

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, APRIL 22, 2024 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

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

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

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

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

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

I. Call to Order

II. Recognition

A. *The City Commission, Staff, and Community would like to recognize Timothy Ganus, Director of Public Safety on his retirement.*

III. Pledge of Allegiance

IV. Roll Call

V. Approve Agenda

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

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

A. Minutes

1) *Consider approving the regular meeting minutes from April 8th, 2024.*

B. Purchase Request

1) *Purchase request for Director of Public Safety, Timothy Ganus to purchase his BPD-issued firearm.*

C. Credit Card Change

1) *Remove Director of Public Safety, Timothy Ganus and replace the Police issued credit card to Chief of Police, Harvey Burnett.*

VIII. Scheduled Matters from the Floor (if any)

IX. Reports by: Departments, Committees, Boards

A. Buchanan Tree Friends, Chair Brian Murphy

1) *Tree City USA Status, update of grants, and Arbor Day plans.*

B. Community Development Report-Director Rich Murphy

1) *Consider approval of adult use retail permit renewal for High Profile, 804 E. Front St.*

X. Unfinished Business

XI. New Business

A. Ordinance No. 2024.05/438- Consider the first reading of Ordinance No. 2024.05/438, an ordinance amending the City of Buchanan Zoning Ordinance; **ARTICLE VII - R-3 MULTI-FAMILY ZONING DISTRICT; ARTICLE XXI GROUP HOMES AND ADULT FOSTER CARE FACILITIES.**

B. Resolution 2024.04/12- Consider Resolution 2024.04/12 a resolution to negotiate the summer school tax collection fee.

C. Expenditures - Consider the Expenditures in the amount of \$80,538.08 for April 22nd, 2024

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

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

XIV. Executive Comments

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

XV. Adjourn



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, APRIL 08, 2024 – 7:00 PM

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

MINUTES

I. Call to Order

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

II. Recognition

III. Pledge of Allegiance

Mayor Denison led in the Pledge of Allegiance.

IV. Roll Call

Present: Mayor Sean Denison, Mayor Pro Temp Mark Weedon, Commissioner Patrick Swem, Commissioner Larry Money, Commissioner Dan Vigansky

City Staff: City Clerk, Kalla Langston; Community Development Director, Rich Murphy; Director of Public Services, Mike Baker; Director of Public Safety, Tim Ganus

V. Approve Agenda

Motion made by Vigansky, supported by Weedon, to approve the agenda as presented. Roll call vote carries unanimously.

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

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

A. Street Closure

May 27th, 2024 Street Closure from W. Front Street to Dewey Street from 7:00 AM till 2:00 PM, for the Home Source Group annual Bounce House and Hot Dog give-a-way.

B. Minutes

1) Special Meeting Minutes March 19, 2024.

2) Regular Meeting Minutes March 25, 2024.

C. Buchanan Tree Friends

1) Approval for tree planting at the proposed parks (Ravish & Victory). BTF to coordinate with DPW & Community Development on the planting locations.

Motion made by Swem, supported by Money, to approve the Consent Agenda, as presented. Roll call vote carries unanimously.

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

A. Introduction of "Chunk's" - Hailey & Justin Jones with Randy Hendrixson of Building 324.

They chose Mooville ice cream because it is Michigan based with a 17% butter fat content for creamier ice cream. Have 12 rotating flavors and a great selection of non-dairy/sugar free options. Plan to open seasonally June 1st and close mid-October. Open Tuesday-Sunday, not Mondays.

IX. Reports by: Departments, Committees, Boards

X. Unfinished Business

XI. New Business**A. Resolution 2024.04/11- A Resolution prescribing compensation for the Election Workers for the City of Buchanan.**

Election Worker payrates haven't been updated since Oct 2018. Resolution to increase pay as such; Election Chairperson to be paid \$16.00 per hour, from \$14.00. Election Inspector to be paid \$14.00 per hour, from \$12.00. Receiving Board to be paid \$16.00 per hour, from \$14.00. Required training pay at an hourly rate of \$14.00. In the event a city employee works, they will be paid their current rate.

Motion made by Swem, supported by Vigansky, to approve Resolution 2024.04/11, as presented. Roll call vote carries unanimously.

B. Expenditures: Consider approving the expenditures, in the amount of \$44,068.94 for April 8th, 2024.

Motion made by Weedon, supported by Vigansky, to approve Resolution 2024.04/11, as presented. Roll call vote carries unanimously.

XII. Communications *(informational only, formal board action is not necessary for these items, unless so desired)***A. 16th Annual Chili-Walk-Thursday April 11th, 2024 from 5 PM to 6:45 PM presented by Buchanan Area Chamber of Commerce – Meet at Lehman's Farmhouse rain or shine, cost is \$5/participant****XIII. Public Comment - Non-Agenda Items Only** *(3-minute limit)*

Hugh Hagan– comments on the condition of city sidewalks.

Mary Gilbert – comments on the waterfront development project and lift stations.

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

None.

B. Commissioner Comments

Weedon: None

Swem: Welcome Chunkies we are excited to have you downtown. Mr. Hagan, we did discuss it in the meeting, and we asked was to put something in the budget so we can start making headway.

Vigansky: Tim's reaching out to different cement companies. Comments about BTF and BARB.

Shoutout to Hilltop Creekside Café opening soon, and Freddie's Hulu series starting next month.

Money: Congrats Hailey & Justin, comments on the tree placement and city dumpsters.

C. Mayor Comments

Upcoming Events: Chili Walk April 11th, Park Clean Up Day April 27th, Spring Clean Up May 3rd & 4th.

Tim is working hard on sidewalks, when we start doing the budget we will have more information.

XV. Adjourn

Weedon motioned, supported by Vigansky, to adjourn at 7:32 PM. Roll call vote carries unanimously.

Kalla Langston, City Clerk

Mayor Sean Denison

CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN
ORDINANCE NO. 2024.05/438

**AN ORDINANCE AMENDING THE CITY OF BUCHANAN ZONING ORDINANCE;
ARTICLE VII - R-3 MULTI-FAMILY ZONING DISTRICT; ARTICLE XXI GROUP
HOMES AND ADULT FOSTER CARE FACILITIES.**

At a regular meeting of the City Commission for the City of Buchanan, Berrien County, Michigan, held at the Buchanan City Hall on _____, 2024, at 7 p.m., Commissioner _____ moved to adopt the following Ordinance Amendments, which motion was seconded by Commissioner _____.

THEREFORE, THE CITY OF BUCHANAN ORDAINS:

AMENDMENTS TO ZONING ORDINANCE

**ARTICLE VII
R-3 MULTI-FAMILY RESIDENTIAL DISTRICT**

Section 7.03 - Uses Permitted by Special Use Permit

- F. Convalescent and Nursing Care.

**ARTICLE XXI
GROUP HOMES AND ADULT FOSTER CARE FACILITIES**

Section 21.01—Applicability.

- 3. The Plan Commission may grant special approval for a group home or adult foster care facility only if the lot area of real estate upon which the facility is to be located meets the requirements for the minimum lot frontage and area for the zoning district in which the facility is located and, in addition thereto, has a minimum of two thousand (2,000) square feet for each resident over the number of six (6) residents.

Section 21.03 - R-3 and R-4, Residential Districts, Uses Special Uses.

- 3. For an Adult Foster Care Facility operating as a single integrated development within one or more physically connected buildings, no more than five (5) licensed facilities, each authorized to provide care to up to 20 residents, shall be permitted within the single development.

Effective Date

This ordinance shall become effective fifteen (15) days after enactment and publication pursuant to Chapter 7, Section 7.4 and Section 7.5 of the Charter of the City of Buchanan, Michigan.

Proposed by Commission Member: _____

Seconded by Commission Member: _____

Roll Call Vote:

Ayes:

Nays:

Abstain:

Absent:

MADE, PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN, ON THE ____ DAY OF _____, 2024, AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON _____, 2024 BY:

Sean Denison, Mayor _____

Kalla Langston, City Clerk _____

CERTIFICATION I hereby certify that the above is a true and complete copy of an ordinance adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on the _____ day of _____, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 as required by said act.

