

**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, FEBRUARY 27, 2023 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

**AGENDA**

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan’s Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

\* Requests to be added to the agenda as a “Scheduled Matter from the Floor” should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the “non-agenda items only” public comments section of the agenda.

\* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.

\* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.

\* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)

**I. Call to Order**

**II. Recognition**

**III. Pledge of Allegiance**

**IV. Roll Call**

**V. Approve Agenda**

**VI. Public Comment - Agenda Items Only** (3-minute limit)

**VII. Consent Agenda** (can be approved all in one motion, for general housekeeping items)

A. Consider excusing Mayor Sean Denison from the February 13th, 2023 Regular Meeting.

**B. Minutes:**

1. Consider approving the Regular Meeting Minutes from the February 13th, 2023

2. Consider approving the Closed Session Minutes from February 13th, 2023.

**C. Appointment:**

Appointing Treasurer, Deborah Perez to the Buchanan City Building Authority in place of the former City Manager.

**D. Expenditures:**

1) Consider approving General Expenditures for February 27, 2023, in the amount of \$505,135.52.

2) Consider approving the Summer/Winter 2022 Tax Disbursement for January 01 through January 31, 2023, in the amount of \$89,951.78.

**VIII. Scheduled Matters from the Floor** (if any)

**A. Proposals for City Manager Recruitment Services**

1) Art Davis, Director for Baker Tilly's executive recruitment practice.

2) Joyce Parker, MML executive search services.

3) Frank Walsh, President of Walsh Municipal Services.

**IX. Reports by: Departments, Committees, Boards**

**A. Community Development Director Report- Rich Murphy**

- 1) Consider resolution # 2023.02/06 to approve the MNRTF grant application for the kayak launch project.
- 2) Consider resolution # 2023.02/07 to approve the recreation passport grant application for the Victory Park project
- 3) Consider approving Redbud Roots 2023 Cannabis Permit Renewals
- 4) Update on 111 Railroad and Baroda Tire II Demo walk-thru and request to Commission for permission for parties to remove items on-site for reuse.

**B. Main Street Manager/ Assistant Community Development Director - Ashley Regal**

- 1) Consider Resolution # 2023/02.08, a resolution for Mobile Food Vending Fee Schedule.
- 2) Consider approving the updated Mobile Food Vending Application.

**X. Unfinished Business**

**A. Investment Policy-**

- 1) Consider approving the updated Investment Policy with the amendments made by the finance committee. (Postponed at February 13th, 2023 meeting)
- 2) Consider Resolution 2023.02/09- a resolution of Authorized Signatures for the investment account. Naming City Treasurer, Deborah Perez as Authorized Signer.

**XI. New Business**

- A. 1) **Interim City Manager** -Consider the Employment Agreement for Interim City Manager with Timothy Lynch

**XII. Communications** (informational only, formal board action is not necessary for these items, unless so desired)

- A. Absentee Voting communication for May 2nd Special Election
- B.** Public Hearing will be held at the next Regular Meeting on March 13th, 2023 for the purpose of said hearing is for the Commission to hear public comments on the possible sale of City real property located at 107 W. Front St., the Ross Sanders House.

**XIII. Public Comment - Non-Agenda Items Only** (3-minute limit)

**XIV. Executive Comments**

- A. City Manager Comments
- B. Commissioner Comments
- C. Mayor Comments

**XV. Adjourn**





# REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, FEBRUARY 13, 2023 – 7:00 PM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

## MINUTES

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

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### I. Call to Order

Meeting was called to order by Mayor Pro Tem Mark Weedon at 7:00 P.M.

### II. Recognition

### III. Pledge of Allegiance

Weedon led in the pledge of allegiance.

### IV. Roll Call

**Present:** Mayor Pro Tem Mark Weedon, Commissioner Dan Vigansky, Commissioner Larry Money, Commissioner Patrick Swem

**Absent:** Mayor Sean Denison

**City Staff:** Treasurer Deborah Perez; City Clerk, Kalla Langston; Community Development Director, Rich Murphy; Director of Public Services, Mike Baker; Director of Public Safety, Tim Ganus; Chief of Police Harvey Burnett; City Attorneys Matt Derby; Main Street Manager/ Chamber Director, Ashley Regal

### V. Approve Agenda

*Motion made by Vigansky, supported by Money to move item A. Consider accepting the City Manager, Heather Grace, severance agreement under XI. New Business to item D. Closed Session. Roll call vote carries unanimously.*

*Motion made by Vigansky, supported by Money to add item D. NATS Appointment under section VII. Consent Agenda. Roll call vote carries unanimously.*

### VI. Public Comment - Agenda Items Only (3-minute limit)

*Beth Murphy* – Spoke in support of Michigan Gateway Community Foundation purchasing the Ross Sanders house on behalf of the Preservation Society.

*Monroe Lemay* – Thanked Heather Grace for her time as City Manager.

### VII. Consent Agenda (can be approved all in one motion, for general housekeeping items)

**A. (1) Minutes-**

(A) Consider approving the Special Meeting Minutes from February 6th, 2023.

(B) Consider approving the Regular Meeting Minutes from January 23, 2023.

(C) Consider approving the Closed Session Minutes from January 23, 2023.

(D) Consider approving the Workshop Minutes from January 19, 2023.

(E) Consider approving the Closed Session Minutes from January 9, 2023.

**B. (2) Buchanan Tree Friends Appointment:**

(A) Consider appointing Lane Martin to the Buchanan Tree Friends (recommended by BTF on 2/2/2023).

(B) Consider appointing Brian Murphy to the Joint Water Sewer Board (recommended by JWSB on 2/6/2023)

**C. (3) Expenditures**

(A) Consider approving expenditures for February 13, 2023, in the amount of \$158,586.89

(B) Disbursement & Refunds in the amount of \$77,721.13

**D. (4) NATS**

Consider appointing Community Development Director, Rich Murphy to the Niles-Buchanan-Cass Area Transportation Study (NATS)

Motion made by Swem, supported by Money to approve Consent Agenda as presented.

Discussion. Vigansky asked for more information on the NATS appointment. Clerk Langston clarified it was for Community Development Director Richard Murphy to take over the former City Manager's place on that board.

Roll call vote carries unanimously.

**VIII. Scheduled Matters from the Floor (if any)****A. Corridor Improvement Authority -Discussion of establishing a Corridor Improvement Authority.**

Murphy reported to the Commission that residents had requested the City to look into establish a Corridor Improvement Authority. The City had previously dissolved its DDA and this could act similarly.

Tony Houser spoke in support of establishing a Corridor Improvement Authority or re-establishing the DDA. Asked for the Commission to make a motion to pursue an entity that would capture funds while downtown is growing.

Vigansky spoke to the dissolution of the DDA having served when that happened. He advised no action at this time.

**IX. Reports by: Departments, Committees, Boards****A. Community Development Report- Director Rich Murphy**

(1) Ross-Sanders House Project update

(2) City-owned Residential Properties update

(3) 111 Railroad/Baroda Tire Demolition update

(4) Honor Credit Union Project update

(5) Victory Park Pavillion update

(6) Front St. authorization for easements for the downtown reconstruction project

Murphy believes the Ross Sanders project is a high priority. He, along with Regal and Building Inspector Guy Lewis, have met with a number of contractors who are very interested in building in Buchanan.

Commission discussed small, single-family homes per their work session. Murphy stated it remains their goal and they are still in discussion. Vigansky would like Murphy to investigate leasing-to-own as well.

The City had a meeting with engineers and a walkthrough regarding the demolition of the old feed mill and Baroda Tire Too. They will be meeting with two interested parties regarding the feed mill silos.

The RFP for the Victory Park Pavilion is almost complete and includes alternates for resurfacing the asphalt and drinking fountains per BARB. Questions regarding drinking fountains due to expense and maintenance. The neighborhood asked for drinking fountains to be included.

*Motion made by Swem, supported by Vigansky to approve the Front St. Authorization for easements for the downtown reconstruction project and allow City Administration to sign said authorization. Roll call carries unanimously.*

**B. Clerk Report-** Consider approving an updated version of Rules & Regulations Governing Oak Ridge Cemetery.

The Langston and the Sexton are adding a rule that prohibits pre-payments for burials.

*Motion made by Vigansky, supported by Money to approve the updated version of Rules & Regulations governing Oak Ridge Cemetery.*

Money asked if we'd be revisiting the rules and regulations more broadly. Langston and Sexton are planning on sitting down with the Friends of Oak Ridge Cemetery to discuss changes.

*Roll call carries unanimously.*

**C. City Treasurer Report- City Treasurer Debrah Perez.**

(1) **Purchase Policy-** Consider Purchasing Policy for General Supplies.

The proposed purchasing policy for general supplies would direct such ordering through the finance department every two weeks.

*Motion made by Vigansky, supported by Swem to approve the purchasing policy for general supplies at City Hall. Roll call carries unanimously.*

(2) **Investment Policy-** Consider improving or updating the current investment policy.

The current policy was adopted in 2021 and was the same as originally adopted in 2003. The finance committee will meet next week and Perez would like to wait until after that meeting to make updates.

*Motion made by Swem, supported by Money to postpone approving the investment policy. Roll call carries unanimously.*

Tax collection will complete at the end of the month and then be sent to the County. The chart of accounts conversion is complete pending some corrections from Perez. Perez will then work on budget amendments and then the fiscal year 2023/2024 budget.

## X. Unfinished Business

### A. **Alternate Appointments (postponed at the January 23rd Regular Meeting)**

*(1) City Commission Alternates for Various City Boards/Commissions- Consider appointing select City Commissioners to serve as "alternates" on various City Boards/Commissions.*

*Motion made by Vigansky to appoint Dan Vigansky to the Landfill board in place of Heather Grace. No support, motion dies.*

*Vigansky spoke to his experience and temperament.*

*Motion made by Swem, supported by Money to appoint Mayor Pro Tem Mark Weedon to the Landfill board in place of Heather Grace.*

*Yea: Swem, Weedon, Money*

*Nay: Vigansky*

*Motion carries.*

*Motion made by Swem, supported by Money to approve board alternates as presented.*

*Discussion pertaining to ONE Buchanan and if it was a city board. It was confirmed that it is. Vigansky would like City boards to remain relevant to the City's top priorities only..*

*Roll call vote carries unanimously.*

## XI. New Business

**A. Consider accepting the City Manager, Heather Grace, severance agreement.** – Item A was moved to Item E.

**B. Consider Resolution 2023.02/05** - A resolution allowing City Treasurer, Deborah Perez, and Mayor Sean Dension to be named the signers for the Honor Accounts.

*Motion made by Vigansky, supported by Swem to approve Resolution #2023.02/05 as presented. Roll call vote carries unanimously.*

**C. Consider Resolution 2023.02/04** - Resolution to negotiate the summer school tax collection fee.

*Motion made by Swem, supported by Money to approve Resolution #2023.02/04 as presented. Roll call vote carries unanimously.*

### D. **Closed Session**

*(1) Enter Closed Session- Consider entering Closed Session to consider an attorney-client privileged opinion memo, pursuant to MCL 15.268 Sec. 8 (1) (h) regarding a real estate matter.*

*Motion made by Swem, supported by Vigansky to enter closed session to consider an attorney-client privileged opinion memo and an employment contractual matter, pursuant MCL 15.268 Sec. 8 (1) (d) (h) at 8:00 PM. Roll call vote carries unanimously.*

*(2) Re-Enter Open Session- Consider re-entering Open Session.*

*Motion made by Swem, supported by Money to re-enter Open Sission at 8:39 PM. Roll call vote carries unanimously.*

(3) Action- Consider authorizing action based on conversations held in the Closed Session.

Motion made by Weedon, supported by Money to approve the drafting of the proposed RFP process for the sale of the Ross Sanders building subject to the compliance with the Charter in the sale of City owned property. Roll call vote carries unanimously.

**E. Consider accepting the City Manager, Heather Grace, severance agreement. –**

Motion made by Vigansky, supported by Weedon to accept the severance and release agreement with City Manager, Heather Grace. Roll call vote carries unanimously.

**XII. Communications** (informational only, formal board action is not necessary for these items, unless so desired)

**A. Strategic Leadership Council- Housing Diagnostic Tool**

**B. Notice of Hearing for Gas Customers of SEMCO ENERGY GAS COMPANY**

**C. MDOT 2023 Project US-31 Northbound**

**XIII. Public Comment - Non-Agenda Items Only** (3-minute limit)

Juanita Lewis – Shared her thoughts on the community.

Carla Johnson – Spoke against raising the water and sewer rates.

Monroe Lemay – Suggested a non-bullying, intimidation, or harassment ordinance.

**XIV. Executive Comments**

**A. City Manager Comments**

None.

**B. Commissioner Comments**

Vigansky – Spoke about water bill increases and revenue sources. Water bills will go up and further delaying building the DPW Building will cost the City.

Money – Thanked City Hall staff for their hard work and the Commission for what they do.

Swem – Agreed with Money, City Hall has the support of the Commission. We have a great team.

Weedon – Thanked everyone in attendance. Times may be tough, but this is the best decision for everybody.

**C. Mayor Comments**

**XV. Adjourn**

Motion made by Money, supported by Vigansky to adjourn at 9:02 PM. Roll call vote carries unanimously.

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Kalla Langston, City Clerk

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Mayor Pro Tem Mark Weedon

Item VII. D.

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
			Fund Totals:			
			Fund 101 GENERAL			358,892.38
			Fund 202 MAJOR STREETS			676.90
			Fund 401 CAPITAL PROJECT FUND			1,982.16
			Fund 588 DIAL-A-RIDE			850.00
			Fund 592 WATER AND SEWER FUND			142,602.08
			Fund 701 TRUST AND AGENCY			132.00
			Total For All Funds:			<hr/> 505,135.52

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 703 TAXES							
Dept 000.000							
703-000.000-409.000	COUNTY 911	BERRIEN COUNTY TREASUR	WINTER 2022 TA DISTRIBUTION FOR 01/	02.20.23-2	02/28/23	43,246.15	
703-000.000-409.000	WINTER TAX REVENUE	BUCHANAN DISTRICT LIBR	WINTER TAX DISTRIBUTION FOR 01.01.2	02.20.23	02/28/23	43,044.66	
703-000.000-409.001	SET	BERRIEN COUNTY TREASUR	SUMMER 2022 TAX DISTRIBUTION FOR 01	02.20.23	02/28/23	1,781.91	
703-000.000-409.001	GEN.	BERRIEN RESA	SUMMER 2022 TAX DISTRIBUTION FOR 01	02.20.23	02/28/23	379.15	
703-000.000-409.001	OPERATING	BUCHANAN COMMUNITY SCH	SUMMER 2022 TAX DISTRIBUTION FOR 01	02.20.23	02/28/23	1,137.09	
703-000.000-409.001	SUMMER TAX REVENUE	LAKE MICHIGAN COLLEGE	SUMMER TAX DISTRIBUTION FOR 01/01/2	02.20.23	02/28/23	362.82	
			Total For Dept 000.000			89,951.78	
			Total For Fund 703 TAXES			89,951.78	



02/20/2023 05:21 PM  
User: CBAHAM  
DB: Buchanan

INVOICE GL DISTRIBUTION REPORT FOR CITY OF BUCHANAN  
EXP CHECK RUN DATES 02/28/2023 - 02/28/2023  
JOURNALIZED  
OPEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
		Fund Totals:					
			Fund 703 TAXES			89,951.78	
			Total For All Funds:			<u>89,951.78</u>	

INVOICE REGISTER REPORT FOR CITY OF BUCHANAN  
 EXP CHECK RUN DATES 02/27/2023 - 02/27/2023  
 JOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
02.06.23 25647	BRANDON CARPENTER RESERVE - BASKETBALL GAME ON 2.6.23 701-000.000-150.000	02/06/2023 CBAHAM POLICE RESERVES	02/28/2023	30.00 30.00	30.00	Open	Y 02/18/2023
01.31.23 25648	BRANDON CARPENTER RESERVE - BASKETBALL GAME ON 1.31.23 701-000.000-150.000	01/31/2023 CBAHAM POLICE RESERVES	02/28/2023	24.00 24.00	24.00	Open	Y 02/18/2023
01.31.23 25649	SWEET C. ROBINSON RESERVE- BASKETBALL GAME ON 1.31.23 701-000.000-150.000	01/31/2023 CBAHAM POLICE RESERVES	02/28/2023	36.00 36.00	36.00	Open	Y 02/18/2023
02.04.23 25650	SWEET C. ROBINSON RESERVE- BASEKTBALL GAME ON 2.4.23 701-000.000-150.000	02/04/2023 CBAHAM POLICE RESERVES	02/28/2023	42.00 42.00	42.00	Open	Y 02/18/2023
02.11.23 25651	JANELLE LEWARK RENTAL DEPOSIT RETURN 101-000.000-656.000	02/11/2023 CBAHAM BUCHANAN REDBUD CITY CENTER	02/28/2023	50.00 50.00	50.00	Open	Y 02/18/2023
62235 25652	ALEXANDER CHEMICAL CORP CHLORINE, HYDROFLUOROSILICIC ACID 592-591.000-743.000	12/02/2022 CBAHAM CHEMICALS	01/02/2023	1,212.66 1,212.66	1,212.66	Open	Y 02/18/2023
P59730901 25653	BATTERIES PLUS 12 V FOR WWTP 592-590.000-938.000	02/09/2023 CBAHAM MAINTENANCE - SYSTEM	03/09/2023	21.25 21.25	21.25	Open	Y 02/18/2023
49828105 25654	BOELCKE HEATING COMPANY WIRE FROM THERMOSTAT TO FURNACE 101-336.000-931.000	02/06/2023 CBAHAM MAINTENANCE-BUILDINGS	03/06/2023	624.00 624.00	624.00	Open	Y 02/18/2023
64285 25655	ALEXANDER CHEMICAL CORP CHEMICALS FOR WATER TREATMENT 592-591.000-743.000	02/10/2023 CBAHAM CHEMICALS	03/10/2023	1,361.81 1,361.81	1,361.81	Open	Y 02/20/2023
DAS7573NL 25656	ALRO STEEL CORPORATION STEEL FENCE REPLACEMENT ON TRAIL - 401-000.000-970.031	01/19/2023 CBAHAM TRAIL GRANT EXPENDITURES	02/19/2023	1,982.16 1,982.16	1,982.16	Open	Y 02/20/2023

INVOICE REGISTER REPORT FOR CITY OF BUCHANAN  
 EXP CHECK RUN DATES 02/27/2023 - 02/27/2023  
 JOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
<hr/>							
SL&L 2023 25657	BUCHANAN DISTRICT LIBRARY STOP, LUNCH & LISTEN FOR 2023 - 101-101.000-885.000	02/01/2023 CBAHAM PUBLIC RELATIONS	03/01/2023	1,435.00  1,435.00	1,435.00	Open	Y 02/20/2023
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01.08.23-02.12.23 25658	KELLY L CLARK CLEANING SERVICES 101-265.000-818.000	02/12/2023 CBAHAM CONTRACTUAL	03/12/2023	825.00  825.00	825.00	Open	Y 02/20/2023
<hr/>							
02.14.23-03.13.23 25659	COMCAST BUSINESS ACCT# 8771.40.225.0111091 CEMETERY 101-567.000-853.000	02/07/2023 CBAHAM TELEPHONE, INTERNET, CABLE	02/28/2023	153.96  153.96	153.96	Open	Y 02/20/2023
<hr/>							
02.06.23-03.05.23 25660	COMCAST BUSINESS ACCT #:8771.40.225.0110325 - WATER 592-591.000-853.000	02/01/2023 CBAHAM TELEPHONE, INTERNET, CABLE	02/22/2023	136.85  136.85	136.85	Open	Y 02/20/2023
<hr/>							
02.03.23-03.02.23 25661	COMCAST BUSINESS ACCT #: 8771.40.225.0138391 101-336.000-853.000	02/01/2023 CBAHAM TELEPHONE, INTERNET, CABLE	02/22/2023	307.75  307.75	307.75	Open	Y 02/20/2023
<hr/>							
02.14.23-03.13.23-1 25662	COMCAST BUSINESS ACCT #: 8771.40.226.0282049 101-441.000-853.000	02/10/2023 CBAHAM TELEPHONE, INTERNET, CABLE	03/03/2023	9.27  9.27	9.27	Open	Y 02/20/2023
<hr/>							
5017948 25663	CAMPBELL FORD, LINCOLN-MERCURY SWITCH FOR 2005 F350 101-567.000-939.000	02/07/2023 CBAHAM MAINTENANCE - VEHICLE	03/07/2023	13.37  13.37	13.37	Open	Y 02/20/2023
<hr/>							
5145603991 25664	CINTAS CORPORATION MEDICAL SUPPLY CABINET RE-STOCK AT 101-567.000-961.000	02/15/2023 CBAHAM MEDICAL EXAMS	02/25/2023	109.83  109.83	109.83	Open	Y 02/20/2023
<hr/>							
4145719927 25665	CINTAS CORPORATION MAT AND SHOP TOWELS FOR DPW SHOP 101-441.000-931.000	02/15/2023 CBAHAM MAINTENANCE-BUILDINGS	02/25/2023	145.15  145.15	145.15	Open	Y 02/20/2023
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5145603920 25666	CINTAS CORPORATION MEDICAL SUPPLY CABINET RESTOCK - 101-265.000-756.000	02/15/2023 CBAHAM MISCELLANEOUS SUPPLIES	02/25/2023	114.05  114.05	114.05	Open	Y 02/20/2023

