

# REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

## MONDAY, DECEMBER 08, 2025 – 7:00 PM

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

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#### 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. Recognition**
- III. Pledge of Allegiance**
- IV. Invocation**
- V. Roll Call**
- VI. Approve Agenda**
- VII. Public Comment - Agenda Items Only** (3-minute limit)
- VIII. Consent Agenda** (can be approved all in one motion, for general housekeeping items)

A. Minutes: Consider approving the Regular Meeting Minutes from November 24th, 2025.

B. 2026 Notices: Consider approving the 2026 Meeting Notices and Holiday Closure Notice.

C. DDA Board Appointments: Consider approving the DDA board appointments with the following terms:

1-year: Haley Jones

1-year: Libby Hein

3-year: Michelle Fletcher

4-year: Tracy Mast

D. Department Head Reports- accept the monthly department head reports.

E. Road Closure- Consider approving the road closure submitted by the Buchanan Area Chamber of Commerce for the Buchanan for the Holidays parade. Front St. to Oak St. from 6:15 PM 7:00 PM

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

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

A. Buchanan Tree Friends: Presentation and consideration for the approval of the Urban Forestry Plan.

B. **Buchanan Police Department:** *Shop with a Cop update.*

**XI. Unfinished Business**

**XII. New Business**

A. **Adult Use Marihuana Retailer Permit-** Consider the approval of the Adult Use Marijuana Retail Permit for Mint Seven LLC, dba Mint Cannabis at 221 E. Front St.

B. **Self-Contained Breathing Apparatus Bid-** Consider approving the Self-Contained Breathing Apparatus (SCBA) bid award.

C. **Ground Lease Agreement-** Consider accepting the ground lease agreement for N/S Dewey St.

D. **December 22nd City Commission Meeting-** Consider canceling the City Commission meeting scheduled for December 22, 2025, and granting City Manager McGhee administrative approval for expenditures.

E. **Expenditures-** Consider approving the expenditures for December 8th, 2025 in the amount of \$115,223.40.

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

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

**XV. Executive Comments**

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

**XVI. Adjourn**



# REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, NOVEMBER 24, 2025 – 7:00 PM

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

## MINUTES

### I. Call to Order Public Hearing #1

Public Hearing called to order at 7:00 pm.

### II. Roll Call

Present: George, Money, Vigansky, Weedon

Absent: Swem

### III. Opening of Public Hearing #1

Motion by Vigansky, supported by Money, to open Public Hearing #1 at 7:01 pm. Voice vote carried unanimously.

### IV. Statement of Purpose and Announcement of Rules

A. *The purpose of the public hearing is to hear public comments on a proposed Ordinance 2025.11/444 Unified Development Code, also referred to as the Zoning Ordinance. The proposed zoning ordinance to establish zoning districts and land use regulations governing the City of Buchanan, Berrien County, Michigan; to provide for regulations governing nonconforming uses and structures; to provide for a Zoning Board of Appeals and its duties and powers; to provide for the administration of this Ordinance including the official whose duty it shall be to enforce the provisions thereof; to provide penalties for the violations of this Ordinance; and to provide for conflicts with other ordinances or regulations.*

### V. Close of Public Hearing #1

Motion by Money, supported by George, to close Public Hearing #1 at 7:02 pm. Voice vote carried unanimously.

### VI. Call to Order Public Hearing #2

Public Hearing called to order at 7:02 pm.

### VII. Roll Call

Present: George, Money, Vigansky, Weedon

Absent: Swem

### VIII. Opening of Public Hearing #2

### IX. Statement of Purpose and Announcement of Rules

A. *The public hearing aims to gather comments on proposed Ordinance 2025.12/445, which amends Chapter 34 of the code of ordinances, specifically Article 11 about even-year elections, Section 34-29 regarding the filing of nominating petitions.*

### X. Close of Public Hearing #2

Motion by Money, supported by George, to close Public Hearing #2 at 7:03 pm. Voice vote carried unanimously.

**XI. Call to Order Public Hearing #3**

Public Hearing called to order at 7:04 pm.

**XII. Roll Call**

Present: George, Money, Vigansky, Weedon

Absent: Swem

**XIII. Opening of Public Hearing #3**

Motion by Vigansky, supported by Money, to open Public Hearing #3 at 7:04 pm. Voice vote carried unanimously.

**XIV. Statement of Purpose and Announcements of Rules**

A. *The purpose of the public hearing is to hear public comments on the possible sale of city property located at the following addresses. After the public hearing, the commission will consider the sale of said properties: 405 Elizabeth Street · 411 Elizabeth Street · 416 Bluff Street · 418 Bluff Street · 420 Elizabeth Street · 314 Arctic Street · 503 Arctic Street · 418 Fulton Street · 724 W Roe Street · 907 Victory Street · 1104 Victory Street · 1106 Victory Street, (all located in Buchanan MI, 49107).*

**XV. Close of Public Hearing #3**

Motion by Money, supported by Vigansky, to open Public Hearing #3 at 7:04 pm. Voice vote carried unanimously.

**XVI. Call to Order the Regular Meeting**

Meeting called to order at 7:05 pm.

**XVII. Recognition**

None.

**XVIII. Pledge of Allegiance**

Mayor Weedon led in the pledge of allegiance.

**XIX. Invocation**

The Invocation was given.

**XX. Roll Call**

Present: George, Money, Vigansky, Weedon

Absent: Swem

City Staff Present: Tony McGhee, City Manager; Kalla Langston-Weiss, City Clerk

**XXI. Approve Agenda**

Motion by Money, supported by Vigansky, to approve the agenda as presented. Voice vote carried unanimously.

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

None.

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

- A. Minutes**- *Consider approving the Regular Meeting Minutes from October 27th, 2025.*
- B. Department Head Reports**- *Receive monthly reports.*

Motion by Vigansky, supported by George, to approve the consent agenda as presented. Voice vote carried unanimously.

**XXIV. Scheduled Matters from the Floor** *(if any)***XXV. Reports by: Departments, Committees, Boards**

- A. Election Report** - *Special Election November 4th, 2025.*

Clerk Langston-Weiss presented a summary on the November 4<sup>th</sup>, 2025 election. Turnout was lower throughout the county and the election went well. Vigansky asked about the low turnout, Langston-Weiss spoke about smaller special elections.

**XXVI. Unfinished Business**

- A. Ordinance 2025.11/444**- *Consider the second reading and enactment of the Unified Development Code of the City of Buchanan (Zoning Ordinance).*

Motion by George, supported by Vigansky, to Consider the second reading and enactment of Ordinance 2025.11/444. Roll call vote carried unanimously.

- B. Ordinance 2025.12/445**- *Consider the first reading of Ordinance 2025.12/445, an Ordinance to amend Chapter 34, Elections Article II. Even Year Elections, Section 34-29. Filing of Nominating Petitions.*

Motion by Money, supported by George, to Consider the second reading and enactment of Ordinance 2025.12/445.

Vigansky asked for an explanation of the ordinance. Clerk Langston-Weiss explained that it had been changed in 2018 and provided a summary of the new change.

Roll call vote carried unanimously.

- C. Sale of City-owned Properties**- *Consider the sale of City-owned properties at: 405 Elizabeth Street-411 Elizabeth Street-416 Bluff Street-418 Bluff Street-420 Elizabeth Street-314 Arctic Street -503 Arctic Street-418 Fulton Street-724 W Roe Street-907 Victory Street-1104 Victory Street-1106 Victory Street*

Motion by Vigansky, supported by Money, to approve the sale of City-owned properties.

City Manager McGhee explained that one property that had been previously suggested for sale, 404 Elizabeth, had been removed from the list in the case the City would like to use that lot to expand Victory Park.

If the City Commission approves the sale of City-owned property, McGhee will put together a request for proposals, and will evaluate all proposals received before returning to the City Commission with a recommendation.

Roll call vote carried unanimously.

**XXVII. New Business**

- A. Restrictive Covenant**- *Consider allowing the city manager to execute the restrictive covenant updates on the former Clark Equipment historic properties.*

The property in question is behind Clark Testing. The site had been contaminated by Clark Equipment and the City is required to maintain and update Restrictive Covenants on the property.

Vigansky asked if the site could be developed, McGhee responded that due to the topography it is not.

Motion by Money, supported by George, to approve the City Manager to execute the restrictive covenants as presented. Roll call vote carried unanimously.

**B. Introduction of Ordinance 2025.12/446**-*an Ordinance for Sanitary Lateral Sewer Service.*

This has been a policy of the City for 10-20 years, and it is now being presented so it can be codified in the City's Code of Ordinances.

Motion by Vigansky, supported by Money, to approve the introduction of Ordinance 2025.12/446 for lateral sanitary sewer service and schedule a public hearing for January 12, 2026 as presented. Roll call vote carried unanimously.

**C. CDBG Northside Home Repair Program**- *Consider the approval of the bid and contract award to Cameron's Construction in the amount of \$36,907.00 for 514 Moravia.*

McGhee presented the contract for ADA modifications and improvements for the property, paid in full by a Community Development Block Grant from the State of Michigan.

Motion by Vigansky, supported by George, to approve the bid and contract award for 514 Moravia as presented. Roll call vote carried unanimously.

**D. Traffic Control Order #260**- *Consider Traffic Control Order #260: the westside of Days Ave, south of E. Chicago St and north of E. Roe St shall be a "no parking" zone, except in areas that are already posted as designated parking zones.*

McGhee asked if the Commission would like to table or postpone the vote. Vigansky would like to postpone it until the end of February.

Motion by Vigansky, supported by Money, to postpone until the second meeting of February.

Yes: Money, Vigansky

No: George, Weedon

Motion tied.

Weedon to rescind his vote to yes.

Motion to stand to postpone until the second meeting of February.

**E. Southwest Michigan Planning Commission**-*Consider Approval of Southwest Michigan Planning Commission Contract for 5-Year Parks & Recreation Plan*

Motion by George, supported by Money, to approve the contract with the Southwest Michigan Planning Commission in the amount of \$12,328.

Vigansky was involved in the last 5-year parks & recreation plan and will have questions about the pricing for the City Manager.

Roll call vote carried unanimously.

**F. Expenditures**-*Consider the expenditures that were approved administratively from November 10th and those from November 24th, totaling the amount of \$121,790.10.*

Motion by Money, supported by Vigansky, to approve the expenditures in the amount of \$121,790.10 as presented.

Vigansky noted that this was two months' worth of expenses.

Roll call vote carried unanimously.

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

None.

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

Jackie Bartus – Thanked City Manager McGhee and said the downtown looks great. Also thanked the crews and the downtown businesses, she is looking forward to Small Business Saturday.

Haley Jones – Asked for clarification on how the City will prevent people from driving down the recently closed section of Dewey. McGhee responded that there is a temporary barricade in place and there will be a permanent solution by the spring/summer.

Dennis Mori – A number of small businesses downtown meet every Tuesday at Creekside at 3:30pm. The group started during the infrastructure project, and they are continuing to meet to plan events and promote businesses.

Clerk Langston-Weiss shared correspondence from Harold Hoover regarding the long abandoned property at 215 Sylvan St. The property is blighted and is a public safety hazard.

McGhee responded that the Planning Commission is currently reviewing a draft vacant and abandoned properties ordinance that will require registration of such structures. Vigansky encourages residents to reach out to the City with problem vacant and abandoned properties.

### **XXX. Executive Comments**

#### **A. City Manager Comments**

Thanked everyone for their help with the Grand Re-Opening event last Friday. We will continue to work on punch list items from now until the spring. The DPW is distributing sand to downtown businesses as recommended. Interviews for the vacant DDA positions will take place next week. The DDA will conduct the interviews, make a recommendation to the Mayor, who will then make a recommendation to the City Commission for appointments. McGhee also shared that the new Zoning Administrator, Kristen Gunderson, will be joining the City December 15<sup>th</sup>.

Vigansky spoke about the DDA and state law, Clerk Langston-Weiss confirmed that per state law the DDA needs 8 members to do business. As the DDA currently has 6 members, they will only be holding workshops and not conducting official business.

#### **B. Commissioner Comments**

Vigansky asked Baker about the wood stove. Baker confirmed it's heating the floors. He then asked McGhee why there is a step and a handrail in front of Zen Leaf and Redbud Hardware. McGhee answered it was designed that way to make up grade differences between the road and business entrances necessary to be ADA compliant. Permanent rails will be installed.

Money made remarks on the ending of the downtown infrastructure project. He thanked the Chamber and City staff for putting on the Grand Re-Opening event. He thanked the residents for their support and understanding through strenuous times and wished everyone a happy Thanksgiving while reminding everyone to visit Small Business Saturday.

George thanked everyone for their help with the ribbon cutting and the residents for their patience during the project. George also invited everyone to White Saturday and the Parade, November 29<sup>th</sup> at 5:30pm. She wished everyone a happy Thanksgiving.

#### **C. Mayor Comments**

Weedon remarked on the ribbon cutting and the newly open downtown. He's excited for things to come and invited everyone to come downtown for the event and thanked the residents for their patience.

Vigansky commented that downtown business owners meet at City Hall and we also have the DDA as a resource for downtown businesses.

### **XXXI. Adjourn**

Motion made by George, supported by Vigansky, to adjourn at 7:49 pm. Voice vote carried unanimously.

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Kalla Langston-Weiss, City Clerk

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Mark Weedon, Mayor





# 2026 Holiday Schedule

## City of Buchanan

The City of Buchanan observes the following holidays for **2026**:

Holiday	Date	Day
New Year's Day	January 1	Thursday
Good Friday	April 3	Friday
Memorial Day	May 25	Monday
Independence Day	July 4	Friday
Labor Day	September 7	Monday
Veterans Day	November 11	Wednesday
Thanksgiving Holiday	November 26	Thursday
Thanksgiving Holiday	November 27	Friday
Christmas Eve	December 24	Thursday
Christmas Day	December 25	Friday
New Year's Eve	December 31	Thursday

City Hall will be closed in observance of these holidays.

Approved by the City Commission:

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Kalla Langston-Weiss, City Clerk

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*Wishing the community a warm, joyful, and peaceful holiday season.*

**2026 NOTICE OF MEETINGS  
CITY OF BUCHANAN  
CITY COMMISSION, BOARD, COMMITTEE AND COUNCIL MEETINGS**

**BUCHANAN CITY COMMISSION**


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*2<sup>nd</sup> and 4<sup>th</sup> Monday  
7:00 p.m. at City Hall*

January	12 <sup>th</sup> & 26 <sup>th</sup>
February	9 <sup>th</sup> & 23 <sup>rd</sup>
March	9 <sup>th</sup> & 23 <sup>rd</sup>
April	13 <sup>th</sup> & 27 <sup>th</sup>
May	11 <sup>th</sup> & 26 <sup>th</sup> ** (4 <sup>th</sup> Tuesday)
June	8 <sup>th</sup> & 22 <sup>nd</sup>
July	13 <sup>th</sup> & 27 <sup>th</sup>
August	10 <sup>th</sup> & 24 <sup>th</sup>
September	14 <sup>th</sup> & 28 <sup>th</sup>
October	12 <sup>th</sup> & 26 <sup>th</sup>
November	9 <sup>th</sup> & 23 <sup>rd</sup>
December	14 <sup>th</sup> & 28 <sup>th</sup>

**PLANNING COMMISSION**


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*2<sup>nd</sup> Tuesday  
6:00 p.m. City Hall*

January	13 <sup>th</sup>
February	10 <sup>th</sup>
March	10 <sup>th</sup>
April	14 <sup>th</sup>
May	12 <sup>th</sup>
June	9 <sup>th</sup>
July	14 <sup>th</sup>
August	11 <sup>th</sup>
September	8 <sup>th</sup>
October	13 <sup>th</sup>
November	10 <sup>th</sup>
December	8 <sup>th</sup>

**JOINT WATER AND SEWER BOARD**


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*1<sup>st</sup> Monday (quarterly)  
7:00 a.m. at City Hall*

February	2 <sup>nd</sup>
May	4 <sup>th</sup>
August	17 <sup>th</sup> ** (3 <sup>rd</sup> Monday)
November	16 <sup>th</sup> ** (3 <sup>rd</sup> Monday)

**BUCHANAN AREA RECREATION BOARD**


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*3<sup>rd</sup> Wednesday  
6:00 p.m. at City Hall & Buchanan Charter Township  
City Hall*

January	21 <sup>st</sup>
March	18 <sup>th</sup>
May	20 <sup>th</sup>
July	15 <sup>th</sup>
September	16 <sup>th</sup>
November	18 <sup>th</sup>
<b><u>Buchanan Charter Twp</u></b>	<b><u>15235 Main St.</u></b>
February	18 <sup>th</sup>
April	15 <sup>th</sup>
June	17 <sup>th</sup>
August	19 <sup>th</sup>
October	21 <sup>st</sup>
December	16 <sup>th</sup>

**FRIENDS OF OAKRIDGE CEMETERY**


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*3<sup>rd</sup> Tuesday (Quarterly)  
9:00 a.m. City Hall*

March	17 <sup>th</sup>
June	16 <sup>th</sup>
September	15 <sup>th</sup>
December	15 <sup>th</sup>

**Downtown Development Authority (DDA)**


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*2<sup>nd</sup> Wednesday  
5:00 p.m. at City Hall*

January	14 <sup>th</sup>
February	11 <sup>th</sup>
March	11 <sup>th</sup>
April	8 <sup>th</sup>
May	13 <sup>th</sup>
June	10 <sup>th</sup>
July	8 <sup>th</sup>
August	12 <sup>th</sup>
September	9 <sup>th</sup>
October	14 <sup>th</sup>
November	11 <sup>th</sup>
December	9 <sup>th</sup>

**2026 NOTICE OF MEETINGS  
CITY OF BUCHANAN  
CITY COMMISSION, BOARD, COMMITTEE AND COUNCIL MEETINGS**

**BUCHANAN TREE FRIENDS**


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*2<sup>nd</sup> Wednesdays*

*6:00 p.m. at Michigan Gateway 111 Days Ave.*

January	14 <sup>th</sup>
February	11 <sup>th</sup>
March	11 <sup>th</sup>
April	8 <sup>th</sup>
May	13 <sup>th</sup>
June	10 <sup>th</sup>
July	8 <sup>th</sup>
August	12 <sup>th</sup>
September	9 <sup>th</sup>
October	14 <sup>th</sup>
November	11 <sup>th</sup>
December	9 <sup>th</sup>

**BUCHANAN FINE ARTS COUNCIL**


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*1<sup>st</sup> Monday*

*6:00 p.m. at City Hall*

January	5 <sup>th</sup>
February	2 <sup>nd</sup>
March	2 <sup>nd</sup>
April	6 <sup>th</sup>
May	4 <sup>th</sup>
June	1 <sup>st</sup>
July	6 <sup>th</sup>
August	3 <sup>rd</sup>
September	7 <sup>th</sup>
October	5 <sup>th</sup>
November	2 <sup>nd</sup>
December	7 <sup>th</sup>

**COMMON COMMITTEE**


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*1<sup>st</sup> Thursday*

*6:00 p.m. at City Hall*

February	19 <sup>th</sup>
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**FRIENDS OF MCCOY'S CREEK TRAIL**


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*2<sup>nd</sup> Thursday*

*9:00 a.m. at City Hall*

January	8 <sup>th</sup>
February	12 <sup>th</sup>
March	12 <sup>th</sup>
April	9 <sup>th</sup>
May	14 <sup>th</sup>
June	11 <sup>th</sup>
July	9 <sup>th</sup>
August	13 <sup>th</sup>
September	10 <sup>th</sup>
October	8 <sup>th</sup>
November	12 <sup>th</sup>
December	10 <sup>th</sup>

**ONE BUCHANAN**


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*1<sup>st</sup> Wednesdays*

*6:00 p.m. at Michigan Gateway 111 Days Ave.*

January	7 <sup>TH</sup>
February	4 <sup>th</sup>
March	4 <sup>th</sup>
April	1 <sup>st</sup>
May	6 <sup>th</sup>
June	3 <sup>rd</sup>
July	1 <sup>st</sup>
August	5 <sup>th</sup>
September	2 <sup>nd</sup>
October	7 <sup>th</sup>
November	4 <sup>th</sup>
December	2 <sup>nd</sup>

**2026 NOTICE OF MEETINGS  
CITY OF BUCHANAN  
CITY COMMISSION, BOARD, COMMITTEE AND COUNCIL MEETINGS**

**SOUTHEAST BERRIEN COUNTY LANDFILL  
AUTHORITY MEETING**

*3rd Wednesday  
5:30 p.m. at the SBCLA Office 1540 Mayflower*

January	21 <sup>st</sup>
February	18 <sup>th</sup>
March	18 <sup>th</sup>
April	15 <sup>th</sup>
May	20 <sup>th</sup>
June	17 <sup>th</sup>
July	15 <sup>th</sup>
August	19 <sup>th</sup>
September	16 <sup>th</sup>
October	21 <sup>st</sup>
November	18 <sup>th</sup>
December	16 <sup>th</sup>

**SOUTHWESTERN MICHIGAN  
COMMUNITY AMBULANCE (SMCAS)**

*3rd Thursday  
4:00 p.m. at the Southwestern Michigan Community  
Ambulance Service Office 2100 Chicago Road, Niles*

January	15 <sup>th</sup>
February	19 <sup>th</sup>
March	19 <sup>th</sup>
April	16 <sup>th</sup>
May	21 <sup>st</sup>
June	18 <sup>th</sup>
July	16 <sup>th</sup>
August	20 <sup>th</sup>
September	17 <sup>th</sup>
October	15 <sup>th</sup>
November	19 <sup>th</sup>
December	17 <sup>th</sup>

**BROWNFIELD AUTHORITY**

*1<sup>st</sup> Wednesday  
Meets as needed at City Hall. Contact City Hall for details.*

