

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, August 1, 2024

I. Call to Order

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

Present: Commissioners: Dustin Krasny, Terry Collins, Karol Bolton, Ralph Tillotson, James Van Doren

Also Present: Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, Budget Analyst Tracy Stace, Accountant Matt Turgeon, Finance Director Dan Zimolsak, Sheriff Troy Bevier

II. Approval of Minutes

A. Approval of Minutes: July 1, 2024

Motion by Collins, seconded by Tillotson to approve the minutes of July 1, 2024. Motion carried.

III. Finance Reports

A. Finance Report

Administrator Murphy reviewed the finance reports. Project BS2404 was discussed; these expenses did not come before the board due to them being an unforeseen accident on the weekend of July 5th, 2024. The lower level of the annex building had a hot water leak which caused the need for replacement of many things from the water and moisture. Murphy informed the committee there is a pending insurance claim through MMRMA. The damage to the lower level occurred just after the renovations for the prosecutor's office. Finance reports for MSC were also reviewed.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Mehan discussed the damage done to the Annex building on the weekend of 7/5/24. He stated the faucets were inspected in November 2023, and he was unsure of exactly how the water leak occurred. They discovered plastic stems in the faucet fixtures that may have malfunctioned; all are being replaced with metal stems in the fixtures now.

Administrator Murphy discussed the major projects that buildings and grounds have been a key factor in planning for and commended their hard work and efforts.

Mehan also informed the committee the renovations to the public defender's meeting rooms will be reimbursable from the grant.

B. REQUEST: Appliance Replacements at County Jail

\$175,350.00 of ARPA funds was allocated to replace 2 clothes washers, 1 clothes dryer, a laundry ozone unit, and a conveyor-type dishwasher for the jail. The cost has been lowered to \$157,119.00 from the original request.

The request is to recommend approval to purchase two washers, one dryer, a laundry ozone unit, and a conveyor-type dishwasher at the jail, for \$157,119.00 from ARPA funds, account #285.172.801, to the Board of Commissioners.

Motion by Collins, to move the request to purchase two washers, one dryer, a laundry ozone unit, and a dishwasher for \$157,1199 from the ARPA funding to the Board of Commissioners, seconded by Tillotons. Motion carried.

C. REQUEST: Purchase Truck/Plow

As part of the 2024 capital improvement plan, \$65,000.00 was budgeted to replace the 2011 GMC truck/plow. The request is to authorize the purchase of a 2024 GMC Truck/Plow for \$57,476.00 and \$250.00 for a new plate and joystick mounting for a total of \$57,726.00, as part of the Capital Improvement Plan, account # 401.901.859.977.

Motion by Tillotson to approve the purchase of a 2024 GMC Truck/Plow, plate, and joystick mounting for \$57,726.00 from account #401.901.859.977 as part of the Capital Improvement Plan, seconded by Collins. Motion carried.

D. REQUEST: Judicial parking lot seal

As part of the 2024 Capital Improvement Plan, \$21,250.00 was budgeted to crack fill/seal/stripe Judicial/Complex lots. The request is to accept the K&B proposal of \$31,798.87 to crack fill/seal/stripe Judicial/Complex lots and \$850.00 for signage and curb paint, as part of the Capital Improvement Plan from account #401.901.853-930.

Motion by Collins, to accept the K&B of \$32,648.87 to crack fill/seal/strip the Judicial/Complex lots, signage, and curb paint as part of the Capital Improvement Plan, account #401.901.853-930, seconded by Tillotson. Motion carried.

Mehan confirmed this includes the Sheriff and Jail lots too.

E. REQUEST: Annex sanitary line and Parking Lot Replacement

As part of the 2024 Capital improvement plan, \$195,600.00 was budgeted to replace the annex sanitary line, parking lot, drive curb set, and walkways. The scope has changed due to

possible city improvements of the west boulevard. We will continue with sanitary lines and parking lot replacement this year. The drives, curbsets, and walkways will come forward in 2025.

The request is to accept the estimate from K&B to replace the sanitary line, repair the storm catch basin, and replace the parking lot at the Annex building, for \$107,980.00, plus \$5,400 (5%) contingency to cover the signage, landscaping, and additional plumbing (if needed). This is a total of \$113,380.00 as part of the Capital Improvement Plan, account #401.901.853.930.

Motion by Tillotson, to accept the bid from K&B to replace the sanitary line, repair the storm catch basin, and replace the parking lot for \$113,380.00, as part of the Capital Improvement Plan, account #401.901.853.930, seconded by Collins. Motion carried.

The West boulevard work will be done next year, after possible work is done in the future by the City of Adrian.

V. Drain Commission

A. Account Balances

Drain Commissioner Escott provided her department updates. She stated the annual drain assessments are being scheduled. The Rollin-Woodstock project is ongoing, and the expected completion date has been moved to September. This is due to the last lift station being 10–15 feet deeper than expected.

Escott shared that the Red Mill Pond project is ongoing, they have some final requests from EGLE and are hoping to place bids soon, with an expected fall completion date.

A discussion was held regarding the pole that is currently running from a generator. Replacement parts are being picked up by a drain commission staff member to save both time and expenses.

VI. Updates & Other Business

A. MSC Renovations

Administrator Murphy stated various bids will be coming forward to the board in the next few weeks. Meetings are scheduled with Granger soon and are finalizing the final costs. Murphy stated that final expenses and the funding structure will be shared with the Board of Commissioners, as soon as that information is available.

B. REQUEST: Recommend approval for MSC carpet

Director Weaver informed the committee the open unit in the boys' wing requires new flooring. The current tile has broken pieces and even missing tiles throughout the wing and sleeping quarters. After conferring with Building and Grounds, it was determined that carpet tiles would be the most cost-effective, most durable, and sustainable. Recently, the male juveniles participated in painting the walls, and it is now ready for carpet tiles.

