

## MINUTES

**I. Call to Order**

Denison called the meeting to order at 10:00am.

**II. Roll Call**

Present: Mayor Sean Denison, Mayor Pro Temp Mark Weedon, Commissioner Patrick Swem, Commissioner Dan Vigansky, Commissioner Larry Money

City Staff: City Manager, Tim Lynch; City Treasurer, Deborah Perez; Bookkeeper, Courtney Baham; Deputy Clerk, Isabelle Adnson; Community Development Director, Rich Murphy; Director of Public Services, Mike Baker; Water Operator-in-Charge, Craig Miller; Chief of Police, Harvey Burnett

**III. Public Comment – Agenda items only**

None.

**IV. Items for Discussion**

A. Goal setting and prioritizing for the 2024-2025 Budget.

**I. COMMISSION AND DEPARTMENT HEADS MOST IMPORTANT GOALS:**

Denison	Downtown Infrastructure Project – four years of preparation
Weedon	Downtown Infrastructure Project
Swem	Utilizing Code Enforcement
Vigansky	Expand Water & Sewer – water wells on Post Rd need to get flow meters
Money	Finance & Budget for Capital Planning – ex: replace failing equipment etc.
Baker	Street Repairs – behind downtown infrastructure project and a capital planning
Miller	Lead Pipes – abide by the law governing lead lines, EPA quickening time frames, the whole city must have zero lead pipes and be galvanized pipe free by 2040
Murphy	Downtown Infrastructure Project – reuse old/vacant buildings and make them assets
Baham	Getting BS&A Software to get payroll back in house
Perez	Generally, get the city in a position to respond proactively instead of reactively
Lynch	Finance – address pay policies and upcoming union negotiations before we bring on new management personnel
Burnett	Increase Personnel – corresponds with reducing overtime

**II. HIGHEST PRIORITY GOALS IN EACH FOCUS AREA:**

Public Safety / Police & Fire / Ambulance

1. Capital Planning – Code Enforcement
2. Where will the next fire station go?
3. Better Utilization of Code Enforcement

Public Service / Parks

1. Kathryn Park Equipment Purchase (1A)
2. Victory Park Equipment Purchase (2)
3. Boat Launch & Dock Replacement (1B)

- a. Finish purchase of Kathryn Park equipment we started last year?

### Economic Development / Grants

1. Feed Mill & Baroda Tire Property
  - a. Not one grant we applied for regarding these properties was given to anyone in Berrien County, consider using excise money to get the lot ready for someone to invest in.
  - b. Potential location for a Fire Department?
2. What doable projects do we want on the radar to address this fiscal year
  - a. Vigansky: Feed Mill – even if we take one building down we are showing progress
  - b. Weedon: Feed Mill – something needs to happen even if it's a little at a time
  - c. Money: Feed Mill – we have been sitting on it
  - d. Denison: Infrastructure Project must get done, and Feed Mill – that site is one of the most valuable property's we own and something needs to be done
  - e. Swem: Feed Mill and Boat Launch – access to river is important
3. Consider rear façade grants to help with grants to help with infrastructure project

### Finance & Budget

1. Budget reporting monthly – we know when our expenses are coming in so we need to plan
2. Consider current staff → raises, promotions/duties, fill holes
3. Department Heads accountability of personnel
4. Improve software/BS&A enhancements

### Infrastructure / Water & Sewer / Roads

1. Capital Planning (7) Roads
  - a. If you have bad roads and bad pipes we may as well do it all at once, block by block
2. Replace Water Mains
  - a. By October we have to write a report on each line we have, if a galvanized line is hooked up to lead pipes it is the city's responsibility to replace it
  - b. If we are replacing lines we will need to prepare for repairing roads
3. Strategic Plan on Expansion
4. Develop a committee for the Downtown Infrastructure Project

### Public Events

1. The Commons Improvements
  - a. Essential piece of city infrastructure, technology hasn't been updated
  - b. The Commons Committee is planning a major fundraiser this summer to improve lighting, sound systems, buildings, etc. – they will likely ask commission for help
  - c. Commons Committee is using I Love My City Day (May 7<sup>th</sup>) to knock out some work
2. Reorganizing the city's structure for boards – restructure how and who they report to
3. More use of the Tin Shop
4. Thrill on the Hill & Labor Day – important to community, there is a desire for them to return

### Other

1. Wastewater Operator
  - a. Class B Wastewater Plant – \$10 million facility with extended aeration and activated sludge system designed in Netherlands using aerobic digestion and UV disinfection
  - b. Facility requires supervision by one state certified B operator
  - c. Reports due at the end of March – recommendations/plan for operator will follow

2. Hoven's Wall
  - a. Sheet Piling – drive metal into ground
  - b. Cement Blocks – aesthetic preference, but must dig hill out 12-14ft and add footers to stabilize the ground
3. Activate under-used strategic properties

### III. FINAL COMMENTS

Burnett: Working on strengthening code enforcement and SRO.

Miller: Let's not leave things here and forget about them, keep each other accountable.

Murphy: Economic development is critical moving forward, we need to keep our momentum. For a macroeconomic send off – there is a proposed electric battery plant in New Carlisle, a \$3.5 billion investment by Samsung and GM creating 1,000 immediate construction jobs, and 1,600 permanent jobs after that just 20 miles from Buchanan. It could change the whole region.

Baham: Have a positive mindset and we will do positive things.

Denison: Looking back on my goals from 2019 almost everything had been tackled or started such as beginning construction on the DPW building, hiring an economic development director, etc. We have to keep pushing.

Swem: Productive day today, just because some topics didn't receive a sticker doesn't mean we won't pay attention to them. We should meet quarterly for strategic planning. Saw New Carlisle in the news today for their strategic plan going up to 2040. We need to prioritize this.

Money: We've done similar things in the past, but we need to take these goals and financially and physically work on these things.

Vigansky: Marijuana traffic is slowing down I heard by 30-40% down. Contact gas stations to see their traffic.

Moving Forward: Meet again to nail down how we attack these final goals around June. We can now use these prioritizations to now approach the budget for this fiscal year accordingly.

### V. Adjourn

Motion made by Weedon, supported by Money, to adjourn. The meeting adjourned at 11:28am.

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Isabelle Adnson, Assistant Clerk

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Mayor Sean Denison