

**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, NOVEMBER 25, 2024 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

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**MINUTES**

**I. Call to Order**

The meeting was called to order by Mayor Weedon at 7:00 PM.

**II. Recognition**

**III. Pledge of Allegiance**

Mayor Weedon led in the Pledge of Allegiance of the United States.

**IV. Roll Call**

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

**City Staff:** City Manager, Timothy Lynch; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Chief of Police Harvey Burnett; City Bookkeeper Courtney Baham

**V. Approve Agenda**

Vigansky motioned, supported by Money to approve the agenda, as presented. Voice 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. Minutes**

1) Consider the Regular Meeting Minutes from November 12th, 2024.

2) Consider the Work Session Minutes from November 13th, 2024.

**B. 2025 Holiday Schedule-** Consider approval of the 2025 Holiday Schedule.

**C. Banner Approval**

1) Consider approval for banner placement for RAM Annual Community Christmas Toy Drive from November 20th- December 14th.

Swem motioned, supported by Vigansky to approve the Consent agenda as presented. Voice vote carries unanimously.

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

**A. Municipal Financial Advisors Proposal-** Consider approval of a proposal to perform financial services and analyses along with rate consultant services from Bendzinski & Co. (Andy Campbell, CPA).

Lynch presented the Municipal Financial Services Proposal from Bendzinsku & Co. Given the significant number of our new and outstanding bonds, it is essential to have professional guidance to maintain compliance. We require oversight and analysis with recommendations and justifications for our water and sewer rates, as well as periodic adjustments.

Before the commission is a proposal from a firm with personnel who are most familiar with the city's financial situation. Several elements of the downtown project are not eligible for funding through USDA loans and will likely need to come from the General Fund. Bedzeski will provide the necessary guidance and oversight, which includes the following services:

- *A review and analysis of historical operating expenses for all funds, utilizing audit and budget information from the General Fund, Streets Fund, and Water & Sewer Enterprise Fund.*
- *An analysis of all existing city debt related to the DPW Building bond, the 2009 SRF bond, the 2010 DWRF bond, the 2020 WWTP bond, and the recently issued USDA Water and Sewer bonds (three in total).*
- *An analysis of the City's Capital Improvement Plan and Asset Management Plan, including the funding of these plans considering cash reserves from all funds and potential alternative financing options.*
- *Cash reserve analyses across all funds, along with recommendations for future cash reserve policies.*
- *Recommendations for user rates over the next five years, including financial information, trends, and analyses.*
- *Detailed findings and financial recommendations regarding the City's finances, provided upon completion and throughout the engagement.*
- *The proposal also includes the usual and customary financial consultancy services that the City may request.*

Vigansky motioned, supported by Money to approve the proposal from Bendzinski & Co., as presented. Roll call vote carries unanimously.

- B. Engineering Service Proposal**- Consider approval of a proposal from Jones & Henry Engineers to assist the Buchanan Wastewater Treatment Plant in the determination of Local Limits for PFAS compounds and the development of a Pollutant Minimization Plan (PMP) for the same.

Lynch has communicated that the state has tasked us with developing local limits for the discharge of PFAS compounds and establishing a Pollution Minimization Plan (PMP). He has reached out to a firm that specializes in this work, which is currently assisting the City of Three Rivers, as they also have a landfill discharging to their wastewater treatment plant (WWTP).

The proposal includes the following components:

- *Review existing information, submittals, and analytical data related to PFAS.*
- *Conduct meetings with WWTP management and significant industrial users to gather insights.*
- *Assist in calculating and developing local limits for PFAS, including concentration limits, mass limits, and hybrid limits.*
- *Prepare a written report that outlines the local limit calculations, proposed limits, and the justification for these limits.*

*Additionally, a Pollutant Minimization Plan (PMP) will be developed with strategies for its implementation.*

There is no

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

### **A. LiveBuchanan Presentation**

- B. One Buchanan Presentation** - Estephani Cashier Rodriguez; Chair and Ruth Writer; Secretary to give an update and presentation on their accomplishments.

## **X. Unfinished Business**

## **XI. New Business**

- A. City Manager Position**-The City Commission may deliberate and consider selecting a lead candidate and extend a job offer conditioned on the successful completion of a background check and pre-employment verification process further subject to negotiating an employment agreement that is brought back to the City Commission for approval at a future meeting.

- B. 2025 Meeting Notice Schedule**- Consider changing the time for the City Commission's Regular Meetings from 7 PM to 6 PM.

- C. Expenditures**- Consider approving the expenditures for November 25th, 2024, in the amount of \$54,248.57 (*Please note the October 2024 Bank Reconciliation and current Revenue and Expense Report included with the Expenditures. Going forth this will be included in the packet every second meeting of the month.*)
- D. December 23rd Meeting Cancellation**- Consider canceling the Regular City Commission meeting scheduled for December 23rd, 2024.

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

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

**XIV. Executive Comments**

**A. City Manager Comments**

**B. Commissioner Comments**

**C. Mayor Comments**

**XV. Adjourn**

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Barbara A. Pitcher, City Clerk

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Mayor Sean Denison