

**PUBLIC HEARING & REGULAR MEETING OF THE BUCHANAN CITY
COMMISSION
MONDAY, MAY 12, 2025 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

AGENDA

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 the Public Hearing

II. Roll Call

III. Open the Public Hearing

IV. Statement of Purpose & Announcement of the Rules of the Public Hearing

A. *The purpose of the public hearing is to hear public comments on a proposed Ordinance Amendments for Chapter 30-Community Development Article II. Downtown Development Authority.*

V. Close of Public Hearing

VI. Call to Order to the Regular Meeting

VII. Recognition

VIII. Pledge of Allegiance

IX. Invocation

X. Roll Call

XI. Approve Agenda

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

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

A. **Minutes-** *Consider the Regular Meeting Minutes from April 28th, 2025.*

B. **Banking Authorization-** *Consider authorizing Courtney Baham, Bookkeeper, to close the accounts ending in 4691 & 9759 at United Federal Credit Union.*

C. **Department Head Reports-** *Receive monthly reports.*

- D. **Street Closure**- *Consider the Street Closure submitted by Buchanan Athletics for Softball District Tournament on May 31st, 2025 from 7 AM-6 PM (Smith St. from the top of the hill to the corner near Chicago).*
- E. **Common Rental**- *Consider the rental of The Common on August 2, 1:00 PM- 6:00 PM to Buchanan Christian Church.*

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

XV. Reports by: Departments, Committees, Boards

XVI. Unfinished Business

- A. **Ordinance 2025.05/442**- *Consider the second reading and adoption of Ordinance 2025.05/442, an ordinance to amend Chapter 30 Community Development, Article II- Downtown Development Authority of the city code of ordinances.*

XVII. New Business

- A. **Excess Inventory**- *Consider approving the excess inventory list for auction and destruction.*
- B. **Economic Incentive Grant**- *Consider awarding the economic incentive grant for the submitted application from Stranger Wine Co. at 201 Front St.*
- C. **Resolution 2025.05/16**- *Consider resolution 2025.05/16 a resolution to approve the summer school tax collection fee.*
- D. **Expenditures**- *Consider approving the expenditures in the amount of \$374,831.27.*

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

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

XX. Executive Comments

- A. City Manager Comments
- B. Commissioner Comments
- C. Mayor Comments

XXI. Adjourn



Posted at City Hall 2/27/2025
And at www.cityofbuchanan.com

POSTED: 5/1/2025

**CITY OF BUCHANAN
CITY COMMISSION
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that the City Commission of the City of Buchanan, Berrien County, State of Michigan will hold a public hearing at 7:00 p.m. on Monday, May 12th, 2025, at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan. The purpose of the public hearing is to hear public comments on a proposed Ordinance Amendment Chapter 30-Community Development Article II. Downtown Development Authority. At the hearing, all interested parties will be given the opportunity to be heard. The proposed Ordinance can be found on our website, or a copy can be obtained at City Hall 302 N. Redbud Trail, Buchanan, MI 49107.

If you cannot attend the public hearing, written comments can be sent to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan 49107 or emailed to City Clerk Kalla Langston at Clerk@cityofbuchanan.com and must be received by noon on Monday, May 12th, 2025.

Kalla Langston
City Clerk



PUBLIC HEARING & REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, APRIL 28, 2025 – 7:00 PM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

I. Call to Order the Public Hearing

The public hearing was called to order by Mayor Weedon.

*Motion made by Swem, supported by Vigansky, to open the public hearing at 7:00 PM. Roll call vote carried unanimously.

II. Roll Call

PRESENT: Mayor Mark Weedon, Mayor Pro Tem Patrick Swem, Commissioner Raquell George, Commissioner Dan Vigansky

ABSENT: Commissioner Larry Money

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Chief of Police Harvey Burnett

III. Statement of Purpose and announcement of the Rules of the Public Hearing

A. *The purpose of the public hearing is to hear public comments on a proposed Ordinance Amendments for Chapter 30-Community Development Article II. Downtown Development Authority.*

Mayor Weedon read the statement and the rules for the public hearing. No public comments were made.

IV. Close of Public Hearing

*Motion made by Swem, supported by George, to close the public hearing at 7:01 PM. Roll call votes carried unanimously.

V. Call to Order

The Regular Meeting was called to order by Mayor Weedon at 7:01 PM.

VI. Recognition

VII. Pledge of Allegiance

Mayor Weedon led in the Pledge of Allegiance.

VIII. Roll Call

PRESENT: Mayor Mark Weedon, Mayor Pro Tem Patrick Swem, Commissioner Raquell George, Commissioner Dan Vigansky

ABSENT: Commissioner Larry Money

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Chief of Police Harvey Burnett

IX. Approve Agenda

*Motion made by George, supported by Vigansky, to approve the agenda, as presented. Voice vote carried unanimously.

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

None.

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

A. Minutes- *Consider approving the Regular Meeting Minutes from April 14th, 2025.*

B. Common Rental- *Consider approving the rental of The Common for August 24, 2025, for Family and Faith Day.*

C. B.A.R.B.- *Consider approving the amended bylaws for B.A.R.B.*

*Motion made by Swem, supported by Vigansky, to approve the consent agenda, as presented. Voice votes carried unanimously.

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

XIII. Reports by: Departments, Committees, Boards

XIV. Unfinished Business

XV. New Business

A. Ordinance 2025.05/442- *Consider the first reading of Ordinance 2025.05/442, an ordinance to amend Chapter 30 Community Development, Article II. Downtown Development Authority of the city code of ordinances. SEE ATTACHMENT A*

Ordinance 2025.05442 was introduced for the first reading, aimed at updating the DDA ordinance.

*Motion made by Vigansky, supported by Swem, to approve the first reading of Ordinance 2025.05/442, as presented. Roll call votes carried unanimously.

B. 2025 Road Rehabilitation Project- *Consider awarding the bid for the 2025 Road Rehabilitation Project.*

*Motion made by Swem, supported by Vigansky, to award the bid to Reith-Riley Construction Co., Inc, in the amount of \$342,282.50, with authorization for Manager McGhee to execute change orders up to 10% of the original bid. Roll call votes carried unanimously.

C. Portable Toilet Facilities- *Consider awarding the bid for Portable Toilet Facilities for the 2025 season.*

*Motion made by Vigansky, supported by George, to award the bid to Pride the Portable Toilet company, as presented. Roll call votes carried unanimously.

D. National Register of Historic Places (Days Ave Nomination)- *Consider awarding the bid for the Days Ave Historic District National Register of Historic Places.*

A \$5,000 grant from the Gateway Foundation will support the nomination of the Days Avenue Historic District. Concerns were raised about the cost and benefits of the historic district nomination.

*Motion made by Vigansky, supported by George, to award the bid to Kurt Garner Heritage Preservation for \$9,800.00, as presented. Roll call votes carried unanimously.

E. Construction Project Updates- *City Manager, Tony McGhee*

Updates on several projects, including the McCoy Creek trail extension and downtown construction, were provided. Challenges such as hazardous lead soil levels and project delays were discussed.

F. Review of Draft Budget- *City Manager, Tony McGhee*

A draft budget was presented, highlighting a projected revenue of \$3.9 million. Significant increases in debt service due to ongoing construction were noted. The budget includes allocations for various community projects and capital needs.

G. Expenditures- *Consider approving the expenditures in the amount of \$168,483.93.*

Motion made by Swem, supported by George, to approve the expenditures in the amount of \$168,483.93, as presented. Roll call votes carried unanimously.

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

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

Haley Jones- Comments focused on the importance of community support and maintaining a positive outlook during construction.

Randy Hendrixson- Appreciation was expressed for the city manager's efforts.

Mike Baker- Condolences to Jim DeVlaminick's family and friends. He was a huge part of our schools.

XVIII. Executive Comments

A. City Manager Comments

Munchie Mondays will start on June 9th. McGhee thanked the staff, the Commission, and the community for their support.

B. Commissioner Comments

George- Thank you for the positive feedback from the residents in attendance. I also want to express my gratitude to the staff and the Commission for their hard work. This community truly cares about each other and for future generations. Please mark your calendars for May 3rd at 9 AM for Park Clean-Up Day, where lunch will be provided. This day also coincides with the opening of the Farmers Market. A special thanks to McGhee for sharing information tonight about the trail extension.

Swem- another note regarding spring cleaning, Friday and Saturday will be Dump Days at the River Street parking lot. May 10th is Hazardous Waste Day at the landfill. If you are unable to attend these events, you can always come down to collect your free yearly dump pass. Also requesting that the Planning Commission consider amending our street parking ordinance for the non-snow season.

Vigansky - I spoke with Langston about the possibility of the County having only one early voting site. If you haven't seen the Electro Voice Building, I encourage you to drive by; he has done an incredible job with it. In his opinion, Facebook is a better platform for private comments.

C. Mayor Comments

Weedon - I want to thank this Commission; it is one of the most productive and communicative commissions I have been a part of. McGhee, thank you and your staff for your hard work.

XIX. Adjourn

Motion made by Vigansky, supported by George to Adjourn the meeting at 7:57 PM. Roll call vote carries unanimously.

Kalla Langston, City Clerk

Mayor Mark Weedon

Buchanan Police Department -- (269) 695-5120

05/05/2025 10:22 AM

Incident List

Page: 1

Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
04/01/2025	04/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-000626	04/02/2025	14:02	JUNK VEHICLE	CULLUM JASON		Closed
25-000627	04/02/2025	14:05	DOOR ON CURB	CULLUM JASON		Closed
25-000632	04/03/2025	11:02	LITTER IN BACKYARD	CULLUM JASON		Closed
25-000633	04/03/2025	11:04	DAMAGED ROOF	CULLUM JASON		Open
25-000634	04/03/2025	11:05	COUCH ON CURB	CULLUM JASON		Closed
25-000644	04/04/2025	14:44	LITTER IN YARD	CULLUM JASON		Closed

	Name	Sex	Age	Involvement	Offense
				Complainant	Ordinance Violation (99010)
				Suspect	Ordinance Violation (99010)
25-000645	04/04/2025	15:01	JUNK VEHICLE	CULLUM JASON	Closed
25-000646	04/04/2025	15:03	LITTER BY GARAGE	CULLUM JASON	Closed
25-000671	04/08/2025	15:20	BROKEN WINDOW	CULLUM JASON	Open
25-000672	04/08/2025	15:35	JUNK ON PROPERTY	CULLUM JASON	Closed
25-000677	04/09/2025	09:30	LITTER ON THE PROPERTY	CULLUM JASON	Closed
25-000678	04/09/2025	09:46	LITTER IN THE BACKYARD	CULLUM JASON	Closed
25-000679	04/09/2025	09:54	HOLE IN ROOF	CULLUM JASON	Open
25-000680	04/09/2025	09:57	TRAILER FULL OF JUNK	CULLUM JASON	Closed
25-000682	04/09/2025	15:13	JUNK IN THE DRIVEWAY	CULLUM JASON	Closed
25-000696	04/11/2025	09:58	APARTMENT ODOR	CULLUM JASON	Closed

	Name	Sex	Age	Involvement	Offense
				Complainant	Ordinance Violation (99010)
				Witness	Ordinance Violation (99010)

Buchanan Police Department – (269) 695-5120

05/05/2025 10:22 AM

Incident List

Page: 2

Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
04/01/2025	04/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-000697	04/11/2025	10:26	LEAVES ON THE CUBLAWN	CULLUM JASON		Closed
25-000698	04/11/2025	10:34	JUNK BEHIND GARAGE	CULLUM JASON		Closed
25-000699	04/11/2025	10:39	LITTER IN THE YARD	CULLUM JASON		Open
25-000700	04/11/2025	11:18	LITTER IN THE YARD	CULLUM JASON		Closed
25-000703	04/11/2025	14:53	LITTER IN YARD	CULLUM JASON		Closed
25-000724	04/15/2025	13:00	PARKING IN YARD	CULLUM JASON		Closed
25-000725	04/15/2025	13:05	LITTER IN BACKYARD	CULLUM JASON		Closed
25-000726	04/15/2025	13:10	TIRES IN YARD	CULLUM JASON		Closed
25-000727	04/15/2025	13:16	PARKING ON THE GRASS	CULLUM JASON		Closed
25-000728	04/15/2025	13:18	TRAILER AND SHED TRASH	CULLUM JASON		Closed
25-000738	04/16/2025	10:12	BROKEN FENCE	CULLUM JASON		Closed
25-000739	04/16/2025	10:16	RECLINER ON CURB	CULLUM JASON		Closed
25-000740	04/16/2025	10:26	DAMAGED SIDING	CULLUM JASON		Open
25-000755	04/18/2025	11:20	MATTRESS BY GARAGE	CULLUM JASON		Closed
25-000757	04/18/2025	15:09	TRAILER FULL OF JUNK	CULLUM JASON		Open
25-000758	04/18/2025	15:12	LITTER IN BACKYARD	CULLUM JASON		Open
25-000794	04/23/2025	15:19	VEHICLES PARKED ON LAWN	CULLUM JASON		Open
25-000795	04/23/2025	15:21	LITTER IN FRONT YARD	CULLUM JASON		Open

Buchanan Police Department -- (269) 695-5120

05/05/2025 10:22 AM

Incident List

Page: 3

Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
04/01/2025	04/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-000796	04/23/2025	15:29	TALL GRASS	CULLUM JASON		Closed
25-000808	04/24/2025	09:59	TALL GRASS	CULLUM JASON		Closed
25-000809	04/24/2025	10:00	TALL GRASS	CULLUM JASON		Closed
25-000810	04/24/2025	10:02	TALL GRASS	CULLUM JASON		Closed
25-000811	04/24/2025	10:08	COUCH IN DRIVEWAY	CULLUM JASON		Closed
25-000812	04/24/2025	10:11	TRASH ON PROPERTY	CULLUM JASON		Open
25-000814	04/24/2025	11:50	TALL GRASS	CULLUM JASON		Closed
25-000852	04/29/2025	13:23	TALL GRASS	CULLUM JASON		Open
25-000854	04/29/2025	13:27	TALL GRASS	CULLUM JASON		Open
25-000855	04/29/2025	13:31	TALL GRASS	CULLUM JASON		Open

Incident Total: 44

Buchanan Police Department -- (269) 695-5120

05/05/2025 10:21 AM

Offense Count Report

Page: 1

Report Criteria:

Start Offense	End Offense	Officer
01000	99010	ALL
APRIL 2025		
04/01/2025-04/30/2025		

Offense	Description	APRIL 2025
13001	NONAGGRAVATED ASSAULT	4
13003	INTIMIDATION/STALKING	4
20000	ARSON	1
22002	BURGLARY - ENTRY W/OUT FORCE/INTENT	1
23003	LARCENY - THEFT FROM BUILDING	1
23007	LARCENY - OTHER	3
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	1
27000	EMBEZZLEMENT	1
29000	DAMAGE TO PROPERTY	3
36004	SEX OFFENSE - OTHER	1
37000	OBSCENITY	1
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	1
41002	LIQUOR VIOLATIONS - OTHER	1
50000	OBSTRUCTING JUSTICE	8
52001	WEAPONS OFFENSE - CONCEALED	1
52003	WEAPONS OFFENSE - OTHER	1
53001	DISORDERLY CONDUCT	5
53002	PUBLIC PEACE - OTHER	4
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	1
54002	OUT OR OUI	1
54003	DRIVING LAW VIOLATIONS	5
55000	HEALTH AND SAFETY	2
70000	JUVENILE RUNAWAY	1
70004	Juvenile Issues	4
91001	Juvenile -Incorrigible	1
93001	PROPERTY DAMAGE ACCIDENT/PI	6
93002	Private Property Accident	3
93004	Abandoned Vehicle	1
98003	Property Checks	1
98005	Alarms	15
98006	Civil	6
98007	Suspicious Situation	33
98008	Lost & Found Property	2
99000	Natural Death	1
99001	Suicide	1
99007	Medical Assist	37
99008	General Assist	37
99009	General Non-Criminal Assist	25
99010	Ordinance Violation	49
Totals:		274

WASTEWATER TREATMENT ACTIVITY BRIEFING

APRIL 2025

PREPARED BY: Terry Burns and Zoey Martin

PREPARED ON: 5/1/25

SUBJECT: WWTP Activity Briefing

BACKGROUND: The following items were completed over the last month by the WWTP staff.

