



**WORK SESSION OF THE BUCHANAN CITY COMMISSION**  
**TUESDAY, MARCH 17, 2026 – 12:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

---

**AGENDA**

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

*\* 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. Public Comments- are limited to 3 minutes**
- IV. Items for Discussion**
  - A. 2026-2027 FY Budget & Goals Workshop**
- V. Adjourn**

## ADMINISTRATION

- Continue improving communication between the commission, staff, and residents so everyone has a clear understanding of city priorities.
- Look for opportunities to streamline processes and make better use of technology to save staff time
- Strengthening collaboration with neighboring communities and county leadership so we can work together on shared opportunities
- Continue implementing daily procedures - water shut-offs, etc.
- Determine what boards should be under DDA, City, or just a committee
- Intense board training
- How can we use AI to save 1,000 hours this year across all depts?
- Where do we see an opportunity to reduce MILS? Ex. Transpo proposal
- How can we use existing assets to drive new revenue? i.e., Wastewater plant
- Making sure DDA is self-sufficient
- Where do we begin? Every box opens a hundred more; just keep plugging

## **PUBLIC SERVICE & ROADS**

- Continue improving road conditions and develop a clear long-term plan for maintaining streets and sidewalks.
- Focus on improving walkability and connectivity between neighborhoods, parks, and downtown.
- Review parking and traffic flow in the downtown area to support businesses and events
- Parking lot rebuilds
- Capital Planning- 10-year Plan\*\*
- Sidewalk Plan
- Next Water/Sewer lines
- 1, 5, and 10-year plans with a Finance plan
- Patch work
- PASER Ratings
- Sidewalk program.
- Priority list of roads, what needs to be done most to least

## INFRASTRUCTURE/ WATER & SEWER

- Make sure our water and wastewater systems are positioned to support future housing and business growth
- Identify areas where infrastructure expansion could open the door for new development.
- Continue planning for long-term infrastructure upgrades, so we stay ahead of future needs.
- Capital Planning
- Bertrand Expansion and how this will affect residents
- Priority list for Water/Sewer lines
- Capital Planning
- Bertrant Expansion
- Next credible expansion territory
- Making sure operators get their licenses and training, how do we retain licensed operators?
- Next Water/Sewer lines
- 1, 5, and 10-year plans with a finance plan

## ECONOMIC/ COMMUNITY DEVELOPMENT

- Encourage new housing opportunities, including apartments, condos, and mixed-use development.
- Recruit light industrial and small manufacturing businesses that fit Buchanan's character and workforce
- Continue strengthening downtown as a destination with locally owned businesses, events, and unique spaces
- Underutilized Building Ordinance & Enforcement
- Density Strategy \*\*
- River Street & Feed Mill Lot Strategy
- Selling City-owned property\*\*
- Development
- Infrastructure plan, conforming committees
- Code Enforcement- underutilized buildings, cold storage
- RFP Feed Mill site
- Cleaning up neighborhoods and plans for condemned properties

## **PUBLIC SAFETY- POLICE/FIRE/AMBULANCE**

- Maintain the high level of public safety services our community expects
- Continue evaluating long-term facility and equipment needs.
- Support strong relationships between our public safety departments and the community.
- Capital Planning
- New Building- if police and & fire combined
- Put old building on tax roll & excess inventory
- More oversight for SMACS
- More Enforcement, less social work
- Fire Districts Options \*\*\*
- Capital Planning – 10-year plan
- Facility Strategy for existing R/E- Sell or Reinvest? Highest & Best Use.

