

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, July 14, 2022

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

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

Others Present: Administrator Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie and Financial Analyst Jake Litaker.

Meeting was called to order at 9:25am

Public Comments: None

Q&A Administrator – Administrator Dissette briefed the committee on an email he received from Tod Rainey regarding a 2022 F150 stock truck that was available for him to purchase for \$31,541. This would replace a 2010 F150. He was requesting to forgo the bid process, as he needed to give them an answer today. Commissioner Scott asked how this affected the budget. Brian said it is a budgeted item and Tod was going to prepare a list of vehicles he has ordered and have been cancelled. Committee gave concurrence for Tod to move forward with the purchase.

Appointments

Annette Christie briefed the committee on an individual who is currently serving on the Planning Commission and the Brownfield Authority. This person has an illness and won't be able to attend the meetings required but would like to continue serving on the boards. Annette said the board can give him a leave of absence so he can remain on the board. Commissioner Freehling motioned to approve the leave of absence so he can continue serving on the boards, supported by Commissioner Scott. Motion carried. She also updated the committee on the Economic Development Board which still has two vacancies. She noted that we have three applications but we could possibly have more after PHSC makes a decision on their appt. to the Southwest Michigan Planning Commission. The Finance Committee asked Annette to come back to them next week with all the applications that could be considered for the Economic Development Board.

Bid Openings – Jake Litaker opened the following bids:

Bid 2022-061 – Unit Ventilator, Building & Grounds. Commissioner Scott made a motion 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 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 2022-062 – Corrugated Metal Pipe, Road Department. Commissioner Freehling made a motion 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 Scott. Motion carried.

Committee Business

Commissioner Scott motioned to approve the minutes of the June 23, 2022 meeting, supported by Commissioner Freehling. Motion carried.

The Request for Waivers were approved by the committee.

Resolutions:

The following Resolutions were moved forward to the full Board:

F2207038 – Approval of Weekly Bills and Road Payables

F2207298 – Printing Department fee structure increase

Meeting Adjourned: 10:04

Respectfully submitted,

Stephanie Carlson
Financial Services