

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, January 20, 2022

Kenneth L. Wendzel Conference Room

### Finance Committee Attendance:

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

**Others Present:** County Administrator Brian Dissette, Secretary Stephanie Carlson, Parks & Recreation Director Jill Adams, Environmental Property Manager Jaysen Field, Community Development Director Dan Fette, Transportation & Planning Coordinator Evan Smith, Financial Analyst Jake Litaker, Sheriff Paul Bailey, Undersheriff Chuck Heit, Financial Services Director Doug James and Interim Road Department Director Kevin Stack.

Meeting was called to order at 9:17am.

**Public Comments:** None

**Q&A Administrator** – Administrator Dissette didn't have any updates for the committee, but was available for questions. Commissioner Scott had a question regarding the new position in the Health Department for the lead in the drinking water of Benton Harbor. There was a brief discussion.

### Appointments

**Jaysen Field** handed out a Bid Comparison sheet for **Bid 2022-001** – Hazardous Waste Collection that was opened at last week's meeting and briefly went over it. ERG was calculated at \$108,294.50 and Tradebe at \$142,152.28, a difference of \$33,857.78. He said the Parks recommendation was to go with the lowest bidder, which was ERG. The committee agreed with the recommendation.

**Dan Fette** briefed the committee of **Resolution F2201181** – Berrien Bus FY2023 Funding Application. He said their projected budget for FY2023 is \$955,322. Dan also stated that Berrien Bus is no longer facing any financial difficulties. There was a brief discussion.

**Bid Openings** – Jake Litaker opened the following bids:

**Bid 2022-004** – Veterans Service Remodel. Commissioner Scott motioned to refer the bids back to the department for review and if they meet specifications, they can move forward with the lowest bidder, supported by Commissioner Hinkelman. Motion carried.

**Bid 2022-005** – Boat – Marine Division. Undersheriff Heit briefly explained the type of boat they wanted to purchase and what it's used for. Commissioner Scott motioned to refer the

bids back to the Sheriff's Department for review and if they meet specifications, they can move forward with the lowest bidder, supported by Commissioner Hinkelman. Motion carried.

**Bid 2022-008** – Carbide Scraper Blades - Road Department. There was only one bid received from Valk Mfg., New Kingston, PA for \$18,240. Commissioner Scott motioned to refer the bid back to the department with the approval to move forward 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 \$5,000, supported by Commissioner Hinkelman. Motion carried.

**Bid 2022-009** – Steel Blades - Road Department. There was only one bid received from Truck & Trailer Specialties, Caledonia, MI for \$39,072. Commissioner Scott motioned to refer the bid back to the department with the approval to move forward 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 \$5,000, supported by Commissioner Hinkelman. Motion carried.

### **Committee Business**

The Request for Waivers were approved by the committee.

Commissioner Scott motioned to approve the minutes from Thursday, January 13, 2022, supported by Commissioner Hinkelman. Motion carried.

#### **Resolutions signed by Committee:**

F2201015 – Approval of Weekly Bills

F2201109 – Road Payables

F2201181 – Berrien Bus FY2023 Funding Application

The committee gave concurrence to move the above resolutions to the full board for action.

Meeting Adjourned: 10:23

Respectfully Submitted,

Stephanie Carlson  
Financial Services