



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, SEPTEMBER 14, 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. Public Hearing No. 1

- A. *Call to Order: Public Hearing No. 1*
- B. *Roll Call*
- C. *Opening Public Hearing No. 1*
- D. *Statement of Purpose-* The purpose of this public hearing is to receive comments regarding the proposed establishment of the L&L Air Trim Plant Rehabilitation District pursuant to Public Act 198 of 1974, as amended.
- 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.*
- F. *Close of Public Hearing No. 1*

II. Public Hearing No. 2

- A. *Call to Order*
- B. *Roll Call*
- C. *Opening Public Hearing No. 2*
- D. *Statement of Purpose-* The purpose of the public hearing is to hear public comments on proposed amendments to Sections 71-18 Uses – Table 71-J Use Matrix – Residential and Article V Definitions, and any other sections of the Unified Development Code that may be necessary.
- 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.*
- F. *Close of Public Hearing No. 2*

III. Call to Order the Regular Meeting

- IV. **Pledge of Allegiance**
- V. **Invocation**
- VI. **Roll Call**
- VII. **Approve Agenda**
- VIII. **Public Comment - Agenda Items Only** *(3-minute limit)*
- IX. **Consent Agenda** *(can be approved all in one motion, for general housekeeping items)*
 - A. **Consider Approval of Special Event Application – Buchanan Business Boosters Halloween Street Dance, October 31, 2026.**
 - B. **Consider Approval of Buchanan High School Homecoming Parade Street Closure- Front Street and Terre Coupe Street on Friday, October 2, 2026, from 5:45 p.m. to 6:45 p.m. for the annual Homecoming Parade**
 - C. **Consider Approval of Minutes – August 24, 2026 Public Hearings & Regular City Commission Meeting**
 - D. **Department Head Reports- Accept the monthly reports**
- X. **Scheduled Matters from the Floor** *(if any)*
 - A. **Buchanan Area Senior Center – County Senior Center Millage Funding Formula:** Consideration of a request from the Buchanan Area Senior Center asking the City Commission to support maintaining the current Berrien County senior center millage funding formula, which provides funding among the seven county senior centers.
- XI. **Reports by: Departments, Committees, Boards**
- XII. **Unfinished Business**
 - A. **Consider Second Reading and Enactment of Ordinance 2026.09/454 – Residential Uses and Dwelling Definitions:** Consider the second reading and enactment of Ordinance 2026.09/454 amending the Unified Development Code, including Table 71-J Residential Use Matrix and Article V Definitions, related to residential uses, accessory dwelling units, attached dwelling units, and dwelling definitions
 - B. **Consider Resolution No. 2026.09/15 – Establish L&L Air Trim Plant Rehabilitation District:** Consider adoption of Resolution No. 2026.09/15 establishing the L&L Air Trim Plant Rehabilitation District for 600 Cecil Street, 607 Berrien Street, and 701 Berrien Street, following the public hearing.
- XIII. **New Business**
 - A. **Consider Water Tower Compliance Repairs – Pittsburg Tank & Tower Maintenance Co.:** Consider authorizing Pittsburg Tank & Tower Maintenance Co. to complete corrective repairs to the City's water towers, including overflow discharge modifications and installation of vandal guards, as identified through recent maintenance inspections and required for EGLE compliance, at a total quoted cost of \$24,350.00
 - B. **Consider Professional Engineering Services – Wastewater Treatment Plant UV System:** Consider approval of Gosling Czubak Engineering Services, Inc. to provide professional engineering services to evaluate the wastewater treatment plant's UV disinfection system, identify the cause of the ongoing issues, and assist in developing a solution, for an amount not to exceed \$15,000.

- C. Consider Resolution No. 2026.09/16 – USDA Rural Business Development Grant:** Consider adoption of Resolution No. 2026.09/16 accepting the USDA Rural Development Letter of Conditions for a Rural Business Development Grant in an amount not to exceed \$203,142 for the reconstruction of an existing downtown parking lot, acknowledging the required \$71,375 match, and authorizing City Manager Anthony C. McGhee to execute the necessary grant documents.
- D. Consider Resolution No. 2026.09/17 – Abolishment of the Third Street Brownfield Plan:** Consider adoption of Resolution No. 2026.09/17 abolishing the Third Street Brownfield Plan pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended, following the Brownfield Redevelopment Authority’s recommendation to formally close out the plan.
- E. Consider Resolution No. 2026.09/18 – Abolishment of the Smith Street Brownfield Plan:** Consider adoption of Resolution No. 2026.09/18 abolishing the Smith Street Brownfield Plan pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended, following the Brownfield Redevelopment Authority’s recommendation to formally close out the plan.
- F. Consider Resolution No. 2026.09/19 – Abolishment of the River Street Brownfield Plan:** Consider adoption of Resolution No. 2026.09/19 abolishing the River Street Brownfield Plan pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended, following the Brownfield Redevelopment Authority’s recommendation to formally close out the plan.
- G. Consider Approval of Bendzinski & Co. Engagement Letters – Water and Sewer Rate Studies and DWSRF Municipal Advisory Services:** Consider approval of engagement letters with Bendzinski & Co. Municipal Finance Advisors for a Water Rate Study and 2027 Drinking Water State Revolving Fund bond/loan municipal advisory services in the amount of \$24,700, and a Sewer Rate Study in the amount of \$6,000.
- H. Closed Session – Acquisition of Real Property** Consider entering closed session pursuant to MCL 15.268(1)(d) to consider the acquisition of real property.
- I. Consider Approval of Agreement and Release of Claims with Trane Technologies Company LLC:** Consider approval of the Agreement and Release of Claims between the City of Buchanan and Trane Technologies Company LLC regarding claim resolution, property conveyance, and related obligations.
- J. Consider Approval of Expenditures:** Consider approval of the City’s expenditures as presented for the current payment period.

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)*

XVI. Executive Comments

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

XVII. Adjourn



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: Boochanan Halloween Street Dance

Sponsoring Organization (if applicable): Buchanan Business Boosters

Mailing Address: 303 Carroll Street

City/State/Zip: Buchanan, MI 49120

Contact Person(s): Jen Martell Jodi Walpole Dennis Mori

Phone: 219.614.4925 Jodi Email: jodi@smokelifted.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?:

10.31.26 530pm-10pm

2. Is there a requested alternative date(s)? YES: _____ No: X

If YES, please provide the alternative date(s): _____

3. Please describe the Event:

Halloween Street Dance

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

Main Street from Front Street to right before Dewey



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? | Yes _____ No <u>X</u> |
| Normal annual date: _____ | |
| 2. Have you included a map indicating the location of your event? * | Yes <u>X</u> No _____ |
| 3. Does the applicant wish to prohibit vending within the event area? | Yes _____ No <u>X</u> |
| 4. Does the applicant plan to include vending as part of this event? * | Yes _____ No <u>X</u> |
| 5. Will this event include the use of signs? | Yes _____ No <u>X</u> |
| 6. Is the applicant providing special parking arrangements, such as reserved parking? * | Yes _____ No <u>X</u> |
| 7. Is the applicant requiring utility connections, such as electric? | Yes _____ No <u>X</u> |
| 8. Does the applicant require other public services? | Yes _____ No <u>X</u> |
| • Barricades/fencing | Yes <u>X</u> No _____ |
| • Street Sweeping | Yes _____ No <u>X</u> |
| • Mowing | Yes _____ No <u>X</u> |
| • Rubbish Containers | Yes _____ No <u>X</u> |
| • Picnic Tables | Yes _____ No <u>X</u> |
| • Cessation of Lawn Sprinkling | Yes _____ No <u>X</u> |
| • Other _____ | Yes _____ No <u>X</u> |
| • Map included indicating locations of these services?* | Yes <u>X</u> No _____ |
| 9. Does the applicant have any special security or safety concerns? | Yes _____ No <u>X</u> |
| 10. Are you requesting assistance from the Public Safety? | Yes _____ No <u>X</u> |
| 11. Are you requesting security/safety assistance from an outside agency? | Yes _____ No <u>X</u> |
| 12. Will the event include loud or unusual sounds? | Yes _____ No <u>X</u> |
| • Musicians/Amplified Announcers | Yes _____ No <u>X</u> |
| • Carnival Rides/ Motor Vehicle Noises | Yes _____ No <u>X</u> |
| • Other <u>portable speaker-will not be at a excessive noise level</u> | Yes <u>X</u> No _____ |
| 13. Will the event include unusual lighting beyond what is normal at that location? | Yes _____ No <u>X</u> |
| 14. Are alcoholic beverages proposed to be served as part of the event? | Yes _____ No <u>X</u> |
| Have all necessary liquor licenses been obtained at the time of this application? | Yes _____ No <u>X</u> |
| 15. Does the applicant have any other requests that are not listed in this form? | Yes _____ No <u>X</u> |
| 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 insured? | Yes <u>X</u> 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.

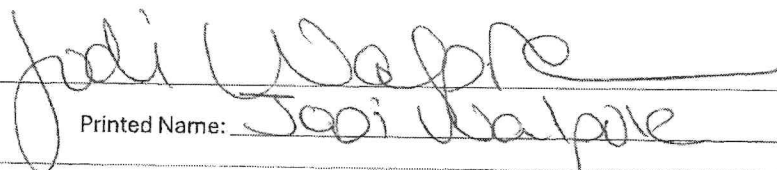
14. The applicant is required to provide a minimum of \$1,000,000 of general liability insurance coverage with respect to the event. The City may require additional insurance coverage based on the potential risk and nature of the event. A Certificate of Insurance with the City of Buchanan listed as additional 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.



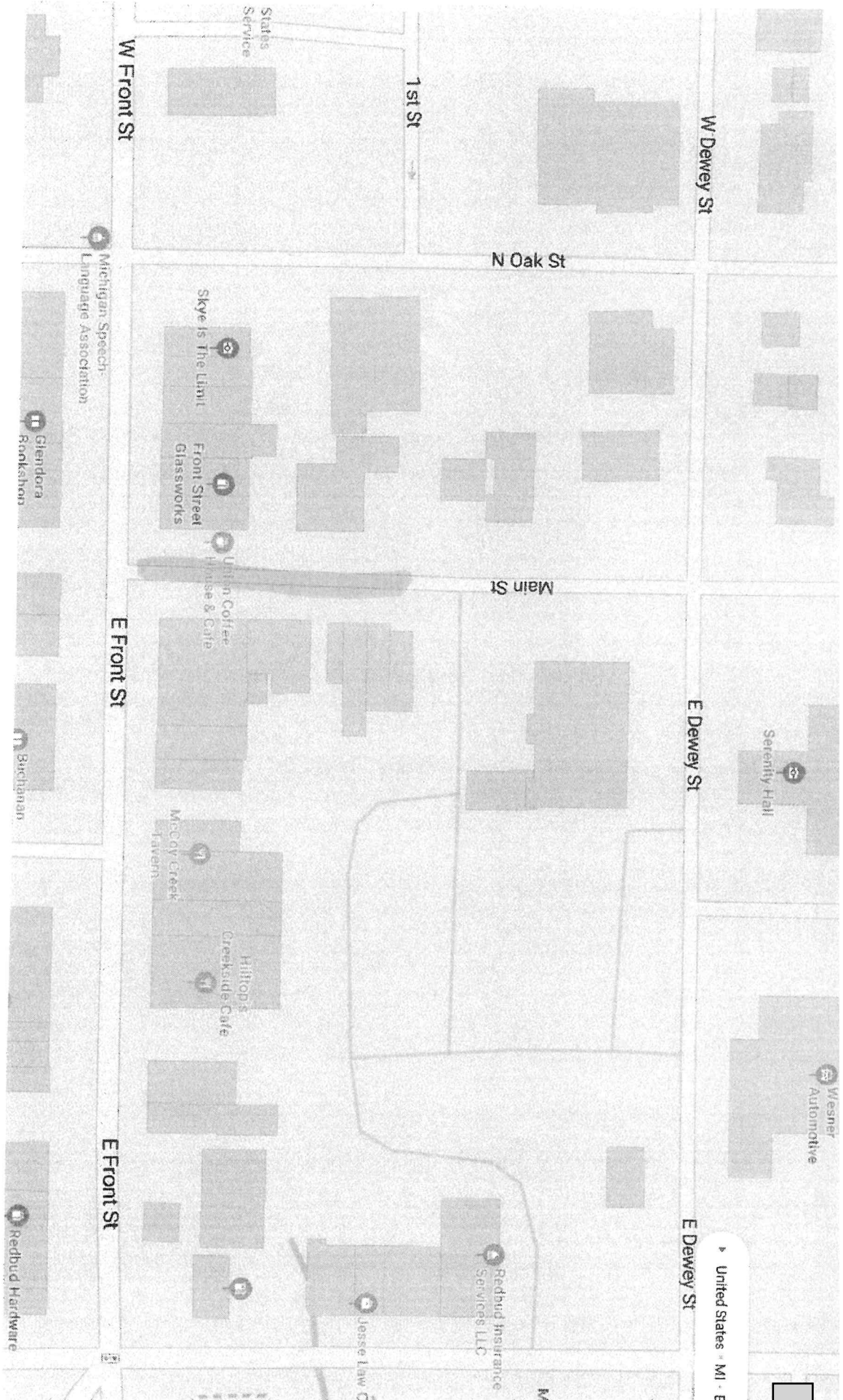
Printed Name:

Jodi Walpole

Date:

8.19.26

Location of Event





City of Buchanan

Street Closure Request Form

Street(s) requested to be closed main street -
between front & Dewey - before HCU
 Street Closing: from 10.31.26 5:30P to 10.31.26 10:00P
Date Time Date Time
 Reason: Halloween Street Dance

Request being made by
 Organization Name: Buchanan Business Boosters
 Address: 2805 Redbud Trl
Riles MS 39120
 Phone: 219 614 4925 joni

Company Representative Name (printed): Joni Walpole
 Company Representative Signature: Joni Walpole
 Title: Treasurer

Approved: _____
Police Chief

Approved: _____
Fire Chief

Approved: _____
Public Services Director

Approved: _____
City Manager

Comments (Office Use Only)



CITY OF BUCHANAN

Street Closure Form

Street(s) requested to be closed Front Street, Terre Coupe

Street Closing: from Oct. 2 5:45 to Oct. 6:45 p.m.
Date Time Date Time

Reason: Homecoming Parade

Request being made by:

Organization: Buehanan High School Student Council

Address: 401 W. Chicago St. Buchanan, MI

Phone: (269) 591-0280

Company Representative Name (printed) Jessica Elliott

Company Representative Signature Jessica Elliott

Title: Student Council Advisor

Approved: _____
Police Chief

Approved: _____
Fire Chief

Approved: _____
Public Services Director

Approved: _____
City Manager

Comments (Office Use Only)



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, AUGUST 24, 2026 – 7:00 PM

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

MINUTES

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

** 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.*

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** 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 Public Hearing

Weedon called public hearing to order at 7:00pm.

