

**BERRIEN COUNTY FINANCE COMMITTEE**  
**Conference Room #4C**  
**Minutes of February 7, 2019**

**PRESENT:** Mamie Yarbrough, Chair  
Robert Harrison, Vice Chair  
Ezra Scott

**ABSENT:** Jon Hinkelman

**Others present:** County Administrator Bill Wolf, Chairman R. McKinley Elliott, Road Department Director Jason Latham, Information Systems Director Ken Hoffman, Clerk Sharon Tyler, Diane Mensinger, Sara Kirby, Ben Reynnells and Executive Assistant Annette Christie.

Called the meeting to order at 9:15 a.m.

**Public Comments:** None

**Minutes approval:**

Motion by Commissioner Scott, support from Commissioner Harrison to approve the minutes of the January 24, 2019 meeting. Motion carried.

**Administrator/Chair Q & A**

Administrator Wolf updated the Committee on the hazardous waste spill on the Brant & Dix Drain. He reviewed the bills that we have currently received and how they were being processed. There was further discussion on the Committee of the Whole presentation, including funding for roads. Chairman Elliott discussed an upcoming Memorialization Request. Commissioner Yarbrough will represent the Finance Committee on the Memorialization Application Review Committee.

**Clerk Election Fees Discussion (F1902161) -**

Clerk Tyler discussed the need to increase the fees associated with elections held at the local level, including school elections. She informed the committee that Berrien County recently had to pay for \$50,000 in extra fees that could not be passed on to the local level without the fee schedule indicating so. The committee signed resolution F1902161 which amends the Clerk Election Fee Schedule.

**Information Systems Quarterly Update – Ken Hoffman**

Ken provided an update on the mainframe elimination, the MiCourt move, Courts, Sheriff, and miscellaneous, including phase II of the new computer rollout, security updates on the computers County wide, the phone system upgrade, and the reconfiguration of the Drain Office. He said he would be discussing the Commissioners getting Surface Pros at the Strategic Planning Session being held this afternoon.

**Bid Opening – Bid 2019-007**

The bids were opened for the annual paper bid. There were two out of four that bid with the following results: Central MI Paper \$45,669.52 and Lindenmeyr Munroe \$47,715.93. Motion by Commissioner Scott to refer the bids back to the Printing Department with the authority to move forward if the lowest bid meets specifications and requirements, supported by Commissioner Harrison. Motion carried.

**Resolutions:** The Commissioners signed the following resolutions:

F1902016

F1902109

**Bid Request:** The Committee signed the bid request for 2019-008, a 2019 John Deere Gator for the Parks Department.

**General Discussion:** Road Department Director Jason Latham was on hand to answer any remaining questions from this morning's Committee of the Whole presentation about the Transportation Asset Management Plan. Commissioner Scott had some questions about the Red Arrow Corridor. A discussion ensued.

The meeting adjourned at 10:29 a.m.

Respectfully submitted,

*Annette Christie*