



LENAWEE COUNTY ADMINISTRATOR'S OFFICE  
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**PARKS & RECREATION COMMISSION**

*Chris Wittenbach, Karol "KZ" Bolton, Dan Bruggeman  
Ralph Tillotson, and John Lapham*

**MEETING LOCATION**

*Committee Room, Old Courthouse  
301 North Main Street, Adrian, MI*

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**\* \* \* NOTICE \* \* \***

**LENAWEE COUNTY PARKS COMMISSION**

**MEETING SCHEDULED FOR  
MONDAY, JANUARY 15, 2018**

**HAS BEEN CANCELLED**

MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION  
MEETING HELD FEBRUARY 21, 2018

The meeting was called to order at 11:00 A.M. Present were President Chris Wittenbach, Secretary Dan R. Bruggeman, and Vice-President K Z Bolton. Also present was Park Superintendent Mike Sexton, and Marty Marshall and Kim Murphy from the Administrator's Office.

Upon motion made and supported,

***RESOLVED***, The Minutes of the previous meeting be approved as submitted.

Upon motion made and supported,

***RESOLVED***, That the present officers continue to serve on an interim basis for one more month until the next organizational meeting.

Kim Murphy presented the financial report. It was reviewed and placed on record.

A letter from ITC Holdings Corporation dated January 19, 2018 was reviewed along with a donation of \$5,000 which was presented to the Parks Commission pursuant to the commission's letter of June 29, 2016 which is attached to these minutes. Thereafter, upon motion made and supported,

***RESOLVED***, that the \$2,000 previously contributed plus \$5,000 currently contributed plus \$2,000 in restricted funds for Gerber Park be expended as set forth in the letter dated June 29, 2016, specifically, \$6,750 to Prairie Nursery for seeds for five acres, and approximately \$2,400 for herbicide application to begin in the Spring of 2018, with planting scheduled for Autumn of 2018. The exact location of the planting will be established in the Spring of 2018 before the herbicide is sprayed.

Mike Sexton presented a parks report. As to Bicentennial Park, Siena Heights cross country team is still contemplating donations to the park, possibly a tire obstruction activity.

As to Iron Lake, the boat launch will be installed in the Spring.

As to Medina Park, Ron Reba will begin the Bean Creek cleanup and continue over the next two years. In addition, the main gate at Medina Park needs to be repaired.

The Parks Commission then proceeded to a discussion of continuing development at Taylor Road Park. It was noted that Dan Bruggeman had donated wood duck nesting boxes for the park and Bill Daub has installed same. It was reported that Bill Daub and Dan Bruggeman had located along the trail at Taylor Road Park approximately 25 trees which could be identified by descriptive tree marker plaques at a cost of \$4.25 per plaque and \$12 per post. Upon motion made and supported,

*RESOLVED*, that the Parks Commission expend from Taylor Road Park restricted funds not to exceed \$600 for plaques and posts. The plaques would be identified by Bill Daub, and the posts and plaques would be installed by county maintenance.

The question of seeding of Native American grasses and forbes at the half-acre oak opening along the Taylor Road walking trail was discussed. Upon motion made and supported,

*RESOLVED*, that the Parks Commission spend up to \$700 to acquire the Clay Busters Wildlife Prairie mix from Prairie Nursery for this purpose. Seeding is to be commenced this Spring, using a special drill to be rented from Lenawee Farm Conservation Service.

The Parks Commission then considered the acquisition of three 30" by 48" educational signs at Taylor Road Park, one at the entrance, one at the oak openings, and one at pond area. Upon motion made and supported,

*RESOLVED*, That the Parks Commission expend from restricted funds an amount not to exceed \$6,000 for the acquisition of such signs which would be installed by the maintenance department.

It was reported that Bill Daub volunteered to construct photography blinds at the edge of the Buttonbush Pond provided that the county hard labor crew clear the viewing area from the top of the bluff down to the pond for that purpose. The Parks Commission had a favorable reaction to that proposal, and will continue to work with Mr. Daub toward that end.

