

Finance Committee Agenda

11/14/2022

2:00 PM

Rm 202

| | | | |
|---------------------------|-------------|--------------------|--------------|
| Meeting called by: | Ray Steinke | Note taker: | Paul Bullock |
|---------------------------|-------------|--------------------|--------------|

Attendees: Bill Routley, Jerri Strong, Marilyn Bradstrom

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

Call To Order

Public Comment

Budget Alteration Requests/Various

Finance Officer

EMS Request to fill position

Administrator

EMS Financials

Administrator

New Commissioner Training

Administrator

Project Starburst Request and Agreement

Administrator

2022 Special Drain Assessment

Drain Commissioner

Commissioner Per Diem and Travel

Listed Bills

Other Business

Adjournment

Finance Committee Minutes

11/14/2022

2:00 PM

Rm 202

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

Attendees: Bill Routley, Jerri Strong, Marilyn Bradstrom

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

Call To Order 2:00 PM

Public Comment NONE

Budget Alteration Request/Child Care Fund Finance Officer

Discussion: The Committee reviewed a budget alteration request for SR 292 Child Care Fund, the request moves funds within the budget to balance the expenditure line items.

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

Action items:

Person responsible:

Deadline:

Amend the Budget

Finance Officer

EMS Request to fill position Administrator

Discussion: The Committee reviewed a request to appoint Melonie Ressler to the EMS Education and Quality Assurance coordinator position. The request is for the previously approved hourly non-union level 6 scale at the two year step, with advancement to the next step in one year contingent upon Ms. Ressler completing the Instructor Coordinator course by April 3, 2023.

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

EMS Financials Administrator

Discussion: The Committee reviewed the EMS Financials for October, including the following write-offs.

Contractual: \$81,143.95

Non Contractual: \$747.09

Collections: \$12,133.05

Conclusions: **The Committee will recommend to the Board that the write offs be approved and the report place on file.**

New Commissioner Training Administrator

Discussion: The Administrator requested approval to register new commissioners for the MAC on line new commissioner school. It has one day of in person with the balance on line. Cost is \$125/person.

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

| | |
|--|---------------------------|
| <p>Project Starburst Request and Agreement</p> <p>Discussion: The Committee reviewed a request, and completed agreement, from Project Starburst for release of the first year of funding, \$16,667, for food and toiletries for their clients.</p> <p>Conclusions: The Committee will recommend to the Board that the Chair be authorized to sign the agreement and that the funds be released.</p> | <p>Administrator</p> |
| <p>2022 Special Drain Assessment</p> <p>Discussion: The Committee reviewed a bill from the Drain Commissioner for 2022 Special Drain Assessments in the amount of \$9,532.23.</p> <p>Conclusions: The Committee will recommend to the Board that the Special Assessment be approved for payment.</p> | <p>Drain Commissioner</p> |
| <p>Commissioner Per Diem and Travel</p> <p>Discussion: The Committee reviewed and approved all Commissioner per diem and travel.</p> | |
| <p>Listed Bills</p> <p>Discussion: The Committee reviewed all bills.</p> <p>Conclusions: The Committee will recommend that all bills be paid.</p> | |
| <p>Other Business</p> <p>Discussion: The Administrator briefed the Committee on the private security interviews already conducted and instructed that the issue be addressed at the full Board meeting on Thursday.</p> <p>The Committee also discussed the upcoming agenda for Thursday.</p> | |
| <p>Adjournment</p> | <p>3:08 PM</p> |

10/31/2022
Year Ended 12/31/2022

QUARTERLY BUDGET AMENDMENT REPORT FOR MECOSTA COUNTY

Fund 292 - CHILD CARE FUND

ALTERATION XXXX

AMENDMENT

Request # 1

GL NUMBER

DESCRIPTION

ADOPTED BUDGET

AMENDED BUDGET

PLUS

MINUS

FINAL AMENDED BUDGET

YTD ACTUAL

PCT OF BUDGET USED

Are additional funds required?

XX

\$

EXPLANATION:

Adding funds in to lines 808, 809, 810, 846, 855.01 and 905. All funds being pulled from line 843.

15.20

73.42

70.03

70.03

77.24

57.06

92.62

83.33

80.80

0.00

0.00

1.985.50

0.00

84.79

1.975.00

130.00

91.69

72.73

17.38

35.42

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

EMS Education Q.A.

