



**AGENDA**  
CHARTER TOWNSHIP OF MERIDIAN  
PARK COMMISSION REGULAR  
MEETING  
Tuesday, August 12, 2025, 4:30pm  
Service Center

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**REGULAR MEETING – 4:30PM**

1. CALL MEETING TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
  - A. July, 8, 2025 Park Commission Regular Meeting Minutes
6. COMMUNICATIONS
  - A. August Stewardship Calendars
  - B. Friends of Historic Meridian Advisory Board minutes
7. DISCUSSION ITEMS
  - A. Park and Open Space Naming Policy
8. ACTION ITEMS
  - A. 2026 CIP Budget Proposal
9. DIRECTOR'S REPORT
  - A. Budget Updates
  - B. Cricket field update
  - C. Senior and Community Center Updates
  - D. Red Cedar Water Trail Updates
  - E. Meridian Mall Parking Lot Repairs
  - F. Deer Management Program
  - G. Towner/Ottawa Parks Play Structures
  - H. Farmers Market – Repairs/Upgrades
  - I. Recreation Specialist update
10. COMMISSIONER LIAISON REPORTS
  - A. Township Board Report – Chair Farris
  - B. Land Preservation Report – Commissioner Stephens
  - C. Environmental Commission Report – Commissioner McDonald
  - D. Historical Village Report – Commissioner Rambo
  - E. Nokomis Cultural Center – Commissioner Lick
11. PUBLIC COMMENT
12. OTHER MATTERS AND COMMISSIONERS' COMMENTS
13. ADJOURNMENT

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



**MINUTES**  
CHARTER TOWNSHIP OF MERIDIAN  
PARK COMMISSION REGULAR  
MEETING  
Tuesday, July 8, 2025, 4:30pm  
Service Center

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**REGULAR MEETING – 4:30PM**

1. CALL MEETING TO ORDER
  1. Vice-chair called meeting to order at 4:30 PM.
  
2. ROLL CALL
  1. Present: Commissioners Lick, McDonald, Rambo and Stephens were present at roll call.
  2. Absent: Chair Nardo-Farris – excused.
  3. Staff present: Director Wisinski
  
3. PUBLIC COMMENT
  1. There was no public comment.
  
4. APPROVAL OF AGENDA
  1. Commissioner Rambo moved to correct July Stewardship Calendars instead of April, under Communications.
  2. Commissioner McDonald moved to approve the agenda, as amended, Commissioner Stephens seconded.

VOICE VOTE: Motion carried unanimously.

5. APPROVAL OF MINUTES
  - A. May 13, 2025 Park Commission Regular Meeting Minutes
    1. Commissioner Stephens moved to approve the minutes of the May 13, 2025 meeting as presented, Commissioner McDonald seconded.

VOICE VOTE: Motion carried unanimously.

6. PRESENTATIONS
  1. There were no presentations scheduled for the July 8, 2025 meeting.

7. COMMUNICATIONS
  - A. July Stewardship Calendars
    1. Director Wisinski updated the Park Commission on the current stewardship calendar, and remarked on the busyness of field season for the stewardship staff – nearly every day they are out in parks and preserves pulling invasive species and planting native plants.
    2. Director Wisinski also shared that it is summer camp season at Harris Nature Center, and that on Saturday, July 19, 2025 they will be hosting a campfire program called “All About Wild Canines”. Fall youth sports programs (soccer and flag football) registration opened up in early June. Summer concert series on Wednesday evenings is continuing until September, and there will be a special Children’s Concert on July 24, 2025. The Meridian Township Farmers’ Market is open on Wednesdays and Saturdays, and it is well-attended. Commissioner Lick appreciated the coffee options, and Commissioner Stephens remarked upon the variety and geographical location of where vendors are coming from.
    3. Commissioner Rambo moved to place the communications on file, and Commissioner Stephens seconded.

VOICE VOTE: Motion carried unanimously.

8. DISCUSSION ITEMS

A. Celebrate Meridian Recap

- a. Chair Nardo-Farris, Commissioners McDonald, Stephens and Rambo all attended Celebrate Meridian on Saturday, June 28, 2025. Director Wisinski shared that planning for an event of this scale beginning in January in earnest and takes the coordination of several departments across the township, and that this event could not be put on without the enthusiastic help of both volunteers and staff.
- b. Commissioner Stephens inquired about drone show feedback, and Director Wisinski shared that feedback from the community was about a 50/50 split. Some residents were very excited about the drone show, noting the environmental impact, the inclusiveness for those with sensory processing issues, and pets, and others missed the nostalgia that a fireworks show can bring. Director Wisinski described the process of working with Firefly Drone Shows LLC, and improvements that can be made in the future regarding a drone show.
- c. Commissioner Lick asked if the Parks department could communicate before any event with loud noises (fireworks, bands, etc) for participants to use noise-canceling headphones. Director Wisinski shared that staff planned on providing ear plugs around the stage area at Celebrate next year. Commissioner Rambo commented on the seating at Celebrate, and suggested more seating near the food area. Commissioner McDonald discussed the performers, and expressed his gratitude for the police officers working the event. Director Wisinski offered to pass along his praise to Chief Grillo.
- d. Director Wisinski shared that there was over 70 community members who volunteered at the event – groups from 2|42 Community Church, the Rotary Club, Kiwanis, Scout Groups and individuals all gave time to make this event possible. Commissioner Lick asked how groups were recognized, and Director Wisinski shared that staff sent a follow-up email, and invited them to the Volunteer Thankquet in the fall. Commissioner Lick asked if a group with sustained commitment could be recognized at the Thankquet, and Commissioner Rambo suggested having a state representative write a thank you note to the groups.

