

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, February 3, 2020 – 10:00 a.m.

Present: Commissioners Knoblauch, Tillotson, Collins, and Stimpson

Also Present: Commissioner Wittenbach, Martin Marshall, Mike Sexton, , Irv Shaw, Scott Holtz, Kim Murphy, and Rebecca Borton

Commissioner Knoblauch noted that this will be the last committee meeting prior to the closing of the Old Courthouse for renovations.

I. Approval of Minutes

Motion by Tillotson, seconded by Collins, to approve the minutes of the January 6, 2020, meeting. Motion carried.

II. Finance Reports

Administrator Martin Marshall reviewed the finance report. There were two versions of the finance reports. The first one with an ending date of December 31, 2019 and the second one with an ending date of January 29, 2020. The balance of the Building and Site Division of the Capital fund was approximately \$491,000 at the end of last year and is currently approximately \$547,614; he also reviewed the transfer of bond proceeds to cover the cost of the Sheriff's Office rebuild and anticipated bonding for the Old Courthouse.

Project CPBS1910 – Annex Reconfiguration for OCH: Project CPBS1910 was created to track the costs of the renovations needed at the Annex prior to the offices in OCH moving to the space. There was no initial budget set for this project and the request before the committee is to set a budget of \$285,000.

The County will soon begin incurring costs for work to be done in the Old Courthouse. It is important that we begin to track these early costs as they arise. Since we have already received some estimates on the cost of this project, it is being requested that a new project be created for OCH Renovations with a preliminary budget of \$6,000,000.

Motion by Collins, seconded by Tillotson, to approve the budget of \$285,000 for project CBBS1910 Annex Reconfiguration for OCH and for OCH Renovations and set a preliminary budget of \$6,000,000. Motion carried.

Motion to Tillotson, seconded by Collins, to receive the finance report. Motion carried.

III. Building & Grounds / Maintenance

The Building and Grounds report was available for review; Deputy Superintendent Mike Sexton provided highlights.

IV. Drain Commission

Drain Commissioner Jenny Escott was unable to attend the meeting this morning but has submitted the 2020 Equipment Charge Rates for approval.

Motion by Tillotson, seconded by Collins, to approve the 2020 Equipment Use Charge Rates as presented. Motion carried.

V. Emergency Management vehicle request

Craig Tanis submitted a request to purchase a new vehicle. He would also like to have the winter weather package added.

Motion by Collins, seconded by Tillotson, to approve up to \$25,000.00 for the purchase of a new vehicle. Motion carried.

VI. Airport vehicle request

Joe Malak submitted a request to purchase a new crew car vehicle through the MiDeals program.

Motion by Collins, seconded by Tillotson, to recommend to the Personnel/Ways & Means Committee approval of the purchase of a 2020 Jeep Cherokee in an amount up to \$24,000.00 with funding from 581-895-981 (Airport Vehicles). Motion carried.

VII. Campus Improvements / Renovations

Marty reported that the Old Courthouse will close February 4th and departments will be closed to the public on the 4th and 5th. Personnel /Ways and Means and the full Board of Commissioners meetings will be held in the City of Adrian Chamber Building on Maumee Street.

VIII. Other Business

There was no other business.

IX. Adjournment

Motion by Collins, seconded by Tillotson, to adjourn the meeting at 10:30 a.m. Motion carried.