

# PHYSICAL RESOURCES COMMITTEE

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## MEMBERS

John Lapham, Ralph Tillotson, Terry Collins

## MEETING LOCATION

Via ZOOM

**Minutes:** Monday, March 1, 2021 – 10:00 a.m.

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**Present:** Commissioners Lapham, Collins, and Stimpson

**Absent:** Commissioner Tillotson

**Also Present:** Tim Mehan, Jenny Escott, Carolyn Bater, Kim Murphy, Rebecca Borton, and Scott Holtz

### I. Approval of Minutes

*Motion by Collins, seconded by Lapham, to approve the minutes of the February 1, 2021, meeting. Motion carried.*

### II. Finance Reports

Deputy Administrator Kim Murphy reviewed the finance report. Project 1802 was created to start the planning process of the Old Courthouse renovations. Combining this project with 2002 Old Courthouse Renovations will streamline renovation costs.

*Motion by Collins, seconded by Lapham, to close project CPBS1802 OCH Renovation Planning and combine project CPBS1802 with CPBS 2002 OCH Renovation. Motion carried.*

A request to close project 1910 Annex Reconfiguration and transfer funds from bond proceeds was reviewed.

*Motion by Collins, seconded by Lapham, to close project CPBS1910 Annex Reconfigure and authorize the transfer \$304,924.17 from bond proceeds. Motion carried.*

### III. Building & Grounds / Maintenance

Tim reviewed the status of buildings and grounds projects (full report on file).

**Jail:** Mike reported that quotes have been obtained for the replacement of the boiler system.

Kim noted that this project came in slightly higher than originally anticipated, however, it should not be an issue for the 2021 Capital Improvement Plan.

*Motion by Collins, seconded by Lapham, to approve the replacement of a boiler and holding tank system in an amount not to exceed \$63,635 out of the Building & Site Division of the Capital Improvement Fund. Motion carried.*

**Physical Resources Building:** The replacement of the RTU 6 was not planned for this year, but issues have come up and repairs would cost between \$5,000-\$6,000. Adjustments to the Capital Improvement Plan will be made to cover the expense.

*Motion by Collins, seconded by Stimpson, to approve the replacement of a Roof Top Unit on the Physical Resources Building in an amount not to exceed \$10,000 out of the Building & Site Division of the Capital Improvement Fund. Motion carried.*

**Annex Building:** Issues have been found with main drain that will need to be addressed during final renovations later this year.

**DOS:** Working with Seabright Containers on proposed solutions for the recycling drop off site.

**Snow removal:** Snow has been removed and 50 tons of salt have been delivered.

**HSB:** The freight elevator is now operational; it is becoming difficult to find replacement parts for this elevator.

#### **IV. Drain Commission**

Jenny provided highlights of recent activities of the Drain Commission and added that frost laws went into effect today.

#### **V. Campus Improvements / Renovations**

**A. Rolling Records Storage:** As part of the Old Courthouse remodel, the storage shelving for the Register of Deeds recorded documents was found to be very poor condition. These are used for storing the original record books dating from the 1800s through 1990s; current property records are digital.

*Motion by Stimpson, seconded by Collins, to waive the bidding policy and to approve the purchase of the rolling book storage in the amount of \$71,371.*

**B. Old Courthouse:** Kim provided a few highlights of the OCH renovations. She noted that the woodwork workmanship is impressive, and the project is on track. Departments have visited the site and are thinking of furniture options.

#### **VI. Other Business**

There was no other business.

#### **VII. Adjournment**

*Motion by Collins, seconded by Stimpson, to adjourn the meeting at 10:28 a.m. Motion carried.*