

# REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, JUNE 13, 2022 – 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. Roll Call**

**V. Approve Agenda**

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

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

A. Consider approving minutes from May 21, 2022, Special Meeting Minutes.

B. Consider approving minutes from May 23, 2022, Regular Meeting Minutes.

C. Consider approving expenditures for June 13th, 2022, in the amount of \$157,365.67

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

A. Lyla Grace Nonprofit Special Liquor License Request- A representative of the Lyla Grace nonprofit will present a request to the City Commission seeking permission to apply for a Special Liquor License to host a beer garden at The Common and/or in the City-owned grassy area near Pears Mill during a July 3, 2022 concert. If the Commission approves, a vote is needed to authorize the Police Chief to sign the special liquor license application [*\*NOTE- Even if approved by the City Commission, the event also requires approval from the Michigan Liquor Control Commission*].

B. SMCAS Ambulance Board- SMCAS (Southwest Michigan Community Ambulance Service) Director Brian Scribner will present to the Commission regarding an upcoming request for SMCAS funding approvals needed to continue the current provision of ambulance service within the City.

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

A. Buchanan Tree Friends-

1) Richard Martin & Brian Murphy will present information about the tree inventory and management plan sponsored by the DNR, the City of Buchanan & the Masons.

**B. Community Development Director Report- Rich Murphy**

- 1) *Consideration for Olympian Hannah Roberts Mural Project and Funding Request for \$5,000.00*
- 2) *Consider Facade Grant for the Buchanan Senior Center at 810 Rynerson St.*

**C. City Treasurer Report**

- 1) *Introduction of Deborah Perez, newly appointed City Treasurer.*
- 2) *Consider adding Deborah Perez as an authorized user and signatory to all City of Buchanan banking accounts (Huntington, Honor Credit Union, and United Federal Credit Union).*
- 3) *Fund Balance Report*

**D. Wastewater Department Update**

- 1) *Wastewater Superintendent, Bill Housand will give an update on the Wastewater department*
- 2) *Wastewater Treatment Plant Open House to be held August 1, 2022, from 9 AM- 11 AM , to coincide with a Joint Water/Sewer Board meeting, which will also be held earlier that same morning at the Treatment Plant.*

**E. Water Department Report-**

- 1) *Operator in Charge, Scott Desenberg will give an update on the Water Department.*
- 2) *Consider an updated Water/Sewer Tap Fee rate schedule, if approved the rate schedule will go into effect immediately.*
- 3) *Wellhead Protection Committee- consider approving members to Wellhead Protection Area Committee.*

**F. Buchanan Building Authority, Clerk Kalla Langston**

- 1) *Consider authorizing approval for The Buchanan Building Authority to approve resolution 2022.05/002, a resolution to authorize the issuance of building authority bonds. [\*NOTE- This item may end up being recommended to be tabled, depending upon whether we hear back from Andy Campbell in time].*

**X. Unfinished Business**

- A. **Reconsideration of Ordinance 2022.03/430- IMPC Adoption Ordinance, Property Maintenance Code.** - Reconsider a New First Reading of Ordinance 2022.03/430 [previous review of First Reading did not have all of the 'blanks' filled in yet].
- B. **Discussion of the recently passed 2022-2023 Budget and scheduling budget amendment work sessions, if desired.** -The recently passed FY 2022-2023 Budget is available on the City website at the following link: <https://tinyurl.com/y6uh6tyy>
- C. **Contract Authorizations-** Consider authorizing the City Manager to sign the following pending contracts, following the recent review of said contracts by the City Attorneys: (a) Bergmann [architects for the DPW building], (b) AVB [construction managers for the DPW building, and (c) Prein & Newhoff [engineers for the 2023/2024 redesign & reconstruct of Front Street/infrastructure projects].

**XI. New Business**

- A. Moose Parking Lot for Thrill on the Hill- Consider options related to the City potentially utilizing *The Moose's* parking lot during the Thrill on the Hill.
- B. Closed Session RE Real Property- [\*NOTE- This matter might be recommended to be tabled, depending upon availability of information by time of meeting].
  - (a) Enter Closed Session- Consider entering Closed Session pursuant to MCL 15.268 Sec. 8 (1)(d) to consider the potential purchase or lease of real property.
  - (a) Reenter Open Session- Consider reentering Open Session.
  - (C) Action Based on Closed Session- Consider authorizing action based on Closed Session discussions.

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

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

**XIV. Executive Comments**

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

**XV. Adjourn**



# SPECIAL MEETING OF THE BUCHANAN CITY COMMISSION

SATURDAY, MAY 21, 2022 – 7:00 AM

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 special meeting of the Buchanan City Commission to be held in the Chamber of City Hall.

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### I. Call to Order

Meeting was called to order by Mayor Denison at 7:02 A.M.

### II. Roll Call

Present: Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money, Commissioner Patrick Swem

City Staff: City Manager Heather Grace, City Clerk Kalla Langston

### III. Public Comment - Agenda Items Only (3-minute limit)

None

### IV. New Business

#### A. Budget Workshop for 2022-2023

Grace presented the budget with the note of the change to the budget millage due to Headlee. Which rolled back the millage rate to 16.9793. The City Commission and Grace went through the budget in the areas that they were concerned with or any changes. The City Commission will decide to adopt the Budget at there next regular meeting. See attachment A, B, C, D, E, & F

Weedon and Swem had to leave right at 9:00 A.M. due to schedule conflicts

### V. Public Comment - Non-Agenda Items Only (3-minute limit)

None

### VI. Adjourn

Mayor Denison Adjourned at 9:04 A.M.

Kalla Langston, City Clerk

Mayor Sean Denison



WATER & SEWER ENTERPRISE FUND									
PROPOSED									
2022-23 BUDGET									
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change	Updated
REVENUES									
501-000-000-400.012	TRANSFER FROM PAYROLL	0.00	0.00	24,195.60	(24,195.60)	#DIV/0!	0.00	N/A	
501-000-000-404.000	MISCELLANEOUS INCOME	146.66	0.00	0.00	0.00	#DIV/0!	0.00	N/A	
501-000-000-642.000	WATER SALES	578,031.90	558,682.00	456,172.36	102,509.64	82%	603,376.00	8%	Reflects an 8% increase in water rates, as per Baker Tilly rate calculation for previous water bond.
501-000-000-643.001	SEWER CHARGES	804,831.06	876,783.00	720,661.57	156,121.43	82%	946,925.00	8%	Reflects an 8% increase in sewer rates, as per Baker Tilly rate calculation for previous water bond.
501-000-000-647.000	BUCH TWP ASSESSMENT CHARGE	11,221.19	11,193.00	9,486.30	1,706.70	85%	11,193.00	0%	
501-000-000-652.000	FUTURE PLANT CHARGES	(17.76)	0.00	0.00	0.00	#DIV/0!	0.00	N/A	
501-000-000-656.000	PENALTIES - DELINQ. COLLECT.	(177.20)	42,000.00	15,900.35	26,099.65	38%	42,000.00	0%	
501-000-000-661.000	LEACHATE TREATMENT	242,064.95	240,000.00	198,695.07	41,304.93	83%	240,000.00	0%	
501-000-000-662.000	READY-TO-SERVE CHARGES	869,049.46	898,175.00	809,149.39	89,025.61	90%	898,175.00	0%	
501-000-000-665.000	INTEREST EARNED	(2,624.78)	30,000.00	3,631.32	26,368.68	12%	30,000.00	0%	
501-000-000-667.001	HYDRANT RENTAL	0.00	3,996.00	944.00	3,052.00	24%	3,996.00	0%	
501-000-000-667.003	UNCLASSIFIED	27,794.89	0.00	20,893.06	(20,893.06)	#DIV/0!	0.00	N/A	
501-000-000-670.000	OXIDATION DITCH RESERVES	(22.97)	33,500.00	0.00	33,500.00	0%	33,500.00	0%	
TOTAL REVENUES		2,530,297.40	2,694,329.00	2,259,729.02	434,599.98	84%	2,809,165.00	4%	
EXPENDITURES									
Dept 000.000									
501-000-000-700.012	TRANSFER TO PAYROLL	0.00	0.00	25,760.73	(25,760.73)	#DIV/0!	0.00	N/A	
501-000-000-700.015	TRANSFER TO GENERAL	5,800.00	5,800.00	11,599.95	(5,799.95)	200%	5,800.00	0%	
501-000-000-809.000	BUCH TWP UTILITY ASSESSMENT	19,776.21	18,000.00	5,538.46	12,461.54	31%	18,000.00	0%	
Total Dept 000.000		25,576.21	23,800.00	42,899.14	(19,099.14)	180%	23,800.00	0%	
Dept 506.000 - 2000 BOND SERIES									
501-506-000-962.012	INTEREST-2009 SNF	22,250.00	23,875.00	21,625.00	2,250.00	91%	19,333.16	-19%	
501-506-000-962.013	INTEREST-2010 DWRF	24,594.00	26,250.00	23,875.00	2,375.00	91%	21,500.00	-18%	
501-506-000-962.014	INTEREST - 2013 LOAN PR GEN	5,229.09	5,229.00	3,979.19	1,249.81	76%	2,691.80	-49%	
501-506-000-962.015	INTEREST - 2020 OXID DITCH	2,858.00	0.00	124,530.00	(124,530.00)	#DIV/0!	244,860.00	N/A	
501-506-000-963.004	INTEREST-NOTES PAYABLE	0.00	319,300.00	0.00	319,300.00	0%	0.00	-100%	
Total Dept 506.000 - 2000 BOND SERIES		54,931.09	374,654.00	174,009.19	200,644.81	46%	288,384.96	-23%	
Dept 590.000 - SEWER MAINTENANCE & OPERATION									
501-590-000-706.001	SALARIES-FULL TIME	289,776.48	364,111.00	247,327.63	116,783.37	68%	389,598.00	7%	Lower 7% general pay increases to wastewater and public services, plus additional compensation to Derek Gordon for promotion to Stormwater Lead
501-590-000-706.002	SALARIES - OVERTIME	14,171.28	20,000.00	9,384.46	10,615.54	47%	21,400.00	7%	
501-590-000-706.005	SALARIES-PART TIME	0.00	10,000.00	0.00	10,000.00	0%	10,700.00	7%	
501-590-000-715.000	FRINGE BENEFITS	129,349.31	220,094.00	103,001.95	117,092.05	47%	235,500.00	7%	
501-590-000-716.000	PENSION EXP-GASB 68	(41,258.00)	0.00	0.00	0.00	#DIV/0!	0.00	N/A	
501-590-000-728.000	OFFICE SUPPLIES	1,573.60	1,500.00	523.85	976.15	35%	1,500.00	0%	
501-590-000-730.000	POSTAGE	2,564.38	5,000.00	2,178.42	2,821.58	44%	5,000.00	0%	
501-590-000-743.000	CHEMICALS	13,517.26	14,000.00	8,347.30	5,652.70	60%	14,000.00	0%	
501-590-000-751.000	GAS AND OIL	4,249.64	4,500.00	3,970.94	529.06	88%	4,500.00	0%	
501-590-000-756.000	MISCELLANEOUS SUPPLIES	3,309.81	2,000.00	426.73	1,573.27	21%	2,000.00	0%	
501-590-000-757.000	LAB SUPPLIES	10,318.16	12,500.00	7,018.79	5,481.21	56%	12,500.00	0%	
501-590-000-768.000	UNIFORMS	1,600.36	1,500.00	1,000.00	500.00	67%	1,500.00	0%	
501-590-000-802.000	ACCOUNTING SUPPORT	2,358.64	9,671.00	10,090.88	(359.88)	104%	9,671.00	0%	
501-590-000-807.000	AUDIT	7,500.00	10,500.00	8,500.00	2,000.00	81%	10,500.00	0%	

501-590.000-818.000	CONTRACTUAL	27,208.17	25,000.00	30,363.49	(5,363.49)	121%	25,000.00	0%
501-590.000-853.000	TELEPHONE, INTERNET, CABLE	3,586.02	3,150.00	2,087.75	1,062.25	66%	3,150.00	0%
501-590.000-864.000	CONFERENCES AND WORKSHOP	399.72	1,500.00	2,178.00	2,178.00	-45%	1,500.00	0%
501-590.000-870.000	OXIDATION DITCH BOND	0.00	2,400,000.00	1,245,205.97	1,154,794.03	52%	0.00	-100%
501-590.000-873.000	TRAVEL & CAR ALLOWANCE	0.00	1,000.00	0.00	1,000.00	0%	1,000.00	0%
501-590.000-912.000	FIRE & LIABILITY INSURANCE	30,529.00	31,920.00	30,910.22	1,009.78	97%	31,920.00	0%
501-590.000-916.000	ANNUAL PERMIT FEE	5,760.00	6,500.00	6,510.00	(10.00)	100%	6,500.00	0%
501-590.000-920.000	USDA GRANT	100.00	100.00	0.00	100.00	0%	100.00	0%
501-590.000-921.000	UTILITIES	89,204.51	83,000.00	63,166.04	19,833.96	76%	83,000.00	0%
501-590.000-931.000	MAINTENANCE-BUILDINGS	6,083.13	5,000.00	19,835.53	(14,835.53)	397%	5,000.00	0%
501-590.000-934.000	MAINT. - OFFICE EQUIPMENT	16,778.01	25,000.00	21,417.83	3,582.17	86%	25,000.00	0%
501-590.000-936.000	SLUDGE REMOVAL	353.10	1,000.00	63.07	936.93	6%	1,000.00	0%
501-590.000-938.000	MAINTENANCE - SYSTEM	4,529.99	8,000.00	12,200.73	(4,200.73)	153%	8,000.00	0%
501-590.000-939.000	MAINTENANCE - VEHICLE	845.06	1,500.00	1,282.20	6,717.80	16%	8,000.00	0%
				1,041.68	458.32	69%	1,500.00	0%
<b>Dept 590.000 - SEWER MAINTENANCE &amp; OPERATION</b>		<b>919,671.45</b>	<b>3,308,126.00</b>	<b>2,011,016.56</b>	<b>1,297,109.44</b>	<b>61%</b>	<b>951,119.00</b>	<b>-71%</b>
<b>Dept 591.000 - WATER MAINTENANCE &amp; OPERATION</b>		<b>225,804.50</b>	<b>287,814.00</b>	<b>212,973.72</b>	<b>74,840.28</b>	<b>74%</b>	<b>307,960.00</b>	<b>7%</b>
501-591.000-706.001	SALARIES- FULL TIME	14,810.91	20,000.00	21,331.76	(1,331.76)	107%	21,400.00	7%
501-591.000-706.002	SALARIES- OVERTIME	0.00	10,000.00	1,420.53	8,579.47	14%	10,700.00	7%
501-591.000-706.005	SALARIES-PART TIME	139,064.85	200,064.00	109,712.95	90,351.05	55%	200,064.00	0%
501-591.000-715.000	FRINGE BENEFITS	(41,258.00)	0.00	0.00	0.00	#DIV/0!	0.00	N/A
501-591.000-716.000	PENSION EXP-GASB 68	1,147.87	2,500.00	1,672.31	827.69	67%	2,500.00	0%
501-591.000-728.000	OFFICE SUPPLIES	2,568.48	5,000.00	4,986.10	13.90	100%	5,000.00	0%
501-591.000-730.000	POSTAGE	4,664.74	5,000.00	6,926.54	(1,926.54)	139%	5,000.00	0%
501-591.000-733.000	CHEMICALS	3,640.97	3,500.00	3,471.36	28.64	99%	3,500.00	0%
501-591.000-751.000	GAS AND OIL	3,299.03	1,600.00	1,187.47	412.53	74%	1,600.00	0%
501-591.000-756.000	MISCELLANEOUS SUPPLIES	872.37	900.00	330.39	569.61	37%	900.00	0%
501-591.000-768.000	UNIFORMS	2,358.64	9,671.00	22,162.63	(12,491.63)	229%	9,671.00	0%
501-591.000-802.000	ACCOUNTING SUPPORT	7,500.00	10,500.00	8,500.00	2,000.00	81%	10,500.00	0%
501-591.000-818.000	CONTRACTUAL	29,640.80	20,000.00	18,786.27	1,211.73	94%	20,000.00	0%
501-591.000-853.000	TELEPHONE, INTERNET, CABLE	3,217.96	3,000.00	3,351.96	(351.96)	112%	3,000.00	0%
501-591.000-864.000	CONFERENCES AND WORKSHOP	361.00	1,800.00	1,510.00	290.00	84%	1,800.00	0%
501-591.000-873.000	TRAVEL & CAR ALLOWANCE	0.00	400.00	0.00	400.00	0%	400.00	0%
501-591.000-912.000	FIRE & LIABILITY INSURANCE	14,610.00	13,972.00	14,805.88	(833.88)	106%	13,972.00	0%
501-591.000-916.000	ANNUAL PERMIT FEE	1,300.05	3,000.00	3,340.28	(340.28)	111%	3,000.00	0%
501-591.000-920.000	USDA GRANT	100.00	0.00	0.00	0.00	#DIV/0!	0.00	N/A
501-591.000-921.000	UTILITIES	26,656.40	27,000.00	30,458.75	(3,458.75)	113%	27,000.00	0%
501-591.000-927.000	WELLHEAD PROTECTION PROG	3,460.00	7,350.00	0.00	7,350.00	0%	7,350.00	0%
501-591.000-931.000	MAINTENANCE-BUILDINGS	1,536.52	6,000.00	3,216.06	2,783.94	54%	6,000.00	0%
501-591.000-933.000	MAINTENANCE - EQUIPMENT	4,245.79	5,000.00	4,436.54	565.46	89%	5,000.00	0%

Covers 7% General pay increases to water staff and public services.

501-591,000-934,000	MAINT. - OFFICE EQUIPMENT	412.48	500.00	287.04	212.96	57%	500.00	0%
501-591,000-937,000	METERS - HYDRANTS - FITTINGS	11,079.53	28,000.00	11,773.24	16,226.76	42%	28,000.00	0%
501-591,000-938,000	MAINTENANCE - SYSTEM	11,892.09	12,000.00	8,858.27	3,141.73	74%	12,000.00	0%
501-591,000-939,000	MAINTENANCE - VEHICLE	2,180.12	2,000.00	1,598.37	401.63	80%	2,000.00	0%
501-591,000-943,000	EQUIPMENT RENTAL	0.00	750.00	75.00	675.00	10%	750.00	0%
501-591,000-960,000	EDUCATION AND TRAINING	1,115.00	1,500.00	250.00	1,250.00	17%	1,500.00	0%
501-591,000-961,000	MEDICAL EXAMS	418.80	250.00	0.00	250.00	0%	250.00	0%
501-591,000-962,000	MISCELLANEOUS	1,551.87	1,500.00	144.80	1,355.20	10%	1,500.00	0%
501-591,000-963,000	PROPERTY TAXES	5,578.00	5,578.00	5,578.00	0.00	100%	5,578.00	0%
501-591,000-968,001	DEPRECIATION	473,216.53	0.00	0.00	0.00	#DIV/0!	0.00	N/A
501-591,000-970,001	CAPITAL OUTLAY	500.00	7,000.00	0.00	7,000.00	0%	7,000.00	0%
Total 591,000 - WATER MAINTENANCE & OPERATION		957,527.30	703,149.00	503,148.22	200,000.78	72%	725,395.00	3%
TOTAL EXPENDITURES		1,957,706.05	4,409,729.00	2,731,073.11	1,678,655.89	62%	1,988,698.96	-55%
Fund 501 - W & S MAINTENANCE & OPERATION:								
TOTAL REVENUES		2,530,297.40	2,694,329.00	2,259,729.02	434,599.98	84%	2,694,329.00	0%
TOTAL EXPENDITURES		1,957,706.05	4,409,729.00	2,731,073.11	1,678,655.89	62%	1,988,698.96	-55%
SUB TOTAL		957,527.30	703,149.00	503,148.22	200,000.78		725,395.00	
LESS TRANSFER TO CAPITAL RESERVES							(100,000.00)	
LESS TRANSFER TO EQUIPMENT RESERVES							(200,000.00)	
LESS PRINCIPAL PAYMENT - 2020 OXIDATION DITCH							(100,000.00)	
LESS PRINCIPAL PAYMENT - 2009 SWRF # 5328-01							(95,000.00)	
LESS ANNUAL PAYMENT TO GENERAL FUND - ADVANCE TO W&S (9 OF 10)							(44,200.42)	
NET OF REVENUES & EXPENDITURES							86,194.58	



GENERAL FUND  
PROPOSED  
2022-23 BUDGET

Updated

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 06/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change
101-000-000-400.012	TRANSFER FROM PAYROLL	0	0	57,378	(57,378)	N/A	0	N/A
101-000-000-401.005	TRANSF FROM WATER & SEWER	5,800	5,974	11,600	(5,626)	N/A	5,800	-3%
101-000-000-401.011	TRANS-STREET REPAIR & MAINT.	115,000	118,450	115,000	3,450	1	115,000	-3%
101-000-000-402.000	REAL PROPERTY TAXES	1,230,393	1,653,150	1,187,515	465,635	1	1,551,320	0%
101-000-000-412.000	LOST PERS PROPERTY TAX REV	0	79,310	0	79,310	0	70,000	-12%
101-000-000-414.000	P.L.O.1.	29,558	42,283	49,404	(7,121)	1	49,404	17%
101-000-000-415.000	EMERGENCY RESPONSE FEE PILOT	20,000	20,600	40,000	(19,400)	2	20,000	-3%
101-000-000-417.000	DELINQUENT PERS PROPERTY TAX	1,170	1,030	1,090	(60)	1	1,100	7%
101-000-000-418.000	DAR ADMIN REIMBURSEMENT	0	18,903	0	18,903	0	0	-100%
101-000-000-421.000	GRANTS & SPECIAL PROJECTS	650	175,000	17,861	157,139	0	575,000	229%
101-000-000-431.000	INDUSTRIAL FACILITY TAX	0	366	0	366	0	366	0%
101-000-000-443.000	PENALTY & INTEREST - TAXES	10,338	10,300	10,938	(638)	1	11,000	7%
101-000-000-452.000	FRANCHISE FEE - CABLE	47,655	41,417	36,021	5,456	1	48,900	18%
101-000-000-457.000	MEDICAL MARSHUANA PERMITS	143,000	181,710	112,750	48,960	1	205,000	27%
101-000-000-471.000	BUILDING PERMITS	28,746	51,500	9,833	41,667	0	51,500	0%
101-000-000-482.000	MISC LICENSE-PERMITS	4,947	6,747	26,538	(19,791)	4	55,000	715%
101-000-000-556.000	DISTRICT LIBRARY ADMIN FEE	50	52	0	52	0	0	-100%
101-000-000-570.000	MEDICAL MARSHUANA STATE REV.	84,004	86,524	287,267	(200,743)	3	300,000	247%
101-000-000-576.000	STATE-STATUTORY SALES	207,944	214,182	187,642	26,540	1	214,182	0%
101-000-000-576.000	STATE-CONSTITUTIONAL SALES	436,134	403,152	274,598	128,554	1	403,152	0%
101-000-000-577.000	STATE SHAWED LIQUOR LICENSE	0	4,326	0	4,326	1	3,200	-26%
101-000-000-578.000	MI USE TAX REVENUE	3,212	1,162	3,164	1,162	1	1,764	0%
101-000-000-579.000	LOCAL STABILIZATION STATE REV	117,679	66,435	44,092	22,343	1	44,092	-34%
101-000-000-580.000	COVID GRANT REVENUE	75,874	0	223,999	(223,999)	N/A	0	N/A
101-000-000-599.000	LEHMANS ANNUAL PAYMENT	8,667	8,927	17,333	(8,406)	2	8,666	-3%
101-000-000-618.000	ADMINISTRATION FEE - TAXES	47,466	43,415	43,264	151	1	43,415	0%
101-000-000-633.000	FOUNDATIONS - CEMETERY	6,454	5,820	3,907	1,913	1	5,820	0%
101-000-000-634.000	CEMETERY TENT SERVICE	36,798	30,500	27,860	3,040	1	30,900	0%
101-000-000-636.000	COLUMBIANUM & PLAQUE	100	515	300	215	1	515	0%
101-000-000-640.000	VAULT SETTING FEES	2,456	1,442	0	1,442	1	1,442	0%
101-000-000-641.000	WEEDS/SNOW	4,800	4,223	4,075	3,186	0	4,223	0%
101-000-000-643.000	SALES - CEMETERY LOTS	2,964	4,326	1,140	3,186	0	4,326	0%
101-000-000-644.000	COPIES	16,356	15,965	14,680	1,285	1	15,965	0%
101-000-000-645.000	SALES - SURPLUS PROPERTY	219	283	234	49	1	283	0%
101-000-000-650.000	PARKING VIOLATIONS	7,996	210,000	0	210,000	1	210,000	0%
101-000-000-657.000	CHD VIOLATIONS 5TH DIST CRT	3,560	4,841	3,010	1,831	1	4,841	0%
101-000-000-665.000	INTEREST EARNED	664	1,345	706	839	0	1,545	0%
101-000-000-671.000	REBUD CITY CENTER	4,962	30,900	13,970	16,930	0	30,900	0%
101-000-000-673.000	SALES OF CITY-OWNED REAL PROPERTY	490	309	2,062	(1,753)	7	3,000	871%
101-000-000-677.000	ACCIDENT REPORTS	13,950	0	7,500	(1,488)	N/A	7,500	N/A
101-000-000-678.000	SCHOOL GUARDS	123	283	3,468	(3,488)	8	2,500	733%
101-000-000-683.000	RETIREE INS REIMBURSEMENT	12,870	13,390	9,011	4,379	1	13,390	0%
101-000-000-687.000	EMPLOYEE CO-PAY INSURANCE	181	196	0	196	0	200	2%
101-000-000-689.000	CASH OVER/SHORT	58,999	80,855	6,640	74,215	0	6,800	-92%
101-000-000-690.000	WORKMANS COMP INSURANCE	0	0	172	(172)	N/A	0	N/A
101-000-000-691.000	MISC REVENUE/DONATION	6,136	15,450	6,991	8,459	0	15,450	0%
101-000-000-692.000	PARK & REC REVENUE	27,594	371,800	52,409	319,391	0	50,000	-87%
		440	670	735	(65)	1	2,500	273%

Transfer from Water & Sewer enterprise fund to pay annual loan payment for W&S share of wheel loader  
Transfer from Street Repair & Maintenance Fund for administrative costs and Equipment & Vehicle rental costs from DPW & Cemetery  
**Property tax revenue from the winter & summer tax cycles. This is based on a reduced tax millage, made possible by amazing growth in the**  
Reimbursement from the State for personal property tax losses caused by the passage of "Proposal One" in 2014. See <https://www.honfigr.com>  
"Payment in Lieu of Taxes" for Metaca Court and Water and Sewer Enterprise Fund. See <https://communityhousingnetwork.org/water-s-9-c>  
As part of Metaca Court's negotiated PILOT, they are required to pay an annual fee of \$20,000 as an "emergency response fee".  
Reimbursement from Berrien County for delinquent personal property taxes.  
Reimbursement from Dial A Ride for City Administrative Expenses.  
Revenue from various grants and other special projects, unrelated to the City's enterprise funds.  
Revenue collected from Industrial businesses with IFT/CTT certificates. An IFT certificate are applied by qualified industrial businesses, and  
Revenue from the penalty and interest payments collected on the winter and summer tax cycles.  
Cable franchise fees collected in March and August each year. Franchise fees are collected by the area cable provider and then paid to the  
Marhiana Permit Fees collected through the permitting process for medical and adult use facilities within the City.  
Revenue collected from various building permit fees issues by Building Inspector Guy Lewis.  
**Revenue collected from various permits issued by the City, including zoning fees, site plan permits, and entertainment permits. Anticipate i**  
Revenue collected for City assistance with administering the local library, including handling board appointments.  
Shared revenue from the State of Michigan for the operation of marhiana facilities within the City.  
Statutory revenue sharing received quarterly from the State of Michigan, as per participation in the CRTS program. See <https://www.mlit.com>  
Constitutional revenue sharing received quarterly from the State of Michigan, as per participation in the CRTS program. See <https://www.mlit.com>  
State of Michigan Revenue Sharing for Liquor License Fees  
Revenue received from the State in July of each year as part of the shared revenue program for state liquor licenses. The MI Liquor Control  
Revenue received annually from the State through a shared revenue program relating to its collection of "use tax" which is a 6% companion  
Revenue received from the State via the Local Community Stabilization Authority (LCSA). See <http://www.localcommunitystabilizationauth>  
Annual payment received from Lehman's Orchard.  
Transfer from tax account to 101 to recoup costs related to the administration of property taxes.  
Collection of service charges for administration related to the installation of flooding foundations for grave stones.  
Collection of service charges for administration related to grave openings.  
Collection of service charges for administration related to the rental of the cemetery tent during burial services.  
Collection of service charges for administration related to the sales of columbarium (structures for the placement of urns) and plaques for 1  
Collection of service charges for administration related to the setting of vaults at the cemetery.  
Revenue collected to reimburse for costs incurred when the City has to mow or remove snow from a non-compliant property.  
Revenue collected to recoup costs incurred administering the sales of cemetery lots.  
Fees collected for use of the City Hall and Police Department copy machines.  
Revenue received from the sale of various pieces of equipment and other items no longer needed by the City, including real property.  
Revenue collected from parking violations administered by City PD.  
The revenue shared back to the City by the 5th District Court reflecting the City's share of fines and costs collected by the Court related to C  
Interest earned from investments and cash management interest earned on the 2013 W&S loan.  
Revenue from renting out the Rebuild City Center.  
**Payments received for selling City-owned real property. This is very open to adjustment depending upon which properties the Commission**  
Reimbursement by Buchanan Community Schools for 50% of the costs associated with the City's provision of crossing guards.  
Reimbursement related to the provision of past employees with health insurance, as per past employment contracts.  
Reimbursements out of Payroll relating to the 20% employee insurance co-payments which are withheld from employee checks.  
Dividend distribution from the MML's Michigan Municipal Worker's Compensation Fund. See <http://www.mml.org/insurance/fund/>  
Receipt of miscellaneous revenue, including donations received for trail projects, federal stimulus monies, etc.  
Revenue from the rental of City parks.



TOTAL REVENUES									
2,826,389									
4,009,290									
2,911,031									
1,098,259									
1									
5,035,461									
26%									
GENERAL FUND PROPOSED 2022-23 BUDGET									
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change	
101-000-000-700.012	TRANSFER TO PAYROLL	0	0	56,442	(56,442)	N/A	0	N/A	
Total Dept 000.000		0	0	56,442	(56,442)	N/A	0	N/A	
Dept 101.000 - CITY COMMISSION									
101-101.000-706.001	SALARIES-FULL TIME	270	0	0	0	N/A	0	N/A	\$5,000 for each of the five City Commissioner's is budgeted as part of the Commission's annual salary for their part-time service to the City.
101-101.000-706.005	SALARIES-PART TIME	8,577	10,500	6,096	4,404	1	10,500	0%	Cost for Commissioner fringe benefits (life insurance)
101-101.000-715.000	FRINGE BENEFITS	1,400	1,545	1,100	445	1	1,545	0%	
101-101.000-730.000	POSTAGE	16	0	658	(658)	N/A	0	N/A	
101-101.000-805.000	MARKETING PLAN	889	1,000	900	700	0	1,000	0%	For City marketing plans approved by the Commission, to include public outreach initiatives.
101-101.000-815.000	CONTRACTUAL	2,453	25,000	6,838	18,162	0	37,500	50%	For contractual services, as approved by the Commission, to include strategic plan visioning sessions, etc. Includes an \$8,000 payment to it
101-101.000-824.000	LEGAL FEES	861	22,000	25,628	(3,628)	1	52,000	136%	Legal fees related to the discharge of services by the City Commission, or for legal projects or initiatives as directed by the Commission.
101-101.000-831.000	MEMBERSHIP AND DUES	4,584	2,500	0	2,500	0	2,500	0%	Membership fees and dues for Commissioners to belong to various groups, including MML, Chamber of Commerce, etc.
101-101.000-855.000	SAFER GRANT EXPENSES	2,940	0	435	(435)	N/A	0	N/A	
101-101.000-857.000	GRANTS & SPECIAL PROJECTS	12,125	220,000	34,382	185,618	0	228,000	4%	Expenses related to grant writing and other special projects, as directed by the City Commission. This section will also include City Commis
101-101.000-861.000	REDBUD CITY CENTER PROJECT	73	13,000	0	13,000	0	0	-100%	Project expenses related to the Redbud City Center.
101-101.000-866.000	PROPERTY ACQUISITION	0	0	25,000	(25,000)	N/A	0	N/A	
101-101.000-868.000	CONFERENCES AND WORKSHOP	75	3,500	0	3,500	0	3,500	0%	Expenses associated with Commissioner attendance at trainings and conferences, such as the MML Annual Conference, etc.
101-101.000-885.000	PUBLIC RELATIONS	17,587	22,500	19,365	3,135	1	22,500	0%	Expenses related to public relations, to include promotion notices, holiday lighting and decorations, Tin Shop Theatre, Thrill on the Hill and,
101-101.000-888.000	RESURFACING PROJECT	4,625	0	0	0	N/A	0	N/A	
101-101.000-919.000	COVID-19	6,448	2,000	16	1,984	0	2,000	0%	Expenses related to COVID-19 which are chargeable for reimbursement under the "CARES Act" grants and other state grants. The negative
101-101.000-962.000	MISCELLANEOUS	2,395	2,000	532	1,468	0	2,000	0%	Unanticipated miscellaneous expenses, as directed by the City Commission.
101-101.000-970.001	CAPITAL OUTLAY	0	0	8,000	(8,000)	N/A	0	N/A	
101-101.000-984.000	LOCAL PUBLIC BROADCASTING	0	5,500	1,600	3,900	0	5,500	0%	Expenses related to the City's Channel 17 PEG programming, including equipment upgrades and content creation.
Total Dept 101.000 - CITY COMMISSION		65,317	331,045	129,951	201,094	0	588,545	78%	Total of City Commission Expenditures. The negative number in FY 20/21 represents an allowable recording of revenues in an expenditure
Dept 172.000 - CITY MANAGER									
101-172.000-706.001	SALARIES-FULL TIME	171,243	258,600	70,714	187,886	0	324,912	26%	Covers salary costs for the following City Manager, Community Development Director, Main Street Manager, and Executive Secretary, plus
101-172.000-706.005	SALARIES-PART TIME	458	0	0	0	N/A	0	N/A	Not applicable due to no part-time staff in the City Manager Department this fiscal year.
101-172.000-715.000	FRINGE BENEFITS	50,595	144,916	39,895	104,921	0	199,846	38%	Expenses for fringe benefits for the City Manager, Community Development Director, Main Street Manager, and new Director of Housing a
101-172.000-717.000	RETIREMENT	3,009	38,500	0	38,500	0	38,500	0%	Expenses for retirement costs for the City Manager, Community Development Director, and Administrative Secretary. Note that retirement
101-172.000-720.000	OFFICE SUPPLIES	1,876	3,300	1,695	1,605	1	3,300	0%	Expenses for office supplies for the City Manager, Community Development Director, and Administrative Secretary.
101-172.000-730.000	POSTAGE	2,022	2,750	1,313	1,437	0	2,750	0%	Postage expenses for the City Manager, Community Development Director, and Administrative Secretary.

101-172.000-735.000	RECRUITMENT/RELOCATION	5,938	0	0	0	0	N/A	0	N/A	Expenses related to recruitment and relocation of new City Manager and/or new Community Development Director and/or new City Manager.
101-172.000-736.000	MISCELLANEOUS SUPPLIES	379	515	92	18,482	423	0	515	0%	Costs of miscellaneous supplies for the City Manager, Community Development Director, and Administrative Secretary.
101-172.000-813.000	CONTRACTUAL	17,562	55,000	36,518	70,591	(30,641)	1	55,000	0%	Expenses for contractual services, which are anticipated in FY 21/22 to include an independent contractor City Engineer and an independent legal fees paid to the City Attorney for services directed by the City Manager, the Community Development Director, or the Mainstreet Manager.
101-172.000-825.000	LEGAL FEES	92,246	39,750	1,585	2,016	1,976	2	3,600	0%	Membership fees and dues, payments for the City Manager, Community Development Director, Administrative Secretary, and Chamber Director.
101-172.000-831.000	MEMBERSHIP AND DUES	1,399	4,000	2,024	3,593	1,907	1	4,000	0%	Expenses for the City Manager, Community Development Director, Administrative Secretary, and/or Chamber Director/Mainstreet Manager.
101-172.000-864.000	CONFERENCES AND WORKSHOP	0	5,156	5,500	3,593	800	1	5,500	0%	City Manager car allowance of \$350 per month, plus other travel reimbursements.
101-172.000-873.000	TRAVEL & CAR ALLOWANCE	5,156	5,500	3,593	1,907	800	1	5,500	0%	Repair or maintenance of equipment for the City Manager, Community Development Director, Administrative Secretary, or Chamber Director.
101-172.000-933.000	MAINTENANCE - EQUIPMENT	646	800	0	0	0	0	800	0%	Miscellaneous expenses that may occur throughout the year, incurred by either the City Manager, Community Development Director, Administrative Secretary, or Chamber Director.
101-172.000-962.000	MISCELLANEOUS	2,046	515	6,191	(5,676)	0	12	515	0%	Total expenditures related to the City Manager's office, which includes expenditures for the Community Development Director, Administrative Secretary, or Chamber Director.
<b>Total Dept 172.000 - CITY MANAGER</b>		<b>354,574</b>	<b>557,646</b>	<b>234,211</b>	<b>323,435</b>	<b>0</b>	<b>0</b>	<b>678,988</b>	<b>22%</b>	
<b>Dept 191.000 - ELECTIONS</b>										
101-191.000-706.001	SALARIES-FULL TIME	10,736	12,662	10,741	1,521	0	1	13,120	7%	25% of the Clerk's annual salary, to compensate for the Clerk's time throughout the year working on election related activities. Includes 7% increase.
101-191.000-706.002	SALARIES - OVERTIME	0	0	85	(85)	0	N/A	7,000	N/A	Expenses related to overtime pay for the City Clerk, which is no longer applicable due to the administration of City elections.
101-191.000-715.000	FRINGE BENEFITS	10,700	6,500	8,490	(1,990)	0	1	1,500	8%	25% of the Clerk's fringe benefit costs.
101-191.000-728.000	OFFICE SUPPLIES	1,079	1,500	1,928	(428)	0	1	5,000	0%	Expenditures on office supplies relating to the election.
101-191.000-818.000	CONTRACTUAL	2,294	5,000	0	5,000	0	0	1,500	0%	Election Inspector wages and other related contractual expenditures.
101-191.000-825.000	LEGAL FEES	0	1,500	0	1,500	0	0	1,500	0%	Expenses related to having the City Attorney serve on the City's Election Commission, which typically requires 3 meetings.
101-191.000-864.000	CONFERENCES AND WORKSHOP	82	300	0	300	0	0	1,500	0%	Expenditures for election training and related travel.
101-191.000-868.000	CITCL GRANT	0	300	0	300	0	0	500	0%	Expenditures eligible for CITCL grant reimbursement.
101-191.000-903.000	LEGAL NOTICES & RECORDINGS	103	500	0	500	0	0	500	0%	Expenses for legal notices and recordings related to the Clerk's provision of election services.
101-191.000-933.000	MAINTENANCE - EQUIPMENT	4,801	1,230	1,230	(730)	0	2	1,050	0%	Service fees for election equipment, including tabulator, automark, and qualified voter file computer hardware and software.
101-191.000-962.000	MISCELLANEOUS	5,708	1,050	0	1,050	0	1	1,000	0%	Miscellaneous expenditures throughout the year related to elections.
101-191.000-966.000	TRANSFER-EQUIPMENT RESERVE	1,000	1,000	1,000	0	0	1	1,000	0%	\$1,000 set aside each year to plan for future election equipment replacement.
<b>Total Dept 191.000 - ELECTIONS</b>		<b>36,502</b>	<b>31,612</b>	<b>23,475</b>	<b>8,137</b>	<b>0</b>	<b>1</b>	<b>32,970</b>	<b>4%</b>	
<b>GENERAL FUND PROPOSED 2022-23 BUDGET</b>										
<b>GL NUMBER</b>	<b>DESCRIPTION</b>	<b>END BALANCE 06/30/2021</b>	<b>2021-22 AMENDED BUDGET</b>	<b>YTD BALANCE 04/30/2022</b>	<b>AVAILABLE BALANCE</b>	<b>% BUDGET USED</b>	<b>2022-23 PROJECTED BUDGET</b>	<b>% Change</b>		
<b>Dept 209.000 - ASSESSOR</b>										
101-209.000-706.001	SALARIES-FULL TIME	0	26,250	17,250	9,000	1	0	N/A		Part time Assessor's salary. Includes 7% pay increase.
101-209.000-706.005	SALARIES-PART TIME	23,000	0	0	0	N/A	28,350	N/A		Fringe benefits for the City's part-time Assessor.
101-209.000-715.000	FRINGE BENEFITS	1,874	2,285	1,446	839	1	2,285	0%		Office supply expenditures by the City Assessor.
101-209.000-728.000	OFFICE SUPPLIES	957	1,800	0	1,800	0	1,800	0%		Pay for Assessor-related contractual services, including payment to members of the Board of Review. BSA Assessing software support services.
101-209.000-818.000	CONTRACTUAL	3,180	3,200	2,361	839	1	3,200	0%		
<b>Total Dept 209.000 - ASSESSOR</b>		<b>29,011</b>	<b>33,535</b>	<b>21,058</b>	<b>12,477</b>	<b>1</b>	<b>35,635</b>	<b>6%</b>		
<b>Dept 215.000 - CITY CLERK</b>										
101-215.000-706.001	SALARIES-FULL TIME	32,391	51,000	43,206	7,794	1	40,927	-20%		75% of the Clerk's annual salary (as 25% is allocated to the "Elections" portion of the budget). Includes 7% pay increase.
101-215.000-706.002	SALARIES - OVERTIME	0	0	255	(255)	N/A	0	N/A		Expenses related to overtime pay for the City Clerk, which is no longer applicable due to the position becoming an exempt salaried position.
101-215.000-715.000	FRINGE BENEFITS	32,416	13,708	24,151	(10,443)	4	14,667	7%		75% of the Clerk's fringe benefits.
101-215.000-728.000	OFFICE SUPPLIES	80	300	1,056	(756)	4	300	0%		Office supply expenses incurred by the Clerk (not related to the election).
101-215.000-818.000	CONTRACTUAL	475	500	91	409	0	500	0%		Contractual services incurred by the Clerk, not related to the election.
101-215.000-826.000	LEGAL FEES	0	150	0	150	0	150	0%		Legal fees incurred by the Clerk, not related to the election.
101-215.000-864.000	CONFERENCES AND WORKSHOP	525	750	2,328	(1,578)	3	750	0%		Expenses related to the Clerk's non-election trainings and conferences.
101-215.000-873.000	TRAVEL & CAR ALLOWANCE	350	200	778	(578)	4	200	0%		Travel expenses reimbursed to the Clerk for travel to non-election related trainings and conferences.
101-215.000-903.000	LEGAL NOTICES & RECORDINGS	3,762	3,500	1,841	1,659	1	3,500	0%		Expenses for publication of notices of meetings, ordinances, recording fees, etc.
101-215.000-945.000	MEMBERSHIP & DUES	300	200	100	100	1	200	0%		Costs of the Clerk's non-election related membership fees and dues expenditures.