## PARKS & REC

- Continue improving park amenities and maintaining the parks we already have
- Explore opportunities to enhance riverfront access and outdoor recreation
- Support community events and activities that bring residents together.
- Complete Disc Golf course
- Kathryn Park completion and removal of rotted trees
- New equipment and plan for Ravish Park
- Kathryn Park Equipment
- Victory Park Equipment
- Common Master Plan
- Evaluate Park needs and upgrades
- Grants to clean up trees
- Private Money for improvements
- Ask organizations

## CLERK & ELECTIONS

- Continue improving access to public information and city services online
- Support efficient and transparent election processes
- Looking for ways technology can help reduce administrative workload
- Capital planning for new equipment & old
- Strategy for increasing voter turnout
- Board Training with ALL boards and review of Roberts Rules
- Do Better
- Equipment Purchases
- How do we make FOIA's easier on our team?
- Can we modernize our customer experience more?
- Implementation of strategies for sub-boards aligning with the Commission

## CEMETERY

- Continue maintaining the cemetery with respect for its history and importance to the community.
- Improve record keeping and mapping where possible.
- Explore ways to ensure long-term sustainability of cemetery operations.
- See any excess inventory
- Implement new software\*\*
- Asset and Infrastructure Capital Plan
- Revenue diversification & density strategy- is this realistic?
- Legion Preservation Relatives Committee
- Under parks?
- Expansion of Columbarium's and Vet Circle

## FINANCE

- Maintain strong financial stability and responsible budgeting practices
- Continue planning for future capital projects while protecting reserves
- Looking for opportunities to grow revenue through development and investment
- More communication from Treasurer.
- Implement new software
- Reserves Target Policy- General, Capital, Equipment, Emergency.
- Financial Score Card- by fund- state of the department and its risk
- Headed in the right direction
- Call for Grants
- Pay down debts
- No new projects until the year after next or the year after
- Manage needs versus wants

## OTHER

- Continue positioning Buchanan as a great place to live, work, and invest
- Support thoughtful growth that protects the community's character while expanding opportunity
- Encourage regional cooperation that benefits the entire area
- Implement Brownfield
- Golf Cart Program
- Shared Services- How do we lead, bringing everyone along?
- Pickleball?

# ADMINISTRATION

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	Increase tax base and utility system users	TBD based on final funding strategy and costs	One-going	<ul style="list-style-type: none"> <li>Increase enterprise fund revenue to reinvest in the City's existing utilities by extending services into the adjoining townships</li> <li>Engage potential developers and secure purchase agreement for the former Feed Mill site</li> <li>Finalize negotiations for single family lots to ensure housing starts begin during 2026 calendar year</li> </ul>	E
2	Develop a strategy to align resources with needs and previous commitments	\$900,000 (GF) \$200,000 W/S	On-going	<ul style="list-style-type: none"> <li>Develop new CIP to align needs with available resources</li> <li>Identify and budget previously committed resources to match State and Federal Grants received for downtown and boat launch improvements</li> </ul>	E
3	Continue to formalize and improve City policies and operations	\$50,000 (GF)	On-going	<ul style="list-style-type: none"> <li>Work with surrounding townships to develop an approach to fire service which maximizes value and service level</li> <li>Ongoing work with staff, Boards and Commissions to align City operations with City Commission policies and industry best practices.</li> </ul>	E

## FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)**
- B) Safety Risk (Impacts employee or public safety)**
- C) Service Disruption (Reduces or delays current service levels)**
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)**
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)**

## PUBLIC SERVICE & ROADS

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	Repair 2008 INT Dump truck	60,000	One time	We need another dump truck. Would like to get rid of 1997 INT. new truck is running 200,000	D
2	One ton or Bigger truck to pull leaf vac	80,000	One time	The truck we use now is over sized and a smaller truck could be used in other departments	E
3	Toolcat	120,000	One time	We would share this with the water dept as we both use the cemetery toolcat quite often	
4	Vactor	1,000,000	One time	This is a vital piece for the Street, water, and waste water department our truck is 14 years old and is approaching replacement	A,B,C,E
5	New trucks	50,000	One time	Need to replace a 2008 and 2009 pick up	E

### FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)

## INFRASTRUCTURE/ WATER & SEWER

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	T-4 pump	6,000	On going	Need a backup for lift stations and locations in plant	A
2	T-10 pump	10,000	On going	Need a backup for lift stations and locations in plant	A
3	New truck	50,000	One time	Need to replace the 2003 F250	E
4	Vactor	1,000,000	One time	Shared with DPW water and wastewater	A,B,C,E
5	Pusher box for loader	20,000	One time	Plow plant and help street dept. with parking lots	E

