

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of April 22, 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, and Automotive Fleet Manager Tod Rainey. Via zoom – Information Systems Director Chris Swihart and Undersheriff Chuck Heit.

Meeting was called to order at 9:01am.

Public Comments: None

Bid Openings:

Jake Litaker opened the following bids for the Road Department:

Bid 2021-041 – Bridge Inspections. 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.

The following bids were opened for the Road Department with a motion from Commissioner Scott 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.

Bid 2021-042 – U-Channel Post & Sign Brackets

Bid 2021-043 – Reflectorized Sign Faces

Bid 2021-044 – Prefabricated Signs

Bid 2021-045 – Aluminum Sign Blanks

Bid 2021-048 – Hot Mix Crack Filler

Commissioner Scott questioned the bids coming in higher than the Projected Costs and whether the Projected Cost is what the Road Department put in for their budget for the year. Administrator Dissette said they will have to send the information back to Chris Cook to review and more than likely they will have to put some of the projects on hold so that they stay within their budgeted amount. Brian said he will ask Chris Cook and Kevin Stack from the Road Department to join the next Finance Meeting on May 6th, to discuss the bids from today and their recommendation on what, if any of these bids should be approved and to give a general update on what the bidding atmosphere looks like at this time. Commissioner Scott requested the Road Business/Finance Manager Kari Bennett be at that meeting.

Committee Business

Jake Litaker presented the following Request for Waivers:

Courtroom Recording & Audio Visual Equipment, Information Systems - \$300,000
IT Hardware Service & Support (IBM Mainframe), Information Systems - \$32,892
Repairs of Emergency Vehicles, Motorpool - \$5,000
Fork Lift Truck, Motor pool - \$23,231.41

The committee gave consensus to proceed with the Request for Waivers

Resolutions signed by Committee:

F2104028 – Approval of Weekly Bills
B2104213 – Request to State for Revenue Sharing Funding

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, April 15, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:02
Respectfully Submitted,

Stephanie Carlson
Financial Services