

Berrien County Board of Commissioners
Finance Committee Minutes
Thursday, February 12, 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 (for portion then float)

Others Present: Annette Christie, Mike Sepic, Mac Elliott, Jake Litaker, Dan Fette, Shelly Weich, and Don Trail (via phone).

The meeting was called to order at 9:20 a.m.

Administrator and Chair Q & A

Interim County Administrator Mike Sepic reviewed a few of the items that he has been working on since his start a week ago. Community Development Director Dan Fette shared the time with Mike and provided an update on selling the Schwark Drain property in Three Oaks. Dan told the committee that it would be in the County's best interest to only sell the front 12 acres of the property and then donate the remaining 24 to the Village of Three Oaks. It would be easy to obtain the property split needed to do that as long as there is a donation agreement in the works. The committee was in favor of the concept, which would finally get this property out from under the County. Dan will draft a resolution that authorization to amend the purchase agreement.

Financial Services Review - Jake Litaker

Jake reviewed some items seeking Finance Committee input on -Building and Grounds had an unbudgeted items for repair/replacement where the need has increased - that being the front doors to the Administration Center. Don Trail was contacted by phone to provide additional information. In addition, he wanted approval to move forward with the replacement of the maintenance doors, also on the Administration Building. This had been a part of capital projects for 2025. The committee concurred with proceeding. Jake sought guidance on the RFP for the Pension Investment Firm. The bids are due on 3/18, however, the committee recommended not having the Trust Investment Committee meeting until 3/26 so it could give them more time to review the results from the bid opening.

Treasurer Shelly Weich

The Treasurer passed on to the committee that long time bond counsel for the County, John Axe, had passed away recently and told them the funeral service would be March 12. She asked if the committee would consider doing an honorary resolution for him. The Committee requested the resolution and asked Annette to proceed with writing one. She also passed on that when she is out visiting with residents in the various parts of the County, one of the things she hears the most is about public transportation and how difficult it is for residents to move throughout the County without regular transportation.

Committee Business

Bid Results Reviewed:

BID #	DEPT	FOR	RESULTS	PROJECTED:
2026-011	ROAD DEPT.	Benton Township HMA	Michigan Paving \$108,670 Rieth-Riley \$114,786	\$150,000
2026-012	ROAD DEPT.	Buchanan Township Scratch & Seal	Michigan Paving \$152,545 Rieth-Riley \$148,299	\$200,000
2026-013	ROAD DEPT.	Lincoln Township Scratch & Seal	Michigan Paving \$193,655 Rieth-Riley \$199,913.50	\$250,000
2026-014	ROAD DEPT.	Niles Township Scratch & Seal	Michigan Paving \$308,355 Rieth-Riley \$283,536	\$350,000

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.

Approval of minutes of February 5, 2026 meeting - Motion by Commissioner Bell, supported by Commissioner Hinkelman - Motion carried.

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

F2602017 – Weekly Bills and Road Payables.

Waivers signed by Chairperson:

Waiver #	Vendor	Reason	Department	Budgeted Amount	Waiver Amount
2026-02-12-01	Crown Lift Trucks	Overhead door repair	Community Development	7,206	7,206
2026-02-12-02	RW Lapine	Goodman furnace & condensing units Building #2	Building & Grounds	0.00	25,529

Public Comments: None

Meeting Adjourned: 10:20 a.m.

Respectfully submitted,
Annette Christie