

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of April 15, 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, Treasurer Shelly Weich and Road Business/Finance Manager Kari Bennett, and via zoom – Interim Road Director Chris Cook, Community Development Director Dan Fette, Undersheriff Chuck Heit and Equalization Director Warren Parrish.

Meeting was called to order at 9:02am.

Public Comments: None

Bid Openings: Jake Litaker opened the following bids

Bid 2021-037 – AED's for the Sheriff's 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 meet 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 2021-040 – Maintenance Bituminous Mixtures 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 Waivers:

Training Ammunition, Sheriff's Dept. - \$4,350

Waterfront Framing & Design, Sheriff's Dept. - \$1,862

K9 Unit @ the Jail - \$9,000
Parks Department Sand Leveling - \$4,950

The committee gave consensus to proceed with the Request for Waivers

Resolutions signed by Committee:

F2104207 – Annual Equalization Report
F2104208 – Brownfield Authority
F2104209 – Annual Delinquent Tax Borrowing
F2104027 – Approval of Weekly Bills
F2104115 – Road Payables

Commissioner Freehling questioned an item on the Road Payables to CAT for \$228,000. Kari Bennett joined the meeting and said this was for a four-speed motor that removes the high shoulders on the road. She said the old equipment was about 40 years old and kept breaking down and there wasn't much value to it.

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 1, 2021, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:06
Respectfully Submitted,

Stephanie Carlson
Financial Services