

BERRIEN COUNTY BOARD OF COMMISSIONERS

Minutes of the August 18, 2022 **Personnel and Human Services Committee** Meeting.

Meeting held in conference Room 4B of the County Administration Center. Attendance was as follows:

NAME	PRESENT	ABSENT	ALSO PRESENT
Bob Harrison	X		Jill Adams, Mark Heyliger
Michael Majerek	X		
Rayonte Bell	X		
			Shelley Jasper

COUNTY ADMINISTRATION

- o Meeting called to order at 9:18 a.m.
- o Attendance is reflected above.
- o Motion by Commissioner Bell, supported by Commissioner Majerek to approve the minutes of August 11 2022 as presented. 3 years, 0 days, Motion carried.
- o Motion by Commissioner Bell, Supported by Commissioner Majerek to approve the advanced step hire request for Sheriff's Office employee Vince Kiser. Mr. Kiser will fill the Civilian Tether Monitor position and will be paid at grade 5, step 4, annualized salary of \$38,312. 3 years, 0 days, motion carried.
- o Resolution P2208008, the Per Diem Resolution for the month of July totaling \$4608.76 was reviewed and signed by all Committee members.

PARKS AND RECREATION DEPARTMENT

Parks & Recreation Director Jill Adams presented the monthly report. Highlights included:

Madeline Bertrand County Park:

- **Helmen Property Acquisition, Niles Township, Update**

Berrien County Parks received a MNRTF Grant in 2021 for the purchase of 33 acres of property north of Madeline Bertrand County Park. The grant amount is \$300,000 from MNRTF, with \$100,000 match from the County for the purchase of the property for a total of \$400,000. The approved appraisal came in at \$700,000. The sellers have offered a \$500,000 sale price, with a charitable donation of the remaining \$200k.

Silver Beach County Park

- **Pay Upon Exit Trial – Silver Beach County Park**

The City of St. Joseph approached the County about conducting a trial for pay-upon-exit at Silver Beach County Park this summer. A trial was conducted in August. Berrien County has shared parking and visitor data with the City of St. Joseph. The City conducted a traffic study using cameras at the corner of Lake and Broad this summer, as well. This information will greatly assist planning efforts as we move forward with the Silver Beach Master Plan ideas.

- **Silver Beach Lifeguard Stats**

48 Days On Duty
59 First Aid Assists
125 Watercraft in Swim Zone Incidents
33 Missing/Lost Child Procedures
6 People Rescued or Received In-Water Assists by Lifeguards
16 Days When Red Flags were Posted for at least a Portion of the Day

- **Krasl 20th Anniversary of *And You, Seas* – August 23, 2022**

Reminder - County Commissioners are invited to attend the Anniversary Celebration of Richard Hunt's *And You, Seas* sculpture at Silver Beach County Park next week, August 23, 2022, 5 p.m. to 9 p.m., at Silver Beach County Park. The event is hosted by Krasl Art Center and Berrien County Parks.

Rocky Gap County Park

- **Unauthorized Tree Trimming**

Unauthorized tree branch trimming on County property occurred in late 2021. A park neighbor admitted to having a tree company cut the branches. A Police Report was taken. Park Commission consensus was to turn the information over to the Prosecutor's Office to continue the case. Staff have met with Corporate Counsel and the Prosecutor's Office to arrange next steps to address the issue and hold the person accountable for their actions.

- **Parking Issues**

There are 24 “No Parking” signs on the road along Rocky Gap County Park. An increase in patrols and efforts to write parking tickets has been ongoing, especially over the past few weeks at the park. Gate Closing Time has been moved up, as sunset times change this time of year.

Environmental Programs

- Final 2022 Community Recycling Collection Events
 - September 17, 9 a.m. to 1 p.m.: Silver Beach County Park, 101 Broad Street, St. Joseph. Accepting: Household Chemicals, Electronics, and Foam
 - October 8, 8 a.m. to 12 Noon: Southeast Berrien County Landfill Recycle Center, 3200 Chamberlain Rd., Buchanan. Accepting: Household Chemicals, Electronics, Foam, Document Shredding

ROAD DEPARTMENT

Road Department Director Mark Heyliger presented and discussed the following Resolutions:

- P2208336, a Resolution to add a mechanic position to the current complement. Mark mentioned that the Road Department maintains 174 pieces of motorized equipment and currently only has four full time mechanic positions. Adding a fifth mechanic to the complement will allow better utilization of the Shop Foreman, allow for more preventative maintenance type of activities and help to reduce overtime.
- P2208335, a Resolution to add one additional Engineering Technician position and to create three tiers of Engineering Technician positions based upon education, certifications and experience.

The Committee members concurred with the proposals and all members signed the Resolutions.

ADMINISTRATOR/CHAIRMAN

The Chairman and Administrator were asked to stay with the Administration Committee to respond to questions and were not available to PHSC.

Adjourned 10:02 a.m.

Respectfully submitted,

Shelley Jasper,
Human Resources Director