

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, February 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	Present

**Others Present:** Administrator Brian Dissette, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Financial Analyst Jake Litaker, Road Department Director Mark Heyliger, and Intake Manager/Juvenile Register Jean Lawrence.

Meeting was called to order at 9:26am

### Q&A Administrator

Administrator Dissette continued the discussion on Broadband from the Committee of the Whole meeting and said he would send out a draft resolution today for the committee to review and edit if needed. Brian updated the committee on the progress with Drains and said Christopher has agreed to adopt the Procurement Policy, so that will eliminate the ding on the audit this year.

### Appointments

**Jake Litaker** – The following bids were opened for the Road Department on Wednesday instead of during the Finance meeting as a trial run for changing the bid opening process. Jake said it went smoothly and answered questions from the committee.

**Bid 2023-009** – Corrugated Pipe. Commissioner Bell motioned to refer the bids 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, supported by Commissioner Freehling. Motion carried.

**Bid 2023-010** – Liquid Calcium Chloride. Commissioner Freehling motioned to refer the bids 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, supported by Commissioner Bell. Motion carried.

**Mark Heyliger** briefed the committee on a couple waivers for the Road Department for (10) tandem axle plow trucks and equipment and set up for the trucks. The waivers were approved by the committee.

Next, Mark updated the committee on the open positions at the Road Department and said they had 8 people successfully complete training and received their CDL license, and also hired 2 engineering techs. Administrator Dissette said he is very pleased with the progress the Road Department is making.

**Jean Lawrence** came to the committee requesting approval to go with the high bidder on Bid 2023-002 – Parent Advocate Specialist that was opened on February 2. She explained what the position entailed and said they needed somebody that was very experienced and could work full time. Commissioner Freehling motioned to move forward with the recommendation to go with the higher bid according to her explanation, supported by Commissioner Bell. Motion carried.

### **Committee Business**

The Request for Waivers were approved by the committee.

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

**Resolutions:** The following Resolution was moved forward to the full Board

F2302019 – Approval of Weekly Bills and Road Payables

Meeting Adjourned: 10:22

Respectfully submitted,

Stephanie Carlson  
Financial Services