



**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, MARCH 23, 2026 – 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](mailto:clerk@cityofbuchanan.com)*

**I. Call to Order Public Hearing #1**

**II. Roll Call**

**III. Opening of Public Hearing #1**

**IV. Statement of Purpose and Announcement of Rules**

A. The purpose of the public hearing is to hear public comments on proposed amendments to Sections 71-5 Zoning district established; Section 71-14.A – Figure 71-A Buchanan Zoning Map; creation of Section 71-16.H Establishment of zoning districts and regulations; Section 71-18 Uses – Table 71-J Use Matrix – Accommodations- Article V Definitions and any other sections of the Unified Development Code that may be necessary to fully implement and a Short-term rental overlay district consistent with Ordinance 2025.09/443, as adopted in the City of Buchanan Code of Ordinances.

**V. Close of Public Hearing #1**

**VI. Call to Order Public Hearing #2**

**VII. Roll Call**

**VIII. Opening of Public Hearing #2**

**IX. Statement of Purpose and Announcement of Rules**

A. The purpose of this hearing is to hear public comments on the proposed sale, lease, or exchange of City-owned real property consisting of a portion of 102 W. Front Street, Buchanan, Michigan, Parcel No. 11-58-7250-0001-02-1.

**X. Close of Public Hearing #2**

**XI. Call to Order the Regular Meeting**

**XII. Pledge of Allegiance**

**XIII. Invocation**

**XIV. Roll Call**

**XV. Approve Agenda**

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

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

**A. Minutes** - Consider approving the Regular Meeting Minutes from March 9, 2026.

**B. Road Closure Request** - May 25th, 2026 Memorial Day Parade

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

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

**XX. Unfinished Business**

**A. Ordinance 2026.04/448**- Consider the first reading of Ordinance 2026.04/448, an ordinance to provide for and regulate short-term rental uses and amend the unified development code of the City of Buchanan to provide for a short-term rental overlay district and to protect public health, safety, and welfare. Additionally schedule the second public hearing for said ordinance.

**B. Sale of City Property** - Consideration of a portion of City-owned property located at 102 East Front Street

**XXI. New Business**

**A. G2 Development Marihuana Permit Renewals** - Consider the approval of Marihuana renewal permits from G2 Development for the following:

1) G2 Development at 408 River St, Adult-Use Marihuana Processor

2) G2 Development at 408 River St, Adult-Use Grower Class C

3) G2 Development at 1101 E Front, Adult-Use Marihuana Processor

**B. Ordinance 2026.05/449** - Consider the Introduction of Ordinance 2026.05/449, Regulating Vacant and Underutilized Buildings in the Community. Additionally, scheduling the first public hearing for the first reading of Ordinance 449 for April 13, 2026.

**C. Building Department Fee Schedule** - Consideration of new fees for building department permits and services

**D. Kathryn Park Equipment** - Consider the recommendation from BARB for the purchase of new equipment for Kathryn Park

**E. Excess Inventory** - Consider authorizing the disposal of the identified excess inventory

**F. Spring Clean Up Dumpsters** - Approval of Dumpster Bid for Community Spring Clean Up Day

**G. Expenditures** - Consider approving the expenditures for March 23rd, 2026.

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

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

**XXIV. Executive Comments**

**A. City Manager Comments**

**B. Commissioner Comments**

**C. Mayor Comments**

**XXV. Adjourn**



**POSTED: 3-5-2026**

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

PLEASE TAKE NOTICE that the City of Buchanan City Commission will hold a Public Hearing of a proposed ordinance 2026.04/448 on Monday, March 23<sup>rd</sup>, 2026, beginning at 7:00 p.m. at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan 49107.

The proposed ordinance includes amendments to Section 71-5 (Zoning Districts Established); Section 71-14.A – Figure 71-A (Buchanan Zoning Map); creation of Section 71-16.H (Establishment of Zoning Districts and Regulations); Section 71-18 (Uses – Table 71-J Use Matrix – Accommodations); Article V (Definitions); and any other sections of the Unified Development Code necessary to fully implement a Short-Term Rental Overlay District consistent with Ordinance 2025.09.443, as adopted in the City of Buchanan Code of Ordinances.

At the meeting, all interested persons will have the opportunity to be heard. Copies of the proposed ordinance are available for public inspection at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan 49107, during regular business hours.

Written comments may be submitted prior to the meeting to the City Clerk at Buchanan City Hall or via email to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com).



302 Redbud Trail N  
Buchanan, MI 49107  
Tel: (269) 695-3844  
Fax: (269) 695-4330

Item IX. A.

**POSTED: 3-5-2026**

**CITY OF BUCHANAN  
CITY COMMISSION  
NOTICE OF PUBLIC HEARING – SALE OF CITY-OWNED PROPERTY**

**PLEASE TAKE NOTICE** that the City Commission of the City of Buchanan, Berrien County, Michigan, will hold a Public Hearing on Monday, March 23, 2026, at 7:00 p.m., at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan.

The purpose of the Public Hearing is to receive public comments regarding the proposed sale, lease, or exchange of City-owned real property consisting of a portion of 102 W. Front Street, Buchanan, Michigan, Parcel No. 11-58-7250-0001-02-1.

This Public Hearing is being held in accordance with Section 8.7(b) of the Buchanan City Charter, which requires a public hearing prior to the sale, lease, or exchange of City-owned real property. Following the Public Hearing, the City Commission may consider approval of the proposed sale, lease, or exchange of the property.

Information regarding the proposed transfer may be reviewed at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan 49107, during regular business hours.

Kalla Langston-Weiss  
City Clerk  
City of Buchanan



**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, MARCH 09, 2026 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

**MINUTES**

**I. Call to Order the Public Hearing**

Public Hearing called to order at 7pm.

**II. Roll Call**

Present: Weedon, Swem, George, Money, Vigansky

Absent: None

**III. Opening of Public Hearing**

Motion made by George, seconded by Vigansky to open the Public Hearing at 7:01pm. Roll call vote carried unanimously.

**IV. Statment of Purpose and Announement of Rules**

A. The purpose of this public hearing is to hear public input regarding the proposed Ordinance 2026.03/447. An Ordinance of Regulation of Sidewalk Cafes and Outdoor Service Areas.

Norma Ferris asked for more information about the Ordinance. Mayor Weedon explained it was to help regulate sidewalk cafes with indoor/outdoor service areas.

**V. Close of Public Hearing**

Motion made by Swem, seconded by Money to close the Public Hearing at 7:03pm. Roll call vote carried unanimously.

**VI. Call to Order the Regular Meeting**

Mayor Weedon called the regular meeting to order at 7:03pm.

**VII. Recognition**

**VIII. Pledge of Allegiance**

Mayor Weedon led in the Pledge of Allegiance.

**IX. Invocation**

George led the invocation.

**X. Roll Call**

Present: Weedon, Swem, George, Money, Vigansky

Absent: None

City Staff Present: City Manager Tony McGhee, City Clerk Kalla Langston-Weiss, Director of Public Services Mike Baker, Planning & Community Development Director Kristen Gundersen

**XI. Approve Agenda**

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

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

Randy Hendrixson – Asked for clarification on the waiving of permit fees during the annual City-wide garage sale weekend.

Norma Ferris – Asked what a Burial Vault Cart was.

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

**A. Minutes** - Consider approving the Regular Meeting Minutes from February 23rd, 2026.

**B. Garage Sale Weekend** - Consider approving the Garage Sale Weekend for June 12th-14th 2026, and waiving the permit fee for those dates.

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

Motion made by Money, seconded by Vigansky to approve the consent agenda as presented. Voice vote carried unanimously.

Clerk Langston-Weiss explained the City waives the garage sale permit fees for the garage sale weekend. The permit fee is \$2.50.

**XIV. Scheduled Matters from the Floor** *(if any)***XV. Reports by: Departments, Committees, Boards****XVI. Unfinished Business**

**A. Ordinance 2026.03/447**- Consider the second reading and enactment of Ordinance 2026.03/447, which regulates sidewalk cafes and outdoor service areas.

City Manager McGhee spoke about the Ordinance, explaining that with more restaurants coming to town there is an interest in outdoor dining service and this ordinance will regulate that through a permit process.

Motion made by Swem, seconded by George to approve the agenda as presented. Roll call vote carried unanimously.

**XVII. New Business**

**A. Redbud Roots Marihuana Permit Renewals**- Consider the approval of Marihuana renewal permits from Redbud Roots for the following:

- 1) Redbud Roots Lab IV, LLC at 215 Post Rd, Suite A, Adult-Use Marihuana Processor
- 2) Redbud Roots Lab IV, LLC at 215 Post Rd, Suite A, Medical Marihuana Processor
- 3) Redbud Roots Lab II, LLC at 835 Terre Coupe St., Adult-Use Grower Class C, \*Stacked
- 4) Redbud Roots Lab II, LLC at 215 Post Rd, Suite B, Adult-Use Marihuana Grower Class C

Motion made by Vigansky, seconded by Money to approve the Marihuana renewal permits from Redbud Roots, contingent upon the completion of background checks as presented.

Vigansky asked the representative of Redbud Roots if they were planning to sell any of their properties, she responded not at this time. Money spoke to questions he has received about the odor from their facilities. She responded that the 215 Post Rd lab does have a harsh smell during harvest, but they now have a health and safety supervisor that is working to better control the odor.

Roll call vote carried unanimously.

**B. Cemetery Burial Vault Cart-** *Consider approving the bid award for the Cemetery Burial Vault Cart purchase.*

McGhee spoke to the Burial Vault Cart purchase, noting that it will replace our current cart and was a priority capital spend for this fiscal year. The City went out to bid and received one proposal back.

Motion made by Money, seconded by George to approve the bid award of the TruRebel Johnny Max+ Burial Vault cart in the amount of \$49,115.00 as presented.

Money asked if the old burial cart could be sold. Baker responded that most cemeteries don't offer this service, and a vault company will instead install burial vaults. We are needing this new cart because a grave caved in and damaged a major piece on the front. We don't need a back up cart and will put it up for auction.

Vigansky asked about hiring a vault company to install vaults. Clerk Langston-Weiss explained that vault companies charge between \$350-500, while we charge \$150 and is cost saving for our residents. Our cemetery crew also doesn't have to wait on a vault company. Swem asked how many burials we do a year, Langston-Weiss responded between 35-50. McGhee responded that it will pay for itself in about 200 burials, about 4 years of the expected 10 year lifespan.

Roll call vote carried unanimously.

**C. Cold Asphalt Patch-** *Consider authorization to purchase Cold Patch.*

McGhee was able to you the County Road Department's competitively bid contract for cold patch. Baker explained that we'd previously been able to get cold patch from the County, but this year they are using it so fast they are not authorizing that. A truckful will last us until we are able to hot patch.

Swem, on behalf of a resident who asked him, asked why the City doesn't buy a roller. Baker explained the process and why a roller couldn't be used in this case.

Motion made by Money, seconded by Swem to approve the purchase of cold patch from Ace-Saginaw Paving Company for a 50-ton load at \$150/ton as presented.

Vigansky asked about the quantity of cold patch. 50 tons is the smallest load we can get, and Baker speculated that we could trade excess back to the County.

Roll call vote carried unanimously.

**D. BS&A Cloud Conversion & Community Development Module-** *Consider the purchase of the BS&A Cloud Conversion & Community Development Module proposals.*

Motion made by Swem, seconded by George to approve the purchase of the BS&A Cloud Conversion & Community Development Module in the amount of \$66,880 as presented.

Swem noted the purchase was reviewed by the finance committee.

Roll call vote carried unanimously.

**E. Budget Amendments-** *Consider approving Budget Amendments #2026-1*

Motion made by Vigansky, seconded by George to approve the Budget Amendments #2026-1 as presented. Roll call vote carried unanimously.

**F. 2026 Schedule of Fees-** *Consider approving the 2026 Schedule of Fees.*

Motion made by Vigansky, seconded by Money to approve the 2026 Schedule of Fees as presented.

Roll call vote carried unanimously.

**G. Expenditures-** *Consider approving the expenditures for March 9th, 2026.*

McGhee noted that an expense for housing repairs will be reimbursed by the State of Michigan.

Motion made by Vigansky, seconded by Swem to approve the expenditures in the amount of \$86,495.32. Roll call vote carried unanimously.

**XVIII. Communications** *(informational only, formal board action is not necessary for these items, unless so desired)***A. Call for Applicants-** *Please visit the application on the city website if you are interested in joining the following boards. Please submit completed applications to Clerk@cityofbuchanan.com.*

Planning Commission (1 spot)

Zoning Board of Appeals (3 spots)

Buchanan Area Recreation Board (1 spot)

Construction Board of Appeals

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

Dennis Mori – There will be a Lucky Ducky Duck race on Saturday. The Buchanan Business Boosters are also making a downtown business flyer.

**XX. Executive Comments****A. City Manager Comments**

Clerk Langston-Weiss has been nominated by the Michigan Association of Municipal Clerks for Clerk of the Year. Emma Lysy has been promoted to Deputy Clerk and Administrative Coordinator.

**B. Commissioner Comments**

George – Appreciated getting the monthly department reports. Congratulated Lysy and Langston-Weiss and thanked Mori for his work with the Buchanan Business Boosters.

Swem – Congratulated Langston-Weiss and asked Tony for an update on the Feed Mill site. McGhee responded that a leaking underground storage tank is being removed, paid for by the previous owner's insurance.

Vigansky – Asked if anyone else had received a City of Buchanan Police raffle flyer in the mail. Chief Burnett confirmed it was a scam. Congratulated Langston-Weiss and Lysy. There are new projects in town, including Autozone and the Secretary of State on a temporary basis.

Money – Congratulated Langston-Weiss and Lysy. Also thanked Baker for the street department's work during the extreme weather. Thanked the Commission for their work

**C. Mayor Comments**

Mayor Weedon Congratulated Langston-Weiss, McGhee, and Lysy. There are a lot of things happening in town this weekend, the City is on the move and there are many new businesses coming to town.

**XXI. Adjourn**

Vigansky moved, seconded by Money to adjourn at 7:50pm. Voice vote carried unanimously.

---

Kalla Langston-Weiss, City Clerk

---

Mayor Mark Weedon



CITY OF BUCHANAN  
Street Closure Form

Street(s) requested to be closed: Front street from American Legion  
To Terre Coupe St. to Oakridge Cemetery

Street Closing: from 5-25-26 10:00 AM to: 5-25-26 11:00 AM  
Date Time Date Time

Reason: Memorial Day Parade

Request being made by:

Organization: American Legion Post 51

Address: 403 E Front St  
Buchanan MI 49107

Phone: 269-449-4737 or American Legion 269-695-6633

Company Representative Name (printed) Marvin Pruett

Company Representative Signature Marvin Pruett

Title Legion Commander - Parade Chairman

Approved [Signature]  
Police Chief

Approved [Signature]  
Fire Chief

Approved [Signature]  
Public Services Director

Approved \_\_\_\_\_  
City Manager

Comments (Office Use Only) \_\_\_\_\_

The American Legion  
Ralph Rumbaugh Post 51  
403 East Front Street  
Buchanan, MI 49107

March 12, 2026

City of Buchanan  
City Hall  
302 N Redbud Trail  
Buchanan, MI 49107

### MEMORIAL DAY PARADE

Dear Members of the Buchanan City Commission:

As parade chairman for the American Legion Ralph Rumbaugh Post 51 in Buchanan, I would like to request your permission to hold the Memorial Day Parade on Monday, May 25, 2026.

Lineup will be by the American Legion at 9:30 A.M. The parade will begin at 10:00 A.M. and will travel from the American Legion to the Cemetery.

If you have any questions, please feel free to give me a call at 269-499-4737.

