

**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, SEPTEMBER 13, 2021 – 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 [bpitcher@cityofbuchanan.com](mailto:bpitcher@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. Approve Minutes**

August 23, 2021, Regular Meeting Minutes; August 30, 2021, Special Meeting Minutes

**B. Set Halloween Trick or Treat Date and Hours**

Sunday, October 31, from 6:00 - 7:30 p.m.

**C. Approve Expenditures for September 13, 2021**

**D. Accept Staff Activity Briefing**

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

**A. 2023 Front Street Project**

Jason Washler from Prein & Newhof to present the scope of the project.

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

**A. Friends of the Trail - Trail Update**

Jerry Flenar to provide an update on the trail expansion.

B. Friends of the Trail - Trek-N-Treat

Jerry Flenar and Wayne Writer to discuss plans for this year's Trek-N-Treat.

C. Community Development Report

Community Development Director Rich Murphy will present drafts to the City Commission of the first two economic development incentive programs, the Buchanan Façade Program and the Restaurant Incentive Program.

D. Public Services Report

- Asphalt Bids

LOCATION	VENDOR	BID
Mill Race Parking Lot	Affordable Asphalt	\$37,500.00
Ravish Park	Affordable Asphalt	\$17,800.00
Ravish Park	Arnt Asphalt Sealing Inc.	\$61,530.00
Third Street	Affordable Asphalt	\$19,350.00
Third Street	Arnt Asphalt Sealing Inc.	\$25,000.00

- DPW Building Update
- Third Street Update

E. Treasurer Report

X. **Unfinished Business**

A. Greater Niles Chamber of Commerce

Consider payment of invoice from the Greater Niles Chamber of Commerce.

B. Pinnacle Emporium 420 Event

Consider approval of the Pinnacle Emporium Event originally proposed during the August 23, 2021, City Commission meeting.

C. Days Avenue Trees

XI. **New Business**

A. Emergency Management Coordinator

Consider adopting Resolution 2021.09/235 to establish an Emergency Management Coordinator to liaise with the County. Tim Ganus, Director of Public Safety and Chief of Police will serve in this capacity.

B. Proposed Pay Period Update

Update the AFSCME Contract to revise the pay period.

C. Liquor Control License Transfer

Consider the Local Government Approval for a liquor license transfer application from Robert Maynard for the property located at 116 Main St. (Maize & Brew Ltd. d/b/a B&W Old Village Inn.

D. Edgewater Counteroffer

Consider entering into Closed Session pursuant to MCL 15.268 Section 8 (h) to discuss matters subject to attorney-client privilege.

E. Performance Review of City Manager Grace

City Manager Grace's review is due to be completed and the contract states the evaluation process to be used shall be established by the City Commission at least 30 days prior to each evaluation.

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

A. Homecoming Parade

The Buchanan High School Homecoming Parade will be held on October 8, 2021, at 6:00 p.m. and will feature an appearance by Hannah Roberts, Olympic Silver Medalists in Women's BMX.

**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**



**CITY COMMISSION MEETING**  
**MONDAY, AUGUST 23, 2021 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

---

**MINUTES**

**I. Call to Order**

Mayor Denison called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

**II. Roll Call**

**PRESENT** Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money

**ABSENT** Commissioner Patrick Swem

**STAFF** City Manager Heather Grace, City Clerk Barbara Pitcher, Director of Public Services Mike Baker, Director of Public Safety/Chief of Police Tim Ganus, Community Development Director Rich Murphy, Treasurer Stephanie Powers

**GUESTS** 14 guests including Fran Terry, Don Ryman, Norma Ferris, Dan Benak, Richard Martin, Leland Payne, Beth Murphy, Brian Murphy, Dr. Jodi Silver, Mitch Warnake, Josh Summers, Rosa Salazar

**III. Approve Agenda**

Discussion to amend the agenda to omit the Greater Niles Chamber of Commerce invoice from the Consents Agenda and add to the end of New Business, and remove Approve Market Master Contract from New Business.

***Motion made by Commissioner Downey, Seconded by Mayor Pro Tem Weedon to approve the agenda as amended. Roll call vote carried unanimously.***

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

*Norma Ferris* - shared concerns regarding Dial-A-Ride contract.

*Richard Martin* - Spoke regarding Chippewapalooza, recently held at the Common, and thanked the City and City Manager for all they did to help the event be a success. (Mayor Denison thanked Martin for the comment and reminded him it really should have been at the end of the meeting as a comment on non-agenda items.)

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

**A. Approve Minutes**

August 9, 2021 - Special Joint Work Session of the City Commission and Planning Commission;  
 August 9, 2021 - City Commission Meeting; August 16, 2021 - Special Meeting of the City Commission

**B. Approve Expenditures for August 23, 2021**

Approve expenditures in the amount of **\$2,893,126.37** which includes the Summer Tax Distribution of \$2,539,360.24 and Capital One Public Funding in the amount of \$220,860.00.

The Greater Niles Chamber of Commerce invoice in the amount of \$8,990.00 was omitted from the expenditures, bring the new total to **\$2,884,136.37**

C. Banner Placement Request

Approve banner placement request submitted by April Jonatzke for Fall Senior Banners - September 6 - November 1 (Band, Football, Soccer, Volleyball, Cross-Country, Tennis, and Equestrian)

D. Accept Staff Activity Reports

Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to accept the consent agenda as amended. Roll call vote carried unanimously.

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

A. Pinnacle Emporium 420 Event

Presentation by representatives from Pinnacle Emporium regarding their plans to host an event next year prior to or after 420 during the same week.

Dr. Jodi Silver, Mitch Warnake, Josh Summers, and Rosa Salazar spoke on behalf of Pinnacle Emporium stating they are looking to partner with the City to host a consumption event. No alcohol would be permitted and it would bring people in and expose them to the City. They are preparing an application to the State with a target date for an event in the middle of May. The application requires an attestation from the City and is due no later than 90 days prior to the event. A similar event held in Addison was positive with no incidents. Sixty percent of attendees came from 2+ hours away.

Weedon asked for clarification on security. Pinnacle representatives responded that the State has very strict guidelines. There would be a perimeter around the area - a fence with a black screen. It would be a 21 and over event, adult-use only. They use Great Lakes Security plus their own security who partner with local Police and Fire Departments.

Weedon asked about any apprehension Addison had. Pinnacle representatives indicated there were no reservations as Addison is a small town that Pinnacle is helping to put on the map.

Attendance projections for Buchanan are 3,000-5,000.

No action was taken by the Commission at this time.

B. Buchanan Tree Friends - Days Avenue Trees

Richard Martin and Brian Murphy to present recommendations based on the Buchanan Tree Friends' assessment and tree forms submitted by residents along Days Avenue.

Martin discussed some of the concerns regarding the Days Avenue trees. He shared the mission of the Buchanan Tree Friends, the benefit of trees, and the desire to balance those with the needs of the residents. Suggestions for remediation included:

- Installing PVC pipe
- Re-routing sidewalks
- Addressing safety issues through removal and heavy trimming of a few trees, and light trimming of some others
- Using a phased approach for removal and replanting 1 tree every other year, which would take 58 years

Money stated it seems like there are a lot of dead trees and would like to see replacements. Downey discussed damage done by AEP with their trimming and noted clay pipes seem to be a big part of the issue.

The Commission took not action on this item at this time.

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

### A. Buchanan Area Recreation Board - Resolution 2021.08/232 to Dissolve the Dog Park Subcommittee

Consider adopting Resolution 2021.08/232 to Dissolve the Dog Park Subcommittee of Buchanan Area Recreation Board.

***Motion made by Commissioner Money, Seconded by Mayor Pro Tem Weedon to adopt Resolution 2021.08/232 to Dissolve the Dog Park Subcommittee of Buchanan Area Recreation Board. Roll call vote carried unanimously.***

### B. Planning Commission - Resolutions 2021.08.233 and 2021.08/234 to Transition Subcommittees

The Buchanan Area Recreation Board (B.A.R.B.) and the Planning Commission, both having met separately, see strategic value in transitioning both the Friends of the Trail and the Buchanan Tree Friends from subcommittees of the B.A.R.B. to the Planning Commission. The Planning Commission, following their meeting on August 10, 2021, recommends the following:

- Consider adopting Resolution 2021.08/233 - A resolution to transition the Friends of the Trail from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission.
- Consider adopting Resolution 2021.08/234 - A resolution to transition the Buchanan Tree Friends from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission.

***Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Downey to adopt Resolution 2021.08/233 - A resolution to transition the Friends of the Trail from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission. Roll call vote carried unanimously.***

***Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to adopt Resolution 2021.08/234 - A resolution to transition the Buchanan Tree Friends from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission. Roll call vote carried unanimously.***

## VIII. Unfinished Business

### A. Third Street Repairs

Considerable discussion regarding the two quotes received from Selge and Green. Due to considerable differentiation in the quotes and the desire to have both bidders present to be able to respond to questions regarding their quotes, the item is postponed to a future undetermined date when a special meeting can be held.

## IX. New Business

### A. Fees for Food Trucks, Registration

City Manager Graces stated that this year the City allowed food trucks to stimulate activity. It has been a pilot program. Moving forward, a more formal regulation and permitting process will be established.

Benak spoke from the audience stating food trucks create direct competition with local businesses, a lack of taxation, and liability for the City.

The Commission discusses fees and regulations, Grace suggests averaging the tax bills of local restaurants and dividing by 365 to determine daily tax liability for food trucks. Murphy shared that Niles has a permitting process that he will look into further. He recommends we study a few model cities and improve the process for next season.

The Commission took no action on this issue at this time.

### B. Update on Enforcing Parking Ordinances

Chief Ganus provided an overview of parking issues and ordinances. He explained there have been changes such as additional residences, 3-hour parking enforcement, new city attorneys. We need to move forward with attorney advice.

He further explained that the 3-hour enforcement is complaint-driven. He would like to have more cameras because now surveillance capabilities are limited. There is more vehicle traffic and there must be yellow zone areas for fire hydrants, intersections, and wide turns. The Department has issued 160 parking tickets but prefers to educate. Many neighborhoods have parking on only one side of the street to allow fire trucks to pass. The city attorneys have advised against enforcing business owner parking the Department has not for a few years. Ganus suggests the ordinance should be amended or replaced. He also noted a new officer will be starting in a few weeks to help address these issues but also suggested the City needs to address future recruitment.

Weedon offered several items for future consideration; additional cameras, additional officers, meters, and a parking garage.

The Commission took no action on this item at this time.

### C. Parking Permits vs. Permitted Parking Spaces

Ganus notes there are 28 permitted parking spaces; 37 permits have been issued but only 28 are active due to moves and/or forfeiture. Discussion regarding the current location of parking spaces and where other public or permitted parking spaces could be established. Denison suggested there is wasted space in the municipal parking lot and that restriping and one-way traffic would help. Downey suggested increasing the cost of a parking ticket.

The Commission took no action on this item at this time.

### D. Review of "Market Master" Contract

The 'Review of "Market Master" Contract' item was removed from the agenda and replaced with Greater Niles Chamber of Commerce Invoice

***Motion made by Commissioner Downey, Seconded by Commissioner Money to postpone the item until the September 13, 2021 meeting so that Commissioner Swem could be present to***

***discuss and vote on the issue. Roll call vote carried unanimously.***

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

A. Domestic Violence Awareness Month

The Cora Lamping Center is a Division of The Avenue Family Network, Inc., which is a non-profit, non-governmental agency serving Berrien County. The Center provides a secure, violence-free environment for survivors of domestic violence and sexual assault along with their dependent children. Survivors are offered a protective, warm, and violence-free place to stay, listening ears, support groups, and other resources needed to develop safe, healthy, and meaningful lives for themselves and their children.

October is Domestic Violence Awareness month and the Center is requesting permission to place purple ribbons - a symbol of peace, courage, survival, honor, and dedication to ending violence - on all the lamp posts on East Front Street, from Red Bud Trail to Main Street.

***Motion made by Commissioner Money, Seconded by Mayor Pro Tem Weedon to allow the Cora Lamping Center to place purple ribbons on the lamp posts on East Front Street, from Red Bud Trail to Main Street. Roll call vote carried unanimously.***

B. National Night Out

Seargent Harvey Burnett reported on the success of this year's event.

C. Patriot Day

The American Legion Post 51, the Buchanan Area Ministerial Association, and the Buchanan Police and Fire Chaplains will host an annual commemoration service, Patriot Day - 20 years - the Remembrance of September 11, 2001. The service will be held at the Buchanan Common on Saturday, September 11, 2021 AT 7:00 p.m.

D. Dial-A-Ride Transition Update

The City of Niles has approved the proposed contract that was previously approved by the Buchanan City Commission to transition Buchanan's Dial-A-Ride services from Berrien County to the City of Niles. Manager Grace spoke with Niles Manager Huff last week and confirmed that both parties are anticipating no issues with moving forward with an October 1 effective date for the change and that the signatures for the contract are merely waiting on some final data to be inputted from Berrien County regarding end of year expenditure projections. Berrien County Operator Evan Smith also updated that due to unprecedented staffing shortages, Berrien County is not able to secure enough drivers for the system, so Dial-A-Ride will not have Saturday service between now and when the transition takes place. However, Niles confirms that Saturday service will resume once they take over.

E. Thanks to Buchanan Art Center

Mayor Denison displayed a plaque from the Buchanan Art Center recognizing the City for its support. The Mayor, in turn, thanked the Buchanan Art Center for its contribution to the community over the past 16 years.

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



*Don Ryman* - Expressed his concerns regarding grant money accepted by the City to fund the November 2020 election.

*Norma Ferris* - Expressed concerns about communications in regard to Dial-A-Ride. (Mayor Denison he's unsure how to respond to Ms. Ferris' continued questions on the subject as the City has provided, and will continue to provide information to the public as it is received.)

*Dan Benak* - Shared a rumor that a general contractor had contacted the City about a multi-million dollar project and have not heard from the City Manager. (City Manager Grace responded that she has received no such communication.)

*Rosa Salazar* - As Manager of Pinnacle Emporium, she is excited to be in Buchanan. She also spoke about providing education regarding CBD and cannabis use.

## XII. Executive Comments

### A. City Manager Comments -

Several staff positions have been filled; Part-time Seasonal, Emma Lysy; Administrative Secretary, Britni Walls; and Clerk-Cashier, Jill Mondschein. Now that Mike Baker has been promoted, there will be a new DPW staff member soon. Welcome newcomers.

### B. Commissioner Comments -

*Downey* - Asked for clarification on the CTCL Grant mentioned by Don Ryman. (The Clerk responded stating how much money was received, what it was used for, and that it had absolutely no bearing on the outcome of the election.)

*Money* - Stated that meetings are long because we're following through. Noted that the DPW staff installed the new flag pole at City Hall which was a gift from Dave and Tracy Dipppo presented to Money as Post Commander of the American Legion.

Commissioner Weedon had no comments.

### C. Mayor Comments -

Thanked everyone for showing up and stated he likes the back and forth. Encouraged people to attend the Patriot Day remembrance on September 11 at the Common.

## XIII. Adjourn

***Motion made by Commissioner Money, Seconded by Mayor Pro Tem Weedon to adjourn the meeting at 9:10 p.m. Roll call vote carried unanimously.***

---

Barbara A. Pitcher, City Clerk

---

Mayor Sean Denison



**SPECIAL MEETING OF THE CITY COMMISSION**  
**MONDAY, AUGUST 30, 2021 – 5:30 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

---

**MINUTES**

**I. Call to Order**

Mayor Denison called the meeting to order at 5:31 p.m.

**II. Roll Call**

PRESENT: Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Patrick Swem

ABSENT: Commissioner Larry Money

STAFF: City Manager Heather Grace, City Clerk Barbara Pitcher, Director of Public Services Mike Baker

GUESTS: Dan Vigansky, Justin Butler, Mack Green (via Zoom per requested accommodation)

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

Dan Vigansky - Questioned why this meeting had to be scheduled.

**IV. Business**

**A. Third Street Repairs**

Denison reviewed the discussion from the last meeting and explained that each bidder was asked to resubmit updated bids. Both are present to respond to questions. The largest discrepancy between the two bids is the approach to the manholes.

Selge stated manholes are difficult and they think it's going to be a 7-day process with a lot of labor and bypassing involved. Their schedule would be within 2-3 weeks depending on the availability of pipe.

Green described his approach was to replace everything but did not quote to go into Redbud. Their schedule is material-dependent and working with EGLE for review which is taking about 2 weeks at this time.

Grace explained the allocation of funds between Water/Sewer and the Local Street Fund. She also shared that Commissioner Money, who could not be present, expressed his preference to award the bid to Selge.

***Motion made by Mayor Pro Tem Weedon, Seconded by Mayor Denison to award the bid for the Third Street repairs to Selge. Roll call vote carried unanimously.***

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

Dan Vigansky - Asked if we were setting a precedent using Zoom. (City Manager explained this was an accommodation and Mayor expressed we are working to provide options for the public to view meeting in real-time).

**VI. Adjourn**

***Motion made by Commissioner Swem, Seconded by Mayor Pro Tem Weedon to adjourn the meeting at 5:51 p.m. Roll call vote carried unanimously.***

---

Barbara A. Pitcher, City Clerk

---

Mayor Sean Denison

PENDING APPROVAL



## ACTIVITY BRIEFING MATERIALS FOR CITY COMMISSION MONDAY, SEPTEMBER 13, 2021

---

*NOT required to be reviewed prior to meetings.*

These materials are submitted for informational purposes only and may be read at your leisure.

### **I. Staff Activity Reports**

**A. Cemetery Activity Report**

For period August 23 - September 8, 2021

**B. City Clerk's Activity Report**

**C. Community Development Activity Report**

**D. Department of Public Works Activity Report**

**E. Treasurer Activity Report**

**F. Water Department Activity Report**

**G. Wastewater Treatment Plant Activity Report**

Sincerely,

**Heather K. Grace**

**City Manager**

---

**PREPARED BY:** KLAY WEAVER - SEXTON

**PREPARED ON:** SEPTEMBER 8<sup>th</sup>, 2021

**SUBJECT:** CEMETERY ACTIVITY REPORT – DATE OF AUGUST 23<sup>rd</sup> THRU SEPTEMBER 8<sup>TH</sup>

---

**BACKGROUND:**

- Cemetery trash & in-town trash runs
- In-town mow list/parks
- Brush & bag runs
- Cemetery mowing & line trimming - 45 acres
- Blow off all cemetery roads
- 4 burials
- Raised manhole on North Redbud
- Picked up storm damage after storm went through
- Sold multiple spaces
- Pulled weeds @ entrances & middle of Vet Circle
- Mow/Line trim Veteran Circle
- Huge Tree fell in the north of cemetery on 9/8/2021
- Collected wood at 506 Days
- Put all bricks back on corner of main and front st
- Changed blades/ sharpen blades on mowers
- Fixed cemetery garage door on service barn
- Cut up two huge fallen limbs on “B Hill”
- Assisted with 2 water digs
- Trimmed all trees in section “1” & dumped at waste water
- Beautify commons area
- Trimmed fallen tree at 5<sup>th</sup> and Main
- Cattle gates into the Library
- Trimmed trees at 4<sup>th</sup> & Oak intersection
  
- Not an all inclusive list

**PREPARED BY:** Barbara Pitcher  
**PREPARED ON:** September 8, 2021  
**SUBJECT:** City Clerk's Activity Report

**BACKGROUND:**

*It should be noted that during this period, the Clerk was out of the offices for a total of 6 days for professional conferences and training noted later in this report.*

**City Meetings**

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

Recording Secretary/Host for:

- 8/23/21 – City Commission Meeting
- 8/26/21 – Zoning Board of Appeals
- 8/30/21 – Special Meeting of the City Commission

	<u>As of 9/8/21</u>	<u>YTD</u>
• Resolution	1	28
• Ordinance	0	1
• Proclamation	0	1

**Communications**

*The Clerk monitors the City's Facebook account daily – throughout the day, including evenings and weekends – to address questions and comments, as necessary, and to identify relevant content to share with the community. Often, the Clerk creates graphics and content for both the website and social media.*

**Postings\***

	<u>As of 9/8/21</u>	<u>YTD</u>
• Bulletin Board	5	78
• Website	19	212
• Facebook		
○ Original Content	11	128
○ Shares w/ Additional Content	5	97
○ Shares w/o Additional Content	7	324

*\*Posted by the Clerk, only, as opposed to other staff*

**Public Comment/Inquiries**

*Almost every one of the incoming contact methods below require at least one follow-up email, phone call or conversation and often multiple.*

	<u>As of 9/8/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	11	18
• Phone Inquiries	28	359
• Facebook Messages	10	95

• Email	1	67
• In Person	0	47

### FOIA Requests

	<u>As of 9/8/21</u>	<u>YTD</u>
• Open Requests	3	3
• Closed Requests	2	23

### Notary, Certification, Attestation, Oath of Office

The Clerk is one of two Notaries at City Hall. We notarize documents for the public at \$1.00 per signature. Additionally, the Clerk is responsible for certifying internal documents and oaths of office.

	<u>As of 9/8/21</u>	<u>YTD</u>
• Notary	4	33
• Certification		15
• Oath of Office		6

### Deputy Marihuana Permit Coordinator

The Clerk is one of the approvers in the marihuana permitting process and responsible for providing attestations for marihuana licensing. As of June 8, 2021, the Clerk assumed the role of Deputy Marihuana Permit Coordinator.

	<u>As of 9/8/21</u>	<u>YTD</u>
• Attestations		15
• Permitting Approvals		0

### Deputy Zoning Administrator/Deputy Project Director

As of June 8, 2021, the Clerk assumed the role of Deputy Zoning Administrator and Deputy Planning Director.

### Cemetery

Effective June 8, 2021, the Clerk has responsibility for processing cemetery deeds and maintaining records, as well as fielding/routing inquiries related to sale of graves, perpetual care fees, grounds maintenance and burials.

The Clerk attended the Michigan Association of Municipal Cemeteries Annual Conference August 17-19 in Traverse City. This was an opportunity to learn and network with clerks, sexton’s and other staff who administer municipal cemeteries throughout Michigan. While conference content was not particularly relevant for our immediate needs, the sessions provided considerable information for us to consider for process and policy improvements in the future.

Pontem has been installed in the Sexton’s office but is not fully operational at this time. The Sexton will continue to contact the Clerk to verify information until this is resolved.

	<u>As of 9/8/21</u>	<u>YTD</u>
• Phone Inquiries	2	22
• Email Inquiries – Response/Routing		10
• In-person Inquiries	1	6
• Internal Inquiries	5	11
• Deed – Initial Issue (#of Deeds/# of Spaces)*	4/7	22/38
• Deed – Transfer Paperwork		2

\*Deeds may include any number of grave spaces. While a single deed is produced for all spaces, the data input requires almost the identical information for each space. Therefore, a deed with 4 spaces is nearly the equivalent workload as producing 4 deeds rather than one.

It should be noted that the Deed – Initial Issues previously recorded had to be reprocessed, signed and notarized prior to mailing to deedholders due to an internal process issue limiting our secondary notary availability. The Clerk is a notary, but deeds require the

Clerk's signature to be notarized (this is also true of attestations for marihuana licensing). Two additional staff members are now in the process of becoming notaries to enable to secondary notary and additional flexibility in serving our public.

### Municode Meeting Management

All board members, agenda managers and contributors have been added to the Municode Meeting Management system. We have begun rolling out initial set-up and training information to certain staff members and boards.

### Municode Website

Municode has been working behind the scenes to transition all of our current website content to the new Municode website platform. We now have internal pages to review and will need to make some adjustments to the mega menu and content. Additional features we can begin to enhance or build include a park directory, project directory, business directory and property listing directory.

### Professional Development

In addition to attending the Michigan Association on Municipal Cemeteries Annual Conference, the Clerk also participated in the Michigan Association of Municipal Clerks Free Education Day and Clerking 101 training in Frankenmuth, August 31-September 2. These sessions were extremely informative and included extensive discussion on the redistricting process which will impact the Clerk's workload in preparation for the 2022 elections. The Clerk was also able to gain additional insights to issues and processes core to the responsibilities of the Clerk's office. This was also an excellent opportunity to network and build relationships with fellow clerks and deputy clerks throughout Michigan.



---

**PREPARED BY:** Mike Baker  
**PREPARED ON:** 9/9/21  
**SUBJECT:** DPW Briefing

---

**BACKGROUND:**

Completed the mow list for code enforcement  
Helped water department with a water leak on Front and Main  
Helped the cemetery crew with brush from storms and a regular brush run  
Cut fallen branches off sidewalks all around town after storms  
Completed the mowing of city owned properties  
Ran 1 load of patch  
Total patched over some problem spots at the senior center  
Assisted with a water leak on Third St.  
We moved cattle gates from commons to library basement  
We are working on the Kubota ZD1211 replacing deck wheels and bearings in front wheels  
Meet with business owner at Buchanan Metal Forming to inform him of the possibility of closing the gravel end of Clark St  
We are working on changing all the lights at city hall to led  
We are beginning to get the baler ready for leaf season  
Replaced hoses on the sweeper  
Ran sweeper through town  
We completed multiple trash runs  
Fixed gator chains  
Moved the speed trailer  
Raised manhole on Redbud Trail north at Elizabeth  
Had BS&A training  
Picked up a new refrigerator for the dpw  
Worked on duck feeders  
Replaced bricks at Front and Main  
Replaced the battery in the cemetery truck

**PREPARED BY:** Stephanie Powers**PREPARED ON:** 9/8/2021**SUBJECT:** AB**8/18/2021:**

- Staff meeting to address IT and counter procedures.

**8/19/2021:**

- Completed my second disbursement of collected tax revenue in the amount of \$2,572,013.08 to various government entities.
- Processed various Buchanan Township monies due.
- Conference with Rhonda, Heather and BS&A regarding the pooled bank accounts.

**8/20/2021:**

- Completed and submitted my Activity Briefing.
- Helped at front desk

**8/23/2021:**

- Started Monday with correcting bank transfer errors made on Friday. Money was transferred from the Honor Cash Management account to various funds before realizing that the money was in the Cash Management account at TCF Bank. 😞
- Ordered the correct checks for the pooled account at Honor Credit Union.
- Prepared Treasurer's report with the new reports from BS&A with help from Devin.
- Verified with Devin the Revenue and Expenditure reports by fund that Heather requested.
- Answered various tax questions.
- Discussed "best practice" for cash handling procedures. The Clerk/Cashier receipts all money, the treasurer will prepare the deposit and PD will take the deposit to the bank. The Treasurer will reconcile the bank accounts.
- Discussed the Accounts Payable procedures with Marcia and Devin of BS&A.
- Looked over the checks and check register.
- Contacted Rhonda from Plante Moran regarding the reconciled bank account information for Audrey.
- Responded to Adam from Invoice Cloud with the new bank account number for processing and the Fiserv form that needs to be completed.
- Attended the City Commission Meeting.

**8/24/2021:**

- Started Tuesday with introductions to the new hires: Jill Mondschein, Clerk/Cashier, Emma Lysy, seasonal administrator and Britni Wall, Administrative Assistant. Contacted county for logins to BS&A Tax, confirmed new hire packets were completed, discussions on emails, scanning, keys for the front door and set up in shop clock are pending or in process.
- Sent by Priority Mail September Oxidation Ditch Bond Payment to Capital One Funding.
- Communicated with Audrey of BS&A and Rhonda of Plante Moran on information needed.

- Discussed the new bank deposit process with Chief Ganus.
- Discussed AP procedures and changes in our processes due to the BS&A conversion with Marcia and Heather.
- Confirmed the City's membership and 2022 calendar order with Sarah Gault of the Buchanan District Library. She will be invoicing us directly for payment.
- Prepared the daily bank deposit. Informed the bank that the Police Department would be dropping of the deposits.
- Called Magic Wrighter enquiring if capabilities for payroll direct deposit has been set up.
- Spoke with Charla regarding the Fiserv Form for Invoice Cloud. I should be finalizing this process tomorrow.
- Worked on journalizing and posting daily cash receipts in the new system. Need to practice deposit creation in the new system and keep up with banking.

#### **8/25/2021:**

- Started Wednesday with phone calls and emails to Honor & Magic Wrighter in order to complete the prenote process for the first payroll through Honor Credit Union and BS&A. A variety of issues has caused this process to have some major time constraints but we just might have pulled it off. We'll know Monday.
- Participated in BS&A training for journalizing, deposit creation, miscellaneous receivables, user set up and timesheet submission.
- Worked on banking.
- Discussed the cash handling process at the counter and further training needed by the new employees. Concerned with communicating the importance of their roles and how imperative it is that the receipted money is counted back correctly and the proper procedures are being followed.

#### **8/26/2021:**

- Started Thursday by checking in with our Clerk/Cashiers. It has been brought to my attention that we need to go over cash handling as some experience in that area is lacking. BS&A logins for the new employees have been created. The Bookkeeper will be adding the to Shop Clock during the onboarding process.
- Attended Miscellaneous Receivables training with Marcia and Audrey.
- Took the call for the Utility Billing data conversion to BS&A. Renee is ready for this and it's taking place this morning.
- Working on banking.
- Attend BS&A budget training with Heather.

#### **8/27/2021:**

- Started Friday with BS&A training with Audrey. We revisited daily journal posting, deposit creation and budgeting.
- Reviewed Reports, report templates and what department reports are needed.
- Spent the afternoon with Rhonda from Plante Moran. We discussed the pooled accounts. Reviewed the investment reconciliations and how to complete them. Reviewed the budget to actual spreadsheet. Discussed IFT reporting. Started compiling data for the audit. Pulled the Act 51 Distribution report and the Berrien County Revenue Sharing report.

#### **8/30/2021:**

- Started Monday with adding up the Selge bid numbers for the Special Meeting to choose a bidder.

- Verified that the prenotes went through Honor.
- Forwarded all signed documents including a voided check to Invoice Cloud by way of a Smartsheet upload. This is the next step in the City's enrollment with Invoice Cloud. They will be processing our credit card and online payments.
- Helped Marcia and Devin with various payroll issues like ordered checks, the prenote and enrollment in our payroll tax accounts so that Marcia will be able to pay the payroll taxes inhouse.
- Gave some of the new hires their logins for BS&A. Requested logins for BS&A Tax.
- Listened to training at the front desk. Discussed using Google Docs for communication. Discussed the Y drive and who needs access. Posed the question when would the employees I oversee like to have a morning huddle. At least one or two mornings a month.
- Prepared paperwork and reports for Heather for the Special Meeting to choose a bidder for the 3<sup>rd</sup> Street sewer project.
- Attended the Special Meeting. Selge was the winning bid.

### 8/31/2021:

- Payroll processing and authentication, file upload.
- I wouldn't say I'm an ACH expert yet, but I'm headed there. Made some real miracles happen in order to process payroll in the new system and made sure everyone was paid. Our work continues. 😊

### 9/1/2021:

- Utility bills were taken to the post office for bulk mailing. Went to the Buchanan Post Office to deposit postage to our account. Paid for the annual 1<sup>st</sup> Class pre-sort fee. The City's paperwork was outdated. Requested and received an updated form. The Clerk/Cashier delivered it to the Niles Post Office.
- BS&A created a customized report in a format requested by Paul Bristol for the USDA. I was able to supply him with two formats for his information.
- Corresponded with various vendors regarding invoices.
- Processed property tax payments.
- Banking.

### 9/2/2021:

- Started Thursday with a payroll overview. The first payroll in BS&A has been processed and completed. Deduction checks for fringe benefits have been printed or paid electronically. We will see tomorrow how well we converted from ADP.
- Responded to a request from Paul Bristol for a balance sheet with water and sewer separated. BS&A was able to create a custom report. This has been emailed to Paul Bristol. BS&A recommends contacting our auditors about fund 501. It's not set up correctly, making it difficult to pull information for just water and sewer. Assets and Revenue are combined while expenses are separated. This could be better.
- Spoke with Adam of Invoice Cloud. Went over our documents and made corrections. Paperwork is ready for City Manager to sign.
- Banking
- Answered utility billing questions.
- Processed property tax payments.

### 9/3/2021:

- Started Friday with Rhonda from Plante Moran. We examined various treasurer's reports and the preparation of these reports for the City Commission Meetings. I printed various finance reports

requested by Rhonda to tie out the numbers for the upcoming audit and to verify the conversion to BS&A.

- Went over various state reports with Rhonda that have due dates and deadlines. The amount of time needed to prepare said reports and proper procedures for filing.
- Since it was the Clerk/Cashier's last day, much discussion was needed regarding the front counter operations and how to handle many issues that confront that area like staffing, the correct way to receipt money and various reporting needed to close the day.

#### 9/6/2021:

- Closed for Labor Day. The weather was beautiful. 😊

#### 9/7/2021:

- Started Tuesday with needed signatures from Heather. Completed the revised New Division form from Invoice Cloud twice. City Manager and Treasurer both signed the Public Act 51, Section 18j Annual Certification of Employee-related Conditions and emailed completed form to Laura Loomis.
- Printed a necessary report for Evan Smith of Dial-A-Ride. Heather will need his numbers to sign the new contract with the City of Niles.
- The City Manager and Treasurer finally opened and closed the Safe Deposit Box held at TCF Bank. Heather took pictures of the contents. A rubber band, paperclips, a pair of scissors, a map of the city's boundaries and a code to crack the Mosler Safe and paperwork pertaining to the safe. It felt like we were on a real treasure hunt 😊
- Sent Heather the balance sheet reports for fund 501 that were sent to Paul Bristol for the USDA.
- Helped our Administrative Assistant, Britni look for office supplies and answered her questions.
- Kept an eye on the counter to assist with any issues that might come up with the new personnel. It's going well considering.
- Discussed the BS&A Assessor Module with Mindy, the Assessor and giving read only rights to counter personnel so they may answer questions regarding parcels.
- Compiled a list of various IT issues Custom Computers needs to address at City Hall; the timesheets module, the assessor database is in test, should it be changed, access to the y-drive and access for the auditors. We need another location more secure than the y-drive for payroll documents.
- Responded to property tax enquiries.
- Requested logins for personnel to access BS&A tax.
- Processed invoice and emailed a ytd transaction report for Buchanan Tree Friends.

---

**PREPARED BY:** Scott Desenberg  
**PREPARED ON:** 8-21-21  
**SUBJECT:** Water Dept. Activity Briefing

---

**OVER THE LAST FEW WEEKS WE HAVE BEEN INVOLVED IN THE FOLLOWING TASKS:**

1. Miss-Digs have finally started to slow down after an extremely busy spring and summer. We are now seeing 1-2 requests per day during the week, and fewer on the weekends.
2. I have completed the MOR for the month of August.
3. Notified customers of leaks on Post, Ryneerson, McCumber, Lake, Main, Terre Coupe, N. Detroit, W. Roe, Ryneerson, E. Front, and Fulton.
4. I have ordered door cards specific to performing cross connection inspections as well as pipe inspections for our CDSMI for EGLE.
5. Terry and I spent significant time on 8-19 and 8-31 exercising hydrant valves, we have now completed 72/271 hydrant isolation valves.
6. On Sunday, 8-22 we were called in along with DPW and Cemetery to address the hydrant isolation valve that had the very slight leak on the corner of Front and Main. We declared a boil order, depressurized the water mains in a 5-block area, and excavated. We restored water service that night, but had to depressurize the following night as well. We were able to restore water service for good at around 10:00 Tuesday morning after working all night, and replace the hydrant on Thursday. Also we were able to lift the boil order for the now 6-block area on Thursday. The cost of this repair was well over \$6000 in parts alone.
7. We received training on the new BS&A software and were able to complete our most recent payroll using the program.
8. On Sunday, 8-29-21 we were called in along with DPW and Cemetery to repair a water leak on W. Third St. between McCumber and Miller. It ended up being something none of us had ever seen before, as a copper water service had bonded itself to an abandoned iron gas main. The water service began leaking into the gas main, pressurizing it. Fortunately, the leak was showing itself near to the service that need fixed and we were able to locate and repair it.
9. We worked with Hickok Plumbing on questions about the plumbing at 500 E. Third St.
10. I have been working with City Manager Grace and Kate Thrush from EGLE regarding our first DWAM Grant reimbursement form.
11. We have performed all of our regular bacteriological sampling, PM's, shut-offs, turn-ons, a couple meter changes, e-mails, generator cycles, activity briefings, morning checks, leak checks, and the other assorted items that come up on a day-to-day basis.

Scott Desenberg, O.I.C.

---

**PREPARED BY:** Bill Housand  
**PREPARED ON:** 9/7/2021  
**SUBJECT:** WWTP Activity Briefing

---

**BACKGROUND:**

## **Wastewater Dept. Activity Briefing**

**9/7/2021**

Over the last three weeks the following tasks were completed by Wastewater Department staff:

- Oil was changed in the both trucks and they were washed.
- The dissolved oxygen probes in the oxidation ditches were both cleaned and put back into service.
- Beds 3 and 6 were poured with approximately 15,000 gallons of sludge.
- The force main that was used to feed the aeration tanks in the old plant, was flushed out as part of the continuing process of idling things down the hill.
- Silt fence from the construction project was removed from multiple areas and those areas were then mowed or line trimmed. Cleanup from the project will likely be ongoing well into next year.
- Clean polymer barrels were hauled to the DPW upper barn.
- Electrical service was installed from the new plant to the headworks building. Since the new plant start-up, we have been operating on two independent services. One in the old plant and one in the new plant. This connection also means we now have a generator backup for the entire plant again. Our part of the connection process required us to divert flow to parts of the old plant multiple times so that the electrical connections could be made with the power off. Once the plant was back up and running, we then ran the diverted flow back through the new plant.
- Oil was drained from the rotating assemblies that were just removed from the headworks effluent pumps. New impellers and bearings will be ordered for the rotating assemblies, so that they can be rebuilt and stored as spares.
- All of the fire extinguishers in the old plant were either recertified or replaced as needed. The extinguishers in the new plant are all brand new, so we should be completely up to date on extinguishers now.
- Final results were received from the August WET test analysis. This analysis actually quantifies the toxicity of our effluent by placing minnows and water fleas in containers of our effluent and tracking mortality rates. This was the fourth and final WET test required by our current discharge permit. It was also the first WET test performed on effluent from our new plant. The results for this round of WET test were actually the best I've ever seen, with zero mortality over a four-day period. A final report of the WET test analysis was submitted to EGLE on August 24<sup>th</sup>.
- Our annual lab equipment qualification was performed by DR Lab Services on August 27<sup>th</sup>. This is required by EGLE to maintain State certification of our lab for the wastewater analysis of BOD, TSS, pH, DO, nutrients and Fecal Coliform.
- A check valve assembly was rebuilt on headworks pump 2 and some threaded studs were replaced on the headworks pump 1 check valve. The items rebuilt or replaced were wear parts that had been in

consistent use for over seven years and showed signs of wear during the recent replacement of the rotating assemblies.

- A storage rack was purchased and assembled to store the spare parts for the equipment in the new plant.
- A backsplash was installed around a sink in the new building. The sink is used for sampling and the backsplash should help clean any materials that splash out from sink.
- The septage receiving unit was installed and a yard hydrant was put in for cleanup of the septage receiving area. In addition to this, a box has been mounted and anchored next to the driveway for the septic haulers to drop off their septage delivery tickets. The only items left for us to start receiving septage are a couple of sections of new grating around the receiving station.
- A few contacts were made as part of the IPP development, including some returned information from completed inspections and a sewer use survey from a business that had been overlooked to this point.
- Copper sampling was performed at four sites throughout the collection system.
- A signal booster was installed at Glaser Lift Station. Over time the signal strength of the telemetry unit had diminished to the point of causing communication outages with the station. After working with the telemetry provider, the assumption was that this was caused by the increasing height of the surrounding trees. The signal booster seems to have corrected issue.
- Weeds were sprayed and trimmed at the lift stations.
- Pumps were pulled at Glaser, Millpond and Crescent View lift stations to remove rags.
- The digester in the old plant is being slowly drained and vented in preparation for winter. This is another item that will save a significant amount of energy if it doesn't need to be heated throughout the colder months.
- The trailer generator was used at Crescent View lift station during a power outage on August 29<sup>th</sup>. The outage was caused by a tree that fell during a thunderstorm.
- Approximately 70 tons of sludge were hauled to the landfill for final disposal.
- The tops were cut off of the remaining dewatering bags in beds 2,4 and 5. The dewatering bags are made out of braided nylon and measure 30' in diameter by 75' long. They weigh around 400 lbs. when they're dry and that goes up quite a bit when they're wet. So, they are quite a handful to remove.
- Oil changes were completed on the upper and lower gear reducers of the vortex grit separator.
- As the new plant project is winding down, we have been working with all of the contractors to finish up and develop a final punch list. At this point, the contractors are all over the place in terms of being done. Electrical and mechanical are pretty much all done, with just a few items to finish up. The dirt and building crews have a few more items to button up. And the fence and metal fabricators have the most to work on or fix.
- So far, the new plant has been fantastic to operate. With just a few minor exceptions the treatment process and equipment has worked perfectly. Our first two months of treatment has shown noted improvements in treatment efficiencies and ease of use. With this in mind we have went back to a three-person operation, with our fourth operator taking a position at the DPW. We will likely be busy over the next year cleaning up from the project and idling the old plant, but to this point everything seems on track with what we thought we would see. It will be interesting to see how much money we will be able to save on energy and maintenance once everything stabilizes.
- In addition to the items listed above and daily operation of the lab and plant, 107 preventative maintenance work orders were performed. PM work orders can be as simple as checking fluid levels or greasing equipment, but they can also entail major maintenance tasks that take hours or even days to complete. Most of these items aren't listed in the briefings because of how often they are performed.



