



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR
MEETING
Tuesday, February 11, 2025, 4:30pm
Service Center

REGULAR MEETING – 4:30PM

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 1. January 14, 2024 Park Commission Regular Meeting Minutes
6. COMMUNICATIONS
 1. February Stewardship Calendars
 2. February Harris Nature Center Calendars
7. DISCUSSION ITEMS
 1. Cricket field for practice
 - a. Cricket Field Dimensions
8. ACTION ITEMS
 1. Approval to apply for the Michigan Department of Natural Resources – Natural Resource Trust Fund (NRTF) grant – 5280 Okemos Road Trailhead
9. DIRECTOR’S REPORT
 - A. Park Commission Liaison Assignments – updates
 - a. Environmental Commission – Commissioner McDonald
 - b. Historical Village – Commissioner Rambo
 - c. Land Preservation Advisory Board – Commissioner Stephens
 - d. Township Board – Chair Farris
 - e. Nokomis Cultural Center – Commissioner Lick
 - B. Budget Updates
 - C. Upcoming Events
 - a. Indoor Farmer’s Market
 - i. February 15
 - ii. March 1
 - iii. March 15
 - iv. March 29
 - v. April 5
 - vi. April 19
 - b. Michigan Waterways Clean-up
 - i. March 23
10. LAND PRESERVATION REPORT – Commissioner Stephens
11. SENIOR AND COMMUNITY CENTER REPORT – Chair Farris
 1. Senior and Community Center Concept Plans
12. PUBLIC COMMENT

13. OTHER MATTERS AND COMMISSIONERS' COMMENTS

14. ADJOURNMENT

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, Courtney Wisinski: 2100 Gaylord C. Smith Court, Haslett, MI 48864 or 517.853.4600 - Ten Day Notice is Required.

Meeting Location: Service Center, 2100 Gaylord C. Smith Court, Haslett, MI 48840

Providing a safe and welcoming, sustainable, prime community.





**CHARTER TOWNSHIP OF MERIDIAN
PARK COMMISSION REGULAR MEETING MINUTES
Service Center Meeting Room
2100 Gaylord C. Smith Court, Haslett, MI 48840
TUESDAY, JANUARY 14, 2024 4:30pm**

PRESENT: Chair, Mary Nardo-Farris; Commissioner, Amanda Lick; Commissioner, Mark Stephens
Commissioner, Emily Rambo; Commissioner, Michael McDonald
ABSENT: None
STAFF: Courtney Wisinski, Director of Parks and Recreation and Bridget Cannon, Administrative
Assistant

1. CALL MEETING TO ORDER

Chair Farris called the meeting to order at **4:52 pm**.

2. ROLL CALL

Chair Nardo-Farris called the roll of the Commission. Chair Farris; Commissioner Lick; Commissioner Stephens; Commissioner Rambo are present; Commissioner McDonald arrived at 4:45 pm.

3. PUBLIC COMMENT

None

4. APPROVAL OF AGENDA

Director Wisinski requested the removal of January Snell Towar Calendars from Communications Item 6.B.

Commissioner Rambo moved **TO APPROVE THE AGENDA AS AMENDED**. Seconded by Commissioner Stephens.

VOICE VOTE: Motion carried unanimously

5. APPROVAL OF MINUTES

Commissioner Lick moved **TO APPROVE THE MEETING MINUTES OF DECEMBER 17, 2024 AS PRESENTED**. Seconded by Commissioner Rambo.

VOICE VOTE: Motion carried unanimously.

6. COMMUNICATIONS

- A. January Stewardship Calendar: Director Wisinski reviewed the Stewardship Calendar with the commissioners, mentioning the native seed sowing and bittersweet removal scheduled for the month.
- B. January Harris Nature Center Calendar: Director Wisinski highlighted the sensory friendly night at HNC. She also described a new playground feature, the Hawk's Nest, which the Harris Nature Center Foundation is working on grant requests and fundraising for.

Commissioner Stephens invited the Harris Nature Center Foundation to apply for a grant available through the Recreation and Boating Fishing Association. They have developed a mobile educational trailer that visits different nature centers, etc. and teaches the sport of fishing to youth and families. The grant application period is January 14 – February 14, 2025.