The Parks Commission proceeded to review proposed educational signs for Gerber Park, and upon motion made and supported,

*RESOLVED*, That the Parks Commission expend up to \$6,000 for three such signs to be ordered and in-

stalled by county maintenance at Gerber Park.

The installation of the fence and entrance gate at the parking lot of Taylor Road Park was discussed, and county maintenance will continue to work with the Eagle Scouts to accomplish the installation of that gate in the near future so that the work contemplated for this Spring will be protected.

There being no further business, the meeting was adjourned at 12:00 noon.

Respectfully submitted,

Dan R. Bruggeman, Secretary

MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION  
MEETING HELD MARCH 19, 2018

The meeting was called to order at 11:00 A.M. Present were President Chris Wittenbach, Secretary Dan R. Bruggeman, and Vice-President K Z Bolton. Also present were Marty Marshall and Kim Murphy from the Administrator's Office.

Upon motion made and supported,

***RESOLVED***, The Minutes of the previous meeting be approved as submitted.

Marty Marshall presented the financial report.

The Parks Commission proceeded to a discussion of development at Taylor Road, and it was decided that the Parks Commission would prefer an attractive wooden fence, gate and posts between the parking lot and the park itself. The Parks Commission will review plans and specifications to be presented by county maintenance at the April meeting. The completion of the fence and gate should be in place on or before June 1, 2018. The Parks Commission would welcome any contribution of funds or labor from the local scouting organizations who have approached county maintenance.

It was the understanding of the Parks Commission that county maintenance would use its bobcat and post hole digger as part of the fence installation, and further that the same equipment would be used to install the treated 4 x 6 posts along the woodland trail so that the tree markers could be placed on those posts. Bill Daub will assist in the identification and placement of the markers. The Parks Commission indicated that they would continue to work with area science teachers concerning programs at the parks.

The Parks Commission also discussed the contributions of Jim Hazelman from the US Fish and Wildlife Service, and indicated that Mr. Hazelman should be invited to one of the Park Commission meetings so that he can be personally thanked and future cooperative efforts could be discussed.

The next meeting of the Parks Commission is scheduled for April 23, 2018 at 11:00 A.M.

There being no further business, the meeting was adjourned at 11:50 A.M.

Respectfully submitted,

Dan R. Bruggeman, Secretary

MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION  
MEETING HELD APRIL 23, 2018

The meeting was called to order at 11:00 A.M. Present were President Chris Wittenbach, Vice-President K Z Bolton, Secretary Dan R. Bruggeman, and members Ralph Tillotson and John Lapham. Also present were Marty Marshall and Kim Murphy from the Administrator's Office, and Park Superintendent Mike Sexton .

Upon motion made and supported,

*RESOLVED*, The Minutes of the previous meeting were approved as submitted.

Marty Marshall presented the financial report, and it was placed on record.

Mike Sexton presented a parks report. He indicated that caretakers are still needed and must be hired for Gerber Park and Bicentennial Park.

General cleanup and repairs are underway so the parks will be ready to open in the Spring.

The need to have a fence and gate at Taylor Road Park completed for the Spring opening was discussed. It was noted that design and material was settled at the March meeting. Mike Sexton indicated he will contact the Eagle Scout as to what the scout can and cannot do, and the scout should have his proposals ready for the next meeting of the Parks Commission so that the commission can review same and approve the plan going forward. Buildings and Grounds will provide the bobcat to dig all needed holes for posts.

Mike Sexton indicated he will meet at Gerber Park on April 27, 2018, at 2:00 P.M. to plant white pine trees at the Southeast corner of the property.

Mike Sexton will coordinate the orders and payments for the 25 tree tag signs from Voss Signs, the five informational signs as designed by Jason Smart to be purchased from Pannier Graphics, and the 15 4-inch x 6-inch x 12-foot treated posts from Lowe's.

The next meeting of the Parks Commission is scheduled for May 21, 2018 at 11:00 A.M.

There being no further business, the meeting was adjourned at 12:05 P.M.

