

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, February 21, 2019  
Conference Room 4C

### Finance Committee Attendance:

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:** Secretary Stephanie Carlson, County Administrator Bill Wolf, Chairman R. McKinley Elliott, Undersheriff Chuck Heit, Financial Services Director Doug James, Building & Grounds Superintendent Todd Johnson, Maintenance Supervisor Robert Ray.

**Public Comments:** None

### Q&A Administrator/Board Chair:

Administrator Wolf asked if anyone had any questions for him. Commissioner Hinkelman asked if there was any more on the Brant & Dix Drain. Administrator Wolf gave a brief update on the drain and said all the bills that have been received have been paid and none of the costs related to the spill would be charged to the drainage district. Chairman Elliott asked if anyone had any questions for him. Commissioner Yarbrough mentioned Kenneth Gavin retiring as pastor and asked about doing something to honor him. Bill said he would check with Annette with regard to the Policy & Procedures for Honorary Resolutions.

### Doug James:

Doug James briefed the committee on the General Fund Statement of Revenue, Expenditures and Changes in Fund Balance for January 2019 and went over the Contingency Report. He said by the 1<sup>st</sup> of March he should know more of where we are at with revenue for 2018.

### Bid Openings:

Cheri Vance opened the following bids:

**2019-001** – This bid was for a 2019 F-150 Truck for Animal Control. Commissioner Scott motioned to refer the bids back to the department for review and if the lowest bid meets all specifications, they can move forward with a requisition, supported by Commissioner Harrison. Motion carried.

**2019-002** – This bid was for a new gym skylight at the Jail. There was only one bid from Midwest Glass for \$54,870. Commissioner Scott motioned to refer the bid back to the department for review and if the bid meets specification, they can move forward with a requisition, supported by Commissioner Harrison. Motion carried.

**2019-003** – This bid is for a new gym roof at the Jail. There was only one bid from Professional Roofing for \$24,690. Commissioner Scott motioned to refer the bid back to the department for review and if the bid meets specifications, they can move forward with a requisition, supported by Commissioner Harrison. Motion carried.

**2019-004** – This bid is for additional cooling units at Animal Control. There was only one bid from Andy Egan for \$14,800. Commissioner Harrison motioned to refer the bid back to the department for review and if the bid meets specifications, they can move forward with a requisition, supported by Commissioner Scott. Motion carried.

**2019-005** – This bid is for firearms for the Sheriff's Department. Commissioner Scott motioned to refer the bids back to the Sheriff's Department for review and to make sure all specifications are met and to move forward with the most qualified bid, supported by Commissioner Harrison. Motion carried.

**Minutes Approval:**

Commissioner Scott motioned to approve the minutes from February 14, 2019, supported by Commissioner Harrison. Motion carried.

**Resolutions signed by Committee:**

F1902018 – Weekly Bills Resolution

F1902110 – Weekly Road Payables

F1902168 – Continue working on Transportation Consolidation Feasibility Study

Meeting Adjourned: 10:01