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**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**

Mayor Denison called the meeting to order at 7:00 P.M.

**II. Recognition**

- A. The Buchanan City Commission wishes to recognize and thank all of the individuals who served our community as election workers in the recent primary elections. Their service, led by our dedicated Clerk Kalla Langston, furthers our democracy and is greatly appreciated.
- B. The Buchanan City Commission wishes to recognize and thank all of the sponsors, volunteers, and City staff members who helped make the 2022 Thrill on the Hill an amazing success--along with special recognition being given to Affordable Asphalt Paving and DPM Events--without whom the Thrill on the Hill could not have taken place. The efforts of all of these generous individuals help make Buchanan such a wonderful place to live, and their hard work is greatly appreciated.

**III. Pledge of Allegiance**

Mayor Denison led in the Pledge of Allegiance.

**IV. Roll Call**

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

City Staff: City Manager, Heather Grace; City Clerk, Kalla Langston; City Treasurer, Deborah Perez; Community Development Director, Rich Murphy; 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 amend the agenda to reflect that it would be consider the legally required tax disbursements and tabling the remainder of the bill run. Roll call vote carries unanimously.*

*Motion made by Weedon, supported by Downey to approve the amended agenda. Roll call vote carries unanimously.*

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

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

A. Consider approving expenditures for August 8th, 2022 in the amount of \$470,847.46

B. July 25, 2022 City Commission Minutes- Consider approving Regular Meeting Minutes from - 7/25/2022.

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

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

A. SMCAS Director Brian Scribner - Resolution Request - Consider approving Resolution # 2022.08/424- A Special Assessment District for emergency medical services through Southwestern Michigan Community Ambulance Service, filing of Special Assessment District Notice of Public Hearing. The scheduled of said Public Hearing will be on August 22, 2022, at 7:00 P.M.

Commission wanted to know what happens if the city chooses not to pass the Special Assessment. There are 6 municipalities that are owners, what the bylaws say is that it does not matter what way they come up with money. But the municipalities are required to pay their portion of the subsidy to cover the ambulance service.

Commission would like more of an in-depth financial look at SMCAS. Scribner will be sending the Commission via email any reports they would like to see, as well as sit down with them to explain and answer questions they may have.

Swem curious about the length of the Special Assessment and how the other municipality's what the reaction of the other owners with the this much of increase. If they chose to do 1 year and then circle back around to have more time with the Special Assessment.

*Motion made by Weedon, supported by Downey to approve Resolution 2022.08/424 as presented. Roll call vote carries unanimously.*

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

A. Clerk Report- City Clerk, Kalla Langston will give a brief update on the August 2, 2022, Primary Election

Langston updated the Commission on how the election went. With voter turnout at 14.47%, Dial-A-Ride milage passed at 349- yes 153-no. City had 13 new election workers out of 22, a lot of new faces that did an excellent job.

B. Finance Department Report- An update will be given on City financials.

Perez gave the commission an expenditure report. Admin dues are a little higher than last year since they were not collected in the previous year. Some of the expenditures are still needing to be recognized.

Downey asked about the Audit, Grace was able to inform the commission that Kuggle Law is doing the Audit with Plante Moran doing the Audit prep.

C. Public Services Report- An update will be provided by Director Baker regarding Third Street, the new DPW building construction, repairs to sinkholes, and the Thrill on the Hill.

Baker is still waiting on an update for 3<sup>rd</sup> Street. Selge was able to cold patch the sink holes before Thrill on the Hill. Baker wishes he could have been involved a little more but with Thrill on the Hill

he was unable to be more involved with the sink holes. Baker is worried about the intersection 3<sup>rd</sup> and Short, more than likely it will need to be shut down. Denison had spoken with Selge about maybe a different temporary fix for the time being.

The DPW building was held up because of the contracts. But Bergman Group is working on the drawings now.

**D. Public Safety Report-** Chief Harvey Burnett will provide an update reporting on another successful 'National Night Out.'

Chief Burnett introduced the newest officer to the city, Angela Baggett. She comes from the Berrien County Sheriffs Department and is doing an outstanding job.