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
5145603910 25667	CINTAS CORPORATION MEDICAL SUPPLY CABINET RESTOCK- 592-590.000-756.000 MISCELLANEOUS SUPPLIES	02/15/2023 CBAHAM	02/25/2023	105.70 105.70	105.70	Open	Y 02/20/2023
5145603948 25668	CINTAS CORPORATION MEDICAL CABINET RESTOCK - DPW SHOP 101-441.000-756.000 MISCELLANEOUS SUPPLIES	02/15/2023 CBAHAM	02/25/2023	92.18 92.18	92.18	Open	Y 02/20/2023
02.16.23 25669	RICHARD MANN REIMBURSEMENT FOR POSTAGE - CODE 101-301.000-728.000 OFFICE SUPPLIES	02/16/2023 CBAHAM	02/26/2023	3.00 3.00	3.00	Open	Y 02/20/2023
043673 25670	DYLAN THOMAS BOOT REIMBURSEMENT FOR FY 22-23 592-591.000-768.000 UNIFORMS	02/06/2023 CBAHAM	03/06/2023	207.03 207.03	207.03	Open	Y 02/20/2023
37001 25671	DINGES FIRE COMPANY 25 GAL OF CLASS A FOAM 101-336.000-756.000 MISCELLANEOUS SUPPLIES	02/09/2023 CBAHAM	03/11/2023	688.93 688.93	688.93	Open	Y 02/20/2023
36972 25672	DINGES FIRE COMPANY 6 SET FF GLOVES 101-336.000-756.000 MISCELLANEOUS SUPPLIES	02/09/2023 CBAHAM	03/11/2023	553.07 553.07	553.07	Open	Y 02/20/2023
36945 25673	DINGES FIRE COMPANY 6 NOMCX FF HOODS 101-336.000-756.000 MISCELLANEOUS SUPPLIES	02/09/2023 CBAHAM	03/11/2023	289.45 289.45	289.45	Open	Y 02/20/2023
1110 25674	EXEMPLAR IT SOLUTIONS MICROSOFT LICENSES - CONTRACT FOR 101-265.000-818.000 CONTRACTUAL	03/02/2023 CBAHAM	03/15/2023	1,504.06 1,504.06	1,504.06	Open	Y 02/20/2023
218408A 25675	EVIDENT INC. MISC SUPPLIES FOR THE EVIDENCE 101-301.000-756.000 MISCELLANEOUS SUPPLIES	02/08/2023 CBAHAM	03/08/2023	786.91 786.91	786.91	Open	Y 02/20/2023
INV1281019 25676	DASH MEDICAL EXAM GLOVES 101-301.000-756.000 MISCELLANEOUS SUPPLIES	02/06/2023 CBAHAM	03/08/2023	185.44 185.44	185.44	Open	Y 02/20/2023

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6002403544 25677	ENDRESS & HAUSER EFLLUENT METER CALIBRATION 592-590.000-971.000	12/29/2022 CBAHAM	01/29/2023	1,306.53	1,306.53	Open	Y 02/20/2023
		EFLLUENT METER CALIBRATION		1,306.53			
02.17.23 25678	ANGELA BAGGETT MILEAGE REIMBURSEMENT FOR 101-301.000-873.000	02/17/2023 CBAHAM	03/17/2023	23.35	23.35	Open	Y 02/20/2023
		TRAVEL & CAR ALLOWANCE		23.35			
761-11071319 25679	STATE OF MICHIGAN BUCHANAN MS4-BERRIEN STORM WATER 592-591.000-957.002	02/01/2023 CBAHAM	03/15/2023	2,000.00	2,000.00	Open	Y 02/20/2023
		ANNUAL PERMIT FEE		2,000.00			
22109411 25680	FRANKLIN HOLWERDA COMPANY REPLACED 10" CRACKED PVC 80 592-590.000-818.000	02/02/2023 CBAHAM	03/15/2023	4,914.18	4,914.18	Open	Y 02/20/2023
		CONTRACTUAL		4,914.18			
19749 25681	GENE WESNER AUTOMOTIVE REPLACE LEFT SPOT LIGHT BULB AND 101-301.000-939.000	02/13/2023 CBAHAM	03/13/2023	37.97	37.97	Open	Y 02/20/2023
		MAINTENANCE - VEHICLE		37.97			
02.20.23 25682	HARVEY BURNETT REIMBURSEMENT FOR PARKING WHILE 101-301.000-873.000	02/20/2023 CBAHAM	03/20/2023	90.00	90.00	Open	Y 02/20/2023
		TRAVEL & CAR ALLOWANCE		90.00			
8293H 25683	JOHN POEHNER REIMBURSEMENT FOR FIRE INSPECTOR 101-336.000-960.000	02/01/2023 CBAHAM	03/01/2023	390.00	390.00	Open	Y 02/20/2023
		EDUCATION AND TRAINING		390.00			
FEBRUARY 2023 25684	INDIANA MICHIGAN POWER COMPANY CONSOLIDATED BILL FOR 2023	02/03/2023 CBAHAM	03/08/2023	4,401.23	4,401.23	Open	Y 02/20/2023
	101-441.000-926.000	STREET LIGHTING		457.22			
	202-474.000-921.000	UTILITIES		98.90			
	592-590.000-921.000	UTILITIES		728.34			
	592-591.000-921.000	UTILITIES		493.56			
	101-336.000-921.000	UTILITIES		370.39			
	101-265.000-921.000	UTILITIES		540.08			
	101-301.000-921.000	UTILITIES		462.94			
	101-371.001-921.000	UTILITIES		135.02			
	101-441.000-921.000	UTILITIES		1,046.72			
	101-265.000-921.000	UTILITIES		68.06			

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JANUARY 2023							
25685	KOTZ, SANGSTER, WYSOCKI LEGAL FEES	02/16/2023 CBAHAM	03/16/2023	26,769.30	26,769.30	Open	Y 02/20/2023
	101-101.000-826.000	LEGAL FEES		17,156.50			
	101-301.000-826.000	LEGAL FEES		1,422.50			
	592-591.000-818.000	CONTRACTUAL		3,665.15			
	592-590.000-818.000	CONTRACTUAL		3,665.15			
	101-101.000-826.000	LEGAL FEES		107.50			
	592-590.000-818.000	CONTRACTUAL		752.50			
298544	MARV'S LOCK SHOP NEW PUSH BUTTON LOCK FOR FD	02/05/2023 CBAHAM	03/05/2023	490.00	490.00	Open	Y 02/20/2023
25686	101-336.000-931.000	MAINTENANCE-BUILDINGS		490.00			
198849	MARV'S LOCK SHOP LOCK REPLACEMENT AT KATHERYN PARK	02/14/2023 CBAHAM	03/15/2023	38.00	38.00	Open	Y 02/20/2023
25687	101-265.000-931.000	MAINTENANCE-BUILDINGS		38.00			
02.20.23							
25688	MURDOCKS GLASS LLC 2008 FORD F250 REPAIR	02/20/2023 CBAHAM	03/20/2023	534.46	534.46	Open	Y 02/20/2023
	101-441.000-939.000	MAINTENANCE - VEHICLE		534.46			
23003	MICHIANA AGGREGATE, INC. CRUSHED ASPHALT FOR FIXING ALLEY	01/15/2023 CBAHAM	02/15/2023	637.36	637.36	Open	Y 02/20/2023
25689	101-441.000-932.000	MAINTENANCE-GROUNDS		637.36			
INV000285305							
25690	MILLER WELDING SUPPLY MISC WIRE	01/20/2023 CBAHAM	02/19/2023	152.68	152.68	Open	Y 02/20/2023
	101-441.000-933.000	MAINTENANCE - EQUIPMENT		152.68			
INV000285304							
25691	MILLER WELDING SUPPLY GREEN JACKET	01/20/2023 CBAHAM	02/19/2023	39.90	39.90	Open	Y 02/20/2023
	101-441.000-756.000	MISCELLANEOUS SUPPLIES		39.90			
2020-06543							
25692	MRWA WATER MATH CLASS FOR NEW WATER	02/16/2023 CBAHAM	03/16/2023	340.00	340.00	Open	Y 02/20/2023
	592-591.000-864.000	CONFERENCES AND WORKSHOP		340.00			
02.01.23							
25693	US BANK BOND CONTROL 2009 SRF AND 2010 SWRF BOND	02/01/2023 CBAHAM	03/17/2023	119,812.50	119,812.50	Open	Y 02/20/2023
	592-907.000-993.000	INTEREST-2009 SRF		9,062.50			
	592-000.000-207.001	2009 SRF PRINCIPAL BOND PMT		100,000.00			

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	592-907.000-993.001	INTEREST-2010 DWRF		10,750.00			
E31821 25694	MWEA 2023 SPRING A/B OR C/D EXAM PREP 592-590.000-960.000	02/06/2023 CBAHAM	03/06/2023	419.00	419.00	Open	Y 02/20/2023
		EDUCATION AND TRAINING		419.00			
01831412 25695	MILLER JOHNSON ATTORNEYS MISC LEGAL FEES 101-172.000-826.000	02/07/2023 CBAHAM	03/07/2023	3,156.25	3,156.25	Open	Y 02/20/2023
		LEGAL FEES		3,156.25			
2695114 25696	NALCO CROSSBOW WATER DEIONIZER SYSTEM RENTAL 592-590.000-757.000	01/01/2023 CBAHAM	02/01/2023	64.44	64.44	Open	Y 02/20/2023
		LAB SUPPLIES		64.44			
2668899 25697	NALCO CROSSBOW WATER DI EXPRESS & CARBON CARTRIDGE 592-590.000-757.000	09/22/2022 CBAHAM	10/22/2022	220.65	220.65	Open	Y 02/20/2023
		LAB SUPPLIES		220.65			
69346 25698	PARRETT COMPANY TONER FOR BOOKKEEPER OFFICE 101-253.000-728.000	02/06/2023 CBAHAM	03/06/2023	163.72	163.72	Open	Y 02/20/2023
		OFFICE SUPPLIES		163.72			
02.01.22 25699	PERSONNEL CONCEPTS LABOR LAW POSTER FOR STATION 101-336.000-934.000	02/01/2023 CBAHAM	03/01/2023	27.95	27.95	Open	Y 02/20/2023
		MAINT. - OFFICE EQUIPMENT		27.95			
43900 25700	SPECTRUM HEALTH LAKELAND NEW EMPLOYEE PHYSICAL FOR JAKE 101-336.000-961.000	01/29/2023 CBAHAM	02/18/2023	439.00	439.00	Open	Y 02/20/2023
		MEDICAL EXAMS		439.00			
05000 25701	SPECTRUM HEALTH LAKELAND OFC. COREY REED EXAM 101-301.000-961.000	02/06/2023 CBAHAM	02/26/2023	50.00	50.00	Open	Y 02/20/2023
		MEDICAL EXAMS		50.00			
0159014-IN 25702	S.E BERRIEN COUNTY LANDFILL SLUDGE DISPOSAL 592-590.000-936.000	02/09/2023 CBAHAM	03/09/2023	316.20	316.20	Open	Y 02/20/2023
		SLUDGE REMOVAL		316.20			
0158932-IN 25703	S.E BERRIEN COUNTY LANDFILL SLUDGE DISPOSAL 592-590.000-936.000	02/02/2023 CBAHAM	03/02/2023	316.20	316.20	Open	Y 02/20/2023
		SLUDGE REMOVAL		316.20			



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0137575 25704	SBF ENTERPRISES ASSESSMENT MAILING 101-257.000-818.000 CONTRACTUAL	02/16/2023 CBAHAM	02/16/2023	259.47 259.47	259.47	Open	Y 02/20/2023
092276 25705	TINA SPURLOCK POLICE DEPT CLEANING FOR FEB 2023 101-301.000-931.000 MAINTENANCE-BUILDINGS	02/01/2023 CBAHAM	03/01/2023	120.00 120.00	120.00	Open	Y 02/20/2023
181378 25706	TINA SPURLOCK CITY CENTER CLEANING FOR FEB. 2023 101-265.000-818.000 CONTRACTUAL	02/01/2023 CBAHAM	03/01/2023	60.00 60.00	60.00	Open	Y 02/20/2023
25929-2 25707	STAR UNIFORM DARTIN DRESS UNIFORM FOR JAKE 101-336.000-768.000 UNIFORMS	02/15/2023 CBAHAM	03/15/2023	119.95 119.95	119.95	Open	Y 02/20/2023
25811-2 25708	STAR UNIFORM DRESS UNIFORM PANTS FOR EARL SCANLON 101-336.000-768.000 UNIFORMS	02/09/2023 CBAHAM	03/09/2023	146.00 146.00	146.00	Open	Y 02/20/2023
25990-2 25709	STAR UNIFORM LIEUTENANT BADGE 101-301.000-768.000 UNIFORMS	02/16/2023 CBAHAM	03/16/2023	183.00 183.00	183.00	Open	Y 02/20/2023
25944-2 25710	STAR UNIFORM SHIRT FOR HARVEY BURNETT 101-301.000-768.000 UNIFORMS	02/15/2023 CBAHAM	03/15/2023	133.00 133.00	133.00	Open	Y 02/20/2023
25995-2 25711	STAR UNIFORM REMAINING UNIFORM FOR JAKE 101-336.000-768.000 UNIFORMS	02/16/2023 CBAHAM	03/16/2023	72.00 72.00	72.00	Open	Y 02/20/2023
26059-2 25712	STAR UNIFORM MIDNIGHT NAVY STRIPED PANTS - 101-301.000-768.000 UNIFORMS	02/17/2023 CBAHAM	03/17/2023	180.00 180.00	180.00	Open	Y 02/20/2023
1025-F260658 25714	VFP FIRE SYSTEM ANNUAL SPRINKLER INSPECTION 101-265.000-931.000 MAINTENANCE-BUILDINGS	02/02/2023 CBAHAM	03/02/2023	298.00 298.00	298.00	Open	Y 02/20/2023

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2566595 25715	VITAL RECORDS CONTROL RECORD RETENTION DESTROY 101-265.000-818.000 CONTRACTUAL	03/31/2022 CBAHAM	04/30/2022	83.12 83.12	83.12	Open	Y 02/20/2023
3267592 25716	VITAL RECORDS CONTROL RECORD RETENTION DESTROY 101-265.000-818.000 CONTRACTUAL	01/31/2023 CBAHAM	02/28/2023	96.25 96.25	96.25	Open	Y 02/20/2023
32876 25717	TWIN CITY AWARDS & TROPHIES KEY TO THE CITY PLAQUES 101-101.000-885.000 PUBLIC RELATIONS 101-265.000-756.000 MISCELLANEOUS SUPPLIES	02/14/2023 CBAHAM	03/14/2023	145.00 90.00 55.00	145.00	Open	Y 02/20/2023
80316 25718	WIGHTMAN & ASSOCIATES PLANNING AND FUNDING ASSISTANCE 101-101.000-967.002 GRANTS & SPECIAL PROJECTS	01/31/2023 CBAHAM	02/28/2023	10,116.45 10,116.45	10,116.45	Open	Y 02/20/2023
14628 25719	WELDY SALES AND SERVICE 14 IN B20 QUALITY DIAMOND WHEEL 592-591.000-931.000 MAINTENANCE-BUILDINGS	02/13/2023 CBAHAM	03/13/2023	239.99 239.99	239.99	Open	Y 02/20/2023
361644 25720	KRUGGEL LAWTON CPA DAR AUDIT 2022 - PROF. SERVICES FOR 588-000.000-807.000 AUDIT EXPENSES	01/31/2023 CBAHAM	01/31/2023	850.00 850.00	850.00	Open	Y 02/20/2023
0000820550 25721	BERGMANN ARCHITECTS FOR PROFESSIONAL SERVICES RENDERED 101-441.000-970.055 NEW DPW BUILDING	02/20/2023 CBAHAM	02/20/2023	33,006.25 33,006.25	33,006.25	Open	Y 02/20/2023
72664 25722	PREIN & NEWHOF ON-GOING DEVELOPMENT FOR DOWNTOWN 101-265.000-818.000 CONTRACTUAL	02/06/2023 CBAHAM	03/06/2023	126,250.80 126,250.80	126,250.80	Open	Y 02/20/2023
72103 25723	PREIN & NEWHOF ON-GOING DEVELOPMENT FOR DOWNTOWN 101-265.000-818.000 CONTRACTUAL	01/11/2023 CBAHAM	02/11/2023	130,250.39 130,250.39	130,250.39	Open	Y 02/20/2023
72668 25724	PREIN & NEWHOF TRAFFIC DIGNAL DESIGN AND SIGNAL 202-463.000-935.000 STREET MAINTENANCE/RESURFACING	02/06/2023 CBAHAM	03/06/2023	510.00 510.00	510.00	Open	Y 02/20/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
72666 25725	PREIN & NEWHOF PROF. SERVICES RELATED TO RESEARCH 202-463.000-935.000	02/06/2023 CBAHAM	03/06/2023	68.00 68.00	68.00	Open	Y 02/20/2023
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JANUARY 2023							
25726	REDBUD HARDWARE PURCHASES	01/31/2023 CBAHAM	02/28/2023	409.16	409.16	Open	Y 02/20/2023
	101-441.000-932.000	MAINTENANCE-GROUNDS		74.14			
	101-441.000-933.000	MAINTENANCE - EQUIPMENT		35.05			
	101-441.000-756.000	MISCELLANEOUS SUPPLIES		58.58			
	101-567.000-756.000	MISCELLANEOUS SUPPLIES		41.56			
	592-591.000-931.000	MAINTENANCE-BUILDINGS		15.58			
	592-590.000-933.000	MAINTENANCE - EQUIPMENT		28.37			
	592-590.000-743.000	CHEMICALS		155.88			
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01212023 25727	AT&T CITY ISSUED PHONE USAGE	01/13/2023 CBAHAM	02/08/2023	1,537.94	1,537.94	Open	Y 02/20/2023
	101-172.000-818.000	CONTRACTUAL		120.38			
	101-172.000-818.000	CONTRACTUAL		193.72			
	101-265.000-853.000	TELEPHONE, INTERNET, CABLE		165.06			
	101-215.000-818.000	CONTRACTUAL		183.74			
	101-371.001-853.000	TELEPHONE, INTERNET, CABLE		126.74			
	101-567.000-853.000	TELEPHONE, INTERNET, CABLE		102.56			
	101-441.000-853.000	TELEPHONE, INTERNET, CABLE		102.56			
	592-591.000-853.000	TELEPHONE, INTERNET, CABLE		102.56			
	101-101.000-818.000	CONTRACTUAL		440.62			
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02.20.23 25728	MICHIGAN GATEWAY COMM FOUNDATION SUMMER CONCERT SERIES 2023	02/20/2023 CBAHAM	03/27/2023	10,000.00	10,000.00	Open	Y 02/20/2023
	101-101.000-967.002	GRANTS & SPECIAL PROJECTS		10,000.00			
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02.10.23 25729	DEVON TITLE AGENCY VARIOUS TITLE SEARCH FEES FOR	02/10/2023 CBAHAM	02/10/2023	9,800.00	9,800.00	Open	Y 02/20/2023
	101-265.000-818.000	CONTRACTUAL		9,800.00			
# of Invoices:	82	# Due:	82	Totals:	505,135.52	505,135.52	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					505,135.52	505,135.52	

