

PHYSICAL RESOURCES COMMITTEE



Kimberly L. Murphy
County Administrator

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MEMBERS

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

MEETING LOCATION
Chambers

Minutes: Thursday, May 2, 2024

I. Approval of Minutes

Present: Comm James Van Doren, Comm Ralph Tillotson, Comm Dustin Krasny, Comm Terry Collins,

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, Sheriff Troy Bevier, Accountant Matt Turgeon, Budget Analyst Tracy Stace

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

A. Approval of Minutes: April 4, 2024

Motion by Tillotson to approve the minutes of April 4, 2024 seconded by Collins. Motion carried.

II. Attendance

III. Finance Reports

A. Finance Report

Administrator Murphy reviewed the finance reports. The Buildings and Grounds division of the Capital Fund has a current cash balance of approximately \$1,802,939.73. The MSC division of the Capital Fund has a current cash balance of approximately \$276,104.33. There was no further discussion.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintendent Mehan provided highlights on Buildings and Grounds. The Judicial Building AHU return fan #7 failed and are in the process of getting bids for a replacement. The other fans were due for replacement in 2029, but this just happened to fail prematurely. The lower level updates at Annex building is still underway. They discovered some water issues on the south basement wall and will be getting quotes for that to be corrected. The Human Services Building had a roof seam open up with the recent storm. The seam was

resealed, but any wet insullation may need to be replaced as a preventative measure.

B. REQUEST: MSC Admin Dorm Windows Plan

Mehan has a request to accept Maple City Glass proposals to replace all the windows of the Maurice Spear Campus Administration Buildings for \$126,646.00. As part of the 2024 capital improvement plan, \$71,000 was budgeted and in 2027, \$126,750 was budgeted, to replace all the windows in the MSC administration building.

The request is to accept Maple City Glass proposal of \$128,646, to replace all the windows of the Maurice Spear Campus Administration Building.

Motion by Tillotson, to approve the Bid from Maple City Glass for \$128,646 as part of the Buildings & Ground division of the Capital Improvement Plan, seconded by Collins. Motion carried.

Administrator Muprhy thanked the committee for this approval. This is going to allow replacement of all windows in the open unit as these repairs are not included in the renovations to the detention units.

V. Drain Commission

A. Account Balances

Commissioner Escott provided updates. Station K is close to being completed, leaving 3 spots left. They are still predicting August to be the final construction date.

The drain maintenance side has been receiving a lot of calls and requests for repairs.

Escott requested direction from the committee regarding Fund 802 - Revolving Drain Fund.

Escott states that in June 2023, she requested to increase the revolving fund budget, however, in lieu of increasing the budget, a resolution was passed by the Board of Commissioners offering their full faith and credit for bonding.

Commissioner Escott indicated another resolution could be passed or, more preferably, there would be an increase in funding to Fund 802. She further indicated that a resolution could be for a single year or multiple years. She would like to know what the committee and board recommend.

Commissioner Tillotson questioned what the current amount is, what the Commissioner Escott is proposing, and when the Revolving Fund amount was last updated. Escott reported the 802 Revolving Drain Fund was established in 1981 and last increase was in 2009. It is currently \$750,000. Escott proposed it be doubled to \$1.5 million.

Further discussion was held and Escott confirmed tax funds will be received in May and the 802 Fund will be the first to be replenished. Therefore, the current balance will change. Escott states the average balance of the Revolving Drain Fund is approximately \$400,000. Escott predicts if funding into Fund 802 were to double, that it would last approximately 10 years.

The committee thanked Escott for bringing this discussion up early, so it could leave

adequate time for discussions and planning. The committee would like the discussion to continue next month before proposing it to the full Board of Commissioners. It was also discussed that this could possibly be included in the 2025 budget planning.

VI. Updates & Other Business

A. REQUEST: Purchase of vehicle for Dispatch Training - Sheriff

Sheriff Bevier is requesting approval to purchase a 2024 Chrysler Pacifica Touring minivan in the amount of \$42,911, to permit 911 employees to safely travel to and from training courses to fulfill state requirements. The Sheriff reported that the required training has historically been all over the state, some 2–3 hours away. The purchase of the vehicle is an allowable expense under the 911 funds, and it will suffice for the needs of dispatchers. This request was recommended by the Emergency 911 Board last month. The vehicle may also be used to haul large totes of equipment to events they are monitoring, i.e. at Michigan International Speedway.

Motion by Collins to forward the request to the Board of Commissioners for approval, seconded by Tillotson. Motion carried.

Comm. Tillotson opened the discussion by inquiring if they have comparisons of mileage reimbursement vs. purchasing a vehicle? The Sheriff responded that the return on investment would be beneficial over time. Also, the wear and tear on county employees' vehicles is not ideal. It was discussed that if dispatchers utilize their own vehicle for required employment related training, the liability falls under the driver of the vehicle. It was also discussed that much of the training had been virtual due to the pandemic, but the Sheriff is expecting many of them to be in person going forward. Administrator Murphy confirmed there is enough funding in the 911 fund to cover the purchase of this vehicle.

B. MSC Renovations

Deputy Elliott received a bid package and recommendations from Granger. This will come to a Personnel/ Ways & Means meeting next week.

Deputy Elliott shared that electronics and security for the new build has been underway.

Security will allow several view points in and around the building. It will enable them to see everyone that enters or exits the building, and allow or deny access. A control center will be monitored by a County employee 24/7. There will also be the ability to lock down all rooms of the unit within seconds from the control center. This increases security for both the residents and staff. Elliott shared they are also working with personnel for proper placement of security cameras.

C. Judicial Building Needs Assessment

Deputy Elliott shared a presentation that will be given next week by Brett Dodd, from

Securitecture. Prior to that meeting, an executive summary will be provided to the commissioners.

No action is required at PWM. The presentation is for informational purposes, observing what the needs are. Elliott predicts this to be a long-term project and the goal right now is to review the data collected. Comm. Van Doren suggested if a quote has been received, to inquire if an escalation-factor is included, due to the rise in costs.

D. 2024 Policies

- Code of Ethics
- Conflict of Interest
- Enhanced Public Participation

Administrator Murphy requests the committee to sign each policy, acknowledging they understand and received. All Lenawee County employees received these via Localgov.U for signature.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Motion by Collins, seconded by Tillotson to adjourn the meeting at 11:41am. Motion carried.