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, June 6, 2024

I. Call to Order

Present:	*Chair Dustin Krasny, Commissioners Terry Collins, Kevon Martis, Ralph Tillotson, James Van Doren*
Also Present:	*Deputy Drain Commissioner Ed Scheffler for Jenny Escott, Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, Accountant Matt Turgeon, Director Department on Aging Cari Rebottaro, Sheriff Troy Bevier, Transportation Coordinator Amy Young*

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

II. Approval of Minutes

A. Approval of Minutes:May 2, 2024

Motion by Collins, seconded by Tillotson to approve the minutes of May 2, 2024. Motion carried.

III. Finance Reports

A. Finance Report

Administrator Murphy provided an overview of the financial reports. The building and site division of the capital improvement plan has a cash balance of $1.6 million.
The Maurice Spear Campus division of the capital improvement plan has two open projects, with an available balance of $147,000.
Murphy stated also included this month is the Capital Contingency Division report, which is presented quarterly. There is a balance of $6.2 million. The administrator reminds the committee that any adjustments requested to this fund require approval from the full Board of Commissioners.
The Tecumseh Products Site division of the capital improvement fund has a balance of $7,000; a request to close two projects is on the agenda for today.
Discussion was held regarding the Kiwanis Trail Loan expense in the Capital Contingencies Division. Administrator Murphy confirms the funding provided by the County remains outstanding. Comm. Van Doren would like to have further discussions regarding

this. Administrator Murphy will invite parties for further discussion regarding the Kiwanis Trail loan of $180,000.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintendent Mehan provided the building and grounds monthly report located in the packet. Mehan stated the lower level renovations in the Annex building continue. Work for the water intrusion in the lower level will be worked on this month.

B. **REQUEST**: Purchase 2 Lawn Mowers- Superintendant Tim Mehan

As part of the 2024 capital improvement plan, $34,500 was budgeted to replace the building and grounds 2007 van. It was determined the need for lawn mower replacements is greater than a van replacement. Mehan requests the approval to purchase two lawn mowers in the amount of $30,870.58, from the Buildings & Grounds Vehicle/Equipment fund.

Motion by Collins, to approve the purchase of two lawn mowers for $30,870.58, from Building & Grounds Vehicle/Equipment fund 401.901.859.977, seconded by Tillotson. Motion carried

C. **REQUEST**: Close Projects

1. CPBS 2002 OCH renovations
2. CPBS 2312 Judicial PD meeting rooms
3. CPMS 2404 RTU replacement

Motion by Tillotson to close CPBS 202 OCH renovation project, seconded by Collins. Motion carried.
Moved by Collins, to close CPBS 2312 Judicial PD meeting rooms, seconded by Tillotson. Motion carried.
Motion by Tillotson to close CPMS 2404 RTU replacement project, seconded by Collins. Motion carried.

D. **REQUEST**: Close Project

1. BS2213 - Create RFP for Tecumseh Products demolition
2. LC2301 - Debris Removal

Motion by Collins to close BS2213; create RFP for Tecumseh Products domolition, seconded by Tillotson. Motion carried.
Motion by Tillotson, to close LC2301- debris removal at Tecumseh product site, seconded by Collins. Motion carried.

V. Drain Commission

A. **REQUEST:** Drone request- Commissioner Jenny Escott

Deputy Ed Scheffler was present to discuss the request to purchase a Drone for spraying and mapping County Drains, for the amount of $42,123.00. This expense will come from the Revolving Equipment fund.
Scheffler states the cleaning and trimming of the ditches is done by the Drain Commission. This includes cleaning of all the brush and trees. One of the most effective ways to control the brush in the ditches, is to apply chemicals. Scheffler further explains that the current timing to apply the chemical is limited, depending on the crop farming.
The ability to apply the chemicals with the drone proves to be much more efficient, allowing the application of chemicals to be over a 3-4 month period, instead of the typical 2 weeks annually.
Scheffler states that currently he is the only employee licensed to control the drone and has pesticide licenses. They plan to have one more drain commission employee trained/licensed.

Motion by Tillotson, to move the request to purchase a drone in the amount of $42,123 to the Board of Commissioners, seconded by Collins. Motion carried.

B. Funding Options for Drain Projects

Administrator Murphy discussed the request from Drain Commissioner Escott last month, regarding additional funding.
Last year, the Full Faith and Credit Resolution was passed, as a way to fund drain commission projects. The resolution allows the drain commission to bond for drain commission projects, using the County's Full Faith and Credit. Murphy shares that it is recommended for the Board to approve a resolution again this year and the topic will be on the Personnel Ways & Means agenda.

The Administrator and Drain Commission are working together to properly plan for drain projects without the need to bond for projects in the future.

VI. Updates & Other Business

A. **REQUEST**: Department on Aging wheelchair accessible van replacement- Cari Rebottaro

Administrator informed the committee that all vehicle requests must come before the Physical Resources Committee.
Director Rebottaro requested to replace the wheelchair accessible van that was purchased in 2016 with grant funding. Rebottaro is seeking to replace the van that transports adults 60 and older to non-emergency medical appointments, at times outside of the County. Wheelchair accessibility is a requirement for the transportation offered. The funding will come from the Department on Aging vehicles fund, in an amount not to exceed $55,000. Rebottaro mentions there have been discussions about keeping the old van and a new one. However, it was determined that due to the reliability of the current van, and staffing, it would be better to

have only one.

Motion by Tillotson to move the request to purchase a wheelchair accessible van for an amount not to exceed $55,000, to the Board of Commissioners, seconded by Collins. Motion carried.

A discussion was held that the funding for the Department on Aging Vehicles fund is funded from the millage.

B. July 4, 2024 meeting

The administrator states there are some items that would be discussed at a July Physical Resources meeting. After discussion, it was determined the July 4 meeting will be rescheduled to Monday July 1, at 1:30pm.

C. MSC Renovations

Deputy Elliott states blueprints of the construction design have been delivered to departments for review and recommendations. After reviews, further meetings will take place to discuss. Elliott shares quotes for the project will come forward in the near future.

D. Judicial Building Needs Assessment

Administrator Murphy informed the committee there is currently no action needed and that funding for this project is being looked at.
Several of the Commissioners did a tour of the Judicial building a few weeks ago, during the Coffee with Commissioners.

Comm. Krasny opened discussion that while the planning for the Judicial Building will take time, he suggests making minor updates in the current building to make it more comfortable for County employees, such as: addressing humidity, lighting, panels, painting, etc.
Administrator Murphy stated some of those items are being looked at and discussed.

VII. Public Comment

No public comment was made.

VIII. Adjournment

Motion by Collins, seconded by Tillotson to adjourn the meeting at 12:07pm. Motion carried.