

# 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, December 4, 2025

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### I. Call to Order

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

**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 VanNieuwenhze, Accountant Matt Turgeon, Engagement Specialist Quinn Wilt*

*The meeting was called to order at 11:23 AM by Comm. Krasny.*

### II. Approval of Minutes

A. Approval of Minutes: November 6, 2025

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

***Motion by Tillotson to amend the agenda and move the Request: Emergency Management Vehicle up on the agenda, seconded by Blanco. Motion carried.***

### III. Finance Reports

A. Finance Report

*Deputy Administrator Elliott reviewed the various divisions of the Capital Improvement Fund.*

### IV. Building and Grounds / Maintenance

A. Building and Grounds / Maintenance

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

*The Dumpster pad concrete repair was recently completed at the Jail. The department has been busy assisting with the County Christmas Tree preparation. Renovations at the Health Department continue and are going well.*

*Painting at the Social Security Office, in the Human Services Building, has been finished.*

### V. Drain Commission

A. Monthly Report

*Drain Commissioner Ed Scheffler reviewed the monthly report. Crews are working on open drains in Ogden & Ridgeway Townships and have several months of projects lined up. The Gittus Tile Drain replacement project is approximately 2/3 ways done. There is a study underway for the Burns Drain petition project. Piping on the lift station in Village of Palmyra was recently replaced and completed by County crews, which resulted in a large cost savings.*

*Scheffler shared some of the annual training that field crews attend and find very beneficial.*

**VI. Updates & Other Business**

A. **Request:** Emergency Management Vehicle

*Emergency Manager Director Craig Tanis reviewed the request. \$55,000 was budgeted in the 2026 Capital Improvement Plan to replace the current Emergency Management vehicle. The vehicle would be purchased through the MiDeal process and all funds would not be expended until the beginning of 2026. It was requested to purchase a full-sized Ford F-150 truck due to the amount of equipment that is hauled for various County events. The truck will be the standard white vehicle and all customization and decals will be done locally, which is included in the total requested amount.*

***Motion by Blanco to approve the purchase of an Emergency Management Vehicle up to \$55,000, seconded by Tillotson as part of the 2026 Capital Improvement Plan. Motion carried.***

*Discussion opened up that the County Seal would be placed on both doors of the truck.*

B. MSC Renovations

*Deputy Administrator Elliott shared that the MSC Phase 2 renovations are ongoing and ahead of schedule. The anticipated completion date was April 2026, however it may be sooner.*

C. January Meeting - 1/1/2026

*The next meeting falls on a County Holiday and will be closed. This will be further discussed during the next week's Personnel/Ways & Means meeting.*

**VII. Public Comment**

*Commissioner Krasny would like to add a discussion for: UTV -Sheriff's Office, added to the February agenda.  
No further discussion.*

**VIII. Adjournment**

Physical Resources Committee  
12/4/2025

***Motion by Tillotson to adjourn the meeting at 11:37am, seconded by Blanco. Motion carried.***