

**BERRIEN COUNTY ADMINISTRATION COMMITTEE**  
**Minutes of April 14, 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  
Lisa Jardine, Friend of the Court  
Kevin Stack, Road Department  
Shawn Ebbert, Pearson Construction

**Others:** Caitlin Sampsell, 911 Director  
Capt. Rockey Adams, Emergency Management Director  
Sheriff Bailey, BCSD

**Call to Order**

Meeting called to order at 9:20 am.

**Proposed EOC/911 Construction Project Update –Ebbert, Sampsell & Adams**

Ebbert discussed the 90,000sq ft building that is currently occupied and move-in ready. He stated it is well maintained. The ceiling will need to be upgraded and the steam boilers are not efficient. He advised against replacing the roof due to escalating costs and that maintaining the current roof is sufficient. AEP will remain in a portion of the building. EOC and 911 will share the third floor. Discussions ensued regarding the layout of the floors and the best use for the departments. Curran stated he prefers doing all the renovations now. Wuerfel asked if anything has been worked out with the City or AEP (lease). The Committee concurred to schedule a presentation at the Committee of the Whole for the entire Board to be brought up-to-date. The remodel is expected to take approximately 1 year with the construction being 8 months of it. Sampsell stated the tower should be complete next summer.

Dissette discussed modifying the bid process for Finance. Curran requested seeing what's being bid on prior to bid requests being sent out. Annette will send a sample of the cover sheet for the Committee's review.

**Friend of the Court Update – Lisa Jardine**

Jardine distributed and reviewed a memo of the operations overview. Hearings are still via Zoom. It is allowing for more access to justice for people with transportation issues, but it is still better if people are meeting in person. More people are coming in to the office and she thanked the Committee for their assistance in the renovations. The lobby area looks less sterile and sets a tone, which has made a big difference. They are back to enforcing child support orders with picking people up again and are working with them on their ability to pay. They held two amnesty days last fall, one in North County and one in South County, and served 121 clients and collected almost \$10,000. They only have one position currently open for a Domestic Investigator. They like to have 6 Domestic Investigators so they are assigned 2 per judge. She reviewed funding standards. They are receiving 100% of funding available due to exceeding every standard.

**Road Department Update – Kevin Stack**

The Shop Foreman position complementary change has been approved. Discussions ensued regarding the pay schedule. Regarding the township contracts, the first round of agreements went out last week. He explained the timeline and the prioritizing of projects. All trucks have been converted to summer operations and they are using Cass County's hot asphalt truck for now. They are working on culverts and high

shoulders. Grinding and gravel starts next week. Discussions ensued regarding Mall Drive, which will be restriped to 3 lanes. He reviewed the Red Arrow Highway trails handout.

**\*Added\* 911 Capital Project – Sampsell**

The motorized components of the console furniture needs to be replaced. Sampsell has received the quote and the framework can be reused. She would like to use the current vendor and the cost is estimated to be \$186,000. This is for the Empire facility and would be in use 24 hours per day for approximately 2 years. After the move to Buchanan, the Empire facility would still be used, but not around the clock. The Committee concurred to authorize the waiver request to use the current vendor.

**Q & A – Dissette & Elliott**

None.

**Approval of Minutes**

Motion by Meeks, supported by Wuerfel, to approve the minutes of the April 7, 2022 meeting. Motion Carried.

**Resolutions**

The following Resolutions were moved forward to the full Board:

A2204244 – Authorize the contract modification for contract #21-5138 for the Napier Avenue Bridge.

A2204248 – Authorize MDOT application for the Local Bridge Program funding for FY25.

**Public Comments**

None.

Meeting adjourned at 10:30 am.

Respectfully Submitted,

*J Arent*

Jennifer Arent  
Recording Secretary