

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, July 18, 2019

Kenneth L. Wendzel Conference 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 Bill Wolf, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Road Department Director Jason Latham, Community Development Director Dan Fette, Financial Services Director Doug James, Accounting Coordinator Cheri Vance, Executive Assistant to Administrator Annette Christie, Maintenance Supervisor Robert Ray, Building & Grounds Superintendent Todd Johnson.

Public Comments: None

Q&A Administrator/Board Chair:

Administrator Wolf and Chairman Elliott asked if anyone had any questions for them. The committee didn't have any questions.

Appointments:

Annette Christie briefed the committee on a member of the Land Bank Authority who has had some frequent attendance issues. The committee asked if she could get information on how many meetings he has attended since being appointed and when his term would expire. Annette brought the information back to the committee. It was the consensus of the committee to wait until after next week's Land Bank Authority meeting to take action. She also brought forth some appointments and re-appointments for the Public Transportation and Local Advisory Council. Commissioner Scott motioned to approve the reappointments and an appointment to the Public Transportation Local Advisory Council and recommend them to the full board for action, supported by Commissioner Harrison. Motion carried.

Jason Latham went over the Requisition for Wightman & Associates for **Bid 2019-055** for design services and gave an explanation to the committee as to why he selected Wightman for this bid over Abonmarche, who was the lowest bidder.

Doug James briefed the committee on the General Fund Statement of Revenue, Expenditure and Changes in Fund Balance for June 2019 and went over the Contingency Report. As Doug was going over the report, Commissioner Hinkelman brought up a wage increase being given to employees in the courts, and whether this was before the wage study being completed. He said if it was, he would like an explanation as to why. Doug said he had spoken to Bill Wolf and that the discussion needs to be with Human Resources. Commissioner Yarbrough asked Doug to speak to Bill again and asked that Bill discuss it with them next week. Doug said he would convey the request. Doug also mentioned he would be

in Finance next week with Christopher Quattrin to talk about the Correction Action Plan for the auditors.

Dan Fette briefed the committee on the following Resolutions:

- Resolution F1907268** – Cornerstone Marketing Contract
- Resolution F1907269** – DNR Waterways Grant Acceptance
- Resolution F1907270** – Paw Paw Lake Contract
- Resolution F1907271** – Paw Paw Lake Contract

Cheri Vance opened the following bids:

Bid 2019-057 – This Bid was for Marquette Woods Road design services for the Road Department. 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. Motion carried.

Bid 2019-058 – This bid was for Napier Ave. and Crystal Ave. signal upgrade design services for the Road Department. 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. Motion carried.

Bid 2019-062 – This bid was for sole source/turn-key services for BCRD/Building & Grounds. There was only one bid from Andy J Egan in Benton Harbor for \$222,548. Commissioner Harrison motioned to refer the bid back to the department for review and if it meets specifications, they can move forward with a requisition, supported by Commissioner Scott. Motion carried.

Bid 2019-063 – This bid was for sole source/turn-key services for Building & Grounds. There was only one bid from Andy J Egan in Benton Harbor for \$49,450. Commissioner Harrison motioned to refer the bid back to the department for review and if it meets specifications, they can move forward with a requisition, supported by Commissioner Scott. Motion carried.

Bid 2019-072 – This bid was for demo & replace split air conditioning for 911. There was only one bid from Andy J Egan in Benton Harbor for \$9,460. Commissioner Harrison motioned to refer the bid back to the department for review and if it meets specifications, they can move forward with a requisition, supported by Commissioner Scott. Motion carried.

Administrator Wolf suggested to Todd that they needed to brainstorm on how they can get other bidders to bid. There was a brief discussion.

Minutes Approval:

Commissioner Scott motioned to approve the minutes from June 27, 2019, supported by Commissioner Harrison. Motion carried.

Resolutions signed by Committee:

F1907037 – Weekly Bills Resolution

F1907120 – Weekly Road Payables

F1907268 – Cornerstone Marketing Contract

F1907269 – DNR Waterways Grant Acceptance

F1907270 – Paw Paw Lake Contract

F1907271 – Paw Paw Lake Contract

Meeting Adjourned: 10:30

Respectfully submitted,

Stephanie Carlson
Financial Services