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL			358,892.38	358,892.38		
	202 - MAJOR STREETS			676.90	676.90		
	401 - CAPITAL PROJECT FUND			1,982.16	1,982.16		
	588 - DIAL-A-RIDE			850.00	850.00		
	592 - WATER AND SEWER FUND			142,602.08	142,602.08		
	701 - TRUST AND AGENCY			132.00	132.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000.000 -			103,014.16	103,014.16		
	101.000 - CITY COMMISSION			39,346.07	39,346.07		
	172.000 - CITY MANAGER			3,470.35	3,470.35		
	215.000 - CITY CLERK			183.74	183.74		
	253.000 - TREASURER			163.72	163.72		
	257.000 - ASSESSOR			259.47	259.47		
	265.000 - BUILDING AND GROUNDS			270,147.87	270,147.87		
	301.000 - POLICE			3,678.11	3,678.11		
	336.000 - FIRE DEPARTMENT			4,518.49	4,518.49		
	371.001 - BUILDING INSPECTOR			261.76	261.76		
	441.000 - DEPARTMENT OF PUBLIC WOR			36,391.52	36,391.52		
	463.000 - ROUTINE STREET MAINTENAN			578.00	578.00		
	474.000 - TRAFFIC SERVICES - MAINT			98.90	98.90		
	567.000 - CEMETERY			421.28	421.28		
	590.000 - SEWER MAINTENANCE & OPER			13,014.39	13,014.39		
	591.000 - WATER MAINTENANCE & OPER			9,775.19	9,775.19		
	907.000 - 2000 BOND SERIES			19,812.50	19,812.50		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL							
Dept 000.000							
101-000.000-656.000	BUCHANAN REDBUD CITY CENTE	JANELLE LEWARK	RENTAL DEPOSIT RETURN	02.11.23	02/28/23	50.00	
						50.00	
Total For Dept 000.000							
Dept 101.000 CITY COMMISSION							
101-101.000-818.000	CONTRACTUAL	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	440.62	
101-101.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WYSOCK	LEGAL FEES	JANUARY 2023	03/16/23	17,264.00	
101-101.000-885.000	PUBLIC RELATIONS	BUCHANAN DISTRICT LIBR STOP,	LUNCH & LISTEN FOR 2023 - FOR	SL&L 2023	03/01/23	1,435.00	
101-101.000-885.000	PUBLIC RELATIONS	TWIN CITY AWARDS & TRO	KEY TO THE CITY PLAQUES	32876	03/14/23	90.00	
101-101.000-967.002	GRANTS & SPECIAL PROJECTS	MICHIGAN GATEWAY COMM	SUMMER CONCERT SERIES 2023	02.20.23	03/27/23	10,000.00	
101-101.000-967.002	GRANTS & SPECIAL PROJECTS	WIGHTMAN & ASSOCIATES	PLANNING AND FUNDING ASSISTANCE FOR	80316	02/28/23	10,116.45	
						39,346.07	
Total For Dept 101.000 CITY COMMISSION							
Dept 172.000 CITY MANAGER							
101-172.000-818.000	CONTRACTUAL	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	314.10	
101-172.000-826.000	LEGAL FEES	MILLER JOHNSON ATTORNE	MISC LEGAL FEES	01831412	03/07/23	3,156.25	
						3,470.35	
Total For Dept 172.000 CITY MANAGER							
Dept 215.000 CITY CLERK							
101-215.000-818.000	CONTRACTUAL	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	183.74	
						183.74	
Total For Dept 215.000 CITY CLERK							
Dept 253.000 TREASURER							
101-253.000-728.000	OFFICE SUPPLIES	PARRETT COMPANY	TONER FOR BOOKKEEPER OFFICE	69346	03/06/23	163.72	
						163.72	
Total For Dept 253.000 TREASURER							
Dept 257.000 ASSESSOR							
101-257.000-818.000	CONTRACTUAL	SBF ENTERPRISES	ASSESSMENT MAILING	0137575	02/16/23	259.47	
						259.47	
Total For Dept 257.000 ASSESSOR							
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-756.000	MISCELLANEOUS SUPPLIES	CINTAS CORPORATION	MEDICAL SUPPLY CABINET RESTOCK - CI	5145603920	02/25/23	114.05	
101-265.000-756.000	MISCELLANEOUS SUPPLIES	TWIN CITY AWARDS & TRO	KEY TO THE CITY PLAQUES	32876	03/14/23	55.00	
101-265.000-818.000	CONTRACTUAL	DEVON TITLE AGENCY	VARIOUS TITLE SEARCH FEES FOR DOWNT	02.10.23	02/10/23	9,800.00	
101-265.000-818.000	CONTRACTUAL	EXEMPLAR IT SOLUTIONS	MICROSOFT LICENSES - CONTRACT FOR M	1110	03/15/23	1,504.06	
101-265.000-818.000	CONTRACTUAL	KELLY L CLARK	CLEANING SERVICES	01.08.23-02.12.23	03/12/23	825.00	
101-265.000-818.000	CONTRACTUAL	PREIN & NEWHOF	ON-GOING DEVELOPMENT FOR DOWNTOWN I	72664	03/06/23	126,250.80	
101-265.000-818.000	CONTRACTUAL	PREIN & NEWHOF	ON-GOING DEVELOPMENT FOR DOWNTOWN I	72103	02/11/23	130,250.39	
101-265.000-818.000	CONTRACTUAL	TINA SPURLOCK	CITY CENTER CLEANING FOR FEB. 2023	181378	03/01/23	60.00	
101-265.000-818.000	CONTRACTUAL	VITAL RECORDS CONTROL	RECORD RETENTION DESTROY	2566595	04/30/22	83.12	
101-265.000-818.000	CONTRACTUAL	VITAL RECORDS CONTROL	RECORD RENTENTION DESTROY	3267592	02/28/23	96.25	
101-265.000-853.000	TELEPHONE, INTERNET, CABLE	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	165.06	
101-265.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	608.14	
101-265.000-931.000	MAINTENANCE-BUILDINGS	MARV'S LOCK SHOP	LOCK REPLACEMENT AT KATHERYN PARK	198849	03/15/23	38.00	
101-265.000-931.000	MAINTENANCE-BUILDINGS	VFP FIRE SYSTEM	ANNUAL SPRINKLER INSPECTION	1025-F260658	03/02/23	298.00	
						270,147.87	
Total For Dept 265.000 BUILDING AND GROUNDS							
Dept 301.000 POLICE							
101-301.000-728.000	OFFICE SUPPLIES	RICHARD MANN	REIMBURSEMENT FOR POSTAGE - CODE EN	02.16.23	02/26/23	3.00	
101-301.000-756.000	MISCELLANEOUS SUPPLIES	DASH MEDICAL	EXAM GLOVES	INV1281019	03/08/23	185.44	
101-301.000-756.000	MISCELLANEOUS SUPPLIES	EVIDENT INC.	MISC SUPPLIES FOR THE EVIDENCE ROOM	218408A	03/08/23	786.91	
101-301.000-768.000	UNIFORMS	STAR UNIFORM	LIEUTENANT BADGE	25990-2	03/16/23	183.00	
101-301.000-768.000	UNIFORMS	STAR UNIFORM	SHIRT FOR HARVEY BURNETT	25944-2	03/15/23	133.00	
101-301.000-768.000	UNIFORMS	STAR UNIFORM	MIDNIGHT NAVY STRIPED PANTS - BURNE	26059-2	03/17/23	180.00	
101-301.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WYSOCK	LEGAL FEES	JANUARY 2023	03/16/23	1,422.50	

JOURNALIZED  
OPEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL							
Dept 301.000 POLICE							
101-301.000-873.000	TRAVEL & CAR ALLOWANCE	ANGELA BAGGETT	MILEAGE REIMBURSEMENT FOR TRAVELING	02.17.23	03/17/23	23.35	
101-301.000-873.000	TRAVEL & CAR ALLOWANCE	HARVEY BURNETT	REIMBURSEMENT FOR PARKING WHILE ATT.	02.20.23	03/20/23	90.00	
101-301.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	462.94	
101-301.000-931.000	MAINTENANCE-BUILDINGS	TINA SPURLOCK	POLICE DEPT CLEANING FOR FEB 2023	092276	03/01/23	120.00	
101-301.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	REPLACE LEFT SPOT LIGHT BULB AND AD.	19749	03/13/23	37.97	
101-301.000-961.000	MEDICAL EXAMS	SPECTRUM HEALTH LAKELA	OFC. COREY REED EXAM	05000	02/26/23	50.00	
Total For Dept 301.000 POLICE						3,678.11	
Dept 336.000 FIRE DEPARTMENT							
101-336.000-756.000	MISCELLANEOUS SUPPLIES	DINGES FIRE COMPANY	25 GAL OF CLASS A FOAM	37001	03/11/23	688.93	
101-336.000-756.000	MISCELLANEOUS SUPPLIES	DINGES FIRE COMPANY	6 SET FF GLOVES	36972	03/11/23	553.07	
101-336.000-756.000	MISCELLANEOUS SUPPLIES	DINGES FIRE COMPANY	6 NOMCX FF HOODS	36945	03/11/23	289.45	
101-336.000-768.000	UNIFORMS	STAR UNIFORM	DARTIN DRESS UNIFORM FOR JAKE RYDWE	25929-2	03/15/23	119.95	
101-336.000-768.000	UNIFORMS	STAR UNIFORM	DRESS UNIFORM PANTS FOR EARL SCANLO	25811-2	03/09/23	146.00	
101-336.000-768.000	UNIFORMS	STAR UNIFORM	REMAINING UNIFORM FOR JAKE RYDWELSK	25995-2	03/16/23	72.00	
101-336.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	ACCT #: 8771.40.225.0138391	02.03.23-03.02.23	02/22/23	307.75	
101-336.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	370.39	
101-336.000-931.000	MAINTENANCE-BUILDINGS	BOELCKE HEATING COMPAN	WIRE FROM THERMOSTAT TO FURNACE AND	49828105	03/06/23	624.00	
101-336.000-931.000	MAINTENANCE-BUILDINGS	MARV'S LOCK SHOP	NEW PUSH BUTTON LOCK FOR FD	298544	03/05/23	490.00	
101-336.000-934.000	MAINT. - OFFICE EQUIPMENT	PERSONNEL CONCEPTS	LABOR LAW POSTER FOR STATION	02.01.22	03/01/23	27.95	
101-336.000-960.000	EDUCATION AND TRAINING	JOHN POEHNER	REIMBURSEMENT FOR FIRE INSPECTOR CO	8293H	03/01/23	390.00	
101-336.000-961.000	MEDICAL EXAMS	SPECTRUM HEALTH LAKELA	NEW EMPLOYEE PHYSICAL FOR JAKE RYDW	43900	02/18/23	439.00	
Total For Dept 336.000 FIRE DEPARTMENT						4,518.49	
Dept 371.001 BUILDING INSPECTOR							
101-371.001-853.000	TELEPHONE, INTERNET, CABLE	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	126.74	
101-371.001-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	135.02	
Total For Dept 371.001 BUILDING INSPECTOR						261.76	
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
101-441.000-756.000	MISCELLANEOUS SUPPLIES	CINTAS CORPORATION	MEDICAL CABINET RESTOCK - DPW SHOP	5145603948	02/25/23	92.18	
101-441.000-756.000	MISCELLANEOUS SUPPLIES	MILLER WELDING SUPPLY	GREEN JACKET	INV000285304	02/19/23	39.90	
101-441.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	PURCHASES	JANUARY 2023	02/28/23	58.58	
101-441.000-853.000	TELEPHONE, INTERNET, CABLE	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	102.56	
101-441.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	ACCT #: 8771.40.226.0282049	02.14.23-03.13.23	03/03/23	9.27	
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	1,046.72	
101-441.000-926.000	STREET LIGHTING	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	457.22	
101-441.000-931.000	MAINTENANCE-BUILDINGS	CINTAS CORPORATION	MAT AND SHOP TOWELS FOR DPW SHOP	4145719927	02/25/23	145.15	
101-441.000-932.000	MAINTENANCE-GROUNDS	MICHIANA AGGREGATE, IN	CRUSHED ASPHALT FOR FIXING ALLEY WA	23003	02/15/23	637.36	
101-441.000-932.000	MAINTENANCE-GROUNDS	REDBUD HARDWARE	PURCHASES	JANUARY 2023	02/28/23	74.14	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	MILLER WELDING SUPPLY	MISC WIRE	INV000285305	02/19/23	152.68	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	PURCHASES	JANUARY 2023	02/28/23	35.05	
101-441.000-939.000	MAINTENANCE - VEHICLE	MURDOCKS GLASS LLC	2008 FORD F250 REPAIR	02.20.23	03/20/23	534.46	
101-441.000-970.055	NEW DPW BUILDING	BERGMANN ARCHITECTS	FOR PROFESSIONAL SERVICES RENDERED	0000820550	02/20/23	33,006.25	
Total For Dept 441.000 DEPARTMENT OF PUBLIC WORKS						36,391.52	
Dept 567.000 CEMETERY							
101-567.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	PURCHASES	JANUARY 2023	02/28/23	41.56	
101-567.000-853.000	TELEPHONE, INTERNET, CABLE	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	102.56	
101-567.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	ACCT# 8771.40.225.0111091 CEMETERY	02.14.23-03.13.23	02/28/23	153.96	
101-567.000-939.000	MAINTENANCE - VEHICLE	CAMPBELL FORD,LINCOLN-	SWITCH FOR 2005 F350	5017948	03/07/23	13.37	
101-567.000-961.000	MEDICAL EXAMS	CINTAS CORPORATION	MEDICAL SUPPLY CABINET RE-STOCK AT	5145603991	02/25/23	109.83	
Total For Dept 567.000 CEMETERY						421.28	

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Fund 101 GENERAL							
Total For Fund 101 GENERAL						358,892.38	
Fund 202 MAJOR STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
202-463.000-935.000	STREET MAINTENANCE/RESURF	PREIN & NEWHOF	TRAFFIC DIGNAL DESIGN AND SIGNAL PL	72668	03/06/23	510.00	
202-463.000-935.000	STREET MAINTENANCE/RESURF	PREIN & NEWHOF	PROF. SERVICES RELATED TO RESEARCH	72666	03/06/23	68.00	
Total For Dept 463.000 ROUTINE STREET MAINTENANCE						578.00	
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
202-474.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	98.90	
Total For Dept 474.000 TRAFFIC SERVICES - MAINTENANCE						98.90	
Total For Fund 202 MAJOR STREETS						676.90	
Fund 401 CAPITAL PROJECT FUND							
Dept 000.000							
401-000.000-970.031	TRAIL GRANT EXPENDITURES	ALRO STEEL CORPORATION	STEEL FENCE REPLACEMENT ON TRAIL -	DAS7573NL	02/19/23	1,982.16	
Total For Dept 000.000						1,982.16	
Total For Fund 401 CAPITAL PROJECT FUND						1,982.16	
Fund 588 DIAL-A-RIDE							
Dept 000.000							
588-000.000-807.000	AUDIT EXPENSES	KRUGGEL LAWTON CPA	DAR AUDIT 2022 - PROF. SERVICES FOR	361644	01/31/23	850.00	
Total For Dept 000.000						850.00	
Total For Fund 588 DIAL-A-RIDE						850.00	
Fund 592 WATER AND SEWER FUND							
Dept 000.000							
592-000.000-207.001	2009 SRF PRINCIPAL BOND PM	US BANK BOND CONTROL	2009 SRF AND 2010 SWRF BOND PAYMENT	02.01.23	03/17/23	100,000.00	
Total For Dept 000.000						100,000.00	
Dept 590.000 SEWER MAINTENANCE & OPERATION							
592-590.000-743.000	CHEMICALS	REDBUD HARDWARE	PURCHASES	JANUARY 2023	02/28/23	155.88	
592-590.000-756.000	MISCELLANEOUS SUPPLIES	CINTAS CORPORATION	MEDICAL SUPPLY CABINET RESTOCK- WWT	5145603910	02/25/23	105.70	
592-590.000-757.000	LAB SUPPLIES	NALCO CROSSBOW WATER	DEIONIZER SYSTEM RENTAL	2695114	02/01/23	64.44	
592-590.000-757.000	LAB SUPPLIES	NALCO CROSSBOW WATER	DI EXPRESS & CARBON CARTRIDGE	2668899	10/22/22	220.65	
592-590.000-818.000	CONTRACTUAL	FRANKLIN HOLWERDA COMP	REPLACED 10" CRACKED PVC 80 DISCHAR	22109411	03/15/23	4,914.18	
592-590.000-818.000	CONTRACTUAL	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	JANUARY 2023	03/16/23	4,417.65	
592-590.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	728.34	
592-590.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	PURCHASES	JANUARY 2023	02/28/23	28.37	
592-590.000-936.000	SLUDGE REMOVAL	S.E BERRIEN COUNTY LA	SLUDGE DISPOSAL	0159014-IN	03/09/23	316.20	
592-590.000-936.000	SLUDGE REMOVAL	S.E BERRIEN COUNTY LA	SLUDGE DISPOSAL	0158932-IN	03/02/23	316.20	
592-590.000-938.000	MAINTENANCE - SYSTEM	BATTERIES PLUS	12 V FOR WWTP	P59730901	03/09/23	21.25	
592-590.000-960.000	EDUCATION AND TRAINING	MWEA	2023 SPRING A/B OR C/D EXAM PREP CL	E31821	03/06/23	419.00	
592-590.000-971.000	EFLLUENT METER CALIBRATION	ENDRESS & HAUSER	EFLLUENT METER CALIBRATION	6002403544	01/29/23	1,306.53	
Total For Dept 590.000 SEWER MAINTENANCE & OPERATION						13,014.39	
Dept 591.000 WATER MAINTENANCE & OPERATION							
592-591.000-743.000	CHEMICALS	ALEXANDER CHEMICAL COR	CHEMICALS FOR WATER TREATMENT FACIL	64285	03/10/23	1,361.81	
592-591.000-743.000	CHEMICALS	ALEXANDER CHEMICAL COR	CHLORINE, HYDROFLUOROSILICIC ACID F	62235	01/02/23	1,212.66	
592-591.000-768.000	UNIFORMS	DYLAN THOMAS	BOOT REIMBURSEMENT FOR FY 22-23	043673	03/06/23	207.03	
592-591.000-818.000	CONTRACTUAL	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	JANUARY 2023	03/16/23	3,665.15	
592-591.000-853.000	TELEPHONE, INTERNET, CABLE	AT&T	CITY ISSUED PHONE USAGE	01212023	02/08/23	102.56	



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 592 WATER AND SEWER FUND							
Dept 591.000 WATER MAINTENANCE & OPERATION							
592-591.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	ACCT #:8771.40.225.0110325 - WATER	02.06.23-03.05.23	02/22/23	136.85	
592-591.000-864.000	CONFERENCES AND WORKSHOP	MRWA	WATER MATH CLASS FOR NEW WATER OPER.	2020-06543	03/16/23	340.00	
592-591.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	CONSOLIDATED BILL FOR 2023	FEBRUARY 2023	03/08/23	493.56	
592-591.000-931.000	MAINTENANCE-BUILDINGS	REDBUD HARDWARE	PURCHASES	JANUARY 2023	02/28/23	15.58	
592-591.000-931.000	MAINTENANCE-BUILDINGS	WELDY SALES AND SERVIC	14 IN B20 QUALITY DIAMOND WHEEL	14628	03/13/23	239.99	
592-591.000-957.002	ANNUAL PERMIT FEE	STATE OF MICHIGAN	BUCHANAN MS4-BERRIEN STORM WATER PE	761-11071319	03/15/23	2,000.00	
Total For Dept 591.000 WATER MAINTENANCE & OPERAT.						9,775.19	
Dept 907.000 2000 BOND SERIES							
592-907.000-993.000	INTEREST-2009 SRF	US BANK BOND CONTROL	2009 SRF AND 2010 SWRF BOND PAYMENT	02.01.23	03/17/23	9,062.50	
592-907.000-993.001	INTEREST-2010 DWRP	US BANK BOND CONTROL	2009 SRF AND 2010 SWRF BOND PAYMENT	02.01.23	03/17/23	10,750.00	
Total For Dept 907.000 2000 BOND SERIES						19,812.50	
Total For Fund 592 WATER AND SEWER FUND						142,602.08	
Fund 701 TRUST AND AGENCY							
Dept 000.000							
701-000.000-150.000	POLICE RESERVES	BRANDON CARPENTER	RESERVE - BASKETBALL GAME ON 2.6.23	02.06.23	02/28/23	30.00	
701-000.000-150.000	POLICE RESERVES	BRANDON CARPENTER	RESERVE - BASKETBALL GAME ON 1.31.23	01.31.23	02/28/23	24.00	
701-000.000-150.000	POLICE RESERVES	SWEET C. ROBINSON	RESERVE- BASKETBALL GAME ON 1.31.23	01.31.23	02/28/23	36.00	
701-000.000-150.000	POLICE RESERVES	SWEET C. ROBINSON	RESERVE- BASEKTBALL GAME ON 2.4.23	02.04.23	02/28/23	42.00	
Total For Dept 000.000						132.00	
Total For Fund 701 TRUST AND AGENCY						132.00	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL			358,892.38	
			Fund 202 MAJOR STREETS			676.90	
			Fund 401 CAPITAL PROJECT FUND			1,982.16	
			Fund 588 DIAL-A-RIDE			850.00	
			Fund 592 WATER AND SEWER FUND			142,602.08	
			Fund 701 TRUST AND AGENCY			132.00	
			Total For All Funds:			<hr/> 505,135.52	



February 14, 2023

# City of Buchanan, Michigan

Proposal to provide executive recruitment services



February 14, 2023

Patrick Swem, City Commissioner  
 City of Buchanan  
 302 N. Redbud Trail  
 Buchanan, MI 49107

Baker Tilly US, LLP  
 2500 Dallas Parkway, Suite 300  
 Plano, TX 75093  
 T: +1 (972) 748 0300  
 F: +1 (214) 452 1165  
 bakertilly.com

Dear Mr. Swem:

This proposal marks the continuation of the valuable relationship we have built with the City of Buchanan (the City). Based on what we have learned from you in our conversations, we are confident we are the right fit to serve you with forward-thinking executive recruitment services so you can keep your focus where it belongs: serving your citizens. Our proposal meets your RFP requirements and describes our unique proposition to enhance and protect value while meeting your key objectives:

We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top level executives in similar roles, sets us apart from our competitors. Additionally, we offer the following unique features:

<p><b>The right firm</b></p> <p>Buchanan will benefit from our best-of-both-worlds solution that pairs the technical qualifications, tools and expansive resources of the largest firms with the responsive service, personalized attention and proactive communication of smaller firms.</p>	<p><b>The right experience</b></p> <p>Our firm is structured around industry-specialized practice groups, allowing us to provide focused training and continuing education to our team members. Our understanding of your organization, paired with targeted experience, will help Buchanan thrive.</p>	<p><b>The right team</b></p> <p>Your team includes technical and industry-specialized team members who understand your organization requirements, challenges and opportunities. You will receive a tailored recruitment approach designed to meet your needs and exceed your expectations.</p>	<p><b>The right value</b></p> <p>We provide high-quality service for a fair and reasonable fee. Our significant level of project team leader involvement translates into a responsive, efficient recruitment and the ability to deliver value throughout the engagement.</p>
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- **Commitment to a successful recruitment is guaranteed:** Baker Tilly will be meticulous and responsive to you — the client — and with prospective applicants using an approach of *“doing whatever it takes to get the job done right!”* Please review our “Triple Guarantee” referenced in this proposal.
- **Focused strategy for success:** Baker Tilly will conduct a comprehensive, national search to identify exceptional candidates with a proven record of strong leadership and management. Baker Tilly recommends advertising and recruiting nationally, but will also focus on contacting city management professionals that are currently working in the Midwest and Upper Midwestern states, and the Great Lakes Region believing that a regional focus can sometimes bring in candidates more knowledgeable about the nuances of working in Michigan and this part of the country.
- **Talented and experienced recruitment consultants:** Baker Tilly’s recruitment team is outstanding! Baker Tilly has provided executive recruitment and human resources related services to local governments for more than 30 years. Our team has had tremendous success conducting recruitments throughout the country and we encourage you to contact our references. The professional experience

City of Buchanan, Michigan  
February 14, 2023

of our consultants includes former city management, human resources management and school administration professionals. The result — a cohesive and highly experienced consultant team that possesses a thorough and detailed understanding of the leadership, experience, training and certifications required for this position, which ultimately benefits Buchanan with a more targeted and qualified pool of diverse candidates.

