REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, NOVEMBER 09, 2026 – 7:00 PM
BUCHANAN CITY HALL | 302 N RED BUD TRAIL

AGENDA

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

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

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

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

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

I. Call to Order

II. Recognition

III. Pledge of Allegiance

IV. Invocation

V. Roll Call

VI. Approve Agenda

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

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

A. **Minutes**: Consider the Public Hearing & Regular Meeting Minutes from October 26th, 2026.

B. **Consider Approval of Special Event Application Buchanan for the Holidays:** The Buchanan Area Chamber of Commerce requests approval for the Holiday Lights Parade and Tree/Stage Lighting Ceremony on November 28, 2026, from 5:30 PM to 8:00 PM, including the closure of Front Street from Redbud Trail to Oak Street from 4:00 PM to 7:00 PM.

C. **Department Head Reports:** Consider accepting monthly Department Head reports.

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

X. Reports by: Departments, Committees, Boards

A. **Clerk Department**: November 3rd, 2026 General Election Report.

XI. Unfinished Business

XII. New Business

A. **Building Official Services Contract:** Consider the approval of a 3-year contract with Tony Riegel for the contracted Building Official, with an 80/20 fee split, and authorize the City Manager to execute the agreement.

B. **Purchase of Water Meters and Reading Equipment, ETNA Supply:** Consider approval of the purchase of water meters, reading units, and associated monitoring technology from ETNA Supply Company in an amount not to exceed $56,640.00.

C. **Traffic Control Order #262:** Consider approving of Traffic Control Order #262,establishing a permanent no-parking zone in the City-owned parking lot behind 102 E Front St. to improve traffic circulation and emergency vehicle access.

D. **Prien & Newhof Professional Services Agreement- Downtown Redevelopment Phase II**: Consider approval of Amendment No. 1 to the professional services agreement with Prien & Newhof for engineering and design services associated with Phase II of the Downtown Redevelopment Initiative, in an amount not to exceed $82,600 and authorize the City Manager to execute the agreement.

E. **USDA Rural Development:** Consider authorizing the City Manager to serve as the City's designated representative and signatory for the USDA Rural Development financing package associated with Phase II of the Downtown Redevelopment Initiative.

F. **Proposed Transition from AT&T to Verizon Wireless:** Consider approval of transitioning the City of Buchanan's wireless services from AT&T to Verizon Wireless under a three-year agreement. The proposed transition includes 14 wireless lines and is estimated to save the City $3,781.20 annually, with projected net savings of $9,365.20 over three years after device payoff costs and transition credits.

G. **Capital Improvement Plan:** Consider Adopting 10-Year Capital Improvement Plan for Redevelopment Ready Community Essentials Designation.

H. **Downtown Streetscape Furniture Purchase:** Consider approval to purchase downtown streetscape furniture from DuMor Site Furnishings, including benches, tables, chairs, trash receptacles, and bicycle racks for the downtown area and Mill Alley. The total purchase cost of $109,953 is included in the FY 2026/27 budget.

I. **Fee Schedule Amendment:** Consider adopting fee schedule amendments for Fence Modification request before Zoning Board of Appeals, $200, and Sign Modification, Mural Installation or Iconic Sign Designation request before Planning Commission, $75.

J. **Expenditures:** Consider approving the Expenditures in the amount of $155,888.31.

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

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

XV. Executive Comments

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

XVI. Adjourn

REVISEDREGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, OCTOBER 26, 2026 – 7:00 PM

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

MINUTES

I. Public Hearing

A. Call to Order Public Hearing

The public hearing was called to order at 7:00 PM.

B. Roll Call

Mayor Weedon, Mayor Pro Tem Swem, Commissioners Vigansky, Money, and George. All present.

C. Open Public Hearing

Swem moved, supported by Money, to open Public Hearing No. 1. Motion carried unanimously.

D. Statement of Purpose: The purpose of this public hearing is to receive comments regarding proposed amendments to the City of Buchanan Unified Development Code (UDC), including the following ordinances:

Ordinance No. 2026.10/456 – Map Amendment (Rezoning), East Third Street and Skyline Drive – N Natural to I Industrial.

Ordinance No. 2026.10/457 – Unified Development Code Amendment – Downtown Design Review Overlay District.

Ordinance No. 2026.10/458 – Unified Development Code Amendment – Fencing, Lighting, Screening and Landscaping Standards.

Ordinance No. 2026.10/459 – Unified Development Code Amendment – Sign Standards.

Ordinance No. 2026.11/460 – Unified Development Code Amendment – Map Amendment (Rezoning) from N to NE at 1106 Victory Street.

Public comment will be taken separately for each proposed ordinance.

E. Public Comment-Speakers shall come to the podium, state their name, direct comments to the City Commission, and limit comments to the subject of the public hearing; comments may be limited to three (3) minutes per speaker, and all persons wishing to speak will be given an opportunity to do so.

1) Public Comment- Ordinance No. 2026.10/456

None.

2) Public Comment- Ordinance No. 2026.10/457

None.

3) Public Comment- Ordinance No. 2026.10/458

None.

4) Public Comment- Ordinance No. 2026.10/459

William Bilby, co-owner of Rivertown Gallery Studios, spoke in support of the proposed ordinance. He thanked staff for acknowledging concerns raised during the September 28, 2026, public hearing regarding hanging signs and sidewalk clearance. He expressed appreciation that the City would continue reviewing the matter through future policy discussions.

5) Public Comment- Ordinance No. 2026.11/460

None.

F. Close of Public Hearing

Money moved, supported by Swem, to close Public Hearing No. 1 at 7:04 PM. Motion carried unanimously.

II. Call to Order the Regular Meeting

Mayor Weedon called the Regular Meeting to order at 7:04 PM.

III. Recognition

IV. Pledge of Allegiance

Mayor Weedon led the Pledge of Allegiance.

V. Invocation- Joe Krycka

Joe Krycka delivered the invocation.

VI. Roll Call

Present: Mayor Weedon, Mayor Pro Tem Swem, Commissioners Vigansky, Money, and George.

Absent: None.

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

VII. Approve Agenda

George moved, supported by Swem, to approve the revised agenda as presented.

The Clerk clarified that the revised agenda included corrected October 12, 2026, meeting minutes and an updated resolution for the Buchanan District Library.

Motion carried unanimously.

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

None.

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

A. Minutes: Consider the Regular Meeting Minutes from October 12, 2026.

B. Special Event Permit, Buchanan for the Holidays: Consider approval of the Buchanan Area Chamber of Commerce's Special Event Permit for the Holiday Lights Parade and Tree/Stage Lighting on November 28, 2026, from 5:30–8:00 PM, including requested street closures from 4:00–11:00 PM.

George identified a discrepancy in the event's street closure map, which highlighted Clark Street rather than South Oak Street. The written request correctly identified the closure location.

Swem moved, supported by Money, to approve the consent agenda with corrections to the special event map by City Administration.

Motion carried unanimously.

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

XI. Reports by: Departments, Committees, Boards

A. Clerk Department: Election Update & Information for the November 3rd, 2026 General Election.
Clerk Langston-Weiss provided an update on preparations for the November 3, 2026, General Election.
As of October 26, the City had issued 497 absentee ballots, with 275 returned, and 29 voters had participated in early voting. Langston-Weiss reviewed Election Day polling hours, precinct locations, absentee ballot processing, and ongoing voter education efforts.
Langston-Weiss reminded residents and candidates of the 100-foot electioneering restrictions and the prohibition on campaign clothing or materials supporting candidates or proposals appearing on the ballot within polling locations.
Also recognized election inspectors for their willingness to serve and discussed the challenges of recruiting election workers.
Discussion included absentee ballot availability and future election operations. The Langston-Weiss explained plans to consolidate the City's two precincts into one and explore providing early voting within the City beginning in 2028.

XII. Unfinished Business

A. Unified Development Code Amendments: Consider the second reading and enactment of the following proposed amendments to the City of Buchanan Unified Development Code

1) Ordinance No. 2026.10/456 – Map Amendment (Rezoning), East Third Street and Skyline Drive – N Natural to I Industrial.

Swem moved, supported by George, to approve the second reading and enact Ordinance No. 2026.10/456, amending the City of Buchanan Unified Development Code Zoning Map to rezone property at East Third Street and Skyline Drive from N Natural to I Industrial.

Motion carried unanimously by roll call vote.

2) Ordinance No. 2026.10/457 – Downtown Design Review Overlay District.

Swem moved, supported by George, to approve the second reading and enact Ordinance No. 2026.10/457, amending the City of Buchanan Unified Development Code regarding the Downtown Design Review Overlay District.

Motion carried unanimously by roll call vote.

3) Ordinance No. 2026.10/458 – Fencing, Lighting, Screening and Landscaping Standards.

Money moved, supported by George, to approve the second reading and enact Ordinance No. 2026.10/458, amending the City of Buchanan Unified Development Code regarding fencing, lighting, screening, and landscaping standards.

Motion carried unanimously by roll call vote.

4) Ordinance No. 2026.10/459 – Sign Standards.

George moved, supported by Money, to approve the second reading and enact Ordinance No. 2026.10/459, amending the City of Buchanan Unified Development Code regarding sign standards.

Motion carried unanimously by roll call vote.

B. **Unified Development Code Amendments:** Consider the first reading of the following proposed amendments to the City of Buchanan Unified Development Code and schedule the second public hearing for November 23, 2026:

1) Ordinance No. 2026.11/260 – Map Amendment (Rezoning) from N Natural to NE Neighborhood Edge District for property at 1106 Victory St.

McGhee explained that the proposed rezoning would correct a longstanding zoning designation and support future housing development in the City's Northside neighborhood.

Swem moved, supported by George, to approve the first reading of Ordinance No. 2026.11/460, amending the City of Buchanan Unified Development Code Zoning Map to rezone property at 1106 Victory Street from N Natural to NE Neighborhood Edge District, and schedule the second public hearing for November 23, 2026. Motion carried unanimously by roll call vote.

XIII. New Business

A. **Budget Amendments**: Consider to the proposed Budget Amendment.
McGhee presented the first-quarter budget amendments and explained that amendments would be brought before the Commission quarterly to provide more consistent financial oversight.
He noted that the City's projected deficit of approximately $550,000 was anticipated and reflected planned use of accumulated reserves for capital projects, including Riverfront Park and the next phase of downtown improvements.
Commissioners discussed the importance of financial transparency and requested a brief presentation with future quarterly budget amendments to better explain significant adjustments.

Money moved, supported by Swem, to approve the proposed first-quarter budget amendments as presented.
Motion carried unanimously by roll call vote.

B. **Resolution 2026.10/21 – Buchanan District Library Special Liquor License:** Consider approval of a resolution pursuant to MCL 436.1551(3), designating the area within the City's Social District commons area for the Buchanan District Library's December 12, 2026, fundraiser, as required for its Special Liquor License application to the Michigan Liquor Control Commission.
City Manager McGhee explained that the resolution would allow the Buchanan District Library to obtain a special liquor license for its December 12, 2026, fundraiser by temporarily excluding the library premises from the City's Social District commons area for the event.

Money moved, supported by Vigansky, to adopt Resolution No. 2026.10/21, approving the designation of the area within the City of Buchanan Social District commons area for the Buchanan District Library's December 12, 2026, fundraiser, pursuant to MCL 436.1551(3), in support of its Special Liquor License application to the Michigan Liquor Control Commission.
Motion carried unanimously by roll call vote.

C. **Replacement Decorative Light Globes**: Consider the purchase of the Replacement Decorative Light Globes for the refurbished light poles in the amount of $37,557.80.
McGhee explained that replacement decorative light globes were needed for refurbished downtown light poles after deterioration was discovered during the downtown improvement project. The purchase was included in anticipated project expenditures.

Swem moved, supported by George, to approve the purchase of replacement decorative light globes for the refurbished light poles in the amount of $37,557.80. Motion carried unanimously by roll call vote.

D. **Self-Contained Breathing Apparatus (SCBA)**: Consider the approval of SCBA equipment from MacQueen Equipment in the amount not to exceed $97,253.25.
McGhee presented the proposed purchase of eight SCBA units from MacQueen Equipment as part of the City's ongoing replacement of aging firefighting equipment.
Discussion included rising equipment costs, the expected service life of the equipment, and the importance of establishing capital reserves for future replacement cycles.

Money moved, supported by Vigansky, to approve the purchase of Self-Contained Breathing Apparatus (SCBA) equipment from MacQueen Equipment in an amount not to exceed $97,253.25. Motion carried unanimously by roll call vote.

E. **Expenditures**: Consider approving the expenditures in the amount of $99,492.30
The Commission reviewed expenditures totaling $99,492.30. Discussion included reimbursement for police services provided during community events and future opportunities to review budget-to-actual financial reports.
Vigansky moved, supported by George, to approve expenditures in the amount of $99,492.30 as presented.

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

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

Mary Gilbert addressed the Commission with questions regarding the potential effects of soft-on-crime policing policies, the benefits of affordable housing for Buchanan, and what incumbent commissioners would say to undecided voters.

Randy, representing The Loading Dock, shared information about special screenings of *Whispers*, a locally filmed horror movie, including an upcoming October 28, 2026, screening and discussion with members of the film's cast and crew.

XVI. Executive Comments

A. City Manager Comments
City Manager McGhee reported that the City's BS&A cloud conversion had been completed, bringing building, planning, and zoning records into a centralized system.
He also highlighted ribbon-cutting ceremonies held at Kathryn Park and the McCoy Creek Recreation Area disc golf course.
The City Manager provided an update on seasonal leaf collection and reminded residents to keep leaves in the curb lawn rather than placing them in the street to protect stormwater infrastructure. He concluded by recognizing the Clerk's Office for its efforts in recruiting and training election inspectors.

B. Commissioner Comments
Commissioner Money recognized the recent park ribbon cuttings and encouraged continued public education regarding proper leaf placement during seasonal collection. He also wished the Clerk's Office success with the upcoming election.

Mayor Pro Tem Swem thanked the Clerk's Office and election workers for their preparations and service.

Commissioner George recognized the Pears Mill waterwheel dedication, the Buchanan Senior Center's annual meeting, and the Salmon Scramble fundraiser. She encouraged participation in the upcoming Buck Run fundraiser and provided an update on the Buchanan Area Recreation Board's five-year plan. She also reflected on her service to the City Commission and responded to questions raised during public comment.

Commissioner Vigansky addressed the questions raised during public comment, sharing his views on law enforcement, housing affordability, and his experience serving on the City Commission. He also discussed past City administration challenges and expressed appreciation for the current City Manager's leadership.

C. Mayor Comments

Mayor Weedon reflected on the Commission's accomplishments, ongoing recreational improvements, and future housing development opportunities. He emphasized the importance of continued investment in infrastructure, responsible capital planning, and cooperation among commissioners.

XVII. Adjourn

_____ _____

Kalla Langston-Weiss, City Clerk Mayor Mark Weedon

City of Buchanan | 302 N Redbud Trail
269-695-3844 | Buchanan, MI 49107

Special Event Application Form

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to City Hall, 302 N Redbud Trail. Completed applications can also be sent to clerk@cityofbuchanan.com.

Special Events must be approved by the City Commission, which typically meets twice per month. We recommend submitting your application at least two months before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Commission may still see issues that should be addressed before approval.

Applicant Information

Name of Special Event: Buchanan for the Holidays- Lights Parade & Tree/Stage Lighting

Sponsoring Organization (if applicable): Buchanan Area Chamber of Commerce

Mailing Address: 107 W. Front Street

City/State/Zip: Buchanan, MI 49107

Contact Person(s): Allison Hayes

Phone: 574-339-6789 Email: ahayes@smrchamber.com

Event Information

*A separate event schedule and/or description may be attached in response to questions 1 through 4.

**For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.

1. **What is the requested day(s), date(s), and time(s) of the Special Event?:**
Sat 11/28/26 5:30-8PM

2. **Is there a requested alternative date(s)?** YES: X No: ____
If YES, please provide the alternative date(s): 12-05-26

3. **Please describe the Event:**
~~At the conclusion of the parade, we will gather at The Common for remarks, Tree & Stag~~
See Attachment

4. **What is the requested location(s) of the Event:**
The Common

City of Buchanan | 302 N Redbud Trail
269-695-3844 | Buchanan, MI 49107

Special Event Application Form

Please complete the following check list regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses. * Indicates attachments required

1. Is this event expected to occur again in a future calendar year? Normal annual date: Small Business Saturday	Yes X	No ____
2. Have you included a map indicating the location of your event? *	Yes ____	No X
3. Does the applicant wish to prohibit vending within the event area?	Yes ____	No X
4. Does the applicant plan to include vending as part of this event? *	Yes X	No ____
5. Will this event include the use of signs?	Yes X	No ____
6. Is the applicant providing special parking arrangements, such as reserved parking? *	Yes ____	No X
	Yes X	No ____
7. Is the applicant requiring utility connections, such as electric?	Yes X	No ____
8. Does the applicant require other public services?	Yes X	No ____
• Barricades/fencing	Yes X	No ____
• Street Sweeping	Yes ____	No X
• Mowing	Yes ____	No X
• Rubbish Containers	Yes ____	No X
• Picnic Tables	Yes ____	No X
• Cessation of Lawn Sprinkling	Yes ____	No X
• Other ____	Yes ____	No ____
• Map included indicating locations of these services?*	Yes ____	No ____
9. Does the applicant have any special security of safety concerns?	Yes ____	No X
10. Are you requesting assistance from the Public Safety?	Yes ____	No X
11. Are you requesting security/safety assistance form an outside agency?	Yes ____	No X
12. Will the event include loud or unusual sounds?	Yes X	No ____
• Musicians/Amplified Announcers	Yes X	No ____
• Carnival Rides/ Motor Vehicle Noises	Yes ____	No ____
• Other ____	Yes ____	No ____
13. Will the event include unusual lighting beyond what is normal at that location?	Yes X	No ____
14. Are alcoholic beverages proposed to be served as part of the event?	Yes ____	No X
Have all necessary liquor licenses been obtained at the time of this application?	Yes ____	No ____
15. Does the applicant have any other requests that are not listed in this form?	Yes ____	No X
16. The applicant is required to provide $1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of Buchanan as an additional named insures?	Yes X	No ____

City of Buchanan | 302 N Redbud Trail
269-695-3844 | Buchanan, MI 49107

Special Event Application Form

11. Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.? If yes, you must please attach information indicating all of these on this application.

12. Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties? If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.

12. Are alcoholic beverages proposed to be served as part of the event? If yes, you must advise the Department of Public Safety of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process. You must have any and all necessary liquor licenses been obtained at the time of this application.

13. Please attach a separate sheet detailing any aspects of the event that are not specifically addressed in this form but of which the City Commission should be aware to make a fully informed decision with regard to approval of the proposed event.

14. The applicant is required to provide a minimum of $1,000,000 of general liability insurance coverage with respect to the event. The City may require additional insurance coverage based on the potential risk and nature of the event. A Certificate of Insurance with the City of Buchanan listed as additional insured must be provided one month before the event. Additional Insureds include the following: The City of Buchanan, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of Buchanan as additional insured, coverage afforded is considered to be primary and any other insurance the City of Buchanan may have in effect shall be considered secondary and/or excess. Please email a copy to clerk@cityofbuchanan.com, attach below or mail to 302 N Redbud Trail, Buchanan MI 49107.

15. Will the event be requesting a street closure? If yes, please attach your street closure request form with this application.

The City of Buchanan PROHIBITS any and all painting of any city property, including sidewalks and streets. Events of those persons violating this policy will be canceled and no future event will be allowed.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of Buchanan, and that the event takes place in accordance with the application as approved by the Buchanan City Commission, including any conditions placed thereon.

Printed Name: Allison Hayes Date: 10/

SPECIAL EVENT APPLICATION FORM

Submitted by:
Buchanan Area Chamber of Commerce- Allison Hayes

Event Name: Buchanan for the Holidays Tree/Stage Lighting Ceremony
Event Date: 11/28/2026
Event Location: The Common
Event Description:
At the conclusion of the Holiday Lights Parade, we will gather at The Common for remarks, musical performances from area choirs, individual performers and potentially a high school marching band. Santa will also be available for kids to visit with him. We estimate the Tree Lighting Ceremony to take place around 6:15 PM (following the parade) until approximately 8 PM.

City of Buchanan
Street Closure Request Form

Street(s) requested to be closed Front Street from Red Bud Tr. to Oak Street

Street Closing: from 11/28/26 4PM to 11/28/26 7PM
Date Time Date Time

Reason: Buchanan for the Holidays Lights Parade

Request being made by

Organization Name: Buchanan Area Chamber of Commerce

Address: 107 W. Front St
Buchanan, MI 49107

Phone: 574-339-6789

Company Representative Name *(printed)*: Allison Hayes

Company Representative Signature: ~~Allison~~

Title: SMRC/BACC Community Engagement

Approved: _____
Police Chief

Approved: _____
Fire Chief

Approved: _____
Public Services Director

Approved: _____
City Manager

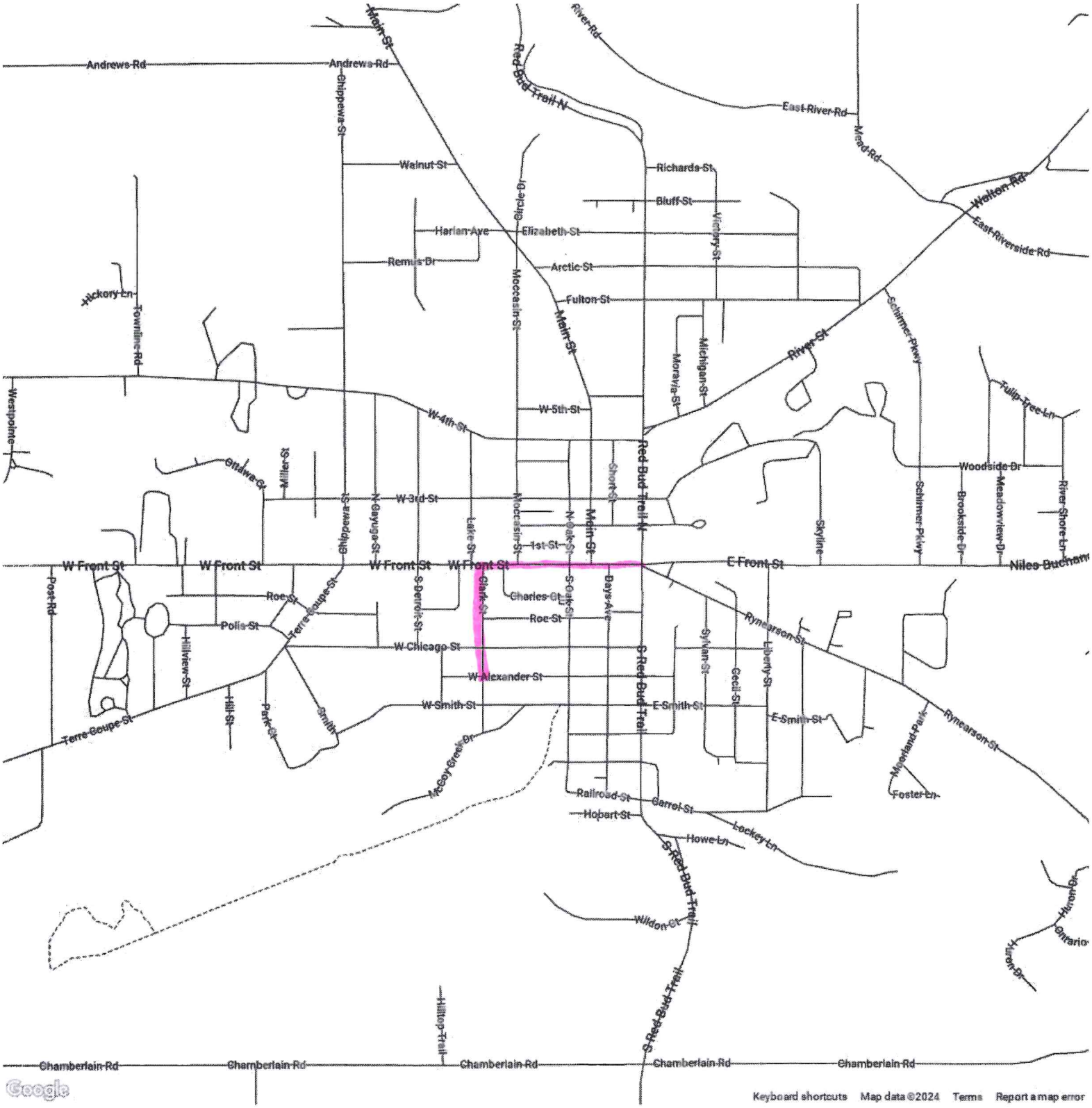
Comments (Office Use Only)

_____

City of Buchanan

Street Closure Request Form

Please highlight your requested closure area



302 Redbud Trail North Buchanan, Michigan 49107
(269) 695-3844
www.cityofbuchanan.com

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

FINANCE DEPARTMENT REPORT:

OCTOBER 2026

- Balance and post daily Cash Receipts
- Check Sigma for State payments and post in GL
- TMF grant administration
- USDA loans administration/ Pay draw requests

Obtaining interest quotes from several sources. Reinvesting the CDs that matured during the month. Obtain copies of Investment Account bank statements Honor, Sturgis, 1st Source, Horizon, MiCLASS and UMB.

- Attend Department Head meetings every Monday morning
- Attend City Hall meetings on Thursday mornings
- Attend City Commission meeting on 10/26/2026
-

Tax distribution for the month of September 2026

Update the spreadsheet used to track tax disbursements for the current tax year.

Provide various tax bill copies to residents as requested

Consult with Joelle at Abonmarche regarding documents needed to be signed and uploaded for the for the Riverfront grant project.

Phone conferences and emails with Brian Hake regarding audit list items and closing journal entries.

Preparing the Grant spreadsheet provided by Brian for the Audit.

Continue work on 2026 Audit list of requested documents

Auditors on site 10/21/26

For single audit, categorize and label all USDA CIP and Loan activity.

Prepare 1st Quarter Budget Amendments

Prepare a Finance Report for BARB meeting on 10/21/26 that outlines what fundraising and donation dollars were received, expenses and balances.

Prepare documents for the Finance Committee meeting on 10/22/26.

Prepare checks for Alice to pick up for the Tin Shop

Coordinate the training and implementation of the permit process on the Cash side. Kellie will be primary, with Emma and Courtney trained as back up

Provide Brittany at Bendzinksi office (Andy Campell) with requested items for DWSRF Application Part 1 (Courtney and Kellie contributed to the gathering of information)

Coordinate with Tony on the Capital Assets additions/subtractions for the audit, and determining life of each asset for depreciation calculations

Emailing with Samantha at FV regarding Brownfield prior year tax capture; scheduled a meeting with her on the Nov 9th.