- The DRB 200 Digital Reactor Block (TNT) was previously out of service and sent to Hach for repair. It has since been returned, and all functions are working properly.
- All Wastewater Treatment Plant personnel participated in a virtual training course focused on nitrogen removal design and operation using Sequencing Batch Reactors (SBR). The course was provided by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
- While attempting to waste through the SCADA system, a valve failed to open. Terry manually adjusted it and then contacted James from Windemuller for assistance. A blown fuse was discovered on the control board, which was replaced. The system is now functioning properly.
- After a recent storm, staff conducted lawn cleanup. Sticks were collected and transported to the cemetery for disposal. Leaves were raked and thrown over the rear fence to maintain the facility's grounds.
- Wastewater Treatment Plant personnel visited the Benton Harbor–St. Joseph Wastewater Treatment Plant to observe different operational processes and improve understanding of alternative plant systems.
- Chlorine testing equipment was ordered to meet NPDES permit requirements. Testing will commence once the chlorine treatment process is finalized and implemented.
- Terry and Joe attended a full-day Michigan Rural Water Association math class via Zoom to prepare for their upcoming “D” certification exams.
- A pump was installed near the primary tanks to help empty standing water from the old plant. The water is directed to the thickener, which then routes it to the influent channel for proper treatment before discharge into the river.
- Both T-10 wear plates required adjustment. While working on them, Terry discovered that one unit had a faulty check valve. Gasvoda & Associates were called in to assess the issue. They confirmed the check valve was not seating properly and are compiling a list of necessary parts and repairs to restore full functionality.
- Tim and Zoey met with Terri Shattuck to discuss Buchanan's pretreatment program and are currently finalizing edits to the updated Sewer Use IPP Ordinance, originally drafted in May 2020.
- The Millpond lift station was temporarily shut down due to alarm calls. It was determined that the pump needed to be pulled and cleared of debris clogging the motor. Once cleared, the station was returned to normal operation. The yard was also cleaned up following damage from the March storm.
- Monthly sampling and analyses were performed for effluent total chlorides, sulfate, and copper. As well as quarterly testing on influent and effluent on mercury and PFOS. These tests are requirement of the plant's new NPDES discharge permit.



Water Department Report

- **WE have been busy with the downtown construction project. Finding Water lines, valves, And meter information**
- **Miss Digs again has been a lot this month with 86 miss digs and reports we completed.**
- **We are on the 3rd round of home inspections. We have around 850 left to inspect.**
- **We have fixed a couple of water leaks and ran 2 new services for residents.**
 - **We did a couple work orders for City Hall.**
- **We are up to date with compliance with EGLE for the month.**

ACTIVITY BRIEFING ITEM

PREPARED BY: Klay Weaver

PREPARED ON: 5/6/2025

SUBJECT: DPW Briefing – Month of April 2025

BACKGROUND:

- Covered for Water Dept. (Checks, Miss-digs, Water shutoffs, Inspections)
- Cleaned Catch basins Front st, Boat Launch, Charles Ct, Oak st
- Kept up on grading Liberty, River, 4th, Centennial lot, Boat launch
- Fixed front axle on Kubota ZD1211
- Cleaned trees off of Trail South of DPW & 2 fallen trees by dog park
- Cleaned up all chunks of wood in town
- Multiple Trash runs - Mondays
- Downtown mow list – Mondays
- Fixed air lines on Vactor truck
- Multiple cold patch runs – Bought patch from County garage on Bakertown Rd
- Sweeping routes, town almost completed once
- Assisted cemetery crew with first brush run of the year – 11 Loads
- Cleaned up all parks of winter debris
- Replaced batteries in Chipper truck
- Jet sewer mains on Redbud, Elizabeth, Arctic,
- Fixed water trailer from broken valve of leaving water in it over the winter
- Vacced & found Fiber & Power lines for J&M excavating and cut down 3 trees for retaining wall project
- Cleaned Police Departments parking lot
- Unloaded 20 trees and dug the holes for the Tree Friends
- Took 2 dumpsters to the tin shop and assisted the clean out of building/shed
- Assisted Water Dept. with water service on corner of Redbud/Arctic
- Cleaned up burned benches & trashcans at Victory & Ravish Park
- Washed Toolcat, Vactor, Camera van, Trucks (Inside and Out)
- Put new boom on the Toolcat from existing one being bent
- Put in new water shutoff at 313 Main st
- Vacced @ Waste Water twice for K&R
- Maintenance on all of chainsaws
- Cleaned up Boiler site and hauled all wood up top and cut to length
- Camera sewer main and storm on chippewa, main, and church on Charles ct
- Unbolted all of the bike racks out of downtown
- Cleaned up all leaves and brush from the pony league fields
- Police tag mow list properties
- Finished table made for the breakroom
- Took down pole at retaining wall job site for banners to be hung

- Found water, fiber, power and vacced multiple days for SWT for downtown project and assisted with them hitting sewer main on Dewey St
- Replaced red light out at Front/Redbud
- Dug up, replaced sign and posts, and poured concrete @ sign that was hit on Redbud/River median
- Turned valves for downtown project

Clerk Department- April 2025

City Meetings

In addition to participating in the meeting itself, time is spent scheduling, drafting/publishing the agenda, contributing supporting documentation, recording/creating/publishing minutes, creating/certifying/ publishing resolutions and ordinances, and proclamations, etc.

Meeting	Regular Mtg	Special Mtg
City Commission	4/14/2025 & 4/28/2025	
Planning Commission	4/8/2025	
Tree Friends/DRC/ One Buchanan	4/9/2025	
Compensation Committee		
Joint Water Sewer Board		
Friends of the Trail	4/17/2025	
BCCA		
Resolutions	YTD	12
Ordinances	YTD	3

Elections

May 13th is the deadline for ballot proposals for the August Election. Legislators are back in Lansing after the spring recess, and several bills regarding elections. As well as a proposed constitutional amendment, passed at the state level. They will be gathering signatures to try and be put on the ballot for providing citizenship to register to vote.

[HB 4352](#), [HB 4360](#), [SB 241](#), and [SB 242](#) move the first day of a village council member's term from 11/20 to 12/1. There is also a requirement for the election being certified before taking the oath of office.

[HB 4356](#) requires the SOS to send a notice to voters who have not voted in 10 years and sets forth the procedure for challenging/cancelling voters

[HB 4358](#) and [SB 243](#) set the first day of elected city officials' terms to the first day of the month following an election. There is also a requirement for the election to be certified before taking the oath of office.

[HB 4357](#) and [SB 240](#) move the first day of township board members' terms from 11/20 to 12/1. There is also a requirement for the election to be certified before taking the oath of office.

[HB 6285](#) amends recall procedures to require the reason for recall to be "truthful" and to require that petitions contain valid signatures for "not fewer than 1% of the number of individuals who voted in the last preceding election for that office in the electoral district of the officer sought to be recalled"

[SB 707](#) prohibits false statements concerning elections and establishes a civil fine up to \$1K for each violation by an individual and the possibility of up to \$10K total for the individual's employer. If the individual making false statements is employed by a local government, it sets forth a "rebuttable presumption" that local governments did not have prior knowledge of the false statements.

[HB 4136](#) requires departments that issue hunting, fur harvesters, or fishing licenses to "display and make available" voter registration applications and/or links to online voter registration applications, but prohibits these departments from assisting with or accepting voter registration applications.

Voter registration and voter rolls are updated weekly.

FOIA Requests/Notary/ Permits

YTD-11 FOIA requests.

YTD- 10 Notary

YTD- 6 Food Truck Permits

YTD- 2 ROW Permits

Cemetery

Cemetery Sexton handles all aspects of the grounds and selling plots. The clerk's department handles the scheduling of burials, data entry, and cash handling for burials and plot purchases.

YTD- 11 sold plots

YTD- 21 burials

Administrative

-Ordinance code for Rental

-Rental Forms and plan finalized

-Seasonal Applicants

-DDA Ordinance and applicants

-Bid Openings for Road Project & Portable Toilets

-Social media and website as needed

-Day-to-day assignments are assigned by the City Manager & Residents assisted as needed.

FINANCE DEPARTMENT REPORT:

April 2025

- Balance and post Cash Receipts
- TMF grant administration
- USDA loans administration/ Pay draw requests
- DPW pay draw
- Obtaining interest quotes from several sources. Reinvesting the CD that matured during the month of April
 - Honor CU
- Recording interest earned in April (will occur May 1, 2025 after month end)

Consult with Brian Hake and Laura Loomis regarding spending Act 51 dollars out of Fund 202.

Restructure how the Day's Ave Culvert repair and the Hovan Wall repair (from Fund 214 to Fund 202) will be expensed.

Meetings with Tim L and Tony regarding the draft budget progress.

Final review of Budget Amendments #2 with Tim L.

Completion of Budget Amendment report for the Commission.

Enter Budget Amendments #2 into BS&A.

Weekly meetings with Tony and Tim L to review the budget draft budget.

Discussions with Tony and Tim regarding the next fiscal year's budget needs/wants and Commission priorities. Review of grant matches needed during FY 25-26.

Finance Meeting with Tony, Mark and Patrick. Review Revenue & Expenditure report after the Budget Amendments #2 were applied. Fiscal Year End balances discussed.

Discussions with the City Manager regarding new issues found during the construction project and funding sources.

Discussions with Bond counsel and Andy re timing of the bond closing (tentatively 4/30/25)

Discussions with Sturgis Bank regarding loan terms and the possible transfer of a city operating account from HCU to Sturgis for a lower interest rate on the bond. Meeting with Leanne to discuss further.

Delay bond closing to see if the City received the RAP grant.

Continue work with Baker Tilly to determine the amount of arbitrage owed on the DPW Building bond.

Work with Mike B to get tool quotes and review the remaining invoices for the DPW Building.

The 3rd letter for in-home water line inspections was printed and mailed out. New weeks opened on the calendar app for scheduling.

Budget-Budget-Budget!!!

**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
ORDINANCE 2025.05/442**

**THE CITY OF BUCHANAN ORDAINS THAT CHAPTER 30 COMMUNITY DEVELOPMENT, ARTICLE II.
DOWNTOWN DEVELOPMENT AUTHORITY of the City of Buchanan Code of Ordinance is hereby amended
by adding the following:**

ARTICLE I. - IN GENERAL

Secs. 30-1-30-25. - Reserved.

ARTICLE II. - DOWNTOWN DEVELOPMENT AUTHORITY

Sec. 30-26. - Created; description of district.

(a) *Definitions.* The following terms and definitions shall apply to this chapter:

- (1) *Act 57 of 2018 (hereinafter "Act 57")* means the Recodified Tax Increment Financing Act of 2018, as amended.
- (2) *Definitions* also mean that this article adopts and incorporates by reference the definitions contained in Act 57.
- (3) *Downtown District* means the Downtown District designated by this Ordinance as now existing or hereafter amended.
- (4) *Authority* means the City of Buchanan Downtown Development Authority.

(b) *City commission determination.* Based on a public hearing held at a regular meeting of the city commission in the city commission chambers on the 23rd day of October, 2006, in compliance with the former Act 197 of 1975, the city commission determined that:

- (1) It is in the best interests of the public to halt property value deterioration and increase property tax valuation where possible in the central business district, to eliminate the causes of that deterioration, and to promote economic growth.
- (2) This city commission established a DDA by ordinance on December 17, 1984.
- (3) By amending the boundary of the DDA, as illustrated on the legal description found herein under subsection (d), the authority would be better able to achieve its goals.
- (4) The city commission introduced its intention to amend the DDA by passing a Resolution of Intent on August 28, 2006.
- (5) The proposed boundary amendment was the topic of a public hearing in front of the city commission on October 23, 2006.
- (6) The proposed amendment and all procedures for adoption satisfy the requirements of Public Act 197 of 1975, as amended.

(c) The Commission has determined that this article requires amendments and that the downtown

development authority should be reconstituted to conform with Act 57.

(d) Legal description of the City of Buchanan Downtown Development Authority District):

Commencing at the corner common to sections 25, 26, 35 and 36, City of Buchanan, Berrien County, Michigan; thence south on the line common to sections 35 and 36 a distance of 117.5 feet; thence west 165 feet; thence south 42 feet; thence east 132 feet to the west line of Redbud Trail; thence south on said west line 66 feet; thence west 177 feet; thence south 132 feet; thence east 177 feet to the west line of

Redbud Trail; thence south on said west line 66 feet; thence west 132 feet; thence south 66 feet to the north right-of-way line of Central Court; thence west 155.5 feet to the east line of Days Avenue; thence south on said east line 82.5 feet to the centerline of Roe Street extended; thence west on said centerline and centerline extended 437.25 feet to the centerline of Oak Street; thence north on said centerline 297 feet to the north line of Charles Court extended; thence west on said north line and north line extended

294.75 feet; thence north 46 feet; thence east 49 feet; thence north 234.25 feet to the south right-of-way line of Front Street; thence west 43 feet along the south line of Front Street; thence north 231 feet; thence east 288.75 feet to the centerline of Oak Street; thence north on said centerline approximately 220 feet to the centerline of Dewey Street; thence east on said centerline 222.75 feet to the centerline of Main Street; thence north on said centerline 280.5 feet to the centerline of Third Street; thence east on said centerline 264 feet to the east line of Short Street extended; thence south on said east line 90.75 feet; thence east 132 feet; thence south 66 feet; thence east 66 feet; thence north 132 feet to the south line of Third Street; thence east on said south line and south line extended 132 feet to the east line of Redbud Trail; thence north on said east line approximately 292 feet to a point approximately 20 feet north of the southwest corner of block 3 of the Hatch Addition to the City of Buchanan; thence east a distance of 93 feet; thence north 157 feet; thence east 6 feet; thence north along the east line and east line extended of said block 3 to the westerly line of lot 2, block 3 of said Hatch Addition; thence northwesterly on said westerly line of lot 2, block 3 to the southerly line of River Street; thence northeasterly on said southerly line to the east line of block 2 of said Hatch Addition a distance of 228.35 feet; thence southeasterly along said lot line 192.36 feet; thence south 69° 41' west 58.65 feet; thence south 18° 21' East 50 feet; thence South 0° 22' 52" east 271.72 feet to the northern edge of the Third

Street right-of-way, also being the northern edge of McCoy Creek; thence southwesterly 340.65 feet along the western right-of-way of Third Street to the southeast corner of lot 10, block 3 of the Hatch Addition to the City of Buchanan; thence south 66 feet across the Third Street right-of-way; thence southwesterly along the eastern edge of lot 1 of the Assessor's Plat No. 1 to the City of Buchanan and the property line extended 295.16 feet to the south right-of-way line of Dewey Street; thence northeasterly 66 feet; thence east 105.5 feet; thence south 9° 51' 30" east 349.76 feet to the northern right-of-way line of Front Street; thence easterly approximately 185 feet along the northern right-of-

way line of Front Street to a point also known as the southeast corner of unplatted parcel 11-58-0025-0014-00-7 as of 8/15/06; thence south 66 feet to the south right-of-way line of Front Street; then easterly along the south right-of-way line of Front Street 606.14 feet; thence north approximately 27 feet to a point also known as the southwest corner of unplatted parcel 11-58-0025-0015-10-1 as of 8/15/06; thence east 165 feet; thence northerly 396 feet; thence westerly 165 feet; thence northerly 244.9 feet; thence westerly 47.53 feet; thence northerly 83.26 feet; thence north 18° 40' west 339.9 feet; thence north 25° 26' 10" west 84.18 feet; thence north 4° 20' 10" west 151.08 feet to the south right-of-way line of Third Street; thence northeasterly approximately 570 feet to the westernmost point of lot 6 of Assessor's Plat No. 1 to the City of Buchanan, a point which also lies along the western right-of-way of Third Street; thence northeasterly 505.3 feet; thence

northeasterly 409.2 feet to the northeastern corner of lot 6 of Assessor's Plat No. 1 to the City of Buchanan; thence south 271.6 feet; thence east 150 feet to the north and south quarter line of said section 25; thence south on said quarter line to the south quarter corner of said section 25; thence west on the section line common to said sections 25 and 36 a distance of 77.8 feet; thence southerly approximately 329.5 feet; thence west 202 feet; thence southerly approximately 30 feet; thence west approximately 600 feet; thence northwesterly approximately 140 feet; thence westerly 298.85 feet to the centerline of Liberty Street; thence north on said centerline 126 feet; thence west 274.5 feet; thence south 162.9 feet; thence northwesterly approximately 419 feet along a line parallel with the centerline of Ryneerson Street; thence south 4° 15' west 174 feet to the centerline of Ryneerson Street; thence northwesterly on said centerline approximately 745 feet to the line common to sections 35 and 36; thence north 20 feet along said common line to the point of beginning.

