



St. Joseph City Commission  
Commission Chambers  
700 Broad Street, St Joseph, MI 49085

**AGENDA**  
**September 22, 2025**  
**6:00 PM**

**This meeting will be held in person: the public can view the meeting by going to Zoom.us on a computer or mobile device, or by calling 312.626.6799 (or 877.853.5247 toll free). Comments will not be received via Zoom; persons wishing to speak should be present in person.**

**Meeting ID: 844 8860 9278**

**Telecommunications relay services to assist individuals with disabilities are available by calling 7-1-1 and providing the meeting information to the relay operator; there is no charge to the caller.**

1. Call to Order
2. Order of Business
3. Pledge of Allegiance
4. Announcements
5. Approval of Agenda
6. Public Comment - For Items on the Consent Agenda, or Not on the Agenda - Please Limit Comments to Three Minutes
7. Consent Agenda
  - 7.a Meeting Minutes of September 8, 2025
  - 7.b [Invoice and Tax Disbursements](#)
  - 7.c [New Board Appointments](#)
  - 7.d [Special Event Application - Turkey Trot 5K](#)
  - 7.e [St. Joseph Housing Commission Monthly Update](#)
  - 7.f [MI Healthy Climate Fellows 2026 Host City](#)
  - 7.g [Charging Smart Program Application](#)
8. Old Business
  - 8.a [DDA TIF Public Hearing](#)
9. New Business
  - 9.a [Amendment to Personnel Policy Manual: 457 Plan and Roth](#)
10. Reports
11. City Manager Comments
12. City Commission Comments



Minutes of the St. Joseph City Commission Meeting held in the Commission Chambers 700 Broad Street, St Joseph, MI 49085, on September 8, 2025.

## Call to Order

The meeting was called to order by Mayor Brook Thomas at 6:00 PM.

Attendee Name	Title	Status
Brook Thomas	Mayor	Present
Michele Binkley	Mayor Pro Tem	Absent
Michael Sarola	Commissioner	Present
Michael Fernandez	Commissioner	Present
Tess Ulrey	Commissioner	Present
Also present: City Manager Emily Hackworth, City Attorney Laurie Schmidt, City Clerk Abby Bishop		

## 2. Order of Business

## 3. Pledge of Allegiance

## 4. Announcements

Mayor Thomas advised that Commissioner Michele Binkley would not be in attendance.

## 5. Approval of Agenda

**MOTION:** To approve the Agenda as presented.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

## 6. Public Comment - For Items on the Consent Agenda, or Not on the Agenda - Please Limit Comments to Three Minutes

Steve Spielman, a City resident, suggested moving the parking side of Lions Park Drive to the opposite side of the street, where there are fewer curb cuts and fire hydrants. He said that repainting the white lines on the streets was a waste of money, and that the new Chick-fil-A food truck in downtown does not pay City taxes and is taking business away from existing local businesses.

Thomas Barnes, a City resident, thanked the City for supporting the municipal band and stated that the band is a great asset to the community.

## 7. Consent Agenda

**MOTION:** To approve the Consent Agenda, as presented.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

## 7.a Minutes of August 25, 2025

Approved the Minutes of August 25, 2025, as presented.

**7.b New Board Appointments**

Approved the new board appointments to the Brownfield Redevelopment Authority for Mike Sarola and Corey Carolla with a term expiring on April 30 2027, and Patrick Swem with a term expiring on April 30, 2026.

**7.c Peddler Application**

Approved the Peddler application from Aptive Environmental, as presented.

**7.d Tree Trimming and Removal**

Approved the list of tree trimming and tree removals at numerous locations around the City and authorized Chop Tree Service to perform the work, in the amount of \$42,390.00.

**7.e Invoice and Tax Disbursements**

Approved the invoice and tax disbursements as presented.

**8. Old Business**

**8.a Text Amendment - Section 9.8.2 MS-OD Main Street Overlay District - District Boundaries and Descriptions - Graham Kutchek - Second and Final Reading**

Commissioner Fernandez noted the amendment paves the way for more housing and there were no changes from the first reading.

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF  
THE CITY OF ST. JOSEPH, MICHIGAN**

THE CITY OF ST. JOSEPH ORDAINS that the City of St. Joseph Zoning Ordinance adopted by Chapter 33 of the City of St. Joseph Code of Ordinances and codified as Appendix A is hereby amended as follows:

1. Article IX. "Special Districts", Sec. 9.8 "MS-OD" Main Street Corridor Overlay District, Sec. 9.8.2 "District Boundaries and Description." is amended to read as follows:

9.8.2. District Boundaries and Description. The MS-OD includes all properties in the CO-A Commercial Office zoning district, the C Commercial zoning district and the R-1 Single-Family Residence district that abut Main Street located between Broad Street on the north Jones Street on the south, excluding properties located in the D Downtown zoning district and planned unit developments.

All provisions of the Zoning Ordinance of the City of St. Joseph not hereby amended remain in full force and effect.

This ordinance shall take effect 10 days after its final passage.

**MOTION:** To approve the second and final reading of an ordinance to amend Article IX Special Districts, Section 9.8 MS-OD Main Street Corridor Overlay District, Section 9.8.2 to include properties located within the R-1 SingleFamily Residence district in the overlay district of the Zoning Ordinance of the City of St. Joseph, Michigan based on the factors set forth under Section 22.3 of the Zoning Ordinance.



<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Michael Sarola, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

## 9. New Business

### 9.a Dickinson Park Restroom Project

Director of Public Works Greg Grothous explained the project, the reasons for the change in estimated costs from 2023 and requested approval.

**MOTION:** To approve the bid from Pearson Construction of Benton Harbor, MI in the amount of \$607,990.00 to construct a restroom facility and parking lot in Dickinson Park and authorize the City Manager to execute the appropriate documents on behalf of the City.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sarola, Commissioner
<b>SECONDER:</b>	Michael Fernandez, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

### 9.b Purchase of Excavator

Director of Public Works Greg Grothous presented the request for approval of the Sourcewell quote from Michigan Cat for the purchase of one new Caterpillar Model 308 Excavator. Grothous explained that Sourcewell is a government agency that provides nationally leveraged and competitively solicited purchasing contracts and has been used often over the last five to six years, providing the City with better prices. He stated that staff previewed demos from various companies with similar equipment and was most impressed with the Cat excavator. Grothous advised that the excavator is a critical piece of equipment used in various repairs, replacements, and installations throughout the City and service area. Grothous also explained the difference between going to auction or trading in the current excavator, and why staff felt the trade-in was the safer option.

Commissioner Sarola asked what the original purchase price of the Volvo excavator was. Grothous estimated the cost to be about \$120,000 to \$125,000, and they purchased additional attachments at a later date. He noted that most of the attachments go with the trade-in, and the compaction bucket will stay with the City.

Commissioner Fernandez asked about warranty coverage and repairs to the new excavator beyond the warranty period. Grothous stated that City staff are comfortable with making repairs as they have worked on CAT equipment before, and the warranty from CAT is fairly lengthy. He explained the difficulty of sending the excavator out for repairs and being without it for several weeks. Fernandez noted that it is a vital cog in the City's asset management program.

Further discussions followed on whether the proposed trade-in numbers were too low and whether there was an option to put it up for auction. Grothous explained the auction process, noting that they can set a reserve amount, but the bidding company they use, Biddergy, does not recommend doing so because it tends to discourage bidders. Grothous added that he

believes they could do better, but is concerned that if anyone comes out to look at it in person, they will see all the items that need to be replaced and the associated costs.

Mayor Thomas thought the trade-in numbers seemed low and wondered if this was typical or the least risky route to take. Grothous stated the market has shifted over the last three years, and now it tends to be a buyer's market. He said there is more available product and more opportunity for buyers to be picky.

**MOTION:** To approve the Sourcewell quote from Michigan Cat of Kalamazoo in the amount of \$160,474.94 to provide a 2025 Caterpillar 308 Excavator to be paid from the Motor Pool Fund, and also to accept the trade-in offer of \$31,000 from Michigan Cat for the 2018 Volvo Excavator, and to dispose of the 2018 Excavator to Michigan Cat as part of the transaction.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

### 9.c City Parks Sign Fabrication Contractor

Director of Public Works Greg Grothous presented a request to replace 12 wayfinding signs in City parks. Grothous explained that, as part of the 2025-2026 budget, \$63,000 was allocated for replacing the remaining twelve (12) signs in City parks. Lake Bluff Park, Lions Park, and Tiscornia Beach were replaced in the first phase of wayfinding sign installation, completed by Fairmont Sign Company of Detroit, Michigan, and approved by the Commission in February. He stated that the existing park signs, made of wood, have been failing for several years. The Parks Division team has been very resourceful in keeping the signs functional, but are running out of options as the signs' conditions continue to deteriorate.

Grothous advised that City staff contacted Fairmont to ask if they would fabricate the twelve park signs and if they would honor the pricing provided in the original bid. Fairmont tried to stick to their original rates where possible, although material costs did increase. They provided a quote for the new park signs totaling \$63,682.00. Grothous stated that the budget for this project is \$63,000, which was estimated based on the pricing given in February.

Commissioner Sarola asked if the signs would be exactly as they are presented in the packet pictures. Grothous stated yes, they would match the existing signs from phase 1. Further discussion followed on how the signs are installed and the cost of the installation from Fairmont

City Manager Emily Hackworth stated that she reached out to Corbin Design, who designed the signs, and they had done a quality review on the creation and installation of all the signs from Fairmont. She was advised that the cost of installation goes beyond only man-hours and that, based on what they have seen over the past couple of months, this was a great price.

Commissioner Sarola stated that the installation price was high and asked Grothous if he was comfortable with his staff handling the installation. Grothous responded that his staff is capable, but the timing to get them installed would be the challenge. Commissioner Fernandez noted that the capacity spent installing them by staff would have left other tasks undone.

Hackworth stated that Grothous ran the scenario of his staff installing the signs and estimated that four laborers working 10 hours per sign would cost \$1350.00, which is \$120.00 less than what Fairmont quoted. She noted that City staff might be quicker or slower, but there would definitely be a learning curve.

Commissioner Sarola requested notification when the installation begins, so he can be present to observe.

Mayor Thomas said that if staff handled the installation, there would be overtime. She voiced concerns about overworking and exhausting City staff.

**MOTION:** To approve the Fairmont Sign Company proposal for City Park Sign Fabrication and Installation in the amount of \$63,682.00 and authorize the City Manager to execute the appropriate documents on behalf of the City.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

**9.d Special Event Application - Downtown Spooktacular**

**MOTION:** To approve the special event request from St. Joe Today for the Downtown Spooktacular and to direct staff to issue a special event permit.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sarola, Commissioner
<b>SECONDER:</b>	Michael Fernandez, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

**9.e DDA Expansion**

Development Director Kelly Ewalt explained that at a previous City Commission meeting, the Downtown Development Authority (DDA) was asked to consider expanding its membership to include a broader representation from interested community members. Ewalt mentioned that after several discussions at DDA meetings, they are recommending increasing the membership to 11 members, one less than the maximum of 12, to keep an odd number for voting purposes. This expansion would allow the authority to fill the current vacant seat and to appoint two additional members. She stated that the interview panel has already interviewed nine interested applicants for the current single vacancy, indicating strong interest from potential members. Expanding the board would create an opportunity to involve more qualified individuals.

**CITY OF ST. JOSEPH, MICHIGAN**  
**RESOLUTION NO. 2025-\_\_**

**A RESOLUTION TO AMEND THE COMPOSITION OF THE DOWNTOWN DEVELOPMENT  
AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, pursuant to Act 197 of the Public Acts of 1975, as amended (“the Act”), the City of St. Joseph established a Downtown Development Authority (DDA) for the purpose of preventing and correcting deterioration in business districts, promoting economic growth, and encouraging private investment; and

**WHEREAS**, Section 4(1) of the Act provides that the DDA shall be under the supervision and control of a Board consisting of not less than 8 nor more than 12 members, as determined by the governing body of the municipality; and

**WHEREAS**, the current DDA Board consists of 9 members, as established by prior resolution of the City Commission; and

**WHEREAS**, the City Commission finds it to be in the best interest of the City and the DDA to **increase the membership of the Board from 9 to 11** members to allow for broader representation and greater stakeholder involvement in decisions affecting the downtown district.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of St. Joseph, Michigan, that:

1. The authorized membership of the Downtown Development Authority Board is hereby increased from 9 members to 11 members.
2. The additional members shall be appointed by the Mayor, subject to approval by the City Commission, in accordance with the provisions of the Act and any applicable City ordinances.
3. All appointments shall serve terms as provided by statute and local ordinance, and efforts shall be made to include representation from downtown property owners, business operators, and residents within the DDA district.
4. City staff are directed to take all necessary actions to implement this change, including updating applicable records and notifying the existing Board of Directors.

**MOTION:** To approve the resolution expanding the St Joseph DDA to 11 members.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey
<b>ABSENT:</b>	Mayor Pro Tem Binkley

**10. Reports**

None.

**11. City Manager Comments**

City Manager Emily Hackworth stated she was excited for the new Spooktacular event. On October 4th, the City, in partnership with St. Joseph Today, is hosting an event called Play St. Joe, which will focus on busking in the downtown. They plan to invite musicians to come into town and set up in specific locations. On October 18th at 7:30 PM, they will be hosting Scary Movie Night and showing Young Frankenstein. The annual Truck or Treat event will be on October 25th from 4-6 PM in downtown on Lake Boulevard.

She also shared that a City Parks and Rec Master Plan survey was available through the end of the week.

## **12. City Commission Comments**

Commissioner Sarola asked that staff look into the public comment suggestion for parking on Lions Park Drive and report back to the Commission at the next meeting.

Commissioner Fernandez thanked City staff for their work in bringing infrastructure projects and rezoning requests to the Commission.

Commissioner Ulrey said it was incredible to hear that nine applicants applied for the open DDA position. She advised that there are many other boards in the City to get involved with and noted that it was encouraging to see the interest.

Mayor Thomas stated she met several local and out-of-state visitors at the Farmers Market this last weekend and appreciates the work from St Joseph Today to help keep the season in the downtown going for the locals and businesses. She said the more events, the better for the City, as she was told that St Joseph is one of, if not the only, year-round lake shore communities between the Indiana border and Holland. She emphasized the importance of creating a better City for people who live here.

Mayor Thomas announced that on Monday, Bright and Early Rail Safety Week kicks off at the Amtrak station.

The meeting was closed at 6:45 PM.

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Presiding Officer

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City Clerk/ Recording Secretary

# Agenda Item

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**TO:** City Commission  
**FROM:** Ben Reynnells, Finance Director  
**RE:** Invoice and Tax Disbursements  
**MEETING DATE:** September 22, 2025

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As part of the consent agenda, please consider approval of the following invoices and disbursements from August 21, 2025, through September 3, 2025.

Regular invoices: \$1,486,683.16  
Tax disbursements: \$504,313.77  
Total disbursed: \$1,990,996.93

*Action Requested:* Motion to approve, as part of the consent agenda, cash disbursements, as presented.

**ATTACHMENT(S):**

- EXP CHECK RUN DATES 09-04-2025 TO 09-17-2025.pdf

## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
Fund 101 General Fund			
Dept 000.000			
101-000.000-273.500	BRICKS AND STICKS HOME SERVICES LLC	AUG 2025 RENTAL INSPECTOR	2,120.00
101-000.000-273.500	JEWELL, KENNETH MICHAEL	MECHANICAL INSPECTOR AUG 2025	3,872.00
101-000.000-273.500	KEYONE SERVICES PLLC	PLUMBING INSPECTOR AUG 2025	2,784.00
101-000.000-273.500	SIMPSON, KENNETH D.	ELECTRICAL INSPECTOR AUG 2025	4,279.20
101-000.000-651.200	CORTES, ERIC	PARK DAY PASS REFUND	10.00
		Total For Dept 000.000	13,065.20
Dept 172.000 City Manager			
101-172.000-805.000	FOSTER SWIFT COLLINS & SMITH	PROFESSIONAL SERVICES THROUGH 07-31-2025	1,100.00
		Total For Dept 172.000 City Manager	1,100.00
Dept 235.000 Central Purchasing			
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	PAPER	49.00
101-235.000-740.000	OSCAR'S PRINTING & COPY CENTER	ENVELOPES	530.88
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	64.72
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	FIRST AID SUPPLIES	39.17
		Total For Dept 235.000 Central Purchasing	683.77
Dept 257.000 City Assessor			
101-257.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	772.38
101-257.000-900.000	OSCAR'S PRINTING & COPY CENTER	BUSINESS CARDS	66.00
		Total For Dept 257.000 City Assessor	838.38
Dept 265.000 Buildings & Grounds			
101-265.000-740.000	KENDALL ELECTRIC INC	CARD ACCESS CONTROL	106.14
101-265.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	372.31
101-265.000-740.000	LOWE'S HOME CENTERS, LLC	CLEANING SUPPLIES	12.33
101-265.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	67.08
101-265.000-850.000	TELNET WORLDWIDE	BILL DATE 09-01-2025	726.12
101-265.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	43.20
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	WOODBINE AC REPAIRS	619.75
101-265.000-931.000	TRUGREEN	TURF SERVICES	50.00
101-265.000-931.000	TRUGREEN	TURF SERVICES	105.00
		Total For Dept 265.000 Buildings & Grounds	2,101.93
Dept 266.000 City Attorney			
101-266.000-790.000	RELX INC. DBA LEXIS NEXIS	MONTHLY LEGAL SUBSCRIPTION	108.00

## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
		Total For Dept 266.000 City Attorney	108.00
Dept 336.000 Fire Department			
101-336.000-740.000	GALLS, LLC	HOLSTERS	131.97
101-336.000-740.000	AMAZON CAPITAL SERVICES	CHAIR, FOLDERS, AND KEYBOARD	110.97
101-336.000-776.000	DINGES FIRE COMPANY	HELMET BADGE	117.72
101-336.000-860.000	BENTON HARBOR DEPT OF PUBLIC SAFETY	TRAINING	4,600.00
101-336.000-860.000	KAZMIERZAK, BRIAN	TRAINING	750.00
101-336.000-860.000	MILLER, JORDAN	REIMBURSEMENT - MILEAGE	85.63
101-336.000-930.000	C. WIMBERLEY FORD	DEPUTY DIRECTOR	1,269.82
101-336.000-930.000	EMERGENCY VEHICLE PRODUCTS	PUMP TEST	550.00
101-336.000-930.000	EMERGENCY VEHICLE PRODUCTS	LADDER TEST	1,800.00
101-336.000-930.000	EMERGENCY VEHICLE PRODUCTS	LADDER TEST	1,242.20
101-336.000-930.000	EMERGENCY VEHICLE PRODUCTS	PUMP TEST	550.00
101-336.000-930.000	EMERGENCY VEHICLE PRODUCTS	PUMP TEST	550.00
101-336.000-930.000	TRUGREEN	TURF SERVICES	55.00
101-336.000-941.100	D.L. GALLIVAN OFFICE SOLUTIONS	MONTHLY MAINTENANCE	63.82
101-336.000-941.100	LEXIPOL, LLC	POLICY AND PROCEDURES	9,490.63
101-336.000-941.100	TRAFFIC & SAFETY CONTROL SYSTEM INC	MONTHLY MAINTENANCE	1,200.00
		Total For Dept 336.000 Fire Department	22,567.76
Dept 345.000 Public Safety Department			
101-345.000-740.000	DASCOM AMERICAS	PRINTER PAPER CITATIONS	106.00
101-345.000-740.000	AMAZON CAPITAL SERVICES	CHAIR, FOLDERS, AND KEYBOARD	104.75
101-345.000-740.000	DOUBLEDAY OFFICE PRODUCTS	PAPER	49.00
101-345.000-740.000	GALLS, LLC	HOLSTERS	131.97
101-345.000-740.000	NYE UNIFORM COMPANY	HERBERT - GEAR	597.71
101-345.000-740.000	NYE UNIFORM COMPANY	UNDERVEST	175.27
101-345.000-740.000	ON DUTY GEAR, LLC	WEST GEAR	200.96
101-345.000-740.000	UPS STORE #1992, THE	SHIPPING FOR CAR #10 RADIO	16.01
101-345.000-801.000	SABO PR	COMMUNICATIONS PROJECT	200.00
101-345.000-801.000	COREWELL HEALTH CLIENT BILLING	DOT PHYSICALS, PRE-EMPLOYMENT	767.20
101-345.000-801.000	OSCAR'S PRINTING & COPY CENTER	BUSINESS CARDS	556.00
101-345.000-801.000	P&R SERVICE - LAKESHORE BODY SHOP	CAR #13 TOWED	150.00
101-345.000-801.000	PREMIER PROMOTIONS	MENDUS - RETIREMENT	35.00
101-345.000-801.000	ZIKER CLEANERS	UNIFORM DRY CLEANING	205.21
101-345.000-802.000	DOUBLE K ENTERPRISES INC.	NORTHUP MONITOR	142.50
101-345.000-860.000	FULLER, THOMAS	REIMBURSEMENT - TRAINING	51.00
101-345.000-860.000	HETRICK, DAN	TRAINING REIMBURSEMENT	19.00
101-345.000-860.000	LAYLON, ANDREW	REIMBURSEMENT - TRAINING	19.00



## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
101-345.000-930.000	C. WIMBERLEY FORD	RESERVE CAR #3 REPAIRS	1,016.43
101-345.000-930.000	C. WIMBERLEY FORD	DEP DIRECTOR	82.46
101-345.000-930.000	KUSTOM SIGNALS, INC	CAR #10 RADAR	362.87
101-345.000-941.100	CORE TECHNOLOGY CORP	INSTALL AND CONFIGURE	946.00
101-345.000-941.100	D.L. GALLIVAN OFFICE SOLUTIONS	MONTHLY MAINTENANCE	91.15
101-345.000-941.100	FORD PRO	TELEMATICS	246.19
101-345.000-941.100	LEXIPOL, LLC	POLICIES AND PROCEDURES	13,033.37
		Total For Dept 345.000 Public Safety Department	19,305.05
Dept 371.000 Building Inspection Department			
101-371.000-801.000	COREWELL HEALTH CLIENT BILLING	DOT PHYSICALS, PRE-EMPLOYMENT	141.00
101-371.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	89.91
		Total For Dept 371.000 Building Inspection Department	230.91
Dept 372.000 Code Enforcement Department			
101-372.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	43.80
		Total For Dept 372.000 Code Enforcement Department	43.80
Dept 441.000 Public Works Department			
101-441.000-740.000	AMAZON CAPITAL SERVICES	CREDIT FOR OFFICE SUPPLIES	(10.45)
101-441.000-930.000	WORKFORCE PAYHUB	TIMECLOCKS FEES	218.49
101-441.000-930.000	TRUGREEN	TURF SERVICES	55.00
		Total For Dept 441.000 Public Works Department	263.04
Dept 442.000 Asset Management			
101-442.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	177.75
		Total For Dept 442.000 Asset Management	177.75
Dept 447.000 City Engineer			
101-447.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	99.41
		Total For Dept 447.000 City Engineer	99.41
Dept 466.000 Paid Parking - Downtown			
101-466.000-740.000	QUILL CORPORATION	SUPPLIES	21.75
101-466.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	30.02
		Total For Dept 466.000 Paid Parking - Downtown	51.77
Dept 728.000 Economic Development			
101-728.000-801.000	ST JOSEPH TODAY	SERVICE SUPPORT	30,000.00
		Total For Dept 728.000 Economic Development	30,000.00

EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
Dept 740.000 Communications			
101-740.000-801.000	SABO PR	COMMUNICATIONS PROJECT	882.00
		Total For Dept 740.000 Communications	882.00
Dept 751.000 Parks/Recreation			
101-751.000-740.000	ACE HARDWARE	IRRIGATION PARTS	9.53
101-751.000-740.000	ACE HARDWARE	HAND TOOLS	100.77
101-751.000-740.000	AMAZON CAPITAL SERVICES	FILTER TANKS, DOLLY, PESTICIDE DESIGNS, PIPE FITTINGS	3,462.57
101-751.000-740.000	LOWE'S HOME CENTERS, LLC	SHELVES/HOOKS/SAWSALL	531.62
101-751.000-740.000	MID-COUNTY LAWN & GARDEN	MIX OIL	132.00
101-751.000-740.000	ZITTA, CHARLES	CLOTHING REIMBURSEMENT	135.66
101-751.000-740.000	ACE HARDWARE	CHAIN	3.60
101-751.000-740.000	ACE HARDWARE	TENT/HARDWARE	62.97
101-751.000-740.000	ACE HARDWARE	RAKES	43.98
101-751.000-740.000	ACE HARDWARE	NEW LOCK AND LEAF BLOWER	26.09
101-751.000-740.000	BROWN'S LOCKSMITH AND HARDWARE	CUT KEYS	6.00
101-751.000-740.000	FORKER, ANDRAYA	CLOTHING REIMBURSEMENT	85.68
101-751.000-740.000	GREAT LAKES RECREATION	HARDWARE	67.80
101-751.000-740.000	LEISURE POOL & SPA SUPPLY INC	CHLORINE	934.98
101-751.000-740.000	LOWE'S HOME CENTERS, LLC	TENT/LUMBER	124.39
101-751.000-740.000	MID-COUNTY LAWN & GARDEN	CHAINS/BAR	147.53
101-751.000-740.000	SENSATIONAL SPAS	CHLORINE	195.65
101-751.000-801.000	SABO PR	COMMUNICATIONS PROJECT	300.00
101-751.000-801.000	COREWELL HEALTH CLIENT BILLING	DOT PHYSICALS, PRE-EMPLOYMENT	246.00
101-751.000-801.000	HERALD-PALLADIUM	NEWSPAPER AD	214.50
101-751.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	135.42
101-751.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	60.12
101-751.000-930.000	PRIDE THE PORTABLE TOILET COMPANY	TOILET RENTAL	125.00
101-751.000-930.000	T2 SYSTEMS CANADA INC.	DIGITAL IRIS SERVICE	390.00
101-751.000-930.000	TRUGREEN	TURF SERVICES	266.00
101-751.000-964.000	BOWERMAN, MARI	SHELTER REFUND - LIONS BEACH	93.75
101-751.000-964.000	MASTERS, LINDA	SHELTER REFUND - TISCORNIA BEACH	100.00
101-751.000-964.000	TRACY, BETH	RESIDENT RATE REFUND	70.00
101-751.000-964.000	VETTRAINO, MARIA	LIONS BEACH SHELTER REFUND	93.75
		Total For Dept 751.000 Parks/Recreation	8,165.36
Dept 756.000 Recreation Programs			
101-756.000-801.000	TPC TECHNOLOGIES, INC.	MOVIE SCREEN RENTAL	1,880.00
101-756.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	7.19

EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
		Total For Dept 756.000 Recreation Programs	1,887.19
Dept 757.000 Ice Arena Operations			
101-757.000-740.000	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES FOR RINK	189.69
101-757.000-930.000	ACE HARDWARE	NEW LOCK AND LEAF BLOWER	323.10
		Total For Dept 757.000 Ice Arena Operations	512.79
		Total For Fund 101 General Fund	102,084.11
Fund 202 Major Street Fund			
Dept 474.000 Traffic Services			
202-474.000-740.000	DORNBOS SIGN & SAFETY INC	SIGNS	85.90
		Total For Dept 474.000 Traffic Services	85.90
		Total For Fund 202 Major Street Fund	85.90
Fund 203 Local Street Fund			
Dept 449.000 Roads, Streets, Bridges - ACT 51			
203-449.000-740.000	CORMIER, LIAM	EMPLOYEE CLOTHING REIMBURSEMENT	313.51
203-449.000-801.000	COREWELL HEALTH CLIENT BILLING	DOT PHYSICALS, PRE-EMPLOYMENT	407.00
203-449.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	53.30
		Total For Dept 449.000 Roads, Streets, Bridges - ACT 51	773.81
Dept 474.000 Traffic Services			
203-474.000-740.000	LOWE'S HOME CENTERS, LLC	PAINT SUPPLIES	35.07
203-474.000-740.000	SHERWIN-WILLIAMS	PAINT	181.60
203-474.000-740.000	ACE HARDWARE	PARTS FOR SIGN INSTALL	6.11
203-474.000-740.000	DORNBOS SIGN & SAFETY INC	SIGNS	69.13
		Total For Dept 474.000 Traffic Services	291.91
Dept 903.160 Botham Avenue Reconstruction			
203-903.160-801.000	ROWE PROFESSIONAL SERVICES COMPANY	CONSTRUCTION ENG. & INSPECTION	13,328.75
		Total For Dept 903.160 Botham Avenue Reconstruction	13,328.75
		Total For Fund 203 Local Street Fund	14,394.47
Fund 209 Cemetery Fund			
Dept 567.000 Cemetery Operatings			
209-567.000-740.000	LOIS LAWRENCE	DEEDING RIVERVIEW CEMETERY NICHE BACK TO CITY	1,125.00
209-567.000-740.000	ACE HARDWARE	HANDLE/TOWELS	33.28

## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
209-567.000-740.000	COLD SPRING	PLAQUE DEATH DATE	141.00
209-567.000-850.000	TELNET WORLDWIDE	BILL DATE 09-01-2025	15.13
209-567.000-930.000	TRUGREEN	TURF SERVICES	523.00
		Total For Dept 567.000 Cemetery Operatings	1,837.41
		Total For Fund 209 Cemetery Fund	1,837.41
Fund 226 Rubbish Collection Fund			
Dept 521.000 Sanitation/Solid Waste			
226-521.000-801.000	COREWELL HEALTH CLIENT BILLING	DOT PHYSICALS, PRE-EMPLOYMENT	123.00
226-521.000-804.000	WM CORPORATE SERVICES	RESIDENTIAL RUBBISH	396.78
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	1,449.16
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	49,326.48
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	413.86
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	508.40
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	595.76
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	332.50
226-521.000-804.100	BEST WAY DISPOSAL INC	SPECIAL PICKUPS	4,230.00
226-521.000-804.200	STEVENSVILLE TRANSFER STATION-3246	TRASH DUMPING	748.62
226-521.000-804.200	BEST WAY DISPOSAL INC	ROLL OFFS	936.00
226-521.000-804.200	BEST WAY DISPOSAL INC	COMMERCIAL RUBBISH	117.00
226-521.000-804.200	BEST WAY DISPOSAL INC	COMMERCIAL RUBBISH	248.85
226-521.000-804.300	BEST WAY DISPOSAL INC	DDA CARDBOARD	1,508.15
		Total For Dept 521.000 Sanitation/Solid Waste	60,934.56
		Total For Fund 226 Rubbish Collection Fund	60,934.56
Fund 248 Downtown Development Authority Fund			
Dept 730.000 Downtown Development			
248-730.000-801.000	SABO PR	COMMUNICATIONS PROJECT	516.00
248-730.000-801.000	SABO PR	COMMUNICATIONS PROJECT	1,300.00
248-730.000-801.000	SABO PR	COMMUNICATIONS PROJECT	2,068.00
248-730.000-870.000	MICHIGAN DOWNTOWN ASSOCIATION	MDA MEMBERSHIP	250.00
		Total For Dept 730.000 Downtown Development	4,134.00
		Total For Fund 248 Downtown Development Authority Fund	4,134.00
Fund 271 Library Fund			
Dept 790.000 Library			
271-790.000-740.000	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	272.52

## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
271-790.000-780.000	AMAZON CAPITAL SERVICES	SPECIAL PROGRAMS; DVD	82.23
271-790.000-780.000	AMAZON CAPITAL SERVICES	REFUND - DVD	(6.49)
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	35.63
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	17.28
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC	10.39
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC	151.35
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT	24.29
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	15.12
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	55.76
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC	62.23
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC	5.59
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT	75.99
271-790.000-802.000	DOUBLE K ENTERPRISES INC.	IT SUPPORT	190.00
271-790.000-850.000	TELNET WORLDWIDE	BILL DATE 09-01-2025	166.40
271-790.000-885.000	AMAZON CAPITAL SERVICES	SPECIAL PROGRAMS; DVD	38.24
271-790.000-885.000	STRONG, ADELLA	REIMBURSEMENT FOR SUPPLIES	23.95
		Total For Dept 790.000 Library	1,220.48
		Total For Fund 271 Library Fund	1,220.48
Fund 275 Band Fund			
Dept 802.000 Municipal Band			
275-802.000-740.000	ACE HARDWARE	STOOL FOR BAND	98.99
275-802.000-740.000	J.W. PEPPER & SON INC.	BAND MUSIC	92.99
275-802.000-740.000	J.W. PEPPER & SON INC.	MUSIC FOR BAND	65.00
275-802.000-740.000	J.W. PEPPER & SON INC.	MUSIC FOR BAND	179.99
275-802.000-740.000	QUINLAN & FABISH MUSIC COMPANY	KEYBOARD CABLE	24.95
275-802.000-740.000	QUINLAN & FABISH MUSIC COMPANY	KEYBOARD AMP	374.99
		Total For Dept 802.000 Municipal Band	836.91
		Total For Fund 275 Band Fund	836.91
Fund 590 Sewer Fund			
Dept 000.000			
590-000.000-230.100	ST JOSEPH CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN	325,054.28
590-000.000-230.200	LINCOLN CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN	17,239.07
590-000.000-230.400	ROYALTON TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN	10,639.14
590-000.000-230.500	JOINT WASTEWATER TREATMENT PLANT	AUTHORITY SEWER TREATMENT	85,905.40
590-000.000-230.500	JOINT WASTEWATER TREATMENT PLANT	AUTHORITY SEWER TREATMENT	84,050.30
		Total For Dept 000.000	522,888.19

## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
Dept 527.000 Sewer System			
590-527.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	(2.30)
590-527.000-925.000	JOINT WASTEWATER TREATMENT PLANT	SJC SEWER TREATMENT	62,202.93
		Total For Dept 527.000 Sewer System	62,200.63
Dept 905.000 Debt Service			
590-905.000-995.000	ARGENT INSTITUTIONAL TRUST CO	DEBT SERVICE	41,036.88
590-905.000-995.000	ARGENT INSTITUTIONAL TRUST CO	DEBT SERVICE	38,731.25
		Total For Dept 905.000 Debt Service	79,768.13
		Total For Fund 590 Sewer Fund	664,856.95
Fund 591 Water Fund			
Dept 000.000			
591-000.000-230.100	ST JOSEPH CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN	248,810.60
591-000.000-230.200	LINCOLN CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN	1,526.11
591-000.000-230.400	ROYALTON TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN	1,509.95
		Total For Dept 000.000	251,846.66
Dept 530.000 Water Treatment Plant			
591-530.000-740.000	ERA	LAB QA/QC STANDARDS	197.05
591-530.000-740.000	HACH COMPANY	LAB SUPPLIES	1,803.42
591-530.000-740.000	WILLIAMS DISTRIBUTING CO	AIR FILTERS	599.32
591-530.000-740.000	IDEXX DISTRIBUTION INC.	LAB SUPPLIES	5,030.00
591-530.000-750.000	CHEMICAL SYSTEMS, INC.	CHLORINE - BOOSTER STATIONS	5,400.00
591-530.000-801.000	COREWELL HEALTH CLIENT BILLING	DOT PHYSICALS, PRE-EMPLOYMENT	141.00
591-530.000-850.000	TELNET WORLDWIDE	BILL DATE 09-01-2025	75.64
591-530.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	7.19
591-530.000-870.000	HERALD-PALLADIUM	MEDIA SUBSCRIPTION	60.00
591-530.000-930.000	ANDY J. EGAN CO., INC.	NORTH BOILERS PM	2,456.12
591-530.000-930.000	CUMMINS SALES & SERVICE	GENERATOR PM	2,041.68
591-530.000-930.000	CUMMINS SALES & SERVICE	GENERATOR PM	581.24
591-530.000-930.000	UNDERWATER CONSTRUCTION CORP.	CLEAN SOUTH WET WELL	6,660.00
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	19.34
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	167.15
		Total For Dept 530.000 Water Treatment Plant	25,239.15
Dept 536.000 Water Distribution System			
591-536.000-740.000	ACE HARDWARE	SERVICE REPAIR PARTS	10.79

## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
591-536.000-740.000	ACE HARDWARE	REPAIR PARTS 2624 NILES	12.59
591-536.000-740.000	ACE HARDWARE	TOOLS AND SUPPLIES	65.45
591-536.000-740.000	ACE HARDWARE	SUPPLIES	32.63
591-536.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	ASPHALT PATCH FOR WATER	382.08
591-536.000-740.000	FERGUSON WATERWORKS #3386	WATER SERVICE VALVE BOXES	269.88
591-536.000-740.000	FERGUSON WATERWORKS #3386	WATER SERVICE VALVE BOXERS	1,979.12
591-536.000-801.000	COREWELL HEALTH CLIENT BILLING	DOT PHYSICALS, PRE-EMPLOYMENT	246.00
591-536.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	207.44
		Total For Dept 536.000 Water Distribution System	3,205.98
Dept 540.000 Water Administration			
591-540.000-728.000	SBF ENTERPRISES	SEPTEMBER WATER BILLS	1,686.20
591-540.000-801.000	SBF ENTERPRISES	SEPTEMBER WATER BILLS	443.09
		Total For Dept 540.000 Water Administration	2,129.29
Dept 900.000 General Capital Outlay			
591-900.000-972.000	FISHBECK	SCIP II CONSTRUCTION ENGINEERING 07-31-2025	10,972.25
591-900.000-972.000	FISHBECK	SCIP II CONSTRUCTION ENGINEERING 07-16-2025	66,917.90
591-900.000-972.000	FISHBECK	SCIP II CONSTRUCTION PAY APP #22	108,108.30
		Total For Dept 900.000 General Capital Outlay	185,998.45
Dept 905.000 Debt Service			
591-905.000-991.000	ARGENT INSTITUTIONAL TRUST CO	DEBT SERVICE	105,000.00
		Total For Dept 905.000 Debt Service	105,000.00
		Total For Fund 591 Water Fund	573,419.53
Fund 592 City System Development Fund			
Dept 536.000 Water Distribution System			
592-536.000-801.000	B & Z COMPANY	CONTRACTED LEAD SERVICE LINE	9,623.46
592-536.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	7.25
		Total For Dept 536.000 Water Distribution System	9,630.71
		Total For Fund 592 City System Development Fund	9,630.71
Fund 594 Marina Fund			
Dept 597.000 Marina Operations			
594-597.000-740.000	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	937.73
594-597.000-740.000	PREMIER PROMOTIONS	UNIFORMS	352.50
594-597.000-741.000	MERLE BOES	DIESEL	2,919.56

## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
594-597.000-741.000	MERLE BOES	GAS	6,407.17
594-597.000-741.000	MERLE BOES	GAS	6,464.60
594-597.000-741.000	MERLE BOES	DIESEL	2,996.56
594-597.000-742.000	INTERSTATE BATTERY SYSTEMS OF	RESALE - STORE	118.40
594-597.000-742.200	LAKESHORE ICE, LLC	RESALE - FOOD	36.25
594-597.000-802.000	DOUBLE K ENTERPRISES INC.	FUEL SYSTEM SUPPORT	95.00
594-597.000-850.000	COMCAST	BOAT LAUNCH INTERNET	308.80
594-597.000-850.000	TELNET WORLDWIDE	BILL DATE 09-01-2025	30.25
594-597.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	43.19
594-597.000-930.000	SHORELINE BUILDING SERVICES LLC	CLEANING SERVICE	1,050.00
594-597.000-941.100	T2 SYSTEMS CANADA INC.	BOAT LAUNCH PAY MACHINE	55.00
		Total For Dept 597.000 Marina Operations	21,815.01
		Total For Fund 594 Marina Fund	21,815.01
Fund 661 Motor Pool Fund			
Dept 345.000 Public Safety Department			
661-345.000-941.000	ENTERPRISE FM TRUST	VEHICLE LEASES	25.29
		Total For Dept 345.000 Public Safety Department	25.29
Dept 441.000 Public Works Department			
661-441.000-740.000	AIRGAS USA, LLC	CYLINDER RENTAL	395.66
661-441.000-740.000	FISHER AUTO PARTS, INC.	PARTS	123.55
661-441.000-740.000	FISHER AUTO PARTS, INC.	BELT	127.26
661-441.000-740.000	FISHER AUTO PARTS, INC.	PART	65.36
661-441.000-740.000	FISHER AUTO PARTS, INC.	RETURN/CREDIT	(65.36)
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTERS	43.82
661-441.000-740.000	FISHER AUTO PARTS, INC.	SHOP SUPPLIES	18.00
661-441.000-740.000	MICHIANA SUPPLY INC.	PART	27.46
661-441.000-740.000	MICHIANA SUPPLY INC.	HOSE-VAC	3,579.89
661-441.000-740.000	PLATINUM CHEMICALS INC.	SHOP SUPPLIES	874.00
661-441.000-740.000	THE SAFETY COMPANY LLC, DBA MTECH	PARTS	1,958.77
661-441.000-740.000	MICHIANA SUPPLY INC.	BELTS	17.00
661-441.000-740.000	MID-COUNTY LAWN & GARDEN	MOWER TIRES	1,010.00
661-441.000-741.000	MERLE BOES	OIL	695.45
661-441.000-850.000	VERIZON WIRELESS	BILL PERIOD 07-24-2025 TO 08-23-2025	33.71
661-441.000-930.000	GOOD YEAR TIRE & RUBBER CO.	TIRES	1,426.94
661-441.000-930.000	GOOD YEAR TIRE & RUBBER CO.	TIRES	928.08
661-441.000-941.000	ENTERPRISE FM TRUST	VEHICLE LEASES	2,152.24
		Total For Dept 441.000 Public Works Department	13,411.83



## EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
		Total For Fund 661 Motor Pool Fund	13,437.12
Fund 690 Health Care Fund			
Dept 851.000 Insurance Premiums			
690-851.000-716.100	VARIPRO	OCT HEALTH PREMIUM: RETIREES OVER AGE 65	1,946.00
		Total For Dept 851.000 Insurance Premiums	1,946.00
		Total For Fund 690 Health Care Fund	1,946.00
Fund 703 Current Tax Collection Fund			
Dept 000.000			
703-000.000-956.000	BERRIEN COUNTY TREASURER	SJPS SET	280,255.37
703-000.000-956.000	BERRIEN COUNTY TREASURER	COUNTY GENERAL	224,058.40
		Total For Dept 000.000	504,313.77
		Total For Fund 703 Current Tax Collection Fund	504,313.77
Fund 731 Retirement System Fund			
Dept 000.000			
731-000.000-801.200	GABRIEL, ROEDER, SMITH & CO	GASB 67/68 REPORT	11,000.00
731-000.000-801.200	GABRIEL, ROEDER, SMITH & CO	ACTUARIAL SERVICES	5,050.00
		Total For Dept 000.000	16,050.00
		Total For Fund 731 Retirement System Fund	16,050.00
	Fund Totals:		
		Fund 101 General Fund	102,084.11
		Fund 202 Major Street Fund	85.90
		Fund 203 Local Street Fund	14,394.47
		Fund 209 Cemetery Fund	1,837.41
		Fund 226 Rubbish Collection Fund	60,934.56
		Fund 248 Downtown Development Authority Fund	4,134.00
		Fund 271 Library Fund	1,220.48
		Fund 275 Band Fund	836.91
		Fund 590 Sewer Fund	664,856.95
		Fund 591 Water Fund	573,419.53
		Fund 592 City System Development Fund	9,630.71
		Fund 594 Marina Fund	21,815.01

EXP CHECK RUN DATES 09/04/2025 - 09/17/2025

GL Number	Vendor	Invoice Desc.	Amount
		Fund 661 Motor Pool Fund	13,437.12
		Fund 690 Health Care Fund	1,946.00
		Fund 703 Current Tax Collection Fund	504,313.77
		Fund 731 Retirement System Fund	16,050.00
		Total For All Funds:	1,990,996.93

# Agenda Item

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**TO:** City Commission

**FROM:** Abby Bishop, City Clerk

**RE:** New Board Appointments

**MEETING DATE:** September 22, 2025

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As part of the Consent Agenda, the City Commission is being asked to consider the appointment of the following citizens who have expressed interest in serving our community as members of a City board or Commission. The interview panel recommends the following:

Board or Commission:	Applicant:	Term Expires:
Property Maintenance Board of Appeals & Construction Board of Appeals (2nd Alternate)	Joel Kruggel	4/30/2027
Sustainability Committee	Donna Roswell	4/30/2027
Downtown Development Authority	Alex Strunk	10/31/2029
Downtown Development Authority	Kellye Wilson	4/30/2027
Downtown Development Authority	Dan Clements	4/30/2029
Planning Commission	Chris Smith	4/30/2026
Municipal Officers Compensation Commission	Thomas Patrick	10/31/2029
Parking Subgroup	Kelli Arnold	
Parking Subgroup	Kenneth Kozminski	

*Action Requested:* to approve the new board appointments to their respective boards, as presented.

