

### 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 regular meeting of the Buchanan City Commission 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).*

**I. Call to Order**

**II. Recognition**

**III. Pledge of Allegiance**

**IV. Roll Call**

**V. 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. Approve Minutes - Approve Minutes of May 10, 2021 Regular Meeting
- B. Approve Expenditures - Approve expenditures for May 24, 2021 in the amount of **\$807,241.43**. Payment of note is the May progress payment of \$673,493.82 to Davis Construction.
- C. Adopt Resolution 2020.05/228 - 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.

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

- A. Avery Brown Classic/Street Closure Request - Due to a miscommunication, Tamiko Brown was unable to attend the May 10 Commission meeting and was rescheduled to address the Commission this evening. She has submitted a street closure form for Arctic and Victory Streets on

Saturday, July 3 from 8:00 a.m. to 11:00 p.m. Approvals have been received from appropriate City staff.

- B. Home Source Group/Street Closure Request - Joseph Williams of the Home Source Group is requesting a street closure on Oak Street at Harger Park during the Memorial Day Parade as they will have a children's obstacle course and giving away hot dogs at the park.

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

- A. Community Development Director Report
- B. Treasurer Report
- C. City Clerk Report - Recommendations to improve board processes and policies.

**X. Unfinished Business**

- A. Edgewater Lease - Consider agreement releasing Edgewater Bank from their lease agreement.
- B. Financial Support for Trail Expansion - Consider adoption of Resolution 2021.05/228 - A resolution pledging financial support of the McCoy's Creek Trail Expansion Project.
- C. Social District - Community Development Director, Rich Murphy will present a proposed Social District Application & Management and Maintenance Plan and asks the Commission to consider adopting Resolution 2021.05/229 to Establish a Social District.
- D. Master Plan - During the May 11, 2021 Planning Commission, Barker moved, seconded by McDonald to forward the Draft Master Plan to the City Commission and request approval by motion distribution of the plan, review and comment in order to start the public adoption process.

Updated timeline for the adoption of the Master Plan:

- May 24 - City Commission meeting - approve by motion distribution of the plan and post on website (Planning Commission secretary distributes plan on May 25, giving 63 days for review [July 27]).
- Aug 10 - Planning Commission votes to hold a comment period and hearing at next meeting (Sept 14).
- Sept 14 - Hold public hearing (notice published week of Aug 23), Planning Commission adopts plan by resolution.
- Sept 27 - City Commission adopts plan by resolution.

**XI. New Business**

- A. Board Appointments - The Design Review Committee, a subcommittee of the Planning Commission, met on May 5, 2021 to discuss board appointments and reappointments and made a recommendation to the Planning Commission in that regard. In turn, the Planning Commission, following their May 11, 2021 meeting recommends to the City Commission approval of the following board appointments and reappointments to the Design Review Committee:
  - Retroactive reappointment of Chris Brayak to a 3-year term commencing July 1, 2020
  - Reappointment of Kevin Barker to a 3-year term commencing July 1, 2021
  - Appointment of Dan Carlson to a 3-year term commencing immediately through June 30, 2025
- B. Independent Contractor Agreement - Approve expanded independent contractor agreement with Ashley Hanson.

C. Victory Park Bids - The Buchanan Area Recreation Board is submitting several bids to the Commission for resurfacing of the basketball courts at Victory Park

- Wendorf Asphalt Driveways - \$6,750.00 resurfacing
- Southwest Asphalt - \$10,750 resurfacing and lines

Looking forward, they have also secured bids for resurfacing the basketball courts at Ravish Park.

- Affordable Asphalt Paving & Bulldozing - \$17,800.00

D. Position Posting - The City Manager seeks the Commission's permission to post the Director of Public Services position [which will not be a union position moving forward] at a pay range of \$60,000 – \$70,000 per year, DOQ.

