

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of March 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, Personnel Director Shelley Jasper, Financial Analyst Jake Litaker, Community Development Director Dan Fette, and via zoom Heidi Barry & Kevin Noelke from GRS and Undersheriff Chuck Heit.

Meeting was called to order at 8:30am.

Public Comments: Peter Colovos, Hagar Trustee – That’s a great price for Ammo.

Kelsey Schoenwitz, Stevensville – If the Finance Committee is so concerned with following a bid/purchasing policy, why did an RFP for Management Services at the Road Department get released this week to specific vendors and not get published on the website?

Alex Riley, Coloma Twp. – If the Finance Committee is so concerned with following a bid/purchasing policy, why did an RFP for Management Services at the Road Department get released this week to specific vendors and not get published on the website?

Q&A Administrator - Administrator Dissette displayed the memo on the screen for Kevin Noelke and Heidi Barry from GRS to go over and update the committee on the pension values. The committee agreed they needed time to look over the information and would like to delay taking action until next week.

Bid Openings:

Jake Litaker opened **Bid 2021-017** – Printing Paper for the Printing Department. Commissioner Freehling motioned to accept the bids and refer them back to the department for review and if they meet all criteria, they can move forward with the lowest bid, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Appointments:

Chuck Heit briefed the committee on a memo he had sent out to them explaining the process he used in obtaining quotes for purchasing ammunition for FY21. Chuck said they sent it out to 6 vendors and 4 responded. He said the vendor who was the lowest bidder (Vance’s Law Enforcement) also has a portion of the ammunition they need currently in

stock, whereas, many vendors say it could take up to 6 to 10 months to be delivered. Commissioner Scott questioned the process that was used and stated even though this is the way they've always purchased their ammunition, he wants every department to follow policy. He brought up the new Single Source Form that was approved last week in Finance and said it states that anything over \$20,000, had to go out to bid. Administrator Dissette followed up, stating that the form was just adopted last week and staff is still working on getting some of the information out. Brian also pointed out that the work done on getting the quotes was dated back to February, and felt it made sense to proceed given the scarcity of ammunition. He stated he understands Commissioner Scott's point and will absolutely be communicating the Finance Committees desire to see a more standard and routine bidding process of following that form, but felt this predated that form. The committee agreed for Chuck to move forward with the purchase, which was included on the requisition list this week.

Dan Fette briefed the committee on some developments going on with the creation of the county's Master Plan. He said the last time an outside consultant has looked at it was in 2009 and said we're required by law to update it every 5 years. He said he and Katie did the previous update in 2015, so they were really due to update it last year. He said with all the changes going on, the plan is really outdated and needs to be rewritten. He said they met with the Planning Commission on Tuesday to discuss this and recommended submitting an RFP to retain a consulting firm to work with the Planning Commission to prepare a full revision of our existing master plan. The Planning Commission was supportive. Dan said he wanted to let the committee know what their intentions were and to get any comments or feedback from the committee. Commissioner Freehling, who sits on the Planning Commission, expressed her support of a consultant as well. Dan said he and Katie will put together an RFP and Bid Requisition to bring to them next week.

Committee Business

Resolutions signed by Committee:

F2103022 – Approval of Weekly Bills

F2103182 – Authorize Settlement Agreement

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

Commissioner Scott made a request to add to the minutes the issues raised earlier this month by the Road Finance Manager on the closing out of the 2020 books. Would like Administrator Dissette to check into this issue as to the timing of this issue of closing the books. He said it's already 3 months past the closing of the books and he would like Administrator Dissette to look into this as to whether or not the books have been closed and if not, why is it taking 3 months.

Minutes Approval:

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

Meeting Adjourned: 9:42