

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, October 21, 2021

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

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

Others Present: County Administrator Brian Dissette, Secretary Stephanie Carlson, Treasurer Shelly Weich, Executive Assistant to Administrator Annette Christie, Community Development Director Dan Fette, Information Systems Director Chris Swihart, Financial Analyst Jake Litaker and Operations Manager Kip Kulich.

Meeting was called to order at 9:17am.

Public Comments: None

Appointments

Shelly Weich briefed the committee on the \$15M of ARPA funds received and asked for the Finance Committee to recommend to the board to open an account with Sturgis Bank, as they had the best interest rate - .35% out of 8 banks, for investing the money. She said the county can withdraw the money at any time, if needed, for any projects. Shelly said the interest received on the money is the County's to do what they want with. She said the County should be receiving the other \$15M in December. The Finance Committee agreed to move the recommendation to the Full Board of Commissioners for approval today.

Annette Christie went over some board appointments and asked the Finance Committee for recommendation to re-appoint the following:

Joe Wasserman	Trust Advisory Board
Katherine Weykamp	Land Bank
Dale Krietner	Land Bank
Dave Chandler	Land Preservation Board
Lois Foster	Land Preservation Board
Lee Ginhoven	Brownfield Authority

The Finance Committee agreed by consensus to move forward with the re-appointments.

Dan Fette briefed the committee on **Bid 2021-057** – DNR Waterways that was opened a couple weeks ago. The bids came in at over \$100K higher than budgeted. Dan presented a recommendation to eliminate one of the four stations if the DNR isn't willing to contribute more money towards the project. This modification would bring the cost down under budget,

He said that the DNR would have to approve the modification, and then the recommendation would be to go with the low bidder, TJM Services, and asked for approval to move forward with a contract. Commissioner Scott motioned to approve the recommendation, supported by Commissioner Freehling. Motion carried

Chris Swihart briefed the committee on **Resolution F2110345** – Tax Contract with Local Units. The resolution was signed by all present.

Bid Openings

Jake Litaker opened the following bids:

Bid 2021-059 – Fairplain Ave. HMA, Road Department. 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 the 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 2021-052 – Copier Lease, Information Systems. Commissioner Scott motioned to refer the bids back to the department for review and since not all the bids were tallied up, pending the calculations by Jake were correct and the bids meet specifications, they can move forward with the lowest bidder. If not selecting the lowest bidder, they should come back to Finance with a recommendation, supported by Commissioner Freehling. Motion carried.

Bid 2021-060 – Zero Turn Mowers, Road Department. No bids were received.

Committee Business

Minutes Approval:

Commissioner Scott motioned to approve the minutes from Thursday, October 14, 2021, supported by Commissioner Hinkelman. Motion carried.

Resolutions signed by Committee:

F2110051 – Approval of Weekly Bills
F2110345 – Tax Contract with Local Units

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

Meeting Adjourned: 10:19

Respectfully Submitted,

Stephanie Carlson
Financial Services