Proposal

The Education Q.A. position has not been filled since March. This is an important position that has been difficult to fill. The optimal candidate would be a paramedic with an instructor coordinator license. With the staffing shortages and a young inexperienced staff makes this position all that more important.

We have been behind on billing. There was a software problem earlier in the year made us run behind. With one billing person leaving and training a new person in that position we have gotten behind.

What I propose is to appoint Melonie Ressler to the EMS Education Q.A. Coordinator position. Melonie is a paramedic with over 20 years of experience and has Q.A. experience. Melonie currently is a Billing Specialist with Mecosta County EMS. Melonie does not have an Instructor Coordinator license. We can find a class and get her licensed as an Instructor Coordinator. The advantage of having Melonie in this position is that she can do billing.

Going forward we will need to fill the Billing Specialist position. I don't believe that will be difficult position to fill. We had a large pool to choose from in September to fill that position. Melonie would train the new billing specialist and between 3 doing billing we should get billing caught up quickly. Melonie would then be able to help as needed if billing gets behind. It also gives us an advantage that Melonie can Q.A. the billing and make sure we are billing correctly and collecting all we can.

Next year we have to do a cost data collection audit for Medicare. This will be time consuming, and a large amount of data needs to be collected. With Melonie in this position, she will have the time to help collect all the information we need. That audit is due by May 31, 2023.

It has been a long and sometimes frustrating 10 months since I started. We have had a large turnover in staff and staffing shortages. We have a hard-working dedicated staff that does everything they can to make sure we have the best system. I hope you consider my proposal, and we can continue to provide a great service to our community.

Craig L Johnson, Mecosta County EMS Director

November 17, 2022

| | | | | | | | |
|---|--------------------|--|--|--------------|--|--|--|
| 1 | Call to Order: | | | | | | |
| 2 | Public Comment: | | | | | | |
| 3 | Financial Reports: | | | October 2022 | | | |
| | | | | | | | |

| | | | | | | | |
|--|----------------------|--|-------------|----------------|----------|-----|----------------|
| Total Write-Offs | | | \$94,024.09 | | | YTD | \$1,116,976.47 |
| Contractual (Medicare, Medicaid, BCBS, SNF, Tr | | | \$81,143.95 | | | YTD | \$919,626.68 |
| Non-Contractual(Admin, Deceased, Bankruptcy) | | | \$747.09 | | | YTD | \$69,950.01 |
| Collections | | | \$12,133.05 | | | YTD | \$127,399.78 |
| | | | | | | | |
| Contractual Write-Offs: | Medicare | | \$53,928.56 | Deceased | \$749.30 | | |
| | Medicaid | | \$26,143.43 | No Report | 0.00 | | |
| | BCBS | | \$663.20 | VA/Military | 0 | | |
| | SNF/Hospital/Hospice | | \$408.76 | Small Balance | -2.21 | | |
| | Insurance | | \$0.00 | Self Pay Cont | \$0.00 | | |
| | | | | Administrative | \$0.00 | | |

| | | | | | | | |
|-----------------------------|--|--|--------------|--|--|-----|----------------|
| Total Billed Charges | | | \$198,044.97 | | | YTD | \$2,565,559.93 |
| Prehospital: | | | \$117,782.11 | | | YTD | \$1,571,342.19 |
| Transfers: | | | \$78,258.20 | | | YTD | \$1,341,655.86 |
| Treat No Transport: | | | \$977.16 | | | YTD | \$21,080.98 |
| Standby: | | | \$1,027.50 | | | YTD | \$5,895.00 |
| | | | | | | | |
| Total Revenue | | | \$170,042.68 | | | YTD | \$2,145,909.55 |
| Revenue for Billed Charges | | | \$167,578.32 | | | YTD | \$1,993,213.68 |
| Misc. Revenue | | | \$1,948.97 | | | YTD | \$52,698.08 |
| Collections Revenue | | | \$515.39 | | | YTD | \$7,503.23 |
| Property Tax Reimburse | | | \$0.00 | | | YTD | \$92,494.56 |
| Security Conf Reimbursement | | | | | | YTD | |
| Work Comp Refund | | | \$0.00 | | | YTD | \$0.00 |
| Federal Care Act Relief | | | \$0.00 | | | YTD | \$0.00 |

| | | | | | | |
|--------------------------|------|--|-----------------------|-------------|--------|--|
| Treat No Transport | 48 | | No Treat No Transport | 48 | | |
| Prehospital | 366 | | Dead on Arrival | 4 | | |
| Transfers | 138 | | Standby | 6 | | |
| Cancelled Run | 43 | | Transfer Turned Down | 5 | | |
| Specialty Care Transport | 4 | | | TOTAL CALLS | 662 | |
| | | | | | | |
| TOTAL CALLS YTD | 5487 | | | | | |
| TRANSFERS YTD | 1360 | | 102-SHBR | 0-KELSEY | 4-RCER | |
| | | | | | | |