- **Video Interviews to screen semi-finalists:** Baker Tilly will use an online video interview process to assist the City Commission in narrowing down semi-finalists to a smaller group of finalists as part of the all-inclusive fee. This will assist the City Commission in screening candidates and could possibly reduce costs by eliminating unnecessary travel expenses for on-site interviews.
- **Leadership assessment of finalists:** Baker Tilly will conduct a strengths assessment and management / leadership style testing, which some may refer to as “*personality and behavioral testing*.” This assessment is completed online by the finalists prior to interviews and determines if a candidate’s management style matches the profile created by the City in an effort to find the “ideal” candidate and determine whether each candidate is a good fit for Buchanan and the community.
- **Comprehensive vetting of finalists (includes social media search):** Baker Tilly’s multiple layered vetting process of screening candidates provides a qualified pool of individuals to consider with not only the skills and experience desired, but most importantly, a leadership and management style that best fits the City and community. The screening process includes detailed candidate questionnaires, video interviews, leadership and strengths assessment, and a comprehensive candidate background review (*e.g., criminal, civil, credit and driving record, academic and employment verification, a Nexus search with a comprehensive report on each candidate’s media and on-line presence, and a comprehensive reference report on all finalists prior to interviews occurring* - **Note: Baker Tilly must conduct these background checks for the “Triple Guarantee” to remain in effect**).
- **Commitment to pursue a diverse pool of candidates:** Baker Tilly will take responsibility for ensuring diversity in our candidate pools. In your recruitment, we will use our established networks to make direct and personal contact with prospective minority and female candidates and encourage them to consider an opportunity with the City of Buchanan.
- **Online application and communication system:** Baker Tilly utilizes a proprietary online application system exclusively licensed to facilitate talent management for our clients. The system has been designed to customize applicant flow and tracking, allowing for ease of communication with applicants and an ability to conduct database inquiries for candidates based on characteristics important to the City such as geographic location, specific experience, expertise and qualifications.

Finding candidates with the desired levels of experience and specific knowledge of local government management trends can sometimes be challenging. Of equal importance, we want to ensure that your next City Manager is a “great fit” for Buchanan and the community. Our professional background and many years of experience in recruiting local government managers will provide you with valuable insight into finding and selecting the best candidate.

This proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the City of Buchanan.

As your Value Architects™, we are determined to support you in achieving your mission to identify your next City Manager. Thank you for the opportunity to serve you. Our team is excited to earn your trust, and, as always, we look forward to discussing your questions and feedback.

Very truly yours,

BAKER TILLY US, LLP



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**Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider Baker Tilly a leader among accounting and advisory firms.**

*Controller*



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# Executive summary

*What makes Baker Tilly different from other firms? Our solution truly begins by listening to what the City of Buchanan needs.*

## Understanding your needs to help achieve your objectives and mission

We understand the City of Buchanan is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next City Manager.

Baker Tilly public sector executive recruiters will collaborate with you or your designated staff, to understand the traits, attributes, capabilities and overall qualifications that are most important to your organization for this recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies, and materials that present the City of Buchanan as a great municipal organization that is and remains a high-quality community that exceeds the expectations of its residents and visitors.

We recognize that there is significant competition for experienced local government managers, leaders and executives today. For this reason, we collaborate with you to develop recruitment strategies that include an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities or who may be waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. We believe that these efforts are essential to ensuring that your City Commission receives and can select from many qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your City Commission with comprehensive details and information about each candidate we present; expanding beyond applications, cover letters and resumes to better understand, compare and contrast individual professional experience, leadership traits and the management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also can provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning, as you deem necessary or appropriate. Additionally, the lead consultant is available to you, or your designee, before, during and after each interview session and can facilitate your deliberations and employment offer and negotiations with the individual you select as finalist.

## Our highly regarded executive recruitment process

Our highly regarded executive recruitment process includes five major tasks:

TASKS	PROCESS
1. Recruitment brochure development and advertising	<ul style="list-style-type: none"> <li>We schedule and meet with the City Commission and/or key stakeholders, as instructed, to understand your leadership vision, strategic direction and candidate expectations, then use the information we gather to develop a candidate profile, which will require your input and final approval. We consider the profile our search baseline.</li> </ul>



## EXECUTIVE SUMMARY

TASKS	PROCESS
<b>2. Execution of recruitment strategy and identification of quality candidates</b>	<ul style="list-style-type: none"> <li>Using the profile you approve, we develop a colorful, informative and appealing brochure, then embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile.</li> <li>Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects who we identify by building a detailed query into our searchable applicant database.</li> <li>Using our applicant tracking system, we communicate with all applicants about the process, established timelines and next steps in the process.</li> </ul>
<b>3. Screening of applications, review of semi-finalists and selection of finalists</b>	<ul style="list-style-type: none"> <li>Once we identify those applicants who most closely match your desired profile, we assign them several tasks including our Due Diligence Questionnaire and Candidate Questionnaire, while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment and continuation in our process.</li> <li>We also provide selected applicants with a link that will take them to our proprietary one-way video interview portal. There, the candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant's candidacy as it relates to your desired profile.</li> <li>Once we gather the responses from the items listed above, we prepare and provide you with an electronic (PDF) Semi-Finalists Report listing 10 to 15 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters and due diligence and candidate questionnaire responses.</li> <li>We then ask you to identify four or five, plus one alternate, as finalists. We then ask this group to complete our management and leadership style assessment, which provides us with additional information, including development needs, strengths, personality and behavior analysis. This tool provides us with information about each finalist, which we have found to be important to the selection process.</li> </ul>
<b>4. Background report checks, reference checks, social media presence, academic verifications</b>	<ul style="list-style-type: none"> <li>We secure authorization from each finalist to conduct a comprehensive background records check and reports.</li> <li>We obtain a list of up to ten current or former supervisors, peers or direct reports from each finalist to contact as references.</li> <li>We provide you with a report summarizing all responses to our customized reference questionnaire.</li> <li>We verify academic credentials and professional certifications.</li> <li>We conduct an exhaustive review of social and electronic media sites and other publications, to identify any information that may be relevant to the hiring of everyone you interview.</li> <li>We provide a comprehensive reference check and report for each finalist.</li> </ul>
<b>5. Final interview process</b>	<ul style="list-style-type: none"> <li>Once you identify your finalists, we collaborate with your designated staff to design, prepare and provide technical support to ensure a smooth, effective and efficient interview process, which may include the scheduling and support for virtual interviews. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.</li> </ul>

**THERE ARE NUMEROUS BENEFITS TO UTILIZING BAKER TILLY FOR YOUR RECRUITMENT NEEDS**

*We strive to distinguish ourselves from peer organizations.*

EXECUTIVE SUMMARY

**Why Baker Tilly is ideally suited to serve Buchanan**

There are many ways Baker Tilly has distinguished itself from peers in public sector executive recruitment. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs.** The City of Buchanan deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications make us the right fit to serve the City— today and for years to come.

WHAT WE UNDERSTAND THE CITY NEEDS	HOW WE WILL DELIVER
<p><b>Carefully structured process supported by technology</b></p>	<ul style="list-style-type: none"> <li>• Comprehensive and seamless process refined by years of interaction with local government and not-for-profit employers and prospective candidates.</li> <li>• Leverage the search process with technology tools including video interview system, management/leadership style assessment analysis and online application platform.</li> <li>• Efficient management of candidate information and provide the City Commission with unique information about each candidate’s leadership and management style and ability to respond extemporaneously to video questions.</li> </ul>
<p><b>Public sector recruiting specialization and experience</b></p>	<ul style="list-style-type: none"> <li>• Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts.</li> <li>• Successful recruitment of more than 1,550 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.</li> </ul>
<p><b>Thorough candidate evaluation</b></p>	<ul style="list-style-type: none"> <li>• Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, assuring the City of its access to established managers and rising stars.</li> <li>• Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character.</li> </ul>
<p><b>Diversity in executive recruitment</b></p>	<ul style="list-style-type: none"> <li>• Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect.</li> <li>• Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA) and their Corporate Advisory Council, the Local Government Hispanic Network and other organizations.</li> </ul>
<p><b>Delivering value on the City’s budget</b></p>	<ul style="list-style-type: none"> <li>• Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference and academic verification checks and up to three on-site visits.</li> <li>• Work closely to meet the City’s needs and any unexpected circumstances that may arise during the course of your recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates.</li> </ul>

EXECUTIVE SUMMARY

WHAT WE UNDERSTAND THE CITY NEEDS	HOW WE WILL DELIVER
<b>Triple guarantee</b>	<ul style="list-style-type: none"> <li>• Focus on assisting with your executive recruitment until you make an appointment.</li> <li>• Guarantee your executive recruitment for 12 months against termination or resignation for any reason – or we come back to fill your City Manager position for no additional professional fee.</li> <li>• Commitment not to not directly solicit any candidates selected under this contract for another position while employed with your organization.</li> </ul>
<b>Transparency and confidentiality</b>	<ul style="list-style-type: none"> <li>• No preconceived notions or expectations about the City and prospective candidates.</li> <li>• Work closely with the City to make sure the process is transparent.</li> <li>• Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number qualified applicants.</li> </ul>
<b>Keeping the City involved and minimizing disruption</b>	<ul style="list-style-type: none"> <li>• Comprehensive process incorporates the active participation of the City Commission at key steps in the process.</li> <li>• Keep decision makers fully advised and informed of all aspects of the process without requiring them to expend substantial amounts of time or putting aside other pressing issues.</li> <li>• City staff can stay focused on their primary and assigned functions while Baker Tilly manages the search process.</li> </ul>

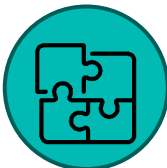
**BAKER TILLY DIFFERENTIATES ITSELF FROM OTHER EXECUTIVE RECRUITMENT FIRMS**  
*Buchanan will benefit from our understanding of best practices within the executive recruitment space.*

# Meeting your needs with our resources

*Our firm has the reputation, resources and reach to address the challenges you face as a public sector organization — both now and in the future.*

## Offering our resources: Baker Tilly at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation and forward-thinking solutions. We are passionate about enhancing and protecting our clients' value, which is a collective effort by everyone across our firm. The City of Buchanan will receive an exceptional experience for your governance team, and — ultimately — those you serve. Below are some key facts about our firm.



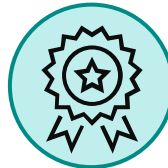
**130+**  
administration  
recruitments



**1,550+**  
recruitments  
since 2000



**60+**  
office locations  
across the U.S.



**250+**  
workplace and  
culture awards

### COMPREHENSIVE EXPERIENCE TO SERVE YOU

*Buchanan will receive support and guidance from a respected firm that continues to grow — as evidenced by INSIDE Public Accounting naming Baker Tilly as the 10th largest accounting firm in the United States on their 2022 IPA Top 100 list.*

## Celebrating more than 90 years serving our valued clients

As a future-looking firm, we celebrate more than 90 years in the marketplace by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we innovate and change to work better.



Our roots took hold in 1931 in Waterloo, Wisconsin, where we began as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services and areas of expertise. One thing has not changed over time: **our shared passion for enhancing and protecting our clients' value.**

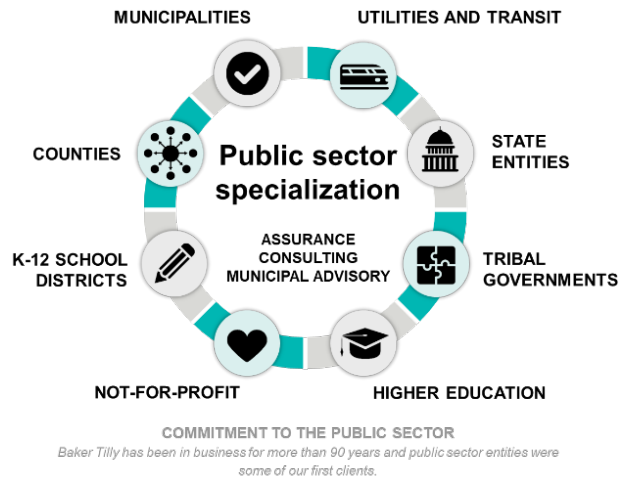
As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity and adaptability, Baker Tilly will become more connected to our clients, our people, our communities and our profession.

## MEETING YOUR NEEDS WITH OUR RESOURCES

### Public sector specialization

**Baker Tilly has served local governments since our establishment 91 years ago. We are one of the few professional services firms with a state and local government practice dedicated entirely to serving governmental clients.**

Unlike many of our contemporaries, Baker Tilly is organized by industry, not service line. What does this mean for Buchanan? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in executive recruitment projects. The City will be collaborating with knowledgeable professionals who understand the specific challenges you face and provide innovative solutions to help you overcome them.



State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. Recognizing this complexity, and eager to serve as a true **Value Architect™** to the public sector, Baker Tilly formalized its dedicated public sector specialization more than 60 years ago.

**More than 515 Baker Tilly professionals — including nearly 40 partners and principals — focus directly on serving state and local governments, providing hundreds of thousands of client service hours annually to the public sector. Nationwide, our practice serves more than 4,200 state and local government entities, including cities, counties, municipalities,**

**school districts, public utilities and transit organizations. Your team is ready to help you find solutions to the obstacles that stand between you and your goals.**

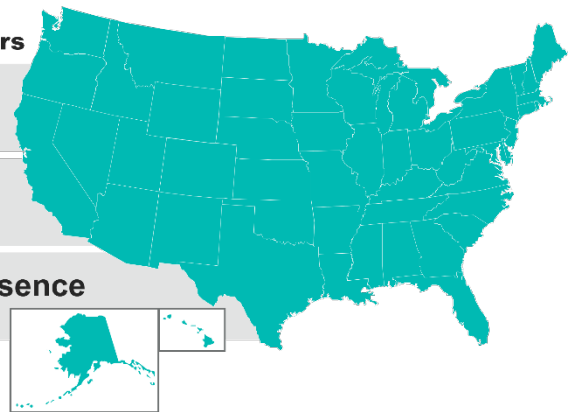
#### Public sector: experience that matters

**4,200+**  
public sector clients

**90+ years**  
industry experience

**Coast-to-coast presence**  
Industry trainers and thought leaders

States where Baker Tilly has served public sector clients



### Celebrating our recent combination with Management Partners

The fast pace of change in local government – from towns to cities to counties – is not slowing down. To continue serving and improving communities, local leaders need trusted consultants to help navigate change. Leading advisory CPA firm Baker Tilly answers by acquiring Management Partners, effective October 1, 2022.

This acquisition adds a unique and significant layer of experience to Baker Tilly’s robust public sector practice. These project team members are former local government leaders and managers stemming from all operational facets. They have nearly three decades of field-tested techniques and proven methodologies.



## MEETING YOUR NEEDS WITH OUR RESOURCES

### Additional organizational management and human capital services

PLANNING AND STRATEGY	MANAGING AND PERFORMANCE
<ul style="list-style-type: none"> <li>• Position classification studies</li> </ul>	<ul style="list-style-type: none"> <li>• Compensation and benefit systems</li> </ul>
<ul style="list-style-type: none"> <li>• Organizational improvement studies</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel policies</li> </ul>
<ul style="list-style-type: none"> <li>• Resource sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Career ladders</li> </ul>
<ul style="list-style-type: none"> <li>• Strategic workforce planning</li> </ul>	

#### MEETING BUCHANAN'S HUMAN CAPITAL NEEDS

*Baker Tilly provides a full array of organizational management and human capital services designed to meet the unique needs of state and local governments.*

### Project contacts and locations

AUTHORIZED REPRESENTATIVE	ENGAGEMENT TEAM LEADER
Anne Lewis, Director and Practice Leader 8219 Leesburg Pike, Suite 800 Tysons, VA 22182 +1 (703) 923 8214   <a href="mailto:anne.lewis@bakertilly.com">anne.lewis@bakertilly.com</a>	Art Davis, Director 5440 West 110 <sup>th</sup> Street, Suite 300 Overland Park, KS 66211 +1 (816) 868 7042   <a href="mailto:art.davis@bakertilly.com">art.davis@bakertilly.com</a>

### Standing on our values

Our core values infuse our culture and drive the way we plan to work with Buchanan. They are what we believe and what we expect from each other. They guide our decisions, inspire our actions and gauge how we do business. They are shorthand for what we stand for — and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression. Our core values are highlighted below.

				
<b>BELONGING</b>	<b>COLLABORATION</b>	<b>INTEGRITY</b>	<b>PASSION</b>	<b>STEWARDSHIP</b>
<p>We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. We commit to a diverse and inclusive workplace upheld by fairness, compassion and equality.</p>	<p>We are at our best when we work together. We build on our collective strength to achieve more than we can as individuals.</p>	<p>We do the right thing, for the right reason, every day. Honesty, trust and keeping our promises are paramount to our success.</p>	<p>We put forth our best effort every day for the benefit of our people, clients and firm. There is a sense of urgency and relentless energy in everything we do. We love our profession and take great pride in it.</p>	<p>We invest for the future with the intention of leaving everything better. We strive to make a positive difference and leave a proud legacy.</p>

#### SHARED CULTURES, VALUES, PHILOSOPHIES AND GOALS

*Buchanan and Baker Tilly have a strong cultural fit, and our commonalities will lay the foundation for trust, open communication, a seamless project approach and an enduring relationship.*

For additional information on Baker Tilly's prioritization of Diversity, Inclusion and Belonging for Success (DIBS), please see **Appendix A**.



# Providing executive recruitment services

*Our relationship-driven approach is led by an engagement team who delivers a cost-effective, quality engagement for Buchanan. We will deliver executive recruitment solutions that address the City's underlying complexities and your unique opportunities.*

## The Baker Tilly executive recruitment process

### Task 1: Kickoff, marketing, recruitment and outreach

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of City Manager. The recruitment brochure will also include a profile that captures the essence of the City of Buchanan as a highly attractive venue for the successful candidate to live and work.

Your recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

To prepare the recruitment brochure, the engagement team leader will meet with the City Commission, City staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your City Manager. We meet individually (or collectively depending upon your preference) with members of the City Commission to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and expectations for the City Manager.

Information obtained from these meetings, coupled with our review of the job description and other City documents, is used to prepare a position and candidate profile. The completed profile will be approved by the City before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix B.**]

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

Our team will place ads in appropriate professional publications, websites and local print media, if required, and coordinate with City staff to include information about the search on the City's social media platforms. Additionally, Baker Tilly has a high traffic [website](#) which includes an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the City Manager position.

## PROVIDING EXECUTIVE RECRUITMENT SERVICES

PROJECT MILESTONE	DELIVERABLES	TIMELINE
<b>Position profile and recruitment brochure development</b>	<ul style="list-style-type: none"> <li>• Baker Tilly meets with the City to receive information regarding the City's budgets, organizational charts, images, logos, etc.</li> <li>• Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline)</li> </ul>	2 weeks
<b>Approve brochure, begin advertising and distribute marketing letter</b>	<ul style="list-style-type: none"> <li>• Brochure sent to City for final approval</li> <li>• Begin advertising and distribution of recruitment brochure</li> </ul>	2 weeks

### **Task 2: Execution of recruitment strategy and identification of quality candidates**

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of City Manager. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, potential candidates presented with the opportunity directly and in the proper manner, may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the City Manager position. This will provide the Baker Tilly team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

While recruitment is under way, the engagement team will work with a team of up to 10 subject matter specialists (SMS) who know what successful performance in the City Manager position looks like to reach consensus on the desired leadership and management style for the ideal candidate. We ask the SMS to complete a 30-minute, on-line questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership and management style attributes for this position, creating a framework for assessing candidate fit with the City. Later in the process, finalists for the position are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix C.**]

Each candidate submitting a resume is sent a timely acknowledgement by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and professional manner in which they are treated during our recruitments.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
<b>Execution of recruitment strategy and candidate outreach</b>	<ul style="list-style-type: none"> <li>• Online data collection and profile development</li> <li>• Development of interactive, searchable applicant database for recruitment of your City Manager</li> <li>• Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy</li> <li>• Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics</li> </ul>	4-5 weeks



## PROVIDING EXECUTIVE RECRUITMENT SERVICES

### Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine overall match to your desired profile. We will then narrow the list to a group of 10 to 15 semifinalists for review and to identify four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected on the basis of written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

Another unique aspect of our recruitment process is our use of a proprietary, web-based one-way video interview. Each finalist has a limited amount of time to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to begin responding, and up to three minutes to respond to each of about three questions. This tool allows our team to develop a more comprehensive understanding of each candidate's ability to "think quickly." The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the City Commission and/or the designated staff with a link to review.