Sincerely,



Marvin J. Pruett  
Parade Chairman and the  
American Legion Commander

# Memorandum



Date: March 17, 2026

To: Buchanan City Commission

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Amendment - Unified Development Code – Short-term rental regulations – Lodging – First Reading**

---

## Background

In 2025, the Code of Ordinances was amended to add short-term rental regulations. While reviewing the Unified Development Code (UDC), staff found no specific reference to Short-term rentals (stays of less than one month). Some communities have language regulating short-term rental in both documents.

Within the UDC, the term “lodging” is defined and references “tourist homes” which are allowed in the General Neighborhood (GN) or Suburban Commercial (SC) districts as Special Use Permits if approved by the Planning Commission when there are 6 rooms or less and they are permitted in the Neighborhood Center (NC) and Downtown (D) districts by right. The GN district covers a sizable portion of the city which does not fall within the adopted Short-term rental map which depicts properties in portions of the Neighborhood Center (NC), Industrial (I), Downtown (D) and General Neighborhood (GN) districts.

To improve the intent of the 2025 short-term rental ordinance, staff are recommending changes to the UDC. Creation of an overlay district allows the “Short-term rental permitted area map” be included along with an intent statement, basis for regulations and an applicable/exception section. Table 71-J changes the use matrix associated with lodging by dropping the room reference and adding hotel/motel, bed and breakfast and short-term rental. Lastly the definition of lodging is changed, and five new terms are added.

## Planning Commission Recommendation

The Planning Commission conducted a public hearing on the request during their March 10<sup>th</sup> meeting. No audience members spoke and the Planning Commission recommended approval of the request.

Attached is the draft adopting ordinance along with the completed application and redlined draft language changes.

Please note, after the Planning Commission, staff discovered the definitions of Accessory Building and Accessory Use used the term “guest house” which is not defined. Staff believe the intent was a reference to accessory dwelling units, however, some might believe it was a reference to short-term rental units. Both definitions have been modified in the adopting ordinance with the term “guest house” being replaced with “accessory dwelling unit (ADU).”

## Memorandum

### Standards for Review

Section 71-36.B.2 Standards provides five factors that must be considered when reviewing proposed amendments to the Unified Development Code. Please review and discuss each factor before a motion and recommendation is made to the City Commission.

- a. Consistent with master plan and vision plan. Whether and the extent to which the proposed amendment is consistent with the master plan and the vision plan.
- b. Changed conditions. Whether and the extent to which there are changed conditions that require an amendment.
- c. Community need. Whether and the extent to which the proposed amendment addresses a demonstrated community need.
- d. Compatible with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zone district for the land, or the proposed amendment to the text of this chapter will maintain or impose compatibility among uses and will ensure efficient development within the City.
- e. Development patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern.

### Action

Please deliberate the request, review the factors stated above from Section 71-36.B.2 before making a motion to approve the first reading of the ordinance.

**DRAFT PROPOSED ORDINANCE  
03/23/26**

**CITY OF BUCHANAN  
SHORT-TERM RENTAL OVERLAY DISTRICT ORDINANCE  
ORDINANCE NO. 2006.04/448**

**AN ORDINANCE TO PROVIDE FOR AND REGULATE SHORT TERM RENTAL USES AND AMEND THE UNIFIED DEVELOPMENT CODE OF THE CITY OF BUCHANAN TO PROVIDE FOR A SHORT-TERM RENTAL OVERLAY DISTRICT AND TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.**

**IT IS HEREBY ORDAINED BY THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN:**

**SECTION 2. AMENDMENTS**

The Unified Development Code will be submitted to the Commission for review and vote on amendment with proposed new language underlined and proposed language to be deleted is stricken, as follows:

Sec. 71-5 Zoning districts established

A. Zoning under this chapter is limited to the following district designations.

8. Short-term rental Overlay District allows short-term rental uses to be located in specific geographic areas.

Sec. 71-14 Zoning districts

A. Official zoning map – Figure 71-A (Zoning Map shall have the following language added under “Zoning Districts”)

Overlay District

Short-Term Rental Overlay District – see Sec. 71-16.H.11

Sec. 71-16 General requirements

Section 71-16.H Establishment of zoning districts and regulations

1. through 10. - intentionally left blank for future use

11. Short-Term Rental Overlay District (STROD)

a. The Short-Term Rental Overlay District is established and applies to the area shown on the map under 11 b. The intent of the Short-Term Rental Overlay District and related amendments is:

i. Protect and promote the health, safety and welfare of the City’s residents, property owners, visitors, and neighborhoods by allowing short-term rentals (STR) within the City under certain conditions as found in Chapter 14 of the Code of Ordinances and in certain zoning districts;

ii. Recognizes that short-term rentals may potentially promote tourism, increase property values, and provide valuable business opportunities for property owners;

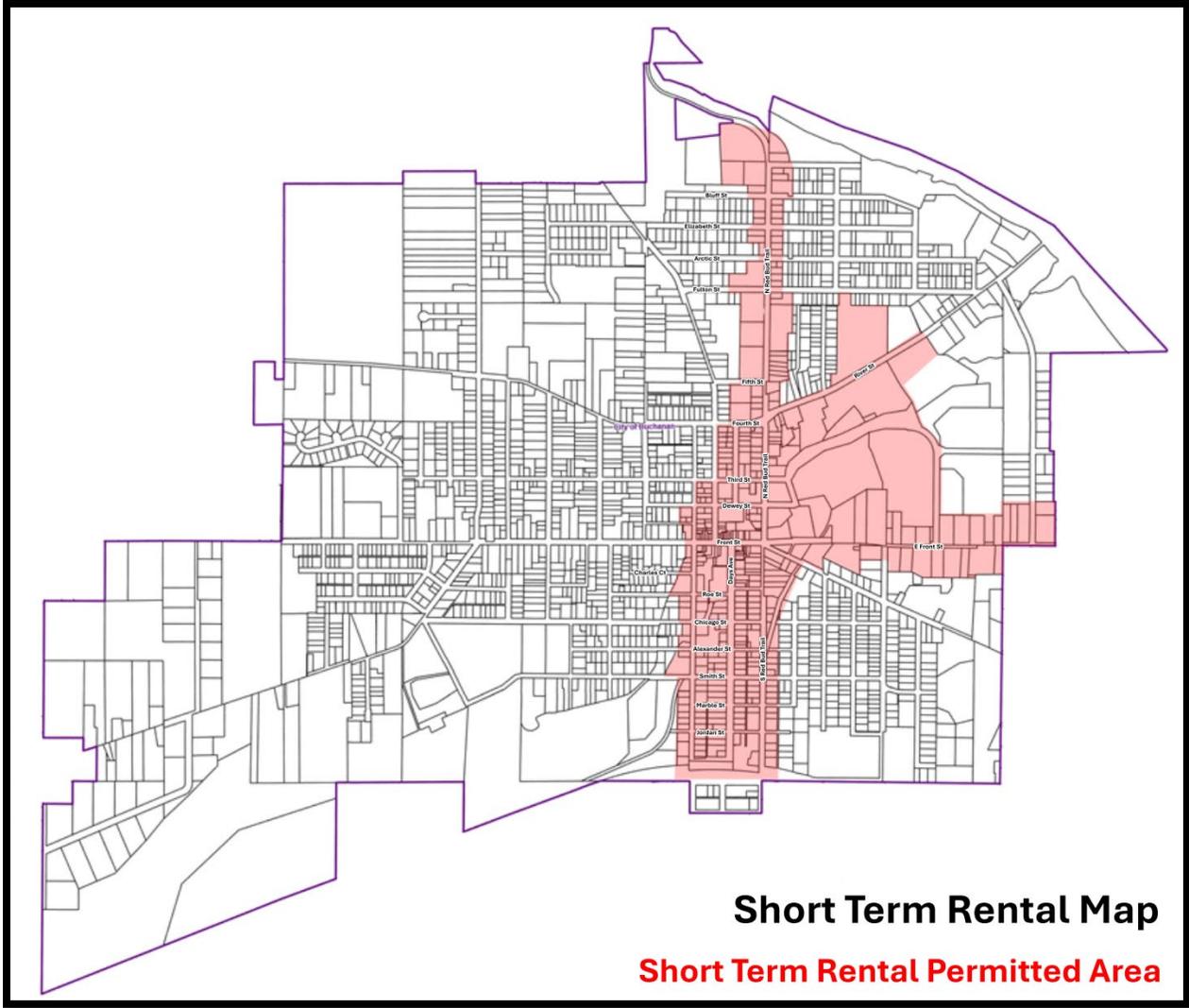
iii. Ensure that the operation of short-term rentals is done in a safe and beneficial manner for the well-being of all in the community. The character of residential zoning districts must also be protected and preserved;

iv. While short-term rentals can provide community benefits, their proliferation in residential neighborhoods can cause difficulties where character of the use takes on a more transitory and commercial character;

v. By creating the overlay district it will decrease potential conflicts with adjacent properties, limit impact on long-term housing availability and maintain the residential character of neighborhoods;

vi. The City Commission adopted Ordinance 2025.09.443 establishing regulations that must be met for short-term rental in Chapter 14 of the Code of Ordinance, which may be amended from time to time; and

b. Short-term rental Areas. The Short-Term Rental Overlay Map as established in Chapter 14 of the Code of Ordinances.



c. Applicability, Exception

i. Properties located outside of the overlay district are prohibited from requesting use variances from the Zoning Board of Appeals for the establishment of a short-term rental unit.

Section 71-18 Use

Table 71-J Use Matrix

TABLE 71-J USE MATRIX							
	N	NE	GN	NC	D	SC	I
<b><u>Lodging/Accommodations</u></b>							
6 rooms or less			S	■	■	S	
12 rooms or less <u>Hotel/Motel</u>				■	■	■	
More than 12 rooms					■	■	
<u>Bed and Breakfast</u>			S	■	■	S	
<u>Short-Term Rental</u>			<u>OD</u>	<u>OD</u>	<u>OD</u>	<u>OD</u>	<u>OD</u>

Key :

- Permitted use ■
- Temporary use T
- Accessory use A
- Special use permit S
- Prohibited use blank space
- OD Overlay District

Article V. DEFINITIONS

**Accessory Building:** a structure which is on the same parcel of property as a principal structure and the use is incidental to the use of the principal structure. For example a residential structure may have a detached garage, storage shed, or ~~guest house~~ accessory dwelling unit (ADU) where allowed.

**Accessory Use:** a supplemental use on the same lot with, and where the use is of a nature which is customarily incidental and subordinate to, the principal use; such as a home occupation or ~~guest house~~ accessory dwelling unit (ADU) in a residential district.

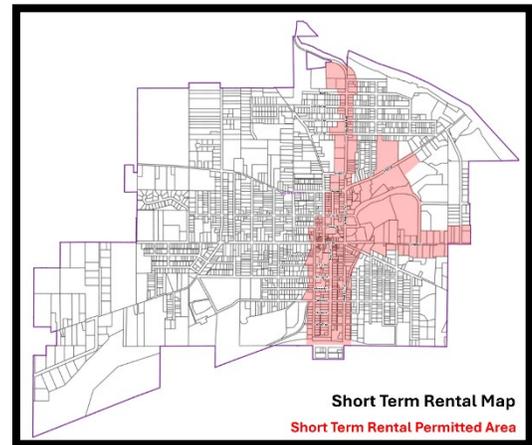
**Lodging:** a land use that provides sleeping accommodations to temporary guests, whether in a whole building, a dwelling, or a portion of a dwelling, with or without meals or services. Occupancy is transient. Lodging includes hotels, inns, bed and breakfasts, ~~tourist homes,~~ and similar establishments. Lodging is not a residential use or a short-term rental use.

**Bed and breakfast:** a single-family detached residential structure operated by an owner or employee who lives on site, offering as an accessory use, overnight sleeping accommodations to transient tenants for compensation, and may provide meals.

Hotel or motel: a facility offering transient lodging accommodations to the public. Hotels may include restaurants, meeting spaces, ballrooms and banquet halls. A hotel shall not be considered or construed to be a multiple family dwelling, Bed and Breakfast or Short-Term Rental.

Overlay District: a zoning district which has definite boundaries and is superimposed over all existing zoning districts within those boundaries. The overlay district may establish additional regulations, reduce existing regulations, or extend or limit the permitted uses within the underlying zoning district. Where there is a conflict between standards in the Overlay district and the underlying Zoning district, the standards in the Overlay district shall be applied. The intent is to address particular issues that span a geographic area and may include more than one underlying zoning district or portions of underlying zoning districts.

Short-Term Rental Overlay District: allows short-term rental with stays of less than one month as a permitted used in accordance with regulations found in Chapter 14 of the Code of Ordinance.



Short-Term Rental: a commercial use which is subordinate to the residential principal use of a dwelling unit, where the tenant is allowed to lease the dwelling unit for periods of less than one month. Short-term rental is a commercial use. If a tenant leases a dwelling unit for a period of at least one calendar month, this is not a short-term rental but instead is a residential use. A property authorized for short-term rental use may also be used for such residential uses. Chapter 14 of the Code of Ordinances provides requirements for operation.

#### Sec. 14-317 Effective Date

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 APRIL 2026 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON DAY\_\_OF APRIL 2026 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 the \_\_day of April 2026, 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



# Text Amendment (Changing Language in Zoning Ordinance) Application

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper.

## Property Information

Applicable Section of Zoning Ordinance that amendment is requested: Section 71-15.A, Section 71.16.H, Section 71-18 - Table 71-J and Article V Definitions

Briefly Explain Request: Incorporate language in the Unified Development Code regarding short-term rental based on language in the Code of Ordinances.

Are there other requests associated with application?: If yes, explain: No.

## Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: Kristen Gundersen, Planning/Community Dev Dir

Relationship to Property Owner: staff

Mailing Address: 302 N Redbud Trail

City: Buchanan State: MI Zip Code: 49107

Telephone Number: 269.695.3844 ext 19 Emergency Number: \_\_\_\_\_

E-mail Address: kgundersen@cityofbuchanan.com

Attorney: Butzel

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Engineer or Architect: N/A

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Proposed Language Change (please use additional paper if needed)**

Existing section and language from Zoning Ordinance: \_\_\_\_\_

See attached excerpt from Unified Development Code which has existing and proposed language changes. New language is underlined and deleted language is stricken.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed new language for the Zoning Ordinance: See attached document

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how the proposed new language supports the goals and objectives of the adopted Master Plan: The 2021 Master Plan, Housing references short-term rental in the commercial districts. After discussions in 2025, an ordinance was adopted regulating short-term in the city. The changes were placed in the Code of Ordinances. Language is needed in the Unified Development Code (UDC) Land Use references the use of overlay districts. After reviewing the UDC staff language regarding short-term rental is necessary and would be best addressed by creating an overlay district and additional definitions associated with Lodging.

---



---

### **Text Amendment Standards**

If needed use additional sheets of paper to respond to Standards.

Section 71-35.B.2 Standards. The advisability of amending the text of this chapter or making an amendment to the zoning map is a matter committed to the legislative discretion of the City Commission. In determining whether to adopt or disapprove d the proposed amendment, the City Commission must consider the following factors:

- a. Consistent with master plan and vision plan. Whether and the extent to which the proposed amendment is consistent with the master plan and the vision plan. The 2021 Master Plan under #10 Land Use references considering adopting overlay zoning for other uses. After reviewing the Code of Ordinance regulations, it was concluded creating an overlay district and adding definitions was appropriate. In addition under #7 Housing states develop housing policies and allow short-term rental in commercial districts.
- b. Changed conditions. Whether and the extent to which there are changed conditions that require an amendment.

In 2025, the Code of Ordinances was amended creating regulations for short-term rental. The Unified Development Code (Zoning Ordinance) did not provide any reference to short-term rental.

