176 participants
 - Sporties for Shorties - 543 participants

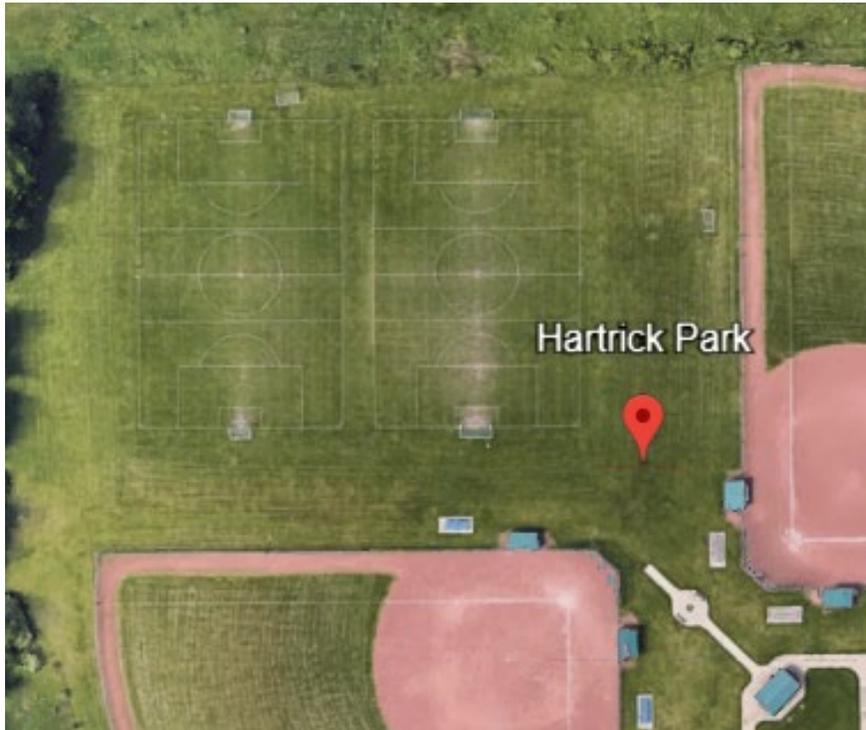
North Meridian Park: Dimensions: Width: 305', Height: 445' (3.12 acres)



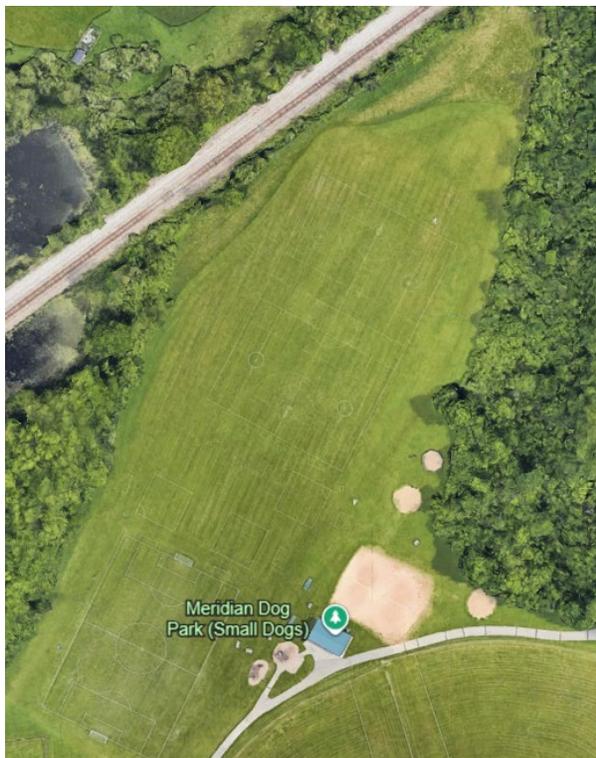
Towner Road Park: Dimensions: Width: 400', Height: 370' (3.40 acres)



