

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, JANUARY 7, 2008 – 10:00 A.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Other Commissioners Present: Commissioner Bolton

Also Present: Jody Denske, Steve May, Irv Shaw, Dennis Pelham (*The Daily Telegram*), Tim Hernandez (WLEN), Kathy Bernardo, and Cheryl Whipple

I Approval of Minutes

Motion by Branch, supported by Tillotson, to approve the minutes of the December 3, 2007 meeting. Motion carried.

Commissioner Hall requested that an additional agenda item be added to discuss a transfer of funds to the Maintenance Equipment Revolving Fund (#405).

II Discuss jail maintenance projects

Jody Denske reported on the following:

Kitchen Drains – A date has not been scheduled to begin reconstruction of the kitchen drains.

Settling – The settling of the new County Jail continues to be monitored with no major changes.

2008 Budget request: Jody Denske requested UPS batteries for the jail in the amount of \$8,678. There was general discussion regarding the location of the equipment. The equipment is in a small space, with little ventilation to control the heat. The batteries are checked every six months on a service contract.

Motion by Tillotson, supported by Branch, to approve the purchase of UPS batteries for the jail in an amount not to exceed \$8,678, to be paid for out of the unallocated balance in the building and site fund (#403). Motion carried.

III Maintenance Department report

Jody Denske reported on the following:

Proposed Street Changes: City of Adrian - Jody Denske reported that the City of Adrian intends to reconstruct North Winter Street and West Hunt Street. The changes are to occur in the spring of 2009 with assessments to be billed following the completion of the project. The City of Adrian wanted to give the County plenty of advance notice.

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Honeywell – Jody Denske reported that she has been verifying Honeywell references.

Old Courthouse – The heat exchanger has been delivered, but the burner replacement is pending.

A broken sewer pipe under the floor in the break room of the Old Courthouse was recently discovered. A quote in the amount of \$2,375 has been received.

Motion by Tillotson, supported by Branch, to approve the repair of the broken sewer pipe in the Old Courthouse Building in an amount not to exceed \$3,000, to be paid for out of the unallocated balance in building and site fund (#403). Motion carried.

Sheriff's Department – A meeting with Consumers Energy and Adrian Communications regarding grounding the dispatch center is set for 1:00 P.M. on Tuesday, January 8, 2008.

Judicial Building – Jody Denske continues to work with Trane and the insurance company on an invoice that was received for the original compressor that was removed from the building and sent back for a warranty coverage inspection. It was lost in transit to Trane.

Robertson Building – The alarm panel has been installed in the building and connection to Central Dispatch will complete the project.

Human Services Building – A broken curb set has been identified as the source of the water issue in the Community Mental Health office. The office has remained dry.

Springbrook Building – Jody Denske reported that she is in the process of joining the recently acquired 312 Springbrook Avenue property to 320 Springbrook Avenue.

Library – Jody Denske reported that she is waiting on a meeting with the City of Adrian for possible construction of the egress on the doors at the Library. An occupancy survey has to be performed.

Parks – Jody Denske reported that she is in the process of constructing a parking lot at Gerber Park. There was general discussion regarding payment of the parking lot.

IV Maintenance Revolving Fund transfer (\$23,000)

Motion by Tillotson, supported by Branch, to authorize the transfer of \$23,000 from the unallocated balance in building and site fund (#403) to the maintenance equipment revolving fund (#405). Motion carried.

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V Drain Commission Report

Steve May reviewed pictures of a newly constructed building at the septage receiving station. The electrical contractors have to complete the work at the building. There will be a card reader installed in the building for haulers to use the facility.

Steve reported that a complaint has been submitted to federal court on the Environmental-One (Wampler's Lake) lawsuit.

Steve reported that a permit has been received for the Blissfield log jam removal. The permit is valid for two years. A grant from the Great Lakes Commission has been received for the project.

Steve reported that there are two service trucks that the Drain Commission is looking to replace in the next couple of months.

Steve May reported that funds have not been received from Norvel Township. He suggested that representatives from Norvell Township be invited to attend a Personnel/Ways and Means Committee meeting to update the commissioners on the proposed repayment plan. Norvell Township has not assessed this fee on the winter tax bills. Commissioner Branch requested a report on the findings. May 1, 2008 is the date that the next bond payment is due. The Drain Commission will send a letter to Norvel Township on April 1, 2008, requesting the funds, as is done with all systems.

VI Finance Reports

The Building and Site fund report was available for review.

VII Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 11:18 A.M. Motion carried.

KSB/rdb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, FEBRUARY 4, 2008 – 10:00 A.M. COUNTY COMMISSIONER'S CHAMBERS

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Other Commissioners Present: Commissioners Bolton, Stimpson, and Tuckerman,

Also Present: Jody Denske, Kim Cramer, Steve May, Irv Shaw, Jonathan Poer, Roxann Holloway, Dennis Pelham (*The Daily Telegram*), Tim Hernandez (WLEN), Kathy Bernardo, and Cheryl Whipple

I Approval of Minutes

Motion by Branch, supported by Tillotson, to approve the minutes of the January 7, 2008 meeting. Motion carried.

II Discuss jail maintenance projects

Jody Denske reported on the following:

Kitchen Drains – Weigand will rent a dishwasher for jail use during the replacement phase scheduled to begin in March, 2008.

Settling – The settling of the new County Jail continues to be monitored with no major changes.

UPS – Batteries for the UPS have been ordered and Jody continues to investigate air conditioning options.

III Maintenance Department report

Jody Denske reported on the following:

Honeywell – The contracts are pending with Honeywell.

Old Courthouse – The boiler in the Old Courthouse Building is in need of re-piping.

Jody reviewed an easement request from Consumers Energy for electric line construction. It is necessary to relocate an electric line across a portion of the property, to provide more reliable service.

Motion by Tillotson, supported by Branch, to recommend review of the easement request from Consumers Energy by the Personnel/Ways and Means Committee. Motion carried.

The broken sewer line under the floor in the basement break room has been successfully repaired. Carpet will be re-laid soon.

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Sheriff's Department – Jody is recommending commencement of the surge protection and grounding project for the Sheriff's Department and Central Dispatch. The current quote is for \$18,428, she has requested an amount not to exceed \$20,000.

Commissioner Van Doren recommended splitting the cost of the project with the Central Dispatch fund.

Motion by Tillotson, supported by Branch, to recommend the surge protection and grounding project be reviewed by the Emergency Telephone District Board and Personnel/Ways and Means Committee. Motion carried.

Jody Denske reviewed a quote for electrical work at the Sheriff's Department. There was general discussion regarding future plans with the Sheriff's Department building.

Motion by Tillotson, supported by Branch, to refer the plans to do electrical work at the Sheriff's Department to the Criminal Justice Committee. Motion carried.

Jody Denske continued to report:

Judicial Building – Recent contact has been made with Trane regarding the compressor claim and insurance will most likely be taking care of the replacement cost.

Human Services Building – The Community Mental Health Department office continues to remain dry.

Installation of automatic doors at the Department of Human Services has been approved by the State of Michigan.

Springbrook Building – The Sheriff's Department hard labor crew is scheduled to remove salvageable materials from the building prior to demolition.

Library – A people counter has been utilized at the County Library for informational purposes on installing a new automatic door. In the month of January, the average was 393 people per day.

Miscellaneous – 1,364 bags of shredded paper were recycled in 2007.

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IV Drain Commission Report

Steve May reported that over \$1 million has been billed out in assessments, that should be collected in April, 2008.

