

**BERRIEN COUNTY ADMINISTRATION COMMITTEE**  
**Minutes of January 13, 2022**

**Roll Call Present:** Jim Curran, Chairperson  
Don Meeks Sr.  
David Vollrath, Vice Chair  
Julie Wuerfel

**Absent:**

**Scheduled:** Brian Dissette, County Administrator  
Mac Elliott, BOC Chairman  
Kevin Stack, Road Department

**Others:** Jennifer Arent, Recording Secretary

**Call to Order**

Meeting called to order at 9:51 am.

**Road Department Update – Kevin Stack**

Stack discussed the first major winter storm, which hit harder in the Benton Harbor and Coloma area with Coloma measuring 26". He reviewed the payroll and salt costs, which were approximately \$39,000 for Friday and \$18,000 for Saturday. He noted the more seasoned drivers are assisting the new ones. They are using a sand/salt mixture for added traction. The Boost Treatment additive can only be used when temperatures are above freezing. He has 1 maintenance position open in Baroda and 4 additional driver position that were recently added for subdivisions. Discussions ensued regarding facilities. He noted Baroda is the main focus and he will arrange for a tour of both the Baroda and Eau Claire garages. He is working on a property purchase negotiation for the Baroda site. Discussions ensued regarding upcoming design needs. He is awaiting the Abonmarche report. Dissette reviewed possible Federal funding. Curran requested updates on how the funding will fit and would like the Administration Committee to be a part of the decision making process. Stack reviewed funding for culverts and bridges. He noted job fairs are virtual now, which makes it a little challenging. Dissette noted there is also the possibility of project managers from Palisades that may be beneficial. Curran noted the purchasing policy and that purchases should come through the Administration Committee since it is the parent committee of the Road Department prior to going to the Finance Committee.

**Q & A – Dissette & Elliott**

Dissette reported there has been active progress on the building analysis for the Road Department. He will bring the information to the Committee of the Whole so that everyone is privy to the information. He noted it will take several sessions to get through all the information. He discussed the Berrien General hospital. He is meeting with Spectrum leadership and they will tour the facility to assess the demolition costs, which will not include sanitary sewer or utilities. Elliott discussed the Competitive Bid Waiver for the Road Department trucks. Discussions ensued regarding possibly adding a signature line for the parent committee Chairperson. Regardless, it still needs to be cleared with the parent committee first. Curran directed staff to email the waiver to the Committee for review.

**Approval of Minutes**

Motion by Wuerfel, supported by Vollrath, to approve the minutes of the January 6, 2022 meeting. Motion Carried.

**2022 Reporting Schedule**

Arent distributed and reviewed the 2022 departmental reporting schedule which included the addition of one reporting time for Motor Pool and increasing Road Department to monthly. The Committee approved.

**Sheriff Funds Distribution**

Curran has approved Berrien Community Foundation funding for the Sheriff's Department to use funds in the amount of \$2,150 for the Special Olympics Polar Plunge fundraiser.

**Resolutions**

None.

**Miscellaneous**

Curran appointed Vollrath as 2022 Vice Chairman for the Committee.

Meeting adjourned the meeting at 10:37 am.

Respectfully Submitted,

*J Arent*

Jennifer Arent  
Recording Secretary