



**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, FEBRUARY 23, 2026 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

**AGENDA**

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan’s Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

\* Requests to be added to the agenda as a “Scheduled Matter from the Floor” should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the “non-agenda items only” public comments section of the agenda.

\* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.

\* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance.

\* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)

- I. Call to Order**
- II. Recognition**
- III. Pledge of Allegiance**
- IV. Invocation**
- V. Roll Call**
- VI. Approve Agenda**
- VII. Public Comment - Agenda Items Only** *(3-minute limit)*
- VIII. Consent Agenda** *(can be approved all in one motion, for general housekeeping items)*
  - A. Buchanan Tree Friends Bylaws-** Consider approving the updated tree friends bylaws.
  - B. Friends of McCoy Creek Trail Bylaws-** Consider approving the Friends of McCoy Creek Trail Bylaws.
  - C. Road Closure-** Consider approving the Road Closure form submitted by McCollum's Restaurant for the 10K, 5K, and 1-mile run on March 14, 2026, from 11:45 AM to 1:30 PM.
  - D. Minutes-** Consider approving the Regular Meeting Minutes from February 9th, 2026.
- IX. Scheduled Matters from the Floor** *(if any)*
- X. Reports by: Departments, Committees, Boards**
- XI. Unfinished Business**
  - A. Traffic Control Order #260-** Consider approving Traffic Control Order #260, which was postponed at the City Commission Meeting on November 24, 2025.
- XII. New Business**
  - A. Introduction of Ordinance 2026.04/448 -** Consider accepting the introduction of Ordinance 2026.04/448, an amendment to the Unified Development Code- Short-term rental regulations- lodging and scheduling of Public Hearings.

- B. **Resolution 2026.02/02**- Consider Resolution 2026.02/02, a resolution authorizing a memorandum of understanding with the Buchanan Fine Arts Council for use of the Tin Shop.
- C. **Adult Use Marihuana Retail Permit Renewal**- Consider approving the renewal application for the adult-use retail permit for QPS Michigan Holdings, High Profile Cannabis Shop located at 804 E Front St.
- D. **Adult Use Marihuana Processor Permit Renewal**- Consider approving the renewal application for the adult-use processor permit for Boone Labs Inc., located at 107 E. Alexander St.
- E. **BS&A Software System**- Consider approving the purchase of BS&A Cemetery Software.
- F. **Scheduling of Public Hearing for March 23rd, 2026**- Consider scheduling a Public hearing for the proposed sale, lease, or exchange to city owned real property consisting of a portion of 102 Front St.
- G. **Budget Workshop**- Consider setting a Budget Workshop for one of the following dates
  - March 10th at 11:00 AM
  - March 11th at 1:00 PM
  - March 17th at 12:00 PM
- H. **Expenditures**- Consider approving the expenditures in the amount of \$76,075.90

**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)*

**XV. Executive Comments**

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

**XVI. Adjourn**

# Buchanan Tree Friends Bylaws

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Adopted: 2025

Amended: February 11, 2026

## Article I. Name

The name of this organization shall be Buchanan Tree Friends, hereafter referred to as the “Board.”

## Article II. Purpose

The Buchanan Tree Friends is a volunteer advisory board of the City of Buchanan, reporting to the City Commission through the Planning Commission, working with the City and its residents to preserve, enhance, and maintain the urban tree canopy. The Board supports tree planting, education, and stewardship to promote the environmental, aesthetic, and health benefits of trees within the City of Buchanan. The Board also assists the City in maintaining its Tree City USA designation.

## Article III. Responsibilities

The responsibilities of Buchanan Tree Friends include, but are not limited to:

1. Advising the City of Buchanan on its Urban Forestry Plan.
2. Advocating with the City on the planting, maintenance, and preservation of trees.
3. Coordinating community outreach and public education regarding urban forestry.
4. Supporting fundraising and grant-seeking efforts for tree-related initiatives.
5. Managing and maintaining the Tribute Tree Program.
6. Conducting or assisting with tree inventories.
7. Providing input on city plans, ordinances, or projects affecting trees.

## Article IV. Membership

The Board shall consist of up to ten (11) members. A majority of members shall be residents or business owners within the City of Buchanan. Members may also include community members from neighboring jurisdictions. There shall be designated board seats for (1) a member of the Planning Commission and (2) a representative of the Buchanan Community Schools. A representative of the City shall be an ex officio (non-voting) member.

Members shall serve terms of three (3) calendar years and may serve no more than three (3) consecutive terms. After a one-year break, a member may be eligible for reappointment.

Vacancies occurring mid-term may be filled by Board appointment. Appointees shall serve the remainder of the unexpired term.

**Article V. Officers**

The officers of the Board shall be Chairperson, Vice Chairperson, Secretary, and Treasurer.

1. The Chairperson shall preside at meetings, represent the Board as needed, and coordinate with City officials.
2. The Vice Chairperson shall act in the absence or request of the Chairperson.
3. The Secretary shall record attendance, prepare and distribute minutes, and maintain official records.
4. The Treasurer shall manage and report on Board funds and financial activities in coordination with the City.

Officers shall be elected annually, by majority vote at the first regular meeting of the fiscal year.

**Article VI. Standing Committees**

The Board shall maintain the following standing committees to support its mission:

1. Executive Committee (Officers and Planning Commission Representative)
2. Planting & Maintenance Committee
3. Governance & Financial Committee
4. Fundraising, Marketing and Volunteer Recruitment Committee

Committees shall report to the Board regularly and, except for the Executive Committee, may include non-Board volunteers as appropriate.

**Article VII. Meetings**

The Board shall meet regularly as determined by the members, typically on the second Wednesday of each month. Special meetings may be called by the Chairperson or a majority of members.

Meetings may be held in person or virtually via video or teleconference. All meetings shall comply with applicable open meeting laws and public notice requirements.

**Article VIII. Quorum and Voting**

A quorum shall consist of a majority of current members. All decisions of the Board shall require a majority vote of those present and voting.

**Article IX. Attendance**

Members are expected to attend meetings regularly. Members who miss more than fifty percent (50%) of meetings in a calendar year may be subject to removal by majority vote of the Board.

**Article X. Fiscal Year and Finances**

The fiscal year of the Buchanan Tree Friends shall be from July 1 through June 30. The City maintains all board funds, and all financial activities shall be conducted in coordination with the City and in accordance with applicable fiscal policies.

**Article XI. Records and Reporting**

The Board shall maintain official records, including minutes, membership, and financial documents. Approved minutes shall be filed with the City of Buchanan and made available to the public.

**Article XII. Conflict of Interest**

Members shall disclose any personal or financial interest in matters before the Board and shall abstain from discussion or voting on such matters.

**Article XIII. Amendments**

These bylaws may be amended by a majority vote of the full Board at any regular meeting, provided that proposed amendments have been submitted in writing at least one meeting prior to the vote.

**Article XIV. Dissolution**

In the event of dissolution, the City of Buchanan will be responsible for continuing to support tree-related programs, including the maintenance of the City’s annual Tree City USA designation.

Adopted by vote of the Buchanan Tree Friends Board on this \_\_\_\_ day of \_\_\_\_\_, 2025.

Chairperson: \_\_\_\_\_

Vice Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

**Friends of McCoy Creek Trail Bylaws**

**Article 1. Name**

The name of this board shall be the Friends of McCoy Creek Trail, hereafter referred to as the “Board.” This Board is a subcommittee of the Buchanan Area Recreation Board (BARB).

**Article 2. Mission Statement**

The Board is a volunteer group working in concert with the City of Buchanan and its residents to help maintain, advocate for, and promote the McCoy Creek Trail and the history of the area.

**Article 3. Vision Statement**

To promote an active outdoor lifestyle in Michigan and to connect to other communities.

**Article 4. Responsibilities**

The Board’s responsibilities include, but are not limited to:

- 1. Advising and assisting the City of Buchanan in maintaining the trail
- 2. Promoting activities on the trail
- 3. Fundraising to support trail-related projects and programming

**Article 5. Officers and Members**

**Section 1. Board Membership**

Board Size: The Board shall consist of up to twelve (12) members.

Eligibility: Board Membership shall be comprised of residents of the City of Buchanan and adjacent townships.

Term Length: Board Members shall serve three (3) calendar-year terms, with the option to renew with Board approval.

Initial Terms: The first term begins upon adoption and approval of these bylaws.

Compensation: Board Members shall serve without compensation.

**Section 2. Vacancies**

In the event of a vacancy among members or officers, the Board shall designate a successor to serve until the next regular election or appointment.

**Section 3. Officers**

The officers of the Board shall be elected by the Board and shall include:

- 1. Chairperson
- 2. Vice-Chairperson
- 3. Secretary
- 4. Treasurer

**Section 4. Officer Elections**

Officer elections shall be held at the first regular meeting of each calendar year, provided a quorum is present.

**Section 5. Term of Office**

All officers shall take office upon election. The term of each office shall be one (1) year.

