

Finance Committee Agenda

12/29/2022

10:00 AM

Rm 202

Meeting called by: Ray Steinke

Note taker: Paul Bullock

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

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

Call To Order

Public Comment

Funding Request/Manna Pantry

Administrator

Computer/Software Request COA

COA Director

Commissioner Per Diem and Travel

Listed Bills

Other Business

Adjournment

Finance Committee Minutes

12/29/2022

10:00 AM

Rm 202

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

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

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

Call To Order 10:00 AM

Public Comment NONE

Request/Manna Pantry Administrator

Discussion: The Committee reviewed a request for release of funds in the amount of \$16,667 to Manna Pantry, as previously approved.

Conclusions: **The Committee will recommend to the Board that the release of funds be approved upon receipt of a signed services agreement.**

Computer/Software Request COA COA Director

Discussion: The Committee reviewed a budget for movement of the COA email to a secure cloud based program that will include individual licensed versions of Office, new software for servers, an uninterruptible power supply, data base migration, and electrical upgrades. Total cost will be approximately \$9,000. Ms. Mallory requested transfer of that amount from the Capital Equipment line item to computer equipment in the 2023 budget.

Conclusions: **The Committee will recommend to the Board that the upgrades be approved at a cost of up to \$9,000 with the budget amendment brought to the Finance Committee for consideration once the final bills are available.**

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 Administrator requested permission for Ms. Bradstrom and Ms. Nystrom to purchase their county issued tablets at a depreciated cost of \$25. **The Committee will recommend to the Board that the request be approved.**

Adjournment 10:38 AM



December 19, 2022

Manna Pantry Inc. of Big Rapids
315 B South State Street Big Rapids Mi. 49307

Mr. Bill Routley Chair
Mecosta County Board of Commissioners
400 Elm Street Big Rapids Mi. 49307

RE: Mecosta County Donation

Dear Commissioner Routley,

Please consider this letter to be the formal request for a donation by the County of Mecosta to buy food for Manna Pantry Inc. of Big Rapids. We ask that half of the \$33,000.00 budgeted for our non-profit food pantry released to us as soon as practical as we have included this amount in our food budget for the calendar year 2023. We would welcome your review of our IRS 990 tax return as evident of good faith showing the very large percentile of actual money donated to date has been given to our clients and not used for fund raising or salaries etc.

We as a board thank you for stepping up and taking care of the citizens of Mecosta County with this generous donation.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'David Hamelund', is written over the typed name. The signature is fluid and cursive.

David Hamelund

Board Chair

MANNA PANTRY
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, Manna Pantry of Big Rapids is a not for profit organization currently administering a program to alleviate and fight hunger within Mecosta County, and

WHEREAS, Manna Pantry 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 Manna Pantry in accordance with the following terms and conditions:

The County agrees to:

1. Appropriate to Manna Pantry annually, in January of 2023 and 2024, \$16,667 per year.

Manna Pantry 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 Manna Pantry is a contractor of services to the County and at no time will any representative of Manna Pantry be considered an employee of the County.
2. This agreement constitutes the complete understanding concerning the provision of service by Manna Pantry 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 2024 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

, Chairperson
Mecosta County Board of Commissioners

Date

David Hamelund, Board Chair
Manna Pantry of Big Rapids



MECOSTA COUNTY COMMISSION ON AGING & ACTIVITY CENTER

12954 80th Avenue Mecosta, MI 49332 P: 231-972-2884 F: 231-972-4735 www.mecostacounty.org/mccoa

To: Paul Bullock
Mecosta County Board of Commissioners
From: Cynthia Mallory, Director
Date: 12/28/2022
RE: Necessary computer system improvements

Craig indicated we needed some necessary work done to migrate our google Gmail to a more secure system. We also need server work completed to include upgrading an older database and running stable electric to the hub room. This will help us run more efficiently and in a secure manner considering the client information we work with. Below is Craig's estimate for the project:

Database migrations	\$1800
Software for Servers	\$1600
Migrate to Government Cloud	\$ 3600
15 users	
UPS for the Rack	\$ 600
New Electric receptacle for Hub	\$ 650
Misc	\$750
Total	\$ 9000

I would ask that we move the \$9,000 from capital improvements 274-000-970.000 which has \$41,000 in it toward a new garage, to computer equipment 274-000-984.000 to get this project completed. Any amount needed to complete the garage project will be requested through fundraising.