**DESIGN REVIEW COMMITTEE**

*1<sup>st</sup> Wednesday  
6:00 p.m.  
Meets as needed for project review.*

**CONSTRUCTION BOARDS OF APPEALS**

*Meets as needed at City Hall. Contact Building Inspector for details.*

**ZONING BOARD OF APPEALS**

*Meets as needed at City Hall. Contact Zoning Administrator for details.*

This notice is posted in compliance with Open Meeting Act, Public Act 267 of 1976, as amended, [MCL 41.72a (2) (3)] and the Americans with Disabilities Act. Individuals with disabilities requiring auxiliary aids should contact Buchanan City Commission by writing or calling the following: City Clerk (269) 695-3844 ext. 17, 302 N. Redbud Trail, Buchanan, MI 49107.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kalla Langston- Weiss, City Clerk

## Buchanan Police Department -- (269) 695-5120

12/03/2025 09:22 AM

## Incident List

Page: 1

## Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
11/01/2025	11/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-002931	11/05/2025	14:45	OVERGROWN VEGETATION	CULLUM JASON		Closed
25-002932	11/05/2025	14:48	OVERGROWN VEGETATION	CULLUM JASON		Closed
25-002939	11/06/2025	09:38	PARKING IN YARD	CULLUM JASON		Closed
25-002940	11/06/2025	09:41	PARKING IN YARD	CULLUM JASON		Closed
25-002941	11/06/2025	09:43	PARKING ON LAWN	CULLUM JASON		Closed
25-002942	11/06/2025	09:56	PARKING ON GRASS	CULLUM JASON		Closed
25-002943	11/06/2025	10:01	YARD PARKING	CULLUM JASON		Closed
25-002944	11/06/2025	10:06	YARD PARKING	CULLUM JASON		Closed
25-002945	11/06/2025	10:09	YARD PARKING	CULLUM JASON		Closed
25-002946	11/06/2025	10:11	YARD PARKING	CULLUM JASON		Closed
25-002947	11/06/2025	10:13	HOLE IN FRONT YARD	CULLUM JASON		Closed
25-002948	11/06/2025	10:24	LITTER IN THE YARD	CULLUM JASON		Closed
25-002949	11/06/2025	10:27	MISSING SIDING	CULLUM JASON		Closed
25-002957	11/07/2025	09:53	LEAVES IN THE STREET	CULLUM JASON		Closed
25-002958	11/07/2025	09:57	DAMAGED FENCE	CULLUM JASON		Closed
25-002959	11/07/2025	10:08	TALL GRASS	CULLUM JASON		Closed
25-003016	11/14/2025	10:14	BLOWING LEAVES IN STREET	CULLUM JASON		Closed
25-003017	11/14/2025	10:19	BLOWING SNOW IN THE STREET	CULLUM JASON		Closed

## Buchanan Police Department -- (269) 695-5120

12/03/2025 09:22 AM

## Incident List

Page: 2

## Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
11/01/2025	11/30/2025	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
25-003018	11/14/2025	10:28	HOT WATER ISSUE	CULLUM JASON		Closed
25-003020	11/14/2025	11:34	JUNK ON THE CURB	CULLUM JASON		Closed
25-003021	11/14/2025	11:39	JUNK VEHICLE	CULLUM JASON		Closed
25-003025	11/14/2025	14:02	COUCH ON CURB	CULLUM JASON		Closed
25-003069	11/20/2025	14:55	YARD PARKING	CULLUM JASON		Closed
25-003070	11/20/2025	14:58	LEAF BAGS ON THE CURB	CULLUM JASON		Open
25-003071	11/20/2025	15:02	LEAF BAGS ON THE CURB	CULLUM JASON		Closed
25-003072	11/20/2025	15:07	LEAF BAGS ON THE CURB	CULLUM JASON		Open
25-003073	11/20/2025	15:23	FURNITURE IN DRIVEWAY	CULLUM JASON		Closed
25-003074	11/20/2025	15:27	FURNITURE ON THE CURB	CULLUM JASON		Closed
25-003080	11/21/2025	13:53	UNSAFE STRUCTURE	CULLUM JASON		Open
25-003081	11/21/2025	14:00	UNSAFE STRUCTURE	CULLUM JASON		Open
25-003082	11/21/2025	14:10	TRASH ON THE CURB	CULLUM JASON		Closed
25-003083	11/21/2025	14:25	YARD PARKING	CULLUM JASON		Closed

Incident Total: 32

Buchanan Police Department -- (269) 695-5120

12/03/2025 09:23 AM

## Offense Count Report

Page: 1

## Report Criteria:

Start Offense	End Offense	Officer
01000	99010	ALL
<b>NOVEMBER 2025</b>		
11/01/2025-11/30/2025		

Offense	Description	NOVEMBE 2025
11007	SEXUAL CONTACT FORCIBLE CSC2	1
13001	NONAGGRAVATED ASSAULT	8
13003	INTIMIDATION/STALKING	4
21000	EXTORTION	1
23007	LARCENY - OTHER	2
41001	LIQUOR LICENSE - ESTABLISHMENT	1
53001	DISORDERLY CONDUCT	2
53002	PUBLIC PEACE - OTHER	9
54001	HIT & RUN MOTOR VEHICLE ACCIDENT	1
54003	DRIVING LAW VIOLATIONS	6
70000	JUVENILE RUNAWAY	2
70001	Incorrigible	1
70003	Juvenile Truancy	2
70004	Juvenile Issues	7
91001	Juvenile -Incorrigible	1
93001	PROPERTY DAMAGE ACCIDENT/PI	12
93002	Private Property Accident	5
93004	Abandoned Vehicle	1
98003	Property Checks	1
98005	Alarms	9
98006	Civil	5
98007	Suspicious Situation	19
98008	Lost & Found Property	3
99007	Medical Assist	34
99008	General Assist	27
99009	General Non-Criminal Assist	44
99010	Ordinance Violation	35
<b>Totals:</b>		<b>243</b>



## FINANCE DEPARTMENT REPORT:

October 2025-November2025

- Balance and post daily Cash Receipts
- Check Sigma for State payments and post in GL
- TMF grant administration
- USDA loans administration/ Pay draw requests
- Obtaining interest quotes from several sources. Reinvesting the CDs that matured during the month of October and November
  - Honor
  - Sturgis
- Obtain copies of Investment Account bank statements Honor, Sturgis, 1<sup>st</sup> Source, Horizon, MiCLASS and UMB. Record interest earned.

\*Posting of daily summer tax payments into the County Tax Database (need to post each one individually)

Prepared paperwork August tax disbursement after accounts balanced.

Communications with S. Redman regarding MDOT payments and invoices (USDA projects and Trail projects).

Finance Committee meeting

DDA Finance Committee meeting

Prepare and file the quarterly financial report for COPS Grant

Reporting for grants (Trail, Riverfront)

Process payments for USDA contractors

Process payments for TMF Grant contractors

Process payments for MDOT (USDA project and Trail Ext project)

Working with Joelle at Abonmarch on several different grant items and reports

Working with Sanya on the CHILL grant

-Process payments to the Contractors and requesting Enfocus reimbursement

Prepare grant reimbursement request for the RBDG grant (Event space) and work with Joelle to submit the request.



Work with Joelle to prepare a grant reimbursement request for the trail extension project. Suzanne wasn't any help with this.

Prepare monthly Tree Friends Report

Review Fire Department equipment purchases and funding available. Joe to work with Emma to prepare an RFP.

Renew the City's SAM.gov registration

Audit Prep:

\*Continue confirming all entries have been entered into BS&A in preparation of providing the 6/30/25 year-end Trial Balance to the Auditors.

Continue gathering information for Capital Asset additions, including pulling all relevant invoices and pay draws to determine the final cost of the DPW building and to start depreciating the asset.

Continue gathering information regarding the different grants that the City received and provide all grant agreements to the Auditors. Determine if the grant dollars have been spent or need to be categorized as unearned income to make the funds available during the next fiscal year(s). Contacting Michael with P & N, Suzanne from Wightman and Samantha with MDOT.

Determine how much money has been spent to date on the USDA projects, Trail extension project and TMF grant project. Determine the amount spent through 6/30/25. All these projects have federal funds involved and will be included in the Single Audit.

DDA -gather information regarding current assets/cash in the former DDA fund. Auditor will prepare prior period entries to "undo" the zeroing out of the fund balance when the DDA was thought to have been disbanded. DDA tax capture numbers were updated. Ran reports to update the collection.

Review monthly UB Billing proofs with Kellie.

Auditors, Brian-Jeremy on site for audit field work various days.

Ongoing:

Discussions with Michael Schwartz for the TMF grant

Discussions with Michael Schwartz for the USDA Projects

Discussions with Paul Bristol regarding loan principal payments and obtain year-end balance information.

Multiple emails with Brian Hake and Jeremy about FYE25 Audit

Meeting with Brian and Alex regarding the grants and Singe Audit.

Work through the list of documents and information requested by the Auditors for Single Audit.



## Clerk Department City Meetings

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

Meeting	Regular Mtg	Special Mtg	Subcommittees
City Commission	11/10/2025 & 11/24/2025		
Planning Commission	11/18/2025		
Tree Friends/DRC/ Buchanan	One		
DDA	11/12/2025		
Joint Water Sewer Board	11/17/2025		
Friends of the Trail			
Election Commission			
Resolutions	YTD	24	
Ordinances	YTD	6	

## Elections

The November election was held. I was not selected for audit, and a cleanup for retention will occur in mid-December. Election Accreditation class and test taken for continuation to be an election administrator.

Legislation tracking elections:

Bill	Topic	Status	Effective Date	Notes
<b>HB 6052 (PA 221)</b>	Ballot-on-Demand expansion	<b>Enacted</b>	<b>4/2/25</b>	BOD allowed for EDR AV ballots & translated ballots
<b>SB 529</b>	Petition circulator payment	Passed Senate → House	Pending	Prohibits per-signature pay
<b>SB 530</b>	Petition summary disclosure	Passed Senate → House	Pending	Circulator must read/allow reading of summary
<b>SB 531</b>	Duplicate signature rules	Passed Senate → House	Pending	Only first signature counts
<b>HB 5197</b>	Foreign-national donations ban	House consideration	Pending	Applies to ballot question committees
<b>HB 5198</b>	Certification for election admin support	House consideration	Pending	Certification required 10 days prior
<b>SB 691</b>	Eliminates August primary	Introduced	<b>August primary ends 12/31/26; May primary starts 2027</b>	Adds Feb 4th-Tuesday election date
<b>SB 692</b>	Transit authority ballot procedures	Introduced	Pending	Aligns timing with May primary
<b>SB 693</b>	Township consolidation ballot timing	Introduced	Pending	Moves placement to May or Nov
<b>SB 694</b>	Judgeship deadlines update	Introduced	Pending	Deadlines tied to May primary
<b>SB 695</b>	Vehicle Code reference update	Introduced	Pending	Updates reference to full §641
<b>SB 696</b>	Township name change ballot timing	Introduced	Pending	Moves to May or November
<b>HB 4861</b>	Eliminates Aoi for nonpartisan candidates	Introduced	Pending	Removes Aoi requirement
<b>HB 4588</b>	Partisan school board elections	Introduced	Pending	Converts school board races to partisan
<b>HB 4793</b>	School board acceptance-of-office removed	Introduced	Pending	Removes AoO requirement
<b>HB 4794</b>	Community college acceptance & affidavit removed	Introduced	Pending	Removes acceptance & eligibility affidavit
<b>HB 4795</b>	Consolidated district interim board filings removed	Introduced	Pending	Removes AoO & affidavit requirement

Bill	Topic	Status	Effective Date	Notes
HB 4602	Test deck creation authority	Introduced	Pending	Limits SOS control; empowers local commissions
HB 4707	Prohibits Ranked Choice Voting	Passed House → Senate	<b>Immediate upon enactment</b>	Voids local RCV ordinances

Voter Registration is updated weekly.

## FOIA Requests & Notary/Permits

YTD-52 FOIA requests

YTD- 16 Notary.

YTD- 9 Food Truck Permits

YTD- 12 ROW Permits

### YTD- Cemetery

Cemetery Sexton handles all aspects of the grounds and selling plots. The clerk's department handles the scheduling of burials, data entry, and cash handling for burials and plot purchases.

YTD-24 sold plots

YTD- 38 burials

### Administrative

- Ordinance reviews
- Codification end-of-the-year prep.
- Retention end-of-the-year prep.
- Public notices for Public Hearings
- Marihuana applications processed
- Downtown Grand re-opening planning and meeting
- Long-term rentals are being scheduled. Two notices have gone out, and there is a decent response..
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.



## November monthly water report

November was another busy month for the water Department. Ryan took his S-4 D-4 water exams and should find out the results around December 17<sup>th</sup>. I feel confident he will pass both.

We had over 100 Miss Digs this month. Most were in the downtown project. We completed all the Miss Digs and filled out all the reports for each location.

To comply with EGLE monthly requirements we completed all water samples. The samples were all good. I completed the monthly Bacti report along with the Monthly Operation report for our system along with the chlorine residual report. These reports were done on time and accepted by EGLE.

I had a cybersecurity training with the Michigan State Police on behalf of EGLE. They came to the water department and over of computer and SCADA system. We seem to be good on our data security. I will get a report of the visit in a couple weeks.

Ryan and I have been working on meters that for one reason or another are not sending usage reads back to our database. Some of these we can fix without going into the residents. We hang door cards on the ones we need inside, and they call and set up appointments.

The water curb shuts off sometimes gets blocked or debris gets in the tube that could stop us from getting on

the valve. Most are 4ft or deeper. We are working on fixing the ones we can't get our wrench on.

I have been working on our Lead/Copper sample plan to update the information per EGLE'S request. I've sent out over 100 letters to residents whose house fits the requirement to count as a house I can use to get a sample from. I also made about 50 phone calls to try and reach residents who haven't responded to the letter. I hung door cards on the house I could not reach by phone. Egle requires 40 sites, and we must sample 20 of those sites.

The Fire Dept needed a new water line because it goes through Ross Sanders Bld. We have a new line run and are working on disconnecting it from Ross Sandes.

We also make time to keep our building and equipment clean and ready to use. With winter weather we got the heaters working and topped off the fuel in generators.



## WASTEWATER TREATMENT ACTIVITY BRIEFING NOVEMBER 2025

- On November 6, Terry and Zoey completed the D License Certification Test in Grand Rapids at the DoubleTree by Hilton, administered by Environment Great Lakes and Energy (EGLE).
- On November 12, Zoey attended a lab practice seminar at Eagle Eye in East Lansing, hosted by the Michigan Water Environmental Association (MWEA).
- All lift stations were cleaned of debris, as well as fat, oil, and grease.
- The south clarifier has been mostly drained. Additional cleaning was performed to remove scum from the arms and bottom in preparation for colder months.
- Terry obtained quotes for plow supplies to address several necessary repairs and ensure the current equipment remains operational. These repairs will be completed early next month, ahead of the winter season. By prioritizing maintenance now, the existing plow can continue to serve effectively for the next few years before a new purchase is considered.
- At the Millpond Lift Station on the 13th, Terry and Joe pulled Pump 2 to remove bolts and nuts, making adjustments to assist with the installation of the new grinder pump.
- The lift stations were cleaned of fats, oil and grease (FOG) to maintain the integrity of the wet wells and ensure they remain fully functional.
- Parts for the UVT channel were ordered and successfully delivered to the plant a few weeks ago. Upon arrival, it was discovered that the shipment did not include instructions. To ensure proper assembly and avoid potential issues, Mike Baker contacted Xylem directly to request more comprehensive guidance. The company has since provided the necessary instructions, and with this information now available, the installation of the new UVT channel components is scheduled for early next month.
- An issue arose with the BOD probe, which was taking a long time to stabilize even after some parts were replaced. Fortunately, a spare probe was available in storage and could be used. During this time, Zoey worked with Hach technical support to troubleshoot the problem. It was determined that the program needed to be reset, and once that was completed, the system returned to normal operation.
- The PFAS POTW Effluent Monitoring Report was submitted this month, as PFAS testing is conducted quarterly through MiEnviro.
- Groundskeeping was completed with leaf removal across the property.
- Driveway markers were installed to prepare for winter snow plowing.
- The yard was mowed one final time for the season.
- A quote was obtained with parts ordered to repair the plow in advance of winter operations, ensuring readiness before eventually replacing it with a new one.
- Conducted preventive maintenance at the lift station, including replacement of the annual mouse repellent to ensure animals do not enter the cabinets.
- Cleaned and sprayed down the headworks wet well to support ongoing maintenance and operational efficiency.
- The facility completed 157 preventive maintenance work orders. These ranged from routine equipment checks to complex repairs requiring significant labor.

**ACTIVITY BRIEFING ITEM**

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**PREPARED BY:** Klay Weaver

**PREPARED ON:** 12/1/2025

**SUBJECT:** DPW Briefing – Month of November 2025

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**BACKGROUND:**

- Leaves (ODB) Daily – As of 12/1 we have collected 94 loads of compressed leaves out of the ODB self-contain unit – Route information and where we are currently is listed below.
- Route 1 (10/6-10/9) – 1.5 loads
- Route 2 (10/15 to 10/20) – 2 loads
- Route 3 (10/21 to 10/27) – 12 loads
- Route 4 (10/27 to 10/30) – 10 loads
- Route 5 (11/3 to 11/17) – 24.5 loads
- Route 6 (11/17 to Current) – 44 loads – 1,2,3,4 on the north side of Front st heading to section 5
- Blow leaves at Kathryn Park
- Dug out 4<sup>th</sup> & main, 4<sup>th</sup> & short, Oak & Dewey to be paved
- Replaced fire hydrant in Bar Alley
- Swept downtown multiple days
- Got traffic lights on w/ Severance electric at Front & Redbud
- Mike & Klay attended soil erosion training on 11/6
- Weld patch plate on ODB drum
- Cleaned up fallen trees & two brush runs after the first snow event on 11/10
- Replaced stop sign & post on River/Schirmer from accident
- Started wood boiler for the season
- Took shed to Fernwood for their Christmas Light Events
- Fixed swing from Fireman's park and took to Fire Department
- Took concrete sidewalk out at Ross Sanders for Electric install
- Trimmed up 5 pine trees at corner of Front/Redbud and raked it all out
- Took JLG lift to commons to decorate for Christmas
- Hung flag downtown, clean out grate outside Thisledown & Row, sand/paint 5 trash cans, tables and chairs, split wood, put out fire pits from Gustavsens, in preparation for Downtown Ribbon Cutting
- Clean/sharpen all chainsaws
- Put out cattle gates out front of Redbud Hardware & Zen Leaf
- Filled buckets with sand and delivered to all downtown businesses
- Took down no parking signs on Charles & Theoda
- Check sewer at 407 Hill st & contacted homeowner
- Multiple plow and salt runs (11/10,11/27,11/28,11/29,11/30,12/1)
- NOT AN ALL-INCLUSIVE LIST



## Monthly Buchanan City Fire Department Activity Report

Color Code:

Black – Regular Runs (fire, alarms or investigations)

Red – Training / Testing

Blue – Fire Prevention / Education or Events

<b>Nov. 2025</b>	<b>Type of Activity &amp; Location</b>	<b>Number of Firefighters</b>	<b>Number of Hours</b>
2	907 N. Redbud Tr – Medical Assist	8	1
3	Station Cleaning, & setup for BCFFA meeting	9	1.5
4	4 <sup>th</sup> & Moccasin St – Power line arcing	6	1
5	Cooking & Hosting the BCFFA meeting	4	6
6	808 E. Front St – Water Flow Alarm	3	1
9	303 Harlin Ave – Tree in power line	7	1
9	507 Berrien St – power line down	6	1
9	309 Lake St - Tree in power line	6	1
9	105 Charles Ct – Cable line down	7	1
9	317 Miller St - Tree in power line	6	1
10	4 <sup>th</sup> & Detroit St – Phone line down	3	1
10	505 Berrien St – Arcing transformer	3	1
10	212 Cecil St - Tree in power line	1	1
10	310 Moccasin St - Tree in power line	5	1
10	4 <sup>th</sup> & Detroit St – Return call	3	1
13	Mutual Aid – Niles City – Structure Fire	3	1
15	609 N Redbud Tr – Water heater issue	5	1
17	Forcible Entry Training	11	3
19	Mutual Aid – Niles Twp – Structure Fire	4/5	2/1
21	302 N. Redbud Tr – Vehicle accident	4	1
24	817 Ryneerson St – Medical Assist to SMCAS	6	1
30	123 S. Cayuga St – Medical Assist to SMCAS	7	1
30	123 S. Cayuga St – Medical Assist to SMCAS	8	1

# CITY OF BUCHANAN

## Urban Forestry Plan Cultivating a Resilient and Livable City A Comprehensive Approach to Sustainable Urban Greening

DEPARTMENT OF PUBLIC WORKS  
PLANNING COMMISSION  
BUCHANAN TREE FRIENDS

ADOPTED BY PLANNING COMMISSION:

ACCEPTED BY CITY COMMISSION:

## I. Introduction

This document outlines a comprehensive plan for establishing, maintaining, and expanding Buchanan's vibrant urban forest that benefits our community, its people, wildlife, and the environment.

The Urban Forestry Plan and its vision and goals are intended to be reviewed and updated every five (5) years, as appropriate.

## II. Vision and Goals

### ● Vision for 2030:

- Well-stocked, diverse, well-maintained urban forest
- Tree City USA certification and potential growth award
- Maintain 36% tree canopy coverage
- Engage in a ten-year tree canopy assessment

### ● Urban Forestry Plan Goals

The City of Buchanan establishes the following goals to preserve, maintain, and develop its urban forest. (For details, see Section IV: Urban Forestry Goals, Objectives, and Tactics)

#### Goal 1: Planning, Budgeting, and Funding

Create an actionable, practical, and adaptable Urban Forestry Plan. Specify costs of plan implementation and the sources of funds to meet these costs.

#### Goal 2: Planting, Maintenance, and Inventory Management

Manage the city's urban forest through consistent plantings, ongoing maintenance, and necessary removals, regularly using and updating the city's tree inventory database as a key tool in all urban forestry activity.

#### Goal 3: Education

Maintain and celebrate Buchanan's Tree City USA status and engage and inform city officials, leadership, staff, and citizens on the importance of trees in a community, their environmental impact, and their impact on property values.

### III. Benefits of Trees

Urban forests are much more than a patchwork of trees scattered throughout city parks, boulevards, and backyards. They are living infrastructure, underpinning the health, beauty, and resilience of the urban environment and providing meaningful and measurable environmental, social, and economic benefits.