[illegible]

- | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
| | | | | | | | | |

[illegible]

Credit Summary

Summary By Credit Code - Code ID

MONTHLY REVENUE + CC int

| <u>ID</u> | <u>Description</u> | <u>Credits</u> | <u>QTY %</u> | <u>Amount</u> | <u>Amount %</u> |
|-----------------------|-------------------------------|----------------------------------|--------------|--------------------|-----------------|
| 1 | CASH PAYMENT | 53 | 11.37 | 5921.17 | 3.53 |
| 2 | BLUE CROSS PAYMENT | 29 | 6.22 | 20442.78 | 12.20 |
| 3 | HEALTH INSURANCE PAYMENT | 60 | 12.88 | 19965.79 | 11.91 |
| 5 | MEDICARE PART B PAYMENT | 164 | 35.19 | 88675.70 | 52.92 |
| 6 | MEDICAID PAYMENT | 63 | 13.52 | 20966.01 | 12.51 |
| 7 | AUTO INSURANCE PAYMENT | 3 | 0.64 | 2010.75 | 1.20 |
| 9 | REFUND CHECK ISSUED TO INSU | 4 | 0.86 | -2458.61 | -1.47 |
| 12 | REFUND PATIENT | 1 | 0.21 | -1231.60 | -0.73 |
| 44 | CREDIT CARD PAYMENT | 19 | 4.08 | 487.29 | 0.29 |
| 47 | INSURANCE INTEREST PYMT | 11 | 2.36 | 23.10 | 0.01 |
| 344 | INSURANCE PAYMENT CREDIT CARD | 6 | 1.29 | 767.18 | 0.46 |
| 544 | MEDICARE CREDIT CARD | 37 | 7.94 | 5809.16 | 3.47 |
| 644 | MEDICAID PAYMENT CREDIT CARD | 16 | 3.43 | 6199.60 | 3.70 |
| Totals For All | | 466 | | 167578.32 | |
| Total Purged | 0 | Total Amount Purged: | | <u>0.00</u> | |
| | | Total Amount with Purged: | | | |