As of Friday, February 1, 2008, the septage receiving station is operational, and a \$55 charge per 1,000 gallons is in effect.

Steve May stated that he would like to replace a 1998 John Deere excavator through the equipment revolving fund (#639).

Motion by Branch, supported by Tillotson, to recommend approval for the Drain Commission to lease a new John Deere 200 L C excavator, with an option to buy the equipment at the end of the lease, in the amount of \$162,500. Motion carried.

V Finance Reports

The Building and Site fund report was available for review.

VI Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 10:52 A.M. Motion carried.

CLW/ksb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, MARCH 3, 2008 – 10:00 A.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Branch and Tillotson

Also Present: Jody Denske, Kim Cramer, Kara Choate, Vicki Daniels, Jonathan Poer, Roxann Holloway, Tim Hernandez (WLEN) and Cheryl Whipple

I. Approval of Minutes

Motion by Tillotson, supported by Branch, to approve the minutes of the February 4, 2008 meeting. Motion carried.

II. Discuss jail maintenance projects

Jody Denske reported on the following:

Kitchen Drains – A letter from Weigand Construction outlining the proposed plan to repair jail kitchen sanitary lines was reviewed. Prior to scheduling work, Weigand has requested a signed letter from the Lenawee County Board of Commissioners, which states that if it is determined that the sanitary piping has been damaged or modified due to issues outside the control of the plumbing subcontractor and/or general contractor (such as soil movement or settling), the County will be responsible for all costs associated with this repair. Jonathon Poer stated by submitting a letter with recommended wording, the County would be committing to pay for costs resulting from soil movement or settling. There was general discussion regarding the problem, and possible causes.

Commissioner Tillotson inquired about the cost of the project. Jody Denske did not have a cost estimate for repair, so she requested cost estimate from Weigand via email.

Settling – The settling of the County Jail continues to be monitored, with no major changes.

UPS – The batteries for the UPS room have been purchased, and are awaiting delivery.

A/C equipment - A quote of \$5,955 for a 1.5 ton air-conditioning unit for the Lenawee County Jail UPS room was reviewed. The quote was for equipment only, excluding tax, and was provided by the same vendor used at the Robertson Building, which specializes in computer solutions. Commissioner Hall requested this project be sent out for bid.

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III. Maintenance Department report

Jody Denske reported on the following:

Honeywell – The Prosecuting Attorney and Honeywell’s attorneys are working out the details of the contract.

Sheriff’s Department – The grounding has been installed, and waiting for surge protection.

Springbrook Building – Demolition of the building located at 316 Springbrook is scheduled to begin tomorrow, and the hard labor crew is scheduled to pull scrap metal and copper from the building.

Jody is working with the Drain Commission and the Printing Department on preliminary parking lot plans.

Judicial Building – A decision remains pending from Trane regarding the compressor claim. Trane will warranty the compressor, or our insurance will cover the loss.

Jody has requested salvage rights from Honeywell for Judicial Building equipment.

Robertson Building – The \$1,238.17 quote for a bronze plaque in recognition of Charles L. Robertson was reviewed. There is money in the Robertson Building fund to cover this cost.

The plaque would read:

ROBERTSON BUILDING

Charles L. Robertson, born October 27, 1880 grew up in the Blissfield area. Charles started his law practice in Lenawee County during 1902. In 1960, he contracted for the construction of the Robertson Building. After completion, and until his death, the building served as the offices of the law firm ROBERTSON, BARTLOW and DesCHENES. Mr. Robertson was involved in civic affairs, greatly respected by his fellow members of the Bar and also by the wider community. Charles L. Robertson died on May 17, 1973 at age 92. Purchased by Lenawee County Board of Commissioners – 2007

Commissioner Branch suggested the Seal be placed at the top of the plaque instead of the bottom.

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Human Services Building – The Community Mental Health Department continues to remain dry, and the automatic double doors at the Department of Human Services have been installed.

Library – Currently working with the building inspector on the automatic door project.

IV. Criminal Justice Committee Recommendation

The Criminal Justice Committee recommended approval of the proposed electrical upgrade request at the Sheriff's Department. Each segment of the quote was reviewed.

Motion by Tillotson, supported by Branch, to approve the electrical upgrades at the Sheriff's Department, in an amount not to exceed \$3,351.00, to be paid from unallocated balance in the Building and Site Fund. Motion carried.

V. Request for New Copier – Maurice Spear Campus

Kim Cramer reported that the copier in the Maurice Spear Campus detention unit is nearly eight years old and in need of replacement. They have participated in the copier club, and have started the demo process.

Motion by Hall, supported by Tillotson, to approve the purchase of a copier for the Maurice Spear Campus detention unit, in an amount not to exceed \$8,600, to be paid from copy club funds. Motion carried.

VI. Drain Commission Report

There was no Drain Commission report.

VII. Finance Reports

The Building and Site fund report was available for review.

Commissioner Branch inquired why balances from 2002 remain on the report. Jody Denske reported that the 2002 project balance was from the Register of Deeds Relocation project. Jody had requested using that money to re-key the old Courthouse. However, Vicki Daniels had requested that the project not be closed, so that the remaining balance could be used to replace, or repair, Formica countertops in the vault used by the public to

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research records. Commissioner Tillotson requested that Jody investigate costs to repair the countertop in the Register of Deeds vault.

VIII. Other Business

Jody Denske reported that she has yet to receive a response from Weigand.

Motion by Tillotson, supported by Branch, to refer the Weigand letter to the Ways and Means Committee pending further information. Motion carried.

IX. Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 11:00 a.m. Motion carried.

CLW/rdb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, APRIL 7, 2008 – 10:00 A.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson and Van Doren

Other Commissioners Present: Commissioner Bolton

Also Present: Jody Denske, Irv Shaw, Teresa Calderone, Jenny Escott, Steve May, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), Cheryl Whipple, and Kathy Bernardo

I. Approval of Minutes

Motion by Tillotson, supported by Branch, to approve the minutes of the March 3, 2008 meeting. Motion carried.

II. Discuss jail maintenance projects

Jody Denske reported on the following:

Kitchen Drains – A collection tank has been installed and Weigand Construction has agreed to resolve the kitchen drainage issue.

Settling – The settling of the County Jail continues to be monitored, with no major changes.

A/C equipment – Armor Heating and Cooling will be submitting suggestions for equipment for the UPS room.

III. Maintenance Department report

Jody Denske reported on the following:

Honeywell – The Prosecuting Attorney and Honeywell's attorneys are working out the details of the contract. Additional financing options are being discussed. This will be presented at the Personnel/Ways and Means Committee on Tuesday, April 8, 2008. A fifteen year repayment term was not an option without a bond issue. There may be some savings experienced by the County if a bank is used as a financing option.

Sheriff's Department – The surge suppression parts have yet to be received. The 9-1-1 Dispatch Center will be shut down while this equipment is installed. Randy Kelley is searching for an off-site location for 9-1-1 to operate for approximately an hour.

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Springbrook Building – The hard labor crew has been working on demolishing the building located at 316 Springbrook Avenue. Dumpster rentals and land fill for the demolition site will run approximately \$6,500.

Motion by Tillotson, supported by Branch, to approve \$6,500 for dumpsters and fill for the demolition of the building at 316 Springbrook Avenue, to be paid for out of the unallocated balance in fund 403. Motion carried.

Jody is currently working with the Drain Commission and the Printing Department on preliminary parking lot plans. An additional strip of property could be purchased to assist with the project. The City of Adrian intends to limit parking to one side of the street for safety purposes. Maple Avenue is scheduled to be paved during the 2008 paving season. The County would benefit by completing the project prior to this. Steve May estimated the cost of the drains at \$5,000 to \$7,500.