---

- c. Community need. Whether and the extent to which the proposed amendment addresses a demonstrated community need.

The proposed amendment establishes an overlay district for short-term rental uses and includes the "permitted map area" adopted in the Code of Ordinances.

- d. Compatible with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zone district for the land, or the proposed amendment to the text of this chapter will maintain or improve compatibility among uses and will ensure efficient development within the City.

The short-term rental overlay district is in keeping with the adopted regulations found in the Code of Ordinances that were adopted in 2025.

- e. Development Patterns. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern.

Discussions regarding short-term rental regulations and appropriate locations were discussed as several public meetings before the Code of Ordinances was amended.

### TEXT AMENDMENT (REZONING) APPLICATION CERTIFICATION

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands that if the division is approved, a land division does not occur until receipt of a registerable conveyance is supplied to the City of St. Buchanan.

On the 9th, day of February, 2026, I/We have read the above certification, understand it, and agree to abide by its conditions.

Kristen Gundersen Planning & Land Dev Div Kristen Gundersen  
 Signature of Applicant or Authorized Agent      Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this 9th day of February, 2026

Karla Langston

Notary Public

KALLA LANGSTON  
 NOTARY PUBLIC - STATE OF MICHIGAN  
 COUNTY OF BERRIEN  
 My Commission Expires June 09, 2032  
 Acting in the County of Berrien

New language is underlined and language to be deleted is stricken

Sec. 71-5 Zoning districts established

A. Zoning under this chapter is limited to the following district designations.

8. Short-term rental Overlay District allows short-term rental uses to be located in specific geographic areas.

Sec. 71-14 Zoning districts

A. Official zoning map – Figure 71-A (Zoning Map shall have the following language added under “Zoning Districts”)

Overlay District

Short-Term Rental Overlay District – see Sec. 71-16.H.11

Sec. 71-16 General requirements

Section 71-16.H Establishment of zoning districts and regulations

1. through 10 - intentionally left blank (in future Tables 71-C through 71-H will be retitled)

11. Short-Term Rental Overlay District (STROD)

a. Intent. The Short-Term Rental Overlay District is established and applies to the area shown on the map in Section 71-16.H.11.c. The intent of the Short-Term Rental Overlay District is:

i. Protect and promote the health, safety and welfare of the City’s residents, property owners, visitors, and neighborhoods by allowing short-term rentals (STR) within the City under certain conditions as found in Chapter 14 of the Code of Ordinances and in certain zoning districts.

ii. Recognizes that short-term rentals may potentially promote tourism, increase property values, and provide valuable business opportunities for property owners.

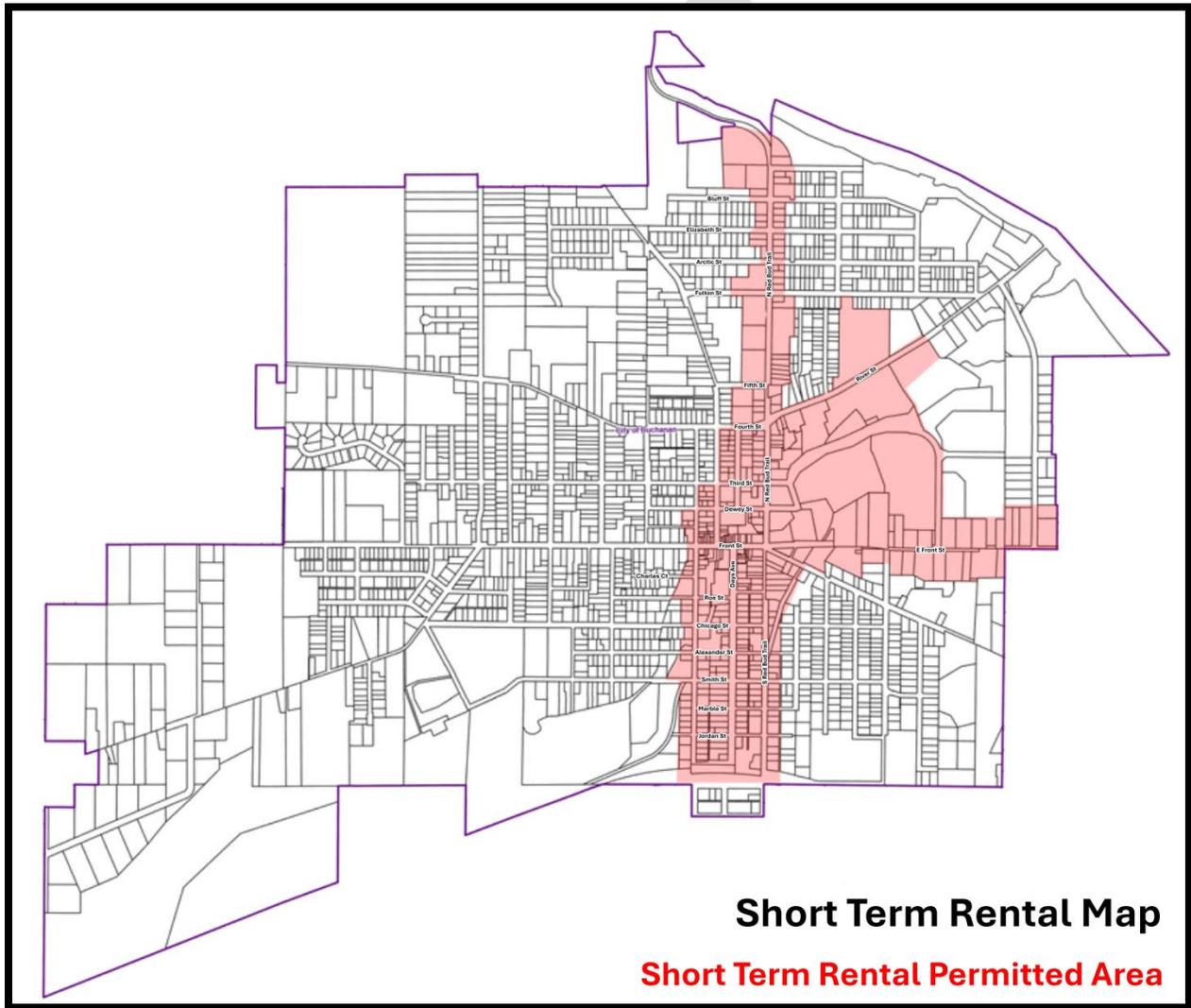
iii. Ensure that the operation of short-term rentals is done in a safe and beneficial manner for the well-being of all in the community. The character of residential zoning districts must also be protected and preserved.

iv. While short-term rentals can provide community benefits, their proliferation in residential neighborhoods can cause difficulties where character of the use takes on a more transitory and commercial character.

v. By creating the overlay district it will decrease potential conflicts with adjacent properties, limit impact on long-term housing availability and maintain the residential character of neighborhoods.

b. Basis for Regulations. Whereas in 2025, the City Commission adopted Ordinance 2025.09.443 establishing regulations that must be met for short-term rental in Chapter 14 of the Code of Ordinance which may be amended from time to time.

c. Short-term rental Areas. The Short-Term Rental Overlay Map as established in Chapter 14 of the Code of Ordinances.



d. Applicability, Exception

i. Properties located outside of the overlay district are prohibited from requesting use variances from the Zoning Board of Appeals for the establishment of a short-term rental unit.

Section 71-18 Use

Table 71-J Use Matrix

TABLE 71-J USE MATRIX							
	N	NE	GN	NC	D	SC	I
<b><u>Lodging/Accommodations</u></b>							
<u>6 rooms or less</u>			S	■	■	S	
<u>12 rooms or less Hotel/Motel</u>				■	■	■	
<u>More than 12 rooms</u>					■	■	
<u>Bed and Breakfast</u>			S	■	■	S	
<u>Short-Term Rental</u>			OD	OD	OD	OD	OD

Key :

- Permitted use ■
- Temporary use T
- Accessory use A
- Special use permit S
- Prohibited use blank space
- OD Overlay District

Article V. DEFINITIONS

Lodging: a land use that provides sleeping accommodations to temporary guests, whether in a whole building, a dwelling, or a portion of a dwelling, with or without meals or services. Occupancy is transient. Lodging includes hotels, inns, bed and breakfasts, tourist homes, and similar establishments. Lodging is not a residential use or a short-term rental use.

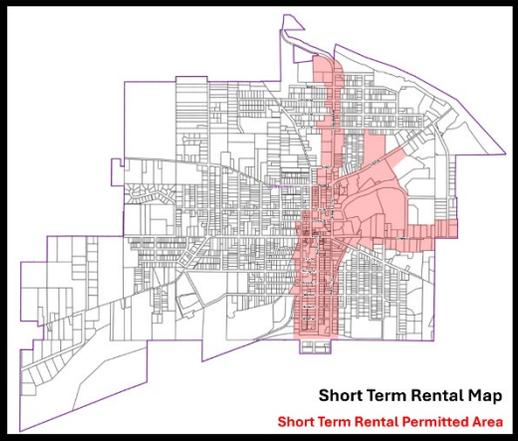
Bed and breakfast: a single-family detached residential structure operated by an owner or employee who lives on site, offering as an accessory use, overnight sleeping accommodations to transient tenants for compensation, and may provide meals.

Hotel or motel: A facility offering transient lodging accommodations to the public. Hotels may include restaurants, meeting spaces, ballrooms and banquet halls. A hotel shall not be

considered or construed to be a multiple family dwelling, Bed and Breakfast or Short-Term Rental.

Overlay District: A zoning district which has definite boundaries and is superimposed over all existing zoning districts within those boundaries. The overlay district may establish additional regulations, reduce existing regulations, or extend or limit the permitted uses within the underlying zoning district. Where there is a conflict between standards in the Overlay district and the underlying Zoning district, the standards in the Overlay district shall be applied. The intent is to address particular issues that span a geographic area and may include more than one underlying zoning district or portions of underlying zoning districts.

Short-Term Rental Overlay District: Allows short-term rental with stays of less than one month as a permitted used in accordance regulations found in Chapter 14 of the Code of Ordinance.



Short-Term Rental: A commercial use which is subordinate to the residential principal use of a dwelling unit, where the tenant is allowed to lease the dwelling unit for periods of less than one month. Short-term rental is a commercial use. If a tenant leases a dwelling unit for a period of at least one calendar month, this is not a short-term rental but instead is a residential use. A property authorized for short-term rental use may also be used for such residential uses. Chapter 14 of the Code of Ordinances provides requirements for operation.

# Memorandum



Date: March 18, 2026  
To: Buchanan City Commission  
From: Tony McGhee  
**Subject: Sale of Portion of City Owned Property located at 102 Front Street**

---

Staff is recommending the sale of a portion of the City owned property at 102 Front Street to the owners of the planned Brick and Bloom restaurant.

As shown in Attachment A, which includes a survey of the subject area, the portion of the parcel being requested is located behind the proposed restaurant site. The property owner is requesting this land to support the development and operation of the restaurant. Specifically, the area would be used for outdoor seating, the construction of a walk in cooler, and to establish ADA access to the building.

The parcel currently owned by the City is irregular in shape. Based on staff's review, the proposed sale area does not negatively impact the value or development potential of the remaining City owned property. The portion being requested is not critical to the functionality or future use of the balance of the parcel.

As part of this request, the proposed purchase price will be a \$5,000 donation to the City of Buchanan's Victory Park improvement fund. These funds will be used to enhance the quality of recreational opportunities for residents, providing a direct community benefit as part of this transaction. Additionally, the costs associated with developing the legal description and survey drawings for the proposed transaction have been paid for by the building owner, resulting in no out of pocket expense to the City for this work.

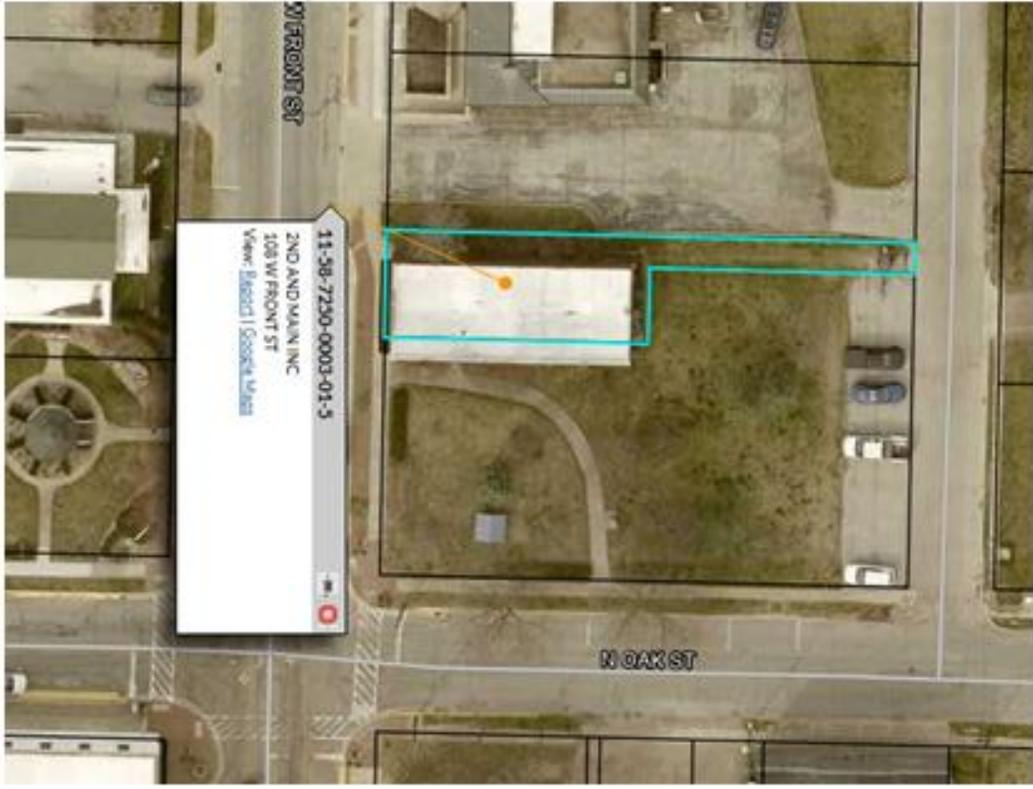
From a broader perspective, this request represents continued investment in our community. The Brick and Bloom project is another example of private investment choosing to locate in Buchanan, which supports our ongoing efforts to strengthen the downtown and expand economic activity in the community. Projects like this activate underutilized spaces, contribute to the vibrancy of the area, and support surrounding businesses.

Additionally, the proposed improvements tied to this request, including outdoor seating and ADA access, will enhance the usability and accessibility of the site while contributing positively to the pedestrian experience downtown.

For the reasons outlined above, staff is recommending approval of the sale of the portion of 102 Front Street as outlined in Attachment A. Staff will return with the necessary documents to complete the transaction upon direction from the Commission.

# Attachment A





# Memorandum



Date: March 18, 2026  
To: Buchanan City Commission  
From: Tony McGhee  
**Subject: Introduction of Vacant and Underutilized Building Ordinance**

---

Vacant and underutilized buildings can have a significant impact on the health and vitality of a community. When buildings remain unused for extended periods of time they often become magnets for vandalism, nuisance activity, and property maintenance issues. They can also create safety risks, reduce surrounding property values, and detract from the economic and social vibrancy of neighborhoods and the downtown. At the same time, buildings that sit idle represent lost opportunities for housing, small business activity, and investment that could otherwise contribute to the community.

The proposed Vacant and Underutilized Building Ordinance is intended to provide the City with a proactive framework to address these challenges. The ordinance establishes a process for identifying and registering vacant or underutilized buildings, ensuring that they are properly maintained and secured, and encouraging their return to productive use. It also discourages the long-term warehousing of commercial space for storage purposes when such uses are inconsistent with the City's development goals.