B. Park and Open Space Naming Policy

- a. Director Wisinski shared some of the history regarding the current naming policy that was adopted in 2008, and about a recent discussion that caused the park commissioners to wish to revisit some aspects of the policy. Commissioner Lick, with the first review of the current policy, asked the commissioners to share their initial thoughts.
- b. Commissioner Rambo shared that the way the policy is currently written, it appears that the person being named would have to financially contributed, or have someone else financially contribute in their honor. Commissioner Stephens was on the Park Commission when it was introduced and adopted, and thought it was a good idea to re-visit it. Commissioner McDonald asked for a comparison of the current policy, and what is in place at the Michigan DNR and Huron-Clinton Metroparks with their property naming policies, and that the current policy is lengthy. Commissioner Rambo thought that the “sustained commitment” needed to be specific. Commissioner Lick agreed with the other commissioners’ comments, and thought that the arbitrary language should be codified into specific criteria for clarity when making decisions, noting that it can be difficult to say no to residents when they ask.
- c. Commissioner Lick suggested that there be a separate memorialization policy, and there was a consensus amongst the other commissioners. Commissioner Rambo suggested a catalog of items that could be placed in parks for memorialization. Director Wisinski noted that with every memorialization request, there is an increased stress on the maintenance staff, and that requests should consider the gift in perpetuity.
- d. Commissioner Stephens asked that the Park Commission to consider including the Land Preservation staff and advisory board in conversations, as they use the same policy for preserves, and there should be alignment.

C. Cricket field update

- a. Director Wisinski shared that she had recently met with Meridian Township's Engineering Department to discuss a feasibility study, and that the teams are currently rotating different fields. Commissioner Stephens asked if there were any associations that may have knowledge of what companies other municipalities are using for feasibility studies. Director Wisinski agreed to look into it.

9. ACTION ITEMS

1. There were no action items for consideration.

10. DIRECTOR'S REPORT

A. Budget Updates

- a. Director Wisinski shared that the Okemos Road Trailhead Project NRTF grant the department had applied for in the spring has still not been awarded, and the \$150,000 allocated is a match to what they will award. If we do not receive funding in 2025, Director Wisinski will reapply in 2026.
- b. Director Wisinski provided an update on two capital improvement projects: Towner Road Park and Ottawa Hills Inclusive Playgrounds and shared renderings of the new playscapes from Sinclair Recreation. Commissioner Stephens noted that there was only one covered playscape, and that a sunscreen should be looked at if the plastic is too hot for play. Director Wisinski shared that they are working with Sinclair Recreation for a shade structure at Marshall Park as well.
- c. Director Wisinski spoke about the Red Cedar Waterway Project, and the installation of two EZ-Docks, one at Wonch Park, and the other potentially at Harris Nature Center. The one at Harris Nature Center will be difficult for ADA compliance based on the area, but the dock at Wonch Park will be one hundred percent ADA accessible. Director Wisinski then shared about partnering with the Michigan Waterway Stewards on a regional project called Autumn Anew in the fall. The Rotary Club of Haslett and Okemos are printing trailhead signs for installation at Harris Nature Center and Wonch Park. Commissioner Rambo asked about a proposed ramp map and more information about the Autumn Anew event when available. Commissioner Stephens had some questions about woody debris management, and dam removal at Michigan State University. A resident notification letter was prepared to be mailed out for awareness of the work being done on the river over the summer.
- d. Director Wisinski updated the Park Commission on the budgeted amount of money for cricket engineering and site prep, and noted most of the money would go towards a consultant, and will likely not cost the full amount. She also updated that the baseball field restoration was complete. Commissioner Stephens asked what material went on the fields, and Director Wisinski replied that most of the fields use Diamond Dust – a low-cost baseball dirt.

B. Senior and Community Center Updates

- a. Director Wisinski informed the Park Commission that there was not an update to share until the ballots are cast in the August election. Commissioner McDonald shared that he received his ballot in the mail, and had a few questions from residents. Director Wisinski highlighted the Frequently Asked Questions document on the Meridian Township website under the Community and Senior Center Proposal webpage.

C. Red Cedar Water Trail Updates

- a. Director Wisinski covered the Red Cedar Water Trail updates under the budget updates.

D. Meridian Mall Parking Lot Repairs

- a. Director Wisinski discussed the history of the agreement with Meridian Mall regarding two hundred parking spots, and how the management of the mall approached the Township about sharing in the cost of the parking lot replacement. Township staff is consulting with their legal representation to see what their options are. Commissioners Lick and Stephens asked about improvements to pedestrian traffic flow, and what influence the township could have on design if the township was funding in part.

- E. Marshall Park Update
  - a. Director Wisinski shared that she is waiting for the bioswale project to move forward.

11. COMMISSIONER LIAISON REPORTS

- A. Township Board Report – Chair Farris
  - 1. Chair Farris was absent; therefore, she was not able to provide an update.
- B. Land Preservation Report – Commissioner Stephens
  - 1. Commissioner Stephens shared that the Land Preservation Advisory Board is working on an evaluation process to assess properties more efficiently.
- C. Environmental Commission Report – Commissioner McDonald
  - 1. Commissioner McDonald was connected to the Environmental Commission Chair recently.
- D. Historical Village Report – Commissioner Rambo
  - 1. Commissioner Rambo visited the Historical Village at Celebrate, and was following up with Holly Cordill, the executive director, afterwards.
- E. Nokomis Cultural Center – Commissioner Lick
  - 1. Commissioner Lick did not have an update.

12. PUBLIC COMMENT

- 1. There was no public comment.

13. OTHER MATTERS AND COMMISSIONERS' COMMENTS

- 1. Park Commissioners commented on the success of Celebrate Meridian, including the weather, amount of people, and volunteers for the event. Commissioner Lick reminded the commissioners that the next meeting will be held on Tuesday, August 12<sup>th</sup>, 2025 at the Service Center.

