

# POLICIES & PROCEDURES COMMITTEE



301 N. Main St. Adrian, MI 49221  
p: 517-264-4508 | f: 517-264-4512  
lenawee.mi.us

## MEMBERS

*John Lapham, Dawn Bales, Bob Knoblauch*

## MEETING LOCATION

Chamber Room, 2<sup>nd</sup> Floor  
Old Courthouse, 301 N. Main Street, Adrian, MI 49221

**MINUTES:** Monday, August 19, 2019 – 10:00 a.m.

---

**Present:** Commissioners Lapham and Knoblauch

**Absent:** Commissioner Bales

**Also Present:** Susie Dice, Martin Marshall, and Kim Murphy

### I. Approval of Minutes

*Motion by Knoblauch, supported by Lapham, to approve the minutes of the July 15, 2019 meeting. Motion carried.*

### II. Ready for recommendation

**A. Parking Lot Regulations:** The draft Parking Lot Regulations with amendments was presented for consideration.

*Motion by Knoblauch, seconded by Lapham, to recommend adoption of the amended Parking Lot Regulations at the September Board of Commissioners meeting. Motion carried.*

### III. Initial/Further Review

**A. Salary Structure Review:** Marty Marshall indicated that MAC sent out a Commissioner salary survey and will be distributing it at the MAC Conference this week. He hopes they will release it once the conference has concluded. This discussion will be further investigated/discussed next month. It was noted that it would be best to include this as part of the 2020 Budget so that it is in place prior to the April filing deadline.

### IV. Other Business

There was some continued discussion on the possibility of combining all committee meetings into one meeting with the exception of Personnel Ways and Means. The reactions to doing this are mixed. Those meetings such as Parks, Airport, and Solid Waste would continue to operate as normal. This will be discussed in more detail at a later date.

It was noted that once the salary structure review is complete, the Policy and Procedures Committee will move to quarterly meetings with a designated schedule to review certain policies.

**V. Adjournment**

*Motion by Knoblauch, seconded by Lapham, to adjourn the meeting at 10:24 a.m. Motion carried.*

MDM/rdb

**LENAWEE COUNTY BOARD OF COMMISSIONERS**

**301 N. Main St. Courthouse ~ Adrian, MI 49221**

CHAIR  
*David Stimpson*

(517) 264-4508  
[www.lenawee.mi.us](http://www.lenawee.mi.us)

*Dawn Bales  
Karol "KZ" Bolton  
Nancy Jenkins-Arno  
Bob Knoblauch  
John Lapham  
Ralph Tillotson  
Chris Wittenbach*

VICE-CHAIR  
*Terry Collins*



**POLICY#2019-014**

**COUNTY PARKING REGULATIONS**

Date of Adoption: March 9, 1988

Date of Amendments: 05/99; 02/05; 05/10; 08/18, 03/19

Pursuant to MCL 46.201 as amended, the following has been adopted by the Lenawee County Board of Commissioners as the regulations pertaining to the various County parking lots:

1. **LOTS IDENTIFIED.** The parking lots subject to the regulations are lettered A through L and are identified by location and use in the table titled "*County Lots Listed Under Parking Regulations*". Limitations on parking within the lots are identified by signage or markings at lot entrances and/or individual parking spaces.
2. **PUBLIC LOTS.** As used in this regulation, "Public" means any individual using the parking lot for County business or conducting business with an office within a County building. Some public spaces have time limits and are identified by signage or markings
3. **EMPLOYEE LOTS REQUIRING PERMITS.** Parking lots designated as employee lots are restricted to County employees or anyone whose vehicle has a parking permit issued by the County Administrator's Office.
4. **MULTIPLE USAGE LOT.** Multiple usage parking lots are available for use by the public and County employees. Parking permits are not required for these lots.
5. **DESIGNATED SPACES.** Designated reserved parking spaces are identified with individual signs and/or markings.
6. **POLICE VEHICLE SPACES.** Six (6) spaces in lot C are designated for police vehicle use and are so identified.
7. **HANDICAP PARKING.** Designated handicap parking spaces are located in lots adjacent to the historic Courthouse, Judicial Building, Human Services Building, Annex Building, and the Jail. Per Sections 257.674 and 257.675 of the Michigan Vehicle Code, only vehicles which carry a permit or license plate specially issued to handicapped persons by the Secretary of State's Office may utilize the designated handicap parking spaces. Any vehicle parked in such designated areas without a proper permit will be fined per State Law. Vehicles which carry a State issued handicap permit or license may use a handicap parking space in any of these lots.