A central goal of the ordinance is to strike a fair and balanced approach. The intent is not to penalize property owners who are actively working to rehabilitate, market, or redevelop their buildings. Rather, the ordinance is designed to encourage progress toward activation while providing clear expectations and accountability. The proposed framework includes the use of activation plans with milestones so that owners who are legitimately pursuing renovation, leasing, or sale of their property have a clear path forward.

The ordinance also recognizes that there are circumstances beyond an owner's control that can delay redevelopment. For that reason, the proposal includes a hardship exception process that allows the City to provide temporary relief when property owners can demonstrate legitimate financial, legal, environmental, or personal barriers to activating a property. This provision ensures flexibility and fairness while still maintaining reasonable oversight.

## Memorandum

Overall, the proposed ordinance seeks to balance community interests with property owner realities. By encouraging the productive reuse of long vacant or underutilized buildings while allowing flexibility for legitimate hardship situations, the ordinance aims to reduce blight, strengthen neighborhoods, and support continued investment and vitality throughout the City of Buchanan. The proposed ordinance was unanimously passed by the Planning Commission as presented.

**Attachment A:      Draft Vacant and Underutilized Building Ordinance**

# Attachment A



## DRAFT PROPOSED ORDINANCE 03/04/26

**CITY OF BUCHANAN**  
**VACANT AND UNDERUTILIZED BUILDING ORDINANCE**  
**ORDINANCE NO. [\_\_\_\_]**

**AN ORDINANCE TO REGULATE, REHABILITATE, AND PROMOTE THE ACTIVE USE OF VACANT AND UNDERUTILIZED BUILDINGS; TO DISCOURAGE NONCONFORMING STORAGE USES OUTSIDE STORAGE ZONES; TO ESTABLISH DEFINITIONS, REGISTRATION, LOCAL RESPONSIBLE AGENT, INSPECTION, MAINTENANCE, ACTIVATION, FEES, ENFORCEMENT, HARDSHIP RELIEF, AND APPEALS; AND TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.**

**SECTION 1. PURPOSE AND INTENT**

This ordinance is intended to:

1. Ensure that abandoned, vacant or underutilized buildings are maintained, secured, and transitioned to productive use.
2. Reduce blight, vandalism, fire risk, and depressed property values.
3. Align with City planning goals for downtown vitality, neighborhood stability, and economic development.
4. Provide a fair process for temporary hardship relief with accountability and milestones.
5. Utilize an administrative fee schedule adopted by the City Commission for transparent and adjustable fees.

**SECTION 2. DEFINITIONS**

**“Building”** means the first floor of a building. The upper stories shall not be considered as part of a structure subject to regulation under this ordinance.

**“Abandoned or Vacant Residential or Nonresidential Building”** means a structure in which all lawful activity has ceased, or reasonably appears to have ceased for ninety (90) days or more and meets any one or more of the following criteria:

- (1) Provides a location for loitering, vagrancy, unauthorized entry or criminal activity;
- (2) Is not secured so as to prevent unauthorized entry;
- (3) Is damaged or rendered structurally unsound by decay, fire, flood, weather, or vandalism to an extent which prohibits safe human occupancy;
- (4) Demonstrates a lack of property maintenance and upkeep as evidenced by one or more violations of the 2015 International Property Maintenance Code, as adopted by the City;

**DRAFT PROPOSED ORDINANCE 03/04/26**

- (5) Has one or more utilities for water, sewer, electric or gas disconnected or not in use.
- (6) Is not maintained in compliance with one or more City ordinances.
- (7) Is not currently used or occupied consistent with the building's zoning requirements, permitted use, or most recent licensing; or
- (8) Is a potential hazard or danger to persons or members of the public.

**“Abandoned or Vacant Residential Building”** means a residential structure and any accessory building or accessory dwelling unit.

**“Active Use / Activation”** means continuous permitted or approved occupancy or operation consistent with the building's intended design, certificate of occupancy, City permit and compliance with the Unified Development Code.

**City Official.** City Manager, Building Official, Code Enforcement Officer, or City staff designated by the City Manager.

**“Lawful activity”** means that activity for which the structure was built or intended to be used. No building shall be used primarily for storage of personal or business items, unless such use has been previously approved by the City and is consistent with the Unified Development Code.

**Local Responsible Agent.** A person or entity with authority to act for the owner, which person or entity must have a residence or office located within sixty miles of the municipal boundaries of the City of Buchanan, and which person or entity must be continuously available in person or as a personal representative for inspections, emergencies, and communications.

**“Owner”** means any person or legal entity with legal or equitable title or control of real property, a lessee, or a person or legal entity acting as a Local Responsible Agent of the owner with respect to a building, which agent shall have the authority to accept service of notices or legal papers relating to the building on the owner's behalf concerning housing, zoning, blight, dangerous buildings, and/or other matters concerning the property on behalf of the owner of a property and authorized to legally consent to City access to the property for any inspection necessary to ensure compliance with the terms of this Chapter. Status as a Local Responsible Agent must be established by the Owner submitting to the City an original written document signed under notary by the actual titled owner that specifically authorizes the Local Responsible Agent to carry out the duties described in this definition. “Owner” includes any lender under a note secured by a mortgage or any person, firm, or

## DRAFT PROPOSED ORDINANCE 03/04/26

corporation holding a mortgage on a residential or commercial structure that has initiated, is in the process of, or has completed foreclosure proceedings, filed a complaint for foreclosure by judicial action or is publishing a notice of foreclosure by advertisement.

**“Personal Storage Use”** means the storage of property, vehicles, or materials not tied to an active, certificate of occupancy, City business license, and permitted under the Unified Development Code.

**“Underutilized Building”** means a building in which more than 50% of the ground floor square footage is used for private or business storage, warehousing, or other non-public/inactive use inconsistent with the Unified Development Code or certificate of occupancy, including storefronts used for business or private storage.

### SECTION 3. REGISTRATION

#### A. Duty to Register

1. Owners must register any building defined in this Ordinance within ninety (90) days of the date of the existence of any of the conditions defined as “Abandoned or Vacant Residential or Nonresidential Building” or notice issued by the City.
2. Registration shall be renewed annually until the building is activated, demolished, or receives a City issued certificate of compliance with the subject ordinance.
3. Registration must be completed through the City’s designated portal or form and shall include: Owner and Local Agent Responsible identities and contacts; property/parcel identification numbers; prior and intended use; Activation Plan (timeline, milestones); maintenance/security measures; and continuously available emergency contact identity and contact information.
4. Abandoned or Vacant Residential or Nonresidential Buildings subject to probate court proceedings shall be registered with the City within thirty days of the date of filing or entry of closing or the probate estate or case.

#### B. Certificate of Vacant/Underutilized Registration & Inspection

1. Upon registration and payment of applicable fees, the City will issue a Certificate of Vacant/Underutilized Registration and schedule an inspection.
2. Properties must pass inspection or receive a Correction Order with deadlines; upon compliance, the City issues a Vacant Property Ordinance Certificate of Compliance valid for one year for non-residential properties, subject to maintenance. For residential properties, a Vacant Property Ordinance Certificate of Compliance valid for six months, subject to maintenance.

#### C. Fees

**DRAFT PROPOSED ORDINANCE 03/04/26**

1. Registration, renewal, inspection, and re-inspection fees shall be set by the City Commission Fee Schedule and may include escalating renewal tiers to discourage prolonged vacancy/underutilization.
2. Failure-to-register, late renewal, and ownership-search cost recovery fees may be applied in accordance with the Fee Schedule set by the City Commission.

**D. Limited Exemptions**

1. Up to ninety days for real estate actively listed for sale/lease, for which the Owner must present written proof of the sale or lease listing.
2. During an active, permitted construction period with valid City issued permits and demonstrated progress.
3. Seasonal residential occupancy, if compliant with property maintenance and not used primarily for storage.
4. For multi-tenant commercial buildings, if at least 60% of the square footage is leased, the building will be considered in compliance with the subject ordinance.
5. Up to ninety days for other potential limited exemptions approved by the City Manager.

**E. Transfer of Ownership**

The seller of an Abandoned or Vacant Residential or Nonresidential Building must notify the City Manager within thirty (30) days of the date of sale or transfer and provide the name and address of the purchaser or transferee. The purchaser or transferee must register the property in accordance with this Ordinance within forty-five days of the sale closing or transfer. No refunds or credits of fees will be given when there is a transfer of ownership.

**SECTION 4. MAINTENANCE AND SECURITY STANDARDS**

Owners shall:

1. Comply with all City building, fire, and International Property Maintenance Code (IPMC); the Unified Development Code and maintain weather-tightness and structural integrity of an entire structure.
2. Secure all openings; maintain operable locks; prevent unauthorized entry.
3. Maintain exterior grounds including sidewalks and parking lots, remove all trash, weeds, snow/ice, graffiti and address any vermin, mold, or hazards.
4. Maintain fire protection/suppression systems where applicable; and maintain heat or winterization to protect plumbing.
5. Prohibit storage or warehousing as a primary use unless permitted by the Unified Development Code and licensed by the City.

**SECTION 5. UTILIZATION & ACTIVATION PLAN**

**DRAFT PROPOSED ORDINANCE 03/04/26**

In order for a structure to not be considered vacant or underutilized, the property owner must submit an activation plan that includes clear milestones and anticipated completion dates. The plan must be reviewed and approved by the City Manager or their designee in accordance with the requirements set forth in this section. The terms of an approved activation plan may be extended if reasonable progress has been demonstrated and the extension is approved by the City Manager or their designee.

**A. Residential**

1. Within ninety (90) of receipt of written notice of violation issued by the City, an Owner must submit to the City and implement an activation plan for Building occupancy, renovation, or sale that meets the requirements of this Ordinance.
2. After twelve months of submission of the activation plan with the City, if no substantial progress occurs in meeting the terms of the activation plan, the City may issue rehabilitation/nuisance orders or apply escalated renewal fees under the Fee Schedule set by the City Commission and/or civil action.

**B. Commercial/Non-Residential**

1. Within ninety (90) of receipt of written notice of violation issued by the City, an Owner must submit to the City and implement an activation/marketing plan for building lease-up, tenanting, adaptive reuse.
2. After twelve months of submission of the activation plan with the City, if no substantial progress occurs in meeting the terms of the activation plan, the City may issue rehabilitation/nuisance orders or apply escalated renewal fees under the Fee Schedule set by the Commission and/or civil action.

**C. Anti-Warehousing / Non-Business Related Storage**

1. Storage of materials shall only be permitted when it is directly associated with a permitted business activity that is actively operating on the subject property.
2. Limited-Use Storage Permits may include conditions including hours of access, fire safety measures, and inventory limits to mitigate impacts.

**D. Temporary Activation Permit**

Upon issuance of a certificate of occupancy, and if needed, a temporary use permit, the City may issue Temporary Activation Permits (e.g., pop-ups, artist/maker uses, seasonal markets) for up to 180 consecutive days to incentivize interim utilization, subject to public safety, other City ordinances, and if permitted under the City's Unified Development Code.

**SECTION 6. INSPECTIONS, NOTICES, AND ENFORCEMENT**

1. Inspections. Initial and periodic inspections may be conducted by the City to verify compliance and progress.
2. Notices. Written notice will specify violations and a correction period of thirty days, or a shorter period for imminent hazards or to protect public safety.

**DRAFT PROPOSED ORDINANCE 03/04/26**

3. Penalties. Civil fines, administrative penalties, inspection and reinspection fees, and cost recovery shall be as set in the Fee Schedule established by the City Commission. Repeated noncompliance may trigger escalating monthly penalties.
4. Violations. Violations of this Chapter shall constitute a civil infraction. Each day that a violation continues constitutes a separate offense. The remedies, penalties and enforcement powers established in this Chapter shall be cumulative, and the City may exercise any or all of them in any order.
5. Remedies. The City may abate hazards, place liens, pursue civil actions, and condemn/demolish unsafe structures consistent with law.
6. Failure to Register. The City may assess added costs to determine ownership, including title search and recover costs pursuant to the Fee Schedule established by the City Commission

**SECTION 7. HARDSHIP EXCEPTION****A. Eligibility**

The City may grant hardship exception for a specified, limited period of time, for any one or more of the following:

1. Financial Hardship. Documented inability to finance rehabilitation/lease-up despite good-faith efforts (e.g., denied financing, pro forma, broker engagement).
2. Legal Impediments. Probate/estate, bankruptcy, foreclosure, receivership, title defects, active litigation, or recorded restrictions preventing action.
3. Physical/Environmental Constraints. Contamination requiring remediation; disaster damage; extraordinary structural failures; public infrastructure constraints outside of Owner control.
4. Redevelopment in Progress. Executed design contracts, permits applied or issued, construction financing in process or secured, or executed letters of intent to purchase real property or leases.
5. Health/Disability. Temporary Owner incapacitation with a property care plan or agent engaged.
6. Inability to Reside in Residence. Owner not living in residence due to needing care provided through a facility such as a nursing homes, memory care center, assisted living facility, or rehabilitation facility.
7. Market Hardship. Demonstrated lack of reasonable market interest despite listing or marketing at fair market value for a period of six or more months and Owner submission of with a revised marketing strategy.

**B. Application**

Written request to the City Manager or his designee with supporting documents, including financials, legal filings, contracts, environmental reports, real estate listings/price history or

**DRAFT PROPOSED ORDINANCE 03/04/26**

such additional documents requested by the City Manager. Site inspection or interview may be required.

**C. Duration & Conditions**

1. Initial hardship up to twelve months, renewable upon proof of progress.
2. The Owner must submit to the City written minimum maintenance and security plans, quarterly status reports, and date-specific milestones, including milestone dates for permit submittal; financing applications, and list of completion of updates.
3. Failure to maintain or meet milestones shall void the hardship relief.
4. All other applicable building and property maintenance ordinance requirements outside of this Ordinance shall remain applicable.

**SECTION 8. APPEALS**

An owner may appeal a registration determination, citation, or penalty to the City Commission within thirty days of the date of City notice. The appeal must be in writing and state the relief requested. A hearing shall be scheduled within sixty days of the submission of appeal. The City Commission's decision is final, subject to judicial review.

**SECTION 9. SEVERABILITY**

This Ordinance and the various parts, sentences, paragraphs, sections, and clauses it contains are hereby declared to be severable. Should any part, sentence, paragraph, section, or clause be declared unconstitutional or invalid by any court for any reason, such judgement shall not affect the validity of this Ordinance as a whole or any part thereof, other than the part so declared to be unconstitutional or invalid.

Should the application of any provision of this Ordinance to a particular property, building, or structure be adjudged invalid by any court, such judgement shall not affect the application of said provision to any other property, building, or structure in the City, unless otherwise stated in the judgement.

**SECTION 10. EFFECTIVE DATE**

Effective **[insert date]**. All Abandoned or Vacant Residential or Nonresidential Buildings subject to this Ordinance must be registered as required by this Ordinance within thirty days of the effective date of this Ordinance.

# Memorandum



Date: March 18, 2026  
To: Buchanan City Commission  
From: Kristen Gundersen, Planning and Community Development Director  
Subject: **Building Permit Fee Schedule Review and Recommendation**

## Background

The building permit fee schedule in the city was adopted in October 2013 and is on a sliding scale with a plan review also collected once the value of work is over \$100,000. There are set fees for demolition permits and certificate of occupancy permits when no building permit is needed. Fence and accessory structures less than 200 square feet do not require a building permit, rather a zoning permit is needed which relies on a set application fee.

## 2025 City of Buchanan Building Permit Activity

During 2025, the Building Official issued 65 building permits. The value of the work was \$1,725,469.03 with permit fees collected of \$31,356.76. The value of the work ranged between \$225 and \$565,00 with median permit having a value of \$13,950 and permit fee of \$213.

