# 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, Marilynn Bradstrom, Mindy Taylor

---- Agenda Topics -----

Call To Order

**Public Comment** 

Funding Request/Manna Pantry

Computer/Software Request COA

Commissioner Per Diem and Travel

Listed Bills

Other Business

Adjournment

Administrator

**COA Director** 

# **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,

David Hamelynd

**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 1<sup>st</sup> 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.mecos

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.

### TRAVEL VOUCHER

### COUNTY OF MECOSTA

Date:	12/22/202
***	

Pay to:

JERRILYNN STRONG

DISTRICT#2 COUNTY COMMISSIONER

1137 17 MILE RD

REMUS, MICHGAN 49340

Date	From	То	Reason for Travel	Miles Traveled
12/12/2022		FORK TOWNSHIP	REG TOWNSHIP MTG	9
12/13/2022	HOME	MARTINY TOWNSHIP	REG TOWNSHIP MTG	33
12/27/2022		ROAD COMM MTG	RE	50
		C.S	30	
			2 11 08 05	
		REC	C O WE	
Lodging		- OX	OPIEIO.	
Parking/Meals	Event		COMMISSIONERS COMMISSIONERS	Amount
			Obline	
			Co	
			Total Other	
			TOTAL MILES	
Charas ta:	Traval Eva		TOTAL MILES	92
	Travel Expense		X	0.625
General Leager	101-101-810.000		MILEAGE TOTAL	757.50
	Monla & Destrice 5		Meals/Parking Total	<u> </u>
	Meals & Parking Expe	nse [	Total Reimbursement	

101-101-809 000

It is hereby certified that the above account is true and correct and that no part of the same has been  $\rho(aid)$ 

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

# COUNTY OF MECOSTA

~						
Co	-	-		~	-	-
					114	
			7 - 7 I			1 -7
			 	-		

Date 22-Dec-22

Pay to: JERRILYNN STRONG

DISTRICT #2 COUNTY COMMISSIONER

1137 17 MILE ROAD

REMUS, MICHIGAN 49340

DATE	ITEMS	AMOUNT
12/14/2022	DRAIN COMMITTEE	\$50.00
12/15/2022	BUILDING AND ZONING	\$50.00
12/15/2022	EMS AND EMER MGT	\$50.00
12/15/2022	BOC	\$50.00
12/16/2022	EMPLOYEE RECOGNITION	\$50.00
12/27/2022	ROAD COMMISSION	\$50.00
12/29/2022	FINANCE	\$50.00
	RECEIVED  DEC 22 2010  DEC 22 2010  BOARD OF COMMISSIONERS  COMMISSIONERS	
	TOTAL	\$350.00

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.

# TRAVEL VOUCHER

# COUNTY OF MECOSTA

			Date: _	Dec 22 2022
Pay to:	Billl Routley			
			<del>_</del>	
			_	
Date	From	То	Reason for Travel	Miles Traveled
15-Nov-22	big rapids	Senior Center	Advisory Meeting	30
21-Dec-22	big rapids	Senior Center	Advisory Meeting	30
	***			
				-
	_			
			TOTAL MILEO	
harge to:	Travel Expen	SE	TOTAL MILES_	60 0.625
	101 101 810.		TRAVEL TOTAL	37.5
				37.3
			It is hereby certified that the a	above account is
			true and correct and that no peen paid.	part of the same has
	.eo		Bill Routley	•
	CENED		Signed by Employee	0
	CE 2 30M	4		0,

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

RECEIVER OF COMMISSIONERS

COUNTY	OF MECOST	A	Voucher No.	
Commission	ers		Date	21-Dec-22
Pay to	o: 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
10/10/0000	<del> </del>			470.00
12/13/2022	Finance			\$50.00
12/15/2022	Commish			\$50.00
12/16/2022	AAAWM			\$50.00
12/21/2022	COA			\$50.00
12/29/2022	Finance			\$50.00
*				
			TOTAL	\$550.00
Charge to: Account #:	Per Diem 101 101 705.000		1017LL	Ψ000.00
			It is hereby certified that the and correct and that no part of paid.	
	_		Bill Routley	
			Signed	
	CEIVED		-	1

RECEIVEL OF DEC 22 MINISTONERS COMMISSIONERS

### COUNTY OF MECOSTA

Comm	icci	and	100
COLLIE	1221	OH	=12

Date 12-20-22

Pay to:	MARILYNN	BRADSTROM
-		
-		A CONTRACTOR OF THE PROPERTY O

DATE	ITEMS	AMOUNT
12-14-22		\$ 50.00
12-15	B.O.C. EmployEE SERVICE AWARDS	50,00
12-16	EMPLOYEE SERVICE AWARDS	50,00
12-29	FINANCE	50.00
		A Ara baharan ar ta Propinsi dan da ata ara ara ara ara ara ara ara ara ar

TOTAL \$ 200,00

Charge to:

Per Diem

Account #:

101 101 705.000

Child-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.

Marilynn J. Bradstrom
Signed

### **COUNTY OF MECOSTA**

Commissioners	Date December 16,2022
Pay to: Wendy Nystrom	
	<del></del>

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

P.E.C.E. I. S. W. C. O. I. C.