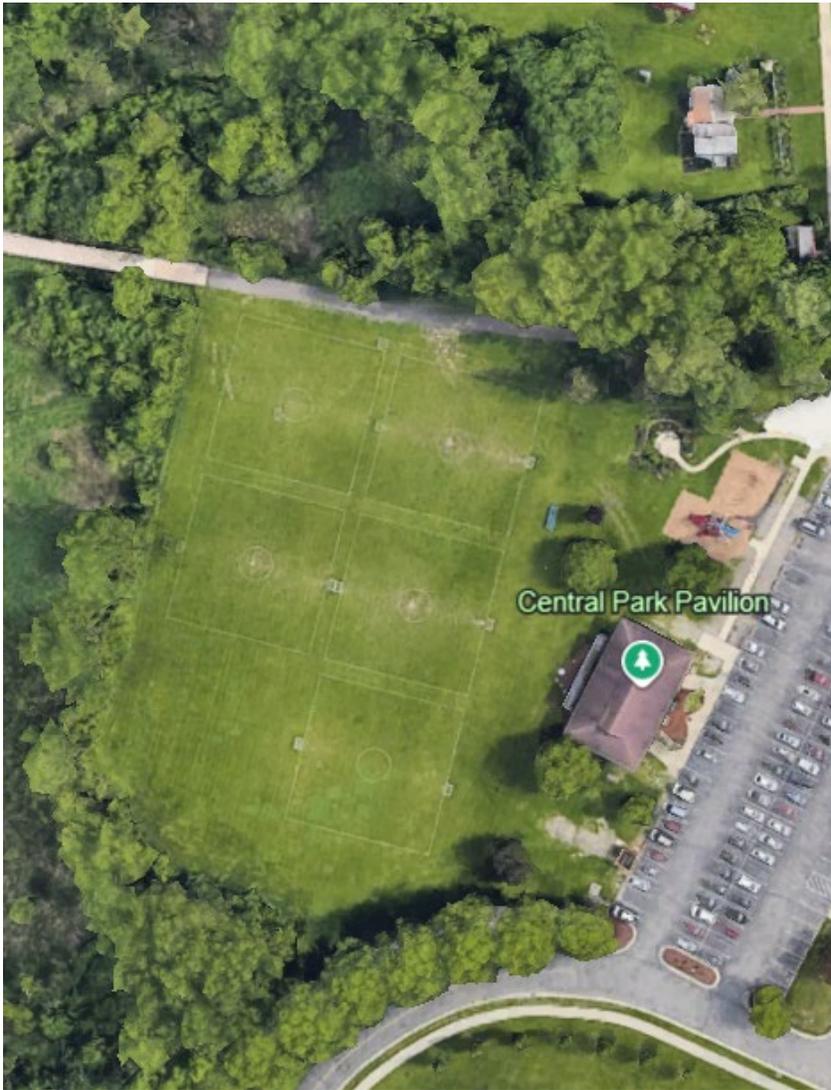
Hartrick Park: Dimensions: Width: 350', Height: 245' (1.97 acres)



