



**PUBLIC HEARING & REGULAR MEETING OF THE BUCHANAN CITY  
COMMISSION  
MONDAY, JUNE 28, 2021 – 7:00 PM  
ELECTRONIC MEETING**

**AGENDA**

*THE COMMISSION OF THE CITY OF BUCHANAN in compliance with Michigan’s Open Meetings Act, as amended, B2103192 of 2021, hereby gives notice of a public hearing regarding the Proposed FY 2021-2022 Budget for the City of Buchanan, followed immediately by a regular meeting to be held electronically in order to protect the health and safety of our community due to the novel coronavirus (COVID-19).*

Join Meeting via Computer: <https://zoom.us/j/2435931819>  
 Join Meeting via Mobile Phone: +16465588656,,2435931819#  
 Join Meeting via Land Line Telephone: +1 646 558 8656  
 Meeting ID: 243 593 1819  
 Toggle #6 to mute/unmute. #9 to raise your hand.

- \* All members of the public will be muted by the moderator, except for during the public comment portions of the agenda. To minimize background noise and/or feedback, we ask that participants manually mute their phone or computer microphone during this portion of the agenda if not speaking. Anyone who speaks during the meeting must provide their full name to the Clerk for recording in the official minutes.*
- \* 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 [bpitcher@cityofbuchanan.com](mailto:bpitcher@cityofbuchanan.com).*

**PUBLIC HEARING - PROPOSED FY 2021-2022 BUDGET FOR THE CITY OF BUCHANAN**

- I. Call to Order**
- II. Roll Call**
- III. Public Comment - Regarding Proposed Budget Only (3-minute limit)**
- IV. Adjourn Public Hearing**

**REGULAR MEETING**

- V. Call to Order**
- VI. Recognition**
- VII. Pledge of Allegiance**
- VIII. Roll Call**
- IX. Approve Agenda**
- X. Public Comment - Agenda Items Only (3-minute limit)**
- XI. Scheduled Matters from the Floor (if any)**

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

A. Approve Minutes of June 14, 2021 Regular Meeting

B. Approve Expenditures for June 28, 2021 in the amount of \$188,289.46

Payments of note:

- The remaining balance for Victory Park basketball court resurfacing in the amount of \$4,625.00
- Progress payment to Davis Construction in the amount of \$978,192.18
- Custom Computer Company for \$29,325.50 which includes a retainer fee of approximately \$3,800 with the remainder consisting of capital expenses (new computer equipment for City Hall) and licensing fees they paid on our behalf
- Dial-a-Ride monthly fuel charges for March and April in the amount of \$29,986.35
- Quarterly Worker's Comp payment of \$9,648.00

C. Staff Activity Briefing for June 23, 2021

D. Banner Placement - Michiana Cruisers Car Show

Banner placement request submitted by Gary Shindeldecker on behalf of the Michiana Cruisers Car Club. As all proceeds are donated to the nonprofit group R/Vets, he is asking the fee be waived, which has been customary. Waive fee and approve banner placement on East Front Street from July 5-12, 2021 to promote the Michiana Cruisers Car Show being held at Centennial Park, July 11, 2021.

E. Friends of McCoy's Creek Trail Committee - Regular Meeting Permanent Schedule Change

Ratify a permanent change to the published regular meeting schedule for the Friends of McCoy's Creek Trail Committee from the second Thursday of each month at 9:00 a.m. to the third Thursday of even months at 7:00 p.m., beginning August 19, 2021.

F. Approve Updated Banner Placement Request Form & Policy

Currently, the City has two different banner placement forms; one for the large, horizontal style banners that hang across Redbud or Front, usually promoting an event, and one for the small, vertical banners that hang from the lamp posts, such as the athletic or veterans banners. Given a lack of adherence to process and increasing demand and diversity in the use of the small vertical banners, the two banner request forms have been consolidated into one with clearer instructions and policy for both City Staff and the public, and no pricing change.

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

**XIV. Unfinished Business**

A. Adopt Resolution 2021.06/229

Consider a resolution to adopt a budget for the City of Buchanan for FY 2021-2022.

Adopt Resolution 2021.06/230

Consider a resolution to adopt the proposed budget amendments for FY 2020/2021, as presented in detail in the corresponding Excel Spreadsheets.

B. Adopt Resolution 2021.06/231

Consider a resolution to adopt 80%/20% employer/employee health care cost option as set forth in the 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act.

C. Dial-A-Ride Update

As per MDOT, minor updates are required to the previously approved Dial-A-Ride agreement between the City of Buchanan and the City of Niles before it can be submitted to Niles for review. The updates make clear that MDOT is a secured party on the buses. Niles has also requested some additional minor changes, none of which substantively change the agreement, and instead only make the schedules and fare setting mechanisms more clear, as well as clarify that Niles is not assuming any legal liability for any prior acts of the services that occurred before they take over.

**XV. New Business**

A. MML Liability and Property Pool Insurance Policy Renewal

Consider renewal of the city’s MML Liability and Property Pool Insurance Policy. The renewal premium for 2021-22 is \$98,569. The City will be receiving a dividend again this year in the amount of \$6,446. reducing the “net premium” to \$92,123. The dividend checks are sent out after the premium is received by MML.

B. Letter of Agreement - National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program

C. Proposed AFSCME Union Agreement

D. Authorize New/Expanded Programs

As discussed during prior budget discussions in previous special meetings, and as presented in the 2021/2022 FY Budget, Manager Grace requests express permission to implement and/or expand the following programs, in order to implement the budget as presented (which may either be voted on all at once or individually):

- Implement Rental Inspection Program
- Add new positions in key areas
- Restructure some departments and pay structures
- Community Development budget requests for:
  - All economic development incentives \$90,000 MF
  - Downtown Blade Sign Program \$2,000 MF
  - Redevelopment Technical Assistance Fund \$7,500 MF
  - Buchanan Video Series \$7,500 SF
  - Marketing and Promo of ED Incentives \$2,500 SF
  - See the River Initiative \$25,000 SF
  - Splash Pad Due Diligence \$10,000 GF
  - Andrew University recommendations on N. Red Bud Trail \$45,000 SF
  - City Blight Task Force Redevelopment Fund \$90,000 SF
  - Immediate Mill Alley improvements \$5,000 SF

*Funding Key: MF Marihuana Revenue SF Stimulus Revenue GF General Revenue*

E. Authorize City Manager to Create New Employment Contracts for Select Personnel

As discussed during prior budget discussions in previous special meetings, and as presented in the 2021/2022 FY Budget, Manager Grace requests express permission to create new employment contracts for select personnel, in order to implement the budget as presented (which may either be voted on all at once or individually):

- Transition the City Clerk position to a Non-Comp-time position by paying out current comp time and transitioning to a salaried contract position with a yearly salary of \$51,000.
- Transition the City Treasurer position to a Non-Comp-time position by paying out current comp time and transitioning to a salaried contract position with a yearly salary of \$51,000.
- Transition the City Building Inspector to an expanded role with a contract for increased part-time hours.
- Transition the City Police Chief to the new role of Public Safety Director, which will be a contract position and include a 5% increase in salary, as the new role will include additional duties, to include coordination of efforts and training programs between the Police Department and Fire Department, as well as serving as the main point of contact for all Public Safety related issues, especially when emergency management needs arise.

NOTE—If the City Commission votes to authorize the creation of these contracts, each individual contract will be presented for full review prior to final approval during the next City Commission meeting.

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

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

**XVIII. Executive Comments**

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

**XIX. Adjourn**