

AGENDA

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

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

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

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

Meeting ID: 243 593 1819

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

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

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

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

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

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

- I. Call to Order**
- II. Recognition**
- 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. Approve Minutes

- May 19, 2021 City Commission Special Meeting
- May 24, 2021 City Commission Meeting
- June 10, 2021 City Commission Special Meeting

B. Approve Expenditures

Approve Expenditures for June 14, 2021 in the amount of \$96,580.42. Items of note include:

- 50% down payment for the Victory Park basketball court resurfacing in the amount of \$4,625.00
- BS&A in the amount of \$20,905 for the Data Conversion

C. Approve Banner Placement Form - Michiana Cruisers

Banner to promote car show at Centennial Park on July 11, 2021. Banner to hang on E. Front Street, July 5-12, 2021.

D. Delinquent Utility Billing

Authorize delinquent utility billings to be certified to the Summer 2021 Tax Roll.

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

A. Water Bill Dispute

Dave Wishart submitted a letter disputing unpaid water bills applied to his taxes.

B. Request to Amend Domestic Chicken Ordinance

Letter from John & Nicole Longmore

IX. Reports by: Departments, Committees, Boards

A. Septage Recieving & Treatment Briefing

B. Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) will hold a Public Hearing on Thursday, June 24, 2021 to address and appeal from the property owner at 419 W. Front Street. In preparation for that meeting, the Commission should review and consider board membership with the following in mind:

- The ZBA is a 4-member board serving 3-year terms, meeting only as necessary.
- According to the most recent board roster, all terms have expired and includes two City Commissioners; Denison and Money (Money was not a Commissioner when originally appointed to the ZBA), with Downey as alternate. Only one Commissioner should serve on the board, as per statute.
- As a result, new ZBA appointments/reappointments are needed. If current members are reappointed, with the exception of one commission, one vacancy will need to be filled. Two board applications have been received indicating interest in serving on the ZBA:
 - Julia Abbot
 - Dan Vigansky (He has also expressed interest in the Brownfield Redevelopment Authority and the Buchanan Area Recreation Board)

C. Buchanan Area Recreation Board - Board Appointments

At the June 9, 2021 meeting of the Buchanan Area Recreation Board (BARB), the members voted to recommend to the City Commission that Jennifer Popielski and Dan Vigansky be appointed to the Buchanan Area Recreation Board, which currently has two vacancies (though if BARB changes its Bylaws as was discussed during their meeting, three total vacancies are expected).

D. Planning Commission Board Recommendations

At the June 8, 2021 meeting of Buchanan Planning Commission, the members voted to recommend to the City Commission that it increase the membership of the Design Review Committee, a subcommittee of the Planning Commission, be increased from three (3) to five (5), and that Michael Rowland and Joseph Paolucci be appointed to those additional two (2) seats.

E. Activity Briefing

Accept the May 28, 2021 Staff Activity Reports

X. Unfinished Business

A. Auger & Bit Bids

Postponed from a previous meeting in order seek additional bids, Interim Director of Public Services, Mike Baker presents the two bids received:

- Digga: 4DDS Drive - Backhoe Mount Hose Kit \$3,420.00; Auger-Tree Planting 36IN(450MM)-2.5IN Hex-Earth \$2,220.00; \$5,640.00 TOTAL
- MichiganCAT: Auger, A68, BHL, 45-50MM, Tree Bit Auger; \$6,246.40 TOTAL

B. DDA Opinion Letter

Scott Dienes of Barnes & Thornburg LLP has provided a final opinion on the City of Buchanan Downtown Development Authority.

C. Financial Support for the McCoy's Creek Trail Expansion

Consider a pledge of \$5,000 annually for two years to support the McCoy's Creek Trail Expansion project.

XI. New Business

A. Berrien County City/Village Road Agreement - Painting

B. Red Bud Trail Restriping

The project would restripe Red Bud Trail from Richards Street to 3rd Street and includes one 8-foot parking lane, two 7-foot bike lanes, and two 11-foot driving lanes for a total width of 44 feet curb face to curb face from 3rd Street to Fulton Street; one 8-foot parking lane, two 5-foot bike lanes and two 11-foot driving lanes for a total width of 40 feet curb face to curb face from Fulton Street to Artic Street; two 5-foot bike lanes and two 11-foot driving lanes for a total width of 32 feet curb face to curb face from Artic Street to Richards Street. Also included in this estimate are pavement markings, traffic control and miscellaneous signage. Utility work (sewer, water, electric) is not included with the scope of this estimate.

TOTAL ESTIMATED PROJECT COST \$ 46,000.00

C. Roofing Replacement - Ross Sanders Building

Interim Director of Public Services, Mike Baker received a quote from Sheriff-Goslin Company for roofing replacement at the Ross Sanders buiding. Total estimated cost \$12,000.

D. Intergovernmental Agreement for Transit Service

The City Attorney has reviewed and approved a draft contract between the City of Buchanan and the City of Niles whereby the City of Niles would take over operation of our transit system from the County in exchange for payment of the transit millage amount. MDOT and the County both want to see this partnership occur, and our local transit committee is also in favor of the transaction, as it will have at least the same service levels as we currently have, and possibly even better service, for the same price we are paying now.

E. Marihuana Permit Renewals

The City has compiled the submissions we have received from Walpole Limited Craft Market, 303 Carrol St.; and Michicanna Pharm, 302 Post Rd., regarding their annual permit renewals.

1. Walpole Limited Craft Market, 303 Carrol St., One Microbusiness Permit
2. Michicanna Pharm LLC, 302 Post Rd., One Medical Grower Class B Permit, One Medical Process Permit

The Community Development Director has reviewed each application and the accompanying documentation including any updates to the applicant's original application and all documentation is in proper order. The required background checks are currently being performed by Buchanan Police

Department. All permit fees have been collected. All Buchanan City Department Heads have signed off with their approval and all background checks came back satisfactorily per Buchanan Police Department. Approval of the above permit renewals are recommended.

F. Police Union Proposed Contract

Substantially similar to previous contract, with the following changes: 3% annual wage increases, addition of Veteran’s Day as a holiday, boot allowance (up to \$200 reimbursement) annually instead of bi-annually. End language to allow field training officers to receive an additional \$2.00 per hour for time spent providing trainings (which saves on overall training expenses due to decreased travel, etc.)

G. Greater Niles Chamber of Commerce - 2021-2022 Membership Invoice

Jeff Rea, President & CEO of the Greater Niles Chamber of Commerce is unable to attend the meeting due to a prior commitment, but prepared a letter to the Commission outlining some of the work the GNOC has done to benefit the community.

H. Schedule Public Hearing for Budget

Schedule a public hearing for 7:00 p.m. on Monday, June 28, 2021 immediately preceding the regular City Commission meeting.

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

A. Return to In-Person Meetings

In response to ongoing restrictions placed into effect by state agencies due to COVID-19, the Berrien County Board of Commissioners’ enacted a State of Emergency on March 25, 2021 for the purpose of allowing continued virtual meetings and to be compliant with the Open Meetings Act. In declaring the State of Emergency, all public bodies in Berrien County could maintain continuity of government. The State of Emergency is set to expire June 30, 2021.

B. Foreclosed Property Auction

The Berrien County 2021 tax foreclosed auction will be held Tuesday, August 24, 2021 - online only. It will be conducted by Title Check, via their website at www.tax-sale.info.

C. Server Update

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



SPECIAL MEETING OF THE BUCHANAN CITY COMMISSION
WEDNESDAY, MAY 19, 2021 – 7:30 AM
ELECTRONIC MEETING

MINUTES

I. Call to Order

Mayor Denison called the meeting to order at 7:35.

II. Roll Call

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

ABSENT: None

STAFF: City Manager, Heather Grace; City Clerk, Barbara Pitcher; Treasurer, Stephanie Powers

GUESTS: City Attorneys Mitt Drew and Matt Derby

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

None

IV. New Business

- A. A motion is requested to have the City Commission enter “Closed Session” to discuss three separate matters subject to attorney-client privilege, pursuant to MCL 15.268(8)(h), which would require a 2/3 rollcall vote.

Motion made by Commissioner Swem, Seconded by Commissioner Money to have the City Commission enter “Closed Session” to discuss three separate matters subject to ge, pursuant to MCL 15.268(8)(h). Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- B. A motion is requested to resume the open meeting.

Motion made by Commissioner Downey, Seconded by Commissioner Swem to resume the open meeting. Voice vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- C. A motion is requested to approve Closed Session Minutes of April 29, 2021 as reviewed in the Closed Session of this meeting.

Motion made by Commissioner Swem, Seconded by Commissioner Money to approve Closed Session Minutes of April 29, 2021 as reviewed in the Closed Session of this meeting. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- D. Review and discuss the proposed budget for FY 2021-2022.

No action necessary on this item at this time.

- E. Review Michigan Department of Treasury 2021 Millage Reduction Fractions Worksheet (L-4034) and 2021 Tax Rate Request (L-4029).

Manager Grace and Clerk Pitcher presented to the Commission for informational purposes and will sign and process accordingly.

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

None

VI. Adjourn

Commissioner Swem departed the meeting at 9:35.

Mayor Pro Tem Weedon departed the meeting at 9:36

Being no further business, Motion made by Commissioner Downey, Seconded by Commissioner Money to adjourn the meeting at 9:50 a.m. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money

Voting Abstaining: Mayor Pro Tem Weedon, Commissioner Swem

Barbara A. Pitcher, City Clerk

Mayor Sean Denison



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, MAY 24, 2021 – 7:00 PM
ELECTRONIC MEETING

MINUTES

I. Call to Order

Mayor Denison called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

II. Recognition

None

IV. Roll Call

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

ABSENT: None

STAFF: City Manager, Heather Grace; Treasurer, Stephanie Powers; City Clerk, Barbara Pitcher; Bookkeeper, Marcia Johnson; Cemetery Sexton, Klay Weaver; Police Chief, Tim Ganus; Wastewater Operator, Bill Housand; Interim Director of Public Works, Mike Baker; Community Development Director, Rich Murphy

PUBLIC: 19 members of the public, including Don Ryman, Jerry Flenar, Kim Moyer, Alexander Leonowicz, Wayne Writer, Scott Dienes, Penny Slocum, Joseph Williams, Tamiko Brown, Sarah Spoonholtz, Kevin Barker, Ashley Hanson

V. Approve Agenda

Amend agenda to:

- Remove item VII. C. - Resolution 2021.05/228
- Add VIII. C. - DDA Dissolution Update from Scott Dienes
- Remove X. A. - Edgewater Lease
- Remove/Postpone X. B. - Financial Support for Trail Expansion
- Remove XI. F. - Waste Bids

***Motion made by Commissioner Swem, Seconded by Commissioner Money to approve agenda as amended.
 Roll call vote carried unanimously.***

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem.

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

- Don Ryman - Spoke in favor of the Social District.
- Michael Rowland - Spoke in favor of the Social District.
- Beth Murphy - The Clerk read a letter submitted to the Commission speaking in favor of the auger purchase.

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

- A. Approve Minutes - Approve Minutes of May 10, 2021 Regular Meeting
- B. Approve Expenditures - Approve expenditures for May 24, 2021 in the amount of **\$807,241.43**. Payment of note is the May progress payment of \$673,493.82 to Davis Construction.

Motion made by Commissioner Downey, Seconded by Commissioner Money to approve the consent agenda as amended. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- C. Item removed from agenda.

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

- A. Avery Brown Classic/Street Closure Request - Due to a miscommunication, Tamiko Brown was unable to attend the May 10 Commission meeting and was rescheduled to address the Commission this evening. She has submitted a street closure form for Arctic and Victory Streets on Saturday, July 3 from 8:00 a.m. to 11:00 p.m. Approvals have been received from appropriate City staff.

Tamiko Brown spoke regarding the activities that will take place during the event and responded to Commissioner questions.

Motion made by Commissioner Downey, Seconded by Mayor Pro Tem Weedon to approve street closure for Arctic and Victory Streets on Saturday, July 3 from 8:00 a.m. to 11:00 from. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- B. Home Source Group/Street Closure Request - Joseph Williams of the Home Source Group is requesting a street closure on Oak Street at Harger Park during the Memorial Day Parade as they will have a children's obstacle course and giving away hot dogs at the park.

Motion made by Commissioner Swem, Seconded by Commissioner Downey to approve the street closure on Oak Street at Harger Park during course. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- C. DDA Dissolution Update – Scott Dienes from Barnes & Thornburg provided and update on the subject.

IX. Reports by: Departments, Committees, Boards

- A. Community Development Director Report

Community Development Director, Richard Murphy gave a recap of the Andrews University Urban Design Project and shared the website, nicestplacetowalk.com, which houses project details, serves a developer's toolkit, and provides a feedback mechanism to the City. He discussed his priorities at a high level going forward:

- Low hanging fruit, such as establishing a social district and the developer's toolkit
- Mill Alley, splash pad, Front Street, Trail expansion
- Brownfield, DNR, incentivizing business expansion

B. Treasurer Report

Treasurer, Stephanie Powers noted three new employees at City Hall: Bookkeeper, Marcia Johnson; Intern, Kristina Bellaire, who is primarily assisting the Clerk-Cashier as well as other staff as needed until August; and Part-Time Season Administrative Assistant, Alex Tobler, who is primarily supporting the City Manager, City Clerk and other staff as necessary through December.

Powers also shared that she has completed her first year of the Treasurer Institute.

C. City Clerk Report - Recommendations to improve board processes and policies.

City Clerk, Barbara Pitcher presented several board process and policy recommendations to the Commission for their future consideration. Areas of focus include: Regain Compliance, Establish Consistency, Ensure Effectiveness, Realign, Ongoing Development & Refinement. Meeting will be scheduled with board officers in early June to discuss the recommendations and future training.

X. **Unfinished Business**

A. Item removed from agenda.

B. Item removed from agenda.

C. Social District - Community Development Director, Rich Murphy will present a proposed Social District Application & Management and Maintenance Plan and asks the Commission to consider adopting Resolution 2021.05/229 to Establish a Social District.

Note - Due to removal of item VII. C. which referenced Resolution 228, the Social District Resolution is renumbered from 229 as listed on the agenda to 228 in order to maintain proper sequence.

Motion made by Commissioner Swem, Seconded by Mayor Denison to adopt Resolution 2021.05/228 to Establish a Social District. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

D. Master Plan - During the May 11, 2021 Planning Commission, Barker moved, seconded by McDonald to forward the Draft Master Plan to the City Commission and request approval by motion distribution of the plan, review and comment in order to start the public adoption process.

- Updated timeline for the adoption of the Master Plan:
- May 24 - City Commission meeting - approve by motion distribution of the plan and post on website (Planning Commission secretary distributes plan on May 25, giving 63 days for review [July 27]).
- Aug 10 - Planning Commission votes to hold a comment period and hearing at next meeting (Sept 14).
- Sept 14 - Hold public hearing (notice published week of Aug 23), Planning Commission adopts plan by resolution.
- Sept 27 - City Commission adopts plan by resolution.

Motion made by Commissioner Money, Seconded by Commissioner Downey to approve distribution of the plan and posting on website. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

XI. **New Business**

- A. Board Appointments - The Design Review Committee, a subcommittee of the Planning Commission, met on May 5, 2021 to discuss board appointments and reappointments and made a recommendation to the Planning Commission in that regard. In turn, the Planning Commission, following their May 11, 2021 meeting recommends to the City Commission approval of the following board appointments and reappointments to the Design Review Committee:

Retroactive reappointment of Chris Brayak to a 3-year term commencing July 1, 2020

Reappointment of Kevin Barker to a 3-year term commencing July 1, 2021

Appointment of Dan Carlson to a 3-year term commencing immediately through June 30, 2025

Mayor Denison shared it was recently confirmed the Design Review Committee is actually a subcommittee of the now dissolved DDA, not a subcommittee of the Planning Commission. Future discussion in that regard is necessary.

Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to approve the following board appointments and reappointments to the Design Review Committee:

- ***Retroactive reappointment of Chris Brayak to a 3-year term commencing July 1, 2020***
- ***Reappointment of Kevin Barker to a 3-year term commencing July 1, 2021***
- ***Appointment of Dan Carlson to a 3-year term commencing immediately through June 30, 2025***

Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- B. Independent Contractor Agreement - Approve expanded independent contractor agreement with Ashley Hanson.

City Manager Grace stated the request is to cover the expanded responsibilities of Hanson to schedule vendors, food trucks, etc. for activities and events at the Common.

Motion made by Commissioner Swem, Seconded by Commissioner Money to approve expanded independent contractor agreement with Ashley Hanson. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- C. Victory Park Bids - The Buchanan Area Recreation Board is submitting several bids to the Commission for resurfacing of the basketball courts at Victory Park

Wendorf Asphalt Driveways - \$6,750.00 resurfacing

Southwest Asphalt - \$10,750 resurfacing and lines

Looking forward, they have also secured bids for resurfacing the basketball courts at Ravish Park.

Affordable Asphalt Paving & Bulldozing - \$17,800.00

Affordable Asphalt - \$9,250.00 resurfacing and lines

Ashley Hanson, given the level of service and quality they have provided the City in the past, recommended acceptance of the bid from Affordable Asphalt for \$9,250 for resurfacing and lines at Victory Park.

Motion made by Commissioner Downey, Seconded by Mayor Pro Tem Weedonto accept the bid from Affordable Asphalt for \$9,250 for resurfacing and lines at Victory Park. Roll call vote carried by majority.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Swem

Voting Abstaining: Commissioner Money

- D. Position Posting - The City Manager seeks the Commission's permission to post the Director of Public Services position [which will not be a union position moving forward] at a pay range of \$60,000 – \$70,000 per year, DOQ.

Motion made by Commissioner Downey, Seconded by Commissioner Swem to approve posting the Director of Public Services position [which will not be a union position moving forward] at a pay range of \$60,000 – \$70,000.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- E. Tree Auger Bids - Consider purchase of an auger to support DPW activities and tree planting for the Buchanan Tree Friends. Bids include:

Michigan Caterpillar - CATERPILLAR Model: WT-BHL Work Tool with AUGER, A68, BHL, 45-50MMand TREE BIT, AUGER 36" attachments - \$6,246.40

Mike Baker explained the purpose of the auger, primarily for tree planting in partnership with Buchanan Tree Friends, and how the Caterpillar model would work with the backhoe. He also shared his concern that prices have risen over last year, and if a purchase is to be made, it should be done sooner than later. He stated that he sought additional quotes, but those companies have not yet submitted anything. Baker will follow up. **The Commission postponed this topic until additional quotes could be received.**

- F. Item removed from agenda.
- G. Schedule Special Meeting - Consider scheduling a special meeting on June 1, 2, or 3 for the purpose of reviewing delinquent water bills to be transferred to taxes and review final draft of the FY2021-2022 Budget.

The Commission agreed to a special meeting and indicated preference for the week of June 7, but no specific date/time was determined. City Manager will coordinate with the Commission and schedule.

- H. Traffic Control Order #253 - Consider additional "NO U-TURN" signs on Front Street between Red Bud Trail and Oak Street.

Motion made by Commissioner Money, Seconded by Commissioner Swem to approve Traffic Control Order #253 to place additional "NO U-TURN" signs on Front Street between Red Bud Trail and Oak Street. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- I. Marihuana Permit Renewals - The City has compiled the submissions we have received from Red Bud Roots, 455 Post Rd. regarding their annual permit renewals for One Adult Use Processing Permit, One Medical Processing Permit.

Rich Murphy has reviewed each application and the accompanying documentation including any updates to the applicant's original application and all documentation is in proper order. The required background checks have been performed by Buchanan Police Department. All permit fees have been collected. All Buchanan City Department Heads have signed off with their approval, The Commission's consideration and approval of the above permit renewals is recommended.

Motion made by Commissioner Downey, Seconded by Commissioner Swem to approve the Red Bud Roots, 455 Post Rd. annual permit renewal, for One Adult Use Processing Permit, One Medical Processing Permit. Roll call vote carried by majority.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money, Commissioner Swem

Voting Abstaining: Mayor Pro Tem Weedon (due conflict of interest resulting from employment in the cannabis industry)

- J. Authorize Temporary Pay Increase for Interim Director of Public Services

Motion made by Commissioner Money, Seconded by Commissioner Swem to authorize temporary pay increase for Interim Director of Public Services. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

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

- A. Federal Energy Regulatory Commission Notices - The City of Buchanan is in receipt of two communications from the Federal Energy Regulatory Commission regarding a issuance to French Hydro LLC and Order Issuing Subsequent License for the French Hydroelectric project, and the 2020 Emergency Action Plan (EAP) Status Rerpots and EAP updates (Annual Reprints_ - Mottville (FERC no. P-401)), Buchanan (FERC No. P-2551), Twin Branch (FERC No. P2579), Elkhart (FERC no. P-2651), & Constantine (FERC No. P-10661) Hydroelectric Projects.
- B. AEP Planned Electrical Distribution Improvements - AEP/I&M is planning electrical distribution improvements within proximity of 818 Terre Coupe. In the coming weeks, you may see their representatives in the area inspecting conditions and determining options fo rthe best route. When possible, facilities will be installed in the road right of way. If conditions require easement or tree trimming on your property, you will be contacted directly. Please rest assured that they will NOT perform any tree work in your property until they contact you first. If you are not present a door card will be left and/or mailed. If tree trimming is considered, they will mark the strees wiht a temporary paint to create a visual for their discussions with you.
- C. Training: Master Citizen Planner (MCP) Advanced Academy - The 2021 Advanced Academy is focused on renewing Michigan communities. This virtual conference will cover several emerging topics including planning for electric vehicles, solar ordinances, missing middle housing, and the revised Farm Market GAAMP. The 2021 Advanced Academy will offer a mix of live and prerecorded sessions. There will be three, one-hour interactive sessions on June 8, 9, and 10 (that's just one hour a day!) and four prerecorded sessions to view at your leisure, including the popular court case/legislative update. The 2021 conference will include a fun Jeopardy/trivia game on Tuesday evening with bragging rights on the line! Come and join together virtually with local

leaders from across the state to share ideas to renew the future of Michigan communities. Please register by June 7, 2021. Master Citizen Planners (MCPs) seeking their annual six hours of continuing education are encouraged to attend along with Planning commissioners, local government officials, and all others with interest in planning and zoning. Cost is \$25 for MCPs/\$35 for all others. June 8, 9, 10. Information and registration at <https://events.anr.msu.edu/event.cfm?eventID=2CFA61E72E294E9F2528AD1F821DDE595960E9A1170CD5CE6F6DFEAD9A845191>

- D. CEDAM Application Status - Madeleine March-Meenagh, Interim Program Manager, Community Development Fellowship of the Community Economic Development Association of Michigan (CEDAM) responded regarding the City's application for a CEDAM fellow. "Unfortunately, your community was not chosen to host a fellow for the 2021-2022 program year. We received many quality applications and it was very hard to pick just one community from each region." She encouraged us to reach out to a Community Assistance Team Specialist to discuss other options for increasing capacity and implementing community economic development projects in our community.

- E. Retirement of J.T. Adkerson

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

- Jerry Flenor - On behalf of the Trail Committee, thanked JT Adkerson and his staff. He also read a letter from Wayne Writer praising Adkerson.
- Rebecka Hoyt - Former writer from The Paper, Jan Wiezerak, joined The Chronicle. Their team captured video of the Memorial Day preparations at Oakridge Cemetery. Next issue will be out June 6. Summer Concert Series soon begins.
- Penny Slocum - Spoke regarding the flower planters downtown. She and Alice Kring worked to get several planted. The watering schedule needs to be increased during this hot weather. Thanked volunteers who worked on the Cemetery.

XIV. Executive Comments

- A. City Manager Comments -

Mike Baker is playing an integral role in the transition at DPW. The crew is doing excellent work at the Cemetery. Thanked Murphy for his significant work on the Social District proposal. Recognized Ashley Hanson for her work to get bids for Victory Park.

- B. Commissioner Comments -

- Patrick Swem - Thanked everyone involved in Veterans' Circle, Ashley Hanson for all her volunteer work, and stated he's happy to see the Board Process moving forward.
- Larry Money - On behalf of the American Legion and fellow veterans, he thanked Baker, Weaver and crew for their work at the Cemetery. It looks the best it has in years. Thanked the Chronicle for their coverage. Stated Mayor Denison has helped immensely with the veterans' banners which will be going up on Thursday.
- Cameron Downey - Welcomed the new employees at City Hall.
- Mark Weedon - Wanted to mirror everything the other Commissioners already said. The Nicest Place in America is going to start looking like the nicest place. Praised all of our wonderful volunteers.

- C. Mayor Comments - Asked for volunteers to help lay sod at Veterans' Circle at noon on Tuesday. Thanked JT Adkerson for his service. Thanked Murphy for his work on Social District. Welcomed new employees.

XV. Adjourn

Motion made by Commissioner Downey, Seconded by Commissioner Money to adjourn the meeting at 9:28. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

Barbara A. Pitcher, City Clerk

Mayor Sean Denison



CITY COMMISSION SPECIAL MEETING
THURSDAY, JUNE 10, 2021 – 8:00 AM
ELECTRONIC MEETING

MINUTES

I. Call to Order

Following a delay due to technical difficulties, Mayor Denison called the meeting to order at 8:08 a.m.

II. Roll Call

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

ABSENT: Mayor Pro Tem Mark Weedon (for a portion of the meeting due to technical difficulties)

STAFF: City Manager, Heather Grace; Community Development Director, Rich Murphy; Interim Director of Public Services, Mike Baker; Treasurer, Stephanie Powers; City Clerk, Barbara Pitcher

GUESTS: Several guests joined via Zoom.

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

Fran Terry - Spoke regarding the benefits of the joint Chamber-City position stating the Chamber is looking forward to the collaboration.

Terrance Burt (via written comments read by City Clerk) - Spoke regarding the positive experience he had with Building Inspector, Guy Lewis.

IV. Unfinished Business

None

V. New Business

A. New Credit Card Proposals

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

Motion made by Commissioner Money, Seconded by Commissioner Downey to approve establishing credit cards for for the indivudals with limits indicated on the June 9, 2021 document from Heather K. Grace. Roll call vote carried by majority.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money

Voting Abstaining: Commissioner Swem (due to a conflict of interest as a result of his employment with the institution providing the credit cards).

B. Waste & Recycling Bids

Manager Grace stated Republic Services and Michiana Recycling and Disposal Services both submitted bids for five-year contracts for waste and recycle services for the City of Buchanan. Detailed pricing from each bid was provided to the Commission, and each bid the same level of service as we currently have in place, with only relatively minor differences, including the type of recycle bin/bag used (with details on the differences also provided). With our current services

through Republic only guaranteed through the end of June, and decision from the Commission on this issue is needed today to ensure no disruption in services. The Commission discussed and asked clarifying questions of the bidders.

Motion made by Commissioner Downey, Seconded by Mayor Denison to award the Waste and Recycling bid to Michiana Recycling and Disposal Company. Roll call vote carried by majority.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money

Voting Abstaining: Mayor Pro Tem Weedon

- C. Interim Director of Public Services Mike Baker - Recommendations RE Proposed New DPW Building
Mr. Baker addressed the Commission regarding his thoughts on the proposal for a new DPW building. No action was necessary on this item.

- D. Project Consultant Proposals for New DPW Building

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

Motion made by Commissioner Swem, Seconded by Commissioner Downey to engage the Barton Group for services related to site selection process, pre-construction and construction coordination for the DPW building. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money, Commissioner Swem

Absent from the vote: Mayor Pro Tem Weedon (due to technical difficulties)

- E. Buchanan Concerts on the Common - Budget Request

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

No budget decision is required in this meeting, but approval of the calendar would be helpful to keep things moving.

Motion made by Commissioner Money, Seconded by Commissioner Downey to approve the slate of Buchanan Concerts at the Common. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money, Commissioner Swem

Absent from the vote: Mayor Pro Tem Weedon (due to technical difficulties)**F. Community Development Director Rich Murphy**

Murphy outlined future Economic Development Plans and corresponding budget requests:

• Economic Development Incentives	\$90,000	MF
• Downtown Blade Sign Program	\$2,000	MF
• Redevelopment Technical Assistance Fund	\$7,500	MF
• Buchanan Video Series	\$7,500	SF
• Marketing and Promo of ED Incentives	\$2,500	SF
• See the River Initiative	\$25,000	SF
• Splash Pad Due Diligence:	\$10,000	GF
• Andrew University Recommendations on N. Red Bud Trail	\$45,000	SF
• City Blight Task Force Redevelopment Fund	\$90,000	SF
• Immediate Mill Alley improvements	\$5,000	SF
• Nicest Place Signage on Rt. 12:	\$5,000	GF
• Buchanan Online Zoning Map Project	\$2,500	SF
• Buchanan Call for Public Art	\$2,500	SF
• Social District Implementation	\$4,500	SF

Funding Key

MF = Marihuana Revenue

SF = Stimulus Revenue

GF = General Revenue

No action was necessary on this item at this meeting.

G. General Budget Discussion

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

Motion made by Commissioner Swem, Seconded by Commissioner Money to allow Manager Grace place the policy issues from the general budget discussion on the June 14, 2021 City Commission Agenda. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money, Commissioner Swem

Absent from the vote: Mayor Pro Tem Weedon (due to technical difficulties)

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

Jack Brown - On behalf of Republic Services, urged the Commission to review and reconsider the decision made earlier to award the Waste & Recycling contract to Michiana Recycling and Disposal Company.

Fran Terry - Informed the Commission that the audio was extremely difficult to hear throughout much of the meeting. (Mayor Denison and Manager Grace apologized for the technical difficulties and assured that both technology upgrades and the return to in-person meetings are both on the way.)

