

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, NOVEMBER 28, 2022 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

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

I. Call to Order

Meeting was called to order by Mayor Denison at 7:00 P.M.

II. Recognition

None.

III. Pledge of Allegiance

Mayor Denison led in the Pledge of Allegiance.

IV. Roll Call

Motion made by Money, supported by Swem to excuse the absences of Commissioners Dan Vigansky and Mark Weedon, as they are currently otherwise occupied performing their duties as delegated for Berrien County. Roll call vote carries unanimously.

Present: Mayor Sean Denison, Commissioner Larry Money, Commissioner Patrick Swem

Absent: Mayor Pro Tem Mark Weedon, Commissioner Dan Vigansky

City Staff: City Manager, Heather Grace; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Director of Public Safety, Tim Ganus, Chief of Police Harvey Burnett

V. Approve Agenda

Motion made by Swem, supported by Money to approve the agenda, as presented. Roll call vote carries unanimously.

VI. Public Comment - Agenda Items Only (3-minute limit) None

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

A. Meeting Minutes- Consider approving the Regular Meeting Minutes from November 14, 2022.

B. Expenditures- Consider approving the expenditures for November 28, 2022, in the amount of \$132,159.84

Motion made by Money, supported by Swem to approve the Consent Agenda, as presented. Roll call vote carries unanimously.

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

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

A. Community Development Report- Director Murphy

A) KISA Enterprises MI, Inc. Medical & Adult Use Marihuana Applications for annual permit renewal.

Motion made by Swem, supported by Money to approve the KISA Enterprises MI, Inc. Medical and Adult Use Marihuana Applications for annual permit renewal, as presented. Roll call vote carries unanimously.

B. Clerk Report- Board appointments

(1) **Buchanan Tree Friends-** Consider the appointment of Elaine Rowland to BTF.

Motion made by Money, supported by Swem to appoint Elaine Rowland to the Buchanan Tree Friends. Roll call vote carries unanimously.

(2) **Friends of the McCoy's Creek Trail Committee-** Consider the appointment of Shawn Ward to Friends of the Trail.

Motion made by Denison, supported by Money to appoint Shawn Ward to the Friends of the McCoy Creek Trail. Roll call vote carries unanimously.

X. **Unfinished Business**

Motion made by Denison, supported by Swem to postpone all items of Unfinished Business relating to City Boards until the next City Commission meeting, so that the entire City Commission is able to engage in dialogue together. Roll call carries unanimously.

A. Items VIII. B. was postponed at the City Commission meeting on November 14th. Till the Commission could have a further review of said boards.

--OPTIONAL, BUT RECOMMENDED:

-City Manager Heather Grace recommends the formation of the following Boards/Commissions/Committees/Task Forces:

[Note that Manager Grace recommends that at least one, but no more than two, Commissioners serve on each of the following Committees. Also note that the following recommended committees are not intended to be "standing committees" in violation of Charter Sect. 6.7 because they are intended to only meet 'as needed' and also not be permanent, and only exist as long as is deemed necessary--and shall cease operations once their assigned task is completed].

(B) Recommended to Be Created Boards:

(1) **Compensation Commission** (2 seats)

-As noted in the Buchanan City Charter, at Sec. 4.4, the Home Rule City Act, Public Act 279 of 1909, allows for the creation of a Compensation Commission by ordinance. Manager Grace strongly recommends creating this Commission to assess the compensation given to members of City Boards/Commissions/Committees to ensure that we are continuing to attract the talent necessary to have well-functioning boards and committees, which is vital for the City's operations. This Committee shall meet as needed and cease operations once the City Commission has voted upon any recommendations related to committee compensation created by said committee.

(2) **Finance Committee**- In conjunction with the City's Auditor, Manager Grace also strongly recommends the creation of a Finance Committee. While not required by statute, a Finance Committee would be an ideal way to further improve the City's financial oversight, as well as provide an additional mechanism for enhanced transparency. This committee shall only meet as needed, and will cease operations once the committee is comfortable with the City's financial oversight processes, as presented to the entire City Commission during regular meetings.