**Section 6. Officer’s Duties**

**A. Chairperson**

The Chairperson shall preside at all meetings of the Board and work with the City Commissioner and BARB as needed.

**B. Vice-Chairperson**

The Vice-Chairperson shall, in the absence of the Chairperson or at the Chairperson’s request, perform the duties of that office.

**C. Secretary**

The Secretary shall record attendance, actions, and proceedings of meetings of the Board and provide copies of approved minutes to the City of Buchanan.

**D. Treasurer**

The Treasurer shall track all funds and financial activity of the Board in conjunction with the City Treasurer, consistent with City procedures.

**Article 6. Meetings**

The Board is currently scheduled to meet on the third (3rd) Thursday of each month at 9:00 a.m. Eastern Time.

Special Meetings may be called by the Chairperson or upon the request of two (2) board members. Notice must be given at least 24 hours prior to the meeting and be given in a reasonable manner under circumstances then existing.

**Article 7. Attendance**

Members who miss more than 50% of regular meetings during a calendar year may be deemed ineligible to retain their seat. The Board shall vote on continued eligibility.

**Article 8. Records**

The Board shall keep official minutes of its proceedings and file approved minutes with the City of Buchanan once approved by the McCoy Creek Trail Board.

**Article 9. Rules of Order and Amendments**

The Board shall follow procedures and rules set forth in these bylaws. When not covered by these bylaws, the most recent edition of Robert’s Rules of Order shall apply. No changes shall be made to these bylaws without an affirmative vote of a majority of the Board membership.

**Article 10. Quorum**

A quorum shall consist of a majority of the seated Board members. No official business or votes may take place unless a quorum is present.

**Article 11. Removal of Members**

A member may be recommended for removal from the Board for cause, including but not limited to:

Failure to meet attendance requirements (see Article 7)





CITY OF BUCHANAN

Street Closure Form

Street(s) requested to be closed Days Ave between Roe & the  
Days Ave. City parking lot.

Street Closing: from 3-14-26 11:45a to 3-14-26 1:30p  
Date Time Date Time

Reason: 5K, 10K, 1 mile run/walk for St.  
Patrick's Day

Request being made by:

Organization: McCollum's Restaurant

Address:

206 Days Ave, Buchanan, MI 49107

Phone:

269-262-2906

Company Representative Name (printed)

Company Representative Signature

Title:

Cami Bowling  
Cami Bowling  
General Manager

Approved:

Police Chief

Approved:

Fire Chief

Approved:

Public Services Director

Approved:

City Manager

Comments (Office Use Only)



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

## MINUTES

*THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan's Open Meetings Act, hereby gives notice of a regular meeting of the Buchanan City Commission to be held in the Chamber of City Hall.*

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

Weedon called public hearing #1 to order at 7:01pm.

**II. Roll Call**

Present: Money, Vigansky, Weedon, Swem, George

Absent: None

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

Swem moved, seconded by Swem, to open Public hearing #1. Roll call vote carried unanimously.

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

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

There were no public comments.

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

Money moved, seconded by Vigansky, to close Public hearing #1. Voice vote carried unanimously.

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

Weedon called public hearing #2 to order at 7:02pm.

**VII. Roll Call**

Present: Money, Vigansky, Weedon, Swem, George

Absent: None

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

Swem moved, seconded by Money, to open Public hearing #2. Roll call vote carried unanimously.

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

- A. The purpose of the public hearing is to hear public comments on a proposed Ordinance 2026.02/446, An Ordinance to amend Chapter 102 Utilities to add Article V. Section 102-177 Sewer Laterals and Appurtenances.

Norma Ferris asked what the ordinance was about. McGhee briefly explained the ordinance.

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

Vigansky moved, seconded by George, to close Public hearing #1. Voice vote carried unanimously.

**XI. Pledge of Allegiance**

Weedon led in the Pledge of Allegiance.

**XII. Invocation**

Pastor Dave Mitchell of Faith Victory Fellowship led the invocation.

**XIII. Roll Call**

Present: Money, Vigansky, Weedon, Swem, George

Absent: None

City Staff Present: City Manager Tony McGhee, City Clerk Kalla Langston-Weiss

**XIV. Approve Agenda**

Swem moved, seconded by Vigansky, to approve agenda as presented. Voice vote carried unanimously.

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

None.

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

**A. Minutes**- Consider the Regular Meeting Minutes from January 26th, 2026.

**B. Common Rentals**

1) May 24th, 2026- Autism Community Walk.

2) July 18th, 2026- 100th Anniversary Boy Scout Celebration.

**C. Department Head Reports**- Consider accepting the monthly Department Head Reports.

Money moved, seconded by George, to approve the consent agenda as presented. Voice vote carried unanimously.

**XVII. Scheduled Matters from the Floor (if any)****XVIII. Reports by: Departments, Committees, Boards**

**A. Buchanan City Police Department**- Presentation of year-end report.

Swem asked if we were on track for a similar year in terms of offenses, etc. Chief Burnett answered that the complaint load has actually increased, due to personnel. Crime statistics are consistent with previous years. Weedon asked about current staffing levels, and Chief Burnett answered that we are at seven officers.

**B. Buchanan City Fire Department** - Presentation of the Year-End Report and a demonstration of the SCBA.

Chief Adams presented the Fire Department report. They ran 172 calls in 2025, the most he's seen. Currently the department has 17 Firefighters and 1 cadet. There was a demonstration of the Fire Department's new Self Contained Breathing Apparatus Units.

**XIX. Unfinished Business**

**A. Ordinance 2026.02/446**- Consider the second reading and enactment of Ordinance 2026.02/446, an Ordinance that amends Chapter 102 Utilities, Article V. Sewage Disposal, Section 102-177. Sewer Laterals and Appurtenances.

McGhee spoke to the ordinance, explaining that it is codifying a 20 year City policy.

Vigansky moved, seconded by Money, to approve the second reading and enactment of Ordinance 2026.2/446. Roll call vote carried unanimously.

**B. Ordinance 2026.03/447**- Consider the first reading of Ordinance 2026.03/447, which regulates sidewalk cafes/ outdoor service areas/ temporary public sidewalk furnishings, and schedule the second public hearing for this ordinance.

McGhee spoke to the ordinance, explaining a need for a sidewalk ordinance arose with more restaurants in town who would like to use public sidewalks for furniture and service. The MLCC requires a license or franchise agreement for the use of the sidewalk, and doing it as a permit saves time and money for the City and the licensee.

Vigansky moved, seconded by George, to approve the first reading of Ordinance 2026.2/447 and to schedule a hearing for March 9<sup>th</sup>, 2026 with consideration of a second reading and enactment. Roll call vote carried unanimously.

**XX. New Business**

**A. Tree Stump Maintenance, Removal & Grinding Bid**- Consider awarding the tree stump maintenance, removal, and grinding bid to Treeworks.

The City sought competitive bids for stump grinding and removal, with Treeworks being the only bid received on time and coming in well within budget.

Money moved, seconded by Swem, to approve the tree stump bid to Treeworks in the amount of \$11,750.00.

Vigansky noted the proposal was for 22 stumps, a large number of stumps, and wished local tree people had bid.

Roll call vote carried unanimously.

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

This is the third round of disposing of excess inventory by the City, including old computer monitors and goods that have been at the Police Department for a number of years.

Money moved, seconded by George, to authorize the disposal of excess inventory as presented. Roll call vote carried unanimously.

**C. Closed Session**- Consider entering closed session under MCL 15.268(1)(d) to discuss the sale of real property and related negotiations, and for MCL 15.268(1)(a) to consider the periodic personnel evaluation of Tony McGhee at the request of the employee.

Swem moved, seconded by Money, to enter into closed session under MCL 15.268(1)(d) to discuss the sale of real property and related negotiations, and for MCL 15.268(1)(a) to consider the periodic personnel evaluation of Tony McGhee at the request of the employee. Roll call vote carried unanimously.

Entered closed session at 7:44pm.

Money moved, seconded by Vigansky, to re-enter from closed session. Voice vote carried unanimously.

Re-entered open session at 8:17pm.

**D. Expenditures**- Consider approving the expenditures for the amount of \$40,222.04

Vigansky moved, seconded by Money, to approve the expenditures for the amount of \$40,222.04 as presented. Roll call vote carried unanimously.

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

None.

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

Haley Jones – Spoke on behalf of Dennis Mori to remind everyone of the Valentines events going on downtown Saturday, February 14<sup>th</sup>.

Norma Ferris – Asked about the date for the City-Wide Garage sale. Clerk Langston-Weiss answered that it was usually the first weekend in June.

**XXIII. Executive Comments**

**A. City Manager Comments**

Thanked everyone for their hard work.

**B. Commissioner Comments**

Vigansky – Thanked everyone and asked the Fire Department if they can track false alarms so repeat offenders could be fined. Chief Adams answered that they do not. If they are called to the same place twice for the same reason, they'll discuss the issue with the residents to solve the problem. It is not common.

Money – Congratulated McGhee on his first year thanked him for his hard work, as well as staff. Thanked Chiefs Burnett and Adams for their reports and hard work. The DPW has done great work keeping the roads clean during all the snow.

