

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, March 26, 2020

### Board of Commissioner's Room

**Finance Committee Attendance:** Roll Call

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>Present</b>

**Others Present:** County Administrator Bill Wolf, Secretary Stephanie Carlson, Executive Assistant to the Administrator Annette Christie, Budget Coordinator Ben Reynnells, Clerk Sharon Tyler, Information Systems Braeden Wilson.

Annette Christie called the meeting to order at 9:40am

**Public Comments:** None

**Bid Openings:** Ben Reynnells opened the following bids:

**Bid 2020-013** – This bid was for TPO Roof Replacement at the Jail. Commissioner Harrison motioned to refer the bids to the department with the approval to move forward with the lowest bidder if they meet specifications and requirements, supported by Commissioner Scott. Roll call vote: 4 yeas, 0 nays. Motion carried.

**Bid 2020-014** – This bid was for TPO Roof Replacement for the St. Joe Courthouse. 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, supported by Commissioner Harrison. Roll call vote: 4 yeas, 0 nays. Motion carried.

**Bid 2020-021** - This bid was for Weed/Brush guardrail spraying 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 Harrison. Roll call vote: 4 yeas, 0 nays. Motion carried.

**Bid 2020-026** - This bid was for Countywide HMA Scratch Course for the Road Department. Commissioner Harrison 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 Scott. Roll call vote: 3 yeas, 0 nays, Commissioner Yarbrough abstained. Motion carried.

**Bid 2020-027** - This bid was for Dense Graded Aggregates 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 Harrison. Roll call vote: 3 yeas, 0 nays, Commissioner Yarbrough abstained. Motion carried.

**Bid 2020-028** - This bid was for Lubke Road Guardrail for the Road Department. Commissioner Harrison 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 Scott. Roll call vote: 4 yeas, 0 nays. Motion carried.

#### **Q& A Administrator**

Commissioner Scott inquired about the Bid Request forms being sent out without the commissioner's signature. Administrator Wolf said the Bid Request Forms are scanned and emailed to you by Cheri Vance and if you have a problem with any of them you would let us know. If we don't hear anything back, they are sent out after the meeting. Cheri Vance confirmed via chat on you tube that they were emailed out and Commissioner Harrison confirmed receiving them.

#### **Minutes Approval:**

Commissioner Scott motioned to approve the minutes from March 19, 2020, supported by Commissioner Harrison. Motion carried.

Meeting Adjourned: 10:17

Respectfully submitted,

Stephanie Carlson  
Financial Services