Auditors back on site 10/29/26

Sort and label all USDA funds expenditures for the whole fiscal year

Provide copies of all grant documents to Auditors

Emailing with Michael Schwarts regarding various audit requirements and documents

Memorandum

Planning and Community Development – October 2026 Monthly Report

- *Meetings*
  - Attended City Commission meetings – October 12th and 26th
  - Staffed Planning Commission meeting – October 13th
  - Staff Downtown Design Review Committee – October 7th
  - Attended DDA meeting – October 14th
  - Attended Southwest Michigan Planning Commission Board meeting – October 20th
- *Planning Commission*
  - Conducted one public hearing for a map amendment/rezoning from N Natural to NE Neighborhood Edge for property on 1106 Victory Street.
  - Reviewed draft language for new planned unit development and revisions to parking regulations in the Unified Development Code
- *BS&A and website and process/form updates*
  - Continued work on information for Community Development module implementation.
  - Minor updates to website.
  - Attend meeting to learn more about future conversion to operating system with current vendor.
- *Building Division*
  - Page 2 provides year to date counts on activity.
- *Code Enforcement Division*
  - Page 2 provides year to date counts on activity.
  - Attended remote BS&A training 10/13 – 10/16 and in person training 10/19 – 10/23.
  - Worked on data entry associated with BS&A rental program and code enforcement.
- *Planning and Zoning Division*
  - Completed draft ordinances for three amendments to the Unified Development Code and two map amendments/rezonings.
  - Codified adopted changes to Unified Development Code – Table 71-J.
  - Continued work on draft language in the Unified Development Code for planned unit developments and parking regulations.
  - Began review of 14 completed Vacant and Under-utilized Building Registration applications.
  - Attended remote BS&A training 10/13 – 10/16 and in person training 10/19 – 10/23.
  - Worked on data entry associated with BS&A vacant and under-utilized building program and entered contractor information. Worked with BS&A to address outstanding issues remotely.
  - Attended Michigan Association of Planning state conference in Kalamazoo – September 30 – October 2.
  - Spoke at Southwest Michigan Landlord Association meeting – October 28th

2026 Planning and Community Development Department Activity													
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Year to Date
Building													
Site Visit-Inspect	0	0	21	52	87	81	81	52	49	39			462
Building addition	0	0	1	0	0	0	1	0	0	1			3
Demolition	0	0	1	0	0	0	0	0	0	1			2
Interior/Exterior Remodel/Repair	3	3	0	2	4	4	4	5	5	1			31
New construction - bldg/+200 sf	0	0	0	1	1	0	1	2	0	0			5
Occupancy Permit - Change of Use	1	0	1	0	0	1	0	0	0	0			3
Roof, Window, Waterproofing	2	1	7	12	10	13	9	10	13	9			86
Monthly Permits Issued	6	4	10	15	15	18	15	17	18	12			130
Electric permits - contract inspector	2	6	6	6	4	1	1	1	5	8			40
Monthly Totals	8	10	16	21	19	19	16	18	23	20			170
Code Enforcement													
Complaints Reviewed	10	12	11	12	17	16	18	14	17	11			138
Parking on Grass	0	0	4	7	1	3	4	5	2	4			30
Rental Inspections	15	52	27	30	18	1	3	2	1	2			151
Tall Grass	0	1	0	31	22	25	154	163	117	79			592
Vacant Bldg letters	0	0	0	0	0	0	0	0	81	0			81
Vacant Bldg Cert.	0	0	0	0	0	0	0	0	0	0			0
Posting No Occup.	0	0	0	0	0	0	0	0	0	1			
Misc Enforce Letter	0	0	1	2	2	1	1	1	2	2			12
2nd Enforce Letter	0	0	1	2	4	1	1	1	2	2			14
Final Enforce Letter	0	0	0	0	0	1	1	1	1	0			4
Citation Issued	1	0	0	0	0	0	1	0	0	0			2
Monthly Totals	26	65	44	84	64	48	183	187	142	101			944
Planning and Zoning													
Code Enforcement	0	0	0	0	2	0	5	2	1	0			10
Bldg Permit Review	1	0	0	1	1	2	1	1	0	0			7
Land Division	0	0	0	0	1	1	0	0	0	0			2
Admin Design Review	3	0	0	1	0	0	0	0	0	0			4
Sidewalk Café	0	0	0	1	0	0	0	0	0	0			1
Accessory Structure	0	0	1	0	2	0	1	0	0	0			4
Fence	0	0	4	2	5	3	4	2	2	3			22
Sign	3	0	2	1	3	0	0	0	0	0			9
Monthly Totals	7	0	7	6	14	6	11	5	3	3			59

BUCHANAN
Life is better here.

ACTIVITY BRIEFING ITEM

PREPARED BY: Klay Weaver

PREPARED ON: 11/4/2026

SUBJECT: DPW Briefing – Month of October 2026

BACKGROUND:

- Weekly town trash runs
- Weekly town mowing/weed whacking/Police mow lists
- Weekly road patch grading/parking lots
- Trimmed, weeded, cleaned up bricks in Mill Alley
- Took down and hung new banners on East side of Library
- Hung 13 extension cords, 25 no parking signs – got ready for Harvest Fest
- Hung windchime and placed plaque on bench at Trailhead – Smith
- Crack Seal – Skyline, South Redbud, start N. Redbud
- Cleaned graffiti off of cement at Baiton Mill
- Took forms off concrete pours, finished grade, seeded, fixed landscaping
- Fixed water cooler at City Hall
- Tore our stump/sidewalk at Artic/Victory, prepped, poured, finished
- Hot patch – 10/7, 10/8, 10/14, 10/15, 10/19, 10/20, 10/21, 10/22,
- Took out landscaping at Gazebo Park, formed and poured a bench pad
- Centennial Park bridge – Dug out replaced rotted form, landscape papered, stoned, finished with millings
- Jacked up, leveled and replaced boards on Gazebo
- Replaced edging around Buchanan Sign @ Veterans Memorial Park
- Replaced Air Valve Solenoid in Western Star
- Wired and finished light/prep package on new Cemetery Dump Truck
- Put new strobe light on Water Dept. truck
- Took wing blade off salt truck, cut off broken bracket for cylinder – continuing work
- Fixed broken fence panel along creek by McCollums
- Mow/Weedeat clark labs preparation for Trek-or-Trail
- Hauled shed to Fernwood for their Lighting Ceremony
- Rebolted chairs to floor and together at the Tin Shop
- Set out/picked up barricades for the Salmon Scramble
- Kathryn Park/Disc Golf Course grand openeings
- Painted crosswalks around schools/fire department
- Blew leaves at Kathryn park
- From 10/12 to 10/30 the DPW has completed 3 full routes of leaves through town – 23 ODB loads
- NOT AN ALL-INCLUSIVE LIST

In October, the water department met all EGLE monthly water-testing requirements; all results were accepted.

We posted door cards for overdue water bills and shut off water to 15 houses for nonpayment.

We handled several service calls, replacing 4 malfunctioning water meters.

We shut off park and sprinkler water for fall and blew out sprinkler lines with an air compressor.

In October, we completed 65 Miss Dig calls and reports.

We completed fall hydrant flushing to clean the lines and exercise the hydrants.

Craig attended three days of classes covering EGLE’s new operating system and water treatment techniques.

We met twice with Mike from Prein & Newehof about upcoming city projects.

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

WASTEWATER ACTIVITY BRIEFING OCTOBER 2026

- On the 2nd, Windemuller stopped by to install new software for the SCADA program. This was necessary because the plant computer was upgraded to Windows 11 and the previous system was not compatible. Windemuller will need to return to address several issues that remain, including jagged trend lines, charts resetting at random times, and reports becoming stuck on a single day instead of cycling through the week as intended.
- On the 5th, Oudbier Instruments completed their annual calibration of the flow meters. All equipment was calibrated successfully and found to be operating properly.
- Also on the 2nd, Terry and Mike Baker attended an open house at a wastewater treatment plant in the Chicago area. The purpose of the visit was to evaluate a new treatment system that may be considered as a replacement for our aging system in the future.
- Early in the morning on the 14th, a storm passed through the area, causing a power outage at the River Shores Lift Station. Terry submitted a service request to AEP, and power was restored within approximately one hour. Terry returned to inspect the station after power was restored, and the lift station has been operating normally since.
- Zoey and Terry cleaned the clarifier to remove accumulated algae growth. During cleaning, it was noted that the algae appeared darker in color and had a slimmer consistency than usual, likely due to the activated carbon being used at the landfill for PFAS treatment.
- On the 19th and 20th, Zoey and Joe attended the MWEA Fundamentals of Math 1 and 2 training courses in preparation for taking their Class D operator license examination in early November.
- On the 19th, Terry ordered diesel fuel for the generators at the wastewater treatment plant, Schirmer Lift Station, and the Fresh Water Department well house. The fuel delivery was completed on the 21st.
- Beginning on the 20th, Glaser Lift Station experienced recurring alarms indicating faults on both pumps and a low wet well condition. These issues continued intermittently through the 22nd, when Gasvoda was contacted for assistance. After troubleshooting, Terry also assisted with backflushing Pump No. 2. On the 28th, the wastewater crew returned to remove Pump No. 2, which had been unable to be pulled the previous week. During inspection, a rag approximately the size of a mop head was removed from the pump. The pump operated normally after the obstruction was cleared. Later that evening, another low wet well alarm was received for Pump No. 2. Mike Baker responded, cleared the alarm, and reset the system. The following day, Terry and Joe returned to the lift station and pulled both pumps for further inspection. Since all debris was removed, the lift station has operated without any additional issues.

Monthly Buchanan City Fire Department Activity Report

Color Code:
Black – Regular Runs (fire, alarms or investigations)
Red – Training / Testing
Blue – Fire Prevention / Education or Events

Nov. 2026	Type of Activity & Location	Number of Firefighters	Number of Hours
2	707 W. Front St – Lift Assist to SMCAS	6	1
3	206 Days Ave – Fire Alarm	5	1
3	109 Ottawa St – Assist to PD	5	1
4	1006 Victory st – Mistaken steam for smoke	5	1
5	Vehicle Extrication Training with Res-Q-jack Inc	10	2
6	16261 Baker town Rd – Fire Alarm – Fabco plant # 6	3	1
6	8916 E. Third St – Industrial Machine Fire – Edgewater Automation	7	2.5
7	Library Fire Station Visits – Fire Prevention/ Public Ed	2	1
9	Little Bucks Daycare – Fire Prevention / Public Ed	2	1.5
10	Truck Functional & Inventory checks	3	1.5
12	Pizza Hut Night Out – Fire Prevention / Public Ed & Vehicle Extrication Demonstration	8	3
14	Pre-school Fire Station Visits – Fire Prevention / Public Ed	4	6
15	707 W. Front St – Lift Assist to Medic 1	4	1
16	Ottawa School Kindergarten Fire Prevention / Public Ed	2	2
16	707 W. Front St – Lift Assist to Medic 1	4	1
16	707 W. Front St – Lift Assist to SMCAS	5	1
17	707 W. Front St – Lift Assist to SMCAS	3	1
20	817 Rynearson St – Lift Assist to SMCAS	4	1
22	314 Moccasin St – Lift Assist to SMCAS	6	1
23	Supported Annual Hydrostatic Hose Testing	2	7
25	401 W. Third St – Smell of burning in the home	9	1.5
26	314 Terra coupe – Illegal Burning complaint	1	1
30	707 W. Front St – Lift Assist to Medic 1	6	1
31	707 W. Front St – Lift Assist to SMCAS	9	1
31	807 W. Front St – Illegal burning in a grill	6	1
31	Supported Halloween Trail treat & Trick or treat	6	4

Buchanan Police Department -- (269) 695-5120 11/03/2026 10:37 AM

Offense Count Report

Report Criteria:

Start Offense	End Offense	Officer
01000	99010	ALL

OCTOBER

10/01/2026-10/31/2026

Offense	Description	OCTOBER
11007	SEXUAL CONTACT FORCIBLE CSC2	1
13001	NONAGGRAVATED ASSAULT	4
13002	AGGRAVATED/FELONIOUS ASSAULT	1
21000	EXTORTION	2
23002	LARCENY - PURSE SNATCHING	1
23007	LARCENY - OTHER	5
26002	FRAUD - CREDIT CARD/ATM	2
29000	DAMAGE TO PROPERTY	2
36004	SEX OFFENSE - OTHER	1
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	1
41002	LIQUOR VIOLATIONS - OTHER	1
50000	OBSTRUCTING JUSTICE	1
52003	WEAPONS OFFENSE - OTHER	1
53001	DISORDERLY CONDUCT	1
53002	PUBLIC PEACE - OTHER	7
54002	OUIL OR OUID	1
54003	DRIVING LAW VIOLATIONS	8
55000	HEALTH AND SAFETY	2
57001	TRESPASS	10
70000	JUVENILE RUNAWAY	2
70001	Incorrigible	3
70003	Juvenile Truancy	2
70004	Juvenile Issues	10
93001	PROPERTY DAMAGE ACCIDENT/PI	7
93002	Private Property Accident	1
95001	Accidental Fire	1
98005	Alarms	4
98006	Civil	7
98007	Suspicious Situation	16
98008	Lost & Found Property	4
99000	Natural Death	1
99007	Medical Assist	52
99008	General Assist	60
99009	General Non-Criminal Assist	31
99010	Ordinance Violation	9
	Totals:	**262**

Buchanan Police Department -- (269) 695-5120 11/03/2026 10:38 AM

Incident List

Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
10/01/2026	10/31/2026	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
26-002201	10/08/2026	09:54	ILLEGAL PARKING	CULLUM JASON		Closed

Name	Sex	Age	Involvement	Offense
[redacted]	M	47	Complainant	Ordinance Violation (99010)
	M	47	Complainant	Ordinance Violation (99010)
[redacted]	M	57	Suspect	Ordinance Violation (99010)
	M	57	Suspect	Ordinance Violation (99010)

26-002229	10/12/2026	11:29	YARD PARKING	CULLUM JASON		Closed
26-002231	10/12/2026	11:40	COUCH ON CURB	CULLUM JASON		Closed
26-002232	10/12/2026	11:48	TRASH ON THE PROPERTY	CULLUM JASON		Closed

Incident Total: 4

Date: 11/5/2026

To: City Commission

From: Kalla Langston-Weiss, City Clerk

Subject: November 3rd, 2026, General Election

Election Overview

The City of Buchanan successfully conducted the November 3, 2026, General Election. Both city precincts, the Absent Voter Counting Board (AVCB), and early voting have completed their election reporting.

A total of 1,707 voters participated in the General Election, with reported voter turnout of 44% in Precinct 1 and 48% in Precinct 2. The Clerk's Office also processed 17 same-day voter registrations on Election Day.

Voter Participation and Turnout

The following is a breakdown of voter participation by voting method:

Voting Method	Voters	Percentage of Total
Election Day – Precinct 1	673	39.4%
Election Day – Precinct 2	523	30.6%
Absentee Voting	423	24.8%
Early Voting	88	5.2%
Total Voters	**1,707**	**100%**

Precinct Turnout:

- Precinct 1: 44%
- Precinct 2: 48%

Election Day voting accounted for 1,196 voters, representing approximately 70.1% of total participation. An additional 511 voters, or 29.9%, participated through absentee or early voting. Early voting was conducted October 24 through November 1, 2026, at the consolidated Berrien County early voting location at Lake Charter Township Hall in Bridgman.

Same-Day Voter Registration

The Clerk's Office processed 17 same-day voter registrations on November 3, 2026.Under Michigan election law, eligible residents may register to vote in person at their local clerk's office through 8:00 PM on Election Day with the required proof of residency.

City Commission Election Results

The November 3 election included three open seats on the Buchanan City Commission, each carrying a four-year term. Five candidates appeared on the ballot, and voters could select up to three candidates.

The unofficial results are as follows:

Candidate	Precinct 1	Precinct 2	Total Votes
Raquell George	516	427	**943**
John Backus	429	323	**752**
Mark W. Weedon	332	246	**578**
Daniel R. Vigansky	308	256	**564**
Tony Houser	196	166	**362**
Write-in	41	27	**68**

Based on the unofficial results, Raquell George, John Backus, and Mark W. Weedon received the three highest vote totals. The difference between the third- and fourth-place candidates was 14 votes.

Buchanan City Dial-A-Ride Millage Renewal

Voters also considered the Buchanan City Dial-A-Ride Millage Renewal proposal.

The unofficial results were:

Response	Votes	Percentage
Yes	**1,023**	**64.02%**
No	575	35.98%
Total Votes Cast	**1,598**	**100%**

Based on the unofficial results, the Dial-A-Ride Millage Renewal received majority voter approval, with 64.02% voting in favor and 35.98% voting against.

The proposal received 448 more Yes votes than No votes.

Of the 1,707 voters who participated in the election, 1,598 cast a vote on the Dial-A-Ride proposal, leaving a difference of 109 voters who did not record a vote on the proposal.

Election Administration and Challenger Observations

The November 3, 2026, General Election required coordination between the City Clerk's Office, precinct election inspectors, absentee ballot counting board inspectors, Berrien County election officials, and the consolidated early voting operation.

Both precincts opened at 7:00 AM and closed at 8:00 PM. Following the close of polls, election inspectors completed the required ballot reconciliation, equipment closing procedures, and preparation of election materials for delivery to Berrien County.

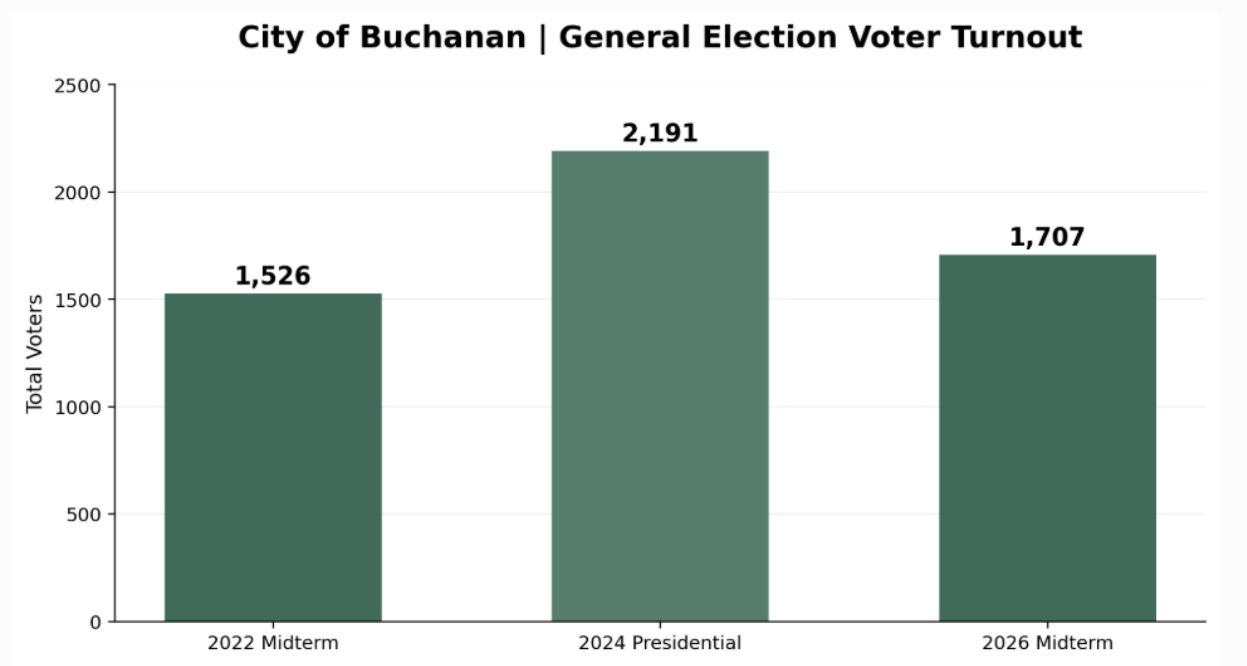
I am especially pleased to report that every election challenger who observed our precincts and the Absent Voter Counting Board commented on how smoothly and efficiently the election operations were conducted**.** Their positive feedback reflects the preparation, professionalism, and dedication of our election inspectors and AVCB workers.

This recognition is particularly meaningful coming from individuals whose role is to independently observe election procedures. It is a testament to the hard work of our election teams and their commitment to conducting an organized, transparent, and well-run election.

General Election Voter Turnout Comparison (2022–2026)

The City of Buchanan recorded a total of 1,707 voters during the November 3, 2026 General Election, compared to 2,191 voters during the November 2024 Presidential Election and 1,526 voters during the November 2022 Midterm Election.

Although participation in 2026 was lower than during the 2024 Presidential Election, the City experienced an increase of 181 voters, or approximately 11.9%, compared to the previous midterm election in 2022.



Appreciation

I would like to extend my sincere appreciation to our election inspectors, chairpersons, co-chairpersons, and AVCB workers for their dedication and hard work throughout this election.

These individuals put in long hours and carry significant responsibilities to ensure elections are conducted accurately, securely, and in accordance with Michigan election law. I would also like to thank the residents of Buchanan for exercising their right to vote and for their patience and cooperation throughout the election process. It continues to be a privilege to serve the residents of Buchanan as their City Clerk and Chief Election Official.

Memorandum

Date:	October 30, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	Recommendation for Award of Building Official Services Contract

Background

As has been previously discussed with the City Commission, staff has been evaluating the City's approach to providing building inspection and permitting services. With the upcoming transition of our current Building Official at the end of the calendar year, we have an opportunity to move from a staffed position to a contracted service model that better aligns with the volume of building activity within the community.

The City issued a Request for Proposals (RFP) on October 13, 2026, seeking qualified individuals or firms to provide Building Official services, including building inspections, plan reviews, permit administration, and oversight of the building permit process. Proposals were due October 28, 2026.

The goal of the transition is to continue providing residents, contractors, and developers with timely and professional services while managing the cost of those services in a manner that reflects the actual amount of building activity taking place in the community. Under the proposed arrangement, City staff will continue to receive permit applications, collect fees, and perform the initial entry of information into BS&A Cloud. The contracted Building Official will then assume responsibility for reviewing applications, conducting inspections, communicating with applicants, issuing permits, and managing the process through final completion.

Following review of the submitted proposal, staff is recommending the selection of Tony Riegel to provide these services. Mr. Riegel is currently the Building Official for Royalton Township, where he also serves as Zoning Administrator and Code Enforcement Officer. His previous municipal experience includes serving as a Building Official and Inspector for the City of St. Joseph and as a Building Inspector for Lincoln Charter Township.

In addition to his municipal experience, Mr. Riegel has more than 25 years of experience in residential and commercial construction and holds Michigan registrations as a Building Official and Inspector. He has also completed additional training through Michigan State University Extension in zoning administration, planning, and zoning board of appeals responsibilities.

Under his proposal, Mr. Riegel anticipates being available in Buchanan on Mondays, Wednesdays, and Fridays between 10:00 AM and noon for inspections, meetings with residents and contractors, and coordination with City staff. Additional permit processing and plan review work would be completed remotely as needed. The final agreement will establish expectations for inspection response times, permit processing, documentation, availability, and backup coverage to ensure the City continues providing dependable services throughout the transition.

Proposed Contract and Cost

One of the primary benefits of the proposed arrangement is moving from a fixed staffing cost to a compensation structure that is directly related to building permit activity. Under the proposal, Mr. Riegel will receive 80 percent of eligible building permit, inspection, and plan review fees collected by the City, with the City retaining the remaining 20 percent.

This compensation structure includes routine building inspections, plan reviews, permit administration, travel, equipment, training, and other expenses associated with providing the services. There are no proposed minimum payments, startup charges, or additional technology fees for the contracted services.

Work outside the regular scope of the agreement would be billed at $75 per hour, with a one hour minimum, and would require prior authorization from the City. This approach allows the City's cost for Building Official services to fluctuate with actual permitting activity rather than maintaining a fixed staffing expense regardless of workload. It also allows the City to retain a portion of the permit revenue to support the administrative responsibilities that will continue to be performed by City staff. The proposed agreement is for an initial three year term and provides the ability to terminate the agreement without cause upon 60 days' written notice.

Recommendation

Staff recommends that the City Commission approve the selection of Tony Riegel to provide contracted Building Official, building inspection, and plan review services for the City of Buchanan and authorize the City Manager to negotiate and execute a three year agreement for these services.

Attachment A: T. Regal Proposal

Attachment A

October 27, 2026

City of Buchanan
Attn: City Clerk, Kalla Langston
302 North Red Bud Trail
Buchanan, Michigan 49107

RE: Building Official Position

Kalla,

Please accept this letter as an expression of my interest in the Building Official position for the City of Buchanan.

I am currently the full- time Building Official for Royalton Township. My position here at Royalton is Building Official, Zoning Administrator, and Code Enforcement Officer. I am a highly motivated and progress-focused building official, with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable assets to the City of Buchanan.

I have taken online and in person classes through MSU Extension. Citizen Planner, Zoning Administrator, Master Citizen Planner, Zoning Board of Appeals. I am a current registered Building official through the State of Michigan.

I have read the full RFP that the City of Buchanan has put out for the Building Official position. I am clear on the 80/20 split. I have worked with BS&A.Net for 7yrs now. Learning Cloud will not be an issue for me. Hours of work would potentially be Monday, Wednesday and Friday 10-12. I would stop into the city to check my mail box, check on staff needs, and meet with a contractor or resident at the counter. I will also conduct my inspections in the field within that time frame as well.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy for the Building Official position.

Thank you for your consideration.

Sincerely,
Tony Riegel
Building Official
License Number INSP00759

1) Proposed Cost

The draft agreement uses an 80% contractor and 20% City split of eligible building fees actually collected, net of authorized refunds. Eligible fees include building permits, building plan review, inspections, re-inspections, and occupancy certificates for covered services. The contractor share covers routine permit administration in BS&A Cloud, plan review, inspections, reporting, travel, training, equipment, and overhead.

State whether you will provide the full scope at the proposed 80/20 split. If proposing a different percentage or pricing method, clearly identify it as an alternative and explain how the city would calculate payment.

- I will provide the full scope of the proposed 80/20 split between my company and the City of Buchanan.

Identify all additional charges, minimum payments, startup or technology costs, and proposed increases during the three-year term. State “none” where applicable. Distinguish charges for covered services from rates for additional work requiring advance written City approval.

- There will be NO additional charges, minimum payments or startup or technology costs. All software costs for BS&A will be the responsibility of the Municipality

Confirm that routine plan review and BS&A Cloud permit management are included. Provide proposed hourly rates for separately authorized work outside the agreement and identify any requested exceptions to its payment terms.

- Additional work not covered by permit and plan review fees will be $75.00 per hour per person with a one-hour minimum charge.

2) Permit Software Experience

Describe the assigned staff’s actual experience using BS&A for municipal building permits, with particular attention to BS&A Cloud. Distinguish Cloud experience from Building.NET or other BS&A products.

- I have been working with BS&A. Net for 7 years now. I have not dealt with the Cloud yet personally. From what I have heard they are the same type of program, but things are a bit different.

Identify municipalities where the proposed staff have used BS&A, the version or platform, dates of use, and the tasks they personally performed. Identify which clients currently use BS&A Cloud.

- I was employed at the City of St. Joseph for a year and a half. When I was there, they were on BS&A. Net at that time. The Cloud was just in the beginning stages of being built. I have been at Royalton township for 4 yrs 3 months and we are currently using BS&A .Net.

Explain how your staff will take over a permit after City staff enters the application information, including checking completeness, communicating with the applicant, managing reviews and inspections, keeping records current, and closing the permit.

- Once the payment has been received and paid for at the City's end, I ask that all applications be emailed over to me within one business day. I will then enter all information into the computer and generate the building permit. When a plan review needs to be done, I will then generate a Plan Review document in the Cloud and start a Plan Review for that current project with the plans that have been submitted with the application. Once generated I will email the contractor their Building Permit, print a copy and put it in a three-ring binder for my records. Once the permit is finialed out, I will attach all building permits at month end with my bill for your records. All permits will be finialed in the Cloud prior to billing the city for the project. If the City of Buchanan would like a copy of the signed building permit I will also send over a copy to whomever keeps records.

Describe staff proficiency, training needed before service begins, and how you will maintain accurate records and continuity when the assigned official is unavailable. Identify any City assistance or software access you would require beyond initial application entry and ordinary system access.

- Training on BS&A Cloud would be great to have prior to starting and entering permits into the software. I can either work with someone internal that has been trained or take a class on the program.

3) Staffing Capacity and Communities Currently Served

Identify the primary Building Official, inspectors, plan reviewers, and backup personnel proposed for Buchanan. Provide each person's role, employment or subcontractor status, relevant municipal experience, and current Michigan registrations and classifications.

- Primary Building Official, Plan Reviewer will be myself. If I happen to be out of town I will coordinate with another building official within my area that is licensed and has a current Michigan Building Inspectors license.

List all communities currently served by the proposer. For each, identify the services provided, assigned staff, approximate annual permit volume, and estimated weekly staff commitment. Identify other work commitments of the personnel proposed for Buchanan.

- I am a full-time Building Inspector for Royalton Township. I am the Building Official, Zoning Administrator, Plan Reviewer and code enforcement Officer. Royalton Township does about 250-300 permits a year. In my current roll at Royalton Township my hours are between 40-45 hours a week, depending on work load of that week.

State the hours and staffing available for Buchanan, proposed public availability, travel time, inspection and review turnaround, earliest start date, and arrangements for absences, emergencies, and peak workload. Explain how Buchanan will be served alongside existing clients.

- I would generally be there Monday, Wednesday and Friday from 10am-12. I will stop in check my mail box, check on staff needs, or even meet with a contractor or resident at the counter. I will then conduct my inspection in the field within that time frame as well. There could be days that I don't have inspections taking place down there. I will either stop in the office or call ahead and see if I need to stop in. I will also have hours generating permits and plan reviews from my office at home, those hours could change from week to week as well.

