

**AGENDA**

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

\* Requests to be added to the agenda as a “Scheduled Matter from the Floor” should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the “non-agenda items only” public comments section of the agenda. \* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting. \* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance. \* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)

**I. Call to Order**

**II. Roll Call**

**III. Pledge of Allegiance**

**IV. Recognition**

A. Arbor Day Proclamation- Arbor Day April 29, 2022

**V. Approve Agenda**

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

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

A. Consider approving Regular Meeting Minutes for April 11, 2022.

B. Consider approving expenditures for April 25, 2022, in the amount of \$110,230.84

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

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

A. Clerk Report- Clerk, Kalla Langston will update the Commission on petition dates and Voter ID cards being sent to the registered voters due to redistricting.

B. Public Services Report- Director, Mike Baker

- 1) Clark Street Culvert - bid anticipated by Monday
- 2) Retaining Wall on Front St. - bid anticipated by Monday
- 3) Potential purchase of Bobcat - Consider approval of trade-in and purchase of new Bobcat
- 4) Potential purchase of Mower - Consider approval of the purchase of new Mower
- 5) Thrill on the Hill - Joint report with Public Safety Director Tim Ganus regarding request to consider extended street closures

C. Water Department Report-

**Jill Mondschein, Cashier Clerk**

- 1) Consider the "Landlord's Proposal" for water/sewer bills.
- 2) Consider updated open/close hours for the front window.

**Scott Desenberg, Water Department Lead Operator**

- 3) Consider purchase of equipment to repair/replace water tower communication device

**D. Community Development Report:**

**Community Development Director Rich Murphy**

1) Boone Labs

A) Adult Use Processing Permit - Consider Approval for an Adult Use Processing Facility Permit for Boone Labs at 107 Alexander St.

B) Adult Use Grow Permit - Consider Approval for an Adult Use Marihuana Grow Facility Permit for Boone Labs at 107 Alexander St.

C) Medical Grow Permit - Consider Approval for a Medical Marihuana Grow Facility Permit for Boone Labs at 107 Alexander St.

2) Joint Meeting - Consider scheduling an annually recurring joint meeting between the City Commission, Planning Commission, and Buchanan Area Recreation Board, which is a requirement of RRC certification. Potential agenda items: park updates, truck routes, capital improvement plans.

3) Southwest Michigan Regional Chamber - Consider approving a \$5,000 membership fee for the City of Buchanan to join the Southwest Michigan Regional Chamber.

4) Zoning Code Review - Consider a proposal from Placemakers to update the City's Zoning Code to align with the Andrew's University Project and RRC Best Practices for a price of \$50,000 of which Manager Grace has secured a verbal commitment from the MEDC to cover \$30,000 of the cost through a RRC grant. Professor Andrew VonMaur, who works with Placemakers, would provide direct assistance on the project.

**Main Street Manager / Chamber Executive Director Ashley Regal**

5) Main Street Committee - progress update

6) Buchanan Area Chamber of Commerce - progress update

7) Thrill on the Hill - Consider Request from Lions Club

8) Common Usage Policy -

a. Consider approving a newly amended Common Usage Policy

b. Consider current applicants requesting use of the Common

9) Food Vendor Permit Licenses Fees - Consider approving Resolution 2022.04/431 to establish permit license fees for food vending within the City of Buchanan

E. Buchanan Tree Friends Board Appointments- Consider adding Daniel Regal to the Buchanan Tree Friends.

**X. Unfinished Business**

**A. Second reading and consideration of Ordinance 2022.03/431 Open Burn Ordinance**

**B. Second reading and consideration of Ordinance 2022.03/432 Revised Parking Ordinance**

**XI. New Business**

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

A. 1) New phone system at City Hall

2) Public input is requested for the development of new economic incentives for downtown, to include rear facade grants, outdoor dining grants, way-finding signage grants, etc.

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

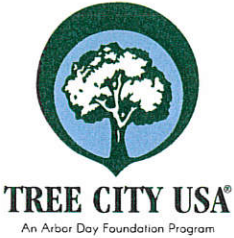
**XIV. Executive Comments**

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

**XV. Adjourn**



\*\*\* OFFICIAL PROCLAMATION \*\*\*

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Sean Denison, Mayor of the City of Buchanan, do hereby proclaim April 29<sup>th</sup>, 2022 as **ARBOR DAY** In the City of Buchanan, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS 25 day of April, 2022

Mayor \_\_\_\_\_



**CONTACT INFORMATION:**

**Buchanan Tree Friends**  
**City of Buchanan**  
**Brian Murphy, Co-Secretary/Treasurer**  
**bmurphy1660@mac.com**  
**Annie Tuite, Co-Secretary/Treasurer**  
**(312) 662-3149**  
**TreeFriends@cityofbuchanan.com**

**RELEASE DATE:****FOR IMMEDIATE RELEASE**

## **CHILDREN LEARN THE BENEFITS OF TREES**

### **ARBOR DAY TREE PLANTING**

**Dateline:     April 29, 2022**  
**9:30 AM EDT**  
**Buchanan, MI**

The City of Buchanan Tree Friends and the Ottawa Elementary School will celebrate Arbor Day with a planting of 20 trees on the school grounds. Ottawa, located at 109 Ottawa St, Buchanan, is an Early Education Center for Children Pre-K through 1<sup>st</sup> Grade.

Since 1872 Americans have been recognizing Arbor Day as a moment to reflect on trees and their benefits. In addition to their undeniable beauty, trees play a critical role in creating healthier, safer, and more connected communities. They clean our air, filter our water, and even slow storm surge and flooding in our cities.

The Ottawa children will participate in this learning by planting 20 trees. They will also help maintain the trees in the coming years.

Individuals, families, and businesses can participate by investing in a tree that students will be planting and maintaining. Please visit the Buchanan Tree Friends *Facebook* page for information on how to sponsor a tree.

The City of Buchanan is a proud *Tree City USA* a program of the Arbor Day Foundation.

*He who plants a tree plants a hope.     Lucy Larcom*



**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, APRIL 11, 2022 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

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**MINUTES**

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

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

**I. Call to Order**

Meeting was called to order at 7:00 PM by Mayor Denison.

**II. Pledge of Allegiance**

Mayor Denison led in the Pledge of Allegiance.

**III. Roll Call**

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

Absent: None

City Staff: City Manager, Heather Grace; City Clerk, Kalla Langston; Community Development Director, Richard Murphy; Public Services Director, Mike Baker; Public Safety Director, Chief Tim Ganus.

**IV. Approve Agenda**

*Motion made by Swem, seconded by Downey to amend the agenda to add section IX. B. 4. Bergman Quote for Covert Design and then approve the agenda as amended. Roll call vote carries unanimously.*

**V. Recognition**

**A. Clyde Weaver Recognition**

Mayor Denison and the Commission presented a Recognition Plaque to Mrs. Geraldine Weaver in honor of her late husband Clyde Weaver.

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

None

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

A. Consider approving Regular Meeting Minutes for March 28, 2022.

B. Consider Approving Expenditures for April 11, 2022, in the amount of \$249,730.41

C. Consider Approving Road Closure for Memorial Day Parade on May 30th organized by American Legion Post 51.

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

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

None

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

A. Clerk Report- Kalla Langston

Consider putting the Dial-a-Ride local proposal on the August 2, 2022 primary ballot or the November 8, 2022 general ballot.

Langston asked for guidance on which ballot the commission would like to see the Dial-A-Ride proposal. Langston's concern is that there may be up to 15 proposals on the November Ballot and the Dial-A-Ride proposal might be missed. Commission wants to make sure the public has knowledge that it will be on the August ballot. Grace and Langston will share it on website, Facebook, and a newsletter mailing.

*Motion made by Money, seconded by Downey to put Dial-a-Ride local proposal on the August 2, 2022, primary ballot. Roll call vote carried unanimously.*

B. Public Services Director Report- Mike Baker

1. Update Regarding Demolitions

Victory Street fence was removed. 606 site is clear.

2. Update Regarding New DPW Bldg Construction

Had a great meeting about the DPW, waiting on the August Budget.

3. Consider Repair of the 2009 Ford F250 Super Duty 3/4 Ton Pickup

Baker was able to take it to Grand Rapids to get a quote and they said it needed a new motor, Baker believes it's in good shape to be repaired. Since they just put new brakes and tires, if they don't repair this then he would need a replacement truck. The quote came in at \$5,600.

Swem was okay with approving provided they do not exceed the \$5,600. To maybe check out the landfill for different connections.

Downey asked for a maintenance sheet on requests that come through like this. Baker says he can print one for them next time, that he has a program for this. That way the commission can decide if it's a vehicle worth putting money into.

Denison agrees with maintenance sheets on all equipment would help in the future as well. So that the Commission knows what they could be replacing in the future.

*Motion made by Swem, seconded by Weedon to approve the 2009 F250 repair not to exceed the \$5,673.30. Roll call vote carried unanimously.*

4. Bergman Quote for Covert Design

The quote on the covert came in from H&K excavators with AVB Construction has estimated their cost alone to be \$350,000. That's just the excavating that doesn't include what EGLE is going to tell the city what to do with moving the water over or around. That's just the excavating of the covert and putting the covert in.

Denison was able to add in that the covert is going from an 8 ft wide to a 20ft wide full concert overpass. If they cut the covert off, they can't get over to the salt barn.

Swem was curious if they can build an access road off the trail and if it would be cheaper.

Baker stating, they haven't gotten hard numbers in yet, that with all the permits it would be between \$350,000- \$500,00.

Denison believes there are other options that need to be explored. Not only was this a shock but the current covert is collapsing. There is a hole in the covert in the middle of the road.

Swem asking for an RFP to bid out this project.

Grace asked for the commission to approve of a design solution from Bergman not to exceed 9,000. They can work on that design asap to get that bid out.

Problem is Baker had to pre-order for Salt, that will be here at some point this summer. And need to be able to get in the salt barn.

Otherwise, the salt will have to be moved somewhere else.

Commission, Baker, and Grace tried to come up with different options to store the salt until they can figure out the covert or access road.

Commission asking for city hall staff to look at explore different options with the covert or alternative road before making the decision.

Grace is going to ask Whiteman to double check with EGLE about the cost of permits and possible quote for the alternative road.

Grace is hoping for a quick turn around to give to the commission.

### C. Community Development Director Report- Rich Murphy

Murphy gave a brief presentation about Community Development.

On Victory Park progress: We are getting a lot of good feedback from neighbors around the area about the park. The city made the improvements to the basketball courts and doubled the size of the park. Now they are moving on to the construction of a pavilion with Kevin Barker offering to design pro bono. They are meeting with some of the neighbors to develop a concept it's an exciting project.

Murphy gave this presentation to the Great Lakes St. Lawrence initiative a few weeks back. The group is made up of several cities connected to the Great lakes and its rivers. Murphy stated Buchanan could become a model project that could be replicated for other inland communities. Making the little project in Buchanan more competitive by showing that we contribute to the Great Lakes. The city could assemble up to 50 plus acres of public access to river, rain gardens, ecological restoration, removal of invasive species things that will make water cleaner, and the wildlife habits better, more efficient ways for people to access the water. Murphy is pointing out that this opportunity could be like a mini national park kind of experience. There is an access problem and that's the vision, to make it accessible.

#### 1. Resolutions of Support for Federal Appropriations Grant Opportunities

##### a. Resolution of Support for DPW Bldg Construction- Sen. Gary Peters

*Motion made by Money, seconded by Swem to approve the resolution of support for the DPW Building Construction to Sen Gary Peters. Roll call vote carried unanimously.*



- b. Resolution of Support for Riverfront Boardwalk and Boat Launch Improvements- Sen. Debbie Stabenow

*Motion made by Weedon, seconded by Downey to approve Resolution of Support for Riverfront Boardwalk and Boat Launch Improvements to Sen. Debbie Stabenow. Roll call vote carried unanimously.*

- c. Resolution of Support for McCoy's Creek Trail Extension #5 to go up Walton towards Connecting to Niles Trails- Rep. Fred Upton

*Motion made by Swem, seconded by Money to approve Resolution of Support for McCoy's Creek Trail Extension #5 to go up Walton towards connecting to Niles Trails to Rep. Fred Upton. Roll call vote carried unanimously.*

2. Update on Submissions of Grants to U.S. Fish & Wildlife, as well as to the MDNR

Murphy updated in his presentation to Commission

3. Update on Other Grants Currently Being Written

Grace gave praise to Murphy on working so diligently on 3 different grants all coming due at the same time.

## **X. Unfinished Business**

### A. Reconsideration of Ordinance 2022.03/430- IMPC Adoption Ordinance, Property Maintenance Code.

*No action taken.*

### B. First reading of Ordinance 2022.03/431- Open Burning Ordinance

Commission asking what the recommendation from public safety about diameter listed. Current wordage is 3 ft in Ordinance. Chief Ganus was able to address the Commission about how they came up with the Ordinance. Swem would like to see it at 5 ft. Discussion between commissioners. The Commissioners and Chief agrees that changing the size requirements wouldn't be a problem.

*Motion made by Weedon, seconded Money to approve the first reading of the Open Burn Ordinance 2022.03/431 with the changes of 3 diameters to 5 diameters under section 1.A. Roll call vote carried unanimously.*

### C. First reading of Ordinance 2022.03/432- Revised Parking Ordinance

Grace asked for feedback about fees for the ordinance.

Chief Ganus explained the ordinance and changes that were made. Commission would like to see the parking ticket bumped up to \$25.00 as well making sure there is signage down there as well. Commission discussing about price with Chief Ganus. Commission agreeing that a higher fee because it is such a high traffic area. The resolution for the fees will be brought to the commission at the next meeting.

Grace mentioned the fact that if they receive the parking ticket and they are not from here they are now able to pay online. Chief Ganus let the commission know that the change would not take place till July 1, 2022. Since they can push out the ordinance to inform people and business owners, as well as order new tickets.

*Motion made by Swem, seconded by Weedon to approve the first reading of the revised parking ordinance 2022.03/432. Roll call vote carried unanimously.*

**XI. New Business****A. Consider Resolution 2022.04/430- Resolution to negotiate the summer school tax collection fee**

*Motion made by Weedon, Seconded by Money to approve resolution 2022.04/430 resolution to negotiate the summer school tax collection fee. Roll call vote carried unanimously.*

**B. Consider approving Portable Toilet Bid for either Pride the Portable Toilet Company at \$7420.00 or LRS recycles at \$9,600.00**

*Motion made by Swem, seconded by Downey to approve the bid from Pride the Portable Toilet Company for \$7,420.00. Roll call vote carried unanimously.*

**C. Consider approving the bid from Bakertilly for a water/sewer rate study at \$9,000 per fund.**

*Motion made by Swem, Seconded by Money to approve the water/sewer rate study at \$9,000 per fund from Bakertilly. Roll call vote carried unanimously.*

**D. Consider appointments/Change of Memberships to ZBA**

*Motion made by Money, seconded by Downey to appoint Joe Kruger to the ZBA. Roll call vote carries unanimously.*

**E. Closed Session-**

1. Consider Entering Closed Session pursuant to MCL 15.268 Sec.8(1)(d) and (h) to consider the purchase or lease of real property as well as to consider matters subject to attorney-client privilege.

*Motion made by Swem, seconded by Money to enter closed session at 8:52PM. Roll call vote carried unanimously.*

2. Consider Re-Entering Open Session

*Motion made by Weedon, seconded by Downey to enter re-enter open session at 9:35 PM. Roll call vote carried unanimously.*

3. Consider Action based on Closed Session Discussion

*Motion made by Downey, seconded Swem to authorize the City Manager to take action pursuant discussion held in closed session.*

Yes: Denison, Weedon, Downey, Swem

No: None

Abstain: Money for personal relationship

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

None

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

Norma Ferris- asked about Ross Sanders books. Denison informed her that Money would be there Saturday and she was welcome to join.

**XIV. Executive Comments****A. City Manager Comments**

Grace wanted to share that there has been a lot of developments in the city lately involving grant applications. Just wanted to emphasize how hard the staff has been working to change the culture here in Buchanan when it comes to spending taxpayer dollars. She hopes that the public is seeing that we are trying our best to see that every tax dollar spent is being stretched as far as it can and trying to double or triple with matching grant funds and various opportunities. That is one of our largest goals, we're spending a lot of time doing it but were finding success.

**B. Commissioner Comments**

Weedon- No Comment

Swem- No Comment

Downey- No Comment

Money- Just wanted to reiterate what city manager Grace said. Buchanan Chili-Walk had a great time, lots of people downtown. Happy Birthday to Baker.

**C. Mayor Comments**

Chili walk was a huge success with 350 people. It was great after 2 years to see downtown buzzing. Chili was great. Reminder that Spring clean-up is on April 29<sup>th</sup> and 30<sup>th</sup> at River Street.

**XV. Adjourn**

*Motion made by Money, seconded by Weedon to adjourn the meeting at 9:40 P.M. Roll call vote carried unanimously.*

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Kalla Langston, City Clerk

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Mayor Sean Denison

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL							
Dept 000.000							
101-000.000-674.000	BUCHANAN REDBUD CITY CENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WALL 2	030122-033022	04/26/22	33.91	
101-000.000-674.000	BUCHANAN REDBUD CITY CENT	LISA MILLER	CITY CENTER RENTAL DEPOSIT	04/18/22	04/30/22	50.00	
101-000.000-674.000	BUCHANAN REDBUD CITY CENT	MIRANDA MCCORMICK	REFUND RENTAL DEPOSIT FOR THE CITY	04/3/22	04/30/22	50.00	
101-000.000-674.000	BUCHANAN REDBUD CITY CENT	PATSY BRCKA	CITY CENTER RENTAL DEPOSIT REFUND	04/18/22	04/30/22	50.00	
Total For Dept 000.000						183.91	
Dept 101.000 CITY COMMISSION							
101-101.000-730.000	POSTAGE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	8.95	
101-101.000-818.000	CONTRACTUAL - CITY COMMISS	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	221.10	
101-101.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WYSOCK	LEGAL FEES FOR MARCH 2022	527686	04/30/22	15,824.00	
101-101.000-857.000	GRANTS & SPECIAL PROJECTS	HONOR CREDIT UNION	MARCH 2022 CHARGES - BAHAM 4294	030122-033022-5	04/28/22	79.98	
101-101.000-857.000	GRANTS & SPECIAL PROJECTS	MICHIGAN GATEWAY COMM	SUMMER CONCERT SERIES	041222	04/30/22	10,000.00	
101-101.000-885.000	PUBLIC RELATIONS	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	32.19	
101-101.000-885.000	PUBLIC RELATIONS	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WALL 2	030122-033022	04/26/22	79.50	
101-101.000-962.000	MISCELLANEOUS - EMAIL SPAN	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	50.45	
Total For Dept 101.000 CITY COMMISSION						26,296.17	
Dept 172.000 CITY MANAGER							
101-172.000-730.000	POSTAGE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	174.00	
101-172.000-818.000	CONTRACTUAL - RICH CELL PH	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	155.04	
101-172.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	15.89	
101-172.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - MURPHY	030122-033022-8	04/28/22	15.89	
101-172.000-873.000	TRAVEL & CAR ALLOWANCE	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WALL 2	030122-033022	04/26/22	583.05	
Total For Dept 172.000 CITY MANAGER						943.87	
Dept 191.000 ELECTIONS							
101-191.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	1,442.00	
Total For Dept 191.000 ELECTIONS						1,442.00	
Dept 209.000 ASSESSOR							
101-209.000-818.000	CONTRACTUAL	BS&A SOFTWARE	ASSESSOR ANNUAL SUPPORT	139869	05/31/22	1,161.00	
Total For Dept 209.000 ASSESSOR						1,161.00	
Dept 215.000 CITY CLERK							
101-215.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	MARCH 2022 CHARGES - REGAL 6262	030122-033022-4	04/28/22	508.08	
101-215.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WALL 2	030122-033022	04/26/22	78.21	
101-215.000-818.000	CONTRACTUAL - KALLA CELL P	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	90.82	
101-215.000-864.000	CONFERENCES AND WORKSHOP	HONOR CREDIT UNION	MARCH 2022 CHARGES - LANGSTON 4666	030122-033022-6	04/28/22	927.50	
101-215.000-873.000	TRAVEL & CAR ALLOWANCE	HONOR CREDIT UNION	MARCH 2022 CHARGES - LANGSTON 4666	030122-033022-6	04/28/22	315.15	
Total For Dept 215.000 CITY CLERK						1,919.76	
Dept 253.000 TREASURER							
101-253.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	MARCH 2022 CHARGES - BAHAM 4294	030122-033022-5	04/28/22	26.50	
101-253.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	288.88	
101-253.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WALL 2	030122-033022	04/26/22	14.87	
101-253.000-730.000	POSTAGE	HONOR CREDIT UNION	MARCH 2022 CHARGES - BAHAM 4294	030122-033022-5	04/28/22	8.95	
101-253.000-818.000	CONTRACTUAL	PLANTE & MORAN	MARCH 2022 BILL - GOVERNMENTAL ASSI	2121613	04/30/22	6,972.75	
101-253.000-873.000	TRAVEL & CAR ALLOWANCE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	114.56	
Total For Dept 253.000 TREASURER						7,426.51	
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-756.000	MISCELLANEOUS SUPPLIES	HONOR CREDIT UNION	MARCH 2022 CHARGES - BAHAM 4294	030122-033022-5	04/28/22	114.75	
101-265.000-756.000	MISCELLANEOUS SUPPLIES	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WALL 2	030122-033022	04/26/22	297.93	
101-265.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPAN	RING CENTRAL SERVICE FEE - NEW PHON	1896 - R- 0001	05/12/22	389.99	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL							
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPAN	RING CENTRAL TELEPHONE SYSTEMS (NEW	1895	05/12/22	4,344.78	
101-265.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPAN	SERVICE FEES, LABOR AND PARTS	1878	05/06/22	1,149.97	
101-265.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WALL 2	030122-033022	04/26/22	13.77	
101-265.000-818.000	CONTRACTUAL	KELLY L CLARK	LAST WEEK OF MARCH 22 & FIRST 3 WEE	4/1/22	04/30/22	660.00	
101-265.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	MARCH PEST CONTROL	200378C	03/31/22	45.00	
101-265.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	PEST CONTRACT RENEWAL	-150009351 S -1	06/01/22	81.00	
101-265.000-853.000	TELEPHONE, INTERNET, CABLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	114.96	
101-265.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	923.10	
101-265.000-921.000	UTILITIES	SEMCO ENERGY	APRIL 2022 GAS USAGE	APRIL 2022	04/28/22	1,334.60	
101-265.000-931.000	MAINTENANCE-BUILDINGS	TINA SPURLOCK	CLEANING SERVICE FOR THE MONTH OF A	181371	04/30/22	75.00	
101-265.000-934.000	MAINT. - OFFICE EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	113.52	
101-265.000-962.000	MISCELLANEOUS	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - MONDSC	030122-033022-3	04/28/22	12.50	
Total For Dept 265.000 BUILDING AND GROUNDS						9,670.87	
Dept 269.000 RENTAL PROPERTY							
101-269.000-921.000	UTILITIES	SEMCO ENERGY	APRIL 2022 GAS USAGE	APRIL 2022	04/28/22	181.85	
Total For Dept 269.000 RENTAL PROPERTY						181.85	
Dept 271.430 PEAR'S MILL							
101-271.430-935.000	BUILDING & GROUND MAINTEN	ROSE PEST SOLUTIONS	MARCH PEST CONTROL	200378C	03/31/22	51.00	
101-271.430-935.000	BUILDING & GROUND MAINTEN	ROSE PEST SOLUTIONS	PEST CONTRACT RENEWAL	-150009351 S -1	06/01/22	67.00	
Total For Dept 271.430 PEAR'S MILL						118.00	
Dept 271.440 BUCHANAN COMMON							
101-271.440-935.000	BUILDING & GROUND MAINTEN	ROSE PEST SOLUTIONS	MARCH PEST CONTROL	200378C	03/31/22	51.00	
101-271.440-935.000	BUILDING & GROUND MAINTEN	ROSE PEST SOLUTIONS	PEST CONTRACT RENEWAL	-150009351 S -1	06/01/22	67.00	
Total For Dept 271.440 BUCHANAN COMMON						118.00	
Dept 276.000 CEMETERY							
101-276.000-818.000	CONTRACTUAL	BAR WATER YOUR LOCAL C	CEMETERY WATER FEE	04/15/22	04/15/22	11.50	
101-276.000-818.000	CONTRACTUAL - EMAIL SPAM	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	25.23	
101-276.000-853.000	TELEPHONE, INTERNET, CABLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	51.23	
101-276.000-932.000	MAINTENANCE-GROUNDS	AMERICAN LEGION POST 5	REIMBURSEMENT FOR CEMETERY MARKERS	11985	04/25/22	525.00	
101-276.000-932.000	MAINTENANCE-GROUNDS	WATSONS TREE SERVICE	TOP SOIL FOR GRAVES AT CEMETERY	91235	04/21/22	420.00	
101-276.000-933.000	MAINTENANCE - EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - BAKER	030122-033022-11	04/26/22	1,510.08	
101-276.000-933.000	MAINTENANCE - EQUIPMENT	HULL LIFT TRUCK	36 INCH SMOOTH BUCKET FOR MINI EXCA	PSI-0290242	04/25/22	2,028.00	
101-276.000-933.000	MAINTENANCE - EQUIPMENT	RIDGE NAPA AUTO PARTS	BATTERY - MINI EXCAVATOR	655238	04/30/22	151.99	
101-276.000-934.000	MAINT. - OFFICE EQUIPMENT	CINTAS CORPORATION	RAGS AND RUGS FOR CEMETERY AND DPW	4115431765	04/15/22	72.40	
101-276.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	41.85	
Total For Dept 276.000 CEMETERY						4,837.28	
Dept 301.000 POLICE							
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	CAPIER TONER (X3) CASE COPY PAPER &	231528227001	05/01/22	240.81	
101-301.000-756.000	MISCELLANEOUS SUPPLIES	JOHN LEONARD	WINBAG SHIMMING TOOL TO ADD TO OUR	04/6/22	04/25/22	42.76	
101-301.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	2/10/22 PEST CONTROL	150549157	02/20/22	71.00	
101-301.000-851.000	RADIO MAINTENANCE	DIGITAL ALLY	RETURN/REPLACE VULINK ASSEMBLY FOR	1120186	05/05/22	215.00	
101-301.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	APRIL 2022 BILL POLICE DEPARTMENT	4/1-4/30/22	04/17/22	602.88	
101-301.000-873.000	TRAVEL & CAR ALLOWANCE	BRIANA SCHMITZ	REIMBURSEMENT FOR GAS AND FOOD FOR	04/11/22	04/30/22	152.61	
101-301.000-886.000	COMMUNITY POLICING	GALL'S INC.	BOOTS FOR JOHN LEONARD	019436655-1	11/30/21	159.95	
101-301.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	140.77	
101-301.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	POWER USAGE FOR APRIL 2022	4/4/22	04/18/22	1,450.20	
101-301.000-921.000	UTILITIES	SEMCO ENERGY	APRIL 2022 GAS USAGE	APRIL 2022	04/28/22	714.22	
101-301.000-931.000	MAINTENANCE-BUILDINGS	TINA SPURLOCK	CLEANING SERVICES FOR THE MONTH OF	092268	04/30/22	120.00	

