

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, October 3, 2024

I. Call to Order

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

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

Also Health Officer Monica Hunt, Administrator Kim Murphy, Deputy Administrator

Present: Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, IT Director Ben Ricker, Deputy IT Micah Hassenzahl, Accountant Matt Turgeon, Court Administrators Heidi Cannon and Ciara McGrane, Office Manager Leo Schlickemeyer

II. Approval of Minutes

A. Approval of Minutes: September 5, 2024

Motion by Collins, seconded by Tillotson, to approve the minutes of September 5, 2024. Motion carried.

III. Finance Reports

A. Finance Report

Administrator Murphy reviewed the financial reports included in the packet. This time of year, all divisions that the Physical Resources Committee has authority over, is presented. The Sheriff Division of the Capital fund, Building and Site Division of the Capital Fund, MSC Division of Capital Fund, Contingency Division of Capital Fund, and Tecumseh Products site of the Capital Fund

No further discussions.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintendent Mehan reviewed monthly updates from building and grounds department. The cooling value at the Judicial building has been repaired. The sanitary line and parking lot replacement at the Annex building has been completed this week.

Mehan stated the sanitary line at MSC gymnasium has backed up, only the 2nd time in past 36 years. Mehan stated they are awaiting a conclusion.

- B. Request CPBS-2313 Annex-Prosecutor's Office
- C. Request: Close CPBS 2402 Jail Exterior Maintenance
- D. Request: Close CPBS-2406 Judicial complex seal

- E. Request: Close CPMS-2403 MSC Admin Window replace

Administrator Murphy provided an overview of the following projects that are being requested to close.

Motion by Collins to close all projects listed on agenda items B. C. D. and E, seconded by Tillotson. Motion carried

V. Drain Commission

Commissioner Escott was unable to attend; the drain commission account balance summary is included in the packet. No further discussion.

- A. Account Balances

Commissioner Escott was unable to attend; the drain commission account balance summary is included in the packet. No further discussion.

VI. Updates & Other Business

- A. REQUEST: Health Department Improvement Projects

Health Officer Monica Hunt presented an overview of the renovation projects that have been completed at the Health Department, thus far. The Board of Commissioners approved several projects earlier in the year, that Hunt was able to receive grants to fund.

The grant, totals of \$704,738, is distributed over a period of four years from 9/2023-9/2027. A total of \$84,935 was allocated in 2024 and the remainder of the grant is \$619,803. The following projects are \$443,317 and are scheduled to be completed between 2025-2027.

Proposed improvements are:

- 1.) Environmental health entrance & reception - Redesign the reception layout for \$149,000 to improve security, ADA accessibility, and increase storage.*
- 2.) Two room renovation, to reduce 1 room and increase space in the 2nd room due to it being unused, optimize space, and create a private office, for \$31,241.*
- 3.) Renovation to two rooms, reducing the size of each to create a 4th room for confidential services. This will again optimize space and provide confidential services, for \$47,000.*
- 4.) Replace carpet, paint, and some furniture for \$214,770. The current carpet is solid and hazardous; updates will improve the overall appearance.*

A remaining contingency of \$176,486 is expected. The 4 projects will be done between 2025-2027.

Motion by Tillotson, seconded by Collins to recommend the request for Health Department improvements to Personnel Ways & Means, for approval. Motion carried.

B. Request: MSC Additional Fiber

Deputy Administrator Elliott reviewed the request for additional fiber at MSC. Over the last few weeks, there have been discussions about separating the ISD network from the County Network, at MSC.

Last month the request was approved by the full board, to extend fiber at MSC to the administration building and chapel. Creek Enterprises has been on site to complete this. While Creek has been on site, it seems like an opportunity to continue connectivity to all buildings for improved connection, security, safety, and training for staff and students.

Request is to recommend approval to Personnel Ways & Means to run additional fiber at the school, to gym and a dedicated line for LISD for \$22,400, to be funded by the Contingency Division of the Capital fund.

Motion by Collins, to recommend accepting additional bid from Creek Enterprise for \$22,400, for additional Fiber at MSC, seconded by Tillotson, to Personnel Ways & Means. Motion carried.

C. Judicial Building/ ARPA Funds

Administrator Murphy shared an overview of the following 13 requests, for the Judicial building. \$10 million was allocated to the Judicial building from the ARPA funding. After discovering the necessary renovations and/or build at Judicial would be more than the \$10 million allocation and may not come for 5-7 years.

Due to the funds needing to be under contract by the end of 2024, \$250,000 was allocated for Judicial improvements and the remainder was allocated to the Maurice Spear Campus.

Murphy worked closely with the Judicial building administrators and requested a list of priority improvements. Murphy stated appropriate bidding was done and quotes are included with the following requests. While the funding should be under contract by the end of 2024, it is not required to be spent by then.

A breakdown of the total proposed projects is \$246,624.46 of the \$250,000 allocated funds. In addition, there were \$2,293.45 in lock changes already performed for a total expenditure of \$248,917.91 Leaving a balance of \$1,082.09 that is being requested to transfer to MSC division.

Motion by Tillotson, seconded by Collins to recommend approval of the projects listed below item # 1- #13, to Personnel Ways & Means. Motion carried.