Seven permits issued had a value of \$2,000 or less with a permit fee of \$63.25 or less. The existing fee schedule references a plan review fee for work over \$100,001, there were 7 permits in this category, and one listed as \$100,000. In speaking with the building official, there is some discretion for applying the plan review fee. It appears that two permits, each with values greater than \$500,000 had the plan review fee added.

In addition, there were 6 demolition permits with fees of \$50 or \$100. A fee of \$22 was charged for two change of use occupancy permits that did not require a building permit and one temporary permit.

This information does not include fence, sign or detached accessory structures 200 square feet or less in size. Electrical, mechanical and plumbing permits are also not included. Mechanical and plumbing permit fees are collected by the State of Michigan as they permit and inspect work.

### Building Permit Fee Schedule Creation

While investigating building permit fees and talking with other building officials it was learned that the current fee schedule comes from the UBC 97 – the Unified Building Code of 1997. Review of other communities suggests the state or national fee schedule has been updated twice since 1997. The first had a base fee of \$24 for the first \$500 of value and then a major switch to a base fee of \$75 for the first \$1,000 or \$2,000 of value of work.

The \$75 base fee schedule was first used in 2023 by Bridgman with Dowagiac and Niles Charter Township following. This fee schedule has been modified for each community.

### Research

A quick review of building permit fees in the area found:

1. Fourteen local governments were reviewed. Governments that did not have fee schedules posted on the website were not included in the findings below. Allegan, Chikaming Township, Paw Paw and Three Rivers outsource to SafeBuilt or Professional Code Inspections and do not have fee schedules posted.
2. Cities of Buchanan and Niles are on the same fee schedule. It is believed the fee structure is from the 1997 Uniform Building Code Fee Schedule (UBC 97) which is updated periodically.
  1. The base fee is \$22 for work valued between \$1 and \$500 and no plan review fee is collected.
  2. Work valued between \$99,001 and \$100,000 has a fee of \$892.50. A plan review fee of 65% is added to permits with a construction value of more than \$100,001.
3. Lincoln Charter Township (including Village of Stevensville 4/2022 adoption), city of New Buffalo, Royalton Township (9/2022 adoption) and St. Joseph Charter Township have the same fee schedule.
  1. The base fee is \$24 for work valued between \$1 and \$500, no plan review fee is collected.
  2. Work valued between \$99,001 and \$100,000 has a fee of \$994 plus the \$646 plan review fee for a grand total of \$1,640 in Royalton Township which uses a 65% Plan review fee and is not collected on permits valued at less than \$50,000.

## Memorandum

4. Cities of Bridgman (June 2023) and Dowagiac (4/2025 adoption) and Niles Charter Township (1/2024 adoption) are using similar versions of the most recent UBC adopted by the State of Michigan.
  1. Bridgman and Niles Charter Township have a base fee of \$75 for the first \$2,000 value of the work with a sliding scale. They each have a flat rate for residential roof or siding permits. Dowagiac also relies on a similar sliding scale; however, it has a lower dollar increase of \$1,000 value.
  2. In Niles Charter Township work valued between \$99,001 and \$100,000 is \$997 plus the plan review fee of \$648.05 (65%) for a grand total of \$1,645.05. Bridgman does not collect plan review fee until value of work is over \$100,000.
5. The cities South Haven (2020 adoption) and St. Joseph (pre 2015 adoption) along with the Village of Baroda (2017) have similar fee schedule.
  1. South Haven has a base fee of \$50 for the first \$1,000 and the city of St. Joseph fee is \$54 for the first \$500 and does not collect the plan review fee until the value of the work exceeds \$50,001.
  2. In South Haven work valued between \$99,001 and \$100,000 is \$701 plus the plan review fee of \$455.65 (65%) for a grand total of \$1,156.65. St. Joseph permit fee is \$1,024 with plan review fee of \$666 for a grand total of \$1,690.
6. Buchanan Charter Township has a permit fee of \$6 per \$1,000 of value with a minimum permit fee of \$25. The application does not refer to a plan review fee.
  1. The \$99,001 to \$100,000 fee is \$594 or \$600 which is \$872.63 less than the city of Buchanan's.

### Fee Comparison

Following is a comparison of fees based on the value of work for four different scenarios in the City of Buchanan.

**Memorandum**

<b>Building Permit Fee Schedule Comparison of 13 Communities</b>				
Community Name	Value of Work			
	\$1 - \$500	\$13,950 - Buchanan Median	\$50,053 - Buchanan Average **	\$565,000 - Buchanan Highest Value
Baroda, Village*	\$50	\$135.00	\$320.00	\$2,995.00
Bridgman, Village	\$75	\$229.00	\$1,067.55	\$5,291.55
Buchanan, City	\$22	\$213.00	\$586.25	\$5,166.56
Buchanan Charter Township	\$25	\$78.00	\$300.00	\$3,390.00
Dowagiac, City*	\$75	\$171.00	\$697.00	\$1,430.00
Lincoln Charter Township	\$24	\$237.00	\$1,069.00	\$6,131.00
New Buffalo Charter Township*	\$25	\$199.83	\$700.32	\$3,790.00
New Buffalo, City*	\$24	\$237.00	\$648.00	\$3,716.00
Niles, City	\$22	\$213.00	\$961.30	\$5,166.56
Niles Charter Township	\$75	\$243.00	\$1,079.10	\$6,141.30
Royalton Township	\$24	\$237.00	\$1,074.00	\$5,844.00
South Haven, City	\$50	\$94.00	\$905.85	\$4,803.15
St. Joseph, City	\$54	\$267.00	\$1,124.00	\$5,921.85
St. Joseph Charter Township	\$24	\$237.00	\$1,074.15	\$5,667.00
* No reference to plan review fee after \$50,000 and not included for comparison.				
** City of Buchanan did not collect plan review fee for permit - if collected fee would have been \$961.30. If no plan review fee is collected for the first \$100,001 the permit fee for Niles Charter Township would be \$654.00				

Conclusion and Recommendation

While several of the city of Buchanan building fees are in keeping with other communities, they are typically lower. Many of the communities surveyed have updated their fee schedules since 2015.

It is recommended the attached fee schedule, which is similar to Niles Charter Township with a base fee of \$75 be adopted with a \$100,001 threshold for collection of the 65% plan review fee. Fees for Certificate of Occupancy (no building permit); detached accessory structures 200 square feet or less; fence permits, re-inspection fee; and penalty for working without a permit were approved on March 9, 2026.

CITY OF BUCHANAN FEE SCHEDULE Effective Date:	
Value	Fee (all fees rounded to the next \$1.00)
\$1 to \$2000:	\$75 for the first \$2,000
\$2001 to \$25,000:	\$75 for the first \$2,000, plus \$14 per \$1,000 thereof above \$2,000
\$25,001 to \$50,000:	\$397 for the first \$25,000, plus \$10 per \$1,000 thereof above \$25,000
\$50,001 to \$100,000:	\$647 for the first \$50,000, plus \$7 per \$1,000 thereof above \$50,000
\$100,001 to \$500,000:	\$997 for the first \$100,000, plus \$6 per \$1,000 thereof above \$100,000
\$500,001 to \$1,000,000:	\$3,397 for the first \$500,000, plus \$5 per \$1,000 thereof above \$500,000
\$1,000,001 and up:	\$5,897 for the first \$1,000,000, plus \$4 per \$1,000 thereof above \$1,000,000
<b>Plan Review Fees:</b>	
<b>Residential: Up to 65% of permit cost for construction values greater than \$100,001</b>	
<b>Commercial/Industrial: 65% of permit cost for construction values greater than \$100,001</b>	
<b>Outside Consultant: Cost plus 10%</b>	
<i>Plan Review fees are nonrefundable</i>	
Demolition Permits: Accessory Structures: no fee      Single-Family Dwellings: \$100      All other: \$250	

# Memorandum



Date: March 19, 2026  
To: Buchanan City Commission  
From: Tony McGhee  
Subject: Recommendation for Purchase of Playground Equipment for Kathryn Park

---

## Background

As outlined in the City's Request for Proposals for the Kathryn Park Playground Equipment and Safety Surfacing project, the City solicited proposals from qualified vendors to provide new playground equipment and engineered wood fiber surfacing within a project budget of \$100,000. The RFP requested up to two design options per proposer that could be delivered within the available budget.

The City received seven proposals, each containing two options. These proposals were reviewed by staff and narrowed down to three proposals with a total of five options that were presented to the Buchanan Area Recreation Board for consideration.

BARB reviewed and discussed the options at their March 19 meeting and unanimously selected Option One from Sinclair Recreation and GameTime as their recommended playground for the City Commission's consideration and approval.

The project will be installed using a community build approach. Under this model, the selected vendor will provide the equipment, installation plans, and on-site leadership, while City staff and community volunteers assist with the installation under the vendor's supervision. This approach allows the City to reduce installation costs, which in turn allows more of the project budget to be directed toward higher quality and more robust play structure elements. It also provides an opportunity for community involvement in the project, which has historically been a positive experience and helps build a sense of ownership in the park.

Kathryn Park has a long history as a community space, and this investment continues that tradition by providing updated, safe, and inclusive recreational opportunities for residents. The recommended design supports a range of ages and abilities and reflects the goals outlined in the RFP to deliver durable and accessible play equipment for the community.

## Memorandum

If approved, staff will coordinate with Sinclair Recreation to move forward with final design details. This will include having a representative attend the BARB April meeting to select colors for the equipment and finalize the order so installation can occur this year.

### **Recommendation**

It is recommended that the City Commission approve the purchase of the Option One playground from Sinclair Recreation and GameTime in an amount not to exceed \$100,000.

**Attachment A: RFP for Kathryn Park Improvements**

**Attachment B: Recommended package for purchase from Sinclair Recreation**

# Attachment A



# Request for Proposals



**Project Name:** Kathryn Park Playground Equipment and Safety Surfacing

**Issue Date:** February 19, 2026

**Bid Due Date:** March 11, 2026 10:00AM EST

---

## PROJECT OVERVIEW

The City of Buchanan, Michigan (the “City”) is requesting proposals from qualified playground equipment manufacturers and/or authorized distributors (“Proposers”) for the purchase of new playground equipment and engineered wood fiber safety surfacing for Kathryn Park.

The City intends to purchase playground equipment and safety surfacing using a community build installation approach, as described in this RFP. The City is seeking up to two design and equipment package options from each proposer that can be provided within the available budget.

## BACKGROUND AND PROJECT NARRATIVE

In 1844, 1.2 acres were purchased for a cemetery at the corner of Fourth Street and Moccasin Avenue. Burials took place into the late 1860s, and the area was referred to as the Old Burial Ground. In 1858, the Village of Buchanan was founded (incorporated). In 1868, Oak Ridge Cemetery was developed as the official cemetery for the Village of Buchanan, and in 1894 Circuit Court Judge Coolidge ordered the Old Burial Ground vacated at the request of the Village. By 1903, Village maps indicate that the Old Burial Ground was known as Moccasin Park.

In 1920, Kathryn Kingery, a private citizen, organized a committee of volunteers to complete significant cleanup of Moccasin Park to prepare it for a playground. She also launched a campaign to raise funds for playground equipment. In 1925, Kathryn’s vision was completed with the installation of play equipment, and the park was renamed Kathryn Park.

Today, Kathryn Park features a variety of playground equipment, a Little Free Library, and has been host to many community members and organizations. In 1932, the Buchanan

## Request for Proposals

Lodges of the Independent Order of Odd Fellows Monument was built, and in 1941 the Kathryn Park entrance arch was constructed.

Kathryn Park continues to be a place for recreation for adults and children. In keeping with Ms. Kingery's gift to the community and her commitment to creating a space for children and families, the City of Buchanan is seeking to upgrade the playground equipment in Kathryn Park.

### PROJECT GOALS

The City's goals for this project include:

1. Upgrade playground equipment to provide safe, modern recreational opportunities.
2. Provide play features that support multiple ages and abilities.
3. Provide durable equipment suitable for high use and Michigan weather conditions.
4. Ensure the playground meets applicable safety and accessibility expectations.
5. Deliver a project that can be installed efficiently using a community build model.

### BUDGET AND PRICING STRUCTURE

The City has \$100,000 available for the purchase, delivery, and installation of playground equipment and engineered wood fiber (EWF) safety surfacing.

Each proposal must include up to two options that can be delivered within the available budget:

- Option 1: Base package that maximizes value within the budget
- Option 2: Alternate package with different equipment mix or layout, still within the budget

Each option must include all costs, including but not limited to:

- Equipment cost
- Freight and delivery
- Engineered wood fiber surfacing
- Containment/border system (if required or recommended)
- Installation support and oversight under the community build approach
- Any required hardware, footings, or accessories
- Any vendor provided inspection or certification services

## Request for Proposals

### COMMUNITY BUILD APPROACH (INSTALLATION MODEL)

The City intends to use a community build installation approach for this project. Under this approach:

- The selected vendor will provide the playground equipment, surfacing materials, installation plans, and on site installation leadership.
- The City will coordinate volunteers and City staff to assist with assembly and installation under the direction and supervision of the vendor's installation lead.
- The vendor must identify what tasks can be completed by volunteers versus tasks that must be completed by vendor staff or qualified contractors.
- The vendor must provide a recommended volunteer count, estimated hours, and tools or equipment needed.
- The vendor must provide a schedule and sequencing plan that supports safe and successful installation.
- All existing equipment and two trees in the planned installation area will be removed by City Staff prior to the delivery of equipment.

The City understands that certain tasks *may* require professional installation or specialty subcontractors. Proposers should clearly identify any such requirements.

### MINIMUM EQUIPMENT REQUIREMENTS

Each proposal option must include, at a minimum:

1. One multi use play structure
2. One swing set

Proposers are encouraged to include additional features within the budget such as:

- Inclusive play elements
- Ground level activities
- Climbers, spinners, balance elements
- Shade elements or site furnishings (optional if budget allows)

The City encourages designs that provide a mix of physical play, imaginative play, and inclusive features. The play areas do not have to be connected by safety surfacing and can be separate play areas within the designated playground development area.

## Request for Proposals

### **SAFETY SURFACING REQUIREMENTS**

Safety surfacing for this project shall be Engineered Wood Fiber (EWF).

Proposals must include:

- EWF depth requirements based on fall height
- Total square footage and cubic yardage included
- Recommended containment/border system
- Drainage considerations and base preparation requirements

### **SITE INFORMATION AND PROJECT AREA**

The available installation area is shown in Attachment A to this RFP. Proposers shall base their proposed layouts on the available space and site conditions. Installation area is approximately 45' x 70' and will be cleared of any existing equipment or trees prior to installation.

The City recommends that Proposers conduct a site visit prior to submitting a proposal. If a site visit is not completed, Proposers shall clearly state assumptions used in developing the proposed layout.