Kalla Langston, City Clerk

ARTICLE XXV

AMENDMENTS

Section 25.01 - Initiation. Amendments to this Ordinance may be initiated by the City Commission upon its own motion, by the Plan Commission, or may be proposed for consideration by the petition of the owners of property which would be involved or affected by such change or amendment. All proposed amendments not originating with the Plan Commission shall first be referred to the Plan Commission for study, review and recommendation.

Section 25.02 - Plan Commission Procedures. Amendments to this Ordinance, after the review and recommendation of the Plan Commission, may be adopted and enacted by the City Commission. The procedures to be followed in the enactment of an amendment to this Ordinance are those prescribed by the City Charter of the City of Buchanan for the enactment of any other kind of ordinance and Public Act 207 of 1921 as amended.

1. **Application for Amending the Zoning Ordinance.** An applicant, the City Commission or Plan Commission, upon its own action, may initiate an application for amending the zoning ordinance text or map. An application (on a form provide by the City with any established by this Ordinance (See Article XXVI, Section 26.04) shall be filed with the Zoning Administrator who shall immediately transmit the application to the Plan Commission, if the application did not originate from the Plan Commission.

2. **Plan Commission Public Hearing Required.** Upon receipt of an application for a zoning amendment, a notice that a request for zoning amendment has been received and that a public hearing will be held shall be published in a newspaper of general circulation in the City and shall be sent by mail or personal general delivery to the owners of property for which approval is being considered, to all persons whom real property is assessed within three hundred (300) feet of the boundary of the property in question, and to the occupants of all structures within three hundred (300) feet, except that the notice shall be given not less than five (5) and not more than fifteen (15) days before the application will be considered. If the name of the occupant is not known, Ae team "occupant" may be used in making notification. Notification need not be given to more than one (1) occupant of a structure, except that if a structure contains more than one (1) dwelling unit or spatial area owned or leased by different individuals, partnerships, businesses or organizations, one (1) occupant of each unit or spatial area shall receive notice. In the case of a single structure containing more than four (4) dwelling units or other distinct spatial areas owned or leased by different individuals, partnerships, businesses or organizations, notice may be given to the manager or owner of the structure who shall be requested to post the notice at the primary entrance to the structure. The notice shall:
 - A. Describe the nature of the proposed amendment requested;
 - B. Indicate the property which is the subject of the rezoning or nature of the change on the zoning ordinance text, as applicable;
 - C. State when and where the public hearing will be held;
 - D. Indicate when and where written comments will be received concerning the request;

City of Buchanan, Michigan Comprehensive Zoning Amendment - 2003

3. **Plan Commission Review and Recommendation.** Within thirty (30) days following the public hearing, the Plan Commission shall review the application for the amendment and comments received at the public hearing, the site plan, and other materials submitted in relation to the application, and take action to recommend approval or denial of the application to the City Commission. The decision shall be incorporated in a statement of conclusions relative to the amendment under consideration. The decision shall specify the basis for the decision, and any special circumstances utilized in arriving at the recommendation. The recommendation of the Plan Commission on application shall be made in accordance with conformance with the City of Buchanan Comprehensive Plan, as from time to time is amended, and such standards contained in this Ordinance which relate to the matters under consideration. Immediately upon action by the Plan Commission, the application, and all supporting documentation including the written report of the Plan Commission shall be transmitted to the City Clerk for inclusion on the City Commission agenda.

Section 25.03 - City Commission Review and Approval. Upon receipt of an application and recommendation to amend the Ordinance, the City Commission shall cause the action to be scheduled for Commission consideration and action. Prior to consideration of an action to approve or deny a request to amend the Ordinance, the City Commission shall consider the report and recommendation of the Plan Commission. The City Commission may provide for an additional public hearing. The City Commission may approve the amendment by a simple majority vote unless a protest petition is presented meeting the provisions of Section 4 of Public Act 207 of 1921 as amended is presented to the City Commission. A minimum two-thirds ($\frac{2}{3}$) majority vote by the City Commission is required to approve an amendment upon the filing of a valid protest petition.

City of Buchanan Planning & Zoning
302 North Redbud Trail,
Buchanan, Michigan 49107
Phone (269) 695-3844 x 19 Fax (269)695-4330

General Information Application
For Land Development
(Complete application must be filed with the Zoning Administrator)

1. Applicant and Owner Information

Applicant(s)

Property Owner(s)

Principal Contact:

Name: Kevin W. Willis

Name: MCAP Buchanan Propco LLC

Address: 915 E. High St., #301

Address: 437 Madison Ave., Suite 33C

City Charlottesville

City: New York

State: Virginia Zip: 22902-5395

State: New York Zip: 10022-7049

Telephone: 434-963-4917

Secondary Contact:

Architect (if applicable):

Name _____

Name _____

Address _____

Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Agent or Attorney:

Engineer (if applicable):

Name Daniel J. Schairbaum, Esq./Dykema

Name _____

Address: 2723 S. State Street

Address _____

City: Ann Arbor

City _____

State: Michigan Zip: 48104

State _____ Zip _____

Is this property held in a trust? [X] No

[] Yes Note – for all trusts–Provide, as an attachment, a statement from the trustee verifying the names of all owners

Name of trust _____

Address _____ City _____ State _____ Zip _____

2. Applicant and Purpose of Application

a. Applicant is (check one)

Property Owner Attorney Agent

Other (specify) _____

b. This application is a request for the following City of Buchanan action (check the appropriate action(s) requested.

- Rezone of Property
- Land Division Approval
- Condominium Approval
- Other Action (please specify)
- Special Use Permit
- Zoning Variance(s)
- Plan Review with Plan Commission

The applicant seeks approval of text amendments to the City of Buchanan Zoning Ordinance.

c. The reason for the requested action(s) are as follows:

The City of Buchanan and surrounding areas are underserved with respect to senior care options. The most recently adopted Master Plan for the City (adopted in 2021) identifies the multi-family residential districts as districts to be recommended for support of “elderly and assisted-use housing”. However, the current wording of the Zoning Ordinance limits the ability to provide comprehensive elderly and assist-use services in the R-3 (Multi-Family Residential) and R-4 (Multi-Family Senior Residential) zoning districts. The proposed text amendments will (i) facilitate the possible future expansion of Buchanan Meadows, subject to special use approval; (ii) provide flexibility to expand the services provided at Buchanan Meadows to include a licensed Home for the Aged; and (iii) reduce the lot area per resident square footage requirement for group homes and adult foster care facilities so that they are consistent with industry standards.

d. The specific section(s) of the Zoning Ordinance or other City ordinance(s) which address the amendment, variance, or other action which is being requested:

The proposed text amendment addresses the following sections of the Zoning Ordinance:

1. **Article VII (R-3 Multi-Family Residential District), Section 7.03—Uses Permitted by Special Use.** The proposed text amendment adds new Section F., which would allow Convalescent and Nursing Care as a use permitted by issuance of a special use permit.

2. **Article XXI (Group Homes and Adult Foster Care Facilities), Section 21.01—Applicability, Paragraph 3.** The proposed text amendment modifies Paragraph 3 to reduce the required per resident lot area square footage requirement for group homes and adult foster care facilities from 3,000 square feet to 2,000 square feet for each resident over the number of six (6) residents.

3. **Article XXI (Group Homes and Adult Foster Care Facilities), Section 21.03-R-3 and R-4, Residential Districts, Uses Special Uses.** The proposed text amendment adds new Paragraph 3, to allow operation of up to five (5) licensed adult foster care facilities each authorized to provide care to up to 20 residents, within a single, integrated development.

e. The following questions must be answered only if the application contains a request for a zoning variance:

- (1) Are the conditions which prevent the development of the property the result of action by an individual who has or had the property interest in the subject property?
 Yes No
- (2) If the conditions were self – imposed (not hardship), please explain why the variance should be granted?

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

3. Site and Surrounding Property Information

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

a. Common address or property location of subject property:

b. Legal Description (Attach additional sheet if necessary):

c. Permanent Real Estate Tax Identification Number: 11-58- _____

d. Parcel Size: _____ square feet

_____ acres

_____ dimension of lot frontage

_____ dimension of lot depth

e. What are the current land uses and zoning on the land and adjoining parcels of land surrounding the site?