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL							
Dept 301.000 POLICE							
101-301.000-934.000	MAINT. - OFFICE EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	214.43	
101-301.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	REPAIR BALANCE FOR PATROL VEHICLES	04/13/22	04/30/22	452.98	
101-301.000-962.000	MISCELLANEOUS	BILLER PRESS	250 PARKING TICKETS	BP-8488	05/07/22	313.07	
Total For Dept 301.000 POLICE						4,890.68	
Dept 336.000 FIRE DEPARTMENT							
101-336.000-728.000	OFFICE SUPPLIES	CERTASITE LLC	FIRE EXTINGUISHERS MAINTENANCE	12296630	05/11/22	445.37	
101-336.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	APRIL 2022 BILLING CYCLE FOR FIRE D	04/3/22-05/2/22	04/22/22	220.25	
101-336.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	237.64	
101-336.000-921.000	UTILITIES	SEMCO ENERGY	APRIL 2022 GAS USAGE	APRIL 2022	04/28/22	412.09	
101-336.000-934.000	MAINT. - OFFICE EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	25.23	
101-336.000-939.000	MAINTENANCE - VEHICLE	EMERGENCY VEHICLES PLU	REPAIR TO ENGINE 4620 ON BOARD AIR	016679	12/19/21	251.05	
Total For Dept 336.000 FIRE DEPARTMENT						1,591.63	
Dept 371.001 BUILDING INSPECTOR							
101-371.001-853.000	TELEPHONE, INTERNET, CABLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	63.32	
101-371.001-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	230.77	
Total For Dept 371.001 BUILDING INSPECTOR						294.09	
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
101-441.000-756.000	MISCELLANEOUS SUPPLIES - E	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	37.84	
101-441.000-756.000	MISCELLANEOUS SUPPLIES	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - BAKER	030122-033022-11	04/26/22	64.60	
101-441.000-756.000	MISCELLANEOUS SUPPLIES	MILLER INDUSTRIAL GASE	ARGAN GAS RENTAL	RENT066650	04/30/22	5.58	
101-441.000-818.000	CONTRACTUAL	RMC PROPERTIES LLC	MARCH LEASE PAYMENT	3	04/10/22	5,000.00	
101-441.000-818.000	CONTRACTUAL	RMC PROPERTIES LLC	APRIL LEASE AGREEMENT	4	05/12/22	5,000.00	
101-441.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	APRIL 2022 MONTHLY BILLING FOR DPW	04/4/22-05/3/22	04/17/22	196.72	
101-441.000-853.000	TELEPHONE, INTERNET, CABLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	51.23	
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	644.38	
101-441.000-921.000	UTILITIES	SEMCO ENERGY	APRIL 2022 GAS USAGE	APRIL 2022	04/28/22	321.73	
101-441.000-926.000	STREET LIGHTING	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	435.64	
101-441.000-931.000	MAINTENANCE-BUILDINGS	CINTAS CORPORATION	RAGS AND RUGS FOR CEMETERY AND DPW	4115431765	04/15/22	64.15	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	AUSRA KUBOTA, INC.	FILTERS FOR ZD331	IN05719	04/25/22	133.55	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	BELL EQUIPMENT COMPANY	BROOMS/ RUNNERS/ SCRAPERS AND FILTE	PO6406 & PO 6402	05/04/22	1,011.01	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	CINTAS CORPORATION	RUGS AND RAGS	16058	03/28/22	84.49	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - BAKER	030122-033022-11	04/26/22	217.00	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	HULL LIFT TRUCK	FIX THE 763 BOBCAT SKIDSTEAR AND SE	WO-731357	03/01/22	2,001.19	
101-441.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	97.65	
101-441.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - WEAVER	030122-033022-10	04/26/22	107.59	
101-441.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - BAKER	030122-033022-11	04/26/22	39.98	
Total For Dept 441.000 DEPARTMENT OF PUBLIC WORKS						15,514.33	
Dept 756.000 BUCHANAN AREA RECREATION BOARD							
101-756.000-818.000	CONTRACTUAL	PRIDE THE PORTABLE TOI	BOAT LAUNCH 3/22/22-4/18/22 PORTABL	28480	04/18/22	90.00	
Total For Dept 756.000 BUCHANAN AREA RECREATION B						90.00	
Total For Fund 101 GENERAL						76,679.95	
Fund 107 DOWNTOWN DEVELOPMENT FUND							
Dept 435.000 FARMERS' MARKET							
107-435.000-762.000	WEBSITE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	11.74	
Total For Dept 435.000 FARMERS' MARKET						11.74	
Total For Fund 107 DOWNTOWN DEVELOPMENT FUND						11.74	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 202 MAJOR STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
202-463.000-782.000	ROAD MAIN. MATERIAL & SUP	MILESTONE CONTRACTORS	COLD PATCH	58605	04/30/22	1,417.50	
						1,417.50	
Total For Dept 463.000 ROUTINE STREET MAINTENANCE							
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
202-474.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	106.84	
						106.84	
Total For Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
						106.84	
Total For Fund 202 MAJOR STREETS							
						1,524.34	
Fund 501 W & S MAINTENANCE & OPERATION							
Dept 000.000							
501-000.000-202.000	DEPOSIT	CHAPMAN, WENDY	UB deposit refund for account: 4847	04/18/2022	04/25/22	200.00	
501-000.000-202.000	DEPOSIT	DAVE WISHART	UB deposit refund for account: 4291	04/18/2022	04/25/22	200.00	
501-000.000-202.000	WATER	FECHNER, EMILY	UB refund for account: 5963	FECHNER CREDIT	04/25/22	78.60	
						478.60	
Total For Dept 000.000							
Dept 590.000 SEWER MAINTENANCE & OPERATION							
501-590.000-730.000	POSTAGE	KCI	MONTHLY WATER MAILING FEES	309112	03/31/22	543.80	
501-590.000-751.000	GAS AND OIL	CERTIFIED LABORATORIES	ISO 680 OIL	7729252	04/02/22	364.00	
501-590.000-757.000	LAB SUPPLIES	USA BLUE BOOK	250 GRAD. CYLINDER, KIMWIPES, M-FC	885712	03/21/22	33.00	
501-590.000-802.000	ACCOUNTING SUPPORT	PLANTE & MORAN	MARCH 2022 BILL - GOVERNMENTAL ASSI	2121613	04/30/22	2,324.25	
501-590.000-818.000	CONTRACTUAL	WOLVERINE POWER SYSTEM	PLANT GENERATOR DIAGNOSTICS	0228412-IN	04/29/22	426.50	
501-590.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	641.75	
501-590.000-921.000	UTILITIES	SEMCO ENERGY	APRIL 2022 GAS USAGE	APRIL 2022	04/28/22	587.85	
501-590.000-931.000	MAINTENANCE-BUILDINGS	HONOR CREDIT UNION	MARCH 2022 CHARGES - BAHAM 4294	030122-033022-5	04/28/22	87.50	
501-590.000-931.000	MAINTENANCE-BUILDINGS	KLINK TRUCKING, INC.	LIMESTONE FOR DRIVEWAY	202203-0466	04/30/22	611.76	
501-590.000-931.000	MAINTENANCE-BUILDINGS	SHERWIN WILLIAMS CO.	DOOR PAINT WASTEWATER	2732-4	05/07/22	61.31	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	FOURNIER	POLYMER PUMP HEAD	139716	05/12/22	470.00	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - HOUSAN	030122-033022-2	04/28/22	144.32	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	RIDGE NAPA AUTO PARTS	GENERATOR FUEL FILTERS	656143	05/07/22	71.24	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	RIDGE NAPA AUTO PARTS	GENERATOR COOLANT FILTER	656138	05/07/22	60.79	
501-590.000-934.000	MAINT. - OFFICE EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	63.07	
501-590.000-936.000	SLUDGE REMOVAL	S.E BERRIEN COUNTY LA	SLUDGE DISPOSAL	0154874-IN	04/30/22	295.20	
501-590.000-936.000	SLUDGE REMOVAL	S.E BERRIEN COUNTY LA	SLUDGE DISPOSAL	0154974-IN	05/06/22	295.20	
501-590.000-936.000	SLUDGE REMOVAL	S.E BERRIEN COUNTY LA	SLUDGE DISPOSAL	0155013-IN	05/08/22	293.00	
501-590.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	27.90	
						7,402.44	
Total For Dept 590.000 SEWER MAINTENANCE & OPERAT.							
Dept 591.000 WATER MAINTENANCE & OPERATION							
501-591.000-730.000	POSTAGE	KCI	MONTHLY WATER MAILING FEES	309112	03/31/22	543.80	
501-591.000-743.000	CHEMICALS	USA BLUE BOOK	HACH FLUORIDE REAGENT	933260	04/30/22	322.33	
501-591.000-756.000	MISCELLANEOUS SUPPLIES	FERGUSON WATERWORKS #1	FLAGS AND MARKER PAINT FOR MARKING	0272211	04/30/22	33.65	
501-591.000-802.000	ACCOUNTING SUPPORT	PLANTE & MORAN	MARCH 2022 BILL - GOVERNMENTAL ASSI	2121613	04/30/22	2,324.25	
501-591.000-818.000	CONTRACTUAL	KOTZ, SANGSTER, WY SOCK	LEGAL FEES FOR MARCH 2022	527686	04/30/22	752.50	
501-591.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST BUSINESS	APRIL 2022 MONTHLY BILLING FOR WATE	04/6/22-05/05/22	04/22/22	116.35	
501-591.000-853.000	TELEPHONE, INTERNET, CABLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	51.23	
501-591.000-821.000	UTILITIES	INDIANA MICHIGAN POWER	MONTHLY BILLING CYCLE FOR APRIL 202	04/1/22	05/05/22	540.64	
501-591.000-921.000	UTILITIES	SEMCO ENERGY	APRIL 2022 GAS USAGE	APRIL 2022	04/28/22	86.09	
501-591.000-934.000	MAINT. - OFFICE EQUIPMENT	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - GRACE	030122-033022-7	04/28/22	25.23	
501-591.000-937.000	METERS - HYDRANTS - FITTING	ETNA SUPPLY CO.	9 MXU RADIO TRANSMITTERS	S104288491.003	04/30/22	1,440.00	
501-591.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	MONTHLY CC CHARGES MARCH 2022- POWE	030122-033122	04/28/22	27.90	
501-591.000-960.000	EDUCATION AND TRAINING	HONOR CREDIT UNION	MARCH 2022 MONTHLY CHARGES - DESENB	030122-033022-9	04/28/22	95.00	
501-591.000-962.000	MISCELLANEOUS	WIGHTMAN & ASSOCIATES	THIRD STREET WATERMAIN PERMIT ASSIS'	74969	05/08/22	144.80	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 501 W & S MAINTENANCE & OPERATION							
Dept 591.000 WATER MAINTENANCE & OPERATION							
Total For Dept 591.000 WATER MAINTENANCE & OPERAT						6,503.77	
Total For Fund 501 W & S MAINTENANCE & OPERATION						<u>14,384.81</u>	
Fund 588 DIAL-A-RIDE							
Dept 000.000							
588-000.000-700.003	EXPENDITURES	SOUTHWEST MICHIGAN PLA	NATS LOCAL MATCH	785	03/28/22	1,845.00	
588-000.000-700.007	AUDIT EXPENSES	KRUGGEL LAWTON CPA	DAR AUDIT 2021	352086	04/30/22	5,750.00	
588-000.000-700.007	AUDIT EXPENSES	PLANTE & MORAN	MARCH 2022 BILL - GOVERNMENTAL ASSI	2121613	04/30/22	10,035.00	
Total For Dept 000.000						<u>17,630.00</u>	
Total For Fund 588 DIAL-A-RIDE						<u><u>17,630.00</u></u>	



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DB: Buchanan

INVOICE GL DISTRIBUTION REPORT FOR CITY OF BUCHANAN  
EXP CHECK RUN DATES 04/25/2022 - 04/25/2022  
JOURNALIZED  
OPEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL			76,679.95	
			Fund 107 DOWNTOWN DEVELOPMENT FUND			11.74	
			Fund 202 MAJOR STREETS			1,524.34	
			Fund 501 W & S MAINTENANCE & OPERATIO			14,384.81	
			Fund 588 DIAL-A-RIDE			17,630.00	
			Total For All Funds:			<hr/>	
						110,230.84	

Item VII. B.

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
			Fund Totals:			
			Fund 101 GENERAL			76,679.95
			Fund 107 DOWNTOWN DEVELOPMENT FUND			11.74
			Fund 202 MAJOR STREETS			1,524.34
			Fund 501 W & S MAINTENANCE & OPERATI			14,384.81
			Fund 588 DIAL-A-RIDE			17,630.00
			Total For All Funds:			110,230.84

INVOICE REGISTER REPORT FOR CITY OF BUCHANAN  
 EXP CHECK RUN DATES 04/25/2022 - 04/25/2022  
 JOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
11985 23777	AMERICAN LEGION POST 51 REIMBURSEMENT FOR CEMETERY MARKERS 101-276.000-932.000	04/14/2022 CBAHAM MAINTENANCE-GROUNDS	04/25/2022	525.00 525.00	525.00	Open	Y 04/19/2022
IN05719 23712	AUSRA KUBOTA, INC. FILTERS FOR ZD331 101-441.000-933.000	03/21/2022 CBAHAM MAINTENANCE - EQUIPMENT	04/25/2022	133.55 133.55	133.55	Open	Y 04/18/2022
04/15/22 23725	BAR WATER YOUR LOCAL CULLIGAN CEMETERY WATER FEE 101-276.000-818.000	03/31/2022 CBAHAM CONTRACTUAL	04/15/2022	11.50 11.50	11.50	Open	Y 04/18/2022
PO6406 & PO 6402 23713	BELL EQUIPMENT COMPANY BROOMS/ RUNNERS/ SCRAPERS AND 101-441.000-933.000	04/04/2022 CBAHAM MAINTENANCE - EQUIPMENT	05/04/2022	1,011.01 1,011.01	1,011.01	Open	Y 04/18/2022
BP-8488 23778	BILLER PRESS 250 PARKING TICKETS 101-301.000-962.000	04/07/2022 CBAHAM MISCELLANEOUS	05/07/2022	313.07 313.07	313.07	Open	Y 04/19/2022
04/11/22 23745	BRIANA SCHMITZ REIMBURSEMENT FOR GAS AND FOOD FOR 101-301.000-873.000	04/11/2022 CBAHAM TRAVEL & CAR ALLOWANCE	04/30/2022	152.61 152.61	152.61	Open	Y 04/18/2022
139869 23714	BS&A SOFTWARE ASSESSOR ANNUAL SUPPORT 101-209.000-818.000	05/01/2022 CBAHAM CONTRACTUAL	05/31/2022	1,161.00 1,161.00	1,161.00	Open	Y 04/18/2022
12296630 23724	CERTASITE LLC FIRE EXTINGUISHERS MAINTENANCE 101-336.000-728.000	04/11/2022 CBAHAM OFFICE SUPPLIES	05/11/2022	445.37 445.37	445.37	Open	Y 04/18/2022
7729252 23766	CERTIFIED LABORATORIES ISO 680 OIL 501-590.000-751.000	03/22/2022 CBAHAM GAS AND OIL	04/02/2022	364.00 364.00	364.00	Open	Y 04/19/2022

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04/18/2022 23755	CHAPMAN, WENDY UB deposit refund for account: 4847 501-000.000-202.000 DEPOSIT	04/18/2022 CBAHAM	04/25/2022	200.00 200.00	200.00	Open	Y 04/18/2022
16058 23722	CINTAS CORPORATION RUGS AND RAGS 101-441.000-933.000 MAINTENANCE - EQUIPMENT	02/28/2022 CBAHAM	03/28/2022	84.49 84.49	84.49	Open	Y 04/18/2022
4115431765 23723	CINTAS CORPORATION RAGS AND RUGS FOR CEMETERY AND DPW 101-441.000-931.000 MAINTENANCE-BUILDINGS 101-276.000-934.000 MAINT. - OFFICE EQUIPMENT	04/05/2022 CBAHAM	04/15/2022	136.55 64.15 72.40	136.55	Open	Y 04/18/2022
4/1-4/30/22 23718	COMCAST BUSINESS APRIL 2022 BILL POLICE DEPARTMENT 101-301.000-853.000 TELEPHONE, INTERNET, CABLE	03/27/2022 CBAHAM	04/17/2022	602.88 602.88	602.88	Open	Y 04/18/2022
04/4/22-05/3/22 23719	COMCAST BUSINESS APRIL 2022 MONTHLY BILLING FOR DPW 101-441.000-853.000 TELEPHONE, INTERNET, CABLE	03/27/2022 CBAHAM	04/17/2022	196.72 196.72	196.72	Open	Y 04/18/2022
04/6/22-05/05/22 23720	COMCAST BUSINESS APRIL 2022 MONTHLY BILLING FOR 501-591.000-853.000 TELEPHONE, INTERNET, CABLE	04/01/2022 CBAHAM	04/22/2022	116.35 116.35	116.35	Open	Y 04/18/2022
04/3/22-05/2/22 23721	COMCAST BUSINESS APRIL 2022 BILLING CYCLE FOR FIRE 101-336.000-853.000 TELEPHONE, INTERNET, CABLE	04/01/2022 CBAHAM	04/22/2022	220.25 220.25	220.25	Open	Y 04/18/2022
1896 - R- 0001 23715	CUSTOM COMPUTER COMPANY LLC RING CENTRAL SERVICE FEE - NEW 101-265.000-818.000 CONTRACTUAL	04/12/2022 CBAHAM	05/12/2022	389.99 389.99	389.99	Open	Y 04/18/2022
1895 23716	CUSTOM COMPUTER COMPANY LLC RING CENTRAL TELEPHONE SYSTEMS (NEW) 101-265.000-818.000 CONTRACTUAL	04/12/2022 CBAHAM	05/12/2022	4,344.78 4,344.78	4,344.78	Open	Y 04/18/2022

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1878 23726	CUSTOM COMPUTER COMPANY LLC SERVICE FEES, LABOR AND PARTS 101-265.000-818.000 CONTRACTUAL	04/06/2022 CBAHAM	05/06/2022	1,149.97 1,149.97	1,149.97	Open	Y 04/18/2022
04/18/2022 23753	DAVE WISHART UB deposit refund for account: 4291 501-000.000-202.000 DEPOSIT	04/18/2022 CBAHAM	04/25/2022	200.00 200.00	200.00	Open	Y 04/18/2022
1120186 23727	DIGITAL ALLY RETURN/REPLACE VULINK ASSEMBLY FOR 101-301.000-851.000 RADIO MAINTENANCE	04/05/2022 CBAHAM	05/05/2022	215.00 215.00	215.00	Open	Y 04/18/2022
016679 23795	EMERGENCY VEHICLES PLUS REPAIR TO ENGINE 4620 ON BOARD AIR 101-336.000-939.000 MAINTENANCE - VEHICLE	11/19/2021 CBAHAM	12/19/2021	251.05 251.05	251.05	Open	Y 04/20/2022
S104288491.003 23728	ETNA SUPPLY CO. 9 MXU RADIO TRANSMITTERS 501-591.000-937.000 METERS - HYDRANTS - FITTINGS	03/31/2022 CBAHAM	04/30/2022	1,440.00 1,440.00	1,440.00	Open	Y 04/18/2022
FECHNER CREDIT 23754	FECHNER, EMILY UB refund for account: 5963 501-000.000-202.000 WATER	04/18/2022 CBAHAM	04/25/2022	78.60 78.60	78.60	Open	Y 04/18/2022
0272211 23729	FERGUSON WATERWORKS #1934 FLAGS AND MARKER PAINT FOR MARKING 501-591.000-756.000 MISCELLANEOUS SUPPLIES	04/05/2022 CBAHAM	04/30/2022	33.65 33.65	33.65	Open	Y 04/18/2022
139716 23768	FOURNIER POLYMER PUMP HEAD 501-590.000-933.000 MAINTENANCE - EQUIPMENT	04/12/2022 CBAHAM	05/12/2022	470.00 470.00	470.00	Open	Y 04/19/2022
019436655-1 23731	GALL'S INC. BOOTS FOR JOHN LEONARD 101-301.000-886.000 COMMUNITY POLICING	10/04/2021 CBAHAM	11/30/2021	159.95 159.95	159.95	Open	Y 04/18/2022

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04/13/22							
23730	GENE WESNER AUTOMOTIVE REPAIR BALANCE FOR PATROL VEHICLES 101-301.000-939.000	04/05/2022 CBAHAM	04/30/2022	452.98	452.98	Open	Y 04/18/2022
	MAINTENANCE - VEHICLE			452.98			
030122-033122							
23780	HONOR CREDIT UNION MONTHLY CC CHARGES MARCH 2022- 107-435.000-762.000	03/01/2022 CBAHAM	04/28/2022	2,745.48	2,745.48	Open	Y 04/19/2022
	WEBSITE			11.74			
	101-172.000-818.000	CONTRACTUAL - RICH CELL PHONE		59.14			
	101-172.000-818.000	CONTRACTUAL - HEATHER CELL PHONE		95.90			
	101-215.000-818.000	CONTRACTUAL - KALLA CELL PHONE		90.82			
	101-265.000-853.000	TELEPHONE, INTERNET, CABLE		77.48			
	101-371.001-853.000	TELEPHONE, INTERNET, CABLE - GUY CELL PH		63.32			
	101-276.000-853.000	TELEPHONE, INTERNET, CABLE - CEM OFFICE		51.23			
	101-441.000-853.000	TELEPHONE, INTERNET, CABLE - DPW OFFICE		51.23			
	501-591.000-853.000	TELEPHONE, INTERNET, CABLE		51.23			
	101-265.000-853.000	TELEPHONE, INTERNET, CABLE		37.48			
	101-101.000-818.000	CONTRACTUAL - CITY COMMISSION TABLETS		221.10			
	101-101.000-730.000	POSTAGE		8.95			
	101-253.000-873.000	TRAVEL & CAR ALLOWANCE		114.56			
	101-191.000-728.000	OFFICE SUPPLIES		1,442.00			
	101-172.000-730.000	POSTAGE		174.00			
	101-441.000-939.000	MAINTENANCE - VEHICLE		97.65			
	101-276.000-939.000	MAINTENANCE - VEHICLE		41.85			
	501-590.000-939.000	MAINTENANCE - VEHICLE		27.90			
	501-591.000-939.000	MAINTENANCE - VEHICLE		27.90			
030122-033022-2							
23781	HONOR CREDIT UNION MARCH 2022 MONTHLY CHARGES - HOUSAND 501-590.000-933.000	03/01/2022 CBAHAM	04/28/2022	144.32	144.32	Open	Y 04/19/2022
	MAINTENANCE - EQUIPMENT			144.32			
030122-033022-3							
23782	HONOR CREDIT UNION MARCH 2022 MONTHLY CHARGES - 101-265.000-962.000	03/01/2022 CBAHAM	04/28/2022	12.50	12.50	Open	Y 04/19/2022
	MISCELLANEOUS			12.50			
030122-033022-4							
23783	HONOR CREDIT UNION MARCH 2022 CHARGES - REGAL 6262 101-215.000-728.000	03/01/2022 CBAHAM	04/28/2022	508.08	508.08	Open	Y 04/19/2022
	OFFICE SUPPLIES			508.08			

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030122-033022-5							
23784	HONOR CREDIT UNION	03/01/2022	04/28/2022	317.68	317.68	Open	Y
	MARCH 2022 CHARGES - BAHAM 4294	CBAHAM					04/19/2022
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		114.75			
	101-101.000-857.000	GRANTS & SPECIAL PROJECTS		79.98			
	101-253.000-728.000	OFFICE SUPPLIES		26.50			
	501-590.000-931.000	MAINTENANCE-BUILDINGS		87.50			
	101-253.000-730.000	POSTAGE		8.95			
030122-033022-6							
23785	HONOR CREDIT UNION	03/01/2022	04/28/2022	1,242.65	1,242.65	Open	Y
	MARCH 2022 CHARGES - LANGSTON 4666	CBAHAM					04/19/2022
	101-215.000-864.000	CONFERENCES AND WORKSHOP		350.00			
	101-215.000-873.000	TRAVEL & CAR ALLOWANCE		225.00			
	101-215.000-873.000	TRAVEL & CAR ALLOWANCE		44.28			
	101-215.000-873.000	TRAVEL & CAR ALLOWANCE		26.49			
	101-215.000-864.000	CONFERENCES AND WORKSHOP		577.50			
	101-215.000-873.000	TRAVEL & CAR ALLOWANCE		9.53			
	101-215.000-873.000	TRAVEL & CAR ALLOWANCE		9.85			
030122-033022-7							
23786	HONOR CREDIT UNION	03/01/2022	04/28/2022	891.96	891.96	Open	Y
	MARCH 2022 MONTHLY CHARGES - GRACE	CBAHAM					04/19/2022
	101-101.000-885.000	PUBLIC RELATIONS		11.99			
	101-101.000-962.000	MISCELLANEOUS - EMAIL SPAM FILTERING		50.45			
	501-590.000-934.000	MAINT. - OFFICE EQUIPMENT - EMAIL SPAM		63.07			
	501-591.000-934.000	MAINT. - OFFICE EQUIPMENT - EMAIL SPAM		25.23			
	101-265.000-934.000	MAINT. - OFFICE EQUIPMENT - EMAIL SPAM		113.52			
	101-301.000-934.000	MAINT. - OFFICE EQUIPMENT - EMAIL SPAM		214.43			
	101-336.000-934.000	MAINT. - OFFICE EQUIPMENT - EMAIL SPAM		25.23			
	101-276.000-818.000	CONTRACTUAL - EMAIL SPAM		25.23			
	101-441.000-756.000	MISCELLANEOUS SUPPLIES - EMAIL SPAM		37.84			
	101-172.000-818.000	CONTRACTUAL		15.89			
	101-253.000-728.000	OFFICE SUPPLIES		288.88			
	101-101.000-885.000	PUBLIC RELATIONS		11.99			
	101-101.000-885.000	PUBLIC RELATIONS		8.21			
030122-033022-8							
23787	HONOR CREDIT UNION	03/01/2022	04/28/2022	15.89	15.89	Open	Y
	MARCH 2022 MONTHLY CHARGES - MURPHY	CBAHAM					04/19/2022
	101-172.000-818.000	CONTRACTUAL		15.89			