Except parts of blocks A and D of Central Addition to the City of Buchanan commencing 399.9 feet west and 33 feet south of the northeast corner of section 35, township 7 south, range 18 west; thence south 230.25 feet; thence north 89° 45' West 127.9 feet; thence north 0° 12' 30" east 113.04 feet; thence

north 69° 57' east 4.08 feet; thence north 0° 21' east 15.23 feet; thence east 29.5 feet; thence north 0° 21' east 18.94 feet; thence east 1 foot, thence north 0° 05' west on building wall 81.06 feet to south line of Front Street; thence east 94.27 feet to the point of beginning being a part of lots 1, 2, 3, 7 and 8 block A and part of lots 1 through 6 of block D of said plat.

(Comp. Ords. Rev. 1991, § 12.221; Ord. No. 2007.01/374, 1-22-07)

Sec. 30-27. - Purpose.

The downtown development authority is created to promote economic growth, increase property values, and halt deterioration within the district described in section 30-26. This article incorporates by reference and adopts all provisions of Act 75, except as otherwise specified in this article. This article supersedes all prior City ordinances, rules, regulations, and policies that are contrary to or inconsistent

with this article.

(Comp. Ords. Rev. 1991, § 12.222)

Sec. 30-28. - Establishment of governing board of the authority.

The downtown development authority shall be under the supervision and control of a board (hereinafter "Board") consisting of the mayor of the city or his or her designee from the city commission and not less than 8 or more than 12 members as determined by the city commission. Board members shall be appointed by the mayor, subject to approval by the City Commission. Not less than a majority of the Board members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown development authority district. Not less than 1 of the members shall be a resident of the Downtown District, if the downtown district has 100 or more persons residing within it. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for terms of office of 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. Thereafter, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the mayor for the unexpired term only. Board members shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the Board shall be elected by the Board. The rules of procedure or the bylaws of the authority may provide that a person be appointed to the Board in his or her capacity as a public official, whether appointed or elected. The rules of procedure or bylaws may also provide that the public official's term shall expire upon expiration of his or her service as a public official. In addition, the public official's membership on the Board expires on his or her resignation from office as a public official. Before assuming the duties of office, a Board member shall qualify for office by taking and subscribing to the constitutional oath of office. The business which the Board performs shall be conducted at public meetings of the Board held in compliance with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275. Public notice of the time, date, and place of the meeting shall be given in the manner required by the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The Board shall adopt rules consistent with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275, governing its procedure and the holding of regular meetings, subject to the approval of the City Commission. Special meetings may be held if called in the manner provided in the rules of the Board. Pursuant to notice and after having been given an opportunity to be heard, a member of the Board may be removed for cause by the city commission. Removal of a Board member is subject to review by the circuit court. All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public. All financial records, documents, or writings prepared, owned, used, in the possession of, or retained by the Board in the performance of official functions shall be made available to the public in compliance with the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246.

Sec. 30-29. - Compensation of board.

The board members shall receive no compensation for their services on the downtown development authority.

(Comp. Ords. Rev. 1991, § 12.224)

Sec. 30-30. - Board rules and meetings.

The downtown development authority board shall adopt rules governing its procedure and the holding of regular and special meetings consistent with the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275., subject to the approval of the city commission.

(Comp. Ords. Rev. 1991, § 12.225)

Sec. 30-31. - Employment of personnel.

- (a) *Director.* The downtown development authority board may employ and fix the compensation of a director, subject to the approval of the city commission. The director shall serve at the pleasure of the downtown development authority board. A member of the downtown development authority board is not eligible to hold the position of director. Before entering upon the duties of his office, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the amount established by the City Commission, payable to the authority for use and benefit of the authority, approved by the board, and filed with the city clerk. The premium on the bond shall be deemed an operating expense of the authority, payable from funds available to the authority for expenses of operation. The director shall be the chief executive officer of the authority. Subject to the approval of the board, the director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the authority. The director shall attend the meetings of the board and shall render to the board and to the city commission a regular report covering the activities and financial condition of the authority. If the director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his office, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the board with information or reports governing the operation of the authority as the board requires.
- (b) *Treasurer.* The board may employ and fix the compensation of a treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform such other duties as may be delegated to her or him by the board and shall furnish bond in an amount as prescribed by the board.
- (c) *Secretary.* The board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties delegated by the board.

(d) *Legal counsel.* The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the authority.

(e) *Other personnel.* The board may employ other personnel deemed necessary by the board. (Comp. Ords. Rev. 1991, § 12.226)

Sec. 30-32. - Duties of board.

(a) The downtown development authority board shall:

- (1) Prepare an analysis of economic changes taking place in the downtown district.
- (2) Study and analyze the impact of metropolitan growth upon the downtown district.
- (3) Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
- (4) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale Single State Construction Code Act, 1972 PA 230, MCL 125.1501 to 125.1531.
- (5) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the city, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- (6) Implement any plan of development in the district necessary to achieve the purposes of this article, in accordance with the powers of the authority as granted by this article.
- (7) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- (8) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority deems proper or own, convey, or otherwise dispose of, or lease as ~~or~~ lessor or lessee, land and other property, real or personal, or rights or interests therein, which the authority determines is reasonably necessary to achieve the purposes of this article ~~act~~, and to grant or acquire licenses, easements, and options with respect thereof.
- (9) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for

the use, in whole or in part, of any public or private person or corporation, or a combination thereof.

(10) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

(11) Lease any building or property under its control, or any part thereof.

(12) Accept grants and donations of property, labor or other things of value from a public or private source.

(13) Acquire and construct public facilities.

(b) The downtown development authority board may:

(1) Contract for broadband service and wireless technology service in the downtown district.

(2) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 203(7) of Act 57.

(3) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.

(4) Create, operate, and fund retail business incubators in the downtown district. If it is the express determination of the board to create, operate, or fund a retail business incubator in the downtown district, the board shall give preference to tenants who will provide goods or services that are not available or that are underserved in the downtown area. If the board creates, operates, or funds retail business incubators in the downtown district, the board and each tenant who leases space in a retail business incubator shall enter into a written contract that includes, but is not limited to, all of the following:

(a) The lease or rental rate that may be below the fair market rate as determined by the board.

(b) The requirement that a tenant may lease space in the retail business incubator for a period not to exceed 18 months.

(c) The terms of a joint operating plan with 1 or more other businesses located in the downtown district.

(d) A copy of the business plan of the tenant that contains measurable goals and objectives.

(e) The requirement that the tenant participate in basic management classes, business seminars, or other business education programs offered by the authority, the local chamber of commerce, local community colleges, or institutions of higher education, as determined by the board.

(5) Create, operate and fund marketing consistent with the execution of planning objectives, including, but not limited to, online media such as websites, social media, email marketing, public service channel(s), billboards, radio broadcasting, print media and other such media.

(Comp. Ords. Rev. 1991, § 12.227)

Sec. 30-33. - Authority defined.

The downtown development authority shall be deemed an instrumentality of a political subdivision for purposes of Act No. 227 of the Public Acts of Michigan of 1972 (MCL 213.321 et seq., ~~MSA 8-215(61) et seq.~~), as amended.

(Comp. Ords. Rev. 1991, § 12.228)

Sec. 30-34. - Transfer of private property to authority.

The city may take private property under Act No. 149 of the Public Acts of Michigan of 1911 (MCL 213.21 et seq., as amended, for the purpose of transfer to the downtown development authority, and may transfer the property to the authority for use in an approved development, on terms and conditions it deems appropriate, and the taking, transfer, and use shall be considered necessary for public purposes and for the benefit of the public.

(Comp. Ords. Rev. 1991, § 12.229)

Sec. 30-35. - Financing.

- (a) The activities of the downtown development authority shall be financed from one or more of the following sources:
 - (1) Donations to the authority for the performance of its functions.
 - (2) Proceeds of a tax imposed pursuant to section 30-36.
 - (3) Moneys borrowed and to be repaid as authorized by section 30-37.
 - (4) Revenues from any property, building or facility owned, leased, licensed or operated by the authority or under its control, subject to the limitations imposed upon the authority by trusts or other agreements.
 - (5) Proceeds of a tax increment financing plan, established under sections 30-38 to 30-40.
 - (6) Moneys obtained from other sources approved by the city commission.
- (b) Moneys received by the authority and not covered under subsection (a) shall immediately be deposited to the credit of the authority, subject to disbursement pursuant to this article. Except as provided in this article, the city shall not obligate itself, nor shall it ever be obligated to pay any sums from public funds, other than moneys received by the city pursuant to this section, for or on account of the activities of the authority.

(Comp. Ords. Rev. 1991, §

12.230) Sec. 30-36. - Levying of ad

valorem tax.

- (a) The downtown development authority, with the approval of the city commission, may levy an ad valorem tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district. The tax shall not be more than two mills. The tax shall be collected by the city. The city shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the treasurer of the authority and credited to the general fund of the authority for purposes of the authority.
- (b) The city may, at the request of the authority, borrow money and issue its notes therefor pursuant to Act No. 34 of the Michigan Public Acts of 2001, MCL 141.2102 to 141.2821 as amended, in anticipation of collection of the ad valorem tax authorized in this section.

(Comp. Ords. Rev. 1991, § 12.231)

Sec. 30-37. - Borrowing money; issuing revenue bonds.

- (a) The downtown development authority may borrow money and issue its negotiable revenue bonds therefor pursuant to Act No. 94 of the Public Acts of Michigan of 1933 (MCL 141.101 et seq., ~~MSA 5.2731 et seq.~~), as amended. Revenue bonds issued by the authority shall not, except as provided in this article, be deemed a debt of the city or the state. The city, by majority vote of the members of the city commission, may pledge its full faith and credit to support the authority's revenue bonds.
- (b) In addition:
 - (1) The downtown development authority may with approval of the city commission borrow money and issue its revenue bonds or notes to finance all or part of the costs of acquiring or constructing property in connection with the implementation of a development plan in the downtown district or to refund or refund in advance bonds or notes issued pursuant to this section. The costs which may be financed by the issuance of revenue bonds or notes may include the cost of purchasing, acquiring, constructing, improving, enlarging, extending, or repairing property in connection with the implementation of a development plan in the downtown district; any engineering, architectural, legal, accounting, or financial expenses; the costs necessary or incidental to the borrowing of money; interest on the bonds or notes during the period of construction; a reserve for payment of principal and interest on the bonds or notes; and a reserve for operation and maintenance until sufficient revenues have developed. The authority may secure the bonds and notes by mortgage, assignment, or pledge of the property and any money, revenues, or income received in connection therewith.
 - (2) A pledge made by the downtown development authority shall be valid and binding from the time the pledge is made. The money or property pledged by the authority immediately shall be subject to the lien of the pledge without a physical delivery, filing, or further act. The lien of such a pledge shall be valid and binding as against parties having claims of any kind in tort,

contract, or otherwise, against the authority, irrespective of whether the parties have notice of the lien. Neither the resolution, the trust agreement, nor any other instrument by which a pledge is created need be filed or recorded.

- (3) Bonds or notes issued pursuant to this section shall be exempt from all taxation in this state except inheritance and transfer taxes, and the interest on the bonds or notes shall be exempt from all taxation in this state, notwithstanding that the interest may be subject to federal income tax.
- (4) The municipality shall not be liable on bonds or notes of the authority issued pursuant to this section and the bonds or notes shall not be a debt of the municipality. The bonds or notes shall contain on their face a statement to that effect.
- (5) The bonds and notes of the authority may be invested in by all public officers, state agencies and political subdivisions, insurance companies, banks, savings and loan associations, investment companies, and fiduciaries and trustees, and may be deposited with and received by all public officers and the agencies and political subdivisions of this state for any purpose for which the deposit of bonds is authorized.

(Comp. Ords. Rev. 1991, § 12.232)

Sec. 30-38. - Tax increment financing plan.

- (a) As used in this section and sections 30-39 and 30-40:

Captured assessed value means the amount in any 1 year by which the current assessed value of the project area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in MCL 125.4201(aa), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.

Initial assessed value means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero.

- (b) When the downtown development authority determines that it is necessary for the achievement of the purposes of this article, the authority shall prepare and submit a tax increment financing plan to the city commission. The plan shall include a development plan as provided in this article, a detailed explanation of the tax increment procedure, the amount of bonded indebtedness to be incurred, the duration of the program, and shall be in compliance with section 30-39. The plan shall contain a statement of the estimated impact

of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the authority shall be clearly stated in the tax increment financing plan. The downtown development authority or the City may exclude from captured assessed value growth in property value resulting solely from inflation. The plan shall set forth the method for excluding growth in property value resulting solely from inflation.

- (c) The percentage of taxes levied for school operating purposes that is captured and used by the tax increment financing plan shall not be greater than the plan's percentage capture and use of taxes levied by the City or county for operating purposes. For purposes of the previous sentence, taxes levied by the county for operating purposes include only millage allocated for county purposes under the Property Tax Limitation Act, 1933 PA 62, MCL 211.201 to 211.217a. For purposes of this subsection, tax increment revenues used to pay bonds issued by the City under section 216(1) of Act 57 shall be considered to be used by the tax increment financing plan rather than shared with the City. The limitation of this subsection does not apply to the portion of the captured assessed value shared pursuant to an agreement entered into before 1989 with the county or city in which an enterprise zone is approved under section 13 of the Enterprise Zone Act, 1985 PA 224, MCL 125.2113.
- (d) Approval of the tax increment financing plan shall be in accordance with the notice, hearing and disclosure provisions of section 30-42. When the development plan is part of the tax increment financing plan, only one hearing and approval procedure is required for the two plans together.
- (e) Before the public hearing on the tax increment financing plan, the city commission shall provide a reasonable opportunity to the members of the county board of commissioners, and to the members of the community school board to meet with the city commission. The authority shall fully inform members of the county board of commissioners and of the school board of the fiscal and economic implications of the proposed development area. The members of the county boards of commissioners and of the school boards may present their recommendations at the public hearing on the tax increment financing plan. The authority may enter into agreements with the county board of commissioners, the school board and the governing body of the city in which the development area is located to share a portion of the captured assessed value of the district.
- (f) A tax increment financing plan may be modified if the modification is approved by the governing body upon notice and after public hearings and agreements as are required for approval of the original plan.

(Comp. Ords. Rev. 1991, § 12.233)

Sec. 30-39. - Tax increment; disposition of.

- (a) The amount of tax increment to be transmitted to the downtown development authority by the city and county treasurers shall be that portion of the tax levy of all taxing bodies paid each year on real and personal property in the project area on the captured assessed value.
- (b) The downtown development authority shall expend the tax increment revenues received for the development program only pursuant to the tax increment financing plan. Surplus funds shall revert proportionately to the respective taxing bodies. These revenues shall not be used to circumvent existing property tax limitations. The city commission may abolish the tax increment financing plan when it finds that the purposes for which it was established are accomplished. However, the tax increment financing plan shall not be abolished, allowed to expire, or otherwise terminate until the principal of, and interest on, bonds issued pursuant to section 216 of Act 57 have been paid or funds sufficient to make the payment have been segregated.
- (c) Annually the authority shall submit to the city commission and the state tax commission a report on the status of the tax increment financing account. The report shall include: the amount and source of revenue in the account; the amount and purpose of expenditures from the account; the amount of principal and interest in any outstanding bonded indebtedness; the initial assessed value of the project area; the captured assessed value retained by the authority; the tax increments received; and any additional information the city commission deems necessary. The report shall be published in a newspaper of general circulation in the city.

(Comp. Ords. Rev. 1991, §

12.234) Sec. 30-40. - General

obligation bonds.

