



# PUBLIC HEARING & REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, JANUARY 12, 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 Number #1

### II. Roll Call

### III. Opening of Public Hearing #1

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

*A. The primary objective of this public hearing is to hear public input regarding the proposed Ordinance 2025.12/445. This ordinance amends Chapter 34, Article 11 of the Code of Ordinances related to elections. Specifically, the proposed amendment seeks to revise the filing deadline for nominating petitions to the "Fifteenth Tuesday before the August Primary Election."*

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

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

### VII. Roll Call

### VIII. Opening of Public Hearing #2

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

*A. The primary objective of this public hearing is to hear public input regarding the proposed Ordinance 2026.02/446 (Introduced as 2025.12/446). An Ordinance to amend Chapter 102 Utilities to add Article V. Section 102-177 Sewer Laterals and Appurtenances. The proposed ordinance clarifies that property owners are responsible for maintaining and repairing their sewer laterals from the building to the public sewer main, including areas under streets.*

### X. Close of Public Hearing Number 2

### XI. Call to Order the Regular Meeting

### XII. Recognition

### XIII. Pledge of Allegiance

**XIV. Invocation**

**XV. Roll Call**

**XVI. Approve Agenda**

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

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

**A. Minutes**- Consider approving the Regular Meeting Minutes from December 8th, 2025.

**B. Excuse**- Excuse Mayor Pro Tem Patrick Swem from the November 24th, 2025, Regular Meeting.

**C. BARB Appointments and Resignation**

1) Consider reappointing Jeanne Harris for a 3-year term to BARB.

2) Consider accepting Jacob Browns resignation from BARB.

**D. Buchanan Area Fine Arts Council Appointments**

1) Consider approving Commissioner George as the Commissioner Representative for BAFAC.

2) Consider reappointing Alice Kring, Karin Falkenstein, Kelly Carlin, Trevor Hough, Wren Betts and Julie Blaylock to the BAFAC for four-year terms.

**E. McCoy Creek Trail Committee Appointment**

1) Consider appointing Traci Ragas to the McCoy Creek Trail Committee.

**F. Common Rental and Street Closurer**- Consider the Common Rental and Street Closurer on behalf of Buchanan Area Chamber of Commerce for Sip! Buchanan Event for May 16th, 2026.

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

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

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

**XXI. Unfinished Business**

**A. Ordinance 2025.12/445**- Consider the second reading and enactment of Ordinance 445, an Ordinance to amend the City of Buchanan Code of Ordinances Chapter 34, Elections Article 11. Even Year Elections, Section 34-29. Filing of Nominating Petitions.

**B. Ordinance 2026.02/446**- Consider the first reading of Ordinance 2026.02/446, an Ordinance that amends Chapter 102 Utilities, Article V. Sewage Disposal, Section 102-177.

**XXII. New Business**

**A. Traffic Control Order #261**- Consider Traffic Control Order # 261. The North side of E. Dewey St. between Main and Short Streets shall be a "No Parking" zone.

**B. Zen Leaf Buchanan Marihuana Permit Renewals located at 259 E. Front St.**

1) Consider the Renewal Application for the Medical Marihuana Provisioning Center Permit.

2) Consider the Renewal Application for the Adult-Use Marihuana Establishment Retailer Permit.

**C. Cannavista Wellness Marihuana Permit Renewal located at 120 E. Front St.**

1) Consider the Renewal Application for the Adult-Use Marihuana Establishment Retailer Permit.

- D. **Introduction of Ordinance 2026.03/447- Regulation of Sidewalk Cafes and Outdoor Service Areas.**
- E. **Expenditures**- Consider approving the expenditures in the amount of \$44,057.81 (please note that the invoice reports from December 23, 2025, which were administratively approved, are included in the packet).

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

- A. **City Hall Hours**: Starting February 2, 2026, City Hall hours will change to Monday through Thursday from 7:30 AM to 5:30 PM and Friday from 7:30 AM to 11:00 AM.

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

**XXV. Executive Comments**

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

**XXVI. Adjourn**



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

Item IV. A.

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

The City Commission of the City of Buchanan, Berrien County, State of Michigan, cordially invites you to a public hearing at 7:00 p.m. on Monday, January 12, 2026, at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan.

The primary objective of this public hearing is to hear public input regarding the proposed Ordinance 2025.12/445. This ordinance amends Chapter 34, Article 11 of the Code of Ordinances related to elections. Specifically, the proposed amendment seeks to revise the filing deadline for nominating petitions to the "Fifteenth Tuesday before the August Primary Election."

Following the public hearing, the City Commission will conduct its Regular Meeting, during which it will deliberate on the second reading and potential enactment of Ordinance 2025.12/445.

We encourage you to review the proposed ordinance, which can be accessed on our website at [cityofbuchanan.com](http://cityofbuchanan.com). Additionally, physical copies are available at City Hall. Should you be unable to attend the public hearing, we welcome and encourage your written comments, which can be submitted to Buchanan City Hall at the address provided above or via email to City Clerk, Kalla Langston-Weiss at [Clerk@cityofbuchanan.com](mailto:Clerk@cityofbuchanan.com). Please ensure that all comments are received by noon on Monday, January 12<sup>th</sup>, 2026.

Kalla Langston-Weiss, City Clerk



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Kalla Langston-Weiss, City Clerk



**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, DECEMBER 08, 2025 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

**MINUTES**

**I. Call to Order**

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

**II. Recognition**

**III. Pledge of Allegiance**

Mayor Weedon led in the Pledge of Allegiance.

**IV. Invocation**

Invocation was given.

**V. Roll Call**

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

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

**VI. Approve Agenda**

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

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

None.

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

**A. Minutes:** Consider approving the Regular Meeting Minutes from November 24th, 2025.

**B. 2026 Notices:** Consider approving the 2026 Meeting Notices and Holiday Closure Notice.

**C. DDA Board Appointments:** Consider approving the DDA board appointments with the following terms:

1-year: Haley Jones

1-year: Libby Hein

3-year: Michelle Fletcher

4-year: Tracy Mast

**D. Department Head Reports-** accept the monthly department head reports.

**E. Road Closure-** Consider approving the road closure submitted by the Buchanan Area Chamber of Commerce for the Buchanan for the Holidays parade. Front St. to Oak St. from 6:15 PM 7:00 PM

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

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

## X. Reports by: Departments, Committees, Boards

**A. Buchanan Tree Friends:** Presentation and consideration for the approval of the Urban Forestry Plan.

Brian Murphy, Chair of Buchanan Tree Friends, and Lee Mueller, Certified Arborist from the Davey Resource Group, presented an overview of Buchanan's urban forestry history, highlighting key data such as the 2017 tree canopy assessment and the 2022 street tree inventory. Key points included: Buchanan has been a Tree City USA since 1990. Tree Friends was reestablished in 2017.

The 2017 assessment found a 36% canopy with 26% impervious surfaces. The 2022 inventory identified maintenance and removal priorities for around 1,700 street trees. The Urban Forest Plan aims to prioritize tree maintenance and planting within limited resources. The vision for 2030 includes maintaining Tree City USA status and sustaining 36% canopy coverage.

During the discussion, important topics arose: Considerations for planting sizes. Arborist training and certification opportunities. Addressing citizen concerns about tree roots impacting sidewalks and sewer systems. Tree Friends requested that the Commission accept the Urban Forestry Plan and support collaborative efforts for its implementation.

*Motion made by Money, seconded by Swem, to accept the Urban Forestry Plan, as presented. Roll call vote carried unanimously.*

**B. Buchanan Police Department:** Shop with a Cop update.

An update was provided regarding the Shop with a Cop program held at Walmart in Niles.

Highlights: 18 children participated, \$200 per child was raised through donations, and Walmart contributed \$25 per child. Appreciation expressed to donors, businesses, private donors, City staff, Fire Department support, and Buchanan Community Schools (noted later).

## XI. Unfinished Business

## XII. New Business

**A. Adult Use Marihuana Retailer Permit-** Consider the approval of the Adult Use Marijuana Retail Permit for Mint Seven LLC, dba Mint Cannabis at 221 E. Front St.

Consideration was given to the adult use marijuana retailer permit application for Mint Seven, LLC, doing business as Mint Cannabis, for the transfer and continuation of operations at the former Pinnacle location. City staff reported the application had been processed and was acceptable, contingent upon completion of the required background checks. The applicant stated their goal was to open by approximately February 1, pending state approvals and inspections, and noted the company currently operates six dispensary locations in Michigan, with plans to expand to eight, including Buchanan, as well as operations in other states.

*Motion made by Vigansky, seconded by Money to approve the adult use marihuana permit for Mint Seven contingent upon the completion of background checks. Roll call vote carried unanimously.*

**B. Self-Contained Breathing Apparatus Bid-** Consider approving the Self-Contained Breathing Apparatus (SCBA) bid award.

Units currently in service include equipment dating back to 2003, which exceeds the expected useful life of approximately 12 to 15 years. Parts for the older units have become increasingly difficult to obtain, resulting in several units being out of service or nearing the end of serviceability. The City indicated it will proceed with a phased replacement approach and will continue to pursue grant funding opportunities to assist with future purchases.

*Motion made by Money, seconded by George, to approve the bid award to MacQueen Equipment in the amount of \$59,460.00, as presented. Roll call vote carried unanimously.*

**C. Ground Lease Agreement**- Consider accepting the ground lease agreement for N/S Dewey St. The lease is intended as an interim step toward a future sale of the property, with the process requiring additional procedural steps due to the proximity of McCoy Creek and state requirements governing public rights-of-way located within 25 meters of a body of water. Under the proposed agreement, Building 324 will assume responsibility for maintenance of the leased area, including snow removal, as part of its parking operations. An access control arm is also planned to prevent traffic.

*Motion made by Vigansky, seconded by Money to approve the proposed three-year lease of the specified portion of the Dewey Street public right-of-way to Building 324 at an annual lease rate of \$1, and to authorize the City Manager to sign and execute documents and negotiate the final location of the 10-foot trail easement during lease execution. Roll call votes carried unanimously.*

**D. December 22nd City Commission Meeting**- Consider canceling the City Commission meeting scheduled for December 22, 2025, and granting City Manager McGhee administrative approval for expenditures.

*Motion made by Money, seconded by George to approve the cancellation of the December 22<sup>nd</sup>, 2025, Regular meeting and give Manager McGhee administrative approval of expenditures. Roll call votes carried unanimously.*

**E. Expenditures**- Consider approving the expenditures for December 8th, 2025, in the amount of \$115,223.40.

*Motion made by Vigansky, seconded by Swem to approve the expenditures in the amount of \$115,223.40. Roll call vote carried unanimously.*

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

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

*Dr. Redding: An update was provided regarding ARL, formerly known as Stark. Reported that the facility was completed after 92 days of construction. A grand opening is scheduled for January 2 at 3:00 p.m., with classes beginning on January 5 at 9:00 a.m. Programs to be offered include a nursing bridge, pharmacy technician, medical terminology, QMA, CNA, phlebotomy, and additional allied health courses. It was also noted that the facility has been renamed ARL and is no longer operating under the Stark name.*

*Randy Hendrixson: An update was provided regarding the Building 324 project. Reported that the contractor has pulled the necessary permits and construction is underway. The target completion and occupancy for the loading dock is anticipated by the end of March. Projected attendance is estimated at approximately 60,000 visitors annually across a variety of events. Phase 1 of the project represents an investment of approximately \$1.5 million. Parking and occupancy planning were discussed, with Phase 2 expected to add additional parking in the future.*

**XV. Executive Comments**

**A. City Manager Comments**

*McGhee reported that additional wall art was received last week for the Downtown Project, signed by the State Representative, State Senator, Governor, and Lieutenant Governor in recognition of the project. Also noted that the upcoming Saturday marks 11 months since beginning service with the City. As this was the last meeting before the holidays, holiday greetings were extended to the Commission, staff, and community, including well wishes for Christmas, Hanukkah, Kwanzaa, and other holidays. Further reported that with the downtown project substantially completed, the City's focus will shift during the second half of the fiscal year to quality-of-life issues within neighborhoods, including increased emphasis on sidewalks, code enforcement, and parks and recreation. It was also announced that the new Planning and Community Development Director, Kristen Gunderson, will begin employment with the City the following week and will attend the first*

*City Commission meeting of the new year. Additionally, an RFP for the twelve lots recently approved for sale will be issued the following day and distributed electronically to the Commission, the Builders Exchange, local builders' organizations, known developers, and posted on the City's website. Approximately six weeks will be allowed for proposals, with the goal of presenting a sales agreement for consideration prior to the February City Commission meeting.*

**B. Commissioner Comments**

*George: Requested clarification on the stoplights at Open and Front Streets, and the City Manager confirmed they are being installed, with an AEP service issue currently being addressed and activation expected soon. It was also announced that Buchanan for the Holidays was rescheduled to Friday at 6:00 p.m., with the event proceeding downtown. Appreciation was expressed for the Shop with a Cop program and the Police Department's efforts, and congratulations were extended to ARL on its upcoming opening.*

*Swem: expressed gratitude to the Tree Friends Team for their collective work. The lead line project is still ongoing. Thanked the Police and Fire Departments for their participation in the Shop-with-a-Cop event. Congratulations to ARL! The water and sewer analysis was included in your packets.*

*McGhee will be attending the Bertrand Township meeting to discuss the potential expansion of water and sewer services. Additionally, there has been an improvement at the landfill, which involves an investment towards direct discharge at the site.*

*Money: Expressed gratitude to Chief Burnett and thanked the tree friends. Welcome to Dr. Readding in Buchanan, and congratulations to Building 324. I would also like to thank the Department of Public Works and its crew for their hard work on snow removal over the Thanksgiving holiday. Please note, this Saturday, December 13th, at 10 AM, there will be a Wreaths Across America presentation at the Veterans Circle in Oak Ridge Cemetery.*

*Vigansky: I'm happy to have a nursing school in town. The excitement and recognition of ARL cannot be expressed enough.*

**C. Mayor Comments**

*Weedon: I would like to express my gratitude to the DDA members and Chamber members for their numerous emails regarding the rescheduling of the parade. I also want to thank the Police and Fire Departments for their participation in the "Shop with a Cop" program. Additionally, I appreciate the Tree Friends for their thoughtful plan and presentation. Dr. Readding is excited to welcome you to our town and takes great pride in having you here in Buchanan. Wishing everyone a Merry Christmas and a safe New Year!*

**XVI. Adjourn**

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Kalla Langston-Weiss, City Clerk

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Mayor Mark Weedon



## CITY OF BUCHANAN

## Street Closure Form

Street(s) requested to be closed Front - between Red Bud and Oak.Days - up to parking lotsStreet Closing: from 5-10-25 AM - PM to 5-10-25

Date

Time

Date

Time

Reason: Sip! Buchanan - Town event

Request being made by:

Organization: Buchanan Area Chamber of Commerce

Address:

Phone:

269-695-3007

Company Representative Name (printed)

Libby Hein

Company Representative Signature

Libby Hein

Title:

Committee Chair - board member

Approved:

Police Chief

Approved:

Fire Chief

Approved:

Public Services Director

Approved:

City Manager

Comments (Office Use Only)



## RENTAL FORM

### The Common

Bordered by S. Oak St., Roe St., and Days Ave – the Common is directly south of Front St. in the heart of Buchanan's Historic & Arts District

#### APPLICANT INFORMATION

Applicant Name: Libby Hein Organization: Buchanan Area Chamber of Commerce  
 Phone Number: 209-326-1814 Email Address: Libby@redbudinsurance.com

#### EVENT INFORMATION

Purpose of Use: public event  
 Guest Count: 500+

Date(s) of Use: NO 5-16-25  
15-17 (set up/clean up) Start Time: 10 pm End Time: 11:00 pm  
 (Be sure to include necessary set-up/teardown time)  
 ↴ day before/after

#### FEES AND CHARGES

?  City-Affiliated, Open-to-the-Public Event(s) \$0  
 Non-City-Affiliated, Open-to-the-Public Event(s) \$200

Private or Ticketed Events

o Private

- Expected Number of Attendees
  - 0-150 = **\$200**
  - 151-300 = **\$350**
  - 301-500 = **\$500**
  - 500+ = **\$750**

o Ticketed

- Expected Number of Attendees
  - 0-150 = **\$200 PLUS 5% of ticket sales**
  - 151-300 = **\$350 PLUS 7% of ticket sales**
  - 301-500 = **\$500 PLUS 10% of ticket sales**
  - 500+ = **\$750 PLUS 15% of ticket sales**

Use of Redbud City Center: **+\$100.00**

**+ \$50.00 refundable key deposit**

Total Rental Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_



## RENTAL FORM

### **RULES AND REGULATIONS**

1. **NO** smoking inside building.
2. **NO** alcohol allowed on premises.
3. **NO** weapons or firearms allowed on premises.
4. **NO** animals allowed inside facilities.
5. **NO** littering.
6. **FOOD & ALCOHOL** please refer to Food Vendor Ordinance and Chapter 6 of Charter – Alcoholic Liquors for more information on food & beverage policy
7. The limit of people at The Redbud City Center is 100 based on the fire code. Do not exceed 100 people at your event.
8. All renters are responsible for the storage of supplies and the removal of their own garbage. No garbage or event supplies to be left on the premises after the duration of the event.
9. User shall not damage or remove property of any sort, from the premises.
10. If premises are not left in a satisfactory state, an additional bill of \$150 plus cost of repairs will be billed.
11. Pick up and return the key at the Buchanan City Hall. If the key is not returned within three (3) business days following your rental, Renter will be billed re-keying expenses.
12. The building is City owned and is subject to walk through and inspection by the Police Department personnel at any time during your rental.
13. The premises are monitored with video surveillance equipment.
14. Applicant agrees to ensure that its guests, members, invitees, staff, representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include, but is no way limited to: following occupancy restrictions, health and safety measures, City codes and ordinances.

### **AGREEMENT**

I have read the above rules and regulations and will fully comply with them, and the items listed. I understand that I and other members of the organization reserving the City Center must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable clean-up and repair costs resulting from any littering or damage to the facilities resulting from the event for which the building has been reserved.

