

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, December 5, 2024

I. Call to Order

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

Present: Comm Dustin Krasny, Ralph Tillotson, James Van Doren, Terry Collins
Also Drain Superintendent Ed Scheffler, 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, Sheriff Troy Bevier, Captain Randy Casey, Finance
Director Dan Zimolzak

II. Approval of Minutes

A. Approval of Minutes: November 7, 2024

Motion by Collins to approve the minutes of November 7, 2024, seconded by Tillotson. Motion carried.

III. Finance Reports

A. Finance Report

Administrator Murphy reviewed the Building and Site Division and Maurice Spears Campus Division of the Capital Improvement Plan. There were no further discussions.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintendent Mehan provided an overview of his monthly report.

The exterior maintenance repairs at the Annex building will be continuing; the vendor stated they were complete. However Buildings & Grounds request some improvements.

The remodel at DHHS has started; although some things may be delayed while they work out logistics with the various vendors.

V. Drain Commission

A. Account Balances

Deputy Drain Commissioner Ed Scheffler was present for Jenny Escott. The account balance summary is included in the packet. Scheffler stated the fall maintenance projects went really well.

A discussion was held about the Rollin-Woodstock project being completed. No further updates.

VI. Updates & Other Business

A. MSC Renovations

Deputy Administrator Elliott provided an overview of the MSC project. So far, over 4,900 work hours have been put in and 21% of the project is completed. Winter weather has arrived, but they are still working 6 days a week, 9 hrs/day.

Discussion was held regarding the MSC landing page on the County website. Weekly photos and construction updates are added to the County website.

B. Request: Vehicle Purchase - Equalization Department

The Equalization Director was unable to attend, and Administrator Murphy reviewed the request.

The current equalization vehicle has had many issues; shutting down and being unable to drive. After many attempts, repair shops were unable to diagnose the issue. The staff drive their own vehicles, due to the County vehicle being unreliable. Equalization is requesting to purchase a jeep that is less than \$60,000. An official quote from a MIDeal vendor is expected to come next week.

Administrator Murphy stated the funding for this will come from the Appraisal fund; Murphy stated there is a sufficient balance to cover this expense.

Comm. Krasny recommends a Grand Cherokee Laredo.

A question was asked if the County has a branded color of vehicles? Administrator Murphy stated that many departments do have white vehicles, but we do not have a standard color.

Motion by Tillotson to recommend purchase of a Jeep for less than \$60,000 with the County seal on both sides of the vehicle, to the Board of Commissioners, seconded by Collins.

Further discussion was held, and it was decided to recommend setting a standard color for County vehicles to be white. Further, Superintendent Mehan reported that "Summit" White is the current color of white used.

Collins moved to amend the motion to include that vehicles should be Summit White, Seconded by Tillotson. Motion carried.

Amended motion to recommend the purchase of a Jeep for less than \$60,000, in Summit White with the County logo on both sides, to the Board of Commissioners. Motion carried.

C. Request: ARPA Projects - Jail

Motion by Collins to recommend requests for the ARPA projects at the Jail, agenda items #1 - #5, to the Board of Commissioners, seconded by Tillotson.

Discussion was held and Administrator Murphy shared that agenda item #5 is not a project, and is a request to reallocate funds.

Comm. Collins withdrew his motion.

Motion by Collins to recommend approval of projects #1-#4 to the Board of Commissioners, seconded by Tillotson. Motion carried.

1) Jail Booking Renovation

The request is to renovate the Jail Booking area, which will address safety and security issues and provide a more effective and efficient use of the space. This project will include demolishing and creating a new workspace, purchasing copier, atm, shredder, paint, and television. Krieghoff has provided a quote for \$220,562.00 and this project will be funded with the allocated ARPA funds that are required to be under contract by the end of 2024.

2) Walk-In Freezer Equipment

The walk-in freezer at the jail is in need of replacement. The request is to recommend accepting the bid from Adrian Mechanical Services for \$19,988.00 plus a \$1,000 electrical contingency, to the Board of Commissioners.

3) Ice Machine Replacement

The Ice machine at the Jail is in need of replacing. The recommendation is to accept the bid from Manitowoc for \$6,558.66 and a \$1,500.00 contingency, for a total of \$8,058.66, with funding to come from the allocated ARPA funds.

4) Groen Skillet Replacement

The 40-gallon tilt skillet at the Jail also needs replacement; the funding would come from the allocated ARPA funds. The request is to recommend accepting the bid from Restaurant Supply Web, for \$31,040.50, to the Board of Commissioners.

5) Reallocate to MSC project

Administrator Murphy shared that after the projects of the allocated \$750,000 to the Sheriff's Office, if approved, there will be a remaining balance of \$10,289.91. Due to the need to have all funds allocated by the end of 2024, Murphy is requesting to reallocate the balance of \$10,289.91 to the Maurice Spear Campus.

Motion by Tillotson, to recommend reallocation of \$10,289.91 ARPA funding to the MSC project, seconded by Collins. Motion carried.

VII. Public Comment

No public comment.

VIII. Adjournment

Motion by Tillotson, seconded by Collins to adjourn at 11:22am. Motion carried.