### **DRAWINGS AND DESIGN SUBMITTALS**

Each proposal must include the following for each option:

- Plan view drawing showing equipment layout, fall zones, and surfacing footprint
- Elevation drawings for the primary structure(s)
- Equipment cut sheets/specifications for all major components
- Recommended age range(s) served (example: 2 to 5, 5 to 12, or combined)

### **PROPOSAL RESPONSE REQUIREMENTS**

To be considered complete, proposals must include the following sections in the order listed:

#### A. Cover Letter

Include:

## Request for Proposals

- Proposer's primary contact information
- Confirmation of ability to meet project timeline
- Summary of what is being proposed
- Any exceptions or clarifications

### B. Firm Background and Qualifications

Include:

- Company background and years in business
- Manufacturer relationship (if distributor)
- Relevant experience with municipal playground projects
- Any certifications, licenses, or credentials relevant to playground work
- Confirmation that equipment is commercial grade and intended for public use

### C. Project Understanding and Approach

Include:

- Summary of your understanding of the City's goals
- Design approach and philosophy
- Approach to inclusivity, durability, and safety
- Any value added features or recommendations

### D. Proposed Playground Options (Two Options Requested)

For each option include:

- Description of equipment included
- Plan view and elevation drawings
- Safety surfacing area and depth
- Age range served
- Estimated lead time and delivery timeline

### E. Installation and Community Build Plan

Include:

- Description of installation approach and sequencing
- Vendor role versus City/volunteer role
- Number of vendor staff on site and qualifications
- Recommended number of volunteers and skill level
- Estimated installation duration (days/hours)
- List of tools required and who provides them

## Request for Proposals

- Safety procedures and volunteer supervision plan

### F. Pricing and Cost Breakdown

Provide a detailed cost proposal for each option including:

- Equipment cost
- Freight/shipping
- Surfacing materials
- Border/containment (if included)
- Installation and on site supervision
- Any subcontracted work
- Any optional alternates
- Total proposed cost

Proposals must clearly state:

- Any assumptions or exclusions
- Payment terms
- Pricing validity period (minimum 60 days preferred)

### G. Warranty and Maintenance Information

Include:

- Equipment warranty terms
- Surfacing warranty or expected life
- Installation warranty
- Recommended maintenance schedule
- Replacement part availability and typical lead times

### H. Safety and Compliance

Include:

- Confirmation equipment meets applicable safety standards
- Any certifications available (manufacturer certifications, compliance statements, etc.)
- Statement regarding ADA considerations for the play area

### I. References

Provide at least three references for similar projects completed within the last five years, preferably for municipalities or public agencies, including:

## Request for Proposals

- Organization name
- Contact person, phone number, and email

### **STANDARD TERMS AND CONDITIONS**

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

#### **Right to Reject or Accept Proposals**

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

#### **No Obligation to Award**

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

#### **Proposal Costs**

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

#### **Right to Negotiate**

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

#### **Proposal Validity**

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

#### **Addenda and Modifications**

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

#### **Disclosure and Public Record**

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

#### **Award and Contract Execution**

The successful proposer shall be required to enter into a written agreement with the City in

## Request for Proposals

a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

### Compliance with Laws

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

### Reservation of Rights

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

### SCHEDULE

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Redbud Trail, Buchanan MI 49107, on or before **March 11, 2026 10:00AM EST**. All proposals shall be in a sealed package marked: ATTN: BID – Cleaning Services

---

Please submit your sealed bid by **March 11,**

**2026 10:00AM EST** to:

Kalla Langston-Weiss, City Clerk

302 North Red Bud Trail

Buchanan, MI 49107

For any questions regarding the project,  
please contact:

Tony McGhee, City Manager

[tmcghee@cityofbuchanan.com](mailto:tmcghee@cityofbuchanan.com)

269-695-3844 ext. 15

# Request for Proposals

### REFERENCES

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan. Failure to list references may result in your company being disqualified.

**CLIENT** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

**CLIENT** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

**CLIENT** \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_

**NOTE**  
Previous experience and performance may be a factor in making the award.

# Request for Proposals



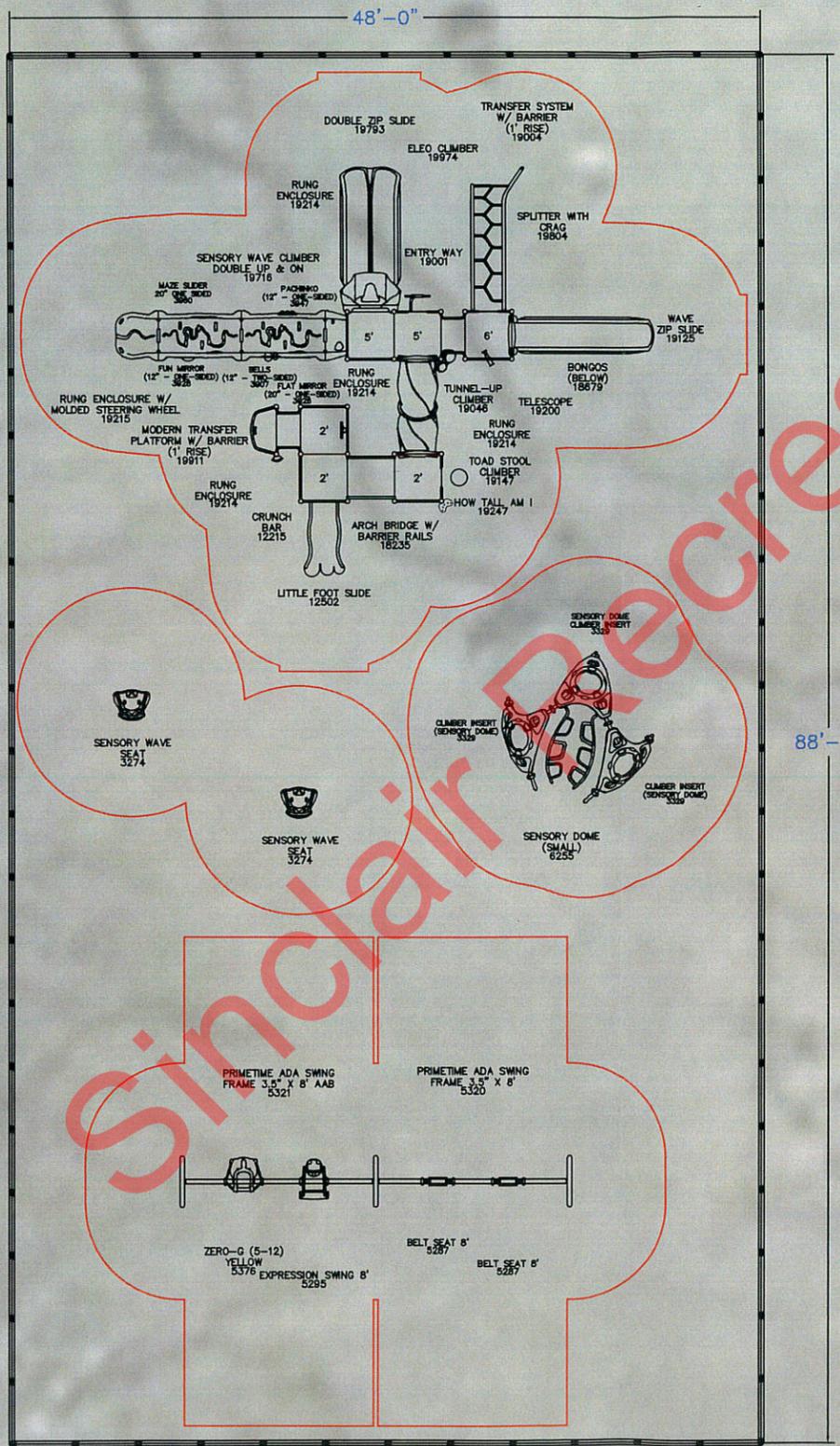
# Attachment B



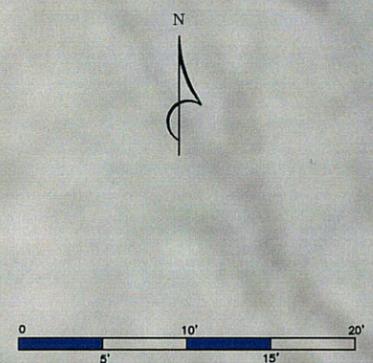


150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com

**IMPORTANT:** Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614



4224 SF EWF



Minimum Area Required:

This play equipment is recommended for children ages 2-5 and 5-12

DRAWING NO: Buchanan - City of Buchanan - Kathryn Park

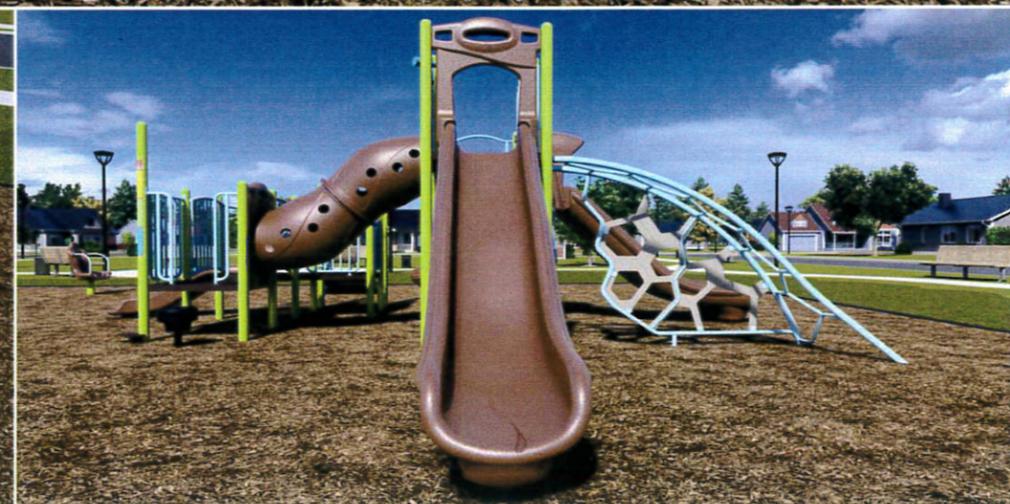
DATE: 03/09/2026

DRAWN BY: JBS

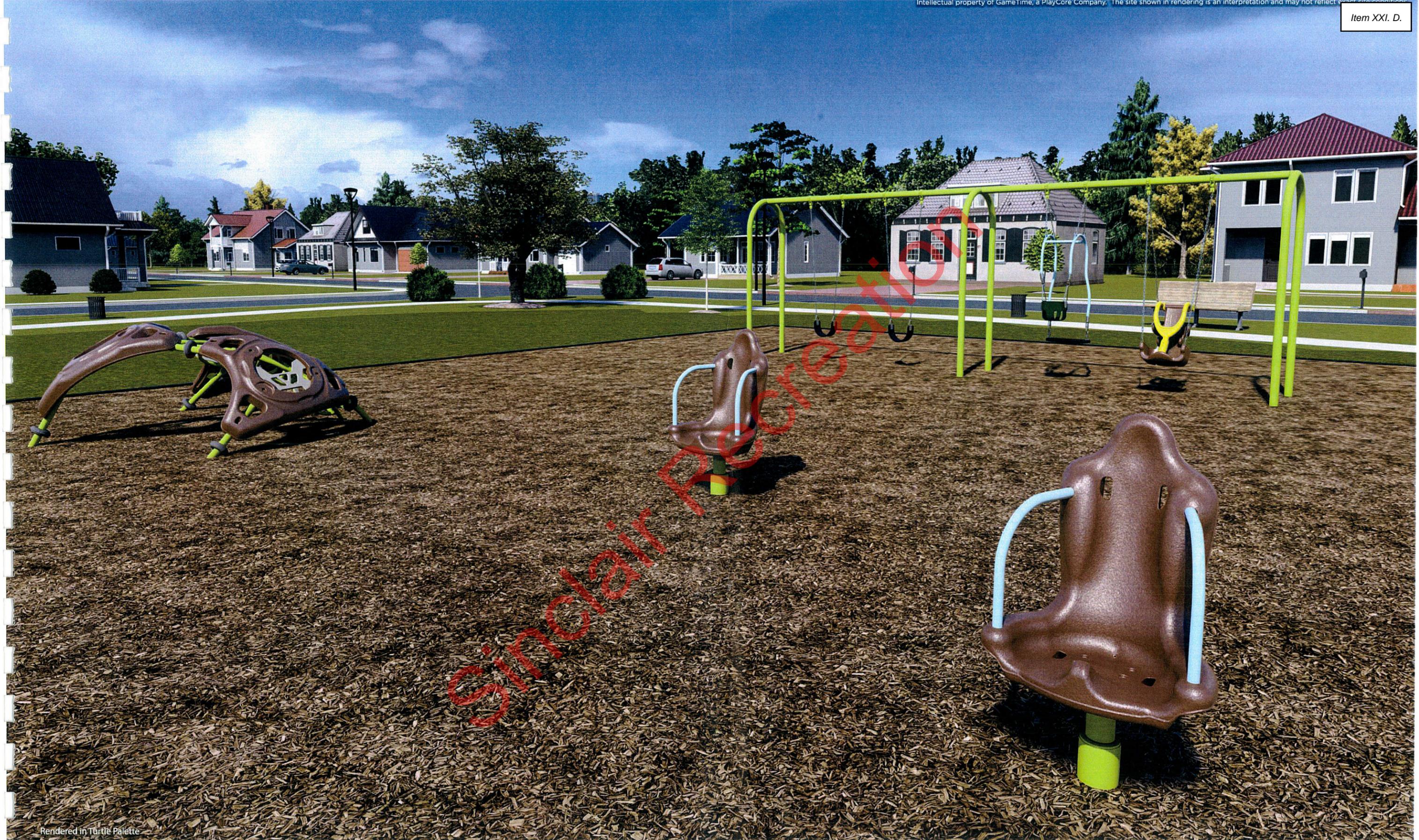
PROJECT TITLE:  
Buchanan - City of Buchanan - Kathryn Park  
Option 1  
Buchanan, MI

REPRESENTATIVE:  
Sinclair Recreation

SHEET NO:  
Jeremy



Rendered in Turtle Palette



Rendered in Turtle Palette



A PLAYCORE Company

www.gametime.com

### City of Buchanan Kathryn Park



www.sinclair-rec.com

# Memorandum



Date: March 23, 2026  
Location: Buchanan City Commission  
From: Kellie Welch  
**Subject: Disposition of Excess Inventory**

---

## Background

As part of routine operations, cities periodically accumulate seized assets, unclaimed items, 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 a 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.

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

# Memorandum – Attachment

<b>Description</b>	<b>VIN/Serial/ID#</b>	<b>Location</b>
Bandit Shredder/Chipper	Equip Model #: 200XP, Equip Serial #: 016092	DPW
Office Desk		City Hall
Wooden Table w/ folding sides		City Hall

# Memorandum



Date: March 18, 2026  
To: Buchanan City Commission  
From: Tony McGhee  
Subject: Dumpsters for 2026 Community Clean-Up Event

---

As part of the City's annual clean up effort, staff solicited quotes for the provision of fifteen 40 yard dumpsters to be placed on the lot owned by the City at 401 River Street. The following quotes were received:

- Berrien County Landfill, Buchanan Township – \$10,191.90
- Republic Services, Stevensville – \$5,775.00
- LRS Recycling, Niles – \$5,235.00

Based on the bids received, LRS Recycling is the lowest responsive bidder and is recommended for award.

The annual community clean-up event continues to be a valuable service for residents. It provides an opportunity for individuals and families to dispose of unwanted items, remove clutter from their homes, and address materials that may otherwise accumulate on their properties. For many residents, access to large dumpsters at no cost removes a barrier that would otherwise prevent them from properly disposing of these items.

Beyond the direct benefit to individual households, the program also has a broader impact on the community as a whole. By providing a convenient and accessible way to dispose of waste, the clean up event helps reduce blight, improves neighborhood appearance, and supports overall community pride. It is a simple but effective tool that contributes to maintaining the quality of life in Buchanan.

For these reasons, staff recommends awarding the contract to LRS Recycling in the amount of \$5,235.00 for the provision of fifteen 40 yard dumpsters for the 2026 Community Clean Up Event.

