

Finance Committee Agenda

10/17/2023

1:30 PM

Room 202

Meeting called by:	Ray Steinke	Note taker:	Mindy Taylor
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Attendees:	Bill Routley, Tom O'Neil, Jerrilynn Strong
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----- Agenda Topics -----

Call To Order	Chair
Public Comment	
Investment Update	Treasurer
Equipment Purchase Request/Victim Rights	Prosecutor's Office
Special Drain Assessment	Drain Commissioner
Budget Alteration/Juvenile Court	Finance Officer
Budget Amendment Request Equalization	Finance Officer
Budget Amendment Request SR 289 Secondary Road Patrol	Finance Officer
Commissioner Per Diem and Travel	
Listed Bills	
Other Business	
Adjournment	Chair

Finance Committee Minutes

10/17/2023

1:30 PM

Room 202

Meeting called by: Ray Steinke **Note taker:** Mindy Taylor
Attendees: Bill Routley, Tom O'Neil, Jerrilynn Strong

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

Call To Order Chair 1:30 PM

Public Comment NONE

Investment Update Treasurer

Discussion: Ms. Earnest appeared to give an updated analysis individually of the Huntington Bank brokerage CD's versus moving them to Michigan Class. She also provided a printout of how the current dollars at Michigan Class are invested.

Conclusions: **The Committee concurred with the recommendation of the Treasurer and her analysis of the current CD's at Huntington.**

Equipment Purchase Request/Victim Rights Prosecutor's Office

Discussion: The Committee reviewed a request from the Prosecutor's Office to purchase a laptop out of the Victim's Rights grant at a cost of \$1,219.45 with \$1,200 from the grant and the balance from the Prosecutor's budget.

Conclusions: **The Committee will recommend to the Board that the laptop be purchased with grant funds from SR Fund 268.**

Special Drain Assessment Drain Commissioner

Discussion: The Committee reviewed the 2023 Special Drain Assessment in the amount of \$2,407.25.

Conclusions: **The Committee will recommend to the Board that the assessment be paid from Appropriations line 101-999-999.340.**

Budget Alterations/ Juvenile Court Finance Officer

Discussion: The Committee reviewed a budget alteration request from the Juvenile Court to move funds within the budget to balance individual line items.

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

Action items:

Amend the Budget

Person responsible:

Finance Officer

Deadline:

Budget Amendment Request Equalization		Finance Officer	
Discussion: The Committee reviewed a Budget Alteration request to move funds within the budget, with an additional \$1,156 from Unreserved Contingency, to cover MERS and wage increases resulting from increases approved after the budget was approved for 2023.			
Conclusions: The Committee will recommend to the Board that the Budget Amendment be approved as presented, including transfer of \$1,156 from Unreserved Contingency.			
Action items:		Person responsible:	Deadline:
Amend the Budget		Finance Officer	

Budget Amendment Request SR 289 Secondary Road Patrol		Finance Officer	
Discussion: The Committee reviewed a Budget Amendment request to move funds within the budget, with an additional \$8,700 from an increase in the State Grant, to cover MERS and wage increases resulting from increases approved after the budget was approved for 2023.			
Conclusions: The Committee will recommend to the Board that the Budget Amendment be approved as presented.			
Action items:		Person responsible:	Deadline:
Amend the Budget		Finance Officer	

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: An update was distributed for the Opioid funds settlements.			

Adjournment	Chair	2:14 PM
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JON PETERSON
Prosecuting Attorney
County of Mecosta

Office of the Prosecuting Attorney

Erin L. Fisher
Chief Assistant Prosecutor

Mecosta County Building
400 Elm Street, Room 206
Big Rapids MI 49307
Phone: (231) 592-0141
Fax: (231) 796-3050
mecostaprosecutor.org
mecostacounty.org

FC - 2

October 10, 2023

Mecosta County Board of Commissioners
400 Elm Street
Big Rapids, MI 49307

RE: Victim Rights Grant Laptop Purchase

Dear Commissioners:

This grant year the County of Mecosta has received an additional allocation of \$1,200 toward computer equipment purchases. We are requesting the approval to purchase a new laptop with these funds. Our office, in the pursuit of justice and victim advocacy, benefits greatly from the purchase of laptops. The laptops enable the advocate to become mobile and grasp information with a victim at any given location. This laptop will also be the primary laptop used in the courtroom to display evidence while in criminal prosecution cases.

