

PARKS COMMISSION

Kimberly L. Murphy
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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, July 15, 2024

I. Call to Order

Present: Commissioners: Ralph Tillotson, Karol "KZ" Bolton, Nancy Jenkins-Arno, Dawn Bales, Terry Collins, James Van Doren

Also Present: Board Member Dan Bruggeman, Building & Grounds Superintendent Tim Mehan, Building & Grounds Deputy Superintendent Rob VanNieuwenhze, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Finance Director Dan Zimolzak

Absent: Administrator Kim Murphy

Comm. Tillotson called the meeting to order at 11:00am.

II. Approval of Minutes

A. Approval of Minutes: June 17, 2024

Motion by Bolton, seconded by Bales to approve the minutes of June 17, 2024. Motion carried.

III. Finance Reports

A. Finance Report

Deputy Elliott provided a brief overview of the Parks Commission finance reports, including the three open projects that are ongoing. It was discussed that line item "Special Assessments" was the Park Commission's portion of the drain commission maintenance.

B. 2025-2029 Capital Improvement Plan

Deputy Elliott provided an overview of the proposed Capital Improvement Plan for 2025-2029, included in the packet. The full Capital Improvement Plan will go to the Board of Commissioners for approval next month. Updating the Ramsdell Barn siding was discussed at last month's meeting. Elliott shared that the project will be in 2026. However, the expense is more than the appropriated amount.

Motion by Bolton, seconded by Jenkins-Arno to move the proposed Parks Commission Capital Improvement Plan to the next Personnel Ways & Means in August 2024. Motion

carried.

Bolton opened discussion that the proposed capital improvement plan does not include playground equipment.

The Commission reflected on the June 2024 minutes, where a motion was made to proceed with installing metal siding on the Ramsdell Barn, as the cost of replacing the wood and painting was approximately \$10,000 higher. Deputy VanNieuwenhze reported a metal roof on the Ramsdell house/garage is scheduled to be installed at the same time, in 2026.

IV. Parks Updates

A. Parks Monthly Report

Deputy Superintendent VanNieuwenhze shared the monthly Buildings & Grounds report for the County parks. The roofing and electrical projects at Medina Park are scheduled to begin in the next month. There has been recent vandalism to the fence line at Gerber Park; also parking lot damage from vehicles doing "donuts".

At Ramsdell Park, they have continued spraying for invasive species.

V. 2025 Parks Plan

A. GOALS for the 2025-2029 Parks Plan

Goals for the next Parks Plan were not discussed. The proposed 2025-2029 Parks Plan will be presented to the Commission in August.

VI. Updates & Other Business

A. Presentation: Park Example Photos (Commissioner Bolton)

Comm. Bolton shared photos she captured at other recreational areas which included wood play structures, balance beams on logs, and log stepping stones. Bolton suggested similar items could be done at Ramsdell Park, while staying within the budget.

In addition, Comm. Bolton shared images of the musical park located in Tecumseh, which included donor nameplates.

Lenawee Great Start Collaborative currently has a "Story Walk" in four locations around Lenawee County, where laminated book stations and short activities are placed throughout the parks. The Story Walks are funded by a State of MI Grant and Comm. Bolton would like to correspond with Great Start, to show our interest in having a "Story Walk" at Gerber Park. Bolton states Great Start has a responsibility to change the books and activities.

A discussion was held regarding the presentation of musical equipment options a few months ago. Deputy VanNieuwenhze provided a recap on some of those expenses.

Comm. Bolton proposed the Parks Commission seek donations for musical structures to be brought to Gerber Park, to honor the two "Sisters" who were instructors there.

Motion by Bolton to move forward with the Story Walk and the Musical instruments, Bruggeman seconded.

Discussion followed regarding a clarification of the motion. It was suggested that the expense of items, a budget, and location would be needed, prior to voting on a plan to move forward with this project.

Comm. Bolton clarified she would like to obtain quotes for equipment and continue pursuing both the story walk and musical equipment. Discussion continued. Typically, if donations are made, the donor would suggest which park the funds would be used for.

Comm. Van Doren moved to Amend the Motion, authorizing Comm. Bolton to solicit donations on behalf of the Parks Commission. There was not a second.

Comm. Van Doren clarified that since he is not a voting member of the Park Commission, he is unable to amend the motion.

A request to read the motions on the floor was requested and read by Coordinator Zubke.

Motion by Bolton to clear the floor, seconded by Bales. Motion carried.

Motion by Bales for the expense and budget of musical instruments to be brought back to the Parks Commission for consideration, seconded by Bolton.

Additional discussions were held regarding the quotes for musical equipment that were presented to the Parks commission in the past; Deputy VanNieuwenhze had some of that information present. It was further discussed that additional bids and/or proposals should be brought back to the Commission next month; then additional planning for location and funding would be in the future. Postponing the discussion was mentioned; Comm. Van Doren stated a "motion to postpone" supersedes other motions on the floor.

Comm. Jenkins-Arno moved to postpone the decision on musical instrument bids, seconded by Bales.

Comm. Bolton opposed.

Motion to postpone discussion on musical instruments passed by Roll Call Vote (3) Yeas - Tillotson, Jenkins-Arno, Bales (2) Nays - Bolton, Bruggeman

Motion by Bales for Administrator's office to collaborate with Great Start on behalf of the Parks Commission, in regard to "Story Walk", seconded by Jenkins-Arno. Motion carried.

B. Picnic

The Parks Commission holds an annual picnic; after discussion, it was decided the annual picnic would take place the same day as the Parks Commission meeting, in the evening, at Gerber Park.

Motion by Bolton, to hold a Parks Commission picnic on August 19th, 2024 at 6pm, Gerber Park, seconded by Bales. Motion carried.

VII. Public Comment

There was no public comment

VIII. Adjournment

Motion by Bolton, seconded by Bruggeman, to adjourn the meeting at 12:05pm. Motion carried.