101-215.000-962.000 MISCELLANEOUS	77	100	1,012	(912)	10	100	0%	Miscellaneous expenditures of the Clerk throughout the year that are not related to the election.
101-215.000-969.000 TRANSFER-EQUIPMENT RESERVE	750	750	750	0	1	750	0%	\$750 annual set aside for future ordinance supplementation supplies and codification expenses, to update the City's Code of Ordinances.
101-215.000-970.001 CAPITAL OUTLAY	10,363	0	0	0	N/A	0	N/A	Capital outlay expenditures related to the City Clerk's office.
Total Dept 215.000 - CITY CLERK	81,490	71,158	75,567	(4,409)	1	62,044	-13%	Total expenses for the Clerk's office that are not related to the Election.
Dept 233.000 - TREASURER								
101-253.000-706.001 SALARIES-FULL TIME	67,130	90,520	52,895	37,625	1	90,520	0%	Annual salary costs for both the City Treasurer and the City's Bookkeeper. Includes 7% pay increase for Bookkeeper, and \$70,000 salary to
101-253.000-706.002 SALARIES - OVERTIME	0	0	467	(467)	N/A	0	N/A	No longer applies due to the Treasurer role becoming an exempt salaried position.
101-253.000-715.000 FINNCE BENEFITS	34,547	40,745	31,285	9,460	1	43,597	7%	Annual costs of fringe benefits for the Treasurer and Bookkeeper.
101-253.000-728.000 OFFICE SUPPLIES	491	2,000	3,529	(1,529)	2	2,000	0%	Office supply expenditures for the Treasurer and Bookkeeper.
101-253.000-730.000 POSTAGE	3,364	1,800	3,432	(1,632)	2	1,800	0%	Annual postage costs for the Treasurer and Bookkeeper.
101-253.000-807.000 AUDIT	30,800	14,000	0	14,000	0	14,000	0%	Expenses charged by the City's auditors.
101-253.000-818.000 CONTRACTUAL	54,883	11,500	197,150	(185,650)	17	11,500	0%	Costs of contractual services procured by the Treasurer and/or Bookkeeper.
101-253.000-864.000 CONFERENCES AND WORKSHOP	450	500	129	371	0	500	0%	Expenses related to the attendance of conferences and/or trainings by the Treasurer and/or Bookkeeper.
101-253.000-873.000 TRAVEL & CAR ALLOWANCE	0	150	140	10	1	150	0%	Travel expenses related to the Treasurer and/or Bookkeeper's attendance at conferences or trainings.
101-253.000-961.000 MEDICAL EXAMS	431	0	0	0	N/A	0	N/A	Expenses related to employer required medical exams.
Total Dept 233.000 - TREASURER	192,096	161,215	289,026	(127,811)	2	164,067	2%	Total annual expenditures for the Treasurer's office, including Bookkeeper expenses.
Dept 265.000 - BUILDING AND GROUNDS								
101-265.000-756.000 MISCELLANEOUS SUPPLIES	6,649	7,500	5,233	2,267	1	7,500	0%	Miscellaneous expenditures on supplies throughout the year on City buildings or grounds.
101-265.000-818.000 CONTRACTUAL	41,959	147,500	196,639	(49,139)	1	147,500	0%	Contractual service expenses for work on City buildings or grounds.
101-265.000-853.000 TELEPHONE, INTERNET, CABLE	9,073	15,750	6,299	9,451	0	15,750	0%	Communication utility service fees for city facilities.
101-265.000-912.000 FIRE & LIABILITY INSURANCE	25,587	34,500	26,734	7,766	1	34,500	0%	Fire and liability insurance premiums to provide coverage for City buildings and grounds.
101-265.000-921.000 UTILITIES	18,748	20,000	25,479	(5,479)	1	20,000	0%	Other utility expenses for City buildings and grounds, including gas, electric, water, sewer, and refuse pickup.
101-265.000-931.000 MAINTENANCE-BUILDINGS	8,853	35,000	9,298	25,702	0	35,000	0%	Maintenance expenses throughout the year on City buildings and grounds, including painting, HVAC, etc.
101-265.000-934.000 MAINT. - OFFICE EQUIPMENT	14,446	15,000	774	14,226	0	15,000	0%	Maintenance expenses for office equipment located in City buildings.
101-265.000-958.000 OFFICE EQUIPMENT	933	3,000	11,282	(8,282)	4	3,000	0%	Office equipment expenditures for City buildings or grounds.
101-265.000-962.000 MISCELLANEOUS	14,584	3,500	5,985	(2,485)	2	3,500	0%	Miscellaneous expenditures throughout the year on City buildings or grounds.
101-265.000-970.001 CAPITAL OUTLAY	0	25,000	0	25,000	0	25,000	0%	Capital Outlay for City buildings or grounds.
101-265.000-974.000 ZONING EXPENDITURES	6,203	5,000	3,950	1,050	1	5,000	0%	Zoning expenses related to City buildings or grounds.
Total Dept 265.000 - BUILDING AND GROUNDS	147,033	311,750	291,673	20,077	1	311,750	0%	Total annual expenditures related to City buildings or grounds.
Dept 269.000 - RENTAL PROPERTY								
101-269.000-818.000 CONTRACTUAL	34	900	79	822	0	900	0%	
101-269.000-912.000 FIRE & LIABILITY INSURANCE	0	271	270	1	1	271	0%	
101-269.000-921.000 UTILITIES	2,831	2,515	3,099	(584)	1	2,515	0%	
101-269.000-931.000 MAINTENANCE-BUILDINGS	15,320	28,500	334	28,166	0	28,500	0%	
101-269.000-962.000 MISCELLANEOUS	1,514	3,000	491	2,509	0	3,000	0%	
101-269.000-970.001 CAPITAL OUTLAY	0	2,000	0	2,000	0	2,000	0%	
Total Dept 269.000 - RENTAL PROPERTY	19,700	37,186	4,272	32,914	0	37,186	0%	
Dept 271.430 - PEARS MILL								
101-271.430-731.000 ALARM MONITORING	324	1,300	243	1,057	0	1,300	0%	Contractual service expenses related to City rental properties.
101-271.430-756.014 MISCELLANEOUS	0	5,250	0	5,250	0	5,250	0%	Miscellaneous expenditures related to Pears Mill.
101-271.430-853.000 TELEPHONE, INTERNET, CABLE	993	800	794	6	1	800	0%	Fire and liability insurance premiums for City rental properties.
101-271.430-912.000 FIRE & LIABILITY INSURANCE	553	660	553	107	1	660	0%	Annual utility expenditures for City rental properties.
								Maintenance expenditures for buildings that are City rentals.
								Miscellaneous expenditures throughout the year related to City rental properties.
2022-23 BUDGET								
GI NUMBER	DESCRIPTION	END BALANCE	2021-22	YTD BALANCE	AVAILABLE	% BUDGET	2022-23	%
		06/30/2021	AMENDED BUDGET	04/30/2022	BALANCE	USED	PROJECTED BUDGET	Change
Dept 271.430 - PEARS MILL CONTINUED								
101-271.430-731.000 ALARM MONITORING	324	1,300	243	1,057	0	1,300	0	-100%
101-271.430-756.014 MISCELLANEOUS	0	5,250	0	5,250	0	500	0	-90%
101-271.430-853.000 TELEPHONE, INTERNET, CABLE	993	800	794	6	1	50	0	-94%
								Expenses related to keeping Pears Mill alarmed.
								Miscellaneous expenditures related to Pears Mill.
								Communications bills for Pears Mill.



101-271.430-912.000	FIRE & LIABILITY INSURANCE	553	660	553	107	1	50	-92%	Fire & Liability Insurance for Pears Mill.
101-271.430-921.000	UTILITIES	1,048	1,500	1,220	280	1	200	-87%	Annual utility expenditures for City rental properties.
101-271.430-935.000	BUILDING & GROUND MAINT	935	500	801	(301)	2	500	0%	Expenses related to maintenance of Pears Mill.
101-271.430-970.000	TRANSFER-CAPITAL RESERVE	3,000	3,000	3,000	0	1	0	-100%	Transfer to Capital Reserve for Pears Mill.
<b>Total Dept 271.430 - PEARS MILL</b>		<b>6,533</b>	<b>13,010</b>	<b>6,611</b>	<b>6,399</b>	<b>1</b>	<b>13,010</b>	<b>0%</b>	Total annual expenditures related to the Pears Mill.
<b>Dept 271.435 - FARMERS' MARKET</b>									
101-271.435-756.014	MISCELLANEOUS	0	3,750	0	3,750	0	4,000	7%	Miscellaneous expenses throughout the year related to the Farmer's Market. Includes increase in hourly pay for Market Manager from \$15
101-271.435-912.000	FIRE & LIABILITY INSURANCE	74	100	74	26	1	100	0%	Fire & Liability Insurance premiums related to the Farmer's Market.
101-271.435-921.000	UTILITIES	303	500	458	42	1	500	0%	Utility expenses for the Farmer's Market.
101-271.435-935.000	BUILDING & GROUND MAINT	438	850	375	475	0	850	0%	Buildings and grounds maintenance for the Farmer's Market.
<b>Total Dept 271.435 - FARMERS' MARKET</b>		<b>835</b>	<b>5,200</b>	<b>907</b>	<b>4,293</b>	<b>0</b>	<b>5,200</b>	<b>0%</b>	Total annual expenditures related to the Farmer's Market.
<b>Dept 271.440 - BUCHANAN COMMON</b>									
101-271.440-756.014	MISCELLANEOUS	168	4,750	719	4,031	0	500	-89%	Miscellaneous expenses throughout the year related to the Common.
101-271.440-912.000	FIRE & LIABILITY INSURANCE	209	340	209	131	1	340	0%	Fire and liability insurance annual premiums for the Common.
101-271.440-921.000	UTILITIES	1,367	1,650	650	1,000	0	1,650	0%	Utility expenditures throughout the year for the Common.
101-271.440-935.000	BUILDING & GROUND MAINT	2,409	3,200	1,389	1,811	0	3,200	0%	Maintenance expenses for the buildings and grounds at the Common.
101-271.440-970.000	TRANSFER-CAPITAL RESERVE	2,000	2,000	2,000	0	1	2,000	0%	Transfer to Capital Projects for future buildings repairs at the Common.
<b>Total Dept 271.440 - BUCHANAN COMMON</b>		<b>6,153</b>	<b>11,940</b>	<b>4,967</b>	<b>6,973</b>	<b>0</b>	<b>11,940</b>	<b>0%</b>	Total annual expenditures related to the Common.
<b>Dept 271.445 - HANGER PARK</b>									
101-271.445-935.000	BUILDING & GROUND MAINT	0	200	0	200	0	200	0%	Building and ground maintenance expenses for Hanger Park.
<b>Total Dept 271.445 - HANGER PARK</b>		<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>0%</b>	Total annual expenditures for Hanger Park.
<b>Dept 276.000 - CEMETERY</b>									
101-276.000-706.001	SALARIES-FULL TIME	50,439	69,500	30,382	39,118	0	74,355	7%	Cemetery salary and wages. Includes 7% pay increase.
101-276.000-706.002	SALARIES - OVERTIME	5,460	6,000	5,334	666	1	6,000	0%	Cemetery salary and wages for overtime.
101-276.000-706.004	SALARIES-TEMPORARY	26,134	34,000	22,109	11,891	1	24,000	-29%	Part-time seasonal help salary and wages for cemetery.
101-276.000-715.000	FRINGE BENEFITS	21,483	26,500	489	25,011	0	28,355	7%	Fringe benefits for cemetery workers.
101-276.000-751.000	GAS AND OIL	7,751	8,000	11,922	(3,922)	1	8,000	0%	Gas and oil costs for cemetery work.
101-276.000-756.000	MISCELLANEOUS SUPPLIES	4,394	4,400	868	3,532	0	4,400	0%	Miscellaneous supplies for cemetery work.
101-276.000-768.000	UNIFORMS	1,100	1,295	250	1,045	0	1,295	0%	Uniforms for cemetery workers.
101-276.000-813.000	CONTRACTUAL	311	800	2,457	(1,657)	3	800	0%	Contractual services expenditures related to cemetery.
101-276.000-831.000	MEMBERSHIP AND DUES	0	150	0	(257)	0	150	0%	Memberships and dues for cemetery workers.
101-276.000-853.000	TELEPHONE, INTERNET, CABLE	1,823	1,700	1,957	0	1	1,700	0%	Telephone, internet, and cable expenses related to the cemetery.
101-276.000-912.000	FIRE & LIABILITY INSURANCE	2,948	3,400	620	2,780	0	3,400	0%	Fire and liability insurance premiums related to the cemetery.
101-276.000-921.000	UTILITIES	2,535	2,600	(927)	3,527	(0)	2,600	0%	Utility expenses related to the cemetery.
101-276.000-931.000	MAINTENANCE-BUILDINGS	14,340	17,000	8,590	8,410	1	17,000	0%	Building maintenance expenses for the cemetery.
101-276.000-932.000	MAINTENANCE-GROUNDS	9,969	5,100	5,136	(36)	1	5,100	0%	Grounds maintenance expenses for the cemetery.
101-276.000-933.000	MAINTENANCE-EQUIPMENT	17,910	20,500	13,179	7,321	1	20,500	0%	Equipment expenses for the cemetery.
101-276.000-934.000	MAINT. - OFFICE EQUIPMENT	1,280	1,500	72	1,428	0	1,500	0%	Office equipment expenses for the cemetery.
101-276.000-949.000	MAINTENANCE - VEHICLE	2,554	3,000	4,373	(1,373)	1	3,000	0%	Vehicle expenses for the cemetery.
101-276.000-961.000	MEDICAL EXAMS	0	500	223	277	1	500	0%	Medical exams for cemetery workers.
101-276.000-962.000	MISCELLANEOUS	0	1,500	375	1,125	0	1,500	0%	Miscellaneous expenditures throughout the year related to the cemetery.
101-276.000-969.000	TRANSFER-EQUIPMENT RESERVE	5,500	5,500	5,500	0	1	5,500	0%	\$5,500 annual transfer to the Equipment Reserve fund for use on future equipment purchases, including \$1,000 for a future truck purchase
101-276.000-970.001	CAPITAL OUTLAY	1,299	24,000	0	24,000	0	10,600	-56%	\$10,600 annual Capital Outlay for purchases.
<b>Total Dept 276.000 - CEMETERY</b>		<b>177,210</b>	<b>236,945</b>	<b>112,914</b>	<b>124,031</b>	<b>0</b>	<b>236,945</b>	<b>0%</b>	Total Annual Expenditures related to the Cemetery.
<b>Dept 301.000 - POLICE</b>									
101-301.000-706.001	SALARIES-FULL TIME	568,630	623,460	501,422	122,038	1	679,571	9%	SALARIES for entire full-time police force staff. Includes 7% increase in pay, plus increased wages for New Police Chief and approved new Du
101-301.000-706.002	SALARIES - OVERTIME	28,885	18,000	10,532	7,468	1	18,540	3%	Expenditures on overtime for police, including overtime for one additional officer in FY 21/22.
101-301.000-706.005	SALARIES-PART TIME	44,064	38,000	26,902	11,098	1	41,040	8%	Part-time wage expenditures for police officers.
101-301.000-715.000	SALARIES-PART TIME/CODE ENF	11,457	32,000	2,531	29,469	0	32,000	0%	Expenses for part-time code enforcement officers.
101-301.000-728.000	FRINGE BENEFITS	282,116	331,955	152,748	179,207	1	355,191	7%	Annual costs for the fringe benefits for employees of the City Police Department.
101-301.000-728.001	OFFICE SUPPLIES	2,893	3,200	2,131	1,069	1	3,200	0%	Office supply expenditures for the police department.
101-301.000-751.000	GAS AND OIL	13,943	18,000	15,100	2,900	1	18,000	0%	Gas and oil expenses for the PD.



101-301.000-756.000	MISCELLANEOUS SUPPLIES	1,748	1,800	3,171	(1,371)	2	1,800	0%	Miscellaneous supplies purchased throughout the year for use by the PD.
101-301.000-767.000	UNIFORMS - PART-TIME	181	600	0	600	0	600	0%	Expenditures for uniforms for part-time officers.
101-301.000-768.000	UNIFORMS	1,863	2,000	1,545	455	1	2,000	0%	Expenditures for uniforms for full-time officers.
101-301.000-769.000	UNIFORM CLEANING	453	1,500	638	862	0	1,500	0%	Uniform cleaning expenditures for police officers.
GENERAL FUND									
PROPOSED									
2022-23 BUDGET									
GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change	
Dept 301.000 - POLICE CONTINUED									
101-301.000-818.000	CONTRACTUAL	12,638	15,000	12,622	2,378	1	15,000	0%	Contractual service expenditures related to the police department.
101-301.000-818.002	RESERVE TRAINING	200	500	0	500	0	500	0%	Expenditures for reserve training for the PD.
101-301.000-818.003	RESERVE EQUIPMENT	295	1,000	681	319	1	1,000	0%	Expenditures for equipment for the PD reserves.
101-301.000-826.000	LEGAL FEES	3,004	7,300	1,588	5,712	0	7,300	0%	Legal fees expended by the PD.
101-301.000-851.000	RADIO MAINTENANCE	8,977	9,500	3,836	5,664	0	9,500	0%	Radio maintenance fees for the PD.
101-301.000-853.000	TELEPHONE, INTERNET, CABLE	3,699	10,000	3,668	6,332	0	10,000	0%	Telephone, internet, and cable expenses incurred by the PD.
101-301.000-864.000	CONFERENCES AND WORKSHOP	0	1,500	549	951	0	1,500	0%	Expenses related to sending police staff to conferences and trainings.
101-301.000-873.000	TRAVEL & CAR ALLOWANCE	0	800	397	403	0	800	0%	Travel expenses for sending police staff to conferences, trainings, and other locations.
101-301.000-886.000	COMMUNITY POLICING	989	2,500	1,540	960	1	2,500	0%	Expenses related to community policing efforts.
101-301.000-912.000	FIRE & LIABILITY INSURANCE	6,313	22,813	7,634	15,179	0	22,813	0%	Fire and liability insurance premiums for the PD.
101-301.000-915.000	TARGET RANGE & SUPPLIES	5,835	5,200	2,775	2,425	1	5,200	0%	Costs for the supplies for and use of the target range by the PD.
101-301.000-921.000	UTILITIES	19,204	18,000	14,084	3,916	1	18,000	0%	Utility expenses incurred by the PD.
101-301.000-931.000	MAINTENANCE - BUILDINGS	5,281	5,500	1,672	3,828	0	5,500	0%	Building maintenance for the PD.
101-301.000-933.000	MAINTENANCE - EQUIPMENT	636	1,000	0	1,000	0	1,000	0%	Equipment maintenance costs for the PD.
101-301.000-934.000	MAINT. - OFFICE EQUIPMENT	2,437	2,500	214	2,286	0	2,500	0%	Maintenance costs for PD office equipment.
101-301.000-939.000	MAINTENANCE - VEHICLE	13,143	15,000	11,267	3,733	1	15,000	0%	Vehicle maintenance costs for police vehicles.
101-301.000-957.000	BOOKS AND MAGAZINES	0	400	95	305	0	400	0%	Expenditures on books and magazines for the PD.
101-301.000-960.000	EDUCATION AND TRAINING	1,690	2,500	790	1,710	0	2,500	0%	Education and training expenses for the PD.
101-301.000-961.000	MEDICAL EXAMS	551	600	452	148	1	600	0%	Medical exams for PD staff.
101-301.000-962.000	MISCELLANEOUS	2,970	2,750	2,567	183	1	2,750	0%	Miscellaneous expenditures throughout the year by the PD.
101-301.000-962.003	D.A.R.E PROGRAM	1,403	1,500	582	918	0	1,500	0%	DARE program expenditures.
101-301.000-967.000	TRANSFER-BUILDING RESERVE	4,000	4,000	4,000	0	1	4,000	0%	Annual transfer for the building reserve for future building expenses.
101-301.000-969.000	TRANSFER-EQUIPMENT RESERVE	3,000	3,000	3,000	0	1	3,000	0%	Annual transfer to the Equipment Reserve for future equipment purchases.
101-301.000-970.003	CAPITAL LEASE PAYMENTS	12,991	12,088	0	12,088	0	12,088	0%	Capital lease payments for the PD.
Total Dept 301.000 - POLICE		1,065,491	1,215,466	790,734	424,732	1	1,215,466	0%	Total annual expenditures for the Buchanan City Police Department.
Dept 315.000 - CROSSING GUARDS									
101-315.000-706.001	SALARIES-FULL TIME	26,550	36,660	12,267	24,393	0	3,916	-89%	Wages for crossing guards. Includes 7% wage increase.
101-315.000-715.000	FRINGE BENEFITS	2,050	4,250	951	3,299	0	4,250	0%	Fringe benefit costs for crossing guards.
101-315.000-756.000	MISCELLANEOUS SUPPLIES	0	500	0	500	0	500	0%	Miscellaneous supply costs for crossing guards.
Total Dept 315.000 - CROSSING GUARDS		28,599	41,410	13,218	28,192	0	41,410	0%	Total annual expenditures for crossing guards.
Dept 336.000 - FIRE DEPARTMENT									
101-336.000-706.003	SALARIES-VOLUNTEER FIREFMEN	50,506	46,000	24,139	21,861	1	49,220	7%	Wages for volunteer firefighters. Includes 7% increase in pay.
101-336.000-715.000	FRINGE BENEFITS	4,517	5,000	(385)	5,383	(0)	5,350	7%	Fringe benefit expenditures for FD.
101-336.000-728.000	OFFICE SUPPLIES	208	1,000	572	428	1	1,000	0%	Office supply expenses for FD.
101-336.000-751.000	GAS AND OIL	385	2,000	230	1,770	0	2,000	0%	Gas and oil expenses for FD.
101-336.000-756.000	MISCELLANEOUS SUPPLIES	1,655	2,000	1,438	562	1	2,000	0%	Miscellaneous supply expenditures for FD.
101-336.000-768.000	UNIFORMS	883	2,000	605	1,395	0	2,000	0%	Inform expenses for FD.
101-336.000-818.000	CONTRACTUAL	0	100	87	13	1	100	0%	Contractual services expenditures for FD.
101-336.000-851.000	MEMBERSHIP AND DUES	2,440	2,700	625	2,075	0	2,700	0%	Membership and dues expenses for FD.
101-336.000-851.001	RADIO MAINTENANCE	1,635	6,000	1,489	4,511	0	6,000	0%	Radio maintenance expenses for FD.
101-336.000-851.001	EQUIPMENT TESTING	7,090	7,000	4,528	2,472	1	7,000	0%	Equipment testing expenses for FD.
101-336.000-853.000	TELEPHONE, INTERNET, CABLE	268	1,200	1,329	(129)	1	1,200	0%	Telephone, internet, and cable expenditures for FD.
101-336.000-864.000	CONFERENCES AND WORKSHOP	305	500	443	58	1	500	0%	Conference and workshop attendance expenses for FD.

101-336.000-912.000	FIRE & LIABILITY INSURANCE	3,545	4,120	4,279	(159)	1	4,120	0%	Fire and liability insurance premiums for FD.
101-336.000-921.000	UTILITIES	9,508	7,800	7,719	81	1	7,800	0%	Utility costs for FD.
101-336.000-931.000	MAINTENANCE-BUILDINGS	1,405	2,000	1,490	510	1	2,000	0%	Building maintenance expenditures for FD.
101-336.000-933.000	MAINTENANCE-EQUIPMENT	400	500	190	310	0	500	0%	Equipment maintenance expenditures for FD.
101-336.000-934.000	MAINT.-OFFICE EQUIPMENT	167	500	2,023	(1,523)	4	500	0%	Office equipment expenditures for FD.
101-336.000-939.000	MAINTENANCE-VEHICLE	3,254	9,000	3,777	5,223	0	9,000	0%	Vehicle maintenance expenditures for FD.
101-336.000-957.000	BOOKS AND MAGAZINES	22	200	0	200	0	200	0%	Book and magazine expenditures for FD.
101-336.000-960.000	EDUCATION AND TRAINING	1,661	4,000	2,302	1,689	1	4,000	0%	Education and training expenditures for FD.
101-336.000-961.000	MEDICAL EXAMS	659	1,000	850	150	1	1,000	0%	Medical exam costs for FD staff.
101-336.000-962.000	MISCELLANEOUS	23	700	1,054	(354)	2	700	0%	Miscellaneous expenditures throughout the year by the FD.
101-336.000-967.000	TRANSFER-BUILDING RESERVE	2,000	2,000	2,000	0	1	2,000	0%	Annual transfer to the Building Reserve on behalf of the FD for future projects.
101-336.000-969.000	TRANSFER-EQUIPMENT RESERVE	4,000	4,000	4,000	0	1	4,000	0%	Transfer to the Equipment Reserve on behalf of the FD.
<b>Total Dept 336.000 - FIRE DEPARTMENT</b>		<b>96,535</b>	<b>111,320</b>	<b>64,788</b>	<b>46,532</b>	<b>1</b>	<b>111,320</b>	<b>0%</b>	<b>Total annual expenditures for the Buchanan Fire Department.</b>

GENERAL FUND  
PROPOSED  
2022-23 BUDGET

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change	
<b>Dept 371.001 - BUILDING INSPECTOR</b>									
101-371.001-706.001	SALARIES-FULL TIME	555	0	0	0	N/A	0		Pay for full-time building inspector (we currently do not have a full-time building inspector, just a part-time inspector, Guy Lewis).
101-371.001-706.005	SALARIES-PART TIME	29,356	37,760	31,756	6,004	1	40,403	7%	Pay for part-time building inspector, which includes an increase in hours for FY 21/22. Includes 7% increase in pay.
101-371.001-715.000	FRINGE BENEFITS	2,418	3,230	2,568	662	1	3,456	7%	Fringe benefits for building inspector.
101-371.001-728.000	OFFICE SUPPLIES	154	300	0	300	0	300	0%	Office supplies for use by building inspector.
101-371.001-730.000	POSTAGE	0	300	0	300	0	300	0%	Postage used by building inspector.
101-371.001-818.000	CONTRACTUAL	50	25,000	0	25,000	0	25,000	0%	Contractual service expenditures related to the office of the building inspector. For FY 21/22 this is to include independent contractor post-hoc.
101-371.001-826.000	LEGAL FEES	0	500	0	500	0	500	0%	Legal fees incurred by the office of the building inspector.
101-371.001-831.000	MEMBERSHIP AND DUES	190	200	190	10	1	200	0%	Memberships and dues for the building inspector and/or Rental Inspector(s).
101-371.001-853.000	TELEPHONE, INTERNET, CABLE	444	700	881	(161)	1	700	0%	Telephone, internet, and cable expenditures for the office of the building inspector.
101-371.001-864.000	CONFERENCES AND WORKSHOP	763	1,000	1,392	(392)	1	1,000	0%	Expenses related to conferences and workshops for the building inspector and/or rental inspector(s).
101-371.001-914.000	MEDICAL MAINTENANCE	17,776	10,000	210	9,790	0	10,000	0%	Marshall's inspection expenditures by the building inspector.
101-371.001-921.000	UTILITIES	2,140	2,200	1,952	248	1	2,200	0%	Utility expenses incurred by the office of the building inspector.
101-371.001-934.000	MAINT.-OFFICE EQUIPMENT	700	700	0	700	0	700	0%	Maintenance of office equipment expenses incurred by the office of the building inspector.
101-371.001-957.000	BOOKS AND MAGAZINES	313	500	264	236	1	500	0%	Book and magazine expenditures by the office of the building inspector.
<b>Total Dept 371.001 - BUILDING INSPECTOR</b>		<b>54,809</b>	<b>82,390</b>	<b>39,213</b>	<b>43,177</b>	<b>0</b>	<b>82,390</b>	<b>0%</b>	<b>Total annual expenditures by the Office of the Building Inspector.</b>
<b>Dept 441.000 - DEPARTMENT OF PUBLIC WORKS</b>									
101-441.000-706.001	SALARIES-FULL TIME	74,430	68,290	39,119	29,171	1	75,119	10%	Full-time public works wage expenditures, calculated as 0.08 for public safety director and 0.40 for other public works equipment operator.
101-441.000-706.002	SALARIES- OVERTIME	5,081	6,180	4,226	1,954	1	6,180	0%	Overtime wages for DPW, prorated.
101-441.000-706.004	SALARIES-TEMPORARY	10,371	0	0	0	N/A	0		
101-441.000-715.000	FRINGE BENEFITS	22,966	23,288	(650)	23,938	(0)	24,918	7%	Fringe benefits for DPW, prorated.
101-441.000-751.000	GAS AND OIL	10,831	19,000	21,878	(2,878)	1	19,000	0%	Gas and oil costs for DPW.
101-441.000-756.000	MISCELLANEOUS SUPPLIES	6,439	6,000	1,564	4,436	1	6,000	0%	Miscellaneous supplies for DPW.
101-441.000-768.000	UNIFORMS	2,479	2,700	3,049	(349)	1	2,700	0%	Uniform expenses for DPW.
101-441.000-818.000	CONTRACTUAL	362	15,000	21,050	(6,050)	1	15,000	0%	Contractual services expenditures for DPW.
101-441.000-853.000	TELEPHONE, INTERNET, CABLE	2,993	3,200	2,163	1,037	1	3,200	0%	Telephone, internet, and cable expenditures for DPW.
101-441.000-864.000	CONFERENCES AND WORKSHOP	137	1,545	61	1,484	0	1,545	0%	Conferences and workshop expenditures for DPW.
101-441.000-912.000	FIRE & LIABILITY INSURANCE	11,965	13,183	12,480	703	1	13,183	0%	Fire & liability premium insurance expenditures for DPW.
101-441.000-921.000	UTILITIES	39,362	34,000	20,419	13,581	1	34,000	0%	Utility expenditures for DPW facility.
101-441.000-926.000	STREET LIGHTING	36,452	48,000	27,060	20,940	1	48,000	0%	Street lighting expenditures.



101-441.000-993.000	MAINTENANCE-BUILDINGS	7,479	15,000	12,368	2,632	1	15,000	0%	Building maintenance expenditures for DPW.
101-441.000-993.000	MAINTENANCE-GROUNDS	235	5,150	12,975	(7,825)	3	5,150	0%	Grounds maintenance expenditures for DPW.
101-441.000-993.000	MAINTENANCE-EQUIPMENT	28,317	30,000	32,976	(2,976)	1	30,000	0%	Equipment maintenance expenditures for DPW.
101-441.000-993.000	MAINTENANCE-VEHICLE	23,104	26,000	32,963	(6,963)	1	26,000	0%	Vehicle maintenance expenditures for DPW.
101-441.000-994.000	NEW DPW BUILDING	0	25,000	85,376	(60,376)	3	25,000	0%	Set aside for new DPW building.
101-441.000-992.000	STORMWATER PHASE II	6,590	10,300	3,269	7,031	0	10,300	0%	Stormwater Phase II expenditures.
101-441.000-961.000	MEDICAL EXAMS	2,142	3,605	475	3,130	0	3,605	0%	Medical exam costs for DPW workers.
101-441.000-962.000	MISCELLANEOUS	290	3,000	1,968	1,032	1	3,000	0%	Miscellaneous expenditures throughout the year for DPW.
101-441.000-963.004	INTEREST-NOTES PAYABLE	3,603	3,711	3,133	578	1	3,711	0%	Interest on annual loan payment to Oakridge Cemetery.
101-441.000-966.000	TRANSFER-EQUIPMENT RESERVE	0	9,888	9,888	0	1	9,888	0%	\$5,000 annual transfer to Equipment Reserve.
101-441.000-970.000	TRANSFER-CAPITAL RESERVE	76,600	23,000	23,000	28,249	1	23,000	0%	Annual capital reserve transfer.
101-441.000-970.001	CAPITAL OUTLAY	22,370	52,500	24,251	28,249	1	52,500	910%	DPW Capital Outlay.
Total Dept 441.000 - DEPARTMENT OF PUBLIC WORKS		393,999	449,540	397,060	52,480	1	449,540	0%	Total annual expenditures for Buchanan Department of Public Works.
Dept 482.000 - ADMIN. & RECORD KEEPING		322	0	0	0	N/A	0	N/A	
101-482.000-969.500	BANK FEES AND CHARGES	322	0	0	0	N/A	0	N/A	
Total Dept 482.000 - ADMIN. & RECORD KEEPING		322	0	0	0	N/A	0	N/A	
Dept 756.000 - BUCHANAN AREA RECREATION BOARD		98	9,500	0	9,500	0	10,165	7%	Pay for temporary part-time seasonal workers to assist in maintaining City parks and McCoy's Creek Trail. Reflects 7% increase in pay for part-time seasonal workers.
101-756.000-706.004	SALARIES-TEMPORARY	0	1,000	410	590	0	1,070	7%	Fringe benefit expenditures for part-time seasonal workers assisting in maintaining City parks and McCoy's Creek trail.
101-756.000-715.000	FRINGE BENEFITS	0	600	0	600	0	600	0%	Expenditures on miscellaneous supplies by BARB.
101-756.000-756.000	MISCELLANEOUS SUPPLIES	8,331	60,000	3,693	56,308	0	145,000	142%	Contractual service expenditures related to BARB.
101-756.000-818.000	CONTRACTUAL	0	500	0	500	0	500	0%	Conference and workshop expenditures related to BARB.
101-756.000-864.000	CONFERENCES AND WORKSHOP	610	5,000	1,102	3,898	0	1,000	-80%	Miscellaneous expenses related to BARB.
101-756.000-962.000	MISCELLANEOUS	9,039	76,600	5,204	71,396	0	76,600	0%	Total annual expenditure for the Buchanan Area Recreation Board.
Total Dept 756.000-BUCHANAN AREA RECREATION BOARD		9,039	76,600	5,204	71,396	0	76,600	0%	
Dept 864.000 - MISCELLANEOUS COSTS/TRANSFERS		461	1,000	0	1,000	0	1,000	0%	Contingency for insurance settlements to cover the deductible portion \$1,000 per claim of the City's general liability insurance coverage.
101-864.000-912.001	INSURANCE SETTLEMENTS	2,749	6,000	2,697	3,303	0	6,000	0%	Contingency for delinquent real property taxes to cover an annual payment made to the Berrien County Treasurer to reimburse the County Employees who let the City prior to July 1, 1988 are provided with City paid health insurance coverage from this line item, as per previous e
101-864.000-965.016	DELINQUENT TAXES	8,007	8,500	3,035	5,465	0	8,500	0%	
101-864.000-965.021	RETIREES INSURANCE	11,217	15,500	5,732	9,768	0	15,500	0%	Total annual miscellaneous costs/transfer budget expenditures.
Total Dept 864.000 - MISCELLANEOUS COSTS/TRANSFERS		11,217	15,500	5,732	9,768	0	15,500	0%	
Total EXPENDITURES		2,776,787	3,794,668	2,510,350	1,284,038	1	4,170,716	10%	
GENERAL FUND									
PROPOSED									
2022-23 BUDGET									
	GENERAL FUND RECAP	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change		
TOTAL REVENUES		2,846,389	4,009,290	2,911,031	1	5,035,461	26%		
TOTAL EXPENDITURES		2,776,787	3,794,668	2,510,350	1	4,170,706	10%		
SUB TOTAL		49,602	214,622	400,450	0	864,755	15.69%		
LESS FINAL PRINCIPAL PAYMENT - OAKRIDGE CEMETERY		15,730	16,201	16,201	1	16,685	3%		
NET OF REVENUES & EXPENDITURES		33,871	198,421	384,250	1	848,070			

STREET REPAIR AND MAINTENANCE  
PROPOSED  
2022-23 BUDGET

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change
<b>REVENUES</b>								
214-000.000-402.000	REAL PROPERTY TAXES	367,539.00	345,722.00	373,607.29	(27,885.29)	108%	373,650.00	8%
214-000.000-437.000	INDUSTRIAL FACILITY TAX	0.00	104.00	0.00	104.00	0%	0.00	-100%
214-000.000-665.000	INTEREST EARNED	(122.22)	2,000.00	201.25	1,798.75	10%	500.00	-75%
<b>TOTAL REVENUES</b>		<b>367,416.78</b>	<b>347,826.00</b>	<b>373,808.54</b>	<b>(25,982.54)</b>	<b>107%</b>	<b>347,826.00</b>	<b>0%</b>
<b>EXPENDITURES</b>								
214-000.000-700.015	TRANSFER TO GENERAL	115,000.00	115,000.00	115,000.00	0.00	100%	115,000.00	0%
214-000.000-818.000	CONTRACTUAL	0.00	49,452.00	0.00	49,452.00	0%	49,452.00	0%
214-000.000-955.000	REDBUD TRAIL NORTH PROJECT	2,785.00	0.00	0.00	0.00	0%	0.00	0%
214-000.000-965.005	TRANSFER TO LOCAL STREETS	183,374.00	183,374.00	183,374.00	0.00	100%	183,374.00	0%
<b>TOTAL EXPENDITURES</b>		<b>301,159.00</b>	<b>347,826.00</b>	<b>298,374.00</b>	<b>49,452.00</b>	<b>86%</b>	<b>347,826.00</b>	<b>0%</b>
<b>Fund 214 - STREET REPAIR &amp; MAINTENANCE:</b>								
<b>TOTAL REVENUES</b>		<b>367,416.78</b>	<b>347,826.00</b>	<b>373,808.54</b>	<b>(25,982.54)</b>	<b>107%</b>	<b>347,826.00</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>		<b>(301,159.00)</b>	<b>347,826.00</b>	<b>298,374.00</b>	<b>49,452.00</b>	<b>86%</b>	<b>(347,826.00)</b>	<b>-200%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>66,257.78</b>	<b>695,652.00</b>	<b>672,182.54</b>	<b>23,469.46</b>	<b>97%</b>	<b>0.00</b>	<b>-100%</b>