You will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
<b>Applicant screening and recommendation of semi-finalists</b>	<ul style="list-style-type: none"> <li>Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database</li> <li>Most promising applicants are asked to complete candidate questionnaires and provide due diligence information</li> <li>Media, internet and social media scan for information pertinent to future employment</li> <li>Top candidates identified as semi-finalists</li> <li>Semi-Finalist Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered</li> <li>Baker Tilly and the City Commission review video interviews</li> <li>Project team leader meets with the City Commission to review recommended semi-finalists</li> <li>City Commission selects finalists for on-site interviews</li> <li>Finalists complete candidate management style assessment, responses are reviewed and interview questions are developed</li> </ul>	2-3 weeks

### Task 4: Conducting background checks, reference checks and academic verifications

Once the City Commission has identified a list of "finalists" Baker Tilly begins the process of conducting reference checks, background records checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant's qualifications, management style, leadership traits or characteristics and professional work performance.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

**BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:**

• Consumer credit	• Bankruptcy
• City/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Educational verification	• Sex offender registry

**REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS**

*Buchanan will receive a report that includes a thorough verification of each finalist's background.*

**To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we are able to provide you with our Final Report.**

PROJECT MILESTONE	DELIVERABLES	TIMELINE
<b>Design final process with the City for on-site interviews with finalists</b>	<ul style="list-style-type: none"> <li>Baker Tilly confirms interviews with candidates</li> </ul>	1-2 days
<b>Background checks, reference checks and academic verifications</b>	<ul style="list-style-type: none"> <li>Baker Tilly completes background records checks, reference checks and academic verifications of finalists</li> </ul>	2-3 weeks

**Task 5: Final interview process**

Upon completion of Task 4, we will work with your City Commission and designated staff to develop the final interview process. We customize the process according to your needs and desired outcomes, functions of the position, preference and directives. This may include steps that are important to you, our client. As such, the final interview process may include meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the City. We work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

Prior to the interviews we provide documentation on each of the finalists, highlighting leadership and management profile (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If requested, we will assist the City Commission with the development of a compensation package and related employment considerations and the negotiation of an employment agreement.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
<b>Final Report prepared and delivered to the City</b>	<ul style="list-style-type: none"> <li>Final Report is prepared including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions</li> </ul>	1 day

## PROVIDING EXECUTIVE RECRUITMENT SERVICES

<b>On-site interviews with finalists</b>	<ul style="list-style-type: none"> <li>• Interviews are scheduled</li> <li>• Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates, if requested</li> </ul>	1-2 days
<b>Offer made/accepted</b>	<ul style="list-style-type: none"> <li>• If requested, Baker Tilly participates in candidate employment agreement negotiations</li> <li>• Baker Tilly notifies candidates of decision</li> <li>• Baker Tilly confirms final process close out items with the City of Buchanan</li> </ul>	1-2 days

### Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network and are on NFBPA’s National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In every recruitment, we use our established networks to make direct and personal contacts with prospective minority and female candidates and will encourage them to consider Buchanan’s City Manager opportunity. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know that the Baker Tilly executive recruitment team will fairly consider each application based on qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

### Triple guarantee

We define the success of a smooth, seamless, effective and responsive executive recruitment that culminates with the hiring of a highly qualified City Manager who matches the profile we developed to this end. We further define success by the identification and presentation of an acceptable number of well-qualified applicants for the City Commission to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a trifold, industry leading triple guarantee.

1. First, we commit to conduct your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. In the event you are unable to reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants for you to consider until you select a finalist.
2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason) we will repeat the executive search at no additional professional fee but will include project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidate selected under this agreement for any other position while the candidate remains in your employ.

PROVIDING EXECUTIVE RECRUITMENT SERVICES

**Co-developing a timeline to meet Buchanan’s deadlines**

A typical timeline is 90-120 days from project kickoff to extending an offer of employment. The Baker Tilly project team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. It is our intent to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. For this proposal target dates are to be determined. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement. The following is an example of a timeline for an executive recruitment process.

Your time is valuable, and one significant way we will add value to Buchanan is by delivering our services on time.

PROJECT MILESTONE	DELIVERABLES
<p><b>Profile development, advertising and candidate outreach</b></p>	<ul style="list-style-type: none"> <li>• Baker Tilly meets with City officials to develop candidate profile and recruitment brochure; City approves ad placement schedule and timeline</li> <li>• Baker Tilly sends draft recruitment brochure to the City</li> <li>• The City returns draft brochure (with edits) to Baker Tilly</li> <li>• Baker Tilly begins recruitment advertising and marketing</li> <li>• Online data collection and profile development</li> </ul>
<p><b>Applicant screening and assessment and recommendation of semi-finalists</b></p>	<ul style="list-style-type: none"> <li>• Baker Tilly commences formal review of applications and the most promising candidates will be asked to complete questionnaires</li> <li>• Candidates complete recorded interview online</li> <li>• Baker Tilly completes formal review of applications and sends selected resumes to the City Commission for review</li> <li>• Candidates’ recorded interviews are presented</li> <li>• Baker Tilly meets with the City Commission and recommends semi-finalists; City Commission selects finalists for on-site interviews</li> <li>• Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed</li> </ul>
<p><b>Comprehensive background check, academic verifications and reference checks completed for finalists</b></p>	<ul style="list-style-type: none"> <li>• Baker Tilly completes reference checks/background checks/academic verification on finalists</li> </ul>
<p><b>On-site Interviews with finalists</b></p>	<ul style="list-style-type: none"> <li>• Baker Tilly sends documentation for finalists to the City Commission</li> <li>• The City Commission conducts on-site interviews with finalists</li> </ul>
<p><b>Employment offer made / accepted</b></p>	<ul style="list-style-type: none"> <li>• The City Commission extends employment offer to the selected candidate</li> </ul>

**COMMITMENT TO SUCCESSFULLY DELIVER RECRUITMENT SERVICES TO MEET YOUR REQUIREMENTS**  
*Buchanan’s time is valuable. We will co-develop a timeline to provide the City’s executive recruitment services on time.*

## Your Value Architects™

*Buchanan will work with a consistent team of Value Architects™ who understand your organization and can add value from day one. The combination of your engagement team's executive recruitment experience and service knowledge translates into tangible results for the City.*

### Aligning key engagement team members with your goals

Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many different disciplines that comprise the City of Buchanan organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,550 executive searches.

#### 1,550+ recruitments

Your engagement team has conducted more than 1,550 successful recruitment projects since 2000.

The Baker Tilly engagement team will collaborate with the City Commission and others designated as your technical advisor. As such, we conduct our recruitment process in a clear, effective, efficient, transparent and professional manner consistent with "best practices" in the public sector executive recruitment space. Our agenda is clear; "our agenda is your agenda." Our objective is to generate a list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next City Manager.

We have structured the Baker Tilly engagement team to draw upon our 90-plus years of collective service to the public sector and to leverage Baker Tilly's experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering outstanding services and leading-edge results.

Your handpicked team of professionals offer a collaborative focus supported by the breadth and depth of our firm's national resources. We believe in strong personal relationships, and this means a personal interest in the City of Buchanan from some of our most experienced team members.

Engagement team members are introduced on the following pages and complete resumes are available in **Appendix D**.

## INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR BUCHANAN

*Engagement leadership***Art Davis, Director**

5440 West 110th Street, Suite 300, Overland Park, KS 66211  
 +1 (816) 868 7042 | [art.davis@bakertilly.com](mailto:art.davis@bakertilly.com)

Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and in other local government positions in Kansas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas as well as a Bachelor of Arts, political science and public administration from William Jewell College.

*Consulting team***Patricia Heminover, Director**

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101  
 +1 (651) 223 3058 | [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com)

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements and successfully overseeing conflict resolution. Patty was also South St. Paul Schools' director of human resources and finance, prior to serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota. She earned a Master of Education Administration from Minnesota State University.

**Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP, Director**

205 North Michigan Avenue, 28<sup>th</sup> Floor, Chicago, IL 60601  
 +1 (312) 240.3401 | [yolanda.howze@bakertilly.com](mailto:yolanda.howze@bakertilly.com)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years' public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Prior to joining Baker Tilly, Yolanda was a senior consultant II with Gallagher's Human Resources Compensation & Consulting practice where she was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in psychology and organizational leadership from Maryville University in St. Louis, as



### INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR BUCHANAN

well as a Master of Arts in public administration and policy analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.



#### Anne Lewis, Practice Leader | Director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182  
+1 (703) 923 8214 | [anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com)

Anne leads Baker Tilly's public sector executive recruitment team. Prior to joining Baker Tilly, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention & visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science as well as a Bachelor of Science from Shenandoah University.



#### Edward G. Williams, Ph.D., Director

2500 Dallas Parkway, Suite 300, Plano, TX 75093  
+1 (214) 842 6478 | [edward.williams@bakertilly.com](mailto:edward.williams@bakertilly.com)

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across various disciplines including, state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development, for the City of Missouri City, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, Educational Specialist degree in Higher Educational Administration, Master of Higher Education Administration, and Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in the Spanish language.

### Supporting team



#### Karen Edwards, SHRM-CP, Recruitment Analyst

+1 (813) 915-5616 | [karen.edwards@bakertilly.com](mailto:karen.edwards@bakertilly.com)

Karen is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements. She has more than 30 years of experience in human resources, administrative positions and customer service. Karen earned a Bachelor of Science in business administration - human resource management from Western Governors University.

## INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR BUCHANAN



### Michelle Lopez, Senior Recruitment Analyst

+1 (651) 223 3061 | [michelle.lopez@bakertilly.com](mailto:michelle.lopez@bakertilly.com)

Michelle is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle plays a key role in ensuring that recruitment projects are completed in a thorough and timely manner. Her colleagues appreciate her customer service skills and determination to ensure that both clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. Michelle has an Associates in Arts degree and more than 10 years of experience as a key support staff member. Michelle has an Associates in Arts degree and more than 10 years of experience as a key support staff member. She is currently pursuing a Bachelor of Science degree in organizational leadership.



### Diane Segulia, Recruitment Analyst

+1 (651) 223 3094 | [diane.segulia@bakertilly.com](mailto:diane.segulia@bakertilly.com)

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. She is a team player who prides herself on delivering high quality work to the team. Diane joined Baker Tilly in 2015 as the receptionist. She joined the executive recruitment practice group as an administrative assistant in October 2019 and began her role as a recruitment analyst in June 2022. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.



### Carrie Thompson, Recruitment Analyst

+1 (703) 923 8040 | [carrie.thompson@bakertilly.com](mailto:carrie.thompson@bakertilly.com)

Carrie is a recruitment analyst with Baker Tilly's executive recruitment practice group. She has more than four years of experience in recruiting coordination including interview scheduling and candidate communication. She facilitates smooth sailing during the recruitment process. Carrie runs reports, coordinates outreach and organizes important documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success. Carrie earned a Bachelor of Arts in communication with a concentration in media production and criticism from George Mason University.

### BUCHANAN WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

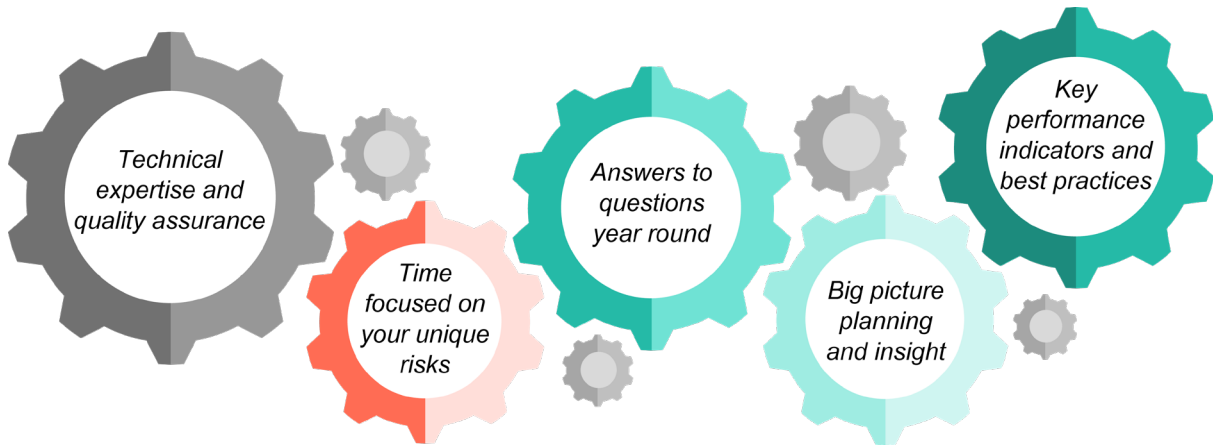
*All engagement team members are committed to Buchanan's success. Their public sector experience and service expertise translates into tangible results for Buchanan.*



## Building trust and maximizing value with significant involvement

We will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

The graphic below details how we will build trust and maximize value with the City.



### COLLABORATING WITH YOU AS YOUR TRUSTED VALUE ARCHITECT™

*Your engagement team will be deeply involved in the engagement to give them an in-depth working knowledge of your organization and processes to deliver value throughout the year.*

## Cultivating an engaging culture to offer a consistent team

You can expect to see the same engagement team members every year and avoid the time and cost commitments of onboarding a new team. We view our commitment to staff continuity as the cornerstone of building a lasting relationship with Buchanan.

Exceptional professionals thrive at Baker Tilly because we cultivate an engaging culture through diversity and inclusion, work-life balance, continuous learning opportunities, career advancement and employee recognition. As a result, **we had our lowest firm turnover in a decade during fiscal year 2021**. We invite you to click on the video to the right to learn more about Baker Tilly's unique culture.



**EMPHASIZING OUR CULTURE**  
*What makes our firm special? The emphasis we put on our culture. We take care of our people so we can take care of our clients.*

### EVIDENCE OF OUR TEAM MEMBER-FOCUSED CULTURE AND COMMITMENT TO EXCELLENCE

<p>Ranked as the <b>10th largest accounting and advisory firm in the U.S.</b> according to INSIDE Public Accounting's 2022 Top 500 Firms list</p> 	<p>Recognized as <b>one of America's Best Large Employers</b> in 2021 and 2022 by Forbes</p>  	<p>Received <b>250+ culture awards and workplace recognitions</b> firmwide</p>      <p>CENTRAL PENN BUSINESS JOURNAL LEHIGH VALLEY BUSINESS <b>BEST PLACES to work in PA 2020</b></p> <p>PHILADELPHIA BUSINESS JOURNAL <b>B P t W</b> 2022 BEST PLACES TO WORK</p> <p>CRAIN'S CHICAGO BUSINESS <b>BEST PLACES TO WORK</b></p> <p>BUSINESSNEWS <b>Best Places to Work</b></p> <p>METROPOLITAN DETROIT'S <b>BEST AND BRIGHTEST COMPANIES TO WORK FOR</b></p> <p>FORTUNE <b>BEST WORKPLACES IN NEW YORK 2020</b></p> <p>FORTUNE <b>BEST WORKPLACES FOR MILLENNIALS 2022</b></p> <p>TOP WORK PLACES 2020 journal sentinel</p>
<p>Ranked as a <b>top 10 accounting and advisory firm for workplace prestige and quality</b> on Vault Accounting's Accounting 50 list; <b>culture</b> is the number one reason that team members join our ranks and stay at our firm</p> 	<p>For the seventh year in a row, Baker Tilly has been certified as a <b>Great Place to Work®</b></p> 	

#### CULTIVATING AN ENGAGING CULTURE

*Our commitment to attracting and retaining a top-quality workforce benefits Buchanan through engaged team members and staff continuity.*

# Valuable perspectives

*We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for Buchanan.*

## Demonstrating successful relationships with similar clients

Art Davis is the designated project leader for your City Manager executive search. We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly and to verify the quality of work we have consistently delivered to each client as part of these recently completed executive recruitment projects. Each client will offer a unique perspective as you consider your own needs.

### CITY OF GRAND RAPIDS, MICHIGAN (POPULATION 210,000)

<b>Name</b>	Anita Hitchcock	<b>Title</b>	City Attorney
<b>Phone</b>	+1 (616) 828 3775	<b>Email</b>	<a href="mailto:ahitchco@grand-rapids.mi.us">ahitchco@grand-rapids.mi.us</a>
<b>Services</b>	Successful recruitments: Deputy City Manager (2022), City Manager (2018), Fire Chief (2016)		

### CITY OF OVERLAND PARK, KANSAS (POPULATION 195,000)

<b>Name</b>	Curt Skoog	<b>Title</b>	Mayor
<b>Phone</b>	+1 (816) 679-0608	<b>Email</b>	<a href="mailto:curt.skoog@opkansas.org">curt.skoog@opkansas.org</a>
<b>Services</b>	Successful recruitments: City Manager (2022) and Chief Information Officer (2019)		

### CITY OF ROCKVILLE, MARYLAND (POPULATION 70,000)

<b>Name</b>	Rob DiSpirito	<b>Title</b>	City Manager
<b>Phone</b>	+1 (240) 314 8102	<b>Email</b>	<a href="mailto:rdispirito@rockvillemd.gov">rdispirito@rockvillemd.gov</a>
<b>Services</b>	Successful recruitments: Deputy City Manager (2021), Deputy Economic Development Director, Rockville Economic Development Inc. (REDI) (2021), Police Chief (2018), Director of Economic Development & CEO, REDI (2018)		

### LANCASTER COUNTY, SOUTH CAROLINA (POPULATION 105,000)

<b>Name</b>	Steve Harper	<b>Title</b>	Chair, County Council
<b>Phone</b>	+1 (803) 804 5325	<b>Email</b>	<a href="mailto:steveharper@lancastercountysc.net">steveharper@lancastercountysc.net</a>
<b>Services</b>	Successful recruitments: County Administrator (2021), Director of Development Services (2019) and Deputy County Administrator (2018)		

### PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

*At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' value — resulting in experience-based insights for Buchanan.*

## VALUABLE PERSPECTIVES

## Providing similar services to clients

Below is a partial list of relevant public sector executive recruitments delivered by the Baker Tilly team since 2018.

LIST OF RELEVANT PROJECTS: PRESENT — 2018				
Year	Client	St	Project	Population
Current	Portland	ME	City Manager	66,595
Current	Spartanburg	SC	Assistant City Manager	38,732
Current	Warrenton	VA	Town Manager	10,057
2023	Belle Meade	TN	City Manager	2,912
2023	Beloit	WI	City Manager	36,657
2023	Fargo	ND	City Administrator	121,889
2022	Apex	NC	Assistant Town Manager	58,780
2022	Beaumont	TX	City Manager	118,428
2022	Belton	MO	City Manager	23,480
2022	Blue Springs	MO	City Administrator	54,850
2022	Branson	MO	City Administrator	10,000
2022	Brevard	NC	City Manager	7,900
2022	Buda	TX	City Manager	15,108
2022	Denton	TX	City Manager	136,195
2022	Evans	CO	City Manager	22,165
2022	Golden	CO	City Manager	20,399
2022	Harrisonburg	VA	City Manager	54,033
2022	Hastings	NE	City Administrator	25,152
2022	Hutchinson	KS	City Administrator	40,006
2022	Joplin	MO	Assistant City Manager	50,386
2022	Kinston	NC	City Manager	20,083
2022	La Marque	TX	City Manager	16,627
2022	Minnetrissa	MN	City Administrator	7,621
2022	North Kansas City	MO	City Administrator	4,477
2022	Oak Hill	TN	City Manager	4,587
2022	Overland Park	KS	City Manager	191,278
2022	Port Arthur	TX	Assistant City Manager	53,937
2022	Salisbury	NC	City Manager	33,727
2022	Shorewood	MN	City Administrator	7,974
2022	Spicer	MN	City Administrator	1,188
2022	Staunton	VA	City Manager	25,750
2022	Willmar	MN	Assistant City Administrator	19,628
2021	Carrboro	NC	Town Manager	21,230
2021	Clearwater	FL	City Manager	115,159
2021	College Park	MD	City Administrator	32,196
2021	Corpus Christi	TX	Assistant City Manager	323,733

## VALUABLE PERSPECTIVES

## LIST OF RELEVANT PROJECTS: PRESENT — 2018

Year	Client	St	Project	Population
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Grand Rapids	MI	Deputy City Manager	192,294
2021	Greeley	CO	City Manager	105,888
2021	Inver Grove Heights	MN	City Administrator	34,344
2021	Kimball	NE	City Administrator	2,578
2021	Long Grove	IL	Village Manager	7,956
2021	Louisville	CO	City Manager	20,860
2021	Moline	IL	City Administrator	41,902
2021	Rockville	MD	Deputy City Manager	66,940
2021	Shakopee	MN	Assistant City Administrator	40,731
2021	Stonecrest	GA	City Clerk	54,202
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Asst City Admin/Comm Eco Dev Dir	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	St. Joseph	MO	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Norman	OK	City Manager	122,843
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Willmar	MN	City Administrator	19,628
2018	Addison	TX	City Manager	15,368
2018	Asheville	NC	City Manager	89,121
2018	Ashland	OR	City Administrator	21,636
2018	Avondale	AZ	City Manager	82,881
2018	Belle Plaine	MN	City Administrator	6,838
2018	Billings	MT	City Administrator	110,323
2018	Burnsville	MN	City Manager	61,434

VALUABLE PERSPECTIVES

**LIST OF RELEVANT PROJECTS: PRESENT — 2018**

<b>Year</b>	<b>Client</b>	<b>St</b>	<b>Project</b>	<b>Population</b>
2018	Christiansburg	VA	Town Manager	21,533
2018	Grand Rapids	MI	City Manager	192,294
2018	Herington	KS	City Manager	2,362
2018	Kingman	AZ	City Manager	29,029
2018	Maricopa	AZ	City Manager	46,903
2018	Middleburg	VA	Town Administrator	828
2018	Mora	MN	City Administrator/Public Utilities GM	3,453
2018	Salina	KS	City Manager	46,994
2018	Shawnee	KS	City Manager	64,323
2018	York	PA	Business Administrator	43,859

# Value for fees

*Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving Buchanan's mission.*

## Delivering a professional fee estimate for the City of Buchanan

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving Buchanan's mission

We are excited about the opportunity to work with Buchanan and have prepared the below fee estimate to meet the City's needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-on or startup charges.