The city may by resolution of the city commission authorize, issue and sell general obligation bonds subject to the limitations set forth in this section to finance the development program of the tax increment financing plan and shall pledge its full faith and credit for the payment of the bonds. The bonds shall mature in not more than 30 years and shall be subject to Act No. 202 of the Public Acts of Michigan of 1943 (MCL 131.1 et seq., ~~MSA 5.3188(1) et seq.~~), as amended. Before the city may authorize the borrowing, the downtown development authority shall submit an estimate of the anticipated tax increment revenue to be available for payment of principal and interest on the bonds, to the city commission. This estimate shall be approved by the city commission by resolution adopted by majority vote of the members of the commission in the resolution authorizing the bonds, and when approved by the municipal finance commission shall be conclusive for purposes of this section. The city may not pledge

for annual debt service requirements in any one year in excess of 80 percent of the estimated tax increment revenue to be received for a development area for that year, and the total aggregate amount of borrowing shall not exceed an amount which the 80 percent of the estimated tax increment will service as to annual principal and interest requirements. The bonds issued under this section shall be considered a single series for the purposes of Act No. 202 of the Public Acts of Michigan of 1943 (MCL 131.1 et seq.,), as amended.

(Comp. Ords. Rev. 1991, § 12.235)

Sec. 30-41. - Development plan generally-Preparation, contents.

- (a) When the downtown development authority board decides to finance a project in the downtown district by the use of revenue bonds as authorized in section 30-38 or tax increment financing as authorized in sections 30-38, 30-39 and 30-40, it shall prepare a development plan.
- (b) The development plan shall contain:
 - (1) The designation of boundaries of the development area in relation to highways, streets, streams or otherwise.
 - (2) The location and extent of existing streets and other public facilities within the development area and shall designate the location, character and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses and shall include a legal description of the development area.
 - (3) A description of existing improvements in the development area to be demolished, repaired or altered, a description of any repairs and alterations, and an estimate of the time required for completion.
 - (4) The location, extent, character and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.
 - (5) A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.
 - (6) A description of any parts of the development area to be left as open space and the use contemplated for the space.
 - (7) A description of any portions of the development area which the authority desires to sell, donate, exchange or lease to or from the city and the proposed terms.
 - (8) A description of desired zoning changes and changes in streets, street levels, intersections, and utilities.

- (9) An estimate of the cost of the development, a statement of the proposed method of financing the development and the ability of the authority to arrange the financing.
- (10) Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken if that information is available to the authority.
- (11) The procedures for bidding for the leasing, purchasing or conveying in any manner of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate; that all or a portion of the development will be leased, sold, or conveyed in any manner to those persons.
- (12) Estimates of the number of persons residing in the development area and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.
- (13) A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.
- (14) Provision for the costs of relocating persons displaced by the development and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, being Public Law 91-646, 42 U.S.C. Section 4601 et seq.
- (15) A plan for compliance with Act No. 227 of the Public Acts of Michigan of 1972 (MCL 213.321 et seq., as amended).
- (16) Other material which the authority or city commission deems pertinent. (Comp. Ords. Rev. 1991, § 12.236)

Sec. 30-42. - Same-Public hearings.

- (a) The city commission, before adoption of an ordinance approving a development plan or tax increment financing plan, shall hold a public hearing on the development plan. Notice of the time and place of the hearing shall be given by publication twice in a newspaper of general circulation designated by the city, the first of which shall be not less than 20 days before the date set for the hearing. Proof of publication shall be by affidavit of the publisher, secured and made a part of such proceedings. Notice of the hearing shall be posted in at least 20 conspicuous and public places in the downtown district not less than 20 days before the hearing. Notice shall also be mailed to all property taxpayers of record in the downtown district not less than 20 days before the hearing. The notice of hearing within the time frame described in this subsection shall be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the development plan or the tax increment financing plan is approved or amended. The city clerk shall attest to proof of posting and mailing by affidavit made a part of such proceedings.
- (b) Notice of the time and place of hearing on a development plan shall contain: a description of the proposed development area in relation to highways, streets, streams or otherwise; a statement that maps, plats, and a description of the development plan, including the method of relocating families and individuals who may be displaced from the area, are available for public inspection at a place designated in the notice, and that all aspects of the development plan will be open for discussion at the public hearing; and other information that the governing body deems appropriate. At the time set for hearing, the city commission shall provide an opportunity for interested persons to be heard and shall receive and consider communications in writing with reference ~~thereto~~ to the development plan. The hearing shall provide the fullest opportunity for expression of opinion, for argument on the merits, and for introduction of documentary evidence pertinent to the development plan. The city commission shall make and preserve a record of the public hearing, including all data presented thereat.

(Comp. Ords. Rev. 1991, § 12.237)

Sec. 30-43. - Same-Conditions for approval.

- (a) The city commission after a public hearing on the development plan or the tax increment financing plan, or both, with notice thereof given in accordance with section 30-42, shall determine whether the development plan or tax increment financing plan constitutes a public purpose. If it determines that the development plan or tax increment financing plan constitutes a public purpose, it shall then approve or reject the plan, or approve it with modification, by ordinance based on the following considerations:

- (1) The findings are recommendations of a development area citizens council, if a development area citizens council was formed.
 - (2) The plan meets the requirements set forth in section 30-41.
 - (3) The proposed method of financing the development is feasible and the authority has the ability to arrange the financing.
 - (4) The development is reasonable and necessary to carry out the purposes of this article.
 - (5) The land included within the development area to be acquired is reasonably necessary to carry out the purposes of the plan and of this Article in an efficient and economically satisfactory manner.
 - (6) The development plan is in reasonable accord with the master plan of the city.
 - (7) Public services, such as fire and police protection and utilities, are or will be adequate to service the project area.
 - (8) Changes in zoning, streets, street levels, intersections, and utilities are reasonably necessary for the project and for the city.
- (b) Amendments to an approved development plan or tax increment plan must be submitted by the downtown development authority to the city for approval or rejection.

(Comp. Ords. Rev. 1991, § 12.238)

Sec. 30-44. - Relocation of persons.

A person to be relocated under this article shall be given not less than 90 days' written notice to vacate unless modified by court order for good cause.

(Comp. Ords. Rev. 1991, § 12.239)

Sec. 30-45. - Development area citizens council-Establishment.

- (a) If a proposed development area has residing within it 100 or more residents, a development area citizens council shall be established at least 90 days before the public hearing on the development or tax increment financing plan. The development area citizens council shall be established by the city commission and shall consist of not less than nine members. The members of the development area citizens council shall be residents of the development area and shall be appointed by the city commission. A member of a development area citizens council shall be at least 18 years of age.
- (b) A development area citizens council shall be representative of the development

area. (Comp. Ords. Rev. 1991, § 12.240)

Sec. 30-46. - Same-Duties.

A development area citizens council established pursuant to this article shall act as an advisory

body to the downtown development authority and the city commission in the adoption or the development of tax increment financing plans.

(Comp. Ords. Rev. 1991, § 12.241)

Sec. 30-47. - Same-Consultation with authority.

Periodically a representative of the downtown development authority responsible for preparation of a development or tax increment financing plan within the development area shall consult with and advise the development area citizens council regarding the aspects of a development plan, including the development of new housing for relocation purposes located either inside or outside of the development area. The consultation shall begin before any final decisions by the authority and the city commission regarding a development or tax increment financing plan. The consultation shall continue throughout the preparation and implementation of the development or of the tax increment financing plan.

(Comp. Ords. Rev. 1991, § 12.242)

Sec. 30-48. - Same-Meetings.

- (a) Meetings of the development area citizens council shall be open to the public. Notice of the time and place of the meetings shall be given by publication in a newspaper of general circulation not less than five days before the dates set for meetings of the development area citizens council. A person present at those meetings shall have reasonable opportunity to be heard.
- (b) A record of the meetings of a development area citizens council, including information and data presented, shall be maintained by the council.
- (c) A development area citizens council may request of and receive from the downtown development authority information and technical assistance relevant to the preparation of the development plan for the development area.
- (d) Failure of a development area citizens council to organize or to consult with and be advised by the downtown development authority, or failure to advise the city commission, as provided in this article, shall not preclude the adoption of a development plan by the city if the city complies with the other provisions of this article.

(Comp. Ords. Rev. 1991, §

12.243) Sec. 30-49. - Same-

Recommendations.

Within 20 days after the public hearing on a development or tax increment financing plan, the development area citizens council shall notify the city commission, in writing, of its findings and

recommendations concerning a proposed development plan.

(Comp. Ords. Rev. 1991, § 12.244)

Sec. 30-50. - Budget.

- (a) The director of the downtown development authority shall prepare and submit for the approval of the board a budget for the operation of the authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of municipal departments. Before the budget may be adopted by the board, it shall be approved by the city commission. Funds of the city shall not be included in the budget of the authority except those funds authorized in this article or by the city commission.
- (b) The city commission may assess a reasonable pro rata share of the funds for the cost of handling and auditing the funds against the funds of the authority, other than those committed, which cost shall be paid annually by the board pursuant to an appropriate item in its budget.

(Comp. Ords. Rev. 1991, § 12.245)

Sec. 30-51. - Historic sites.

- (a) A public facility, building or structure which is determined by the city to have significant historical interests shall be preserved in a manner as deemed necessary by the city in accordance with laws relative to the preservation of historical sites. The preservation of facilities, buildings, or structures determined to be historic sites by a municipality shall include, at a minimum, equipping the historic site with a fire alarm system.
- (b) ~~AA~~ The downtown development authority shall refer to all proposed changes to the exterior of sites listed on the state register of the historic sites and the National Register of Historic Places to the applicable historic district commission created under Act No. 169 of the Public Acts of Michigan of 1970 (MCL 399.201 et seq.), as amended, or the Michigan state housing development authority for review.

(Comp. Ords. Rev. 1991, § 12.246)

Sec. 30-52. - Termination of
authority.

A downtown development authority that has completed the purposes for which it was organized shall be dissolved by ordinance of the city commission. The property and assets of the authority remaining after the satisfaction of the obligations of the authority shall belong to the city.

(Comp. Ords. Rev. 1991, § 12.247)

Secs. 30-53-30-75. - Reserved.

This Ordinance shall become effective fifteen (15) days after its adoption and publication as required by Section 7.4 of the City Charter.

MADE, PASSED, AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN ON THE DAY OF 2025 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON DAY OF 2025

BY

Mark Weedon, Mayor

Kalla Langston, City Clerk

CERTIFICATION, I hereby certify that the above is a true and complete copy of an ordinance adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on day of, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 as required by said act.

Kalla Langston, City Clerk

Memorandum



Date: May 8, 2025
To: Buchanan City Commission
From: Tony McGhee, City Manager
Subject: **Disposition of Excess Inventory**

Background

As part of routine operations, cities periodically accumulate equipment, furniture, materials, and other assets that have outlived their useful life or are no longer needed for municipal purposes. These items may be outdated, broken beyond reasonable repair, or simply surplus due to upgrades or operational changes.

The City of Buchanan has identified a number of such items currently being stored at various municipal facilities. These materials, which may include old office equipment, outdated tools, or surplus parts, are no longer of use to City departments and have limited or no value to ongoing operations. Holding onto these items unnecessarily takes up valuable storage space and can result in additional costs related to maintenance, tracking, or compliance.

Disposing of excess inventory is a typical and necessary municipal practice that allows local governments to maintain efficient use of space, ensure safety, and focus resources on maintaining and storing assets that actively support city functions. The items presented to the Commission for consideration are the first of two such requests planned for the 2025 calendar year. A second request will be coming before the Commission for consideration in the Fall of 2025.

Recommendation

Staff recommends that the City Commission authorize the disposal of the identified excess inventory in accordance with City policy and applicable laws. Disposal methods may include donation, recycling, sale through public auction, or discarding, depending on the condition and potential value of the items.

Authorization of this request will allow staff to move forward with an orderly and transparent process to clear obsolete inventory and better utilize City facilities and storage

Memorandum

areas. A complete inventory list of items proposed for disposal will be kept on file for public record and audit purposes.

Attachment A: Items Recommended to be Disposed of Via Sale/Auction

Attachment B: Items Recommended to be Destroyed

Attachment A



Buchanan Police Department - Equipment Inventory (Items for Auction)

Description	Qty	Serial/VIN/ID No.	Disposition Status	Last Updated
VEHICLES				
2015, Ford Explore (46-2) - Inoperative	1	IFM5K8AR3GGB28287	Can Auction	2/7/2025
2008, Ford 4-door (old 46-3) - Inoperative	1	2FAHP71V98X155635	Can Auction	2/7/2025
2008, Ford 4-door (46-5) - Inoperative	1	2FAHP71V39X113494	Can Auction	2/7/2025
2008, Ford 4-door (46-8) - Utility/City Hall	1	2FAFP71W45X154386	Can Auction	2/7/2025
2001, Ford 4-door (46-1) - Inoperative	1	2FABP7BV2AX131980	Can Auction	2/7/2025

COPIERS				
Gestner	1	6620	Can Auction	2/7/2025
Gestner	1	8541	Can Auction	2/7/2025
Sharp	1	IC-5488-MXB455W	Can Auction	2/7/2025

CITY HALL				
Description	Qty	Serial/VIN/ID No.	Disposition Status	Last Updated
MONITORS				
Viewsonic	1	VA24456M-ILED	AUCTION	2/12/2025
ACER	1	MMLZ4AA001717008782469	AUCTION	2/12/2025
Viewsonic	1	TST1602222175	AUCTION	2/12/2025
INSIGNIA	1	G8G1D300115500EC	AUCTION	2/12/2025

PRINTERS				
DYMO LABELWRITER	1	450 TURBO	AUCTION	2/12/2025
		OTHER		
MINI FRIDGE	1	BLACK & DECKER	AUCTION	2/12/2025

DPW				
CHEVY, SLIVERADO, RED	1	1995	1GCEC14Z252153533	CEMETERY
ZD331 KUBOTA ZERO TURN	1	2010	Ser.# 46584	DPW
HOT PATCH TRAILER	1	1996	96-04-03-114	DPW
ELGIN PELICAN SWEEPER	1	2008	NP0200D	DPW
CHEVY EXPRESS VAN	1	2009	1GCGG25C391174564	WATER

Attachment B



Buchanan Police Department - Equipment Inventory (Items for Destruction)

Description	Qty	Serial/VIN/ID No.	Disposition Status	Last Updated
LAPTOP COMPUTERS				
Panasonic	1	6ATSA45946	Destroy	2/7/2025
Panasonic	1	6ATSA46988	Destroy	2/7/2025
Panasonic	1	1ATSA89585	Destroy	2/7/2025
Panasonic	1	IATSA89611	Destroy	2/7/2025
Gateway	1	37204795	Destroy	2/7/2025
DESKTOP COMPUTERS				
Dell	1	OPTIPLEX5000	Destroy	2/7/2025
Dell	1	OPTIPLEX3050	Destroy	2/7/2025
Dell	1	29902316546	Destroy	2/7/2025
Dell	1	43DLN21	Destroy	2/7/2025
Dell	1	19782046621	Destroy	2/7/2025
LG	1	K8T-NE0-FSR	Destroy	2/7/2025
HP	1	MXL2081K48	Destroy	2/7/2025
Think Center	1	1S0967B5UMGT2494	Destroy	2/7/2025
Think Center	1	8SSS50D70401A1DG37	Destroy	2/7/2025
Think Center	1	8SSS50D70400F1WH38CO1VL	Destroy	2/7/2025
Think Center	1	1SQ967B5UMJ13TNV	Destroy	2/7/2025
MONITORS				
I-INC	1	2438C1JY00044	Destroy	2/7/2025
Hanns-G	1	136AB3WY61771	Destroy	2/7/2025
Gateway	1	MLR6B50H04558	Destroy	2/7/2025
ACER	1	ETL230202250502D18ED47	Destroy	2/7/2025
Phillips	1	M2030070	Destroy	2/7/2025

SERVERS

Dell Vostro	1	9N0Q1R1	Destroy	2/7/2025
Gateway	1	37205172	Destroy	2/7/2025
Gateway	1	37223169	Destroy	2/7/2025
Gateway	1	37223168	Destroy	2/7/2025
Lenovo	1	11S0B9410ZVJ6663VP03L	Destroy	2/7/2025

PRINTERS

HP	1	CNBC48K24X	Destroy	2/7/2025
HP	1	USFB100332	Destroy	2/7/2025
HP	1	US8231X04D	Destroy	2/7/2025
HP	1	CN3B02213H	Destroy	2/7/2025
HP	1	TH66A1P0JG	Destroy	2/7/2025
HP	1	MY46Q2P264	Destroy	2/7/2025
Smith Corona Typewriter	1	713544	Destroy	2/7/2025
Brother Typewriter	1	M2E470935	Destroy	2/7/2025

