

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, February 10, 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: Secretary Stephanie Carlson, Information Systems Director Chris Swihart, Financial Analyst Jake Litaker, Sheriff Paul Bailey, and Interim Road Department Director Kevin Stack.

Meeting was called to order at 9:30am.

Public Comments: None

Appointments

Chris Swihart briefly went over the various bids for **Bid 2021-052**, Berrien County's Multifunction Copier Fleet. His recommendation was to continue with Applied Imaging, which was only \$400 higher than the lowest bidder, DL Gallivan/Kyocera. He said their bid wasn't complete and based on his familiarity with Applied Imaging's support services, etc. he asked for approval to negotiate with them on a contract. Commissioner Scott motioned to allow Chris to negotiate with Applied Imaging for the copier lease, even though they weren't the lowest bid, supported by Commissioner Freehling. Motion carried.

Bid Openings – Jake Litaker opened the following bids:

Bid 2022-006 – Ammunition, Sheriff's Dept. Commissioner Scott motioned to accept the bids and send them back to the department for review and if they meet specifications, they can move forward with the lowest bid, otherwise they should come back to Finance with a recommendation, supported by Commissioner Freehling. Motion carried.

The following bids were opened for the Road Department:

Bid 2022-011 – Dense Graded Aggregates.

Bid 2022-012 – HMA Base Crushing.

Bid 2022-013 – HMA Base Graded Aggregates

Bid 2022-014 – North County Aggregate Base

Bid 2022-015 – South County Aggregate Base Course

Bid 2022-016 – Weed Brush Guardrail Spraying and Road Crack Spraying

Bid 2022-017 – Aggregate

Bid 2022-018 – Corrugated Metal Pipe & Metal End Sections (CMP)

Commissioner Scott made a motion for all of the Road Department bids to refer them 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 Request for Waivers were approved by the committee.

Commissioner Scott motioned to approve the minutes from Thursday, January 27, 2022, supported by Commissioner Hinkelman. Motion carried.

Resolutions signed by Committee:

F2202017 – Approval of Weekly Bills

F2202018 – Approval of Weekly Bills

F2202111 – Road Payables

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

Meeting Adjourned: 10:41

Respectfully Submitted,

Stephanie Carlson
Financial Services