

BERRIEN COUNTY ADMINISTRATION COMMITTEE
Minutes of July 14, 2022

Roll Call Present: Jim Curran, Chairperson
Jim Martin
Julie Wuerfel

Absent: David Vollrath, Vice Chair

Scheduled: Brian Dissette, County Administrator
Teri Freehling, BOC Vice Chairwoman
Sheriff Bailey, BCSD
Kevin Stack, Road Department

Others:

Call to Order

Meeting called to order at 9:29 am.

Sheriff's Department Update – Sheriff Bailey

Sheriff Bailey reported the Red Bud and Independence Day celebrations went well with no issues. 100% of the overtime at Red Bud was paid by the organization. The Silver Beach Independence Day overtime comes out of the Parks budget. Bailey reviewed the June report. Today was the first day of jail overcrowding at a count of 344 classified. The maximum allowed is 341. The Judges will review inmates for ones that can safely be released early.

The Niles Charter Township Board will be voting on July 18th to increase the millage to cover the cost of 3 to 4 additional officers. They are currently at 7. Wuerfel asked how the Animal Control officers are doing. Bailey stated they have just finished with the Policies and Procedures and have 3 full time officers. 1 new one will be starting on Monday and 1 is finishing up their paperwork. That will bring the count to 5 full time and an opening for 1 part time. He will bring in all 5 officers to the August reporting. He stated Ashley Herr, Interim Shelter Manager, is dedicated and is great to work with.

Road Department Update – Stack

Stack reviewed the created and completed work orders along with the contracted and in progress projects. Mechanics are getting the machines ready for Monday. The dust issues are complete. He noted the chlorine cannot be applied yet because it needs a certain amount of moisture to work properly. He reviewed the current projects and noted he is still dealing with supply chain issues. Discussions ensued regarding the remaining fuel budget for FY22 and he noted he will need approximately \$300,000 more. This will come out of reserves and savings. He is working on a schedule for next year to try and secure prices.

Q & A – Dissette & Freehling

Dissette will have an authorizing resolution for Wightman at next week's Committee for follow up at the full Board the following week. He will also have the authorizing resolution ready for the Buy/Sell Agreement for the AEP building at 500 Circle Drive in Buchanan. He reviewed the next steps and noted they will meet onsite next week with LaSata. This project will require additional funding assistance from the State. He reviewed the Animal Control emails and plans to post the job description for the Shelter Manager next week.

Freehling verified the consent calendar.

Wuerfel asked about the budget process. Dissette is proposing that the Finance Department meet with department heads in advance to streamline the budget process. Discussions ensued regarding ARPA funds, planning and excessive costs. Dissette also gave a brief update on the Juvenile Center plans.

Approval of Minutes

Motion by Martin, supported by Curran, with Wuerfel abstaining, to approve the minutes of the June 23, 2022 meeting. Motion Carried.

Resolutions

The following Resolution was signed by the Committee:

A2207313 – Execute documents pertaining to the acquisition of the AEP property located at 500 Circle Drive, City of Buchanan.

County Property Use Request

First Church of God to use the courthouse parking lot on Sunday, July 31, 2022 from 5:30pm to 8:30pm for baptisms. Request granted.

Miscellaneous

None.

Meeting adjourned at 10:29 am.

Respectfully Submitted,

JArent

Jennifer Arent
Recording Secretary