

**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. Pledge of Allegiance****III. Roll Call****IV. Approve Agenda****V. Scheduled Matters from the Floor (if any)**

A. 1) Open Public Hearing on Budget- Consider opening the public hearing to receive comment on the proposed City budget for fiscal year 2022 - 2023 (July 1, 2022 - June 30, 2023).

2) Close Public Hearing on Budget- Consider closing the public hearing to receive comment on the proposed City budget for fiscal year 2022 - 2023 (July 1, 2022 - June 30, 2023).

**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**

1) May 9, 2022 Regular Meeting- Consider approving Regular Meeting Minutes from 05/09/22.

2) May 6, 2022 Special Meeting- Consider approving Special Meeting Minutes from 05/06/22.

B. Expenditures- Consider approving expenditures for May 23, 2022, in the amount of \$ 158,653.96

C. Street Closure- Consider approving a Street Closure on June 4th, 2022 at Smith Street from Chicago to High School Parking Lot, to help accommodate Baseball and Softball District games.

D. Authorization to Sign Agreement with Baker Tilly- Consider authorizing Manager Grace to sign the agreement with Baker Tilly to perform the water/sewer rate study at a cost of \$9,000 per fund, as was previously approved by the Commission.

E. Treasurer Employment Agreement- Consider authorizing Manager Grace to sign the employment agreement to formally hire Deborah Perez as the City Treasurer/Finance Director, as was previously approved by the Commission. Position advertised pay as \$65,000 - \$80,000+ DOQ, Manager Grace negotiated a contract with Ms. Perez for a starting salary of \$70,000 due to Ms. Perez having over ten years of experience as the City Treasurer for Fenneville, MI.

F. Resolution 2022.05/436- Consider approving Resolution # 2022.05/436 to adopt the 80%/20% employer/employee health care cost option as set forth in 2011 public act 152, the publicly funded

health insurance contribution act. This is a general housekeeping resolution that the City is required to complete annually in order to remain compliant with state law related to street funding.

**VIII. Unfinished Business**

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

**A. Community Development Report- Director Rich Murphy**

- 1) Redbud Roots Adult Use- Consider Redbud Roots 2022 renewal of Adult Use Processing License at 455 Post Rd.
- 2) Redbud Roots Medical- Consider Redbud Roots 2022 renewal of Medical Processing License at 455 Post Rd.
- 3) Walpole Microbusiness- Consider Walpole Limited Craft Market 2022 Renewal of Microbusiness Permit at 303 Carroll St.
- 4) B&W Redevelopment Liquor License- Consider Resolution 2022.05/434 for Redevelopment Liquor License of B&W, SVV entertainment holding LLC at 116 Main St.
- 5) Zoning Update- Director Murphy will provide a brief update regarding the City's progress towards a new Zoning Code.

**B. City of Buchanan Municipal Building Authority- Kalla Langston**

- 1) Recognition of Removal of Stephanie Powers from the City of Buchanan Municipal Building Authority- Consider recognizing Stephanie Powers' removal from the City of Buchanan Municipal Building Authority, due to her resignation from her position as Treasurer for the City of Buchanan. There is only a need for three members, so the remaining members of City Manager Heather Grace, Community Development Director Rich Murphy, and City Clerk Kalla Langston, all of whom were appointed to the Authority in February 2022, will continue to serve and shall constitute a full board.
- 2) Set Terms for Municipal Building Authority- Consider a motion to establish terms of the Building Authority Commission members for the 3 appointed members, as follows: (i) City Clerk Kalla Langston shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending on June 30, 2022; (ii) Community Development Director, Rich Murphy shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending on June 30, 2023; and (iii) City Manager Heather Grace shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending June 30, 2024.
- 3) Resolution 2022.05/435- Consider approving Resolution # 2022.05/435 approving the City to proceed with the Municipal Building Authority Project, which creates the funding mechanism for the new DPW building.

**C. Public Safety Director Report- Tim Ganus**

- 1) Naming of Acting Chief of Police, & Transition of Ganus to Public Safety Director- Public Safety Director Tim Ganus and City Manager Grace both strongly recommend the naming of Dr. Harvey Burnett to the position of "Acting Chief of Police" for the City of Buchanan. Naming Burnett as "Acting Chief" will allow Ganus and Grace to formally post the open position of Police Chief (allowing formal applications from other interested parties) with a goal of having the Commission vote on the permanent naming of a new Buchanan Chief of Police during our 06/27/22 meeting for a July 1, 2022 effective date. In turn, this will enable the City Administration to begin the work of

fully transitioning Ganus to the full-time role of dedicated Director of Public Safety, as was discussed during previous City Commission special meetings and work sessions.

2) SMCAS Ambulance Board- Ganus, who serves on the Southwest Michigan Community Ambulance Services (SMCAS) Board, will present to the Commission regarding an upcoming request by the SMCAS Director related to SMCAS funding approvals needed to continue the current provision of ambulance service within the City.

**D. Buchanan Area Recreational Board BARB Report**

(1) Bylaws- Consider approving updated bylaws for the BARB committee, as recommended by the BARB during their 05/11/22 meeting.

(2) New Member Appointment- Consider approving the application of Cayde Heyliger to join the BARB, as was recommended during the 05/11/22 BARB meeting.

E. Buchanan Area Fine Arts Committee Report- Budget Report- the BAFAC wanted to share their budget report with the City Commission.

F. Public Services Report- Mike Baker will provide a Public Services Report, as well as an update regarding the Third Street Sewer Project. The Commission can consider any updated proposals that may be submitted by Selge in time for review during the meeting.

**X. New Business**

A. Adoption of the FY 2022 - 2023 Buchanan City Budget- Consider adopting the FY 2022 - 2023 Budget for the City of Buchanan, as presented (keeping in mind that the budget needs to be adopted at this meeting to meet State requirements and could not be submitted earlier due to the City only just receiving vital budgetary data from Berrien County Equalization on 05/17/22, and also keeping in mind that the budget can always be amended at subsequent meetings, which is anticipated to occur once the new Treasurer/Finance Director comes aboard and gets a chance to further review the budget in collaboration with Manager Grace). FY 2022 - 2023 refers to the time period of July 1, 2022 - June 30, 2023. As presented, this budget represents a **REDUCTION IN TAXES** for the Citizens of Buchanan, as the effective tax rate millage is being reduced to **16.9793**.

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

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

**XIII. Executive Comments**

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

**XIV. Adjourn**