MAJOR STREETS  
PROPOSED  
2022-23 BUDGET

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change
<b>REVENUES</b>								
202-000.000-400.001	GAS & WEIGHT TAX	462,140.05	498,577.00	379,584.98	118,992.02	76%	519,517.00	4%
202-000.000-400.012	TRANSFER FROM PAYROLL	0.00	0.00	25,005.55	(25,005.55)	#DIV/0!	0.00	N/A
202-000.000-413.000	OTHER STATE GRANTS	55,653.81	31,526.00	0.00	31,526.00	0%	62,000.00	97%
202-000.000-665.000	INTEREST EARNED	(183.82)	3,000.00	387.82	2,612.18	13%	3,000.00	0%
<b>TOTAL REVENUES</b>		<b>517,610.04</b>	<b>533,103.00</b>	<b>404,978.35</b>	<b>128,124.65</b>	<b>76%</b>	<b>584,517.00</b>	<b>10%</b>
<b>EXPENDITURES</b>								
202-000.000-700.012	TRANSFER TO PAYROLL	0.00	0.00	24,597.64	(24,597.64)	#DIV/0!	0.00	N/A
<b>Total Dept 000.000</b>		<b>0.00</b>	<b>0.00</b>	<b>24,597.64</b>	<b>(24,597.64)</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>N/A</b>
<b>Dept 463.000 - ROUTINE STREET MAINTENANCE</b>								
202-463.000-706.001	SALARIES-FULL TIME	29,755.97	63,639.00	43,202.13	20,436.87	68%	68,093.00	7%
202-463.000-706.002	SALARIES - OVERTIME	3,262.72	5,000.00	5,171.83	(171.83)	103%	5,350.00	7%
202-463.000-715.000	FRINGE BENEFITS	16,174.81	32,703.00	10,487.04	22,215.96	32%	34,992.00	7%
202-463.000-756.000	MISCELLANEOUS SUPPLIES	3,334.24	1,500.00	2,205.20	(705.20)	147%	1,500.00	0%
202-463.000-782.000	ROAD MAINT SUPPLIES	21,147.62	16,000.00	21,115.07	(5,115.07)	132%	16,000.00	0%
202-463.000-808.000	ST MAINT /RESURFACING	135,346.34	86,242.00	1,308.03	84,933.97	2%	86,242.00	0%
202-463.000-818.000	CONTRACTUAL	9,313.50	38,000.00	10,831.36	27,168.64	29%	38,000.00	0%
202-463.000-835.000	SIDEWALK REPLACEMENT	2,069.82	5,000.00	0.00	5,000.00	0%	5,000.00	0%
<b>Total Dept 463.000 - ROUTINE STREET MAINTENANCE</b>		<b>220,405.02</b>	<b>248,084.00</b>	<b>94,320.66</b>	<b>153,763.34</b>	<b>38%</b>	<b>255,177.00</b>	<b>3%</b>
<b>Dept 468.000 - TREE &amp; SHRUB MAINTENANCE</b>								
202-468.000-706.001	SALARIES-FULL TIME	25,692.86	30,947.00	21,562.76	9,384.24	70%	33,113.00	7%
202-468.000-706.002	SALARIES - OVERTIME	2,143.06	2,250.00	2,784.70	(534.70)	124%	2,407.00	7%
202-468.000-706.004	SALARIES-TEMPORARY	4,565.66	25,000.00	25,774.00	(774.00)	103%	26,750.00	7%
202-468.000-715.000	FRINGE BENEFITS	6,728.79	13,843.00	3,183.84	10,659.16	23%	14,812.00	7%
202-468.000-756.000	MISCELLANEOUS SUPPLIES	0.00	2,000.00	0.00	2,000.00	0%	2,000.00	0%
202-468.000-818.000	CONTRACTUAL	469.00	4,500.00	0.00	4,500.00	0%	4,500.00	0%
202-468.000-836.000	TREE REMOVAL/REPLACEMENT	3,020.40	10,000.00	8,925.00	1,075.00	89%	10,000.00	0%
<b>Total Dept 468.000 - TREE &amp; SHRUB MAINTENANCE</b>		<b>42,619.77</b>	<b>88,540.00</b>	<b>62,230.30</b>	<b>26,309.70</b>	<b>70%</b>	<b>93,582.00</b>	<b>6%</b>
<b>Dept 469.000 - DRAINAGE</b>								
202-469.000-706.001	SALARIES-FULL TIME	8,581.07	17,995.00	11,539.52	6,455.48	64%	19,254.00	7%
202-469.000-706.002	SALARIES - OVERTIME	912.99	3,000.00	1,572.23	1,427.77	52%	3,210.00	7%
202-469.000-715.000	FRINGE BENEFITS	5,364.97	11,361.00	2,662.88	8,698.12	23%	12,156.00	7%

202-469.000-756.000	MISCELLANEOUS SUPPLIES	590.26	1,000.00	0.00	1,000.00	0%	1,000.00	0%
<b>Total Dept 469.000 - DRAINAGE</b>		<b>15,449.29</b>	<b>33,356.00</b>	<b>15,774.63</b>	<b>17,581.37</b>	<b>47%</b>	<b>35,620.00</b>	<b>7%</b>
<b>Dept 474.000 - TRAFFIC SERVICES - MAINTENANCE</b>								
202-474.000-706.001	SALARIES-FULL TIME	11,642.76	15,914.00	11,263.10	4,650.90	71%	17,027.00	7%
202-474.000-706.002	SALARIES - OVERTIME	1,282.86	3,000.00	1,070.68	1,929.32	36%	3,210.00	7%
202-474.000-715.000	FRINGE BENEFITS	5,633.39	10,446.00	2,129.78	8,316.22	20%	11,177.00	7%
202-474.000-756.000	MISCELLANEOUS SUPPLIES	318.15	4,000.00	0.00	4,000.00	0%	4,000.00	0%
202-474.000-818.000	CONTRACTUAL	0.00	900.00	0.00	900.00	0%	900.00	0%
202-474.000-921.000	UTILITIES	1,289.88	2,500.00	931.47	1,568.53	37%	2,500.00	0%
202-474.000-932.000	MAINTENANCE-GROUNDS	0.00	400.00	0.00	400.00	0%	400.00	0%
202-474.000-962.000	MISCELLANEOUS	3,999.40	500.00	3,808.00	(3,308.00)	762%	500.00	0%
<b>Total Dept 474.000 - TRAFFIC SERVICES - MAINTENANCE</b>		<b>24,166.44</b>	<b>37,660.00</b>	<b>19,203.03</b>	<b>18,456.97</b>	<b>51%</b>	<b>39,714.00</b>	<b>5%</b>
<b>Dept 478.000 - WINTER MAINTENANCE</b>								
202-478.000-706.001	SALARIES-FULL TIME	20,961.47	37,774.00	28,637.37	9,136.63	76%	40,418.00	7%
202-478.000-706.002	SALARIES - OVERTIME	2,260.82	8,000.00	3,162.86	4,837.14	40%	8,560.00	7%
202-478.000-715.000	FRINGE BENEFITS	9,957.54	20,063.00	4,131.95	15,931.05	21%	20,063.00	0%
202-478.000-756.000	MISCELLANEOUS SUPPLIES	256.30	20,000.00	0.00	20,000.00	0%	21,400.00	7%
<b>Total Dept 478.000 - WINTER MAINTENANCE</b>		<b>33,436.13</b>	<b>85,837.00</b>	<b>35,932.18</b>	<b>49,904.82</b>	<b>42%</b>	<b>90,441.00</b>	<b>5%</b>

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change
<b>Dept 482.000 - ADMIN. &amp; RECORD KEEPING</b>								
202-482.000-706.001	SALARIES-FULL TIME	10,684.88	24,306.00	21,486.43	2,819.57	88%	26,007.00	7%
202-482.000-715.000	FRINGE BENEFITS	13,481.65	15,320.00	12,284.62	3,035.38	80%	16,392.00	7%
202-482.000-818.000	CONTRACTUAL	2,000.00	0.00	0.00	0.00	N/A	0.00	N/A
<b>Total Dept 482.000 - ADMIN. &amp; RECORD KEEPING</b>		<b>26,166.53</b>	<b>39,626.00</b>	<b>33,771.05</b>	<b>5,854.95</b>	<b>85%</b>	<b>42,399.00</b>	<b>7%</b>
<b>TOTAL EXPENDITURES</b>								
		<b>362,243.18</b>	<b>533,103.00</b>	<b>285,829.49</b>	<b>247,273.51</b>	<b>54%</b>	<b>556,933.00</b>	<b>4%</b>
<b>Fund 202 - MAJOR STREETS:</b>								
<b>TOTAL REVENUES</b>		<b>517,610.04</b>	<b>533,103.00</b>	<b>404,978.35</b>	<b>128,124.65</b>	<b>76%</b>	<b>584,517.00</b>	<b>10%</b>
<b>TOTAL EXPENDITURES</b>		<b>362,243.18</b>	<b>533,103.00</b>	<b>285,829.49</b>	<b>247,273.51</b>	<b>54%</b>	<b>556,933.00</b>	<b>4%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>155,366.86</b>	<b>0.00</b>	<b>119,148.86</b>	<b>(119,148.86)</b>		<b>27,584.00</b>	



LOCAL STREETS  
PROPOSED  
2022-23 BUDGET

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change
<b>REVENUES</b>								
203-000.000-400.001	GAS & WEIGHT TAX	154,857.11	159,681.00	161,965.85	(2,284.85)	101%	159,681.00	0%
203-000.000-400.012	TRANSFER FROM PAYROLL	0.00	0.00	21,984.32	(21,984.32)	0%	0.00	0%
203-000.000-410.000	TELECOMMUNICATION ANNUAL FEE	20,634.92	0.00	0.00	0.00	#DIV/0!	0.00	N/A
203-000.000-413.000	OTHER STATE GRANTS	55,653.81	0.00	0.00	0.00	#DIV/0!	25,000.00	N/A
203-000.000-665.000	INTEREST EARNED - INVESTMENTS	(170.24)	4,000.00	309.19	3,690.81	8%	4,000.00	0%
203-000.000-670.010	TRANSFER FROM ST. REPAIR & MAIN	183,374.00	183,374.00	183,374.00	0.00	100%	183,374.00	0%
<b>TOTAL REVENUES</b>		<b>414,349.60</b>	<b>347,055.00</b>	<b>367,633.36</b>	<b>(20,578.36)</b>	<b>106%</b>	<b>372,055.00</b>	<b>7%</b>
<b>EXPENDITURES</b>								
Dept 000.000								
203-000.000-700.012	TRANSFER TO PAYROLL	0.00	0.00	21,625.70	(21,625.70)	#DIV/0!	0.00	0%
<b>Total Dept 000.000</b>		<b>0.00</b>	<b>0.00</b>	<b>21,625.70</b>	<b>(21,625.70)</b>	<b>#DIV/0!</b>	<b>0.00</b>	<b>0%</b>
<b>Dept 463.000 - ROUTINE STREET MAINTENANCE</b>								
203-463.000-706.001	SALARIES-FULL TIME	32,875.69	48,190.00	39,372.62	8,817.38	82%	51,563.00	7%
203-463.000-706.002	SALARIES - OVERTIME	3,651.89	4,000.00	3,973.03	26.97	99%	4,280.00	7%
203-463.000-715.000	FRINGE BENEFITS	17,603.02	28,257.00	8,178.33	20,078.67	29%	30,234.00	7%
203-463.000-756.000	MISCELLANEOUS SUPPLIES	2,042.00	1,000.00	8.00	992.00	1%	1,000.00	0%
203-463.000-782.000	ROAD MAIN. MATERIAL & SUPPLIES	9,215.26	15,000.00	1,897.61	13,102.39	13%	15,000.00	0%
203-463.000-808.000	ST MAINTENANCE/RESURFACING	76,375.00	0.00	0.00	0.00	#DIV/0!	0.00	N/A
203-463.000-818.000	CONTRACTUAL	7,625.56	5,000.00	0.00	5,000.00	0%	5,000.00	0%
203-463.000-835.000	SIDEWALK REPLACEMENT	0.00	5,000.00	0.00	5,000.00	0%	5,000.00	0%
<b>Total Dept 463.000 - ROUTINE STREET MAINTENANCE</b>		<b>149,388.42</b>	<b>106,447.00</b>	<b>53,429.59</b>	<b>53,017.41</b>	<b>50%</b>	<b>112,077.00</b>	<b>5%</b>
<b>Dept 468.000 - TREE &amp; SHRUB MAINTENANCE</b>								
203-468.000-706.001	SALARIES-FULL TIME	28,124.23	25,120.00	18,198.50	6,921.50	72%	30,092.00	20%
203-468.000-706.002	SALARIES - OVERTIME	2,415.23	3,000.00	2,063.93	936.07	69%	3,210.00	7%
203-468.000-706.004	SALARIES-TEMPORARY	5,077.36	27,000.00	27,752.15	(752.15)	103%	28,890.00	7%
203-468.000-715.000	FRINGE BENEFITS	8,512.21	13,634.00	3,853.46	9,780.54	28%	14,588.00	7%
203-468.000-756.000	MISCELLANEOUS SUPPLIES	0.00	1,500.00	0.00	1,500.00	0%	1,500.00	0%
203-468.000-818.000	CONTRACTUAL	8,434.26	5,000.00	0.00	5,000.00	0%	5,000.00	0%
203-468.000-836.000	TREE REMOVAL/REPLACEMENT	620.40	10,000.00	200.00	9,800.00	2%	10,000.00	0%
203-468.000-962.000	MISCELLANEOUS	0.00	250.00	0.00	250.00	0%	250.00	0%
<b>Total Dept 468.000 - TREE &amp; SHRUB MAINTENANCE</b>		<b>53,183.69</b>	<b>85,504.00</b>	<b>52,068.04</b>	<b>33,435.96</b>	<b>61%</b>	<b>93,530.00</b>	<b>9%</b>
<b>Dept 469.000 - DRAINAGE</b>								
203-469.000-706.001	SALARIES-FULL TIME	13,234.46	15,921.00	10,520.09	5,400.91	66%	17,035.00	7%
203-469.000-706.002	SALARIES - OVERTIME	1,550.54	2,000.00	1,051.69	948.31	53%	2,140.00	7%
203-469.000-715.000	FRINGE BENEFITS	5,185.13	9,874.00	1,922.17	7,951.83	19%	10,565.00	7%

203-469.000-756.000	MISCELLANEOUS SUPPLIES	3,966.00	2,000.00	0.00	2,000.00	0%	2,000.00	0%
203-469.000-758.000	STREET SWEEPING	800.00	1,500.00	4,000.00	(2,500.00)	267%	1,500.00	0%
<b>Total Dept 469.000 - DRAINAGE</b>		<b>24,736.13</b>	<b>31,295.00</b>	<b>17,493.95</b>	<b>13,801.05</b>	<b>56%</b>	<b>33,240.00</b>	<b>6%</b>
<b>Dept 474.000 - TRAFFIC SERVICES - MAINTENANCE</b>								
203-474.000-706.001	SALARIES-FULL TIME	11,426.37	16,717.00	9,662.82	7,054.18	58%	17,887.00	7%
203-474.000-706.002	SALARIES - OVERTIME	1,133.41	2,000.00	951.44	1,048.56	48%	2,140.00	7%
203-474.000-715.000	FRINGE BENEFITS	5,005.33	9,026.00	2,901.21	6,124.79	32%	9,657.00	7%
203-474.000-756.000	MISCELLANEOUS SUPPLIES	780.62	3,000.00	0.00	3,000.00	0%	3,000.00	0%
<b>Total Dept 474.000 - TRAFFIC SERVICES - MAINTENANCE</b>		<b>18,385.73</b>	<b>30,743.00</b>	<b>13,515.47</b>	<b>17,227.53</b>	<b>44%</b>	<b>32,684.00</b>	<b>6%</b>
<b>Dept 478.000 - WINTER MAINTENANCE</b>								
203-478.000-706.001	SALARIES-FULL TIME	12,867.12	20,965.00	15,190.66	5,774.34	72%	22,432.00	7%
203-478.000-706.002	SALARIES - OVERTIME	1,434.60	8,000.00	1,717.97	6,282.03	21%	8,560.00	7%
203-478.000-715.000	FRINGE BENEFITS	6,033.42	11,475.00	2,264.87	9,210.13	20%	12,278.00	7%
203-478.000-756.000	MISCELLANEOUS SUPPLIES	0.00	11,000.00	520.64	10,479.36	5%	11,000.00	0%
<b>Total Dept 478.000 - WINTER MAINTENANCE</b>		<b>20,335.14</b>	<b>51,440.00</b>	<b>19,694.14</b>	<b>31,745.86</b>	<b>38%</b>	<b>54,270.00</b>	<b>6%</b>

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change
<b>Dept 482.000 - ADMIN. &amp; RECORD KEEPING</b>								
203-482.000-706.001	SALARIES-FULL TIME	5,673.45	25,306.00	15,902.52	9,403.48	63%	27,077.00	7%
203-482.000-715.000	FRINGE BENEFITS	13,054.63	16,320.00	10,632.48	5,687.52	65%	17,462.00	7%
<b>Total Dept 482.000 - ADMIN. &amp; RECORD KEEPING</b>		<b>18,728.08</b>	<b>41,626.00</b>	<b>26,535.00</b>	<b>15,091.00</b>	<b>64%</b>	<b>44,539.00</b>	<b>7%</b>
<b>TOTAL EXPENDITURES</b>								
		<b>284,757.19</b>	<b>347,055.00</b>	<b>204,361.89</b>	<b>142,693.11</b>	<b>59%</b>	<b>370,340.00</b>	<b>7%</b>

<b>Fund 203 - LOCAL STREETS:</b>								
<b>TOTAL REVENUES</b>		<b>414,349.60</b>	<b>347,055.00</b>	<b>367,633.36</b>	<b>(20,578.36)</b>	<b>106%</b>	<b>372,055.00</b>	<b>7%</b>
<b>TOTAL EXPENDITURES</b>		<b>284,757.19</b>	<b>347,055.00</b>	<b>204,361.89</b>	<b>142,693.11</b>	<b>59%</b>	<b>370,340.00</b>	<b>7%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>129,592.41</b>	<b>0.00</b>	<b>163,271.47</b>	<b>(163,271.47)</b>	<b>N/A</b>	<b>1,715.00</b>	<b>N/A</b>



**CAPITAL PROJECTS  
PROPOSED  
2022-23 BUDGET**

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2021	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	AVAILABLE BALANCE	% BUDGET USED	2022-23 PROJECTED BUDGET	% Change
<b>REVENUES</b>								
103-000-000-401.002	TRANSFER FROM GENERAL FUND	5,000.00	250,000.00	5,000.00	245,000.00	2%	50,000.00	-80%
103-000-000-401.007	TRANSFER FROM POLICE DEPT.	7,000.00	2,000.00	7,000.00	(5,000.00)	350%	2,000.00	0%
103-000-000-401.008	TRANSFER FROM CEMETERY	5,500.00	1,000.00	5,500.00	(4,500.00)	550%	1,000.00	0%
103-000-000-401.009	TRANSFER FROM FIRE DEPT.	6,000.00	1,000.00	6,000.00	(5,000.00)	600%	1,000.00	0%
103-000-000-401.010	TRANS. FROM DEPT. PUBLIC WORKS	76,600.00	0.00	34,888.00	(34,888.00)	N/A	0.00	N/A
103-000-000-401.022	TRANSFER FROM ELECTIONS	1,000.00	2,000.00	1,000.00	250.00	50%	2,000.00	0%
103-000-000-401.024	TRANSFER FROM CITY CLERK	750.00	1,000.00	1,000.00	250.00	75%	1,000.00	0%
103-000-000-401.032	CITY CIRCLE TRAILWAY	14,730.77	8,196.00	109,845.00	(101,649.00)	1340%	8,196.00	0%
103-000-000-401.065	SURPLUS SALES	10,000.00	0.00	0.00	0.00	N/A	10,000.00	N/A
103-000-000-401.075	PARK & REC DONATIONS	0.00	120,000.00	0.00	120,000.00	0%	120,000.00	0%
103-000-000-402.038	ROSS SANDERS LEASE PAYMENTS	5,284.00	0.00	960.00	(960.00)	N/A	0.00	N/A
103-000-000-402.039	GUYS AND DOLLS RENT PAYMENTS	4,054.00	5,400.00	5,022.90	377.10	93%	5,400.00	0%
103-000-000-665.000	INTEREST EARNED - INVESTMENTS	(446.52)	10,000.00	746.18	9,253.82	7%	10,000.00	0%
<b>TOTAL REVENUES</b>		<b>135,472.25</b>	<b>400,596.00</b>	<b>176,712.08</b>	<b>223,883.92</b>	<b>44%</b>	<b>210,596.00</b>	<b>-47%</b>

<b>EXPENDITURES</b>								
103-000-000-970.006	DEPT. OF PUBLIC WORKS EXPENSES	27,512.77	750,000.00	0.00	750,000.00	0%	50,000.00	-93%
103-000-000-970.011	CITY HALL COMPUTER EXPENSES	17,499.00	0.00	14,999.00	(14,999.00)	#DIV/0!	0.00	N/A
103-000-000-970.016	POLICE DEPARTMENT EXPENDITURES	2,240.84	1,500.00	0.00	1,500.00	0%	1,500.00	0%
103-000-000-970.018	CITY CLERK-CODIFICATION	0.00	10,000.00	0.00	10,000.00	0%	10,000.00	0%
103-000-000-970.022	TREASURER AUDIT & EQUIPMENT	4,960.00	0.00	0.00	0.00	#DIV/0!	0.00	N/A
103-000-000-970.023	OLD CITY HALL IMPROVEMENTS	0.00	55,000.00	0.00	55,000.00	0%	55,000.00	0%
103-000-000-970.031	TRAIL GRANT EXPENDITURES	1,416.92	67,300.00	3,198.50	64,101.50	5%	67,300.00	0%
103-000-000-970.039	CEMETERY EQUIPMENT	0.00	8,000.00	0.00	8,000.00	0%	8,000.00	0%
103-000-000-970.042	PEARL'S MILL EXPENSES	0.00	5,000.00	0.00	5,000.00	0%	5,000.00	0%
103-000-000-970.043	COMMON EXPENSES	0.00	0.00	5,000.00	(5,000.00)	#DIV/0!	0.00	N/A
103-000-000-970.048	ROSS SANDERS BUILDING	0.00	2,500.00	0.00	2,500.00	0%	2,500.00	0%
<b>TOTAL EXPENDITURES</b>		<b>53,629.53</b>	<b>899,300.00</b>	<b>23,197.50</b>	<b>876,102.50</b>	<b>3%</b>	<b>199,300.00</b>	<b>-78%</b>

<b>Fund 103 - CAPITAL PROJECTS:</b>								
<b>TOTAL REVENUES</b>		<b>135,472.25</b>	<b>400,596.00</b>	<b>176,712.08</b>	<b>223,883.92</b>	<b>44%</b>	<b>210,596.00</b>	<b>-47%</b>
<b>TOTAL EXPENDITURES</b>		<b>(53,629.53)</b>	<b>(899,300.00)</b>	<b>(23,197.50)</b>	<b>(876,102.50)</b>	<b>3%</b>	<b>199,300.00</b>	<b>-122%</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>81,842.72</b>	<b>(498,704.00)</b>	<b>153,514.58</b>	<b>(652,218.58)</b>		<b>409,896.00</b>	



# REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, MAY 23, 2022 – 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.

\* 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

Meeting called to order by Denison at 7:00 P.M.

### II. Pledge of Allegiance

Denison led in the Pledge of Allegiance.

### III. Roll Call

Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money, Commissioner Patrick Swem

City Staff: City Manager, Heather Grace; City Clerk, Kalla Langston; Community Development Director, Richard Murphy; Director of Public Services, Mike Baker; Director of Public Safety, Tim Ganus; Sergeant, Harvey Burnett, Sergeant John Leonard

### IV. Approve Agenda

*Motion made by Weedon, seconded by Money to approve the agenda as presented. Roll call vote carried unanimously.*

### V. Scheduled Matters from the Floor (if any)

Grace briefly introduced the budget with a highlight of the millage rates reduction in the city due to Headlee tax act going from 17.6 mils to a reduction 16.9793, due to the growth in the city.

- A. 1) Open Public Hearing on Budget- Consider opening the public hearing to receive comment on the proposed City budget for fiscal year 2022 - 2023 (July 1, 2022 - June 30, 2023).

*Motion made by Weedon, seconded by Swem to open the public hearing at 7:02 P.M. Roll call vote carried unanimously.*

No public comment was made.

- 2) Close Public Hearing on Budget- Consider closing the public hearing to receive comment on the proposed City budget for fiscal year 2022 - 2023 (July 1, 2022 - June 30, 2023).

*Motion made by Downey, seconded by Weedon to close the public hearing at 7:03 P.M. Roll call vote carried unanimously.*

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

None.

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

- A. 1) May 9, 2022 Minutes- Consider approving Regular Meeting Minutes from 05/09/22.
- 2) May 6, 2022, Minutes- Consider approving Special Meeting Minutes from 05/06/22.
- B. 3) Expenditures- Consider approving expenditures for May 23, 2022, in the amount of \$ **158,653.96**
- C. 4) Street Closure- Consider approving a Street Closure on June 4th, 2022 at Smith Street from Chicago to High School Parking Lot, to help accommodate Baseball and Softball District games.
- D. 5) Authorization to Sign Agreement with Baker Tilly- Consider authorizing Manager Grace to sign the agreement with Baker Tilly to perform the water/sewer rate study at a cost of \$9,000 per fund, as was previously approved by the Commission.
- E. 6) Treasurer Employment Agreement- Consider authorizing Manager Grace to sign the employment agreement to formally hire Deborah Perez as the City Treasurer/Finance Director, as was previously approved by the Commission. Position advertised pay as \$65,000 - \$80,000+ DOQ, Manager Grace negotiated a contract with Ms. Perez for a starting salary of \$70,000 due to Ms. Perez having over ten years of experience as the City Treasurer for Fennville, MI.
- F. 7) Resolution 2022.05/436- Consider approving Resolution # 2022.05/436 to adopt the 80%/20% employer/employee health care cost option as set forth in 2011 public act 152, the publicly funded health insurance contribution act. This is a general housekeeping resolution that the city is required to complete annually in order to remain compliant with state law related to street funding.

*Motion made by Downey, seconded by Swem to approve the consent agenda.*

Swem asked for discussion pertaining to the expenditures for weed eaters and wanted clarification on why 6 were bought. Baker was able to go into more detail on why they were purchased.

*Roll call vote carried unanimously.*

**VIII. Unfinished Business****IX. Reports by: Departments, Committees, Boards****A. Community Development Report- Director Rich Murphy**

1) Redbud Roots Adult Use- Consider Redbud Roots 2022 renewal of Adult Use Processing License at 455 Post Rd.

Murphy stated that the application is in good order and permit fees have been paid.

*Motion made by Weedon, seconded by Downey to approve the 2022 renewal of Adult Use Processing License at 455 Post Rd, contingent on background checks. Roll call vote carries unanimously.*

2) Redbud Roots Medical- Consider Redbud Roots 2022 renewal of Medical Processing License at 455 Post Rd.

Murphy stated that the application is in good order and permit fees have been paid.

*Motion made by Weedon, seconded by Swem to approve the 2022 renewal of Medical Processing License at 455 Post Rd, contingent on background checks. Roll call vote carries unanimously.*

3) Walpole Microbusiness- Consider Walpole Limited Craft Market 2022 Renewal of Microbusiness Permit at 303 Carroll St.

Swem asked for a status update, Mr. Walpole able to provide that to the Commission. They currently waiting on the State to approve the mechanical inspection, their hope is to have everything up and going by late fall early winter.

*Motion made by Swem, seconded by Money to approve the Walpole Limited Craft Market 2022 Renewal of Microbusiness Permit at 303 Carroll St. Roll call vote carries unanimously.*

4) B&W Redevelopment Liquor License- Consider Resolution 2022.05/434 for Redevelopment Liquor License of B&W, SVV entertainment holding LLC at 116 Main St.

The owner of B&W, SVV entertainment holdings LLC has prepared the application for the State for Redevelopment Liquor License. Murphy is looking for approval of the resolution at the local level, then they may send the completed application to the state where they will decide if he is approved. This is the first application for this path.

Downey had questions about the application not being complete. The part he was referring to has to be done by the clerk after the vote for approval or denial, since it's a stock resolution.

The affidavit for his attempts to secure liquor licenses must be proven by him to the State. The owner has had to document the process of trying to secure a liquor license. Murphy is trying to give them everything he needs to be able to submit it to the state.

Swem asked for clarification from Murphy. The city's responsibility is to create the environment for him to apply and agree that his physical location is acceptable location. Any additional due diligence is on the State level, or do we have additional measures we have to take?

Murphy compared it to the Social District, it's a law that's written that gives the local unit of government a heads up that someone is applying for a liquor license and if you see any reason why they shouldn't the commission would have a say so.

Murphy is trying to bring in more restaurants and retail to the city. He is trying to use these tools for investors to bring in more to the city.

All the figures are included with sign off by the assessor and building inspector as well as Murphy and Grace.

*Motion made by Swem, seconded by Weedon to approve resolution 2022.05/434 for Redevelopment Liquor License of B&W, SVV entertainment holdings LLC at 116 Main St.*

Yes: Weedon, Swem, Money, Denison

No: None

Abstain: Downey, conflict business

Motion carries.

5) Zoning Update- Director Murphy will provide a brief update regarding the City's progress towards a new Zoning Code.

Murphy met all day this past Friday with Susan and Andrew from Placemakers. He had a series of meetings with the downtown stakeholders, Northside Neighborhood group, Buchanan

preservation society, and then a joint meeting with City Commission, Planning Commission and BARB members. They reviewed the objectives of the project, asked a lot of questions, introduced some ideas, got a feel of what everyone was feeling as a conscience. For those that were not able to attend Murphy is available to follow up with the Commission with any questions and more details.

People are open to ideas that will guide the vision. From here the team will create a first draft and will be back in 6 to 8 weeks. They will want feedback on that first draft. Murphy thought it was a great first meeting. The project could take anywhere from 6 to 9 months total.

**B. City of Buchanan Municipal Building Authority- Kalla Langston**

**1) Recognition of Removal of Stephanie Powers from the City of Buchanan Municipal Building Authority-** Consider recognizing Stephanie Powers' removal from the City of Buchanan Municipal Building Authority, due to her resignation from her position as Treasurer for the City of Buchanan. There is only a need for three members, so the remaining members of City Manager Heather Grace, Community Development Director Rich Murphy, and City Clerk Kalla Langston, all of whom were appointed to the Authority in February 2022, will continue to serve, and shall constitute a full board.

*Motion made by Money, seconded by Downy to recognize the removal of Stephanie Powers from the City of Buchanan Municipal Building Authority. Roll call vote unanimously.*

**2) Set Terms for Municipal Building Authority-** Consider a motion to establish terms of the Building Authority Commission members for the 3 appointed members, as follows: (i) City Clerk Kalla Langston shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending on June 30, 2022; (ii) Community Development Director, Rich Murphy shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending on June 30, 2023; and (iii) City Manager Heather Grace shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending June 30, 2024.

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**3) Resolution 2022.05/435-** Consider approving Resolution # 2022.05/435 approving the City to proceed with the Municipal Building Authority Project, which creates the funding mechanism for the new DPW building.

*Motion made by Swem, seconded by Downey to approve Resolution # 2022.05/435 approving the City to proceed with the Municipal Building Authority Project, which creates the funding mechanism for the new DPW building. Roll call vote carried unanimously.*

**C. Public Safety Director Report- Tim Ganus**

**1) Naming of Acting Chief of Police & Transition of Ganus to Public Safety Director-** Public Safety Director Tim Ganus and City Manager Grace both strongly recommend the naming of Dr. Harvey Burnett to the position of "Acting Chief of Police" for the City of Buchanan. Naming Burnett as "Acting Chief" will allow Ganus and Grace to formally post the open position of Police Chief (allowing formal applications from other interested parties) with a goal of having the Commission

vote on the permanent naming of a new Buchanan Chief of Police during our 06/27/22 meeting. In turn, this will enable the City Administration to begin the work of fully transitioning Ganus to the full-time role of dedicated Director of Public Safety, as was discussed during previous City Commission special meetings and work sessions.

Grace introduced the proposal of naming an acting “Chief of Police” in this instance we are seeking to name Dr. Harvey Burnett. Ganus and Grace strongly recommending Burnett that he be named “acting Chief of Police” effective immediately. This will allow Ganus and Grace to post the position for Chief of Police. As well as the transition for Ganus to be full Ganus Director of Public Safety.

Motion made by Money, seconded by Swem to appoint Dr. Harvey Burnett as the “Acting Chief of Police” for the City of Buchanan, and authorize Tim Ganus to continue serving in the role of “Director of Public Safety”.

*Downey asked for discussion asking Swem to elaborate on the discussion Ganus and Swem had earlier on what his role would look like now.*

The discussion was related to what the Commission had talked about on Saturday and what roles Ganus would be taking on as the Director full time. Noting more than what was discussed on Saturday was what Swem and Ganus had discussed.

*Roll call vote carries unanimously.*

2) SMCAS Ambulance Board- Ganus, who serves on the Southwest Michigan Community Ambulance Services (SMCAS) Board, will present to the Commission regarding an upcoming request by the SMCAS Director related to SMCAS funding approvals needed to continue the current provision of ambulance service within the City

*Motion made by Weedon, seconded by Money to table until next meeting, when SMCAS Director Brian Scribner can present to explain exactly what he is requesting. Roll call vote carries unanimously.*

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(1) Bylaws- Consider approving updated bylaws for the BARB committee, as recommended by the BARB during their 05/11/22 meeting.

*Motion made by Downey, seconded by Swem to approve the amended Bylaws submitted by the BARB, as presented. Roll call vote carries unanimously.*

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1) Mike Baker will provide a Public Services Report, as well as an update regarding the Third Street Sewer Project. The Commission can consider any updated proposals that may be submitted by Selge in time for review during the meeting.

Baker and Selge have been going back and forth on numbers. Baker had asked Scott from Selge to be here tonight to answer questions. He is not present for the meeting. The numbers we are receiving now are \$20,000 higher than the first quote. There was confusion about the different quotes coming in from Selge. Commission asked for Grace to get into contact with Selge and get a clear view of what the cost is going to be.

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Grace presented the Budget for 2022-2023.

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Grace let the commission know because it is tied to so many different line items, she would not be able to make all the changes in this meeting. However, if they could vote on it as it is and know that it won't go into effect until July 1. We can have that work session before then and make edits to it before it goes in effect.

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

None

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

Shelly King- Comments made about the noise ordinance and other ordinance violations that are happening in the neighborhood.

Norma Ferris- Comments about comcast channel 17, Norma is reaching out on behalf of the residents.

Rita Hughes- Comments about her sewer lateral and issues with backups. Asking for the City to start a program for replacing the lateral lines. As well about the infrastructure on the Northside, asking for more attention given to the residents.

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the garbage company won't pick up if it's ripped open or on the ground. Asking for them address the ordinance violations.

Jean Harris- Comments about code enforcement. When she is making a complaint for an ordinance violation, she is not getting a quick response back. Northside neighbors have created an advocate group to try and get some of these issues resolved. Is there a code enforcement officer? As a group can they have the authority to write a complaint and get it to the code enforcement officer.

Jim Cronin- Comments about Baker doing a good job since he has taken over the Public Works Department.

Steve Rothenberg- Comments about how to file a complaint against a Withrow Autobody.

Norma Ferris- Comments about having a meeting about the repair for streets.

Tony Houser- Comments about grant programs with water/sewer infrastructure.

### **XIII. Executive Comments**

#### **A. City Manager Comments**

With so many public comments that require follow-ups, Grace is asking that everyone grab her card and contact with her through email so she can direct the concerns in the correct places. She doesn't want anyone to not get the follow-up they all deserve. Thanking the Commission for this evening. Excited to see the process of the liquor licenses redevelopment, additional restaurants are desired throughout the community, and this will increase are economic developments substantially to make us that destination to live, work and play. Thank you to everyone for all our contributions you give to the city.

#### **B. Commissioner Comments**

Money- It's good to see everyone coming out and expressing their concerns of Buchanan. We haven't had a lot of this and its good. This commission has talked about the Northside neighborhood and have discussed what we need to do at that end of town and what needs to be taken care of up there. Appreciate everyone expressing their concerns and to get the interaction from everyone. Wanted to thank Baker and the DPW for putting the new veterans' banners up. This commission has worked hard to help the residents of Buchanan and thanks to the staff and to the commission. Congrats to Harvey and Ganus.

Downey- Concerned about Channel 17. Grace explained that it's a Comcast problem nothing that we can do. Also wondering about the Plante Moran details, Grace will get him an answer. Had questions about utility billing on the DPW building would like the invoices.

Swem- Blight enforcement is a big focus of the commission. We will begin to start tackling those problems. Incredibly confident in Chief Burnett and Director Tim Ganus on getting that acted upon. The infostructure report that was referenced before we will make that available to everyone. As part of that there is phased strategy on to what areas to handle first. Therefore, were looking at the 24-million-dollar project for the downtown area. You are 100 percent right the northside needs to be addressed next. Unfortunately, there was no funds being saved in the past for this. When we make those enhancements, it will naturally affect your water/sewer bill. Congratulations to Harvey. Truly appreciate everyone for coming tonight.

Weedon- Thank you to everyone who came from the Northside, the more you come and the more we hear what the issues are that is gold to us. We have talked many nights about what can be done in the Northside. There is a lot of vacant lots and opportunity and truly believe that it's just



going to be a couple of things where it starts to head to a positive thing. Appreciate Dr. Harvey's time and service, looking forward to your service as the Chief. Thanked Ganus very much.

**C. Mayor Comments**

Started by thanking everyone for coming tonight, it's great seeing the folks from the northside attending and giving us your thoughts. The eight percent raise in water/sewer rates every year is to pay for the oxidation ditch, that was the only way to get it done. The city is on a tight budget, we have a city that is aging, and it seems as if every time we turn around something is breaking, and we only have so much money. We are trying to find ways to stretch every dollar. We are doing everything we can to get grants and looking everywhere we can to find money to get all of these done. The street issue, we know they are bad, and a lot of these streets are going to be torn up in a few years because of work that needs to be done underground. We are trying to band aid them, so we are not wasting money to turn around and rip them up. Congratulations to Burnett and we expect some singing at some of these city meetings, much like the D.A.R.E graduations. I wanted to thank Grace for her work on the budget, she had a lot of work in the budget then in the middle of the week she got new information dumped on her that that made her pull an all nightery before the Saturday meeting. Thanked all the city staff for doing such a great job.

**XIV. Adjourn**

Motion made by Weedon to adjourn the meeting at 8:27 P.M., seconded by Money. Roll call vote carried unanimously.

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Kalla Langston, City Clerk

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Mayor Sean Denison



# REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, MAY 23, 2022 – 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.

\* 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

Meeting called to order by Denison at 7:00 P.M.

### II. Pledge of Allegiance

Denison led in the Pledge of Allegiance.

### III. Roll Call

Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money, Commissioner Patrick Swem

City Staff: City Manager, Heather Grace; City Clerk, Kalla Langston; Community Development Director, Richard Murphy; Director of Public Services, Mike Baker; Director of Public Safety, Tim Ganus; Sergeant, Harvey Burnett, Sergeant John Leonard

### IV. Approve Agenda

*Motion made by Weedon, seconded by Money to approve the agenda as presented. Roll call vote carried unanimously.*

### V. Scheduled Matters from the Floor (if any)

Grace briefly introduced the budget with a highlight of the millage rates reduction in the city due to Headlee tax act going from 17.6 mils to a reduction 16.9793, due to the growth in the city.

