

PHYSICAL RESOURCES COMMITTEE

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MEMBERS

Bob Knoblauch, Ralph Tillotson, Terry Collins

MEETING LOCATION

Committee Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI

Minutes: Monday, October 7, 2019 – 10:00 a.m.

Present: Commissioners Knoblauch, Tillotson, Collins, and Stimpson

Also Present: Commissioner Wittenbach, Martin Marshall, Sheriff Bevier, Tim Mehan, Jenny Escott, Kim Murphy, Scott Holtz, Irv Shaw, and Rebecca Borton

Motion by Tillotson, seconded by Collins, to approve the amended agenda. Motion carried.

I. Approval of Minutes

Motion by Collins, seconded by Tillotson, to approve the minutes of the September 9, 2019, meeting. Motion carried.

II. Finance Reports

Administrator Martin Marshall reviewed the finance report.

Motion by Collins, seconded by Tillotson, to receive the finance report and place on file. Motion carried.

III. Building & Grounds / Maintenance

The Building and Grounds report was available for review. Supervisor Tim Mehan provided highlights including the status of the smoke detectors/fire alarm system and the slider door within the jail; as well as, a recent issue with the UPS batteries at the Robertson Building.

IV. Drain Commission

Drain Commissioner Jenny Escott provided an Account Balance summary report. She shared photos of a project on north M-52 of a drain manhole along Beaver Creek. The dirt around the manhole has washed away leaving it exposed and unsupported. An EGLE permit has been received to stone the area to support the manhole until probably next spring.

The assessment roll will be presented to the Board of Commissioners this week.

She also reported on personnel status.

V. Campus Improvements / Renovations

Marty reviewed the status of the Sheriff's building renovations; the vendors are finishing up and the elevator inspector will be onsite October 9th which needs to be conducted prior to occupancy.

VI. 2020 – 2024 Capital Improvement Plan

Marty noted that the action requests today regarding the Capital Improvement Plan are requests for the Committee to approve the Plan; while actual expenditures will come back to the committee for approval.

Vehicle Requests – Sheriff: The proposed 2020 budget for Sheriff Vehicles was reviewed. The requests include the leasing five vehicles through Enterprise plus the cost for changing over the equipment for a total cost of \$70,905.92; as well as, the lease cost obligations for 2019 in the amount of \$42,885.84 and lease obligations for 2018 in the amount of 42,244.32.

The total amount being requested for 2020 is \$156,036.08. Of this amount, \$81,036.08 will be a Capital Fund allocation with the remaining \$75,000.00 coming from the Sheriff Vehicle Division Fund Balance.

Motion by Tillotson, seconded by Collins, to recommend approval of the 2020 Capital Improvement Plan for the Sheriff's Vehicle Division of the Capital Fund. There was discussion regarding the vehicle life expectancy and the current vehicle. Motion carried.

Vehicle Requests – Other Departments: The "Vehicle Request – Other Departments" is a new division in the Capital Fund beginning in 2020. The intent of this division is to have any General Fund Department that needs to replace a vehicle that does not have other means of financing it, to have it go through the Capital Fund. The Physical Resources Committee will have authority to approve and/or deny requests in this division as it does in other divisions it has authority over.

The Emergency Manager is requesting to replace his vehicle with a Jeep Cherokee Latitude FWD. He has gone through the State of Michigan MI-Deals program to obtain quotes for this vehicle. He will also need to have equipment and a lighting package moved from his current vehicle to the new vehicle as well as the County logo added. It is anticipated the total cost of this vehicle to be \$25,000.

Motion by Collins, seconded by Tillotson, to recommend approval of the 2020 Capital Improvement Plan for the Vehicle Request – Other Departments Division of the Capital Fund. Motion carried.

Vehicle / Equipment Requests - Building & Grounds: The proposed budget for the Building & Ground's Vehicle / Equipment Division of the Capital Fund was reviewed.

Budget year 2020 calls for the replacement of a Bobcat S185 at an estimated cost of \$37,500. Subsequent years reflect purchases ranging from \$15,000 to \$77,000.

Motion to Collins, seconded by Tillotson, to recommend approval of the 2020 – 2024 Capital Improvement Plan for the Building & Grounds Vehicle and Equipment Division of the Capital Fund. Motion carried.

Capital Improvement Plan - Building & Grounds: The proposed Building & Ground's projects budget for 2020 – 2024 were reviewed.

Budget year 2020 reflects projects totaling \$42,000.00. However, the Judicial Building Security Elevator upgrade which was recently added to the 2019 plan in the amount of \$216,250, is expected to be invoiced in 2020. Therefore, there is a total of \$258,250 in projects to be invoiced in 2020. Of that, \$30,250 will come from the fund balance of the Building & Grounds Division of the Capital Fund and the remaining \$228,000 will be a Capital Fund distribution.

Motion by Tillotson, seconded by Collins, to recommend approval of the 2020 – 2024 Capital Improvement Plan for the Building & Grounds Division of the Capital Fund. Motion carried.

Capital Improvement Plan – Maurice Spear Campus: Maurice Spear Campus has been added to the Capital Improvement Plan and a division has been created within the Capital Fund for the Campus.

An extensive review is being conducted of the campus buildings and related infrastructure items, and a long-term plan for needed repairs is being prepared.

The total amount of funding available in 2020 from the Capital Fund to put towards projects is \$200,468.92.

Commissioner Stimpson understands repairs and upgrades are expected to be extensive, and he questioned if the requested amount is appropriate.

Motion by Collins, seconded by Tillotson, to recommend approval of the 2020 Capital Improvement Plan for the Maurice Spear Campus Division of the Capital Fund. Motion carried.

The five divisions recommended for approval today will be included in the Capital Improvement to go before the Personnel/Ways and Means Committee in November for consideration.

VII. Other Business

There was no other business.

VIII. Adjournment

Motion by Tillotson, seconded by Collins, to adjourn the meeting at 10:57 a.m. Motion carried.