14. ADJOURNMENT

- 1. The meeting was adjourned at 5:54 PM.

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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.



# AUGUST

CONNECT  
LEARN  
CONSERVE



# STEWARDSHIP

## STEWARDSHIP SATURDAYS

These workdays occur every other Saturday year round

- August 9, Native Planting at Davis Foster Preserve
  - 5120 Van Atta Road, Okemos
- August 23, Native Planting at Tihart Preserve
  - Intersection of Tihart Rd and Whitetail Circle

## WEEKDAY WARRIORS: Occurs every other Thursday

- August 14, Trash pickup & invasive species removal at Central Park South
  - 1990 Central Park Drive, Okemos
- August 28, Invasive bittersweet & shrub cutting at Foster Crouse Preserve
  - Please park on Buttercup Lane off Newman Rd in Okemos

## WOODY INVASIVE SPECIES WORKSHOP

- As we head toward fall, we also get in to our favorite management season: Woody invasive species!! Maybe you need a little brush up on your ID skills, or would like more information on how to manage these pesky plants in your own yard, we got you covered! We will meet at the Township Service Center for a brief presentation before heading into the field to put our management methods into practice.

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

S	M	T	W	TH	F	S
						1
						2
3	4	5	6	7	8	9 STEWARDSHIP SATURDAY 9:30-12PM
10	11	12	13	14 WEEKDAY WARRIORS 1-3 PM	15	16
17	18	19	20	21	22	23 STEWARDSHIP SATURDAY 9:30 - 12 PM
24	25	26 INVASIVES WORKSHOP 6-8 PM	27	28 WEEKDAY WARRIORS 1-3 PM	29	30/31

**PLEASE CONTACT EMMA AT ECAMPBELL@MERIDIAN.MI.US, OR 517.897.3610**



**6.B**

**To: Park Commissioners**

**From: Courtney Wisinski, Director Parks & Recreation**

**Date: August 5, 2025**

**Re: Friends of Historic Meridian Memorandum of Understanding and Meeting Minutes**

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The Parks and Recreation Department updated the Memorandum of Understanding (MOU) with the Friends of Historic Meridian executed on June 3, 2025. Within the MOU, the Friends of Historic Meridian are responsible for submitting Advisory Board meeting minutes to the Park Commission on a regular basis. Moving forward, Director Wisinski will include all minutes received within the next Park Commission meeting packet.

Enclosed is a copy of the MOU for your reference and the June 11, 2025 Friends of Historic Meridian Executive Minutes for your review. I am happy to answer any questions you may have.

May 16, 2025

**RESOLUTION TO AUTHORIZE MEMORANDUM OF UNDERSTANDING AND LEASE  
AMENDMENTS BETWEEN MERIDIAN TOWNSHIP AND THE FRIENDS OF HISTORICAL  
MERIDIAN**

At a regular meeting of the Township Board of the Charter Township of Meridian, Ingham County, Michigan, held at the Meridian Service Center, in said Township on the 20<sup>th</sup> day of May 2025 at 6:00 p.m., Local Time.

PRESENT: Supervisor Hendrickson, Clerk Demas, Treasurer Deschaine, Trustee Trezise,

Trustee Wilson

ABSENT: Trustee Lentz, Trustee Sundland

The following resolution was offered by Trustee Trezise and supported by Trustee Wilson.

**WHEREAS** the Friends of Historic Meridian, founded in 1974, is a non-profit organization dedicated to fostering an active appreciation of local history. The organization operates eight historic buildings that make up the Meridian Historical Village, located in Central Park in Okemos; and

**WHEREAS** the Park Commission and Township Board are interested in the continued maintenance of Meridian Township's Historical Village; and

**WHEREAS** the Memorandum of Understanding (MOU) and the Lease between Meridian Township and the Friends of Historic Meridian has expired; and

**WHEREAS** Amendments to the MOU and Lease between Meridian Township and the Friends of Historic Meridian are suggested based on changes in membership and volunteer efforts, as well as the continuously aging buildings and structures over time; and

**WHEREAS** the Parks and Recreation Director and Superintendent met with the President of the Friends of Historic Meridian and the Historical Village Executive Director to review the existing MOU and lease agreement. The group worked collaboratively to update the roles and responsibilities to better reflect the current maintenance needs.

**WHEREAS** the Friends of Historic Meridian Advisory Board unanimously supported the amendments to the MOU and Lease between Meridian Township and the Friends of Historic Meridian.

**WHEREAS**, the Park Commission unanimously supported the amendments of the MOU and Lease between Meridian Township and the Friends of Historic Meridian.

**NOW, THEREFORE BE IT RESOLVED** BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF MERIDIAN, INGHAM COUNTY, MICHIGAN DOES HEREBY APPROVE THE AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING AND LEASE BETWEEN MERIDIAN TOWNSHIP AND THE FRIENDS OF HISTORIC MERIDIAN.



**FRIENDS OF HISTORIC MERIDIAN  
and  
CHARTER TOWNSHIP OF MERIDIAN BOARD AND PARK COMMISSION**

**MEMORANDUM OF UNDERSTANDING**

**INTRODUCTION**

In the interest of pursuing continued cooperation and understanding, and for the benefit of all persons involved, the following Memorandum of Understanding between the Friends of Historic Meridian and the Charter Township of Meridian Board and Park Commission has been developed to outline the responsibilities and commitments of each party as they relate to the Historical Village and preservation of history in Meridian Township.