- A. 1) Open Public Hearing on Budget- Consider opening the public hearing to receive comment on the proposed City budget for fiscal year 2022 - 2023 (July 1, 2022 - June 30, 2023).

*Motion made by Weedon, seconded by Swem to open the public hearing at 7:02 P.M. Roll call vote carried unanimously.*

No public comment was made.

- 2) Close Public Hearing on Budget- Consider closing the public hearing to receive comment on the proposed City budget for fiscal year 2022 - 2023 (July 1, 2022 - June 30, 2023).

*Motion made by Downey, seconded by Weedon to close the public hearing at 7:03 P.M. Roll call vote carried unanimously.*

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

None.

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

- A. 1) May 9, 2022 Minutes- Consider approving Regular Meeting Minutes from 05/09/22.
- 2) May 6, 2022, Minutes- Consider approving Special Meeting Minutes from 05/06/22.
- B. 3) Expenditures- Consider approving expenditures for May 23, 2022, in the amount of \$ **158,653.96**
- C. 4) Street Closure- Consider approving a Street Closure on June 4th, 2022 at Smith Street from Chicago to High School Parking Lot, to help accommodate Baseball and Softball District games.
- D. 5) Authorization to Sign Agreement with Baker Tilly- Consider authorizing Manager Grace to sign the agreement with Baker Tilly to perform the water/sewer rate study at a cost of \$9,000 per fund, as was previously approved by the Commission.
- E. 6) Treasurer Employment Agreement- Consider authorizing Manager Grace to sign the employment agreement to formally hire Deborah Perez as the City Treasurer/Finance Director, as was previously approved by the Commission. Position advertised pay as \$65,000 - \$80,000+ DOQ, Manager Grace negotiated a contract with Ms. Perez for a starting salary of \$70,000 due to Ms. Perez having over ten years of experience as the City Treasurer for Fennville, MI.
- F. 7) Resolution 2022.05/436- Consider approving Resolution # 2022.05/436 to adopt the 80%/20% employer/employee health care cost option as set forth in 2011 public act 152, the publicly funded health insurance contribution act. This is a general housekeeping resolution that the city is required to complete annually in order to remain compliant with state law related to street funding.

*Motion made by Downey, seconded by Swem to approve the consent agenda.*

Swem asked for discussion pertaining to the expenditures for weed eaters and wanted clarification on why 6 were bought. Baker was able to go into more detail on why they were purchased.

*Roll call vote carried unanimously.*

**VIII. Unfinished Business****IX. Reports by: Departments, Committees, Boards****A. Community Development Report- Director Rich Murphy**

1) Redbud Roots Adult Use- Consider Redbud Roots 2022 renewal of Adult Use Processing License at 455 Post Rd.

Murphy stated that the application is in good order and permit fees have been paid.

*Motion made by Weedon, seconded by Downey to approve the 2022 renewal of Adult Use Processing License at 455 Post Rd, contingent on background checks. Roll call vote carries unanimously.*

2) Redbud Roots Medical- Consider Redbud Roots 2022 renewal of Medical Processing License at 455 Post Rd.

Murphy stated that the application is in good order and permit fees have been paid.

*Motion made by Weedon, seconded by Swem to approve the 2022 renewal of Medical Processing License at 455 Post Rd, contingent on background checks. Roll call vote carries unanimously.*

3) Walpole Microbusiness- Consider Walpole Limited Craft Market 2022 Renewal of Microbusiness Permit at 303 Carroll St.

Swem asked for a status update, Mr. Walpole able to provide that to the Commission. They currently waiting on the State to approve the mechanical inspection, their hope is to have everything up and going by late fall early winter.

*Motion made by Swem, seconded by Money to approve the Walpole Limited Craft Market 2022 Renewal of Microbusiness Permit at 303 Carroll St. Roll call vote carries unanimously.*

4) B&W Redevelopment Liquor License- Consider Resolution 2022.05/434 for Redevelopment Liquor License of B&W, SVV entertainment holding LLC at 116 Main St.

The owner of B&W, SVV entertainment holdings LLC has prepared the application for the State for Redevelopment Liquor License. Murphy is looking for approval of the resolution at the local level, then they may send the completed application to the state where they will decide if he is approved. This is the first application for this path.

Downey had questions about the application not being complete. The part he was referring to has to be done by the clerk after the vote for approval or denial, since it's a stock resolution.

The affidavit for his attempts to secure liquor licenses must be proven by him to the State. The owner has had to document the process of trying to secure a liquor license. Murphy is trying to give them everything he needs to be able to submit it to the state.

Swem asked for clarification from Murphy. The city's responsibility is to create the environment for him to apply and agree that his physical location is acceptable location. Any additional due diligence is on the State level, or do we have additional measures we have to take?

Murphy compared it to the Social District, it's a law that's written that gives the local unit of government a heads up that someone is applying for a liquor license and if you see any reason why they shouldn't the commission would have a say so.

Murphy is trying to bring in more restaurants and retail to the city. He is trying to use these tools for investors to bring in more to the city.

All the figures are included with sign off by the assessor and building inspector as well as Murphy and Grace.

*Motion made by Swem, seconded by Weedon to approve resolution 2022.05/434 for Redevelopment Liquor License of B&W, SVV entertainment holdings LLC at 116 Main St.*

Yes: Weedon, Swem, Money, Denison

No: None

Abstain: Downey, conflict business

Motion carries.

5) Zoning Update- Director Murphy will provide a brief update regarding the City's progress towards a new Zoning Code.

Murphy met all day this past Friday with Susan and Andrew from Placemakers. He had a series of meetings with the downtown stakeholders, Northside Neighborhood group, Buchanan

preservation society, and then a joint meeting with City Commission, Planning Commission and BARB members. They reviewed the objectives of the project, asked a lot of questions, introduced some ideas, got a feel of what everyone was feeling as a conscience. For those that were not able to attend Murphy is available to follow up with the Commission with any questions and more details.

People are open to ideas that will guide the vision. From here the team will create a first draft and will be back in 6 to 8 weeks. They will want feedback on that first draft. Murphy thought it was a great first meeting. The project could take anywhere from 6 to 9 months total.

**B. City of Buchanan Municipal Building Authority- Kalla Langston**

**1) Recognition of Removal of Stephanie Powers from the City of Buchanan Municipal Building Authority-** Consider recognizing Stephanie Powers' removal from the City of Buchanan Municipal Building Authority, due to her resignation from her position as Treasurer for the City of Buchanan. There is only a need for three members, so the remaining members of City Manager Heather Grace, Community Development Director Rich Murphy, and City Clerk Kalla Langston, all of whom were appointed to the Authority in February 2022, will continue to serve, and shall constitute a full board.

*Motion made by Money, seconded by Downy to recognize the removal of Stephanie Powers from the City of Buchanan Municipal Building Authority. Roll call vote unanimously.*

**2) Set Terms for Municipal Building Authority-** Consider a motion to establish terms of the Building Authority Commission members for the 3 appointed members, as follows: (i) City Clerk Kalla Langston shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending on June 30, 2022; (ii) Community Development Director, Rich Murphy shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending on June 30, 2023; and (iii) City Manager Heather Grace shall serve as a commissioner of the City of Buchanan Municipal Building Authority for a term ending June 30, 2024.

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~~Grace let the commission know because it is tied to so many different line items, she would not be able to make all the changes in this meeting. However, if they could vote on it as it is and know that it won't go into effect until July 1. We can have that work session before then and make edits to it before it goes in effect.~~

~~Swem: Working through some of the figures noticed about a quarter of a million dollars in additional sale of equipment, does that sound correct? Essentially struggling with a million dollars' worth of sales. Our budget surplus at the moment is less than that, so that's a struggle. Help understanding that we have to approve this budget per state requirements and the ramifications of changes or anything like that before he makes any other commentary.~~

~~Grace: that particular number was recommended by Plante Moran for that figure. They pulled that figure rather than her inserting that number. She went with Juli's recommendation going back and reviewing historical numbers for that. You are accurate for tonight; State requirements would need a budget approved. That doesn't preclude us from even the very next meeting us amending that. And now that we do have the consent agenda approved, we will have a new treasurer for the public's awareness. Her first day will be May 31<sup>st</sup>, previous treasurer for over 10 years at the City of Fennville. Once we have more capacity in are fiancé department Grace would anticipate having more of a deep dive into items like that. And that would be priority number 1 to review that.~~

~~Swem: With that being said, he would like to get another work session on the calendars. I think a week or two weeks is too immediate, making sure Ms. Perez has sufficient time to dive into it along with edits you're going to want make. With Swem having a hard time wanting to approve adds to staff and wage increases, fully wanting to do raises because I know we need to, but it's hard to envision approving that with what we have at the moment.~~

Grace the only problem with that is it is tied to so many different line items. Grace on the fly can't in this meeting make all the changes. If the commission can vote as it is and just know it won't effectuate any of it, it does not go to effect until after July 1 anyways. We will just make a note that we will not effectuate any of it until we have the work session and a chance to further review it.

Denison: at the meeting Saturday we talked about having the City Attorney look at certain things.

Grace: that has been requested.

Denison: that way it can be part of our next work session and how we figure out what Mr. Swem is concerned with.

Grace: That was already in my mind that would be a pending effectuation.

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James Busby- Comments about the Elizabeth St. being redone. With multiple incidents of injury on the Street because of the dip. Just wondering why certain things are delayed for so long. Wants to know when it will be fixed. Also comments about the abundance of stray cats and trash being ripped open the garbage company won't pick up if it's ripped open or on the ground. Asking for them address the ordinance violations.

Jean Harris- Comments about code enforcement. When she is making a complaint for an ordinance violation, she is not getting a quick response back. Northside neighbors have created an advocate group to try and get some of these issues resolved. Is there a code enforcement officer? As a group can they have the authority to write a complaint and get it to the code enforcement officer.

Jim Cronin- Comments about Baker doing a good job since he has taken over the Public Works Department.

Steve Rothenberg- Comments about how to file a complaint against a Withrow Autobody.

Norma Ferris- Comments about having a meeting about the repair for streets.

Tony Houser- Comments about grant programs with water/sewer infrastructure.

**XIII. Executive Comments**

**A. City Manager Comments**



With so many public comments that require follow-ups, Grace is asking that everyone grab her card and contact with her through email so she can direct the concerns in the correct places. She doesn't want anyone to not get the follow-up they all deserve. Thanking the Commission for this evening. Excited to see the process of the liquor licenses redevelopment, additional restaurants are desired throughout the community, and this will increase are economic developments substantially to make us that destination to live, work and play. Thank you to everyone for all our contributions you give to the city.

#### B. Commissioner Comments

Money- It's good to see everyone coming out and expressing their concerns of Buchanan. We haven't had a lot of this and its good. This commission has talked about the Northside neighborhood and have discussed what we need to do at that end of town and what needs to be taken care of up there. Appreciate everyone expressing their concerns and to get the interaction from everyone. Wanted to thank Baker and the DPW for putting the new veterans' banners up. This commission has worked hard to help the residents of Buchanan and thanks to the staff and to the commission. Congrats to Harvey and Ganus.

Downey- Concerned about Channel 17. Grace explained that it's a Comcast problem nothing that we can do. Also wondering about the Plante Moran details, Grace will get him an answer. Had questions about utility billing on the DPW building would like the invoices.

Swem- Blight enforcement is a big focus of the commission. We will begin to start tackling those problems. Incredibly confident in Chief Burnett and Director Tim Ganus on getting that acted upon. The infostructure report that was referenced before we will make that available to everyone. As part of that there is phased strategy on to what areas to handle first. Therefore, were looking at the 24-million-dollar project for the downtown area. You are 100 percent right the northside needs to be addressed next. Unfortunately, there was no funds being saved in the past for this. When we make those enhancements, it will naturally affect your water/sewer bill. Congratulations to Harvey. Truly appreciate everyone for coming tonight.

Weedon- Thank you to everyone who came from the Northside, the more you come and the more we hear what the issues are that is gold to us. We have talked many nights about what can be done in the Northside. There is a lot of vacant lots and opportunity and truly believe that it's just going to be a couple of things where it starts to head to a positive thing. Appreciate Dr. Harvey's time and service, looking forward to your service as the Chief. Thanked Ganus very much.

#### C. Mayor Comments

Started by thanking everyone for coming tonight, it's great seeing the folks from the northside attending and giving us your thoughts. The eight percent raise in water/sewer rates every year is to pay for the oxidation ditch, that was the only way to get it done. The city is on a tight budget, we have a city that is aging, and it seems as if every time we turn around something is breaking, and we only have so much money. We are trying to find ways to stretch every dollar. We are doing everything we can to get grants and looking everywhere we can to find money to get all of these done. The street issue, we know they are bad, and a lot of these streets are going to be torn up in a few years because of work that needs to be done underground. We are trying to band aid them, so we are not wasting money to turn around and rip them up. Congratulations to Burnett and we expect some singing at some of these city meetings, much like the D.A.R.E graduations. I wanted to thank Grace for her work on the budget, she had a lot of work in the budget then in the middle of the week she got new information dumped on her that that made her pull an all nightery before the Saturday meeting. Thanked all the city staff for doing such a great job.

**XIV. Adjourn**

Motion made by Weedon to adjourn the meeting at 8:27 P.M., seconded by Money. Roll call vote carried unanimously.

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Kalla Langston, City Clerk

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Mayor Sean Denison

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Fund 101 GENERAL							
Dept 000.000							
101-000.000-674.000	BUCHANAN REDBUD CITY CENTE	CRYSTAL WAGGONER	CITY HALL RENTAL DEPOSIT - 50% REFUND	060622	06/13/22	80.00	
101-000.000-674.000	BUCHANAN REDBUD CITY CENTE	LANNY FISHER	RENTAL DEPOSIT REFUND - 50% DUE TO	060622	06/30/22	80.00	
101-000.000-674.000	BUCHANAN REDBUD CITY CENTE	REBECCA KALLENBACH	CITY HALL DEPOSIT REFUND - 50% DUE	060622	06/13/22	80.00	
Total For Dept 000.000						240.00	
Dept 101.000 CITY COMMISSION							
101-101.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
101-101.000-831.000	MEMBERSHIP AND DUES	MICHIGAN ASSOCIATION O	MEMBERSHIP DUES FOR 2022	062222	06/13/22	85.00	
101-101.000-861.000	REDBUD CITY CENTER PROJECT	CUSTOM COMPUTER COMPAN	DOOR ENTRY, STRIKER, SPEAKER SYSTEM	1976	06/07/22	2,642.96	
101-101.000-861.000	REDBUD CITY CENTER PROJECT	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	387.66	
101-101.000-885.000	PUBLIC RELATIONS	ASHLEY HANSON	FARMERS MARKET MAY 2022	053122	06/13/22	680.00	
101-101.000-885.000	PUBLIC RELATIONS	BUCHANAN DISTRICT LIBR	PICNIC TABLES AND CHAIRS - STOP, LU	052522	06/30/22	1,371.50	
101-101.000-885.000	PUBLIC RELATIONS	DR. SHRINK	SHRINK WRAP FOR 2022 TOT EVENT	228620	06/30/22	2,788.97	
101-101.000-885.000	PUBLIC RELATIONS	FRATERNAL ORDER OF THE	LEASE PAYMENT - SHORT TERM RENTAL O	1	06/13/22	1,500.00	
101-101.000-962.000	MISCELLANEOUS	NILES DAILY STAR	SUBSCRIPTION RENEWAL THROUGH JUNE 2	060422	06/04/22	78.00	
101-101.000-970.001	CAPITAL OUTLAY	TALA REAL ESTATE	708 S. RED BUD TRL - EARNEST MONEY	060122	06/15/22	2,500.00	
Total For Dept 101.000 CITY COMMISSION						12,051.05	
Dept 172.000 CITY MANAGER							
101-172.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
101-172.000-831.000	MEMBERSHIP AND DUES	SOUTHWESTERN MICHIGAN	MEMBERSHIP DUES FOR JUNE 2022	3282	06/15/22	110.00	
Total For Dept 172.000 CITY MANAGER						126.96	
Dept 191.000 ELECTIONS							
101-191.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 191.000 ELECTIONS						16.96	
Dept 209.000 ASSESSOR							
101-209.000-818.000	CONTRACTUAL	APEX SOFTWARE	ANNUAL RENEWAL - 2022	318867	06/27/22	235.00	
Total For Dept 209.000 ASSESSOR						235.00	
Dept 215.000 CITY CLERK							
101-215.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 215.000 CITY CLERK						16.96	
Dept 253.000 TREASURER							
101-253.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
101-253.000-728.000	OFFICE SUPPLIES	DELUXE	AP CHECKS - BOOKKEEPERS OFFICE - 6	02051648166	06/17/22	968.81	
101-253.000-728.000	OFFICE SUPPLIES	TWIN CITY AWARDS & TRO	PLAQUE FOR CITY TREASURER DEB PEREZ	32343	06/13/22	15.00	
101-253.000-818.000	CONTRACTUAL- TAX SERVICES	BERRIEN COUNTY TREASUR	COMPUTERIZED TAX SERVICES FOR 2022	12102	06/16/22	3,079.00	
101-253.000-818.000	CONTRACTUAL	PLANTE & MORAN	APRIL 2022 GOVERNMENTAL ASSISTANCE	2142763	05/29/22	21,825.00	
Total For Dept 253.000 TREASURER						25,904.77	
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-818.000	CONTRACTUAL	CINTAS CORP.	BLUE MAT REPLACEMENTS	4120254786	05/24/22	71.37	
101-265.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPAN	REOCcurring INVOICE- PHONE PLAN CH,	1918-R-0001	07/01/22	3,637.60	
101-265.000-818.000	CONTRACTUAL	EXEMPLAR IT SOLUTIONS	HIGH CAPACITY SURVEILLANCE DRIVE AN	1019	06/16/22	2,725.00	
101-265.000-818.000	CONTRACTUAL	KELLY L CLARK	CLEANING SERVICES FOR MAY 2022 - CI	MAY 2022	06/01/22	825.00	
101-265.000-818.000	CONTRACTUAL	PARRETT COMPANY	CONTRACT PAYMENT FOR MAY 2022	64899	05/26/22	592.87	
101-265.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	MAY 2022 PEST CONTROL SERVICES - CO	150556257	06/08/22	50.00	
101-265.000-818.000	CONTRACTUAL	SIMPLE UPDATES.COM	ENTRY LEVEL WEBSITE HOSTING - JULY	3202	06/30/22	60.00	
101-265.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR MAY 2022	042922-053122	07/05/22	2,483.70	
101-265.000-921.000	UTILITIES	MICHIANA RECYCLING & D	JUNE 2022 MONTHLY TRASH SERVICES	JUNE 2022	06/10/22	210.00	
101-265.000-931.000	MAINTENANCE-BUILDINGS	FOX FIRE SAFETY SALES	EXTINGUISHER INSPECTION AT CITY CEN	129151	06/09/22	149.45	

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Fund 101 GENERAL							
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-931.000	MAINTENANCE-BUILDINGS	VITAL RECORDS CONTROL	MONTHLY SERVICE CHARGE - JUNE 2022	2666451	06/15/22	75.00	
Total For Dept 265.000 BUILDING AND GROUNDS						10,879.99	
Dept 269.000 RENTAL PROPERTY							
101-269.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR MAY 2022	042922-053122	07/05/22	18.22	
Total For Dept 269.000 RENTAL PROPERTY						18.22	
Dept 271.435 FARMERS' MARKET							
101-271.435-756.014	MISCELLANEOUS	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	24.75	
Total For Dept 271.435 FARMERS' MARKET						24.75	
Dept 276.000 CEMETERY							
101-276.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	17.12	
101-276.000-751.000	GAS AND OIL	WEX BANK	MAY 2022 FUEL PURCHASES	81267966	06/22/22	1,232.28	
101-276.000-756.000	MISCELLANEOUS SUPPLIES	BIG C LUMBER	1 PALLET OF CONCRETE - 80 LB BAGS	1609885	06/11/22	307.00	
101-276.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	107.60	
101-276.000-831.000	MEMBERSHIP AND DUES	SWMI REGIONAL CHAMBER	2022 JANUARY - DECEMBER DUES	15768	06/20/22	5,000.00	
101-276.000-921.000	UTILITIES	MICHIANA RECYCLING & D	JUNE 2022 MONTHLY TRASH SERVICES	JUNE 2022	06/10/22	68.00	
101-276.000-931.000	MAINTENANCE-BUILDINGS	LOWE'S	WOOD TRIM FOR OFFICE WINDOWS, OUTLE	02948	06/03/22	565.04	
101-276.000-931.000	MAINTENANCE-BUILDINGS	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	248.57	
101-276.000-932.000	MAINTENANCE-GROUNDS	M.A.A.C PROPERTY SERVI	FERTILIZATION, FUEL SURCHARGE FOR V.	71741	06/25/22	80.58	
101-276.000-933.000	MAINTENANCE - EQUIPMENT	C & C DISTRIBUTORS INC	6 SETS OF MOWER BLADES	997950	06/15/22	204.66	
101-276.000-933.000	MAINTENANCE - EQUIPMENT	WELDY SALES AND SERVIC	REHAB SERVICE ON TWO OLDER WEED EAT	9908	06/30/22	295.99	
101-276.000-933.000	MAINTENANCE - EQUIPMENT	WELDY SALES AND SERVIC	WEED EATER STRING	9936	07/01/22	59.99	
101-276.000-970.001	CAPITAL OUTLAY	HULL LIFT TRUCK	BOBCAT MOWER ZT 3500 ZEROPTURN MOWE	2786133	07/09/22	7,914.56	
Total For Dept 276.000 CEMETERY						16,101.39	
Dept 301.000 POLICE							
101-301.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	2 CASES COPY PAPER, PENS AND CORREC	239946805001	05/29/22	66.65	
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	1 CASE [PAPER TOWELS AND 24 MEMO PA	246604983001	06/26/22	51.76	
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	2 PACKS RESPIRATOR MASKS	224025138001	03/01/22	59.98	
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	1 BOX TRASH BAGS, 1 BOX SURGICAL MA	224020959001	03/01/22	29.52	
101-301.000-751.000	GAS AND OIL	AALFS PETROLEUM INC.	MAY 2022 FUEL CHARGES	053122	06/15/22	1,197.37	
101-301.000-751.000	GAS AND OIL	WEX BANK	MAY 2022 FUEL PURCHASES	81267966	06/22/22	1,482.07	
101-301.000-756.000	MISCELLANEOUS SUPPLIES	OSCAR PRINTING	QTY 250 NOTICE OF VIOLATION FOR PD	128846	06/06/22	280.62	
101-301.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPAN	REOCCURRING INVOICE- PHONE PLAN CH,	1918-R-0001	07/01/22	292.00	
101-301.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	PEST CONTROL PD - MAY 2022 CONTRACT	150556574	05/26/22	73.00	
101-301.000-818.000	CONTRACTUAL	VERIZON WIRELESS	MAY 2022 AIR CARDS X4 FOR PATROL VE	9906157810	06/02/22	160.10	
101-301.000-826.000	LEGAL FEES	EVIDENT INC.	RED EVIDENCE SECURITY TAPE X4 & 200	190739A	06/10/22	104.81	
101-301.000-826.000	LEGAL FEES	VIRTUAL ACADEMY	VA TRAINING ACCESS FOR 6/22/22 TO 6	VA8235	06/24/22	450.00	
101-301.000-851.000	RADIO MAINTENANCE	SMR COMMUNICATIONS INC	MIC FOR PORTABLE RAIDIO - PD	27963	07/06/22	153.00	
101-301.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	JUNE 2022 MONTHLY BILLING CYCLE - P	060122-063022	06/17/22	474.36	
101-301.000-886.000	COMMUNITY POLICING	OFFICE DEPOT	2 BOXES OF RED FOLDERS FOR RAD	239945895001	05/29/22	77.78	
101-301.000-886.000	COMMUNITY POLICING	OFFICE DEPOT	48 RED FOLDERS FOR RAD	238861494001	06/05/22	55.11	
101-301.000-915.000	TARGET RANGE & SUPPLIES	KIESLER'S POLICE SUPPL	2 CASES 40 CAL AMMO FOR FIRE ARMS T	IN184525	03/25/22	535.06	
101-301.000-915.000	TARGET RANGE & SUPPLIES	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	23.28	
101-301.000-931.000	MAINTENANCE-BUILDINGS	GENE WESNER AUTOMOTIVE	REPAIR/REPLACE DAMAGE TO 46-7	18801	06/15/22	1,000.00	
101-301.000-934.000	MAINT. - OFFICE EQUIPMENT	GENE WESNER AUTOMOTIVE	REPAIR/REPLACE DAMAGE TO 46-7	18801	06/15/22	1,000.00	
101-301.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	REPAIR/REPLACE OIL CHANGE ON 46-7 &	18772	06/15/22	67.89	
101-301.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	REPAIR/REPLACE DAMAGE TO 46-7	18801	06/15/22	403.67	
101-301.000-960.000	EDUCATION AND TRAINING	MICHIGAN ASSOCIATION O	MEMBERSHIPS FOR BOTH GANUS AND BURN	300007994	06/15/22	215.00	
Total For Dept 301.000 POLICE						8,269.99	

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Fund 101 GENERAL							
Dept 336.000 FIRE DEPARTMENT							
101-336.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	3.49	
101-336.000-831.000	MEMBERSHIP AND DUES	BOBBY E BLAYLOCK	REIMBURSEMENT FOR PURCHASE OF NEW D	060322	06/13/22	719.30	
Total For Dept 336.000 FIRE DEPARTMENT						722.79	
Dept 371.001 BUILDING INSPECTOR							
101-371.001-864.000	CONFERENCES AND WORKSHOP	GUY EDWARD LEWIS	MILEAGE REIMBURSEMENT FOR TRAVEL TO	051922	06/13/22	256.82	
Total For Dept 371.001 BUILDING INSPECTOR						256.82	
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
101-441.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
101-441.000-751.000	GAS AND OIL	AALFS PETROLEUM INC.	MAY 2022 FUEL CHARGES	053122	06/15/22	1,204.73	
101-441.000-751.000	GAS AND OIL	WEX BANK	MAY 2022 FUEL PURCHASES	81267966	06/22/22	2,375.09	
101-441.000-756.000	MISCELLANEOUS SUPPLIES	MID-STATES BOLT & SCRE	BOLTS FOR BENCHES INSTALLED ON TRAI	32222332	06/17/22	2.77	
101-441.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	126.35	
101-441.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	INTERNET/CABLE SERVICE FOR 720 E FR	051622-061522-2	06/14/22	402.87	
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR MAY 2022	042922-053122	07/05/22	91.64	
101-441.000-921.000	UTILITIES	MICHIANA RECYCLING & D	JUNE 2022 MONTHLY TRASH SERVICES	JUNE 2022	06/10/22	272.00	
101-441.000-932.000	MAINTENANCE-GROUNDS	CINTAS CORP.	RAGS AND RUGS	4120825604	06/15/22	136.55	
101-441.000-932.000	MAINTENANCE-GROUNDS	GREEN CONSTRUCTION AND	DEPOSIT FOR RETAINING WALL REPAIR O	931	06/05/22	2,225.00	
101-441.000-932.000	MAINTENANCE-GROUNDS	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	223.72	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	BELL EQUIPMENT COMPANY	SPROCKET AND DRIVE	P07699	06/20/22	45.55	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	BEST ONE FLEET SERVICE	TIRES FOR JOHN DEERE GATOR	4430000699	06/10/22	802.49	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	MID-STATES BOLT & SCRE	BOLTS FOR SWEEPER	32226877	06/25/22	23.93	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	MILLER WELDING SUPPLY	CUTOFF WHEELS AND GRINDING	000214365	06/24/22	153.75	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	242.48	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	TRACTOR SUPPLY COMPANY	CHAIN AND CHAIN LINKS FOR SWEEPER	639599	06/15/22	47.47	
101-441.000-961.000	MEDICAL EXAMS	SPECTRUM HEALTH LAKELA	DOT PHYSICAL FOR MR. BAKER	052422	06/24/22	226.00	
Total For Dept 441.000 DEPARTMENT OF PUBLIC WORKS						8,619.35	
Total For Fund 101 GENERAL						83,485.00	
Fund 103 CAPITAL PROJECTS							
Dept 000.000							
103-000.000-970.031	TRAIL GRANT EXPENDITURES	JERRY FLENAR	JERRY BOUGHT DPW LUNCH	052722	06/13/22	70.48	
103-000.000-970.031	TRAIL GRANT EXPENDITURES	JERRY FLENOR	MCCOY CREEK TRAIL ENGRAVED PLATE	45257	06/13/22	61.42	
103-000.000-970.031	TRAIL GRANT EXPENDITURES	LOWE'S	LUMBER TO FIX/REPAIR STREET BARRICA	01656 - 02281	06/17/22	325.76	
103-000.000-970.031	TRAIL GRANT EXPENDITURES	LOWE'S	LUMBER TO FIX EAIL ON TRAIL DECK	01820	06/09/22	121.43	
103-000.000-970.031	TRAIL GRANT EXPENDITURES	MID-STATES BOLT & SCRE	BOLTS FOR BENCHES INSTALLED ON TRAI	32222332	06/17/22	165.71	
103-000.000-970.031	TRAIL GRANT EXPENDITURES	PAYNES EXCAVATING, LLC	6 YARDS NATURAL - TRAIL	052422	06/24/22	180.00	
103-000.000-970.031	TRAIL GRANT EXPENDITURES	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	96.15	
Total For Dept 000.000						1,020.95	
Total For Fund 103 CAPITAL PROJECTS						1,020.95	
Fund 107 DOWNTOWN DEVELOPMENT FUND							
Dept 435.000 FARMERS' MARKET							
107-435.000-756.000	MISCELLANEOUS SUPPLIES	PLATEMATE	PLACEMATES - 4TH OF JULY - BUCHANAN	204722	06/20/22	179.50	
Total For Dept 435.000 FARMERS' MARKET						179.50	
Dept 450.000 DOWNTOWN ENHANCEMENT/PLANNING							
107-450.000-980.000	SPECIAL PROJECTS	DAVEY RESOURCE GROUP	BUCHANAN TREE FRIENDS - TREE INVENT	132297 & 134008	05/08/22	12,250.00	
Total For Dept 450.000 DOWNTOWN ENHANCEMENT/PLANNING						12,250.00	

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Fund 107 DOWNTOWN DEVELOPMENT FUND							
Total For Fund 107 DOWNTOWN DEVELOPMENT FUND						12,429.50	
Fund 202 MAJOR STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
202-463.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
202-463.000-782.000	ROAD MAIN. MATERIAL & SUP	LOWE'S	PAINT FOR BARRICADES/ SANDING DISK	01153 - 01880	06/23/22	342.82	
202-463.000-782.000	ROAD MAIN. MATERIAL & SUP	LOWE'S	LUMBER TO FIX/REPAIR STREET BARRICA	01656 - 02281	06/17/22	112.56	
202-463.000-782.000	ROAD MAIN. MATERIAL & SUP	LOWE'S	LUMBER TO REBUILD STREET BARRICADES	01189	06/11/22	281.40	
202-463.000-782.000	ROAD MAIN. MATERIAL & SUP	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	33.46	
202-463.000-782.000	ROAD MAIN. MATERIAL & SUP	STATE BARRICADING INC	REFLECTIVE TAPE FOR ROAD CLOSED SIG	33292	06/25/22	1,604.40	
Total For Dept 463.000 ROUTINE STREET MAINTENANCE						2,391.60	
Dept 468.000 TREE & SHRUB MAINTENANCE							
202-468.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 468.000 TREE & SHRUB MAINTENANCE						16.96	
Dept 469.000 DRAINAGE							
202-469.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 469.000 DRAINAGE						16.96	
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
202-474.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 474.000 TRAFFIC SERVICES - MAINTENANCE						16.96	
Dept 478.000 WINTER MAINTENANCE							
202-478.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 478.000 WINTER MAINTENANCE						16.96	
Dept 482.000 ADMIN. & RECORD KEEPING							
202-482.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 482.000 ADMIN. & RECORD KEEPING						16.96	
Total For Fund 202 MAJOR STREETS						2,476.40	
Fund 203 LOCAL STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
203-463.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
203-463.000-782.000	ROAD MAIN. MATERIAL & SUP	RIETH-RILEY CONSTRUCTI	ASPHALT FOR TERRE COUPE	3300350	06/26/22	3,077.62	
Total For Dept 463.000 ROUTINE STREET MAINTENANCE						3,094.58	
Dept 468.000 TREE & SHRUB MAINTENANCE							
203-468.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 468.000 TREE & SHRUB MAINTENANCE						16.96	
Dept 469.000 DRAINAGE							
203-469.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 469.000 DRAINAGE						16.96	
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
203-474.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 474.000 TRAFFIC SERVICES - MAINTENANCE						16.96	
Dept 478.000 WINTER MAINTENANCE							
203-478.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 478.000 WINTER MAINTENANCE						16.96	

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Fund 203 LOCAL STREETS							
Dept 482.000 ADMIN. & RECORD KEEPING							
203-482.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
Total For Dept 482.000 ADMIN. & RECORD KEEPING						16.96	
Total For Fund 203 LOCAL STREETS						3,179.38	
Fund 501 W & S MAINTENANCE & OPERATION							
Dept 000.000							
501-000.000-202.000	SEWER	MILLER, CRAIG	UB REFUND FOR ACCOUNT: 6216 OVER PD	06/05/2022	06/13/22	61.71	
501-000.000-809.000	BUCH TWP UTILITY ASSESSMEN	BUCHANAN TOWNSHIP	BUCHANAN TOWNSHIP QUARTERLY ASSESSM	BALANCE FY 2022	05/31/22	8,486.74	
Total For Dept 000.000						8,548.45	
Dept 590.000 SEWER MAINTENANCE & OPERATION							
501-590.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
501-590.000-730.000	POSTAGE	KCI	JUNE 2022 WATER BILLS	311106	05/31/22	604.73	
501-590.000-751.000	GAS AND OIL	WEX BANK	MAY 2022 FUEL PURCHASES	81267966	06/22/22	116.38	
501-590.000-757.000	LAB SUPPLIES	GRAINGER PARTS	LAB PAPER TOWELS	9327995313	06/27/22	73.72	
501-590.000-757.000	LAB SUPPLIES	NORTH CENTRAL LABORATO	LAB SIPPLIES	470805	06/17/22	1,658.28	
501-590.000-757.000	LAB SUPPLIES	NORTH CENTRAL LABORATO	FC AGAR	471019	06/23/22	89.23	
501-590.000-757.000	LAB SUPPLIES	USA BLUE BOOK	SAMPLER THERMOMETERS	992423	06/26/22	153.87	
501-590.000-818.000	CONTRACTUAL	DR LAB SERVICES	ANNUAL LAB EQUIPMENT CALIBRATIONS	1039	06/25/22	1,183.00	
501-590.000-818.000	CONTRACTUAL	NORTH SHORE ANALYTICAL	MERCURY ANALYSIS	13924	06/19/22	175.00	
501-590.000-853.000	TELEPHONE, INTERNET, CABLE	AT&T	BILLING CYCLE FOR MAY 2022	MAY 2022	06/06/22	0.02	
501-590.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	INTERNET SERVICES FOR WASTEWATER DE	051622-061522	06/02/22	227.49	
501-590.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR MAY 2022	042922-053122	07/05/22	160.85	
501-590.000-921.000	UTILITIES	MICHIANA RECYCLING & D	JUNE 2022 MONTHLY TRASH SERVICES	JUNE 2022	06/10/22	68.00	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	AUSRA KUBOTA, INC.	MOWER DECK SPINDLE	IN06229	07/03/22	442.44	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	ETNA SUPPLY CO.	POLYMER FEED LINE PARTS	S10456156.001	06/18/22	8.45	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	220.97	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	WELDY SALES AND SERVIC	TWO CYCLE OIL AND LINE TRIMMER SPRI	9800	06/24/22	19.48	
501-590.000-936.000	SLUDGE REMOVAL	KLINK TRUCKING, INC.	SLUDGE DISPOSAL TRUCKING FEES	202205-0188	06/14/22	718.75	
501-590.000-938.000	MAINTENANCE - SYSTEM	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	41.45	
501-590.000-962.000	MISCELLANEOUS	SAFETY SERVICES INC.	\$901.42 WAS ALREDY APPLIED TO INVOI	IN94499	04/17/22	43.01	
Total For Dept 590.000 SEWER MAINTENANCE & OPERAT						6,022.08	
Dept 591.000 WATER MAINTENANCE & OPERATION							
501-591.000-715.000	FRINGE BENEFITS	INTERNAL REVENUE SERVI	38-6004527 - MARCH 31 2022 - FORM 9	CP161	06/01/22	16.96	
501-591.000-730.000	POSTAGE	KCI	JUNE 2022 WATER BILLS	311106	05/31/22	604.73	
501-591.000-743.000	CHEMICALS	ALEXANDER CHEMICAL COR	CONTAINER STORAGE FEE	54629	06/27/22	31.00	
501-591.000-743.000	CHEMICALS	USA BLUE BOOK	FLUORIDE REAGENT	990723	06/25/22	325.63	
501-591.000-751.000	GAS AND OIL	AALFS PETROLEUM INC.	MAY 2022 FUEL CHARGES	053122	06/15/22	348.93	
501-591.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	PURCHASES MADE IN MAY 2022 FROM ALL	MAY 2022	06/11/22	109.46	
501-591.000-818.000	CONTRACTUAL	CITY OF BRIDGMAN	BACTERIOLOGICAL SAMPLE ANALYSIS	00222	06/12/22	672.00	
501-591.000-853.000	TELEPHONE, INTERNET, CABLE	AT&T	BILLING CYCLE FOR MAY 2022	MAY 2022	06/06/22	67.54	
501-591.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR MAY 2022	042922-053122	07/05/22	692.00	
501-591.000-933.000	MAINTENANCE - EQUIPMENT	WELDY SALES AND SERVIC	MAITENANCA AND SERVICE ON CONCRETE	9956	07/02/22	574.44	
501-591.000-937.000	METERS - HYDRANTS - FITTIN	FERGUSON WATERWORKS #1	WATER MAIN VALVE	0276261	06/10/22	959.00	
501-591.000-937.000	METERS - HYDRANTS - FITTIN	FERGUSON WATERWORKS #1	WATERMAIN PIPE FITTINGS	0275161-1	06/18/22	896.40	
501-591.000-970.001	CAPITAL OUTLAY	ETNA SUPPLY CO.	WATER METER READ COMPUTER SYSTEM RE	S104529878.001	06/25/22	32,500.00	
Total For Dept 591.000 WATER MAINTENANCE & OPERAT						37,798.09	
Total For Fund 501 W & S MAINTENANCE & OPERATION						52,368.62	

Fund 588 DIAL-A-RIDE

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Fund 588 DIAL-A-RIDE							
Dept 000.000							
588-000.000-700.007	AUDIT EXPENSES	STATE OF MICH.-DEPT OF BUS OPERATING RECONCILIATION INVOIC		591-11011699	06/25/22	359.00	
Total For Dept 000.000						359.00	
Total For Fund 588 DIAL-A-RIDE						359.00	
Fund 701 TRUST AND AGENCY							
Dept 000.000							
701-000.000-150.000	POLICE RESERVES	DAVE SPURLOCK	WORKED GRADUATION FOR 3 HOURS	052722	06/13/22	36.00	
701-000.000-150.000	POLICE RESERVES	DAVE SPURLOCK	WORKED HS SPRING DANCE FOR 4 HOURS	052322	06/13/22	48.00	
701-000.000-150.000	POLICE RESERVES	MARSHAL HAYES	WORKED HS GRADUATION FOR 2 HOURS	052722	06/13/22	24.00	
701-000.000-150.000	POLICE RESERVES	SWEET C. ROBINSON	WORKED HS GRADUATION FOR 3 HOURS	052722	06/13/22	36.00	
701-000.000-150.000	POLICE RESERVES	TINA SPURLOCK	WORKED HS GRADUATION FOR 3 HOURS	52722	06/13/22	36.00	
701-000.000-150.000	POLICE RESERVES	TINA SPURLOCK	WORKED HS SPRING DANCE FOR 4 HRS	052322	06/13/22	48.00	
701-000.000-250.008	POLICE 302 TRAINING FUNDS	WEST MICHIGAN CRIMINAL	SPRING 2022 PA 9302 35% FUNDS FROM I	4794	07/06/22	158.82	
701-000.000-250.072	HAVE FUN AT BUCHANAN PARKS	ASHLEY HANSON	FUN AT BUCHANAN PARKS - ADULT SUPER	1	06/13/22	1,160.00	
701-000.000-250.091	BUCHANAN TREE FRIENDS	DAVEY RESOURCE GROUP	BUCHANAN TREE FRIENDS - TREE INVENT	132297 & 134008	05/08/22	500.00	
Total For Dept 000.000						2,046.82	
Total For Fund 701 TRUST AND AGENCY						2,046.82	