Provide three municipal references if available, including a contact name, title, phone, email, and services provided. Include a BS&A Cloud reference if available; otherwise, state that none is available.

- Lincoln Charter Township Part -time Building Inspector 2019-2021. Lincoln Township was on .Net at the time, Cloud wasn't available at that time.
- City of St. Joesph Building Inspector spring of 2021 to august 2nd 2022. The city was on .Net at that time, Cloud wasn't available at the time.
- Royalton Township Full Time -Building Official. August 5th 2022 to present. We are currently on .Net at this time.

TONY RIEGEL

CONTACT

St. Joseph, MI
269.208.2599
t.riegel@hotmail.com

SKILLS

Excellent people skills and works well independently or as part of a team.

Able to follow, enforce and explain construction codes and standards, township zoning ordinances, and state law.

Over 25 years of hands on residential and commercial construction projects.

CERTIFICATIONS

Registered Code Official & Inspector through the State of Michigan. (INSP00759), Expiration Date 09/16/2028.

ZBA Certificate - December 2025 - MSU

Master Citizen Planner Certificate - April 2023 - MSU

Zoning Administration Certificate - March 2023 - MSU

EXPERIENCE

BUILDING OFFICIAL, ROYALTON TOWNSHIP 2022-PRESENT

Enforce compliance with local building codes and zoning regulations to ensure public safety and structural integrity in all construction projects.
Reviewed and approved building permit applications, ensuring all documentation meet zoning and safety requirements.
Conduct thorough inspections of residential, commercial, and industrial buildings to verify adherence to approved plans and regulatory standards.
Utilize advanced knowledge of building codes and zoning ordinances to advise municipal officials on policy development and community planning initiatives

BUILDING OFFICIAL, CITY OF SAINT JOSEPH 2021-2022

Enforced local, state, and federal building codes to ensure public safety and compliance across residential and commercial construction projects.
Conducted thorough inspections of new and existing structures to verify adherence to approved plans and regulatory standards.
Collaborated with architects, engineers, and contractors to resolve code violations and facilitate timely project approvals.

OWNER / T.R.R. CONSTRUCTION, LLC 2012-PRESENT

Direct project management efforts to ensure timely delivery of high-quality residential homes within budget constraints.
Implement innovative building techniques and sustainable practices to improve efficiency and reduce costs in residential construction.
Negotiate contracts and secured permits to ensure compliance with local regulations and industry standards.

BUILDING INSPECTOR (PART TIME), LINCOLN CHARTER TOWNSHIP 2019-2021

Conducted thorough inspections of residential and commercial buildings to ensure compliance with local building codes and safety regulations.
Reviewed building plans and permits to verify adherence to zoning laws and building official standards.
Maintained up-to-date knowledge of building codes, regulations, and industry best practices to ensure accurate inspections.
Assisted in enforcing building official policies by issuing violation notices and recommending corrective actions.

RESERVE POLICE OFFICER, LINCOLN CHARTER TOWNSHIP POLICE DEPARTMENT 2005-2019

Enforced local laws and ordinances with a strong commitment to public safety and community trust.
Maintained detailed and accurate reports of incidents, arrests, and daily activities in compliance with departmental standards.
Demonstrated strong interpersonal skills to effectively communicate with diverse community members and stakeholders.

CARPENTER/FOREMAN, RIEGEL CONSTRUCTION 2000-2012

Led and supervised carpentry teams on multiple construction projects, ensuring timely completion and adherence to safety standards.
Implemented quality control measures to maintain high standards of craftsmanship and client satisfaction.
Coordinated with subcontractors and project managers to streamline workflow and resolve on-site challenges efficiently.
Conducted regular site inspections to enforce compliance with building codes and occupational safety regulations.

EDUCATION

HIGH SCHOOL DIPLOMA, 2003
Lakeshore High School, Stevensville, MI
CERTIFICATE OF RESERVE OFFICER
WELDING COURSES & MACHINE COURSES,
Lake Michigan College, Benton Harbor, MI

Memorandum

Date:	October 30, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	**Purchase of Water Meters and Reading Units**

Background

As part of our ongoing efforts to maintain and improve the reliability of the City's water distribution system, staff has been evaluating the condition and remaining useful life of our water metering and reading equipment.

Like other infrastructure and technology used by the City, this equipment has a limited useful service life. As it ages, the likelihood of failures, communication issues, and inaccurate or unavailable readings increases. Rather than waiting for equipment to fail and addressing problems as they occur, staff has been working toward a more proactive approach to replacing these components before they begin impacting our operations.

When meter reading equipment fails, staff may be required to make additional trips to properties, manually collect readings, or spend time troubleshooting communication issues. These situations take staff time away from other responsibilities and can create unnecessary challenges for residents and our utility billing operations. Proactively replacing the equipment allows us to better manage these costs and avoid situations where multiple components may begin failing around the same time.

The proposed purchase includes the following components:

- Sensus Ally Water Meters: The purchase includes 96 new electronic water meters that measure water consumption and provide additional information about water usage and potential leaks. These meters also include integrated remote shutoff capabilities, allowing authorized staff to manage water service without physically visiting the property when supported by the system. In addition to improving operational efficiency, these meters provide better information that can be used to identify unusual water consumption and assist customers who may be experiencing problems with their water service.

- Sensus SmartPoint 520M Reading Units: The purchase includes 96 electronic communication units that transmit water meter information to the City's reading system. These units will replace existing equipment that has reached the end of its useful service life, helping reduce communication failures and improving the reliability of the City's meter reading and billing processes. Maintaining reliable communication between the meters and the City's system is important to ensuring accurate and timely billing while limiting the need for staff to manually obtain readings.
- Sensus Pressure Profile and Analytics: The purchase also includes system setup, training, and software that will allow staff to collect and analyze water pressure information throughout the distribution system. This information can help identify unusual pressure conditions, improve system monitoring, and assist with longer term infrastructure planning. Having better information about what is occurring within the distribution system gives staff another tool to identify potential problems before they develop into larger and more costly issues.

Cost and Promotional Savings

ETNA Supply Company has provided a quote totaling $56,640 for the equipment and associated services. One of the significant benefits of moving forward with this purchase now is the promotional pricing currently being offered. The Sensus Ally meters are being discounted by 25 percent, reducing their cost from $560 to $420 per meter. The SmartPoint reading units are also being offered at reduced pricing, from $210 to $170 per unit. Combined, these discounts represent $17,280 in equipment savings.

Additionally, the manufacturer is waiving the normal $23,500 system setup and training fee and offering the analytics software hosting, normally $10,500 annually, at no charge indefinitely under the terms outlined in the quote.

When factoring in the equipment discounts and waived setup fees, the City will realize approximately $40,780 in upfront savings, along with the additional benefit of avoiding the annual hosting expense.

This equipment replacement was already included in the City's current fiscal year budget as part of our planned water system improvements. The purchase is something staff anticipated making regardless of the promotional pricing. However, moving forward now

allows us to complete the planned investment at a substantially lower cost while also receiving additional monitoring capabilities and services at no additional charge. Taking advantage of these discounts now rather than waiting until later in the fiscal year represents a significant savings for the City's water utility and ultimately the customers who support it through their water rates.

Recommendation

I am recommending that the City Commission approve the purchase of new water meters, meter reading equipment, and associated system monitoring technology from ETNA Supply Company in an amount not to exceed $56,640. The purchase will allow the City to replace aging equipment that has reached the end of its useful service life while taking advantage of significant promotional discounts and waived fees currently being offered by the manufacturer.

Attachment A

ETNA SUPPLY COMPANY

ETNA SUPPLY - GRAND RAPIDS
4901 CLAY AVENUE SW
GRAND RAPIDS, MI 49548-3038
Phone 616 241 5414
Fax 616 241 4786

Quotation

EXPIRATION DATE	QUOTE NUMBER
11/05/2026	S107175288

ETNA SUPPLY - GRAND RAPIDS
4901 CLAY AVENUE SW
GRAND RAPIDS, MI 49548-3038
Phone 616 241 5414
Fax 616 241 4786

PAGE NO.
1 of 2

QUOTE TO:

CITY OF BUCHANAN DPW
302 N REDBUD TRL
BUCHANAN, MI 49107-1351

SHIP TO:

BUCHANAN WATER DEPARTMENT
BUCHANAN CITY HALL
C/O WATER DEPT.
302 N RED BUD TRAIL
BUCHANAN, MI 49107

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
12784	PRESSURE PROFILE ALLY		Kevin Dieleman

WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
Kevin Dieleman	SBND	NET 25TH	10/22/2026	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
96ea	^MTR 5/8" ALLY 1,000 GAL ECR; W/ INTREGAL REMOTE SHUT OFF 1,000 GAL ECR L/CONN *** V1VPX3XSGLD *** --- PROMO PRICE 25% OFF REGULAR PRICE $560 SAVINGS $13,400 --- *Nonstock - Restock Policy Applies* Pn: 998039	420.000/ea	40320.00
96ea	^SMARTPOINT 520M TC 1-PORT (LEAK); SENSUS MODEL 520M SINGLE PORT PIT-TOUCHCOUPLE --- PROMO PRICE 20% OFF REGULAR PRICE $210 SAVINGS $3,840 --- Pn: 17412	170.000/ea	16320.00
1ea	^SENSUS PRESSURE PROFILE SET UP & TRAINING w/o PLACEMENT PLAN *** PS PPA SETUP *** --- ALL SET-UP FEES WAIVED - PROMO REGULAR PRICE: $23,500 SAVINGS: $23,500 --- *Nonstock - Restock Policy Applies*	0.000/ea	0.00

** Continued on Next Page **

ETNA SUPPLY COMPANY

Quotation

EXPIRATION DATE	QUOTE NUMBER	PAGE NO.
11/05/2026	S107175288	2 of 2

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
	Pn: 732749		
1ea	^SENSUS ANALYTICS PRESSURE PROFILE (WATER) - UP TO 2,500 SENSORS - ANNUAL HOSTING FEE *** SA PPA WATER *** --- ALL HOSTING INCLUDED INDEFINITELY PRICE: $10,500/ANNUALLY SAVING: $10,500/ANNUALLY --- *Nonstock - Restock Policy Applies* Pn: 707182	0.000/ea	0.00

This Quotation is expressly conditioned and controlled by Seller?s standard terms and conditions of sale found at www.etnasupply.com/tcsale. All other terms are expressly rejected. To the extent there is a conflict between any of the terms appearing on the face of this Quotation and ETNA's Standard Terms, the terms appearing on the face of the Quotation control.
TAXES ARE NOT INCLUDED ON THIS QUOTE!

Subtotal	56640.00
S&H Charges	0.00
Amount Due	56640.00

Memorandum

Date: October 30, 2026

To: Buchanan City Commission

From: Tony McGhee

Subject: Traffic Control Order – City Owned Parking Lot at 102 E. Front Street

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Background

As part of the ongoing efforts to improve parking and traffic circulation throughout the downtown area, the Police Department has identified an area behind 102 E. Front Street where vehicles are parking in a manner that creates challenges for vehicles entering and exiting the parking lot.

The area in question measures approximately 10 feet by 61 feet and is located within the south side parking area behind the downtown businesses. Vehicles parking in this location have been creating obstructions that make it difficult for other vehicles to safely enter and exit the parking lot. More importantly, the parking also creates concerns regarding the ability of emergency response vehicles to safely access and maneuver through the area when responding to calls.



While parking availability downtown is important, we also need to make sure the spaces being used for parking do not create safety concerns or restrict access for emergency vehicles. This is particularly important in our downtown parking lots, where available space for larger vehicles to maneuver can already be limited.

To address the issue, Police Chief Harvey Burnett, prepared Traffic Control Order #262 on October 28, 2026, designating the identified area as a no parking zone. Under the proposed order, the area will be painted to clearly identify it as a no parking zone, and additional

signage will be installed to communicate the restriction to motorists. These improvements will help eliminate confusion about where vehicles are permitted to park while improving the safe movement of traffic through the parking lot.

Under Section 2.53 of the Uniform Traffic Code, as adopted by City Ordinance #192 and amended by Ordinance #201, the Chief of Police has the authority to issue temporary traffic control orders for a period of 90 days.
For the restrictions to become permanent, the traffic control order must be approved by the City Commission.

The proposed order does not involve a significant change to the overall operation of the parking lot but instead addresses an existing condition that has created concerns for vehicle circulation and emergency access. The proposed Traffic Control Order is a relatively simple measure that will improve safety and traffic circulation within the downtown parking area. While we continue working to improve parking availability and access throughout downtown, it is equally important that we ensure vehicles can safely maneuver through these areas and that emergency response personnel have the access needed to respond when called upon.

Recommendation
Staff recommends that the City Commission approve Traffic Control Order #262, establishing a permanent no parking area behind 102 E. Front Street to improve vehicle circulation and ensure adequate access for emergency response vehicles.

Attachment A: Traffic Control Order #262

Attachment A

CITY OF BUCHANAN

TRAFFIC CONTROL ORDER # 262

DESCRIPTION OF EXISTING CONDITIONS OR PROBLEM:

Currently behind 102 E. Front St, a 10' x 61' area in the southside parking area is being used for parking. The motor vehicles that are parked in this area are causing an egress/ingress obstruction to motor vehicles to safely enter the parking lot to park. The vehicles that park in this area are also causing an obstruction for the safe egress/ingress of emergency response vehicles.

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

The 10' x 61' area behind 102 E. Front St shall be a "no parking" zone. This area will be painted in such a manner to designate it as a "No Parking" zone and place several "No Parking" signs in appropriate areas to increase the safe flow of motor vehicle traffic, especially for emergency response vehicles.

Dated __10/28/26_____ Chief of Police _Harvey J. Burnett, Jr._____

Filed with City Clerk _____ Date_____

Approved by Commission _____

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

CC: City Manager
DPW Supervisor
City Fire Chief

Memorandum

Date:	October 30, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	**Engineering Professional Services Agreement**

Background

As has been previously discussed with the City Commission, staff continues to move forward with plans for Phase II of the Downtown Redevelopment Initiative, with construction anticipated to begin in 2027. This next phase builds upon the significant investment made in our downtown during the first phase of construction and will continue addressing aging infrastructure, public parking facilities, and other improvements needed to support the continued redevelopment of the downtown area.

The City previously entered into an agreement with Prein & Newhof on April 8, 2026, for preliminary engineering services associated with this project. With the preliminary design work progressing and the project moving toward construction, the next step is to complete the final engineering, permitting, and preparation of plans and specifications needed to publicly bid the work.

The project is being advanced with funding assistance through USDA Rural Development, including a congressionally directed grant secured through the efforts of Congressman Tim Walberg's office. The proposed engineering work is necessary to continue moving the project through the federal funding and approval process while positioning the City for construction in 2027.

<u>Project Scope</u>

Phase II of the Downtown Redevelopment Initiative includes improvements to the City's public parking facilities and additional infrastructure work throughout the downtown area. The work being designed under the proposed agreement includes:

1. Oak Street Reconstruction: Complete reconstruction of Oak Street between Front Street and Dewey Avenue, including water main and sanitary sewer improvements, storm sewer, drainage, roadway pavement, and associated sidewalk and accessibility improvements.

2. Dewey Street Parking Area: Replacement of sanitary sewer infrastructure beneath the parking area located behind the businesses on the north side of Front Street, along with pavement rehabilitation, selected sidewalk replacement, and the construction of new dumpster pads and enclosures.
3. Days Avenue Parking Improvements: Improvements to on street parking along Days Avenue to provide additional parking opportunities and improve access to downtown businesses.
4. Southeast Days Avenue Parking Lot: Rehabilitation of the parking area, including milling and replacement of asphalt pavement, storm sewer improvements, and selected concrete replacement.
5. Oak and Roe Parking Lot: Rehabilitation of the existing parking lot, including pavement improvements, replacement of deteriorated curbing and sidewalks, and reconstruction of ADA accessible ramps.

Collectively, these improvements will address infrastructure that has reached or is approaching the end of its useful service life while improving parking availability, accessibility, drainage, and the overall functionality of the downtown area.

While the first phase of the downtown project focused heavily on the reconstruction of Front Street, Main Street, and Redbud Trail as well associated infrastructure, this next phase will address many of the supporting public facilities that are equally important to the businesses and residents who use downtown on a daily basis.

Engineering Services and Cost

The proposed agreement amendment authorizes Prein & Newhof to complete the engineering work necessary to advance the project from preliminary design through preparation of final construction documents.

The scope includes preparing detailed construction plans, stormwater and drainage analysis, utility design, maintenance of traffic plans, ADA improvements, soil erosion and sedimentation control plans, and the necessary state and local permit applications. The agreement also includes preparation of construction specifications, quantities, updated engineer's cost estimates, and the final contract documents needed to publicly bid the project.

The proposed fee for these services is $82,600, with work billed on an hourly basis plus reimbursable expenses, subject to the established amount not to exceed.
Staff recently met with Prein & Newhof to review the preliminary plans and associated construction cost estimates. Based on that review, the project continues to align with the anticipated construction budget. The engineers are now working toward completing final design in late 2026, with permitting anticipated during the winter and construction planned for 2027.

Approval of this amendment is limited to the engineering services outlined in the proposal. Construction contracts and associated expenditures will be brought back to the City Commission for consideration as the project moves forward.

Recommendation
Staff recommends that the City Commission approve Amendment No. 1 to the professional services agreement with Prein & Newhof in an amount not to exceed $82,600 and authorize the City Manager to execute the agreement on behalf of the City.

Attachment A

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

Email: TMcGhee@cityofbuchanan.com

October 18, 2026

Mr. Tony McGhee, City Manager
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107

RE: Professional Engineering Services
United States Department of Agriculture – Rural Development (USDA-RD)
Downtown Infrastructure Project – Phase 2
Design Services

Dear Mr. McGhee:

Thank you for the opportunity to provide this proposal for your consideration. This proposal outlines professional engineering services to support the City's USDA-RD application and to complete design, permitting, and preparing specifications for the upcoming Downtown Infrastructure Project – Phase 2. The project includes water system improvements, sanitary sewer replacement, and parking lot rehabilitation as outlined in our April 8, 2026, agreement. The amendment is to include design, permitting and preparation of specifications.

Part 3 – Design Engineering:

Our design engineering scope includes:

- Design sanitary sewer and water main improvements for Oak Street.
- Design roadway and storm sewer improvements for Oak Street, including pavement design, cross sections, and drainage analysis.
- Design improvements for the Dewey Street parking area, including sanitary sewer replacement, HMA pavement milling and replacement, select sidewalk replacement, and new dumpster pads and enclosures.
- Design on-street and parking improvements for Days Avenue.
- Design improvements along the southeast side of Days Avenue, including pavement milling and replacement, new storm sewer, and select concrete replacement.
- Design improvements for the Oak and Roe parking area, including pavement milling and replacement, sunken curb replacement, select sidewalk replacement, and ADA ramp reconstruction.
- Prepare preliminary plans.
- Prepare maintenance-of-traffic plans.
- Design ADA-compliant ramps and sidewalks.
- Prepare soil erosion and sedimentation control plans.
- Prepare 50% specifications, quantities, and the engineer's estimate.
- Conduct the 50% design review meeting with the City.

- Prepare permanent pavement marking and signing plans.
- Prepare and submit SESC, dewatering, and EGLE water and sewer permit applications.
- Prepare final plans, specifications, the contract book, and the engineer's estimate.
- Complete final plan revisions.
- Conduct final design review meeting with City staff.

Schedule

We anticipate completing final design in late 2026, permitting during winter 2026, and construction in 2027.

Fee Estimate

We propose to perform these professional services on an hourly basis plus expenses, billed monthly, with a not-to-exceed fee of **$82,600**. A Professional Services Agreement Amendment is attached for your review. If acceptable, please sign and return the agreement.

We appreciate the opportunity to submit this proposal and look forward to continuing our professional relationship with the City of Buchanan. Please feel free to contact us with any questions.

Sincerely,

Prein&Newhof



Michael Schwartz, P.E.

MAS:par

Enclosures: Professional Services Agreement Amendement (2 pg.)

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

Project No. 2260432

Professional Services Agreement Amendment

Amendment Number: 1

Project Name: Downtown Infrastructure Project – Phase 2

P&N Representative: Micheal Schwartz

Client: City of Buchanan

Client Representative: Tony McGhee

AGREEMENT: The Agreement Amendment modifies the original agreement for professional services dated: 4/8/2026

Client hereby requests and authorizes a change in services in accordance with the following:

SCOPE OF SERVICES MODIFICATION:

Include design of construction plans, permitting, and specifications to current contract.

SCHEDULE OF SERVICES MODIFICATION:

N/A

BUDGET MODIFICATION:

$82,600

METHOD OF COMPENSATION:

☐ **Lump Sum for Defined Scope of Services**
☒ **Hourly Billing Rates plus Reimbursable Expenses**
☐ **Other:**

ADDITIONAL PROVISIONS (IF ANY):

Prepared by:		**Accepted for:**	
Prein&Newhof, Inc.		**City of Buchanan**	
By:	_____	**By:**	_____
Print Name:	**Jason Washler, PE**	**Print Name:**	_____
Title:	**Vice President**	**Title:**	_____
Date:	_____	**Date:**	_____

Memorandum

Date:	October 30, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	Authorization to Execute U.S. Department of Agriculture Documentation

Background

As has been previously discussed with the City Commission, the City is continuing to move forward with plans for Phase II of the Downtown Redevelopment Initiative, which is anticipated to begin construction in 2027. This next phase will build upon the significant investments made in downtown Buchanan over the past two years and continue addressing aging infrastructure, parking facilities, and other improvements needed to support the continued growth and redevelopment of our downtown.

The planned improvements include the reconstruction or rehabilitation of all City owned surface parking lots in the downtown area, the reconstruction of underground utilities beneath the parking lot located behind the businesses on the north side of Front Street, the reconstruction of Oak Street between Front Street and Dewey Avenue, and improvements to on street parking along Days Avenue.

A significant portion of the funding for this project is being made available through a congressionally directed grant secured through the efforts of Congressman Tim Walberg's office. The funding is being administered through USDA Rural Development and requires the City to complete and submit a formal financing package as part of the federal grant approval process.

While USDA refers to the required documentation as a financing package, the federal funding being pursued for this project is grant funding rather than a traditional loan. The submission process requires the City to identify an authorized representative who can sign and submit the necessary documents on behalf of the municipality.

Staff has been working with USDA and the City's engineering team to advance the project through the required planning and funding processes. Preliminary design work has been progressing, and the most recent cost estimates continue to align with the anticipated

project budget. The engineers are currently working toward completing the plans and specifications in preparation for bidding this winter.

Authorizing the City Manager as the City's signatory will allow staff to complete the required USDA documentation and continue moving the project through the federal approval process without unnecessary delays.

Requested Action

The authorization being requested is administrative in nature and is intended to allow the City Manager to execute and submit the necessary documents associated with the USDA financing package. It does not constitute approval of construction contracts or other project expenditures that would otherwise require separate City Commission authorization.

I recommend that the City Commission approve the designation of the City Manager as the authorized representative and signatory for the USDA financing package associated with Phase II of the Downtown Redevelopment Initiative.

Memorandum

Date: 11/3/26

To: City Commission

From: Courtney Baham, Accounting Specialist

Subject: **Proposed Transition from AT&T to Verizon Wireless**

Background

This memo requests City Commission approval to transition the City of Buchanan's wireless service from AT&T to Verizon. Based on the attached cost comparison, the proposed change would reduce recurring plan expenses, eliminate installment payments for qualifying new devices during the three-year commitment, and provide a dedicated senior government account manager for direct support.

Service Overview & Financial Plan

The analysis below includes 14 wireless lines (10 phones and 4 tablets). The worksheet on Attachment A identifies the following costs and estimated savings:

Cost comparison	Amount
Current AT&T monthly bill (includes more than plan charges)	$875.50
AT&T monthly plan charges (comparison basis)	$665.00
Verizon proposed monthly plan charges	$349.90
Estimated monthly plan savings	$315.10
Estimated annual plan savings	$3,781.20
Estimated plan savings over 36 months	$11,343.60
Remaining AT&T device installment balances	$3,978.40
Verizon transition credits shown in worksheet	$2,000.00
Estimated net device payoff after credits	$1,978.40
Estimated 36-month savings after net payoff	**$9,365.20**

The savings figures compare plan charges only ($665.00 for AT&T versus $349.90 for Verizon), not the full current AT&T bill of $875.50. The three-year net estimate subtracts the remaining AT&T device payoff after the listed Verizon credits. Actual bills and net savings may vary based on taxes, fees, credits, and final contract terms.

Additional Operational Benefits & Agreement Terms

Verizon would assign the City a senior government account manager to work with directly for account management, service questions, and device needs, rather than requiring a lengthy amount of City staff time to visit a retail store.

The proposed Verizon arrangement is a three-year agreement. Under the proposed terms, new devices would be provided at no cost so long as the City remains within the applicable three-year commitment. In contrast, AT&T currently requires the City to pay for devices through monthly installment plans. Device eligibility, credits, and any early-termination or repayment provisions should be confirmed in the final Verizon agreement before execution.

Recommendation

Given the estimated annual plan savings of $3,781.20, projected three-year net savings of $9,365.20 after the identified device payoff and credits, and the added benefit of a dedicated senior government account manager, approval is recommended to transition the City's wireless service from AT&T to Verizon, subject to verification of final pricing, transition credits, device terms, and any associated fees.

Attachment A: AT&T and Verizon Cost Comparison

Attachment A

		AT&T - Monthly Billing	Installment Left		AT&T Plan	Verizon Plan	Credit
CM	269.362.3810	$ 114.71	$ 361.51		$ 55.00	$ 26.99	$ 200.00
Clerk	269.362.5910	$ 68.90	$ 361.51		$ 55.00	$ 26.99	$ 200.00
WWTP	269.362.8190	$ 90.01	$ 483.30		$ 55.00	$ 26.99	$ 200.00
Guy	269.591.0206	$ 57.91	$ -		$ 55.00	$ 26.99	$ 200.00
Cem.	269.695.3971	$ 57.91	$ -		$ 55.00	$ 26.99	$ 200.00
DPW	269.695.7547	$ 57.91	$ -		$ 55.00	$ 26.99	$ 200.00
Water	269.697.3381	$ 57.91	$ -		$ 55.00	$ 26.99	$ 200.00
CD	269.697.9444	$ 75.90	$ 506.91		$ 55.00	$ 26.99	$ 200.00
CE	269.697.9446	$ 75.90	$ 506.91		$ 55.00	$ 26.99	$ 200.00
Treas.	269.697.9845	$ 38.06	$ -		$ 55.00	$ 26.99	$ 200.00
Water	269.362.8185	$ 50.65	$ 402.76	Tablet	$ 35.00	$ 20.00	
DPW	269.362.8186	$ 50.65	$ 402.76	Tablet	$ 35.00	$ 20.00	
DPW	269.362.7371	$ 35.65	$ 402.76	Tablet	$ 20.00	$ 20.00	
FD	269.362.1031	$ 43.43	$ 549.98	Tablet	$ 25.00	$ 20.00	
	Current Bill	$ 875.50	$ 3,978.40		$ 665.00	$ 349.90	$ 2,000.00
					$ 7,980.00	$ 4,198.80	
						$ 3,781.20	Cost savings
Offset cost to payoff devices		$ 1,978.40					

Memorandum

Date:	November 3, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	**10-Year Capital Improvement Plan Adoption for Redevelopment Ready Community Essentials Designation**

Background

As has been previously discussed with the Commission, staff has been working through the requirements of the MEDC's Redevelopment Ready Communities program. The program is designed to recognize communities that have established effective planning, zoning, economic development, and administrative practices that create a more predictable and welcoming environment for private investment and redevelopment. Over the course of this process, the City has worked through the various requirements necessary to achieve certification. Adoption of a Capital Improvement Plan is the remaining item needed to complete our work toward receiving this designation, subject to MEDC's final review.

Achieving RRC Essentials Designation is an important milestone for Buchanan as we work towards the Certified Designation and provides benefits beyond simply receiving recognition from the State. The designation demonstrates to businesses, developers, and potential investors that Buchanan has established the planning and administrative practices necessary to support investment in the community. The Essentials designation will open access to additional technical and financial assistance as the City works to Certified designation in 2027.

Capital Improvement Plan

The attached plan identifies approximately $47.4 million in anticipated capital projects, infrastructure improvements, and equipment replacement needs throughout the City over the next ten years.

