

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, February 23, 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, Secretary Stephanie Carlson, and Financial Analyst Jake Litaker.

Meeting was called to order at 9:17am

Q&A Administrator

Administrator Dissette briefed the committee on **Resolution F2302154** – Local Contribution for Robin Grant Applicants. Brian said this resolution would allow us to be flexible with earmarked funds. He said there are six local units so far taking the same action. The committee agreed to move the resolution forward to the full board.

Bid Openings

Jake Litaker – The following bids were opened for the Road Department yesterday morning:

Bid 2023-006 – North County Aggregate Base Course.
Bid 2023-007 – South County Aggregate Base Course
Bid 2023-008 – HMA Base Crushing
Bid 2023-011 – Pipestone Road HMA Overlay
Bid 2023-013 – Sodus Twp. Scratch & Seal
Bid 2023-014 – Countywide Primary Scratch & Seal
Bid 2023-015 – Bainbridge Twp. Scratch & Seal
Bid 2023-016 – Baroda Twp. Scratch & Seal

Commissioner Hinkelman 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. In addition, we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$10,000. 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.

Jake had one bid to open in Finance – **Bid 2023-004** – Countywide Culvert Inspections, Road Department. Commissioner Hinkelman 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. In addition, we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$10,000. 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.

Committee Business

The Request for Waivers were approved by the committee.

Commissioner Bell motioned to approve the minutes of the February 16, 2023 meeting, supported by Commissioner Hinkelman. Motion carried.

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

F2302020 – Approval of Weekly Bills and Road Payables

F2302154 – Local Contribution for Robin Grant Applicants

Meeting Adjourned: 9:43

Respectfully submitted,

Stephanie Carlson
Financial Services