

# Berrien County Board of Commissioners

## Finance Committee Minutes

Thursday, August 22, 2019

Kenneth L. Wendzel Conference Room

### 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:** County Administrator Bill Wolf, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Parks and Recreation Director Brian Bailey, Richard Schinkel, Chairman Parks & Recreation Commission, Accounting Coordinator Cheri Vance, Financial Services Director Doug James, Drain Commissioner Christopher Quattrin, Chief Deputy Drain Commissioner Susan Herman, Herald Palladium Reporter John Matuszak.

**Public Comments:** None

### Call to Order:

Meeting called to order at 9:31am.

### Q&A Administrator/Board Chair:

Bill brought Brian Bailey and Richard Schinkel to Finance to answer any questions the committee had from the presentation Brian gave at the Committee of the Whole meeting regarding the 5-year Parks Plan. There was concern about raising the millage for Parks and Commissioner Harrison said he would like the Parks group to put together a revenue business plan before we get all wound up about the millage.

### Appointments:

Christopher handed out a draft copy of the Drain Commissioner's Procurement Policy and Procedures for the Corrective Action Plan requested by the Auditor's Rehmann Robson. There was a brief discussion, then Doug and the Commissioners said they wanted some time to review it and might ask Christopher to come back if they have any questions.

**Bid Openings** – Cheri Vance opened the following bids:

**Bid 2019-066** – This bid was for 2020 Casebinders for Probate.

**Bid 2019-068** – This bid was for 2020 Casebinders for District Court.

**Bid 2019-069** – This bid was for 2020 Casebinders for Circuit Court.

Commissioner Scott motioned to approve the bids and refer them back to the departments to review the samples and if they meet specifications, they can move forward with the lowest bid, supported by Commissioner Harrison. Motions carried.

**Minutes Approval:**

Commissioner Scott motioned to approve the minutes from August 15, 2019, supported by Commissioner Harrison. Motion carried.

**Resolutions signed by Committee:**

F1908042 – Weekly Bills Resolution

F1908124 – Weekly Road Payables

F1908290 – Renewing agreement with Maximus Consulting through March 31, 2021

Meeting Adjourned: 10:35

Respectfully submitted,

Stephanie Carlson  
Financial Services