

**BERRIEN COUNTY ADMINISTRATION COMMITTEE  
VIA ZOOM  
Minutes of November 5, 2020**

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

**Absent:**

**Scheduled:** Brian Dissette, County Administrator  
Annette Christie, County Administration  
Todd Johnson, Building and Grounds  
Tom Watson, Friend of the Court  
Paul Jancha Jr., Public Defender  
Tiffany Peterson, Animal Control  
Carrie Smietanka-Haney, Trial Court  
Brian Bailey, Parks  
Jason Latham, Road Department  
Steve Pierangelli, Prosecutor's Office

**Call to Order**

Meeting called to order at 12:30pm. Roll Call as follows: 4 Present: Curran, Majerek, Heugel, Meeks.

**Trial Court Status Update – Carrie Smietanka-Haney**

Smietanka-Haney reported they had moved to Phase 3 for about 3 weeks, then the COVID-19 numbers started trending upwards and they returned to Phase 2, which includes no in-person filings. Jury trials are on a week by week basis. They will reevaluate weekly. They closed the Niles courthouse operations due to quarantining and staff shortages. They should be operational by Monday, November 9<sup>th</sup>.

**Update on the FOC Remodel – Brian Dissette, Todd Johnson, Tom Watson**

Johnson referred to a memo previously sent and reviewed the timeline regarding asbestos removal and building the new wall. Dissette stated the CARES Act will fund this 100% and the funding is all allocated. Watson discussed the need to have the upgrades completed. The Committee authorized Johnson to proceed.

**Silver Beach Erosion Project – Brian Dissette, Brian Bailey**

Bailey reviewed the erosion information and the temporary solution. He is presenting this plan for the Administration Committee to endorse it prior to moving to PHSC for approval of the resolution. The Committee authorized Bailey to proceed.

**Contractor Request for Public Defender's Office – Brian Dissette, Paul Jancha Jr.**

Jancha Jr is requesting approval of a third party to review billing for Jancha Sr, who is a panel attorney on retainer for conflicts. The Committee approved having Corporate Counsel and the County Administrator review billings for approval as needed.

### **Animal Control Fee Schedule – Tiffany Peterson**

Peterson reviewed the new fee schedule for livestock. Curran requested a definition of "large breed". Pierangelli noted the MCL 433.11 gives the definition. He stated the boarding expenses qualify for restitution, but there is an issue with increasing costs based on prior offenses. It would need to be the same dollar amount for boarding regardless of the number of times. Discussions ensued. Peterson will make changes and bring it back for approval. The Committee agreed that once the changes have been made, the resolution can move forward and they will review it at the next BOC meeting.

### **Property Owner Appeal of Road Department Policy – Brian Dissette**

Dissette reported a property owner wants to be reimbursed for downed trees that were pushed into his yard. He showed photos and Latham stated the trees were from that property and the Road Department policy is to remove the hazard from the road and it is up to the property owner to pay for the removal of trees. The statement from Corporate Counsel concluded that the policy was followed correctly. Curran requested a formal statement in written communication be sent from Dissette to the property owner.

### **Annual Township Meeting Update – Jason Latham**

Latham reported the annual meeting with Townships is scheduled for next Tuesday via Zoom. He will inform the townships of the Asset Management Plan and state of the roads. He will also discuss with them the matching program and will have a recommended list of projects sent out to them two days later.

### **Approval of Minutes**

Motion by Majerek, supported by Meeks, to approve the minutes of the October 8, 2020 meeting. Roll Call Vote as follows: 4 YEAS: Curran, Majerek, Heugel, Meeks. Motion Carried.

### **Resolutions**

The Committee approved the following Resolutions:

A2011371 – Authorize a speed study on Maiden Lane from Hollywood Road to Niles Road (M-63) in Royalton Township.

A2011372 – Authorize a speed study on Old M-60 from Behner Road to the New Buffalo City Limits in New Buffalo Township.

A2011378 – Approval of the consolidation of the PA child support establishment function into the FOC.

### **Public Comment**

None.

Chairman Curran adjourned the meeting at 2:20pm.

Respectfully Submitted,



Jennifer Arent