II. Roll Call

Present: Weedon, Vigansky, Money, Swem, George

Absent: None

City Staff Present: City Manager Tony McGhee, City Clerk Kalla Langston-Weiss, Planning & Community Development Director Kristen Gundersen

III. Opening of Public Hearing

Swem moved, seconded by Money, to open the Public Hearing. Voice vote carried unanimously.

IV. Statement & Purpose

- A. The purpose of the public hearing is to receive public comment regarding a proposed ordinance 2026.09/455, Workforce Housing Payment in Lieu of Taxes (PILOT) Ordinance. The proposed ordinance would establish a process through which qualifying workforce housing developments or rehabilitation projects may receive an exemption from ad valorem property taxes and instead pay an annual service charge in lieu of those taxes.

V. Close of Public Hearing

Money moved, seconded by Vigansky, to close the Public Hearing at 7:02pm. Voice vote carried unanimously.

VI. Call to Order

Weedon called the regular meeting to order at 7:02pm.

VII. Roll Call

Present: Weedon, Vigansky, Money, Swem, George

Absent: None

City Staff Present: City Manager Tony McGhee, City Clerk Kalla Langston-Weiss, Planning & Community Development Director Kristen Gundersen

VIII. Recognition

A. Honoring Geola Lewis on the Occasion of Her 90th Birthday

Mayor Weedon read the proclamation honoring long time resident and community member Geola Lewis on her 90th birthday and presented it to her and her family.

IX. Pledge of Allegiance

Weedon led in the Pledge of Allegiance.

X. Invocation

George led the invocation.

XI. Approve Agenda

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

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

None.

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

A. Minutes- Consider approving the Regular Meeting Minutes from August 10, 2026.

B. Common Rental- Consider the approval of the Common Rental form for August 30, 2026, for Faith and Family Day.

Swem moved, seconded by George, to approve the consent agenda. Voice vote carried unanimously.

XIV. Scheduled Matters from the Floor (if any)

None.

XV. Reports by: Departments, Committees, Boards

None.

XVI. Unfinished Business

A. Ordinance 2026.09/455- Consider the 1st reading of Ordinance 2026.09/455, a Workforce Housing Payment in Lieu of Taxes (PILOT), and schedule the 2nd public hearing and reading for September 28th, 2026.

Swem moved, seconded by Money, to approve the 1st reading of Ordinance 2026.09/455, and schedule the 2nd public hearing and reading for September 28th, 2026. Roll call vote carried unanimously.

XVII. New Business

A. Crossing Guard Agreement- Consider the 2026-2027 Crossing Guard Agreement with Buchanan Community Schools.

McGhee presented the 2026-2027 annual crossing guard agreement, which is in line with previous year's agreements. It includes a 50/50 cost split with the schools.

Money moved, seconded by Vigansky, to approve the 2026-2027 Crossing Guard Agreement as presented.

Vigansky asked if High School students were ever used as crossing guards and where they were located. Police Chief Burnett answered that crossing guards must be at least 18 and a High Schooler would have to miss the first and last class. Burnett listed several intersections crossing guards are stationed at.

Roll call vote carried unanimously.

B. School Resource Officer- Consider the SRO agreement with Buchanan Community Schools.

McGhee characterized this year's SRO agreement as essentially a renewal. The School pays 75% of the cost and the City pays 25%, with Burnett having secured a grant to pay the City's portion. We have received positive feedback from the program, including reduced calls to the schools for the Police Department. Vigansky asked if the State would continue to grant program, McGhee answered that there isn't a guarantee with elections and changes in administrations.

Money moved, seconded by George, to approve the SRO agreement with Buchanan Community Schools as presented.

Swem commented that our School Resource Office is a great presence in the schools and does a good job.

Roll call vote carried unanimously.

C. Proposed Ordinance Introductions & Schedule Public Hearings and First Readings for September 28, 2026- Consider the introduction of the following proposed ordinances and direct staff to schedule the required public hearings and first readings for the September 28, 2026, City Commission meeting, following Planning Commission review and recommendation:

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.

Swem moved, seconded by Money, to approve the introduction of 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, and Ordinance No. 2026.10 / 459 – Unified Development Code Amendment – Sign Standards.

Planning & Community Development Director Kristen Gundersen summarized proposed changes to the Unified Development Code.

Roll call vote carried unanimously.

C. Economic Development Incentive Policy- Consider approving the proposed economic development policy.

McGhee presented the proposed economic development incentive policy addressing various tax incentive policies developers look at, such as Brownfields, Obsolete Property, Workforce Housing, etc. The policy establishes a standard approach to such projects.

Swem moved, seconded by Money, to approve the proposed Economic Development Incentive Policy as presented. Roll call vote carried unanimously.

D. City Vehicle Fleet- Consider the amended leasing agreement.

The City is adding two vehicles to its rental agreement to replace current City vehicles that are no longer in good condition.

George moved, seconded by Vigansky, to approve the amended leasing agreement.

Vigansky asked how much these vehicles cost new. McGhee replied that Police cruisers, before they are kitted out, are around \$55,000 and pickup trucks are around \$60,000 and \$70,000. Vigansky asked Burnett how they determine if an officer can still drive the cruiser after accidents. Burnett responded that accidents such as the recent one involving hitting a deer, are expected in a place like Michigan, but for repeated accidents officers could be sent to driving school or being given a professional improvement plan.

Roll call vote carried unanimously.

E. L&L Air Trim Plant Rehabilitation District: Consider scheduling a Public Hearing for September 14, 2026, at 7:00 PM. L&L Air Trim Collection Systems, LLC has requested the creation of a Plant Rehabilitation District for the properties located at 600 Cecil Street, 607 Berrien Street, and 701 Berrien Street.

L&L Air Trim purchased the property familiar to locals as the old EV building a few years ago, are using a portion of the building for themselves, and would like to remodel and leave out the rest of the building. The creation of a Plant Rehabilitation District would set them up to be able to apply for a tax exemption for future improvements which would be reviewed per the economic development incentive policy.

Money moved, seconded by Swem, to schedule a Public Hearing for September 14, 2026, at 7:00 PM. Roll call vote carried unanimously.

F. Expenditures- Consider approving the expenditures in the amount of \$83,509.32.

Vigansky moved, seconded by George, to approve the expenditures as presented. Roll call vote carried unanimously.

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

A. Michigan Municipal League Annual Meeting Notice

Clerk Langston-Weiss shared MML annual meeting notice.

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

Mary Gilbert – Asked City Commission candidates to answer the question “what’s so special about you that makes you the most qualified person to make decisions for this town.”

Norma Ferris – Asked for more information on City Commission candidates.

XX. Executive Comments

A. City Manager Comments

Terracon, a new business in the community and national environmental/consulting/engineering/materials testing firm, recently had an open house. They’ve already employed over 50 people in town with plans to hire more. There will be substantial patching work done on River St starting Monday.

B. Commissioner Comments

George – Shared information on Faith & Family Day, this Sunday at the Common. The Buchanan Area Recreation Board is working on their new five-year plan and has released a survey for residents and locals to share their priorities for our parks. To Ms. Gilbert's question, George brings a young perspective to this community as well as being the only woman on the board. She loves Buchanan and is planning to stay here. Transparency and financial stability are important to her.

Swem – Had a great time at the National Night Out event. The Chili Walk will be coming back October 3rd as part of the new Harvest Festival. The Brownfield Redevelopment Authority met this month and is working to be proactive about development sites. There has been a lot of progress with Bertrand Township and a potential extension of water services supplied there by the City.

Vigansky – Reiterated George's points and added that he is no afraid to ask questions and is proud of his record. He loves the work and thanked the Board for the good discussion tonight. Vigansky shared also that Tony Houser is no longer running for City Commission, though his name will still be on the ballot as they've already been sent for printing.

Money – Congratulated Mrs. Lewis on the fine work she's done in Buchanan. There had been a candidate forum in previous years for City Commission candidates. Thanks the Board and City Staff for their hard work.

C. Mayor Comments

Terracon is another great asset for the community. He also congratulated Mrs. Lewis. The Concert Series had wrapped up another great year. Weedon answered Ms. Gilbert that a history of leadership and work, as well as faith and belief in the City of Buchanan qualifies him as a City Commissioner. He appreciates the community, the Board, and the staff.

XXI. Adjourn

Money moved, seconded by George, to adjourn the meeting at 8:08pm. Voice vote carried unanimously.

Kalla Langston-Weiss, City Clerk

Mayor Mark Weedon



Water report for August 2026

The Water Department continues to replace aging meters and MXUs, and all EGLE requirements for the month have been completed. Well 3 has been abandoned and sealed by Peerless Midwest, and staff will begin removing the VFD drive and SCADA system hardware. We are also providing water and sewer infrastructure information to contractors for the vacant-lot housing project. Based on current information, approximately seven water services will need to be added because those addresses previously did not have service.

The department received numerous Miss Dig requests this month. Semco Gas is replacing gas mains throughout town, with most requests covering one- to two-block areas. AT&T is also installing several new fiber-optic lines.

Staff continued mowing at the water towers, Booster Station, and water plant. The department also completed routine equipment and vehicle maintenance, including washing vehicles, cleaning tools, and organizing work areas.

Overall, the Water Department made steady progress this month on required compliance work, infrastructure coordination, system updates, and routine maintenance, while continuing to support ongoing utility improvements throughout the city.

Memorandum



Planning and Community Development – August 2026 Monthly Report

- *Meetings*
 - Staffed Downtown Design Review Committee meeting – August 5th
 - Attended City Commission meetings – August 10th and 24th
 - Staffed Planning Commission meeting – August 11th
 - Attended DDA meeting - August 12th
 - Attended Southwest Michigan Planning Commission Meeting – August 18th
 - Attended Michigan Association of Planning Board Meeting – August 14th
- *Planning Commission*
 - Master Plan Update – Reviewed draft Objectives, Goals and Tasks
 - Received and reviewed Downtown Design Review Committees recommendation for changes to Unified Development Code.
 - Directed staff to prepare 3 applications for text amendment to Unified Development Code.
 - Unified Development Ordinance – did not discuss at the July meeting.
- *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.
 - Tall grass enforcement was modified beginning in July. All streets are driven weekly and informed of violations on Thursday. The list is forwarded to Public Services for mowing on Monday.
 - Coordinated with Public Works and contractor regarding 50/50 Sidewalk Replacement Program. Majority of 50/50 Sidewalk Replacement Round 1 completed.
- *Planning and Zoning Division*
 - Completed three applications, supplemental information and legal notices associated with proposed amendments to Unified Development Code.
 - Completed one application for a map amendment/rezoning including supplemental information and legal notices.
 - Tweaked Objectives, Goals and Tasks for Master Plan review for Master Plan.
 - Worked on tweaks to Future Land Use Map for Master Plan.
 - Drafting changes to right-of-way permit application with written process.
 - Worked on drafting planned unit development language for Unified Development Code.

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					374
Building addition	0	0	1	0	0	0	1	0					2
Demolition	0	0	1	0	0	0	0	0					1
Interior/Exterior Remodel/Repair	3	3	0	2	4	4	4	5					25
New construction - bldg/+200 sf	0	0	0	1	1	0	1	2					5
Occupancy Permit - Change of Use	1	0	1	0	0	1	0	0					3
Roof, Window, Waterproofing	2	1	7	12	10	13	9	10					64
Monthly Permits Issued	6	4	10	15	15	18	15	17					100
Electric permits - contract inspector	2	6	6	6	4	1	1	1					27
Monthly Totals	8	10	16	21	19	19	16	18					127
Code Enforcement													
Investigated Complaints	10	12	11	12	17	16	18	14					110
Parking on Grass	0	0	4	7	1	3	4	5					24
Rental Inspections	15	52	27	30	18	1	3	2					148
Tall Grass	0	1	0	31	22	25	154	163					396
Misc Enforce Letter	0	0	1	2	2	1	1	1					8
2nd Enforce Letter	0	0	1	2	4	1	1	1					10
Final Enforce Letter	0	0	0	0	0	1	1	1					3
Citation Issued	1	0	0	0	0	0	1	0					2
Monthly Totals	26	65	44	84	64	48	183	187					701
Planning and Zoning													
Code Enforcement	0	0	0	0	2	0	5	2					7
Bldg Permit Review	1	0	0	1	1	2	1	1					7
Land Division	0	0	0	0	1	1	0	0					2
Admin Design Review	3	0	0	1	0	0	0	0					4
Sidewalk Café	0	0	0	1	0	0	0	0					1
Accessory Structure	0	0	1	0	2	0	1	0					4
Fence	0	0	4	2	5	3	5	2					22
Sign	3	0	2	1	3	0	0	0					9
Monthly Totals	7	0	7	6	14	6	12	5					57

Buchanan Police Department -- (269) 695-5120

09/03/2026 01:54 PM

Incident List

Page: 1

Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
08/01/2026	08/31/2026	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
26-001668	08/04/2026	10:12	TREE DAMAGE	CULLUM JASON		Closed
			<u>Name</u>	<u>Sex</u>	<u>Age</u>	<u>Involvement</u>
			GRAFFORD, DEBRA, LYNN	F	68	Complainant
						Offense
						Ordinance Violation (99010)
26-001669	08/04/2026	10:27	DAMAGED SHED	CULLUM JASON		Closed
26-001731	08/11/2026	11:21	PROPERTY ISSUES	CULLUM JASON		Open
			<u>Name</u>	<u>Sex</u>	<u>Age</u>	<u>Involvement</u>
			QUICK, MICHELE, ANNETTE	F	64	Complainant
						Offense
						Ordinance Violation (99010)
26-001736	08/11/2026	14:16	YARD PARKING	CULLUM JASON		Closed
26-001778	08/17/2026	10:10	PARKING IN THE YARD	CULLUM JASON	AN	Closed
26-001779	08/17/2026	10:21	PARKING IN THE YARD	CULLUM JASON		Open
26-001791	08/19/2026	13:59	JUNK VEHICLE	CULLUM JASON		Closed
26-001792	08/19/2026	14:14	COUCH ON THE CURB	CULLUM JASON		Closed
26-001793	08/19/2026	14:25	BROKEN WINDOW	CULLUM JASON		Closed
26-001847	08/25/2026	15:05	TRASH ON THE CURB	CULLUM JASON		Open
26-001848	08/25/2026	15:12	MATTRESS ON THE CURB	CULLUM JASON		Open
26-001849	08/25/2026	15:24	BROKEN WINDOW	CULLUM JASON		Open
			<u>Name</u>	<u>Sex</u>	<u>Age</u>	<u>Involvement</u>
			PARSONS, JENNIFER, LYNN	F	47	Suspect
						Offense
						Ordinance Violation (99010)

