

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, DECEMBER 12, 2022 – 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

- 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. Scheduled Matters from the Floor** (if any)
- VIII. Consent Agenda** (can be approved all in one motion, for general housekeeping items)
 - A. **Minutes**- Consider approving the Regular Meeting Minutes for November 28, 2022.
 - B. **Expenditures**- Consider approving the expenditures for December 12, 2022, in the amount of \$42,614.06
- IX. Reports by: Departments, Committees, Boards**
 - A. **Public Safety Report- Chief Harvey Burnett**
 - 1) Shop with a Cop 2022
 - B. **Community Development Director Report- Rich Murphy**
 - 1) **Microbusiness Ordinance**- Consider First Reading of Proposed Amendments to the Adult Use Microbusiness Ordinance to include Class A Microbusinesses, as is newly allowed via recently updated state law.
 - C. **Main Street Winter 2022 Progress Report**- Main Street Manager/Buchanan Chamber of Commerce Director, Ashley Regal & Main Street Board Chairperson Tony Housand will provide an update on recent progress.
 - D. **Board of Review Appointments- Clerk Kalla Langston**
 - 1) **Emma Lysy Application**- Consider the application of Emma Lysy to join the Board of Review due to the vacant position in 2023 with the term beginning in January of 2023- term ending in January 2025
 - 2) **Jeff Griffin Re-Appointment Request**- Consider Re-appointing Jeff Griffin to the Board of Review with a 2-year term beginning in January 2023- term ending in January 2025

-Note that both items above are recommended for approval by City Assessor Mindy Cole-Crocker.

E. **Finance Department Report- Deborah Perez**

1) Finance Dep't Update, including discussion by Financial Advisor Andy Campbell of Baker Tilly

F. **Public Services Report - Director Mike Baker**

1) **New DPW Bldg. Construction Bids**- Consider approving AVB to go out to bid on the upcoming project to construct a new DPW bldg

2) **General Public Services Dep't Update**

X. **Unfinished Business**

A. ***Items X. A was postponed at the November 28th meeting for all the Commissioners to be present on deciding (Items VIII. B. was postponed at the City Commission meeting on November 14th. until the entire City Commission could have a further review of said boards.)***

--OPTIONAL Boards for the City Commission to consider for potential creation:

-After further one-on-one conversations with City Commissioners, Manager Grace does not necessarily recommend the creation of these optional boards, unless the City Commissioners so desire:

(B) Boards to Consider for Possible Creation:

(1) **Compensation Commission** (2 seats)

-As noted in the Buchanan City Charter, at Sec. 4.4, the Home Rule City Act, Public Act 279 of 1909, allows for the creation of a Compensation Commission by ordinance.

(2) **Finance Committee**- While not required by statute, a Finance Committee could be a way to further improve the City's financial oversight, as well as provide an additional mechanism for enhanced transparency.

(3) **Board of Public Works**- Pursuant to Buchanan City Charter, a Board of Public Works could be created, which could include one to two members from the City Commission, plus three other members (five members total), with the three other members being "freeholders and electors of the City" [aka, a registered voter who owns property in the City], as per the Charter--in addition to seeking out members with experience in construction or related fields. The Charter also indicates that the Board of Public Works, if created, shall be charged and entrusted with the following duties, powers and responsibilities subject to the direction of the Commission:(1) The construction, management, supervision, and control of the City water works. (2) The construction, management, supervision, and control of any municipal electric system [doesn't apply in our situation]. (3) The construction, management, supervision, and control of such other public improvements or works as are designated by ordinance.

(4) **Community Development Implementation Committee**- Could be created to help oversee and guide our Community Development Department's implementation of the the City's stated goals and visions related to community development, including certification in the Redevelopment Ready Communities Program, creation of a successful Main Street program, creation of an updated zoning code, and implementation of the Andrew's University 'Vision for Buchanan' plan.

(5) **Economic Development Committee**- an Economic Development Committee could be created to help guide City staff regarding items pertaining to economic development, such as façade grant

programs, tax incentive programs, the sale of City-owned property, marijuana permit-related matters, and other issues relating to economic development.

(6) **Compliance Committee**- a Compliance Committee, if created, could be charged with providing additional oversight in the areas of legal and ethical compliance, as well as statutory and regulatory compliance.

(7) **Public Safety Committee**- a Public Safety Committee could be charged with all matters related to Public Safety, including the creation and implementation of a new blight remediation and code enforcement program--to including rental inspections, etc.

(8) **Governance & Administration Committee**- a Governance & Administration Committee could be charged with the development of best practices related to matters pertaining to governance and administration, including things such as elections, public communications, interactions with the public, social media policies, etc.

(9) **Any other Alternate and Board Appointments**

XI. New Business

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

- A. **GoGov App Soft Launch**- Manager Grace will share a communication related to the soft launch of a new City app from GoGov called "My Buchanan Go" in the app store.

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