(3) **Board of Public Works**- Pursuant to Buchanan City Charter, Manager Grace also strongly recommends the creation of a Board of Public Works, to include one to two members from the City Commission, plus three other members (five members total), with the three other members being "freeholders and electors of the City" [aka, a registered voter who owns property in the City], as per the Charter--in addition to seeking out members with experience in construction or related fields. The Charter also indicates that the Board of Public Works, if created, shall be charged and entrusted with the following duties, powers and responsibilities subject to the direction of the Commission:(1) The construction, management, supervision, and control of the City water works. (2) The construction, management, supervision, and control of any municipal electric system [doesn't apply in our situation]. (3) The construction, management, supervision, and control of such other public improvements or works as are designated by ordinance. This Board would only meet as needed, and would cease operation upon a vote of the City Commission, once the City Commission believes that the City has completed the majority of its needs related to construction and capital improvements.

-It is worth noting that if a Board of Public Works is created, such Board would still need approval from the City Commission to make expenditures--So, in essence, the Board of Public Works would review issues related to Public Works and then make recommendations to the full City Commission for review and requested approval. Manager Grace thinks that this would be a great benefit, given the many large construction projects in the City's near future.

(4) **Community Development Implementation Committee**- Manager Grace also recommends the creation of a Committee to help guide and oversee our Community Development Department's implementation of the City's stated goals and visions related to community development, including certification in the Redevelopment Ready Communities Program, creation of a successful Main Street program, creation of an updated zoning code, and implementation of the Andrew's University 'Vision for Buchanan' plan. This committee would meet as needed and would cease after it achieves the above stated goals, as decided by either the Committee itself, or by the City Commission.

(5) **Economic Development Committee**- Manager Grace also recommends the creation of an Economic Development Committee to help guide City staff regarding items pertaining to economic development, such as façade grant programs, tax incentive programs, the sale of City-owned property, marijuana permit-related matters, and other issues relating to economic development.

(6) **Compliance Committee**- Manager Grace also recommends the creation of a Compliance Committee, which would be charged with providing additional oversight in the areas of legal and ethical compliance. Manager Grace believes that this Committee will be important to help ensure that all City officials, including members of staff and all members of City boards and committees, are meeting all legal and ethical compliance standards. This committee would be charged with creating recommendations for best practices, would meet as needed, and would cease to exist once it has accomplished its stated goals, as decided by either the Committee itself, of the City Commission.

(7) **Public Safety Committee**- Manager Grace also strongly recommends the creation of a Public Safety Committee, which would be charged with all matters related to Public Safety, including the creation and implementation of a new blight remediation and code enforcement program--to including rental inspections, etc. The Committee would meet as needed and would cease to exist once it achieves its stated goals, as determined by either the Committee itself or the City Commission.

(8) **Governance & Administration Committee**- Manager Grace also recommends the creation of a Governance & Administration Committee, which would be charged with the development of best practices related to matters pertaining to governance and administration, including things such as elections, public communications, interactions with the public, social media policies, and much more. This Committee would meet as needed, and would cease to exist once it achieves its goals, as decided by the Committee itself or the City Commission.

(9) **Any other Alternate and Board Appointments**

XI. New Business

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

A. Michigan Municipal League Training- if any commissioner would like to attend the training, please let Clerk Langston know to set up times.

B. Thrill on the Hill 2023

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

Juanita Lewis- Complimented the Commission. Would like to volunteer with different committees and especially the Thrill on the Hill event.

XIV. Executive Comments

A. City Manager Comments

Thanked everyone for making Bucktown Christmas a very special event.

B. Commissioner Comments

Money- Loved seeing everyone come out to Bucktown Christmas, it was a very joyful and outstanding job.

Swem- No Comment

C. Mayor Comments

Asked Baker for an update with the Sweeper. The parts are hard to come by, the DPW staff is working hard to get leaves picked up after the snow fall.

XV. Adjourn

Motion made by Swem, supported by Money to adjourn the meeting at 7:26 P.M.

Kalla Langston, City Clerk

Mayor Sean Denison