VII. Adjourn

Motion made by Commissioner Swem, Seconded by Commissioner Money to adjourn the special meeting at 10:31 a.m. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money, Commissioner Swem

Absent from Vote: Mayor Pro Tem Weedon (due to technical difficulties)

Barbara A. Pitcher, City Clerk

Mayor Sean Denison

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Fund: 101 GENERAL							
Dept: 101.000 CITY COMMISSION							
101-101.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	0.65
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	42.01
							42.66
101-101.000-730.000	POSTAGE						
	JOHNSON/MARCIA//	POSTAGE	REIMBURSEMENT USPS	82948	06/02/2021	06/14/2021	7.95
							7.95
101-101.000-885.000	PUBLIC REL						
	DPM EVENTS	1232287	STREAM ADVANCED PKG.	82932	05/20/2021	06/14/2021	800.00
	DPM EVENTS	1232286	CORPORATE STREAMING & A	82932	05/20/2021	06/14/2021	1,665.00
	ON BASE PRODUCTIONS	2166	MEMORIAL DAY 2021 VIDEO	82958	06/04/2021	06/14/2021	500.00
							2,965.00
101-101.000-919.000	COVID-19						
	PITCHER/BARBARA//		REIMBURSEMENT ZOOM	82960	05/20/2021	06/14/2021	15.89
							15.89
101-101.000-962.000	MISCELLAN						
	ELAN FINANCIAL SERVICES	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	30.20
	ELAN FINANCIAL SERVICES	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	24.56
	JOHNSON/MARCIA//	POSTAGE	REIMBURSEMENT USPS	82948	06/02/2021	06/14/2021	7.00
							61.76
							Total Dept. CITY COMMISSION: 3,093.26
Dept: 172.000 CITY MANAGER							
101-172.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	1.95
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	22.56
							24.51
101-172.000-728.000	OFFICE SUF						
	OFFICE DEPOT	173134614001	MISC OFFICE SUPPLIES VAR	82957	05/11/2021	06/14/2021	65.18
	OFFICE DEPOT	172581307001	MISC OFFICE SUPPLIES VAR	82957	05/21/2021	06/14/2021	35.67
	OFFICE DEPOT	172525282001	MISC OFFICE SUPPLIES VAR	82957	05/21/2021	06/14/2021	76.83
							177.68
101-172.000-818.000	CONTRACTI						
	PLANTE & MORAN	2009348	MAY ACCOUNTING ASST. 202	82961	05/26/2021	06/14/2021	4,815.00
	SPECTRUM HEALTH LAKEL/	21009220 & 21246935	PRE PLACEMENT EXAM	82974	05/08/2021	06/14/2021	129.00
							4,944.00
101-172.000-826.000	LEGAL FEE'S						
	BARNES & THORNBURG LLF		DOWNTWON DEVELOPMENT	82908	05/18/2021	06/14/2021	360.00
							360.00
							Total Dept. CITY MANAGER: 5,506.19
Dept: 191.000 ELECTIONS							
101-191.000-715.000	FRINGE BEN						
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	3.60
							3.60
							Total Dept. ELECTIONS: 3.60
Dept: 209.000 ASSESSOR							
101-209.000-818.000	CONTRACTI						
	APEX SOFTWARE	313706	ANNUAL RENEWAL	82904	05/27/2021	06/14/2021	235.00

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							235.00
							Total Dept. ASSESSOR: 235.00
Dept: 215.000 CITY CLERK							
101-215.000-715.000	FRINGE BEN ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	1.30
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	10.80
							12.10
101-215.000-903.000	LEGAL NOT LEADER PUBLICATIONS LLC			82949	05/16/2021	06/14/2021	153.00
							153.00
101-215.000-945.000	MEMBERSH BERRIEN COUNTY CLERKS	MAY 1, 2021-APRIL 30, 2022	ANNUAL DUES	82911	05/01/2021	06/14/2021	25.00
							25.00
101-215.000-969.000	TRANSFER- MUNICODE///	00359768	ADMIN. SUPPORT FEE	82954	06/09/2021	06/14/2021	250.00
							250.00
							Total Dept. CITY CLERK: 440.10
Dept: 253.000 TREASURER							
101-253.000-715.000	FRINGE BEN ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	1.95
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	8.64
							10.59
101-253.000-730.000	POSTAGE SBF ENTERPRISES///	2321110	POSTAGE TAX BILL MAILING	82968	05/15/2021	06/14/2021	847.20
							847.20
101-253.000-818.000	CONTRACTI COUNTY OF BERRIEN	11008	TAX SERVICE 2021	82928	05/20/2021	06/14/2021	3,036.00
							3,036.00
							Total Dept. TREASURER: 3,893.79
Dept: 265.000 BUILDING AND GR							
101-265.000-818.000	CONTRACTI BS&A SOFTWARE///		DATA CONVERSION	82914	05/24/2020	06/14/2021	20,905.00
	CLARK/KELLY L//	MAY 16, 23, 30 2021	MAY CLEANING	82923	05/30/2021	06/14/2021	495.00
	PARRETT COMPANY///	58668	MAY SERVICE/SUPPLIES	82959	06/02/2021	06/14/2021	184.71
	REPUBLIC SERVICES #646//	VARIOUS INVICES	MAY SERVICE	82966	05/31/2021	06/14/2021	79.73
	ROSE PEST SOLUTIONS	150526900	CONTRACT SERVICE	82967	05/12/2021	06/14/2021	44.00
							21,708.44
101-265.000-853.000	TELEPHONE COMCAST CABLE///	8771 40 225 0151550	JUNE MONTHLY BILLING VAR	82926	05/25/2021	06/14/2021	4.73
							4.73
101-265.000-921.000	UTILITIES CITY OF BUCHANAN///	302 N REDBUD	WATER 302 N REDBUD	82920	06/01/2021	06/14/2021	239.13
	INDIANA MICHIGAN POWER	VARIOUS INVOICES	MAY SERVICE	82945	06/03/2021	06/14/2021	1,112.32
							1,351.45
101-265.000-931.000	MAINTENAN SPURLOCK/TINA//	21 CITY CENTER CLEANING	JUNE 2021 CITY CENTER CLE/	82975	06/01/2021	06/14/2021	60.00
							60.00
101-265.000-934.000	MAINT. - OF ELAN FINANCIAL SERVICE	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	

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							55.26
101-265.000-958.000	OFFICE EQ CUSTOM COMPUTER COMP	1462	MODULATOR HOOK UP	82930	06/04/2021	06/14/2021	255.00
							255.00
101-265.000-962.000	MISCELLAN BUCHANAN FLORAL CO.///	021924	DOWNTOWN PLANTING	82915	05/30/2021	06/14/2021	4,081.00
							4,081.00
							Total Dept. BUILDING AND GROUNDS: 27,515.88
Dept: 269.000 RENTAL PROPERT							
101-269.000-921.000	UTILITIES						
	CITY OF BUCHANAN/// 720 E FRONT STREET	720 E FRONT STREET		82920	06/01/2021	06/14/2021	48.37
	INDIANA MICHIGAN POWER 042 080 406 0 2 5/21	MAY USAGE		82944	05/07/2021	06/14/2021	25.18
	INDIANA MICHIGAN POWER 046 821 706 1 0 5/21	MAY USAGE		82944	05/28/2021	06/14/2021	20.35
	INDIANA MICHIGAN POWER 047 490 485 0 2 5/21	MAY SERVICE		82944	06/01/2021	06/14/2021	31.59
							125.49
101-269.000-962.000	MISCELLAN COMCAST CABLE/// 8771 40 225 0138391	05/21	MONTHLY BILLING VAR	82926	06/01/2021	06/14/2021	67.00
							67.00
							Total Dept. RENTAL PROPERTY: 192.49
Dept: 271.430 PEAR'S MILL							
101-271.430-853.000	TELEPHONE AT&T///	269695552505	MONTHLY SERVICE 5525	82906	05/16/2021	06/14/2021	101.47
							101.47
101-271.430-921.000	UTILITIES						
	COMCAST CABLE/// 8771 40 225 0138391	05/21	MONTHLY BILLING VAR	82926	06/01/2021	06/14/2021	68.80
	INDIANA MICHIGAN POWER 043 396 232 0 1 5/21	MAY USAGE		82944	05/07/2021	06/07/2021	33.20
	INDIANA MICHIGAN POWER 041 841 706 4 7 5/21	MAY USAGE		82944	05/28/2021	06/14/2021	8.25
	REPUBLIC SERVICES #646/// 0646 001673876	MAY SERVICE		82966	05/31/2021	06/14/2021	71.48
							181.73
							Total Dept. PEAR'S MILL: 283.20
Dept: 271.435 FARMERS' MARKE							
101-271.435-921.000	UTILITIES						
	COMCAST CABLE/// 8771 40 225 0138391	05/21	MONTHLY BILLING VAR	82926	06/01/2021	06/14/2021	67.00
	INDIANA MICHIGAN POWER 041 841 706 4 7 5/21	MAY USAGE		82944	05/28/2021	06/14/2021	8.25
							75.25
101-271.435-935.000	BUILDING & REPUBLIC SERVICES #646///	VARIOUS INVICES	MAY SERVICE	82966	05/31/2021	06/14/2021	102.90
							102.90
							Total Dept. FARMERS' MARKET: 178.15
Dept: 271.440 BUCHANAN COMM							
101-271.440-921.000	UTILITIES						
	COMCAST CABLE/// 8771 40 225 0138391	05/21	MONTHLY BILLING VAR	82926	06/01/2021	06/14/2021	67.00
							67.00
							Total Dept. BUCHANAN COMMON: 67.00
Dept: 276.000 CEMETERY							
101-276.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	10.42
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	14.40

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							24.82
101-276.000-751.000	GAS AND OI						
	AALFS BP///	MAY	MAY USAGE	82898	05/31/2021	06/14/2021	139.22
	WEX BANK///		MAY 2021 USAGE	82985	05/31/2021	06/14/2021	69.54
							208.76
101-276.000-756.000	MISCELLAN						
	CULLIGAN LAB///	80812 - 043021	WATER	82929	04/30/2021	06/14/2021	31.95
							31.95
101-276.000-818.000	CONTRACTI						
	ELAN FINANCIAL SERVICE	4598 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	12.28
	TRUGREEN PROCESSING C	136868949	SERVICE TERRE COUPE	82976	04/19/2021	06/14/2021	60.00
							72.28
101-276.000-921.000	UTILITIES						
	CITY OF BUCHANAN///TERRE COUPE SPRINKLER		WAER TERRE COUPLE SPRIN	82920	06/01/2021	06/14/2021	131.25
	REPUBLIC SERVICES #646///	3 0646 9646001 5/21	MAY SERVICES	82966	05/31/2021	06/14/2021	71.48
							202.73
101-276.000-932.000	MAINTENAN						
	COLD SPRING GRANITE CO.		CUSTOM EMBLEM	82925	02/19/2021	06/14/2021	500.00
	M-TEC @ SMC	62834	TURF CONTROL APPLICATION	82950	05/21/2021	06/14/2021	4,010.00
	REPUBLIC SERVICES #646///	VARIOUS INVICES	MAY SERVICE	82966	05/31/2021	06/14/2021	169.40
	WATSONS TREE SERVICE///		TOPSOIL	82981	05/17/2021	06/14/2021	380.00
	WELDY SALES AND SERVIC	3055	AUTOCUT 25-2 HEAD	82984	05/26/2021	06/14/2021	53.98
							5,113.38
101-276.000-939.000	MAINTENAN						
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	750.65
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	81.25
	ELAN FINANCIAL SERVICE	4598 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	41.85
							873.75
101-276.000-970.001	CAPITAL OL						
	WEAVER AG & LAWN EQUIF	03-707730	MOWER FOR VETERANS CIRC	82982	05/27/2021	06/14/2021	1,299.00
							1,299.00
							Total Dept. CEMETERY: 7,826.67
Dept: 301.000 POLICE							
101-301.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	54.35
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	111.60
							165.95
101-301.000-751.000	GAS AND OI						
	AALFS BP///	MAY	MAY USAGE	82898	05/31/2021	06/14/2021	482.63
	WEX BANK///		MAY 2021 USAGE	82985	05/31/2021	06/14/2021	208.63
							691.26
101-301.000-756.000	MISCELLAN						
	ALLIED 100, LLC///	1880648	BATTERY AND ELECTRODE P,	82902	05/19/2021	06/14/2021	110.00
	REDBUD HARDWARE	MAY PURCHASES	MAY PURCHASES	82964	06/01/2021	06/14/2021	6.49
							116.49
101-301.000-769.000	UNIFORM C						
	J DEFAY CLEANERS & LAUN	FEB & MARCH 2021	FEB & MARCH 2021 CLEANINC	82946	05/31/2021	06/14/2021	105.00
	J DEFAY CLEANERS & LAUN	FEB & MARCH 2021	FEB & MARCH 2021 CLEANINC	82946	05/31/2021	06/14/2021	87.00
							192.00
101-301.000-818.000	CONTRACTI						
	PARRETT COMPANY///	58668	MAY SERVICE/SUPPLIES	82959	06/02/2021	06/14/2021	

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	REPUBLIC SERVICES #646///	VARIOUS INVICES	MAY SERVICE	82966	05/31/2021	06/14/2021	192.63
	ROSE PEST SOLUTIONS	150527237	CONTRACT SERVICE	82967	05/12/2021	06/14/2021	71.00
							293.40
101-301.000-853.000	TELEPHONE						
	COMCAST CABLE///	8771 40 225 0139381	JUNE MONTHLY BILLING VAR	82926	05/27/2021	06/14/2021	326.07
							326.07
101-301.000-921.000	UTILITIES						
	CITY OF BUCHANAN///	131 OAK STREET	WATER 131 OAK STREET	82920	06/01/2021	06/14/2021	48.37
	CITY OF BUCHANAN///	107 W FRONT STREET	WATER 107 W FRONT STREET	82920	06/01/2021	06/14/2021	284.24
	INDIANA MICHIGAN POWER	044 202 806 1 4 5/21	MAY USAGE	82944	05/27/2021	06/14/2021	722.39
	INDIANA MICHIGAN POWER	VARIOUS INVOICES	MAY SERVICE	82945	06/03/2021	06/14/2021	253.27
							1,308.27
101-301.000-931.000	MAINTENAN						
	SPURLOCK/TINA//		JUNE 2021 CLEANING POLICE	82975	06/01/2021	06/14/2021	120.00
							120.00
101-301.000-934.000	MAINT. - OF						
	ELAN FINANCIAL SERVICES	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	104.02
							104.02
101-301.000-939.000	MAINTENAN						
	GENE WESNER AUTOMOTIV	17439	BATTERY FOR 46-7	82940	05/18/2021	06/14/2021	189.69
	GENE WESNER AUTOMOTIV	17471	OIL CHANGE 46-4	82940	05/26/2021	06/14/2021	43.91
	GENE WESNER AUTOMOTIV	17474	OIL CHANGE 46-1	82940	05/26/2021	06/14/2021	41.51
	GENE WESNER AUTOMOTIV	17495	REPLACE ALTERNATOR 46-7	82940	06/10/2021	06/14/2021	565.76
							840.87
101-301.000-960.000	EDUCATION						
	MICHIGAN ASSOCIATION OF	300006600		82952	06/09/2021	06/09/2021	100.00
							100.00
101-301.000-961.000	MEDICAL E)						
	SPECTRUM HEALTH LAKEL/	21009220 & 21246935	PRE PLACEMENT EXAM	82974	05/08/2021	06/14/2021	28.00
							28.00
							Total Dept. POLICE: 4,286.33
Dept: 336.000 FIRE DEPARTMEN'							
101-336.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	4.92
							4.92
101-336.000-751.000	GAS AND OI						
	AALFS BP///		MAY MAY USAGE	82898	05/31/2021	06/14/2021	69.91
							69.91
101-336.000-756.000	MISCELLAN						
	REDBUD HARDWARE	MAY PURCHASES	MAY PURCHASES	82964	06/01/2021	06/14/2021	108.77
	REDBUD HARDWARE	MAY PURCHASES	MAY PURCHASES	82964	06/01/2021	06/14/2021	20.98
	REDBUD HARDWARE	MAY PURCHASES	MAY PURCHASES	82964	06/01/2021	06/14/2021	7.94
	REDBUD HARDWARE	MAY PURCHASES	MAY PURCHASES	82964	06/01/2021	06/14/2021	19.47
							157.16
101-336.000-853.000	TELEPHONE						
	COMCAST CABLE///	8771 40 225 0138391	05/21 MONTHLY BILLING VAR	82926	06/01/2021	06/14/2021	67.00
							67.00
101-336.000-921.000	UTILITIES						
	INDIANA MICHIGAN POWER	041 130 706 0 3 5/21	May Usage	82944	05/28/2021	06/14/2021	3.63
	INDIANA MICHIGAN POWER	VARIOUS INVOICES	MAY SERVICE	82945	06/03/2021	06/14/2021	219.41
	SEMCO ENERGY///	0157576.500	05/21 MAY SERVICE	82969	05/31/2021	06/14/2021	