Director Wisinski explained that there have been some recent staff changes and the Parks Department does not have staffing available for consistent Open Center Hours at Snell Towar Rec Center on a weekly basis. She is working through the transition and also explained there will be a spring opening for an intern position. She is working on the job duties for that position, identifying department needs and may incorporate part time administrative work with the Farmers' Market, Recreation, and Snell Towar Recreation Center hours in to 1-2 intern positions.

Commissioner Rambo suggested marketing the Harris Nature Center events to the local mom groups on Facebook.

Commissioner Stephens moved **TO PLACE THE COMMUNICATIONS ON FILE**. Seconded by Commissioner Lick.

VOICE VOTE: Motion carried unanimously.

4:52 pm – Commissioner Mike McDonald arrived

7. DISCUSSION ITEMS

A. March 11, 2025 Conflict – Senior and Community Center Televised Meeting Time

Due to a schedule conflict with the Televised Senior and Community Center Televised Meeting Time on March 11, 2025, the Park Commission meeting will be non-televised.

Commissioner Lick not able to attend the February meeting due to a schedule conflict.

Commissioner Lick **MOVED TO SCHEDULE MARCH 11, 2025 PARK COMMISSION MEETING AS NON-TELEVISED, HELD AT SERVICE CENTER, 4:30 PM.**

8. ACTION ITEMS

None

9. DIRECTOR'S REPORT

A. Natural Resource Trust Fund Grant Application – Nancy Moore Park

Director Wisinski described the current layout of the park, which lacks a pathway around the large green space on Northwest side of Nancy Moore Park. Goals for this grant include

- build accessible pathway (northwest side of park)
- upgrade bathrooms, develop/renovate accessible pavilion
- upgrade play structure, make more inclusive

Commissioner Stephens suggests looking at structural integrity of bridges in Nancy Moore Park as part of the grant. Commissioner McDonald recommends reviewing scope of work behind the original grant for Nancy Moore Park. Commissioner Lick suggests reviewing verbiage for the 5280 Okemos Road Natural Resource Trust Fund Grant. Director Wisinski to look in to the timeline of grant writing and presenting to the Park Commission as a memo to move forward. Commissioner Rambo suggests recycling old playground equipment removed from site.

B. Process for Liaison Assignments

Statute requires a liaison for Land Preservation Advisory Board from Park Commission. Commissioner Stephens serves as that liaison. Director Wisinski explained that a Chair appointed liaison for all other boards and commissions is acceptable. Wisinski has already reached out to:

Friends of Historic Meridian
Land Preservation Advisory Board
Environmental Commission
Nokomis
Planning Commission

Director Wisinski will follow up with these boards and commissions and report back to Park Commission with recommended appointees and meeting schedules.

C. mParks

Commissioner McDonald is interested in attending conference as Full Delegate. Other commissioners are not available due to work schedules and various conflicts. Bridget to register Commissioner McDonald before the January 17 early bird deadline.

10. LAND PRESERVATION REPORT – Commissioner Stephens

Commissioner Stephens described the various seed sorting events that had been taking place. He also described the work that had been completed by the Lake Lansing Park around Pike Crossing Preserve, cleaning out and widening the culverts. The culvert work has improved pike spawning and fish movement through that preserve.

11. SENIOR AND COMMUNITY CENTER TASK FORCE REPORT

Memo and data collection report attached. A possible site for the Senior and Community Center is still being discussed. The Task Force is looking for the design of an approximately 40,000 square foot building. They would like it to be multi-generational and include a cultural aspect, possibly also a cricket field to be incorporated.

12. PUBLIC COMMENT

None

13. OTHER MATTERS AND COMMISSIONERS' COMMENTS

14. ADJOURNMENT

Chair Nardo-Farris adjourned the meeting at **6:06 pm**.

The next scheduled meeting is **February 11, 2025**, at the Service Center Meeting Room, 4:30 pm.

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, Courtney Wisinski: 2100 Gaylord C. Smith Court, Haslett, MI 48864 or 517.853.4600 - Ten Day Notice is Required.