**UNDERWRITING INFORMATION**

Print Date Sep 10, 2021 Page 1 of 10

Customer Name: **Buchanan, City of**  
 Project Name: **Wastewater System Improvements**

Case Number:  
**26-011-\*\*\*\*4527**  
 Customer Identifier:  
**155962422**

<b>LOAN DETERMINATION</b>	<b>Water</b>	<b>Waste</b>	<b>Total</b>
Monthly Cost Per EDU (excluding Assessments & GO Bonds)	0.00	60.69	
Number of EDUs	0	2,053	
Wholesale Cost/ 1,000 Gal	0.00	0.00	
Wholesale Income Per Month	0	0	
<b>Total Sales</b>	<b>0</b>	<b>1,495,159</b>	<b>1,495,159</b>
Other Income (Annual)	0	349,600	349,600
<b>Total Annual Income</b>	<b>0</b>	<b>1,844,759</b>	<b>1,844,759</b>
O&M (Less Interest & Depreciation)	0	860,000	860,000
Replacement Reserve - Short Lived Assets	0	52,667	52,667
Other Annual Expenses	0	0	0
Debt Service & Reserve			663,875
<b>Total Cash Outflow (Annual)</b>			<b>1,576,542</b>
<b>Balance Available for New Loan Payment</b>			<b>268,217</b>
Commerical Credit (Maximum Loan Amount)			5,022,323
USDA (Maximum Loan Amount)			7,463,000
<b>PROJECT FINANCING</b>			
<b>Total Project Cost less Deobligations</b>			<b>9,545,000</b>
Previously Funded Loan			0
Previously Funded Grant			0
Applicant Contribution			2,086,000
Other Funding Sources			0
Contribution Connection/ Tap Fees			0
Proposed Loan Amount			7,459,000
Proposed Grant Amount			0
<b>Total Project Funding</b>			<b>9,545,000</b>
Current Ratio	<b>1.35</b>	Debt Service Ratio	<b>1.09</b>
Total Monthly Water EDU Cost	<b>0.00</b>	% of Project MHI (Water)	<b>0.00%</b>
Total Monthly Sewer EDU Cost	<b>60.69</b>	% of Project MHI (Sewer)	<b>2.11%</b>
(the above includes Assessments and GO Bonds)			

**UNDERWRITING INFORMATION**

**SUPPORTING SCHEDULES**

**Monthly Cost Per EDU - Water**

<u>Average Monthly Cost from Above</u>	0.00	<u>Monthly Cost from Assessments &amp; GO Taxes</u>	0.00
<u>Monthly Cost Per EDU</u>	0.00	<u>Average Monthly Cost including Assessments &amp; GO Taxes</u>	0.00
		<u>Total Cost/EDU as Percentage of Project MHI</u>	0.00%

**Monthly Cost Per EDU -Sewer**

<u>System Name</u>	<u>System MHI</u>	<u>Avg Monthly User Cost</u>	
Portland (EDU 2,028)	46,496	35.92	
Cedar Springs (EDU 1,834)	42,943	49.83	
Marine City (EDU 2,015)	44,073	67.19	
<u>Average Monthly Cost from Above</u>	50.98	<u>Monthly Cost from Assessments &amp; GO Taxes</u>	0.00
<u>Monthly Cost Per EDU</u>	60.69	<u>Average Monthly Cost including Assessments &amp; GO Taxes</u>	60.69
		<u>Total Cost/EDU as Percentage of Project MHI</u>	2.11%

**Similar System Comments**

The similar system information is from the shared folder maintained by the Michigan RD State Office. All three communities have a similar EDU count.

**Number of EDUs - Water**

<u>Avg Res Usage</u>	0
<u>Number Res Users</u>	0
<u>Number Other Users</u>	0

**Number of EDUs - Sewer**

<u>User Type</u>	<u># Users</u>	<u>Vol Per User</u>	<u>Cal EDUs</u>	<u>OR?</u>	<u># EDUs</u>
Residential	1,814	3,611	1,814	N	1,814
Other	239	3,248	239	N	239
<b>TOTALS</b>	<b>2,053</b>	<b>6,859</b>	<b>2,053</b>		<b>2,053</b>

**UNDERWRITING INFORMATION**

<u>Avg Res Usage</u>	3,611
<u>Number Res Users</u>	1,814
<u>Number Other Users</u>	239

**EDU Comments**

This EDU calculation is based on the volume flow in the last page of the PER.

**Wholesale Cost/1,000 gal - Water**

<u>Average Monthly Cost/ 1000 Gal</u>	0.00
<u>Average Ann Cost/ 1000 Gal</u>	0.00
<u>Wholesale Cost Per 1000 Gal</u>	0.00

**Wholesale Cost/1,000 gal - Sewer**

<u>Average Monthly Cost/ 1000 Gal</u>	0.00
<u>Average Ann Cost/ 1000 Gal</u>	0.00
<u>Wholesale Cost Per 1000 Gal</u>	0.00

**Similar System Bulk Comments**

None

**Wholesale Income - Water**

--

**Wholesale Income - Sewer**

--

**Wholesale Income Comments**

## UNDERWRITING INFORMATION

Print Date Sep 10, 2021 Page 4 of 10

None

## Other Income (Annual)

Other Income (Annual) Item	Other Income (Annual) Source	Amount		
Interest Income	Interest Income	9,600.00		
Other	Penalties - Sewer Bills	19,200.00		
Other	Unclassified	20,800.00		
Other	Leachate Treatment	300,000.00		
<b>TOTALS</b>		<b>349,600</b>		
<b>Other Income (Annual)</b>	<b>Water</b>	<b>0.00</b>	<b>Monthly EDU Cost from Assessments &amp; GO Taxes (Water)</b>	<b>0.00</b>
	<b>Sewer</b>	<b>349,600.00</b>	<b>Monthly EDU Cost from Assessments &amp; GO Taxes (Sewer)</b>	<b>0.00</b>

## Other Income (Annual) Comments

The above 4 figures are from RD Apply. The ready to serve and sewer sales that were listed in RD Apply as other income were removed from this screen. Ready to serve and sewer sales are part of the cost per EDU.

The Southeast Berrien County Landfill (SEBCL) currently pays all of the cost associated with leachate treatment.

The City adopted a Sewer Use Ordinance and building the new Sewer Surcharge Schedules were completed with the intention of ensuring the SEBCL was paying what they should be.

The Southeast Berrien County Landfill (SEBCL) currently pays all of the cost associated with leachate treatment.

The City adopted a Sewer Use Ordinance and building the new Sewer Surcharge Schedules were completed with the intention of ensuring the SEBCL was paying what they should be.

The current billing system Buchanan has for the Landfill includes a base wastewater rate that applies to all Township wastewater users, plus surcharge rates based on the loadings of the leachate that is discharged to Buchanan.

The SEBCL is permitted as an industrial user by the City. Their individual industrial discharge permit provides the structures of how their discharges are tested and monitored. That data is used to develop monthly surcharges.

## O&amp;M Expense (less Interest &amp; Depreciation)

O & M Expense Item	User Desc	Amount
Utilities		100,000.00
Salaries/Benefits		520,000.00
Other	Miscellaneous	6,000.00
Other	Annual Permit	7,000.00
Other	Property Taxes & Capital Outlay	42,000.00
Engineering		30,000.00
Contract Services - Other	Accounting/Audit	20,000.00
Administrative/Office		15,000.00
Repairs/Maintenance		70,000.00
Insurance		24,000.00
Supplies		26,000.00
<b>TOTALS</b>		<b>860,000</b>

**UNDERWRITING INFORMATION**

<b>O&amp;M Expenses</b>	<b>Water</b>	0.00
	<b>Sewer</b>	860,000.00

**O&M Comments**

FY 2024 is the projected first full year of operation. O&M matches the PER and RD Apply

Per the audit, the operating expense cost of sewage treatment is:

- 2017 \$943,509
- 2018 \$1,160,197
- 2019 \$1,025,112
- 2020 \$779,367

**Replacement Reserve - Short Lived Assets**

<b>1 - 5 Years</b>				
<b>5 - 10 Years</b>				
<b>10 - 15 Years</b>				
<u>User Desc</u>	<u>Replacement Cost</u>	<u>Reserve On Hand</u>	<u>Annual Reserve Amt</u>	
LS Pumps (>300 gpm, 4 each)	200,000.00	0.00	13,333.33	
LS Pumps (<300 gpm, 10 each)	250,000.00	0.00	16,666.67	
LS Controls (7 stations)	140,000.00	0.00	9,333.33	
WWTP Short Lived Assets	200,000.00	0.00	13,333.33	
<b>TOTALS</b>	<b>790,000</b>		<b>52,667</b>	
<b>Replacement Reserve -Totals</b>				
<u>User Desc</u>	<u>Replacement Cost</u>	<u>Reserve On Hand</u>	<u>Annual Reserve Amt</u>	
<b>TOTALS</b>	<b>790,000</b>		<b>52,667</b>	
<b>Replacement Reserve</b>	<b>Water</b>	0.00	<b>Sewer</b>	52,667.00

**Replacement Reserve - Short Lived Assets Comments**

This matches the PER and RD Apply. The above SLA schedule was pushed into CPAP from RD Apply.

**UNDERWRITING INFORMATION**

**Other Annual Expenses**

<b>Other Annual Expense</b>	<b>Water</b>	0.00	<b>Sewer</b>	0.00
-----------------------------	--------------	------	--------------	------

**Other Annual Expenses Comments**

None

**Debt Service and Reserve**

Type Loan	Owed To	Org Amt	Balance	Term	Ann Pay Amt	Ann Res Amt	IR
Exist Other Loan	SRF	2,945,000.00	1,050,000.00	20	113,875.00	0.00	2.5000%
Exist Other Loan	Capital One	9,185,000.00	8,990,000.00	20	550,000.00	0.00	2.8000%
<b>TOTALS</b>		<b>12,130,000</b>	<b>10,040,000</b>		<b>663,875</b>		
Total Payment Plus Reserve		663,875.00					

**Debt Service Comments**

A copy of the Capital One - Revenue Bond was uploaded to CPAP. It does not have a bond reserve. As a replacement for a bond reserve they used bond proceeds to purchase an insurance policy (surety) with a \$22,749.51 premium. This is on page 3 of the attachment.

A copy of the SRF bond transcript is in CPAP. The balance was confirmed with the 2020 audit.

**Commercial Credit (Maximum Loan Amount)**

Lender Name	Terms	Interest Rate	Reserve Percent	Max Loan Amount
Co Bank	20	3.5000%	10.00%	3,465,024.86
Co Bank	30	4.5000%	10.00%	3,971,234.52
Live Oak Bank	10	4.2500%	10.00%	1,953,170.46
Live Oak Bank	40	5.2500%	10.00%	4,044,348.97
Bendzinski - Bond Market Comments (	20	2.2600%	10.00%	3,888,276.19
Bendzinski - Bond Market Comments (	30	2.6200%	10.00%	5,022,323.37
<u>Maximum Commercial Credit Loan</u>	5,022,323.00			

**Commercial Credit Comments**

Other credit terms are from the commercial lender criteria maintained by the Michigan RD State Office. Bendzinski comments are as of the week ending May 21, 2021. The 1780-6 with other lender criteria is uploaded to CPAP. The owners certification of other credit was completed in RD Apply.

**UNDERWRITING INFORMATION**

Print Date Sep 10, 2021 Page 7 of 10

**USDA (Maximum Loan Amount)****Maximum Loan Calculation**

State NonMetro MHI	52,097.00
Poverty Income	26,500.00
Project MHI	34,521.00
Percent Project MHI of SNMHI	66.26%
Project Is Necessary to Alleviate a Health or Sanitary Problem?	Yes
Balance Available for Repayment	268,217.18
Interest Rate Level	Poverty
Interest Rate	1.3750%
Repayment Period	40
Percent Reserve Required	10.00%
Maximum Loan Amount	7,463,000.00

**MHI Comments**

The is from the blended MHI worksheet. The system has the following residential connections:

Buchanan City 1,677  
Buchanan Township 137

**Project Cost**

<u>Project Cost Item</u>	<u>User Desc</u>	<u>Amount</u>
Legal Services	Curcio Law Firm PLC	6,000.00
Contingencies	(\$166,000 Non RD Funds)	748,000.00
Eng - Design	Basic Services (\$156,000 NonRD fund	732,000.00
Eng - Inspection	(\$20,000 Non RD Funds)	94,000.00
Other	BakerTilly Municipal Advisors	20,000.00
Other	Miscellaneous	20,000.00
Other	Construction costs (\$1,655,000 Non	7,478,000.00
Bond Counsel	Dickinson Wright PLLC	30,000.00
Eng - Additional Services	(\$89,000 Non RD Funds)	417,000.00
<b>TOTALS</b>		<b>9,545,000</b>

**UNDERWRITING INFORMATION**

Print Date Sep 10, 2021 Page 8 of 10

Total Construction Contract Cost	0.00	
Total Soft Cost	7,554,000.00	
Total Engineering/Arch Cost	1,243,000.00	
Contingency Cost	748,000.00	0.00%
<b>Total Project Cost</b>	<b>9,545,000.00</b>	
less Deobligations	0.00	
<b>Total Project Cost less Deobligations</b>	<b>9,545,000.00</b>	

**Project Cost Comments**

The project budget figures were pushed into CPAP from RD Apply. They match the PER. The engineering fees match the fees on the draft engineering agreement.



## UNDERWRITING INFORMATION

Print Date Sep 10, 2021 Page 9 of 10

**Applicant Contribution Calculations****General Fund**

Current Assets	6,177,477.00
less Current Liabilities	189,076.00

**less General Funds Retained**

Retained for general operations	3,902,401.00
---------------------------------	--------------

**Balance Available General Fund**

2,086,000.00

**Enterprise Fund**

plus Current Assets Enterprise Fund	1,746,591.00
less Current Liabilities Enterprise Fund	1,292,439.00

**Total Balance Available**

2,540,152.00

**(General Fund + Enterprise Fund)**

Operation and Maintenance	454,152.00
Customer Deposits	0.00
Debt Service	

Replacement Reserve - Short Lived Assets	1 to 5 Years
	5 to 10 Years
	10 to 15 Years

Capital Improvements
Interest Expense (Deferral Period)
Cost of Issuance of Other Credit
Other

<b>less Total Reserves</b>	<b>454,152.00</b>
----------------------------	-------------------

<b>Available for Applicant Contribution</b>	<b>2,086,000.00</b>
---	---------------------

<b>Amount To Be Contributed</b>	<b>2,086,000.00</b>
---------------------------------	---------------------

**Applicant Contribution Comments****Other Funding Sources****Other Funding Comments**

N A

**UNDERWRITING INFORMATION**

Print Date Sep 10, 2021 Page 10 of 10

**Contribution Connection/Tap Fees**

Number New Connections:	
Connection/Tap Fee Per Connection:	
Contribution Connection Tap Fees:	<b>0.00</b>

**Contribution Connection/Tap Fees Comments**

N A

**Grant Eligibility**

State NonMetro MHI	<b>52,097.00</b>
Poverty Income	<b>26,500.00</b>
Project MHI	<b>34,521.00</b>
Percent Project MHI of SNMHI	<b>66.26%</b>
Project Is Necessary to Alleviate a Health or Sanitary Problem?	<b>Yes</b>
Total Project Cost	<b>9,545,000.00</b>
Ineligible Grant Project Cost	
Interest	
Initial O&M	
Other	<b>0.00</b>
Total	<b>0.00</b>
Total Grant Eligible Project Cost	<b>9,545,000.00</b>

**Grant Eligibility Comments**

**UNDERWRITING INFORMATION**

Customer Name: **Buchanan, City of**  
 Project Name: **Water System Improvements**

Case Number:  
**26-011-\*\*\*\*4527**  
 Customer Identifier:  
**155962422**

**LOAN DETERMINATION**

	Water	Waste	Total
Monthly Cost Per EDU (excluding Assessments & GO Bonds)	50.86	0.00	
Number of EDUs	2,091	0	
Wholesale Cost/ 1,000 Gal	0.00	0.00	
Wholesale Income Per Month	0	0	
<b>Total Sales</b>	<b>1,276,179</b>	<b>0</b>	<b>1,276,179</b>
Other Income (Annual)	31,896	0	31,896
<b>Total Annual Income</b>	<b>1,308,075</b>	<b>0</b>	<b>1,308,075</b>
O&M (Less Interest & Depreciation)	740,000	0	740,000
Replacement Reserve - Short Lived Assets	33,333	0	33,333
Other Annual Expenses	0	0	0
Debt Service & Reserve			121,250
<b>Total Cash Outflow (Annual)</b>			<b>894,583</b>
<b>Balance Available for New Loan Payment</b>			<b>413,492</b>
Commerical Credit (Maximum Loan Amount)			7,742,000
USDA (Maximum Loan Amount)			10,746,000

**PROJECT FINANCING**

<b>Total Project Cost less Deobligations</b>		<b>10,738,000</b>
Previously Funded Loan		0
Previously Funded Grant		0
Applicant Contribution		0
Other Funding Sources		0
Contribution Connection/Tap Fees		0
Proposed Loan Amount		10,738,000
Proposed Grant Amount		0
<b>Total Project Funding</b>		<b>10,738,000</b>

Current Ratio	<b>1.35</b>	Debt Service Ratio	<b>1.14</b>
Total Monthly Water EDU Cost	<b>50.86</b>	% of Project MHI (Water)	<b>1.76%</b>
Total Monthly Sewer EDU Cost	<b>0.00</b>	% of Project MHI (Sewer)	<b>0.00%</b>
(the above includes Assessments and GO Bonds)			

**UNDERWRITING INFORMATION**

**SUPPORTING SCHEDULES**

**Monthly Cost Per EDU - Water**

<u>System Name</u>	<u>System MHI</u>	<u>Avg Monthly User Cost</u>		
Berrien Springs (EDU 2,141)	41,131	22.12		
Cedar Springs (EDU 1,836)	42,943	29.66		
Mattawan (EDU 1,950)	44,420	29.78		
<u>Average Monthly Cost from Above</u>	27.19		<u>Monthly Cost from Assessments &amp; GO Taxes</u>	0.00
<u>Monthly Cost Per EDU</u>	50.86		<u>Average Monthly Cost including Assessments &amp; GO Taxes</u>	50.86
			<u>Total Cost/EDU as Percentage of Project MHI</u>	1.76%

**Monthly Cost Per EDU -Sewer**

<u>Average Monthly Cost from Above</u>	0.00	<u>Monthly Cost from Assessments &amp; GO Taxes</u>	0.00
<u>Monthly Cost Per EDU</u>	0.00	<u>Average Monthly Cost including Assessments &amp; GO Taxes</u>	0.00
		<u>Total Cost/EDU as Percentage of Project MHI</u>	0.00%

**Similar System Comments**

The above information for similar system was obtained from the Michigan RD CP Shared file. All three communities source their water from wells they own. All three are similar in regards to the EDU count.

Berrien Springs is located in the same county as Buchanan. Mattawan is the adjacent county. Cedar Springs is 125 miles north of Buchanan.

**Number of EDUs - Water**

<u>User Type</u>	<u># Users</u>	<u>Vol Per User</u>	<u>Cal EDUs</u>	<u>OR?</u>	<u># EDUs</u>
Residential	1,855	4,221	1,855	N	1,855
Other	236	3,653	236	N	236
<b>TOTALS</b>	<b>2,091</b>	<b>7,874</b>	<b>2,091</b>		<b>2,091</b>
<u>Avg Res Usage</u>	4,221				
<u>Number Res Users</u>	1,855				
<u>Number Other Users</u>	236				

**Number of EDUs - Sewer**

--	--	--	--	--	--

**UNDERWRITING INFORMATION**

<u>Avg Res Usage</u>	0
<u>Number Res Users</u>	0
<u>Number Other Users</u>	0

**EDU Comments**

This is the volume flow data on the last page of the PER that was submitted 8 9 2021. The City has spent much time pulling this data. I inquired with the engineer about the the low volume per other user. They came back to to the COVID pandemic. During the last 12 months schools have been shut, many individuals are no longer working from their office and restaurants have had limited access to interior dining. Prein & Newhof speculated that COVID resulted in the the low volume per other user.

**Wholesale Cost/1,000 gal - Water**

<u>Average Monthly Cost/ 1000 Gal</u>	0.00
<u>Average Ann Cost/ 1000 Gal</u>	0.00
<u>Wholesale Cost Per 1000 Gal</u>	0.00

**Wholesale Cost/1,000 gal - Sewer**

<u>Average Monthly Cost/ 1000 Gal</u>	0.00
<u>Average Ann Cost/ 1000 Gal</u>	0.00
<u>Wholesale Cost Per 1000 Gal</u>	0.00

**Similar System Bulk Comments**

N A

**Wholesale Income - Water**

--

**Wholesale Income - Sewer**

--

## UNDERWRITING INFORMATION

Print Date Sep 10, 2021 Page 4 of 10

## Wholesale Income Comments

N A

## Other Income (Annual)

Other Income (Annual)	Item	Other Income (Annual)	Source	Amount
Other		Hydrant Rental		3,996.00
Interest Income		Interest Income		5,400.00
Other		Penalties - Water Bills		10,800.00
Other		Unclassified		11,700.00
<b>TOTALS</b>				<b>31,896</b>
<b>Other Income (Annual)</b>	<b>Water</b>	<b>31,896.00</b>	<b>Monthly EDU Cost from Assessments &amp; GO Taxes (Water)</b>	<b>0.00</b>
	<b>Sewer</b>	<b>0.00</b>	<b>Monthly EDU Cost from Assessments &amp; GO Taxes (Sewer)</b>	<b>0.00</b>

## Other Income (Annual) Comments

The above four lines are from RD Apply. The ready-to-serve and water sales were removed from this screen. These two revenue sources are part of the cost per EDU.

## O&amp;M Expense (less Interest &amp; Depreciation)

O & M Expense Item	User Desc	Amount
Utilities		60,000.00
Salaries/Benefits		490,000.00
Other		35,000.00
Engineering		20,000.00
Contract Services - Other	Accounting/Audit	20,000.00
Administrative/Office		15,000.00
Repairs/Maintenance		70,000.00
Insurance		18,000.00
Supplies		12,000.00
<b>TOTALS</b>		<b>740,000</b>
<b>O&amp;M Expenses</b>	<b>Water</b>	<b>740,000.00</b>
	<b>Sewer</b>	<b>0.00</b>

## O&amp;M Comments

FY 2024 is the first projected full year of operation. The above O&M numbers were pushed into CPAP from RD Apply. These figures match the PER.

Per the audit, the operating expense cost of water is:

2017 \$654,994  
2018 \$528,576  
2019 \$610,720  
2020 \$627,962

**UNDERWRITING INFORMATION**

**Replacement Reserve - Short Lived Assets**

<b>1 - 5 Years</b>			
<b>5 - 10 Years</b>			
<u>User Desc</u>	<u>Replacement Cost</u>	<u>Reserve On Hand</u>	<u>Annual Reserve Amt</u>
Chemical Feed Equipment	10,000.00	0.00	1,000.00
<b>TOTALS</b>	<b>10,000</b>		<b>1,000</b>
<b>10 - 15 Years</b>			
<u>User Desc</u>	<u>Replacement Cost</u>	<u>Reserve On Hand</u>	<u>Annual Reserve A</u>
Well Pump Controls (4 each)	60,000.00	0.00	4,000.00
Elevated Tank Painting (2 each)	400,000.00	0.00	26,666.67
SCADA	25,000.00	0.00	1,666.67
<b>TOTALS</b>	<b>485,000</b>		<b>32,333</b>
<b>Replacement Reserve -Totals</b>			
<u>User Desc</u>	<u>Replacement Cost</u>	<u>Reserve On Hand</u>	<u>Annual Reserve A</u>
<b>TOTALS</b>	<b>495,000</b>		<b>33,333</b>
<b>Replacement Reserve</b>	<b>Water 33,333.00</b>	<b>Sewer 0.00</b>	

**Replacement Reserve - Short Lived Assets Comments**

The above SLA schedule was pushed in RD Apply from CPAP. It matches the PER.

**Other Annual Expenses**

<b>Other Annual Expense</b>	<b>Water 0.00</b>	<b>Sewer 0.00</b>
-----------------------------	-------------------	-------------------

**Other Annual Expenses Comments**

None

## UNDERWRITING INFORMATION

Print Date Sep 10, 2021 Page 6 of 10

## Debt Service and Reserve

Type Loan	Owed To	Org Amt	Balance	Term	Ann Pay Amt	Ann Res Amt	IR
Exist Other Loan	DWRF	3,105,000.00	1,050,000.00	20	121,250.00	0.00	2.5000%
<b>TOTALS</b>		<b>3,105,000</b>	<b>1,050,000</b>		<b>121,250</b>		
Total Payment Plus Reserve		121,250.00					

## Debt Service Comments

A copy of the DWRF bond transcript is in CPAP. The balance was verified with the 2020 audit.

## Commercial Credit (Maximum Loan Amount)

Lender Name	Terms	Interest Rate	Reserve Percent	Max Loan Amount
Bendzinski - Bond Market Comments	30	2.6200%	10.00%	7,742,566.79
Bendzinski - Bond Market Comments (	20	2.2600%	10.00%	5,994,285.08
Co Bank	20	3.5000%	10.00%	5,341,787.94
Co Bank	30	4.5000%	10.00%	6,122,176.18
Live Oak Bank	10	4.2500%	10.00%	3,011,067.11
Live Oak Bank	40	5.2500%	10.00%	6,234,891.65
<u>Maximum Commercial Credit Loan</u>				7,742,000.00

## Commercial Credit Comments

Other credit terms are from the commercial lender criteria maintained by the Michigan RD State Office. Bendzinski comments are as of the week ending May 21, 2021. The 1780-6 with other lender criteria is uploaded to CPAP. The owners certification of other credit was completed in RD Apply.



**UNDERWRITING INFORMATION**

**USDA (Maximum Loan Amount)**

**Maximum Loan Calculation**

State NonMetro MHI	<b>52,097.00</b>
Poverty Income	<b>26,500.00</b>
Project MHI	<b>34,641.00</b>
Percent Project MHI of SNMHI	<b>66.49%</b>
Project Is Necessary to Alleviate a Health or Sanitary Problem?	<b>No</b>
Balance Available for Repayment	<b>413,491.78</b>
Interest Rate Level	<b>Intermediate</b>
Interest Rate	<b>1.7500%</b>
Repayment Period	<b>40</b>
Percent Reserve Required	<b>10.00%</b>
Maximum Loan Amount	<b>10,746,000.00</b>

**MHI Comments**

This is from the blended MHI worksheet.

The sytem has the following residentail conections:

- Buchanan City 1,696
- Buchanan Township 142
- Niles Township 17

**Project Cost**

<u>Project Cost Item</u>	<u>User Desc</u>	<u>Amount</u>
Legal Services	Curcio Law Firm PLC	6,000.00
Contingencies		842,000.00
Eng - Design	Basic Services	825,000.00
Eng - Inspection		470,000.00
Other	Bakertilly Municipal Advisors	17,000.00
Other	Miscellaneous	20,000.00
Other	Construction Costs	8,415,000.00
Bond Counsel	Dickinson Wright PLLC	36,000.00
Eng - Additional Services		107,000.00
<b>TOTALS</b>		<b>10,738,000</b>

**UNDERWRITING INFORMATION**

Total Construction Contract Cost	0.00	
Total Soft Cost	8,494,000.00	
Total Engineering/Arch Cost	1,402,000.00	
Contingency Cost	842,000.00	0.00%
<b>Total Project Cost</b>	<b>10,738,000.00</b>	
less Deobligations	0.00	
<b>Total Project Cost less Deobligations</b>	<b>10,738,000.00</b>	

**Project Cost Comments**

Engineering fees on the CPAP project budget match the draft engineering agreement. This budget matches the PER and RD Apply.

## UNDERWRITING INFORMATION

Print Date Sep 10, 2021 Page 9 of 10

**Applicant Contribution Calculations****General Fund**

Current Assets	6,177,477.00
less Current Liabilities	189,076.00

**less General Funds Retained**

retained for general operations	3,902,401.00
Owner contribution on the sewer project	2,086,000.00

**Balance Available General Fund**

0.00

**Enterprise Fund**

plus Current Assets Enterprise Fund	1,746,591.00
less Current Liabilities Enterprise Fund	1,292,439.00

**Total Balance Available**

454,152.00

**(General Fund + Enterprise Fund)**

Operation and Maintenance	370,000.00
Customer Deposits	0.00
Debt Service	

Replacement Reserve - Short Lived Assets	1 to 5 Years
	5 to 10 Years
	10 to 15 Years

Capital Improvements	
Interest Expense (Deferral Period)	
Cost of Issuance of Other Credit	
Other	84,152.00

**less Total Reserves**

454,152.00

**Available for Applicant Contribution**

0.00

**Amount To Be Contributed**

0.00

**Applicant Contribution Comments****Other Funding Sources****Other Funding Comments**

None

**UNDERWRITING INFORMATION**

Print Date Sep 10, 2021 Page 10 of 10

**Contribution Connection/Tap Fees**

Number New Connections:	
Connection/Tap Fee Per Connection:	
Contribution Connection Tap Fees:	<b>0.00</b>

**Contribution Connection/Tap Fees Comments**

None

**Grant Eligibility**

State NonMetro MHI	<b>52,097.00</b>
Poverty Income	<b>26,500.00</b>
Project MHI	<b>34,641.00</b>
Percent Project MHI of SNMHI	<b>66.49%</b>
Project Is Necessary to Alleviate a Health or Sanitary Problem?	<b>No</b>
Total Project Cost	<b>10,738,000.00</b>
Ineligible Grant Project Cost	
Interest	
Initial O&M	
Other	<b>0.00</b>
Total	<b>0.00</b>
Total Grant Eligible Project Cost	<b>10,738,000.00</b>

**Grant Eligibility Comments**

**CITY OF BUCHANAN, BERRIEN COUNTY MICHIGAN**  
**MICHIGAN'S 6TH FEDERAL DISTRICT RESOLUTION SUPPORTING AN**  
**APPLICATION FOR A COMMUNITY-FOCUSED USDA COMMUNITY FACILITIES**  
**GRANT FOR CONSTRUCTION OF A NEW PUBLIC WORKS FACILITY**  
**RESOLUTION NO: 2021.4/224**

Minutes of a regular meeting of the City Commission of the City of Buchanan, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on April 12, 2021 at 7:00 p.m.

PRESENT: Commissioners Sean Denison, Cameron Downey, Larry Money, Patrick Swem, Mark Weedon

ABSENT: None

The following preamble and resolution were offered by Commissioner Swem and supported by Commissioner Money.

WHEREAS the U.S. House Appropriations Committee will implement a new Community Project Funding (CPF) initiative to allow Members of Congress to directly address the most significant needs of the communities they represent; and

WHEREAS the City of Buchanan qualifies to apply for a USDA Community Facilities Grant because Buchanan is a rural community of less than 5,000 residents; and

WHEREAS municipal governments provide essential services to their constituents, especially in the area of public works; and

WHEREAS the City of Buchanan's public works building is currently in need of being replaced, with structural engineers recommending demolition of the current structure and a need for construction of a new facility as soon as possible; and

WHEREAS there exists public consensus around the urgent need to construct a new public works facility in the City of Buchanan because it is such an essential community facility; and

WHEREAS the construction of a new public works facility in the City of Buchanan is necessary for the City to safely maintain operations and continue to provide essential public services to its residents; and

WHEREAS currently the funding for the construction of a new public works facility would be difficult for the City of Buchanan to raise in full without assistance; and

WHEREAS the City of Buchanan is requesting grant funding in the amount of one million dollars to assist in this regard; and

WHEREAS the City of Buchanan has the means to borrow money to pay for any construction costs above the requested grant funding amount of one million dollars.

NOW, THEREFORE BE IT RESOLVED that the **City of Buchanan** hereby resolves to formally support an application for a community-focused USDA Community Facilities Grant, as a means of assisting the residents of the City of Buchanan by providing funds needed to construct an essential community facility to serve our rural community.

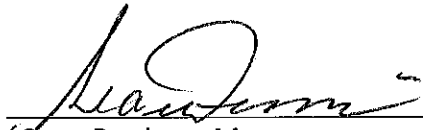
Adopted this 12th day of April, 2021 by the **Buchanan City Commission**.

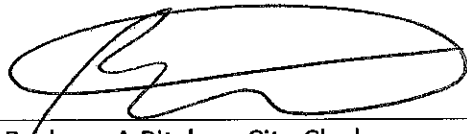
AYES: Commissioners Sean Denison, Cameron Downey, Larry Money, Patrick Swem, Mark Weedon

NAYS: None

ABSENT None

RESOLUTION DECLARED ADOPTED.

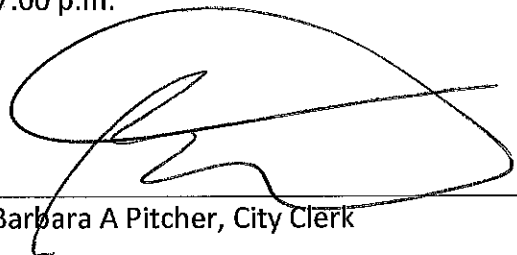
  
Sean Denison, Mayor

  
Barbara A Pitcher, City Clerk

**CERTIFICATION**

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on April 12, 2021 at 7:00 p.m.



  
Barbara A Pitcher, City Clerk

April 7, 2020  
2190800

Mr. Bill Marx, City Manager  
City of Buchanan  
302 N. Redbud Trail  
Buchanan, MI 49107-1351

**RE: Capital Improvement Projects – USDA Application – Additional Scope**

Dear Mr. Marx:

Thank you for you and your staff's discussion on the progress and scoping of the proposed projects associated with the USDA application currently being prepared by our office. Based on our meetings and conversations the following items have changed.

- Iron treatment plant will be added to the project for the proposed well and will also treat the existing Well #5.
- Perform an on-site field observation to determine the condition of the large tunnels for the creek that runs under the downtown and project areas to confirm if these tunnels/large culverts require replacement or rehabilitation work. If so, we will include this cost in the project scope and project estimates.
- Engage an architect (Century A&E) to provide programming and a detailed cost estimate to be used for the USDA-RD application for the new utility barn. Scope of this work includes:
  1. Conduct teleconference meetings (assume 2) to discuss programming of the spaces required within the new DPW Building
  2. Develop a floor plan and basic elevations of the new building to submit with funding application
  3. Coordinate mechanical and electrical systems for new facility
  4. Develop a schematic phase level cost estimate for the new facility
- USDA has also determined that the existing DPW building, requires both an architectural evaluation along with the DPW site requiring an archaeological evaluation of the property as part of the environmental SHPO application.

### **Fee Estimate**

We propose to perform these professional services at our normal hourly rates plus expenses billed monthly with the total not-to-exceed \$18,200.

Mr. Bill Marx  
April 7, 2020  
Page 2

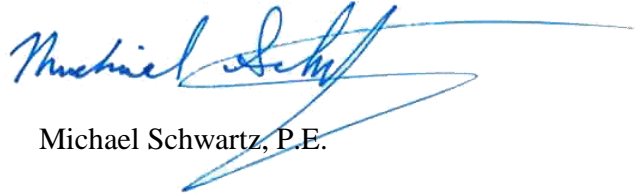
We appreciate the opportunity to submit this proposal and look forward to continuing our professional relationship with the City of Buchanan. Please call if you have any questions.

Sincerely,

**Prein&Newhof**



Jason Washler, P.E.



Michael Schwartz, P.E.

JW/MS/jw



**BUCHANAN CITY COMMISSION SPECIAL MEETING MINUTES**  
**Friday, December 20, 2019**

A Special Meeting of the City Commission for the City of Buchanan was scheduled at Buchanan City Hall, 302 North Redbud Trail, Buchanan, Michigan Friday, December 20 at 9:00 a.m. The Mayor Pro-Tem called the meeting to order at 9:00 a.m.

Members present: Commissioners Toerne, Denison, Downey and Weedon

Member absent: Mayor Moore

Staff present: City Manager Bill Marx, Water Foreman Scott Desenberg, Wastewater Superintendent Bill Housand, City Treasurer Juli O'Bryant, Recording Secretary Mandi Schanick

Guests/Visitors present: None

**Consent Calendar**

- Approve Agenda
- Consider approval of Invoices/Expenditures for December 20, 2019 Check #80234 through #80315 in the amount of \$162,595.76

***Weedon moved, seconded by Denison to approve the agenda as presented. Roll call vote carried unanimously.***

***Denison moved, seconded by Weedon to approve the invoices/expenditures for December 20, 2019 Check #80234 through #80315 in the amount of \$162,595.76. Roll call vote carried unanimously.***

**New Business**

Consider and approve Prein and Newhof to proceed with conducting the preliminary work needed to complete and submit grant applications to the USDA on the City of Buchanan's behalf in support of future Water, Waste Water and Storm Water Capital Improvement projects for their proposed cost not to exceed \$23,000.00 – Downey noted that most applications have hidden submission fees, Desenberg noted that the cost of application is eligible for reimbursement and this cost is included in the total.

***Weedon moved, seconded by Denison to approve Prein and Newhof to proceed with conducting the preliminary work needed to complete and submit grant applications to the USDA on the City of Buchanan's behalf in support of future Water, Wastewater and Storm Water Capital Improvement projects for their proposed cost not to exceed \$23,000.00. Roll call vote carried unanimously.***

Marx updated the Commission of a request from Prism regarding monitoring wells at Baroda tire property. Prism is asking for us to provide them with approval to install. If we need access to the site where the well is, Prism will abandon the wells. Marx added that this will be on the Agenda

for the January 13<sup>th</sup> meeting for approval of 5 additional monitoring wells. This will be at no cost to the City, cost is covered by Baroda Tire Too’s insurance.

Marx updated on the DPW Building Update as he has received 3 responses from 4 engineering firms. Marx noted that this will be on the January 13<sup>th</sup> agenda for approval. Marx has been in contact with the owner of Electro Voice property – trying to feel him out to see how interested he may be to sell the property to the City at a reasonable price.

Marx gave a brief update of the Feed Mill property, 2 interested buyers to repurpose the property to a Feed Mill for future purposes. Decision is to sell or lease, selling the property gives the owner full access to changing the future of the property. Leasing the property controls the future of the property to be used solely for Feed Mill purposes. . Sell or lease for particular purpose reestablishing the feed mill.

***Being no further business, Downey moved, seconded by Weedon to adjourn the meeting, voice vote carried unanimously. The Mayor adjourned the meeting at 9:23 a.m.***

---

Mandi Schanick, Recording Secretary

---

Dale Toerne, Mayor – Pro Tem

## **INFORMATION REGARDING LEACHATE TREATMENT:**

The Southeast Berrien County Landfill (SEBCL) currently pays all of the cost associated with leachate treatment.

The City adopted a Sewer Use Ordinance and building the new Sewer Surcharge Schedules were completed with the intention of ensuring the SEBCL was paying what they should be.

The current billing system Buchanan has for the Landfill includes a base wastewater rate that applies to all Township wastewater users, plus surcharge rates based on the loadings of the leachate that is discharged to our system.

The SEBCL is permitted as an industrial user by the City. Their individual industrial discharge permit provides the structures of how their discharges are tested and monitored. That data is used to develop monthly surcharges.

**WATER & WASTE  
PROJECT SELECTION CRITERIA**

Name of Applicant : Buchanan, City of

Service to be Provided: Water System Improvements

**PRIORITIES**

**POINTS**

Population priorities:

- |  |    |   |
|--|----|---|
| 1. Project primarily serves a rural area equal to or less than 1,000 population. | 25 |   |
| 2. Project primarily serves a rural area between 1,001 and 2,500 population.     | 15 | 5 |
| 3. Project primarily serves a rural area between 2,501 and 5,500 population.     | 5  |   |

B. Health priorities

- |  |    |   |
|--|----|---|
| 1. Project alleviates emergency situation, corrects unanticipated diminution or deterioration of a water supply or to meet Safe Drinking Water Act requirements which pertain to a water system. | 25 |   |
| 2. Project to correct inadequacies of a wastewater disposal system or to meet health or sanitary standards which pertain to a wastewater disposal system.  | 25 | 0 |
| 3. Projects which are required to meet administrative orders issued to correct local, State or Federal violations pertaining to solid waste.   | 15 |   |

C. Median household income (MHI) priorities.

- |   |    |    |
|---|----|----|
| 1. MHI less than the poverty line if the poverty line is less than 80% of state nonmetropolitan household income (SNMHI). | 30 |    |
| 2. Less than 80% of the SNMHI.  | 20 | 20 |
| 3. Equal to or more than the poverty line and between 80% & 100% inclusive, of the SNMHI.                                 | 15 |    |

RUS Bulletin 1780-1

D. Other priorities:

- 1. Project to merge ownership, management, and operations of smaller systems for more efficient management and economic service. 15
- 2. Project to enlarge, extend, or otherwise modify existing facilities to serve additional rural residents. 10
- 3. Applicant is a public body or Indian tribe. 5
- 4. Amount of other funds committed to project is:
  - a. 50% or more 15
  - b. 20-49% 10
  - c. 19% 5
- 5. Project will serve an Agency identified target area. 10
- 6. Project will primarily recycle solid waste products thereby limiting the need for solid waste disposal. 5
- 7. The proposed project will serve an area that has an unreliable quality or supply of drinking water. 10

E. State Program Director's discretionary points.  
 Up to 15 Points may be awarded to projects to improve compatibility/coordination between RUS's and other agencies' selection systems and to assist those projects that are most cost effective and that provides for effective RUS fund utilization. \_\_\_\_\_

F. SECD Loan \_\_\_\_\_

G Total Points. 30

H. Administrator's discretionary points. \_\_\_\_\_

State Program Directors should recommend and provide written justification for assignment of Administrator's point under this paragraph.

\_\_\_\_\_  
 STATE PROGRAM DIRECTOR

\_\_\_\_\_  
 Date

Name of Applicant \_\_\_\_\_ Buchanan, City of \_\_\_\_\_

Justification for Discretionary Points

**WATER & WASTE  
PROJECT SELECTION CRITERIA**

Name of Applicant : Buchanan, City of

Service to be Provided: Wastewater System Improvements

**PRIORITIES**

**POINTS**

Population priorities:

- |  |    |   |
|--|----|---|
| 1. Project primarily serves a rural area equal to or less than 1,000 population. | 25 |   |
| 2. Project primarily serves a rural area between 1,001 and 2,500 population.     | 15 | 5 |
| 3. Project primarily serves a rural area between 2,501 and 5,500 population.     | 5  |   |

B. Health priorities

- |  |    |    |
|--|----|----|
| 1. Project alleviates emergency situation, corrects unanticipated diminution or deterioration of a water supply or to meet Safe Drinking Water Act requirements which pertain to a water system. | 25 |    |
| 2. Project to correct inadequacies of a wastewater disposal system or to meet health or sanitary standards which pertain to a wastewater disposal system.  | 25 | 26 |
| 3. Projects which are required to meet administrative orders issued to correct local, State or Federal violations pertaining to solid waste.   | 15 |    |

C. Median household income (MHI) priorities.

- |   |    |    |
|---|----|----|
| 1. MHI less than the poverty line if the poverty line is less than 80% of state nonmetropolitan household income (SNMHI). | 30 |    |
| 2. Less than 80% of the SNMHI.  | 20 | 20 |
| 3. Equal to or more than the poverty line and between 80% & 100% inclusive, of the SNMHI.                                 | 15 |    |

RUS Bulletin 1780-1

D. Other priorities:

- 1. Project to merge ownership, management, and operations of smaller systems for more efficient management and economic service. 15
- 2. Project to enlarge, extend, or otherwise modify existing facilities to serve additional rural residents. 10
- 3. Applicant is a public body or Indian tribe. 5
- 4. Amount of other funds committed to project is:
  - a. 50% or more 15
  - b. 20-49% 10
  - c. 19% 5
- 5. Project will serve an Agency identified target area. 10
- 6. Project will primarily recycle solid waste products thereby limiting the need for solid waste disposal. 5
- 7. The proposed project will serve an area that has an unreliable quality or supply of drinking water. 10

E. State Program Director's discretionary points.  
 Up to 15 Points may be awarded to projects to improve compatibility/coordination between RUS's and other agencies' selection systems and to assist those projects that are most cost effective and that provides for effective RUS fund utilization. \_\_\_\_\_

F. SECD Loan \_\_\_\_\_

G Total Points. 66

H. Administrator's discretionary points. \_\_\_\_\_

State Program Directors should recommend and provide written justification for assignment of Administrator's point under this paragraph.