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							326.94
101-336.000-934.000	MAINT. - OF ELAN FINANCIAL SERVICE	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	12.28
							12.28
101-336.000-939.000	MAINTENAN BEST ONE FLEET SERVICE/	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	201.49
							201.49
Total Dept. FIRE DEPARTMENT:							839.70
Dept: 371.001 BUILDING INSPEC'							
101-371.001-921.000	UTILITIES CITY OF BUCHANAN///	302 N REDBUD	WATER 302 N REDBUD	82920	06/01/2021	06/14/2021	59.78
							59.78
Total Dept. BUILDING INSPECTOR:							59.78
Dept: 441.000 DEPARTMENT OF I							
101-441.000-715.000	FRINGE BEN ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	40.72
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	9.03
							49.75
101-441.000-751.000	GAS AND OI WEX BANK///		MAY 2021 USAGE	82985	05/31/2021	06/14/2021	139.08
							139.08
101-441.000-756.000	MISCELLAN ELAN FINANCIAL SERVICE	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	18.42
	REDBUD HARDWARE	MAY PURCHASES	MAY PURCHASES	82964	06/01/2021	06/14/2021	241.81
							260.23
101-441.000-853.000	TELEPHONE COMCAST CABLE///	8771 40 225 0126321	JUNE MONTHLY BILLING	82926	05/27/2021	06/14/2021	184.58
							184.58
101-441.000-921.000	UTILITIES CITY OF BUCHANAN///	121 DAYS STREET	WATER - 121 DAYS ST	82920	06/01/2021	06/14/2021	5.25
	CITY OF BUCHANAN///	116 E FRONT STREET	WATER 116 E FRONT STREET	82920	06/01/2021	06/14/2021	26.25
	CITY OF BUCHANAN///		WATER RICHARDS STREET	82920	06/01/2021	06/14/2021	33.70
	CITY OF BUCHANAN///		WATER SMITH PARK LIBERTY	82920	06/01/2021	06/14/2021	33.70
	CITY OF BUCHANAN///	107 W. FRONT STREET	WATER 107 W FRONT STREET	82920	06/01/2021	06/14/2021	33.70
	CITY OF BUCHANAN///	606 CLARK STREET	WATER 606 CLARK STREET	82920	06/01/2021	06/14/2021	284.24
	INDIANA MICHIGAN POWER	046 217 606 0 4 5/21	MAY USAGE	82944	05/28/2021	06/14/2021	99.96
	INDIANA MICHIGAN POWER	VARIOUS INVOICES	MAY SERVICE	82945	06/03/2021	06/14/2021	1,383.52
	INDIANA MICHIGAN POWER	042 915 386 0 3 05/21	MAY SERVICE	82944	06/01/2021	06/14/2021	13.21
	REPUBLIC SERVICES #646//	0646 001673876	MAY SERVICE	82966	05/31/2021	06/14/2021	142.96
	REPUBLIC SERVICES #646//	3 0646 9646001 5/21	MAY SERVICES	82966	05/31/2021	06/14/2021	142.96
	REPUBLIC SERVICES #646//	VARIOUS INVICES	MAY SERVICE	82966	05/31/2021	06/14/2021	387.33
							2,586.78
101-441.000-926.000	STREET LIG INDIANA MICHIGAN POWER	VARIOUS INVOICES	MAY SERVICE	82945	06/03/2021	06/14/2021	152.84
	INDIANA MICHIGAN POWER	045 527 857 03 05/21	MAY SERVICE	82944	06/01/2021	06/14/2021	2,424.82
							2,577.66
101-441.000-931.000	MAINTENAN CINTAS CORP.///	4085783559	RUGS	82918	06/01/2021	06/14/2021	80.93
							80.93
101-441.000-932.000	MAINTENAN BAKER/MIKE//	114636	REIMBURSEMENT BURNES RE	82907	05/28/2021	06/14/2021	

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	SOUTH EAST BERRIEN COU		SLUDGE DISPOSAL	82973	06/10/2021	06/10/2021	1,431.75
							1,552.30
101-441.000-933.000	MAINTENAN						
	BEARING HEADQUARTERS//	5685211	KUBOTA REPAIRS (SEAL)	82910	05/12/2021	06/14/2021	15.32
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	224.49
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	142.50
							382.31
101-441.000-939.000	MAINTENAN						
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	35.99
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	570.40
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	524.14
	BEST ONE FLEET SERVICE//	VARIOUS INVOICES	VAR	82913	06/01/2021	06/14/2021	26.25
	ELAN FINANCIAL SERVICE//	5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	97.65
							1,254.43
101-441.000-961.000	MEDICAL E)						
	FIRST ADVANTAGE LNS OC	2503972105	CLINIC COLLECTION	82936	05/31/2021	06/14/2021	63.80
							63.80
							9,131.85
							DEPARTMENT OF PUBLIC WORKS:
Dept: 756.000	BUCHANAN AREA						
101-756.000-818.000	CONTRACTI						
	PRIDE THE PORTABLE TOIL	23898	EB CLARK WOODS HANDICAP	82963	05/30/2021	06/14/2021	88.00
	PRIDE THE PORTABLE TOIL	23899	RIVER PARK TOILET RENTAL	82963	05/30/2021	06/14/2021	80.00
	PRIDE THE PORTABLE TOIL	23900	KATHRYN PARK TOILET RENT	82963	05/31/2021	06/14/2021	80.00
	PRIDE THE PORTABLE TOIL	23901	CENTENNIAL PARK HANDICAF	82963	05/30/2021	06/14/2021	88.00
	PRIDE THE PORTABLE TOIL	23902	FISHER/RUSSELL TOILET REN	82963	05/30/2021	06/14/2021	80.00
	PRIDE THE PORTABLE TOIL	24032	BYSBA TOILET & HANDICAP U	82963	06/10/2021	06/14/2021	270.00
	PRIDE THE PORTABLE TOIL	24031	COMMON TOILET AND HANDIC	82963	06/10/2021	06/14/2021	168.00
							854.00
							HANAN AREA RECREATION BOARD:
							854.00
Dept: 864.000	MISCELLANEOUS						
101-864.000-965.016	DELINQUEN						
	COUNTY OF BERRIEN	10963	TAX- FORCLOSER	82927	05/14/2021	06/14/2021	154.70
	COUNTY OF BERRIEN	58-2000-0357-00-7	DELINQUENT TAX	82927	05/17/2021	06/14/2021	24.59
							179.29
101-864.000-965.021	RETIREEES II						
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	28.55
	WEAVER/CLYDE//	URANCE REIMBURSEMENT	RETIREE INS. REIMBURSEMEI	82983	06/03/2021	06/14/2021	1,417.53
							1,446.08
							MISCELLANEOUS COSTS/TRANSFERS:
							1,625.37
							Total Fund GENERAL: 66,032.36
Fund: 103	CAPITAL PROJECTS						
Dept: 000.000							
103-000.000-970.031	TRAIL GRAN						
	FLENAR/JERRY//	42913	REIMBURSEMENT MCCOY CR	82937	05/07/2021	06/14/2021	97.10
	JACOBS/JAN//	REIMBURSEMENT	REIMBURSEMENT THE TRAIL	82947	06/01/2021	06/14/2021	110.18
							207.28
							Total Dept. 000000: 207.28
							Fund and CAPITAL PROJECTS: 207.28

Fund: 107 DOWNTOWN DEVELO

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Dept: 435.000 FARMERS' MARKE							
107-435.000-707.000	MARKET MA						
	HANSON/ASHLEY//	5/15/2021 & 5/22/2021	FARMERS MARKET	82941	06/03/2021	06/14/2021	260.00
	HANSON/ASHLEY//	5 HOURS IN MAY	FARMERS MARKET	82941	05/28/2021	06/14/2021	65.00
	HANSON/ASHLEY//	5/29/2021 & 6/5/2021	MARKET HOURS	82941	06/05/2021	06/14/2021	260.00
							585.00
107-435.000-760.000	PROMOTIO						
	CHUBB/BETH//	114-4225203-6925013	ADVERTISING FARMERS MAR	82917	06/03/2021	06/14/2021	105.14
							105.14
107-435.000-762.000	WEBSITE						
	ELAN FINANCIAL SERVICES	06500 6438 3389 5/25/2021		82933	05/25/2021	06/14/2021	9.99
							9.99
							Total Dept. FARMERS' MARKET: 700.13
Dept: 450.000 DOWNTOWN ENH/							
107-450.000-761.000	DOWNTOWN						
	BUCHANAN PRESERVATION	2492	UNDERWRITING CONTRACT	82916	05/24/2021	06/14/2021	600.00
							600.00
							DOWNTOWN ENHANCEMENT/PLANNING: 600.00
							VN DEVELOPMENT FUND: 1,300.13
Fund: 202 MAJOR STREETS							
Dept: 463.000 ROUTINE STREET							
202-463.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	18.50
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	9.24
							27.74
202-463.000-756.000	MISCELLAN						
	DORNBOS SIGN & SAFETY I	INV55517	SIGN AND POST	82931	05/24/2021	06/14/2021	191.00
							191.00
202-463.000-782.000	ROAD MAIN						
	AFFORDABLE ASPHALT PA		REPAIR ASPHALT TERRE COL	82900	05/27/2021	06/14/2021	4,650.00
							4,650.00
							t. ROUTINE STREET MAINTENANCE: 4,868.74
Dept: 468.000 TREE & SHRUB MA/							
202-468.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	4.30
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	3.24
							7.54
							dept. TREE & SHRUB MAINTENANCE: 7.54
Dept: 469.000 DRAINAGE							
202-469.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	7.82
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	2.95
							10.77
							Total Dept. DRAINAGE: 10.77
Dept: 474.000 TRAFFIC SERVICE							
202-474.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	7.82
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	5

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							10.77
202-474.000-921.000	UTILITIES						
	INDIANA MICHIGAN POWER	VARIOUS INVOICES	MAY SERVICE	82945	06/03/2021	06/14/2021	64.05
							64.05
RAFFIC SERVICES - MAINTENANCE:							74.82
Dept: 478.000 WINTER MAINTEN/							
202-478.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	12.25
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	5.86
							18.11
Total Dept. WINTER MAINTENANCE:							18.11
Dept: 482.000 ADMIN. & RECORD							
202-482.000-715.000	FRINGE BEN						
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	5.28
							5.28
I Dept. ADMIN. & RECORD KEEPING:							5.28
al Fund MAJOR STREETS:							4,985.26
Fund: 203 LOCAL STREETS							
Dept: 463.000 ROUTINE STREET							
203-463.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	16.28
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	10.39
							26.67
203-463.000-782.000	ROAD MAIN						
	REITH-RILEY CONSTRUCTIC	7182350	ASPHALT FOR TERRE COUPE	82965	05/26/2021	06/14/2021	1,775.80
							1,775.80
t. ROUTINE STREET MAINTENANCE:							1,802.47
Dept: 468.000 TREE & SHRUB MA/							
203-468.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	6.51
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	4.10
							10.61
dept. TREE & SHRUB MAINTENANCE:							10.61
Dept: 469.000 DRAINAGE							
203-469.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	7.82
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	2.52
							10.34
Total Dept. DRAINAGE:							10.34
Dept: 474.000 TRAFFIC SERVICE							
203-474.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	6.12
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	2.52
							8.64
RAFFIC SERVICES - MAINTENANCE:							8.64
Dept: 478.000 WINTER MAINTEN/							

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203-478.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	7.82
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	3.55
							11.37
							Total Dept. WINTER MAINTENANCE: 11.37
Dept: 482.000 ADMIN. & RECORD							
203-482.000-715.000	FRINGE BEN						
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	5.28
							5.28
							I Dept. ADMIN. & RECORD KEEPING: 5.28
							al Fund LOCAL STREETS: 1,848.71
Fund: 501 W & S MAINTENANCE							
Dept: 000.000							
501-000.000-001.000	CASH						
	BERRIEN COUNTY TREASUR	11-58-0615-0011-01-7	WINTER TAX PAYMENT	82912	06/01/2021	06/14/2021	519.62
							519.62
501-000.000-067.003	CUSTOMER						
	CITY OF BUCHANAN///	DAYS-703-04	DEPOSIT APPLIED TO BILL	82922	04/27/2021	06/14/2021	48.37
	CITY OF BUCHANAN///	DAYS-405-05	APPLYING DEPOSIT TO BILL	82921	05/25/2021	06/14/2021	200.00
	CITY OF BUCHANAN///	REDS-204-12	APPLYING DEPOSIT TO BILL	82920	06/02/2021	06/14/2021	200.00
	SHELL/TABITHA//	OVERPAYMENT	REFUND	82970	04/27/2021	06/14/2021	151.63
							600.00
501-000.000-642.000	WATER SAL						
	ANDERSON/CATHERIINE//		REFUND CREDIT BALANCE	82903	05/13/2021	06/14/2021	4.99
	BEADLE/DAVID//		REFUND CREDIT BALANCE	82909	05/21/2021	06/14/2021	9.07
	GARZA/ALLEN//	DUPLICATE PAYMENT	REFUND	82938	05/19/2021	06/14/2021	30.33
	HOPPER/CYNTHIA//	OVERPAYMENT	OVERPAYMENT	82942	05/28/2021	06/14/2021	48.71
	MOSES FIRE EQUIPMENT		REFUND REFUND	82953	06/10/2021	06/14/2021	3.44
	SIMPSON/JESSICA//	OVERPAYMENT	REFUND	82971	05/28/2021	06/14/2021	179.86
							276.40
							Total Dept. 000000: 1,396.02
Dept: 590.000 SEWER MAINTENA							
501-590.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	25.51
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	78.22
							103.73
501-590.000-730.000	POSTAGE						
	U.S. POSTAL SERVICE		MONTHLY BULK MAIL	82977	05/06/2021	06/14/2021	350.00
							350.00
501-590.000-743.000	CHEMICALS						
	CO-ALLIANCE		SOCIUM BICARBONATE	82924	06/04/2021	06/14/2021	87.00
	NALCO CROSSBOW WATER	2541259	IT SERVICE/CARBON CARTRII	82955	05/26/2021	06/14/2021	157.89
	POLYDYNE, INC.	1544152	FLOQUAT D-6055	82962	05/17/2021	06/14/2021	1,341.36
							1,586.25
501-590.000-751.000	GAS AND OI						
	AALFS BP///	MAY	MAY USAGE	82898	05/31/2021	06/14/2021	302.25
							302.25
501-590.000-756.000	MISCELLAN						
	UPS STORE		COMMERCIAL GROUND	82978	04/08/2021	06/14/2021	12.79
	UPS STORE		GROUND COMMERCIAL	82978	04/13/2021	06/14/2021	