Meeting Location: Service Center, 2100 Gaylord C. Smith Court, Haslett, MI 48840

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FEBRUARY

CONNECT
LEARN
CONSERVE



STEWARDSHIP

WETLAND LOVE EDITION

STEWARDSHIP SATURDAYS | 9:30 AM - 12 PM

- February 8th, Eastgate Park (4203 Meridian Rd), Invasive bittersweet removal & scouting
- February 22nd, Sumbal Preserve (4540 Okemos Rd), Invasive shrub removal

WEEKDAY WARRIORS | 1-3PM

- February 13th, Okemos Road Preserve (2100 Gaylord C. Smith Court), Invasive shrub removal & native seeding
- February 27th, Legg Park (3900 Van Atta Rd), wetland buffer invasive shrub removal

TRAILSIDE ECOLOGY | Wetland Exploration

- Join us at Ponderosa Preserve (end of Ponderosa Dr. in Okemos) to learn about wetland hydrology & how we can support these important ecosystems through the changing season. We will explore some vernal pools and document invasive species for future management!



World Wetlands Day
FEBRUARY 2

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

S M T W T F S

						1
2 <i>World Wetlands Day</i> FEBRUARY 2	3	4	5	6	7	8 STEWARDSHIP SATURDAY 9:30-12 PM
9	10	11	12	13 WEEKDAY WARRIORS 1-3 PM	14	15
16	17 OFFICES CLOSED	18 TRAILSIDE ECOLOGY 5 - 6:30 PM	19	20	21	22 STEWARDSHIP SATURDAY 9:30-12 PM
23	24	25	26	27 WEEKDAY WARRIORS 1-3 PM	28	

PLEASE CONTACT EMMA AT ECAMPBELL@MERIDIAN.MI.US, OR 517.853.4614

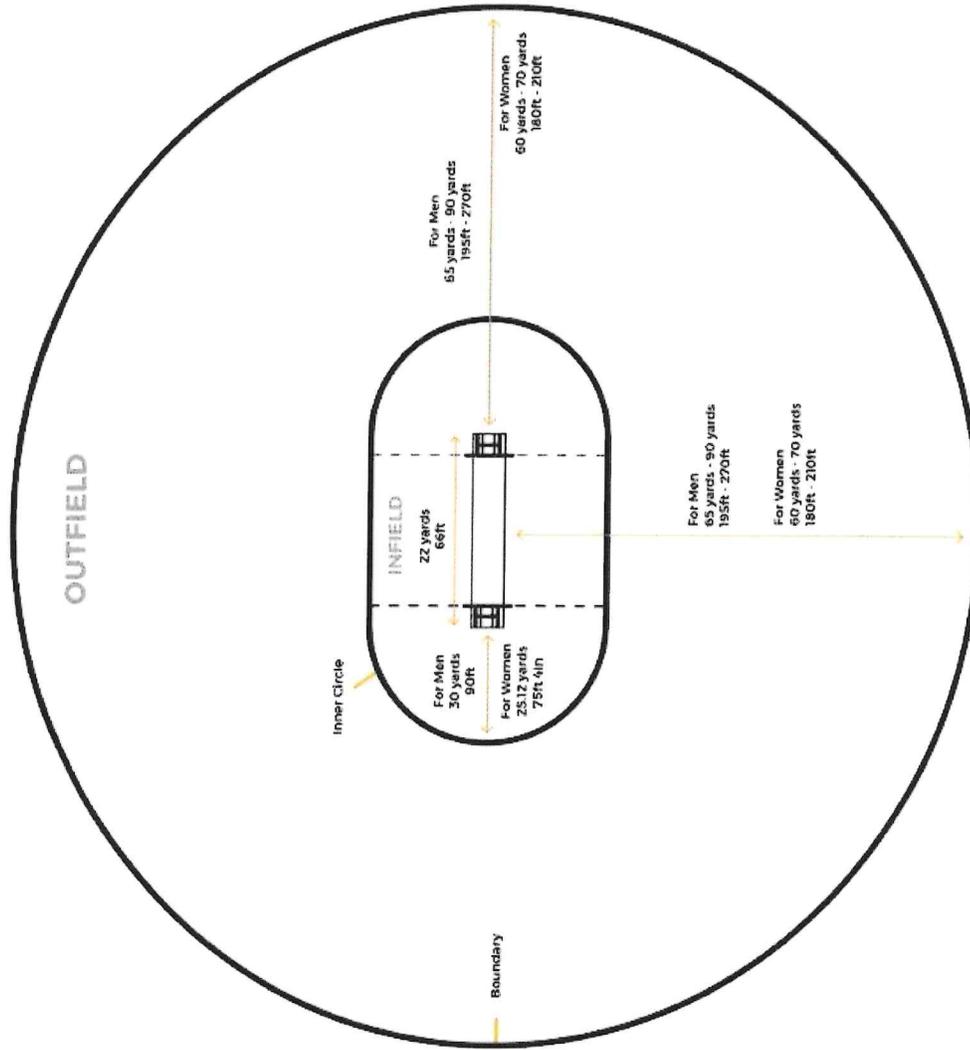
Building Hours:
 Tuesday-Saturday
 9 am- 3 pm