**STATEMENT OF CIRCUMSTANCE**

The Charter Township of Meridian owns the Meridian Historical Village, including eight (8) structures, supporting features and surrounding grounds. The eight structures include: "Proctor Tollgate House", the "Grettenberger Farmhouse", the "Randall School House", the "Unruh Barn", the "Barnes House", the "Heathman-Herre House", the "Perkins/ Copland Log Cabin" "Village Chapel", and the windmill, corn crib, wishing well, gazebo, and outhouse. The Township's interest in the Historical Village is held by the Township Board.

The Friends of Historic Meridian (FHM) is an independent, educational non-profit organization with separate 501(c) (3) status. FHM lease the buildings in the Historical Village from the Township for the purpose of providing a Historical Village for public access.

The Meridian Township Park Commission is a five-member elected body of Meridian Township. The Commission is empowered to manage park and recreation facilities on behalf of the Township. The Historical Village is a facility within Central Park and is subject to the policies and regulations established by the Park Commission.

**TERM OF AGREEMENT**

This agreement will become effective upon the date of the last signature listed below and will remain effective for five (5) years, at which time the agreement shall automatically be renewed, unless, 30 days in advance of expiration, one or more of the parties listed below requests that the agreement not be renewed. Amendments may be made to this agreement upon the written consent of all parties listed above.

## **RESPONSIBILITIES OF PARTIES**

### **Friends of Historic Meridian (FHM) agree to the following:**

- FHM shall restore, maintain, clean, and furnish the interior of the following structures in the Historical Village: the "Proctor Tollgate House", the "Grettenberger Farmhouse", the "Randall School House", the "Unruh Barn", the "Barnes House", the "Heathman-Herre House" the "Perkins/Copland Log Cabin", the "Village Chapel" and the windmill, corn crib, wishing well, gazebo, and outhouse in accordance with any leases in existence for each structure. Said work shall include but not be limited to: sweeping; mopping; dusting; wallpapering; painting, structural repair, water, sewer, plumbing, electrical, light-bulb replacement; window and door repair.
- FHM may solicit, organize, run, staff and administer programs in the Historical Village.
- FHM will provide board meeting minutes to the Park Commission on a regular basis.
- FHM shall secure funds to conduct all responsibilities it has agreed to pursuant to this Memorandum of Understanding.
- FHM shall install and maintain landscaping surrounding the buildings in the Historical Village, including the flower gardens, vegetable garden and tree plantings, or shall coordinate such landscaping and other improvements with volunteers or other groups. FHM shall secure written approval from the Park Commission prior to installing, removing, relocating or otherwise changing any landscaping and/or site structure in the Historical Village.
- FHM shall transmit any and all budget requests in writing to the Park Commission by April 1<sup>st</sup> of each year for recommendation and submission to the Township Board in accordance with the Township's budgetary calendar.
- FHM shall abide by all applicable Meridian Township Ordinances, rules or policies in all their practices.

- FHM shall submit a calendar of events to the Meridian Township Parks and Recreation Department Office by the 15<sup>th</sup> day of the previous month. Any use by FHM of the Village grounds and/or Central Park must be coordinated with the Director of the Parks and Recreation.
- FHM shall put forth a good faith effort to communicate openly and appropriately regarding all areas of mutual interest. This communication shall include but not be limited to exchanging newsletters (Gate Keeper, flyers, brochures, etc.), Board Meeting minutes and attending meetings where necessary.

**Charter Township of Meridian Board (Board) agrees to the following:**

- The Board shall ensure that Township maintenance staff mow the grass and remove trash in the Village, in accordance with the township's regular maintenance schedule. Special mowing or trash removal requests are to be directed to the Parks and Land Preservation Superintendent will be performed as able.
- The Board shall ensure that Township maintenance staff clear the sidewalks of snow, in accordance with the regular maintenance schedule. Special snow removal or salting requests are to be directed to the Parks and Land Preservation Superintendent will be performed as able. The Township will not guarantee that snow will be removed before 12:00 noon. Snow will not be removed from the sidewalks on the weekends.
- The Board shall ensure that exterior structural repair and maintenance including siding, roofing, etc., and capital improvements, in accordance with work order schedules and budget allotment.
- The Board shall ensure the facilities located at the Meridian Historical Village receive pest management as necessary to maintain the integrity of the structures.

**Charter Township of Meridian Park Commission (Commission) agrees to the following:**

- The Commission may provide limited capital improvement funds, upon request of FHM, from the Park Millage and/or General Fund.
- The Commission shall provide adequate office space in the Barnes House for FHM use.
- The Commission shall put forth a good faith effort to communicate openly and appropriately regarding all areas of mutual interest. This communication shall include but not be limited to exchanging newsletters, meeting minutes and attending meetings where necessary.

**The Meridian Township Parks and Recreation Department shall:**

- Coordinate all activities mentioned here-in on behalf of the Township.
- Shall serve as the liaison between FHM, the Township Board, and the Park Commission.
- The Department shall advertise events and coordinate reservation of all park facilities.

**RESERVATION OF FACILITIES**

Meridian Township Parks and Recreation Department reserves all park and recreation facilities on a first come-first serve basis, in accordance with the Parks Ordinance and the Rules and Regulations on Park Reservations as amended. All requests for use of the Historical Village buildings will be referred to the FHM Executive Director or designee.

FHM Executive Director or designee may accept reservations for use of the Historical Village buildings. It is the responsibility of FHM to coordinate the reservation with the Parks and Recreation Office to avoid potential scheduling conflicts. Requests to reserve Central Park must be directed to the Parks and Recreation Office.

**CHARGING OF FEES**

FHM may charge visitors a fee to use the buildings in the Historical Village. They may also charge a participation fee for FHM sponsored activities. However, FHM may not restrict public access to the Village grounds, charge a fee for public access to the Village grounds or structures for non-FHM program visitors, or prohibit access to the grounds by the public.

The Township parks are free and open to all visitors, regardless of their ability to pay.