Signature of Renter:

Date

12-19-25

**THIS FORM IS VALID ONLY AFTER THE RESERVATION FEE HAVE BEEN PAID**

Building Reserved for:

May 10, 2026

Approved By:

Date



## RENTAL FORM

Internal Use Only:

Deposit Refund Requested: \_\_\_\_\_

Initial: \_\_\_\_\_

Date of Refund Mailed: \_\_\_\_\_

**Authorized By**

**\*NOTE: Financial compensation may be sought under extreme circumstances due to loss and/or damages.**

Buchanan Police Department -- (269) 695-5120

01/02/2026 09:02 AM

## Incident List

Page: 1

## Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
12/01/2025	12/31/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-003173	12/04/2025	14:52	BRUSH ON THE CURB	CULLUM JASON		Closed
25-003174	12/04/2025	14:56	LEAF BAGS	CULLUM JASON		Closed
25-003180	12/05/2025	09:11	DUMPING SNOW	CULLUM JASON		Closed
25-003293	12/19/2025	09:56	IPMC VIOLATIONS	CULLUM JASON		Open
Name	Sex	Age	Involvement	Offense		
				Ordinance Violation (99010)		
25-003320	12/23/2025	09:58	PARKING ON THE GRASS	CULLUM JASON		Open
25-003321	12/23/2025	09:59	PARKING ON THE GRASS	CULLUM JASON		Open
25-003322	12/23/2025	10:01	BRUSH ON THE CURB	CULLUM JASON		Open
25-003323	12/23/2025	10:02	PARKING ON GRASS	CULLUM JASON		Open

Incident Total: 8



## December monthly water report

We made it to the end of the year!! This month's water samples were collected, and they all came back good. I completed this month's Bacti report and the November monthly operation report and the chlorine residual report.

All were submitted on time and accepted by EGLE.

Ryan Young took his first round of water operator exams and passed. He is now an S-4 D-4 water operator and now qualifies as our back-up operator that is required by EGLE that the City of Buchanan has one.

There was a water main break on the corner of Main Street and Elizabeth Street. With the help from the DPW it was fixed with a repair band on an 8-inch water main.

We have been working on Meters and MXU that are not reading. We found some had dead MXU or broken wires to the meters. We are continuing to inspect and fix or replace these problems.

With the cold weather we had some hydrants freeze up this month. We were able to get these hydrants working again.

With the sale of the Ross Sanders building we needed to run a new waterline for the fire department. The water was coming through the Ross Sanders BLD. We put a new meter and ran a new water line.

Miss Dig tickets were plenty again this month. We marked water, sewer, and storm lines. Reports were done for all miss digs tickets.

There were also plenty of work orders this month. Most of the water shut offs due to leaks inside of the residents.

Door cards were passed out for non-payment again this month. Due to the cold weather, we did not shut off any residents.

We cleaned and inspected our equipment along with taking inventory and ordering items that we have low stock of.



## ACTIVITY BRIEFING ITEM

**PREPARED BY:** Klay Weaver

**PREPARED ON:** 1/5/2025

**SUBJECT:** DPW Briefing – Month of December 2025

**BACKGROUND:**

- Plow & Salt runs
- Plow Maintenance (Blades, Hoses, Wash & Grease)
- Cutting/Organizing wood & stacking for DPW Log Boiler
- Replaced many Delineators along trail on Schirmer Parkway
- Got 7 tons of cold patch at County garage and spread 3 loads of patch
- City Hall room remodels
- Replaced water line service at 434 Moccasin St – was galvanized
- Hauled snow out of downtown & north parking lot (behind the bars)
- Multiple trash runs & clean ups at commons
- Serviced-(All filters & fluids – Washed & greased) 2018 & 2019 Western Stars, 1997 & 2001 Internationals, 2017 John Deere loader and 2012 Cat Backhoe
- Fixed the hood and wiring on 2001 International
- Put new mirrors on 1997 International
- Downtown/Common clean up – Fire Pit set up – for Christmas Parade
- Drilled out holes for all the base covers for the downtown light posts
- Hung up all air hose reels & extension cord reels at DPW shop with Uni-Strut and clamps
- 302 Cecil – Water leak – Found outside spicket had not been drained and busted – Helped homeowner find issue & drained and shutoff line for homeowner
- Fixed 8-inch water main break at 500 Cricle drive (AEP/County Building)
- Put shelving units together in mezzanine storage and organized
- Assisted J Ranck Electric in cleanup at DPW & took in all remaining light pole parts
- Assisted Zack – Prien & Newhoff – dug hole & put up temporary railing on Redbud
- Received pallet totes from Heath Warmbein & stacked firewood in 3 of them
- Painted over graffiti on brick building at Kathryn Park
- Fixed bracket off the front plow on the salt truck that had broken off
- Met with owner of McCoy Creek Tavern about water in their basement
- Grading spots on River and 4th with millings
- NOT AN ALL-INCLUSIVE LIST

Buchanan Police Department – (269) 695-5120

01/02/2026 09:01 AM

## Offense Count Report

Page: 1

## Report Criteria:

Start Offense	End Offense	Officer
01000	99010	ALL
<b>DECEMBER</b>		
12/01/2025-12/31/2025		

Offense	Description	DECEMBER
11007	SEXUAL CONTACT FORCIBLE CSC2	1
13001	NONAGGRAVATED ASSAULT	
13002	AGGRAVATED/FELONIOUS ASSAULT	1
13003	INTIMIDATION/STALKING	2
20000	ARSON	1
22002	BURGLARY- ENTRY W/OUT FORCE/INTENT	1
23007	LARCENY - OTHER	2
26001	FRAUD- FALSE PRETENSE/SWINDLE/CONF	2
26002	FRAUD - CREDIT CARD/ATM	2
26007	FRAUD - IDENTITY THEFT	1
29000	DAMAGE TO PROPERTY	4
52003	WEAPONS OFFENSE- OTHER	5
53002	PUBLIC PEACE - OTHER	1
54003	DRIVING LAW VIOLATIONS	11
55000	HEALTH AND SAFETY	2
57001	TRESPASS	5
70000	JUVENILE RUNAWAY	1
70001	Incorrigible	4
70004	Juvenile Issues	7
93001	PROPERTY DAMAGE/ACCIDENT/PI	7
93002	Private Property Accident	2
93004	Abandoned Vehicle	4
95001	Accidental Fire	1
98005	Alarms	9
98006	Civil	11
98007	Suspicious Situation	16
98008	Lost & Found Property	3
99000	Natural Death	1
99007	Medical Assist	39
99008	General Assist	42
99009	General Non-Criminal Assist	34
99010	Ordinance Violation	10
<b>Totals:</b>		<b>236</b>



## Clerk Department

### City Meetings

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

Meeting	Regular Mtg	Special Mtg	Subcommittees
City Commission	12/8/2025		
Planning Commission	12/9/2025		
Tree Friends/DRC/ One Buchanan			
DDA	12/10/2025	12/3/2025	
Joint Water Sewer Board			
Friends of the Trail			
Election Commission			
Resolutions	YTD	24	
Ordinances	YTD	6	

### Elections

Preparations for the 2026 elections are underway, with draft early voting agreements currently being discussed. Final agreements are expected to be presented to the Commission by the end of January or early February. As of now, the city is planning for two elections in 2026, scheduled for August and November.

Voter Registration is updated weekly.

### FOIA Requests & Notary/Permits

**YTD-53 FOIA requests**

**YTD- 18 Notary**

**YTD- 9 Food Truck Permits**

**YTD- 12 ROW Permits**

**YTD- Cemetery**

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

**YTD-24 sold plots**

**YTD- 42 burials**

### Administrative

- Ordinance reviews
- Codification end-of-the-year prep.
- Public notices for Public Hearings.
- Marihuana applications processed.
- Marihuana applications forms are being updated.
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.



## FINANCE DEPARTMENT REPORT:

December 2025

- Balance and post daily Cash Receipts
- Check Sigma for State payments and post in GL
- TMF grant administration
- USDA loans administration/ Pay draw requests
- Obtaining interest quotes from several sources. Reinvesting the CDs that matured during the month of December
  - Sturgis
- Obtain copies of Investment Account bank statements Honor, Sturgis, 1<sup>st</sup> Source, Horizon, MiCLASS and UMB. Record interest earned.

\*Posting of Summer and Winter tax payments into the County Tax Database (need to post each one individually)

Prepared paperwork September-October disbursements after accounts were balanced.

Post City property tax income to the General Ledger

Prepare revised DDA capture reports for the Summer tax season with new figures. Release funds to the DDA's account at Honor.

...

Winter property tax bills are out and will begin collecting on 12/1/25.

Print and email/mail various escrow agent/resident winter tax bills.

Sign up for ACH payments for the Thriving Communities Program and register for an account with Bill.com

Sign up for ACH payments for the RBDG program (first reimbursement request is pending)

Answer emails from Brian and Jeremy on various audit items/questions

Discuss Fire Department quotes for SCBA sets, purchase of 5 or 15 and discuss options with Tony for funding the purchase.

Renew the City's SAM.gov registration for December 2025-November 2026

Updated status to Submitted for the TF24-0129 Grant Agreement for Riverfront Boat Launch on the MiGrants website; email with Charamy at the DNR regarding the project.

Review the Auditor's MD&A section for the Audit; discuss with Tony and respond to Jeremy with our questions and suggested corrections; review revised document and give approval.

Research special assessments under the Police and Fire Protection Act PA33 of 1951

Research the impact of the penny production being discontinued. Currently, nothing is being done until further guidance is provided.

Gather tax documents for Bendzinski & Co. (Andy) to prepare our annual Continuing Disclosure Filing.

Communications with S. Redman regarding MDOT payments and invoices (USDA projects and Trail projects). Received the 12/4/25 Statement on 12/17/25.

DDA Finance Committee Budget meeting

Reporting for grants (Trail, Riverfront)

Process payments for USDA contractors (K & R and Prein)

Process payments for TMF Grant contractors (Plummers and Prein)

Process payments for MDOT (USDA project and Trail Ext project)

Working with Joelle at Abonmarche on several different grant items and reports

Work with Joelle to prepare a grant reimbursement request for the trail extension project. Suzanne wasn't any help with this. Received notification the reimbursement was approved on 12/15/25. Search grant website for reimbursement details.

Monthly Finance Meeting on 12/17/25. Goal is to have budget amendments for the second meeting in January (1/26/26).

Working with Sanya on the CHILL grant

-Process payments to the Contractors and requesting Enfocus reimbursement

Prepare grant reimbursement request for the RBDG grant (Event space) and work with Joelle to submit the request.

Attend the DDA's Budget workshop meeting.

Send payment receipts to Sanya for and reimbursement under the CHILL CDBG monies.

Get Kristen set up with access to BS&A for General Ledger and with BS&A Assessing.

# Memorandum



## Planning and Community Development – December 2025 Monthly Report

- First day was Monday, December 15, 2025.
- Meetings
  - Attended DDA Workshop December 18, 2025
  - Attended Southwest Michigan Planning Commission December 16, 2025
- Reviewed different adopted documents including the Unified Development Code.
- Reviewed two building permits – 324 E Dewey Street and 715 E Front Street.
- Reviewed the residential rental programs.
- Discussed a boundary adjustment request.
- Updated Land Division, Boundary Adjustment and Land Combination Application.
- Worked on getting office set-up and organized.
- Coordinated with building official and code enforcement officer.
- Everyone has been very welcoming.

# Monthly Buchanan City Fire Department Activity Report

### Color Code:

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### Black – Regular Runs (fire, alarms or investigations)

## Red – Training / Testing

## Blue – Fire Prevention / Education or Events

**CITY OF BUCHANAN, COUNTY OF BERRIEN  
STATE OF MICHIGAN  
ORDINANCE 2025.12/445**

**AN ORDINANCE TO AMEND THE CITY OF BUCHANAN,  
MICHIGAN CODE OF ORDINANCES CHAPTER 34, ELECTIONS  
ARTICLE 11. EVEN YEAR ELECTIONS, SECTION 34-29. FILING  
OF NOMINATING PETITIONS**

THE CITY OF BUCHANAN ORDAINS:

Sec. 34-29. - Filing of Nominating Petitions.

Notwithstanding the provision of Chapter 3, Section 3.9, of the Charter, and pursuant to the authority of the city commission and pursuant to state statute, nomination petitions shall be filed with the clerk no later than 4:00 p.m. on the fifteenth Tuesday before the August primary election.

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 \_\_\_\_ 2026, AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON THE \_\_\_\_ DAY OF JANUARY 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 12 day of January, 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

# Memorandum



Date: January 7<sup>th</sup>, 2026  
To: Buchanan City Commission  
From: Tony McGhee  
Subject: Sanity Sewer Lateral Ordinance

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## Background

A sanitary sewer lateral is the portion of the sewer line that connects an individual property's plumbing system to the City's main sewer line, typically running from the structure through the parcel and public right-of-way or street. The lateral carries wastewater from the property to the public sewer system.

In most communities, the property owner is responsible for the maintenance, repair, and replacement of their private sewer lateral, including the section that extends from the building to the connection point at the City's main line. This standard practice ensures that property owners are accountable for maintaining the private infrastructure that directly serves their property, while the City maintains the public portion of the sewer system. For approximately two decades, it has been the City of Buchanan's policy that property owners bear responsibility for their sewer laterals. However, this responsibility has not been explicitly codified in the City's Sewage Disposal Ordinance, which can lead to confusion when issues arise.

## Recommendation

City staff, in coordination with the City Attorney, have prepared an amendment to the City's Sewage Disposal Ordinance to formally codify this long-standing policy. The proposed amendment clarifies that:

- The property owner is responsible for the maintenance, repair, and replacement of the sewer lateral from the building to the point of connection with the City's sewer main.
- The City remains responsible for the operation and maintenance of the public sewer mains.

Codifying this policy provides clarity to both residents and staff, ensures consistent

**Memo Template**

application of responsibility, and aligns the City's ordinance with common municipal standards across Michigan.

City staff recommends that the Buchanan City Commission approve the proposed amendment to the City's Sewage Disposal Ordinance to formally establish property owner responsibility for sewer laterals moving forward.

**Attachment A: Current City Sewer Lateral Policy and Claim Form**

**Attachment B: Existing Ordinance with Proposed Changes in Blue**

# Attachment A



## **City of Buchanan**

### **Sewer Backup Notice of Claim**

In order to make a claim for damage or physical injury arising from sewage disposal or storm water system event

All claimants must provide the following information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Address of property affected: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please briefly describe the claim/event:

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Date of discovery of property damages or physical injuries: \_\_\_\_\_

Please return to:  
 City of Buchanan  
 Attn: City Manager  
 302 N. Redbud Trail  
 Buchanan, MI 49107

An individual that has been injured or has suffered property damage as a result of a sewage disposal event must provide written notice of the event within 45 days after the date the damage or injury was, or in exercise of reasonable diligence should have been discovered. Failure to provide proper notice will bar your claim.

Office Use Only	
Date received: _____	
Forwarded to: _____	Date: _____
Forwarded to: _____	Date: _____

## City of Buchanan Sewer Backup Policy

**Purpose:** State of Michigan Public Act 222 of 2001, as amended, requires that the City establish a policy for the processing of claims made by property owners for injury or property damage from the backup or overflow of sewers into or onto their properties. This Policy is in compliance with the requirements as set forth in PA 222 of 2001, which is incorporated herein and attached hereto.

**Responsibility:** The City may be responsible for a sewer backup if there is a blockage in the main line. The City does not own lateral lines or service leads. These are owned and are to be maintained by the property owner. (MCL 691.1416) Therefore, if there is a clog in any line that is not a main, it is the responsibility of the property owner. By State Law the City is immune from tort liability for overflow or backup of sewage disposal system unless the overflow or backup is a sewage disposal system event.

**Valid Claims:** Payment of a claim is not automatic. To have a valid claim, for which payment could be made, four conditions must be met:

1. There must be a defect in the design, construction, maintenance, operation or repair of the City's sewage collection or disposal system; and
2. The defect must have been the "substantial proximate cause" (50% or more) of the injury or damages; and
3. The City must have known, or should have reasonably known, about the defect; and
4. The City failed to take reasonable steps in a reasonable amount of time to repair, correct or remedy the defect.

**Invalid Claims:** The following are examples of a sewer system event that will likely result in the denial of any claims:

- Obstruction in a sewer lateral or lead that connects the property to the City's sewer main that was not caused by the City. **Maintenance of private sewer laterals is the responsibility of the property owner.**
- A connection to the City's sewer system on the affected property, including, but not limited to, a sump pump, building or foundation drain, surface drain, gutter or downspout.

**Notifications:** Property owners that experience a sewer backup or overflow and believe that the "substantial proximate cause" and liability rests with the City must meet the above four conditions for valid claims. They must also meet the following notification requirements to be eligible to receive any reimbursement for damages and other resulting expenses:

1. The claimant must immediately notify the City of a backup event and request a "Notice of Claim" packet.
  - a. If during normal business hours, Monday through Friday, contact the City office at (269) 695-3844.

- b. If after regular business hours, or on holidays or weekends, call the Buchanan Police Department Dispatch Center at (269) 695-5120, who will contact the appropriate persons for the claimant.
2. The City shall then provide the claimant, in writing, the necessary formal notification requirements.
3. The claimant must provide the City with a written notice of the claim within forty-five (45) days after the overflow or backup was discovered or when in the exercise of reasonable diligence the backup or overflow should have been discovered.
4. Written notice by claimants must contain the information required by section 19(2)(c) of Act 222 of 2001 or recovery of damages may be barred.
5. A claim form stating the required information and a copy of Act 222 of 2001 may be obtained at the City offices.
6. Claims should be mailed or delivered to:

Buchanan City Hall  
Attn: City Manager  
302 N. Redbud Trail  
Buchanan, MI 49107

**Questions:** Contact the City offices at (269) 695-3844, or Mike Baker, Director of Public Service , at (269) 695-7547.

