

**Berrien County Board of Commissioners  
Finance Committee Minutes  
Thursday, March 19, 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

Absent

Present

**Others Present:** Annette Christie, Mike Sepic, Jake Litaker, Shelly Weich

**Meeting called to order:** 9:30 a.m.

**Committee Business** (needed to be done prior to the BOC Vice Chair Teri Freehling going to the other committees)

**Approve the minutes of the March 12, 2026 meeting** - Motion by Commissioner Freehling, supported by Commissioner Hinkelman to Motion carried.

**Bid Openings:**

RFP 2026-017 for Investment Advisory Services - Financial Services Director Jake Litaker presented the basic RFP results - it was sent to 4 companies and 13 responded (with physical copies being provided by the time deadline, however 3 more companies replied with physical copies on the date but after the time deadline (one of them notified that it would be late because of weather, one of them had the electronic response provided in time but the physical copies arrived after the time deadline). As this is different than a standard bid and bid opening, the committee was asked for input on including those 3 responses. Commissioner Freehling provided some background on how we got to this point. Commissioner Hinkelman expressed that because it isn't a sealed bid, thus not affecting a sealed bid - he was comfortable with accepting the additional three. Commissioners Freehling and Yarbrough were also in favor of that. Questions regarding the procedure for where the proposals should go.

Motion by Commissioner Hinkelman, supported by Commissioner Freehling to send the proposals back to the County Administrator, Treasurer, HR Director, and Financial Services Director for review and to prepare and present a summary of the proposals to the Finance Committee/Trust Investment Advisory Committee. Motion carried.

**Administrator and Chair Q & A**

Interim County Administrator Mike Sepic asked for direction on invoices that have been submitted to the County from DCS. DCS was hired by Berrien County to assist with the Broadband infrastructure throughout Berrien County as a whole. The previous resolution approving a contract with them expired at the end of 2025. Commissioner Freehling told the committee that she had asked the former County Administrator to negotiate with DCS but that didn't get completed before his departure. She said that DCS has continued to provide services to the County but that it does make sense to pause the contract until they are needed again which will be when the BEAD funding comes in. Discussion ensued. Commissioner Hinkelman recommended that if the County was going to consider paying these invoices and this wasn't a budgeted item - that the whole Board should be notified and allow them to weigh in on the decision. He will bring this up during the BOC meeting.

Mike asked for any input on night meeting locations, Commissioner Hinkelman suggested MSUE. Commissioner Yarbrough agreed with that suggestion.

**Resolution(s):** The following resolution was signed to move on to the full board:  
F2603022 - Weekly Bills & Road Payables

**Bid Results Reviewed:**

Bid #	Department	Goods/Services Description	Results	Response
2026-034	Road	Maintenance Bituminous Mixture	Michigan Paving & Materials Rieth-Riley Construction Wyoming Asphalt Paving	3 of 4
2026-035	Road	Culvert Pipe	Advanced Drainage Systems Cadillac Culvert, Inc. Jenson Bridge & Supply Company St. Regis Culvert, Inc.	4 of 6
2026-036	Road	Dense Graded Aggregates	Kalin Construction Michiana Aggregate, Inc. Northern Construction Services Kenneth Smith, Inc. Yellow Rose Transport, Inc.	5 of 13
2026-037	Road	Aluminum Sign Blanks	Osborn Associates Dornbos Sign Company Lightle Enterprises of Ohio Blink Signs	4 of 4
2026-038	Road	Prefabricated Signs	Lightle Enterprises of Ohio Osborn Associates, Inc. Dornbos Sign Company	3 of 4
2026-039	Road	Reflectorized Sign Faces	Lightle Enterprises of Ohio Osborn Associates Dornbos Sign Company Blink Signs	4 of 4
2026-040	Road	U Channel Post and Sign Brackets	Eberl Iron Works, Inc. Dornbos Sign Company	4 of 4

			MD Solutions, Inc. Lightle Enterprises of Ohio	
2026-041	Road	Specialty Pavement Markings	Michigan Pavement Markings PK Contracting, Inc.	2 of 3
2026-042	Road	Pavement Marking Application	Michigan Pavement Markings M&M Pavement Marking PK Contracting, Inc.	3 of 3
2026-046	Road	HMA Base Crushing	JL Milling, Inc. Kalin Construction	2 of 5
2026-047	Road	Aggregate Base Course	Brusky Construction Michiana Aggregate Kalin Construction	3 of 13
Motion by: Commissioner Hinkelman			Support by: Commissioner Freehling	
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. Communication from the 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.				

**Waivers presented to the Committee:**

With no objection from the committee, Chairperson Yarbrough signed the waivers.

Waiver #	Vendor Name	Goods/Services Description	Requesting Department	Budgeted Amount	Waiver Amount
2026-03-19-01	Henry Schein	Dental X-Ray Machine	Sheriff	13,000	9,034
2026-03-19-02	IBID County Electric, Inc.	Electrical interface for new fire alarms system - Benton Harbor Road facilities	Road	12,686	12,686
2026-03-19-03	Severance Electric Co., Inc.	Emergency replacement signal controls and cabinet - Hilltop & Washington - to be reimbursed by insurance	Road	68,997	68,997
2026-03-19-04	McGuire's Professional Construction, Inc.	Moving a wall with a door at the Niles Courthouse in the Public Defender's office to add more space	Public Defender	13,000	12,741

**Public Comments:** Road Department Director Mark Heyliger introduced Dr. Marco Tomasi who is now serving as the Interim Engineering Supervisor.

**Contract Modifications:** None

**Meeting adjourned:** 10:28 a.m.

Respectfully submitted,  
Annette Christie  
Executive Assistant