\_\_\_\_\_  
 STATE PROGRAM DIRECTOR

\_\_\_\_\_  
 Date



Name of Applicant \_\_\_\_\_ Buchanan, City of \_\_\_\_\_

Justification for Discretionary Points

## **INFORMATION REGARDING LEACHATE TREATMENT:**

The Southeast Berrien County Landfill (SEBCL) currently pays all of the cost associated with leachate treatment.

The City adopted a Sewer Use Ordinance and building the new Sewer Surcharge Schedules were completed with the intention of ensuring the SEBCL was paying what they should be.

The current billing system Buchanan has for the Landfill includes a base wastewater rate that applies to all Township wastewater users, plus surcharge rates based on the loadings of the leachate that is discharged to our system.

The SEBCL is permitted as an industrial user by the City. Their individual industrial discharge permit provides the structures of how their discharges are tested and monitored. That data is used to develop monthly surcharges.

<b>Summary of Data</b>		
<b>WATER</b>		
	<b>#</b>	<b>Flow/Year</b>
Total Number of Water System Connections (customers)	<b>2091</b>	<b>104,296,000</b>
Total Number of Water System Connections (customers) - City	<b>1924</b>	<b>93,886,000</b>
Total Number of Water System Connections (customers) -Township - both Townships	<b>167</b>	<b>10,410,000</b>
Niles Township	<b>17</b>	<b>1,423,000</b>
Buchanan Township	<b>150</b>	<b>8,987,000</b>
City - Single Family Customers	<b>1696</b>	<b>83,646,000</b>
City - Other Customers	<b>228</b>	<b>10,240,000</b>
<b>Total</b>	<b>1924</b>	<b>93,886,000</b>
Buchanan Township - Single Family Customers	<b>142</b>	<b>8,881,000</b>
Buchanan Township - Other Customers	<b>8</b>	<b>106,000</b>
Niles Township - Single Family Customers	<b>17</b>	<b>1,423,000</b>
Niles Township - Other Customers	<b>0</b>	<b>0</b>
<b>Total</b>	<b>167</b>	<b>10,410,000</b>
City - Single Family Customers	<b>1696</b>	<b>83,646,000</b>
Buchanan Township - Single Family Customers	<b>142</b>	<b>8,881,000</b>
Niles Township - Single Family Customers	<b>17</b>	<b>1,423,000</b>
<b>Total</b>	<b>1855</b>	<b>93,950,000</b>
City - Other Customers	<b>228</b>	<b>10,240,000</b>
Buchanan Township - Other Customers	<b>8</b>	<b>106,000</b>
Niles Township - Other Customers	<b>0</b>	<b>0</b>
<b>Total</b>	<b>236</b>	<b>10,346,000</b>
<b>WASTEWATER</b>		
	<b>#</b>	<b>Flow/Year</b>
Total Number of Sewer System Connections (customers)	<b>2053</b>	<b>87,918,000</b>
Total Number of Sewer System Connections (customers) - City	<b>1905</b>	<b>80,983,000</b>
Total Number of Sewer System Connections (customers) -Township	<b>148</b>	<b>6,935,000</b>
Buchanan Township	<b>148</b>	<b>6,935,000</b>
City - Single Family Customers	<b>1677</b>	<b>71,816,000</b>
City - Other Customers	<b>228</b>	<b>9,167,000</b>
<b>Total</b>	<b>1905</b>	<b>80,983,000</b>
Buchanan Township - Single Family Customers	<b>137</b>	<b>6,785,000</b>
Buchanan Township - Other Customers	<b>11</b>	<b>150,000</b>
<b>Total</b>	<b>148</b>	<b>6,935,000</b>
City - Single Family Customers	<b>1677</b>	<b>71,816,000</b>
Buchanan Township - Single Family Customers	<b>137</b>	<b>6,785,000</b>
<b>Total</b>	<b>1814</b>	<b>78,601,000</b>
City - Other Customers	<b>228</b>	<b>9,167,000</b>
Buchanan Township - Other Customers	<b>11</b>	<b>150,000</b>
<b>Total</b>	<b>239</b>	<b>9,317,000</b>

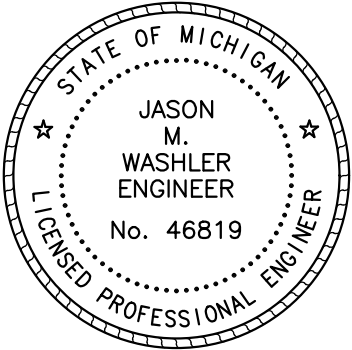
# Preliminary Engineering Report

---

## Water System Improvements

Prepared for  
**City of Buchanan**  
**Berrien County, Michigan**

October 2020  
*Revised August 2021*  
2190800



# Contents

- 1 INTRODUCTION ..... 1**
- 2 PROJECT PLANNING ..... 1**
  - 2.1 Location..... 1
  - 2.2 Environmental Resources Present..... 1
  - 2.3 Growth Areas and Populations Trends..... 2
  - 2.4 Community Engagement ..... 2
- 3 EXISTING FACILITIES ..... 2**
  - 3.1 History ..... 2
  - 3.2 Condition of Existing Facilities ..... 3
    - 3.2.1 General..... 3
    - 3.2.2 E. Dewey Street Area ..... 3
    - 3.2.3 Red Bud Trail..... 3
    - 3.2.4 Front Street..... 3
    - 3.2.5 Oak Street ..... 3
    - 3.2.6 Water Supply Well ..... 4
  - 3.3 Financial Status of Existing Facilities..... 4
    - 3.3.1 Current Rate Schedule ..... 4
    - 3.3.2 Annual Operation and Maintenance Costs..... 4
    - 3.3.3 Other Capital Improvement Programs ..... 4
    - 3.3.4 Existing Debts and Reserve Accounts ..... 4
- 4 NEED FOR PROJECT ..... 4**
  - 4.1 Health, Sanitation, and Security ..... 4
    - 4.1.1 Reliability Issues..... 5
    - 4.1.2 Fire Protection Issues..... 5
    - 4.1.3 Resolution of Health, Sanitation, and Security Problems..... 5
    - 4.1.4 Maintenance Issues ..... 5
    - 4.1.5 Proposed Well and Water Treatment..... 6
  - 4.2 Aging Infrastructure ..... 7
  - 4.3 Reasonable Growth..... 7
- 5 ALTERNATIVES CONSIDERED ..... 7**
  - 5.1 Design Criteria..... 7

- 5.2 Map ..... 8
- 5.3 Proposed Project (Alternative 1) ..... 8
  - 5.3.1 Environmental Impacts ..... 8
  - 5.3.2 Land Requirements ..... 8
  - 5.3.3 Potential Construction Problems ..... 8
  - 5.3.4 Sustainability Considerations ..... 9
  - 5.3.5 Cost Estimates ..... 9
- 5.4 Alternative 2: No Action ..... 9
  - 5.4.1 Description ..... 9
  - 5.4.2 Environmental Impacts ..... 9
  - 5.4.3 Land Requirements ..... 9
  - 5.4.4 Potential Construction Problems ..... 9
  - 5.4.5 Sustainability Considerations ..... 9
  - 5.4.6 Cost Estimates ..... 9
- 6 SELECTION OF AN ALTERNATIVE ..... 10**
  - 6.1 Life Cycle Cost Analysis ..... 10
  - 6.2 Non-Monetary Factors ..... 10
- 7 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE) ..... 10**
  - 7.1 Preliminary Project Design ..... 10
  - 7.2 Project Schedule ..... 11
  - 7.3 Permit Requirements ..... 11
  - 7.4 Total Project Cost Estimate (Engineer’s Opinion of Probable Cost) ..... 11
  - 7.5 Annual Operating Budget ..... 11
    - 7.5.1 Income ..... 11
    - 7.5.2 Annual Operations and Maintenance Costs ..... 12
    - 7.5.3 Debt Repayments ..... 13
    - 7.5.4 Reserves ..... 13
  - 7.6 Conclusions and Recommendations ..... 13

**Tables**

- Table 1 Ultimate Growth Projections
- Table 2 Water System Summary
- Table 3 Present Worth Analysis

**Figures**

- Figure 1 Existing Water System
- Figure 2 USGS Quadrangle Map and Proposed Improvements
- Figure 3 Proposed Project Locations

**Appendix A** Water and Sewer Customer Rates

**Appendix B** Engineer’s Opinion of Probable Costs

**Appendix C** Drinking Water Connections

## 1 INTRODUCTION

This Preliminary Engineering Report (PER) has been prepared for the United States Department of Agriculture Rural Development - Rural Utility Services Program. The City of Buchanan is located in the southeast portion of Berrien County in southwestern Michigan. The 2.57 square mile City relies on four wells as their source for water. Water is conveyed to system customers through a network of transmission and distribution mains. In 2018 a Water Asset Management Plan (WAMP) and a Water System Reliability Study were performed to fulfill specific requirements of Part 12 and Part 16 promulgated under Michigan's Safe Drinking Water Act, 1976, P.A. 399, as amended.

The 2018 WAMP and Water System Reliability Study several issues with the existing system. A series of recommended improvements were outlined in the Capital Improvement Plan, including:

1. Increase Pipe Capacity for 6-inch and smaller diameter main within the City
2. Replace Well No. 3
3. Replace Aging Pipe
4. Replace Lead Service Lines

Project completion will significantly improve the capacity, reliability and performance of the water distribution system.

## 2 PROJECT PLANNING

### 2.1 Location

Buchanan is a city located in Berrien County in southwest Michigan, approximately 50 miles southwest of the City of Kalamazoo and approximately 12 miles northwest of South Bend, Indiana. Figure 1 shows the service area and existing water system, which includes two pressure districts. Figure 2 contains a USGS quadrangle map showing the predominant natural features, elevation contours, rivers, lakes and natural dwellings within and around the City limits, as well as the proposed project locations.

### 2.2 Environmental Resources Present

The City of Buchanan and the service area are primarily developed into residential areas and commercial areas. The proposed improvement projects are confined to existing developed rights-



of-way and easements and will not impact any known environmental resources. In addition, all disturbed areas will be restored to their pre-construction condition.

## 2.3 Growth Areas and Populations Trends

The historical and projected population for the City of Buchanan is shown in Table 1. Population projections were made based on data available from the Michigan Department of Transportation (MDOT). The population of Buchanan is projected to decrease by about 1% percent annually from 2020 to 2040. As shown in the table the City's population has been decreasing since 1980. The projected Year 2020 population for the City of Buchanan is 4,278 persons.

## 2.4 Community Engagement

The City has followed USDA requirements for publishing public notices of the project process. They may also elect to hold a public meeting during a regular council meeting to provide more detail of the projects to interested citizens.

# 3 EXISTING FACILITIES

## 3.1 History

The City of Buchanan currently obtains water from groundwater using four wells, labeled 1A, 3, 4A, and 5 in Figure 1. Wells 1A, 3, and 4A were all installed prior to 1970 and are located just north of McCoy Creek Drive. Well 5 was drilled in 2009 and is located at the west end of McCoy Creek Trail. Water treatment is provided at the Water Treatment Plant just downstream of the wells. Well capacities and data are provided in Table 2. The firm capacity of the supply wells is estimated to be 1,500 gpm, which accounts for the drawdown of the water table when more than one pump is operating.

All well fields are hydraulically connected to McCoy Creek which flows east through the City to the St. Joseph River. The well houses are located in the floodplain of McCoy Creek, and the well casings extend two feet higher than the 100-year flood elevation.

The City of Buchanan has a complex network of water mains providing transmission and distribution to City and surrounding Township customers. The service area covers approximately 3.2 square miles and is supplied through a water distribution network consisting of approximately 37 miles of water mains ranging from 3 to 15 inches in diameter.

## 3.2 Condition of Existing Facilities

The following condition assessments are based on results of the 2018 WAMP and Water Reliability Study.

### 3.2.1 General

The City of Buchanan's water system transmission capacity needs improvement with transmission main looping and older main replacement. In many areas, the available fire flows are less than suggested due to undersized distribution main and inadequate transmission looping. The 4- and 6-inch diameter mains, particularly those with dead ends, restrict the available fire flows at some locations in the system.

### 3.2.2 E. Dewey Street Area

The E. Dewey Street Area includes Main Street (Dewey to Third), E. Third Street (Main to Red Bud Trail) and W. Fifth Street (Moccasin to Main). Much of the existing water main in this area was installed in 1930 and is 4- to 6-inches in diameter cast iron pipe.

### 3.2.3 Red Bud Trail

The water main on Red Bud Trail between Front Street and Elizabeth Street was installed in 1920. The water main is cast iron pipe from 4- to 6-inches in diameter. The Water Reliability Study indicated the water main between Fifth Street and Elizabeth Street has low fire flow.

### 3.2.4 Front Street

The water main on Front Street between Red Bud Trail and Chippewa Street was installed in 1950. The water main is cast iron pipe from 4- to 6-inches in diameter.

### 3.2.5 Oak Street

The water main on Oak Street between Alexander Street and Fourth Street ranges in diameter from 4-inch to 10-inch. This water main was installed between 1920 and 1950 and is primarily cast-iron pipe.

### **3.2.6 Water Supply Well**

Well 3 was installed in 1951. Based on the Water System Reliability Study, this well has a “high” susceptibility rating to contaminants as well as a “high” sensitivity rating, which refers to the ability of contaminants to travel vertically through the soil above the well field.

## **3.3 Financial Status of Existing Facilities**

### **3.3.1 Current Rate Schedule**

The current rate schedule for water and wastewater systems for the City of Buchanan is included in Appendix A.

### **3.3.2 Annual Operation and Maintenance Costs**

The City’s O&M budget for the 2019-2020 fiscal year was approximately \$687,000.

### **3.3.3 Other Capital Improvement Programs**

The City updated their Water System Reliability Study (WSRS) in May of 2020.

### **3.3.4 Existing Debts and Reserve Accounts**

At the end of the 2019 fiscal year, the City had water system liabilities totaling \$1,301,000 as shown in the June 2019 Balance Sheet of which, \$1,050,000 is related to outstanding bonds.

At the end of the 2019 fiscal year, the City had total reserves/balances of \$3,058,000 for the water fund as shown in the June 2019 Balance Sheet.

The June 2019 Balance sheet has been provided as part of this application to accompany the 2019 Financial Statement.

## **4 NEED FOR PROJECT**

### **4.1 Health, Sanitation, and Security**

The City of Buchanan’s water system is subject to reduced health, sanitation, and security due to less than desirable fire flows, maintenance issues, and lower reliability due to capacity restrictions.

#### **4.1.1 Reliability Issues**

Portions of the City's water system are 4-inch water mains which restrict available fire flows and overall capacity and pressures in the system. The 4-inch water main is also no longer permitted by MDEQ in new installations and is recommended that it be replaced with 8-inch water main to meet MDEQ standards and address fire flow and capacity issues.

#### **4.1.2 Fire Protection Issues**

The Insurance Services Office (ISO) provides suggested fire demands for various structures and land uses. ISO also suggests that fire hydrants in single family residential areas produce a fire supply of 1,500 gpm. One of the primary functions of a municipal water system is to supply water in case of an emergency, such as a fire. These fire flow rates should be provided while maintaining a water pressure of at least 20 psi throughout the system. Community residents receive better insurance ratings and rates the closer the system is to providing these fire flows.

Based on the Water System Reliability Study, the system transmission capacity needs improvement with transmission main looping and older main replacement. In many areas, the available fire flows are less than suggested due to undersized distribution main and inadequate transmission looping. The 4- and 6-inch diameter mains, particularly those with dead ends, restrict the available fire flows at some locations in the system.

#### **4.1.3 Resolution of Health, Sanitation, and Security Problems**

The proposed water system improvement projects would eliminate some of the low fire flow areas and increase reliability by providing greater capacity throughout the system.

#### **4.1.4 Maintenance Issues**

The suggested improvements will replace aging water mains within the system, significantly reducing the potential for water main breaks.

## 4.1.5 Proposed Well and Water Treatment

### 4.1.5.1 New Well

The City of Buchanan desires to install a new well near its existing Well No. 5. The new well will provide additional capacity and ultimately replace Well No. 3, which is in a shallow aquifer that has no protection from surface contamination. Well No. 3 is approaching 70 years old and has reached the end of its useful life.

Based on information from the existing Well No. 5, the new well would be set at a depth of approximately 300 feet. Based on the anticipated depth of the well and the layers of clay above the zone where the well would be screened, providing a more protected water supply than in the Well No. 3 area.

The new well is targeted to produce 900 gallons per minute (gpm) capacity and is anticipated to be a 12 or 16-inch diameter well, approximately 300 feet deep. The well would be equipped with a vertical turbine pump, approximately 100 HP pump, and variable speed drive motor.

Typically, the City has a separate well house for each well; however, because the City is intending to build a water treatment plant for iron removal, the well house will be combined with the treatment plant. This will provide cost savings in construction and maintenance by reducing the water main and electrical service between buildings, reducing the total square footage of building needed, and reducing maintenance of multiple buildings.

### 4.1.5.2 Water Treatment Plant

Due to high iron concentration in the well field area for Well No. 5 and the new proposed well, the City intends to build a water treatment plant to remove iron. Iron in this well occurs at 0.5 to 0.7 mg/l. Although not a health concern, concentrations of iron above 0.3 mg/L cause staining of water fixtures, laundry, and other surfaces that the water comes into contact with.

The treatment process will consist of iron oxidation followed by removal of the oxidized iron, which can then be removed by filtration of the precipitated iron particles.

The treatment process will be designed to treat both 900 gpm wells in this well field. The treatment equipment will consist of chemical feed pumps and multi-cell, horizontal pressure filters. Each filter will have three sand/anthracite cells to provide redundancy in the treatment process and to allow backwashing of filters while continuing to treat raw water. A backwash basin will also need to be constructed. Based on the sand and gravels near the ground surface, the backwash water can be an infiltration basin permitted through a Part 22 groundwater discharge permit.

The proposed Water Treatment Plant will be located near the existing DPW Building as shown in Figure 3.

#### **4.1.5.3 Generator**

An onsite propane-fired generator is planned for the Water Treatment Plant and wells so that operation can continue in the event of a power outage.

### **4.2 Aging Infrastructure**

The City of Buchanan has distribution mains as old as 100 years, and approximately half of the system mains were constructed prior to 1950. Well 3 was installed in 1951. While still operable, the Well is in a high-risk area and is nearing the end of its expected useful life.

### **4.3 Reasonable Growth**

Although there is not significant future growth anticipated at this time, the City of Buchanan is looking to maintain buildable properties for potential future growth.

## **5 ALTERNATIVES CONSIDERED**

### **5.1 Design Criteria**

The primary reason for the proposed projects is to address aging infrastructure, improve transmission capacity and have a more reliable community water supply well. The projects proposed in this report correspond with sanitary sewer projects proposed in a parallel USDA RD application. All the proposed underground projects are to be performed in the same location as, or adjacent to, the existing underground infrastructure. For this reason, no alternatives were considered for water main replacement projects.

The treatment process chosen for iron removal in the water supply consists of iron oxidation followed by removal of the oxidized iron, which can then be removed by filtration of the precipitated iron particles. Air is also sometimes used to oxidize iron but requires an additional treatment process in the form of aeration equipment, a detention tank as the oxidation process is typically slower than with chlorine. This process would also require additional pumps to repump the water. In this case, this would require change out of the existing pump in Well No. 5 as well. Overall, this would be more expensive alternative in both construction and on-going maintenance and equipment costs. Therefore, this alternative was not considered further.

## 5.2 Map

Figure 3 is a map of the proposed water system improvements described below as Alternative 1.

## 5.3 Proposed Project (Alternative 1)

### 5.3.1 Environmental Impacts

Because the proposed projects include removing and replacing existing infrastructure, the projects in this alternative will have no permanent significant environmental impacts. The only area that will include new construction is for the new Well 3 and the accompanying well house that will be installed adjacent to the existing Well 5 on vacant City owned property. An Environmental Report has been prepared as part of this application. All required permits will be obtained and storm water control best management practices will be implemented to minimize sediment runoff.

The noise and air pollution inherent to the construction process will be minimized by requiring the contractor to keep a strict timetable and use equipment that is within regulatory emission standards for vehicle emissions.

### 5.3.2 Land Requirements

Projects to be performed are within the limits of property that is owned by the City.

### 5.3.3 Potential Construction Problems

As the improvement projects consist of replacing the water main at or near the existing locations, no construction problems are anticipated.

### **5.3.4 Sustainability Considerations**

This combination of projects is intended to replace aging infrastructure and increase the capacity of the water supply system.

### **5.3.5 Cost Estimates**

Construction is estimated to cost \$8,415,000 for the proposed improvements. Full costs including engineering, legal, and administrative costs are provided in the application. Operations and maintenance costs are expected to increase due to the increased capacity of the well pumps as well as the new well treatment system and building. Operations and maintenance costs are discussed further in section 7.5.2. A full life cycle cost analysis for Alternative 1 is included in Table 3.

## **5.4 Alternative 2: No Action**

### **5.4.1 Description**

Another alternative is the “No Action” alternative. This alternative consists of no action and would not address any of the issues identified in 2018 Water System Reliability Study.

### **5.4.2 Environmental Impacts**

No environmental impacts would be incurred with this alternative.

### **5.4.3 Land Requirements**

No additional land or easements would be required for this alternative.

### **5.4.4 Potential Construction Problems**

No construction problems would be anticipated with this alternative.

### **5.4.5 Sustainability Considerations**

No significant water or energy savings are anticipated with this alternative.

### **5.4.6 Cost Estimates**

As this alternative consists of no action, there would be no cost for construction. Operations and maintenance costs would not immediately increase. However, over time as some of the



maintenance issues addressed by other alternatives are not solved would cause maintenance costs to increase.

## **6 SELECTION OF AN ALTERNATIVE**

### **6.1 Life Cycle Cost Analysis**

Life cycle costs for each of the alternatives are shown in Table 3. An analysis period of 20 years was used.

### **6.2 Non-Monetary Factors**

The alternatives were developed to address the main issues presented in the 2018 Water System Reliability Study. Those issues represent the safety and dependability of the system.

## **7 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)**

Alternative 1 is the best alternative to address the issues raised in the 2020 Water System Reliability Study.

### **7.1 Preliminary Project Design**

Alternative 1 includes the following projects:

1. Remove and replace 4-inch water main with 8-inch water main within the E. Dewey Street area.
2. Remove and replace 4-inch water main with 8-inch water main on Red Bud Trail from Chicago Street to Elizabeth Street.
3. Remove and replace 4-inch and 6-inch water main with 8-inch water main on Front Street from Chippewa Street to Red Bud Trail.
4. Remove and replace 4-inch and 10-inch water main with 8-inch and 10-inch water main Oak Street from Alexander Street to W. Fourth Street.
5. Install a new water supply well and wellhouse in the southwest region of the City – (replace well 3).
6. Construct a new Water Treatment System and Building near the existing DPW Building.

- 7. Replace galvanized and lead goosenecks within the water project areas.

## 7.2 Project Schedule

The following is a tentative schedule for the progression of the overall project:

<i>Milestone</i>	<i>Estimated Completion Date</i>
Submit Application	10/16/2020
USDA Approval	11/30/2020
Complete Design	01/15/2022
Permit Approval	02/01/2022
Authorization to Bid	03/01/2022
Bid Opening	04/01/2022
Loan Closing	05/01/2022
Contract Award	06/01/2022
Construct Start	07/01/2022
Construction Completion	11/30/2023

## 7.3 Permit Requirements

The following permits will need to be obtained for this project prior to construction:

- EGLE Community Water Supply Permit
- Sediment and Erosion Control Permit from Berrien County Drain Commission
- Road Permit from Road Commission of Berrien County

## 7.4 Total Project Cost Estimate (Engineer’s Opinion of Probable Cost)

The total project cost is approximately \$10,738,000. The details, including costs for construction, legal counsel, bond counsel, engineering and contingencies are provided in the application materials.

## 7.5 Annual Operating Budget

The projected 2022 annual operating budget for the City of Buchanan water system is provided in the application materials. The City’s O&M budget for the 2019-2020 fiscal year was approximately \$679,000. The City’s operating income for the water system for the 2019-2020 fiscal year was approximately \$947,000.

**7.5.1 Income**

A detailed current rate schedule for water users is included in Appendix A. The City has been increasing rates by 8% each year as shown in the table below:

	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022 (Proposed)</b>
<b>City</b>				
Water	\$4.50/1,000 gal.	\$4.86/1,000 gal.	\$5.25/1,000 gal.	\$5.67/1,000 gal.
Sewer	\$7.38/1,000 gal.	\$8.72/1,000 gal.	\$9.42/1,000 gal.	\$10.17/1,000 gal.
RTS (Residential)	\$36.08 Monthly	\$31.21 Monthly	\$33.70 Monthly	\$36.40 Monthly
<b>Township</b>				
Water	\$5.27/1,000 gal.	\$5.70/1,000 gal.	\$6.16/1,000 gal.	\$6.65/1,000 gal.
Sewer	\$9.00/1,000 gal.	\$10.22/1,000 gal.	\$11.04/1,000 gal.	\$11.92/1,000 gal.
RTS (Residential)	\$30.44 Monthly	\$36.45 Monthly	\$39.37 Monthly	\$42.52 Monthly

The projected fiscal year 2021-2022 water fund operating income (\$1,026,000) is derived from the rate increases above.

Available data indicate there are approximately 2,091 connections to the City’s water system. The proposed project will not change the number of customers on the system. See Appendix C for a breakdown of connections and flows.

**7.5.2 Annual Operations and Maintenance Costs**

The City’s O&M budget for the 2019-2020 fiscal year was approximately \$679,000. Projected O&M expenses for 2024 are \$740,000.

Anticipated increases to the current O&M expenses are due to the larger pump for the new well, as well as the addition two new buildings and a treatment system.

### 7.5.3 Debt Repayments

At the end of the 2019 fiscal year, the City had water system liabilities in the amount of \$1,050,000 under one bond issue which matures April 1, 2030 from a DWRF loan.

It is anticipated that the proposed project will result in a loan from the USDA Rural Development of \$10,738,000 at an interest rate of 1.25-percent amortized over 40 years. The corresponding annual debt service including principal and interest will average approximately \$343,000 over the life of the loan.

### 7.5.4 Reserves

The reserves that are necessary to ensure that adequate funds are being generated to pay for water system expenses and the proposed project will be assumed as 10-percent of the annual debt payment requirement. Therefore, the debt service reserve used for the proposed project is \$34,000 per year.

The reserves associated with the short-lived assets will be approximately \$34,000. This includes assets associated with the water system that have an expected useful life of 15 years or less.

The following is a summary of the annual operation, maintenance, and reserve information:

O&M	\$740,000
RRI	\$34,000
Existing Debt	\$121,000
New Debt	\$343,000
Debt Reserve	\$34,000
Total	\$1,272,000

## 7.6 Conclusions and Recommendations

The aging water main within the City of Buchanan’s water system needs to be replaced to accommodate demand and fire flows. Due to the current state of the system, it is recommended that the City improve the quality of the water system as described in this report. This will

improve the health and security of the system in addition to providing adequate capacity for future and current water needs.

The total estimated cost of the water system improvements project is \$10,738,000. Therefore, the City of Buchanan is applying for USDA Rural Development funding in the amount of \$10,738,100 for the recommended improvements.

# Tables

---

Table 1 – Ultimate Growth Projections

Table 2 – Water Summary

Table 3 – Present Worth Analysis

CITY OF BUCHANAN  
PRELIMINARY ENGINEERING REPORT

TABLE 1

### Ultimate Growth Projections

Year	Population / Projection
1980 <sup>1</sup>	5,142
1990 <sup>1</sup>	4,992
2000 <sup>1</sup>	4,681
2010 <sup>1</sup>	4,458
2015 <sup>2</sup>	4,362
2018 <sup>2</sup>	4,294
2020 <sup>3</sup>	4,278
2025 <sup>3</sup>	4,253
2030 <sup>3</sup>	4,242
2035 <sup>4</sup>	4,231
2040 <sup>4</sup>	4,220

<sup>1</sup> Population through 2010 based on United States Census data.

<sup>2</sup> Population estimate from United States Census data

<sup>3</sup> Population projections based on MDOT

<sup>4</sup> Interpolated from MDOT projections

VILLAGE OF VICKSBURG  
PRELIMINARY ENGINEERING REPORT

TABLE 2

**Existing Water System Summary**

**Community Name:** City of Buchanan

**MDEQ Water Supply Number (WSSN):** 00960

**Water Demand (MGD)**

Firm Capacity: 1,500 MGD  
 Avg. Day Demand: 0.59 MGD  
 Max Day Demand: 1.045 MGD  
 Peak Hour: 2.090 MGD  
 Avg Monthly Billing: 15.5 MG

Well	Rated Capacity (gpm)	Current Capacity (gpm)	Date of Completion	Date of Last Insp.	TDH (ft)	Pump Type
Well #1A	1,000	960	1966	2007	192	Vert. Turbine
Well #3	800	680	1951	2007	175	Vert. Turbine
Well #4A	700	800	1963	2007	190	Vert. Turbine
Well #5	800	800	2009	2009	410	Vert. Turbine

**Storage**

Elevated Tank  
 ID: Moccasin Front Street  
 Volume (gal): 250,000 500,000  
 Construction: Steel Steel  
 Const Date: 1957 1961  
 Last Inspection: 2007 2007  
 Last Painted (interior): 1995 1995

Booster Station	Pump #1	Pump #2	Pump #3
Year Constructed:	1995	1995	1995
Pump Type:	Variable Speed	Horizontal Centrifugal	Horizontal Centrifugal
Capacity (gpm):	850	850	25

**Distribution System:**

	Material	Footage	Age	No. Hydrants	No. Valves
<4" watermain	Copper	1350 lf	8-75 yr	276	406
3" watermain	Cast Iron	2,700 lf	70-100 yr		
4" watermain	Cast Iron	42,700 lf	60-100 yr		
6" watermain	Cast Iron	55,000 lf	15-100 yr		
6" watermain	PVC	3,600 lf	40 yr		
8" watermain	Cast Iron	12,500 lf	55-100 yr		
8" watermain	Ductile Iron	24,700 lf	10-30 yr		
8" watermain	PVC	3400 lf	10-40 yr		
10" watermain	Cast Iron	6,000 lf	60-100 yr		
12" watermain	Cast Iron	15,000 lf	40-85 yr		
12" watermain	Ductile Iron	16,700 lf	10-40 yr		
12" watermain	PVC	15,500 lf	20-40 yr		
15" watermain	HDPE	250 lf	7 yr		



CITY OF BUCHANAN  
PRELIMINARY ENGINEERING REPORT

TABLE 3

**Present Worth Analysis**

**Community Name:** City of Buchanan

**Federal Discount Rate for Water Resources Planning (Interest Rate) i =** 0.04875  
**Number of Years, n =** 40 years

<b>Alt. 1: Proposed Project</b>	
Initial Capital Costs =	\$10,738,000
Annual Operations & Maintenance Costs =	\$740,000
Future Salvage Value =	
Present Worth of 20 years of O & M =	\$12,918,083
PW =	$\text{Annual OM} \frac{(1+i)^n - 1}{i(1+i)^n}$
Present Worth of 20 yr Salvage Value =	\$0
PW =	$\text{FSV} \frac{1}{(1+i)^n}$
<b>Alternate 1 Total Present Worth =</b>	<b>\$23,656,083</b>

<b>Alt. 2: Do Nothing</b>	
Initial Capital Costs =	\$0
Annual Operations & Maintenance Costs =	\$740,000
Future Salvage Value =	
Present Worth of 20 years of O & M =	\$12,918,083
Present Worth of 20 yr Salvage Value =	\$0
<b>Alternative 2 Total Present Worth =</b>	<b>\$12,918,083</b>

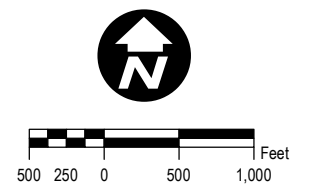
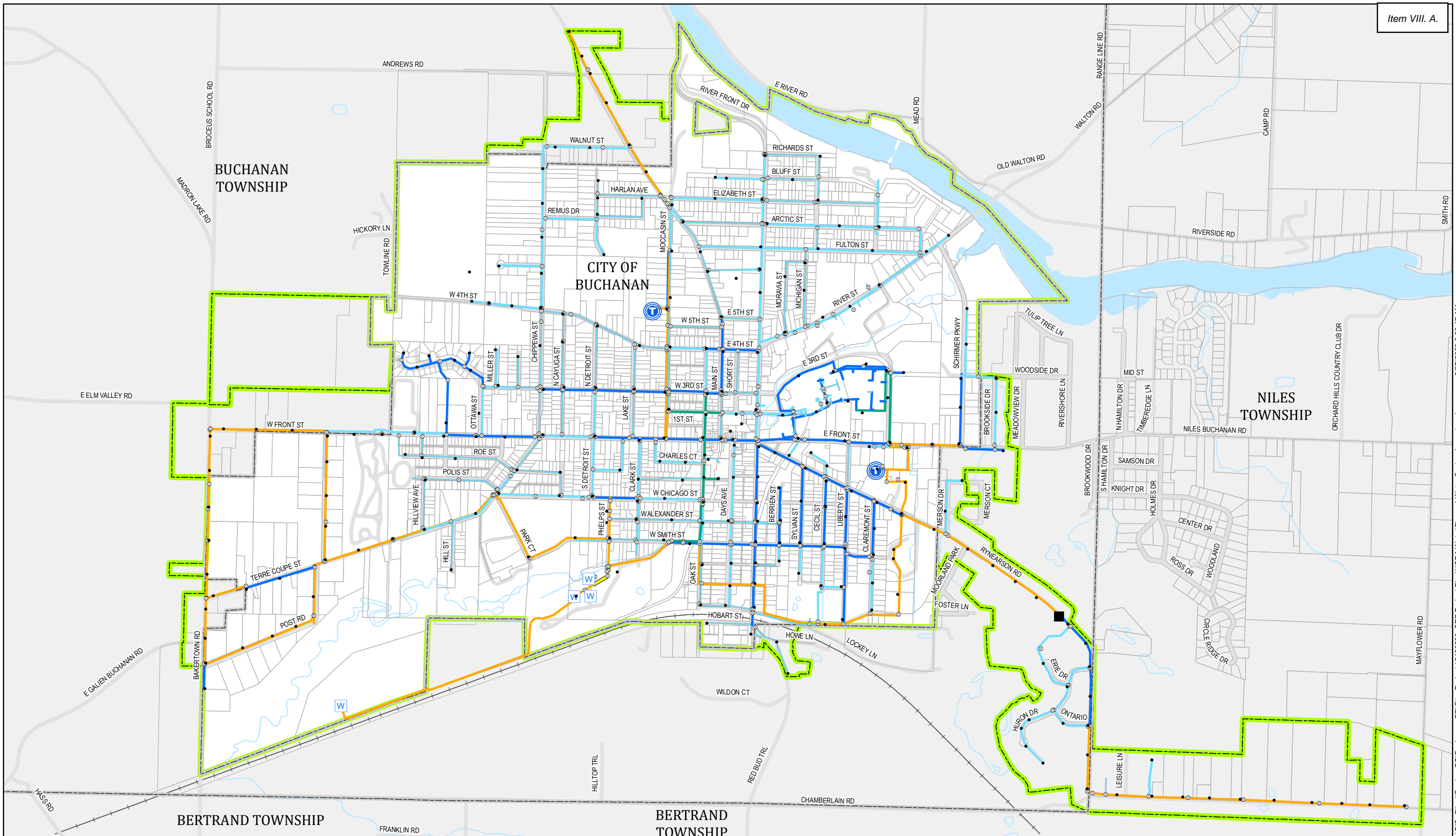
## Figures

---

Figure 1 – Existing Water System & Service Area

Figure 2 – USGS Quadrangle Map and Proposed Improvements

Figure 3 – Proposed Project Locations

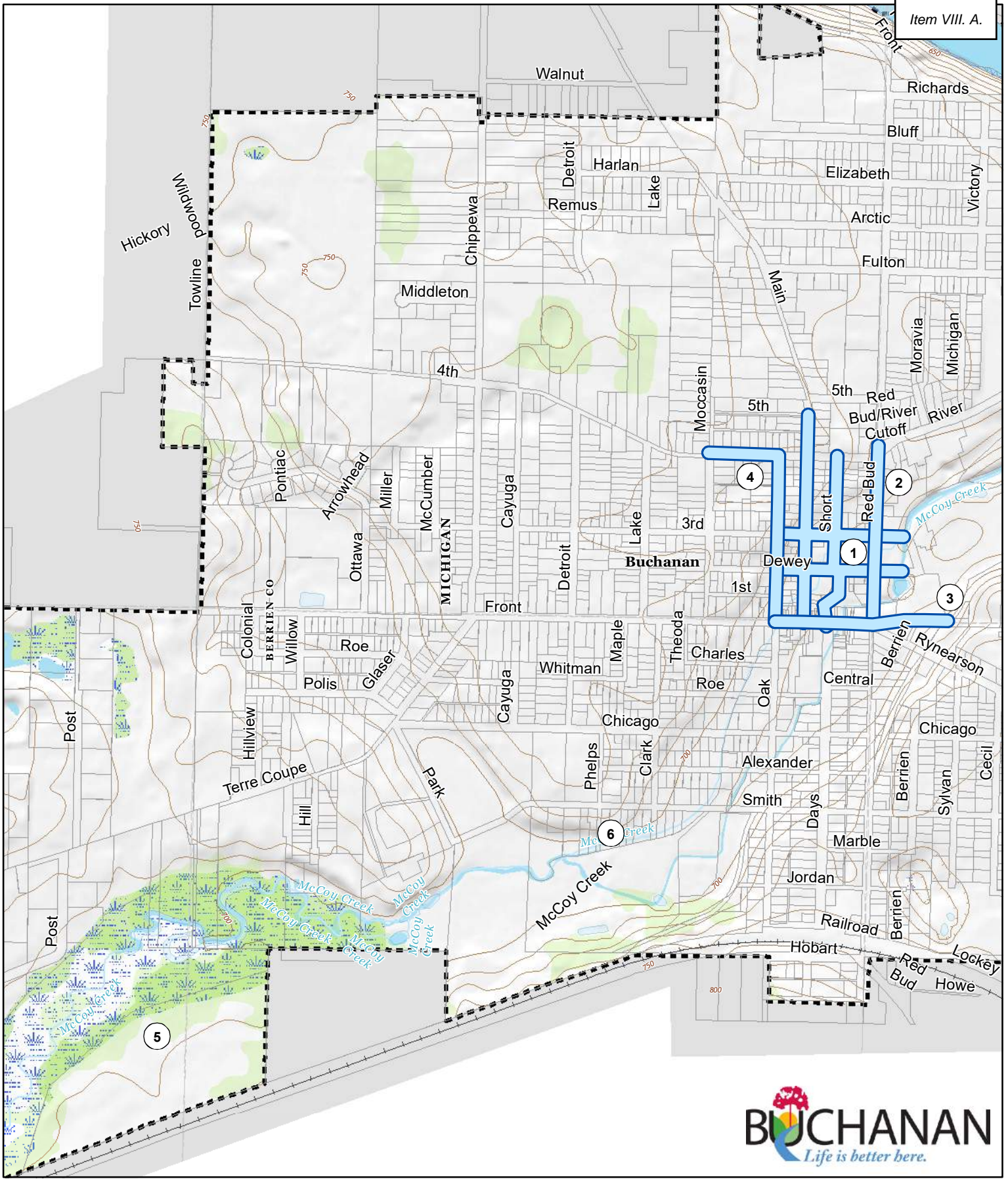


**LEGEND**

• Hydrant	<b>Water Main Diameter</b>	— 8"	■ Booster Station
○ Valve	— 4" and Smaller	— 10"	▭ Existing Service Area
W Well	— 6"	— 12"	— Railroad
⊕ Water Tower	— 15"	— 15"	▭ Municipal Boundary

**City of Buchanan**  
 Berrien County, Michigan  
**USDA RD Engineering Report**  
**Figure 1: Water System**  
 Prein & Newhof  
 March 2020  
 2190800

J:\GIS\_Client\Berrien-GD\Buchanan-GD\City\_Projects\2190800\_SRF\_Project\Plan\USDA Water\Figure 1 Water System Layout.mxd - apeacy - 2/27/2020 8:33:47 AM



0 500 1,000  
Feet

SCALE: 1" = 1,000'

**LEGEND**

Project Area

**CITY OF BUCHANAN**  
USDA RD ENGINEERING REPORT

**FIGURE 2: USGS PROJECT LOCATIONS**

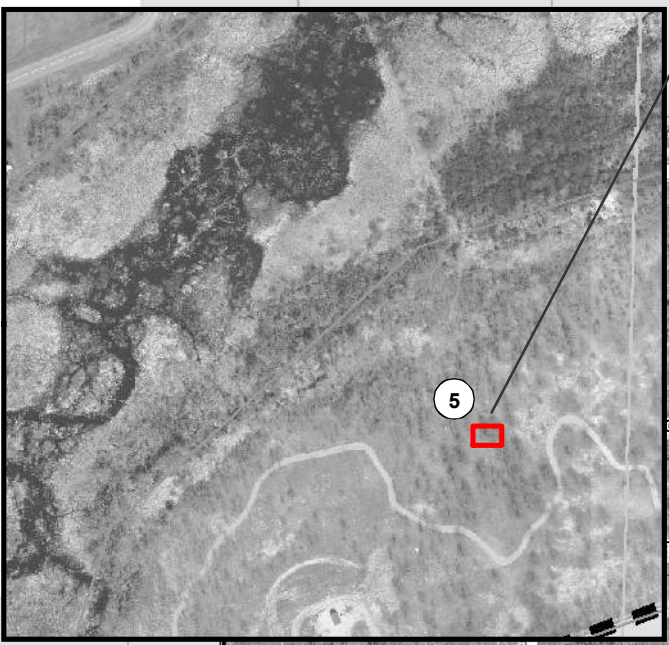
OCTOBER 2020

**Prein&Newhof**

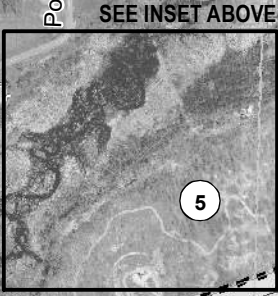
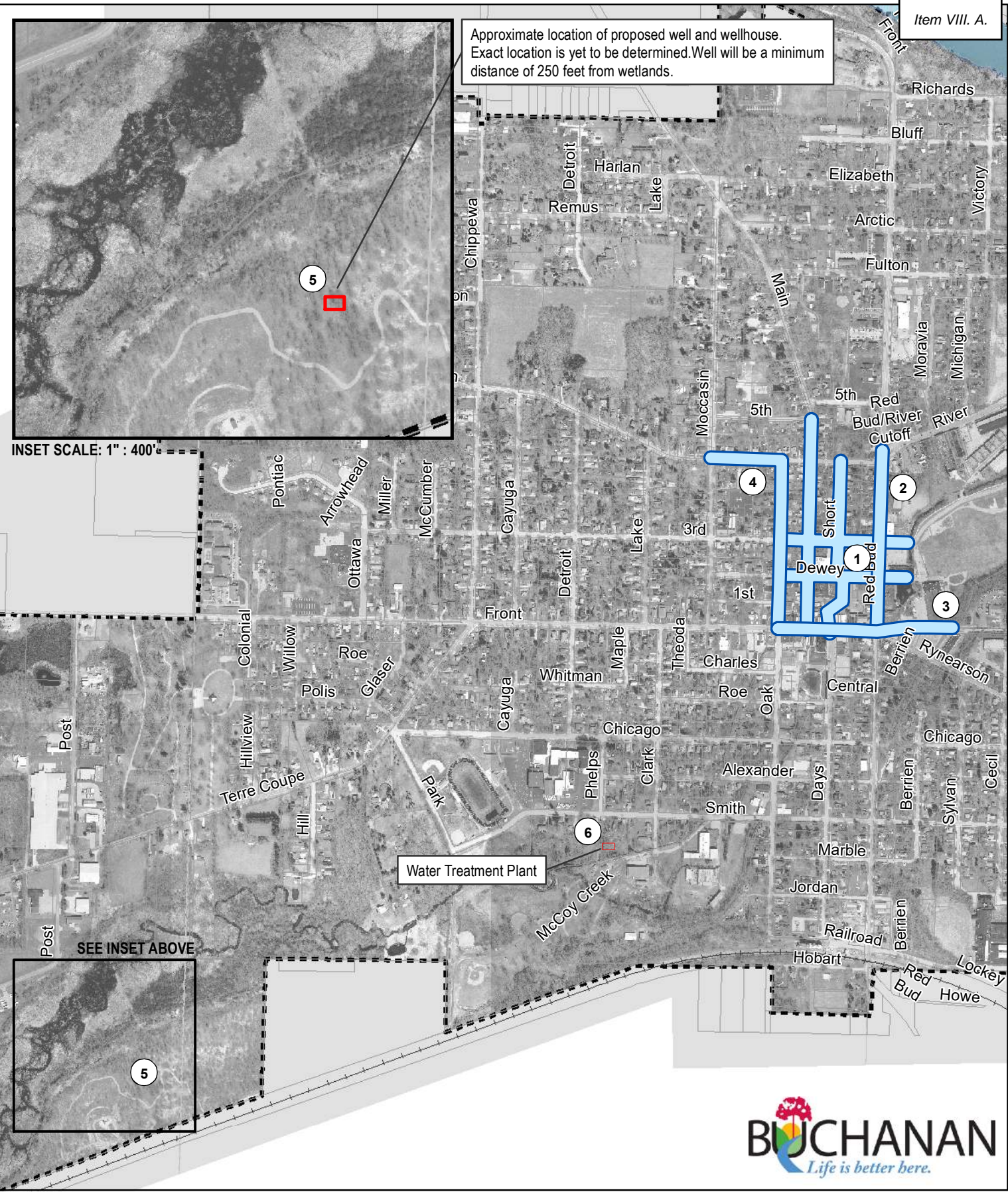
2190800

J:\GIS\_Client\Berrien-GD\Buchanan-GD\City\_Projects\2190800\_USDA\USDA Water\Figure 2 USGS Project Locations.mxd - jlenia - 10/12/2020 4:21:26 PM

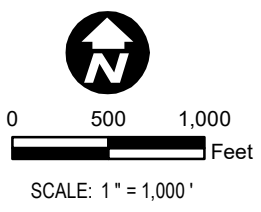
Approximate location of proposed well and wellhouse. Exact location is yet to be determined. Well will be a minimum distance of 250 feet from wetlands.