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030122-033022-9							
23788	HONOR CREDIT UNION	03/01/2022	04/28/2022	95.00	95.00	Open	Y
	MARCH 2022 MONTHLY CHARGES -	CBAHAM					04/19/2022
	501-591.000-960.000	EDUCATION AND TRAINING		95.00			
030122-033022-10							
23789	HONOR CREDIT UNION	03/01/2022	04/26/2022	107.59	107.59	Open	Y
	MARCH 2022 MONTHLY CHARGES - WEAVER	CBAHAM					04/19/2022
	101-441.000-939.000	MAINTENANCE - VEHICLE		107.59			
030122-033022-11							
23790	HONOR CREDIT UNION	03/01/2022	04/26/2022	1,831.66	1,831.66	Open	Y
	MARCH 2022 MONTHLY CHARGES - BAKER	CBAHAM					04/19/2022
	101-441.000-933.000	MAINTENANCE - EQUIPMENT		207.00			
	101-441.000-756.000	MISCELLANEOUS SUPPLIES		64.60			
	101-441.000-933.000	MAINTENANCE - EQUIPMENT		10.00			
	101-441.000-939.000	MAINTENANCE - VEHICLE		39.98			
	101-276.000-933.000	MAINTENANCE - EQUIPMENT		1,510.08			
030122-033022							
23791	HONOR CREDIT UNION	03/01/2022	04/26/2022	1,101.24	1,101.24	Open	Y
	MARCH 2022 MONTHLY CHARGES - WALL	CBAHAM					04/19/2022
	101-253.000-728.000	OFFICE SUPPLIES		14.87			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		19.07			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		15.89			
	101-000.000-674.000	BUCHANAN REDBUD CITY CENTER		33.91			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		34.77			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		42.38			
	101-265.000-818.000	CONTRACTUAL		13.77			
	101-215.000-728.000	OFFICE SUPPLIES		78.21			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		31.79			
	101-172.000-873.000	TRAVEL & CAR ALLOWANCE		284.13			
	101-172.000-873.000	TRAVEL & CAR ALLOWANCE		98.97			
	101-172.000-873.000	TRAVEL & CAR ALLOWANCE		199.95			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		99.62			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		54.41			
	101-101.000-885.000	PUBLIC RELATIONS		79.50			
WO-731357							
23732	HULL LIFT TRUCK	02/20/2022	03/01/2022	2,001.19	2,001.19	Open	Y
	FIX THE 763 BOBCAT SKIDSTEER AND	CBAHAM					04/18/2022
	101-441.000-933.000	MAINTENANCE - EQUIPMENT		2,001.19			



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PSI-0290242 23776	HULL LIFT TRUCK 36 INCH SMOOTH BUCKET FOR MINI 101-276.000-933.000 MAINTENANCE - EQUIPMENT	04/15/2022 CBAHAM	04/25/2022	2,028.00 2,028.00	2,028.00	Open	Y 04/19/2022
04/1/22 23733	INDIANA MICHIGAN POWER COMPANY MONTHLY BILLING CYCLE FOR APRIL 2022 CBAHAM 101-441.000-926.000 STREET LIGHTING 202-474.000-921.000 UTILITIES 501-590.000-921.000 UTILITIES 501-591.000-921.000 UTILITIES 101-336.000-921.000 UTILITIES 101-265.000-921.000 UTILITIES 101-301.000-921.000 UTILITIES 101-371.001-921.000 UTILITIES 101-441.000-921.000 UTILITIES	04/04/2022 CBAHAM	05/05/2022	3,901.53 435.64 106.84 641.75 540.64 237.64 923.10 140.77 230.77 644.38	3,901.53	Open	Y 04/18/2022
4/4/22 23756	INDIANA MICHIGAN POWER COMPANY POWER USAGE FOR APRIL 2022 101-301.000-921.000 UTILITIES	04/18/2022 CBAHAM	04/18/2022	1,450.20 1,450.20	1,450.20	Open	Y 04/18/2022
04/6/22 23735	JOHN LEONARD WINBAG SHIMMING TOOL TO ADD TO OUR 101-301.000-756.000 MISCELLANEOUS SUPPLIES	04/06/2022 CBAHAM	04/25/2022	42.76 42.76	42.76	Open	Y 04/18/2022
309112 23734	KCI MONTHLY WATER MAILING FEES 501-590.000-730.000 POSTAGE 501-591.000-730.000 POSTAGE	03/31/2022 CBAHAM	03/31/2022	1,087.60 543.80 543.80	1,087.60	Open	Y 04/18/2022
4/1/22 23717	KELLY L CLARK LAST WEEK OF MARCH 22 & FIRST 3 101-265.000-818.000 CONTRACTUAL	04/12/2022 CBAHAM	04/30/2022	660.00 660.00	660.00	Open	Y 04/18/2022
202203-0466 23767	KLINK TRUCKING, INC. LIMESTONE FOR DRIVEWAY 501-590.000-931.000 MAINTENANCE-BUILDINGS	03/31/2022 CBAHAM	04/30/2022	611.76 611.76	611.76	Open	Y 04/19/2022

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527686 23775	KOTZ, SANGSTER, WYSOCKI LEGAL FEES FOR MARCH 2022 101-101.000-826.000 501-591.000-818.000	04/16/2022 CBAHAM	04/30/2022	16,576.50	16,576.50	Open	Y 04/19/2022
		LEGAL FEES		15,824.00			
		CONTRACTUAL		752.50			
352086 23760	KRUGGEL LAWTON CPA DAR AUDIT 2021 588-000.000-700.007	03/31/2022 CBAHAM	04/30/2022	5,750.00	5,750.00	Open	Y 04/19/2022
		AUDIT EXPENSES		5,750.00			
04/18/22 23762	LISA MILLER CITY CENTER RENTAL DEPOSIT 101-000.000-674.000	04/18/2022 CBAHAM	04/30/2022	50.00	50.00	Open	Y 04/19/2022
		BUCHANAN REDBUD CITY CENTER		50.00			
041222 23792	MICHIGAN GATEWAY COMM FOUNDATION SUMMER CONCERT SERIES 101-101.000-857.000	04/12/2022 CBAHAM	04/30/2022	10,000.00	10,000.00	Open	Y 04/20/2022
		GRANTS & SPECIAL PROJECTS		10,000.00			
58605 23737	MILESTONE CONTRACTORS NORTH, INC COLD PATCH 202-463.000-782.000	03/31/2022 CBAHAM	04/30/2022	1,417.50	1,417.50	Open	Y 04/18/2022
		ROAD MAIN. MATERIAL & SUPPLIES		1,417.50			
RENT066650 23736	MILLER INDUSTRIAL GASES ARGAN GAS RENTAL 101-441.000-756.000	03/31/2022 CBAHAM	04/30/2022	5.58	5.58	Open	Y 04/18/2022
		MISCELLANEOUS SUPPLIES		5.58			
04/3/22 23738	MIRANDA MCCORMICK REFUND RENTAL DEPOSIT FOR THE CITY 101-000.000-674.000	04/03/2022 CBAHAM	04/30/2022	50.00	50.00	Open	Y 04/18/2022
		BUCHANAN REDBUD CITY CENTER		50.00			
231528227001 23739	OFFICE DEPOT CAPIER TONER (X3) CASE COPY PAPER 101-301.000-728.000	03/30/2022 CBAHAM	05/01/2022	240.81	240.81	Open	Y 04/18/2022
		OFFICE SUPPLIES		240.81			
04/18/22 23763	PATSY BRCKA CITY CENTER RENTAL DEPOSIT REFUND 101-000.000-674.000	04/18/2022 CBAHAM	04/30/2022	50.00	50.00	Open	Y 04/19/2022
		BUCHANAN REDBUD CITY CENTER		50.00			

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2121613 23774	PLANTE & MORAN MARCH 2022 BILL - GOVERNMENTAL 101-253.000-818.000 CONTRACTUAL 501-590.000-802.000 ACCOUNTING SUPPORT 501-591.000-802.000 ACCOUNTING SUPPORT 588-000.000-700.007 AUDIT EXPENSES	03/31/2022 CBAHAM	04/30/2022	21,656.25 6,972.75 2,324.25 2,324.25 10,035.00	21,656.25	Open	Y 04/19/2022
28480 23740	PRIDE THE PORTABLE TOILET BOAT LAUNCH 3/22/22-4/18/22 101-756.000-818.000 CONTRACTUAL	04/18/2022 CBAHAM	04/18/2022	90.00 90.00	90.00	Open	Y 04/18/2022
655238 23741	RIDGE NAPA AUTO PARTS BATTERY - MINI EXCAVATOR 101-276.000-933.000 MAINTENANCE - EQUIPMENT	03/31/2022 CBAHAM	04/30/2022	151.99 151.99	151.99	Open	Y 04/18/2022
656143 23770	RIDGE NAPA AUTO PARTS GENERATOR FUEL FILTERS 501-590.000-933.000 MAINTENANCE - EQUIPMENT	04/07/2022 CBAHAM	05/07/2022	71.24 71.24	71.24	Open	Y 04/19/2022
656138 23773	RIDGE NAPA AUTO PARTS GENERATOR COOLANT FILTER 501-590.000-933.000 MAINTENANCE - EQUIPMENT	04/07/2022 CBAHAM	05/07/2022	60.79 60.79	60.79	Open	Y 04/19/2022
3 23793	RMC PROPERTIES LLC MARCH LEASE PAYMENT 101-441.000-818.000 CONTRACTUAL	03/10/2022 CBAHAM	04/10/2022	5,000.00 5,000.00	5,000.00	Open	Y 04/20/2022
4 23794	RMC PROPERTIES LLC APRIL LEASE AGREEMENT 101-441.000-818.000 CONTRACTUAL	04/12/2022 CBAHAM	05/12/2022	5,000.00 5,000.00	5,000.00	Open	Y 04/20/2022
150549157 23742	ROSE PEST SOLUTIONS 2/10/22 PEST CONTROL 101-301.000-818.000 CONTRACTUAL	02/10/2022 CBAHAM	02/20/2022	71.00 71.00	71.00	Open	Y 04/18/2022
200378C 23743	ROSE PEST SOLUTIONS MARCH PEST CONTROL	03/31/2022 CBAHAM	03/31/2022	147.00	147.00	Open	Y 04/18/2022

INVOICE REGISTER REPORT FOR CITY OF BUCHANAN  
 EXP CHECK RUN DATES 04/25/2022 - 04/25/2022  
 JOURNALIZED  
 OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-265.000-818.000	CONTRACTUAL		45.00			
	101-271.430-935.000	BUILDING & GROUND MAINTENANCE		51.00			
	101-271.440-935.000	BUILDING & GROUND MAINTENANCE		51.00			
<hr/>							
-150009351 S -1							
23744	ROSE PEST SOLUTIONS	04/04/2022	06/01/2022	215.00	215.00	Open	Y
	PEST CONTRACT RENEWAL	CBAHAM					04/18/2022
	101-271.440-935.000	BUILDING & GROUND MAINTENANCE		67.00			
	101-271.430-935.000	BUILDING & GROUND MAINTENANCE		67.00			
	101-265.000-818.000	CONTRACTUAL		81.00			
<hr/>							
0154874-IN							
23747	S.E BERRIEN COUNTY LANDFILL	03/30/2022	04/30/2022	295.20	295.20	Open	Y
	SLUDGE DISPOSAL	CBAHAM					04/18/2022
	501-590.000-936.000	SLUDGE REMOVAL		295.20			
<hr/>							
0154974-IN							
23769	S.E BERRIEN COUNTY LANDFILL	04/06/2022	05/06/2022	295.20	295.20	Open	Y
	SLUDGE DISPOSAL	CBAHAM					04/19/2022
	501-590.000-936.000	SLUDGE REMOVAL		295.20			
<hr/>							
0155013-IN							
23771	S.E BERRIEN COUNTY LANDFILL	04/08/2022	05/08/2022	293.00	293.00	Open	Y
	SLUDGE DISPOSAL	CBAHAM					04/19/2022
	501-590.000-936.000	SLUDGE REMOVAL		293.00			
<hr/>							
APRIL 2022							
23752	SEMCO ENERGY	04/08/2022	04/28/2022	3,638.43	3,638.43	Open	Y
	APRIL 2022 GAS USAGE	CBAHAM					04/18/2022
	101-301.000-921.000	UTILITIES		714.22			
	101-336.000-921.000	UTILITIES		412.09			
	101-441.000-921.000	UTILITIES		321.73			
	101-265.000-921.000	UTILITIES		1,334.60			
	501-590.000-921.000	UTILITIES		587.85			
	101-269.000-921.000	UTILITIES		181.85			
	501-591.000-921.000	UTILITIES		86.09			
<hr/>							
2732-4							
23772	SHERWIN WILLIAMS CO.	04/07/2022	05/07/2022	61.31	61.31	Open	Y
	DOOR PAINT WASTEWATER	CBAHAM					04/19/2022
	501-590.000-931.000	MAINTENANCE-BUILDINGS		61.31			
<hr/>							
785							
23761	SOUTHWEST MICHIGAN PLANNING	02/28/2022	03/28/2022	1,845.00	1,845.00	Open	Y
	NATS LOCAL MATCH	CBAHAM					04/19/2022
	588-000.000-700.003	EXPENDITURES		1,845.00			

INVOICE REGISTER REPORT FOR CITY OF BUCHANAN  
 EXP CHECK RUN DATES 04/25/2022 - 04/25/2022  
 JOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
092268 23746	TINA SPURLOCK CLEANING SERVICES FOR THE MONTH OF 101-301.000-931.000 MAINTENANCE-BUILDINGS	04/11/2022 CBAHAM	04/30/2022	120.00 120.00	120.00	Open	Y 04/18/2022
181371 23748	TINA SPURLOCK CLEANING SERVICE FOR THE MONTH OF 101-265.000-931.000 MAINTENANCE-BUILDINGS	03/30/2022 CBAHAM	04/30/2022	75.00 75.00	75.00	Open	Y 04/18/2022
933260 23749	USA BLUE BOOK HACH FLUORIDE REAGENT 501-591.000-743.000 CHEMICALS	04/04/2022 CBAHAM	04/30/2022	322.33 322.33	322.33	Open	Y 04/18/2022
885712 23765	USA BLUE BOOK 250 GRAD. CYLINDER, KIMWIPES, M-FC 501-590.000-757.000 LAB SUPPLIES	02/21/2022 CBAHAM	03/21/2022	33.00 33.00	33.00	Open	Y 04/19/2022
91235 23750	WATSONS TREE SERVICE TOP SOIL FOR GRAVES AT CEMETERY 101-276.000-932.000 MAINTENANCE-GROUNDS	03/21/2022 CBAHAM	04/21/2022	420.00 420.00	420.00	Open	Y 04/18/2022
74969 23751	WIGHTMAN & ASSOCIATES THIRD STREET WATERMAIN PERMIT 501-591.000-962.000 MISCELLANEOUS	04/08/2022 CBAHAM	05/08/2022	144.80 144.80	144.80	Open	Y 04/18/2022
0228412-IN 23764	WOLVERINE POWER SYSTEMS PLANT GENERATOR DIAGNOSTICS 501-590.000-818.000 CONTRACTUAL	03/29/2022 CBAHAM	04/29/2022	426.50 426.50	426.50	Open	Y 04/19/2022
# of Invoices:	80	# Due:	80	Totals:	110,230.84	110,230.84	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					110,230.84	110,230.84	

INVOICE REGISTER REPORT FOR CITY OF BUCHANAN  
 EXP CHECK RUN DATES 04/25/2022 - 04/25/2022  
 JOURNALIZED  
 OPEN

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL			76,679.95	76,679.95		
	107 - DOWNTOWN DEVELOPMENT FUND			11.74	11.74		
	202 - MAJOR STREETS			1,524.34	1,524.34		
	501 - W & S MAINTENANCE & OPERATIC			14,384.81	14,384.81		
	588 - DIAL-A-RIDE			17,630.00	17,630.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	000.000 -			18,292.51	18,292.51		
	101.000 - CITY COMMISSION			26,296.17	26,296.17		
	172.000 - CITY MANAGER			943.87	943.87		
	191.000 - ELECTIONS			1,442.00	1,442.00		
	209.000 - ASSESSOR			1,161.00	1,161.00		
	215.000 - CITY CLERK			1,919.76	1,919.76		
	253.000 - TREASURER			7,426.51	7,426.51		
	265.000 - BUILDING AND GROUNDS			9,670.87	9,670.87		
	269.000 - RENTAL PROPERTY			181.85	181.85		
	271.430 - PEAR'S MILL			118.00	118.00		
	271.440 - BUCHANAN COMMON			118.00	118.00		
	276.000 - CEMETERY			4,837.28	4,837.28		
	301.000 - POLICE			4,890.68	4,890.68		
	336.000 - FIRE DEPARTMENT			1,591.63	1,591.63		
	371.001 - BUILDING INSPECTOR			294.09	294.09		
	435.000 - FARMERS' MARKET			11.74	11.74		
	441.000 - DEPARTMENT OF PUBLIC WOR			15,514.33	15,514.33		
	463.000 - ROUTINE STREET MAINTENAN			1,417.50	1,417.50		
	474.000 - TRAFFIC SERVICES - MAINT			106.84	106.84		
	590.000 - SEWER MAINTENANCE & OPER			7,402.44	7,402.44		
	591.000 - WATER MAINTENANCE & OPER			6,503.77	6,503.77		
	756.000 - BUCHANAN AREA RECREATION			90.00	90.00		



### Product Quotation

Quotation Number: THB-00179  
Date: 2022-04-11 13:55:59

Customer Name/Address:	Bobcat Delivering Dealer	ORDERS TO BE PLACED WITH: Contract Holder/Manufacturer
<b>CITY OF BUCHANAN</b> Attn: MIKE 302 N Redbud Tr BUCHANAN, MI 49107 Phone: (269) 591-0945	<b>Bobcat of Michiana, Niles, MI</b> 2622 S 11th St Niles MI 49120 Phone: (269) 849-0701 Fax: (269) 849-1822	<b>Clark Equipment Company</b> dba Bobcat Company 250 E Beaton Dr West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
<b>Bobcat UW56</b>	M1225	1	\$55,484.60	\$55,484.60
Deluxe Road Package	M1225-P01-C01	1	\$2,460.75	\$2,460.75
Deluxe Road Package includes: Backup Alarm, Turn Signals, Flashers, Tail Lights, Brake Lights, Rear view mirror, Side Mirrors, Horn, Rear work lights, and headlights				
High Flow Package	M1225-R03-C02	1	\$1,475.60	\$1,475.60
29 X 12.5 Turf Tires	M1225-R05-C05	1	\$668.10	\$668.10
Heavy Duty Battery	M1225-R07-C02	1	\$82.45	\$82.45
Attachment Control	M1225-R08-C02	1	\$200.60	\$200.60
Power Bob-Tach	M1225-R14-C03	1	\$934.15	\$934.15
Radio Option	M1225-R15-C02	1	\$453.05	\$453.05
Traction Control	M1225-R16-C02	1	\$463.25	\$463.25
Rearview Camera	M1225-R20-C01	1	\$306.00	\$306.00
Engine Block Heater	M1225-A01-C02	1	\$110.50	\$110.50
Interior Trim	M1225-A01-C04	1	\$174.25	\$174.25
68" Standard Duty Bucket	7272771	1	\$704.52	\$704.52
--- Bolt-On Cutting Edge, 68"	7104508	1	\$157.07	\$157.07

<b>Total of Items Quoted</b>	<b>\$63,674.89</b>
<b>Freight Charges</b>	<b>\$1,109.00</b>
<b>Trade-in</b> Loan Balance on 2020 Bobcat Toolcat 5600 (AHG818371 to be paid off by dealer)	<b>(\$30,000.00)</b>
<b>Other Charges:</b> Material and Logistics	<b>\$4,022.00</b>
<b>Loan balance on Loan Balance on 2020 Bobcat Toolcat 5600 (AHG818371 to be paid off by dealer) to be paid off by Dealer</b>	<b>\$23,891.66</b>
<b>Quote Total - US dollars</b>	<b>\$62,697.55</b>

Notes:

\*Prices per the Michigan State Contract – 071B7700088  
 \*Terms Net 60 Days. Credit cards accepted.  
 \*FOB Destination  
 \*State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with order.  
 \*TID# 38-0425350  
 \*Orders Must Be Placed with Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.  
 \*Quote valid for 30 days

**ORDER ACCEPTED BY:**

_____	_____
<b>SIGNATURE</b>	<b>DATE</b>
_____	_____
<b>PRINT NAME AND TITLE</b>	<b>PURCHASE ORDER NUMBER</b>

**DELIVERY ADDRESS:** \_\_\_\_\_

**BILLING ADDRESS (if different than Ship To):** \_\_\_\_\_

**TAX EXEMPT?** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

**Exempt in the State of** \_\_\_\_\_

**Tax Exempt ID:**

**FEDERAL -** \_\_\_\_\_

**STATE -** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_





# Bobcat

## Product Quotation

Quotation Number: MMB-00261  
Date: 2022-04-04 12:17:06

Customer Name/Address:	Bobcat Delivering Dealer	ORDERS TO BE PLACED WITH: Contract Holder/Manufacturer
CITY OF BUCHANAN BUCHANAN, MI 49107	Trent Simic Bobcat of Michiana, Niles, MI 2622 S 11th St Niles MI 49120 Phone: (269) 849-0701 Fax: (269) 849-1822	Clark Equipment Company dba Bobcat Company 250 E Beaton Dr West Fargo, ND 58078 Phone: 701-241-8719 Fax: 855-608-0681 Contact: Heather Messmer Heather.Messmer@doosan.com

Description	Part No	Qty	Price Ea.	Total
ZT3552SG - ZT3500 Zero Turn Riding Mower	9993502	1	\$7,399.56	\$7,399.56

<b>Total of Items Quoted</b>	<b>\$7,399.56</b>
<b>Freight Charges</b>	<b>\$230.00</b>
<b>Other Charges: Material and Logistics</b>	<b>\$285.00</b>
<b>Quote Total - US dollars</b>	<b>\$7,914.56</b>

Notes:

\*Prices per the Michigan State Contract – 071B7700088  
 \*Terms Net 60 Days. Credit cards accepted.  
 \*FOB Destination  
 \*State Sales Taxes apply. IF Tax Exempt, please include Tax Exempt Certificate with order.  
 \*TID# 38-0425350  
 \*Orders Must Be Placed with Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078.  
 \*Quote valid for 30 days



# Bobcat

## Product Quotation

Quotation Number: MMB-00262v1  
 Date: 2022-04-05 13:55:58

Customer Name/Address:	Bobcat Delivering Dealer	ORDERS TO BE PLACED WITH: Contract Holder/Manufacturer
<b>CITY OF BUCHANAN</b>	<b>Trent</b>	<b>Clark Equipment Company</b>
<b>BUCHANAN, MI 49107</b>	<b>Bobcat of Michiana, Niles, MI</b>	<b>dba Bobcat Company</b>
	<b>2622 S 11th St</b>	<b>250 E Beaton Dr</b>
	<b>Niles MI 49120</b>	<b>West Fargo, ND 58078</b>
	<b>Phone: (269) 849-0701</b>	<b>Phone: 701-241-8719</b>
	<b>Fax: (269) 849-1822</b>	<b>Fax: 855-608-0681</b>
		<b>Contact: Heather Messmer</b>
		<b>Heather.Messmer@doosan.com</b>

Description	Part No	Qty	Price Ea.	Total
<b>Bobcat L28 Small Articulated Loader</b>	<b>M1403</b>	<b>1</b>	<b>\$31,072.00</b>	<b>\$31,072.00</b>
24.8 HP Tier 4 Diesel Engine				
Telescopic Lift Arm (24" extension)				
Auxiliary Hydraulics: Variable Flow 12 GPM				
Articulation Lock Bar				
Backup Alarm				
Bob-Tach				
Operator Interlock Control System - Integrated in Left Arm Rest				
Controls:				
<ul style="list-style-type: none"> <li>Forward &amp; Reverse foot pedals with joystick controlled workgroup functions &amp; variable control switches for auxiliary hydraulics</li> </ul>				
Engine/Hydraulic Systems Shutdown				
Glow Plugs (Automatically Activated)				
Horn				
Instrumentation:				
<ul style="list-style-type: none"> <li>Engine Temperature &amp; Fuel Gauges, Hourmeter, RPM and Warning Lights</li> </ul>				
<b>Heated Cab Comfort Package</b>	<b>M1403-P01-C02</b>	<b>1</b>	<b>\$2,365.60</b>	<b>\$2,365.60</b>
Heated enclosed cab wiper / washer				
<b>Snow Blower 26X48</b>	<b>M7053</b>	<b>1</b>	<b>\$4,085.00</b>	<b>\$4,085.00</b>
--- Attachment Control Kit	<b>7427921</b>	<b>1</b>	<b>\$456.60</b>	<b>\$456.60</b>
--- Kit Hose extension	<b>7409112</b>	<b>1</b>	<b>\$120.82</b>	<b>\$120.82</b>
--- MOTOR PACKAGE 50CC (8-12 gpm)	<b>M7053-R01-C01</b>	<b>1</b>	<b>\$566.20</b>	<b>\$566.20</b>
44" SAL Utility Bucket	<b>7387672</b>	<b>1</b>	<b>\$540.36</b>	<b>\$540.36</b>
<b>Total of Items Quoted</b>				<b>\$39,206.58</b>
<b>Freight Charges</b>				<b>\$971.00</b>
<b>Trade-in</b> 2008 S130, serial number A3KY11107				<b>(\$23,000.00)</b>
<b>Other Charges:</b> Material and Logistics				<b>\$2,867.00</b>
<b>Quote Total - US dollars</b>				<b>\$20,044.58</b>