## RESOLUTION OF CONFLICTS

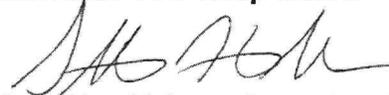
If any conflicts arise in interpretation or practice of this Memorandum of Understanding, the Township Board, as legal owners of the property and buildings, shall have final authority. Persons wishing to appeal any policy, regulation or decision of FHM related to the Village or grounds may do so to the Park Commission. Persons wishing to appeal any policy, regulation or decision of the Park Commission related to the Village, grounds or Central Park, may do so to the Township Board, in accordance with the Meridian Township Park Ordinance.

## AMENDMENTS

Modifications, amendments or waivers of any provisions of this Memorandum of Understanding may be made only by the written mutual consent of the parties hereto or order of a court of competent jurisdiction.

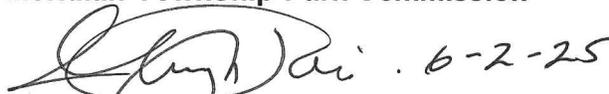
## SIGNATURES

### Meridian Township Board

 5/29/2025  
Scott Hendrickson, Supervisor / Date

 5/29/2025  
Angela Demas, Clerk / Date

### Meridian Township Park Commission

 6-2-25  
Mary Nardo-Farris, Chair / Date

### Meridian Township Park Commission

 6/3/25  
Holly Cordill, Executive Director / Date

  
Renee Tierney, President / Date

**Meridian Township Board and Park Commission and  
Friends of Historic Meridian  
LEASE**

**THIS LEASE**, made and entered into this 1st day of June 2025, by and between **THE CHARTER TOWNSHIP OF MERIDIAN**, whose principal offices are located at 5151 Marsh Road, Okemos, Michigan 48864-1198 (hereinafter referred to as the "LESSOR") and **FRIENDS OF HISTORIC MERIDIAN**, a non-profit volunteer organization (hereinafter referred to as the "LESSEE").

**WHEREAS**, the Lessor hereby leases to the Lessee the buildings known as the "Proctor Tollgate House", the "Grettenberger Farmhouse", the "Randall School House", the "Unruh Barn", the "Barnes House", the "Heathman-Herre House", the "Perkins/Copland Log Cabin" and the "Village Chapel" located on certain properties owned by the Charter Township of Meridian, north of the Meridian Charter Township Municipal Building in Central Park for the purpose of interior and exterior renovation, office space for the Friends of Historic Meridian, and to provide educational programs and special events for the community. Said interior and exterior restoration and renovation shall be for the purpose of preserving and promoting the history of Meridian Township for the education and enjoyment of all Township and area residents and shall be under the control of and at the expense of the Lessee. The Lessee shall have free access across Lessor's land for the above purposes.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED**, as follows:

**FIRST: AREA LEASED AND AUTHORIZED USE.**

The displays in the Leased Premises shall:

- A. be removable unless prior written approval is received by the LESSEE from the LESSOR's Park Commission.
- B. relate to the Leased Premises, Meridian Township Historical Village, the LESSEE, the LESSOR's parks, or other related topics as mutually agreed to by the LESSEE and the LESSOR's Park Commission.
- C. be approved in writing by the LESSOR's Park Commission, in consultation with the LESSEE, prior to construction.
- D. be constructed either by the LESSEE or the LESSOR, or their designee.

- E. Upon termination of this lease, the buildings shall be left by the LESSEE in their restored and renovated form.
- F. Upon termination of this lease, all buildings shall be left by the Lessee in their restored and renovated form and any restoration or renovation shall immediately become a part of the property of the LESSOR.

In addition to the authorized uses stated above, the LESSEE may display and sell the LESSEE's publications and souvenirs in the display area of the Leased Premises.

All building uses, changes, additions, or improvements, beyond general maintenance, must be approved in writing by the LESSOR's Park Commission, in consultation with the LESSEE, prior to implementation. Any violation of this condition shall be considered a material breach of this Lease and may result in termination of this Lease.

**SECOND: LEASE TERM AND TERMINATION.** This Lease shall commence on the date on which it is fully signed by the representatives of both the LESSOR and the LESSEE, which is the date set forth in the introductory paragraph on page 1 of this Lease. This Lease will remain effective for two years, at which time the parties to the lease may extend the lease, on an annual basis, until it is renewed and/or replaced by a subsequent lease or terminated.

Notwithstanding any other provision in this Lease to the contrary, this Lease may be terminated at any time for any reason by either the LESSOR or the LESSEE upon thirty (30) days prior written notice to the other party. Upon termination of this Lease, the LESSEE must vacate the Leased Premises within sixty (60) days of the date on which notice of termination was given. Also, upon termination of this lease, the buildings shall be left by the Lessee in their restored and renovated form.

**THIRD: RENT.** In consideration of this lease, the LESSEE shall pay the LESSOR the sum of ONE AND NO/100 DOLLARS (\$1.00) for the initial term of this Lease which expires on December 31, 2012. In the event the term of this Lease is extended, the LESSEE shall pay the LESSOR the rental fee which is mutually agreed upon by the LESSOR and the LESSEE for the term for which the Lease is extended.

**FOURTH: RESPONSIBILITIES OF THE LESSEE.** The LESSEE shall have the following responsibilities with respect to the Leased Premises:

- A. Provide staffing for the Leased Premises for authorized uses.
- B. Be open to the public and provide a staff person/volunteer on the leased premises for as many hours as possible on weekend.

- C. Post the schedule when open in a public location. The schedule in which the Leased Premises is to be open to the public shall be as mutually agreed upon by the LESSOR's Director of Parks and Recreation and the LESSEE.
- D. Maintain all buildings related to LESSEE'S use of the Leased Premises.
- E. Shall maintain and regularly clean the interior of the Leased Premises.
- F. Provide office furniture and telephone.