INSET SCALE: 1" = 400'



SEE INSET ABOVE



LEGEND  
Project Area

CITY OF BUCHANAN  
USDA RD ENGINEERING REPORT  
**FIGURE 3: PROPOSED PROJECT LOCATIONS**

OCTOBER 2020  
Prein&Newhof

2190800

J:\GIS\_Client\Berrien-GD\Buchanan-GD\City\_Projects\2190800\_USDA\USDA Water\Figure 3 Proposed Project Locations.mxd - jferla - 10/12/2020 4:36:17 PM

# Appendix A

---

## Water and Sewer Customer Rates

Billing Type	Amount of RTS Accts as of 1/6/16	Amount of RTS Accts as of 1/1/17	Amount of RTS Accts as of 1/1/18	Amount of RTS Accts as of 1/1/19	Amount of RTS Accts as of 1/1/2020	RTS Fee as of 7/1/20
City Residential 5/8" (CRS)	1605	1598	1590	1589	1584	\$33.70
City Water Only 5/8" (CWS)	39	37	38	37	37	\$14.09
City Sewer Only 5/8" (CSS)	1	2	2	2	2	\$19.61
City 1.5" (BW2)	16	16	16	16	16	\$168.48
City 2" (BW3)	16	18	17	16	17	\$269.57
City 2" Water Only (BW1)	3	3	3	3	3	\$112.75
City 3" (BW4)	3	3	4	4	4	\$539.15
City 4" (BW5)	2	2	2	2	2	\$842.42
City 6" (BW6)	1	1	1	1	1	\$1,684.84
TWP Residential 5/8" (TRS)	91	95	95	95	95	\$39.37
TWP Water Only 5/8" (TW1)	71	71	70	70	70	\$16.43
TWP Sewer Only 5/8" (TS1)	80	78	78	79	80	\$22.94
TWP 2" (TR4)	2	2	2	3	2	\$314.93
TWP 2" Water Only (TWS)	2	2	2	2	3	\$131.41
<b>TOTAL:</b>	<b>1932</b>	<b>1928</b>	<b>1920</b>	<b>1919</b>	<b>1916</b>	

THERE ARE 6 ACCTS WITH NO METERS THAT ARE FLAT RATES AND HAVE RTS & FP THEY ARE INCLUDED IN THESE TOTALS AND LISTED IN THE RIGHT BOTTOM CORNER

<u>Billing Item #'s</u>	<u>Billing Codes</u>	<u>Account Status</u>
1 – Water	0 – Do Not Bill	0 – Normal/Active
2 – Sewer	1 – Usage Based	1 – First Bil
3 – RTS – water & sewer	3 – Ongoing Flat	2 – No Bill
4 – RTS – water only		3 – Final Bill
5 – RTS – sewer only	<u>Cyle Code</u>	4 – Inactive with Balance
7 – BT – Buchanan Township	1 – All Accounts	5 – Inactive - Paid
8 – FP – future plant		6 – Inactive – No Bill

New Buchanan Township fee (BT): \$4.17 monthly to all Buchanan Township accounts

FP7 has one less than RTS because 16739 Huron has two accounts for the same meter. The Landfill is paying the water and the resident is paying the sewer. Therefore they have two separate RTS on chart, one for water only account and one for sewer only account. They only have one FP because we charge that per meter.

AS OF JANUARY 1, 2020	
Types of Accounts	Number of Accounts
Water & Sewer	1721
Water Only	113
Sewer Only	82
Sprinkler	201
<b>Total</b>	<b>2117</b>
Total Accts minus Sprinklers = <b>RTS Accts Billed (2117-201=1916)</b> (We do not bill RTS/FP on Sprinkler Accts)	
1916	

Future Plant	
CRS, CWS, CSS (1628)	FP1: \$.00
BW2 (16)	FP2: \$.00
BW3, BW1 (19)	FP3: \$.00
BW4 (4)	FP4: \$.00
BW5 (2)	FP5: \$.00
BW6 (1)	FP6: \$.00
TRS, TW1, TS1 (244)	FP7: \$.00
TR4, TWS (5)	FP8: \$.00

RATE CODES AND PRICES							
City or Township and Meter Equiv.	Type of Service	Rate Code	July 1 2016	July 1 2017	July 1 2018	July 1 2019	July 1 2020
City	Water	WC1	\$3.94	\$4.10	\$4.50	\$4.86	\$5.25
City	Sewer	SC1	\$7.10	\$7.38	\$7.68	\$8.72	\$9.42
Township	Water	WT1	\$4.59	\$4.77	\$5.27	\$5.70	\$6.16
Township	Sewer	ST1	\$8.32	\$8.65	\$9.00	\$10.22	\$11.04
City (1)	RTS 5/8",3/4", 1"	CRS	\$20.34	\$21.16	\$26.08	\$31.21	\$33.70
City (1)	RTS Water Only	CWS	\$9.41	\$9.79	\$12.08	\$13.05	\$14.09
City (1)	RTS Sewer Only	CSS	\$10.93	\$11.37	\$14.00	\$18.16	\$19.61
City (5)	RTS 1.5"	BW2	\$101.76	\$105.83	\$130.18	\$168.48	\$168.48
City (8)	RTS 2"	BW3	\$162.79	\$169.30	\$208.25	\$269.57	\$269.57
City (8)	RTS 2" Water Only	BW1	\$75.22	\$78.23	\$96.52	\$112.75	\$112.75
City (16)	RTS 3"	BW4	\$325.59	\$338.61	\$416.50	\$539.15	\$539.15
City (25)	RTS 4"	BW5	\$508.75	\$529.10	\$650.80	\$842.42	\$842.42
City (50)	RTS 6"	BW6	\$1,017.50	\$1,058.20	\$1,301.60	\$1,684.84	\$1,684.84
City (115)	RTS 10"	BW7	\$2,339.10	\$2,433.40	\$2,999.00	\$3,875.50	\$3,875.50
Township (5)	RTS 1.5"	TR2	\$118.95	\$123.70	\$152.20	\$196.85	\$196.85
Township (25)	RTS 4"	TR3	\$594.75	\$618.50	\$761.00	\$984.25	\$984.25
Township (1)	RTS 5/8",3/4", 1"	TRS	\$23.79	\$24.74	\$30.44	\$39.37	\$39.37
Township (1)	RTS Water Only	TW1	\$11.00	\$11.44	\$14.08	\$16.43	\$16.43
Township (1)	RTS Sewer Only	TS1	\$12.79	\$13.30	\$16.37	\$22.94	\$22.94
Township (8)	RTS 2"	TR4	\$190.34	\$197.95	\$243.52	\$314.93	\$314.93
Township (8)	RTS 2" Water Only	TWS	\$87.99	\$91.51	\$112.64	\$131.41	\$131.41

**FLAT RATES:**

BACK-4779-01	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
BACK-4801-01	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
FROW-1031-01	Sewer Only	6 units	CSS (RTS)	FP1 (FP)
MEAD-15845-01	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
RIVS-16030-02	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
TULI-4711-01	Sewer Only	4 units	TS1 (RTS)	FP7 (FP)

# Appendix B

---

## Engineer's Opinion of Probable Costs



Description	2019 Construction	2023 Construction Costs			
	Costs	Total	Sanitary	Water Main	Road/General
Project #100 - Interceptor to WWTP	\$1,259,000	\$1,417,000	\$1,417,000	\$0	\$0
Project #110 - E Dewey Street Area (Main Street, Short Street, E Third	\$3,626,000	\$4,082,000	\$1,799,000	\$1,247,000	\$1,036,000
Project #120 - Red Bud Trail (From Chicago to Elizabeth)	\$1,622,000	\$1,826,000	\$854,000	\$675,000	\$297,000
Project #130 - Front Street (From Chippewa to East of Red Bud)	\$1,575,000	\$1,773,000	\$770,000	\$681,000	\$322,000
Project #140 - Days Avenue (From Front to Carroll)	\$0	\$0	\$0	\$0	\$0
Project #150 - Oak Street (From Alexander to W Fourth St)	\$1,499,000	\$1,687,000	\$837,000	\$850,000	\$0
Forcemain	\$130,000	\$146,000	\$146,000	\$0	\$0
Well No 3 and Iron Removal WTP	\$4,409,000	\$4,962,000	\$0	\$4,962,000	\$0
<b>Total</b>	\$14,120,000	\$15,893,000	\$5,823,000	\$8,415,000	\$1,655,000

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #100 - Interceptor to WWTP

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b><u>Sanitary Sewer</u></b>					
1	Remove Sanitary Structures	11	EA	\$500.00	\$5,500.00
2	Abandon Sanitary Sewer	1,960	LF	\$12.00	\$23,500.00
3	5' Sanitary Manhole	13	EA	\$6,000.00	\$78,000.00
4	Sanitary Sewer, 24 inch	2,100	LF	\$175.00	\$367,500.00
5	Connect to headworks	1	LS	\$10,000.00	\$10,000.00
6	Connect Adjacent Sewers	2	EA	\$10,000.00	\$20,000.00
7	Creek Crossing	2	EA	\$20,000.00	\$40,000.00
8	Permanent Dewatering System	1,900	LF	\$30.00	\$57,000.00
9	Bypass Pumping	21	Days	\$3,500.00	\$73,500.00
<b>Sanitary Subtotal</b>					<b>\$675,000.00</b>
<b><u>Misc. / Restoration</u></b>					
10	Mobilization / General Conditions (5%)	1	LS	\$60,000.00	\$60,000.00
11	Remove Concrete Sidewalk	100	SYD	\$7.00	\$700.00
12	Remove Concrete Curb and Gutter	3,400	LF	\$7.00	\$23,800.00
13	Remove HMA Pavement	6,178	SY	\$4.00	\$24,700.00
14	Subgrade Undercutting	200	CY	\$20.00	\$4,000.00
15	Subbase, CIP	2,059	CY	\$12.00	\$24,700.00
16	Machine Grading Modified	18	STA	\$3,000.00	\$52,800.00
17	6" HMA (Primary Streets)	2,243	TON	\$90.00	\$201,800.00
18	8" Aggregate Base, Modified	6,178	SYD	\$12.00	\$74,100.00
19	Concrete Curb & Gutter	3,460	LF	\$15.00	\$51,900.00
20	Pavement Striping	1	LS	\$3,520.00	\$3,500.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #100 - Interceptor to WWTP

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
21	Concrete Sidewalk	900	SF	\$6.00	\$5,400.00
22	ADA Plates	50	SF	\$40.00	\$2,000.00
23	Restoration (topsoil, seed, mulch)	20	STA	\$750.00	\$15,000.00
24	SESC	1	LS	\$5,000.00	\$5,000.00
25	Tree Removal	500	LF	\$40.00	\$20,000.00
26	Traffic Control	1	LS	\$15,000.00	\$15,000.00
	<b>Restoration Subtotal</b>				<b>\$584,400.00</b>
<b>Subtotal</b>					<b>\$1,259,400.00</b>
<b>Project Total</b>					<b>\$1,259,400.00</b>
Project Costs by Funding Source					
Percentage of Restoration Allocated to Funding Source					
100.00%			Sanitary Water Road/General	\$1,259,400.00	

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #110 - E Dewey Street Area (Main Street, Short Street, E Third Street)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b><u>Sanitary Sewer</u></b>					
1	Remove Sanitary Structures	16	EA	\$500.00	\$8,000.00
2	Abandon Sanitary Sewer	3,139	LF	\$12.00	\$37,700.00
3	4' Sanitary Manhole	16	EA	\$5,000.00	\$80,000.00
4	Sanitary Sewer, 10 inch	1,123	LF	\$90.00	\$101,100.00
5	Sanitary Sewer, 12 inch	920	LF	\$115.00	\$105,800.00
6	Sanitary Sewer, 18 inch	1,096	LF	\$125.00	\$137,000.00
7	Sanitary Lateral	40	EA	\$2,750.00	\$110,000.00
8	Creek Crossing	1	LS	\$30,000.00	\$30,000.00
9	Connect Adjacent Sewers	2	EA	\$10,000.00	\$20,000.00
10	Permanent Dewatering System	2,721	LF	\$30.00	\$81,600.00
11	Bypass Pumping	20	Days	\$3,500.00	\$70,000.00
<b>Sanitary Subtotal</b>					<b>\$781,200.00</b>
<b><u>Storm</u></b>					
12	Remove Storm Structures	40	EA	\$500.00	\$20,000.00
13	Abandon Storm Sewer	4,235	LF	\$12.00	\$50,800.00
14	2' Dia. Storm Sewer Inlet	31	EA	\$2,000.00	\$62,000.00
15	4' Dia. Storm Sewer Catch Basin	5	EA	\$3,000.00	\$15,000.00
16	6' Dia. Storm Sewer Catch Basin	4	EA	\$4,000.00	\$16,000.00
17	12" Storm Sewer	1,674	LF	\$45.00	\$75,300.00
18	15" Storm Sewer	988	LF	\$55.00	\$54,300.00
19	18" Storm Sewer	796	LF	\$75.00	\$59,700.00
20	24" Storm Sewer	552	LF	\$115.00	\$63,500.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #110 - E Dewey Street Area (Main Street, Short Street, E Third Street)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
21	42" Storm Sewer	225	LF	\$150.00	\$33,800.00
	<b>Storm Subtotal</b>				<b>\$450,400.00</b>
	<b><u>Water Main</u></b>				
22	Remove Hydrants	8	EA	\$500.00	\$4,000.00
23	Abandon Water Main	3,025	LF	\$12.00	\$36,300.00
24	8" DI Water Main	3,025	EA	\$90.00	\$272,300.00
25	8" Valve and Box	20	EA	\$2,000.00	\$40,000.00
26	5" Hydrant, Complete	8	LF	\$4,000.00	\$32,000.00
27	Water Services	45	EA	\$2,500.00	\$112,500.00
28	Creek Crossing	1	EA	\$20,000.00	\$20,000.00
29	Connections to Existing Main	10	EA	\$2,500.00	\$25,000.00
	<b>Water Main Subtotal</b>				<b>\$542,100.00</b>
	<b><u>Misc. / Restoration</u></b>				
30	Mobilization / General Conditions (5%)	1	LS	\$173,000.00	\$173,000.00
31	Remove Concrete Sidewalk	5,667	SY	\$7.00	\$39,700.00
32	Remove Concrete Curb and Gutter	10,200	LF	\$7.00	\$71,400.00
33	Remove HMA Pavement	17,000	SY	\$4.00	\$68,000.00
34	Subbase, CIP	5,667	CY	\$12.00	\$68,000.00
35	Subgrade Undercutting	550	CY	\$20.00	\$11,000.00
36	Machine Grading Modified	51	STA	\$3,000.00	\$153,000.00
37	4" HMA (Local Streets)	4,114	TON	\$90.00	\$370,300.00
38	8" Aggregate Base Modified	17,000	SY	\$12.00	\$204,000.00
39	Concrete Curb & Gutter	10,200	LF	\$15.00	\$153,000.00
40	Pavement Striping	1	LS	\$10,200.00	\$10,200.00
41	Concrete Sidewalk	51,000	SF	\$6.00	\$306,000.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #110 - E Dewey Street Area (Main Street, Short Street, E Third Street)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
42	ADA Plates	320	SF	\$40.00	\$12,800.00
43	Driveway	28	EA	\$1,500.00	\$42,000.00
44	Restoration (topsoil, seed, mulch)	51	STA	\$750.00	\$38,300.00
45	SESC	1	LS	\$13,000.00	\$13,000.00
46	Traffic Control	1	LS	\$30,000.00	\$30,000.00
47	Decorative Sidewalk Premium	3,000	SF	\$3.00	\$9,000.00
48	Streetscape (Main St.) Allowance	200	FT	\$400.00	\$80,000.00
	<b>Restoration Subtotal</b>				<b>\$1,852,700.00</b>
	<b>Subtotal</b>				<b>\$3,626,400.00</b>
	<b>Project Total</b>				<b>\$3,626,400.00</b>
	Project Costs by Funding Source				
	Percentage of Restoration Allocated to Funding Source				
		44%	Sanitary		\$1,597,200.00
		31%	Water		\$1,108,300.00
		25%	Road/General		\$920,900.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #120 - Red Bud Trail (From Chicago to Elizabeth)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
<b><u>Sanitary Sewer</u></b>							
1	Remove Sanitary Structures	14	EA	\$500.00	\$7,000.00	\$2,500.00	\$4,500.00
2	Abandon Sanitary Sewer	3,645	LF	\$12.00	\$43,700.00	\$15,800.00	\$27,900.00
3	4' Sanitary Manhole	14	EA	\$5,000.00	\$70,000.00	\$25,300.00	\$44,700.00
4	Sanitary Sewer, 10 inch	3,645	LF	\$90.00	\$328,100.00	\$118,500.00	\$209,600.00
5	Sanitary Lateral	52	EA	\$2,750.00	\$143,000.00	\$51,600.00	\$91,400.00
6	Connect Adjacent Sewers	10	EA	\$10,000.00	\$100,000.00	\$36,100.00	\$63,900.00
7	Creek Crossing	1	EA	\$30,000.00	\$30,000.00	\$10,800.00	\$19,200.00
8	Permanent Dewatering System	1,345	LF	\$30.00	\$40,400.00	\$14,600.00	\$25,800.00
9	Bypass Pumping	19	Days	\$3,500.00	\$66,500.00	\$24,000.00	\$42,500.00
<b>Sanitary Subtotal</b>					<b>\$828,700.00</b>	<b>\$299,200.00</b>	<b>\$529,500.00</b>
<b><u>Storm</u></b>							
10	Remove Storm Structures	58	EA	\$500.00	\$29,000.00	\$10,500.00	\$18,500.00
11	Abandon Storm Sewer	5,000	LF	\$12.00	\$60,000.00	\$21,700.00	\$38,300.00
12	2' Dia. Storm Sewer Inlet	34	EA	\$2,000.00	\$68,000.00	\$24,600.00	\$43,400.00
13	4' Dia. Storm Sewer Catch Basin	18	EA	\$3,000.00	\$54,000.00	\$19,500.00	\$34,500.00
14	6' Dia. Storm Sewer Catch Basin	6	EA	\$4,000.00	\$24,000.00	\$24,000.00	
15	12" Storm Sewer	1,184	LF	\$45.00	\$53,300.00	\$19,200.00	\$34,100.00
16	15" Storm Sewer	1,097	LF	\$55.00	\$60,300.00		\$60,300.00
17	18" Storm Sewer	498	LF	\$75.00	\$37,400.00		\$37,400.00
18	21" Storm Sewer	1,171	LF	\$100.00	\$117,100.00	\$19,500.00	\$97,600.00
19	24" Storm Sewer	669	LF	\$115.00	\$76,900.00	\$76,900.00	
20	30" Storm Sewer	358	LF	\$125.00	\$44,800.00	\$44,800.00	
21	42" Storm Sewer	22	LF	\$150.00	\$3,300.00	\$3,300.00	
<b>Storm Subtotal</b>					<b>\$628,100.00</b>	<b>\$264,000.00</b>	<b>\$364,100.00</b>
<b><u>Water Main</u></b>							
22	Remove Hydrants	8	EA	\$500.00	\$4,000.00	\$1,400.00	\$2,600.00
23	Abandon Water Main	3,510	LF	\$12.00	\$42,100.00	\$15,200.00	\$26,900.00
24	8" DI Water Main	3,510	EA	\$90.00	\$315,900.00	\$114,100.00	\$201,800.00
25	8" Valve and Box	25	EA	\$2,000.00	\$50,000.00	\$18,100.00	\$31,900.00
26	5" Hydrant, Complete	8	LF	\$4,000.00	\$32,000.00	\$11,600.00	\$20,400.00
27	Water Services	52	EA	\$2,500.00	\$130,000.00	\$46,900.00	\$83,100.00
28	Creek Crossing	1	EA	\$20,000.00	\$20,000.00	\$7,200.00	\$12,800.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #120 - Red Bud Trail (From Chicago to Elizabeth)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
29	Connections to Existing Main	10	EA	\$2,500.00	\$25,000.00	\$9,000.00	\$16,000.00
	<b>Water Main Subtotal</b>				<b>\$619,000.00</b>	<b>\$223,500.00</b>	<b>\$395,500.00</b>
	<b>Misc. / Restoration</b>						
30	Mobilization / General Conditions (5%)	1	LS	\$195,000.00	\$195,000.00	\$70,400.00	\$124,600.00
31	Remove Concrete Sidewalk	4,050	SY	\$7.00	\$28,400.00	\$10,300.00	\$18,100.00
32	Remove Concrete Curb and Gutter	7,290	LF	\$7.00	\$51,000.00	\$18,400.00	\$32,600.00
33	Remove HMA Pavement	17,820	SY	\$4.00	\$71,300.00	\$25,700.00	\$45,600.00
34	Subbase, CIP	5,940	CY	\$12.00	\$71,300.00	\$25,700.00	\$45,600.00
35	Subgrade Undercutting	600	CY	\$20.00	\$12,000.00	\$4,300.00	\$7,700.00
36	Machine Grading Modified	36	STA	\$3,000.00	\$109,400.00	\$39,500.00	\$69,900.00
37	6" HMA (Primary Streets)	6,469	TON	\$90.00	\$582,200.00	\$210,200.00	\$372,000.00
38	8" Aggregate Base Modified	17,820	SY	\$12.00	\$213,800.00	\$77,200.00	\$136,600.00
39	Concrete Curb & Gutter	7,290	LF	\$15.00	\$109,400.00	\$39,500.00	\$69,900.00
40	Pavement Striping	1	LS	\$7,290.00	\$7,300.00	\$2,600.00	\$4,700.00
41	Concrete Sidewalk	36,450	SF	\$6.00	\$218,700.00	\$79,000.00	\$139,700.00
42	ADA Plates	560	SF	\$40.00	\$22,400.00	\$8,100.00	\$14,300.00
43	Driveway	52	EA	\$1,500.00	\$78,000.00	\$28,200.00	\$49,800.00
44	Restoration (topsoil, seed, mulch)	36	STA	\$750.00	\$27,300.00	\$9,900.00	\$17,400.00
45	SESC	1	LS	\$10,000.00	\$10,000.00	\$3,600.00	\$6,400.00
46	Traffic Control	1	LS	\$30,000.00	\$30,000.00	\$10,800.00	\$19,200.00
47	Decorative Sidewalk Premium	4,000	SF	\$3.00	\$12,000.00	\$12,000.00	
48	Streetscape Allowance	400	FT	\$400.00	\$160,000.00	\$160,000.00	
	<b>Restoration Subtotal</b>				<b>\$2,009,500.00</b>	<b>\$835,400.00</b>	<b>\$1,174,100.00</b>
	<b>Subtotal</b>				<b>\$4,085,300.00</b>	<b>\$1,622,100.00</b>	<b>\$2,463,200.00</b>
	<b>Project Total</b>				<b>\$4,085,300.00</b>	<b>\$1,622,100.00</b>	<b>\$2,463,200.00</b>
	Project Costs by Funding Source						
	Percentage of Restoration Allocated to Funding Source						
		55%	Sanitary		\$1,933,900.00	\$758,700.00	\$1,175,300.00
		45%	Water		\$1,523,300.00	\$599,400.00	\$923,800.00
			Road/General		\$628,100.00	\$264,000.00	\$364,100.00



## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #130 - Front Street (From Chippewa to East of Red Bud)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
<b><u>Sanitary Sewer</u></b>							
1	Remove Sanitary Structures	14	EA	\$500.00	\$7,000.00	\$1,800.00	\$5,300.00
2	Abandon Sanitary Sewer	3,114	LF	\$12.00	\$37,400.00	\$9,400.00	\$28,100.00
3	4' Sanitary Manhole	14	EA	\$5,000.00	\$70,000.00	\$17,500.00	\$52,500.00
4	Sanitary Sewer, 8 inch	310	LF	\$80.00	\$24,800.00	\$6,200.00	\$18,600.00
5	Sanitary Sewer, 12 inch	2,804	LF	\$115.00	\$322,500.00	\$80,600.00	\$241,900.00
6	Sanitary Lateral	69	EA	\$2,750.00	\$189,800.00	\$47,500.00	\$142,400.00
7	Connect Adjacent Sewers	8	EA	\$10,000.00	\$80,000.00	\$20,000.00	\$60,000.00
8	Permanent Dewatering System	980	LF	\$30.00	\$29,400.00	\$7,400.00	\$22,100.00
9	Bypass Pumping	16	Days	\$3,500.00	\$56,000.00	\$14,000.00	\$42,000.00
<b>Sanitary Subtotal</b>					<b>\$816,900.00</b>	<b>\$204,400.00</b>	<b>\$612,900.00</b>
<b><u>Storm</u></b>							
10	Remove Storm Structures	51	EA	\$500.00	\$25,500.00	\$9,400.00	\$16,100.00
11	Abandon Storm Sewer	5,237	LF	\$12.00	\$62,800.00	\$23,100.00	\$39,700.00
12	2' Dia. Storm Sewer Inlet	34	EA	\$2,000.00	\$68,000.00	\$12,500.00	\$55,500.00
13	4' Dia. Storm Sewer Catch Basin	13	EA	\$3,000.00	\$39,000.00	\$7,200.00	\$31,800.00
14	6' Dia. Storm Sewer Catch Basin	4	EA	\$4,000.00	\$16,000.00	\$16,000.00	
15	12" Storm Sewer	1,306	LF	\$45.00	\$58,800.00	\$7,700.00	\$51,100.00
16	15" Storm Sewer	997	LF	\$55.00	\$54,800.00		\$54,800.00
17	18" Storm Sewer	100	LF	\$75.00	\$7,500.00		\$7,500.00
18	24" Storm Sewer	2,189	LF	\$115.00	\$251,700.00	\$125,900.00	\$125,900.00
19	36" Storm Sewer	645	LF	\$130.00	\$83,900.00	\$83,900.00	
<b>Storm Subtotal</b>					<b>\$668,000.00</b>	<b>\$285,700.00</b>	<b>\$382,400.00</b>
<b><u>Water Main</u></b>							
20	Remove Hydrants	6	EA	\$500.00	\$3,000.00	\$800.00	\$2,300.00
21	Abandon Water Main	3,200	LF	\$12.00	\$38,400.00	\$9,600.00	\$28,800.00
22	8" DI Water Main	3,200	EA	\$90.00	\$288,000.00	\$72,000.00	\$216,000.00
23	8" Valve and Box	17	EA	\$2,000.00	\$34,000.00	\$8,500.00	\$25,500.00
24	5" Hydrant, Complete	10	LF	\$4,000.00	\$40,000.00	\$10,000.00	\$30,000.00
25	Water Services	69	EA	\$2,500.00	\$172,500.00	\$43,100.00	\$129,400.00
26	Creek Crossing	3	EA	\$20,000.00	\$60,000.00	\$60,000.00	
27	Connections to Existing Main	14	EA	\$2,500.00	\$35,000.00	\$8,800.00	\$26,300.00
<b>Water Main Subtotal</b>					<b>\$670,900.00</b>	<b>\$212,800.00</b>	<b>\$458,300.00</b>
<b><u>Misc. / Restoration</u></b>							
28	Mobilization / General Conditions (5%)	1	LS	\$212,000.00	\$212,000.00	\$53,000.00	\$159,000.00
29	Remove Concrete Sidewalk	5,211	SY	\$7.00	\$36,500.00	\$9,100.00	\$27,400.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #130 - Front Street (From Chippewa to East of Red Bud)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
30	Remove Concrete Curb and Gutter	7,580	LF	\$7.00	\$53,100.00	\$13,300.00	\$39,800.00
31	Remove HMA Pavement	16,462	SY	\$4.00	\$65,800.00	\$16,500.00	\$49,400.00
32	Subbase, CIP	5,487	CY	\$12.00	\$65,800.00	\$16,500.00	\$49,400.00
33	Subgrade Undercutting	550	CY	\$20.00	\$11,000.00	\$2,800.00	\$8,300.00
34	Machine Grading Modified	38	STA	\$3,000.00	\$113,700.00	\$28,400.00	\$85,300.00
35	6" HMA (Primary Streets)	5,976	TON	\$90.00	\$537,800.00	\$134,500.00	\$403,400.00
36	8" Aggregate Base Modified	16,462	SY	\$12.00	\$197,500.00	\$49,400.00	\$148,100.00
37	Concrete Curb & Gutter	7,580	LF	\$15.00	\$113,700.00	\$28,400.00	\$85,300.00
38	Pavement Striping	1	LS	\$7,580.00	\$7,600.00	\$1,900.00	\$5,700.00
39	Concrete Sidewalk	46,900	SF	\$6.00	\$281,400.00	\$70,400.00	\$211,100.00
40	ADA Plates	540	SF	\$40.00	\$21,600.00	\$5,400.00	\$16,200.00
41	Driveway	48	EA	\$1,500.00	\$72,000.00	\$18,000.00	\$54,000.00
42	Restoration (topsoil, seed, mulch)	38	STA	\$750.00	\$28,400.00	\$7,100.00	\$21,300.00
43	SESC	1	LS	\$10,000.00	\$10,000.00	\$2,500.00	\$7,500.00
44	Traffic Control	1	LS	\$30,000.00	\$30,000.00	\$7,500.00	\$22,500.00
45	Decorative Sidewalk Premium	10,000	SF	\$3.00	\$30,000.00	\$7,500.00	\$22,500.00
46	Streetscape Allowance (Front St.)	1,000	FT	\$400.00	\$400,000.00	\$400,000.00	
	<b>Restoration Subtotal</b>				<b>\$2,287,900.00</b>	<b>\$872,200.00</b>	<b>\$1,416,200.00</b>
	<b>Subtotal</b>				<b>\$4,443,700.00</b>	<b>\$1,575,100.00</b>	<b>\$2,869,800.00</b>
	<b>Project Total</b>				<b>\$4,443,700.00</b>	<b>\$1,575,100.00</b>	<b>\$2,869,800.00</b>
	Project Costs by Funding Source						
	Percentage of Restoration Allocated to Funding Source						
	55.00%		Sanitary		\$2,075,245.00	\$684,100.00	\$1,391,800.00
	45.00%		Water		\$1,700,455.00	\$605,300.00	\$1,095,600.00
			Road/General		\$668,000.00	\$285,700.00	\$382,400.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #140 - Days Avenue (From Front to Carroll)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b><u>Sanitary Sewer</u></b>					
1	Remove Sanitary Structures	9	EA	\$500.00	\$4,500.00
2	Abandon Sanitary Sewer	2,545	LF	\$12.00	\$30,500.00
3	4' Sanitary Manhole	9	EA	\$5,000.00	\$45,000.00
4	Sanitary Sewer, 8 inch	165	LF	\$80.00	\$13,200.00
5	Sanitary Sewer, 10 inch	880	LF	\$90.00	\$79,200.00
6	Sanitary Sewer, 12 inch	1,500	LF	\$115.00	\$172,500.00
7	Sanitary Lateral	52	EA	\$2,750.00	\$143,000.00
8	Connect Adjacent Sewers	3	EA	\$10,000.00	\$30,000.00
9	Permanent Dewatering System	880	LF	\$30.00	\$26,400.00
10	Bypass Pumping	13	Days	\$3,500.00	\$45,500.00
<b>Sanitary Subtotal</b>					<b>\$589,800.00</b>
<b><u>Storm</u></b>					
11	Remove Storm Structures	1	EA	\$500.00	\$500.00
12	Abandon Storm Sewer	400	LF	\$12.00	\$4,800.00
13	4' Dia. Storm Sewer Catch Basin	1	EA	\$3,000.00	\$3,000.00
14	24" Storm Sewer	400	LF	\$115.00	\$46,000.00
<b>Storm Subtotal</b>					<b>\$54,300.00</b>
<b><u>Misc. / Restoration</u></b>					
15	Mobilization / General Conditions (5%)	1	LS	\$76,000.00	\$76,000.00
16	Remove Concrete Sidewalk	707	SY	\$7.00	\$4,900.00
17	Remove Concrete Curb and Gutter	5,770	LF	\$7.00	\$40,400.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #140 - Days Avenue (From Front to Carroll)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
18	Remove HMA Pavement	8,259	SY	\$4.00	\$33,000.00
19	Subbase, CIP	2,753	CY	\$12.00	\$33,000.00
20	Subgrade Undercutting	250	CY	\$20.00	\$5,000.00
21	Machine Grading Modified	29	STA	\$3,000.00	\$86,600.00
22	4" HMA (Local Streets)	1,999	TON	\$90.00	\$179,900.00
23	8" Aggregate Base Modified	8,259	SY	\$12.00	\$99,100.00
24	Concrete Curb & Gutter	5,770	LF	\$15.00	\$86,600.00
25	Pavement Striping	1	LS	\$5,770.00	\$5,800.00
26	Concrete Sidewalk	6,363	SF	\$6.00	\$38,200.00
27	ADA Plates	220	SF	\$40.00	\$8,800.00
28	Driveway	52	EA	\$1,500.00	\$78,000.00
29	Restoration (topsoil, seed, mulch)	29	STA	\$750.00	\$21,600.00
30	SESC	1	LS	\$8,000.00	\$8,000.00
31	Traffic Control	1	LS	\$15,000.00	\$15,000.00
32	Decorative Sidewalk Premium	1,000	SF	\$3.00	\$3,000.00
33	Streetscape Allowance (Front St.)	300	FT	\$400.00	\$120,000.00
	<b>Restoration Subtotal</b>				<b>\$942,900.00</b>
<b>Subtotal</b>					<b>\$1,587,000.00</b>
<b>Project Total</b>					<b>\$1,587,000.00</b>
Project Costs by Funding Source					
Percentage of Restoration Allocated to Funding Source					
100%				Sanitary	\$1,532,700.00
				Water	
				Road/General	\$54,300.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #150 - Oak Street (From Alexander to W Fourth St)

Date:

October 2019

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
<b><u>Sanitary Sewer</u></b>							
1	Remove Sanitary Structures	10	EA	\$500.00	\$5,000.00	\$3,100.00	\$1,900.00
2	Abandon Sanitary Sewer	2,865	LF	\$12.00	\$34,400.00	\$21,500.00	\$12,900.00
3	4' Sanitary Manhole	10	EA	\$5,000.00	\$50,000.00	\$31,300.00	\$18,800.00
4	Sanitary Sewer, 10 inch	2,450	LF	\$90.00	\$220,500.00	\$137,800.00	\$82,700.00
5	Sanitary Sewer, 12 inch	415	LF	\$115.00	\$47,700.00	\$29,800.00	\$17,900.00
6	Sanitary Lateral	42	EA	\$2,750.00	\$115,500.00	\$72,200.00	\$43,300.00
7	Connect Adjacent Sewers	4	EA	\$10,000.00	\$40,000.00	\$25,000.00	\$15,000.00
8	Creek Crossing	1	EA	\$20,000.00	\$20,000.00		\$20,000.00
9	Permanent Dewatering System	1,685	LF	\$30.00	\$50,600.00	\$31,600.00	\$19,000.00
10	Bypass Pumping	15	Days	\$3,500.00	\$52,500.00	\$32,800.00	\$19,700.00
<b>Sanitary Subtotal</b>					<b>\$636,200.00</b>	<b>\$385,100.00</b>	<b>\$251,200.00</b>
<b><u>Water Main</u></b>							
11	Remove Hydrants	6	EA	\$500.00	\$3,000.00	\$1,900.00	\$1,100.00
12	Abandon Water Main	3,100	LF	\$12.00	\$37,200.00	\$23,300.00	\$14,000.00
13	12" DI Water Main	3,100	EA	\$115.00	\$356,500.00	\$222,800.00	\$133,700.00
14	12" Valve and Box	16	LF	\$3,500.00	\$56,000.00	\$35,000.00	\$21,000.00
15	5" Hydrant, Complete	10	LF	\$4,000.00	\$40,000.00	\$25,000.00	\$15,000.00
16	Water Services	42	EA	\$2,500.00	\$105,000.00	\$65,600.00	\$39,400.00
17	Creek Crossing	1	EA	\$20,000.00	\$20,000.00		\$20,000.00
18	Connections to Existing Main	15	EA	\$2,500.00	\$37,500.00	\$23,400.00	\$14,100.00
<b>Water Main Subtotal</b>					<b>\$655,200.00</b>	<b>\$397,000.00</b>	<b>\$258,300.00</b>
<b><u>Storm</u></b>							
19	Remove Storm Structures	12	EA	\$500.00	\$6,000.00		\$6,000.00
20	Abandon Storm Sewer	690	LF	\$12.00	\$8,300.00		\$8,300.00
21	2' Dia. Storm Sewer Inlet	7	EA	\$2,000.00	\$14,000.00		\$14,000.00
22	4' Dia. Storm Sewer Catch Basin	6	EA	\$3,000.00	\$18,000.00		\$18,000.00
23	12" Storm Sewer	580	LF	\$45.00	\$26,100.00		\$26,100.00
24	18" Storm Sewer	110	LF	\$75.00	\$8,300.00		\$8,300.00
<b>Storm Subtotal</b>					<b>\$80,700.00</b>		<b>\$80,700.00</b>
<b><u>Misc. / Restoration</u></b>							
25	Mobilization / General Conditions (5%)	1	LS	\$120,000.00	\$120,000.00	\$75,000.00	\$45,000.00
26	Remove Concrete Sidewalk	3,567	SY	\$7.00	\$25,000.00	\$15,600.00	\$9,400.00
27	Remove Concrete Curb and Gutter	6,420	LF	\$7.00	\$44,900.00	\$28,100.00	\$16,800.00
28	Remove HMA Pavement	10,127	SY	\$4.00	\$40,500.00	\$25,300.00	\$15,200.00
29	Subbase, CIP	3,376	CY	\$12.00	\$40,500.00	\$25,300.00	\$15,200.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #150 - Oak Street (From Alexander to W Fourth St)

Date:

October 2019

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
30	Subgrade Undercutting	300	CY	\$20.00	\$6,000.00	\$3,800.00	\$2,300.00
31	Machine Grading Modified	32	STA	\$3,000.00	\$96,300.00	\$60,200.00	\$36,100.00
32	4" HMA (Local Streets)	2,451	TON	\$90.00	\$220,600.00	\$137,900.00	\$82,700.00
33	8" Aggregate Base Modified	10,127	SY	\$12.00	\$121,500.00	\$75,900.00	\$45,600.00
34	Concrete Curb & Gutter	6,420	LF	\$15.00	\$96,300.00	\$60,200.00	\$36,100.00
35	Pavement Striping	1	LS	\$6,420.00	\$6,400.00	\$4,000.00	\$2,400.00
36	Concrete Sidewalk	32,100	SF	\$6.00	\$192,600.00	\$120,400.00	\$72,200.00
37	ADA Plates	640	SF	\$40.00	\$25,600.00	\$16,000.00	\$9,600.00
38	Driveway	42	EA	\$1,500.00	\$63,000.00	\$39,400.00	\$23,600.00
39	Restoration (topsoil, seed, mulch)	32	STA	\$750.00	\$24,100.00	\$15,100.00	\$9,000.00
40	SESC	1	LS	\$9,000.00	\$9,000.00	\$5,600.00	\$3,400.00
41	Traffic Control	1	LS	\$15,000.00	\$15,000.00	\$9,400.00	\$5,600.00
<b>Restoration Subtotal</b>					<b>\$1,147,300.00</b>	<b>\$717,200.00</b>	<b>\$430,200.00</b>
<b>Subtotal</b>					<b>\$2,519,400.00</b>	<b>\$1,499,300.00</b>	<b>\$1,020,400.00</b>
<b>Project Total</b>					<b>\$2,519,400.00</b>	<b>\$1,499,300.00</b>	<b>\$1,020,400.00</b>
Project Costs by Funding Source							
Percentage of Restoration Allocated to Funding Source							
50% Sanitary					\$1,209,900.00	\$743,700.00	\$466,300.00
50% Water					\$1,228,900.00	\$755,600.00	\$473,400.00
Road/General					\$80,700.00		\$80,700.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

PROJECT #350: Glaser - Forcemain Replacement Project

Date:

July 2020

Project #:

2130386

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Mobilization / General Conditions (5%)	1	LS	\$6,000.00	\$6,000.00
2	Forcemain, 8-inch	545	LF	\$85.00	\$46,325.00
3	Remove HMA Pavement	100	SY	\$4.00	\$400.00
4	HMA patch, 4-inch	100	SY	\$40.00	\$4,000.00
5	Gravel patch, 6-inch	100	SY	\$12.00	\$1,200.00
6	Driveway Replacement	4	EA	\$1,500.00	\$6,000.00
7	Restoration (Topsoil, seed and mulch)	5.45	STA	\$750.00	\$4,087.50
8	Remove Concrete Curb and Gutter	40	LF	\$7.00	\$280.00
9	Concrete curb and gutter	40	LF	\$15.00	\$600.00
10	Remove Concrete Sidewalk	250	SY	\$7.00	\$1,750.00
11	Concrete Sidewalk	2,600	SF	\$6.00	\$15,600.00
12	ADA Plates	20	SF	\$40.00	\$800.00
13	Traffic Control	1	LS	\$5,000.00	\$5,000.00
14	Soil Erosion Control	1	LS	\$2,500.00	\$2,500.00
15	Bypass - Pumping (300 gpm)	4	Day	\$3,500.00	\$14,000.00
16	FM Abandonment	545	LF	\$12.00	\$6,540.00
17	FM - reconnection at LS	1	LS	\$10,000.00	\$10,000.00
18	FM - reconnection at discharge MH	1	LS	\$5,000.00	\$5,000.00
<b>Subtotal</b>					<b>\$130,100.00</b>
<b>Project Total</b>					<b>\$130,100.00</b>

All work quantities and costs are estimated for preliminary planning purposes only.