George – Thanked Chiefs Burnett and Adams, and the firefighters for their presentation and for keeping the community safe. Thanked Tony for being with the City and his hard work.

Swem – Thanked Chiefs Burnett and Adams. Congratulated McGhee for a good review.

**C. Mayor Comments**

The Mayor thanked the Commission, McGhee, City Staff, and the Chiefs Burnett and Adams. He appreciated their hard work and their positive role in the community. The Mayor shared a message from Representative Paquette regarding Buchanan's recent audit, where the Representative congratulated the City on a good result during a difficult year.

**XXIV. Adjourn**

Vigansky moved, seconded by Money, to adjourn at 8:31pm. Voice vote carried unanimously.

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Kalla Langston-Weiss, City Clerk

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Mayor Mark Weedon



Date: 2/18/2026  
To: City Commission  
From: Harvey Burnett, Chief of Police  
Subject: TCO #261

### **BACKGROUND**

As the Commission may recall, staff previously presented a recommendation to limit parking on Days Avenue between Roe Street and East Chicago Street due to increasing congestion in the corridor. At that time, the item was tabled and staff were directed to return in February for further consideration.

### **OPERATIONAL AND PUBLIC SAFETY CONSIDERATIONS**

Days Avenue has become congested to the point that it can interfere with routine public works maintenance activities and can restrict access for emergency vehicles responding to calls for assistance. The goal of the proposed parking changes is to reduce conflicts between vehicles, pedestrians, and larger municipal vehicles operating in the area.

Under standard engineering and safety principles, the first twenty (20) feet heading north on Days Avenue on both sides of the street should be signed as “No Parking,” regardless of the broader parking restrictions.

Beyond that, staff recommends that the remaining space on the west side of Days Avenue between East Chicago Street and Roe Street be signed as “No Parking.” This change is anticipated to remove approximately three (3) to four (4) on-street parking spaces. However, improved access for public safety and public works vehicles will significantly reduce opportunities for vehicle and pedestrian conflicts.

### **RECOMMENDED ACTION**

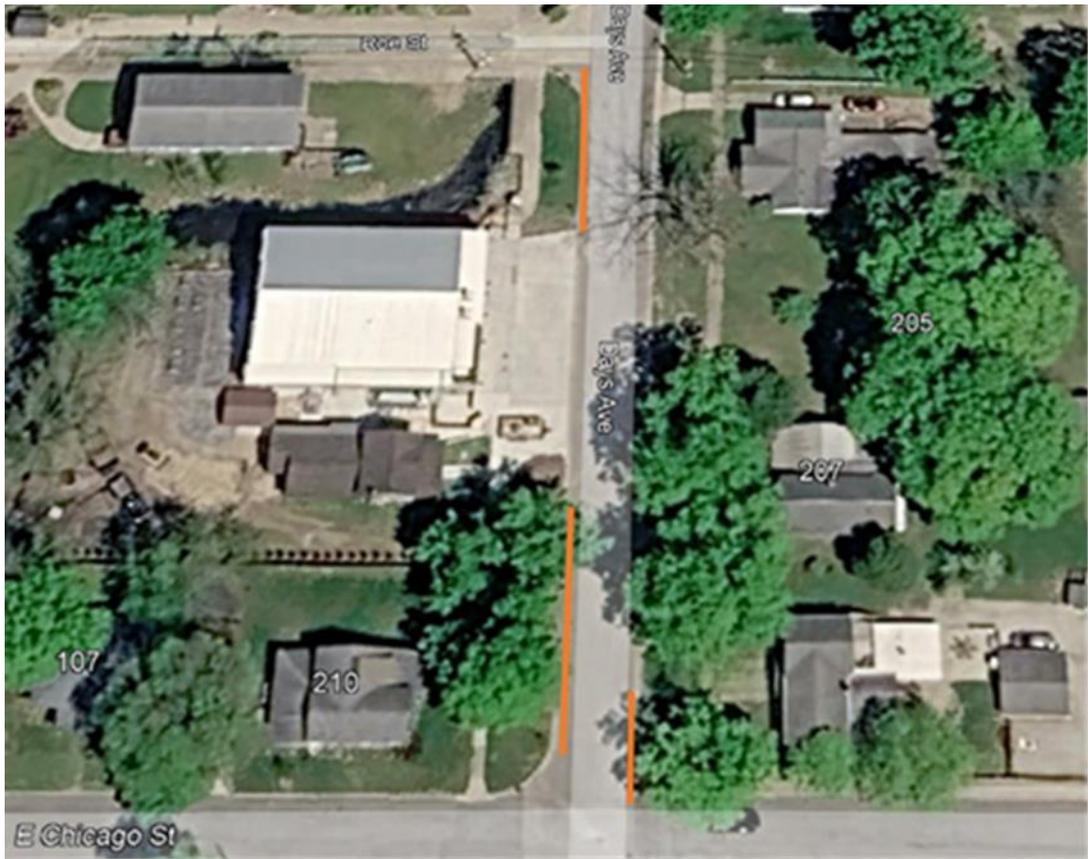
Approve the Traffic Control Order (TCO) to restrict on-street parking on Days Avenue between Roe Street and East Chicago Street as recommended by staff, to ensure access for public safety and public works vehicles during maintenance operations and emergency responses.

### **ATTACHMENT**

Traffic Control Order (TCO) – Days Avenue Parking Restrictions (Roe Street to East Chicago Street)

## **Attachment**

# Memorandum



CITY OF BUCHANAN

**TRAFFIC CONTROL ORDER # 260**

DESCRIPTION OF EXISTING CONDITIONS OR PROBLEM:

**Currently there is parking allowed on both the east and west sides of the roadway on Days Ave, north of E. Chicago St and south of E. Roe St. When vehicles park on both sides of the roadway on Days Ave between these two streets it narrows the usable roadway thereby reducing the safe operation of a motor vehicle. This also impedes the ability of emergency response vehicles (i.e., a fire truck or ambulance) to safely respond to emergency incidents that may occur on Days Ave in this area.**

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 westside of Days Ave south of E. Chicago St and north of E. Roe St shall be a “no parking” zone, except in areas that are already posted as designated parking zones. Place several “No Parking” signs on the west side of Days Ave, north of E. Chicago St and south of E. Roe St to increase the safe flow of motor vehicle traffic, especially for emergency response vehicles.**

Dated 11/17/25 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: February 16, 2026

To: Buchanan City Commission

From: Kristen Gundersen, Planning and Community Development Director

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

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## Background

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

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

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

Staff completed the necessary text amendment application and legal notice to allow the Planning Commission to conduct the required public hearing during their March 10<sup>th</sup> meeting. After deliberating the application, staff are hopeful a recommendation will be made that night. The city attorney has reviewed the draft changes and agrees.

## Recommendation

Please direct staff to schedule the necessary public hearing for an amendment to the Unified Development Code associated with regulations about short-term rental and lodging for the March 23<sup>rd</sup> City Commission meeting. This would be the first reading of an adopting ordinance.

New language is underlined and language to be deleted is stricken

Sec. 71-5 Zoning districts established

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

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

Sec. 71-14 Zoning districts

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

Overlay District

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

Sec. 71-16 General requirements

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

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

11. Short-Term Rental Overlay District (STROD)

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

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

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

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

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



d. Applicability, Exception

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

Section 71-18 Use

Table 71-J Use Matrix

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

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

Article V. DEFINITIONS

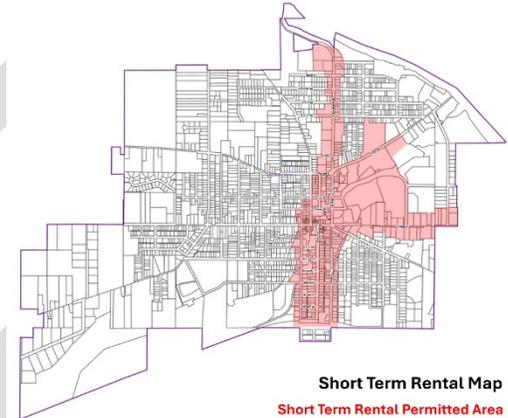
Lodging: a land use that provides sleeping accommodations to temporary guests, whether in a whole building, a dwelling, or a portion of a dwelling, with or without meals or services. Occupancy is transient. Lodging includes hotels, inns, bed and breakfasts, ~~tourist homes,~~ and similar establishments.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

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

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

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

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



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

Kg draft 2 02162026



# Memorandum of Understanding

## Between the City of Buchanan and the Buchanan Fine Arts Council

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Buchanan, a municipal corporation located in Berrien County, Michigan (“City”), and the Buchanan Fine Arts Council, a Michigan nonprofit organization (“Fine Arts Council”).

### 1. Purpose

The purpose of this MOU is to outline the terms and conditions under which the Fine Arts Council may continue to utilize certain City-owned property in furtherance of its mission of cultural development within the City of Buchanan.

