

**MINUTES**

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**

Meeting was called to order by Mayor Pro Tem Mark Weedon at 7:00 P.M.

**II. Recognition**

**III. Pledge of Allegiance**

Weedon led in the pledge of allegiance.

**IV. Roll Call**

**Present:** Mayor Pro Tem Mark Weedon, Commissioner Dan Vigansky, Commissioner Larry Money, Commissioner Patrick Swem

**Absent:** Mayor Sean Denison

**City Staff:** Treasurer Deborah Perez; City Clerk, Kalla Langston; Community Development Director, Rich Murphy; Director of Public Services, Mike Baker; Director of Public Safety, Tim Ganus; Chief of Police Harvey Burnett; City Attorneys Matt Derby; Main Street Manager/ Chamber Director, Ashley Regal

**V. Approve Agenda**

*Motion made by Vigansky, supported by Money to move item A. Consider accepting the City Manager, Heather Grace, severance agreement under XI. New Business to item D. Closed Session. Roll call vote carries unanimously.*

*Motion made by Vigansky, supported by Money to add item D. NATS Appointment under section VII. Consent Agenda. Roll call vote carries unanimously.*

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

*Beth Murphy – Spoke in support of Michigan Gateway Community Foundation purchasing the Ross Sanders house on behalf of the Preservation Society.*

*Monroe Lemay – Thanked Heather Grace for her time as City Manager.*

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

A. (1) **Minutes-**

(A) Consider approving the Special Meeting Minutes from February 6th, 2023.

(B) Consider approving the Regular Meeting Minutes from January 23, 2023.

(C) Consider approving the Closed Session Minutes from January 23, 2023.

(D) Consider approving the Workshop Minutes from January 19, 2023.

(E) Consider approving the Closed Session Minutes from January 9, 2023.

B. (2) **Buchanan Tree Friends Appointment:**

(A) Consider appointing Lane Martin to the Buchanan Tree Friends (recommended by BTF on 2/2/2023).

(B) Consider appointing Brian Murphy to the Joint Water Sewer Board (recommended by JWSB on 2/6/2023)

C. (3) **Expenditures**

(A) Consider approving expenditures for February 13, 2023, in the amount of \$158,586.89

(B) Disbursement & Refunds in the amount of \$77,721.13

D. (4) **NATS**

Consider appointing Community Development Director, Rich Murphy to the Niles-Buchanan-Cass Area Transportation Study (NATS)

Motion made by Swem, supported by Money to approve Consent Agenda as presented.

Discussion. Vigansky asked for more information on the NATS appointment. Clerk Langston clarified it was for Community Development Director Richard Murphy to take over the former City Manager's place on that board.

Roll call vote carries unanimously.

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

A. **Corridor Improvement Authority** -Discussion of establishing a Corridor Improvement Authority.

Murphy reported to the Commission that residents had requested the City to look into establish a Corridor Improvement Authority. The City had previously dissolved its DDA and this could act similarly.

Tony Houser spoke in support of establishing a Corridor Improvement Authority or re-establishing the DDA. Asked for the Commission to make a motion to pursue an entity that would capture funds while downtown is growing.

Vigansky spoke to the dissolution of the DDA having served when that happened. He advised no action at this time.

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

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

(1) Ross-Sanders House Project update

(2) City-owned Residential Properties update

(3) 111 Railroad/Baroda Tire Demolition update

*(4) Honor Credit Union Project update*

*(5) Victory Park Pavillion update*

*(6) Front St. authorization for easements for the downtown reconstruction project*

Murphy believes the Ross Sanders project is a high priority. He, along with Regal and Building Inspector Guy Lewis, have met with a number of contractors who are very interested in building in Buchanan.

Commission discussed small, single-family homes per their work session. Murphy stated it remains their goal and they are still in discussion. Vigansky would like Murphy to investigate leasing-to-own as well.

The City had a meeting with engineers and a walkthrough regarding the demolition of the old feed mill and Baroda Tire Too. They will be meeting with two interested parties regarding the feed mill silos.

The RFP for the Victory Park Pavilion is almost complete and includes alternates for resurfacing the asphalt and drinking fountains per BARB. Questions regarding drinking fountains due to expense and maintenance. The neighborhood asked for drinking fountains to be included.

*Motion made by Swem, supported by Vigansky to approve the Front St. Authorization for easements for the downtown reconstruction project and allow City Administration to sign said authorization. Roll call carries unanimously.*

**B. Clerk Report-** *Consider approving an updated version of Rules & Regulations Governing Oak Ridge Cemetery.*

The Langston and the Sexton are adding a rule that prohibits pre-payments for burials.

