

**MINUTES**

**I. PUBLIC HEARING - PROPOSED FY 2021-2022 BUDGET FOR THE CITY OF BUCHANAN**

Call to Order

**II. Roll Call**

**III. Public Comment - Regarding Proposed Budget Only (3-minute limit)**

**IV. Adjourn Public Hearing**

**V. REGULAR MEETING**

Call to Order

**VI. Roll Call**

**VII. Approve Agenda**

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

*Dan Vigansky* - Suggested the Commission respect a Wednesday deadline for additions to the agenda. Spoke in regard to expenditures and budget questioning why an auger purchase was necessary when the Buchanan Tree Friends planted multiple trees in the Dog Park, spoke against another holiday for the Police Department, the decision to re-sod Veterans Circle, and the subsequent lawnmower purchase.

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

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

A. Approve Minutes of June 14, 2021 Regular Meeting

B. Approve Expenditures for June 28, 2021 in the amount of \$188,289.46

Payments of note:

The remaining balance for Victory Park basketball court resurfacing in the amount of \$4,625.00

Progress payment to Davis Construction in the amount of \$978,192.18

Custom Computer Company for \$29,325.50 which includes a retainer fee of approximately \$3,800 with the remainder consisting of capital expenses (new computer equipment for City Hall) and licensing fees they paid on our behalf

Dial-a-Ride monthly fuel charges for March and April in the amount of \$29,986.35

Quarterly Worker's Comp payment of \$9,648.00

C. Staff Activity Briefing for June 23, 2021

D. Banner Placement - Michiana Cruisers Car Show

Banner placement request submitted by Gary Shindeldecker on behalf of the Michiana Cruisers Car Club. As all proceeds are donated to the nonprofit group R/Vets, he is asking the fee be waived, which has been customary. Waive fee and approve banner placement on East Front Street from July 5-12, 2021 to promote the Michiana Cruisers Car Show being held at Centennial Park, July 11, 2021.

E. Friends of McCoy's Creek Trail Committee - Regular Meeting Permanent Schedule Change

Ratify a permanent change to the published regular meeting schedule for the Friends of McCoy's Creek Trail Committee from the second Thursday of each month at 9:00 a.m. to the third Thursday of even months at 7:00 p.m., beginning August 19, 2021.

F. Approve Updated Banner Placement Request Form & Policy

Currently, the City has two different banner placement forms; one for the large, horizontal style banners that hang across Redbud or Front, usually promoting an event, and one for the small, vertical banners that hang from the lamp posts, such as the athletic or veterans banners. Given a lack of adherence to process and increasing demand and diversity in the use of the small vertical banners, the two banner request forms have been consolidated into one with clearer instructions and policy for both City Staff and the public, and no pricing change.

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

A. Third Street Emergency Repairs

The recent rain events caused a storm sewer collapse on Third Street near Redbud Trail, which requires emergency repair. We are requesting authorization of a "not to exceed" amount of \$108,000 total [cheapest estimate thus far is for ~ \$90,000 from Selge to repair the storm sewer and ~ \$18,000 for Affordable Asphalt to repair the street after the repair]. Baker and Grace working to get additional quotes, but since it is an emergency repair, action is necessary by this Wednesday at the latest, with hopes of having the repair done within two weeks.

Considerable discussion regarding the feasibility of holding off on repairs, using a "band-aid" approach, or doing all work planned for that section in 2023 in order to avoid or minimize re-work.

***Motion made by Commissioner Downey, Seconded by Mayor Pro Tem Weedon to authorize City Manager Grace to proceed with appropriate repairs not to exceed \$108,000. Roll call vote carried unanimously.***

***Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem***

B. River Front Drive Emergency Repairs

The recent rain events also caused extreme erosion on River Front Drive (the road to the boat launch), which requires emergency repair. We are requesting authorization of a "not to exceed" amount of \$42,600 [cheapest estimate thus far from Affordable Asphalt]. Similar to the Third Street repair, as we are considering it an emergency repair, Mike and I will continue working to get additional quotes, but plan to take action by this Wednesday at the latest, with hopes of having the repair done within two weeks.

No action by Commission given the City Manager has authorization for emergency repairs of this magnitude.

**XII. Unfinished Business**

A. Adopt Resolution 2021.06/229

Consider a resolution to adopt a budget for the City of Buchanan for FY 2021-2022.

Adopt Resolution 2021.06/230

Consider a resolution to adopt the proposed budget amendments for FY 2020/2021, as presented in detail in the corresponding Excel Spreadsheets.

***Motion made by Mayor Pro Tem Weedon, Seconded by Mayor Denison to adopt a budget for the City of Buchanan for FY 2021-2022. Roll call vote carried by majority.***

***Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Money, Commissioner Swem  
Voting Nay: Commissioner Downey***

***Motion made by Mayor Pro Tem Weedon, Seconded by Mayor Denison To adopt the proposed budget amendments for FY 2020/2021, as presented in detail in the corresponding Excel Spreadsheets. Roll call vote carried unanimously.***

B. Adopt Resolution 2021.06/231

Consider 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.

***Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money 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. Roll call vote carried unanimously.***

C. Dial-A-Ride Update

As per MDOT, minor updates are required to the previously approved Dial-A-Ride agreement between the City of Buchanan and the City of Niles before it can be submitted to Niles for review. The updates make clear that MDOT is a secured party on the buses. Niles has also requested some additional minor changes, none of which substantively change the agreement, and instead only make the schedules and fare setting mechanisms more clear, as well as clarify that Niles is not assuming any legal liability for any prior acts of the services that occurred before they take over.