#### Environmental Benefits

Trees absorb pollutants like carbon dioxide, nitrogen dioxide, and particulate matter, cleaning the air and improving overall air quality. Trees help reduce stormwater runoff, preventing pollutants from entering waterways and improving water quality. Urban forests absorb carbon dioxide, a major greenhouse gas, and help reduce the urban heat island effect, contributing to climate resilience. Trees provide shade, reducing the need for air conditioning in summer, and act as windbreaks, decreasing heating costs in winter. Trees can help reduce noise pollution by absorbing sound waves, creating quieter and more peaceful environments. Urban forests provide food and shelter for various bird and animal species, enhancing urban biodiversity. Trees absorb rainwater, reducing the risk of soil erosion and flooding in urban areas.

#### Social Benefits

Studies show that access to green spaces and trees can reduce stress, improve mental health, and even lower crime rates. Urban forests can indirectly contribute to lower healthcare costs by improving air quality and promoting healthier lifestyles. Trees can also contribute to public safety, helping to calm traffic along neighborhood streets.

#### Economic Benefits

Homes and neighborhoods with well-maintained trees tend to have higher property values. Urban forests can create more attractive and enjoyable public spaces, fostering a sense of community and improving quality of life. People tend to linger in and more frequently patronize business districts with trees. Additionally, trees can contribute to increased tourism and recreation, boosting local economies.

### IV. The Buchanan Tree Friends

#### Mission Statement

To grow a thriving environment for trees in Buchanan through advocacy, conservation, and education.

Buchanan Tree Friends (BTF) is a city government committee that collaborates with the city's Department of Public Works to advance forestry in Buchanan. Founded in 2017 and operating under the city's Plan Commission, BTF has achieved excellent results and begun to turn the tide for the city's forests.

## V. Overview of Buchanan's Trees

### 2018 Tree Canopy Assessment

As a result of BTF advocacy, an Urban Tree Canopy Assessment (UTC) was completed by Davey Resource Group, Inc. (DRG) in partnership with ReLeaf Michigan in 2019. This project was funded by a Great Lakes Restoration Initiative (GLRI) grant through the United States Forest Service. A UTC uses satellite imagery to assess land cover across a community. These data can be used to understand trends of tree canopy cover across a community. The full UTC report, including analyses in all six communities participating in this program can be found online (<https://sjrtreecanopy.weebly.com/>).

Using 2018 satellite imagery from the National Agriculture Imagery Program, this UTC determined that Buchanan's tree canopy accounts for 597 acres or 36% of the city's total land area. Additionally, 26% (431 acres) of the city is covered by impervious surfaces such as buildings or pavement, 35% (581 acres) by grass or other low-lying vegetation, and only small portions of the city covered by bare soil or water (*Table 1*).

Land Cover Class	(%)	Acres
Tree Canopy	36%	597
Impervious Surfaces	26%	431
Grass/Low-Lying Vegetation	35%	581
Bare Soil	0%	6
Open Water	3%	43
		1,658

*Table 1. Buchanan's Land Cover Classes.*

The greatest extent of tree canopy in Buchanan is located on private, residential (39%) and agriculture/forest (54%) lands (*Table 2*). These two property classes account for the largest share of trees across the city. Institutional lands (e.g. government, education, etc.) have relatively high levels of impervious land cover (54%); as does commercial properties (53%). However, commercial lands account for a relatively small proportion of total land area (4%).

Land Use	Land Area		Land Cover Classification				
	(%)	Acres	Tree Canopy	Impervious Surfaces	Grass/Low-Lying Vegetation	Bare Soil	Open Water
Agriculture/Forested	23%	375	54%	3%	32%	0%	11%
Commercial	4%	66	9%	53%	38%	0%	0%
Institutional	20%	327	18%	54%	27%	1%	0%
Open Space/Recreational	10%	164	30%	9%	60%	1%	0%
Residential	44%	726	39%	27%	34%	0%	0%
Total		1,658					

*Table 2. Land cover by land use.*

Buchanan's UTC also explored where trees could be planted that would have the greatest impact on capturing stormwater (*Figure 1*). By no means is it recommended that *every* open space in the city is planted with trees. However, these data can be used to prioritize tree planting where trees will do the most environmental good.

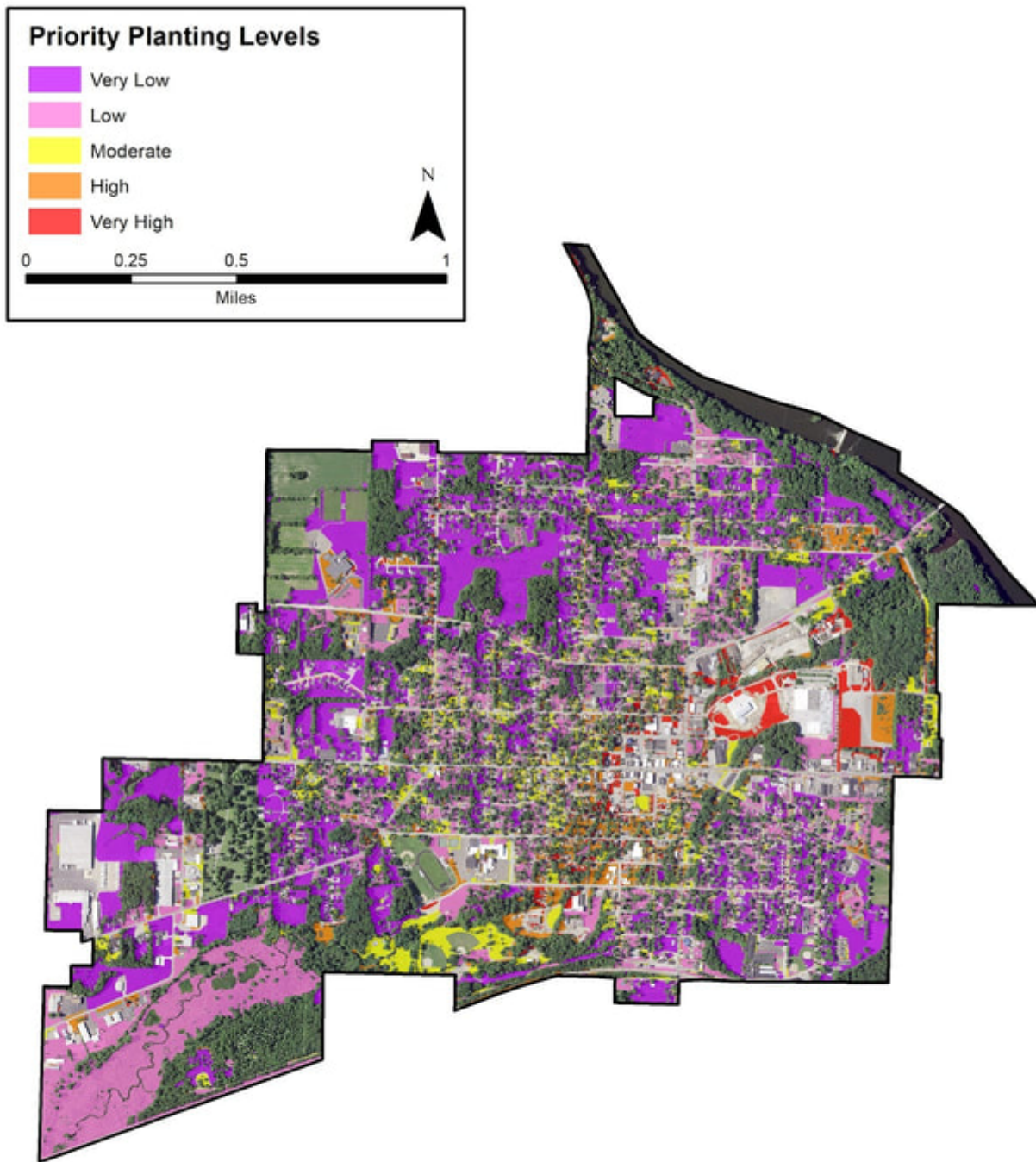


Figure 1. Prioritized planting locations by priority.

## 2022 Tree Inventory

The UTC was followed in 2022 by a tree inventory, also completed by DRG. This project was funded by an Urban and Community Forestry Program grant from the Michigan Department of Natural Resources, funded in part by the United States Forest Service and matching funds from the City of Buchanan.

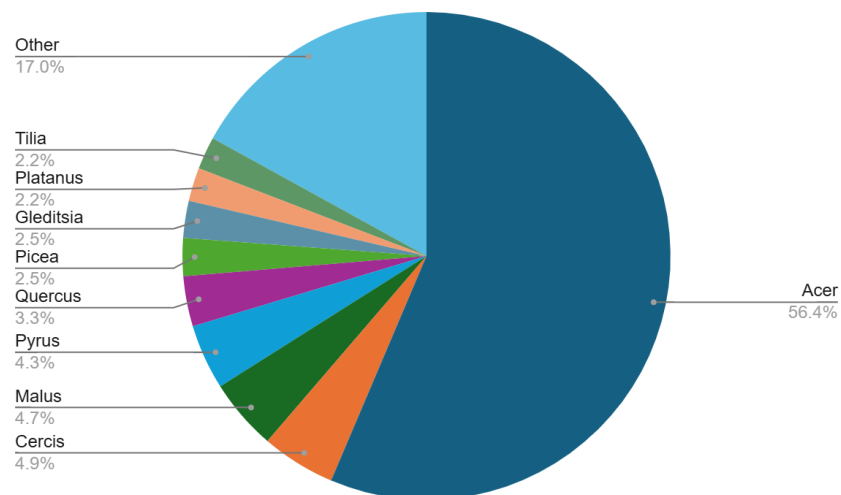
Buchanan's Tree Inventory included the systematic assessment of 1,589 trees along city streets and within other public properties. Each tree was located and information was collected on the tree species, diameter at standard height (4.5 feet above grade), condition, risk level, and maintenance need. Subsequently, additional trees and planting sites have been added by the city; the current database includes 1,713 records.

The tree inventory data were originally delivered in standard geographic data formats, as well as in an on-line database supplied by DRG, called TreeKeeper. The city continues to manage tree inventory data in the on-line database. However, the data can easily be exported at any time in geographic formats that allow for incorporation in other mapping utilities or software.

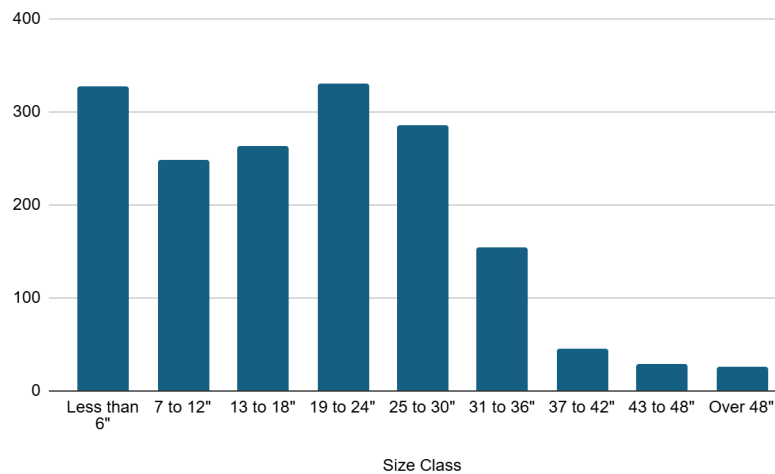
Ultimately, Buchanan's Tree Inventory data provide an important snapshot of Buchanan's urban forest. These data can be used to track metrics on urban tree performance (e.g. species distribution, size distribution) as well as plan the necessary maintenance work (e.g. tree removal and pruning).

Buchanan's urban tree population contains a preponderance of maple trees (*Acer spp.*) (Figure 2). Trees in the maple genus currently represent 56.4% of the tree population. No other genus of tree exceeds 5% of the tree population. The most common tree species are sugar maple (*Acer saccharum*; 29.3% of the population), Norway maple (*Acer platanoides*; 8.6% of the population), silver maple (*Acer saccharinum*; 8.5% of the population), and red maple (*Acer rubrum*; 8.3% of the population). Industry best practices are for a single genus to represent no more than 20% of the total tree population.

Figure 2. Tree genus by percentage of the total population.

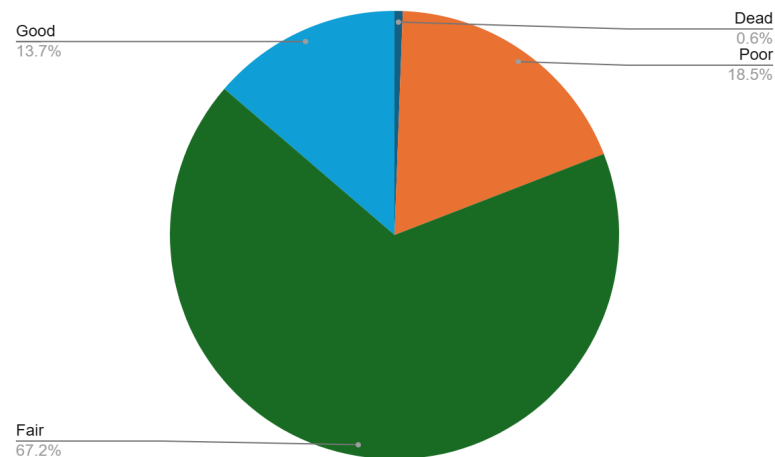


Buchanan's tree population is relatively evenly distributed between small and medium tree size classes (*Figure 3*). However, there are a substantial number of trees in the two size classes covering trees from 19 to 30". This indicates that Buchanan has a 'maturing' tree population and may experience increased maintenance needs over time. The 328 trees in the less than 6" size class may not be enough to fully replace the trees removed, over time.



*Figure 3. Tree count by 6-inch size class.*

Buchanan's tree population is relatively healthy (*Figure 4*). Approximately 81% of the tree population is in fair or better condition. Roughly 19% of the population is dead or in poor condition.



*Figure 4. Buchanan's tree population by tree condition.*

Lastly, the tree inventory identified tree maintenance needs (*Table 3*). These maintenance needs are prioritized based on risk assessed according to American National Standards Institute (ANSI) A300 protocols, the standard for the arboricultural industry.



	High	Low	Moderate	N/A	TOTAL
Remove	43	100	185		328
Priority Prune	16	5	234		255
Routine Prune		784	17	1	802
Train		203		3	206
Stump Removal				18	18
N/A				104	104
<b>TOTAL</b>	<b>59</b>	<b>1092</b>	<b>436</b>	<b>126</b>	<b>1713</b>

*Table 3. Tree maintenance needs by risk level.*

The 2022 tree inventory provided a solid baseline for Buchanan’s urban forest. However, an inventory is only valuable if it is regularly maintained and the data are accurate. The following actions are necessary to preserve the usefulness of the inventory:

- Expand the inventory to include areas not initially captured, such as parks, schools, cemetery, etc.
- Improve systems, entering all tree activity (removals, planting, etc.) in the city’s tree inventory database.
- Use the inventory’s work order function to manage tree maintenance workflow and help keep records of what work has been completed and what is needed
- Conduct an annual windshield assessment of the health of all trees in the urban forest to help prioritize further tree maintenance activities.

This plan recommends continually updating the tree inventory to anticipate and mitigate negative changes in the health of the city’s urban forest.

## VI. Work Plan

The following is a narrative of the work program organized by “Annual” and “Cyclical/Programmatic” work. “Annual Work” represents ongoing activity that should be regularly performed, and “Cyclical/Programmatic Work” means activities or projects that may be needed from time to time to support the city’s forestry program.

Each year, more detailed annual plans will be developed with cyclical activities noted in that particular year.

### Annual Work Program

#### A. Budgeting and Funding

Budget amounts in the Urban Forestry Plan are based on expenditures for removal, tree planting, general maintenance, and storm-damage clean-up. The Tree Friends and city staff will review budgets annually and recommend to the City Commission for incorporation into the Buchanan City Annual Budget (July 1 – June 30). The following table is the recommended funding allocation for annual tree-related activities:

ACTIVITY	% of annual budget
Removal of hazardous, dead, and declining trees	35%
Tree maintenance activities (pruning, young tree training, etc.)	35%
Tree Planting, watering, and establishment	20%
Administrative and management activities (inventory updates, training, managing work orders, etc.)	10%

Funding for the tree program comes from a variety of sources:

- City Budget: Allocate stable municipal funding for forestry operations, capital planting, and maintenance.
- Grants:
  - Michigan Department of Natural Resources
  - United States Forest Service Great Lakes Restoration Initiative and Landscape Scale Restoration programs
  - Local Utilities
  - Local foundations
  - Other sources
- Tribute Tree purchases
- Donations of money and time from local businesses and community organizations
- Resident cost-share planting program (if implemented). (See Section VII. Goal 1)
- Project budgets (i.e., replacing trees as part of infrastructure projects).

## B. Priority Tree Maintenance Needs

During the inventory, a risk level (e.g., n/a, low, moderate, high, or extreme) was assigned to each tree. It is generally accepted standard practice to handle tree maintenance concerns prioritized based on risk. Initially, inventory data were used to address a number of high-risk actions. However, several tree maintenance issues captured in the 2022 tree inventory remain and should be prioritized for action.

## C. Regular Tree Assessments

While the tree inventory is useful in establishing initial tree maintenance priorities, trees are living things that grow and change. To support monitoring of the tree population, the city will develop a systematic approach to regular tree assessment across the community. This approach will help frame the annual program of tree work in Buchanan. This annual program will be augmented with tree planting and related activities to support future growth of the urban forest.

Tree maintenance is prioritized based on an understanding of tree risk. The American National Standards Institute (ANSI) A300 committee has established an industry-accepted approach to tree risk assessment. This has been further supported by the International Society of Arboriculture's (ISA) best practice guides. Additional context on tree risk is outlined in Appendix A. Together, these frameworks inform the city's tree risk management approach.

The basics of the city's regular assessment are to perform a Level 1 Limited Visual Assessment:

- Annually or after any significant weather event (e.g., ice storm with greater than ¼" accumulation, tornado, derecho, etc.), Major roads and thoroughfares, high pedestrian traffic streets and areas.
- Every other year, along all remaining streets. This may be performed all at once or alternated between different areas each year.

A limited visual assessment may be performed from a slowly moving vehicle with hazards and cab-mounted flashers activated. It is helpful to have two people perform the evaluation, one driving and one looking for tree maintenance concerns. Alternatively, an assessment may be performed on foot or by bicycle. Trained volunteers can perform this activity.

The purpose of the assessment is to identify public trees with conditions of concern that are probable to fail before the next evaluation, likely to fail and impact public areas, and would cause significant to severe damage or disruption to public interests. The specifications for the level one limited visual risk assessment should be regularly revisited to ensure they match the city's priorities. Generally, these include but are not limited to:

- Dead trees 10 inches or greater in diameter within the right-of-way.
- Trees 10 inches or greater in diameter with significant structural defects such as major decay, large horizontal or vertical cracks, large cavities, or dead or declining canopies that are within the right of way.
- Trees 10 inches or greater in diameter with signs of recent or changing lean or shifting root plates that are within the right of way.
- Dead, dying, diseased, decayed, broken, or otherwise damaged limbs greater than 4" in diameter that overhang sidewalks, streets, or other places of public congregation.

Such trees shall be indicated for pruning or removal to mitigate the risk concern identified. Any maintenance needs that are identified shall be completed as soon as practicable within the limitations of the city's available budgetary and personnel resources.

#### D. Responding to Resident and Stakeholder Tree Concerns

Many tree issues will be captured during regular tree assessments. However, tree issues may still arise outside inspection cycles. Therefore, it remains important that the city respond to any resident-initiated request to inspect or review a public tree within 10 business days.

When performing a tree assessment triggered by a resident-initiated request, the tree should be inspected within the context of the time period for the next scheduled regular assessment. For example, if the next regular assessment for the tree in consideration is 9 months out, the likelihood of failure of the tree or a major part of the tree should be estimated within 9 months.

An assessment performed in response to a resident-initiated request shall review the subject tree from the ground from 360 degrees, provided all sides of the tree are accessible. The purpose of the assessment is to identify public trees with substantial defects that are likely to fail before the next assessment and likely to impact public areas or an adjacent property.

Generally, these mirror the conditions of concern noted in the regular assessment, such as:

- Dead trees 10 inches or greater in diameter within the right-of-way.
- Trees 10 inches or greater in diameter with significant structural defects such as major decay, large horizontal or vertical cracks, large cavities, or dead or declining canopies that are within the right of way.
- Trees 10 inches or greater in diameter with signs of recent or changing lean or shifting root plates that are within the right-of-way.
- Dead, dying, diseased, decayed, broken, or otherwise damaged limbs greater than 4" in diameter that overhang sidewalks, streets, or other places of public congregation.

If the issue identified by the resident rises to an issue of concern for tree management (e.g. high or extreme risk level), the tree issue should be addressed as soon as time and resources allow. Otherwise, the resident should be informed of the results of the inspection and the approximate timeline of the next planned tree assessment for the area in question.

#### E. Tree Planting

The city's Tree Inventory included 1,589 trees, 1,503 of which are located along community streets. This comes out to about 57 trees per mile, which is considered fairly low-stocked for Michigan communities.

Tree mortality due to both natural causes and tree removal for infrastructure projects is expected to range around 2% or around 30 trees per year. Therefore, to maintain a continuous population of trees, the city should plan to plant 35 to 45 trees each year. To improve stocking levels, it may be more appropriate to plant 50-60 trees each year.

All new trees planted should have a minimum of 2" caliper and be included in the recommended plantings list published by the Michigan DNR. (<https://www.michigan.gov/dnr/managing-resources/forestry/urban/recommended-trees>).

Planting should comply with Chapter 106 Article 2 of the Code of Ordinances of the City of Buchanan (Appendix B). Street trees should be planted a maximum of thirty (30) feet apart.

Planting should focus on the following priorities:

- Entrances to the city
- Areas of need as identified by Urban Canopy Assessment and Tree Inventory

Buchanan's tree population is lacking in tree diversity. The inventory determined that over 55% of the tree population are maple, many of which are sugar maple (*Acer saccharum*). To the extent possible, no additional maple trees should be planted until a greater degree of tree diversity is achieved.

