

# PHYSICAL RESOURCES COMMITTEE

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## MEMBERS

*Dustin Krasny, Terry Collins, Ralph Tillotson*

## MEETING LOCATION

301 N. Main St – Adrian, MI

**Minutes:** Thursday, November 2, 2023 – 10:51 a.m.

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

**Also Present:** Kim Murphy, Tim Mehan, Jenny Escott, Shannon Elliott, Becky Borton, Matt Turgeon, Jen Ambrose, and Tracy Stace

### I. Approval of Minutes

*Motion by Collins, seconded by Van Doren, to approve the minutes of the October 12, 2023 meeting. Motion carried.*

- II. 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.

She further reviewed the Sheriff's Vehicle Division of the Capital Improvement Plan, which the Physical Resources Committee has authority over. The division appears to be in a deficit now that all expenditures have been submitted. This deficit will be addressed through the year-end budget adjustments through Accounts Payable.

**Project Closure:** Project CPBS2211 is ready for closure and the balance of \$1,032.85 is to be returned to the division fund balance.

*Motion by Collins, seconded by Van Doren, to close CPBS2211 Judicial Building masonry. Motion carried.*

- III. Building & Grounds Report:** T. Mehan reviewed the Building and Grounds report.

**HSB Elevator Door Lock:** Due to elevator safety codes, the elevators in the Human Services Building need to have door lock monitoring installed.

*Motion by Van Doren, seconded by Collins, to recommend accepting the Schindler proposal in the amount of \$66,704 for the installations of door lock monitoring device(s) to meet code changes by 6/27/24 out of fund 502.283.930. Motion carried.*

**MSC Water Softener:** The water softener is 21 years old and in need of replacement. Sieler's can replace the softener for \$12,493.20, and Tim suggested adding a \$750 contingency.

*Motion by Collins, seconded by Van Doren, to recommend approving the replacement of a water softener at Maurice Spear Campus in an amount not to exceed \$13,243.00 out of the Maurice Spears Campus Division of the Capital Improvement Plan. Motion carried.*

#### **IV. Capital Improvement Plan**

**Building and Grounds Vehicles/Equipment:** S. Elliott reported that the Building and Grounds Vehicles and Equipment Division receives a \$23,000 allocation. She went on to explain that the plan for 2024 calls for the replacement of a 2011 pickup truck and a 2007 van. The B&G Vehicle & Equipment 2024 projects total \$99,500.

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

- V. Drain Commission:** Drain Commissioner, Jenny Escott, reported that she is looking at investing in a conference room computer and monitor set up for ZOOM meetings. She estimates that the cost is going to be around \$7,500 and would welcome support from other departments that may use the site. The final proposal will be brought to the Committee at a later date for approval.

#### **VI. Updates/Other Business**

- A. Maurice Spear Campus:** S. Elliott provided an update on the MSC renovations.
- B. Former Tecumseh Product Site:** K. Murphy reviewed the new TPS Division Funding report. This fund will have a deficit of approximately \$194,000 this year. This deficit will be addressed through the Accounts Payable year-end budget adjustments process.
- C. Judicial Building:** S. Elliott reported that the Judicial Building Needs assessment is moving along. A lot of research and reviewing is going into creating a needs assessment that will sustain the county offices for the next 40 years.
- A. Annex Building:** K. Murphy reported that the lower level of the Annex Building which was recently vacated by the Public Defender's Office needs some renovations to prepare for new office space. Estimates for these improvements will be brought forth in the very near future.

**Other:** Mr. Williams, of Veregy, will be in attendance at next month's meeting to discuss a Solar and LED Upgrade project for the Committee's consideration.

**VII. Public Comment**

Comm. Krasny recently met with Tim Mehan and toured some buildings.

**VIII. Adjournment**

*Motion by Collins, seconded by Van Doren, to adjourn the meeting at 11:20 a.m. Motion carried.*

KLM/rdb