

**MINUTES
PHYSICAL RESOURCES COMMITTEE
MONDAY, MARCH 6, 1995 - 9:30 A.M.
COMMISSIONER'S COMMITTEE ROOM**

Present: Commissioners Gardner, Hall and Eisenmann

Also Present: Gaylord Herriman, Kim Cramer, Caroline Depp, Don Mitchell, Patrick Esponiza and Bill Bacon

I. Approval of Minutes

Motion by Hall, supported by Eisenmann to approve the minutes of the February 6 and 22, 1995 meetings. Motion carried.

II. Request from Printing Department for Software Training Funds

Kim Cramer reviewed the need for additional software training in the Printing Department. The PC based IBM platinum program handles invoicing and inventory control for the Printing Department. She stated that approximately \$800 is needed to complete one (1) additional session and provide one quarter of support services. The platinum program is currently set up on the network file server. No action was taken pending determination on retaining a new Data Processing Technician position for the County.

Kim Cramer reviewed the recent mechanical problems being experienced with copiers in the County Clerk's Office and District Court. Funds will need to be allocated to these departmental budgets once these units are replaced to cover all copying charges.

III. Update on Status of Removal of Underground Storage Tank(s) (UST)

Caroline Depp explained that NTH Consultants, the firm retained to remove the UST's, would be on site Wednesday, March 8, 1995 to set up a schedule for their removal. Paperwork has been received from the DNR involving tank removal which should be ready to begin by March 20, 1995. It is hoped that the UST at the Judicial Building will be allowed to be kept in place as it may cause structural damage to the retaining wall for the mechanical equipment.

The Drain Barn is in the process of securing an above ground tank to be used for fueling purposes.

Gaylord Herriman reviewed costs to install an above ground tank at the Judicial Building to store fuel for the generator. A three hundred (300) gallon unit with a containment unit would cost \$797. A unit with a rain protector would cost \$966.

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Motion by Eisenmann, supported by Hall to install a vault tank at the Judicial Building to store fuel for the operation of the generator with funding to be provided from the sale of existing fuel with the balance from the Maintenance Department budget. Motion carried.

Mr. Patrick Espinoza reviewed the specifications of an alternate proposal submitted by his firm for the removal of the UST's. He reviewed his recommendations to conduct pre-site assessments in the amount of \$4,846. He stated that pre-site assessments can greatly reduce the costs for tank removal and cleanup.

Mr. Espinoza reviewed the tank removal project recently conducted at the jail. Contamination still remains near the entrance area on Winter Street. Mr. Espinoza estimated that the costs would be approximately \$80,000 for site cleanup in this area. He has communicated this information to Sheriff Germond.

Motion by Eisenmann, supported by Hall to refer consideration of conducting pre-site assessments prior to the removal of UST's to the Personnel/Ways and Means Committee. Motion carried.

IV. Recommendation of Solid Waste Coordinating Committee (SWCC) to Sign Household Hazardous Waste (HHW) Grant

Caroline Depp explained that the State had approved the application of the County to conduct a HHW program. With the approval of the County Board of Commissioners, the contract will be authorized to be signed on behalf of Lenawee County. The SWCC has recommended that the County approve the grant for the HHW collection program.

V. Review Renovation of Old County Courthouse Ground Floor Vault

Gaylord Herriman reviewed costs to renovate the Old County Courthouse ground floor vault. The renovation would include new shelving, flooring and entrance door. The total estimated costs are \$800.

Motion by Hall, supported by Eisenmann to allocate up to \$800 from unencumbered funds in the building and site fund for renovation of the Old County Courthouse ground floor vault. Motion carried.

Mr. Herriman explained that the Maintenance Department will try to schedule the work during the third (3rd) week of April, 1995.

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VI. Maintenance Department Report

Gaylord Herriman distributed the monthly listing of bills for the Maintenance Department. He explained that a sewage lift pump needed to be replaced at the Judicial Building. It is estimated that repairs would cost from \$800 to \$3,500.

Motion by Hall, supported by Eisenmann to allocate up to \$800 from unencumbered funds in the building and site fund for the necessary repairs on the sewage lift pump at the Judicial Building. Motion carried.

Mr. Herriman reported that fourteen (14) signs had been stolen from the Human Services Building (HSB). The committee recommended that replacements be handled with generic signs.

The alarm system at the HSB has been tripped on several occasions by employees through improper usage. Discussion followed with comments that penalties should be levied against repeat offenders for triggering false alarms.

The General Services Administration (GSA) has provided specifications and blueprints to the Maintenance Department for the renovation and remodeling of Social Security Offices within the building. The contracts for the project need to be bid with full funding by the GSA.

VII. Drain Commission Report

Don Mitchell distributed the monthly Drain Commission report. He reviewed various balances and drain funds.

Mr. Mitchell reported that Brian Johnson, Engineer, had recently submitted his resignation. This vacancy will need to be filled as soon as possible.

Mr. Mitchell explained they are still waiting to get bids from dealers on a new truck.

A request has been received from Onsted to pump water from a cleanup site in the village through a County drain. Mr. Mitchell reviewed a draft letter to be sent to the Village of Onsted concerning this matter.

The annual Drain report is tentatively scheduled for the evening meeting on Wednesday, March 22, 1995.

Petitions are in the process of being filed for construction of a sewage system at Sand, Evans and Iron Lakes.

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Mr. Mitchell reviewed the need to construct a new distribution system for the Manor Farms water system. Estimated costs are approximately \$225,000/\$250,000. A bond issue may be a possibility for this system.

VIII. Adjournment

There being no further business the meeting was adjourned at 12:35 P.M.

WRB/tjm