Incident Total: 12

PREPARED BY: Klay Weaver**PREPARED ON:** 9/8/2026**SUBJECT:** DPW Briefing – Month of August 2026**BACKGROUND:**

- Weekly town trash runs
- Weekly town mowing/weed whacking/Police mow lists
- Weekly road patch grading
- Hauled and set up/took down voting equipment
- Cleaned 4 catch basins on Alexander and Camera storm sewer
- Installed new hydraulic line for belly blade pivot
- Spread 4 ton of cold patch 8/4, 8/13
- Dug/formed/poured new concrete catch basin wall and installed 22' of 6in corrugated pipe to tie into 2 catch basins on Alexander St
- Cleaned up Centennial for National Night Out Event
- Took down Veteran Banners and installed new set of them
- Installed new shocks, wheel bearings, ball joints, front rotors, tie rods and oil change on Water Dept 2016 Ford F-250
- Put new name plates on benches for Trail (Jerry)
- Weedeat guardrail and trail fence along Schirmer Parkway
- Cleaned all drains downtown / pulled all weeds in tree grates downtown
- Trenched in 41' of conduit/wire for Farmers Market pole power to cameras
- Hauled wood to shop from storms
- Installed new beacon light on the Patch Wagon
- Filled in hole from uprooted tree at 109 N Detroit
- Serviced Bandit Chipper
- Crack sealed Terre Coupe, River St – East of Schirmer
- Cut plate inserts and welded in chute box for the ODB
- Removed DNR signage from Victory St and installed on Richards St
- Took Roberts Service around to City Buildings for HVAC quotes
- Built new catch basin grate top for Post Office alley and installed
- Trim trees at 4th/Main, 5th/Main, Chicago, Schirmer, Clark/Chicago, Duck Pond, River st
- Put new stickers on all street signs downtown in project area
- Took out all raised garden beds and trash from Victory St lot
- Started building frames for new entrance to city signs and disc golf signage
- Dug and set all 18 disc golf hole markers
- Cut broken Hydrant marker for homeowner at 317 Miller
- Help Caleb install cameras by Veteran Memorial Park on Redbud

- Jet Sewer behind barns for Kent Power/Semco project
- Fix trail on Walton by River St Joe
- Spray 50/50 vinegar mix on trail going to River St Joe
- Fix steering on Kubota F3990
- Serviced cemetery mini excavator and changed fuel sending unit
- Throw away stuff at the ZTin Shop for Alice Kring
- Pull out stuck truck Peerless truck at well 3
- Started hauling leaves/woodchips from River st parking lot
- Started moving pile of asphalt millings and gravel at River st parking lot
-
- NOT AN ALL-INCLUSIVE LIST

Buchanan Police Department -- (269) 695-5120

09/03/2026 01:56 PM

Offense Count Report

Page: 1

Report Criteria:

Start Offense	End Offense	Officer
01000	99010	ALL
AUGUST 2026		
08/01/2026-08/31/2026		

Offense	Description	AUGUST 2026
13001	NONAGGRAVATED ASSAULT	2
13002	AGGRAVATED/FELONIOUS ASSAULT	4
13003	INTIMIDATION/STALKING	2
23003	LARCENY - THEFT FROM BUILDING	1
23005	LARCENY - THEFT FROM MOTOR VEHICLE	1
23007	LARCENY - OTHER	1
24001	MOTOR VEHICLE THEFT	1
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	1
26002	FRAUD - CREDIT CARD/ATM	1
29000	DAMAGE TO PROPERTY	1
35001	VIOLATION OF CONTROLLED SUBSTANCE	1
38001	FAMILY - ABUSE/NEGLECT NONVIOLENT	3
41002	LIQUOR VIOLATIONS - OTHER	2
48000	OBSTRUCTING POLICE	1
50000	OBSTRUCTING JUSTICE	2
53002	PUBLIC PEACE - OTHER	4
54002	OUIL OR OUID	1
54003	DRIVING LAW VIOLATIONS	4
55000	HEALTH AND SAFETY	1
57001	TRESPASS	7
70004	Juvenile Issues	1
73000	MISCELLANEOUS CRIMINAL OFFENSE	1
93001	PROPERTY DAMAGE ACCIDENT/PI	12
93002	Private Property Accident	3
93004	Abandoned Vehicle	2
98003	Property Checks	1
98005	Alarms	11
98006	Civil	7
98007	Suspicious Situation	30
98008	Lost & Found Property	5
99007	Medical Assist	37
99008	General Assist	60
99009	General Non-Criminal Assist	28
99010	Ordinance Violation	23
Totals:		262



Clerk Department

City Meetings

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

Meeting	Regular Mtg	Special Mtg	Subcommittees
City Commission	8/10 & 8/24		
Planning Commission	8/11		
Tree Friends/DRC/One Buchanan			
DDA	8/12		
Joint Water Sewer Board	8/17		
Friends of the Trail			
BARB			
Resolutions	YTD	13	
Ordinances	YTD	13	

Elections: August included significant election-related activity, including post-election record retention work, review of Receiving Board procedures, and updates to training materials to reflect the new electronic poll book. I also continued planning for the proposed consolidation of the City's voting precincts for 2027 and began preparing for the necessary Election Commission and ordinance steps. In addition, I continued monitoring State and federal developments affecting absentee and mail ballot procedures and provided election guidance and support to other local clerks as needed.

Permits & Other 1/1/2026- Present

Road Right of Way	16
Food Truck	10
Marihuana	16
Notary	27
FOIA	121
Bids	16

Cemetery

Continued work on cemetery administration and implementation of the BS&A Cemetery module, including ongoing review and organization of cemetery records and processes. Shannon and I also attended a cemetery conference in August, which provided training and updates on cemetery operations, recordkeeping, best practices, and current issues affecting municipal cemeteries. Shannon has also taken the initiative to begin exploring the addition of a Memorial Garden, which would provide a designated area for families to scatter cremated remains. This concept is still in the early planning stages, and additional information and recommendations will be brought forward as the project develops.

YTD- 18 plots sold

YTD- 26 burials

Administrative

August included continued support for City Commission, Planning Commission, DDA, and other board and commission activities, including preparation of agendas, minutes, resolutions, ordinances, public hearing notices, and follow-up documentation. The Clerk's Office also continued records management and electronic filing work, assisted departments with administrative and statutory questions, and tracked ordinance publication, public hearing, and other legal notice requirements. FOIA administration remained a significant part of the monthly workload, with several large and complex requests requiring coordination across multiple departments, extensive record searches, review of responsive documents, fee calculations, extensions, and

preparation of formal responses. Additional time was spent reviewing upcoming board appointments and reappointments, coordinating records and meeting materials, and supporting several ongoing City projects.

Website & Accessibility

August included continued review of the City's website services and upcoming federal accessibility requirements. I reviewed the CivicPlus migration proposal, associated pricing, and the accessibility services being offered as part of the transition. One of the primary concerns is ensuring that any website platform selected by the City is capable of meeting the accessibility standards that will apply to municipalities, while also providing a cost-effective long-term solution. We are continuing to evaluate CivicPlus and other available options for website hosting, agenda management, codification, and accessibility compliance before determining the best path forward



WASTEWATER ACTIVITY BRIEFING August 2026

- The Glaser Lift Station experienced ongoing communication issues beginning on the 1st. Both pumps were indicating a high wet well condition every hour; however, it appeared that the wet well was never actually at a high level. Wastewater employees responded to the alarms as needed to clear them. Gasvoda and Associates was contacted on Monday the 3rd and came out on the 4th to address the communication issue. The communication issue initially appeared to be resolved, but the following day an operator noticed on the trench sheets that there was no recorded pump runtime. Terry inspected the station and found that the pump appeared to be operating normally, but runtime was not being recorded. It was determined that the communication problem was still occurring. Gasvoda was contacted again on the 6th and initially scheduled a service visit for the 12th, with confirmation requested on the 10th. The appointment was later moved to the 20th. When Gasvoda returned, they found that two wires had been moved, which was causing the communication issue. They also determined that a transducer was faulty. The necessary replacement parts have been ordered and will be installed once they are received. The Glaser Lift Station also continued to generate call alarms for high and low wet well levels and pump failures even when the system appeared to be operating properly upon inspection by the operator. It was concluded that the age of the system is contributing to these false alarms and that an updated system will eventually be necessary.
- On the 17th, Bisbee Infrared completed the facility's annual infrared inspection. Only one wire was found to be running warmer than expected. The technician recommended resetting the box and allowing it to sit for several minutes before checking the line again. After the reset, the wires were checked again and have remained within acceptable temperatures.
- On the 21st, the Kubota developed a bearing failure on the right side. The bearing had been slowly leaking oil for the past several months. He also notices that the other bearing was bad so that was replaced too. Terry replaced the seal and bearing on the front tire assembly.
- Bids for ferrous chloride were solicited for the current fiscal year. The process was completed with PVS Technologies, and the agreement is in place through June of next year.
- Throughout the month, the gate located in the middle of the ditches has remained lowered to allow the south ditch to begin operating again soon.
- The facility completed 129 preventive maintenance work orders during the month. These work orders included routine inspections, equipment maintenance, and several labor-intensive repairs.



FINANCE DEPARTMENT REPORT:

August 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- 1st Source Bank, Sturgis Bank and Honor Credit Union

- 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 8/10/26

Property taxes due August 10, 2026

Tax distribution for the month of July 2026

Final payment to K&R for downtown project withholding \$10,000 for final finish work (Wesner's)

Enter the DDAs new budget in BS&A based on their new TIF plan. Prepare financial reports for the DDAs August meeting.

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

Review the new lease documents for the Cemetery's new Dump Truck.

Attend Brownfield meeting on 8/11/26

Meet with Alice Kring regarding the Fine Arts Council. Conversation with her about creating a 501(c)3 and getting their own EIN number. Prepared checks for her to distribute for July expenses.

Consult with Joelle at Abonmarche regarding filing an amendment for the Riverfront grant project to extend the time for completion of the project. Tony wants to rebid the contracts.

Research special revenue funds versus fiduciary funds for BARB

Signed up for BS&A University: learning platform for when we transition to BS&A Cloud in August and enrolled everyone.

August 19 – 24 BSA down for taking payments.

Work on going through the BS&A University training (videos and reading materials) for the modules before going live.

August 24th we went live with the BSA Cloud

Begin work on preparing year end 2026 closing entries in BS&A for the audit.



810 Rynearson Street
Buchanan, MI 49107
Phone: 269 695-7119
Fax: 269 695-2901
www.thebasc.org

September 9, 2026

City Commission
City of Buchanan
302 N Redbud Trail
Buchanan, MI 49107

Dear Commissioners,

Berrien County is blessed with 7 senior centers located throughout the county, so everyone has access to a nearby senior center. This blessing comes from county voters who, every four years, overwhelmingly approve the millage funding. The millage funding is split evenly between the 7 centers and our responsibilities for receiving the funding are outlined in the Terms of Appropriation, which requires:

1. Each senior centers must serve any Berrien County resident who is 60 years and older
2. Each senior center must provide a Non-Emergency Medical Transportation program within their NEMT service area

The St. Joe/Lincoln Senior Center (SJLSC) recently asked the Berrien County Commission to change the senior center millage distribution from an even 7-way split to a split based upon the assessed property values within the NEMT service area and the total population within the NEMT service areas. Here are the problems with this approach:

1. Suggests that wealthy and urban communities deserve more funding than rural and less-affluent communities.
2. The service area referenced only applies to the NEMT program for logistical efficiency of transportation but otherwise we all serve the same population.
3. SJLSC proposed this to the County Commission before sharing it with the senior centers.

Please note that SJLSC is reportedly changing their original proposal that included a 30% reduction to BASC's millage funding (see attached document), but they still inaccurately base the proposal on an assertion that the NEMT service area is each agency's total service area. That assertion is completely false.

We are always willing to discuss the funding needs of all of our senior centers, but we are not willing to entertain a proposal that harms senior centers based in lower-income rural communities. **The Board of the Buchanan Area Senior Center respectfully requests that the Buchanan City Commission officially support our position that millage funding continue to be divided equally between the 7 Berrien County senior centers.**

Thank you,

Deborah Hendrix
President

Adam Burck
Executive Director

Continue Equal Funding of Seven Berrien County Senior Centers

Berrien County is blessed with 7 senior centers located throughout the county, so everyone lives near at least one senior center. County voters provided this blessing by overwhelmingly approving the property tax millage supporting the centers. The millage is split equally between the 7 centers, and, in return, all centers are obligated to serve any Berrien County resident 60+ years old. You would think that folks go to the closest senior center, but many may actually travel to a center with the programs and services they need and the center they like most. The Buchanan Area Senior Center provides a great array of programs and services attracting people from throughout the county, as 27% of our attendees come from Niles and another 18.5% from the rest of the county.

Recently, the St. Joseph/Lincoln Senior Center (SJLSC) asked the Berrien County Commission to change millage funding from the current equal 7-way split to one based upon property values and total population of the community where the center is located (note: the proposal gives total population as the senior population, which is inaccurate). This approach gives more funding to wealthier urban communities and less money to lower income rural communities. In fact, the SJLSC proposal recommends cuts to millage funding for 4 rural senior centers totaling \$288,359 and redistributing these funds to 3 mostly urban senior centers, with the majority (\$162,873) going to SJLSC. Do you think that is fair? The position of the BASC Board of Directors is that millage funding should continue as an

Continue Equal Funding of Seven Berrien County Senior Centers

even 7-way split to provide every senior center an equal opportunity to serve the community. All older adults should have convenient access to a senior center regardless of their income or location in the county.

While the Board of the BASC empathizes with SJLSC's quest for additional funding, this should not be addressed by robbing Peter to pay Paul. In order to best serve older adults, the BASC supplements County funding by raising funds through various methods, including fundraising events, an annual appeal, general donations, sponsorships and grant funding. We are grateful for our community's generosity, despite our community's economic status. Buchanan has a median household income of \$56,163 as compared to both the Berrien County median income of \$65,425 (16.5% higher than Buchanan) and the St. Joseph median income of \$84,057 (50% higher than Buchanan), per data from the U.S. Census Bureau's 2024 *American Community Survey*. We are proud of our community for their generosity and support of our work, and we are grateful to all senior centers in Berrien County for their great work supporting older adults.

