

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, May 12, 2022

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

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| Commissioner Mamie L. Yarbrough–Chairperson | Present |
| Commissioner Jon Hinkelman – Vice-Chair | Absent |
| Commissioner Ezra Scott | Present |
| Commissioner Teri Freehling | Absent |

Others Present: Administrator Brian Dissette, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Financial Services Director Doug James, Financial Analyst Jake Litaker, Executive Assistant to Administrator Annette Christie, Drain Commissioner Christopher Quattrin, and Treasurer Shelly Weich.

Meeting was called to order at 9:12am

Public Comments: None

Appointments

Doug James informed the committee that the 2021 audit was ahead of schedule but wanted to talk about a couple items that could potentially be findings in regards to the Drain Commissioner and briefly went over. He said the Auditors have to have the information by June 10th or we will have to ask for a 30 day extension because they won't be able to complete the audit in time. He also informed them that there would be additional costs to the audit because of this. There was a brief discussion.

Annette Christie reviewed board appointments for the Planning Commission and Economic Development and asked for recommendations from the committee. There was one opening on the Planning Commission and the committee recommended Adam Schaller. There were three openings on Economic Development and the committee made a recommendation for Ashley Butler and John Bankoske and wanted to hold the other position open for now. Annette will come back and revisit the other opening.

Shelly Weich briefed the committee on a waiver request for Title Check LLC to provide services in conducting the tax foreclosure process. She said the liability part of it is increasing for the Treasurer and she currently only has one employee doing foreclosures at this time. She briefly went over the process and the costs. The committee agreed and the waiver request was signed by all present.

Bid Openings – Jake Litaker opened the following bids for the Road Department:

Bid 2022-053 – Union Avenue, HMA

Bid 2022-054 – John Beers Avenue, HMA

Bid 2022-055 – Sodus Parkway, HMA

Bid 2022-056 – Pipestone Rd., HMA

Bid 2022-057 – Red Arrow Hwy., HMA

Commissioner Scott made a motion for all the bids to 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 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. They were all supported by Chairman Elliott. Motion carried.

Committee Business

Commissioner Scott motioned to approve the minutes from the night meeting Thursday, May 5, 2022, supported by Chairman Elliott. Motion carried.

The Request for Waivers were approved by the committee.

Resolutions:

The following Resolutions were moved forward to the full Board:

F2205030 – Approval of Weekly Bills and Road Payables

F2205279 – Approve the services of Title Check LLC for the tax foreclosure process

F2205281 – Tax Rates for Equalization

F2205282 – Extend the application process for applying for the use of ARPA funds for broadband access

Meeting Adjourned: 10:23

Respectfully Submitted,

Stephanie Carlson
Financial Services