Notes:

Municipality	Population	Monday	Tuesday
Lincoln Charter Township	14,691	9am-5pm	9am-5pm
Benton Charter Township	14,414	8:30am-5pm	8:30am-5pm
Niles Charter Township	13,848	8:30am-4:30pm	8:30am-4:30pm
City of Niles	11,211	7:30am-12pm 1pm-5:30	7:30am-12pm 1pm-5:30
City of Benton Harbor	9,843	8:30am-5pm	8:30am-5pm
St Joseph Charter Township	9,769	8am-5pm	8am-5pm
Oronoko Township	8,967	8:30am-5pm	8:30am-5pm
City of St. Joseph	8,316	8am-5pm	8am-5pm
Berrien Township	5,027	9am-4pm	9am-4pm
Coloma Charter Township	4,953	9am-4pm	9am-4pm
Royalton Township	4,789	9am-5pm	9am-5pm
City of Buchanan	4,300	8am-5pm	8am-5pm
Hagar Township	3,569	9am - 1pm	9am - 1pm
Buchanan Township	3,515	9am-5pm	9am-5pm
Watervliet Charter Township	3,110	9am-12pm 1pm-4pm	9am-12pm 1pm-4pm
Chikaming Township	3,107	8:30am-12pm 12:30pm-4:40pm	8:30am-12pm 12:30pm-4:40pm
Lake Charter Township	2,972	7:30am-4pm	7:30am-4pm
Weesaw Township	2,972	9am-12pm 1pm-4pm (Apt Only)	9am-12pm 1pm-4pm (Apt Only)
Bainbridge Township	2,813	7:30am-12:30pm	7:30am-12:30pm
Baroda Township	2,760	9am-2pm	9am-2pm
Bertrand Township	2,616	9am-4pm	9am-4pm
City of Bridgman	2,559	8am-4pm	8am-4pm
Three Oaks Township	2,483	9am-12pm	9am-12pm

New Buffalo Township	2,428	9am-4pm	9am-4pm
Sodus Township	1,981	9am-12pm	<b>CLOSED</b>
City of New Buffalo	1,714	8am-4pm	8am-4pm
Berrien Springs Village	1,608	8am-4pm	8am-4pm
City of Coloma	1,594	8am-4pm	8am-4pm
City of Watervliet	1,544	8:30am-5pm	8:30am-5pm
Galien Township	1,422	8:30am-12:30pm	1pm-6pm
Eau Claire Village	740	8am-5pm	8am-5pm
Village of Grand Beach	314	9am-3:45pm	9am-3:45pm

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9am-5pm	9am-5pm	9am-5pm
8:30am-5pm	8:30am-5pm	8:30am-5pm
8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm
7:30am-12pm 1pm-5:30	7:30am-12pm 1pm-5:30	7:30am-11:30am
8:30am-5pm	8:30am-5pm	8:30am-5pm
8am-5pm	8am-5pm	8am-5pm
8:30am-5pm	8:30am-5pm	8:30am-5pm
8am-5pm	8am-5pm	8am-5pm
9am-4pm	9am-4pm	9am-4pm
9am-4pm	9am-4pm	9am-4pm
9am-5pm	9am-5pm	9am-5pm
8am-5pm	8am-5pm	8am-5pm
9am - 1pm	9am - 1pm	9am - 1pm 2pm-5pm
9am-5pm	9am-5pm	9am-5pm
9am-12pm 1pm-4pm	9am-12pm 1pm-4pm	9am-12pm 1pm-4pm
8:30am-12pm 12:30pm-4:40pm	8:30am-12pm 12:30pm-4:40pm	8:30am-12pm 12:30pm-4:40pm
7:30am-4pm	7:30am-4pm	7:30am-3pm
9am-12pm 1pm-4pm (Apt Only)	<b>CLOSED</b>	<b>CLOSED</b>
<b>CLOSED</b>	7:30am-12:30pm	<b>CLOSED</b>
9am-12pm	9am-2pm	<b>CLOSED</b>
9am-4pm	9am-4pm	<b>CLOSED</b>
8am-4pm	8am-4pm	8am-3pm
9am-12pm	9am-12pm	9am-12pm

9am-4pm	9am-4pm	9am-4pm
9am-12pm	<b>CLOSED</b>	9am-12pm
8am-4pm	8am-4pm	8am-4pm
8am-4pm	8am-4pm	8am-4pm
8am-4pm	8am-4pm	8am-4pm
8:30am-5pm	8:30am-5pm	8:30am-5pm
<b>CLOSED</b>	<b>CLOSED</b>	<b>CLOSED</b>
8am-5pm	8am-5pm	8am-5pm
9am-3:45pm	9am-3:45pm	9am-3:45pm

**Source**

<https://lctberrien.org/>

<https://bentonchartertpw.org/>

[https://www.nilestwpmi.gov/government/township\\_hall.php](https://www.nilestwpmi.gov/government/township_hall.php)

[http://www.nilesmi.org/how\\_do\\_i/faq.php#collapse15400](http://www.nilesmi.org/how_do_i/faq.php#collapse15400)

## Google Hours

<http://www.sjct.org/>

[https://www.oronokotownship.org/contact\\_us/index.php](https://www.oronokotownship.org/contact_us/index.php)

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

<https://www.berrientownship.org/>

<https://colomatownship.org/>

<https://royaltontownship.org/contact/>

<https://www.hagartownship.org/>

<https://www.buchanantownship.net/contact-us/>

<http://www.watervliettownship.org/>

<https://www.chikamingtownship.org/>

<https://www.lake-township.org/>

<https://www.weesawtownship.net/>

<https://bainbridgetownship.org/>

<https://barodatownship.org/>

<https://bertrandtownship.com/>

<https://www.bridgman.org/>

<http://www.threeoakstownship.org/contact/>

<https://newbuffalotownship.org/contact>

<https://sodustwp.org/township-news/>

<https://cityofnewbuffalo.org/contact/>

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

Google Hours

<https://www.facebook.com/cityofwatervliet>

<https://www.villageofgalien.org/>

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

<https://www.grandbeach.org/>



My proposal is to have all water accounts remain in the property owner's name and not the renter. Some accounts change renters more than once per year. This is a process of collection due to moving out unannounced. Renting is a business for property owners and the city should not have to take on the added processes of collection on these accounts. I personally have had 6 conversations with one renter who the landlord insisted I put on shut-off. This should be left to the owner. If they had to pay the bills, they may be more inclined to keep them current so that the balance does not end up on taxes the following year. Unfortunately, rentals are not all the problem, but they are a huge part. Property owners should have the burden of collection fall on them and not the City. We are only able to collect debt from the previous year in June of the current year. That is 6 months waiting on operating funds.

My second proposal. I am sure many have seen the survey that Emma did on open doors hours for municipalities in this county. Buchanan, next to St. Joe MI are the only to have open to the public hours at 45. We do serve the public. Service is billing, collection, meter maintenance, tax payments, resident account maintenance and so much more. I propose that the **open door** to the public hours be 9:00 am to 4:00 on Tue thru Fri and 9:00 to noon on Monday. (Monday is a HUGE payment day every week. There is a lot of mail, online payments and credit card payments to process. When tax season starts, this would really help to balance at the end of the day.

# MEMBER TIERS & BENEFITS

		INDIVIDUAL MEMBER	BUSINESS MEMBER	IMPACT INVESTOR	INFLUENCE INVESTOR	IGNITE INVESTOR	COMMUNITY LEADER	REGIONAL LEADER	PIVOTAL PARTNER	
		\$150	\$300	\$600	\$1,250	\$2,500	\$5,000	\$10,000	\$15,000+	
<b>Suggested Employees</b>		0	1-49	50-99	100-199	200-259	250-499	500-999	1000+	
<b>Chamber Credits</b>		0	0	\$100	\$500	\$1,000	\$2,500	\$5,000	Custom	
<b>Value</b>		\$580+	\$2,000+	\$4,100+	\$4,800+	\$5,700+	\$10,300+	\$14,500+	\$25,700+	
<b>CORE BENEFITS</b>	Access to Business Support Services	Varies	●	●	●	●	●	●	●	
	Access to Local, State, Federal Advocacy	Varies	●	●	●	●	●	●	●	
	Access to Exclusive Events	Varies	●	●	●	●	●	●	●	
	Access to Consumer Coupons	Varies	●	●	●	●	●	●	●	
	Access to Member Discounts	Varies	●	●	●	●	●	●	●	
	Access to Young Professionals Programming	\$120	●	●	●	●	●	●	●	
	Access to Member Only E-Newsletter	\$120	●	●	●	●	●	●	●	
	Member Portal Logins	\$5/per	1	5	10	15	20	25	30	unlimited
	Chamber Print Directory Subscription	\$100	1	1	2	4	8	10	15	20
	Member Pricing for Events/Ads/Sponsorships	Save 20%	●	●	●	●	●	●	●	●
	"Proud Member" Decal (Cling & Digital)	\$150	●	●	●	●	●	●	●	●
	Complimentary Conference Room Use	\$75/hr	●	●	●	●	●	●	●	●
	Opportunity to Sit on Committees	Varies	●	●	●	●	●	●	●	●
	Ability to Offer Member Discounts	Varies	●	●	●	●	●	●	●	●
	Ability to Host Exclusive Events	Varies	●	●	●	●	●	●	●	●
	Ability to Submit Unlimited Job Postings	\$200	●	●	●	●	●	●	●	●
	Ability to Submit Unlimited Calendar Events	\$200	●	●	●	●	●	●	●	●
	Ability to Submit Unlimited Member News	\$200	●	●	●	●	●	●	●	●
	Ability to Include Literature in Chamber Lobby	\$120	●	●	●	●	●	●	●	●
	SEO Optimized Online Directory Listing	\$250	●	●	●	●	●	●	●	●
High Distribution Print Directory Listing	\$150	●	●	●	●	●	●	●	●	
Complimentary Certificate of Origin Services	\$50/per	●	0-24	25-49	50-74	75-99	unlimited	unlimited	unlimited	
Complimentary Business Referrals	\$150	●	●	●	●	●	●	●	●	
Complimentary Celebratory Events	\$300 Avg	●	●	●	●	●	●	●	●	
<b>ENHANCED VISIBILITY</b>	Priority Sponsorship Selection	Varies	●	●	●	●	●	●	●	
	Priority Event Registration	Varies	●	●	●	●	●	●	●	
	Priority Advertisement Selection	Varies	●	●	●	●	●	●	●	
	Investment Recognition on Chamber Website	\$900	●	●	●	●	●	●	●	
	Investment Recognition in Print Directory	\$500	●	●	name	name	name	logo	logo	logo
	Investment Recognition in "New Member" Packets	\$150	●	●	name	name	name	logo	logo	logo
	Complimentary Ad in Chamber E-News	\$75	●	●	1	1	1	2	4	6
	Additional Category for Website Directory	\$100/per	●	●	1	2	2	3	3	4
	Tier Specific "Proud Member" Decal	\$75	●	●	●	●	●	●	●	●
	Recognition on Chamber pop-up banner	\$600	●	●	●	●	●	●	●	●
	Complimentary Member Mailing List	\$50	●	●	●	●	●	2	2	4
	Complimentary Ad in "New Member" Packet	\$300	●	●	●	●	●	●	●	●
	Reserved Table at Fall Trade Fair	\$200	●	●	●	●	●	●	●	●
	Annual 'Executive Q&A' on our podcast	\$500	●	●	●	●	●	●	●	●
	Live Radio Invitation	\$1,000	●	●	●	●	●	1	2	4
"Pivotal Partner" Logo on Website Home Page	\$1,500	●	●	●	●	●	●	●	●	
"Pivotal Partner" Logo on E-News Footer	\$1,300	●	●	●	●	●	●	●	●	
Annual Member Engagement Plan Consultation	\$500	●	●	●	●	●	●	●	●	



# MEMBERSHIP FORM

## Organization Information

Company Name	Website
<input type="text"/>	<input type="text"/>
Phone	E-Mail
<input type="text"/>	<input type="text"/>
Physical Address	
<input type="text"/>	
Mailing Address (If Different)	
<input type="text"/>	
Number of Employees	Directory Category
<input type="text"/>	<input type="text"/>

## Primary Contact Information

Full Name	Title
<input type="text"/>	<input type="text"/>
Work Phone	E-Mail
<input type="text"/>	<input type="text"/>

## Billing Contact Information

Same as Primary

Full Name	Title
<input type="text"/>	<input type="text"/>
Work Phone	E-Mail
<input type="text"/>	<input type="text"/>

- Base \$300
- Impact \$600
- Influence \$1,250
- Ignite \$2,500
- Community \$5,000
- Regional \$10,000
- Pivotal \$15,000

# MEMBER TIERS & BENEFITS

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<b>CORE BENEFITS</b>	Access to Business Support Services	Varies	•	•	•	•	•	•	•	
	Access to Local, State, Federal Advocacy	Varies	•	•	•	•	•	•	•	
	Access to Exclusive Events	Varies	•	•	•	•	•	•	•	
	Access to Consumer Coupons	Varies	•	•	•	•	•	•	•	
	Access to Member Discounts	Varies	•	•	•	•	•	•	•	
	Access to Young Professionals Programming	\$120	•	•	•	•	•	•	•	
	Access to Member Only E-Newsletter	\$120	•	•	•	•	•	•	•	
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	Chamber Print Directory Subscription	\$100	1	1	2	4	8	10	15	20
	Member Pricing for Events/Ads/Sponsorships	Save 20%	•	•	•	•	•	•	•	•
	"Proud Member" Decal (Cling & Digital)	\$150	•	•	•	•	•	•	•	•
	Complimentary Conference Room Use	\$75/hr	•	•	•	•	•	•	•	•
	Opportunity to Sit on Committees	Varies	•	•	•	•	•	•	•	•
	Ability to Offer Member Discounts	Varies	•	•	•	•	•	•	•	•
	Ability to Host Exclusive Events	Varies	•	•	•	•	•	•	•	•
	Ability to Submit Unlimited Job Postings	\$200	•	•	•	•	•	•	•	•
	Ability to Submit Unlimited Calendar Events	\$200	•	•	•	•	•	•	•	•
	Ability to Submit Unlimited Member News	\$200	•	•	•	•	•	•	•	•
	Ability to Include Literature in Chamber Lobby	\$120	•	•	•	•	•	•	•	•
	SEO Optimized Online Directory Listing	\$250	•	•	•	•	•	•	•	•
High Distribution Print Directory Listing	\$150	•	•	•	•	•	•	•	•	
Complimentary Certificate of Origin Services	\$50/per		0-24	25-49	50-74	75-99	unlimited	unlimited	unlimited	
Complimentary Business Referrals	\$150	•	•	•	•	•	•	•	•	
Complimentary Celebratory Events	\$300 Avg	•	•	•	•	•	•	•	•	
<b>ENHANCED VISIBILITY</b>	Priority Sponsorship Selection	Varies	•	•	•	•	•	•	•	
	Priority Event Registration	Varies	•	•	•	•	•	•	•	
	Priority Advertisement Selection	Varies	•	•	•	•	•	•	•	
	Investment Recognition on Chamber Website	\$900	•	•	•	•	•	•	•	
	Investment Recognition in Print Directory	\$500		name	name	name	logo	logo	logo	
	Investment Recognition in "New Member" Packets	\$150		name	name	name	logo	logo	logo	
	Complimentary Ad in Chamber E-News	\$75		1	1	1	2	4	6	
	Additional Category for Website Directory	\$100/per		1	2	2	3	3	4	
	Tier Specific "Proud Member" Decal	\$75	•	•	•	•	•	•	•	
	Recognition on Chamber pop-up banner	\$600	•	•	•	•	•	•	•	
	Complimentary Member Mailing List	\$50	•	•	•	•	•	•	•	
	Complimentary Ad in "New Member" Packet	\$300	•	•	•	•	•	•	•	
	Reserved Table at Fall Trade Fair	\$200	•	•	•	•	•	•	•	
	Annual 'Executive Q&A' on our podcast	\$500	•	•	•	•	•	•	•	
	Live Radio Invitation	\$1,000	•	•	•	•	•	•	•	
"Pivotal Partner" Logo on Website Home Page	\$1,500					1	2	4		
"Pivotal Partner" Logo on E-News Footer	\$1,300					•	•	•		
Annual Member Engagement Plan Consultation	\$500					•	•	•		



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Physical Address	
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Mailing Address (If Different)	
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- Base \$300
- Impact \$600
- Influence \$1,250
- Ignite \$2,500
- Community \$5,000
- Regional \$10,000
- Pivotal \$15,000

**AGREEMENT  
BETWEEN THE  
CITY OF BUCHANAN, MICHIGAN  
AND  
PLACEMAKERS, LLC  
FOR  
PLANNING SERVICES IN THE AREAS OF ZONING AND SUBDIVISION,**

**THIS AGREEMENT**, entered into this 20<sup>th</sup> day of April 2022, by and between the City of Buchanan, hereinafter referred to as BUCHANAN and **PlaceMakers, LLC.**, with its principal office at **5136 Sevilla Avenue NW, Albuquerque, New Mexico, 87120**, hereinafter referred to as the CONSULTANT, as follows:

**WITNESSETH:**

**WHEREAS**, BUCHANAN will pursue the objectives identified in A Vision for Buchanan, Buchanan Master Plan 2021, Buchanan Community Recreation Plan, and Buchanan St. Joe River Public Access Master Plan;

**WHEREAS**, the CONSULTANT has agreed with BUCHANAN, for the consideration hereinafter mentioned, to provide a zoning regulation update (SERVICES), and;

**WHEREAS**, these services will be provided in accordance with the negotiated and agreed upon scope of work which shall be identified within Attachment A: Task Order will include the development of new and updated zoning ordinance.

**THEREFORE**, in consideration of the mutual Covenants and Articles hereinafter stipulated, it is hereby agreed between the parties as described hereto:

- I. **Employment of CONSULTANT**. BUCHANAN hereby agrees to engage the CONSULTANT, and the CONSULTANT hereby agrees to perform SERVICES hereinafter set forth.
- II. **Scope of Work**. The CONSULTANT will provide SERVICES to assist BUCHANAN in carrying out work described in Attachment A: Task Order. The CONSULTANT will perform or cause to be performed those SERVICES described in the Task Order in accordance with all laws, regulations, applicable codes, and provisions of this AGREEMENT.
- III. **Project Initiation**. BUCHANAN and the CONSULTANT shall meet by phone or videoconference prior to the commencement of SERVICES, to generally agree upon Project premises and schedule for the purpose of facilitating performance of the SERVICES, general agreement on accounting, and other related matters. It is understood that the CONSULTANT will not proceed with SERVICES until receipt of authorization to do so from BUCHANAN.

IV. **Relationship of Parties.** The CONSULTANT represents that it is skilled in the matters addressed in the Scope of Work described in Section 2 of this Agreement and is performing independent functions and responsibilities within its field of expertise. The CONSULTANT and its personnel are independent contractors and not employees of BUCHANAN. The CONSULTANT and its personnel have no authority to bind BUCHANAN or to control BUCHANAN's employees and other contractors. None of the benefits provided by BUCHANAN to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from BUCHANAN to the employees, agents, representatives, or sub-contractor of the CONSULTANT. The CONSULTANT will be solely and entirely responsible for its acts and for the acts of the CONSULTANT's representatives and sub-consultants during the performance of this Agreement.

As an independent contractor, the CONSULTANT is responsible for its own management. BUCHANAN's administration and enforcement of this Agreement shall not be deemed an exercise of managerial control over the CONSULTANT or its personnel.

- A. Indemnification. The CONSULTANT shall defend, indemnify, and hold BUCHANAN, its officers, officials, employees, agents and volunteers harmless from any and all claims, injuries, damages, losses or suits, arising out of or in connection with the performance of this Agreement for any negligent acts by the CONSULTANT and its officers, employees, and agents, except for that portion of the injuries and damages caused by BUCHANAN 's sole negligence.
- B. Insurance - Prior to and during the performance of the work covered by this Agreement, the CONSULTANT shall provide BUCHANAN with evidence that it has obtained and maintains in full force and effect during the term of this Agreement comprehensive general liability insurance coverage of at least \$500,000.00 per occurrence. BUCHANAN shall be named as an additional insured and a copy of the appropriate additional insured endorsement shall be provided to BUCHANAN. BUCHANAN shall be provided thirty (30) days written notice of any cancellation of said insurance.
- C. Timing - The CONSULTANT will furnish a regularly scheduled progress report on all work in progress, indicating work that has been completed to date as well as the schedule for completion of remaining work. The services of the CONSULTANT are to commence immediately after the effective date of this agreement, and the contract period shall be one year. A three-year extension option may be executed by written agreement of both parties. The CONSULTANT's work and service must be performed to the reasonable satisfaction of BUCHANAN based on the tasks and sub-tasks as completed.

- V. **Additional Work.** The CONSULTANT will be notified in writing by BUCHANAN and will be furnished with a Task Order for any additional work to include a scope of work for the project/task, where work is to be performed, and a description of work requested, before beginning a project for BUCHANAN.
- A. The CONSULTANT will prepare a proposed Task Order to include fee estimates in accordance with the terms of this AGREEMENT for approval by BUCHANAN before beginning any work.
- B. BUCHANAN has the absolute right to reject all or parts of a proposed Task Order and said rejected work may be directed to other or different parties.
- C. The CONSULTANT will begin additional work after receipt of the approved Task.
- VI. **Compensation.** Compensation to the CONSULTANT will be a reimbursement for Task Order services based on a fixed price with payment based on percentage completion. CONSULTANT shall be reimbursed monthly based on the percentage of services performed during the prior month.
- VII. **Compliance with Federal, State, and Local Laws.** In performance of its obligations pursuant to this AGREEMENT, the CONSULTANT shall comply with all applicable provisions of Federal, State, and local law.
- VIII. **Personnel.** The CONSULTANT represents that they have, or will secure at their own expense, all personnel required to perform the services under this AGREEMENT.
- IX. **Ownership and Use of the Work Product.** Any and all documents, drawings, reports, and other work products produced by the CONSULTANT under this Agreement shall become the property of BUCHANAN upon payment of the CONSULTANT's fees and charges. BUCHANAN shall have the complete right to use and re-use such work products other than for which the work product is prepared shall be at BUCHANAN's risk unless such use is agreed to by the CONSULTANT. Any recordings of any presentations or lectures delivered by the CONSULTANT as part of the Scope of Services will be the property of BUCHANAN. The presentation itself will remain the property of the CONSULTANT, although BUCHANAN may retain a copy under Creative Commons Attribution-ShareAlike 4.0 International Public License (See, <http://creativecommons.org/licenses/by-sa/4.0/legalcode>).
- X. **General Conditions:**
- A. Work Performed at the CONSULTANT's Risk. The CONSULTANT shall take all precautions necessary and shall be responsible for the safety of its representatives and sub-consultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the CONSULTANT's own risk, and the



CONSULTANT shall be responsible for any loss of or damage to persons, materials, tools, or other articles used or held for use in connection with the work.

- B. Entire Agreement. This Agreement and its Exhibits constitute the entire agreement between the PARTIES, and the PARTIES acknowledge that there are no other agreements, written or oral, that have not been set forth in the text of this Agreement.
  - C. Severability. Should any part of this Agreement be found void, the balance of the Agreement shall remain in full force and effect.
  - D. Modification. This Agreement may only be modified by written instrument signed by both Parties.
- XI. **Nondiscrimination.** The CONSULTANT will not discriminate on the ground of race, color, religion, sex, or national origin in the selection and retention of sub-consultants. The CONSULTANT understands and agrees that if it violates this provision, this Agreement may be terminated by BUCHANAN and that the CONSULTANT may be barred from performing any services for BUCHANAN now or in the future.
- XII. **Termination.** This Agreement may be terminated by either party for convenience upon thirty (30) days written notice to the other party, or for cause if either party fails substantially to perform through no fault of the other and does not commence correction within ten (10) days of written notice or diligently complete the correction thereafter. No payment shall be made to the CONSULTANT for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If services of the CONSULTANT are terminated by BUCHANAN for fault on part of the CONSULTANT, the amount to be paid shall be determined by BUCHANAN with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination.

(Remainder of page blank)

XIII. **IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by the officers, officials, and persons thereunto duly authorized and the Agreement is deemed to be dated and to be effective on the date stated hereinafter as the date of approval.

**City of Buchanan**  
**302 N. Redbud Trail**  
**Buchanan, MI 49107**

**PlaceMakers, LLC**  
**5136 Sevilla Avenue NW**  
**Albuquerque, NM 87120**

By: Richard Murphy  
Community Development Director

By: Hazel Borys  
President

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature


Attested By:

Attested By:

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

Susan Henderson  
Vice President

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

**ATTACHMENT A: Task Order**  
**AUTHORIZATION FOR SERVICES TO DRAFT**  
**City of Buchanan Zoning Ordinance**

**Date:** April 20, 2022  
**Consultant:** PlaceMakers, LLC, 5136 Sevilla Ave., NW, Albuquerque, NM 87120  
**Amount:** \$50,000

**TASK 1:** Consultant will host a conference call with the City of Buchanan (“Buchanan”) to launch the project, affirm the schedule, and ensure the transfer of all plans and studies that may inform or impact the Buchanan Zoning Ordinance (“Zoning”). Consultant will provide email outreach to members of the community at key points in the process, to let them know about the project and how and when they can get involved. Consultant will analyze all pertinent studies, to prepare an analysis and possible code strategies. Consultant will send representatives to Buchanan for a day-long working session to analyze the local context and to meet with members of the community to discuss options for how the Zoning can best be best structured to implement the master planning documents. **Deliverable:** annotated outline of the Zoning Ordinance.

**TASK 2:** Consultant will write a first draft of the Zoning Ordinance, based upon Task 1, in Microsoft Word format. The Zoning Ordinance will deliver current best practices by using graphs and tables to illustrate the regulations, and be drafted in user-friendly plain language. Form-based standards will be used to govern the mixed-use, walkable portions of Buchanan, and use-based standards will be used to govern the single-use, auto-oriented portions of Buchanan, both presented in one consolidated document. Consultant will share an internal draft of the Zoning Ordinance with the City for edits before sharing with the larger community. Consultant representatives will return to Buchanan to present the external first draft to the community and receive edits. **Deliverable:** Zoning Ordinance Draft 1.

