

**SPECIAL MEETING OF THE BUCHANAN CITY COMMISSION KL**  
**TUESDAY, DECEMBER 27, 2022 – 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. 1) **Planning Commission Appointment**- Consider appointing Anthony "Tony" Houser to the planning commission for a three-year term beginning January 2023 on the recommendation from the Planning Commission on December 13th.

B. 2) **Minutes**- Consider approving the Regular Meeting Minutes from the December 12, 2022 City Commission meeting.

C. 3) **Expenditures**- Consider approving expenditures for December 27, 2022, in the amount of **\$282,263.64**.

**\*\*NOTE:** \$279,864.70 of the amount above is for **GENERAL** expenditures. \$2,398.94 of the amount above is for the 11.1.22 - 11.30.22 **Summer Tax Disbursement**.

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

A. 1) **Culvert Evaluation Agreement**- Consider authorizing Manager Grace to sign the proposed contract formalizing the agreement previously approved verbally by the City Commission during a special meeting on site at the culvert location.

2) **Front Street & Oak Traffic Signal Agreement**- Consider approving an agreement to authorize work to upgrade the traffic signal at Front & Oak. (This project was contemplated since the inception of the larger infrastructure project concept first began back in 2022. MDOT funding is lined up to cover associated expenditures as part of the City's participation in NATS, the Niles Area Transportation System, which divides up federal highway road monies amongst road agencies in our part of Berrien County. Prein&Newhof needs the agreement formalized so that we can proceed with submitting it along with our entire MDOT road money grant applications in order to effectuate the federal road money allocations).

3) **Engineering Change Order #1**- Consider approving the proposed change order. (This change order updates the existing agreement with P&N to reflect the changes previously approved by the City Commission, following multiple public meetings and open houses regarding the streetscape design. These new figures have been submitted to NATS and are part of our application for increased street funding through MDOT/federal highway transportation funds, so need to be formalized in order for our requests for road money allocations to proceed).

4) **Engineering Change Order #2**- Consider approving the proposed change order.

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

A. **Friends of the Trail- Jerry Fleanor update on Trail Grant Extension**

B. **Community Development Director Report**

1) **Zen Leaf Renewals**- Consider approving the Zen Leaf marijuana medical and adult use retail permit renewals for 259 E. Front St.

2) **Blackbird Renewal**- Consider approving the Blackbird/Elkhorn Valley grower class C marijuana permit renewal for 402 - 404 S. Oak.

3) **Stark School Façade Grant Request**- Consider approving the Stark School Façade Grant Application for 502 Claremont.

4) **Grant Updates & Awards**- McCoy's Creek Trail Extension Grant update, Spark grant update, A Vision for Buchanan Urban Guild Award

-Kurt Garner to present update on Buchanan Preservation Plan

C. **Clerk Report- Kalla Langston**

1) Recount update from November 8, 2022, General Election

2) Prop-2 changes with the upcoming May 2023 Special Election.

**X. Unfinished Business**

A. **Appointment of Commissioners as Alternates to serve on any boards/committees/commissions**- Consider making motions to appoint Commissioners as alternates to serve on City Boards/Committees/Commissions, as desired.

B. **Microbusiness Ordinance**- Consider the Second Reading of Ordinance 2022.12/435, Proposed Amendments to the Adult Use Microbusiness Ordinance to include Class A Microbusinesses, as is newly allowed via recently updated state law. If passed at second reading, the ordinance will take effect following publication.

**XI. New Business**

A. 1) **Enter Closed Session**- Consider entering Closed Session to discuss the potential lease or purchase of real property, pursuant to MCL 15.268 Section 8(1)(d).

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

3) **Action**- Consider action pursuant to Closed Session discussions.

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

A. **Downtown Infrastructure Road Right of Way Map Updates**- maps are shared for informational purposes only, no action needed.

- B. **Previous Agenda Item, Progress Update**- Andy Campbell indicated that he will not be ready to present information relating to the water/sewer rate proposals/USDA project until the January meeting. Similarly, the updated City credit card policies are planned to be presented at that time as well.

**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**