

Berrien County Board of Commissioners

Virtual Finance Committee Minutes

Thursday, August 6, 2020

Board of Commissioner's Room

Finance Committee Attendance:

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 Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Information Systems Director Chris Swihart, Financial Analyst Jake Litaker, and Watervliet City Manager Tyler Dotson via zoom.

Annette Christie called the meeting to order at 9:30am.

Public Comments: Mercedee Briggs of Niles, MI – Was involved in a boat wreck, Case #20-005181, on June 4th. Tim Rakowski ran them over and charged them a 2nd time less than 100 ft. away from the pier. There were no charges pressed and the case was closed without their knowledge. The video they received from the Sheriff's Department of the wreck was edited, they have reason to believe the case is being covered up. It happened at Silver Beach less than 100 ft. away from the Pier Head. Wondering why it isn't being further investigated. Also filed a grievance form on Prosecutor Cortney O Malley.

Appointments:

Commissioner Hinkelman briefly went over the South Watervliet Drain Project and motioned to approve **Resolution F2008309** for Full Faith & Credit for the project, supported by Commissioner Scott. There was further discussion with the committee and City Manager Tyler Dotson briefed the committee on the importance of the project for the City of Watervliet and thanked the Commissioners for their support. Roll call vote: 4 yays, 0 nays. Motion carried.

Commissioner Scott questioned **Requisition 44825** for payment to Andy Eagan to provide/install 3 hot water pumps at the Courthouse for \$35,755, He didn't see it come through as a bid item so just wondering if it's an Andy Eagan maintenance type thing with the county or was it an emergency situation. Administrator Dissette said since Todd Johnson from Building & Grounds wasn't in the room he would send him a message to get more information. Todd communicated it was an emergency repair for failed water boiler pumps for the courthouse, which was a planned 2021 capital replacement project, but unfortunately the failure occurred in the current year. The committee agreed that since this was an emergency repair they planned to replace in 2021, they were ok with proceeding with the payment.

Jake Litaker opened **Bid 2020-058** – This bid was for a Server & Storage Infrastructure for Information Systems and Chris Swihart gave a brief explanation. There was one late bid received which was indicated that Chris miscommunicated the cut-off time to the vendor as

end of day to submit their bid instead of 4:00. The bid was received at 4:16pm, so the committee agreed since it was the county's error, the bid should be opened. Commissioner Scott made the motion, which was read by the Secretary, 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. Due to the multiple options for the bid, Commissioner Scott suggested Chris come back to Finance with their choice either way. Administrator Dissette agreed that once Chris and his team has a chance to review the bids, they come back to Finance with a final recommendation, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays. Motion carried.

Minutes Approval:

Commissioner Harrison motioned to approve the virtual minutes from Tuesday, July 28, 2020, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 10:24

Respectfully Submitted,

Stephanie Carlson
Financial Services