

PARKS COMMISSION

Kimberly L. Murphy
County Administrator

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MEMBERS

Ralph Tillotson, Karol "KZ" Bolton, Nancy Jenkins-Arno, Dawn Bales, Dan Bruggeman

MEETING LOCATION

Chambers

301 N. Main St, Adrian, MI 49221

Minutes: Monday, April 15, 2024

I. Attendance

The meeting was called to order at 11:01 AM by Comm. Tillotson

Present: Commissioners: Ralph Tillotson, Jim Van Doren, Nancy Jenkins-Arno, Dawn Bales

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Deputy Superintendent Rob VanNieuwenhze, Board Member Dan Bruggeman

Absent: Commissioner Karen Bolton

II. Approval of Minutes

A. Approval of Minutes: March 18, 2024

*Motion by Jenkins-Arno to approve the minutes of March 18, 2024, seconded by Bales.
Motion Carried.*

III. Finance Reports

A. Finance Report

Administrator Murphy reviewed the finance reports. Currently, one project remains open from the Capital fund, leaving a balance of \$75,000.

At the last Parks Commission meeting, the decision was made to move the Restricted funds account into the General Funds account, eliminating the separate account specific for restricted funds. The General Finance report included in the packet reflects this.

Administrator Murphy presented the Parks division of the Capital Improvement Plan Budget to the commission. Capital funds were approved by the Board of Commissioners at the end of 2023. The 2024 Capital Improvement Plan focuses on projects at Medina and Ramsdell parks. The Oaks Foundation remaining balance will be determined after the Ramsdell park signage is completed, which is underway.

A discussion was held regarding painting the barn at Ramsdell park as was requested at the March 2024 meeting. Murphy stated buildings & grounds are currently working on obtaining bids. These will come to the commission to determine if that is something they would like to

do since it is outside the Parks division of the Capital Improvement Plan.

Administrator Murphy further explained if the commission requests additional funds outside the amount specified in the Parks Capital Improvement Plan, those modifications will need approval from the Board of Commissioners.

IV. Parks Updates

A. Parks Report

Deputy Superintendent VanNieuwenhze shared updates on the County parks. Buildings & Grounds are getting bids for the grading/gravel at Bicentennial park. The dock at Iron Lake will go in this month. Medina park is scheduled for a restroom update and buildings & grounds are getting bids for metal roofing and pavilion electricity this year. Ramsdell Park barn painting bids will be coming. Deputy VanNieuwnhze informed the commission the barn may need some of the wood replaced prior to painting. There is a scheduled meeting with Lenawee Now to discuss trail marking at Ramsdell park.

VanNieuwnhze presented the commission with playground equipment information from Penchura in Brighton, MI. Quotes for musical structures, playground structure and installation, and ADA accessible equipment were provided to the commission. Musical Equipment has a range of pricing between \$1,800-\$6,200, not including installation. Playground Structure as presented has a total price of \$49,803. ADA playground equipment ranges from \$30,000-\$2,000,000.

Comm. Jenkins-Arno questioned which County Park is played at the most? Bruggeman and Comm. Tillotson both suggested Gerber and Bicentennial Park are most frequently visited; VanNieuwnhze in agreement.

Deputy VanNieuwnhze will be providing several bids at the next Parks Commission; including bids for remaining 2023 Capital Improvement projects, barn painting bids, and quotes for musical structure at Gerber Park.

V. 2025 Parks Plan

A. Timeline

Administrator Murphy shared the timeline for the new 2025-2029 Parks Plan. A survey will be going out to residents and distributed on various platforms. Many of the survey questions will remain the same as the last, for comparison. The Parks Plan timeline includes a 30-day public survey, approval from the Board of Commissioners, a public hearing, and submitting to the State of Michigan, which is a requirement to apply for any State Grants that may become available.

VI. Parks Commission Goals

A.

- Further Development of parks and activities
- Potential projects volunteer group
 - Counsumers Energy Volunteers
- Review Parks Plan
- Partnership with forest management (LISD) or Lenawee Conservation, MSU ext., Lenawee Farm Bureau, forestry group, other)- decrease dead wood, increase good production, tear out grape vines, clean out invasive & diseases vegetation/trees

Administrator Murphy shared the new signage at County Parks that is being branded for public recognition. VanNieuwenhze will be bringing a photo of the new signs to the next commission meeting.

Deputy Elliott informed the commission she has had recent discussions with the Oaks Foundation, who have made generous donations in the past. The Oaks Foundation is looking forward to utilizing the "All Trail" phone application when they return. Oaks Foundation made a donation to Siena Heights University for parks scientific research. The donated funds have allowed the University to install traps and weather stations at Ramsdell Park for research. Comm. Tillotson mentioned the traps discussed are more than likely for insects.

VII. Updates & Other Business

A. 2024 Policies

Administrator Murphy included the three policies that have been passed by the Board of Commissioners this year including: Code of Ethics, Conflict of Interest, and Enhanced Public Participation.

Copies of the policies will be available at the next meeting for signature.

VIII. Public Comment

There was no public comment

IX. Adjournment

Motion by Bales, seconded by Jenkins-Arno to adjourn the meeting at 12:08pm. Motion carried.