	Current Zoning	Current Use of Land
On Site	_____	_____
Property Abutting – North of Site	_____	_____
Property Abutting – South of Site	_____	_____
Property Abutting – East of Site	_____	_____
Property Abutting – West of Site	_____	_____

f. Describe any existing structures and the physical attributes of the site:

Description of the Proposed Development

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

a. Please describe the proposed use of the land and/or buildings assuming approval of the request:

b. What is the proposed time frame for the build – out of the proposed development? _____

c. Please describe the number of buildings, square footage of each building and the total square footage of the development along with the required number of parking spaces for each intended use:

Building Use	Number of Buildings	Building Area (sq. ft.)	Total Building (sq. ft.)	Req. Parking
Single Family	_____	_____	_____	_____
Multi Family	_____	_____	_____	_____
Retail	_____	_____	_____	_____
Office	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Other	_____	_____	_____	_____

Other please specify type of use _____

Totals _____

d. Please describe the number of water and sewer connections this development will require:

Building Use	Water Connections & Size	Sewer Connection
Single Family	_____	_____
Multi – Family	_____	_____
Retail	_____	_____
Office	_____	_____
Industrial	_____	_____
Other	_____	_____

Other please specify type of use _____

Totals _____

- e. Will the building within this proposed development house any hazardous materials at occupancy?
 No
 Yes – Please continue by describing the type and quantity of materials:

4. Fire Department Approval of Site and Building Plans:

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

The City requires that the Fire Department must approve all site and building plans. This application and associated documentation must be approved by the Fire Chief or his designee. This approval can be arranged by calling the Fire Chief’s office.

Approval Date: _____

Conditions Attached

By: _____

Yes

No

Title: _____

5. Required and Requested Attachments

NOT APPLICABLE; Application is for a text amendment to zoning ordinance and is not site specific.

- a. _____ Plat of survey with legal description.
- b. _____ Site plan of proposed use or project showing traffic patterns, parking locations and count, drainage patterns including detention areas, landscape plans, landscaping plans, exterior lighting locations and illumination pattern, building façade portrait and building size and location dimensions.
- c. _____ Floodplain / hazard map (engineers drawing or FEMA map showing location of subject project).
- d. Please include any additional comments or pertinent information below or on separate attachment to this application.

6. Signature and Declaratory Statement

a. Please describe the reason that this petition should be granted:

The proposed text amendments provide a practical solution to an apparent problem. As noted above, the City of Buchanan and surrounding areas are underserved with respect to senior care options. The most recently adopted Master Plan for the City (adopted in 2021) identifies the multi-family residential districts as districts to be recommended for support of “elderly and assisted-use housing”. However, the current wording of the Zoning Ordinance limits the ability to provide comprehensive elderly and assist-use services in the R-3 (Multi-Family Residential) and R-4 (Multi-Family Senior Residential) zoning districts. Implementing the proposed text amendments will provide needed flexibility to senior care providers wishing to expand the scope of available services to the community. Importantly, adoption of the proposed text amendments will not result in automatic approval of any future expansion of building footprints or services in these zoning districts. To the contrary, any applicant (including the owner of the Buchanan Meadows property), will still need to satisfy the special use permit requirements as a condition to any expansion.

b. **Required Attendance at Public Hearing and / or Plan Commission Meeting(s):** The Plan Commission and the Board of Appeals have established a policy requiring the applicant or a designed representative of the applicant shall be present at any meeting or public hearing at which the matter will be considered. Failure of the applicant or designee of the applicant to appear before the Plan Commission or Board of Appeals is ground to postpone consideration of the application.

a. Declaratory Statement: I, Kevin W. Willis, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the attendance responsibilities of the applicant as set forth in paragraph b. above.

b. Date: 3/22/2026
c. Applicant Signature: [Handwritten Signature]

d. Notary Public Certification Statement

City/County of Charlottesville
Commonwealth of Virginia

The foregoing instrument was subscribed and sworn before me this 22 day of March, 2024, by Kevin W. Willis.



Jamie Lee
Notary registration number: 8042925
My commission expires: 01/31/27

The following signature is required, for verification that this is a valid and complete application to be considered by the Plan Commission or Zoning Board of Appeals.

Date _____
Zoning Administrator
Meeting date for initial review: _____

CITY OF BUCHANAN, MICHIGAN
SITE PLAN CHECKLIST
ITEMS REQUIRED ON SITE PLAN

1. Site Plan Drawn to scale – 1" = 100" or larger (example: 1" = 60", 1" = 50', 1" =40' etc.)
2. Name of Project Noted.
3. Owner's and/or Developer's Name and Address Noted
4. Architect and or Engineer's Name and Address Noted
5. Date
6. Scales of Drawing Noted on Plan
7. Existing Topography Shown at Intervals Not Less than Two (2) Feet
8. Building Coverage Noted (percentage of total size and total square footage to be shown)
9. Total Number of Parking Spaces Noted and Shown on Drawing
10. Building Dimensions Shown
11. Indicate Height of Buildings
12. Street Names Indicated (Existing and Proposed)
13. Indicate Existing and Proposed Right-of-Ways
14. North Arrow Shown
15. Locate Existing and Proposed Sanitary Sewers, Storm Sewers and Water Mains (Note for purposes of site plan review the proposed utilities need only be shown roughly)
16. Locate any Existing and Proposed Storm Water Detention / Retention Areas
17. Locate Existing Trees and Plantings
18. Note Location of Proposed Plantings
19. Note Location of all Sidewalks
20. Rough Sketches Showing Architectural intent.

04-11-03
REV12-08-2009

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STAFF REPORT TO THE PLAN COMMISSION

Zoning Amendment Petition by MCAP Buchanan PropCo, LLC, commonly known as Buchanan Meadows, 809 Carroll St., Buchanan, MI 49107

April 9, 2024

I. GENERAL INFORMATION

- Applicant: MCAP Buchanan PropCo, LLC
- Petitioner Address: 809 Carroll St., Buchanan MI 49107
- Petition: Zoning Amendment
- Present Land Use: Adult Foster Care Facility

MCAP Buchanan PropCo, LLC commonly known as Buchanan Meadows has initiated an application for a zoning amendment of the Buchanan Zoning Ordinance that would allow (i) Convalescent and Nursing Care to be provided in the R-3 Multi-Family Residential Zoning District upon issuance of a special use permit; (ii) reduce the required lot area per resident square footage for group home and adult foster care facilities; and (iii) limit the number of licenses for adult foster care facilities operating as a single integrated development in the R-3 Multi-Family Residential Zoning District or R-4 Multi-Family Senior Residential Zoning District to no more than five (5) licenses, each authorized to provide care to up to 20 residents.

The Plan Commission has two options to consider regarding a requested zoning amendment. The Plan Commission shall conduct the required public hearing, and then submit to the City Commission either:

- (1) a recommendation for the approval of the zoning amendment submitted by the applicant; or
- (2) a recommendation for the denial of the zoning amendment submitted by the applicant.

II. STAFF ANALYSIS:

Section 25.01 - Initiation. Amendments to this Ordinance may be initiated by the City Commission upon its own motion, by the Plan Commission, or may be proposed for consideration by the petition of the owners of property, which would be involved or affected by such change or amendment. All proposed amendments not originating with the Plan Commission shall first be referred to the Plan Commission for study, review, and recommendation.

Section 25.02 - Plan Commission Procedures. Amendments to this Ordinance, after the review and recommendation of the Plan Commission, may be adopted and enacted by the City Commission. The procedures to be followed in the enactment of an amendment to this Ordinance are those prescribed by the City Charter of the City of Buchanan for the enactment of any other kind of ordinance and Public Act 207 of 1921 as amended.

3. Plan Commission Review and Recommendation.. Within thirty (30) days following the public hearing, the Plan Commission shall review the application for the amendment and comments received at the public hearing, the site plan, and other materials submitted in relation to the application, and take action to recommend approval or denial of the application to the City Commission. The decision shall be incorporated in a statement of conclusions relative to the amendment under consideration. The decision shall specify the basis for the decision, and any special circumstances utilized in arriving at the recommendation.