Costs estimated in 2019 Dollars

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Water Treatment Plant and Wellhouse

Date:

September 10, 2020

Project #:

2190800

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	General Requirements (prime contractor mark up, bonds,mobilization, etc.	1.0	lsum	\$300,000.00	\$300,000.00
2	Site Work/onsite piping	1.0	lsum	\$600,000.00	\$600,000.00
3	Water Treatment, Process	1.0	lsum	\$1,600,000.00	\$1,600,000.00
4	Foundations/Concrete Work	1.0	lsum	\$170,000.00	\$170,000.00
5	Structural Steel, Misc. Metals, FRP	1.0	lsum	\$50,000.00	\$50,000.00
6	Architectural (40 x 60 ' block building with 14' to ceiling)	1.0	lsum	\$460,000.00	\$460,000.00
7	Plumbing	1.0	lsum	\$80,000.00	\$80,000.00
8	HVAC	1.0	lsum	\$70,000.00	\$70,000.00
9	Electrical	1.0	lsum	\$300,000.00	\$300,000.00
10	Site work/fill and mitigation/fencing	1.0	lsum	\$100,000.00	\$100,000.00
11	Backwash tank and pumping	1.0	lsum	\$150,000.00	\$150,000.00
<b>Construction Total</b>					<b>\$3,880,000.00</b>
Allowance for contingencies (10%)					\$390,000.00
<b>Total</b>					<b>\$4,270,000.00</b>



## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

New Well and Wellhouse

Date:

September 4, 2020

Project #:

2190800

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b>I. Phase I - Soil Borings</b>					
1	Phase I Mobilization	1.0	lsum	\$2,000.00	\$2,000.00
2	Drilling and Sampling in Unconsolidated Soils from 0 to 300 feet- Soil Boring Including Abandonment	600.0	v.f.	\$25.00	\$15,000.00
3	Sieve Analysis	30.0	each	\$25.00	\$750.00
<b>Phase I Subtotal</b>					<b>\$17,750.00</b>
<b>II. Phase II - Observation Wells</b>					
4	Phase II Mobilization	1.0	lsum	\$4,000.00	\$4,000.00
5	Drilling and Sampling in Unconsolidated Soils - Observation Wells	600.0	v.f.	\$25.00	\$15,000.00
6	Sieve Analysis	30.0	each	\$25.00	\$750.00
7	Furnishing and Installing 6" (min.) Dia. Casing including Cement Grout (2 wells)	600.0	v.f.	\$60.00	\$36,000.00
8	Furnishing and Placing 6" (min.) Screens (2 wells)	40.0	v.f.	\$200.00	\$8,000.00
9	Developing 6" Observation Well (per well)	2.0	each	\$2,000.00	\$4,000.00
10	Disinfection and Bacteriological Testing	2.0	each	\$1,000.00	\$2,000.00
11	Furnishing, Installing and Removing Test Pump and Disc	1.0	each	\$3,000.00	\$3,000.00
12	Preliminary Test Pumping - Well #1	4.0	hrs.	\$200.00	\$800.00
13	Water Quality Testing	1.0	lsum	\$1,500.00	\$1,500.00
14	Furnishing and Installing Locking Protective Covers	2.0	each	\$800.00	\$1,600.00
<b>Phase II Subtotal</b>					<b>\$76,650.00</b>
<b>III. Phase III- Test/Production Well</b>					
15	Phase III Mobilization	1.0	lsum	\$4,000.00	\$4,000.00
16	Drilling and Sampling in Unconsolidated Soils - 12" Test/Production Well	300.0	v.f.	\$50.00	\$15,000.00
17	Furnishing and Placing 12" Diameter Casing including Cement Grout	300.0	v.f.	\$100.00	\$30,000.00
18	Furnishing and Installing Screen, Including Gravel Pack	50.0	v.f.	\$300.00	\$15,000.00
19	Well Alignment and Plumbness Testing	1.0	each	\$2,000.00	\$2,000.00
20	Developing Test/Production Well	50.0	hrs.	\$200.00	\$10,000.00
21	Well Disinfection	2.0	each	\$1,000.00	\$2,000.00
22	Bacteriological Testing	1.0	lsum	\$500.00	\$500.00
23	Furnishing, Installing, and Removing Test Equipment and Temporary Discharge Piping	1.0	each	\$4,500.00	\$4,500.00
24	Step-drawdown Test	6.0	hrs.	\$200.00	\$1,200.00
25	Aquifer Performance Test (Pumping Phase)	72.0	hrs.	\$200.00	\$14,400.00
26	Aquifer Performance Test (Recovery Phase)	24.0	hrs.	\$50.00	\$1,200.00

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
27	Well Pump	1.0	each	\$60,000.00	\$60,000.00
28	Furnishing and Installing Temporary Cap or Plug	1.0	each	\$300.00	\$300.00
29	Abandon Well 3	1.0	each	\$10,000.00	\$10,000.00
<b>Phase III Subtotal</b>					<b>\$170,100.00</b>
<b>IV. Phase IV - Wellhouse and Site Work</b>					
30	Block Wellhouse Building (approx. 300 sf)	1.0	lsum	\$90,000.00	\$90,000.00
31	Security Fence and gate	150.0	l.f.	\$30.00	\$4,500.00
32	Site piping	1.0	lsum	\$50,000.00	\$50,000.00
33	Site work and drive to building	1.0	lsum	\$50,000.00	\$50,000.00
34	Propane fired generator	1.0	lsum	\$70,000.00	\$70,000.00
<b>Phase IV Subtotal</b>					<b>\$264,500.00</b>

**Construction Total** **\$529,000.00**

Allowance for contingencies, etc. (10%) \$53,000.00

**Total** **\$582,000.00**

# Appendix C

---

## Drinking Water Connections

<b>Summary of Customer Data</b>		
<b>WATER</b>		
	<b>#</b>	<b>Flow/Year</b>
Total Number of Water System Connections	<b>2091</b>	<b>104,296,000</b>
Total Number of Water System Connections - City	<b>1924</b>	<b>93,886,000</b>
Total Number of Water System Connections - Township - both Townships	<b>167</b>	<b>10,410,000</b>
Niles Township	<b>17</b>	<b>1,423,000</b>
Buchanan Township	<b>150</b>	<b>8,987,000</b>
City - Single Family Connections	<b>1696</b>	<b>83,646,000</b>
City - Other Connections	<b>228</b>	<b>10,240,000</b>
<b>Total</b>	<b>1924</b>	<b>93,886,000</b>
Buchanan Township - Single Family Connections	<b>142</b>	<b>8,881,000</b>
Buchanan Township - Other Connections	<b>8</b>	<b>106,000</b>
Niles Township - Single Family Connections	<b>17</b>	<b>1,423,000</b>
Niles Township - Other Connections	<b>0</b>	<b>0</b>
<b>Total</b>	<b>167</b>	<b>10,410,000</b>
City - Single Family Connections	<b>1696</b>	<b>83,646,000</b>
Buchanan Township - Single Family Connections	<b>142</b>	<b>8,881,000</b>
Niles Township - Single Family Connections	<b>17</b>	<b>1,423,000</b>
<b>Total</b>	<b>1855</b>	<b>93,950,000</b>
City - Other Connections	<b>228</b>	<b>10,240,000</b>
Buchanan Township - Other Connections	<b>8</b>	<b>106,000</b>
Niles Township - Other Connections	<b>0</b>	<b>0</b>
<b>Total</b>	<b>236</b>	<b>10,346,000</b>

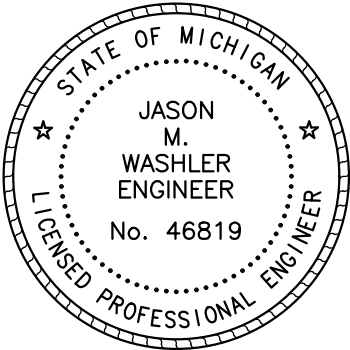
# Preliminary Engineering Report

---

## Wastewater System Improvements

Prepared for  
**City of Buchanan**  
**Berrien County, Michigan**

October 2020  
*Revised August 26, 2021*  
2190800



# Contents

- 1 INTRODUCTION ..... 4**
- 2 PROJECT PLANNING ..... 5**
  - 2.1 Location..... 5
  - 2.2 Environmental Resources Present..... 5
  - 2.3 Growth Areas and Populations Trends..... 5
  - 2.4 Community Engagement ..... 5
- 3 EXISTING FACILITIES ..... 6**
  - 3.1 History..... 6
  - 3.2 Condition of Existing Facilities ..... 7
    - 3.2.1 Wastewater Interceptor to the WWTP..... 7
    - 3.2.2 E. Dewey Street Area ..... 7
    - 3.2.3 Red Bud Trail..... 8
    - 3.2.4 Front Street..... 8
    - 3.2.5 Days Avenue ..... 8
    - 3.2.6 Oak Street ..... 8
    - 3.2.7 Glaser Lift Station Force Main ..... 8
  - 3.3 Financial Status of Existing Facilities..... 9
    - 3.3.1 Current Rate Schedule ..... 9
    - 3.3.2 Annual Operation and Maintenance Costs..... 9
    - 3.3.3 Other Capital Improvement Programs ..... 9
    - 3.3.4 Existing Debts and Reserve Accounts ..... 9
- 4 NEED FOR PROJECT ..... 10**
  - 4.1 Health, Sanitation, and Security ..... 10
    - 4.1.1 General Capacity Concerns ..... 10
  - 4.2 Aging Infrastructure ..... 10
  - 4.3 Reasonable Growth..... 10
- 5 ALTERNATIVES CONSIDERED ..... 11**
  - 5.1 Design Criteria..... 11
  - 5.2 Map ..... 11
  - 5.3 Proposed Project (Alternative 1) ..... 11
    - 5.3.1 Environmental Impacts..... 11

- 5.3.2 Land Requirements ..... 11
- 5.3.3 Potential Construction Problems..... 11
- 5.3.4 Sustainability Considerations..... 12
- 5.3.5 Cost Estimates..... 12
- 5.4 Alternative 2: No Action..... 12
  - 5.4.1 Description..... 12
  - 5.4.2 Environmental Impacts..... 12
  - 5.4.3 Land Requirements ..... 12
  - 5.4.4 Potential Construction Problems..... 12
  - 5.4.5 Sustainability Considerations..... 12
  - 5.4.6 Cost Estimates..... 13
- 6 SELECTION OF AN ALTERNATIVE..... 13**
  - 6.1 Life Cycle Cost Analysis ..... 13
  - 6.2 Non-Monetary Factors..... 13
- 7 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE) ..... 13**
  - 7.1 Preliminary Project Design..... 13
  - 7.2 Project Schedule ..... 14
  - 7.3 Permit Requirements..... 14
  - 7.4 Total Project Cost Estimate (Engineer’s Opinion of Probable Cost)..... 14
  - 7.5 Annual Operating Budget ..... 15
    - 7.5.1 Income ..... 15
    - 7.5.2 Annual Operations and Maintenance Costs ..... 16
    - 7.5.3 Debt Repayments ..... 16
    - 7.5.4 Reserves..... 16
  - 7.6 Conclusions and Recommendations..... 17

**Tables**

- Table 1 Ultimate Growth Projections
- Table 2 Sewer System Summary
- Table 3 Present Worth Analysis

**Figures**

- Figure 1 Existing Wastewater Collection System
- Figure 2 Existing Stormwater Collection System
- Figure 3 USGS Quadrangle Map and Proposed Improvements
- Figure 4 Proposed Projects

**Appendix A** Water and Sewer Customer Rates

**Appendix B** Engineer's Opinion of Probable Costs

**Appendix C** Wastewater Connections



## 1 INTRODUCTION

This Preliminary Engineering Report (PER) has been prepared for the United States Department of Agriculture Rural Development - Rural Utility Services Program. The City of Buchanan, Michigan is the owner of a wastewater collection and treatment system that consists of gravity sewer, force main, areas of combined storm and sanitary sewer, 7 lift stations, and a wastewater treatment plant (WWTP). In 2018, a Wastewater System Evaluation was performed as part of the Stormwater, Asset Management and Wastewater (SAW) program guided by the Michigan Department of Environment Quality (MDEQ). The Wastewater System Evaluation has been submitted as a supplemental attachment with the application.

The 2018 SAW Wastewater System Evaluation identified several issues with the existing system including sanitary sewer, force main, lift station, and WWTP deficiencies. A series of recommended improvements were outlined in the Wastewater System Evaluation. Those improvements include:

1. Increase Pipe Capacity from WWTP to Red Bud Trail/3<sup>rd</sup> Street
2. Increase Pipe Capacity in Red Bud Trail (3rd Street to Fulton)
3. Increase Pipe Capacity in Days (Chicago to Red Bud Trail / 3rd Street)
4. Remove Existing Utility Obstructions & Penetrations
5. Separate Combined Storm/Sanitary Sewers
6. Inflow and Infiltration Removal
7. Localized Point Repair of Pipes with RoF of 4 or 5
8. Replacement of Pipes with RoF of 4 or 5
9. Glaser Street Lift Station and Force Main Replacement
10. Schirmer Lift Station Force Main Replacement
11. Schirmer Lift Station Improvements
12. Lift Station Miscellaneous Improvements
13. Post and River Shores Lift Stations Improvements
14. WWTP Miscellaneous Improvements

Project completion will significantly improve the capacity, reliability, and performance of the wastewater collection and treatment system.

## **2 PROJECT PLANNING**

### **2.1 Location**

Buchanan is a city located in Berrien County in southwest Michigan, approximately 50 miles southwest of the City of Kalamazoo and approximately 12 miles northwest of South Bend, Indiana. The existing wastewater collection system and service area is shown in Figure 1. This map shows the lift stations, gravity sewer, force main and WWTP. The existing stormwater collection system and service area is shown in Figure 2. Figure 3 contains a USGS quadrangle map showing the predominant natural features, elevation contours, rivers, lakes, and natural dwellings within and around the City limits, as well as the proposed project locations.

### **2.2 Environmental Resources Present**

The City of Buchanan and the service area are primarily developed into residential areas and commercial areas. A separate Environmental Report to address the proposed projects has been prepared and included with the application.

The improvement projects are confined to existing developed rights-of-way and easements and will not impact any known environmental resources. In addition, all disturbed areas will be restored to their pre-construction condition.

### **2.3 Growth Areas and Populations Trends**

The historical and projected population for the City of Buchanan is shown in Table 1. Population projections were made based on data available from the Michigan Department of Transportation (MDOT). The population of Buchanan is projected to decrease by about 1% percent annually from 2020 to 2040. As shown in the table the City's population has been decreasing since 1980. The projected Year 2020 population for the City of Buchanan is 4,278 persons.

### **2.4 Community Engagement**

The City has followed USDA requirements for publishing public notices of the project process. They may also elect to hold a public meeting during a regular council meeting to provide more detail of the projects to interested citizens.

### 3 EXISTING FACILITIES

#### 3.1 History

The City of Buchanan wastewater system includes approximately 119,840 lineal feet of gravity sewer pipes ranging from 6 to 18 inches in diameter with 446 manholes, 1,445 lineal feet of combined storm/sanitary pipes and 1,670 lineal feet of sanitary effluent pipe. There are also 7 lift stations (5 City owned and 2 Township owned, but operated and maintained by the City) with 5,672 lineal feet (City owned) and 1,292 lineal feet (Township owned) of force main pipes ranging from 4 to 6 inches in diameter. The WWTP also contains an additional 905 lineal feet of 12-inch force main piping. Additionally, Buchanan Township connects to the City's wastewater system and has 17,306 lineal feet of gravity sewer pipes with 65 manholes.

The City of Buchanan Wastewater Treatment Plant (prior to the oxidation ditch project) is a mechanical plant which generally consists of influent screening, grit removal, activated sludge treatment, secondary and tertiary clarification, and ultraviolet (UV) disinfection prior to discharging final effluent to the St. Joseph River. The effluent discharge was meeting the City's discharge criteria.

The WWTP was originally constructed in 1938 as a primary treatment plant. In 1972 the WWTP was improved to include secondary treatment. In 2009 much of the WWTP equipment was upgraded, and influent flow metering and UV disinfection system were installed. The headworks building was added in 2013, including screening and grit removal. In 2015 a study of the WWTP was prepared by Gosling Czubak which recommended that the majority of the treatment processes be replaced. The city just completed a design-build project to install an oxidation ditch for treatment and a filter press for solids processing. The headworks was the only existing process that will be utilized as originally designed for the new treatment process. Other processes that are to be repurposed include the primary effluent pump station, aeration tanks, and UV Building. The ferrous chloride storage tanks are planned to be relocated for reuse. The remaining existing WWTP assets will either be demolished or abandoned. The discharge location to the St. Joseph River remains the same. The new system is meeting the discharge criteria.

Table 2 is a summary of the City's sanitary system. A map of the existing facilities can be seen in Figure 1.

## **3.2 Condition of Existing Facilities**

The following condition assessments are based on results of the 2018 Wastewater System Evaluation and 2018 Sewer Flow Study. Both reports have been provided as a part of this application. As mentioned in the introduction, there were many projects identified in the reports. Not all of identified projects are addressed in this round of proposed projects, however, the city plans to correct and replace these other infrastructure needs in a future round of projects. An example of a future project not included would be addressing the combined sewers on West Fifth Street between Main and Moccasin. The projects that were considered for this wastewater preliminary engineering report are based on developing a “backbone” of the sanitary system that other identified projects could readily be expanded and constructed based on other infrastructure needs (road, storm, water).

### **3.2.1 Wastewater Interceptor to the WWTP**

The 18-inch reinforced concrete (RCP) interceptor to the WWTP was installed in 1955. This area of sewer could not be assessed via camera due to high flows and difficult access to the manholes. The 2018 Sewer Flow Study shows inadequate capacity of the gravity sewers in the cross-country route to the WWTP.

### **3.2.2 E. Dewey Street Area**

There are 23 storm basins that are directly connected to the sanitary system. To correct this, the construction of separate storm and sanitary lines will be required on Main Street (Dewey to Third), E. Third Street (Main to Red Bud Trail), and W. Fifth Street (Moccasin to Main.) Most of the sewer in this area is clay pipe that was installed in 1935. As expected for clay pipe of this age, there are a number of structural deficiencies, including multiple breaks and cracks.

### **3.2.3 Red Bud Trail**

The 2018 Sewer Flow Study indicates that the 10-inch sanitary sewer on Red Bud Trail from Fulton Street to 4<sup>th</sup> Street lack adequate capacity to convey the anticipated peak flow rates resulting from a 25-year 24-hour storm. The 10-inch clay sanitary sewer on Red Bud Trail from 4<sup>th</sup> Street to Chicago Street was installed in 1939 and could not be assessed via camera due to high flows. This portion of the sanitary sewer from 4<sup>th</sup> to Chicago is planned to remain at this time. The City's plan is to replace this pipe in the next round of projects.

### **3.2.4 Front Street**

The 12-inch clay sanitary sewer on Front Street from Chippewa Street to Red Bud Trail was installed in 1935. This stretch of sewer is showing a number of structural deficiencies as expected for clay pipe of this age, including numerous cracked and fractured pipe. As a result of these structural deficiencies, there are several areas with observable infiltration.

### **3.2.5 Days Avenue**

The 10 to 12-inch clay sanitary sewer on Days Avenue from Front Street to Carroll Street was installed in 1935. The 2018 Sewer Flow Study indicates this stretch of sewer lacks adequate capacity to convey the anticipated peak flow rates resulting from a 25-year 24-hour storm.

### **3.2.6 Oak Street**

The 10 to 12-inch clay sanitary sewer on Oak Street from Alexander Street to W. Fourth Street was installed in 1935. This stretch of sewer is showing a number of structural deficiencies as expected for clay pipe of this age, including numerous broken pipes, cracked and fractured pipe, and pipe intrusions. As a result of these structural deficiencies, there are several areas with observable infiltration.

### **3.2.7 Glaser Lift Station Force Main**

The force main of the Glaser Street Lift Station is cast iron from 1956. The actual condition and risk of pipe breaks is unknown because cost-effective inspection technologies currently do not exist.

### **3.3 Financial Status of Existing Facilities**

#### **3.3.1 Current Rate Schedule**

The current rate schedule for wastewater system users is included in Appendix A.

#### **3.3.2 Annual Operation and Maintenance Costs**

The City's O&M budget for the 2019-2020 fiscal year was approximately \$834,000.

#### **3.3.3 Other Capital Improvement Programs**

The City had a SAW grant that was obtained in 2015 and ended in November of 2018.

#### **3.3.4 Existing Debts and Reserve Accounts**

At the end of the 2019 fiscal year, the City had wastewater system liabilities totaling \$1,364,000, as shown in the June 2019 Balance Sheet, of which \$1,000,000 is related to outstanding bonds.

The City has debt associated with recent improvements to the oxidation ditch with liabilities totaling \$9,185,000.

At the end of the 2019 fiscal year, the City had total reserves/balances of \$5,936,000 for the wastewater fund as shown in the June 2019 Balance Sheet. The June 2019 Balance sheet has been provided as part of this application to accompany the 2019 Financial Statement.

## 4 NEED FOR PROJECT

### 4.1 Health, Sanitation, and Security

#### 4.1.1 General Capacity Concerns

As part of the SAW grant, a sewer flow study was prepared to determine any capacity concerns within the existing infrastructure. The sewer flow study which evaluated the capacity of the wastewater system (collection and lift stations) showed four areas within the sanitary pipe that are undersized for current flows. The four areas that have pipe capacity issues are as follows:

- Days Avenue (Chicago to 3<sup>rd</sup>)
- 3<sup>rd</sup> Street (Short Street to Red Bud Trail)
- Red Bud Trail (Fulton Street to 4<sup>th</sup> Street)
- Portions of the cross-country trunk sewers (Red Bud to the WWTP)

The lack of capacity is partially due to excessive flows associated with inflow and infiltration (I&I). Some of these sewers do not have urgent repair needs; therefore, the capacity of the existing sewers may be partially reclaimed by removing sources of I&I. Ultimately, the sewers identified above lack capacity due to the size of the existing pipe and therefore capacity may be reclaimed by full replacement of the pipe.

### 4.2 Aging Infrastructure

Much of the sanitary sewer that is proposed to be replaced was installed in the 1930s, nearly 90 years ago. Along with capacity concerns, the existing piping is showing structural deficiencies.

### 4.3 Reasonable Growth

Although there is not significant future growth anticipated at this time, the City of Buchanan is looking to maintain buildable properties for potential future growth.

## **5 ALTERNATIVES CONSIDERED**

### **5.1 Design Criteria**

The primary reason for the proposed projects is to address capacity and structural concerns. All the proposed underground projects are to be performed in the same location as, or adjacent to, the existing underground infrastructure. For this reason, no alternatives were considered.

### **5.2 Map**

See Figure 1 for a map of the existing wastewater system. Figure 4 is a map of the proposed sanitary sewer improvements described below as Alternative 1.

### **5.3 Proposed Project (Alternative 1)**

#### **5.3.1 Environmental Impacts**

Because the proposed projects include removing and replacing existing infrastructure, the projects in this alternative will have no permanent significant environmental impacts. An Environmental Report has been prepared as part of this application. All required permits will be obtained, and storm water control best management practices will be implemented to minimize sediment runoff.

The noise and air pollution inherent to the construction process will be minimized by requiring the contractor to keep a strict timetable and use equipment that is within regulatory emission standards for vehicle emissions.

#### **5.3.2 Land Requirements**

Projects to be performed are within the limits of property that is owned by the City.

#### **5.3.3 Potential Construction Problems**

As the improvement projects consist of replacing the sanitary sewer, force main, and storm sewer at or near the existing locations, no construction problems are anticipated.



### **5.3.4 Sustainability Considerations**

This combination of projects is intended to increase the capacity of the existing sewer to keep up with current and future demands. The proposed project will also replace aged and deteriorated sanitary sewer to prevent contamination of nearby soils and groundwater.

### **5.3.5 Cost Estimates**

Construction is estimated to cost \$7,478,000 for the proposed improvements, with \$5,823,000 for proposed RD funds. Full costs including engineering, legal, and administrative costs are provided with the application. Operations and maintenance costs are not anticipated to increase from current levels as a result of the proposed project. A full life cycle cost analysis for Alternative 1 is included in Table 3.

## **5.4 Alternative 2: No Action**

### **5.4.1 Description**

Another alternative is the “No Action” alternative. This alternative consists of no action and would not address any of the issues identified in 2018 Wastewater System Evaluation.

### **5.4.2 Environmental Impacts**

By not repairing the aging sewer with numerous structural deficiencies, there could potentially be contamination to the nearby soils and groundwater.

### **5.4.3 Land Requirements**

No additional land or easements would be required for this alternative.

### **5.4.4 Potential Construction Problems**

No construction problems would be anticipated with this alternative.

### **5.4.5 Sustainability Considerations**

The City’s wastewater system has areas which are undersized for current flows. By not addressing these issues, the City will continue to see the side effects of the lack of capacity, and the City will not be able to grow and accommodate future flows.

#### **5.4.6 Cost Estimates**

As this alternative consists of no action, there would be no cost for construction. Operations and maintenance costs would not immediately increase. However, as some of the maintenance issues addressed by other alternatives would not be solved, maintenance costs would increase over time.

## **6 SELECTION OF AN ALTERNATIVE**

### **6.1 Life Cycle Cost Analysis**

Life cycle costs for each of the alternatives are shown in Table 3. An analysis period of 20 years was used.

### **6.2 Non-Monetary Factors**

The alternatives were developed to address the main issues presented in the 2018 Wastewater System Evaluation. Those issues represent the safety and dependability of the system.

## **7 PROPOSED PROJECT (RECOMMENDED ALTERNATIVE)**

Alternative 1 is the best alternative to address the issues raised in the 2018 Wastewater System Evaluation.

### **7.1 Preliminary Project Design**

Alternative 1 includes the following projects:

1. Remove and replace 18-inch interceptor sewer pipe with 21-inch from Red Bud Trail to the WWTP.
2. Separate combined sanitary and storm sewer lines within the E. Dewey Street area.
3. Remove and replace sanitary sewer on Red Bud Trail from Chicago Street to Elizabeth Street.
4. Remove and replace sanitary and storm sewer on Front Street from Chippewa Street to Red Bud Trail.
5. Remove and replace sanitary sewer on Days Avenue from Front Street to Carroll Street.

- 6. Remove and replace sanitary sewer on Oak Street from Alexander Street to W. Fourth Street.
- 7. Remove and upsize Glaser Lift Station force main.

### 7.2 Project Schedule

The following is a tentative schedule for the progression of the overall project:

<i>Milestone</i>	<i>Estimated Completion Date</i>
Submit Application	10/16/2020
USDA Approval	11/30/2020
Complete Design	01/15/2022
Permit Approval	02/01/2022
Authorization to Bid	03/01/2022
Bid Opening	04/01/2022
Loan Closing	05/01/2022
Contract Award	06/01/2022
Construct Start	07/01/2022
Construction Completion	11/30/2023

### 7.3 Permit Requirements

The following permits will need to be obtained for this project prior to construction:

- EGLE Part 41 Wastewater Construction Permit
- Sediment and Erosion Control Permit from Berrien County Drain Commission
- Road Permit from Road Commission of Berrien County

### 7.4 Total Project Cost Estimate (Engineer’s Opinion of Probable Cost)

The total project cost is approximately \$9,545,000, of which \$7,459,000 is anticipated to be funded with RD loans. The remaining \$2,086,000 will be funded by the City of Buchanan. The details, including costs for construction, legal counsel, bond counsel, engineering, and contingencies are provided in the application materials.

**7.5 Annual Operating Budget**

The projected 2022 annual operating budget for the City of Buchanan water system is provided in the application materials. The City’s O&M budget for the 2019-2020 fiscal year was approximately \$834,000. The City’s operating income for the wastewater system for the 2019-2020 fiscal year was approximately \$1,532,000.

**7.5.1 Income**

A detailed current rate schedule for wastewater users is included in Appendix A. The City has been increasing rates by 8% each year as shown in the table below:

	<b>FY 2018-2019</b>	<b>FY 2019-2020</b>	<b>FY 2020-2021</b>	<b>FY 2021-2022 (Proposed)</b>
<b>City</b>				
Water	\$4.50/1,000 gal.	\$4.86/1,000 gal.	\$5.25/1,000 gal.	\$5.67/1,000 gal.
Sewer	\$7.38/1,000 gal.	\$8.72/1,000 gal.	\$9.42/1,000 gal.	\$10.17/1,000 gal.
RTS (Residential)	\$36.08 Monthly	\$31.21 Monthly	\$33.70 Monthly	\$36.40 Monthly
<b>Township</b>				
Water	\$5.27/1,000 gal.	\$5.70/1,000 gal.	\$6.16/1,000 gal.	\$6.65/1,000 gal.
Sewer	\$9.00/1,000 gal.	\$10.22/1,000 gal.	\$11.04/1,000 gal.	\$11.92/1,000 gal.
RTS (Residential)	\$30.44 Monthly	\$36.45 Monthly	\$39.37 Monthly	\$42.52 Monthly

The projected fiscal year 2023-2024 wastewater fund operating income (\$1,750,000) is derived from the rate increases above.

Available data indicates there are approximately 2,053 connections to the City’s wastewater system. The proposed project will not change the number of customers on the system. See Appendix C for a breakdown of connections and flows.

### **7.5.2 Annual Operations and Maintenance Costs**

The annual O&M budget for the existing City of Buchanan wastewater system are approximately \$834,000 for the 2020 fiscal year. Projected O&M expenses for 2024 are \$860,000.

The O&M budgets for 2017-2019 were higher than typical previous years, approximately \$943,000, \$1,160,000, and \$1,025,000, respectively. In 2017 and 2018 there were costs associated with the aforementioned SAW grant. In 2019, there was a large cost associated with a bond for the oxidation ditch at the Wastewater Treatment Plant.

There are not any significant changes to O&M costs anticipated for the system as a result of this project.

### **7.5.3 Debt Repayments**

At the end of the 2019 fiscal year, the City had wastewater system liabilities in the amount of \$1,000,000 under one bond issue which matures April 1, 2030 from a DWRP loan.

The City has a recent wastewater system liability in the amount of \$9,185,000 with a maturity date of April 1, 2040.

It is anticipated that the proposed project will result in a loan from the USDA Rural Development of \$7,459,000 at an interest rate of 1.25-percent amortized over 40 years. The corresponding annual debt service including principal and interest will average approximately \$238,000 over the life of the loan.

### **7.5.4 Reserves**

The reserves that are necessary to ensure that adequate funds are being generated to pay for wastewater system expenses and the proposed project will be assumed as 10-percent of the annual debt payment requirement. Therefore, the debt service reserve used for the proposed project is \$24,000 per year.

The reserves associated with the short-lived assets will be approximately \$53,000. This includes assets associated with the wastewater system that have an expected useful life of 15 years or less. A list of the short-lived assets is provided in Appendix B.

The following is a summary of the annual operation, maintenance, and reserve information:

O&M	\$860,000
RRI	\$53,000
Existing Debt (DWRf)	\$114,000
Existing Debt (Oxidation)	\$550,000
New Debt	\$238,000
Debt Reserve	\$24,000
Total	\$1,839,000

### **7.6 Conclusions and Recommendations**

The City of Buchanan wastewater system is in need of improvements for capacity and structural concerns. Due to the current state of the system, it is recommended that the City improve the quality of the wastewater system as described in this report. This will improve the health and security of the system in addition to providing adequate capacity for future and current wastewater flows.

Therefore, the City of Buchanan is applying for USDA Rural Development funding in the amount of \$7,459,000 for the recommended improvements.

# Tables

---

Table 1 – Ultimate Growth Projections

Table 2 – Sewer Summary

Table 3 – Present Worth Analysis

CITY OF BUCHANAN  
PRELIMINARY ENGINEERING REPORT

TABLE 1

### Ultimate Growth Projections

Year	Population / Projection
1980 <sup>1</sup>	5,142
1990 <sup>1</sup>	4,992
2000 <sup>1</sup>	4,681
2010 <sup>1</sup>	4,458
2015 <sup>2</sup>	4,362
2018 <sup>2</sup>	4,294
2020 <sup>3</sup>	4,278
2025 <sup>3</sup>	4,253
2030 <sup>3</sup>	4,242
2035 <sup>4</sup>	4,231
2040 <sup>4</sup>	4,220

<sup>1</sup> Population through 2010 based on United States Census data.

<sup>2</sup> Population estimate from United States Census data

<sup>3</sup> Population projections based on MDOT

<sup>4</sup> Interpolated from MDOT projections



CITY OF BUCHANAN  
PRELIMINARY ENGINEERING REPORT

TABLE 2

### Existing Sanitary Sewer Summary

**Community Name:** City of Buchanan  
**NPDES Discharge Permit No:** MI0022489  
**Type:** Gravity & Force Main, Combined Sanitary/Storm

Sewers	Footage	Material	Age	Condition	No. of Manholes	Condition
6-inch	195	RCP	80	Fair	446	Good-Fair
6-inch	1580	Clay	55-85	Poor-Fair		
8-inch	26600	PVC	30	Fair-Good		
8-inch	890	RCP	55	Poor-Fair		
8-inch	4000	Truss	50	Poor-Fair		
8-inch	24800	Clay	50-80	Poor-Fair		
8-inch	640	CIPP Liner	10-20	Good		
8-inch	80	Cast Iron	80	Poor		
10-inch	6500	PVC	10-30	Good		
10-inch	1600	Cast Iron	80	Poor		
10-inch	2800	CIPP Liner	10	Fair		
10-inch	7400	RCP	80	Poor-Fair		
10-inch	2300	Truss	50	Poor		
10-inch	24000	Clay	40-80	Poor-Fair		
12-inch	1900	PVC	20-30	Good		
12-inch	300	Cast Iron	80	Fair		
12-inch	2300	RCP	60	Poor		
12-inch	700	Truss	40	Good		
12-inch	8000	Clay	80	Fair		
15-inch	150	PVC	5	Good		
15-inch	1100	Truss	40	Good		
18-inch	250	Cast Iron	60	Poor		
18-inch	1900	RCP	60	Poor		
<b>Combined Sanitary/Storm</b>						
8-inch	250	Clay	80	Poor		
12-inch	890	Clay	80	Poor		
12-inch	300	RCP	80	Fair		
<b>Forcemain</b>						
4-inch	1400	Cast Iron	30-60	Fair		
4-inch	1200	Ductile Iron	30	Good		
6-inch	1300	Cast Iron	50	Fair		
6-inch	1800	Ductile Iron	10-30	Good		
12-inch	900	Cast Iron	60	Fair		

CITY OF BUCHANAN  
PRELIMINARY ENGINEERING REPORT

TABLE 2

## Existing Sanitary Sewer Summary

### Lift Stations:

L.S. Name	Type	Pumping Capacity	Age	Condition
Mill Pond	Submersible	125 gpm	38	Fair
Glaser	Can	300 gpm		Poor-Fair
Post	Submersible	140 gpm	38	Fair
Industrial	Submersible	180 gpm	38	Fair
Rivershores	Submersible	80 gpm	36	Fair
Crescent View	Submersible	80 gpm	25	Fair
Schirmer	WW-Mounted Can	375 gpm	4	Good

### Treatment Type and Description:

Mechanical plant generally consisting of influent screening, grit removal, activated sludge treatment, secondary and tertiary clarification, and ultraviolet (UV) disinfection

Much of the existing plant is to be replaced in the near future with an oxidation ditch for treatment. The headworks assets will be the only existing process that will be utilized as originally designed.

