

**Berrien County Board of Commissioners
Finance Committee Minutes
Thursday, February 26, 2026
Kenneth L. Wendzel Conference Room**

Finance Committee Attendance:

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

Others Present: Jake Litaker, Mike Sepic, Mac Elliott

Meeting was called to order at 9:24 a.m.

Committee Business

Commissioner Bell motioned to approve the minutes of the February 19, 2026 meeting, supported by Commissioner Freehling. Motion carried.

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

F2602019 - Weekly Bills and Road Payables

F2603163 - Authorize Corporate Counsel to take legal action

F2603165 - Amend grant agreement to accept additional awarded funds

F2603166 - Amend the sub-contract with they City of Niles for RAP funds

Bid(s)

BID #	Dept	FOR	RESULTS
2026-024	Economic Development	CDBG Grant 3rd party administrator	2 Bidders. Southwest Michigan Community Action was low bidder at \$50,702
Motion by: Commissioner Hinkleman		Supported by Commissioner Bell	
FOR NON-ROAD CONSTRUCTION PROJECTS:			
Refer the bids back to the department with the approval to move forward with the lowest bidder if they are an approved responsible bidder and 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.			

Waivers signed by Chairperson:

Request # (YYYY-MM-DD-#)	Vendor Name	Goods/Services Description	Requesting Department	Budgeted Amount	Waiver Amount
2026-02-26-01	ChemREADY	Controller and chemical feed pumps	Building & Grounds	\$ -	\$ 7,549
2026-02-26-02	RW Lapine	Controller and chemical feed pumps	Building & Grounds	\$ -	\$ 5,340
2026-02-26-03	Green Earth Electronics Recycling	Electronics recycling services at community collection events	Parks & Recreation	\$ 12,500	\$ 12,500
2026-02-26-04	Best One Fleet Service	6 New Grader Tires (Grader#304)	Roads	\$ 12,374	\$ 12,374
2026-02-26-05	SA Mormon	8x8 doors into loading dock area of administration	Building & Grounds	\$ -	\$ 8,665
2026-02-26-06	Vertiv	Liebert UPS for 919 Port and 811 Port St. for PM service contract for 2026	Building & Grounds	\$ -	\$ 19,406
2026-02-26-07	Spicer Group	GIS data and application migration	GIS	\$ 3,000	\$ 3,000
2026-02-26-08	VFP Fire Systems	Annual inspection & testing for fire suppression	Building & Grounds	\$ -	\$ 12,800
2026-02-26-09	SABO PR	Marketing, Communications and other Public Relations services	Health Department	\$ 180,000	\$ 180,000

Administrator Q&A: Mike Sepic spoke about unfunded positions and how to navigate funding those positions. Commissioner Yarbrough stated that while the funding was eliminated they are open to discussion if a department can justify the need. Commissioner Hinkleman states this is a staff decision on if it is needed or not and the budget needs to be adhered to.

General Comments: Discussion took place about what to do with excess furniture out at 500 Circle Dr and steps needed to sell equipment to other local government entities. If the value is over \$5,000 it must be a resolution to the full board per policy.

Public Comments: None

Meeting Adjourned: 10:21 a.m.

Respectfully submitted,

Jake Litaker / AC