**TASK 3:** Consultant will consolidate edits into a comment matrix, with rationale for every edit made. Consultant will make all edits that are in keeping with best practices and provide the Zoning Final Draft for consideration for adoption, along with flow charts and check lists to help use the Zoning Ordinance. Consultant representatives will return to Buchanan to present the final draft for adoption. During this trip, Consultant will facilitate a workshop with City Staff on how to administer the Zoning Ordinance. **Deliverable:** Zoning Ordinance Final Draft



step wisely



PlaceMakers, LLC

Telephone

Web

5136 Sevilla Ave NW  
Albuquerque NM 87120

(204) 960-0100  
(505) 975-3258

hazel@placemakers.com  
www.placemakers.com

Albuquerque, NM • Decatur, GA • Washington, DC • Winnipeg, MB

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5. References . . . . .	24



PlaceMakers, LLC  
 5136 Sevilla Ave NW  
 Albuquerque, NM 87120  
 (204) 960-0100  
[hazel@placemakers.com](mailto:hazel@placemakers.com)  
 20 April 2022

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# 1. Cover Letter

Dear City of Buchanan Leaders,

PlaceMakers is pleased to assist with the Zoning Update for the City of Buchanan. Our team members experienced at crafting award-winning regulations to encourage desired development in a context-based, resilient manner – economically, environmentally, and socially. We have worked with many Michigan cities providing regulations to enable a range of walkable urban as well as improved drivable suburban conditions. Our team members Andrew von Maur and Peter Swift will ensure our solutions are supportive of local development dynamics. Having served as the lead authors of the Andrew's University plan, *A Vision for Buchanan*, they will help us draft regulations in line with local vision, both of this document as well as the Buchanan Master Plan 2021, Buchanan Community Recreation Plan, Buchanan St. Joe River Public Access Master Plan, as well as state and federal requirements.

Our experience in collaborative processes helps deliver on the technical requirements that the City of Buchanan has identified. We will align community vision with strategies that produce measurable outcomes, through a series of community conversations. We check in at every stage in the drafting process to solicit feedback and direction from residents, businesses, and City leaders.

We have proposed three one-day trips to Buchanan with our project manager, Susan Henderson, and Andrew von Maur, to meet with the community and City leaders. During trip one, we will meet with members of the community to discuss options for how the zoning can best be best structured in order to implement the master planning documents. During trip two, we will present the external first draft of the zoning to the community and receive edits. We will use trip three to present the final draft for adoption and facilitate a workshop with City Staff on how to administer the new zoning.

Sincerely,  
 Hazel Borys, President

PlaceMakers, LLC

# 2. Firm Profile

WHILE OUR PRIMARY PRODUCT LINES ARE POLICY PLANS, PHYSICAL PLANS, AND ZONING REGULATIONS, WE CRAFT THESE WITH THE POWER TO BE BUSINESS PLANS (GUIDING INFRASTRUCTURE INVESTMENT CHOICES TO BUILD STRONG ECONOMIES) AND CLIMATE ACTION PLANS (ENCOURAGING ACTIVE TRANSPORTATION WITHIN COMPACT, CONNECTED FORMS THAT MAKE FOR EQUITY AND RESILIENCE).

**PlaceMakers** commits itself to the whole of placemaking. We have built our firm around partners of complementary skills, allowing us to innovate in all aspects of the discipline: policy, zoning ordinances, subdivision regulations, urban design, coaching, community engagement, and implementation. In founding our firm on a wide palette of

interdisciplinary skills, we have built a team best suited to real-world complexities. We are not shy about sharing these ideas, and blog regularly on [Place Shakers](#), as well as host online [webinars](#), in-person [workshops](#), along with [Codes Study](#) and [Code Score](#) analysis to spotlight leading voices and best practices, such as the [Pandemic Toolkit](#).



**Planning and Coding** are the core of our practice. We work with clients – and their constituents – to link vision with plans, land development regulations, and implementation strategies. We are committed to collaboration because of the advantages of achieving project buy-in from those most affected by a project's implementation. Complete communities support resilient places, so we write and teach others coding best practices.



**Engagement** is a critical part of implementation success. We use many methods of engagement including the charrette method to speed the transition between vision development and actionable plans and regulations. The public participation program is the important first step in our work with our clients. In these times of change, our online engagement strategies such as the iCharrette™ web platform virtual meetings are more vital than ever.



We are organized to achieve results that deliver long after a project wraps. Our strategies inform a vision and achieve actionable outcomes. Regulatory solutions bring the vision to life. We customize **Implementation Strategies** to assure predictable outcomes fitted to the local context, catalyzing projects. A vision without an implementation strategy, and the commitment to see it through, is nothing more than lines on paper.

## PLACEMAKERS' CLIENTS WITHIN LOCAL, STATE, PROVINCIAL AND FEDERAL GOVERNMENTS 2003 – 2022

Equity, health, economy, and climate are the driving forces for why PlaceMakers exists. We have led communities around the world in enabling the urban form that a collective local vision supports. Our projects govern millions of acres, but we view each one

as singular and special, with the power to make significant gains for livability at home and globally. The following pages provide a closer look at examples pertinent to this project, with more available online at [www.PlaceMakers.com](http://www.PlaceMakers.com).



# 3. Project Team

PLACEMAKERS REGULARLY COLLABORATES WITH SOME OF THE MOST ADMIRABLE, ADAPTIVE, AND CONTEXTUALLY SENSITIVE FIRMS IN THE WORLD. WE PRIDE OURSELVES ON ASSEMBLING THE BEST TEAM FOR EACH JOB BASED UPON THE TASK AT HAND.

Our selection of sub-consultants for the Buchanan Zoning Update is in careful response to your specific needs, and includes a collection of collaborators who have successfully completed dozens of projects together, covering millions of acres.

PLACEMAKERS, LLC CODE, PROJECT MANAGEMENT, FACILITATION	
<b>SUSAN HENDERSON</b> PROJECT MANAGER	<b>HAZEL BORYS</b> EDITOR + ECONOMICS
<b>ANDREW VON MAUR</b> MASTER PLAN INTEGRATION	<b>PETER SWIFT OR PAUL CRAWFORD</b> TRANSPORTATION PLANNING

### PROJECT ADMINISTRATION

Hazel Borys  
(204) 960-0100  
1205-255 Wellington Crescent  
Winnipeg, MB R3M0L9

### DIRECT PROJECT MANAGEMENT

Susan Henderson  
(505) 975-3258  
5136 Sevilla Ave NW  
Albuquerque, NM 87120

# HAZEL BORYS



President of PlaceMakers, LLC, in the USA and CEO of PlaceMakers, Inc. in Canada, Hazel is an engineer with an MBA in finance and marketing. She has led the education of over 10,500 city planners globally with on-site workshops offering APA continuing ed as well as the online CNU-a Placemaking@Work webinar education series. She is a frequent speaker on the topics of policy and zoning for economic strength, social health, and environmental stewardship. Hazel is lead author of [CodesStudy.org](#) and [Code-Score.org](#) reviewing zoning and subdivision updates globally, for impacts of walkable places. She is lead author of the [Pandemic Toolkit](#), helping local governments rebuild during and after COVID-19, now available in eight languages.

### CONNECTIONS

[hazel@placemakers.com](mailto:hazel@placemakers.com)  
204.960.0100  
@hborys

"Hazel is one of those people with the complete professional package: highly organized, fantastic communicator, deep and original thinker. She is a leader that people want to follow. There are few people I would recommend as highly as Hazel and the PlaceMakers team. In fact, I can't think of anyone. She is a rare find, indeed."

-Charles Marohn  
Principal, Strong Towns

### ACADEMICS

MBA Marketing & Finance, Fisher College of Business Ohio State University  
Columbus, Ohio | 2000

BS Electrical Engineering, Ohio State University  
Columbus, Ohio | 1994

### EXPERIENCE

President, PlaceMakers, LLC, 2004 – present

CEO, PlaceMakers, Inc, Canada 2015 - present

M&A Finance Manager, American Electric Power, 2000 – 2003

Senior Vice President, Smith & Johnson, 1990 – 2000

### AFFILIATIONS AND SERVICE

Certified Education Provider for AIA, APA, CNUa | PlaceMaking @ Work organizer | Transect Codes Council | Codes Study co-author | Code Score co-author | SmartCode Workshop organizer | CNU Form-Based Code Bootcamp organizer | WAG Gallery Ball past Co-Chair | WAG Art in Bloom past Co-Chair | Winnipeg Foundation Boardmember, Canada's oldest community foundation

# SUSAN HENDERSON



As PlaceMakers' Director of Coding and Design, Susan has led numerous code reform projects across North America. Susan is a LEED Accredited Professional, and brings an expertise in sustainability to land use code writing. She is co-author of the [Lean Code Tool](#) and the [Lean Comp Plan Tool](#), a contributor to the [SmartCode & Manual](#), and author of the [SmartCode Landscape Module](#). Susan is a founding faculty of CNU's [Project for Code Reform](#), assisting local governments in determining their local capacity and crafting code reform to meet the context. Susan serves as a Chair of the Board of the [CNU](#).

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## ACADEMICS

MBA, University of New Mexico  
Albuquerque, New Mexico | 2014

BS Environmental Design, Bachelor of Architecture,  
Ball State University  
Muncie, Indiana | 1985

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## EXPERIENCE

Principal, Vice-President, PlaceMakers, LLC, 2003 – present

Member, The New Urban Guild, 2003 – present

Associate, Mouzon & Associates Architects, 1996 – 2003

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## AFFILIATIONS AND SERVICE

CNU Board of Directors | Transect Codes Council | American Institute of Architects | U.S. Green Building Council  
LEED-AP | Seaside Institute

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## CONNECTIONS

[susan@placemakers.com](mailto:susan@placemakers.com)  
505.975.3258  
@suhender

"Susan has simply been fantastic, is a consummate professional, has a tireless work ethic, is very patient. On behalf of the citizens, and future citizens who will live in your sustainable planned developments over the next 100 years, I just want to say thank you."

~Andy Blake, City Manager,  
City of Ranson, on the  
HUD / DOT / EPA Sustainable Communities Initiative

# ANDREW VON MAUR



Andrew is professor of architecture holding a Master of Architectural Design and Urbanism and a Bachelor of Architecture. His areas of expertise include urban design, classical and vernacular design, hand drawing, placemaking, pedestrian-centered urbanism, design theory, participatory design charrettes, and architectural studies abroad. Recent scholarship has included various award-winning international town and campus planning projects.

His professional qualifications include extensive experience in urban design and town planning, in collaboration with leading international offices such as PlaceMakers, Duany Plater-Zyberk and Company, and Studio Sky. His diverse range of projects includes infill, suburban retrofit, transit-oriented development, residential and mixed-use building design, and traditional heavy timber frame design.

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## CONNECTIONS

[avonmaur@andrews.edu](mailto:avonmaur@andrews.edu)

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## ACADEMICS

Master of Architectural Design and Urbanism, University of Notre Dame  
Notre Dame, Indiana | 2003

Bachelor of Architecture, Andrews University  
Berrian Springs, Michigan | 1999

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## EXPERIENCE

Professor of Architecture  
Andrews University, 2003 – present

Urban Design Consulting and Illustration  
Freelance Design & Illustration, 2003 – present

Architecture and Planning  
Sam Marts Architects and Planners, 1999 – 2003

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## AFFILIATIONS AND SERVICE

The Congress for the New Urbanism | Institute for Classical Architecture and Art | ICA&A Chicago-Midwest Education Committee | New Urban Guild | The Seaside Institute



# PETER SWIFT

Swift & Associates



## CONNECTIONS

phswi@aol.com

A frequent contributor to PlaceMakers projects, Peter Swift is a transportation planner, engineer, co-author of the ITE/CNU's Designing Walkable Urban Thoroughfares, and author of the pedestrian-friendly street design portion of the APA's Planning and Urban Design Standards. A professional engineer in several states, he's written a number of papers that have been pivotal to Complete Streets design, exploring both residential street typology and injury accident frequency. In his work, Peter addresses standards for context-sensitive thoroughfare networks, for both newly designed roadways, and for retrofitting existing ones.

The owner of Swift and Associates, Civil/Traffic Engineers and Town Planners, Peter's been working within civil and traffic engineering and urban design for 40 years, twenty-five in his own business and two years in Iraq as the Director of Town Planning for a U.S. company.

## ACADEMICS

Civil Engineering, University of Colorado  
Denver, Colorado

Egyptian Philology, UWW, Brown University  
Providence, RI

Marine Corps Intelligence  
Cherry Point, NC

Liberal Arts, Kendall College  
Evanston, IL

## EXPERIENCE

President  
Swift & Associates

Lecturer  
University of Colorado

Director of Town Planning  
Mid Atlantic Enterprises, Erbil, Iraq

# 4. Project Samples

## PLANNING CONTRIBUTIONS

01

### Code Study

The Codes Study tracks the prevalence of form-based codes worldwide. We've tracked 728 codes that meet criteria established by the Form-Based Codes Institute (FBCI), as well as an additional 17 form-based guidelines. 439 of these are adopted, with others in progress. Hazel Borys is lead author. [www.codestudy.org](http://www.codestudy.org)

02

### Form-Based Codes Institute

A well-crafted form-based code is the most effective form of development regulation for shaping pedestrian-scaled, mixed-use, and fine-grained urbanism. Susan Henderson serves on Resource Council. [formbasedcodes.org/standards-of-practice/](http://formbasedcodes.org/standards-of-practice/)

03

### Project for Code Reform

Sometimes a holistic reform is not supported politically or fiscally. That's when we try to incentivize the "biggest little thing" with incremental change. Susan Henderson is a founding faculty member. [www.cnu.org/our-projects/project-code-reform](http://www.cnu.org/our-projects/project-code-reform)

04

### Code Score

Tracks the results of form-based codes and compact, mixed-use development patterns. Hazel Borys and Kaid Benfield are co-authors. See [www.codescore.org](http://www.codescore.org) for the 135 studies that provide details.

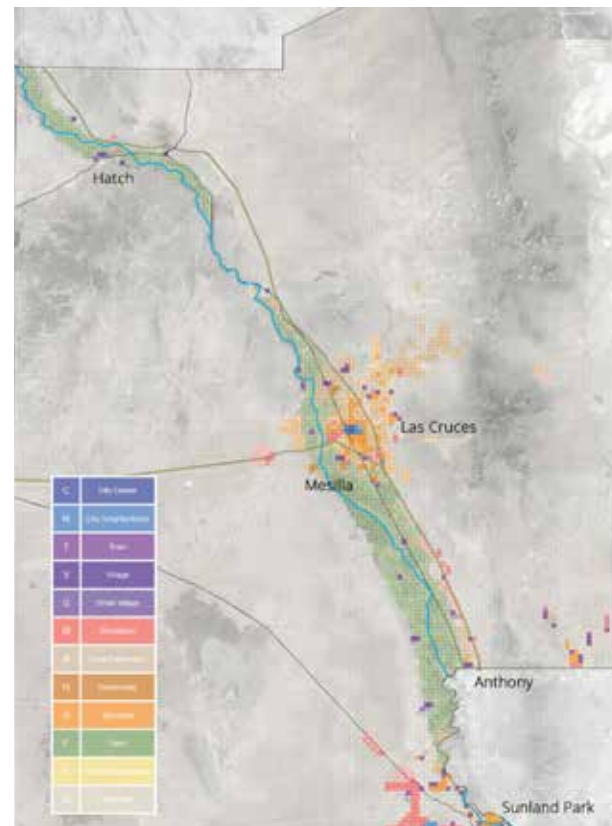
**VIVA DOÑA ANA, NEW MEXICO**

**2013 – 2017**

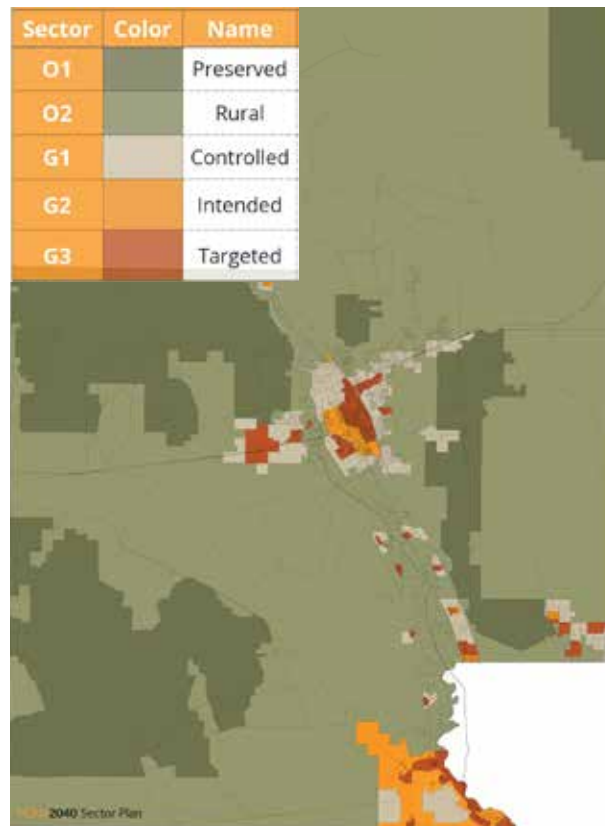
The Viva Doña Ana Comprehensive Plan and Unified Development Code are the result of two simultaneous planning efforts covering a 2.4-million-acre county in New Mexico. The Comprehensive Plan uses scenarios which feed into place types and a sector plan. These in turn are implemented via zoning, subdivision regulations, and engineering standards in the Unified Development Code, which is both form-based and use-based. The primary goal of the new code is to update, simplify, and map zone the County to implement the vision of the Comp Plan. The UDC enables two zoning tracks: Transect Zones and Use Zones. The County's walkable community types are governed by

Transect Zones within the following historic place types: natural, farmland, rangeland, village, town, city neighborhood, and city center. Suburban development patterns are governed by Use Zones and apply to the following place types: homesteads, subdivisions, and work places. The preferred growth scenario is projected to create a net fiscal impact of almost \$4 million annual savings over the business as usual, in cost of utilities, roads, school transportation, and maintenance. While business is usual is an option, walkable urbanism is enabled as a matter of right without the need of rezoning in all except two zoning categories across the entire 2.4 million acre planning area.

- Scope** Comp plan; hybrid form-based & use-based code; users manual
- Process** Many community workshops
- Status** Adopted 2016 for 2.4 million acres; CNU Charter Award Recipient 2019
- Plan** [www.blurb.com/b/9484685-plan2040](http://www.blurb.com/b/9484685-plan2040)
- Code & Manual** [donaanacounty.org/UDC](http://donaanacounty.org/UDC)
- Client** Angela Roberson, Chief Planner, (575) 525-6119, [angelar@donaanacounty.org](mailto:angelar@donaanacounty.org)



Preferred Growth Scenario



Sector Plan

**DOÑA ANA PLAN 2040**

PLAN 2040 sets policies and goals to increase livability in Doña Ana County. Thirty-seven of the communities in Doña Ana County are U.S. Department of Housing and Urban Development (HUD) designated colonias. They have many forms – some are historic, and some were developed in the 20th century, some are rural communities, and some are neighborhoods within cities and towns. But they all share similar challenges of higher levels of poverty, more sub-standard infrastructure and housing, and fewer choices when it comes to transportation, education and health services.

**UNIFIED DEVELOPMENT CODE**

The primary implementation device for the Plan is a Unified Development Code to update, simplify, and map zone the County. The UDC enables two zoning tracks: Transect Zones and Use Zones. The County's walkable community types are governed by Transect Zones. Existing suburban development patterns are governed by Use Zones. Under the Sector Plan, areas within appropriate sectors may develop by right into walkable, connected, complete communities or community extensions. This avoids the requirement for rezoning. New Mexico requires a justification for rezoning and it can be difficult to meet.

Place types articulate settlement patterns found in Doña Ana, such as town pictured here.



**CITY OF LAS CRUCES**

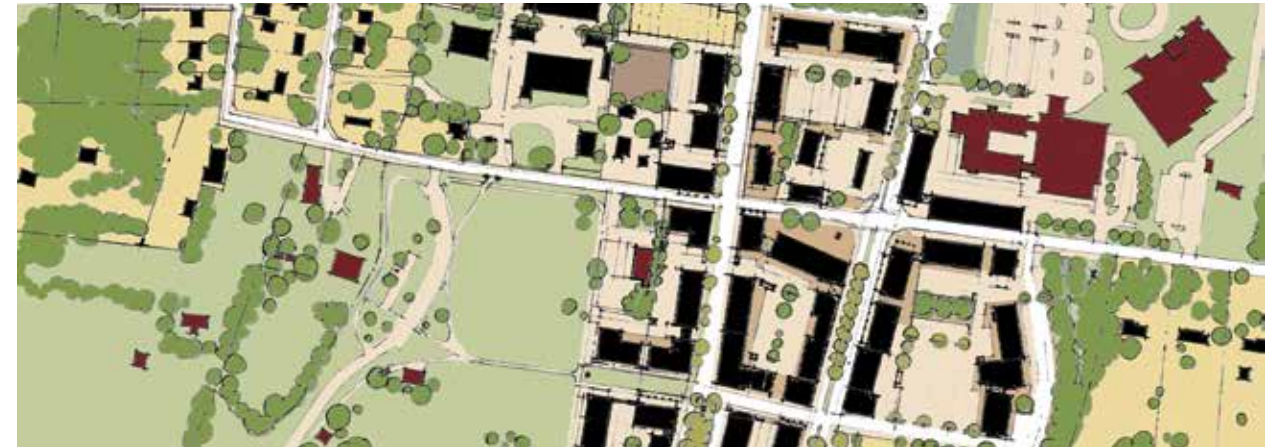
**2013-2016**

Downtown Las Cruces was challenged by the urban renewal movement of the 1960's that scraped many historic buildings, installed a pedestrian mall, and restructured streets as one-way arterials. The people of Las Cruces have been working together ever since to reclaim the character of their historic downtown, and reverse these planning challenges by reopening Main Street to cars while maintaining a walkable environment for business and community gatherings. Several **PlaceMakers'** projects have assisted with these efforts, including two Downtown Master Plans, one in 2013 and another in 2016.

To foster community collaboration, we hosted public design workshops, round tables, lunch-and-learns, and focus groups. We designed and hosted a website reporting on all these events as they unfolded, as another portal of neighborhood input: [www.lascruces-downtownplan.org](http://www.lascruces-downtownplan.org). **Both plans were unanimously adopted** and projects are underway to see the collective community vision into reality. **The Downtown Las Cruces Master Plan operates as a business plan.** Extensive market research directed the planning effort, delivering an action plan for downtown. Smart Growth America awarded the collective effort as one of the **national Best Complete Streets of 2017.**

<b>Scope</b>	Downtown master plan
<b>Process</b>	Vision developed through multiple workshops in this process
<b>Status</b>	Adopted 2016
<b>Client</b>	City of Las Cruces, New Mexico
<b>Plan</b>	<a href="http://www.blurb.com/b/7705460-las-cruces-downtown-master-plan">www.blurb.com/b/7705460-las-cruces-downtown-master-plan</a>
<b>Reference</b>	David Weir, AICP, Chief Planning Administrator (575) 528-3067, <a href="mailto:dweir@las-cruces.org">dweir@las-cruces.org</a>

Grand opening of the downtown plaza – implemented within one year of Plan adoption. Image credit: Victor Gibbs



**TOWN OF THOMPSON'S STATION, TENNESSEE**

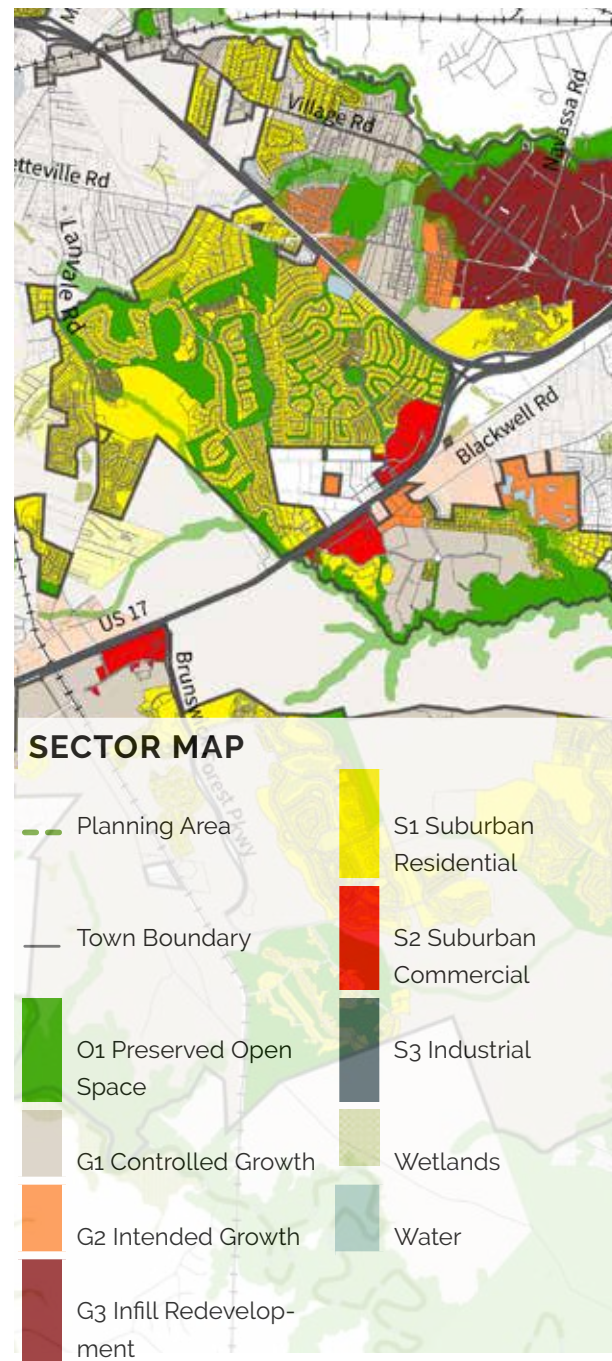
**2015-2017**

Thompson's Station was looking to seize opportunities, namely its share of the dramatic growth in population and jobs predicted for the Nashville region. To do that, the regulatory framework had to get in line with local ambitions. PlaceMakers led a public charrette process, or a series of meetings with City staff, landowners and residents to extract community vision and goals, refine the proposed structure of the zoning code and subdivision regulations, engage in urban design required to determine the zoning code metrics, and produce regulating and illustrative master plans in collaboration with interested landowners.

