

# PHYSICAL RESOURCES COMMITTEE

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## MEMBERS

Ralph Tillotson, Terry Collins, Dustin Krasny

## MEETING LOCATION

301 N. Main St – Adrian, MI

**Minutes:** Monday, November 7, 2022 – 10:00 a.m.

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**Present:** Commissioners Tillotson and Collins

**Absent:** Commissioner Krasny

**Also Present:** Tim Mehan, Matt Turgeon, Jenny Escott, Kim Murphy, Shannon Elliott, and Becky Borton, Captain Pifer, and Sheriff Bevier

### I. Approval of Minutes

*Motion by Collins, seconded by Krasny, to approve the minutes of the October 3, 2022, meeting. Motion carried.*

**II. Finance Reports:** Administrator Kim Murphy reviewed the finance report.

The current fund balance of the Building & Site Division is approximately \$2 million and \$224,000 in the Maurice Spear Campus division of the Capital Fund.

**A. Project CPBS 2209:** A request to close the complex concrete project CPBS 2209 was submitted.

*Motion by Krasny, seconded by Collins, to close CPBS 2209 Complex Concrete. Motion carried.*

**III. Building & Grounds Report:** Tim Mehan reviewed the monthly report (on file).

- The jail alarm system upgrade project is expected to be completed soon.
- No issues were identified in the air quality report for the Judicial Building.

**A. Judicial Building Water Heater:** A request to address the water heater in the Judicial Building was submitted and two quotes reviewed.

*Motion by Collins, seconded by Krasny, to accept the bid from Adrian Mechanical; and to approve up to \$11,790 out of 401.901.853.930 to address the Judicial Building water heater. Motion carried.*

- The elevator in the old courthouse will be out of order the week of November 14 through December 6 for upgrades.
- Remodel of the upper floor in the Annex is set to begin.
- HSB-SSA inspection went well.
- Work continues on MSC Chapel, the roofing materials should arrive later this month.
- There are three MPI & Custodial positions currently open.

**IV. Drain Commission:** The Drain Commission fund balance report was available. Drain Commissioner, Jenny Escott, reported that the first lift station is up and running and expect two more to be open soon, that will leave fifteen lift stations to be completed. The Drain Commission has begun working on the Spielman Drain.

**V. Capital Improvement Plan 2023-2027:** Deputy Administrator Shannon Elliott explained each section of the 2023-2027 Capital Improvement Plan. She reminded the Committee that this is a recommendation to approve the plan, not the individual projects which come back to the Committee for approval as they move forward.

**Building & Site:** Budget year 2023 reflects projects totaling \$320,450 which includes \$20,000 contingency. This total combines the current fund balance of \$110,000 with an additional \$201,450 from Capital funds.

*Motion by Collins, seconded by Krasny, to recommend approval of the 2023-2027 Capital Improvement Plan for the Building and Grounds Division of the Capital Fund. Motion carried.*

**Maurice Spear Campus:** Budget year 2023 reflects \$160,000 in projects, with a \$20,000 contingency.

*Motion by Krasny, seconded by Collins, to recommend approval of the 2023-2027 Capital Improvement Plan for Maurice Spear Campus Division of the Capital Fund. Motion carried.*

**Bldg & Grnds Vehicle & Equipment:** Budget year 2023 reflects the standard \$23,000 to cover mower replacement and the purchase of a 2010 Sierra truck with plow.

*Motion by Collins, seconded by Krasny, to recommend approval of the 2023-2027 Capital Improvement Plan for Building and Grounds Vehicles Division of the Capital Fund. Motion carried.*

**Sheriff Vehicles:** The 2023 Sheriff's Vehicle Division includes 5 lease vehicle replacements, 4 motorcycles (lease buy-out), and one boat with trailer, totaling \$324,500. This along with the prior lease obligations of \$125,692.70 brings the Sheriff's Vehicle Division request to \$404,429.70; of which the current fund balance of \$45,763 will be applied.

*Motion by Krasny, seconded by Collins, to recommend approval of the 2023 Capital Improvement Plan for the Sheriff's Vehicle Division. Motion carried.*

## **VI. Other Business**

Kim noted the tree is expected this week and the tree lighting has been set for November 28<sup>th</sup>.

She also reminded the Committee that the Legislative Dinner is set for November 22<sup>nd</sup>.

**VII. Public Comment**

There was no public comment.

**VIII. Adjournment**

*Motion by Collins, seconded by Krasny, to adjourn the meeting at 10:25 a.m. Motion carried.*

KLM/rdb