Motion by Branch, supported by Tillotson, to approve \$15,000 for the drain project on Springbrook Avenue, to be paid for out of the unallocated balance in building and site fund (#403). Motion carried.

Judicial Building – The insurance carrier has agreed to reimburse the County for the compressor.

Drain Barn – Burglary has been an issue at the Drain Barn. A monitoring system in the amount of \$645 each, with an annual fee of \$192 for monitoring, was proposed by Kennedy Industries. Motion detectors and sensors would be installed. Steve May recommended a \$2,000 budget for the project.

Motion by Branch, supported by Tillotson, to approve the purchase of a monitoring system at the Drain Barn, in an amount not to exceed \$2,000, to be paid for out of the unallocated balance in the building and site fund (#403). Motion carried.

Human Services Building – There has been a shortfall in the revenue budget for the operations at the Human Services Building, due to a late payment from the State of Michigan. Jody Denske would like to temporarily transfer a custodian from the Human Services Building to the Maintenance Department. This custodian would assist with the Sheriff's Department, Robertson Building, and buildings that are covered under the maintenance budget. Temporary on-call employees in the Human Services Building budget would assist in covering housekeeping as necessary. Savings from an employee that is on long term disability and unfilled temporary on-call employees is expected to offset any additional expense to the Maintenance budget.

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Motion by Branch, supported by Tillotson, to recommend to the Personnel/Ways and Means Committee to temporarily transfer a full time custodian from the Human Services Building to General Fund Maintenance Department. Motion carried.

Library – The patron visitor count on the library door has been completed. Teresa Calderone, Library Director, has obtained quotes for a new door. A single slider door was recommended, in the amount of \$12,728. This quote does not include electrical work.

Motion by Tillotson, supported by Branch, to approve an amount not to exceed \$15,000 for the purchase of a new door at the library (option 3 attached), and installation of the door, to be paid for out of the unallocated balance in the building and site fund (#403). Motion carried.

Judicial Building – Changing Tables – Changing tables are approximately \$350 each. To equip both the men's and women's bathrooms on all floors; the project would cost approximately \$2,500. Teresa Calderone reported that the library is also in need of changing tables. Jody Denske will take an inventory and determine the total scope of the project for all County buildings.

IV. County Library Branch leases

Irv Shaw reported that County Library branch leases are from the 1950's and are old and outdated. Irv Shaw recommended a master lease that can be modified for any of the County branches. A five year term with renewal rights was recommended. The local unit of government would need to supply a serviceable location, without the exchange of funds. The County would supply the support and collection at the branch library. A provision for hours of operation would need to be included. The County Maintenance Department would inspect the sites to ensure that they are compatible. The collections are the property of the County, whether the items are donated to the municipality or provided by the County.

Teresa Calderone reported that she is reviewing figures for usage in various branch libraries. Demographics by user will provide information as well. She is also looking into programs offered at the branches.

Each Village or Township Council does not have a library board.

Motion by Tillotson, supported by Branch, to recommend that Irv Shaw draft a unified lease for the County Library Branches to be presented at the May, 2008 Physical Resources Committee. Motion carried.

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V. Stryker Saw – Medical Examiner’s Office

A letter from the Medical Examiners Office regarding the purchase of a Stryker saw was reviewed.

Motion by Tillotson, supported by Branch, to approve the request to purchase a Stryker saw in the amount of \$2,200 for the Medical Examiner’s Office, to be paid for out of the unallocated balance in the building and site fund (#403). Motion carried.

VI. Drain Commission Report

Steve May reported there is no new business, and the Drain Commission account balance summary is available for review.

VII. Finance Reports

The Building and Site fund report was available for review.

VIII. Other Business

There was no other business.

IX. Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 11:30 a.m. Motion carried.

CLW/ksb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, MAY 5, 2008 – 10:00 A.M. COMMISSIONER'S COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson and Van Doren

Other Commissioners Present: Commissioner Tuckerman

Also Present: Jody Denske, Kim Cramer, Irv Shaw, Jenny Escott, Roxann Holloway, Sharon Robb, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), Cheryl Whipple, and Kathy Bernardo

I. Approval of Minutes

Motion by Branch, supported by Tillotson, to approve the minutes of the April 7, 2008 meeting. Motion carried.

Motion by Tillotson, supported by Branch, to amend the agenda to include executive session for possible land acquisition and for review of the master library lease. Motion carried.

II. Discuss jail maintenance projects

Jody Denske reported on the following:

Kitchen Drains – Pumps have been installed in the jail kitchen. The cost to date for two pumps is \$686.78.

Commissioner Van Doren stated that the County should pay for the kitchen drain repairs from the contingency in the Jail Construction fund, and continue to try to hold Weigand accountable.

Jody Denske reminded the committee that there is a letter from Weigand awaiting signature by the County. The letter is currently being reviewed by Jonathan Poer.

Motion by Tillotson, supported by Branch, to recommend to Personnel/Ways and Means Committee to pay for the kitchen drain repair project out of the jail construction fund while trying to collect from Weigand. Motion carried.

Jail Sprinklers – Over the week-end, there were some issues with the sprinkler system in the jail. There were two individuals in the cell at the time of the incident, making it difficult to determine the instigator.

Settling – The settling of the County Jail continues to be monitored, with no major changes.

UPS – Schenkel Shultz sent Jody Denske an e-mail with a possible solution for the overheating in the UPS room.

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III. Maintenance Department report

Jody Denske reported on the following:

Honeywell – Representatives from Honeywell are attempting to figure out how to remove the boiler from the Judicial Building.

Sheriff's Department – The building power was taken down at the Sheriff's Department, affecting the 9-1-1 Center. A generator was not available for back up. The 9-1-1 back up plan utilizing Madison Township was tested successfully. Suggestions for modifications to the 9-1-1 Center were provided for future power outages. A larger UPS would provide more time on the system. A policy for UPS backup testing should be implemented by the new 9-1-1 Director. Discussions for generator options were discussed.

Commissioner Van Doren requested that Jody Denske attend the June 5, 2008 ETDB meeting.

316 Springbrook Building – The building has been torn down.

Human Services Building – There has been more water leakage at Community Mental Health. Insta-Dry Basement Systems has provided a quote in the amount of \$4,079 to resolve the problem.

Motion by Tillotson, supported by Branch, to approve the quote from Insta-Dry Basement Systems in the amount of \$4,079, to be paid for out of the Human Services operation fund, with a possible loan from Building and Site fund #403 if the fund is in a deficit situation at the end of 2008. Motion carried.

Commissioner Tillotson requested that an item be added to the Personnel/Ways and Means Committee agenda to establish a sub-committee for lease negotiations, using the negotiation team for the unions, in addition to Commissioner Hall.

Human Services Building – The maintenance department has been repairing and replacing the lights at the Human Services Building. They are all operational.

Changing Tables – There are eight bathrooms in the Judicial Building. Jody Denske found a company to supply changing tables at a price of \$144 each, plus shipping and hardware costs.

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Motion by Tillotson, supported by Branch, to approve the purchase of changing tables at a cost of \$144 each plus shipping and hardware costs, not to exceed \$2,000, to be paid for out of the unallocated balance in the building and site fund (#403). Motion carried.

Drain Barn Monitoring System – The equipment has arrived and will be installed for monitoring the Drain Barn.