Perhaps most importantly, planting may be limited by how many trees can be reasonably watered. No more trees can be planted than can be watered for 2 seasons. Each newly planted tree should receive 5-10 gallons of water each week, applied slowly to soak into the soil, from May through October. Willing residents may be able to augment the city's watering efforts.

The costs of planting may be defrayed through creative partnerships and programs. Partners like the Buchanan Tree Friends can help raise funds to offset planting costs. Additionally, memorial or tribute tree programs can offer opportunities for loved ones to honor a family member or friend, helping the city to raise funds for tree planting.

Beyond street and park trees, the largest opportunity for enhancing canopy across Buchanan is on private lands. While there may be limitations on how public resources can be expended on private lands, creative cost-share or incentive programs, or piggybacking on city tree purchases may be ways the city can extend its support to private lands. These, or similar options, should be explored as possible ways to increase tree canopy across the city.

#### F. Trees and Infrastructure Projects

Unfortunately, trees and infrastructure can come into conflict. This sometimes happens when tree roots lift sidewalks or pavement, or when utility work may require the removal of a tree for access. Addressing these infrastructure concerns is important and may result in the damage or loss of trees. However, with appropriate consideration, these losses can be managed and minimized.

To ensure that trees are given full consideration during infrastructure projects in Buchanan, the city should require a tree assessment as part of initial project planning and design. This assessment should identify trees within the project footprint, evaluate their health and structural condition, and determine their potential to be preserved. Involving the city's Department of Public Works and/or contracted arborists early in the process allows for thoughtful decisions about whether trees can remain in place, what protective measures are needed, and where design adjustments could reduce conflicts. By addressing trees at the outset, Buchanan can balance its infrastructure needs with the long-term benefits its urban forest provides.

In addition to planning for protection, Buchanan should ensure that infrastructure projects include both the preservation of existing trees and the planting of new ones in their budgets and bids. For trees that will be retained, contractors should be required to implement protective measures such as root zone fencing, careful excavation practices, and post-construction monitoring to minimize stress and damage. When tree removal is unavoidable, clear standards should guide replacement ratios, species

selection, and site preparation to ensure successful establishment. By embedding both protection of existing trees and the costs of new plantings directly into public works projects, the city can safeguard its current canopy while also investing in its long-term growth.

When existing trees are found to be lifting sidewalks or conflicting with utility maintenance in Buchanan, the city should follow a structured assessment and decision-making process before removal or major alteration is considered. This includes evaluating the tree's health, size, and contribution to the neighborhood, as well as exploring design alternatives such as root pruning, sidewalk rerouting or flexing, using alternative paving materials, or adjusting utility access points. Where conflicts cannot be avoided, mitigation measures—such as phased root management or engineered solutions to accommodate roots—should be prioritized. Only when all feasible alternatives have been exhausted should removal be considered, and in those cases, plans for tree removal and replacement should be clearly documented and implemented.

#### G. Record-keeping

Maintenance of appropriate records is an important function in the management of urban forests. Complete and organized records of tree maintenance tasks completed can help show program effectiveness, better predict future resource needs, and demonstrate due diligence.

As tree work is completed (e.g. tree removed, pruned, or planted), the city will update records in the city's tree inventory database. At a minimum, the city will delete trees that are removed and add trees that are planted. The city should also update tree risk, condition, and maintenance needs as work is performed. Ideally, the city also updates tree diameter and other data fields to maintain an up-to-date tree inventory and keeps track of work performed (e.g., work records) for each tree as it is addressed.

Beyond the tree inventory, records, and documents such as tree work specifications (e.g. for pruning, removal, etc.), industry standards, and past bid or proposal documents are helpful references. Collectively, these documents can help the city demonstrate to its residents, contractors, elected leaders, and the legal system (if required) that the city takes its forestry program seriously.

To ensure accurate numbers are available for grants, progress updates, and other purposes, the city and the Tree will produce a quarterly update/audit of forestry activity.

#### H. Outreach, Education, and Engagement

Everyone across the community does not always recognize trees as important public infrastructure. Unlike other community assets, trees also grow on *both* public and private lands. For these reasons, it is essential to involve residents, business owners, and community leaders in the planting and care of community trees. Moreover, public engagement is a great way to leverage strong partnerships, like that with the Buchanan Tree Friends.

A key component of education and outreach is Buchanan's Tree City USA status, which has been maintained for the last 33 years. The Arbor Day Foundation, which grants Tree City USA status, also offers growth awards for achievements in urban forestry. The city should strive to earn these awards.

In Buchanan, outreach and education can be most effective when delivered through familiar and trusted channels. Simple approaches such as regular social media posts from the Tree Friends Facebook page, updates on the municipal website, and short articles in the local newspaper or community

newsletter can help residents understand the value of trees and the role they play in managing stormwater, providing shade, and enhancing neighborhood character. Highlighting “Tree of the Month” features, sharing seasonal care tips, or posting about recent tree projects can spark interest and keep trees visible as part of everyday community life.

Beyond communication, hands-on engagement opportunities are a powerful way to build support for Buchanan’s urban forest. This plan foresees the development of a volunteer corps to assist in plantings, young tree training, watering, and low-level maintenance.

Organizing volunteer tree planting events, neighborhood tree walks, or “adopt-a-tree” programs can bring residents, business owners, and community groups together around a shared goal. Local schools, service organizations, and faith groups can be invited to participate, creating intergenerational connections and shared ownership in the community’s trees. Pairing these events with short demonstrations on planting, mulching, and watering can double as both service and education, ensuring that participants leave not only with new trees in the ground, but also with the knowledge to care for them long term.

### Cyclical/Programmatic Work

Some aspects of the city’s forestry program are not annual in nature. Rather, additional investment, activities, or projects may be needed from time to time to support the city’s forestry program.

#### A. Inventory Update

Trees are living, growing, changing organisms. As such, the city’s tree inventory was ‘outdated’ almost as soon as it was conducted in 2022. At some point in the future, the inventory will benefit from an update by a qualified professional. This update will include a confirmation of existing trees and species and update key data fields such as tree diameter, condition, risk level, and maintenance need.

The best practice is to update a portion of the tree inventory (i.e., 1/10th of trees) every year. However, many communities have their inventory completely reassessed all at once on a roughly 7-year basis. This investment will need to be revisited as Buchanan’s tree inventory continues to age.

#### B. UTC update

Unlike a tree inventory, which looks at individual trees, an urban tree canopy (UTC) assessment provides a community-wide picture of where trees exist, where they could be planted, and how canopy cover changes over time. Because land use and development patterns evolve, Buchanan’s UTC assessment will eventually become outdated as well. At some point in the future, the assessment will benefit from an update using current aerial imagery, GIS analysis, and local verification. This update would confirm existing canopy coverage, identify gains or losses in tree cover, and help set realistic planting goals. It can also help show where tree canopy has changed and trends in those changes to better inform local policies, outreach and engagement, and planting initiatives.

Best practice is to update a UTC assessment every 5–10 years, or after major development or storm events that may significantly impact tree canopy. Some communities also supplement full reassessments with lighter “check-ins” that use freely available satellite imagery to track broad canopy trends (e.g. iTree Canopy, iTree Landscape; <http://www.itreetools.org>). Revisiting this investment on a

regular basis will allow Buchanan to measure progress toward canopy goals, better target tree planting, and ensure that the urban forest continues to provide equitable benefits across the community.

C. Plan update/review

Buchanan's Urban Forestry Plan is a living document, and like the urban forest it guides, it should evolve. As community priorities shift, new best practices emerge, and data from the tree inventory and canopy assessment become available, the Urban Forestry Plan will benefit from periodic review and updating. This process ensures that policies, goals, and management strategies remain aligned with Buchanan's needs and resources, while also allowing the city to incorporate lessons learned from recent projects and community feedback. An updated plan can also strengthen alignment with regional and statewide initiatives, positioning Buchanan for future funding and partnership opportunities.

Best practice is to revisit an Urban Forestry Plan every 7–10 years, or sooner if major changes occur in the community or the urban forest or new data (e.g. inventory, canopy study) become available to support management. Updates should include a review of progress toward existing goals, adjustments to planting and maintenance priorities, and the addition of new objectives that reflect current conditions. For Buchanan, this may mean refining canopy goals, expanding community engagement strategies, or strengthening policies around tree protection during development. By committing to a cycle of review and renewal, the city can ensure that its Urban Forestry Plan remains a practical and forward-looking tool for sustaining and enhancing Buchanan's urban forest.



## VII. Urban Forestry Goals, Objectives, and Tactics

### Goal 1: Planning, Budgeting, and Funding

Create an actionable, practical, and adaptable Urban Forestry Plan. Specify costs of plan implementation and the sources of funds to meet these costs.

#### Planning

##### Objectives

- ▶ All urban forestry activity is consolidated into one plan.
- ▶ Established challenging but achievable goals given capacity constraints.
- ▶ Informed and coordinated staff-driven and volunteer-driven operations.

##### Tactics

- Use the Urban Forestry Plan to make annual funding recommendations to the City Commission.
- Annually review the plan for needs that can be covered through funding sources other than the city's budget.
- Implement regular communication regarding the plan and progress through social media and the city's website.

#### Budgeting

##### Objectives

- ▶ Specific annual planting, maintenance, and removal costs, including the value of volunteer activities, are understood.
- ▶ An appropriate forestry program spending mix for the City of Buchanan is established.
- ▶ Solidify existing and research new sources of funding for urban forestry.
- ▶ A resident cost-share program is established and at least 50 trees have been planted on private property.

##### Tactics

- Work with the City Manager and Department of Public Works to establish a cost and spending mix for urban forestry.
- Research and acquire a tool that can enhance fundraising activity.
- Create a list of available grants and deadlines and apply for funding.
- On an annual basis, apply for DNR tree planting grants, urban forestry grants, and all other available funding or grants.
- Improve and expand the Tribute Tree program.
- Develop a resident cost-sharing program for trees planted on private property
  - Explore resident cost-sharing programs in municipalities of similar size,
  - Create a DRAFT Buchanan-specific program
  - Seek citizen input on the idea
  - Implement the program
  - Evaluate and encourage private donations to support urban forestry.
- Explore the concept of a tree endowment to last into perpetuity.

## **Goal 2: Planting, Maintenance and Inventory Management**

Manage the city's urban forest through consistent plantings, ongoing maintenance, and necessary removals, regularly using and updating the city's tree inventory database as a key tool in all urban forestry activity.

### **Planting**

#### Objectives

- ▶ Established goals for planting trees in numbers that will maintain and grow the city's tree canopy coverage.
- ▶ Continue to use the canopy study to identify areas in need of planting.
- ▶ Promote and improve species diversity throughout Buchanan's urban forest to minimize the potential for disease, insect infestation, and forestry devastation. Leverage the DNR's tree species list to develop a list of recommended tree species specific to Buchanan's unique needs.

#### Tactics

- Adopt written guidelines for planting, including procedures for selecting and placing trees.
- Increase planting of large-growing tree species.
- Consider native trees, where responsible.
- Review/update zoning standards for species diversity.
- Review/update the city's recommended tree species list.

### **Maintenance**

#### Objectives

- ▶ Adopt written specifications and standards for tree maintenance.
- ▶ Provide for the regular maintenance of trees in the community to promote and protect the health, safety, and welfare of the public.
- ▶ Supplement ongoing city-staffed forestry activity using volunteers, where appropriate for tree maintenance.
- ▶ Maintain and expand partnerships with professionals to ensure effective and efficient urban forest management.

#### Tactics

- Perform regular tree assessments as identified in this plan.
- Prune or remove trees identified in the inventory or during regular assessments on public property or that overhang public property. A priority will be the pruning or removal of trees that interfere with the visibility of signs or intersections.
- Address hazardous conditions created by tree roots under sidewalks or in public utilities.
- Enhance partnership, communication, and coordination with AEP/I&M Power regarding ongoing maintenance and removal activity.
- Provide proper training for in-house personnel on tree planting and maintenance.
- The city will contract for tree work only with qualified and insured arborists or tree maintenance firms experienced in structural maintenance of trees.
- Respond quickly to requests by property owners regarding tree concerns.
- Conduct multiple volunteer-staffed low-level maintenance events.

## **Inventory**

### Objectives

- ▶ Expand the scope and use of the tree inventory.
- ▶ Identify locations needing trees.
- ▶ Assure a healthy mix of diverse species in Buchanan’s urban forest.

### Tactics

- Confirm the staff position responsible for tree inventory maintenance and create a backup to ensure maintenance continuity.
- Use Davey Resource Group for ongoing support, as appropriate and desired.
- Research the cost benefits of integrating the inventory with the city’s existing GIS.
- Expand the tree inventory to include those areas not covered in the original 2022 effort.
- Use the inventory to establish a priority list for pruning or removing the remaining elevated tree risk concerns.
- Maintain accurate records of work assigned and completed in the tree inventory database.
- Conduct annual volunteer-staffed “windshield surveys” of the city’s trees using the tree inventory database to evaluate changes in the urban forest.
- Use the canopy study to identify priority areas for tree planting.
- Tag newly planted trees and record tree data.
- Make the tree inventory available online.
- Anticipate, plan, and budget an inventory update.

### **Goal 3: Education**

Maintain and celebrate Buchanan's Tree City USA status and engage and inform city officials, leadership, staff, and citizens on the importance of trees in a community, their environmental impact, and their impact on property values.

#### **Objectives**

- ▶ Maintain and celebrate Buchanan's Tree City USA status.
- ▶ Receive growth awards from the Arbor Day Foundation as appropriate.
- ▶ Report to the Buchanan City Commission annually on the Tree Friends' activities and accomplishments.
- ▶ Develop a tree education program for city residents, covering topics such as tree selection, planting, and care.
- ▶ Inform the public about the Urban Forestry Plan and the importance of the city's forestry program.
- ▶ Foster a sense of urban forest ownership by offering a resident participation tree-planting program.
- ▶ Encourage residents to report tree concerns to the city.
- ▶ Encourage community organizations such as the Lions Club, Scouts, and school groups to participate in tree-related activities sponsored by the city.
- ▶ Build a volunteer corps to assist in plantings, young tree training, watering, and low-level maintenance.

#### **Tactics**

- Maintain Tree City USA credentials.
  - Annual Arbor Day Celebration
  - Annual Arbor Day Proclamation
  - Tree Board (i.e. BTF) or department/official responsible for trees
  - Minimum \$2/capita spent on forestry each year
- Promote the city's long-standing status as a Tree City USA
- Apply for growth awards for significant program development, increases, or unique projects.
- Create materials for residents on:
  - Selecting the right tree
  - Tree planting and care
  - Participation in the tree planting program.
  - Identifying/hiring qualified tree contractors.
  - The city's urban forestry program.
- Provide information on how to report tree concerns, damaged trees, tree conflicts with overhead wires, impediments to visibility, clearance problems, etc.
- When appropriate, invite community organizations to participate in tree-related activities, such as the National Arbor Day celebration.
- Enhance the information on the city's website about trees and their importance and promote the city's urban forestry milestones and successes.
- Review the city Tree Ordinance: Chapter 106 Article 2 of the Code of Ordinances of the City of Buchanan to ensure it continues to meet Buchanan's needs and objectives.
- Establish a consistent tree education program.

## **VIII. Implementation**

The Urban Forestry Plan was drafted to help manage the City of Buchanan's urban forest. Without a commitment of the resources necessary to implement the plan's components, the goals and objectives of the Tree Friends within the plan will not be achieved. Implementing the plan is imperative to protecting and enriching the city's urban forest, which is essential to preserving the quality and community character of the town.

Use of the Urban Forestry Plan - Implementation Playbook 2025 and Field Guide, attached as Appendix C, will help implement the Urban Forestry Plan for a healthy and thriving urban forest in Buchanan.

## **IX. Acknowledgments**

The Buchanan Tree Friends wishes to thank everyone who contributed to the preparation and development of the City of Buchanan Urban Forestry Plan. Many people have donated their time, energy, and enthusiasm to its creation. Special acknowledgment should be given to the members of the Buchanan Tree Friends: Brian Murphy, Richard Martin, Elaine Rowland, Lane Martin, Jared Hutenstein, Cheri Martin, Cole Martin, Matt Pleasant, and Cala Moeller, as well as City Manager Tony McGee and Department of Public Works Director Mike Baker of Buchanan. Gratitude is also extended to Lee Mueller, CF, of Davey Resource Group, Inc., without whose guidance, this plan would not have been completed.

## Appendix A – Tree Risk Primer

Every tree, regardless of defects, condition, location, and other factors, has an inherent risk of whole or partial tree failure. Risk assessment seeks to provide a metric of the level of risk associated with any given tree to allow for risk management to be undertaken by a tree manager. The current editions of ANSI A300 (Clause 13) standards and the ISA's associated publication Best Management Practices: Tree Risk Assessment were used to guide an organized, systematic, and reproducible method for assessing tree risk.

Trees can have multiple modes of potential failure with varying levels of risk associated with each. During Buchanan's tree inventory, the mode of failure with the greatest associated risk was recorded as the overall risk rating for the tree. The specified time frame for the risk assessment was one year. However, for regular tree assessment, Buchanan may wish to use a time-frame based on the next anticipated assessment.

Risk ratings can help tree managers set priorities and organize tree work. Generally, trees with higher risk ratings should be maintained or removed first, to lower the risk and liability associated with these trees. It is up to the tree manager to decide what level of risk is acceptable and under what circumstances.

### Levels of Risk Assessment

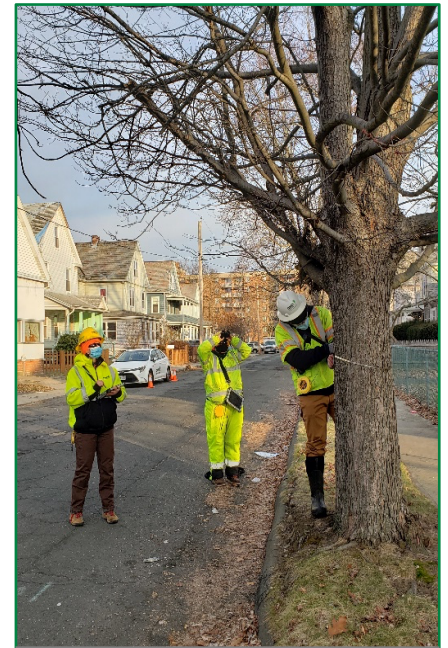
Arborists assess tree risk using different tools and at different levels of detail. ISA best management practices suggest three levels of risk assessment, from least to most intensive.

#### Level 1: Limited Visual Assessment

A walk-by or drive-by assessment designed to quickly scan a large population of trees and identify those which need a more advanced assessment due to defects with an imminent or probable likelihood of failure. Level 1 assessments do not typically result in risk ratings but rather provide a list of tree locations with any recommended remedial action. A recommendation for which trees should be assessed at the next level of assessment may be recommended. This method may be a good option when funding for a full inventory and risk assessment is not available or after major storms when a rapid survey of damage is needed.

#### Level 2: Basic Assessment

A detailed, 360-degree visual inspection of individual trees assessing the site, roots, trunk, and branches resulting in an assessment of the tree's health and a risk rating that can be used to prioritize tree work within a large population of trees. A level two assessment is completed in many tree inventories or when evaluating an individual tree for maintenance options.



Arborists conducting a level two basic risk assessment.

## Appendix A

Level 3: Advanced Assessment

Additional inspection following a Basic Assessment that uses specialized equipment (e.g. resistograph, aerial inspection, pull test, etc.) to provide more detailed information about a specific tree condition of concern, typically to help make management decisions about that specific condition. Advanced assessments may require use of a bucket truck to reach defects in the crown of the tree, equipment, and experience to perform sonic tomography to map decay pockets, or sampling of diseased plant tissue for identification in a lab, to name a few examples. Level 3 assessments are warranted in situations where a tree is particularly valuable and worthy of additional attention or that tree removal or maintenance activities could prove exceptionally disruptive to the public (e.g. street closure).

**Process of Risk Assessment**

The primary components of a risk assessment in line with the current editions of ANSI A300 (Clause 13) standards and the ISA's *Best Management Practices: Tree Risk Assessment* are as follows.

Time Frame

Tree risk should be assessed within a specified time frame. Since all trees are likely to experience whole or partial tree failure at some point during their existence, and since conditions of a tree and site can change dramatically over time, setting a specific time frame for risk assessment is essential to conveying risk accurately and determining appropriate management practices. Most risk assessments will have a specific time frame of one to three years. Predictive power decreases as time increases, so assessments are not typically done for more than a five-year period. Depending on the nature of the local forestry program, it may be appropriate to consider a time-frame that roughly aligns with the expected inspection interval (timeline between regular tree assessments).

Likelihood of Failure

The first step in assessing tree risk involves determining the likelihood that the tree or tree part will fail within the specified time frame. Site factors, such as slope, soil texture and saturation, and recent grading or tree removals, are considered in tandem with tree factors such as health, species-specific failure profile, damage, and structural defects. The likelihood of failure is then characterized as either:

- **Improbable** – The tree or tree part is not likely to fail during normal weather conditions and may not fail in extreme weather conditions within the specified time frame.
- **Possible** – Failure may be expected in extreme weather conditions, but it is unlikely during normal weather conditions within the specified time frame.
- **Probable** – Failure may be expected under normal weather conditions within the specified time frame
- **Imminent** - Failure has started or is most likely to occur in the near future even without significant wind or increased load.

Likelihood of Target Impact

The next step is to determine how likely it is that the tree or tree part in question will impact a target if it fails. This involves consideration of the potential targets located around a tree, which may include fixed structures such as houses or playground equipment with a constant occupancy rate and mobile targets such as people or vehicles with lower occupancy rates, as well as an assessment of where a tree or tree part will land if it fails. Protection (e.g. a roof, direction of fall) to the target is also taken into consideration. The likelihood of target impact is then characterized as either:

- **Very Low** – The chance of the failed tree or tree part impacting the specified target is remote.
- **Low** – There is a slight chance that the failed tree or tree part will impact the target.
- **Medium** – The failed tree or tree part could impact the target, but it is not expected to do so.
- **High** – The failed tree or tree part is likely to impact the target.

