

# Finance Committee Agenda

**5/17/2022**

**1:30 PM**

**Conf Rm F and Zoom ID#6084719153**

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<b>Meeting called by:</b>	Ray Steinke	<b>Note taker:</b>	Mindy Taylor
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<b>Attendees:</b>	Bill Routley, Jeri Strong, Marilyn Bradstrom
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## ----- Agenda Topics -----

Call To Order

Public Comment

ARPA Second Tranche Certification

Administrator

Audited vs Budgeted Fund Balances

Finance Officer

HVAC System

Finance Officer

Commissioner Per Diem and Travel

Listed Bills

Other Business

Adjournment

# Finance Committee Minutes

5/17/2022

1:30 PM

Conf Rm F and Zoom ID#6084719153

**Meeting called by:** Ray Steinke **Note taker:** Mindy Taylor

**Attendees:** Bill Routley, Jeri Strong, Marilynn Bradstrom

## ----- Agenda Topics -----

Call To Order

Public Comment

NONE

ARPA Second Tranche Certification

Administrator

Discussion: The Finance Officer advised the Committee that the request for release of the second Tranche from the ARPA funds was successfully submitted and receipt acknowledged by the US Department of Treasury. This will allow for release of the remaining \$4.22 million dollars in Federal funding.

Audited vs Budgeted Fund Balances

Finance Officer

Discussion: The Committee reviewed a list of audited vs budgeted fund balances for year-end 2021. The Finance Officer requested permission to amend the various 2022 budgets to correct the fund balance to the audited amount to reflect the resources available more accurately in each budget.

Conclusions: **The Committee will recommend to the Board that the request to amend the budgeted 2021 year-end fund balances to the audited amount be approved.**

Action items:

Person responsible:

Deadline:

Amend the Budget

Finance Officer

HVAC System

Finance Officer

Discussion: The Committee reviewed proposals for replacing the HVAC system for the back control in the jail. While a few contractors were contacted, only two bids came in for consideration. Mr. Cassidy recommends we take the low bid from Gateway Refrigeration in the amount of \$6,848.86 which includes the electrical work necessary, labor and materials for the installation of a Carrier 9k split system.

Conclusions: **The Committee will recommend to the Board that the request be approved.**

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.**

Other Business

Discussion: The Finance Officer advised the Committee that the first draft of the audit is back. The initial draft had zero findings.

Adjournment

1:55 PM

[Home \(/cares/s/\)](#)[Account \(/cares/s/account/Account/00Bt000000165QAEAY\)](#)[More](#)

# Welcome to the Treasury Submission Portal for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

## Instructions

### Second Tranche

### Certification

On the second tranche form tab, you will be prompted to verify and update information about the entity for which you are creating a submission, including:

#### ▼ Record Details

Entity Information - Name, Entity Taxpayer

Status Identification Number (EIN) and UEI

Submitted

Submission ID • *Review and confirm the imported information is still valid for the entity.*

SLT-4406

Submission Type Authorized Representative Name & Contact  
SLFRF Information

Allocation Amount

\* \$4,220,118.00 • *An Authorized Representative is an individual with legal authority to bind the government entity (e.g., the Chief Executive Officer of the government entity).*

#### Contact Person Name & Contact Information

- *The contact person will receive emails confirming your submission has been received, alerts of any issues with the submission that need resolution, notification*

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE FISCAL RECOVERY FUND

SECOND TRANCHE CERTIFICATION FOR THE STATE OF [ Michigan ]

This certification relates to the second tranche payment to be made to the State identified above by the Department of the Treasury (Treasury) from the Coronavirus State Fiscal Recovery Fund (CSFRF) under section 602(b) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act (ARPA), Pub. L. No. 117-2 (March 11, 2021), and Treasury's implementing regulations at 31 C.F.R. 35.11.

As a condition of receiving the second tranche payment from Treasury, the authorized representative of the State, on behalf of the State, hereby certifies, pursuant to section 602(d)(1) of the Act, that the State requires the second tranche payment to be made pursuant to section 602(b) of the Act in order to carry out the activities specified in section 602(c) of the Act and will use the payment in compliance with section 602(c) of the Act and Treasury's implementing regulations at 31 C.F.R. part 35, subpart A.