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



### COUNTY OF MECOSTA

Commissioners	Date_	12/20/2022
Pay to: LINDA HOWARD		

DATE	ITEMS	AMOUNT
11/28/2022	Tri-Lakes Mtg	\$ 50.00
<del>-12/1</del> 72022	Co. Budget Weeting	\$ 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:

101 101 705.000

Per Diem

Account #:

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

Linda Howard

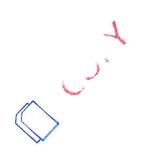
Signed

RECEIVED

DEC 2 1 2010

BOARDONERS

COMMISSIONERS



# COUNTY OF MECOSTA

Commi	ssioners
-------	----------

Date 12-15-23

Pay to:	Tom O'Neil

DATE	ITEMS	AMOUNT
11-17-22	Building & ZONING	\$50,00
11-17-22	B. O.C.	9,50.00
12-1-22	B.O.C.	\$ 50,00
12-7-32	SHEVIFF & SAIL	\$ 50.00
12-14-22	DYAIN COMMISSION	\$ 50.00
12-15-22	DYAIN COMMISSION BUILDING & ZONING	8 50100
12-15-22	EMS	\$ 50,00
12-15-22	B.O.C.	\$ 50.00
	*	
		TOTAL KI S C C

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.

RECEIVED

DEC 18 OF BORERS

COMMISSIONERS

COMMISSIONERS

# COUNTY OF MECOSTA

Commissioners	
Pay to: Ray Steinke	
·	

DATE	ITEMS	AMOUNT
12-1-22	Comm MeeT	50-00
12-2-22	Region 8 meet Piperson	50,00
12-13 - 22	FINANCE	50,00
12-14 22	んなかて	50,00
12-15 122	EMS	50-00
12.15 23	Comm	5000
12/29 22	Finance	50-
•		

Charge to:

Per Diem

Account #:

101 101 705.000 COMMISSIONERS COMMISSIONERS

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

Date 12-) 5-22

# COUNTY OF MECOSTA TRavel Voucher

Date: 12-15-22 an Steinto Pay to: Date From To Reason for Travel 15-2-22 Miles Traveled MORLIN PIRRSON Rogion & meet 13-6,23 DY 11 brook Try 11 meal 11 12-2 27 m-eie 12-14-22 11 meei TOTAL MILES Charge to: Travel Expense General Ledger 101-101-810.000 TRAVEL TOTAL SECENED OF ERE COMMISSIONERS \$59.38 It is hereby certified that the above account is true and correct and that no part of the same has been paid. Signed by Dept Head or Deputy if check is for Dept Head

### COUNTY OF MECOSTA

Department:		g .		12-13-202
	Manil	Bearen	1	Round Trip
Pay to:	MARILYN	IN BRADSTRO	1.5	2 (2) Land
			001000	10/20 See
			Ne Call	710/01
	Company of the second s			ROUND . TRip
Deta	From	То	Reason for Travel	Miles Traveled
Date — 9 - 21 - 2 - 2		PACEAN	MEETING	26.0
	11	MOISD	FULL BOARD MT.	
9-26	<u> </u>	GREEN TWP	MEGTING	4.4
10-11	1	MI I DORKE RA	MCDC MTG	17.0
10-12		COLFAX TWP	MEETING	26.0
10-19	4	GREEN TWP	MEETING	4.4
11-15		COLFAX TWP	MEETING	76.0
11-16	11	COLPAR TUP	MI DORKS MIG	17.0
12-7	(4		THE WORLD TIETS	14.6
12-9	11	MOISD	MEDE ME	77.0
			- And the	
	+	<del></del>		
Lodging				- Amount
Parking/Meals	Event	·		Y Amount
	January and the second		the second secon	
and the second s				
			Total Other	
	<u></u>		Total Caron	
				124.00
			TOTAL MILES	1=1 00
			1	0675
Charge to:	Travel Expense		1	
General Ledger:	101-101-810.000		MILEAGE TOTAL	
			Meals/Parking Total	92.25
			Total Reimbursement	73.15
				577.50
			It is hereby certified that the abo	
	210	. 6	and that no part of the same has	been paid
	1 0 M	N 285	·- • ~ ~	
×	C. 1, "C	Charles .	Marlynn V.	Bradstrom
	CECEL STEE	510	Sond Emplos	
	00,70	) <b>e</b> ″	0. A.	•
	F. White			
	CO,			and the second s
		()	Signed Authorizing Department	nt Head
			•	

# . COUNTY OF MECOSTA

Commission	ers		Date	12-13-2022	
Pay to:	MARILYN	N BRADSTA	esm	ibrill 1/2022	
			- Ping	il /4/	
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
DATE		ITEMS		AMOUNT	
11-3-22	B.O.C.			50.00	
11-9	CONTRAC	T NEGOTIA	T10N5	100.00	
11-14	FINANCE	<u> </u>		50,00	
11-17	B.O.C.				
11-29	FINANCE				
12-1	B.O.C.				
12-7		KS (IN BR)			
12-8		EXEC. Com			
12-9		(at Moiso	)		
12-13	FINANCE			<b>V</b>	
		Company of the Compan	Professional Agreement and the contract of the		
			and the second		
				11.11.11.11.11.11.11.11.11.11.11.11.11.	
			· · · · · · · · · · · · · · · · · · ·		
	<u></u>		TOTAL	\$ 550.00	
Charge to:	Per Diem			\$ 500	
Account #:	101 101 705.000			1 500	
Finance Committee A	Approvai			nat the above account is	
	40		has been paid.	hat no part of the same	
e 4			•		
has been paid.  Marilyn J. Bradstrom  Signed  Signed					
Civia	July De		Signed		
Les VC 13	RD ONER				
Dr. O	PISSIV				
ORA	Mar				