PlaceMakers prepared Thompson's Station zoning and subdivision regulations, a new zoning map, and recommendations for Comprehensive Plan revisions for comment and public critique. Services include existing conditions analysis, community engagement, facilitation, public presentations, master planning, and staff training on the final product of the **award-winning hybrid Euclidean code and form-based code.** The code is mandatory for downtown and optional for the rest of the jurisdiction. Immediately upon adoption, surrounding landowners began clamoring for annexation to be able to use the code.

<b>Scope</b>	Hybrid use-based and form-based code; Small area plan
<b>Process</b>	Community workshop for 9,415 acres
<b>Status</b>	Adopted 2015; amendments 2016; development application review ongoing
<b>Code</b>	<a href="http://www.thompsons-station.com/DocumentCenter/View/496">www.thompsons-station.com/DocumentCenter/View/496</a>
<b>Client</b>	Ken Mclawhon, Town Administrator, (615) 794-4333 extension 5. <a href="mailto:kmclawhon@thompsons-station.com">kmclawhon@thompsons-station.com</a>



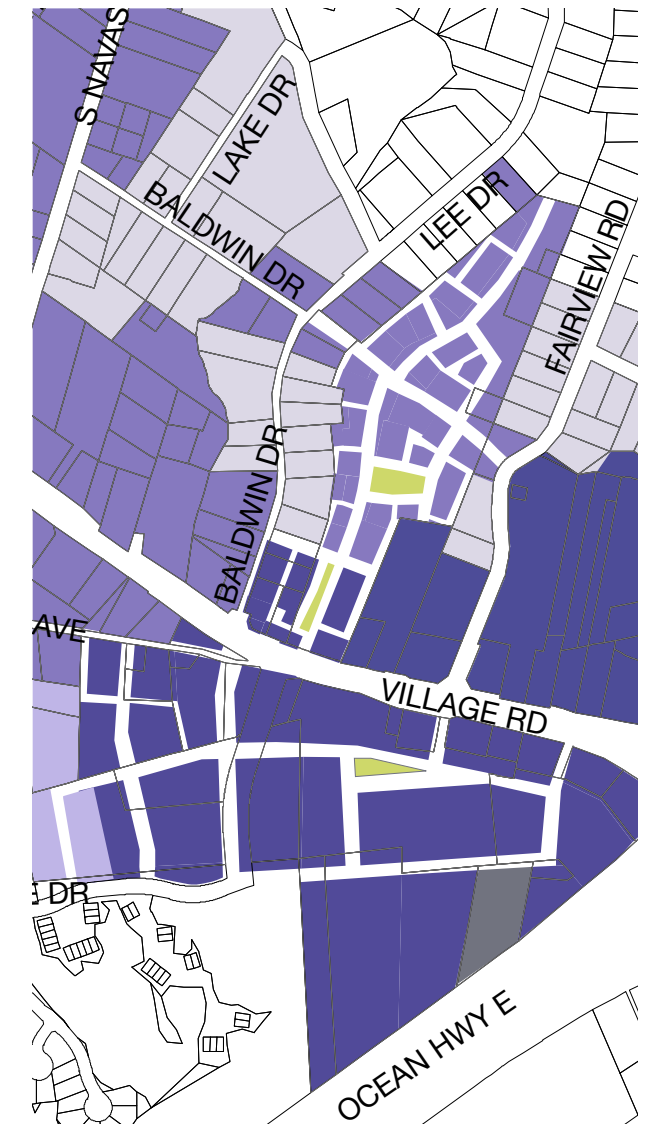


**LELAND, NORTH CAROLINA 2013-2016**

The Town of Leland has completed three projects with **PlaceMakers**, culminating in a jurisdiction-wide Master Plan Update, Leland 2020. The community engagement process has developed significantly over the years, thanks to our work coaching the Town on writing their own FlexCode to encourage walkability, then working together to develop a Gateway Plan for the town center. The physical master plan and form-based code for the town center enables a suburban retrofit to be phased in as market support materializes, along with a jurisdiction-wide form-based code.

The Leland 2020 Master Plan was adopted in August 2016, with a keen eye toward **supporting the coastal environment and waterways**. Preserved lands are utilized for stormwater management with a network of trails accessing the coast lands.

Instead of a twenty year plan, the Master Plan is structured around the actions the Town can take over the next five years that will best leverage long-term growth. While many of the strategies and actions will be ongoing, the short-term actions are the priority of the plan. These documents — a comprehensive plan, a mandatory form-based code for the town center, an optional form-based code jurisdiction-wide, and small area plans — work together to form a business plan of sorts, setting up the town to be its own master developer.



**LELAND GATEWAY MASTER PLAN**

FlexCode zoning districts allow for a range of building types and land uses appropriate to their town center context. Two of the three catalyst sites in the Leland Gateway Master Plan are shown here. The northern portion is a largely vacant infill parcel, and southern portion is characterized by an automobile-focused shopping center.

**LELAND GATEWAY REGULATING PLAN**

PlaceMakers drafted the Leland Gateway Master Plan following the regulations of the FlexCode, allowing for walkable, mixed-use urban form responsive to today's market pressures. The plan is structured by a network of streets that form smaller, walkable blocks more suitable for mixed use and able to nurture a higher standard of livability.

<b>Scope</b>	Jurisdiction-wide comprehensive plan; Mandatory form-based code; Small area plans; jurisdiction-wide optional form-based code
<b>Process</b>	Community workshop for 12,582 acres
<b>Status</b>	Small area plans (2013); jurisdiction-wide Master Plan Update, Leland 2020 (2016)
<b>Plan</b>	<a href="http://www.dropbox.com/s/tz71jeqbyh8ymib/Leland_Master-Plan_Adopted.df?dl=0">www.dropbox.com/s/tz71jeqbyh8ymib/Leland_Master-Plan_Adopted.df?dl=0</a>
<b>Client</b>	Ashli Barefoot, Senior Planner, (910) 332-4819, <a href="mailto:apirozzi@townofleland.com">apirozzi@townofleland.com</a>

### BEECHMONT NEIGHBORHOOD, LOUISVILLE, KENTUCKY

PlaceMakers led this project, organized by the Congress for the New Urbanism as a CNU Legacy Project and partnering with a local nonprofit, the Center for Neighborhoods (CFN), to restore and reimagine the future of Woodlawn Avenue, the commercial heart of the Beechmont neighborhood in Louisville, Kentucky. This three-day community design workshop was able to fully focus on implementation, thanks to CFN leadership and effective local partners.

The plan is organized around six strong community goals: Develop inclusive identity, reuse historic buildings, encourage small-scale development, enhance connectivity, improve pedestrian safety, and support local business. Highlights of the plan include a creative solution for a deadly intersection, ideas for boosting the identity and capacity of the main street, opportunities for historic rehabilitation, new infill construction, and practical placemaking for new and renewed public spaces.

<b>Project</b>	Woodlawn Avenue CNU Legacy Charrette
<b>Status</b>	Completed 2019
<b>Report</b>	<a href="https://www.blurb.ca/b/9565871-woodlawn-legacy-project">https://www.blurb.ca/b/9565871-woodlawn-legacy-project</a>
<b>Process</b>	Public charrette; multiple focus Involvement meetings; open houses
<b>Context</b>	Mainstreet; infill; redevelopment
<b>Area</b>	Central business district + surrounding neighborhood consisting of residential and suburban retrofit
<b>Vision</b>	Started separately and advanced through this process
<b>Project Manager</b>	Jessica Brown, Planning Director, Center for Neighborhoods, <a href="mailto:jessb@centerforneighborhoods.org">jessb@centerforneighborhoods.org</a> , (502) 589-0343

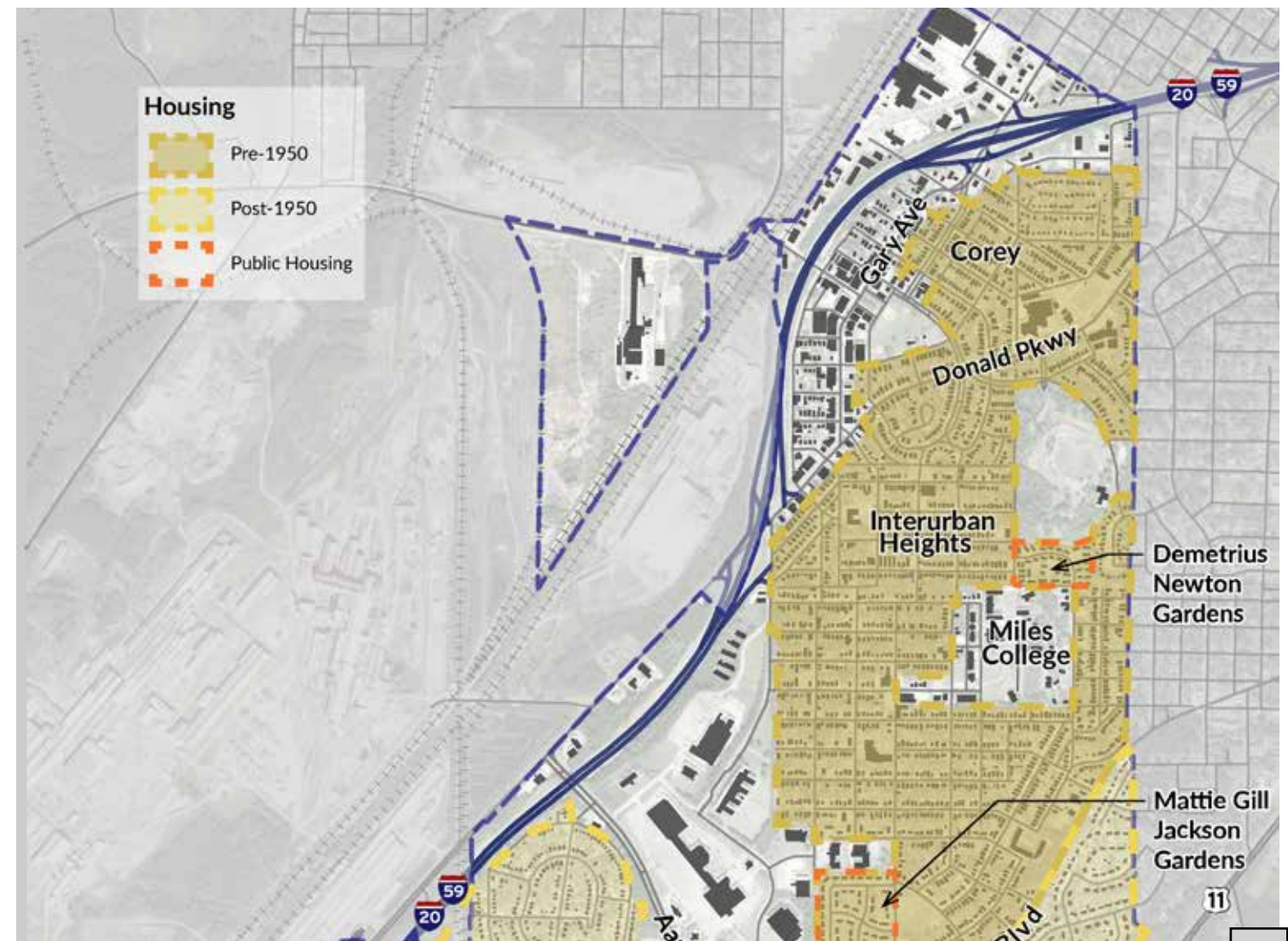


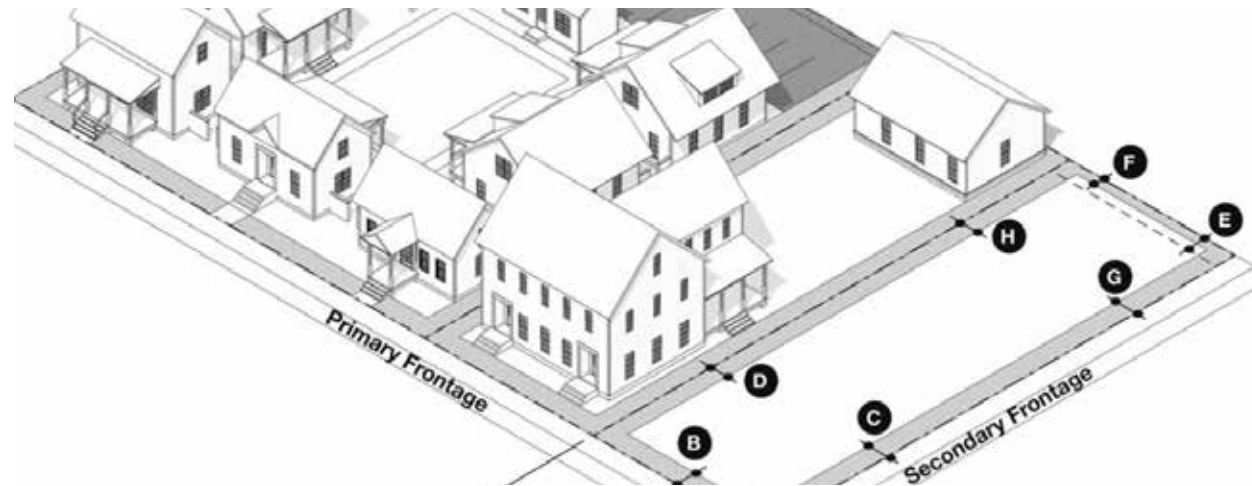
### REGIONAL PLANNING COMMISSION OF GREATER BIRMINGHAM 2018 - 2022

PlaceMakers is in the fourth year of a six-year on-call contract with the Greater Birmingham Regional Planning Commission of Birmingham, Alabama, working with the Cities of Homewood (2018), Pelham (2019), Calera (2020), Fairfield (2021-2), and Moody (2022) on a range of projects including community engagement, a general plan, zoning codes, and sign regulations. All of the projects are materially completed, with the exception of the City of Moody comprehensive plan, which is in phase one of three phases.

The Fairfield general plan begins with existing conditions review using the Urban Footprint tool, with an array of analysis similar to the housing map below. Social, economic and environmental concerns shape scenario development for the community to determine a preferred scenario, leading to goals and actions to achieve the desired outcomes.

<b>Scope</b>	General Plan; Zoning Code; Sign Code; Engagement
<b>Process</b>	Multiple municipal workshops
<b>Status</b>	Most projects adopted with two in progress
<b>Plan</b>	<a href="http://www.FairfieldMasterPlan.com">www.FairfieldMasterPlan.com</a>
<b>Client</b>	Lindsay S. Puckett, AICP, Principal Planner, Regional Planning Commission of Greater Birmingham, (205) 264-8421, <a href="mailto:LPuckett@RPCGB.ORG">LPuckett@RPCGB.ORG</a>





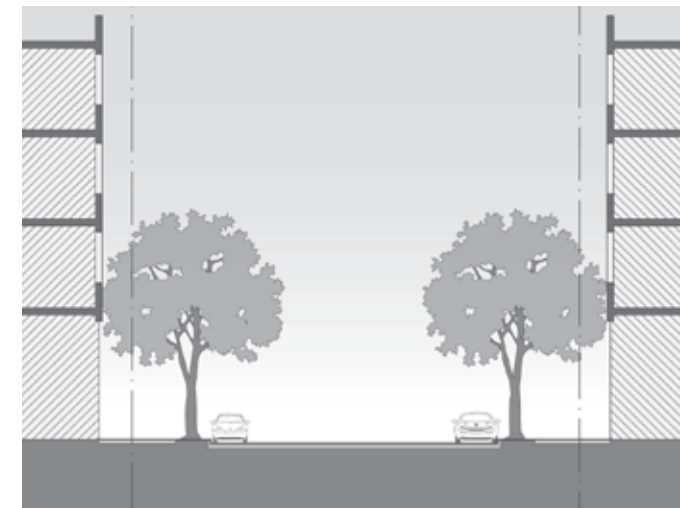
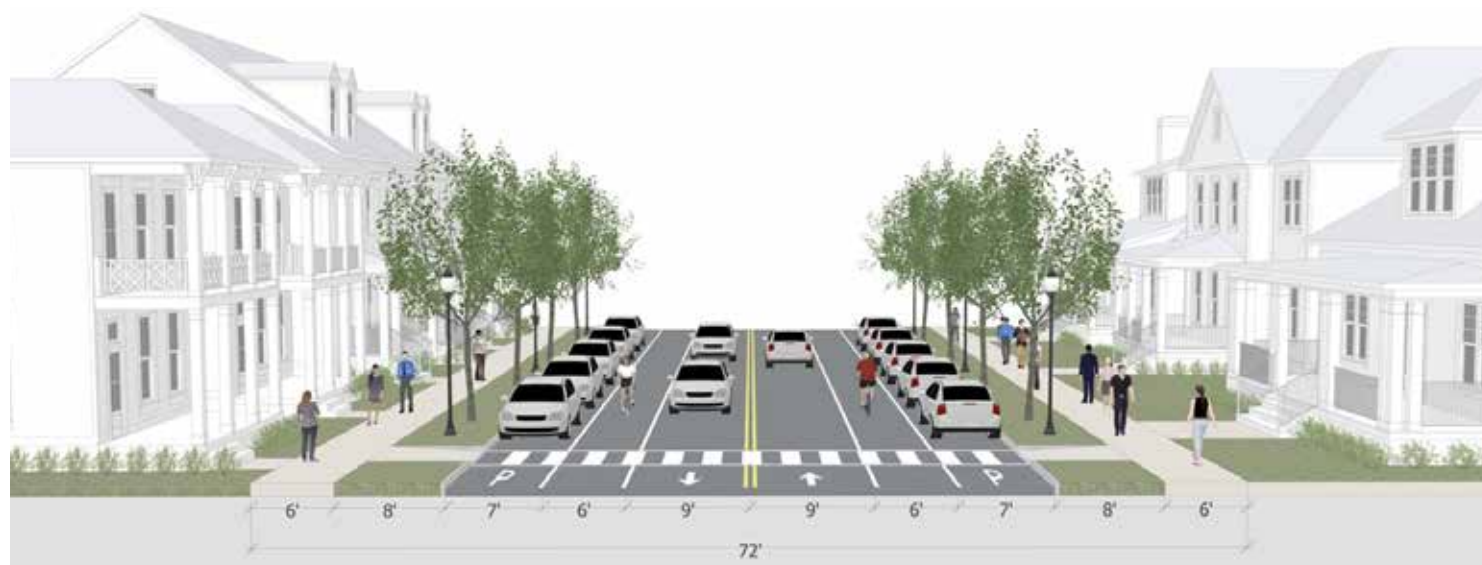
**LANGLEY, WASHINGTON**

**2020-2021**

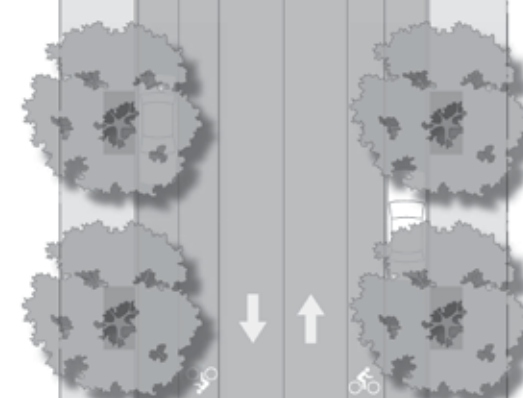
Langley's form-based code is an example of permitting up to three units by right in all residential districts of the city to comply with the State of Washington Growth Management Act. Neighbor concerns were addressed through the use of carefully defining and regulating missing middle housing types. PlaceMakers led a Planned Unit Development land use update (2020) and an infill form-based code (2021) for the City of Langley. Both development ordinances

were adopted unanimously in 2021. Main drivers for these updates in this coastal community include the need for naturally occurring affordability through gentle density and compact, multi-modal infill and redevelopment. Community engagement was achieved through one in-person two-day public workshop, and a series of Zoom webinars and workshops, to respect local COVID protocols.

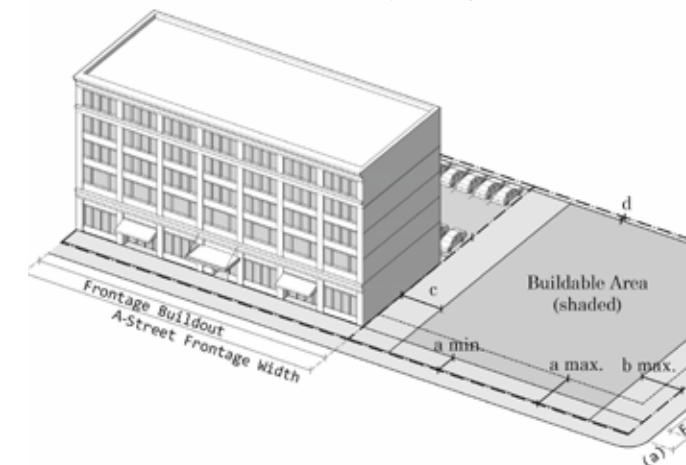
- Scope** Planned unit development update; infill form-based code, 1,010 acres
- Process** Community workshop via in-person and online engagement; web updates; HTML email campaign
- Status** Adopted 2021; development application review ongoing
- PUD Code** <https://www.blurb.com/b/10815180> Click preview to view FAQ and PUD
- Infill Code** <https://www.blurb.com/b/10815165> Click preview to view Users Guide & FBC
- Client** Brigid Reynolds MCP, RPP, MCIP | Former Director of Community Planning | City of Langley | (360) 914-8138 | [brigidreynolds@compassroseplanning.com](mailto:brigidreynolds@compassroseplanning.com)



Right-of-way									
SW	BV	PK	BL	TL	TL	BL	PK	BV	SW
7'	5'	8'	6'	10'	10'	6'	8'	5'	7'



Streets and buildings should change their design priority as they move through the rural-to-urban spectrum. Zoning should show this clearly with simple diagrams.



Today's best practice for ordinances includes concise graphics coupled with simple tables for a variety of topics, like the setbacks and frontage buildout pictured above.

**HENNEPIN COUNTY, MN 2018-19**

With the \$1.536 billion planned extension of the Bottineau Light Rail, heading northwest out of Minneapolis, Hennepin County spearheaded an effort to implement the station area plans with new zoning codes to enable transit oriented development. The County hired the local office of Perkins+Will to lead the team with community consultation and economic analysis to ensure the PlaceMakers' land use upgrades are in step with community and market expectations for the four cities along the Blue Line light rail extension:

- City of Golden Valley, MN
- City of Brooklyn Park, MN
- City of Robbinsdale, MN
- City of Crystal, MN

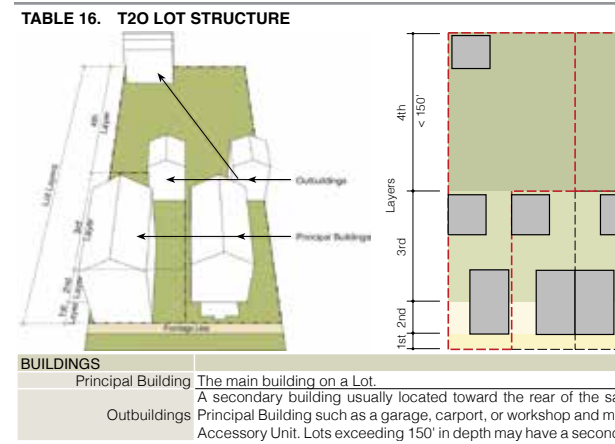
With each City having a different level of capacity, from Planning Departments of one staff member to large departments, PlaceMakers crafted each code to facilitate administrative success. Some of the codes are full form-based codes with signage regulations, while others are extensive text amendments to capture the market opportunities that the rail will unlock, while respecting local demands on staff time and attention. One of the codes enables walkable industrial as well, clustering urban form around the transit station to optimize value.

**Codes:** Golden Valley Mixed Use Zoning District; Brooklyn Park Transit Oriented Development Zoning; Robbinsdale Downtown Districts; and Crystal Town Center Core and Overlay Districts

**Type:** Zoning code; Form-based code; Signage standards

**Scale:** downtowns and neighborhoods with in proximity to transit; Public Involvement: public consultation and workshops

**Reference:** Elise Durbin | TOD Program Manager | Hennepin County formerly, now Carver County | [elised@carvercda.org](mailto:elised@carvercda.org)



Form-based code sample illustration



Sample infill plan



Old town rezoning protects historic form

**CITY OF RANSON, WV 2011-2016**

Ranson attracted \$6 million in grants and loans from three federal agencies, HUD, EPA and DOT, and contracted with an international team of consultants for Transect-based planning and zoning.

In a series of meetings with community members, the separate planning efforts were interwoven into a strategy that includes a comprehensive plan, form-based code, and master plans. PlaceMakers led the HUD portion, as well as providing facilitation, public engagement, and an interactive website for all three efforts. Each step in the process was documented on the iCharrette at [ransonrenewed.com](http://ransonrenewed.com) from beginning until final unanimous passage of the proposals on April 17, 2012. PlaceMakers work has been ongoing for plan review and capacity building.

The comp plan includes economic development strategies leveraging downtown American Public University Systems synergies. The form-based code rezones Old Town plus is optional and incentivized for almost 1,000 acres of greenfield, while keeping the remainder of the city under Euclidean zoning to make for a hybrid zoning code. An agrarian urbanism neighborhood master plan on a historic farm creates a lively mixed use town center adjacent to active agriculture and scenic countryside, where aging in place is easily attainable. Impacts of the project includes \$100 million of new builds, Tiger IV and V grants for green streets, and five brownfields entitled.

**Scope** Comp plan; hybrid form-based code, small area plans  
**Process** Community workshop  
**Status** Adopted 2012 for 6,700 acres  
**Plan & Code** [ransonrenewed.com](http://ransonrenewed.com)  
**Client** Andrew Blake, City Manager, (304) 724-3872, [Ablake@ransonwv.us](mailto:Ablake@ransonwv.us)

**PROJECT FOR CODE REFORM, MICHIGAN**

**2017 – 2020**

The Congress for the New Urbanism (CNU) is helping to expedite land use reform by providing local governments place-specific incremental coding changes that address the most problematic barriers first, build political will, and ultimately create more walkable, prosperous, and equitable places. **Susan Henderson** and **Matt Lambert** partnered with CNU, the Michigan Economic Development Corporation's Redevelopment Ready Communities, and the Michigan Municipal League to develop a toolkit for

local governments to urbanize their zoning codes. *Enabling Better Places: Users' Guide to Zoning Reform* includes a series of incremental steps based upon local political and staff capacity as an initial step. As local champions are built there is a second phase of recommended text amendments based upon context. The final phase of the toolkit includes three zoning districts that may be combined in multiple ways to respond to the main street, downtown, or urban neighbourhood contexts.

