

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, September 19, 2019

Kenneth L. Wendzel Conference Room

Finance Committee Attendance:

Commissioner Mamie L. Yarbrough – Chairperson	Absent
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, Community Development Director Dan Fette, Transportation and Planning Coordinator Evan Smith, Financial Services Director Doug James, Accounting Coordinator Cheri Vance.

Public Comments: None

Q&A Administrator/Board Chair:

Chairman Elliott asked if anyone needed anything from him. Everyone was ok.

Administrator Wolf reminded the committee that they should bring the handout Doug gave them at the committee of the whole meeting to the budget hearings. He also informed the committee that there wasn't any capital listed for the Jail Intake because they don't know if it's going to be finished this year or next year.

Commissioner Hinkelman asked if anything was figured in the budget for the salary study and when it would be completed. Bill said no, nothing was figured in the budget for it. He said it will be finished around February or March 2020 and then there will be an implementation plan which will take four to five years.

Appointments:

Evan Smith briefed the committee on **Resolution F1909301**. This resolution amends the existing 3rd party contract for 3 months. The resolution was signed by all present. Next, Evan briefed them on **Resolution F1909302** – This resolution was for a Berrien Bus MDOT Procurement Policy. The resolution was signed by all present.

Dan Fette briefed the committee on **Resolution F1909300**. This resolution was for a St. Joseph City lease agreement. The resolution was signed by all present. Next, Dan was seeking consensus from the committee authorizing the Board of Commissioner Chair to sign a letter regarding broadband. Advanced Communications and Data Corporation is seeking support from the County to do a county-wide survey to obtain data about internet access for all residents. The data will be used to apply for state and federal funding to improve internet access.

Doug James briefed the committee on the General Fund Statement of Revenue, Expenditure and Changes in Fund Balance for August 2019. He said revenue was worse than last year by \$235 thousand and expenses were better than last year by \$443 thousand. He then went over the Contingency Report, which he said started at \$1.450 million and it remains at \$1.128 million. Commissioner Scott brought up a discussion from a month or so ago that he requested information on money for the Road Department. Doug said he talked to them and they said it was with the Treasurer. Commissioner Scott was good with that.

Contract Modifications:

Motion by Commissioner Hinkelman, supported by Commissioner Scott to approve the contract modification to Bid 2019-022 in the amount of \$38,498.75 and authorize the County Administrator to execute the contract modification. Motion carried.

Motion by Commissioner Hinkelman, supported by Commissioner Scott to approve the contract modification to Bid 2018-108 in the amount of \$11,910 and authorize the County Administrator to execute the contract modification. Motion carried.

Bid Openings: Cheri opened the following bids:

Bid 2019-079 – This bid was for aggregate base course 9.11 miles for the Road Department. Commissioner Scott 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 Hinkelman. Motion carried. Commissioner Scott requested they get an explanation from the Road Department on the difference between regular bids vs. an alternate bid.

Bid 2019-080 – This bid was for base crushing for the Road Department. Commissioner Scott 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 Hinkelman. Motion carried.

Minutes Approval:

Commissioner Hinkelman motioned to approve the minutes from September 12, 2019, supported by Commissioner Harrison. Motion carried.

Resolutions signed by Committee:

- F1909045 – Weekly Bills Resolution
- F1909126 – Weekly Road Payables
- F1909299 – Road Department Budget
- F1909300 – St. Joseph City lease agreement
- F1909301 – Amends existing 3rd party contract for 3 months
- F1909302 – Berrien Bus MDOT Procurement Policy

Meeting Adjourned: 10:25