ROUTERS & SWITCHES

SonicWall	1	0017C566A97C	Destroy	2/7/2025
ASUS	1	C91AG3000399	Destroy	2/7/2025
16 Port Switch	1	DB0606148752	Destroy	2/7/2025

HARD DRIVES & EXTERNAL DRIVES

Western Digital	1	WMAM97696986	Destroy	2/7/2025
Western Digital	1	CA0HAUVK	Destroy	2/7/2025
Toshiba	1	Z8092NJAS	Destroy	2/7/2025
Seagate	1	6VP2ZOME	Destroy	2/7/2025

Seagate	1	Z3TSVSCX	Destroy	2/7/2025
Seagate	1	Z4YS4NTX	Destroy	2/7/2025
Seagate	1	Z3TSVYW1	Destroy	2/7/2025
Seagate	1	W2AXGLLC	Destroy	2/7/2025
Seagate	1	Z4Z6NJW7	Destroy	2/7/2025
My Passport	1	WX41AA5DVYUJ	Destroy	2/7/2025
Data Disk Cassettes	5		Destroy	2/7/2025

POLICE EQUIPMENT - OBSOLETE

AED - no longer usable	3		Destroy	2/7/2025
Alco-Senor III PBT - no longer usable	1	1037622	Destroy	2/7/2025
Alco-Senor III PBT - no longer usable	1	1066834	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	6463-C1	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	6315-C1	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	6825-C1	Destroy	2/7/2025
Life Loc PBT - no longer usable	1	10520014	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	01F4-9511	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	01F4-929A	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	01F4-92A1	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	1D03-AB20	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	1D03-8274	Destroy	2/7/2025
Digital Ally DVM & associated equipment - no lo	1	1D03-9FF1	Destroy	2/7/2025
Whelen light bar & associated equip - had since	1	70184	Destroy	2/7/2025
Genesis Handheld Radar - no longer usable	1	GHD-03934	Destroy	2/7/2025
Nikon Camera/Recorder - no longer usable	1	3579574	Destroy	2/7/2025

Motorola Mic - inoperable	1	HMN1050C	Destroy	2/7/2025
Samsung VHS player/recorder	1		Destroy	2/7/2025
Go Video VHS dual recorder	1		Destroy	2/7/2025

OFFICE EQUIPMENT & OTHER ITEMS

Phone - landline - obsolete	15		Destroy	2/7/2025
Keyboards - obsolete	17		Destroy	2/7/2025
Computer mouses	10		Destroy	2/7/2025
AT & T answering machine	1	EB902725384	Destroy	2/7/2025
Computerspeakers - obsolete	1		Destroy	2/7/2025
Exercise equipment - antique	5		Destroy	2/7/2025
Office chairs - broken	6		Destroy	2/7/2025

Memorandum



Date: May 9, 2025

To: Buchanan City Commission

From: Tony McGhee, City Manager

Subject: Buchanan Economic Incentive Program – Investment Recommendation

Background

The City of Buchanan has historically operated several incentive programs focused on restaurant attraction, flood insurance assistance, and façade improvements. In April 2025, the City consolidated and restructured these initiatives into a single, more streamlined program, the Buchanan Economic Incentive Program, with updated processes and investment guidelines.

The Buchanan Economic Incentive Program is designed to foster economic growth, enhance the visual appeal of the community, and help businesses build resilience against environmental risks. The program offers up to \$20,000 in funding to eligible businesses and property owners for a variety of improvements, including façade enhancements, business equipment and interior buildouts, and flood insurance assistance. The overarching goals are to improve the appearance and functionality of commercial properties, support local business development, and ensure readiness for flood-related events.

The program is structured around three primary focus areas:

1. Façade Improvements:

Financial support for the exterior enhancement of commercial buildings, including signage, windows, doors, paint, lighting, and landscaping. Priority is given to improvements on front facades; however, rear facades may be considered if they serve as public entry points or temporary access during major construction projects that limit front access.

2. Business Equipment and Space Buildout:

Assistance for both existing and new businesses seeking to upgrade equipment or renovate interior spaces. Eligible improvements include layout modifications, necessary code upgrades, and other space adaptations to meet business needs.

Memorandum

3. **Flood Insurance Assistance:**

Funding to help cover the cost of flood insurance policies for eligible businesses located in designated flood zones. This element is intended to enhance long-term business resilience against flooding and environmental risk.

The initial application from Stranger Wine Company was submitted during the transition period as City staff were actively restructuring the incentive program. The applicant was asked to temporarily pause their submission to allow staff to finalize the new guidelines.

While the current application does not follow the newly established process precisely, due to this requested delay, it does meet both the requirements and the intent of the revised program. Specifically, the project aligns well with the Business Equipment and Space Buildout component, supporting interior improvements necessary for the launch of the Stranger Wine Tasting Room. Importantly, any deviation from the updated process was the result of City staff's request to pause, and not due to any action or oversight by the applicant.

Recommendation

Staff recommends approval of a \$15,000 investment in support of the new Stranger Wine Tasting Room, to be located at 201 Front Street. The disbursement of the funds will be contingent upon:

- Documentation of the required investment by the applicant into the property
- Execution of a lien agreement as outlined in the program guidelines

Once these items are verified by City staff verifies these conditions, the investment will be released.

Attachment A: Buchanan Economic Incentive Program Guidelines
Attachment B: Stranger Winery Tasting Room Application

Attachment A



Buchanan Economic Incentive Program



Background

Economic incentives provided by local governments are powerful tools for fostering growth and development in a community. When private investors are drawn to a community through these incentives, they often spark further investment, creating a multiplier effect that can benefit surrounding neighborhoods and businesses.

Beyond attracting investment, economic incentives encourage the growth of diverse industries and the expansion of existing businesses. Incentives can be tailored to meet the unique needs of various sectors, whether they are manufacturing, technology, retail, or service industries. By nurturing diverse business activity, the City of Buchanan can strengthen the economic resilience of a community, reducing its reliance on a single industry and providing a buffer against economic downturns. This diversity also supports job creation, as businesses in different sectors hire local workers, raising the standard of living for residents and enhancing economic stability.

The role of incentives is crucial in community revitalization and sustainability efforts. By encouraging the redevelopment of buildings, vacant lots, or underutilized spaces, Buchanan can revitalize neighborhoods, preserve historical structures, and improve overall quality of life. Economic incentives can act as a catalyst for a broader transformation, fostering better public services, improved infrastructure, and enhanced amenities such as parks, roads, and public transportation. This, in turn, attracts more residents, businesses, and visitors, creating a vibrant and thriving community. Finally, economic incentives help foster partnerships between the public and private sectors. This collaboration can leverage the strengths of both entities - governments bringing in policy expertise, funding, and planning, and businesses providing capital, innovation, and job creation. When executed effectively, these partnerships can be a driving force in shaping a community's future, ensuring long-term sustainability and prosperity.

Program Goals

- To enhance the physical appeal and functionality of businesses, contributing to the revitalization of the local economy through the creation of jobs and additional tax base.
- To encourage investment in areas at risk of flooding, ensuring businesses are better equipped to handle potential flood events.

Buchanan Economic Incentive Program

- To support business growth and sustainability by helping businesses overcome the financial burden of property improvements and risk management.

By offering financial assistance and incentivizing businesses to invest in their properties, the City Assistance and Incentivization Program aims to strengthen the local economy, improve the business landscape, and foster resilience against environmental challenges. This program provides a unique opportunity for local businesses to thrive while contributing to the overall development and revitalization of the community.

Program Overview

The Buchanan Economic Incentive Program is designed to foster economic growth, improve the aesthetics of the community, and help businesses build resilience against environmental risks. This program provides up to \$20,000 in funding to eligible businesses and property owners for a variety of improvements, including facade enhancements, business equipment and space buildout, and flood insurance assistance. The goal is to enhance the overall appearance and functionality of commercial properties, support local businesses in their growth, and ensure businesses are adequately prepared for flood-related risks. The City Commission may vote to lift this cap and make investments over the \$20,000 cap for catalyst projects which are a priority for the community. The three focus areas for the Buchanan Economic Incentive program are as follows:

1. **Facade Improvements:** Financial support to enhance the exterior of commercial buildings, including but not limited to signage, windows, doors, paint, lighting, and landscaping. The goal is to improve the visual appeal of businesses and contribute to the overall aesthetic of the area. The priority use for this element of the program is intended to be the front facades of buildings; however, rear facades will be considered if the entry serves as public entryway from a public space or it being done as temporary access during significant construction projects that bar front access to the property.
2. **Business Equipment and Space Buildout:** Assistance for businesses looking to upgrade or install new equipment, as well as improvements to interior space, such as renovations, layout modifications, and necessary upgrades to meet business needs. This element of the program can be used for both current and new businesses.
3. **Flood Insurance Assistance:** Funding to support the purchase of flood insurance policies for eligible businesses located in designated flood zones. This provides

financial protection and ensures that businesses can remain resilient in the face of flooding risks.

Program Eligibility Criteria

- **Business Location:** The program's primary focus is on properties within the community's central businesses district targeting commercial or mixed-use properties. The program can be expanded beyond the central business district for projects that are deemed to support a specific policy initiative of the City.
- **Project Types:** Eligible projects include facade improvements, business equipment and space buildout, and flood insurance assistance. Projects that combine more than one category of assistance are welcome, provided the total investment aligns with program guidelines.
- **Matching Funds Requirement:** Applicants must demonstrate at least \$20,000 in matching funds for each investment. The match can come from private sources such as business loans, personal funds, or other private sector investments. The city's contribution will be a maximum of \$20,000, and applicants must provide proof of the matching funds before the disbursement of the grant.
- **Limit on Funding Per Project/Property:** A single project/address may receive funding only twice within a 10-year period. This ensures that a broad range of businesses in the city can benefit from the program over time.
- **Flood Insurance Eligibility:** Businesses requesting flood insurance assistance must be located in designated flood zones or areas identified by the city as having a high flood risk. The program is only open to new businesses locating in the community and must be approved prior to the subject property being occupied by the applicant. Properties will only be considered eligible for the flood insurance portion of the program if the subject flood insurance is a required condition of financial institution investing in the project. The purpose of this element of the program is to assist with the leveraging of new funding into the community's buildings and businesses.

Program Application Process

- **Pre-Application Consultation:** Interested businesses must first schedule a consultation with City staff to discuss eligibility, project goals, and required documentation.
- **Application Submission:** Applicants must complete an application form detailing the scope of the proposed project, the amount of funding requested, and the

Buchanan Economic Incentive Program

proposed matching funds. Additionally, applicants will need to submit quotes, plans, or other documents supporting the project's costs.

- **Project Review and Approval:** Once the application is submitted, the City Commission will review the project proposal, ensuring that it meets program guidelines and requirements. The city may request additional information or adjustments to the project before approval.
- **Agreement and Fund Distribution:** Upon approval, a formal agreement will be established outlining the terms of the funding, including milestones and deliverables. The city will provide the grant in phases, contingent upon the completion of specific project milestones. Final reimbursement will occur once the project is completed, and all required receipts and documentation are provided.

Program Funding Limitations

- **Maximum Award:** The maximum grant award available is \$20,000 per project. For projects involving multiple types of assistance (e.g., facade improvement and business space buildout), the total combined city contribution cannot exceed \$20,000.
- **Investment Cap:** An address may receive funding only for two separate projects at a single address within a 10-year period. Once the single project/address has reached this limit, no additional funding will be available until after the 10-year period has passed. An address is not guaranteed funding for two projects within this window but are eligible for up to two investments at a single address during the referenced 10-year period. If a business is operating from two separate adjoining addresses that are interconnected serving as one business, the two properties shall be viewed as one property for the Business Equipment and Space Buildout and Flood Insurance Assistance components of the Buchanan Economic Incentive Program. However, the two addresses can apply and will be viewed separately for the Façade Improvements portion of the program if both addresses have separate functioning ingress and egress points on each building that are available for public use.

Program Terms and Conditions

- **Eligible Expenses:** The funds must be used exclusively for the improvement of the business property as outlined in the approved project proposal. Ineligible expenses include routine maintenance, operating costs, and non-project related expenditures.

Buchanan Economic Incentive Program

- **Completion Requirements:** Projects must be completed within 12 months of receiving the grant. Extensions may be requested in cases of unforeseen delays, but approval is at the discretion of the city.
- **Monitoring and Reporting:** The city reserves the right to conduct periodic inspections of the project to ensure that the work is progressing as planned and in compliance with city regulations. Grantees must submit progress reports and final documentation showing completion of the project.
- **Compliance with Regulations:** All projects funded by the program must comply with local building codes, zoning laws, and any other relevant city ordinances or regulations.
- **Funding Availability:** Funding shall be made available on a first-come, first-serve basis. Once the budget for the fiscal year has been utilized, new funding will not be available until allocated by the Buchanan City Commission for the subsequent fiscal year.
- **Repayment:** The funding made available under the program is made as a 0% interest forgivable loan with one-quarter of the investment forgiven each year over a four-year period. The City will require a lien to be in place on the building assisted or equipment purchased with the funding until the four year compliance period is met. The grantee of the forgivable loan will be responsible for the costs to file the required lien with a title company approved by the City. The City lien will be secondary to any traditional commercial financing in the property or business.

Other Incentive Programs

- **Obsolete Property Rehabilitation Act**
The Obsolete Property Rehabilitation Act (OPRA), PA 146 of 2000, as amended, provides property tax exemptions for commercial and commercial housing properties that are rehabilitated and meet the requirements of the Act. Properties must meet eligibility requirements including a statement of obsolescence by the local assessor. The property must be located in an established Obsolete Property Rehabilitation District. Exemptions are approved for a term of 1-12 years as determined by the local unit of government. The property taxes for the rehabilitated property are based on the previous year's (prior to rehabilitation) taxable value. The taxable value is frozen for the duration of the exemption. Additionally, the State Treasurer may approve reductions of half of the school operating and state education taxes for a period not to exceed 6 years for 25 applications annually. Applications are filed, reviewed and approved by the local unit of government, but

are also subject to review at the State level by the Property Services Division. The State Tax Commission (STC) is responsible for final approval and issuance of OPRA certificates. Exemptions are not effective until approved by the STC. Additional information on the program can be found at:

www.michigan.gov/taxes/property/exemptions/obsolete/obsolete-property-rehabilitation-act-opra

- **Redevelopment Liquor Licenses**

The City of Buchanan has established itself as a supporter of Redevelopment Liquor Licenses. Through the provisions of Public Act 16 of 2022, the Liquor Control Commission (LCC) may issue new public on-premises liquor licenses to local units of government. In order to allow cities, villages, and townships to enhance the quality of life for their residents and visitors to their communities, the LCC may issue public on-premises licenses in addition to those quota licenses allowed in cities, villages, and townships under Section 531(l) of the Michigan Liquor Control Code, Public Act 58 of 1998 as amended. Additional information on the Redevelopment Liquor License program can be found at:

www.michiganbusiness.org/4a09c0/globalassets/documents/reports/fact-sheets/redevelopment-liquor-licenses-pa-16.pdf

- **Brownfield Redevelopment Financing Act**

The City of Buchanan is receptive to establish a Brownfield to assist with the funding of a project. The cost of establishing a Brownfield for a project would be expected to be paid by the developer. Tax increment financing (TIF) is a powerful funding tool that can help cover the additional costs associated with redeveloping a brownfield property. When a brownfield redevelopment generates new tax revenue, those new taxes can be captured by a local brownfield redevelopment authority (BRA) and given back to the developer to reimburse them for the eligible costs associated with redeveloping the property. Additional information on the brownfield financing tool can be found at:

www.michigan.gov/egle/about/organization/Remediation-and-Redevelopment/

- **Housing Tax Increment Financing Program**

The Michigan State Housing Development Authority has been given the authority to support housing development projects through the Brownfield Redevelopment Financing Act. On July 19, 2003, Public Act 90 of 2023 ("PA 90") became effective