The recommendation of the Plan Commission on application shall be made in accordance with conformance with the City of Buchanan Comprehensive Plan, as from time to time is amended, and such standards contained in this Ordinance which relate to the matters under consideration. Immediately upon action by the Plan Commission, the application, and all supporting documentation including the written report of the Plan Commission shall be transmitted to the City Clerk for inclusion on the City Commission agenda.

Staff Comments, findings of fact, and recommendation:

As zoning administrator, I cite the following excerpts from the petitioners' zoning amendment application as findings of fact for a favorable recommendation on the request:

The City of Buchanan and surrounding areas are underserved with respect to senior care options. The most recently adopted Master Plan for the City (adopted in 2021) identifies the multi-family residential districts as districts to be recommended for support of "elderly and assisted-use housing". However, the current wording of the Zoning Ordinance limits the ability to provide comprehensive elderly and assist-use services in the R-3 (Multi-Family Residential) and R-4 (Multi-Family Senior Residential) zoning districts. The proposed text amendments will (i) facilitate the possible future expansion of Buchanan Meadows, subject to special use approval; (ii) provide flexibility to expand the services provided at Buchanan Meadows to include a licensed Home for the Aged; and (iii) reduce the lot area per resident square footage requirement for group homes and adult foster care facilities so that they are consistent with industry standards. The proposed text amendments provide a practical solution to an apparent problem. Implementing the proposed text amendments will provide needed flexibility to senior care providers wishing to expand the scope of available services to the community. Importantly, adoption of the proposed text amendments will not result in

automatic approval of any future expansion of building footprints or services in these zoning districts. To the contrary, any applicant (including the owner of the Buchanan Meadows property), will still need to satisfy the special use permit requirements as a condition to any expansion. As such, the proposed zoning amendment by the petitioner will be in harmony with the general purpose and intent of this Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare

The Petitioner has initiated an application for amending the zoning ordinance text or map. Based on the above, there are findings that support that it is in the best interest of the City to support the zoning amendment. The Plan Commission may issue a statement of positive findings that the zoning amendment of the property will be in harmony with the general purpose and intent of this Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare:

Section 9.01 - Intent.

The Zoning Ordinance was enacted by the city for the purpose of promoting the public health, safety, and general welfare of the City to enact such an Ordinance. The Plan Commission could issue a statement of positive findings due to the positive findings for each of the general and specific standards described above.

The City Plan Commission has divided the municipality into districts and has prepared regulations pertaining to such districts in accordance with a comprehensive plan designed to lessen congestion in the streets, to secure safety from fire, panic and other potential dangers; promote health, safety and the general welfare; provide adequate light and air; prevent overcrowding of land; avoid undue concentrations of population; facilitate adequate provision for transportation, water, sewerage disposal, schools, parks and other public improvements, and

The City Plan Commission has given full and reasonable consideration to the character of the districts and their peculiar suitability for particular uses, with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the municipality.

Section 25.02 Plan Commission Review and Recommendation

Plan Commission Review and Recommendation. Within thirty (30) days following the public hearing, the Plan Commission shall review the application for the amendment and comments received at the public hearing, the site plan, and other materials submitted in relation to the application, and take action to recommend approval or denial of the application to the City Commission. The decision shall be incorporated in a statement of conclusions relative to the amendment under consideration. The decision shall specify the basis for the decision, and any special circumstances utilized in arriving at the recommendation. The recommendation of the Plan Commission on application shall be made in accordance with conformance with the City of Buchanan Comprehensive Plan, as from time to time

is amended, and such standards contained in this Ordinance which relate to the matters under consideration. Immediately upon action by the Plan Commission, the application, and all supporting documentation including the written report of the Plan Commission shall be transmitted to the City Clerk for inclusion on the City Commission agenda.

III. DECISION

The Plan Commission should make findings of fact, stated on the record during the public meeting, to support any decision made, considering the factors above, to decide whether to recommend that the City Commission approve or deny the request for zoning amendment.

Prepared by: Richard Murphy
Zoning Administrator/Community Development Director

RESOLUTION 2024.04/12

CITY OF BUCHANAN

COUNTY OF BERRIEN, MICHIGAN

At a regular meeting of the City Commission of the City of Buchanan, County of Berrien, State of Michigan (the “City”), held Monday, April 22, 2024.

PRESENT:

ABSENT:

The following resolution was offered by Commissioner _____ and seconded by Commissioner _____.

RESOLUTION TO NEGOTIATE THE SUMMER SCHOOL TAX COLLECTION FEE

WHEREAS, the City agrees to collect the total summer school taxes as certified by the School District for the levy on July 1, 2024 for property located within the City; and

WHEREAS, the School District agrees to pay City costs of assessment and collection in the negotiated amount; and

WHEREAS, no later than June 1, 2024, the School District shall certify to the Treasurer, or designee the school millage to be levied on property for summer school tax collection in 2024; now, therefore,

BE IT RESOLVED, that the Treasurer, or designee is authorized and directed to negotiate with the School District on behalf of the City of Buchanan: for the reasonable expenses for collection of the district’s summer property tax levy that the City may bill under MCLA 380.1611. Any such proposed agreement shall be brought before the City Commission for its approval.

ADOPTED this 22nd day of April 2024.

Kalla Langston, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a meeting held on April 22, 2024, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976,

Kalla Langston, City Clerk

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/31/2024	AP	AALFS PETROLEUM INC.	<i>Invoice: 03.31.24 Ref#: 28205 (MARCH FUEL CHARGES)</i>		
		GAS AND OIL	101-301.000-751.000	588.20	
		GAS AND OIL	101-441.000-751.000	461.48	
		GAS AND OIL	592-591.000-751.000	320.87	
		GAS AND OIL	592-590.000-751.000	39.64	
		GAS AND OIL	101-567.000-751.000	121.75	
		Vnd: 0336 Invoice: 03.31.24	101-000.000-202.000		1,171.43
		Vnd: 0336 Invoice: 03.31.24	592-000.000-202.000		360.51
		Expected Check Run: 04/22/2024		1,531.94	1,531.94
04/16/2024	AP	AT&T	<i>Invoice: 03.16.24 Ref#: 28177 (WATER DEPT. INTERNET)</i>		
		TELEPHONE, INTERNET, CABLE	592-591.000-853.000	258.59	
		Vnd: 0153 Invoice: 03.16.24	592-000.000-202.000		258.59
		Expected Check Run: 04/22/2024		258.59	258.59
03/31/2024	AP	AT&T	<i>Invoice: 03.13.24 Ref#: 28178 (CITY ISSUED PHONE USAGE)</i>		
		RICH - PHONE	101-172.000-818.000	63.79	
		KALLA - PHONE	101-215.000-818.000	102.13	
		TIM L. - PHONE	101-172.000-818.000	66.62	
		GUY - PHONE	101-371.001-853.000	73.63	
		CEMETERY OFFICE PHONE	101-567.000-853.000	61.54	
		DPW OFFICE PHONE	101-441.000-853.000	61.54	
		WATER DEPT PHONE	592-591.000-853.000	61.54	
		DEB - PHONE	101-253.000-818.000	55.61	
		Vnd: 0153 Invoice: 03.13.24	101-000.000-202.000		484.86
		Vnd: 0153 Invoice: 03.13.24	592-000.000-202.000		61.54
		Expected Check Run: 04/22/2024		546.40	546.40
04/16/2024	AP	AUSRA KUBOTA, INC.	<i>Invoice: IN09240 Ref#: 28179 (ASSEMBLY ROLLERS & OIL FILTERS)</i>		
		MISCELLANEOUS SUPPLIES	592-590.000-756.000	96.55	
		Vnd: 0820 Invoice: IN09240	592-000.000-202.000		96.55
		Expected Check Run: 04/22/2024		96.55	96.55
04/16/2024	AP	AUSRA KUBOTA, INC.	<i>Invoice: IN09130 Ref#: 28184 (FILTERS FOR KUBOTAS)</i>		
		MISCELLANEOUS SUPPLIES	101-441.000-756.000	271.04	
		Vnd: 0820 Invoice: IN09130	101-000.000-202.000		271.04
		Expected Check Run: 04/22/2024		271.04	271.04

