

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, October 10, 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, Financial Services Director Doug James, Accounting Coordinator Cheri Vance, Transportation and Planning Coordinator Evan Smith, Community Development Director Dan Fette, Drain Commissioner Christopher Quattrin.

Public Comments: None

Q&A Administrator:

Administrator Wolf didn't have anything for the committee so he asked if anyone had any questions. Commissioner Harrison asked if the audit comments have been resolved. Doug said he gave a revision of the draft to Drains and hasn't heard back from them as of yet. He said he received something back from the auditors this week on the Purchasing Policy but needed to review it.

Appointments:

Christopher Quattrin presented **Resolution F1910309** and briefly went over it. He said assessments are down about \$400,000. Commissioner Scott had a question regarding Administrator Wolf's email on the borrowing of Drains. Christopher briefly went over the borrowing. Commissioner Harrison asked where he was at with the Purchasing Policy. Christopher said he was at the refinement stage with it and then it would be done. Commissioner Scott asked about the sedimentation and erosion money, whether that had been settled yet. Christopher said no, they were still struggling to find out where it's at.

Bid Openings:

Cheri Vance had a bid to open for Community Development, **Bid 2019-061**, for a 3rd Party Operations Contract. She only received one bid and turned the bid opening over to Evan Smith. Evan briefed the committee on the bid. Commissioner Scott motioned to refer the bid back to the department for review and if it meets qualifications to move forward, supported by Commissioner Harrison. Motion carried. Evan said he would review the bid and put together a 3rd Party Contract and come back to Finance with it.

Minutes Approval:

Commissioner Scott motioned to approve the minutes from September 26, 2019, supported by Commissioner Harrison. Motion carried.

Resolutions signed by Committee:

F19010048 – Weekly Bills Resolution

F19100309 – Drain Special Assessment Rolls for 2019

Meeting Adjourned: 10:18

Respectfully submitted,

Stephanie Carlson
Financial Services