### 2. Property

The City is the owner of real property located at the southwest corner of Roe Street and Days Avenue, Buchanan, Michigan (“Property”). Nothing in this MOU shall be construed as a conveyance of ownership or a dedication of the Property to a specific permanent use.

### 3. Term

This MOU shall commence on February 1, 2026, and shall remain in effect for a period of thirty-six (36) months, expiring on January 31, 2029, unless terminated earlier in accordance with this MOU.

### 4. Use of Property

The City grants the Fine Arts Council permission to utilize the Property for arts, cultural, and related community purposes consistent with its mission.

- The Fine Arts Council may use up to sixty percent (60%) of the second floor of the facility for storage.
- All other use of the Property shall be consistent with applicable laws, ordinances, and City policies.

### 5. Maintenance and Cleaning

The Fine Arts Council shall be responsible for routine cleaning and general maintenance of the facility during the term of this MOU. The City shall retain responsibility for major structural components unless otherwise agreed to in writing.

### 6. Improvements and Alterations

## Memo Template

Any repairs, alterations, improvements, or modifications to the Property, whether permanent or temporary, must receive prior written approval from the City before any work is undertaken. All approved improvements shall become the property of the City unless otherwise agreed in writing.

### 7. City Rights

The City retains the right to terminate this MOU if:

- The Fine Arts Council ceases to utilize the Property for the purposes described herein; or
- The City determines that the Property is required for a municipal purpose related to downtown revitalization or other public need.

In the event of termination for City need, the City shall reimburse the Fine Arts Council for documented, City-approved expenditures made to the Property during the term of this MOU.

### 8. Termination

This MOU may be terminated under the following conditions:

#### a. Termination for Convenience:

Either the City or the Fine Arts Council may terminate this MOU for any reason by providing one hundred twenty (120) days' written notice to the other party.

#### b. Termination by the City for Cause or Need:

The City retains the right to terminate this MOU if:

- The Fine Arts Council ceases to utilize the Property for the purposes described herein; or
- The City determines that the Property is required for a municipal purpose, including but not limited to downtown revitalization or other public needs.

In the event of termination by the City due to municipal need, the City shall reimburse the Fine Arts Council for documented, City-approved expenditures made to the Property during the term of this MOU.

### 9. Extension

The Fine Arts Council shall have the first right of consideration for an extension of this MOU upon its expiration, subject to City Commission approval and mutually agreed-upon terms.

### 10. No Lease or Tenancy

This MOU does not create a lease, tenancy, or property interest of any kind. The Fine Arts Council's use of the Property is permissive and revocable in accordance with this MOU.

**11. Governing Law**

This MOU shall be governed by and construed in accordance with the laws of the State of Michigan.

**12. Entire Agreement**

This MOU constitutes the entire agreement between the parties regarding the subject matter herein and may be amended only by written agreement approved by both parties.

**CITY OF BUCHANAN**

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

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

**BUCHANAN FINE ARTS COUNCIL**

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

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

# Memo Template



**RESOLUTION 2026.02/02**  
**A RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE CITY OF BUCHANAN AND**  
**THE BUCHANAN FINE ARTS COUNCIL**  
**FOR THE USE OF CITY-OWNED PROPERTY**

WHEREAS, the City of Buchanan (“City”) desires to support arts, cultural development, and related community activities within the City; and

WHEREAS, the Buchanan Fine Arts Council (“Fine Arts Council”) is a nonprofit organization whose mission includes promoting cultural and artistic activities within the City of Buchanan; and

WHEREAS, the City is the owner of certain real property known as the Tin Shop Theater and located at the southwest corner of Roe Street and Days Avenue in the City of Buchanan, Berrien County, Michigan (“Property”); and

WHEREAS, the City desires to permit the Fine Arts Council to utilize the Property for arts, cultural, and related community purposes without conveying ownership or dedicating the Property to a permanent use; and

WHEREAS, the City and the Fine Arts Council have negotiated the terms of a Memorandum of Understanding (“MOU”) governing the use of the Property, including maintenance responsibilities, permitted use, term, termination rights, and conditions for improvements; and

WHEREAS, the proposed MOU provides for a term beginning February 1, 2026, and continuing for thirty-six (36) months, expiring on January 31, 2029, unless terminated earlier in accordance with its terms; and

WHEREAS, the MOU allows the Fine Arts Council to utilize up to sixty percent (60%) of the second floor of the facility for storage, requires the Fine Arts Council to perform routine cleaning and maintenance, and requires City approval for any work performed on the Property; and

WHEREAS, the MOU permits either party to terminate the agreement with one hundred twenty (120) days’ written notice, and preserves the City’s right to terminate the agreement if the Property is required for a municipal purpose, with reimbursement of approved expenditures as provided therein; and

WHEREAS, the Fine Arts Council shall have the first right of consideration for an extension of the MOU upon its expiration, subject to City Commission approval.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Buchanan hereby approves the Memorandum of Understanding between the City of

Buchanan and the Buchanan Fine Arts Council, substantially in the form presented to the Commission.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute the Memorandum of Understanding on behalf of the City and to take any administrative actions necessary to implement the intent of this Resolution.

BE IT FURTHER RESOLVED that nothing in this Resolution or the MOU shall be construed as creating a lease, tenancy, or property interest in favor of the Fine Arts Council.

Adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on \_\_\_\_\_, 2026.

AYES:

NAYS:

ABSTAIN:

ABSENT:



Date: 2/18/2026  
To: City Commission  
From: Kalla Langston-Weiss, City Clerk  
Subject: Recommendation to Approve BS&A Cemetery Management Software

### **Purpose**

The purpose of this memorandum is to request Commission approval to transition from the Pontem Cemetery Data Manager system to the BS&A Cemetery Management module.

### **Background**

The City currently utilizes Pontem Cemetery Data Manager for cemetery records and plot management. While the system functions at a basic level, it presents ongoing operational challenges that impact efficiency, accessibility, and customer service.

### **Operational Concerns with Pontem**

#### **1. Search Limitations**

- The system requires exact name spelling to successfully locate individuals.
- Variations in spelling, incomplete information, or historical record inconsistencies make searches time-consuming and frustrating.
- This slows service to residents and funeral homes who often need information quickly.

#### **2. System Performance**

- The software operates slowly during routine tasks such as searches and record retrieval.
- Delays are noticeable when assisting the public at the counter or over the phone.

#### **3. Limited Logins**

- The City currently has access to only two user logins.
- When multiple staff members need access simultaneously, this creates workflow bottlenecks.
- Limited access can delay responses to public inquiries and internal coordination.

#### **4. Integration Limitations**

- Pontem operates as a standalone system.
- It does not integrate seamlessly with our existing BS&A financial and municipal modules, requiring manual processes for recordkeeping and reconciliation.

### **Advantages of BS&A Cemetery Management**

#### **1. System Integration**

- BS&A Cemetery Management would integrate with our existing municipal software suite.

- Financial transactions, reporting, and recordkeeping would be consolidated within one platform.
- 2. **Improved Accessibility**
  - Additional user licenses would allow appropriate staff access without workflow interruptions.
  - Information would be easier to retrieve across departments.
- 3. **Enhanced Search Functionality**
  - Modernized search tools are expected to allow more flexible name lookups and faster record retrieval.
- 4. **Operational Efficiency**
  - Consolidating systems reduces duplication, improves reporting accuracy, and supports long-term administrative consistency.

**Budget Impact**

The transition to BS&A Cemetery Management was budgeted for in the current fiscal year and is fully covered within the approved budget. No additional appropriation is required.

**Recommendation**

Due to ongoing inefficiencies with the current Pontem system—specifically slow performance, limited user access, and difficulty locating records—I recommend that the Commission approve the transition to BS&A Cemetery Management software. This change will improve internal efficiency, enhance public service response time, and better align cemetery operations with the City's existing municipal software infrastructure.

**Proposal for:  
City of Buchanan, Berrien County, MI  
February 03, 2026  
Quoted by: Wilhelmina Korpi**

**Software and Services for BS&A**



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

## Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

### Modules - Annual Fee

#### Auxiliary

Cemetery Management .NET (To be upgraded to Cloud once module become available)	\$2,645.00
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<b>Subtotal</b>	<b>\$2,645.00</b>
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### Data Conversions/Database Setup

CM-Conversion-Pontem	\$1,590.00
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<b>Total</b>	<b>\$1,590.00</b>
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### Project Management and Implementation Planning

#### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

<b>Total</b>	<b>\$1,840.00</b>
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## Implementation and Training

- \$1,225/day
- Days quoted are estimates; you are billed for actual days used
- Training days quoted/billed in full day increments only

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

### Setup Days

ITS Setup – CM	Setup Days: 1	\$1,225.00
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### Implementation and Training Days

ITS Training - CM	Training Days: 1	\$1,225.00
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**Total Days: 2**

**Total: \$2,450.00**

## Cost Totals

New Purchase – Annual Fee	Subtotal	\$2,645.00
Data Conversion/Database Setup	Subtotal	\$1,590.00
Project Management and Implementation Planning	Subtotal	\$1,840.00
Implementation and Training	Subtotal	\$2,450.00

## Total Proposed

**\$8,525.00**

The final invoice will reflect actual expenses following the completion of training activities based on the guidelines described below.

