

BERRIEN COUNTY ADMINISTRATION COMMITTEE
Minutes of October 27, 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
Robert Ray, Building & Grounds
Carrie Smietanka-Haney, Trial Court
Mark Heyliger, Road Department

Others:

Call to Order

Meeting called to order at 9:12 am.

Building & Grounds Update – Ray

Ray distributed a memo with updates and reviewed. He noted the department is running smoothly now with the addition of an assistant along with a new maintenance supervisor and office manager. This has created a strong management team. He discussed repairs needed at the Baroda Road Department building. Ray noted the trees on the Port Street side of the Courthouse are dying. He contacted an arborist who suggests not pruning them this season. They cannot be saved, but the deterioration can be slowed. He provided a photo of the new Courthouse parking lot signs that state there is no overnight or unauthorized parking allowed. Discussions ensued regarding the concern of the wording of the signs. Ray referred to the memo in discussing staffing shortages and openings in custodial positions. He could contract out to fill some of the needs, but most need to be internal due to the confidential nature of some of the departments. He reviewed current maintenance projects including the issue with the faulty LED fixture heads on 3 of the 4 outside lights in the employee parking lot between the Courthouse and jail.

Trial Court Complement Change – Smietanka-Haney

Smietanka-Haney reviewed Resolution P2211393, which would remove the Trial Court Clerk II position and add Court Security Officer. The position should be a security officer due to accessing cameras and securing the doors. It is a budget neutral shift. Discussions ensued and the Committee concurred.

Road Department RAP Usage - Heyliger

Heyliger provided a timeline of the Tulip Road improvement project in Hagar Township. He also provided a copy and reviewed the Tri City Record article. He stated the reporter did not quote information discussed at the meeting accurately and did not contact him for a statement. A community member began complaining after the first application. Vollrath noted the community member does not live on Tulip Road and the residents of that road were pleased with the final product. Hagar Township is requiring it to be returned to gravel. Heyliger is concerned about the precedence this might set. He noted the County Right of Way allows the Road Department to determine the best type of application for the roads. Discussions ensued. On an unrelated note, Heyliger stated their summer hours were successful and shows no need for in-house office staff to be present on Friday afternoons. Therefore, summer hours will be extended year round.

Q & A – Dissette & Elliott

Dissette reviewed the 90 day extension amendment to the Medical Examiners Services Contract with WMED. It states that if an employee leaves WMED, they must agree to return for court appearances at the same cost. He will have the resolution ready at the next meeting. The Committee concurred.

Approval of Minutes

Motion by Wuerfel, supported by Vollrath, to approve the minutes of the October 20, 2022 meeting. Motion Carried.

Resolutions

The following Resolutions were signed by the Committee:

A2211390 – Authorize Family Division submission of amendment to application for Child and Parent Legal Representation Grant.

A2211391 – Accept change order to Community Corrections grant funding.

A2211394 – Authorize acceptance of the Snowmobile Law Enforcement Grant Agreement.

Public Comment

Tony Benhart, Sodus Township – The Road Department gate is locked around 3:20, which means crews have gone home. If something happens after 3:30, then it's overtime.

Meeting adjourned at 10:20 am.

Respectfully Submitted,

JArent

Jennifer Arent
Recording Secretary