

PHYSICAL RESOURCES COMMITTEE

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MEMBERS

Bob Knoblauch, Ralph Tillotson, Terry Collins

MEETING LOCATION

Via ZOOM

Minutes: Monday, October 12, 2020 – 10:00 a.m.

Present: Commissioners Knoblauch, Tillotson, Collins, and Stimpson

Also Present: Tim Mehan, Jenny Escott, Martin Marshall, Kim Murphy, and Rebecca Borton. Sheriff Troy Bevier and Scott Holtz attended via ZOOM

I. Approval of Minutes

Motion by Collins, seconded by Tillotson, to approve the minutes of the August 31, 2020, meeting. Motion carried.

II. Finance Reports

Administrator Martin Marshall reviewed the finance report. Marty stated that the Building & Site division of the Capital Fund is currently operating in a deficit of \$999,962.98; however, bond funds are available and will be transferred as projects close.

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

Project Closure: Project BS2004 Sneeze Guards has been completed and may now be closed.

Motion by Tillotson, seconded by Collins, to close project BS2004 Sneeze Guards. Motion carried.

III. Building & Grounds / Maintenance

Building and Grounds Supervisor Tim Mehan reviewed the status of current projects (full report on file).

Software Request: A request was reviewed to approve \$25,000 software upgrade for the maintenance, operations, and reporting of the Maintenance Department

Motion by Tillotson, seconded by Motion, to approve the purchase of the DUDE software in an amount not to exceed \$24,949.27 out of the Building and Site division of the Capital fund. Following discussion, motion carried.

IV. Drain Commission

The Drain Commission account balance summary was available for review. Drain Commissioner Jenny Escott reported that the annual Drain assessment roll will be submitted to the Board of Commissioners this month; there were 257 drains and 4 lake levels included.

A resolution for Phase II of the Red Mill Pond lake level project will be presented to the Board of Commissioners in November.

V. Capital Improvement Plan

Deputy Administrator Kim Murphy explained each section of the 2021-2025 Capital Improvement Plan.

Marty reminded the Committee that this is a recommendation to approve the plan, not the individual projects.

Building & Grounds: Budget year 2021 reflects projects totaling \$219,500.

Motion by Tillotson recommend approval of the 2021-2025 Capital Improvement Plan for the Building and Grounds Division of the Capital Fund, Collins. Motion carried.

Building & Grounds Equipment: Two vehicles purchases are being proposed for 2021 at a total estimated cost of \$82,500.

Motion by Collins, seconded by Tillotson, to recommend approval of the 2021-2025 Capital Improvement Plan for Building and Grounds Vehicles Division of the Capital Fund. Motion carried.

Maurice Spear Campus: The Maurice Spear Campus Board is considering funding options for repairs needed to the chapel, in the approximate amount of \$142,000, rather than having those funds come from the Capital Improvement Fund. This will allow the county funds allocated for 2020 capital projects to be used on other operational needs in the gym, detention, administration, and arts buildings. These include such items as roof top units, boiler, furnaces, and exterior doors. The 2021 Capital Improvement budget for Maurice Spear Campus reflects projects totaling \$162,000.00.

Motion by Tillotson, seconded by Collins, to recommend approval of the 2021-2025 Capital Improvement Plan for Maurice Spear Campus Division of the Capital Fund. Motion carried.

Sheriff Vehicles: Four vehicles are being requested by the Sheriff's Office as part of their 2021 Capital Improvement plan. Sheriff vehicles are now acquired through lease options rather than a purchase. A new lease plan is being utilized which allows for a \$1.00 buy-out plan at the end of the lease. The total estimated cost for 2021, which includes the cost of equipping the vehicles, is \$68,840. The plan also encompasses lease payments for vehicles acquired in 2018, 2019, and 2020. Those payments are approximately \$101,717.52. The total request for 2021 and prior year lease obligations is \$169,557.52.

Motion by Tillotson, seconded by Collins to recommend approval to lease the vehicles outlined in the 2021 Capital Improvement Plan budget for the Sheriff Vehicles Division of the Capital Fund. Motion carried.

VI. Campus Improvements / Renovations

Marty provided the status of renovations of the Old Courthouse. A second ceiling was discovered above what was thought to be the original chamber ceiling. It is guessed that the coiffured ceiling was installed sometime around the time when gas lighting was replaced with electrical. Concrete floors are being installed in the basement, the exterior of the dome is being painted, and all windows will be restored to their full height.

VII. Other Business

There was no other business.

VIII. Adjournment

Motion by Collins, seconded by Tillotson, to adjourn the meeting at 10:52 a.m. Motion carried.

MDM/rdb