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	AUSRA KUBOTA, INC. MISCELLANEOUS Vnd: 0820 Invoice: IN09281	Invoice: IN09281 Ref#: 28237 (MOWER BLADE FOR WWTP) 592-590.000-962.000 592-000.000-202.000	141.96	141.96
		Expected Check Run: 04/22/2024		141.96	141.96
04/16/2024	AP	BCCA MEMBERSHIP & DUES Vnd: 0451 Invoice: 05.01.24	Invoice: 05.01.24 Ref#: 28183 (2024-2025 ANNUAL MEMBERSHIP DUES) 101-215.000-831.000 101-000.000-202.000	25.00	25.00
		Expected Check Run: 04/22/2024		25.00	25.00
04/16/2024	AP	BEST ONE TIRE & SERVICE MAINTENANCE - VEHICLE Vnd: 2080 Invoice: 4430029644	Invoice: 4430029644 Ref#: 28180 (TIRES FOR THE CEMETERY TRUCK) 101-567.000-939.000 101-000.000-202.000	261.75	261.75
		Expected Check Run: 04/22/2024		261.75	261.75
04/16/2024	AP	BEST ONE TIRE & SERVICE MAINTENANCE - VEHICLE Vnd: 2080 Invoice: 4430029460	Invoice: 4430029460 Ref#: 28181 (2019 FREIGHTLINER M2 106 MED. DUTY SERV) 101-567.000-939.000 101-000.000-202.000	465.36	465.36
		Expected Check Run: 04/22/2024		465.36	465.36
04/16/2024	AP	BURKS, CHRISTOPHER READY TO SERVE READY TO SERVE SEWER WATER Vnd: MISC Invoice: 04/16/2024	Invoice: 04/16/2024 Ref#: 28246 (UB CLOSED, REFUND FOR ACCOUNT: 0929) 592-000.000-067.021 592-000.000-067.021 592-000.000-033.001 592-000.000-033.000 592-000.000-202.000	25.46 0.33 0.04 0.03	25.86
		Expected Check Run: 04/22/2024		25.86	25.86
04/16/2024	AP	CITY OF BRIDGMAN CONTRACTUAL Vnd: 1845 Invoice: 00284	Invoice: 00284 Ref#: 28186 (WATER SAMPLES) 592-591.000-818.000 592-000.000-202.000	540.00	540.00
		Expected Check Run: 04/22/2024		540.00	540.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	COMCAST BUSINESS TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 04.14.24-05.13.24 Vnd: 1722 Invoice: 04.14.24-05.13.24	Invoice: 04.14.24-05.13.24 Ref#: 28187 (MOTHLY CYCLE) 592-590.000-853.000 101-441.000-853.000 101-567.000-853.000 592-000.000-202.000 101-000.000-202.000	330.16 230.50 160.27	330.16 390.77
		Expected Check Run: 04/22/2024		720.93	720.93
04/16/2024	AP	CONSUMERS CONCRETE CORP PARK & RECREATION EXPENSES Vnd: 0215 Invoice: 343723	Invoice: 343723 Ref#: 28200 (CONCRETE FOR VICTORY PARK) 401-000.000-970.007 401-000.000-202.000	1,100.50	1,100.50
		Expected Check Run: 04/22/2024		1,100.50	1,100.50
04/16/2024	AP	COREWELL HEALTH MEDICAL EXAMS Vnd: 2307 Invoice: 9000	Invoice: 9000 Ref#: 28185 (DRUG SCREEN - C.MILLER) 592-591.000-961.000 592-000.000-202.000	90.00	90.00
		Expected Check Run: 04/22/2024		90.00	90.00
04/16/2024	AP	DEDRICK ADKERSON UNIFORMS Vnd: 2221 Invoice: 04.01.24	Invoice: 04.01.24 Ref#: 28189 (BOOT REIMBURSEMENT) 101-567.000-768.000 101-000.000-202.000	181.89	181.89
		Expected Check Run: 04/22/2024		181.89	181.89
04/16/2024	AP	DELL MARKETING L.P. MISCELLANEOUS SUPPLIES Vnd: 2311 Invoice: 10685869320	Invoice: 10685869320 Ref#: 28190 (2 LAPTOPS - ELECTIONS) 101-265.000-756.000 101-000.000-202.000	1,568.00	1,568.00
		Expected Check Run: 04/22/2024		1,568.00	1,568.00
04/16/2024	AP	DIANA SELIR CONFERENCES AND WORKSHOP Vnd: 1574 Invoice: 04.09.24	Invoice: 04.09.24 Ref#: 28192 (REIMBURSEMENT FOR TRAVEL EXP. AT TRAININ) 101-301.000-864.000 101-000.000-202.000	279.34	279.34
		Expected Check Run: 04/22/2024		279.34	279.34
04/16/2024	AP	DUBOIS-COOPER ASSOCIATES MISCELLANEOUS SUPPLIES Vnd: 1327 Invoice: 1303663	Invoice: 1303663 Ref#: 28191 (O-RINGS & WEAR PLATE FOR WWTP) 592-590.000-756.000 592-000.000-202.000	290.00	290.00
		Expected Check Run: 04/22/2024		290.00	290.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	DYLAN THOMAS UNIFORMS Vnd: 2304 Invoice: 04.01.24	Invoice: 04.01.24 Ref#: 28188 (BOOT REIMBURSEMENT) 592-591.000-768.000 592-000.000-202.000	90.26	90.26
		Expected Check Run: 04/22/2024		90.26	90.26
04/16/2024	AP	ETNA SUPPLY CO. METERS - HYDRANTS - FITTINGS Vnd: 0919 Invoice: S105357814.001	Invoice: S105357814.001 Ref#: 28193 (METER 4") 592-591.000-729.002 592-000.000-202.000	1,151.00	1,151.00
		Expected Check Run: 04/22/2024		1,151.00	1,151.00
04/16/2024	AP	EUROFINS EATON ANALYTICAL. CONTRACTUAL Vnd: 0272 Invoice: 8100087265	Invoice: 8100087265 Ref#: 28194 (SAMPLES FOR LEAD/COPPER TEST - 308 MOCCASIN) 592-591.000-818.000 592-000.000-202.000	31.50	31.50
		Expected Check Run: 04/22/2024		31.50	31.50
04/16/2024	AP	EUROFINS EATON ANALYTICAL. CONTRACTUAL Vnd: 0272 Invoice: 8100087266	Invoice: 8100087266 Ref#: 28195 (LEAD/COPPER SAMPLES FOR 308 MOCCASIN) 592-591.000-818.000 592-000.000-202.000	31.50	31.50
		Expected Check Run: 04/22/2024		31.50	31.50
04/16/2024	AP	EXEMPLAR IT SOLUTIONS EQUIPMENT Vnd: 2228 Invoice: 1292	Invoice: 1292 Ref#: 28196 (IT SERVICES FOR WATER DEPT - FOR NEW SCA) 592-000.000-140.000 592-000.000-202.000	220.50	220.50
		Expected Check Run: 04/22/2024		220.50	220.50
04/16/2024	AP	EXEMPLAR IT SOLUTIONS EXEMPLAR CONTRACT Vnd: 2228 Invoice: 1301	Invoice: 1301 Ref#: 28197 (CONTRACT - MARCH 2024, WASABI CLOUD, VEE) 101-265.000-818.000 101-000.000-202.000	2,569.43	2,569.43
		Expected Check Run: 04/22/2024		2,569.43	2,569.43
04/16/2024	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1290	Invoice: 1290 Ref#: 28198 (IT ADMIN AND TECH SUPPORT FOR MARCH 2024) 101-265.000-818.000 101-000.000-202.000	534.67	534.67
		Expected Check Run: 04/22/2024		534.67	534.67