We have received a quote from IT for a HP 17.3" Notebook at a cost of \$1,219.45. The prosecutor's Office would request approval to purchase this laptop using 2024 allocated grant funds.

Thank you for your attention to this request.

Sincerely,

Jonathan Peterson
Prosecuting Attorney

RECEIVED
OCT 10 2023
BOARD OF
COMMISSIONERS

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

Nicole Clementshaw, Deputy Drain Commissioner


FC - 3

 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 3, 2023

 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 2023 Drain Special Assessments. Enclosed are copies of the 2023 Special Assessments. The following amounts are due by December 31, 2023:

<u>Drain/Dam</u>	<u>Township</u>	<u>Benefit % / (Year)</u>	<u>Amount</u>
Blanchard Intercounty Drain	Millbrook	15% (Year 5 of 20)	\$0
Brady Lake Dam	Aetna	0% (Year 3 of 10)	\$0
Culp Drain	Millbrook	18.39% (Year 9 of 15)	\$0
Ford Drain	Aetna, Austin, Deerfield, & Mecosta	20% (Year 4 of 15)	\$0
Geitzen Drain	Wheatland	7.5% (Year 2 of 2)	\$0
Ives Drain	Big Rapids Charter & City of Big Rapids	3.095% (Year 1 of 20)	\$0
Martin Drain	Wheatland	7.5% (Year 1 of 1)	\$1,950.00
Pine Lake Drain	Wheatland	9.145% (Year 1 of 1)	\$ 457.25
Snow Drain	Hinton	20% (Year 7 of 15)	\$0

Total 2023 Special Assessment due: \$2,407.25

*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>
Pine Lake Drain	Wheatland	9.145% (Year 1 of 1)	\$ 457.25
Martin Drain	Wheatland	7.5% (Year 1 of 1)	\$1,950.00

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

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

Sincerely,

A handwritten signature in cursive script that reads 'Karla Miller'.

