

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, February 24, 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:** Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Community Development Director Dan Fette, Financial Analyst Jake Litaker, and Interim Road Department Director Kevin Stack.

Meeting was called to order at 9:17am

**Public Comments:** None

### Appointments

**Annette Christie** went over the Road Requisitions that were not on the Requisition Approval **Resolution B2202067** and asked the committee for approval to add them. The committee approved.

**Dan Fette** informed the committee that Transportation & Planning Coordinator Evan Smith turned in his resignation and will be leaving at the end of next week. Dan went over some changes he would like to make. There was a brief discussion.

**Bid Openings** – Jake Litaker opened the following bids for the Road Department:

**Bid 2022-022** – Aggregate – Commissioner Scott motioned to refer the bids 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 these bids and any contract modifications up to \$10,000, supported by Commissioner Freehling. Motion carried.

**Bid 2022-023** – North County Aggregate Base – Commissioner Freehling motioned to refer the bids 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 these bids and any contract modifications up to \$10,000, supported by Commissioner Scott. Motion carried.

**Bid 2022-024** – South County Aggregate Base Course – Commissioner Freehling motioned to refer the bids 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 these bids and any contract modifications up to \$10,000, supported by Commissioner Scott. Motion carried.

**Bid 2022-025 – Dense Graded Aggregates –** Commissioner Scott motioned to refer the bids 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 these bids and any contract modifications up to \$10,000, supported by Commissioner Freehling. Motion carried.

### **Committee Business**

The committee had some questions on the two Waiver Requests for Wightman for Engineering & Inspection Services for a total of up to \$498,668. Kevin explained that originally it was planned for in-house but his Engineering Tech recently left, and the project is already in process. He said he needs to contract with Wightman for their services to complete the projects due to it being a federal aid project. The Request for Waivers were approved by the committee.

Commissioner Scott said he feels like all departments are abusing the waiver form and not using it for what it was intended for.

Commissioner Scott motioned to approve the minutes from Thursday, February 17, 2022, supported by Commissioner Freehling. Motion carried.

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

The following Resolutions were moved forward to the full Board:  
F2202020 – Approval of Weekly Bills

Meeting Adjourned: 10:32

Respectfully Submitted,

Stephanie Carlson  
Financial Services