

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, September 22, 2022

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

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

Others Present: Administrator Brian Dissette, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Building & Grounds Superintendent Robert Ray, Financial Analyst Jake Litaker and Parks and Recreation Director Jill Adams.

Meeting was called to order at 9:31am

Public Comments: None

Q&A Administrator

Chairman Elliott informed the committee that he has heard from the Courts and they would like a study on the positions that were flat lined. Commissioner Scott had mentioned the Clerk has been to Finance previously about her Clerk’s continually leaving and going to the Courts because the grades are higher, and it makes it tough for her to keep people. Administrator Dissette said there’s been a lot of time spent working on this study and would like to get it across the finish line, and then take a look at the other positions. There was a brief discussion.

Administrator Dissette informed the committee he asked Robert Ray to come and talk to the committee about some professional services needed for some projects.

Appointments

Robert Ray handed out some proposals he received from Abonmarche for the designing and drafting of some Capital Projects and briefly went over them. The committee had several questions and Administrator Dissette came back to help answer their questions. The committee agreed by consensus for Robert to move forward with Abonmarche on the projects.

Bid Openings – Jake opened the following bids:

Bid 2022-064 – Cement replacement at Silver Beach. Commissioner Scott motioned to refer the bids back to the Parks 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 Freehling. Motion carried.

Bid 2022-065 – Cement replacement at Love Creek County Park. There was only one bid received from Pearson for \$10,640. Commissioner Scott motioned to refer the bid back to the Parks Department with the approval to move forward if they are an approved responsible bidder that meets specifications and requirements, supported by Commissioner Freehling. Motion carried.

Committee Business

Commissioner Scott motioned to approve the minutes of the September 15, 2022 meeting, supported by Commissioner Freehling. Motion carried.

Resolutions:

The following Resolutions were moved forward to the full Board:

F2209048 – Approval of Weekly Bills and Road Payables
F2209362 – Copier/Printer 5-year Lease Agreement, Printing Department

Meeting Adjourned: 10:25

Respectfully submitted,

Stephanie Carlson
Financial Services