Memorandum



Date: September 3, 2026

To: Buchanan City Commission

From: Kristen Gundersen, Planning and Community Development Director

Subject: **Consideration of an Amendment - Unified Development Code – Table 71- J Use Matrix – Residential and Article V Definitions – Second Reading of Draft Adopting Ordinance**

Background

While reviewing the Unified Development Code (UDC), staff had concern regarding Table 71-J Use Matrix as it relates to different types of residential uses allowed and drafted language for the Planning Commission to review. During the May 12th Planning Commission meeting, draft language was discussed, and support was given to move forward with a public hearing at the July 14th Planning Commission meeting.

City Commission Action

On August 10, 2026, the City Commission conducted a public hearing and unanimously approved the first reading of the draft adopting ordinance and scheduled the second public hearing and reading of the ordinance for September 14, 2026.

Planning Commission Recommendation

The Planning Commission conducted a public hearing on the request to amend Table 71-J Use Matrix – Residential and Article V Definitions. One audience member spoke in favor of the request. After deliberating the proposed amendment, the Planning Commission unanimously recommended approval of the amendment with the condition that the proposed new definition of Accessory Dwelling Unit read “principal use” rather than “principal dwelling” to decrease confusion where the accessory dwelling unit could be located in the D Downtown District.

Attached is the Text Amendment application with draft red-line changes to Table 71-J Use Matrix – Residential and Article V Definitions. Below is a summary of the draft changes:

- Includes reference to Accessory Dwelling Units as established.
- Would allow a single dwelling units above the ground floor in the Downtown District.
- Expands the number of attached dwelling units allowed in the NE Neighborhood District by right or a special use and aligns the language with the GN General Neighborhood and Neighborhood Center Districts.
- Consolidated the number of attached dwelling units allowed as 1-4, 5-7 and more than 8. Existing language found in Tables 71-C through H provides development regulations including

Memorandum

location of required on-site parking for the different zoning districts and Table 71 I Façade Types provide additional language regarding the façade design.

- Allows dwellings in the SC Suburban Commercial District where building can be 3-stories tall.
- Requires any building with 8 more dwelling units to obtain a Special Use permit from the Planning Commission.
- Prohibits residential uses on the ground floor in the Downtown or Suburban Commercial districts and allows an accessory dwelling unit on the ground floor in the D Downtown District at the rear of a building when the front is occupied with an allowed use.

Article V Definitions added the following definitions: 1) dwelling unit; single-detached dwelling unit; single-attached dwelling unit; modular dwelling unit and modified accessory dwelling unit and mobile home. All definitions would be found under the term “dwellings” for easier review.

Recommendation

Please consider the second reading of the draft ordinance amending the Unified Development Code associated with Table 71-J Use Matrix – Residential and Article V Definitions related to dwellings which provides additional housing opportunities in several zoning districts and meets the standards found in Section 71-36.B.2 of the Unified Development Code.

DRAFT PROPOSED ORDINANCE
8/10/2026 and 9/14/2026

CITY OF BUCHANAN
ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT CODE (ZONING
ORDINANCE) OF THE CITY OF BUCHANAN TO ARTICLE III. ZONING SECTION
71-18.B USE - TABLE 71-J USE MATRIX – RESIDENTIAL AND
ARTICLE V. DEFINITIONS, RELATED TO RESIDENTIAL USES AND DEFINITIONS
ORDINANCE NO. 2026.09/454

IT IS HEREBY ORDAINED BY THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN:

SECTION 1. Article III. Zoning – Section 71-18.B Use Table 71-J Residential is hereby amended to read in its entirety as follows:

TABLE 71-J USE MATRIX							
	N	NE	GN	NC	D	SC	I
Residential							
Home occupation – See Sec. 71-23		A	A	A	A		
Accessory Dwelling Unit (ADU) See Sec. 71-24		A	A	A			
Accessory Dwelling Unit on the ground floor in the rear 50% of a building when there is an existing and active permitted principal use in the front of the building					A		
1 detached dwelling unit per lot		■	■	■			
1-4 attached dwelling units per lot ¹		■	■	■	■	■	
5-11 attached dwelling units per lot ¹		S	S	■	■	■	
More than 12 attached dwelling units per lot ¹		S	S	S	S	S	

¹Residential dwelling units located on the ground floor/first floor/street level in the D Downtown and SC Suburban Commercial Districts are prohibited.

Permitted use ☐
Temporary use T
Accessory use A
Special use permit S
Prohibited use blank space

SECTION 2. Article V. Definitions is partially amended as follows:

Dwelling Unit: a building or portion thereof occupied wholly for residential living purposes by one family that is physically separated from another dwelling which may be in the same structure or on a separate parcel. A Dwelling Unit contains at a minimum an independent cooking/kitchen, sleeping area, and full bathroom facilities, but is not a hotel, motel, or boarding house.

Accessory Dwelling Unit (ADU): a dwelling unit not greater than 600 square feet, that is incidental and subordinate to the principal use, as separate, complete housekeeping unit with a separate entrance, kitchen, sleeping area, and full bathroom facilities from the principal dwelling, and located on the same parcel as the principal dwelling. An ADU can be an expansion or retrofitting of an existing dwelling or a new or retrofitted space within a portion of an accessory building.

Single Detached Dwelling Unit: a dwelling unit that is not within the same structure as another dwelling unit, often referred to as a Single-Family Home.

Single Attached Dwelling Unit: a dwelling unit within the same structure as a commercial use or uses, but with no other dwelling units in the building. An example is a single dwelling located above a commercial use, often referred to as a mixed-use building.

Two to Four Attached Dwelling Units: two to four dwelling units that are all principal uses owned individually or by one entity and leased individually. An example is a multifamily building or attached duplex, triplex or townhomes on the same property. They can share a common entrance and hallway or have private ground floor entrances from the outside into the building. Individual dwelling units can be located on separate floors and can be located above a commercial use.

Five to Eleven Attached Dwelling Units: when there are five to eleven dwelling units that are all principal uses in one building, owned individually or by one entity and leased individually. An example is a multifamily building or townhomes on the same property. They can share a common entrance and hallway or have private entrances from the outside. Individual dwelling units can be located on separate floors and can be located above a commercial use.

Twelve or more Attached Dwelling Units: when there are more than twelve dwelling units in a single building or multiple buildings on the same property, owned individually or by one entity and leased individually and can be located above a commercial use.

Mobile Home or Manufactured Home: a structure, transportable in one or more sections, which is built on a chassis and designed to be used as a dwelling without permanent foundation and includes the plumbing, heating, air conditioning, and electrical systems contained in the structure. Mobile home does not include recreational vehicles/campers.

Modular Dwelling Unit: a dwelling unit constructed solely within a factory, as a single dwelling unit, or in various sized modules or components, which are then transported by truck or other means to a site where they are assembled on a permanent foundation to form a single-dwelling unit, and meeting all codes and regulations applicable to conventional single-dwelling construction.

SECTION 3. Effective Date.

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

MADE, PASSED, AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN ON THE __ DAY OF SEPTEMBER 2026 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON DAY__ OF SEPTEMBER 2026 BY

MARK WEEDON, MAYOR _____

KALLA LANGSTON, CITY CLERK _____

CERTIFICATION, I hereby certify that the above is a true and complete copy of an ordinance adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on the ____ day of September 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 as required by said act.

Kalla Langston, City Clerk



Date: September 8, 2026
To: City Commission
From: Kalla Langston-Weiss, City Clerk
Subject: L&L Air Trim Collection Systems, LLC – Plant Rehabilitation District

L&L Air Trim Collection Systems, LLC submitted a request to establish a Plant Rehabilitation District for property located at 600 Cecil Street, 607 Berrien Street, and 701 Berrien Street. The request identifies all three parcels and includes their legal descriptions.

The City Assessor also provided a signed Statement of Obsolescence for the industrial property located at 600 Cecil Street. The statement identifies the age and condition of the building, deferred maintenance, roofing issues, outdated industrial configuration, and need for substantial modernization, and concludes that the property suffers from more than 50% functional obsolescence.

The 2026 State Equalized Value of the 600 Cecil Street parcel is \$40,300. The other two parcels have State Equalized Values of \$2,700 and \$5,500, for a total proposed district SEV of \$48,500.

The required public hearing was scheduled for September 14, 2026, and notice was provided. Following the public hearing, the City Commission may consider Resolution No. 2026.09/15 establishing the L&L Air Trim Plant Rehabilitation District.

The legal descriptions of the properties are included as Exhibit A, and a parcel map depicting the proposed Plant Rehabilitation District boundary is included as Exhibit B.

Establishment of the district does not itself grant a tax abatement. L&L Air Trim would still be required to submit a separate Industrial Facilities Exemption Certificate application for future consideration.

Recommended Action:

Approve Resolution No. 2026.09/15 establishing the L&L Air Trim Plant Rehabilitation District for 600 Cecil Street, 607 Berrien Street, and 701 Berrien Street.

**CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN
RESOLUTION NO. 2026.09/15**

Memorandum

RESOLUTION ESTABLISHING THE L&L AIR TRIM PLANT REHABILITATION DISTRICT

At a regular meeting of the City Commission of the City of Buchanan, Berrien County, Michigan, held on September 14, 2026, at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan.

WHEREAS,

L&L Air Trim Collection Systems, LLC submitted a written request to the City of Buchanan for the establishment of a Plant Rehabilitation District pursuant to Public Act 198 of 1974, as amended, for the following properties:

- **600 Cecil Street** — Parcel No. 58-0036-0259-01-3
- **607 Berrien Street** — Parcel No. 58-6900-0033-01-4
- **701 Berrien Street** — Parcel No. 58-6900-0028-00-2

The written request identifies all three properties and includes their parcel numbers and legal descriptions.

WHEREAS,

L&L Air Trim Collection Systems, LLC is the owner of the properties included within the proposed district;

WHEREAS,

Public Act 198 of 1974 authorizes the City Commission to establish a Plant Rehabilitation District consisting of one or more parcels or tracts of land; and

WHEREAS,

prior to consideration of this resolution, the City provided written notice by certified mail to the owners of all real property located within the proposed Plant Rehabilitation District and scheduled a public hearing; and

WHEREAS,

on September 14, 2026, the City Commission held a public hearing regarding establishment of the proposed Plant Rehabilitation District, at which property owners and other residents or taxpayers of the City were provided an opportunity to appear and be heard; and

WHEREAS,

the City Assessor provided a signed Statement of Obsolescence concerning the industrial property located at 600 Cecil Street and concluded that the property suffers from more than 50% functional obsolescence; and

WHEREAS,

the 2026 State Equalized Value of the industrial property at 600 Cecil Street is \$40,300, and the total State Equalized Value of the three parcels comprising the proposed district is \$48,500;

WHEREAS,

the City Commission finds that property comprising not less than fifty percent (50%) of the State Equalized Value of the industrial property within the proposed district is obsolete; and

WHEREAS,

the City Commission finds that establishment of the Plant Rehabilitation District will support rehabilitation and continued productive industrial use of the property.

Memorandum

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN:

1. The City Commission hereby establishes the **L&L Air Trim Plant Rehabilitation District** pursuant to Public Act 198 of 1974, as amended.
2. The district shall consist of the following properties:
 - 600 Cecil Street — Parcel No. 58-0036-0259-01-3
 - 607 Berrien Street — Parcel No. 58-6900-0033-01-4
 - 701 Berrien Street — Parcel No. 58-6900-0028-00-2
3. The legal descriptions of the properties comprising the district are attached as **Exhibit A** and incorporated by reference.
4. The parcel map depicting the boundaries of the L&L Air Trim Plant Rehabilitation District is attached as **Exhibit B** and incorporated by reference.
5. The City Commission finds that property comprising not less than fifty percent (50%) of the State Equalized Value of the industrial property within the district is obsolete.
6. Establishment of this Plant Rehabilitation District does not constitute approval of an Industrial Facilities Exemption Certificate. Any application for an Industrial Facilities Exemption Certificate shall be submitted and considered separately in accordance with Public Act 198 of 1974.
7. The City Clerk is authorized and directed to maintain this resolution, the legal descriptions, district map, public hearing notice, proof of certified mailing, and supporting materials as part of the official record of the district.
8. This resolution shall take effect immediately upon adoption.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

Kalla Langston-Weiss, City Clerk

Date: September 14, 2026

CERTIFICATION

I, Kalla Langston-Weiss, Clerk of the City of Buchanan, Berrien County, Michigan, hereby certify that the foregoing is a true and complete copy of Resolution No. 2026.09/15 adopted by the Buchanan City Commission at a regular meeting held on September 14, 2026.

Kalla Langston-Weiss, City Clerk

EXHIBIT A

LEGAL DESCRIPTIONS

600 Cecil Street

Parcel No. 58-0036-0259-01-3

Memorandum

COM 515' E & 64' N OF W1/4 PST SEC 36 T7S R18W TH S75DEG E 42' TH E 753.4' TH N 468.8' TH W 326.4' TH N 48.4' TH W 468' TH S 503.6' TO POB ALSO LOTS 29 30 88 166 167 & 168 LIBERTY HEIGHTS ADD TO CITY OF BUCHANAN.

607 Berrien Street**Parcel No. 58-6900-0033-01-4**

LOTS 33 & 34 RYNEARSON ADD TO CITY OF BUCHANAN ALSO N 1/2 VAC JORDAN ST LYING S OF LOT 33 PER 962/832 ALSO THE E1/2 OF VAC BERRIEN ST ADJ TO SD LOTS.

701 Berrien Street**Parcel No. 58-6900-0028-00-2**

LOTS 28 TO 32 INCL RYNEARSON ADD TO CITY OF BUCHANAN ALSO THE E1/2 OF VAC BERRIEN ST ADJ TO SD LOTS.

EXHIBIT B**L&L AIR TRIM PLANT REHABILITATION DISTRICT MAP****City of Buchanan, Berrien County, Michigan**

Properties included:

Memorandum

- 600 Cecil Street — Parcel 58-0036-0259-01-3
- 607 Berrien Street — Parcel 58-6900-0033-01-4
- 701 Berrien Street — Parcel 58-6900-0028-00-2



Memorandum



Date: September 9, 2026
 To: Buchanan City Commission
 From: Craig Miller
 Subject: **Maintenance work to water towers**

Background

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) requires communities to contract for regular inspections of their water towers to identify deficiencies and any needed corrective actions. The City of Buchanan secured the services of Dixon Engineering to perform the required inspections. Dixon is widely considered one of the leading water tower engineering firms in the state, and its services are used by communities throughout our region.