National Night Out was a success, with about 275 people there. Scarecrow charities gave 2 donations: 200.00 check for national night out as well as 500.00 for shop with a cop program. All the businesses that donated. Made it a very successful event, with numerous departments joining together with the residents. Denison complimented Burnett on a successful event.

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

**1) Consider Approval of Adult Use Class C Grow Permit at 448 Post Rd. for Redbud Roots.**

*Motion made by Downey, supported by Swem to approve the Adult Use Class C Grow Permit at 448 Post Rd. for Redbud Roots. Roll call vote carried unanimously.*

**2) Consider Approval of Legal Description Resolutions for OPRA Exemption Certificates for Hometown Video and Stark School.**

**a) Resolution #2022.08/425 OPRA for Hometown Video**

*Motion made by Money, supported by Weedon to approve Resolution 2022.08/425 for Hometown Video with attachments. Roll call vote: Yes: Weedon, Denison, Money, Downey*

*Abstain: Swem for business interest.*

**b) Resolution #2022.08/426 OPRA for Stark School**

*Motion made by Swem, supported by Downey to approve Resolution #2022.08/426 for Stark School with attachments. Roll call vote carried unanimously.*

**3) Consider Approval of Resolution #2022.08/427 Approval of Outdoor Service Area on Municipal Property for Buchanan Craft LLC at 101-103 Days Avenue, Buchanan, Michigan**

*Motion made by Swem, supported by Money to approve Resolution 2022.08/427 approve the Outdoor Service Area on Municipal Property for Buchanan Craft LLC at 101-103 Days Ave. Roll call vote carries unanimously.*

**X. Unfinished Business**

**XI. New Business**

**A. Historic Preservation Society Request RE Old Feed Mill** - The Historic Preservation Society is requesting the sign on the Old Feed Mill prior to demolition of the structure.

*Motion made by Money, supported by Weedon to approve the requests of the Historic Preservations Society and to authorize the City Manager to oversee the transition of historical items from the Old Feed Mill Site. Roll call vote carries unanimously.*

**XII. Communications** (informational only, formal board action is not necessary for these items, unless so desired) **None**

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

None

**XIV. Executive Comments**

**A. City Manager Comments**

Channel 17 is operational and airing video and general slide show. We will continue to produce more video content now that we have that option. We're hoping that it grows into something people will tune into watching. Additionally, thanked Langston for her job with the election, elections are a huge undertaking, and she did a tremendous job. Our entire staff from DPW, to our bookkeeper and Britni working 15-to-20-hour days for Thrill on Hill. And to our volunteers that stepped up to help with Thrill, it can't be overstated on how wonderful this community is. And the hundred of smiling faces make it all worth it.

**B. Commissioner Comments**

Weedon; Impressed with such a young staff to pull off something so grand with Thrill on the Hill. New placement, new items, new vendors, everything new. Police took it to next level and kept everyone happy. It was impressive you guys took it from a really good event to making it even better. Thank you to everyone involved.

Swem: Thank you to the election working team and Thrill on the Hill team. Really impressed with the turn out on for the premeeting downtown reconstruction project. We got to take it in with the residents, since most of us haven't seen it. Pretty positive feedback, keep up the great work with that. Welcomed Officer Baggett. Curious about the RFP for the Demo and when we are going to start that.

Downey: No Comment

Money: Thanked everyone involved with Thrill on the Hill, from City Hall to Baker and his crew, Ganus and Burnett for everything they did. It was a huge success. Langston you ran a great election. Great job on National Night Out.

**C. Mayor Comments**

Denison would like to change the name of Channel 17 to the Norma Ferris channel. We appreciate you Norma, thank you for bugging Comcast. Langston you really did do a great job at the election, I am very proud to have you as our city clerk. Thrill on the Hill was so thought out and well laid out, it was so different then years prior, it was phenomenal. National Night Out is a great night, it's so great to see the kids interacting with the police and fire. The downtown reconstruction meeting was great to see so many people involved and looking forward to many more meetings with that. Denison asked Grace about her goals, she suggested that we do it in a special meeting or can put on the next agenda.

**XV. Adjourn**

Motion made by Weedon, supported by Money to Adjourn the meeting at 8:17 P.M. Roll call vote carries unanimously.

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Kalla Langston, City Clerk

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Mayor Sean Denison