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1291	Invoice: 1291 Ref#: 28199(IT & SUPPORT FOR MARCH 2024 - PD) 101-301.000-818.000 101-000.000-202.000	746.92	746.92
		Expected Check Run: 04/22/2024		746.92	746.92
04/16/2024	AP	FERGUSON WATERWORKS #1934 METERS - HYDRANTS - FITTINGS Vnd: 1536 Invoice: 0361673	Invoice: 0361673 Ref#: 28201(PARTS FOR WATER DEPT - PIPE, CURB STOP,) 592-591.000-729.002 592-000.000-202.000	805.95	805.95
		Expected Check Run: 04/22/2024		805.95	805.95
04/16/2024	AP	GASVODA & ASSOCIATES. INC. MAINTENANCE - EQUIPMENT Vnd: 1892 Invoice: INV24SVC0289	Invoice: INV24SVC0289 Ref#: 28202(REFURBISHED CONTROLLER FOR POST & FRO 592-590.000-933.000 592-000.000-202.000	1,765.10	1,765.10
		Expected Check Run: 04/22/2024		1,765.10	1,765.10
04/16/2024	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 21319	Invoice: 21319 Ref#: 28203(REPAIRS TO CAR 46-1) 101-301.000-939.000 101-000.000-202.000	981.99	981.99
		Expected Check Run: 04/22/2024		981.99	981.99
04/16/2024	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 21334	Invoice: 21334 Ref#: 28204(REPLACE RIGHT FRONT TIRE AND OIL CHANGE) 101-301.000-939.000 101-000.000-202.000	387.23	387.23
		Expected Check Run: 04/22/2024		387.23	387.23
01/18/2024	AP	HARRY BLEVINS MISCELLANEOUS Vnd: MISC Invoice: 04.09.24	Invoice: 04.09.24 Ref#: 28182(REIMBURSEMENT FOR DOUBLE PURCHASE OF CEM) 101-567.000-962.000 101-000.000-202.000	336.40	336.40
		Expected Check Run: 04/22/2024		336.40	336.40
04/17/2024	AP	HONOR CREDIT UNION POSTAGE MISCELLANEOUS SUPPLIES Vnd: 1948 Invoice: 03.31.24 - 0648	Invoice: 03.31.24 - 0648 Ref#: 28247(APRIL 2024 - CITY CARD #1 MARCH CH 101-257.000-728.000 101-265.000-756.000 101-000.000-202.000	5.42 21.41	26.83
		Expected Check Run: 04/22/2024		26.83	26.83

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/17/2024	AP	HONOR CREDIT UNION TELEPHONE, INTERNET, CABLE Vnd: 1948 Invoice: 03.31.24 - 6070	Invoice: 03.31.24 - 6070 Ref#: 28248 (APRIL 2024 - FOR MARCH 2024 CHARGES) 101-301.000-853.000 101-000.000-202.000	413.12	413.12
		Expected Check Run: 04/22/2024		413.12	413.12
04/17/2024	AP	HONOR CREDIT UNION CONFERENCES AND WORKSHOP TRAVEL & CAR ALLOWANCE Vnd: 1948 Invoice: 03.31.24 - 0448	Invoice: 03.31.24 - 0448 Ref#: 28249 (APRIL 2024 - FOR MARCH 2024 CHARGES) 101-215.000-864.000 101-215.000-873.000 101-000.000-202.000	756.04 35.02	791.06
		Expected Check Run: 04/22/2024		791.06	791.06
04/17/2024	AP	HONOR CREDIT UNION WEBSITE PRIME MEMBERSHIP BOOKKEEPER COPY PAPER VACCUM BAGS WINDOW PRIVACY IN KITCHEN & TOILET PAPER EPSON INK TRASH RUN SUPPLIES - BAGS 60 GAL & DTAPE PAPER TOWEL HOLDERS HAND PAPER TOWELS CHARGERS FOR IPADS CALCULATOR - TREASURER CALCULATOR - CLERK LIME AWAY CLEANER DIVIDERS FOR CEMETERY BINDER BATTERIES FOR OFFICE TRASH RUN SUPPLIES - BAGS 42 GAL 24 POCKET ORGANIZERS POSTER BOARDS FOR FILES BUSINESS CARDS Vnd: 1948 Invoice: 03.31.24 - 0678	Invoice: 03.31.24 - 0678 Ref#: 28250 (APRIL 2024 - PEREZ MARCH CC CHARGES) 101-754.000-857.000 101-265.000-818.000 101-253.000-728.000 101-441.000-756.000 101-265.000-756.000 101-336.000-728.000 101-441.000-756.000 101-265.000-756.000 101-265.000-756.000 101-215.000-728.000 101-253.000-728.000 101-215.000-728.000 101-265.000-756.000 101-567.000-756.000 101-265.000-756.000 101-441.000-756.000 101-265.000-756.000 101-253.000-728.000 101-441.000-756.000 101-000.000-202.000	16.24 14.99 24.69 11.99 152.88 137.90 75.98 49.99 43.66 23.99 87.99 30.25 4.28 22.47 19.79 24.97 38.76 11.02 29.66	821.50
		Expected Check Run: 04/22/2024		821.50	821.50
04/17/2024	AP	HONOR CREDIT UNION CONNECTING RODS & BEARINGS DISTILLED WATER FOR WWTP ANALYSIS Vnd: 1948 Invoice: 03.31.24 - 6104 Vnd: 1948 Invoice: 03.31.24 - 6104	Invoice: 03.31.24 - 6104 Ref#: 28251 (APRIL 2024 - BAKER MARCH CC CHARGES) 101-441.000-756.000 592-591.000-756.000 101-000.000-202.000 592-000.000-202.000	387.68 9.54	397.22
		Expected Check Run: 04/22/2024		397.22	397.22

