

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, September 12, 2019

Kenneth L. Wendzel Conference Room

### Finance Committee Attendance:

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

**Others Present:** County Administrator Bill Wolf, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Accounting Coordinator Cheri Vance, Building & Grounds Superintendent Todd Johnson, Maintenance Supervisor Robert Ray, Trace Plummer and Jon Sytsma of MDOT, Financial Services Director Doug James, Road Department Director Jason Latham, Road Business/Finance Manager Kari Bennett, Herald Palladium Reporter John Matuszak.

**Public Comments:** None

### Q&A Administrator/Board Chair:

Chairman Elliott informed the committee he will be doing a briefing to the chairs after the Board of Commissioners meeting @ 10:30.

The committee had some discussion with Administrator Wolf regarding the MIDeal presentation from the Road Department. Bill informed the committee that Jason and Kari were coming in to go over their quarterly budget amendment and that they would have one every quarter to present to Finance.

Commissioner Hinkelman brought up the millage for Parks and asked when it had to get put on the ballot. Bill said it would be sometime next year, it was too late to get it on for this year and that it would be extremely expensive to run a special election for it. Bill said we were good for budgeting purposes.

### Appointments:

Kari Bennett passed out the budget amendment and a Draft Resolution for the Road Department and Jason briefly went over it and answered questions.

**Bid Openings:** Cheri opened the following bids:

**Bid 2019-074** – This bid was for tuck pointing for building at 21 N. Elm Street in Three Oaks. Commissioner Hinkelman motioned to refer the bids back to the department for review and to come back with a recommendation, supported by Commissioner Harrison. Motion carried.

**Bid 2019-075** – This bid was for shingle roof replacement for Building & Grounds. Commissioner Harrison motioned to refer the bids back to the department and if they meet

specifications, they can move forward with the lowest bidder, supported by Commissioner Hinkelman. Motion carried.

**Bid 2019-076** – This bid was for roof chiller area for Building & Grounds. Commissioner Hinkelman motioned to refer the bids back to the department for review and to come back with a recommendation, supported by Commissioner Harrison. Motion carried.

**Bid 2019-078** – This bid was for janitorial services at the Welcome Center in New Buffalo for the Road Department. There was only one bid from Hi-Tec Building Services for \$49,200 per year for three years. Commissioner Hinkelman motioned to refer the bid back 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.

**Minutes Approval:**

Commissioner Harrison motioned to approve the minutes from August 22, 2019, supported by Commissioner Hinkelman. Motion carried.

**Resolutions signed by Committee:**

F1906034 – Weekly Bills Resolution

Meeting Adjourned: 10:30

Respectfully submitted,

Stephanie Carlson  
Financial Services