

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

MEETING LOCATION

Chambers
301 N. Main St, Adrian, MI 49221

Minutes: Thursday, June 5, 2025

I. Call to Order

Present: Comm. Collins, Comm. Krasny, Comm. Tillotson, Comm. 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 Rob VanNieuwenzhe, Captain Pifer

Absent: Beth Blanco

The meeting was called to order at 11:34am by Comm. Krasny.

Comm. Van Doren appointed Comm. Collins as a voting member of the committee.

II. Approval of Minutes

A. Approval of Minutes: May 1, 2025

Motion by Tillotson, seconded by Collins to approve the minutes of May 1, 2025. Motion carried.

III. Finance Reports

A. Finance Report

The building & site division of the Capital Improvement plan finance report and the Maurice Spear division of the Capital Improvement plan were reviewed.

No discussion.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintendent Rob VanNieuwenzhe shared highlights from the monthly report.

- The roof replacement at the Jail is underway. The new backup HVAC system at the Dispatch center is complete.
- Last year, the Board of Commissioners approved the Veregy LED lighting upgrade. VanNieuwenzhe reported the project should be completed this month.

- *The Human Service Building had repairs made to the sprinkler system to bring up to code.*

B. Request: Close Annex Building exterior project

The exterior annex building project is completed and ready to close.

Motion by Tillotson, seconded by Collins to close project CPBS 2403, Annex exterior maintenance. Motion carried.

Comm. Tillotson requested the remaining balance. Deputy Elliott stated that no contingencies were used; there was a project balance of \$900 that will be returned to the Capital Fund.

C. Request: Close Judicial chiller repair project

The Judicial building chiller repair project has been completed and there is a request to close project CPBS 2504.

The project has a remaining balance of \$1,600, which will be returned to the Capital Fund.

Motion by Collins, seconded by Tillotson to close project CPBS 2504. Motion carried.

V. Drain Commission

A. Monthly Report

Drain Commissioner Ed Scheffler provided his monthly report.

The lift station at Posey Lake has been completed.

Work on the Red Mill Dam project is ongoing. More concrete pours will be happening soon, some gate work will be done, and the Kayak port will begin soon.

Pre-payment letters have been mailed out for the project and they have received several payments. Advertisements for bonds will start next week. The Red Mill Dam project is due for completion at the end of July.

Drain maintenance crews are working in full swing. They will be moving to non-agricultural locations this summer.

VI. Updates & Other Business

A. MSC Renovations

Deputy Administrator Elliott provided an overview of the renovations/additions to MSC. Resident flooring is being poured, and it is a bit of a slower process.

Training with department heads and staff will begin in September, focusing on the Department on Aging and MSC staff.

The hand-over date is being planned for October 7th, when residents will be moved in. On October 8th, the grant start date will begin, with an overall MSC project completion date of

April 2026.

Some kitchen appliances have been installed.

B. Request: Purchase Two Patrol Vehicles- Sheriff's Office

Deputy Elliott reviewed the request to purchase two 2025 Tahoe vehicles, which were included in the 2025 Capital Improvement Plan. The vehicles will be purchased from Berger Chevrolet and are at the State Bidding price of \$53,672 per vehicle.

Motion by Tillotson, seconded by Collins to approve the purchase of two 2025 Chevrolet Tahoe patrol vehicles for a total of \$107,334, as part of the 2025 Capital Improvement Plan. Motion carried.

C. Request: Change order #1- DHHS

Administrator Murphy reviewed the request. The Department of Health and Human Services has a lease with the County for space in the Human Services Building. The renovations at DHHS have been completed. However, during the renovations, some things came up that were not included in the original plan, most of them being small. The cost of these items is \$35,763.00, and are included in the AIA document attached.

The State of Michigan has authorized a lump sum payment to Lenawee County for the original project cost of \$673,061. All costs of this project were carried out in the Human Services Building Fund 502 and is not a General Fund budget cost.

The request is to recommend and authorize the Board Chairman to sign the AIA Change Order #1, for the amount of \$35,763.00 with funding to come from Fund 502, to the Personnel/Ways & Means Committee.

Administrator Murphy said some of the additional needs found included painting the ceiling tile grids, new ceiling tiles, and some credits were given. Note, the original type of ceiling tiles were incorrect and required to be changed.

Motion by Tillotson, to recommend the Board Chairman sign the AIA Change order in the amount of \$35,763.00, to the Personnel/Ways & Means Committee, seconded by Collins. Motion carried.

VII. Public Comment

No comment.

VIII. Adjournment

Motion by Collins to adjourn at 11:50, seconded by Tillotson. Motion carried.

