

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, March 16, 2023

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough—Chairperson	Present
Commissioner Jon Hinkelman – Vice-Chair	Present
Commissioner Teri Freehling	Present
Commissioner Rayonte Bell	Absent

Others Present: Administrator Brian Dissette, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Sr. Accountant Barbi Hoge, Road Superintendent Greg Trail, Drain Commissioner Christopher Quattrin, Chief Deputy Drain Commissioner Kathy Kissane, Financial Services Director Doug James, Community Development Director Dan Fette and via zoom Attorney John Brennan.

Meeting was called to order at 9:11 am

Public Comments: None

Q&A Administrator

Administrator Dissette handed out a copy of the Procurement Policy and Procedures for the Drain Commissioner. Christopher stated that once this policy is in place they will be the only one in the state with a Drain Policy. John Brennan said he represents all the Drains in the state and this is the only one that has had this specific audit issue. The goal has been to remedy the material weakness in internal controls, as noted in the audit. He said they were here to present it to the committee but approval was not needed. He said it wouldn't be administered by Financial Services, they would use it for their Procurement Services. Chairman Elliott asked if a date could be put on it and a number, example Policy #1, in case there were changes later on. The attorney agreed a date and number could be put on it. The committee agreed to receive and recognize the Procurement Policy and Procedure via resolution. .

Brian mentioned the death of a Road Department employee with Van Buren County and said since there was leadership employees currently in the meeting, he wanted to mention how they stepped up and offered to help plow or whatever was needed and wanted to acknowledge how much that was appreciated.

Appointments

Barbi Hoge came to the committee with a recommendation on **Bid 2023-036** – Aggregates for the Road Department that was opened last week. The low bid was Kenneth Smith, but because of delivery issues, asked for permission to go with Yellow Rose Transport for the #9 and #11 Slag and gave the Septic & #5 slag to Kenneth Smith, Inc., because the other

company didn't bid on those items and delivery time was not an issue. Commissioner Freehling motioned to approve going with the lowest qualified bid, supported by Commissioner Hinkelman. Motion carried.

Next, Barbi had a memo requesting to continue the bidding/contract process used for purchasing their fuel. She said the process has worked very well and has streamlined the fuel ordering process. The contract is set to expire on May 10, 2023. The committee was happy to hear that the process has worked out.

Dan Fette briefed the committee on **Resolution F2303166** – Approving contract between Berrien Bus and Avenue Family Network Services. The resolution was signed by all present.

Bid Openings

Jake Litaker – The following bids were opened yesterday morning:

- Bid 2023-021** – Berrien Scratch Course, Road Department
- Bid 2023-022** – Lake Scratch Course, Road Department
- Bid 2023-023** – Lincoln Scratch Course, Road Department
- Bid 2023-024** – Niles Scratch Course, Road Department
- Bid 2023-025** – Oronoko Scratch Course, Road Department
- Bid 2023-026** – Royalton Scratch Course, Road Department
- Bid 2023-027** – St. Joseph Scratch Course, Road Department
- Bid 2023-028** – Watervliet Scratch Course, Road Department
- Bid 2023-038** – Benton Twp. HMA, Road Department
- Bid 2023-039** – Bertrand Twp. HMA, Road Department
- Bid 2023-040** – Chikaming Twp. HMA, Road Department
- Bid 2023-041** – Coloma Twp. HMA, Road Department
- Bid 2023-042** – Lincoln Twp. HMA, Road Department

Commissioner Hinkelman 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.

The following bid was also opened yesterday for FOC:

Bid 2023-035 – 9 Cubicle Office Sets. Commissioner Hinkelman 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.

Committee Business

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

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

F2303023 – Approval of Weekly Bills and Road Payables

F2303166 – Berrien Bus AFN Service Contract

Meeting Adjourned: 10:14

Respectfully submitted,

Stephanie Carlson
Financial Services