

PHYSICAL RESOURCES COMMITTEE

Kimberly L. Murphy
County Administrator

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MEMBERS

Dustin Krasny, Ralph Tillotson, Beth Blanco
301 N. Main St, Adrian, MI 49221

MEETING LOCATION

Chambers

Minutes: Thursday, February 6, 2025

I. Call to Order

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

Also Drain Commissioner Ed Scheffler, Administrator Kim Murphy, Deputy

Present: Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, Building & Grounds Deputy Rob VanNieuwenhize, IT Director Ben Ricker, Deputy IT Micah Hassenzahl, Accountant Matt Turgeon, Budget Analyst Tracy Stace

Absent: Beth Blanco

The meeting was called to order at 11:02am by Comm. Krasny.

Board Chairman Van Doren appointed Terry Collins as a voting member of the committee.

II. Approval of Minutes

A. Approval of Minutes: December 5, 2024

Motion by Tillotson to approve the minutes from December 5, 2024, seconded by Collins. Motion carried.

III. Finance Reports

A. Finance Report

Deputy Administrator Elliott provided an overview of the Physical Resources division of the capital fund. No further discussion.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Building & Grounds Superintendent Tim Mehan provided his monthly updates. The projects at the Judicial building, that are being funded by ARPA, have an expected completion date in April.

Recently the elevator at the Annex building was down. Mehan stated the elevator has aged, and replacement quotes are being requested.

Mehan discussed the frozen drain at the Maurice Spear Campus. Professional French drains are now installed to prevent this from happening again in the future.

The Building & Grounds department has 17 open projects, and soon they will be ready to begin 2025 projects.

Commissioner Krasny thanked Mehan and his department for all the project management and hard work they continue to do.

B. Request: Replacement of 2009 Kubota/Plow

The 2009 Kubota/Plow that Building & Grounds has, is in need of replacement. \$32,000 was budgeted in the 2025 Capital Improvement plan to accomplish this.

Motion by Collins, to purchase a 2025 Kubota with plow for \$30,850.00, as part of the capital improvement plan, seconded by Tillotson. Motion carried.

Discussion was held regarding selling the old Kubota/plow. Mehan stated the old RTV will be utilized at the Parks. However, it is the oldest RTV they have and believe it has transmission issues; companies have informed him there is not a trade-in-value. Mehan shared the floors are rotting out, mostly from the wear and tear of salt; he feels they have gotten their use out of it.

Mehan also states replacement filters are purchased through NAPA since they partner with MIdeals and get the best pricing.

V. Drain Commission

A. Monthly Updates

Drain Commissioner Ed Scheffler reviewed his monthly report.

Discussion was held regarding some personnel changes that have been made within his department. Administrator Murphy clarified that all personnel changes did not result in any changes to the budget.

Scheffler informed the committee about a recent bill signed, PA 227 of 2024, that will affect their ability to complete maintenance in house, without going through the petition process. Current limits are \$5,000 per mile, per year, and an increase to \$10,000 will begin in April and will increase annually according to the consumer price index.

B. Request: Equipment Use Charge Rates

The request is to approve the Equipment Use Charge rates at the Drain Commission. These are the rates that we charge back to County drains, sewer, and water systems when we utilize our equipment to perform maintenance or repairs to that drain/system. The drain commission is reimbursed through special assessments for drains and user fees for sewer and water. Proceeds are kept in the 639 revolving equipment fund and used for equipment purchases, upkeep, repairs, fuel, etc.

Motion by Tillotson, seconded by Collins to approve the Drain Commission equipment use charge rates. Motion carried.

VI. Updates & Other Business

A. MSC Renovations

Deputy Elliott highlighted some updates on the new build at MSC. Elliott stated the structure is starting to take shape and the flooring will be installed in the near future. Elliott thanked the Building & Grounds and Drain Commission departments for all their assistance with the frozen pipe in the MSC offices.

Elliott further discussed a great new opportunity at the campus. During the addition to the campus, a "wish-list" was made and one of the items discussed as a future project was to replace the hygiene structure in the detention center. MDHHS released a "Juvenile Justice Infrastructure Grant". Lenawee County has been awarded a \$1.3 million grant and the County will make a match of \$500,000, for a project total of \$1.8 million.

This generous project will replace all the hygiene structures in the old detention center and new beds that will match those in the new build.

Replacement of these items has been needed for a long time due to the aging equipment and the phasing out of replacement parts.

B. Request: Emergency Operations Center Restructure- Craig Tanis

Emergency Coordinator Tanis is requesting approval to reorganize the County Emergency Operations Center. Instead of the semi-circle setup, Tanis has determined it will be more efficient to create pods for command, finance, logistics, operations, and planning. New power outlets, data ports, network switch, and audio-visual systems will need to be relocated and reconfigured. Work would have an anticipated completion date in May.

Motion by Collins, to approve the emergency operations center restructure for less than \$25,000, seconded by Tillotson. Motion carried.

C. Request: Close IT projects

The previous requests for additional fiber installation at Maurice Spear Campus are complete and ready to be closed.

Motion by Collins, seconded by Tillotson to close project MS2404 and MS2405. Motion carried.

Discussion was held that cost and expenditures matched up; there was not a need for additional funds or funds needing to be returned.

D. Request: MSC- Furniture, Fixtures, & Equipment

Deputy Elliott stated the furniture at the new MSC build has been divided into two sections, a Detention scope and Office/Classroom scope. This request is for the purchase of FF&E in the office/classrooms structures are MSC. Several dealers were invited to provide pre-negotiated pricing and 4 quotes were returned; Abonmarche Byce, Architect and Engineer firm has

recommended the quotes from Great Lakes Furniture Supply and Office Design Furnishings. The recommendation is to enter into an agreement directly with these vendors to ensure purchases are tax-exempt.

The recommended quotes are from: Great Lakes Furniture Supply for \$5,549, V/S America for \$7,975, and Office Design Furnishings for \$78,001.

Motion by Tillotson, to recommend accepting the three (3) quotes for furniture, fixtures, and equipment at MSC, for a total of \$91,525, to Personnel Ways & Means, seconded by Collins. Motion carried.

VII. Public Comment

No public comment.

VIII. Adjournment

Motion by Collins to adjourn at 11:34am, seconded by Tillotson. Motion Carried.