

**Berrien County Administration Committee  
Minutes of Thursday, November 21, 2019**

Present: Jim Curran, Chair  
Michael Majerek, Vice Chair  
Chris Heugel  
Don Meeks, Sr.

**Call to Order**

Meeting called to order by Chairman Curran at 9:41 a.m.

**Animal Control Update**

Tiffany Peterson, Animal Control Director provided the Animal Control monthly update. Tiffany highlighted and discussed the following topics:

- Current departmental complement
- She advised that the Shelter Pro Software is making reporting easier on all users; Licenses are now available on line; owners can upload a picture/information/microchip info about their pet which will help if a pet becomes lost and ends up at Animal Control. Staff routinely scans the uploaded information to match to current Shelter animals.
- Clear the Shelter – 32 animals were adopted during the event. Honor Credit Union sponsored the adoption fees. Approximately 150 people visited the Shelter during the event.
- Annual Christmas party for the animals is coming up
- Ten dogs from the hoarding situation remain in custody. The NOAH Project is coming to take custody of the dogs. The old shelter will be closed once the transfer takes place.

**Road Department Update**

Jason Latham, Road Department Director provided the following monthly update:

- The Road Department social media platforms continue to gain followers
- 2,762 service requests have been logged thru 11/15/2019
- Asphalt plant is now closed as the construction season has ended.
- Meetings with the twenty-two township will take place the first two weeks of December. There was much discussion about road project funding and local millages.
- Cooperative Purchasing – Sourcewell and MiDeal were discussed. Cooperative purchasing will save time and money.

**Q & A with Bill Wolf and BOC Chair Elliott**

Administrator Bill Wolf was asked by Chairman Curran for his thoughts regarding the requests from the Prosecutor and Sheriff for additional full time positions. Administrator Wolf responded by stating the budget was very difficult to close this year and extra positions will only continue to cause great concern and strain on future budgets, even including staff layoffs. Commissioner Meeks stated he was opposed to the addition of the extra positions. Chairman Elliott suggested that

both requestors be asked to appear before the Committee to discuss the rationale for the additional positions so the Administration Committee could make a fully informed decision regarding support for the additional positions.

**Resolutions:**

Resolution A1912347 - a Resolution to approve the Sheriff's snowmobile grant and local match was reviewed and signed by all Committee members.

**Approval of Minutes**

Motion by Commissioner Majerek, supported by Commissioner Meeks to approve the minutes of the November 14, 2019 meeting as presented. 4 yeas, 0 nays, motion carried.

**Public Comments:**

Virginia Holden asserted that the Animal Control report format needed to be changed to provide more relevant and useful information in order to be transparent in regard to how the Animal Control budgeted funds are really spent. She said she previously worked with Teri Sue Freehling and Bill Chickering and will provide her idea of an acceptable report template to the Committee for review.

Meeting adjourned 10:35 a.m.

Respectfully submitted,

Shelley Jasper