

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

MEETING LOCATION

Chambers

Minutes: Thursday, March 6, 2025

I. Call to Order

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

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

Also Present: Drain Commissioner Ed Scheffler, Administrator Kim Murphy, Deputy Administrator Shannon Elliott, Marketing & Communications Coordinator Jennifer Ambrose, Administrative Coordinator Carissa Zubke, Building & Grounds Superintendent Tim Mehan, Deputy Building & Grounds Superintendent Rob VanNieuwenhze, Accountant Matt Turgeon, Budget Analyst Tracy Stace

II. Approval of Minutes

A. Approval of Minutes: February 6, 2025

Motion by Tillotson to approve the minutes of February 6, 2025, seconded by Blanco. Motion carried.

III. Finance Reports

A. Finance Report

Deputy Administrator Elliott reviewed the Building & Site division of the Capital Improvement fund. The Veregy lighting project is ongoing along with the renovations to the Emergency Operation Center.

Elliott also reviewed the Maurice Spear Campus division of the Capital Improvement fund.

Discussion was held regarding the total expense of the MSC roofing repairs; Elliott stated the totals for that are pending and will go to our insurance carrier, MMRMA. The County will have a \$1,000 deductible.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Deputy Superintendent Rob VanNieuwenhze provided an overview of the monthly Building & Grounds report.

Projects at the Jail include the Jail booking renovation, interior painting, and shower epoxy placement.

Current Judicial Building ARPA projects include carpet replacement and interior painting. A domestic hot water line at Judicial was also repaired.

Renovations to the Department of Health & Human Services continue and remain ongoing.

B. Request: Replace Judicial Elevator Equipment

Deputy Elliott reviewed the request to replace the elevator pit channel equipment in 2 of the 3 elevators at the Judicial Building. The need for this was discovered during regular maintenance.

The request is to accept the Schindler order for \$15,232.00, to replace elevator pit channel equipment as part of the Capital Improvement Plan, fund #401.901.853.930.

Motion by Tillotson, to accept the Schindler quote of \$15,232.00 for pit channel equipment, as part of the Capital Improvement Plan, seconded by Blanco. Motion carried.

C. Request: Replace Judicial Chiller Control Panel & Contactors

During maintenance on the Judicial HVAC system, it was determined that the replacement of multiple contractors was needed. In addition, the control panel on the Judicial Chiller was not properly working. The request is to accept the quote from Trane in the amount of \$18,232.50, as part of the Capital Improvement Plan.

Motion by Tillotson, to replace the contractors and control panel on the chiller for \$18,232.50, as part of the Capital Improvement Plan, seconded by Blanco. Motion carried.

D. Request: Purchase used Vehicle

\$42,000 was budgeted in the 2025 Capital Improvement Plan to replace the current 2007 Dodge Caravan that is utilized by the Building & Grounds department. Cargo Vans are no longer being manufactured, therefore the proposal is to purchase a used 2020 Ram ProMaster City Cargo van in the amount of \$24,235.00. This will be funded by the Buildings and Grounds vehicle revolving fund.

Motion by Blanco, to approve the purchase of a 2020 cargo van for \$24,235.00 from 401.901.859.981, seconded by Tillotson. Motion carried.

Discussion was held regarding the revised policy to purchase County vehicles in white, with the seal placed on the vehicle. VanNieuwenhze reported that due to it being a used vehicle, it is a lighter gray however the County seal will still be placed. VanNieuwenhze reported that this van is equipped for the needs of the department, has very low mileage, and some time remaining on the manufacturer's warranty.

E. Request: Close project BS2404

All repairs for the Annex basement water damage has been completed and all invoices received/paid. The request is to close project BS2404.

Motion by Tillotson to close project BS2404, seconded by Blanco. Motion carried.

V. Drain Commission

A. Monthly Report

Drain Commissioner Ed Scheffler provided updates from his department. The Michigan Association of Drain Commissioners winter conference was attended last month, which Scheffler stated was great for networking with other County Drain Commissioners.

Work on the Red Mill Dam project has started, and coffer dams are in place which bypass the normal dam to allow them to do work. Overall, the bridge will remain open with minimal need to close.

Last year the Dam Risk Reduction Grant was applied for and the amounts awarded are scheduled to be released by the State next month. The project is expected to be completed in July. The City of Tecumseh is funding the kayak portion of the project.

The drain maintenance crews are currently under weight restrictions and cannot move larger equipment.

Drain account balance summary in packet.

Discussion was held regarding the timing of the Red Mill Dam becoming a County property; this was done around 2013. The current dam project is mostly funded by ARPA, and the remaining project balance will be covered by the anticipated grant.

VI. Updates & Other Business

A. MSC Renovations

Deputy Elliott provided an overview of the new addition at MSC. All floors are to be poured by the end of next week and there is now a full encasement of the building.

Engineers will be going to the existing building soon to map out the proposed projects. On April 2nd the Commissioners are invited to tour the new build at 1pm.

VII. Public Comment

No comment.

VIII. Adjournment

Motion by Tillotson to adjourn the meeting at 11:17am, seconded by Blanco. Motion carried.