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/28/2026	AP	AALFS PETROLEUM INC.	Invoice: 2.28.26 Ref#: 32353 (FEBRUARY 2026 FUEL CHARGES)		
AP Trx #: 59094					
		GAS AND OIL	101-301.000-751.000	430.87	
		GAS AND OIL	101-441.000-751.000	1,566.65	
		GAS AND OIL	101-336.000-751.000	37.87	
		GAS AND OIL	101-567.000-751.000	206.78	
		Vnd: 0336 Invoice: 2.28.26	101-000.000-202.000		2,242.17
		Expected Check Run: 03/23/2026			
				2,242.17	2,242.17
02/21/2026	AP	ABONMARCHE CONSULTANTS, INC.	Invoice: 1622882 Ref#: 32352 (PROJECT#: 25-0498 BUCHANAN RBDG DOWNTOWN)		
AP Trx #: 59095					
		GRANTS & SPECIAL PROJECTS	101-700.000-967.002	5,548.50	
		Vnd: 0202 Invoice: 1622882	101-000.000-202.000		5,548.50
		Expected Check Run: 03/23/2026			
				5,548.50	5,548.50
03/18/2026	AP	ACE-SAGINAW PAVING COMPANY	Invoice: 43181 Ref#: 32351 (3/11/26 COLD PATCH - 50 TONS)		
AP Trx #: 59096					
		ROAD MAIN. MATERIAL & SUPPLIES	202-463.000-782.000	3,757.50	
		ROAD MAIN. MATERIAL & SUPPLIES	203-463.000-782.000	3,757.50	
		Vnd: 2446 Invoice: 43181	202-000.000-202.000		3,757.50
		Vnd: 2446 Invoice: 43181	203-000.000-202.000		3,757.50
		Expected Check Run: 03/23/2026			
				7,515.00	7,515.00
03/19/2026	AP	ALS GROUP USA, CORP.	Invoice: 3313HN61633 Ref#: 32409 (BIOSOLIDS TESTING - MARCH 2026)		
AP Trx #: 59097					
		LAB ANALYTICAL SERVICE	592-590.000-820.000	230.00	
		Vnd: 1693 Invoice: 3313HN61633	592-000.000-202.000		230.00
		Expected Check Run: 03/23/2026			
				230.00	230.00
03/19/2026	AP	ALS GROUP USA, CORP.	Invoice: 3313HN61636 Ref#: 32410 (BIOSOLIDS TESTING - MARCH 2026 ADDITION)		
AP Trx #: 59098					
		LAB ANALYTICAL SERVICE	592-590.000-820.000	15.00	
		Vnd: 1693 Invoice: 3313HN61636	592-000.000-202.000		15.00
		Expected Check Run: 03/23/2026			
				15.00	15.00
03/19/2026	AP	BELLMAN OIL COMPANY	Invoice: 205179 Ref#: 32404 (OIL FOR CLARIFIERS)		
AP Trx #: 59099					
		GAS AND OIL	592-590.000-751.000	263.35	
		Vnd: 2439 Invoice: 205179	592-000.000-202.000		263.35
		Expected Check Run: 03/23/2026			
				263.35	263.35

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/18/2026	AP	BERRIEN COUNTY ROAD DEPT.	<a href="#">Invoice: 502554 Ref#: 32394 (REMAINING PATCH FROM COUNTY)</a>		
AP Trx #: 59100		ROAD MAIN. MATERIAL & SUPPLIES	202-463.000-782.000	1,130.97	
		ROAD MAIN. MATERIAL & SUPPLIES	203-463.000-782.000	1,130.97	
		Vnd: 0347 Invoice: 502554	202-000.000-202.000		1,130.97
		Vnd: 0347 Invoice: 502554	203-000.000-202.000		1,130.97
		Expected Check Run: 03/23/2026		2,261.94	2,261.94
03/18/2026	AP	BERRIEN COUNTY TREASURERS ASSOC	<a href="#">Invoice: 2026 Ref#: 32354 (BCTA MEMBERSHIP DUES - C.BAHAM &amp; D. PERE)</a>		
AP Trx #: 59101		MEMBERSHIP AND DUES	101-253.000-831.000	10.00	
		Vnd: 2143 Invoice: 2026	101-000.000-202.000		10.00
		Expected Check Run: 03/23/2026		10.00	10.00
03/18/2026	AP	BEST ONE TIRE & SERVICE	<a href="#">Invoice: 4430056942 Ref#: 32389 (REPLACED TIRE ON 2001 INTERNATIONAL DUMI</a>		
AP Trx #: 59102		MAINTENANCE - EQUIPMENT	101-441.000-933.000	438.49	
		Vnd: 2080 Invoice: 4430056942	101-000.000-202.000		438.49
		Expected Check Run: 03/23/2026		438.49	438.49
03/18/2026	AP	BOBBY E BLAYLOCK	<a href="#">Invoice: 2.27.26 Ref#: 32388 (REIMBURSEMENT FOR FIREFIGHTER OF THE YEA)</a>		
AP Trx #: 59103		MISCELLANEOUS	101-336.000-962.000	46.27	
		Vnd: 1820 Invoice: 2.27.26	101-000.000-202.000		46.27
		Expected Check Run: 03/23/2026		46.27	46.27
03/19/2026	AP	CERTIFIED LABORATORIES	<a href="#">Invoice: 9533980 Ref#: 32406 (CERTOP INDUSTRIAL OIL FOR WWTP)</a>		
AP Trx #: 59104		GAS AND OIL	592-590.000-751.000	934.50	
		Vnd: 1991 Invoice: 9533980	592-000.000-202.000		934.50
		Expected Check Run: 03/23/2026		934.50	934.50
03/18/2026	AP	CINTAS CORPORATION	<a href="#">Invoice: 4262092551 Ref#: 32390 (SHOP TOWELS &amp; MATS)</a>		
AP Trx #: 59105		CONTRACTUAL	101-441.000-818.000	242.79	
		Vnd: 1272 Invoice: 4262092551	101-000.000-202.000		242.79
		Expected Check Run: 03/23/2026		242.79	242.79

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/01/2026	AP	COMCAST BUSINESS	Invoice: 03.01.26-03.28.26 Ref#: 32355 (MONTHLY CYCLE)		
AP Trx #: 59106		UTILITIES	101-761.004-921.000	421.99	
		TELEPHONE, INTERNET, CABLE	101-336.000-853.000	677.00	
		TELEPHONE, INTERNET, CABLE	592-591.000-853.000	143.80	
		TELEPHONE, INTERNET, CABLE	101-301.000-853.000	646.91	
		TELEPHONE, INTERNET, CABLE	101-265.000-853.000	725.95	
		Vnd: 1722 Invoice: 03.01.26-03.28.26	101-000.000-202.000		2,471.85
		Vnd: 1722 Invoice: 03.01.26-03.28.26	592-000.000-202.000		143.80
		Expected Check Run: 03/23/2026			
				2,615.65	2,615.65
03/18/2026	AP	COMCAST BUSINESS	Invoice: 03.03.26-04.02.26 Ref#: 32356 (MOTHLY CYCLE)		
AP Trx #: 59107		TELEPHONE, INTERNET, CABLE	592-590.000-853.000	520.15	
		TELEPHONE, INTERNET, CABLE	101-441.000-853.000	331.35	
		TELEPHONE, INTERNET, CABLE	101-567.000-853.000	180.90	
		Vnd: 1722 Invoice: 03.03.26-04.02.26	592-000.000-202.000		520.15
		Vnd: 1722 Invoice: 03.03.26-04.02.26	101-000.000-202.000		512.25
		Expected Check Run: 03/23/2026			
				1,032.40	1,032.40
01/31/2026	AP	DUBOIS-COOPER ASSOCIATES	Invoice: 1372300 Ref#: 32400 (X2 GORMAN-RUPP 10IN MLD FV NEO PUMP PART)		
AP Trx #: 59108		EQUIPMENT MAINT SUPPLIES	592-590.000-758.000	1,510.00	
		Vnd: 1327 Invoice: 1372300	592-000.000-202.000		1,510.00
		Expected Check Run: 03/23/2026			
				1,510.00	1,510.00
02/28/2026	AP	ENTERPRISE FLEET MANAGEMENT	Invoice: 653247-030426 Ref#: 32357 (FLEET LEASE & MAINTENANCE MANAGEMENT)		
AP Trx #: 59109		LEASE - ENTERPRISE FLEET	101-265.000-991.001	471.70	
		ENETERPRISE - INTEREST EXPENSE	101-265.000-993.005	106.24	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-265.000-818.006	106.31	
		LEASE - ENTERPRISE FLEET	101-301.000-991.001	681.47	
		ENETERPRISE - INTEREST EXPENSE	101-301.000-993.005	128.27	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	68.03	
		LEASE - ENTERPRISE FLEET	101-301.000-991.001	681.47	
		ENETERPRISE - INTEREST EXPENSE	101-301.000-993.005	128.27	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	68.03	
		LEASE PAYABLE - ENTERPRISE FLEET	592-000.000-304.000	843.97	
		ENTERPRISE - INTEREST EXPENSE	592-000.000-907.000	188.23	
		ENTERPRISE - MAINTENANCE MANAGEMENT	592-591.000-818.006	143.54	
		Vnd: 2425 Invoice: 653247-030426	101-000.000-202.000		2,439.79
		Vnd: 2425 Invoice: 653247-030426	592-000.000-202.000		1,175.74
		Expected Check Run: 03/23/2026			
				3,615.53	3,615.53

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/18/2026	AP	ETNA SUPPLY CO.			
AP Trx #: 59110					
		METERS-HYDRANTS-FITTINGS	592-591.000-729.002	849.20	
		Vnd: 0919 Invoice: S106771487.002	592-000.000-202.000		849.20
		Expected Check Run: 03/23/2026		849.20	849.20
03/18/2026	AP	ETNA SUPPLY CO.			
AP Trx #: 59111					
		METERS-HYDRANTS-FITTINGS	592-591.000-729.002	185.98	
		Vnd: 0919 Invoice: S106771487.001	592-000.000-202.000		185.98
		Expected Check Run: 03/23/2026		185.98	185.98
02/28/2026	AP	EXEMPLAR IT SOLUTIONS			
AP Trx #: 59112					
		TECHNOLOGY CONTRACTUAL SERVICES	101-265.000-819.000	452.26	
		Vnd: 2228 Invoice: 1876	101-000.000-202.000		452.26
		Expected Check Run: 03/23/2026		452.26	452.26
03/01/2026	AP	EXEMPLAR IT SOLUTIONS			
AP Trx #: 59113					
		TECHNOLOGY CONTRACTUAL SERVICES	101-265.000-819.000	416.74	
		TECHNOLOGY CONTRACTUAL SERVICES	592-590.000-819.000	208.37	
		TECHNOLOGY CONTRACTUAL SERVICES	592-591.000-819.000	208.36	
		TECHNOLOGY CONTRACTUAL SERVICES	101-265.000-819.000	950.00	
		Vnd: 2228 Invoice: 1883	101-000.000-202.000		1,366.74
		Vnd: 2228 Invoice: 1883	592-000.000-202.000		416.73
		Expected Check Run: 03/23/2026		1,783.47	1,783.47
02/28/2026	AP	EXEMPLAR IT SOLUTIONS			
AP Trx #: 59114					
		TECHNOLOGY CONTRACTUAL SERVICES	101-301.000-819.000	755.99	
		Vnd: 2228 Invoice: 1877	101-000.000-202.000		755.99
		Expected Check Run: 03/23/2026		755.99	755.99
03/18/2026	AP	EXEMPLAR IT SOLUTIONS			
AP Trx #: 59115					
		TECHNOLOGY EQUIP. SUPPLIES	101-301.000-756.003	123.75	
		Vnd: 2228 Invoice: 1860	101-000.000-202.000		123.75
		Expected Check Run: 03/23/2026		123.75	123.75

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/28/2026	AP	EXEMPLAR IT SOLUTIONS	Invoice: 1878 Ref#: 32391(IT SUPPORT & ADMIN - DPW FEB 2026)		
AP Trx #: 59116		TECHNOLOGY CONTRACTUAL SERVICES	101-441.000-819.000	74.25	
		Vnd: 2228 Invoice: 1878	101-000.000-202.000		74.25
		Expected Check Run: 03/23/2026		74.25	74.25
02/28/2026	AP	EXEMPLAR IT SOLUTIONS	Invoice: 1879 Ref#: 32401(FEB 2026 IT SUPPORT & ADMIN - WWTP)		
AP Trx #: 59117		TECHNOLOGY CONTRACTUAL SERVICES	592-590.000-819.000	40.50	
		Vnd: 2228 Invoice: 1879	592-000.000-202.000		40.50
		Expected Check Run: 03/23/2026		40.50	40.50
03/18/2026	AP	FERGUSON WATERWORKS #1934	Invoice: 0457334 Ref#: 32359(WEATHER PROOF JACKET FOR Z. MARTIN)		
AP Trx #: 59118		UNIFORMS	592-590.000-768.000	51.30	
		Vnd: 1536 Invoice: 0457334	592-000.000-202.000		51.30
		Expected Check Run: 03/23/2026		51.30	51.30
03/18/2026	AP	FLEIS & VANDENBRINK	Invoice: 77132 Ref#: 32358(PROJECT #: 875750 BROWNFIELD REDEVELOPME)		
AP Trx #: 59119		CONTRACTUAL	101-101.000-818.000	3,096.50	
		Vnd: 2447 Invoice: 77132	101-000.000-202.000		3,096.50
		Expected Check Run: 03/23/2026		3,096.50	3,096.50
03/18/2026	AP	GENE WESNER AUTOMOTIVE	Invoice: 23854 Ref#: 32360(REPLACE L.R. TIRE & REATTACH BUMPER GRIL)		
AP Trx #: 59120		MAINTENANCE - VEHICLE	101-301.000-939.000	345.70	
		Vnd: 1887 Invoice: 23854	101-000.000-202.000		345.70
		Expected Check Run: 03/23/2026		345.70	345.70
03/18/2026	AP	GENE WESNER AUTOMOTIVE	Invoice: 23837 Ref#: 32381(REPAIR HEADLIGHT ON 46-6)		
AP Trx #: 59121		MAINTENANCE - VEHICLE	101-301.000-939.000	44.29	
		Vnd: 1887 Invoice: 23837	101-000.000-202.000		44.29
		Expected Check Run: 03/23/2026		44.29	44.29

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/18/2026	AP	GENE WESNER AUTOMOTIVE			
AP Trx #: 59122					
		MAINTENANCE - VEHICLE	101-336.000-939.000	24.75	
		Vnd: 1887 Invoice: 23642	101-000.000-202.000		24.75
		Expected Check Run: 03/23/2026		24.75	24.75
03/18/2026	AP	GENE WESNER AUTOMOTIVE			
AP Trx #: 59123					
		MAINTENANCE - VEHICLE	101-336.000-939.000	58.63	
		Vnd: 1887 Invoice: 23822	101-000.000-202.000		58.63
		Expected Check Run: 03/23/2026		58.63	58.63
03/18/2026	AP	GENE WESNER AUTOMOTIVE			
AP Trx #: 59124					
		MAINTENANCE - EQUIPMENT	101-336.000-933.000	100.67	
		Vnd: 1887 Invoice: 23816	101-000.000-202.000		100.67
		Expected Check Run: 03/23/2026		100.67	100.67
03/19/2026	AP	GRAINGER PARTS			
AP Trx #: 59125					
		OFFICE SUPPLIES	592-590.000-728.000	33.30	
		Vnd: 0115 Invoice: 9829485995	592-000.000-202.000		33.30
		Expected Check Run: 03/23/2026		33.30	33.30
03/18/2026	AP	GUY EDWARD LEWIS			
AP Trx #: 59126					
		TRAVEL & CAR ALLOWANCE	101-700.000-873.000	65.98	
		Vnd: 0023 Invoice: 2.5.26-3.13.26	101-000.000-202.000		65.98
		Expected Check Run: 03/23/2026		65.98	65.98