Staff wants to emphasize that adoption of this plan does not represent a commitment by the City Commission to spend these funds, nor does it authorize any of the individual projects or purchases identified in the document. Instead, the plan is intended to serve as

a starting point for identifying the City's capital needs and establishing priorities based on available funding, operational requirements, infrastructure conditions, and opportunities for outside financial assistance.

As we have discussed on numerous occasions, the City is facing significant infrastructure and equipment replacement needs that have developed over many years. We cannot realistically address all of these needs at once, but we do need to identify them and begin developing a coordinated approach to addressing them over time.

Some projects will move forward as originally anticipated, while others will be delayed, accelerated, or modified as circumstances change. The important part is having a comprehensive understanding of the City's needs so that decisions can be made with consideration of the entire organization rather than evaluating each request individually.

While adoption of this plan will allow us to complete this final requirement for RRC Certification, staff considers the document to be the beginning of an ongoing capital planning process rather than a finished product.

Over the next three to four months, staff will continue refining the plan, reviewing projected costs, evaluating the condition and remaining useful life of equipment and infrastructure, and identifying potential funding sources for the projects listed.

This work will be incorporated into the Commission's upcoming strategic planning and budget discussions, providing a more comprehensive understanding of what needs to be addressed, what resources may be available, and how we can establish priorities for the coming years.

Our goal is to develop a Capital Improvement Plan that becomes a regular part of the City's financial and operational planning process, with updates made annually as needs, costs, and available resources change.

In the immediate term, adoption of the plan represents an important final step toward achieving RRC Certification and positioning Buchanan for additional redevelopment and economic development opportunities.

Recommendation

Staff recommends that the City Commission adopt the attached Ten Year Capital Improvement Plan (CIP), covering fiscal years 2027/28 through 2036/37. In addition to providing the City with a roadmap for future capital investments, adoption of this plan represents the completion of another task completed toward obtaining Redevelopment Ready Communities (RRC) Certification through the Michigan Economic Development Corporation (MEDC).

Attachment A: 10-year Capital Improvement Plan

Attachment A

CITY OF BUCHANAN

TEN YEAR CAPITAL IMPROVEMENT PLAN

FY 2027/28 THROUGH FY 2036/37

The following document outlines the City of Buchanan's Ten-Year Capital Improvement Plan (CIP), identifying anticipated capital projects, infrastructure improvements, and equipment replacement needs across the community and City organization. The plan provides a roadmap for addressing these needs over the next ten years while helping the City Commission and staff establish priorities based on available funding and the operational needs of the City. While the projects and expenditures identified in the plan represent anticipated needs, the timing and implementation of individual items will depend on available resources, changing priorities, and opportunities for outside funding. The goal is to take a more proactive and financially responsible approach to maintaining and improving the infrastructure, facilities, and equipment necessary to provide quality services to our residents and businesses.

What a capital improvement plan does

A CIP is a practical planning tool that looks beyond a single budget year. It identifies assets that will need repair, rehabilitation, or replacement and gives the City a way to anticipate the timing and cost of that work. Just as importantly, it helps us compare those needs with the resources available to address them. A CIP allows the Commission to make decisions with a broader picture of our infrastructure and operational needs rather than reviewing each request in isolation.

The schedule is not set in stone. A project shown in one year may move earlier or later depending on the condition of the asset, public safety, regulatory requirements, outside funding, construction costs, and competing needs. A project may also change substantially as engineering and more accurate estimates are completed. Listing an item in the CIP does not mean the City has the funding in hand, and it does not authorize construction, borrowing, or purchasing. Those decisions will still be brought to the Commission through the normal process.

Why a Citywide capital plan has value

One of the biggest benefits of developing this plan is that it brings needs from across the organization into one place. Without a Citywide schedule, it is easy for the most immediate problem or the most visible project to drive the discussion during the budget process. A failed piece of equipment, an unexpected repair, or a new funding opportunity can quickly

take priority without giving us an opportunity to compare it with other needs. Looking at the entire organization together allows the Commission and staff to make those comparisons before decisions become urgent.

The document also separates the discussion about what the City needs from the discussion about what we can afford in a particular year. Both are important, but they are not the same thing. Our departments need to identify the infrastructure, equipment, and facilities required to operate effectively, even when there is not enough funding available to address everything on the list. The Commission can then weigh those needs against the revenues, reserves, grants, and other resources we realistically expect to have available. This gives us a more accurate understanding of the financial decisions ahead instead of allowing needed work to fall off the radar simply because it does not fit in the current budget.

Spending overview

The plan identifies $47,417,840 in estimated capital needs over the ten fiscal years from 2027/28 through 2036/37. Approximately $39,140,000, or 83%, relates to major capital projects. The remaining $8,277,840 is spread across the City's departments and operating assets.

Department or area	Ten year amount	Share
Capital Projects	$39,140,000	82.5%
Police Department	$821,203	1.7%
Fire Department	$1,894,000	4.0%
Public Works	$1,822,500	3.8%
Water Department	$1,153,837	2.4%
Cemetery	$262,800	0.6%
Wastewater Treatment Plant / Lift Stations	$2,323,500	4.9%
TOTAL	**$47,417,840**	**100.0%**

Four major programs account for $37 million, nearly 78% of the plan: neighborhood infrastructure, lead service lines, Bertrand Township utility expansion, and annual paving.

A decade of addressing deferred investment

The next ten years need to be viewed in the context of approximately 20 years in which reinvestment in many areas of City operations and capital infrastructure did not consistently keep pace with what was needed. We are now seeing the result in the condition of streets, water and sewer systems, vehicles, equipment, buildings, and other assets. Much of what appears in this plan is not about expanding City government or

adding new amenities. It is about restoring and maintaining the basic infrastructure and equipment needed to deliver dependable services to our residents and businesses.

The amount the City will need to invest over the next decade is likely to be considerably higher than what has historically been spent in several of these areas. These needs did not suddenly appear. They accumulated over time as replacement cycles were extended, preventive maintenance was postponed, and major projects were pushed into future budgets. The CIP allows us to see the needs together and begin addressing them in a more organized way rather than waiting for failures to determine what receives attention.

This includes recurring street paving and larger neighborhood infrastructure projects that should be coordinated with underground utilities. It includes wastewater treatment and lift station equipment, water system improvements, police and fire equipment, and the vehicles and machinery our Public Works employees depend on every day. The specific items vary, but all are tied to our ability to provide services safely, efficiently, and reliably.

Planning around the life of our assets

The long term goal should be to develop more predictable replacement cycles rather than allowing the condition of equipment to determine our priorities through failures. That means knowing the age and condition of our assets, what it costs to maintain them, how much longer they can reasonably be expected to remain in service, and what happens if they fail. Not every item will need to be replaced on its originally projected date. Some assets may last longer with proper maintenance, while others may need attention sooner because of increased use, deterioration, or changing regulatory requirements. The plan gives us a starting point to make those decisions with information rather than assumptions.

It is especially important that capital planning be coordinated between departments. Reconstructing a street without considering the condition of the water and sewer infrastructure beneath it can lead to another excavation a few years later. Replacing equipment at the wastewater treatment plant may be best coordinated with related mechanical or electrical improvements. In each situation, looking at the broader picture before the work is undertaken can reduce disruptions, improve project sequencing, and stretch limited dollars further.

Why delaying work often costs more

Delaying an expenditure may help balance a budget in the short term, but it rarely eliminates the underlying need. A road that could have been preserved through routine maintenance can deteriorate to the point that complete reconstruction is necessary. A truck or piece of equipment kept in service beyond its useful life can require repeated

repairs and experience downtime when it is most needed. At the wastewater treatment plant or within the water system, a critical equipment failure can result in emergency repairs, additional operating expenses, or compliance concerns.

There is also a cost to operational capacity that does not always show up clearly in a purchase comparison. When staff spend time keeping aging equipment running, arranging temporary repairs, or addressing preventable emergencies, that is time they cannot spend on other maintenance, improvements, and day to day responsibilities. The City may ultimately spend more on repairs and staff time and still have to purchase the replacement equipment. In some cases, we create additional costs by repairing a road and later returning to replace an underground utility that should have been addressed at the same time.

This does not mean an item must automatically be replaced because it is on a schedule. It means we should evaluate its actual condition, remaining useful life, repair history, risk of failure, parts availability, and the cost of waiting. In many cases, planned maintenance and replacement are more economical than continuing to react after something fails.

Funding, timing, and priorities

The $47.4 million is an estimate of identified needs, not a fully funded construction program. The workbook does not assign confirmed funding sources to each line. As projects are developed, staff will evaluate grants, utility revenues, available reserves, annual appropriations, and responsible financing options, along with the long term costs of operating and maintaining the improvements.

Staff intends to update the CIP during each budget cycle. Near term items will be refined with engineering and vendor pricing, while later projects will remain planning estimates until more information is available. Public safety, legal compliance, risk of failure, operating impact, the chance to prevent larger future costs, opportunities to coordinate projects, and funding availability will all be part of setting priorities. The Commission should expect the timing and order of projects to change as circumstances change.

How the Commission and staff will use the plan

The most useful part of this process will be what happens after the initial plan is developed. Each year, staff should review the schedule with department leaders, update the condition and status of the items listed, refine the estimated costs, and identify projects that may need to be moved forward or delayed. The first few years should receive the greatest attention because those are the decisions closest to being funded. Projects scheduled further out are still important, but their costs, scopes, and timing should be treated as planning estimates that become more defined as we get closer to undertaking

the work.

As part of the annual budget process, staff can use the CIP to show the Commission which projects are recommended for the upcoming year, what funding is available, and what alternatives exist if resources are insufficient. That gives the Commission an opportunity to consider whether a project should be paid for through current revenues, accumulated reserves, an outside grant, a utility funding source, or financing. It also allows us to discuss the tradeoffs involved. Funding one project may mean delaying another, and that decision should be made with an understanding of the operational and financial implications rather than just the amount of money available at that moment.

Just as important, this process provides a way to communicate our decisions to the public. Residents may understandably ask why a particular road, vehicle, piece of equipment, or facility is receiving funding while another need remains outstanding. A regularly updated CIP allows the City to explain the condition of the assets, the relative priority of the work, the funding limitations, and the reasons behind a project schedule. It does not eliminate difficult decisions, but it makes those decisions more transparent and provides a consistent framework for evaluating them.

What the spending pattern tells us

Capital needs will not fall evenly across the ten years. The first year includes the proposed $8 million Bertrand Township utility expansion and $2.5 million in lead service line replacement. Larger neighborhood infrastructure projects create peaks in other years. Those projects will require detailed planning and financing before proceeding. At the same time, smaller recurring purchases and maintenance programs are important to our ability to provide everyday services and should not be lost among the larger dollar amounts.

This initial version will continue to grow. A few equipment needs are listed without scheduled costs, so they are not included in the total. Estimates will also need to be checked against current market conditions and actual project scopes. We cannot realistically address two decades of accumulated needs in one budget cycle, but establishing the roadmap gives us a more disciplined way to make steady progress as resources become available.

CITY OF BUCHANAN | DETAILED TEN YEAR CAPITAL SCHEDULE

FY 2027/28 THROUGH FY 2036/37 | CAPITAL SCHEDULE (1 OF 3)

Project or equipment	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	10 year total
Capital Projects											
Lead Service Line Replacement	$2,500,000	—	—	—	$2,500,000	—	—	$2,500,000	—	$2,500,000	$10,000,000
Sanitary Sewer Main Lining	—	$200,000	—	$200,000	—	—	—	—	—	—	$400,000
Bertrand Township Utility Expansion	$8,000,000	—	—	—	—	—	—	—	—	—	$8,000,000
Glaser Street Lift Station	—	$1,500,000	—	—	—	—	—	—	—	—	$1,500,000
Annual Sidewalk Program	$60,000	$60,000	$60,000	$60,000	—	—	—	—	—	—	$240,000
Annual Paving Program	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$4,000,000
Neighborhood Infrastructure Program	—	—	$5,000,000	—	—	—	$5,000,000	—	—	$5,000,000	$15,000,000
Subtotal	**$10,960,000**	**$2,160,000**	**$5,460,000**	**$660,000**	**$2,900,000**	**$400,000**	**$5,400,000**	**$2,900,000**	**$400,000**	**$7,900,000**	**$39,140,000**
Police Department											
Mobile CAD	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$100,000
Patrol Car	$33,287	$23,787	$43,000	$24,000	$33,500	—	$65,000	—	$65,000	—	$287,574
Technology Maintenance Program	$28,900	—	—	—	—	$25,000	—	—	—	$25,000	$78,900
DVM/BWC/Taser Program	$32,223	$32,333	$32,333	$33,368	$33,368	$33,368	$33,368	$33,368	$35,000	$35,000	$333,729
Mobile Citation Printers	—	—	$5,000	—	—	—	$6,000	—	—	—	$11,000
Fingerprinting Station	—	$10,000	—	—	—	—	—	—	—	—	$10,000
Subtotal	**$104,410**	**$76,120**	**$90,333**	**$67,368**	**$76,868**	**$68,368**	**$114,368**	**$43,368**	**$110,000**	**$70,000**	**$821,203**
Fire Department											
Fire Truck Rehabilitation	—	$300,000	—	—	$500,000	—	—	—	—	—	$800,000
Department Vehicle	$25,000	—	$60,000	—	—	—	—	—	—	—	$85,000
SCBA Tanks	$24,000	—	—	—	—	—	—	—	—	—	$24,000
Extraction Equipment	—	$15,000	—	—	—	—	—	—	—	—	$15,000
SCBA Fill Station	$60,000	—	—	—	—	—	—	—	—	—	$60,000
Miscellaneous Equipment	—	—	—	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$70,000
Fire Station	—	—	—	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	$120,000	$840,000
Subtotal	**$109,000**	**$315,000**	**$60,000**	**$130,000**	**$630,000**	**$130,000**	**$130,000**	**$130,000**	**$130,000**	**$130,000**	**$1,894,000**
Public Works											
Loader	—	—	—	—	—	—	—	$200,000	—	—	$200,000
Skidsteer	$125,000	—	—	—	—	—	—	—	—	—	$125,000
Large Truck	—	$150,000	—	—	—	—	—	—	—	—	$150,000
Large Truck	—	—	$150,000	—	—	—	—	—	—	—	$150,000
Large Truck	—	—	—	—	—	—	—	—	$200,000	—	$200,000
Large Truck	—	—	—	—	—	—	—	—	—	$200,000	$200,000
Pick-up Truck	—	$65,000	—	—	$67,500	—	—	$70,000	—	—	$202,500
Pick-up Truck	$65,000	—	—	$67,500	—	—	$70,000	—	—	$72,500	$275,000
Mower	—	—	$10,000	—	—	—	—	—	$10,000	—	$20,000
Mower	$10,000	—	—	—	—	—	$10,000	—	—	—	$20,000
Crack Fill Machine	—	—	—	—	—	—	—	—	—	$75,000	$75,000
Total Patcher	—	—	—	—	—	—	—	—	$40,000	—	$40,000

CITY OF BUCHANAN | DETAILED TEN YEAR CAPITAL SCHEDULE

FY 2027/28 THROUGH FY 2036/37 | CAPITAL SCHEDULE (2 OF 3)

Project or equipment	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	10 year total
Public Works (continued)											
Dump Trailer	—	—	—	—	—	—	—	—	—	$20,000	$20,000
Utility Trailer	$15,000	—	—	—	—	—	—	—	—	—	$15,000
Leaf Machine	—	$50,000	—	—	—	—	—	—	—	—	$50,000
Power Washer	$5,000	—	—	—	—	—	—	—	—	—	$5,000
Man Lift	—	$40,000	—	—	—	—	—	—	—	—	$40,000
Utility Task Vehicle	—	—	—	$20,000	—	—	—	—	—	—	$20,000
Air Compressor	$15,000	—	—	—	—	—	—	—	—	—	$15,000
Subtotal	**$235,000**	**$305,000**	**$160,000**	**$87,500**	**$67,500**	**—**	**$80,000**	**$270,000**	**$250,000**	**$367,500**	**$1,822,500**
Water Department											
Fire Hydrants	$20,500	—	$21,115	—	$21,748	—	$22,401	—	$23,073	—	$108,837
Paint Water Tower (Inside)	—	—	—	$375,000	—	—	—	—	—	—	$375,000
Pick-Up Truck	—	$65,000	—	—	—	$65,000	—	—	—	—	$130,000
Well Maintenance	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$200,000
MXU Units	$50,000	$50,000	$50,000	—	—	—	—	—	—	—	$150,000
Meters	$20,000	$20,000	$20,000	—	—	—	—	—	—	—	$60,000
Backhoe	—	—	—	$130,000	—	—	—	—	—	—	$130,000
Subtotal	**$110,500**	**$155,000**	**$111,115**	**$525,000**	**$41,748**	**$85,000**	**$42,401**	**$20,000**	**$43,073**	**$20,000**	**$1,153,837**
Cemetery											
Concrete Mixer	$7,000	—	—	—	—	—	—	—	—	—	$7,000
Bobcat Toolcat	—	—	$75,000	—	—	—	—	—	—	—	$75,000
Blo-vac	—	$13,000	—	—	—	—	—	—	—	—	$13,000
Walk Behind Snowblower	$850	—	—	—	—	$950	—	—	—	—	$1,800
Vault Cart	—	—	—	—	—	—	—	—	—	$65,000	$65,000
Articulated Loader	—	—	—	—	—	—	—	—	—	$65,000	$65,000
Mower	—	—	—	—	$12,000	—	—	—	—	—	$12,000
Mower	$12,000	—	—	—	—	—	—	$12,000	—	—	$24,000
Subtotal	**$19,850**	**$13,000**	**$75,000**	**—**	**$12,000**	**$950**	**—**	**$12,000**	**—**	**$130,000**	**$262,800**
Wastewater Treatment Plant / Lift Stations											
Fine Screen Control Panel	$37,500	—	—	—	—	—	—	—	—	—	$37,500
Influent Plum Meter	$5,000	—	—	—	—	—	—	—	—	—	$5,000
Level Sensor	$17,000	—	—	—	—	—	—	—	—	—	$17,000
120/240V Panelboard	$13,500	—	—	—	—	—	—	—	—	—	$13,500
480V Panelboard	$18,000	—	—	—	—	—	—	—	—	—	$18,000
Energy Recovery Unit (ERV UNIT)	$9,000	—	—	—	—	—	—	—	—	—	$9,000
Exhaust Fan	$5,000	—	—	—	—	—	—	—	—	—	$5,000
Influent Sampler	—	$13,500	—	—	—	—	—	—	—	—	$13,500
Makeup Air Unit	—	$25,000	—	—	—	—	—	—	—	—	$25,000
Secondary Effluent Sampler	—	$13,500	—	—	—	—	—	—	—	—	$13,500

CITY OF BUCHANAN | DETAILED TEN YEAR CAPITAL SCHEDULE

FY 2027/28 THROUGH FY 2036/37 | CAPITAL SCHEDULE (3 OF 3)

Project or equipment	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	10 year total
Wastewater Treatment Plant / Lift Stations											
Unit Heater No. 1	—	$5,000	—	—	—	—	—	—	—	—	$5,000
Unit Heater No. 2	—	$5,000	—	—	—	—	—	—	—	—	$5,000
Unit Heater No. 3	—	$5,000	—	—	—	—	—	—	—	—	$5,000
Front End Loader	—	—	—	$150,000	—	—	—	—	—	—	$150,000
Final Effluent Sampler	—	—	$14,000	—	—	—	—	—	—	—	$14,000
Gas Monitoring Sensor (quantity 3)	—	—	$12,000	—	—	—	—	—	—	—	$12,000
Mechanical Bar Screen	—	—	—	—	—	—	—	$200,000	—	—	$200,000
Cyclone Grit Classifier	—	—	—	—	—	—	—	$165,000	—	—	$165,000
Paddle Drive	—	—	$85,000	—	—	—	—	—	—	—	$85,000
Access Drives	—	—	$320,000	—	—	—	—	—	—	—	$320,000
1980s 4 inch FM	—	—	—	$115,000	—	—	—	—	—	—	$115,000
1980s 6 inch FM	—	—	—	$105,000	—	—	—	—	—	—	$105,000
Main Control Panel	—	—	—	$40,000	—	—	—	—	—	—	$40,000
Pump No. 1	—	—	—	$7,000	—	—	—	—	—	—	$7,000
Main Control Panel	—	—	—	$40,000	—	—	—	—	—	—	$40,000
Automatic Transfer Switch	—	—	—	$12,000	—	—	—	—	—	—	$12,000
Generator	—	—	—	$5,000	—	—	—	—	—	—	$5,000
Pumps	—	—	—	—	$20,000	—	—	—	—	—	$20,000
RAS/WAS Pumps	—	—	—	—	$100,000	—	—	—	—	—	$100,000
Lab Equipment	—	—	—	—	$65,000	—	—	—	—	—	$65,000
Valve Chamber	—	—	—	—	—	$14,500	—	—	—	—	$14,500
Wet Well	—	—	—	—	—	$95,000	—	—	—	—	$95,000
Valve Chamber	—	—	—	—	—	$15,000	—	—	—	—	$15,000
Wet Well	—	—	—	—	—	$76,000	—	—	—	—	$76,000
Valve Chamber	—	—	—	—	—	$24,000	—	—	—	—	$24,000
Wet Well	—	—	—	—	—	—	—	—	$110,000	—	$110,000
Instrumentation	—	—	—	—	—	—	—	—	—	$300,000	$300,000
Main Control Panel	—	—	—	—	—	—	—	—	—	$42,000	$42,000
Pump Enclosure	—	—	—	—	—	—	—	—	—	$20,000	$20,000
Subtotal	**$105,000**	**$67,000**	**$431,000**	**$474,000**	**$185,000**	**$224,500**	**—**	**$365,000**	**$110,000**	**$362,000**	**$2,323,500**
TOTAL SCHEDULED CAPITAL	**$11,643,760**	**$3,091,120**	**$6,387,448**	**$1,943,868**	**$3,913,116**	**$908,818**	**$5,766,769**	**$3,740,368**	**$1,043,073**	**$8,979,500**	**$47,417,840**

Memorandum

Date:	November 3, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	**Streetscape Furniture for Downtown Area**

Background

Streetscape furniture plays an important role in the overall functionality and appearance of a downtown area. While the streets, sidewalks, lighting, and landscaping provide the foundation for a successful downtown, amenities such as benches, tables, trash receptacles, and other furnishings are what help turn those public spaces into places where people want to spend time.

These improvements provide opportunities for people to sit, gather, enjoy the downtown environment, and spend additional time visiting local businesses. They also contribute to the overall appearance and character of the downtown, reinforcing the investment that has been made in the streetscape while creating a more welcoming environment for residents and visitors.

As we have discussed throughout the Downtown Reconstruction Project, our goal has been to do more than simply replace aging infrastructure. We want to create a downtown environment that encourages people to visit, spend time, and support the businesses located there. The selection and placement of appropriate streetscape furniture is another important part of accomplishing that goal.

Rather than selecting and purchasing furniture immediately following construction, staff made the decision to spend the past year observing how the newly reconstructed streetscape was being used. This provided an opportunity to better understand pedestrian movement, where people naturally congregate, areas where additional seating would be beneficial, and how businesses and visitors used the various public spaces.
Taking this approach allowed us to make more informed decisions about the types of furniture needed and where those improvements would provide the greatest benefit. It also helped avoid purchasing and installing furnishings in locations that may have looked

appropriate on a plan but were not necessarily the best locations once the downtown was being used on a daily basis.

Manufacturer Selection

Staff evaluated products from numerous established streetscape furniture manufacturers before recommending the selection of DuMor Site Furnishings.

Staff drew upon its over two decades of experience working with downtown streetscapes, public spaces, and municipal site furnishings. That experience provided a good understanding of the importance of selecting products that offer the right combination of appearance, durability, maintenance requirements, and cost.

Following the review of available products, staff determined that DuMor offers the best overall value for the City and recommends that the company be established as the dedicated manufacturer for downtown streetscape furniture.

DuMor has been in business since 1984 and has more than 40 years of experience manufacturing commercial site furnishings used in downtown areas, parks, and other public spaces throughout the country. The company offers an extensive selection of benches, tables, receptacles, and other furnishings designed for the demands associated with public use.

One of the considerations in selecting DuMor was the quality of its products relative to their cost. While there are certainly less expensive products available, there are also considerably more expensive options. Staff believes DuMor provides the appropriate balance between initial purchase price, product quality, durability, and long-term maintenance to provide the community with the best value for this investment.

There is also significant value in establishing a dedicated manufacturer for downtown furnishings rather than purchasing different products from multiple suppliers over time. Standardizing the furniture allows the City to maintain a consistent appearance throughout the downtown, simplifies future maintenance and replacement, and provides an established product line from which additional furnishings can be purchased as needs develop.

As furniture is damaged, reaches the end of its useful service life, or additional pieces are needed, having an established manufacturer and product standard will allow staff to address those needs without having to repeat the entire selection process or introduce furnishings that do not match what is already in place.

This will help protect the investment being made today while maintaining a consistent appearance throughout the downtown for years to come. Attachments A and B contain information on the recommended items for acquisition. It should be noted some of the pictures show different colors but all of the items would be ordered in black.

Purchase Timing

From a timing perspective, staff is recommending moving forward with the purchase now for several reasons.

First, the furniture is expected to have approximately a three-month lead time from the time the order is placed until delivery. Placing the order now will allow the equipment to arrive over the winter and provide staff with the time needed to coordinate delivery, prepare the installation locations, and have the furnishings ready for installation in the spring.

Second, manufacturers typically implement annual pricing adjustments at the beginning of the calendar year. By placing the order before the end of the year, we anticipate being able to avoid those increases and secure the furniture at the pricing currently being offered.

Finally, moving forward now will allow us to have the furniture installed and available for use as downtown activity increases with the arrival of warmer weather. This will provide the finishing touches to the recently completed streetscape and allow residents, visitors, and businesses to begin enjoying the additional amenities during the upcoming spring and summer seasons.

Recommendation

Staff recommends authorizing the expenditure of $109,953 to purchase streetscape furniture for the downtown area from DuMor Site Furnishings. The cost to purchase the recommended items was included in the FY26/27 budget and is under the planned budget for this item.

Attachment A: General Streetscape Items and Cost

Attachment B: Mill Alley Items and Cost

Attachment A



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
10/26/2026	27-037-B

Bill To	Ship To
City of Buchanan Tony McGhee 302 N Redbud Trail Buchanan, MI 49107	City of Buchanan Tony McGhee 302 N Redbud Trail Buchanan, MI 49107

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
	269-695-3844		Net 30 w/ PO		JRS

Item	Description	Qty	Weight	Price	Total
446-60	6' Steel Bench, 2 Supports	10		2,139.00	21,390.00T
287-32SH-SO	DuMor 32 Gallon Receptacle with Shield, Side opening	11		2,056.00	22,616.00T
448-43	Table, 47 1/2", SQ, 3 STS	2		3,187.00	6,374.00T
448-44	Table, 47-1/2", SQ, 4 STS	3		3,671.00	11,013.00T
Custom	67-851-0042/S-2 Custom Loop Bike Rack	4		650.00	2,600.00
Freight	Freight	1		3,457.00	3,457.00
	Includes KPN Pricing				

Proposal good for 30 days.
Ship Via: common carrier
Delivery contact name and number: _____

Customer signature below constitutes a purchase order.