Respectfully submitted,

Dan R. Bruggeman, Secretary

MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION

MEETING HELD MAY 21, 2018

The meeting was called to order at 11:00 A.M. Present were President Chris Wittenbach, Secretary Dan R. Bruggeman, Vice-President K Z Bolton, and members Ralph Tillotson and John Lapham. Also present were Marty Marshall and Kim Murphy from the Administrator's Office, and Mike Sexton from the Maintenance Office.

Upon motion made and supported,

***RESOLVED***, The Minutes of the previous meeting were approved as presented.

Marty Marshall presented the financial report which was placed on record.

Mike Sexton presented a parks report, a copy of which is attached to these minutes.

The Parks Commission proceeded to a discussion concerning the ongoing development at Taylor Road Park and Gerber Park. Mike Sexton reported that 4" x 6" treated posts will be used to display the tree markers that have been received.

He also reported that the text and design for the permanent signs at Taylor Road Park and Gerber Park were ready to be ordered and installed thereafter. Upon motion made and supported,

***RESOLVED***, That 4" x 6" posts for the tree signs and 4" x 6" posts for the park entrance be authorized and purchased with Park General Funds.

Upon motion made and supported,

***RESOLVED***, That three benches and one picnic table be ordered and installed at Taylor Road Park to be covered by Taylor Road designated funds.

Upon motion made and supported,

***RESOLVED***, That five permanent signs as designed by Jason Smart be ordered and installed with the cost to be covered by the designated funds (two signs from Taylor Road funds and three signs from Gerber Park funds).

The next meeting of the Parks Commission was scheduled for June 18, 2018, at 11:00 A.M.

There being no further business, the meeting was adjourned at 12:05 P.M.

Respectfully submitted,

Dan R. Bruggeman, Secretary

MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION

MEETING HELD JUNE 18, 2018

The meeting was called to order at 11:00 A.M. Present were President Chris Wittenbach, Secretary Dan R. Bruggeman, Vice-President K Z Bolton, and members Ralph Tillotson and John Lapham. Also present were Marty Marshall from the Administrator's Office, and Mike Sexton from the Maintenance Office.

Upon motion made and supported,

*RESOLVED*, The Minutes of the previous meeting were approved as presented.

Marty Marshall presented the financial report which was placed on record.

Mike Sexton presented a parks report.

All parks are open and being used in a positive manner.

As to Taylor Rd. Park, the posts for the entrance way and gate and the post for the tree signs will be installed within the next week or two.

As to Medina Park, caretaker Jeff Elarton reports some unauthorized invasions during the night time.

As to Iron Lake, additional limestone has been added to the launch site and the launch site is now open and being utilized.

The next meeting of the Parks Commission was scheduled for July 16, 2018, at 11:00 A.M.

There being no further business, the meeting was adjourned at 11:30 A.M.

Respectfully submitted,

Dan R. Bruggeman, Secretary



MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION

MEETING HELD JULY 16, 2018

The meeting was called to order at 11:00 A.M. Present were President Chris Wittenbach, Secretary Dan R. Bruggeman, Vice-President K Z Bolton, and members Ralph Tillotson and John Lapham. Also present were Marty Marshall and Kim Murphy from the Administrator's Office, and Mike Sexton from the Maintenance Office.

Upon motion made and supported,

*RESOLVED*, The Minutes of the previous meeting were approved as presented.

Marty Marshall and Kim Murphy presented the financial report which was placed on record.

Mike Sexton presented a parks report.

The Parks Commission then discussed in detail, long range plans for park development and the 2019 parks budget. It was noted that the parks budget has not been increased in many years and currently all budgeted funds are used for maintenance purposes.

It was suggested that the Parks Commission prioritize future capital expenditures for improvements of the parks with consideration being given to using some of those funds as matching funds for improvement projects. As the County mileage has passed, the Parks Commission will propose to the County Commission that their budget be increased so that funds are available as matching funds for capital improvements.

The next meeting of the Parks Commission was scheduled for August 27, 2018, at 5:00 P.M. at Medina Park.

There being no further business, the meeting was adjourned at 12:10 P.M.