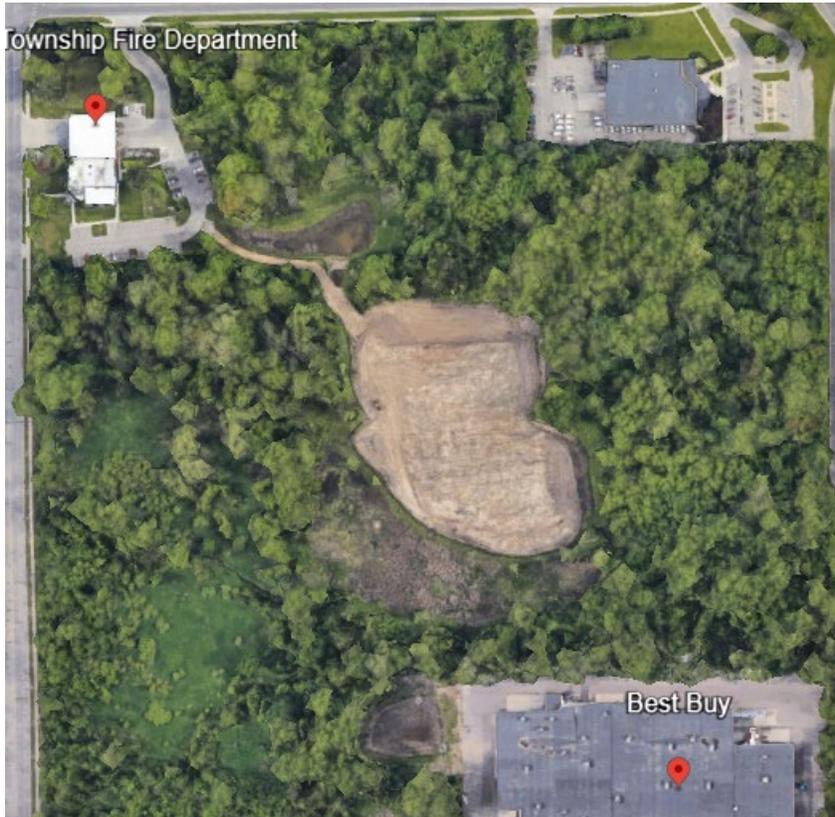
Nancy Moore Park: Dimensions: Width: 335', Height: 540' (4.15 acres)



Central Park: Dimensions: Width: 212', Height: 350' (1.7 acres)



Central Fire Station: Dimensions: Width 500', Length 500' (5.74 acres)



Eastgate Park: Dimensions: Width: 480', Height: 360' (3.97 acres)



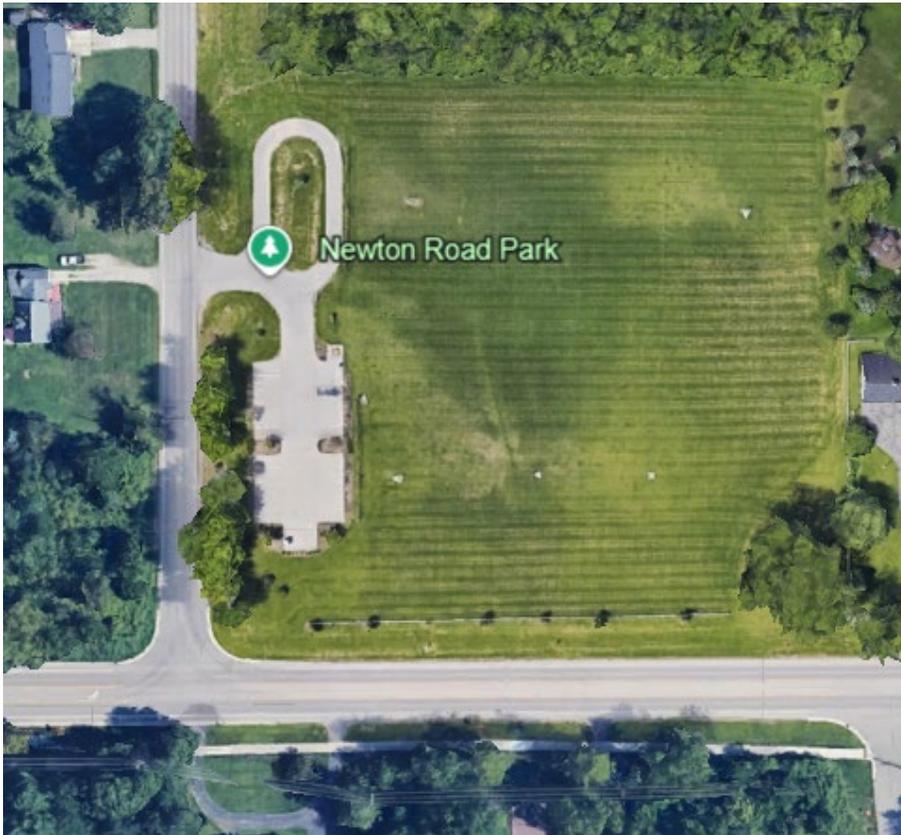
Hillbrook Park: Dimensions: Width: 210', Height: 245' (3.12 acres)



