

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, March 19, 2020

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:** County Administrator Bill Wolf, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Community Development Director Dan Fette, Accounting Coordinator Cheri Vance, Building & Grounds Superintendent Todd Johnson, Maintenance Supervisor Robert Ray.

**Public Comments:** None

### Q&A Administrator/Board Chair:

Administrator Wolf went over the steps being taken regarding the Coronavirus and said Chris Swihart and his employees are doing a great job. He said we have remote access out there and they've got zoom running and they're working on the video component for next week's meeting. Administrator Wolf informed the committee there are two special accounts set up with \$50,000 each out of contingency for the Health Department and the Sheriff so that any expenses related to the Coronavirus can be tracked. Bill also informed the committee that MJ Serene from Russell Investments was in touch and said anytime we wanted a pension update, she was available.

Chairman Elliott joined the meeting late and Commissioner Scott informed him there was some discussion of what we were going to do with Bill leaving June 12<sup>th</sup>. Bill said he still wanted to retire on June 12<sup>th</sup> but would be willing to stay on with a negotiated contract until they find another Administrator. Commissioner Hinkelman stated we have a few options: Keeping the Administrator on, contracting him, or hiring a Deputy to shadow him for three months. He said we don't want to be without an Administrator, when we're already without an Attorney, and was concerned with how much we were paying for the attorney. Chairman Elliott said we were paying \$210 hour for the attorney and said he has talked to former Administrator Mike Henry and he said he would be willing to step in if needed. He said he will talk to Shelley to see what applicants are in for both positions.

There was discussion about the handling of the bid openings if the county was to close the buildings to the public. Commissioner Harrison said we should have the Finance Department work on the bid openings so we're in compliance.

**Appointments:**

Dan Fette briefed the committee on **Resolution F2003208 and F2003209**. These resolutions are for Public Works Projects and it's the 2<sup>nd</sup> Amendment to Bond refunding for Berrien Springs #29 and Coloma #30. The resolutions were signed by all present.

**Bid Openings:**

Cheri opened Bid 2020-012 - This bid was for and Emergency Generator for Building & Grounds. Commissioner Scott motioned to refer the bids to the department for review and to move forward with the lowest bid, supported by Commissioner Hinkelman. Motion carried.

Cheri opened the following bids for the Road Department:

- Bid 2020-016 – This bid was for aggregate base course.
- Bid 2020-015 – This bid was for HMA base crushing
- Bid 2020-017 – This bid was for waterborne marking paint
- Bid 2020-018 – This bid was for glass beads
- Bid 2020-022 – This bid was for aluminum sign blanks
- Bid 2020-023 – This bid was for reflectorized signs
- Bid 2020-024 – This bid was for U-channel sign posts, brackets
- Bid 2020-025 – This bid was for pre-fabricated signs

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 Hinkelman. Motion carried.

Cheri Vance mentioned a question she had from a bidder regarding the form on the Iran deal. With the banks having the inside closed and not being able to get the form notarized, could they still submit the bid without it? Commissioner Hinkelman said that was a policy question that she should check with Bill.

**Minutes Approval:**

Commissioner Scott motioned to approve the minutes from March 12, 2020, supported by Commissioner Hinkelman. Motion carried.

**Resolutions signed by Committee:**

- F2003023 – Weekly Bills Resolution
- F2003113 – Weekly Road Payables
- F2003208 – 2<sup>nd</sup> Amended Refund Bond Berrien Springs #29
- F2003209 – 2<sup>nd</sup> Amended Refund Bond Coloma #30

Meeting Adjourned: 10:25