## Appendix A

Combined Likelihood of Failure & Target Impact

The likelihood of failure and the likelihood of impacting a target are combined using the matrix below to determine the likelihood of failure impacting a target.

Consequence of Failure & Target Impact

The consequences of a tree failing and striking a target are a function of the value of the target and the amount of injury, damage,

or disruption that could be caused by the failure and impact. Considerations when determining potential consequences include the size of the part which may fail, the fall distance, characteristics of the target, and whether there are any structures which may protect the target. Consequences of failure and target impact are characterized as either:

- *Negligible* – Does not result in personal injury, involves low-value property damage, or disruptions that can be replaced or repaired.
- *Minor* – Involves minor personal injury, low- to moderate-value property damage, or small disruption of activities.
- *Significant* – Involves substantial personal injury, property damage of moderate- to high-value, or considerable disruption of activities.
- *Severe* – Involves serious personal injury, high-value property damage, or major disruption of important activities.

**Risk Rating**

The combined likelihood of failure & target impact is then combined with the consequence of failure & target impact in the matrix, below, to produce a risk rating. There may be multiple modes of potential tree failure and multiple targets to consider, and each combination of failure and target will result in a different risk rating. The overall highest risk rating is usually used as the risk rating for the tree

Likelihood of Failure & Target Impact	Consequences			
	Negligible	Minor	Significant	Severe
Very Likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	Extreme
Somewhat Likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low



## **Risk Mitigation, Prioritization, and Residual Risk**

Once a risk rating is assigned, the final step is to determine whether risk mitigation is necessary and prioritize risk mitigation work. Extreme and High-Risk trees should be managed first, followed by Moderate Risk trees as time and budgets allow, or as deemed necessary by the tree manager. Low Risk trees can typically be maintained during routine maintenance cycles or when time and budgets allow.

Risk mitigation can take many forms. Common methods of mitigation include tree removal or pruning to remove parts that may fail. Other forms of mitigation may include cabling and/or bracing weak branch unions, moving targets such as sheds or play equipment outside the anticipated impact zone, excluding targets from the impact zone using fencing or other barriers, and/or monitoring the tree. Ultimately, it is up to the tree manager to decide what mitigation techniques are appropriate for each tree and what level of risk is acceptable.

Residual risk is the risk remaining after mitigation and considering the residual risk after a mitigation action may help tree managers determine the best actions to take. For example, a tree with a large dead limb over a busy intersection might have a High-Risk rating, but removal of that limb would sufficiently mitigate the risk such that the residual risk is low. In this case, it may be best to remove the dead limb but retain the tree. In other cases, there may not be any mitigation option short of tree removal which will reduce risk to an acceptable level, in which case the tree should be removed.

# City of Buchanan Tree Ordinance

## ARTICLE II. - TREES

### DIVISION 1. - GENERALLY

#### Sec. 106-26. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Large trees* means those attaining a height of 45 feet or more.

*Medium trees* means those attaining a height of 30 to 45 feet.

*Municipal arborist* means the superintendent of the department of parks and cemetery, or other qualified designated official of the city, assigned to carry out the enforcement of this article.

*Park* means all public parks having individual names.

*Principal thoroughfare* means any street upon which trucks are not prohibited.

*Property line* means the outer edge of a street or highway.

*Property owner* means the person owning such property as shown by the county auditor's plat of the county.

*Public places* means all other grounds owned by the city.

*Public trees* means all shade and ornamental trees now or hereafter growing on any street or any public areas where otherwise designated.

*Small trees* means those attaining a height of 20 to 30 feet.

*Street or highway* means the entire width of every public way or right-of-way when any part thereof is open to the use of the public, as a matter of right, for purposes of vehicular and pedestrian traffic.

*Treelawn* means that part of a street or highway, not covered by sidewalk or other paving, lying between the property line and that portion of the street or highway usually used for vehicular traffic.

*Trees* means trees, bushes and shrubs.

*Vegetation* means recognized ornamental perennials not exceeding 16 inches in height.

(Comp. Ords. Rev. 1991, § 35.212; Ord. No. 2017.06/403, 6-26-17)

**Cross reference**— Definitions generally, § 1-2.

Sec. 106-27. - Obstruction; pruning of trees.

- (a) *Duty of owner.* It shall be the duty of any person owning or occupying real property bordering on any street upon which property there may be trees, to prune such trees in such a manner that they will not obstruct or shade the street lights, obstruct the passage of pedestrians on sidewalks, obstruct vision of traffic signs, or obstruct view of any street or alley intersection. The minimum clearance of any overhanging portion thereof shall be ten feet over sidewalks, and 12 feet over all streets except truck thoroughfares which shall have a clearance of 16 feet.
- (b) *Notice to prune.* Should any person owning real property bordering on any street fail to prune trees as provided in subsection (a) of this section, the city manager or his/her appointee shall provide a notice ordering such person, within ten days after receipt of written notice, to so prune such trees.
- (c) *Service of notice.* Such notice shall be deemed to be properly served if a copy thereof is:
  - (1) Delivered personally;
  - (2) Sent by certified or first-class mail addressed to the last known address; or
  - (3) If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place in or about the structure affected by such notice.
- (d) *Failure to comply.* When a person to whom a notice order is directed shall fail to comply within the specified time, it shall be lawful for the city to prune such trees, and the cost thereof shall be assessed to the owner as provided by law.

(Comp. Ords. Rev. 1991, § 35.216; Ord. No. 2016.01/398, 1-11-16)

Sec. 106-28. - Abuse, mutilation of public trees.

Unless specifically authorized by the municipal arborist, no person shall intentionally damage, cut, carve, transplant, or remove any tree; attach any

rope, wire, nails, advertising posters, or other contrivance to any tree; allow any gaseous liquid, or solid substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree.

(Comp. Ords. Rev. 1991, § 35.217)

Sec. 106-29. - Protection of trees.

No person shall excavate any ditches, tunnels, trenches, or lay any drive within a radius of ten feet from any public tree without first obtaining a written permit from the municipal arborist.

(Comp. Ords. Rev. 1991, § 35.219)

Sec. 106-30. - Placing materials on public property.

No person shall deposit, place, store or maintain upon any public place of the city any stone, brick, sand, concrete, or other materials which may impede the free passage of water, air, and fertilizer to the roots of any tree growing therein, except by written permit of the municipal arborist.

(Comp. Ords. Rev. 1991, § 35.220)

Sec. 106-31. - Penalty.

Any person violating or failing to comply with any of the provisions of this article shall be guilty of a misdemeanor, and upon conviction thereof shall be fined a sum as provided in section 1-15 of this Code.

(Comp. Ords. Rev. 1991, § 35.221)

Secs. 106-32—106-40. - Reserved.

DIVISION 2. - MUNICIPAL ARBORIST

Sec. 106-41. - Duties.

The municipal arborist shall have the authority to promulgate the rules and regulations of the arboricultural specifications and standards of practice governing the planting, maintenance, removal, fertilization, pruning and bracing of trees on the streets or other public sites in the city, and shall direct, regulation and control the planting, maintenance, and removal of all trees and vegetation growing now or hereafter in any public area of the city. He shall cause the

provisions of this article to be enforced. In his absence these duties shall be the responsibility of a qualified alternate designated by the city.

(Comp. Ords. Rev. 1991, § 35.213; Ord. No. 2017.06/403, 6-26-17)

Sec. 106-42. - Authority.

- (a) The municipal arborist shall have the authority and jurisdiction of regulating the planting, maintenance and removal of trees on streets and other publicly owned property to insure safety or preserve the aesthetics

of such public sites.

- (b) The municipal arborist shall have the authority and it shall be his duty to supervise or inspect all work done under a permit issued in accordance with the terms of this article.
- (c) The municipal arborist shall have the authority to affix reasonable conditions to the granting of a permit in accordance with the terms of this article.
- (d) The municipal arborist shall have the authority to formulate a master street tree plan with the advice, a hearing, and approval of the city commission. The master street tree plan shall specify the species of tree to be planted on each of the streets or other public sites of the city. From and after the effective date of the master street tree plan, or any amendment thereof, all planting shall conform thereto.
  - (1) The municipal arborist shall consider all existing and future utility and environmental factors when recommending a specific species for each of the streets and other public sites of the municipality.
  - (2) The municipal arborist, with the approval of the city commission, shall have the authority to amend or add to the master street tree plan at any time that circumstances make it advisable.

(Comp. Ords. Rev. 1991, § 35.214)

#### Sec. 106-43. - Interference with.

No person shall hinder, prevent, delay or interfere with the municipal arborist or any of his assistants while engaged in carrying out the execution or enforcement of this article; provided, however, that nothing in this article shall be construed as an attempt to prohibit the pursuit of any remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the city.

(Comp. Ords. Rev. 1991, § 35.218)

#### Sec. 106-44. - Promulgation of rules, regulations.

The municipal arborist shall have the authority to promulgate the rules and regulations of the arboricultural specifications and standards of practice governing the planting, maintenance, removal, fertilization, pruning, and bracing of trees on the streets or other public sites in the city. Copies of these rules and regulations shall be on file in the office of the city clerk.

(Comp. Ords. Rev. 1991, § 35.230)

#### Secs. 106-45—106-55. - Reserved.

### DIVISION 3. – PERMITS

#### Sec. 106-56. - Planting and maintenance.

- (a) No person shall plan, spray, fertilize, preserve, prune, remove, cut above ground, or otherwise disturb any tree on any street or city-owned property or plant any form of vegetation on city-owned property or in the public right-of-way without first filing an application and procuring a permit from the municipal arborist or otherwise specified municipal authority. The person receiving the permit shall abide by the arboricultural specifications and standards of practice adopted by the municipal arborist.
- (b) Application for permits must be made at the office of the municipal arborist not less than 48 hours in advance of the time the work is to be done.
- (c) Standards of issuance. The municipal arborist shall issue the permit provided for in this section if, in his judgment, the proposed work is desirable and the proposed method and workmanship thereof are of a satisfactory nature. Any permit granted shall contain a definite date of expiration and the work shall be completed in the time allowed on the permit and in the manner as therein described. Any permit shall be void if its terms are violated.
- (d) Notice of completion shall be given within five days to the municipal arborist for his inspection.
- (e) The application required in this section shall state the number of trees to be set out; the location, grade, species, cultivar or variety of each tree; the method of planting; and such other information as the municipal arborist shall find reasonably necessary to a fair determination of whether a permit should be issued.
- (f) Whenever any tree shall be planted or set out in conflict with the provisions of this section, it shall be lawful for the municipal arborist to remove or cause removal of the same, and the exact cost thereof shall be assessed to the owner as provided by law.
- (g) The application required in this section shall state the number and kinds of trees to be sprayed, fertilized, pruned, or otherwise preserved; the kind of treatment to be administered; the composition of the spray material to be applied; and such other information as the municipal arborist shall find reasonably necessary to a fair determination of whether a permit should be issued.

(Comp. Ords. Rev. 1991, § 35.215; Ord. No. 2017.06/403, 6-26-17)

Sec. 106-57. - Removal, replanting and replacement.

- (a) Wherever it is necessary to remove a tree from a treelawn in connection with the paving of a sidewalk, or the paving or widening of the portion of a street or highway used for vehicular traffic, the city shall replant such trees or replace them. Provided that conditions prevent planting on treelawns, this requirement will be satisfied if any equivalent number of trees of the same size and species as provided for in the arboricultural specifications are planted in an attractive manner on the adjoining property.
- (b) No person or property owner shall remove a tree from the treelawn for the purpose of construction or for any other reason, without first filing an application and procuring a permit from the municipal arborist, and without

replacing the removed tree or trees in accordance with the adopted arboricultural specifications. Such replacement shall meet the standards of size, species and placement as provided for in a permit issued by the municipal arborist. The person or property owner shall bear the cost of removal and replacement of all trees removed.

(Comp. Ords. Rev. 1991, § 35.215)

# CITY OF BUCHANAN

## Urban Forestry Plan Cultivating a Resilient and Livable City

### Implementation Playbook

### 2025 Field Guide

A Plain-Language Companion to the 2025 Urban Forestry Plan



## Table of Contents

Section 1 – Purpose & Connection to the Urban Forestry Plan

Section 2 – Who Does What (Roles + Activity-Level RACI)

Section 3 – Annual Forestry Calendar (Aligned to Fiscal Year)

Section 4 – Tree Inventory Database Usage Guide

Section 5 – Recordkeeping & Data Protocols

Section 6 – Community Engagement & Communication

Section 7 – Funding & Grants Quick Guide

Section 8 – Annual Work Plan Template

Section 9 – Annual Forestry Report Template

Section 10 – Continuous Improvement & Review Cycle

## Section 1 – Purpose & Connection to the Urban Forestry Plan

This Playbook is the companion to the City of Buchanan’s 2025 Urban Forestry Plan. It translates the Plan’s goals into clear actions for city leadership, the Department of Public Works (DPW), the Planning Commission, the Buchanan Tree Friends (BTF), and residents. Success means planting and maintaining the right trees, updating data, and communicating progress clearly.

## Section 2 – Who Does What (Roles + Activity-Level RACI)

**R = Responsible • A = Accountable • C = Consulted • I = Informed**

Key Activity	City Commission	City Manager	DPW	Planning Commission	Tree Friends	Residents
Urban Forestry Budget & Funding	R	A	C	I	C	
Tree Planting & Replacement	I	A	R	C	R	C
Tree Maintenance & Pruning	I	A	R	C	C	
Tree Inventory Data Management		A	R	C	C	
Volunteer & Community Engagement	I	C	C		R	I
Public Outreach & Education	I	C	C		R	I
Annual Forestry Report & Presentation	A	R	R	C	C	I
Grant & Cost-Share Program Management	I	A	C	C	R	
Plan Review & Continuous Improvement	A	R	C	C	C	I

### Section 3 – Annual Forestry Calendar (Aligned to Fiscal Year: July–June)

Month	Focus & Priority Tasks
July	Kick off new fiscal year. Begin mid-season watering, pruning, and maintenance. Update tree inventory database carry-forward items.
August	Continue maintenance; monitor planting survival; community watering outreach; spot inspections; annual tree/windshield survey.
September	Prepare for fall planting; order and stage new trees; recruit volunteers; resident outreach.
October	Major fall planting events; site prep; school and community engagement.
November	Finish planting and mulching; compile annual data; inventory cleanup; progress review.
December	Data entry catch-up; finalize estimates for next year; public recognition of volunteers.
January	Annual planning meeting; set next year's targets; discuss any anticipated infrastructure projects; review prior performance; integrate into FY budget.
February	Finalize forestry budget requests; coordinate with City Manager/Finance; early outreach for summer.
March	Spring prep — order trees, engage volunteers, plan Arbor Day, prep planting maps.
April	Spring planting (weather permitting); activate watering systems; Arbor Day engagement.
May	Continue planting and watering cycles; inspections; volunteer watering rounds; data logging.
June	Final maintenance; prune where possible; finalize annual report draft; handoff to new fiscal year.

## Section 4 – Tree Inventory Database Usage Guide

The central database for Buchanan’s street and park trees that the city currently uses TreeKeeper software. Use TreeKeeper or any subsequently used software to log plantings, removals, pruning, and inspections. Keep data current to support budgeting and reporting.

- DPW: Log all plantings, removals, pruning, and responses to resident-initiated tree requests within 10 business days.
- Tree Friends: Log volunteer maintenance and event activity; flag concerns.
- Planning/Clerk: Maintain backup exports quarterly to the city’s shared drive.
- Reports: Use TreeKeeper exports to populate the Annual Forestry Report (Section 9).Section 5 – Recordkeeping & Data Protocols

## Section 5 – Recordkeeping & Data Protocols

Good records protect the city and improve planning. Follow these minimum standards:

- Enter all work (plant, prune, remove) in the tree inventory database within 10 business days.
- Conduct annual windshield assessments and update condition/risk flags.
- Attach notes/documents for infrastructure conflicts and resolutions.
- Assign a primary and backup data steward to avoid lapses.
- Produce a quarterly update/audit of forestry activity

## Section 6 – Community Engagement & Communication

Build visibility and momentum with three anchor touchpoints each year and light, regular updates.

- **\*\*Arbor Day (April):\*\*** Education, planting demonstration, and Tree City USA recognition.
- **\*\*Summer Watering Day (July):\*\*** Volunteer watering blitz, check tree bags, spotlight “Tree of the Month.”
- **\*\*Fall Planting Weekend (October):\*\*** Neighborhood plantings; pair with school and service group participation.

## Section 7 – Funding & Grants Quick Guide

Target a balanced mix: 35% removals, 35% maintenance, 20% planting, 10% admin. Augment general operating funds with grants, tribute tree purchases, and donations:

- Michigan DNR Urban & Community Forestry grants
- Great Lakes Restoration Initiative (GLRI) grants
- Arbor Day Foundation opportunities
- Tribute Tree and Resident Cost-Share Programs
- Local business sponsorships (in-kind watering, materials)

## Section 8 – Annual Work Plan Template

Use this each January to set targets and owners for the new fiscal year.

Goal Category	Annual Target	Responsible Party	Budget Source	Status (✓ Complete)
Tree Planting	50 trees planted (25 residential via cost-share)	DPW + Tree Friends	Grants + City Budget	
Maintenance	50 trees pruned; 100 trained	DPW	City Budget	
Removals	Based on natural mortality rates, Buchanan can expect roughly 20-30 tree removals/year.	DPW	City Budget	
Education	3 events; Tree City USA renewal	Tree Friends	Donations + Grants	
Recordkeeping	100% entries current by Dec 1	DPW (Data Steward)	—	

## Section 9 – Annual Forestry Report Template

Use this summary each July for the City Commission.

Metric	Value
Trees planted (total / residential / public):	____ / ____ / ____
Trees removed:	____
% inventory updated in TreeKeeper:	____ %
Volunteer hours:	____
Grant funds secured (\$):	\$____
Canopy diversity progress (e.g., % maples):	Maples: ____ %   Other: ____ %
Top 3 priorities for next fiscal year:	1) ____ 2) ____ 3) ____

## Section 10 – Continuous Improvement & Review Cycle

Each January, review results and update the Annual Work Plan. Every five years, update the full Urban Forestry Plan with new canopy and inventory data. Capture lessons learned and carry them forward.

# Memorandum



Date: 12/1/2025  
To: City Commission  
From: Kalla Langston-Weiss, City Clerk  
Subject: Adult Use Marijuana Establishment Permit Application

---

## Overview

The city received a new application for an Adult Use Retailer permit from Mint Seven, LLC on November 24, 2025. The required non-refundable permit fee of \$5,000 has been paid. The applicant seeks approval to operate a marijuana retail establishment at 221 E. Front Street, Buchanan, MI 49107, which was formerly known as Pinnacle Emporium. The applicant states that the business will operate within an existing structure, with no new construction proposed.

The application includes a notarized certification dated November 10, 2025, signed by Fadi Kenaya, the owner, affirming compliance with all local and state regulations. The application is in good standing, and background checks are currently pending.

Noah Harfouch, the compliance officer, along with owner Fadi Kenaya, will be attending the meeting remotely to address any questions the Commission may have.

## Recommendation

I recommend that the City Commission approve the new /transferred permit, contingent upon the completion of background checks.

# Memorandum



Date: 11/26/2025  
To: City Commission  
From: Fire Department  
Subject: Self-Contained Breathing Apparatus

---

## Overview

The City of Buchanan Fire Department solicited bids for the purchase of new Self-Contained Breathing Apparatus (SCBA) equipment to meet current NFPA and NIOSH safety standards. One complete bid response was received from MacQueen Equipment.

## Bid Summary

According to the submitted proposal (MacQueen Equipment, dated November 20, 2025), the quote includes the following items:

- (5) MSA G1 SCBA 45 units – \$8,000 each
- (10) 45-minute 4500 psi Carbon Fiber Cylinders – \$1,500 each
- (20) Medium Facepieces with Neckstrap – \$500 each
- (1) SCBA Charging Station (6-bank) – \$960
- (2) Lithium Battery Packs – \$500 each

The bid lists a delivery timeline of 20–60 days and confirms that all equipment meets NFPA 2025 edition of NFPA-1970 and NIOSH 42 CFR requirements.

## Total Bid Price

The total quoted amount is: \$59,460.00 (5 sets)  
(as shown on page 3 of the proposal)

## Recommendation

The Fire Department has reviewed the bid and confirmed that the proposed equipment meets all required specifications, replaces aging units currently in service, and complies with updated safety standards. MacQueen Equipment is a recognized regional vendor with reliable support and service history.

I recommend that the City Commission approve the bid from MacQueen Equipment in the amount of \$59,460.00 for the purchase of SCBA units and related components. Approval will allow the Fire Department to proceed with procurement and ensure critical safety equipment is updated without delay.

## ATTACHMENT A

## Request for Bids

## PROPOSAL FORM

Indicate your price per item below for the requested products or most similar offered.  
Please attach item specifications for item substitutions.

Item No.	Description	Price Per Unit
1	(5) Five Self-Contained Breathing Apparatus Sets	\$8,000.00
2	(10) Ten 45 minute 4500psi carbon fiber cylinders with quick-connect	\$1,500.00
3	(20) Twenty facepieces 4 pt w/ neckstrap - Medium	\$500.00
4	(1) One Charging Station – 6 Bank	\$960.00
5	(2) Two Lithium Battery Packs	\$500.00

Net Total: \$ \$59,460.00

Delivery timeline: 20 to 60 Days

Additional information (optional): The above Net Price includes total quantities based on the per unit price. These are NFPA 2025 Edition of NFPA-1970 Standard and NIOSH under 42 CFR.