Marshall Park: Dimensions: Width: 235', Height: 140' (0.76 acres)



Newton Road Park: Dimensions: Width: 230', Height: 345' (2.61 acres)



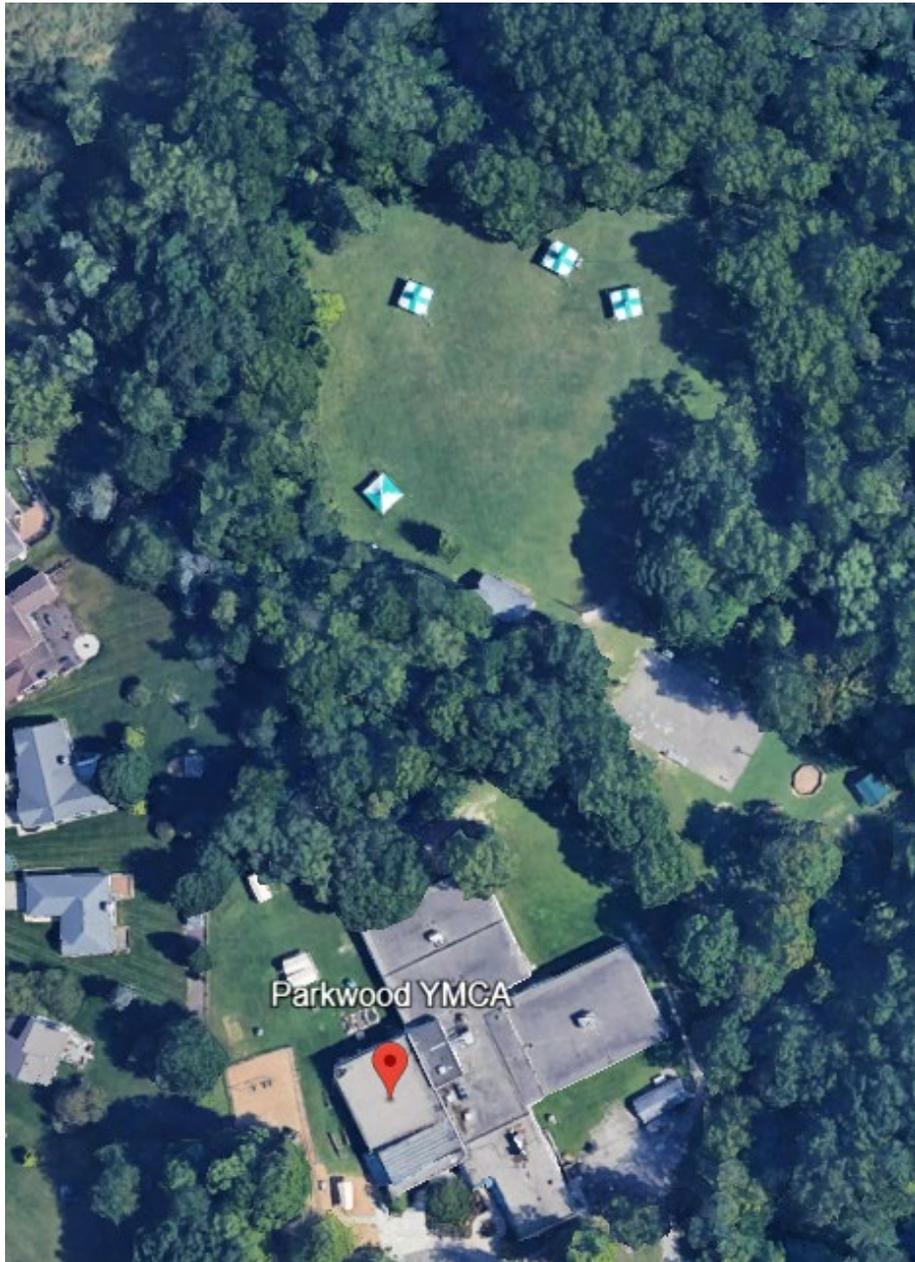
Delta Mills Park (Control): Dimensions: Width: 385', Height: 290' (2.56 acres)



