

CHARTER TOWNSHIP OF MERIDIAN  
PARK COMMISSION SPECIAL MEETING MINUTES  
TUESDAY, NOVEMBER 1, 2016

PRESENT: Commissioners Jaramillo, McDonald, Stephens

ABSENT: Commissioner Deschaine

STAFF: Parks and Recreation Director LuAnn Maisner, Parks and Land Management Coordinator Jane Greenway; Administrative Assistant II Robin Faust

OTHERS: Richard Baker, Annika B. Schaetzl

**1. Call Meeting to Order**

Acting Chair McDonald called the special meeting to order at 6:02 pm.

**2. Approval of Agenda**

COMMISSIONER JARAMILLO MOVED, COMMISSIONER STEPHENS SECONDED, TO APPROVE THE AGENDA AS SUBMITTED. Voice vote. Motion passed.

**3. 5-Year Parks and Recreation Master Plan**

Director Maisner offered the following:

- The current plan is scheduled to expire in 2016 and an updated version is required to be submitted by March 1, 2017.
- To qualify for grants, an up to date Master Plan needs to be on file with the DNR
- Staff accesses the Recreation Plan throughout the year for a number of issues
- The Parks and Recreation Master Plan is incorporated into the Township's Master Plan
- The Master Plan assists with decisions on acquiring future sites
- The current plan was updated by staff six years ago. For this plan, an outside firm has been contracted to assist with the public input portion which includes the survey, workshops, focus groups, evaluation of goals and objectives, creating an action plan and executive summary
- A kickoff meeting was held with consultant last week to evaluate the current plan and to develop the survey questions.

- Staff will be conducting outreach meetings with different groups in the township to gather input plus hold a public open house

Director Maisner distributed the survey questions used for the current Master Plan.

Discussion:

- #1, would like to know why a person does not use a park; need a dialogue box for it
- #2, suggested adding “in reference to the above listed parks, please...”
- #2, an a comment section on interacting with maintenance staff; like to know how a person feels other than to agree or disagree to a question
- #3, want to know if people are participating; need information for grant production; want to know where we are lacking; will compare with answers in current Master Plan; ask to add question for further information on why not in a youth or adult sports program
- #4, add an “other” category
- #5, add comments box
- #6, question prioritizing the top five; question using a point system
- #7, suggested the vendors at the Market be done separately; vendors have more specific needs
- #8, add a question “I do not use the outdoor recreation facilities because” or “if you do not visit a park, why?”
- #9, remove the first two questions because they are mentioned earlier in survey; like to know if park is used for a social gathering place; like to know why a persons is using the parks; what do you use a park for: walking, picnics, socializing?;
- #10, a census question
- #12, move paragraph to right after question #14
- #14, make these two as an “a” and “b”
- Add question such as “what would make your experience better when visiting our parks or participating in our programs, please share your ideas for additional programs or activities
- Add question on volunteering

Director Maisner summarized the proposed schedule to complete the Master

Plan: Survey and public input	November 8-30
Analysis	December 1-9
Park Commission Input and Review	December 13
Open for 30 day public review	December 15-January 15
Public Hearing and park Commission adoption	February 14
Township Board Adoption	February 21
Submit to DNR	March 1

A postcard will be send to every household in the Township inviting residents to complete the survey and with an invitation to the open house. The draft Master Plan will be available for public review for 30 days and the public hearing is tentatively scheduled for Tuesday, February 14 as part of the Park Commission meeting. The Master Plan will need to be submitted to the Township Board for their adoption on February 21 and the Master Plan will be submitted to the DNR by March 1, 2017.

**4. Other**

None

**5. Public Comment**

None

**6. Adjournment**

Hearing no objections, Acting Chair McDonald adjourned the special meeting at 7:42 pm.