HARRIS NATURE CENTER ACTIVITY CALENDAR

FEBRUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6 AM & PM Outreaches to Abbott Nursery School	7 AM Outreach to Abbott Nursery School Kati & Allison: attending MDNR Nature Center Summit	8
9	10 5 pm HNC Foundation Board Meeting	11	12	13 10 am Chipmunk Story Time PM Chippewa/Kinawa Science Night	14 5:30-7:30 pm Night Out in Nature for Kids	15
16	17 HOLIDAY CLOSED	18	19	20 AM Cornell Elementary 2nd grade	21 AM Cornell Elementary 2nd grade	22 7 pm Campfire Program: All about Owls
23	24 Annie's Big Nature Lesson (ABNL) (all day) Glencairn Elementary 2nd Grade	25 ABNL (all day) Glencairn Elementary 2nd Grade	26 ABNL (all day) Glencairn Elementary 2nd Grade	27 ABNL (all day) Glencairn Elementary 2nd Grade PM Ralya STEAM Night	28 ABNL (all day) Glencairn Elementary 2nd Grade	

CRICKET FIELD DIMENSIONS





To: Park Commissioners
From: Courtney Wisinski
Director of Parks and Recreation
Date: February 9, 2025
Re: Grant Applications for Trailhead at 5280 Okemos Road through the Michigan Natural Resource Trust Fund

Over its 48-year history, the Michigan Natural Resources Trust Fund has had a tremendous impact on Michigan's landscape. Over \$1.3 billion has been awarded to state and local units of government and has been used to acquire and develop recreation land in all 83 counties of the state. Requests for funds will be accepted in amounts from \$15,000 to \$400,000 per application with a minimum of 25% local match required. The deadline for the next round of funding is April 1, 2025.

Meridian Township Parks and Recreation Department proposes the following projects:

- **Proposed Trailhead at 5280 Okemos Road** – The parcel located at 5280 Okemos Road was purchased by Meridian Township to build a trailhead for walkers and bikers. The parcel is located between the Inter Urban Trail and the MSU to Lake Lansing pathway. As a result of the new Phase II pathway, there has been an increase in resident usage. A trailhead at this location would be approximately one mile to the proposed Haslett Village Square trailhead and then one mile to the Marketplace on the Green. Improvements would include a bathroom facility, bike repair station, drinking fountain, shade structure, seating areas and parking lot. Estimated Cost is \$400,000.

Project awards are scheduled to be announced in October of 2025.

A motion is prepared for Park Commission consideration:

MOVE TO SUPPORT AN APPLICATION TO THE MICHIGAN NATURAL RESOURCE TRUST FUND GRANT, ADMINISTERED BY THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR A TRAILHEAD WITH RESTROOMS AT 5280 OKEMOS ROAD. THERE IS A 25% LOCAL MATCH REQUIRED FOR BOTH APPLICATIONS.

Park Millage					
Project Name	2025 Approved	2025 Encumbered	2025 Remaining Balance	Updated Project Notes	GL
5280 Okemos Rd.	\$150,000	\$0	\$150,000	Engineering Services	208.750.759.970
Towner Road Inclusive Playground	\$300,000	\$0	\$300,000	Construction/Improvements	208.750.759.970
Ottawa Hills Playground	\$50,000	\$0	\$50,000	Construction/Improvements	208.750.759.970
Red Cedar Waterway Project	\$10,000	\$0	\$10,000	Construction/Improvements	208.750.759.970
Marshall Park Amenities	\$50,000	\$0	\$50,000	Construction/Improvements	208.750.759.970
Cricket Engineering/Site Prep	\$100,000	\$0	\$100,000	Professional Services	208.750.753.821
Towner Road Baseball Field Restoration	\$30,000	\$0	\$30,000	Contractual Services	208.750.758.820

