

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, April 7, 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, Secretary Stephanie Carlson, Financial Analyst Jake Litaker, Interim Road Department Director Kevin Stack, Executive Assistant to Administrator Annette Christie.

Meeting was called to order at 9:37am

Public Comments: None

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

Bid 2022-034 – Bridge Inspections – Commissioner Scott 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. In addition, we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$10,000. Communication from the Road 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 Freehling. Motion carried.

Bid 2022-035 – Maintenance Bituminous Mixtures. 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 Road 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 Scott. Motion carried.

Bid 2022-036 – Corrugated Metal Pipe & End Sections. Commissioner Scott 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 Road 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 Freehling. Motion carried.

Bid 2022-037 – Prefabricated Signs. There was only one bid received from Dornbos Sign Company in Charlotte, MI for \$85,645.45. 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, supported by Commissioner Freehling. Motion carried.

Bid 2022-038 – Reflectorized Sign Faces. There was only one bid received from Dornbos Sign Company, Charlotte, MI for \$28,094.75. Commissioner Freehling 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, supported by Commissioner Scott. Motion carried.

Bid 2022-039 – U-Channel Sign Posts & Street Sign Brackets. Commissioner Scott 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 Road 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 Freehling. Motion carried.

Bid 2022-040 – Aluminum Sign Blanks. There was only one bid received from Dornbos Sign Company, Charlotte, MI for \$29,414. Commissioner Freehling 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, supported by Commissioner Scott. Motion carried.

Bid 2022-041 – Lake Twp. Ultra-Thin Asphalt. Commissioner Scott 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 Road 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 Freehling. Motion carried.

Bid 2022-042 – Lincoln Twp. Ultra-Thin Asphalt. 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 Road 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 Scott. Motion carried.

Bid 2022-043 – Royalton Twp. Ultra-Thin Asphalt. Commissioner Scott 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 Road 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 Freehling. Motion carried.

Bid 2022-044 – St. Joseph Twp. Ultra-Thin Asphalt. 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 Road 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 Scott. Motion carried.

Appointments

Kevin Stack briefed the committee on Contract Modification for Project #P22002 for an increase of \$178,985.10 for Fairplain Dr. Commissioner Scott motioned to approve the modification, supported by Commissioner Hinkelman. Motion carried. Next, Kevin and Annette talked about another contract modification for the Napier Bridge, which is a State project. This has to be done by resolution through the Administration Committee. Finance gave their consensus.

Annette Christie updated the committee on the changes for the Road Department Payables Resolution, which will now be combined with the Weekly Bills Resolution that comes from the Clerk's Office.

Committee Business

Commissioner Scott motioned to approve the minutes from Thursday, March 24, 2022, supported by Commissioner Hinkelman. Motion carried.

Resolutions:

The following Resolutions were moved forward to the full Board:

F2204025 – Approval of Weekly Bills

F2204119 – Road Payables

F2204240 – Delinquent Tax Revolving Fund for 2021 Delinquent Taxes

Meeting Adjourned: 10:33

Respectfully Submitted,

Stephanie Carlson
Financial Services