Addison Library Repairs – The Maintenance Department will repair the Addison Library, with a bill back for the costs. Teresa Calderone, Library Director, has not approved the work yet.

IV. Drain Commission Report

Jenny Escott reviewed the Drain Commission report.

V. Finance Reports

The Building and Site fund report was available for review.

VI. Other Business

Copy Club Updates

Kim Cramer reported that the copier for the Maurice Spear Campus was recently purchased.

The jail is an active participant in the copy club and has requested a new Ricoh networked copier.

Motion by Branch, supported by Tillotson, to approve the purchase of a new copier for the jail in an amount not to exceed \$5,000, to be paid for out of Central Stores copy club funds. Motion carried.

Master Library Lease

Irv Shaw reviewed the draft for the master library lease. If the lease is acceptable, Irv Shaw and Teresa Calderone will meet with the branch libraries. The individual municipalities will require some variations to the master lease.

Motion by Tillotson, supported by Branch, to recommend approval for Irv Shaw and Teresa Calderone to present the master library lease draft to the branch libraries. Motion carried.

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VII. Executive Session

Motion by Tillotson, supported by Branch to go into executive session to discuss the possible acquisition of real estate. Roll call vote: Yeas (3): Branch, Tillotson and Hall. Motion carried.

Motion by Tillotson, supported by Branch, to go out of executive session at 11:25 a.m. Motion carried.

Motion by Tillotson, supported by Hall to place discuss the possible acquisition of real estate on the June 5, 2008 Ways and Means Committee agenda. Motion carried.

VIII. Adjournment

Motion by Branch, supported by Tillotson, to adjourn the meeting at 11:30 a.m. Motion carried.

CLW/ksb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, JUNE 2, 2008 – 10:00 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Other Commissioners Present: Commissioners Tuckerman, Bolton, and Gallagher

Also Present: Jody Denske, Steve May, Vicki Daniels, Teresa Calderone, Kim Cramer, Mark Fetzer, Irv Shaw, Pat Szymanski, Matt Richardson, David Stanifer, Karen Rawlings, Jody Denske, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), Cheryl Whipple, and Kathy Bernardo

I. Approval of Minutes

Motion by Tillotson, supported by Branch, to approve the minutes of the May 5, 2008 meeting. Motion carried.

II. Courtroom Recording System

Mark Fetzer reported that the courts have looked at updating the recording systems. All District Court proceedings are recorded. The recording equipment currently in use has become obsolete and replacement parts are no longer available. District Court would like to utilize funds available in the Building and Site Caseload Assistant project.

Friend of the Court plans to cover their portion of costs out of Fund 215 (Friend of the Court).

At this point, the courts would like approval for the wiring, as the ceilings are going to be open for the Honeywell project. The total estimated cost for wiring is \$12,382.

Motion by Tillotson, supported by Branch, that the wiring for the court system be approved, and funded as presented: District Court - \$3,890 (Fund 403), Probate Court – \$2,670 (Fund 403), and Circuit Court – \$5,822 (Fund 101). Motion carried.

III. Maintenance Department report

Jody Denske reported on the following:

Libraries – The moveable shelving has been converted into stationary shelving. The auto doors are installed and operating smoothly. Teresa Calderone, Library Director, brought in photos of the new doors and extended her gratitude to the Commissioners for them. The Addison Library open house went very well, with approximately 100 people in attendance. Teresa reviewed various donations received by local companies for the Addison Library. The book mobile is scheduled to be automated with a laptop and broadband internet card, by June 9th, 2008.

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Jail –

- Kitchen Drains – Weigand is working on dates for the work to commence, sometime after the July 4th holiday.
- Settling – The settling of the County Jail continues to be monitored, with no major changes.
- UPS – Armor Heating and Cooling supplied an estimate for an air conditioning system. Jody will leave the plumbing chase door open, as suggested by Schenkel Shultz, and continue to monitor room temperature prior to requesting approval for this project.

Sheriff's Department – Jody Denske reviewed requests by the Sheriff's Department: It would cost an estimated \$3,000 - \$5,000 (depending on the number of doors) to re-key as a FOB system. Currently, the cost to replace door locks and cut keys is approximately \$450. Installation differences were also discussed.

Commissioner Branch recommended that the cost for this be taken care of by the Sheriff's Department.

There was no action taken by the Committee on the request to review possible repairs for the outside water faucets.

The Maintenance Department is reviewing electrical upgrade options for offices with computer workstations.

Commissioner Tillotson stated that electrical upgrades are a safety concern and costs for the upgrade should be investigated.

Robertson Building – The plaque has been received and Jody Denske requested suggestions for placement on the building. Commissioner Hall recommended that Jody designate where the plaque should be placed.

Judicial Building – The Honeywell project progress and future time line was reviewed. There have been no major complaints by employees in the building about disturbances by the contract work.

Remodeling requests from the following departments for the building were reviewed: District Court, Circuit Court Probation, and the Prosecutor's Office.

The Prosecuting Attorney is requesting a change in the location of the main entrance doors

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to the office. In addition, they would like to take over the space currently occupied by the law library.

Commissioner Gallagher recommended a five year strategic plan for all County buildings.

Commissioner Branch recommended that County employees work on a strategic plan, to include the Maintenance Department and members of the Board of Commissioners.

Jody Denske recommended that the company that provided the current plan be contacted for a price to update it.

Commissioner Van Doren recommended that the Commissioners review the plan prior to proceeding.

Commissioner Bolton recommended utilizing local talent to review the plan.

Commissioner Van Doren stated that each time a problem or request arises, it is addressed at that time. A future plan is an excellent idea.

Motion by Tillotson, supported by Branch, to recommend that Jody Denske obtain a price for the Prosecuting Attorney's Office remodeling proposal and determine the availability of utilizing the law library by the Prosecuting Attorney's office. Motion carried.

A new roof and insulation for the Judicial Building is scheduled to begin June 5, 2008.

The changing tables for the restrooms in the Judicial Building are on order.

Old Courthouse Building – The GIS room has been updated. The airport manager has requested the spare air conditioning unit from the GIS Department for use in the County Airport terminal.

Airport – Jody Denske reported that she has determined the problem with the water issue at the airport and is in the process of resolving it.

Physical Resources Building – The Consumers Energy MISS DIG program is scheduled to inspect the site for the upcoming parking lot. The roof is being replaced as a result of last year's hail damage; which is covered by insurance.

Human Services Building – Jody Denske is reviewing permitting with the City of Adrian for pumping at the Human Services Building.

IV. Above ground tanks – Commissioner Van Doren stated that the County's insurance carrier,

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Don Schroeder from the Walton Agency, has informed the County about upcoming regulations that take effect August 13, 2008 for above ground storage tanks.

V. Drain Commission Report

Steve May reviewed the Drain Commission report.

Steve May reported that all heavy equipment has been low jacked. If the equipment is stolen and taken out of the county, it can be tracked. In the county, a plane will come and track the equipment.

VI. Finance Reports

The Building and Site fund report was available for review.

VII. Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 11:20 a.m. Motion carried.

CLW/ksb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, JULY 7, 2008 – 10:00 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Also Present: Jody Denske, Steve May, Vicki Daniels, Kim Cramer, David Stanifer, Irv Shaw, Al Vector (Daniels and Zermack, Assoc.), Jim Anderson, Marty Marshall, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), Cheryl Whipple, and Rebecca Borton

I. Approval of Minutes

*Motion by Branch, supported by Tillotson, to approve the minutes of the June 2, 2008 meeting.
Motion carried.*

II. Maintenance Department report

Jody Denske reported on the following:

Jail Building:

Work on the kitchen drain is set to commence on July 14, 2008. AMS and Kuhlman Concrete have been retained to handle the project.