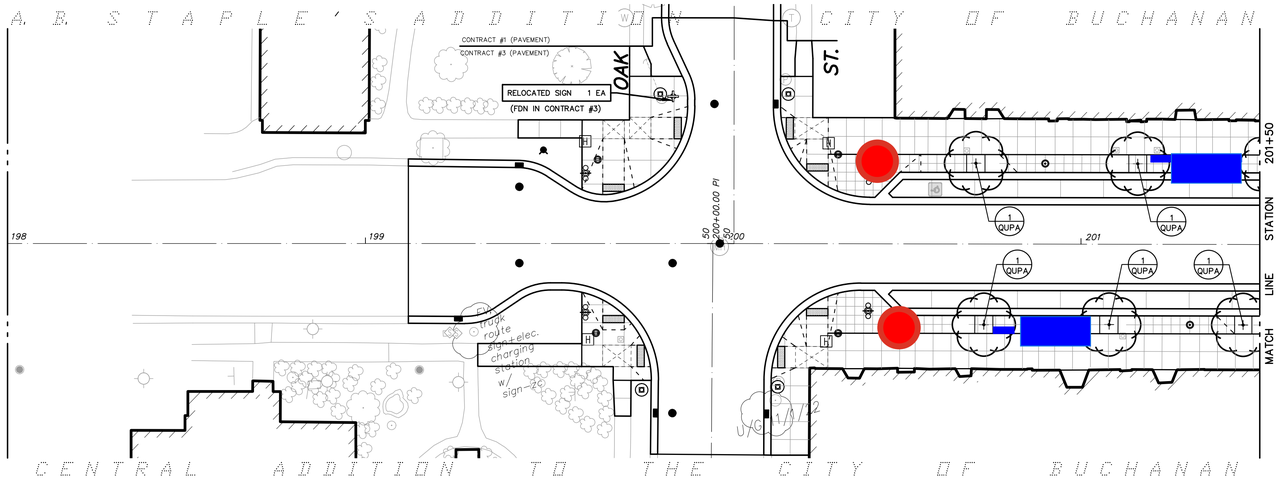
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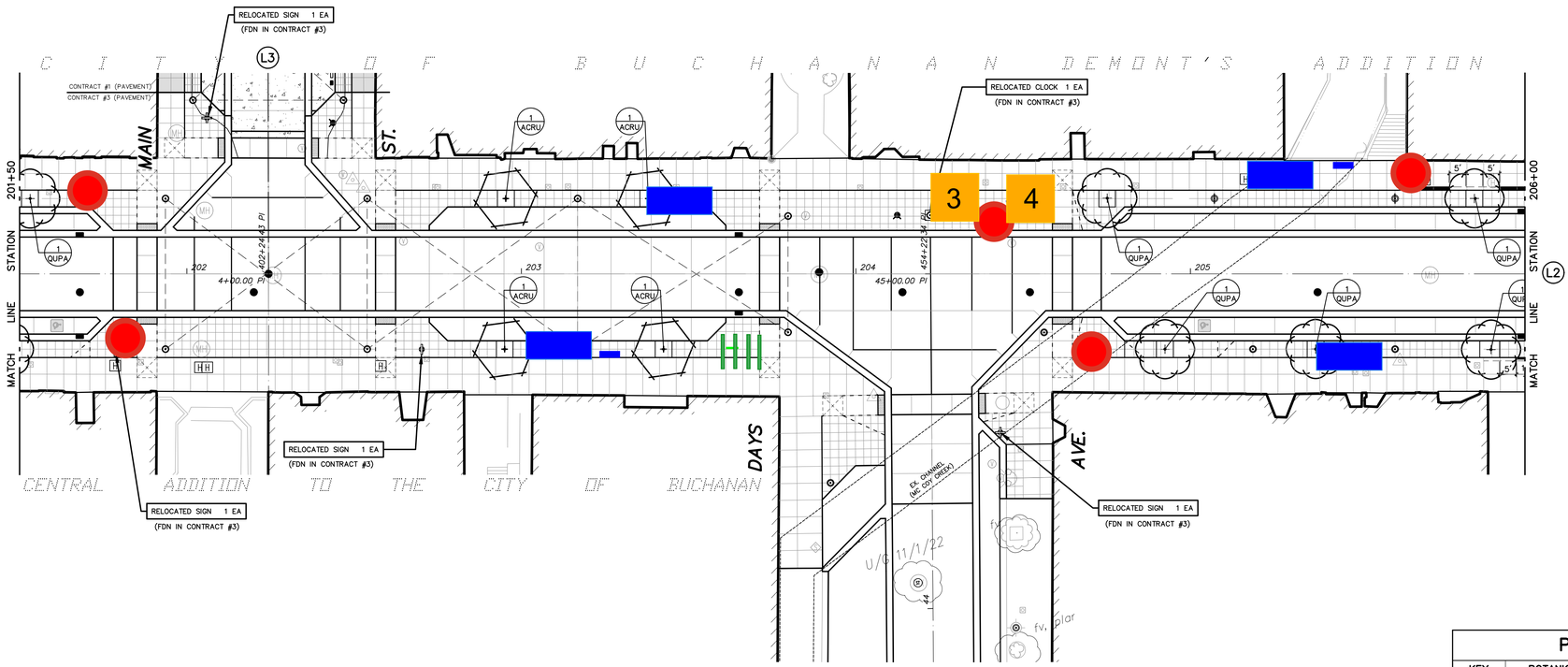
Subtotal	$67,450.00
Sales Tax (0.0%)	$0.00
Total	$67,450.00

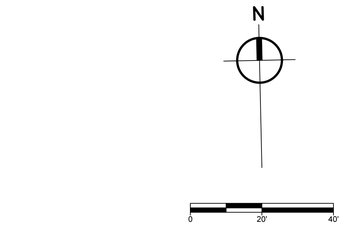
Credit Card fee of 3% on all payments using a CC.
AMX fee of 5% on all payments using AMX

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529

B.M. EL. 692.88
FRONT ST. & OAK ST., 20'± W & 40'± N OF C/L "X", TOP OF NW BURY BOLT HYD.







QUANTITIES – THIS SHEET

RELOCATED CLOCK	1 EA
RELOCATED SIGN	5 EA

NOTES:

1. FOR DRAWING CLARITY RIGHT OF WAY LINES AND UNDERGROUND UTILITIES ARE NOT SHOWN.
2. TREE GRATES ON FRONT STREET INSTALLED UNDER CONTRACT NO. 3.

HATCH LEGEND

- SIDEWALK, CONC. 4 INCH
- CONC PAVT, DECORATIVE, NONREINF. 4 INCH/CURB RAMP, CONC, DECORATIVE 6 INCH, MOD (MESA BUFF)

- Receptacles
- Benches
- Tables
- Bike Racks

PLANT LIST (BY OTHERS)

KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
TREES				
ACRU	ACER RUBRUM 'ARMSTRONG'	'ARMSTRONG' RED MAPLE	2.5 INCH	B&B
CECA	CERCIS CANADENSIS	EASTERN REDBUD	1.5 INCH	B&B SINGLE STEM
QUPA	QUERCUS PALUSTRIS	PIN OAK	2.5 INCH	B&B

811 Know what's below. Call before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	REVISIONS	BY	DATE

DRAWN STAFF
DATE DEC. '23
CHECKED P.D.R
DATE DEC. '23

Prein&Newhof
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CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN

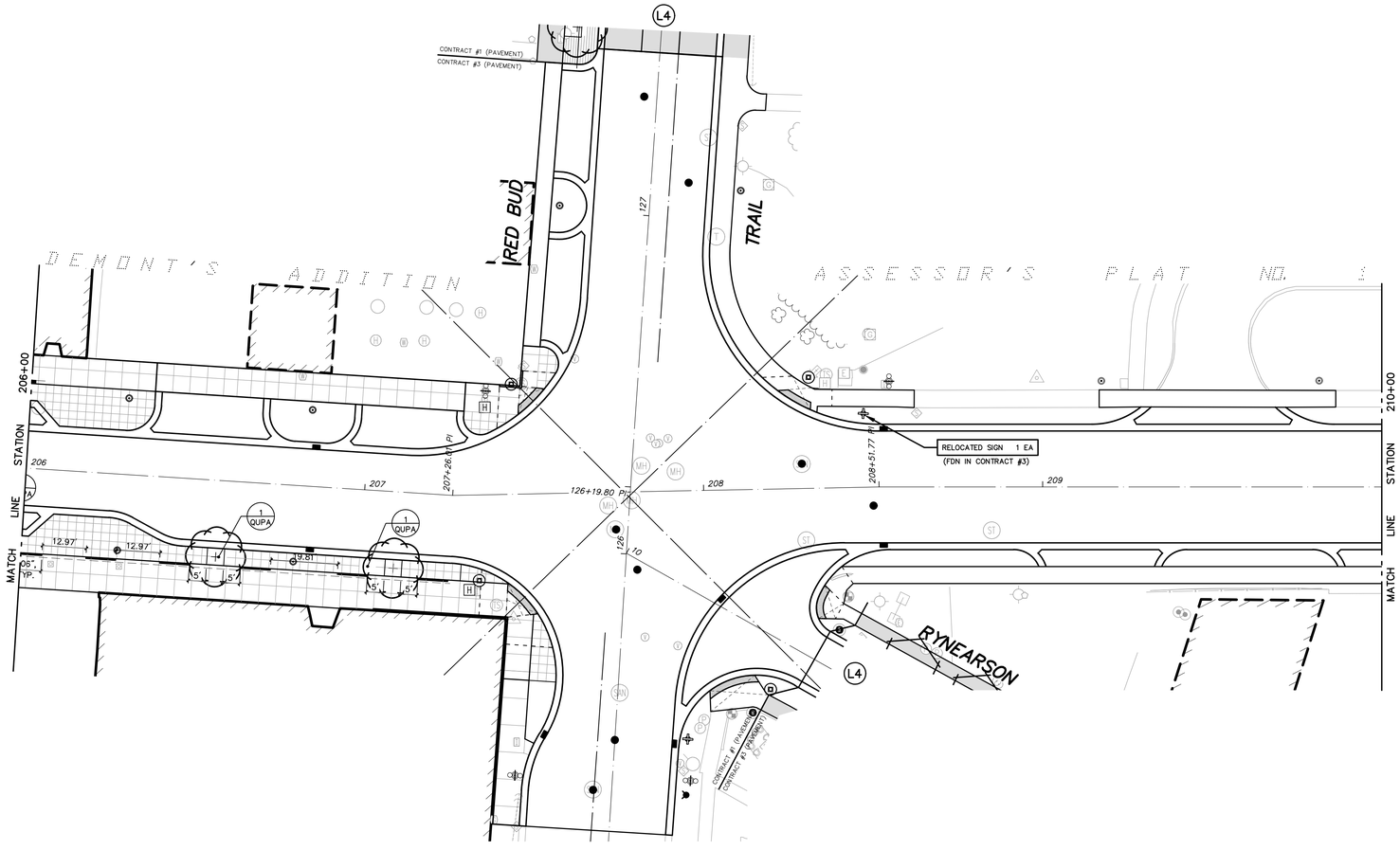
STREETSCAPE IMPROVEMENTS
CONTRACT No. 1 – DOWNTOWN

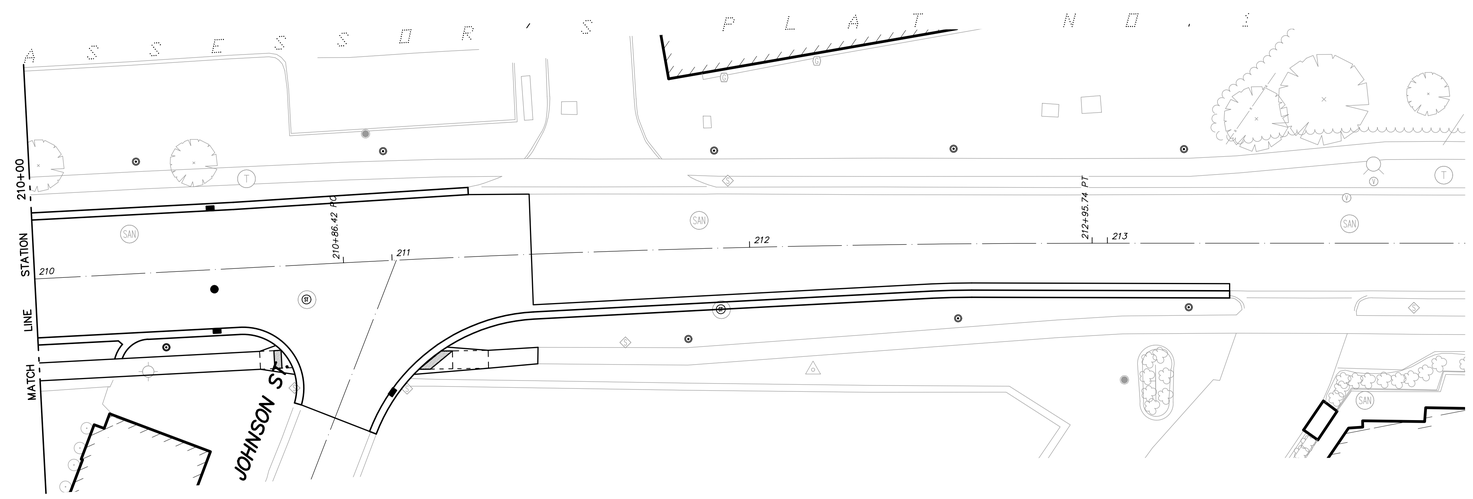
FRONT STREET

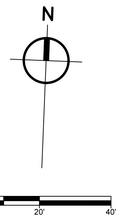
PROJECT NO. 2190800
SHEET NO. L1 OF L7

I:\CIVIL3D PROJECTS\2019\2190800_BUCHANAN_DOWNTOWN IMPROV\4_PROD\2190800 STSC FRONT 20SCL.DWG – PREINHOLD – Jan. 18 2026 – 11:43am – PreinNewhof

B.M. EL. 684.83
FRONT ST. & RED BUD TRL., 50'± N & 50'± E OF C/L "X", TOP OF S BOLT STRAIN POLE







QUANTITIES – THIS SHEET

RELOCATED SIGN	1 EA

NOTES:

1. FOR DRAWING CLARITY RIGHT OF WAY LINES AND UNDERGROUND UTILITIES ARE NOT SHOWN.
2. TREE GRATES ON FRONT STREET INSTALLED UNDER CONTRACT NO. 3.

HATCH LEGEND

SIDEWALK, CONC. 4 INCH

CONC PAVT, DECORATIVE, NONREINF, 4 INCH/CURB RAMP, CONC, DECORATIVE 6 INCH, MOD (MESA BUFF)

PLANT LIST (BY OTHERS)

KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
TREES				
QUPA	QUERCUS PALUSTRIS	PIN OAK	2.5 INCH	B&B

811 Know what's below. Call before you dig.

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NO.	REVISIONS	BY	DATE

DRAWN STAFF
DATE DEC. '23
CHECKED P.D.R.
DATE DEC. '23

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CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN

STREETSCAPE IMPROVEMENTS
CONTRACT No. 1 – DOWNTOWN

FRONT STREET

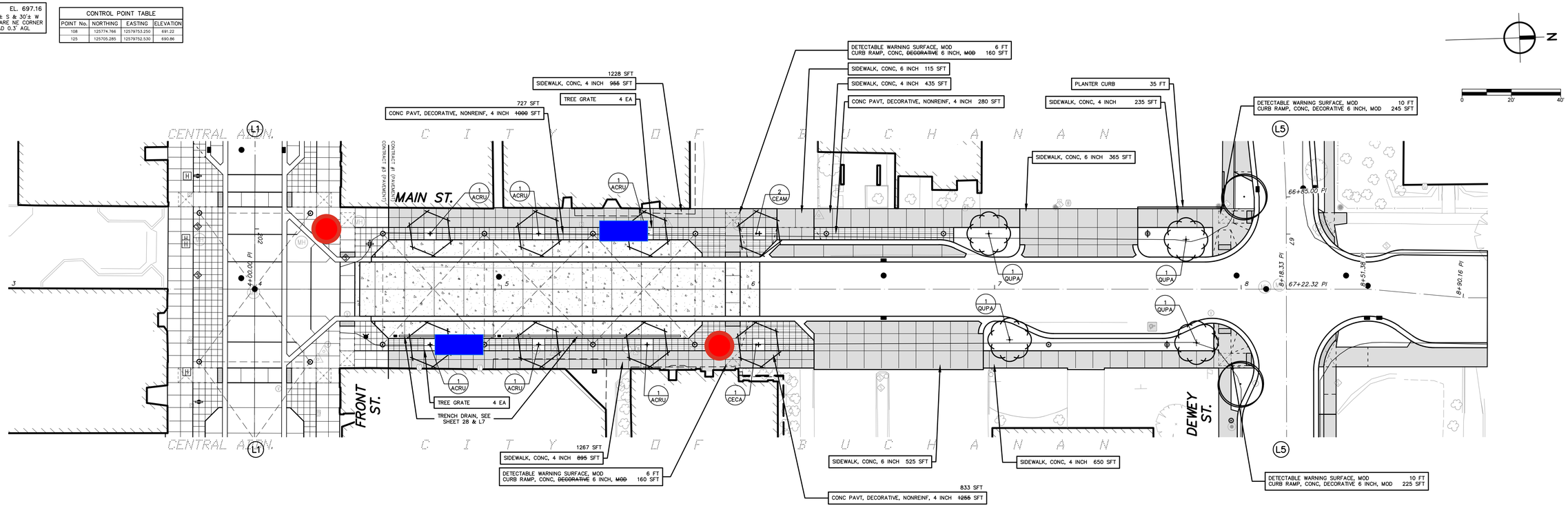
PROJECT NO. 2190800

SHEET NO. L2 OF L7

T:\DWG\PROJECTS\2019\2190800_BUCHANAN_DOWNTOWN IMPROV\4_PROJ\2190800 STSC FRONT 20SC.DWG – PRENHOLD – Jan, 18 2026 – 11:43am – PreinNewhof

B.M. EL. 697.16
OAK ST. & DEWEY ST., 80'± S & 30'± W OF C/L "X", CHISELED SQUARE NE CORNER OF ELEC. TRANSFORMER PAD 0.3' AGL

CONTROL POINT TABLE			
POINT No.	NORTHING	EASTING	ELEVATION
108	125774.766	12579753.250	691.22
125	125705.285	12579752.530	690.86



Receptacles

Benches

Tables

Bike Racks

PLANT LIST (BY OTHERS)

KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
TREES				
ACRU	ACER RUBRUM 'ARMSTRONG'	'ARMSTRONG' RED MAPLE	2.5 INCH	B&B
CECA	CERCIS CANADENSIS	EASTERN REDBUD	1.5 INCH	B&B SINGLE STEM
QUPA	QUERCUS PALUSTRIS	PIN OAK	2.5 INCH	B&B

QUANTITIES – THIS SHEET

DETECTABLE WARNING SURFACE, MOD	32 FT	
CURB RAMP, CONC, ~~DECORATIVE~~ 6 INCH, ~~MOD~~	~~790~~ SFT	
CURB RAMP, CONC, 6 INCH	790 SFT	
CONC PAVT, DECORATIVE, NONREINF, 4 INCH	~~2,535~~ SFT	1,890 SFT
SIDEWALK, CONC, 4 INCH	3,170 SFT	3,815 SFT
SIDEWALK, CONC, 6 INCH	1,005 SFT	
TREE GRATES	8 EA	

HATCH LEGEND

SIDEWALK, CONC. 4 INCH

CONC PAVT, DECORATIVE, NONREINF, 4 INCH/CURB RAMP, CONC, DECORATIVE 6 INCH, MOD (MESA BUFF)

NOTES:

1. FOR DRAWING CLARITY RIGHT OF WAY LINES AND UNDERGROUND UTILITIES ARE NOT SHOWN.

811 Know what's below. Call before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	REVISIONS	BY	DATE

DRAWN STAFF
DATE DEC. '23
CHECKED P.D.R.
DATE DEC. '23

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CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN

STREETSCAPE IMPROVEMENTS
CONTRACT No. 1 – DOWNTOWN

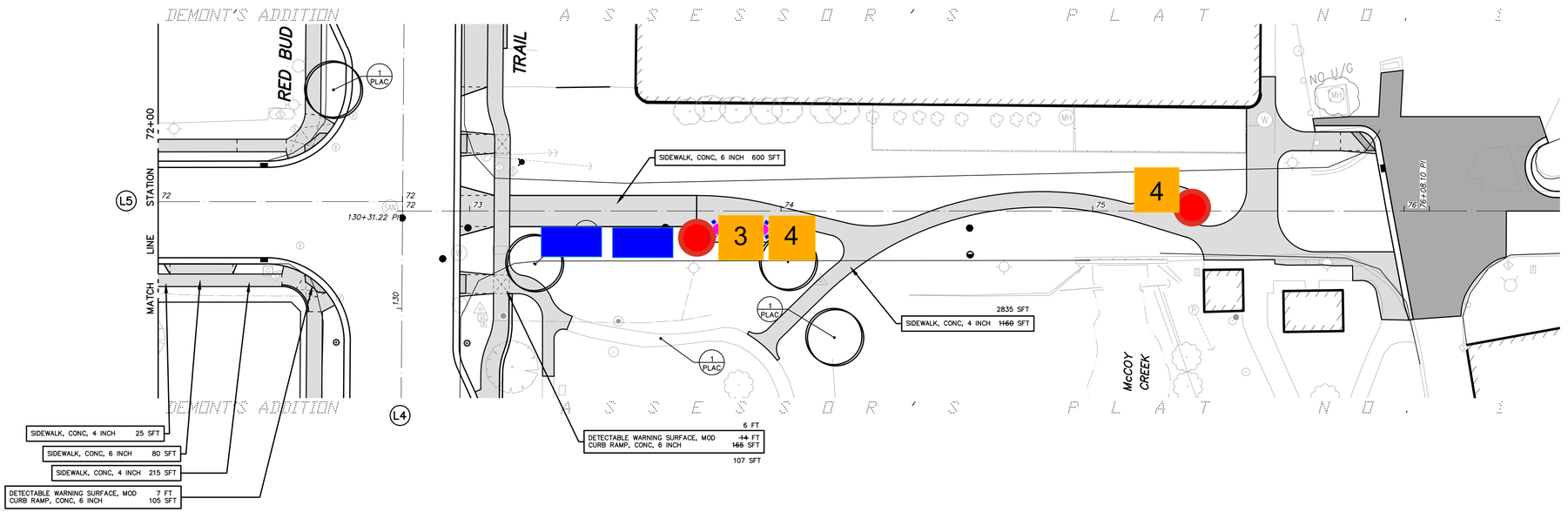
MAIN STREET

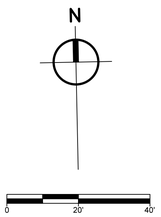
PROJECT NO. 2190800

SHEET NO. L3 OF L7

C:\USERS\PREINHOLD\APPDATA\LOCAL\TEMP\ACPUBLISH_15284\2190800 STSC OAK & MAIN 20SCL.DWG – PREINHOLD – Jan. 18 2024 – 11:06am – PreinNewhof

CONTROL POINT TABLE			
POINT No.	NORTHING	EASTING	ELEVATION
3647	126108.910	12580707.090	678.12
10102	126101.965	12580597.680	680.21





QUANTITIES – THIS SHEET

SIDEWALK, CONC, 4 INCH	~~1400~~ SFT	3,075 SFT
SIDEWALK, CONC, 6 INCH	~~80~~ SFT	660 SFT
DETECTABLE WARNING SURFACE, MOD	~~21~~ FT	13 FT
CURB RAMP, CONC, 6 INCH	~~270~~ SFT	212 SFT

NOTES:

1. FOR DRAWING CLARITY RIGHT OF WAY LINES AND UNDERGROUND UTILITIES ARE NOT SHOWN.

HATCH LEGEND

SIDEWALK, CONC. 4 INCH

CONC PAVT, DECORATIVE, NONREINF, 4 INCH/CURB RAMP, CONC, DECORATIVE 6 INCH, MOD (MESA BUFF)

PLANT LIST (BY OTHERS)				
KEY	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
TREES				
PLAC	PLATANUS X ACERIFOLIA	LONDON PLANE TREE	2.5 INCH	B&B

Receptacles

Benches

Tables

Bike Racks

811 Know what's below. Call before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	REVISIONS	BY	DATE

DRAWN STAFF
DATE DEC. '23
CHECKED P.D.R.
DATE DEC. '23

Prein&Newhof
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CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN

STREETSCAPE IMPROVEMENTS
CONTRACT No. 1 – DOWNTOWN

DEWEY STREET

PROJECT NO. 2190800

SHEET NO. L6 OF L7

T:\CIVIL3D PROJECTS\2019\2190800_BUCHANAN_DOWNTOWN IMPROVE_PROJ\2190800 STSC DEWEY 2DSC.DWG - PREINHOLD - Jun, 18 2026 - 11:07am - PreinNewhof

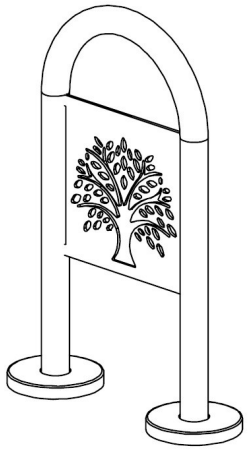


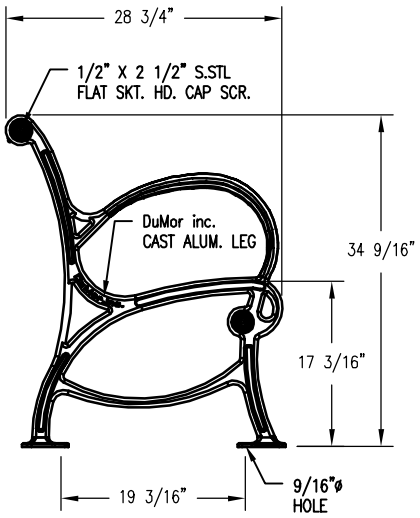
*Safety Yellow and Harvest Yellow are not available as Super Durable.

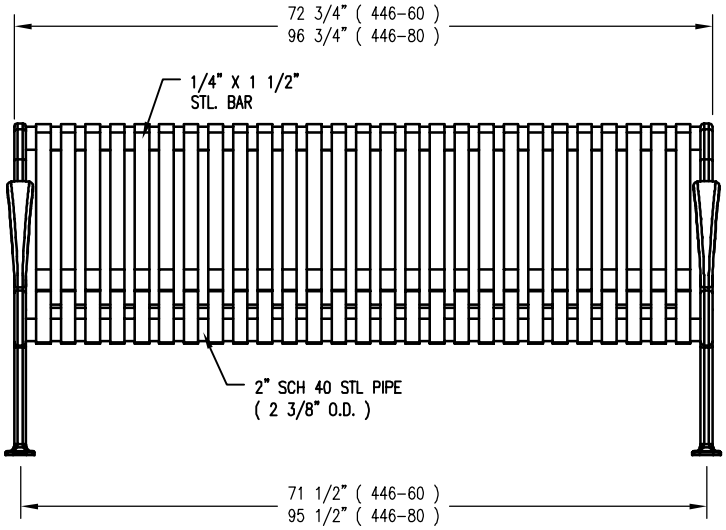


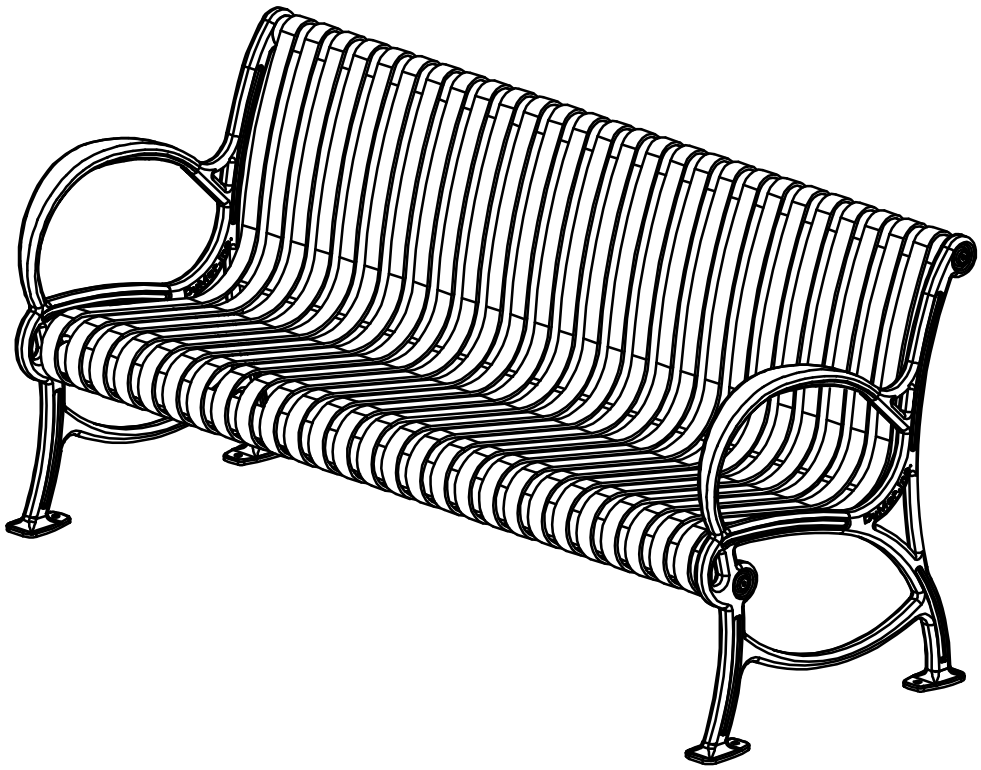












NOTES:

1.) ALL ALUM. & STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.