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							64.97
501-590.000-757.000	LAB SUPPLI						
	NORTH CENTRAL LABORAT	454941		82956	05/21/2021	06/14/2021	65.01
	USA BLUE BOOK	606365	REPLACEMENT GLASS FUNNE	82979	05/18/2021	06/14/2021	105.55
	USA BLUE BOOK	607952	REPLACEMENT CAP FOR 356€	82979	05/19/2021	61/14/2020	152.44
							323.00
501-590.000-818.000	CONTRACTI						
	ELEMENT MATERIALS TECH	EFW272150IN	COLLECTION SYSTEM COPPE	82934	05/13/2021	06/13/2021	31.46
	PARRETT COMPANY///	58668	MAY SERVICE/SUPPLIES	82959	06/02/2021	06/14/2021	0.65
							32.11
501-590.000-853.000	TELEPHONE						
	AT&T///	269695402805	MONTHLY SERVICE 4028	82906	05/16/2021	06/14/2021	32.35
							32.35
501-590.000-921.000	UTILITIES						
	INDIANA MICHIGAN POWER	045 513 561 0 0 5/21	MAY USAGE	82944	05/28/2021	06/14/2021	5,817.72
	INDIANA MICHIGAN POWER	042 884 056 0 0 5/21	MAY USAGE	82944	05/28/2021	06/14/2021	92.46
	INDIANA MICHIGAN POWER	043 927 406 0 3 5/21	MAY USAGE	82944	05/28/2021	06/14/2021	177.86
	INDIANA MICHIGAN POWER	VARIOUS INVOICES	MAY SERVICE	82945	06/03/2021	06/14/2021	569.44
	REPUBLIC SERVICES #646//	0646 001673876	MAY SERVICE	82966	05/31/2021	06/14/2021	71.48
	REPUBLIC SERVICES #646//	3 0646 9646001 5/21	MAY SERVICES	82966	05/31/2021	06/14/2021	71.48
							6,800.44
501-590.000-931.000	MAINTENAN						
	REDBUD HARDWARE		MAY PURCHASES MAY PURCHASES	82964	06/01/2021	06/14/2021	172.17
	REDBUD HARDWARE		MAY PURCHASES MAY PURCHASES	82964	06/01/2021	06/14/2021	155.96
	REDBUD HARDWARE		MAY PURCHASES MAY PURCHASES	82964	06/01/2021	06/14/2021	108.77
	REDBUD HARDWARE		MAY PURCHASES MAY PURCHASES	82964	06/01/2021	06/14/2021	22.57
	REDBUD HARDWARE		MAY PURCHASES MAY PURCHASES	82964	06/01/2021	06/14/2021	32.19
	USA BLUE BOOK	610662	VACUUM AND ROOT-X ROOT (82979	05/21/2021	06/14/2021	774.67
							1,266.33
501-590.000-933.000	MAINTENAN						
	GASVODA & ASSOCIATES. I		PUMP TUBING/FLOW STRAINE	82939	05/21/2021	06/14/2021	322.60
							322.60
501-590.000-934.000	MAINT. - OF						
	ELAN FINANCIAL SERVICE	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	30.70
							30.70
501-590.000-939.000	MAINTENAN						
	ELAN FINANCIAL SERVICE	4798 5100 5984 8263 5/21		82933	05/25/2021	06/14/2021	27.90
							27.90
501-590.000-962.000	MISCELLAN						
	REDBUD HARDWARE		MAY PURCHASES MAY PURCHASES	82964	06/01/2021	06/14/2021	15.89
							15.89
							WATER MAINTENANCE & OPERATION: 11,258.52
Dept: 591.000 WATER MAINTENA							
501-591.000-715.000	FRINGE BEN						
	ADP, INC.///	580310535	PERIOD ENDING 4-30-2021	82899	05/14/2021	06/14/2021	23.53
	MADISON NATIONAL LIFE	JUNE 2021	MONTHLY PREMIUMS	82951	05/20/2021	06/14/2021	60.07
							83.60
501-591.000-730.000	POSTAGE						
	U.S. POSTAL SERVICE		MONTHLY BULK MAIL	82977	05/06/2021	06/14/2021	350.00
							350.00
501-591.000-743.000	CHEMICALS						

INVOICE APPROVAL LIST BY FUND REPORT

Item VII. B.

City of Buchanan

Time: 12:03 pm

Page: 12

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	ALEXANDER CHEMICAL	39897,40051,40152,40236	SUPPLIES FOR WATER TREA1	82901	06/10/2021	06/10/2021	277.38
							277.38
501-591.000-853.000	TELEPHONE						
	AT&T	269409837205	MONTHLY SERVICE 8372	82905	05/16/2021	06/14/2021	36.34
	COMCAST CABLE///	8771 40 225 0114210	JUNE MONTHLY BILLING VAR	82926	05/15/2021	06/14/2021	40.00
	COMCAST CABLE///	8771 40 225 0110325	05/21 MONTHLY BILLING VAR	82926	06/01/2021	06/14/2021	170.85
	UWC///		PHONE SERVICE CHEM. FEEC	82980	06/01/2021	06/14/2021	5.04
							252.23
501-591.000-921.000	UTILITIES						
	INDIANA MICHIGAN POWER	043 356 142 0 4	5/21 MAY USAGE	82944	05/28/2021	06/14/2021	1,788.19
	INDIANA MICHIGAN POWER	044 548 140 0 7	5/21 MAY USAGE	82944	05/07/2021	06/14/2021	331.82
							2,120.01
501-591.000-934.000	MAINT. - OF						
	ELAN FINANCIAL SERVICE	4798 5100 5984 8263	5/21	82933	05/25/2021	06/14/2021	12.28
							12.28
501-591.000-937.000	METERS - H						
	ETNA SUPPLY CO.///	99604.001 & S103862903.001	REPAIR BANDS FOR WATER M	82935	05/07/2021	06/14/2021	428.54
							428.54
501-591.000-939.000	MAINTENAN						
	ELAN FINANCIAL SERVICE	4798 5100 5984 8263	5/21	82933	05/25/2021	06/14/2021	27.90
							27.90
							WATER MAINTENANCE & OPERATION: 3,551.94
							MAINTENANCE & OPERATION: 16,206.48
Fund: 701 TRUST AND AGENCY							
Dept: 000.000							
701-000.000-250.001	ELECTRICAL						
	SIMPSON/KEN//	210611	ELECTRICAL INSPECTION FOI	82972	05/31/2021	06/14/2021	1,375.20
							1,375.20
							Total Dept. 000000: 1,375.20
							Fund TRUST AND AGENCY: 1,375.20
							Grand Total: 91,955.42

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL	66,032.36	0.00
103	CAPITAL PROJECTS	207.28	0.00
107	DOWNTOWN DEVELOPMENT FUND	1,300.13	0.00
202	MAJOR STREETS	4,985.26	0.00
203	LOCAL STREETS	1,848.71	0.00
501	W & S MAINTENANCE & OPERATION	16,206.48	0.00
701	TRUST AND AGENCY	1,375.20	0.00
Grand Total:		91,955.42	0.00

Check Register Report

Item VII. B.

Date: 06/11/2021

Time: 12:15 pm

Page: 1

City of Buchanan

BANK:

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
82897	05/27/2021	Printed		2528	AFFORDABLE ASPHALT PAVING	50% DOWN VICTORY PARK	4,625.00
82898	06/14/2021	Printed		1017	AALFS BP	MAY USAGE	994.01
82899	06/14/2021	Printed		0100	ADP, INC.	PERIOD ENDING 4-30-2021	260.54
82900	06/14/2021	Printed		2528	AFFORDABLE ASPHALT PAVING	REPAIR ASPHALT TERRE COUP	6,650.00
82901	06/14/2021	Printed		0704	ALEXANDER CHEMICAL CORP.	SUPPLIES FOR WATER TREATMENT	277.38
82902	06/14/2021	Printed		2154	ALLIED 100, LLC	BATTERY AND ELECTRODE PADS	110.00
82903	06/14/2021	Printed		983	CATHERIINE ANDERSON	REFUND CREDIT BALANCE	4.99
82904	06/14/2021	Printed		7856765	APEX SOFTWARE	ANNUAL RENEWAL	235.00
82905	06/14/2021	Printed		234	AT&T	MONTHLY SERVICE 8372	36.34
82906	06/14/2021	Printed		3500	AT&T	MONTHLY SERVICE 5525	133.82
82907	06/14/2021	Printed		100	MIKE BAKER	REIMBURSEMENT BURNES RENTAL	120.55
82908	06/14/2021	Printed		3304	BARNES & THORNBURG LLP	DOWNTWON DEVELOPMENT	360.00
82909	06/14/2021	Printed		5524	DAVID BEADLE	CREDIT BALANCE	9.07
82910	06/14/2021	Printed		4224	BEARING HEADQUARTERS	KUBOTA REPAIRS (SEAL)	15.32
82911	06/14/2021	Printed		1057	BERRIEN COUNTY CLERKS ASSOC	ANNUAL DUES	25.00
82912	06/14/2021	Printed		4335	BERRIEN COUNTY TREASURER	WINTER TAX PAYMENT	519.62
82913	06/14/2021	Printed		2130	BEST ONE FLEET SERVICE	VAR	2,557.16
82914	06/14/2021	Printed		0054	BS&A SOFTWARE	DATA CONVERSION	20,905.00
82915	06/14/2021	Printed		1054	BUCHANAN FLORAL CO.	DOWNTOWN PLANTING	4,081.00
82916	06/14/2021	Printed		154	BUCHANAN PRESERVATION SOCIETY	UNDERWRITING CONTRACT	600.00
82917	06/14/2021	Printed		1560	BETH CHUBB	ADVERTISING FARMERS MARKET	105.14
82918	06/14/2021	Printed		0347	CINTAS CORP.	RUGS	80.93
82920	06/14/2021	Printed		4211	CITY OF BUCHANAN	APPLYING DEPOSIT TO BILL	1,427.98
82921	06/14/2021	Printed		4211	CITY OF BUCHANAN	APPLYING DEPOSIT TO BILL	200.00
82922	06/14/2021	Printed		4211	CITY OF BUCHANAN	APPLYING DEPOSIT TO BILL	48.37
82923	06/14/2021	Printed		3004	KELLY L CLARK	MAY CLEANING	495.00
82924	06/14/2021	Printed		1092	CO-ALLIANCE	SOCIUM BICARBONATE	87.00
82925	06/14/2021	Printed		0127	COLD SPRING GRANITE CO.	CUSTOM EMBLEM	500.00
82926	06/14/2021	Printed		3536	COMCAST CABLE	MONTHLY BILLING VAR	1,063.03
82927	06/14/2021	Printed		5010	COUNTY OF BERRIEN	TAX- FORCLOSER	179.29
82928	06/14/2021	Printed		5010	COUNTY OF BERRIEN	TAX- FORCLOSER	3,036.00
82929	06/14/2021	Printed		2521	CULLIGAN LAB	WATER	31.95
82930	06/14/2021	Printed		1991	CUSTOM COMPUTER COMPANY LLC	MODULATOR HOOK UP	255.00
82931	06/14/2021	Printed		1000	DORNBOS SIGN & SAFETY INC	SIGN AND POST	191.00
82932	06/14/2021	Printed		1224	DPM EVENTS	STREAM ADVANCED PKG.	2,465.00
82933	06/14/2021	Printed		524	ELAN FINANCIAL SERVICES		505.29
82934	06/14/2021	Printed		2431	ELEMENT MATERIALS TECHNOLOGY	COLLECTION SYSTEM COPPER ANALY	31.46
82935	06/14/2021	Printed		2023	ETNA SUPPLY CO.	REPAIR BANDS FOR WATER MAINS	428.54
82936	06/14/2021	Printed		2344	FIRST ADVANTAGE LNS OCC	CLINIC COLLECTION	63.80
82937	06/14/2021	Printed		2692	JERRY FLENAR	REIMBURSEMENT MCCOY CREEK	97.10
82938	06/14/2021	Printed		1005	ALLEN GARZA	REFUND	30.33
82939	06/14/2021	Printed		5504	GASVODA & ASSOCIATES. INC.	PUMP TUBING/FLOW STRAINER	322.60
82940	06/14/2021	Printed		5454	GENE WESNER AUTOMOTIVE	BATTERY FOR 46-7	840.87
82941	06/14/2021	Printed		1391	ASHLEY HANSON	FARMERS MARKET	585.00
82942	06/14/2021	Printed		998	CYNTHIA HOPPER	OVERPAYMENT	48.71
82944	06/14/2021	Printed		180	INDIANA MICHIGAN POWER COMPANY	May Usage	11,598.88
82945	06/14/2021	Printed		180	INDIANA MICHIGAN POWER COMPANY	May Usage	3,754.85
82946	06/14/2021	Printed		5548	J DEFAY CLEANERS & LAUNDRY	FEB & MARCH 2021 CLEANING	192.00

Check Register Report

Item VII. B.

Date: 06/11/2021

Time: 12:15 pm

Page: 2

City of Buchanan

BANK:

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks							
82947	06/14/2021	Printed		2142	JAN JACOBS	REIMBURSEMENT THE TRAIL	110.18
82948	06/14/2021	Printed		997	MARCIA JOHNSON	REIMBURSEMENT USPS	14.95
82949	06/14/2021	Printed		525	LEADER PUBLICATIONS LLC		153.00
82950	06/14/2021	Printed		0669	M-TEC @ SMC	TURF CONTROL APPLICATION	4,010.00
82951	06/14/2021	Printed		2904	MADISON NATIONAL LIFE	MONTHLY PREMIUMS	447.36
82952	06/14/2021	Printed		1008	MICHIGAN ASSOCIATION OF		100.00
82953	06/14/2021	Printed		4604	MOSES FIRE EQUIPMENT	REFUND	3.44
82954	06/14/2021	Printed		2202	MUNICODE	ADMIN. SUPPORT FEE	250.00
82955	06/14/2021	Printed		2621	NALCO CROSSBOW WATER	IT SERVICE/CARBON CARTRIDGE	157.89
82956	06/14/2021	Printed		0205	NORTH CENTRAL LABORATORIES		65.01
82957	06/14/2021	Printed		406	OFFICE DEPOT	MISC OFFICE SUPPLIES VAR	177.68
82958	06/14/2021	Printed		5534	ON BASE PRODUCTIONS	MEMORIAL DAY 2021 VIDEO	500.00
82959	06/14/2021	Printed		2928	PARRETT COMPANY	MAY SERVICE/SUPPLIES	215.13
82960	06/14/2021	Printed		1419	BARBARA PITCHER	REIMBURSEMENT ZOOM	15.89
82961	06/14/2021	Printed		4075	PLANTE & MORAN	MAY ACCOUNTING ASST. 2021	4,815.00
82962	06/14/2021	Printed		952	POLYDYNE, INC.	FLOQUAT D-6055	1,341.36
82963	06/14/2021	Printed		1862	PRIDE THE PORTABLE TOILET	EB CLARK WOODS HANDICAP UNIT	854.00
82964	06/14/2021	Printed		0199	REDBUD HARDWARE	MAY PURCHASES	913.01
82965	06/14/2021	Printed		0179	REITH-RILEY CONSTRUCTION CO.	ASPHALT FOR TERRE COUPE	1,775.80
82966	06/14/2021	Printed		2482	REPUBLIC SERVICES #646	MAY SERVICE	1,503.83
82967	06/14/2021	Printed		858	ROSE PEST SOLUTIONS	CONTRACT SERVICE	115.00
82968	06/14/2021	Printed		5693	SBF ENTERPRISES	POSTAGE TAX BILL MAILING	847.20
82969	06/14/2021	Printed		1279	SEMCO ENERGY	MAY SERVICE	103.90
82970	06/14/2021	Printed		1004	TABITHA SHELL	REFUND	151.63
82971	06/14/2021	Printed		1003	JESSICA SIMPSON	REFUND	179.86
82972	06/14/2021	Printed		393	KEN SIMPSON	ELECTRICAL INSPECTION FOR MAY	1,375.20
82973	06/14/2021	Printed		4007	SOUTH EAST BERRIEN COUNTY	SLUDGE DISPOSAL	1,431.75
82974	06/14/2021	Printed		1421	SPECTRUM HEALTH LAKELAND	PRE PLACEMENT EXAM	157.00
82975	06/14/2021	Printed		2765	TINA SPURLOCK	JUNE 2021 CITY CENTER CLEANING	180.00
82976	06/14/2021	Printed		1001	TRUGREEN PROCESSING CENTER	SERVICE TERRE COUPE	60.00
82977	06/14/2021	Printed		372819	U.S. POSTAL SERVICE	MONTHLY BULK MAIL	700.00
82978	06/14/2021	Printed		1085	UPS STORE	COMMERCIAL GROUND	64.97
82979	06/14/2021	Printed		1152	USA BLUE BOOK	REPLACEMENT CAP FOR 35684	1,032.66
82980	06/14/2021	Printed		1706	UWC	PHONE SERVICE CHEM. FEED BLDG	5.04
82981	06/14/2021	Printed		4534	WATSONS TREE SERVICE	TOPSOIL	380.00
82982	06/14/2021	Printed		4174	WEAVER AG & LAWN EQUIPMENT	MOWER FOR VETERANS CIRCLE	1,299.00
82983	06/14/2021	Printed		2140	CLYDE WEAVER	RETIREE INS. REIMBURSEMENT	1,417.53
82984	06/14/2021	Printed		4053	WELDY SALES AND SERVICE	AUTOCUT 25-2 HEAD	53.98
82985	06/14/2021	Printed		2318	WEX BANK	MAY 2021 USAGE	417.25

