

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, April 11, 2019

### Kenneth L. Wendzel Conference Room

#### Finance Committee Attendance:

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

**Others Present:** Secretary Stephanie Carlson, County Administrator Bill Wolf, Treasurer Bret Witkowski, Accounting Coordinator Cheri Vance, Parks and Recreation Director Brian Bailey, Maintenance Supervisor Robert Ray, Printing & Binding Manager Juli Corcoran, Jerry Sirk.

**Public Comments:** Jerry Sirk commented on the County's bidding process and the Committee thanked him for his observations.

#### Q&A Administrator/Board Chair:

Administrator Wolf commented on the Annual Borrowing Resolution and the process for moving it forward.

#### Contract Modifications:

Motion by Commissioner Scott, supported by Commissioner Hinkelman to approve the contract modification to **Bid #2018-089** in the amount of \$32,014.15 and authorize the County Administrator to execute the contract modification. Motion carried.

#### Juli Corcoran:

Juli passed out some information she researched on a folding machine for Printing and briefly went over the information with the committee. She requested approval to purchase a DF900 Folder from Pitney Bowes, including yearly maintenance, which was in the middle range in price. Commissioner Scott questioned why it wasn't sent out for bid and Juli said there really wasn't any good comparison, it's not comparing apples to apples and her other two machines have been down so she was requesting an emergency purchase. Commissioner Scott motioned to approve Juli purchasing the Pitney Bowes machine along with the yearly maintenance, as long as that's the consensus of the County Administrator and the Financial Services Director, supported by Commissioner Hinkelman. Motion carried.

#### Bid Openings:

Cheri Vance opened the following bids:

**Bid 2019-018** – This bid was for sealing/stripping parking lots for the Parks Department. Commissioner Scott motioned to refer the bids back to the department for review and if the

lowest bid meets all specifications, they can move forward with a requisition, supported by Commissioner Hinkelman. Motion carried.

**Bid 2019-039** – This bid was for tile replacement at the Health Department. There was only one bid that was quite a bit higher than the projected cost. Commissioner Hinkelman motioned to refer the bids back to the department for review, with the option to rebid, supported by Commissioner Scott. Motion carried.

**Bid 2019-040** – This bid was for guardrail brush spraying for the Road Department. Motion by Commissioner Scott, supported by Commissioner Hinkelman 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. Motion carried.

**Bid 2019-041** – This bid was for guardrail/hardware for the Road Department. Motion by Commissioner Scott, supported by Commissioner Hinkelman 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. Motion carried.

**Bid 2019-042** – This bid was for bituminous mix for the Road Department. Motion by Commissioner Scott, supported by Commissioner Hinkelman 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. Motion carried.

**Bid 2019-043** – This bid was for Ice control sand for the Road Department. Motion by Commissioner Scott, supported by Commissioner Hinkelman 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. Motion carried.

**Minutes Approval:**

Commissioner Scott motioned to approve the minutes from March 28, 2019, supported by Commissioner Hinkelman. Motion carried.

**Resolutions signed by Committee:**

F1904025 – Weekly Bills Resolution

F1904216 – Create 2019 Delinquent Tax Revolving Fund

Meeting Adjourned: 10:18