Receivables Distribution Report

Receivables To Date

All Companies

All Directories

| <u>Charges</u> | <u>Oct 2021</u> | <u>Nov 2021</u> | <u>Dec 2021</u> | <u>Jan 2022</u> | <u>Feb 2022</u> | <u>Mar 2022</u> | <u>Apr 2022</u> | <u>May 2022</u> | <u>Jun 2022</u> | <u>Jul 2022</u> | <u>Aug 2022</u> | <u>Sep 2022</u> | <u>Totals</u> |
|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|
| Oct 2021 | 0 | 144452 | 252370 | 43284 | 12304 | 11542 | 7309 | 4840 | 1084 | 1241 | 110 | 498 \$ | 479034 |
| 480901 | 0 | 30 | 52.5 | 9 | 2.6 | 2.4 | 1.5 | 1 | 0.2 | 0.3 | 0 | 0.1 % | 99.6 |
| Nov 2021 | | 0 | 203445 | 115483 | 16594 | 34796 | 1133 | 15907 | 1543 | 1545 | 4293 | 479 \$ | 395218 |
| 397125 | | 0 | 51.2 | 29.1 | 4.2 | 8.8 | 0.3 | 4 | 0.4 | 0.4 | 1.1 | 0.1 % | 99.5 |
| Dec 2021 | | | 4803 | 141473 | 191170 | 36270 | 12686 | 16812 | 11687 | 2489 | 3484 | 832 \$ | 421706 |
| 423861 | | | 1.1 | 33.4 | 45.1 | 8.6 | 3 | 4 | 2.8 | 0.6 | 0.8 | 0.2 % | 99.5 |
| Jan 2022 | | | | 380 | 148600 | 151479 | 27586 | 21058 | 14164 | 4091 | 2160 | 1974 \$ | 371492 |
| 372065 | | | | 0.1 | 39.9 | 40.7 | 7.4 | 5.7 | 3.8 | 1.1 | 0.6 | 0.5 % | 99.8 |
| Feb 2022 | | | | | 0 | 73819 | 214230 | 28317 | 20565 | 6198 | 6775 | 2459 \$ | 352363 |
| 359158 | | | | | 0 | 20.6 | 59.6 | 7.9 | 5.7 | 1.7 | 1.9 | 0.7 % | 98.1 |
| Mar 2022 | | | | | | 2643 | 67650 | 204333 | 48159 | 12161 | 13832 | 5891 \$ | 354670 |
| 365442 | | | | | | 0.7 | 18.5 | 55.9 | 13.2 | 3.3 | 3.8 | 1.6 % | 97.1 |
| Apr 2022 | | | | | | | 0 | 20085 | 221600 | 43170 | 11570 | 6767 \$ | 303192 |
| 322779 | | | | | | | 0 | 6.2 | 68.7 | 13.4 | 3.6 | 2.1 % | 93.9 |
| May 2022 | | | | | | | | 0 | 55841 | 154093 | 105749 | 16419 \$ | 332102 |
| 373970 | | | | | | | | 0 | 14.9 | 41.2 | 28.3 | 4.4 % | 88.8 |
| Jun 2022 | | | | | | | | | 0 | 637 | 228164 | 74566 \$ | 303367 |
| 362061 | | | | | | | | | 0 | 0.2 | 63 | 20.6 % | 83.8 |
| Jul 2022 | | | | | | | | | | 0 | 13506 | 31215 \$ | 44722 |
| 377332 | | | | | | | | | | 0 | 3.6 | 8.3 % | 11.9 |
| Aug 2022 | | | | | | | | | | | 0 | 0 \$ | 0 |
| 128686 | | | | | | | | | | | 0 | 0 % | 0 |
| Sep 2022 | | | | | | | | | | | | 537 \$ | 537 |
| 7177 | | | | | | | | | | | | 7.5 % | 7.5 |
| Averages | <u>1st Mo</u> | <u>2nd Mo</u> | <u>3rd Mo</u> | <u>4th Mo</u> | <u>5th Mo</u> | <u>6th Mo</u> | <u>7th Mo</u> | <u>8th Mo</u> | <u>9th Mo</u> | <u>10th Mo</u> | <u>11th Mo</u> | <u>12th Mo</u> | |
| Extended | 0.2 | 22.0 | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | <NA> | |
| Weighted | 0.2 | 21.9 | 46 | 12.3 | 4.6 | 2.6 | 2.2 | 0.7 | 0.5 | 0.5 | 0.1 | 0.1 | |

Response Time Analysis Report
monthly response time
Summary Report For Call Type Codes
Call Date Range: 10/01/2022 To 10/31/2022

| <u>Code</u> <u>Description</u> | | DISPATCHED <u>AT SCENE</u> | <u>Calls</u> |
|--------------------------------|-------------|-------------------------------|--------------|
| All Directories | | | |
| All Companies | | | |
| Low (In Minutes) | | | |
| PREH | PREHOSPITAL | 0 | 315 |
| Average (In Minutes) | | | |
| PREH | PREHOSPITAL | 8.2 | 315 |
| High (In Minutes) | | | |
| PREH | PREHOSPITAL | 15 | 315 |

Total Calls:

315

6476

Response Time Analysis Report

monthly response time

Summary Report For Call Type Codes

Call Date Range: 10/01/2022 To 10/31/2022

| | | DISPATCHED | |
|----------------------|--------------------|-----------------|--------------|
| <u>Code</u> | <u>Description</u> | <u>AT SCENE</u> | <u>Calls</u> |
| All Directories | | | |
| All Companies | | | |
| Low (In Minutes) | | | |
| PREH | PREHOSPITAL | 0 | 377 |
| Average (In Minutes) | | | |
| PREH | PREHOSPITAL | 9.8 | 377 |
| High (In Minutes) | | | |
| PREH | PREHOSPITAL | 20 | 377 |

Total Calls:

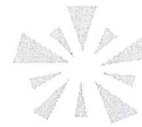
377

377

2670

PROJECT STARBURST

**P.O. Box 313
120 S. State Street
Big Rapids, MI 49307
(231) 796-5342
Tax # 38-1988807**



**projectstarburst.org
br@projectstarburst.org**

**Mission Statement: To provide food and basic needs in a dignified manner to
our neighbors in Mecosta and Osceola Counties.**

November 9, 2022

Dear Paul Bullock and the Mecosta County Commissioners,

I would to thank you for the allocation of the ARRA funds over the next two years, allocated at \$16,667 per year for the Project Starburst Food Pantry. For over 50 years Project Starburst has worked diligently to serve families and individuals throughout Mecosta and Osceola Counties. Offering nutritious food, basic personal needs items are the core goals of our mission and have been our priority since the beginning and will remain so as we move towards the future.

From October 2021 to September 2022, **7,671** individuals were assisted and **383,500** meals were distributed. Use of the pantry in the current fiscal year is projected to increase approximately 60% from last quarter statistics.

The funds would be spent as follows:

| | |
|-------------------------------|-----------------|
| Food | \$13,367 |
| Toilet paper (personal needs) | 3,300 |
| Total | <u>\$16,667</u> |

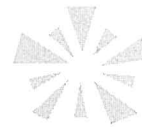
If you have any questions about the use of funds or Project Starburst, please contact me.

Diane Long
Executive Director



PROJECT STARBURST

P.O. Box 313
120 S. State Street
Big Rapids, MI 49307
(231) 796-5342
Tax # 38-1988807



projectstarburst.org
br@projectstarburst.org

Mission Statement: To provide food and basic needs in a dignified manner to our neighbors in Mecosta and Osceola Counties.

November 9, 2022

Dear Paul Bullock and the Mecosta County Commissioners,

I would to thank you for the allocation of the ARRA funds over the next two years, allocated at \$16,667 per year for the Project Starburst Food Pantry. For over 50 years Project Starburst has worked diligently to serve families and individuals throughout Mecosta and Osceola Counties. Offering nutritious food, basic personal needs items are the core goals of our mission and have been our priority since the beginning and will remain so as we move towards the future.

From October 2021 to September 2022, **7,671** individuals were assisted and **383,500** meals were distributed. Use of the pantry in the current fiscal year is projected to increase approximately 60% from last quarter statistics.

The funds would be spent as follows:

| | |
|-------------------------------|-----------------|
| Food | \$13,367 |
| Toilet paper (personal needs) | 3,300 |
| Total | <u>\$16,667</u> |

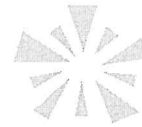
If you have any questions about the use of funds or Project Starburst, please contact me.

Diane Long
 Executive Director



PROJECT STARBURST

**P.O. Box 313
120 S. State Street
Big Rapids, MI 49307
(231) 796-5342
Tax # 38-1988807**



**projectstarburst.org
br@projectstarburst.org**

**Mission Statement: To provide food and basic needs in a dignified manner to
our neighbors in Mecosta and Osceola Counties.**

November 9, 2022

Dear Paul Bullock and the Mecosta County Commissioners,

I would to thank you for the allocation of the ARRA funds over the next two years, allocated at \$16,667 per year for the Project Starburst Food Pantry. For over 50 years Project Starburst has worked diligently to serve families and individuals throughout Mecosta and Osceola Counties. Offering nutritious food, basic personal needs items are the core goals of our mission and have been our priority since the beginning and will remain so as we move towards the future.

From October 2021 to September 2022, **7,671** individuals were assisted and **383,500** meals were distributed. Use of the pantry in the current fiscal year is projected to increase approximately 60% from last quarter statistics.

The funds would be spent as follows:

| | |
|-------------------------------|-----------------|
| Food | \$13,367 |
| Toilet paper (personal needs) | 3,300 |
| Total | <u>\$16,667</u> |

If you have any questions about the use of funds or Project Starburst, please contact me.