E. Tree Auger Bids - Consider purchase of an auger to support DPW activities and tree planting for the Buchanan Tree Friends. Bids include:

- Michigan Caterpillar - CATERPILLAR Model: WT-BHL Work Tool with AUGER, A68, BHL, 45-50MM and TREE BIT, AUGER 36" attachments - \$6,246.40

F. Waste Bids

G. Schedule Special Meeting - Consider scheduling a special meeting on June 1, 2, or 3 for the purpose of reviewing delinquent water bills to be transferred to taxes and review final draft of the FY2021-2022 Budget.

H. Traffic Control Order #253 - Consider additional "NO U-TURN" signs on Front Street between Red Bud Trail and Oak Street.

I. Marihuana Permit Renewals - The City has compiled the submissions we have received from Red Bud Roots, 455 Post Rd. regarding their annual permit renewals for One Adult Use Processing Permit, One Medical Processing Permit.

Rich Murphy has reviewed each application and the accompanying documentation including any updates to the applicant's original application and all documentation is in proper order. The required background checks have been performed by Buchanan Police Department. All permit fees have been collected. All Buchanan City Department Heads have signed off with their approval. The Commission's consideration and approval of the above permit renewals is recommended.

J. Authorize Temporary Pay Increase for Interim Director of Public Services

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

A. Federal Energy Regulatory Commission Notices - The City of Buchanan is in receipt of two communications from the Federal Energy Regulatory Commission regarding an issuance to French Hydro LLC and Order Issuing Subsequent License for the French Hydroelectric project, and the 2020 Emergency Action Plan (EAP) Status Reports and EAP updates (Annual Reprints\_ - Mottville (FERC no. P-401)), Buchanan (FERC No. P-2551), Twin Branch (FERC No. P2579), Elkhart (FERC no. P-2651), & Constantine (FERC No. P-10661) Hydroelectric Projects.

B. AEP Planned Electrical Distribution Improvements - AEP/I&M is planning electrical distribution improvements within proximity of 818 Terre Coupe. In the coming weeks, you may see their representatives in the area inspecting conditions and determining options for the best route. When possible, facilities will be installed in the road right of way. If conditions require easement or tree trimming on your property, you will be contacted directly. Please rest assured that they will NOT

perform any tree work in your property until they contact you first. If you are not present a door card will be left and/or mailed. If tree trimming is considered, they will mark the streets with a temporary paint to create a visual for their discussions with you.

- C. Training: Master Citizen Planner (MCP) Advanced Academy - The 2021 Advanced Academy is focused on renewing Michigan communities. This virtual conference will cover several emerging topics including planning for electric vehicles, solar ordinances, missing middle housing, and the revised Farm Market GAAMP. The 2021 Advanced Academy will offer a mix of live and prerecorded sessions. There will be three, one-hour interactive sessions on June 8, 9, and 10 (that's just one hour a day!) and four prerecorded sessions to view at your leisure, including the popular court case/legislative update. The 2021 conference will include a fun Jeopardy/trivia game on Tuesday evening with bragging rights on the line! Come and join together virtually with local leaders from across the state to share ideas to renew the future of Michigan communities. Please register by June 7, 2021. Master Citizen Planners (MCPs) seeking their annual six hours of continuing education are encouraged to attend along with Planning commissioners, local government officials, and all others with interest in planning and zoning. Cost is \$25 for MCPs/\$35 for all others. June 8, 9, 10. Information and registration at <https://events.anr.msu.edu/event.cfm?eventID=2CFA61E72E294E9F2528AD1F821DDE595960E9A1170CD5CE6F6DFEAD9A845191>
- D. CEDAM Application Status - Madeleine March-Meenagh, Interim Program Manager, Community Development Fellowship of the Community Economic Development Association of Michigan (CEDAM) responded regarding the City's application for a CEDAM fellow. "Unfortunately, your community was not chosen to host a fellow for the 2021-2022 program year. We received many quality applications and it was very hard to pick just one community from each region." She encouraged us to reach out to a Community Assistance Team Specialist to discuss other options for increasing capacity and implementing community economic development projects in our community.
- E. Retirement of J.T. Adkerson

**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**