**FIFTH: RESPONSIBILITIES OF THE LESSOR.** The LESSOR shall be responsible for providing the following with respect to the Leased Premises:

- A. Fund the cost of utilities for the buildings in the Historical Village from the General Fund including monthly water, sewer, gas and electrical.
- B. Maintain fire insurance and general casualty insurance of said buildings.
- C. **Install and maintain security system.**

**SIXTH: PROHIBITED CONDUCT.** It is expressly understood and agreed by the LESSEE that the following types of conduct on the Leased Premises are prohibited:

- A. Making permanent changes to the Leased Premises that are inconsistent with historic preservation or presentation of the structures unless approved by the LESSOR's Park Commission in writing.
- B. Storing of records other than records of an historical nature or necessary for operation of the LESSEE's office.

**SEVENTH: RIGHT OF LESSOR TO ENTER LEASED PREMISES.** Notwithstanding any of the provisions contained in this Lease, the LESSOR shall have the right to enter upon the Leased Premises or any part thereof at reasonable times for the purpose of examining the same or making such repairs or alterations as may be necessary for the safety and preservation thereof.

**EIGHTH: FURNITURE OR APPLIANCES BELONGING TO LESSEE.** It is understood and agreed that any furniture or appliances placed by the LESSEE in the Leased Premises prior to or during the term of this Lease, are to be and remain the property of the LESSEE, and the LESSEE shall have the right to remove the

same any time before or within 60 days following the termination of this Lease, including any renewal or extensions thereof.

**NINTH: KEEPING THE LEASED PREMISES IN COMPLIANCE WITH THE LAW.** It is a condition of this Lease that the LESSEE keep the Leased Premises at all times in full compliance with all applicable codes, licensing requirements, regulations, statutes and ordinances commensurate with the intended use thereof, excepting conditions caused by the LESSOR, its agents' or employees' activities. If the LESSEE fails to comply with this condition, the LESSOR may terminate this Lease, such termination being effective immediately on the date the LESSOR'S Notice of Termination is delivered to the LESSEE.

**TENTH: DESTRUCTION OF LEASED PREMISES.** In the event of a total or partial destruction of the Leased Premises by fire or otherwise, which results in the inability to use the leased premises, this Lease shall apply to the remaining structures.

**ELEVENTH: LESSOR'S AND LESSEE'S REPRESENTATIVES.** For the purpose of this Lease and all approvals, after initial authorization by the LESSOR's Park Commission and by the LESSEE, all subsequent approval of uses of the Leased Premises shall be reviewed by the LESSOR's Director of Parks and Recreation and the LESSEE's Executive Director for daily decisions regarding this Lease. Regular review, renewal or termination of this Lease, however, shall be made by the LESSOR's Park Commission and LESSEE.

**TWELFTH: WAIVERS.** No failure or delay on the part of either of the parties to this Lease in exercising any right, power or privilege set forth herein shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

**THIRTEENTH: AMENDMENT.** Modifications, amendments or waivers of any provision of this Lease may be made only by the written mutual consent of the parties hereto or order of a court of competent jurisdiction.

**FOURTEENTH: TRANSFERABILITY OF LEASE.** The covenants and conditions of this Lease are not transferable to the successors and assigns of the parties hereto.

**FIFTEENTH: DISREGARDING SECTION TITLES.** The titles of the sections set forth in this Lease are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Lease.

**SIXTEENTH: COMPLETENESS OF THIS LEASE.** Except for the Memorandum of Understanding between the LESSOR and LESSEE, this Lease

contains all of the terms and conditions agreed upon by the parties hereto. No other agreements, oral or otherwise, regarding the subject matter of this Lease or any part thereof shall have any validity or bind any of the parties hereto, unless amendments are made pursuant to Section 13.

**SEVENTEENTH: INVALID PROVISIONS.** If any provision of this Lease is held to be invalid it shall be considered to be deleted and the remainder of this Lease shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Lease, this Lease shall be considered to have terminated as of the date in which the provision was declared invalid.

**EIGHTEENTH: CERTIFICATION OF AUTHORITY TO SIGN LEASE.** The persons signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Lease on behalf of said parties and that this Lease has been authorized by said parties.

**IN WITNESS WHEREOF,** the authorized representatives of the parties hereto have fully executed this Lease on the day and year first above written.

**WITNESSED BY:**

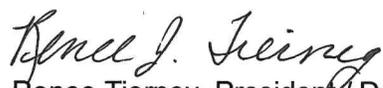
**LESSOR: CHARTER TOWNSHIP OF MERIDIAN**

 5/29/2025  
Scott Hendrickson, Supervisor / Date

 5/29/2025  
Angela Demas, Clerk / Date

**LESSEE: FRIENDS OF HISTORIC MERIDIAN**

 6/3/25  
Holly Cordill, Executive Director / Date

 / Date  
Renee Tierney, President / Date

Friends of Historic Meridian Executive Minutes  
June 11, 2025, Barnes House

Attending: Bartels, B. Brogren, L. Brogren, Colegrove, Cordill, Hoffman, Mumaugh, Tierney, Reynolds

The meeting was called to order by President Tierney, at 10:01 AM. Motion made by B. Brogren, seconded by Colgrove to approve the minutes of the May 14, 2025, meeting. Motion passed.

**Treasurer's Report:** B. Brogren shared budget report (attached). Finances are currently stable.

**Executive Director Report:** Executive Director Cordill reported that Jennifer Rutzen approached the Township with her interest in having a memorial for Dixie Lahti, a devoted Meridian Garden Club member at the historical village. It appears that Ms. Rutzen has opted to put a plaque on an existing bench near the pond pier to honor the long-time member. President Tierney will work with Township officials and the Garden Club to develop a Standard Operating Procedure for memorial requests.