## ATTACHMENT(S):

- Joel Kruggel - PMBOA & CBOA\_Redacted.pdf
- Donna Rowsell - Sustainability\_Redacted.pdf
- Alex Strunk - DDA\_Redacted.pdf
- Kellye Wilson - DDA\_Redacted.pdf
- DAN CLEMENTS - DDA\_Redacted.pdf
- Chris Smith - Planning Commission\_Redacted.pdf
- Thomas Patrick- MOCC\_Redacted.pdf
- Kelli Arnold - \_Redacted.pdf
- Kenneth Kozminski - Parking Subgroup\_Redacted.pdf

To City Clerk  
Abby Bishop



**CITY OF ST. JOSEPH**  
CITY CLERK'S OFFICE  
700 Broad Street  
St. Joseph, MI 49085  
Phone (269)983-6325  
Fax (269) 985-0347  
www.sjcity.com  
clerk@sjcity.com

## APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION or COMMITTEE

Thank you for your interest in serving the City of St. Joseph. Please complete and return this application to the City Clerk's Office to be considered for a Board, Commission or Committee appointment. If you need additional space, please feel free to attach additional pages. This application will be kept on file for one (1) year from the date it was submitted.

### Applicant Information.

Name: Joel kruggel Date: aug 29, 2025  
Home Address: [REDACTED]  
Primary Telephone Number: [REDACTED] Secondary Number:                       
E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

I serve as a real estate agent with @properties and have been involved in the renovation of

an Inn in Maine, the construction of two homes with a primary builder, the renovation of

properties in St. Joe, Florida, and Indiana. I currently have three investment properties in St.

Joe in addition to our primary home in Harbor Village.

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

My knowledge of construction from the vantage point of a renovation guy, my knowledge

of real estate and local market, my work with Habitat for Humanity, and my ownership of

investment properties in Michigan and Florida.

Please briefly describe your career and educational background. \_\_\_\_\_

I served as college professor and local church pastor for most of my career. I retired from church work in 2018 and joined my daughter, Gretta's real estate business upon returning to St Joe. I have a doctoral degree in psychology and religion.

Do you believe you will have any conflicts of interest if appointed? no

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

I have talked with Trudy Wilder about the opportunity

If training is available at no cost, would you attend? yes

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

I am eager to maintain the special nature of St Joe as we move forward with carefully planned development.

What is your availability: ye Morning ye Afternoon ye Evening  
y Monday y Tuesday y Wednesday y Thursday y Friday

Signature: \_\_\_\_\_

Date: August 29 2025

Updated Oct 2024

We do travel quite a bit so something less frequent than monthly would work.

## Appointed Board, Commission and Committee's Opportunities

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Please review the different boards, commissions and committees listed below and check the one(s) you are interested in being involved with. Please also identify your related experience, and feel free to apply even if you do not have the suggested experience or professional background. The City needs citizens with diverse backgrounds on its boards and commissions and appreciate your application!

### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot \_\_\_\_\_ Aviation Operation/Businesses \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

\_\_\_\_\_ Banking/Finance \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

yes

### Construction Board of Appeals

yes \_\_\_\_\_ Building Construction and Trades \_\_\_\_\_ Engineering  
yes \_\_\_\_\_ Architecture \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

\_\_\_\_\_ Banking/Finance/Economic Development \_\_\_\_\_ Marketing and Promotion  
\_\_\_\_\_ Business Development, Recruitment, Retention \_\_\_\_\_ Construction and Property Management  
\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### \_\_\_\_\_ Hospital Finance Authority Board

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Hospital Administration

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Housing Commission

\_\_\_\_\_ Building Construction/Maintenance

\_\_\_\_\_ Low Income or Subsidized Housing

\_\_\_\_\_ Property Management and Leasing

\_\_\_\_\_ Policy Making or Law

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Joint Waste Water Treatment Board

\_\_\_\_\_ Engineering

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Public Health

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Library Board

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Budgeting, Finance Fundraising

\_\_\_\_\_ Advertising, Marketing and Public Relations

\_\_\_\_\_ Strategic Planning

\_\_\_\_\_ Grants and Endowments

\_\_\_\_\_ Knowledge of Libraries

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Municipal Officers Compensation Board

\_\_\_\_\_ Budgeting and Finance

\_\_\_\_\_ Public Sector Compensation

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### Planning Commission

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Banking/Finance
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Building Construction
<input type="checkbox"/> Land or Real Estate Development	<input type="checkbox"/> Urban Planning
<input type="checkbox"/> Zoning	<input type="checkbox"/> Land Use Law
<input type="checkbox"/> Other _____	

yes

### Property Maintenance Board of Appeals

<u>yes</u> <input type="checkbox"/> Architecture or Building Construction	<input type="checkbox"/> Law
<input type="checkbox"/> Engineering	<u>yes</u> <input type="checkbox"/> Land or Real Estate Development
<input checked="" type="checkbox"/> Other <u>investment property owner in St. Joe</u>	

### Recreation Harbor Authority

<input type="checkbox"/> Marina or Boating Operations	<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Law
<input type="checkbox"/> Other _____		

### Retirement System Board

<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Policy Making
<input type="checkbox"/> Governmental Experience	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Other _____	

### Sustainability Committee

<input type="checkbox"/> Urban Planning/Architecture	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Advertising/Marketing/Public Relations	
<input type="checkbox"/> Other _____	

### Water Services Joint Operating Board

<input type="checkbox"/> Engineering	<input type="checkbox"/> Banking/Finance	<input type="checkbox"/> Public Health
<input type="checkbox"/> Other _____		

### Zoning Board of Appeals

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Urban Planning/Zoning
<input type="checkbox"/> Building Construction or Engineering	<input type="checkbox"/> Land or Real Estate Development or Law
<input type="checkbox"/> Other _____	





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## **APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION or COMMITTEE**

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### Applicant Information.

Name: Donna Rowsell Date: 9/9/2025  
Home Address: [REDACTED]  
Primary Telephone Number: [REDACTED] Secondary Number: [REDACTED]  
E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.  
Im interested in the Sustainability committee. Its crucial to me that we begin to make some  
significant choices in the way we live in light of climate change and just general good health.

I see there is a lot of education to be shared with the public in Saint Joseph and I want to be able to share my knowledge  
for sustainable change.

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

I currently volunteer with Citizens Climate Lobby.I have previously been on green teams and wellness  
committees within the schools my kids attended. I was part of the garden club for Forest Park in IL, where we focused  
on native plantings throughout the town and managed to have the town switch to natives for public plantings, saving money and water

Saint Joseph has a very outdoor public arena, its a perfect place to showcase real change.

Please briefly describe your career and educational background. \_\_\_\_\_

**My early career was that of an RN. I currently manage my own massage business.**

Do you believe you will have any conflicts of interest if appointed? **None**

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

**yes, yes, yes**

If training is available at no cost, would you attend? **yes**

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

**Im flexible and engaged. I live my life sustainably when possible. I find that this can be challenging in Saint Joseph .**

**There are practices here that occur citywide that are negative towards sustainability. Theres a knowledge base that can definitely be improved. I like to change policy but I also like to be hands on.**

What is your availability:    ☐ Morning    ☐ Afternoon    ☐ Evening  
☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday

Signature: \_\_\_\_\_ Date: **D Rowsell 9/8/2025**

Updated Oct 2024

## Appointed Board, Commission and Committee's Opportunities

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Please review the different boards, commissions and committees listed below and check the one(s) you are interested in being involved with. Please also identify your related experience, and feel free to apply even if you do not have the suggested experience or professional background. The City needs citizens with diverse backgrounds on its boards and commissions and appreciate your application!

### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot      \_\_\_\_\_ Aviation Operation/Businesses      \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

\_\_\_\_\_ Banking/Finance      \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction      \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations      \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture      \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades      \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

\_\_\_\_\_ Banking/Finance/Economic Development      \_\_\_\_\_ Marketing and Promotion  
\_\_\_\_\_ Business Development, Recruitment, Retention      \_\_\_\_\_ Construction and Property Management  
\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### Hospital Finance Authority Board

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Hospital Administration

\_\_\_\_\_ Other \_\_\_\_\_

### Housing Commission

\_\_\_\_\_ Building Construction/Maintenance

\_\_\_\_\_ Low Income or Subsidized Housing

\_\_\_\_\_ Property Management and Leasing

\_\_\_\_\_ Policy Making or Law

\_\_\_\_\_ Other \_\_\_\_\_

### Joint Waste Water Treatment Board

\_\_\_\_\_ Engineering

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Public Health

\_\_\_\_\_ Other \_\_\_\_\_

### Library Board

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Budgeting, Finance Fundraising

\_\_\_\_\_ Advertising, Marketing and Public Relations

\_\_\_\_\_ Strategic Planning

\_\_\_\_\_ Grants and Endowments

\_\_\_\_\_ Knowledge of Libraries

\_\_\_\_\_ Other \_\_\_\_\_

### Municipal Officers Compensation Board

\_\_\_\_\_ Budgeting and Finance

\_\_\_\_\_ Public Sector Compensation

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Other \_\_\_\_\_

### Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

### Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### Planning Commission

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Banking/Finance
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Building Construction
<input type="checkbox"/> Land or Real Estate Development	<input type="checkbox"/> Urban Planning
<input type="checkbox"/> Zoning	<input type="checkbox"/> Land Use Law
<input type="checkbox"/> Other _____	

### Property Maintenance Board of Appeals

<input type="checkbox"/> Architecture or Building Construction	<input type="checkbox"/> Law
<input type="checkbox"/> Engineering	<input type="checkbox"/> Land or Real Estate Development
<input type="checkbox"/> Other _____	

### Recreation Harbor Authority

<input type="checkbox"/> Marina or Boating Operations	<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Law
<input type="checkbox"/> Other _____		

### Retirement System Board

<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Policy Making
<input type="checkbox"/> Governmental Experience	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Other _____	

\*\*\*

### Sustainability Committee

<input type="checkbox"/> Urban Planning/Architecture	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Advertising/Marketing/Public Relations	
<input type="checkbox"/> Other _____	

### Water Services Joint Operating Board

<input type="checkbox"/> Engineering	<input type="checkbox"/> Banking/Finance	<input type="checkbox"/> Public Health
<input type="checkbox"/> Other _____		

### Zoning Board of Appeals

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Urban Planning/Zoning
<input type="checkbox"/> Building Construction or Engineering	<input type="checkbox"/> Land or Real Estate Development or Law
<input type="checkbox"/> Other _____	



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## APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION or COMMITTEE

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### Applicant Information.

Name: [REDACTED] Date: **6-6-25**  
Home Address: [REDACTED]  
Primary Telephone Number: [REDACTED] Secondary Number: [REDACTED]  
E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

I would like to serve on the DDA because I have lived in St Joseph for over 8 years and have visited here throughout my childhood. I love

downtown St Joseph and I believe I can provide a voice for a younger generation along with a voice for the business owners along State

Street. What makes me a good candidate is that I care about what the St. Joseph residents and local businesses want

from their downtown. I have a good pulse on this since I spend nearly all of my time in downtown St. Joe.

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

The talents and experience I possess are as follows: I manage several properties in downtown St Joseph (301 State Street, 306 State Street

& 715 Broad St) I currently own and run two businesses: FuzzyButz Pet Boutique & Bakery and The Animation Gallery.

I have a great understanding of (1) what it takes to run a business, (2) the management of revenues and expenses, and (3) decision making.

I also founded the Southwest Michigan Chess Club three years ago and I teach private chess lessons to kids and adults.

Please briefly describe your career and educational background. My educational background -

I obtained three degrees from Loyola University of Chicago. They are Accounting, Finance, & Computer Science. My career background -

I have over 10 years experience in managing real estate properties. I have over 5 years experience in running my online  
animation gallery / auction house / consignment business. I have been running FuzzyButz Pet Boutique & Bakery since January 2025.

Do you believe you will have any conflicts of interest if appointed? No more than anybody else

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

I have watched all the DDA meetings and City Commission meetings from the last three months on your YouTube Channel.

If training is available at no cost, would you attend? Yes, I would attend

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

I live, eat, and breathe St Joseph. I live within walking distance of the downtown. I walk  
to work every day (Monday-Sunday). Between the Animation Gallery and FuzzyButz, I work  
about 80 hours a week. I spend all of my time here and I want to see the downtown grow and thrive.

I can be available anytime I am needed. I am always here.

What is your availability: X Morning X Afternoon X Evening  
X Monday X Tuesday X Wednesday X Thursday X Friday

Signature: 

Date: 6-6-25

Updated Oct 2024

## Appointed Board, Commission and Committee's Opportunities

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Please review the different boards, commissions and committees listed below and check the one(s) you are interested in being involved with. Please also identify your related experience, and feel free to apply even if you do not have the suggested experience or professional background. The City needs citizens with diverse backgrounds on its boards and commissions and appreciate your application!

### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot \_\_\_\_\_ Aviation Operation/Businesses \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

\_\_\_\_\_ Banking/Finance \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

X Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

X Banking/Finance/Economic Development X Marketing and Promotion  
X Business Development, Recruitment, Retention X Construction and Property Management  
\_\_\_\_\_ Other \_\_\_\_\_





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### Applicant Information.

Name: Kellye Williams Wilson Date: 7/10/25  
Home Address: [REDACTED]  
Primary Telephone Number: [REDACTED] Secondary Number: 269.983.5791 *Paranoid Accounts*  
E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

*I believe the DDA is pivotal in serving the downtown St. Joseph area through the development and enhancement of the community via beautification and enrichment projects. I have experience in creating a brand and seating it successfully in the marketplace, which I believe transfers here.*

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

*In my development & growth of the Gladiator brand for Whirlpool as their Sales Director, I was given the opportunity to learn about the creation and marketing of a brand from the ground up. I've also taken a shop with a great customer base and increased it →*

Please briefly describe your career and educational background.

<sup>cont.</sup> 3 times through strategic planning, marketing and creating a fun experience. I also was the Territory Mgr for the SW MI ~~Executive~~ Lifetouch School Pictures affording me add'l P&L & leadership experience. Studied at UGA Comm. Psychology

Do you believe you will have any conflicts of interest if appointed?

No, but if any arose for a particular vote, I would recuse myself from the vote

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

Yes, several times of the years

If training is available at no cost, would you attend?

Of course!

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

Having owned a business in downtown St. Joseph for almost 7 years now, I have experienced first hand the importance of the roles that the DDA, St. Joseph Today & our city government plays in the success of our town. I believe the DDA is critical in understanding and implementing a downtown plan that enhances the beauty of what we have and creates the attractive environment desired by our residents & guests experiencing our beautiful town.

What is your availability:

☒ Morning

☒ Afternoon

☒ Evening

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

Signature:



Date:

7/10/25

Updated Oct 2024

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### Airport Authority Board

☐ Pilot ☐ Aviation Operation/Businesses ☐ Federal Aviation Administration rules  
☐ Other \_\_\_\_\_

### Board of Review

☐ Banking/Finance ☐ Property Appraisal/Assessing  
☐ Real Estate/Development/Law (no agents or brokers)  
☐ Other \_\_\_\_\_

### Brownfield Redevelopment Authority

☐ Construction ☐ Real Estate/Development/Law  
☐ Environmental Regulations ☐ Banking/Finance  
☐ Other \_\_\_\_\_

### Cemetery Board

☐ Horticulture or Landscape Architecture ☐ History  
☐ Funeral Professional ☐ Law  
☐ Other \_\_\_\_\_

### Construction Board of Appeals

☐ Building Construction and Trades ☐ Engineering  
☐ Architecture ☐ Law  
☐ Other \_\_\_\_\_

☒ Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

☐ Banking/Finance/Economic Development ☐ Marketing and Promotion  
☐ Business Development, Recruitment, Retention ☐ Construction and Property Management  
☐ Other \_\_\_\_\_



2415  
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### Applicant Information.

Name: Dan Clements

Date: July 9th, 2025

Home Address: [REDACTED]

Primary Telephone Number: [REDACTED]

Secondary Number: [REDACTED] 3

E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

I've spent a big part of my life focused on my career and raising a family. Now that my kids are almost grown and I've hit many of the milestones I set out to achieve professionally, I feel like it's the right time to give back in a more meaningful way to the community I live in. Even though I'm not originally from St. Joseph (my family and I moved here in 2011), I love this town and I truly consider it my home. I think that gives me a unique perspective. I've been here long enough to really understand what makes this place special, but I also bring an appreciation for how growth and change can help a community stay strong and vibrant.

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

My passion in life is visual communication, helping people understand and embrace new ideas through clear, compelling design and messaging. Throughout my career, I've often found myself guiding teams and organizations from the comfort of the familiar toward the possibilities of the new and unknown.

Change, growth, and progress aren't just about having a great idea or a solid strategy, they're also about how people feel throughout the process. That's where I believe I can add the most value. I bring experience in aligning diverse stakeholders around a shared vision and helping communities navigate change with clarity, empathy, and confidence.

Please briefly describe your career and educational background.

I earned a Bachelor's degree in Industrial Design from the Columbus College of Art & Design (Columbus, OH) in 2004. My career began in Minneapolis at Worrell Inc., a product development consultancy where I designed for major clients including Honeywell, Best Buy, and Johnson & Johnson.

In 2008, I moved to Chicago to join Motorola as a Senior Designer, focusing on consumer electronics for global markets. Then in 2011, I relocated to St. Joseph to design appliances for Whirlpool Corporation. I started there as a Senior Designer and, over the next decade, advanced to Senior Director of Experience Design. In that role, I led cross-functional initiatives with brand marketing teams to shape next-generation products and branded experiences for Whirlpool, KitchenAid, Maytag, and JennAir.

In 2023, I joined Holt Bosse as Director of Business Development. A year later, I became a one-third owner of the company and was named Chief Creative Officer, where I now lead brand strategy and creative direction for a wide range of clients.

Do you believe you will have any conflicts of interest if appointed?

None that I am currently aware of.

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

Yes, my business partner Patrick Bosse has discussed this opportunity with me.

If training is available at no cost, would you attend?

Yes.

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

What is your availability:       X   Morning       X   Afternoon       X   Evening  
  X   Monday       X   Tuesday       X   Wednesday       X   Thursday       X   Friday

Signature: \_\_\_\_\_

Date: July, 11th 2025

Updated Oct 2024

## Appointed Board, Commission and Committee's Opportunities

The City has many different boards, commissions and committees that work best when there is a diverse group of individuals with relevant qualifications. Please visit the city's website [www.sjcity](http://www.sjcity) to learn more about the different opportunities. In most cases, the board, commission or committee has a rolling membership with members appointed in the spring to a three-year term.

Please review the different boards, commissions and committees listed below and check the one(s) you are interested in being involved with. Please also identify your related experience, and feel free to apply even if you do not have the suggested experience or professional background. The City needs citizens with diverse backgrounds on its boards and commissions and appreciate your application!

### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot      \_\_\_\_\_ Aviation Operation/Businesses      \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

\_\_\_\_\_ Banking/Finance      \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction      \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations      \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture      \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades      \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

X Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

\_\_\_\_\_ Banking/Finance/Economic Development      \_\_\_\_\_ Marketing and Promotion  
\_\_\_\_\_ Business Development, Recruitment, Retention      \_\_\_\_\_ Construction and Property Management  
\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### Hospital Finance Authority Board

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Hospital Administration

\_\_\_\_\_ Other \_\_\_\_\_

### Housing Commission

\_\_\_\_\_ Building Construction/Maintenance

\_\_\_\_\_ Low Income or Subsidized Housing

\_\_\_\_\_ Property Management and Leasing

\_\_\_\_\_ Policy Making or Law

\_\_\_\_\_ Other \_\_\_\_\_

### Joint Waste Water Treatment Board

\_\_\_\_\_ Engineering

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Public Health

\_\_\_\_\_ Other \_\_\_\_\_

### Library Board

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Budgeting, Finance Fundraising

\_\_\_\_\_ Advertising, Marketing and Public Relations

\_\_\_\_\_ Strategic Planning

\_\_\_\_\_ Grants and Endowments

\_\_\_\_\_ Knowledge of Libraries

\_\_\_\_\_ Other \_\_\_\_\_

### Municipal Officers Compensation Board

\_\_\_\_\_ Budgeting and Finance

\_\_\_\_\_ Public Sector Compensation

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Other \_\_\_\_\_

### Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

### Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### Planning Commission

_____ Architecture or Landscape Architecture	_____ Banking/Finance
_____ Civil Engineering	_____ Building Construction
_____ Land or Real Estate Development	_____ Urban Planning
_____ Zoning	_____ Land Use Law
_____ Other _____	

### Property Maintenance Board of Appeals

_____ Architecture or Building Construction	_____ Law
_____ Engineering	_____ Land or Real Estate Development
_____ Other _____	

### Recreation Harbor Authority

_____ Marina or Boating Operations	_____ Banking and Finance	_____ Law
_____ Other _____		

### Retirement System Board

_____ Banking and Finance	_____ Policy Making
_____ Governmental Experience	_____ Human Resources
_____ Other _____	

### Sustainability Committee

_____ Urban Planning/Architecture	_____ Natural Resources
_____ Advertising/Marketing/Public Relations	
_____ Other _____	

### Water Services Joint Operating Board

_____ Engineering	_____ Banking/Finance	_____ Public Health
_____ Other _____		

### Zoning Board of Appeals

_____ Architecture or Landscape Architecture	_____ Urban Planning/Zoning
_____ Building Construction or Engineering	_____ Land or Real Estate Development or Law
_____ Other _____	







**CITY OF ST. JOSEPH**  
CITY CLERK'S OFFICE  
700 Broad Street  
St. Joseph, MI 49085  
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Fax (269) 985-0347  
www.sjcity.com  
clerk@sjcity.com

## APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION or COMMITTEE

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### Applicant Information.

Name: Chris Smith Date: 9/3/25  
Home Address: [REDACTED]  
Primary Telephone Number: [REDACTED] Secondary Number: NA  
E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

My wife and I are expecting our first child at the end of the month here so our

roots are firmly placed in the community. As such, I think it's crucial for folks to be involved who want to see the city

grow and flourish for the next generation. My experience with property maintenance, development and real estate

over the last 5 years makes me well equipped to handle the diverse challenges this board faces.

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

Giannola Investments just completed at 8,000 SF remodeling project at the corner of Broad and State St in the old Truss

Brothers building. Managing this project for the last 18 months has given me special insights into what it takes to really develop a property.

This specific project along with my experience in property management and real estate over the last 5 years

has given me unique perspectives from all sides with regards to development, maintenance, working with the community.

Please briefly describe your career and educational background. Diverse career in both education/coaching  
the corporate world with Stryker, and real estate development  
with both Wright Properties and Giannola Investments.

Do you believe you will have any conflicts of interest if appointed? I have my real estate license with

Wright Properties and my day to day is with Giannola Investments. Those two entities may occasionally overlap and I would be happy to recuse myself.

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

Yes, I served on the property maintenance board of appeals and I have spoken recently with Mike Fernandez and Trudy Wilder about the planning commission


If training is available at no cost, would you attend? Yes.

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

The city, in my mind, needs younger folks like myself (38) to continue to step up and take the reigns for the next  
generation. I am, along with many of my peers concerned, about St. Joe turning into a resort only type community. I believe  
to avoid this we need to encourage responsible development- both residential and commercial.

What is your availability:

X Morning X Afternoon      Evening  
X Monday X Tuesday X Wednesday X Thursday X Friday

Signature: 

Date: 9/3/25

Updated Oct 2024

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\_\_\_\_\_ Pilot \_\_\_\_\_ Aviation Operation/Businesses \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

\_\_\_\_\_ Banking/Finance \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

X

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\_\_\_\_\_ Banking/Finance/Economic Development \_\_\_\_\_ Marketing and Promotion  
\_\_\_\_\_ Business Development, Recruitment, Retention \_\_\_\_\_ Construction and Property Management  
\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### Hospital Finance Authority Board

☐ Banking/Finance

☐ Hospital Administration

☐ Other \_\_\_\_\_

### Housing Commission

☐ Building Construction/Maintenance

☐ Low Income or Subsidized Housing

☐ Property Management and Leasing

☐ Policy Making or Law

☐ Other \_\_\_\_\_

### Joint Waste Water Treatment Board

☐ Engineering

☐ Banking/Finance

☐ Public Health

☐ Other \_\_\_\_\_

### Library Board

☐ Policy Making

☐ Budgeting, Finance Fundraising

☐ Advertising, Marketing and Public Relations

☐ Strategic Planning

☐ Grants and Endowments

☐ Knowledge of Libraries

☐ Other \_\_\_\_\_

### Municipal Officers Compensation Board

☐ Budgeting and Finance

☐ Public Sector Compensation

☐ Policy Making

☐ Other \_\_\_\_\_

### Parks and Recreation Advisory Board

☐ Advertising/Marketing/Public Relations

☐ Finance or Property Maintenance/Leasing

☐ Fitness, Recreation, Sports, Coaching

☐ Forestry and Landscape Architecture

☐ Other \_\_\_\_\_

### Parks and Recreation Advisory Board

☐ Advertising/Marketing/Public Relations

☐ Finance or Property Maintenance/Leasing

☐ Fitness, Recreation, Sports, Coaching

☐ Forestry and Landscape Architecture

☐ Other \_\_\_\_\_

Appointed Board, Commission and Committee's Opportunities, continued

X

Planning Commission

       Architecture or Landscape Architecture

       Civil Engineering

       Land or Real Estate Development

       Zoning

       Other \_\_\_\_\_

       Banking/Finance

       Building Construction

       Urban Planning

       Land Use Law

Property Maintenance Board of Appeals

       Architecture or Building Construction

       Engineering

       Other \_\_\_\_\_

       Law

       Land or Real Estate Development

Recreation Harbor Authority

       Marina or Boating Operations

       Other \_\_\_\_\_

       Banking and Finance

       Law

Retirement System Board

       Banking and Finance

       Governmental Experience

       Other \_\_\_\_\_

       Policy Making

       Human Resources

Sustainability Committee

       Urban Planning/Architecture

       Advertising/Marketing/Public Relations

       Other \_\_\_\_\_

       Natural Resources

Water Services Joint Operating Board

       Engineering

       Other \_\_\_\_\_

       Banking/Finance

       Public Health

Zoning Board of Appeals

       Architecture or Landscape Architecture

       Building Construction or Engineering

       Other \_\_\_\_\_

       Urban Planning/Zoning

       Land or Real Estate Development or Law



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### Applicant Information.

Name: Thomas Patrick Date: 09/11/2025  
Home Address: [REDACTED]  
Primary Telephone Number: [REDACTED] Secondary Number:                       
E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

I was born and raised in Saint Joseph and recently moved back to the area with a strong desire to give back to the community that shaped me.

Serving on a board or commission is a meaningful way to contribute to the city's continued growth and success. With seven years of experience

as an audit manager at Forvis Mazars, I bring a strong foundation in financial oversight, strategic thinking, and collaborative problem-solving.

I believe my professional background, combined with my deep personal connection to Saint Joseph, makes me a strong candidate for this opportunity.

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

My experience in public accounting has equipped me with a keen eye for detail, a commitment to transparency, and a deep understanding of governance and compliance.

I've worked with a wide range of organizations, helping them navigate complex financial and operational challenges. These skills are directly transferable to board or commission work,

especially in areas involving budgeting, oversight, or strategic planning. Additionally, I've led teams and mentored professionals, which has strengthened my ability to listen, collaborate, and lead effectively.



Please briefly describe your career and educational background. \_\_\_\_\_

I earned both my bachelor's and master's degrees in accounting from Butler University. Since graduating, I've spent the past seven years working as an audit manager at Forvis Mazars

a national CPA firm. In this role, I've worked with clients across various industries, providing assurance services and helping organizations improve their internal controls and financial reporting.

Do you believe you will have any conflicts of interest if appointed? \_\_\_\_\_

No, I do not anticipate any conflicts of interest if appointed and look forward to the opportunity to further serve our community in this capacity

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

Yes, I've reviewed agenda packets and spoken with current and former members to gain a better understanding of the responsibilities and expectations. I'm committed to continuing to learn and engage with the community to ensure I can serve effectively.

If training is available at no cost, would you attend? **Yes**

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

As someone who was born and raised in Saint Joseph, I have a deep-rooted appreciation for the values, history, and potential of our community. After

spending several years away pursuing my education and building my career, I made the intentional decision to return to Saint Joseph to give

back to the place that gave me so much growing up. I see this opportunity to serve on a board or commission not just as civic engagement, but as a way to actively contribute to shaping the future of our city.

Professionally, I bring a strong foundation in financial accountability, strategic planning, and organizational leadership through my work as an audit manager at Forvis Mazars. I've worked with a wide range of organizations—both public and private

helping them improve transparency, strengthen controls, and make informed decisions. These experiences have equipped me with the skills to ask thoughtful questions, analyze complex issues, and collaborate effectively with diverse stakeholders.

Personally, I'm passionate about fostering a vibrant, inclusive, and forward-thinking community. I believe in listening first, engaging respectfully, and working toward solutions that reflect the best interests of our

residents. I'm excited about the possibility of contributing to Saint Joseph's continued success and would be honored to serve in a capacity that allows me to do so.

What is your availability:   X   Morning   X   Afternoon   X   Evening  
  X   Monday   X   Tuesday   X   Wednesday   X   Thursday   X   Friday

Signature: **Thomas Patrick** Digitally signed by Thomas Patrick  
Date: 2025.09.11 13:01:38 -04'00'

Date: **9/11/2025**

Updated Oct 2024



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### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot \_\_\_\_\_ Aviation Operation/Businesses \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### X \_\_\_\_\_ Board of Review

X \_\_\_\_\_ Banking/Finance X \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

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X \_\_\_\_\_ Banking/Finance/Economic Development X \_\_\_\_\_ Marketing and Promotion  
X \_\_\_\_\_ Business Development, Recruitment, Retention \_\_\_\_\_ Construction and Property Management  
\_\_\_\_\_ Other \_\_\_\_\_

X	<u>Hospital Finance Authority Board</u>		
	X	Banking/Finance	_____ Hospital Administration
		Other _____	
X	<u>Housing Commission</u>		
	_____	Building Construction/Maintenance	X _____ Low Income or Subsidized Housing
	X	Property Management and Leasing	X _____ Policy Making or Law
		Other _____	
	<u>Joint Waste Water Treatment Board</u>		
	_____	Engineering	_____ Banking/Finance _____ Public Health
		Other _____	
	<u>Library Board</u>		
	_____	Policy Making	_____ Budgeting, Finance Fundraising
	_____	Advertising, Marketing and Public Relations	_____ Strategic Planning
	_____	Grants and Endowments	_____ Knowledge of Libraries
		Other _____	
X	<u>Municipal Officers Compensation Board</u>		
	X	Budgeting and Finance	X _____ Public Sector Compensation
	X	Policy Making	
		Other _____	
X	<u>Parks and Recreation Advisory Board</u>		
	_____	Advertising/Marketing/Public Relations	X _____ Finance or Property Maintenance/Leasing
	X	Fitness, Recreation, Sports, Coaching	_____ Forestry and Landscape Architecture
		Other _____	
X	<u>Parks and Recreation Advisory Board</u>		
	_____	Advertising/Marketing/Public Relations	X _____ Finance or Property Maintenance/Leasing
	X	Fitness, Recreation, Sports, Coaching	_____ Forestry and Landscape Architecture
		Other _____	

## Appointed Board, Commission and Committee's Opportunities, continued

<u>X</u>	<u>Planning Commission</u>			
<u>      </u>	Architecture or Landscape Architecture	<u>X</u>	Banking/Finance	
<u>      </u>	Civil Engineering	<u>      </u>	Building Construction	
<u>      </u>	Land or Real Estate Development	<u>      </u>	Urban Planning	
<u>      </u>	Zoning	<u>      </u>	Land Use Law	
<u>      </u>	Other _____			
<u>X</u>	<u>Property Maintenance Board of Appeals</u>			
<u>X</u>	Architecture or Building Construction	<u>      </u>	Law	
<u>      </u>	Engineering	<u>X</u>	Land or Real Estate Development	
<u>      </u>	Other _____			
<u>X</u>	<u>Recreation Harbor Authority</u>			
<u>X</u>	Marina or Boating Operations	<u>X</u>	Banking and Finance	<u>      </u> Law
<u>      </u>	Other _____			
<u>X</u>	<u>Retirement System Board</u>			
<u>X</u>	Banking and Finance	<u>X</u>	Policy Making	
<u>      </u>	Governmental Experience	<u>      </u>	Human Resources	
<u>      </u>	Other _____			
<u>X</u>	<u>Sustainability Committee</u>			
<u>X</u>	Urban Planning/Architecture	<u>      </u>	Natural Resources	
<u>      </u>	Advertising/Marketing/Public Relations			
<u>      </u>	Other _____			
<u>X</u>	<u>Water Services Joint Operating Board</u>			
<u>      </u>	Engineering	<u>X</u>	Banking/Finance	<u>      </u> Public Health
<u>      </u>	Other _____			
<u>      </u>	<u>Zoning Board of Appeals</u>			
<u>      </u>	Architecture or Landscape Architecture	<u>      </u>	Urban Planning/Zoning	
<u>      </u>	Building Construction or Engineering	<u>      </u>	Land or Real Estate Development or Law	
<u>      </u>	Other _____			

Thomas Patrick  
Saint Joseph, MI  
Thomas6512@gmail.com  
269.519.9163

September 11, 2025

City of Saint Joseph  
City Commission  
700 Broad Street  
Saint Joseph, MI 49085

Dear Members of the City Commission,

I am writing to express my interest in serving on one of the boards, commissions, or committees for the City of Saint Joseph. As a lifelong resident who recently returned to the area, I am deeply committed to contributing to the continued growth and vitality of our community. I believe my professional background, civic involvement, and personal passion for service make me a strong candidate for this opportunity.

I am a Certified Public Accountant (CPA) with over seven years of experience at Forvis Mazars, where I serve as a member of our Financial Services group. My work focuses on providing audit and advisory solutions to financial institutions, including both private and public companies. I specialize in financial statement audits, SEC reporting, integrated audits, and consulting services. I am an active member of the American Institute of CPAs (AICPA), the Indiana CPA Society, and the Arizona CPA Society.

Beyond my professional experience, I have a strong record of community engagement. I previously served on the board of directors for Community Reinvestment: Low Income Based Scholarships Inc., a nonprofit organization in Arizona dedicated to expanding educational opportunities for underserved youth. I also volunteer as a Special Olympics coach, and my wife, an educator in the area, shares my passion for supporting and empowering young people. Together, we are committed to making a positive impact in the lives of those around us.

I earned both my Bachelor's and Master's degrees in Accounting from Butler University, and I bring a thoughtful, analytical approach to every role I take on. I am confident that my skills in financial oversight, governance, and strategic planning would be valuable to the board or commission I am selected to serve on. I have reviewed meeting agendas and spoken with current members to better understand the responsibilities involved, and I would gladly participate in any training offered to ensure I am well-prepared to contribute effectively.

Thank you for considering my application. I would be honored to serve the City of Saint Joseph and help advance initiatives that benefit our residents. Please feel free to contact me if you need any additional information.

Sincerely,

Thomas Patrick



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### Applicant Information.

Name: Kelli Arnold Date: 6/25/25

Home Address: [REDACTED]

Primary Telephone Number: [REDACTED] Secondary [REDACTED]

E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

While I live in Sodus, I "live" in the store I manage, Jewelfire Diamond Center. My mother is a St. Joe resident. I love our city. I believe my experience working a diverse collection of jobs / with people gives me a unique perspective on what is going around in the community. I want to see the City thrive!

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

I was on the Downtown Kalamazoo Restaurant & Retail Association, part of the Kalamazoo Rotary Club, and I volunteer with teens/youth in both Kalamazoo/Benton Harbor. From 2019-2023 I worked for MDHHS as a Eligibility Specialist specializing in Community Mental Health Needs. I've taught metalsmithing to adult students while I ran the Metals/Jewelry Dept. @ the Kalamazoo Institute of Arts.

Please briefly describe your career and educational background. I graduated highschool and pursued a degree (BFA) in metalsmithing & jewelry design. While I started undergrad at Kendall College, I finished (Magna cum laude) at Western Michigan University. I've taken additional classes with the Gemological Institute of America (GIA), and emergency mgmt classes w/ FEMA.

Do you believe you will have any conflicts of interest if appointed? No; my goal is to support the community and make things equitable for all.

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

Yes; I have been attending Commission meetings regarding our downtown parking situation


If training is available at no cost, would you attend? Yes; I believe in pursuing knowledge!!!

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

My work history is unique. I've been a jeweler for 20 years, but i've almost always held (2) jobs. Whether running a dept. at a non-profit Arts School or working as a case-worker for MDHHS, I have a large appreciation for policy making and implementation. I believe that St. Joe should and can be a thriving community where all people are welcome, accepted, and can thrive. ~~These~~ This vision can come about through collaboration, careful planning, and listening/understanding the residents. What goes on in St. Joe doesn't just impact the immediate city; but the surrounding Benien Co. as well.

What is your availability: ☒ Morning ☐ Afternoon ☒ Evening

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

Signature: 

Date: 6/25/2025

Updated Oct 2024



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Please review the different boards, commissions and committees listed below and check the one(s) you are interested in being involved with. Please also identify your related experience, and feel free to apply even if you do not have the suggested experience or professional background. The City needs citizens with diverse backgrounds on its boards and commissions and appreciate your application!

### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot      \_\_\_\_\_ Aviation Operation/Businesses      \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

\_\_\_\_\_ Banking/Finance      \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction      \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations      \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture      \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades      \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_



Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

\_\_\_\_\_ ✦ Banking/Finance/Economic Development      \_\_\_\_\_ ✦ Marketing and Promotion  
\_\_\_\_\_ ✦ Business Development, Recruitment, Retention      \_\_\_\_\_ Construction and Property Management  
\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### \_\_\_\_\_ Hospital Finance Authority Board

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Hospital Administration

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ ★ Housing Commission

\_\_\_\_\_ Building Construction/Maintenance

\_\_\_\_\_ ★ Low Income or Subsidized Housing

\_\_\_\_\_ Property Management and Leasing

\_\_\_\_\_ ★ Policy Making or Law

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Joint Waste Water Treatment Board

\_\_\_\_\_ Engineering

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Public Health

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Library Board

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Budgeting, Finance Fundraising

\_\_\_\_\_ Advertising, Marketing and Public Relations

\_\_\_\_\_ Strategic Planning

\_\_\_\_\_ Grants and Endowments

\_\_\_\_\_ Knowledge of Libraries

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Municipal Officers Compensation Board

\_\_\_\_\_ Budgeting and Finance

\_\_\_\_\_ Public Sector Compensation

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_



## Appointed Board, Commission and Committee's Opportunities, continued

### Planning Commission

<input checked="" type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Banking/Finance
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Building Construction
<input type="checkbox"/> Land or Real Estate Development	<input type="checkbox"/> Urban Planning
<input type="checkbox"/> Zoning	<input type="checkbox"/> Land Use Law
<input type="checkbox"/> Other _____	

### Property Maintenance Board of Appeals

<input type="checkbox"/> Architecture or Building Construction	<input type="checkbox"/> Law
<input type="checkbox"/> Engineering	<input type="checkbox"/> Land or Real Estate Development
<input type="checkbox"/> Other _____	

### Recreation Harbor Authority

<input type="checkbox"/> Marina or Boating Operations	<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Law
<input type="checkbox"/> Other _____		

### Retirement System Board

<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Policy Making
<input type="checkbox"/> Governmental Experience	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Other _____	

### Sustainability Committee

<input type="checkbox"/> Urban Planning/Architecture	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Advertising/Marketing/Public Relations	
<input type="checkbox"/> Other _____	

### Water Services Joint Operating Board

<input type="checkbox"/> Engineering	<input type="checkbox"/> Banking/Finance	<input type="checkbox"/> Public Health
<input type="checkbox"/> Other _____		

### Zoning Board of Appeals

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Urban Planning/Zoning
<input type="checkbox"/> Building Construction or Engineering	<input type="checkbox"/> Land or Real Estate Development or Law
<input type="checkbox"/> Other _____	



CITY OF ST. JOSEPH  
CITY CLERK'S OFFICE  
700 Broad Street  
St. Joseph, MI 49085  
Phone (269)983-6325  
Fax (269) 985-0347  
www.sjciry.com  
clerk@sjcity.com

## APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION or COMMITTEE

Thank you for your interest in serving the City of St. Joseph. Please complete and return this application to the City Clerk's Office to be considered for a Board, Commission or Committee appointment. If you need additional space, please feel free to attach additional pages. This application will be kept on file for one (1) year from the date it was submitted.