- \$160/\$185/\$225 per day hotel, varies by state
- \$90 per day car rental
- \$70 per day meals
- \$730 per trip airfare/related expenses
- \$0.70/mile round trip for drive distance

## Payment Schedule

- 1<sup>st</sup> Payment: **\$3,430** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$2,645** to be invoiced upon the subscription start date.
- 3<sup>rd</sup> Payment: **\$2,450** to be invoiced upon completion of training.



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

Item XII. F.

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

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

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

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

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

Kalla Langston-Weiss  
City Clerk  
City of Buchanan

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	AALFS PETROLEUM INC.	Invoice: 1.31.26 Ref#: 32187(JANUARY 2026 FUEL CHARGES)		
		GAS AND OIL	101-301.000-751.000	457.93	
		GAS AND OIL	101-441.000-751.000	4,309.14	
		GAS AND OIL	101-336.000-751.000	90.24	
		GAS AND OIL	592-590.000-751.000	93.83	
		GAS AND OIL	101-567.000-751.000	591.43	
		GAS AND OIL	592-591.000-751.000	119.32	
		Vnd: 0336 Invoice: 1.31.26	101-000.000-202.000		5,448.74
		Vnd: 0336 Invoice: 1.31.26	592-000.000-202.000		213.15
		Expected Check Run: 02/23/2026			
				5,661.89	5,661.89
01/31/2026	AP	ABONMARCHE CONSULTANTS, INC.	Invoice: 162578 Ref#: 32138(PROJECT#: 25-0498 BUCHANAN RBDG DOWNTOWN)		
		GRANTS & SPECIAL PROJECTS	101-700.000-967.002	1,160.50	
		Vnd: 0202 Invoice: 162578	101-000.000-202.000		1,160.50
		Expected Check Run: 02/23/2026			
				1,160.50	1,160.50
02/17/2026	AP	ALS GROUP USA, CORP.	Invoice: 3313HN56131 Ref#: 32176(FEBRUARY 2026 COPPER CHLORIDE SULFATE )		
		LAB ANALYTICAL SERVICE	592-590.000-820.000	100.00	
		Vnd: 1693 Invoice: 3313HN56131	592-000.000-202.000		100.00
		Expected Check Run: 02/23/2026			
				100.00	100.00
02/17/2026	AP	ARCEM ENTRY SYSTEMS, LLC	Invoice: 206269 Ref#: 32156(AERIAL 4640 BAY ROLLUP DOOR REPAIR)		
		MAINTENANCE - BUILDINGS	101-336.000-931.000	259.00	
		Vnd: 2437 Invoice: 206269	101-000.000-202.000		259.00
		Expected Check Run: 02/23/2026			
				259.00	259.00
01/31/2026	AP	AT&T	Invoice: 28702096779X01122026 Ref#: 32186(CITY ISSUED PHONE USAGE -12.14		
		TONY - PHONE	101-172.000-853.000	114.67	
		KALLA - PHONE	101-215.000-853.000	68.86	
		CRAIG - IPAD	592-591.000-853.000	21.76	
		GUY - PHONE	101-371.001-853.000	57.87	
		CEMETERY -PHONE	101-567.000-853.000	57.87	
		DPW - PHONE	101-441.000-853.000	57.87	
		WATER - PHONE	592-591.000-853.000	57.87	
		KRISTEN - PHONE	101-700.000-853.000	75.86	
		JASON - PHONE	101-700.000-853.000	75.86	
		DEB- PHONE	101-253.000-853.000	38.02	
		Vnd: 0153 Invoice: 28702096779X01122026	101-000.000-202.000		546.88
		Vnd: 0153 Invoice: 28702096779X01122026	592-000.000-202.000		79.63
		Expected Check Run: 02/23/2026			
				626.51	626.51

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	BAHAM, COURTNEY MISCELLANEOUS MISCELLANEOUS MISCELLANEOUS Vnd: 2186 Invoice: 1.29.26 Vnd: 2186 Invoice: 1.29.26	Invoice: 1.29.26 Ref#: 32193 (REIMBURSEMENT FOR LEASED PLATE CHARGE -) 101-265.000-962.000 101-301.000-962.000 592-591.000-962.000 101-000.000-202.000 592-000.000-202.000	13.27 26.54 13.27	39.81 13.27
		Expected Check Run: 02/23/2026		53.08	53.08
02/17/2026	AP	BELLMAN OIL COMPANY GAS AND OIL Vnd: 2439 Invoice: 204125	Invoice: 204125 Ref#: 32178 (GENERATOR OIL) 592-590.000-751.000 592-000.000-202.000	624.65	624.65
		Expected Check Run: 02/23/2026		624.65	624.65
02/17/2026	AP	CAMPBELL FORD, LINCOLN-MERCURY EQUIPMENT MAINT SUPPLIES Vnd: 0033 Invoice: 5043699	Invoice: 5043699 Ref#: 32171 (OIL FILTER CAP) 101-441.000-758.000 101-000.000-202.000	11.20	11.20
		Expected Check Run: 02/23/2026		11.20	11.20
02/17/2026	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4259084012	Invoice: 4259084012 Ref#: 32166 (SHOP TOWELS & MATS) 101-441.000-818.000 101-000.000-202.000	242.79	242.79
		Expected Check Run: 02/23/2026		242.79	242.79
02/17/2026	AP	CITY OF BUCHANAN-PETTY CASH MISCELLANEOUS MISCELLANEOUS Vnd: 1673 Invoice: 2.15.26	Invoice: 2.15.26 Ref#: 32210 (REPLENISH PETTY CASH DRAWER) 592-590.000-962.000 592-591.000-962.000 592-000.000-202.000	60.00 60.00	120.00
		Expected Check Run: 02/23/2026		120.00	120.00
02/17/2026	AP	CIVIC PLUS CONTRACTUAL PREPAID FY 24-25 Vnd: 2220 Invoice: 362925	Invoice: 362925 Ref#: 32190 (AGENDA & MEETING MINUTES SOFTWARE PREM.) 101-215.000-818.000 101-000.000-123.000 101-000.000-202.000	850.00 2,550.00	3,400.00
		Expected Check Run: 02/23/2026		3,400.00	3,400.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/17/2026	AP	CIVIC PLUS CONTRACTUAL PREPAID Vnd: 2220 Invoice: 362847	Invoice: 362847 Ref#: 32191 (MUNICODE WEBSITE SUBSCRIPTION - 4.1.26-3) 101-215.000-818.000 101-000.000-123.000 101-000.000-202.000	1,160.40 3,481.13	4,641.53
		Expected Check Run: 02/23/2026		4,641.53	4,641.53
02/17/2026	AP	COCM CONFERENCES AND WORKSHOP Vnd: 0534 Invoice: SPRING26	Invoice: SPRING26 Ref#: 32157 (BUILDING INSPECTOR CONFERENCE REGISTRATI) 101-371.001-864.000 101-000.000-202.000	240.00	240.00
		Expected Check Run: 02/23/2026		240.00	240.00
02/17/2026	AP	COMCAST BUSINESS TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 2.3.26-3.2.26 Vnd: 1722 Invoice: 2.3.26-3.2.26	Invoice: 2.3.26-3.2.26 Ref#: 32189 (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	520.15 317.61 180.90	520.15 498.51
		Expected Check Run: 02/23/2026		1,018.66	1,018.66
01/31/2026	AP	CONTROL SOLUTIONS INC. MAINTENANCE - BUILDINGS Vnd: 2438 Invoice: 23914CW	Invoice: 23914CW Ref#: 32162 (HWS PUMP INVESTIGATION - BOILER HVAC CON) 101-441.000-931.000 101-000.000-202.000	1,550.00	1,550.00
		Expected Check Run: 02/23/2026		1,550.00	1,550.00
02/17/2026	AP	COREWELL HEALTH MEDICAL EXAMS Vnd: 2433 Invoice: 1.16.26	Invoice: 1.16.26 Ref#: 32188 (LAB VISIT DANE CAUFFMAN FORENSIC DOT DRU) 101-567.000-961.000 101-000.000-202.000	59.00	59.00
		Expected Check Run: 02/23/2026		59.00	59.00
02/17/2026	AP	COUNTY OF BERRIEN OFFICE SUPPLIES Vnd: 1864 Invoice: 17725	Invoice: 17725 Ref#: 32145 (PROPERTY SHEETS & REPORT CARDS) 101-301.000-728.000 101-000.000-202.000	221.77	221.77
		Expected Check Run: 02/23/2026		221.77	221.77
02/17/2026	AP	DALE'S AUTO SALES & SERVICE GAS AND OIL Vnd: 1144 Invoice: 18705	Invoice: 18705 Ref#: 32167 (PLOW FLUID) 101-441.000-751.000 101-000.000-202.000	100.00	100.00
		Expected Check Run: 02/23/2026		100.00	100.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/17/2026	AP	DANE CAUFFMAN UNIFORMS Vnd: 2380 Invoice: 2.14.26	Invoice: 2.14.26 Ref#: 32139 (BOOT & UNIFORM REIMBURSEMENT) 101-567.000-768.000 101-000.000-202.000	178.60	178.60
		Expected Check Run: 02/23/2026		178.60	178.60
02/17/2026	AP	DRIVERS LICENSE GUIDE COMPANY MISCELLANEOUS SUPPLIES Vnd: 2436 Invoice: 857886	Invoice: 857886 Ref#: 32152 (4 I.D. CHECKING GUIDES) 101-301.000-756.000 101-000.000-202.000	99.00	99.00
		Expected Check Run: 02/23/2026		99.00	99.00
01/31/2026	AP	ENTERPRISE FLEET MANAGEMENT LEASE - ENTERPRISE FLEET ENETERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT LEASE - ENTERPRISE FLEET ENETERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT LEASE - ENTERPRISE FLEET ENETERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT LEASE PAYABLE - ENTERPRISE FLEET ENTERPRISE - INTEREST EXPENSE ENTERPRISE - MAINTENANCE MANAGEMENT DMV FEES Vnd: 2425 Invoice: 653247-020426 Vnd: 2425 Invoice: 653247-020426	Invoice: 653247-020426 Ref#: 32192 (FLEET LEASE & MAINTENANCE MANAGEMENT) 101-265.000-991.001 101-265.000-993.005 101-265.000-818.006 101-301.000-991.001 101-301.000-993.005 101-301.000-818.006 101-301.000-991.001 101-301.000-993.005 101-301.000-818.006 101-301.000-991.001 101-301.000-993.005 101-301.000-818.006 592-000.000-304.000 592-000.000-907.000 592-591.000-818.006 101-253.000-956.000 101-000.000-202.000 592-000.000-202.000	471.70 106.24 106.31 681.47 128.27 68.03 681.47 128.27 68.03 843.97 188.23 143.54 60.00	2,499.79 1,175.74
		Expected Check Run: 02/23/2026		3,675.53	3,675.53
02/17/2026	AP	ERIC LOTSBAICH RESERVE OFFICER WAGES Vnd: 2340 Invoice: 2.3.26	Invoice: 2.3.26 Ref#: 32150 (BUCHANAN BASKETBALL GAME) 101-301.000-818.002 101-000.000-202.000	24.00	24.00
		Expected Check Run: 02/23/2026		24.00	24.00
02/17/2026	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106680676.003	Invoice: S106680676.003 Ref#: 32173 (SMITHBLR 226 REP-CLAMP) 592-591.000-729.002 592-000.000-202.000	306.00	306.00
		Expected Check Run: 02/23/2026		306.00	306.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/17/2026	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106714869.001	Invoice: S106714869.001 Ref#: 32183 (SMART POINT METERS & CLAMPS) 592-591.000-729.002 592-000.000-202.000	3,242.70	3,242.70
		Expected Check Run: 02/23/2026		3,242.70	3,242.70
02/01/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1837 Vnd: 2228 Invoice: 1837	Invoice: 1837 Ref#: 32143 (FEB 2026 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	431.14 215.58 215.58 950.00	1,381.14 431.16
		Expected Check Run: 02/23/2026		1,812.30	1,812.30
01/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1840	Invoice: 1840 Ref#: 32144 (IT SUPPORT & ADMIN - CITY HALL JAN 2026) 101-265.000-819.000 101-000.000-202.000	161.98	161.98
		Expected Check Run: 02/23/2026		161.98	161.98
01/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1835	Invoice: 1835 Ref#: 32146 (IT SUPPORT & ADMIN - PD JAN 2026) 101-301.000-819.000 101-000.000-202.000	656.10	656.10
		Expected Check Run: 02/23/2026		656.10	656.10
02/17/2026	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1839	Invoice: 1839 Ref#: 32155 (IT SUPPORT & ADMIN - FIRE JAN 2026) 101-336.000-818.000 101-000.000-202.000	33.75	33.75
		Expected Check Run: 02/23/2026		33.75	33.75
01/31/2026	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1836	Invoice: 1836 Ref#: 32177 (JAN 2026 IT SUPPORT & ADMIN - WWTP) 592-590.000-819.000 592-000.000-202.000	54.00	54.00
		Expected Check Run: 02/23/2026		54.00	54.00
02/17/2026	AP	FERGUSON WATERWORKS #1934 ROAD MAIN. MATERIAL & SUPPLIES Vnd: 1536 Invoice: 0454333	Invoice: 0454333 Ref#: 32172 (MATERIAL TO FIX CATCH BASIN THAT COLLAPS) 203-463.000-782.000 203-000.000-202.000	1,017.54	1,017.54
		Expected Check Run: 02/23/2026		1,017.54	1,017.54

