

**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, JANUARY 13, 2025 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

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**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. **Minutes**- Consider approving the Regular Meeting Minutes from December 9th, 2024 and the Special Meeting Minutes from December 18th, 2024.
  - B. **Banking Authorization**-Consider adding Anthony C. McGhee to all bank and investment accounts with; Honor Credit Union, United Federal Credit Union, Huntington Bank, 1st Source Bank, Sturgis Bank, Horizon Bank, UMB, and MI Class. As well as issue a city credit card to Anthony C. McGhee with a spending limit of \$5,000.00 per the City Credit Card Policy.
  - C. **Board of Review Appointments** -Consider appointing Emma Lysy and Jeff Griffin to the Board of Review for a two-year term.
  - D. **Common Rental**- Consider the Common rental form submitted by Buchanan Area Senior Center, Adam Burk for Sunday, June 29th, 2025 12:00 PM- 10:00 PM
  - E. **BARB Appointment** - Consider re-appointing Jennifer Popielski to BARB retroactively starting June 2024 ending June 2028.
- VIII. Scheduled Matters from the Floor** (if any)
  - A. **MDOT Agreement 24-5239 & Resolution 2024.01/01**-presented by Suzannah Deneau with Wightman  
  
Consider Resolution 2025.01/01, A Resolution to Approve the MDOT Grant Agreement 24-5239 for the McCoy Creek Trail Extension Project located on Schirmer and River Streets.
- IX. Reports by: Departments, Committees, Boards**

- A. **Friends of McCoy Creek Trail Committee Update & Letter of Support**- *Chairman, Jerry Flenar*
  - 1) Consider approving the letter of support for the Niles-Buchanan Trail Connection Project.
- B. **Community Development Report**- *Director Rich Murphy*
  - 1) Consider approving the renewal of Zen Leaf's Adult Use and Medical Retailer Permits.
  - 2) Consider approving the renewal of Cannavista's Adult Use Retailer Permit.
  - 3) Consider the Restaurant Incentive Grant Application for Thistledown & Row.
  - 4) Consider proceeding with the lowest and most responsive bid from Astrong Construction for the demolition of a residential structure located at 1107 Victory Street.
- C. **Clerk Report**- *City Clerk Kalla Langston-Weiss*
  - 1) Draft School Agreements for the conduct of school elections- Consider authorizing Clerk Langston-Weiss to sign the draft school agreements for the conduct of elections for Buchanan Community Schools, Lake Michigan College, and Berrien RESA.

**X. Unfinished Business**

**XI. New Business**

- A. **Amendment to Owner-Engineer Agreement**.- Consider approving Amendment No. 5 with Prein & Newhof; this amendment aims to adopt the 2025 engineering hourly rates.
- B. **Resolution 2025.01/02**- Consider Resolution 2025.01/02- Resolution accepting the FDCVT Grant.
- C. **Construction Contract Award- Front Street Retaining Wall**- Consider the Construction Contract Award for the Front Street Retaining Wall.
- D. **Expenditures**- Consider approving the expenditures for January 13th, 2025 in the amount of \$105,182.75

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

- A. **Compensation Commission Calling for Applicants**- The City Commission is calling for applicants for the Municipal Officers Compensation Commission. This Commission will meet in January and determine the salary for each elected municipal official and present by the second meeting in February. Five members will be appointed each of whom shall be a registered elector of the City of Buchanan. (A member or employee of the legislative, judicial, or executive branch of government or a member of the immediate family of a member or employee of the legislative, judicial, or executive branch of government shall not be a member of the commission.)

**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**