### Applicant Information.

Name: Kenneth Kozminski

Date: June 18, 2025

Home Address: [REDACTED]

Primary Telephone Number: [REDACTED]

Secondary Number: \_\_\_\_\_

E-mail Address: [REDACTED]

### General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

I was the Chairman of the board for Cornerstone Alliance for 7.5 years during the entire Harbor Shores Development. I was the President of IPC Print Services for 15 years headquartered in St. Joseph. I have a Masters Certificate from Northwestern University in Strategic planning. I own and operate the Buck for 13 years. I served as a Director on the Chemical Bank / F&F and Huntington board for 14 years.

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

Aside from above - I managed the investment funds for Lake Michigan College for 18 years as the head of the investment committee. I have served on many boards such as the Council for World Class Communities with David Whitman, served on the Lakeland Hospital Foundation Board, United Way Board and many other boards as a volunteer. I have always had a focus on economic development, diversity and inclusion.

Please briefly describe your career and educational background. I ran IFC Print Services as the President (publicly owned) for 15 years in 7 countries. My education includes an Associates and Bachelor Science degree from Ferris State University and a Masters Degree from Northwestern University in strategic planning.  
I also was a board member of Journal Communications in Milwaukee WI as a director for 15 years.  
Do you believe you will have any conflicts of interest if appointed? No

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

Yes - See above

If training is available at no cost, would you attend? Of course

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

I have always had a vested interest in our community. I have given countless hours and time to ensure that the greater good of our community is kept at the forefront. Always as a volunteer of my time and energy. I have attended thousands of board and commission meetings. I successfully managed over 1500 employees at one time spread across 5 states (locations in the U.S.) and 7 countries. I started the Bank from a vacant downtown building and built it into a successful anchor for the community.

What is your availability: ☒ Morning ☒ Afternoon ☒ Evening

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday

Signature: Kevin Roginski

Date: June 18, 2025

Updated Oct 2024

## Appointed Board, Commission and Committee's Opportunities

The City has many different boards, commissions and committees that work best when there is a diverse group of individuals with relevant qualifications. Please visit the city's website [www.sjcity](http://www.sjcity) to learn more about the different opportunities. In most cases, the board, commission or committee has a rolling membership with members appointed in the spring to a three-year term.

Please review the different boards, commissions and committees listed below and check the one(s) you are interested in being involved with. Please also identify your related experience, and feel free to apply even if you do not have the suggested experience or professional background. The City needs citizens with diverse backgrounds on its boards and commissions and appreciate your application!

### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot      \_\_\_\_\_ Aviation Operation/Businesses      \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

\_\_\_\_\_ Banking/Finance      \_\_\_\_\_ Property Appraisal/Assessing  
\_\_\_\_\_ Real Estate/Development/Law (no agents or brokers)  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction      \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations      \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture      \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades      \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

X Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

X Banking/Finance/Economic Development      X Marketing and Promotion  
X Business Development, Recruitment, Retention      X Construction and Property Management

X Other Parking Sub-Committee

## Appointed Board, Commission and Committee's Opportunities, continued

### \_\_\_\_\_ Hospital Finance Authority Board

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Hospital Administration

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Housing Commission

\_\_\_\_\_ Building Construction/Maintenance

\_\_\_\_\_ Low Income or Subsidized Housing

\_\_\_\_\_ Property Management and Leasing

\_\_\_\_\_ Policy Making or Law

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Joint Waste Water Treatment Board

\_\_\_\_\_ Engineering

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Public Health

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Library Board

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Budgeting, Finance Fundraising

\_\_\_\_\_ Advertising, Marketing and Public Relations

\_\_\_\_\_ Strategic Planning

\_\_\_\_\_ Grants and Endowments

\_\_\_\_\_ Knowledge of Libraries

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Municipal Officers Compensation Board

\_\_\_\_\_ Budgeting and Finance

\_\_\_\_\_ Public Sector Compensation

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Parks and Recreation Advisory Board

\_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

\_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

## Appointed Board, Commission and Committee's Opportunities, continued

### Planning Commission

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Banking/Finance
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Building Construction
<input type="checkbox"/> Land or Real Estate Development	<input type="checkbox"/> Urban Planning
<input type="checkbox"/> Zoning	<input type="checkbox"/> Land Use Law
<input type="checkbox"/> Other _____	

### Property Maintenance Board of Appeals

<input type="checkbox"/> Architecture or Building Construction	<input type="checkbox"/> Law
<input type="checkbox"/> Engineering	<input type="checkbox"/> Land or Real Estate Development
<input type="checkbox"/> Other _____	

### Recreation Harbor Authority

<input type="checkbox"/> Marina or Boating Operations	<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Law
<input type="checkbox"/> Other _____		

### Retirement System Board

<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Policy Making
<input type="checkbox"/> Governmental Experience	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Other _____	

### Sustainability Committee

<input type="checkbox"/> Urban Planning/Architecture	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Advertising/Marketing/Public Relations	
<input type="checkbox"/> Other _____	

### Water Services Joint Operating Board

<input type="checkbox"/> Engineering	<input type="checkbox"/> Banking/Finance	<input type="checkbox"/> Public Health
<input type="checkbox"/> Other _____		

### Zoning Board of Appeals

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Urban Planning/Zoning
<input type="checkbox"/> Building Construction or Engineering	<input type="checkbox"/> Land or Real Estate Development or Law
<input type="checkbox"/> Other _____	

# Agenda Item

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**TO:** City Commission

**FROM:** Cameron Welch, Recreation Manager

**RE:** Special Event Application - Turkey Trot 5K

**MEETING DATE:** September 22, 2025

---

Our Lady of the Lake is seeking approval to host the second annual Turkey Trot 5K on Thanksgiving morning at 9:00 a.m. The race would follow the traditional below-the-bluff 5K course, commonly used for events such as Alex's Duck Duck Run and the Race for YMCA.

The inaugural event last year was a great success, attracting more than 900 participants. Organizers are anticipating a similar or even greater turnout for this year's race.

*Action requested:* Motion to approve, as part of the consent agenda, the Turkey Trot 5K special event application as presented and to direct staff to issue a special event permit.

**ATTACHMENT(S):**

- Turkey Trot Application.pdf
- Turkey Trot Route.pdf
- Staff Review and Comments.pdf



700 Broad Street  
St. Joseph, MI 49085  
tel (269) 983-5541  
fax (269) 985-0346

# Special Event Application Form

**Important:** Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to City Hall, at the address shown at the left. Completed applications can also be sent to [cwelch@sjcity.com](mailto:cwelch@sjcity.com)

Special Events must be approved by the City Commission, which typically meets twice per month. We recommend submitting your application at least two months before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Commission may still see issues that should be addressed before approval.

## Applicant Information

Name of Special Event: \_\_\_\_\_  
Sponsoring Organization (if applicable): \_\_\_\_\_  
Mailing/billing Address: \_\_\_\_\_  
City/State/ZIP Code: \_\_\_\_\_  
Contact person(s): \_\_\_\_\_  
Business phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address(es): \_\_\_\_\_

## Event Information

*\*A separate event schedule and/or description may be attached in response to questions 1 through 4.*

*\*\*For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

**1. What is the requested day(s), date(s), and time(s) of the Special Event:** \_\_\_\_\_

**2. Is there a requested alternative date(s)?** [YES] [NO]

- If yes, please provide the alternative date(s): \_\_\_\_\_

**3. Please describe the event(s):** \_\_\_\_\_

**4. What is the requested location(s) of the event(s):** \_\_\_\_\_

Revised 06/14/2022

(continue to page 2)



**Please complete the following check list regarding your event and special needs:** More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

- |   |              |
|---|--------------|
| 5. Is this event expected to occur again in a future calendar year?   | Yes___ No___ |
| Normal Annual Date? _____   |              |
| 6. Have you included a map indicating the location of your event?*  | Yes___ No___ |
| 7. Does the applicant wish to prohibit vending within the event area?   | Yes___ No___ |
| 8. Does the applicant plan to include vending as part of this event? *  | Yes___ No___ |
| 9. Will this event include the use of signs?  | Yes___ No___ |
| 10. Is the applicant special parking arrangements, such as reserved parking? *  | Yes___ No___ |
| 11. Is the applicant requiring utility connections, such as electric or water services?   | Yes___ No___ |
| 12. Does the applicant require other public services?   | Yes___ No___ |
| • Barricades  | Yes___ No___ |
| • Fencing   | Yes___ No___ |
| • Street Sweeping   | Yes___ No___ |
| • Mowing  | Yes___ No___ |
| • Rubbish Containers  | Yes___ No___ |
| • Rubbish Removal   | Yes___ No___ |
| • Picnic Tables   | Yes___ No___ |
| • Cessation of Lawn Sprinkling  | Yes___ No___ |
| • Other _____   | Yes___ No___ |
| • Map included indicating locations of these services?*   | Yes___ No___ |
| 13. Does the applicant have any special security or safety concerns?  | Yes___ No___ |
| 14. Are you requesting assistance from the Public Safety?   | Yes___ No___ |
| 15. Are you requesting security/safety assistance from an outside agency?   | Yes___ No___ |
| 16. Will the event include loud or unusual sounds?  | Yes___ No___ |
| • Musicians   | Yes___ No___ |
| • Singers   | Yes___ No___ |
| • Amplified Announcers  | Yes___ No___ |
| • Carnival Rides  | Yes___ No___ |
| • Motor Vehicle Noises  | Yes___ No___ |
| • Other _____   | Yes___ No___ |
| 18. Will the event include unusual lighting beyond what is normal at that location?   | Yes___ No___ |
| 19. Are alcoholic beverages proposed to be served as part of the event?   | Yes___ No___ |
| Have all necessary liquor licenses been obtained at the time of this application?   | Yes___ No___ |
| 20. Does the applicant have any other requests that are not listed in this form?  | Yes___ No___ |
| 21. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of St. Joseph as an additional named insured? | Yes___ No___ |

**\* Indicates attachments required**

5. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
6. **An Event Map**—If your event will use streets or sidewalks or will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request.
7. **Does the applicant wish to prohibit vending within the event area?** Vendors with current permits to operate within the event area are allowed to continue vending at their normal location even within the event area, unless alternate arrangements are agreed to by the vendor and by the City Commission as part of this application. Please note these arrangements, if requested. However, if the application is approved, the City Commission would not approve additional vendors.
8. **If vending is not prohibited, does the applicant wish to have control of vending within the festival area?** In some instances, the applicant may be granted control of vending, the applicant is solely responsible for ensuring that all vendors are properly licensed with any appropriate agencies. If vending is not prohibited but the applicant does not wish to have the responsibility of controlling vendors, please direct any potential vendors to contact the City Clerk's Office to apply for the appropriate vending permit.
9. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
10. **Is the applicant requesting special parking arrangements—such as limiting parking areas to certain groups of users?** If yes, you must coordinate with the Police Chief.
11. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Director of Public Services to review what utilities are available in the requested area, and provide a description or map showing the utilities requested.
12. **Does the applicant have any other requests for public services, such as street sweeping, mowing, rubbish containers or removal, placement or removal or picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant may be charged for these services.
13. **Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Department of Public Safety in addressing these concerns?** If yes, you must contact the Director of Public Safety to determine what assistance from Public Safety is appropriate and available, and provide a description of the services Public Safety has indicated it could provide. The applicant may be charged for these services.

Revised 06/14/2022

14. **Is the applicant requesting assistance from an outside agency or contractor in addressing these concerns?**

If yes, you must please attach information indicating all of these contractors on this application.

15. **Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?**

If yes, you must please attach information indicating all of these on this application..

16. **Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?**

If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.

17. **Are alcoholic beverages proposed to be served as part of the event?**

If yes, you must advise the Department of Public Safety of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.

You must have any and all necessary liquor licenses been obtained at the time of this application.

18. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form but of which the City Commission should be aware to make a fully informed decision with regard to approval of the proposed event.

19. The applicant is required to provide a minimum of \$1,000,000 of general liability insurance coverage with respect to the event. The City may require additional insurance coverage based on the potential risk and nature of the event. A Certificate of Insurance with the City of St Joseph listed as additional insured must be provided one month before the event. Additional Insureds include the following: The City of St. Joseph, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of St. Joseph as additional insured, coverage afforded is considered to be primary and any other insurance the City of St. Joseph may have in effect shall be considered secondary and/or excess. Please email a copy to cwelch@sjcity.com, attach below or mail to 700 Broad St, St Joseph, MI 49085.

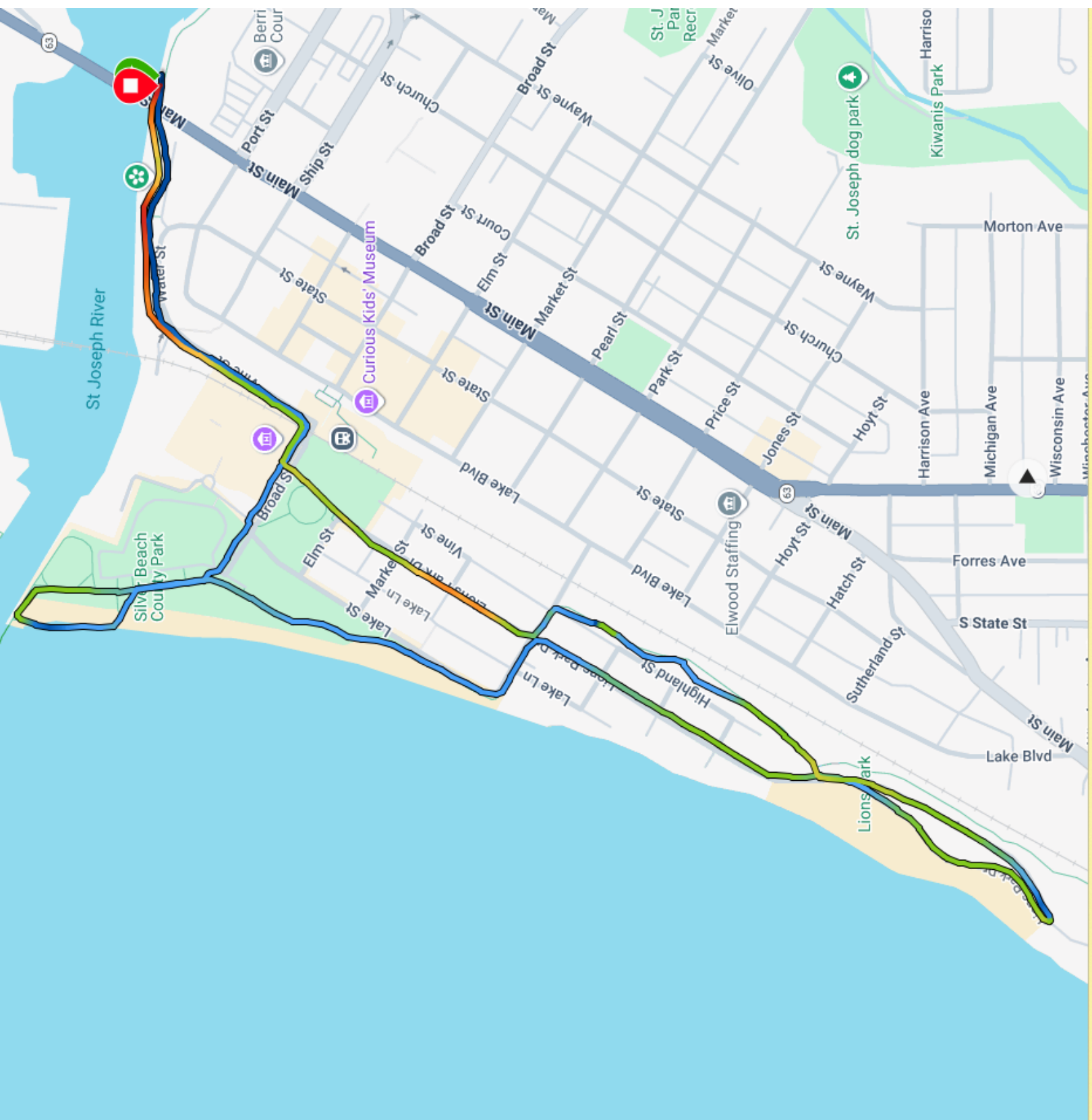
The City of St. Joseph PROHIBITS any and all painting of any city property, including sidewalks and streets. Events of those persons violating this policy will be canceled and no future event will be allowed.

### **Applicant Signature**

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of St. Joseph, and that the event takes place in accordance with the application as approved by the St. Joseph City Commission, including any conditions placed thereon.

Applicant signature: \_\_\_\_\_

Applicant printed name: \_\_\_\_\_ Date: \_\_\_\_\_



### Staff Review and Comments

Special Event: Turkey Trot

Date: November 27<sup>th</sup>, 2025

Department	Recommendation	Comments
Public Works	Approve	Be sure to let department heads know to clear sand at least a week before event.
Public Safety	Approve	
Community Development	Approve	
City Engineer	Approve	
City Clerk	Approve	
St. Joe Today	Approve	

### Additional Comments:

Insurance Policy Received? ☒ Yes ☐ No

If no, date by which Insurance Policy must be Received (minimum of 30 days before event):

# Agenda Item

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**TO:** City Commission

**FROM:** Ben Reynnells, Finance Director

**RE:** St. Joseph Housing Commission Monthly Update

**MEETING DATE:** September 22, 2025

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As part of the consent agenda, please consider approval of the St. Joseph Housing Commission monthly financial update, per the deficit elimination plan requirements.

On February 18, 2025, the St. Joseph Housing Commission approved their deficit elimination plan, per PA 140 of 1971. And on February 24, 2025 the St. Joseph Housing Commission deficit elimination plan was approved by the City Commission to meet the PA 140 of 1971 requirements. On March 14, 2025 the State of Michigan Department of Treasury Local Audit and Finance Division approved the plan as well.

As stipulated in the plan, the Housing Commission will provide monthly financial updates regarding the status of their plan through fiscal years 2025 and 2026.

Attached are the monthly financial reports for the St. Joseph Housing Commission for the month of August 2025 as well as the approval letter from the State of Michigan Department of Treasury Local Audit and Finance Division.

Current Assets total	\$416,600.03
Current Liabilities total	\$80,228.31

To meet the requirements of the deficit elimination plan, the current assets need to be more than the current liabilities at year end, for this year and next. The current year end projections indicate that the year end current assets will be more than the current liabilities.

*Action Requested:* Motion to approve, as part of the consent agenda, the St. Joseph Housing Commission monthly financial update, per the deficit elimination plan requirements.

**ATTACHMENT(S):**

- 2025 03-14 St. Joseph, City of (11-2-070) DEP Approval (FY 2024).pdf
- Bank Reconciliations - MI046.pdf
- Monthly Financial Statements - MI046.pdf



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

March 14, 2025

**Deficit Elimination Plan**

**Approval**

Municipality Code: 11-2-070

APR Form ID Number: 133575

Report ID Number: 164708

**Sent Via Email**

Chief Administrative Officer

City of St. Joseph

[financedirector@sjcity.com](mailto:financedirector@sjcity.com)

Dear Chief Administrative Officer:

We have evaluated your deficit elimination plan that corrects the deficit condition in one or more of the following funds for the fiscal year ending in 2024:

- Housing Commission

The plan, as submitted under the requirements of the Glenn Steil State Revenue Sharing Act, Public Act 140 of 1971, Section 21(2), is projected to correct the deficit condition of the above-mentioned fund(s).

If you would like to speak with a member of our team, please email our office at [Treas\\_MunicipalFinance@Michigan.gov](mailto:Treas_MunicipalFinance@Michigan.gov).