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/17/2026	AP	FERGUSON WATERWORKS #1934 METERS-HYDRANTS-FITTINGS Vnd: 1536 Invoice: 0454525	Invoice: 0454525 Ref#: 32185 (CURB STOP) 592-591.000-729.002 592-000.000-202.000	920.00	920.00
		Expected Check Run: 02/23/2026		920.00	920.00
01/31/2026	AP	FIRST ADVANTAGE OCC HEALTH SERVICE MEDICAL EXAMS Vnd: 1124 Invoice: 2502322601	Invoice: 2502322601 Ref#: 32170 (BAKER M. RANDOM DRUG TEST - MML CDL COMI) 101-441.000-961.000 101-000.000-202.000	427.34	427.34
		Expected Check Run: 02/23/2026		427.34	427.34
02/17/2026	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23741	Invoice: 23741 Ref#: 32153 (REPLACE REAR RIGHT TIRE ON 46-6 & RE-ATT) 101-301.000-939.000 101-000.000-202.000	172.55	172.55
		Expected Check Run: 02/23/2026		172.55	172.55
02/17/2026	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23740	Invoice: 23740 Ref#: 32154 (REPLACE LEFT FRONT TIRE ON 46-3) 101-301.000-939.000 101-000.000-202.000	315.45	315.45
		Expected Check Run: 02/23/2026		315.45	315.45
01/31/2026	AP	HONOR CREDIT UNION 4 LUNCH MEETINGS + DPW LUNCH PLOWING MML MEMBERSHIP - 6 MO. 1.1.26 - 6.30.26 MML MEMBERSHIP 6 MO 7.1.26-12.31.26 CHAT GPT SUBSCRIPTION TRAVEL MME 2026 STAY SWMRC ANNUAL MEETING & AWARD CEREMONY Vnd: 1948 Invoice: 1.31.26-2199	Invoice: 1.31.26-2199 Ref#: 32211 (JANUARY 2026 CC CHARGES - T.MCGHEE) 101-172.000-962.000 101-172.000-831.000 101-000.000-123.000 101-172.000-818.000 101-172.000-873.000 101-172.000-831.000 101-000.000-202.000	223.90 212.50 212.50 60.00 514.36 185.90	1,409.16
		Expected Check Run: 02/23/2026		1,409.16	1,409.16
01/31/2026	AP	HONOR CREDIT UNION WEBSITE BUSINESS CARDS - MILLER, COOKE, RESERVE Vnd: 1948 Invoice: 1.31.26 - 8531	Invoice: 1.31.26 - 8531 Ref#: 32212 (JANUARY 2026 CC CHARGES - D. PEREZ) 101-761.002-857.000 101-301.000-728.000 101-000.000-202.000	21.24 89.00	110.24
		Expected Check Run: 02/23/2026		110.24	110.24

