

Berrien County Board of Commissioners

Virtual Finance Committee Minutes

Thursday, April 9, 2020

Board of Commissioner's Room

Finance Committee Attendance:

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

Others Present: County Administrator Bill Wolf, Secretary Stephanie Carlson, Executive Assistant to the Administrator Annette Christie, Accounting Coordinator Cheri Vance, Information Systems Braeden Wilson.

Annette Christie called the meeting to order at 9:47am.

Public Comments: None

Q&A Administrator:

There was discussion about the Board Meetings and Administrator Wolf said they are planning on having a board meeting on April 16th, unless there isn't anything, but he'll leave it up to the Chair.

Commissioner Scott mentioned he received a text message that the person could view the YouTube meeting but they couldn't comment unless they had a YouTube account and wanted to know if that was correct because he wanted to make sure the county wasn't in violation. Braeden said that was correct, that they would have to have an account in order to comment. Annette stated that we are allowing them to chat, that all they would have to do is put their name and email in to be able to do that, which is very easy and at no cost. Much like an in-person meeting, members of the public have to give their name and municipality and it remains that way via YouTube also. She also noted that public comments is not a time for back and forth conversation, but rather a time for them to comment, and they are being allowed to do that.

Bid Openings – Cheri Vance opened the following bids:

Bid 2020-030 - This bid was for Boilers for the St. Joe Courthouse. Commissioner Scott motioned to refer the bids to the department with the approval to forward with the lowest bidder if they meet specifications and requirements, supported by Commissioner Harrison. Roll call vote: 4 yeas, 0 nays. Motion carried.

Bid 2020-033 – This bid was for Maintenance Bituminous Mixtures for the Road Department. 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 Scott. Roll call vote: 4 yeas, 0 nays. Motion carried.

Bid 2020-034 – This bid was for Pipestone Road Overlay for the Road Department. 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 Scott. Roll call vote: 3 yeas, 0 nays, Commissioner Yarbrough abstained. Motion carried.

Bid 2020-035 – This bid was for Pokagon Road Overlay for the Road Department. 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 Scott. Roll call vote: 3 yeas, 0 nays, Commissioner Yarbrough abstained. Motion carried.

Commissioner Scott had a question for Kevin Stack with the Road Department concerning Bids 2020-033, 2020-034, and 2020-035, the lowest bidder being Rieth-Riley, whether they would be able to get all the jobs done. Kevin said they were evaluating that with the 3 projects that had to be completed last year and will be looking at schedules and timing.

Bid 2020-036 – This bid was for NCR paper for the Printing 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, supported by Commissioner Harrison. Roll call vote: 4 yeas, 0 nays. Motion carried.

Minutes Approval:

Commissioner Harrison motioned to approve the virtual minutes from April 2, 2020, supported by Commissioner Scott. Motion carried.

Meeting Adjourned: 10:13

Respectfully submitted,

Stephanie Carlson
Financial Services