

Berrien County Finance Committee

Board of Commissioners Room

Held Virtually Due to Covid-19

Minutes of October 15, 2020

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough—Chairperson (Via Zoom-BH City)	Present
Commissioner Robert P. Harrison—Vice-Chair (Via Zoom-Lincoln Twp.)	Present
Commissioner Jon Hinkelman (Via Phone-Bainbridge Twp.)	Present
Commissioner Ezra Scott (Via Zoom-New Buffalo Twp.)	Present

Others Present: County Administrator Brian Dissette, Secretary Stephanie Carlson, Executive Assistant to Administrator Annette Christie, Building & Grounds Superintendent Todd Johnson, Accounting Analyst Jake Litaker, and Equalization Director Warren Parish (via zoom).

Meeting was called to order at 9:02am.

Public Comments: None

County Administrator Brian Dissette – Administrator Dissette asked Warren Parish to brief the committee on the process he has to go through to designate an assessor, the contract agreement and the Board of Commissioners will be asked to do sometime in the future.

Commissioner Scott asked about the drains as far as new legislation regarding virtual meetings, which gives us a reprieve on our resolutions and minutes, etc., but said we still don't have any final determination on the bond counsel as far as what we need to do. Commissioner Scott stated there were several bonds for the drain projects that were refinanced and wondered what the status was, whether the county would have to redo them and would it change the total on the drain rolls. Administrator Dissette said he spoke with John Axe and asked if the county would need to reauthorize the prior actions taken on the Drain Commissioners bond projects. Attorney Axe made it very clear that no action is needed by the board and he felt confident that the board's actions were acceptable. He further noted the bond sales have already been completed, so there wouldn't be any impact on the interest rate to be paid. Administrator Dissette said the senate bill will likely be signed today by Governor Whitmer and effectively amends the Open Meetings Act, allowing virtual meetings to continue.

Committee Business

Contract Modification: Annette briefed the committee on the Contract Modification for **Bid 2020-054** in the amount of \$5,743.03 for the Yore Avenue HMA Overlay. Commissioner Harrison motioned to approve the contract modification and authorize the Administrator to execute the contract modification, supported by Commissioner Scott, pending discussion. There was some discussion regarding the increase, which was approximately 5% increase and just wondering why we had to do a contract modification and why this is happening,

because with the 5% increase it almost takes us to the highest bid. Annette reached out to a member of the Road Department staff and they stated that after they ran a 2% slope on the road the shoulder was thicker than they thought. So they had to add more materials. This is a township project and the township will be paying for it. So, Commissioner Harrison was accurate in stating what probably happened. Roll call vote: 4 yays, 0 nays. Motion carried.

Resolutions: Annette Christie briefed the committee on the following resolutions:

F2010369 – Approve I&M Easement Amendment

F2010356 – Approve Equalization Report

F2010349 – Approve Drain Rolls

F2010051 – Weekly Bills

F2010128 – Road Payables

Warren Parish was available, via zoom, to answer questions from the committee regarding the Equalization Report. Concurrence was given to move the resolutions forward to the full board for action.

Minutes Approval:

Commissioner Harrison motioned to approve the virtual minutes from Thursday, October 1, 2020, supported by Commissioner Scott. Roll call vote: 4 yays, 0 nays. Motion carried.

Bid Opening – Jake Litaker opened **Bid 2020-069**. This bid was for a Niles boiler replacement. Three vendors responded: Andy J Egan Co. - \$75,985, Griffin P&H Inc. - \$89,980 and Mall City - \$70,740. Commissioner Scott motioned 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, supported by Commissioner Harrison. Roll call vote: 4 yays, 0 nays. Motion carried.

Meeting Adjourned: 9:52

Respectfully Submitted,

Stephanie Carlson
Financial Services