

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of February 11, 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 Services Director Doug James, Financial Analyst Jake Litaker, and Project Engineer Kevin Stack via zoom.

Meeting was called to order at 9:02am.

Public Comments: Tony Benhart, Sodus Twp. – I agree totally with the process of purchases for all departments.

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

Bid 2021-009 – Cold Patch Pavement – This bid was sent out to four vendors and only one responded – Saginaw Asphalt in Saginaw, MI. 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.

Bid 2021-010 – Corrugated Metal Pipe – This bid was sent out to four vendors and two responded. Commissioner Freehling 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 Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2021-011 – Dense Graded Aggregates – This bid was sent out to eight vendors and four responded. 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. 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.

There were questions after the bids were opened and Kevin Stack from the Road Department was available via zoom to answer questions from the committee.

Doug James briefly went over the Draft form for the “Requisition for Waiver of Competitive Bidding” and asked the committee what their feelings were on the form. Commissioner Scott stated he had a problem on some of the form with not going with the County’s Purchasing Policy and used today’s Requisition List as his example He said there was Requisition #49709 for Wolf’s Diver’s Supply for \$9,628 and wanted to know why it was single sourced and asked whether this come before the Finance Committee for an approved bid opening. Doug said it did not come before the Finance Committee for a bid opening and that our current policy does not state a specific dollar amount for going out and getting competitive bidding, which is something we are working on. There was a brief discussion. The committee agreed the dollar amount on the “Requisition for Waiver of Competitive Bidding” should be \$20,000 for goods and/or services instead of different dollar amounts for each. Administrator Dissette said he would work with Doug on the edits and bring it back next week for further comments to refine the document.

Committee Business

Resolutions signed by Committee:

F2102018 – Approval of Weekly Bills

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

Minutes Approval:

Commissioner Scott motioned to approve the virtual minutes from Thursday, February 4, 2021, supported by Commissioner Freehling. Roll call vote: 3 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:09

Respectfully Submitted,

Stephanie Carlson
Financial Services