During the inspections, Dixon Engineering identified several items that must be addressed to bring the facilities into compliance with applicable EGLE requirements.

The first compliance item involves the overflow pipe discharge on each tower. Each discharge must be modified to point downward and maintain an air gap of 12 to 24 inches. In addition, a flap gate or duckbill check valve should be reinstalled at each discharge point.

The second compliance item involves the exterior ladders. A vandal guard must be installed on the exterior ladder of each tower to satisfy EGLE requirements and improve site security.

The City developed a specification package for the required work, distributed it to several prospective bidders and plan rooms, and posted it on the City's website. The City received one sealed bid from Pittsburg Tank and Tower to complete the work. Below is an overview of the bid received.

Repair Item	Location / Size	Cost
Overflow discharge modification	4-inch pipe	\$5,480.00
Overflow discharge modification	6-inch pipe	\$6,730.00
Vandal guard installation	E. Front Street Tower	\$6,070.00
Vandal guard installation	Moccasin Street Tower	\$6,070.00
Total Cost:		\$24,350.00

Recommendation

Staff recommends the City Commission authorize the City Manager to execute the necessary contracts with Pittsburg Tank & Tower Maintenance Co. to schedule and complete the required corrective work as part of the City's ongoing water tower maintenance program, at a total cost of \$24,350.00.

Completing these repairs will address the items identified during the recent inspections and help ensure both water towers remain in compliance with applicable regulatory requirements and continue to be properly maintained.

Memorandum



Date: September 10, 2026
To: Buchanan City Commission
From: Tony McGhee
Subject: **Gosling Czubak Professional Services Agreement**

Background

As has been discussed previously with the City Commission, the City has been working through issues with the ultraviolet, or UV, treatment system at the Wastewater Treatment Plant since last summer.

Initially, the problems were believed to be related to an electrical surge that impacted several properties throughout the community. An insurance claim was opened, and Xylem, the manufacturer of the UV system, was brought in to evaluate the equipment. During that evaluation, issues were identified with several ballasts and a control board, which were subsequently addressed. The performance of the system improved for a period of time following those repairs, but the City again began experiencing operational problems with the UV system.

Staff reengaged Xylem to further evaluate what was occurring. Following that evaluation, staff was advised that corrosion within the system was contributing to the problems and that addressing the situation could require approximately \$200,000 to replace the existing equipment.

Given the significant cost associated with that recommendation, along with concerns that corrosion may not fully explain the problems the City has been experiencing, staff believed it was appropriate to obtain an additional engineering evaluation before moving forward with an expenditure of that size.

Purpose of the UV Disinfection System

The UV system serves an important role near the end of the wastewater treatment process. By the time wastewater reaches the UV system, it has already gone through the various physical and biological treatment processes at the plant. The UV system provides disinfection of the treated wastewater before it is ultimately discharged.

Memorandum

Unlike chemical disinfection, ultraviolet treatment uses high intensity UV light to inactivate bacteria and other microorganisms that may remain in the treated water. The UV light disrupts the genetic material of those microorganisms so they are no longer able to reproduce. This allows the plant to meet required treatment and discharge standards without relying exclusively on chemical disinfection.

For a UV system to work properly, however, a number of components need to operate together. The lamps must produce the required level of UV light, the electrical ballasts and controls must function properly, and the protective sleeves surrounding the lamps must remain sufficiently clean for the UV light to effectively penetrate the wastewater. Electrical problems, equipment failures, corrosion, fouling, or problems with the control system can all impact the effectiveness and reliability of the disinfection process.

Because the City continues to experience issues with the UV system, staff has been utilizing chlorine to assist with the final disinfection process and ensure the plant continues to meet its treatment requirements. This has allowed staff to maintain compliance while the underlying UV issues are evaluated. While this provides an operational tool for staff in the short term, the goal remains to restore the UV system to reliable operation and address the underlying cause of the problems rather than continuing to depend upon supplemental treatment.

Additional Evaluation

Because the problems continued and the potential cost of the repair had grown significantly, staff contacted Gosling Czubak Engineering Services. Gosling Czubak was the engineering firm responsible for the design and construction of the City's current wastewater treatment system and therefore has significant familiarity with the plant and how the various treatment processes were designed to operate together.

On September 1, representatives from Gosling Czubak visited the Wastewater Treatment Plant and reviewed the UV system with City staff. During that visit, the engineer observed conditions that raised additional questions regarding whether the problems may still be connected to the previous electrical surge. Based upon that initial evaluation, staff was advised that the City should reopen and continue the insurance claim associated with the electrical event.

Memorandum

The next step is to engage Gosling Czubak to conduct a more detailed evaluation of the UV system, assist the City in determining the cause of the continuing failures, evaluate potential solutions, and provide technical support as the City works through the matter with its insurance company.

Proposed Engineering Services

Gosling Czubak has provided a proposal to perform these professional engineering services for an amount not to exceed \$15,000.

Staff believes this is a prudent expenditure considering the potential cost of repairing or replacing the system. Before committing approximately \$200,000 to a proposed solution, the City should have a clear understanding of what is actually causing the problems, whether the previously proposed replacement will resolve them, and whether some or all of the necessary repairs may be associated with the prior electrical surge and therefore eligible for insurance coverage.

The involvement of Gosling Czubak is also beneficial because of the firm's familiarity with the original design and construction of the Wastewater Treatment Plant. This puts them in a strong position to evaluate not simply an individual piece of equipment, but how the UV system is functioning within the overall treatment process.

Recommendation

Staff recommends that the City Commission approve the proposal from Gosling Czubak Engineering Services, Inc. for professional engineering services related to the ongoing issues with the ultraviolet disinfection system at the City's Wastewater Treatment Plant, in an amount not to exceed \$15,000.

Attachment A: Gosling Czubak Professional Services Proposal

Attachment A





August 31, 2026

PROPOSAL FOR PROFESSIONAL SERVICES

From: Mark J. Hurley, M.S., P.E.

Prepared For

Terry Burns
City of Buchanan
1302 N. Redbud Trail
Buchanan, MI 49107

Project Name and Location

As-Needed Engineering Services
City of Buchanan - WWTP

Gosling Czubak is a professional consulting firm providing environmental, civil engineering, surveying, landscape architecture, and construction materials testing services. Located in Traverse City, the firm has served public and private clients throughout Michigan since 1957 and employs a staff of 40 to 50 experienced professional, licensed, and technical team members. To complement our professional services, Gosling Czubak has a fully equipped materials testing laboratory (soils, asphalt, and concrete), construction testing field equipment, drilling rigs, and certified engineering technicians trained in construction materials testing procedures and specifications. Our multiple survey crews are equipped to provide technologically advanced surveying methods using drone-mounted LiDAR, Laser Scanning, GPS, and robotic total stations.

We propose to provide professional services as described below.

Proposed Scope of Work

As needed engineering services; Initial services will include the following:

- Initial wastewater treatment plant (WWTP) review for immediate upgrades, specifically the ultraviolet disinfection (UV) system. Review any immediate upgrades with the CLIENT and make sure any recommended upgrades are allowable under the existing EGLE issued permit. If any recommended upgrades require an EGLE construction permit, a separate proposal will be provided to the CLIENT prior to moving forward with that phase of work.
- Onsite meeting(s) with operator to review short- and long-term upgrades to meet compliance goals/requirements by EGLE.
- Other as needed meetings/coordination with EGLE and/or the CLIENT's legal team to respond to EGLE's violation notices (VN), if applicable.
- Other miscellaneous tasks that may be required for initial improvement upgrades/recommendations at the WWTP that GCES is professionally capable of providing within its capabilities. Tasks that may require a subconsultant (i.e.- mechanical, electrical, plumbing (MEP)) will be reviewed with the CLIENT.

Proposed Fee(s)

The total fee to provide these service shall not exceed \$ 15,000. Additional services and fees beyond the initial fee will be provided only after an approved change is signed by the CLIENT.

- ☒ Will be based on a time and materials basis in accordance with GCES's normal rates and charges.
- ☐ An initial deposit to be applied to the final invoice is required in the amount of \$

Approval

Thank you for the opportunity to provide this proposal. Gosling Czubak Engineering Sciences, Inc. (GCES) and **City of Buchanan** (CLIENT) agree that GCES will perform the professional services described in the Proposed Scope of Work, subject to GCES's Terms and Conditions, attached. This proposal is valid for ninety (90) days.

City of Buchanan

By: _____

Signature: _____

Title: _____

Date: _____

Gosling Czubak Engineering Sciences, Inc.

Mark Hurley,
M.S., P.E.

Digitally signed by Mark Hurley, M.S.,
P.E.
DN: cn=Mark Hurley, M.S., P.E., c=US,
o=Gosling Czubak Engineering Sciences,
Inc., ou=Director of Engineering Services,
email=mjhurley@goslingczubak.com
Date: 2026.08.31 12:56:56 -0400

Mark J. Hurley, M.S., P.E.

Principal-in-Charge

Billing Contact (if different)

Contact Name: _____

Company: _____

Billing Address: _____

City, State, Zip Code: _____

Phone: _____

Billing Email: _____

Terms and Conditions

Description of Services: GCES agrees to perform those professional services described in the attached Contract for Services which is incorporated herein by reference as if the same had been fully set forth.

Payment for Services: The estimated total fee for the services set forth in the Contract for Services. The Client understands and agrees that the aforementioned amount is an estimate for the scope of work described in the Contract. Additional fees may be billed if the scope of the work is changed. A statement for work done in a month will be billed in the following month, and that payment is to be made by the Client within 30 days of the invoice.

Estimated Date of Completion: GCES will complete the performance of the services as indicated with the dates provided in the Contract for Services absent an act, condition, or event beyond the control of the parties.

Ownership of Documents: All original documents, drawings, computer files and survey notes represent the product of training, experience and professional skill. All such items are, and will remain, the property of GCES, regardless if the project is completed. Upon full payment of all amounts due hereunder, GCES will furnish copies of suitable, original drawings and other final work products in the form required by applicable law to the Client. Such documents furnished to the Client are not intended or represented to be suitable for reuse by the Client or others on extensions of the project or any other project. Any unauthorized reuse of documents will be at the Client's sole risk and without liability or exposure to GCES.

Scope of Services Rendered: Client assumes full responsibility for determining the suitability of the described services to meet its needs. If indicated on the attached Contract for Services, such services may include preparation and attendance at public hearings or informational meetings, when so requested by the Client; but this Agreement does not include services that would pertain to the preparation or appearance on behalf of the Client in litigation.

Assignment of Contract: GCES will be solely responsible for all services performed under this Agreement and will supervise and direct the work in accordance with in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and in the same locality. Neither the Client nor GCES may assign, sublet, or transfer their interest in this Agreement, without the prior written consent of the other.

Lien for Services/Attorney's Fees: GCES reserves the right to file any statutorily authorized lien against the property which is the subject of this contractual Agreement in the event payment is not received for services rendered. If GCES is required to file suit to secure payment, GCES shall be entitled to receive its actual attorney's fees and costs incurred in such litigation.

Termination of Services: This contract may be terminated by the Client or GCES should the other fail to perform its obligations under this contract. In the event of termination, the Client shall pay GCES for all services and expenses rendered to the date of the termination.

Limitation of Liability: The Client agrees to limit the liability of GCES on this project for claims, losses or damages and claims expenses to a sum not to exceed \$25,000 or GCES's total fee for services on this project, whichever is greater.

Consequential Damages: Neither the Client nor GCES shall be liable to the other, shall make any claim for any incidental, indirect, or consequential damages arising out of this Agreement. This mutual waiver of consequential damages shall include any consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and GCES shall require similar waivers of consequential damages in all contracts and subcontracts with others involved in this project.

Dispute Resolution: Any claims or disputes between the Client and GCES shall be submitted to non-binding mediation. The Client and GCES agree to include a similar mediation agreement with all contracts, subcontractors, suppliers and fabricators that provides for mediation as the primary method for dispute resolution between all parties.

Entire Agreement: This Agreement constitutes the entire Agreement of the parties and no alteration or amendment shall be effective until such time as it is reduced to writing and signed by both parties.

Permits: GCES will assist the Client with preparation and submittal of permit applications to the approving agencies listed in the description of services. GCES's contract fee estimate for permitting assistance is based on its experience working with the listed agencies. The Client and GCES acknowledge that permitting requirements are subject to the opinions of the permit review official(s) and may result in unforeseen conditions imposed by the permitting official. Any permitting assistance, design changes or inspections made necessary by newly enacted laws, codes, regulations, or interpretations of codes made by permitting and code officials that are not described in the contract services or were unforeseen by GCES at the time that this contract was signed, can be provided by GCES for additional fees. The amount of additional fees required by unexpected permitting or inspection requirements will be presented to the Client for the Client's approval before the additional work is undertaken.

Memorandum



Date: September 10, 2026
To: Buchanan City Commission
From: Tony McGhee
Subject: **Acceptance of USDA Grant Award**

Background

The City has received a Letter of Conditions from USDA Rural Development for a Rural Business Development Grant in an amount not to exceed \$203,142. The funding is intended to support the construction of a new downtown parking lot at the former Nelson Transfer Station site as part of the City's continued investment in downtown infrastructure and economic development.

This grant builds upon planning and design work that has already occurred and provides the City with a significant outside funding source to move the parking lot project into construction. Beyond improving the physical condition and functionality of this dirt lot currently used for parking, the project supports the broader work occurring throughout downtown by improving public infrastructure serving existing businesses, visitors, future redevelopment, and continued private investment.

USDA has established a grant amount of up to \$203,142 and requires \$71,375 in matching funds from the City.

Grant Process

This award represents another significant outside investment in Buchanan's downtown and allows the City to complete a needed public infrastructure improvement while leveraging local dollars with federal funding.

The improved parking area will improve an existing public asset serving the downtown business district and complement the investments that have already been made throughout downtown. Providing functional, attractive, and well maintained public parking is an important part of supporting existing businesses while also positioning downtown properties for additional investment and redevelopment.

Memorandum

Receiving more than \$203,000 in federal funding toward this work allows the City to complete a larger infrastructure improvement while limiting the amount that must be funded locally.

Recommendation

Staff recommends that the Buchanan City Commission accept the USDA Rural Development Rural Business Development Grant Letter of Conditions for funding not to exceed \$203,142 for the creation of a parking lot on the former Nelson Transfer Station site and authorize the City Manager to execute all agreements, certifications, forms, and other documents necessary to accept and administer the grant.

