

**Berrien County Board of Commissioners  
Finance Committee Minutes  
Thursday, February 5, 2026  
Kenneth L. Wendzel Conference Room**

**Finance Committee**

Commissioner Mamie L. Yarbrough-Chairperson  
Commissioner Jon Hinkelman - Vice-Chair  
Commissioner Rayonte Bell  
Commissioner Teri Freehling

**Attendance:**

Present  
Present  
Present  
Present

**Others Present:** Annette Christie, Mike Sepic, Mac Elliott, Jake Litaker, Dan Fette

The meeting was called to order at 9:15 a.m.

**Administrator and Chair Q & A**

The committee welcomed Interim County Administrator Mike Sepic.

**Jake Litaker, Financial Services Director**

Jake brought up some situations related to the use of waivers and sought clarification from the committee on when and how often a waiver should be used. The example used was in the case of Information Systems software/hardware and annual maintenance and license requirements. Jake provided an example of how a neighboring county does it - as long as the department includes it in the budget along with being singled out in its own line going forward from the original purchase - they can do that. He explained that after a # of years or if the cost changes the department would then have to bring it back to the board. Commissioner Hinkelman suggested that this might be a good discussion to have with the Administrator and also to review the process that might result in a better way to do it. Discussion included approvals for routine expenditures and what would fall in that category.

**Don Trail, Building & Grounds Superintendent**

Don came in to make sure that he was approved to move forward with having IBID Electric start the work on the gate at the 2100 building. Based on the minutes from January 22, the committee concluded that he did have authorization to move forward. He provided additional information for a waiver that was to go before the Finance Committee today to purchase a Boom Lift for Building & Grounds in the amount of \$25,500.

**Dan Fette, Community Development Director**

Dan provided additional information for Resolution #F2602143 that was to go before the committee today. This authorizes the annual application and budget to the Michigan Department of Transportation for the Berrien Bus program. General discussion was held about county-wide transportation.

**Bid Results Reviewed:**

BID #	DEPT	FOR	RESULTS	PROJECTED:
2026-008	ROAD DEPT.	Bertrand Twp Scratch & Seal	Reith-Riley \$72,739.50 Michigan Paving \$80,090.22	\$90,000
2026-009	ROAD DEPT.	Baroda Twp Scratch & Seal	Rieth Riley \$168,877 Michigan Paving \$172,628.88	\$200,000
2026-010	ROAD DEPT.	Bainbridge Twp Scratch & Seal	Rieth-Riley \$132,531.50 Michigan Paving \$138,355	\$175,000
<p>Motion by: Commissioner Hinkelman                      Support by: Commissioner Bell to refer the bids 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, they authorize the County Administrator to execute any subsequent contract associated with the 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. Motion carried.</p>				
2026-003	ROAD DEPT.	Liquid Calcium Chloride	Great Lakes Chloride - per gallon rate between 0.79-0.85	\$400,000
<p>Motion by: Commissioner Bell                                      Support by: Commissioner Freehling 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 department must be submitted to the Finance Committee in the event that they department wants to move forward with a bidder that was not the lowest bidder to provide justification and obtain additional approval. Motion carried.</p>				

**Committee Business**

**Approval of minutes** - Motion by Commissioner Freehling, supported by Commissioner Bell - Motion carried.

**Contract Modification:** NONE

**Resolution(s):** The following resolution was signed to move on to the full board:

F2602143 – Application to MDOT for funding of county-wide transportation system
F2602016 – Weekly Bills and Road Payables.

**Waivers signed by Chairperson:**

Waiver #	Vendor	Reason	Department	Budgeted Amount	Waiver Amount
2026-02-05-01	MacAllister Rentals	Boom Lift	Building & Grounds	0.00	25,500
2026-02-05-02	Lexipol	Add on training tracker, web based application, to current program	Sheriff	0.00	11,880
2026-02-05-03	Truck & Trailer Specialties	Cost of outfitting 4 Western Star Single Axle Trucks	Roads	695,524	695,524
2026-02-05-04	Metro Interiors	North County Courthouse Clerk's Office furniture	Building & Grounds	0.00	1,233
2026-02-05-05	Michigan Leadership Institute	County Administrator Search	BOC	0.00	\$10,000

**Other Business:** BCBIT vendor DCS Services - I don't believe their fee was included in the 2026 budget - Commissioner Freehling said Brian was supposed to work this out with Chris from DCS. This still needs some work done on it. The committee will re-visit this next week.

**Public Comments:** None

Meeting Adjourned: 10:29 a.m.

Respectfully submitted,  
Annette Christie