Sincerely,

Cary Jay Vaughn, CPA, Administrator  
Local Audit and Finance Division

# St. Joseph Housing Commission Bank Account Reconciliation Worksheet

General Checking

August 1, 2025 - August 31, 2025

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
<b>Beginning Bank Balance</b>				376,690.34
<b>Cleared Deposits &amp; Additions</b>				
CR105	08/31/25	Multiple	July Cash Receipts	58,538.25
<b>Total</b>				58,538.25
<b>Statement Total</b>				58,538.25
<b>Difference</b>				0.00
<b>Cleared Checks &amp; Payments</b>				
1048	08/05/25	10191600	Google	64.71
1049	08/06/25	10193300	Michigan Gas	636.29
1050	08/13/25	10193200	American Electric Power	7,742.62
1051	08/13/25	10194200	Lowes	105.22
1052	08/22/25	10191600	Deluxe	332.33
1053	08/25/25	10191600.1	Verizon	98.46
1054	08/26/25	10191600.1	AT&T	338.42
1055	08/28/25	10194300.01	Republic Services	2,071.17
1056	08/31/25	10191600	Bank Fees	69.70
1057	08/31/25	Multiple	August Payroll	21,794.30
14880	07/25/25	101312	City of St Joseph	7,135.82
14881	07/25/25	10191600.2	HDS LLC	240.00
14883	07/25/25	10191600.1	Indiana Electronics & Communications	759.68
14884	07/25/25	10191700	John D Bradshaw	75.00
14887	07/25/25	10191200	Maner Costerisan	4,428.00
14888	07/25/25	10191600.2	Parrett Company	67.28
14890	07/25/25	Multiple	Schindler Elevator	16,655.11
14891	07/25/25	10194300.08	The Firm Plumbing Pros	297.42
14895	08/18/25	10191700	John D Bradshaw	325.00
14896	08/18/25	10191600.2	PC Services	375.00
14900	08/26/25	10191200	Maner Costerisan	7,300.00
14902	08/26/25	101125	Roger Bryant	1,750.00
CR105	08/31/25		July Cash Receipts	250.00
<b>Total</b>				72,911.53
<b>Statement Total</b>				72,911.53
<b>Difference</b>				0.00
<b>Ending Bank Balance</b>				362,317.06
<b>Reconciled Bank Information</b>				
<b>Ending Bank Balance</b>				362,317.06
<b>Open Deposits &amp; Additions</b>				
<b>Total</b>				0.00
<b>Open Checks &amp; Payments</b>				
14882	07/25/25	10191900	Housing Authority Accounting Specialists	1,426.04
14886	07/25/25	10194200	Lowes	99.27
14892	08/18/25	10191700	Butzel Attorneys	960.05
14893	08/18/25	10191900	Housing Authority Accounting Specialists	826.04
14894	08/18/25	10191600.1	Indiana Electronics & Communications	253.79
14897	08/18/25	10191600	State of Michigan	10.00
14898	08/18/25	10191400	The Herald	117.00
14899	08/26/25	10191600	Bank of America	327.98
14901	08/26/25	10194300.02	R.W. LaPine, Inc	235.00
<b>Total</b>				4,255.17
<b>Reconciled Bank Balance</b>				358,061.89
<b>General Ledger Information</b>				





**St. Joseph Housing Commission**  
**Bank Account Reconciliation Worksheet**

SD Checking  
August 1, 2025 - August 31, 2025

Reference	Date	GL Account	Description	Amount
<b>Bank Statement Information</b>				
			<b>Beginning Bank Balance</b>	35,483.50
<b>Cleared Deposits &amp; Additions</b>				
			<b>Total</b>	0.00
			<b>Statement Total</b>	0.00
			<b>Difference</b>	0.00
<b>Cleared Checks &amp; Payments</b>				
			<b>Total</b>	0.00
			<b>Statement Total</b>	0.00
			<b>Difference</b>	0.00
			<b>Ending Bank Balance</b>	35,483.50
<b>Reconciled Bank Information</b>				
			<b>Ending Bank Balance</b>	35,483.50
<b>Open Deposits &amp; Additions</b>				
			<b>Total</b>	0.00
<b>Open Checks &amp; Payments</b>				
			<b>Total</b>	0.00
			<b>Reconciled Bank Balance</b>	35,483.50
<b>General Ledger Information</b>				
			<b>Unadjusted General Ledger Balance</b>	35,483.50
<b>Adjustments</b>				
			<b>Total</b>	0.00
			<b>Adjusted General Ledger Balance</b>	35,483.50
<b>Bank Account Reconciliation Summary</b>				
<b>Bank Statement Information</b>				
Beginning Bank Balance				35,483.50
+ Cleared Deposits & Additions				0.00
- Cleared Checks & Payments				0.00
Ending Bank Balance				35,483.50
<b>Reconciled Bank Information</b>				
+ Open Deposits & Additions				0.00
- Open Checks & Payments				0.00
<b>Reconciled Bank Balance</b>				35,483.50
<b>General Ledger Information</b>				
Unadjusted General Ledger Balance				35,483.50
+/- Total Adjustments				0.00
<b>Adjusted General Ledger Balance</b>				35,483.50
<b>Unreconciled Amount</b>				0.00
Cleared Deposits & Additions count = 0				
Cleared Checks & Payments count = 0				
Open Deposits & Additions count = 0				
Open Checks & Payments count = 0				
General Ledger Adjustment count = 0				

## St. Joseph Housing Commission Bank Account Reconciliation Worksheet

SD Checking

August 1, 2025 - August 31, 2025

Housing Authority Accounting Specialists, Inc.  
PO Box 545  
Sparta, WI 54656  
608-269-6490

To the Board of Commissioners  
And Management:

St. Joseph Housing Commission  
Low Rent Public Housing  
MI

Enclosed are the following reports for the month ending August 31, 2025. These reports have been compiled in accordance with Generally Accepted Accounting Principles (GAAP):

- I. Financial Statements
- II. Journal Register
- III. General Ledger

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance on them. This report is offered as a review of your past operations and is a basis for decisions for your future policies. All information included in these financial statements is the representation of the management of St. Joseph Housing Commission.

Respectfully Submitted:

Housing Authority Accounting Specialists, Inc.

**St. Joseph Housing Commission**  
**Low Rent Public Housing**  
**Balance Sheet**  
**As of August 31, 2025**

**ASSETS**

**CURRENT ASSETS**

**Cash**

110 - General Checking	\$ 358,061.89
111 - Cash	2,897.05
114 - Cash-Tenant SD Acct	35,483.50
115 - Petty Cash	<u>250.00</u>

**Total Cash** 396,692.44

**Receivables**

126 - Accounts Receivable-Tenants	7,843.84
126.1 - Allowance for Doubtful Accts	<u>(7,104.34)</u>

**Total Receivables** 739.50

**Other Current Assets**

142 - Prepaid Expenses	13,880.09
144 - Inter program Due From	<u>5,288.00</u>

**Total Other Current Assets** 19,168.09

**TOTAL CURRENT ASSETS** 416,600.03

**NONCURRENT ASSETS**

**Capital Assets**

161 - Land	19,800.00
162 - Buildings	10,830,871.12
163 - Dwelling Equipment	33,900.00
164 - Administrative Equipment	87,537.98
166 - Accumulated Depreciation	<u>(4,797,873.56)</u>

**Total Capital Assets** 6,174,235.54

**Other Noncurrent Assets**

200 - Deferred Outflow of Resources	<u>57,870.06</u>
-------------------------------------	------------------

**Total Other Noncurrent Assets** 57,870.06

**TOTAL NONCURRENT ASSETS** 6,232,105.60

**TOTAL ASSETS** \$ 6,648,705.63

**St. Joseph Housing Commission**  
**Low Rent Public Housing**  
**Balance Sheet**  
**As of August 31, 2025**

**LIABILITIES AND EQUITY**

**LIABILITIES**

**Current Liabilities**

312 - Accounts Payable	\$ 1,643.81
321 - Accrued Wages/Payroll Taxes	4,548.79
322 - Accrued Compensated Absences	8,743.70
333 - Accounts Payable-Other Govnt	12,080.00
341 - Tenant Security Deposits	39,147.00
346 - Accrued Liabilities - Other	14,065.01

<b>Total Current Liabilities</b>	80,228.31
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**Noncurrent Liabilities**

354 - Accrued Compensated Absences-LT	5,269.64
357 - Net Pension Liability	84,753.00
400 - Deferred Inflows	10,915.00

<b>Total Noncurrent Liabilities</b>	100,937.64
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<b>TOTAL LIABILITIES</b>	181,165.95
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**EQUITY**

508.1 - Net Investment in Capital Assets	6,266,268.64
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**Unrestricted Net Position**

512.1 - Unrestricted Net Position	187,117.07
Current Year Profit/(Loss) - Public Housing	14,153.97

<b>Total Unrestricted Net Position</b>	201,271.04
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<b>TOTAL EQUITY</b>	6,467,539.68
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<b>TOTAL LIABILITIES/EQUITY</b>	\$ 6,648,705.63
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**St. Joseph Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 5 Months Ended August 31, 2025**

	1 Month Ended	5 Months Ended		
	<u>August 31, 2025</u>	<u>August 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Operating Revenue</b>				
<b>Tenant Rental Revenue</b>				
70300 - Tenant Rental Revenue	\$ 40,089.00	\$ 195,460.00	\$ 420,000	\$ 224,540.00
70400 - Other Tenant Revenue	209.00	703.30	2,800	2,096.70
70400.1 - Excess Utilities	<u>510.00</u>	<u>1,700.00</u>	<u>2,800</u>	<u>1,100.00</u>
<b>Total Tenant Rental Revenue</b>	40,808.00	197,863.30	425,600	227,736.70
<b>HUD PHA Grant Revenue</b>				
70600 - HUD PHA Operating Grant	<u>14,414.00</u>	<u>139,266.00</u>	<u>130,400</u>	<u>(8,866.00)</u>
<b>Total HUD PHA Grant Revenue</b>	14,414.00	139,266.00	130,400	(8,866.00)
<b>Other Revenue</b>				
71100 - Investment Revenue	80.98	381.89	500	118.11
71500 - Other Revenue	0.00	11,092.11	25,000	13,907.89
71500.1 - Nondwelling Rent	<u>1,658.88</u>	<u>8,294.40</u>	<u>20,000</u>	<u>11,705.60</u>
<b>Total Other Revenue</b>	1,739.86	19,768.40	45,500	25,731.60
<b>Total Operating Revenue</b>	<u>\$ 56,961.86</u>	<u>\$ 356,897.70</u>	<u>\$ 601,500</u>	<u>\$ 244,602.30</u>
<b>Operating Expenses</b>				
<b>Administration</b>				
91100 - Administrative Salaries	\$ 10,084.63	\$ 36,353.52	\$ 90,900	\$ 54,546.48
91200 - Auditing	7,300.00	22,728.00	15,000	(7,728.00)
91400 - Advertising	117.00	117.00	500	383.00
91500 - Administrative Benefits	1,615.02	5,864.96	35,000	29,135.04
91600 - Office Expenses	814.72	2,466.99	15,000	12,533.01
91600.1 - Communication Expense	690.67	3,333.56	12,000	8,666.44
91600.2 - Administrative Service Contracts	375.00	8,539.79	10,000	1,460.21
91700 - Legal	1,285.05	2,585.05	10,000	7,414.95
91800 - Travel	0.00	0.00	500	500.00
91900 - Other-Accounting	<u>826.04</u>	<u>3,678.12</u>	<u>7,800</u>	<u>4,121.88</u>
<b>Total Administration</b>	23,108.13	85,666.99	196,700	111,033.01
<b>Tenant Services</b>				
92400 - Tenant Services	<u>0.00</u>	<u>0.00</u>	<u>1,000</u>	<u>1,000.00</u>
<b>Total Tenant Services</b>	0.00	0.00	1,000	1,000.00

**St. Joseph Housing Commission**  
**Low Rent Public Housing**  
**Statement of Revenue & Expense**  
**For the 1 Month and 5 Months Ended August 31, 2025**

	<u>1 Month Ended August 31, 2025</u>	<u>5 Months Ended August 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
<b>Utilities</b>				
93100 - Water	0.00	1,708.73	8,000	6,291.27
93200 - Electricity	7,742.62	27,418.29	53,000	25,581.71
93300 - Gas	636.29	24,824.69	50,000	25,175.31
93600 - Sewer	0.00	2,940.57	11,000	8,059.43
93800 - Other Utilities Expense	0.00	1,217.19	6,500	5,282.81
<b>Total Utilities</b>	<u>8,378.91</u>	<u>58,109.47</u>	<u>128,500</u>	<u>70,390.53</u>
<b>Ordinary Maint. &amp; Operations</b>				
94100 - Maintenance Salaries	6,722.80	26,505.20	64,100	37,594.80
94200 - Materials	105.22	2,064.29	15,000	12,935.71
94300.01 - Garbage	2,071.17	4,414.86	11,000	6,585.14
94300.02 - Heating & Cooling Contracts	235.00	885.00	25,000	24,115.00
94300.03 - Snow Removal	0.00	0.00	9,000	9,000.00
94300.04 - Elevator Maintenance Contracts	1,388.01	2,775.02	20,000	17,224.98
94300.05 - Landscape & Grounds	0.00	210.00	2,000	1,790.00
94300.07 - Electrical Contracts	0.00	514.25	10,000	9,485.75
94300.08 - Plumbing Contracts	0.00	297.42	4,000	3,702.58
94300.09 - Extermination Contracts	0.00	2,297.00	8,000	5,703.00
94300.12 - Misc. Maintenance Contracts	0.00	2,337.25	10,000	7,662.75
94500 - Maintenance Benefits	2,896.87	10,767.72	32,200	21,432.28
95200 - Protective Service Contracts	0.00	330.00	1,500	1,170.00
<b>Total Ordinary Maint. &amp; Oper</b>	<u>13,419.07</u>	<u>53,398.01</u>	<u>211,800</u>	<u>158,401.99</u>
<b>Insurance &amp; General Expense</b>				
96110 - Property Insurance	0.00	26,032.00	45,000	18,968.00
96120 - Liability Insurance	0.00	3,724.00	15,000	11,276.00
96130 - Workers Comp Insurance	334.46	934.49	3,500	2,565.51
96140 - All Other Insurance	0.00	0.00	1,000	1,000.00
96200 - Other General Expenses	0.00	2,193.00	2,500	307.00
96210 - Compensated Absences	0.00	0.00	5,000	5,000.00
96300 - Payments in Lieu of Taxes	2,416.00	12,080.00	29,000	16,920.00
96400 - Bad Debt - Tenants	0.00	0.00	1,500	1,500.00
<b>Total Insurance &amp; General Expense</b>	<u>2,750.46</u>	<u>44,963.49</u>	<u>102,500</u>	<u>57,536.51</u>
<b>Total Operating Expenses</b>	<u>47,656.57</u>	<u>242,137.96</u>	<u>640,500</u>	<u>398,362.04</u>
<b>Operating Income (Loss)</b>	<u>9,305.29</u>	<u>114,759.74</u>	<u>(39,000)</u>	<u>(153,759.74)</u>
<b>Other Expenses</b>				
97100 - Extraordinary Maintenance	0.00	5,220.77	5,000	(220.77)
97400 - Depreciation Expense	19,077.00	95,385.00	0	(95,385.00)
<b>Total Other Expenses</b>	<u>19,077.00</u>	<u>100,605.77</u>	<u>5,000</u>	<u>(95,605.77)</u>
<b>CFP Operating Transfers</b>				
10010 - CFP Operating Transfers	0.00	0.00	44,000	44,000.00
<b>Total CFP Operating Transfers</b>	<u>0.00</u>	<u>0.00</u>	<u>44,000</u>	<u>44,000.00</u>
<b>Total Net Income (Loss)</b>	<u>\$ (9,771.71)</u>	<u>\$ 14,153.97</u>	<u>\$ 0</u>	<u>\$ (14,153.97)</u>
<b>Capital Expenditures</b>				
11620 - Buildings	0.00	3,351.90	0.00	(3,351.90)
<b>Total Capital Expenditures</b>	<u>0.00</u>	<u>3,351.90</u>	<u>0</u>	<u>(3,351.90)</u>



**St. Joseph Housing Commission  
Capital Fund Grants  
Statement of Revenue & Expense  
For the 1 Month and 5 Months Ended August 31, 2025**

	1 Month Ended	5 Months Ended
	<u>August 31, 2025</u>	<u>August 31, 2025</u>
<b>Operating Revenue</b>		
HUD PHA Grant Revenue		
Total HUD PHA Grant Revenue	0.00	0.00
<b>Total Operating Revenue</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
<b>Operating Expenses</b>		
Administration		
Total Administration	0.00	0.00
Ordinary Maint. & Operations		
Total Ordinary Maint. & Oper	0.00	0.00
<b>Total Operating Expenses</b>	<u>0.00</u>	<u>0.00</u>
<b>Other Financial Items</b>		
Total Other Financial Items	0.00	0.00
<b>Net Income/(Loss)</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
<b>Capital Expenditures</b>		
Total Capital Expenditures	0.00	0.00

# St. Joseph Housing Commission

## CAPITAL FUND PROGRAM

	1 Month Ended August 31, 2025	Cumulative August 31, 2025	BUDGET	BALANCE
<b>2024 CFP Grant</b>				
<b>MI28P046501-24</b>				
<b>CFP Expenditures</b>				
1000 - Reserved	0.00	0.00	433	433.00
1406 - Operations	0.00	43,987.75	43,988	0.25
1480 - General Capital Activity	0.00	0.00	131,963	131,963.00
<b>Total Capital Funds Expended</b>	<u>\$ 0.00</u>	<u>\$ 43,987.75</u>	<u>\$ 176,384</u>	<u>\$ 132,396.25</u>
<b>Grant Funding</b>	<u>0.00</u>	<u>43,987.75</u>	<u>176,384</u>	<u>132,396.25</u>
<b>Over/(Under) Funding</b>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>

# St. Joseph Housing Commission Journals

August 1, 2025 - August 31, 2025

Date	Reference	Account	Description	Amount
<b>Journal: Cash Disbursements</b>				
08/05/25	1048	101110	Google	(64.71)
08/05/25	1048	10191600	Google	64.71
08/06/25	1049	101110	Michigan Gas	(636.29)
08/06/25	1049	10193300	Michigan Gas	636.29
08/13/25	1050	101110	American Electric Power	(7,742.62)
08/13/25	1050	10193200	American Electric Power	7,742.62
08/13/25	1051	101110	Lowes	(105.22)
08/13/25	1051	10194200	Lowes	105.22
08/22/25	1052	101110	Deluxe	(332.33)
08/22/25	1052	10191600	Deluxe	332.33
08/25/25	1053	101110	Verizon	(98.46)
08/25/25	1053	10191600.1	Verizon	98.46
08/26/25	1054	101110	AT&T	(338.42)
08/26/25	1054	10191600.1	AT&T	338.42
08/28/25	1055	101110	Republic Services	(2,071.17)
08/28/25	1055	10194300.01	Republic Services	2,071.17
08/31/25	1056	101110	Bank Fees	(69.70)
08/31/25	1056	10191600	Bank Fees	69.70
08/31/25	1057	101110	August Payroll	(21,794.30)
08/31/25	1057	10191100	August Payroll	10,084.63
08/31/25	1057	10194100	August Payroll	6,722.80
08/31/25	1057	10191500	August Payroll	1,615.02
08/31/25	1057	10194500	August Payroll	2,896.87
08/31/25	1057	101200	August Payroll	140.52
08/31/25	1057	10196130	August Payroll	334.46
08/18/25	14892	101110	Butzel Attorneys	(960.05)
08/18/25	14892	10191700	Butzel Attorneys	960.05
08/18/25	14893	101110	Housing Authority Accounting Specialists	(826.04)
08/18/25	14893	10191900	Housing Authority Accounting Specialists	826.04
08/18/25	14894	101110	Indiana Electronics & Communications	(253.79)
08/18/25	14894	10191600.1	Indiana Electronics & Communications	253.79
08/18/25	14895	101110	John D Bradshaw	(325.00)
08/18/25	14895	10191700	John D Bradshaw	325.00
08/18/25	14896	101110	PC Services	(375.00)
08/18/25	14896	10191600.2	PC Services	375.00
08/18/25	14897	101110	State of Michigan	(10.00)
08/18/25	14897	10191600	State of Michigan	10.00
08/18/25	14898	101110	The Herald	(117.00)
08/18/25	14898	10191400	The Herald	117.00
08/26/25	14899	101110	Bank of America	(327.98)

# St. Joseph Housing Commission Journals

August 1, 2025 - August 31, 2025

Date	Reference	Account	Description	Amount
08/26/25	14899	10191600	Bank of America	327.98
08/26/25	14900	101110	Maner Costerisan	(7,300.00)
08/26/25	14900	10191200	Maner Costerisan	7,300.00
08/26/25	14901	101110	R.W. LaPine, Inc	(235.00)
08/26/25	14901	10194300.02	R.W. LaPine, Inc	235.00
08/26/25	14902	101110	Roger Bryant	(1,750.00)
08/26/25	14902	101125	Roger Bryant	1,750.00
Transaction Balance for Cash Disbursements				0.00
<b>Journal: Cash Receipts</b>				
08/31/25	CR105	101110	Aug Cash Receipts	58,538.25
08/31/25	CR105	10170600	Aug Operating Subsidy	(14,414.00)
08/31/25	CR105	10171100	Interest on Checking	(80.37)
08/31/25	CR105	101126	Aug TAR Collections	(40,385.00)
08/31/25	CR105	10171500.1	Tower Rent	(1,658.88)
08/31/25	CR105	101125	Reimb for roof repairs	(1,750.00)
08/31/25	CR105	101110	Returned rent	(250.00)
Transaction Balance for Cash Receipts				0.00
<b>Journal: Journal Entries</b>				
08/31/25	DEP	101166	To record monthly estimated depreciation	(19,077.00)
08/31/25	DEP	10197400	To record monthly estimated depreciation	19,077.00
08/31/25	JE313	101111	To record interest and fees on savings	(9.39)
08/31/25	JE313	10191600	To record interest and fees on savings	10.00
08/31/25	JE313	10171100	To record interest and fees on savings	(0.61)
08/31/25	JE314	10170300	To record charges to tenants per MSO	(40,089.00)
08/31/25	JE314	10170400.1	To record charges to tenants per MSO	(510.00)
08/31/25	JE314	10170400	To record charges to tenants per MSO	(209.00)
08/31/25	JE314	101126	To record charges to tenants per MSO	40,808.00
08/31/25	PILOT	10196300	To accrued estimated monthly PILOT expense	2,416.00
08/31/25	PILOT	101333	To accrued estimated monthly PILOT expense	(2,416.00)
08/31/25	RT1	1011190	To record units available and leased for current month	106.00
08/31/25	RT1	1011190.1	To record units available and leased for current month	(106.00)
08/31/25	RT1	1011191	To record units available and leased for current month	101.00
08/31/25	RT1	1011191.1	To record units available and leased for current month	(101.00)
08/31/25	RT2	101142	To record monthly elevator contract expense	(1,388.01)
08/31/25	RT2	10194300.04	To record monthly elevator contract expense	1,388.01
Transaction Balance for Journal Entries				0.00