A bloodhound system will be used to send an electrical current through electrical wiring to identify the electrical runs.

There has been slight movement in the settling of the building.

The temperature in the UPS room has been monitored with the door open. It appears that installing an air conditioning unit will be necessary.

Human Services Building:

Community Mental Health has had trenches and a sump pump installed to control the leakage problem. There has been no water collecting since.

An air conditioning compressor is set to be replaced this week due to an oil pump malfunction; this compressor is under warranty.

Old Courthouse Building:

Consumers Power is reviewing the easement and is expected to come back with their recommendations; however, they plan to proceed with the project.

Remodeling of the old computer room within the GIS Department requires the installation of a raised floor, carpeting, and mobile panels around the wiring cabinet, as well as a bathroom remodel.

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Judicial Building:

Jody has been working with the Prosecuting Attorney on their remodeling request.

Changing tables for the restrooms arrived on Thursday.

The roof replacement has been completed, but the insurance payment is pending.

The IT Department has requested the relocation of the wiring cabinets from the mechanical room to the jury room.

Sheriff's Department:

There are a couple of offices that require updating due to retirements and office reorganization.

Tillotson inquired about the general procedures followed by departments to request updates in their department.

Jody informed the committee that Department Heads normally contact her for an evaluation and further instructions.

Commissioners Tillotson and Van Doren concurred that departments need to contact the Maintenance Department prior to alterations.

Physical Resources Building:

The roof replacement has been completed on the Physical Resources Building.

The above ground tanks on the generators and the fuel tanks have been submitted to the Walton Agency and to the State of Michigan; all of the tanks met the requirements.

The parking lot is in the process of construction with the drainage issue being the main concern.

Library:

The County Library is requesting a bike rack to be installed at a cost between \$400 and \$500. The Building & Site fund project BS0810 currently has a balance of approximately \$1,775.00.

Motion by Tillotson, supported by Branch, to approve the purchase of a bike rack for the County Library in an amount not to exceed \$500, to be paid from a new B&S project allocated from BS0810 balance. Motion carried.

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Honeywell Report:

The Honeywell installation schedule and future time line for the Judicial Building project was reviewed, and they are currently ahead of schedule.

County Facilities Plan:

Al Vector, Daniels and Zermack, Assoc., reviewed the study conducted approximately ten years ago and commended the County for following several of original recommendations. He inquired of any specific concerns and/or suggestions the Committee may have for updating the plan.

Updates should include space usage, with attention to the Sheriff's Department; an up-to-date property map; and evaluations of the Judicial Building, Maurice Spears Campus, and the County farm.

Mr. Vector estimated the completion timeline to be a couple of months and will report back to the Committee with a cost proposal.

III. **Courtroom Recording System**

Cheryl Whipple reviewed a summary of the departmental cost responsibilities for updating the courtroom recording systems.

Motion by Tillotson, supported by Branch, to forward the \$12,652.65 funding request for the courtroom recording system to the Personnel/Ways and Means Committee for further consideration. Motion carried.

IV. **Other Business**

There is no new information on the status of the Michigan Energy Grant.

The Library Director has initiated lease negotiations and is expected to report back.

V. **Finance Reports**

The Building and Site fund report was available for review.

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VI. Drain Commission Report

Steve May reviewed the Drain Commission report.

Steve distributed proposed changes to equipment use charge rates, due to the increase in fuel costs.

Motion by Tillotson, supported by Branch, to approve the new equipment use charge rates effective July 1, 2008. Motion carried.

Steve updated the Committee on a Franklin/Cambridge Township complaint.

Comm. Branch commented on the nice job Steve had done speaking on June 28th, at the Judson-Collins Campground. Steve explained the history and the current concerns of the Wampler's Lake District to the public.

VII. Other Business (continued)

Jim Anderson reviewed the proposed Emergency Preparedness Procedures guide. The Criminal Justice Committee had referred this to the Physical Resources Committee for discussion.

Motion by Tillotson, supported by Branch, to refer the estimated \$2,100 funding request for the Emergency Preparedness Directory for County Buildings to the Personnel/Ways and Means Committee for further consideration. Motion carried.

VIII. Adjournment

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

CLW/rdb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, AUGUST 4, 2008 – 10:03 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Other Commissioners: Commissioner Bolton

Also Present: Sheriff Richardson, Denny Steenrod, Jody Denske, Jenny Escott, Vicki Daniels, Irv Shaw, Al Vector (Daniels and Zermack, Assoc.), Tim Hernandez (WLEN), Cheryl Whipple, and Rebecca Borton

I. Approval of Minutes

*Motion by Tillotson, supported by Branch, to approve the minutes of the July 7, 2008 meeting.
Motion carried.*

II. Maintenance Department report

Jody Denske reported on the following:

Jail Building:

Wiegand has been working on the kitchen drain system and they are confident that the completed work will resolve drainage issues. There apparently was no 'fall' in the drainage system, and the soil testing company, TLL, reported that the swell was not cause of the drainage issue. Repairs have had to expand further than expected. Commissioner Van Doren commended the efforts of all parties involved in the process to resolve this issue.

Slight movement continues to be monitored in the settling of the building. Extensions have recently been added to some sprinkler pipes.

Human Services Building:

The drainage pipe has been uncovered in the Community Mental Health Department and the drywall is expected to be installed this weekend.

The Health Department is requesting additional storage space for the emergency response equipment.

Old Courthouse Building:

The Consumers Energy legal department is not willing to record the easement as written. They are in the process of making revisions, and will resubmit to the County.

Judicial Building:

The remodeling project for the Prosecuting Attorney's office remains in the preliminary stages of design.

Changing tables for the restrooms are expected to be installed this month.

Physical Resources Building:

Work on the parking lot at the Physical Resource Building continues.

Library:

The bike racks for the County Library have been delivered and are expected to be installed this month.

Honeywell Report:

The Honeywell installation schedule and future time line for the Judicial Building project was reviewed (full report on file).

Commissioner Branch inquired on the status of the water issue in the Airport Terminal basement. Jody reported that the Maintenance Department has investigated and reported a recommended solution to Joe Malak.

III. **County Facility Plan**

Al Vector, Daniels and Zermack, Assoc. reported that a preliminary report should be presented to the committee within two to three months from the time of acceptance. The current estimate shall remain effective through early autumn.

Commissioner Van Doren requested adding a date of completion to be included in the proposal, and Commissioner Tillotson recommended January 1, 2009.

The estimated costs incurred were discussed. The original plan cost approximately \$50,000; which included engineering fees. Commissioner Van Doren inquired if the total is not to exceed \$30,000. Mr. Vector explained that the proposal covers the cost to update the plan. He explained that any additional charges incurred will only be by request and approval of the Physical Resource Committee.

Utilization of the Facilities Plan was discussed. Commissioner Bolton suggested having the Plan available for County Commissioners to use as a working document.

Cheryl Whipple explained that the current County Facility Plan is accessible by selecting the Annual Reports folder in the County Public Files website (<http://www.lenaweepublic.com/>). She encouraged the commissioners to explore this area for reference information.

Motion by Tillotson, supported by Branch, to refer the County Facility Plan Update Proposal to the Personnel/Ways and Means Committee upon Mr. Shaw's review and approval. Motion carried.

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IV. Finance Reports

The Building and Site fund report was available for review.

V. Drain Commission Report

Jenny Escott reviewed the Drain Commission report.