Respectfully submitted,

Dan R. Bruggeman, Secretary

MINUTES OF THE LENAWEЕ COUNTY PARKS COMMISSION

MEETING HELD AUGUST 27, 2018

The meeting was called to order at 5:30 P.M. at Medina Park following a pot luck dinner. Present were President Chris Wittenbach, Secretary Dan R. Bruggeman, Vice-President K Z Bolton, and members Ralph Tillotson and John Lapham. Also present were Marty Marshall from the Administrator's Office, and Mike Sexton from the Maintenance Office and Jim Craig, Median Township Supervisor.

Upon motion made and supported,

*RESOLVED*, The Minutes of the previous meeting were approved as presented.

Marty Marshall presented the financial report which was placed on record.

Mike Sexton presented a parks report.

The Parks Commission then discussed in detail, long range plans for Medina Park Maintenance.

Concerning the driveway erosion problem at Medina Park. Ralph Tillotson suggested that the entire driveway needs to be re-engineered so that the water is diverted to the sides of the driveway as opposed to running down the middle of the driveway and causing the continued erosion problem. KZ Bolton suggested that the maintenance department consult with the drain commission and the road commission as to their suggestions for re-engineering the driveway to divert the water to off to the sides as opposed to allowing it to go down the middle of the drive.

The Parks Commission then proceeded to discuss the 4 x 4 posts which separate Medina Park parking area from the grass area. A consensus was reached that Mike Sexton obtain cost estimates as to the cost of the posts and the costs of installing same and the number of posts required. This data will be presented at the next Parks meeting. At that time, based on the cost estimate the Parks Commission may consider reducing the size of the parking lot to reduce the cost of maintenance.

The Parks Commission also discussed the need for electricity being brought to the Medina Park Pavilion and the possibility of restoring the horse shoe pits. Mike Sexton will also bring cost estimates as to these projects, to the next meeting.

The next meeting of the Parks Commission was scheduled for August 27, September 17, 2018 at 11:00 A.M.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Dan R. Bruggeman, Secretary

# MINUTES OF THE LENA WEE COUNTY PARKS COMMISSION

## MEETING HELD SEPTEMBER 17, 2018

The meeting was called to order at 5:30 P.M. at Medina Park following a pot luck dinner. Present were President Chris Wittenbach, Secretary Dan R. Bruggeman, and members Ralph Tillotson and K Z Bolton. Also present were Representatives from the County, Marty Marshall, Kim Murphy and Mike Sexton.

Upon motion made and supported,

***RESOLVED***, The Minutes of the previous meeting were approved as presented.

Marty Marshall presented the financial report which was placed on record. The current cost balance was approximately \$38,000 less approximately \$8,000 committed for the drain levy leaving a current balance of approximately \$30,000.

Mike Sexton presented a parks report.

As to Bicentennial Park, the bridge repairs have been completed. Sienna Heights University will make a contribution toward trail improvement for cross-country meets. Michael Meek, an Eagle Scout, will be looking at his project being the construction of an obstacle course at Bicentennial Park.

At Gerber Park the cross-country meets are currently underway.

Iron Lake and Medina Park will soon be closed.

The Parks Commission then proceeded to a discussion concerning the driveway erosion problem at Medina Park. The commission reviewed the County Drain Commission's proposal to excavate the ditches along the edges of the driveway to intercept the water diverted off to the sides of the driveway for an estimated cost (labor and materials) of \$3,100. The Park Commissioners basically agreed with this proposal, however, the Parks Commissioners proposed excavating a trench across the driveway to be filled with heavy stone so that the water running down the driveway would be stopped at the stone trench and then diverted to the sides of the driveway. It was recognized that this proposal would result in a depression in the driveway and a bump for traffic, however, a warning sign was included to direct a slow down for the bump. This would be an acceptable result considering that the erosion down the driveway would be stopped.

Upon motion made and supported,

***RESOLVED***, That the Drain Commission be contacted to complete this work in the year 2018 at a cost not to exceed \$6,000 for the job as estimated plus the additional work as described above.