# St. Joseph Housing Commission

## General Ledger

August 1, 2025 - August 31, 2025

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>101110</b>	<b>General Checking</b>			345,506.72		
08/05/25	1048	1	Google		(64.71)	
08/06/25	1049	1	Michigan Gas		(636.29)	
08/13/25	1050	1	American Electric Power		(7,742.62)	
08/13/25	1051	1	Lowes		(105.22)	
08/18/25	14892	1	Butzel Attorneys		(960.05)	
08/18/25	14893	1	Housing Authority Accounting Specialists		(826.04)	
08/18/25	14894	1	Indiana Electronics & Communications		(253.79)	
08/18/25	14895	1	John D Bradshaw		(325.00)	
08/18/25	14896	1	PC Services		(375.00)	
08/18/25	14897	1	State of Michigan		(10.00)	
08/18/25	14898	1	The Herald		(117.00)	
08/22/25	1052	1	Deluxe		(332.33)	
08/25/25	1053	1	Verizon		(98.46)	
08/26/25	1054	1	AT&T		(338.42)	
08/26/25	14899	1	Bank of America		(327.98)	
08/26/25	14900	1	Maner Costerisan		(7,300.00)	
08/26/25	14901	1	R.W. LaPine, Inc		(235.00)	
08/26/25	14902	1	Roger Bryant		(1,750.00)	
08/28/25	1055	1	Republic Services		(2,071.17)	
08/31/25	1056	1	Bank Fees		(69.70)	
08/31/25	1057	1	August Payroll		(21,794.30)	
08/31/25	CR105	2	Aug Cash Receipts		58,538.25	
08/31/25	CR105	2	Returned rent		(250.00)	
			<b>Totals for 101110</b>		<u>12,555.17</u>	<u>358,061.89</u>
<b>101111</b>	<b>Cash</b>			2,906.44		
08/31/25	JE313	3	To record interest and fees on savings		(9.39)	
			<b>Totals for 101111</b>		<u>(9.39)</u>	<u>2,897.05</u>
<b>101114</b>	<b>Cash-Tenant SD Accts</b>			35,483.50		
			<b>Totals for 101114</b>		<u>0.00</u>	<u>35,483.50</u>
<b>101115</b>	<b>Petty Cash</b>			250.00		
			<b>Totals for 101115</b>		<u>0.00</u>	<u>250.00</u>
<b>101125</b>	<b>Accounts Receivable-Misc</b>			0.00		
08/26/25	14902	1	Roger Bryant		1,750.00	
08/31/25	CR105	2	Reimb for roof repairs		(1,750.00)	
			<b>Totals for 101125</b>		<u>0.00</u>	<u>0.00</u>
<b>101126</b>	<b>Accounts Receivable-Tenants</b>			7,420.84		
08/31/25	CR105	2	Aug TAR Collections		(40,385.00)	
08/31/25	JE314	3	To record charges to tenants per MSO		40,808.00	
			<b>Totals for 101126</b>		<u>423.00</u>	<u>7,843.84</u>
<b>101126.1</b>	<b>Allowance for Doubtful Accts</b>			(7,104.34)		
			<b>Totals for 101126.1</b>		<u>0.00</u>	<u>(7,104.34)</u>
<b>101142</b>	<b>Prepaid Expenses</b>			15,268.10		
08/31/25	RT2	3	To record monthly elevator contract expense		(1,388.01)	
			<b>Totals for 101142</b>		<u>(1,388.01)</u>	<u>13,880.09</u>
<b>101144</b>	<b>Inter program Due From</b>			5,288.00		
			<b>Totals for 101144</b>		<u>0.00</u>	<u>5,288.00</u>
<b>101161</b>	<b>Land</b>			19,800.00		

# St. Joseph Housing Commission General Ledger

August 1, 2025 - August 31, 2025

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
			<b>Totals for 101161</b>		0.00	19,800.00
<b>101162</b>	<b>Buildings</b>			10,830,871.12		
			<b>Totals for 101162</b>		0.00	10,830,871.12
<b>101163</b>	<b>Dwelling Equipment</b>			33,900.00		
			<b>Totals for 101163</b>		0.00	33,900.00
<b>101164</b>	<b>Administrative Equipment</b>			87,537.98		
			<b>Totals for 101164</b>		0.00	87,537.98
<b>101166</b>	<b>Accumulated Depreciation</b>			(4,778,796.56)		
08/31/25	DEP	3	To record monthly estimated depreciation		(19,077.00)	
			<b>Totals for 101166</b>		(19,077.00)	(4,797,873.56)
<b>101200</b>	<b>Deferred Outflow of Resources</b>			57,729.54		
08/31/25	1057	1	August Payroll		140.52	
			<b>Totals for 101200</b>		140.52	57,870.06
<b>101312</b>	<b>Accounts Payable</b>			(1,643.81)		
			<b>Totals for 101312</b>		0.00	(1,643.81)
<b>101321</b>	<b>Accrued Wages/Payroll Taxes</b>			(4,548.79)		
			<b>Totals for 101321</b>		0.00	(4,548.79)
<b>101322</b>	<b>Accrued Compensated Absences</b>			(8,743.70)		
			<b>Totals for 101322</b>		0.00	(8,743.70)
<b>101333</b>	<b>Accounts Payable-Other Govnt</b>			(9,664.00)		
08/31/25	PILOT	3	To accrued estimated monthly PILOT expense		(2,416.00)	
			<b>Totals for 101333</b>		(2,416.00)	(12,080.00)
<b>101341</b>	<b>Tenant Security Deposits</b>			(39,147.00)		
			<b>Totals for 101341</b>		0.00	(39,147.00)
<b>101346</b>	<b>Accrued Liabilities - Other</b>			(14,065.01)		
			<b>Totals for 101346</b>		0.00	(14,065.01)
<b>101354</b>	<b>Accrued Compensated Absences-LT</b>			(5,269.64)		
			<b>Totals for 101354</b>		0.00	(5,269.64)
<b>101357</b>	<b>Net Pension Liability</b>			(84,753.00)		
			<b>Totals for 101357</b>		0.00	(84,753.00)
<b>101400</b>	<b>Deferred Inflows</b>			(10,915.00)		
			<b>Totals for 101400</b>		0.00	(10,915.00)
<b>101508.1</b>	<b>Net Investment in Capital Assets</b>			(6,266,268.64)		
			<b>Totals for 101508.1</b>		0.00	(6,266,268.64)
<b>101512.1</b>	<b>Unrestricted Net Position</b>			(187,117.07)		
			<b>Totals for 101512.1</b>		0.00	(187,117.07)
<b>701110</b>	<b>General Checking</b>			7,797.49		
			<b>Totals for 701110</b>		0.00	7,797.49

# St. Joseph Housing Commission General Ledger

August 1, 2025 - August 31, 2025

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>701347</b>	<b>Interprogram due to</b>			(5,288.00)		
			<b>Totals for 701347</b>		<u>0.00</u>	<u>(5,288.00)</u>
<b>701512.1</b>	<b>Unrestricted Net Position</b>			(2,509.49)		
			<b>Totals for 701512.1</b>		<u>0.00</u>	<u>(2,509.49)</u>
<b>1011190</b>	<b>Unit Months Available</b>			424.00		
08/31/25	RT1	3	To record units available and leased for current month		<u>106.00</u>	
			<b>Totals for 1011190</b>		<u>106.00</u>	<u>530.00</u>
<b>1011190.1</b>	<b>Unit Months Available-contra</b>			(424.00)		
08/31/25	RT1	3	To record units available and leased for current month		<u>(106.00)</u>	
			<b>Totals for 1011190.1</b>		<u>(106.00)</u>	<u>(530.00)</u>
<b>1011191</b>	<b>Unit Months Leased</b>			300.00		
08/31/25	RT1	3	To record units available and leased for current month		<u>101.00</u>	
			<b>Totals for 1011191</b>		<u>101.00</u>	<u>401.00</u>
<b>1011191.1</b>	<b>Units Leased-Contra</b>			(300.00)		
08/31/25	RT1	3	To record units available and leased for current month		<u>(101.00)</u>	
			<b>Totals for 1011191.1</b>		<u>(101.00)</u>	<u>(401.00)</u>
<b>5231406</b>	<b>Operations</b>			42,419.00		
			<b>Totals for 5231406</b>		<u>0.00</u>	<u>42,419.00</u>
<b>5231480</b>	<b>General Capital Activity</b>			127,793.00		
			<b>Totals for 5231480</b>		<u>0.00</u>	<u>127,793.00</u>
<b>5231600</b>	<b>2023 Funding</b>			170,212.00		
			<b>Totals for 5231600</b>		<u>0.00</u>	<u>170,212.00</u>
<b>5239800</b>	<b>CFP Contra</b>			(340,424.00)		
			<b>Totals for 5239800</b>		<u>0.00</u>	<u>(340,424.00)</u>
<b>5241406</b>	<b>Operations</b>			43,987.75		
			<b>Totals for 5241406</b>		<u>0.00</u>	<u>43,987.75</u>
<b>5241600</b>	<b>CFP Funding</b>			43,987.75		
			<b>Totals for 5241600</b>		<u>0.00</u>	<u>43,987.75</u>
<b>5249800</b>	<b>CFP Contra</b>			(87,975.50)		
			<b>Totals for 5249800</b>		<u>0.00</u>	<u>(87,975.50)</u>
<b>10111620</b>	<b>Buildings</b>			3,351.90		
			<b>Totals for 10111620</b>		<u>0.00</u>	<u>3,351.90</u>
<b>10111690</b>	<b>Capital Expense - Contra</b>			(3,351.90)		
			<b>Totals for 10111690</b>		<u>0.00</u>	<u>(3,351.90)</u>
<b>10170300</b>	<b>Tenant Rental Revenue</b>			(155,371.00)		
08/31/25	JE314	3	To record charges to tenants per MSO		<u>(40,089.00)</u>	
			<b>Totals for 10170300</b>		<u>(40,089.00)</u>	<u>(195,460.00)</u>

# St. Joseph Housing Commission

## General Ledger

August 1, 2025 - August 31, 2025

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
<b>10170400</b>	<b>Other Tenant Revenue</b>			(494.30)		
08/31/25	JE314	3	To record charges to tenants per MSO		(209.00)	
			<b>Totals for 10170400</b>		(209.00)	(703.30)
<b>10170400.1</b>	<b>Excess Utilities</b>			(1,190.00)		
08/31/25	JE314	3	To record charges to tenants per MSO		(510.00)	
			<b>Totals for 10170400.1</b>		(510.00)	(1,700.00)
<b>10170600</b>	<b>HUD PHA Operating Grant</b>			(124,852.00)		
08/31/25	CR105	2	Aug Operating Subsidy		(14,414.00)	
			<b>Totals for 10170600</b>		(14,414.00)	(139,266.00)
<b>10171100</b>	<b>Investment Revenue</b>			(300.91)		
08/31/25	CR105	2	Interest on Checking		(80.37)	
08/31/25	JE313	3	To record interest and fees on savings		(0.61)	
			<b>Totals for 10171100</b>		(80.98)	(381.89)
<b>10171500</b>	<b>Other Revenue</b>			(11,092.11)		
			<b>Totals for 10171500</b>		0.00	(11,092.11)
<b>10171500.1</b>	<b>Nondwelling Rent</b>			(6,635.52)		
08/31/25	CR105	2	Tower Rent		(1,658.88)	
			<b>Totals for 10171500.1</b>		(1,658.88)	(8,294.40)
<b>10191100</b>	<b>Administrative Salaries</b>			26,268.89		
08/31/25	1057	1	August Payroll		10,084.63	
			<b>Totals for 10191100</b>		10,084.63	36,353.52
<b>10191200</b>	<b>Auditing</b>			15,428.00		
08/26/25	14900	1	Maner Costerisan		7,300.00	
			<b>Totals for 10191200</b>		7,300.00	22,728.00
<b>10191400</b>	<b>Advertising</b>			0.00		
08/18/25	14898	1	The Herald		117.00	
			<b>Totals for 10191400</b>		117.00	117.00
<b>10191500</b>	<b>Administrative Benefits</b>			4,249.94		
08/31/25	1057	1	August Payroll		1,615.02	
			<b>Totals for 10191500</b>		1,615.02	5,864.96
<b>10191600</b>	<b>Office Expenses</b>			1,652.27		
08/05/25	1048	1	Google		64.71	
08/18/25	14897	1	State of Michigan		10.00	
08/22/25	1052	1	Deluxe		332.33	
08/26/25	14899	1	Bank of America		327.98	
08/31/25	1056	1	Bank Fees		69.70	
08/31/25	JE313	3	To record interest and fees on savings		10.00	
			<b>Totals for 10191600</b>		814.72	2,466.99
<b>10191600.1</b>	<b>Communication Expense</b>			2,642.89		
08/18/25	14894	1	Indiana Electronics & Communications		253.79	
08/25/25	1053	1	Verizon		98.46	
08/26/25	1054	1	AT&T		338.42	
			<b>Totals for 10191600.1</b>		690.67	3,333.56
<b>10191600.2</b>	<b>Administrative Service Contracts</b>			8,164.79		



# St. Joseph Housing Commission General Ledger

August 1, 2025 - August 31, 2025

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
08/18/25	14896	1	PC Services		375.00	
<b>Totals for 10191600.2</b>					<u>375.00</u>	<u>8,539.79</u>
<b>10191700 Legal</b>				1,300.00		
08/18/25	14892	1	Butzel Attorneys		960.05	
08/18/25	14895	1	John D Bradshaw		325.00	
<b>Totals for 10191700</b>					<u>1,285.05</u>	<u>2,585.05</u>
<b>10191900 Other-Accounting</b>				2,852.08		
08/18/25	14893	1	Housing Authority Accounting Specialists		826.04	
<b>Totals for 10191900</b>					<u>826.04</u>	<u>3,678.12</u>
<b>10193100 Water</b>				1,708.73		
<b>Totals for 10193100</b>					<u>0.00</u>	<u>1,708.73</u>
<b>10193200 Electricity</b>				19,675.67		
08/13/25	1050	1	American Electric Power		7,742.62	
<b>Totals for 10193200</b>					<u>7,742.62</u>	<u>27,418.29</u>
<b>10193300 Gas</b>				24,188.40		
08/06/25	1049	1	Michigan Gas		636.29	
<b>Totals for 10193300</b>					<u>636.29</u>	<u>24,824.69</u>
<b>10193600 Sewer</b>				2,940.57		
<b>Totals for 10193600</b>					<u>0.00</u>	<u>2,940.57</u>
<b>10193800 Other Utilities Expense</b>				1,217.19		
<b>Totals for 10193800</b>					<u>0.00</u>	<u>1,217.19</u>
<b>10194100 Maintenance Salaries</b>				19,782.40		
08/31/25	1057	1	August Payroll		6,722.80	
<b>Totals for 10194100</b>					<u>6,722.80</u>	<u>26,505.20</u>
<b>10194200 Materials</b>				1,959.07		
08/13/25	1051	1	Lowe's		105.22	
<b>Totals for 10194200</b>					<u>105.22</u>	<u>2,064.29</u>
<b>10194300.01 Garbage</b>				2,343.69		
08/28/25	1055	1	Republic Services		2,071.17	
<b>Totals for 10194300.01</b>					<u>2,071.17</u>	<u>4,414.86</u>
<b>10194300.02 Heating &amp; Cooling Contracts</b>				650.00		
08/26/25	14901	1	R.W. LaPine, Inc		235.00	
<b>Totals for 10194300.02</b>					<u>235.00</u>	<u>885.00</u>
<b>10194300.04 Elevator Maintenance Contracts</b>				1,387.01		
08/31/25	RT2	3	To record monthly elevator contract expense		1,388.01	
<b>Totals for 10194300.04</b>					<u>1,388.01</u>	<u>2,775.02</u>
<b>10194300.05 Landscape &amp; Grounds</b>				210.00		
<b>Totals for 10194300.05</b>					<u>0.00</u>	<u>210.00</u>
<b>10194300.07 Electrical Contracts</b>				514.25		
<b>Totals for 10194300.07</b>					<u>0.00</u>	<u>514.25</u>
<b>10194300.08 Plumbing Contracts</b>				297.42		

# St. Joseph Housing Commission General Ledger

August 1, 2025 - August 31, 2025

Date	Reference	Journal	Description	Beginning Balance	Current Amount	Period End Balance
Totals for 10194300.08					0.00	297.42
10194300.09	Extermination Contracts			2,297.00		
Totals for 10194300.09					0.00	2,297.00
10194300.12	Misc. Maintenance Contracts			2,337.25		
Totals for 10194300.12					0.00	2,337.25
10194500	Maintenance Benefits			7,870.85		
08/31/25	1057	1	August Payroll		2,896.87	
Totals for 10194500					2,896.87	10,767.72
10195200	Protective Service Contracts			330.00		
Totals for 10195200					0.00	330.00
10196110	Property Insurance			26,032.00		
Totals for 10196110					0.00	26,032.00
10196120	Liability Insurance			3,724.00		
Totals for 10196120					0.00	3,724.00
10196130	Workers Comp Insurance			600.03		
08/31/25	1057	1	August Payroll		334.46	
Totals for 10196130					334.46	934.49
10196200	Other General Expenses			2,193.00		
Totals for 10196200					0.00	2,193.00
10196300	Payments in Lieu of Taxes			9,664.00		
08/31/25	PILOT	3	To accrued estimated monthly PILOT expense		2,416.00	
Totals for 10196300					2,416.00	12,080.00
10197100	Extraordinary Maintenance			5,220.77		
Totals for 10197100					0.00	5,220.77
10197400	Depreciation Expense			76,308.00		
08/31/25	DEP	3	To record monthly estimated depreciation		19,077.00	
Totals for 10197400					19,077.00	95,385.00
Report Total						0.00
Net Profit/(Loss)						
Current Period		(9,771.71)				
Year-to-Date		14,153.97				

Distribution count = 71

**St. Joseph Housing Commission  
State/Local Program  
Balance Sheet  
As of August 31, 2025**

**ASSETS**

**CURRENT ASSETS**

**Cash**

110 - General Checking	\$ 7,797.49
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<b>Total Cash</b>	<u>7,797.49</u>
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**Receivables**

<b>Total Receivables</b>	0.00
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<b>TOTAL CURRENT ASSETS</b>	7,797.49
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**Capital Assets**

<b>Total Capital Assets</b>	0.00
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<b>TOTAL ASSETS</b>	<u>\$ 7,797.49</u>
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**LIABILITIES**

**Current Liabilities**

347 - Interprogram due to	5,288.00
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<b>Total Current Liabilities</b>	<u>5,288.00</u>
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**Noncurrent Liabilities**

<b>Total Noncurrent Liabilities</b>	<u>0.00</u>
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<b>TOTAL LIABILITIES</b>	<u>5,288.00</u>
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**EQUITY**

**Unrestricted Net Position**

512.1 - Unrestricted Net Position	2,509.49
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<b>Total Unrestricted Net Position</b>	<u>2,509.49</u>
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<b>TOTAL EQUITY</b>	<u>2,509.49</u>
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<b>TOTAL LIABILITIES/EQUITY</b>	<u>\$ 7,797.49</u>
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# Agenda Item

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**TO:**

**FROM:** Kayla Griffith

**RE:** MI Healthy Climate Fellows 2026 Host City

**MEETING DATE:** September 22, 2025

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EGLE is looking for 12 partners to host MI Healthy Climate Fellows for an 11-month placement from late January 2026 to December 2026. Benefits of hosting a Fellow include:

- Adding capacity and expertise to meaningfully advance certain climate projects (like EV charging, for example)
- Sharing expansive knowledge and making connections with State programs and resources to support climate projects
- Providing development for a skilled professional in a growing economic industry within the State

EGLE manages and administers payroll, taxes, health care and other benefits for the fellow.

The Sustainability Committee would like to pursue hosting a fellow. Without a scholarship, the cost for a fellow would be \$8,100, based on the Sustainability Committee's budget. However, scholarships are available. Organizations have the option to apply for the program and the scholarship and decline the opportunity if a scholarship is not awarded.

Applications are due September 30. With support from the Commission, staff will prepare an application.

*Action Requested:* Motion to direct City Staff to apply to host a 2026 MI Healthy Climate Fellow along with a scholarship to fund the program.

**ATTACHMENT(S):**

- MHC-Fellowship-2026-Application-Info-Packet-4 (1).pdf



# SEEKING HOST PARTNERS

## for MI Healthy Climate Fellows 2026 program year!

The Community Economic Development Association of Michigan (CEDAM) is pleased to partner with the Michigan Department of Environment, Great Lakes and Energy (EGLE) to offer the placement of fellows for the 2026 **MI Healthy Climate Fellows** (MHC Fellows) Program.

We are looking for 12 partners to host Fellows for an 11-month placement from late January 2026 to December 2026.

Interested in hosting a MHC Fellow should review the following requirements and complete and submit the application and member position description via [Smartsheet](#) no later than **Tuesday, September 30th at 11:59pm.**

In service,

Angel Squalls

MI Healthy Climate Fellows Program Manager  
[squalls@cedamichigan.org](mailto:squalls@cedamichigan.org)

*Angel Squalls*



# WHAT IS THE MI HEALTHY CLIMATE FELLOWS?

The Department of Environment, Great Lakes & Energy Office of Climate and Energy (OCE) and the Community Economic Development Association of Michigan (CEDAM) are excited to announce the 2026 MI Healthy Climate Fellows (MHC Fellows).

