
AGENDA

THE COMMISSION OF THE CITY OF BUCHANAN in compliance with Michigan’s Open Meetings Act, as amended, B2103192 of 2021, hereby gives notice of a regular meeting of the Buchanan City Commission to be held electronically in order to protect the health and safety of our community due to the novel coronavirus (COVID-19).

Join Meeting via Computer: <https://zoom.us/j/2435931819>

Join Meeting via Mobile Phone: +16465588656,,2435931819#

Join Meeting via Land Line Telephone: +1 646 558 8656

Meeting ID: 243 593 1819

Toggle #6 to mute/unmute. #9 to raise your hand.

** All members of the public will be muted by the moderator, except for during the public comment portions of the agenda. To minimize background noise and/or feedback, we ask that participants manually mute their phone or computer microphone during this portion of the agenda if not speaking. Anyone who speaks during the meeting must provide their full name to the Clerk for recording in the official minutes.*

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

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

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

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

I. Call to Order**II. Roll Call****III. Public Comment - Agenda Items Only (3-minute limit)****IV. Unfinished Business****V. New Business****A. New Credit Card Proposals**

The City is opening new credit cards through Honor Credit Union, as part of the previously approved transition to a new financial institution. We recently learned that Honor wants minutes approving the names of the individuals listed on the new credit cards. (Detailed list is attached).

B. Waste & Recycling Bids

Republic and Michiana have both submitted bids for five-year contracts for waste & recycle services for the City of Buchanan. Detailed pricing from each bid is attached, and each bid the same level of service as we currently have in place, with only relatively minor differences, including the type of recycle bin/bag used (with details on the differences also attached). With our current services through Republic only guaranteed through the end of June, we need a decision today from the Commission on this issue to ensure no disruption in services.

C. Interim Director of Public Services Mike Baker - Recommendations RE Proposed New DPW Building
Mr. Baker will address the Commission regarding his thoughts on the proposal for a new DPW building.

D. Project Consultant Proposals for New DPW Building

Manager Grace highly recommends obtaining a project consultant to assist her with the design for a new DPW building, as well as the bidding out of the project, the vetting of vendors, and oversight of the project. With so many other important projects currently on her plate, Grace is having significant trouble getting this project off the ground and worries that without guidance from someone in the industry, that the City could end up facing an unsuccessful project. Consequently, professional guidance is highly recommended. Proposals are attached.

E. Buchanan Concerts on the Common - Budget Request

Manager Grace has been serving on a newly formed impromptu committee to help develop a more robust concert series for Buchanan on Fridays, Saturdays, and Sundays, in addition to our traditional Buchanan Thursdays Local Concert Series. The committee has secured significant funding from various donors, as well as foundational support from the Michigan Gateway Foundation, with Gateway head Michael Rowland serving as the Chair of the committee. The Committee has a proposed concert calendar they would like to seek approval of, in addition to submitting a request for financial assistance towards the concert series. Manager Grace has proposed budgeting \$15,000 to support the Concert series this year, to get it off the ground and running and also to make up for other events that have been lost over the past year + due to Covid. The Concerts proposed have been developed with the aim of providing quality entertainment for Buchanan residents while also attracting visitors from outside Buchanan to help increase tourism in the area and promote shopping and dining downtown, especially in conjunction with the recently approved Social District. The proposed calendar and other details are attached.

F. Community Development Director Rich Murphy - Recommendations RE Economic Development Plans

A PowerPoint presentation will be shared during the meeting.

G. General Budget Discussion

Manager Grace will share a PowerPoint presentation during the meeting and lead additional general budget discussions to help build consensus on high-level budgeting issues so that the Finance Department can input numbers into an updated spreadsheet that will go out with the packets for the June 14, 2021 meeting. Once those numbers are reviewed during the June 14th meeting, they will be noticed in the newspaper and official final adoption of the budget will occur during the June 28th City Commission meeting.

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

VII. Adjourn



City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107
269-695-3844
www.cityofbuchanan.com

June 9, 2021

Dear Sir or Madam,

The City of Buchanan is requesting Purchasing Cards for the following city employees with the requested card limits:

Heather K. Grace: \$10,000.00

Richard Murphy: \$5,000.00

Barbara Pitcher: \$1,000.00

Stephanie Powers: \$5,000.00

Timothy Ganus: \$3,000.00

Scott Desenberg: \$2,000.00

William Housand: \$2,000.00

Michael Baker: \$5,000.00

Sincerely,

Heather K. Grace
City Manager
City of Buchanan
269-695-3844
hgrace@cityofbuchanan.com

**City of Buchanan, Michigan
Record of Bid Opening**

Bid Item #1: Residential Waste & Recycling Bid Item #2: Dumpster	Date: June 9, 2021 Time: 12:15 p.m. Place: City Hall, 302 N. Redbud Tr, Buchanan, MI Opened by: Barbara A Pitcher, City Clerk Witnessed by: Heather Grace, Stephanie Powers
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BIDDER (Name and Address)	BID PRICE		REMARKS
	ITEM #1	ITEM #2	
Michiana Recycling and Disposal Company 2268 Reum Rd. Niles, MI 49120	Per Unit Cost/Mo. Year 1 \$14.55 Year 2 \$15.05 Year 3 \$15.65 Year 4 \$16.25 Year 5 \$16.90	Dumpster – City Year 1 \$68.00 Year 2 \$70.04 Year 3 \$72.14 Year 4 \$74.31 Year 5 \$76.53 Dumpster – Parks Year 1 \$105.00 Year 2 \$108.15 Year 3 \$111.39 Year 4 \$114.73 Year 5 \$118.17	