2.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED

3.) BENCH IS SHIPPED UNASSEMBLED.

LENGTH OPTIONS

☐ 6' BENCH

☐ 8' BENCH

DuMor, inc.	BENCH	DATE DRAWN : 9/24/12 DRAWN BY : ESS DATE REV. : 00/00/00 REV. BY : XXX	REV. A	DRAWING NUMBER 446 SERIES	SHEET 1 OF 2

NOTES:

1.) DURING ASSEMBLY PROCEDURE; DO NOT COMPLETELY TIGHTEN HARDWARE.
2.) THE ACTUAL PARTS WILL NOT BE NUMBERED. NUMBERS ONLY APPLY TO DRAWING.
3.) UPON COMPLETION OF ASSEMBLY SQUARE ALL COMPONENTS THEN TIGHTEN ALL HARDWARE.
4.) MOUNT AND ANCHOR AS SPECIFIED.

TOOLS REQ'D

3/4" WRENCH
5/16" ALLEN WRENCH
1/2" MASONRY DRILL BIT
DRILL
RATCHET STRAP (PROVIDED)

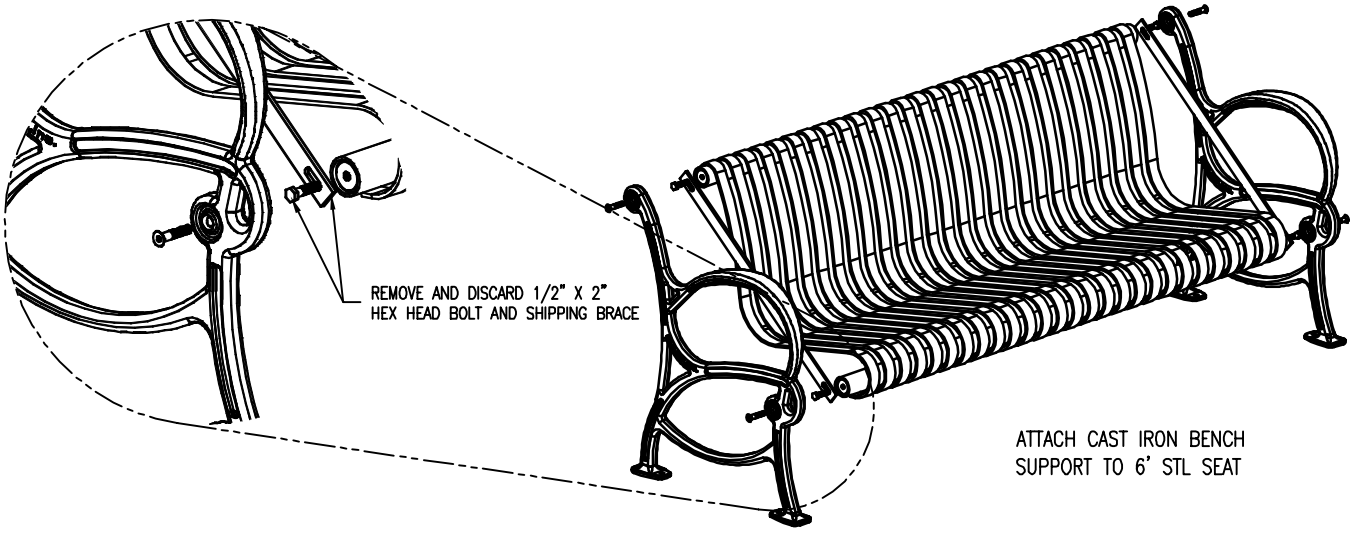
PARTS LIST

ITEM	QTY	PART NO	DESCRIPTION
1	2	0-446-00-01	CAST ALUM SUPPORT
2	1	0-93-60	6' STL SEAT ASSEMBLY
3	4	1-12-065	1/2" X 2 1/2" FLT SKT HD CAP SCR

KITS PROVIDED

ITEM	QTY	PART NO	DESCRIPTION
4	1	K-ANC0860-4	1/2" X 3 3/4" SS ANCHOR KIT (4PC)
5	1	K-FC0840-4	1/2" CAP HARDWARE KIT (4 PCS)

1



ATTACH CAST IRON BENCH SUPPORT TO 6' STL SEAT

1A



PLACE SEAT ASSEMBLY ON WORK SURFACE ALLOWING ACCESS TO ENDS. PLACE RATCHET STRAP AROUND SEAT ASSEMBLY AS SHOWN ABOVE.

1B



TIGHTEN STRAP UNTIL SHIPPING BRACKET BECOMES LOOSE. THEN REMOVE AND DISCARD BOLTS & SHIPPING BRACKET.

1C



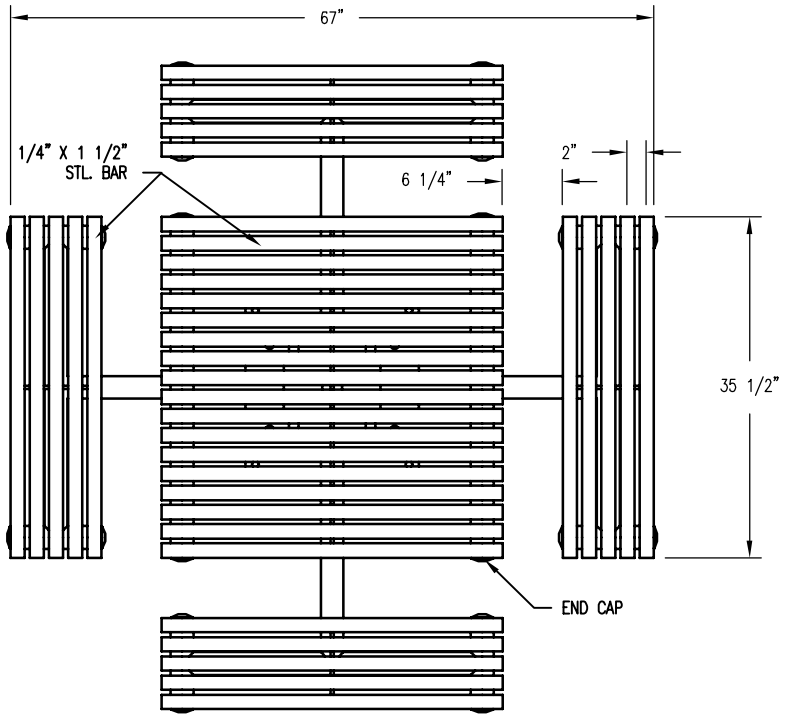
ATTACH CAST SUPPORT TO SEAT ASSEMBLY. IF HOLES IN CASTING DO NOT ALIGN WITH THE SEAT ASSEMBLY, ADJUST BY USING THE RATCHET STRAP.

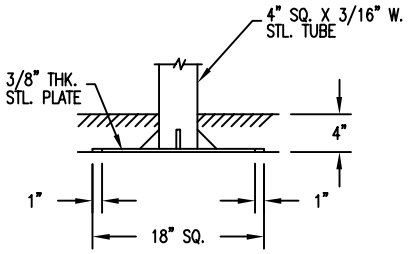
1D



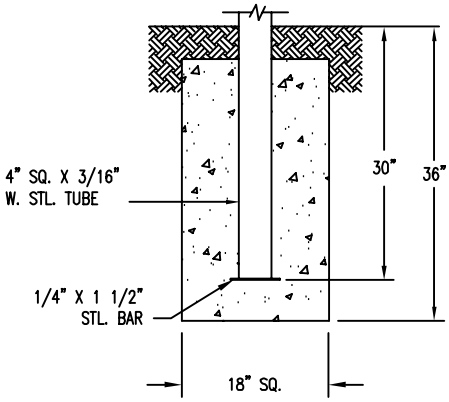
TIGHTEN HARDWARE THEN REMOVE RATCHET STRAP AND REPEAT THIS PROCEDURE ON THE OTHER END OF BENCH.

DuMor, inc.	ASSEMBLY INSTRUCTIONS	DATE DRAWN : 9/24/12 DRAWN BY : ESS DATE REV. :00/00/00 REV. BY : XXX	REV. A	DRAWING NUMBER 446 SERIES	SHEET 2 OF 2

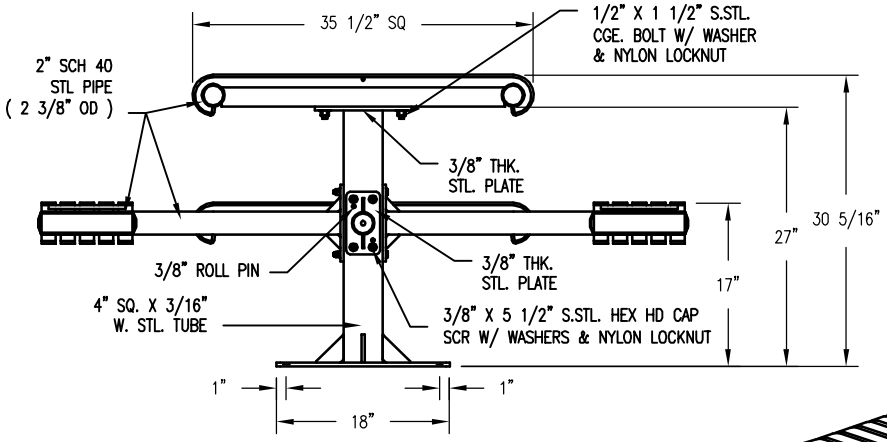




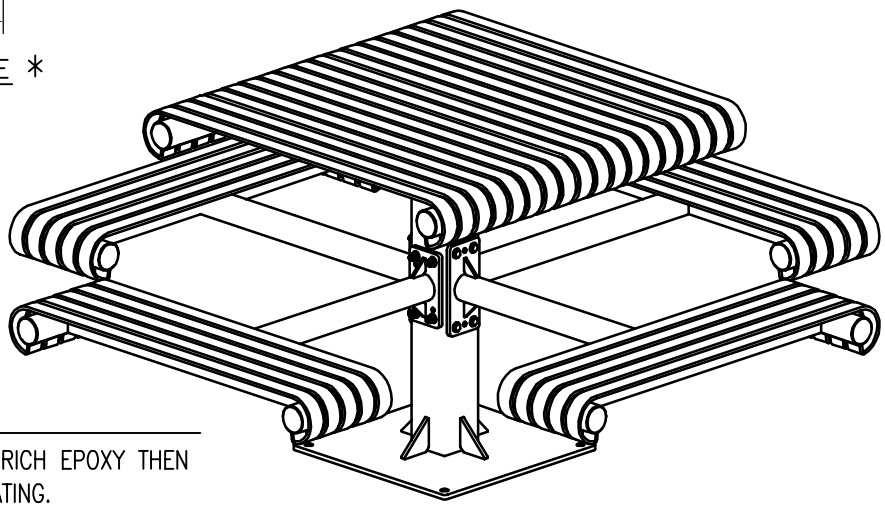
∗□ S-4 SUB FLOOR ∗
(SEE NOTES)



□ S-1 EMBEDMENT



∗□ S-2 SURFACE ∗
(SEE NOTES)



NOTES

1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.

2.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED FOR OPTIONS S-2 AND S-4.

* UPCHARGE APPLIES TO SUPPORT OPTION, CONSULT YOUR LOCAL REPRESENTATIVE.

DuMor, inc.	TABLE	DATE DRAWN : 7/17/13 DRAWN BY : JSB DATE REV. : 00/00/00 REV. BY : XXX	REV. A	DRAWING NUMBER 448-34	SHEET 1 OF 2

NOTES:

1.) DURING ASSEMBLY PROCEDURE; DO NOT COMPLETELY TIGHTEN HARDWARE.
2.) THE ACTUAL PARTS WILL NOT BE NUMBERED. NUMBERS ONLY APPLY TO DRAWING.
3.) UPON COMPLETION OF ASSEMBLY SQUARE ALL COMPONENTS THEN TIGHTEN ALL HARDWARE.
4.) MOUNT AND ANCHOR AS SPECIFIED.

TOOLS REQ'D

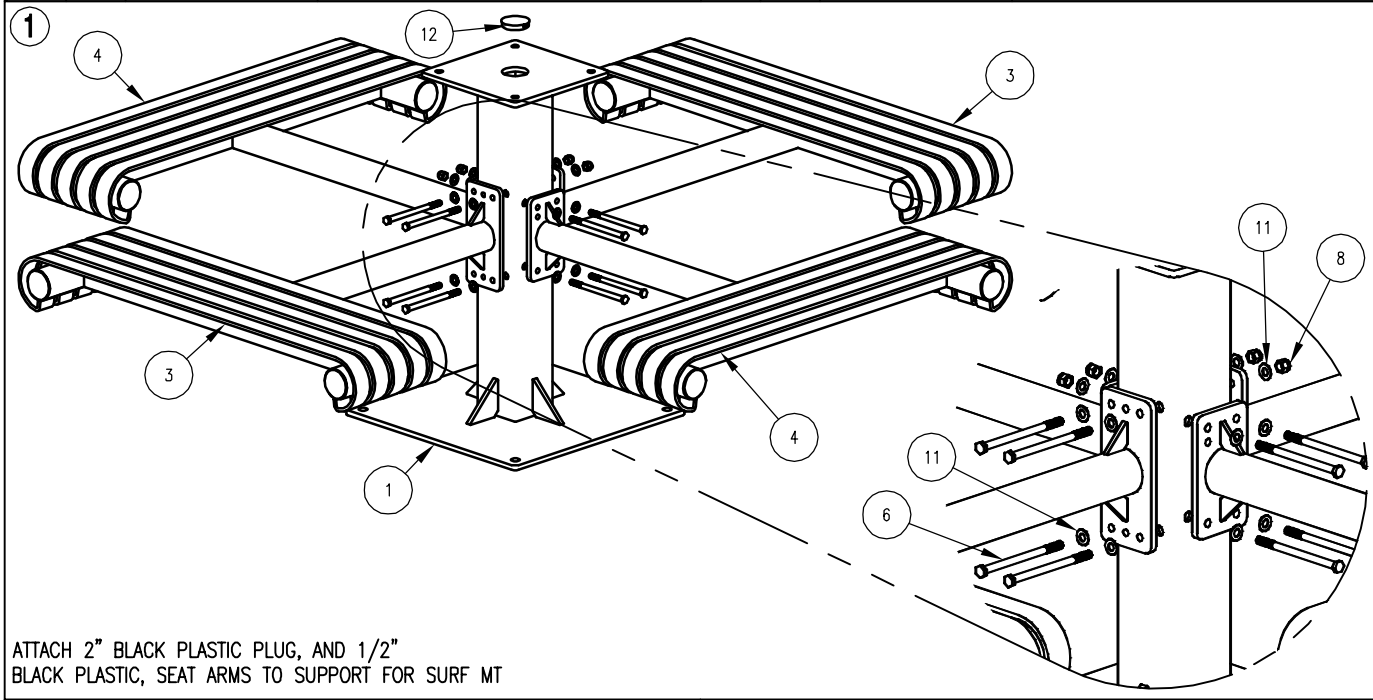
3/4" WRENCH
9/16" WRENCH
3/8" DRILL BIT
1/2" MASONRY DRILL BIT
HAMMER
DRILL

KITS PROVIDED

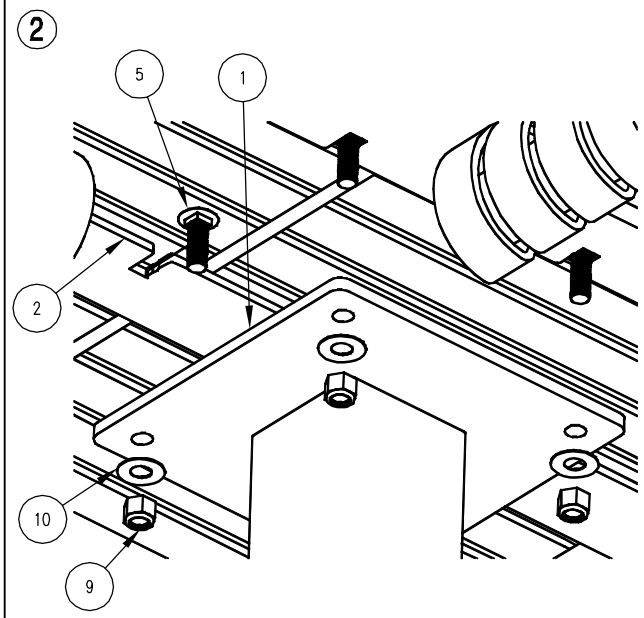
ITEM	QTY	PART NO	DESCRIPTION
13	1	K-ANC0860-4	1/2" X 3 3/4" SS ANCHOR KIT (4PC)
14	1	K-CG0824-4L	1/2" CGE BOLT HARDWARE KIT (4)
15	2	K-HC0688-4	3/8" CAP HARDWARE KIT (4PC)
16	2	K-RP0616-4	3/8" X 1" ROLL PIN KIT (4PC)

PARTS LIST

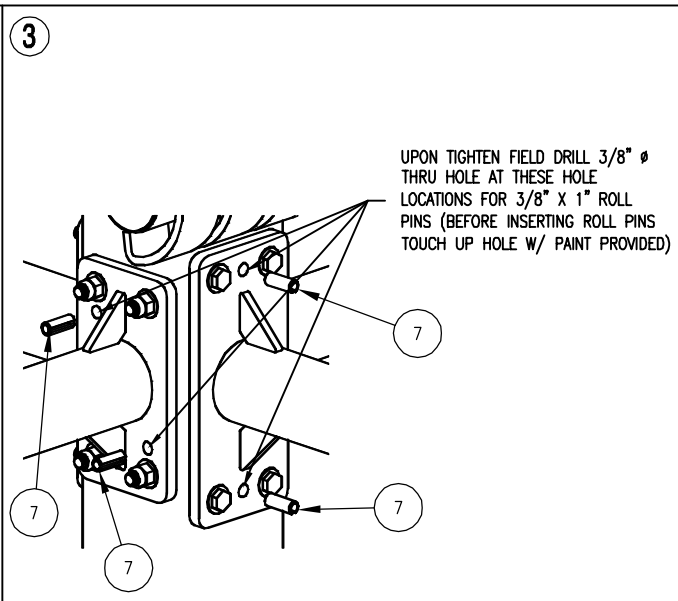
ITEM	QTY	PART NO	DESCRIPTION
1	1	0-448-00-01/S-2	SUPPORT FOR SURF MT
2	1	0-448-30-02	35 1/2" STL TABLE TOP, 35 1/2", 92 STYLE
3	2	0-448-30-03	SEAT ARM, 35 1/2", 92 STYLE W/ 8" PLATE
4	2	0-448-30-04	SEAT ARM, 35 1/2", 92 STYLE W/ 6 1/2" PLATE
5	4	1-11-042	1/2" X 1 1/2" SS CGE BOLT
6	8	1-12-039	3/8" X 5 1/2" SS HEX HD CAP SCR
7	8	1-14-003	3/8" X 1" S.STL. ROLL PIN
8	8	1-20-007	3/8" SS NYLON LOCKNUT
9	4	1-20-015	1/2" SS NYLON LOCKNUT
10	4	1-22-015	1/2" SS FLAT WASHER
11	16	1-22-024	3/8" SS FLAT WASHER
12	1	5-48-764	2" BLACK PLASTIC PLUG



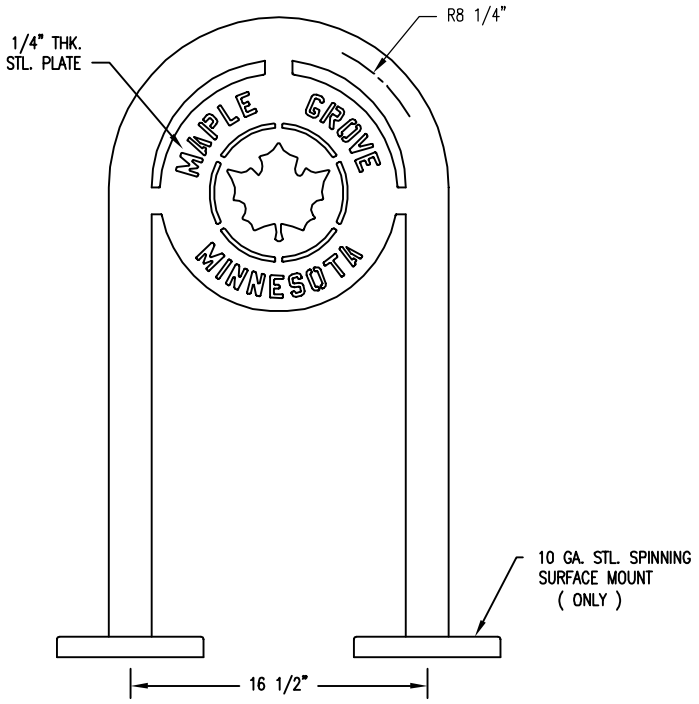
ATTACH 2" BLACK PLASTIC PLUG, AND 1/2" BLACK PLASTIC, SEAT ARMS TO SUPPORT FOR SURF MT

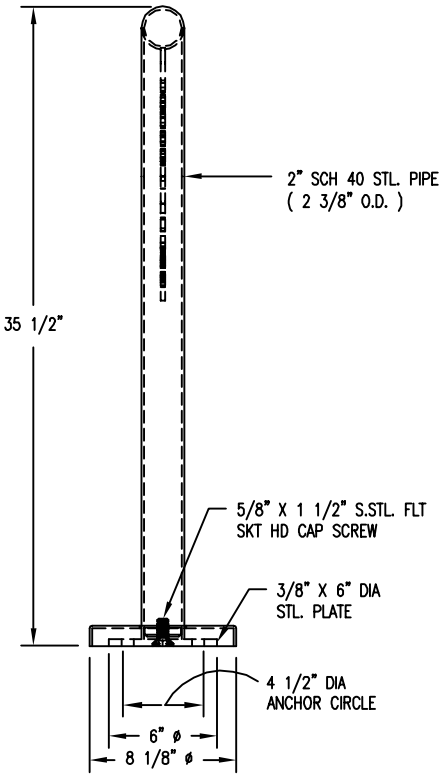


ATTACH STL TABLE TOP TO STEP 1 ASSEMBLY

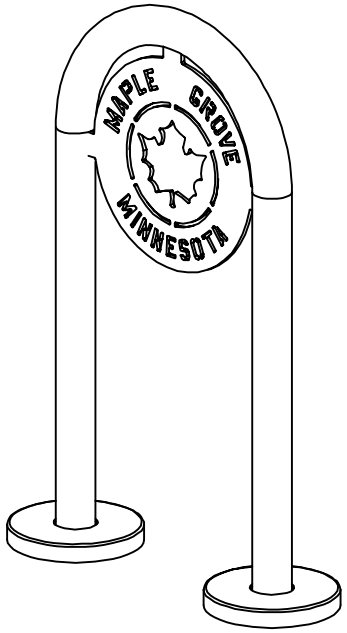


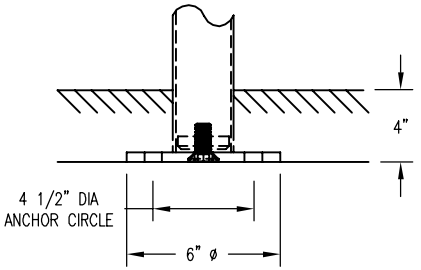
DuMor, inc.	ASSEMBLY INSTRUCTIONS	DATE DRAWN : 7/17/13 DRAWN BY : JSB DATE REV. : 00/00/00 REV. BY : XXX	REV. A	DRAWING NUMBER 448-34	SHEET 2 OF 2



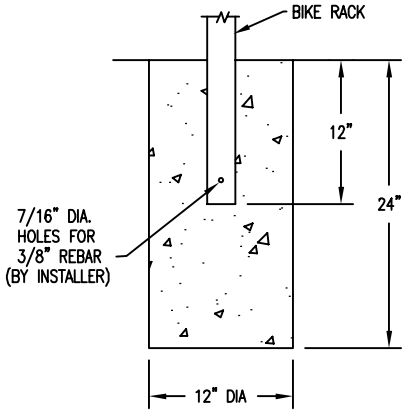


☐ S-2 SURFACE MOUNT





☐ S-4 SUB FLOOR



☐ S-1 EMBEDMENT

NOTES

1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
2.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED FOR S-2 & S-4 OPTIONS.

DuMor, inc.	LOOP BIKE RACK	DATE DRAWN : 01/24/22 DRAWN BY : ESS DATE REV. : REV. BY :	REV. A	DRAWING NUMBER 67-851-0033	SHEET 1 OF 2

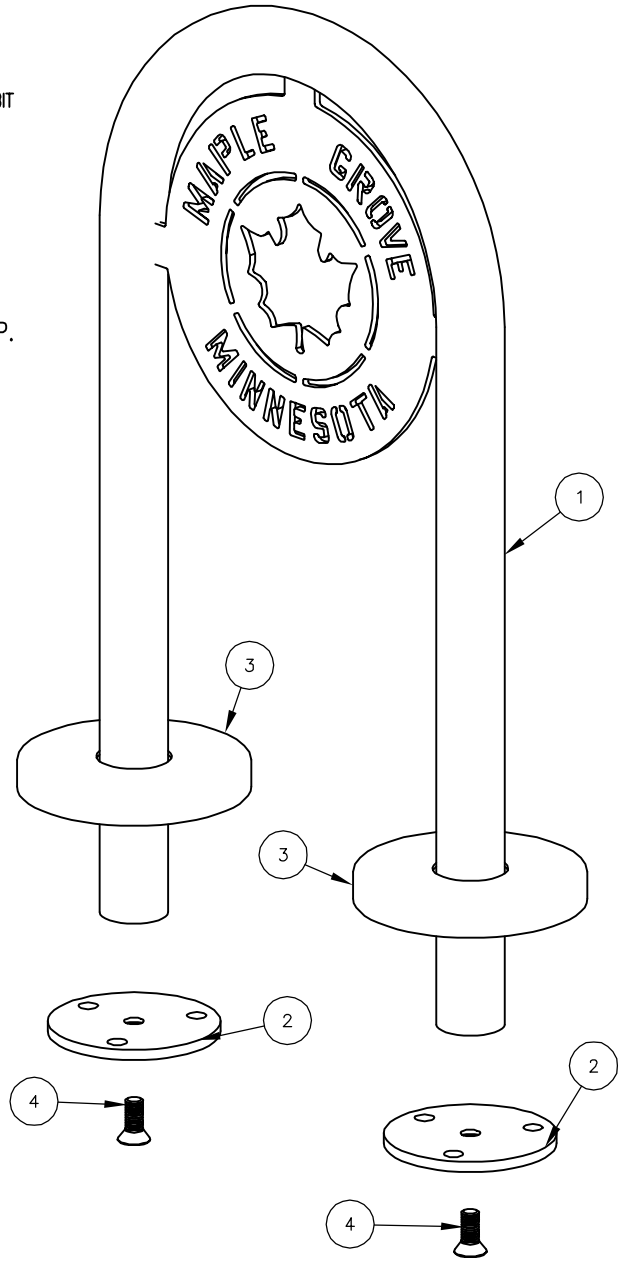
NOTES:

1.) DURING ASSEMBLY PROCEDURE; DO NOT COMPLETELY TIGHTEN HARDWARE.
2.) THE ACTUAL PARTS WILL NOT BE NUMBERED. NUMBERS ONLY APPLY TO DRAWING.
3.) UPON COMPLETION OF ASSEMBLY SQUARE ALL COMPONENTS THEN TIGHTEN ALL HARDWARE.
4.) MOUNT AND ANCHOR AS SPECIFIED.

TOOLS REQ'D

3/4" WRENCH
3/8" ALLEN WRENCH
1/2" MASONRY DRILL BIT
DRILL

(1) SLIDE 10 GA X 8" DIA ANCHOR COVER OVER BIKE LOOP. THEN ATTACH 3/8" THK. SURFACE MOUNT PLATE TO BIKE LOOP, SURFACE MOUNT.



