

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, October 06, 2022

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

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

Others Present: Administrator Brian Dissette, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Community Development Director Dan Fette, Executive Assistant to Administrator Annette Christie, Financial Analyst Jake Litaker, Drain Commissioner Christopher Quattrin, Drain Assessment Specialist Jeannine Totzke, Chief Deputy Drain Commissioner Kathy Kissane and Financial Services Director Doug James.

Meeting was called to order at 9:28am

Public Comments: None

Q&A Administrator

Chairman Elliott asked the committee if they had any questions, comments, or concerns regarding the salary study. Commissioner Scott said we have to move forward with it, but we can't leave anyone out. He said he had more investigative work he wanted to do on it.

Administrator Dissette handed out a letter that was sent out on June 10, 2021 to Senator Kim LaSata, Representative Pauline Wendzel and Representative Brad Paquette on the House Bill 4722 that was discussed at the Committee of the Whole meeting. There was a brief discussion.

Next, Brian wanted to update the committee on the Microsoft implementation that I/S is working on and said they are highly receptive to the bidding process and has listened to their concerns about going out to bid, but explained that writing up the RFP was way beyond Chris and Kip's expertise. He informed the committee that there would be a bid waiver request for professional services for Plante Moran coming to them to help on this project.

Lastly, Administrator Dissette talked about the Juvenile Center needs and additional work needed and said he was going to the Administration Committee to ask them to endorse Wightman, who is already under contract. The additional work required of Wightman would be an amendment to their original agreement. He said if they do, he will be coming back to Finance with a Resolution.

Appointments

Dan Fette briefed the committee on some administrative matters that needed to be looked at and updated for Berrien Bus. He went over the following Resolutions: **F2210370** – Berrien Bus Title IV Plan, Resolution **F2210371** – Berrien Bus ADA Plans and Resolution **F2210372** – Berrien Bus MDOT Procurement Policy. Dan said financially, Berrien Bus is doing well. He said the ridership is down but the moral at Berrien Bus is very good.

Annette Christie updated the committee on the opening for the Mental Health Board. She said that Eric Lester is Chairman of the Planning Commission and as Chair he is supposed to be on the Parks Committee, but he hasn't been attending the Parks meetings. Annette said they were looking at being able to have someone other than the Chair of the Planning Commission serve on the Parks Committee. Commissioner Freehling mentioned asking him if he can handle all three committees. The committee agreed by consensus to move forward with Eric Lester for the Mental Health Board and to ask the Planning Commission about having someone else serve on Parks as their representative.

Christopher Quattrin briefed the committee on **Resolution F2210373** – Approval of FY2022 Annual Drain Rolls. The total for the drain assessments was \$3,597,907.58, which represents the drain projects and maintenance. He said there is 164 drains being assessed this year and that cost of construction has doubled. Christopher thanked the committee for the support of the Meijer spring garden and mentioned a couple other rain gardens that were just completed.

Bid Openings – Jake opened **Bid 2022-063** – Trial Court Social Worker. There was only one bid received from Faith Shreve for \$45 per hour for 2,080 hours. Commissioner Scott motioned to refer the bids back to the Department for review and to move forward if she meets qualifications and requirements. Commissioner Freehling supported the motion but asked to have it checked on whether it was an hourly position or salaried. Jake said he would check on it and get back to them. Motion carried.

Committee Business

Commissioner Scott motioned to approve the minutes of the September 22, 2022 meeting, supported by Commissioner Freehling. Motion carried.

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

F2210049 – Approval of Weekly Bills and Road Payables
F2210370 – Berrien Bus Title IV Plan
F2210371 – Berrien Bus ADA Plans
F2210372 – Berrien Bus MDOT Procurement Policy
F2210373 – Approval of FY2022 Annual Drain Rolls

Meeting Adjourned: 10:25

Respectfully submitted,

Stephanie Carlson
Financial Services