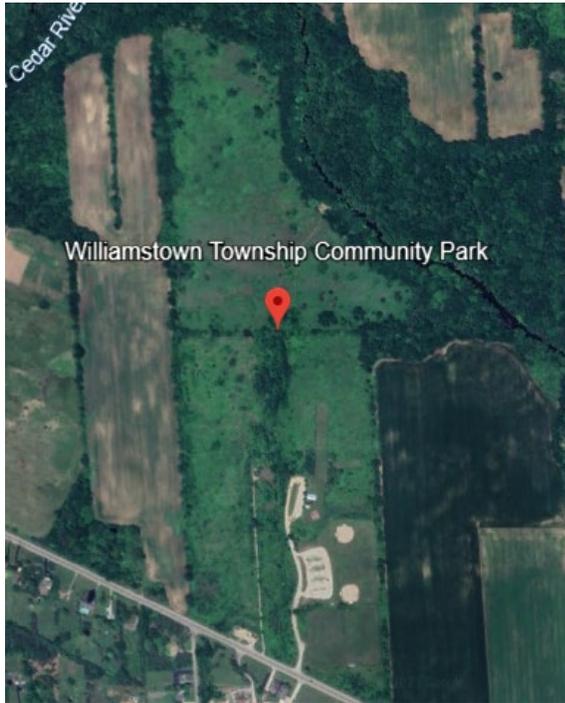
Lake Lansing Park North: Dimensions: Width: 380', Height: 400' (3.49 acres)



Parkwood YMCA: Dimensions: Width: 270', Height: 225' (1.39 acres)



Williamstown Twp. Park: Dimensions: Width: 800', Height: 1200' (22.04 acres)





To: Park Commissioners

From: Courtney Wisinski, Director of Parks and Recreation

Date: November 18, 2025

Re: Election of Park Commission Officers

Chair opens the floor for nominations for **Chair**.

COMMISSIONER ____ MOVED, TO NOMINATE _____ AS CHAIR.

SECONDED BY COMMISSIONER _____

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.

SECONDED BY COMMISSIONER _____

Commissioner _____ accepted the nomination.

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

Roll Call Vote:

AYES:

NAYS:



Amendment to DU-MI-2025-F0094

Grant Agreement between Fair Food Network (“FFN”) and Meridian Charter Township

Effective Date: October 27, 2025

This document serves as an amendment (the “Amendment”) to the Grant Agreement (the “Agreement”), which authorized Meridian Charter Township, (the “Grantee Organization”) to operate and administer the Double Up Food Bucks program (the “Program”) at the Market(s), during the Agreement term (the “Term”) of January 1, 2025 to December 31, 2025.

This Amendment is effective as of the date written above through the end of the Term. The purpose of this Amendment is to modify the terms of the Agreement outlined below:

- A. Program Guidelines & Standards** during the period of October 24, 2025 - December 31, 2025:
1. Eligible products for Program incentive earnings and redemption will include fresh and frozen fruits and vegetables without added sugar, salt or oils.
 2. Program incentive earnings will not expire (the 90-day expiration period is waived)
 3. Program incentive earning and redemption amounts on SNAP purchases are unlimited (the \$20/day earning limit is waived).
- B. Double Up Food Bucks “Bonus Bucks”** during the period of November 1, 2025- December 31, 2025:

For Contract Organizations that issue and redeem Program Incentives via coupons or tokens, Contract Organization:

1. Agrees to accept Double Up Food Bucks Bonus Bucks vouchers on purchase of eligible products only. Eligible products include fresh and frozen fruits and vegetables without added sugar, salt or oils.
2. Agrees to distribute Bonus Bucks vouchers to verified SNAP recipients only. Each SNAP household is eligible to receive up to one sheet of Bonus Buck vouchers, which contain four vouchers with a value of \$10/each (\$40 total).
3. Agrees that Bonus Bucks vouchers cannot be exchanged for cash, or be reproduced or repurposed in any way.
4. Agrees that no change or cash back can be given if a Bonus Bucks voucher is redeemed for less than its value.
5. Agrees that Bonus Bucks will only be accepted November 1- December 31, 2025. All Bonus Bucks expire December 31, 2025.
6. Agrees that shoppers cannot earn Double Up Food Bucks incentives on the use of Bonus Bucks.
7. Agrees to return redeemed Bonus Bucks vouchers for reimbursement as scheduled below:
 - a. Vouchers redeemed 11/1/25-11/30/25 will be sent to FFN no later than 12/8/25
 - b. Vouchers redeemed 12/1/25-12/31/25 will be sent to FFN no later than 1/8/26



For Contract Organizations that issue and redeem Program Incentives via digital loyalty cards, Contract Organization:

1. Agrees to accept Double Up Food Bucks Bonus Bucks digital incentive amounts on purchase of eligible products only. Eligible products include fresh and frozen fruits and vegetables without added sugar, salt or oils.
2. Agrees that Bonus Bucks digital incentive amounts cannot be exchanged for cash, or reproduced or repurposed in any way.
3. Agrees that Bonus Bucks will only be accepted November 1- December 31, 2025. All Bonus Bucks expire December 31, 2025.
4. Agrees that shopper cannot earn Double Up Food Bucks incentives on the use of Bonus Bucks.
5. Agrees to report redeemed Bonus Bucks incentive amounts for reimbursement as scheduled below:
 - a. Bonus Bucks redeemed 11/1/25-11/30/25 will be sent to FFN no later than 12/8/25
 - b. Bonus Bucks redeemed 12/1/25-12/31/25 will be sent to FFN no later than 1/8/26

All other terms and conditions of the Agreement remain the same, and the Agreement, as modified and amended by this Amendment, is hereby ratified and confirmed. The terms of this Amendment shall control in the event of a conflict between the Agreement and the Amendment.

IN WITNESS WHEREOF, the parties hereto have signed this Amendment on the dates set forth below.

FAIR FOOD NETWORK

10/30/2025

Signature

Date

Holly Parker, Chief Strategy & Program Officer

Name and Title

Meridian Township Farmers Market, F0094

Signature

10/31/2025

Date

Courtney Wisinski, Director of Parks and Recreation

Name and Title



Bonus Bucks: Site Instructions for Distribution and Redemption

For Double Up Food Bucks Sites Open in November/December 2025

Important: Read this entire letter before distributing any Double Up Bonus Bucks vouchers.

What's in this Package and Why You're Receiving It

Thank you for your continued partnership with the Double Up Food Bucks program. We are grateful for all the support and additional time that you have spent expanding current Double Up Food Bucks offerings. For families who may not have access to SNAP in the coming weeks, Fair Food Network is introducing a new way to help them get the fruits and vegetables they need.

For a limited time, Fair Food Network's Double Up Food Bucks program is offering **Double Up Bonus Bucks** to help Michigan families buy more fresh and frozen fruits and vegetables during this challenging season of SNAP benefit disruptions. This is a separate offering from the Double Up Food Bucks program and does not require a SNAP purchase. Each eligible customer may receive \$40 of Bonus Bucks, while supplies last, which can be used to purchase fresh or frozen fruits and vegetables with no added salt, sugar, or oil.

