

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, March 17, 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, Chairman R. McKinley Elliott, Secretary Stephanie Carlson, Financial Analyst Jake Litaker and Interim Road Department Director Kevin Stack.

Meeting was called to order at 9:20am

Public Comments: None

Q&A Administrator – Administrator Dissette had a brief discussion with the committee regarding **Resolution F2203217** – Agreement with SWMPC for Grant Writing Services and **Resolution F2203218** – Authorizing ARPA funds for Broadband. He also mentioned the need for Construction Management for these bigger projects instead of having them covered under Building & Grounds. Chairman Elliott also mentioned the need for a Project Manager and used the jail doors as an example. He also said he would like the committee to consider under the Municipal Finance Account, creating a sinking fund so that money is available when needed. Brian said they would get some ideas on the sinking fund and come back to the committee.

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

Bid 2022-026 – Dump Body and Plow Installation. 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 2022-027 – Asphalt Emulsion. There was only one bid received from The Klink Group. 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 \$10,000, supported by Commissioner Freehling. Motion carried.

Committee Business

Commissioner Scott motioned to approve the minutes from Thursday, March 10, 2022, supported by Commissioner Freehling. Motion carried.

Resolutions:

The following Resolutions were moved forward to the full Board:

F2203217 – Agreement with SWMPC for Grant Writing Services

F2203218 – Authorizing ARPA funds for Broadband

F2203023 – Approval of Weekly Bills

F2203117 – Road Payables

Meeting Adjourned: 10:25

Respectfully Submitted,

Stephanie Carlson
Financial Services