DocuSigned by:

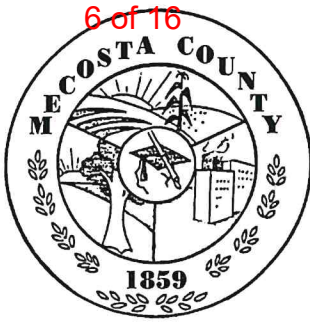
*Paul Bullock*

E8EFEE049FD14BA...

Authorized Representative: Paul Bullock

Title: Controller/Administrator

Date signed: 5/5/2022



**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: Paul E. Bullock  
 Controller/Administrator

From: Mindy Taylor  
 Finance Officer

Date: May 16, 2022

Re: Audited Fund Balance Amounts

I am writing to request permission to change the following budgeted use of fund balance amounts in our 2022 Budget to the audited amount from our December 31, 2021 Audit. When we completed the 2022 Budget last Fall the amounts we used were only a guess of what we would have at year end and this would correct those budget lines to actual amounts.

Additions to Fund Balance:

Fund 210 EMS +1,008,066  
 Fund 211 MFR +2  
 Fund 214 Sobriety Court +8,257  
 Fund 216 Prosecutor's Drug Forfeitures +1,102  
 Fund 217 Family Counseling +3,180  
 Fund 234 County Housing Rehab Projects +27,820  
 Fund 249 Building Department +37,996  
 Fund 256 Reg. of Deeds Technology +180,853  
 Fund 258 Dare +248  
 Fund 259 Concealed Pistol Licensing +5,018  
 Fund 263 K-9 +1,263  
 Fund 264 Jail Maintenance +3,211  
 Fund 267 Community Corrections +22,061  
 Fund 268 Crime Victims' Rights +6,068  
 Fund 273 COA Meals +5,189  
 Fund 274 Commission on Aging +78,818  
 Fund 289 Secondary Road Patrol +9,574  
 Fund 292 Child Care +19,471  
 Fund 293 Soldiers' & Sailors' Relief +61  
 Fund 402 Building Improvement +15,606  
 Fund 405 Capital Equipment +71,227

Reductions from Fund Balance:

Fund 215 FOC -501



Fund 262 Corrections Officer Training -664

Fund 265 Drug Law Enforcement -33

Fund 266 Dive Team -446

Fund 269 Law Library -615

Fund 287 Law Enforcement Training -431

05/16/2022 REVENUE AND EXPENDITURE REPORT FOR MECOSTA COUNTY					
PERIOD ENDING 01/31/2022					
GL NUMBER	DESCRIPTION	2022 BUDGET	PLUS	MINUS	NEW BUDGETED FUND BALANCE
Fund 210 - EMERGENCY MEDICAL SERVICES					
210-000-671.000	BUDGET USES OF FUND BALANCE	4,079,567	1,008,066		5,087,633
Fund 211 - MEDICAL FIRST RESPONDERS					
211-000-671.000	BUDGET USES OF FUND BALANCE	1,930	2		1,932
Fund 214 - DISTRICT COURT CASEFLOW MANAGEMENT					
214-000-671.000	BUDGET USES OF FUND BALANCE	134,471	8,257		142,728
Fund 215 - FRIEND OF THE COURT FUND					
215-000-671.000	BUDGET USES OF FUND BALANCE	10,525		-501	10,024
Fund 216 - PROSECUTOR'S DRUG FORFEITURES					
216-000-671.000	BUDGET USES OF FUND BALANCE	8,876	1,102		9,978
Fund 217 - FAMILY COUNSELING					
217-000-671.000	BUDGET USES OF FUND BALANCE	108,460	3,180		111,640
Fund 234 - COUNTY HOUSING REHAB PROJECT					
234-000-671.000	BUDGET USES OF FUND BALANCE	67,614	27,820		95,434
Fund 249 - BUILDING DEPARTMENT					
249-000-671.000	BUDGET USES OF FUND BALANCE	679,420	37,996		717,416
Fund 256 - REGISTER OF DEEDS TECHNOLOGY FUND					
256-000-671.000	BUDGET USES OF FUND BALANCE	235,147	180,853		416,000
Fund 258 - DARE PROGRAM FUND					
258-000-671.000	BUDGET USES OF FUND BALANCE	18,217	248		18,465
Fund 259 - CONCEALED PISTOL LICENSING					
259-000-671.000	BUDGET USES OF FUND BALANCE	119,274	5,018		124,292
Fund 262 - CORRECTIONS OFFICER TRAINING FUND					
262-000-671.000	BUDGET USES OF FUND BALANCE	59,916		-664	59,252
Fund 263 - K-9 FUND					
263-000-671.000	BUDGET USES OF FUND BALANCE	2,742	1,263		4,005
Fund 264 - JAIL MAINTENANCE FUND					
264-000-671.000	BUDGET USES OF FUND BALANCE	48,056	3,211		51,267
Fund 265 - DRUG LAW ENFORCEMENT FUND					
265-000-671.000	BUDGET USES OF FUND BALANCE	29,964		-33	29,931
Fund 266 - MECOSTA COUNTY DIVE FUND					
266-000-671.000	BUDGET USES OF FUND BALANCE	10,870		-446	10,424
Fund 267 - COMMUNITY CORRECTIONS PROGRAM					
267-000-671.000	BUDGET USES OF FUND BALANCE	265,935	22,061		287,996
Fund 268 - PROSECUTOR DEFERRAL PROGRAM					
268-000-671.000	BUDGET USES OF FUND BALANCE	31,306	6,068		37,374
Fund 269 - LAW LIBRARY FUND					
269-000-671.000	BUDGET USES OF FUND BALANCE	2,715		-615	2,100
Fund 273 - COMMISSION ON AGING MEALS					
273-000-671.000	BUDGET USES OF FUND BALANCE	376,424	5,189		381,613
Fund 274 - COMMISSION ON AGING FUND					
274-000-671.000	BUDGET USES OF FUND BALANCE	1,237,599	78,818		1,316,417
Fund 287 - PA 302 LAW ENFORCMENT TRAINING					
287-000-671.000	BUDGET USES OF FUND BALANCE	2,802		-431	2,371
Fund 289 - SECONDARY ROAD PATROL FUND					
289-000-671.000	BUDGET USES OF FUND BALANCE	45,363	9,574		54,937
Fund 292 - CHILD CARE FUND					
292-000-671.000	BUDGET USES OF FUND BALANCE	282,999	19,471		302,470
Fund 293 - VETERANS RELIEF FUND (SOLD. SAILORS)					
293-000-671.000	BUDGET USES OF FUND BALANCE	6,323	61		6,384
Fund 402 - BUILDING IMPROVEMENTS FUND					
402-000-671.000	BUDGET USES OF FUND BALANCE	322,527	15,606		338,133
Fund 405 - CAPITAL EQUIPMENT FUND					
405-000-671.000	BUDGET USES OF FUND BALANCE	14,660	71,227		85,887



**Mindy Taylor**

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**From:** Bob Cassidy  
**Sent:** Monday, May 16, 2022 1:31 PM  
**To:** Mindy Taylor  
**Subject:** HVAC Back Control Jail

I have two proposals for a HVAC system for back control in the jail. I contacted a couple others contractors but no other bids.

Gateway Refrigeration - \$ 6,848.86 Complete (Electric included)

Stratz Heating & Colling-	\$5,945.00 (Electric not included)
DAJ Electric-	<u>\$1,300.00</u> Electric for HVAC unit for Stratz Heating & Cooling
Total	\$7,245.00

I would recommend Gateway for the project.

Thanks,  
Bob Cassidy



**Gateway  
Refrigeration, Inc.**  
Mechanical Contractor

32 Consumers Energy PRKY, Clare, MI 48617  
Phone (989) 386-3900 Fax (989) 386-9598

# Estimate

Date	Estimate #
4/27/2022	11414

Name / Address
Mecosta County Jail 225 S. Stewart Ave Big Rapids, MI 49307

			Project	
Item	Description	Qty	Rate	Total
BID	LABOR AND MATERIALS: Installation of a Carrier 9k split system in the back control room of the Jail.	1	6,848.86	6,848.86
			<b>Subtotal</b>	\$6,848.86
			<b>Sales Tax (6.0%)</b>	\$0.00
			<b>Total</b>	\$6,848.86



## Stratz Heating & Cooling, Inc

20960 19 Mile Rd  
Big Rapids, Michigan 49307  
(231) 796-3717

Customer Name: <b>Mecosta County Maintenance Dept</b>	Job Address:	Date: <b>5/6/2022</b>
Billing Address: <b>400 Elm St</b>	City, State, Zip: <b>Big Rapids</b>	Customer #:
Phone: <b>250-9310</b>	Alternate Contact: <b>bcassidy@mecostacounty.org</b>	RET 050122:

### Why Choose Us?

**A Company You Can Trust.** We are a locally owned and operated business that has been meeting the comfort needs of our community for years - let our nationally recognized name-brand equipment and air quality products meet your needs too.