## ATTACHMENT A



**Ship To:** Buchanan City Fire Department  
 ATTN: Pat Fellows  
 105 W Front St  
 Buchanan, MI 49107

**Invoice To:** BUCHANAN CITY FIRE DEPT  
 105 W FRONT ST  
 BUCHANAN MI 49107

Attention: PAT FELLOWS

MacQueen  
 350 Austin Circle  
 Delafield, WI 53018  
 (262) 646-5911  
 Fax: (262) 646-5912

Branch 16 - DELAFIELD, WI		
Date 11/20/2025	Time 14:45:47 (O)	Page 1
Account No BUCHA005	Phone No 2693557876	Est No 01 046892
Ship Via BEST WAY		Purchase Order QUOTE 1
Tax ID No		
		Salesperson 402 / 555

ESTIMATE EXPIRY DATE: 12/20/2025

**PARTS ESTIMATE - NOT AN INVOICE**

Part#	Description	U	Qty	Price	Amount
*PLEASE CONTACT YOUR SALES REP, JOHN GODUSH WITH ANY QUESTIONS: 269-757-2334 (CELL), OR EMAIL JOHN.GODUSH@MACQUEENGROUP.COM * * REFERENCE NUMBER: 046892					
A-G1FS444MA2C2LAR	MSA G1 SCBA- 45		5	8000.00	40000.00
	MSA G1 SCBA- 4500PSI QUICK CONNECT REMOTE, SERVC. TUNNEL HARNESS, METAL BAND, ADJ.SWVL LUMBAR, SOLID CVR-LEF CONTINUOUS REG.HOSE, EXTENDAIRE II UEBSS SPEAKER MODULE LEFT CHEST PASS RIGHT SHLDR RECHARGEABLE BATTERY				
10175708	MSA G1 H45 LP		5	1500.00	7500.00
	MSA G1 SCBA H45 LOWPRO CYLINDERS W/QC ADPT, 4500 PSIG				
10161810	MSA G1 MD FCPC		20	500.00	10000.00
	MEDIUM FACEPIECE 4PT W/ NECKSTRAP				
10158385	MSA G1 CHARGING		1	960.00	960.00
	MSA G1 CHARGING STATION-6 BANK				
10148741-SP	MSA G1 LITHIUM		2	500.00	1000.00
	MSA G1 LITHIUM BATTERY PACK				
10175708.2505	MSA G1 H45 LP		5	N/A	N/A
	MSA G1 SCBA H45 LOWPRO CYLINDERS W/QC ADPT, 4500 PSIG				
10126742	MSA FP BAG		20	N/A	N/A
FRT	SHIP & HNDLING		1	N/A	N/A
*	DEL. 20-60 DAYS		1	N/A	N/A

VisitUsOnline  
[www.macqueengroup.com](http://www.macqueengroup.com)

## ATTACHMENT A



**Ship To:** Buchanan City Fire Department  
 ATTN: Pat Fellows  
 105 W Front St  
 Buchanan, MI 49107

**Invoice To:** BUCHANAN CITY FIRE DEPT  
 105 W FRONT ST  
 BUCHANAN MI 49107

Attention: PAT FELLOWS

MacQueen  
 350 Austin Circle  
 Delafield, WI 53018  
 (262) 646-5911  
 Fax: (262) 646-5912

Branch 16 - DELAFIELD, WI		
Date 11/20/2025	Time 14:45:47 (O)	Page 2
Account No BUCHA005	Phone No 2693557876	Est No 01 046892
Ship Via BEST WAY		Purchase Order QUOTE 1
Tax ID No		
		Salesperson 402 / 555

ESTIMATE EXPIRY DATE: 12/20/2025

**PARTS ESTIMATE - NOT AN INVOICE**

<u>Part#</u>	<u>Description</u>	<u>U</u>	<u>Qty</u>	<u>Price</u>	<u>Amount</u>
Subtotal:					59460.00
Tax:					.00
TOTAL:					59460.00

Authorization: \_\_\_\_\_

VisitUsOnline  
[www.macqueengroup.com](http://www.macqueengroup.com)

# Memorandum



Date: December 4, 2025

To: Buchanan City Commission

From: Tony McGhee

Subject: Lease and Potential Sale of North South Area of

## Background and Purpose

The portion of the Dewey Street right of way proposed for lease serves primarily as an access drive to Building 324. While it is part of the public right of way, its day-to-day function is more consistent with a private access drive than a public street segment that provides broad public benefit. Leasing the area now, and moving toward a future sale, better aligns ownership and responsibility with how the property is actually used. It also allows Building 324 to advance planned improvements at the site, including additional parking and improved traffic movement, as part of the development of a new event space for the community.

## Public Benefit and Rationale

Staff views the lease and eventual sale as a practical and beneficial step for the City for several reasons.

First, it allows the public to remove itself from capital and maintenance costs associated with an area that primarily provides a private benefit. This includes ongoing upkeep and any long term replacement responsibilities that typically come with maintaining a right of way.



Second, it supports private investment that will improve circulation and parking at the property, and supports the planned event space improvements. These improvements will

## Memorandum

add activity and bring additional visitors into the downtown area while improving site function and safety.

Third, it is the City's intent to lease the area at no taxable value given its current function as an access drive. That said, this would change if revenue generating investments are made on the subject property, such as leasable building space or other income producing improvements. In that situation, the taxable status and valuation would be evaluated consistent with applicable assessing practices.

In short, this is a win-win situation where the City reduces long term obligations in an area that is not providing meaningful public right of way value, while supporting a project that provides community benefit through reinvestment and improved use of the property.

### Lease Terms

Key terms of the proposed lease include the following:

- Term: Three years
- Annual Lease Rate: \$1
- Purpose: Interim step toward eventual sale of the leased right of way area to Building 324
- Easement Requirement: The lease and eventual sale will include granting the City a 10 foot easement for the operation and maintenance of the portion of the McCoys Creek Trail that runs through this area. The easement is intended to be along the westerly side of the existing right of way.
- Taxable Value Intent: The intent is to lease the area at no taxable value given its current use as an access drive. This may change if revenue generating improvements are constructed, such as leasable building space.

### Trail Easement Location

The draft lease includes a proposed easement location as a placeholder. The final 10 foot easement location will be negotiated by the City Manager as part of lease execution. It is important to note that the easement will not follow the exact western edge of the right of way as shown in the placeholder exhibit, since a portion of that area is within the creek itself. The intent is to secure a workable, maintainable trail corridor for the City that supports continued public access and allows the City to operate and maintain the trail segment.

**Memorandum****Recommendation**

Staff recommends the City Commission approve the proposed three year lease of the identified portion of the Dewey Street public right of way to Building 324 at an annual lease rate of \$1, and authorize the City Manager to sign and execute the lease on behalf of the City, including authority to negotiate the final location of the 10 foot McCoys Creek Trail easement during lease execution.

**Attachment A:      Proposed Draft Lease**

# Attachment A



**DRAFT****GROUND LEASE AGREEMENT**

THIS GROUND LEASE AGREEMENT ("Lease") is entered into and effective November \_\_, 2025 ("Commencement Date"), by and between the City of Buchanan, a Michigan municipal corporation ("Lessor"), and Building 324, LLC, a Michigan limited liability company ("Lessee").

1. Leased Premises. Lessor hereby leases to Lessee and Lessee hereby leases from Lessor under the terms and conditions set forth in this Lease that area of land described as the "Proposed Lease Area" located the City of Buchanan as more particularly described in Exhibit A attached to this Lease and made a part hereof ("Leased Premises"), except that portion of land running along the southwesterly boundary of the Leased Premises as more particularly described as the "Non-Motorized Path Easement" ("Path") in Exhibit A attached to this Lease and made a part hereof. Lessee's Use, as defined in this Lease, shall at no time in any manner block, occupy, use, intrude upon, encroach upon or obstruct the Path.

Lessee's occupancy and use of the Leased Premises shall at all times be subject to such ingress, egress, underground utilities, and any other purposes for which there are easements of record or as required by City Ordinances.

2. Survey and City Easement. The City shall incur all survey costs and fees necessary for entering into and recording this Lease.

3. Cooperation. Lessor agrees to cooperate with Lessee in obtaining, at Lessee's expense, all licenses and permits required for Lessee's use of the Leased Premises ("Governmental Approval(s)").

4. Use. The Leased Premises may be used by Lessee for the non-permanent construction, use, and operation of an access drive, motor vehicle parking area, and outdoor space ("Use") that comply with all City of Buchanan general and zoning ordinances and approval requirements and conditions. Notwithstanding anything contained herein, Lessor does not waive any City of Buchanan zoning or other ordinance approvals required for the Use and this Lease shall not be construed as representing any determination on Lessee's entitlement to such approvals.

5. Initial Term. The initial term of this Lease shall be three (3) years commencing on the Commencement Date and terminating the day before the third (3rd) anniversary of the Commencement Date ("Initial Term"). The parties agree that the City may at any time at its discretion and expense record this Lease with the Register of Deeds.

6. Renewal Terms/Option to Purchase. Provided it is not in default of any provision of this Lease, Lessee may seek an extension of the Initial Term of this Lease for one (1) additional three (3) year term ("Renewal Term"), subject to the City's sole discretion and only as permitted by the City Charter and Ordinances. The Renewal Term shall be on the same terms and conditions as set forth in this Lease. The Initial Term and

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Renewal Term shall collectively be referred to herein as the “Term.” In the alternative, at the end of the Term, Lessee may opt to offer to purchase the Leased Premises at fair market value, which offer shall be subject to all procedures for the proposed sale of City real property under the City Charter, City Ordinance and state law.

7. Rent. Beginning on the Commencement Date, during the Initial Term of this Lease, Lessee shall pay to Lessor an annual rental amount of One and 00/100 Dollars (\$1.00) (“Rent”). Rent shall be payable in advance, with subsequent payments to be made on or before each anniversary of the Commencement Date thereafter. Payments shall be remitted to the address shown for Lessor in this Lease, or such other address as Lessor may direct by written notice to Lessee. A payment of Rent received by Lessor more than fifteen (15) days after it is due shall include an administrative late charge equal to five (5%) of the required payment.

8. Conditions Subsequent. In the event that Lessee’s Use of the Leased Premises is legally prohibited through no fault of Lessee, then upon the expiration of sixty (60) days from Lessee’s written notice to Lessor of that prohibition and documentation of same, this Lease shall terminate and be of no further force or effect.

9. Improvements; Utilities, Access and Other Easements.

(a) Lessee shall have the right at Lessee’s sole cost and expense, to erect and maintain on the Leased Premises non-permanent improvements, personal property and facilities consistent with the Use allowed by Paragraph 4 and the any site plan approved under the City of Buchanan Zoning Ordinance and regulatory approval process. Lessee shall, upon expiration of the Term, or within ninety (90) calendar days after any earlier termination of the Lease remove all footings, structures, equipment, conduits, fixtures, improvements and all personal property placed in or on the Leased Premises and restore the Leased Premises to the original, pre-Rent Commencement Date condition. Lessor may waive the removal requirement for one or more installations or parts thereof by written notice to Lessee. At Lessor’s option, any property of the Lessee that remains on the Leased Premises after ninety (90) days following the expiration or earlier termination of this Lease, may be deemed abandoned by the Lessee and shall thereafter be owned by the Lessor without further consent of the Lessee and without any reimbursement of payment to Lessee.

(b) Lessee shall have the right to install utilities, at Lessee’s expense, and to improve present utilities on the Leased Premises. Lessee shall have the right to place utilities on (or to bring utilities across or under) any easement, without disturbing any existing easement uses, to service the Leased Premises. Lessee shall have access to the Leased Premises twenty-four (24) hours per day, seven (7) days per week.

10. Termination. Except as otherwise provided herein, this Lease may be terminated upon written notice as follows:

(a) By either party upon a default of any covenant or term hereof by the other party, which default is not cured within sixty (60) calendar days of receipt of written notice of default (without however, limiting any other rights available to the parties pursuant to any other provisions of this Lease); provided, that if the defaulting party commences efforts to cure the default within such period and diligently pursues curing of the default to completion within a reasonable time period agreed to by the non-defaulting party, the nondefaulting party shall no longer be entitled to terminate this Lease based on that default. No written notice of default shall be required and no right to cure shall apply to Lessee’s duties or obligations under Paragraphs 1, 4 and/or 13 of this Lease;



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(b) Upon sixty (60) calendar days written notice by Lessee to Lessor, if Lessee is unable to obtain or maintain through no fault of Lessee, any license, permit or other Governmental Approval necessary for the Use; or

(c) By Lessee for any reason upon one (1) year's advance written notice from Lessee to Lessor and payment of liquidated damages by Lessee to Lessor in the amount of the next annual Rent payment.

11. Taxes. Lessee shall pay any personal property taxes assessed on, or any portion of such taxes attributable to the Leased Premises and Use. Lessee shall also be responsible for paying its portion of all real estate taxes, special assessments, or similar taxes attributable to the Leased Premises. Nothing in this Section shall be construed as limiting Lessee's right to contest, appeal or challenge such taxes or assessments.

12. Condemnation. If a condemning authority takes all of the Leased Premises, or a portion sufficient to prevent the Use, this Lease shall terminate as of the date the title vests in the condemning authority. Lessee shall be entitled to file its own claims against the condemning authority for the value of its moving expenses, prepaid rent and business dislocation expenses. A sale of all or part of the Leased Premises to a purchaser with the power of eminent domain, in the face of the exercise of eminent domain power, shall be treated as taking by condemnation for the purpose of this paragraph.

13. Insurance. Lessee shall purchase and maintain in full force and effect throughout the Term, commercial general liability insurance with limits of liability of at least Two Million Dollars (\$2,000,000.00) in respect of bodily injury, including death, arising from any one occurrence and Two Million Dollars (\$2,000,000.00) in respect to damage to property arising from any one occurrence. Lessee shall provide a blanket additional insured endorsements to Lessor. Lessor, including its elected and appointed officers, employees and agents, shall be covered and listed additional named insureds by means of insurance policy endorsements or certificates on all of Lessee's liability insurance policies, including all liquor liability policies. If Lessee fails to provide written notice to Lessor of any cancellation of insurance coverage at least thirty (30) calendar days of the effective date of cancellation Lessor may in its sole discretion immediately terminate this Lease without prior notice or opportunity to cure and Lessee shall immediately discontinue the Use. Lessee shall furnish to Lessor certificates of insurance and or endorsements confirming the insurance coverages required throughout the term of this Lease identifying Lessor, including its elected and appointed officers, employees and agents, as additional insured. Lessee's failure, refusal, or inability to maintain the insurance coverages required under this Lease or provide the required endorsements or certificates of insurance coverage shall constitute a material breach of this Lease and the City may at its sole discretion terminate this Lease immediately without prior notice or opportunity to cure and Lessee shall immediately discontinue the Use. At Lessor's sole option, should Lessee fail to maintain all required insurance on the premises, Lessee is authorized to either pay the premium on Lessor's policies, or obtain any required policy. Lessee shall then reimburse Lessor all premiums actually paid by Lessor for the required insurance coverages, which Lessee shall pay as additional rent which is due and owing within thirty (30) days of written notice of Lessor's payment of the same with a copy of the paid invoice. Should Lessee fail or refuse to maintain the insurance coverages required under this Paragraph 13 or fail or refuse to make payment to Lessor within thirty (30) days of the written notice, Lessor may issue a 7-day demand for possession for nonpayment of rent and seek an eviction thereafter if not paid. At Lessor's sole discretion, regardless of Lessor's decision to obtain or pay for insurance following Lessee's failure to maintain the same, such shall be considered a material breach of the Lease that will permit Lessor, at Lessors' sole option to alternatively issue a 30-day notice to quit and to thereafter seek termination of the tenancy.

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14. Lessee's Environmental Covenants and Indemnity. As used in this Lease, the term "Hazardous Materials" shall mean any hazardous or toxic substance, material or waste which is, or becomes designated as such in the future or is regulated by any agency of the United States Government or by any local governmental authority having jurisdiction, including, without limitation, any substance, material or waste that is defined or designated as a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or the Clean Water Act. During the Term of this Lease, Lessee shall cause the presence, use, storage and/or disposal of any Hazardous Material, on or under the Leased Premises by Lessee, its agents, employees, business invitees, contractors or sublessees to be in compliance with all applicable laws, rules, regulations and orders. Lessee shall not install or permit the installation of any underground storage tanks on the Leased Premises. Lessee shall defend, indemnify, protect and hold Lessor harmless from and against all claims, costs, fines, judgments and liabilities, including, without limitation, reasonable attorney's fees and costs, arising out of or in connection with the presence, storage, use or disposal of Hazardous Materials on or under the Leased Premises to the extent caused by the acts, omissions or negligence of Lessee, its employees, business invitees, contractors or sublessees. The foregoing indemnity shall survive the expiration or earlier termination of this Lease.

15. Notices. All notices required or permitted under this Lease shall be in writing and shall be deemed received or effective upon personal delivery, or three (3) business days after being deposited in the U.S. Mail, registered or certified, and postage prepaid, or one (1) business day after being deposited with a recognized overnight delivery service. Such notices shall be addressed to the applicable party at its address shown below, or at such other address or addresses as either party shall designate to the other in writing in accordance with this paragraph:

As to Lessor: City of Buchanan  
Attn: City Manager  
302 N. Red Bud Trail,  
Buchanan, Michigan 49107

With a copy to: City of Buchanan  
Attn: City Clerk  
302 N. Red Bud Trail,  
Buchanan, Michigan 49107

As to Lessee: Building 324, LLC  
325 E. Front Street, Suite 118,  
Buchanan, Michigan 49107  
Attention: \_\_\_\_\_

16. Title. Lessor warrants and represents that: (i) it has the full right, power, and authority to execute this Lease; and (ii) it has good and marketable title to the Leased Premises subject to all easement(s) of record.

17. Assignment, Sublease, Insolvency. Lessee shall not, without the prior written consent of Lessor, lease or sublease, mortgage or grant a security interest in the Leased Premises or make a conditional assignment of this Lease to any such mortgagees or holders of security interests, including their successors and assigns (hereinafter, collectively referred to as "Secured Parties"). It shall be a default by Lessee under this Lease entitling Lessor to immediately terminate this Lease if Lessee makes an assignment for the benefit of creditors, or files a voluntary petition under any state or federal bankruptcy or insolvency law, or an involuntary petition alleging an act of bankruptcy or insolvency is filed against Lessee under any state or federal bankruptcy or insolvency law that is not dismissed within 90 days, or whenever a petition is filed by or against (to the extent not dismissed within 90 days) Lessee under the reorganization provisions of the

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United States Bankruptcy Code or under the provisions of any state or federal law of like import, or whenever a petition shall be filed by Lessee under any provisions of the United States Bankruptcy Code or similar state or federal law, or whenever a receiver of Lessee, or of, or for, the property of Lessee shall be appointed, or Lessee admits it is insolvent or is not able to pay its debts as they mature.

18. Successors and Assigns. Subject to Paragraph 17, this Lease shall run with the Leased Premises described on Exhibit "A-1" and shall be binding upon and inure to the benefit of the parties, their respective heirs, successors, personal representatives and assigns.

19. Waiver of Incidental and Consequential Damages. Neither party will assert any claim whatsoever against the other party for loss of anticipatory profits or any other indirect, special, incidental or consequential damages incurred as a result of the construction, maintenance, operation or use of the Leased Premises Lessee or otherwise arising from or relating to any provisions of or breach this Lease.

20. Self Help. Except as otherwise stated in this Lease and without limiting any rights to terminate this Lease, in case of a breach of any covenant or term hereof by either party, the other party may, in its sole discretion, elect to remedy the breach, which remedy shall not operate or be construed as a waiver of the rights herein to recover the cost of such remedy from the defaulting party by setoff or otherwise, and the defaulting party shall be responsible for any and all costs, expenses, reasonable attorney fees and litigation expenses as may be incurred by the non-defaulting party in performing the defaulting party's obligations hereunder.

21. Miscellaneous.

(a) Each party agrees to furnish to the other, within thirty (30) days after request, such truthful estoppel information as the other may reasonably request.

(b) This Lease constitutes the entire agreement and understanding of Lessor and Lessee with respect to the subject matter of this Lease, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendments to this Lease must be dated, in writing, and executed by Lessor and Lessee.

(c) If either Lessor or Lessee is represented by a broker in this transaction, that party shall be fully responsible for any fees due such broker and shall hold the other party harmless from any claims for commission by such broker.

(d) This Lease shall be construed in accordance with the laws of the State of Michigan.

(e) If any term of this Lease is found to be void or invalid, such invalidity shall not affect the remaining terms of this Lease, which shall continue in full force and effect.

(f) Lessor shall cooperate with Lessee in executing any documents necessary to protect Lessee's rights under this Lease or Lessee's use of the Leased Premises and in taking such action as Lessee may reasonably require to effect the terms and conditions of this Lease.

(g) This Lease may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties, it being understood that all parties need not sign the same counterpart. The parties agree that a scanned or electronically reproduced copy or image of this Lease shall be deemed an original.

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(h) The provisions of this Lease that by their nature are intended to survive its expiration or termination, including but not limited to Paragraphs 1, 9, 11, 14, 17, 20 and 21 will survive the expiration or termination of this Lease.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the date first written above.

WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
Print Name

LESSOR, CITY OF BUCHANAN:

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

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
Print Name

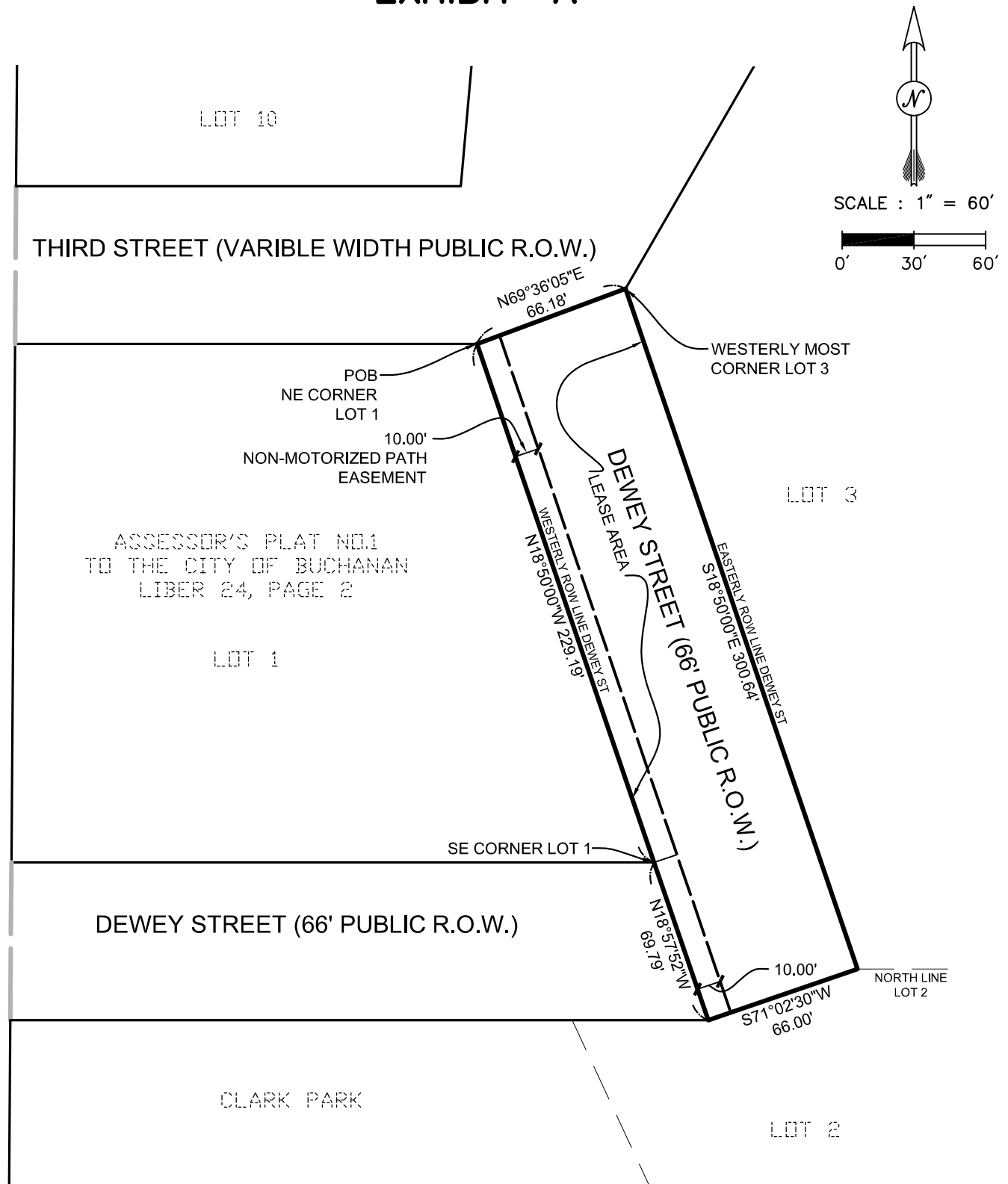
LESSEE, BUILDING 324, LLC

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

\_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

## EXHIBIT "A"



**Prein & Newhof**  
Engineers • Surveyors • Environmental • Laboratory

1707 South Park St. Suite 200 t. (269) 372-1158  
Kalamazoo, MI 49001 f. (616) 364-6955  
www.preinnewhof.com info@preinnewhof.com

LOCATED IN : SECTION 25  
TOWN 7 SOUTH, RANGE 18 WEST  
CITY OF BUCHANAN,  
BERRIEN COUNTY, MICHIGAN

Date : 9/25/2025  
Project No. 2190800

PAGE  
1 OF 2

# EXHIBIT "A"

## Proposed Lease Area:

An area of Land Located in Section 25, T. 7 S., R. 18 W., City of Buchanan, Berrien County, Michigan, being more particularly described as:

Beginning at the Northeast corner of Lot 1, Assessor's Plat No. 1 To The City of Buchanan, as Recorded in Liber 24 of Plats on Page 2, Berrien County Records; thence North 69°-36'-05" East, 66.18 feet to the Westerly most corner of Lot 3 of said Plat and the Easterly right-of-way line of Dewey St.; thence South 18°-50'-00" East thereon, 300.64 feet to the Northerly line of Lot 2 of said Plat and the Southerly right-of-way line of Dewey St.; thence South 71°-02'-30" West thereon, 66.00 feet; thence North 18°-57'-52" West, 69.79 feet to the Southeast corner of Lot 1 of said Plat and the Westerly right-of-way line of Dewey St.; thence North 18°-50'-00" West thereon, 229.19 feet to the Northeast corner of Lot 1 of said Plat and the place of beginning. Containing 19,829 sq. ft., more or less

## 10.00 foot Non-Motorized Path Easement:

The Westerly 10.00 feet of the following described parcel: Beginning at the Northeast corner of Lot 1, Assessor's Plat No. 1 To The City of Buchanan, as Recorded in Liber 24 of Plats on Page 2, Berrien County Records; thence North 69°-36'-05" East, 66.18 feet to the Westerly most corner of Lot 3 of said Plat and the Easterly right-of-way line of Dewey St.; thence South 18°-50'-00" East thereon, 300.64 feet to the Northerly line of Lot 2 of said Plat and the Southerly right-of-way line of Dewey St.; thence South 71°-02'-30" West, thereon, 66.00 feet; thence North 18°-57'-52" West, 69.79 feet to the Southeast corner of Lot 1 of said Plat and the Westerly right-of-way line of Dewey St.; thence North 18°-50'-00" West thereon, 229.19 feet to the Northeast corner of Lot 1 of said Plat and the place of beginning. Containing 2991 sq. ft., more or less

**Prein&Newhof**  
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1707 South Park St. Suite 200 t. (269) 372-1158  
Kalamazoo, MI 49001 f. (616) 364-6955  
www.preinnewhof.com info@preinnewhof.com

LOCATED IN : SECTION 25  
TOWN 7 SOUTH, RANGE 18 WEST  
CITY OF BUCHANAN,  
BERRIEN COUNTY, MICHIGAN

Date : 9/25/2025  
Project No. 2190800

PAGE  
2 OF 2

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	ABONMARCHE CONSULTANTS, INC. CONTRACTUAL Vnd: 0202 Invoice: 161350	Invoice: 161350 Ref#: 31639(MCCOY CREEK CULVERT - ENGINEERING SERVICE) 202-463.000-818.000 202-000.000-202.000	1,800.00	1,800.00
		Expected Check Run: 12/08/2025		1,800.00	1,800.00
11/30/2025	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 102061	Invoice: 102061 Ref#: 31636(WATER TREATMENT CHEMICALS) 592-591.000-743.000 592-000.000-202.000	1,153.66	1,153.66
		Expected Check Run: 12/08/2025		1,153.66	1,153.66
11/30/2025	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 102424	Invoice: 102424 Ref#: 31637(WATER TREATMENT CHEMICAL - DRUM RENTAL) 592-591.000-743.000 592-000.000-202.000	136.25	136.25
		Expected Check Run: 12/08/2025		136.25	136.25
11/30/2025	AP	ALS GROUP USA, CORP. LAB ANALYTICAL SERVICE Vnd: 1693 Invoice: 3313HN46427	Invoice: 3313HN46427 Ref#: 31638(NOVEMBER 2025 COPPER CHLORIDE SULFATE 5) 592-590.000-820.000 592-000.000-202.000	100.00	100.00
		Expected Check Run: 12/08/2025		100.00	100.00
11/30/2025	AP	ANNELISE GUSTAVSEN PUBLIC RELATIONS Vnd: MISC Invoice: 000020	Invoice: 000020 Ref#: 31640(FIRE PIT RENTAL - TAX EXEMPT) 101-700.000-885.000 101-000.000-202.000	400.00	400.00
		Expected Check Run: 12/08/2025		400.00	400.00
11/30/2025	AP	AT&T 269.695.5525 PEARS MILL 2696954028 - WWTP LANDLINE 2694098372 - WATER Vnd: 0153 Invoice: 11.16.25 Vnd: 0153 Invoice: 11.16.25	Invoice: 11.16.25 Ref#: 31641(MONTHLY LANDLINE BILLING) 101-761.005-853.000 592-590.000-853.000 592-591.000-853.000 101-000.000-202.000 592-000.000-202.000	184.38 33.34 43.34	184.38 76.68
		Expected Check Run: 12/08/2025		261.06	261.06
11/30/2025	AP	AT&T TELEPHONE, INTERNET, CABLE Vnd: 0153 Invoice: 11.13.25	Invoice: 11.13.25 Ref#: 31642(WATER DEPT. INTERNET) 592-591.000-853.000 592-000.000-202.000	124.06	124.06
		Expected Check Run: 12/08/2025		124.06	124.06

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	BCFFTC EDUCATION AND TRAINING Vnd: 0471 Invoice: 11.19.25	Invoice: 11.19.25 Ref#: 31644(USE OF THE FORCIBLE ENTRY DOOR PROP) 101-336.000-960.000 101-000.000-202.000	150.00	150.00
		Expected Check Run: 12/08/2025		150.00	150.00
11/30/2025	AP	BEST ONE TIRE & SERVICE MAINTENANCE - VEHICLE Vnd: 2080 Invoice: 4430053162	Invoice: 4430053162 Ref#: 31643(REPLACED PURGE VALVE ON VAC TRUCK) 101-441.000-939.000 101-000.000-202.000	221.18	221.18
		Expected Check Run: 12/08/2025		221.18	221.18
10/31/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES LEGAL FEES Vnd: 2347 Invoice: 9609731	Invoice: 9609731 Ref#: 31645(TRANE ENVIRONMENTAL AND ROW CLAIMS LEGAL) 592-591.000-826.000 592-590.000-826.000 592-000.000-202.000	725.00 725.00	1,450.00
		Expected Check Run: 12/08/2025		1,450.00	1,450.00
10/31/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES Vnd: 2347 Invoice: 9609729	Invoice: 9609729 Ref#: 31646(FOIA AND OMA LEGAL COUNSEL SERVICES REND) 101-215.000-826.000 101-000.000-202.000	500.00	500.00
		Expected Check Run: 12/08/2025		500.00	500.00
10/31/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES LEGAL FEES Vnd: 2347 Invoice: 9609728	Invoice: 9609728 Ref#: 31647(GENERAL CORPORATE LEGAL SERVICES RENDERE) 101-215.000-826.000 101-172.000-826.000 101-000.000-202.000	2,700.00 5,061.26	7,761.26
		Expected Check Run: 12/08/2025		7,761.26	7,761.26
11/30/2025	AP	COLLIERS ENGINEERING & DESIGN CONTRACTUAL Vnd: 2334 Invoice: 866628	Invoice: 866628 Ref#: 31712(PROJECT #: 22007719A - SERVICES RENDERED) 469-000.000-818.000 469-000.000-202.000	7,099.19	7,099.19
		Expected Check Run: 12/08/2025		7,099.19	7,099.19
11/30/2025	AP	COLLIERS ENGINEERING & DESIGN CONTRACTUAL Vnd: 2334 Invoice: 916304	Invoice: 916304 Ref#: 31713(PROJECT #: 22007719A - SERVICES RENDERED) 469-000.000-818.000 469-000.000-202.000	82.50	82.50
		Expected Check Run: 12/08/2025		82.50	82.50



PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	COLLIERS ENGINEERING & DESIGN CONTRACTUAL Vnd: 2334 Invoice: 924565	Invoice: 924565 Ref#: 31714 (PROJECT #: 22007719A - SERVICES RENDERED) 469-000.000-818.000 469-000.000-202.000	137.50	137.50
		Expected Check Run: 12/08/2025		<hr/> 137.50	<hr/> 137.50
11/30/2025	AP	COLLIERS ENGINEERING & DESIGN CONTRACTUAL Vnd: 2334 Invoice: 931427	Invoice: 931427 Ref#: 31715 (PROJECT #: 22007719A - SERVICES RENDERED) 469-000.000-818.000 469-000.000-202.000	550.00	550.00
		Expected Check Run: 12/08/2025		<hr/> 550.00	<hr/> 550.00
11/30/2025	AP	COLLIERS ENGINEERING & DESIGN CONTRACTUAL Vnd: 2334 Invoice: 963952	Invoice: 963952 Ref#: 31716 (PROJECT #: 22007719A - SERVICES RENDERED) 469-000.000-818.000 469-000.000-202.000	165.00	165.00
		Expected Check Run: 12/08/2025		<hr/> 165.00	<hr/> 165.00
11/30/2025	AP	COLLIERS ENGINEERING & DESIGN CONTRACTUAL Vnd: 2334 Invoice: 973341	Invoice: 973341 Ref#: 31717 (PROJECT #: 22007719A - SERVICES RENDERED) 469-000.000-818.000 469-000.000-202.000	675.00	675.00
		Expected Check Run: 12/08/2025		<hr/> 675.00	<hr/> 675.00
11/30/2025	AP	COLLIERS ENGINEERING & DESIGN CONTRACTUAL Vnd: 2334 Invoice: 981119	Invoice: 981119 Ref#: 31718 (PROJECT #: 22007719A - SERVICES RENDERED) 469-000.000-818.000 469-000.000-202.000	522.50	522.50
		Expected Check Run: 12/08/2025		<hr/> 522.50	<hr/> 522.50
12/01/2025	AP	COMCAST BUSINESS UTILITIES TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 11.25.25-12.24.25 Vnd: 1722 Invoice: 11.25.25-12.24.25	Invoice: 11.25.25-12.24.25 Ref#: 31649 (MOTHLY CYCLE) 101-761.004-921.000 101-336.000-853.000 592-591.000-853.000 101-301.000-853.000 101-265.000-853.000 101-000.000-202.000 592-000.000-202.000	422.07 677.14 143.80 647.14 724.81	2,471.16 143.80
		Expected Check Run: 12/08/2025		<hr/> 2,614.96	<hr/> 2,614.96

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	COUNTY OF BERRIEN CONTRACTUAL Vnd: 1864 Invoice: 17503	Invoice: 17503 Ref#: 31648 (TALON DESKTOP) 101-301.000-818.000 101-000.000-202.000	188.00	188.00
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				188.00	188.00
11/30/2025	AP	CRAIG MILLER UNIFORMS Vnd: 0881 Invoice: 12.3.25	Invoice: 12.3.25 Ref#: 31650 (UNIFORM/BOOT REIMBURSEMENT) 592-591.000-768.000 592-000.000-202.000	110.22	110.22
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				110.22	110.22
11/30/2025	AP	DALE'S AUTO SALES & SERVICE MAINTENANCE - VEHICLE Vnd: 1144 Invoice: 18278	Invoice: 18278 Ref#: 31688 (PLOW PARTS FOR CEMETERY) 101-567.000-939.000 101-000.000-202.000	252.44	252.44
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				252.44	252.44
11/30/2025	AP	DALE'S AUTO SALES & SERVICE EQUIPMENT MAINT SUPPLIES Vnd: 1144 Invoice: 18279	Invoice: 18279 Ref#: 31689 (SALT/SAND SPREADER FOR DOWNTOWN & BEARIN) 101-441.000-758.000 101-000.000-202.000	560.88	560.88
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				560.88	560.88
11/30/2025	AP	DONALD SAVOIE PUBLIC RELATIONS Vnd: MISC Invoice: 11.21.25	Invoice: 11.21.25 Ref#: 31635 (BUCHANAN RIBBON CUTTING - PERFORMANCE) 101-700.000-885.000 101-000.000-202.000	100.00	100.00
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				100.00	100.00
11/30/2025	AP	EGLE ANNUAL PERMIT FEE Vnd: 2138 Invoice: 11378505	Invoice: 11378505 Ref#: 31653 (ANNUAL PERMT FEE FOR NPDES) 592-590.000-957.002 592-000.000-202.000	5,500.00	5,500.00
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				5,500.00	5,500.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/31/2025	AP	ENTERPRISE FLEET MANAGEMENT	Invoice: 653247-110525 Ref#: 31711(FLEET LEASE & MAINTENANCE MANAGEMENT		
		CONTRACTUAL	101-567.000-818.000	8.32	
		CONTRACTUAL	101-567.000-818.000	8.32	
		LEASE - ENTERPRISE FLEET	101-265.000-991.001	472.80	
		ENETERPRISE - INTEREST EXPENSE	101-265.000-993.005	106.49	
		LEASE - ENTERPRISE FLEET - PARTIAL MONTH	101-265.000-991.001	283.50	
		ENETERPRISE - INTEREST EXPENSE	101-265.000-993.005	53.25	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-265.000-818.006	176.59	
		CONTRACTUAL	101-441.000-818.000	8.32	
		CONTRACTUAL	101-441.000-818.000	8.32	
		CONTRACTUAL	101-441.000-818.000	8.32	
		CONTRACTUAL	101-441.000-818.000	8.32	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	8.32	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	8.32	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	8.32	
		LEASE - ENTERPRISE FLEET - PARTIAL MONTH	101-301.000-991.001	356.03	
		ENETERPRISE - INTEREST EXPENSE	101-301.000-993.005	63.96	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	67.76	
		LEASE - ENTERPRISE FLEET	101-301.000-991.001	689.24	
		ENETERPRISE - INTEREST EXPENSE	101-301.000-993.005	127.91	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	72.28	
		LEASE - ENTERPRISE FLEET - PARTIAL MONTH	101-301.000-991.001	356.03	
		ENETERPRISE - INTEREST EXPENSE	101-301.000-993.005	63.96	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	67.76	
		LEASE - ENTERPRISE FLEET	101-301.000-991.001	689.24	
		ENETERPRISE - INTEREST EXPENSE	101-301.000-993.005	127.91	
		ENTERPRISE - MAINTENANCE MANAGEMENT	101-301.000-818.006	72.28	
		CONTRACTUAL	592-590.000-818.000	8.32	
		CONTRACTUAL	592-590.000-818.000	8.32	
		ENTERPRISE - MAINTENANCE MANAGEMENT	592-591.000-818.006	8.32	
		LEASE PAYABLE - ENTERPRISE FLEET	592-000.000-304.000	470.99	
		ENTERPRISE - INTEREST EXPENSE	592-000.000-907.000	94.34	
		ENTERPRISE - MAINTENANCE MANAGEMENT	592-591.000-818.006	107.49	
		LEASE PAYABLE - ENTERPRISE FLEET	592-000.000-304.000	846.05	
		ENTERPRISE - INTEREST EXPENSE	592-000.000-907.000	188.68	
		ENTERPRISE - MAINTENANCE MANAGEMENT	592-591.000-818.006	143.74	
		Vnd: 2425 Invoice: 653247-110525	101-000.000-202.000		3,921.87
		Vnd: 2425 Invoice: 653247-110525	592-000.000-202.000		1,876.25
		Expected Check Run: 12/08/2025		5,798.12	5,798.12
11/30/2025	AP	ETNA SUPPLY CO.	Invoice: S106519523.001 Ref#: 31651(COPPERSETTER X5)		
		METERS-HYDRANTS-FITTINGS	592-591.000-729.002	463.00	
		Vnd: 0919 Invoice: S106519523.001	592-000.000-202.000		463.00
		Expected Check Run: 12/08/2025		463.00	463.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106562220.002	Invoice: S106562220.002 Ref#: 31652 (CLAMPS) 592-591.000-729.002 592-000.000-202.002	306.00	306.00
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				306.00	306.00
11/30/2025	AP	EXTRA PACKAGING, LLC MISCELLANEOUS SUPPLIES Vnd: 2109 Invoice: 142475	Invoice: 142475 Ref#: 31654 (DUMPSTER LINERS) 592-590.000-756.000 592-000.000-202.002	648.15	648.15
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				648.15	648.15
11/30/2025	AP	FERGUSON WATERWORKS #1934 MAINTENANCE - SYSTEM Vnd: 1536 Invoice: 0447570	Invoice: 0447570 Ref#: 31656 (COUPLINGS, STEEL INSERTS, HEX HEADS) 592-591.000-938.000 592-000.000-202.002	171.86	171.86
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				171.86	171.86
11/30/2025	AP	FERGUSON WATERWORKS #1934 METERS-HYDRANTS-FITTINGS Vnd: 1536 Invoice: 0448395	Invoice: 0448395 Ref#: 31657 (CURB BOX ASSEMBLY X15) 592-591.000-729.002 592-000.000-202.002	2,970.00	2,970.00
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				2,970.00	2,970.00
11/30/2025	AP	FERGUSON WATERWORKS #1934 MISCELLANEOUS SUPPLIES Vnd: 1536 Invoice: 0448765	Invoice: 0448765 Ref#: 31658 (BLUE PIPE X 100 & COMP TEE) 592-591.000-756.000 592-000.000-202.002	150.09	150.09
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				150.09	150.09
11/30/2025	AP	FERGUSON WATERWORKS #1934 MAINTENANCE - SYSTEM Vnd: 1536 Invoice: 0447810	Invoice: 0447810 Ref#: 31659 (LABOR FEE FOR MILL POND) 592-590.000-938.000 592-000.000-202.002	32.00	32.00
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				32.00	32.00
11/30/2025	AP	FRAN TERRY PUBLIC RELATIONS Vnd: 0891 Invoice: 11.21.25	Invoice: 11.21.25 Ref#: 31655 (REIMBURSEMENT FOR GIFT BASKETS - DOWNTOW) 101-700.000-885.000 101-000.000-202.002	789.37	789.37
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				789.37	789.37

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	GEOTAB USA INC. POOL CAR POLICE WATER Vnd: 2424 Invoice: IN462332 Vnd: 2424 Invoice: IN462332	Invoice: IN462332 Ref#: 31661(MONTHLY GEOTAB FEE LEASED FLEET- NOVEMBE) 101-265.000-818.000 101-301.000-818.000 592-591.000-818.000 101-000.000-202.000 592-000.000-202.000	16.80 33.60 16.80	50.40 16.80
		Expected Check Run: 12/08/2025		<hr/> 67.20	<hr/> 67.20
11/30/2025	AP	GREAT LAKES ORNAMENTALS BUCHANAN TREE FRIENDS Vnd: 0814 Invoice: 10650	Invoice: 10650 Ref#: 31660(3X LONDON PLANE TREES) 701-000.000-582.091 701-000.000-202.000	450.00	450.00
		Expected Check Run: 12/08/2025		<hr/> 450.00	<hr/> 450.00
11/30/2025	AP	HAVILAND PRODUCTS COMPANY CHEMICALS Vnd: 2417 Invoice: 555643	Invoice: 555643 Ref#: 31662(BLEACH - SOD HYPOCHLORIDE & SODIUM BISUL) 592-590.000-743.000 592-000.000-202.000	788.40	788.40
		Expected Check Run: 12/08/2025		<hr/> 788.40	<hr/> 788.40
11/30/2025	AP	HONOR CREDIT UNION 4 LUNCH BUSINESS MEETINGS MISCELLANEOUS SUPPLIES 2026 MME INSTITUTE HOTEL REGISTRATION Vnd: 1948 Invoice: 11.30.25-2199	Invoice: 11.30.25-2199 Ref#: 31664(NOVEMBER 2025 CC CHARGES - T.MCGHEE) 101-172.000-962.000 101-172.000-756.000 101-172.000-864.000 101-172.000-873.000 101-000.000-202.000	160.15 21.60 330.00 185.00	696.75
		Expected Check Run: 12/08/2025		<hr/> 696.75	<hr/> 696.75
11/30/2025	AP	HONOR CREDIT UNION MISCELLANEOUS SUPPLIES - ORGANIZER MISCELLANEOUS SUPPLIES - PHONE CASE MISCELLANEOUS SUPPLIES - USB-C Vnd: 1948 Invoice: 11.30.25-0448 Vnd: 1948 Invoice: 11.30.25-0448	Invoice: 11.30.25-0448 Ref#: 31665(NOVEMBER 2025 CC CHARGES - CITY CARD) 592-591.000-756.000 101-301.000-756.000 101-265.000-756.000 592-000.000-202.000 101-000.000-202.000	28.99 19.99 34.99	28.99 54.98
		Expected Check Run: 12/08/2025		<hr/> 83.97	<hr/> 83.97