**Discharge Type/Outfall:** Surface Water - St. Joseph River

**Discharge Frequency:** Continuous

**Discharge Volume:** Design Ave. Day Flow - 0.94 MGD, Actual Ave. Day Flow - 1.05 MGD

**Present Worth Analysis**

**Community Name:** City of Buchanan

**Federal Discount Rate for Water Resources Planning (Interest Rate) i =** 0.04875  
**Number of Years, n =** 20 years

<b>Alt. 1: Proposed Project</b>	<b>Alt. 2: Do Nothing</b>
Initial Capital Costs = \$9,545,000	Initial Capital Costs = \$0
Annual Operations & Maintenance Costs = \$860,000	Annual Operations & Maintenance Costs = \$860,000
Future Salvage Value =	Future Salvage Value =
Present Worth of 20 years of O & M = \$10,832,010	Present Worth of 20 years of O & M = \$10,832,010
$PW = \text{Annual OM} \frac{(1+i)^n - 1}{i(1+i)^n}$	
Present Worth of 20 yr Salvage Value = \$0	Present Worth of 20 yr Salvage Value = \$0
$PW = FSV * \frac{1}{(1+i)^n}$	
<b>Alternate 1</b>	<b>Alternative 2</b>
<b>Total Present Worth = \$20,377,010</b>	<b>Total Present Worth = \$10,832,010</b>

## Figures

---

Figure 1 – Existing Wastewater System & Service Area

Figure 2 – Existing Stormwater System

Figure 3 – USGS Quadrangle Map with Proposed Projects

Figure 4 – Proposed Projects

# City of Buchanan

Berrien County, Michigan

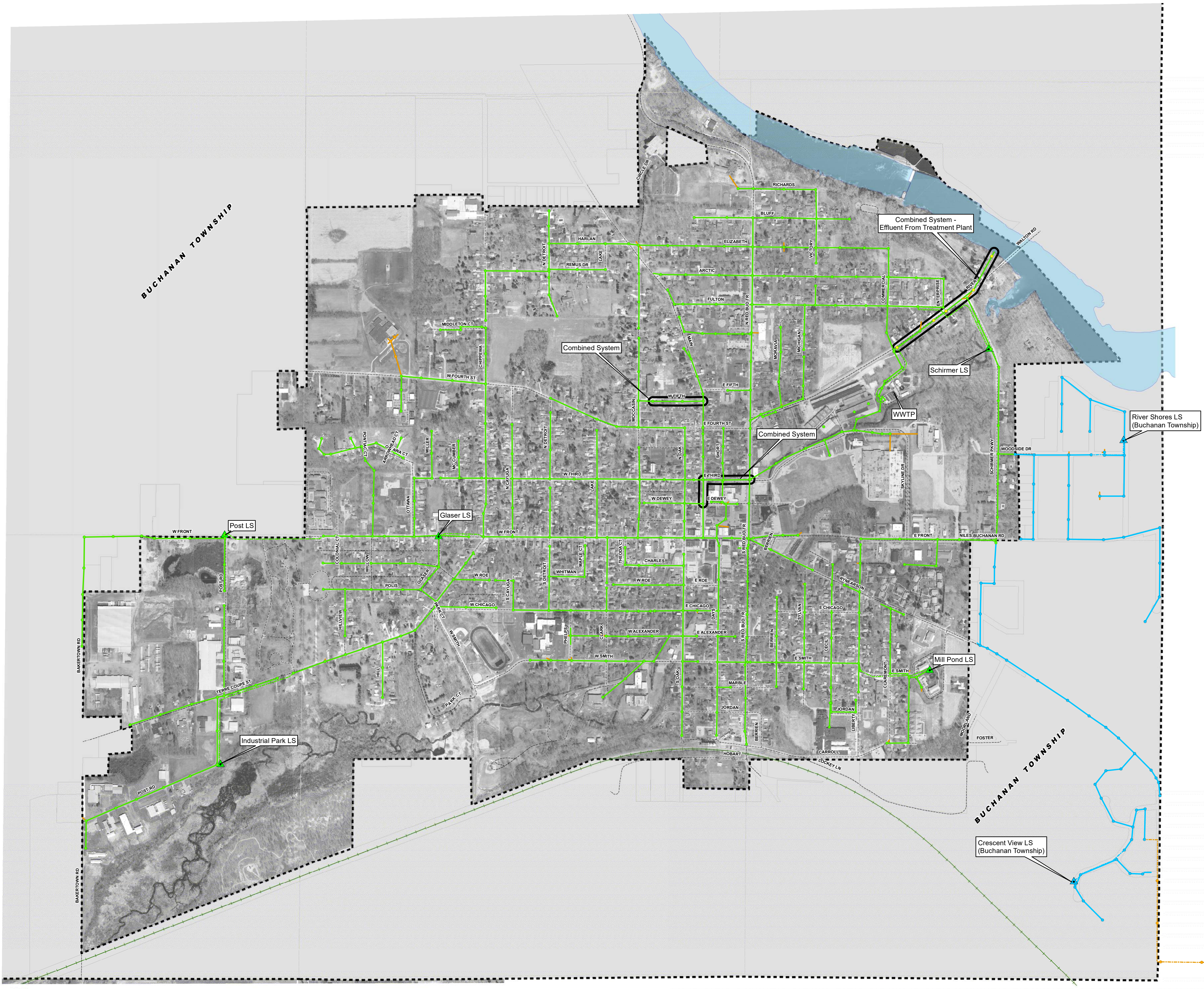
## USDA RD Engineering Report Figure 1: Wastewater Collection System

Prein&Newhof

March 2020  
2190800



600 300 0 600 Ft  
Scale: 1" = 600'



**LEGEND**

**Gravity Sewer - Ownership**

- City of Buchanan
- Buchanan Township
- Private

**Manhole - Ownership**

- City of Buchanan
- Buchanan Township
- Private
- Sanitary Effluent Manhole

**Force Main - Ownership**

- City of Buchanan
- Buchanan Township
- Private

**Lift Station - Ownership**

- City of Buchanan
- Buchanan Township
- Private

City of Buchanan Limits

# City of Buchanan

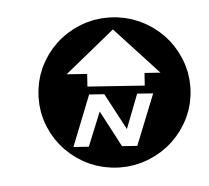
Berrien County, Michigan

## USDA RD Engineering Report

### Figure 2: Stormwater Collection System

Prein&Newhof

March 2020  
2190800



500 250 0 500 Ft  
Scale: 1" = 500'

**LEGEND**

**Storm Sewer - Ownership**

- City of Buchanan
- Buchanan Township
- Private

**Storm Manhole - Ownership**

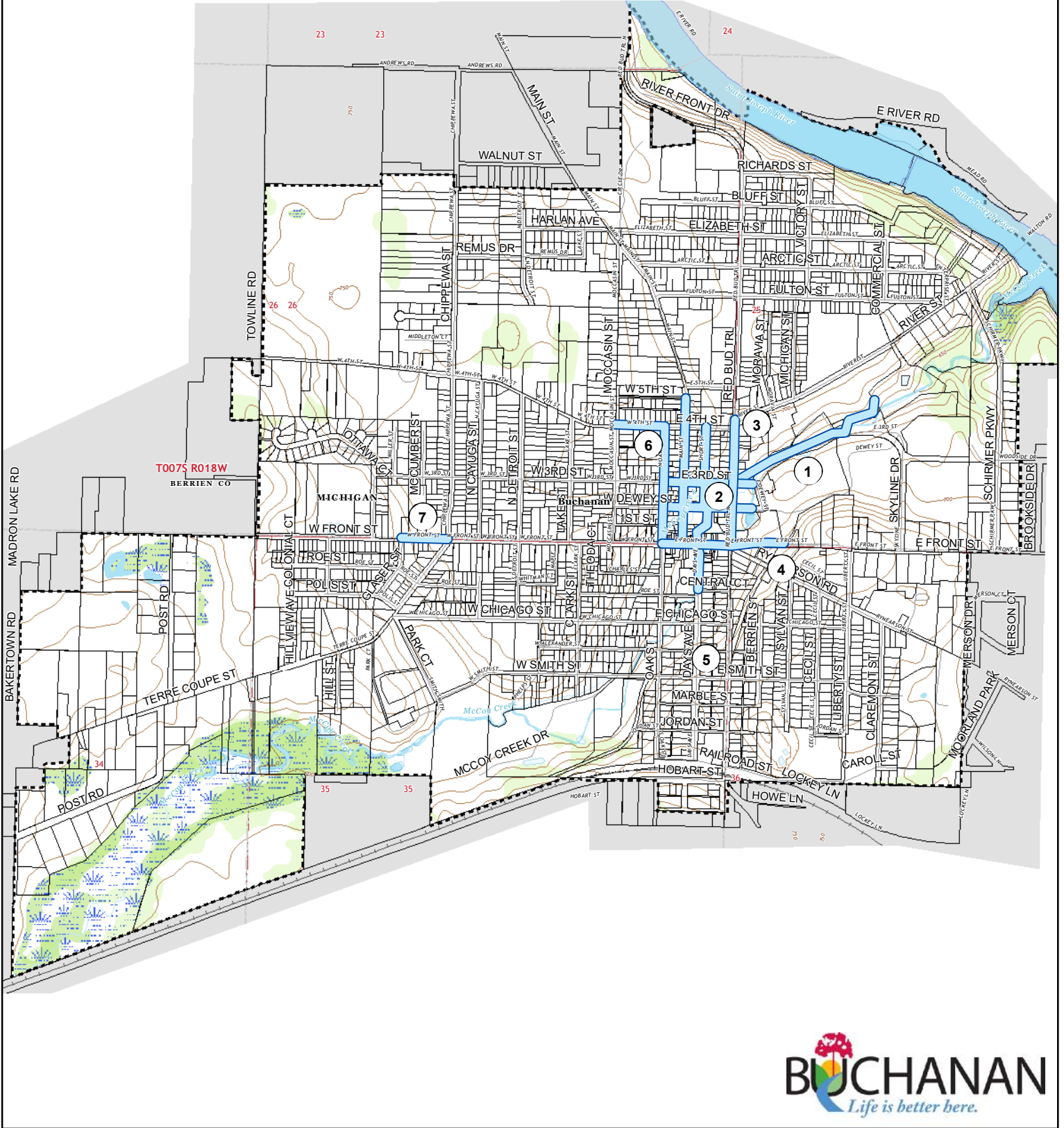
- City of Buchanan
- Buchanan Township
- Private
- City of Buchanan Sanitary Effluent MH

**Storm Inlet Structure - Ownership**

- City of Buchanan
- Buchanan Township
- Private
- Storm Outfall

City of Buchanan Limits





0 1,500 3,000  
Feet

SCALE: 1" = 1,500'

**LEGEND**

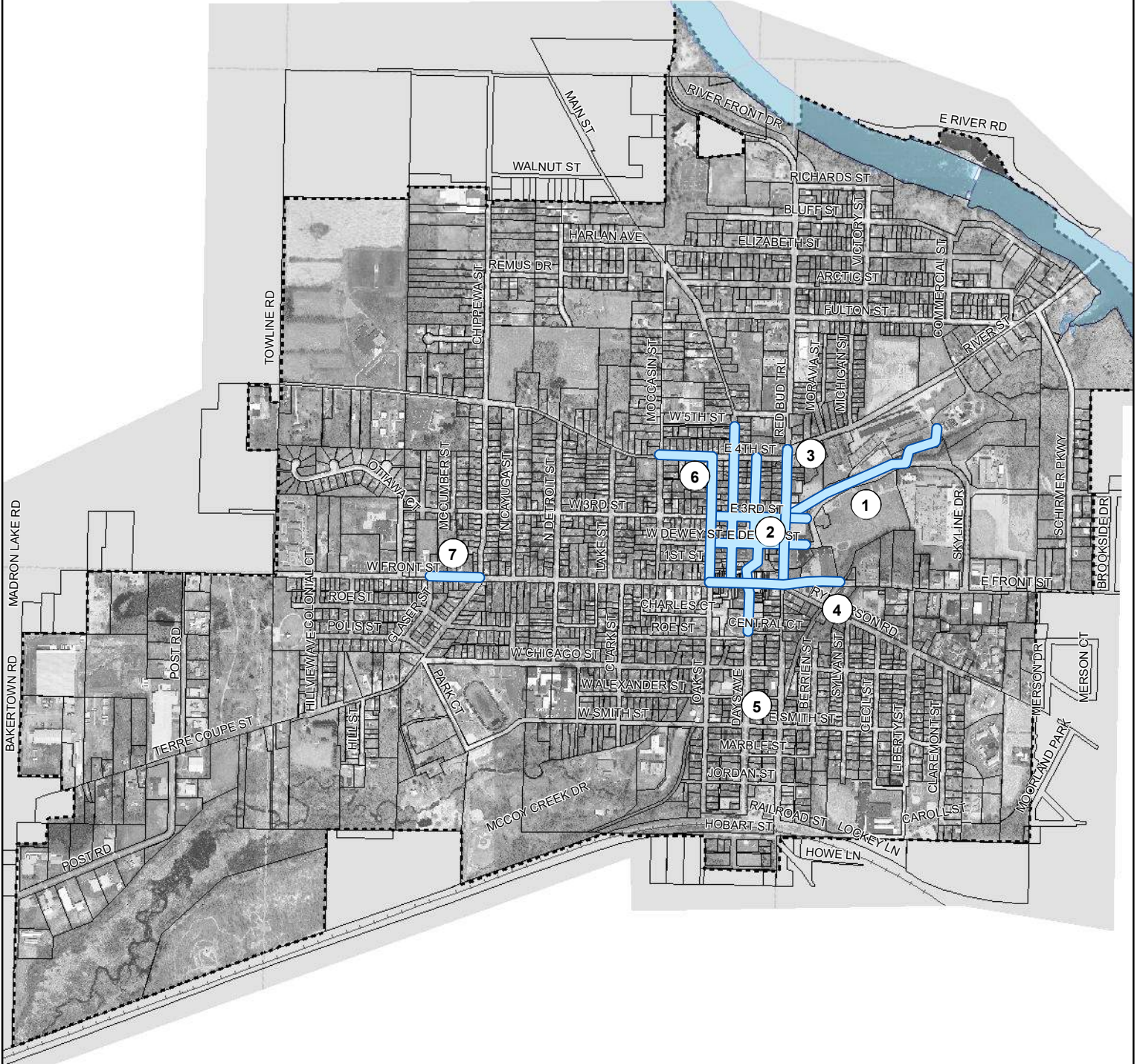
Project Area



**CITY OF BUCHANAN**  
USDA RD ENGINEERING REPORT

**FIGURE 3: USGS MAP**

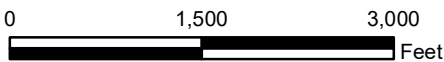
JULY 2020  
**Prein & Newhof**  
2190800



CITY OF BUCHANAN  
USDA RD ENGINEERING REPORT

**FIGURE 4: PROPOSED PROJECTS**

JULY 2020  
Prein & Newhof  
2190800



SCALE: 1" = 1,500'

**LEGEND**

 Project Area



# Appendix A

---

## Water and Sewer Customer Rates

Billing Type	Amount of RTS Accts as of 1/6/16	Amount of RTS Accts as of 1/1/17	Amount of RTS Accts as of 1/1/18	Amount of RTS Accts as of 1/1/19	Amount of RTS Accts as of 1/1/2020	RTS Fee as of 7/1/20
City Residential 5/8" (CRS)	1605	1598	1590	1589	1584	\$33.70
City Water Only 5/8" (CWS)	39	37	38	37	37	\$14.09
City Sewer Only 5/8" (CSS)	1	2	2	2	2	\$19.61
City 1.5" (BW2)	16	16	16	16	16	\$168.48
City 2" (BW3)	16	18	17	16	17	\$269.57
City 2" Water Only (BW1)	3	3	3	3	3	\$112.75
City 3" (BW4)	3	3	4	4	4	\$539.15
City 4" (BW5)	2	2	2	2	2	\$842.42
City 6" (BW6)	1	1	1	1	1	\$1,684.84
TWP Residential 5/8" (TRS)	91	95	95	95	95	\$39.37
TWP Water Only 5/8" (TW1)	71	71	70	70	70	\$16.43
TWP Sewer Only 5/8" (TS1)	80	78	78	79	80	\$22.94
TWP 2" (TR4)	2	2	2	3	2	\$314.93
TWP 2" Water Only (TWS)	2	2	2	2	3	\$131.41
<b>TOTAL:</b>	<b>1932</b>	<b>1928</b>	<b>1920</b>	<b>1919</b>	<b>1916</b>	

THERE ARE 6 ACCTS WITH NO METERS THAT ARE FLAT RATES AND HAVE RTS & FP THEY ARE INCLUDED IN THESE TOTALS AND LISTED IN THE RIGHT BOTTOM CORNER

<u>Billing Item #'s</u>	<u>Billing Codes</u>	<u>Account Status</u>
1 – Water	0 – Do Not Bill	0 – Normal/Active
2 – Sewer	1 – Usage Based	1 – First Bil
3 – RTS – water & sewer	3 – Ongoing Flat	2 – No Bill
4 – RTS – water only		3 – Final Bill
5 – RTS – sewer only	<u>Cyle Code</u>	4 – Inactive with Balance
7 – BT – Buchanan Township	1 – All Accounts	5 – Inactive - Paid
8 – FP – future plant		6 – Inactive – No Bill

New Buchanan Township fee (BT): \$4.17 monthly to all Buchanan Township accounts

FP7 has one less than RTS because 16739 Huron has two accounts for the same meter. The Landfill is paying the water and the resident is paying the sewer. Therefore they have two separate RTS on chart, one for water only account and one for sewer only account. They only have one FP because we charge that per meter.

AS OF JANUARY 1, 2020	
Types of Accounts	Number of Accounts
Water & Sewer	1721
Water Only	113
Sewer Only	82
Sprinkler	201
<b>Total</b>	<b>2117</b>
Total Accts minus Sprinklers = RTS Accts Billed (2117-201=1916) (We do not bill RTS/FP on Sprinkler Accts)	
1916	

Future Plant	
CRS, CWS, CSS (1628)	FP1: \$.00
BW2 (16)	FP2: \$.00
BW3, BW1 (19)	FP3: \$.00
BW4 (4)	FP4: \$.00
BW5 (2)	FP5: \$.00
BW6 (1)	FP6: \$.00
TRS, TW1, TS1 (244)	FP7: \$.00
TR4, TWS (5)	FP8: \$.00

RATE CODES AND PRICES							
City or Township and Meter Equiv.	Type of Service	Rate Code	July 1 2016	July 1 2017	July 1 2018	July 1 2019	July 1 2020
City	Water	WC1	\$3.94	\$4.10	\$4.50	\$4.86	\$5.25
City	Sewer	SC1	\$7.10	\$7.38	\$7.68	\$8.72	\$9.42
Township	Water	WT1	\$4.59	\$4.77	\$5.27	\$5.70	\$6.16
Township	Sewer	ST1	\$8.32	\$8.65	\$9.00	\$10.22	\$11.04
City (1)	RTS 5/8",3/4", 1"	CRS	\$20.34	\$21.16	\$26.08	\$31.21	\$33.70
City (1)	RTS Water Only	CWS	\$9.41	\$9.79	\$12.08	\$13.05	\$14.09
City (1)	RTS Sewer Only	CSS	\$10.93	\$11.37	\$14.00	\$18.16	\$19.61
City (5)	RTS 1.5"	BW2	\$101.76	\$105.83	\$130.18	\$168.48	\$168.48
City (8)	RTS 2"	BW3	\$162.79	\$169.30	\$208.25	\$269.57	\$269.57
City (8)	RTS 2" Water Only	BW1	\$75.22	\$78.23	\$96.52	\$112.75	\$112.75
City (16)	RTS 3"	BW4	\$325.59	\$338.61	\$416.50	\$539.15	\$539.15
City (25)	RTS 4"	BW5	\$508.75	\$529.10	\$650.80	\$842.42	\$842.42
City (50)	RTS 6"	BW6	\$1,017.50	\$1,058.20	\$1,301.60	\$1,684.84	\$1,684.84
City (115)	RTS 10"	BW7	\$2,339.10	\$2,433.40	\$2,999.00	\$3,875.50	\$3,875.50
Township (5)	RTS 1.5"	TR2	\$118.95	\$123.70	\$152.20	\$196.85	\$196.85
Township (25)	RTS 4"	TR3	\$594.75	\$618.50	\$761.00	\$984.25	\$984.25
Township (1)	RTS 5/8",3/4", 1"	TRS	\$23.79	\$24.74	\$30.44	\$39.37	\$39.37
Township (1)	RTS Water Only	TW1	\$11.00	\$11.44	\$14.08	\$16.43	\$16.43
Township (1)	RTS Sewer Only	TS1	\$12.79	\$13.30	\$16.37	\$22.94	\$22.94
Township (8)	RTS 2"	TR4	\$190.34	\$197.95	\$243.52	\$314.93	\$314.93
Township (8)	RTS 2" Water Only	TWS	\$87.99	\$91.51	\$112.64	\$131.41	\$131.41

**FLAT RATES:**

BACK-4779-01	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
BACK-4801-01	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
FROW-1031-01	Sewer Only	6 units	CSS (RTS)	FP1 (FP)
MEAD-15845-01	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
RIVS-16030-02	Sewer Only	9 units	TS1 (RTS)	FP7 (FP)
TULI-4711-01	Sewer Only	4 units	TS1 (RTS)	FP7 (FP)

## Appendix B

---

### Engineer's Opinion of Probable Costs

Description	2019 Construction	2023 Construction Costs			
	Costs	Total	Sanitary	Water Main	Road/General
Project #100 - Interceptor to WWTP	\$1,259,000	\$1,417,000	\$1,417,000	\$0	\$0
Project #110 - E Dewey Street Area (Main Street, Short Street, E Third	\$3,626,000	\$4,082,000	\$1,799,000	\$1,247,000	\$1,036,000
Project #120 - Red Bud Trail (From Chicago to Elizabeth)	\$1,622,000	\$1,826,000	\$854,000	\$675,000	\$297,000
Project #130 - Front Street (From Chippewa to East of Red Bud)	\$1,575,000	\$1,773,000	\$770,000	\$681,000	\$322,000
Project #140 - Days Avenue (From Front to Carroll)	\$0	\$0	\$0	\$0	\$0
Project #150 - Oak Street (From Alexander to W Fourth St)	\$1,499,000	\$1,687,000	\$837,000	\$850,000	\$0
Forcemain	\$130,000	\$146,000	\$146,000	\$0	\$0
Well No 3 and Iron Removal WTP	\$4,409,000	\$4,962,000	\$0	\$4,962,000	\$0
<b>Total</b>	\$14,120,000	\$15,893,000	\$5,823,000	\$8,415,000	\$1,655,000

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #100 - Interceptor to WWTP

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b><u>Sanitary Sewer</u></b>					
1	Remove Sanitary Structures	11	EA	\$500.00	\$5,500.00
2	Abandon Sanitary Sewer	1,960	LF	\$12.00	\$23,500.00
3	5' Sanitary Manhole	13	EA	\$6,000.00	\$78,000.00
4	Sanitary Sewer, 24 inch	2,100	LF	\$175.00	\$367,500.00
5	Connect to headworks	1	LS	\$10,000.00	\$10,000.00
6	Connect Adjacent Sewers	2	EA	\$10,000.00	\$20,000.00
7	Creek Crossing	2	EA	\$20,000.00	\$40,000.00
8	Permanent Dewatering System	1,900	LF	\$30.00	\$57,000.00
9	Bypass Pumping	21	Days	\$3,500.00	\$73,500.00
<b>Sanitary Subtotal</b>					<b>\$675,000.00</b>
<b><u>Misc. / Restoration</u></b>					
10	Mobilization / General Conditions (5%)	1	LS	\$60,000.00	\$60,000.00
11	Remove Concrete Sidewalk	100	SYD	\$7.00	\$700.00
12	Remove Concrete Curb and Gutter	3,400	LF	\$7.00	\$23,800.00
13	Remove HMA Pavement	6,178	SY	\$4.00	\$24,700.00
14	Subgrade Undercutting	200	CY	\$20.00	\$4,000.00
15	Subbase, CIP	2,059	CY	\$12.00	\$24,700.00
16	Machine Grading Modified	18	STA	\$3,000.00	\$52,800.00
17	6" HMA (Primary Streets)	2,243	TON	\$90.00	\$201,800.00
18	8" Aggregate Base, Modified	6,178	SYD	\$12.00	\$74,100.00
19	Concrete Curb & Gutter	3,460	LF	\$15.00	\$51,900.00
20	Pavement Striping	1	LS	\$3,520.00	\$3,500.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #100 - Interceptor to WWTP

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
21	Concrete Sidewalk	900	SF	\$6.00	\$5,400.00
22	ADA Plates	50	SF	\$40.00	\$2,000.00
23	Restoration (topsoil, seed, mulch)	20	STA	\$750.00	\$15,000.00
24	SESC	1	LS	\$5,000.00	\$5,000.00
25	Tree Removal	500	LF	\$40.00	\$20,000.00
26	Traffic Control	1	LS	\$15,000.00	\$15,000.00
<b>Restoration Subtotal</b>					<b>\$584,400.00</b>
<b>Subtotal</b>					<b>\$1,259,400.00</b>
<b>Project Total</b>					<b>\$1,259,400.00</b>
Project Costs by Funding Source					
Percentage of Restoration Allocated to Funding Source					
100.00%				Sanitary Water Road/General	\$1,259,400.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #110 - E Dewey Street Area (Main Street, Short Street, E Third Street)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b><u>Sanitary Sewer</u></b>					
1	Remove Sanitary Structures	16	EA	\$500.00	\$8,000.00
2	Abandon Sanitary Sewer	3,139	LF	\$12.00	\$37,700.00
3	4' Sanitary Manhole	16	EA	\$5,000.00	\$80,000.00
4	Sanitary Sewer, 10 inch	1,123	LF	\$90.00	\$101,100.00
5	Sanitary Sewer, 12 inch	920	LF	\$115.00	\$105,800.00
6	Sanitary Sewer, 18 inch	1,096	LF	\$125.00	\$137,000.00
7	Sanitary Lateral	40	EA	\$2,750.00	\$110,000.00
8	Creek Crossing	1	LS	\$30,000.00	\$30,000.00
9	Connect Adjacent Sewers	2	EA	\$10,000.00	\$20,000.00
10	Permanent Dewatering System	2,721	LF	\$30.00	\$81,600.00
11	Bypass Pumping	20	Days	\$3,500.00	\$70,000.00
<b>Sanitary Subtotal</b>					<b>\$781,200.00</b>
<b><u>Storm</u></b>					
12	Remove Storm Structures	40	EA	\$500.00	\$20,000.00
13	Abandon Storm Sewer	4,235	LF	\$12.00	\$50,800.00
14	2' Dia. Storm Sewer Inlet	31	EA	\$2,000.00	\$62,000.00
15	4' Dia. Storm Sewer Catch Basin	5	EA	\$3,000.00	\$15,000.00
16	6' Dia. Storm Sewer Catch Basin	4	EA	\$4,000.00	\$16,000.00
17	12" Storm Sewer	1,674	LF	\$45.00	\$75,300.00
18	15" Storm Sewer	988	LF	\$55.00	\$54,300.00
19	18" Storm Sewer	796	LF	\$75.00	\$59,700.00
20	24" Storm Sewer	552	LF	\$115.00	\$63,500.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #110 - E Dewey Street Area (Main Street, Short Street, E Third Street)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
21	42" Storm Sewer	225	LF	\$150.00	\$33,800.00
	<b>Storm Subtotal</b>				<b>\$450,400.00</b>
	<b><u>Water Main</u></b>				
22	Remove Hydrants	8	EA	\$500.00	\$4,000.00
23	Abandon Water Main	3,025	LF	\$12.00	\$36,300.00
24	8" DI Water Main	3,025	EA	\$90.00	\$272,300.00
25	8" Valve and Box	20	EA	\$2,000.00	\$40,000.00
26	5" Hydrant, Complete	8	LF	\$4,000.00	\$32,000.00
27	Water Services	45	EA	\$2,500.00	\$112,500.00
28	Creek Crossing	1	EA	\$20,000.00	\$20,000.00
29	Connections to Existing Main	10	EA	\$2,500.00	\$25,000.00
	<b>Water Main Subtotal</b>				<b>\$542,100.00</b>
	<b><u>Misc. / Restoration</u></b>				
30	Mobilization / General Conditions (5%)	1	LS	\$173,000.00	\$173,000.00
31	Remove Concrete Sidewalk	5,667	SY	\$7.00	\$39,700.00
32	Remove Concrete Curb and Gutter	10,200	LF	\$7.00	\$71,400.00
33	Remove HMA Pavement	17,000	SY	\$4.00	\$68,000.00
34	Subbase, CIP	5,667	CY	\$12.00	\$68,000.00
35	Subgrade Undercutting	550	CY	\$20.00	\$11,000.00
36	Machine Grading Modified	51	STA	\$3,000.00	\$153,000.00
37	4" HMA (Local Streets)	4,114	TON	\$90.00	\$370,300.00
38	8" Aggregate Base Modified	17,000	SY	\$12.00	\$204,000.00
39	Concrete Curb & Gutter	10,200	LF	\$15.00	\$153,000.00
40	Pavement Striping	1	LS	\$10,200.00	\$10,200.00
41	Concrete Sidewalk	51,000	SF	\$6.00	\$306,000.00



## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #110 - E Dewey Street Area (Main Street, Short Street, E Third Street)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
42	ADA Plates	320	SF	\$40.00	\$12,800.00
43	Driveway	28	EA	\$1,500.00	\$42,000.00
44	Restoration (topsoil, seed, mulch)	51	STA	\$750.00	\$38,300.00
45	SESC	1	LS	\$13,000.00	\$13,000.00
46	Traffic Control	1	LS	\$30,000.00	\$30,000.00
47	Decorative Sidewalk Premium	3,000	SF	\$3.00	\$9,000.00
48	Streetscape (Main St.) Allowance	200	FT	\$400.00	\$80,000.00
	<b>Restoration Subtotal</b>				<b>\$1,852,700.00</b>
Subtotal					\$3,626,400.00
<b>Project Total</b>					<b>\$3,626,400.00</b>
Project Costs by Funding Source					
Percentage of Restoration Allocated to Funding Source					
		44%		Sanitary	\$1,597,200.00
		31%		Water	\$1,108,300.00
		25%		Road/General	\$920,900.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #120 - Red Bud Trail (From Chicago to Elizabeth)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
<b><u>Sanitary Sewer</u></b>							
1	Remove Sanitary Structures	14	EA	\$500.00	\$7,000.00	\$2,500.00	\$4,500.00
2	Abandon Sanitary Sewer	3,645	LF	\$12.00	\$43,700.00	\$15,800.00	\$27,900.00
3	4' Sanitary Manhole	14	EA	\$5,000.00	\$70,000.00	\$25,300.00	\$44,700.00
4	Sanitary Sewer, 10 inch	3,645	LF	\$90.00	\$328,100.00	\$118,500.00	\$209,600.00
5	Sanitary Lateral	52	EA	\$2,750.00	\$143,000.00	\$51,600.00	\$91,400.00
6	Connect Adjacent Sewers	10	EA	\$10,000.00	\$100,000.00	\$36,100.00	\$63,900.00
7	Creek Crossing	1	EA	\$30,000.00	\$30,000.00	\$10,800.00	\$19,200.00
8	Permanent Dewatering System	1,345	LF	\$30.00	\$40,400.00	\$14,600.00	\$25,800.00
9	Bypass Pumping	19	Days	\$3,500.00	\$66,500.00	\$24,000.00	\$42,500.00
<b>Sanitary Subtotal</b>					<b>\$828,700.00</b>	<b>\$299,200.00</b>	<b>\$529,500.00</b>
<b><u>Storm</u></b>							
10	Remove Storm Structures	58	EA	\$500.00	\$29,000.00	\$10,500.00	\$18,500.00
11	Abandon Storm Sewer	5,000	LF	\$12.00	\$60,000.00	\$21,700.00	\$38,300.00
12	2' Dia. Storm Sewer Inlet	34	EA	\$2,000.00	\$68,000.00	\$24,600.00	\$43,400.00
13	4' Dia. Storm Sewer Catch Basin	18	EA	\$3,000.00	\$54,000.00	\$19,500.00	\$34,500.00
14	6' Dia. Storm Sewer Catch Basin	6	EA	\$4,000.00	\$24,000.00	\$24,000.00	
15	12" Storm Sewer	1,184	LF	\$45.00	\$53,300.00	\$19,200.00	\$34,100.00
16	15" Storm Sewer	1,097	LF	\$55.00	\$60,300.00		\$60,300.00
17	18" Storm Sewer	498	LF	\$75.00	\$37,400.00		\$37,400.00
18	21" Storm Sewer	1,171	LF	\$100.00	\$117,100.00	\$19,500.00	\$97,600.00
19	24" Storm Sewer	669	LF	\$115.00	\$76,900.00	\$76,900.00	
20	30" Storm Sewer	358	LF	\$125.00	\$44,800.00	\$44,800.00	
21	42" Storm Sewer	22	LF	\$150.00	\$3,300.00	\$3,300.00	
<b>Storm Subtotal</b>					<b>\$628,100.00</b>	<b>\$264,000.00</b>	<b>\$364,100.00</b>
<b><u>Water Main</u></b>							
22	Remove Hydrants	8	EA	\$500.00	\$4,000.00	\$1,400.00	\$2,600.00
23	Abandon Water Main	3,510	LF	\$12.00	\$42,100.00	\$15,200.00	\$26,900.00
24	8" DI Water Main	3,510	EA	\$90.00	\$315,900.00	\$114,100.00	\$201,800.00
25	8" Valve and Box	25	EA	\$2,000.00	\$50,000.00	\$18,100.00	\$31,900.00
26	5" Hydrant, Complete	8	LF	\$4,000.00	\$32,000.00	\$11,600.00	\$20,400.00
27	Water Services	52	EA	\$2,500.00	\$130,000.00	\$46,900.00	\$83,100.00
28	Creek Crossing	1	EA	\$20,000.00	\$20,000.00	\$7,200.00	\$12,800.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #120 - Red Bud Trail (From Chicago to Elizabeth)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
29	Connections to Existing Main	10	EA	\$2,500.00	\$25,000.00	\$9,000.00	\$16,000.00
	<b>Water Main Subtotal</b>				<b>\$619,000.00</b>	<b>\$223,500.00</b>	<b>\$395,500.00</b>
	<b>Misc. / Restoration</b>						
30	Mobilization / General Conditions (5%)	1	LS	\$195,000.00	\$195,000.00	\$70,400.00	\$124,600.00
31	Remove Concrete Sidewalk	4,050	SY	\$7.00	\$28,400.00	\$10,300.00	\$18,100.00
32	Remove Concrete Curb and Gutter	7,290	LF	\$7.00	\$51,000.00	\$18,400.00	\$32,600.00
33	Remove HMA Pavement	17,820	SY	\$4.00	\$71,300.00	\$25,700.00	\$45,600.00
34	Subbase, CIP	5,940	CY	\$12.00	\$71,300.00	\$25,700.00	\$45,600.00
35	Subgrade Undercutting	600	CY	\$20.00	\$12,000.00	\$4,300.00	\$7,700.00
36	Machine Grading Modified	36	STA	\$3,000.00	\$109,400.00	\$39,500.00	\$69,900.00
37	6" HMA (Primary Streets)	6,469	TON	\$90.00	\$582,200.00	\$210,200.00	\$372,000.00
38	8" Aggregate Base Modified	17,820	SY	\$12.00	\$213,800.00	\$77,200.00	\$136,600.00
39	Concrete Curb & Gutter	7,290	LF	\$15.00	\$109,400.00	\$39,500.00	\$69,900.00
40	Pavement Striping	1	LS	\$7,290.00	\$7,300.00	\$2,600.00	\$4,700.00
41	Concrete Sidewalk	36,450	SF	\$6.00	\$218,700.00	\$79,000.00	\$139,700.00
42	ADA Plates	560	SF	\$40.00	\$22,400.00	\$8,100.00	\$14,300.00
43	Driveway	52	EA	\$1,500.00	\$78,000.00	\$28,200.00	\$49,800.00
44	Restoration (topsoil, seed, mulch)	36	STA	\$750.00	\$27,300.00	\$9,900.00	\$17,400.00
45	SESC	1	LS	\$10,000.00	\$10,000.00	\$3,600.00	\$6,400.00
46	Traffic Control	1	LS	\$30,000.00	\$30,000.00	\$10,800.00	\$19,200.00
47	Decorative Sidewalk Premium	4,000	SF	\$3.00	\$12,000.00	\$12,000.00	
48	Streetscape Allowance	400	FT	\$400.00	\$160,000.00	\$160,000.00	
	<b>Restoration Subtotal</b>				<b>\$2,009,500.00</b>	<b>\$835,400.00</b>	<b>\$1,174,100.00</b>
	<b>Subtotal</b>				<b>\$4,085,300.00</b>	<b>\$1,622,100.00</b>	<b>\$2,463,200.00</b>
	<b>Project Total</b>				<b>\$4,085,300.00</b>	<b>\$1,622,100.00</b>	<b>\$2,463,200.00</b>
	Project Costs by Funding Source						
	Percentage of Restoration Allocated to Funding Source						
		55%	Sanitary		\$1,933,900.00	\$758,700.00	\$1,175,300.00
		45%	Water		\$1,523,300.00	\$599,400.00	\$923,800.00
			Road/General		\$628,100.00	\$264,000.00	\$364,100.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #130 - Front Street (From Chippewa to East of Red Bud)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
<b><u>Sanitary Sewer</u></b>							
1	Remove Sanitary Structures	14	EA	\$500.00	\$7,000.00	\$1,800.00	\$5,300.00
2	Abandon Sanitary Sewer	3,114	LF	\$12.00	\$37,400.00	\$9,400.00	\$28,100.00
3	4' Sanitary Manhole	14	EA	\$5,000.00	\$70,000.00	\$17,500.00	\$52,500.00
4	Sanitary Sewer, 8 inch	310	LF	\$80.00	\$24,800.00	\$6,200.00	\$18,600.00
5	Sanitary Sewer, 12 inch	2,804	LF	\$115.00	\$322,500.00	\$80,600.00	\$241,900.00
6	Sanitary Lateral	69	EA	\$2,750.00	\$189,800.00	\$47,500.00	\$142,400.00
7	Connect Adjacent Sewers	8	EA	\$10,000.00	\$80,000.00	\$20,000.00	\$60,000.00
8	Permanent Dewatering System	980	LF	\$30.00	\$29,400.00	\$7,400.00	\$22,100.00
9	Bypass Pumping	16	Days	\$3,500.00	\$56,000.00	\$14,000.00	\$42,000.00
<b>Sanitary Subtotal</b>					<b>\$816,900.00</b>	<b>\$204,400.00</b>	<b>\$612,900.00</b>
<b><u>Storm</u></b>							
10	Remove Storm Structures	51	EA	\$500.00	\$25,500.00	\$9,400.00	\$16,100.00
11	Abandon Storm Sewer	5,237	LF	\$12.00	\$62,800.00	\$23,100.00	\$39,700.00
12	2' Dia. Storm Sewer Inlet	34	EA	\$2,000.00	\$68,000.00	\$12,500.00	\$55,500.00
13	4' Dia. Storm Sewer Catch Basin	13	EA	\$3,000.00	\$39,000.00	\$7,200.00	\$31,800.00
14	6' Dia. Storm Sewer Catch Basin	4	EA	\$4,000.00	\$16,000.00	\$16,000.00	
15	12" Storm Sewer	1,306	LF	\$45.00	\$58,800.00	\$7,700.00	\$51,100.00
16	15" Storm Sewer	997	LF	\$55.00	\$54,800.00		\$54,800.00
17	18" Storm Sewer	100	LF	\$75.00	\$7,500.00		\$7,500.00
18	24" Storm Sewer	2,189	LF	\$115.00	\$251,700.00	\$125,900.00	\$125,900.00
19	36" Storm Sewer	645	LF	\$130.00	\$83,900.00	\$83,900.00	
<b>Storm Subtotal</b>					<b>\$668,000.00</b>	<b>\$285,700.00</b>	<b>\$382,400.00</b>
<b><u>Water Main</u></b>							
20	Remove Hydrants	6	EA	\$500.00	\$3,000.00	\$800.00	\$2,300.00
21	Abandon Water Main	3,200	LF	\$12.00	\$38,400.00	\$9,600.00	\$28,800.00
22	8" DI Water Main	3,200	EA	\$90.00	\$288,000.00	\$72,000.00	\$216,000.00
23	8" Valve and Box	17	EA	\$2,000.00	\$34,000.00	\$8,500.00	\$25,500.00
24	5" Hydrant, Complete	10	LF	\$4,000.00	\$40,000.00	\$10,000.00	\$30,000.00
25	Water Services	69	EA	\$2,500.00	\$172,500.00	\$43,100.00	\$129,400.00
26	Creek Crossing	3	EA	\$20,000.00	\$60,000.00	\$60,000.00	
27	Connections to Existing Main	14	EA	\$2,500.00	\$35,000.00	\$8,800.00	\$26,300.00
<b>Water Main Subtotal</b>					<b>\$670,900.00</b>	<b>\$212,800.00</b>	<b>\$458,300.00</b>
<b><u>Misc. / Restoration</u></b>							
28	Mobilization / General Conditions (5%)	1	LS	\$212,000.00	\$212,000.00	\$53,000.00	\$159,000.00
29	Remove Concrete Sidewalk	5,211	SY	\$7.00	\$36,500.00	\$9,100.00	\$27,400.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #130 - Front Street (From Chippewa to East of Red Bud)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
30	Remove Concrete Curb and Gutter	7,580	LF	\$7.00	\$53,100.00	\$13,300.00	\$39,800.00
31	Remove HMA Pavement	16,462	SY	\$4.00	\$65,800.00	\$16,500.00	\$49,400.00
32	Subbase, CIP	5,487	CY	\$12.00	\$65,800.00	\$16,500.00	\$49,400.00
33	Subgrade Undercutting	550	CY	\$20.00	\$11,000.00	\$2,800.00	\$8,300.00
34	Machine Grading Modified	38	STA	\$3,000.00	\$113,700.00	\$28,400.00	\$85,300.00
35	6" HMA (Primary Streets)	5,976	TON	\$90.00	\$537,800.00	\$134,500.00	\$403,400.00
36	8" Aggregate Base Modified	16,462	SY	\$12.00	\$197,500.00	\$49,400.00	\$148,100.00
37	Concrete Curb & Gutter	7,580	LF	\$15.00	\$113,700.00	\$28,400.00	\$85,300.00
38	Pavement Striping	1	LS	\$7,580.00	\$7,600.00	\$1,900.00	\$5,700.00
39	Concrete Sidewalk	46,900	SF	\$6.00	\$281,400.00	\$70,400.00	\$211,100.00
40	ADA Plates	540	SF	\$40.00	\$21,600.00	\$5,400.00	\$16,200.00
41	Driveway	48	EA	\$1,500.00	\$72,000.00	\$18,000.00	\$54,000.00
42	Restoration (topsoil, seed, mulch)	38	STA	\$750.00	\$28,400.00	\$7,100.00	\$21,300.00
43	SESC	1	LS	\$10,000.00	\$10,000.00	\$2,500.00	\$7,500.00
44	Traffic Control	1	LS	\$30,000.00	\$30,000.00	\$7,500.00	\$22,500.00
45	Decorative Sidewalk Premium	10,000	SF	\$3.00	\$30,000.00	\$7,500.00	\$22,500.00
46	Streetscape Allowance (Front St.)	1,000	FT	\$400.00	\$400,000.00	\$400,000.00	
<b>Restoration Subtotal</b>					<b>\$2,287,900.00</b>	<b>\$872,200.00</b>	<b>\$1,416,200.00</b>
<b>Subtotal</b>					<b>\$4,443,700.00</b>	<b>\$1,575,100.00</b>	<b>\$2,869,800.00</b>
<b>Project Total</b>					<b>\$4,443,700.00</b>	<b>\$1,575,100.00</b>	<b>\$2,869,800.00</b>
Project Costs by Funding Source							
Percentage of Restoration Allocated to Funding Source							
	55.00%		Sanitary	\$2,075,245.00	\$684,100.00	\$1,391,800.00	
	45.00%		Water	\$1,700,455.00	\$605,300.00	\$1,095,600.00	
			Road/General	\$668,000.00	\$285,700.00	\$382,400.00	

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #140 - Days Avenue (From Front to Carroll)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b><u>Sanitary Sewer</u></b>					
1	Remove Sanitary Structures	9	EA	\$500.00	\$4,500.00
2	Abandon Sanitary Sewer	2,545	LF	\$12.00	\$30,500.00
3	4' Sanitary Manhole	9	EA	\$5,000.00	\$45,000.00
4	Sanitary Sewer, 8 inch	165	LF	\$80.00	\$13,200.00
5	Sanitary Sewer, 10 inch	880	LF	\$90.00	\$79,200.00
6	Sanitary Sewer, 12 inch	1,500	LF	\$115.00	\$172,500.00
7	Sanitary Lateral	52	EA	\$2,750.00	\$143,000.00
8	Connect Adjacent Sewers	3	EA	\$10,000.00	\$30,000.00
9	Permanent Dewatering System	880	LF	\$30.00	\$26,400.00
10	Bypass Pumping	13	Days	\$3,500.00	\$45,500.00
<b>Sanitary Subtotal</b>					<b>\$589,800.00</b>
<b><u>Storm</u></b>					
11	Remove Storm Structures	1	EA	\$500.00	\$500.00
12	Abandon Storm Sewer	400	LF	\$12.00	\$4,800.00
13	4' Dia. Storm Sewer Catch Basin	1	EA	\$3,000.00	\$3,000.00
14	24" Storm Sewer	400	LF	\$115.00	\$46,000.00
<b>Storm Subtotal</b>					<b>\$54,300.00</b>
<b><u>Misc. / Restoration</u></b>					
15	Mobilization / General Conditions (5%)	1	LS	\$76,000.00	\$76,000.00
16	Remove Concrete Sidewalk	707	SY	\$7.00	\$4,900.00
17	Remove Concrete Curb and Gutter	5,770	LF	\$7.00	\$40,400.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #140 - Days Avenue (From Front to Carroll)

Date:

July 2020

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
18	Remove HMA Pavement	8,259	SY	\$4.00	\$33,000.00
19	Subbase, CIP	2,753	CY	\$12.00	\$33,000.00
20	Subgrade Undercutting	250	CY	\$20.00	\$5,000.00
21	Machine Grading Modified	29	STA	\$3,000.00	\$86,600.00
22	4" HMA (Local Streets)	1,999	TON	\$90.00	\$179,900.00
23	8" Aggregate Base Modified	8,259	SY	\$12.00	\$99,100.00
24	Concrete Curb & Gutter	5,770	LF	\$15.00	\$86,600.00
25	Pavement Striping	1	LS	\$5,770.00	\$5,800.00
26	Concrete Sidewalk	6,363	SF	\$6.00	\$38,200.00
27	ADA Plates	220	SF	\$40.00	\$8,800.00
28	Driveway	52	EA	\$1,500.00	\$78,000.00
29	Restoration (topsoil, seed, mulch)	29	STA	\$750.00	\$21,600.00
30	SESC	1	LS	\$8,000.00	\$8,000.00
31	Traffic Control	1	LS	\$15,000.00	\$15,000.00
32	Decorative Sidewalk Premium	1,000	SF	\$3.00	\$3,000.00
33	Streetscape Allowance (Front St.)	300	FT	\$400.00	\$120,000.00
	<b>Restoration Subtotal</b>				<b>\$942,900.00</b>
<b>Subtotal</b>					<b>\$1,587,000.00</b>
<b>Project Total</b>					<b>\$1,587,000.00</b>
Project Costs by Funding Source					
Percentage of Restoration Allocated to Funding Source					
100%				Sanitary	\$1,532,700.00
				Water	
				Road/General	\$54,300.00

