

Finance Committee Minutes

3/2/2021

1:30 PM

Conf Rm F and Zoom ID#6084719153

Meeting called by: Ray Steinke **Note taker:** Paul Bullock

Attendees: Bill Routley, Jerri Strong, Marilyn Bradstrom, Mindy Taylor

----- Agenda Topics -----

Call To Order 1:30 PM

Public Comment NONE

Housing Rehab Request Administrator

Discussion: The Committee reviewed a proposal from the BR Housing Commission for a rubber roof replacement. There were three bids attached.

Conclusions: **The Committee will recommend to the Board that the \$19,300 bid from G Freeland Roofing, the lowest of the three, be accepted.**

Budget Amendment Request/Central Services Finance Officer

Discussion: The Committee reviewed a budget amendment request from the Finance Officer to amend the Central Services budget by adding \$8,500 from Unreserved Contingency 101 890-700 to the Prof/Contract Services line item 101-248-813 to cover the new contract amount for IT Services with the City.

Conclusions: **The Committee will recommend to the Board that the budget amendment be approved as presented.**

Action items:

Amend the Budget

Person responsible:

Finance Officer

Deadline:

ther Business NONE

Commissioner Per Diem and Travel

Discussion: The Committee reviewed and approved all Commissioner Per Diem and Travel.

Listed Bills

Discussion: The Committee reviewed all bills.

Conclusions: **The Committee will recommend that all bills be paid.**

Adjournment 1:58 PM

Finance Committee Agenda

3/2/2021

1:30 PM

Conf Rm F and Zoom ID#6084719153

Meeting called by:	Ray Steinke	Note taker:	Paul Bullock
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Attendees:	Bill Routley, Jerri Strong, Marilynn Bradstrom, Mindy Taylor
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----- Agenda Topics -----

Call To Order

Public Comment

Housing Rehab Request

Administrator

Budget Amendment Request/Central Services

Finance Officer

Other Business

Commissioner Per Diem and Travel

Listed Bills

Adjournment



COUNTY OF MECOSTA
BOARD OF COMMISSIONERS
400 ELM STREET, BIG RAPIDS, MI 49307
Phone (231) 796-2505 Fax (231) 592-0121
www.mecostacounty.org

Marilynn Bradstrom
District #1

Jerrilynn Strong
District #2

Linda Howard
District #3

Raymond Steinke
District #4

Tom O'Neil
District #5

Wendy Nystrom
District #6

William Routley
District #7

Paul E. Bullock
Controller/Administrator

To: Mecosta County Finance Committee

From: Paul Bullock, Administrator

A handwritten signature in dark ink, appearing to be "PB", is written over the name "Paul Bullock".

Date: March 1, 2021

Re: Housing Rehab Request

Attached please find a request from our Housing Administrator for permission to proceed with a roof replacement.

Three quotes are included. The recommendation is that the \$19,300 bid of G. Freeland Roofing to be accepted, as they are the lowest bid and fully qualified.

Paul Bullock

From: Linda Miller
Sent: Thursday, February 25, 2021 9:16 AM
To: Paul Bullock
Subject: RE: Roof replacement

None whatsoever - they have repaired the rubber roof downtown at Nisbett-Fairman many times and they do good work.

Linda Miller, Program Coordinator
Big Rapids Housing Commission
Phone: 231-796-8689
Fax: 231-796-8696

-----Original Message-----

From: Paul Bullock <pbullock@mecostacounty.org>
Sent: Thursday, February 25, 2021 9:15 AM
To: Linda Miller <lmiller@bigrapidshousing.org>
Subject: RE: Roof replacement

I will take it to Finance next Tuesday. Do you have any concern with accepting the Freeland bid?

Paul E. Bullock
Controller/Administrator
Mecosta County, Michigan

-----Original Message-----

From: Linda Miller <lmiller@bigrapidshousing.org>
Sent: Thursday, February 25, 2021 9:06 AM
To: Paul Bullock <pbullock@mecostacounty.org>
Subject: Roof replacement

Good morning Paul,

I have been working with Chris Shepherd for over six months on his roof. He has a rubber roof and finding quotes to replace it has been near impossible, however, Chris finally got his 3rd quote the other day. He qualifies for the program income wise, and the roof replacement is under the County's \$30,000 limit, however, the low bid is \$19,300 so I thought I should get the County's approval first. The bids are attached and as follows:

G. Freeland Roofing	\$19,300
Kieff's Roofing	\$19,749
Naturashield	\$22,275

As you can see, G. Freeland's bid is not out of line with the other bids, however, I don't know a lot about rubber roofs so I also asked Jess Arquette Builders to give a recommendation. Jess does not replace rubber roofs but he has replaced a lot of roofs for the County (thru this program) as well as roofs on some of the properties that we own/manage. Attached is Jess's recommendation, along with some photos of the roof damage.

