

PHYSICAL RESOURCES COMMITTEE

301 N. Main St, Adrian, MI 49221
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MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson

MEETING LOCATION

301 N. Main St – Adrian, MI

Minutes: Thursday, May 4, 2023 – 11:00 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, Francine Zysk, Kim Cramer, Deb Ahrens, and Captain Jake Pifer

I. Approval of Minutes

Motion by Collins, seconded by Tillotson, to approve the minutes of the April 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 \$1.9 million; and \$262,000 for Maurice Spear Campus Division.

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

A. Project CPBS 2308 Elevator Hydraulic Oil

Motion by Tillotson, seconded by Collins, to close project CPBS2308 Elevator Hydraulic Oil. Motion carried.

B. Project CPBS 2204 Jail RTU (2, 3, & 5)

Motion by Collins, seconded by Tillotson, to close project CPBS2204 Jail RTU (2,3,&5). Motion carried.

III. Postage Meter: Kim Cramer explained that the US Post Office has initiated a postage meter upgrade.

Motion by Tillotson, seconded by Collins, to recommend approval of \$26,038 out of Central Stores fund [633.233.286-980] to purchase a postage meter. Motion carried.

Commissioner Tillotson mentioned the current bidding policy. Kim further explained that the current policy indicates that any purchases over \$20,000 obtain sealed bids. The Policy & Procedures Committee is currently reviewing this amount. Since this is a mandate set by the US Postal Office and the equipment purchase is through the post office, sealed bids would not need to be obtained.

Sheriff's Office Vehicle: Shannon reviewed a request to purchase an investigative vehicle, not to exceed \$20,000. There are funds available within the Capital Improvement Fund. Kim went on to explain that some of the funds previously allocated for the purchase of a boat will be utilized for this purchase.

Motion by Collins, seconded by Tillotson, to recommend the approval of the purchase of a used vehicle for investigative purposes not to exceed \$20,000 from the Sheriff's Vehicle Division of the Capital Improvement Plan (401.901.857). Motion carried.

IV. Building & Grounds Report: The Building and Grounds report was available.

Request: Tim reviewed a request to purchase a snow plow truck from MI Deals State Contract.

Motion by Tillotson, seconded by Collins, to approve the purchase of a new plow truck out of B&S Vehicle Division of the Capital Improvement Plan fund (401.901.859.977) in an amount not to exceed \$60,995.60. Motion carried.

V. Maurice Spear Campus: The RFP for architect/engineering services has gone out and tours are being scheduled.

VI. Drain Commission: The Drain Commission fund balance report was available. Drain Commissioner, Jenny Escott, provided the following highlights on maintenance activities, the sewer project, and personnel.

She also answered questions regarding the hiring procedure and employee wages; which continue to be a major challenge.

VII. Former Tecumseh Products Site: Kim reported that the appraisal may be available sometime next week. She explained that this site has several different levels of environmental conditions which have been included in the appraisal process.

Kim reported that a number of purchase requests have come from commissioners. She asked that as commissioners are meeting with interested parties, to keep in mind that interested parties should submit a proposal. She suggested that the commission determine what procedure they would like to take on handling any recommendations. There was discussion and the Committee was amicable to the following:

1. Initial proposals should be brought to the Physical Resources Committee for initial review
2. Any further considerations would be moved on to the Personnel/Ways & Means Committee
3. Any sale of County property would then be moved on to the full Board of Commissioners

Comm. Van Doren wants a breakdown of costs incurred on the Tecumseh Products property for the next meeting.

Deputy Administrator Elliott clarified that the motion to approve the Sheriff's Vehicle does not need to go before the Personnel/Ways & Means Committee since the Physical Resources Committee has authorized oversight of these funds.

VIII. Other Business

Administrator Murphy introduced Francine Zysk, the new Community Development Coordinator.

IX. Public Comment

There was no public comment.

X. Adjournment

Motion by Collins, seconded by Tillotson, to adjourn the meeting at 11:30 a.m. Motion carried.