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/31/2024	AP	INDIANA MICHIGAN POWER COMPANY	<i>Invoice: 03.31.24 Ref#: 28208 (MARCH 2024 POWER USAGE)</i>		
		UTILITIES	101-268.000-921.000	83.57	
		UTILITIES	101-301.000-921.000	693.31	
		UTILITIES	101-441.000-921.000	178.22	
		UTILITIES	101-336.000-921.000	26.02	
		UTILITIES	101-753.000-921.000	121.36	
		CITY CENTER/UTIL./REFUNDS	101-265.000-922.000	89.50	
		UTILITIES	592-591.000-921.000	2,502.17	
		STREET LIGHTING	101-441.000-926.000	2,825.09	
		UTILITIES	592-590.000-921.000	7,069.55	
		UTILITIES	101-755.000-921.000	50.26	
		Vnd: 0131 Invoice: 03.31.24	101-000.000-202.000		4,067.33
		Vnd: 0131 Invoice: 03.31.24	592-000.000-202.000		9,571.72
		Expected Check Run: 04/22/2024		13,639.05	13,639.05
04/16/2024	AP	INDIANA MICHIGAN POWER COMPANY	<i>Invoice: 04.04.24 Ref#: 28209 (APRIL 2024 USAGE)</i>		
		STREET LIGHTING	101-441.000-926.000	430.00	
		UTILITIES	202-474.000-921.000	129.06	
		UTILITIES	592-590.000-921.000	788.60	
		UTILITIES	592-591.000-921.000	555.30	
		UTILITIES	101-336.000-921.000	395.30	
		UTILITIES	101-265.000-921.000	506.14	
		UTILITIES	101-301.000-921.000	164.46	
		UTILITIES	101-371.001-921.000	126.54	
		UTILITIES	101-441.000-921.000	828.13	
		Vnd: 0131 Invoice: 04.04.24	101-000.000-202.000		2,450.57
		Vnd: 0131 Invoice: 04.04.24	202-000.000-202.000		129.06
		Vnd: 0131 Invoice: 04.04.24	592-000.000-202.000		1,343.90
		Expected Check Run: 04/22/2024		3,923.53	3,923.53
04/16/2024	AP	JERRY FLENOR	<i>Invoice: 04.12.24 Ref#: 28207 (REIMBURSEMENT FOR TRAIL TRAILER TIRES)</i>		
		TRAIL GRANT EXPENDITURES	401-000.000-970.031	364.96	
		Vnd: 1375 Invoice: 04.12.24	401-000.000-202.000		364.96
		Expected Check Run: 04/22/2024		364.96	364.96
04/16/2024	AP	LEHMAN'S FARMHOUSE	<i>Invoice: 04.16.24 Ref#: 28210 (LEHMANS FARMHOUSE - DOWNTOWN FACADE GRAN)</i>		
		GRANTS & SPECIAL PROJECTS	101-101.000-967.002	10,000.00	
		Vnd: 1983 Invoice: 04.16.24	101-000.000-202.000		10,000.00
		Expected Check Run: 04/22/2024		10,000.00	10,000.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	LEHMAN'S FARMHOUSE BREWERY BUCHANAN TREE FRIENDS Vnd: 1983 Invoice: 106812	Invoice: 106812 Ref#: 28211(5 DOZEN DONUTS FOR TREE FRIENDS) 701-000.000-582.091 701-000.000-202.000	75.00	75.00
		Expected Check Run: 04/22/2024		75.00	75.00
04/09/2024	AP	LONGBRANCH LIVERY READY TO SERVE Vnd: MISC Invoice: 04/10/2024	Invoice: 04/10/2024 Ref#: 28176(UB FINALL BILL REFUND FOR ACCOUNT: 1420) 592-000.000-067.021 592-000.000-202.000	28.20	28.20
		Expected Check Run: 04/22/2024		28.20	28.20
04/16/2024	AP	LSR, LLC UTILITIES 29199.1 29205.1 29205.4 29205.3 29205.2 Vnd: 2331 Invoice: 04.25.24 Vnd: 2331 Invoice: 04.25.24	Invoice: 04.25.24 Ref#: 28212(MONTHLY TRASH SERVICE) 101-567.000-921.000 101-265.000-922.000 101-441.000-921.000 592-590.000-921.000 101-265.000-921.000 101-265.000-921.000 101-000.000-202.000 592-000.000-202.000	90.78 90.78 342.10 90.78 136.36 136.36	796.38 90.78
		Expected Check Run: 04/22/2024		887.16	887.16
04/16/2024	AP	MARK FARM SUPPLY DUCK FEEDER Vnd: 2068 Invoice: 04.08.24	Invoice: 04.08.24 Ref#: 28214(DUCK FEED) 701-000.000-582.067 701-000.000-202.000	114.94	114.94
		Expected Check Run: 04/22/2024		114.94	114.94
04/16/2024	AP	MARSHA AZAR TRAIL GRANT EXPENDITURES Vnd: 2343 Invoice: 04.12.24	Invoice: 04.12.24 Ref#: 28213(614 RIVER ST & 618 RIVER ST EASEMENTS) 401-000.000-970.031 401-000.000-202.000	2,126.81	2,126.81
		Expected Check Run: 04/22/2024		2,126.81	2,126.81
04/16/2024	AP	MILLER WELDING SUPPLY MISCELLANEOUS SUPPLIES Vnd: 1635 Invoice: INV000326137	Invoice: INV000326137 Ref#: 28216(CUT OFF WHEEL & FLAP DISC) 101-441.000-756.000 101-000.000-202.000	135.75	135.75
		Expected Check Run: 04/22/2024		135.75	135.75

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	MPEC MISCELLANEOUS SUPPLIES Vnd: 2315 Invoice: 371358	Invoice: 371358 Ref#: 28215 (SWITCH AND SHOP TOWELS) 592-590.000-756.000 592-000.000-202.000	173.65	173.65
		Expected Check Run: 04/22/2024		173.65	173.65
04/16/2024	AP	NALCO CROSSBOW WATER CONTRACTUAL Vnd: 1304 Invoice: OR8326676	Invoice: OR8326676 Ref#: 28218 (WWTP SUPPLIES) 592-590.000-818.000 592-000.000-202.000	531.25	531.25
		Expected Check Run: 04/22/2024		531.25	531.25
04/16/2024	AP	OFFICE DEPOT OFFICE SUPPLIES Vnd: 0019 Invoice: 360275821001	Invoice: 360275821001 Ref#: 28217 (TRASH LINERS, STAPLER & COPIER PAPER I 101-301.000-728.000 101-000.000-202.000	106.49	106.49
		Expected Check Run: 04/22/2024		106.49	106.49
04/16/2024	AP	PARRETT COMPANY OFFICE SUPPLIES Vnd: 1596 Invoice: 77006	Invoice: 77006 Ref#: 28220 (CYAN OFFICER TONER) 101-253.000-728.000 101-000.000-202.000	303.61	303.61
		Expected Check Run: 04/22/2024		303.61	303.61
04/16/2024	AP	PEERLESS-MIDWEST, INC. MAINTENANCE - SYSTEM Vnd: 1672 Invoice: 78034	Invoice: 78034 Ref#: 28236 (ANNUAL WELL PUMP MAINTENANCE) 592-591.000-938.000 592-000.000-202.000	1,040.00	1,040.00
		Expected Check Run: 04/22/2024		1,040.00	1,040.00
04/16/2024	AP	PREIN & NEWHOF STREETSCAPE PROJECT STREETSCAPE PROJECT IMPROVEMENTS-OTHER THAN BLDGS Vnd: 1195 Invoice: 80690 Vnd: 1195 Invoice: 80690 Vnd: 1195 Invoice: 80690	Invoice: 80690 Ref#: 28219 (CONTRACTED SERVICES FOR 2.25.24-3.30.24) 101-701.000-887.000 202-701.000-887.000 592-000.000-132.000 101-000.000-202.000 202-000.000-202.000 592-000.000-202.000	1,126.19 1,126.18 9,005.88	1,126.19 1,126.18 9,005.88
		Expected Check Run: 04/22/2024		11,258.25	11,258.25
04/16/2024	AP	PRINTING SYSTEMS OFFICE SUPPLIES Vnd: 1799 Invoice: 230170	Invoice: 230170 Ref#: 28221 (ELECTION SECRECY ENVELOPES & APPLICATION) 101-262.000-728.000 101-000.000-202.000	102.74	102.74
		Expected Check Run: 04/22/2024		102.74	102.74