Chris and his wife both work at Schuberg's Bar and, therefore did not work a whole lot in 2020 due to COVID-19. I think it would be great to help them out, so I would ask the County to consider approving this project.

If you have any questions, please let me know.

Linda

Linda Miller, Program Coordinator
Big Rapids Housing Commission
Phone: 231-796-8689
Fax: 231-796-8696

-----Original Message-----

From: Big Rapids Housing Copier <bigrapidshousingcopier@bigrapidshousing.org>
Sent: Thursday, February 25, 2021 8:56 AM
To: Linda Miller <lmiller@bigrapidshousing.org>
Subject: Message from "RNP002673C742F3"

This E-mail was sent from "RNP002673C742F3" (MP C6502).

Scan Date: 02.25.2021 08:55:49 (-0500)
Queries to: bigrapidshousingcopier@bigrapidshousing.org



LUDINGTON, OFFICE
(231) 845-6322

417 E. Dowland St. • Ludington, MI 49431
Fax (231) 843-7161

Cadillac (231) 779-0404

www.gfreelandroofing.net

Serving Ludington, Cadillac and all of Michigan!

September 15, 2020

Chris Shepherd
14925 Old Mill Pond Road
Big Rapids, Michigan 49307

Chris:

Here is the quote you requested for the property at the above-referenced address.

Scope of Work:

Remove existing rubber roof and ½" recovery board.
Leave asphalt roof and insulation.
Install 1 ½" polyisocyanurate insulation (R=8.5) mechanically attached.
Install 2x4 around entire perimeter to support new insulation.
Fully adhere 60 mil rubber roof to insulation.
Install 24-gauge Kynar-finished metal trim to outside edges.
Protect home and landscaping.
Haul all demo to an approved landfill.

Price for this Work: \$19,300.00

Should you have any questions, please feel free to call our office. Thank you.

Respectfully submitted,

David Argue
Operations/Field Supervisor

DA/sm

*Apoke to David 2/24/21
s/ he will honor his
original quote from 9/15
JAN*



"Since 1960"

ESTIMATE

Kieff's Roofing, Inc.

121 E. Coral Rd.

Stanton, MI 48888

(989) 762-5073 - P (989) 762-5115 - Fax

kieffsroofing@cmsinter.net

DATE June 23, 2020

EXPIRATION DATE 30 Days

COPY

TO

Chris Shepherd

14925 Old Millpond Rd.

Big Rapids, MI 49307

(231) 250-4183

SALESPERSON	JOB ADDRESS	PAYMENT TERMS
Brad		1/2 payment to start; balance on completion

Roof Est.

QUANTITY	U/M	DESCRIPTION	LINE TOTAL
35	sq.	Remove old roofing & dispose	\$3,850.00
35	sq.	1 1/2" ISO, mech attached	\$3,325.00
35	sq.	60 mil EPDM rubber, fully adhered	\$8,400.00
12	ft.	6" RTS	\$60.00
12	ft.	Term bar	\$36.00
7	ea.	Openings to flash	\$630.00
286	ft.	3" L Metal(brown)	\$2,145.00
25	ea.	Corner flashings	\$500.00
1	ea.	Chimney to flash	\$150.00
290	ft.	2x4 Nailer	\$653.00

This quote is for completing the job described above, based on our evaluation. It does not include any unforeseen price increases or additional labor or materials which may be required should problems arise.

There is NO warranty on repair work.

Owner is responsible for obtaining building permits (if applicable).

Owner is responsible for re-programming satellite/internet dishes.

To replace any bad OSB, there is an additional charge -- \$65.00 per sheet for 7/16 OSB & \$75.00 per sheet for 1/2" OSB

To replace any bad boards, the cost is \$2.50 lineal ft.

