

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of January 21, 2021

Finance Committee Attendance:

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| 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, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie and Financial Analyst Jake Litaker.

Meeting was called to order at 9:02am.

Public Comments: Tony Benhart, Sodus Twp. – A reminder that just because you have an item on a budget is no sign you should be able to spend money without a limit and approval of this committee.

Q&A Administrator

Administrator Dissette put up a form from Rockey Adams as an example of a template that Finance could use for the bidding process. The form would provide what bid is being selected and why so that Finance is kept in the loop, specifically when not going with the lowest bidder. Brian said he would continue to work with the Department Heads. Commissioner Yarbrough questioned how the jail was doing with COVID and Brian gave a brief update on their process and the progress on the jail.

Bid Openings: Jake Litaker opened the following bids for the Road Department

Bid 2021-005 – Asphalt Emulsion – 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.

Bid 2021-003 – Polymer Modified Sealing Asphalt & Fogseal – There was only one bid received from The Klink Group. Commissioner Scott motioned to refer the bid to the department with the approval to move forward with the 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, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Commissioner Scott suggested coming up with a form to send out to the bidders so when they submit their bid, the very first page will provide their bid totals to save us the time looking for their bid totals or having to add them up. Commissioner Yarbrough asked Jake to look into it and he said he would.

Annette Christie presented the following board appointments to the Committee: First she asked to appoint Kathy Valdes to the Workforce Development Board to fill the term of Kathy Miller. The committee agreed to appoint Kathy Valdes. There was a brief discussion about the openings for the Planning Commission. The Finance Committee recommended appointing the following to the Planning Commission: Matthew Moser, Gary Wood, Chris Heugel and Arthur Havlicek.

Committee Business

Commissioner Scott questioned Requisition #47090 for legal services as to why it was so much - \$12,021.50. Brian said he would forward the invoice to the Finance Committee.

Resolutions signed by Committee:

F2101015 – Approval of Weekly Bills

F2101108 – Road Payables

The committee gave concurrence to move the above resolutions to the full board for action.

Minutes Approval:

Commissioner Scott motioned to approve the virtual minutes from Thursday, January 14, 2020, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:09

Respectfully Submitted,

Stephanie Carlson
Financial Services