Total Checks: 87

Checks Total (excluding void checks): 96,580.42

Total Payments: 87

Bank Total (excluding void checks): 96,580.42

Total Payments: 87

Grand Total (excluding void checks): 96,580.42



City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107
www.cityofbuchanan.com

ADDITONS TO SUMMARY
JUNE 14, 2021

101	General Fund	\$70,657.36
103	Capital Projects	\$207.28
107	Downtown Development	\$1,300.13
202	Major Streets	\$4,985.26
203	Local Streets	\$1,848.71
588	Dial-A-Ride	\$16,206.48
701	Trust & Agency	\$1,375.20

	Total	\$96,580.42



CITY OF BUCHANAN
Banner Placement Form

Contact Person: Gary Shindeldecker
Organization: Michiana Cruisers Daytime Phone 269-429-6426
Address: 3908 Anna Dr Saint Joseph, MI.
Dates Banner will be Placed: from 7-5-21 to 7-12-21
Indicate preferred location for Banner: X E. Front St. (downtown) or _____ 103 S. Redbud Tr.
(location not guaranteed)
Briefly describe the purpose of the banner:

To let people know about car show.

What does/will the banner say? Michiana Cruisers Car Show
Centennial Ark. 7-11-21

Policy:

- The City's consideration of banner placements is focused upon signs that uniquely promote the City as a quality place to live, which includes the following: recreation and leisure activities, tourism and community events, and general economic welfare.
- A banner may be no larger than 3' x 20' and no smaller than 2' x 20'.
- A banner must have wind release or wind vents.
- There will be a maximum time period of two weeks for banner display.
- The banner form must be turned in no later than the 1st or 3rd Wednesday of the month to be guaranteed placement on the City Commission agenda.
- The banner form must be approved by the City Commission at their regular meeting or may be approved at the discretion of the city manager. The City Commission meets every 2nd and 4th Monday of the month at 7:00 p.m. at City Hall
- The Cemetery Department must be allowed at least one (1) week's notice prior to the placement of the banner. Contact the Cemetery at 695-3971 for placement.
- The City of Buchanan reserves the right to remove or place banner for purposes that serve the public good.
- All banners promoting Non-City Events or Activities are subordinate to any City Organization banner request and the City reserves the right to deny, remove or limit the display time of any banner.
- The City has placed a \$10.00 placement fee and a \$10.00 removal fee for a total of \$20.00 that needs to accompany each Application form

Please return form to City Clerk's Office, City Hall, 302 N Redbud Trail, Buchanan, Michigan 49107

OFFICE USE ONLY

Date Received: _____ Employee: _____
Approved/Denied _____ Buchanan City Commission: Date _____

To the Buchanan City Commission;

I received this letter which I have attached on 5/14/ 2021 and would like to take this opportunity to have my objection heard .

I have been in the process of having the occupants of 204 South Redbud evicted from the property for over a year. The reasons included not paying rent, not paying utility bills, and not taking care of the property. I have received ordinance complaints from officer Dick Man for trash accumulation, yard mowing and etc. I have talked with Renee Cornwell about this situation and I requested that the water be turned off at this property. She said her hands are tied.

In the past when renters exceeded their \$200 deposit their water would be turned off . Because of the ruling by the Governor of Michigan , all measures to control the activities of this family were negated . The city who controls the water could not turn it off, I could not evict them and they were left to do as they pleased . Approximately 2 weeks ago either by accident or purposely they set a fire in the house resulting in about \$75000 in damage. The Fire Marshall report states there were no electric wires or heat producing elements in the vicinity where the fire started. As far as I know they have not been seen or heard from since .

Now I get a a \$518 water bill from the city because the tenants did not pay for their water. The city couldn't turn the water off because of the governor's decree and I couldn't evict them for the same reason. The city's solution is to charge the property owner for the water . I as a property owner did not have the water in my name. I never consumed one ounce of this water and never discharged anything in to the sewer system but yet I am liable for this bill over which I had no control.

I would like to request that this bill be removed.

David M. Wishart
Phone 970 531 9929

INVOICE

Item VIII. A.



City of Buchanan
 302 North Redbud Trail
 Buchanan, MI 49107
 (269) 695-3844

DUE DATE	INVOICE DATE	TOTAL DUE	PAYMENT AMOUNT
5/28/21	5/10/21	\$ 518.73	
INVOICE NO.	REFERENCE NO.	CUSTOMER NO.	PAGE

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DAVID WISHART
 312 ROSS DR
 BUCHANAN, MI 49107

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City of Buchanan
 302 N Red Bud Trail
 Buchanan, MI 49107

RETURN THIS PORTION WITH YOUR PAYMENT

KEEP THIS PORTION FOR YOUR RECORDS

QUANTITY	ITEM CODE	DESCRIPTION	PRICE
		Your delinquent water/sewer bill is 6 months past due. If this bill is not paid <u>before May 28, 2021</u> the entire amount will be certified to your Summer 2021 Tax notice.	\$518.73
		Any payment made <u>after</u> May 28, can ONLY be applied to the portion of your utility bill not certified to your 2021 taxes. Once certified: (1) transfer of payments will not be possible., (2) payment must made with your Summer 2021 taxes. Furthermore, there will be a <i>\$50 Tax Transfer Processing Fee</i> added to your past due amount that will also be certified to your 2021 Summer Property Taxes.	
		Any questions regarding this notice may be addressed by contacting Renee Cornwell at 269-695-3844, ext. 11.	
		Thank you!	
		PROPERTY ADDRESS: 204 S REDBUD NAME: JERMAINE GRIHM	
		CITY OF BUCHANAN	TOTAL DUE \$518.73

907 N Detroit St.

Buchanan, MI 49107
5/27/21

Buchanan City Commission
C/o Barbara Pitcher
302 N Redbud Trail
Buchanan, MI 49017

To Whom it May Concern:

We are writing to ask the commission to consider putting an item on the agenda for a vote. The amendment we are proposing is concerning Chapter 12 of the City of Buchanan, Michigan Code of Ordinances, Animals and Fowl. The change would specifically relate to sections 12-1 and 12-5, Definitions and Keeping of Domestic Chickens, respectively. The amendment we are requesting is the addition of ducks to the list of domesticated fowl.

We understand as the verbiage currently stands; domesticated chickens are the only type of fowl permitted in the city of Buchanan. We started our endeavor wanting to get chickens as permitted, but after many hours of research, we learned that perhaps ducks would be a better option for our backyard. In short, ducks appear to be a cleaner and healthier bird—with stronger immune systems, making them less likely to contract diseases; quieter— some breeds are even considered to be noiseless!; hardier--ducks have an additional layer of fat and waterproof feathers, making them much more suited to the elements; and most importantly: the friendlier option for backyards. Ducks adhere to a far less aggressive pecking order and are known for their backyard tranquility. Having a four-year-old (and one more on the way) who will undoubtedly want to help care for the birds, this is especially appealing to us.

As far as eggs are concerned, ducks are far more prolific egg layers than their chicken counterparts. They are known to consistently outperform chickens, especially in the winter months, laying at a 75-100% rate whereas chickens drop down to a 40-50% rate. Not only do they outperform in numbers, but the nutritional value of duck eggs vs. chicken eggs is much higher as well. This is the main reason we began looking into adding chickens/ducks to our backyard in the first place—having year-round access to nutritious eggs that we knew had been raised, fed, and taken care of properly.

To conclude, we feel that ducks would not only be beneficial to our backyard, but to anyone in Buchanan wanting to feed their family nutritious, home-grown eggs. We are hoping the commission will consider putting this amendment on the agenda for a vote as to whether or not this is something they would like to add. We appreciate your time and consideration on this matter.

Sincerely,

John & Nicole Longmore

Septage Treatment

Septage treatment represents an opportunity for the City to “sell” some of our excess treatment capacity at the WWTP. Wastewater treatment plants are typically oversized when designed to ensure there is enough capacity for future growth in the community. For example, the City’s new WWTP will likely function at close to 50% of its designed capacity right from the start. The upside to this is that the City has the ability to accommodate expansion to potential industrial users or outlying areas that would like to connect to our system in the future. The downside is that existing City and Township sewer customers are paying for that extra capacity, whether it’s being used or not. By receiving discharges from septic haulers, the City can offset some of the principal and debt service fees associated with the construction of the new WWTP with the revenue generated from septage treatment. The end result being, reduction of the wastewater treatment rates of City and Township customers.

An EGLE approved Septage Receiving Plan is required to treat septage in Michigan. The majority of an SRP is just specified details, such as hours of operation, types of septage received and contact information. Some structural items are also required by EGLE though. Specifically, the State needs to approve the receiving structures and how the septage will be added to the plant for treatment. Due to the site-specific nature of wastewater treatment plants, requirements for a receiving station are not one size fits all. In our case, the close proximity of the proposed receiving station to McCoy Creek and a stormwater swale, required some extra containment provisions. Our district engineer at EGLE asked that we provided a connectable receiving vessel with a secondary containment basin around it. Working with the WWTP project design team, a plan for a receiving station was developed and submitted to EGLE for approval. The design was provisionally approved by EGLE pending adoption of the SRP and a statement of public notice. The final price of the receiving station came in at \$31,957.59. This amount includes a free-standing prescreen, concrete containment basin, 1” yard hydrant for washdown capabilities and the modification of an existing force main that allows the use of existing tanks for flow equalization.

These items are being submitted for Commission approval as a change order to the WWTP project. If approved, the change order will be paid for out of the project contingency. To date, the project has required two change orders totaling \$34,462.94. This amount represents less than 8% of the total contingency for project. Approval of the septage receiving station plan would increase the total for project change orders to \$66,420.29, or 14.7% of the project contingency.

Please reference the attached documents that include a change order fee summary, septage receiving station site print, the proposed SRP and examples of septage disposal tickets. If the submitted project change order is authorized, I would also like to ask the Commission to approve the SRP so that it can be posted for public notice and submitted to EGLE for final approval. Bill Housand



Change Order No. 3

Date of Issuance: 05/24/2021	Effective Date: 05/24/2021
Owner: City of Buchanan	Owner's Contract No.:
Contractor: Davis Construction	Contractor's Project No.: C693
Engineer: Gosling Czubak Engineering	Engineer's Project No.: 2020730001.00
Project: City of Buchanan WWTP Improvements	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Cost to design, permit and install a new septage receiving station and provide a new connection at the existing headworks wet well. This was not included in the scope of services as set forth in the contract.

Attachments: Davis Construction Change Proposal with detailed breakdown

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>8,985,000.00</u>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ _____ days or dates
Increase from previously approved Change Orders No. to No. <u>2</u> : \$ <u>34,462.94</u>	{Increase} {Decrease} from previously approved Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for Final Payment: _____ _____ days
Contract Price prior to this Change Order: \$ <u>9,019,462.94</u>	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ _____ days or dates
Increase of this Change Order: \$ <u>31,957.59</u>	{Increase} {Decrease} of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ _____ days or dates
Contract Price incorporating this Change Order: \$ <u>9,051,420.53</u>	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ _____ days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>Glenna L. Wood, P.E.</u>	By: _____	By: <u>[Signature]</u>
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Engineer</u>	Title _____	Title <u>Project Manager</u>
Date: <u>05-24-2021</u>	Date _____	Date <u>05/27/2021</u>

Approved by Funding Agency (if applicable)

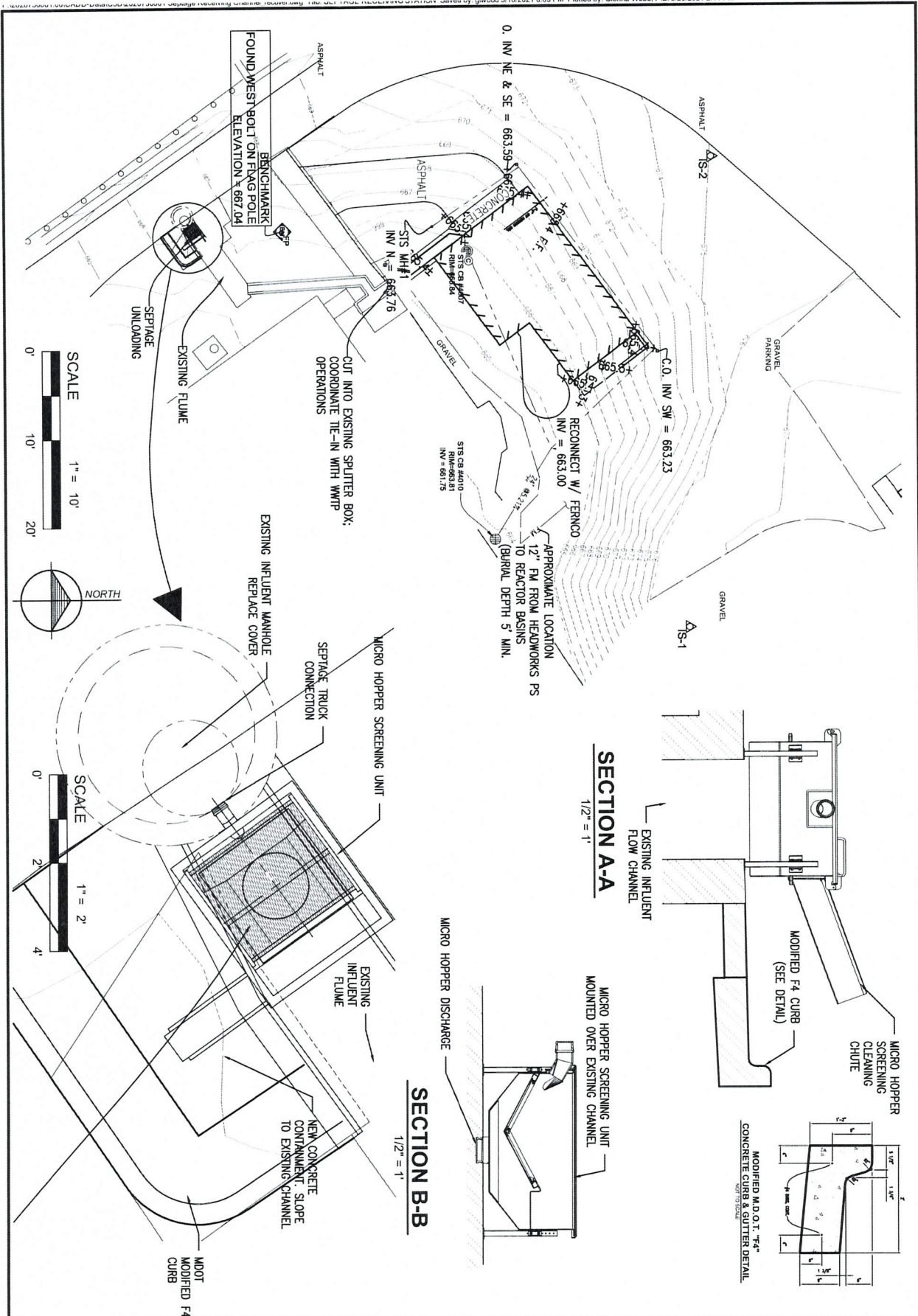
By: _____ Date: _____
Title: _____



Davis Construction, Inc.
City of Buchanan WWTP Improvements
 Change Proposal - Septage Receiving Station and Force Main Tie-in
 Prepared By: PE
 May 24, 2021