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL			83,485.00	
			Fund 103 CAPITAL PROJECTS			1,020.95	
			Fund 107 DOWNTOWN DEVELOPMENT FUND			12,429.50	
			Fund 202 MAJOR STREETS			2,476.40	
			Fund 203 LOCAL STREETS			3,179.38	
			Fund 501 W & S MAINTENANCE & OPERATIO			52,368.62	
			Fund 588 DIAL-A-RIDE			359.00	
			Fund 701 TRUST AND AGENCY			2,046.82	
Total For All Funds:						157,365.67	

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
053122 24056	AALFS PETROLEUM INC. MAY 2022 FUEL CHARGES 101-301.000-751.000 101-441.000-751.000 501-591.000-751.000	05/31/2022 CBAHAM	06/15/2022	2,751.03  1,197.37 1,204.73 348.93	2,751.03	Open	Y 06/06/2022
54629 24018	ALEXANDER CHEMICAL CORP. CONTAINER STORAGE FEE 501-591.000-743.000	05/27/2022 CBAHAM	06/27/2022	31.00  31.00	31.00	Open	Y 06/06/2022
318867 24052	APEX SOFTWARE ANNUAL RENEWAL - 2022 101-209.000-818.000	05/27/2022 CBAHAM	06/27/2022	235.00  235.00	235.00	Open	Y 06/06/2022
053122 23994	ASHLEY HANSON FARMERS MARKET MAY 2022 101-101.000-885.000	05/31/2022 CBAHAM	06/13/2022	680.00  680.00	680.00	Open	Y 06/05/2022
1 24092	ASHLEY HANSON FUN AT BUCHANAN PARKS - ADULT 701-000.000-250.072	06/10/2022 CBAHAM	06/13/2022	1,160.00  1,160.00	1,160.00	Open	Y 06/09/2022
MAY 2022 23973	AT&T BILLING CYCLE FOR MAY 2022 501-590.000-853.000 501-591.000-853.000	05/16/2022 CBAHAM	06/06/2022	67.56  0.02 67.54	67.56	Open	Y 06/05/2022
IN06229 24034	AUSRA KUBOTA, INC. MOWER DECK SPINDLE 501-590.000-933.000	06/03/2022 CBAHAM	07/03/2022	442.44  442.44	442.44	Open	Y 06/06/2022
PO7699 24042	BELL EQUIPMENT COMPANY SPROCKET AND DRIVE 101-441.000-933.000	05/20/2022 CBAHAM	06/20/2022	45.55  45.55	45.55	Open	Y 06/06/2022
12102 23980	BERRIEN COUNTY TREASURER COMPUTERIZED TAX SERVICES FOR 2022	05/16/2022 CBAHAM	06/16/2022	3,079.00	3,079.00	Open	Y 06/05/2022

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	101-253.000-818.000	CONTRACTUAL- TAX SERVICES		3,079.00			
4430000699 23977	BEST ONE FLEET SERVICE TIRES FOR JOHN DEERE GATOR 101-441.000-933.000	05/31/2022 CBAHAM	06/10/2022	802.49	802.49	Open	Y 06/05/2022
		MAINTENANCE - EQUIPMENT		802.49			
1609885 23979	BIG C LUMBER 1 PALLET OF CONCRETE - 80 LB BAGS 101-276.000-756.000	05/11/2022 CBAHAM	06/11/2022	307.00	307.00	Open	Y 06/05/2022
		MISCELLANEOUS SUPPLIES		307.00			
060322 23975	BOBBY E BLAYLOCK REIMBURSEMENT FOR PURCHASE OF NEW 101-336.000-831.000	06/03/2022 CBAHAM	06/13/2022	719.30	719.30	Open	Y 06/05/2022
		MEMBERSHIP AND DUES		719.30			
052522 23978	BUCHANAN DISTRICT LIBRARY PICNIC TABLES AND CHAIRS - STOP, 101-101.000-885.000	05/25/2022 CBAHAM	06/30/2022	1,371.50	1,371.50	Open	Y 06/05/2022
		PUBLIC RELATIONS		1,371.50			
BALANCE FY 2022 23974	BUCHANAN TOWNSHIP BUCHANAN TOWNSHIP QUARTERLY 501-000.000-809.000	05/31/2022 CBAHAM	05/31/2022	8,486.74	8,486.74	Open	Y 06/05/2022
		BUCH TWP UTILITY ASSESSMENT		8,486.74			
997950 23981	C & C DISTRIBUTORS INC 6 SETS OF MOWER BLADES 101-276.000-933.000	06/02/2022 CBAHAM	06/15/2022	204.66	204.66	Open	Y 06/05/2022
		MAINTENANCE - EQUIPMENT		204.66			
4120254786 23983	CINTAS CORP. BLUE MAT REPLACEMENTS 101-265.000-818.000	05/24/2022 CBAHAM	05/24/2022	71.37	71.37	Open	Y 06/05/2022
		CONTRACTUAL		71.37			
4120825604 24046	CINTAS CORP. RAGS AND RUGS 101-441.000-932.000	05/31/2022 CBAHAM	06/15/2022	136.55	136.55	Open	Y 06/06/2022
		MAINTENANCE-GROUNDS		136.55			
00222 24021	CITY OF BRIDGMAN BACTERIOLOGICAL SAMPLE ANALYSIS 501-591.000-818.000	05/13/2022 CBAHAM	06/12/2022	672.00	672.00	Open	Y 06/06/2022
		CONTRACTUAL		672.00			

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051622-061522 23984	COMCAST BUSINESS INTERNET SERVICES FOR WASTEWATER 501-590.000-853.000	05/12/2022 CBAHAM	06/02/2022	227.49 227.49	227.49	Open	Y 06/05/2022
060122-063022 24053	COMCAST BUSINESS JUNE 2022 MONTHLY BILLING CYCLE - 101-301.000-853.000	05/27/2022 CBAHAM	06/17/2022	474.36 474.36	474.36	Open	Y 06/06/2022
051622-061522-2 24081	COMCAST BUSINESS INTERNET/CABLE SERVICE FOR 720 E 101-441.000-853.000	05/24/2022 CBAHAM	06/14/2022	402.87 402.87	402.87	Open	Y 06/07/2022
060622 24033	CRYSTAL WAGGONER CITY HALL RENTAL DEPOSIT - 50% 101-000.000-674.000	06/06/2022 CBAHAM	06/13/2022	80.00 80.00	80.00	Open	Y 06/06/2022
1918-R-0001 23985	CUSTOM COMPUTER COMPANY LLC REOCCURRING INVOICE- PHONE PLAN CH, 101-265.000-818.000 101-301.000-818.000	06/01/2022 CBAHAM	07/01/2022	3,929.60 3,637.60 292.00	3,929.60	Open	Y 06/05/2022
1976 24066	CUSTOM COMPUTER COMPANY LLC DOOR ENTRY, STRIKER, SPEAKER 101-101.000-861.000	06/07/2022 CBAHAM	06/07/2022	2,642.96 2,642.96	2,642.96	Open	Y 06/07/2022
052322 24024	DAVE SPURLOCK WORKED HS SPRING DANCE FOR 4 HOURS 701-000.000-150.000	05/23/2022 CBAHAM	06/13/2022	48.00 48.00	48.00	Open	Y 06/06/2022
052722 24074	DAVE SPURLOCK WORKED GRADUATION FOR 3 HOURS 701-000.000-150.000	05/27/2022 CBAHAM	06/13/2022	36.00 36.00	36.00	Open	Y 06/07/2022
132297 & 134008 24082	DAVEY RESOURCE GROUP BUCHANAN TREE FRIENDS - TREE 701-000.000-250.091 107-450.000-980.000	03/08/2022 CBAHAM	05/08/2022	12,750.00 500.00 12,250.00	12,750.00	Open	Y 06/08/2022

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02051648166 24065	DELUXE AP CHECKS - BOOKKEEPERS OFFICE - 6 101-253.000-728.000	06/02/2022 CBAHAM	06/17/2022	968.81 968.81	968.81	Open	Y 06/07/2022
1039 23986	DR LAB SERVICES ANNUAL LAB EQUIPMENT CALIBRATIONS 501-590.000-818.000	05/25/2022 CBAHAM	06/25/2022	1,183.00 1,183.00	1,183.00	Open	Y 06/05/2022
228620 23987	DR. SHRINK SHRINK WRAP FOR 2022 TOTHT EVENT 101-101.000-885.000	06/03/2022 CBAHAM	06/30/2022	2,788.97 2,788.97	2,788.97	Open	Y 06/05/2022
S104529878.001 24022	ETNA SUPPLY CO. WATER METER READ COMPUTER SYSTEM 501-591.000-970.001	06/03/2022 CBAHAM	06/25/2022	32,500.00 32,500.00	32,500.00	Open	Y 06/06/2022
S10456156.001 24036	ETNA SUPPLY CO. POLYMER FEED LINE PARTS 501-590.000-933.000	05/18/2022 CBAHAM	06/18/2022	8.45 8.45	8.45	Open	Y 06/06/2022
190739A 23988	EVIDENT INC. RED EVIDENCE SECURITY TAPE X4 & 101-301.000-826.000	05/10/2022 CBAHAM	06/10/2022	104.81 104.81	104.81	Open	Y 06/05/2022
1019 24079	EXEMPLAR IT SOLUTIONS HIGH CAPACITY SURVEILLANCE DRIVE 101-265.000-818.000	05/17/2022 CBAHAM	06/16/2022	2,725.00 2,725.00	2,725.00	Open	Y 06/07/2022
0276261 24019	FERGUSON WATERWORKS #1934 WATER MAIN VALVE 501-591.000-937.000	05/10/2022 CBAHAM	06/10/2022	959.00 959.00	959.00	Open	Y 06/06/2022
0275161-1 24020	FERGUSON WATERWORKS #1934 WATERMAIN PIPE FITTINGS 501-591.000-937.000	05/18/2022 CBAHAM	06/18/2022	896.40 896.40	896.40	Open	Y 06/06/2022

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129151 23990	FOX FIRE SAFETY SALES & SERVICE EXTINGUISHER INSPECTION AT CITY 101-265.000-931.000	05/25/2022 CBAHAM	06/09/2022	149.45 149.45	149.45	Open	Y 06/05/2022
1 24093	FRATERNAL ORDER OF THE MOOSE LEASE PAYMENT - SHORT TERM RENTAL OF CBAHAM 101-101.000-885.000	06/10/2022 CBAHAM	06/13/2022	1,500.00 1,500.00	1,500.00	Open	Y 06/09/2022
18772 24071	GENE WESNER AUTOMOTIVE REPAIR/REPLACE OIL CHANGE ON 46-7 & CBAHAM 101-301.000-939.000	06/07/2022 CBAHAM	06/15/2022	67.89 67.89	67.89	Open	Y 06/07/2022
18801 24070	GENE WESNER AUTOMOTIVE, INC. REPAIR/REPLACE DAMAGE TO 46-7 101-301.000-939.000 101-301.000-934.000 101-301.000-931.000	06/07/2022 CBAHAM	06/15/2022	2,403.67 403.67 1,000.00 1,000.00	2,403.67	Open	Y 06/07/2022
9327995313 24038	GRAINGER PARTS LAB PAPER TOWELS 501-590.000-757.000	05/27/2022 CBAHAM	06/27/2022	73.72 73.72	73.72	Open	Y 06/06/2022
931 23992	GREEN CONSTRUCTION AND ENGINEERING DEPOSIT FOR RETAINING WALL REPAIR 101-441.000-932.000	05/25/2022 CBAHAM	06/05/2022	2,225.00 2,225.00	2,225.00	Open	Y 06/05/2022
051922 23993	GUY EDWARD LEWIS MILEAGE REIMBURSEMENT FOR TRAVEL 101-371.001-864.000	05/19/2022 CBAHAM	06/13/2022	256.82 256.82	256.82	Open	Y 06/05/2022
2786133 23976	HULL LIFT TRUCK BOBCAT MOWER ZT 3500 ZEROPTURN 101-276.000-970.001	05/31/2022 CBAHAM	07/09/2022	7,914.56 7,914.56	7,914.56	Open	Y 06/05/2022
042922-053122 24054	INDIANA MICHIGAN POWER COMPANY MONTHLY BILLING CYCLE FOR MAY 2022 501-591.000-921.000	06/01/2022 CBAHAM	07/05/2022	3,446.41 692.00	3,446.41	Open	Y 06/06/2022

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	501-590.000-921.000	UTILITIES		160.85			
	101-265.000-921.000	UTILITIES		2,373.35			
	101-265.000-921.000	UTILITIES		110.35			
	101-441.000-921.000	UTILITIES		91.64			
	101-269.000-921.000	UTILITIES		18.22			
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CP161 24080	INTERNAL REVENUE SERVICE	05/23/2022	06/01/2022	373.28	373.28	Open	Y 06/07/2022
	38-6004527 - MARCH 31 2022 - FORM CBAHAM						
	101-101.000-715.000	FRINGE BENEFITS		16.96			
	101-172.000-715.000	FRINGE BENEFITS		16.96			
	101-191.000-715.000	FRINGE BENEFITS		16.96			
	101-215.000-715.000	FRINGE BENEFITS		16.96			
	101-253.000-715.000	FRINGE BENEFITS		16.96			
	101-301.000-715.000	FRINGE BENEFITS		16.96			
	101-441.000-715.000	FRINGE BENEFITS		16.96			
	202-463.000-715.000	FRINGE BENEFITS		16.96			
	202-468.000-715.000	FRINGE BENEFITS		16.96			
	202-469.000-715.000	FRINGE BENEFITS		16.96			
	202-474.000-715.000	FRINGE BENEFITS		16.96			
	202-478.000-715.000	FRINGE BENEFITS		16.96			
	202-482.000-715.000	FRINGE BENEFITS		16.96			
	203-463.000-715.000	FRINGE BENEFITS		16.96			
	203-468.000-715.000	FRINGE BENEFITS		16.96			
	203-469.000-715.000	FRINGE BENEFITS		16.96			
	203-474.000-715.000	FRINGE BENEFITS		16.96			
	203-478.000-715.000	FRINGE BENEFITS		16.96			
	203-482.000-715.000	FRINGE BENEFITS		16.96			
	501-590.000-715.000	FRINGE BENEFITS		16.96			
	501-591.000-715.000	FRINGE BENEFITS		16.96			
	101-276.000-715.000	FRINGE BENEFITS		17.12			
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052722 23991	JERRY FLENAR	05/27/2022	06/13/2022	70.48	70.48	Open	Y 06/05/2022
	JERRY BOUGHT DPW LUNCH CBAHAM						
	103-000.000-970.031	TRAIL GRANT EXPENDITURES		70.48			
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45257 23995	JERRY FLENOR	05/23/2022	06/13/2022	61.42	61.42	Open	Y 06/05/2022
	MCCOY CREEK TRAIL ENGRAVED PLATE CBAHAM						
	103-000.000-970.031	TRAIL GRANT EXPENDITURES		61.42			

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311106 23996	KCI JUNE 2022 WATER BILLS 501-590.000-730.000 501-591.000-730.000	05/31/2022 CBAHAM	05/31/2022	1,209.46  604.73 604.73	1,209.46	Open	Y 06/05/2022
MAY 2022 23982	KELLY L CLARK CLEANING SERVICES FOR MAY 2022 - 101-265.000-818.000	04/24/2022 CBAHAM	06/01/2022	825.00  825.00	825.00	Open	Y 06/05/2022
IN184525 23998	KIESLER'S POLICE SUPPLY, INC. 2 CASES 40 CAL AMMO FOR FIRE ARMS 101-301.000-915.000	02/23/2022 CBAHAM	03/25/2022	535.06  535.06	535.06	Open	Y 06/05/2022
202205-0188 24035	KLINK TRUCKING, INC. SLUDGE DISPOSAL TRUCKING FEES 501-590.000-936.000	05/14/2022 CBAHAM	06/14/2022	718.75  718.75	718.75	Open	Y 06/06/2022
060622 23989	LANNY FISHER RENTAL DEPOSIT REFUND - 50% DUE TO 101-000.000-674.000	06/06/2022 CBAHAM	06/30/2022	80.00  80.00	80.00	Open	Y 06/05/2022
01153 - 01880 24057	LOWE'S PAINT FOR BARRICADES/ SANDING DISK 202-463.000-782.000	05/23/2022 CBAHAM	06/23/2022	342.82  342.82	342.82	Open	Y 06/06/2022
01656 - 02281 24058	LOWE'S LUMBER TO FIX/REPAIR STREET 202-463.000-782.000 103-000.000-970.031	05/17/2022 CBAHAM	06/17/2022	438.32  112.56 325.76	438.32	Open	Y 06/06/2022
02948 24059	LOWE'S WOOD TRIM FOR OFFICE WINDOWS, 101-276.000-931.000	05/03/2022 CBAHAM	06/03/2022	565.04  565.04	565.04	Open	Y 06/06/2022
01820 24060	LOWE'S LUMBER TO FIX EAIL ON TRAIL DECK 103-000.000-970.031	05/09/2022 CBAHAM	06/09/2022	121.43  121.43	121.43	Open	Y 06/06/2022



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01189 24061	LOWE'S LUMBER TO REBUILD STREET 202-463.000-782.000	05/11/2022 CBAHAM	06/11/2022	281.40 281.40	281.40	Open	Y 06/06/2022
	ROAD MAIN. MATERIAL & SUPPLIES						
71741 23999	M.A.A.C PROPERTY SERVICES FERTILIZATION, FUEL SURCHARGE FOR 101-276.000-932.000	05/25/2022 CBAHAM	06/25/2022	80.58 80.58	80.58	Open	Y 06/05/2022
	MAINTENANCE-GROUNDS						
052722 24076	MARSHAL HAYES WORKED HS GRADUATION FOR 2 HOURS 701-000.000-150.000	05/27/2022 CBAHAM	06/13/2022	24.00 24.00	24.00	Open	Y 06/07/2022
	POLICE RESERVES						
JUNE 2022 24005	MICHIANA RECYCLING & DISPOSAL JUNE 2022 MONTHLY TRASH SERVICES 101-265.000-921.000	06/01/2022 CBAHAM	06/10/2022	618.00 105.00	618.00	Open	Y 06/06/2022
	UTILITIES			272.00			
	UTILITIES			105.00			
	UTILITIES			68.00			
	UTILITIES			68.00			
300007994 24069	MICHIGAN ASSOCIATION OF MEMBERSHIPS FOR BOTH GANUS AND 101-301.000-960.000	06/07/2022 CBAHAM	06/15/2022	215.00 215.00	215.00	Open	Y 06/07/2022
	EDUCATION AND TRAINING						
062222 24000	MICHIGAN ASSOCIATION OF MAYORS MEMBERHSIP DUES FOR 2022 101-101.000-831.000	06/02/2022 CBAHAM	06/13/2022	85.00 85.00	85.00	Open	Y 06/05/2022
	MEMBERSHIP AND DUES						
32222332 24002	MID-STATES BOLT & SCREW CO. BOLTS FOR BENCHES INSTALLED ON 101-441.000-756.000	05/31/2022 CBAHAM	06/17/2022	168.48 2.77	168.48	Open	Y 06/05/2022
	MISCELLANEOUS SUPPLIES			165.71			
	TRAIL GRANT EXPENDITURES						
32226877 24045	MID-STATES BOLT & SCREW CO. BOLTS FOR SWEEPER 101-441.000-933.000	05/25/2022 CBAHAM	06/25/2022	23.93 23.93	23.93	Open	Y 06/06/2022
	MAINTENANCE - EQUIPMENT						

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000214365 24003	MILLER WELDING SUPPLY CUTOFF WHEELS AND GRINDING 101-441.000-933.000	05/31/2022 CBAHAM	06/24/2022	153.75 153.75	153.75	Open	Y 06/05/2022
	MAINTENANCE - EQUIPMENT						
06/05/2022 24001	MILLER, CRAIG UB REFUND FOR ACCOUNT: 6216 OVER PD 501-000.000-202.000	06/05/2022 CBAHAM	06/13/2022	61.71 61.71	61.71	Open	Y 06/05/2022
	SEWER						
060422 24006	NILES DAILY STAR SUBSCRIPTION RENEWAL THROUGH JUNE 101-101.000-962.000	06/01/2022 CBAHAM	06/04/2022	78.00 78.00	78.00	Open	Y 06/06/2022
	MISCELLANEOUS						
470805 24007	NORTH CENTRAL LABORATORIES LAB SIPPLIES 501-590.000-757.000	05/17/2022 CBAHAM	06/17/2022	1,658.28 1,658.28	1,658.28	Open	Y 06/06/2022
	LAB SUPPLIES						
471019 24039	NORTH CENTRAL LABORATORIES FC AGAR 501-590.000-757.000	05/23/2022 CBAHAM	06/23/2022	89.23 89.23	89.23	Open	Y 06/06/2022
	LAB SUPPLIES						
13924 24008	NORTH SHORE ANALYTICAL MERCURY ANALYSIS 501-590.000-818.000	05/19/2022 CBAHAM	06/19/2022	175.00 175.00	175.00	Open	Y 06/06/2022
	CONTRACTUAL						
239945895001 24009	OFFICE DEPOT 2 BOXES OF RED FOLDERS FOR RAD 101-301.000-886.000	04/28/2022 CBAHAM	05/29/2022	77.78 77.78	77.78	Open	Y 06/06/2022
	COMMUNITY POLICING						
239946805001 24010	OFFICE DEPOT 2 CASES COPY PAPER, PENS AND 101-301.000-728.000	04/28/2022 CBAHAM	05/29/2022	66.65 66.65	66.65	Open	Y 06/06/2022
	OFFICE SUPPLIES						
238861494001 24049	OFFICE DEPOT 48 RED FOLDERS FOR RAD 101-301.000-886.000	05/02/2022 CBAHAM	06/05/2022	55.11 55.11	55.11	Open	Y 06/06/2022
	COMMUNITY POLICING						

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224025138001 24050	OFFICE DEPOT 2 PACKS RESPIRATOR MASKS 101-301.000-728.000	02/01/2022 CBAHAM	03/01/2022	59.98 59.98	59.98	Open	Y 06/06/2022
224020959001 24051	OFFICE DEPOT 1 BOX TRASH BAGS, 1 BOX SURGICAL 101-301.000-728.000	02/01/2022 CBAHAM	03/01/2022	29.52 29.52	29.52	Open	Y 06/06/2022
246604983001 24072	OFFICE DEPOT 1 CASE [PAPER TOWELS AND 24 MEMO 101-301.000-728.000	05/24/2022 CBAHAM	06/26/2022	51.76 51.76	51.76	Open	Y 06/07/2022
128846 24078	OSCAR PRINTING QTY 250 NOTICE OF VIOLATION FOR PD 101-301.000-756.000	06/06/2022 CBAHAM	06/06/2022	280.62 280.62	280.62	Open	Y 06/07/2022
64899 24011	PARRETT COMPANY CONTRACT PAYMENT FOR MAY 2022 101-265.000-818.000	05/26/2022 CBAHAM	05/26/2022	592.87 592.87	592.87	Open	Y 06/06/2022
052422 24012	PAYNES EXCAVATING, LLC 6 YARDS NATURAL - TRAIL 103-000.000-970.031	05/24/2022 CBAHAM	06/24/2022	180.00 180.00	180.00	Open	Y 06/06/2022
2142763 24014	PLANTE & MORAN APRIL 2022 GOVERNMENTAL ASSISTANCE 101-253.000-818.000	04/29/2022 CBAHAM	05/29/2022	21,825.00 21,825.00	21,825.00	Open	Y 06/06/2022
204722 24013	PLATEMATE PLACEMATES - 4TH OF JULY - 107-435.000-756.000	05/20/2022 CBAHAM	06/20/2022	179.50 179.50	179.50	Open	Y 06/06/2022
060622 23997	REBECCA KALLENBACH CITY HALL DEPOSIT REFUND - 50% DUE 101-000.000-674.000	06/06/2022 CBAHAM	06/13/2022	80.00 80.00	80.00	Open	Y 06/05/2022

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MAY 2022							
24062	REDBUD HARDWARE PURCHASES MADE IN MAY 2022 FROM CBAHAM	05/11/2022	06/11/2022	1,889.39	1,889.39	Open	Y 06/07/2022
	101-101.000-861.000 REDBUD CITY CENTER PROJECT			387.66			
	101-336.000-756.000 MISCELLANEOUS SUPPLIES			3.49			
	101-301.000-915.000 TARGET RANGE & SUPPLIES			23.28			
	101-276.000-756.000 MISCELLANEOUS SUPPLIES			107.60			
	101-276.000-931.000 MAINTENANCE-BUILDINGS			248.57			
	501-590.000-938.000 MAINTENANCE - SYSTEM			41.45			
	501-590.000-933.000 MAINTENANCE - EQUIPMENT			220.97			
	501-591.000-756.000 MISCELLANEOUS SUPPLIES			109.46			
	101-271.435-756.014 MISCELLANEOUS			24.75			
	101-441.000-756.000 MISCELLANEOUS SUPPLIES			126.35			
	101-441.000-933.000 MAINTENANCE - EQUIPMENT			242.48			
	202-463.000-782.000 ROAD MAIN. MATERIAL & SUPPLIES			33.46			
	101-441.000-932.000 MAINTENANCE-GROUNDS			223.72			
	103-000.000-970.031 TRAIL GRANT EXPENDITURES			96.15			
3300350							
24041	RIETH-RILEY CONSTRUCTION CO. ASPHALT FOR TERRE COUPE CBAHAM	05/26/2022	06/26/2022	3,077.62	3,077.62	Open	Y 06/06/2022
	203-463.000-782.000 ROAD MAIN. MATERIAL & SUPPLIES			3,077.62			
150556257							
24015	ROSE PEST SOLUTIONS MAY 2022 PEST CONTROL SERVICES - CBAHAM	05/11/2022	06/08/2022	50.00	50.00	Open	Y 06/06/2022
	101-265.000-818.000 CONTRACTUAL			50.00			
150556574							
24016	ROSE PEST SOLUTIONS PEST CONTROL PD - MAY 2022 CBAHAM	05/11/2022	05/26/2022	73.00	73.00	Open	Y 06/06/2022
	101-301.000-818.000 CONTRACTUAL			73.00			
IN94499							
24055	SAFETY SERVICES INC. \$901.42 WAS ALREDY APPLIED TO CBAHAM	03/18/2022	04/17/2022	43.01	43.01	Open	Y 06/06/2022
	501-590.000-962.000 MISCELLANEOUS			43.01			
3202							
24067	SIMPLE UPDATES.COM ENTRY LEVEL WEBSITE HOSTING - CBAHAM	06/01/2022	06/30/2022	60.00	60.00	Open	Y 06/07/2022
	101-265.000-818.000 CONTRACTUAL			60.00			

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27963 24073	SMR COMMUNICATIONS INC. MIC FOR PORTABLE RAIDIO - PD 101-301.000-851.000 RADIO MAINTENANCE	06/06/2022 CBAHAM	07/06/2022	153.00 153.00	153.00	Open	Y 06/07/2022
3282 24048	SOUTHWESTERN MICHIGAN TOURIST MEMBERSHIP DUES FOR JUNE 2022 101-172.000-831.000 MEMBERSHIP AND DUES	06/02/2022 CBAHAM	06/15/2022	110.00 110.00	110.00	Open	Y 06/06/2022
052422 24043	SPECTRUM HEALTH LAKE LAND DOT PHYSICAL FOR MR. BAKER 101-441.000-961.000 MEDICAL EXAMS	05/24/2022 CBAHAM	06/24/2022	226.00 226.00	226.00	Open	Y 06/06/2022
33292 24044	STATE BARRICADING INC REFLECTIVE TAPE FOR ROAD CLOSED 202-463.000-782.000 ROAD MAIN. MATERIAL & SUPPLIES	05/25/2022 CBAHAM	06/25/2022	1,604.40 1,604.40	1,604.40	Open	Y 06/06/2022
591-11011699 24004	STATE OF MICH.-DEPT OF TRANSP. BUS OPERATING RECONCILIATION 588-000.000-700.007 AUDIT EXPENSES	05/25/2022 CBAHAM	06/25/2022	359.00 359.00	359.00	Open	Y 06/05/2022
052722 24077	SWEET C. ROBINSON WORKED HS GRADUATION FOR 3 HOURS 701-000.000-150.000 POLICE RESERVES	05/27/2022 CBAHAM	06/13/2022	36.00 36.00	36.00	Open	Y 06/07/2022
15768 24017	SWMI REGIONAL CHAMBER 2022 JANUARY - DECEMBER DUES 101-276.000-831.000 MEMBERSHIP AND DUES	05/20/2022 CBAHAM	06/20/2022	5,000.00 5,000.00	5,000.00	Open	Y 06/06/2022
060122 24064	TALA REAL ESTATE 708 S. RED BUD TRL - EARNEST MONEY 101-101.000-970.001 CAPITAL OUTLAY	06/01/2022 CBAHAM	06/15/2022	2,500.00 2,500.00	2,500.00	Open	Y 06/07/2022
052322 24023	TINA SPURLOCK WORKED HS SPRING DANCE FOR 4 HRS 701-000.000-150.000 POLICE RESERVES	05/23/2022 CBAHAM	06/13/2022	48.00 48.00	48.00	Open	Y 06/06/2022

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52722 24075	TINA SPURLOCK WORKED HS GRADUATION FOR 3 HOURS 701-000.000-150.000	05/27/2022 CBAHAM	06/13/2022	36.00 36.00	36.00	Open	Y 06/07/2022
639599 24040	TRACTOR SUPPLY COMPANY CHAIN AND CHAIN LINKS FOR SWEEPER 101-441.000-933.000	06/06/2022 CBAHAM	06/15/2022	47.47 47.47	47.47	Open	Y 06/06/2022
32343 24025	TWIN CITY AWARDS & TROPHIES PLAQUE FOR CITY TREASURER DEB 101-253.000-728.000	05/23/2022 CBAHAM	06/13/2022	15.00 15.00	15.00	Open	Y 06/06/2022
990723 24026	USA BLUE BOOK FLUORIDE REAGENT 501-591.000-743.000	05/25/2022 CBAHAM	06/25/2022	325.63 325.63	325.63	Open	Y 06/06/2022
992423 24037	USA BLUE BOOK SAMPLER THERMOMETERS 501-590.000-757.000	05/26/2022 CBAHAM	06/26/2022	153.87 153.87	153.87	Open	Y 06/06/2022
9906157810 24028	VERIZON WIRELESS MAY 2022 AIR CARDS X4 FOR PATROL 101-301.000-818.000	05/10/2022 CBAHAM	06/02/2022	160.10 160.10	160.10	Open	Y 06/06/2022
VA8235 24027	VIRTUAL ACADEMY VA TRAINING ACCESS FOR 6/22/22 TO 101-301.000-826.000	05/24/2022 CBAHAM	06/24/2022	450.00 450.00	450.00	Open	Y 06/06/2022
2666451 24068	VITAL RECORDS CONTROL MONTHLY SERVICE CHARGE - JUNE 2022 101-265.000-931.000	05/31/2022 CBAHAM	06/15/2022	75.00 75.00	75.00	Open	Y 06/07/2022
9956 24029	WELDY SALES AND SERVICE MAITENANCA AND SERVICE ON CONCRETE 501-591.000-933.000	06/02/2022 CBAHAM	07/02/2022	574.44 574.44	574.44	Open	Y 06/06/2022



06/10/2022 03:02 PM  
User: CBAHAM  
DB: Buchanan

INVOICE REGISTER REPORT FOR CITY OF BUCHANAN  
EXP CHECK RUN DATES 06/13/2022 - 06/13/2022  
JOURNALIZED  
OPEN

Page: 14, **Item VII. C.**

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
9908 24030	WELDY SALES AND SERVICE REHAB SERVICE ON TWO OLDER WEED 101-276.000-933.000	05/31/2022 CBAHAM	06/30/2022	295.99 295.99	295.99	Open	Y 06/06/2022
	MAINTENANCE - EQUIPMENT						
9936 24031	WELDY SALES AND SERVICE WEED EATER STRING 101-276.000-933.000	06/01/2022 CBAHAM	07/01/2022	59.99 59.99	59.99	Open	Y 06/06/2022
	MAINTENANCE - EQUIPMENT						
9800 24032	WELDY SALES AND SERVICE TWO CYCLE OIL AND LINE TRIMMER 501-590.000-933.000	05/24/2022 CBAHAM	06/24/2022	19.48 19.48	19.48	Open	Y 06/06/2022
	MAINTENANCE - EQUIPMENT						
4794 24047	WEST MICHIGAN CRIMINAL JUSTICE SPRING 2022 PA 9302 35% FUNDS FROM 701-000.000-250.008	06/06/2022 CBAHAM	07/06/2022	158.82 158.82	158.82	Open	Y 06/06/2022
	POLICE 302 TRAINING FUNDS						
81267966 24063	WEX BANK MAY 2022 FUEL PURCHASES 101-301.000-751.000 101-441.000-751.000 101-276.000-751.000 501-590.000-751.000	05/31/2022 CBAHAM	06/22/2022	5,205.82 1,482.07 2,375.09 1,232.28 116.38	5,205.82	Open	Y 06/07/2022
# of Invoices:	112	# Due: 112	Totals:	157,365.67	157,365.67		
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:				157,365.67	157,365.67		

06/10/2022 03:02 PM

User: CBAHAM

DB: Buchanan

## INVOICE REGISTER REPORT FOR CITY OF BUCHANAN

EXP CHECK RUN DATES 06/13/2022 - 06/13/2022

JOURNALIZED

OPEN

Page: 15, **Item VII. C.**

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL			83,485.00	83,485.00		
	103 - CAPITAL PROJECTS			1,020.95	1,020.95		
	107 - DOWNTOWN DEVELOPMENT FUND			12,429.50	12,429.50		
	202 - MAJOR STREETS			2,476.40	2,476.40		
	203 - LOCAL STREETS			3,179.38	3,179.38		
	501 - W & S MAINTENANCE & OPERATIC			52,368.62	52,368.62		
	588 - DIAL-A-RIDE			359.00	359.00		
	701 - TRUST AND AGENCY			2,046.82	2,046.82		
--- TOTALS BY DEPT/ACTIVITY ---							
	000.000 -			12,215.22	12,215.22		
	101.000 - CITY COMMISSION			12,051.05	12,051.05		
	172.000 - CITY MANAGER			126.96	126.96		
	191.000 - ELECTIONS			16.96	16.96		
	209.000 - ASSESSOR			235.00	235.00		
	215.000 - CITY CLERK			16.96	16.96		
	253.000 - TREASURER			25,904.77	25,904.77		
	265.000 - BUILDING AND GROUNDS			10,879.99	10,879.99		
	269.000 - RENTAL PROPERTY			18.22	18.22		
	271.435 - FARMERS' MARKET			24.75	24.75		
	276.000 - CEMETERY			16,101.39	16,101.39		
	301.000 - POLICE			8,269.99	8,269.99		
	336.000 - FIRE DEPARTMENT			722.79	722.79		
	371.001 - BUILDING INSPECTOR			256.82	256.82		
	435.000 - FARMERS' MARKET			179.50	179.50		
	441.000 - DEPARTMENT OF PUBLIC WOR			8,619.35	8,619.35		
	450.000 - DOWNTOWN ENHANCEMENT/PLA			12,250.00	12,250.00		
	463.000 - ROUTINE STREET MAINTENAN			5,486.18	5,486.18		
	468.000 - TREE & SHRUB MAINTENANCE			33.92	33.92		
	469.000 - DRAINAGE			33.92	33.92		
	474.000 - TRAFFIC SERVICES - MAINT			33.92	33.92		
	478.000 - WINTER MAINTENANCE			33.92	33.92		
	482.000 - ADMIN. & RECORD KEEPING			33.92	33.92		
	590.000 - SEWER MAINTENANCE & OPER			6,022.08	6,022.08		
	591.000 - WATER MAINTENANCE & OPER			37,798.09	37,798.09		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
			Fund Totals:			
			Fund 101 GENERAL			83,485.00
			Fund 103 CAPITAL PROJECTS			1,020.95
			Fund 107 DOWNTOWN DEVELOPMENT FUND			12,429.50
			Fund 202 MAJOR STREETS			2,476.40
			Fund 203 LOCAL STREETS			3,179.38
			Fund 501 W & S MAINTENANCE & OPERATI			52,368.62
			Fund 588 DIAL-A-RIDE			359.00
			Fund 701 TRUST AND AGENCY			2,046.82
			Total For All Funds:			157,365.67


June 13<sup>th</sup> CC Meeting

**Check run: \$157,365.67**

Invoices to make note of:

- Buchanan Township - **\$8,486.74**
  - Quarterly Utility Assessment
- Custom Computer Company - **\$6,572.56**
  - New door system at City Center
  - Reoccurring monthly invoice with phone plan, server, network monitoring
- ETNA Supply Co - **\$32,500.00**
  - Approved at the 4/28/22 CC meeting
  - Water Meter Read computer system replacement
- Hull Lift Truck - **\$7,914.56**
  - Approved at the 4/28/22 CC meeting
  - Bobcat zero turn mower
- Plante and Moran - **\$21,825.00**
  - April 2022 Governmental Accounting Support Services
- Davey Resource Group - **\$12,750.00**
  - Buchanan Tree Friends – Tree Inventory/ UF program outline
- SW MI Regional Chamber - **\$5,000**
  - Membership Dues
- WEX Bank - **\$5,205.82**
  - May 2022 Fuel purchases

$$=$$

**BUCHANAN**  
*Life is better here.*

**RENTAL FORM**

Internal Use Only:

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

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

\_\_\_\_\_



**Email Submission RE Lyla Grace Request**  
**Submitted 06/08/22**



**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 \_\_\_\_\_

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

Building Reserved for: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date \_\_\_\_\_



**Email Submission RE Lyla Grace Request**  
**Submitted 06/08/22**



**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.**

## Heather Grace

---

**From:** Kalla Langston  
**Sent:** Thursday, June 9, 2022 5:20 PM  
**To:** Heather Grace  
**Subject:** Fwd: Common Application from Lyla Grace Corp

Get [Outlook for iOS](#)

---

**From:** Monroe Lemay <lemaysource@gmail.com>  
**Sent:** Thursday, June 9, 2022 12:02:55 PM  
**To:** Kalla Langston <clerk@cityofbuchanan.com>  
**Cc:** Ashley Regal <aregal@cityofbuchanan.com>; Heather Grace <hgrace@cityofbuchanan.com>  
**Subject:** Re: Common Application from Lyla Grace Corp

So here are the details of the event:

- Music Fest w/ Beer Garden and Food trucks
- The event is set to take place on Sunday, July 3rd 2022.
- Event location: Buchanan Common w/ rental of Redbud Center for Musicians and volunteers.
- Duration of event 12 pm - 8 pm
- Event sponsored by Cannavista Wellness
- We would like to ask for the Beer Garden to be off of the Common park area but on city property. Specifically the grassy area west of the Mill. The size of the Beer Garden is specified at 60' x 110' and will be gated with barriers from the Chamber.
- There will be one entrance only. Two people at the gate at all times checking everyone's ID (no matter what the age). Those old enough to drink will be stamped on left hand.
- Drink Tickets will be sold in the gated area by 1-2 volunteers.
- The Beer will be purchased from River St. Joe. Featuring American Farmhouse craft beer with some European farmhouse brewing traditions. A selection of four craft variety of beer styles to appeal to all palates and sensibilities. An introduction to the individuals who have yet had a chance to visit the restaurant on Walton Road.
- The beer will be served by a Tip Certified bartender.

- There will be six bands of all kinds of popular music genres playing from 12 noon and ending approximately 8 pm
- Setup and breakdown will be done by employees and volunteers. As per contract, the Park will be cleaned and returned to the original state it was found.



