

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of January 28, 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, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Financial Analyst Jake Litaker, Environmental Property Manager Jill Adams and via zoom – Community Development Director Dan Fette, Transportation & Planning Coordinator Evan Smith, and 911 Director Caitlin Sampsell.

Meeting was called to order at 9:03am.

Public Comments: None

Q&A Administrator - Administrator Dissette went over an issue with the Jail Project, which was with the jail doors and said the specs for the doors was modified by the consultant without the county's permission and doesn't meet specifications. He said over the past several months the staff and team from the Sheriff's Department has reached a conclusion that a garage door made by Rytec is the preferred option. Brian presented the quote of \$115,860 for the door and said they feel it will meet their expectations and asked for approval to move forward with the installation of the door. He said they do have financial commitments from the design consultant and the contractor for a pretty significant deduct of the overall project to help fund the door. There was a brief discussion and after Brian answered questions from the committee he asked for a waiver of the bidding process and the approval to proceed with the amount that was quoted. Commissioner Scott motioned to approve the purchase of the doors as explained with the caveat that the Administrator will come back to the Finance Committee at a later date to let us know the amount of money we get back for the bad installation of the other doors, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid Openings: Jake Litaker opened **Bid 2021-006** – Trap Rock for the Road Department. The bid was sent out to ten vendors and only one responded – Verplank with a bid of \$99,755. Commissioner Scott motioned to refer the bid to the department with the approval to move forward if the bid 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.

Jill Adams asked the committee for approval to single source with Barber for a new Beach Rake for Silver Beach. She explained that this was a special piece of equipment and the current rake they have is 26 years old. She said they've received very good customer service from Barber over the past 26 years. She said this piece of equipment is not on MIDeal but it is on the National Cooperative Purchasing List and they've extended that price to them. Commissioner Freehling motioned based on the memo received and the information presented today, to approve single sourcing with Barber, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried. Next, Jill briefed the committee on a Zero Turn Mower that is an essential piece of equipment for their Parks Department. She said they have worked with Greenmark on other maintenance equipment and asked for approval to single source with Greenmark. She stated there will be an additional savings for the trade-in, which wasn't included in the memo. The cost is below what we could have gotten through MIDeal. Commissioner Scott motioned to approve single sourcing with Greenmark, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried. Annette informed the committee the beach rake wasn't on the requisition list and asked if they would be okay with her adding it to the list for today. The committee was okay with having it added.

Dan Fette gave a brief update on Berrien Bus and answered questions from the committee. He said they would be back next week with the full board to give an extended Power Point Presentation on the Financials of Berrien Bus, what they've done in the last six months, and what the plan is moving forward. Dan said Berrien Bus finished the year with the operating hours considerably reduced, but the good news is they finished the year in the black for the first time in 9 or 10 years, with \$25-\$30 thousand in the black. Evan was available to answer questions on Resolution F2102156 and F2102157 regarding Berrien Bus Transportation Program.

Caitlin Sampsell briefly went over the following Resolutions: A2102159 – Motorola Service Agreement, A2102160 – Tele-Rad Service Agreement and an upcoming requisition for a Fiber Upgrade/800Mhz at the Watervliet Site (\$22,750 – Dowd Systems).

Committee Business

Resolutions signed by Committee:

F2101016 – Approval of Weekly Bills

F2102156 – MDOT Funding FY2022 Berrien Bus Transportation Program

F2102157 – Renew Berrien Bus Transportation Program

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

Minutes Approval:

Commissioner Freehling motioned to approve the virtual minutes from Thursday, January 21, 2020, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:13

Respectfully Submitted,

Stephanie Carlson
Financial Services