In terms of donation offers, FHM will accept a doctor's medicinal scale from the 1890s and medical reference books from L. McAlvey. There was some discussion as to where these will be stored/displayed. An offer of a 1970s curio cabinet and dishes will be declined.

A request for a Community Service volunteer has been received. That person will help with the newsletter mailing and washing windows.

School field trips have wrapped up for the season. Bookings for this fall and next spring have already been received.

President Tierney will speak with Norval Burgett about the coffee grinders he is offering to donate and maybe convince him to agree to displaying some and auctioning off others.

Upcoming events: the next speaker series "Lincoln in Michigan" is scheduled for June 25 at 7:00 PM; Celebrate Meridian is June 28 from 4-7:00 PM; and the Choose Lansing Tour (certified tourism ambassadors) is July 16 from 9:00 AM-12:30 PM.

Cordill reminded the Board that she will be taking time off the week of June 16.

**Assistant Director Report:** Assistant Director Reynolds reported that he has been working on The Gatekeeper and that a regular building rental as well as a wedding rental are scheduled.

The Friends received a mini grant to provide software for up to five people to be able to follow Patrick's work progress. He is working on another grant with the Ingham County Bar Association.

**Building Committee:** A time will be set for volunteers to go through the Schoolhouse basement.

**Events Committee:** Food vendors, Grilling Gators and Kono Ice food trucks are confirmed for Heritage Day. Ideas for children's activities were discussed. A wash tub with wash board and laundry line at the log cabin were suggested to be set up for the Heritage Festival. The split-rail fence adjacent to the log cabin needs

attention as boards are deteriorating due to overgrown brush and lack of sunlight. An area for other children's activities will be marked out with storm fencing.

At least two volunteers are needed to direct parking at the festival.

A suggestion was made to plan a political debate for next year's Heritage Festival in honor of the Semi quincennial.

**Announcements:** None.

The meeting adjourned at 12:01 PM.

Respectfully submitted,

Liz Bartels

<b>REVENUE</b>	<b>2025 BUDGET</b>	<b>Monthly Actuals</b>	<b>Year to Date</b>
Tours/Camp	\$9,000.00	\$3,286.00	\$5,510.82
Membership	\$1,500.00	\$115.24	\$789.20
Donations	\$27,500.00	\$0.00	\$20,149.44
Gift Shop	\$1,500.00	\$45.00	\$151.50
Special Event Income	\$1,500.00	\$30.00	\$868.95
Rentals	\$5,000.00	\$800.00	\$1,923.59
Maintenance/ Preservation/ IMMA Interest	\$3,000.00	\$8.53	\$33.92
Miscellaneous/ Gen. IMMA Interest	\$0.00	\$31.57	\$134.28
Grants	\$0.00	\$0.00	\$0.00
Endowment Fund Donation to be Transferred	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE (ALL SOURCES)</b>	<b>\$49,000.00</b>	<b>\$4,316.34</b>	<b>\$29,561.70</b>

<b>EXPENDITURES</b>	<b>2025 Budget</b>	<b>Monthly Actuals</b>	<b>Year to Date</b>
Staff Salaries	\$30,000.00	\$2,781.71	\$9,844.39
Social Security/Withholdings	\$5,000.00	\$477.44	\$2,242.78
Marketing	\$1,200.00	\$0.00	\$698.63
Gift Shop	\$500.00	\$33.54	\$56.85
Special Events	\$700.00	\$0.00	\$0.00
Professional Development	\$600.00	\$3.99	\$114.96
Internship Stipends	\$1,400.00	\$0.00	\$300.00
Rental/Deposit Refunds	\$600.00	\$0.00	\$0.00
Maintenance/ Preservation	\$2,000.00	\$0.00	\$37.10
Cleaning Fees	\$600.00	\$0.00	\$150.00
Operating Supplies and Overhead	\$2,500.00	\$95.84	\$773.81
Communication Utilities	\$3,500.00	\$335.39	\$1,676.46
Software (Square, File Manager, Wibble, etc.)	\$400.00	\$30.80	\$228.19
Miscellaneous	\$0.00	\$0.00	\$0.00
<b>TOTAL Expenditures</b>	<b>\$49,000.00</b>	<b>\$3,758.71</b>	<b>\$16,123.17</b>
<b>TOTAL REVENUE (ALL SOURCES)</b>	<b>\$49,000.00</b>	<b>\$4,316.34</b>	<b>\$29,561.70</b>
<b>TOTAL ALL EXPENSES</b>	<b>\$49,000.00</b>	<b>\$3,758.71</b>	<b>\$16,123.17</b>
<b>NET</b>	<b>\$0.00</b>	<b>\$557.63</b>	<b>\$13,438.53</b>
Small Business Checkbook Balance	\$3,373.81		
MSUFCU Maintenance Money Market Balance			

<b>MSUFCU General Money Market Balance</b>	\$5,436
<b>MSUFCU General Money Market Balance</b>	
CAPITAL REGION COMMUNITY FOUNDATION	\$61,515.06



**To: Park Commissioners**

**From: Courtney Wisinski, Director Parks & Recreation**

**Date: August 5, 2025**

**Re: Policy Statement for Naming Meridian Parks**

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The Park Commission originally adopted the Policy Statement for Naming Parks on April 15, 2008. At the July 8, 2025, Commission meeting, the policy was reviewed and discussed. Commissioners agreed that the policy remains largely sufficient; however, a few areas for refinement were identified.

Commission feedback included:

- The need for a more quantifiable definition of “sustained commitment and dedication,” emphasizing that it should encompass more than monetary contributions.

