

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, March 9, 2023

Kenneth L. Wendzel Conference Room

### Finance Committee Attendance:

Commissioner Mamie L. Yarbrough—Chairperson	<b>Present</b>
Commissioner Jon Hinkelman – Vice-Chair	<b>Present</b>
Commissioner Teri Freehling	<b>Present</b>
Commissioner Rayonte Bell	<b>Present</b>

**Others Present:** Administrator Brian Dissette, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Community Development Director Dan Fette, Health Department Director Guy Miller, Executive Assistant to Administrator Annette Christie and Rick Briand of Niles.

Meeting was called to order at 9:18am

**Public Comments:** Rick Briand, Niles, MI – Addressed the committee on the minutes and courts and wants us to create an oversight committee. Said website isn't user friendly since it's been upgraded.

### Q&A Administrator

Administrator Dissette handed out a News Release that would be out later today announcing Scott Sanford as the Chief Public Defender. He said he currently works out of Niles and as soon as the Resolution is approved, he will move up to St. Joe.

Next, he updated the committee on the progress with the Procurement Policy for Drains and said the auditors have reviewed the policy, and if approved, the comment should be removed from the audit. Brian said the Drain Commissioner is scheduled to come to Finance next week, along with his attorney, via zoom.

Lastly, Brian updated the committee on the bidding process for the Jail Improvements. He said they did not receive any bids from vendors. Brian said they will have to go through the bid addendum, adding 2 weeks additional time, but said they may have to put the project on hold until later.

### Appointments

Dan Fette briefed the committee on **Bid 2023-012** – Walk behind Floor Scrubber for Berrien Bus that was opened March 1st. He said they have a grant from MDOT for \$18,000 and sent bids out and received 6 bids. Dan said 3 of bids did not meet specifications, due to not having the charger included. He said out of the 3 that did meet specifications, he'd like to go with Arnold Sales out of Zeeland, MI for \$12,495, the lowest bid of the 3 that did meet specifications. Commissioner Freehling motioned to approve moving forward with Dan's

recommendation because they are the most qualified bid, supported by Commissioner Bell. Motion carried.

Dan had a couple other things he wanted to update the committee on: He said they are going to be bidding out for some cameras for the buses, which will be covered by a grant from MDOT. The other thing is they have 2 buses with blown engines. He said MDOT has told them to dispose of them, but the problem is they can't get them out of the garage. Dan asked for a waiver of the normal bidding process to move the buses and use Biddergy to come in and get them and send them to auction. The committee agreed with Dan's request.

### **Bid Openings**

**Jake Litaker** – The following bids were opened yesterday morning:

**Bid 2023-020** – Niles Courthouse & Jail Roof Work, Building & Grounds. Commissioner Bell motioned to approve the bids and refer them back to the department with the approval to move forward with the lowest bidder if they are an approved responsible bidder that meets specifications and requirements. Communication from the Department must be submitted to the Finance Committee in the event that they want to move forward with a bidder that was not the lowest bidder to provide justification and obtain additional approval, supported by Commissioner Freehling. Motion carried.

**Bid 2023-036** – Aggregates, Road Department. Commissioner Freehling motioned to refer the bids back to the Road Department with the approval to move forward with the lowest bidder if they are an approved responsible bidder that meets specifications and requirements. Communication from the Road Department must be submitted to the Finance Committee in the event that they want to move forward with a bidder that was not the lowest bidder to provide justification and obtain additional approval, supported by Commissioner Bell. Motion carried.

**Bid 2023-037** – Trap Rock, Road Department. Commissioner Bell motioned to approve the bids and refer them back to the Road Department with the approval to move forward with the lowest bidder if they are an approved responsible bidder that meets specifications and requirements. Communication from the Road Department must be submitted to the Finance Committee in the event that they want to move forward with a bidder that was not the lowest bidder to provide justification and obtain additional approval, supported by Commissioner Freehling. Motion carried.

### **Appointments**

Annette Christie went over the different positions on the Public Transportation Local Advisory Committee. She said she still hasn't received any applications for the other opening for Agency on Aging and asked to move forward with the applicants for the other three positions she presented last week. The committee agreed with her moving forward with the other three.

### **Committee Business**

There was one Request for Waiver for the Health Department to Single Source with Hedgerow Software. Guy Miller attended the meeting to answer any questions the committee

had and explained what the software would be used for. The waiver was approved by the committee.

Commissioner Bell motioned to approve the minutes of the March 9, 2023 meeting, supported by Commissioner Freehling. Motion carried.

**Resolutions:** The following Resolutions were moved forward to the full board:

F2303022 – Approval of Weekly Bills and Road Payables

F2303160 – Authorizing outside assistance to Corporate Counsel for recall of school board election

Meeting Adjourned: 10:26

Respectfully submitted,

Stephanie Carlson  
Financial Services