

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of May 13, 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, Parks and Recreation Director Jill Adams, Register of Deeds Lara Freehling, Equalization Director Warren Parrish, Transportation & Planning Coordinator Evan Smith and via zoom – Community Development Director Dan Fette, Housing Coordinator Katie Montoya, Undersheriff Chuck Heit, Information Systems Director Chris Swihart.

Meeting was called to order at 9:03am.

Public Comments: None

Appointments

Warren Parrish gave a presentation on the County's 2021 Millage Rates (Resolution F2105229).

Dan Fette briefed the committee on **Resolution F2105226**, which is to approve a contract between Berrien County and Resa.

Bid Openings:

Jake Litaker opened the following bids:

Bid 2021-038 – This bid was for the Berrien County Master Plan, Community Development. The bids were opened last week but there was a late bid received from Williams & Works, Grand Rapids, Michigan, due to the carrier service. Administrator Dissette agreed that the late bid should be opened along with the Finance Committee. Commissioner Scott motioned to rescind the motion on May 6th, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried. Commissioner Scott motioned to accept the bids, including the one from Williams & Works, and refer them back to the department for review and if they meet specs to go with the lowest qualified bidder and if they don't go with the lowest bidder, to come back to Finance with an explanation, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2021-050 – This bid was for holsters for the Sheriff’s Department. Commissioner Scott motioned to refer the bids back to the department for review with the approval to move forward with the lowest bidder if they are an approved responsible bidder that meets specifications and requirements, and if not, come back to the Finance Committee with an explanation, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

There was a late bid received from Michigan Police Equipment, Charlotte, MI. Records indicated that the bidder sent the bid in time and overnight mail and should have been received yesterday, prior to the cutoff. The Finance Committee agreed to accept the opening of the bid at the Board of Commissioner’s meeting. Commissioner Scott motioned to amend the above motion to include the opening of the bid from Michigan Police Equipment in the amount of \$32,171.85 and to be referred to the department for review, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Committee Business

Jake Litaker presented the following Request for Waivers:

KN95 Mask Fitting, Sheriff’s Department. - \$13,580
Pesticide disposal services, Parks Dept. - \$30,000
Digital Image to 16mm Microfilm, ROD - \$7,287.48
BitDefender Anti-Virus Renewal, IS - \$12,673.29
UPS PM Service, Bldg. & Grounds - \$11,800

The committee gave consensus to proceed with the Request for Waivers.

Resolutions signed by Committee:

F2105030 – Approval of Weekly Bills
F2105116 – Road Payables
F2105226 – Berrien Bus/Resa Contract
F2105229 – Resolution to approve the County’s 2021 Millage rates

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

Commissioner Scott mentioned the importance of keeping an eye on the cyber security for our IS system and also mentioned he would like Doug James to give an update next week if there’s time available. Administrator Dissette said he would follow up with Doug and said he would meet with Chris Swihart in regards to Commissioner’s Scott’s concerns on the cyber security.

Minutes Approval:

Commissioner Freehling motioned to approve the virtual minutes from Thursday, May 6, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:09