Karla Miller
 Mecosta County Drain Commissioner

Enclosure – Copy of all 2023 Special Assessments

FC - 4

GL NUMBER	DESCRIPTION	101-149 Juvenile Court	ADDITIONAL BUDGET	AMENDED BUDGET	PLUS	MINUS	AMENDED BUDGET	YTD ACTUAL	BUDGET USED	ALTERATION Request # 1	XXXX	AMENDMENT
Fund 101 - GENERAL OPERATING FUND												
101-149-702.060	JUVENILE OFFICER	81,284.00	81,284.00	0.00	0.00	0.00	81,284.00	52,667.91	64.79			
101-149-704.000	IRA/INS.SUBSTITUTE	0.00	0.00	5,501.00	0.00	0.00	5,501.00	4,019.26	0.00	Ave additional funds required?		
101-149-706.000	REGULAR FULL-TIME WAGES	33,532.00	33,532.00	0.00	0.00	0.00	33,532.00	21,194.97	63.21			
101-149-713.000	SOCIAL SECURITY/FICA	7,168.00	7,168.00	0.00	0.00	0.00	7,168.00	5,107.96	71.26	Yes	NO	
101-149-713.010	MEDICARE/FICA	1,676.00	1,676.00	0.00	0.00	0.00	1,676.00	1,194.60	71.26			
101-149-714.000	MEALS	10,815.00	10,815.00	20.00	0.00	0.00	10,835.00	7,728.95	71.47	If YES, what amount?		\$ _____
101-149-720.000	UNUSED SICK LEAVE	796.00	796.00	0.00	0.00	(796.00)	0.00	0.00	0.00			
101-149-723.000	VACATION WAGES	0.00	0.00	0.00	0.00	0.00	0.00	6,585.20	0.00	Funding Source?		_____
101-149-724.000	SICK TIME WAGES	0.00	0.00	0.00	0.00	0.00	0.00	986.10	0.00			
101-149-728.000	OFFICE SUPPLIES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	152.51	10.17	EXPLANATION:		
101-149-730.000	SUPPLIES/MINOR EQUIPMENT	500.00	500.00	0.00	0.00	0.00	500.00	387.99	77.60			
101-149-804.000	APPOINTED ATTORNEY	100,000.00	100,000.00	0.00	0.00	(5,061.00)	94,939.00	28,343.84	28.34			
101-149-805.000	JURY/WITNESS FEES	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	1,493.65	59.75			
101-149-807.000	TRANSCRIPTS/LEGAL	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	3,835.10	76.70			
101-149-808.000	MEMBERSHIP/DUES	320.00	320.00	0.00	0.00	0.00	320.00	270.00	84.38			
101-149-809.000	CONFERENCE EXPENSES	900.00	900.00	0.00	0.00	0.00	900.00	486.95	54.11	Finance Committee Approved		
101-149-810.000	TRAVEL/MILEAGE EXPENSE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	848.34	56.56			
101-149-812.000	EMPLOYEE PHYSICALS	0.00	0.00	111.00	0.00	0.00	111.00	111.00	0.00	DATE: _____		
101-149-821.000	POSTAGE	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	1,636.76	65.47			
101-149-822.000	TELEPHONE	350.00	350.00	225.00	0.00	0.00	575.00	415.77	118.79			
101-149-855.010	SOFTWARE PROGRAMS AND UPDATES	575.00	575.00	0.00	0.00	0.00	575.00	240.00	41.74	Board of Commissioners Approved		
TOTAL Expenditures		250,916.00	250,916.00	5,857.00	(5,857.00)	0.00	250,916.00	137,706.86	54.88	DATE: _____		
TOTAL FOR FUND 101												
REVENUES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
EXPENDITURES		250,916.00	250,916.00	5,857.00	(5,857.00)	0.00	250,916.00	137,706.86	54.88			
NET OF REVENUES VS. EXPENDITURES		(250,916.00)	(250,916.00)	(5,857.00)	(5,857.00)	0.00	(250,916.00)	(137,706.86)	(54.88)			

