

PHYSICAL RESOURCES COMMITTEE

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MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson

MEETING LOCATION

301 N. Main St – Adrian, MI

Minutes: Thursday, August 3, 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, Tracy Stace, and Jen Ambrose

I. Approval of Minutes

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

II. Finance Reports: Administrator Kim Murphy reviewed the activities of the Building and Site Division of the Capital Improvement Plan. The project balance is \$506,000.

Project 2305: The 4 furnaces 3 with AC and a water heater for the Annex Building have been completed and may be closed.

Motion by Collins, seconded by Tillotson, to close Project 2305. Motion carried.

K. Murphy went on to review the activities of the Maurice Spear Campus Division.

Project 2208: The MSC Add Generator to Industrial Arts Building project has been completed and may be closed.

Motion by Tillotson, seconded by Collins, to close Project 2208. Motion carried.

III. Building & Grounds Report: T. Mehan reviewed the Building and Grounds report and personnel issues.

OCH Complex Lot: As part of the 2023 Capital Improvement Plan, \$21,250 was budgeted for crack fill/seal/stripping of the OCH/ Complex parking lots. Quotes were submitted and a request for approval was reviewed.

Motion by Tillotson, seconded by Collins, to accept the K&B proposal in the amount of \$14,001.57 for crack fill/seal/stripping of the OCH/Complex parking lots and \$850 to replace signage out of the Building and Site Division of the Capital Improvement Plan (401.901.853-930). Motion carried.

T. Mehan also reported that the Department of Health and Human Services remodel project is moving forward.

K. Murphy added the historical background of the DHHS remodel project.

The HSB leases are negotiated by the Administrator.

- IV. ZOOM Pods:** There has been a bit of a scheduling problem as multiple judges have hearings simultaneously requiring multiple inmates to be available for Zoom hearings. There are times when an attorney needs to have a meeting with their client during the hearing, causing the schedule to be further complicated.

The jail has a limited number of rooms available for Zoom hearings. Adding Zoom pods will allow for better flow and processes. It will allow the courts to continue more effectively with Zoom hearings and will allow jail staff to have inmates available in a timely manner.

The addition of Zoom Pods within the jail will provide a system for defendants housed in the jail to appear in court electronically, as well as, create a smoother transition between cases in the courts. This recommendation is being submitted after many months of collaboration between the judges, courts, and sheriff's office.

The Committee talked about personnel and scheduling concerns.

Motion by Tillotson, seconded by Collins, to approve the purchase of items necessary to complete the Jail booth project at a cost not to exceed \$70,000 with funding to come from the Building and Site Division of the Capital Improvement Plan 401.901-853. Motion carried.

- V. Maurice Spear Campus:** S. Elliott provided an update on the status of the MSC renovation project; the RFP for the Construction Manager At Risk will be going out soon.

- VI. Drain Commission:** Drain Commissioner, J. Escott reported that there were no complaints received following the significant rainfall.

She further explained that the financial report of the Revolving Equipment Fund reflects the pay-off of three leased vehicles paid off and another large piece of equipment. The leasing option did not fill the needs of the Drain Commission.

The Drain Commission has three Operator positions open.

- VII. Former Tecumseh Product Site:** K. Murphy reported the debris removal contract is being finalized and should be starting soon.

Other updates include:

- The appraisal company continues to gather information.
- Mr. Williams has requested access to the buildings.
- City of Tecumseh is still interested in using the water tower.
- Lawn mowing continues.

K. Murphy reminded the Committee that debris removal is required by EGLE to be completed by September 1, 2023.

VIII. Other Business

There was no other business.

IX. Public Comment

There was no public comment.

X. Adjournment

Motion by Collins, seconded by Tillotson, to adjourn the meeting at 11:55 a.m. Motion carried.