

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, August 7, 2025

I. Call to Order

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

Also Administrator Kim Murphy, Deputy Administrator Shannon Elliott, IT Director

Present: Ben Ricker, Deputy IT Director Micah Hassenzahl, Marketing & Communications Jen Ambrose, Administrative Coordinator Carissa Zubke, Monica Hunt (Health Officer), Accountant Matt Turgeon, Building and Grounds Superintendent Rob VanNieuwehnze, Deputy Superintendent Thomas Kaminski, Drain Commissioner Ed Scheffler

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

II. Approval of Minutes

A. Approval of Minutes: June 5, 2025

Motion by Blanco to approve the minutes of June 5, 2025, seconded by Tillotson. Motion carried.

III. Finance Reports

A. Finance Report

Deputy Administrator Elliott reviewed the Building and Site, MSC, Contingency, Sheriff, and the Tec. Products, Divisions of the Capital Improvement fund.

A question was asked if the MSC project is being funded largely ARPA funds and Department on Aging.

IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

Superintended Rob VanNieuwehnze reviewed the monthly report.

The roof replacement at the jail has been completed and is expected to close next month.

The jail kitchen equipment purchased last year, with ARPA funds, is currently being installed.

In July, repairs were made to the attic A/C unit at the Old Courthouse.

The Chiller at the Human Service Building also went down during some hot days and was in need of repair.

MSC existing detention is getting the roof replaced and should be closing the project soon. Building and Grounds also performed testing on generators, to ensure they are working in case of an emergency.

B. Request: Close Project CPBS 2407

The Vergy Lighting project has been completed, no additional revenue remains in the account.

Motion by Tillotson, seconded by Blanco to close project CPBS2407. Motion carried.

C. Request: Close Project BS2502

The restructuring of the EOC was included in the 2025 Capital Improvement plan and that project is complete. There is just over \$2,000 left in the project fund, that will be returned.

Motion by Tillotson, to close project BS2502, seconded by Blanco. Motion carried.

D. Request: HSB Sealcoating

The 2025 CIP at the Human Services Building, included a budget to crack fill/seal/stripe the HSB parking lots. The request is to accept the proposal from K&B of \$32,503 to crack fill/seal/stripe the HSB lots and \$1,000 for signs and curb paint.

Motion by Blanco, seconded by Tillotson to recommend approving the K&B proposal for \$33,503.00 to Personnel/Ways & Means. Motion carried.

E. 2025 Capital Plan Update

1) Building & Site

Deputy Administrator Elliott provided updates on the Capital Improvement Plan. The 2025 Building and Site capital improvement plan included the annex curb parking lot replacement. However, due to other potential projects in the vicinity, this project will be moved from the 2025 CIP to the 2026 CIP.

2) MSC

Deputy Administrator Elliott provided updates on the Capital Improvement Plan. The Building and Site 2025 Capital Improvement plan included a mortar/caulk/seal project on the exterior of the current detention center at MSC. Due to the expansion project, existing Detention cannot be accessed to complete this project. This project will move from the 2025 CIP to the 2026 CIP.

Elliott stated she will be bringing the full 2026 Capital Improvement plan to the committee for full review next month.

V. Drain Commission

A. Monthly Report

The Drain Commissioner, Ed Scheffler provided highlights from his monthly report. One pump in the Lake Arrowhead Water system went down and is scheduled for replacement. Preventative maintenance projects are underway at the sanitary sewer and water systems and have been busy with seasonal lake residents.

Drain maintenance crews have been focusing on storm drains in subdivisions. Crews are currently working on two open ditches that the Drain Commission has access to, in Riga and Medina Twp.

The Red Mill Dam Project is ongoing. The auxillary spillways and walls have been completed. Work is being done on the kayak portage; this was slightly delayed due to the manufacturer. Scheffler reported the project is approximately 75-80% complete at this time.

Discussion was held regarding the drain commission drone. Scheffler reported they have experienced some issues getting the pilot license for the drain commissioner employees. This week, a company in Blissfield is spraying areas. Licensing is done through the Department on Agriculture and the FAA. Scheffler stated he holds 1 of 2 licenses but finding the time for additional licensing has been difficult.

VI. Updates & Other Business

A. Request: Health Department Improvement Bids

The Board of Commissioners approved the Health Department Infrastructure Projects in October 2024. These projects are funded through the CDC Public Health Workforce & Infrastructure Grant, totaling \$704,738 over four years (September 1, 2023 – September 30, 2027). Deputy Elliott reviewed the four proposed projects that included various room restructuring.

The request is to recommend approving to enter into a contract with Krieghoff-Lenawee for a total of \$420,844.

Motion by Blanco, seconded by Tillotson to recommend a contract with Krieghoff-Lenawee for a total of \$420,844.00, for Health Department Improvements, to the Personnel/Ways & Means Committee. Motion carried.

Hunt has requested the full amount of \$620,000 and funds are expected to be received in the coming weeks. Discussion was held that while we are requesting to enter into a contract, payment would be submitted to the vendor after the project is completed. The project is fully funded by the CDC grant and there will be no County expenditures.

B. Request: MSC Project - New Fiber to Administration and Addition

As part of the Maurice Spear Expansion Project, a new fiber line is required in order to connect the addition to the administration building. This connection has been planned from the early stages of the project and is now ready to be implemented. The request is to recommend approving the quote from Creek Enterprise, in the amount of \$6,620.19 for fiber connecting the MSC administration building and the new addition. Further, Deputy Elliott stated this is part of the soft costs included in the total MSC project budget.

Motion by Tillotson, to recommend approving the quote from Creek Enterprise in the amount of \$6,620.19 for MSC fiber to the Personnel/Ways & Means Committee, seconded by Blanco. Motion carried.

C. MSC Renovations

Full possession should occur before October 17th.

An expected ribbon cutting is being planned for September 25th or 26th.

1) Ribbon Cutting - September 25th or 26th

A tour of the new MSC project will be planned at the end of September, before moving in.

D. October Meetings

Discussion was held regarding the October 2nd meeting; Administrator Murphy and Deputy Administrator Elliott, along with some commissioners, will be attending the MAC conference. It may be beneficial to move the regularly scheduled October meeting out 1 week.

VII. Public Comment

No comment.

VIII. Adjournment

Motion by Tillotson to adjourn the meeting at 11:22am, seconded by Blanco. Motion carried.