Republic Services 7227 Reliable Path Stevensville, MI 49127	Per Unit Cost/Mo. \$16.05	Dumpster – City \$71.48 Dumpster – Parks \$115.75	4% increase each year Fuel Surcharge of \$0.04 per household/month for every \$0.10 over \$4.00.
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Recommended Bidder:	Bid Price: \$
Charge to Account:	Recommended by: Date:
Dates of Advertisement:	How Advertised:
Complete information on file at: Buchanan City Clerk's Office and cityofbuchanan.com	



THE BARTON GROUP
CONSTRUCTION CONSULTING PROPERTY MANAGEMENT
REAL ESTATE BROKERAGE

June 8, 2021

Dear Heather and the City of Buchanan Commission,

Thank you very much for involving us in your conversation about your department of public works building. The Barton Group would be honored to be on your team for the next phase of pre-construction to help make your new building a reality. Our biggest goal would be to help you analyze the property choices and craft a vision with an architect for the best fit. At the end, we would hope to help you to create a successful project delivered on time and in budget. We would rely heavily on connecting you with our network of successful, compassionate, and driven construction professionals to complete your property transformation.

We would like to offer you several phase options for the scope of our work. First, we would help to facilitate the hiring of an architecture and engineering group to help you to choose the best property option. This would also include general budgeting insight, preliminary schedule analysis and furniture, fixtures and equipment coordination on our end. Secondly, when you chose to go forward with the project, we would love to help you with the preconstruction aspect which includes helping you to choose a construction manager or general contractor. We would then be involved in more specific budgeting, furniture fixture and equipment procurement, and building official approvals. Lastly, we would like the opportunity to be on your team during construction where we would help to ensure an efficient process, manage payments/billings, schedule coordination meetings, and help to problem solve and issues.

Site Selection Process. The Barton Group (TBG) will assist the City of Buchanan (CB) in writing a request for proposals, interviewing, and selecting a qualified architectural firm to help to analyze the feasibility and cost of each site choice. TBG will manage the timeline to be as quick as possible. Helping to make sure there is a temporary, safe option for current employees would be part of TBG's duties. TBG will assist to arrange a schedule and budget for a future project.

Pre-Construction. TBG will assist in defining the scope of the Project by assembling construction budgets prior to construction commencement. In addition, TBG will negotiate with architect for their best service throughout the project. Additional support through the pre-construction phase will include creating a Project timeline, reviewing environmental documents, and discovering engineering and preliminary architectural needs for the Project, and assisting the Owner with recommendations for its hiring of the General Contractor, inspection and testing consultants. TBG shall assist the Owner with selecting qualified candidates, requesting proposals, interviewing, and choosing the best team for this project.



THE BARTON GROUP
CONSTRUCTION CONSULTING PROPERTY MANAGEMENT
REAL ESTATE BROKERAGE

Construction Coordination. TBG will act as Client's agent in coordinating the Project throughout the construction phase of the Project and will assist Client in negotiating with the architect, general contractor and other development team members on all items during the construction phase, including, but not limited to: site and building design criteria, field design, construction timeline and engineering changes. TBG shall coordinate, lead, and record all Project progress meetings. By reviewing and verifying any and all requests for authorization to expend monies, billing invoices, and/or any correspondence or communications, TBG will help to make sure funds are properly spent and saved on all aspects of the project. Client and TBG would work together to craft a seamless process of furniture, fixture, and equipment coordination.

Proposed Fees. TBG will be paid by Client for its services under this Agreement in the following manner:

- A. **Site Selection Process.** A fee of Five Thousand Five Hundred Dollars (\$5,500) shall be paid to TBG by Client for its efforts involved in this phase of the Project. TBG will bill periodically for any pre-approved expenses associated with completing this work.
- B. **Pre-Construction.** A fee of Sixteen Thousand Dollars (\$16,000.00) shall be paid to TBG by Client for its efforts involved in this phase of the Project.
- C. **Construction.** A fee of 1.75% of the total project costs to be paid at regular intervals over the course of the Project.

We would be happy to provide you references, a past project list or other material that would be helpful. Thank you very much for the opportunity to be a part of your City's team and construction project.

Respectfully,

Amelia Lietzau

Amelia Lietzau
269-823-3572

PROPOSED CALENDAR LINEUP FOR BUCHANAN CONCERTS AT THE COMMON:

Friday, June 25th @ 7 PM – Tribute to Carole King

Friday, July 9th @ 7 PM – Acorn Theatre Presents – The Way Down Wanderers

Friday, July 16th @ 7 PM – Acorn Theatre Presents – Singer-Songwriter Competition 2021

Friday, August 13th @ 7 PM – Chippewapalooza on the Common (Day 1)

Saturday, August 14th @ 11 AM – Chippewapalooza on the Common (Day 2)

Friday, August 20th @ 7 PM – Keller Williams

Friday, September 17th @ 7 PM – TBD

Friday, September 24th @ 7 PM – Quite Frank Lee