The all-inclusive professional fee includes the cost of professional services by the engagement team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Baker Tilly is not responsible for candidates' travel expenses for travel to client location for on-site interviews. Clients generally manage these matters directly with the finalists.

Baker Tilly will bill for this engagement in four installments: 30% upon execution of this agreement, 30% at Phase I, 30% at Phase II; and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the City for any unpaid portion of the fee.

Feel free to direct all questions regarding the professional fee and project-related expenses to Art Davis via email at [art.davis@bakertilly.com](mailto:art.davis@bakertilly.com) or via phone at +1 (816) 868 7042.

PROPOSED SERVICES	
<b>Phase I</b>	
<b>Task 1</b>	— Candidate profile development/advertising/marketing
<b>Task 2</b>	— Identify quality candidates
<b>Phase II</b>	
<b>Task 3</b>	— Screening of applications and submission of recommended semi-finalists to client
<b>Task 4</b>	— Reference checks, background checks and academic verifications
<b>Phase III</b>	
<b>Task 5</b>	— Final process/on-site interviews with finalists
<b>Conclusion</b>	
Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
<b>TOTAL ALL-INCLUSIVE FEE*</b>	<b>\$26,950</b>

\* BAKER TILLY MAY CONSIDER A PROFESSIONAL FEE REDUCTION OF 10% if the City of Buchanan is provided additional recruitments during the subsequent 12-month period.



VALUE FOR FEES

OPTIONAL SERVICES FOR CONSIDERATION	FEE
<p>At your request, Baker Tilly can conduct a web-based community survey to help your organization identify key issues or priorities that your organization may consider as you launch an executive search. Depending on your need, we administer the survey, which your residents, community leaders, employees or designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.</p>	<p><b>\$2,000</b></p>
<p>On rare occasions, a client desires the delivery of additional search-related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill Buchanan at an hourly rate of \$300, plus expenses for additional work specifically requested by your organization that is outside of the scope of this project or as described in the proposed scope. Prior to beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required prior to commencing any additional services.</p>	<p><b>\$300 per hour plus expenses</b></p>

**BAKER TILLY CAN PROVIDE OPTIONAL SERVICES**











*Buchanan may benefit from the additional services we offer. No additional services will be billed without the express consent and agreement with the City.*

**Negotiations**

If selected, we will provide the City of Buchanan with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

**Supporting Buchanan with our value-for-fees approach**

We will provide the highest quality service for a fair and reasonable fee. Below is an overview of our value-for-fees approach and how it benefits you.

 <p>A team that works with a similar client base and is ready to lead a smooth and beneficial transition</p>	 <p>Frequent check-ins and timely responses to your inquiries</p>	 <p>Controlled costs through a service approach designed for your organization; no surprise billing or add-on charges</p>	 <p>Knowledge retention through a commitment to staff continuity</p>	 <p>Proactive ideas and industry insight shared year-round via complimentary articles, toolkits, webinars, e-books, alerts, whitepapers and newsletters</p>
 <p>Support from the full breadth and depth of Baker Tilly's resources across the U.S. and around the world</p>	 <p>Practical, flexible and collaborative approach designed for your unique needs</p>	 <p>Full range of service solutions to grow with your needs</p>	 <p>Use of innovative technology and software tools to support real-time communication, efficiencies and compliance</p>	 <p>High level of experienced partner and manager involvement for a big-picture perspective</p>

**COMMITMENT TO VALUE FOR FEES**

*Buchanan can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.*





# Appendix A: Prioritizing Diversity, Inclusion and Belonging for Success (DIBS)

*At Baker Tilly, DIBS is who we are rather than what we do. Creating an environment where all team members are valued empowers us to bring our authentic selves to work each day. When our contributions reflect our individual best, we achieve better results for Buchanan.*

**Prioritizing Diversity, Inclusion and Belonging for Success (DIBS)**

Belonging is a core Baker Tilly value. We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality.



**MEET SHANE LLOYD,  
DIBS STRATEGY LEADER**  
*In his role as Head of Diversity, Inclusion and Belonging at Baker Tilly, Shane oversees our company's DIBS initiatives and serves on influential national diversity and inclusion boards.*

Throughout our firm, you will find our DIBS philosophy and practices embedded into everything we do. We hire people who bring new perspectives and experiences, including Shane Lloyd, who joined Baker Tilly as our [DIBS strategy](#) leader in 2021. Shane was named to the Washington Business Journal's 2022 "40 under 40," a prestigious list that recognizes individuals with impressive careers who demonstrate a strong commitment to philanthropy and community building.

Shane was also selected as Program Chair to The Conference Board's Diversity, Equity and Inclusion (DEI) Strategists Council I, where he will strategize on key topics and trends to educate and connect other senior DEI leaders in the corporate space. Read more about the council [here](#).

We embrace our differences and believe a more open, connected world serves everyone better. DIBS is the lens that helps us see things more broadly and lights the path for us to follow. This benefits our people, our clients and our communities. [Watch this video](#) to learn more about the ways Baker Tilly celebrates diversity, inclusion and belonging and values the contributions of every team member across our firm.

**DIBS steering committee**

Baker Tilly's national DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging.

A cross-section of leaders across our firm oversees our strategy – from inclusion-related communications to accountability measures for our key diversity goals and coordination of our signature initiatives described below and on the following pages.



**WE EMBED DIBS INTO ALL ASPECTS OF OUR BUSINESS**  
*From how we recruit, develop and promote team members, to the way we serve clients and treat each other. Day in, day out.*



### Growth and Retention of Women (GROW)



Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, share their stories, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions, enhances the retention of women at all firm levels, creates an environment where women feel empowered and supports our advocacy of advancing women in business. It also helps us share knowledge gained with clients and creates a workforce that reflects our client base.

### Supporting Opportunity, Advancement and Recognition (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Diversity makes each of our professionals unique; inclusion is how that unique team collaborates to achieve common goals. Our SOAR strategy rests on four key pillars: talent acquisition, advancement, education and awareness, and recognition.

### NexGen: joining workforce generations



Today, four generations coexist in the workplace – baby boomers, Gen X, millennials and Gen Z – and each brings unique viewpoints influenced by events and experiences in their lifetime. With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future. Key components of NexGen's vision involve discovering how different generations can build rewarding professional relationships that are mutually beneficial. NexGen amplifies the voices of our firm's next generation of professionals, providing leadership and growth opportunities along the way.

### PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace. This effort includes involvement, support, understanding and acceptance from colleagues across our firm.

### Racial Equity Action Plan (ACTION) and focus on social justice



Our firm developed an ACTION plan to support our strategic goal of increasing the retention of team members of color and to create positive change in our communities and our profession. As initial steps in our plan, we convened our DIBS steering committee and formed a racial equity advisory group consisting of a diverse group of team members. We then worked closely with a highly respected consulting firm to assess the current state of our workplace as it relates to diversity, inclusion and racial equity. We used their recommendations to refine our DIBS strategic plan and inform the next steps in our journey.

Baker Tilly team members continue to take the time to have difficult conversations and reflect deeply. Colleagues shared stories of how racism and discrimination affect their daily lives – stories they did not feel comfortable sharing before. Others gained new insight into their own unconscious biases and the steps needed to overcome them. We are committed to continuing on this learning journey and achieving tangible results together.



**Baker Tilly Foundation support for racial justice advocacy**



As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation’s board of directors, with input from our team members, selected key racial justice organizations as recipients of direct financial support from our firm with a commitment to match team member donations. Additionally, our local SOAR committees support social justice causes across the United States through event sponsorship, fundraising initiatives and volunteer engagement.

**Baker Tilly backs Human Rights Campaign initiatives and national associations for accountants of color**

In May 2022, Baker Tilly signed on to the Human Rights Campaign’s [Business Statement Opposing Anti-LGBTQ State Legislation and Business Coalition for Equality Act](#), taking a stand against legislation that would attempt to exclude LGBTQ+ people from full participation in daily life and promoting workplace equality.

Baker Tilly is also expanding our connections and alignment with key professional organizations. We are a Platinum Sponsor of the 2022 National Association of Black Accountants (NABA) National Convention and a participant in conferences for the Ascend Pan-Asian professional network and the Association of Latino Professionals in Finance and Accounting (ALPFA).

**Tone from the top: CEO Action for Diversity & Inclusion**

**CEO ACTION FOR DIVERSITY & INCLUSION**

Baker Tilly is a member of [CEO Action for Diversity & Inclusion](#), a steering committee of CEOs focused on making diversity and inclusion a business priority. CEO Action for

Diversity & Inclusion is the most extensive alliance of business leaders openly committed to sharing successful diversity initiatives and lessons learned. **As a member, Baker Tilly pledges to:**

- Make our workplace a safe place to have open conversations about diversity and inclusion
- Implement and expand unconscious bias education
- Share best, and unsuccessful, practices
- Create and share strategic inclusion and diversity plans with our board of partners



*BAKER TILLY RECOGNIZED WITH PERFECT SCORE ON CORPORATE EQUALITY INDEX*  
The Human Rights Campaign awarded Baker Tilly 100 points out of 100 on the 2022 Corporate Equality Index (CEI), an industry-standard measure created to evaluate corporate policies, practices and benefits that support LGBTQ+ team members.

## APPENDICES

As evidence of our commitment to DIBS, examples of public recognition received in recent years are listed below.

### PUBLIC RECOGNITION AND AWARDS FROM INDEPENDENT PUBLICATIONS FOR OUR DIBS EFFORTS

Named to the [Forbes Best Employers for Diversity 2022](#) list

Winner of the 2022 [Human Rights Campaign Foundation's Best Places to Work](#)

Ranked #7 in the [2023 Vault Accounting 25](#), receiving special recognition for improving our diversity scores in every area, including categories for women, racial/ethnic diversity, LGBTQ+ and overall diversity ranking

[Business Wire](#) and [Inside Public Accounting](#) articles on Shane Lloyd's appointment as Baker Tilly's Head of Diversity, Inclusion and Belonging

[Podcast with Shane Lloyd](#) on diversity

Host of 2020 "[Diversity Well Beyond the Theory: The 'how' in recruitment, retention and inclusion](#)" event in Tysons, Virginia

Recognition as 2018 [Corporate Partner of the Year](#) by the National Association of Black Accountants (NABA) Metropolitan Washington, D.C. Chapter

Winner of Corp! Magazine's "[Salute to Diversity](#)" Award

Journal of Accountancy article featuring Baker Tilly's diversity initiatives: "[The business case for diversity and inclusion at CPA firms](#)"

Pennsylvania Institute of Certified Public Accountants (PICPA) article by a Baker Tilly team member discussing her experience with diversity at our firm: "[CPA Now - My Experience with a Diversity Initiative](#)"

Twin Cities Business article highlighting Baker Tilly's commitment to our GROW initiative: "[All In: Hiring Women Executives](#)"



We do not view diversity, inclusion and belonging as a program or something we “have to do.” We genuinely believe this is who we are. This includes the way we recruit, how we develop and promote team members, how we serve clients and how we treat each other. This is not easy to do. It is much easier to roll out a program as “evidence” of our commitment. However, we are not interested in scratching the surface. We want to effect change for the long run — in our firm and in our profession.

*Baker Tilly CEO, Alan Whitman*



# Appendix B: Sample brochure



CITY OF  
**Wyoming**  
MICHIGAN



# CITY MANAGER

## CITY OF WYOMING, MICHIGAN

First Review of Applications: March 8, 2023



PUBLIC SECTOR EXECUTIVE RECRUITMENT



## THE COMMUNITY

The City of Wyoming, Michigan (pop.76,574), located in Kent County, is the second most populated community in the Grand Rapids metropolitan region of 1.1 million and offers a high quality of life to its residents and the surrounding communities. The City Council's vision for Wyoming is "a diverse, strong, and authentic community where all individuals have the opportunity to thrive." The city is located only 20 minutes from the award-winning Gerald R. Ford International Airport, 30 miles from beautiful Lake Michigan, and approximately two and a half hours from Detroit and Chicago.

The region boasts award-winning cultural and family activities such as the Gerald R. Ford Presidential Museum, art and children's museums, symphony, ballet, theater, and opera, the DeVos Convention Center and Performance Hall, the Van Andel Arena, the John Ball Zoo, an AHL hockey team and High-A baseball team, 18 colleges and universities, farmers markets, breweries, restaurants, shopping, parks, hiking and biking trails, beaches, and camping.

Wyoming has a growing population and is currently Michigan's 14th largest community and western Michigan's fourth largest industrial tax base, with a good mix of industrial, commercial, and residential property.

Through the creation of the Wyoming [re]Imagined Master Plan, the city aims to improve the quality of life for Wyoming's residents by articulating a cohesive vision and directing future growth and the allocation of resources in a strategic and equitable manner. Additionally, the proposed Wyoming City Center will reestablish 28th Street as a destination that creates a sense of place while supporting local businesses, providing additional housing, and bringing new jobs to the community through private development. As an active business community, the Wyoming-Kentwood Chamber of Commerce is an important part of developing business relationships in the area.

Wyoming has grown to have a diverse cultural base. Within the city are six public school districts, several parochial and charter schools, and a variety of faith-based communities. Amenities within the City of Wyoming include a YMCA, the University of Michigan Health-West hospital and health system, as well as many satellite centers for other highly respected regional health systems.





# THE COMMUNITY

The city provides vibrant and engaging options for recreation and entertainment, including many bikeway trails, along with 21 city parks on 655 acres, with access to the 1,400-acre Millennium Park near city borders. Metro Cruise and Concerts in the Park are two community events that are enjoyed by residents and bring visitors and business opportunities to the community. In addition to its parks, the city has a Senior Center that is an area mecca for community activities, particularly those focusing on older adults. A branch of the Kent District Library, a 17-district public library system, of which the city was a founding member, occupies an eclectically designed city building.

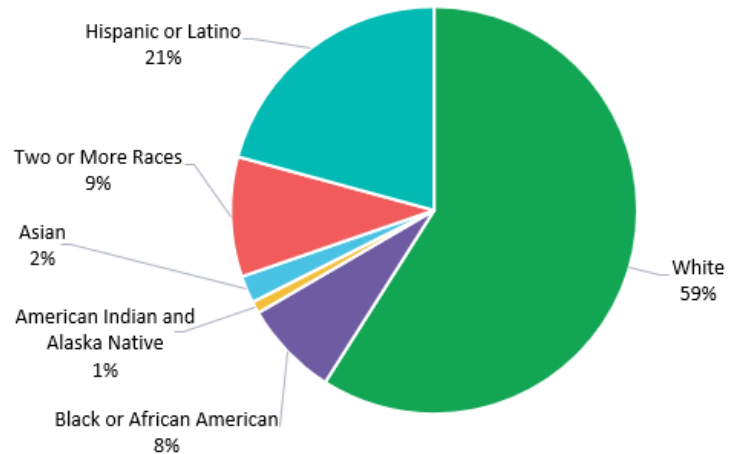
All this can be found in a region that is proud, independent, and growing. To learn more about the city, please visit the website at: <https://www.wyomingmi.gov/>.



## The City at a Glance

<b>Population:</b>	76,749
<b>FY 2022-23 budget:</b>	\$113,797,409
<b>Credit rating:</b>	A+ by S&P
<b>Full-time employees:</b>	370
<b>Part-time employees:</b>	170
<b>Geographic area:</b>	24.5 sq. miles
<b>Miles of roads:</b>	275
<b>Utility plants:</b>	2 (water and wastewater)
<b>Public transit routes:</b>	21
<b>Park land:</b>	21 city parks on 655 acres
<b>Recreation programs:</b>	300 (varies annually)

## Demographics of the City



U.S. Census 2021: <https://www.census.gov/quickfacts/wyomingcitymichigan>

### Mission

*Our mission at the City of Wyoming is simple: community, safety, stewardship.*

### Vision

*A diverse, strong, and authentic community where all individuals have the opportunity to thrive.*

# THE ORGANIZATION

The city has a council-manager form of government. The Mayor and three Council members are elected on a non-partisan ballot by the city at-large, and three Council members are elected by wards. The City Council adopts city ordinances, appoints members to boards and commissions, and approves the annual city budget. The City Council appoints the city manager, city clerk, comptroller, and city attorney. The city manager serves as the city's chief administrative officer. Except for the purpose of inquiries, the City Council addresses administrative services through the city manager. The Mayor has additional responsibilities as the official head of the city, representing the city at various government functions on a local, state, and national basis.

The city provides the following services as authorized by charter: public safety (fire and police), highways and streets, water and wastewater systems, public improvements, planning and zoning, courts, elections, and general administration services. City departments include the city manager's office, human resources, finance, purchasing, assessing, treasury, information technology, city clerk, parks and recreation, community and economic development (planning, inspections, economic development, CDBG), public safety (police and fire), city attorney's office, public works (public service, traffic, engineering, fleet services), and utilities (wastewater and drinking water treatment plants). The city is also a co-employer for the 62-A District Court and the Wyoming Housing Commission.

The city currently employs approximately 370 full-time and 170 part-time employees who pursue the city's mission of "community, safety, stewardship" each day in service to the residents of the City of Wyoming. Full-time employees are represented by one of five bargaining units (Administrative and Supervisory Employees Association, City Employees Union, Firefighters Association, Police Officers Labor Council Wyoming Division, and Police Officers Labor Council Wyoming Command Division). The city also employs 23 full-time at-will employees who have individual employment agreements.

The city's fiscal year is July 1 to June 30, and the FY2023 budget is comprised of 23 funds and \$113.7M in expenditures, not including the pension, OPEB, or self-insurance funds. The budget and CAFR are available on the finance department page of the city's website at <https://www.wyomingmi.gov>.

Wyoming is renowned for its strong infrastructure system, including roads and utilities. The utility department is comprised of award-winning drinking water and wastewater treatment facilities and systems which continue to innovate and implement improvements. Wyoming's drinking water treatment facility provides water to over 240,000 people in 12 communities.

The department of public safety: police division has received the internationally respected Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation and serves residents with a philosophy of community-oriented policing, and partnerships with schools, businesses, and local, state, and federal police agencies. Wyoming's police department was reaccredited by CALEA in 2022. Of the nearly 18,000 law enforcement agencies nationwide, our department is one of only 770 agencies to receive this accreditation and only one of 12 in Michigan.





# THE CITY MANAGER POSITION

Appointed by the City Council, the city manager functions as the chief administrative officer of the city, administers the policies and decisions made by Council, and oversees the day-to-day operations of the city government. The city manager coordinates the official business of the organization and prepares, submits, and administers the council-approved annual budget and capital improvement programs.

The City of Wyoming works in a highly collaborative civic environment which requires close communication and cooperation with partnering stakeholders. Some of the external partnerships include the Kent County Dispatch Authority, The Grand Valley Metro Council, Urban Managers and Mayors group (Metro 6), Grand Valley Regional Biosolids Authority, the Rapid public transit system, and the Kent County Waste-to-Energy Board.

The current city manager has served the city for over 26 years, 22 of them as city manager, and will be retiring in February 2023. The city manager reports to the City Council and supervises 12 executive-level positions. The city manager ensures compliance with laws and ordinances and is expected to attend all regular Council meetings with the right to take part in discussions and make recommendations. The city manager keeps the Council advised as to the city's financial condition along with any future needs of the organization. Currently, the charter offices of comptroller and city manager are combined by ordinance.





## DESIRED ATTRIBUTES

The City of Wyoming is seeking a visionary, open-minded, approachable leader with a proven track record of managing a multi-faceted, high-performing organization. This leader will:

- Be approachable, open to listening to divergent perspectives, and willing to explore innovative ideas and partnerships.
- Have the conviction to make unpopular recommendations and facilitate dialogue on complex issues being considered by the City Council.
- Possess the necessary listening and communication skills, emotional intelligence, and political aptitude to anticipate and address City Council, staff, and community concerns.
- Possess the highest ethical standards and integrity and be adept at building and maintaining trusting relationships while balancing competing values and championing the public good.
- Be someone who works, leads, and manages in a collaborative manner and can work with Council members, staff, civic leaders, residents, and the business community to identify and implement strategic goals.
- Be an effective team builder focused on continuing the city's successful efforts in employee leadership development and succession planning. Skills in organizational development and building a strong leadership team are equally important. Experience in conflict resolution and working effectively with employee labor groups will also be an advantage.
- Possess experience in municipal finance and budgeting, with an ability to lead and manage a multi-faceted full-service organization.
- Have a record of success working on economic development projects and be knowledgeable about planning and development, land use, and housing. The city manager will be expected to effectively negotiate on behalf of the city with developers, neighborhood groups, and other governmental and nonprofit agencies.
- Preferably have experience working for a similar sized municipal or county organization or an organization of similar complexity in an executive and management capacity.
- Be comfortable in articulating policy discussions relating to issues of equity, diversity, and human relations – and possess the confidence and facilitation skills to bring a variety of diverse groups of people together.

