

MINUTES

I. Call to Order

Mayor Denison called the meeting to order at 7:04 p.m. and led the Pledge of Allegiance.

II. Roll Call

PRESENT: Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money, Commissioner Patrick Swem

ABSENT: None

STAFF: City Manager, Heather Grace; City Clerk, Barbara Pitcher; Police Chief, Tim Ganus; Treasurer, Stephanie Powers; Community Development Director, Rich Murphy; DPW Staff, Mike Baker

GUESTS: Shane Turay, Kim Moyer, Debra Haight, Mack Green, Suzannah Deneau, Ankur Rungta, Don Ryman, Ralph McDonald, Mary Lister, Jan Jacobs, Penny Slocum

III. Agenda

Addition to the Agenda of item VII. F.: Resolution 2021.05/227 - A resolution to approve the Berrien County Public Transportation Title VI Update of February 4, 2021.

Motion made by Commissioner Money, Seconded by Mayor Pro Tem Weedon to approve the agenda as amended. Motion carried. Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

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

Statement by Mayor Denison – *“I'd like to remind the public that the purpose of these meetings is to conduct City business. Oftentimes we'll have to make difficult decisions and difficult decisions can sometimes require difficult conversations, and that's okay. Important topics often require difficult conversation. However, threats against individuals, personal attacks, slang terms and language that is offensive is not productive, appreciated, or acceptable and will not be tolerated. The Commission, the City staff and myself appreciate your participation in these meetings and would also appreciate your efforts to keeping these meetings professional and polite.”*

Don Ryman – Spoke regarding the proposed Master Plan update and encouraged everyone to review and make comment.

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

A. Approve Minutes of April 26, 2021 Regular Meeting; April 29, 2021 Special Meeting.

B. Approve expenditures for May 5, 2021 in the amount of is \$94,139.63. Expenditures of note include:

- \$15,911.00 to ETNA for the annual SENSUS hosting fees
- \$12,991.15 to Ford Motor Credit for the PD's 2020 Ford Interceptor
- \$4, 499.00 for the annual membership renewal for the Michigan Municipal League

C. Authorize City Manager, Heather Grace and Treasurer, Stephanie Powers to make changes and appropriate transfers to the United Federal Credit Union HSA Accounts.

- D. Adopt RES 2021.05/226 to Designate City Manager Grace as the signatory for the MDOT Project Authorization for the City of Buchanan FY 2021 Section 5311 Operating Formula Grants for Rural Areas Program (Dial-A-Ride funding).
- E. Consider the approval of banner placements for:
 - Buchanan High School Athletics - Estimated May 19-24
 - American Legion Military Appreciation - May 24-July 9
- F. Consider Resolution 2021.05/227 – A resolution to approve the Berrien County Public Transportation Title VI Update of February 4, 2021.

Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to approve Consent Agenda. Motion carried. Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

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

- A. Tamiko Brown with the Avery Brown Classic was scheduled to address the Commission but not in attendance. 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.

Mayor Denison indicated he had some questions for Ms. Brown regarding the event that he would like answered prior to approval. No action was taken.

VII. Reports by: Departments, Committees, Boards

- A. Suzannah Deneau recapped the trail expansion/fundraising efforts and asked the Commission to consider a resolution of support for the TAP grant application.

Motion made by Commissioner Swem, Seconded by Mayor Pro Tem Weedon to adopt Resolution 2021.05/225 – Support for TAP Grant Application, which supports the submission of an application for the FY 2023 Michigan Department of Transportation, Transportation Alternative Program e Schirmer Parkway Non-motorized Trail Project. Motion carried. Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- B. Repairs on the current hotbox originally were \$3,000. The Machine was inspected and in need of \$9,450 in repairs. The machine has been in service for the City for at least 18 years. Quotes for a replacement are as follows:

- Spaulding MFG 2021 2-Ton, air jacked non dump trailer: \$27,275.00
- M&M Distribution 2021 Big A 4-Ton Hotbox reclaimer trailer, hydraulic dump: \$28,200.00
- Falcon 2021 4-Ton recycler and hotbox, hydraulic dump: \$27,512.77

Mike Baker described the purpose of a hot box, the pros and cons of each of the quoted machinery and spoke in favor of a lease-to-own option for the Falcon. He stated it's highly efficient, provides better solutions, and everything is bolt-on for ease of repair or enhancement.

