

# Berrien County Finance Committee

## Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of March 4, 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, Financial Services Director Doug James, and via zoom – Information Systems Director Chris Swihart, Undersheriff Chuck Heit and Parks & Recreation Director Brian Bailey.

Meeting was called to order at 9:00am.

**Public Comments:** Tony Benhart, Sodus Twp. – The new policy is much needed and a long time coming. Now everyone will be on the same page. Good job.

**Q&A Administrator** - Administrator Dissette informed the Finance Committee that GRS Consulting, who works on the Pension Assumptions, will be in Finance next week to talk about their projections for 2021 and beyond. Brian said prior to next week’s meeting he would send out information to the committee with a staff report summarizing their recommendations and then a lengthy report from GRS to review prior to the meeting. The time of the meeting was changed to 8:30am to allow more time.

**Chris Swihart** briefed the committee on a situation that came up on the Maintenance Renewal for the Main Frame. He said normally we pay around \$63,000 for support and this year when BroadCom submitted their renewal request, there was a significant increase to \$82,000, which was a 35% increase. He reached out to them, and they referred him to their partner who can also issue licensing and they gave a price of \$73,666.83, which is better, but still over a \$10,000 increase compared to last year. The licensing is going to expire on the 13<sup>th</sup>, so we need to get this going to keep our Main Frame running. The committee agreed with Chris moving forward with his request to keep the Main Frame going. Administrator Dissette agreed that we have limited options and limited time to negotiate a contract. He said if Finance agrees, we will add this to the Requisition List for today’s approval. The committee gave consensus to approve the requisition today.

### **Bid Openings:**

Jake Litaker had an additional bid to open from last week’s bid openings for **Bid 2021-007** – Firearms for the Sheriff’s Department. The bid was from Acme Sports. The bid was mailed out FedEx on Wednesday, February 17<sup>th</sup> and supposed to arrive on Friday, February 19<sup>th</sup>, but was held up in Memphis, TN – due to a large storm that covered mostly Southern States. It

didn't arrive here until Wednesday, March 3<sup>rd</sup>. Commissioner Scott motioned to accept the bid and refer it back to the department for review with the approval to move forward if the lowest bidder meets specifications and requirements, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried. There was some discussion about the time frame for notifying vendors that bid.

**Bid 2021-008** – Silver Beach Concession and Playground Master Plan. Brian Bailey gave a brief description on the 1<sup>st</sup> Phase of the schematic master plan for costs of a concession stand and playground area at Silver Beach County Park. Commissioner Scott motioned to refer the bids to the department for review with the approval to move forward with the lowest bidder if they meet specifications and requirements. Communication 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.

**Doug James** went over the changes to the Request for Waiver of Competitive Bidding document that were requested and also added additional verbiage for the items requesting to purchase of \$1,000 - \$19,999. A real life sample of the form was provided to the committee to see what other changes they would like to see in order to move the form forward. The committee was okay with what Doug presented. Commissioner Freehling motioned to accept the form as presented, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried. The form will be implemented immediately in the purchasing process.

Doug went over a request on the new form from Animal Control asking to Single Source with Bunzl Processor Division for Jarvis PAS Type/P HD Standard .25 and went over their explanation. Administrator Dissette asked the committee to motion on this today and said in the future a list will be provided similar to the requisition list. Commissioner Scott motioned to approve the Single Source as requested, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

### **Committee Business**

#### **Resolutions signed by Committee:**

F2103021 – Approval of Weekly Bills

F2103112 – Road Payables

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 25, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 9:58

Respectfully Submitted,

Stephanie Carlson  
Financial Services