

PARKS COMMISSION

Kimberly L. Murphy
County Administrator

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MEMBERS

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

Chambers

301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Minutes: Monday, May 20, 2024

I. Call to Order

Present: Commissioner Ralph Tillotson, Commissioner Karen Bolton, Commissioner Nancy Jenkins-Arno, Commissioner James Van Doren
Also Present: Board Member Dan Bruggeman, Building & Grounds Superintendent Tim Mehan, Building & Grounds Deputy Superintendent Rob VanNieuwenhze, Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke

Absent: Commissioner Dawn Bales

The meeting was called to order at 11:00am

II. Approval of Minutes

A. Approval of Minutes: April 15, 2024

Motion by Bolton, seconded by Jenkins-Arno, to approve the minutes of April 15, 2024. Motion carried.

III. Finance Reports

A. Finance Report

Administrator Murphy reported the available balance in the Parks division of the Capital Improvement Fund Parks division is \$75,000. Administrator Murphy also reported the capital fund balance will change as additional capital fund projects begin. The park's general fund balance is approximately \$140,000. No further discussion was held.

B. Parks Capital Plan Budget

Included in the packet are the previously approved projects that will be funded from the parks division of the capital improvement plan. This will be a great resource while the commission discusses future projects. 2029 plans will be included during this year's budget planning.

IV. Parks Updates

A. Parks Monthly Report

Deputy VanNieuwenhze shared his monthly building and grounds report. The deputy stated there was \$5,000 allocated for the crack fill and seal coat of the basketball court at Medina Park. While obtaining bids for this work, it was determined that the cracks were both too deep and wide to fill. Two options were presented to them; capping the court, which was not recommended but could be done, or replacing the asphalt on the court. Either option could range from \$35,000-\$50,000 and since that is outside the available budget, it is on hold

A discussion opened up regarding signage for the County Park hours. Administrator Murphy reported there have been recent discussions with our liability insurance carrier with regard to when the parks are open and closed. The insurance carrier, MMRMA recommends posting signs stating the park is closed and not maintained at each park during the off or cold seasons for liability reasons. The County Parks are open from Memorial Day until Labor Day. Superintendent Mehan stated they may stay open a few weeks after Labor Day, if there is nice weather and appropriate staffing.

Board member Bruggeman proposed having the parks open year-round, especially the parks with property that allows for enjoyment during the winter months.

Administrator Murphy informed them that the County Park hours were not changing. The hours remain what they have previously been and that is due primarily to staffing; the County does not have a Parks Department to maintain the parks year-round. Administrator Murphy stated if the parks remained open year-round, they would need to be properly maintained, year-round and the current staffing would not accommodate that. If signs are displayed stating the park is "closed", any residents still using the parks after closing would be at their own risk, reducing the County's liability.

The administrator will continue to work with the insurance carrier, MMRMA, to determine what information should be included on the signs and a meeting is scheduled for next week to discuss this.

Deputy VanNieuwenhze provided updates on Ramsdell park. They received bids on painting the barn; the vendor proposed metal siding and asked the commission if this was something they would be interested in. Comm. Bolton requested to have a comparison and the lifetime of each, and it was discussed that quotes from both would be brought forward.

Mehan informed the commission that some of the parks are used for horseback riding. Buildings & Grounds would like to post signage at the park informing them that the trails should not be used for horseback riding when the ground is wet, to prevent further damage to the trails.

Motion by Bolton to add signs at parks for proper horseback riding, seconded by Jenkins-Arno. Motion carried.

B. REQUEST: Bicentennial Grading/Gravel

Motion by Bolton to approve \$16,186 for grading and gravel at Bicentennial park as part of the capital improvement plan, seconded by Jenkins-Arno. Motion carried.

Comm. Tillotson wanted clarification on what the \$1,500 contingency was for. Deputy VanNieuwenhze reported that amount would be for any possible added expenses that could come up during the project. If there is an amount outside that contingency, it would go to the Board of Commissioners for approval.

C. REQUEST: Medina Restroom Update/Metal Roofing

Motion by Jenkins-Arno to approve metal roofing on pavilions and restrooms at Medina Park for \$16,700 as part of the Capital Improvement plan, seconded by Bolton. Motion carried.

D. REQUEST: Medina Electrical for Pavilions

Motion by Jenkins-Arno to approve the electrical service at Medina Park for \$10,000 as part of the Capital Improvement plan, seconded by Bolton. Motion carried.

V. 2024 Parks Plan

A. Parks Plan Content Checklist

Administrator Murphy shared the list of content that should be included in the 2025-2029 Parks plan. The parks survey is currently available for residents to take and will remain open until 6/8/24. There have been 368 responses thus far, surpassing the amount of responses received during that last parks survey.

Results show the age groups completing the survey have changed; the age group 51+ was 61% in the last survey and responses from that age group have decreased to 52%, so far. The primary location completing the survey is 49221 and our marketing/communications staff will be reaching out to municipalities to also advertise the survey.

The results of the survey will be presented to the commission during the June meeting.

Administrator Murphy informed the commission that a required public hearing would come at a later date. The commission suggested the public hearing be held in the evening for resident accessibility.

Comm. Bolton proposed a charette could also be considered during the planning.

VI. Parks Commission Goals

A. Current Parks Plan Goals

The goals set in the last parks plan are included in the packet. Administrator Murphy informed the commission will set new goals for the Parks plan, once the survey results are in.

VII. Updates & Other Business

VIII. Public Comment

Superintendent Mehan shared Siena Heights University purchased a Weather Station and birder. Deputy Elliott informed the Committee that the Oaks Foundation also provided a \$25,000 donation to Siena University for research work at Ramsdell and connected the

professor doing the work with the County. Funding for the Weather Station is separate from the donation provided to the County park.

IX. Adjournment

Motion by Bolton, second by Jenkins-Arno to adjourn the meeting at 12:14 PM. Motion carried.