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #150 - Oak Street (From Alexander to W Fourth St)

Date:

October 2019

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
<b><u>Sanitary Sewer</u></b>							
1	Remove Sanitary Structures	10	EA	\$500.00	\$5,000.00	\$3,100.00	\$1,900.00
2	Abandon Sanitary Sewer	2,865	LF	\$12.00	\$34,400.00	\$21,500.00	\$12,900.00
3	4' Sanitary Manhole	10	EA	\$5,000.00	\$50,000.00	\$31,300.00	\$18,800.00
4	Sanitary Sewer, 10 inch	2,450	LF	\$90.00	\$220,500.00	\$137,800.00	\$82,700.00
5	Sanitary Sewer, 12 inch	415	LF	\$115.00	\$47,700.00	\$29,800.00	\$17,900.00
6	Sanitary Lateral	42	EA	\$2,750.00	\$115,500.00	\$72,200.00	\$43,300.00
7	Connect Adjacent Sewers	4	EA	\$10,000.00	\$40,000.00	\$25,000.00	\$15,000.00
8	Creek Crossing	1	EA	\$20,000.00	\$20,000.00		\$20,000.00
9	Permanent Dewatering System	1,685	LF	\$30.00	\$50,600.00	\$31,600.00	\$19,000.00
10	Bypass Pumping	15	Days	\$3,500.00	\$52,500.00	\$32,800.00	\$19,700.00
<b>Sanitary Subtotal</b>					<b>\$636,200.00</b>	<b>\$385,100.00</b>	<b>\$251,200.00</b>
<b><u>Water Main</u></b>							
11	Remove Hydrants	6	EA	\$500.00	\$3,000.00	\$1,900.00	\$1,100.00
12	Abandon Water Main	3,100	LF	\$12.00	\$37,200.00	\$23,300.00	\$14,000.00
13	12" DI Water Main	3,100	EA	\$115.00	\$356,500.00	\$222,800.00	\$133,700.00
14	12" Valve and Box	16	LF	\$3,500.00	\$56,000.00	\$35,000.00	\$21,000.00
15	5" Hydrant, Complete	10	LF	\$4,000.00	\$40,000.00	\$25,000.00	\$15,000.00
16	Water Services	42	EA	\$2,500.00	\$105,000.00	\$65,600.00	\$39,400.00
17	Creek Crossing	1	EA	\$20,000.00	\$20,000.00		\$20,000.00
18	Connections to Existing Main	15	EA	\$2,500.00	\$37,500.00	\$23,400.00	\$14,100.00
<b>Water Main Subtotal</b>					<b>\$655,200.00</b>	<b>\$397,000.00</b>	<b>\$258,300.00</b>
<b><u>Storm</u></b>							
19	Remove Storm Structures	12	EA	\$500.00	\$6,000.00		\$6,000.00
20	Abandon Storm Sewer	690	LF	\$12.00	\$8,300.00		\$8,300.00
21	2' Dia. Storm Sewer Inlet	7	EA	\$2,000.00	\$14,000.00		\$14,000.00
22	4' Dia. Storm Sewer Catch Basin	6	EA	\$3,000.00	\$18,000.00		\$18,000.00
23	12" Storm Sewer	580	LF	\$45.00	\$26,100.00		\$26,100.00
24	18" Storm Sewer	110	LF	\$75.00	\$8,300.00		\$8,300.00
<b>Storm Subtotal</b>					<b>\$80,700.00</b>		<b>\$80,700.00</b>
<b><u>Misc. / Restoration</u></b>							
25	Mobilization / General Conditions (5%)	1	LS	\$120,000.00	\$120,000.00	\$75,000.00	\$45,000.00
26	Remove Concrete Sidewalk	3,567	SY	\$7.00	\$25,000.00	\$15,600.00	\$9,400.00
27	Remove Concrete Curb and Gutter	6,420	LF	\$7.00	\$44,900.00	\$28,100.00	\$16,800.00
28	Remove HMA Pavement	10,127	SY	\$4.00	\$40,500.00	\$25,300.00	\$15,200.00
29	Subbase, CIP	3,376	CY	\$12.00	\$40,500.00	\$25,300.00	\$15,200.00



## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Project #150 - Oak Street (From Alexander to W Fourth St)

Date:

October 2019

Project #:

M19094

Item No.	Description	Quantity	Unit	Unit Price	Total Amount	First Phase	Second Phase
30	Subgrade Undercutting	300	CY	\$20.00	\$6,000.00	\$3,800.00	\$2,300.00
31	Machine Grading Modified	32	STA	\$3,000.00	\$96,300.00	\$60,200.00	\$36,100.00
32	4" HMA (Local Streets)	2,451	TON	\$90.00	\$220,600.00	\$137,900.00	\$82,700.00
33	8" Aggregate Base Modified	10,127	SY	\$12.00	\$121,500.00	\$75,900.00	\$45,600.00
34	Concrete Curb & Gutter	6,420	LF	\$15.00	\$96,300.00	\$60,200.00	\$36,100.00
35	Pavement Striping	1	LS	\$6,420.00	\$6,400.00	\$4,000.00	\$2,400.00
36	Concrete Sidewalk	32,100	SF	\$6.00	\$192,600.00	\$120,400.00	\$72,200.00
37	ADA Plates	640	SF	\$40.00	\$25,600.00	\$16,000.00	\$9,600.00
38	Driveway	42	EA	\$1,500.00	\$63,000.00	\$39,400.00	\$23,600.00
39	Restoration (topsoil, seed, mulch)	32	STA	\$750.00	\$24,100.00	\$15,100.00	\$9,000.00
40	SESC	1	LS	\$9,000.00	\$9,000.00	\$5,600.00	\$3,400.00
41	Traffic Control	1	LS	\$15,000.00	\$15,000.00	\$9,400.00	\$5,600.00
<b>Restoration Subtotal</b>					<b>\$1,147,300.00</b>	<b>\$717,200.00</b>	<b>\$430,200.00</b>
<b>Subtotal</b>					<b>\$2,519,400.00</b>	<b>\$1,499,300.00</b>	<b>\$1,020,400.00</b>
<b>Project Total</b>					<b>\$2,519,400.00</b>	<b>\$1,499,300.00</b>	<b>\$1,020,400.00</b>
Project Costs by Funding Source							
Percentage of Restoration Allocated to Funding Source							
	50%		Sanitary	\$1,209,900.00	\$743,700.00	\$466,300.00	
	50%		Water	\$1,228,900.00	\$755,600.00	\$473,400.00	
			Road/General	\$80,700.00		\$80,700.00	

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

PROJECT #350: Glaser - Forcemain Replacement Project

Date:

July 2020

Project #:

2130386

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	Mobilization / General Conditions (5%)	1	LS	\$6,000.00	\$6,000.00
2	Forcemain, 8-inch	545	LF	\$85.00	\$46,325.00
3	Remove HMA Pavement	100	SY	\$4.00	\$400.00
4	HMA patch, 4-inch	100	SY	\$40.00	\$4,000.00
5	Gravel patch, 6-inch	100	SY	\$12.00	\$1,200.00
6	Driveway Replacement	4	EA	\$1,500.00	\$6,000.00
7	Restoration (Topsoil, seed and mulch)	5.45	STA	\$750.00	\$4,087.50
8	Remove Concrete Curb and Gutter	40	LF	\$7.00	\$280.00
9	Concrete curb and gutter	40	LF	\$15.00	\$600.00
10	Remove Concrete Sidewalk	250	SY	\$7.00	\$1,750.00
11	Concrete Sidewalk	2,600	SF	\$6.00	\$15,600.00
12	ADA Plates	20	SF	\$40.00	\$800.00
13	Traffic Control	1	LS	\$5,000.00	\$5,000.00
14	Soil Erosion Control	1	LS	\$2,500.00	\$2,500.00
15	Bypass - Pumping (300 gpm)	4	Day	\$3,500.00	\$14,000.00
16	FM Abandonment	545	LF	\$12.00	\$6,540.00
17	FM - reconnection at LS	1	LS	\$10,000.00	\$10,000.00
18	FM - reconnection at discharge MH	1	LS	\$5,000.00	\$5,000.00
<b>Subtotal</b>					<b>\$130,100.00</b>
<b>Project Total</b>					<b>\$130,100.00</b>

All work quantities and costs are estimated for preliminary planning purposes only.

Costs estimated in 2019 Dollars

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

Water Treatment Plant and Wellhouse

Date:

September 10, 2020

Project #:

2190800

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	General Requirements (prime contractor mark up, bonds,mobilization, etc.	1.0	lsum	\$300,000.00	\$300,000.00
2	Site Work/onsite piping	1.0	lsum	\$600,000.00	\$600,000.00
3	Water Treatment, Process	1.0	lsum	\$1,600,000.00	\$1,600,000.00
4	Foundations/Concrete Work	1.0	lsum	\$170,000.00	\$170,000.00
5	Structural Steel, Misc. Metals, FRP	1.0	lsum	\$50,000.00	\$50,000.00
6	Architectural (40 x 60 ' block building with 14' to ceiling)	1.0	lsum	\$460,000.00	\$460,000.00
7	Plumbing	1.0	lsum	\$80,000.00	\$80,000.00
8	HVAC	1.0	lsum	\$70,000.00	\$70,000.00
9	Electrical	1.0	lsum	\$300,000.00	\$300,000.00
10	Site work/fill and mitigation/fencing	1.0	lsum	\$100,000.00	\$100,000.00
11	Backwash tank and pumping	1.0	lsum	\$150,000.00	\$150,000.00
<b>Construction Total</b>					<b>\$3,880,000.00</b>
Allowance for contingencies (10%)					\$390,000.00
<b>Total</b>					<b>\$4,270,000.00</b>

## Estimate of Probable Cost

Owner:

City of Buchanan

Project Title:

New Well and Wellhouse

Date:

September 4, 2020

Project #:

2190800

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
<b>I. Phase I - Soil Borings</b>					
1	Phase I Mobilization	1.0	lsum	\$2,000.00	\$2,000.00
2	Drilling and Sampling in Unconsolidated Soils from 0 to 300 feet- Soil Boring Including Abandonment	600.0	v.f.	\$25.00	\$15,000.00
3	Sieve Analysis	30.0	each	\$25.00	\$750.00
<b>Phase I Subtotal</b>					<b>\$17,750.00</b>
<b>II. Phase II - Observation Wells</b>					
4	Phase II Mobilization	1.0	lsum	\$4,000.00	\$4,000.00
5	Drilling and Sampling in Unconsolidated Soils - Observation Wells	600.0	v.f.	\$25.00	\$15,000.00
6	Sieve Analysis	30.0	each	\$25.00	\$750.00
7	Furnishing and Installing 6" (min.) Dia. Casing including Cement Grout (2 wells)	600.0	v.f.	\$60.00	\$36,000.00
8	Furnishing and Placing 6" (min.) Screens (2 wells)	40.0	v.f.	\$200.00	\$8,000.00
9	Developing 6" Observation Well (per well)	2.0	each	\$2,000.00	\$4,000.00
10	Disinfection and Bacteriological Testing	2.0	each	\$1,000.00	\$2,000.00
11	Furnishing, Installing and Removing Test Pump and Disc	1.0	each	\$3,000.00	\$3,000.00
12	Preliminary Test Pumping - Well #1	4.0	hrs.	\$200.00	\$800.00
13	Water Quality Testing	1.0	lsum	\$1,500.00	\$1,500.00
14	Furnishing and Installing Locking Protective Covers	2.0	each	\$800.00	\$1,600.00
<b>Phase II Subtotal</b>					<b>\$76,650.00</b>
<b>III. Phase III- Test/Production Well</b>					
15	Phase III Mobilization	1.0	lsum	\$4,000.00	\$4,000.00
16	Drilling and Sampling in Unconsolidated Soils - 12" Test/Production Well	300.0	v.f.	\$50.00	\$15,000.00
17	Furnishing and Placing 12" Diameter Casing including Cement Grout	300.0	v.f.	\$100.00	\$30,000.00
18	Furnishing and Installing Screen, Including Gravel Pack	50.0	v.f.	\$300.00	\$15,000.00
19	Well Alignment and Plumbness Testing	1.0	each	\$2,000.00	\$2,000.00
20	Developing Test/Production Well	50.0	hrs.	\$200.00	\$10,000.00
21	Well Disinfection	2.0	each	\$1,000.00	\$2,000.00
22	Bacteriological Testing	1.0	lsum	\$500.00	\$500.00
23	Furnishing, Installing, and Removing Test Equipment and Temporary Discharge Piping	1.0	each	\$4,500.00	\$4,500.00
24	Step-drawdown Test	6.0	hrs.	\$200.00	\$1,200.00
25	Aquifer Performance Test (Pumping Phase)	72.0	hrs.	\$200.00	\$14,400.00
26	Aquifer Performance Test (Recovery Phase)	24.0	hrs.	\$50.00	\$1,200.00

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
27	Well Pump	1.0	each	\$60,000.00	\$60,000.00
28	Furnishing and Installing Temporary Cap or Plug	1.0	each	\$300.00	\$300.00
29	Abandon Well 3	1.0	each	\$10,000.00	\$10,000.00
<b>Phase III Subtotal</b>					<b>\$170,100.00</b>
<b>IV. Phase IV - Wellhouse and Site Work</b>					
30	Block Wellhouse Building (approx. 300 sf)	1.0	lsum	\$90,000.00	\$90,000.00
31	Security Fence and gate	150.0	l.f.	\$30.00	\$4,500.00
32	Site piping	1.0	lsum	\$50,000.00	\$50,000.00
33	Site work and drive to building	1.0	lsum	\$50,000.00	\$50,000.00
34	Propane fired generator	1.0	lsum	\$70,000.00	\$70,000.00
<b>Phase IV Subtotal</b>					<b>\$264,500.00</b>

**Construction Total** **\$529,000.00**

Allowance for contingencies, etc. (10%) \$53,000.00

**Total** **\$582,000.00**

**City of Buchanan**

Wastewater Preliminary Engineering Report

**Short-Lived Assets**

<b>Item</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>useful life</b>	<b>cost/year</b>
LS Pumps (>300 gpm)	4	\$50,000	\$200,000	15	\$13,333
LS Pumps (<300 gpm)	10	\$25,000	\$250,000	15	\$16,667
LS Controls	7	\$20,000	\$140,000	15	\$9,333
WWTP Short Lived Assets	1	\$200,000	\$200,000	15	\$13,333
<b>TOTAL</b>			<b>\$790,000</b>		<b>\$52,667</b>

# Appendix C

---

## Wastewater Connections

<b>Summary of Customer Data</b>		
<b>WASTEWATER</b>		
	<b>#</b>	<b>Flow/Year</b>
Total Number of Sewer System Connections	<b>2053</b>	<b>87,918,000</b>
Total Number of Sewer System Connections - City	<b>1905</b>	<b>80,983,000</b>
Total Number of Sewer System Connections - Township	<b>148</b>	<b>6,935,000</b>
Buchanan Township	<b>148</b>	<b>6,935,000</b>
City - Single Family Connections	<b>1677</b>	<b>71,816,000</b>
City - Other Connections	<b>228</b>	<b>9,167,000</b>
<b>Total</b>	<b>1905</b>	<b>80,983,000</b>
Buchanan Township - Single Family Connections	<b>137</b>	<b>6,785,000</b>
Buchanan Township - Other Connections	<b>11</b>	<b>150,000</b>
<b>Total</b>	<b>148</b>	<b>6,935,000</b>
City - Single Family Connections	<b>1677</b>	<b>71,816,000</b>
Buchanan Township - Single Family Connections	<b>137</b>	<b>6,785,000</b>
<b>Total</b>	<b>1814</b>	<b>78,601,000</b>
City - Other Connections	<b>228</b>	<b>9,167,000</b>
Buchanan Township - Other Connections	<b>11</b>	<b>150,000</b>
<b>Total</b>	<b>239</b>	<b>9,317,000</b>





## Proposal for Berrien County Bike, Hike and Paddle Trails Master Plan

The Friends of Berrien County Trails is currently seeking funding to develop a Berrien County Bike, Hike and Paddle Trails Mater Plan. The professional fees to develop this comprehensive county-wide plan is \$45,000. The goal of this plan is to promote trail connectivity, alternative transportation, safety for all users, recreational opportunities and economic development. Having a county-wide plan will provide a resource for governments and agencies securing grant funds to implement the county wide vision for trails.

Trail facilities addressed in the plan will include Shared Use Paths, Paved Shoulders/Bike Lanes, Sharrows, US Bike Routes, County/Local Bike Routes, Water Trails, and Parks with Hiking Trails, Mountain Biking Trails, Cross Country Skiing Trails and Equestrian Trails.

The planning process will engage the entire County, local governments, community groups, and citizens in developing a robust trail master plan that will connect cities, villages, townships, parks and major destinations throughout the county.

**Project Manager & Fiscal Agent:** Friends of Berrien County Trails- a 501(c)(3) non-profit

### Purpose of the Master Plan:

- Inventory and analyze the existing and planned trail routes in Berrien County;
- Provide an overarching guide for future trail planning and implementation throughout Berrien County;
- Provide for enhanced connectivity between cities, villages, and townships and major destinations;
- Serve as a guide for local governmental agencies for planning future investment priorities;
- Provide supporting documentation for requests and applications for future funding and grants;
- Recognize trails as a key amenity that enhance the vitality of communities and the region,;
- Attract world class talent to our local businesses;
- Promote economic development and redevelopment;
- Support tourism; and
- Provide for a healthy lifestyle.

### Planning Process:

- Inventory and analyze existing and planned trail routes in Berrien County;
- Conduct a robust community and stakeholder engagement process;
- Identify community economic development and tourism opportunities that relate to connecting trails to local communities and businesses;
- Develop recommended strategies for future facility improvements, enhanced economic impact, funding and implementation.

**For More Information on the Friends of Berrien County Trails visit [www.BerrienTrails.org](http://www.BerrienTrails.org)**



## Friends of Berrien County Trails

### *Berrien County Bike, Hike and Paddle Trails Master Plan*

The Friends of Berrien County Trails would be the fiscal agent and project manager for the Berrien County Bike, Hike and Paddle Trails Master Plan. The Friends of Berrien County Trails would subcontract with Abonmarche for the development of the plan and be the main point of contact for the project. The Southwest Michigan Planning Commission will also provide guidance for the project. Below is some information on the Friends.

Please see our website for more [www.berrientrails.org](http://www.berrientrails.org).

For information on the Berrien County Trails Plan visit [www.berrientrails.org/bcmasterplan.asp](http://www.berrientrails.org/bcmasterplan.asp).

The **Friends of Berrien County Trails** is a Michigan registered 501(c)(3) non-profit.

The **mission of Friends of Berrien County Trails** is to support the construction and maintenance of trails (pedestrian, bicycle and waterway) within Berrien County and connecting to adjacent counties and encourage trail use.

#### **Our Goals:**

- Educate (increase awareness and understanding of trails, how they benefit our communities and what is needed to develop/expand the trails network)
- Advocate (promote the value of trails with municipalities, schools, user groups and community groups)
- Identify & Develop Trails - (assist in creating specific routes and solicit support from relevant municipalities, assist with obtaining right-of-way and initiating construction)
- Secure Funding - (establish multiple funding streams to provide impactful financing for trails development and maintenance)



#### **Our Core Values:**

- Improve Safety
- Connect Communities
- Improve Health & Wellness
- Support Economic Development
- Build World Class Trails

# Berrien County *Bike, Hike and Paddle* Trails Master Plan





## Strategic Leadership Council - *Best Practices Committee*

- Michigan's Great Southwest is a vibrant and prosperous region to live, learn, work, invest, grow, play and retire for everyone!



- a citizen based non-profit striving to connect Berrien County with a network of trails (pedestrian, bicycle and waterway) and encourage their use

# MICHIGAN HAS SEVERAL TRAIL NETWORKS

SW Michigan is noticeably absent



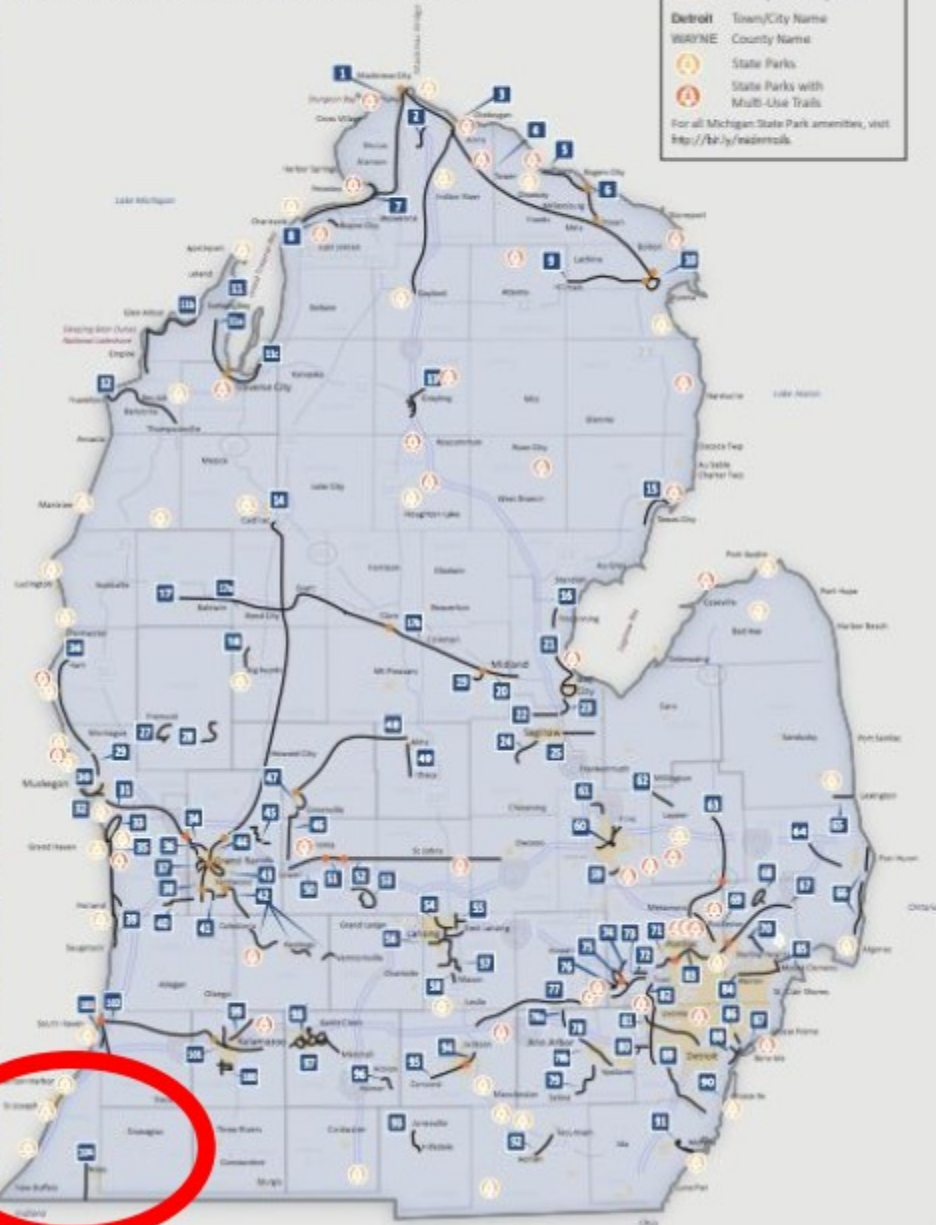
## MICHIGAN MULTI-USE TRAIL DIRECTORY & MAP

Go for a bike ride, run or hike on Michigan's multi-use trails, stretching more than 2,100 miles across the state. This directory features trails over 3.5 miles, though there are many more across the state with less mileage. Trails in the Lower Peninsula are mostly surfaced in asphalt, or crushed stone (granite/limestone). Trails in the Upper Peninsula include some unimproved rail-trails (dirt/grass/gravel/ballast) as well as linear mountain bike trails (dirt) through forests and parks. State parks are included as additional places to bike and hike, and many offer camping accommodations. This map may be downloaded from [www.michigantrails.org/trails](http://www.michigantrails.org/trails).

*Map Key*

- Multi-Use Trails
- Trail ID - See Trail Table
- Connection Between Trails
- County Boundary Line
- Town/City Name
- County Name
- State Parks
- State Parks with Multi-Use Trails

For all Michigan State Park amenities, visit <http://hi.ly/midetroit>.



# Bike, Hike and Paddle Trails Master Plan

- To promote trail connectivity, alternative transportation, safety for all users, recreational opportunities and economic development.
- Engage the entire County, local governments, community groups, and citizens in developing a robust trails master plan that will connect cities, villages, townships, parks and major destinations.



# ***Bike, Hike and Paddle Trails Master Plan***

- Plan purpose and process
- Existing and planned trail inventory
  - Existing conditions report
  - Analysis of current system gaps
  - Inventory of key travel demand generators (destinations)
- Summary of public engagement input
  - Community Survey
  - Key Stakeholder Interviews (bikers, walkers, joggers, hikers, paddlers, commuters, students)
  - 5-6 community engagement meetings
- Recommendations for future trail investments (upgrades/maintenance for existing facilities and planned/future facilities)
- Listing of potential funding resources for future trail system improvements



# Trail Facilities

- Shared Use Paths
- Paved Shoulders/Bike Lanes/Sharrows
- US, County, Local Bike Routes
- Water Trails
- Parks with
  - Hiking Trails
  - Mountain Biking Trails
  - Cross Country Skiing Trails
  - Equestrian Trails



Item IX. A.





# Bike, Hike and Paddle Trails Master Plan

- A resource for governments and agencies to secure grant funds to implement the county wide vision for trails.



Marquette Greenway Proposed Trail Project

# Friends of Berrien County Trails

- Questions?
- More information  
[www.BerrienTrails.org](http://www.BerrienTrails.org)



**Heather Grace**

---

**From:** Mike Garey <mike.garey@drivegreatness.org>  
**Sent:** Wednesday, September 8, 2021 3:48 PM  
**To:** Susan Cooper  
**Subject:** Berrien County Bike, Hike, and Paddle Trails Master Plan Update  
**Attachments:** BerrienCountyTrailsPlanOverview\_June2021.pdf; Berrien CountyPlan\_Presentation.pdf

Dear Colleagues,

In partnership with Friends of Berrien County Trails, I am delighted to report that 13 or 1/3 of our County municipalities have provided \$26K of funds for the partial costs for Friends of Berrien County Trails to contract with Abonmarche for Professional Services to create a “Berrien County Bike, Hike and Paddle Trails Master Plan” plus the costs of distributing a printed copy in addition to a digital copy of the Master Plan to all the local governments in Berrien County and major stakeholders, communicating the results of the Master Plan using the local media channels and social media, and finally working with a web hosting vendor to provide proposed trails and interactive maps of existing trails.

As Chair of the Best Practices Group of the Leadership Council, I want to acknowledge and say thank you to those municipalities that have provided funds for the Trails Master Plan. They are:

Chikaming Township, the City of Bridgman, City of Coloma, City of New Buffalo, City of St. Joseph, Hagar Township, Lake Charter Township, Lincoln Township, New Buffalo Township, Niles Township, Royalton Township, Village of Berrien Springs, & Village of Three Oaks

To those municipalities that are not aware or have not yet decided on providing funds toward the costs of doing a county-wide trails master plan, I am asking you to join with me and fellow municipalities to support this important project for our County and communities. Although the average amount provided by our municipalities has been \$2K, our goal is to get 100% participation. No matter how small the amount, it will make a difference. I have attached two pdfs for your review. If you would like to know more or have questions, you can reach out to Gary Wood at Friends of Berrien County Trails ([gwood811@yahoo.com](mailto:gwood811@yahoo.com)) or Marcy Hamilton at the Southwest Michigan Planning Commission ([hamiltonm@swmpc.org](mailto:hamiltonm@swmpc.org)). Our deadline for raising funds is October 31<sup>st</sup>.

Again, thank you to all of you that have already funded the project and to those of you for your consideration.

Mike Garey

Chair of Best Practice Group & Mayor City of St. Joseph



# City of Buchanan Downtown Façade 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 Façade Agreement shall be approved for a building in any fiscal year, and a Downtown Façade 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 FAÇADE 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: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE IMPROVED:  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

TAX ID#/SOCIAL SECURITY #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### 2. Project Information

BUILDING LOCATION: \_\_\_\_\_

BUSINESS(ES) LOCATED IN BUILDING:  
\_\_\_\_\_  
\_\_\_\_\_

BUILDING AGE: \_\_\_\_\_ BUILDING LOCATED IN CENTRAL BUSINESS DISTRICT? \_\_\_\_\_

BUILDING ZONED AS: \_\_\_\_\_ PIN NUMBER: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

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.

---

---

---

---

Anticipated Construction

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

**4. Mortgage Information**

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

If YES, Holder of Mortgage

---

Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

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

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

If YES, please list:

---

---

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

**5. Building Information**

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

Uses of the building after completion of the façade project:

1<sup>st</sup> Floor:

---

2<sup>nd</sup> Floor:

---

3<sup>rd</sup> Floor:

---

Other:

---

**6. Other Required Documentation**

- a. Photocopy of property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of Title Commitment showing current ownership of property and an indication of clear title free of any other liens or encumbrances.
- d. Proof of property and liability insurance
- e. Signed mortgage note
- f. Copies of any leases associated with property
- g. Project budget
- h. At least two (2)-contractor quotes/construction bids for total façade project
- i. 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 \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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

**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 aforementioned 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**

**FINAL WAIVER OF LIEN**

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF )

GTY. # \_\_\_\_\_

LOAN # \_\_\_\_\_

TO WHOM IT MAY CONCERN:

Whereas the undersigned has been employed by \_\_\_\_\_  
to furnish \_\_\_\_\_

\_\_\_\_\_ for the premises known as \_\_\_\_\_  
of which \_\_\_\_\_ is the Owner/Lessee.

The undersigned, for and in consideration of \_\_\_\_\_  
(\$\_\_\_\_\_) Dollars, and other good and valuable consideration, the receipt  
whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or  
right to, lien, under the statutes of the State of Michigan, relating to mechanics' liens, with  
respect to and on said above-described premises, and the improvements thereon, and on the  
materials, fixtures, apparatus or machinery furnished and on the moneys, funds or other  
considerations due or to become due from the owner, on account of labor, services, materials,  
fixtures, apparatus or machinery heretofore furnished or which may be furnished at any time  
hereafter, by the undersigned for the above-described premises.

Given under \_\_\_\_\_ hand \_\_\_\_\_ and seal \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Note:** All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used,  
corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership,  
partnership name should be used, partner should sign and designate himself as partner.

**CONTRACTOR'S AFFIDAVIT**

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF )

The undersigned, being duly sworn, deposes and says that he is \_\_\_\_\_  
of the \_\_\_\_\_  
who is the contractor for the \_\_\_\_\_  
work on the building located at \_\_\_\_\_  
owned by \_\_\_\_\_.

That the total amount of the contract including extras is \$ \_\_\_\_\_ on which he has  
received payment of \$ \_\_\_\_\_ prior to this payment. That all waivers are true, correct,  
and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the  
validity of said waivers. That the following are the names of all parties who have furnished materials or  
labor or both for said work and all parties having contracts or subcontracts for specific portions of said  
work or for materials entering into the construction thereof and the amount due or to become due to each,  
and that the items mentioned include all labor and materials required to complete said work according to  
plans and specifications:

<b>Names</b>	<b>What For</b>	<b>Contract Price</b>	<b>Amount Paid</b>	<b>This Payment</b>	<b>Balance Due</b>
<b>Total Labor &amp; Materials to Complete</b>					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due  
to any person for materials, labor or other work of any kind done or to be done upon or in connection with  
said work other than above stated.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

**SWORN STATEMENT FOR CONTRACTOR AND SUBCONTRACTOR TO OWNER**

STATE OF MICHIGAN )  
 )SS  
 COUNTY OF )

The affiant, (name) \_\_\_\_\_  
 being first sworn on oath, deposes that he is (position) \_\_\_\_\_  
 of (name, address, phone of firm) \_\_\_\_\_  
 who is the contractor for (owner of premises) \_\_\_\_\_  
 work on the building located at (address of premises) \_\_\_\_\_  
 and performed (describe kind of work) \_\_\_\_\_

The purpose of said contract the following persons have been contracted with, and have furnished, or are furnishing and preparing materials for, and have or are doing labor on said improvements. That there is due and to become due them respectively, the amount set opposite their name for materials or labor as described. That this statement is a full, true, and complete statement of all such persons, the amounts paid and the amounts due or to become due to each..

Name/Address	Kind of Work	Amount of Contract	Retention (Incl. Current)	Net Previously Paid	Net Amount This Payment	Balance to Complete

Amount of Original Contract \$ \_\_\_\_\_ Work Completed to Date \$ \_\_\_\_\_  
 Extras to Contract \$ \_\_\_\_\_ Less \_\_\_\_\_ % Retained \$ \_\_\_\_\_  
 Total Contract & Extras \$ \_\_\_\_\_ Net Amount Earned \$ \_\_\_\_\_  
 Credits to Contract \$ \_\_\_\_\_ Net Previously Paid \$ \_\_\_\_\_  
 Balance to Become Due \$ \_\_\_\_\_

(including Retention)  
 I agree to furnish Waivers of Lien for all materials under my contract when demanded.  
 Signed \_\_\_\_\_ Position \_\_\_\_\_

Scribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,

Notary Public \_\_\_\_\_ The

above sworn statement should be obtained by the owner before each and every payment.



# Downtown Buchanan Restaurant Incentive Program

## Program Purpose

The number one theme from a City of Buchanan resident survey conducted in February of 2021 and answered by 481 respondents identified a yearning by residents for more downtown dining options.

The City of Buchanan Downtown Restaurant Incentive Program is designed to incentivize prospective and existing food-related businesses to create jobs, attract new business, drive economic growth as well as to create a special downtown dining experience in Buchanan for residents and visitors alike. Forgivable loans are provided to property owners or commercial tenants in recognition of the positive impact that business can have on quality of life, cultural experience, and economic vitality of downtown Buchanan. The primary purpose of this program is to implement new restaurants in the downtown district. However, this program may also be available to existing businesses who make significant added value improvements to the dining experience and/or applicants outside of the Central Business C-3 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 Restaurant Forgivable loan, an applicant and building shall meet all of the following criteria:

- 1) Eligible businesses are food-related ventures such as sit-down restaurants, bakeries, and cafes.
- 2) 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.
- 3) Property, building and applicant shall not be delinquent in property taxes or in default with the city on any loan or city related incentive program.
- 4) Properties and buildings with existing code violations or deficiencies must include their remedy as part of the proposed improvements.



- 5) 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.
- 6) Eligible properties can submit applications for improvement costs incurred as of January 1, 2021 (or such other date as may be approved by the City Commission).
- 7) Restaurant must be open for business before funding is appropriated by City Commission.
- 8) City Commission may make funding conditional upon minimum hours of operation.
- 9) Incentives are limited to businesses that have no more than 3 locations in the State of Michigan.

### **What Loans Are Available?**

The maximum amount of the forgivable loan for a specific property will be set forth in a Downtown Restaurant Incentive Program 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 Restaurant Incentive 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 restaurant improvements will be reimbursed.

### **Eligible Improvements**

- Equipment (such as hood exhaust systems, fire suppression, grease interceptors, kitchen, cooking, and dishwashing equipment)
- Interior designs and improvements related to restaurant operation including counter systems, sinks, seating, furniture, fixtures, drywall, painting, flooring, lighting)
- Electrical, plumbing or HVAC related to restaurant operations

The following items are not eligible for forgivable loans under the Downtown Restaurant Incentive Program:

- Façade improvements
- 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
- Elevators – repair or installation
- Refinancing existing debt
- 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 appropriateness of proposed improvements.

**Approval of Restaurant Incentive Program Agreement**

Businesses that have not received a Downtown Restaurant Incentive 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 Restaurant Incentive Agreement shall be approved for a building in any fiscal year, and a Downtown Restaurant Incentive Agreement shall not be approved if a Downtown Restaurant Incentive 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 Restaurant Incentive 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 DOWNTOWN RESTAURANT INCENTIVE 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 Downtown Restaurant Incentive 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, 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 Restaurant Incentive Program 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 Restaurant Incentive 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 Restaurant Incentive Program Agreement.

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

Construction supervision conducted after Commission approval of the Restaurant Incentive Program 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 restaurant 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 Restaurant Incentive Program Agreement.

**DOWNTOWN RESTAURANT INCENTIVE 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 restaurant incentive program application to the Buchanan City Hall, Community Development Director, 302 N. Redbud Trail, Buchanan, MI 49107
5. If necessary, revise plans and return to the Community Development Department for second review.
6. Submit final revised plans, estimates, proof of Zoning Approval and signed Restaurant Incentive Program Agreement to Community Development Department Office.
7. Community Development Director will approve or disapprove content of Restaurant Incentive Program Agreement.
8. Application and grant agreement are forwarded to the City Commission for their review and approval.
9. Apply for a building permit or improvement location permit through the Building Department Office.
10. Pick up permit at Building Department Office when notified.
11. Construct per approved plans and call Building Department Office to schedule inspections as required.
12. Finish Construction.
13. Call the Building Department Office for final inspection.
14. Request reimbursement: Submit Invoices, orders, Treasurer's Form (to show compliance with property tax), Lien Waivers, etc., to Planning Department
15. Receive payment from Community Development Department for eligible project costs based on the façade improvement agreement.

**BUCHANAN RESTAURANT INCENTIVE PROGRAM AGREEMENT**

**Application Form**

**1. Applicant Information**

NAME: \_\_\_\_\_

ADDRESS OF PROPERTY TO BE IMPROVED:  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

TAX ID#/SOCIAL SECURITY #: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**2. Project Information**

BUILDING LOCATION: \_\_\_\_\_

BUSINESS(ES) LOCATED IN BUILDING:  
\_\_\_\_\_  
\_\_\_\_\_

BUILDING AGE: \_\_\_\_\_ BUILDING LOCATED IN CENTRAL BUSINESS DISTRICT? \_\_\_\_\_

BUILDING ZONED AS: \_\_\_\_\_ PIN NUMBER: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

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.

---

---

---

---

Anticipated Construction

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

**4. Mortgage Information**

Is there a current Mortgage on the property: YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, Holder of Mortgage

---

Date of Mortgage: \_\_\_\_\_

Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

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

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

If YES, please list:

---

---

Provide evidence that loans secured by the building are current.

**5. Building Information**

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

Uses of the building after completion of the façade project:

1<sup>st</sup> Floor:

---

2<sup>nd</sup> Floor:

---

3<sup>rd</sup> Floor:

---

Other:

---

**6. Other Required Documentation**

- a. Property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of Title Commitment showing current ownership of property and an indication of clear title free of any other liens or encumbrances.
- d. Proof of property and liability insurance
- e. Signed mortgage note
- f. Copies of any leases associated with property
- g. Project budget
- h. Two (2)-contractor quotes/construction bids for total façade project
- i. 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 \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

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



**City of Buchanan  
Downtown Restaurant Incentive 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 Restaurant Incentive Program for application within the Buchanan Downtown Façade Program Area (“Program Area”); and

**WHEREAS,** said Restaurant Incentive Program is administered by the COMMISSION with the advice of the Community Development Department and 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/Lessees 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 eligible restaurant 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 actual total reimbursement amounts per this Agreement shall not exceed \$10,000 for restaurant 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. 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.

**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 restaurant 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 restaurant incentive program 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 aforementioned 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 rest improvement valued at \$10,000 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.  $\$10,000 \div 36 \text{ months} = \$277,78/\text{month} \times 12 \text{ months} = \$10,000.$ )

**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 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**

**City Commission**

\_\_\_\_\_

\_\_\_\_\_

**Mayor/City Manager**

**FINAL WAIVER OF LIEN**

STATE OF MICHIGAN     )  
  ) SS                                   CTY. # \_\_\_\_\_  
COUNTY OF                    )                                   LOAN # \_\_\_\_\_

TO WHOM IT MAY CONCERN:

Whereas the undersigned has been employed by \_\_\_\_\_  
to furnish \_\_\_\_\_  
\_\_\_\_\_

for the premises known as \_\_\_\_\_  
of which \_\_\_\_\_ is the Owner/Lessee.

The undersigned, for and in consideration of \_\_\_\_\_  
(\$ \_\_\_\_\_) Dollars, and other good and valuable consideration, the receipt  
whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or  
right to, lien, under the statutes of the State of Michigan, relating to mechanics' liens, with  
respect to and on said above-described premises, and the improvements thereon, and on the  
materials, fixtures, apparatus or machinery furnished and on the moneys, funds or other  
considerations due or to become due from the owner, on account of labor, services, materials,  
fixtures, apparatus or machinery heretofore furnished or which may be furnished at any time  
hereafter, by the undersigned for the above-described premises.

Given under \_\_\_\_\_ hand \_\_\_\_\_ and seal \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Note:** All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, partnership name should be used, partner should sign and designate himself as partner.



**CONTRACTOR'S AFFIDAVIT**

STATE OF MICHIGAN )  
 ) SS  
COUNTY OF )

The undersigned, being duly sworn, deposes and says that he is \_\_\_\_\_  
of the \_\_\_\_\_  
who is the contractor for the \_\_\_\_\_  
work on the building located at \_\_\_\_\_  
owned by \_\_\_\_\_.

That the total amount of the contract including extras is \$ \_\_\_\_\_ on which he has  
received payment of \$ \_\_\_\_\_ prior to this payment. That all waivers are true, correct,  
and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the  
validity of said waivers. That the following are the names of all parties who have furnished materials or  
labor or both for said work and all parties having contracts or subcontracts for specific portions of said  
work or for materials entering into the construction thereof and the amount due or to become due to each,  
and that the items mentioned include all labor and materials required to complete said work according to  
plans and specifications:

<b>Names</b>	<b>What For</b>	<b>Contract Price</b>	<b>Amount Paid</b>	<b>This Payment</b>	<b>Balance Due</b>
<b>Total Labor &amp; Materials to Complete</b>					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due  
to any person for materials, labor or other work of any kind done or to be done upon or in connection with  
said work other than above stated.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

**SWORN STATEMENT FOR CONTRACTOR AND SUBCONTRACTOR TO OWNER**

STATE OF INDIANA                     )  
   )SS  
 COUNTY OF                                )

The affiant, (name) \_\_\_\_\_  
 being first sworn on oath, deposes that he is (position) \_\_\_\_\_  
 of (name, address, phone of firm) \_\_\_\_\_  
 who is the contractor for (owner of premises) \_\_\_\_\_  
 work on the building located at (address of premises) \_\_\_\_\_  
 and performed (describe kind of work) \_\_\_\_\_

The purpose of said contract the following persons have been contracted with, and have furnished, or are furnishing and preparing materials for, and have or are doing labor on said improvements. That there is due and to become due them respectively, the amount set opposite their name for materials or labor as described. That this statement is a full, true, and complete statement of all such persons, the amounts paid and the amounts due or to become due to each

Name/Address	Kind of Work	Amount of Contract	Retention (Incl. Current)	Net Previously Paid	Net Amount This Payment	Balance

Amount of Original Contract	\$ _____	Work Completed to Date	\$ _____
Extras to Contract	\$ _____	Less _____ % Retained	\$ _____
Total Contract & Extras	\$ _____	Net Amount Earned	\$ _____
Credits to Contract	\$ _____	Net Previously Paid	\$ _____
Balance to Become Due (including Retention)	\$ _____		

I agree to furnish Waivers of Lien for all materials under my contract when demanded.