Buchanan Economic Incentive Program

and amended the Brownfield Act to include certain housing development activities as eligible activities. Prior to PA 90, TIF was only available to property owners who coordinated with local BRAs and (a) the Department of Environment, Great Lakes, and Energy ("EGLE") for certain environmental cleanup activities, and (b) the Michigan Strategic Fund ("MSF") for certain business development and community development activities. Pursuant to PA 90, brownfield work plans and combined brownfield plans that involve the use of taxes levied for school operating purposes and that request reimbursement for housing development activities for affordable and/or subsidized housing must be reviewed by the Michigan State Housing Development Authority ("MSHDA"). Additional information on the program can be found at:

www.michigan.gov/mshda/developers/tax-increment-financing-tif

- **Michigan Economic Development Corporation**

The Michigan Economic Development Corporation (MEDC) manages several programs to directly help local businesses and developers. Additional information on MEDC programs can be found at:

www.miplace.org/developers/ and www.michiganbusiness.org/services/business-assistance/

Attachment B



BUCHANAN ECONOMIC INCENTIVE PROGRAM**Application Form and Agreement****1. Applicant Information**

Name: Sidney Finan
 Address of property to be improved:
201 E Front St
 Name of business: Stranger Wine Company
 Tax ID#/social security #: FEIN 86-2436007
 Home address: 416 Maple Lane, Buchanan, MI, 49107
 Business phone: N/A - use cell 313 382 7330 Home phone: N/A
 Fax: N/A Email: hellostranger@strangerwine.co.com

2. Project information

Building location: 201 E Front St (corner of front & main)
 Business(es) located in building:
currently none
 Building age: 100+ years (built in 1900)
 Building located in central business district? yes
 Building zoned as: _____ Pin number: _____
 Owner of record: Jaw Holdings LLC
 If leased: Lease Expires 4/1/2028 Renewal Term 1 or 3 year options

3. Project Description

Describe in detail the proposed scope of work including design firm and/or contractor(s) selected. Use separate sheet(s) if necessary.

we are working with previous building owner and contractor-
Abandoned Pelick- to do a small build out. We upgraded
the flooring (putting in "historic" white oak in effort to keep

Buchanan Economic Incentive Program

project historically consistent w/ building. we are upgrading bathroom to be ADA
compliant, are installing all new sinks / dishwashers etc, and are building a
 Anticipated Construction small bar
for guests.
 Start Date: 4/1/25 Completion Date: 5/30/25 Total Project Cost: \$24,000

4. Mortgage Information - unsure as no lease

Is there a current Mortgage on the property: YES _____ NO _____

If YES, Holder of Mortgage

Date of Mortgage: _____

Original Amount: _____ Current Balance: _____

Are there any other loans, liens, deed restrictions on the property:

YES _____ NO _____

If YES, please list:

Provide evidence that loans secured by the building are current.

5. Building Information

Will project result in a change of use for the building?

YES ☒ NO _____

Uses of the building after completion of the façade project:

1st Floor: Winery tasting room

2nd Floor: _____

3rd Floor: _____

Other: _____

6. Other Required Documentation

- proof that all property taxes are paid and current
- Project budget
- Photographs of proposed project site

Buchanan Economic Incentive Program

7. Applicant agrees that upon receipt of grant award, applicant gives permission to the City of Buchanan to record a lien for the grant amount, to be forgiven after four (4) years.

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Economic Incentive Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the City of Buchanan.

The applicant further certifies that he/she has read and understands the Economic Incentive Program Guidelines. If a determination is made by the City that program funds have not been used for eligible program activities, the Applicant agrees that the proceeds shall be returned, in full, to the City of Buchanan and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right, or claim. It is understood that all Economic Incentive Program funding commitments are contingent upon the availability of program funds.

Signed this 2nd day of May, 2025

By: 

Buchanan Economic Incentive Program

THIS AGREEMENT, entered into this ____ day of _____, 20__, between the City of Buchanan (hereinafter referred to as "CITY") and the following designated OWNER/LESSEE, to wit:

Owner/Lessee's Name: Sidney Finan

Name of Business: Stranger Wine Company

Tax ID#/Social Security # FEIN 86-2436007

Address of Property to be Improved:

201 E Front St, Buchanan, MI, 49107

WITNESSETH:

WHEREAS, the City of Buchanan has established an Economic Incentive Program for application within the Buchanan Downtown Economic Incentive Program Area ("Program Area"); and

WHEREAS, said Economic Incentive Program investments are approved by the COMMISSION with the advice of the City staff and participation of the City in a economic incentive request is at its its sole discretion.

WHEREAS, the OWNER/LESSEE's property is located within the Economic Incentive Program Area, and the OWNER/LESSEE desires to participate in the Economic Incentive Program pursuant to the terms and provisions of this agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements obtained herein, the City and the OWNER/LESSEE do hereby agree as follows:

SECTION 1:

No improvement work shall be undertaken until its design has been submitted to and approved by City Staff. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work and submit all requests for reimbursement to the City within six months from the date of such approval for the City's incentive. The OWNER/LESSEE may seek an extension of the deadline, not to exceed 12 months, for completing the work and submitting its request for reimbursement to the City, however, such request must be made in writing and submitted to the City prior to the expiration of the initial deadline to complete the work and submit the requests for reimbursement. In the event that the OWNER/LESSEE fails to comply with these requirements, the City may terminate this Agreement and its obligation to reimburse the applicant.

SECTION 3:

City Staff shall periodically review the progress of the contractor's work on the improvements pursuant to this Agreement. Such inspections shall not replace any required permit inspection by the Building Department/Inspectors. All work which is not in conformance with the approved plans, design drawings and specifications shall be

immediately remedied by the OWNER/LESSEE and deficient or improper work shall be replaced and made to comply with the approved plans, design drawings and specifications and the terms of this Agreement.

SECTION 4:

Upon completion of the improvements and upon their final inspection and approval by the City, the OWNER/LESSEE shall submit to the City a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment in the work. The OWNER/LESSEE shall also submit to the City a copy of the architect's statement of fees for professional services for preparation of plans and specifications. The City shall, within thirty (30) days of receipt of the contractor's statement, proof of payment and lien waivers, and the architect's statement, issue a check to the OWNER/LESSEE as reimbursement for work completed as per the incentive program agreement, subject to the limitations set forth in Section 1 hereof.

In the alternative, at its sole discretion, the City may reimburse the OWNER/LESSEE in one or two payments. The first payment may be made only 1) upon completion of work representing 50% or more of the maximum reimbursement specified in Section 1 hereof and 2) upon receipt by the City of the architect's invoices, contractor's statements, invoices, and 3) upon a determination by the City that the remainder of the work is expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or other circumstances beyond the control of the OWNER/LESSEE. The second, final payment shall be made by the City only upon submittal of all necessary documents as described herein.

SECTION 5:

If the OWNER/LESSEE or his contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings and specifications and the terms of this Agreement, then upon written notice being given by the City to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the City shall cease and become null and void.

SECTION 6:

Upon completion of the improvement work pursuant to this Agreement and for a period of four (4) years thereafter, the OWNER/LESSEE shall be responsible for properly maintaining such improvements in finished form and without change or alteration thereto, as provided in this Agreement, and for the said period of four (4) years following completion of the construction thereof, the OWNER/LESSEE shall not enter into any Agreement or contract or take any other steps to alter, change or remove such improvements, or the approved design thereof, nor shall OWNER/LESSEE undertake any other changes, by contract or otherwise, to the improvements provided for in this Agreement unless such changes are first submitted to the Community Director, and any additional review body designated by the Director, for approval. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the improvements as specified in the plans, design drawings and specifications approved pursuant to this Agreement. OWNER/LESSEE shall execute and record a restrictive covenant, in the form supplied by the City. This shall be recorded in the Office of the Recorder of Berrien County. Proof of recording shall be provided to the City prior to the issuance of any reimbursement of funds.

OWNER/LESSEE further acknowledges in the event any unapproved changes, alterations, or demolition are effected upon the herein described improvements during the referenced four-year (4) time period, the OWNER/LESSEE, or their successor or assignee, shall be financially liable to the City in a pro rata amount as calculated by the number of months remaining in said four-year (4) time period.

SECTION 7:

The OWNER/LESSEE releases the City from, and covenants and agrees that the City shall not be liable for, and covenants and agrees to indemnify and hold harmless the City and its officials, officers, employees and agents from and against, any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the improvements(s), including but not limited to actions arising from Michigan law. The OWNER/LESSEE further covenants and agrees to pay for the City and its officials, officers, employees, and agents for any and all costs, reasonable attorneys' fees, liabilities, or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of action. The City shall have the right to select legal counsel and to approve any settlement in connection

Buchanan Economic Incentive Program

with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said improvement(s).

SECTION 8:

Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises which is unrelated to the improvements provided for in this Agreement.

SECTION 9:

This Agreement shall be binding upon the City and upon the OWNER/LESSEE and its successors, to said property for a period of four (4) years from and after the date of completion and approval of improvements provided for herein by the City of Buchanan. It shall be the responsibility of the OWNER/LESSEE to inform subsequent OWNER(s)/LESSEE(s) of the provisions of this Agreement.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

OWNER/LESEE

Sig Lin

Signature

Sidney Finan

Printed Name

May 2, 2025

Date

City of Buchanan (Mayor/City Manager)

Signature

Printed Name

Date

WITNESS:

Signature

Printed Name

Date

Adopted April 2, 2025

Contractor/Vendor	Cost	Payment made	Date	description						
Abandoned Relik	\$9,304	\$4,652	3/7/25	Contracting work for expanding bathroom to be ADA compliant, building mop closet, all upgrades to plumbing, electric, etc.						
Damon	\$6,500			Contractor building custom bar for us						
Granite Proshop	\$3,500	1589.81	4/16/25	Quartz countertop for bar						
Glasses	\$1,625	\$1,625.40	4/16/25							
furnishings interior	\$3,500			sinks, dishwasher, fridge, cafe tables, barstools etc						
	\$24,429									



**CITY OF BUCHANAN
RESOLUTION 2025.05/16**

RESOLUTION TO APPROVE THE SUMMER SCHOOL TAX COLLECTION FEE IN THE SUM OF \$3,013.20 PER SCHOOL DISTRICT – TOTALING \$9,039.60

The following resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS the City agrees to collect the total summer school taxes as certified by the School District for the levy on July 1, 2025 for property located within the City; and

WHEREAS the School District agrees to pay City costs of assessment and collection in the total amount of \$1.52 per parcel, for all three School Districts, totaling \$3,013.20; and

WHEREAS, no later than June 1, 2025, the School District shall certify to the Treasurer the school millage to be levied on property for summer school tax collection in 2025; now, therefore,

BE IT RESOLVED that the Treasurer, or designee is authorized and directed to charge Buchanan Community School, Berrien RESA and Lake Michigan College \$3,013.20 each (\$1.52 per parcel, per school, totaling \$9,039.60), on behalf of the City of Buchanan for the reasonable expenses for collection of the district's summer property tax levy that the City may bill under MCLA 380.1611.

RESOLUTION DECLARED ADOPTED this 12th day of May 2025.

Kalla Langston, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a meeting held on May 12, 2025, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976,

Kalla Langston, Buchanan City Clerk



April 29, 2025

Altina Byrd
Lake Michigan College
2755 E. Napier Ave.
Benton Harbor, MI 49022

Dear Ms. Byrd,

The City Commission has approved the school's request to collect your 2025 Summer Taxes. I have researched all costs associated with the city to provide this service and have determined that a \$1.52 per parcel fee, totaling \$3,013.20 is a fair and reasonable amount to charge for this service.

The following is an explanation of the total cost to the city:

Data Processing Charge	\$3,079.00
Internet Access Connection Fee	\$375.00
Postage & Mailing Service Fees	\$1,443.21
Checks	\$75.00
Envelopes	\$275.00
City Staff Wages	\$3,453.23
City Staff FICA	\$264.16
<u>Mileage</u>	<u>\$75.00</u>
Total	\$9,039.60

\$9,039.60 divided by 3 schools = \$3,013.20

\$3,013.20 divided by 1,977 parcels = \$1.52 charge per parcel

Attached to this letter is the invoice. Please pay the annual fee of **\$3,013.20** to the City of Buchanan. If you have any questions or feel the fee is not acceptable, please contact me.

Sincerely,

Courtney Baham
Buchanan City Bookkeeper
cbaham@cityofbuchanan.com
269.695.3844 Ext. 13

AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

This AGREEMENT made this 29th day of April, 2025, by and between the **Lake Michigan College**, with offices at 2755 East Napier Avenue, Benton Harbor, Michigan (hereinafter called "College"), and City of Buchanan, with offices located at 302 N. Redbud Trail, Buchanan, MI 49107 (hereinafter called "City"), pursuant to 1976 PA451, as amended, for the purpose of providing for the collection by the City a summer levy of 100% of the College property taxes for the year 2025.


The parties agree as follows:

1. The City agrees to collect 100% of the total school property taxes as certified by the College for levy on July 1, 2025, on property located within the City.
2. The College agrees to reimburse the city as follows:

Actual costs not to exceed \$1.52 per parcel
3. No later than June 15, 2025 the College shall certify to the City the school millage to be levied on property for summer collection in 2025.
4. The City Treasurer shall account for and deliver summer school tax collection according to the following schedule: Taxes collected between the 1st and 15th of each month beginning in July will be remitted within 10 business days after the 15th of the month. Taxes collected between the 16th an ending day of the month will be remitted within 10 business days after the ending day of the month.
5. The City will retain any interest monies on their tax account that accrue from said tax collections.
6. The College shall in consultation, with the City, prepare, publish and fold any media to accompany the July 1, 2025 tax billing.

Lake Michigan College:

Buchanan City


 Kelli Hahn
 Chief Financial Officer

 Treasurer

 Clerk



April 29, 2025

Brian Brown
 Buchanan Community Schools
 401 W. Chicago Street
 Buchanan, MI 49107

Dear Mr. Brown,

The City Commission has approved the school's request to collect your 2025 Summer Taxes. I have researched all costs associated with the city to provide this service and have determined that a \$1.52 per parcel fee, totaling \$3,013.20 is a fair and reasonable amount to charge for this service.

The following is an explanation of the total cost to the city:

Data Processing Charge	\$3,079.00
Internet Access Connection Fee	\$375.00
Postage & Mailing Service Fees	\$1,443.21
Checks	\$75.00
Envelopes	\$275.00
City Staff Wages	\$3,453.23
City Staff FICA	\$264.16
<u>Mileage</u>	<u>\$75.00</u>
Total	\$9,039.60

\$9,039.60 divided by 3 schools = \$3,013.20

\$3,013.20 divided by 1,977 parcels = \$1.52 charge per parcel

Attached to this letter is the invoice. Please pay the annual fee of **\$3,013.20** to the City of Buchanan. If you have any questions or feel the fee is not acceptable, please contact me.

Sincerely,

Courtney Baham
 Buchanan City Bookkeeper
cbaham@cityofbuchanan.com
 269.695.3844 Ext. 13



April 29, 2025

Brian Brown
 Berrien Resa
 711 St. Joseph Avenue
 Berrien Springs, MI 49103

Dear Mr. Brown,

The City Commission has approved the school's request to collect your 2025 Summer Taxes. I have researched all costs associated with the city to provide this service and have determined that a \$1.52 per parcel fee, totaling \$3,013.20, is a fair and reasonable amount to charge for this service.

The following is an explanation of the total cost to the city:

Data Processing Charge	\$3,079.00
Internet Access Connection Fee	\$375.00
Postage & Mailing Service Fees	\$1,443.21
Checks	\$75.00
Envelopes	\$275.00
City Staff Wages	\$3,453.23
City Staff FICA	\$264.16
Mileage	\$75.00
Total	\$9,039.60

\$9,039.60 divided by 3 schools = \$3,013.20

\$3,013.20 divided by 1,977 parcels = \$1.52 charge per parcel

Attached to this letter is the invoice. Please pay the annual fee of **\$3,013.20** to the City of Buchanan. If you have any questions or feel the fee is not acceptable, please contact me.