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	PRINTING SYSTEMS OFFICE SUPPLIES Vnd: 1799 Invoice: 231195	Invoice: 231195 Ref#: 28222 (BALLOT PAPER - BLANK) 101-262.000-728.000 101-000.000-202.000	38.83	38.83
		Expected Check Run: 04/22/2024		38.83	38.83
04/16/2024	AP	PRINTING SYSTEMS OFFICE SUPPLIES Vnd: 1799 Invoice: 230794	Invoice: 230794 Ref#: 28223 (BALLOT SELECTION POSTCARD) 101-262.000-728.000 101-000.000-202.000	237.64	237.64
		Expected Check Run: 04/22/2024		237.64	237.64
04/16/2024	AP	PRINTING SYSTEMS OFFICE SUPPLIES Vnd: 1799 Invoice: 226906	Invoice: 226906 Ref#: 28224 (ELECTION ENVELOPE APPLICATIONS) 101-262.000-728.000 101-000.000-202.000	59.02	59.02
		Expected Check Run: 04/22/2024		59.02	59.02
04/16/2024	AP	RICHARD WONACOTT TARGET RANGE & SUPPLIES Vnd: 0034 Invoice: 1651	Invoice: 1651 Ref#: 28206 (REIMBURSEMENT FOR BOLT HANDLE ASSEMBLY) 101-301.000-729.000 101-000.000-202.000	14.00	14.00
		Expected Check Run: 04/22/2024		14.00	14.00
04/16/2024	AP	RMC PROPERTIES LLC CONTRACTUAL CONTRACTUAL CONTRACTUAL Vnd: 2153 Invoice: 30 Vnd: 2153 Invoice: 30	Invoice: 30 Ref#: 28225 (APRIL DPW LEASE) 101-441.000-818.000 592-590.000-818.000 592-591.000-818.000 101-000.000-202.000 592-000.000-202.000	2,500.00 1,250.00 1,250.00	2,500.00 2,500.00
		Expected Check Run: 04/22/2024		5,000.00	5,000.00
04/16/2024	AP	ROSE PEST SOLUTIONS CONTRACTUAL- PEST CONTROL Vnd: 0304 Invoice: 24150009351S	Invoice: 24150009351S Ref#: 28226 (TIN SHOP, PEARS MILL AND COMMON PEST C) 101-265.000-818.000 101-000.000-202.000	225.00	225.00
		Expected Check Run: 04/22/2024		225.00	225.00
04/16/2024	AP	ROSE PEST SOLUTIONS CONTRACTUAL- PEST CONTROL Vnd: 0304 Invoice: 50613839	Invoice: 50613839 Ref#: 28227 (TIN SHOP, PEARS MILL AND COMMON PEST CON) 101-265.000-818.000 101-000.000-202.000	123.00	123.00
		Expected Check Run: 04/22/2024		123.00	123.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	ROSE PEST SOLUTIONS CONTRACTUAL Vnd: 0304 Invoice: 150613843	Invoice: 150613843 Ref#: 28228 (CITY HALL PEST CONTROL) 101-265.000-818.000 101-000.000-202.000	62.00	62.00
		Expected Check Run: 04/22/2024		62.00	62.00
04/16/2024	AP	ROSE PEST SOLUTIONS CITY CENTER/UTIL./REFUNDS Vnd: 0304 Invoice: 150613919	Invoice: 150613919 Ref#: 28229 (PEST CONTROL AT CITY CENTER) 101-265.000-922.000 101-000.000-202.000	57.00	57.00
		Expected Check Run: 04/22/2024		57.00	57.00
04/16/2024	AP	ROSE PEST SOLUTIONS CONTRACTUAL Vnd: 0304 Invoice: 150614183	Invoice: 150614183 Ref#: 28230 (PEST CONTROL AT PD) 101-301.000-818.000 101-000.000-202.000	81.00	81.00
		Expected Check Run: 04/22/2024		81.00	81.00
04/16/2024	AP	S.E BERRIEN COUNTY LANDFILL SLUDGE REMOVAL Vnd: 1746 Invoice: 0164542-IN	Invoice: 0164542-IN Ref#: 28232 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	342.20	342.20
		Expected Check Run: 04/22/2024		342.20	342.20
04/16/2024	AP	S.E BERRIEN COUNTY LANDFILL SLUDGE REMOVAL Vnd: 1746 Invoice: 0164580-IN	Invoice: 0164580-IN Ref#: 28233 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	344.45	344.45
		Expected Check Run: 04/22/2024		344.45	344.45
04/16/2024	AP	S.E BERRIEN COUNTY LANDFILL SLUDGE REMOVAL Vnd: 1746 Invoice: 0164621-IN	Invoice: 0164621-IN Ref#: 28234 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	342.20	342.20
		Expected Check Run: 04/22/2024		342.20	342.20
04/16/2024	AP	S.E BERRIEN COUNTY LANDFILL SLUDGE REMOVAL Vnd: 1746 Invoice: 0164658-IN	Invoice: 0164658-IN Ref#: 28235 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	342.20	342.20
		Expected Check Run: 04/22/2024		342.20	342.20

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
03/31/2024	AP	SEMCO ENERGY	<i>Invoice: 02.29.24-03.28.24 Ref#: 28238 (GAS ENERGY USAGE)</i>		
		ACCT 0157168.501	101-301.000-921.000	214.47	
		ACCT 0157576.500	101-336.000-921.000	249.70	
		ACCT 0359411.500	101-265.000-921.000	146.95	
		ACCT 0374061.500	592-590.000-921.000	148.85	
		ACCT 0157577.500	101-268.000-921.000	303.40	
		ACCT 0158995.500	101-265.000-921.000	895.55	
		ACCT 0348966.501	101-441.000-921.000	120.07	
		ACCT 0158691.500	592-590.000-921.000	358.86	
		CITY CENTER/UTIL./REFUNDS	101-265.000-922.000	180.01	
		BANK FEES AND CHARGES	101-267.000-956.000	3.50	
		Vnd: 0459 Invoice: 02.29.24-03.28.24	101-000.000-202.000		2,113.65
		Vnd: 0459 Invoice: 02.29.24-03.28.24	592-000.000-202.000		507.71
		Expected Check Run: 04/22/2024		2,621.36	2,621.36
04/16/2024	AP	SMR COMMUNICATIONS INC.	<i>Invoice: 28705 Ref#: 28231 (LED LIGHTS ON NEW PD CAR)</i>		
		POLICE DEPARTMENT EXPENDITURES	401-000.000-970.016	865.00	
		Vnd: 0086 Invoice: 28705	401-000.000-202.000		865.00
		Expected Check Run: 04/22/2024		865.00	865.00
04/16/2024	AP	USA BLUE BOOK	<i>Invoice: INV00327565 Ref#: 28240 (REPLACEMENT FRITTED GLASS SUPPORT)</i>		
		LAB SUPPLIES	592-590.000-757.000	219.37	
		Vnd: 0388 Invoice: INV00327565	592-000.000-202.000		219.37
		Expected Check Run: 04/22/2024		219.37	219.37
04/16/2024	AP	VIRTUAL ACADEMY	<i>Invoice: VA12317 Ref#: 28241 (ANNUAL RENEWAL FOR VIRTUAL ACADEMY)</i>		
		POLICE 302 TRAINING FUNDS	701-000.000-582.008	300.00	
		EDUCATION AND TRAINING	101-301.000-960.000	450.00	
		Vnd: 0859 Invoice: VA12317	701-000.000-202.000		300.00
		Vnd: 0859 Invoice: VA12317	101-000.000-202.000		450.00
		Expected Check Run: 04/22/2024		750.00	750.00
04/16/2024	AP	VITAL RECORDS CONTROL	<i>Invoice: 4159442BEH1 Ref#: 28239 (SHREDDING CONTRACT)</i>		
		CONTRACTUAL	101-265.000-818.000	140.27	
		Vnd: 0595 Invoice: 4159442BEH1	101-000.000-202.000		140.27
		Expected Check Run: 04/22/2024		140.27	140.27
04/16/2024	AP	WELDY SALES AND SERVICE	<i>Invoice: 21936 Ref#: 28245 (PARTS FOR WWTP)</i>		
		MISCELLANEOUS SUPPLIES	592-590.000-756.000	237.11	
		Vnd: 1763 Invoice: 21936	592-000.000-202.000		237.11
		Expected Check Run: 04/22/2024		237.11	237.11

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
04/16/2024	AP	WEST SHORE FIRE SERVICES, INC. EQUIPMENT TESTING Vnd: 1810 Invoice: 32385	Invoice: 32385 Ref#: 28242 (QUART. AIR SAMPLE OF SCBA COMPRESSOR) 101-336.000-851.001 101-000.000-202.000	201.50	201.50
		Expected Check Run: 04/22/2024		201.50	201.50
04/16/2024	AP	WEST SIDE TRACTOR MISCELLANEOUS SUPPLIES Vnd: 2061 Invoice: U66410	Invoice: U66410 Ref#: 28243 (CARBIDE EDGE FOR DUMP TRUCK) 101-441.000-756.000 101-000.000-202.000	1,620.00	1,620.00
		Expected Check Run: 04/22/2024		1,620.00	1,620.00
03/31/2024	AP	WIGHTMAN & ASSOCIATES TRAIL GRANT EXPENDITURES Vnd: 1762 Invoice: 86669	Invoice: 86669 Ref#: 28244 (PROJECT #200338 - FOR TRAIL) 401-000.000-970.031 401-000.000-202.000	1,306.25	1,306.25
		Expected Check Run: 04/22/2024		1,306.25	1,306.25
				80,538.08	80,538.08

Cash/Payable Account Totals:

ACCOUNTS PAYABLE	101-000.000-202.000	40,108.24
ACCOUNTS PAYABLE	202-000.000-202.000	1,255.24
ACCOUNTS PAYABLE	401-000.000-202.000	5,763.52
ACCOUNTS PAYABLE	592-000.000-202.000	32,921.14
ACCOUNTS PAYABLE	701-000.000-202.000	489.94
TOTAL INCREASE IN PAYABLE:		80,538.08