

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of March 25, 2021

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough–Chairperson (Via Zoom-BH City)	Present
Commissioner Jon Hinkelman – Vice-Chair (Via Phone-Bainbridge Twp.)	Present
Commissioner Ezra Scott (Via Zoom-New Buffalo Twp.)	Present
Commissioner Teri Freehling – (Via Zoom-Baroda Twp.)	Present

Others Present: County Administrator Brian Dissette – via zoom, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Finance Director Doug James, Deputy Pamela Hampton, Sheriff Paul Bailey, Financial Analyst Jake Litaker, and via zoom Undersheriff Chuck Heit, Project Engineer Kevin Stack, Information Systems Director Chris Swihart and Automotive Fleet Manager Tod Rainey.

Meeting was called to order at 8:32am.

Public Comments: None

Appointments:

Pamela Hampton briefed the committee on a memo she sent out to them requesting to buy back her credited service time she had with the County previously before her current employment. The committee would like more information from the county and to discuss this further with the HR Director and Administrator before making a decision. Administrator Dissette asked the committee to send any questions or comments they had to him.

Bid Openings: Jake Litaker opened the following bids:

Bid 2021-018 – Truck for the Drain Commission. This bid was sent out to 3 bidders and 2 responded. A bid was received after the deadline from Signature Ford of Owosso, MI, so it was not opened. Commissioner Scott motioned 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, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

The following bids were opened for the Road Department:

Bid 2021-019 – Countywide Mowing
Bid 2021-020 – Countywide Scratch Course
Bid 2021-025 – Liquid Calcium Chloride

Commissioner Scott motioned to refer the above 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, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

The following bids were opened for the Road Department with different motion language:

Bid 2021-022 – Lakeshore Rd. & Brown Rd., Chikaming Twp. – Commissioner Scott motioned 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, we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000. 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. Roll call vote: 4 yays, 0 nays. Motion Carried.

Commissioner Scott rescinded the last vote on **Bid 2021-022**, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion Carried Commissioner Scott re-motioned 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, we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000. 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. Roll call vote: 3 yays, 0 nays, Yarbrough abstained. Motion Carried.

Bid 2021-024 – Ridge Rd., - HMA Overlay

Bid 2021-029 – Rupy Subdivision, Coloma Charter Twp.

Commissioner Scott motioned to refer the above 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, we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000. 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. Roll call vote: 3 yays, 0 nays, Yarbrough abstained. Motion Carried.

Bid 2021-023 – Lakeside Rd. & Walnut Ct – HMA Overlay

Bid 2021-026 – Maiden Lane, St. Joseph Twp. – HMA Overlay

Bid 2021-027 – Michigan Shores Sub, New Buffalo Twp.

Bid 2021-028 – Pontiac Lane, St. Joseph Charter Twp.

Commissioner Scott motioned to refer the above 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, we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000. 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. Roll call vote: 4 yays, 0 nays. Motion Carried.

Commissioner Scott noted that **Bid 2021-027** was in his subdivision but was not his road and that New Buffalo Twp. pays for this paving and not the County.

Committee Business

Doug James went over the following Request for Waiver Approvals:

Motorola Solutions, Animal Control – Waiver amount \$3,521.55
Hilltop Trailer, Health Department – Waiver amount \$3,300
All Safe Industries, Sheriff’s Dept. – Waiver amount \$2,237.40
Communication Co., of South Bend Inc., Sheriff’s Dept. – Waiver amount \$1,184
Tele-Rad, Inc., Sheriff’s Dept. – Waiver amount \$64,850
Crown Fork Lift, Motor pool – Waiver amount \$22,000

Commissioner Scott motioned to accept the above waivers, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried. Commissioner Scott noted that 2 of the waivers weren’t signed by the Administrator. Administrator Dissette said he was out sick yesterday and that he had emailed his support for all of the waivers and that he was in the office today and he would sign all of them.

Annette asked the committee if they were okay with the way the waivers were presented today. There was a brief discussion. The committee agreed with how they were presented.

Resolutions signed by Committee:

F2103022 – Approval of Weekly Bills – The committee gave concurrence to move this resolution to the full board for action.

Minutes Approval:

Commissioner Scott motioned to approve the virtual minutes from Thursday, March 18, 2021, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:11
Respectfully Submitted,

Stephanie Carlson
Financial Services