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	HONOR CREDIT UNION	Invoice: 11.30.25-8531 Ref#: 31666(NOVEMBER 2025 CC CHARGES - D. PEREZ)		
		WEBSITE	101-761.002-857.000	18.74	
		SIMPLETEXTING	101-253.000-818.000	119.00	
		MGFOA MEMBERSHIP	101-253.000-831.000	140.00	
		CONTRACTUAL - ESRI	592-591.000-818.000	684.00	
		Vnd: 1948 Invoice: 11.30.25-8531	101-000.000-202.000		277.74
		Vnd: 1948 Invoice: 11.30.25-8531	592-000.000-202.000		684.00
		Expected Check Run: 12/08/2025			
				961.74	961.74
11/30/2025	AP	HONOR CREDIT UNION	Invoice: 11.30.25-5784 Ref#: 31667(NOVEMBER 2025 CC CHARGES - BURNETT)		
		VONAGE	101-301.000-853.000	416.90	
		BACKGROUND CHECKS	101-301.000-818.003	90.00	
		TRAVEL & CAR ALLOWANCE - HUANG TRAINING	101-301.000-873.000	665.00	
		TRAVEL & CAR ALLOWANCE- GAST TRAINING	101-301.000-873.000	358.78	
		Vnd: 1948 Invoice: 11.30.25-5784	101-000.000-202.000		1,530.68
		Expected Check Run: 12/08/2025			
				1,530.68	1,530.68
11/30/2025	AP	HONOR CREDIT UNION	Invoice: 11.30.25-0648 Ref#: 31668(NOVEMBER 2025 CC CHARGES - CITY CARD		
		PRIME	101-265.000-818.000	14.99	
		MISCELLANEOUS - FOOD ELECTION WORKERS	101-262.000-962.000	206.37	
		ICC MEMBERSHIP	101-700.000-818.000	170.00	
		MISCELLANEOUS SUPPLIES	592-590.000-756.000	100.00	
		Vnd: 1948 Invoice: 11.30.25-0648	101-000.000-202.000		391.36
		Vnd: 1948 Invoice: 11.30.25-0648	592-000.000-202.000		100.00
		Expected Check Run: 12/08/2025			
				491.36	491.36
11/30/2025	AP	HONOR CREDIT UNION	Invoice: 11.30.25-6104 Ref#: 31669(NOVEMBER 2025 CC CHARGES - BAKER)		
		SPYPOINT CAMERA SUBS.	101-441.000-818.000	60.00	
		MISCELLANEOUS SUPPLIES- ENDORSEMENT STAM	101-265.000-756.000	36.98	
		BALER REPAIR	101-441.000-933.000	3,774.48	
		Vnd: 1948 Invoice: 11.30.25-6104	101-000.000-202.000		3,871.46
		Expected Check Run: 12/08/2025			
				3,871.46	3,871.46
11/30/2025	AP	HULL LIFT TRUCK	Invoice: PSI-0511904 Ref#: 31663(WINDOW FOR TOOLCAT)		
		EQUIPMENT MAINT SUPPLIES	101-567.000-758.000	562.51	
		Vnd: 0297 Invoice: PSI-0511904	101-000.000-202.000		562.51
		Expected Check Run: 12/08/2025			
				562.51	562.51

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	INDIANA MICHIGAN POWER COMPANY	Invoice: 11.30.25 Ref#: 31670 (NOV. 2025 POWER USAGE)		
		UTILITIES	101-761.003-921.000	82.09	
		UTILITIES	101-301.000-921.000	541.38	
		UTILITIES	101-441.000-921.000	219.41	
		UTILITIES	101-336.000-921.000	41.03	
		UTILITIES	101-761.005-921.000	114.85	
		UTILITIES	592-591.000-921.000	2,258.87	
		UTILITIES	101-265.000-921.000	3,062.89	
		UTILITIES	592-590.000-921.000	5,440.32	
		UTILITIES	101-761.004-921.000	127.65	
		UTILITIES	101-755.000-921.000	69.55	
		Vnd: 0131 Invoice: 11.30.25	101-000.000-202.000		4,258.85
		Vnd: 0131 Invoice: 11.30.25	592-000.000-202.000		7,699.19
		Expected Check Run: 12/08/2025			
				11,958.04	11,958.04
11/30/2025	AP	KCI	Invoice: 352930 Ref#: 31673 (DECEMBER 2025 WATER BILLS)		
		PRINTING & PUBLISHING	592-590.000-902.000	720.06	
		PRINTING & PUBLISHING	592-591.000-902.000	720.06	
		Vnd: 2120 Invoice: 352930	592-000.000-202.000		1,440.12
		Expected Check Run: 12/08/2025			
				1,440.12	1,440.12
11/30/2025	AP	KEN SIMPSON	Invoice: 251211 Ref#: 31671 (ELECTRICAL PERMITS FOR NOV 2025)		
		ELECTRICAL PERMITS	701-000.000-491.000	735.20	
		Vnd: 0194 Invoice: 251211	701-000.000-202.000		735.20
		Expected Check Run: 12/08/2025			
				735.20	735.20
11/30/2025	AP	KIESLER'S POLICE SUPPLY, INC.	Invoice: IN270963 Ref#: 31672 (AMMO FOR PD)		
		TARGET RANGE & SUPPLIES	101-301.000-729.000	382.75	
		Vnd: 1354 Invoice: IN270963	101-000.000-202.000		382.75
		Expected Check Run: 12/08/2025			
				382.75	382.75
11/30/2025	AP	LIFELOC TECHNOLOGIES, INC.	Invoice: 423529 Ref#: 31674 (PBT MOUTH PIECES (2))		
		MISCELLANEOUS SUPPLIES	101-301.000-756.000	78.44	
		Vnd: 0906 Invoice: 423529	101-000.000-202.000		78.44
		Expected Check Run: 12/08/2025			
				78.44	78.44
11/30/2025	AP	LOWE'S	Invoice: 90286 Ref#: 31675 (BUCKETS FOR SAND DOWNTOWN)		
		MISCELLANEOUS SUPPLIES	101-441.000-756.000	97.25	
		Vnd: 0229 Invoice: 90286	101-000.000-202.000		97.25
		Expected Check Run: 12/08/2025			
				97.25	

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
12/31/2025	AP	LRS, LLC	Invoice: MN4584332 Ref#: 31676(MONTHLY TRASH SERVICE)		
		29205.5	101-567.000-921.000	135.07	
		29199.1	101-761.004-921.000	135.07	
		29205.1	101-441.000-921.000	201.66	
		29205.3	101-265.000-921.000	173.25	
		29205.4	592-590.000-921.000	135.07	
		29205.2	101-265.000-921.000	201.66	
		29205.6	101-441.000-921.000	165.20	
		Vnd: 2331 Invoice: MN4584332	101-000.000-202.000		1,011.91
		Vnd: 2331 Invoice: MN4584332	592-000.000-202.000		135.07
		Expected Check Run: 12/08/2025			
				1,146.98	1,146.98
12/01/2025	AP	MACEO	Invoice: 03730 Ref#: 31678(MEMBERSHIP RENEWAL - 2026)		
		MEMBERSHIP AND DUES	101-301.000-831.000	75.00	
		Vnd: 0170 Invoice: 03730	101-000.000-202.000		75.00
		Expected Check Run: 12/08/2025			
				75.00	75.00
11/30/2025	AP	MID-STATES BOLT & SCREW CO.	Invoice: 32985197 Ref#: 31677(WASHERS, HEX FIN NUT, AND HEX C/S FOR MI)		
		MISCELLANEOUS SUPPLIES	592-590.000-756.000	37.88	
		Vnd: 0112 Invoice: 32985197	592-000.000-202.000		37.88
		Expected Check Run: 12/08/2025			
				37.88	37.88
11/30/2025	AP	NORTH CENTRAL LABORATORIES	Invoice: 528467 Ref#: 31679(LAB SUPPLIES)		
		LAB SUPPLIES	592-590.000-757.000	136.49	
		Vnd: 0143 Invoice: 528467	592-000.000-202.000		136.49
		Expected Check Run: 12/08/2025			
				136.49	136.49
11/30/2025	AP	NORTH CENTRAL LABORATORIES	Invoice: 528354 Ref#: 31680(LAB SUPPLIES - SENSOR CAP REPL. KIT, HAC)		
		LAB SUPPLIES	592-590.000-757.000	944.94	
		Vnd: 0143 Invoice: 528354	592-000.000-202.000		944.94
		Expected Check Run: 12/08/2025			
				944.94	944.94
11/30/2025	AP	ON BASE PRODUCTIONS	Invoice: 2461 Ref#: 31681(FREELANCE WORK - HENRY NELSON MUSIC)		
		PUBLIC RELATIONS	101-700.000-885.000	100.00	
		Vnd: 1918 Invoice: 2461	101-000.000-202.000		100.00
		Expected Check Run: 12/08/2025			
				100.00	100.00



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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	PARRETT COMPANY	Invoice: 87462 Ref#: 31684(PRINTERS FOR CITY HALL, PD & WWTP)		
		MAINT. - OFFICE EQUIPMENT	592-590.000-934.000	5.84	
		CONTRACTUAL	101-301.000-818.000	104.12	
		MAINT. - OFFICE EQUIPMENT	101-265.000-934.000	348.35	
		MAINT. - OFFICE EQUIPMENT	101-265.000-934.000	24.21	
		Vnd: 1596 Invoice: 87462	592-000.000-202.000		5.84
		Vnd: 1596 Invoice: 87462	101-000.000-202.000		476.68
		Expected Check Run: 12/08/2025		482.52	482.52
11/30/2025	AP	POINT BLUE, LLC	Invoice: C5141.03 Ref#: 31683(FOR PROF. SUBCRONTRACTED SERVICES RENDER)		
		ECONOMIC DEVELOPMENT	101-700.000-735.000	5,685.00	
		Vnd: 2296 Invoice: C5141.03	101-000.000-202.000		5,685.00
		Expected Check Run: 12/08/2025		5,685.00	5,685.00
11/30/2025	AP	POLYDYNE, INC.	Invoice: 1979711 Ref#: 31682(CLARIFLOC C-6286 WWTP X4)		
		CHEMICALS	592-590.000-743.000	3,334.86	
		Vnd: 0314 Invoice: 1979711	592-000.000-202.000		3,334.86
		Expected Check Run: 12/08/2025		3,334.86	3,334.86
11/30/2025	AP	R.A.D. SYSTEMS	Invoice: 26RCT 153 Ref#: 31685(LICENSE RENEWAL FOR 2026)		
		COMMUNITY POLICING	101-301.000-886.000	75.00	
		Vnd: 0818 Invoice: 26RCT 153	101-000.000-202.000		75.00
		Expected Check Run: 12/08/2025		75.00	75.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	REDBUD HARDWARE	Invoice: 11.30.25 Ref#: 31695 (NOVEMBER 2025 CHARGES)		
		OFFICE SUPPLIES - TRAFFIC CONES	101-262.000-728.000	107.96	
		OFFICE SUPPLIES - HEATER	101-253.000-728.000	74.99	
		MISCELLANEOUS - COFFEE MAKER	101-262.000-962.000	39.99	
		BATTERIES FOR TRAIL CAMERAS	101-441.000-756.000	47.98	
		OFFICE SUPPLIES	101-262.000-728.000	9.50	
		SHOVELS	101-441.000-756.000	129.96	
		TRASH RUN	101-441.000-756.000	36.48	
		BUCKETS FOR DOWNTOWN FOR SAND	101-441.000-756.000	155.77	
		MISCELLANEOUS SUPPLIES	101-441.000-756.000	11.76	
		CORDS FOR DOWNTOWN RIBBON CUTTING	101-441.000-756.000	176.97	
		CALCIUM CHLORIDE FOR DOWNTOWN	101-441.000-756.000	2,939.02	
		SNOW SCRAPERS	101-301.000-756.000	99.94	
		BATTERIES FOR SCBAS	101-336.000-728.000	21.99	
		PAINT FOR TRASH CANS	101-441.000-756.000	44.95	
		BATTERIES	592-591.000-756.000	22.98	
		3LB HAMMER	592-591.000-756.000	33.99	
		H2O PUMP	592-591.000-756.000	19.99	
		Vnd: 0141 Invoice: 11.30.25	101-000.000-202.000		3,897.26
		Vnd: 0141 Invoice: 11.30.25	592-000.000-202.000		76.96
		Expected Check Run: 12/08/2025		3,974.22	3,974.22
11/30/2025	AP	RIVERWORKS CONSTRUCTION, INC.	Invoice: CHANGE ORDER #1 Ref#: 31719 (CHANGE ORDER #1: DAYS AVE CULVERT)		
		CAPITAL OUTLAY - CULVERT	202-000.000-971.202	7,253.57	
		Vnd: 2387 Invoice: CHANGE ORDER #1	202-000.000-202.000		7,253.57
		Expected Check Run: 12/08/2025		7,253.57	7,253.57
11/30/2025	AP	S.E BERRIEN COUNTY LANDFILL	Invoice: 0173260-IN Ref#: 31700 (SLUDGE DISPOSAL)		
		SOLIDS HANDLING & DISPOSAL	592-590.000-936.000	388.25	
		Vnd: 1746 Invoice: 0173260-IN	592-000.000-202.000		388.25
		Expected Check Run: 12/08/2025		388.25	388.25
12/01/2025	AP	S.E BERRIEN COUNTY LANDFILL	Invoice: 0173279-IN Ref#: 31701 (SLUDGE DISPOSAL)		
		SOLIDS HANDLING & DISPOSAL	592-590.000-936.000	388.25	
		Vnd: 1746 Invoice: 0173279-IN	592-000.000-202.000		388.25
		Expected Check Run: 12/08/2025		388.25	388.25
11/30/2025	AP	S.E BERRIEN COUNTY LANDFILL	Invoice: 0173241-IN Ref#: 31702 (SLUDGE DISPOSAL)		
		SOLIDS HANDLING & DISPOSAL	592-590.000-936.000	388.25	
		Vnd: 1746 Invoice: 0173241-IN	592-000.000-202.000		388.25
		Expected Check Run: 12/08/2025		388.25	388.25

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173193-IN	Invoice: 0173193-IN Ref#: 31703(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				388.25	388.25
11/30/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173128-IN	Invoice: 0173128-IN Ref#: 31704(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				388.25	388.25
11/30/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173171-IN	Invoice: 0173171-IN Ref#: 31705(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				388.25	388.25
12/01/2025	AP	SISTER HILL NURSERY BUCHANAN TREE FRIENDS Vnd: 1149 Invoice: 0721	Invoice: 0721 Ref#: 31699(TULIP TREE & SWAMP WHITE OAK) 701-000.000-582.091 701-000.000-202.000	325.00	325.00
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				325.00	325.00
11/30/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6049335131	Invoice: 6049335131 Ref#: 31706(COMPUTER SLEEVE, MOUSE PAD, STENO PAD) 101-265.000-756.000 101-000.000-202.000	48.15	48.15
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				48.15	48.15
11/30/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6049335129	Invoice: 6049335129 Ref#: 31707(SOAP, TRASH BAGS, LABELS) 101-265.000-756.000 101-000.000-202.000	77.91	77.91
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				77.91	77.91
11/30/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6049335128	Invoice: 6049335128 Ref#: 31708(TRASH BAGS, TOILET PAPER, PAPER TOWEL) 101-567.000-756.000 101-000.000-202.000	89.46	89.46
		Expected Check Run: 12/08/2025		<hr/>	<hr/>
				89.46	89.46

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6049335132	Invoice: 6049335132 Ref#: 31709(PAPERTOWEL) 592-590.000-756.000 592-000.000-202.000	58.76	58.76
		Expected Check Run: 12/08/2025		58.76	58.76
11/30/2025	AP	STAPLES OFFICE SUPPLIES Vnd: 2409 Invoice: 6049335130	Invoice: 6049335130 Ref#: 31710(CLIPBOARD AND INK) 592-591.000-728.000 592-000.000-202.000	41.66	41.66
		Expected Check Run: 12/08/2025		41.66	41.66
12/01/2025	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 51864-2	Invoice: 51864-2 Ref#: 31696(2 UNIFORM PANTS FOR KLEIN) 101-301.000-768.000 101-000.000-202.000	170.00	170.00
		Expected Check Run: 12/08/2025		170.00	170.00
11/30/2025	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 51727-2	Invoice: 51727-2 Ref#: 31697(DUTY UNIFORM POLO FOR N. SAWYER) 101-336.000-768.000 101-000.000-202.000	46.00	46.00
		Expected Check Run: 12/08/2025		46.00	46.00
11/30/2025	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 51190-2	Invoice: 51190-2 Ref#: 31698(UNIFORMS FOR RANDY - APPLY CREDIT 45877-) 101-301.000-768.000 101-000.000-202.000	5.00	5.00
		Expected Check Run: 12/08/2025		5.00	5.00
11/30/2025	AP	STEPHEN KOWALSKI PUBLIC RELATIONS Vnd: MISC Invoice: 11.24.25	Invoice: 11.24.25 Ref#: 31634(BUCHANAN RIBBON CUTTING PERFORMANCE) 101-700.000-885.000 101-000.000-202.000	100.00	100.00
		Expected Check Run: 12/08/2025		100.00	100.00
11/30/2025	AP	TINA SPURLOCK UTILITIES Vnd: 1448 Invoice: 092297	Invoice: 092297 Ref#: 31686(CLEANING CITY CENTER - NOV 2025) 101-761.004-921.000 101-000.000-202.000	210.00	210.00
		Expected Check Run: 12/08/2025		210.00	210.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
11/30/2025	AP	TINA SPURLOCK CONTRACTUAL Vnd: 1448 Invoice: 092296	Invoice: 092296 Ref#: 31687(CLEANING FOR PD - NOV 2025) 101-301.000-818.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 12/08/2025		120.00	120.00
10/31/2025	AP	WEX BANK GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL Vnd: 1098 Invoice: 108359867 Vnd: 1098 Invoice: 108359867	Invoice: 108359867 Ref#: 31690(OCTOBER 2025 FUEL CHARGES) 101-301.000-751.000 101-441.000-751.000 101-567.000-751.000 592-590.000-751.000 101-000.000-202.000 592-000.000-202.000	343.98 166.45 64.33 65.00	574.76 65.00
		Expected Check Run: 12/08/2025		639.76	639.76
11/30/2025	AP	WEX BANK GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL GAS AND OIL BANK FEES AND CHARGES Vnd: 1098 Invoice: 109009087 Vnd: 1098 Invoice: 109009087	Invoice: 109009087 Ref#: 31691(NOVEMBER 2025 FUEL CHARGES) 101-265.000-751.000 101-301.000-751.000 101-441.000-751.000 101-567.000-751.000 592-590.000-751.000 592-591.000-751.000 101-253.000-956.000 101-000.000-202.000 592-000.000-202.000	42.07 1,394.24 519.80 243.95 81.00 350.56 10.00	2,210.06 431.56
		Expected Check Run: 12/08/2025		2,641.62	2,641.62
11/30/2025	AP	XYLEM WATER SOLUTIONS U.S.A. INC EQUIPMENT MAINT SUPPLIES Vnd: 2215 Invoice: 3556D99810	Invoice: 3556D99810 Ref#: 31692(INTERFACE BOARD, UV SENSOR, SIG. GEN. SV 592-590.000-758.000 592-000.000-202.000	8,659.00	8,659.00
		Expected Check Run: 12/08/2025		8,659.00	8,659.00
09/30/2025	AP	XYLEM WATER SOLUTIONS U.S.A. INC MAINTENANCE - EQUIPMENT Vnd: 2215 Invoice: 3356D93515	Invoice: 3356D93515 Ref#: 31693(LMS FLEX SNT-UOM - FLEXNET COMMUNICATION 592-590.000-933.000 592-000.000-202.000	2,850.00	2,850.00
		Expected Check Run: 12/08/2025		2,850.00	2,850.00
10/31/2025	AP	XYLEM WATER SOLUTIONS U.S.A. INC MAINTENANCE - EQUIPMENT Vnd: 2215 Invoice: 3556D97116	Invoice: 3556D97116 Ref#: 31694(ONSITE SERVICE & TRAVEL - POWER SURGE) 592-590.000-933.000 592-000.000-202.000	5,425.00	5,425.00
		Expected Check Run: 12/08/2025		5,425.00	5,425.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED					
Post Date	Journal	Description	GL Number	DR Amount	CR Amount
				115,223.40	115,223.40
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	101-000.000-202.000		44,725.90
		ACCOUNTS PAYABLE	202-000.000-202.000		9,053.57
		ACCOUNTS PAYABLE	469-000.000-202.000		9,231.69
		ACCOUNTS PAYABLE	592-000.000-202.000		50,702.04
		ACCOUNTS PAYABLE	701-000.000-202.000		1,510.20
		TOTAL INCREASE IN PAYABLE:			115,223.40