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	Water Tower	15,000-18,000	On Time	There are problems that needs fixed	A
2	Tap machine	3,000-4,000	One Time	Replacement, does bigger taps	E
3	Driveway paved	50,000	One time	Driveway needs done	E
4	Well #3 Removed	80,000	One time	Well #3 was last used 8/29/2020	D
5	Backhoe	120,000	One time	The Cat Backhoe 17-year-old needs replacement	E

### FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)

## ECONOMIC/ COMMUNITY DEVELOPMENT

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	Buildout/Implement BS&A Community Development software – building and code		On-going	Improve processing and reporting of building inspection and code enforcement activities	E,C
2	Improve building, code enforcement and planning/zoning		On-going	Expand presence on website, fine-tune processes and procedures, review and recommend changes to adopted rules/regulations/ordinances	E
3	Implement Vacant Building program		On-going	Work to implement the program once adopted	E
4	Master Plan		Completion early 2027	Coordinate with consultant drafting, engagement of the master plan process	E
5	Redevelopment Ready Communities		On-going	Continuing work on obtaining Certified Status	E

### FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)

## PUBLIC SAFETY- POLICE/FIRE/AMBULANCE

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	800 MHz Radios	\$37,933.52	One-Time	Federal Requirement by October 2026 <b>(PRIORITY)</b>	A, B
2	Axon DVMs	\$44,840.40	One-Time	Three (3) Axon in-car cameras (DVMs)	A, B
3	Red Dot Sights	\$4,332.26	One-Time	Red Dot pistol and rifle sights for firearms	B
4					
5					

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	SCBA Packs	8,000 each	On Going	Replacing 23-year-old packs	B
2	Fire Gear	3,800 each	On Going	Replacing 10-year-old gear	B
3	800 MHZ mobile radios	5,814.00	One time	Replacing 20-year-old radios in trucks	E

### FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)

## PARKS & REC

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	Kathryn Park		One-time	Park equipment	E
2	Fundraising		On Going	Events such as 5K, wiffle ball tournament, etc.	E
3	Rec Plan		One time	In progress	E
4	Park Clean-up		On-going	On-going clean up days	E

### FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)

# CLERK & ELECTIONS

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	Voting Equipment Purchases	\$45,000	One-time	Ten-year agreement is up in 2027 with the State of MI	A
2	Board Process		On-going	Board training and alignment	E
3	PCT Location Changes		On-going	Possibility of one location for cost savings	D, E
4	BS& A Cemetery Software	Done	on-going	Implementation of Software and Data Management	A, E

## FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)

# CEMETERY

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	1Ton dump truck	90,000	ongoing	The old truck is in dire need of replacement	B, E
2	Mower	12,000	ongoing	Time to replace the old one	D
3	Mower	12,000	ongoing	Time to replace the old one	D
4	Ride on blower	20,000	ongoing	Time to look at replacing	D, E
5	Roads in cemetery	50,000	ongoing	The roads need repair badly	E

## FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)

# FINANCE

Priority Rank	Goal / Item	Estimated Cost	One-Time or Ongoing?	Brief Justification (Plain Language)	Fund Impact Classification
1	Cloud Implementation		One-going	BS&A Cloud implementation	E
2	Re-Structurer Investments		On-going	Auditor recommended being strictly by fund	E
3	Trail to a Custodial Fund		On-going	In capital projects now, which is not really what the trail should be under	E

## FUNDING IMPACT CLASSIFICATION

- A) Legal/Compliance Risk (Failure to fund creates regulatory violation or legal exposure)
- B) Safety Risk (Impacts employee or public safety)
- C) Service Disruption (Reduces or delays current service levels)
- D) Efficiency Loss (Creates higher long-term costs or inefficiencies)
- E) Strategic Improvement (Enhances service, modernization, or community value) Quality of Life Enhancement (Improves resident experience but is not critical to operations)