1) Request: Circuit Court AED + First Aid Kits

*The request is to recommend approval to purchase 4 AED devices and materials to make 8 first aid kits with ARPA funding to Personnel Ways & Means. The kits will allow for 1 AED device to be stationed on each floor and a first aid kit on each side of the public hallways, to increase access in the event of an emergency.
The total amount is \$7,171.63 from fund 285.*

2) Request: Circuit Court Chairs

*The request is to recommend approval to Personnel / Ways & Means to purchase (28) office/desk chairs for the two Circuit Court jury rooms for \$2,772.00, (38) vinyl guest chairs to replace the jury box and counsel table chairs in both Circuit Courtrooms for \$4,262.46, and (28) stacking chairs for the jury holding room for \$3,636.00, with allocated ARPA funding at the Circuit Court.
The total is \$10,670 from fund 285, ARPA funding.*

3) Request: Judicial Building Livescan

Circuit Court, District Court, Juvenile Court, and the Sheriff's Department would like to jointly purchase a LiveScan Fingerprint machine to be located at the Judicial Building to address difficulties in obtaining fingerprints from criminal defendants due to changes in the law and staff turnover. The machine would be utilized by all criminal courts, and would be located either near the lock-up area on the first floor or the third floor. Criminal defendants must be fingerprinted prior to sentencing, and providing this resource will prevent further delay of court proceedings at all levels. The project also requests a table to place the machine on, as no appropriate furniture currently exists in either potential space where the machine would be located.

The request is to recommend the approval to purchase a LiveScan machine and table with ARPA funding for a total of \$7,170 to Personnel / Ways & Means, from fund 285.

4) Request: Livescan Control Access

Due to Michigan State Police and FBI security regulations, the Livescan system requires additional security. To meet these requirements, we request the installation of FOB units at four access points, along with a control panel to manage access. Adrian Locksmith has provided a quote for this project, attached. Buildings and Grounds would also charge a \$100 fee for network cable connection, which is not quoted but is included in the amount requested.

The Request is to accept the bid from Adrian Locksmith, with ARPA funding, for Livescan control access in the Judicial building, to Personnel / Ways & Means for \$9,980.00 from fund 285.

5) Request: District Court File Cabinets

Use of the County ARPA funds should be under contract before the end of 2024. The District Court would like to purchase 10 black, 4 drawer locking file cabinets for proper storage of files

with LEIN information contained, as well as 2 black, 3 drawer locking file cabinets. The request is to recommend approval to purchase 12 total file cabinets from ARPA fund 285 for \$2,500, to Personnel Ways & Means.

6) Request: District court LEIN door

Request is to recommend approval to Personnel Ways & Means, to accept quotes from Kreighoff and Adrian Lock for a total of \$17,342 from fund 285 for installation of LEIN door with support column, due to LEIN requirements for District Court Probation.

7) Request: Carpet

It has been requested to replace carpet in areas of the Judicial Building. The request is to recommend accepting the two quotes from O'Connor & Sons of: \$53,254.28, \$50,009.25, and a contingency of 50 years (\$2,875) for a total of \$106,138.53, to Personnel Ways & means. Funding will come from fund 285.

8) Request: Paint

Painting in the Judicial building is recommended. A quote was received from Lenco for \$26,887 to remove wallpaper, skim coating, and painting. This will be funded by fund 285, ARPA funds.

The request is to recommend approval to Personnel Ways & Means.

9) Request: Ballistic Shields

Recommendation to install ballistic shields at the 4 employee entrances, 2 exit doors by accepting the quote from Lockout LLC of \$9,086.90, to Personnel Ways & Means. Funding will be from fund 285, ARPA funds.

10) Request: Elevator Pits

An elevator order agreement is needed per state guidelines to scrape and paint equipment in the three pits. The request is to recommend accepting the elevator quote from Schindler for \$10,704 to Personnel Ways & Means, from fund 285.

11) Request: Security Tinting

Window tinting of the main Judicial lobby is being requested. This project will include tinted film for 3 doors, and 7 windows in the main entrance and paid for with APRA funding, fund 285.

Request to recommend accepting the quote from Maple City Glass of \$5,193.00, to Personnel Ways & Means.

12) IT- Security Cameras, Probate Courtroom, Court Hallway TV's

To utilize ARPA funds to improve the camera security coverage of the Judicial building by implementing 24 additional security cameras throughout all four floors in identified secure and public areas at the cost of \$23,617.99 (quote attached) for the cameras, \$999.75 for cabling/accessories, and \$2,400.00 for labor. The current Probate Courtroom camera system and TV solution has failing equipment. It is recommended these are replaced with new

cameras at the cost of \$3,213.76, new TV solution equipment for \$2,290.00, \$199.95 for cabling/accessories, and \$400.00 for labor. Four of the current court hallway TV monitors are in need of being replaced. It is recommended that these are replaced at the cost of \$659.96 for all.

To recommend approval for fund allocation for additional security cameras within the Judicial building, new cameras in the Probate Courtroom, replacement of the TV solution for the Probate Courtroom back office, and replacement of the court hallway TV monitors, in the amount of \$33,781.41, to Personnel / Ways & Means.

13) Request: Reallocate remaining Judicial Building ARPA Funds

As previously discussed, all ARPA funds must be under contract no later than December 31, 2024. The Board of Commissioners previously allocated \$250,000 in ARPA funds for projects in the Judicial Building. Assuming all projects listed in today's packet are recommended for approval, there will be \$1,082.09 not allocated to any Judicial Building project. It was previously discussed that any ARPA funds not allocated for a project would be reallocated to the Maurice Spear Campus project.

The request is to recommend reallocating the remaining \$1,082.09 in ARPA funds from the Judicial Building projects to the Maurice Spear Renovation project, to the Board of Commissioners.

VII. Public Comment

There was no public comment

VIII. Adjournment

Motion by Tillotson, Second by Collins, to adjourn the meeting at 11:27 AM. Motion carried.