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	HONOR CREDIT UNION VONAGE POLICE NOTE CARDS Vnd: 1948 Invoice: 1.31.26-5784	Invoice: 1.31.26-5784 Ref#: 32213 (JANUARY 2026 CC CHARGES - BURNETT) 101-301.000-853.000 101-301.000-728.000 101-000.000-202.000	416.90 113.40	530.30
		Expected Check Run: 02/23/2026		530.30	530.30
01/31/2026	AP	HONOR CREDIT UNION MICROSOFT LICENSES - COMMISSION X5 MICROSOFT LICENSES - WWTP MICROSOFT LICENSES - WATER MICROSOFT LICENSES - CEMETERY MICROSOFT LICENSES - TREASURER MICROSOFT LICENSE - ADMIN FOR CALEB MICROSOFT LICENSES - FD MICROSOFT LICENSES - DDA MICROSOFT LICENSES - T. LYNCH MAILBOX MICROSOFT LICENSES - TREE FRIENDS PRIME X3 TESTS WWTP Vnd: 1948 Invoice: 1.31.26-0648 Vnd: 1948 Invoice: 1.31.26-0648	Invoice: 1.31.26-0648 Ref#: 32214 (JANUARY 2026 CC CHARGES - CITY CARD #) 101-101.000-818.000 592-590.000-818.000 592-591.000-818.000 101-567.000-818.000 101-253.000-818.000 101-265.000-819.000 101-336.000-818.000 101-265.000-818.000 101-172.000-818.000 101-761.006-818.000 101-265.000-818.000 592-590.000-960.000 101-000.000-202.000 592-000.000-202.000	68.50 27.40 41.10 13.70 13.70 13.70 68.50 109.60 13.70 13.70 14.99 214.20	330.09 282.70
		Expected Check Run: 01/26/2026		612.79	612.79
01/31/2026	AP	HONOR CREDIT UNION SPYPOINT CAMERA SUBS. BATTERY REPLACEMENTS FOR MILWAUKEE GREASE GUN ACCESSORY KIT Vnd: 1948 Invoice: 1.31.26-6104 Vnd: 1948 Invoice: 1.31.26-6104	Invoice: 1.31.26-6104 Ref#: 32215 (JANUARY 2026 CC CHARGES - BAKER) 101-441.000-818.000 592-591.000-756.000 101-441.000-756.000 101-000.000-202.000 592-000.000-202.000	60.00 54.99 17.62	77.62 54.99
		Expected Check Run: 02/23/2026		132.61	132.61
01/31/2026	AP	HONOR CREDIT UNION TOOL BOXES X2 ROOF TOP LIGHT FOR EQUIPMENT DATE STAMP CAMERAS 4TB VIDEO HARD DRIVE WATER FILTERS BATTERY BACKUP SURGE PROTECTORS 3 4TB VIDEO HARD DRIVES WWTP CAMERAS OFFICE SUPPLIES -PLANNERS & PENS 1099 BLANK FORMS - 1099 MISC Vnd: 1948 Invoice: 1.31.26 - 0448 Vnd: 1948 Invoice: 1.31.26 - 0448	Invoice: 1.31.26 - 0448 Ref#: 32216 (JANUARY 2026 CC CHARGES - CITY CARD 101-301.000-756.000 101-567.000-756.000 101-265.000-756.000 101-265.000-756.003 101-265.000-756.000 592-590.000-756.000 592-590.000-756.003 101-215.000-728.000 101-253.000-728.000 101-000.000-202.000 592-000.000-202.000	73.16 29.99 36.95 99.99 182.97 129.98 299.97 38.17 22.99	484.22 429.95
		Expected Check Run: 02/23/2026		914.17	914.17

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/17/2026	AP	HULL LIFT TRUCK MISCELLANEOUS SUPPLIES Vnd: 0297 Invoice: PSI-0522843	Invoice: PSI-0522843 Ref#: 32140 (LAMP FLOOD & 50W BULB FOR TOOLCAT) 101-567.000-756.000 101-000.000-202.000	93.12	93.12
		Expected Check Run: 02/23/2026		93.12	93.12
02/17/2026	AP	HULL LIFT TRUCK MISCELLANEOUS SUPPLIES Vnd: 0297 Invoice: PSI-0522803	Invoice: PSI-0522803 Ref#: 32141 (LATCH FOR TOOLCAT) 101-567.000-756.000 101-000.000-202.000	13.52	13.52
		Expected Check Run: 02/23/2026		13.52	13.52
02/28/2026	AP	INDIANA MICHIGAN POWER COMPANY STREET LIGHTING UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES Vnd: 0131 Invoice: 2.28.26 Vnd: 0131 Invoice: 2.28.26 Vnd: 0131 Invoice: 2.28.26	Invoice: 2.28.26 Ref#: 32217 (FEBRUARY 2026 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	1,624.48 162.79 964.62 621.76 437.40 742.04 1,255.05	4,058.97 162.79 1,586.38
		Expected Check Run: 02/23/2026		5,808.14	5,808.14
01/31/2026	AP	INDIANA MICHIGAN POWER COMPANY UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES Vnd: 0131 Invoice: 1.31.26 Vnd: 0131 Invoice: 1.31.26	Invoice: 1.31.26 Ref#: 32218 (JANUARY 2026 POWER USAGE) 101-761.003-921.000 101-301.000-921.000 101-441.000-921.000 101-336.000-921.000 101-761.005-921.000 592-591.000-921.000 101-265.000-921.000 592-590.000-921.000 101-761.004-921.000 101-755.000-921.000 101-000.000-202.000 592-000.000-202.000	102.91 520.80 1,424.62 37.80 138.76 3,135.73 2,980.84 6,011.70 134.71 91.47	5,431.91 9,147.43
		Expected Check Run: 02/23/2026		14,579.34	14,579.34
01/31/2026	AP	KCI PRINTING & PUBLISHING PRINTING & PUBLISHING Vnd: 2120 Invoice: 355188	Invoice: 355188 Ref#: 32194 (FEBRUARY 2026 WATER BILLS) 592-590.000-902.000 592-591.000-902.000 592-000.000-202.000	720.88 720.87	1,441.75
		Expected Check Run: 02/23/2026		1,441.75	1,441.75

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	KEYSTONE COOPERATIVE EQUIPMENT MAINT SUPPLIES Vnd: 2342 Invoice: 6203176	Invoice: 6203176 Ref#: 32158 (TRACTOR HYDRAULIC FLUSID - 55 GAL DRUM) 101-441.000-758.000 101-000.000-202.000	782.65	782.65
		Expected Check Run: 02/23/2026		782.65	782.65
01/31/2026	AP	KEYSTONE COOPERATIVE EQUIPMENT MAINT SUPPLIES GAS AND OIL Vnd: 2342 Invoice: 6203174	Invoice: 6203174 Ref#: 32159 (ENGINE OIL - SERVICE ON ALL TRUCKS & EQU) 101-441.000-758.000 101-441.000-751.000 101-000.000-202.000	259.05 864.05	1,123.10
		Expected Check Run: 02/23/2026		1,123.10	1,123.10
02/17/2026	AP	MACALLISTER MACHINERY CO EQUIPMENT MAINT SUPPLIES Vnd: 1145 Invoice: P11077773	Invoice: P11077773 Ref#: 32163 (CUTTING EDGE & HARDWARE FOR BACKHOE BUCK) 101-441.000-758.000 101-000.000-202.000	414.94	414.94
		Expected Check Run: 02/23/2026		414.94	414.94
02/17/2026	AP	MACALLISTER MACHINERY CO EQUIPMENT MAINT SUPPLIES Vnd: 1145 Invoice: P11099974	Invoice: P11099974 Ref#: 32164 (LOCK RINGS FOR BACKHOE) 101-441.000-758.000 101-000.000-202.000	16.56	16.56
		Expected Check Run: 02/23/2026		16.56	16.56
02/17/2026	AP	MARK FARM SUPPLY DUCK FEEDER Vnd: 2068 Invoice: 8278 - 2.9.26	Invoice: 8278 - 2.9.26 Ref#: 32195 (DUCK FEED) 701-000.000-582.067 701-000.000-202.000	109.43	109.43
		Expected Check Run: 02/23/2026		109.43	109.43
01/31/2026	AP	MID-STATES BOLT & SCREW CO. EQUIPMENT MAINT SUPPLIES Vnd: 0112 Invoice: 33020299	Invoice: 33020299 Ref#: 32160 (PLOW BOLTS & LOCKNUTS) 101-441.000-758.000 101-000.000-202.000	76.27	76.27
		Expected Check Run: 02/23/2026		76.27	76.27
02/17/2026	AP	MIDWEST PUBLIC SAFETY MAINTENANCE - VEHICLE Vnd: 2435 Invoice: 213454697	Invoice: 213454697 Ref#: 32151 (RADAR UNIT FOR CAR 46-2) 101-301.000-939.000 101-000.000-202.000	2,335.00	2,335.00
		Expected Check Run: 02/23/2026		2,335.00	2,335.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/17/2026	AP	MWEA CONFERENCES AND WORKSHOP Vnd: 1709 Invoice: E38647	Invoice: E38647 Ref#: 32179 (ANNUAL BIOSOLIDS CONFERENCE 3/11/26-3/12) 592-590.000-864.000 592-000.000-202.000	365.00	365.00
		Expected Check Run: 02/23/2026		365.00	365.00
02/17/2026	AP	NAPA AUTO PARTS MAINTENANCE - VEHICLE Vnd: 2315 Invoice: 801481	Invoice: 801481 Ref#: 32142 (WHIPER BLADES FOR 2016 F-250) 101-567.000-939.000 101-000.000-202.000	15.49	15.49
		Expected Check Run: 02/23/2026		15.49	15.49
01/31/2026	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 799023	Invoice: 799023 Ref#: 32165 (BATTERIES FOR CAMERA VAN) 101-441.000-758.000 101-000.000-202.000	633.00	633.00
		Expected Check Run: 02/23/2026		633.00	633.00
02/17/2026	AP	NAPA AUTO PARTS GAS AND OIL MISCELLANEOUS SUPPLIES Vnd: 2315 Invoice: 802211	Invoice: 802211 Ref#: 32169 (OIL FILTERS & OIL FOR 2019 FORD #1 & #2,) 101-441.000-751.000 101-441.000-756.000 101-000.000-202.000	287.64 49.96	337.60
		Expected Check Run: 02/23/2026		337.60	337.60
02/17/2026	AP	NORTH CENTRAL LABORATORIES LAB SUPPLIES Vnd: 0143 Invoice: 531485	Invoice: 531485 Ref#: 32175 (LAB SUPPLIES) 592-590.000-757.000 592-000.000-202.000	543.92	543.92
		Expected Check Run: 02/23/2026		543.92	543.92
02/17/2026	AP	PITNEY BOWES POSTAGE POSTAGE POSTAGE CONTRACTUAL BANK FEES AND CHARGES Vnd: 2391 Invoice: 1.31.26	Invoice: 1.31.26 Ref#: 32198 (POSTAGE CHARGED- JANUARY 2026) 101-253.000-730.000 101-215.000-730.000 101-700.000-730.000 101-265.000-818.000 101-253.000-956.000 101-000.000-202.000	168.65 0.74 130.61 41.00 27.17	368.17
		Expected Check Run: 02/23/2026		368.17	368.17