Act No. 222  
 Public Acts of 2001  
 Approved by the Governor  
 January 2, 2002  
 Filed with the Secretary of State  
 January 2, 2002  
 EFFECTIVE DATE: January 2, 2002

**STATE OF MICHIGAN  
 91ST LEGISLATURE  
 REGULAR SESSION OF 2001**

Introduced by Senators Johnson, Hammerstrom, Dunaskiss, Gougeon, Shugars, North and Bullard

**ENROLLED SENATE BILL No. 109**

AN ACT to amend 1964 PA 170, entitled "An act to make uniform the liability of municipal corporations, political subdivisions, and the state, its agencies and departments, officers, employees, and volunteers thereof, and members of certain boards, councils, and task forces when engaged in the exercise or discharge of a governmental function, for injuries to property and persons; to define and limit this liability; to define and limit the liability of the state when engaged in a proprietary function; to authorize the purchase of liability insurance to protect against loss arising out of this liability; to provide for defending certain claims made against public officers and paying damages sought or awarded against them; to provide for the legal defense of public officers and employees; to provide for reimbursement of public officers and employees for certain legal expenses; and to repeal certain acts and parts of acts," (MCL 691.1401 to 691.1415) by adding sections 16, 17, 18, and 19.

*The People of the State of Michigan enact:*

Sec. 16. As used in this section and sections 17 to 19:

- (a) "Affected property" means real property affected by a sewage disposal system event.
- (b) "Appropriate governmental agency" means a governmental agency that, at the time of a sewage disposal system event, owned or operated, or directly or indirectly discharged into, the portion of the sewage disposal system that allegedly caused damage or physical injury.
- (c) "Claimant" means a property owner that believes that a sewage disposal system event caused damage to the owner's property, a physically injured individual who believes that a sewage disposal system event caused the physical injury, or a person making a claim on behalf of a property owner or physically injured individual. Claimant includes a person that is subrogated to a claim of a property owner or physically injured individual described in this subdivision.
- (d) "Contacting agency" means any of the following within a governmental agency:
  - (i) The clerk of the governmental agency.
  - (ii) If the governmental agency has no clerk, an individual who may lawfully be served with civil process directed against the governmental agency.
  - (iii) Any other individual, agency, authority, department, district, or office authorized by the governmental agency to receive notice under section 19, including, but not limited to, an agency, authority, department, district, or office

(100)

responsible for the operation of the sewage disposal system, such as a sewer department, water department, or department of public works.

- (e) "Defect" means a construction, design, maintenance, operation, or repair defect.
- (f) "Noneconomic damages" includes, but is not limited to, pain, suffering, inconvenience, physical impairment, disfigurement, mental anguish, emotional distress, loss of society and companionship, loss of consortium, injury to reputation, humiliation, and other nonpecuniary damages.
- (g) "Person" means an individual, partnership, association, corporation, other legal entity, or a political subdivision.
- (h) "Serious impairment of body function" means that term as defined in section 3135 of the insurance code of 1956, 1956 PA 218, MCL 500.3135.
- (i) "Service lead" means an instrumentality that connects an affected property, including a structure, fixture, or improvement on the property, to the sewage disposal system and that is neither owned nor maintained by a governmental agency.
- (j) "Sewage disposal system" means all interceptor sewers, storm sewers, sanitary sewers, combined sanitary and storm sewers, sewage treatment plants, and all other plants, works, instrumentalities, and properties used or useful in connection with the collection, treatment, and disposal of sewage and industrial wastes, and includes a storm water drain system under the jurisdiction and control of a governmental agency.
- (k) "Sewage disposal system event" or "event" means the overflow or backup of a sewage disposal system onto real property. An overflow or backup is not a sewage disposal system event if any of the following was a substantial proximate cause of the overflow or backup:
  - (i) An obstruction in a service lead that was not caused by a governmental agency.
  - (ii) A connection to the sewage disposal system on the affected property, including, but not limited to, a sump system, building drain, surface drain, gutter, or downspout.
  - (iii) An act of war, whether the war is declared or undeclared, or an act of terrorism.
- (l) "Substantial proximate cause" means a proximate cause that was 50% or more of the cause of the event and the property damage or physical injury.

Sec. 17. (1) To afford property owners, individuals, and governmental agencies greater efficiency, certainty, and consistency in the provision of relief for damages or physical injuries caused by a sewage disposal system event, a claimant and a governmental agency subject to a claim shall comply with this section and the procedures in sections 18 and 19.

(2) A governmental agency is immune from tort liability for the overflow or backup of a sewage disposal system unless the overflow or backup is a sewage disposal system event and the governmental agency is an appropriate governmental agency. Sections 16 to 19 abrogate common law exceptions, if any, to immunity for the overflow or backup of a sewage disposal system and provide the sole remedy for obtaining any form of relief for damages or physical injuries caused by a sewage disposal system event regardless of the legal theory.

(3) If a claimant, including a claimant seeking noneconomic damages, believes that an event caused property damage or physical injury, the claimant may seek compensation for the property damage or physical injury from a governmental agency if the claimant shows that all of the following existed at the time of the event:

- (a) The governmental agency was an appropriate governmental agency.
- (b) The sewage disposal system had a defect.
- (c) The governmental agency knew, or in the exercise of reasonable diligence should have known, about the defect.
- (d) The governmental agency, having the legal authority to do so, failed to take reasonable steps in a reasonable amount of time to repair, correct, or remedy the defect.
- (e) The defect was a substantial proximate cause of the event and the property damage or physical injury.
- (4) In addition to the requirements of subsection (3), to obtain compensation for property damage or physical injury from a governmental agency, a claimant must show both of the following:
  - (a) If any of the damaged property is personal property, reasonable proof of ownership and the value of the damaged personal property. Reasonable proof may include testimony or records documenting the ownership, purchase price, or value of the property, or photographic or similar evidence showing the value of the property.
  - (b) The claimant complied with section 19.

Sec. 18. (1) Except as provided in subsection (2), economic damages are the only compensation for a claim under section 17. Except as provided in subsection (2), a court shall not award and a governmental agency shall not pay noneconomic damages as compensation for an event.

(2) A governmental agency remains subject to tort liability for noneconomic damages caused by an event only if the claimant or the individual on whose behalf the claimant is making the claim has suffered death, serious impairment of body function, or permanent serious disfigurement.

(3) In an action for noneconomic damages under section 17, the issues of whether a claimant or the individual on whose behalf the claimant is making the claim has suffered serious impairment of body function or permanent serious disfigurement are questions of law for the court if the court finds either of the following:

(a) There is no factual dispute concerning the nature and extent of the claimant's or the individual's injuries.

(b) There is a factual dispute concerning the nature and extent of the claimant's or the individual's injuries, but the dispute is not material to determining whether the claimant or the individual has suffered a serious impairment of body function or permanent serious disfigurement.

(4) Unless this act provides otherwise, a party to a civil action brought under section 17 has all applicable common law and statutory defenses ordinarily available in civil actions, and is entitled to all rights and procedures available under the Michigan court rules.

Sec. 19. (1) Except as provided in subsections (3) and (7), a claimant is not entitled to compensation under section 17 unless the claimant notifies the governmental agency of a claim of damage or physical injury, in writing, within 45 days after the date the damage or physical injury was discovered, or in the exercise of reasonable diligence should have been discovered. The written notice under this subsection shall contain the content required by subsection (2)(c) and shall be sent to the individual within the governmental agency designated in subsection (2)(b). To facilitate compliance with this section, a governmental agency owning or operating a sewage disposal system shall make available public information about the provision of notice under this section.

(2) If a person who owns or occupies affected property notifies a contacting agency orally or in writing of an event before providing a notice of a claim that complies with subsection (1), the contacting agency shall provide the person with all of the following information in writing:

(a) A sufficiently detailed explanation of the notice requirements of subsection (1) to allow a claimant to comply with the requirements.

(b) The name and address of the individual within the governmental agency to whom a claimant must send written notice under subsection (1).

(c) The required content of the written notice under subsection (1), which is limited to the claimant's name, address, and telephone number, the address of the affected property, the date of discovery of any property damages or physical injuries, and a brief description of the claim.

(3) A claimant's failure to comply with the notice requirements of subsection (1) does not bar the claimant from bringing a civil action under section 17 against a governmental agency notified under subsection (2) if the claimant can show both of the following:

(a) The claimant notified the contacting agency under subsection (2) during the period for giving notice under subsection (1).

(b) The claimant's failure to comply with the notice requirements of subsection (1) resulted from the contacting agency's failure to comply with subsection (2).

(4) If a governmental agency that is notified of a claim under subsection (1) believes that a different or additional governmental agency may be responsible for the claimed property damages or physical injuries, the governmental agency shall notify the contacting agency of each additional or different governmental agency of that fact, in writing, within 15 business days after the date the governmental agency receives the claimant's notice under subsection (1). This subsection is intended to allow a different or additional governmental agency to inspect a claimant's property or investigate a claimant's physical injury before litigation. Failure by a governmental agency to provide notice under this subsection to a different or additional governmental agency does not bar a civil action by the governmental agency against the different or additional governmental agency.

(5) If a governmental agency receives a notice from a claimant or a different or additional governmental agency that complies with this section, the governmental agency receiving notice may inspect the damaged property or investigate the physical injury. A claimant or the owner or occupant of affected property shall not unreasonably refuse to allow a governmental agency subject to a claim to inspect damaged property or investigate a physical injury. This subsection does not prohibit a governmental agency from subsequently inspecting damaged property or investigating a physical injury during a civil action brought under section 17.

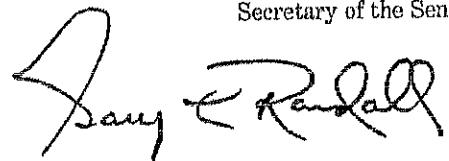
(6) If a governmental agency notified of a claim under subsection (1) and a claimant do not reach an agreement on the amount of compensation for the property damage or physical injury within 45 days after the receipt of notice under this section, the claimant may institute a civil action. A civil action shall not be commenced under section 17 until after that 45 days.

(7) This section does not apply to claims for noneconomic damages made under section 17.

This act is ordered to take immediate effect.

Carol Morey Viventi

Secretary of the Senate.



Clerk of the House of Representatives.

Approved \_\_\_\_\_

\_\_\_\_\_  
Governor.

**GOVERNMENTAL LIABILITY FOR NEGLIGENCE (EXCERPT)**  
**Act 170 of 1964**

**691.1416 Definitions.**

Sec. 16. As used in this section and sections 17 to 19:

(a) "Affected property" means real property affected by a sewage disposal system event.

(b) "Appropriate governmental agency" means a governmental agency that, at the time of a sewage disposal system event, owned or operated, or directly or indirectly discharged into, the portion of the sewage disposal system that allegedly caused damage or physical injury.

(c) "Claimant" means a property owner that believes that a sewage disposal system event caused damage to the owner's property, a physically injured individual who believes that a sewage disposal system event caused the physical injury, or a person making a claim on behalf of a property owner or physically injured individual. Claimant includes a person that is subrogated to a claim of a property owner or physically injured individual described in this subdivision.

(d) "Contacting agency" means any of the following within a governmental agency:

(i) The clerk of the governmental agency.

(ii) If the governmental agency has no clerk, an individual who may lawfully be served with civil process directed against the governmental agency.

(iii) Any other individual, agency, authority, department, district, or office authorized by the governmental agency to receive notice under section 19, including, but not limited to, an agency, authority, department, district, or office responsible for the operation of the sewage disposal system, such as a sewer department, water department, or department of public works.

(e) "Defect" means a construction, design, maintenance, operation, or repair defect.

(f) "Noneconomic damages" includes, but is not limited to, pain, suffering, inconvenience, physical impairment, disfigurement, mental anguish, emotional distress, loss of society and companionship, loss of consortium, injury to reputation, humiliation, and other nonpecuniary damages.

(g) "Person" means an individual, partnership, association, corporation, other legal entity, or a political subdivision.

(h) "Serious impairment of body function" means that term as defined in section 3135 of the insurance code of 1956, 1956 PA 218, MCL 500.3135.

(i) "Service lead" means an instrumentality that connects an affected property, including a structure, fixture, or improvement on the property, to the sewage disposal system and that is neither owned nor maintained by a governmental agency.

(j) "Sewage disposal system" means all interceptor sewers, storm sewers, sanitary sewers, combined sanitary and storm sewers, sewage treatment plants, and all other plants, works, instrumentalities, and properties used or useful in connection with the collection, treatment, and disposal of sewage and industrial wastes, and includes a storm water drain system under the jurisdiction and control of a governmental agency.

(k) "Sewage disposal system event" or "event" means the overflow or backup of a sewage disposal system onto real property. An overflow or backup is not a sewage disposal system event if any of the following was a substantial proximate cause of the overflow or backup:

(i) An obstruction in a service lead that was not caused by a governmental agency.

(ii) A connection to the sewage disposal system on the affected property, including, but not limited to, a sump system, building drain, surface drain, gutter, or downspout.

(iii) An act of war, whether the war is declared or undeclared, or an act of terrorism.

(l) "Substantial proximate cause" means a proximate cause that was 50% or more of the cause of the event and the property damage or physical injury.

**History:** Add. 2001, Act 222, Imd. Eff. Jan. 2, 2002.

**Popular name:** Governmental Immunity Act

# Attachment B



**CITY OF BUCHANAN  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
ORDINANCE 2026.02/446**

**THE CITY OF BUCHANAN ORDAINS THAT CHAPTER 102 UTILITIES, ARTICLE V. SEWAGE  
DISPOSAL of the City of Buchanan Code of Ordinance is hereby amended by adding**

**Section 102-177**

**ARTICLE V. - SEWAGE DISPOSAL**

**Sec. 102-156. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*BOD* means biochemical oxygen demand or the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius, expressed in milligrams per liter.

*Building drain* means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

*Building sewer* means the extension from the building drain to the public sewer or other place of disposal.

*Commercial wastes* means the liquid or water-carried wastes from commercial establishments or those concerns engaged in buying, selling, or exchanging goods and/or services.

*Director* means the superintendent of wastewater treatment plant of the city under the direction of the city manager, or his authorized deputy, agent or representative.

*Garbage* means the waste from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce.

*Industrial wastes* means the liquid or water-carried wastes from industrial processes as distinct from sanitary sewage.

*mg/l* means milligrams per liter.

*Natural outlet* means any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

*pH* means the logarithm of the reciprocal of the hydrogen ion concentration in grams per liter of solution.

*Properly shredded garbage* means garbage that has been shredded to such a degree that all

particles shall be carried freely under the flow conditions normally prevailing in the public sanitary or combined sewer; with no particles larger than one-half inch in any dimension.

*Public sewer* means a sewer that is controlled by the city.

*Sanitary sewage* means the liquid or water-carried waste discharged from the sanitary conveniences of dwellings (including apartment houses and hotels), office buildings, and commercial establishments where the public is served.

*Sanitary sewer* means a sewer to which stormwaters are not intentionally admitted.

*Sewage* means any liquid or water-carried waste from residences, business buildings, institutions, laboratories, industrial and commercial establishments, together with stormwaters as may be present.

*Sewage disposal system* or *system* means the complete sewage disposal system of the city, and shall be construed to include all plants, works, collecting mains, instrumentalities and properties, now or hereinafter existing, used or useful in connection with the collecting, pumping, disposal and treatment of sanitary sewage and industrial wastes, as now or hereafter added to, expanded or improved.

*Sewage treatment plant* means any arrangement of devices and structures used for treating sewage.

*Sewer* means a pipe or conduit for carrying sewage.

*Storm drain* or *storm sewer* means any drain or sewer, either natural or artificial, which is intended expressly for the conveyance of stormwater and uncontaminated industrial wastes.

*Stormwater* means that part of precipitation which reaches the sewers as runoff from the natural land surface, building roofs, or pavements or as groundwater infiltration.

*Suspended solids* means solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering in accordance with standard laboratory procedure.

*Wastewater* means the same as or is equivalent to "sanitary sewage."

*Watercourse* means an open, natural channel in which a flow of water occurs either continuously or intermittently.

(Comp. Ords. Rev. 1991, § 25.002)

**Cross reference- Definitions**

generally, § 1-2. Sec. 102-157. -

Organization.

(a) The sewerage system of the city, including all property and employees in connection

therewith, shall be known as the Buchanan sewerage department, and shall be under the direction of the city manager.

- (b) Authority for construction, repair and maintenance of the sewage disposal system may be delegated by the city manager to the superintendent of environmental services.

The city treasurer shall collect all money due to the sewage department and shall maintain an accurate separate account of the same.

(Comp. Ords. Rev.

1991, § 25.001) Sec. 102-

158. ~ Management of

system.

- (a) The sewers of the department are under the exclusive control of the commission and no person other than agents or employees of the department shall disturb, tap, change, obstruct or interfere with them in any way.
- (b) Extensions of, or changes in the sewers shall be made only by the direction of the commission. Petition for the extension of old or construction of new sewers shall be addressed to the commission who will thereupon consider same and advise the petitioners of their decision. If the petition be granted, the commission shall stipulate the proportions of the cost to be borne by the petitioners and by the department.
- (c) Any person installing sewers at their own expense shall first submit plans and specifications for such work to the manager for state approval. After such plans and specifications have been approved the work shall be done under the supervision of the manager, who shall require such test made as he considers necessary, and shall accept the installation for the city before any sewer service pipe shall be placed in service. All inspection cost for such installation shall be paid by the party installing this sewer. The provisions of this subsection shall also apply to any installations of sewers outside the corporate limits of the city where permission may be granted by the commission to connect to the city sewers.

(Comp. Ords. Rev. 1991, § 25.003)

Sec. 102-159. - Scope of regulations.

The standards and regulations established in this article are deemed to be the absolute minimum consistent with the preservation of the public health and safety and to fulfill the obligations of the city with respect to state and federal law and all rules and regulations adopted pursuant thereto. The discharge into any sewer in the city of any substance which

exceeds the limitations contained in this article, or in any manner fails to conform, is hereby declared to be a public nuisance, and a violation of this Code.

(Comp. Ords. Rev. 1991, § 25.004)

Sec. 102-160. - Powers and authority of inspectors.

The director and other duly authorized employees of the city bearing proper credentials and identification shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this article. Any person who

applies for and/or receives sewer services from the city under this article shall be deemed to have consented to inspections pursuant to this section, including entrance upon that person's property at reasonable times to make inspections under this article.