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/31/2026	AP	INDIANA MICHIGAN POWER COMPANY	<i>Invoice: 3.31.26 Ref#: 32414 (MARCH 2026 USAGE)</i>		
AP Trx #: 59127					
		STREET LIGHTING	101-441.000-926.000	1,640.05	
		UTILITIES	202-474.000-921.000	156.63	
		UTILITIES	592-590.000-921.000	894.97	
		UTILITIES	592-591.000-921.000	597.21	
		UTILITIES	101-336.000-921.000	459.25	
		UTILITIES	101-265.000-921.000	693.84	
		UTILITIES	101-441.000-921.000	1,082.76	
		Vnd: 0131 Invoice: 3.31.26	101-000.000-202.000		3,875.90
		Vnd: 0131 Invoice: 3.31.26	202-000.000-202.000		156.63
		Vnd: 0131 Invoice: 3.31.26	592-000.000-202.000		1,492.18
		Expected Check Run: 03/23/2026			
				5,524.71	5,524.71
02/28/2026	AP	INDIANA MICHIGAN POWER COMPANY	<i>Invoice: 2.28.26. Ref#: 32415 (FEBRUARY 2026 POWER USAGE)</i>		
AP Trx #: 59128					
		UTILITIES	101-761.003-921.000	100.66	
		UTILITIES	101-301.000-921.000	513.67	
		UTILITIES	101-441.000-921.000	761.12	
		UTILITIES	101-336.000-921.000	28.93	
		UTILITIES	101-761.005-921.000	126.34	
		UTILITIES	592-591.000-921.000	3,093.45	
		UTILITIES	101-265.000-921.000	2,923.84	
		UTILITIES	592-590.000-921.000	6,009.11	
		UTILITIES	101-761.004-921.000	105.11	
		UTILITIES	101-755.000-921.000	44.82	
		Vnd: 0131 Invoice: 2.28.26.	101-000.000-202.000		4,604.49
		Vnd: 0131 Invoice: 2.28.26.	592-000.000-202.000		9,102.56
		Expected Check Run: 03/23/2026			
				13,707.05	13,707.05
01/31/2026	AP	KEYSTONE COOPERATIVE	<i>Invoice: 22605643 Ref#: 32361 (PROPANE FOR CEMETERY)</i>		
AP Trx #: 59129					
		GAS AND OIL	101-567.000-751.000	612.25	
		Vnd: 2342 Invoice: 22605643	101-000.000-202.000		612.25
		Expected Check Run: 03/23/2026			
				612.25	612.25
02/28/2026	AP	KEYSTONE COOPERATIVE	<i>Invoice: 22606114 Ref#: 32362 (PROPANE FOR CEMETERY)</i>		
AP Trx #: 59130					
		GAS AND OIL	101-567.000-751.000	535.34	
		Vnd: 2342 Invoice: 22606114	101-000.000-202.000		535.34
		Expected Check Run: 03/23/2026			
				535.34	535.34

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/18/2026	AP	MAMC			
AP Trx #: 59131		Invoice: 2026 Ref#: 32375 (RENEWAL 2026 MEMBERSHIP -SHANNON BRYANS)			
		MEMBERSHIP AND DUES	101-567.000-831.000	45.00	
		Vnd: 0337 Invoice: 2026	101-000.000-202.000		45.00
		Expected Check Run: 03/23/2026		45.00	45.00
03/18/2026	AP	MARK FARM SUPPLY			
AP Trx #: 59132		Invoice: 8397 Ref#: 32364 (CORN FOR DUCKS)			
		DUCK FEEDER	701-000.000-582.067	16.98	
		Vnd: 2068 Invoice: 8397	701-000.000-202.000		16.98
		Expected Check Run: 03/23/2026		16.98	16.98
02/28/2026	AP	MARV'S LOCK SHOP			
AP Trx #: 59133		Invoice: 202868 Ref#: 32365 (3 KEYS FOR CABINETS AT CITY HALL)			
		MISCELLANEOUS SUPPLIES	101-265.000-756.000	15.00	
		Vnd: 1656 Invoice: 202868	101-000.000-202.000		15.00
		Expected Check Run: 03/23/2026		15.00	15.00
02/28/2026	AP	MATERIALS RESOURCES			
AP Trx #: 59134		Invoice: 3406141 Ref#: 32363 (GLOVES & TRASH BAGS)			
		LAB SUPPLIES	592-590.000-757.000	177.35	
		Vnd: 2346 Invoice: 3406141	592-000.000-202.000		177.35
		Expected Check Run: 03/23/2026		177.35	177.35
03/12/2026	AP	MICHIGAN STATE FIREMEN'S ASSOC			
AP Trx #: 59135		Invoice: 08012026 Ref#: 32384 (WARREN WEAVER TO BE PLACED ON MSFA MEMOR)			
		CONFERENCES AND WORKSHOP	101-336.000-864.000	100.00	
		Vnd: 0167 Invoice: 08012026	101-000.000-202.000		100.00
		Expected Check Run: 03/23/2026		100.00	100.00
03/19/2026	AP	NALCO CROSSBOW WATER			
AP Trx #: 59136		Invoice: 6660425013 Ref#: 32407 (DI WATER SERVICE WWTP)			
		LAB ANALYTICAL SERVICE	592-590.000-820.000	531.94	
		Vnd: 1304 Invoice: 6660425013	592-000.000-202.000		531.94
		Expected Check Run: 03/23/2026		531.94	531.94

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/18/2026	AP	NAPA AUTO PARTS			
AP Trx #: 59137					
		EQUIPMENT MAINT SUPPLIES	101-441.000-758.000	72.19	
		Vnd: 2315 Invoice: 803586	101-000.000-202.000		72.19
		Expected Check Run: 03/23/2026		72.19	72.19
02/28/2026	AP	NORTH CENTRAL LABORATORIES			
AP Trx #: 59138					
		LAB SUPPLIES	592-590.000-757.000	651.59	
		Vnd: 0143 Invoice: 532278	592-000.000-202.000		651.59
		Expected Check Run: 03/23/2026		651.59	651.59
03/19/2026	AP	OTSEGO CRANE & HOIST CO. LLC			
AP Trx #: 59139					
		MAINTENANCE - EQUIPMENT	592-590.000-933.000	466.00	
		Vnd: 0171 Invoice: 4749	592-000.000-202.000		466.00
		Expected Check Run: 03/23/2026		466.00	466.00
03/19/2026	AP	OTSEGO CRANE & HOIST CO. LLC			
AP Trx #: 59140					
		MAINTENANCE - EQUIPMENT	592-590.000-933.000	625.50	
		Vnd: 0171 Invoice: 4747	592-000.000-202.000		625.50
		Expected Check Run: 03/23/2026		625.50	625.50
03/19/2026	AP	OTSEGO CRANE & HOIST CO. LLC			
AP Trx #: 59141					
		MAINTENANCE - EQUIPMENT	592-590.000-933.000	1,112.00	
		Vnd: 0171 Invoice: 4748	592-000.000-202.000		1,112.00
		Expected Check Run: 03/23/2026		1,112.00	1,112.00
02/28/2026	AP	PITNEY BOWES			
AP Trx #: 59142					
		POSTAGE	101-253.000-730.000	93.28	
		POSTAGE	101-262.000-730.000	4.88	
		POSTAGE	101-301.000-730.000	8.14	
		POSTAGE	592-591.000-730.000	2.96	
		POSTAGE	101-172.000-730.000	0.74	
		BANK FEES AND CHARGES	101-253.000-956.000	5.00	
		Vnd: 2391 Invoice: 2.28.26	101-000.000-202.000		112.04
		Vnd: 2391 Invoice: 2.28.26	592-000.000-202.000		2.96
		Expected Check Run: 03/23/2026		115.00	112.04

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/18/2026	AP	PSYCHOLOGY SERVICES			
AP Trx #: 59143					
			<a href="#">Invoice: 3274 Ref#: 32380 (PSYCH EVAL FOR ALEX WOOTTON - ACADEMY)</a>		
		MEDICAL EXAMS	101-301.000-961.000	175.00	
		Vnd: 1961 Invoice: 3274	101-000.000-202.000		175.00
		Expected Check Run: 03/23/2026		175.00	175.00
03/18/2026	AP	S.E BERRIEN COUNTY LANDFILL			
AP Trx #: 59144					
			<a href="#">Invoice: 0174390-IN Ref#: 32367 (DISPOSAL OF CITY HALL CHAIRS)</a>		
		MAINTENANCE - BUILDINGS	101-265.000-931.000	49.44	
		Vnd: 1746 Invoice: 0174390-IN	101-000.000-202.000		49.44
		Expected Check Run: 03/23/2026		49.44	49.44
03/19/2026	AP	S.E BERRIEN COUNTY LANDFILL			
AP Trx #: 59145					
			<a href="#">Invoice: 0174375-IN Ref#: 32411 (SLUDGE DISPOSAL)</a>		
		SOLIDS HANDLING & DISPOSAL	592-590.000-936.000	388.25	
		Vnd: 1746 Invoice: 0174375-IN	592-000.000-202.000		388.25
		Expected Check Run: 03/23/2026		388.25	388.25
03/19/2026	AP	S.E BERRIEN COUNTY LANDFILL			
AP Trx #: 59146					
			<a href="#">Invoice: 0174412-IN Ref#: 32412 (SLUDGE DISPOSAL)</a>		
		SOLIDS HANDLING & DISPOSAL	592-590.000-936.000	388.25	
		Vnd: 1746 Invoice: 0174412-IN	592-000.000-202.000		388.25
		Expected Check Run: 03/23/2026		388.25	388.25
03/19/2026	AP	S.E BERRIEN COUNTY LANDFILL			
AP Trx #: 59147					
			<a href="#">Invoice: 0174462-IN Ref#: 32413 (SLUDGE DISPOSAL)</a>		
		SOLIDS HANDLING & DISPOSAL	592-590.000-936.000	388.25	
		Vnd: 1746 Invoice: 0174462-IN	592-000.000-202.000		388.25
		Expected Check Run: 03/23/2026		388.25	388.25

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/28/2026	AP	SEMCO ENERGY	<i>Invoice: 01.30.26-03.02.26 Ref#: 32368 (GAS ENERGY USAGE)</i>		
AP Trx #: 59148					
		ACCT 0157168.501	101-301.000-921.000	535.72	
		ACCT 0157576.500	101-336.000-921.000	516.35	
		ACCT 0359411.500	101-761.003-921.000	371.61	
		ACCT 0374061.500	592-590.000-921.000	536.46	
		ACCT 0158995.500	101-265.000-921.000	1,228.63	
		ACCT 0348966.501	592-591.000-921.000	216.28	
		ACCT 0157440.501	101-761.004-921.000	240.97	
		ACCT 0156522.501	101-441.000-921.000	688.52	
		BANK FEES AND CHARGES	101-253.000-956.000	3.50	
		Vnd: 0459 Invoice: 01.30.26-03.02.26	101-000.000-202.000		3,585.30
		Vnd: 0459 Invoice: 01.30.26-03.02.26	592-000.000-202.000		752.74
		Expected Check Run: 03/23/2026		4,338.04	4,338.04
03/10/2026	AP	SEVERANCE ELECTRIC CO. INC.	<i>Invoice: 14157 Ref#: 32393 (SERVICE FOR INTERSECTION E. FRONT ST &amp; S)</i>		
AP Trx #: 59149					
		TRAFFIC SIGNAL-FRONT & REDBUD	202-463.000-928.000	770.50	
		Vnd: 1849 Invoice: 14157	202-000.000-202.000		770.50
		Expected Check Run: 03/23/2026		770.50	770.50
10/31/2025	AP	SPECTRUM WIRELESS	<i>Invoice: 32609 Ref#: 32371 (3 800MHZ RADIO BATTERIES ORDER IN 2025)</i>		
AP Trx #: 59150					
		RADIO MAINTENANCE	101-336.000-851.000	551.10	
		Vnd: 2441 Invoice: 32609	101-000.000-202.000		551.10
		Expected Check Run: 03/23/2026		551.10	551.10
03/18/2026	AP	SPECTRUM WIRELESS	<i>Invoice: 32323 Ref#: 32372 (PAGER REPAIR)</i>		
AP Trx #: 59151					
		RADIO MAINTENANCE	101-336.000-851.000	158.00	
		Vnd: 2441 Invoice: 32323	101-000.000-202.000		158.00
		Expected Check Run: 03/23/2026		158.00	158.00
03/18/2026	AP	STAR UNIFORM	<i>Invoice: 54166-2 Ref#: 32378 (NAME PATCHES FOR KLEIN)</i>		
AP Trx #: 59152					
		UNIFORMS	101-301.000-768.000	200.00	
		Vnd: 1358 Invoice: 54166-2	101-000.000-202.000		200.00
		Expected Check Run: 03/23/2026		200.00	200.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/18/2026	AP	STAR UNIFORM	Invoice: 54187-2 Ref#: 32379 (PATCH REMOVAL FOR KLEIN)		
AP Trx #: 59153		UNIFORMS	101-301.000-768.000	65.00	
		Vnd: 1358 Invoice: 54187-2	101-000.000-202.000		65.00
		Expected Check Run: 03/23/2026		65.00	65.00
03/19/2026	AP	USA BLUE BOOK	Invoice: INV00987932 Ref#: 32402 (FUSES & ORANGE NITRILE GLOVES)		
AP Trx #: 59154		EQUIPMENT MAINT SUPPLIES	592-590.000-758.000	317.90	
		LAB SUPPLIES	592-590.000-757.000	82.47	
		Vnd: 0388 Invoice: INV00987932	592-000.000-202.000		400.37
		Expected Check Run: 03/23/2026		400.37	400.37
02/28/2026	AP	VITAL RECORDS CONTROL	Invoice: 6062620 Ref#: 32369 (MONTHLY SHREDDING CONTRACT)		
AP Trx #: 59155		CONTRACTUAL	101-265.000-818.000	163.99	
		Vnd: 0595 Invoice: 6062620	101-000.000-202.000		163.99
		Expected Check Run: 03/23/2026		163.99	163.99
03/18/2026	AP	WELDY SALES AND SERVICE	Invoice: 34912 Ref#: 32373 (OIL & REPLACEMENT CHAINS)		
AP Trx #: 59156		MISCELLANEOUS SUPPLIES	101-567.000-756.000	117.76	
		GAS AND OIL	101-567.000-751.000	114.46	
		Vnd: 1763 Invoice: 34912	101-000.000-202.000		232.22
		Expected Check Run: 03/23/2026		232.22	232.22
03/18/2026	AP	WELDY SALES AND SERVICE	Invoice: 33935 Ref#: 32374 (REPAIR WORK ON POLE SAW)		
AP Trx #: 59157		MAINTENANCE - EQUIPMENT	101-567.000-933.000	357.97	
		Vnd: 1763 Invoice: 33935	101-000.000-202.000		357.97
		Expected Check Run: 03/23/2026		357.97	357.97
03/19/2026	AP	WINDEMULLER ELECTRIC	Invoice: 248883 Ref#: 32403 (REMOTE SUPPORT TO TROUBLESHOOT WAS VALVE)		
AP Trx #: 59158		MAINTENANCE - EQUIPMENT	592-590.000-933.000	205.00	
		Vnd: 1167 Invoice: 248883	592-000.000-202.000		205.00
		Expected Check Run: 03/23/2026		205.00	205.00
				69,747.39	69,747.39
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	101-000.000-202.000		35,97

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
		ACCOUNTS PAYABLE	202-000.000-202.000		5,815.60
		ACCOUNTS PAYABLE	203-000.000-202.000		4,888.47
		ACCOUNTS PAYABLE	592-000.000-202.000		23,054.49
		ACCOUNTS PAYABLE	701-000.000-202.000		16.98
			TOTAL INCREASE IN PAYABLE:		69,747.39