

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, March 28, 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: Secretary Stephanie Carlson, County Administrator Bill Wolf, Public Health Office Nicki Britten, Accounting Coordinator Cheri Vance, Housing Coordinator/Assistant Community Development Director Katie Montoya, Information Systems Director Ken Hoffman, Operations Manager Chris Swihart, FOC Director Tom Watson.

Public Comments: None

Q&A Administrator/Board Chair:

Administrator Wolf informed the Finance Committee that when he came into his office this morning, there was a bid proposal on his table that had been opened. He wasn't sure why it was opened, but said it wasn't marked on the outside what the contents were. He suggested to the committee that the bid proposal should be included, and the committee agreed.

Bill asked if anyone had any questions for him. Commissioner Scott said he has been getting a lot of calls about the pot hole filling on Red Arrow Hwy. and asked if he could find out from Jason where he's at with it. Bill said Jason was on vacation, but he would find out.

Nicki Britten:

Nicki briefed the committee on a grant awarded for the Area Agency on Aging and asked the committee for permission to waive the bidding process and contract with Kerri Teachout who is a Certified Prevention Specialist and former employee of the Health Department. Commissioner Scott had some concerns with not going out for bid to contract with a former employee and asked if there was anyone else qualified to do this. Nicki said there are currently two employees that do this but don't have the time to take this on. Administrator Wolf said he was ok with Nicki's request. Commissioner Scott motioned to approve contracting with Kerri Teachout for these services and waive the bidding process, supported by Commissioner Hinkelman. Motion carried.

Ken Hoffman/Tom Watson:

Ken and Tom presented a proposal recommending MGT Consulting Group to conduct a Network Security Assessment for Friend of the Court and Prosecuting Attorney Offices

without going out for bid. Commissioner Scott motioned to approve single sourcing with MGT, supported by Commissioner Hinkelman. Motion carried.

Bid Openings:

Cheri Vance opened the following bids:

Bid 2019-017 – This bid was for a Classification and Compensation Study for Administration. Commissioner Scott motioned to refer the bids back to the Administration staff to review and go with the most qualified and lowest bid, supported by Commissioner Hinkelman. Motion carried.

Bid 2019-019 – This bid was for lawn care for Land Bank Authority. Commissioner Scott motioned to refer the bids back to the Community Development staff for review and to make a recommendation, supported by Commissioner Hinkelman. Motion carried.

Bid 2019-025 – This bid was for Lakeshore Drive Overlay 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 Hinkelman. Motion carried.

Bid 2019-036 – This bid was for Hipps Hollow Overlay 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 Hinkelman. Motion carried.

Bid 2019-037 – This bid is for NCR Carbonless Paper for Printing. Commissioner Scott motioned to refer the bids back to Printing and if the low bid meets all specifications, they can move forward with a requisition, supported by Commissioner Hinkelman. Motion carried.

Minutes Approval:

Commissioner Scott motioned to approve the minutes from March 21, 2019, supported by Commissioner Hinkelman. Motion carried.

Resolutions signed by Committee:

F1903023 – Weekly Bills Resolution

F1904202 – Approve continuation of Easement for property AEP

F1904199 – Support of hi-speed internet and e-connectivity

F1904187 – FOC & Trial Court Audit Assessment

Meeting Adjourned: 10:17