

BERRIEN COUNTY FINANCE COMMITTEE
Board of Commissioners Room – Admin Center
Held Virtually Due to Covid-19
Minutes of October 1, 2020

PRESENT: Mamie Yarbrough, Chairperson (Via Zoom)
Robert Harrison, Vice Chairman (Via Zoom)
Ezra Scott (Via Zoom)
Jon Hinkelman (Via Phone)

Others present: County Administrator Brian Dissette, Executive Assistant Annette Christie, Health Officer Nicki Britten (via Zoom), Road Department Engineer Kevin Stack (via Zoom).

The meeting was called to order at 9:04 a.m.

Health Officer Nicki Britten – Nicki came to the Finance Committee to discuss some purchases for her department using COVID-19 funding:

- 1) Used cubicle panels and office furniture to outfit five office areas with nine work stations for the nine new employees at the department – Contract Tracers. Metro Business Solutions has the used office furniture and panels in stock and could move the project forward very quickly. Building and Grounds did the initial quote. The cost is \$7,870. MDHHS has authorized this use of COVID-19 funds.
- 2) Purchase a truck to use to haul our existing emergency preparedness trailer (purchased in 2015) that stores and hauls supplies related to community events for testing, vaccination, and other emergency response situations. Nicki worked with Automotive Fleet Manager Tod Rainey to obtain a quote through MiDEAL. The 2021 Chevrolet 4WD Silverado 2500. The cost is \$30,953 and includes title fee and delivery. MDHHS has authorized this use of COVID-19 funds.
- 3) Purchase of 2 – drive-thru tents for outside vaccination clinics. The Health Department will be hosting drive-thru vaccination clinics for both influenza and COVID-19 during months that are prone to inclement weather. The tents requested are 13 X 26 ft. with walls. The Health Department obtained three quotes for the purchase of the tents. Lowest quote was TentCraft in the amount of \$7,518. MDHHS has authorized this use of COVID-19 funds.

Motion by Commissioner Harrison, supported by Commissioner Scott to approve the purchases as described by Health Officer Nicki Britten, using COVID-19 funds. Roll call vote, (4) yays, (0) nays. Motion carried.

Committee Business

Contract Modification: Road Dept. Engineer Kevin Stack described the Contract Modification seeking their approval today – It was to add \$65,683.20 to the contract issued to Michiana Aggregate so that additional gravel can be purchased for Snow Road improvements between Spitzke Rd. to Cleveland Rd. to complement the bridge replacement work that the Drain Commissioner is also completing.

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Motion by Commissioner Scott, supported by Commissioner Harrison to approve the contract modification for the aggregate base course in the amount of \$65,683.20 and authorize the County Administrator to execute the contract modification. Roll call vote, (4) yays, (0) nays. Motion carried.

Resolutions:

F2010049 – Weekly Bills

F2010127 – Road Payables

F2010333 - CDBG CARES Act Funds

The committee reviewed all the resolutions and had no questions. Concurrence was given to move them forward to the full board for action.

Minutes approval:

Motion by Commissioner Harrison, support from Commissioner Scott to approve the minutes of the September 24, 2020 meeting. Roll call vote, (4) yays, (0) nays Motion carried.

Bid Openings – Jake Litaker

All of the bids had 3 out of 5 vendors respond. The bidders were Quality Business Solutions (Sylvania, OH), The EBCO Co. (Plymouth, MI), Filetech Systems (West Bloomfield, MI)

2020-064 – Case Binders (Probate)

Quality \$2,000 – EBCO \$1,242 – Filetech \$1,245

2020-065 – Case Binders (Civil/Criminal)

Quality - \$9,900.44 – EBCO \$9,508 – Filetech \$9,686.41

2020-066 – Case Binders (County Clerk)

Quality \$3,182.40 – EBCO \$2,834.60 – Filetech \$2,579.80

Commissioner Scott made the motion to refer the bids back 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 the department wants to move forward with a bidder that was not the lowest bidder to provide justification and obtain additional approval. Commissioner Harrison supported the motion. Roll call vote. (4) yays – (0) nays. Motion carried.

County Administrator Brian Dissette – No business for the Committee.

Public Comments:

None.

The meeting adjourned at 9:37 a.m.

Respectfully submitted,

Annette Christie