Motion made by Commissioner Swem, Seconded by Commissioner Money to approve a lease-to-own for the Falcon 2021 4-Ton recycler and hotbox, hydraulic dump: \$27,512.77. Motion carried. Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

VIII. Unfinished Business

- A. High Profile has submitted renewal applications and fees for the following permits:
 1. Medical Marijuana, 804 E. Front St., Provisioning Center, \$5000, PC1, 04.12.2020

2. Adult Use, 804 E. Front St., Retailer Establishment, ALUMRE1, \$5000, 04.12.2020

Murphy 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 now all been performed by Buchanan Police Department. All permit fees have been collected. The Buchanan City Department Heads have reviewed the applications and find them to be in proper order and have signed off with their approval. Therefore, approval of the above permit renewals is recommended.

Motion made by Commissioner Swem, Seconded by Mayor Denison to approve High Profile renewals for Medical Marijuana, 804 E. Front St., Provisioning Center and Adult Use, 804 E. Front St., Retailer Establishment, ALUMRE1. Motion carried.

***Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money, Commissioner Swem
Abstaining: Mayor Pro Tem Weedon due to his employment in the cannabis industry***

IX. New Business

- A. City Manager Grace would like to schedule a budget work session with the Commission. Suggested dates and times are: the morning or evening of Thursday, May 20th, or the afternoon or evening of Friday, May 21.

The Commission will hold a budget work session on Wednesday, May 19, 2021 at 7:30 a.m. in the City Hall Chamber.

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

- A. Master Plan Update & Timeline – Communicate Development Director, Rich Murphy, outline the timeline for adoption of the Master Plan indicating all the suggested changes that were discussed by the Plan Commission at their April 13 meeting have been finalized and a draft submitted to the Commission. Additionally, the Master Plan was updated to include a reference to the Complete Streets policy that was recently adopted by the City Commission in Resolution NO. 2021.04/223, A Resolution to Develop Complete Streets as Part of the City of Buchanan's Master Plan, passed unanimously by the Buchanan City Commission on April 12, 2021.

The Plan Commission will now consider at their May 11th meeting the approval of the Master Plan to be sent on to the City Commission for their approval which will begin the public adoption process. To start the adoption process, the Plan Commission should pass a motion to send the draft plan to the City Commission for distribution, review and comment.

Please see the update timeline for the adoption of the Master Plan:

1. May 11 – PC meeting – Submit draft plan to city council for distribution and review by motion
2. 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)).
3. Aug 10 – Planning Commission votes to hold a comment period and hearing at next meeting (Sept 14)
4. Sept 14 – Hold public hearing (notice published week of Aug 23), PC adopts plan by resolution
5. Sept 27 – City Council adopts plan by resolution

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

Shane Turay - Suggested daylighting McCoy Creek as it flows through town as the City looks to making improvements to infrastructure and aesthetics. He sent information to Mayor Denison for the

Commission's review and will make himself available for questions. He has been a City/Township resident for 20 years and works in South Bend at a civil engineering company.

Penny Slocum - Reminded everyone that Memorial Day is coming, and the City should ensure the irrigation system is working so the flowers can be hung to make everything beautiful. Also wants to be sure potholes are repaired on Terre Coupe prior to the parade.

XII. Executive Comments

A. **City Manager Comments** – Unfortunately, the grant application to fund the demolition and construction of the DPW building was not selected, although the application was strong. Feedback is being sought in order to make further strengthen future submissions. She will be attending a meeting regarding a Drinking Water Revolving Fund and should have information for the next Commission meeting. There was a delay in the CEDAM Fellowship grant decisions but a decision is expected later this week.

B. Commissioner Comments

- **Downey** – None
- **Swem** – Thanked Ashley Hanson and the Scarecrow Committee. He attended their meeting, and they shared some exciting new ideas.
- **Money** - Over the past three weeks he has been present when the Fire Department responded to calls. Each were serious incidents that would have been much worse without the quick response of the department. Urges City Manager and Commission to be thinking about funding for the Fire Department.
- **Weedon** - Thanked everyone who keeps coming to these meetings. He believes it is one of the reasons so much is being accomplished.

C. **Mayor Comments** – Thanked everyone for showing up at the Common for the Urban Design presentation. Despite the weather, it was a great turnout and approximately 500 people also watched online.

XIII. Adjourn

Motion made by Commissioner Downey, Seconded by Mayor Pro Tem Weedon to adjourn the meeting at 7:46 p.m. Motion carried. Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

Barbara A. Pitcher, City Clerk

Mayor Sean Denison