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, September 5, 2024

I. Call to Order

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

Present:	*Commissioners: James Van Doren, Dustin Krasny, Ralph Tillotson, Terry Collins*
Also Present:	*Drain Commissioner Jenny Escott, Deputy Drain Commissioner Ed Scheffler, Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, IT Director Ben Ricker, Deputy IT Director Micha Hassenzahl, Accountant Matt Turgeon, Budget Analyst Tracy Stace,n Finance Director Dan Zimolzak*

II. Approval of Minutes

A. Approval of Minutes: August 1, 2024

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

III. Finance Reports

A. Finance Report

Administrator Murphy reviewed the finance reports that included the Building and Site Division of the Capital fund and MSC Division of the Capital fund.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintendent Mehan shared his monthly report and informed the committee of an overview.
The State approved the plan for the booking renovations at the County Jail and work is scheduled to begin in the near future.
The judicial building is in need of a new cooling valve and they are awaiting a quote to replace it.
The lower level of the Annex building repairs are close to being completed; a final walk through is scheduled this week.

B. REQUEST: Jail Shower & lavatory electronics

A previous allocation was made with the ARPA funding for the installation of 18 electronic shower controls, 11 lavatory controls, and programming of controllers. A quote was received from Adrian Mechanical for $65,780.00 with a contingency of 15% ($9,867.00) for a total of $75,647.00 from the allocated ARPA funds.

Motion by Collins, to recommend accepting the Quote from Adrian Mechanical for $75,647.00 from account #285.647.801: ARPA funding, to the Board of Commissioners, seconded by Tillotson. Motion carried.

V. Drain Commission

A. Account Balances

Commissioner Escott shared updates regarding the Red Mill Project, stating a tentative bidding on construction has been received. The EGLE permit is pending issuance but the 20-day public notice was released by them. A letter of commitment was received from the City of Tecumseh for $161,000.00 for the kayak portage.
The total cost of the project is estimated at $1,563,000 million. Funding for the project includes $935,000 from allocated ARPA funds, $161,000 from City of Tec. Escott stated if an assessment is needed, there would approximately be $470-$500K towards the district.
Escott informed the committee a Dam Risk Reduction grant will be applied for. If granted, the entire project will be paid for.
A notice to proceed is expected in December with a completion date of July 2025.

Escott shared an update on the Rollin Woodstock project. Final construction completion date is scheduled for October 1st on the last lift station. 30 dispersement requests have been made.

Discussion was held regarding the additional expense for the Red Mill Project, if the applied for grant is not awarded.
Escott stated the special assessment district would be responsible for that amount if we do not receive the grant. If this occurs, there would be a public hearing and the full board would need to approve the assessment role. Being the authorized public agency for the lake level, we are authorized to cover it.
Escott confirmed the assessment district is only upstream, not downstream, which is a change from last time.

Administrator Murphy discussed the bidding process and the requirement to be under contract by Dec. Escott informed that the engineering portion is currently under contract. She stated the bid letting is scheduled for October 1st, the day of review is October 8th, and will request Board approval, an appeal period in November, and a notice to proceed in December to ensure the job is under contract by the end of the year.

VI. Updates & Other Business

A. MSC Renovations

The MSC groundbreaking ceremony took place yesterday, 9/4/2024 for the expansion project. Upcoming kickoff meeting will be taking place soon to discuss logistics. The area is marked off with security fencing and stakes in place.

B. REQUEST: MSC Expansion Project – New Fiber to Old Detention and Chapel

Deputy Administrator Elliott reviewed the request to install Fiber internet lines from the MSC administration building to the old detention and chapel buildings, for a total of $26,329.85, CIP contingency account # 401.901.890.
The current fiber line connecting the old detention to the main administration building is aged but is also at-risk during construction. This project will also allow for future internet connectivity to the gym and school building, bringing all MSC buildings online.

Motion by Tillotson, to recommend approving the bid from Creek Enterprise in the amount of $26,329.85 from CIP account #401.901.890, to the Board of Commissioners, seconded by Collins. Motion carried.

VII. Public Comment

No public comment.

VIII. Adjournment

Motion by Tillotson, Second by Collins to adjourn the meeting at 11:17 AM. Motion carried.