*Motion made by Vigansky, supported by Money to approve the updated version of Rules & Regulations governing Oak Ridge Cemetery.*

Money asked if we'd be revisiting the rules and regulations more broadly. Langston and Sexton are planning on sitting down with the Friends of Oak Ridge Cemetery to discuss changes.

*Roll call carries unanimously.*

**C. City Treasurer Report- City Treasurer Debrah Perez.**

***(1) Purchase Policy-****Consider Purchasing Policy for General Supplies.*

The proposed purchasing policy for general supplies would direct such ordering through the finance department every two weeks.

*Motion made by Vigansky, supported by Swem to approve the purchasing policy for general supplies at City Hall. Roll call carries unanimously.*

***(2) Investment Policy-*** *Consider improving or updating the current investment policy.*

The current policy was adopted in 2021 and was the same as originally adopted in 2003. The finance committee will meet next week and Perez would like to wait until after that meeting to make updates.

*Motion made by Swem, supported by Money to postpone approving the investment policy. Roll call carries unanimously.*

Tax collection will complete at the end of the month and then be sent to the County. The chart of accounts conversion is complete pending some corrections from Perez. Perez will then work on budget amendments and then the fiscal year 2023/2024 budget.

## **X. Unfinished Business**

### **A. Alternate Appointments (postponed at the January 23rd Regular Meeting)**

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

*Motion made by Vigansky to appoint Dan Vigansky to the Landfill board in place of Heather Grace. No support, motion dies.*

*Vigansky spoke to his experience and temperament.*

*Motion made by Swem, supported by Money to appoint Mayor Pro Tem Mark Weedon to the Landfill board in place of Heather Grace.*

*Yea: Swem, Weedon, Money*

*Nay: Vigansky*

*Motion carries.*

*Motion made by Swem, supported by Money to approve board alternates as presented.*

*Discussion pertaining to ONE Buchanan and if it was a city board. It was confirmed that it is. Vigansky would like City boards to remain relevant to the City's top priorities only..*

*Roll call vote carries unanimously.*

## **XI. New Business**

**A. Consider accepting the City Manager, Heather Grace, severance agreement.** – Item A was moved to Item E.

**B. Consider Resolution 2023.02/05** - A resolution allowing City Treasurer, Deborah Perez, and Mayor Sean Dension to be named the signers for the Honor Accounts.

*Motion made by Vigansky, supported by Swem to approve Resolution #2023.02/05 as presented. Roll call vote carries unanimously.*

**C. Consider Resolution 2023.02/04** - Resolution to negotiate the summer school tax collection fee.

*Motion made by Swem, supported by Money to approve Resolution #2023.02/04 as presented. Roll call vote carries unanimously.*

### **D. Closed Session**

*(1) Enter Closed Session- Consider entering Closed Session to consider an attorney-client privileged opinion memo, pursuant to MCL 15.268 Sec. 8 (1) (h) regarding a real estate matter.*

*Motion made by Swem, supported by Vigansky to enter closed session to consider an attorney-client privileged opinion memo and an employment contractual matter, pursuant MCL 15.268 Sec. 8 (1) (d) (h) at 8:00 PM. Roll call vote carries unanimously.*

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

*Motion made by Swem, supported by Money to re-enter Open Sission at 8:39 PM. Roll call vote carries unanimously.*

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

Motion made by Weedon, supported by Money to approve the drafting of the proposed RFP process for the sale of the Ross Sanders building subject to the compliance with the Charter in the sale of City owned property. Roll call vote carries unanimously.

**E. Consider accepting the City Manager, Heather Grace, severance agreement. –**

Motion made by Vigansky, supported by Weedon to accept the severance and release agreement with City Manager, Heather Grace. Roll call vote carries unanimously.

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

**A. Strategic Leadership Council- Housing Diagnostic Tool**

**B. Notice of Hearing for Gas Customers of SEMCO ENERGY GAS COMPANY**

**C. MDOT 2023 Project US-31 Northbound**

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

Juanita Lewis – Shared her thoughts on the community.

Carla Johnson – Spoke against raising the water and sewer rates.

Monroe Lemay – Suggested a non-bullying, intimidation, or harassment ordinance.

**XIV. Executive Comments**

**A. City Manager Comments**

None.

**B. Commissioner Comments**

Vigansky – Spoke about water bill increases and revenue sources. Water bills will go up and further delaying building the DPW Building will cost the City.

Money – Thanked City Hall staff for their hard work and the Commission for what they do.

Swem – Agreed with Money, City Hall has the support of the Commission. We have a great team.

Weedon – Thanked everyone in attendance. Times may be tough, but this is the best decision for everybody.

**C. Mayor Comments**

**XV. Adjourn**

Motion made by Money, supported by Vigansky to adjourn at 9:02 PM. Roll call vote carries unanimously.

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Kalla Langston, City Clerk

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Mayor Pro Tem Mark Weedon