

Berrien County Board of Commissioners

Virtual Finance Committee Minutes

Thursday, April 2, 2020

Board of Commissioner's Room

Finance Committee Attendance: Roll Call

Commissioner Mamie L. Yarbrough – Chairperson
Commissioner Robert P. Harrison – Vice-Chairman
Commissioner Jon Hinkelman
Commissioner Ezra Scott

Present at 9:45
Present
Present
Present

Others Present: County Administrator Bill Wolf, Executive Assistant to the Administrator Annette Christie, Budget Coordinator Ben Reynnells, Accounting Coordinator Cheri Vance, Information Systems Braeden Wilson.

Annette Christie called the meeting to order at 9:36am

Public Comments: David Yardley of City of St. Joe thanked the commissioners for putting the meetings on zoom and you tube.

Bid Openings: Cheri Vance opened the following bids:

Bid 2020-019 – This bid was for sod for Silver Beach Park. Commissioner Scott motioned to refer the bids to the department with the approval to move forward with the lowest bidder if they meet specifications and requirements, supported by Commissioner Hinkelman. Roll call vote: 3 yeas, 0 nays, 1 absent. Motion carried.

Bid 2020-020 – This bid was for 3rd party natural gas providers. Cheri announced that there were no bids received for this. Administrator Wolf suggested that it may be because of the Stay Home, Stay Safe order. Commissioner Scott asked whether we would be in trouble of not having a natural gas provider and Administrator Wolf assured him that we still have time.

Bid 2020-029 – This bid was for (2) boilers for Building & Grounds. Commissioner Scott motioned to refer the bids to the department with the approval to move forward with the lowest bidder if they meet specifications and requirements, supported by Commissioner Hinkelman. Roll call vote: 3 yeas, 0 nays, 1 absent. Motion carried.

Bid 2020-031 - This bid was for a steel beam guard-rail for the Road Department. There was only one bid received which did not contain a total number rather, it was listed individually. Commissioner Harrison motioned to refer the bids to the department with the approval to move forward with the lowest bidder if they meet specifications and requirements, however recognizing that the best qualified bid can move forward. In addition we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000, supported by Commissioner Hinkelman. Roll call vote: 4 yeas, 0 nays. Motion carried. Cheri confirmed that the committee would still get the tallies of all today's bid openings, which will show the full bid and its breakdown.

Bid 2020-032 - This bid was for corrugated metal pipe 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 meet specifications and requirements, however recognizing that the best qualified bid can move forward. In addition we authorize the County Administrator to execute the subsequent contract associated with this bid and any contract modifications up to \$5,000, supported by Commissioner Hinkelman. Roll call vote: 4 yeas, 0 nays. Motion carried.

Q& A Administrator

There was a discussion about the bid request process. It was confirmed that once the Administrator signed the bid requests, the Finance Committee will get copies of them emailed to them to keep them in the loop.

Minutes Approval:

Commissioner Yarbrough motioned to approve the minutes of the virtual Finance Committee on March 26, 2020, supported by Commissioner Scott. Motion carried.

Meeting Adjourned: 10:06