

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of February 25, 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: Financial Services Director Doug James, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Financial Analyst Jake Litaker, and via zoom – Undersheriff Chuck Heit and Project Engineer Kevin Stack.

Meeting was called to order at 9:02am.

Public Comments: Eric Lester, MD, St. Joe Twp. – The public has not seen these Resolutions. They need more public discussion before a vote. These industries need money. Find a way to give them money. Don't sacrifice human lives by opening up before it's time. What about the new PPP loans (forgivable)? This is the nature of a pandemic. The Governor is following the advice of the experts. Are you Commissioners expert on COVID, the risks of the mutants?

Kip Kulich, St. Joe Twp. – The gym industry is being crippled by the 25% capacity restrictions as well.

Bid Openings:

Jake Litaker opened the following bids:

Bid 2021-007 – Firearms for the Sheriff's Department. Commissioner Scott motioned to refer the bids back to the department with the approval to move forward if the lowest bidder if they meet specifications and requirements, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried. Chuck Heit gave a brief explanation as to why this bid was sent out to only 3 vendors and why there weren't any local vendors. Commissioner Scott commented on the price difference between the two vendors and Chuck explained.

Bid 2021-016 – Liquid Calcium Chloride for the Road Department. There was only one bid received from Michigan Chloride Sales in St. Louis, MI. Commissioner Freehling motioned to refer the bid to the department for review, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried. Commissioner Scott questioned how the prices compared to last year. Kevin said last year for 6,000 gallons of chloride it came in at .62 cents per gallon from Great Lakes Chloride, and this year's prices were down to 37.5 cents per gallon.

Committee Business

Commissioner Scott asked how we were coming along with the Sole Sourcing form as far as amounts and how it was going to be worded. Doug stated he thought it was determined if an item was over \$20,000, it would be bid out and if it was under \$20,000, they would obtain quotes from more than one reliable source with appropriate pricing from the Department. The verbiage was also changed at the top and the box for explanation was made bigger. If you want to do anything differently, we can. The Commissioners requested a copy of the draft be sent to them to review and Doug said he would get it out to them.

Commissioner Scott commented that he will ask for Resolution B2102151 – BOC Communication with Governor on the COVID restrictions, to be pulled at the BOC Meeting for further discussion. There was a brief discussion. Annette followed up with some comments.

Jake returned to the meeting to inform the committee that he was contacted by a vendor because he heard his bid wasn't opened for Bid 2021-007 (Firearms for the Sheriff's Dept.). Jake said he was assuming that Chuck had reached out to him because the vendor was surprised that we hadn't received his bid. He said it was sent out last Wednesday next day air and he has the tracking number if needed. He said it must have been held up from the snow storms they had. He offered to email the bid to us, so Jake asked the committee what they wanted to do. The committee agreed to accept the bid but want to make sure it's verified that it was postmarked prior to the date that it was to be received.

Resolutions signed by Committee:

F2102020 – Approval of Weekly Bills

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

* At the Board of Commissioner meeting the Finance Committee rescinded the action on Bid 2021-007 and will address it at their March 4, 2021 meeting.

Minutes Approval:

Commissioner Scott motioned to approve the virtual minutes from Thursday, February 18, 2021, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:02

Respectfully Submitted,

Stephanie Carlson
Financial Services