# LEADERSHIP OPPORTUNITIES & PRIORITIES

The city manager will provide dynamic organizational leadership, working with the executive leadership team to respond to the City Council, residents, businesses, and employees. During the first 12 to 18 months, the next city manager will be asked to address the following priorities:

**Strategic Planning**—Facilitate and implement strategic planning and goal setting with the City Council to provide greater clarity of vision, priorities, and goals based on the city’s current strengths, weaknesses, and opportunities.

**Community and Economic Development**—Assess, define, and forecast the city’s economic development goals, challenges, and benchmarks including innovative approaches, policies, and programs to improve the city’s long-term economic vitality.

**Organizational Development**—Assess current organizational structures to identify opportunities to enhance and improve organizational culture, efficiency, and effectiveness. This includes reviewing and pursuing methodologies focused on enhancing employee retention and recruitment and using best practices focused on improving organizational excellence.

**Budget and Future Revenue Enhancement / Sustainability**—Assess short and long-term financial trending of all revenue and expenditure sources and related policies and make recommendations of possible realignment to policies, cost recovery models and measurement systems to improve long-term sustainability, transparency, and alignment with strategic goals.

**Enhanced Communications Strategies**—Maintain existing strengths and continue to improve relations with the county, school districts, businesses, community organizations, municipal employees, and city council by reaching out to communicate issues of mutual interest in a transparent and sustained way. Work to fully develop and expand Wyoming’s overall communications strategy, including exploration of a city-centric mobile app. Complete and roll out the city’s updated branding strategy project.

The new city manager will have the opportunity to lead and implement many existing and new projects and initiatives, including the following:

**City Center Project**—The City of Wyoming has started the first phase of the engineering work for the \$55 million City Center project located on 28th Street near City Hall to create a “sense of place” and provide a gathering space for the community. The city manager will be responsible for project oversight including funding, contracting, and property acquisition.

**Site 36**—Since the 2009 closing of the former GM metal stamping plant, Wyoming worked cooperatively with myriad private and public parties for demolition, environmental remediation, and redevelopment of a 90-acre site. A city-owned community marketplace on 5 acres of the site is anticipated to be part of the redevelopment. \$90 to \$125 million of industrial development on the remainder of the site will result in hundreds of new jobs and an expanded tax base.

**Water Transmission Main**—The city is constructing a third water transmission main from Lake Michigan, to continue to serve the growing population of Wyoming and the 11 other communities served by the distribution system. The city manager will work with departments and stakeholders to provide financing and direction on the project.





## EDUCATION AND EXPERIENCE

The ideal candidate will possess a bachelor's degree in public administration, business, finance, or a related field and a minimum of 10 years of closely related professional experience, including 5 years of progressively responsible experience as a city manager, assistant city manager, or department director. A graduate degree in public administration and 5 years of progressively responsible experience in an organization of comparable size or of similar service delivery complexity is preferred. The selected candidate will possess significant experience in municipal finance, budgeting, and economic development and have a strong grasp of land use and planning and zoning concepts. Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities will be considered. Having a Michigan driver's license, or the ability to obtain one, is required. The future city manager will be strongly encouraged to reside within Wyoming city limits.

## COMPENSATION AND BENEFITS

The City of Wyoming offers a market-competitive salary range from **\$175,000 to \$215,000**, depending on the selected candidate's qualifications and experience. The City of Wyoming provides an excellent benefits package which includes paid vacation, sick and holiday leave, and a full range of insurance benefits. The city contributes 8% to a Defined Contribution Plan, 4% of the average of the participants wages to a Post-Employment Health Plan (PEHP), a comprehensive health insurance plan (PPO) administered by Priority Health, dental insurance, vision insurance, life insurance, longevity pay, and an employee assistance program. Vehicle use, relocation reimbursement, and a performance bonus will be negotiated on a case-by-case basis.





# APPLICATION AND SELECTION PROCESS

We invite qualified professionals to apply by visiting the link below:

<https://www.governmentjobs.com/careers/bakertilly>

This position is open until filled; first review of candidates will take place on **Wednesday, March 8, 2023**.

Following the first review date, the lead consultant will evaluate all applications against the posted qualifications and may invite a select number of applicants to complete additional assignments or participate in virtual or in-person interviews. This announcement will remain posted, and we will continue to accept applications until the city extends an offer to one finalist. Our process requires the expressed authorization by an applicant to conduct a criminal, civil, driving, and credit checks, academic verification, and to contact references. Pursuant to state or local laws governing access to public records, all information submitted and associated with an individual's applications, including resumes and cover letters, may be subject to public disclosure.

For more information, please contact [Art.Davis@Bakertilly.com](mailto:Art.Davis@Bakertilly.com) or call (816) 868-7042.

To learn more about the City of Wyoming, please see their website at <https://www.wyomingmi.gov/>

The City of Wyoming is an Equal Opportunity Employer (EOE) and values diversity at all levels of its workforce.





# Appendix C: Sample TTI report

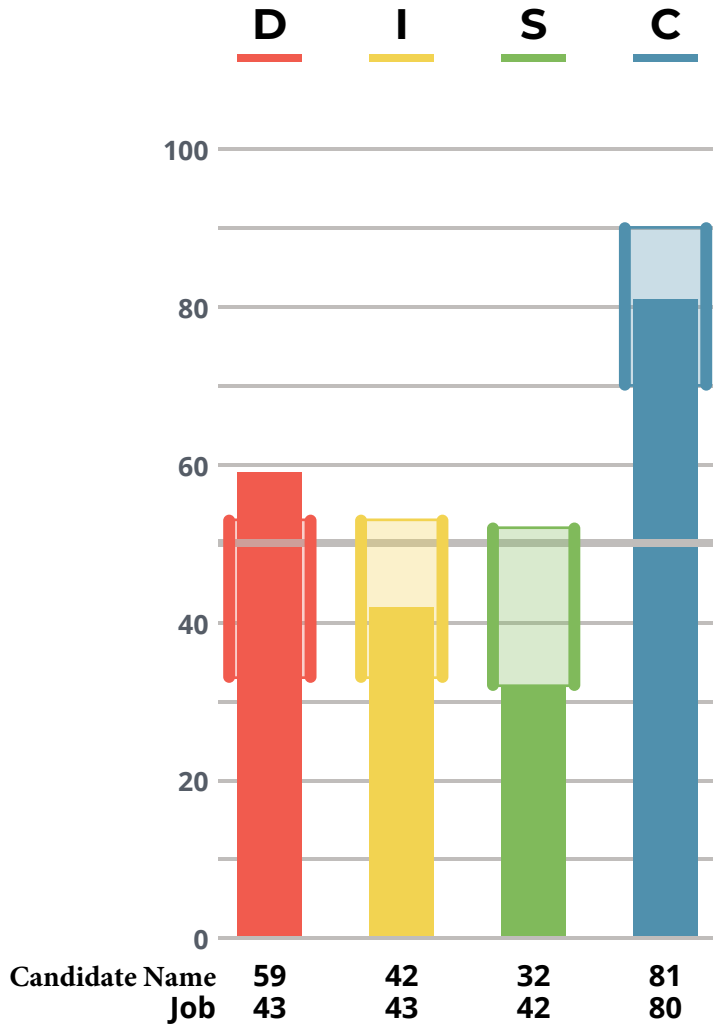


# Workplace Behaviors®



## Candidate Name

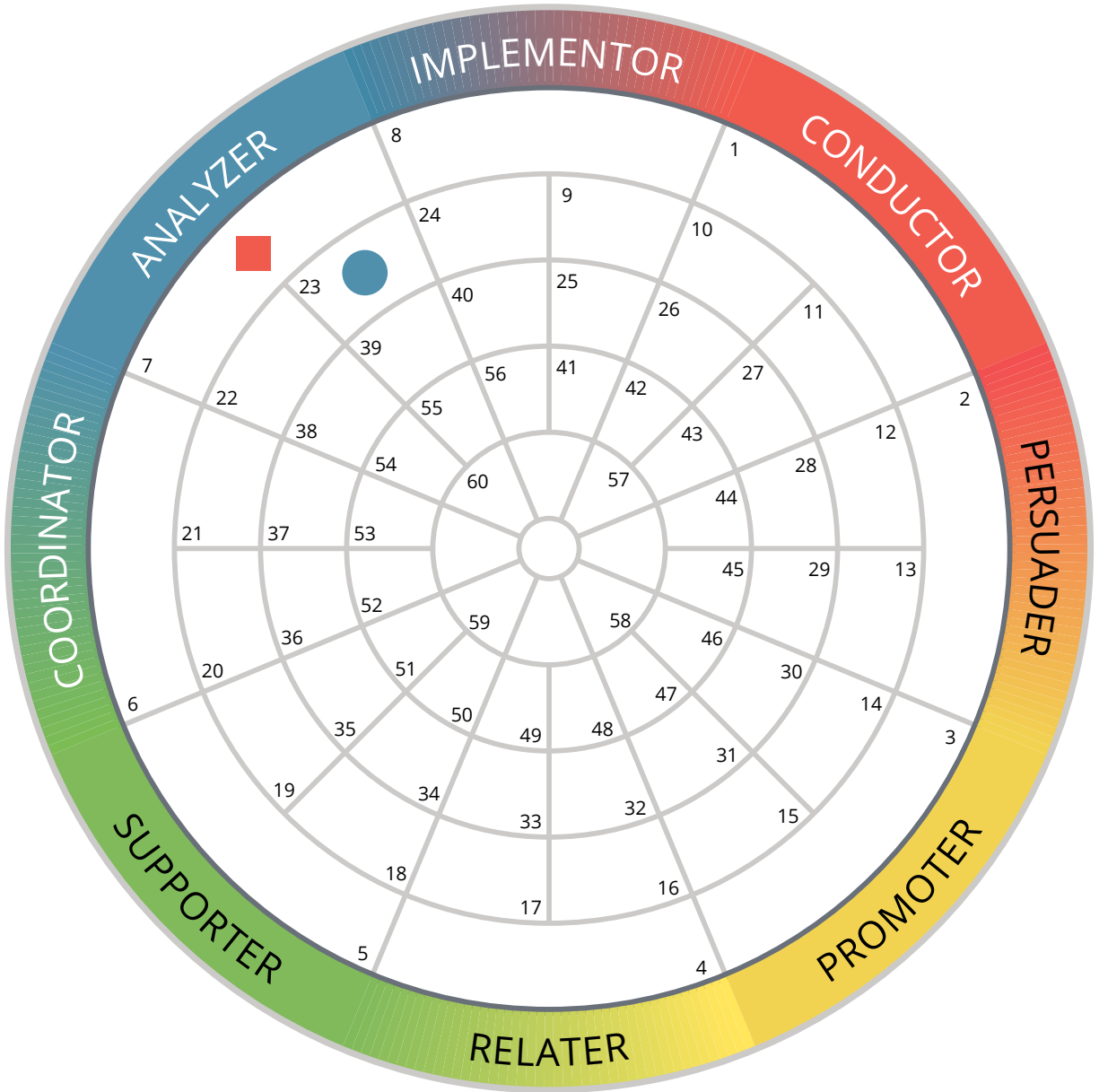
The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.



Job Range (20 point range)



# The Success Insights® Wheel














- Job - (7) ANALYZER
- Candidate Name - (23) IMPLEMENTING ANALYZER












# Comparison Analysis

## For Consulting And Coaching

Job Competencies Hierarchy	Zone Range	Person
1. Time and Priority Management	79 — 100	62 
2. Self Starting	87 — 100	61 
3. Decision Making	94 — 100	88 
4. Personal Accountability	85 — 100	58 
5. Diplomacy	72 — 100	66 
6. Teamwork	74 — 100	67 
7. Project Management	82 — 100	69 

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	58 — 100	46 
2. Harmonious	36 — 58	24 
3. Altruistic	35 — 59	21 
4. Structured	36 — 58	46 

Job Behavioral Hierarchy	Zone Range	Person
1. Organized Workplace	81 — 100	85 
2. Analysis	54 — 80	80 
3. Persistence	62 — 80	65 
4. Following Policy	61 — 80	70 

 Exact match     
  Fair compatibility     
  Good compatibility     
  Poor compatibility     
  Over-focused



# Appendix D: Engagement team member resumes

## DIRECTOR

# Art Davis

*Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.*


**Baker Tilly US, LLP**

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Suite 300  
Overland Park, KS 66211  
United States

T: +1 (816) 912 2036  
[art.davis@bakertilly.com](mailto:art.davis@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## Education

Bachelor of Arts in political science  
and public administration  
William Jewell College  
(Liberty, Missouri)

Master of Public Administration  
University of Kansas  
(Lawrence, Kansas)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties, and not-for-profits.

## Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

## Industry involvement

- International City/County Management (ICMA), member since 1984



**DIRECTOR****Patricia Heminover**

*Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.*

**Baker Tilly US, LLP**

30 E Seventh St  
 Suite 3025  
 St. Paul, MN 55101  
 United States

T: +1 (651) 223 3058  
[patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

**Education**

Bachelor of Science, consumer science, business administration  
 Minnesota State University – Mankato

Mini MBA program, human resources management  
 University of Saint Thomas (Saint Paul, Minnesota)

Master of Education, administration  
 Minnesota State University – Mankato

Patty has been with the firm since 2010. Before joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

**Specific experience**

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

**Industry involvement**

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

**Continuing professional education**

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

**DIRECTOR**

# Yolanda Howze, M.P.A., IPMA-SCP, SPHR, SHRM-SCP

*Yolanda Howze, a director with Baker Tilly, brings more than 25 years of public sector experience including 20 years as a multifaceted and competent human resources leader.*

**Baker Tilly US, LLP**

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 United States

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[yolanda.howze@bakertilly.com](mailto:yolanda.howze@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

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## Education

Dual Bachelor of Arts in  
 psychology and organizational  
 leadership  
 Maryville University  
 (St. Louis, Missouri)

Master of Arts in public  
 administration and policy analysis  
 Southern Illinois University  
 Edwardsville (SIUE)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience, primarily in municipal government.

Having worked in the public sector for more than 25 years, Yolanda is passionate about her craft and being of service to others, which, in addition to her employment experience, she has demonstrated through professional conference presentations/speaking events and serving on local and regional boards and committees including IPMA-HR, as well as other community involvement.

## Specific experience

- Human capital professional and administrator executive
- Executive recruitment, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management

## Industry involvement

- International Public Management Association - Human Resources (IPMA-HR)
- Society for Human Resource Management (SHRM)
- Texas Municipal Human Resources Association (TMHRA)
- IPMA-HR Texas Chapter, (former) Conference Program Committee
- IPMA-HR Central Region, (former) vice president ('10)
- IPMA-HR Central Region, (former) Secretary - treasurer ('09-'10)
- IPMA-HR Greater St. Louis Chapter, (former) president

## Continuing professional education

- International Public Management Association-Human Resources (IPMA-HR)
- IPMA-HR Greater St. Louis Chapter
- Human Resources Certification Institute (HRCI)
- Society for Human Resources (SHRM)

**PRACTICE LEADER | DIRECTOR**

# Anne Lewis

*Anne Lewis leads Baker Tilly's public sector executive recruitment team and brings nearly 20 years of local management experience.*


**Baker Tilly US, LLP**

8219 Leesburg Pike  
 Suite 800  
 Tysons, VA 22182  
 United States

T: +1 (703) 923 8214  
[anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## Education

Bachelor of Science, business administration and management  
 Shenandoah University  
 (Winchester, Virginia)

Master of Science, organizational leadership and public administration  
 Shenandoah University  
 (Winchester, Virginia)

Prior to joining Baker Tilly, Anne served as an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

## Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
  - Task force on recruitment guidelines handbook
  - Task force on women in the profession
  - Task force on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of executive board
- Virginia women leading government

## Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival®, board of directors

## Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia



## DIRECTOR

# Edward G. Williams, Ph.D.

*Edward Williams brings character, competence and expertise to every project.*



## Baker Tilly US, LLP

2500 Dallas Parkway  
 Suite 300  
 Plano, TX 75093  
 United States

T: +1 (214) 842 6478  
[edward.williams@bakertilly.com](mailto:edward.williams@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## Education

Bachelor of Arts, education  
 University of Missouri  
 (Kansas City, Missouri)

Master of Higher Education  
 Administration  
 University of Missouri  
 (Kansas City, Missouri)

Ph.D., Educational Leadership  
 and Policy Analysis  
 University of Missouri  
 (Kansas City, Missouri)

## Languages

English  
 Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and local government, community and educational institutions.

## Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

## Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

## Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

## Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

## RECRUITMENT ANALYST

# Karen Edwards, SHRM-CP

*Karen Edwards, a recruitment analyst with Baker Tilly, has been with the firm since 2021.*


**Baker Tilly US, LLP**

8626 N Himes Ave  
 Tampa, FL 33614  
 United States

T: +1 (813) 915-5616

[karen.edwards@bakertilly.com](mailto:karen.edwards@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## Education

Bachelor of Science in business  
 administration - human resource  
 management  
 Western Governors University

Karen is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements.

## Specific experience

- More than 30 years of experience in human resources, administrative positions and customer service
- Proficient in analyzing data, creating and implementing standard operating procedures and preparing presentations and reports
- Adept at identifying inefficiencies to enhance organizational performance and streamlining office operations
- History of success adapting in dynamic environments to effectively manage multiple projects simultaneously

**MANAGER****Michelle Lopez**

*Michelle Lopez, a senior recruitment analyst at Baker Tilly, has been with the firm since 2017.*

**Baker Tilly US, LLP**

30 E Seventh St  
 Suite 3025  
 St. Paul, MN 55101  
 United States

T: +1 (651) 223 3061  
[michelle.lopez@bakertilly.com](mailto:michelle.lopez@bakertilly.com)

**[bakertilly.com](http://bakertilly.com)**

**Education**

Associate in Arts, liberal arts  
 Minneapolis Community College  
 (Minneapolis, Minnesota)

Bachelor of Science, project  
 management (currently pursuing)  
 Colorado State University – Global  
 Campus

Michelle assists in the organizational management of the executive recruitment process. Along with coordinating internal workflow, she also works with clients and candidates to ensure objectives are met throughout the process.

**Specific experience**

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

## RECRUITMENT ANALYST

# Diane Segulia

*Diane Segulia, a recruitment analyst at Baker Tilly, has been with the firm since 2015.*


**Baker Tilly US, LLP**

30 E Seventh St  
 Suite 3025  
 St. Paul, MN 55101  
 United States

T: +1 (651) 223 3094

[diane.segulia@bakertilly.com](mailto:diane.segulia@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## Education

University of Minnesota – partial  
 credits (Minneapolis, Minnesota)

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources and collaborating with candidates and clients through all phases of an executive recruitment.

## Specific experience

- More than 10 years of administrative support experience in public sector and private sector organizations
- Compiling and organizing candidate materials
- Coordinating with candidates throughout the recruitment process
- Conducting reference checks for potential candidates
- Coordinating and scheduling interviews
- Recruitment marketing research and organization

## RECRUITMENT ANALYST

# Carrie Thompson

*Carrie Thompson, a recruitment analyst with Baker Tilly, has been with the firm since 2021.*


**Baker Tilly US, LLP**

8219 Leesburg Pike  
 Suite 800  
 Tysons, VA 22182  
 United States

T: +1 (703) 923 8040

[carrie.thompson@bakertilly.com](mailto:carrie.thompson@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## Education

Bachelor of Arts in communication  
 with a concentration in media  
 production and criticism  
 George Mason University

Carrie facilitates smooth sailing during the recruitment process. She runs reports, coordinates outreach and organizes important documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success.

## Specific experience

- More than 15 years of customer service experience for multiple industries
- More than four years of experience in recruiting coordination, including interview scheduling and candidate communication
- Expertise in marketing and position advertising via LinkedIn
- Reference and extensive background checks for potential candidates

## Community involvement

- Mission trip volunteer with Herndon United Methodist Church





# EXECUTIVE SEARCH PRESENTATION



# Why the League?

- Non-partisan, statewide association serving cities, villages, towns and Michigan communities
- Founded in 1899
- The League has been providing executive search services exclusively to Michigan communities since 1998!
- All our recruiters are highly respected former public administrators in Michigan, each with decades of local government experience and proven records of success.

We love where you live.



# Why the League? cont'd.

- The League and its recruiters have extensive knowledge of Michigan's Freedom of Information Act (FOIA) and Open Meetings Act (OMA), and how they impact the recruitment process.
- We utilize state, national, and international recruitment and promotion sources to solicit a broad pool of potential candidates, including a variety of customized web announcements, our own exclusive email database, and our strong social media presence.

We love where you live.





# Our Search Facilitators

- Selected by the Michigan Municipal League
- Decades of experience in local government
- Assigned based on availability and community preference



Executive  
Recruiter  
Joyce Parker

We love where you live.



# Process Overview for the City of Buchanan

## 1. Develop Recruitment Profile to Attract Quality Applicants

- Candidate Profile
  - *Define position requirements (knowledge and skills)*
  - *Determine preferred attributes and character*
- Community Profile
  - *Highlights attractiveness to candidates*
  - *Insures unique needs match candidate's skill set*
- Organizational Profile
  - *Company culture*
- Optional: 3<sup>rd</sup> profile session with community stakeholders

We love where you live.



