

**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, JANUARY 23, 2023 – 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) **Minutes**- Consider approving the Regular Meeting Minutes from January 9, 2023.
- B. (2) **Expenditures**- Consider approving expenditures for January 23, 2023, in the amount of **\$67,641.26**

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

- A. **Resolution #2023.01/03**- Consider approving a resolution to support the Berrien County Trails Master Plan.

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

A. **Buchanan Tree Friends Report: Vice-Chair, Richard Martin.**

1)**Water Trailer**- Consider the purchase of a water trailer. BTF was recently awarded a grant from Berrien Community Foundation in the amount of \$4,000.00. The total project cost is \$6,349.00, BTF is requesting \$2,349.00 to cover the cost from their budget.

B. **Community Development Report- Director Richard Murphy**

(1) **2022 Annual Building Inspector Report**- No action needed.

(2) **Cannavista Wellness 2023 Marihuana Permit Renewals**- Consider approving.

(3) **High Profile 2023 Marihuana Permit Renewals**- Consider approving.

(4) **AEP Grant Award to the City of Buchanan for the St. Joseph River Public Access Strategic Plan**- Consider approving.

C. **Water Department Report- Water Operator In Charge (OIC) Craig Miller**

(1) Wellhead Protection Plan Update- A status report will be provided; no action needed at this time.

(2) SCATA System- A status report will be provided; no action needed at this time.

D. **Public Safety Report- Director Tim Ganus & Chief Harvey Burnett**

(1) Budget Amendment Request for Patrol Vehicle Purchase- Consider approving a budget amendment to effectuate a cash purchase of a new patrol vehicle, as discussed during last mtg.

(2) School Resource Officer Funding Update- A funding report has been provided by the Buchanan Community School District, in addition to a letter indicating that the first grant application was approved.

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

(1) New DPW Bldg Municipal Bonds Update- Baker Tilly has provided an updated timeline for the municipal bonds to be sold for the new DPW bldg project; no action needed.

(2) DPW Bldg. Construction Committee Update- An update will be provided regarding recent activities of the DPW Bldg Construction Committee mtg held on 01/20/2023.

(3) General Public Services Updates-

F. **Clerk Report**- City Clerk Kalla Langston will give a brief update on the May 2nd, 2023 Special Election.

G. **Joint Water/Sewer Board Report**

(1) Update Regarding Lift Station at Former Wheatberry Location-

X. **Unfinished Business**

A. **Alternate Appointments**

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

B. **RFP for Ross Sanders Bldg**- Consider a First Draft RFP to Advertise the Potential Future Sale of the Ross Sanders Bldg.

XI. **New Business**

A. **Waiver of Conflict of Interest RE Former Wheatberry Lift Station**- Consider approving a waiver submitted by the City Attorney, through which the City of Buchanan, if approved, agrees to waive any conflict of interest on the part of the City Attorney (Kotz Sangster) relating to the former Wheatberry Lift Station matter.

B. **Closed Session**

(1) Enter Closed Session- Consider entering Closed Session pursuant to MCL 15.268 Sec. 8 (1) (d) and (h), to discuss legal memos pertaining to the following attorney-client privileged matters: (i) the former Wheatberry Lift Station, a contractual matter, and a matter of employment law; in addition to also discussing the potential purchase or lease of real property.

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

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

C. **Budget Amendments**

(1) Option A- Consider approving Budget Amendment Option B, to remove previously anticipated revenues formerly associated with the Buchanan Area Chamber contract, to effectuate a transition of the "Executive Director/Main Street Manager" position to one that is instead "Main Street Manager/Assistant Director of Community Development." This would allow Ashley Regal, who is already a full-time employee of the City, to remain as a full-time City employee, just with a slightly different role.

(2) Option B- Consider approving Budget Amendment Option C, which does everything listed above in Option A, plus authorizes the effectuation of an updated employment agreement for the new Main Street Manager/ Assistant Director of Community Development, which would include a pay increase, to help compensate for the additional duties that will be taken on due to the changed role (along with recognizing her for a job well done). City Administration strongly recommends the approval of this budget amendment, particularly in light of the fact that it costs more to attract and train new staff than it does to retain qualify staff who are already trained.

(3) Option C- Consider approving Budget Amendment Option D, which authorizes the effectuation of an updated employment agreement, which would include a 5% pay increase for Clerk Kalla Langston, to help compensate for the additional duties the Clerk must take on now due to the passing of Proposition 2 (along with recognizing her for a job well done). City Administration strongly recommends the approval of this budget amendment, particularly in light of the fact that it costs more to attract and train new staff than it does to retain qualify staff who are already trained.

D. **IT Services Agreement**

(1) Exemplar IT Services Agreement- Consider approving a proposed agreement for IT services to be provided by Exemplar IT Services. City Administration tried a "soft transition" to utilizing Exemplar to "try them out," so to speak, and their services have been very helpful, so approval is highly recommended.

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

**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**