

BERRIEN COUNTY ADMINISTRATION COMMITTEE
Minutes of February 5, 2026

Roll Call Present: Jim Curran, Chairman
David Vollrath, Vice Chair
Sharon Tyler
Alex Ott

Absent:

Scheduled: Mike Sepic, Interim Administrator
Mac Elliott, BOC Chair
Don Trail, Building & Grounds
Mark Heyliger, Road Department

Others: Sheriff Heit, BCSD

Call to Order

Chairman Curran called the meeting to order at 9:10 am.

****ADDED** Sheriff Dept Resolution P2602146 – Sheriff Heit**

Sheriff Heit reviewed the current and proposed reclassification of one Emergency Management/Homeland Security Division position from the rank of Sergeant to Lieutenant. He noted Harrison supported the change in the Finance Committee. Curran and the Administration Committee supports the change.

Building & Grounds Update – Trail

Discussions ensued regarding conceptual drawing for the Administration building. Trail noted there is no updated drawing. Discussions ensued regarding security at the entrance. There have been no changes to the current projects. They are working on plumbing at the Niles Courthouse. The Veteran's office has been temporarily moved to the secure side. This first phase is focusing on the health department side as they are using their budget for it. He noted the need to start planning the other side for the Veteran's office. Discussions ensued regarding the layout. Curran requested plans and concepts to be emailed to the Committee. He is ready to move forward with the Clerks office. He needs approval from the Committee. Curran requested he put together a proposal for their review. Trail requested approval to send out the RFP for security upgrades at the Administration building. The Committee concurred. He will ask Bacchiocchi for updated drawings.

Elliott is still waiting for communication from AEP for the Wold contract at 500 Circle Drive. The first floor heating loop failed and will cost approximately \$10,000. Trail reported the third floor heating loop failed earlier and he turned it off. He noted the building budget for maintenance is available. Trail reviewed the bids and costs for the Silver Beach lighting. Currently there is no lighting, but he could retrofit them. There are ARPA funds available. Curran requested he work out the fix with Adams and Sepic and email the committee with their decision. Curran commended the staff on the clearing of snow and ice.

Road Department Update – Heyliger

Heyliger reviewed the report, noting operations have not changed. He reviewed the local 2026 projects, noting all townships have Planning approval on their project selections. Ten design bids have been received, six are out for bid, and the Royalton Township Agreement is in place. He expects to have all agreements signed by April. Discussions ensued regarding the poor condition of Red Bud Trail at the railroad tracks. They are trying to work out the issues with Amtrak. Discussions ensued regarding cold patches. Heyliger stated it is not appropriate if the pothole is under 1.5" deep. He noted plow operators are working hard and doing a great job. They are using a 2 to 1 sand/salt mix, which the night crew prepares.

Heyliger requested the process of replacing Kevin Stack, who is currently the Engineer of Record, a required position. Heyliger would like to bid out engineering services by the end of February and include this requirement. He will contact other counties to see what process they use or to inquire about sharing.

Q & A – Sepic & Elliott

Elliott verified the consent calendar. Sepic stated he is looking forward to this new opportunity.

Approval of Minutes

Motion by Curran, supported by Tyler, to approve the minutes of the January 22, 2026 meeting. Motion Carried.

Resolutions

The following resolutions were signed by the Committee:

A2602136 – Authorize Sheriff to execute and submit the grant application for the Marine Safety Program.

A2602142 – Accept grant from Best Friends Animal Society for fostering efforts and thank them for their continued support.

A2602144 – Approve the change of staff appointed to the WMED contract.

Sheriff's Funds Distribution Request

None.

Property Use Request

Alex's Duck Duck Run – They are requesting use of the Courthouse parking lot and site below the courthouse, near the river. This would be Saturday, June 13, 2026 from 5:30am to 11:00am for approximately 500 people. Arent noted the Cars and Coffee group, which would need space for 80 to 180 cars, was approved for that date from 9am to 11am at the October 16, 2025 meeting. She verified with Trail that the courthouse parking lot will hold approximately 200 cars. Cars and Coffee did provide rain dates, of which Sunday, June 14 is listed. Curran directed Arent to contact Cars and Coffee to see if they are willing to use their rain date.

Miscellaneous

Curran is meeting today with Sepic and Elliott to request Administration Committee oversight of the Road Department until the \$2M is paid back. He is requesting a monthly report to include the financials and fund balance. He is also requesting a freeze on equipment purchases without prior authorization. Discussions ensued regarding capital expenditures.

Public Comments

Bill Hodge, Bainbridge Township – ACT 51 compensates \$10,000 to have an on-staff engineer. The county's previous policy had high education repayment opportunities. A contracted engineer would cost the county around \$300,000. He recommends reaching out to locals.

Meeting adjourned at 10:23 a.m.

Respectfully Submitted,

Jarent

Jennifer Arent