# Process Overview cont'd.

## 2. Develop Advertising Strategy

- Create Unique Vehicle
  - *Brochure and Ad copy based on profiles*
- Develop Outreach Strategy
  - *Direct Access to Michigan's municipal managers*
  - *Detailed profiles on MML website*
  - *Outreach Options*
    - *Nat'l (ICMA) outreach*
    - *Network of professional affiliations*
    - *Social media contacts*
    - *National Public Administration Associations*





# Process Overview cont'd.

3. Receive, Review, and Rate Resumes
4. Initial Reference Checks of Candidates
  - Based on profile criteria
5. Present Screened Candidates to council
  - Both a short list and full summary of applicants





# Process Overview cont'd.

## 6. Develop Interview Strategy and Facilitate Selection Process

- Customized interview questions
- Optional: Meet and Greet







# Final Phases

- Extension of Conditional Offer of Employment
- Provision of information and contract template to negotiators
- Extensive Background Investigation
- Additional Reference Review if necessary
- Completion of all close-out activities





# Typical Service Package

- Engagement of elected officials and staff in the profiling process
- Development of robust candidate and community profile featured within a professionally designed recruitment brochure;
- Featured placement in the League's classifieds;
- Advanced marketing and promotion of position utilizing up to four additional recruitment boards;
- Recruitment of passive candidates
- Application analysis and personal pre-screening of viable applicants;
- Reference checks, social media check, and in-depth background investigation done by a third party on final candidate;

We love where you live.



# Project Timing and Fees

- Process typically takes 120 days
- Typical Package fees = \$17,000
  - Third profiling session with community stakeholders: \$1,000
  - Public forum “meet and greet”: \$1,000
- Questions?





# REQUEST FOR PROPOSAL

City of Buchanan

February 8, 2023



## CITY MANAGER SEARCH

"We could not have hired a better individual to assist us in our Ada Township Manager search. Excellent expertise. I would highly recommend Walsh Municipal Services. A 10!!"

- Bob Proos, Township Trustee, Ada Township, MI

HOME OF THE



Dear Mayor Denison and Buchanan City Commissioners,

Thank you for the opportunity to submit my firm's proposal to serve you in your recruitment for a new City Manager. Our firm is no stranger to Buchanan and Berrien County. We conducted Buchanan's City Manager recruitment back in 2002. At that time, the City Commission selected Michael Hughes as their city manager. Moreover, our firm was founded 26 years ago in Berrien County.

I founded Walsh Municipal Services, LLC in 1997. For the past 26 years, my Okemos based firm has been fortunate enough to serve communities in every corner of the Mitten State. Over the past few years, Walsh Municipal Services, LLC has provided exemplary customer service to Clinton County, Brighton, Chelsea, Allen Park, Coopersville, Grand Blanc Township, Georgetown Township, Berrien County, Portage, Marquette Township, Dimondale, Port Huron, Hudsonville, Grand Haven, Fennville, Alpena, Marquette, Alpena County, Saugatuck, Saline, Ada Township, Caro, Saginaw Township, Brooklyn, Manchester, Mount Pleasant, Durand, Morenci, Frankenmuth, Hartland Township, Bridgeport Township, Decatur, Saugatuck Township, Suttons Bay, Pinckney, Paw Paw, St. Johns, Eaton Rapids, Ewart, Blissfield, Yale and Wolverine Lake.

Having served as a Michigan municipal leader for the past 33 years, I offer you a connected network of candidates. Our relationship does not end with the selection of a candidate. Our firm offers complimentary continued support with mentoring and coaching. We want your new City Manager to be successful.

Walsh Municipal Services is committed to modest fees, outstanding customer service and trusted client communication. Throughout the recruitment process, our firm provides weekly updates to the community we represent. You'll never have to wonder about the status of your recruitment. I hope you will have an opportunity to reach out to any of our clients we have served over the past 26 years. Please feel free to visit our firm's website at [www.walshmuni.com](http://www.walshmuni.com).

Best wishes as you proceed forward with your recruitment. We hope to become your firm of choice.

Sincerely,

*Frank L. Walsh*

Frank L. Walsh, President





# CLIENTS SERVED

- Ada Township
- Berrien County
- Bridgeport Charter Township
- Charter Township of Texas
- City of Allen Park
- City of Alpena
- City of Bangor
- City of Brighton
- City of Brown City
- City of Buchanan
- City of Caro
- City of Cedar Springs
- City of Charlevoix
- City of Chelsea
- City of Coopersville
- City of Crosswell
- City of Durand
- City of Eaton Rapids
- City of Ewart
- City of Fennville
- City of Frankenmuth
- City of Grand Haven
- City of Hudsonville
- City of Jackson
- City of Marquette
- City of Morenci
- City of Mount Pleasant
- City of Northville
- City of Port Huron
- City of Portage
- City of Roosevelt Park
- City of Saline
- City of Saugatuck
- City of St. Johns
- City of Watervliet
- City of Yale
- Clinton County
- Coloma Township
- County of Alpena
- Georgetown Charter Township
- Grand Blanc Township
- Gratiot County
- Hartland Township
- Marquette Charter Township
- Saginaw Charter Township
- Saline Area Fire Department
- Saugatuck Township



- Tittabawassee Township
- Village of Blissfield
- Village of Brooklyn
- Village of City of Douglas
- Village of Decatur
- Village of Dimondale
- Village of Manchester
- Village of Paw Paw
- Village of Pinckney
- Village of Stevensville
- Village of Suttons Bay
- Village of Three Oaks
- Village of Wolverine Lake

# OUR CLIENTS

“Frank’s service was unparalleled. He led our city manager search with passion and high energy.”

**- Karen Dunigan, Former Mayor, Jackson, MI**

“Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the right fit for Marquette.”

**- Jenna Smith, Mayor, Marquette, MI**

“I’m really thankful we hired Frank Walsh to lead our recruitment in Georgetown Township. Frank brought us great candidates, stuck to our schedule and there were no surprises.”

**- Jim Wierenga, Supervisor, Georgetown Township, MI**

“I’ve been through three different city manager recruitments. The first two times we opted for a national firm. Based on the results, the third time we chose Walsh Municipal Services. Without hesitation, I’d strongly recommend Frank. Frank’s customer service, and ability to attract an incredible field of candidates for Portage, was truly remarkable.”

**- Patricia Randall, Mayor, City of Portage, MI**

“Thank you for all the time and effort you devoted to making certain the Mount Pleasant search was successful. Rest assured that I am a Walsh Municipal Services fan!”

**- Dr. George Ronan, City Commissioner, Mount Pleasant, MI**

“Frank’s recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services.”

**- Matt Waligora, Mayor, Alpena, MI**





# FIRM OVERVIEW

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. I volunteered my time and developed a deep passion for the recruitment. Fast forward 26 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. However, we have close ties to several managers that assist in the outreach process. Our firm has a reach well beyond Michigan. We recently successfully recruited managers from North Carolina, South Carolina, Wyoming and Wisconsin to Michigan. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a \$40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school student graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve the City of Buchanan.



# RECRUITMENT – RESUME

**Mr. Walsh's contact information is provided on the summary page of the submittal. He is available at any time throughout the recruitment and will communicate to the City Commission and appropriate staff on a weekly basis. Communication is the hallmark of WMS.**

**His resume includes the following:**

- 26 years of municipal recruitment experience
- 31 years of service to Rotary (Past President, Paul Harris Fellow)
- 20 years as a Junior Achievement volunteer
- Master's Degree in Public Administration
- Awarded the Outstanding Leader Award by Michigan Municipal League
- Awarded the Outstanding Service Award by the Michigan Municipal Executives
- 38 years of municipal management experience
- 16 years of experience in township government
- Volunteer youth coach (baseball, tennis, football, volleyball)
- Conference speaker at MTA, MML, MME, and ICMA
- Founder of Catossa, Oklahoma Tornado Relief Fund
- Founder of the Lucy and Hugh Mizelle College Scholarship Fund
- 100% Placement Record leading WMS



# SCOPE OF SERVICES

## **The Selection**

Walsh Municipal Services (WMS) is prepared to initiate the City of Buchanan search process immediately following the City Commission selection.

## **Recruitment Profile**

WMS will help develop a strategy and schedule for the City Manager process. Our strategy will identify the channels, both print and internet based, in which the position will be advertised. We will recruit through the MML website, social media outlets, word-of-mouth and our vast Michigan network. Our efforts will successfully reach over 400 potential candidates. Our City of Buchanan Profile will entice candidates from across the state and beyond.

## **Candidate Qualifications**

WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the most qualified 4-5 candidates. The phone interviews will delve into each applicant's experience and credentials to serve the City of Buchanan.

## **Reference Reviews**

WMS will evaluate each candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of candidates will be presented to the City Commission for their consideration.

## **Reference Review Mitigation**

As with every search conducted by WMS, if politically sensitive or potentially embarrassing issues arise, WMS is skilled to take the necessary time to study and provide City officials a clear picture of the issue. If you reach out to our clients, you will note WMS handles this type of findings with tact and diplomacy.

## **Community Groups, Staff and Interviews**

WMS will provide City officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets, and attending interviews. **All of our services are offered as a flat fee.**



# SCOPE OF SERVICES CONTINUED

## **Notify Candidates Not Selected**

WMS prides itself in its communication skills. This not only includes the City Commission, but also candidates who were not selected to serve the City. WMS handles these communications with tact and respect.

## **Structuring Candidate Offer**

WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the City Commission.

## **Communication and Updates**

No business is successful without constant communication with its clients. WMS will provide the City with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.

## **WMS "Promise" – 1 Year Guarantee**

WMS provides a guaranteed level of service. While it is important to note our firm has a near perfect placement record, there is always the possibility of the relationship not working out. WMS will redo the City of Buchanan recruitment, at no cost, if your selected candidate fails to be employed by your community for a 1-year period beyond the effective starting date.



# THE PROPOSED SCHEDULE

In summary, WMS provides a thorough recruitment process and offers the following detailed schedule (subject to change by the City Commission):

**February 27, 2023**

Firm selection by the City Commission

**February 28, 2023 – March 9, 2023**

Develop recruitment profile

**March 10, 2023**

Job announcement posted on municipal sites and social media

**March 10, 2023 – April 7, 2023**

Recruitment period

**April 7, 2023**

Deadline to apply

**April 10, 2023**

City Commission meet in closed to review candidates

**April 12, 2023**

City officials announce 3-4 finalists

**April 22, 2023**

Public interviews

**April 22 – April 29, 2023**

Final background check and contract negotiations

**May 8, 2023**

City Commission approves new City Manager/Contract

# EXPERIENCE AND RESULTS



## **Village of Paw Paw** (population 3,835)

Village Manager

Reference, Mr. Will Joseph, Village Manager, 810-355-6505;  
josep2wl@gmail.com



## **Clinton County** (population 79,128)

County Administrator

Reference, Mr. Robert Showers, Chairman, 517-669-3732;  
rshowers49@gmail.com



## **City of Portage** (population 51,505)

City Manager

Reference, Ms. Patricia Randall, Mayor, 269-329-4400;  
randallp@portagemi.gov



## **City of Alpena** (population 10,483)

City Manager

Reference, Mr. Matt Waligora, Mayor, 989-766-3557;  
mattwa@alpena.mi.us



## **City of Marquette** (population 21,697)

City Manager

Reference, Ms. Jenna Smith, Mayor, 906-361-7429;  
jsmith@marquettemi.gov



## **Ada Township** (population 15,350)

Township Manager

Reference, Mr. Bob Proos, Trustee, 616-437-3559;  
bobproos@servantfire.com



## **City of Saline** (population 8,350)

City Manager

Reference, Mr. Brian Marl, Mayor, 734-429-4440;  
brianmarl@gmail.com



# BENEFITS OF WALSH MUNICIPAL SERVICES

**WMS sets the bar high. We offer the City of Buchanan the following large firm benefits:**

- ◆ Unparalleled Commitment
- ◆ 100% guaranteed satisfaction
- ◆ 26 years of recruitment experience
- ◆ Knowledge and appreciation of the City of Buchanan and Berrien County
- ◆ Timely and consistent communication.... the City Commission will be kept informed
- ◆ Competitive fees
- ◆ No hidden costs....no surprises
- ◆ Responsive customer service .....7 days a week
- ◆ References that will speak to our success rate
- ◆ We will present you with a strong field of finalists
- ◆ Service Beyond Selection



# COST PROPOSAL

Walsh Municipal Services will oversee the entire City of Buchanan City Manager recruitment and extend a one-year guarantee for a fee of \$12,900.

Our proposal includes: Premium Publication Costs and Background Check  
***Total not to exceed \$12,900.***

- ◆ Draft and post job announcements through multiple print and internet-based sources.
- ◆ Recruit a talented field of candidates.
- ◆ In addition to resumes, provide a candidate questionnaire, which will be made available to the City Commission at the time the governing body reviews candidates.
- ◆ Conduct preliminary phone interviews with top candidates.
- ◆ Complete responsible in-depth reference checks for top candidates.
- ◆ Prepare candidates and the City Commission for public interviews.
- ◆ Meet with the City Commission to review top candidates.
- ◆ Prepare interview questions that encompass the City of Buchanan community and qualifications sought by the City Commission.
- ◆ Handle necessary travel plans, community meet and greet and other requested meetings with staff and stakeholders.
- ◆ Assist the City Attorney in contract negotiations.
- ◆ Service beyond the selection.



# SUMMARY

We want to thank you for the opportunity to submit our credentials as you begin the process to choose your next City Manager. As you know, in many ways, this is one of the most important decisions you will make as an elected official. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for the City of Buchanan.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President  
Walsh Municipal Services  
2637 Elderberry Drive  
Okemos, Michigan 48864  
517-920-0134  
[Walshmuni@gmail.com](mailto:Walshmuni@gmail.com)



**CITY OF BUCHANAN  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
A RESOLUTION TO APPROVE THE MNRTF GRANT APPLICATION  
FOR THE KAYAK LAUNCH PROJECT  
RESOLUTION **XXXXX****

WHEREAS, the Buchanan City Commission supports the Department of Natural Resources' (DNR) submission of an application titled, "Kayak Launch Project" to the Michigan Natural Resources Trust Fund (MNRTF) for the development of an ADA accessible kayak launch in Buchanan, Michigan;

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan;

WHEREAS, the location of the proposed project is within the jurisdiction of the City of Buchanan and Buchanan Township;

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

WHEREAS, the Buchanan City Commission is hereby making a financial commitment to the project in the amount of \$75,000 matching funds, in cash.

NOW THEREFORE, BE IT RESOLVED that the Buchanan City Commission hereby authorizes submission of a Michigan DNR MNRTF Grant Application for \$225,000, and further resolves to make available its financial obligation amount of \$75,000 (25%) of a total \$300,000 project cost, during the 2024-2025 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of the Buchanan City Commission at their regular meeting held on February 27, 2023, at 7:00p.m. at the Buchanan City Hall located at 302 N. Redbud Trail Buchanan, Michigan, with a quorum present.

\_\_\_\_\_  
Kalla Langston, Clerk

\_\_\_\_\_  
Date

**CITY OF BUCHANAN  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
A RESOLUTION TO APPROVE THE RECREATION PASSPORT  
GRANT APPLICATION FOR THE VICTORY PARK PROJECT  
RESOLUTION XXXXX**

WHEREAS, the Buchanan City Commission supports the Department of Natural Resources' (DNR) submission of an application titled, "Victory Park Project" to the Recreation Passport Grant program for the purchase and development of new play equipment at Victory Park in Buchanan, Michigan;

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan;

WHEREAS, the location of the proposed project is within the jurisdiction of the City of Buchanan and Buchanan Township;

WHEREAS, the proposed project, if completed, will be a benefit to the community; and,

WHEREAS, the Buchanan City Commission is hereby making a financial commitment to the project in the amount of \$43,750 matching funds, in cash.

NOW THEREFORE, BE IT RESOLVED that the Buchanan City Commission hereby authorizes submission of a Recreation Passport Grant Program Application for \$131,250, and further resolves to make available its financial obligation amount of \$43,750 (25%) of a total \$175,000 project cost, during the 2024-2025 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of the Buchanan City Commission at their regular meeting held on February 27, 2023, at 7:00p.m. at the Buchanan City Hall located at 302 N. Redbud Trail Buchanan, Michigan, with a quorum present.

\_\_\_\_\_  
Kalla Langston, Clerk

\_\_\_\_\_  
Date



# MOBILE FOOD VENDING APPLICATION

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Business/Organization: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### VEHICLE INFORMATION

Vehicle Description: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ Vehicle License Plate Number: \_\_\_\_\_

### USE INFORMATION

Date(s) of Use: \_\_\_\_\_  
 Location of Use\*: \_\_\_\_\_  
 Products to Sell: \_\_\_\_\_

### FEES AND CHARGES

- One Day Use \_\_\_\_\_ \$5\*  
\*Multiplied by Number of Dates Requested
- One Year Use \_\_\_\_\_ \$30
- Brick and Mortar \_\_\_\_\_ \$0

**Brick and Mortar Businesses/Organizations located in Buchanan will have fees waived.  
 All other rules apply. Application must be received to have space reserved.**

Total Fee\*\*: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Payment due at time of permit pick-up.**

Make payments out to City of Buchanan.

Internal Use Only:
Deposit Refund Requested:
_____
Initial: _____
Date of Refund Mailed:
_____

\_\_\_\_\_  
 Authorized By

**\*\*NOTE: Financial compensation may be sought under extreme circumstances due to loss and/or damages.**





# MOBILE FOOD VENDING APPLICATION

## RULES AND REGULATIONS\*

1. All food vendors must secure & prominently display permit from the City of Buchanan.
2. Mobile Food Vendors are required to contact Berrien County Health Department at (269) 684-2800 for Temporary Food License and to list the City of Buchanan on their insurance.
3. Provide appropriate waste receptacles and removal of all waste, litter, and debris daily.
4. Follow Nuisance rules including loud/distracting sounds, décor and lighting.
5. All operations must be contained within the mobile unit including preparation and displaying of food.
6. No additional furniture, fixtures or equipment are permitted to be used outside of the mobile unit.
7. No vendor shall utilize electricity, power, or water without prior written approval from appropriate power customer.
8. Applicant shall not damage or remove property of any sort from the premises.
9. All vendors are subject to walk through and inspection by Police Department personnel at any time.
10. Applicant agrees to ensure that its guests, staff, and representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include but is not limited to following health and safety measures, City codes and ordinances.

\*Please refer to the Mobile Food Ordinance available at [www.cityofbuchanan.com](http://www.cityofbuchanan.com) for full details.

## AGREEMENT

I have read the above rules and regulations and will fully comply with them, and the items listed. I understand that I and other members of the business/organization applying for mobile food vending must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable clean-up and repair costs resulting from any littering or damage to the facilities resulting from the use of the space that has been reserved.

Signature of Vendor: \_\_\_\_\_ Date \_\_\_\_\_

### **THIS FORM IS VALID ONLY AFTER THE VENDING FEES HAVE BEEN PAID**

Application for:

\_\_\_\_\_

Approved By: \_\_\_\_\_

Date \_\_\_\_\_

Email form to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)

Resolution 2023.02/08

CITY OF BUCHANAN

COUNTY OF BERRIEN, MICHIGAN

RESOLUTION FOR Mobile Food Vending Fee Schedule

At a regular meeting of the City Commission of the City of Buchanan, County of Berrien, State of Michigan (the “City”) held Monday February 27, 2023.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS the city commission has approved ordinance 2022.02/429, Mobile Food Vending Ordinance; and

WHEREAS it is necessary to establish fees for the mobile food vending fee schedule; and

WHEREAS the schedule of fees for the mobile food vending may be altered from time to time by resolution of the City Commission.

NOW, THEREFORE, BE IT RESOLVED, the amount of the fee schedule shall be as follows:

Daily Use Fee: \$5

Yearly Use Fee: \$30

ADOPTED, APPROVED, AND PASSED BY THE City of Buchanan on this the 27th day of February 2023.

\_\_\_\_\_  
MAYOR, SEAN DENISON

\_\_\_\_\_  
CITY CLERK, KALLA LANGSTON

CERTIFICATION

I hereby certify that the above is true and complete copy of a RESOLUTION adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on \_\_\_\_ day of \_\_\_\_\_,2023 and that said meeting was conducted.

**PUBLIC HEARING NOTICE  
CITY OF BUCHANAN  
BERRIEN COUNTY, MICHIGAN**

PLEASE TAKE NOTICE that the City Commission of the City of Buchanan, Berrien County, State of Michigan will hold a public hearing at 7:00 p.m. on Monday, March 13<sup>th</sup> 2023 at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan. The public hearing is being held pursuant to Section 8.7 of the City Charter for the purpose of the City Commission considering, accepting public comment on, and deciding upon the possible sale of the City real property located at 107 W. Front St. Buchanan, MI 49107, Ross Sanders House. At the hearing, all interested parties will be given the opportunity to be heard.

If you cannot attend the public hearing, written comments can be sent to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan 49107 or emailed to City Clerk Kalla Langston at [Clerk@cityofbuchanan.com](mailto:Clerk@cityofbuchanan.com) and must be received by noon on Monday, February 27, 2023.

Published: March 2<sup>nd</sup> 2023 & March 9, 2023 in Berrien County Record