**Cannavista**  
wellness

PRESENTS

**BUCHANNA FESTIVAL**

Buchanan Commons

July 3rd

Freddie Miller- Master of Ceremony

Live Music From:

That's What She Said / Hourglass  
Sypian Family Band/ Tre' Marquis  
Wolf Ticket / The Erly

Artists/ Vendors/Food Trucks

Suggested donation: \$10 per family

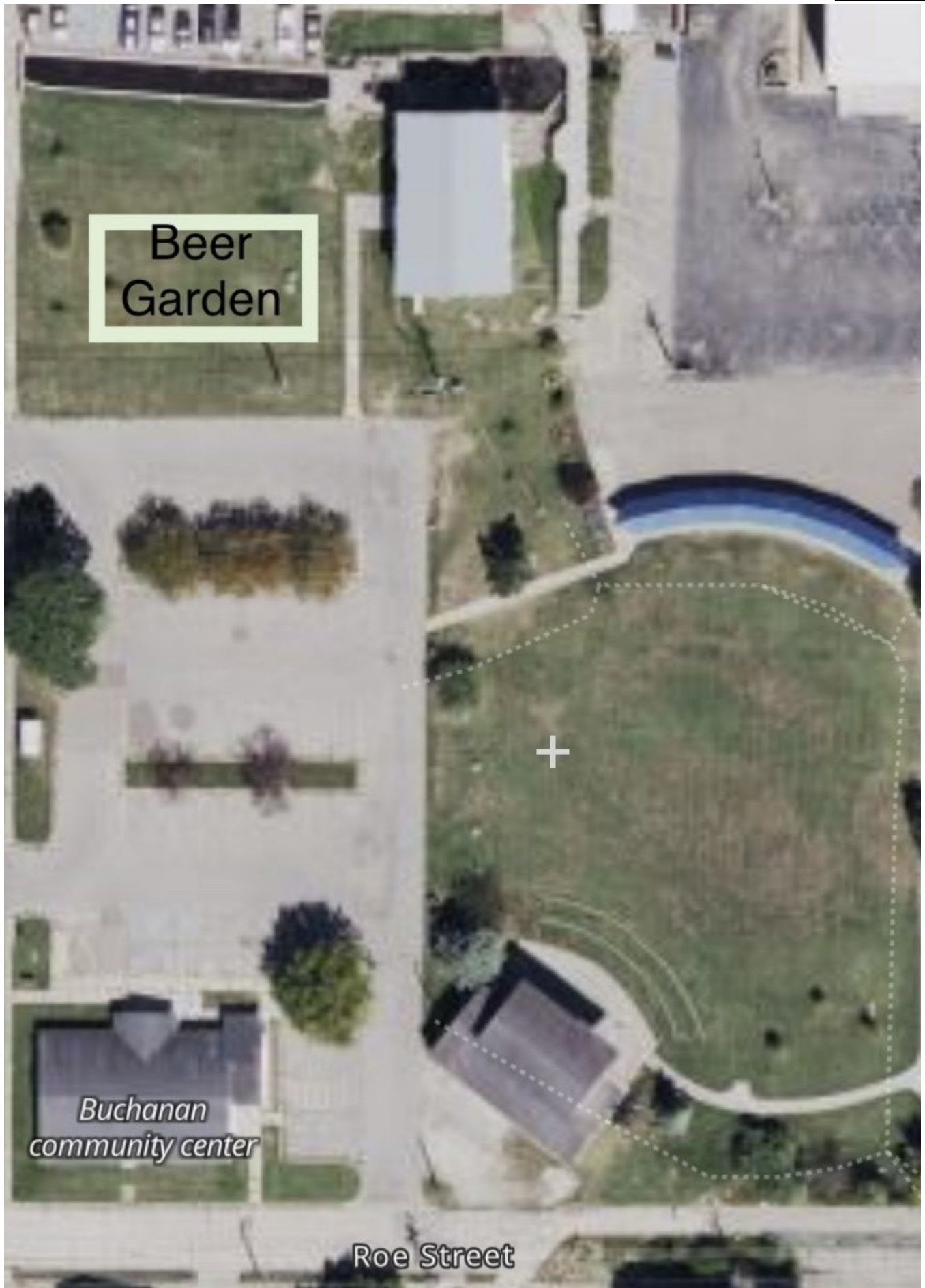
All donations go to local charities

12pm-8pm

STAY TUNED FOR MORE OR INFO VISIT

WWW.CANNAVISTAWELLNESS.CO







**CITY OF \_\_\_\_\_**

**SPECIAL ASSESSMENT DISTRICT FOR EMERGENCY MEDICAL SERVICES  
THROUGH SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE,  
DISTRICT NO. 1**

**RESOLUTION NO. 1  
RESOLUTION OF INTENT TO ESTABLISH SPECIAL ASSESSMENT DISTRICT;  
TENTATIVE DESIGNATION OF SPECIAL ASSESSMENT DISTRICT;  
NOTICE OF PUBLIC HEARING**

At a regular meeting of the City Council of the City of \_\_\_\_\_, held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2022, at \_\_\_\_\_ p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and  
seconded by \_\_\_\_\_.

WHEREAS, pursuant to Act 368 of 1978, as amended by Act 179 of 1990 (MCL 333.20948), a combination of local governmental units may operate an ambulance authority and defray, in whole or part, the cost of ambulance service by special assessment, with such special assessments conforming as nearly as possible to the procedure set forth in section 1 of Act 33 of 1951; and

WHEREAS, pursuant to Act 368 of 1978, as well as the Urban Cooperation Act, Act 7 of 1967, the City and other local governmental units have formed the Southwestern Michigan Community Ambulance Service ("SMCAS"), which provides ambulance services to the member municipalities and certain other municipalities pursuant to contracts ("Services"); and

WHEREAS, the costs of maintaining and operating SMCAS are shared by the local governmental units who are members of SMCAS, including the City, pursuant to the Articles of Incorporation of SMCAS; and

WHEREAS, the City wishes to defray its share of the cost of operating SMCAS by establishing a special assessment district pursuant to Act 368 of 1978, as amended by Act 179 of 1990; and

WHEREAS, the City finds that initiating proceedings to establish such a special assessment district is in the best interest of the public health, safety, and welfare.

**NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

1. The City Council determines to defray its share of the cost of maintaining and operating SMCAS, in whole or part, by special assessment.

2. The City Council tentatively designates the special assessment district ("District") against which the cost will be assessed as all residential units, commercial parcels, industrial parcels, and agricultural parcels within the City, unless such lands and premises are exempt by law from paying special assessments. "Residential unit" includes each unit in multiple family dwellings, apartments, condominiums, and townhouses, and includes each pad in a mobile home or manufactured housing community.

3. The estimated cost for each assessed parcel or unit in the District shall be based on the year of the assessment in the amounts as follows:

2022	\$30.00
2023	\$35.00
2024	\$40.00
2025	\$45.00
2026	\$50.00

4. The City tentatively proposes that the District remain in effect for a period of five (5) years.

5. If at any time during the term of the District an actual incremental cost increase exceeds the estimate therefor by 10% or more, notice shall be given and a hearing will be afforded to the record owners of property to be assessed.

6. The City Council shall hold a public hearing on \_\_\_\_\_, 2022, at \_\_\_\_\_ p.m. at City Hall to hear and consider objections to the creation of the District and the estimated cost for each parcel in the District.

7. The City Council directs the City Clerk to give notice of the time, date and purpose of the hearing, by first class mail, to each record owner of, or party-in-interest in, real property within the City whose name appears upon the last City tax assessment records, at least ten days before the date of the hearing in the form substantially similar to **Exhibit A**, attached to this Resolution. In addition, notice shall also be published in the same form at least twice before the hearing in a newspaper circulating in the City. The first publication shall be at least ten days before the date of the hearing.

8. Following the public hearing, the City Council may revise, correct, amend or change the plans, estimate of cost, or boundaries of the special assessment district.

9. Any and all resolutions in conflict with this Resolution are hereby repealed, but only to the extent necessary to give this Resolution full force and effect.

ADOPTED:

YEAS:\_\_\_\_\_

NAYS:\_\_\_\_\_

STATE OF MICHIGAN )

COUNTY OF \_\_\_\_\_ )  
\_\_\_\_\_ )

I, the undersigned, the duly qualified and acting City Clerk of the City of \_\_\_\_\_,  
\_\_\_\_\_ County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and  
complete copy of certain proceedings taken by the City Council of said City at a regular meeting  
held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_ City Clerk

**EXHIBIT A****CITY OF \_\_\_\_\_****NOTICE OF PUBLIC HEARING****SPECIAL ASSESSMENT DISTRICT FOR EMERGENCY MEDICAL SERVICES  
THROUGH SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE,  
DISTRICT NO. 1**

NOTICE IS HEREBY GIVEN that the City Council of the City of \_\_\_\_\_, \_\_\_\_\_ County, Michigan, has determined to proceed with creating a special assessment district to defray, in whole or part, the City's share of the cost of maintaining and operating the Southwestern Michigan Community Ambulance Service.

The City Council has tentatively determined that all or part of the City's share of such cost shall be specially assessed against all residential units, commercial parcels, industrial parcels, and agricultural parcels within the City, unless such lands and premises are exempt by law from paying special assessments. "Residential unit" includes each unit in multiple family dwellings, apartments, condominiums and townhouses, and includes each pad in a mobile home or manufactured housing community.

TAKE NOTICE that the City Council will hold a public hearing at a regular meeting of the City Council on \_\_\_\_\_, 2022, at \_\_\_\_ p.m., at the City Hall, \_\_\_\_\_, to hear and consider any objections to the proposed special assessment, the district and all other matters relating to the Special Assessment District for Emergency Medical Services through Southwestern Michigan Community Ambulance Service.

TAKE FURTHER NOTICE that property shall not be added to the proposed special assessment district without further notice and public hearing.

This Notice was authorized by the City Council of the City of \_\_\_\_\_.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
\_\_\_\_\_, City Clerk



**CITY OF \_\_\_\_\_**

**SPECIAL ASSESSMENT DISTRICT FOR EMERGENCY MEDICAL SERVICES  
THROUGH SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE,  
DISTRICT NO. 1**

**RESOLUTION NO. 4  
CONFIRMATION OF SPECIAL ASSESSMENT ROLL**

At a regular meeting of the City Council of the City of \_\_\_\_\_, held on  
the \_\_\_\_\_ day of \_\_\_\_\_, 2022, at \_\_\_\_\_ p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and  
seconded by \_\_\_\_\_.

WHEREAS, pursuant to Act 368 of 1978, as amended by Act 179 of 1990 (MCL 333.20948), a combination of local governmental units may operate an ambulance authority and defray, in whole or part, the cost of ambulance service by special assessment, with such special assessments conforming as nearly as possible to the procedure set forth in section 1 of Act 33 of 1951; and

WHEREAS, Act 33 of 1951 provides that all proceedings related to special assessments shall conform as nearly as practicable to Act 188 of 1954; and

WHEREAS, pursuant to Act 368 of 1978, as well as the Urban Cooperation Act, Act 7 of 1967, the City and other local governmental units have formed the Southwestern Michigan Community Ambulance Service ("SMCAS"), which provides ambulance services to the member municipalities and certain other municipalities pursuant to contracts ("Services"); and

WHEREAS, the costs of maintaining and operating SMCAS are shared by the local governmental units who are members of SMCAS, including the City, pursuant to the Articles of Incorporation of SMCAS; and

WHEREAS, the City wishes to defray its share of the cost of maintaining and operating SMCAS (“SMCAS Costs”) by establishing a special assessment district pursuant to Act 368 of 1978, as amended by Act 179 of 1990; and

WHEREAS, following a properly noticed public hearing on \_\_\_\_\_, 2022, the City Council adopted a resolution on \_\_\_\_\_, 2022, to determine the “Special Assessment District for Emergency Medical Services Through Southwestern Michigan Community Ambulance Service, District No. 1” (the “District”) and directed the City Assessor to prepare a Special Assessment Roll for the District; and

WHEREAS, the City Assessor has made and certified a special assessment roll for the parcels located in the District and has reported the special assessment roll to the City Council; and

WHEREAS, after giving proper notice, the City Council held a public hearing on \_\_\_\_\_, 2022, to consider the proposed special assessment roll for the District and objections thereto; and

WHEREAS, after hearing all persons interested therein, giving due consideration to all written objections to said special assessment roll filed with the City Clerk and after reviewing said special assessment roll, the City Council deems said special assessment roll to be fair, just and equitable, and that each of the assessments contained therein is proportionate to the benefits to be derived by the parcel of land assessed.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The special assessment roll prepared by the City Assessor, and reported to the City Council, and in the form attached as **Exhibit A**, is hereby confirmed and shall be known and designated for the District as Special Assessment Roll No. 1 (the “Roll”).

2. The City Clerk shall endorse on the Roll the date of this meeting as the date of confirmation of said Roll.

3. Each annual assessment pursuant to the Roll shall be levied on December 1 and shall be due and payable in February of the following year, in the same manner as general property taxes. The first assessment shall be levied on December 1, 2022.

4. If an annual assessment is not paid when due, then the assessment shall be considered to be delinquent and there shall be collected a penalty at the rate of one percent (1%) for each month or fraction of a month, that the assessment remains unpaid before being reported to the City Council for reassessment upon the City tax roll.

5. All special assessments contained in the Roll shall, from the date of confirmation of the Roll, constitute a lien upon the respective parcels of land assessed. Such lien shall be of the same character and effect as the lien created for City taxes and shall include accrued penalties.

6. The special assessments made in the Roll are hereby ordered and directed to be collected and the City Clerk shall deliver the Roll to the City Treasurer with her warrant attached thereto, which said warrant shall command the City Treasurer to collect the special assessments in the Roll in accordance with the direction of the City Council in respect thereto and which warrant shall further require the City Treasurer to include as a delinquent tax any unpaid special assessment which is delinquent on the last day of February, and the delinquent taxes returned to the County Treasurer the next day pursuant to Section 55 of the General Property Tax Act, MCL 211.55. The form of said warrant is attached as **Exhibit B**.

7. Upon receiving the Roll and warrant, the City Treasurer shall proceed to collect the several amounts assessed therein as the same shall become due.

8. The City Clerk shall, as soon as possible but in no event more than seven (7) days after confirmation of the Roll, send notice of special assessment, in the form attached as **Exhibit C**, to the person responsible for payment of the ad valorem property taxes on, the record owner of, or party in interest in, each parcel of land assessed, at the address shown for such persons upon the last City tax assessment roll for ad valorem tax purposes which was reviewed by the City Council of Review, subject to any subsequent changes in the names and addresses of the owners or parties listed thereon.

9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same are hereby rescinded.

ADOPTED:

YEAS:\_\_\_\_\_

NAYS:\_\_\_\_\_

STATE OF MICHIGAN                    )  
  )  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, the duly qualified and acting City Clerk of the City of \_\_\_\_\_, \_\_\_\_\_ County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council of said City at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

**EXHIBIT A**  
**SPECIAL ASSESSMENT ROLL**

**See attached.**

**EXHIBIT B**  
**WARRANT OF CITY CLERK**

I, \_\_\_\_\_, the City Clerk of the City of \_\_\_\_\_,  
\_\_\_\_\_ County, Michigan, hereby direct and command you, \_\_\_\_\_, City  
Treasurer, to collect the assessments set forth on the attached Special Assessment Roll for the  
Special Assessment District for Emergency Medical Services Through Southwestern Michigan  
Community Ambulance Service, District No. 1, in accordance with the directions of the City  
Council with respect thereto set forth in a Resolution adopted by the City Council on  
\_\_\_\_\_, 2022, confirming such special assessment roll of the City. In particular, you shall  
include as a delinquent tax any unpaid special assessment which is delinquent on the last day of  
February, and the delinquent taxes returned to the County Treasurer the next day, pursuant to  
Section 55 of the General Property Tax Act, MCL 211.55.



## EXHIBIT C

### NOTICE OF SPECIAL ASSESSMENT

TO ALL PROPERTY OWNERS OR PARTIES IN INTEREST in the Special Assessment District for Emergency Medical Services Through Southwestern Michigan Community Ambulance Service, District No. 1 (“District”):

Following the \_\_\_\_\_, 2022 public hearing to consider the special assessment roll, the City Council confirmed the special assessment roll for the District on \_\_\_\_\_, 2022.

A PROPERTY OWNER OR ANY PERSON HAVING ANY INTEREST IN THE REAL PROPERTY ASSESSED ON THE SPECIAL ASSESSMENT ROLL CONFIRMED BY THE CITY COUNCIL ON \_\_\_\_\_, 2022, MAY FILE A WRITTEN APPEAL OF THE SPECIAL ASSESSMENT WITH THE MICHIGAN TAX TRIBUNAL WITHIN **30 DAYS** AFTER CONFIRMATION OF THE SPECIAL ASSESSMENT ROLL, IF THE SPECIAL ASSESSMENT WAS PROTESTED AT THE HEARING ON THE CONFIRMATION OF THE SPECIAL ASSESSMENT ROLL.

Your assessment shall be based on the year of the assessment in the amounts as follows:

2022	\$30.00
2023	\$35.00
2024	\$40.00
2025	\$45.00
2026	\$50.00

- For each commercial parcel, industrial parcel, and agricultural parcel, the assessment is per year for five (5) years.
- For each single-family dwelling, the assessment is per year for five (5) years.
- For multiple-family dwellings, apartments, condominiums, townhouses, the assessment is per year **per unit** for five (5) years.
- For mobile home or manufactured housing communities, the assessment per year **per pad** for five (5) years.

CITY OF \_\_\_\_\_

CITY OF \_\_\_\_\_

**SPECIAL ASSESSMENT DISTRICT FOR EMERGENCY MEDICAL SERVICES  
THROUGH SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE,  
DISTRICT NO. 1**

**RESOLUTION NO. 2**

**DETERMINATION TO MAKE PUBLIC IMPROVEMENTS; APPROVAL OF PLANS  
AND ESTIMATE OF COSTS; FINAL DETERMINATION OF SPECIAL ASSESSMENT  
DISTRICT; PREPARATION OF SPECIAL ASSESSMENT ROLL**

At a regular meeting of the City Council of the City of \_\_\_\_\_, held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2022, at \_\_\_\_\_ p.m.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and  
seconded by \_\_\_\_\_.

WHEREAS, pursuant to Act 368 of 1978, as amended by Act 179 of 1990 (MCL 333.20948), a combination of local governmental units may operate an ambulance authority and defray, in whole or part, the cost of ambulance service by special assessment, with such special assessments conforming as nearly as possible to the procedure set forth in section 1 of Act 33 of 1951; and

WHEREAS, Act 33 of 1951 provides that all proceedings related to special assessments shall conform as nearly as practicable to Act 188 of 1954; and

WHEREAS, pursuant to Act 368 of 1978, as well as the Urban Cooperation Act, Act 7 of 1967, the City and other local governmental units have formed the Southwestern Michigan Community Ambulance Service ("SMCAS"), which provides ambulance services to the member municipalities and certain other municipalities pursuant to contracts ("Services"); and

WHEREAS, the costs of maintaining and operating SMCAS are shared by the local governmental units who are members of SMCAS, including the City, pursuant to the Articles of Incorporation of SMCAS; and

WHEREAS, the City wishes to defray its share of the cost of maintaining and operating SMCAS (“SMCAS Costs”) by establishing a special assessment district pursuant to Act 368 of 1978, as amended by Act 179 of 1990; and

WHEREAS, the City Council has received an estimate of the SMCAS Costs; and

WHEREAS, the City Council has resolved its intention to proceed with establishing a special assessment district and set \_\_\_\_\_, 2022, for a public hearing; and

WHEREAS, after notice was duly given by publication and by first class mail, the City Council held a public hearing on \_\_\_\_\_, 2022 at the City Hall in the City at which the City Council heard and considered objections to the proposed Services, the designated special assessment district, and all other matters related to the Services.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

1. The City Council hereby determines that it is necessary and in the best interests of the City to defray its share of the cost of maintaining and operating SMCAS, in whole or part, by special assessment.

2. The special assessment district known as “Special Assessment District for Emergency Medical Services Through Southwestern Michigan Community Ambulance Service, District No. 1” (the “District”) is hereby determined to consist of all residential units, commercial parcels, industrial parcels, and agricultural parcels within the City, unless such lands and premises are exempt by law from paying special assessments. "Residential unit" includes each unit in

multiple family dwellings, apartments, condominiums and townhouses, and includes each pad in a mobile home or manufactured housing community.

3. The District shall remain in effect for a period of five (5) years.

4. All or a portion of the SMCAS Costs shall be paid by special assessments assessed within the District against the property located in the District and benefited by the proposed Improvements.

5. The proposed annual assessment for each assessed parcel or unit shall be based on the year of the assessment in the amounts as follows:

2022	\$30.00
2023	\$35.00
2024	\$40.00
2025	\$45.00
2026	\$50.00

6. The City Assessor is hereby directed to make a special assessment roll for the District upon which shall be described all the parcels of land to be assessed, the names of the respective record owners of each parcel, if known, and the total amount to be assessed against each parcel of land.

7. Said special assessment roll or column in the tax roll shall be reported to the City Council and shall be filed in the office of the City Clerk.

8. All actions heretofore taken by City officials, employees and agents with respect to the special assessment are hereby ratified and confirmed.

9. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same are hereby rescinded.

ADOPTED:

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN                    )  
  )  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, the duly qualified and acting City Clerk of the City of \_\_\_\_\_,  
\_\_\_\_\_ County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and  
complete copy of certain proceedings taken by the City Council of said City at a regular meeting  
held on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

82945:00003:6346272-1

**CITY OF \_\_\_\_\_**

**SPECIAL ASSESSMENT DISTRICT FOR EMERGENCY MEDICAL SERVICES  
THROUGH SOUTHWESTERN MICHIGAN COMMUNITY AMBULANCE SERVICE,  
DISTRICT NO. 1**

**RESOLUTION NO. 3  
FILING OF SPECIAL ASSESSMENT ROLL FOR SPECIAL ASSESSMENT DISTRICT;  
NOTICE OF PUBLIC HEARING**

At a regular meeting of the City Council of the City of \_\_\_\_\_, held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2022, at \_\_\_\_\_ p.m.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ and  
seconded by \_\_\_\_\_.

WHEREAS, pursuant to Act 368 of 1978, as amended by Act 179 of 1990 (MCL 333.20948), a combination of local governmental units may operate an ambulance authority and defray, in whole or part, the cost of ambulance service by special assessment, with such special assessments conforming as nearly as possible to the procedure set forth in section 1 of Act 33 of 1951; and

WHEREAS, Act 33 of 1951 provides that all proceedings related to special assessments shall conform as nearly as practicable to Act 188 of 1954; and

WHEREAS, pursuant to Act 368 of 1978, as well as the Urban Cooperation Act, Act 7 of 1967, the City and other local governmental units have formed the Southwestern Michigan Community Ambulance Service (“SMCAS”), which provides ambulance services to the member municipalities and certain other municipalities pursuant to contracts (“Services”); and



WHEREAS, the costs of maintaining and operating SMCAS are shared by the local governmental units who are members of SMCAS, including the City, pursuant to the Articles of Incorporation of SMCAS; and

WHEREAS, the City wishes to defray its share of the cost of maintaining and operating SMCAS ("SMCAS Costs") by establishing a special assessment district pursuant to Act 368 of 1978, as amended by Act 179 of 1990; and

WHEREAS, following a properly noticed public hearing on \_\_\_\_\_, 2022, the City Council adopted a resolution on \_\_\_\_\_, 2022, to determine the "Special Assessment District for Emergency Medical Services Through Southwestern Michigan Community Ambulance Service, District No. 1" (the "District") and directed the City Assessor to prepare a Special Assessment Roll for the District; and

WHEREAS, the City Assessor has made and certified a special assessment roll for the parcels located in the District and has reported the special assessment roll to the City Council.

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

1. The special assessment roll for the District (the "Special Assessment Roll"), as reported to the City Council by the City Assessor, attached hereto as Exhibit A, shall be filed in the office of the City Clerk and shall be available for public inspection during the normal working hours of the City office.

2. The City Council shall hold a public hearing at a regular meeting of the City Council on \_\_\_\_\_, 2022, at \_\_\_\_\_ p.m. at the City Hall in the City to review the Special Assessment Roll and hear any objections to it.

3. The City Council directs the City Clerk to give notice of the time, date and purpose of the hearing, by first class mail, to each record owner of, or party-in-interest in, real property

within the City whose name appears upon the last City tax assessment records, at least ten days before the date of the hearing in the form substantially similar to **Exhibit B**, attached to this Resolution. In addition, notice shall also be published in the same form at least twice before the hearing in a newspaper circulating in the City. The first publication shall be at least ten days before the date of the hearing.

4. The form of the notice of hearing to be published shall be substantially as set forth in Exhibit B, with such modifications as are deemed necessary by the City Manager to ensure that notice is provided to property owners within the District.

5. All actions heretofore taken by City officials, employees and agents with respect to the special assessment are hereby ratified and confirmed.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same are hereby rescinded.

ADOPTED:

YEAS:\_\_\_\_\_

NAYS:\_\_\_\_\_

STATE OF MICHIGAN                    )  
  )  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, the duly qualified and acting City Clerk of the City of \_\_\_\_\_, \_\_\_\_\_ County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council of said City at a regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

**EXHIBIT A**  
**SPECIAL ASSESSMENT ROLL**

**See Attached**

## EXHIBIT B

### NOTICE OF PUBLIC HEARING AND FILING OF SPECIAL ASSESSMENT ROLL

**NOTICE IS HEREBY GIVEN** that the City Council of the City of \_\_\_\_\_, has resolved its intention to proceed to make defray its share of the cost of maintaining and operating the Southwestern Michigan Community Ambulance Service ("SMCAS") by establishing a special assessment district pursuant to Act 368 of 1978.

The City Council has tentatively determined that all or part of the cost shall be specially assessed against all residential units, commercial parcels, industrial parcels, and agricultural parcels within the City, unless such lands and premises are exempt by law from paying special assessments. "Residential unit" includes each unit in multiple family dwellings, apartments, condominiums and townhouses, and includes each pad in a mobile home or manufactured housing community. A complete list of parcels and units to be assessed is on file with the City Clerk. **The annual assessment for each assessed parcel or unit shall be based on the year of the assessment in the amounts as follows:**

<b>2022</b>	<b>\$30.00</b>
<b>2023</b>	<b>\$35.00</b>
<b>2024</b>	<b>\$40.00</b>
<b>2025</b>	<b>\$45.00</b>
<b>2026</b>	<b>\$50.00</b>

**NOTICE IS FURTHER GIVEN THAT** the City Assessor has made and certified a special assessment roll for the special assessment district, which roll sets forth the relative portion of the cost which is to be levied in the form of a special assessment against each benefited lot and parcel of land in the special assessment district.

**TAKE NOTICE THAT THE CITY COUNCIL WILL HOLD A PUBLIC HEARING AT A REGULAR MEETING ON \_\_\_\_\_, 2022, AT \_\_\_\_\_ P.M., AT THE CITY HALL, \_\_\_\_\_, TO REVIEW THE SPECIAL ASSESSMENT ROLL AND TO HEAR AND CONSIDER ANY OBJECTIONS THERETO.**

**TAKE FURTHER NOTICE** that the special assessment roll as prepared has been reported to the City Council and is on file with the City Clerk at the City Hall for public examination.

**TAKE FURTHER NOTICE THAT AN OWNER OR PARTY IN INTEREST IN A LOT OR PARCEL OF LAND SUBJECT TO A SPECIAL ASSESSMENT MAY FILE A WRITTEN APPEAL OF THE SPECIAL ASSESSMENT WITH THE MICHIGAN TAX TRIBUNAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF CONFIRMATION OF THE SPECIAL ASSESSMENT ROLL, BUT ONLY IF SAID OWNER OR PARTY IN INTEREST APPEARS AND PROTESTS THE SPECIAL ASSESSMENT AT THIS HEARING.** An appearance may be made by an owner or party in interest, or his or her agent, in person or, in the alternative, an appearance or protest can be filed with the City by letter prior to the hearing, in which case a personal appearance at the hearing is not required.

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Dear Commissioners,

After several months of work on this with all the partners, I am ready to come before you to present an exciting project that will have a tremendously positive impact on Buchanan.

The project is to create a mural downtown of Buchanan Olympian, Hannah Roberts, and to enjoy the mural over the next 2-3 years as we approach the next Olympics.

Imagine kids walking down Redbud Trail and seeing their Hometown Hero and imagining themselves to have the opportunity to go from their small town to the world stage! Great stuff!! There are also significant branding and economic development benefits that we will reap from such a project.

I have permission from the landlord to install a mural featuring Buchanan Olympian Hannah Roberts on the wall of the existing Honor Credit Union and a commitment from landlord that the mural can stay for a period of 2-3 years after which time it will be retired. This timeframe will bring us past the next Olympic games where it is presumed that Hannah will compete again, thus, getting the most marketing bang out of the project.

I previously obtained permission from Hannah and her family to pursue a location and artist.

Recently, I have received commitment from nationally known, accomplished artist, Jeff Zimmerman who has done successful installations all over the Great Lakes and murals in particular of women, athletes, and trailblazer public figures. Hannah and her family have become familiar with Jeff's work and they really like it. Our goal is to move forward this fall with the installation of the mural.

Jeff's work can be seen here:

<https://www.jeffzimmermann.com/>

The media attention and economic impact that Buchanan will receive from this project will many times over the investment, I assure you.



I already have funding pledges in hand from both Honor Credit Union and Michigan Gateway Foundation. The next step is to come before you with a funding request of \$5,000 at the next City Commission meeting on June 13, 2022. This project will be a very cool community partnership that will reap return of our investment. We plan to capture to mural process and leverage all our media outlets to make this a big bang for Buchanan, Hannah, and Jeff!

Also, please see attached Hannah Ad, a photo of the mural location, and a recent mural that was done in Los Angeles for Hannah. If L.A. can do it, then Buchanan can!

Please feel free to reach out to me directly with any questions or concerns.

Thank you!  
Rich

Richard Murphy  
Community Development Director  
City of Buchanan  
[rmurphy@cityofbuchanan.com](mailto:rmurphy@cityofbuchanan.com)  
269-695-3844 Ext. 19



A Vision For

# BUCHANAN

*Item IX. B.*

The City of Buchanan is deeply proud of our Olympian Hannah Roberts. Hannah, you are a class act! Thank you for achieving your Vision and for bringing the City of Buchanan along for the ride.



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## City of Buchanan Downtown Facade Program

### Program Purpose

The City of Buchanan Downtown Facade Program is designed to promote historic preservation and the continued use and maintenance of commercial and mixed-use buildings in the Central Business District C-3. It is intended to help property owners and commercial tenants to rehabilitate and restore the visible exterior of existing structures in ways that match the pleasing aesthetics of our historically significant downtown. Improvements must be approved through Buchanan's Design Review process, which generally follows Department of the Interior standards and guidelines. Forgivable loans are provided to property owners or commercial tenants in recognition of the positive impact that individual building improvements can have on the overall appearance, quality, and vitality of downtown Buchanan. This program is designed to drive small business growth and job creation in the downtown core of the city. However, the program may also be available to applicants outside of the Central Business District C3 in cases where the applicant can show that eligible improvements provide significant added value investment that positively impacts the community.

Funding for qualified applicants will be considered on a case-by-case basis and only as funding is available. Eligible projects will be approved by the City Commission.

### Eligible Properties

To be eligible for a Downtown Facade Forgivable loan, an applicant and building shall meet all of the following criteria:

- 1) A building must be used in whole or in part for commercial purposes and located within the Central Business District C-3 or as otherwise authorized by the City Commission.
- 2) Property, building and applicant shall not be delinquent in property taxes or in default to the city on any loan or city related incentive program.
- 3) Properties and buildings with existing code violations or deficiencies must include their remedy as part of the proposed improvements.
- 4) Property required to be free of any tax liens and mechanic's liens and provide evidence that payments on any loans secured by the building are current.
- 5) Eligible properties can submit applications for improvement costs incurred as of January 1, 2021 (or such other dates that are approved by the City Commission).

### What Loans Are Available?

The maximum amount of the forgivable loan for a specific property will be set forth in a Façade Improvement Agreement between the Commission and the property owner or tenant. If costs exceed the original estimates, the property owner or tenant shall be solely responsible for the payment of the full amount of the excess. The Commission cannot reimburse more than the total amount specified in the Agreement.

Forgivable loans are subject to Federal and State taxes and are reported to the Internal Revenue Service on Form 1099. You are required to provide your taxpayer ID number or social security number as part of the Façade Improvement Agreement. Property owners and tenants should consult their tax advisor for tax liability information.

Property owners or commercial tenants who install at least \$1,000 of improvements are eligible to receive a forgivable loan of 60 percent of the cost of construction of exterior building improvements, including 100% of architectural fees, totaling up to \$10,000 per building for construction and architectural fees combined.

The amount of any forgivable loan for architectural services shall be limited to \$5,000 not to exceed 12% of the value of work to be performed per building, whichever is less. Where architectural services are required, the owner or tenant should retain an architect to prepare a conceptual design and cost estimate for work proposed. If the project is approved by the commission, the architect may provide bidding and construction plans and documents, as well as construction supervision. Only those architectural services directly related to the approved façade improvement will be reimbursed.

### **Eligible Improvements**

- Exit doors (exterior) – installation, repair and replacement of exit doors and hardware to provide public access, or where current doors do not meet the building and fire codes, or it will improve the overall appearance of the building.
- Painting – painting of the exterior surface of buildings.
- Shutters and Awnings – repair, replacement or addition of exterior shutters and awnings.
- Signs – repair and replacement – all exterior signage must be brought into compliance with existing city ordinance.
- Blade signs
- Stairs, Porches, Railings, Exits – repair and replacement or installation of exterior stairs, porches, railings and exit facilities.
- Walls – repair, replacement, restoration, and rebuilding of exterior walls, including: cleaning, sealing, tuck pointing, painting, removal of materials and replacement with appropriate materials, etc. Repair and replacement of cornice and parapet portions of walls are also eligible.
- Windows – repair of frames, sills, glazing, replacement of glass and installation of new windows

- Roofs – repair and re-roofing, where the effects of the repair will be visible from a public street or public parking lot. (In general, sloping roofs would qualify, flat roofs would not).
- Walkways – pavers, plazas, and other permanent improvements designed primarily for pedestrian use, only in conjunction with rear entrance improvements.
- Lighting – installation, repair and replacement of decorative lighting mounted on a building that illuminates the façade or signage.

The following items are not eligible for forgivable loans under the Façade Improvement Program:

- Building Permit fees and related costs
- Extermination of insects, rodents, vermin, and other pests
- Sidewalks – replacement or private sidewalks
- Title reports and legal fees
- Acquisition of land or buildings
- Air conditioning and heating facilities
- Electrical wiring or service upgrade, except electrical work necessary to illuminate an eligible sign.
- Elevators – repair or installation
- Interior floor or ceiling replacement and repair
- Plumbing
- Refinancing existing debt
- Sprinkler systems
- Sweat equity
- Working capital for businesses
- Resurfacing of parking lots
- Landscaping

Improvements not specifically listed as eligible or ineligible are subject to review as to eligibility and approval or disapproval by the Community Development Department.

The Community Development Director will consider the architectural appropriateness of proposed improvements using the approval and recommendation by the Design Review Committee. Improvements that are not architecturally appropriate, as determined by the Committee are not eligible for a forgivable loan.

### **Approval of Façade Improvement Agreement**

Buildings that have not received a Façade Improvement Program forgivable loan in the past will have first consideration. After all first time users are processed, the remaining applications will be considered in the order in which they were received. In the event that the total amount of the potential forgivable loans exceeds the amount budgeted for the program for that fiscal year, the applications which cannot be approved due to budget



limitations will be carried over for consideration during the following fiscal year. Not more than one Downtown Facade Agreement shall be approved for a building in any fiscal year, and a Downtown Facade Agreement shall not be approved if a Façade Improvement grant was made for the same portion of the building within the previous five years. Maximum forgivable loan funding per building is \$10,000.

### **Commencement of Work**

After the Façade Improvement Agreement is approved by the City Commission, applicants may obtain a building permit and begin the work. **DO NOT START BEFORE – APPLICANTS WILL NOT BE GUARANTEED TO BE REIMBURSED FOR WORK DONE PRIOR TO CITY COMMISSION APPROVAL OF THE FAÇADE IMPROVEMENT AGREEMENT.**

### **Completion of Work**

All improvements shall be completed and requests for reimbursement submitted within 180 calendar days after the City Commission's approval of Façade Improvement Agreement unless otherwise authorized by the Commission for a maximum of a one (1) year extension. It shall be the applicant's sole responsibility to make sure that all deadlines are met. All requests for extension must be submitted in writing to the Community Development Director prior to the expiration of the initial deadline to complete the work and submit requests for reimbursement. In the event that an applicant fails to comply with these deadlines or otherwise request an extension from the City, the City may terminate its obligation to reimburse the applicant.

### **Reimbursement Payments**

Upon completion of the work, the owner or tenant shall submit copies of all architect's invoices, contractor's statements, lien waivers and invoices to the Community Development/Executive Director, along with receipts or statements demonstrating payment of submitted invoices, as evidence that the owner or tenant has paid the architect and contractor(s). You should use the forms provided by the Community Development Department. Payment will be authorized upon completion of all work items as originally approved and receipt of all of the required documents.

The Community Development Director may authorize reimbursement to be made in two payments, if all of the following conditions are present: 1) The first partial payment may be made upon completion of work representing at least fifty percent (50%) of the amount specified in the Façade Improvement Agreement; 2) The architect's invoices, contractor's statements, invoices, notarized final lien waivers and proof of payment for the completed work have been submitted; 3) The remaining work is expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or other circumstances beyond the control of the owner or tenant.

Reimbursement for architectural services will be made at the same time reimbursement is provided for improvements, and only if a Façade Improvement Agreement has been approved by the City Commission. Architectural services may be reimbursed, at the sole discretion of the Commission, as follows:

Concept Plans and cost estimates prepared before approval of a Façade Improvement Agreement.

Architectural construction drawings and specifications for the improvement to the extent required by the Buchanan Building Code, following Commission approval of a Façade Improvement Agreement.

Construction supervision conducted after Commission approval of the Façade Improvement Agreement.

Major changes or elimination of improvements must be approved by the Community Development Department. Minor changes must be approved by the Community Development/Executive Director.

### **Alterations**

The property owner and tenant shall be responsible for maintaining the façade improvements without alteration for three (3) years unless approved by the Community Development Director. A restrictive covenant limiting alterations may be required by the City Commission at the time of approval of the Façade Improvement Agreement.

### **Certify and Attest**

By signing below, I hereby certify and attest that I have read and understand the foregoing instructions, and that I also certify and attest as follows:

1. The building that is the subject of my application will be used in whole or in part for commercial purposes and it is either located within the Central Business District C-3 or it has been otherwise authorized by the City Commission.
2. My property, building and myself, as applicant, are not delinquent in property taxes or in default to the City of Buchanan or any related entities for any loan or city-related incentive programs.
3. That if my property or building has existing code violations or deficiencies, that I will include their remedy as part of the proposed improvements to be made through this program.
4. That my property is free of any tax liens and/or mechanic's liens and that I will provide evidence that payments for any loans secured by my building are current.
5. That I will not submit for reimbursement costs related to any improvements incurred prior to January 1, 2021 (unless I have received approval for another date by the City Commission).

Signature

Date

### **DOWNTOWN FACADE PROGRAM – STEP-BY-STEP PROCESS**

1. Review the Program Description and contact the Community Development Department to see if the improvements you are considering are eligible.
2. Define the scope of your proposed improvements. This will probably involve consulting with an architect or other appropriate design professional (for projects that do not need an architect, consult with a contractor).
3. Complete this application including appropriate plans and description of work to be done.
4. Submit a façade improvement application to the Buchanan City Hall, Community Development Director, 302 N. Redbud Trail, Buchanan, MI 49107.
5. Submit a second copy of your façade improvement application to the City of Buchanan Design Review Committee (302 N. Redbud Trail, Buchanan, MI 49107) and attend the scheduled Design Review Committee meeting if necessary when contacted to present your proposed improvements and to receive the Commission's approval or suggested revisions to your project design.
6. If necessary, revise plans and return to the Community Development Department and/or Design Review Committee for second review.
7. Submit final revised plans, estimates, proof of Zoning Approval and Design Review Committee approval and signed Façade Improvement Agreement to the Community Development Department Office at Buchanan City Hall (302 N. Redbud Trail, Buchanan, MI 49107).
8. Buchanan's Community Development Director will approve or disapprove the content of a proposed Façade Improvement Agreement.
9. Application and grant agreement are forwarded to the Community Development Department for their review and approval.
10. Apply for a building permit or improvement location permit through the City of Buchanan Building Department Office (302 N. Redbud Trail, Buchanan, MI 49107).
11. Pick up permit at Building Department Office when notified.
12. Construct per approved plans and call the Building Department Office to schedule inspections as required.
13. Finish Construction.
14. Call the Building Department Office for final inspection.
15. Request reimbursement: Submit Invoices, orders, Treasurer's Form (to show compliance with property tax), Lien Waivers, etc., to Community Development Department
16. Receive payment from Community Development Department for eligible project costs based on the façade improvement agreement.