Attachment A





United States Department of Agriculture

September 1, 2026

City of Buchanan
Tony McGhee
302 N Redbud Trail
Buchanan, MI 49107-1311

SUBJECT: Letter of Conditions
Rural Business Development Grant
Grant Amount: \$203,142

Dear Mr. McGhee:

Rural Business-Cooperative Service (RBS) hereby establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. Any changes in project cost, sources of funds, scope of services, and/or any other significant changes in the project or applicant must be reported to and approved by RBS by written amendment to this letter. Any changes not approved by RBS shall discontinue processing of the application.

This letter is not to be considered as grant approval or as a representation to the availability of funds. The docket may be completed on the basis of a grant not to exceed \$203,142.

The grant will be considered approved on the date a signed copy of Form RD 1940-1, "Request for Obligation of Funds," and Form RD 4280-2, "Rural Business-Cooperative Service Financial Assistance Agreement," is mailed to you.

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," if you desire that further consideration be given your application. BY SIGNING FORM RD 1942-46, "LETTER OF INTENT TO MEET CONDITIONS," YOU ARE HEREBY AGREEING AND ACKNOWLEDGING THAT THIS RURAL BUSINESS DEVELOPMENT GRANT IS A NON-CONTINUING, NON-RENEWABLE GRANT AND ANY APPROVAL OF THIS GRANT IN NO WAY CONSTITUTES AN ASSURANCE THAT FUTURE GRANTS WILL BE AVAILABLE.

If the conditions set forth in this letter, except those to be met at grant closing, are not met within 60 days from the date hereof, Rural Business-Cooperative Service reserves the right to discontinue the processing of the application. This is not appealable.

Grantees expecting funds from other sources for use in completing projects partially financed with RBS funds will present evidence of commitment of funds from other sources. This evidence will be made available before grant closing. The funds provided by the applicant or other sources must be spent proportionally, and if leveraged funds are not utilized proportionally with the grant, the Agency reserves the right to take legal action, including terminating the grant.

Rural Development • Michigan State Office
3001 Coolidge Road, Suite 200 • East Lansing, MI 48823
Voice (517) 324-5157 • Fax (855) 813-7741

USDA is an equal opportunity provider, employer, and lender.

The funding period of this grant will begin on the date the grant has been obligated. The projected time frame for completion of this project is August 31, 2027.

FEDERAL INTEGRITY ACT

To assure the high standards of honesty, integrity, and impartiality maintained by Agency employees, we need to identify any Agency assistance to be provided to Agency employees, their relatives, or their business or close personal associates. This includes grants to organizations. If you know of any relationship or association you may have with an Agency employee, please provide this information.

1. REQUIREMENT FOR SYSTEM FOR AWARD MANAGEMENT (SAM)

This grant is further conditioned upon your providing the Agency with evidence of your Unique Entity Identifier (UEI) number and evidence that you are registered in the System for Award Management (SAM). Your organization is actively registered with an expiration date of 12/01/2026. Please ensure that this account is kept current.

You as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award and all grant funds under this award have been disbursed or de-obligated, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

2. USE OF FUNDS

The proposed grant funds will be used to reconstruct an existing downtown parking lot in the City of Buchanan. The Project will support the development of small and emerging private business enterprises in rural areas in accordance with the application package as submitted for an enterprise grant project, or as amended and approved by USDA Rural Development.

Any changes in the proposed use of funds must be submitted in writing to USDA Rural Development and receive prior written approval.

3. APPLICANT CONTRIBUTION

The Grantee along with private support agrees to provide \$71,375 in matching funds to be applied to the project. The matching funds will be applied to the project at the same time grant funds are applied on a prorated basis as follows: 35% matching funds and 65% grant funds. Prior to any release of grant funds, the Grantee will provide documentation sufficient to USDA Rural Development that matching funds have been expended on the approved project.

4. SCOPE OF WORK

Grantee will administer the grant in accordance with the approved Scope of Work. USDA Rural Development comments and required changes, if any, in the Grantee's Scope of Work will be provided by the Grantee.

If the Scope of Work indicates the Grantee will sub-contract for the grant assistance to be provided. The Grantee agrees to not turn the responsibility of the grant project over to the contracting party and will oversee and control the project through completion.

Any changes in the Scope of Work must be approved in writing by USDA. Should project not be completed by the date indicated in the Scope of Work, Grantee must request in writing, to USDA, and receive approval, for an extension of time to complete the project.

Rural Development may, at its discretion (non-appealable) and under certain conditions, consider a one-time extension of the expiration date of the award of up to 12 months. Grantee must notify Rural Development in writing with the supporting reasons and revised expiration date at least 10 days before the expiration date of the award. This one-time extension may not be exercised merely for the purpose of using unobligated balances. Please refer to 2 CFR 200.308 for additional requirements.

5. GRANTEE INSURANCE AND BONDING

Grantee must maintain sufficient hazard insurance, workman's compensation insurance and liability insurance, as recommended by Grantee's attorney, to protect the interests of the Grantee and the government. Grantee shall provide satisfactory evidence to USDA Rural Development that all officers of Grantee organization authorized to receive and/or disburse Federal funds are covered by such bonding and/or insurance requirements as are normally required by the Grantee and approved by USDA.

6. DISBURSEMENT OF GRANT FUNDS

Grant funds will be disbursed by USDA Rural Development on a **reimbursement** basis not to exceed one reimbursement every 30 days. An original and one copy of Standard Form (SF) 270, "Request for Advance or Reimbursement," will be submitted to USDA Rural Development. The financial management system of the recipient organization shall provide for effective control over and accountability for all funds, property, and other assets.

Grant funds will not be disbursed until all provisions of any phased environmental review process are complete in accordance with USDA Rural Development regulations.

Grant funds will be transferred to the Grantee via Electronic Funds Transfer (EFT). The Grantee will complete and deliver to USDA Rural Development, Form SF-3881, Electronic Funds Transfer Payment Enrollment Form.

It is the intent of the Grantee that all grant funds will be disbursed within one year from the date of this letter or in accordance with the Grantee's approved Scope of Work. In accordance with RD Instruction 4280-E, 4280.451 (b), "any funds not disbursed within 42 months from the date of obligation will be automatically deobligated." This is non-appealable. Copies of paid invoices, receipts, cancelled checks etc., will be required as supporting documentation for the reimbursement.

7. RURAL AREA

You must certify that the Project is located in a rural area as defined by RD Instruction 4280-E and 7.U.S.C. 1991 (a) (13) (a) and (d) et seq., and you must certify that the activities provided under this grant will be benefiting a rural area.

8. CONFLICT OF INTEREST

Grantee will certify that no conflict of interest exists as outlined in RD Instruction 4280-E, 4280.406.

9. EQUAL OPPORTUNITY AND NONDISCRIMINATION REQUIREMENTS

The Grantee will comply with Title VI of the Civil Rights Act of 1964, "Nondiscrimination in Federally Assisted Programs," 42 U.S.C. 2000d, Section 504 of the Rehabilitation Act for Federally Conducted Programs and Activities, the Age Discrimination Act of 1975 and the Americans with Disabilities Act, Executive Order 13166 and Executive Order 11246. RD Form 400-4, "Assurance Agreement", must be completed by the Grantee. The Grantee will be subject to Agency compliance reviews.

The policies contained in subpart E of part 1901 apply to grantees. As recipients of Federal financial assistance, RBCS grant and loan program recipients are required to comply with the applicable Federal, State and local laws. Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of Federal financial assistance. Grant recipients are required to adhere to specific outreach activities. These outreach activities include contacting community organizations and leaders that include minority leaders, advertising in local newspapers and other media throughout the entire service area, and including the nondiscrimination slogan. "This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law, "in methods that may include, but not be limited to, advertisements, public broadcasts, and printed materials, such as brochures and pamphlets. **All borrowers and applicants must submit and have on file a valid Form 400-4, "Assurance Agreement".**

By signing Form 400-4, "Assurance Agreement" recipients affirm that they will operate the program free from discrimination. The recipient will maintain the race and ethnic data on the board members and beneficiaries of the program. The recipient will provide alternative forms of communication to persons with Limited English Proficiency.

10. COMPLIANCE REVIEWS

In addition to the "Equal Opportunity and Nondiscrimination Requirements" stated above, each grantee must keep and provide data on race, gender, national origin, and any such records, accounts, and other sources of information and facilities as may be pertinent for USDA RBS to determine whether the Grantee has complied or are complying with the regulations. Grantees should have available, for USDA RBS review, racial and ethnic data showing the extent to which members of minority groups are beneficiaries of Federal assistance program. In addition, the compliance review will ensure that equal access to the Program benefits and activities are provided for persons with disabilities and language barriers.

11. NONDISCRIMINATION STATEMENT

The Nondiscrimination Statement set out below shall be posted in all USDA offices and included on all materials produced by USDA and its Agencies for public information, public education, or public distribution. The statement below lists all the prohibited bases for discrimination contained in the USDA Civil Rights Policy Statement. The statement shall be made available in English, in other languages appropriate to the local population served or directly affected by any USDA program or activity, and in alternative means of communication (e.g., Braille, large print, audiotape, etc.). All laws, regulations, Executive Orders, and policies.

a. USDA's Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, staff offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible Area, agency or staff office; the USDA TARGET Center at (202) 720-2600 (voice and TTY) or the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a form AD-3027, *USDA Program Discrimination Complaint Form*, which can be obtained online at <http://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (833) 256-1665 or (202) 690-7442; or

(3) Email: OASCR.Program-Intake

USDA is an equal opportunity provider, employer, and lender.

b. Exceptions to Including the Full USDA Nondiscrimination Statement

If the size of the material is too small to include the full statement, the material will at a minimum include the following statement in print in the same size as the text:

“USDA is an equal opportunity provider, employer, and lender.”

Where appropriate, a recipient may state:

“This institution is an equal opportunity provider.”

Similarly, when an audio or video presentation does not reasonably lend itself to including the full statement, the presentation will, at a minimum include the following statement, presented in a conspicuous and meaningful manner:

“USDA is an equal opportunity provider, employer, and lender.”

Alternatively, where appropriate, a recipient may state:

“This institution is an equal opportunity provider.”

c. Recipients

The recipient will post the Nondiscrimination Statement in its entirety containing only those protected bases mandated in applicable Federal law. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, disability, age, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

The full Nondiscrimination Statement must be included on all print and non-print materials (including but not limited to, audio, video, website, brochures, newsletters, by-laws, etc.). If the size of the material is too small to include the full statement, the material will at a minimum include the following statement in print in the same size as the text:

“This institution is an equal opportunity provider.”

Recipients are required to notify applicants with disabilities and LEP persons of their right to free language assistance and accommodations and provide free language assistance and accommodations upon request.

d. And Justice for All Posters

The USDA poster “And Justice for All” will be the primary method utilized to inform customers of their rights. The poster will be used for this purpose except when appropriate substitutes in outdoor areas are necessary. There are three versions of the “And Justice for All” poster: Form AD-475-A is the poster that displays information relevant to your program. The grantee must also post “Equal Opportunity Employment is the Law” poster (attached).

Please note that institutions participating in or administering USDA programs are required to display the appropriate "And Justice for All" poster in their facilities where it can be viewed by customers.

All "And Justice for All" posters must be displayed in a specific size: 11" width x 17" height. The minimum text size that will be used on the "And Justice for All" posters is 14 point. Agency officials can obtain "And Justice for All" posters by contacting the Office of Communications. However, recipients must contact the sponsoring Agencies' Civil Rights Division in order to obtain "And Justice for All" posters.

12. REPORTING

Per RD Instruction 4280-E, 4280.449 and 2 CFR 200.328, forms SF-425, "Federal Financial Report" (attached) and a Project Performance Activity Report (template attached) will be required on a semi-annual basis (due 30 calendar days after end of quarter) until all grant funds have been disbursed. Project reporting will begin when the grant is closed which is the date all parties have executed Form RD 1940-1. A final Project Performance Activity Report will be required after all grant funds have been expended or the term of the grant expires, with the last SF-425. The final report may serve as the last semi-annual report. Grantees shall constantly monitor performance to ensure that time schedules are being met, projected work by time periods is being accomplished, and other performance objectives are being achieved. NO USDA FUNDS WILL BE RELEASED WITHOUT ALL REPORTING REQUIREMENTS BEING UP TO DATE.

Grantee Project Performance Activity Report. The Grantee Project Performance Activity Report shall include, but not be limited to, the following:

- a. A comparison of actual accomplishments to the objectives established for that period.
- b. Reasons why established objectives were not met, if any.
- c. Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules or objectives, or preclude the attainment of particular project work elements during established item periods. This disclosure shall be accompanied by a statement of the action taken or planned to resolve the situation; and
- d. Objectives and timetable established for the next reporting period.

Final Report

A final project performance report will be required with the final Federal Financial Report. The final report must provide the Grantee's assessment and evaluation of the success of the project.

Other Report

RBS may require the Grantee to prepare a report suitable for public distribution describing the accomplishments made through the use of the grant and, in the case where the grant funded the development or application of a "best practice", to describe that "best practice".

13. AUDITS BASED UPON FEDERAL FINANCIAL ASSISTANCE RECEIVED

An annual audit is required in accordance with the Code of Federal Regulations, 2 CFR 200 Subpart F, 2 CFR 200.500-521 "Uniform Administrative Requirements, Cost Principles and Audit Requirements for federal awards.

Grantees expending \$750,000 or more of Federal assistance per year must submit an audit in accordance with the provisions of 2 CFR 200.500-200.521. Grantees that expend less than \$750,000 a year in Federal awards are exempt from the Federal audit requirements for that year except as noted in 2 CFR 200.503. Additionally, a Federal Agency, Inspectors General or Government Accountability Office (GAO) may conduct or arrange for additional audits, which are necessary to carry out its responsibilities under Federal statute or regulation. All audit records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office.

14. RESPONSIBILITIES OF THE GRANTEE

1. The Grantee must comply with the requirements set forth in RD Instruction 4280-E and Form RD 4280-2 Rural Business-Cooperative Financial Assistance Agreement.
2. Grantee will certify in writing, that they are in compliance with and will continue to comply with all applicable laws; regulations; Executive Orders; and other generally applicable requirements, including those contained in 2 CFR 200 and 2 CFR 400 in effect on the date of grant approval; and the approved "Letter of Conditions"
3. Grantee must certify in writing as being in compliance with the procurement requirements of 2 CFR Part 200 Subpart D, as required in 2 CFR 200.324 C (2), as well as compliance with all applicable State, Local, and Tribal laws and regulations relating to contracting and procurement as identified in 2 CFR Part 200.318.

15. START OF PROJECT

The Grantee is cautioned that expenditures should not be undertaken for which reimbursement is anticipated under this grant application until notified in writing that the grant has been approved and funds reserved.

