

PHYSICAL RESOURCES COMMITTEE

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MEMBERS

Dustin Krasny, Terry Collins, Ralph Tillotson

MEETING LOCATION

301 N. Main St – Adrian, MI

Minutes: Thursday, October 12, 2023 – 10:50 a.m.

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

Also Present: Kim Murphy, Tim Mehan, Ed Scheffler, Shannon Elliott, Becky Borton, Matt Turgeon, Jen Ambrose, and Tracy Stace

I. Approval of Minutes

Motion by Collins, seconded by Tillotson, to approve the minutes of the September 7, 2023 meeting. Motion carried.

- II. Capital Improvement Plan:** The capital improvement plan is a financial planning and management tool that lists proposed capital projects and capital purchases for a rolling five (5) year period. This multi-year document identifies and prioritizes the need for improvements and purchases and coordinates their funding and optimal time frames for completion. It is also a process that provides order and continuity to the repair, replacement, construction, and/or expansion of Lenawee County facilities.

The Board of Commissioners has appropriated \$1 million to the Capital Improvement Plan for 2024; these funds are then allocated to several divisions.

Deputy Administrator S. Elliott reviewed the divisions of the Capital Improvement Plan that fall within the Physical Resources Committee's oversight.

Building and Site: The budget year 2024 reflects projects totaling \$490,148.00; this includes a \$20,000.00 contingency.

The use of \$298,592.00 in the current fund balance and an additional \$191,556 allocation is used to calculate the 2024 total.

Motion by Tillotson, seconded by Collins, to recommend approval of the Building and Site Division of the Capital Improvement Plan. Motion carried.

Maurice Spear Campus: The budget year 2024 calls for projects totaling \$163,750.00, which includes \$20,000.00 contingency.

Motion by Collins, seconded by Tillotson, to recommend approval of the MSC Division of the Capital Improvement Plan. Motion carried.

TPS Division: This is a new division of the Capital Improvement Plan to capture activities of the recently acquired property. This division includes groundskeeping costs at \$14,000.

Motion by Tillotson, seconded by Collins, to recommend approval of the TPS Division of the Capital Improvement Plan. Motion carried.

Building and Grounds Vehicles/Equipment: The Building and Grounds Vehicles and equipment call for \$23,000.00 allocation.

Motion by Collins, seconded by Tillotson, to recommend approval of the Building and Grounds Vehicle/Equipment Division of the Capital Improvement Plan. Motion carried.

Sheriff Vehicles: The Sheriff's Department Vehicle Division includes the purchase of three Tahoe and buying out two leases. It also includes the continuation of lease agreements for a total amount of \$372,774.00. At one point the best option for the County was to lease vehicles, which is no longer the most beneficial.

Motion by Tillotson, seconded by Collins, to recommend approval of the Building and Site Division of the Capital Improvement Plan. Motion carried.

Other Vehicles/Equipment: This is a new Vehicle/Equipment Division for other department requests. The MSC is requesting a Youth Transport van at a cost of \$59,240.

Motion by Collins, seconded by Tillotson, to recommend approval of the Other Vehicle/Equipment Division of the Capital Improvement Plan. Motion carried.

III. Finance Reports: Administrator K. Murphy reviewed the activities of the Building and Site Division of the Capital Improvement Plan; the fund balance is approximately \$1.3 million. She went on to review the Maurice Spear Campus report which has a current fund balance of \$168,302.53.

IV. Building & Grounds Report: T. Mehan reviewed the Building and Grounds report and personnel status.

V. Drain Commission: Deputy Drain Commissioner, E. Scheffler, reported that on the status of Rollin-Woodstock Drain project and other activities.

There was discussion on how many lake levels the Drain Commission oversees and the process taken to establish a legal lake level.

VI. Updates/Other Business

A. Maurice Spear Campus: S. Elliott reported that the team is meeting monthly and the project is moving forward.

B. Former Tecumseh Product Site: K. Murphy reported that as debris is being removed from the site.

K. Murphy added that the Judicial Building renovation project will soon be added to the agenda to provide regular updates.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Motion by Collins, seconded by Tillotson, to adjourn the meeting at 11:25 a.m. Motion carried.