Signed \_\_\_\_\_ Position \_\_\_\_\_

Scribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public \_\_\_\_\_

**The above sworn statement should be obtained by the owner before each and every payment.**

FAÇADE/RESTAURANT EQUIPMENT PROGRAM  
PROMISSORY NOTE

Effective Date: \_\_\_\_\_ (“Effective Date”)  
Principal Balance: \_\_\_\_\_ (“Principal Balance”)  
Monthly Amortization Amount: \_\_\_\_\_ (Principal Balance/36 - “Monthly Amortization Amount”)  
Borrower: \_\_\_\_\_ (“Borrower”)  
Project Address: \_\_\_\_\_ (“Project”)

On the Effective Date, Borrower does hereby agree to pay to the City of Buchanan the Principal Balance as follows (“Promissory Note”):

RECITALS

The City of Buchanan has created two programs to facilitate downtown area growth. The Downtown Façade Program that provides a forgivable loan to improve the facade of a building. The second program is the Restaurant Incentive program that provides a forgivable loan to help restaurant businesses acquire new equipment and make restaurant related improvements. The approval requirements and amount for each program is as provided in the program terms. Once an applicant is approved, the applicant is required by comply with certain requirements of the program including the execution of this Promissory Note. The Promissory Note is to be forgiven if the Borrower complies with the covenants as provided in this Agreement. The approved application of any Borrower is incorporated into this recitals provisions as if fully restated herein (“Approved Application”). The Borrower agrees to this Promissory Note in compliance with the program and as part of the program.

TERMS AND CONDITIONS

The Borrower agrees to the following terms and conditions in the payment of the Principal Balance:

1. **Approved Application.** The Approved Application is incorporated into this Promissory Note as if fully restated herein. Upon execution of this Promissory Note, Borrower represents and warrants to the City of Buchanan that Borrower has completed all improvements or purchased and installed all equipment as set forth in the Application. Borrower also represents that all improvements and/or equipment was installed in compliance with permitting requirements and the City of Buchanan Code of Ordinances. Any deviation from the Approved Application must be re-approved by the City of Buchanan.
2. **Principal Amount Confirmed.** Borrower confirms that the Principal Balance is the amount that the City of Buchanan reimbursed to the Borrower pursuant to the terms of the Program.
3. **Interest.** The Borrower shall not pay interest on the Principal Balance unless there is a breach as provided in this Promissory Note (“Interest”).
4. **Payment.** The Borrower shall pay the Principal Balance over a period of thirty-six (36) months by compliance with the terms of this Promissory Note. If Borrower fails to remain in compliance with the compliance covenants, the Borrower shall pay the Monthly Amortization Amount for each partial or full month of non-compliance. Borrower shall pay \$25.00 as an administrative late for any payment due under this Promissory Note that is not paid within five (5) days of a due date (“Late Fee”). If Borrower shall make payment that is returned to City of Buchanan as a result of non-sufficient funds, Borrower shall pay all costs charged to City of Buchanan for the non-sufficient funds return check plus a \$50.00 administrative processing fee (“NSF Fee”)(the Late Fee and NSF Fee

shall be referred to collectively as “Additional Charges”). Any payment received by Borrower shall be allocated as follows: (i) First to accrued interest, and (ii) Second to the Principal Balance, as adjusted by unpaid Additional Charges.

5. **Compliance Covenants.** Borrower agrees to comply with the following covenants: (i) **Ordinance Compliance.** Borrower shall remain in compliance with the City of Buchanan Code of Ordinances. (ii) **Truthful Application.** Borrower’s application for program participation shall not contain any false or misleading information. (iii) **Work/Equipment Compliance.** Borrower shall complete all work and purchase all equipment as approved by the City of Buchanan program approval as set forth in the Approved Application. (iv) **No Delinquency.** Borrower shall not be delinquent in property taxes or in default of any financial obligation owed to the City of Buchanan. (v) **Liens/Mortgages.** Borrower shall not be delinquent in the payment of any taxes or loan that is secured by the Borrower’s real estate or equipment. (vi) **Program Fund Use.** All program funds are used as approved by the City of Buchanan. (v) **Permits/Installation/Timelines.** All work shall be or has been performed in compliance with all permit requirements of the City of Buchanan. All installation shall be completed in a good workmanlike manner using licensed persons or entities for work required to be performed by a licensed person. All work shall be fully completed within the timelines contained in an approved application. (vi) **Insolvency.** Borrower shall not file a voluntary petition for bankruptcy, be subject to receivership, be subject to garnishment or execution or otherwise be insolvent at the time of application or during the term of this Promissory Note.

6. **Default Event/Default.** A failure to comply with the Compliance Covenants shall constitute an event of default. On the occurrence of any Event of Default, the City of Buchanan is to deliver written notice that an event of default has occurred with a fifteen (15) day right to cure, which may be extended by the City of Buchanan in its sole and unlimited discretion. If Borrower fails to cure the event of default by the expiration of the cure period, the event of default shall constitute a breach. Upon a breach, the Borrower shall begin to pay the Monthly Amortization Amount on or before the 1<sup>st</sup> day of the immediately succeeding month and each month thereafter. Borrower shall also pay interest at the maximum amount permitted by law. The City of Buchanan may accelerate all future payments to become immediately due and payable and is authorized to file a foreclosable lien to secure the performance of this Promissory Note and/or a lis pendens to give notice of the existence of this Promissory Note and its enforcement. The City of Buchanan shall have all the rights and remedies available by law to enforce the terms of this Promissory Note, including, but not limited to, the use of actions at law or in equity. All remedies of the City of Buchanan shall be cumulative and not restricted. The choice to use one remedy over another shall not be determined to be an election of remedies where the use of one prohibits the use of the other. The City of Buchanan is authorized, but not required, to take the action necessary to preserve any partially completed work, to protect the public from hazard or complete the work that was approved by the City of Buchanan. If the City of Buchanan takes such action, the cost of the action shall be added to the Principal Balance of this Promissory Note.

7. **Enforcement of Other Legal Obligations.** The terms of this Promissory Note do not supersede or replace the City of Buchanan Code of Ordinances, which shall be complied with in full. To the extent that there shall be a conflict between the City of Buchanan Code of Ordinances and this Promissory Note, the Code of Ordinances shall control. This Promissory Note does not restrict or limit the authority of the City of Buchanan to enforce the City of Buchanan Code of Ordinances. The City of Buchanan can chose to join into one action or operate separate actions concurrently to enforce The City of Buchanan Code of Ordinances and/or this Promissory Note.

8. **Setoff/Anti-Waiver.** Borrower shall have no setoff rights. The City of Buchanan’s delay in the enforcement of any violation for any period of time shall not constitute a waiver of right to enforce any term of this Promissory Note or consent to a continued violation of this Promissory Note.

9. **Miscellaneous Terms.** Time is of the essence in this Promissory Note. However, no delay by the City of

Buchanan of this note shall be a waiver of the exercise of any right or remedy. No single or partial exercise by the City of Buchanan of any right or remedy shall preclude any other or future exercise of that or any other right or remedy. No waiver by the City of Buchanan of any default or of any provision of this note shall be effective unless it is in writing and signed by the City of Buchanan. No waiver of any right or remedy on one occasion shall be a waiver of that right or remedy on any future occasion. Borrower waives demand for payment, presentment, notice of dishonor, and protest of this note, waives all defenses based on suretyship or impairment of collateral, and consents to any extension or postponement of time of its payment, to any substitution, exchange, or release of all or any part of any security given to secure this note, to the addition of any party, and to the release, discharge, waiver, modification, or suspension of any rights and remedies against any person who may be liable for the indebtedness evidenced by this note. If any part of this Promissory Note shall be deemed by a court of competent jurisdiction to be unenforceable, the remainder of the Promissory Note shall remain in full force and effect. This note shall be governed by and interpreted according to the laws of the State of Michigan without giving effect to conflict-of-laws principles. Borrower irrevocably agrees and consents that any action against Borrower to collect or enforce this note may be brought in any state or federal court that has subject matter jurisdiction and is located in, or whose district includes, Kent County, Michigan, and that any such court shall have personal jurisdiction over Borrower for purposes of such action.

BORROWER IRREVOCABLY AND UNCONDITIONALLY WAIVES THE RIGHT TO A TRIAL BY JURY IN ANY ACTION, INCLUDING ANY CLAIM, COUNTERCLAIM, CROSS-CLAIM OR THIRD-PARTY CLAIM ("CLAIM") THAT IS BASED UPON, ARISES OUT OF, OR RELATES TO THIS NOTE OR THE INDEBTEDNESS EVIDENCED BY IT, INCLUDING, WITHOUT LIMITATION, ANY CLAIM BASED UPON, ARISING OUT OF, OR RELATING TO ANY ACTION OR INACTION OF CITY OF BUCHANAN IN CONNECTION WITH ANY ACCELERATION, ENFORCEMENT, OR COLLECTION OF THIS NOTE OR SUCH INDEBTEDNESS.

10. **Assignment.** Borrower shall not assign this Promissory Note without the advance written approval of City of Buchanan, which may be withheld in the sole discretion of the City of Buchanan. City of Buchanan may assign its rights and duties to a third party in its sole discretion without any prior approval or notice to Borrower. Upon an assignment by City of Buchanan, City of Buchanan shall be released from any further duties or obligations. If City of Buchanan shall assign this Promissory Note, the new City of Buchanan of the Promissory Note shall have all of the rights of City of Buchanan as if the new City of Buchanan was the City of Buchanan. Upon assignment, Borrower shall be given notice by City of Buchanan of the location where payments shall be made and name to whom payments shall be made. The parties recognize and agree that this Promissory Note is payable to City of Buchanan through assignment in the P Agreement referenced in the recitals.

By signature below, Borrower confirms that Borrower has received the consideration from City of Buchanan as provided by this Promissory Note. The Borrower further agrees that payment is due as provided herein and accepts the terms of payment provided in this Promissory Note.

BORROWER:

CITY OF BUCHANAN:

\_\_\_\_\_  
By: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

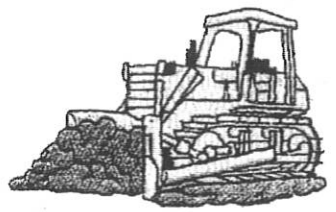
\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_



# PROPOSAL

## Affordable Asphalt Paving & Bulldozing

306 Short Street  
Buchanan, MI 49107  
(269) 695-1125



PROPOSAL SUBMITTED TO	Ravish Park	PHONE	DATE
STREET	City of Buchanan	JOB NAME	8-30-21
CITY, STATE, ZIP CODE	Buchanan MI 49107	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for


Asphalt Resurfacing

- ① Clean Edges back & power sweep.
- ② Apply tack (Glue) for bonding new surface
- ③ Pave 2" Asphalt surface Approx 106' x 92  
Basket ball court.
- ④ Paint & markings

Payment to be made as follows: 50% down  
50% on completion

dollars (\$ 17,800<sup>00</sup>)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized Signature 

Note: This proposal may be withdrawn by us if not accepted within 30 days

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_



# Proposal



1240 South Crystal Avenue  
Benton Harbor, MI 49022  
Phone: (269) 927-1532 Fax: (269) 927-1547  
Toll Free: (877) 880-2768

**Celebrating 50 Great Years 1970-2020**

Michigan City/Elkhart Office  
(877) 880-2768

South Bend Office  
(574) 233-1505

Website: [arntasphalt.com](http://arntasphalt.com)  
[Jon@arntasphaltco.com](mailto:Jon@arntasphaltco.com)

<b>Customer:</b> <b>ATTN: Mike</b> City of Buchanan 302 Red Bud Trail North Buchanan, MI 49107	<b>Job Name:</b> Ravish Park <b>Location:</b> Basketball Court	<b>Date:</b> 09-09-2021
<b>Phone:</b> 269-591-0945 <b>Fax:</b>	<b>Email:</b> mbaker@cityofbuchanan.com	

1. Remove existing asphalt.
2. Compact existing base.
3. Pave in (2) Layers: 2" base hot mix asphalt.  
1 1/2" Limestone surface hot mix asphalt.
4. Apply Laykold Color System:
  - a.) 2 coats of acrylic re-surfacer.
  - b.) 1 coat of (sand) any standard colors. ( Medium green )
  - c.) 1 coat of (top) any standard colors. ( Medium green )
  - d.) Layout to regulation, tape and hand paint lines with two coats of 2 acrylic line paint.

**Approx. 1,104 sq. yds.**

**COST: \$ 61,530.00**

Additional colors available

No Guarantee On Seal Coating Application After October 1<sup>ST</sup>. No Guarantee on Standing Water.

**ARNT ASPHALT SEALING, INC. WILL MAKE EVERY EFFORT TO MATCH ANY QUALIFIED COMPETITOR'S PRICE!**

**PAYMENT TERMS: 25% DOWN WITH SIGNED PROPOSAL – BALANCE DUE 10 DAYS FROM INVOICE DATE**

There shall be a one (1) year guarantee on the material and all workmanship, except that as applied to cracks. The guarantee shall be limited to the replacement of the material and application of the same. Any alterations or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized **Jon Anderson (269)519-2526**

Signature \_\_\_\_\_  
[jon@arntasphaltco.com](mailto:jon@arntasphaltco.com)

**Note: This proposal may be withdrawn by us if not accepted within 10 days.**

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Legal fees and court costs incurred in the collection of monies according to this contract will be borne by the customer.

1 1/2% interest will be charged on past due accounts over 30 days from date of billing – NO EXEMPTIONS. This is an ANNUAL PERCENTAGE RATE OF 18%.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

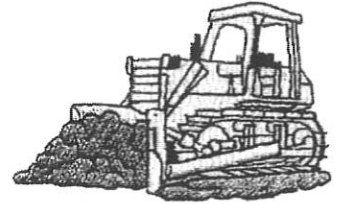
Signature \_\_\_\_\_



# PROPOSAL

## Affordable Asphalt Paving & Bulldozing

306 Short Street  
Buchanan, MI 49107  
(269) 695-1125



PROPOSAL SUBMITTED TO <u>City of Buchanan</u>	PHONE _____	DATE <u>8-30-21</u>
STREET <u>Mill Race parking lot</u>	JOB NAME _____	
CITY, STATE, ZIP CODE <u>Buchanan MI 49107</u>	JOB LOCATION _____	
ARCHITECT _____	DATE OF PLANS _____	JOB PHONE _____

We hereby submit specifications and estimates for

Asphalt parking lot approx 11,000 sq.ft.

- ① Remove old Asphalt + sod/Grass + topsoil.
- ② Install Road Gravel base Where needed. compact.
- ③ Pave 2" Asphalt base - compact
- ④ Pave 2" Asphalt surface - compact

Payment to be made as follows: \_\_\_\_\_ dollars (\$ 37,500<sup>00</sup> )

50% Down

50% on completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized Signature [Signature]

Note: This proposal may be withdrawn by us if not accepted within 30 days

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

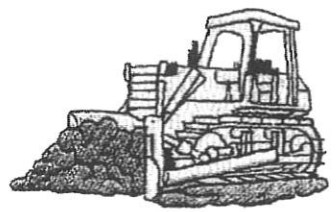
Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_



# PROPOSAL

## Affordable Asphalt Paving & Bulldozing

306 Short Street  
Buchanan, MI 49107  
(269) 695-1125



PROPOSAL SUBMITTED TO	City of Buchanan	PHONE	DATE
STREET	Third St. Between Short & Redbud	JOB NAME	8-30-21
CITY, STATE, ZIP CODE	Buchanan MI 49107	JOB LOCATION	
ARCHITECT		DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for

Asphalt Paving Approx 320' x 22'

- ① Final Grade & compaction
- ② Pave 2" Asphalt base - compact
- ③ Pave 2" Asphalt surface - compact.

Payment to be made as follows: \_\_\_\_\_ dollars (\$ 19,350<sup>00</sup>)

50% Down

50% on completion

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

Authorized Signature \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 30 days

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_

# RIETH-RILEY CONSTRUCTION Co., INC.

100% Quality • 100% Employee Owned • Over 100 Years

## P R O P O S A L

Date: 9/1/21

<b>Job Name:</b> 3rd Street Paving	<b>Job Location:</b> Buchanan, MI
Proposal Submitted To	Owner Information
<b>Name:</b> Mike Baker	<b>Name:</b>
<b>Company:</b> City of Buchanan	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>City/St/Zip:</b>	<b>City/St/Zip:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Fax:</b>	<b>Fax:</b>
<b>Mobile:</b> (269) 591-0945	<b>Mobile:</b>
<b>Email:</b> <a href="mailto:mbaker@cityofbuchanan.com">mbaker@cityofbuchanan.com</a>	<b>Email:</b>

Rieth-Riley Construction Co., Inc. ("Contractor") submits to Owner/General Contractor ("Customer") this Proposal based on plans and specifications prepared by \_\_\_\_\_ and dated \_\_\_\_\_ and the following addenda, if any: \_\_\_\_\_.

Item #	Description	Quantity	Units	Unit Price	Total
10	Mobilization	1	Lsum	\$3,900.00	\$3,900.00
20	2½" Asphalt Base, 13A	740	Syd	\$14.60	\$10,804.00
30	1½" Asphalt Surface, 36A	740	Syd	\$11.00	\$8,140.00

**\*\* This proposal is valid only for 30 days from the date quoted \*\***

**BID TOTAL ---->** \$22,844.00

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- Price based on one mobilization</li> <li>- Restoration beside new asphalt by others</li> <li>- Engineering &amp; staking by others. Permits NOT included</li> <li>- Traffic control devices supplied by others</li> <li>- Sawcutting of existing asphalt by other</li> </ul> | <ul style="list-style-type: none"> <li>- Fine grading NOT included</li> <li>- Striping &amp; signs NOT included</li> <li>- Rieth-Riley cannot guarantee proper drainage if slope is less than 1%</li> <li>- Areas are estimated. Actual areas worked will be billed</li> </ul> |
|---|--|

THIS PROPOSAL SHALL REMAIN VALID ONLY FOR 15 DAYS FROM THE ABOVE PROPOSAL DATE. **SALES TAX INCLUDED YES**

THIS PROPOSAL INCLUDES ALL OF THE STANDARD TERMS & CONDITIONS SET FORTH ON THE REVERSE SIDE OF THIS DOCUMENT.	RIETH-RILEY CONSTRUCTION Co., INC.
	By: _____ (Eric R. Green, Estimator)

**ACCEPTANCE OF PROPOSAL**

I (we) have read the above Proposal, INCLUDING THE STANDARD TERMS & CONDITIONS ON THE REVERSE SIDE, and hereby accept this Proposal. You are hereby authorized to begin the work as proposed.

<u>City of Buchanan</u> (Company Name)	_____
By: _____ (Authorized Signature)	_____
	(Date Signed)
	_____
	(Printed Name & Title)

TELEPHONE: (269) 926-1111 • FAX: (269) 926-4012

\*AN EQUAL OPPORTUNITY EMPLOYER\*

*Continuing . . .* ASSURANCE OF SKILL • INTEGRITY • RESPONSIBILITY • IN CONSTRUCTION

## STANDARD TERMS & CONDITIONS OF THIS PROPOSAL

The following terms and conditions are part of this Proposal:

1. **This Proposal's prices are based on the current average posted price for asphalt cement as listed in the "Asphalt Weekly Monitor" published by Potent & Partners, Inc. If this average posted price increases at the time Contractor commences performance of the work covered by this Proposal, we reserve the right to adjust the Proposal prices consistent with the increase in the price of the asphalt cement.**
2. All material is warranted to be as specified. All work is to be completed according to this Proposal and in a workmanlike manner. Unless otherwise provided in this Proposal, Customer, at its expense, shall provide a properly compacted and stable subgrade or subbase (proof rolling or other testing satisfactory to Contractor) upon which any material is to be placed.
3. **OTHER THAN AS EXPRESSLY PROVIDED FOR IN THIS PROPOSAL, CONTRACTOR MAKES NO EXPRESS OR IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CUSTOMER'S SOLE REMEDY FOR BREACH OF WARRANTY IS LIMITED EXCLUSIVELY TO REMOVAL AND REPLACEMENT OF THE DEFECTIVE WORK. OTHER THAN REMOVAL AND REPLACEMENT, RIETH-RILEY HAS NO OTHER LIABILITY FOR ANY TYPE OF DAMAGE, WHETHER INCIDENTAL, CONSEQUENTIAL OR OTHERWISE.**
4. Any express performance warranty provided in this Proposal shall be waived in the event Customer, either verbally or in writing, directs Contractor to place its paving materials over a subgrade or a subbase the condition of which Rieth-Riley has advised Customer is unacceptable.
5. Contractor will not be liable for delays caused by labor disturbances, weather conditions, acts of God, acts of governmental agencies, accidents, shortages of necessary materials and supplies, or any other cause beyond our control.
6. Any damage to or caused by appurtenances, including but not limited to stumps, buried concrete slabs or footing, septic tanks, sprinkler systems or utilities not specifically described on the plans or accurately marked on the jobsite so as to make us aware of their exact location and depth, will be the Customer's responsibility; and any extra work involved will become an extra charge over the quoted price.
7. Extra work not included in this Proposal will be performed at the direction of the Customer or his authorized representative. Customer shall promptly issue an appropriate written change order to cover the authorized work.
8. If no sales tax is included in this Proposal, Customer is required to provide a valid sales tax exemption certificate; otherwise, sales tax will be added when completed work is invoiced.
9. Contractor will not proceed with the work as specified in this Proposal until satisfied of the Customer's ability and intent to pay according to the terms outlined herein.
10. **PAYMENT IS DUE UPON CUSTOMER'S RECEIPT OF INVOICES** issued, whether progress or final, for work completed to date. If prompt payment is not received, Contractor will suspend work in progress.
11. Nothing herein contained shall be construed as a waiver or modification of Contractor's statutory lien rights, which lien rights Contractor will exercise if payment by Customer is not promptly made.
12. **A SERVICE CHARGE OF 1½% PER MONTH**, which is an annual percentage rate of 18% per annum, will be made on all account balances not paid as provided for herein, together with costs of collection and reasonable attorney fees and expenses.
13. **Customer represents and warrants that there are no hazardous substances or hazardous wastes located on or within the jobsite.** Customer agrees to defend, indemnify, and hold harmless Contractor, its officers and employees from any type of loss and/or liability, including reasonable attorney fees and expenses, arising from a breach of this representation or warranty or Customer's violation of environmental law, regulation, or policy.
14. The following sentence only applies if the parties intend that their contractual relationship will be governed by a written contract other than this Proposal: **This Proposal is submitted subject to entering into a written contract, the terms and conditions of which are acceptable to both parties.**

**"LICENSE NO.** A residential builder or a residential maintenance and alteration contractor is required to be licensed under Article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. An electrician is required to be licensed under the electrical administrative act, 1956 PA 217, MCL 338.881 to MCL 338.3511 to 338.3569. A Mechanical contractor is required to be licensed under the Forbes mechanical contractors act, 1984 PA 192, MCL 338.971 to 338.988.

# GREATER NILES

Chamber of Commerce

Greater Niles Chamber of Commerce  
333 N 2nd St, Suite 302  
Niles, MI 49120

## Invoice

185040

**Date:** 04/01/2021  
**Profile ID:** 60056  
**Please Pay By:** 04/01/2021

Ms. Heather Grace  
City of Buchanan  
302 Red Bud Trail N  
Buchanan, MI 49107

Description	Qty	Rate	Amount
Niles Membership Investment 04/01/2021 to 03/31/2022	1.00	8,990.00	8,990.00

Tax Identification Number: 80-081-6040

<b>Total:</b>	8,990.00
<b>Amt Paid:</b>	0.00
<b>Balance Due:</b>	8,990.00

For questions regarding your membership or to make a payment by phone please call (269) 683-1833.

Profile ID	Invoice	Due Date	Total Due	Total Payment Enclosed
60056	185040	04/01/2021	\$8,990.00	\$

Please verify address and provide corrections

Ms. Heather Grace  
City of Buchanan  
302 Red Bud Trail N  
Buchanan, MI 49107

Correct Address

Make checks payable to:

Greater Niles Chamber of Commerce  
333 N 2nd St, Suite 302  
Niles, MI 49120

MasterCard     Visa     Discover     American Express

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_ Billing Zip \_\_\_\_\_ Sec. Code \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**CITY OF BUCHANAN  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
RESOLUTION NO. 2021.09235**

A RESOLUTION TO ESTABLISH AN EMEGENCY MANAGEMENT COORDINATOR FOR THE CITY OF BUCHANAN

Minutes of a special meeting of the City Commission of the City of Buchanan, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on Monday, September 13, 2021 at 7:00 p.m.

PRESENT: Commissioners [redacted]  
ABSENT: Commissioners [redacted]

The following preamble and resolution were offered by Commissioner [redacted] and supported by Commissioner [redacted].

WHEREAS, the Michigan Emergency Management Act (Public Act 390 of 1976, hereafter "Act") requires "[t]he county board of commissioners of each county shall appoint an emergency management coordinator";

WHEREAS, the Act continues to explain "[a] county [emergency management] coordinator may be appointed a municipal coordinator for any municipality within the county;

WHEREAS, the Act promulgates duties to the county emergency management coordinator to include the duty to "[A]ct for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery".

WHEREAS, the Act also explains the "[c]ounty emergency management coordinator is responsible to Direct and coordinate local multi-agency response to emergencies within the county or municipality".

WHEREAS, the County has prepared an emergency operations plan that describes policies for the coordinator to implement including the establishment of identified liaisons from each municipal subunit of the county to serve as the point of contact for all matters of coordinating the response to an emergency or disaster between the county and the municipality and this municipal liaison must be appointed and confirmed by the municipality's board of elected officials.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Buchanan City Commission:

Appoints **Tim Ganus, Director of Public Safety and Chief of Police**, to serve as the primary emergency management liaison for this municipality and is delegated the responsibility to assign other municipal officials to emergency positions necessary to carry out the functions required by the county emergency management coordinator and the county emergency operations plan.

FURTHERMORE, The primary emergency management liaison for this municipality is responsible for the following duties:

- Report all activity and information related to this assignment directly to this board;
- Serve as an emergency management advisor to the County;
- Organize all municipal departments for use during an emergency;
- Maintain a list of municipal resources that may be used during an emergency;
- Maintain a current emergency contact list for the municipality and validate the list quarterly;
- Report any information during an emergency situation about the conditions or impacts resulting from the hazard, municipal resources employed or available for emergency response to the county Emergency Management Coordinator;
- When the municipality has or will reasonably will exhaust its emergency response resources during an emergency, make and communicate any requests for County assistance on the municipality’s behalf to the County Emergency Management Coordinator without unreasonable delay.

AYES: Commissioners [redacted]  
 NAYS: Commissioners [redacted]  
 ABSENT Commissioners [redacted]

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Sean Denison, Mayor

\_\_\_\_\_  
Barbara A Pitcher, City Clerk

**CERTIFICATION**

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on Monday, September 13, 2021 at 7:00 p.m.

\_\_\_\_\_  
Barbara A Pitcher, City Clerk



**Request to Ratify Change to AFSCME Union Contract**

*-Now that we have the new capabilities for payroll processing afforded us through the BS&A Software system, we can make a change to our payroll to allow for added efficiencies, but it will require ratification of the following change to the AFSCME Union contract:*

Here is what the current AFSCME Union contract says presently regarding pay periods:

**Section 4. Work Week and Pay Period Computations** *For purposes of this Agreement, the work week shall begin at 12:01 a.m. Thursday morning and end at midnight on Wednesday and the work day shall be a calendar day.*

*The Employer's pay period shall contain two full weeks with paychecks to be distributed to employees during their work shift on the Friday following the Wednesday on which the pay period ends.*

--

Here is the amended new language:

**Section 4. Work Week and Pay Period Computations** *For purposes of this Agreement, the work week shall begin at 12:01 a.m. Tuesday morning and end at midnight on Monday and the work day shall be a calendar day.*

*The Employer's pay period shall contain two full weeks with paychecks to be distributed (or direct deposits to be deposited) to employees during business hours on the Friday following the Monday on which the pay period ends.*

--

*If approved, this change would align the AFSCME and Police Union pay period end dates, and also eliminate the need for employees to have to "guess" at their Wednesday hours, which sometimes leads to pay adjustments after the fact. So this change will improve payroll efficiencies overall. Thank you for your consideration of this proposed update.*



**Local Government Approval**  
(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ meeting of the \_\_\_\_\_ council/board  
(regular or special) (township, city, village)  
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
the following resolution was offered: (date) (time)

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Robert Maynard  
(name of applicant, if a corporation or limited liability company, please state the company name)

for the following license(s): See attached  
(list specific licenses requested)

to be located at: 116 Main St. Buchanan, MI 49107

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the  
council/board at a \_\_\_\_\_ meeting held on \_\_\_\_\_ (township, city, village)  
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



# STATE OF MICHIGAN - LIQUOR CONTROL COMMISSION

This is to certify that a License is hereby granted to the person(s) named with the stipulation that the licensee is in compliance with Commission 436.1003, which states that a licensee shall comply with all state and local building, plumbing, zoning sanitation, and health laws, rules, and ordinances determined by the state and local law enforcement officials who have jurisdiction over the licensee. Issuance of this license by the Michigan Liquor Control Commission does not waive this requirement. The licensee must obtain all other required state and local licenses, permits, and approvals for the premises before using this license for the sale of alcoholic liquor on the licensed premises.

This License is granted in accordance with the provisions of Act 58 of the Public Acts of 1998 and shall continue in force for the period designated, suspended, revoked, or declared null and void by the Michigan Liquor Control Commission. Failure to comply with all laws and rules may result in the revocation of this license.

**THIS LICENSE SUPERSEDES ANY AND ALL OTHER LICENSES ISSUED PRIOR TO JULY 28, 2021**  
**FILE NUMBER:**  
 BUSINESS ID: 260649  
 MAIZE N BREW, LTD.  
 D/B/A B&W OLD VILLAGE INN

116 MAIN ST,  
 BUCHANAN, MI 49107-1455  
 BERRIEN COUNTY  
 L-24  
 BUCHANAN CITY

LICENSE # L-000407153  
 LICENSE: Class C

L-000407154 Specially Designated Merchant

TOTAL BARS: 1  
 DIRECT-CONNECTIONS: 0  
 PERMIT: Sunday Sales (PM), Social District

OUTDOOR SERVICE AREA:  
 PASSENGERS:  
 ROOMS:

ACT: N/A  
 ACT: N/A  
 ROOMS:

IN WITNESS WHEREOF  
 this License has been drawn  
 and sealed by both the  
 Liquor Control Commission  
 Licensee(s).

LIQUOR CONTROL COMMISSION  
 [Signatures]

LICENSEE(S) SIGNATURE

2021  
 2022

Item XI. C.

LICENSE EFFECTIVE MAY 1, 2021 - EXPIRES APRIL 30, 2022

## Heather Grace

---

**From:** Heather Grace  
**Sent:** Thursday, September 9, 2021 10:50 AM  
**To:** Barbara Pitcher  
**Subject:** FW: Homecoming Parade 2021

I would like just a short "Communication" on the agenda listing October 8<sup>th</sup> at 6pm as the date and time for the homecoming parade, which will feature an appearance by Hannah Roberts.

Thanks! 😊

---

**From:** Tim Ganus <[TGanus@cityofbuchanan.com](mailto:TGanus@cityofbuchanan.com)>  
**Sent:** Thursday, September 9, 2021 10:48 AM  
**To:** Heather Grace <[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)>  
**Subject:** FW: Homecoming Parade 2021

Here is the info on the Home Coming parade. It is Friday Oct. 8<sup>th</sup> at 6:00pm.

---

**From:** Jessica Elliott <[jelliott@buchananschools.com](mailto:jelliott@buchananschools.com)>  
**Sent:** Tuesday, August 10, 2021 7:00 PM  
**To:** Mike Baker <[mbaker@cityofbuchanan.com](mailto:mbaker@cityofbuchanan.com)>  
**Cc:** Heather Grace <[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)>; Mike Adams <[MAdams@cityofbuchanan.com](mailto:MAdams@cityofbuchanan.com)>; Tim Ganus <[TGanus@cityofbuchanan.com](mailto:TGanus@cityofbuchanan.com)>; [randy@dpmevents.com](mailto:randy@dpmevents.com); Lisa Holok <[Lholok@buchananschools.com](mailto:Lholok@buchananschools.com)>; Rachel Carlson <[rcarlson@buchananschools.com](mailto:rcarlson@buchananschools.com)>; Stacey DeMaio <[sdemaio@buchananschools.com](mailto:sdemaio@buchananschools.com)>  
**Subject:** Re: Homecoming Parade 2021

Thank you, Heather! I also talked with Betty and she asked if Hannah could join us for the Homecoming parade - which we are totally stoked for! Homecoming is already a super exciting day in Buchanan so having Hannah join us will make it even more exciting! 😊

Thanks for keeping us in the loop. We will make sure to give her a warm welcome and help spread the word on social media.

Go Bucks!  
Jessica

Sent from my iPhone

On Aug 10, 2021, at 4:35 PM, Mike Baker <[mbaker@cityofbuchanan.com](mailto:mbaker@cityofbuchanan.com)> wrote:

That is awesome!!!

Get [Outlook for iOS](#)

**From:** Heather Grace <[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)>  
**Sent:** Tuesday, August 10, 2021 4:34:26 PM  
**To:** Mike Adams <[MAAdams@cityofbuchanan.com](mailto:MAAdams@cityofbuchanan.com)>; Tim Ganus <[TGanus@cityofbuchanan.com](mailto:TGanus@cityofbuchanan.com)>; Jessica Elliott <[jelliott@buchananschools.com](mailto:jelliott@buchananschools.com)>  
**Cc:** [randy@dpmevents.com](mailto:randy@dpmevents.com) <[randy@dpmevents.com](mailto:randy@dpmevents.com)>; Lisa Holok <[lholok@buchananschools.com](mailto:lholok@buchananschools.com)>; Rachel Carlson <[rcarlson@buchananschools.com](mailto:rcarlson@buchananschools.com)>; Stacey DeMaio <[sdemaio@buchananschools.com](mailto:sdemaio@buchananschools.com)>; Mike Baker <[mbaker@cityofbuchanan.com](mailto:mbaker@cityofbuchanan.com)>  
**Subject:** RE: Homecoming Parade 2021

Hi everyone, exciting news! I have heard today from Hannah Roberts' parents that she is tentatively planning to be back in the Buchanan area around September 5<sup>th</sup> to throw out the first pitch at a South Bend Cubs game, and since the City had offered to throw Hannah a parade, and her being the humble person that she is, rather than have her own personal parade, she was wondering if it made more sense to just have her be a part of the Homecoming Parade? I would imagine that would add excitement to an already exciting day, but wanted to see what everyone thought.

Thanks in advance everyone! 😊

---

**From:** Mike Adams <[MAAdams@cityofbuchanan.com](mailto:MAAdams@cityofbuchanan.com)>  
**Sent:** Tuesday, August 10, 2021 2:05 PM  
**To:** Tim Ganus <[TGanus@cityofbuchanan.com](mailto:TGanus@cityofbuchanan.com)>; Heather Grace <[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)>; Jessica Elliott <[jelliott@buchananschools.com](mailto:jelliott@buchananschools.com)>  
**Cc:** [randy@dpmevents.com](mailto:randy@dpmevents.com); Lisa Holok <[lholok@buchananschools.com](mailto:lholok@buchananschools.com)>; Rachel Carlson <[rcarlson@buchananschools.com](mailto:rcarlson@buchananschools.com)>; Stacey DeMaio <[sdemaio@buchananschools.com](mailto:sdemaio@buchananschools.com)>  
**Subject:** Re: Homecoming Parade 2021

Yes, we would be happy to be part of the parade and I have no issues with the route or the set up. Thank you for inviting us back.

*Robert M Adams  
 Chief  
 BCFD*

---

**From:** Tim Ganus <[TGanus@cityofbuchanan.com](mailto:TGanus@cityofbuchanan.com)>  
**Sent:** Monday, August 9, 2021 11:57 AM  
**To:** Heather Grace <[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)>; Jessica Elliott <[jelliott@buchananschools.com](mailto:jelliott@buchananschools.com)>  
**Cc:** [randy@dpmevents.com](mailto:randy@dpmevents.com) <[randy@dpmevents.com](mailto:randy@dpmevents.com)>; Lisa Holok <[lholok@buchananschools.com](mailto:lholok@buchananschools.com)>; Rachel Carlson <[rcarlson@buchananschools.com](mailto:rcarlson@buchananschools.com)>; Stacey DeMaio <[sdemaio@buchananschools.com](mailto:sdemaio@buchananschools.com)>; Mike Adams <[MAAdams@cityofbuchanan.com](mailto:MAAdams@cityofbuchanan.com)>; Heather Grace <[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)>  
**Subject:** RE: Homecoming Parade 2021

I am so excited to be doing these events again. As in the past the Police Department is very happy to help out. The detail below looks fine for the P.D.  
 Thanks...

Tim Ganus  
 Chief of Police  
 Buchanan City Police Department  
 720 E. Front St. Buchanan Mi. 49107  
 269-695-5120  
[tganus@cityofbuchanan.com](mailto:tganus@cityofbuchanan.com)

---

**From:** Heather Grace <[hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com)>  
**Sent:** Thursday, August 5, 2021 5:21 PM  
**To:** Jessica Elliott <[jelliott@buchananschools.com](mailto:jelliott@buchananschools.com)>; Tim Ganus <[TGanus@cityofbuchanan.com](mailto:TGanus@cityofbuchanan.com)>  
**Cc:** [randy@dpmevents.com](mailto:randy@dpmevents.com); Lisa Holok <[lholok@buchananschools.com](mailto:lholok@buchananschools.com)>; Rachel Carlson <[rcarlson@buchananschools.com](mailto:rcarlson@buchananschools.com)>; Stacey DeMaio <[sdemaio@buchananschools.com](mailto:sdemaio@buchananschools.com)>; Mike Adams <[MAAdams@cityofbuchanan.com](mailto:MAAdams@cityofbuchanan.com)>  
**Subject:** Re: Homecoming Parade 2021

Thank you for reaching out, I have also included our fire chief on this email thread so that he has a chance to review and note any concerns you may have.

Sounds like it would be wonderful to me, but I will allow Chief Adams and Chief Ganus to comment and then we can move to finalize the plans.

Thank you again, and I hope that you have a wonderful day! :-)

Get [Outlook for iOS](#)

---

**From:** Jessica Elliott <[jelliott@buchananschools.com](mailto:jelliott@buchananschools.com)>  
**Sent:** Thursday, August 5, 2021 3:59 PM  
**To:** Heather Grace; Tim Ganus  
**Cc:** [randy@dpmevents.com](mailto:randy@dpmevents.com); Lisa Holok; Rachel Carlson; Stacey DeMaio  
**Subject:** Re: Homecoming Parade 2021

Hello Officer Ganus,

I sent the email below and didn't realize Chief Marx has retired. 😊 Randy Hendrixson got me up to speed and shared your contact information with me. Can you check out the details below and let me know if there's anything else we can do to help you prepare for the Homecoming Parade?

Thank you!  
 Jessica Elliott

Good Morning Chief Marx,

It's that time of year again - after a year off (thanks to COVID), we are starting to plan for the 2021 Homecoming Parade! Homecoming for Buchanan will be on **Friday, October 8, 2021**. As always, we will kick off our parade at **6pm** sharp and will need police presence for both an escort and to block off the route.

**Floats will be asked to arrive at the parking lot at 5pm.**

Floats will be asked to use the back entrance to the parking lot on Dewey street (by the old guard shack) so that we may line them up effectively. We will close off the two front street entrances to the

lot and will not allow any cars to park in the lot (with the exception of floats of course) for the safety of the kids who will be running around leading up to the parade.

**Fire trucks should arrive by 5:30 and will park up by Smoke Vision Center.** The fire trucks will join in the parade AFTER the last float has entered onto Front Street.

The parade route will be the same as previous years, with kickoff starting at the Kevin J. Barker Building Parking lot. We are still confirming whether or not the floats will pull into the field and park on the track and be on display throughout the game.

Please double check the route below to see if you have any concerns or comments

**\*\*Parade Route:** Start at the Kevin Barker building, go up Front Street, turn LEFT on Terre Coupe, go down the hill and continue around the baseball and softball fields, pass by the McCoy Creek parking lot and \*pause\* to unload students, then \*potentially\* enter the lower gates to park floats on the track. If we do not park on the track, float drivers will be released and responsible for exiting up the hill and going back to their respective locations.

**\*\*Fire Truck route:**

The fire trucks should NOT continue around the baseball and softball fields. It will start to get congested in that area with fans showing up for the game. Fire Trucks should continue to drive on Terre Coupe heading out of town.

**I do not have the contact information for the people in charge of the area fire departments, would you be willing to share this email with them?**

We will need police to block off Smith street at the top of the hill (Corner of Smith and Phelps) starting at 6:10 so that cars are not coming down the hill as the floats need the lower part of Smith to unload kids and pull onto the track. We sometimes have spectators who are angry that they cannot come down that road to park in the McCoy creek lot and it is helpful to have a police presence there. As soon as the floats are on the track, the cars can come down and park in that lot.

Let me know if you need any other information from us. I've also included our Principal, Assistant Principal, Athletic Director, and class advisers on this email. If you could, please respond so I know you've gotten this e-mail. Thanks again!

Jessica Elliott, Rachel Carlson, & Lisa Holok  
(BHS Student Council Advisers)

--

Jessica Elliott  
BHS English Language Arts Teacher  
Student Council & Spirit Team Adviser

CONFIDENTIALITY NOTICE: This message may contain confidential information, including, but not limited to, student personally identifiable information. Such information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, printing, distribution, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you receive this e-mail message in error, please immediately notify me by telephone to arrange for the return of the original document to me. Please also delete the message from your computer. Thank you.

CONFIDENTIALITY NOTICE: This message may contain confidential information, including, but not limited to, student personally identifiable information. Such information is intended only for the use of the individual or entity named above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, printing, distribution, or the taking of any action in reliance on the contents of the information contained herein is strictly prohibited. If you receive this e-mail message in error, please immediately notify me by telephone to arrange for the return of the original document to me. Please also delete the message from your computer. Thank you.