**Scope** Model land use reform calibrated to local context  
**Process** Workshops with Michigan cities of various sizes to learn about specific zoning challenges and opportunities.  
**Status** Published by MEDC and MML  
**Guide** [www.cnu.org/sites/default/files/PCR-9-15-18.pdf](http://www.cnu.org/sites/default/files/PCR-9-15-18.pdf)  
**Project Manager** Richard Murphy, Program Coordinator, Civic Innovation Labs, [rmurphy@mml.org](mailto:rmurphy@mml.org), (734) 669-6329

**1. Permit 100% lot coverage.**



Most main street and downtown buildings occupy most if not all of their lots. This is especially true with small historic properties. Lot coverage restrictions are not appropriate in these districts. Most technical considerations are addressed in building and life safety codes. Impervious surface may be an additional consideration, however stormwater management in these areas is better handled on a district basis, not a per-property basis as is common in residential areas. To address this issue, remove maximum lot coverage within downtowns and main streets.

**2. Eliminate buffer requirements.**



Buffers required between different uses reduce main street and downtown vibrancy by separating businesses. Adjacency of buildings and businesses creates vibrancy and pedestrian comfort. Buffers, particularly vegetative buffers, are incompatible with the goals of these districts. Uses and buildings should not be required to be buffered on main streets or in downtowns.

**3. Eliminate architectural treatment requirements.**



Many communities adopt requirements aimed at creating architectural interest in new development but outcomes are typically unsuccessful and costly. These requirements often include vertical or horizontal changes in facade (articulation), dimensioned

**4. Minimum facade height.**



Street enclosure – the framing of a street by building facades – significantly impacts the success and comfort of downtowns and main streets. Comfortable streets feel like outdoor rooms, where the height of buildings is at least half the width of the street. While this is not easily achievable, particularly on larger streets, enclosure of the sidewalk space can be more easily addressed. Along sidewalks, ensure that building facades are no less than 24 feet high. A common misstep is to require a minimum number of stories, but this can cause development stagnation. A minimum facade height achieves the goals of enclosure and avoids the economic pitfall of minimum story requirements.

**Stage 2: Mid-term fixes**

**1. Eliminate density / FAR and unit size restrictions.**



Per-property density or floor area ratio restrictions are unnecessary in main street and downtown districts where intensive activity and vibrancy are goals. Height and setback requirements address issues of building bulk. The building code and fire code address issues of residential unit size and life safety. Additionally, parking requirements often restrict development intensity. Density and FAR requirements typically restrain the business and housing market as they are often set unreasonably low and with a limited product type in mind that may not fit market demand.

# 5. References

## Select Clients 2014-2022 Hennepin County, Minnesota 2017-18

PlaceMakers has completed projects with 111 clients since 2003, the majority of which were municipal units of government. A selection from recent years include:

### Regional Planning Commission of Greater Birmingham, Alabama 2018-22

Lindsay S. Puckett, AICP | Principal Planner | (205)264-8421 | [LPuckett@RPCGB.ORG](mailto:LPuckett@RPCGB.ORG)

Six-year on-call contract with the Regional Planning Commission, so far working with the Cities of Homewood (2018), Pelham (2019), Calera (2020), and Fairfield (2021).

### City of Langley, Washington 2020-21

Brigid Reynolds MCP, RPP, MCIP | Former Director of Community Planning | City of Langley | (360) 914-8138 | [brigidreynolds@compassroseplanning.com](mailto:brigidreynolds@compassroseplanning.com)

PlaceMakers led a Planned Unit Development land use update (2020) and an infill form-based code (2021).

### Utilities Board of Tuskegee, AL 2018-21

Gerald B. Long, CPA, CGMA | General Manager | Utilities Board of the City of Tuskegee | (334) 720-0712 | [glong@yourubt.com](mailto:glong@yourubt.com)

PlaceMakers designed a walkable infill master plan (2018): [blurb.com/b/9265568-tuskegee-master-plan](https://blurb.com/b/9265568-tuskegee-master-plan), drafted form-based zoning update (2019), organized development team to build (2020), and drafted an action plan: [bit.ly/TuskegeeStory](https://bit.ly/TuskegeeStory) (2021).

Elise Durbin | Former TOD Program Manager | Hennepin County | (612) 348-4191 | [elised@carvercda.org](mailto:elised@carvercda.org)

PlaceMakers drafted four TOD Codes for cities in Hennepin county, listed below, in subcontract to Perkins+Will.

### City of Brooklyn Park, Minnesota 2017-18

Jennifer Jordan, AICP, LRT | Senior Project Manager | City of Brooklyn Park | (763) 493-8137 | [Jennifer.Jordan@BrooklynPark.Org](mailto:Jennifer.Jordan@BrooklynPark.Org)

### Doña Ana County, New Mexico 2013-17

Angela Roberson, Chief Planner, (575) 525-6119, [angelar@donaanacounty.org](mailto:angelar@donaanacounty.org)

Wrote comprehensive plan and unified development code for a planning area of 2.4 million acres, for infill, redevelopment, greenfield. Plan was a **Charter Award Winner 2019**: [blurb.com/b/9484685-plan2040](https://blurb.com/b/9484685-plan2040) implemented by ordinance & manual: <https://donaanacounty.org/UDC>

### Town of Thompson's Station, TN 2015-16

Ken Mclawhon, Town Administrator, (615) 794-4333 extension 5, [kmclawhon@thompsons-station.com](mailto:kmclawhon@thompsons-station.com)

Illustrative master plans and code for infill and redevelopment



1675 Green Road  
Ann Arbor, MI 48105-2530  
T 734.662.3246  
800.653.2483  
F 734.662.8083  
[mml.org](http://mml.org)

## Letter of reference for PlaceMakers work on CNU Project for Code Reform (Michigan)

To Whom it May Concern:

The Michigan Municipal League and our member cities have benefitted from PlaceMakers' work in Michigan on the Congress for the New Urbanism's "Project for Code Reform" over the past two years, and I am pleased to provide this letter of reference in support of their proposal.

The Project for Code Reform is an effort to support communities in implementing changes to their development codes that enable the creation of vibrant urban environments, with a focus on prioritizing immediately actionable code changes in the highest-impact places within a community.

PlaceMakers has participated in this CNU collaboration with the League and Michigan Economic Development Corporation (MEDC), including three multi-day workshops since 2016 and completion of the first draft of the Users' Guide in July of 2018.

For the first of these workshops, the League convened five representative Michigan cities of various sizes and with disparate zoning challenges to set the scope for the work. A second work session followed that produced a preliminary Main Street zoning district that contains the critical elements of form-based codes, but within a simplified format that can be easily administered within the context of an existing local zoning ordinance.

This year, a third working session was held to craft a Users' Guide that provides a series of introductory and secondary text amendments that are tied to context. Two additional zoning districts were completed that, together with the Main Street district, can be combined to address most urban conditions in Michigan municipalities.

PlaceMakers' engagement in this project has been invaluable to the League and our members across the state, both in the creation of clear and easy-to-use code deliverables and in the expert guidance and critique that they have provided to us, our members, and our other state partners in the course of the workshops.

Please do not hesitate to contact me at 734-669-6329 or [rmurphy@mml.org](mailto:rmurphy@mml.org) with any questions about this project.

Sincerely,

Richard Murphy  
Program Coordinator, Civic Innovation Labs





# HENNEPIN COUNTY

MINNESOTA

July 31, 2018

Dear Selection Committee:

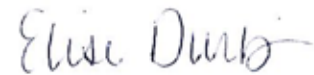
For many years, Hennepin County has partnered with cities along the METRO Blue Line LRT extension to plan for development "beyond the rails" of the transit corridor in order to enhance livability and community and economic vitality. In 2016, the cities of Golden Valley, Robbinsdale, Crystal and Brooklyn Park, along with Hennepin County, created station area plans to develop short- and long-term visions for each planned LRT station.

To implement the station area plans, the METRO Blue Line LRT extension cities, with coordination by Hennepin County, wanted to update their zoning codes in station areas to help guide and shape development. A consultant team consisting of Perkins + Will and PlaceMakers was selected to help in this implementation. Perkins + Will was the lead consultant for the market analysis and community engagement work. PlaceMakers led the strategy and drafting of the zoning and subdivision regulations.

The cities participating in this work vary in size and staff capacity. PlaceMakers developed codes that are coordinated, yet specific to each community. The Golden Valley Mixed Use Zoning District, Brooklyn Park Transit Oriented Development Zoning, Robbinsdale Downtown Districts and Crystal Town Center Core and Overlay Districts each vary in complexity and meet the needs of the community. The Brooklyn Park Transit Oriented Development Zoning was the first code to be adopted earlier this month, and the rest are expected to follow later this fall.

PlaceMakers completed all of their work on time and on budget. They were responsive to requests and ideas from the cities and county, and understood that each city had different needs that needed to be met in order for success to occur. I highly recommend PlaceMakers and if given another opportunity to work with them, I would hire them again without reservation.

Sincerely,



Elise Durbin, AICP  
TOD Program Manager  
612-348-4191

Hennepin County Community Works  
701 Fourth Avenue S., Suite 400, Minneapolis, MN 55415  
[hennepin.us/communityworks](http://hennepin.us/communityworks)



April 8, 2019

To Whom it May Concern:

Our not-for-profit organization, Center for Neighborhoods (CFN), worked with PlaceMakers, LLC on the CNU Legacy Project for Woodlawn Avenue to develop an action plan to reinvigorate a historic main street and surrounding neighborhood in southern Louisville. Project analysis began in November 2018, the community design workshop was held in March 2019, and the report is already drafted. PlaceMakers was responsible for organization and project management of the multi-disciplinary team of local and national city planners, and is the lead author of the report, which will be produced as a glossy magazine for printing on-demand.

Our organization, CFN, was responsible for community engagement in phase one to develop a circle of commitment team members, as well as framing the problem statement, and co-leading the community design workshop with PlaceMakers. PlaceMakers was able to build on our work to lead the team of architects, landscape architects, engineers, and economists to develop feasible design interventions. PlaceMakers was effective at dialogue with the various City departments to ensure that all near-term solutions have adequate funding sources as well as making connections with regional developers who will be required for long-range initiatives. Together, we were able to tell a compelling enough story that it garnered the front page of the Louisville Courier-Journal newspaper.

We would recommend PlaceMakers as city planners because you would be challenged to find a more innovative, critically-thinking, experienced, and professional group to work with. The PlaceMakers team engaged with our community members in the highest professional and inclusive manner. They produced a world-class report that accurately reflects all input and analysis, while also making it graphically pleasing and approachable to read. We are extremely satisfied and appreciative of the PlaceMakers team, and recommend them for future work.

Sincerely yours,



Jessica Brown  
Planning Director  
Center For Neighborhoods

**JASON SYVIXAY** BSc, BA, MCP1702-12141 Jasper Ave., Edmonton, AB, T6N3X8 PHONE 204 997 3040 EMAIL [svixajason@gmail.com](mailto:svixajason@gmail.com) WEB [jasonsvixay.com](http://jasonsvixay.com)

Dear Selections Committee:

PlaceMakers has worked for the City of Winnipeg on several projects, including: the 2009 OurWinnipeg City Building Charrette, the 2013-2014 CentrePort development by-law, and the 2016 Downtown BIZ Strategic Plan Update. PlaceMakers role was lead consultant in these projects, and completed the committed scope on time and at or under budget. I was Downtown BIZ Executive Director for the 2016 work, and was the Project Manager responsible for overseeing PlaceMakers. I found their work to be an uncommon blend and breadth of planning expertise and marketing/communications prowess. Hazel Borys and her team at PlaceMakers dig into the issues and opportunities of the neighbourhoods and communities that they aim to support, providing unique and creative solutions to engage and empower local stakeholders, inclusive of civil society, public institutions, businesses, and residents. PlaceMakers provides reputable planning advice and knowledge, while supporting the capacity of their clients. For example, Hazel provided my team and I at the Downtown Winnipeg BIZ with an iterative opportunity to plan together, adjusting and adapting work based on our individual and collective skills. We learned how to engage with our members, with residents, with politicians, and with media. We learned how to better and more thoughtfully compile, survey, and assess our neighbourhood priorities, feedback, and sentiments. We learned how to be ambitious and aspirational, while balancing expectations and current organizational realities.

As far as outcomes of this work, there have been several significant positive results. One of the four illustrative urban designs from the OurWinnipeg City Building Charrette has been completed, largely in compliance with the urban form requirements laid out in the public engagement process. The CentrePort Development By-law has been adopted for the majority of the 20,000 acre inland port site, and is in use governing industrial uses. Of note are the incentives for sustainability measures and the form based code for character zones keyed to employment intensity instead of residential density. The Downtown BIZ Strategic Plan Update was guided by a broad community consultation which ran for 4 months, and received wide coverage on local TV and newspapers. The strategic planning team, with the engagement portion led by PlaceMakers, spent over 175 hours in the community and engaged over 2,000 people who shared their opinions, visions, and ideas. Through analysis, these opinions, visions, and ideas were coded and distilled into the top 10 Downtown Winnipeg BIZ priorities.

I recommend PlaceMakers to assist with policy, plans, codes and public engagement because of their ability to help clients ask important and tough questions while realizing new and unexpected opportunities together; to engage in creative ways with external/internal stakeholders; and to develop visually attractive, informative, comprehensive, and realistic plans to better communities. PlaceMakers is unmatched for these types of services.

Best regards,



Jason Syvixay



To Whom It May Concern,

I am pleased to provide a letter of reference for PlaceMakers. I worked with Hazel Borys and her team on a project in Winnipeg, MB, Canada in 2009. At that time, the City of Winnipeg was launching a new vision called *OurWinnipeg*. At that time I was tasked with overseeing the *OurWinnipeg* process. I have subsequently moved on from the City of Winnipeg to start my own consulting firm, but I am pleased to provide a positive review of my work experience with PlaceMakers.

The *OurWinnipeg* process was a two-year process culminating with a new development plan for the city. The plan won the 2011 Canadian Institute of Planners' Aware of Excellence. PlaceMakers played a key role in the process, coordinating a city-wide 'City Building Charrette'.

The objective of the event was to invite Winnipeggers to 'see the possibilities' for their city. A full two day event, the charrette used multiple exercises that were uniquely designed for different audiences ranging from invested (i.e. stakeholders) to the general public. The Charrette garnered participation from 200+ participants.

The event was the first time that 'see the possibilities' illustrative urban designs were used to convey concepts such as infill redevelopment. To date, one of the four illustrative urban designs from the *OurWinnipeg City Building Charrette* has been completed, largely in compliance with the urban form requirements laid out in the public engagement process. Another design is currently the basis of community stakeholder discussions and will likely move forward this year.

The Charrette was a contributor to the success of the overall plan and should be noted that it came in under budget. PlaceMakers was a perfect choice for the work as they were able to draw on various experts and experience to manage an event of this nature.

In addition to PlaceMaker's work on the *OurWinnipeg* process, they have been a welcomed consulting team on many other Winnipeg projects including the *2013-2014 CentrePort Development By-law*, and the *2016 Downtown BIZ Strategic Plan Update*. PlaceMakers role was lead consultant in these projects, and completed the committed scope on time and at or under budget. I have followed both projects and can confirm that Placemakers involvement was a key factor in their success.

The *CentrePort Development By-law* has been adopted for the majority of the 20,000 acre inland port site, and is in use governing industrial uses. Of note are the incentives for sustainability measures and the form based code for character zones keyed to employment intensity instead of residential density.

The *Downtown BIZ Strategic Plan Update* was guided by a broad community consultation, which ran for 4 months, and received wide coverage on local TV and newspapers. The strategic planning team, led by PlaceMakers, spent over 175 hours in the community and engaged over 2,000 people who shared their opinions, visions, and ideas. Through analysis, these opinions, visions, and ideas were coded and distilled into the top 10 Downtown Winnipeg BIZ priorities.

If you require additional information or would like to discuss, please don't hesitate to contact me at:

**[michelle@richardwintrup.com](mailto:michelle@richardwintrup.com) or 204-451-4790**

Sincerely,

Michelle Richard



September 1, 2016

**Re: PLACEMAKES & DPZ - TOD PLANNING APPLICATION**

I have been asked to supply a letter of reference for the PlaceMakers/DPZ application to your TOD planning project on account of its similarity in scope and importance to the City of Calgary's 2011 Mission Road Innovation Project. I am happy to provide a ringing endorsement as PlaceMakers/DPZ not only delivered an outcome that exceeded my expectations, but its success and the lessons learned paved the way for our City's current transformative TOD and corridor-based approach to growth along the Green Line, in conjunction with an ongoing general transformation of our planning processes and regulatory tools.

The innovation that the Mission Road Main Street Innovation Project sought to achieve was to reimagine a developer-lead up-zoning proposal that both failed to meaningfully achieve city objectives as well as gain any community support, and explore a collaborative design approach that would clearly produce an achievable and desirable win-win.

The PlaceMakers / DPZ Team, in coordination with the City of Calgary Planning Department, the Mayor's Office, and City Council, led a week-long charrette to engage the community and develop solutions. The results were a compelling mixed use corridor TOD master plan to move Mission Road into a pedestrian-oriented and walkable environment and establish a greater vision for the community's build out, centered on the under-utilized asset of the 39 Ave LRT Station.

Outcomes of the project include a significant residential mixed-use development stemming from the Mission Road Innovation Project with several more in the pipeline, near unanimous community support for a mixed-use, higher density future for key areas of the community, and most importantly, a broad city-wide and corporation-wide appreciation for TOD, charrette-based master planning processes, and regulatory tools designed to facilitate these outcomes.

The PlaceMakers/DPZ Team is a world-leading collection of superstars in their interrelated fields that, at the same time, are incredibly approachable, relatable, and responsive to both citizens and professional staff. I highly recommend their services and am happy to discuss my experiences with them as a local elected official focused on a key project at any time.

Sincerely yours,

Gian-Carlo Carra  
Calgary City Councillor, Ward 9  
Mobile: 403-875-7409

Page 1 of 1



September 1, 2016

To Whom It May Concern:

I would like to take this opportunity to provide an overview of the exceptional services that DPZ, PlaceMakers, and CNT performed for me as Project Manager for the Reinvent PHX project. Reinvent PHX was a \$5.6 million project led by the City of Phoenix as a grant recipient from the U.S. Dept. of Housing and Urban Development's Sustainable Communities program. The project's objective was to establish a bold, transformative vision for five districts along an 11-mile segment of light rail and, in the process, establish a new model for urban planning and development in Phoenix based on principles of equity, sustainability, and TOD best practices. DPZ, PlaceMakers, and CNT made up the lead consulting team and provided project management, urban design, coding, and implementation strategies for the project.

The firms delivered high quality services and deliverables on time and within budget and worked together seamlessly as a true team throughout the entire process. DPZ/PlaceMakers/CNT were also able to effectively engage a wide variety of audiences, from limited English speaking public housing residents to executive management, elected officials, and everyone in between. Some of the accomplishments that resulted from the team's outstanding work include:

- High profile charrettes that engaged over 1,000 participants
- Positive media coverage in 10 national publications in addition to numerous local pieces
- 5 adopted TOD policy plans, which have since won multiple planning awards
- Three federal grants (DOT TIGER, HUD Choice Neighborhoods, EDA Public Works) that directly implemented the top priority catalyst projects identified in plans
- A form based code that was successfully adopted despite an Arizona state law that severely limits zoning authority for local governments
- An innovative strategy that demonstrated a unique method for financing infrastructure, despite Arizona's prohibition on tax increment financing (TIF)

I would consider any city very lucky to have the DPZ/PlaceMakers/CNT team as partners on their planning projects and programs. Please do not hesitate to contact me if I can provide any further information regarding their work and performance.

Sincerely,

Curt Upton  
Senior City Planner, City and County of Denver; former TOD Project Manager, City of Phoenix.

Planning Services  
Community Planning and Development  
201 W. Colfax Ave., Dept. 205 | Denver, CO 80202  
www.denvergov.org/CPD  
p. 720.865.2983

311 | POCKETGOV.COM | DENVERGOV.ORG | DENVER 8 TV



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www.  
place  
makers  
.com

PlaceMakers, LLC	Telephone	Web
5136 Sevilla Ave NW Albuquerque NM 87120	(204) 960-0100 (505) 975-3258	<a href="mailto:hazel@placemakers.com">hazel@placemakers.com</a> <a href="http://www.placemakers.com">www.placemakers.com</a>

Albuquerque, NM • Decatur, GA • Washington, DC • Winnipeg, MB

## **SPECIAL EVENT PERMIT – LION’S CLUB & KOMBI KEG:**

**From:** Kombi Keg SW Michigan <[jessica@kombikegswmichigan.com](mailto:jessica@kombikegswmichigan.com)>

**Sent:** Thursday, April 21, 2022 5:38:25 PM

**To:** Mark Weedon <[mweedon@cityofbuchanan.com](mailto:mweedon@cityofbuchanan.com)>

**Subject:** Commission Meeting

Hi there. I’m looking to get added to Monday, April 25th commission agenda.

The Lions Club and Kombi Keg are requesting a special event permit for the weekend of Thrill on the Hill.

Dates: August 4th-6th

Kombi Keg would like to be located on Building 324’s parking lot, owned by Jessica and Randy Hendrixson, within the gated area for 21+. Please see attached plan for details on placement.

This will be a partnership with the Lions Club for a fundraiser. 50% of all profits will benefit the club. Staffed by volunteers and our goal will be to serve locally made beers, wines, and cocktails. Along with soda and water. We will be checking all IDs, regardless of age and each person will get a wristband. Gated area is for 21+ and alcohol may not leave area. This will all be monitored by the Lions Club and Kombi Keg for the weekend. Other than during concert and adult run when local police are hired to check IDs.

Kombi Keg is a fully restored 70s VW Bus with 6 taps on the side. We can serve any beverage from beer to cocktails to water. Please see attached photo for a better understanding.

If there are any questions or concerns we would be happy to help!

Thank you!

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Please add this to the agenda. Thank you.

Mark W. Weedon  
City of Buchanan  
City Commissioner  
Mayor Pro Tem



# THE COMMON RENTAL POLICY

## Reservation Order-of-Priority

As The Common is a public park owned and operated by the City of Buchanan, events that are commonly accessible and seek to improve the quality of life for residents of the City of Buchanan will be given first priority access to reserving The Common for events.

### **GROUP A :**

#### City-affiliated, open-to-the-public events

1. On a date decided by the group in or before January of the upcoming event season, The Common Collective (a representative from each City-affiliated organization) will meet to determine upcoming schedule for the year. All parties will have equal opportunity to select dates at this time. After this date, event requests will be treated on a first-come-first-serve basis.
2. Additional meetings may be scheduled as deemed necessary by the group.
3. The final calendar of City-affiliated, open-to-the-public events will be submitted to the Buchanan City Commission for review and considered approval during the first January meeting of each year. The City Manager may offer administrative approval under rare urgent conditions.

### **GROUP B :**

#### Non-city-affiliated, open-to-the-public events

1. In February of the same year, non-city-affiliated, but open-to-the-public rental requests will be considered by the Buchanan City Commission for rental on a first-come-first-serve basis. All rental requests will be considered equal from this point on until approved by a majority vote of the Buchanan City Commission, and no dates will be reserved prior to February 1<sup>st</sup> for this group, absent a unanimous vote of the Buchanan City Commission.
2. To request consideration by the Buchanan City Commission, the event sponsor must submit electronically to the City Clerk, Main Street Manager, and City Manager a written, detailed



description of the requested event, including specific dates and times, expected attendance, along with a proposed site plan indicating which facilities are being requested (stage, City Center, bathrooms, parking lot, etc.), in addition to a list of other relevant information. Please be advised that these are shared public assets and exclusive use of bathrooms and parking lot are not guaranteed. The complete submission must be provided in electronic format to City Staff at least 10 days prior to the City Commission meeting in which it is requested to be reviewed to allow staff adequate time to process the request. Electronic submissions should be sent via email to the following email addresses: [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com), [aregal@cityofbuchanan.com](mailto:aregal@cityofbuchanan.com), and [hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com).

3. Once received and reviewed, the request will be scheduled on the agenda of the next upcoming City Commission meeting as either an item of “New Business” or as a “Scheduled Matter from the Floor,” depending upon whether the event sponsor is willing to come to the meeting to speak to the Commission about the event and answer any questions they may have (which is very highly recommended). This decision must be shared with the City Clerk at the time materials are submitted and should include the amount of time requested to present, as well as any IT/AV tech needs during the presentation (e.i., PowerPoint presentation, etc.).

## GROUP C :

### **Private or ticketed events that are *NOT* open to the general public.**

1. All private, ticketed events must be considered and approved individually by a unanimous vote of the Buchanan City Commission. Event requests will be treated on a first-come-first-serve basis and treated in order of priority after Groups A and B.
2. To request consideration by the Buchanan City Commission, the event sponsor must submit electronically to the City Clerk, Main Street Manager, and City Manager a written, detailed description of the requested event, including specific dates and times, expected attendance, along with a proposed site plan indicating which facilities are being requested (stage, City Center, bathrooms, parking lot, etc.), in addition to a list of other relevant information. Please be advised that these are shared public assets and exclusive use of bathrooms and parking lot are not guaranteed. The complete submission must be provided in electronic format to City Staff at least





10 days prior to the City Commission meeting in which it is requested to be reviewed to allow staff adequate time to process the request. Electronic submissions should be sent via email to the following email addresses: [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com), [aregal@cityofbuchanan.com](mailto:aregal@cityofbuchanan.com), and [hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com).

3. Once received and reviewed, the request will be scheduled on the agenda of the next upcoming City Commission meeting as either an item of “New Business” or as a “Scheduled Matter from the Floor,” depending upon whether the event sponsor is willing to come to the meeting to speak to the Commission about the event and answer any questions they may have (which is very highly recommended). This decision must be shared with the City Clerk at the time materials are submitted, and should include the amount of time requested to present, as well as any IT/AV tech needs during the presentation (e.i., PowerPoint presentation, etc.).