(Comp. Ords. Rev. 1991,

§ 25.016) Sec. 102-161. -

Reserved.

Sec. 102-162. - Notice of violation.

Any person found to be violating any provision of this article shall be served by the city with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within or at the expiration of the period of time stated in such notice permanently cease all violations. Any person who shall continue any violation beyond the time limit provided shall be guilty of a violation of this Code.

(Comp. Ords. Rev. 1991, § 25.022)

Sec. 102-163. - Penalty.

Any person violating any of the provisions of this article shall be guilty of a misdemeanor, and upon conviction thereof before any court of competent jurisdiction shall be fined as prescribed in section 1-15 of this Code.

(Comp. Ords. Rev. 1991, § 25.023)

Sec. 102-164. - Protection of system from damage.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the municipal sewage works.

(Comp. Ords. Rev. 1991, § 25.015)

Sec. 102-165. -Application for service connection.

- (a) Before any connection shall be made to any sewer, application for same shall be made in writing to the department by the owner of the premises to be served, or by his or her authorized agent. A condition to the granting of a service connection shall be an agreement by the owner to abide by all of the rules and regulations of the department in all respects but more especially with those respecting the responsibility for payment for sewage disposal service.
- (b) That part of the sewer service pipe on private property shall be inspected by the department prior to covering the pipe. The fee for such inspection shall be set by resolution of the city commission.
- (c) Whenever the ownership of a premises changes, the use by the new owner or his or her agent or tenant of any of the facilities of the department shall be prima facie evidence that the new owner agrees to abide by the rules and regulations of the department and requirements of this article, but more especially with those respecting the responsibility for the payment for sewage disposal service.

(Comp. Ords. Rev. 1991,

§ 25.018) Sec. 102-166. -

Payment for service.

- (a) Bills for sewage disposal service shall be levied on each lot or parcel of land, building or premises having access to any sewer, or discharging sewage or waste into the sewage system, either directly or indirectly. These sewage disposal bills may be rendered with the water bills and made payable at the same time and under the same conditions as for the water bills.
- (b) Billing for water consumption as provided for in another ordinance, and for sewage disposal as provided by this article shall not be severable but shall be paid as one bill.
- (c) The rates charged for sewage disposal service shall be established by resolution of the city commission. The sewer rates shall be independent of the water rates.

(Comp. Ords. Rev. 1991, § 25.019)

Sec. 102-167. - Use of sewage disposal system.

No person shall discharge or cause to be discharged any material or waste into the sewage

disposal system except in compliance with section 102-211.

(Comp. Ords. Rev. 1991, § 25.005)

Sec. 102-168. - Interceptors.

- (a) Grease, oil and sand interceptors shall be provided for the handling of liquid wastes containing grease or oil in excessive amounts, or any flammable wastes, sand and other harmful ingredients. All interceptors shall be of a type and capacity approved by the director, and shall be located so as to be readily and easily accessible for cleaning and inspection. Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperatures. They shall be of substantial construction, watertight and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.
- (b) Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

(Comp. Ords. Rev. 1991, §§ 25.006, 25.007)

Secs. 102-169-102-173. - Reserved.

Sec. 102-174. - Storm sewer system.

No person shall discharge or cause to be discharged into any storm sewer or natural or artificial watercourse, waters or wastes other than stormwater or uncontaminated industrial wastes as heretofore defined, except upon special agreement or arrangement with the city, which may seek review by the appropriate state or local agency.

(Comp. Ords. Rev. 1991, § 25.014)

Sec. 102-175. - Sewer and drain connections required.

The owner or occupant of any property situated within the city upon which is located a structure or structures in which water is used or available for household, commercial, industrial or other purposes shall, at his own expense, cause such property to be connected to an available public sanitary sewage collection facility. Such owner or occupant shall also be required to install suitable toilet facilities within such structures.

(Comp. Ords. Rev. 1991, § 25.017)

Sec. 102-176. - Disposal of waste from private systems at sewage treatment plant.

Any water or waste discharged into the sewage disposal system shall comply with the

requirements of section 102-211.

(Comp. Ords. Rev. 1991, § 25.020)

Sec. 102-177. - Reserved. Sewer Laterals and Appurtenances

- (a) The property owner shall maintain, at its, his or her expense, the sewer lateral to ensure continuous flow of sewage from the structure to the sewer main, local collector, trunk or interceptor sewer, and shall be responsible for all maintenance and/or replacement of lateral sections existing between the structure and the public sewer line. The property owner is responsible for its lateral from its structure to the sewer main, local collector, trunk or interceptor sewer even if the lateral is located underneath a city street or right-of-way. In the event that a sanitary service pipe is in need of repair or is otherwise nonconforming with the law or any rules and regulations adopted by the city or under this article, and the property owner fails to correct the nonconformity after being provided notice, and in the sole judgment of the city, it is in the interest of public health, safety or welfare to initiate and manage the correction, the city may cause the same to be connected, repaired or replaced and collect the cost thereof, plus a five percent administrative fee, up to a maximum of \$\_\_\_\_\_00, from the property owner by an action at law, or may charge the same as a special assessment against the lands and premises served by the water service pipe and collected in the same manner as an ad valorem property tax, charged upon and collected with the next practical property tax roll immediately following the correction. Performance of such work by the city shall not relieve any person from the penalties otherwise prescribed by law or as set forth in this article.
- (b) Whenever a sewer lateral is to be extended into the premises, the plumber or contractor may obtain location measurements from the city. However, the city does not assume responsibility for the accuracy of such location measurements. Existing sewer service laterals may be used in connection with new buildings only if they are found, on examination and test by the director to meet all requirements of this chapter and other applicable laws and regulations. If an inspection by the city reveals that a connection may create a health or environmental hazard, nuisance, or is otherwise inconsistent with the purposes and requirements of this chapter, the sewer service lateral shall be reconstructed or repaired at the owner's expense.
- (c) There shall not be more than one structure served by a single sewer lateral connection, except with approval of the city manager.
- (d) When a structure is to be demolished, satisfactory arrangements shall be made by the property owner with the city to disconnect and seal the sewer lateral at the property line or at the point designated by the city at the property owner's sole expense. The lateral disconnection shall be inspected by the city prior to sealing. Failure to make arrangements for inspection and the proper termination of the connection shall cause the City Manager to order excavation of the lateral for the required inspection with all associated costs to be assessed

against the property owner.

- (e) Roof drains shall not be connected to the system. The City Manager shall order the immediate disconnection of all such connections. The owner of the premises shall be responsible for any and all costs associated with these disconnections and all costs including, but not limited to, legal and inspection service required to enforce provisions of this chapter. Each day the owner fails to comply with such order shall constitute a separate violation of this section.
- (f) Footing drains shall not be connected to the system on any structure. The City Manager shall order the immediate disconnection of such connections. The owner of the premises shall be responsible for any and all costs associated with these disconnections and all costs including, but not limited to, legal and inspection service required to enforce provisions of this chapter. Each day the owner fails to comply with such order shall constitute a separate violation of this section.
- (g) Basement waterproofing systems shall not be connected into the sewer system or discharged in such a manner as to cause a public or private nuisance. Prior to installation of a basement waterproofing system, the property owner, or the owner's contractor, must obtain a permit from the city. The waterproofing system must be inspected and approved by the city prior to putting the system into operation. The city manager may order the owner to discontinue the discharge of water from a basement waterproofing system. Each day the owner fails to comply with such order shall constitute a separate violation of this section.

Sec. 102-178. - User charges.

- (a) *Established.* Pursuant to Section 601-34, Industrial Waste Treatment, Title 18, Chapter V, Federal Register, Volume 35, No. 128, Thursday, July 2, 1970, user charges for operation and maintenance of publicly owned treatment works are herein established. The operation and maintenance costs shall include debt retirement.
- (b) *Implementation.* Implementation of user charge system assures that each recipient of waste treatment services will pay its proportionate share of the costs of operation and maintenance of treatment works provided by the city.
- (c) *Definition of industrial user.* The industrial user shall mean any industry identified in the Standard Industrial Classification Manual, Bureau of the Budget, 1967, as amended and supplemented, under the category Division D-Manufacturing, and such other wastes as deemed appropriate by the city commission. A user listed in the said division may be excluded if it is determined that it will introduce primarily segregated domestic wastes or wastes from sanitary conveniences.
- (d) *Factors influencing share.* An industrial user's share shall be based on all factors which significantly influence the cost of the treatment works. Factors such as

strength, volume and delivery flow rate characteristics shall be considered and included to ensure a proportional distribution of the operation and maintenance costs allocable to all industrial users of the treatment works.

- (e) *Adjustment of share.* When a substantial change in the strength, volume or delivery flow rate characteristics occurs in the wastewater introduced to the treatment works by an industrial, institutional or commercial user, such user's share shall be adjusted accordingly to generate revenue adequate to treat the wastewater contributed by such user.
- (f) *Formula for charges.* Users of the sewage disposal system shall be charged a wastewater collection and treatment rate based on the quantity formula, subject to surcharges for higher strength wastewater in accordance with the amended rate ordinance.
- (g) *Estimates.* Any residential, industrial, commercial or institutional user subject to a user charge shall furnish, as and when requested by the city commission, an estimate of the volume discharged into the wastewater treatment systems; and an estimate of the representative value of the strength of the waste, BOD and suspended solids discharged, whether or not such amounts are in excess of the permitted amount. All measurements, tests and analyses of the characteristics of such wastewater shall be determined in accordance with this chapter or by other methods generally accepted under the established sanitary engineering practices and approved by the superintendent. The reports submitted shall be subject to certification by the superintendent, but may serve as the basis for billing with all necessary adjustments in the amounts to be made after verification. If an analysis and volume of the waste is not furnished to the city commission in the specified time, the charges shall be based upon estimates made by the superintendent, and approved by the city commission. The superintendent shall have the right at any reasonable time to enter upon the land of the user to set up such equipment as is necessary to verify the reports submitted. In cases where measurements are difficult to make, or the industrial waste composition changes frequently, or representative samples are difficult to get or where other methods of measurements are necessitated for other sound engineering reasons as determined by the superintendent, the superintendent shall have the authority to use such other basis for determining said charges as shall be reliably indicative of volume and BOD and SS strength of the particular industrial waste, such as, but not limited to, water purchase or usage, character of products, comparisons between the subject data and collection data from like persons. All billings for said charges shall be payable within ten days after mailing of billings. All payments made, based upon the reports submitted, shall become final unless verification is made and notice given by the superintendent of necessary

adjustments within one year of the payment. Underpayment of charges based on errors in users' reports and estimates shall be billed forthwith on ascertainment thereof. Overpayment of charges arising from any cause shall first be applied to unpaid billings and then the excess forthwith refunded.

- (h) *Billing estimates.* The superintendent shall have the authority to estimate the volume and strength of the industrial waste in the event the user subject to the rate and charges fails to file a timely report as provided in this section. The estimates shall be based upon analyses and volumes of a similar installation or the amount of water supplied to the premises by the water utility, the amount of water supplied to the premises by any private sources of water or volume and analysis as determined by measurements and samples taken by the superintendent or an estimate determined by the superintendent by any combination of the foregoing or by any other equitable method. Failure to file written objection to such estimates within ten days after the mailing of written notice thereof of the user liable therefor shall constitute a waiver of any right to object or appeal the estimates made by the superintendent pursuant to this section.
- (i) *Appeals to the city commission.* Any user may appeal the charges assessed against him to the city commission and shall have a hearing upon the following conditions:
  - (1) That the user submits estimates or authorizes the superintendent to make such estimates.
  - (2) That the user has good cause to believe that the charges assessed are in error.
  - (3) That notice in writing has been given to the city commission within 180 days of receipt of the charges in question.

The city commission shall notify the user making the appeal of the time and place when his appeal will be heard. Upon evidence sufficient to the city commission submitted at the hearing that the charges are in error, the city commission shall make adjustments in the charges. Adjustments may be in the form of a refund or a credit against subsequent assessments of the charges provided for in this article.

- (j) *Rate review.* The city commission shall cause an annual report to be made concerning the effect of the user charge system on the various classes of users. Such report shall include the amount, character and strength of the wastes discharged into the sewerage system and accounting of the revenues produced by the various classes of users. The city commission may appoint a committee to aid and assist in the preparation of the report and the committee membership may include representatives of various classes of users and other persons professionally qualified to work on the committee as determined by the city commission. If the revenues are shown in the report to be inequitable, the city commission will review

the user charges and cause the necessary adjustments to be made in the rate structure.

(Comp. Ords. Rev. 1991, § 25.029)

Secs. 102-179-102-200. - Reserved.

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

MOTION MADE, PASSED, AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN ON THE \_\_\_\_TH DAY OF \_\_\_\_\_ 2026 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON THE \_\_\_ND DAY OF \_\_\_\_\_

By \_\_\_\_\_  
Mark Weedon, Mayor

Kalla Langston-Weiss, City Clerk \_\_\_\_\_

CERTIFICATION, I hereby certify that the above is a true and complete copy of an ordinance adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on \_\_\_\_ day of \_\_\_\_\_, 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-Weiss, City Clerk

## CITY OF BUCHANAN

**TRAFFIC CONTROL ORDER # 261****DESCRIPTION OF EXISTING CONDITIONS OR PROBLEM:**

Currently there is parking allowed on both the north and south sides of E. Dewey St between Main St and Short St. This section of the roadway was also recently restructured to provided parking slots on the south side of E. Dewey St. However, vehicles parking on the north and south sides on E. Dewey St between Main and Short streets is causing the obstruction of east and west bound traffic, especially for emergency response vehicles.

Pursuant to authority of Section 2.53 of the Uniform Traffic Code, Ordinance #192 of the City of Buchanan, effective March 23<sup>rd</sup>, 1971, and as amended by Ordinance #201, effective April 10<sup>th</sup>, 1972; the following Traffic Control Order is hereby established:

**The north side of E. Dewey St between Main and Short streets shall be a “no parking” zone. Place several “No Parking” signs on the north side of E. Dewey St between Main St and Short St to increase the safe flow of motor vehicle traffic, especially for emergency response vehicles.**

Dated 1/5/26 Chief of Police Harvey J. Burnett, Jr.

Filed with City Clerk \_\_\_\_\_ Date \_\_\_\_\_

Approved by Commission \_\_\_\_\_

\*Traffic control orders issued by the Chief of Police are temporary orders for 90 days until approved by the Commission. Once approved by the Commission they become permanent orders.

CC: City Manager  
DPW Supervisor  
City Fire Chief

# Memorandum



Date: January 7, 2026  
To: City of Buchanan Planning Commission  
From: Tony McGhee  
Subject: Proposed Ordinance Allowing Use of Public Sidewalks for Business Activities via Permit

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## Background and Purpose

Over the past several months, several downtown restaurants and bars have expressed interest in offering outdoor seating for customers on adjacent public sidewalks. This interest reflects broader trends seen in many downtowns and aligns with the City's goals of supporting local businesses and enhancing downtown vitality.

For establishments serving alcohol, the Michigan Liquor Control Commission (MLCC) requires that any outdoor seating area be specifically authorized by the local municipality in order for it to be included within the establishment's approved service area. Traditionally, many communities have satisfied this requirement through individual license or lease agreements between the municipality and each business.

## Proposed Approach

After discussing this issue with the City Attorney, staff recommends a more efficient and cost-effective approach, authorizing sidewalk use through a municipal permit process established by ordinance, rather than individual license agreements. This approach provides several advantages:

- Reduces administrative time and legal costs associated with drafting and approving separate agreements for each business.
- Creates a consistent, transparent framework applicable to all eligible businesses.
- Allows the City to establish clear standards and conditions while retaining full control of the public right-of-way.
- Provides flexibility to modify or revoke permissions as needed for public safety, construction, special events, or policy changes.

## Memorandum

### Key Elements of the Ordinance and Permit Process

The proposed ordinance would:

- Allow the temporary use of designated public sidewalk areas for business activities, such as outdoor dining, subject to City approval.
- Require businesses to apply for and receive a permit prior to use.
- Ensure that a minimum clear pedestrian pathway is maintained at all times to meet ADA accessibility and public safety standards.
- Require permit holders to maintain the area in a clean and orderly condition.
- Allow the City to impose reasonable conditions, including hours of operation, seasonal limitations, and removal requirements.
- Require proof of insurance and indemnification of the City, as appropriate.
- The permit is revocable, does not create a property interest, and does not constitute a lease of public property.

For businesses serving alcohol, the approved permit would satisfy the MLCC requirement for municipal authorization, allowing the outdoor area to be included within the establishment's licensed service area.

### Recommendation

No action is required at this time, as this item is being presented for informational purposes only. The item will be brought back before the Commission for its first public reading at the February 9th meeting. A draft of the ordinance proposed for consideration is included as Attachment A for reference.

# Attachment A



## Chapter 18

### Article \_\_\_\_

#### Sec. \_\_\_\_ - \_\_\_\_ - Definitions

The following definitions apply to the provisions of this ordinance:

- (a) **Café.** The word “café” shall mean an outdoor sidewalk café that serves food or beverages in accordance with this ordinance and all other applicable federal, state and county laws and licensing requirements. A “café” shall not include any businesses or establishments that are subject to Michigan Regulation and Taxation of Marihuana Act or Michigan Medical Marihuana Act or any business engaged in the sale, consumption or use of tobacco or vaping products or equipment and such businesses or establishments shall not be permitted under this Article.
- (b) **Downtown Zoning Districts.** The phrase “downtown zoning districts” shall mean the following zoning districts as listed in the Unified Development Code Downtown Zone.
- (c) **Sidewalk Café.** The phrase “sidewalk café” shall mean a café using any outdoor grouping of non-permanent tables, chairs, and other appurtenances related to and used for the sale of food and beverages on a City owned sidewalk that is not fully enclosed by a structure operated in conjunction with a restaurant/beverage service having frontage immediately adjacent to the City owned sidewalk.

