

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, August 18, 2025

I. Call to Order

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

Also Board Member Dan Bruggeman, Building & Grounds Superintendent Rob

Present: VanNieuwenhze, Building & Grounds Deputy Superintendent Thomas Kaminski, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Brian Vish (WLEN), Kim Barber (Onsted Community Recreation Committee)

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

II. Approval of Minutes

A. Approval of Minutes: July 21, 2025

Motion by Collins to approve the minutes of July 21, 2025, seconded by Blanco. Motion carried.

III. Finance Reports

A. Finance Report

Deputy Administrator Elliott reviewed the Parks revenue and expense report and the Parks Division of the Capital Fund.

The initial expense for the musical instrument park is reflected on the Professional and Contractual line item. This project is grant funded by MSHDA and the grant reimbursement to the County is in process.

IV. Parks Updates

A. Parks Monthly Report

Deputy Kaminski reviewed the monthly report. The electric and roof has been installed on the North Pavilion at Gerber Park; the south side electrical will be next.

The water line was repaired at Medina Park and the Dock at Iron Lake is set for removal next month.

*Standardly, the parks close in September.
No further discussion.*

B. Gerber Story Walk

Photos of the completed musical instrument park and the Story Walk were shared. The new addition is located on the north side of Gerber Park and offers a level, accessible area. The ribbon cutting is scheduled today at 5pm; representatives from MSHDA and Great Start will be joining this event.

C. BiCentennial Park Request discussion

Kim Barber from the Onsted Community Recreation Committee (OCRC) was present to discuss the request to use Bicentennial Park for the U15 soccer practice and games. The U15 team practices in the evening twice-weekly and hosts home games on Saturdays. The OCRC soccer season begins at the beginning of September and ends in late October. Typically, the County Parks close after Labor Day.

Barber stated insurance is held by OCRC for the players and if they utilize BiCentennial Park, they will provide insurance for the County. OCRC will additionally maintain the park for OCRC athletes & families.

Deputy Kaminski confirmed the department does not see this request being an issue for them; Building & Grounds will mow the park, weather permitting.

Discussion was held that this request was only for the Fall. Spring at BiCentennial Park includes very wet conditions and may not be suitable for soccer. Barber informed the Commission that during rainy weather, the fields are assessed and games are canceled to prevent damage to fields.

The Onsted Community Recreation Committee (OCRC) would purchase an additional portable toilet for the park and parking signs, to prohibit parking on the grass.

The Parks Commission shared the importance of obtaining a copy of the insurance policy. Deputy Administrator Elliott further stated that there will be a written agreement between Lenawee County and Onsted Community Recreation Committee for the use of BiCentennial Park.

Barber requested the Parks Commission to also allow the U12 soccer program to utilize BiCentennial Park. The U12 program practices twice-weekly and hosts home games on Saturdays. If the Commission approved this, it would require additional goal posts; OCRC would provide those and be removed daily.

Comm. Tillotson shared some of his concerns regarding the additional request to use the fields for soccer 4 weekly evenings, instead of 2. Additionally, Tillotson discussed the importance of ensuring the proper insurance documents are in place.

Deputy Administrator Elliott confirmed that after receiving the insurance documents from OCRC, they will be provided to the County's liability insurance carrier.

Deputy Kaminski stated that since the parks are closed after Labor Day, the water and power will be shut off as of 9/1/25 and there will not be additional operating expenses.

Motion by Collins to approve the use of BiCentennial Park for an initial year, seconded by Blanco. Motion carried.

Deputy Elliott stated that Building and Grounds will continue to work with OCRC for a formal agreement and the insurance policy documents.

V. Updates & Other Business

A. Request: 2026 Parks Capital Improvement Plan

Deputy Elliott provided an overview of the proposed Parks Division of the Capital Improvement Plan. This budget period is from 2026-2030. Budget year 2026 includes projects totaling \$60,000.

The request is to recommend approval of the 2026-2030 Parks Division of the Capital Improvement Plan.

Motion by Blanco to recommend approval of the 2026-2030 Parks Division of the Capital Improvement Plan to Personnel/Ways & Means, seconded by Collins. Motion carried.

VI. Public Comment

Kim Barber stated that OCRC will take care of removing trash after the soccer events and ensure the fields are properly taken care of. They look forward to building a relationship with the County and bringing awareness of Bicentennial Park.

Deputy Elliott requested clarification on the motion to approve the use of the BiCentennial Soccer fields. The original request from OCRC was to use the fields 2 nights weekly with games on Saturdays. During the discussion today, OCRC additionally requested to also use BiCentennial Park for their U12 team.

Commissioner Collins stated the intention of his motion was to allow OCRC to use BiCentennial fields for both U12 and U15 soccer teams.

It was also discussed that after this 1-year trial period, additional requests to utilize BiCentennial Park would need to come before the Parks Commission, as well.

VII. Adjournment

Motion by Blanco to adjourn at 11:46am, seconded by Collins. Motion carried.