

Berrien County Board of Commissioners

Finance Committee Minutes

Thursday, November 21, 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	Present
Commissioner Ezra Scott	Present

Others Present: County Administrator Bill Wolf, Secretary Stephanie Carlson, Chairman R. McKinley Elliott, Financial Services Director Doug James, Accounting Coordinator Cheri Vance, Housing Coordinator Katie Montoya, Maintenance Supervisor Robert Ray.

Public Comments: None

Q&A Administrator/Board Chair:

Administrator Wolf informed the committee that the Road Department had a requisition for 2020 for \$95,000 for several items for the vendor Sourcewell. Bill said he nor Doug had ever heard of them and went on-line to check it out. He said they appear to be like MIDeal and that Roxanne Romelhardt had signed the County up with them in 2012 before she retired. He said they appear to be the same as MIDeal, so it would make things a lot easier by not having to bid everything out, but him and Doug would still like to check some things out. Bill said if everything checks out, he will come back on December 5th with a requisition.

Appointments:

Doug James briefed the committee on the Statement of Revenue, Expenditures and Changes in Fund Balance and Contingency Report for October 2019. He said revenue was up \$471.7 thousand and expenditures were down by \$630 thousand. He said other financing sources (uses) are better by \$908.9 thousand compared to a year ago, but there's some child care issues that haven't been taken care of yet. Doug said the Reserve for Contingency is at \$969.5 thousand right now, but there's a check for \$85 thousand that will also be coming out of contingency for a settlement.

Next, Doug gave the committee an update on the audit findings for Drains. He said they are working on the receivables, but as far as the Procurement Policy, nothing has been done for some time. He said he let Christopher know he was reporting to Finance today and had made some comments and added the auditor's comments on the draft and submitted it to Drains two weeks ago and hasn't heard from him. The committee had a brief discussion and requested that Christopher come to the Finance meeting on December 5th to update the committee on the outstanding policies.

Bid Openings: Cheri opened the following bids:

Bid 2019-088 – This bid was for a new flagpole at the St. Joseph Courthouse. Commissioner Hinkelman motioned to refer the bids back to the department for review and if the low bid meets the requirements they can move forward with a requisition, supported by Commissioner Scott. Motion carried.

Bid 2019-085 – This bid was for the demolition of 15 properties for Community Development. Commissioner Hinkelman motioned to refer the bids back to the department for review and if the low bid meets the requirements they can move forward with a requisition, supported by Commissioner Scott. Motion carried.

Minutes Approval:

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

Resolutions signed by Committee:

F1911053 – Weekly Bills Resolution

Meeting Adjourned: 10:27

Respectfully submitted,

Stephanie Carlson
Financial Services