

# Berrien County Finance Committee

## Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of May 20, 2021

### Finance Committee Attendance:

Commissioner Mamie L. Yarbrough—Chairperson (Via Zoom-BH City)	<b>Present</b>
Commissioner Jon Hinkelman – Vice-Chair (Via Phone-Bainbridge Twp.)	<b>Present</b>
Commissioner Ezra Scott (Via Zoom-New Buffalo Twp.)	<b>Present</b>
Commissioner Teri Freehling – (Via Zoom-Baroda Twp.)	<b>Present</b>

**Others Present:** County Administrator Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Financial Analyst Jake Litaker, Financial Services Director Doug James and via zoom –Undersheriff Chuck Heit, Information Systems Director Chris Swihart and Kip Kulich.

Meeting was called to order at 9:02am.

**Public Comments:** None

**Q&A Administrator** – Administrator Dissette briefed the committee on a waiver regarding a donation received for the purchase of Aqua Eye to assist with search and rescue for drowning victims, Sheriff's Department - \$4,800. He asked the committee if they were comfortable with the waiver and in the future if we have community foundation donations, does the committee feel we need to bring these waivers forward or is the committee comfortable as long as we have donated funds, that we trust staff with donated funds to purchase the equipment. There was a brief discussion. The committee agreed with the waiver and asked that they get an update when funds are received and acknowledge that the funds are accepted. Also, it was noted that something needs to be added to the waiver form to include whether its donated funds being used.

### Appointments

**Chuck Heit** came to Finance with a recommendation for **Bid 2021-050**, to go with the second lowest bidder, Vance Outdoors - \$29,404.75, due to the lowest bidder, Mallory Safety & Supply from Eugene, OR - \$28,614.75, are not an authorized bidder for our area. There was a brief discussion. Commissioner Scott motioned to approve going with the second lowest bidder, due to the documentation provided by the Undersheriff, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

**Doug James** went over the Year End Estimate for FY2020 and then briefed the committee on the General Fund Statement and Revenue, Expenditure and Changes in Fund Balance for the first quarter of 2021, and went over the Contingency Report.

## **Committee Business**

**Jake Litaker** presented the following Request for Waivers:

Juvenile Center Security Camera Upgrade, I.S. - \$50,684.95

Networked Solutions Sales & Support, I.S. - \$50,748.23

Annual Subscription Renewal, Sheriff's Department. - \$1,250

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

### **Resolutions signed by Committee:**

F2105031 – Approval of Weekly Bills

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

### **Minutes Approval:**

Commissioner Freehling motioned to approve the virtual minutes from Thursday, May 13, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:14

Respectfully Submitted,

Stephanie Carlson

Financial Services