Jody Denske requested an additional \$1,000 for the Drain Barn monitoring project BS0809 to cover the added cost for electrical installation.

Motion by Branch, supported by Tillotson, to allocate an additional \$1,000 from the unallocated balance in Building and Site fund to project number BS0809. Motion carried (Hall voting no).

VI. Other Business

Jody recently investigated the condition of the dome of the Old County Courthouse. She is expecting a proposal for sand-blasting, cleaning, and painting to be presented at the next Physical Resources Committee meeting.

Motion by Tillotson, supported by Branch, to refer the maintenance proposal of the Old County Courthouse dome to the Personnel/Ways and Means Committee if the estimate is available prior to the August Personnel/Ways and Means Committee meeting. Motion carried.

Jody Denske will request Honeywell change their meetings to Monday, at 8:30 a.m., to allow for the attendance of commissioners.

VII. Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 10:55 a.m. Motion carried.

CLW/rdb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, SEPTEMBER 8, 2008 – 10:05 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Also Present: Jody Denske, Irv Shaw, Jonathan Poer, Justine Lewis, Cheryl Whipple, Dick Williams (Honeywell), Nelson Brikho (Honeywell), Greg Arkwright (Honeywell), Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), Roxann Holloway, Steve May, Erica Raymond, and Rebecca Borton

I. Approval of Minutes

Motion by Branch, supported by Tillotson, to approve the minutes of the August 4, 2008 meeting. Motion carried.

II. Honeywell Update

Dick Williams, from Honeywell, Inc. offered a presentation to update the Committee on the status of the Judicial Building Honeywell project. The presentation included before and after photos, replacements, and new equipment. Mr. Williams stated that the people in the facility, as well as Maintenance staff, have been very accommodating and helpful. He reviewed the Project Schedule, and indicated that the project is currently ahead of schedule and he anticipates completion by the end of November.

Mr. Williams reported that the following listed items were not included in the original plan, but have been installed at no additional charge to the County:

- Four (4) re-heat coils were added to the lower level and the ductwork in room 51, 52, 54, and 55 were re-routed
- The sally port was replaced with a higher quality unit
- Four (4) discharge sensors and four (4) thermostats were added to the AHU1 Controls
- Three (3) additional doors: one exterior door at the sally port coming into the mechanical room, one interior door to the AHU2 mechanical room, and one to the boiler room
- Five (5) access doors were added to allow access to the VAVs
- Five (5) faucets
- Twelve (12) control valves: seven (7) on cabinet heaters and five (5) on fin tube

Mr. Williams stated that he is amenable to reporting back to the Committee in person on a regular basis, if the Committee so chooses. The Physical Resource Committee was agreeable to having Honeywell return.

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III. Maintenance Department report

Jody Denske reported on the following:

Judicial Building:

The remodeling project for the Prosecuting Attorney's office will be postponed due to space constraints, and the law library will need to be reconfigured.

The installation of changing tables has been completed.

Parking space line striping has been completed and trees have been removed

Jail Building:

The work on the jail kitchen drain system was completed August 12, 2008, and the epoxy floor replacement is scheduled for September 18th. Drainage issues appear to be resolved.

Citizen Gas is removing a gas vault today, which has caused the jail kitchen to be shut down for most of the day.

Jody reviewed the recommendation from Schenkel Shultz on the air conditioner size for the UPS room.

Old Courthouse Building:

The Consumers Energy easement submittal remains pending.

The Request for Proposal for maintenance work on the OCH dome has been posted and all submissions will be opened at the October 6th Physical Resources Committee meeting. Following review of the proposals, a decision will be made on October 8th.

Parking space line striping has been completed.

Human Services Building:

Parking space line striping has been completed and trees have been removed, further parking lot improvements continue.

Physical Resources Building:

Work on the parking lot at the Physical Resource Building continues.

IV. Drain Commission Report

Steve May reviewed the Drain Commission report. The new software system for BS&A has been initiated. The software would not convert acreage and percentages, so they were manually adjusted which took approximately five weeks to complete.

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Drain Districts have been established for many years and periodically property owners are offered an opportunity to have the drain district property lines reviewed. Bonds in the amount of \$890,000 for the Floodwood Creek Drain and Branches Drain have been sold at 4.3% on 10 years.

Norvell Township has been unable to produce proof of the \$26,000 payment that is in question. The County has researched all payments received within the time frame involving the same amount and did not discover evidence of payment.

Commissioner Branch requested an update of the Septage Receiving Station. Steve May reported that gallonage goals have been met and 600,000 tons have been received since February 1, 2008.

Commissioner Van Doren inquired if the Drain Commission and the Buildings & Grounds Department are expecting to have their Continuity of Operations Plans submitted by the deadline. Both Steve May and Jody Denske confirmed that their departments would have the plans available by the deadline.

V. Finance Reports

The Building and Site fund report was available for review.

Cheryl Whipple noted the following projects over budget: BS0807-Spring Dumpster/Fill and BS0809-Drain Barn Monitoring. Jody Denske indicated overages were due to dumpster charges higher than anticipated and electrical costs.

Motion by Tillotson, supported by Branch, to increase project budgets from the Building & Site unallocated balance as follows: BS0807-\$600 and BS0809-\$628. Motion carried.

VI. Other Business

Commissioner Van Doren noted that he has received compliments from Judicial Building employees on the status of the Honeywell Project.

Library contracts are pending the Library Director's review.

VII. Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 10:49 a.m. Motion carried.

CLW/rdb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, OCTOBER 6, 2008 – 10:05 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Also Present: Jody Denske, Irv Shaw, Teresa Calderone, Cheryl Whipple, Don Welch, Dick Williams (Honeywell), Greg Arkwright (Honeywell), Kim Cramer, Dennis Pelham (Daily Telegram), Tim Hernandez (WLEN), Vicki Daniels, Roxann Holloway, Steve May, Robert Ziman (MIHM), Erica Raymond, and Rebecca Borton

I. Approval of Minutes

Motion by Branch, supported by Tillotson, to approve the minutes of the September 8, 2008 meeting. Motion carried.

II. Library Lease Contract

Teresa Calderone has attended the Addison, Deerfield, and Onsted council meetings to review the proposed updates to the lease contracts with the library branches. Proposed contracts were mailed to the remaining branches.

Teresa will send written notification in attempts to have the new contracts prepared and executed within the next few months.

III. Honeywell Update

Dick Williams, from Honeywell, Inc. offered a presentation on the installation status of the Judicial Building Honeywell project. He explained that ceiling tiles will be replaced pending the final inspection. The chiller unit is the last large piece of equipment, and will be removed over the next couple of months.

He reviewed how the new DDC Controls Graphical Interface system is expected to work.

The Honeywell project is approximately 86% complete with the Judicial Building and is expected to conclude by the end of the year. Mr. Williams expressed his appreciation for the phenomenal cooperation received from the County.

Reduced energy consumption, increased light levels, increased comfort, reduced noise levels due to new mechanical equipment, better control of temperatures, easier access to service and maintenance, and remote access with paging controls are some expected benefits.

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IV. Maintenance Department report

Jody Denske reported on the following:

Judicial Building:

Replacing the ceiling tiles at the Friend of the Court were not originally included in the Honeywell project. Approximately \$8,000 has been deposited into the Building and Grounds Revolving fund by recycling the scrap metal from the Judicial Building project. Jody requested that these funds be used to purchase new tiles for the Friend of the Court area.

Motion by Hall, supported by Branch, to replace Friend of the Court ceiling tiles using proceeds from the recycled metal. Motion carried.

