

PARKS COMMISSION

Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f:517-264-4512
[Website](#)



MEMBERS

James Daly, Terry Collins, Dan Bruggeman, Beth Blanco, Ralph Tillotson
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Monday, April 21, 2025

I. Call to Order

Present: Commissioners: James Daly, Terry Collins, Beth Blanco, Ralph Tillotson, Jim Van Doren

Also Present: Board Member Dan Bruggeman, Building & Grounds Deputy Superintendent Rob VanNieuwenhze, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Community Development Coordinator Francine Zysk, Brian Vish, WLEN

The meeting was called to order at 11:00am by Comm. Tillotson.

II. Approval of Minutes

A. Approval of Minutes: March 17, 2025

Motion by Collins, to approve the minutes of March 17, 2025, seconded by Blanco.
Motion carried.

III. Finance Reports

A. Finance Report

Deputy Elliott reviewed the Parks fund of the Capital Improvement Plan and Parks Fund revenues and expenses. After the parks open in May, the commission will see changes to the financial reports as projects begin.

Elliott explained that the Parks revenue/expense fund is a separate account and does not include the capital improvement plan fund.

IV. Parks Updates

A. Parks Monthly Report

Building and grounds Deputy superintendent Rob VanNieuwenhze provided an overview of the monthly report.

Bi-Centennial Park currently has 1 seasonal worker. Fallen trees have been cleaned up at BiCentennial, and they are working to repair a split-rail fence on the south side.

A large focus this year will be at Gerber Park. The framework for the StoryWalk has been

received at Building & Grounds and is planned to be installed sometime this summer. The StoryWalk will be incorporated into the musical instrument park.

The department is receiving quotes for the Gerber pavilion roofing and electrical projects and will be brought to the commission in the near future.

B. Request: Review Gerber Pavilion Roofing Bids

As part of the Capital Improvement Plan, \$7,000 was budgeted for metal roofing to be placed on the north side pavilions at Gerber Park. Two bids were received, and the recommendation was to approve the project with B. Southwell Construction, not to exceed \$8,965 from the Capital Improvement fund.

Comm. Collins wondered if there was a reason that 1 quote was about 10K more; VanNieuwehze stated both vendors have been used in the past but does not have an answer as to why one is significantly more. Both bids include the same product and measurements.

Motion by Collins to recommend accepting a quote by Southwell Construction, for not more than 8,965.00, to the Board of Commissioners, seconded by Blanco.

Discussion started, since it is a part of the Capital Improvement Plan, the commission has the authority to approve the project.

Comm. Collins amended the motion to accept the quote from B. Southwell Construction, not to exceed \$8,965, seconded by Blanco. Motion carried.

V. Updates & Other Business

A. Gerber Park Musical Instrument update

Lenawee's Community Development Coordinator, Francine Zysk, applied for the MSHDA Community Amenities grant and was awarded \$75,000.00, Lenawee being 1 of 11 districts to receive funds.

Zysk provided a PowerPoint and shared that the musical equipment was ordered this month. Musical instruments that will be installed include various items such as harp, butterfly, xylophone. There will be a circular concrete pad for easy access and all-inclusive play. The musical park will be installed on the north side of Gerber Park, which is between the parking lot and pavilion, also near the volleyball court and horseshoe pits. In addition, the StoryWalk will be installed in between the musical instruments, for an interactive play and read.

VanNieuwenhze stated the musical instruments vendor reported the supplies were readily available and expected a 2-4 week delivery. An installation date will be planned once the vendor's teams are ready, and he is hopeful it will be by the end of summer. Elliott stated the StoryWalk will also be installed by the end of summer.

Zysk shared that the Park Amenities grant is no longer being offered and she continues to request the grant come back in the future.

VI. Public Comment

No comment.

A discussion was held that currently the Building & Grounds Department has 1 seasonal worker and that once it is warmer, they will add another seasonal employee.

VII. Adjournment

Motion by Collins, seconded by Blanco to adjourn at 11:16am. Motion carried.