Sincerely,

Courtney Baham
 Buchanan City Bookkeeper
cbaham@cityofbuchanan.com
 269.695.3844 Ext. 13

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	AALFS PETROLEUM INC. GAS AND OIL Vnd: 0336 Invoice: 60860	Invoice: 60860 Ref#: 30410(HEADWORKS SCREEN OIL) 592-590.000-751.000 592-000.000-202.000	138.25	138.25
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				138.25	138.25
04/30/2025	AP	AALFS PETROLEUM INC. GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL BANK FEES AND CHARGES Vnd: 0336 Invoice: 4.30.25 Vnd: 0336 Invoice: 4.30.25	Invoice: 4.30.25 Ref#: 30446(APRIL FUEL CHARGES) 101-301.000-751.000 101-441.000-751.000 101-336.000-751.000 592-591.000-751.000 592-590.000-751.000 101-567.000-751.000 101-267.000-956.000 101-000.000-202.000 592-000.000-202.000	1,002.69 1,773.65 53.38 185.23 210.95 501.83 59.21	3,390.76 396.18
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				3,786.94	3,786.94
04/30/2025	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 94228	Invoice: 94228 Ref#: 30416(WATER TREATMENT CHECMICAL - DRUM RENTAL) 592-591.000-743.000 592-000.000-202.000	166.25	166.25
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				166.25	166.25
04/30/2025	AP	ALEXIS LACEY MISCELLANEOUS SUPPLIES Vnd: MISC Invoice: 1006622	Invoice: 1006622 Ref#: 30402(REIMBURSEMENT FOR REPAIR ON ENGINE 4621) 101-336.000-756.000 101-000.000-202.000	23.54	23.54
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				23.54	23.54
05/01/2025	AP	ALS GROUP USA, CORP. LAB ANALYTICAL SERVICE Vnd: 1693 Invoice: 3313HN27355	Invoice: 3313HN27355 Ref#: 30432(APRIL 2025 MERCURY TESTING) 592-591.000-820.000 592-000.000-202.000	415.00	415.00
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				415.00	415.00
05/01/2025	AP	ALS GROUP USA, CORP. LAB ANALYTICAL SERVICE Vnd: 1693 Invoice: 3313HN27462	Invoice: 3313HN27462 Ref#: 30433(APRIL 2025 PFAS TESTING) 592-590.000-820.000 592-000.000-202.000	650.00	650.00
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				650.00	650.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
05/01/2025	AP	ALS GROUP USA, CORP. LAB ANALYTICAL SERVICE Vnd: 1693 Invoice: 3313HN27357	Invoice: 3313HN27357 Ref#: 30434 (APRIL 2025 COPPER CHLORIDE SULFATE TEST) 592-590.000-820.000 592-000.000-202.000	100.00	100.00
		Expected Check Run: 05/12/2025		100.00	100.00
04/30/2025	AP	ASTRONG CONSTRUCTION LLC CAPITAL OUTLAY - WALL Vnd: 2325 Invoice: 2071	Invoice: 2071 Ref#: 30371 (RETAINING WALL - 35% COMPLETION) 202-000.000-972.202 202-000.000-202.000	100,790.25	100,790.25
		Expected Check Run: 05/12/2025		100,790.25	100,790.25
04/30/2025	AP	AT&T TELEPHONE, INTERNET, CABLE Vnd: 0153 Invoice: 4.13.25	Invoice: 4.13.25 Ref#: 30423 (WATER DEPT. INTERNET) 592-591.000-853.000 592-000.000-202.000	112.75	112.75
		Expected Check Run: 05/12/2025		112.75	112.75
04/30/2025	AP	AUSRA KUBOTA, INC. MISCELLANEOUS SUPPLIES Vnd: 0820 Invoice: IN10361	Invoice: IN10361 Ref#: 30413 (PARTS DPW) 101-441.000-756.000 101-000.000-202.000	277.27	277.27
		Expected Check Run: 05/12/2025		277.27	277.27
04/30/2025	AP	AXON ENTERPRISE, INC. POLICE DEPARTMENT EXPENDITURES Vnd: 0746 Invoice: INUS335922	Invoice: INUS335922 Ref#: 30418 (6 BODY WORN CAMERAS) 401-000.000-970.015 401-000.000-202.000	3,480.48	3,480.48
		Expected Check Run: 05/12/2025		3,480.48	3,480.48
05/07/2025	AP	BERRIEN COUNTY RECORD LEGAL NOTICES & RECORDINGS Vnd: 0339 Invoice: 5.1.25	Invoice: 5.1.25 Ref#: 30380 (2025-04-442 PUBLIC HEARING NOTICE 2) 101-215.000-903.000 101-000.000-202.000	75.80	75.80
		Expected Check Run: 05/12/2025		75.80	75.80
04/30/2025	AP	BERRIEN COUNTY RECORD LEGAL NOTICES & RECORDINGS Vnd: 0339 Invoice: 4.17.25	Invoice: 4.17.25 Ref#: 30381 (2025-04-442 PUBLIC HEARING NOTICE - 1) 101-215.000-903.000 101-000.000-202.000	75.80	75.80
		Expected Check Run: 05/12/2025		75.80	75.80

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	BERRIEN COUNTY RECORD MISCELLANEOUS Vnd: 0339 Invoice: 2025	Invoice: 2025 Ref#: 30392(2025 SUBSCRIPTION) 101-301.000-962.000 101-000.000-202.000	40.00	40.00
		Expected Check Run: 05/12/2025		40.00	40.00
05/01/2025	AP	BEST ONE TIRE & SERVICE MAINTENANCE - VEHICLE Vnd: 2080 Invoice: 4430044501	Invoice: 4430044501 Ref#: 30400(TIRE REPAIR ON 1994 PIERCE MFG. INC. PI 101-336.000-939.000 101-000.000-202.000	312.50	312.50
		Expected Check Run: 05/12/2025		312.50	312.50
04/30/2025	AP	BEST ONE TIRE & SERVICE MAINTENANCE - EQUIPMENT Vnd: 2080 Invoice: 4430043070	Invoice: 4430043070 Ref#: 30411(2001 INTERNATIONAL WIRING & CONNECTORS 101-441.000-933.000 101-000.000-202.000	591.11	591.11
		Expected Check Run: 05/12/2025		591.11	591.11
04/30/2025	AP	CDW-G MISCELLANEOUS SUPPLIES Vnd: 1815 Invoice: AD7WL6X	Invoice: AD7WL6X Ref#: 30417(SONICWALL MODEM - PD) 101-301.000-756.000 101-000.000-202.000	1,328.00	1,328.00
		Expected Check Run: 05/12/2025		1,328.00	1,328.00
04/30/2025	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4228796251	Invoice: 4228796251 Ref#: 30386(MATS CITY HALL) 101-265.000-818.000 101-000.000-202.000	90.68	90.68
		Expected Check Run: 05/12/2025		90.68	90.68
05/01/2025	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4229518413	Invoice: 4229518413 Ref#: 30408(SHOP TOWELS & MATS) 101-441.000-818.000 101-000.000-202.000	232.37	232.37
		Expected Check Run: 05/12/2025		232.37	232.37
04/30/2025	AP	CITY OF BRIDGMAN CONTRACTUAL Vnd: 1845 Invoice: 00337	Invoice: 00337 Ref#: 30415(WATER SAMPLES) 592-591.000-818.000 592-000.000-202.000	620.00	620.00
		Expected Check Run: 05/12/2025		620.00	620.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/01/2025	AP	CIVIC PLUS PREPAID Vnd: 2220 Invoice: 333350	Invoice: 333350 Ref#: 30382 (MUNICODE SUPPORT FEE) 101-000.000-123.000 101-000.000-202.000	262.50	262.50
		Expected Check Run: 05/12/2025		262.50	262.50
04/30/2025	AP	CIVIC PLUS CONTRACTUAL PREPAID FY 24-25 Vnd: 2220 Invoice: 330714	Invoice: 330714 Ref#: 30425 (MUNICODE MEETINGS) 101-215.000-818.000 101-000.000-123.000 101-000.000-202.000	850.00 2,550.00	3,400.00
		Expected Check Run: 05/12/2025		3,400.00	3,400.00
05/01/2025	AP	COMCAST BUSINESS CITY CENTER UTILITIES TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 04.25.25-05.24.25 Vnd: 1722 Invoice: 04.25.25-05.24.25	Invoice: 04.25.25-05.24.25 Ref#: 30424 (MOTHLY CYCLE) 101-265.000-923.000 101-336.000-853.000 592-591.000-853.000 101-301.000-853.000 101-265.000-853.000 101-000.000-202.000 592-000.000-202.000	331.14 434.04 135.80 621.14 702.26	2,088.58 135.80
		Expected Check Run: 05/12/2025		2,224.38	2,224.38
04/30/2025	AP	DANE CAUFFMAN UNIFORMS Vnd: 2380 Invoice: 04.25.25	Invoice: 04.25.25 Ref#: 30385 (BOOT REIMBURSEMENT) 101-567.000-768.000 101-000.000-202.000	190.75	190.75
		Expected Check Run: 05/12/2025		190.75	190.75
04/30/2025	AP	DIANA SELIR TRAVEL & CAR ALLOWANCE CONFERENCES AND WORKSHOP Vnd: 1574 Invoice: 04.28.25	Invoice: 04.28.25 Ref#: 30391 (REIMBURSEMENT - CONFERENCE & TRAVEL EXPE) 101-301.000-873.000 101-301.000-864.000 101-000.000-202.000	224.62 30.00	254.62
		Expected Check Run: 05/12/2025		254.62	254.62
04/30/2025	AP	DORNBOS SIGN & SAFETY INC ROAD MAIN. MATERIAL & SUPPLIES ROAD MAIN. MATERIAL & SUPPLIES Vnd: 0325 Invoice: INV81093 Vnd: 0325 Invoice: INV81093	Invoice: INV81093 Ref#: 30405 (SIGNS & SIGN POSTS) 202-463.000-782.000 203-463.000-782.000 202-000.000-202.000 203-000.000-202.000	4,378.50 4,378.50	4,378.50 4,378.50
		Expected Check Run: 05/12/2025		8,757.00	8,757.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	EDIBLE MICHIANA MISCELLANEOUS Vnd: 0969 Invoice: 4292	Invoice: 4292 Ref#: 30422 (ADVERTISEMENT) 101-754.000-756.014 101-000.000-202.000	204.00	204.00
		Expected Check Run: 05/12/2025		<hr/> 204.00	<hr/> 204.00
04/30/2025	AP	GALL'S INC. UNIFORMS Vnd: 1842 Invoice: 030982818	Invoice: 030982818 Ref#: 30393 (DUTY EQUIPMENT FOR OFC. HUANG & RECRUIT) 101-301.000-768.000 101-000.000-202.000	213.57	213.57
		Expected Check Run: 05/12/2025		<hr/> 213.57	<hr/> 213.57
04/30/2025	AP	GALL'S INC. UNIFORMS Vnd: 1842 Invoice: 031139990	Invoice: 031139990 Ref#: 30394 (TROUSER BELT FOR OFC. HUANG) 101-301.000-768.000 101-000.000-202.000	56.36	56.36
		Expected Check Run: 05/12/2025		<hr/> 56.36	<hr/> 56.36
04/30/2025	AP	GALL'S INC. UNIFORMS Vnd: 1842 Invoice: 031141924	Invoice: 031141924 Ref#: 30395 (DUTY FLASHLIGHT FOR OFC. HUANG) 101-301.000-768.000 101-000.000-202.000	181.45	181.45
		Expected Check Run: 05/12/2025		<hr/> 181.45	<hr/> 181.45
04/30/2025	AP	GASVODA & ASSOCIATES. INC. EQUIPMENT - CHEMICAL FEED Vnd: 1892 Invoice: INV23JLG0037	Invoice: INV23JLG0037 Ref#: 30419 (CHEMICAL FEED - WATER TREATMENT PLANT) 592-000.000-140.000 592-000.000-202.000	62,288.00	62,288.00
		Expected Check Run: 05/12/2025		<hr/> 62,288.00	<hr/> 62,288.00
04/30/2025	AP	GASVODA & ASSOCIATES. INC. EQUIPMENT - CHEMICAL FEED Vnd: 1892 Invoice: INV24JLG0038	Invoice: INV24JLG0038 Ref#: 30420 (CHEMICAL FEED - WATER TREATMENT PLANT) 592-000.000-140.000 592-000.000-202.000	10,989.00	10,989.00
		Expected Check Run: 05/12/2025		<hr/> 10,989.00	<hr/> 10,989.00
04/30/2025	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 22690	Invoice: 22690 Ref#: 30396 (REPAIR WATER PUMP & RIGHT FRONT TIRE WAL) 101-301.000-939.000 101-000.000-202.000	2,997.97	2,997.97
		Expected Check Run: 05/12/2025		<hr/> 2,997.97	<hr/> 2,997.97

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
05/01/2025	AP	GENE WESNER AUTOMOTIVE GAS AND OIL Vnd: 1887 Invoice: 09621	Invoice: 09621 Ref#: 30401(3 CASES OF HYBRID FUEL FOR CHAIN SAWS) 101-336.000-751.000 101-000.000-202.000	171.84	171.84
		Expected Check Run: 05/12/2025		<hr/> 171.84	<hr/> 171.84
04/30/2025	AP	HACH COMPANY MAINTENANCE - EQUIPMENT Vnd: 0182 Invoice: 14446213	Invoice: 14446213 Ref#: 30437(REACTOR REPAIR) 592-590.000-933.000 592-000.000-202.000	857.00	857.00
		Expected Check Run: 05/12/2025		<hr/> 857.00	<hr/> 857.00
04/30/2025	AP	HACH COMPANY LAB SUPPLIES Vnd: 0182 Invoice: 1446181	Invoice: 1446181 Ref#: 30438(BENCHTOP METER) 592-590.000-757.000 592-000.000-202.000	2,733.10	2,733.10
		Expected Check Run: 05/12/2025		<hr/> 2,733.10	<hr/> 2,733.10
04/30/2025	AP	IMPRESSIVE LETTERING ECONOMIC DEVELOPMENT Vnd: 1045 Invoice: 000676	Invoice: 000676 Ref#: 30369(SANDWHICH BOARDS & POLE SIGNS FOR SOCIAL) 101-700.000-735.000 101-000.000-202.000	930.00	930.00
		Expected Check Run: 05/12/2025		<hr/> 930.00	<hr/> 930.00
04/30/2025	AP	KCI PRINTING & PUBLISHING PRINTING & PUBLISHING Vnd: 2120 Invoice: 346637	Invoice: 346637 Ref#: 30426(MAY WATER BILLS) 592-590.000-902.000 592-591.000-902.000 592-000.000-202.000	681.35 681.35	1,362.70
		Expected Check Run: 05/12/2025		<hr/> 1,362.70	<hr/> 1,362.70
04/30/2025	AP	KEITH LEHMAN EDUCATION AND TRAINING Vnd: 0719 Invoice: 236851	Invoice: 236851 Ref#: 30403(REIMBURSEMENT FOR ATTENDANCE TO FDIC.) 101-336.000-960.000 101-000.000-202.000	80.00	80.00
		Expected Check Run: 05/12/2025		<hr/> 80.00	<hr/> 80.00
04/30/2025	AP	KEN SIMPSON ELECTRICAL PERMITS Vnd: 0194 Invoice: 250511	Invoice: 250511 Ref#: 30404(ELECTRICAL PERMITS FOR APR.2025) 701-000.000-491.000 701-000.000-202.000	1,732.00	1,732.00
		Expected Check Run: 05/12/2025		<hr/> 1,732.00	<hr/> 1,732.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	KIESLER'S POLICE SUPPLY, INC. TARGET RANGE & SUPPLIES POLICE 302 TRAINING FUNDS Vnd: 1354 Invoice: IN259112 Vnd: 1354 Invoice: IN259112	Invoice: IN259112 Ref#: 30399(DUTY AMMO) 101-301.000-729.000 701-000.000-582.008 101-000.000-202.000 701-000.000-202.000	200.00 211.81	200.00 211.81
		Expected Check Run: 05/12/2025		411.81	411.81
04/30/2025	AP	LOWE'S BLDG & GRNDS MAINT SUPPLIES Vnd: 0229 Invoice: 81357	Invoice: 81357 Ref#: 30407(PARTS TO FINISH CONF. TABLE) 101-441.000-758.001 101-000.000-202.000	14.50	14.50
		Expected Check Run: 05/12/2025		14.50	14.50
04/30/2025	AP	LRS, LLC 29204.1 29201.2 29200.1 29201.1 29202.1 2726.1 Vnd: 2331 Invoice: MN4423094	Invoice: MN4423094 Ref#: 30427(TRASH SERVICE FOR 5.1.25-7.31.25) 101-301.000-921.000 101-265.000-921.000 101-265.000-922.000 101-265.000-921.000 101-265.000-921.000 101-336.000-921.000 101-000.000-202.000	68.40 38.40 38.40 48.75 38.40 48.75	281.10
		Expected Check Run: 05/12/2025		281.10	281.10
05/01/2025	AP	LRS, LLC UTILITIES 29199.1 29205.1 29205.4 29205.3 Vnd: 2331 Invoice: MN4420753 Vnd: 2331 Invoice: MN4420753	Invoice: MN4420753 Ref#: 30428(MONTHLY TRASH SERVICE) 101-567.000-921.000 101-265.000-923.000 101-441.000-921.000 592-590.000-921.000 101-265.000-921.000 101-000.000-202.000 592-000.000-202.000	114.98 114.98 428.00 114.98 171.29	829.25 114.98
		Expected Check Run: 05/12/2025		944.23	944.23
04/30/2025	AP	MPEC MISCELLANEOUS SUPPLIES Vnd: 2315 Invoice: 773834	Invoice: 773834 Ref#: 30383(TOOLS FOR CEMETERY SHOP) 101-567.000-756.000 101-000.000-202.000	379.14	379.14
		Expected Check Run: 05/12/2025		379.14	379.14
04/30/2025	AP	MPEC MISCELLANEOUS SUPPLIES Vnd: 2315 Invoice: 773836	Invoice: 773836 Ref#: 30409(LIGHT KIT FOR UTILITY TRAILER FOR DPW) 101-441.000-756.000 101-000.000-202.000	61.99	61.99
		Expected Check Run: 05/12/2025		61.99	