Davis Job# C693

Item	Description	Labor Hours	Labor Rate	Labor Total	Materials	Tools/Equip	Subcontract	Line Item Total
1	Gosling Czubak			-			3,880.00	3,880.00
2	Davis Sitework Division			-			2,350.00	2,350.00
3	Davis Construction	64.0	58.00	3,712.00	1,750.00	450.00		5,912.00
4	Franklin Holwerda			-			17,355.00	17,355.00
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
				-				-
Subtotals				3,712.00	1,750.00	450.00	23,585.00	29,497.00
						Self Perform Work		5,912.00
Notes:						Mark up on Self Perform Work:	15%	886.80
Includes design and permitting, site improvements, septage receiving unit, and yard hydrant replacement for septage receiving station.						Subcontractor Work		23,585.00
						Mark up on Subcontractor Work:	5%	1,179.25
						Subtotal		31,563.05
						Bonds & Insurances	1.25%	394.54
						Total Quote		31,957.59
						Additional Time Required	0	Days



Location:
 SECTION 25
 T 07 S, R 18 W
 BUCHANAN TOWNSHIP
 BERRIEN COUNTY
 Sheet ----

**SEPTAGE RECEIVING STATION
 BUCHANAN WWTP IMPROVEMENTS
 CITY OF BUCHANAN**

Job #: 2018419001
 Date: 01/10/2020
 Scale: AS NOTED
 Drawn: AJP
 Chk'd.: MJH
 Rev.:

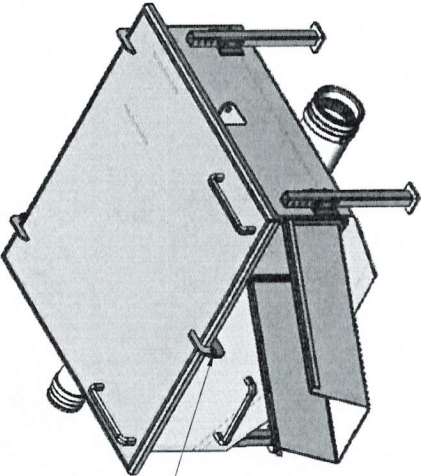


Gosling Czubak
 engineering sciences, inc.
 1280 Business Park Drive, Traverse City, Michigan
 231.946.9191 800.968.1062
 www.goslingczubak.com info@goslingczubak.com
 CIVIL ENGINEERING | SURVEYING | ENVIRONMENTAL SERVICES | GEOTECHNICAL
 CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

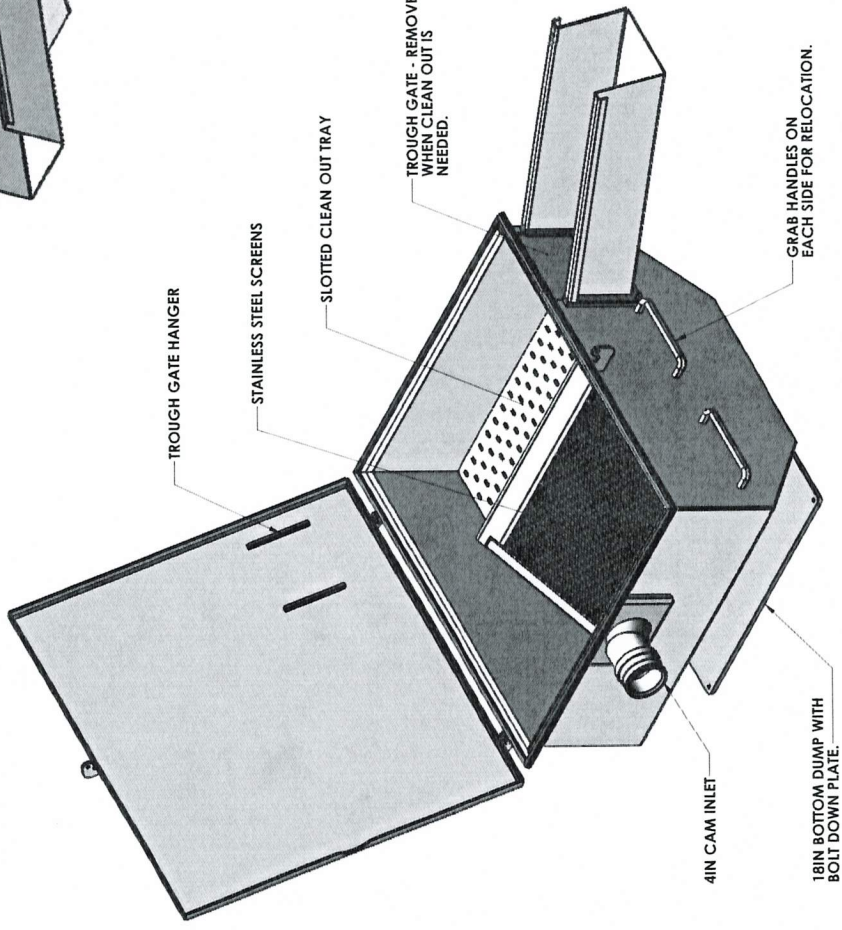
4 3 2 1

MICRO HOPPERS

REVISIONS				
ZONE	REV.	DESCRIPTION	DATE	APPROVED



LID CAN BE LOCKED WHEN NOT IN USE.



TROUGH GATE HANGER

STAINLESS STEEL SCREENS

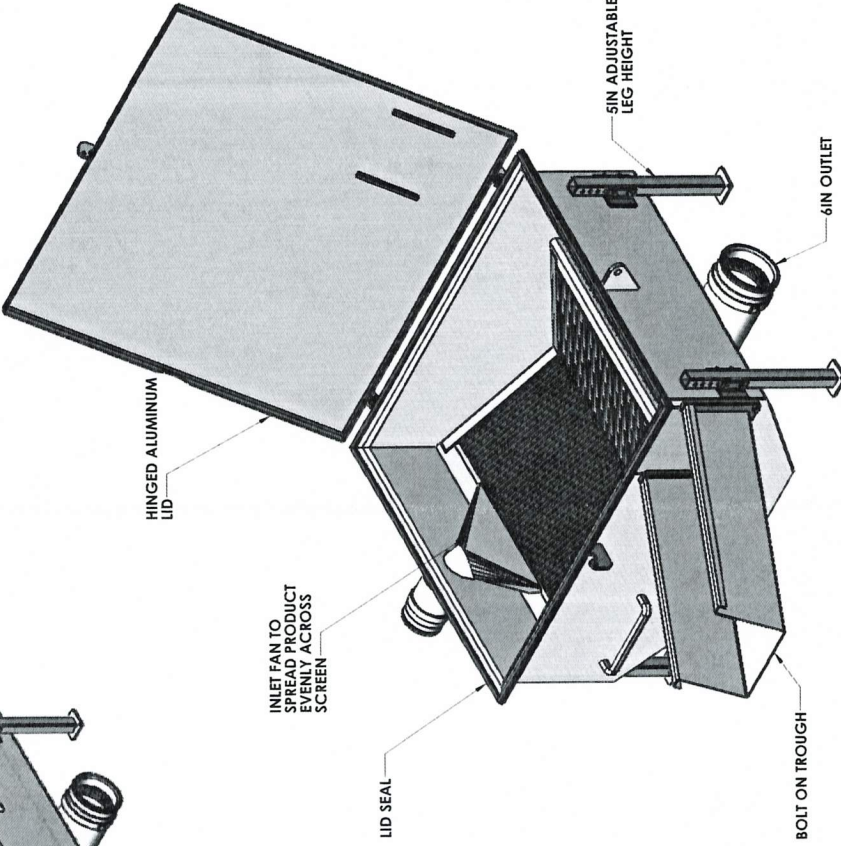
SLOTTED CLEAN OUT TRAY

TROUGH GATE - REMOVE WHEN CLEAN OUT IS NEEDED.

GRAB HANDLES ON EACH SIDE FOR RELOCATION.

4IN CAM INLET

18IN BOTTOM DUMP WITH BOLT DOWN PLATE.



HINGED ALUMINUM LID

INLET FAN TO SPREAD PRODUCT EVENLY ACROSS SCREEN

LID SEAL

BOLT ON TROUGH

5IN ADJUSTABLE LEG HEIGHT

6IN OUTLET

9363-MICRO HOPPER-18IN BOTTOM DUMP

9848-MICRO HOPPER-6IN REAR OUTLET

C:\JETCO VAULT\SCREENCO SYSTEMS\HOPPERS\MAN HOLE HOPPER ASSEMBLY

NAME: 1081 16th Ave. Clarkston, VA 99403 (509) 758-8208
 DATE: 11/27/20
 CUSTOMER: SCREENCO SYSTEMS
 DESCRIPTION: MICRO HOPPER CONTIG.
 CHECKED: 1625 Main Street Lewiston, ID 83501 (208) 743-3091
 DRAWN: 1081 16th Ave. Clarkston, VA 99403 (509) 758-8208
 ENG APPR: 1625 Main Street Lewiston, ID 83501 (208) 743-3091
 COMMENTS: INTERPRETATION OF DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED.



JETCO Machines & Fabrication
 UNLESS OTHERWISE SPECIFIED, DIMENSIONS ARE IN INCHES. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED. DIMENSIONS ARE IN INCHES UNLESS OTHERWISE SPECIFIED.

JDEP:
 SIZE: DWG. NO. C
 SCALE: 1/24 Weight: 318.72 SHEET 1 OF 3



City of Buchanan Septage Receiving Plan

WWTP Location:

502 River Street
Buchanan, MI 49107
Bill Housand, Superintendent

Mailing Address:

302 North Redbud Trail
Buchanan, MI 49107
Attn: Bill Housand

Hours of Operation: 8:00 am to 4:00 pm
Monday-Friday (Closed Weekends & Holidays)

Fees: \$65 per 1000 gallons (\$.065/gallon)

Septage Received: Domestic only (grease trap and commercial wastes are prohibited).

Required Prior To Discharging: All septage haulers must have an approved septage discharge application on file at the WWTP and complete a septage discharge delivery ticket before discharging each time.

Buchanan WWTP Operational Considerations

Design Flow: 1.33 MGD

Design BOD Loading: 1553 lbs./day

Average Daily Flow: .93 MGD

Average Flow Percentage of Design Flow: 70% per day

Average BOD Loading: 859 lbs./day

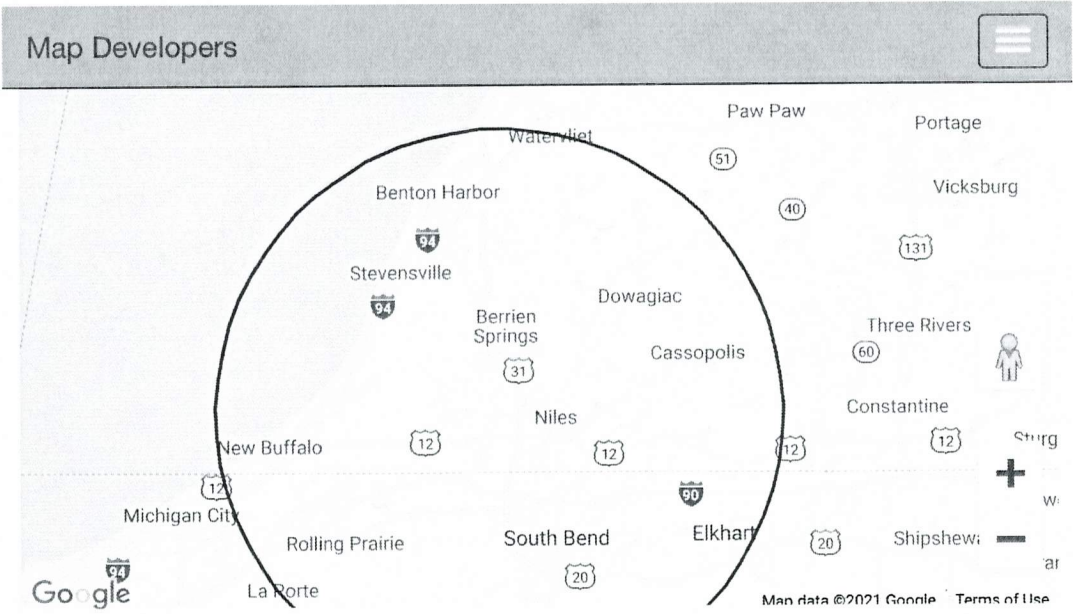
Average BOD Percentage of Design Loadings: 55% per day

Septage Receiving Description: Septage will be discharged from trucks through a gravity fed micro-screen unit. The micro-screen unit will be surrounded by a containment area with curbing and sloped floors to ensure any overflows are captured and drained into the influent channel. Discharged septage will then be added into the WWTP influent structure located in the SW corner of the facility. Use of the influent structure will ensure that the septage is metered, pretreated and flow equalized before being added to the reactor basins for treatment. Metering is performed by a parshall flume and an ultrasonic meter. Pretreatment is provided by the septage micro-screen, vortex grit separator and fine screen units located in the headworks building. Flow equalization is accomplished by mixing septage flows with plant influent flows in the 18,000-gallon headworks wet well before being pumped into the reactor basins.

302 Redbud Trail North • Buchanan, Michigan 49107
Tel: (269) 695-3844 • Fax: (269) 695-4330
www.cityofbuchanan.com

Receiving Capacity: The City of Buchanan will accept up to 5% of the WWTP’s normal influent flow in septage volume each day, but reserves the right to refuse septage discharges based on operational considerations, at any time.

Service Area: Local Haulers from the Michigan counties of Berrien and Cass, will be allowed to discharge septage produced within a 25-mile radius of the WWTP (please reference the attached map). Haulers within this area will be able to discharge at the WWTP, the City of Buchanan makes no claim as a mandatory discharge site.



302 Redbud Trail North • Buchanan, Michigan 49107
Tel: (269) 695-3844 • Fax: (269) 695-4330
www.cityofbuchanan.com



City of Buchanan Wastewater Treatment Plant
502 River St.
Buchanan, MI 49107

Septage Disposal Application

Company Name: Click or tap here to enter text.

Contact Person: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Number of Trucks: Click or tap here to enter text.