Staff Recommendation:

After review, staff recommends no changes to the existing Policy Statement for Naming Parks. The Director will ensure that proper procedures, as outlined in the policy, are followed.

Process for Name Proposal Excerpt:

1. An individual or group residing in Meridian Township may propose a name using an application available from the Meridian Township Parks and Recreation Department.
2. The Park Commission will review the proposal(s) to ensure the application(s) are complete.
3. A notice will be published on the Meridian Township website and in the local newspaper requesting public feedback on the proposal(s) for a 30-day period.
4. At the conclusion of the 30-day feedback period, the Park Commission will make a decision, by majority vote, and announce it at their next regularly scheduled meeting.

## **Policy Statement for Naming Meridian Parks**

Adopted by Park Commission April 15, 2008

The Meridian Township Park Commission, hereby establishes this policy regarding the naming of public parks and park features within the Township. The name shall be based upon criteria established by this policy with the Park Commission having the final authority. Consideration will be given to naming, but not limited to, these listed examples.

### **Park Names**

- May be named for a person, family, organization, corporation or other entity that played a significant role in the founding and early development or redevelopment of the Park.
  - A benefactor donated all of the park land or contributed 75% or more of the purchase price for the park land.
  - A benefactor who made a significant gift to the parks of a minimum of \$500,000.
  - A person can be recognized for sustained commitment and dedication to the park

### **Park Buildings/Facilities**

- New Facilities or additions to existing facilities consistent with the latest 5-year Parks and Recreation Master Plan and/or projects approved by the Park Commission, may be selected for funding by a benefactor wishing to make a gift for the construction of a specific facility.

### **Park Feature or Element Names**

- A park feature or element such as, but not limited to, a structure, addition to a structure, an amenity (benches, grills, play equipment), an athletic field, or a bridge, may be named for a donor who contributes 100% of the cost for the element.
- A benefactor who provides a significant bequest of \$250,000 or more to a Park may be honored by having a particular park feature named on behalf of that donor.

### **Endowed Position Names**

- A particular position, such as that of a Nature Center Naturalist, may be named for a benefactor who funds an endowment, the proceeds of which would be sufficient to fund the salary and fringe benefits of such a position.

### **Miscellaneous**

- If the name is not used in the actual name of the Park, a sign, marker or plaque honoring the person's memory can be placed in the Park in accordance with the applicable regulations and policies of the Parks and Recreation Department.
- Under some circumstances, a portion of donations or bequests may be designated for perpetual care and maintenance of a particular gift; such as, but not limited to, benches, trees, or gardens that would require continued upkeep.

### **Process for Name Proposal**

An individual or group living in Meridian Township may propose a name using an application available from the Meridian Township Parks and Recreation Department. The Park Commission will review the proposals to ensure that the application(s) is complete.

A notice will be published on the web site for Meridian Township and in the local newspaper requesting public feedback on the proposal(s) for a 30 day period.

At the conclusion of the 30 day feedback period, the Park Commission will make a decision, by a majority vote, and announce it at their next regular scheduled meeting.

Project Title	Department	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Future Years
<b>Buildings</b>							
<b>Snell-Towar Recreation Center</b>							
Snell-Towar Recreation Center	Parks and Recreation						\$ 185,000
<b>Harris Nature Center</b>							
Exterior Renovation	Parks and Recreation						
<b>Historical Village</b>							
Ongoing Building Repair, Historical Village	Parks and Recreation	\$ 70,000					
<b>Parks and Recreation</b>							
Central Park - Pavilion	Parks and Recreation	\$ 400,000					
Signage Replacement	Parks and Recreation	\$ 100,000					
Harris Nature Center - Kayak Launch	Parks and Recreation		\$ 150,000	\$ 75,000			
Wonch Park - Kayak Launch	Parks and Recreation	\$ 100,000		\$ 75,000			
Towner Road Playground	Parks and Recreation		\$ 300,000				
Okemos Road Park - Bike Trail Hub	Parks and Recreation		\$ 150,000	\$ 150,000			
Ottawa Hills Park - Playground	Parks and Recreation		\$ 50,000				
Marshall Park - Playground	Parks and Recreation		\$ 50,000		\$ 100,000		
Barrier-free Playground	Parks and Recreation			\$ 600,000			
Nancy Moore Park - Playground	Parks and Recreation				\$ 175,000		
Hillbrook Park - Restrooms	Parks and Recreation				\$ 250,000		
Nancy Moore Park - Pavilion	Parks and Recreation			\$ 150,000		\$ 200,000	
Nancy Moore Park - Loop Trail	Parks and Recreation				\$ 100,000	\$ 100,000	
Central Park - Splashpad	Parks and Recreation						\$ 500,000
Meridian Riverfront Park - Trail	Parks and Recreation		\$ 10,000	\$ 10,000			\$ 1,000,000
Wonch Park - General Improvements	Parks and Recreation						\$ 500,000

<b>Meridian Township Parks &amp; Recreation Budget Report - July 2025</b>				
<b>Park Millage</b>				
<b>Project Name</b>	<b>2025 Approved</b>	<b>2025 Encumbered</b>	<b>2025 Remaining Balance</b>	<b>Updated Project Notes</b>
NRTF	\$150,000	\$0	\$150,000	NRTF Grant Match
Towner Road and Ottawa Hills Inclusive Playground	\$350,000	\$331,090	\$18,910	Delivered and installation planned for fall
Red Cedar Waterway Project	\$10,000	\$0	\$10,000	In progress
Marshall Park Amenities	\$50,000	\$0	\$50,000	Requested bid for shade structures and seating
Cricket Engineering/Site Prep	\$100,000	\$0	\$100,000	Professional Services - wetland delineation complete
Towner Road Baseball Field Restoration	\$30,000	\$30,000	\$0	Complete