

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of April 1, 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 – via zoom, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Financial Analyst Jake Litaker, and via zoom Drain Commissioner Christopher Quattrin, Project Engineer Kevin Stack, and Finance Director Doug James.

Meeting was called to order at 9:02am.

Public Comments: None

Q&A Administrator - Administrator Dissette shared a quote he received from Todd Johnson to re-roof the Jail. The Court and the Jail roof was originally bid in March of 2020. Because of workmanship concerns, the low bidder that did the Court roof was excused from the project and we opted not to have them do the Jail because of some quality issues from the work done on the Court roof. This hasn't gone through the bidding process and would like to know if the committee wants to treat this as an emergency or put it through the bidding process? The committee agreed to have the sole source form filled out and brought to the full board for approval so they can move forward.

Appointments:

Christopher Quattrin briefed the committee on **Resolutions F2104202 and F2104203** – Drain Projects for Full Faith and Credit. The committee gave consensus for Full Faith and Credit and to move the Resolutions to the full board.

Bid Openings: Jake Litaker opened the following bids for the Road Department

Bid 2021-021 – Glass Beads. The bid was sent out to three vendors and only one vendor responded, Potter Industry for \$70,920. Commissioner Freehling 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 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 Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid 2021-032 – Waterborne Pavement Paint. 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 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.

Bid 2021-030 – Specialty Pavement Marking Paint. This bid was sent out to three vendors and only one responded, Michigan Pavement Marking for \$41,870. 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.

Bid 2021-031 – Waterborne Pavement Application. 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.

Bid 2021-033 – Paw Paw Ave., HMA Overlay. Commissioner Freehling 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 Scott. Roll call vote: 3 yays, 0 nays, Yarbrough abstained. Motion carried.

Bid 2021-034 – S. Pipestone, HMA Overlay. 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: 3 yays, 0 nays, Yarbrough abstained. Motion carried.

Bid 2021-035 – Pokagon, HMA Overlay. Commissioner Freehling 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 Scott. Roll call vote: 3 yays, 0 nays, Yarbrough abstained. Motion carried.

Bid 2021-036 – Bell Rd., HMA Overlay. 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: 3 yays, 0 nays, Yarbrough abstained. Motion carried.

Annette asked the committee to make a motion adding additional verbiage to **Bid 2021-020** that was opened at the Finance Meeting on March 25th. Commissioner Scott motioned to authorize the County Administrator to execute the subsequent contract associated with Bid 2021-020 for any contract modifications up to \$5,000, supported by Commissioner Freehling. Roll call vote: 4 yays, 0 nays. Motion carried.

Committee Business

Resolutions signed by Committee:

F2104025 – Approval of Weekly Bills

F2104114 – Road Payables

F2104202 – Yellow Creek Drainage District

F2104203 – Pinebrook #408 Drain

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

Meeting Adjourned: 10:07

Respectfully Submitted,

Stephanie Carlson
Financial Services