This letter details program eligibility, how to distribute Bonus Bucks, how to redeem them at the register, and reporting. Thank you for your partnership in distributing these vouchers to DU shoppers at your store or farmers market. If you have any questions, please contact info@doubleupfoodbucks.org.

Your participation ensures these benefits are distributed fairly, redeemed securely, and reported accurately.

This package includes:

- Bonus Bucks vouchers (four × \$10 per sheet)
- Each eligible customer may receive one sheet (a total value of \$40)

Customers can use all vouchers at once or over multiple visits. **All Bonus Bucks expire December 31, 2025. Expired vouchers cannot be redeemed in 2026.**

Your site's fiduciary will receive a Double Up Food Bucks Contract Amendment to sign separate from this packet over email in the next week.



Who Can Receive Bonus Bucks

- Anyone who shows a Michigan Bridge card is eligible.
- Customers do not need to make a SNAP purchase to receive Bonus Bucks.
- Do not request or verify a photo ID.
- Provide only one sheet per household, even if multiple household members have Bridge cards.

How to Distribute Bonus Bucks

1. Please distribute Bonus Bucks starting on November 1.
2. Farmers Markets: Distribute Bonus Bucks at the main market booth. Farm stands: Distribute Bonus Bucks at the point-of-sale where shoppers normally checkout.
3. Ask the customer to show their Michigan Bridge card at check out.
4. Provide one sheet of Bonus Bucks.
5. Instruct the customer to cut the sheet if they plan to use vouchers separately.
6. Remind customers to spend the full \$10 value per voucher – no cash back or change can be given.

Eligible Items

☑ Eligible - Bonus Bucks can be used to buy:

- Fresh fruits and vegetables with no added salt, sugar, or oils
- Frozen fruits and vegetables with no added salt, sugar, or oils.

✗ Not Eligible - Bonus Bucks can't be used to buy:

- Items with sauces or seasoning packets
- Deli or prepared foods
- Canned fruits or vegetables
- Juice, salad dressings, or dips
- Nuts, dried fruit, or any other non-produce item

Redeeming Vouchers at Checkout

1. Customer selects eligible produce and brings to check out or to vendor.
2. Cashier or vendor verifies the customer has a Michigan Bridge card.
3. Farm Stands: Use the updated Farm Stand Sales Record Sheet to document Bonus Bucks vouchers separately from DUFEB tokens.
4. Customer surrenders the voucher(s).
5. Cashier or vendor must fill out the following fields on the back of each voucher:
 - Cashier/Vendor Initials
 - Date of Sale
 - Amount Redeemed (if less than \$10, write exact amount; unused value is forfeited)



Before returning/mailing vouchers back to Fair Food Network, an **owner** or **manager** must fill out on each voucher:

- Store Name + Address
- Owner/Manager Signature

Farmers Market Managers

- Use the updated Vendor Redemption & Reimbursement Record Sheet to document Bonus Bucks vouchers separately from DUFB tokens turned in by vendors.
- Ensure all vendors:
 - Have a pen at the start of the market day.
 - Understand which items shoppers can purchase with Bonus Bucks.
 - Know how to correctly complete the back of each voucher.
 - Clarify that the line labeled "Total Sale Amount" should record the amount of the Bonus Bucks voucher redeemed (e.g., \$10), *not* the customer's total purchase amount.

Do not accept or redeem photocopies or photos of vouchers.

Do not write any part of a customer's EBT or Bridge Card number on the voucher.

Keeping Bonus Bucks Vouchers Secure

- Each voucher has a unique serial number to prevent copying or counterfeiting.
- Store redeemed vouchers securely until returning/mailing to FFN.
- At farmers markets, encourage vendors to turn in redeemed tokens and Bonus Bucks at the end of each market day.

✉ Mailing Redeemed Vouchers for Reimbursement

Fair Food Network will reimburse all original, completed Bonus Bucks vouchers received by mail.