Credit cards accepted (additional charges apply) Financing available through Green Sky (additional charges apply)

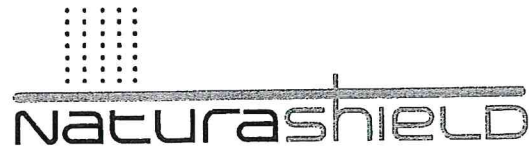
To accept this quotation, sign & date here and return:

TOTAL \$19,749.00

Acceptance: _____

Date: _____

THANK YOU FOR YOUR BUSINESS!



12/4/12

To General Contractor: 14925 Old Mill Pond Rd

We hereby submit to provide material, labor, tools and equipment to install roofing and sheet-metal trim per your request and the cope below for the 14925 Old Mill Pond Rd project located in Big Rapids, MI.

Section Roofing

- Complete removal and lawful disposal of all roofing and related flashings for installation of new roofing system
 - **Note that damaged decking will be replaced at an extra cost of \$5 per sq ft to match like and kind**
- Roof system including wall, curb and penetration flashings
 - Install 1/2" coverboard to decking
 - Install adhered 60 mil EPDM roof membrane and flashings
- Provide owner with Contractor's 2-year Workmanship Warranty
- Provide owner with Manufacturer's 20-year Total System Warranty

Section Sheet Metal Flashing and Trim

- 24-gauge edge metal at all perimeters

Labor, material, tax, insurance and clean up associated to this proposal for the sum of.....\$ 22,275.00

Exclusions:

Installation of structural decking or any connection assemblies not specifically called out above.

Accepting the physical properties or attachment of structural decking and/or its moisture content.

Any and all vapor and moisture barriers, weather barriers, sheet waterproofing, or fluid-applied waterproofing and patching thereof.

Any expansion joint assemblies not associated with the above work.

No wood blocking of any kind.

***Note: walkway pad available at a rate of \$25 per linear foot.**

Dave Pipenger Operations Manager (616) 644-2686 dpipenger@naturashield.com

The above rates exclude disconnecting and/or supporting equipment, ceilings, or other items that are attached to the underside of the roof deck and cleanup of particulate or debris as a result of tear off or deck replacement, which can only be done on a time and materials agreement. All rooftop accessories including, but not limited to, heat tape and electrical conduit are to be removed, and re applied by a certified electrician or an individual appointed by the Owner. NaturaShield is not responsible for any damage that ensues from failing to do so.

NaturaShield shall not be responsible for disturbance, damage, clean up or loss to interior property that Owner did not remove or protect prior to commencement of roofing operations. The owner shall notify tenants of the re-roofing or repair efforts and the need to provide protection underneath areas affected by the re-roofing operations.

Terms and Conditions: Any deviations from the above specifications involving extra costs will be executed only upon written orders and will be an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance on above work. 30% due at contract signing with the remainder due in weekly progress payments throughout the duration of the project. 7% monthly late fee will apply to all outstanding balances. Debtor agrees to pay all collection costs and attorney fees associated with the outstanding balance. This proposal may be withdrawn if not accepted within 30 days. Project to be scheduled upon signing of proposal and submission of down payment.

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If for any reason building owner or representative cancels this contract, they will be subject to a restocking charge and cancellation fees.

