



DRAFT

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PHYSICAL RESOURCES COMMITTEE

*Bob Knoblauch, Chair – Ralph Tillotson, Vice Chair
Jim Driskill, Member*

MEETING LOCATION

*Chambers, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI*

MINUTES: MONDAY, FEBRUARY 5, 2018 – 10:00 A.M.

PRESENT: Commissioners Knoblauch, Tillotson, Driskill, and Stimpson

OTHERS PRESENT: Commissioners Wittenbach and Collins; Tim Mehan, Jenny Escott, Ed Scheffler, Jason Weiss (Enterprise), Sheriff Welsh, Undersheriff Bevier, Martin Marshall, Kim Murphy, Rebecca Borton, David Panian (The Daily Telegram), and Irv Shaw

I. Approval of minutes

Motion by Driskill, to approve the minutes of the January 8, 2018, meeting, seconded by Tillotson. Motion carried.

II. Finance report

Administrator Martin Marshall reviewed the finance report.

III. Maintenance Department report

The Maintenance report was available; Tim Mehan provided a few highlights including the status of Public Defender office remodeling at the Annex Building and Social Security Administration office. He also mentioned that the buildings evaluation for Maurice Spear Campus is expected to be done soon.

IV. Drain Commission report

The Drain Report was available for review.

Waltermire Drain: The first Board of Review was held on the Waltermire Drain Project and there were 2 appellants. The Board of Review will meet again later this week. The options available to the Board include determining an error in benefit and revising the distribution of the total dollar amount.

Drain Commission Maple Lane Site: The Drain Commission has found is less convenient to access to the former drain maintenance facility out on Maple Lane. When Drain Commission moved into the city they left a vehicle lift and a large air compressor. There was an understanding at that time that they may need to replace those pieces of equipment. Replacement is preferred to moving the equipment.

A replacement lift would cost approximately \$7,200 while an air compressor would be under \$1,500.

Drain Commissioner, Jenny Escott, would like to purchase equipment for the downtown facility and proposed that the costs of the new equipment be shared.

Motion by Tillotson, seconded by Driskill, to approve the purchase of the lift and air compressor for downtown Drain facility; with the cost to be split between the Drain Commission and the Building and Site fund. Motion carried.

The Drain Commission will be relocating the concrete blocks from Maple Lane to the north side of the Maple Road site and would like to build a 30' x 200' lean-to for storage. More information will be submitted at a future date.

Jenny reminded the committee that a request will be presented to the Personnel/Ways and Means Committee for an additional utility operator position to handle both sewer and water in area 3; this is a 100% reimbursed position.

V. Campus Improvements / Renovations

Marty provided an update on the campus improvements and renovations.

The collaborative is meeting with those departments that may be affected to identify each their specific needs. The layout of the Sheriff's Office has been drafted and approved by the Sheriff.

The old courthouse has been evaluated for possible renovations and/or restorations.

The plan for a secondary Emergency Operations Center at the airport has been developed and plans for relocating the Dispatch Center to the Robertson Building during the Sheriff's Office rebuild are moving forward.

Prices are pending on the projects mentioned as well as a morgue, swing space preparation at the Annex Building, and rerouting fiber connections for Dispatch.

He concluded by reporting that everything is on schedule at this point.

VI. Updates / Other Business

Enterprise Fleet Management: Marty reviewed the Enterprise Fleet Management proposal. The funds currently being used to purchase vehicles will go toward vehicle leasing this year and departments other than the Sheriff's Office and Drain Commission will be allowed to participate should they choose. The Sheriff would like to proceed with the Enterprise fleet leasing program and order his 2018 vehicles. The Drain Commission will start with three vehicles.

There was discussion regarding any cost saving benefits.

Motion by Tillotson, seconded by Driskill, to refer the Enterprise fleet leasing proposal on to the Personnel/Ways and Means Committee for consideration. Motion carried.

VII. Adjournment

Motion by Driskill, to adjourn the meeting at 10:35 a.m., seconded by Tillotson. Motion carried.