## Reservation Process

1. ALL GROUPS: Please be sure to include necessary set-up and teardown time in addition to event time when making a reservation request.
2. For Group 1: Schedule will be determined at annual meeting. Please come prepared with requested dates and back-up dates.
3. For Groups 2 and 3: To request a date for an event, please complete The Common Rental Request Form and email it to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com), [aregal@cityofbuchanan.com](mailto:aregal@cityofbuchanan.com), and [hgrace@cityofbuchanan.com](mailto:hgrace@cityofbuchanan.com). The date and time of the email received will be treated as the rental request date.
4. ALL GROUPS: Rental Requests will be scheduled for the following available commission meeting after request has been received (all City Commission requests for review must be submitted at least 10 days in advance of the regularly scheduled meeting date intended for review). Event sponsors may attend meetings and present on their events, if desired, and should inform the City Clerk when submitting requests if they plan to present in person during the meeting, and should also submit all written supplementary materials to the Clerk, also at least 5 business days in advance of the meeting. Following the meeting, the Clerk will notify all applicants of approval/denial status. If approved, Main St Manager will add event to City Calendar.



## Rental Policy

1. Event Management:
  - a. Each group is responsible for managing their own event. All supplies, furniture, food, ticketing, A/V, staffing, or any other event needs must be supplied/arranged for by the event sponsors.
2. Liability:
  - a. All event sponsors shall be held responsible for returning the event space and all City-owned event supplies to the same condition as they were prior to the event. Sponsors shall reimburse the City in an amount sufficient to cover any damage that occurs as a result of the event.
  - b. For groups with an expected attendance of 500+ attendees, event sponsor is responsible for securing liability coverage of at least \$1,000,000 with the City listed as an additional insured, in addition to submitting to the City an indemnification agreement indicating that the event sponsor will be indemnifying the City of Buchanan for the entire amount of any potential liabilities that may arise from the event.
3. Usage rules:
  - a. No supply storage before or after event reservation.
  - b. Leave space clean and usable for the next group.
    - i. Upon Leaving...
      1. Remove trash
      2. Turn off lights
      3. Lock premises
      4. Restore anything that was adjusted for the event
      5. Return key to City Staff ASAP (may be returned to drop box outside City Hall during non-business hours).

## Rental Process

1. Before Event ...
  - a. Apply, get approved, pay (if applicable), pick up key from City Hall (if applicable)



2. During Event ...
  - a. Be considerate of public policy (noise ordinance, security, substance consideration, etc.)
3. After Event ...
  - a. Return venue in good condition (clean-up, lock-up, return key right away, etc.)

## Pricing Policy

- For Group A: There is no charge for the rental of The Common. The use of The Common Stage, Backstage, and Redbud City Center Restrooms are all available for use. All extra supplies or needs for the event must be covered by each respective group.
- For Group B: A blanket \$200 fee will be charged for open-to-the-public, non-city events. This cost is intended to contribute to the costs of city resources used to manage these events including staffing, heat/electric costs and wear and tear on the facilities. All extra supplies or needs for the event must be covered by each respective group.
- For Group C:
  - o Private: for approved events, the rental fee for private events will be determined by anticipated attendance and therefore proportional city-resources. The attendance pricing policy is as follows:
    - 0-150 = \$200
    - 151-300 = \$350
    - 301-500 = \$500
    - 500+ = \$750
  - o Ticketed Events: for approved events, the rental fee for ticketed events will be determined by ticket sales (attendance) and therefore proportional city-resources. The ticketed pricing policy is as follows:
    - 0-150 = \$200 PLUS 5% of ticket sales
    - 151-300 = \$350 PLUS 7% of ticket sales
    - 301-500 = \$500 PLUS 10% of ticket sales
    - 500+ = \$750 PLUS 15% of ticket sales

*All stated and implied policies in this document are subject to change.*



# RENTAL FORM

## The Common

Bordered by S. Oak St., Roe St., and Days Ave – the Common is directly south of Front St. in the heart of Buchanan’s Historic & Arts District

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### EVENT INFORMATION

Purpose of Use: \_\_\_\_\_

Guest Count: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(Be sure to include necessary set-up/teardown time)

### FEES AND CHARGES

City-Affiliated, Open-to-the-Public Event(s) \_\_\_\_\_ **\$0**

Non-City-Affiliated, Open-to-the-Public Event(s) \_\_\_\_\_ **\$200**

Private or Ticketed Events

o Private

▪ Expected Number of Attendees

0-150 = **\$200**

151-300 = **\$350**

301-500 = **\$500**

500+ = **\$750**

o Ticketed

▪ Expected Number of Attendees

0-150 = **\$200 PLUS 5% of ticket sales**

151-300 = **\$350 PLUS 7% of ticket sales**

301-500 = **\$500 PLUS 10% of ticket sales**

500+ = **\$750 PLUS 15% of ticket sales**

Use of Redbud City Center: **+\$100.00**

**+ \$50.00 refundable key deposit**

Total Rental Fee: \_\_\_\_\_

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



**RENTAL FORM**

Internal Use Only:  
Deposit Refund Requested: \_\_\_\_\_  
Initial: \_\_\_\_\_  
Date of Refund Mailed: \_\_\_\_\_

\_\_\_\_\_  
**Authorized By**

**\*NOTE: Financial compensation may be sought under extreme circumstances due to loss and/or damages.**



# RENTAL FORM

## RULES AND REGULATIONS

1. **NO** smoking inside building.
2. **NO** alcohol allowed on premises.
3. **NO** weapons or firearms allowed on premises.
4. **NO** animals allowed inside facilities.
5. **NO** littering.
6. **FOOD & ALCOHOL** please refer to Food Vendor Ordinance and [Chapter 6 of Charter – Alcoholic Liquors](#) for more information on food & beverage policy
7. The limit of people at The Redbud City Center is 100 based on the fire code. Do not exceed 100 people at your event.
8. All renters are responsible for the storage of supplies and the removal of their own garbage. No garbage or event supplies to be left on the premises after the duration of the event.
9. User shall not damage or remove property of any sort, from the premises.
10. If premises are not left in a satisfactory state, an additional bill of \$150 plus cost of repairs will be billed.
11. Pick up and return the key at the Buchanan City Hall. If the key is not returned within three (3) business days following your rental, Renter will be billed re-keying expenses.
12. The building is City owned and is subject to walk through and inspection by the Police Department personnel at any time during your rental.
13. The premises are monitored with video surveillance equipment.
14. Applicant agrees to ensure that its guests, members, invitees, staff, representatives during set-up, use, and tear down and all times in between follow and comply with all laws and regulations, including local, County, State and Federal relating to any and all health-related mandates. This shall include, but is no way limited to: following occupancy restrictions, health and safety measures, City codes and ordinances.

## AGREEMENT

I have read the above rules and regulations and will fully comply with them, and the items listed. I understand that I and other members of the organization reserving the City Center must comply with the provisions of these rules. I further understand that I am responsible for reimbursing the city of Buchanan for its reasonable clean-up and repair costs resulting from any littering or damage to the facilities resulting from the event for which the building has been reserved.

Signature of Renter: \_\_\_\_\_ Date \_\_\_\_\_

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

Building Reserved for:

\_\_\_\_\_

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

Date \_\_\_\_\_



**RENTAL FORM**

Resolution 2022.04/431

CITY OF BUCHANAN

COUNTY OF BERRIEN, MICHIGIAN

RESOLUTION FOR Mobile Food Vending Fee Schedule

At a regular meeting of the City Commission of the City of Buchanan, County of Berrien, State of Michigan (the "City") held Monday April 25, 2022.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS the city commission has approved ordinance 2022.02/429, Mobile Food Vending Ordinance; and

WHEREAS it is necessary to establish fees for the mobile food vending fee schedule; and

WHEREAS the schedule of fees for the mobile food vending may be altered from time to time by resolution of the City Commission.

NOW, THEREFORE, BE IT RESOLVED, the amount of the fee schedule shall be as follows:

- Daily Use Fee on Private Property:                    \$ 15**
- Daily Use Fee on Public Property:                    \$ 25**
- 6-Month Use Fee on Private Property:                    \$ 1,250**
- 6-Month Use Fee on Public Property:                    \$ 2,000**

\*Note that a site plan approved by the City of Buchanan is required for use on Public Property.



**Food Vendor Calculations**

<b>Restaurant Name</b>	<b>Winter Tax Liability</b>	<b>Summer Tax Liability</b>
B&W	\$ 123.59	\$ 1,957.19
Cameron's Restaurant	\$ 323.35	\$ 7,100.54
Hilltop	\$ 280.74	\$ 6,147.95
McDonalds	\$ 488.87	\$ 10,974.45
Pizza Hut	\$ 364.66	\$ 8,067.40
Sweet Shop	\$ 112.66	\$ 2,176.49

**Total Daily Average Paid in Taxes  
for a Restaurant in Buchanan, MI**

\*based on a sample size of 6 restaurants

Based on a sample group of Buchanan restaurants

<b>Annual Tax Liability</b>	<b>Avg. Daily Tax Liability</b>
\$ 2,080.78	\$ 5.70
\$ 7,423.89	\$ 20.34
\$ 6,428.69	\$ 17.61
\$ 11,463.32	\$ 31.41
\$ 8,432.06	\$ 23.10
\$ 2,289.15	\$ 6.27
<i>Total:</i>	\$ 104.43

**\$ 17.41**

CITY OF BUCHANAN  
BERRIEN COUNTY, MICHIGAN  
ORDINANCE 2022.03/431 AN ORDINANCE TO AMEND THE CITY OF BUCHANAN,  
MICHIGAN CODE OF ORDINANCE CHAPTER 42 OPEN BURNING ARTICLE II. Sec.  
42-31, 42-32, 42-33

At a regular meeting of the City of Buchanan, Berrien County, Michigan, held at the Buchanan City Hall on April 25, 2022, at 7 P.M. Commissioner \_\_\_\_\_ moved to adopt the following Ordinance, which motion was seconded by Commissioner \_\_\_\_\_.

**THE CITY OF BUCHANAN ORDAINS:**

.....

ARTICLE II. – OPEN BURNING

Sec. 42-31. – Penalty

Any person who shall violate any of the provisions of this article shall, upon conviction thereof, be punished as provided in Section 1-15 of this Code.

(Comp. Ords. Rev. 2022, § 40.124)

Sec. 42-32. – Prohibited

- (A) No person or property owner shall allow the disposal of any leaves, rubbish, trash, treated wood, brush, garbage, food containers, or other combustible material whatsoever in any street, alley, private place, or public place by burning within the City.
- (B) A property owner shall be jointly and severally liable for the burning of any leaves, rubbish, trash, treated wood, brush, garbage, food containers, or other combustible material whatsoever on the property owned by him.
- (C) No incinerator shall be installed within the City without the prior approval of the City.

(Comp. Ords. Rev. 2022, § 40.121; Ord. No. 2005.05/366, 5-9-05)

Section 42-33. – Exceptions

This article is not intended to prohibit burning for the following purposes:

- (A) Recreational fires, as described herein:

- (1) Recreational fires must be contained within a fire ring.
    - (a) Fire rings must be no more than five (5) feet in diameter.
    - (b) Fire rings must be made of metal, concrete, or brick or a pre-made upright ring/pit designed for the purpose of recreational fires.
    - (c) Fire rings must be at least twenty (20) feet from any structure or gasoline-powered vehicle. Combustibles must be maintained two (2) feet away from the fire ring.
    - (3) (d) Recreational fires must be attended at all times by a person eighteen (18) years of age or older.
  - (2) The only material to be used as fuel for a recreational fire shall be firewood.
    - (a) Firewood shall be defined as dried natural wood.
    - (b) Firewood shall be size appropriate and shall be contained within the fire ring.
- (B) Outdoor fireplace structures or containers, as described herein:
- (1) Outdoor fireplace structures or containers are defined as structures or containers that are specifically designed and constructed and/or manufactured for the sole purpose of functioning as an outdoor fireplace.
    - (a) Outdoor fireplace structures or containers must be constructed out of a fire-resistant material, such as metal, concrete, or brick or a pre-made upright ring/pit designed for the purpose of recreational fires.
    - (b) Fires in an outdoor fireplace structure or container may utilize the following fuel sources: firewood, charcoal, liquid propane, or natural gas.
    - (c) Fires in an outdoor fireplace structure or container shall not be used to burn leaves, rubbish, trash, treated wood, brush, garbage, food containers, or other combustible material.
    - (d) Fires in an outdoor fireplace structure or container must be at least twenty (20) feet away from any structure or gasoline-powered vehicle.

- (e) Fires in an outdoor fireplace structure or container must be attended at all times by a person eighteen (18) years of age or older.

(Comp. Ords. Rev. 2022, § 40.122)

EFFECTIVE DATE  
THIS ORDINANCE SHALL BECOME EFFECTICVE 15 DAYS AFTER ITS ENACTMENT.

Proposed Commission Member:  
Secoded Commission Member:

Roll Call Vote  
Ayes:  
Nays:  
Absent:  
Abstain:

MADE, PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN, ON THE \_\_\_\_ DAY OF APRIL, 2022 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR, SEAN DENISON

\_\_\_\_\_  
CITY CLERK, KALLA LANGSTON

CERTIFCATION

I herby certify that the above is 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 \_\_\_\_ day of \_\_\_\_\_, 2022 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.

\_\_\_\_\_  
City Clerk, Kalla Langston

CITY OF BUCHANAN

BERRIEN COUNTY, MICHIGAN

ORDINANCE 2022.03/432 AN ORDINANCE TO AMEND THE CITY OF BUCHANAN, MICHIGAN CODE OF ORDINANCE CHAPTER 98 TRAFFIC AND VEHICLES

At a regular meeting of the City of Buchanan, Berrien County, Michigan, held at the Buchanan City Hall on April 25, 2022, at 7 P.M. Commissioner \_\_\_\_\_ moved to adopt the following Ordinance, which motion was seconded by Commissioner \_\_\_\_\_.

**THE CITY OF BUCHANAN ORDAINS:**

.....

ARTICLE III – PARKING, STOPPING, AND STANDING

DIVISION 1 – GENERALLY

Sec. 98.51.1 – “Parking” defined

"Parking" is defined as bringing a vehicle that one is driving to a halt, whether occupied or not, upon any City road, highway, alley, right-of-way, or City easement, except as necessary to obey traffic control devices or directions.

(Ord. Rev. 2022 §\_\_)

Sec. 98.51.2 – “Parking Space” defined

“Parking space” is defined as a location that is designated for parking, either paved or unpaved. It can be in a parking lot or on a city street. The space may be delineated by road surface markings. A vehicle fits inside the space, either by parallel parking, perpendicular parking, or angled parking. The City Manager shall have authority to lay out and designate the use of parking spaces on City-owned or -operated right-of-way’s and parking lots.

(Ord. Rev. 2022 §\_\_)

Sec. 98.51.3 – “Recreational vehicle" defined

"Recreational vehicle" means a vehicle that has its own motive power or is towed by a vehicle and is primarily designed to provide temporary living quarters for recreational,

camping, travel, or seasonal use. The term includes, but is not limited to, a motor home, travel trailer, park model trailer, or pickup camper.

(Ord. Rev. 2022 §\_\_)

Sec. 98.51.4 – “Trailer” defined

"Trailer" means every vehicle with or without motive power designed for carrying property or persons and for being drawn by a motor vehicle.

(Ord. Rev. 2022 §\_\_)

Sec. 98-51.5 – “Vehicle” defined

"Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon any roadway or highway, except devices exclusively moved by human power or used exclusively upon stationary rails or tracks. A “vehicle” shall include any trailer, watercraft, recreational vehicle, or farming equipment of any type.

(Ord. Rev. 2022 §\_\_)

98-51.6 – “Watercraft” defined

"Watercraft" means any vessel for use on water that is propelled by human power or uses a motor-driven propeller, an internal combustion engine, or a water jet pump as a source of propulsion.

DIVISION 2 – PARKING REGULATIONS

Sec. 98-52.1 – Prohibited Parking

No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the direction of a police officer or traffic control device, as follows:

- (1) On the sidewalk or the space between the curb and sidewalk, whether paved or unpaved;
- (2) In front of a public or private driveway or alley or within three (3) feet of where the course of the curb line has been changed to start the driveway or alley approach;
- (3) Within an intersection;
- (4) In front of or within fifteen (15) feet of a fire hydrant.
- (5) On or partially in a crosswalk;

- (6) Within fifty (50) feet of railroad crossings.
- (7) Across or within twenty (20) feet of the driveway of any fire station or on the side of the street opposite the driveway of any fire station;
- (8) Alongside or opposite any roadway excavation or obstruction when stopping, standing, or parking would obstruct traffic;
- (9) On the roadway side of any vehicle stopped or parked at the edge or curb of the roadway (double parking);
- (10) On any private property in the City without the express consent, authorization, or ratification of the owner, holder, occupant, lessee, agent, or trustee of such property. Any complaint for violation of this Section shall be made by the owner, holder, occupant, lessee, agent, or trustee of such property;
- (11) In a space clearly designated as a fire lane or in a place or manner that blocks access to a clearly designated fire lane;
- (12) Within or on a marked bike lane;
- (13) In any place or in any manner so as to block or partially block a bicycle lane;
- (14) In any improved or unimproved portion of a City right-of-way between the edge of the roadway and a sidewalk;
- (15) In such a manner as to straddle or overlap the limit lines of parking spaces marked upon the parking lot or street. Vehicles that are parallel parked shall be parked to the line of the roadway and with the right sidewalls of the vehicle's right-hand tires not more than twelve (12) inches from the curb or curb line;
- (16) Any truck tractor, trailer, or semi-trailer detached from its tractor on any street, alley, or public place or in any public parking lot within the City, except in cases of emergency;
- (17) In or on a front or side yard of a residence or commercial property as defined in the Zoning Ordinance, except in a driveway or designated parking area (hard surface), without a written permit from the Buchanan City Police Department;
- (18) In any way that completely or partially blocks any City driveway, road, highway, alley, right-of-way, or easement, except for vehicle loading or unloading and making necessary repairs for the period of time necessarily required, but that such City road, highway, alley, right-of-way, or easement shall not be blocked to traffic in any such place more than thirty (30) minutes;
- (19) In a parallel parking space in a direction opposite to the direction of traffic; or



(20) Partially or completely in front of any yellow curb. A yellow curb shall mean no stopping, standing, or parking for any purpose other than the loading or unloading of passengers, provided that the loading or unloading of passengers shall not last more than three (3) minutes.

(Ord. Rev. 2022 §\_\_)

Sec. 98.52.2 – Interference with Enforcement

No person or persons shall interfere with or hinder the enforcement of the parking, standing, or stopping ordinances and regulations of the City by removing, erasing, altering, concealing, or in any manner modifying any tags, stickers, or other items placed on a vehicle by a police officer or other designated parking enforcement official or commit any other act designed or intended to prevent enforcement of this Ordinance.

(Ord. Rev. 2022, §\_\_)

Sec. 98.53 – Reserved

Sec. 98-54 – Reserved

Sec. 98-55 – Overnight Parking – Public Streets

No person shall park any motorized or non-motorized vehicle, trailer, recreational vehicle, or implement, or place an object of any type in any public street or alley within the city limits of Buchanan between the hours of 2:30 a.m. and 6:00 a.m. The Buchanan City Police Department may issue a temporary parking permit, not to exceed seven (7) days in duration, to any city resident upon receipt of a verbal or written request to the Buchanan City Police Department.

Sec. 98-56 – Overnight Parking – Public Parking Spaces

No person shall park any motorized or non-motorized vehicle, trailer, recreational vehicle, or implement, or place an object of any type in any public parking space within the city limits of Buchanan between the hours of 2:30 a.m. and 6:00 a.m., without first obtaining a parking permit issued by the Buchanan City Police Department.

Residential and/or rental units located in the C-3 Central Business District shall be allowed to park in a public parking lot in the C-3 Central Business District for overnight parking, which will require a parking permit per vehicle (renewable annually) issued by the Buchanan City Police Department. The permit hangtag must be visibly displayed from the rear-view mirror.

Residential and/or rental unit vehicles must park in a permitted parking space designated with permit parking signage in one of the available lots (North Parking Lot, in the alley off of S. Oak Street adjacent to the Post Office, Nelson Transfer Lot on Oak Street, the parking lot adjacent (on the west side) to the Common and Farmers

Market (also known as the City Center Parking Lot) with a Buchanan City Police Department-issued parking permit.

Those residents needing additional temporary permits for overnight parking for guests will be issued a maximum of two (2) additional permits not to exceed seven (7) days in duration and a maximum of fourteen (14) days in any of the excess municipal overflow lots per instance with a Buchanan City Police Department-issued parking permit.

Failure to remove disabled and/or abandoned vehicles that have been issued a permit will result in the permit being revoked, the vehicle cited, and towed at the owner's expense.

Roll-off or portable dumpsters and construction waste containers used for any purpose must have permission by the Buchanan City Police Department.

(Ord. No. 2008.11/377, 11-24-08)

Sec. 98-57 – Public Parking Space Use Prohibition

No resident or any other person shall store any recreational vehicle, trailer, or watercraft in any City public parking space.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-58 – Reserved

Sec. 98-59 – Public Parking in the C-3 Central Business District

Parking in the C-3 Central Business District on Front Street, Main Street, Days Avenue, and Oak Street will be limited to three (3) hours between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, unless modified at the direction of the City Manager.

Boundaries of the C-3 Central Business District are as follows: Redbud Trail north to Third Street, Third Street west to Main Street, Main Street south to Dewey Street, Dewey Street west to Oak Street, Oak Street south to Roe Street, Roe Street east to Days Avenue, Days Avenue north to Central Court, and Central Court east to Redbud Trail.

(Ord. No. 2008.11/377, 11-24-08)

Sec. 98-60 – Issuance of Parking Permits – Establishment of Fees

The Buchanan City Commission shall set the costs and/or fees for the issuance of parking permits issued by the Buchanan City Police Department. The Police

Department shall not issue a parking permit for a period longer than one (1) year for residential and/or rental permits of occupants in the C-3 Central Business District.

(Ord. No. 2008.11/377, 11-24-08)

Sec. 98-61 – Violations

Violations of this Ordinance shall be handled by the Buchanan City Police Department.

Sec. 98-62 – Limitation of Parking Period

The City Manager shall have the authority to limit the period during which vehicles may be parked in any City-owned parking space and no person shall park or leave any vehicle therein for a period longer than that established by the City Manager and posted for such parking space by signs giving notice of such parking time limitations.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-63 – Prohibited Space Use

No person shall use any City parking space to repair or sell any vehicle or carry on any trade or business therein. This prohibition includes mobile billboards and/or advertisements on any vehicle.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-64 – Reserved

Sec. 98-65 – Reserved

Sec. 98-66 – Continuous Parking for Disabled Vehicles or Vehicle Repairs

Continuous parking of any vehicle in any parking space or in any City right-of-way for repairs or because the vehicle is disabled for a period of forty-eight (48) hours is prohibited and such vehicle may be towed. All abandoned vehicles found in any parking space or in any City right-of-way may be towed. Performing any maintenance or repairs on vehicles in the public roadway, other than emergency repairs necessary to permit immediate removal or use of the vehicle, is hereby prohibited.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-67 – Snow Routes

Parking may be restricted because of the necessity to remove snow along those streets where density of traffic, protection of life and property, construction, and condition of the roadway (or any hazardous condition) make it advisable. Such

restriction shall be made by the City Manager or their designated representative. No person shall park a vehicle between the hours of 2:30 a.m. and 6:00 a.m. on any City roadway.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-68 – Reserved

Sec. 98-69 – Liability

All parking shall be at the owner's risk. The City shall not be responsible or liable for the theft of, or damage to, any vehicle or the loss of any articles left in any vehicle while parked in any City-owned or -operated parking space.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-70 – Registered Owner

In any proceeding relating to prosecution for the violation of this Ordinance, evidence that a particular vehicle described in a citation was parked or stored in violation of this Ordinance, together with evidence by verifying ownership with the Secretary of State, that the defendant named in the citation was on the date alleged in the citation the registered owner of the vehicle may be accepted by the court as establishing probable cause for the issuance of a citation for the registered owner of the vehicle and creates in evidence a presumption that the registered owner was the person who parked or stored the vehicle at the location where and during the time which the violation occurred.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-71 – Disabled Persons Parking

The City Manager is authorized to designate certain parking spaces of the City for disabled parking and to install at such locations designated signs indicating this use. Any person in control of private property, whether normally restricted to certain persons or offered freely to the public, may designate parking spaces for disabled parking. No vehicle shall be parked in any City or private parking space designated for disabled parking, unless the same be used by a disabled person and the vehicle be identified as authorized for disabled parking by the State of Michigan.

Sec. 98-72 – Reserved

Sec. 98-73 – Reserved

Sec. 98-74 – Reserved

Sec. 98-75 – Continuance of Violation

When a traffic violation citation is placed upon any vehicle, additional citations may be placed thereon for each overtime parking violation, or fraction thereof, that said vehicle remains in such parking space; each separate overtime parking period, or fraction thereof, shall constitute a separate and distinct violation.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-76 – Reserved

Sec. 98-77 – Penalties for Violations

Violations of this Ordinance shall be handled by the City of Buchanan. Whenever a police officer or city-appointed enforcement officer shall observe a violation of any ordinance pertaining to parking, the officer shall notify the owner or driver of the vehicle involved in the alleged violation by issuance of a written citation provided to the owner or driver or securely placing the citation on the vehicle. Violations shall be considered civil infractions.

Response to the citation must be made by payment of the citation within the time allowed or by requesting a court appearance within fifteen (15) calendar days of the date of issuance of the citation.

In addition, the City may have citations issued for those violations and transfer these matters to the District Court. The District Court shall then establish the civil fine for the offense, up to the maximum allowed by law.

At the discretion of the City Manager, parking violations not paid within ninety (90) days after the issuance of the notice of violation may be transferred to the District Court and administrative costs may be added. The City may extend these time limits at its discretion.

(Ord. Rev. 2020 §\_\_\_).

EFFECTIVE DATE

THIS ORDINANCE SHALL BECOME EFFECTICVE JULY 1, 2022.

Proposed Commission Member:

Secoded Commission Member:

Roll Call Vote

Ayes:

Nays:  
Absent:  
Abstain:

MADE, PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN, ON THE \_\_\_\_ DAY OF APRIL 2022 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON \_\_\_\_\_, 2022.

\_\_\_\_\_  
MAYOR, SEAN DENISON

\_\_\_\_\_  
CITY CLERK, KALLA LANGSTON

CERTIFICATION

I hereby certify that the above is 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 \_\_\_\_ day of \_\_\_\_\_, 2022 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.

\_\_\_\_\_  
City Clerk, Kalla Langston