

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of May 6, 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, Building & Grounds Superintendent Todd Johnson, and Parks and Recreation Director Jill Adams. Via zoom – Community Development Director Dan Fette, Communications & Administrative Services Manager Jillian Conrad, Intake Manager Jean Lawrence, Project Engineer Kevin Stack and Undersheriff Chuck Heit.

Meeting was called to order at 9:01 am.

Public Comments: None

Appointments

Dan Fette briefed the committee on **Resolution F2105219**, which is to approve the Brownfield Plan submitted to the County on behalf of Whirlpool Corporation. He showed a power point presentation prepared for the Committee and answered their questions.

Bid Openings:

Jake Litaker opened the following bids:

Bid 2021-038 – This bid was for the Berrien County Master Plan, Community Development. There was only one bid received from McKenna Associates in Northville, MI for \$59,500. Commissioner Scott motioned to refer the bid 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, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2021-046 – This bid was for Parent Advocacy Specialists for Trial Court. There was only one bid received from Faith Shreve of Coloma, MI for \$45,000. Commissioner Scott motioned to refer the bid 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, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2021-47 – This bid was for Weed/Brush Guardrail Spraying for the Road Department. There were no bids submitted. Kevin Stack said he will have to talk to the Maintenance Supervisor and see how they want to handle it.

Bid 2021-049 – This bid was for Ice Control Sand for the 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. 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. Roll call vote: 4 yays, 0 nays. Motion carried.

Committee Business

Jake Litaker presented the following Request for Waivers:

Radio Chargers, Carry Holster, Sheriff's Department. - \$1,131
Inspect/Repair/Replace lighting at Silver Beach, Parks Dept. - \$2,000
Replacement parts for Madeline Bertrand Playground Equipment, Parks Dept. \$2,442
Comprehensive Outreach and Education Campaign, Health Dept. - \$25,000
Spectrum Health Lakeland, Shared Marketing Program - COVID Vaccines - \$17,335
Building HVAC Controls/Programming, Building & Grounds - \$76,328

Commissioner Scott said he did not agree with the Waiver for the Building HVAC Controls/Programming and that it should go out for formal bid. Todd Johnson explained the difficulty in going out for bid for this project. Administrator Dissette said one complication to consider is that we now have Andy Eagan's quoted price on record and the number has been disclosed, so it makes it hard to seek quotes or go out for bid now. The committee gave consensus to proceed with the Request for Waivers.

Resolutions signed by Committee:

F2105029 – Approval of Weekly Bills
F2105116 – Road Payables
F2105219 – Whirlpool Brownfield Plan

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

Minutes Approval:

Commissioner Freehling motioned to approve the virtual minutes from Thursday, April 22, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:15
Respectfully Submitted,

Stephanie Carlson
Financial Services