

BERRIEN COUNTY ADMINISTRATION COMMITTEE
Minutes of August 18, 2022

Roll Call Present: Jim Curran, Chairperson
Jim Martin
David Vollrath, Vice Chair
Julie Wuerfel

Absent:

Scheduled: Brian Dissette, County Administrator
Mac Elliott, BOC Chair
Mark Heyliger, Road Department
Ashley Herr, Animal Control

Others: Sheriff Bailey, BCSD

Call to Order

Meeting called to order at 9:19 am.

Road Department Complement Changes - Heyliger

Heyliger reviewed the 2 resolutions. P2208336 to add 1 mechanic and P2208335 to add 1 engineering tech. This will broaden the applicant pool. Adding an engineer to the full time staff costs much less than hiring outside engineering firms. They will be able to do designing, surveying and creating in house. Annette provided the employee flow chart per Curran's request. Discussions ensued and the Committee concurred to request a marked up copy of the job descriptions. Dissette will forward the new job descriptions to the Committee and he reviewed the current openings posted online. Heyliger will provide an updated flow chart with the new positions included. Vollrath requested an update on the number of applications received. Wuerfel commended the Road Department on their booth at the Youth Fair.

Animal Control Update – Herr

Herr reported they have transferred 80 animals to other rescues. This does not include the 36 Chihuahuas they were required to take in and house due to a court case. She discussed new kennel staff and noted the wage increase has helped with attracting quality workers. She is currently looking for a Clinical Assistant and will request a change in the job description from 1,000 temp hours to a full time position. Curran requested information on how dead animals are disposed of. Herr discussed the current options which include individual and mass burials and noted there is a memorial garden being created in Kalamazoo that may be a possible option for Berrien County residents. Curran requested that Herr research lower cost disposal options. Discussions ensued regarding the disposal of wildlife and MDNR specific requirements for those.

Q & A – Dissette & Elliott

Elliott discussed the issues with the Point Blank property. There are too many issues with it for the County to consider it. Sheriff Bailey discussed employee recruiting booths at the Youth Fair. Wuerfel questions the delay in updating the job description for Animal Control. Dissette stated they were waiting on the MDNR to answer licensing questions, which have been answered and the Shelter Manager position will be posted online today. He is currently reviewing job descriptions with both Herr and Jasper and will present complement changes soon. Discussions ensued regarding the Napier Avenue site plans and the Juvenile Center. Dissette noted Cass County has asked to discuss their needs as well, which is what was anticipated. Curran requested 2 additional commissioners attend the strategic planning sessions with the courts. Dissette will ask the other two Committee Chairs. Dissette noted the City of Niles has requested training sessions to be conducted by Greg Trail.

Approval of Minutes

Motion by Vollrath, supported by Wuerfel, to approve the minutes of the August 11, 2022 meeting. Motion Carried.

Resolutions

The following Resolution was signed by the Committee:

A2208334 – Authorize reimbursement agreement with the Friends of Berrien County for the installation of sound tiles at the Animal Control facility.

Sheriff Funds Distribution

Curran has approved Berrien Community Foundation funding for the Sheriff's Department to use funds in the amount of \$5,160.84 for fuel, travel, training and repairs for motorcycles, and employee recognition.

Public Comment

Tony Benhart, Sodus Township – The State of Indiana goes out every morning to pick up dead animals and they bury them at a spot at the South Bend Airport. Some of the dead animals here go into dumpsters.

Meeting adjourned at 10:25 am.

Respectfully Submitted,

J Arent

Jennifer Arent
Recording Secretary