Diane Long
Executive Director



Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: August 20, 2002

Person to Contact:
Ms. Edwards 31-07427
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
38-1988807

Project Starburst
PO Box 313
Big Rapids, MI 49307

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in May 1978 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

-2-

Project Starburst
38-1988807

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

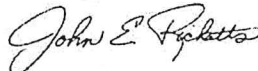
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services

PROJECT STARBURST
SERVICES AGREEMENT

WHEREAS, the Mecosta County Board of Commissioners (here-in-after referred to as the County) desires to contract for provision and administration of a program to alleviate and fight hunger within Mecosta County, and

WHEREAS, the County requires the services of a not for profit organization to provide these services, and

WHEREAS, Project Starburst of Mecosta County is a not for profit organization currently administering a program to alleviate and fight hunger within Mecosta County, and

WHEREAS, Project Starburst desires to provide the service of a program to alleviate and fight hunger for Mecosta County, now

THEREFORE, BE IT RESOLVED, that Mecosta County will contract these services from Project Starburst in accordance with the following terms and conditions:

The County agrees to:

1. Appropriate to Project Starburst annually, in November of 2022 and 2023, \$16,667 per year.

Project Starburst agrees to:

1. Utilize 100% of the funding provided by the County for direct provision of food and toiletries to individuals in need.
2. Provide an accounting of all appropriated funds to the County for each year of the program, by February 1st of the following year

Both parties agree to these general conditions:

1. Both parties agree that Project Starburst is a contractor of services to the County and at no time will any representative of Project Starburst be considered an employee of the County.
2. This agreement constitutes the complete understanding concerning the provision of service by Project Starburst to the County and shall supersede any and all prior agreements, written or oral, between the parties. It is further understood that no County personnel has the authority to amend or change this Agreement without written consent duly signed by both parties.
3. This Agreement shall become effective upon the proper signature of both parties and shall continue in full force and effect thru 2023 unless a sixty (60) day written Notice of Termination is delivered by one party upon the other via the U.S. Postal Service or in person.

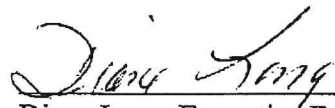
IN THE PRESENCE OF:

Date

William Routley, Chairperson
Mecosta County Board of Commissioners

11/11/22

Date


Diane Long, Executive Director
Project Starburst

MECOSTA COUNTY DRAIN COMMISSIONER'S OFFICE
Certified Soil Erosion & Sedimentation Control Agency (CEA)
 Karla Miller, Drain Commissioner
 Nicole Clementshaw, Deputy Drain Commissioner



Services Building
 14485 Northland Drive, Rm. 105
 Big Rapids, MI 49307

Phone: (231) 592-0103
 Fax: (231) 592-9446
 e-mail: drain@mecostacounty.org

October 7, 2022

Mr. Paul Bullock
 Mecosta County Administrator
 400 Elm Street, Rm. 202
 Big Rapids, MI 49307

Dear Paul:

Please consider this letter the invoice for Mecosta County's portion/percent of the cost of the 2022 Drain Special Assessments. Enclosed are copies of the 2022 Special Assessments. The following amounts are due by December 31, 2022:

| <u>Drain/Dam</u> | <u>Township</u> | <u>Benefit % / (Year)</u> | <u>Amount</u> |
|-----------------------------|-------------------------------------|---------------------------|---------------|
| Blanchard Intercounty Drain | Millbrook | 15% (Year 4 of 20) | \$0 |
| Brady Lake Dam | Aetna | 0% (Year 1 of 10) | \$0 |
| Colby Lake Drain | Colfax & Martiny | 10% (Year 1 of 1) | \$250.00 |
| Chippewa Lake Dam | Chippewa | 0% (Year 1 of 1) | \$0 |
| Culp Drain | Millbrook | 18.39% (Year 6 of 15) | \$0 |
| Ford Drain | Aetna, Austin, Deerfield, & Mecosta | 20% (Year 1 of 15) | \$0 |
| Geitzen Drain | Wheatland | 7.5% (Year 1 of 2) | \$3,382.50 |
| Martin Drain | Wheatland | 7.5% (Year 1 of 1) | \$1,593.00 |
| Martiny Drain | Martiny | 7.5% (Year 1 of 1) | \$924.23 |
| Snow Drain | Hinton | 20% (Year 4 of 15) | \$0 |
| Stevens Drain | Hinton | 15% (Year 10 of 10) | \$0 |

Total 2022 Special Assessment due: \$9,532.23

*Note: The following has been billed to Mecosta County Road Commission.

| <u>Drain/Dam</u> | <u>Township</u> | <u>Benefit % / (Year)</u> | <u>Amount</u> |
|------------------|------------------|---------------------------|---------------|
| Colby Lake Drain | Colfax & Martiny | 5% (Year 1 of 1) | \$250.00 |
| Geitzen Drain | Wheatland | 7.5% (Year 1 of 2) | \$3,382.50 |
| Martin Drain | Wheatland | 7.5% (Year 1 of 1) | \$1,593.00 |
| Martiny Drain | Martiny | 7.5% (year 1 of 1) | \$924.22 |

Your check should be made payable to: **Mecosta County Drain Commissioner**

If you have any questions, please contact our office. Thank you.