16. PROGRAMMATIC CHANGES

The Grantee shall obtain prior approval for any change to the scope or objectives of the approved project. Failure to obtain prior approval of changes to the scope or budget the Agency may suspend, terminate, and recover the grant funds.

17. OTHER REQUIREMENTS

The Grantee will be responsible for any additional requirements of federal, state or local governments that may apply in accordance with RD Instruction 4280-E and 2 CFR Part 200.

18. CLOSING INSTRUCTIONS

The above conditions are based on the proposed use of funds as outlined and financing arrangements as stated. The conditions as stated may be modified if the scope or cost of the Project is changed or the financial arrangements are adjusted. Any change or modification of the conditions of the Project must have prior approval by USDA Rural Development.

19. GRANT MONITORING AND SERVICING

Grant will be monitored and serviced in accordance with RD Instruction 4280-E, part 4280.443, Form RD 4280-2, "Rural Business-Cooperative Service Financial Assistance Agreement," and 2 CFR Chapter IV.

If you have any questions concerning this letter, please contact me by email at jenifer.taylor@usda.gov or by phone at (517) 324-5149.

Sincerely,

JENIFER Digitally signed by
JENIFER TAYLOR
Date: 2026.09.01
15:48:28 -04'00'
TAYLOR

Jenifer Taylor
Area Specialist

Enclosures

CONSTRUCTION AND SCOPE OF WORK ATTACHMENT TO LOC

Grantee will administer the grant in accordance with the approved work plan to construct a parking lot in the City of Buchanan and a Scope of Work as outlined in RD Instruction 4280-E, section 4280.427. USDA Rural Development comments and required changes, if any, in the Grantee's work plan to construct a parking lot in the City of Buchanan and Scope of Work will be provided to the Grantee.

CONDITIONS TO BE MET

Procurement requirements in accordance with RD Instruction 1942-A, must be met. (reference: 1942.18 and 1942.18(j) & (k) for guidance on procurement requirements.

All environmental assessment mitigation measures must be complied with.

All professional services required must be provided under a written contract, which contract has been concurred in writing by the Agency. This would include, but not limited to, contracts for architectural/engineering services, legal, audit and any other services. However, should you elect, contract documents such as those of the American Institute of Architects may be used for construction contracts and architectural agreements when modified to comply with Rural Development Instruction 1942-A Guide 27 (available upon request).

CONTRACTOR INSURANCE

The contractor shall provide the insurance coverage required by the contract documents.

LEGAL REQUIREMENTS

The Grantee, through its attorney, shall comply with all legal requirements relating to ownership of property, and all other steps required by the Laws and Constitution of the State of Michigan. Prior to the release of grant funds, the Grantee must document ownership of the subject property to be developed with grant funds. Your attorney will provide an opinion that good and marketable title is vested in the City of Buchanan. The opinion will disclose any and all liens, encumbrances, reservations, exceptions and defects to the subject property. Form RD 1927-9, "Preliminary Title Opinion" or Form 1927-10, "Final Title Opinion", may be used for this purpose.

DISPOSITION OF PROPERTY

The Grantee cannot give away any real or personal property acquired with grant funds.

DISBURSEMENT OF FUNDS

These federal funds cannot be co-mingled with other existing funds. It will be necessary for you to establish and maintain a separate account, as well as separate accounting. Grant funds should be disbursed within a reasonable time frame but not to exceed a 12 month period from the date of grant approval unless a written extension is requested prior to the period ending and concurrence granted. If the Agency concurs in the extension, depending on the circumstances, the extension will also be provided in writing. Extension request are not automatically, but rather concurred in on a case by case basis.

ENCLOSURES FOR LETTER OF CONDITIONS

- ◆ RD 1940-1, "Request for Obligation of Funds"
- ◆ RD 1942-46, "Letter of Intent To Meet Conditions"
- ◆ Scope of Work (Approved)
- ◆ SF 425, "Federal Financial Report"
- ◆ Project Performance Report (PPR)
- ◆ SF 270, "Request For Advance or Reimbursement"
- ◆ SF-3881, "Electronic Funds Transfer Payment Enrollment Form"
- ◆ "And Justice for All" Poster
- ◆ "Equal Employment Opportunity is the Law" Poster
- ◆ Procurement Standards Handbook (if applicable)
- ◆ RD Form 4280-2, "Financial Assistance Agreement"

- ◆ RBDG Applicant/Grantee Certification
- ◆ Form RD 400-4, "Assurance Agreement"



**CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN
RESOLUTION NO. 2026.09/16**

**RESOLUTION ACCEPTING USDA RURAL DEVELOPMENT LETTER OF CONDITIONS AND
AUTHORIZING EXECUTION OF DOCUMENTS FOR THE RURAL BUSINESS DEVELOPMENT
GRANT**

WHEREAS, the City of Buchanan submitted an application to the United States Department of Agriculture Rural Development for funding through the Rural Business Development Grant program for reconstruction of an existing downtown parking lot; and

WHEREAS, USDA Rural Development issued a Letter of Conditions dated September 1, 2026, establishing the conditions to be met by the City before final approval of the grant; and

WHEREAS, the proposed Rural Business Development Grant is in an amount not to exceed \$203,142; and

WHEREAS, the City of Buchanan, together with private support, will provide \$71,375 in matching funds, with project costs to be applied on a prorated basis of approximately 65 percent grant funds and 35 percent matching funds; and

WHEREAS, the grant funds will be used to reconstruct an existing downtown parking lot in the City of Buchanan to support the development of small and emerging private business enterprises; and

WHEREAS, USDA Rural Development requires the City to execute Form RD 1942-46, Letter of Intent to Meet Conditions, and other documents required to complete the grant obligation and closing process; and

WHEREAS, the City Commission desires to accept the conditions established by USDA Rural Development and proceed with completion of the grant requirements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN, AS FOLLOWS:

1. The City Commission hereby accepts the USDA Rural Development Letter of Conditions dated September 1, 2026, for the Rural Business Development Grant in an amount not to exceed \$203,142.
2. The City Commission acknowledges and agrees to provide the required \$71,375 in matching funds, including applicable private support, in accordance with the terms and conditions established by USDA Rural Development.
3. The City Commission agrees to comply with the requirements and conditions contained in the USDA Rural Development Letter of Conditions and approved Scope of Work.

4. City Manager Anthony C. McGhee is hereby authorized to execute Form RD 1942-46, Letter of Intent to Meet Conditions, and any other documents necessary to complete the grant obligation and closing process, subject to the requirements of USDA Rural Development.

5. City Manager Anthony C. McGhee is further authorized to take such administrative actions as may be necessary to implement this resolution and proceed with the grant-funded project in accordance with USDA Rural Development requirements.

BE IT FURTHER RESOLVED, that acceptance of the Letter of Conditions acknowledges the City's intent to satisfy the conditions established by USDA Rural Development and does not constitute expenditure authorization outside the approved grant scope, applicable procurement requirements, or City budgetary authority.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

Adopted this 14th day of September, 2026.

Kalla Langston-Weiss, City Clerk

CERTIFICATION

I, Kalla Langston, City Clerk of the City of Buchanan, Berrien County, Michigan, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Buchanan City Commission at a regular meeting held on September 14, 2026, and that said meeting was conducted and public notice thereof was given in accordance with the Michigan Open Meetings Act, Public Act 267 of 1976, as amended.

Kalla Langston-Weiss, City Clerk



STATE OF MICHIGAN
COUNTY OF BERRIEN
CITY OF BUCHANAN

RESOLUTION 2026.09/17 MOTION TO ABOLISH THE THIRD STREET BROWNFIELD PLAN
PURSUANT TO THE BROWNFIELD REDEVELOPMENT FINANCING ACT, 1996 PA 381, AS
AMENDED

MOTION BY:

SUPPORTED BY:

RESOLVED, to approve the resolution abolishing the Third Street Brownfield Plan pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended.

WHEREAS, the City of Buchanan (the "City"), pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended ("Act 381"), established the City of Buchanan Brownfield Redevelopment Authority (the "Authority"); and

WHEREAS, on June 12, 2000, following approval by the Authority on May 22, 2000, the Buchanan City Commission approved the Third Street Brownfield Plan (the "Brownfield Plan"), which established a tax increment financing district encompassing approximately 19.06 acres and seven parcels within the McCoy Creek Industrial Park, including portions of the former Clark Equipment manufacturing facility, Clark Park, and the City Hall property; and

WHEREAS, the Brownfield Plan was adopted to assist the City and property owners or purchasers through tax increment financing of environmental investigations, remediation of contaminated materials, due care obligations, and related activities necessary to facilitate the redevelopment and reuse of the eligible property for commercial and office purposes; and

WHEREAS, the Brownfield Plan contemplated an initial budget of approximately \$350,000 for environmental investigation, remediation planning and implementation, and related City obligations, together with certain off-site street, intersection, stormwater, and other improvements, and further contemplated five (5) years of tax increment capture for the local site remediation revolving fund after completion of remediation and funding of specified obligations; and

WHEREAS, pursuant to Section 14(8)(a) of Act 381, the governing body may abolish a brownfield plan if it finds that the purposes for which the plan was established are accomplished; and

WHEREAS, the City Commission finds that the purposes for which the Third Street Brownfield Plan was established have been accomplished and that continued tax increment capture under the Brownfield Plan is no longer necessary to carry out those purposes; and

WHEREAS, pursuant to Section 14(8)(d) of Act 381, a brownfield plan may not be abolished until the principal and interest on bonds issued under Act 381 and all other obligations to which tax increment revenues are pledged have been paid, or funds sufficient to make such payments have been identified or segregated; and

WHEREAS, the City Commission finds, based upon the City's financial records, that all obligations to which tax increment revenues from the Third Street Brownfield Plan are pledged have been satisfied, or funds sufficient to satisfy any such obligations have been identified or segregated, and that abolishment of the Brownfield Plan will not impair any outstanding financial obligation; and

WHEREAS, the City and Authority have reviewed the status of the legacy Third Street Brownfield Plan and determined that it should be formally closed out in accordance with Act 381; and

WHEREAS, on June 16, 2026, the Buchanan Brownfield Redevelopment Authority recommended that the Buchanan City Commission abolish the Third Street Brownfield Plan.

NOW, THEREFORE, BE IT RESOLVED THAT the Buchanan City Commission hereby determines that the conditions set forth in Sections 14(8)(a) and 14(8)(d) of Act 381 have been satisfied and hereby abolishes the Third Street Brownfield Plan.

BE IT FURTHER RESOLVED THAT the Buchanan City Commission hereby finds and directs that:

- (a) No additional tax increment revenues shall be captured under the Third Street Brownfield Plan after the effective date of this Resolution, except to the extent necessary to satisfy any obligation identified pursuant to Section 14(8)(d) of Act 381.
- (b) Any tax increment revenues previously captured under the Third Street Brownfield Plan, and any remaining amounts attributable to the Plan, shall be accounted for, retained, transferred, or otherwise used or distributed in accordance with Act 381, the Brownfield Plan, and other applicable law.
- (c) The City Manager, City Clerk, City Treasurer, the Authority, and other appropriate City officials are authorized to take all actions necessary to implement this Resolution, close out the Third Street Brownfield Plan, cease future capture as applicable, and provide any required notices or reports.
- (d) Abolishment of the Third Street Brownfield Plan does not preclude any property formerly included in the Plan from being considered for inclusion in a new brownfield plan or plan amendment in the future, subject to Act 381 and other applicable requirements.

AYES:

NAYS:

ABSENT:

ABSTAINED:

I, the undersigned, the duly qualified Clerk of the City of Buchanan, Berrien County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Buchanan City Commission at a regular meeting held on the 14th day of September 2026, of which the original resolution is on file in my office.

Kalla Langston-Weiss
City Clerk
City of Buchanan, Michigan



STATE OF MICHIGAN
COUNTY OF BERRIEN
CITY OF BUCHANAN

RESOLUTION 2026.09/18 MOTION TO ABOLISH THE SMITH STREET BROWNFIELD PLAN
PURSUANT TO THE BROWNFIELD REDEVELOPMENT FINANCING ACT, 1996 PA 381, AS
AMENDED

MOTION BY:

SUPPORTED BY:

RESOLVED, to approve the resolution abolishing the Smith Street Brownfield Plan pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended.

WHEREAS, the City of Buchanan (the "City"), pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended ("Act 381"), established the City of Buchanan Brownfield Redevelopment Authority (the "Authority"); and

WHEREAS, on March 25, 2002, following approval by the Authority on March 7, 2002, the Buchanan City Commission approved the Smith Street Brownfield Plan (the "Brownfield Plan"), which established a tax increment financing district for the approximately 9.04-acre former Buchanan Steel Site consisting of three parcels located along Smith Street in the City; and

WHEREAS, the Brownfield Plan was adopted to provide a mechanism by which the Authority could use tax increment revenues to finance environmental investigation, remediation, due care obligations, and related activities necessary to facilitate redevelopment of the eligible property; and

WHEREAS, the Brownfield Plan contemplated reimbursement of eligible response activity costs not to exceed \$100,000, plus eligible administrative expenses and interest, followed by additional tax increment capture for a period of five (5) years to establish a local site remediation revolving fund; and

WHEREAS, pursuant to Section 14(8)(a) of Act 381, the governing body may abolish a brownfield plan if it finds that the purposes for which the plan was established are accomplished; and

WHEREAS, the City Commission finds that the purposes for which the Smith Street Brownfield Plan was established have been accomplished and that continued tax increment capture under the Brownfield Plan is no longer necessary to carry out those purposes; and

WHEREAS, pursuant to Section 14(8)(d) of Act 381, a brownfield plan may not be abolished until the principal and interest on bonds issued under Act 381 and all other obligations to which tax increment revenues are pledged have been paid, or funds sufficient to make such payments have been identified or segregated; and

WHEREAS, the City Commission finds, based upon the City's financial records, that all obligations to which tax increment revenues from the Smith Street Brownfield Plan are pledged have been satisfied, or funds sufficient to satisfy any such obligations have been identified or segregated, and that abolishment of the Brownfield Plan will not impair any outstanding financial obligation; and

WHEREAS, the City and Authority have reviewed the status of the legacy Brownfield Plan and determined that it should be formally closed out in accordance with Act 381; and

WHEREAS, on June 16, 2026, the Buchanan Brownfield Redevelopment Authority recommended that the Buchanan City Commission abolish the Smith Street Brownfield Plan.

NOW, THEREFORE, BE IT RESOLVED THAT the Buchanan City Commission hereby determines that the conditions set forth in Sections 14(8)(a) and 14(8)(d) of Act 381 have been satisfied and hereby abolishes the Smith Street Brownfield Plan in its entirety.

