

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of February 18, 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, and via zoom – Community Development Director Dan Fette, Housing Coordinator Katie Montoya, Printing & Binding Manager Juli Corcoran and Project Engineer Kevin Stack.

Meeting was called to order at 9:02am.

Public Comments: Tony Benhart, Sodus Twp. – Why are there 2 different fuel suppliers to the Road Department Cre Solutions and Pri mar and are they equal in costs per gallon.

Q&A Administrator - Administrator Dissette asked the Finance Committee if they've had a chance to look at the Sole Source request exception from competitive bidding from the Sheriff's Department for the purchase of diving equipment from Wolf's Marine that was on the Requisition list for last week. Commissioner Freehling stated that with the new form on sole sourcing and changes being made to the Purchasing Policy, wanted to encourage staff to send out a memo letting department heads know of the changes required. Annette commented that Doug James had just showed her another draft with some changes and said it's still being tweaked but we're getting closer. Committee was okay with the purchase.

Commissioner Scott wanted to address the bids for Ultra-Thin, which is a petroleum product, and wanted to know what happens when or if we have a problem when the people awarded the bid come back and say that asphalt is oil dependent and they've had a huge surge in price. Kevin stated once they go under contract, they cannot change their price no matter what, because if they do, the contract is void and we go to the next bidder.

Dan Fette briefed the committee on **Resolution F2102170** – Which authorizes reimbursement of COVID related costs to three community partner agencies under the (CDBG) Community Development Block Grant and gave a brief explanation. He also provided an Invoice Summary showing the amounts to be reimbursed to each agency and briefly went over it and answered questions from the committee. Katie Montoya added that the deadline to submit for reimbursement to the state is February 28th.

Commissioner Freehling thanked staff for their diligent work for finding ways to make sure the funds were distributed to the organizations and programs within Berrien County that were most vulnerable.

Administrator Dissette followed up to Dan and Katie's work, and said that there are a number of other counties which are using the block grant money in a similar manner. The block grant process is pretty complicated and the amount of navigating the states various reporting requirements is not easy and said that neighboring counties opted out because of the complications to the block grant process and potential grant awards. He wanted the Finance Committee to be aware of the leg work Dan and Katie put in to getting this money from Lansing and out to the non-profits and complimented them on all their work.

Commissioner Scott commented there is possibly money for COVID and lost Revenue caused by COVID coming out of the Federal Government under the Reconciliation Act of Fiscal Budget 2021. He asked Dan to work with Administrator Dissette, so that if Berrien got any of that money, to see if there was any way possible to get money back to the small business people in Berrien County through non-profit to help them. Dan stated they have been keeping an eye on what's progressing.

Bid Openings:

Jake Litaker opened **Bid 2021-012** – NCR Paper for the Printing Department. Commissioner Scott motioned to refer the bids to the department with the approval to move forward if the lowest bidder if they are an approved responsible bidder that meets specifications and requirements. 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. Roll call vote: 4 yays, 0 nays. Motion carried.

The following bids were opened for the Road Department:

Bid 2021-013 – Lincoln Twp. Ultra-Thin. 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 Hinkelman. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2021-014 – St. Joseph Ultra-Thin. 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 Hinkelman. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2021-015 – Watervliet & Coloma Ultra-Thin. 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 Hinkelman. Roll call vote: 4 yays, 0 nays. Motion carried.

Committee Business

Resolutions signed by Committee:

F2101019 – Approval of Weekly Bills

F2102111 – Road Payables

F2102170 – CDBG CARES ACT Funding

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, February 11, 2020, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 9:43

Respectfully Submitted,

Stephanie Carlson
Financial Services