



FINANCE DEPARTMENT REPORT:

May 2026

- Balance and post daily Cash Receipts
- Check Sigma for State payments and post in GL
- TMF grant administration
- USDA loans administration/ Pay draw requests
- Obtaining interest quotes from several sources. Reinvesting the CDs that matured during the month- Sturgis (2)
- Obtain copies of Investment Account bank statements Honor, Sturgis, 1st Source, Horizon, MiCLASS and UMB.

Meeting with Samantha from Fleis & VandenBrink to continue creating policies and procedures for the new Brownfield Redevelopment Authority and the Local Brownfield Development Fund.

Scheduled meeting with Suzannah for Friday (5/8/26) to review the trail expansion project costs and reimbursements.

Meeting with Jerry to discuss findings and how to move forward. Will be removing the trail activity from the 401 Fund and creating a separate Fund for the Trail and their revenues and expenses.

Meeting (5/8/26) with Suzannah to discuss invoices and payments. Some invoices were not on her full spreadsheet. She went back to her office and added the invoices and confirmed payment receipt on others. Updated the spreadsheet and sent it back to me for review. A couple of questions remain. Emailed Suzannah and am awaiting an answer. Reviewed her response on 5/13/26. Updated my spreadsheet analysis. Will discuss with Tony.

Review and prepare a reconciliation of the Buchanan Equity Loan. Discussion with Brian Hake to confirm balance. Prepare interest accrued amount.

Prepare worksheet for BS&A Bill pay set-up. Bill Pay will replace Point & Pay as our online/credit card payment processor. We have had too many problems with Point & Pay. Attend Teams meeting with BS&A for onboarding and setting up accounts. Go live date is 6/10/26 as of right now.

Prepare reconciliation of the DDA Fund Balance since its "dissolution" as well as the cash transactions. Meeting with Sydney from the DDA regarding Joe Paloucci's allegations against the DDA and the City.

Filed last SLFRF report (ARPA Funds reporting)

Prepared account activity statement for the Tree Friends for last month and sent to Lane Martin.

Work with Joelle from Abonmarche to initiate documents in the Mi Grants website for her to upload plans and specs for the Riverfront Projects. I am the Authorized Official for these DNR projects. The projects are being combined into one and bid as one. After plans were updated, needed to go back into Mi Grants and authorize the submission.

Meeting with Alice from the Tin Shop to bring funds and accounting in-house.

Prepare Budget Resolution for the 2026-2027 Budget year.

Prepare Budget Book to be bound

Update Trail Extension project worksheet with new information. Attend Trail meeting on 5/21/26 to explain the funds the trail has after the trail expansion expenses.

Continue work with Stephen from Baker Tilly on the DPW Bond arbitrage account.

File USDA annual report

Work on recording investments and redistributing them to dedicated funds.