The Parks Commissioners then proceeded to discuss the County's Long-Term Capital Improvement Plan. It was agreed that the Parks Commission should receive designated Capital Improvement Budget for park maintenance & improvement and that a Parks Capital Improvement Plan be included in the overall County Capital Improvement Plan.

Upon motion made and supported,

*RESOLVED*, That The Parks Commission request that the County Capital Improvement Plan include an amount designated for Parks Capital Improvement.

There being no further business, the meeting was adjourned at 12:15 pm.

The next meeting of the Parks Commission was scheduled for Monday October 15, 2018 at 11:00 A.M.

Respectfully submitted,

Dan R. Bruggeman, Secretary



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**PARKS & RECREATION COMMISSION**

Chris Wittenbach, Karol "KZ" Bolton, Dan Bruggeman  
Ralph Tillotson, and John Lapham

**MEETING LOCATION**

Old Courthouse Committee Room  
301 N. Main Street, Adrian, MI

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**MINUTES:** MONDAY, OCTOBER 15, 2018 - 11:00 A.M.

**Present:** Commissioners Wittenbach, Bolton, and Lapham

**Absent:** Ralph Tillotson and Dan Bruggeman

**Others Present:** Mike Sexton, Martin Marshall, and Kim Murphy

**I. Approval of Minutes**

*Motion by Bolton, seconded by Lapham, to approve the September 17, 2018 minutes, motion carried.*

**II. Finance Report**

Martin Marshall reviewed the Finance Report. The benchmark is 79%. Revenues are at 120.82% and expenditures are at 90.97% of budget. The current cash balance is \$77,875.50.

*Motion by Lapham, seconded by Bolton, to approve the finance report and place it on file. Motion carried.*

**III. Parks Update**

Mike Sexton provided the Committee with an update on all of the parks. He noted that the parks are "closed" for the season. This means that the caretakers have been paid and maintenance staff will not be maintaining the parks until spring.

**Bicentennial:** Mike stated that the obstacle course will be going forward this fall as an Eagle Scout project.

**Gerber:** Someone mowed under the power lines and around the pond. Mike and Tim are investigating this. They also received a complaint from a resident about the mowing. The mowing occurred in areas that the Park's Committee had authorized the purchase and planting of native grass and wildflowers.

**Iron Lake:** Mike will be removing the dock soon. He would like to leave it in the water a little longer than in the past because people are still using it.

**Medina:** The restrooms are closed for the winter. Work on the drive and ditch will begin soon. Mike has been working with the Drain Commission and they have come up with a plan that involves grading the drive from the road to the open park area and opening the ditches on both sides of the drive. This matter will be revisited in the spring.

**Ramsdell:** Approximately 20 community service workers will be at the park this fall putting in about 8 hours of work.

**Taylor Road:** Signs and benches will be installed soon. The kiosks and tree signs will be placed before winter hits.

**Parks in General:** Mike stated that he has reached out to the DNR for assistance in making sure people are not hunting in any of the county parks.

#### **IV. Updates and Other Business**

The next Parks meeting will be January 21, 2018 at 11:00 a.m.

#### **V. Adjournment**

*Motion by Lapham, seconded by Bolton, to adjourn the meeting at 11:51 a.m. Motion carried.*

# PARKS COMMISSION



**Martin D. Marshall**  
County Administrator

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## MEMBERS

*Chris Wittenbach, Karol "KZ" Bolton, Dan Bruggeman  
Ralph Tillotson, John Lapham*

## MEETING LOCATION

Committee Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main St. Adrian, MI

### \*\*\* NOTICE \*\*\*

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The November and December meetings have been cancelled.

The next regularly scheduled meeting of the  
Parks Commission will be held Monday, January 21, 2019, at 11:00 a.m.

#### Parks Commission Goals

- Further development of parks and activities
  - Potential projects volunteer group
  - Review Parks Plan
- Partnership with forest management (LISD or Lenawee Conservation, MSU Extension, Lenawee Farm Bureau, forestry group, others) -  
Decrease dead wood, increase good production, tear out grape vine, clean out invasive & diseased vegetation/trees