Sincerely,

Karla Miller

Karla Miller
 Mecosta County Drain Commissioner

Enclosure – Copy of all 2022 Special Assessments

VOUCHER

COUNTY OF MECOSTA

Commissioners

Date 11-9-22

Pay to: Tom O'Neil

[illegible]

TOTAL \$450.00

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.

Signed

RECEIVED
MAY 18 1966
BOARD OF
COMMISSIONERS

copy

VOUCHER

COUNTY OF MECOSTA

Commissioners

Date 11-4-22Pay to: MARILYNN BRADSTROM

| DATE | ITEMS | AMOUNT |
|----------|-----------------------------|----------------------|
| 10-12-22 | MCDC in Big Rapids | \$ 50.00 |
| 10-17-22 | Contract Negotiations | 100.00 |
| 10-18-" | Finance | 50.00 |
| 10-19-" | Contract Negotiations | 100.00 |
| 10-20-" | B.O.C. | 50.00 |
| 10-26-" | Comm. of the Whole - Budget | 50 100.00 |
| 11-1-" | Finance | 50.00 |
| 11-3-" | B.O.C. | 50.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

TOTAL \$ 550.00500

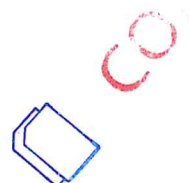
Charge to: Per Diem
 Account #: 101 101 705.000

Finance Committee Approval

RECEIVED
 NOV 04 2022
 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.

Marilynn J. Bradstrom
 Signed



VOUCHER

COUNTY OF MECOSTA

Voucher No.

Commissioners

Date 2-Nov-22

Pay to: Bill Routley

Vendor #

Per Diems

| DATE | ITEMS | AMOUNT |
|------------|-----------------|----------|
| 3-Oct-22 | WCMCA | \$50.00 |
| 4-Oct-22 | Finance | \$50.00 |
| 06/10/2022 | Commish | \$50.00 |
| 18/10/2022 | Finance | \$50.00 |
| 19/10/2022 | COA | \$50.00 |
| 20/10/2022 | City/County/FSU | \$50.00 |
| 20/10/2022 | Commish | \$50.00 |
| 24/10/2022 | AAAWM | \$100.00 |
| 26/10/2022 | Budget Review | \$50.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | | \$500.00 |

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.

Bill Routley
Signed

RECEIVED
NOV 03 1994
BOARD OF
COMMISSIONERS



TRAVEL VOUCHER

COUNTY OF MECOSTA

Date: 2-Nov-22

Pay to: Bill Routley

| Date | From | To | Reason for Travel | Miles Traveled |
|--------------|--------------|--------------|---------------------|----------------|
| 5-Oct-22 | Big Rapids | Grand Rapids | Governor Press Conf | 55 |
| 5-Oct-22 | Grand Rapids | Big Rapids | Governor Press Conf | 55 |
| 19-Oct-22 | Big Rapids | COA | Adv Cou Mtng | 30 |
| 24-Oct-22 | Big Rapids | Grand Rapids | AAAWM Brd Mtng | 60 |
| 24-Oct-22 | Grand Rapids | Big Rapids | AAAWM Brd Mtng | 60 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL MILES | | | | 260 |
| x | | | | 0.625 |
| TRAVEL TOTAL | | | | 162.5 |

Charge to: Travel Expense

General Ledger: 101 101 810.000

RECEIVED
NOV 03 2022
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.

BILL ROUTLEY

Signed by Employee

Signed by Dept Head or Deputy if check is for De



COUNTY OF MECOSTA

Pay to:

Sharon Bongard

[illegible]

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

TOTAL MILES

TRAVEL TOTAL

\$58 75

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

Sharon Bengual
Signed by Employee

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

COUNTY OF MECOSTA

Commissioners

Date 10-30-22

Pay to: Sharon Bongard

[illegible]

TOTAL \$50.00

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.

Signed

Signed Sharon Bongard