#### Sec. \_\_\_\_ - \_\_\_\_ - Permits

No individual, entity or business shall operate a sidewalk café or provide any other outdoor food or beverage service sales or outdoor customer use or furnishings without a permit issued pursuant to this Ordinance. Prior to operating any outdoor café, a person, firm, or entity (“owner or operator”) shall file an application for a permit with the City that will be reviewed in accordance with this ordinance. Permits shall not be transferred, assigned, or sublet by the owner or operator to any party. Permits will only be issued for areas located within the Downtown Zoning Districts identified in this Article. The application for permit must be filed with the City Clerk at least forty-five (45) days in advance of the proposed commencement of operations and shall, in addition to any other information required by the City, require all of the following:

- (a) The full name, telephone number, and business address of all persons or entities that will be involved in the ownership and operation of the sidewalk café.
- (b) The address of the street frontage property on which the sidewalk café will be located or the property to which the sidewalk café is adjacent.

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- (c) A statement of the operator's proposed time periods of days and hours of operation, as well as the proposed types of activity.
- (d) An accurate, scale diagram showing the sidewalk area to be used by a sidewalk café the types of outdoor furnishings to be used.
- (e) Such additional information as the City determines needed to ensure compliance with this ordinance and all other applicable City ordinances or state law.

**Sec. \_\_-\_\_\_. - Requirements for issuance of permit and operation of sidewalk café.**

- (a) The City will only issue a permit authorizing the sidewalk café if the applicant files a complete application and café use and operation meets the requirements of this Article. The permit may include restrictions necessary to protect the public safety, health and welfare. The application and application fee must be submitted to the City Clerk at least thirty (30) days in advance of the commencement of any sidewalk café operations. The application must be completed and signed by an adult twenty-one (21) years of age or older.
- (b) An owner or operator shall not operate a sidewalk café without a current permit granted by the City pursuant to this Article and shall comply with all the following requirements:
  - (1) An owner/operator must complete and meet all of the conditions of a permit application in order to obtain a permit under this Article. The permit application shall be in such a form as is approved by resolution of the City Commission. Sidewalk café uses, products and services shall be limited to those listed on the permit application. A permit issued under this Article shall be valid only from **May**    through **October**    of each calendar year and must be renewed annually. Permits shall be terminated immediately if the sidewalk café fails to comply with the listed provisions of the permit application or this Article, or if the owner or operator abandons the sidewalk café use for a period of fourteen (14) consecutive days.
  - (2) The tables, chairs, and other appurtenances of the sidewalk café shall be located in the space approved by the City immediately adjacent to the frontage of the same building where a licensed food, beverages or alcohol service establishment is located, or in the case of a corner parcel, immediately adjacent to the building's non-frontage sidewalk of the building containing a licensed food, beverages and/or liquor service. The owner or operator of a licensed food, beverages or alcohol service establishment must be the owner or operator of the sidewalk café authorized under this Section. Only one (1) sidewalk café operation per business frontage is permitted. Sidewalk café operation shall not be conducted in any location other than the site approved by the City.

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- (3) The tables, chairs, and other appurtenances of a sidewalk café must be placed and used in a way that does not encroach upon any roadway or parking spaces, does not hinder safe pedestrian use of the sidewalks and that does not block ingress or egress to and from any building. There shall be provided, at all times, an unobstructed straight sidewalk aisle for pedestrian use of not less than five (5) feet in width, including intrusions of umbrellas and other covers except for awnings that comply with the City's Code of Ordinances, unobstructed vehicular traffic on all roadways, unobstructed vehicle parking, and must comply with all federal and state disabilities acts requirements. The City reserves the sole discretion to determine whether or not to issue a permit under this Article based on the dimension of the sidewalk café use requested; requirements of federal and state law and regulations; the volume of pedestrian traffic; the placement, nature and extent of intrusion of streetscape elements and furnishings; landscaping, parking spaces; the location of building entrances or gathering places; emergency exits; the location and volume of activity of waiting areas for business patrons; fire suppression and public safety.
- (4) An owner or operator granted a permit under this Article shall not erect any structures or in any manner affix or anchor to any light poles, traffic control devices, City-owned sidewalk or right-of-way any tables, furnishings, chairs, umbrellas, coverings, awnings and all other appurtenances related to or used for the operations of a sidewalk café. Sidewalk café use or operation shall not disrupt City sidewalk or right-of-way drainage or impound water. Food or beverage preparation shall not occur in any City sidewalk or right-of-way.
- (5) An owner or operator granted a permit under this Article shall not place any fencing, barriers, waste baskets or containers, screens, wires, extension cords, conduit, or electric cables on or across any City-owned sidewalk or right-of-way, unless approved by the City in writing and in advance of installation.
- (6) An owner or operator granted a permit under this Article shall not display any signs on and shall not use any signs, broadcasting, announcements, noise, sound amplification, sounds or live or recorded music as part of or in conjunction with the operations of a sidewalk café.
- (7) The owner or operator of the sidewalk café shall continually keep the area in and about the sidewalk café and adjacent parking spaces orderly, free of debris and litter, and shall clean and free of all refuse generated by the operation of the sidewalk café.
- (8) The operation of the sidewalk café shall occur only during the normal business hours of 10:00a.m. to 10:00p.m of the licensed food and/or beverages or liquor service

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establishment located within the building owned or leased by the owner or operator the sidewalk café. Products or services shall not be sold or provided to persons in a roadway, the occupants of motor vehicles, or any person not seated in the sidewalk café operation.

- (9) The owner/operator shall comply with all permit restrictions and all applicable requirements of City ordinances and state law relating to food and beverage services and outdoor business operation. The owner or operator shall, as required by the permit application, agree to indemnify and hold harmless the City from all claims for damages, injuries and death and shall maintain insurance coverage of specified types and amounts in policies or endorsements that list the City as an additional insured. A permit shall not be issued until the City Clerk receives written proof of insurance coverages required under this Article and in the permit application in forms satisfactory to the City.
- (10) The owner or operator shall reimburse the City for the repair of any damage to a sidewalk or City right-of-way as a result of the placement, maintenance, or removal of any tables, chairs, and other appurtenances of the sidewalk café.
- (11) Any sidewalk café operations involving the service or consumption of alcoholic beverages shall comply with the requirements of the Michigan Liquor Control Commission, and all City ordinances and rules and regulations promulgated under City ordinances. The service, consumption, possession or use of alcoholic beverages shall only be permitted in areas allowed by City ordinances.
- (12) Sidewalk café operations shall not be conducted within five hundred (500) feet of any school, church, synagogue or place of worship during hours of operation or services or within one-hour of services; courthouse; police station; or other public location unless specifically authorized pursuant to the terms of the permit. In addition, the City manager shall have discretion to designate such streets, sidewalks, parts of streets, or sidewalks, districts or areas where it shall be unlawful for any operation of a sidewalk café, such designation to be made based upon motor vehicle traffic or pedestrian conditions, character of the neighborhood, public safety or if the conduct of such business constitutes a public nuisance.
- (13) The owner or operator is solely responsible for the installation, removal, security and maintenance of all tables, chairs, furnishings umbrellas, coverings, awnings and all other appurtenances or equipment related to or used for the operations of a sidewalk café.

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- (14) Any person requesting issuance of a sidewalk café permit shall pay the full amount of the permit fee as established by resolution adopted by City Commission within five (5) business days of the date of permit approval.
- (15) The applicant/owner/operator must be current on all payment due the City, including but not limited to all taxes, leases, fees, fines, assessments, or penalties.

**Sec. \_\_ - \_\_ Applications and Issuance of permits.**

The City Clerk will receive and process all permit applications. Subject to the discretion of the City Manager set out in this Article, permits will be issued for applications that conform to the requirements of this Article and conditions set out in the application form.

**Sec. \_\_ - \_\_ Violations, Revocation, Penalties, Appeals.**

- (a) The City Clerk or Chief of Police is authorized to immediately revoke any permit issued under this Article and terminate all sidewalk café operations for violation of the provisions of this Article, or including, but not limited to the following:
  - (1) The applicant/owner or operator violates any provision of this Article, any provision of the City's Code of Ordinances, any requirements of the permit application, or violates any state, county or federal laws, rules or regulations.
  - (2) The applicant/owner/operator made any false statement in the permit application, is in default of any of the agreements or requirements set out in the permit application or has otherwise become disqualified for any required issuance coverages.
  - (3) The owner/operator acts in a manner contrary to the public health, safety or welfare of the public.
- (b) In addition to any other sanctions available under this Article, any violation of this Article shall constitute a civil infraction subject to a fine of five hundred dollars (\$500) plus costs and fees incurred by the City per occurrence. Equitable relief may be requested and ordered as a court may deem appropriate. Each day of violation and each violation shall constitute a separate violation.
- (c) A City police official, building code enforcement officer, or the City Clerk are authorized to issue a written citation for violation of the Article based on a determination that probable cause exists for the violation. The official issuing the citation shall provide the owner or operator with written notice of the revocation by personal service or by first class mail at the address listed on the permit application. The citation shall also inform the owner or operator of its right to appeal. The filing of an appeal shall not stay the enforcement of any permit revocation.

**DRAFT 12/19/25**

(d) An Applicant, owner or operator may appeal a permit denial, a permit revocation, or imposition of a fine by filing a written appeal with the City Clerk's office within fourteen (14) calendar days of the date appearing on the notice of permit denial or written citation. Failure to file the written appeal with the City Clerk within the fourteen (14) calendar day period shall constitute a permanent waiver of appeal. A hearing on a timely appeal shall be held by the City manager or the City manager's designated representative within ten (10) business days of the date of the filing of the appeal.

**Sec. \_\_-\_\_ Conflicting ordinances or resolutions.**

All ordinances or resolutions or parts of ordinances or resolutions in conflict with this Article or inconsistent with the provisions of this Article are hereby superseded by this Article and its provisions to the full extent necessary to give this Article full force and effect.

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	AALFS PETROLEUM INC.	Invoice: 11.30.25 Ref#: 31838 (NOVEMBER 2025 FUEL CHARGES)		
		AP Trx #: 58002			
		GAS AND OIL	101-301.000-751.000	266.40	
		GAS AND OIL	101-441.000-751.000	2,986.39	
		GAS AND OIL	101-336.000-751.000	71.82	
		GAS AND OIL	101-567.000-751.000	793.11	
		BANK FEES AND CHARGES	101-253.000-956.000	88.93	
		Vnd: 0336 Invoice: 11.30.25	101-000.000-202.000		4,206.65
		Expected Check Run: 12/23/2025		4,206.65	4,206.65
11/30/2025	AP	ABONMARCHE CONSULTANTS, INC.	Invoice: 161712 Ref#: 31737 (PROJECT 25-0498 BUCHANAN RBDG DOWNTOWN P)		
		AP Trx #: 58003			
		GRANTS & SPECIAL PROJECTS	101-700.000-967.002	9,098.20	
		Vnd: 0202 Invoice: 161712	101-000.000-202.000		9,098.20
		Expected Check Run: 12/23/2025		9,098.20	9,098.20
12/23/2025	AP	ABONMARCHE CONSULTANTS, INC.	Invoice: 161723 Ref#: 31738 (PROJECT #: 25-1901: BUCHANAN MCCOY CREEK)		
		AP Trx #: 58004			
		CONTRACTUAL	101-253.000-818.000	515.00	
		Vnd: 0202 Invoice: 161723	101-000.000-202.000		515.00
		Expected Check Run: 12/23/2025		515.00	515.00
12/23/2025	AP	ALS GROUP USA, CORP.	Invoice: 3313HN49492 Ref#: 31816 (DECEMBER 2025 COPPER CHLORIDE SULFATE :)		
		AP Trx #: 58005			
		LAB ANALYTICAL SERVICE	592-590.000-820.000	100.00	
		Vnd: 1693 Invoice: 3313HN49492	592-000.000-202.000		100.00
		Expected Check Run: 12/23/2025		100.00	100.00
10/31/2025	AP	ASTRONG CONSTRUCTION LLC	Invoice: 2129 Ref#: 31739 (CDBG CHILL PROGRAM - 806 VICTORY ST)		
		AP Trx #: 58006			
		NORTHSIDE REPAIR PROGRAM	101-700.000-967.020	22,615.00	
		Vnd: 2325 Invoice: 2129	101-000.000-202.000		22,615.00
		Expected Check Run: 12/23/2025		22,615.00	22,615.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	AT&T	Invoice: 12.16.25 Ref#: 31751 (MONTHLY LANDLINE BILLING)		
AP Trx #: 58007		269.695.5525 PEARS MILL	101-761.005-853.000	259.44	
		2696954028 - WWTP LANDLINE	592-590.000-853.000	0.13	
		2694098372 - WATER	592-591.000-853.000	1.49	
		Vnd: 0153 Invoice: 12.16.25	101-000.000-202.000		259.44
		Vnd: 0153 Invoice: 12.16.25	592-000.000-202.000		1.62
		Expected Check Run: 12/23/2025		261.06	261.06
12/23/2025	AP	BERRIEN COUNTY FIRE CHIEFS	Invoice: 2026 Ref#: 31773 (2026 MEMBERSHIP DUES)		
AP Trx #: 58008		MEMBERSHIP AND DUES	101-336.000-831.000	50.00	
		Vnd: 0041 Invoice: 2026	101-000.000-202.000		50.00
		Expected Check Run: 12/23/2025		50.00	50.00
12/23/2025	AP	BERRIEN COUNTY RECORD	Invoice: 11.27.25 Ref#: 31746 (ZONING CODE FINAL NOTICE)		
AP Trx #: 58009		LEGAL NOTICES & RECORDINGS	101-215.000-903.000	75.80	
		Vnd: 0339 Invoice: 11.27.25	101-000.000-202.000		75.80
		Expected Check Run: 12/23/2025		75.80	75.80
12/23/2025	AP	BEST ONE TIRE & SERVICE	Invoice: 4430053960 Ref#: 31775 (REPAIR ON JOHN DEERE FRONT END LOADER)		
AP Trx #: 58010		MAINTENANCE - EQUIPMENT	101-441.000-933.000	264.50	
		Vnd: 2080 Invoice: 4430053960	101-000.000-202.000		264.50
		Expected Check Run: 12/23/2025		264.50	264.50
12/23/2025	AP	BEST ONE TIRE & SERVICE	Invoice: 4430053449 Ref#: 31812 (REPLACE TIRES ON 2015 FORD F250)		
AP Trx #: 58011		MAINTENANCE - VEHICLE	101-441.000-939.000	1,125.00	
		Vnd: 2080 Invoice: 4430053449	101-000.000-202.000		1,125.00
		Expected Check Run: 12/23/2025		1,125.00	1,125.00
11/30/2025	AP	BUTZEL ATTORNEYS & COUNSELORS	Invoice: 9614001 Ref#: 31747 (GENERAL CORPORATE LEGAL SERVICES RENDERED)		
AP Trx #: 58012		LEGAL FEES - FOIAS	101-215.000-826.000	3,375.00	
		LEGAL FEES	101-172.000-826.000	4,600.00	
		Vnd: 2347 Invoice: 9614001	101-000.000-202.000		7,975.00
		Expected Check Run: 12/23/2025		7,975.00	7,975.00

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11/30/2025 AP Trx #: 58013	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES - FOIAS Vnd: 2347 Invoice: 9614002	Invoice: 9614002 Ref#: 31748 (FOIA AND OMA LEGAL COUNSEL SERVICES REND) 101-215.000-826.000 101-000.000-202.000	1,226.95	1,226.95
		Expected Check Run: 12/23/2025		1,226.95	1,226.95
11/30/2025 AP Trx #: 58014	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES LEGAL FEES Vnd: 2347 Invoice: 9614004	Invoice: 9614004 Ref#: 31749 (TRANE ENVIRONMENTAL AND ROW CLAIMS LEGAL) 592-590.000-826.000 592-590.000-826.000 592-000.000-202.000	550.00 550.00	1,100.00
		Expected Check Run: 12/23/2025		1,100.00	1,100.00
12/23/2025 AP Trx #: 58015	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4252377603	Invoice: 4252377603 Ref#: 31767 (MATS FOR CITY HALL) 101-265.000-818.000 101-000.000-202.000	99.83	99.83
		Expected Check Run: 12/23/2025		99.83	99.83
12/23/2025 AP Trx #: 58016	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4253120679	Invoice: 4253120679 Ref#: 31778 (SHOP TOWELS & MATS) 101-441.000-818.000 101-000.000-202.000	242.79	242.79
		Expected Check Run: 12/23/2025		242.79	242.79
12/23/2025 AP Trx #: 58017	AP	COMCAST BUSINESS TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 12.16.25-01.15.26 Vnd: 1722 Invoice: 12.16.25-01.15.26	Invoice: 12.16.25-01.15.26 Ref#: 31771 (MOTHLY CYCLE) 592-590.000-853.000 101-441.000-853.000 101-567.000-853.000 592-000.000-202.000 101-000.000-202.000	520.36 330.22 180.99 520.36 511.21	
		Expected Check Run: 12/23/2025		1,031.57	1,031.57
12/23/2025 AP Trx #: 58018	AP	COREWELL HEALTH MEDICAL EXAMS Vnd: 2307 Invoice: 12.7.25	Invoice: 12.7.25 Ref#: 31786 (NEW FF GRADY - PHYSICAL MEDICAL EXAMS) 101-336.000-961.000 101-000.000-202.000	207.40	207.40
		Expected Check Run: 12/23/2025		207.40	207.40

