

PARKS COMMISSION

Kimberly L. Murphy
County Administrator

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MEMBERS

James Daly, Terry Collins, Dan Bruggeman,
Beth Blanco, Ralph Tillotson

MEETING LOCATION

Chambers 301 N. Main St., Adrian, MI 49221

Minutes: Monday, May 19, 2025

I. Call to Order

Present: Commissioners: Terry Collins, Beth Blanco, Kevon Martis, Jim Van Doren
Also Board Member Dan Bruggeman, Building & Grounds Deputy Superintendent
Present: Rob VanNieuwenhze, Deputy Administrator Shannon Elliott, Marketing &
Communications Coordinator Jennifer Ambrose, Administrative Coordinator
Carissa Zubke

Absent: Ralph Tillotson, James Daly

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

Comm. Van Doren appointed Comm. Martis as a voting member of the commission.

II. Approval of Minutes

A. Approval of Minutes: April 21, 2025

Motion by Blanco to approve the minutes of April 21, 2025, seconded by Martis. Motion carried.

III. Finance Reports

A. Finance Report

Deputy Administrator Shannon Elliott reviewed the Parks Revenue and Expense report, along with the Parks division of the Capital Improvement Plan.

The County parks will be opening Memorial Day weekend and additional projects will begin.

IV. Parks Updates

A. Parks Monthly Report

Deputy Superintendent Rob VanNieuwenhze provided highlights from the building's grounds monthly report.

The split-rail fence at BiCentennial park has been under repair and the project is almost complete.

Mowing at most County Parks has started to prep for the parks opening at the end of May. Last month, the Gerber musical instrument park was discussed. Deputy VanNieuwenhze reported the concrete for this project has been poured and is in the process of curing. Sometime after the concrete is set, the instruments will be delivered and installed.

The dock at Iron Lake is being installed today.

Board member Dan Bruggeman questioned if the large field at Gerber Park was a prairie area; VanNieuwenhze reported there are some prairie areas at Gerber. However, the area in discussion is not a prairie.

B. Request: Gerber Park Pavilion Electrical

Deputy Elliott provided an overview of the request to approve electrical installation at the Gerber Park north and south pavilions. This project was included in the approved 2025 Capital Improvement Plan and \$20,000 was budgeted.

Quotes were received for this project and it is being requested to accept the quote from Adrian Electric and Generator Co. for \$20,625 (\$18,750 + \$1,875 contingency).

Motion by Blanco, to accept the quote from Adrian Electric for Gerber Park Pavilion electricity, in the amount of \$20,625.00, as part of the Capital Improvement Plan, seconded by Martis. Motion carried.

V. Updates & Other Business

Board Member Dan Bruggeman discussed the path from the pond to the pavilion at Gerber Park that occasionally has sitting water. Bruggeman suggested adding a boardwalk in this area.

Bruggeman motioned to add a boardwalk at Gerber Park. There was not a second. Motion failed.

Deputy Elliott asked if this project could be included in the future Capital Improvement Plan. Bruggeman discussed doing it this year.

Deputy Superintendent VanNieuwenhze provided a recap of the 2025 County Parks Capital Improvement Projects, many of them which focus on Gerber Park. Some projects this year include metal roofing, gravel installation, and electrical installation; much of the allocated funding for this year has been maximized.

VanNieuwenhze will add this to the list of potential future projects.

Comm. Martis thanked the Commission and Buildings & Grounds for the many efforts and updates to Gerber Park this year.

Comm. Van Doren suggested obtaining quotes for a boardwalk, to assist with the planning of the proposed project in the future.

VI. Public Comment

None.

VII. Adjournment

Motion by Blanco to adjourn the meeting at 11:11am, seconded by Martis. Motion carried.

