

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, October 20, 2022

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

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

Others Present: Administrator Brian Dissette, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Financial Analyst Jake Litaker, Sr. Accountant Barbi Hoge and Road Department Director Mark Heyliger.

Meeting was called to order at 9:22am

Public Comments: None

Appointments

Barbi Hoge briefed the committee on the current bidding procedure for purchasing gas for the Road Department and asked for permission to have the bids due, opened and awarded the same day, Thursday. They would also be getting a price that is locked in for 6 months. The committee agreed for the Road Department to move forward and asked that they come back in 6 months to let them know how it worked out.

Bid Openings – Jake opened the following bids:

Bid 2022-068 – Ice Control Sand, Road Department. 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 Yarbrough. Motion carried.

Bid 2022-069 – Various Culvert HMA Patches, Road Department. 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 Yarbrough. Motion carried.

Committee Business

Commissioner Freehling motioned to approve the minutes of the October 13, 2022 meeting, supported by Commissioner Yarbrough. Motion carried.

Resolutions: The following Resolutions were moved forward to the full Board:

F2210051 – Approval of Weekly Bills and Road Payables

Meeting Adjourned: 10:12

Respectfully submitted,

Stephanie Carlson
Financial Services