

# Berrien County Board of Commissioners

## Virtual Finance Committee Minutes

Thursday, April 16, 2020

### Board of Commissioner's Room

#### Finance Committee Attendance:

Commissioner Mamie L. Yarbrough – Chairperson	<b>Present</b>
Commissioner Robert P. Harrison – Vice-Chairman	<b>Present</b>
Commissioner Jon Hinkelman	<b>Present</b>
Commissioner Ezra Scott	<b>Present</b>

**Others Present:** County Administrator Bill Wolf, Secretary Stephanie Carlson, Executive Assistant to the Administrator Annette Christie, Accounting Coordinator Cheri Vance, and Kevin Stack via zoom.

Annette Christie called the meeting to order at 9:40am.

**Public Comments:** None

**Q&A:** Commissioner Scott referenced his comment from last week's meeting regarding Rieth-Riley and asked if there is a performance bond included with the bids for the Road Department. Kevin said they do include a performance bond and that the only thing they don't include is a warranty bond. Kevin also said in regards to Rieth-Riley, they are back to full staff and they would have been out this week had the weather been warmer.

**Bid Openings –** Cheri Vance opened the following bids:

**Bid 2020-037** - This bid was for Envelopes for Printing. Commissioner Harrison 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 Scott. Roll call vote: 4 yeas, 0 nays. Motion carried.

The following bids are for the Road Department:

**Bid 2020-038** – This bid was for Royalton Twp. Ultra-Thin. 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 Harrison. Roll call vote: 4 yeas, 0 nays. Motion carried.

**Bid 2020-039** – This bid was for Pavement Rejuvenator. 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 2020-041** – This bid was for Lincoln Twp. Ultra-Thin. 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 Harrison. Roll call vote: 3 yeas, 0 nays, Commissioner Yarbrough abstained. Motion carried.

**Bid 2020-042** – This bid was for Coloma Twp. Ultra-Thin. 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 2020-043** – This bid was for St. Joe Twp. Ultra-Thin. 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 Harrison. Roll call vote: 3 yeas, 0 nays, Commissioner Yarbrough abstained. Motion carried.

**Bid 2020-051** – This bid was for RAH and Union Pier intersection. 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.

**Minutes Approval:**

Commissioner Harrison motioned to approve the virtual minutes from April 9, 2020, supported by Commissioner Scott. Roll call vote: 4 yeas, 0 nays. Motion carried.

Meeting Adjourned: 10:04

Respectfully submitted,

Stephanie Carlson  
Financial Services