

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, October 7, 2021

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough–Chairperson	Present
Commissioner Jon Hinkelman – Vice-Chair	Absent
Commissioner Ezra Scott	Present
Commissioner Teri Freehling	Present

Others Present: County Administrator Brian Dissette, Secretary Stephanie Carlson, Financial Analyst Jake Litaker, Information Systems Director Chris Swihart, Interim Building & Grounds Superintendent Robert Ray, Community Development Director Dan Fette,

Meeting was called to order at 9:26am.

Public Comments: None

Q&A Administrator – Administrator Dissette briefed the committee on some waiver requests he had for review and analysis of properties at 500 Circle Drive, Buchanan, MI, and the former Berrien General Hospital, and Web based data & project management tool for collaborative work. The waiver requests were approved by the committee.

Bid Openings

Jake Litaker opened the following bids:

Bid 2021-057 – DNR Waterways, Community Development. Commissioner Scott motioned to refer the bids back to the department for review and to move forward with the lowest bid. 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. Motion carried. Dan Fette explained that all the bids came in over budget, so they might have to take something out of the bid.

Bid 2021-056 – Casebinders, Civil/Criminal Court. Commissioner Scott motioned to refer the bids back to the department for review and to move forward with the lowest bid. 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. Motion carried.

Bid 2021-058 – Casebinders, Probate. There was only one bid received from Ebco, Plymouth, IN for \$1,650. Commissioner Scott motioned to refer the bid back to the

department for review and to move forward with the bid if it meets specifications and requirements, supported by Commissioner Freehling. Motion carried.

Bid 2021-054 – Berrien Street Reconstruction, Road Department. There was only one bid received from Wightman for \$23,500 and if they were awarded this bid and **Bid 2021-055**, the cost would be \$18,650. Commissioner Scott motioned to refer the bid back 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. Motion carried.

Bid 2021-055 – Sawyer Road Rehabilitation, Road Department. There were two bids received from Abonmarche for \$53,350 and Wightman for \$42,500, and if they were awarded this bid and **Bid 2021-054**, the cost would be \$34,600. Commissioner Scott motioned to refer the bids back 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. Motion carried.

Chris Swihart gave a brief explanation on the waiver for replacement of County Data Center Backup Power and Cooling Systems. The waiver request was approved by the committee.

Committee Business

Resolutions signed by Committee:

F2110049 – Approval of Weekly Bills

F2110127 – Road Payables

F2110321 – Renew Senior Center auditing services contract with Rendel Elie & Assoc.

F2110322 – Approve agreement with Southwest Michigan Planning Commission for work on broadband project.

F2100323 – Renew agreement with MDHHS for police services

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

Request for Waivers were approved by the committee.

Minutes Approval:

Commissioner Scott motioned to approve the minutes from Thursday, September 23, 2021, supported by Commissioner Freehling. Motion carried.

Meeting Adjourned: 10:10