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/30/2025 AP Trx #: 58019	AP	CUMMINS SALES AND SERVICE MAINTENANCE - EQUIPMENT Vnd: 1946 Invoice: Q3-250923334	Invoice: Q3-250923334 Ref#: 31819 (COOLANT LEAK REPAIR ON WATER PUMP & RI 592-590.000-933.000 592-000.000-202.000	5,528.56	5,528.56
		Expected Check Run: 12/23/2025		5,528.56	5,528.56
12/23/2025 AP Trx #: 58020	AP	DALE'S AUTO SALES & SERVICE EQUIPMENT MAINT SUPPLIES Vnd: 1144 Invoice: 18341	Invoice: 18341 Ref#: 31806 (PLOW HOSES & FITTINGS) 101-441.000-758.000 101-000.000-202.000	96.14	96.14
		Expected Check Run: 12/23/2025		96.14	96.14
11/30/2025 AP Trx #: 58021	AP	DALE'S AUTO SALES & SERVICE EQUIPMENT MAINT SUPPLIES Vnd: 1144 Invoice: 18280	Invoice: 18280 Ref#: 31807 (TORNADO SALT SPREADER) 101-441.000-758.000 101-000.000-202.000	12.76	12.76
		Expected Check Run: 12/23/2025		12.76	12.76
11/30/2025 AP Trx #: 58022	AP	DALE'S AUTO SALES & SERVICE EQUIPMENT MAINT SUPPLIES Vnd: 1144 Invoice: 18272	Invoice: 18272 Ref#: 31822 (WESTERN A-FRAME PLOW PARTS) 592-590.000-758.000 592-000.000-202.000	1,370.74	1,370.74
		Expected Check Run: 12/23/2025		1,370.74	1,370.74
12/23/2025 AP Trx #: 58023	AP	DAVEY RESOURCE GROUP CONTRACTUAL Vnd: 2246 Invoice: 9000169240	Invoice: 9000169240 Ref#: 31743 (JOB#: P.ENV0001806 BUCHANAN FORESTRY SUI 101-761.006-818.000 101-000.000-202.000	3,395.00	3,395.00
		Expected Check Run: 12/23/2025		3,395.00	3,395.00
12/23/2025 AP Trx #: 58024	AP	DIANE GRAHAM RENTAL REFUNDS Vnd: MISC Invoice: 11.28.25	Invoice: 11.28.25 Ref#: 31741 (CITY CENTER RENTAL REFUND) 101-761.004-756.005 101-000.000-202.000	200.00	200.00
		Expected Check Run: 12/23/2025		200.00	200.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/23/2025	AP	ELECTION SOURCE	Invoice: 25-4043 Ref#: 31744 (ICP & ICX ANNUAL MAINTENANCE CONTRACT PE)		
AP Trx #: 58025		CONTRACTUAL	101-262.000-818.000	1,230.00	
		Vnd: 0532 Invoice: 25-4043	101-000.000-202.000		1,230.00
		Expected Check Run: 12/23/2025		1,230.00	1,230.00
12/23/2025	AP	ELECTION SOURCE	Invoice: 25-4613 Ref#: 31745 (ICP & ICX ANNUAL MAINTENANCE CONTRACT PE)		
AP Trx #: 58026		CONTRACTUAL	101-262.000-818.000	375.00	
		Vnd: 0532 Invoice: 25-4613	101-000.000-202.000		375.00
		Expected Check Run: 12/23/2025		375.00	375.00
12/23/2025	AP	EMMA LYSY	Invoice: 2025 BOR Ref#: 31757 (5 BOR MEETINGS)		
AP Trx #: 58027		CONTRACTUAL	101-257.000-818.000	470.00	
		Vnd: 2333 Invoice: 2025 BOR	101-000.000-202.000		470.00
		Expected Check Run: 12/23/2025		470.00	470.00
11/30/2025	AP	ENTERPRISE FLEET MANAGEMENT	Invoice: 653247-120325 Ref#: 31750 (FLEET LEASE & MAINTENANCE MANAGEMENT		
AP Trx #: 58028		LEASE - ENTERPRISE FLEET	101-265.000-991.001	471.70	
		ENENTERPRISE - INTEREST EXPENSE	101-265.000-993.005	106.24	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-265.000-818.006	56.19	
		LEASE - ENTERPRISE FLEET	101-301.000-991.001	681.47	
		ENENTERPRISE - 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	
		ENENTERPRISE - INTEREST EXPENSE	101-301.000-993.005	128.27	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	43.17	
		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	118.68	
		Vnd: 2425 Invoice: 653247-120325	101-000.000-202.000		2,364.81
		Vnd: 2425 Invoice: 653247-120325	592-000.000-202.000		1,150.88
		Expected Check Run: 12/23/2025		3,515.69	3,515.69
12/23/2025	AP	ERIC LOTSBAICH	Invoice: 12.9.25 Ref#: 31780 (BASKETBALL GAME)		
AP Trx #: 58029		RESERVE OFFICER WAGES	101-301.000-818.002	48.00	
		Vnd: 2340 Invoice: 12.9.25	101-000.000-202.000		48.00
		Expected Check Run: 12/23/2025		48.00	48.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/23/2025 AP Trx #: 58030	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106600163.001	Invoice: S106600163.001 Ref#: 31831 (CODONEL METER) 592-591.000-729.002 592-000.000-202.000	102.75	102.75
		Expected Check Run: 12/23/2025		102.75	102.75
12/23/2025 AP Trx #: 58031	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106642098.001	Invoice: S106642098.001 Ref#: 31832 (COUPLINGS) 592-591.000-729.002 592-000.000-202.000	248.50	248.50
		Expected Check Run: 12/23/2025		248.50	248.50
12/23/2025 AP Trx #: 58032	AP	EVIDENT INC. MISCELLANEOUS SUPPLIES Vnd: 2108 Invoice: 255700A	Invoice: 255700A Ref#: 31782 (EVIDENCE ROOM & KIT SUPPLIES) 101-301.000-756.000 101-000.000-202.000	695.18	695.18
		Expected Check Run: 12/23/2025		695.18	695.18
11/30/2025 AP Trx #: 58033	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1762	Invoice: 1762 Ref#: 31765 (IT SUPPORT & ADMIN - CITY HALL NOV 2025) 101-265.000-819.000 101-000.000-202.000	1,371.38	1,371.38
		Expected Check Run: 12/23/2025		1,371.38	1,371.38
12/01/2025 AP Trx #: 58034	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1776 Vnd: 2228 Invoice: 1776	Invoice: 1776 Ref#: 31766 (DEC 2025 SLA, WASABI STORAGE. MICROSOFT) 101-265.000-819.000 592-590.000-819.000 592-591.000-819.000 101-265.000-819.000 101-000.000-202.000 592-000.000-202.000	730.80 365.41 365.41 950.00 1,680.80 730.82	
		Expected Check Run: 12/23/2025		2,411.62	2,411.62
12/23/2025 AP Trx #: 58035	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY EQUIP. SUPPLIES Vnd: 2228 Invoice: 1780	Invoice: 1780 Ref#: 31784 (BATTERY BACKUP FOR DOWNTOWN CAMERAS) 101-301.000-756.003 101-000.000-202.000	256.43	256.43
		Expected Check Run: 12/23/2025		256.43	256.43

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025 AP Trx #: 58036	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1763	Invoice: 1763 Ref#: 31787 (IT SUPPORT & ADMIN - PD NOV 2025) 101-301.000-819.000 101-000.000-202.000	183.75	183.75
		Expected Check Run: 12/23/2025		183.75	183.75
12/23/2025 AP Trx #: 58037	AP	FERGUSON WATERWORKS #1934 MAINTENANCE - SYSTEM Vnd: 1536 Invoice: 0449775	Invoice: 0449775 Ref#: 31829 (WATERLINE & TREE WIRE) 592-591.000-938.000 592-000.000-202.000	228.26	228.26
		Expected Check Run: 12/23/2025		228.26	228.26
12/23/2025 AP Trx #: 58038	AP	FERGUSON WATERWORKS #1934 MISCELLANEOUS SUPPLIES Vnd: 1536 Invoice: 0450860	Invoice: 0450860 Ref#: 31830 (MARKING FLAGS) 592-591.000-756.000 592-000.000-202.000	66.83	66.83
		Expected Check Run: 12/23/2025		66.83	66.83
12/23/2025 AP Trx #: 58039	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23511	Invoice: 23511 Ref#: 31791 (REPAIRS TO CAR 46-9 - SPARK PLUGS, COIL) 101-301.000-939.000 101-000.000-202.000	812.54	812.54
		Expected Check Run: 12/23/2025		812.54	812.54
12/23/2025 AP Trx #: 58040	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23473	Invoice: 23473 Ref#: 31792 (REPLACE TIRES ON 46-3) 101-301.000-939.000 101-000.000-202.000	641.23	641.23
		Expected Check Run: 12/23/2025		641.23	641.23
12/23/2025 AP Trx #: 58041	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23474	Invoice: 23474 Ref#: 31793 (REPLACE TIRES ON 46-4) 101-301.000-939.000 101-000.000-202.000	597.24	597.24
		Expected Check Run: 12/23/2025		597.24	597.24

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/23/2025 AP Trx #: 58042	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23451	Invoice: 23451 Ref#: 31794 (REPAIRS TO 46-6 - COOLANT LEAK, REPLACE) 101-301.000-939.000 101-000.000-202.000	366.11	366.11
		Expected Check Run: 12/23/2025		366.11	366.11
12/23/2025 AP Trx #: 58043	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23500	Invoice: 23500 Ref#: 31795 (OIL CHANGE ON 46-4) 101-301.000-939.000 101-000.000-202.000	63.75	63.75
		Expected Check Run: 12/23/2025		63.75	63.75
12/23/2025 AP Trx #: 58044	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23496	Invoice: 23496 Ref#: 31796 (REPAIRS TO 46-3 - REPLACED COOLING TRANS) 101-301.000-939.000 101-000.000-202.000	464.75	464.75
		Expected Check Run: 12/23/2025		464.75	464.75
12/23/2025 AP Trx #: 58045	AP	GRAINGER PARTS MISCELLANEOUS SUPPLIES Vnd: 0115 Invoice: 9736104259	Invoice: 9736104259 Ref#: 31817 (MATERIAL SAFETY DATA SHEETS WWTP) 592-590.000-756.000 592-000.000-202.000	197.63	197.63
		Expected Check Run: 12/23/2025		197.63	197.63
12/23/2025 AP Trx #: 58046	AP	GUY EDWARD LEWIS TRAVEL & CAR ALLOWANCE Vnd: 0023 Invoice: 11.4.25-12.11.25	Invoice: 11.4.25-12.11.25 Ref#: 31774 (MILEAGE REIMBURSEMENT) 101-700.000-873.000 101-000.000-202.000	70.70	70.70
		Expected Check Run: 12/23/2025		70.70	70.70
12/23/2025 AP Trx #: 58047	AP	HULL LIFT TRUCK MISCELLANEOUS SUPPLIES Vnd: 0297 Invoice: PSI-0513762	Invoice: PSI-0513762 Ref#: 31759 (STARTER FOR TOOL CAT) 101-567.000-756.000 101-000.000-202.000	489.13	489.13
		Expected Check Run: 12/23/2025		489.13	489.13

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/23/2025 AP Trx #: 58048	AP	JEFF GRIFFIN CONTRACTUAL Vnd: 0607 Invoice: 2025 BOR	Invoice: 2025 BOR Ref#: 31756 (BOR 5 MEETINGS) 101-257.000-818.000 101-000.000-202.000	470.00	470.00
		Expected Check Run: 12/23/2025		470.00	470.00
12/23/2025 AP Trx #: 58049	AP	KENNEDY INDUSTRIES, INC EQUIPMENT MAINT SUPPLIES Vnd: 2190 Invoice: 0067801	Invoice: 0067801 Ref#: 31820 (PUMP HEAD FOR POLYMER ON THE PRESS) 592-590.000-758.000 592-000.000-202.000	678.00	678.00
		Expected Check Run: 12/23/2025		678.00	678.00
12/23/2025 AP Trx #: 58050	AP	KEYSTONE COOPERATIVE GAS AND OIL Vnd: 2342 Invoice: 402704939	Invoice: 402704939 Ref#: 31800 (PROPANE) 101-441.000-751.000 101-000.000-202.000	28.88	28.88
		Expected Check Run: 12/23/2025		28.88	28.88
11/30/2025 AP Trx #: 58051	AP	KEYSTONE COOPERATIVE GAS AND OIL Vnd: 2342 Invoice: 6202902	Invoice: 6202902 Ref#: 31801 (FUEL FOR GENERATORS) 592-590.000-751.000 592-000.000-202.000	564.67	564.67
		Expected Check Run: 12/23/2025		564.67	564.67
11/30/2025 AP Trx #: 58052	AP	KEYSTONE COOPERATIVE GAS AND OIL Vnd: 2342 Invoice: 22604557	Invoice: 22604557 Ref#: 31802 (PROPANE FOR CEMETERY) 101-567.000-751.000 101-000.000-202.000	408.95	408.95
		Expected Check Run: 12/23/2025		408.95	408.95
11/30/2025 AP Trx #: 58053	AP	KRUGGEL LAWTON CPA AUDIT Vnd: 2145 Invoice: 396253	Invoice: 396253 Ref#: 31753 (PROGRESS BILL FOR ANNUAL AUDIT) 101-253.000-807.000 101-000.000-202.000	7,400.00	7,400.00
		Expected Check Run: 12/23/2025		7,400.00	7,400.00

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12/23/2025 AP Trx #: 58054	AP	LARRY C. MONEY CONTRACTUAL Vnd: 1984 Invoice: 2025 BOR	Invoice: 2025 BOR Ref#: 31755 (5 BOR MEETINGS) 101-257.000-818.000 101-000.000-202.000	470.00	470.00
		Expected Check Run: 12/23/2025		470.00	470.00
12/23/2025 AP Trx #: 58055	AP	LERMA INC. MEMBERSHIP AND DUES Vnd: MISC Invoice: 2026	Invoice: 2026 Ref#: 31785 (MEMBERSHIP DUES) 101-301.000-831.000 101-000.000-202.000	150.00	150.00
		Expected Check Run: 12/23/2025		150.00	150.00
12/23/2025 AP Trx #: 58056	AP	LOWE'S MISCELLANEOUS SUPPLIES Vnd: 0229 Invoice: 87518	Invoice: 87518 Ref#: 31768 (CEILING LIGHT REPLACEMENT PANELS) 101-265.000-756.000 101-000.000-202.000	60.72	60.72
		Expected Check Run: 12/23/2025		60.72	60.72
12/23/2025 AP Trx #: 58057	AP	LOWE'S MISCELLANEOUS SUPPLIES Vnd: 0229 Invoice: 96455	Invoice: 96455 Ref#: 31769 (CEILING LIGHT PANEL REPLACEMENTS) 101-265.000-756.000 101-000.000-202.000	94.98	94.98
		Expected Check Run: 12/23/2025		94.98	94.98
12/23/2025 AP Trx #: 58058	AP	LOWE'S MAINTENANCE - BUILDINGS Vnd: 0229 Invoice: 76434	Invoice: 76434 Ref#: 31828 (HEATER FOR BOOSTER STATION) 592-591.000-931.000 592-000.000-202.000	322.05	322.05
		Expected Check Run: 12/23/2025		322.05	322.05
12/23/2025 AP Trx #: 58059	AP	MACALLISTER MACHINERY CO EQUIPMENT MAINT SUPPLIES Vnd: 1145 Invoice: P10864941	Invoice: P10864941 Ref#: 31758 (LOADER MATINTENANCE PARTS - FILTERS) 101-441.000-758.000 101-000.000-202.000	400.80	400.80
		Expected Check Run: 12/23/2025		400.80	400.80

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12/23/2025 AP Trx #: 58060	AP	MACQUEEN EMERGENCY CAPITAL OUTLAY - SCBA GEAR Vnd: 2322 Invoice: P59575	Invoice: P59575 Ref#: 31779 (SCBA GEAR REPLACEMENT) 101-336.000-971.000 101-000.000-202.000	59,983.77	59,983.77
		Expected Check Run: 12/23/2025		59,983.77	59,983.77
12/23/2025 AP Trx #: 58061	AP	MANUFACTURERS OF QUALITY STEEL TANK MISCELLANEOUS SUPPLIES Vnd: MISC Invoice: 1749	Invoice: 1749 Ref#: 31804 (150 LBS 10 GAUGE STEEL) 101-441.000-756.000 101-000.000-202.000	350.00	350.00
		Expected Check Run: 12/23/2025		350.00	350.00
12/23/2025 AP Trx #: 58062	AP	MATERIALS RESOURCES LAB SUPPLIES Vnd: 2346 Invoice: 3403438	Invoice: 3403438 Ref#: 31818 (GLOVES) 592-590.000-757.000 592-000.000-202.000	133.64	133.64
		Expected Check Run: 12/23/2025		133.64	133.64
11/30/2025 AP Trx #: 58063	AP	MICHIANA AGGREGATE, INC. MISCELLANEOUS SUPPLIES Vnd: 0264 Invoice: 252213	Invoice: 252213 Ref#: 31803 (WASHED SAND) 101-441.000-756.000 101-000.000-202.000	55.35	55.35
		Expected Check Run: 12/23/2025		55.35	55.35
12/23/2025 AP Trx #: 58064	AP	MIKE BOLLER CONTRACTUAL Vnd: 2415 Invoice: VERBAL 2	Invoice: VERBAL 2 Ref#: 31814 (BLOCKED IN COAL CHUTE) 202-463.000-818.000 202-000.000-202.000	250.00	250.00
		Expected Check Run: 12/23/2025		250.00	250.00
08/31/2025 AP Trx #: 58065	AP	MRWA EDUCATION AND TRAINING Vnd: 0266 Invoice: 2020-15425	Invoice: 2020-15425 Ref#: 31834 (BASIC DRINKING WATER CLASS) 592-591.000-960.000 592-000.000-202.000	160.00	160.00
		Expected Check Run: 12/23/2025		160.00	160.00

