

**BERRIEN COUNTY BOARD OF COMMISSIONERS**  
**Committee of the Whole Meeting Minutes**  
**November 3, 2022**

**CHAIRMAN TO CALL THE MEETING TO ORDER:**

Chairperson R. McKinley Elliott called the regular Committee of the Whole (COW) meeting to order at 8:35 A.M. in the Board of Commissioners' (BOC) room at the Berrien County Administration Center, 701 Main Street, St. Joseph, Michigan.

**ROLL CALL:**

The Chair instructed the Clerk to take a roll call with the following results:

11 PRESENT: Rayonte Bell (Arrived at 8:39 A.M.), Jim Curran, Robert Harrison, Jon Hinkelman, James Martin, Michael Majerek (Arrived at 8:41 A.M.), Ezra Scott, David Vollrath, Julie Wuerfel, Mamie Yarbrough and R. McKinley Elliott.

1 ABSENT: Teri Sue Freehling.

**APPROVAL OF MINUTES OF THE OCTOBER 27, 2022 MEETING:**

Commissioner Harrison moved and seconded by Commissioner Martin, to approve the Committee of the Whole minutes held on October 27, 2022. Motion carried, no nays.

**REQUISITION REVIEW - Annette Christie:**

Executive Administrative Assistant Annette Christie presented the requisitions to the Board for their review and discussion.

**REVIEW OF ROAD DEPARTMENT FUEL PURCHASE PROCESS –  
Barbi Hoge/Mark Heyliger:**

Road Department Director Mark Heyliger and Barbi Hoge were available to address any concerns regarding how bids are processed in the Road Department. The Road Department purchases unleaded gas and diesel fuel to have on site for the fleet, approximately 66,000 gallons of diesel fuel and 14,000 of unleaded gasoline for six (6) months. Barbi Hoge discussed the current procedure requiring various vendors to be contacted for a daily rate, however, when the vendor is not able to deliver on the same day due to demand, the price guarantee expires at the end of the day. The Road Department would like to secure a price for a longer time frame that allows for more flexibility with deliveries and will likely lessen the total funds spent on fuel purchases. During the Finance Committee meeting today, there will be a bid opening for the Road Department to secure the purchase of gas and diesel from the lowest bidder, if they meet the specifications and requirements. The Corporate Counsel will review and approve the contract. The Road Department recommends to approve a contract for a vendor with the lowest bid for a vendor for a six (6) month pricing of unleaded gasoline and diesel fuel as needed for the Road Department fleet. Resolution #A2211399 – Approve Contract for Gas and Diesel Pricing, will be on the BOC's Agenda under Added Resolution today. The BOC spoke about having a fuel card. Discussion was held.

**OTHER BUSINESS:**

Administrator Brian Dissette stated former Commissioner William Chickering is involved with the Friends of Animal Control, a non-profit group of concerned citizens. They raise monies for our Animal Control operation. Friends of Animal Control move animals around at the shelter to get them outside and to get exercised. They will be giving the BOC a brief report in the near future. They would like to provide funds to reduce the noise in the shelter and create additional runs at no cost to the County. They are working on a reimbursement agreement.

**PUBLIC COMMENTS – Per the Berrien County Board of Commissioners' Bylaws, those speaking during public comments may do so no longer than two minutes and shall identify themselves by name and city, township, or village. (Article III, 3.9B-C):** None.

**ADJOURNMENT:**

The meeting was adjourned at 9:06 A.M.

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R. McKinley Elliott, Chairperson

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Sharon J. Tyler, County Clerk

***Minutes are to be approved at the next Committee of the Whole meeting.***