Jody requested to use the \$10,000 budgeted in the Building and Site fund to purchase carpet for all buildings.

Motion by Tillotson, supported by Branch, to approve the purchase of carpet in an amount not to exceed \$10,000 from the Building and Site fund. Motion carried.

Jail Building:

The kitchen has had the epoxy floor installed and the kitchen is fully functional.

Citizen Gas has removed the gas vault and the Building and Grounds Department will be replacing the sidewalk.

The UPS room air conditioner proposal is expected to be presented at the next Physical Resources Committee meeting.

Sheriff's Department:

The County Clerk has requested storage space in the lower level of the Sheriff's Department, and proposals for removable shelving are being obtained.

A request to have the electrical system in the line-up room upgraded was reviewed. This will be forwarded to the Criminal Justice Committee.

Physical Resources Building:

Two estimates for the parking lots at the Physical Resources Building were reviewed. The estimate to asphalt the north parking was \$19,648, and it was estimated at \$18,000 to grade and prepare the south lot. There are also drainage concerns that Jody continues to work on resolving.

There was discussion on the size, necessity, funding, and proposals.

Motion by Branch, supported by Tillotson, that bids be obtained for work to be completed on the Physical Resources Building north and south parking lots. Motion carried.

Human Services Building:

An air conditioning compressor broke down at the Human Services Building last week and has been replaced. The replacement cost for the compressor was covered 100% by the service contract.

Parks:

The Building and Grounds Department is in the process of closing the County parks for the season and working on winter preparations. Bicentennial and Gerber Parks remain open at this time.

Other business:

Commissioner Van Doren noted that once the Continuity of Operation plans have been completed, storage needs may become an issue. Discussion followed on how to create and utilize storage space.

Commissioner Hall inquired on procedures for moving forward with usage of the Sheriff's Department Building for storage, which led to discussion on updating of the County Facilities plan. Some Committee members believe that the funds would be put to better use by investing into a building rather than on a plan update.

Old Courthouse Building:

The Consumers Energy easement was delivered and is pending the Prosecutor's review.

Five proposals were received for the maintenance work on the OCH dome. They were opened and read aloud with prices ranging from \$178,000 to \$1,195,000. A decision is expected to be made on October 8th.

V. **HSB Lease Subcommittee**

The subcommittee has met and is expecting to meet again soon to continue review of the HSB draft lease, which is coming together.

VI. **Drain Commission Report**

Steve May reviewed the Drain Commission report.

The Norvell Township dilemma remains unresolved.

Commissioner Tillotson noted that "full-faith in credit" requires research prior to passing. He commended Cambridge and Franklin Township for their support during this time.

VII. **Finance Reports**

The Building and Site fund report was available for review.

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VIII. Other Business

Community Mental Health has met with the County Administrator's Office, County officials, and the auditor to review costs disallowed by CMHA state audit. The Administrator's Office will investigate to determine if disallowed costs are justified.

IX. Adjournment

Motion by Tillotson, supported by Branch, to adjourn the meeting at 11:32 a.m. Motion carried.

CLW/rdb

OCH PRESERVATION

<u>VENDOR</u>	<u>TOTAL PACKAGE</u>	<u>DOME</u>	<u>TOWER</u>	<u>CHIMNEY</u>	<u>ROOF</u>	<u>MASONERY</u>	<u>CATEGORY TOTAL</u>
*RENAISSANCE ROOFING	\$1,195,500.00						
N.R. LEE RESTORATION	\$178,874.00	\$17,500.00	\$20,000.00	\$25,000.00	\$10,000.00	\$120,500.00	\$193,000.00
UNITED ROOFING	\$732,900.00	\$252,700.00	\$370,400.00	\$60,000.00	\$57,800.00	\$212,800.00	\$953,700.00
CREGER CONSTRUCTION	\$188,500.00	\$55,900.00	\$18,500.00	\$16,500.00	\$12,400.00	\$85,200.00	\$188,500.00
MIHM ENTERPRISES	\$348,000.00	\$27,550.00	\$88,800.00	\$38,700.00	\$6,850.00	\$38,400.00	\$200,300.00

* RENAISSANCE ROOFING DID NOT ITEMIZE THEIR BID.

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, OCTOBER 24, 2008 – 1:32 P.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Also Present: Jody Denske, Irv Shaw, Jonathan Poer, Cheryl Whipple, Tim Hernandez (WLEN), Erica Raymond, and Rebecca Borton

I. Approval of Minutes

Motion by Branch, supported by Tillotson, to approve the minutes of the October 6, 2008 meeting. Motion carried.

II. Proposals for the Physical Resources Building

Jody reported that two (2) companies have submitted proposals for the parking lot projects at the Physical Resources Building.

The bids supplied by Bales, Inc. and Slusarski Excavating and Paving, Inc. were opened and read aloud. It was noted that the Slusarski bids were inadvertently submitted with the opposite parking lot project specifications included.

Company	North parking asphalt lot	South parking gravel lot	Total
Bales, Inc.	\$26,400	\$15,600	\$42,000
Slusarski,	\$21,456	\$17,355	\$38,811

Discussion on awarding each business one project was held.

Motion by Tillotson, supported by Branch, to approve the Slusarski bid for the north parking lot asphalt project in an amount of \$21,456 and the Bales bid for the south parking lot gravel project in an amount of \$15,600. Motion carried.

III. LCMHA Audit Findings Update

Cheryl reviewed the status of the review of the audit findings. Dave Fisher, Rehmann & Robson, will be reviewing the information in the near future.

IV. Other Business

The Human Services Building lease sub-committee meeting was scheduled for **November 4, 2008, at 11:00 A.M.**

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Funding alternatives for Honeywell and other potential capital improvement projects for the Human Services Building were discussed.

V. Adjournment

Motion by Tillotson, supported by Hall, to adjourn the meeting at 2:15 p.m. Motion carried.

CLW/rdb

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, NOVEMBER 3, 2008 – 10:00 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Also Present: Jody Denske, Kim Cramer, Jonathan Poer, Irv Shaw, Joe Malak, Steve May, Tim Hernandez (WLEN), Don Welch, Dick Williams (Honeywell), Greg Arkwright (Honeywell), Erica Raymond, Cheryl Whipple and Bev Kampmueller

I. Approval of Minutes

Motion by Tillotson, supported by Branch, to approve the minutes of the October 24, 2008 meeting. Motion carried.

II. Honeywell Update

Dick Williams, from Honeywell, Inc. updated the committee on the status of the Judicial Building project and stated that the project should be completed by the end of the year. He noted that the Building & Grounds staff has been very accommodating and understanding. Presentation and project schedule on file.

III. Maintenance Department report

Jody Denske reported on the following:

There is a new truck on order for \$15,354.00 to be paid for out of the maintenance equipment revolving fund.

Jody Denske requested approval to purchase the following housekeeping equipment: a carpet buffer at a cost of \$2,600.00 and a hard floor machine at a cost of \$2,200.00.

Motion by Tillotson, supported by Van Doren, to approve the housekeeping equipment purchases of a carpet buffer for \$2,600 and a hard floor machine for \$2,200 from the Building & Site fund. Motion carried.

Judicial Building:

There has never been hot water in the back bathrooms on the south end of the Judicial Building. After some investigation there were several problems found. It would cost approximately \$7,500 to re-pipe and repair a large portion of the building to fix the problem.

Motion by Tillotson, supported by Branch, to authorize re-piping and other necessary repairs to

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resolve the lack of hot water on the south end of the Judicial Building at a cost not to exceed \$7,500, from unallocated balance in the Building and Site fund. Motion carried.

