

PHYSICAL RESOURCES COMMITTEE

301 N. Main St, Adrian, MI 49221
p: 517-264-4508 | f: 517-264-4512
lenawee.mi.us



MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson

MEETING LOCATION

301 N. Main St – Adrian, MI

Minutes: Thursday, April 6, 2023 – 10:00 a.m.

Present: Commissioners Krasny, Collins, Tillotson, and Van Doren

Also Present: Kim Murphy, Tim Mehan, Jenny Escott, Shannon Elliott, Becky Borton, Matt Turgeon, Jen Ambrose, and Brad Marowelli (Red Letter)

I. Approval of Minutes

*Motion by Collins, seconded by Tillotson, to approve the minutes of the March 6, 2023 meeting.
Motion carried.*

II. Finance Reports: Administrator Kim Murphy reviewed the financial report including activities of the Maurice Spear Campus and Building and Site Divisions of the Capital Improvement Plan.

The fund balance of the Building and Site Division is approximately \$2 million; and \$262,000 for Maurice Spear Campus Division.

There was a question about Maurice Spear Campus being in the Capital Improvement Plan. Administrator Murphy explained that approximately five years ago it was discovered that the facility was county run rather than court run. At that time the County Maintenance Department conducted an assessment of all buildings and related infrastructure at the Campus and determined that there are many issues that need to be addressed to bring it up to the County standards. Therefore, the Campus was added to the Capital Plan with annual funding going towards those improvements.

III. Building & Grounds Report: The Building and Grounds report was available and Supervisor, Tim Mehan, provided the following updates:

- The BAC net cards are being installed on the Jail roof top units.
- Public Defender has relocated to the top floor of the Annex. .

Robertson Building: As part of the 2023 Capital improvement plan \$18,000.00 was budgeted for exterior maintenance mortar/caulk/seal. Two proposals were received.

The proposal from OBR (\$34,470.00) to caulk, brick, and mortar joints where needed, replace concrete front entrance, replace chimney cap and seal the exterior of the building with a 10% contingency of \$3,447 was recommended.

Motion by Collins, seconded by Tillotson, to accept OBR proposal and authorize up to \$37,917 from the B&S Division of the Capital Improvement fund for exterior maintenance of the Robertson Building. Motion carried.

HSB Exterior Maintenance: As part of the 2023 Capital improvement plan \$42,750.00 was budgeted for exterior maintenance mortar/caulk/seal. Two proposals have been received.

The proposal from OBR (\$82,600) to replace the caulking, brick and mortar joints where needed and seal the exterior of the building, with a 10% contingency of \$8,260, was recommended.

Motion by Tillotson, seconded by Collins, to recommend the OBR proposal and authorize up to \$90,860.00 from the HSB Repairs & Maintenance [502.283.930] for exterior maintenance of the Human Services Building. Motion carried.

IV. OCH Audio/Visual: Kim explained that although the following requests come out of the Building & Site Division of the Capital Improvement Fund and fall under the authorization of this Committee; she is requesting that it go before the full board. This is to allow all commissioners the opportunity to review this project, which has been a project of interest.

Three proposals were presented and review. Brad Marowelli, from Red Letter, explained each and answered questions.

A. One 110" 4K UHD Commercial LED display, two 85" 4K UHD LED displays, four cameras with zoom lens, switch, mounting brackets, installation, and training. \$68,000.

Motion by Collins, seconded by Tillotson, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$68,000, for the Chamber Video System with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.

B. Camera system upgrade to include Pivot, Tilt, and Zoom (PTZ). \$9,000.

Motion by Tillotson, seconded by Collins, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$9,000, for the Chamber Optional Upgrade to Pivot, Tilt, Zoom (PTZ) cameras with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.

C. Committee table upgrade to include a Poly Studio X70 all-in-one 4K video conference bar with TC8 touchscreen interface kit \$8,800.

Motion by Collins, seconded by Tillotson, to recommend entering into an agreement with Red Letter Productions in an amount not to exceed \$9,000, for the Chamber Back Desk Zoom setup

with funding to come from 401.901.853.801 [Building and Site Division of the Capital Fund, Project CPBS 2002]. Motion carried.

- V. Maurice Spear Campus:** The Board of Commissioners has set aside \$5.3 million in American Rescue Plan Allocation for additions and renovations to Maurice Spear Campus. A Request for Proposals for Architects and Engineers has been prepared and was reviewed.

Motion by Collins, seconded by Krasny, to recommend that the County Administrator be authorized to solicit Requests for Proposals for Architect and Engineer services for the proposed additions, renovations, and construction of Maurice Spear Campus. Motion carried.

- VI. Drain Commission:** The Drain Commission fund balance report was available. Drain Commissioner, Jenny Escott, provided the following highlights:

- Crews are busy with tile repairs.
- Rollin-Woodstock lift stations project has resumed work and the final completion date is August 2024.
- The Drain Commission continues to lose employees to better paying positions and there is a lack of qualified candidates applying to fill open positions.

- VII. Former Tecumseh Products Site:** Kim provided a brief update. Inquiries of interest continue to be received. Martin Wood Appraisals will be conducting an appraisal of the property.

VIII. Other Business

Schedule Change: The Physical Resources Committee agreed to change the regular meeting date to the first Thursday of the month at 11:00 a.m.

IX. Public Comment

There was no public comment.

X. Adjournment

Motion by Collins, seconded by Tillotson, to adjourn the meeting at 11:59 a.m. Motion carried.