***Motion made by Commissioner Swem, Seconded by Commissioner Downey to approve the changes to the Dial-A-Ride contract. Roll call vote carried unanimously.***

**XIII. New Business**

A. MML Liability and Property Pool Insurance Policy Renewal

Consider renewal of the city's MML Liability and Property Pool Insurance Policy. The renewal premium for 2021-22 is \$98,569. The City will be receiving a dividend again this year in the amount of \$6,446. reducing the "net premium" to \$92,123. The dividend checks are sent out after the premium is received by MML.

***Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to approve renewal of the city's MML Liability and Property Pool Insurance Policy. Roll call vote carried unanimously.***

- B. Letter of Agreement - National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program

***Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to approve the Letter of Agreement - National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Program. Roll call vote carried unanimously.***

- C. Proposed AFSCME Union Agreement

***Motion made by Commissioner Downey, Seconded by Commissioner Swem to approve the AFSCME Union Agreement as proposed. Roll call vote carried unanimously.***

- D. Authorize New/Expanded Programs

As discussed during prior budget discussions in previous special meetings, and as presented in the 2021/2022 FY Budget, Manager Grace requests express permission to implement and/or expand the following programs, in order to implement the budget as presented (which may either be voted on all at once or individually):

Implement Rental Inspection Program

Add new positions in key areas

Restructure some departments and pay structures

Community Development budget requests for:

All economic development incentives \$90,000 MF

Downtown Blade Sign Program \$2,000 MF

Redevelopment Technical Assistance Fund \$7,500 MF

Buchanan Video Series \$7,500 SF

Marketing and Promo of ED Incentives \$2,500 SF

See the River Initiative \$25,000 SF

Splash Pad Due Diligence \$10,000 GF

Andrew University recommendations on N. Red Bud Trail \$45,000 SF

City Blight Task Force Redevelopment Fund \$90,000 SF

Immediate Mill Alley improvements \$5,000 SF

Funding Key MF = Marihuana Revenue SF = Stimulus Revenue GF = General Revenue

***Motion made by Commissioner Downey, Seconded by Commissioner Swem to authorize new/expanded programs as listed. Roll call vote carried unanimously.***

E. Authorize City Manager to Create New Employment Contracts for Select Personnel

As discussed during prior budget discussions in previous special meetings, and as presented in the 2021/2022 FY Budget, Manager Grace requests express permission to create new employment contracts for select personnel, in order to implement the budget as presented (which may either be voted on all at once or individually):

Transition the City Clerk position to a Non-Comp-time position by paying out current comp time and transitioning to a salaried contract position with a yearly salary of \$51,000.

Transition the City Treasurer position to a Non-Comp-time position by paying out current comp time and transitioning to a salaried contract position with a yearly salary of \$51,000.

Transition the City Building Inspector to an expanded role with a contract for increased part-time hours.

Transition the City Police Chief to the new role of Public Safety Director, which will be a contract position and include a 5% increase in salary, as the new role will include additional duties, to include coordination of efforts and training programs between the Police Department and Fire Department, as well as serving as the main point of contact for all Public Safety related issues, especially when emergency management needs arise.

NOTE—If the City Commission votes to authorize the creation of these contracts, each individual contract will be presented for full review prior to final approval during the next City Commission meeting.

***Motion made by Commissioner Swem, Seconded by Commissioner Downey to authorize City Manager to create new employment contracts for select personnel. Roll call vote carried unanimously.***

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

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

*Dan Vigansky* - Thanked Grace and Murphy for what they are trying to do. Expressed a desire to be on the Landfill Board. Suggested the Treasurer, as second in command, take on the responsibility to serve on various boards instead of the City Manager.

XVI. **Executive Comments**

A. City Manager Comments -

Thanked the Cemetery and DPW staff for their work on storm cleanup and offered condolences to property owners who had damage. Announced some event changes; movie to be rescheduled to July 19 and Carol King Tribute to be scheduled for later in July. PD will be working to assist Redbud with staging and event.

B. Commissioner Comments -

*Swem* - Offered condolences to Dale Toerne on the passing of his wife Sheila. Wished everyone a safe and happy 4th of July.

*Money* - Offered condolences to Dale Toerne. Congratulated the Buchanan Women's Softball team for progressing to the State finals, as well as the Men's Baseball team. Buchanan is a great sporting community. Thanked the Commissioners and City Manager for bringing things forward and creating greater transparency. Stated he's heard lots of complaints about the big flag. The

Buchanan American Legion and the Masonic Lodge are getting a new one which should be up by the 4th of July.

*Weedon* - Offered condolences o Dale Toerne.

*Downey* - Read a letter from Josie Scoggins regarding water service fees and suggest a different fee structure for lower-income families.

C. Mayor Comments -

As Commissioners, we inherit things we don't necessarily agree with. Bond program required raising fees on a regular schedule. The baseball and softball teams had a great season and the future looks bright. Mentioned a banner that is blocking views and is a safety hazard. Offered condolences to Dale Toerne. Sheila gave an unbelievable amount of volunteer time. Ended by saying the amount of transparency and clarity is refreshing.

**XVII. Adjourn**

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Barbara A. Pitcher, City Clerk

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Mayor Sean Denison