8. **COMMISSIONER PARKING.** County Commissioners with a Commissioner's parking permit may park in any public, employee, or multiple usage lot.
9. **ISSUING OF PERMITS.** Parking permits shall be issued by the County Administrator's Office pursuant to guidelines established by the Physical Resources Committee. Permits are not transferable from an employee to another employee or person. All replacement permits must also be obtained through the County Administrator's Office. Parking stickers issued to County employees are to be affixed to the inside of the left rear window. Permits are not required for the Human Services Building lots.
10. **SIGNS.** All parking lots shall be posted with appropriate signs designating whether said lots are public or employee lots or restricted in some manner. Temporary changes to parking lot occupancies due to emergencies, training, construction or other events will be identified by appropriate signage.
11. **LOT RESTRICTION.** Lots are restricted to County business. No parking, trespassing or loitering is permitted during non-business hours. Parking is permitted during non-business hours for officially sanctioned meetings or on prior approval from the Administrator's Office. Skateboarding is prohibited at all times.
12. **ENFORCEMENT.** Parking and other violations of this regulation shall be subject to a civil sanction in the form of a fine plus any appropriate Court costs and processed pursuant to MCL 46.201 as amended. In addition, vehicles parked in violation of this regulation may be treated as a nuisance and abated by a Sheriff's deputy or police officer by towing, removal, and impoundment, to be returned only on payment of a reasonable impounding fee. Enforcement of the parking regulations is the responsibility of the County Sheriff.
13. **CURBS AND FIRELANES.** No parking shall be allowed in those areas designated by a sign as a fire lane and in those areas designated by yellow curbs.
14. **TEMPORARY PERMITS.** Temporary permits are available from the County Administrator's Office for use in lots requiring permits during specified times by temporary employees, persons working within the County premises for a limited time or special project, or for employees using a car on a temporary basis. Temporary permits are to be displayed on the dashboard.
15. **WAIVER OF REGULATIONS.** When, in the judgment of the County Board of Commissioners or its designee, it becomes impractical to enforce the parking regulations due to snow and ice conditions, or due to temporary emergency situations, the Board or its designee may temporarily waive the regulations in whole or in part for a specific period of time.
16. **EFFECTIVE DATE.** These regulations, as amended, will remain in effect until or unless rescinded by the County Board of Commissioners. As necessary, from time to time, the Board of Commissioners may further amend these regulations.

**COUNTY LOTS LISTED UNDER PARKING REGULATIONS**

<b>Lot I.D.</b>	<b>Location</b>	<b>Type</b>	<b>Permit Required</b>	<b>Total # Of Spaces</b>	<b># of Handicap</b>
A	South of the Jail	Multiple Use	Yes	31	1
B	West of Judicial Building	Employee	Yes	45	0
C	Adjacent to Judicial Building, West off Maple Avenue	Public W/ Designated Spaces	No	24	0
D	Adjacent to Judicial Building, East off Maple Avenue	Public	No	35	3
E	West Side of Old Courthouse	Public (2 hr.) w/Designated Spaces	Yes	24	1
F	West Side of Annex Building	Employee	Yes	65	3
G	North Side of Judicial Building	Multiple Use	No	139	4
H	Off Winter Street North of the Title Company	Employee	Yes	11	0
I	Southeast Corner of Hunt and Winter Streets East of the Jail	Employee	No		
J	Human Services Building-West (Off Metcalf & Left)	Multiple Use	No	240	6
K	Human Services Building-East (Off Winter Street)	Multiple Use	No	259	12
L	Sheriff's Office Lot (secured lot north of Sheriff's Office)	Employee and handicapped visitor	No	22	0

**PASSED BY ROLL CALL VOTE** of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, September 11, 2019, in the Old County Courthouse, Adrian, Michigan.

---

David Stimpson, Chair

---

Roxann Holloway, County Clerk