Jail Building:

The UPS quotes have come in extremely high. Jody plans to open bidding again and expects to have more than one quote next month.

The kitchen drain seems to be working great but will continue to be monitored. Costs for repairs were paid by Weigand.

Sheriff's Department:

The price proposal for movable shelving units requested by the Clerk's Office for storage at the Sheriff's Department remains pending.

Physical Resources Building:

The work on the north parking lot is complete and the parking lot lines will be painted on today. The south parking lot will be started this week.

Human Services Building:

Jody reported that there are no signs of roof leaks and that the air conditioning units seem to be working.

Old Courthouse Building:

One quote of \$47,000 to re-pipe the boiler has been received. The new boiler would not be compatible with the old piping. This item has been included as a 2009 Equipment/Capital Outlay budget request.

IV. **Physical Resources Building**

Funding for the parking lot projects at the Physical Resources Building that were approved on October 24, 2008 was discussed.

Motion by Tillotson, supported by Branch, to allocate \$21,456 for the north parking lot asphalt project, \$15,600 for the south parking lot gravel project from the unallocated balance in the Building and Site fund. Motion carried.

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V. County Bidding Policy

The Rules and Appointments Committee on October 7, 2008 referred the review of the County Bidding Policy to the Physical Resources Committee.

Discussion regarding language changes in section a) Sealed bids.

Presented change:

Remove – “*In compliance with state regulations*”

Add – “*Sealed bids shall be solicited for all contracts in which the total County obligation is anticipated to be \$20,000 or more. The requirement for sealed bids shall not apply to intergovernmental contracts. This provision can be authorized by 2/3 majority of the full Board of Commissioners*”

Motion by Hall, supported by Tillotson to approve language as presented and forwarded to the November Rules and Appointments Committee: “Sealed bids shall be solicited for all contracts in which the total County obligation is anticipated to be \$20,000 or more. The requirement for sealed bids shall not apply to intergovernmental contracts. This provision can be authorized by 2/3 majority of the full Board of Commissioners.” Motion carried.

VI. Drain Commission Report

Steve May reviewed the Drain Commission report.

Steve also reviewed a request he will present to the November Personnel/Ways & Means committee to add a full time Engineer Intern position.

VII. 2009 Equipment/Capital Outlay Budget Request

Cheryl Whipple reviewed the 2009 capital equipment/capital improvement requests. Cheryl stated that the amount of \$47,000 will be added to boiler re-piping item.

VIII. Other Business

The Human Services Building lease sub-committee meeting is scheduled for **November 4, 2008, at 11:00 A.M.**

IX. Adjournment

Motion by Tillotson, supported by Hall, to adjourn the meeting at 11:34 A.M. Motion carried.

CLW/bkk

MINUTES

PHYSICAL RESOURCES COMMITTEE MONDAY, DECEMBER 1, 2008 – 10:00 A.M. COMMISSIONERS' COMMITTEE ROOM

Present: Commissioners Hall, Branch, Tillotson, and Van Doren

Also Present: Dick Williams (Honeywell), Greg Arkwright (Honeywell), Jody Denske, Justine Lewis, Irv Shaw, Tim Hernandez (WLEN), Dennis Pelham (Daily Telegram), Don Welch, Roxann Holloway, Vicki Daniels, Steve May, Cheryl Whipple, and Rebecca Borton

I. Approval of Minutes

Motion by Branch, supported by Tillotson, to approve the minutes of the November 3, 2008 meeting. Motion carried.

II. Honeywell Update

Dick Williams, from Honeywell, Inc. updated the committee on the status of the Judicial Building project. He stated that installations are working well and the project continues to meet expectations.

Mr. Williams reviewed utility savings that the County has already realized.

There is still a few noise issues from air passing through the ventilation system that are expected to be resolved with diffusers.

III. Maintenance Department report

Jody Denske reported on the following:

Jail Building:

Only one (1) UPS quote has been received, and Jody will seek other options.

There are door and fire sprinkler head issues due to movement of the jail building from settling and weather conditions. Jody is looking into flexible sprinkler heads

Sheriff's Department:

An electrical outlet has been installed for the 911 recording system.

Physical Resources Building:

The DEQ permit for the north parking lot has been resubmitted, as requested, and the south parking lot has had the gravel laid.

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Old Courthouse Building:

Piping requirements for the boiler are currently being engineered by company working on Honeywell project.

The restoration project of the Old Courthouse dome is expected to begin in March, 2009.

The Adrian Fire Department has requested a walk-through of all County buildings.

The Continuation of Operations Plan for the Building and Grounds Department is coming together.

The United States flag normally displayed on top of the Old Courthouse has been temporarily removed. The cords have become entangled and there are a couple of other maintenance concerns to be resolved prior to replacement. Alternatives for flag replacement will be investigated .

IV. County Bidding Policy

The intent of the Physical Resources Committee in reviewing the County Bidding Policy is to consider amending it to include local purchasing preference. Several examples were reviewed including a few stating that when a local entity bid is within 5% of the lowest bid the local company is offered the opportunity to match the low bid.

Commissioner Van Doren noted that in the last sentence of section A of the current policy, the word “authorized” should be reconsidered.

It is recommended to change this line to, “This provision may be *waived* by 2/3 majority of the full Board of Commissioners.”

Policies from Monroe and Ingham County, and the City of Adrian were reviewed. The benefits of establishing a percentage breakdown in correlation of the project cost were discussed.

Commissioner Hall noted that each commissioner represents a section of residents and businesses within Lenawee County. Each commissioner considers the benefits of the county residents, businesses, and government business when reviewing bids.

Commissioner Van Doren suggested a generic policy to include opportunity for projects to be awarded to local businesses, maintaining the right of the County to accept or reject any offer. He also suggested checking into subcontractors.

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Commissioner Tillotson stated he was agreeable to having a preference for local business, but not a differential between in-county and non-county bids.

It was suggested to add a general policy to consider local service and products first without forfeiting quality or service, and to include no percentage breakdowns.

The possibility of changing the cost amount for projects required to go out to bid was dismissed.

The Committee would like to have a draft of the following amendments to the county bidding policy presented at the next Physical Resources Committee meeting:

- Change the last sentence of section A to read, “*This provision may be **waived** by 2/3 majority of the full Board of Commissioners.*”
- Add section “E” to include a general preference policy to shop Lenawee County first for local products and services, include no bidding preferences on percentages, and not infringe on quality of product and service.

V. Drain Commission Report

Steve May reviewed the Drain Commission report.

It appears that the Bean Creek Watershed may be set up within the next year.

Commissioner Branch inquired on restrictions for spreading septage. The general limit rule for septage spreading is 300lbs. per acre; spreading on frozen ground is prohibited.

VI. Other Business

Cheryl Whipple reviewed the financial reports.

Comm. Van Doren noted that the bond hearing is scheduled for the December meeting.

There is no updated information on the Library contracts and insurance information.

The MIEE Energy grant has yet to be awarded.

The Auditor has reviewed the Community Mental Health audit.

Commissioner Tillotson will contact the Prosecuting Attorney’s office for the status of the updated farm property contract and believes that it may be available for the upcoming Personnel/Ways and Means Committee meeting. Commissioner Branch requested that the commissioners be notified when the farmland contract becomes open for bids.

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VII. Adjournment

Motion by Tillotson, supported by Hall, to adjourn the meeting at 11:04 A.M. Motion carried.

CLW/rdb