The MHC Fellows program is an innovative approach to advancing the goals of the MI Healthy Climate Plan. Throughout 2026, full-time MHC Fellows will provide critical support to Michigan communities tackling climate change.



MI Healthy Climate Fellow, Mason Chesterfield, serving at Detroit 2030 District, volunteering at Green Boots Garden with founder Travis Peters. One of the many UrbanFarms in Detroit.

## Vision

MI Healthy Climate Fellows will support Michigan to achieve economy-wide carbon neutrality in 2050 by:

- **Accelerating climate action:** Unlock the power of Michigan communities to take equitable and bold climate action.
- **Supporting communities:** Connect community institutions to a statewide climate agenda and key resources.
- **Building leaders:** Develop an enduring, capable network of climate change professionals committed to Michigan's sustainable future.





## Approach

MI Healthy Climate Fellows are a diverse group of people of all ages and backgrounds who empower and mobilize all of Michigan to meet the goals of the MI Healthy Climate Plan.

Fellows will:

- Provide meaningful capacity support for aligned climate projects in government and nonprofit organizations across the state
- Serve as ambassadors of resources available to support partner organizations' climate efforts
- Participate in cohort building, training, and professional experiences to develop their skills for the long haul



2024 tree planting in Lansing, MI to kick off the MI Healthy Climate Conference.

## Activities

All MI Healthy Climate Fellow projects will:

- Center equity, best practices, and MI's most impacted communities
- Support communities in taking advantage of available programs and funding opportunities.
- Build capacity within your organization
- Align with the MI Healthy Climate Plan
- Integrate community engagement and organizing



# BESIDES ADDED CAPACITY, HOW DO HOST PARTNERS BENEFIT?

MI Healthy Climate Fellows host partners receive:

- Confidence that benefits administration like processing payroll, taxes, and health care are **taken care of** for your fellow
- Networking opportunities with a **group of organizations on the frontline of addressing climate change** in Michigan
- Connections to **resources** available to support your climate action efforts
- Dedicated **fellow recruitment support** including access to an application portal and promotional media kit
- Comprehensive supervisor support including **member recruitment and management skills training**



MI Healthy Climate Fellow, Calista Rockwell (left) and Marley Wolf (right), tabling during the 2025 MI Healthy Climate Conference.

**Eligible MI Healthy Climate Fellow host partner applicants will:**

## WHAT IS EXPECTED OF HOST PARTNERS?

- Be a non-profit, tribal government, state agency, community-based organization, school, or local government
- Provide office space for in-person/hybrid sites, computer and phone access, and email address
- Submit host partner contribution payment by **Wednesday, November 26<sup>th</sup>**.
- Provide travel reimbursement to the fellow for any travel on behalf of the host partner
- Participate in recruitment and hiring of the site's MHC Fellow
- Identify **one** host partner supervisor who will:
  - *Be a full-time staff person located in the same office as the MI Healthy Climate Fellow*
  - *Meet with the fellow **weekly***
  - *Have a commitment to mentoring someone new to the field.*





# HOW MUCH IS THE HOST PARTNER CONTRIBUTION?

Each host partner pays a one-time contribution, per member. The amount depends on your organization's budget size. More below:

Organization budget	Host partner contribution
Under \$250,000	\$8,100
\$250,000 - \$999,999	\$10,125
\$1M - \$4.9 million	\$11,340
> \$5 million	\$14,175
State government	\$13,500



Scholarships available! More information can be found on **page 10.**

Benefits are worth more than \$50,000 per fellow!

## MI HEALTHY CLIMATE FELLOW BENEFITS

MI Healthy Climate Fellows receive several benefits by participating in and finishing our program.

Benefits include:

- \$45,000 salary distributed bi-weekly
- \$2,000 completion bonus
- Health insurance that includes dental and vision
- Free attendance at the MI Healthy Climate Conference
- Travel, lodging, and meals covered for in-person events throughout the service term



# WE'RE IN! HOW DO I APPLY?



MI Healthy Climate Fellows at the 2025 MI Healthy Climate Conference in Detroit, MI.



A **GREAT** host partner application will:

- Completely answer every question.
- Complete the fellow position description.
- Show how the fellow's service will impact historically underrepresented populations.
- Show a willingness to coach and mentor a future leader.
- Show an understanding of and commitment to the MHC Fellow program model.



Prioritization of MI Green Communities will be considered in selecting local government host partners. Find program info and how to sign up [here](#).

Interested organizations should apply and submit all required documents by **Tuesday, September 30<sup>th</sup> at 11:59pm.**

You can find the application here:

**Apply now!**

Please reach out to [Angel Squalls](#), MHC Fellows Program Manager, if you have questions regarding the application process or need technical assistance.

## IMPORTANT DATES

- Sept 3** | Host partner info webinar
- Sept 30** | Host partner application due
- Oct 15** | Host partner selections announced
- Oct 17** Fellow application open
- Oct 20** | Partner kickoff webinar (required)
- Nov 17** | Fellow recruitment closes
- Nov 26** | Host partner contribution due
- Dec 1** | 1st round interviews begin
- Dec 5** | Top 3 member candidates due
- Jan 7, 2026** | Final offers made to members
- Jan 21, 2026** | Members start service
- Dec 18, 2026** | Service term ends

***Dates subject to change***



# MI HEALTHY CLIMATE CORPS: HOST PARTNER APPLICATION

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Thank you for your interest in hosting a MI Healthy Climate Fellow (MHC Fellow)! To apply to be a host partner, please complete the following application **form** by **September 30, 2025**.

For a full list of the host partner application questions in this **form** and for more information about the opportunity, benefits, and responsibilities of being a MHC Fellows host partner, please visit: [www.Michigan.gov/mhcfellows](http://www.Michigan.gov/mhcfellows)

NOTE: It is recommended completing your answers in a separate word processing system prior to entering them in this form. While the system is supposed to save your work, technology glitches can cause you to lose your work.

## ORGANIZATION INFORMATION

1. Organization name
2. Has your organization hosted an MHC member in past years?
3. Organization address
4. Region served:

Please select the region(s) that best reflect the area where your organization operates.

- Upper Peninsula
- Northern Lower Peninsula
- Mid-Michigan
- Southwest
- Southeast
- Statewide

4. Applicant name
5. Applicant title
6. Applicant email address
7. Applicant phone number
8. Organization's annual budget:

Please select the budget range that most aligns with your organization's operating budget.

- Under \$250,000
- \$250,000 - \$999,999
- \$1M - \$4.9M
- > \$5M
- State government

9. Organization type
  - Non-profit
  - Community-based organization
  - Tribal government
  - State agency
  - Local government
  - University

10. Describe your organization (i.e. mission, values, community served, etc.)

# APPLICATION QUESTIONS CONTINUED

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☐ I understand and can fully execute the host partner expectations and responsibilities outlined in the application materials.

## PROJECT INFORMATION

Fellow projects will provide meaningful capacity support for aligned climate projects in governments and nonprofit organizations across the state in service of MI Healthy Climate Plan goals.

11. Select the MI Healthy Climate Plan pillar that best aligns with the project or program a MHC Fellow will be focused on within your organization. We recognize that many projects will help achieve goals across multiple pillars. Please select the one pillar that most closely aligns with the specific tasks the fellow will be supporting.

If you want to have a MHC Fellow support you, but do not have a project that aligns with one of the pillars, select “none of the above” and provide an explanation below. There are many different ways to support the Plan that may not neatly fit into the categories below. If you are uncertain about whether your project is in alignment with the Plan, you are encouraged to reach out to CEDAM with questions.

Select most relevant pillar:

- Commit to Environmental Justice and Pursue a Just Transition
- Clean the Electric Grid
- Electrify Vehicles and Increase Public Transit
- Repair and Decarbonize Homes and Businesses
- Drive Clean Innovation in Industry
- Protect Michigan’s Land and Water
- None of the above: \_\_\_\_\_



# APPLICATION QUESTIONS CONTINUED

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12. Describe how the fellow's project aligns with the MI Healthy Climate Plan pillar you selected.
13. Tell us about the project(s) or program(s) your fellow will work on. List specific activities your fellow will be responsible for?
14. What are expected project milestones and outcomes that would be achieved over the eleven month service term?
15. How will the MHC Fellow service meaningfully increase capacity in your organization? Share numeric goals if possible?
16. How does your organization prioritize equity in your work?
17. All MHC fellow's service will integrate community engagement and outreach activities to mobilize and support local climate action. Describe how your project(s) or program(s) will support community outreach and engagement activities.

## MEMBER SUPPORT AND EXPERIENCE

All host partners must have one full-time supervisor who provides training, guidance, and daily oversight for the fellow. Please share:

18. Who will supervise your member?
19. What is the supervisors email address?
20. What is the supervisors direct phone number?
21. How long have they been with your organization and what is their management experience?
22. Strategies that the supervisor will use to ensure the member receives the support needed to be successful?

**A position description is required for an application to be considered. See File Upload Instructions below.**

File Upload:

Please upload [position description worksheets] here as well as any supporting materials you would like to include in support of your application.

**\*Remember to submit a complete position description worksheet for each requested member.**

☐ Send me a copy of my responses



# HOST PARTNER CONTRIBUTION SCHOLARSHIP INFO

The MHC Fellows team recognizes that fundraising is difficult for organizations. As such, we are excited to announce a scholarship opportunity. This opportunity is open to all applicants and due at the same time as our host partner application, **Tuesday, September 30th, 2025 by 11:59pm.**

Scholarship requests are not a factor when scoring application materials or determining host partner awards.

Applying for a scholarship is separate from the main host partner application form. It's best to submit your scholarship request and your host partner application at the same time.

Awarded scholarships will adjust your host partner fee per awarded MHC Fellow. All other host partner contribution stipulations apply (see page 5). Notice of scholarship status will be issued at the same time CEDAM sends notice of awarded member placements.

The host partner fee scholarship application can be found via [this link](#). Here's what you'll find there:

## Questions:

- Organization name and contact information
- If you are a local government, have you signed up to participate in [Michigan Green Communities?](#)
- What is your program budget (the program(s) that your MHC Fellow is serving with)?
- If you do not receive this scholarship, will your organization be able to host an MHC Fellow?
- Tell us what will be accomplished as a result of receiving this scholarship that wouldn't be accomplished otherwise.



# Agenda Item

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**TO:**

**FROM:** Kayla Griffith

**RE:** Charging Smart Program Application

**MEETING DATE:** September 22, 2025

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Charging Smart is a free technical assistance and designation program that works with U.S. local governments, providing the tools to speed deployment of electric vehicles (EVs) and unlock benefits including economic development and recognition as an EV leader. The technical assistance team works with local jurisdictions on topics such as planning, zoning, permitting, utility engagement, incentives, fleet operations, and shared mobility.

Program benefits include reducing soft costs and unintentional barriers to the deployment of EV infrastructure, saving staff time and supporting local economic development.

City staff would like to seek Charging Smart designation to support the development of an EV charging program in the City of St. Joseph, in alignment with goals of both the Sustainability Committee and the Downtown Development Authority (DDA).

*Action Requested:* Motion to direct City Staff to apply for Charging Smart designation.

**ATTACHMENT(S):**

- Charging-Smart\_1-Pager-2025.pdf



# Charging Smart: Helping Local Governments Advance Electric Mobility

## WHAT Is Charging Smart?

Charging Smart is a free technical assistance and designation program that works with U.S. local governments, providing tools to speed deployment of electric vehicles (EVs) and unlock benefits including economic development and recognition as an EV leader.

## WHY Join Charging Smart?

When you join Charging Smart, you will be connected to free technical assistance (TA) to help you adopt and implement nationally-recognized best practices that remove barriers to the development of EV charging infrastructure. The Charging Smart program draws from a team that includes over two dozen national and regional organizations with expertise in EVs and EV charging deployment. This team works with local jurisdictions on topics such as planning, zoning, permitting, utility engagement, incentives, fleet operations, and shared mobility.

Charging Smart supports local governments that achieve Charging Smart designation in promoting their accomplishments to the public. A Charging Smart designation sends a signal that a municipality is prepared for EV investment.

**Benefits include** cleaner air and economic development. By increasing EV infrastructure, local governments take measures that make their communities healthier, cleaner, and more attractive to businesses and business growth.



## WHO Is Eligible to Join the Charging Smart Program?

All local governments within the United States, including towns, cities, and counties, are eligible for participation in the Charging Smart program. Regional organizations are also encouraged to participate; a regional designation pathway is forthcoming.

## Join Charging Smart Today!

### Want to learn more about Charging Smart?

Visit [ChargingSmart.org](https://ChargingSmart.org) or follow the QR code to our website to get started.

### Want to go the extra mile?

Consider exploring the other Energy Ready programs, which deal with solar and wind energy. Reach out to our team to learn more.





# Benefits of Charging Smart

The Charging Smart program offers numerous benefits for participating communities. These include:

1. Establishing your municipal reputation in transportation electrification, setting an example and opening up opportunities for the growth of EVs.
2. Increasing the number of EVs in the community, which brings numerous other economic and health benefits, including lower emissions, improved air quality, and reduced noise pollution.
3. Reducing soft costs and unintentional barriers to the deployment of EV infrastructure, saving staff time and supporting local economic development.



## Designation Levels



Bronze designees have successfully standardized EV charging infrastructure permitting, identified zoning restrictions, and discussed collaboration with utility providers.



In addition to completing all criteria for Bronze designation, Silver designees have revised their zoning to allow the easier and lower cost deployment of EV chargers.



In addition to completing all criteria for Bronze and Silver designation, Gold designees have purchased EVs for use in their municipal fleet, adopted standard approval and review timelines, installed a public charger, adopted relevant ordinances for new construction, and updated their comprehensive plan.

There is no one path to achieving Charging Smart designation. Each local government works with technical advisors to choose from a menu of options that fits the community's needs and goals. Learn more by exploring the Charging Smart program guide.

## About Charging Smart

Charging Smart is led by the Interstate Renewable Energy Council (IREC), with Great Plains Institute (GPI) serving as lead partner on the project. Other partners include the International City/County Management Association (ICMA), Forth, the National Association of Regional Councils (NARC), EV Noire, RMI, the Metropolitan Mayors Caucus (MMC), North Carolina Clean Energy Technology Center (NCCETC), Clean Transportation Communities of Southern Connecticut, Connecticut Southwestern Area Clean Cities Coalition, Dallas-Fort Worth Clean Cities (DFWCC), Drive Clean Colorado, Drive Electric Tennessee, Long Beach Clean Cities, Louisiana Clean Fuels, North Central Texas Council of Governments, and Virginia Clean Cities.

Ready to become a Charging Smart-designated community?



Scan this QR code to complete our intake form and get connected with a technical assistance partner.

# Agenda Item

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**TO:** City Commissioners

**FROM:** Kelly Ewalt, Development Director

**RE:** DDA TIF Public Hearing

**MEETING DATE:** September 22, 2025

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The Downtown Development Authority (DDA) is seeking to adopt a formal Tax Increment Financing (TIF) Plan as authorized under Michigan Public Act 197 of 1975, as amended. The plan outlines the DDA's development goals, proposed projects, and strategies for capturing and reinvesting tax increment revenue to support economic growth and revitalization efforts in the downtown district.

The TIF Plan is a mechanism that has been discussed for at least a year, and will allow the DDA to fund infrastructure improvements, streetscape enhancements, business development initiatives, and other projects aimed at improving the vibrancy and economic health of the downtown area. Staff has been working on meeting all the requirements of the TIF legislation and is ready to move forward.

Per statutory requirements, the City must hold a public hearing before the adoption of the DDA TIF Plan to allow for public input and transparency in the planning process.

*Action Requested:* Motion to set a public hearing for Monday, October 27th, 2025, at 6:00 p.m. for the purpose of taking comments on the proposed DDA TIF Plan.

# Agenda Item

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**TO:** City Commission

**FROM:** Samantha Winnell, Human Resources Administrator

**RE:** Amendment to Personnel Policy Manual: 457 Plan and Roth

**MEETING DATE:** September 22, 2025

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The City currently offers employees the option to participate in a 457 Plan. Participation in the 457 Plan is optional and the City does not make any contributions to the plan. It is administered through the Human Resource Department. Participating in a 457 Plan is a way that employees can build savings toward their retirement, by contributing pre-tax dollars.

Several employees have expressed interest in participating in a City sponsored Roth Savings Plan. A Roth plan is another deferred savings plan in which employees may contribute after-tax dollars. Similar to a 457 plan, there would be no City contribution to the Roth plan.

Both plans have contribution limits set by the IRS and are subject to various regulations for withdrawal. There are benefits to participating in an employer sponsored plan, which typically include lower costs and increased efficiency. There is nominal cost to the City in administrative processing. Nationwide offers a Roth plan, at no cost to the City, similar to the 457 plan Nationwide already offers to City staff.

If the City Commission supports sponsoring a Roth plan, the Personnel Policy Manual must be updated to allow it. In addition, the current policy offering a 457 plan needs to be updated to remove reference to an open enrollment period, required service time, and age restrictions. Staff also added language to bring more awareness to the employees' responsibility for monitoring their own contributions to ensure compliance with IRS limits.

City staff believes these proposed changes offer positive benefits to employees, at no direct cost to the City.

*Action Requested:* Motion to Approve Personnel Policy 302 Deferred Compensation Savings (457) Plan as amended, and Personnel Policy 303 Roth Retirement Savings as presented.

**ATTACHMENT(S):**

- 302 Deferred Compensation Savings (457 Plan) FIN 20250922.docx
- 303 Roth Retirement Savings 20250922.docx
- 302 Deferred Compensation Savings (457) redlined 20250922.pdf

### 302 Deferred Compensation Savings (457 Plan)

Effective Date: 05/07/2012

Revision Date: 09/22/2025

The City offers an IRC Section 457 savings plan (“457 plan”) to help eligible employees save for the future and their retirement years. This is a deferred savings plan that allows you to save pre-tax earnings in an account, reducing your annual income taxes while postponing the taxes due until the money is withdrawn during retirement.

In other words, the 457 plan contribution is taken from your pay *before* the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing to the 457 plan account. You will pay taxes on the money in your 457 plan account when you withdraw it, but at that time, it is possible that you will pay taxes at a lower rate.

All employees are eligible to participate in our 457 plan, subject to all the terms and conditions of the plan. Participation is optional.

You choose how much salary you wish to contribute to the 457 plan. You will also choose how your plan account is invested. You are responsible for monitoring your annual 457 plan contributions and ensuring they are within the allowable limits established by the Internal Revenue Service. While your 457 plan contributions will be listed on your pay records, the City is not responsible for ensuring that your annual contributions are within the allowable limits established by the Internal Revenue Service.

There are more details about our 457 plan in the Summary Plan Description. If you have questions about the 457 plan, contact the Personnel Office for more information.

### 303 Roth Retirement Savings

Effective Date: 09/22/2025

Revision Date:

The City offers a Roth retirement savings plan to help eligible employees save for the future and their retirement years. The Roth contribution is taken from your pay *after* federal and state taxes are calculated. This means you pay taxes now on your contributions, but qualified withdrawals from your Roth account in the future will be tax-free, provided you meet IRS requirements (such as the 5-year rule and age 59½).

All employees are eligible to participate in our Roth savings plan, subject to all the terms and conditions of the plan. Participation is optional.

You choose how much salary you wish to contribute to the Roth plan. You will also choose how your plan account is invested. You are responsible for monitoring your annual Roth contributions and ensuring they are within the allowable limits established by the Internal Revenue Service. While your Roth contributions will be listed on your pay records, the City is not responsible for ensuring that your annual contributions are within the allowable limits established by the Internal Revenue Service.

There are more details about our Roth savings plan in the Summary Plan Description. If you have questions about the Roth plan, contact the Personnel Office for more information.

### 302 Deferred Compensation Savings (457 Plan)

Effective Date: 05/07/2012

Revision Date: 09/22/2025

The City offers ~~a~~an IRC Section 457 savings plan ("457 plan") to help eligible employees save for the future and their retirement years. This is a deferred savings plan that allows you to save pre-tax earnings in an account, reducing your annual income taxes while postponing the taxes due until the money is withdrawn during retirement.

In other words, the 457 plan contribution is taken from your pay *before* the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing to the 457 plan account. You will pay taxes on the money in your 457 plan account when you withdraw it, but at that time, it is possible that you will pay taxes at a lower rate.

To be eligible to join our ~~Section~~ 457 ~~savings~~ plan, you must ~~have completed 90 days of service~~ and be 21 years of age or older. ~~You may join the plan only during open enrollment periods.~~ When you are eligible, you may participate in the ~~Section~~ 457 plan subject to all the terms and conditions of the plan. Participation is optional.

You choose how much salary you wish to contribute to the ~~Section~~ 457 plan. You ~~also will~~will also choose how your plan account ~~should be~~is invested. You are responsible for monitoring your annual 457 plan contributions and ensuring they are within the allowable limits established by the Internal Revenue Service. While your 457 plan contributions will be listed on your pay records, the City is not responsible for ensuring that your annual contributions are within the allowable limits established by the Internal Revenue Service.

~~Your Section 457 contribution is taken from your pay before the federal and state taxes are calculated for your paycheck. That means that you will pay lower taxes now while you are contributing the 401(k) plan. Your Section 457 account will be taxed when you take money out of it in the future but at that time it is possible that you will pay taxes at a lower rate.~~

There are more details about our ~~Section~~ 457 savings plan in the Summary Plan Description. If you have questions about the ~~Section~~ 457 plan, contact the Personnel Office for more information.