

PHYSICAL RESOURCES COMMITTEE

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MEMBERS

Bob Knoblauch, Ralph Tillotson, Terry Collins

MEETING LOCATION

Via ZOOM
Annex, 113 W. Front Street, Adrian, MI

Minutes: Monday, May 4, 2020 – 10:00 a.m.

Present: Commissioners Knoblauch, Tillotson, and Collins

Also Present: Tim Mehan, Jenny Escott, Martin Marshall, Kim Murphy, and Rebecca Borton

I. Approval of Minutes

Motion by Tillotson, seconded by Collins, to approve the minutes of the March 2, 2020, meeting. Motion carried.

II. Finance Reports

Administrator Martin Marshall reviewed the finance report.

Motion by Collins, seconded by Tillotson, to place the Physical Resources finance report on file. Motion carried.

Project CPBS-1902 Judges Furniture requires a \$340 budget adjustment.

Motion by Tillotson, seconded by Collins, to approve the budget adjustment of \$340 to CPBS-1902 out of the Building & Site Division. Motion carried.

III. Building & Grounds / Maintenance

The Building and Grounds report was available; Superintendent Tim Mehan provided highlights.

Sneeze Guards: An action request for sneeze guards to be installed in public access areas was reviewed. Additional areas are expected to be identified and addressed.

Motion to Tillotson, seconded by Collins, to approve up to \$20,000 out of the Capital Improvement Building & Site Division for the installation of sneeze guards. Motion carried.

Preventative maintenance has begun on HVAC and systems; they will be cleaned and disinfected.

IV. Drain Commission

Drain Commissioner Jenny Escott provided highlights of recent activities.

Eleven counties are collaborating to initiate a new Drain Ledger Program; Hillsdale County is leading the project. There is a one-time buy-in of \$5,000; as well as a \$2,500 charge to bring forward any historical data.

The Drain Assessment loan will be reflected in next month's finance report.

V. Campus Improvements / Renovations

Renovations of the Old Courthouse have been on hold but will resume soon.

VI. Other Business

There was no other business.

VII. Adjournment

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