

PHYSICAL RESOURCES COMMITTEE

Kimberly L. Murphy
County Administrator

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512

[Website](#)



MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Thursday, April 4, 2024

I. Call to Order

The meeting was called to order at 11:00am by Chairman Krasny

Present: *Chairman Dustin Krasny, Commissioner Jim Van Doren, Terry Collins, Ralph Tillotson*

Also Present: *Drain Commissioner Jenny Escott, Drain Superintendent Ed Scheffler, Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, Accountant Matt Turgeon*

II. Approval of Minutes

A. Approval of Minutes: March 7, 2024

Motion by Collins, seconded by Tillotson to approve the minutes of March 7, 2024. Motion carried.

III. Finance Reports

A. Finance Report

Administrator Murphy reviewed the capital fund building and site division finance reports. There are some outstanding projects and some have recently closed. The available fund balance is \$1.7 million.

The Maurice Spear Campus division of the capital fund has only 1 open project and an available balance of \$276,000.

IV. Building and Grounds / Maintenance

A. **REQUEST:** Jail Exterior Maintenance

Superintendent Mehan has a request for jail exterior maintenance, to recaulk and damp proof the building's exterior. Mehan received three quotes and the request is for \$38,395.

Motion by Tillotson, seconded by Collins to approve the jail exterior maintenance request for \$38,395. Motion carried.

Administrator Murphy stated the funding for this will come from the capital fund that Physical Resources has control over. Therefore, this Committee has the authority to approve requests without the need to go to the Board of Commissioners.

B. REQUEST: Annex Exterior Maintenance

Superintendent Mehan shared a second request for the Annex building exterior maintenance, for a total of \$37,485. Damp proofing is needed every 10 years but has not been done since they purchased the building. Therefore, there is an increased cost. This project will also be funded from the capital fund and not required to go to the board of commissioners.

Motion by Collins, seconded by Tillotson, to approve \$37,485 for annex exterior maintenance. Motion carried.

Commissioner Collins opened discussion regarding the difference in the budgeted amount and the quote received. It was concluded that even with the increased quote, there are adequate funds available.

C. Buildings & Grounds Report

Superintendent Mehan shared highlights from the Buildings & Grounds report. Three additional signs will be coming to the old courthouse. The Annex lower level renovations are scheduled to continue. Human Service Building elevator doors will be upgraded next week. Maurice Spear Campus rooftop units are also scheduled to begin next week. Mehan stated they may bring forward quotes for a window replacement in the open unit at Maurice Spear Campus in the near future.

Commissioner VanDoren asked if there were additional ideas for the sound acoustics in the OCH Chambers. Administrator Murphy shared there may be further recommendations to help with the sound in the 2025 budget.

V. Drain Commission

A. Account Balance Summary

Commissioner Escott reported they had 18 lift stations scheduled for replacement and the final 4 are scheduled to be done this year. Pipeline bonds are in the process of being returned to each company.

Recently, three townships held a meeting regarding Wamplers lake sewer system to discuss preventative maintenance needs. Currently, the number of operators is not enough to implement preventative measures. They have discussed increasing employees to accommodate this. They are hoping to hire at least 2 additional employees, that will be paid by the user of the systems.

VI. Updates & Other Business

A. MSC Renovations

Deputy Administrator Elliott stated the design plans are in place. Lastly, they will look at the finishes and equipment for the facility while keeping in mind the importance of safety. Deputy Elliott stated they would be bringing a presentation of the plan to a future Commissioners' meeting.

B. Judicial Building Needs Assessment

Deputy Administrator Elliott reported the Judicial Needs Assessment has now been completed. The final meeting was recently held, and the administration was presented with a 400-page report that will be under review. Elliott will have Securitecture provide an overview to the Personnel | Ways & Means committee in May.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Motion by Collins, seconded by Tillotson, to adjourn the meeting at 11:18am. Motion carried.