**Quality Installation.** Our professional, nationally certified and factory-trained technicians have years of installation and service experience - we'll get your job done right the first time.

**Professional Service & Maintenance.** Our service and maintenance programs keep your equipment running at peak efficiency - to provide better comfort and healthier air while we lower your utility bills and help your equipment last longer.

**Affordable Pricing & Financing:** we offer great prices and our high-efficiency equipment will cut your utility bills. Our financing programs can be tailored to meet every budget.

#### Option 1

##### Fujitsu Minisplit

AOUG09LZAH1

ASUG09LZAS

Full capacity down to -15 deg

9,000 BTUs

33 SEER

14 HSPF

Variable Speed Minisplit

5 Year Parts Warranty

7 Year Compressor Warranty

1 Year Labor Warranty

Does Not include 220v Electrical  
To be done by others

#### Option 1 Total Investment

**Total \$ 5,945**

#### Option 2

##### Fujitsu Minisplit

AOU9RL2

ASU9RL2

0

9,000 BTUs

16 SEER

9 HSPF

Variable Speed Minisplit

5 Year Parts Warranty

7 Year Compressor Warranty

1 Year Labor Warranty

Above system is Comperable to  
Carrier 9k unit, and will only  
operate down to 35 degrees for  
cooling operation!

:Does not include 110v Electrical  
To be done by others

#### Option 2 Total Investment

**Total \$ 4,745**

\$5,945  
+ 1,300  

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\$7,245

Customer Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Company Approval: \_\_\_\_\_ Date: \_\_\_\_\_

#### Notes:

One half down, balance upon completion -or- Approved Financing

All required material, tax, labor, and permits are included

Rebate eligibility and amount is determined by the utility company and is subject to change without notice.

## DAJ ELECTRIC

22614 Almy Rd  
Howard City, MI 49329  
Phone: (231) 846-6114

May 9, 2022

Bob Cassidy  
Mecosta County Maintenance Department  
400 Elm Street  
Big Rapids, MI 49307

### RE: Mini Split Unit

Dear Bob:

DAJ Electric proposes to furnish all of the materials and labor required for a complete electrical system for the above referenced project, for **ONE THOUSAND THREE HUNDRED DOLLARS (\$1,300.00)**.

We would like to make the following clarifications.

#### INCLUDED:

1. Install wiring for (1) 208/240 volt mini split unit for the jail through the existing conduit from the basement to the roof where the unit will be placed.
2. Install conduit and wiring in the basement from Panel K to the existing junction box for the air handling units.
3. Install (1) disconnect and seal tight connection at the new mini split unit on the roof.

Please do not hesitate to call if you have any questions.

Sincerely,  
DAJ Electric



Doug Weining

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

This proposal may be withdrawn if not accepted within 30 days



## VOUCHER

COUNTY OF MECOSTA

## Commissioners

Date 16-May-22

Pay to: Jerrilynn Strong

District #2 County Commissioner

1137 17 Mile Road

Remus, Michigan 49340

[illegible]

RECEIVED  
MAY 16 2011  
BOARD OF  
COMMISSIONERS

TOTAL	\$300.00
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Charge to: Per Diem

Account #: 101 101 705.000

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

COPIES





## Commissioners

Date 5-7-2022

[illegible]

TOTAL \$ 50.00

RECEIVED  
MAY 09 2000  
BOARD OF  
COMMISSIONERS

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

Signed Sharon Bongard

COPY





Date: 5-7-2022

Sharon Bongard

Charge to: Travel Expense  
General Ledger 101-101-810.000

x

0.58 585

~~55-10~~

\$55.58

RECEIVED  
MAY 09 2011  
BOARD OF  
COMMISSIONERS

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

Shaun Bongard  
Signed by Employee

Signed by Dept Head or Deputy if check is for Dept Head