## **BUCHANAN DOWNTOWN FAÇADE PROGRAM**

### **Application Form**

#### **1. Applicant Information**

NAME: Adam Burck, Executive Director, Buchanan Area Senior Center

ADDRESS OF PROPERTY TO BE IMPROVED:

810 Ryneerson Street, Buchanan, MI 49107

NAME OF BUSINESS: Buchanan Area Senior Center

TAX ID#/SOCIAL SECURITY #: 73-1658966

HOME ADDRESS: 4260 Curran Road, Buchanan, MI 49107

BUSINESS PHONE: 269-695-7119 HOME PHONE: mobile: 773-339-3420

FAX: 269-695-2901 EMAIL: adam@thebasc.org

#### **2. Project Information**

BUILDING LOCATION: 810 Ryneerson Street, Buchanan, MI 49107

BUSINESS(ES) LOCATED IN BUILDING:

Buchanan Area Senior Center

BUILDING AGE: 12 years BUILDING LOCATED IN CENTRAL BUSINESS DISTRICT? No

BUILDING ZONED AS: R3 w/ special use PIN NUMBER: 11-58-0036-0257-06-1

OWNER OF RECORD: Buchanan Area Senior Center

IF LEASED: Lease Expires \_\_\_\_\_ Renewal Term \_\_\_\_\_

#### **3. Project Description**

Describe in detail the proposed scope of work including design firm and/or contractor(s) selected. In describing project, be sure to differentiate

between interior renovations vs. exterior façade improvements to be undertaken. Use separate sheet(s) if necessary.

Brussee/Brady Inc. is the contractor that will be completing the Stephens Sunroom addition to the BASC.  
We are enclosing the covered porch on the east side of the BASC to add approximately 1,000 s.f.  
of interior space to our facility. We are utilizing a storefront system to enclose the openings between  
the brick columns and the northern-most portion of the space will be enclosed with masonry.

#### Anticipated Construction

Start Date: April 2022 Completion Date: August 2022 Total Project Cost: \$160,400

#### 4. Mortgage Information

Is there a Mortgage/Lease on the property currently: YES \_\_\_\_\_ NO X \_\_\_\_\_

If YES, Holder of Mortgage or Lease

\_\_\_\_\_

Date of Mortgage or Lease: \_\_\_\_\_

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

YES X \_\_\_\_\_ NO \_\_\_\_\_

If YES, please list:

We have taken out a construction loan from Country Heritage Credit Union. No draws have yet been taken against  
this loan, so there are no statements.

Provide evidence that loans secured by the building are current (attach statements, etc.)

#### 5. Building Information

Will project result in a change of use for the building? YES \_\_\_\_\_ NO X \_\_\_\_\_

Uses of the building after completion of the façade project:

1<sup>st</sup> Floor:

Buchanan Area Senior Center - daytime community center for older adults

2<sup>nd</sup> Floor:

\_\_\_\_\_

3<sup>rd</sup> Floor:

\_\_\_\_\_

Other:

## 6. Other Required Documentation

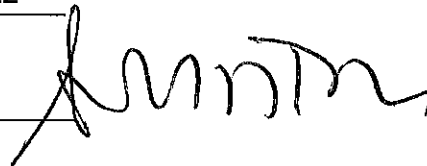
- a. Confirm that all property taxes are paid and current
- b. Project budget
- c. Photographs of proposed project site

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

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

Signed this 17 day of May, 20 22

By: Adam Burck, Executive Director



**City of Buchanan  
Downtown Facade Agreement**

**THIS AGREEMENT**, entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, between the  
**Buchanan City Commission** (hereinafter referred to as “**COMMISSION**”) and the  
following designated **OWNER/LESSEE**, to wit:

**Owner/Lessee’s Name:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Tax ID#/Social Security #** \_\_\_\_\_

**Address of Property to be Improved:**

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

**PIN Number:** \_\_\_\_\_

**WITNESSETH:**

**WHEREAS**, the **COMMISSION** has established a Façade Improvement Program for  
application within the Buchanan Downtown Façade Program Area (“Program Area”); and

**WHEREAS**, said Façade Improvement Program is administered by the **COMMISSION**  
with the advice of the Community Development Department and Design Review Committee and  
is funded from City of Buchanan Marihuana Revenues and/or Stimulus for the purposes of  
controlling and preventing blight and deterioration within the Program Area; and

**WHEREAS**, pursuant to the Façade Improvement Program **COMMISSION** has agreed  
to participate, subject to its sole discretion, 1) in compensating Owners/Lessees for the cost of  
eligible exterior improvements to commercial establishments within the Program Area up to a



maximum of sixty percent (60%) of the approved contract cost of such improvements and 2) in reimbursing Owners/Lesseees for 100% of the cost of the services of an architect for such façade improvements up to a maximum of 12% of project cost, or \$5,000 whichever is less, per building, as set forth herein, but in no event shall the total COMMISSION participation exceed a maximum reimbursement amount of thirty thousand dollars (\$10,000) per building; and

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

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

**SECTION 1:**

With respect to façade improvements to the front and side of a building and related eligible improvements, the COMMISSION shall reimburse OWNER/LESSEE for the cost of improvements to the OWNER/LESSEE'S property at the rate of sixty percent (60%) of such cost, and shall reimburse OWNER/LESSEE for 100% of the cost of fees for architectural services pertaining to such improvements, up to a maximum amount of 12% of project cost or \$5,000, whichever is less per building as defined herein, provided that the total reimbursement for improvements to the front and side of a building and related eligible improvements and architectural services shall not exceed thirty thousand dollars (\$10,000) per building. The reimbursement shall be in the form of a forgivable loan. The loan is forgiven over a period of thirty-six (36) months by the Owner/Lessee's compliance with the covenants contained in the Promissory Note.

The actual total reimbursement amounts per this Agreement shall not exceed

\$10,000 for façade improvements per building to the front and sides of a building and related eligible improvements. The improvement costs that are eligible for Commission reimbursement include all labor, materials, equipment, and other contract items necessary for the proper execution and completion of the work as shown on the plans, design drawings, specifications and estimates approved by the City. Such plans, design drawings, specifications and estimates are attached hereto as Exhibit I.

**SECTION 2:** No improvement work shall be undertaken until its design has been submitted to and approved by the Community Development Department. Following approval, the OWNER/LESSEE shall contract for the work and shall commence and complete all such work and submit all requests for reimbursement to the Community Development within six months from the date of such approval by the Community Development Department. The OWNER/LESSEE may seek an extension of the deadline, not to exceed 12 months, for completing the work and submitting its request for reimbursement from the Community Development, however, such request must be made in writing and submitted to the Community Development prior to the expiration of the initial deadline to complete the work and submit the requests for reimbursement. In the event that the OWNER/LESSEE fails to comply with these requirements the COMMISSION may terminate this Agreement and its obligation to reimburse the applicant.

**SECTION 3:** The Community Development shall periodically review the progress of the contractor's work on the façade improvement pursuant to this Agreement. Such inspections shall not replace any required permit inspection by the Building Department/Inspectors. All work which is not in conformance with the approved plans,

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

**SECTION 4:** Upon completion of the improvements and upon their final inspection and approval by the Community Development Director, the OWNER/LESSEE shall submit to the COMMISSION a properly executed and notarized contractor statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials, or equipment in the work. The OWNER/LESSEE shall also submit to the COMMISSION a copy of the architect's statement of fees for professional services for preparation of plans and specifications. The COMMISSION shall, within thirty (30) days of receipt of the contractor's statement, proof of payment and lien waivers, and the architect's statement, issue a check to the OWNER/LESSEE as reimbursement for work completed as per the façade agreement, subject to the limitations set forth in Section 1 hereof.

In the alternative, at its sole discretion, COMMISSION may reimburse the OWNER/LESSEE in one or two payments. The first payment may be made only 1) upon completion of work representing 50% or more of the maximum reimbursement specified in Section 1 hereof and 2) upon receipt by COMMISSION of the architect's invoices, contractor's statements, invoices, and 3) upon a determination by the Community Development that the remainder of the work is expected to be delayed for thirty days or more following completion of the initial work due to weather, availability of materials, or

other circumstances beyond the control of the OWNER/LESSEE. The second, final payment shall be made by COMMISSION only upon submittal of all necessary documents as described herein.

**SECTION 5:** If the OWNER/LESSEE or his contractor fails to complete the improvement work provided for herein in conformity with the approved plans, design drawings and specifications and the terms of this Agreement, then upon written notice being given by the Community Development Director to the OWNER/LESSEE, by certified mail to the address listed above, this Agreement shall terminate and the financial obligation on the part of the COMMISSION shall cease and become null and void.

**SECTION 6:** Upon completion of the improvement work pursuant to this Agreement and for a period of three (3) years thereafter, the OWNER/LESSEE shall be responsible for properly maintaining such improvements in finished form and without change or alteration thereto, as provided in this Agreement, and for the said period of three (3) years following completion of the construction thereof, the OWNER/LESSEE shall not enter into any Agreement or contract or take any other steps to alter, change or remove such improvements, or the approved design thereof, nor shall OWNER/LESSEE undertake any other changes, by contract or otherwise, to the improvements provided for in this Agreement unless such changes are first submitted to the Community Director, and any additional review body designated by the Director, for approval. Such approval shall not be unreasonably withheld if the proposed changes do not substantially alter the original design concept of the improvements as specified in the plans, design drawings and specifications approved pursuant to this Agreement. OWNER/LESSEE shall execute and record a restrictive covenant, in the form supplied by the Commission. This shall be

recorded in the Office of the Recorder of Berrien County. Proof of recording shall be provided to the Commission prior to the issuance of any reimbursement of funds.

OWNER/LESSEE further acknowledges in the event any unapproved changes, alterations, or demolition are effected upon the herein described improvements during the aforereferenced three-year (3) time period, the OWNER/LESSEE, or their successor or assignee, shall be financially liable to the COMMISSION in a pro rata amount as calculated by the number of months remaining in said three-year (3) time period. (By way of example: in the event of the modification or demolition of a facade improvement valued at \$30,000 two (2) years after completion, the OWNER/LESSEE or their successor in interest would be responsible for the sum of \$10,000 in repayment to the COMMISSION.  $\$10,000 \text{ divided by } 36 \text{ months} = \$277.78/\text{month} \times 12 \text{ months} = \$10,000.$ )

**SECTION 7:** The OWNER/LESSEE releases the COMMISSION from, and covenants and agrees that the COMMISSION shall not be liable for, and covenants and agrees to indemnify and hold harmless the COMMISSION and its officials, officers, employees and agents from and against, any and all losses, claims, damages, liabilities or expenses, of every conceivable kind, character and nature whatsoever arising out of, resulting from or in any way connected with directly or indirectly with the façade improvements(s), including but not limited to actions arising from the Michigan law. The OWNER/LESSEE further covenants and agrees to pay for the COMMISSION and its officials, officers, employees, and agents for any and all costs, reasonable attorneys' fees, liabilities or expenses incurred in connection with investigating, defending against or otherwise in connection with any such losses, claims, damages, liabilities, or causes of

action. The COMMISSION shall have the right to select legal counsel and to approve any settlement in connection with such losses, claims, damages, liabilities, or causes of action. The provisions of this section shall survive the completion of said façade improvement(s).

**SECTION 8:** Nothing herein is intended to limit, restrict, or prohibit the OWNER/LESSEE from undertaking any other work in or about the subject premises which is unrelated to the façade improvement provided for in this Agreement.

**SECTION 9:** This Agreement shall be binding upon the COMMISSION and upon the OWNER/LESSEE and its successors, to said property for a period of three (3) years from and after the date of completion and approval of the façade improvement provided for herein by the Community Development Department. It shall be the responsibility of the OWNER/LESSEE to inform subsequent OWNER(s)/LESSEE(s) of the provisions of this Agreement.

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

**OWNER/LESSEE**

**Buchanan**

**Mayor**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**City Manager**

January 10, 2022



APPLICATION # 0  
PERIOD SOV

CONTINUATION SHEET

AAA DOCUMENT G703

(INSTRUCTIONS ON REVERSE SIDE)

Page 2 of 3

AAA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

APPLICATION NUMBER: 0

Contractor's signed Certification is attached.

APPLICATION DATE: 4/7/2022

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO: SOV

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	Ret
1	General Conditions	\$12,570.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,570.00	\$0.00
	Brussee/Brady Inc.								
4	Masonry	\$5,800.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$5,800.00	\$0.00
6	Carpentry	\$9,455.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$9,455.00	\$0.00
	Brussee/Brady Inc.								
7	Insulation	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,000.00	\$0.00
	Sanderson Insulation								
8	Doors/Hardware	\$2,313.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,313.00	\$0.00
	Sahrs								
*	Alum/Glass & Glazing	\$53,233.00	\$0.00	\$0.00	0.00	0.00	0.00%	\$53,233.00	\$0.00
	Midwest Glass								
9	Drywall	\$1,848.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,848.00	\$0.00
	Brussee/Brady Inc.								
*	Flooring	\$6,994.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$6,994.00	\$0.00
	Constantine Floor								
*	Painting	\$3,480.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,480.00	\$0.00
	West Michigan Painting								
15	Mechanical	\$16,850.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$16,850.00	\$0.00
	Manchester Mechanical								
16	Electrical	\$18,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,500.00	\$0.00
	Wolverine								
	O&P	\$12,065.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,065.00	\$0
	Brussee/Brady Inc.								
	PAGE TOTAL	\$146,108.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$146,108.00	\$0.00

**APPLICATION AND CERTIFICATION FOR PAYMENT****AIA DOCUMENT G702 (Instructions on reverse side)****Page 1 of 3****TO OWNER:****PROJECT:**Buchanan Area Senior Center  
810 Rynearson Street  
Buchanan, MI 49107Buchanan Area Senior Center Porch Remodel  
810 Rynearson Street  
Buchanan, MI 49107**FROM CONTRACTOR:****VIA ARCHITECT:**Brussee/Brady Inc.  
110 West Street  
Berrien Center, MI 49102Furks Architectural Consulting  
8103 Smith Road  
Berrien Center, MI 49102**CONTRACT FOR:****CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract, Continuation Sheet, AIA Document G703, is attached.

APPLICATION NO: 0	DISTRIB.
PERIOD TO: SOV	OWNER X
PROJECT NOS:	ARCHITECT X
CONTRACT DATE: 02/18/22	CONTRACTOR X

**1. ORIGINAL CONTRACT SUM** ..... \$160,400.00**2. Net change by Change Orders** ..... \$0.00**3. CONTRACT SUM TO DATE (Line 1 + 2)** .... \$160,400.00**4. TOTAL COMPLETED & STORED TO DATE** ..... \$0.00  
(Column G on G703)**5. RETAINAGE:**

a. \$4000 of Completed Work

(Column G on G703) ..... \$0.00

b. 0% of Stored Material

(Column F on G703) ..... \$0.00

Total Retainage (Line 5a + 5b or

Total in Column I of G703)

**6. TOTAL EARNED LESS RETAINAGE** ..... \$0.00  
(Line 4 less Line 5 Total)**7. LESS PREVIOUS CERTIFICATES FOR PAYMENT** ..... \$0.00  
(Line 6 from prior Certificate)**8. CURRENT PAYMENT DUE** ..... \$0.00**9. BALANCE TO FINISH, INCLUDING RETAINAGE**

(Line 3 less Line 6) ..... \$160,400.00

CHANGE ORDER SUMM	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$ -
Total approved this month	\$0.00	\$ -
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$ -</b>
<b>NET CHANGES by Change</b>	<b>\$0.00</b>	<b>\$ -</b>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor:

BY: \_\_\_\_\_ Date: 4/7/2022

State of: Michigan  
County of: Saint Joseph  
Subscribed and sworn to before me  
on this date: \_\_\_\_\_

Notary Public  
My Commission expires: \_\_\_\_\_  
**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor, is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: .....  
(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

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

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.













## Water Department

## Clerk-Cashier Responsibilities

**Cost of Meters and Brass**

The rates for a sprinkler or domestic meter and reader are:	5/8 inch	\$140.00
	1 inch	\$235.00
	Radio	\$185.00
Meter insetters:	5/8 inch	\$95.00
	1 inch	\$175.00

Larger meters can be ordered with the customer paying the cost incurred by the city, or the customer may purchase the meter themselves, provided it is the make/model required by the city.

**Connection and Tap Fees:****Water connection**

Connection to existing service                      \$500.00

City provides ¾" or 1" tap                      \$1000.00

Any tap larger than 1" will not be performed by the city and would be charged at the rate of the expense incurred.

**Sewer connection**

Any connection to an existing lateral or main                      \$1000.00

Cost includes the inspection of the connection or tap by city personnel

Payment for metering kits is expected prior to delivery of the unit.



The WHPP Team has the responsibility of meeting quarterly and developing and implementing the WHPP. Below is a description of each WHPP team members' importance and responsibility.

***Scott Desenberg—City of Buchanan, Water Superintendent***

The Water Operator can provide a great deal of knowledge about the water operations of the City. This person can assist with items such as the Contaminant Source Inventory, the Emergency

Response Plan and the public education program. This person will promote the importance of the WHPP to City Council and other staff members. This person will also assist in the implementation of the WHPP Plan. This person will work with others to implement the management activities and public education and outreach initiatives.

***Rich Murphy, City of Buchanan—Economic Development Director***

The Economic Development Director will be responsible for providing support and guidance as the WHPP Plan is implemented. This person will promote the importance of the WHPP to City Council and other staff members. This person will also assist in the implementation of the WHPP Plan. This person is familiar with current site plan review standards, zoning ordinances and other community development issues. This person will assist with the implementation of the local management strategies. In addition, this person will be responsible for updating the WHPP Plan every 6 years or earlier if needed.

***Heather Grace, City of Buchanan—Manager***

The City Manager will be responsible for providing support and guidance as the WHPP Plan is implemented. This person will also promote the importance of the WHPP to City Council members, City administrators and other staff members.

***Mike Baker, City of Buchanan—Director of Public Services***

The Director of Public Services can ensure that there is a linkage between wellhead protection and law enforcement. In the event of an emergency, having open lines of communication and a previous plan of action are essential.

***Laird Willard, Berrien County Health Department—Environmental Health Services Manager***

The Environmental Health Services Manager can offer guidance in the areas of county and state regulations. This person also knows a great deal about the local area and can offer advice on Contaminant Source Inventory findings, management strategies and public education activities. Activities may also be coordinated between the City and the local health department.

***Tim Wesner, Buchanan City Fire Department—Deputy Captain***

The Deputy Captain is the emergency management and fire department representative on the Team. This representative provides information on hazardous spill response and cleanup, emergency situations response, and hazardous material storage at local facilities.

***Craig Miller, City of Buchanan, Water Operator, School Liaison***

The School Liaison can help by providing educational opportunities for the different schools in Buchanan as well as community education at special events. Coordinating with the Schools to use and demonstrate the different models available for Well Head Protection education.

***Richard Chubb, Buchanan Township—Farmer***

The farmer and resident from Buchanan Township can provide ideas on ways to educate other farmers located near or within the WHPA. This person can also educate others within the farming community about the local program and can discuss effective management strategies that would work best for local farmers.

***Angel Whitsel, Buchanan Public Schools—Middle School Science Teacher***

The teacher from the local public schools serves primarily to help guide the public education efforts of the WHPP. Specifically, this representative serves to suggest and coordinate special events and education efforts with the local schools.

***Mindy Cole, Buchanan Township—Resident***

The Buchanan Township resident knows a great deal about the Township. This person will be responsible for communicating to the local residents and educating them about the WHPP and may have valuable ideas regarding what management tools and public education activities would work best within the Township. As a resident within the Township, this person will be a valuable resource during the Contaminant Source Inventory process. This person will also serve as a liaison between the City of Buchanan and Buchanan Township. This person will be responsible for communicating to the Township residents and educating them about the importance of the drinking water protection.

***Ashley Regal, Buchanan Township—Resident***

The Buchanan Township resident knows a great deal about the Township. This person will be responsible for communicating to the local residents and educating them about the WHPP and may have valuable ideas regarding what management tools and public education activities would work best within the Township. As a resident within the Township, this person will be a valuable resource during the Contaminant Source Inventory process. This person will also serve as a liaison between the City of Buchanan and Buchanan Township. This person will be

responsible for communicating to the Township residents and educating them about the importance of the drinking water protection.

***Kelly Hon, MRWA—Source Water Protection Specialist***

The F&V Source Water Protection Specialist can assist the City with the development and update of the WHPP Plan. In addition, this person can educate the City about public education and outreach ideas and management approaches that have worked well within other communities. This person can also generate materials (i.e. brochures, placemats, etc.) that can be tailored to fit the

City's WHPP. In addition, this person serves as a liaison between EGLE and the City of Buchanan. This person can assist the City with the implementation of the WHPP and can assist the City in applying for the Michigan Wellhead Protection Grant Program.



# SPECIAL MEETING OF THE CITY OF BUCHANAN BUILDING AUTHORITY

TUESDAY, MAY 31, 2022 – 1:00 PM

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

## MINUTES

THE COMMISSION OF THE CITY OF BUCHANAN BUILDING AUTHORITY, in compliance with Michigan's Open Meetings Act, hereby gives notice of a special 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

Meeting called to order by Grace at 1:03 P.M.

### II. Roll Call

Present: City Manager Heather Grace, Community Development Director Rich Murphy, City Clerk Kalla Langston

### III. Public Comment - Agenda Items Only (3-minute limit)

### IV. New Business

#### 1) Consider Resolution 2022.05/01

Motion made by Grace, seconded by Murphy to approve resolution 2022.05/001. Voice vote carries unanimously.

#### 2) Consider Resolution 2022.05/002-Resolution to authorize the issuance of building authority bonds.

Motion made by Grace, seconded by Murphy approve resolution 2022.05/002 contingent upon a majority vote from the Buchanan City Commission, authorizing Mayor Sean Denison to sign said resolution. Voice vote carries unanimously.

### V. Public Comment - Non-Agenda Items Only (3-minute limit)

### VI. Adjourn

Motion to adjourn at 1:05 P.M. by Grace, seconded by Murphy. Voice vote carries unanimously.

Building Authority Chairperson

Building Authority Secretary

**CITY OF BUCHANAN  
MUNICIPAL BUILDING AUTHORITY  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
RESOLUTION NO. 2022.05/001**

A RESOLUTION TO SET PARAMATERS FOR ACTIONS OF THE CITY OF BUCHANAN MUNICIPAL BUILDING AUTHORITY.

Minutes of a regular meeting of the City of Buchanan Municipal Building Authority, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on Tuesday, May 31, 2022, at 1:00 p.m.

PRESENT: Commissioners Grace, Murphy, Langston  
ABSENT: Commissioners \_\_\_\_\_

The following preamble and resolution were offered by Commissioner Grace and supported by Commissioner Murphy.

WHEREAS, the City of Buchanan Municipal Building Authority exists to help effectuate the policy decisions of the Buchanan City Commission; and

WHEREAS, the Commissioners of the City of Buchanan Municipal Building Authority acknowledge that, absent emergent situations, the general administrative authority of the City Manager regarding expenditures is typically capped at \$5,000.

NOW, THEREFORE, BE IT RESOLVED THAT, except in the event of an emergency, the City of Buchanan Municipal Building Authority shall endeavor take no action to incur any expenditures on behalf of the City of Buchanan over the amount of \$5,000 without first receiving permission through a majority vote of the then-serving Commissioners of the Buchanan City Commission.

AYES: Commissioners Grace, Murphy, Langston  
NAYS: Commissioners \_\_\_\_\_  
ABSENT Commissioners \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

Heather K. Grace  
Municipal Building Authority President/Chairperson  
Printed Name: Heather K. Grace

K. Langston  
Municipal Building Authority Secretary  
Printed Name: Kalla Langston

**CERTIFICATION**

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on Tuesday, May 31, 2022, at 1:00 p.m.

K. Langston  
Kalla Langston, City Clerk

**CITY OF BUCHANAN BUILDING AUTHORITY  
(Berrien County, Michigan)**

**Resolution No. \_\_\_\_\_**

**RESOLUTION TO AUTHORIZE  
ISSUANCE OF BUILDING AUTHORITY BONDS**

Minutes of a special meeting of the Commission of the City of Buchanan Building Authority, Berrien County, Michigan, held in the Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan, on \_\_\_\_\_, 2022, at \_\_\_\_\_.m., local time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_:

WHEREAS, the City of Buchanan Building Authority (the "Authority"), has been duly incorporated by the City of Buchanan, Berrien County, Michigan (the "City"), pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended (the "Act"), for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating and/or maintaining a building or buildings, parking lots or structures, and the necessary site or sites therefor, together with appurtenant properties and facilities necessary and convenient for the effective use thereof, for lease to and use by the City for a legitimate public purpose; and

WHEREAS, the Authority, pursuant to the authority granted to it by the Act and its Articles of Incorporation, proposes to design, acquire, and construct new department of public works facilities and the purchase and installation of furnishings and equipment, together with parking, site improvements, detention ponds for water management and flood plain mitigation and appurtenant properties and facilities necessary or convenient for the effective use thereof (the "Improvements") for use as department of public works facilities (the "Facilities") to be leased by the Authority to the City pursuant to a Full Faith and Credit General Obligation Lease Contract (the "Lease Contract"); and

WHEREAS, the total cost of the Improvements is estimated note to exceed Five Million Dollars (\$5,000,000) which will include the cost of construction of the Improvements, architect's fees, legal and financing fees and contingencies; and

WHEREAS, the estimated period of usefulness of the Improvements is determined to be in excess of thirty (30) years; and



WHEREAS, the Authority proposes, in accordance with the authorization contained in the Act, to provide at this time for the issuance of its building authority bonds in the aggregate principal amount of not to exceed \$5,000,000 to defray the cost of the Improvements; and

WHEREAS, the Authority and the City will enter into the Lease Contract for the leasing of the Facility, and the Lease Contract is incorporated herein by reference as if set forth in full and made a part of this Resolution; and

WHEREAS, all things necessary to the authorization and issuance of the building authority bonds under the provisions of the Constitution and Laws of the State of Michigan, and particularly the Act, have been done, and the Authority is now empowered and desires to authorize the issuance of building authority bonds.

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. NECESSITY. It is necessary and advisable for the Authority to acquire and construct the Improvements as authorized in the Lease Contract and issue bonds of the Authority, pursuant to the Act to finance construction of the Improvements.

2. ESTIMATED COST - PERIOD OF USEFULNESS. The total cost of the Improvements, including the payment of architect's fees, legal and financial expenses and other expenses incident to the financing of the Improvements, which is estimated to be \$5,000,000, is hereby approved and confirmed, and the estimated period of usefulness of the Improvements is determined to be in excess of thirty (30) years.

3. LEASE CONTRACT. The Lease Contract, in substantially the form attached as Exhibit A, is approved with such changes as are approved by the officers of the Authority signing the Lease Contract, and any one or more of the officers of the Authority are authorized and directed to execute the Lease Contract on behalf of the Authority.

4. ISSUANCE OF BONDS. To defray all or a portion of the cost of the Improvements approved above, the Authority shall issue its bonds known as Building Authority Bonds, Series 2022 (the "Bonds") in the aggregate principal sum of not to exceed \$5,000,000, as finally determined by the Authorized Officer (defined below) at the time of sale. The balance of the cost of the Improvements, if any, shall be paid by grants or funds appropriated by the City or the Authority.

5. BOND TERMS. The Bonds shall be issued in fully registered form as to both principal and interest, in the denomination of \$5,000 each, or any whole multiple thereof or such

other denominations determined by the Authorized Officer. The Bonds shall be numbered consecutively in the order of their registration, shall be dated the date of delivery or such other date approved by the Authorized Officer, and shall be payable serially or as term bonds on August 1 as determined by the Authorized Officer at the time of sale. The Bonds shall bear interest as determined by the Authorized Officer, payable semiannually on the first (1<sup>st</sup>) day of February and August of each year, commencing February 1, 2023. The Authorized Officer may determine and alter the bond terms within the parameters of this resolution as hereafter provided.

6. PAYMENT OF PRINCIPAL AND INTEREST. Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America to the person appearing on the Bond registration books as the registered owner thereof. Payment of principal on the Bonds shall be made at the principal office of the Paying Agent (defined below), upon surrender of the Bonds. Payment of interest on the Bonds shall be paid to the registered owner at the address as it appears on the registration books as of the determination date. Initially, the determination date shall be the date as of the fifteenth (15<sup>th</sup>) day of the month prior to the payment date for each interest payment; however, the determination date may be changed by the Authority to conform to market practice.

7. SECURITY FOR BONDS.

(a) Pledge of Cash Rental Payments – Lien. The Bonds are issued in anticipation of semiannual cash rental payments to be made to the Authority by the City pursuant to paragraph 3 of the Lease Contract (the Cash Rental Payments”). The Cash Rental Payments are the limited tax, full faith and credit, contractual general obligations of the City pursuant to the Lease Contract subject to constitutional, statutory and charter limitations on the taxing power of the City. The Bonds shall not be a general obligation or constitute an indebtedness of the Authority, but shall be payable solely from the Cash Rental Payments received by the Authority pursuant to the Lease Contract. To secure the payment of the principal of and interest on the Bonds, all of the Cash Rental Payments are hereby pledged solely and only for the payment of the Bonds, and a statutory first lien is established against the Cash Rental Payments for such purpose to and in favor of the holders of the Bonds. The rights or remedies of bondholders may be affected by bankruptcy laws or other creditors’ rights legislation now existing or hereafter enacted.

(b) Remedies. The holder or holders of Bonds representing in the aggregate not less than twenty percent (20%) of the entire issue then outstanding may, either at law or in equity, by suit, action, mandamus or other proceedings, protect and enforce the statutory first lien described above, and enforce and compel the performance of all duties of the Authority, or its officers, including, but not limited to, compelling the City to make the Cash Rental Payments, the proper segregation and application thereof as required by this Resolution, and all other duties required to be performed by the Authority pursuant to the Lease Contract and this Resolution.

If there be any default in the payment of the principal of or interest upon any of the Bonds, any court having jurisdiction in any proper action may appoint a receiver to administer and operate the Facility on behalf of the Authority, under the direction of the court, and by and with the approval of the court, to perform all of the duties of the Authority and its officers more particularly set forth in the Lease Contract, this Resolution and in the Act.

(c) Operation of Facility. Pursuant to the terms of the Lease Contract, the duty to provide for the operation, maintenance and management of the Facility shall be the obligation of the City. The Lease Contract constitutes a “net lease” and the Cash Rental Payments shall not be diminished or offset by any other expenses.

(d) Operating Year. The project shall be operated on the basis of a fiscal year commencing July 1 of each year and ending on June 30 of that year.

(e) Rentals. The Cash Rental Payments provided by the Lease Contract are hereby established and fixed as the rentals to be charged to the City for the use of the Facility. The Cash Rental Payments are estimated to be sufficient to provide for the payment of the principal of and interest on the Bonds as and when the same become due and payable. The Cash Rental Payments shall not be discontinued until such time as all Bonds are paid in full, or sufficient funds for their payment in full have been accumulated. The Cash Rental Payments shall be increased by the Authority, as provided in the Lease Contract, if necessary to meet its obligations on the Bonds.

## 8. PRIOR REDEMPTION.

(a) Mandatory Redemption. Principal designated as a term bond maturity shall be subject to mandatory redemption, in whole or in part, by lot, at par plus accrued interest,

on the redemption dates and in the amounts determined by the Authorized Officer. When term bonds are purchased by the Authority and delivered to the Paying Agent for cancellation or are redeemed in a manner other than by mandatory redemption, the principal amount of the term bonds affected shall be reduced by the principal amount of the Bonds so redeemed in the order determined by the Authority.

(b) Optional Redemption. The Bonds shall be subject to optional redemption prior to maturity as determined by the Authorized Officer at the time of sale.

(c) Notice of Redemption. Notice of redemption of Bonds shall be given by mail to the Registered Owners of the Bonds to be redeemed not less than thirty (30) days prior to the date fixed for redemption, addressed to the Registered Owner at the registered address shown on the registration books of the Authority maintained by the Paying Agent. Bonds so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem the same. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of the Depository Trust Company, New York, New York (“DTC”), and only Cede & Co. will be deemed to be a holder of the Bonds.

## 9. PAYING AGENT AND REGISTRATION.

(a) Appointment of Paying Agent. From time to time the Authorized Officer shall designate and appoint a paying agent, transfer agent and bond registrar (the “Paying Agent”), which shall also act as transfer agent and bond registrar, and is authorized to remove the Paying Agent and appoint a successor Paying Agent. The initial Paying Agent shall be appointed by the Authorized Officer. In the event of a change in the Paying Agent, notice shall be given in writing, by certified mail, to each Registered Owner not less than sixty (60) days prior to the next interest payment date. The Paying Agent shall keep the official books for the recordation of the Registered Owners of the Bonds.

(b) Book-Entry-Only Eligible. At the option of the initial purchaser of the Bonds, the Bonds may be issued initially in book-entry-only form as one fully registered bond per maturity and will be registered in the name of Cede & Co., as bondholder and nominee for DTC. If this option is selected, DTC will act as securities depository for the Bonds, purchase of the Bonds will be made in book-entry-only form, in the denomination of \$5,000 or any integral

multiple thereof, and purchasers will not receive certificates representing their interest in Bonds purchased. Payment of principal and interest will be made by the Paying Agent to DTC. While the Bonds are held in book-entry-only form, then the Bonds shall be transferred in accordance with the procedures established by DTC. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent or bond registrar shall have no responsibility with respect to such transfers. The Authorized Officer shall have the authority from time to time to appoint a successor depository trustee to serve in the place of DTC. While the Bonds are issued in book-entry-only form the Paying Agent shall serve as paying agent only. The Authorized Officer is authorized to sign a Blanket Issuer Letter of Representations or any other related document on behalf of the Authority in such form approved by the Authorized Officer.

(c) Registration Outside of Book-Entry-Only. In the event the book-entry-only system is not selected or is discontinued, the following provisions would apply to the Bonds. Registration of the Bonds shall be recorded in the registration books of the City kept by the Paying Agent. Bonds may be transferred only by submitting the same to the Paying Agent, together with a satisfactory instrument of transfer signed by the Registered Owner or his legal representative duly authorized in writing, after which a new Bond or Bonds shall be issued by the Paying Agent to the transferee (new registered owner) in denominations of \$5,000 or any integral multiple thereof, in the same aggregate principal amount as the Bond submitted for transfer. No transfer of Bonds shall be valid unless and until recorded on the bond registration books in accordance with the foregoing. The person in whose name any bond is registered may for all purposes, notwithstanding any notice to the contrary, be deemed and treated by the Authority and the Paying Agent as the absolute owner thereof, and any payment of principal and interest on any Bond to the Registered Owner thereof shall constitute a valid discharge of the Authority's liability upon such Bond to the extent of such payment. No Bond shall be transferred less than fifteen (15) days prior to an interest payment date nor after the Bond has been called for redemption. So long as the Bonds are registered to DTC or another bond depository, the Paying Agent, acting as bond registrar, shall have no responsibility with respect to such transfers.

10. BOND FORM. The Bonds shall be substantially in the form attached hereto as Exhibit B, and incorporated herein, with such changes as are recommended by the Authority's

Bond Counsel and approved by the officers of the Authority signing the Bonds, whose signature thereon shall be conclusive evidence of such approval.

11. EXECUTION OF BONDS. The Chairperson, the Secretary, and the Treasurer of the Authority, or any commissioner, or any two of them, are hereby authorized and directed to sign the Bonds, either manually or by facsimile signature, on behalf of the Authority. Upon execution, the Bonds shall be delivered to the purchaser thereof upon receipt of the purchase price, plus the accrued interest, if any, to the date of delivery.

12. BONDS MUTILATED, LOST OR DESTROYED. If any Bond shall become mutilated, the Authority at the expense of the holder of the Bond, shall execute, and the Paying Agent shall authenticate and deliver, a new Bond of like tenor in exchange and substitution for the mutilated Bond, upon surrender to the Paying Agent of the mutilated Bond. If any Bond issued under this Resolution shall be lost, destroyed or stolen, evidence of the loss, destruction or theft may be submitted to the Paying Agent and, if this evidence is satisfactory to both the Authority and the Paying Agent and indemnity satisfactory to the Paying Agent shall be given, the Authority, at the expense of the owner, shall execute, and the Paying Agent shall thereupon authenticate and deliver, a new Bond of like tenor, which shall bear the statement required by Act 354, Public Acts of Michigan, 1972, as amended, or any applicable law hereafter enacted, in lieu of and in substitution for the Bond so lost, destroyed or stolen. If any such Bond shall have matured or shall be about to mature, instead of issuing a substitute Bond, the Paying Agent may pay the same without surrender thereof.

13. DETERMINATION OF AUTHORITY. The Authority shall authorize and issue the Bonds, pursuant to the provisions of the Act. The Lease Contract provides that the duty to cause the operation, maintenance and administration of the Facility is the total obligation of the City, as lessee, and thus the Cash Rental Payments provided in the Lease Contract and paid to the Authority are pledged solely for the payment of principal of and interest on the Bonds. Therefore, no Authority operation and maintenance fund is established as there would be no revenues allocable thereto. The Authority, therefore, determines that the plans and procedures herein comply with all substantive provisions of the Act, in that operation and maintenance of the Facility is fully contracted for, and maximum security for the Bonds is provided by a pledge of all of the Cash Rental Payments established in the Lease Contract.



14. BOND PAYMENT FUND. For payment of principal of and interest on the Bonds, there shall be established and maintained a debt service fund for the Bonds (the “Bond Payment Fund”). The accrued interest, if any, and capitalized interest, if any, and such amount of any premium determined by the Authorized Officer received at the time of delivery of the Bonds and any amount of premium determined by the Authorized Officer shall be placed into the Bond Payment Fund. The Cash Rental Payments paid to the Authority by the City shall be deposited, as received, into the Bond Payment Fund. The moneys on deposit in the Bond Payment Fund shall be used solely for the purpose of paying the principal of and interest on the Bonds.

Any moneys remaining in the Bond Payment Fund after the annual payments of principal of and interest on the Bonds shall be considered excess and transferred at such time to a reserve fund established as a reserve for future debt service payments.

15. CONSTRUCTION FUND. Prior to delivery and sale of the Bonds, there shall be established a construction fund (the “Construction Fund”). After deducting the sums which are required to be deposited in the Bond Payment Fund, the balance of the proceeds of the Bonds shall be deposited into the Construction Fund. The moneys on deposit in the Construction Fund from time to time shall be used solely for the purpose for which the Bonds were issued. Any unexpended balance shall be used for such purposes as allowed by law. Any monies remaining in the Construction Fund after payment of all such costs shall be transferred to the Bond Payment Fund. After completion of the Improvements and disposition of any remaining bond proceeds, pursuant to the provisions of this Section, the Construction Fund shall be closed.

16. INVESTMENT OF FUNDS. Moneys in the funds and accounts established herein may be invested by the Authority as allowed by law subject to the limitations imposed by arbitrage regulations and Section 148 of the Internal Revenue Code of 1986, as amended, and the applicable regulations thereunder (collectively the “Code”).

17. DEPOSITORY AND FUNDS ON HAND. Monies in the several funds and accounts maintained pursuant to this Resolution may be kept in one or more accounts at financial institutions designated by the Authority, and if kept in one account, the monies shall be allocated on the books and records of the Authority in the manner and at the times provided in this Resolution.

