

PARKS COMMISSION

Kimberly L. Murphy
County Administrator

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MEMBERS

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

MEETING LOCATION

Chambers

Minutes: Monday, September 15, 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 Superintendent Rob VanNieuwenhze, Building & Grounds Deputy Superintendent Thomas Kaminski, Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke

The meeting was called to order at 10:00am by Comm. Tillotson.

II. Approval of Minutes

A. Approval of Minutes: August 18, 2025

Motion by Blanco, seconded by Daly to approve the minutes of August 18, 2025. Motion carried.

III. Finance Reports

A. Finance Report

Deputy Administrator Elliott reviewed the Parks Commission finance reports.

Elliott stated the grant revenue from the MSHDA musical instrument park has been received, as well as the revenue for the insurance claim on the garage. In addition, the previous years donation from the Oaks Foundations continues to be utilized; the revenue for this came in last year.

No further discussion.

IV. Parks Updates

A. Parks Monthly Report

Building & Grounds Deputy Thomas Kaminski shared some highlights from the monthly report.

The water and electricity at BiCentennial Park have been turned off for the season. The Onsted recreation soccer practice and games have started at BiCentennial. He checked the park this morning and they are being a good partner as promised.

*The dock at Iron Lake has been removed for the season.
New signs and kiosks at Ramsdell park are starting to be installed as well.*

B. Request: Close Gerber Pavilion Roofing project CPPK 2502

The roofing installation at Gerber Park Pavilion is complete, and the project is ready to close.

Motion by Collins to close project CPPK2502, seconded by Blanco. Motion carried.

Discussion was held that the \$800 remaining project balance will be returned to Parks Division of the Capital Fund.

C. Request: Bids for Gerber Park Gravel Project

Deputy Kaminski reviewed the request. \$5,000 was budgeted in the 2025 Parks Capital Improvement Plan to resurface the parking lot at Gerber Park. Two bids were received for this project and the request is to accept the bid from Slusarski for 150 tons of gravel in the amount of \$4800 with the addition of a \$480.00 in contingency funds for a total of \$5,280.

Motion by Blanco, to accept the bid from Slusarski and contingency in the amount of \$5,280 to resurface the Gerber parking lot, as part of the 2025 Parks CIP, seconded by Collins. Motion carried.

Deputy Kaminski informed the commission that this is for the gravel; Building & Grounds will distribute and compact the gravel for a cost savings.

V. Updates & Other Business

No discussion.

VI. Public Comment

No comment.

VII. Adjournment

Motion by Blanco, seconded by Collins to adjourn at 11:06am. Motion carried.