

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, June 27, 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	Absent
Commissioner Ezra Scott	Present

Others Present: County Administrator Bill Wolf, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Financial Services Director Doug James, Budget Coordinator Ben Reynnells, Undersheriff Chuck Heit, Automotive Fleet Manager Tod Rainey, Accounting Coordinator Cheri Vance.

Public Comments: None

Q&A Administrator/Board Chair:

Bill talked briefly about the corrective action plan for the audit and then turned it over to Doug James. Doug went over the findings from the audit with the committee and explained the corrective action plan as required per audit requirements and answered questions from the committee. Next, Bill informed the committee that Doug has reviewed the ACT51 report and the differences in classifications in the ACT51 report and the CAFR. Doug said they had been explained to his satisfaction and he communicated to Kari Bennett that they could proceed forward with the filing of the ACT51 report upon approval of the Board of Commissioners and signature by the appropriate individuals.

Chuck Heit/Tod Rainey:

Chuck briefed the committee on **Bid Requisition 2019-064** for (7) 2020 Chevrolet Tahoe Police Vehicles and explained that they usually go out for bid for these vehicles in the fall but the cutoff is August. Chuck and Tod answers questions from the committee.

Bid Openings: Cheri Vance opened the following bids for the Road Department.

Bid 2019-059 – This bid is for countywide tree removal. 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. Motion carried.

Bid 2019-060 – This bid is for Pipestone Road HMA mill and fill. 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. Motion carried.

Bid 2019-055 – Red Arrow/Union Pier design services. 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. Motion carried.

Minutes Approval:

Commissioner Scott motioned to approve the minutes from June 20, 2019, supported by Commissioner Harrison. Motion carried.

Resolutions signed by Committee:

F1906035 – Weekly Bills Resolution

F1906119 – Weekly Road Payables

Meeting Adjourned: 9:55

Respectfully submitted,

Stephanie Carlson
Financial Services