

# Berrien County Finance Committee

## Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of June 10, 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, Interim Road Director Chris Cook.

Meeting was called to order at 9:03am.

**Public Comments:** Tony Benhart, Sodus Twp. – How is the overage of HMA being handled for a project. Is the overage being sent back for a re-weigh and a buy-back ticket issued to go with the project, if not, what happens to the HMA material and whom is charged for it.

**Q&A Administrator** – Administrator Dissette briefed the committee on getting back to in-person meetings starting July 1<sup>st</sup> and talked about the Committee of the Whole meetings and when they might start back up. Brian asked Chris to update the committee on some complaints they've received about the amount of dust on the Road projects. Chris said they have had several complaints and said they are re-evaluating their methods and making some changes to try and control the amount of dust.

### Bid Opening

Jake opened **Bid 2021-047** – Weed, brush, guardrail spraying 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. 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. Roll call vote: 4 yays, 0 nays. Motion carried.

### Committee Business

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

Email Server maintenance, I.S. - \$7,000

Administrator Dissette briefed the committee on the waiver. The committee gave consensus to proceed with the Request for Waiver.

**Annette Christie** went over the Committee Meeting Overview for Finance for getting back to in-person meetings on July 1st. Doug was present to answer any questions the committee had on additional Finance information they wanted to receive. There were requests for quarterly updates on the Health Department and Road Department budget and funding.

**Contract Modifications:** Annette briefed the committee on the Contract Modification for Bid 2021-023 in the amount of \$900 for Lakeside Rd & Walnut Ct., HMA Overlay. Next, she briefed them on Contract Modification for Bid 2021-024 in the amount of \$39,103.96 for Ridge Rd., HMA Overlay. Commissioner Scott motioned to approve the contract modification and authorize the Administrator to execute the contract modification, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

**Resolutions signed by Committee:**

F2105031 – Approval of Weekly Bills

F2106119 – Road Payables

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, June 3, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 9:53

Respectfully Submitted,

Stephanie Carlson

Financial Services