KITS REQUIRED FOR S-2

ITEM	QTY	PART NO	DESCRIPTION
5	2	K-ANC0860-3	1/2" X 3 3/4" SS ANCHOR KIT (3PCS)
6	1	K-FC1024-2	5/8" CAP HARDWARE KIT (2PC)

PARTS LIST FOR S-2

ITEM	QTY	PART NO	DESCRIPTION
1	1	0-7851-0033-1/2	BIKE LOOP, SURF MOUNT, MAPLE GROVE
2	2	0-83-00-03	3/8" THK SURFACE MOUNT PLATE
3	2	0-83-00-04	10 GA X 8" DIA STL ANCHOR PLATE COVER
4	2	1-12-102	5/8" X 1 1/2" SS FLT SKT HD CAP SCR

DuMor, inc.

ASSEMBLY INSTRUCTIONS

DATE DRAWN : 01/24/22
DRAWN BY : ESS
DATE REV. :
REV. BY :

REV. A

DRAWING NUMBER 67-851-0033

SHEET 2 OF 2

Attachment B



Make all P.O.s, Contracts, and Checks to:
Penchura, L.L.C.
889 S. Old US 23
Brighton, MI 48114

Proposal

Date	Project #
10/26/2026	27-040

Bill To	Ship To
City of Buchanan Tony McGhee 302 N Redbud Trail Buchanan, MI 49107	City of Buchanan Tony McGhee 302 N Redbud Trail Buchanan, MI 49107

Customer Contact	Customer Phone	Customer Fax	Terms	P.O. No.	Rep
	269-695-3844		Net 30 w/ PO		JRS

Item	Description	Qty	Weight	Price	Total
540-00002TXM	DuMor 161 1/16" STRAIGHT 540 BENCH LAYOUT, AQ MAH TX	1		4,855.00	4,855.00T
540-00004TXM	DuMor 218 1/8" STRAIGHT 540 BENCH LAYOUT, AQ MAH TX	2		6,950.00	13,900.00T
540-80 TXM	DuMor 8' STRAIGHT 540 BENCH LAYOUT, AQ MAH TX	1		2,687.00	2,687.00T
482-42	DuMor 42" Steel table	4		1,172.00	4,688.00T
481-20HS	DuMor Steel Chair	12		720.00	8,640.00T
287-32SH-SO	DuMor 32 Gallon Receptacle with Shield, Side opening	2		2,367.00	4,734.00T
Freight	Freight	1		2,999.00	2,999.00
	Includes KPN Pricing				

Proposal good for 30 days.
Ship Via: common carrier
Delivery contact name and number: _____

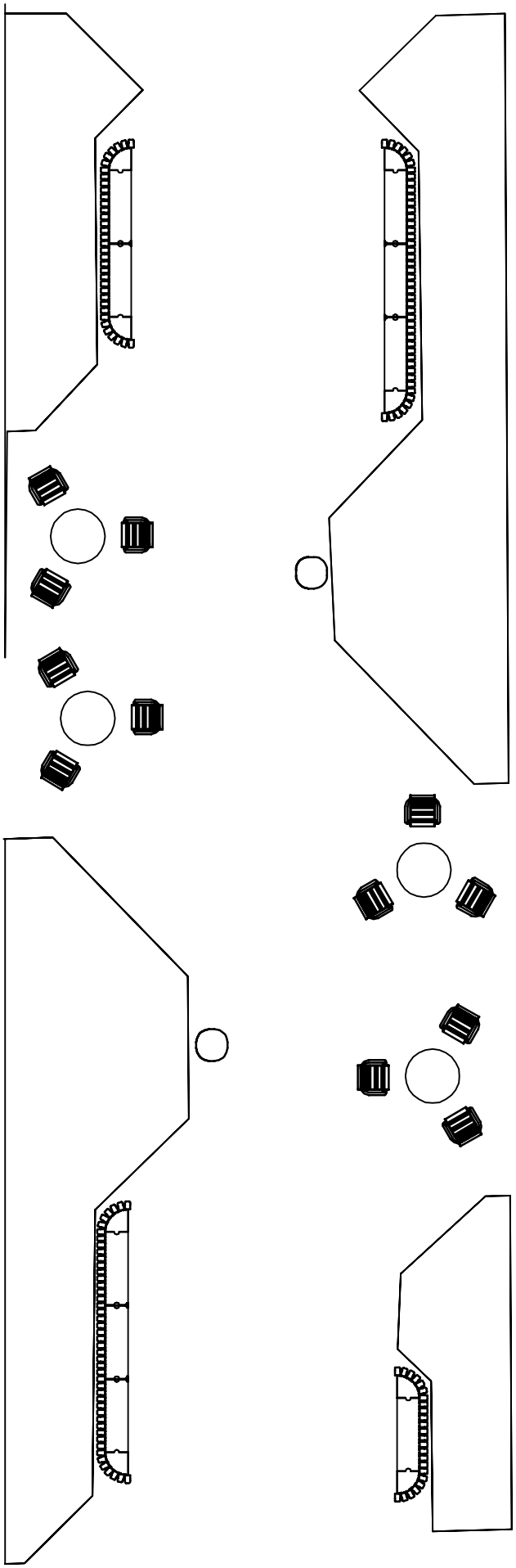
Customer signature below constitutes a purchase order.

_____

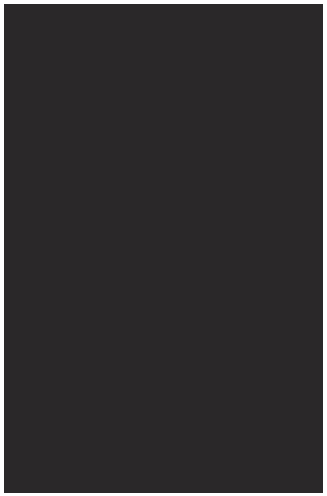
Subtotal	$42,503.00
Sales Tax (0.0%)	$0.00
Total	$42,503.00

Credit Card fee of 3% on all payments using a CC.
AMX fee of 5% on all payments using AMX

889 S. Old US 23, Brighton, MI 48114
Office: (810) 229-6245 Fax: (810) 229-6256 Toll Free: (888) 778-7529









BRAZILLIAN WALNUT



ANTIQUE MAHOGANY



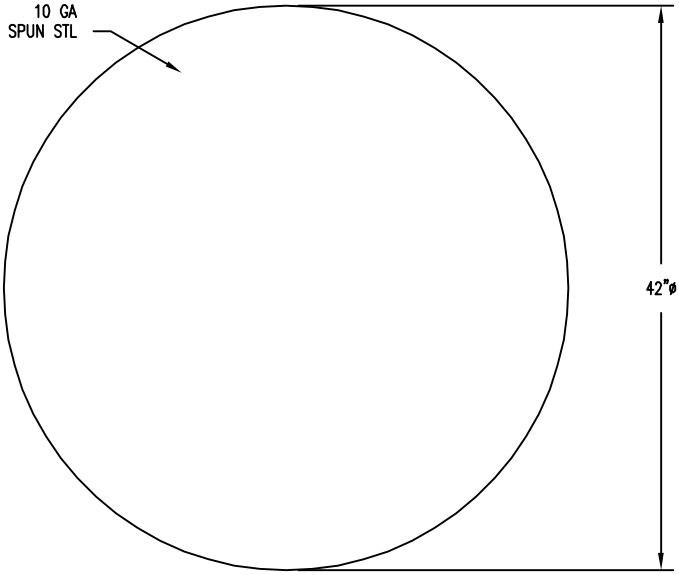
*Safety Yellow and Harvest Yellow are not available as Super Durable.



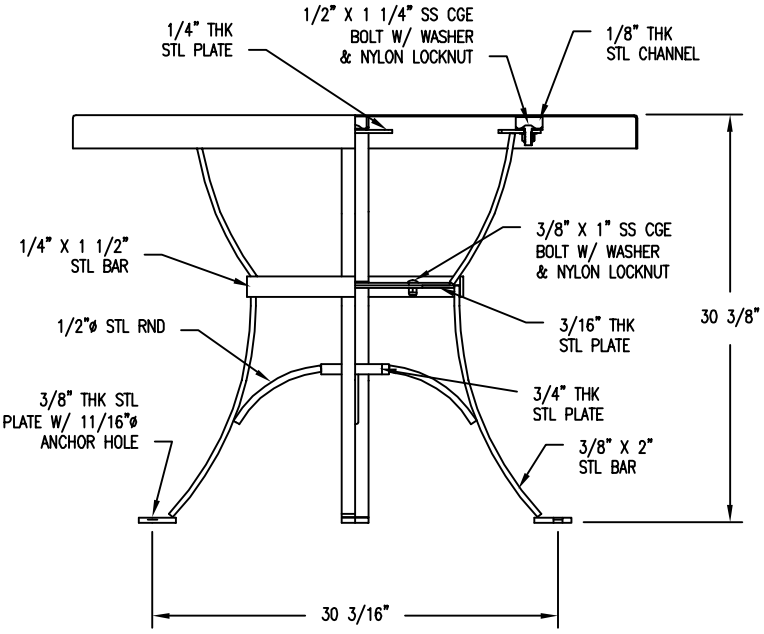
Chair 480 and 36" Table 482









NOTES:

1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.

2.) 1/2" X 3 3/4" SS EXPANSION ANCHOR BOLTS PROVIDED.

DuMor, inc.	TABLE	DATE DRAWN : 11/10/14 DRAWN BY : RDH DATE REV. : REV. BY :	REV. A	DRAWING NUMBER 482-42	SHEET 1 OF 2

NOTES:

1.) DURING ASSEMBLY PROCEDURE; DO NOT COMPLETELY TIGHTEN HARDWARE.
2.) THE ACTUAL PARTS WILL NOT BE NUMBERED. NUMBERS ONLY APPLY TO DRAWING.
3.) UPON COMPLETION OF ASSEMBLY SQUARE ALL COMPONENTS THEN TIGHTEN ALL HARDWARE.
4.) MOUNT AND ANCHOR AS SPECIFIED.

TOOLS REQ'D

3/4" WRENCH
9/16" WRENCH
1/2" MASONRY DRILL BIT
DRILL

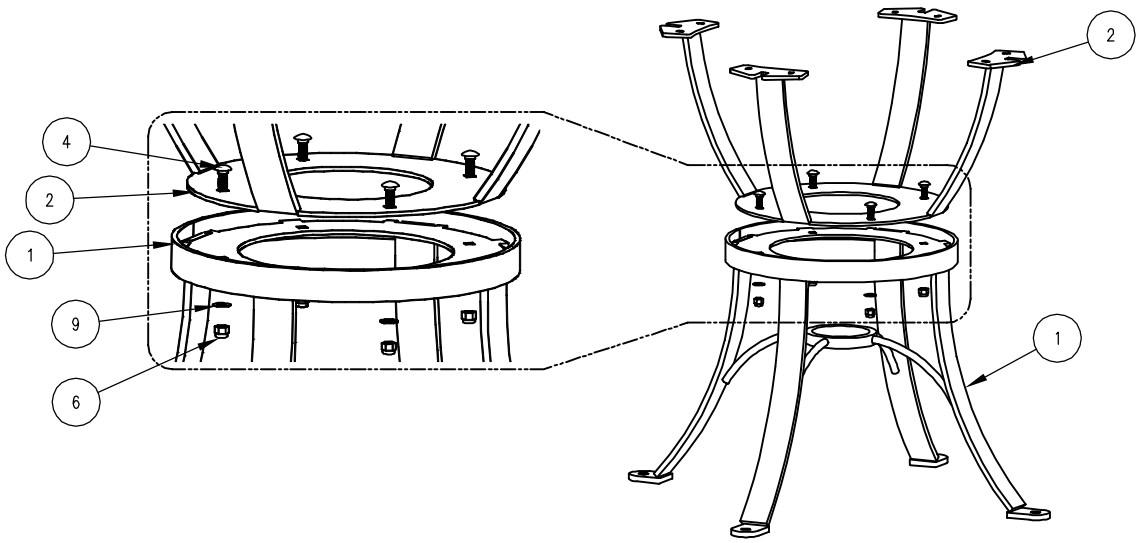
KITS PROVIDED

ITEM	QTY	PART NO	DESCRIPTION
10	1	K-ANC0860-4	1/2" X 3 3/4" SS ANCHOR KIT (4PC)
11	1	K-CG0616-4L	3/8" CGE BOLT HARDWARE KIT (4PC)
12	1	K-CG0820-4L	1/2" CGE BOLT HARDWARE KIT (4PC)

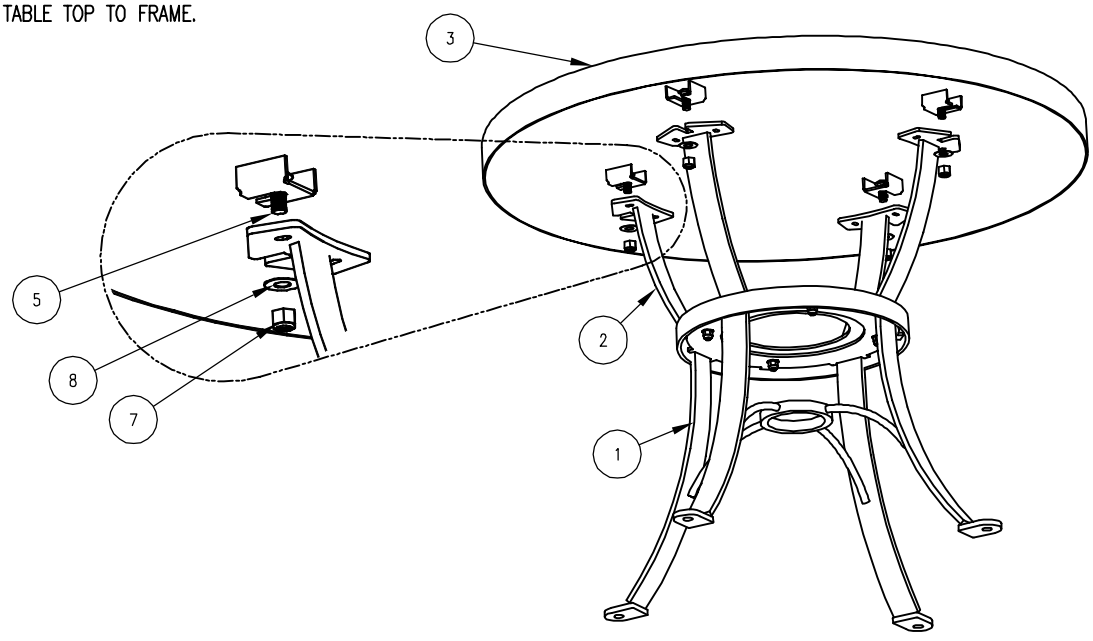
PARTS LIST

ITEM	QTY	PART NO	DESCRIPTION
1	1	0-482-00-02	STL TABLE FRAME, BOTTOM
2	1	0-482-00-03	TABLE FRAME, TOP
3	1	0-482-42-01	42" DIA STL TABLE TOP
4	4	1-11-028	3/8" X 1" SS CGE BOLT
5	4	1-11-071	1/2" X 1 1/4" SS CGE BOLT
6	4	1-20-007	3/8" SS NYLON LOCKNUT
7	4	1-20-015	1/2" SS NYLON LOCKNUT
8	4	1-22-015	1/2" SS FLAT WASHER
9	4	1-22-024	3/8" SS FLAT WASHER

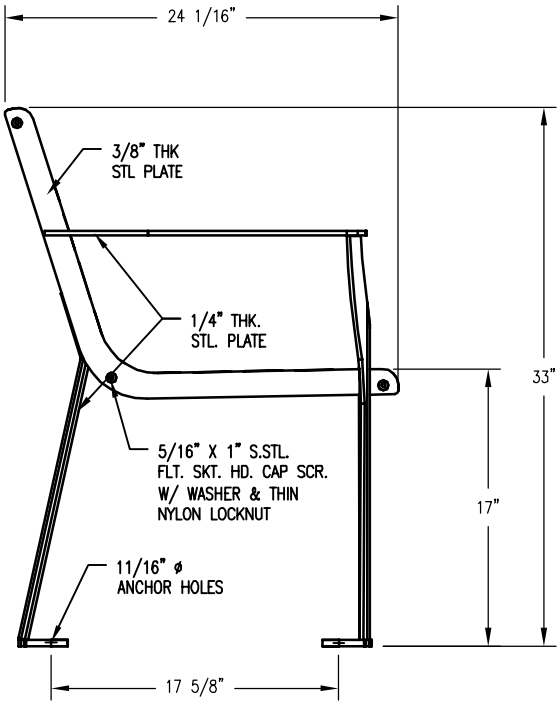
(1) ATTACH TOP TABLE FRAME TO BOTTOM TABLE FRAME.

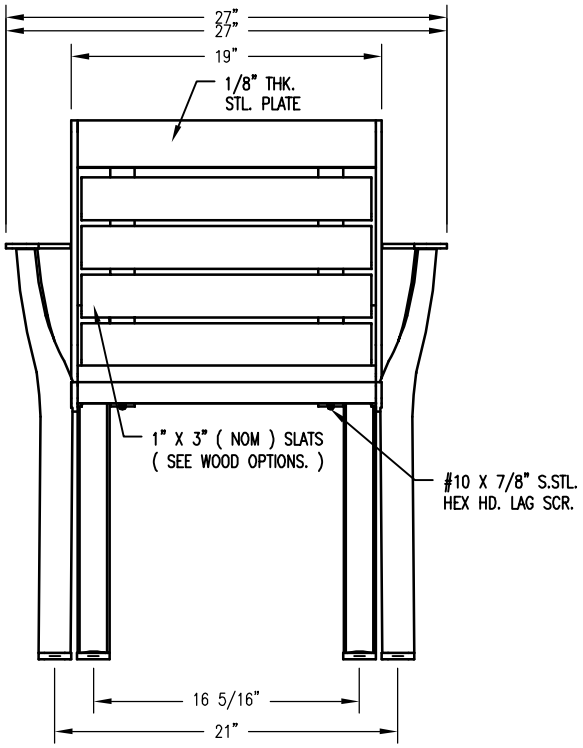


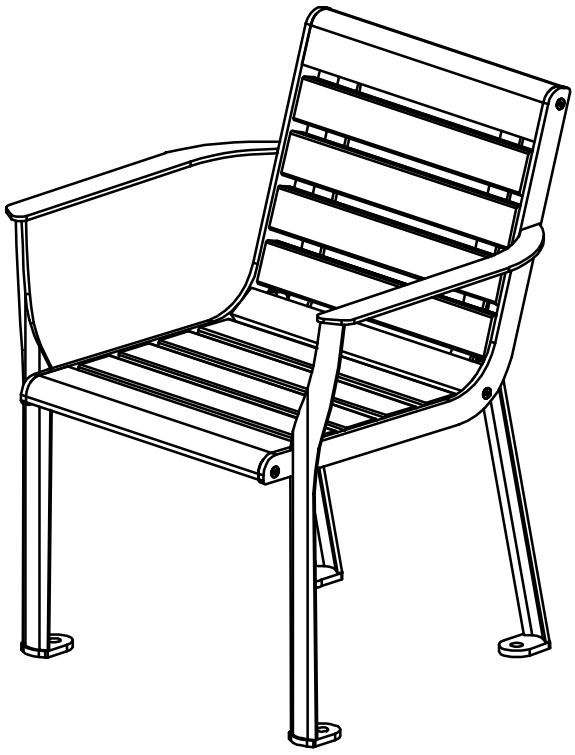
(2) ATTACH TABLE TOP TO FRAME.



DuMor, inc.	ASSEMBLY INSTRUCTIONS	DATE DRAWN : 11/10/14 DRAWN BY : RDH DATE REV. : REV. BY :	REV. A	DRAWING NUMBER 482-42	SHEET 2 OF 2







WOOD OPTIONS

- ☐ 'C' & BTR. DOUGLAS FIR KD S4S EE
- ☐ IPE S4S EE
- ☐ OTHER _____

NOTES

1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.

2.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED.

DuMor, inc.	CHAIR	DATE DRAWN : 11/10/14 DRAWN BY : ESS DATE REV. : 06/05/15 REV. BY : RDH	REV. B	DRAWING NUMBER 481-20	SHEET 1 OF 2

NOTES:

1.) DURING ASSEMBLY PROCEDURE; DO NOT COMPLETELY TIGHTEN HARDWARE.
2.) THE ACTUAL PARTS WILL NOT BE NUMBERED. NUMBERS ONLY APPLY TO DRAWING.
3.) UPON COMPLETION OF ASSEMBLY SQUARE ALL COMPONENTS THEN TIGHTEN ALL HARDWARE.
4.) MOUNT AND ANCHOR AS SPECIFIED.

TOOLS REQ'D

3/4" WRENCH
1/2" WRENCH
1/4" WRENCH
3/16" ALLEN WRENCH
1/2" MASONRY DRILL BIT
DRILL

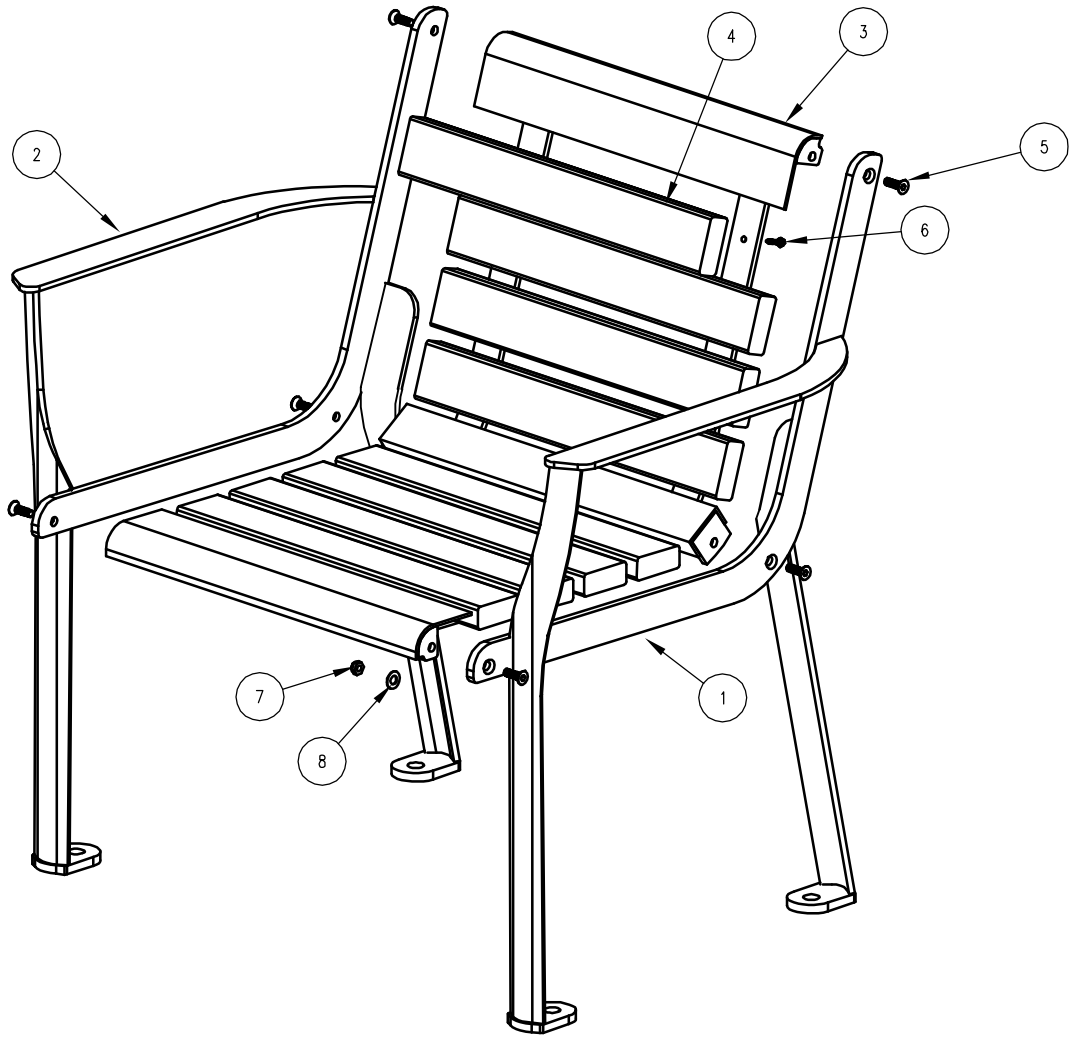
PARTS LIST

ITEM	QTY	PART NO	DESCRIPTION
1	1	0-481-00-01L	STL CHAIR FRAME - LEFT
2	1	0-481-00-01R	STL CHAIR FRAME - RIGHT
3	1	0-481-20-03	STL SEAT FRAME FOR WOOD
4	8	0-481-20-04	17 3/4" SEAT SLAT, WOOD
5	6	1-12-023	5/16" X 1" SS FLT SKT HD CAP SCR
6	16	1-16-008	#10 X 7/8" SS HEX WASH HD 'A' SLTD
7	6	1-20-020	5/16" SS THIN NYLON LOCKNUT
8	6	1-22-017	5/16" SS FLAT WASHER

KITS PROVIDED

ITEM	QTY	PART NO	DESCRIPTION
9	1	K-ANC0860-4	1/2" X 3 3/4" SS ANCHOR KIT (4PC)
10	1	K-FC0516-6TL	5/16" CAP HARDWARE KIT (6 PCS)
11	1	K-WS1014-16	#10 HEX HD WASH WOOD SCR (16PC)

(1) ATTACH STL. SEAT FRAME TO CHAIR FRAMES. ATTACH SLATS.



DuMor, inc.	ASSEMBLY INSTRUCTIONS	DATE DRAWN : 11/10/14 DRAWN BY : ESS DATE REV. : 06/05/15 REV. BY : RDH	REV. B	DRAWING NUMBER 481-20	SHEET 2 OF 2

Memorandum

Date:	November 2, 2026
To:	Buchanan City Commission
From:	Kristen Gundersen, Planning and Community Development Director
Subject:	**Fee Schedule Amendment – Fence and sign appeals**

Background

On October 26, 2026, the City Commission adopted three large amendments to the Unified Development Code/zoning ordinance. Language was added to allow the Zoning Board of Appeals to grant Fence Modifications relying on different review standards and requiring notice to property owners within 300' and no legal notice in the newspaper. In addition, language adopted allows the Planning Commission to grant certain modifications to sign regulations when review standards are met. This process does not require a public hearing, and no notice is provided to property owners within 300'.

Processing such requests requires staff time and like many other fees adopted by the city commission fees have been established to help offset the cost. Staff is recommending the following fees be established:

Fence Modification request before Zoning Board of Appeals

$200

Sign Modification, Mural Installation or Iconic Sign Designation request before Planning Commission

$75 per individual sign

Recommendation

Staff recommend that the City Commission adopt the fee schedule outlined above for inclusion in the City's fee schedule.