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08/31/2025 AP Trx #: 58066	AP	MRWA EDUCATION AND TRAINING Vnd: 0266 Invoice: 2020-15426	Invoice: 2020-15426 Ref#: 31835 (WATER MATH CLASS - R. YOUNG) 592-591.000-960.000 592-000.000-202.000	380.00	380.00
		Expected Check Run: 12/23/2025		380.00	380.00
09/30/2025 AP Trx #: 58067	AP	MRWA EDUCATION AND TRAINING Vnd: 0266 Invoice: 2020-15599	Invoice: 2020-15599 Ref#: 31836 (LIMITED TREATMENT CLASS - R. YOUNG) 592-591.000-960.000 592-000.000-202.000	380.00	380.00
		Expected Check Run: 12/23/2025		380.00	380.00
09/30/2025 AP Trx #: 58068	AP	MRWA EDUCATION AND TRAINING Vnd: 0266 Invoice: 2020-15600	Invoice: 2020-15600 Ref#: 31837 (WATER REVIEW S3 & S4) 592-591.000-960.000 592-000.000-202.000	380.00	380.00
		Expected Check Run: 12/23/2025		380.00	380.00
12/23/2025 AP Trx #: 58069	AP	NAPA AUTO PARTS MISCELLANEOUS SUPPLIES Vnd: 2315 Invoice: 797288	Invoice: 797288 Ref#: 31777 (BATTERY) 101-441.000-756.000 101-000.000-202.000	189.99	189.99
		Expected Check Run: 12/23/2025		189.99	189.99
12/23/2025 AP Trx #: 58070	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 796138	Invoice: 796138 Ref#: 31809 (LOW BEAMS FOR MAROON TRUCK) 101-441.000-758.000 101-000.000-202.000	21.70	21.70
		Expected Check Run: 12/23/2025		21.70	21.70
12/23/2025 AP Trx #: 58071	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 796162	Invoice: 796162 Ref#: 31810 (HI/LOW BEAMS FOR SALT TRUCK PLOW LIGHTS) 101-441.000-758.000 101-000.000-202.000	59.96	59.96
		Expected Check Run: 12/23/2025		59.96	59.96

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12/23/2025 AP Trx #: 58072	AP	NAPA AUTO PARTS  EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 796708	Invoice: 796708 Ref#: 31811 (OIL FILTER FOR 1995 INTERNATIONAL DUMP T)  101-441.000-758.000 101-000.000-202.000	55.44	55.44
		Expected Check Run: 12/23/2025		55.44	55.44
12/23/2025 AP Trx #: 58073	AP	NORTH CENTRAL LABORATORIES  LAB SUPPLIES Vnd: 0143 Invoice: 528953	Invoice: 528953 Ref#: 31821 (LAB SUPPLIES - NITRIFICATION INHIBITOR,)  592-590.000-757.000 592-000.000-202.000	450.78	450.78
		Expected Check Run: 12/23/2025		450.78	450.78
12/23/2025 AP Trx #: 58074	AP	PARRETT COMPANY  CONTRACTUAL Vnd: 1596 Invoice: 87731	Invoice: 87731 Ref#: 31752 (MAINTENANCE ON C. BAHAM CHECK PRINTER)  101-253.000-818.000 101-000.000-202.000	160.00	160.00
		Expected Check Run: 12/23/2025		160.00	160.00
11/30/2025 AP Trx #: 58075	AP	PAYNES EXCAVATING, LLC  ROAD MAIN. MATERIAL & SUPPLIES ROAD MAIN. MATERIAL & SUPPLIES Vnd: 0857 Invoice: 11.26.25 Vnd: 0857 Invoice: 11.26.25	Invoice: 11.26.25 Ref#: 31805 (SAND)  202-463.000-782.000 203-463.000-782.000 202-000.000-202.000 203-000.000-202.000	560.00	560.00
		Expected Check Run: 12/23/2025		1,120.00	1,120.00
12/23/2025 AP Trx #: 58076	AP	ROUSH, JAMES  WATER Vnd: MISC Invoice: 12/23/2025	Invoice: 12/23/2025 Ref#: 31740 (UB refund for account: 4229)  592-000.000-033.000 592-000.000-202.000	20.97	20.97
		Expected Check Run: 12/23/2025		20.97	20.97
12/23/2025 AP Trx #: 58077	AP	RYAN YOUNG  EDUCATION AND TRAINING Vnd: 2408 Invoice: 12.19.25	Invoice: 12.19.25 Ref#: 31833 (CDL PERMIT REIMBURSMENT)  592-591.000-960.000 592-000.000-202.000	25.00	25.00
		Expected Check Run: 12/23/2025		25.00	25.00

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12/23/2025 AP Trx #: 58078	AP	S.E. BERRIEN COUNTY LANDFILL SOLID'S HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173506-IN	Invoice: 0173506-IN Ref#: 31823 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/23/2025		388.25	388.25
12/23/2025 AP Trx #: 58079	AP	S.E. BERRIEN COUNTY LANDFILL SOLID'S HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173442-IN	Invoice: 0173442-IN Ref#: 31824 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/23/2025		388.25	388.25
12/23/2025 AP Trx #: 58080	AP	S.E. BERRIEN COUNTY LANDFILL SOLID'S HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173391-IN	Invoice: 0173391-IN Ref#: 31825 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/23/2025		388.25	388.25
12/23/2025 AP Trx #: 58081	AP	S.E. BERRIEN COUNTY LANDFILL SOLID'S HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173355-IN	Invoice: 0173355-IN Ref#: 31826 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/23/2025		388.25	388.25
12/23/2025 AP Trx #: 58082	AP	S.E. BERRIEN COUNTY LANDFILL SOLID'S HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173307-IN	Invoice: 0173307-IN Ref#: 31827 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/23/2025		388.25	388.25

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11/30/2025	AP	SEMCO ENERGY	Invoice: 10.29.25-11.26.25 Ref#: 31797 (GAS ENERGY USAGE)		
AP Trx #: 58083		ACCT 0157168.501	101-301.000-921.000	266.57	
		ACCT 0157576.500	101-336.000-921.000	254.69	
		ACCT 0359411.500	101-761.003-921.000	74.00	
		ACCT 0374061.500	592-590.000-921.000	167.88	
		ACCT 0158995.500	101-265.000-921.000	748.59	
		ACCT 0348966.501	592-591.000-921.000	136.62	
		ACCT 0157440.501	101-761.004-921.000	153.31	
		ACCT 0156522.501	101-441.000-921.000	457.98	
		BANK FEES AND CHARGES	101-253.000-956.000	3.50	
		Vnd: 0459 Invoice: 10.29.25-11.26.25	101-000.000-202.000		1,958.64
		Vnd: 0459 Invoice: 10.29.25-11.26.25	592-000.000-202.000		304.50
		Expected Check Run: 12/23/2025		2,263.14	2,263.14
12/23/2025	AP	SEVERANCE ELECTRIC CO. INC.	Invoice: 14015 Ref#: 31813 (FRONT & REDBUD STREET TRAFFIC LIGHT REPA)		
AP Trx #: 58084		TRAFFIC SIGNAL-FRONT & REDBUD	202-463.000-928.000	2,796.00	
		Vnd: 1849 Invoice: 14015	202-000.000-202.000		2,796.00
		Expected Check Run: 12/23/2025		2,796.00	2,796.00
12/23/2025	AP	SHANNON BRYANS	Invoice: 12.16.25 Ref#: 31760 (REIMBURSEMENT FOR CDL PERMIT)		
AP Trx #: 58085		EDUCATION AND TRAINING	101-567.000-960.000	25.00	
		Vnd: MISC Invoice: 12.16.25	101-000.000-202.000		25.00
		Expected Check Run: 12/23/2025		25.00	25.00
12/23/2025	AP	SHERWIN WILLIAMS CO.	Invoice: 43500138681225 Ref#: 31762 (1 GAL. DOVER WHITE PAINT)		
AP Trx #: 58086		MISCELLANEOUS SUPPLIES	101-265.000-756.000	59.45	
		Vnd: 1748 Invoice: 43500138681225	101-000.000-202.000		59.45
		Expected Check Run: 12/23/2025		59.45	59.45
12/23/2025	AP	SHERWIN WILLIAMS CO.	Invoice: 16301113921225 Ref#: 31763 (2 GALS. DOVER WHITE PAINT)		
AP Trx #: 58087		MISCELLANEOUS SUPPLIES	101-265.000-756.000	118.90	
		Vnd: 1748 Invoice: 16301113921225	101-000.000-202.000		118.90
		Expected Check Run: 12/23/2025		118.90	118.90

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12/23/2025 AP Trx #: 58088	AP	SIMONA DAVIS RENTAL REFUNDS Vnd: MISC Invoice: 11.29.25	Invoice: 11.29.25 Ref#: 31742 (CITY CENTER RENTAL REFUND) 101-761.004-756.005 101-000.000-202.000	150.00	150.00
		Expected Check Run: 12/23/2025		150.00	150.00
12/23/2025 AP Trx #: 58089	AP	SOUTHWESTERN SUPPLY CORP EQUIPMENT MAINT SUPPLIES Vnd: 1847 Invoice: 03/95046	Invoice: 03/95046 Ref#: 31808 (PARTS FOR WESTERN STAR) 101-441.000-758.000 101-000.000-202.000	163.83	163.83
		Expected Check Run: 12/23/2025		163.83	163.83
12/23/2025 AP Trx #: 58090	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 51519-2	Invoice: 51519-2 Ref#: 31772 (PURCHASE OF 8 DUTY UNIFORM POLO SHIRTS) 101-336.000-768.000 101-000.000-202.000	419.00	419.00
		Expected Check Run: 12/23/2025		419.00	419.00
12/23/2025 AP Trx #: 58091	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 52396-2	Invoice: 52396-2 Ref#: 31783 (UNIFORM SHIRTS FOR OFC. BAGGETT) 101-301.000-768.000 101-000.000-202.000	170.00	170.00
		Expected Check Run: 12/23/2025		170.00	170.00
12/23/2025 AP Trx #: 58092	AP	STATE OF MICHIGAN CONTRACTUAL Vnd: 2114 Invoice: 551-668322	Invoice: 551-668322 Ref#: 31788 (LEIN TOKEN FOR PD - 10.01.25-12.31.25) 101-301.000-818.000 101-000.000-202.000	33.00	33.00
		Expected Check Run: 12/23/2025		33.00	33.00
12/23/2025 AP Trx #: 58093	AP	SUNRISE CLEANING, LLC CONTRACTUAL Vnd: 2360 Invoice: 4482	Invoice: 4482 Ref#: 31761 (CITY HALL CLEANING SERVICES - 10.12.25-1) 101-265.000-818.000 101-000.000-202.000	1,620.00	1,620.00
		Expected Check Run: 12/23/2025		1,620.00	1,620.00

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12/23/2025 AP Trx #: 58094	AP	SWEET C. ROBINSON RESERVE OFFICER WAGES Vnd: 1784 Invoice: 12.02.25	Invoice: 12.02.25 Ref#: 31781 (BASKETBALL GAMES - 12.2.25 & 12.5.25 & 1) 101-301.000-818.002 101-000.000-202.000	120.00	120.00
		Expected Check Run: 12/23/2025		120.00	120.00
11/30/2025 AP Trx #: 58095	AP	T MOBILE TELEPHONE, INTERNET, CABLE Vnd: 1963 Invoice: 972073197	Invoice: 972073197 Ref#: 31790 (REPLACEMENT CELL PHONE FOR POLICE DEPT.) 101-301.000-853.000 101-000.000-202.000	409.99	409.99
		Expected Check Run: 12/23/2025		409.99	409.99
12/23/2025 AP Trx #: 58096	AP	THE SAFETY COMPANY LLC EQUIPMENT MAINT SUPPLIES Vnd: 2270 Invoice: IN257153	Invoice: IN257153 Ref#: 31799 (EXHAST DUCT GASKET) 101-441.000-758.000 101-000.000-202.000	146.40	146.40
		Expected Check Run: 12/23/2025		146.40	146.40
12/23/2025 AP Trx #: 58097	AP	TRACY REITER UNIFORMS Vnd: 0704 Invoice: IN257153	Invoice: IN257153 Ref#: 31798 (BOOT REIMBURSEMENT) 101-441.000-768.000 101-000.000-202.000	395.88	395.88
		Expected Check Run: 12/23/2025		395.88	395.88
12/23/2025 AP Trx #: 58098	AP	U.S. 31 SUPPLY, INC. MISCELLANEOUS SUPPLIES Vnd: 1754 Invoice: T334929	Invoice: T334929 Ref#: 31764 (2X 48" LED BYPASS LAMP) 101-265.000-756.000 101-000.000-202.000	275.00	275.00
		Expected Check Run: 12/23/2025		275.00	275.00
12/23/2025 AP Trx #: 58099	AP	U.S. 31 SUPPLY, INC. MISCELLANEOUS SUPPLIES Vnd: 1754 Invoice: T335067	Invoice: T335067 Ref#: 31776 (SLOTHER STRUT & BEAM CLAMP) 101-441.000-756.000 101-000.000-202.000	208.32	208.32
		Expected Check Run: 12/23/2025		208.32	208.32

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12/23/2025 AP Trx #: 58100	AP	UPAA CONTRACTUAL Vnd: 2428 Invoice: 01.27.26	Invoice: 01.27.26 Ref#: 31754 (BOARD OF REVIEW ON-LINE CLASS REGISTRATI) 101-257.000-818.000 101-000.000-202.000	50.00	50.00
		Expected Check Run: 12/23/2025		50.00	50.00
12/23/2025 AP Trx #: 58101	AP	USA BLUE BOOK CHEMICALS Vnd: 0388 Invoice: INV00904565	Invoice: INV00904565 Ref#: 31815 (LAB SUPPLIES) 592-590.000-743.000 592-000.000-202.000	878.37	878.37
		Expected Check Run: 12/23/2025		878.37	878.37
12/23/2025 AP Trx #: 58102	AP	VERIZON WIRELESS TELEPHONE, INTERNET, CABLE Vnd: 2060 Invoice: 6130658243	Invoice: 6130658243 Ref#: 31789 (X3 AIR CARDS FOR PATROL VEHICLES) 101-301.000-853.000 101-000.000-202.000	90.08	90.08
		Expected Check Run: 12/23/2025		90.08	90.08
11/30/2025 AP Trx #: 58103	AP	VITAL RECORDS CONTROL CONTRACTUAL Vnd: 0595 Invoice: 5701927	Invoice: 5701927 Ref#: 31770 (MONTHLY SHREDDING CONTRACT) 101-265.000-818.000 101-000.000-202.000	158.85	158.85
		Expected Check Run: 12/23/2025		158.85	158.85
Cash/Payable Account Totals:			101-000.000-202.000 202-000.000-202.000 203-000.000-202.000 592-000.000-202.000 TOTAL INCREASE IN PAYABLE:	141,290.35 3,606.00 560.00 17,966.18 163,422.53	163,422.53

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12/26/2025	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 103331	Invoice: 103331 Ref#: 31849 (WATER TREATMENT CHECMICAL - DRUM RENTAL) 592-591.000-743.000 592-000.000-202.000	135.50	135.50
		Expected Check Run: 01/12/2026		135.50	135.50
12/31/2025	AP	AMERICAN ELECTRIC POWER BUILDING & GROUNDS MAINT. Vnd: 1058 Invoice: 170-215985293	Invoice: 170-215985293 Ref#: 31850 (INSTALLATION OF UNDERGROUND UTILITY (	120.00	120.00
		Expected Check Run: 01/12/2026		120.00	120.00
12/31/2025	AP	AT&T TELEPHONE, INTERNET, CABLE Vnd: 0153 Invoice: 12.13.25	Invoice: 12.13.25 Ref#: 31851 (WATER DEPT. INTERNET) 592-591.000-853.000 592-000.000-202.000	123.03	123.03
		Expected Check Run: 01/12/2026		123.03	123.03
11/30/2025	AP	AT&T RICH - PHONE TONY - PHONE KALLA - PHONE TIM - PHONE CRAIG - IPAD GUY- PHONE CEMETERY -PHONE DPW - PHONE WATER - PHONE DEB - PHONE Vnd: 0153 Invoice: 287020967779X1121202 Vnd: 0153 Invoice: 287020967779X1121202	Invoice: 287020967779X1121202 Ref#: 31852 (CITY ISSUED PHONE USAGE -10.1) 101-700.000-853.000 101-172.000-853.000 101-215.000-853.000 101-172.000-853.000 592-591.000-853.000 101-700.000-853.000 101-567.000-853.000 101-441.000-853.000 592-591.000-853.000 101-253.000-853.000 101-000.000-202.000 592-000.000-202.000	57.87 114.67 68.86 59.70 21.76 57.87 57.87 57.87 57.87 38.02 512.73 79.63	592.36
		Expected Check Run: 01/12/2026		592.36	592.36

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	AT&T TONY - PHONE KALLA - PHONE CRAIG - IPAD GUY- PHONE CEMETERY -PHONE DPW - PHONE WATER - PHONE KRISTEN - PHONE JASON - PHONE DEB- PHONE Vnd: 0153 Invoice: 28702097779X12212025 Vnd: 0153 Invoice: 28702097779X12212025	Invoice: 28702097779X12212025 Ref#: 31853 (CITY ISSUED PHONE USAGE -11.1. 101-172.000-853.000 101-215.000-853.000 592-591.000-853.000 101-700.000-853.000 101-567.000-853.000 101-441.000-853.000 592-591.000-853.000 101-700.000-853.000 101-700.000-853.000 101-253.000-853.000 101-000.000-202.000 592-000.000-202.000	114.67 68.86 21.76 57.87 57.87 57.87 57.87 121.90 142.22 38.02 659.28 79.63	
		Expected Check Run: 01/12/2026		738.91	738.91
01/06/2026	AP	BERRIEN COUNTY RECORD LEGAL NOTICES & RECORDINGS Vnd: 0339 Invoice: 12.18.25	Invoice: 12.18.25 Ref#: 31854 (PUBLIC NOTICE 446 PN 1ST READING, PUBLIC) 101-215.000-903.000 101-000.000-202.000	628.60 628.60	
		Expected Check Run: 01/12/2026		628.60	628.60
01/06/2026	AP	BERRIEN COUNTY RECORD LEGAL NOTICES & RECORDINGS LEGAL NOTICES & RECORDINGS PREPAID Vnd: 0339 Invoice: 2025-154	Invoice: 2025-154 Ref#: 31855 (JANUARY 2026-DECEMBER 2026 UNLIMITED PUB) 101-215.000-903.000 101-262.000-903.000 101-000.000-123.000 101-000.000-202.000	1,025.00 1,025.00 2,050.00 4,100.00	
		Expected Check Run: 01/12/2026		4,100.00	4,100.00
12/31/2025	AP	CHRISTOPHER POTHOFF EDUCATION AND TRAINING Vnd: 2381 Invoice: 12.30.25	Invoice: 12.30.25 Ref#: 31857 (REIMBURSEMENT FOR REID INTERVIEWING TRAI) 101-301.000-960.000 101-000.000-202.000	149.00 149.00	
		Expected Check Run: 01/12/2026		149.00	149.00
01/06/2026	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4255350462	Invoice: 4255350462 Ref#: 31858 (MATS FOR CITY HALL) 101-265.000-818.000 101-000.000-202.000	99.83 99.83	
		Expected Check Run: 01/12/2026		99.83	99.83
01/06/2026	AP	CITY OF BRIDGMAN CONTRACTUAL Vnd: 1845 Invoice: 00362	Invoice: 00362 Ref#: 31856 (WATER SAMPLES) 592-591.000-818.000 592-000.000-202.000	540.00 540.00	
		Expected Check Run: 01/12/2026		540.00	540.00