The request is to recommend approval of the bid from O'Connor and Sons floor covering for carpet tile placement at MSC, for \$15,405.81, account # 292.662.930, to the Board of Commissioners.

Motion by Tillotson, to move the request to purchase carpet tiles at MSC for \$15,405.81, account #292.662.930, to the Board of Commissioners, seconded by Collins. Motion carried.

C. REQUEST: 2025-2029 Capital Improvement Plan- Building & Grounds Division
Deputy Elliott informed the committee that the last adjustment to the County's appropriation was done in 2019. When reviewing the budget planning for 2025, there was a recommendation to adjust the Capital Improvement budget.

Attached is the proposed Capital Improvement Plan budget for the period 2025-2029 of the Building & Grounds Division of the Capital fund. The budget year 2025 reflects projects totaling \$379,985.00. This includes a \$20,000.00 contingency.

Elliott informed the committee that two requests will be coming forward next month, to also be included in the 2025-2029 Building & Grounds Division, of the Capital fund; from the Sheriff's office and emergency management. These two requests were not included in the request today.

The request is to recommend the approval of the Capital Improvement Plan for the Building and Grounds Division of the Capital Fund, in the amount of \$454,485.00 to the Board of Commissioners.

This will be presented to the Board of Commissioners during the September meetings.

Motion by Tillotson, to recommend the approval of the 2025-2029 Building and Grounds Division of the Capital fund, to the Board of Commissioners, seconded by Collins. Motion carried.

D. REQUEST: 2025-2029 Capital Improvement Plan- B & G Equipment/Vehicles Division

Deputy Elliott reviewed the vehicles division of the building and grounds. The usual appropriation to this division of the Capital Fund has been historically \$23,000 however due to increased vehicle and equipment expenses, the allocated amount should be increased to \$58,000. The request is to increase the allocated amount to the Building & Grounds Vehicle/Equipment Division to \$58,000 and also allocate \$4,590.00 to the division's fund balance, providing a total of \$62,590.00 to this division of the Capital Fund.

Administrator Murphy informed the committee that the funding from the Human Services Building and the Parks Division would also be increased.

Motion by Collins, to recommend the approval of the 2025-2029 Building and Grounds Division of the Capital fund, to the Board of Commissioners seconded by Tillotson. Motion carried.

E. REQUEST: 2025-2029 Capital Improvement Plan- Maurice Spear Campus Division
Deputy Elliott shared the request to appropriate \$200,119.00 to the Maurice Spear Campus Division of the Capital Improvement Plan. Elliott discussed projects that include building the exterior mortar/caulk/seal at the MSC administration buildings, the open unit, and the detention facility.

Also, rooftop replacements are planned. Superintendent Mehan is exploring options to combine this project with the pending new build project for cost savings.

The request is to recommend approval of the 2025-2029 Maurice Spear Campus Division of the Capital Fund.

Motion by Collins, to recommend approval of the 2025-2029 Maurice Spear Campus Division of the Capital Fund, to the Board of Commissioners, seconded by Tillotson. Motion carried.

F. REQUEST: 2025 Capital Improvement Plan- Sheriffs' Vehicles Division
Deputy Elliott provided an overview of the expected Sheriff's vehicle purchases in 2025 that include two Tahoes, a Silverado, a Dodge Ram, 2 lease buyouts, and lease obligations for a total amount of \$405,2000.

The request is to recommend approval of the Sheriff's Vehicle Division of the Capital fund to the Board of Commissioners.

Motion by Tillotson, to move the request to approve the 2025 Sheriff's Vehicles Division of the Capital Improvement Plan to the Board of Commissioners, seconded by Collins. Motion carried.

A discussion took place regarding the vehicles that were leased. It was decided that going forward, purchasing the vehicles is a better route than leasing them; these include the vehicles the command staff use for staff training, in addition to transportation to various events they are working at. After the purchase of the leased vehicles, the legacy costs will fall off.

G. REQUEST: 2025 Capital Improvement Plan- Other County vehicles
Deputy Elliott discussed that in the past, there has not been additional funding available for other department vehicles. The plan going forward is to start appropriating funds to this division of the Capital Improvement Fund.

Motion by Tillotson, to recommend approval of the 2025 County Vehicles Division of the Capital Improvement Fund, to the Board of Commissioners, seconded by Collins. Motion carried.

H. REQUEST: 2025 Capital Improvement Plan - Tecumseh Products Division
Deputy Elliott reported the actual amount for property maintenance was higher in 2024 than expected. It is requested to increase the budget to \$17,000 for property maintenance in 2025.

Motion by Collins, to move the request to approve the 2025 Tecumseh Products Site Division of the Capital Fund to the Board of Commissioners, seconded by Tillotson. Motion carried.

I. REQUEST: 2025 Capital Improvement Plan- Contingency Division

Deputy Elliott discussed that with the numerous building projects happening within the next two years contributing to the Capital Fund Contingency Division will allow the opportunity to increase the balance and reduce the financial burden on the taxpayers.

The request is to appropriate \$2 million into the contingency division of the Capital Improvement fund.

Motion by Tillotson, to recommend the approval of the 2025 Contingency Division of the Capital Fund, to the Board of Commissioners, seconded by Collins. Motion carried.

VII. Public Comment

Administrator Murphy explained the full Capital Improvement Plan will be presented to the full Board of Commissioners at the September 2024 meeting, as part of the 2025 budget presentation.

Departments are finalizing budgets currently.

VIII. Adjournment

Motion by Collins, Second by Tillotson to adjourn the meeting at 11:39 AM. Motion carried.