03/01/2021
Year Ended 12/31/2021

QUARTERLY BUDGET AMENDMENT REPORT FOR MECOSTA COUNTY
101-248 Central Services

ALTERATION _____ AMENDMENT _____

xxx

Request # 1

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	PLUS	MINUS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED	Are additional funds required?	
Fund 101 - GENERAL OPERATING FUND										
101-248-703.000	OTHER SALARIED	50,073.00	50,073.00	0.00	0.00	50,073.00	7,654.37	15.29	Yes	xxx
101-248-710.000	LONGEVITY	720.00	720.00	0.00	0.00	720.00	0.00	0.00		
101-248-713.000	SOCIAL SECURITY/FICA	3,221.00	3,221.00	0.00	0.00	3,221.00	466.75	14.49	If YES, what amount?	\$ 8,500.00
101-248-713.010	MEDICARE/FICA	753.00	753.00	0.00	0.00	753.00	109.16	14.49		
101-248-714.000	MERS	5,793.00	5,793.00	0.00	0.00	5,793.00	859.58	14.84	Funding Source?	Unreserved Contingency
101-248-720.000	UNUSED SICK LEAVE	1,152.00	1,152.00	0.00	0.00	1,152.00	0.00	0.00		
101-248-728.000	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	9.08	0.91	EXPLANATION:	
101-248-810.000	TRAVEL/MILEAGE EXPENSE	200.00	200.00	0.00	0.00	200.00	36.80	18.40		
101-248-813.000	PROF.&CONTRACT SVCS/NON-EMPLOYE	65,875.00	65,875.00	8,500.00	0.00	74,375.00	16,250.00	24.67	Increase in Contract Cost with City of BR IT approved at last BOC Meeting	
101-248-830.000	BOOKS/PRINTED MATERIAL	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00	0.00		
101-248-852.000	EQUIPMENT MAINTENANCE CONTRACT	18,113.00	18,113.00	0.00	0.00	18,113.00	434.88	2.40		
101-248-855.010	SOFTWARE PROGRAMS AND UPDATES	32,380.00	32,380.00	0.00	0.00	32,380.00	14,162.66	43.74		
101-248-858.000	ON-LINE SERVICES	33,500.00	33,500.00	0.00	0.00	33,500.00	6,647.66	19.84	Finance Committee Approved	
101-248-888.000	COST ANALYSIS	8,000.00	8,000.00	0.00	0.00	8,000.00	8,000.00	100.00		
101-248-901.000	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00	0.00	DATE:	
101-248-917.000	BANK CHARGES	100.00	100.00	0.00	0.00	100.00	0.00	0.00		
101-248-984.000	COMPUTER EQUIPMENT	2,500.00	2,500.00	0.00	0.00	2,500.00	89.99	3.60		
TOTAL Expenditures		225,080.00	225,080.00	8,500.00	0.00	233,580.00	54,720.93	24.31	Board of Commissioners Approved	

TOTAL FOR FUND 101

REVENUES:

EXPENDITURES

NET OF REVENUES vs. EXPENDITURES

DATE:

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

Request # 1

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	PLUS	MINUS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET Are additional funds required?	
								USED	
								Yes	NO
								xx	
							</		

EXPLANATION:

Move Money To Central Services
 101-248 for increase in IT Contract

If YES, what amount?

\$8500.00

DATE:

Board of Commissioners Approved

DATE:

COUNTY OF MECOSTA

Commissioners

Date 3-1-21Pay to: Bill Routley

DATE	ITEMS	AMOUNT
2-21	Finance	25.00
2-21	Personal	25.00
3-21	Sher/Jail	25.00
4-21	Commish	25.00
16-21	Finance	25.00
18-21	Commish	25.00
22-21	HAA WM - Exec Bd GR	50.00
22-21	AAA WM - Bd of Dir GR	25.00
25-21	Sher/Jail	

TOTAL 225.00

ge to: Per Diem
 unt #: 101 101 705.000

RECEIVED
 MAR 02 2021
 BOARD OF
 COMMISSIONERS

It is hereby certified that the above account
 and correct and that no part of the same has
 paid.

Bill Routley
 Signed

 **COPY**

Commissioners

Date 2-26-2021


[illegible]

TOTAL	50.00
-------	-------

Finance Committee Approval

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

Signed Wally Galt



RECEIVED
MAR 01 2021
BOARD OF
COMMISSIONERS

Commissioners

Date 2-26-21

Pay to: Ray Steinke

[illegible]


TOTAL 125 -

Charge to: Per Diem
Account #: 101 101 705.000

It is hereby certified that the above account is true and correct and that no part of the same has been paid.

paid.
Ray Steinke
Signed

RECEIVED
FEB 26 2021
BOARD OF
COMMISSIONERS



Date 24-Feb-21

Remus, Michigan 49340

TOTAL	\$100.00
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RECEIVED
FEB 24 2021
BOARD OF
COMMISSIONERS

Signed Jerilyn Strong

COPY

RECEIVED
FEB 18 2021
BOARD OF
COMMISSIONERS

COUNTY OF MECOSTA

Date 2/25/2021

Charge to:	Per Diem
Account #:	101 101 705.000

RECEIVED
MAR 02 2021
BOARD OF
COMMISSIONERS

Linda Howard

Signed