Meridian Township Senior Center - No Gym

CONCEPTUAL PROGRAM 01-29-2025

Notes

Greeting & Reception						870	
a	Vestibule (Main Entry)	1 @	150 s.f.	=	150 s.f.	150	Weather barrier
a	Vestibule (Secondary Entry)	1 @	120 s.f.	=	120 s.f.	120	Weather barrier
a	Lobby with Seating for Four	1 @	400 s.f.	=	400 s.f.	400	Soft seating area for waiting
a	Reception Desk / Work Station	1 @	200 s.f.	=	200 s.f.	200	Large enough for two staff
	Equipment Lending Room / Storage	1 @	350 s.f.	=	350 s.f.		Accessible by receptionist
	Vending	1 @	120 s.f.	=	120 s.f.		Adjacent to lobby
Administrative Offices						905	
a	Director	1 @	120 s.f.	=	120 s.f.	120	
	Admin. Assistant Work Station	1 @	100 s.f.	=	100 s.f.	100	
a	Admin. Office	1 @	120 s.f.	=	120 s.f.	120	
	Admin. Assistant / Receptionist (area listed above)	1 @	0 s.f.	=	0 s.f.	0	
	Parks & Rec Specialist Office	1 @	150 s.f.	=	150 s.f.		
	Parks & Rec Specialist Office	1 @	150 s.f.	=	150 s.f.		
	Parks & Rec Specialist Office	1 @	150 s.f.	=	150 s.f.		
	Market Manager Work Station	1 @	100 s.f.	=	100 s.f.		
	Intern Work Station	1 @	100 s.f.	=	100 s.f.		
	Intern Work Station	1 @	100 s.f.	=	100 s.f.		
	Conference Room (8) people	1 @	270 s.f.	=	270 s.f.		Moveable tables and chairs
	Work / Copy Room	1 @	190 s.f.	=	190 s.f.	190	
a	Break Room / Lounge with Kitchenette	1 @	275 s.f.	=	275 s.f.	275	
a	Storage	1 @	100 s.f.	=	100 s.f.	100	
Meeting Rooms						2,615	
a	Multi-Purpose Room for 100 (Tables and chairs on a flat floor)	1 @	1,800 s.f.	=	1,800 s.f.	1,800	18 sf / person
a	Raised Platform	1 @	200 s.f.	=	200 s.f.	200	16" higher than main floor
	Ramp / Steps	1 @	120 s.f.	=	120 s.f.	120	Required by ADA
a	Table / Chair Storage	1 @	120 s.f.	=	120 s.f.	120	
a	Warming Kitchen	1 @	375 s.f.	=	375 s.f.	375	
	Multi-Purpose Room for 40	1 @	720 s.f.	=	720 s.f.		18 sf / person
	Table / Chair Storage	1 @	100 s.f.	=	100 s.f.		
Activity Areas						3,755	
a	Primary Activity / Conversation and Lounge	1 @	1,000 s.f.	=	1,000 s.f.	1,000	Soft seating, tables & chairs
a	Hospitality / Self-Serve Coffee	1 @	250 s.f.	=	250 s.f.	250	Sink, small refrig, coffee maker
	Fireside Seating Area	1 @	575 s.f.	=	575 s.f.	575	
	Library Shelving	1 @	250 s.f.	=	250 s.f.	250	
	Billiards Room	1 @	400 s.f.	=	400 s.f.	400	Two 8' tables, recreational area
	Table Tennis Room	1 @	730 s.f.	=	730 s.f.	730	Two tables, recreational area
a	Storage	1 @	100 s.f.	=	100 s.f.	100	
	Secondary Activity / Classroom for up to 35	1 @	525 s.f.	=	525 s.f.		15 sf / person
	Small Group Meeting / Conference Room for up to 12	1 @	250 s.f.	=	250 s.f.		Moveable tables and chairs
	Senior Women's Toilet Room	1 @	200 s.f.	=	200 s.f.	200	3 toilets, 2 sinks
	Senior Men's Toilet Room	1 @	200 s.f.	=	200 s.f.	200	1 toilet, 2 urinals, 2 sinks
a	Janitor Closet	1 @	50 s.f.	=	50 s.f.	50	
Senior Focused Wellness						2,300	
a	Multi-Purpose Activity Room	1 @	1,000 s.f.	=	1,000 s.f.	1,000	Group exercise
a	Equipment Storage	1 @	100 s.f.	=	100 s.f.	100	
a	Wellness Equipment Room	1 @	1,000 s.f.	=	1,000 s.f.	1,000	Exercise Equipment
a	Massage / Reflexology Room(s)	2 @	100 s.f.	=	200 s.f.	200	
Building Support						695	
a	Women's Toilets	1 @	160 s.f.	=	160 s.f.	160	
a	Men's Toilets	1 @	125 s.f.	=	125 s.f.	125	
	Family Toilet	1 @	110 s.f.	=	110 s.f.	100	
	Custodial	1 @	110 s.f.	=	110 s.f.	110	
a	General Building Storage	1 @	200 s.f.	=	200 s.f.	200	
Program Area Sub-Totals						11,140	
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)						3,899	
Total Senior Center Building Area						15,039	
Adjustments made to previous program based on input sessions with seniors and steering committee							
a	Reduced program area						
b	Additional new program area or service						
c	Expanded a program area or service						
Existing Senior Center program area including space used by OPS and mechanical / electrical services						11,500	