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	R.W. LAPINE INC. MAINTENANCE - BUILDINGS Vnd: 2376 Invoice: 75916	Invoice: 75916 Ref#: 32161 (INVESTIGATE BOILERS IN DPW GARAGE) 101-441.000-931.000 101-000.000-202.000	1,764.80	1,764.80
		Expected Check Run: 02/23/2026		1,764.80	1,764.80
02/17/2026	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0174005-IN	Invoice: 0174005-IN Ref#: 32180 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/23/2026		388.25	388.25
02/17/2026	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0174048-IN	Invoice: 0174048-IN Ref#: 32181 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/23/2026		388.25	388.25
02/17/2026	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0174084-IN	Invoice: 0174084-IN Ref#: 32182 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/23/2026		388.25	388.25
01/31/2026	AP	SEMCO ENERGY ACCT 0157168.501 ACCT 0157576.500 ACCT 0359411.500 ACCT 0374061.500 ACCT 0158995.500 ACCT 0348966.501 ACCT 0157440.501 ACCT 0156522.501 BANK FEES AND CHARGES Vnd: 0459 Invoice: 12.31.25-01.30.26 Vnd: 0459 Invoice: 12.31.25-01.30.26	Invoice: 12.31.25-01.30.26 Ref#: 32209 (GAS ENERGY USAGE) 101-301.000-921.000 101-336.000-921.000 101-761.003-921.000 592-590.000-921.000 101-265.000-921.000 592-591.000-921.000 101-761.004-921.000 101-441.000-921.000 101-253.000-956.000 101-000.000-202.000 592-000.000-202.000	588.57 557.86 380.27 509.96 1,284.20 221.94 247.69 802.24 3.50	3,864.33 731.90
		Expected Check Run: 02/23/2026		4,596.23	4,596.23
01/31/2026	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6054583412	Invoice: 6054583412 Ref#: 32199 (TONER FOR GUYS OFFICE) 101-371.001-728.000 101-000.000-202.000	320.36	320.36
		Expected Check Run: 02/23/2026		320.36	320.36

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	STAPLES MISCELLANEOUS SUPPLIES OFFICE SUPPLIES Vnd: 2409 Invoice: 6054583417	Invoice: 6054583417 Ref#: 32200 (WHITE OUT, 1.5 IN BINDERS, KEYBOARD AND) 101-265.000-756.000 101-700.000-728.000 101-000.000-202.000	6.30 56.58	62.88
		Expected Check Run: 02/23/2026		62.88	62.88
01/31/2026	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6054583407	Invoice: 6054583407 Ref#: 32201 (INDEX TABS FOR BINDERS) 101-700.000-728.000 101-000.000-202.000	24.52	24.52
		Expected Check Run: 02/23/2026		24.52	24.52
01/31/2026	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6054583409	Invoice: 6054583409 Ref#: 32202 (1.5 IN BINDERS X8) 101-700.000-728.000 101-000.000-202.000	19.28	19.28
		Expected Check Run: 02/23/2026		19.28	19.28
01/31/2026	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6054583419	Invoice: 6054583419 Ref#: 32203 (INDEX TABS FOR BINDERS, STAPLES & SHAPII 101-700.000-728.000 101-000.000-202.000	33.46	33.46
		Expected Check Run: 02/23/2026		33.46	33.46
01/31/2026	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6054583414	Invoice: 6054583414 Ref#: 32204 (TONER FOR FD) 101-336.000-728.000 101-000.000-202.000	43.84	43.84
		Expected Check Run: 02/23/2026		43.84	43.84
01/31/2026	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6054583408	Invoice: 6054583408 Ref#: 32205 (TOILET PAPER) 101-301.000-756.000 101-000.000-202.000	52.65	52.65
		Expected Check Run: 02/23/2026		52.65	52.65
01/31/2026	AP	STAPLES OFFICE SUPPLIES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6054583413	Invoice: 6054583413 Ref#: 32206 (SOAP, MOP HEAD, 3IN BINDERS) 101-301.000-728.000 101-301.000-756.000 101-000.000-202.000	89.78 129.80	219.58
		Expected Check Run: 02/23/2026		219.58	219.58

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6054583411	Invoice: 6054583411 Ref#: 32207 (METAL BINDING SPINE WIRE) 592-590.000-728.000 592-000.000-202.000	142.00	142.00
		Expected Check Run: 02/23/2026		142.00	142.00
01/31/2026	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6054583415	Invoice: 6054583415 Ref#: 32208 (STAPLES, FLOOR MAT & 3-HOLE PUNCH) 101-441.000-756.000 101-000.000-202.000	89.15	89.15
		Expected Check Run: 02/23/2026		89.15	89.15
02/17/2026	AP	SWEET C. ROBINSON RESERVE OFFICER WAGES Vnd: 1784 Invoice: 2.6.26	Invoice: 2.6.26 Ref#: 32147 (BUCHANAN BASKETBALL GAME) 101-301.000-818.002 101-000.000-202.000	42.00	42.00
		Expected Check Run: 02/23/2026		42.00	42.00
02/17/2026	AP	SWEET C. ROBINSON RESERVE OFFICER WAGES Vnd: 1784 Invoice: 2.3.26	Invoice: 2.3.26 Ref#: 32148 (BUCHANAN BASKETBALL GAME) 101-301.000-818.002 101-000.000-202.000	24.00	24.00
		Expected Check Run: 02/23/2026		24.00	24.00
01/31/2026	AP	SWEET C. ROBINSON RESERVE OFFICER WAGES Vnd: 1784 Invoice: 1.28.26	Invoice: 1.28.26 Ref#: 32149 (BUCHANAN BASKETBALL GAME) 101-301.000-818.002 101-000.000-202.000	42.00	42.00
		Expected Check Run: 02/23/2026		42.00	42.00
02/17/2026	AP	USA BLUE BOOK CHEMICALS Vnd: 0388 Invoice: INV00957310	Invoice: INV00957310 Ref#: 32184 (HACH FLOURIDE REAGENT) 592-591.000-743.000 592-000.000-202.000	325.81	325.81
		Expected Check Run: 02/23/2026		325.81	325.81
02/17/2026	AP	VFP FIRE SYSTEM MAINTENANCE - GROUNDS Vnd: 0651 Invoice: 1025-F467402	Invoice: 1025-F467402 Ref#: 32197 (PEARS MILL ANNUAL INSPECTION - SPRINKI 101-761.005-932.000 101-000.000-202.000	380.00	380.00
		Expected Check Run: 02/23/2026		380.00	380.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	VITAL RECORDS CONTROL CONTRACTUAL Vnd: 0595 Invoice: 5937566	Invoice: 5937566 Ref#: 32196 (MONTHLY SHREDDING CONTRACT) 101-265.000-818.000 101-000.000-202.000	158.88	158.88
		Expected Check Run: 02/23/2026		158.88	158.88
01/31/2026	AP	WEST SIDE TRACTOR EQUIPMENT MAINT SUPPLIES Vnd: 2061 Invoice: U76731	Invoice: U76731 Ref#: 32168 (POLYBLOCKS FOR PUSHER BOX) 101-441.000-758.000 101-000.000-202.000	454.90	454.90
		Expected Check Run: 02/23/2026		454.90	454.90
02/17/2026	AP	ZOEY MARTIN UNIFORMS Vnd: 2432 Invoice: 2.5.26	Invoice: 2.5.26 Ref#: 32174 (BOOT REIMBURSEMENT) 592-590.000-768.000 592-000.000-202.000	161.12	161.12
		Expected Check Run: 02/23/2026		161.12	161.12
				76,075.90	76,075.90

Cash/Payable Account Totals:

ACCOUNTS PAYABLE	101-000.000-202.000	50,607.99
ACCOUNTS PAYABLE	202-000.000-202.000	162.79
ACCOUNTS PAYABLE	203-000.000-202.000	1,017.54
ACCOUNTS PAYABLE	592-000.000-202.000	24,178.15
ACCOUNTS PAYABLE	701-000.000-202.000	109.43
TOTAL INCREASE IN PAYABLE:		76,075.90