

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, March 2, 2023

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

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

Others Present: Administrator Brian Dissette, Secretary Stephanie Carlson, Assistant Building & Grounds Superintendent Chris Smith and Executive Assistant to Administrator Annette Christie.

Meeting was called to order at 9:17am

Q&A Administrator

Administrator Dissette briefed the committee on the waiver request for Construction Management/Owner’s Representative Services. He said there are some significant upcoming projects and with Robert Ray and one other out for medical and one other employee leaving, the request is to get some extra help for Chris with the bid projects. Commissioner Hinkelman asked what the time frame was for using this service. Brian said if the committee agrees, we can get him in late March and then the plan is 6-8 weeks. He said the contract allows for longer if needed. The committee approved the waiver request.

Bid Openings

Jake Litaker – The following bids were opened yesterday morning:

Bid 2023-012 – Walk behind Floor Scrubber, Economic Development

Bid 2023-017 – Kubota Lawn Mower, Parks and Recreation

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 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.

Appointments

Annette Christie briefed the committee on board appointments for the Public Transportation Local Advisory Committee. She said there are seven spots and has four openings. The recommendation was for Courtney Davis – General Public, Yvonne Olin – Disability Advocate

and Maureen Adams – Agency position for Veterans that was held by Gateway previously. She had one other opening for Agency on Aging and said she would be back next week with a recommendation. The committee was okay with the other recommendations.

Committee Business

The Request for Waivers were approved by the committee.

Commissioner Freehling motioned to approve the minutes of the February 23, 2023 meeting, supported by Commissioner Bell. Motion carried.

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

F2302021 – Approval of Weekly Bills and Road Payables

Meeting Adjourned: 9:42

Respectfully submitted,

Stephanie Carlson
Financial Services