Mail all redeemed Bonus Bucks to:

Fair Food Network
1442 Brush Street, Third Floor
Detroit, MI 48226

Postmark Deadlines:

Bonus Bucks redeemed in **November** → must be postmarked by **December 8, 2025**

Bonus Bucks redeemed in **December** and any undistributed Bonus Bucks → must be postmarked by **January 8, 2026**

We strongly recommend mailing via USPS or another company that can provide tracking.



You may keep a simple tracking log (serial numbers and amounts), but **do not photocopy vouchers** for documentation.

Monthly Reporting

- Track the total amount of Bonus Bucks redeemed at your site each month.
- You will be asked to report Bonus Bucks redemptions separately from regular DUFB redemptions on your November and December monthly reports.

Have Questions About Bonus Bucks?

Call: 866-586-2796 (Mon-Fri, 9-5 ET)

Text: 734-213-3999

Email: info@doubleupfoodbucks.org

www.DoubleUpFoodBucks.org/BonusBucks

Thank You!

Your partnership ensures more families can access nutritious food while supporting Michigan farmers and local retailers. We appreciate your efforts and encourage you to reach out if you have any questions.

Sincerely,

The Double Up Food Bucks Michigan team at Fair Food Network



FARMERS MARKET PROPOSAL TO PROVIDE FOOD FUNDS TO BRIDGE CARD HOLDERS NOVEMBER 2025 (To be revisited at the end of November regarding December)

Overview

The Meridian Farmers Market proposes to allocate up to \$2,000 in supplemental food assistance funds for Bridge Card users during November 2025, with the option to extend the program into December pending review at the end of November. This initiative is being introduced in response to the temporary cessation of SNAP funding. The proposed funding level is based on the total EBT distributed during November–December 2024, which amounted to \$1,609.

Eligibility

To qualify for Meridian Farmers Market Food Assistance Funds, individuals must:

- Present their Bridge Card to the Market Manager or an approved volunteer, and
- Indicate that their Bridge Card currently has a zero balance.

Eligible individuals may receive \$20 in food assistance per Bridge Card per day.

Record Keeping

- Each participant will provide their initials, which will be recorded on a daily tally sheet.
- The tally sheet will be retained and filed with the Parks and Recreation Department for documentation and auditing purposes.

Distribution

- Eligible participants will receive \$20 in Market Bucks, which are to be used in the same manner as SNAP tokens.
- Staff and volunteers will emphasize appropriate use consistently with standard SNAP purchasing guidelines.

Redemption

- Vendors will submit Market Bucks as part of their regular token reimbursement process.
- Reimbursement will occur monthly and will be paid from the \$2,000 food assistance fund allocated for this program.

Publicity

- Program information, including eligibility criteria, will be shared publicly through Facebook, Instagram, and on-site signage at the market.
- Market staff will also communicate program details directly to vendors to ensure smooth implementation.

Meridian Township Parks & Recreation Budget Report - November 2025				
Park Millage				
Project Name	2025 Approved	2025 Expended/ Encumbered	2025 Remaining Balance	Updated Project Notes
Natural Resource Trust Fund Grant - Okemos Road Trailhead	\$150,000	\$0	\$150,000	NRTF Grant Match-Final scores received awaiting Board recomentations
Towner Road and Ottawa Hills Inclusive Playground	\$350,000	\$338,590	\$11,410	Delivered and installation planned for spring 2026
Red Cedar Waterway Project	\$10,000	\$0	\$10,000	Install Wonch/HNC, add Ferguson Kiosk
Marshall Park Amenities	\$50,000	\$3,803	\$46,197	Awaiting Columbia watershed project for pathway.
Cricket Engineering/Site Prep - Proposed N. Me	\$100,000	\$2,515	\$97,485	Professional Services - wetland delineation complete
Towner Road Baseball Field Restoration	\$30,000	\$30,000	\$0	Complete