BE IT FURTHER RESOLVED THAT the Buchanan City Commission hereby finds and directs that:

- (a) No additional tax increment revenues shall be captured under the Smith Street Brownfield Plan after the effective date of this Resolution, except to the extent necessary to satisfy any obligation identified pursuant to Section 14(8)(d) of Act 381.
- (b) Any tax increment revenues previously captured under the Smith Street Brownfield Plan, and any remaining amounts attributable to the Plan, shall be accounted for, retained, transferred, or otherwise used or distributed in accordance with Act 381, the Brownfield Plan, and other applicable law.
- (c) The City Manager, City Clerk, City Treasurer, the Authority, and other appropriate City officials are authorized to take all actions necessary to implement this Resolution, close out the Smith Street Brownfield Plan, cease future capture as applicable, and provide any required notices or reports.
- (d) Abolishment of the Smith Street Brownfield Plan does not preclude any property formerly included in the Plan from being considered for inclusion in a new brownfield plan or plan amendment in the future, subject to Act 381 and other applicable requirements.

AYES:

NAYS:

ABSENT:

I, the undersigned, the duly qualified Clerk of the City of Buchanan, Berrien County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Buchanan City Commission at a regular meeting held on the 14th day of September, 2026, of which the original resolution is on file in my office.

Kalla Langston-Weiss
City Clerk
City of Buchanan, Michigan



STATE OF MICHIGAN
COUNTY OF BERRIEN
CITY OF BUCHANAN

**RESOLUTION 2026.09/18 MOTION TO ABOLISH THE RIVER STREET BROWNFIELD PLAN
PURSUANT TO THE BROWNFIELD REDEVELOPMENT FINANCING ACT, 1996 PA 381, AS
AMENDED**

MOTION BY:

SUPPORTED BY:

RESOLVED, to approve the resolution abolishing the River Street Brownfield Plan pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended.

WHEREAS, the City of Buchanan (the "City"), pursuant to the Brownfield Redevelopment Financing Act, 1996 PA 381, as amended ("Act 381"), established the City of Buchanan Brownfield Redevelopment Authority (the "Authority"); and

WHEREAS, on November 13, 2000, the Buchanan City Commission approved the River Street Brownfield Plan (the "Brownfield Plan"), which established a tax increment financing district for five parcels within the McCoy Creek Industrial Park, all of which were formerly part of the Clark Equipment Company manufacturing facility; and

WHEREAS, the Brownfield Plan was adopted to assist in financing environmental remediation, site preparation, and redevelopment activities on eligible property within the plan area through tax increment financing; and

WHEREAS, tax increment revenues have historically been captured and used in connection with the River Street Brownfield Plan; and

WHEREAS, pursuant to Section 14(8)(a) of Act 381, the governing body may abolish a brownfield plan if it finds that the purposes for which the plan was established are accomplished; and

WHEREAS, the City Commission finds that the purposes for which the River Street Brownfield Plan was established have been accomplished and that continued tax increment capture under the Brownfield Plan is no longer necessary to carry out those purposes; and

WHEREAS, pursuant to Section 14(8)(d) of Act 381, a brownfield plan may not be abolished until the principal and interest on bonds issued under Act 381 and all other obligations to which tax increment revenues are pledged have been paid, or funds sufficient to make such payments have been identified or segregated; and

WHEREAS, the City Commission finds, based upon the City's financial records, that all obligations to which tax increment revenues from the River Street Brownfield Plan are pledged have been satisfied, or funds sufficient to satisfy any such obligations have been identified or segregated, and that abolishment of the Brownfield Plan will not impair any outstanding financial obligation; and

WHEREAS, the City and Authority have reviewed the status of the legacy Brownfield Plan and determined that it should be formally closed out in accordance with Act 381; and

WHEREAS, on June 16, 2026, the Buchanan Brownfield Redevelopment Authority recommended that the Buchanan City Commission abolish the River Street Brownfield Plan.

NOW, THEREFORE, BE IT RESOLVED THAT the Buchanan City Commission hereby determines that the conditions set forth in Sections 14(8)(a) and 14(8)(d) of Act 381 have been satisfied and hereby abolishes the River Street Brownfield Plan in its entirety.

BE IT FURTHER RESOLVED THAT the Buchanan City Commission hereby finds and directs that:

- (a) No additional tax increment revenues shall be captured under the River Street Brownfield Plan after the effective date of this Resolution, except to the extent necessary to satisfy any obligation identified pursuant to Section 14(8)(d) of Act 381.
- (b) Any tax increment revenues previously captured under the River Street Brownfield Plan, and any remaining amounts attributable to the Plan, shall be accounted for, retained, transferred, or otherwise used or distributed in accordance with Act 381, the Brownfield Plan, and other applicable law.
- (c) The City Manager, City Clerk, City Treasurer, the Authority, and other appropriate City officials are authorized to take all actions necessary to implement this Resolution, close out the River Street Brownfield Plan, cease future capture as applicable, and provide any required notices or reports.
- (d) Abolishment of the River Street Brownfield Plan does not preclude any property formerly included in the Plan from being considered for inclusion in a new brownfield plan or plan amendment in the future, subject to Act 381 and other applicable requirements.

AYES:

NAYS:

ABSENT:

ABSTAINED:

I, the undersigned, the duly qualified Clerk of the City of Buchanan, Berrien County, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Buchanan City Commission at a regular meeting held on the 14th day of September 2026, of which the original resolution is on file in my office.

Kalla Langston-Weiss
City Clerk
City of Buchanan, Michigan



Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS
A MICHIGAN FIRM, WORKING FOR MICHIGAN.

September 4, 2026

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

RE: Sewer Rate Study – Rate Consultant Services

Dear Mr. McGhee and the City of Buchanan,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the rate consultant for the above-referenced user rate study. This letter will confirm the scope and terms of our engagement:

- Review and analyze historical operating expenses using audit and budget information.
 - 2-4 years of audits and budgets.
 - Current and proposed (if available) budget.
- A “Test Year” is developed that reflects a “normalized” operating budget.
 - Current and/or proposed budgets are considered.
 - Analysis of anticipated changes to operating costs with both client input and our input.
 - Inflation multipliers are analyzed and attached to each budget line item.
- Existing debt is analyzed.
 - Drafting of existing semi-annual debt service by debt issue.
 - Refinancing and/or restructuring possibilities are explored.
- The customer base is analyzed, including the number of meter equivalents, billable flow, treated/pumped flow and other methods.
 - This information is verified by applying it to the current rate structure to ascertain margin of error compared to audited and budgeted revenues.
 - Other operating and non-operating revenues analyzed for trends and stability.
 - Analysis of assumptions made for duration of the analysis, including prediction of meter equivalents, billable flow and other user rate revenue methods.
- Capital improvement plans are analyzed and discussed.
 - Annual asset management plans are analyzed, and scenarios are developed for cash funding and debt funding costs.



Mr. Tony McGhee
City of Buchanan
September 4, 2026

- Funding asset management plans from cash reserves is analyzed against potential efficiency of grouping certain costs together for purposes of debt financing.
- Financing options are considered including the State Revolving Fund, USDA Rural Development, other agency funding sources and open market bonds. Various term options, bond securities and possible interest rate scenarios are considered.
- Cash reserve analysis.
 - Cash and investments are analyzed for trending and stability, including restricted funds.
 - A cash reserve policy is recommended based on the fund's stability, capital improvement plans, size of the system and changing customer dynamics.
- User rate management is considered with various options and scenarios.
 - Appropriateness of rate structure, including the proportion of revenue generated from ready to serve and commodity charge, is analyzed.
 - Rate adjustments of a one-time nature, annual inflationary increases and other options are considered.
- Meetings
 - In-person attendance of three meetings is included.
 - This includes a rate presentation to be conducted by the company to discuss findings and recommendations.
 - Virtual attendance of Teams meetings and/or calls is included.
- Reports
 - Upon completion of study, a five-year user rate recommendation will be made.
 - Provide financial information, important supporting data, important trends and analysis, narrative detailing findings and recommendations.
- Usual and customary rate consultant services as may be requested by the Client.

Bendzinski & Co. proposes a fee of \$6,000. The typical billing method for this service is quarterly bills until completion, but this can be negotiated with the Client.

Bendzinski & Co. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary



Bendzinski & Co.
MUNICIPAL FINANCE ADVISORS
A MICHIGAN FIRM, WORKING FOR MICHIGAN.

Mr. Tony McGhee
 City of Buchanan
 September 4, 2026

event that is material to the Issuer's evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Copies of Bendzinski & Co.'s filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page, which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors

Andy Campbell, CPA
 Registered Municipal Advisor

Accepted: _____, 20__

CITY OF BUCHANAN, STATE OF MICHIGAN

Signature: _____

Printed Name: _____

Title: _____



September 4, 2026

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

RE: 2027 Drinking Water State Revolving Fund Bonds/Loan & Water Rate Study – Registered
Municipal Advisor and Rate Consultant Services

Dear Mr. McGhee and the City of Buchanan,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the Registered Municipal Advisor for the issuance of the above-mentioned bond issue. This letter will confirm the terms of our engagement:

Act on behalf of the City of Buchanan (the "Issuer") with a fiduciary duty, which shall include a duty of loyalty and care in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board ("Board" or "MSRB") and the Securities and Exchange Commission ("SEC")

Phase 1 – Water Rate Study

- Review and analyze historical operating expenses using audit and budget information.
 - 2-4 years of audits and budgets.
 - Current and proposed (if available) budget.
- A "Test Year" is developed that reflects a "normalized" operating budget.
 - Current and/or proposed budgets are considered.
 - Analysis of anticipated changes to operating costs with both client input and our input.
 - Inflation multipliers are analyzed and attached to each budget line item.
- Existing debt is analyzed.
 - Drafting of existing semi-annual debt service by debt issue.
 - Refinancing and/or restructuring possibilities are explored.
- The customer base is analyzed, including the number of meter equivalents, billable flow, treated/pumped flow and other methods.
 - This information is verified by applying it to the current rate structure to ascertain margin of error compared to audited and budgeted revenues.
 - Other operating and non-operating revenues analyzed for trends and stability.



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- Analysis of assumptions made for duration of the analysis, including prediction of meter equivalents, billable flow and other user rate revenue methods.
- Capital improvement plans are analyzed and discussed.
 - Annual asset management plans are analyzed, and scenarios are developed for cash funding and debt funding costs.
 - Funding asset management plans from cash reserves is analyzed against potential efficiency of grouping certain costs together for purposes of debt financing.
 - Financing options are considered including the State Revolving Fund, USDA Rural Development, other agency funding sources and open market bonds. Various term options, bond securities and possible interest rate scenarios are considered.
- Cash reserve analysis.
 - Cash and investments are analyzed for trending and stability, including restricted funds.
 - A cash reserve policy is recommended based on the fund's stability, capital improvement plans, size of the system and changing customer dynamics.
- User rate management is considered with various options and scenarios.
 - Appropriateness of rate structure, including the proportion of revenue generated from ready to serve and commodity charge, is analyzed.
 - Rate adjustments of a one-time nature, annual inflationary increases and other options are considered.
- Meetings
 - In-person attendance of three meetings is included.
 - This includes a rate presentation to be conducted by the company to discuss findings and recommendations.
 - Virtual attendance of Teams meetings and/or calls is included.
- Reports
 - Upon completion of study, a five-year user rate recommendation will be made.
 - Provide financial information, important supporting data, important trends and analysis, narrative detailing findings and recommendations.
- Usual and customary rate consultant services as may be requested by the Client.



Mr. Tony McGhee
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Phase 2 – Drinking Water State Revolving Fund Bond Issue

- Prepare financial information and projections in cooperation with Issuer officials and engineers, in order to arrive at the amount of the issue to be sold and determine the methodology for the timely repayment of the bond issue;
- Attend meetings with Issuer's staff, its engineers, bond counsel, and Michigan Department of Environment, Great Lakes & Energy ("EGLE") staff for the purpose of planning the proposed SRF project;
- Provide assistance when requested to the Issuer, Issuer Attorney and Bond Counsel to ensure that all possible provisions are made towards the most advantageous sale of bonds;
- Prepare with the Issuer's cooperation, the Part 1 application required by the Municipal Finance Division of the Michigan Department of Treasury for their approval and expedite this approval;
- Prepare with the Issuer's cooperation, the financial processes required by the Michigan Department of Environment, Great Lakes & Energy Assistance Division, Municipal Facilities Section to obtain their approval;
- Prepare bond specifications for bond counsel including interest rate limitations, security pledge, term and other financial details of the bonds;
- Assist the Issuer with the required investment grade rating process;
- Preparation of the required User Charge System, if required; and
- Advise and assist the Issuer to enable them with a successful delivery of funds from Michigan Municipal Bond Authority.

Bendzinski & Co. proposes a fee of \$24,700. This fee includes all out-of-pocket expenses, meeting attendance, mileage, etc. This fee is payable upon closing of the bonds.

We believe this provides you with the outline of the services we provide. The Registered Municipal Advisor fee is contingent upon the closing and delivery of the bonds. Although this form of compensation may be customary, it presents a conflict because Bendzinski & Co. may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the Issuer. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, Bendzinski & Co. may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. Bendzinski & Co. manages and mitigates this conflict primarily by adherence to the fiduciary duty which it owes to municipal entities such as the Issuer which require it to put the interests of the Issuer ahead of its own.



Mr. Tony McGhee
City of Buchanan
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The Municipal Advisory Council of Michigan (the “MAC”) assesses Bendzinski & Co., a \$450.00 fee for every bond issue where we act as municipal advisor in the State of Michigan. This fee will be included in the overall bond costs of issuance. Our membership in the MAC is voluntary, but the per bond issue assessment is meant to cover costs for credit reports and similar information available from the MAC that is used in the offering document and in other states is billed directly by a third-party. The MAC is a single-source municipal database for essential bond and note details for all local government issuers in Michigan. Among 23 distinctive credit reports, the MAC is the primary source for Issuer’s debt statements, overlapping debt and indirect debt, as used to determine suitability and as disclosed in official statements, (if applicable). The MAC tracks, monitors and records all Michigan new issue bond sales, whether competitive, negotiated or private placements and bond calls. The MAC does not do any lobbying. Robert J. Bendzinski, currently serves on the MAC Board of Directors.

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Should you have any questions or require any additional information, please do not hesitate to call.



Mr. Tony McGhee
City of Buchanan
September 4, 2026

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors

Andy Campbell, CPA
Registered Municipal Advisor

Accepted: _____, 20__

CITY OF BUCHANAN, STATE OF MICHIGAN

Signature: _____

Printed Name: _____

Title: _____