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										ALTERATION		AMENDMENT	
GL NUMBER	DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	PLUS	MINUS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED	Request # 1				
Fund 101 - GENERAL OPERATING FUND													
101-243-702.070	EQUALIZATION DIRECTOR	75,581.00	75,581.00	0.00	0.00	75,581.00	47,984.20	63.49	Are additional funds required?				
101-243-703.000	OTHER SALARIED	54,189.00	54,189.00	0.00	0.00	54,189.00	34,889.33	64.38					
101-243-704.010	INSURANCE SUBSTITUTE	10,502.00	10,502.00	0.00	0.00	10,502.00	7,673.15	73.06	Yes	xxx	NO		
101-243-706.000	REGULAR FULL-TIME WAGES	82,056.00	82,056.00	4,095.00	0.00	86,151.00	54,131.61	65.97					
101-243-710.000	LONGEVITY	720.00	720.00	0.00	0.00	720.00	720.00	100.00	If YES, what amount?	\$ 1,156.00			
101-243-713.010	SOCIAL SECURITY/FICA	13,965.00	13,965.00	0.00	0.00	13,965.00	9,683.25	69.34					
101-243-714.000	MEDICARE/FICA	3,266.00	3,266.00	0.00	0.00	3,266.00	2,264.63	69.34	Funding Source?		Unreserved Contingency		
101-243-714.000	MERS	20,237.00	20,237.00	1,455.00	0.00	21,692.00	15,543.38	76.81			101-890		
101-243-720.000	UNUSED SICK LEAVE	2,200.00	2,200.00	0.00	(1,282.00)	918.00	0.00	0.00	EXPLANATION:				
101-243-723.000	VACATION WAGES	0.00	0.00	0.00	0.00	0.00	12,467.43	0.00					
101-243-724.000	SICK TIME WAGES	0.00	0.00	0.00	0.00	0.00	4,163.61	0.00					
101-243-728.000	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	(300.00)	700.00	135.37	13.54			Additional Dollars needed for TPOAM Contracted		
101-243-742.000	GAS/FUEL	300.00	300.00	0.00	(150.00)	150.00	106.09	35.36			Wage & MERS Increases approved after budget was approved for 2023.		
101-243-773.000	SUPPLIES/MINOR EQUIPMENT	0.00	0.00	122.00	0.00	122.00	121.80	0.00					
101-243-808.000	MEMBERSHIP/DUES	1,240.00	1,240.00	0.00	(75.00)	1,165.00	455.00	36.69	Finance Committee Approved				
101-243-809.000	CONFERENCE EXPENSES	600.00	600.00	0.00	(30.00)	570.00	568.21	94.70					
101-243-810.000	TRAVEL/MILEAGE EXPENSE	1,500.00	1,500.00	0.00	(1,250.00)	250.00	0.00	0.00	DATE:				
101-243-811.000	TRAINING EXPENSES	2,000.00	2,000.00	0.00	(1,250.00)	750.00	310.00	15.50					
101-243-821.000	POSTAGE	600.00	600.00	0.00	(100.00)	500.00	226.44	37.74					
101-243-822.000	TELEPHONE	300.00	300.00	0.00	0.00	300.00	222.55	74.18	Board of Commissioners Approved				
101-243-828.000	PRINTING/PUBLICATIONS	500.00	500.00	12.00	0.00	512.00	511.50	102.30					
101-243-854.000	VEHICLE MAINTENANCE	250.00	250.00	0.00	(250.00)	0.00	0.00	0.00	DATE:				
101-243-855.000	SOFTWARE MAINTENANCE CONTRACT	4,375.00	4,375.00	159.00	0.00	4,534.00	4,534.00	103.63					
101-243-855.010	SOFTWARE PROGRAMS AND UPDATES	960.00	960.00	0.00	0.00	960.00	450.64	46.94					
TOTAL Expenditures		276,341.00	276,341.00	5,843.00	(4,687.00)	277,497.00	197,162.19	71.35					
TOTAL FOR FUND 101													
REVENUES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00					
EXPENDITURES		276,341.00	276,341.00	5,843.00	(4,687.00)	277,497.00	197,162.19	71.35					
NET OF REVENUES vs. EXPENDITURES		(276,341.00)	(276,341.00)	(5,843.00)	4,687.00	(277,497.00)	(197,162.19)	(71.35)					

01/26/2023
Year Ended 12/31/2023

QUARTERLY BUDGET AMENDMENT REPORT FOR MECOSTA COUNTY
101-890 Unreserved Contingency

ALTERATION

AMENDMENT xxx

Request # 4

GL NUMBER	DESCRIPTION	ADOPTED	AMENDED	PLUS	MINUS	FINAL	YTD	PCT OF		BUDGET Are additional funds required?	Yes	xxx	NO	_____
		BUDGET	BUDGET			AMENDED		ACTUAL	BUDGET					
Fund 101 - GENERAL OPERATING FUND														
101-890-700.000	DISBURSEMENTS													
TOTAL Expenditures		200,000.00	94,388.00	0.00	(1,156.00)	93,232.00	0.00	0.00	0.00	If YES, what amount?				\$ 1,156.00
		200,000.00	94,388.00	0.00	(1,156.00)	93,232.00	0.00	0.00	0.00					
TOTAL FOR FUND 101														
REVENUES:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	EXPLANATION:				
EXPENDITURES		200,000.00	94,388.00	0.00	(1,156.00)	93,232.00	0.00	0.00	0.00					
NET OF REVENUES vs. EXPENDITURES		(200,000.00)	(94,388.00)	0.00	1,156.00	(93,232.00)	0.00	0.00	0.00	Finance Committee Approved				
														Equalization - Wage & MERS
														Contract Agreement Increases

DATE:

Board of Commissioners Approved

DATE:

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GL NUMBER	DESCRIPTION	ADOPTED BUDGET	AMENDED BUDGET	PLUS	MINUS	AMENDED BUDGET	YTD ACTUAL	BUDGET USED	Request # 1
Fund 289 - SECONDARY ROAD PATROL FUND									Are additional funds required?
289-000-539.000	STATE GRANTS/SHERIFF	37,014.00	37,014.00	46,536.00	0.00	83,550.00	55,303.72	149.41	
289-000-671.000	BUDGET USES OF FUND BALANCE	43,504.00	54,225.00	0.00	0.00	54,225.00	0.00	0.00	Yes X NO
289-000-699.000	TRANSFERS IN	21,500.00	21,500.00	0.00	0.00	21,500.00	21,500.00	100.00	
TOTAL Revenues		102,018.00	112,739.00	46,536.00	0.00	159,275.00	76,803.72	68.13	If YES, what amount? \$ 8,700
289-000-706.000	REGULAR FULL-TIME WAGES	59,531.00	59,531.00	2,391.00	0.00	61,922.00	41,707.77	70.06	Funding Source?
289-000-709.000	OVERTIME WAGES	515.00	515.00	500.00	0.00	1,015.00	859.61	166.91	
289-000-709.010	HOLIDAY PAY	3,005.00	3,005.00	0.00	0.00	3,005.00	703.04	23.40	EXPLANATION:
289-000-709.040	UNUSED VAC & COMP TIME	1,202.00	1,202.00	2,850.00	0.00	4,052.00	2,841.94	236.43	
289-000-713.000	SOCIAL SECURITY/FICA	4,069.00	4,069.00	273.00	0.00	4,342.00	2,863.62	70.38	
289-000-713.010	MEDICARE/FICA	952.00	952.00	64.00	0.00	1,016.00	669.72	70.38	
289-000-714.000	MERS	7,156.00	7,156.00	2,650.00	0.00	9,806.00	6,958.86	97.25	
289-000-716.000	WORKMAN COMPENSATION	1,904.00	1,904.00	87.00	0.00	1,991.00	991.62	52.08	
289-000-717.000	HEALTH INSURANCE	20,000.00	20,000.00	222.00	0.00	20,222.00	17,114.34	85.57	Finance Committee Approved
289-000-717.010	HEALTHCARE SAVING PROGRAM	60.00	60.00	0.00	0.00	60.00	45.00	75.00	
289-000-718.000	DENTAL, VISION, LIFE	1,500.00	1,500.00	0.00	(95.00)	1,405.00	1,170.10	78.01	DATE:
289-000-720.000	UNUSED SICK LEAVE	1,374.00	1,374.00	0.00	(242.00)	1,132.00	0.00	0.00	
289-000-723.000	VACATION WAGES	0.00	0.00	0.00	0.00	0.00	1,488.50	0.00	
289-000-724.000	SICK TIME WAGES	0.00	0.00	0.00	0.00	0.00	863.33	0.00	
TOTAL Expenditures		101,268.00	101,268.00	9,037.00	(337.00)	109,968.00	78,277.45	77.30	Board of Commissioners Approved
TOTAL FOR FUND 289									DATE:
REVENUES:		102,018.00	112,739.00	46,536.00	0.00	159,275.00	76,803.72	68.13	
EXPENDITURES		101,267.00	101,268.00	9,037.00	(337.00)	109,968.00	78,277.45	77.30	
NET OF REVENUES vs. EXPENDITURES		751.00	11,471.00	37,499.00	337.00	49,307.00	(1,473.73)	(9.17)	

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

Date 13-Oct-23

Remus, Michigan 49340

TOTAL	\$100.00
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Signed

Date: 10-9-23

Ray STEINKE

RECEIVED
OCT 12 1979
BOARD OF
COMMISSIONERS

g Expense

COPY



Roy Steinke
Signed by Employee

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


Date: 10-11-23

Pay to: Randy Vetter

RECEIVED
OCT 11 2011
BOARD OF
COMMISSIONERS

ense

COPY



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

Commissioners

Date 10-11-23

RECEIVED
OCT 11 1966
BOARD OF
COMMISSIONERS

TOTAL \$ 150.00

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

Signed

COPY

COUNTY OF MECOSTA

Date: 10-2-23

Sharon Bongard

[illegible]

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

Meals & Parking Expense
101-101-809.000

Expense

RECEIVED
OCT 06 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.

Sharon Bongard
Signed by Employee

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

Commissioners

Date 10.2.23

Pay to: Sharon Bongard

TOTAL 50.00

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 RECEIVED
OCT 05 2010
BOARD OF
COMMISSIONERS

Signed