PROOF ONLY - JOURNAL ENTRIES NOT CREATED					
Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	MPEC GAS AND OIL Vnd: 2315 Invoice: 773449	Invoice: 773449 Ref#: 30436(OIL) 592-590.000-751.000 592-000.000-202.000	69.16	69.16
		Expected Check Run: 05/12/2025		69.16	69.16
04/30/2025	AP	PARRETT COMPANY MAINT. - OFFICE EQUIPMENT MAINT. - OFFICE EQUIPMENT MAINT. - OFFICE EQUIPMENT MAINT. - OFFICE EQUIPMENT Vnd: 1596 Invoice: 83683 Vnd: 1596 Invoice: 83683	Invoice: 83683 Ref#: 30388(PRINTERS FOR CITY HALL, PD & WWTP) 592-590.000-934.000 101-301.000-934.000 101-265.000-934.000 101-265.000-934.000 592-000.000-202.000 101-000.000-202.000	8.50 79.58 352.94 29.04	8.50 461.56
		Expected Check Run: 05/12/2025		470.06	470.06
04/30/2025	AP	POINT BLUE, LLC GRANTS & SPECIAL PROJECTS Vnd: 2296 Invoice: F9020.01	Invoice: F9020.01 Ref#: 30367(PRE-DEMOLTION ASBESTOS SURVEY FOR STRUCT) 101-700.000-967.002 101-000.000-202.000	850.00	850.00
		Expected Check Run: 05/12/2025		850.00	850.00
12/31/2024	AP	POLYDYNE, INC. CHEMICALS Vnd: 0314 Invoice: 1890367	Invoice: 1890367 Ref#: 30435(CLARIFLOC C-6286 WWTP) 592-590.000-743.000 592-000.000-202.000	1,583.55	1,583.55
		Expected Check Run: 05/12/2025		1,583.55	1,583.55
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47870	Invoice: 47870 Ref#: 30372(BYSBA TOILETS) 101-755.000-818.000 101-000.000-202.000	612.00	612.00
		Expected Check Run: 05/12/2025		612.00	612.00
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47905	Invoice: 47905 Ref#: 30373(RAVIS PARK TOILET) 101-755.000-818.000 101-000.000-202.000	150.00	150.00
		Expected Check Run: 05/12/2025		150.00	150.00
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47906	Invoice: 47906 Ref#: 30374(VICTORY PARK TOILET) 101-755.000-818.000 101-000.000-202.000	150.00	150.00
		Expected Check Run: 05/12/2025		150.00	150.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47907	Invoice: 47907 Ref#: 30375 (COMMON TOILETS) 101-755.000-818.000 101-000.000-202.000	329.14	329.14
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				329.14	329.14
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47908	Invoice: 47908 Ref#: 30376 (EB CLARK WOODS TOILET) 101-755.000-818.000 101-000.000-202.000	192.00	192.00
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				192.00	192.00
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47909	Invoice: 47909 Ref#: 30377 (KATHRYN PARK TOILET) 101-755.000-818.000 101-000.000-202.000	137.14	137.14
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				137.14	137.14
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47910	Invoice: 47910 Ref#: 30378 (BOAT LAUNCH TOILET) 101-755.000-818.000 101-000.000-202.000	137.14	137.14
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				137.14	137.14
05/07/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 47911	Invoice: 47911 Ref#: 30379 (CENTENNIAL PARK TOILETS) 101-755.000-818.000 101-000.000-202.000	360.00	360.00
		Expected Check Run: 05/12/2025		<hr/>	<hr/>
				360.00	360.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	REDBUD HARDWARE	Invoice: 04.30.25 Ref#: 30429 (APRIL 2025 PURCHASES)		
		FUEL FOR AUTO VALVE	592-590.000-758.000	6.99	
		CLEANING SUPPLIES	592-590.000-728.000	5.98	
		CLEANING SUPPLIES	592-590.000-728.000	93.94	
		PARTS FOR FAN REPAIR AT SHIRMER	592-590.000-933.000	18.55	
		PARTS FOR REPAIRING FUEL FILLING ASSEMBL	101-336.000-756.000	11.98	
		LEAF BLOWER & PARTS FOR MOWER & WEED EA	101-336.000-756.000	244.64	
		MISCELLANEOUS SUPPLIES	101-567.000-756.000	180.97	
		PUMP FOR FLOURIDE	592-591.000-756.000	19.99	
		EQUIPMENT MAINT SUPPLIES	101-441.000-758.000	5.99	
		BLDG & GRNDS MAINT SUPPLIES	101-441.000-758.001	11.99	
		BLDG & GRNDS MAINT SUPPLIES	101-441.000-758.001	82.96	
		BLDG & GRNDS MAINT SUPPLIES	101-441.000-758.001	23.56	
		BLDG & GRNDS MAINT SUPPLIES	101-441.000-758.001	10.45	
		BLDG & GRNDS MAINT SUPPLIES	101-441.000-758.001	24.99	
		EQUIPMENT MAINT SUPPLIES	101-441.000-758.000	7.49	
		MISCELLANEOUS SUPPLIES	101-441.000-756.000	50.97	
		MISCELLANEOUS SUPPLIES	101-441.000-756.000	34.99	
		BLDG & GRNDS MAINT SUPPLIES	101-441.000-758.001	24.99	
		EQUIPMENT MAINT SUPPLIES	101-441.000-758.000	4.54	
		BLDG & GRNDS MAINT SUPPLIES	101-441.000-758.001	24.99	
		Vnd: 0141 Invoice: 04.30.25	592-000.000-202.000		145.45
		Vnd: 0141 Invoice: 04.30.25	101-000.000-202.000		745.50
		Expected Check Run: 05/12/2025			
				890.95	890.95
04/30/2025	AP	RIGGS OUTDOOR POWER	Invoice: 1415188 Ref#: 30430 (CHUTE SIDE DISCHARGE)		
		MISCELLANEOUS SUPPLIES	592-590.000-756.000	32.68	
		Vnd: 0681 Invoice: 1415188	592-000.000-202.000		32.68
		Expected Check Run: 05/12/2025			
				32.68	32.68
04/30/2025	AP	RIGGS OUTDOOR POWER	Invoice: 1413546 Ref#: 30431 (PARTS FOR MOWER)		
		MISCELLANEOUS SUPPLIES	592-590.000-756.000	470.12	
		Vnd: 0681 Invoice: 1413546	592-000.000-202.000		470.12
		Expected Check Run: 05/12/2025			
				470.12	470.12
04/30/2025	AP	RIVERWORKS CONSTRUCTION, INC.	Invoice: PPR 4 Ref#: 30421 (PARTIAL PAYMENT REQUEST #4: DAYS AVE CUL)		
		CAPITAL OUTLAY - CULVERT	202-000.000-971.202	84,825.00	
		Vnd: 2387 Invoice: PPR 4	202-000.000-202.000		84,825.00
		Expected Check Run: 05/12/2025			
				84,825.00	84,825.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0169931-IN	Invoice: 0169931-IN Ref#: 30439 (SEPTAGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	376.20	376.20
		Expected Check Run: 05/12/2025		<hr/> 376.20	<hr/> 376.20
05/01/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0170045-IN	Invoice: 0170045-IN Ref#: 30440 (K&R CONTRACTOR DISPOSAL) 701-590.000-936.000 701-000.000-202.000	10,823.44	10,823.44
		Expected Check Run: 05/12/2025		<hr/> 10,823.44	<hr/> 10,823.44
05/01/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0170025-IN	Invoice: 0170025-IN Ref#: 30441 (K&R CONTRACTOR DISPOSAL) 701-590.000-936.000 701-000.000-202.000	14,298.42	14,298.42
		Expected Check Run: 05/12/2025		<hr/> 14,298.42	<hr/> 14,298.42
04/30/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0169999-IN	Invoice: 0169999-IN Ref#: 30442 (K&R CONTRACTOR DISPOSAL) 701-590.000-936.000 701-000.000-202.000	9,849.28	9,849.28
		Expected Check Run: 05/12/2025		<hr/> 9,849.28	<hr/> 9,849.28
04/30/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0169976-IN	Invoice: 0169976-IN Ref#: 30443 (K&R CONTRACTOR DISPOSAL) 701-590.000-936.000 701-000.000-202.000	10,668.01	10,668.01
		Expected Check Run: 05/12/2025		<hr/> 10,668.01	<hr/> 10,668.01
04/30/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0169955-IN	Invoice: 0169955-IN Ref#: 30444 (K&R CONTRACTOR DISPOSAL) 701-590.000-936.000 701-000.000-202.000	504.04	504.04
		Expected Check Run: 05/12/2025		<hr/> 504.04	<hr/> 504.04
05/01/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0170064-IN	Invoice: 0170064-IN Ref#: 30445 (K&R CONTRACTOR DISPOSAL) 701-590.000-936.000 701-000.000-202.000	11,627.14	11,627.14
		Expected Check Run: 05/12/2025		<hr/> 11,627.14	<hr/> 11,627.14

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	SHANNON BRYANS MISCELLANEOUS SUPPLIES Vnd: 2399 Invoice: 04.23.25	Invoice: 04.23.25 Ref#: 30384(REIMBURSEMENT FOR TUBE AT CEMETERY) 101-567.000-756.000 101-000.000-202.000	21.19	21.19
		Expected Check Run: 05/12/2025		21.19	21.19
04/30/2025	AP	SHERWIN WILLIAMS CO. BLDG & GRNDS MAINT SUPPLIES Vnd: 1748 Invoice: 3467-6	Invoice: 3467-6 Ref#: 30406(MOIST RESISTANT STAIN FOR CONF. TABLE) 101-441.000-758.001 101-000.000-202.000	109.90	109.90
		Expected Check Run: 05/12/2025		109.90	109.90
04/30/2025	AP	SOUTHWESTERN SUPPLY CORP BUCHANAN TREE FRIENDS Vnd: 1847 Invoice: 03/91856	Invoice: 03/91856 Ref#: 30414(VALVE FOR TREE FRIENDS TRAILER) 701-000.000-582.091 701-000.000-202.000	159.78	159.78
		Expected Check Run: 05/12/2025		159.78	159.78
05/01/2025	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 46416-2	Invoice: 46416-2 Ref#: 30389(100 SHOULDER PATCHES FOR UNIFORMS) 101-301.000-768.000 101-000.000-202.000	380.00	380.00
		Expected Check Run: 05/12/2025		380.00	380.00
04/30/2025	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 46232-2	Invoice: 46232-2 Ref#: 30390(ALTER FOR K. COOKE UNIFORM PANTS) 101-301.000-768.000 101-000.000-202.000	68.00	68.00
		Expected Check Run: 05/12/2025		68.00	68.00
05/07/2025	AP	SWMI REGIONAL CHAMBER ECONOMIC DEVELOPMENT PREPAID Vnd: 2240 Invoice: 18279	Invoice: 18279 Ref#: 30368(JANUARY - DECEMBER DUES 2025) 101-700.000-735.000 101-000.000-123.000 101-000.000-202.000	2,500.00 2,500.00	5,000.00
		Expected Check Run: 05/12/2025		5,000.00	5,000.00
04/30/2025	AP	THE RAMSAY GROUP GRANTS & SPECIAL PROJECTS Vnd: 2372 Invoice: 10	Invoice: 10 Ref#: 30366(CHILL GRANT ADMIN -APRIL 2025) 101-700.000-967.002 101-000.000-202.000	3,300.00	3,300.00
		Expected Check Run: 05/12/2025		3,300.00	3,300.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED					
Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/30/2025	AP	TINA SPURLOCK MAINTENANCE - BUILDINGS Vnd: 1448 Invoice: 092290	Invoice: 092290 Ref#: 30397(CLEANING FOR PD - APR 2025) 101-301.000-931.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 05/12/2025		120.00	120.00
04/30/2025	AP	TINA SPURLOCK CITY CENTER UTILITIES Vnd: 1448 Invoice: 181394	Invoice: 181394 Ref#: 30398(CLEANING CITY CENTER - APR 2025) 101-265.000-923.000 101-000.000-202.000	80.00	80.00
		Expected Check Run: 05/12/2025		80.00	80.00
04/30/2025	AP	TWIN CITY AWARDS & TROPHIES PUBLIC RELATIONS Vnd: 1699 Invoice: 34399	Invoice: 34399 Ref#: 30370(KEY TO THE CITY PLAQUES FOR MISS. BUCHAN) 101-101.000-885.000 101-000.000-202.000	180.00	180.00
		Expected Check Run: 05/12/2025		180.00	180.00
04/30/2025	AP	USA BLUE BOOK MISCELLANEOUS SUPPLIES Vnd: 0388 Invoice: INV00656113	Invoice: INV00656113 Ref#: 30447(HACH HARDNESS DROP COUNT TEST KIT) 592-591.000-756.000 592-000.000-202.000	369.89	369.89
		Expected Check Run: 05/12/2025		369.89	369.89
04/30/2025	AP	VITAL RECORDS CONTROL SHREDDING CONTRACT Vnd: 0595 Invoice: 4877877	Invoice: 4877877 Ref#: 30387(MONTHLY SHREDDING CONTRACT) 101-265.000-818.000 101-000.000-202.000	169.10	169.10
		Expected Check Run: 05/12/2025		169.10	169.10
04/30/2025	AP	WELDY SALES AND SERVICE GAS AND OIL MISCELLANEOUS SUPPLIES Vnd: 1763 Invoice: 29042	Invoice: 29042 Ref#: 30412(OIL FOR GAS & BAR OIL - WEED EATER HEADS) 101-441.000-751.000 101-441.000-756.000 101-000.000-202.000	83.97 97.97	181.94
		Expected Check Run: 05/12/2025		181.94	181.94
				374,831.27	374,831.27
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	101-000.000-202.000		32,970.06
		ACCOUNTS PAYABLE	202-000.000-202.000		189,993.75
		ACCOUNTS PAYABLE	203-000.000-202.000		4,378.50
		ACCOUNTS PAYABLE	401-000.000-202.000		3,480.48
		ACCOUNTS PAYABLE	592-000.000-202.000		84,134.56
		ACCOUNTS PAYABLE	701-000.000-202.000		59,873.92
			TOTAL INCREASE IN PAYABLE:		374,831.27

INVOICES TO NOTE

- ❖ **\$100,790.25** – Astrong Construction
(Hoven Wall)
- ❖ **\$3,480.48** – 6 Body worn cameras
- ❖ **\$8,757** – Dornbos Sign – Safety &
Traffic Control devices for DPW
- ❖ **\$62,288 & \$10,989** - Gasvoda –
Chemical Feed at the Water Dept. (this was
approved in 2023. Work was completed in
Oct. 2024.)
- ❖ **\$84,825** - Riverworks Construction
(Culvert-Days Ave.)
- ❖ S.E Berrien County Landfill invoices –
these are being reimbursed by the
contractor.