18. COVENANTS. The Authority covenants and agrees with the successive holders of the Bonds that so long as any of the Bonds remain outstanding and unpaid as to either principal or interest:

(a) The Authority will punctually perform all of its obligations and duties under this Resolution and the Lease Contract herein incorporated, and will collect, segregate and apply the rentals and payments in the manner required under this Resolution and the Lease Contract.

(b) The Authority will maintain and keep proper books of record and account relating to the operation of the Facility and the rentals and payments received therefrom pursuant to the Lease Contract. Not later than six (6) months after the close of each operating year, the Authority will cause to be prepared a statement, in reasonable detail, sworn to by its Treasurer, showing the cash receipts and disbursements during such operating year, the assets and liabilities of the Facility at the beginning and close of the operating year, and such other information as may be necessary to enable any taxpayer or any holder or owner of the Bonds, or anyone acting on their behalf, to be fully informed as to all matters pertaining to the financial operation of the Facility during such year. The Authority shall also cause an annual audit of the books and records for the preceding operating year to be made by a recognized independent certified public accountant, and, if requested, shall furnish a copy of such audit to any holder of any of the Bonds. Such requirement may be satisfied if the books and records of the Authority are included in the City's audit.

(c) The Authority will not sell or otherwise dispose of the Facility until all Bonds have been paid in full, both as to principal and interest, or otherwise defeased or provided for, and will not do or suffer to be done any act that would affect the Facility in such a way as to impair or affect unfavorably the security of the Bonds.

(d) It will cause the principal of and interest on the Bonds to be paid promptly when due, but solely from the funds pledged by this resolution.

19. ADDITIONAL BONDS. The Authority shall have power to issue additional building authority bonds of equal standing with the Bonds to complete the Facility in accordance with the authorization provided in the Lease Contract, in the event the Bonds first issued shall prove to be insufficient therefor. The Authority shall also have power to issue building authority

bonds to finance the construction of additions to any present facilities or any new buildings or projects within the scope of its corporate powers, but such bonds shall be payable out of, and have a first lien on, the net revenues of annual rentals for space in such new projects, and shall in no way have any lien on or be payable out of the Cash Rental Payments pledged to the payment of the Bonds or any additional building authority bonds issued to complete the Facility in accordance with the authorization provided in the Lease Contract.

20. CONTRACT WITH BONDHOLDERS. The provisions of this Resolution, together with the Lease Contract incorporated herein by reference, shall constitute a contract between the Authority and the holder or holders of the Bonds from time to time, and after the issuance of any of such Bonds, no change, variation or alteration of the provisions of this Resolution, or the Lease Contract, may be made which would lessen the security for the Bonds. The provisions of this Resolution shall be enforceable by appropriate proceedings taken by such holder or holders, either at law or in equity.

21. SALE OF BONDS. The Bonds shall be sold at a competitive sale. The Authorized Officer shall set the date and time for sale of the Bonds, which date shall be at least seven (7) days after the publication of the official notice of sale. The Authorized Officer of the City shall cause notice of the sale of the Bonds to be published in The Bond Buyer, which notice shall be in the form approved by the Authorized Officer.

22. AUTHORIZED OFFICER. Notwithstanding any other provision of this Resolution, the Chairperson, the Secretary, and the Treasurer of the Authority, or any one or more of them (the “Authorized Officer”) are authorized within the limitations set forth below to determine the title of the Bonds, the interest rate or rates, maximum interest rate, amount of discount or premium, amount of maturities, principal amount, amount of good faith deposit, if any, denominations, dates of issuance, dates of maturities, interest payment dates, optional and mandatory redemption rights, and term bond options. The authority granted to the Authorized Officer by this Section, is subject to the following limitations:

- (a) The par amount of the Bonds shall not exceed \$5,000,000.
- (b) The true interest cost of the Bonds shall not exceed six percent (6%).

(c) The final maturity date of the Bonds shall not be later than thirty years from the date the bonds are issued.

(d) The Bonds shall not be sold at a price of less than 98% of the par value of the Bonds.

The Authorized Officer is hereby authorized for and on behalf of the Authority, without further Commission approval, to: (a) approve the circulation of a preliminary and a final Official Statement describing the Bonds; (b) award the sale of the Bonds or, if determined to be in the best interest of the Authority, reject all bids and negotiate the terms of sale with a purchaser as determined by the Authorized Officer; (c) purchase municipal bond insurance, if considered necessary, as additional security for the bondholders; (d) apply to rating agencies for a rating on the Bonds; (e) to make any elections or designations under the Code, and (f) do all other acts and take all other necessary procedures required to effectuate the sale, issuance and delivery of the Bonds.

Approval by the Authority of the matters delegated in this section or any other sections may be evidenced by execution or approval of such documents by the Authorized Officer or the execution of an order. The Authorized Officer is authorized to execute any documents or certificates necessary to complete the transaction, including, but not limited to, any applications including applications to the Michigan Department of Treasury (including an Application for State Treasurer's Approval to Issue Long-Term Securities, applications for waivers, and the submission of any supporting or related documents), any certificates, receipts, orders, agreements, instruments, security reports, a blanket letter of representations, and any certificates relating to federal or state securities laws, rules or regulations, and to pay any fees required by the State of Michigan. The Authorized Officer shall have the power to approve such policies as deemed necessary to comply with federal securities and tax laws, which shall be binding on the City.

23. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay at maturity or irrevocable call for earlier optional or mandatory redemption, the principal of, premium, if any, and interest on the bonds, shall be

deposited in trust, this Resolution shall be defeased and the owners of the bonds shall have no further rights under this Resolution except to receive payment of the principal of, premium, if any, and interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

24. TAX COVENANT. The Authority covenants to comply with all requirements of the Code necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Authorized Officer and other appropriate officials of the Authority are authorized to do all things necessary (including the making of such covenants of the Authority as shall be appropriate) to assure that the interest on the Bonds will be and will remain excludable from gross income for federal income tax purposes.

25. QUALIFIED TAX-EXEMPT OBLIGATION. The Authority reasonably anticipates that the amount of qualified tax-exempt obligations which will be issued by the City of Buchanan, the Authority and all subordinate entities during the calendar year 2022 shall not exceed \$10,000,000. The Authority hereby designates the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3)(B) of the Code.

26. MUNICIPAL BOND INSURANCE. The Authorized Officer is hereby authorized to acquire municipal bond insurance to enhance the marketability of the Bonds. If the Authority acquires municipal bond insurance from a municipal bond insurer (the “Insurer”), the Authorized Officer is hereby authorized to take all actions, including the payment of membership fees of a mutual insurance company, and to execute any documents, certificates, orders, applications, agreements, conditions, covenants or other instruments necessary to effectuate the issuance of the policy of bond insurance, including, but not limited to the execution of an order or agreement containing such provisions as the Insurer may require with respect to the insurance and the Insurer, which shall be binding on the Authority in the same manner as if contained herein.

27. CONTINUING DISCLOSURE. The Authorized Officer is authorized to execute and deliver in the name and on behalf of the Authority a continuing disclosure certificate to comply with the requirements for a continuing disclosure undertaking of the authority pursuant to paragraph (b)(5) of Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of

such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The authority hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

28. OFFICIAL STATEMENT. The Preliminary Official Statement relating to the Bonds is hereby authorized and approved with such changes, completions, and revisions as the Authorized Officer shall approve. The Authorized Officer is hereby authorized and directed to approve, execute and deliver the Official Statement on behalf of the Authority with such changes or modifications as they deem necessary in order to assure that the statements therein are true, and that it does not contain any untrue statement or material fact and does not omit a material fact necessary in order to make the statements, in light of the circumstances under which they were made, not misleading.

29. BOND COUNSEL. The firm of Dickinson Wright PLLC is hereby employed as bond counsel to the Authority for the issuance of the Bonds and the Authorized Officer is authorized to sign an engagement letter with bond counsel with such fee as is provided in the financial report of the municipal advisor. The Authority acknowledges that Dickinson Wright PLLC represents a number of financial institutions in public finance matters, including financial institutions that may potentially purchase the Bonds, and consents to Dickinson Wright PLLC’s representation of the Authority as bond counsel and, and waives any conflict of interest arising from such representation of a financial institution or underwriter that may purchase the Bonds in other matters not involving the City of Buchanan or the Authority.

30. MUNICIPAL ADVISOR. The firm of Baker Tilly Municipal Advisors, LLC is appointed as registered municipal advisor to the Authority.

31. BOND RESOLUTION SUBJECT TO MICHIGAN LAW. The provisions of this Resolution are subject to the laws of the State of Michigan.

32. SECTION HEADINGS. The section headings in this Resolution are furnished for convenience of reference only and shall not be considered to be a part of this Resolution.

33. SEVERABILITY. If any section, paragraph, clause or provision of this Resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the other provisions of this Resolution.



34. CONFLICT. Except as provided above, all resolutions or parts thereof, insofar as the same may be in conflict herewith, are hereby repealed; provided, that the foregoing shall not operate to repeal any provision thereof, the repeal of which would impair the obligation on the Bonds.

35. EFFECTIVE DATE OF RESOLUTION. This Resolution is determined by the Commission to be immediately necessary for the preservation of the peace, health and safety of the Authority and shall be in full force and effect from and after its passage.

YEAS: \_\_\_\_\_

NAYS \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_, Secretary  
Buchanan Building Authority

### **CERTIFICATION**

I, \_\_\_\_\_, the duly qualified and acting Secretary of Buchanan Building Authority, Berrien County, Michigan (the "Authority") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Commission at a meeting held on \_\_\_\_\_, 2022, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: \_\_\_\_\_, 2022

\_\_\_\_\_, Secretary  
Buchanan Building Authority

**EXHIBIT A**

**FORM OF LEASE CONTRACT**

**FULL FAITH AND CREDIT  
GENERAL OBLIGATION LEASE CONTRACT**

**between**

**THE CITY OF BUCHANAN BUILDING AUTHORITY**

**and**

**THE CITY OF BUCHANAN**

**for**

**CITY DPW FACILITIES**

Dated: \_\_\_\_\_, 2022

**FULL FAITH AND CREDIT  
GENERAL OBLIGATION LEASE CONTRACT**

City DPW Facilities

This Full Faith and Credit General Obligation Lease Contract is made as of \_\_\_\_\_, 2022 (the “Lease Contract”), between the City of Buchanan Building Authority, a public corporation organized and existing under the authority of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, (the “Authority”) and the City of Buchanan, Berrien County, Michigan, a Michigan municipal corporation organized and existing under the Constitution and laws of the State of Michigan, (the “City”):

RECITALS

1. The Authority has been incorporated by the City under and pursuant to the provisions of Act 31 of the Public Acts of Michigan, 1948 (First Extra Session), as amended (the “Act”), for the purpose of providing, acquiring, furnishing, equipping, owning, improving, enlarging, operating and/or maintaining a building or buildings, automobile parking lots or structures, recreational facilities, stadiums, and the necessary site or sites therefor, together with the appurtenant properties and facilities necessary or convenient for the effective use thereof, for any legitimate public purpose of the City, and as otherwise authorized by the Act.

2. The City desires to design, acquire, and construct new department of public works facilities and purchase and install furnishings and equipment, together with parking, site improvements, detention ponds for water management and flood plain mitigation, and appurtenant properties and facilities necessary or convenient for the effective use thereof (which buildings, furnishings, equipment, its site and other properties are together the “Facilities”), and the Authority is willing to provide, acquire, improve and equip the Facilities and lease the same to the City.

3. If this Lease Contract were not executed between these parties, the City would need to acquire the Facilities in the foreseeable future from other sources in order to provide necessary facilities for public services, at a cost to the City more than the annual rental required to be paid under this Lease Contract.

4. The Site for the Facilities (the “Site”) is a parcel of land in the City described in the attached Exhibit A, and the Authority will erect improvements, remodel, expand, furnish and equip the Facilities on the Site.

5. The total cost of the Facilities and improvements to the Facilities is estimated not to exceed \$5,000,000, which sum will include the architects' fees and financing fees and costs, the cost of acquisition of the Facilities and contingencies.

6. The estimated period of usefulness of the Facilities is determined to be in excess of 30 years.

7. The cost of the Facilities is to be provided by the Authority by authorizing the issuance of its Building Authority Bonds in the principal amount of not to exceed \$5,570,000 (the “Building Authority Bonds”) pursuant to the provisions of the Act.

8. As a prerequisite to the authorization and issuance of the Building Authority Bonds, it is necessary for the parties to enter into a lease contract whereby the Authority will lease to the City and the City will lease from the Authority the Facilities for a period extending beyond the last maturity date of the Building Authority Bonds.

### TERMS AND CONDITIONS

NOW, THEREFORE, in exchange for the consideration in and referred to by this Lease Contract, the parties agree as follows:

1. FACILITIES: The Authority, as soon as practicable after the execution and delivery of this Lease Contract, shall cause plans and specifications to be prepared for the Facilities acceptable to the City Commission of the City. Following the preparation of the plans and specifications, the Authority shall cause to be prepared contracts for the construction and renovation of the Facilities which are acceptable to the City Commission of the City. After the City Commission’s approval of the plans and specifications of the Facilities and after issuance of the Building Authority Bonds, the Authority shall be cause the Facilities to be constructed and completed in accordance with the plans and specifications.

2. LEASE TERM: In consideration of the rentals and other terms and conditions herein specified, the Authority leases to the City, and the City leases from the Authority the Facilities to be acquired, TO HAVE AND TO HOLD for a term commencing on the effective date of this Lease Contract and ending on the date that the principal of and interest on all Building Authority Bonds have been paid in full.

3. LEASE PAYMENTS: The City shall pay semiannual cash rental payments to the Authority in an amount sufficient to pay, when due, both the principal of and the interest on the Building Authority Bonds. The cash rental payments shall be paid by the City to the Authority on \_\_\_\_\_ 1 and \_\_\_\_\_ 1 of each year in an amount sufficient to pay the annual principal payments on the Building Authority Bonds in the total authorized principal sum of not to exceed \$5,570,000 amortized over a period not exceeding 30 years, plus semiannual interest at a maximum net interest rate of 6% per annum. If the amount of principal or interest on the Building Authority Bonds when sold is less than that stated above, this paragraph shall be deemed amended to require payment of principal and actual interest necessary for the debt service requirements of the Building Authority Bonds.

If an increase in the semiannual cash rental payments is necessary in order to provide adequate funds for the Authority to meet its debt service requirements on the Building Authority Bonds issued and outstanding, the City covenants and agrees to pay the increased annual rental. The City agrees that the cash rental provided in this Lease Contract does not to exceed fair and reasonable compensation for the Facilities.

The City may, in its sole discretion, in any semiannual period, pay in advance any portion of its rental in excess of the semiannual requirement, in which event the Authority shall

credit the City with advance payment of the next succeeding annual requirements to the extent of such excess payments.

The City, in connection with a redemption or defeasance of the Building Authority Bonds, may pay in advance its obligations required to be paid by this Lease Contract, in which event the Authority shall credit the City with advance payment on future-due payments to the extent of such advance payment. The City at the time of any such payment also shall specify by written request that the cash rentals paid in advance of the requirements set out in this Section be used to redeem Building Authority Bonds prior to maturity, either currently or at some future date, to the extent the provision for prior redemption is made in the Building Authority Bonds, in which event the Authority shall be obligated to apply and use the advance payments for such purpose to the fullest extent possible and the officers of the Authority shall be authorized to call such bonds for redemption and take all steps to redeem such bonds without further approval. If such payments are made by the City for redemption of Building Authority Bonds at some future date, the City shall make such payments on the date of such redemption or, if the Building Authority Bonds are being defeased in advance of redemption, the date upon which funds are required to be deposited with an escrow agent or other fiduciary and irrevocably pledge to the payment of the principal of, interest on, and redemption premium on the Building Authority Bonds.

Notwithstanding any other provisions of this Lease Contract, if the lease payments required by this section are inadequate for payment of both the principal of and the interest on the Building Authority Bonds when due, the City shall provide additional funds to make up the shortfall.

4. **PLEDGE OF FULL FAITH AND CREDIT:** The City, pursuant to the Act, establishes the obligations in this Lease Contract as general obligations of the City, and further by a majority vote of the elected members of the City Commission, pledges its limited tax, full faith and credit, contractual general obligation, as limited in this Lease Contract, to the payment of all sums, rates, fees, costs and the annual cash rental payments due under this Lease Contract.

The City shall include in its budget for the year commencing July 1, 2022, and for each year thereafter, an amount which, when added to the money received for such purpose shall be sufficient to make the cash rental payments to the Authority and shall levy each year such ad valorem taxes in an amount which, together with other funds available for such purpose, shall be sufficient for the payment of such annual cash rental payments in anticipation of which the Building Authority Bonds are issued, but not in an amount or at a rate exceeding that necessary to pay such contractual obligation, provided however that if the City has other funds on hand, at the time prescribed by law for the making of any tax levy, which have been set aside and earmarked for payment of its obligations for which a tax levy would otherwise have to be made, then the tax levy shall be reduced by the amount of the other funds. Any such tax levy is limited as to rate and amount by applicable constitutional, charter, and statutory limitations on the taxing power of the City.

5. **SITE:** The Authority covenants and agrees that it will, before or upon the issuance of the Building Authority Bonds, acquire good and marketable title to the Site for the Facilities or a leasehold interest in the Site for the Facilities.

6. OPERATION AND MAINTENANCE: The City, at its own expense during the term of this Lease Contract, shall cause the Facilities to be operated and maintained in good repair, and the expenses in connection therewith shall be borne and paid, or caused to be paid, by the City, in addition to all other rentals herein required. Operation and maintenance shall be deemed to include, but not to the exclusion of any other items not herein specified, lighting, heating, snow and debris removal, painting and such other repair and maintenance items as are necessary to provide for efficient operation of the Facilities and to keep the same in good repair and working order, and securing proper insurance coverage.

7. BUDGET: The City shall include in its budget for the year commencing July 1, 2022, and shall include in its budget for each year thereafter, an amount which shall be sufficient to pay the operation and maintenance costs of the Facilities as herein specified for the next ensuing fiscal year. On or before June 15 of each and every fiscal year, the City shall prepare a statement of the moneys to be included in the next ensuing fiscal budget for the operation and maintenance costs of the Facilities. A copy of the budget shall be given to the Authority. The Authority shall have the right and privilege to communicate directly with the City Commission regarding any disputed items in that budget, and in any event the budget shall be reasonably adequate to cover the obligations of the City in this Lease Contract. In no event shall the amounts to be included by the City in its annual budget for the maintenance, operation and rental expenses in connection with this Lease Contract be less than the amount required to reasonably maintain the Facilities, and to pay promptly and fully all obligations maturing under this Lease Contract, and in no event shall the City's obligation in any such annual budget be less than the amount required by law.

8. ADDITIONAL EQUIPMENT: The City may install in the Facilities such equipment, furnishings or fixtures, in addition to those provided by the Authority, as it may desire, but shall not make any permanent alterations to the Facilities that will in any way affect either the security of the Building Authority Bonds or the prompt payment of principal or interest on the Building Authority Bonds.

9. PROHIBIT IMPROPER USE: The City covenants and agrees that it will not permit the use of the Facilities in any manner that will substantially increase the rate of insurance thereon, or for any purpose which will result in a violation of local, state or federal laws, rules or regulations, in effect now or in the future, and shall during the term of this Lease Contract hold the Authority harmless from and indemnify the Authority for any loss, cost, damage or expense by any accident, loss, casualty or damage resulting to any person or property through any use, misuse, or non-use of the Facilities, or by reason of any act or thing done or not done on, in, or about the Facilities or in relation to the Facilities. The City further covenants and agrees that it will promptly and at its own expense, make and pay, or cause payment to be made, for any and all changes and alterations in or about the Facilities, which, during the terms of this Lease Contract, may be required to be made any time by reason of local, state or federal laws, and to save the Authority harmless and free from all cost to do so.

10. AUTHORITY ACTION: To carry out the acquisition and construction of the Facilities and the financing thereof in accordance with the provisions of the Act, the following actions shall be taken by the Authority:



The Authority shall, upon the execution of this Lease Contract, adopt the necessary resolution and proceed to authorize the issuance of the Building Authority Bonds in one or more series in the aggregate principal sum of not to exceed \$5,570,000, pursuant to and in accordance with the provisions of the Act, being the amount estimated to defray the cost of the acquisition and construction of the Facilities, together with architects' fees, legal and financing expenses and contingencies, amortized over a period not exceeding 30 years. The Authority shall offer for sale, and take such other legal procedure as may be necessary to sell the Building Authority Bonds.

The Authority shall, by resolution, pledge the receipt from the cash rentals herein agreed to be paid by the City, for the payment of principal of and interest on the Building Authority Bonds.

The Authority shall enter into and execute contracts for the acquisition and construction of the Facilities in accordance with the plans and specifications approved by the Authority and the City Commission, and no changes in the plans and specifications shall be made without the approval of the City Commission. The contracts shall be in a form approved by the City Commission and no changes in the contracts shall be made without the approval of the City Commission. The construction of the Facilities shall be supervised by the City's staff.

The Authority shall require and secure from any contractor undertaking the construction of the Facilities, necessary and proper bonds to guarantee the performance of said contract in such amount and in such form as may be approved by the City Commission, and such labor and material bonds as are required by law.

The Authority shall, immediately upon receipt of the proceeds of the sale of the Building Authority Bonds, comply with all requirements provided for in the resolution relative to the disposition and use of such proceeds.

11. ADDITIONAL FUNDS: If for any reason there are not sufficient funds to complete the acquisition and construction of the Facilities, and additional funds are needed, the parties agree that, at the option of the City Commission, either of the following methods for providing said additional funds shall be used:

The City may pay the necessary funds as additional advance rentals, and obtain credit or repayment therefor out of future rentals due under the terms of this Lease Contract after all outstanding Building Authority Bonds are paid; or

The City may increase the amount of the annual cash rental payments it pays to an amount fully sufficient to amortize any additional building authority bonds issued by the Authority.

12. POSSESSION: The Authority shall deliver possession of the Site for the Facilities to the City on the effective date of this Lease Contract, and possession of each portion of the Facilities on the date that construction of that portion of the Facilities is completed. The obligation of the City for the payment of the annual cash rental payments shall in any event remain in full force and effect and shall be paid by the City at all times and in the amounts above

specified in order to provide for the payment of principal of and interest on the Building Authority Bonds.

13. NO ABATEMENT OF RENT: There shall be no abatement of the annual cash rental payments required to be made by the City for any reason whatsoever. If, in the case of damage or destruction of the Facilities or other portions of the Site therefor, the funds received from any insurance policies or other sources, are, in the judgment of the Authority, insufficient to make the Facilities usable or tenantable, then the Authority shall hold and/or invest the funds paid to it as a result of such loss for the benefit of the holders of outstanding Building Authority Bonds. When such funds in addition to rentals paid by the City are sufficient to pay the principal of and interest on all outstanding Building Authority Bonds the Authority shall deposit and hold the total of such funds and the rental payments in trust for the benefit of the bondholders and use them to pay the principal, interest and call premiums, if any, on the Building Authority Bonds as they mature or as they become callable. Such funds so held may be invested in bonds, notes, bills and certificates of the United States of America.

14. INSURANCE: The City shall provide or cause to be provided liability insurance in an adequate amount protecting the Authority and the City against loss on account of damage or injury or death to persons or property resulting from ownership of the Facilities, or resulting from any act or omission, on the part of the Authority, or the City, or either of their agents, officers and employees, in connection with the acquisition and construction, operation, maintenance or repair of the Facilities, or the furnishing of any service to the City. The Authority shall require a sufficient fidelity bond from any person handling the Authority's funds.

15. ASSIGNMENT: The rights, duties and obligations of the City under this Lease Contract may not be assigned in whole or in part during the term of this Lease Contract or while any of the Building Authority Bonds are outstanding and unpaid.

16. RIGHT OF ENTRY: The Authority, its agents, servants, or employees, shall have the right to enter the Facilities at all reasonable times for the purpose of inspecting the same and determining whether the City is complying with all of the terms, agreements, covenants and conditions in this Lease Contract.

17. COVENANT TO PAY RENT: The City covenants and agrees that it will continue to pay to the Authority, in accordance with the terms of this Lease Contract, the annual cash rental payments required by this Lease Contract and pay all costs for the operation and maintenance of the Facilities, without abatement for any reason, until the principal of and interest on all Building Authority Bonds are paid in full.

18. REMEDIES: The City covenants and agrees that if, before all the principal and interest on the Building Authority Bonds has been paid in full, the City fails to make the annual cash rental payments or pay the operation and maintenance as required by this Lease Contract, the Authority may use all the remedies provided by law or in equity to correct said default, including those specifically provided in the Act.

In addition to the other remedies provided by law, the parties recognize the rights and remedies which bondholders have by virtue of the provisions of a bond resolution to be

adopted by the Authority providing for the issuance of bonds under the provisions of the Act. The City and the Authority agree that all holders of Building Authority Bonds may compel performance of the duties and obligations of each of the parties to this Lease Contract.

19. PARTIAL RELEASE. The City shall have, and is hereby granted, the right to require the Authority to release from the terms and restrictions hereof any part of the Site, or any interest therein, at any time and from time to time while the City is not in default hereunder, without cost to the City, provided that the City furnishes the Authority with:

A notice, in writing, containing an adequate legal description of that portion of the Site with respect to which such right is to be exercised, together with a survey thereof; and

A certificate signed by an engineer or architect stating (i) that no part of the Facilities (other than sewer, water, gas, electric, and communication lines and other utilities, and the like, which shall be specified in such certificate) is located on the portion of the Site with respect to which such right is exercised, and (ii) that the severance of such portion of the Site will not impair the operating utility or materially alter the character of the Project or the balance of the Site.

From and after the consummation of any release effected by the City pursuant to the provisions of this Section, any reference herein to the Site shall be deemed to refer to the real property described therein, and the buildings and improvements thereon, less and except any portion or interest therein released to the City under this Section and any part theretofore released to the City under this Section. No release effected by the City under the provisions of this Section shall entitle the City to any abatement or diminution of the cash rentals or other obligations payable hereunder.

20. REFUNDING BONDS. In the event that, after issuance of the Building Authority Bonds, it becomes possible to accomplish a net savings of debt service costs and consequently the payments payable by the City for lease of the Facility through the issuance of refunding bonds, the Authority shall be authorized, on its own motion, to issue such refunding bonds, and the aggregate cash rental to be paid by the City hereunder shall automatically be decreased to equal an amount sufficient to pay all principal of and interest on the Building Authority Bonds and such refunding bonds when due. In the event any refunding bonds are issued, the duties and obligations of the Authority and the City as expressed and set forth in this Lease Contract shall be applicable to such refunding bonds as well as the Building Authority Bonds, it being at all times fully recognized and agreed that the cash rentals to be paid by the City, as specified in Section 3 above, shall be based upon the total amount of bonds issued to finance or refinance the costs of the Facility. Any such refunding bonds shall mature on such dates as may be provided by the resolutions authorizing issuance and sale of the refunding bonds, and the cash rentals shall be adjusted as necessary to pay the principal of such refunding bonds plus the interest thereon. All of the provisions of this Lease Contract shall be applicable to the adjusted amounts. Immediately upon the issuance of such refunding bonds, the Authority shall furnish and supply to the City documentation specifying the new schedule of Building Authority Bond payments and cash rentals, increased as herein authorized, which shall be substituted and take the place of schedules herein specified. In the event refunding bonds are issued, all

references herein to the Building Authority Bonds shall be deemed to include the refunding bonds.

21. RIGHTS OF BONDHOLDERS: The Authority and the City each recognize that the holders of the Building Authority Bonds will have contractual rights in this Lease Contract, and it is therefore, covenanted and agreed that so long as any of the Building Authority Bonds shall remain outstanding and unpaid, the provisions of this Lease Contract shall not be subject to any alteration or revision which would in any manner unfavorably affect either the security of the Building Authority Bonds or the prompt payment of principal of or interest thereon. The Authority and the City further covenant and agree that they will each comply with their respective duties and obligations under the terms of this Lease Contract promptly at the times and in the manner required by this Contract, and will not suffer any act which would in any way impair the Building Authority Bonds, the security therefor, or the prompt payment of principal of and interest thereon.

22. FIRST LIEN: The City and the Authority covenant and agree that the proceeds of any sale or other liquidation of any interest of the City in the Facilities, the Site or any other portion of the Facilities, are hereby impressed with a first lien in favor of the holders of the Building Authority Bonds for the payment of any outstanding Building Authority Bonds.

23. NOTICE: Any notice necessary or proper to be given to either of the parties hereto may be served in the following manner:

If to the Authority, by delivering the same to any member of its Board.

If to the City, by delivering the same to the City Clerk or the Mayor.

24. TERM: This Lease Contract shall remain in full force and effect for a term commencing on the effective date of this Lease Contract and continuing until such time as the Building Authority Bonds are paid in full. At the end of such period, this Lease Contract and title to the Facilities shall both be conveyed to the City in a manner contemplated by the Act.

25. QUIET ENJOYMENT: The Authority covenants that the City, upon compliance with the terms of this Lease Contract, shall peacefully and quietly have and hold and enjoy the leased premises for the term of this Lease Contract.

26. BINDING EFFECT: This Lease Contract shall inure to the benefit of and be binding upon the respective parties and their permitted successors and assigns.

27. NULL AND VOID IF NO BONDS ISSUED: If for any reason the Building Authority Bonds are not issued or cannot be lawfully sold, this Lease Contract shall be null and void. However, in no event shall this Lease Contract become null and void if the Building Authority Bonds are sold and delivered.

28. CHANGE IN ORGANIZATION; TERRITORY; CORPORATE STATUS: In the event changes occur in the constitution or laws of the State of Michigan which shall affect the organization, territory, powers or corporate status of the City, the terms and provisions of this Lease Contract shall not be affected by that change and the rights, duties and obligations of the parties shall not be altered or affected by that change insofar as ownership and rights of possession and requirement of payment on the outstanding bonds are concerned.

IN WITNESS WHEREOF, the Authority, by a resolution of its Board of Commissioners, and the City, by a resolution of its City Commission, have each caused this Lease Contract to be signed on their behalf as of the date first written above.

This Lease Contract has been executed in quadruplicate.

Witnessed by:

**CITY OF BUCHANAN BUILDING  
AUTHORITY**

\_\_\_\_\_

By: \_\_\_\_\_

Its: Chairperson, Board of Commissioners

\_\_\_\_\_

And: \_\_\_\_\_

Its: Secretary, Board of Commissioners

In the presence of:

**CITY OF BUCHANAN**

\_\_\_\_\_

By: \_\_\_\_\_

Sean Denison

Its: Mayor

\_\_\_\_\_

And: \_\_\_\_\_

Kalla Langston

Its: Clerk

STATE OF MICHIGAN       )  
   )SS  
 COUNTY OF BUCHANAN )

\_\_\_\_\_ and \_\_\_\_\_, respectively, the Chairperson and the Secretary of the City of Buchanan Building Authority appeared before me on \_\_\_\_\_, 2022, and acknowledged they signed this document on behalf of the Authority as authorized and directed by resolution of its Board of Commissioners.

\_\_\_\_\_  
 Notary Public, \_\_\_\_\_ County, Michigan  
 My Commission Expires: \_\_\_\_\_  
 Acting in the County of Buchanan

STATE OF MICHIGAN       )  
   )SS  
 COUNTY OF BUCHANAN )

Sean Denison and Kalla Langston, respectively, the Mayor and the Clerk of the City of Buchanan, appeared before me on \_\_\_\_\_, 2022, and acknowledged they signed this document on behalf of the City as authorized and directed by resolution of its City Commission.

\_\_\_\_\_  
 Notary Public, \_\_\_\_\_ County, Michigan  
 My Commission Expires: \_\_\_\_\_  
 Acting in the County of Buchanan

Drafted by and when recorded  
 return to:

Roger A. Swets  
 Dickinson Wright PLLC  
 200 Ottawa Avenue, Suite 1000  
 Grand Rapids, Michigan 49503



## **LEGAL DESCRIPTION**

Land located in City of Buchanan, County of Berrien, State of Michigan, described as:

**Insert Legal Descriptions**

**EXHIBIT B**

No. \_\_\_\_

**UNITED STATES OF AMERICA  
STATE OF MICHIGAN  
COUNTY OF BERRIEN**

**CITY OF BUCHANAN BUILDING AUTHORITY  
BUILDING AUTHORITY BONDS, SERIES 2022  
(GENERAL OBLIGATION LIMITED TAX)**

<u><b>Interest Rate</b></u>	<u><b>Maturity Date</b></u>	<u><b>Date of Original Issue</b></u>	<u><b>CUSIP</b></u>
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Registered Owner: CEDE & CO.

Principal Amount: \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

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The City of Buchanan Building Authority, Berrien County, Michigan (the “Authority”), acknowledges itself indebted and, for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Date of Maturity specified above, unless prepaid prior thereto as hereinafter provided, together with interest thereon from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, payable semiannually on the first day of \_\_\_\_\_ and \_\_\_\_\_ of each year beginning \_\_\_\_\_, 202\_\_, until the Principal Amount hereof and interest thereon is paid, except as the provisions with respect to redemption of this Bond prior to maturity may become applicable hereto.

This Bond is one of a total authorized issue of bonds of even date and like tenor except as to date of maturity, amount, and rate of interest, numbered in order of registration, aggregating the principal sum of \$\_\_\_\_\_, issued in accordance with the provisions of Act 31, Public Acts, Michigan of 1948 (First Extra Session), as amended (“Act 31”), and a resolution adopted by the Commission of the Authority on \_\_\_\_\_, 2022, for the purpose of paying the cost of acquiring and constructing improvements to certain Department of Public Works facilities (the “Facilities”).

The Bonds of this issue are payable solely from the proceeds of certain semiannual cash rental payments (the “Cash Rental Payments”) to be paid by the City of Buchanan, Michigan (the “City”) pursuant to a certain Full Faith and Credit General Obligation Lease Contract dated as of \_\_\_\_\_, 2022 (the “Lease Contract”), between the City and the Authority, whereby the City has leased the Facility in accordance with the provisions of Act 31. The Authority has irrevocably pledged the Cash Rental Payments by the City to the payment of principal and interest on the Bonds, as set forth in the Lease Contract, the total of the Cash Rental Payments being sufficient in amount to pay promptly, when due, the principal of and interest on the Bonds of this issue. For a complete statement of the Cash Rental Payments from which and the conditions under which this Bond is payable, a statement of the conditions under which additional bonds of equal standing may hereafter be issued, and the general covenants and provisions pursuant to which this Bond is issued, reference is made to the above described Resolution.

This Bond is not a general obligation of the Authority and does not constitute an indebtedness of the Authority within any constitutional or statutory limitation, but is payable, both as to principal and interest, in anticipation of the limited tax, full faith and credit, contractual obligation of the City to make Cash Rental Payments to the Authority in accordance with the Lease Contract, for the use of the Facility. The principal of and interest on this Bond are secured by the irrevocable pledge of all of the Cash Rental Payments, and a statutory first lien thereon has been created by the Resolution.

As further security, the City has pledged its limited tax, full faith and credit contractual general obligation to the payment of the Cash Rental Payments required by the terms of the Lease Contract. Under the provisions of Act 31, the City is required to provide sufficient money in its annual budget for the payment thereof and, if necessary, levy ad valorem taxes on all taxable property within its boundaries. Any such tax levies, however, are subject to existing charter, statutory and constitutional tax limitations.

The Authority covenants and agrees to fix, and maintain at all times while any of the Bonds are outstanding, the Cash Rental Payments of the City in accordance with the terms of the Lease Contract in an amount sufficient to provide for payment of the principal of and interest on all such Bonds, as and when the same become due and payable and to create a Bond Payment Fund therefor.

Principal of this Bond is payable at the principal office of \_\_\_\_\_, \_\_\_\_\_, Michigan, or such other Paying Agent as the Authority may hereafter designate (the “Paying Agent”) by notice mailed to the Registered Owner not less than sixty (60) days prior to the next interest payment date. Interest on this Bond is payable to the Registered Owner of record as of the fifteenth (15<sup>th</sup>) day of the month preceding the payment date as shown on the registration books of the Authority maintained by the Paying Agent, by check or draft mailed to the Registered Owner at the registered address.

Bonds or portions of Bonds maturing on \_\_\_\_\_ (the “Term Bonds”) are subject to mandatory redemption prior to maturity in part, by lot, on each \_\_\_\_\_ 1, commencing \_\_\_\_\_ and will be redeemed at the par value thereof plus accrued interest to the redemption date on \_\_\_\_\_ 1 of each of the following years in the amounts as follows:

Redemption Date

Principal Amount

Term Bonds maturing on \_\_\_\_\_ 1, \_\_\_\_\_, purchased by the Authority and delivered to the Paying Agent for cancellation or that are redeemed in a manner other than by mandatory redemption, shall reduce the principal amount of the Term Bonds subject to mandatory redemption by the amount of the Bonds so redeemed, in the order determined by the Authority.

Bonds maturing on or before \_\_\_\_\_, \_\_\_\_\_, shall not be subject to redemption prior to maturity. Bonds maturing on or after \_\_\_\_\_, \_\_\_\_\_, are subject to redemption prior to maturity as a whole or in part, at the option of the Authority, in such order as the Authority shall determine, on any dates, on or after \_\_\_\_\_, \_\_\_\_\_. Bonds called for redemption shall be redeemed at the par value thereof and accrued interest to the date of redemption, without a premium.

Notice of the call of any Bonds for redemption shall be given by first class mail not less than thirty (30) days prior to the date fixed for redemption, to the Registered Owner at the registered address. Bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the Paying Agent to redeem such Bonds. Bonds shall be called for redemption in multiples of \$5,000, and Bonds of denominations of more than \$5,000 shall be treated as representing the number of bonds obtained by dividing the denomination of the Bond by \$5,000, and such Bonds may be redeemed in part. The notice of redemption of Bonds redeemed in part shall state that upon surrender of the Bond to be redeemed, a new Bond or Bonds in aggregate principal amount equal to the unredeemed portion of the Bond surrendered shall be issued to the Registered Owner thereof. So long as the book-entry-only system remains in effect, the Paying Agent will give notice to Cede & Co., as nominee of The Depository Trust Company, a New York corporation, only, and only Cede & Co. will be deemed to be a holder of the Bonds.

This Bond shall be registered in the name of the Registered Owner on the registration books kept by the Paying Agent and such registration noted hereon, and thereafter no transfer shall be valid unless made upon the registration books and likewise noted hereon. This Bond is exchangeable at the request of the Registered Owner hereof, in person or by his attorney duly authorized in writing, at the office of the Paying Agent, but only in the manner, subject to the

limitations and at his sole expense, for other bonds of an equal aggregate amount, upon surrender of this Bond to the Paying Agent. Upon such transfer, a new registered bond or bonds of the same series and the same maturity of authorized denomination will be issued to the transferee in exchange therefor.

The City has designated the Bonds of this series as “qualified tax exempt obligations” for purposes of Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Bond, exist and have been done and performed in regular and due time and form as required by law and that the total indebtedness of the Authority including this Bond, does not exceed any charter, constitutional or statutory limitation.

IN WITNESS WHEREOF, the City of Buchanan Building Authority, Berrien County, Michigan, by its Commission, has caused this Bond to be signed, by the manual or facsimile signatures of its Chairperson and the Secretary, all as of the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
 , Chairperson

\_\_\_\_\_  
 , Secretary

### **CERTIFICATE OF REGISTRATION AND AUTHENTICATION**

This Bond is one of the City of Buchanan Building Authority \$\_\_\_\_\_ Building Authority Bonds, Series 2022 (General Obligation Limited Tax) and has been registered in the name of the Registered Owner designated on the face hereof in the bond register maintained for the Authority.

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

\_\_\_\_\_  
 As Paying Agent/Bond Registrar/Transfer Agent

## **WRONGFUL USE OF CERTIFICATE**

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation ("DTC"), to the City or its agent for registration of transfer, exchange, or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

## **ASSIGNMENT**

For value received, the undersigned hereby sells, assigns and transfers unto \_\_\_\_\_

(please print or type social security number or taxpayer identification number and name and address of transferee)

the within bond and all rights thereunder, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_, 20\_\_

**Notice:** The signature to this assignment must correspond with the name as it appears upon the face of the within bond in every particular, without alteration or enlargement or any change whatever. When assignment is made by a guardian, trustee, executor or administrator, an officer of a corporation, or anyone in a representative capacity, proof of his/her capacity to act must accompany the bond.

In the presence of: \_\_\_\_\_

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guaranty program.

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