

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, November 7, 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 Drain Commissioner Jenny Escott, Administrator Kim Murphy, Deputy

Present: Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, Accountant Matt Turgeon, Budget Analyst Tracy Stace

II. Approval of Minutes

A. Approval of Minutes: October 3, 2024

Motion by Collins, seconded by Tillotson, to approve the minutes of October 3, 2024. Motion carried.

III. Finance Reports

A. Finance Report

Administrator Murphy provided an overview of the Building & Site division of the Capital fund and the MSC Division of the Capital Fund. No further discussion.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintendent Mehan reviewed the monthly building and grounds report. The laundry equipment that was approved by the board last month has been installed and operational. Electronic shower controls will be installed soon.

The rooftop units at the Sheriff's office experienced negative air pressure; repairs were made, and the issue has been resolved.

Exterior maintenance at the Annex building will continue and is expected to be completed at the end of November.

B. Request: Close **CPBS 2405** - Annex Parking Lot and **CPBS 2404**- Annex Basement Repairs

Buildings and Grounds has confirmed the Annex Parking Lot projects and repairs to the Annex Basement have both been completed and both are ready to close.

Motion by Tillotson, seconded by Collins, to close projects CPBS2405 and CPBS2404. Motion carried.

V. Drain Commission

A. Account Balances

Drain Commissioner Escott shared some highlights from her department. Escott stated the Rollin-Woodstock construction has been completed and they are awaiting their final invoice. Escott stated the project was under budget. The Drain Commission staff have submitted 40 pay requests to the State of MI, for this project. Escott commended the staff in the department for their diligence in submitting the pay requests.

The Red Mill Pond project held a public hearing earlier this week. Escott reported there were a total of 122 parcels in the district, with 66 owners. 10 people were in attendance at the public hearing.

Escott shared an overview of the funding for the Red Mill project; the majority being from the ARPA funds. There will be a remaining balance and a grant will be applied for. However, the state will not announce the recipients until April 2025. In the meantime, Escott will be requesting to use the County's Full Faith & Credit, to finance the remaining balance of the project. She is hopeful the state grant will be rewarded to Lenawee.

VI. Updates & Other Business

A. MSC Renovations

Deputy Administrator Elliott reported a 17% completion rate. The contractor is hopeful to have the foundation completed by the end of November and the shell completed by January. Weekly photos of the progress are sent; Elliott will continue to share those with the committee.

Elliott reported some change orders had come through. A recent one involving the transformers being re-fed.

Granger is working to create an MSC dashboard, for the Commissioners to track/view progress of the ongoing project.

B. Overview 2024 CIP Projects

The 2024 Building & Site Division and MSC Division of the Capital Improvement Plan were included as an overview of the completed projects this year. Administrator Murphy and Superintendent Mehan reported that all Building & Site projects, were completed in 2024, except for carpet replacement at the complex.

In addition, Murphy reported all planned capital improvement projects at Maurice Spear Campus have been completed in 2024.

The Building & Grounds department is coordinating many projects at the County buildings currently, including carpet replacement at Sec. of State, a number of renovations at Human Service building, and the Veregy LED project.

C. County Jail | ARPA Funds

1) Request: Jail Interior Painting

ARPA funding for renovations to the Jail should be under contract by the end of 2024. The request is to make a recommendation to Personnel Ways & Means, to accept the Lenco proposal for \$38,130.00, to paint the interior of the County jail.

Motion by Collins, to recommend accepting the proposal from Lenco to paint the Jail interior for \$38,1300, with ARPA funds, to Personnel Ways & Means, seconded by Tillotson. Motion carried.

2) Request: Jail cell block shower/toilet area painting

ARPA funding was allocated to paint the shower/toilet areas in all 78 blocks of the County jail. The request is to recommend approving the bid from Ohio Building Restoration to scrape, wire wheel, mortar and paint shower areas in 8 blocks for \$35,920.00, to the Personnel Ways & Means committee.

Motion by Tillotson, to recommend approving the bid from Ohio Building Restoration, for \$35,920.00 of ARPA funds, to the Personnel Ways & Means Committee, seconded by Collins. Motion carried.

3) Request: Jail walk in cooler equipment replacement

Equipment for the walk-in cooler at the Jail is in need of replacement; ARPA funding was allocated for this. The request is to recommend accepting the bid from Adrian Mechanical in the amount of \$13,231.00, from ARPA funding, to the Personnel Ways & Means Committee.

Motion by Collins to recommend approving the bid from Adrian Mechanical for \$13,231.00, from ARPA funds, to Personnel Ways & Means, seconded by Tillotson. Motion carried.

4) Request: Jail Groen kettle replacement

The 40 gallon Kettle at the Jail is needing replacement. Request before the committee is to recommend accepting the bid from Restaurant Equipment, for \$24,049.52 to Personnel Ways & Means Committee; funded by the allocated ARPA funds.

Motion by Tillotson to make a recommendation to accept a bid from Restaurant

Equipment for \$24,049.52, to Personnel Ways & Committee, seconded by Collins. Motion carried.

Administrator Murphy discussed that additional bids for the renovations at the Jail booking area will come forward next month; they were awaiting competitive bids.

VII. Public Comment

There was no public comment

VIII. Adjournment

Motion by Collins, Second by Tillotson, to adjourn the meeting at 11:21 AM. Motion carried.