

PHYSICAL RESOURCES COMMITTEE



MARTIN D. MARSHALL
County Administrator

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MEMBERS

Bob Knoblauch, Ralph Tillotson, Jim Driskill

MEETING LOCATION

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

MINUTES: Monday, November 5, 2018 – 10:00 a.m.

PRESENT: Commissioners Knoblauch, Tillotson, Driskill, and Stimpson

ALSO PRESENT: Commissioner Wittenbach, Tim Mehan, Mike Sexton, Jenny Escott, Irv Shaw, Kim Murphy, Undersheriff Bevier, Martin Marshall, and Rebecca Borton, and Dmitry Shapiro (The Daily Telegram)

Commissioner Knoblauch opened the meeting and noted additions to the agenda of a request to close a project and a request to move the Drain Commissioner report up on the agenda due to another obligation.

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

I. Approval of Minutes

Motion by Driskill, seconded by Tillotson, to approve the minutes of the October 1, 2018 meeting. Motion carried.

II. Finance Reports

Administrator Martin Marshall reviewed the finance report.

BS1810 the Condensed File Storage System project is complete, it can now be closed and bond proceeds transferred.

Motion by Driskill, seconded by Tillotson, to close project BS1810-Clerk Condensed File Storage System. Motion carried.

III. Drain Commission

Drain Commissioner Jenny Escott submitted a balance summary report and provided a few highlights.

A neighbor of the Rover Pipeline has an issue with water backing up into their property and house and Rover Pipeline legal counsel has been notified that the Drain Commission will be drawing from their bond in order to resolve the issue.

The Titus tile and Waltermire projects are nearing completion and the Burt and White project with Monroe County is proceeding well.

Commissioner Knoblauch announced that the Nexus Pipeline is now operational.

IV. Building & Grounds / Maintenance

The Building and Grounds report was available and Tim Mehan presented three requests.

A. Judicial Building: The Capital Improvement Plan had budgeted \$190,000 for both 2018 and 2019 (total of \$380,000) to modernize the public elevators at the judicial building. Otis and Schindler have now both submitted proposals.

Motion by Tillotson, seconded by Driskill, to accept and approve an amount not to exceed \$452,000 out of the 2018/19 Capital Improvement Fund to upgrade the elevators in the Judicial Building. Motion carried.

B. Physical Resources Building: A request to replace three exterior doors on the west side of the Physical Resources Building was reviewed.

Motion by Tillotson, seconded by Driskill, to accept and approve up to \$8,200 for the purchase/installation of three doors by Maple City out of the 2018 Capital Improvement Fund. Motion carried.

C. Complex: Concrete replacement has been budgeted as part of the 2018 Capital Improvement Plan.

Motion by Driskill, seconded by Tillotson, to approve \$9,117.69 out of the Capital Improvement Fund for concrete repairs and/or replacement by Slusarski. Motion carried.

Tim stated that he had not yet assembled a report on the recycling hauling but will report next month comparing the tonnage pre and post closure of Adrian and Raisin Township recycling centers.

V. Campus Improvements / Renovations

A. Update on Phase I: Marty briefly highlighted activities and noted that they are cutting the openings to install the elevator and stairwell shaft.

B. 2019/2023 Capital Improvement Plan: Kim Murphy reviewed the 2019 - 2023 Capital Improvement Plan and noted that there are three divisions of the plan that the Physical Resources Committee needs to consider.

C. 2019 Sheriff Vehicles: The 2019 Sheriff's Vehicles request includes budgeting for an Animal Control truck; leasing five vehicles; and the 2018 lease obligations.

The total amount being requested for 2019 is \$179,525.68. Of this amount, \$113,114.68 will be a Capital Fund allocation from the General Fund with the remaining \$66,411.00 coming from the Sheriff Vehicle Division Fund Balance.

Motion by Tillotson, seconded by Driskill, to approve the Sheriff Vehicles Division of the Capital Improvement Plan. Motion carried.

D. 2019 Building & Grounds Vehicle/Equipment: The proposed Building & Ground's budget for 2019 – 2023 Vehicle/Equipment was reviewed.

Budget year 2019 includes the replacement of a 748 Z Trak John Deere Mower at an estimated cost of \$9,000 while subsequent years reflect purchases ranging from \$15,000 to \$77,000.

Motion by Driskill, seconded by Tillotson, to approve the Building & Grounds Vehicles and Equipment Division of the 2019-2023 Capital Improvement Plan. Motion carried.

E. 2019-2023 Capital Improvement Plan (B&G): Kim reviewed the 2018 budget and went on with the proposed 2019-2023 project budgets.

Kim pointed out that budget year 2019 reflects projects totaling \$225,000.00 coming from the Capital Fund. There are also projects at the Human Services Building totaling \$325,000 that are being considered for 2019 that will come from the Human Service Building Fund. Subsequent years have estimated project budgets currently ranging from \$195,000 to \$256,000.

Tim added that he actually schedules projects out as far as 25 years due to the life expectancy of mechanical equipment, concrete, parking lots, etc.

Motion by Tillotson, seconded by Driskill, to approve the Building & Grounds Projects Division of the 2019-2023 Capital Improvement Plan. Motion carried.

VI. Other Business

Marty announced that there are two trees to be planted in front of the old courthouse soon.

VII. Adjournment

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