INVOICE REGISTER FOR BUCHANAN CITY

EXP CHECK RUN DATES 11/09/2026 - 11/09/2026
POSTED AND UNPOSTED
OPEN

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
10.31.26 - WATE							
00033842	REDBUD HARDWARE	10/31/2026	11/15/2026	124.55	124.55	Open	N
	OCTOBER 2026 PURCHASES	CBAHAM					10/31/2026
	592-591.000-756.000	FLAME TORCH		59.99			
	592-591.000-756.000	PAINT FOR WELL HOUSES		52.78			
	592-591.000-756.000	PUMP TO DRAIN HYDRANTS		8.99			
	592-591.000-756.000	COUPLING		2.79			
10.31.26 - DPW							
00033843	REDBUD HARDWARE	10/31/2026	11/15/2026	361.34	361.34	Open	N
	OCTOBER 2026 PURCHASES	CBAHAM					10/31/2026
	101-441.000-756.000	SHOP CLEANING SUPPLIES		47.95			
	101-441.000-756.000	SHOP CLEANING SUPPLIES		14.48			
	101-567.000-756.000	WIRE CLAMPS FOR 1 TON		5.25			
	101-441.000-756.000	10 PC CABLE TIES		7.99			
	101-441.000-756.000	TRASH RUN		29.99			
	101-441.000-756.000	BOLTS FOR DISC GOLF SPONSOR SIGNS		2.44			
	101-441.000-756.000	GLOVES		17.99			
	101-441.000-756.000	DUCT TAPE FOR TRASH RUN		11.49			
	101-441.000-756.000	MARKING PAINT		23.58			
	101-441.000-756.000	TRASH BAGS FOR TRASH RUN		11.29			
	101-441.000-756.000	CABLE TIES		45.07			
	101-441.000-756.000	FASTNERS & ANCHOR		11.74			
	101-567.000-758.000	GROMMETS & VINYL TAPE FOR 1 TON		15.47			
	592-591.000-756.000	MULCH		6.99			
	101-441.000-756.000	TRASH RUN SUPPLIES		56.47			
	101-441.000-756.000	TITANIUM BIT & FASTNERS		17.09			
	101-441.000-756.000	FASTNERS, TUBE BRUSHES & DENATURED ALC		36.06			
10.31.26 - FD							
00033844	REDBUD HARDWARE	10/31/2026	11/15/2026	43.96	43.96	Open	N
	OCTOBER 2026 PURCHASES	CBAHAM					10/31/2026
	101-336.000-756.000	CLEANING SUPPLIES		43.96			
10.31.26 - CEM							
00033845	REDBUD HARDWARE	10/31/2026	11/15/2026	26.97	26.97	Open	N
	OCTOBER 2026 PURCHASES	CBAHAM					10/31/2026
	101-567.000-756.000	VAULT CART BATTERIES		7.99			
	101-567.000-756.000	PAINTERS TAPE & GLOVES		18.98			
10.31.26 - TREE							
00033846	REDBUD HARDWARE	10/31/2026	11/15/2026	12.99	12.99	Open	N
	OCTOBER 2026 PURCHASES	CBAHAM					10/31/2026
	701-000.000-582.091	GRADE/SRVEY STAKE - R. MARTIN		12.99			

INVOICE REGISTER FOR BUCHANAN CITY

EXP CHECK RUN DATES 11/09/2026 - 11/09/2026
POSTED AND UNPOSTED
OPEN

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution		Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
10.31.26 - MCT								
00033847	REDBUD HARDWARE		10/31/2026	11/15/2026	68.63	68.63	Open	N
	STRIPING PAINT, U-POST, CABLE TIES		CBAHAM					10/31/2026
	101-761.009-756.008	TRAIL MAINTENANCE SUPPLIES			68.63			
10.31.26 - CH								
00033848	REDBUD HARDWARE		10/31/2026	11/15/2026	105.40	105.40	Open	N
	OCTOBER 2026 PURCHASES		CBAHAM					10/31/2026
	101-265.000-756.000	DUCT TAPE			38.94			
	101-265.000-756.000	BUCKET & VINEGAR TO DESCALE WATER COOLER			16.47			
	101-172.000-756.000	FLASHLIGHT			49.99			
10.31.26-WWTP								
00033849	REDBUD HARDWARE		10/31/2026	11/15/2026	22.26	22.26	Open	N
	OCTOBER 2026 PURCHASES		CBAHAM					10/31/2026
	592-590.000-756.000	HOSE TO FLUSH OUT LIME			20.97			
	592-590.000-756.000	PVC NIPPLE FOR PUMP			1.29			
10.30.26								
00033850	SWEET C. ROBINSON		10/30/2026	11/15/2026	48.00	48.00	Open	N
	BUCHANAN FOOTBALL GAME - 10.30.26		CBAHAM					10/31/2026
	101-301.000-818.002	RESERVE OFFICER WAGES			48.00			
10.31.26								
00033851	COREY BURKS		11/01/2026	11/15/2026	166.00	166.00	Open	N
	NILES SCREAM PARK 11.01 - BUCHANAN FOOTB		CBAHAM					10/31/2026
	101-301.000-818.002	RESERVE OFFICER WAGES			166.00			
10.18.26								
00033852	DOMINIK KLEIN		11/01/2026	11/15/2026	40.00	40.00	Open	N
	NILES SCREAM PARK - 10.18.26		CBAHAM					10/31/2026
	101-301.000-818.002	RESERVE OFFICER WAGES			40.00			
11.01.26								
00033853	ERIC LOTSBAICH		11/01/2026	11/15/2026	160.00	160.00	Open	N
	NILES SCREAM PARK - 10.9.26 & 11.01.26		CBAHAM					11/01/2026
	101-301.000-818.002	RESERVE OFFICER WAGES			160.00			
11.01.26								
00033854	ROBERT POST		11/01/2026	11/15/2026	445.00	445.00	Open	N
	NILES SCREAM PARK - 10.2,10.10,10.11,10.		CBAHAM					10/31/2026
	101-301.000-818.002	RESERVE OFFICER WAGES			445.00			

INVOICE REGISTER FOR BUCHANAN CITY

EXP CHECK RUN DATES 11/09/2026 - 11/09/2026
POSTED AND UNPOSTED
OPEN

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
11.01.26							
00033855	RICHARDS, TIM	11/01/2026	11/15/2026	310.00	310.00	Open	N
	NILES SCREAM PARK - 10.23.26,10.30.26,10	CBAHAM					10/31/2026
	101-301.000-818.002 RESERVE OFFICER WAGES			310.00			
11.01.26							
00033856	RICHARD WONACOTT	11/01/2026	11/15/2026	110.00	110.00	Open	N
	NILES SCREAM PARK - 10.30.26	CBAHAM					10/31/2026
	101-301.000-818.002 RESERVE OFFICER WAGES			110.00			
11.01.26							
00033857	PAT ZIEGLER	11/01/2026	11/15/2026	110.00	110.00	Open	N
	NILES SCREAM PARK - 10.23.26	CBAHAM					10/31/2026
	101-301.000-818.002 RESERVE OFFICER WAGES			110.00			
3313HN99794							
00033860	ALS GROUP USA, CORP.	10/16/2026	11/15/2026	1,115.00	1,115.00	Open	N
	PFAS TESTING, MONTHLY METALS, INORGANIC	CBAHAM					10/31/2026
	592-590.000-820.000 LAB ANALYTICAL SERVICE			1,115.00			
113580							
00033861	ALEXANDER CHEMICAL CORP	10/19/2026	11/18/2026	934.63	934.63	Open	N
	X2 DRUMS SODIUM BISULFATE- WWTP	CBAHAM					10/31/2026
	592-590.000-743.000 CHEMICALS			934.63			
114158							
00033862	ALEXANDER CHEMICAL CORP	10/23/2026	11/22/2026	934.63	934.63	Open	N
	X2 DRUMS SODIUM BISULFATE- WWTP	CBAHAM					10/31/2026
	592-590.000-743.000 CHEMICALS			934.63			
113960							
00033863	ALEXANDER CHEMICAL CORP	10/28/2026	11/26/2026	91.00	91.00	Open	N
	CHLORINE & HYDRODLUOROSILICIC ACID - DRU	CBAHAM					10/31/2026
	592-591.000-743.000 CHEMICALS			91.00			
113959							
00033864	ALEXANDER CHEMICAL CORP	10/28/2026	11/26/2026	7.00	7.00	Open	N
	SOD HYPO 12.5% & SODIUM BISULFATE DRUM R	CBAHAM					10/31/2026
	592-590.000-743.000 CHEMICALS			7.00			

INVOICE REGISTER FOR BUCHANAN CITY

EXP CHECK RUN DATES 11/09/2026 - 11/09/2026
POSTED AND UNPOSTED
OPEN

Invoice Number / Inv Ref #	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted / Post Date
10132026							
00033866	AT&T	10/13/2026	11/04/2026	114.14	114.14	Open	N
	WATER DEPT. INTERNET -10.14.26-11.13.26	CBAHAM					10/31/2026
	592-591.000-853.000	TELEPHONE, INTERNET, CABLE		114.14			
10.16.26							
00033867	AT&T	10/16/2026	11/05/2026	262.20	262.20	Open	N
	MONTHLY LANDLINE BILLING - 09.17.26-10.1	CBAHAM					10/31/2026
	101-761.005-853.000	269.695.5525 PEARS MILL		184.83			
	592-590.000-853.000	2696954028 - WWTP LANDLINE		33.81			
	592-591.000-853.000	2694098372 - WATER		43.56			
CD99641014							
00033868	SJE INC	10/22/2026	11/21/2026	510.00	510.00	Open	N
	ICONTROL SUBSCRIPTION SERVICE - SCADA SY	CBAHAM					10/31/2026
	592-591.000-818.000	CONTRACTUAL		510.00			
02110615293							
00033869	AUTO ZONE, INC	10/16/2026	11/16/2026	11.63	11.63	Open	N
	PARTS FOR LIGHT BAR	CBAHAM					10/31/2026
	592-591.000-758.000	EQUIPMENT MAINT SUPPLIES		11.63			
10292026							
00033870	BLACK ARSENAL	10/29/2026	11/29/2026	735.00	735.00	Open	N
	OCT 2026 PD AMMO	CBAHAM					10/31/2026
	101-301.000-729.000	TARGET RANGE & SUPPLIES		735.00			
85953							
00033871	BELLMAN OIL COMPANY	10/20/2026	11/19/2026	2,252.65	2,252.65	Open	N
	ULTRA LOW SULFUR DIESEL FUEL	CBAHAM					10/31/2026
	592-590.000-751.000	GAS AND OIL		2,252.65			
085954							
00033872	BELLMAN OIL COMPANY	10/20/2026	11/19/2026	530.56	530.56	Open	N
	ULTRA LOW SULFUR DIESEL FUEL	CBAHAM					11/05/2026
	592-590.000-751.000	GAS AND OIL		530.56			
4430066494							
00033873	BEST ONE TIRE & SERVICE	10/28/2026	11/10/2026	1,057.99	1,057.99	Open	N
	REPLACE LFI & LFO DRIVE TIRES ON PIERCE	CBAHAM					10/31/2026
	101-336.000-939.000	MAINTENANCE - VEHICLE		1,057.99			

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10222026							
00033874	BRIAN MURPHY	10/22/2026	11/22/2026	440.80	440.80	Open	N
	REIMBURSEMENT FOR YARD SIGNS	CBAHAM					10/31/2026
	701-000.000-582.091 BUCHANAN TREE FRIENDS			440.80			
11012026							
00033875	BOBBY E BLAYLOCK	11/01/2026	12/01/2026	139.00	139.00	Open	N
	5 CAT TRAINING TOURNIQUETS	CBAHAM					11/05/2026
	101-336.000-756.000 MISCELLANEOUS SUPPLIES			139.00			
11/05/2026							
00033876	HONOR CREDIT UNION	11/05/2026	11/15/2026	405.29	405.29	Open	N
	UB refund for account: 5959	CBAHAM					10/31/2026
	592-000.000-202.000 WATER			405.29			
11/05/2026							
00033877	BARAJAS, CARLOS	11/05/2026	11/15/2026	271.37	271.37	Open	N
	UB refund for account: 6387	CBAHAM					11/05/2026
	592-000.000-202.000 METER			271.37			
162130							
00033878	CARDIAC LIFE PRODUCTS	10/20/2026	11/19/2026	539.64	539.64	Open	N
	REPLACEMENT AED PADS	CBAHAM					10/31/2026
	101-301.000-962.000 MISCELLANEOUS			539.64			
00403							
00033879	CITY OF BRIDGMAN	10/23/2026	11/07/2026	125.00	125.00	Open	N
	SPECIAL NEEDS TRAINING - OFC. WOOTTON	CBAHAM					10/31/2026
	101-301.000-960.000 EDUCATION AND TRAINING			125.00			
18672							
00033880	COUNTY OF BERRIEN	10/21/2026	11/20/2026	1,000.00	1,000.00	Open	N
	ANNUAL PAYMENT FOR EAGLEVIEW CONNECT EXP	CBAHAM					10/31/2026
	101-257.000-818.000 CONTRACTUAL			1,000.00			
10.25.26							
00033882	COMCAST BUSINESS	10/25/2026	11/15/2026	2,687.69	2,687.69	Open	N
	MONTHY CYCLE	CBAHAM					10/31/2026
	101-761.004-921.000 UTILITIES			492.75			
	101-336.000-853.000 TELEPHONE, INTERNET, CABLE			677.81			
	592-591.000-853.000 TELEPHONE, INTERNET, CABLE			143.80			
	101-301.000-853.000 TELEPHONE, INTERNET, CABLE			647.73			
	101-265.000-853.000 TELEPHONE, INTERNET, CABLE			725.60			

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9.29.26-10.29.2								
00033883	GUY EDWARD LEWIS		10/29/2026	11/05/2026	66.70	66.70	Open	N
	MILEAGE REIMBURSEMENT		CBAHAM					10/31/2026
	101-700.000-873.000	TRAVEL & CAR ALLOWANCE			66.70			
100961								
00033884	GOSLING CZUBAK ENGINEERING		10/21/2026	11/21/2026	3,250.00	3,250.00	Open	N
	PROFESSIONAL SERVICES RENDERED THROUGH 9		CBAHAM					10/31/2026
	592-590.000-818.005	ENGINEERING SERVICES			3,250.00			
IN519117								
00033885	GEOTAB USA INC.		10/31/2026	11/30/2026	328.00	328.00	Open	N
	MONTHLY GEOTAB FEE -OCT 2026		CBAHAM					10/31/2026
	592-590.000-818.000	WWTP			41.00			
	101-301.000-818.000	POLICE			102.50			
	592-591.000-818.000	WATER			41.00			
	101-567.000-818.000	CEMETERY			41.00			
	101-441.000-818.000	DPW			82.00			
	101-265.000-818.000	POOL			20.50			
2138460								
00033886	GOLDEN WEST INDUST. SUPPLY		10/28/2026	11/28/2026	583.44	583.44	Open	N
	FIRE BLANKETS & TACTICAL KNIVES EQUIP		CBAHAM					10/31/2026
	101-301.000-756.000	MISCELLANEOUS SUPPLIES			583.44			
15229014								
00033887	HACH COMPANY		10/22/2026	11/22/2026	830.33	830.33	Open	N
	X2 SENSOR CAP REPLACEMENT & METALIZED MY		CBAHAM					10/31/2026
	592-590.000-758.000	EQUIPMENT MAINT SUPPLIES			830.33			
587782								
00033888	HAVILAND PRODUCTS COMPANY		10/29/2026	11/29/2026	782.73	782.73	Open	N
	SODIUM BISULFATE X3 DRUMS		CBAHAM					10/31/2026
	592-590.000-743.000	CHEMICALS			782.73			
586955								
00033889	HAVILAND PRODUCTS COMPANY		10/20/2026	11/20/2026	782.73	782.73	Open	N
	SODIUM BISULFATE X3 DRUMS		CBAHAM					10/31/2026
	592-590.000-743.000	CHEMICALS			782.73			

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587189							
00033890	HAVILAND PRODUCTS COMPANY	10/22/2026	11/22/2026	642.73	642.73	Open	N
	SODIUM BISULFATE X3 DRUMS - CREDIT MEMO	CBAHAM					10/31/2026
	592-590.000-743.000 CHEMICALS			642.73			
9							
00033891	JONES CLEANING	10/25/2026	11/25/2026	930.00	930.00	Open	N
	MONTHLY CLEANING SERVICES - CITY CENTER	CBAHAM					10/31/2026
	101-761.004-931.000 CLEANING SERVICE			930.00			
01							
00033892	JONES CLEANING	10/25/2026	11/25/2026	480.00	480.00	Open	N
	MONTHLY CLEANING SERVICES - CITY HALL OC	CBAHAM					10/31/2026
	101-761.004-931.000 CLEANING SERVICE			480.00			
261111							
00033893	KEN SIMPSON	11/01/2026	11/15/2026	683.20	683.20	Open	N
	ELECTRICAL PERMITS FOR OCT 2026	CBAHAM					10/31/2026
	701-000.000-491.000 ELECTRICAL PERMITS			683.20			
005							
00033894	CRAFT STATION INC.	11/02/2026	12/02/2026	130.00	130.00	Open	N
	X13 PATROL VEHICLE CAR WASHES - OCT 2026	CBAHAM					10/31/2026
	101-301.000-818.000 CONTRACTUAL			130.00			
59785913							
00033895	LINDE GAS & EQUIPMENT INC.	10/21/2026	11/21/2026	41.45	41.45	Open	N
	RENTAL FOR CYLINDER TORCHES - 9.20.26-10	CBAHAM					10/31/2026
	101-441.000-818.000 CONTRACTUAL			41.45			
INV34113							
00033898	MACQUEEN EMERGENCY	10/30/2026	11/29/2026	96,945.42	96,945.42	Open	N
	X8 SCBA PACKS, X8 SPARE BOTTLES	CBAHAM					10/31/2026
	101-336.000-971.000 CAPITAL OUTLAY			96,945.42			
INV32617							
00033899	MACQUEEN EMERGENCY	10/23/2026	11/22/2026	933.88	933.88	Open	N
	2 NEW HELMETS FOR NEW LIEUTENANTS' POSIT	CBAHAM					10/31/2026
	101-336.000-768.000 UNIFORMS			933.88			

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6660494367							
00033900	NALCO CROSSBOW WATER	10/23/2026	11/23/2026	84.10	84.10	Open	N
	DI WATER SERVICE WWTP -OCT 2026	CBAHAM					10/23/2026
	592-590.000-820.000 LAB ANALYTICAL SERVICE			84.10			
19388							
00033901	NATIONAL ASSOCIATION OF TOWN	07/22/2026	08/22/2026	306.00	306.00	Open	N
	BALLOON & FRISBEES FOR NNO 2026	CBAHAM					07/31/2026
	101-301.000-886.000 COMMUNITY POLICING			306.00			
32084							
00033902	NATIONAL HOSE TESTING	10/28/2026	11/28/2026	3,655.20	3,655.20	Open	N
	2026 FIRE HOSE TESTING	CBAHAM					10/31/2026
	101-336.000-851.001 EQUIPMENT TESTING			3,655.20			
3309002							
00033903	RIETH-RILEY CONSTRUCTION CO.	10/22/2026	11/22/2026	303.05	303.05	Open	N
	HOT PATCH - 10.22.26 DELIVERY	CBAHAM					10/22/2026
	203-463.000-782.000 ROAD MAIN. MATERIAL & SUPPLIES			303.05			
3308987							
00033904	RIETH-RILEY CONSTRUCTION CO.	10/21/2026	11/21/2026	298.70	298.70	Open	N
	HOT PATCH - 10.21.26 DELIVERY	CBAHAM					10/21/2026
	202-463.000-782.000 ROAD MAIN. MATERIAL & SUPPLIES			298.70			
114130							
00033905	TINA SPURLOCK	10/28/2026	11/15/2026	120.00	120.00	Open	N
	CLEANING SERVICES FOR PD - OCT 2026	CBAHAM					10/31/2026
	101-301.000-818.000 CONTRACTUAL			120.00			
INV01200258							
00033906	USA BLUE BOOK	10/27/2026	11/27/2026	932.95	932.95	Open	N
	ACCU-TAB SI TABLETS & ROYTRONIC TUBING C	CBAHAM					10/27/2026
	592-590.000-743.000 CHEMICALS			737.45			
	592-590.000-757.000 LAB SUPPLIES			195.50			
7123							
00033907	WEST MICHIGAN CRIMINAL JUSTICE	11/03/2026	12/03/2026	598.19	598.19	Open	N
	WMCJTC FALL 2026 PAYMENT	CBAHAM					11/05/2026
	701-000.000-582.008 POLICE 302 TRAINING FUNDS			598.19			

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60603-2								
00033908	STAR UNIFORM		11/02/2026	12/02/2026	100.00	100.00	Open	N
	UNIFORM PANTS FOR H. BURNETT		CBAHAM					11/05/2026
	101-301.000-768.000	UNIFORMS			100.00			
011								
00033909	SWM INSPECTIONS, LLC		11/03/2026	12/03/2026	188.00	188.00	Open	N
	ELECTRICAL PERMITS - SEPT 2026		CBAHAM					09/30/2026
	701-000.000-491.000	ELECTRICAL PERMITS			188.00			
18585								
00033910	COUNTY OF BERRIEN		10/09/2026	11/08/2026	973.30	973.30	Open	N
	AUGUST PRIMARY ELECTION - EARLY VOTING W		CBAHAM					08/31/2026
	101-262.000-818.000	CONTRACTUAL			973.30			
761-11441706								
00033911	EGLE		10/30/2026	11/30/2026	1,778.72	1,778.72	Open	N
	COMMUNITY PUBLIC WATER SUPPLY ANNUAL FEE		CBAHAM					10/31/2026
	592-591.000-818.000	CONTRACTUAL			889.36			
	592-590.000-818.000	CONTRACTUAL			889.36			
250711								
00033912	SPICER GROUP		10/29/2026	11/29/2026	1,350.28	1,350.28	Open	N
	NPDES PERMIT COMPLIANCE - 1ST QTR (07.20		CBAHAM					09/30/2026
	101-441.000-970.056	STORMWATER PHASE II			1,350.28			
03/98629								
00033913	SOUTHWESTERN SUPPLY CORP		10/27/2026	11/27/2026	46.20	46.20	Open	N
	NYLON CAM LOC & CAM LOC GASKET		CBAHAM					10/31/2026
	592-590.000-756.000	MISCELLANEOUS SUPPLIES			46.20			
0177890-IN								
00033914	S.E BERRIEN COUNTY LANDFILL		10/21/2026	11/21/2026	403.86	403.86	Open	N
	SLUDGE DISPOSAL		CBAHAM					10/31/2026
	592-590.000-936.000	SOLIDS HANDLING & DISPOSAL			403.86			
0178029-IN								
00033915	S.E BERRIEN COUNTY LANDFILL		10/29/2026	11/29/2026	403.86	403.86	Open	N
	SLUDGE DISPOSAL		CBAHAM					10/31/2026
	592-590.000-936.000	SOLIDS HANDLING & DISPOSAL			403.86			

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0177956-IN							
00033916	S.E BERRIEN COUNTY LANDFILL	10/26/2026	11/26/2026	403.86	403.86	Open	N
	SLUDGE DISPOSAL	CBAHAM					10/31/2026
	592-590.000-936.000 SOLIDS HANDLING & DISPOSAL			403.86			
0177982-IN							
00033917	S.E BERRIEN COUNTY LANDFILL	10/27/2026	11/27/2026	180.00	180.00	Open	N
	BRUSH FROM CLEARING FOR SCATTER GARDEN	CBAHAM					10/31/2026
	101-567.000-932.000 MAINTENANCE - GROUNDS			180.00			
60362-2							
00033918	STAR UNIFORM	10/27/2026	11/27/2026	1,110.00	1,110.00	Open	N
	BALLISTIC VEST FOR OFC. REED	CBAHAM					10/31/2026
	101-301.000-768.000 UNIFORMS			1,110.00			
60220-2							
00033919	STAR UNIFORM	10/21/2026	11/21/2026	46.00	46.00	Open	N
	NEW POLO SHIRT FOR P. FELLOWS	CBAHAM					10/31/2026
	101-336.000-768.000 UNIFORMS			46.00			
08556-110226							
00033920	STATE OF MICH.-DEPT OF TRANSP.	11/02/2026	11/02/2026	100.00	100.00	Open	N
	US-12 RIGHT OF WAY PERMIT FEES	CBAHAM					11/05/2026
	101-700.000-805.000 MARKETING PLAN			100.00			
IN267418							
00033921	THE SAFETY COMPANY LLC	10/27/2026	11/27/2026	838.42	838.42	Open	N
	UP/DOWN SWITCH ASSY	CBAHAM					10/31/2026
	101-441.000-758.000 EQUIPMENT MAINT SUPPLIES			838.42			
2144							
00033922	EXEMPLAR IT SOLUTIONS	11/02/2026	11/17/2026	521.25	521.25	Open	N
	UDM PRO FIREWALL ROUTER NETWORK CONTROLL	CBAHAM					11/05/2026
	592-590.000-756.003 TECHNOLOGY EQUIP. SUPPLIES			521.25			
363910							
00033923	KCI	10/29/2026	10/29/2026	1,839.27	1,839.27	Open	N
	NOV 2026 WATER BILLS PLUS NEWSLETTER INS	CBAHAM					11/01/2026
	592-590.000-902.000 PRINTING & PUBLISHING			919.63			
	592-591.000-902.000 PRINTING & PUBLISHING			919.64			

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116154845								
00033924	WEX BANK		10/31/2026	11/25/2026	4,020.92	4,020.92	Open	N
	OCTOBER 2026 FUEL CHARGES		KWELCH					10/31/2026
	101-301.000-751.000	GAS AND OIL			2,412.45			
	101-441.000-751.000	GAS AND OIL			902.03			
	101-567.000-751.000	GAS AND OIL			261.10			
	592-590.000-751.000	GAS AND OIL			180.22			
	592-591.000-751.000	GAS AND OIL			200.43			
	101-265.000-751.000	GAS AND OIL			64.69			
MN4835183								
00033925	LRS, LLC		10/15/2026	11/15/2026	1,911.00	1,911.00	Open	N
	MONTHLY TRASH SERVICE		KWELCH					11/05/2026
	101-567.000-921.000	29205.5			189.37			
	101-761.004-921.000	29199.1			211.25			
	101-441.000-921.000	29205.1			284.55			
	592-590.000-921.000	29205.4			189.37			
	101-265.000-921.000	29205.2			284.55			
	101-441.000-921.000	29205.3			244.39			
	101-441.000-921.000	29205.6			507.52			
MN4837601								
00033926	LRS, LLC		10/25/2026	11/25/2026	252.03	252.03	Open	N
	TRASH SERVICE FOR 11.01.26-01.31.26		KWELCH					11/01/2026
	101-301.000-921.000	29204.1			70.83			
	101-336.000-921.000	2726.1			50.70			
	101-265.000-921.000	29201.2			39.90			
	101-761.004-921.000	29200.1			39.90			
	101-265.000-921.000	29201.1			50.70			
10.31.2026								
00033927	INDIANA MICHIGAN POWER COMPANY		10/31/2026	11/30/2026	8,567.22	8,567.22	Open	N
	OCTOBER 2026 POWER USAGE		KWELCH					10/31/2026
	101-761.003-921.000	UTILITIES			53.48			
	101-301.000-921.000	UTILITIES			399.20			
	101-441.000-921.000	UTILITIES			607.89			
	101-336.000-921.000	UTILITIES			17.95			
	592-591.000-921.000	UTILITIES			1,840.39			
	101-265.000-921.000	UTILITIES			2,543.71			
	592-590.000-921.000	UTILITIES			2,914.47			
	101-761.004-921.000	UTILITIES			84.95			
	101-755.000-921.000	UTILITIES			44.51			
	101-753.000-921.000	UTILITIES			60.67			

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253592							
00033928	WINDEMULLER ELECTRIC	10/26/2026	11/26/2026	825.00	825.00	Open	N
	AUTOMATION SERVICES TO MOVE SCADA TO NEW CBAHAM						10/31/2026
	592-590.000-818.005 ENGINEERING SERVICES			825.00			

# of Invoices: 81	# Due: 81	Totals:	155,888.31	155,888.31
# of Credit Memos: 0	# Due: 0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:			155,888.31	155,888.31

--- TOTALS BY FUND ---

101	GENERAL	126,876.04	126,876.04
202	MAJOR STREETS	298.70	298.70
203	LOCAL STREETS	303.05	303.05
592	WATER AND SEWER FUND	26,487.34	26,487.34
701	TRUST AND AGENCY	1,923.18	1,923.18

--- TOTALS BY DEPT/ACTIVITY ---

000.000		2,599.84	2,599.84
172.000	CITY MANAGER	49.99	49.99
257.000	ASSESSOR	1,000.00	1,000.00
262.000	ELECTIONS	973.30	973.30
265.000	CITY HALL	3,785.06	3,785.06
301.000	POLICE	8,770.79	8,770.79
336.000	FIRE DEPARTMENT	103,567.91	103,567.91
441.000	DEPARTMENT OF PUBLIC WORKS	5,192.16	5,192.16
463.000	ROUTINE STREET MAINTENANCE	601.75	601.75
567.000	CEMETERY	719.16	719.16
590.000	SEWER MAINTENANCE & OPERATI	20,874.19	20,874.19
591.000	WATER MAINTENANCE & OPERATI	4,936.49	4,936.49
700.000	COMMUNITY AND ECONOMIC DEVE	166.70	166.70
753.000	PEAR'S MILL	60.67	60.67
755.000	PARKS & RECREATION	44.51	44.51
761.003	TIN SHOP THEATRE	53.48	53.48
761.004	CITY CENTER	2,238.85	2,238.85
761.005	PEARS MILL	184.83	184.83
761.009	MCCOY CREEK TRAIL	68.63	68.63