Meridian Township

Senior Center + Community Center with Gym

CONCEPTUAL PROGRAM 01-29-2025

Notes

Senior Center Conceptual Program Areas		
Greeting & Reception		870
Administrative Offices		905
Meeting Rooms		2,615
Activity Areas		3,755
Senior Focused Wellness		2,300
Building Support		695
Program Area Sub-Totals		11,140
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)		3,899
Total Senior Center Building Area		15,039

Community Center Greeting & Reception			
Vestibule (Community Center Main Entry)	1 @ 150 s.f. = 150 s.f.	150	
Lobby with Seating for Six	1 @ 500 s.f. = 500 s.f.	500	
Reception Desk / Work Station	1 @ 200 s.f. = 200 s.f.	200	
Equipment Lending Room / Storage	1 @ 200 s.f. = 200 s.f.	200	
Vending	1 @ 120 s.f. = 120 s.f.	120	
Community Center Administrative Offices (Additional to Senior Center Offices)		1,190	
Parks & Rec Specialist Office	1 @ 120 s.f. = 120 s.f.	120	
Parks & Rec Specialist Work Station	1 @ 100 s.f. = 100 s.f.	100	
Parks & Rec Specialist Work Station	1 @ 100 s.f. = 100 s.f.	100	
Market Manager Work Station	1 @ 100 s.f. = 100 s.f.	100	
Intern Work Station	1 @ 100 s.f. = 100 s.f.	100	
Intern Work Station	1 @ 100 s.f. = 100 s.f.	100	
Admin. Assistant / Receptionist (area listed in reception)	1 @ 0 s.f. = 0 s.f.	0	
Parks & Rec Specialist New Center Work Station	1 @ 100 s.f. = 100 s.f.	100	
Parks & Rec Specialist New Center Work Station	1 @ 100 s.f. = 100 s.f.	100	
Conference Room (8) people	1 @ 270 s.f. = 270 s.f.	270	
Storage	1 @ 100 s.f. = 100 s.f.	100	
Community Center Activity Space		2,280	
Activity / Meeting Room for up to 120 (with folding partitions to subdivide)	1 @ 2,160 s.f. = 2,160 s.f.	2,160	18 sf / person
Table / Chair Storage	1 @ 120 s.f. = 120 s.f.	120	
Community Multi-Sport Gym		14,900	
Open Court Area (2 Full Court Basketball, 2 Volleyball, 6 Pickleball)	1 @ 14,600 s.f. = 14,600 s.f.	14,600	
As the level of competition changes, so do the court dimensions. High school courts are normally 84 feet long by 50 feet wide, or 4,200 sq ft. With the recommended safety zone of 3 – 10 feet, the total square footage for each court is between 5,100 and 6,800 square feet. Includes areas for spectator seating on bleachers			
Gym Equipment Storage	1 @ 300 s.f. = 300 s.f.	300	
Youth Recreation Program		5,000	
Community Center Support		1,610	
Women's Toilets with Changing / Locker Area	1 @ 700 s.f. = 700 s.f.	700	No showers
Men's Toilets with Changing / Locker Area	1 @ 700 s.f. = 700 s.f.	700	No showers
Family Toilet / Changing	1 @ 110 s.f. = 110 s.f.	100	
Custodial	1 @ 110 s.f. = 110 s.f.	110	
Community Center Program Area Sub-Totals		24,980	
Factor for Walls, Mechanical, Electrical and Public Circulation (35% of program area)		8,743	
Total Community Center Building Area		33,723	

Total Building Area If Programs Are Combined		48,762	
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