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/06/2026	AP	COMCAST BUSINESS UTILITIES TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 01.01.26-01.31.26 Vnd: 1722 Invoice: 01.01.26-01.31.26	Invoice: 01.01.26-01.31.26 Ref#: 31859 (MOTHLY CYCLE) 101-761.004-921.000 101-336.000-853.000 592-591.000-853.000 101-301.000-853.000 101-265.000-853.000 101-000.000-202.000 592-000.000-202.000	422.07 677.00 143.80 647.06 727.21 2,473.34 143.80	
		Expected Check Run: 01/12/2026		2,617.14	2,617.14
12/31/2025	AP	DULEY PRESS MISCELLANEOUS SUPPLIES Vnd: 2406 Invoice: 50981-25	Invoice: 50981-25 Ref#: 31863 (ENVELOPES) 101-265.000-756.000 101-000.000-202.000	185.00	185.00
		Expected Check Run: 01/12/2026		185.00	185.00
12/31/2025	AP	DUNCAN GAST TRAVEL & CAR ALLOWANCE Vnd: MISC Invoice: 12.26.25	Invoice: 12.26.25 Ref#: 31860 (REIMBURSEMENT FOR MEALS DURING TRAINING) 101-301.000-873.000 101-000.000-202.000	32.00	32.00
		Expected Check Run: 01/12/2026		32.00	32.00
12/31/2025	AP	DUNCAN GAST UNIFORMS Vnd: MISC Invoice: 12.26.25	Invoice: 12.26.25 Ref#: 31861 (REIMBURSEMENT FOR WORK BOOTS - EQUIP. AL) 101-301.000-768.000 101-000.000-202.000	52.99	52.99
		Expected Check Run: 01/12/2026		52.99	52.99
12/31/2025	AP	DUNCAN GAST UNIFORMS Vnd: MISC Invoice: 12.30.25	Invoice: 12.30.25 Ref#: 31862 (REIMBURSMENT FOR DUTY PANTS FROM EQUIP.) 101-301.000-768.000 101-000.000-202.000	106.00	106.00
		Expected Check Run: 01/12/2026		106.00	106.00
12/31/2025	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106642098.002	Invoice: S106642098.002 Ref#: 31864 (AFC PACERS) 592-591.000-729.002 592-000.000-202.000	330.06	330.06
		Expected Check Run: 01/12/2026		330.06	330.06

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	GEOTAB USA INC. POOL CAR POLICE WATER Vnd: 2424 Invoice: IN466895 Vnd: 2424 Invoice: IN466895	Invoice: IN466895 Ref#: 31865 (MONTHLY GEOTAB FEE LEASED FLEET- DECEMBER) 101-265.000-818.000 101-301.000-818.000 592-591.000-818.000 101-000.000-202.000 592-000.000-202.000	24.00 48.00 24.00 72.00 24.00	
		Expected Check Run: 01/12/2026		96.00	96.00
01/06/2026	AP	HAAS SYSTEMS, INC. ALARM MONITORING Vnd: 0028 Invoice: 24299	Invoice: 24299 Ref#: 31866 (ALARM MONITORING FOR PEARS MILL) 101-761.005-922.000 101-000.000-202.000	81.00	81.00
		Expected Check Run: 01/12/2026		81.00	81.00
12/31/2025	AP	INDIANA MICHIGAN POWER COMPANY STREET LIGHTING UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES Vnd: 0131 Invoice: 12.3.25 Vnd: 0131 Invoice: 12.3.25 Vnd: 0131 Invoice: 12.3.25	Invoice: 12.3.25 Ref#: 31895 (DECEMBER 2025 USAGE) 101-441.000-926.000 202-474.000-921.000 592-590.000-921.000 592-591.000-921.000 101-336.000-921.000 101-265.000-921.000 101-441.000-921.000 101-000.000-202.000 202-000.000-202.000 592-000.000-202.000	1,364.63 133.15 719.63 333.21 385.73 713.00 592.78 3,056.14 133.15 1,052.84	
		Expected Check Run: 01/12/2026		4,242.13	4,242.13
07/23/2025	AP	JOHNSON CONTROLS ALARM MONITORING Vnd: 2371 Invoice: 53172422	Invoice: 53172422 Ref#: 30866 (SERVICE CALL - DPW ALARM) 101-441.000-922.000 101-000.000-202.000	546.66	546.66
		Expected Check Run: 01/12/2026		546.66	546.66
12/31/2025	AP	KEN SIMPSON ELECTRICAL PERMITS Vnd: 0194 Invoice: 260112	Invoice: 260112 Ref#: 31868 (ELECTRICAL PERMITS FOR DEC 2025) 701-000.000-491.000 701-000.000-202.000	1,205.60	1,205.60
		Expected Check Run: 01/12/2026		1,205.60	1,205.60
12/31/2025	AP	KENNEDY INDUSTRIES, INC EQUIPMENT MAINT SUPPLIES Vnd: 2190 Invoice: 649333	Invoice: 649333 Ref#: 31867 (MARLOW PUMPHEAD X2) 592-590.000-758.000 592-000.000-202.000	678.00	678.00
		Expected Check Run: 01/12/2026		678.00	678.00

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	KIESLER'S POLICE SUPPLY, INC. TARGET RANGE & SUPPLIES Vnd: 1354 Invoice: IN272879	Invoice: IN272879 Ref#: 31869 (1 CASE 40 CAL AMMO) 101-301.000-729.000 101-000.000-202.000	436.50	436.50
		Expected Check Run: 01/12/2026		436.50	436.50
12/31/2025	AP	KIESLER'S POLICE SUPPLY, INC. TARGET RANGE & SUPPLIES Vnd: 1354 Invoice: IN272827	Invoice: IN272827 Ref#: 31870 (3 CASES 9MM AMMO) 101-301.000-729.000 101-000.000-202.000	626.40	626.40
		Expected Check Run: 01/12/2026		626.40	626.40
01/31/2026	AP	LRS, LLC 29205.5 29199.1 29205.1 29205.3 29205.4 29205.2 29205.6 Vnd: 2331 Invoice: MN4605349 Vnd: 2331 Invoice: MN4605349	Invoice: MN4605349 Ref#: 31883 (MONTHLY TRASH SERVICE) 101-567.000-921.000 101-761.004-921.000 101-441.000-921.000 101-265.000-921.000 592-590.000-921.000 101-265.000-921.000 101-441.000-921.000 101-000.000-202.000 592-000.000-202.000	135.07 135.07 201.66 173.25 135.07 201.66 165.20 1,011.91 135.07	
		Expected Check Run: 01/12/2026		1,146.98	1,146.98
12/31/2025	AP	MACQUEEN EMERGENCY MAINTENANCE - EQUIPMENT Vnd: 2322 Invoice: P07218	Invoice: P07218 Ref#: 31873 (MSA FIT TEST ADAPTER W/ FILTERS & HOSE F) 101-336.000-933.000 101-000.000-202.000	706.96	706.96
		Expected Check Run: 01/12/2026		706.96	706.96
12/31/2025	AP	MACQUEEN EMERGENCY MAINTENANCE - EQUIPMENT Vnd: 2322 Invoice: P07139	Invoice: P07139 Ref#: 31874 (SCBA FILL STATION ADAPTOR FOR NEW MSA SC) 101-336.000-933.000 101-000.000-202.000	759.00	759.00
		Expected Check Run: 01/12/2026		759.00	759.00
12/31/2025	AP	MARK FARM SUPPLY DUCK FEEDER Vnd: 2068 Invoice: 8121	Invoice: 8121 Ref#: 31872 (DUCK FEED) 701-000.000-582.067 701-000.000-202.000	72.96	72.96
		Expected Check Run: 01/12/2026		72.96	72.96

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/06/2026	AP	MISS DIG SYSTEM, INC. CONTRACTUAL CONTRACTUAL Vnd: 1843 Invoice: 20260066	Invoice: 20260066 Ref#: 31871 (2026 MEMBERSHIP FEE) 592-590.000-818.000 592-591.000-818.000 592-000.000-202.000	798.35 798.34 1,596.69	
		Expected Check Run: 01/12/2026		1,596.69	1,596.69
01/06/2026	AP	OMNISITE CONTRACTUAL Vnd: 0299 Invoice: 103222	Invoice: 103222 Ref#: 31875 (ALARM SYSTEM LIFT STATIONS) 592-590.000-818.000 592-000.000-202.000	2,784.00 2,784.00	
		Expected Check Run: 01/12/2026		2,784.00	2,784.00
12/31/2025	AP	PARRETT COMPANY MAINT. - OFFICE EQUIPMENT CONTRACTUAL MAINT. - OFFICE EQUIPMENT MAINT. - OFFICE EQUIPMENT Vnd: 1596 Invoice: 87966 Vnd: 1596 Invoice: 87966	Invoice: 87966 Ref#: 31876 (PRINTERS FOR CITY HALL, PD & WWTP) 592-590.000-934.000 101-301.000-818.000 101-265.000-934.000 101-265.000-934.000 592-000.000-202.000 101-000.000-202.000	10.50 170.41 998.29 36.00 10.50 1,204.70	
		Expected Check Run: 01/12/2026		1,215.20	1,215.20
11/30/2025	AP	PITNEY BOWES POSTAGE POSTAGE POSTAGE ECONOMIC DEVELOPMENT Vnd: 2391 Invoice: 12.5.25 Vnd: 2391 Invoice: 12.5.25	Invoice: 12.5.25 Ref#: 31877 (POSTAGE) 101-301.000-730.000 101-253.000-730.000 592-591.000-730.000 101-700.000-735.000 101-000.000-202.000 592-000.000-202.000	7.40 71.24 37.74 83.62 162.26 37.74	
		Expected Check Run: 01/12/2026		200.00	200.00
12/31/2025	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173619-IN	Invoice: 0173619-IN Ref#: 31884 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25 388.25	
		Expected Check Run: 01/12/2026		388.25	388.25
01/07/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173552-IN	Invoice: 0173552-IN Ref#: 31885 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25 388.25	
		Expected Check Run: 01/12/2026		388.25	388.25

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## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/07/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173590-IN	Invoice: 0173590-IN Ref#: 31886 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 01/12/2026		388.25	388.25
01/07/2026	AP	SEMI ACADEMY EDUCATION AND TRAINING Vnd: 2329 Invoice: 10396	Invoice: 10396 Ref#: 31893 (SHANNON BRYANS CDL COURSE & TEST) 101-567.000-960.000 101-000.000-202.000	2,680.00	2,680.00
		Expected Check Run: 01/12/2026		2,680.00	2,680.00
01/07/2026	AP	SEMI ACADEMY EDUCATION AND TRAINING Vnd: 2329 Invoice: 10395	Invoice: 10395 Ref#: 31894 (RYAN YOUNG CDL TRAINING & TEST) 592-591.000-960.000 592-000.000-202.000	2,680.00	2,680.00
		Expected Check Run: 01/12/2026		2,680.00	2,680.00
12/31/2025	AP	SMR COMMUNICATIONS INC. MISCELLANEOUS Vnd: 0086 Invoice: 29526	Invoice: 29526 Ref#: 31891 (MOBILE PRINTER FOR PATROL VEHICLE) 101-301.000-962.000 101-000.000-202.000	999.00	999.00
		Expected Check Run: 01/12/2026		999.00	999.00
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788880	Invoice: 6051788880 Ref#: 31896 (PINE SOL FOR CITY CENTER) 101-761.004-756.000 101-000.000-202.000	35.94	35.94
		Expected Check Run: 01/12/2026		35.94	35.94
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788889	Invoice: 6051788889 Ref#: 31897 (PAPER TOWEL, TOILET PAPER & HAND SOAP F) 101-761.004-756.000 101-000.000-202.000	117.72	117.72
		Expected Check Run: 01/12/2026		117.72	117.72
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788884	Invoice: 6051788884 Ref#: 31898 (KLEENEX FOR CITY HALL) 101-265.000-756.000 101-000.000-202.000	40.98	40.98
		Expected Check Run: 01/12/2026		40.98	40.98

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788885	Invoice: 6051788885 Ref#: 31899 (HAND TOWELS CITY HALL) 101-265.000-756.000 101-000.000-202.000	96.40	96.40
		Expected Check Run: 01/12/2026		96.40	96.40
12/31/2025	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6051788881	Invoice: 6051788881 Ref#: 31900 (BINDERS X10 PD) 101-301.000-728.000 101-000.000-202.000	251.90	251.90
		Expected Check Run: 01/12/2026		251.90	251.90
12/31/2025	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6051788883	Invoice: 6051788883 Ref#: 31901 (MISC OFFICE SUPPLIES PD - 3 HOLE PUNCH, ) 101-301.000-728.000 101-000.000-202.000	78.14	78.14
		Expected Check Run: 01/12/2026		78.14	78.14
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788886	Invoice: 6051788886 Ref#: 31902 (HAND TOWEL PD) 101-301.000-756.000 101-000.000-202.000	123.40	123.40
		Expected Check Run: 01/12/2026		123.40	123.40
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788882	Invoice: 6051788882 Ref#: 31903 (CLR CLEARNER WWTP) 592-590.000-756.000 592-000.000-202.000	32.38	32.38
		Expected Check Run: 01/12/2026		32.38	32.38
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788887	Invoice: 6051788887 Ref#: 31904 (FLOOR CLEANER WWTP) 592-590.000-756.000 592-000.000-202.000	6.69	6.69
		Expected Check Run: 01/12/2026		6.69	6.69
12/31/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6051788888	Invoice: 6051788888 Ref#: 31905 (ALL PURPOSE CLEANER WWTP) 592-590.000-756.000 592-000.000-202.000	12.65	12.65
		Expected Check Run: 01/12/2026		12.65	12.65

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 52431-2	Invoice: 52431-2 Ref#: 31887 (UNIFORM SHIRT - OFC. BAGGETT) 101-301.000-768.000 101-000.000-202.000	156.00	156.00
		Expected Check Run: 01/12/2026		156.00	156.00
01/07/2026	AP	STAR UNIFORM MISCELLANEOUS SUPPLIES Vnd: 1358 Invoice: 52559-2	Invoice: 52559-2 Ref#: 31888 (TRAFFIC VEST FOR OFC. COOKE) 101-301.000-756.000 101-000.000-202.000	49.00	49.00
		Expected Check Run: 01/12/2026		49.00	49.00
01/07/2026	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 52568-2	Invoice: 52568-2 Ref#: 31889 (DUTY PANTS X2 FOR OFC. GAST) 101-301.000-768.000 101-000.000-202.000	190.40	190.40
		Expected Check Run: 01/12/2026		190.40	190.40
12/31/2025	AP	SWEET C. ROBINSON RESERVE OFFICER WAGES Vnd: 1784 Invoice: 12.19.25	Invoice: 12.19.25 Ref#: 31890 (BUCHANAN BASKETBALL GAME) 101-301.000-818.002 101-000.000-202.000	36.00	36.00
		Expected Check Run: 01/12/2026		36.00	36.00
01/01/2026	AP	SWMI REGIONAL CHAMBER ECONOMIC DEVELOPMENT PREPAID Vnd: 2240 Invoice: 19329	Invoice: 19329 Ref#: 31892 (JANUARY - DECEMBER DUES 2026) 101-700.000-735.000 101-000.000-123.000 101-000.000-202.000	2,500.00 2,500.00 5,000.00	
		Expected Check Run: 01/12/2026		5,000.00	5,000.00
12/31/2025	AP	TINA SPURLOCK CONTRACTUAL Vnd: 1448 Invoice: 092299	Invoice: 092299 Ref#: 31878 (CLEANING FOR PD - DEC 2025) 101-301.000-818.000 101-000.000-202.000	150.00	150.00
		Expected Check Run: 01/12/2026		150.00	150.00
12/31/2025	AP	TINA SPURLOCK UTILITIES Vnd: 1448 Invoice: 092298	Invoice: 092298 Ref#: 31879 (CLEANING CITY CENTER - DEC 2025) 101-761.004-921.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 01/12/2026		120.00	120.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	U.S. 31 SUPPLY, INC. MISCELLANEOUS SUPPLIES Vnd: 1754 Invoice: T335006	Invoice: T335006 Ref#: 31880 (LIGHTBULBS FOR PD) 101-301.000-756.000 101-000.000-202.000	44.52	44.52
Expected Check Run: 01/12/2026					
				44.52	44.52
12/31/2025	AP	WEX BANK GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL BANK FEES AND CHARGES Vnd: 1098 Invoice: 109659234 Vnd: 1098 Invoice: 109659234	Invoice: 109659234 Ref#: 31882 (DECEMBER 2025 FUEL CHARGES) 101-301.000-751.000 101-441.000-751.000 101-567.000-751.000 592-590.000-751.000 592-591.000-751.000 101-253.000-956.000 101-000.000-202.000 592-000.000-202.000	1,728.87 789.29 54.14 213.64 251.50 10.00 2,582.30 465.14	
Expected Check Run: 01/12/2026					
				3,047.44	3,047.44
				44,057.81	44,057.81
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE ACCOUNTS PAYABLE ACCOUNTS PAYABLE ACCOUNTS PAYABLE	101-000.000-202.000 202-000.000-202.000 592-000.000-202.000 701-000.000-202.000	30,414.00 253.15 12,112.10 1,278.56	
			TOTAL INCREASE IN PAYABLE:		44,057.81