Thank you for your consideration on this matter.

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

Commissioners

Date 22-Dec-22

DISTRICT #2 COUNTY COMMISSIONER

1137 17 MILE ROAD

REMUS, MICHIGAN 49340

[illegible]

TOTAL	\$350.00
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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

Pay to: Billi Routley

Charge to: Travel Expense
General Led 101 101 810.000

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

RECEIVED
DEC 22 2011
BOARD OF
COMMISSIONERS

VOUCHER

COUNTY OF MECOSTA

Voucher No. _____

Commissioners

Date 21-Dec-22

Pay to: Bill Routley _____

Vendor # _____

Per Diems _____

DATE	ITEMS	AMOUNT
1-Nov-22	Finance	\$50.00
3-Nov-22	Commish	\$50.00
11/14/2022	Finance	\$50.00
11/15/2022	COA	\$50.00
11/17/2022	City County Ferris	\$50.00
11/17/2022	Commish	\$50.00
12/13/2022	Finance	\$50.00
12/15/2022	Commish	\$50.00
12/16/2022	AAAVM	\$50.00
12/21/2022	COA	\$50.00
12/29/2022	Finance	\$50.00
TOTAL		\$550.00

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
 DEC 22 2022
 BOARD OF
 COMMISSIONERS

COPY

Commissioners

Date December 16,2022

Pay to: Wendy Nystrom

DATE	ITEMS	AMOUNT
12/1/2022	Board of Commissioners	\$50.00
12/15/2022	Board of Commissioners	\$50.00
12/16/2022	Mecosta County Employee Appreciation	\$50.00
TOTAL		\$150.00


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.

Wendy Nystrom
Signed

RECEIVED
DEC 16 1971
BOARD OF
COMMISSIONERS



copy

Commissioners

Date 12/20/2022

DATE	ITEMS	AMOUNT
11/28/2022	Tri-Lakes Mtg	\$ 50.00
12/1/2022	Co. Budget Meeting	\$ 50.00
12/1/2022	o. Comm Meeting	\$50.00
12/7/2022	Sheriff & Jail Mtg	\$50.00
12/8/2022	Human Ser. Collab. Board	\$50.00
12/15/2022	Bldg & Zoning	\$50.00
12/15/2022	Co. Comm Mtg	\$50.00
12/20/2022	DHHS	\$50.00
	TOTAL	\$400.00

Charge to:
Account #:

Per Diem
101 101 705.000

9350

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

Linda Howard

Signed

RECEIVED
DEC 21 2010
BOARD OF
COMMISSIONERS



Date 12-15-22


[illegible]


TOTAL \$400.00

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

Signed Tom O'Neil

RECEIVED
DEC 16 2017
BOARD OF
COMMISSIONERS





Travel Voucher

Pay to: Ray Steinko

Date: 12-15-22

[illegible]

59.38

RECEIVED
DEC 16 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.

Ray Steinke
Signed by Employee

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



Department:

Date: 12-13-2022

Pay to:

MARILYNN BRADSTROM

previously
submitted 10/10/2022
Round-Trip

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

TOTAL MILES	<u>150.0</u>
x	<u>0.625</u>
MILEAGE TOTAL	<u>93.75</u>
Meals/Parking Total	<u>-</u>
Total Reimbursement	<u>93.75</u>

\$77.50

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

Marilyn V. Bradstrom
Signed: _____ Employee

Signed _____ Authorizing Department Head

RECEIVED
DEC 13 2011
BOARD OF
COMMISSIONERS

copy



VOUCHER

COUNTY OF MECOSTA

Commissioners

Date 12-13-2022Pay to: MARILYNN BRADSTROM

previously
submitted
11/4/2022

DATE	ITEMS	AMOUNT
11-3-22	B.O.C.	50.00
11-9	CONTRACT NEGOTIATIONS	100.00
11-14	FINANCE	50.00
11-17	B.O.C.	
11-29	FINANCE	
12-1	B.O.C.	
12-7	MI WORKS (in BR)	
12-8	DRAGON EXEC. COMM.	
12-9	MCDC (at MOISD)	
12-13	FINANCE	

TOTAL \$ 550.00

\$ 500

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.

RECEIVED
DEC 13 2022
BOARD OF
COMMISSIONERS

Marilynn J. Bradstrom
Signed