Number of Drivers: Click or tap here to enter text.

Volume Capacity of Trucks: Click or tap here to enter text.

Septage Hauler License Number: Click or tap here to enter text.

Physical Address

Street: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip code: Click or tap here to enter text.

Billing Address

Street: Click or tap here to enter text.

City: Click or tap here to enter text.

State: Click or tap here to enter text.

Zip code: Click or tap here to enter text.

Does this company haul non-domestic septage: YES NO

Rules and Structures

1. No non-domestic septage will be received.
2. Ticket must be filled out by driver BEFORE dumping. Failure to fill out a ticket before dumping will result in a fine.
3. The price for dumping septage is \$0.065 per gallon.
4. The price will be charged based on the volume capacity of the truck.



City of Buchanan Wastewater Treatment Plant
502 River St.
Buchanan, MI 49107

Septage Disposal Ticket

Septage Hauler Company: _____

Driver Name: _____

Truck Number: _____

Volume Capacity of Truck: _____

Time and Date of Septage Pickup: _____

Address of Where Septage Originated: _____

Type of Septage (check):

- Cesspool _____
- Septic Tank _____
- Holding Tank _____

Are There Multiple Sources of Septage in This Load? YES _____ NO _____

Dump Time and Date: _____

Driver Signature: _____



Meets when needed
4-Member Board
Term of Office-3 years
Revised 6/10/21 BAP

Zoning Board of Appeals

NAME	PHONE	ROLE	TERM EXPIRES
Jason Lietz 109 Clark St lietzj@aol.com	269-695-8626 (H)	Chair	2019
Sean Denison 506 Middleton Ct sdenison@cityofbuchanan.com	574-340-1981 (C)	Commission Representative	2020
Larry Money 601 Terre Coupe Moneylarry@hotmail.com	269-449-2143(C)		2018
Mark Nixon 114 W. Front St mnixon@buchananschools.com	269-266-2823 (C)		2018
Cameron Downey 113 E. Front St cdowney@cityofbuchanan.com	269-921-0896 (C)	Alternate Commission Representative	
Richard Murphy Community Development Director/Zoning Administrator rmurphy@cityofbuchanan.com	269-695-3844 ext 19 (W)	City Staff Representative Non-Voting Member	



POSTED:

**Leader Publications – Daily Star
Published 06.15.2021**

**NOTICE OF PUBLIC HEARING
CITY OF BUCHANAN
Zoning Board of Appeals
Zoom Meeting**

The City of Buchanan Planning Commission hereby gives notice of a Planning Commission meeting to be held electronically in order to protect the health and safety of our community due to the novel coronavirus (COVID-19).

Join Meeting via Computer
<https://zoom.us/j/2435931819>
Meeting ID: 243 593 1819

Join Meeting via Mobile Phone
+16465588656,,2435931819#

Join Meeting via Land Line Telephone
+1 646 558 8656
Meeting ID: 243 593 1819

- All members of the public will be muted by the moderator with the exception the public comment portions of the agenda. In order to minimize background noise and/or feedback, we ask that participants manually mute their phone or computer microphone during this portion of the agenda if not speaking.
- Comments may also be submitted in writing at least 4 hours in advance to the Zoning Administrator at rmurphy@cityofbuchanan.com

A Public Hearing has been set for Thursday, June 24, 2021 at 7:00 p.m. at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan 49107. The purpose of the Public Hearing is to consider a zoning appeal to the Zoning Board of Appeals from James Kennedy, 419 W. Front St. Property owner was cited for a code violation by city code enforcement officer for vehicles park parked on the front lawn of 419 W. Front Street. Property owner is appealing this citation to the Zoning Board of Appeals. At the above time and place all interested parties will be given an opportunity to be heard.

Richard Murphy
Community Development Director

Barbara A. Pitcher
City Clerk

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)
Principle Contact:
Name James C Kennedy
Address 419 W Front ST
City Buchanan
State MI Zip 49107
Telephone 269-695-6227

Property Owner(s)
Principal Contact:
Name Same
Address _____
City _____
State _____ Zip _____
Telephone _____

Secondary Contact:
Name _____
Address _____
City _____
State _____ Zip _____

Architect (if applicable):
Name _____
Address _____
City _____
State _____ Zip _____

Agent or Attorney:
Name _____
Address _____
City _____
State _____ Zip _____

Engineer (if applicable):
Name _____
Address _____
City _____
State _____ Zip _____

Is this property held in a trust? 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
- Special Use Permit
- Zoning Variance(s)
- Plan Review with Plan Commission

Other Action (please specify) Reaffirm my parking area on the west side of my property - The area for 419 1/2

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

Was cited for parking on the 419 1/2 parking area. A spot that has been parking for over 70 years

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: _____

Section 19.04
19.03 B

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?

3. Site and Surrounding Property Information

a. Common address or property location of subject property:

419 + 419 1/2 West Front Street

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

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:

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

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:

This area has always been a parking Area for the 419 1/2 side of the house.

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.

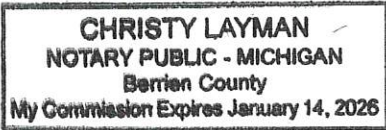
a. Declaratory Statement: I James Kennedy, hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge and further, I acknowledge the attendance responsibilities of the applicant as set forth in paragraph b above.

b. Date: 3/29/21

c. Applicant Signature: [Handwritten Signature]

d. Notary Public Certification Statement

I Christy Layman, Notary Public in and for the State of Michigan hereby state that on the 29 day of March, 2021, the above captioned Applicant appeared before me and, under oath, stated that all matters contained in this



Application for Land Development are true.
Christy Layman
Notary Public

My commission expires January 14, 2026

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.

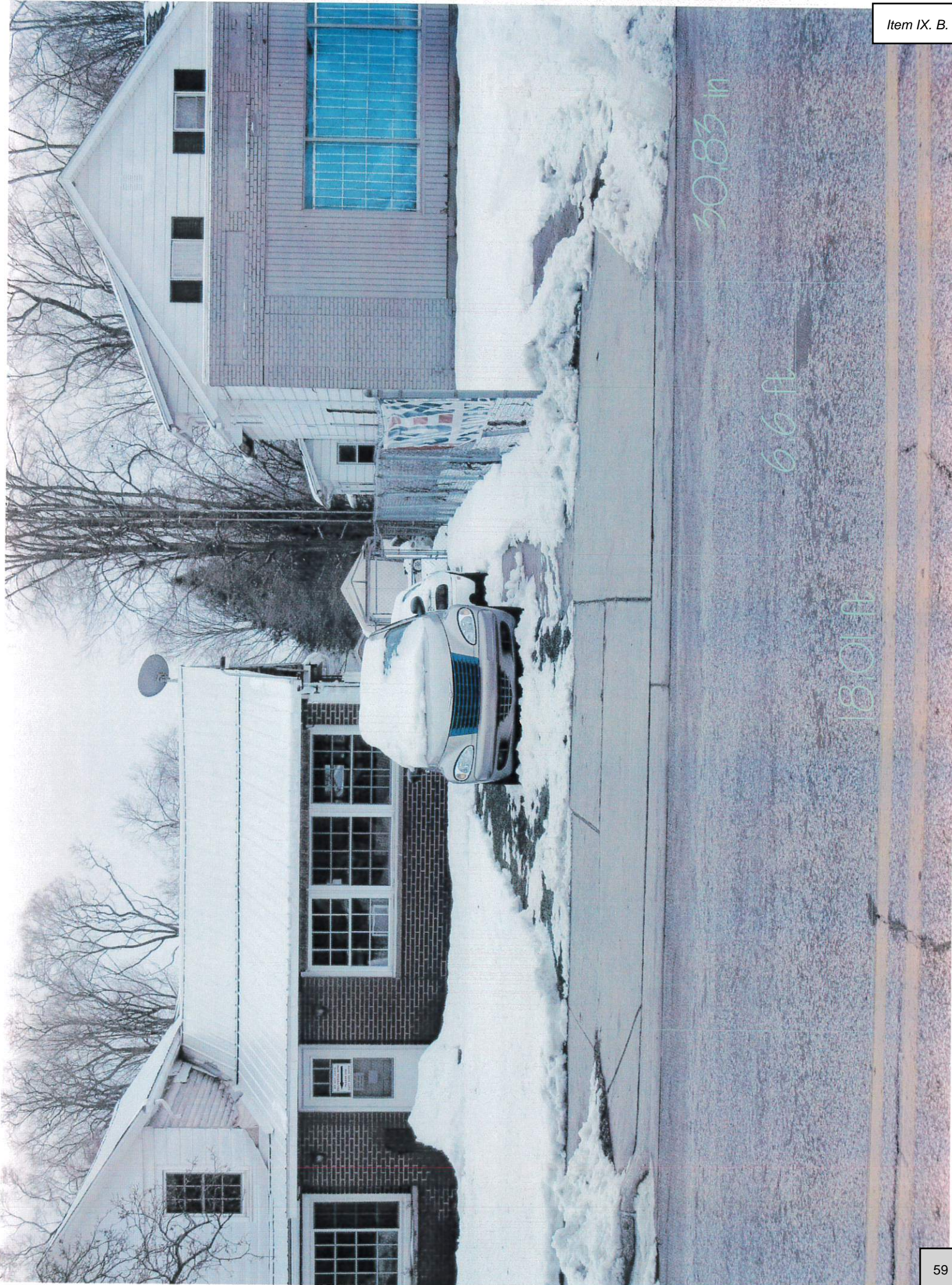
04-11-03
 REV12-08-2009

Page 7





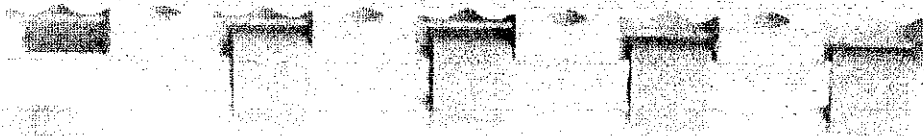
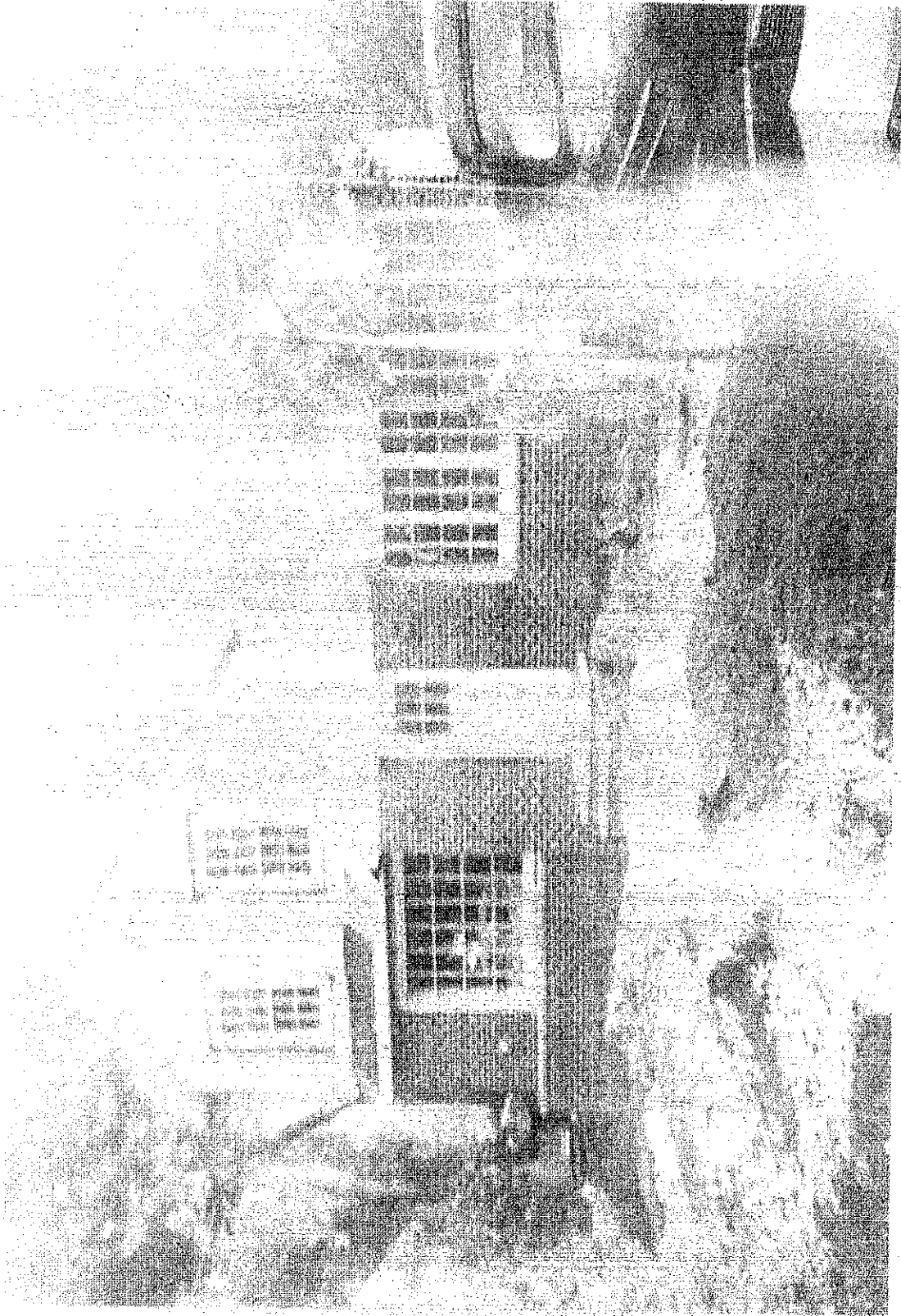




30.83 ft

6.6 ft

18.01 ft



Ms. Grace,

Here are the photos that we discussed in the matter of the parking area at 419 West Front St. As you can see we have been parking here for many years as the "Sewing Room" side of the house is actually listed as 419 ½ Front Street. Even Officer Wonacott remembers parking there when he brought sewing to my grandmother's sewing business and I am sure many other of the Fire and Police, not to mention generations of girls getting their prom dresses hemmed would remember parking there. I moved back here in 2011 after my grandmother passed and I inherited the house. I have been parking there ever since.

I do not understand the problem that Dick Mann has with my family but this is an ongoing dispute about what and where I can park out front. This same thing was brought up over half a decade ago and I had discussions about it with Mr. Marx. I thought that the matter was settled but within days of Mr. Marx leaving town for retirement I was served for the same thing again. This so smacks of harassment that I am tempted to file but am trying to just get this settled without too much problem.

As you can see, 418 across the street from me also has 2 driveways, neither of them paved. If these regulations are to be applied to me at my home why are they not being applied all across the city? As you can see from the photo of the front of the drive area at my house the curb is poured as a driveway apron for that area. This is the way it was many years ago and then re-poured this way when the city widened Front St. in the 1980's.

I ask for a meeting to discuss this or please pass on to the Zoning Commission so I can appeal.

Thank you,

James "Chris" Kennedy

419 W. Front Street

269-695-6227

PAID
APR 22 2021
CITY OF BUCHANAN

RECEIPT DATE 4-22-21 No. 468189

RECEIVED FROM James Kennedy \$ 200⁰⁰

- Zoning Appeal Permit - DOLLARS

FOR RENT
 FOR #101,482

ACCOUNT		<input type="radio"/> CASH	# 1043
PAYMENT		<input checked="" type="radio"/> CHECK	FROM _____ TO _____
BAL. DUE		<input type="radio"/> MONEY ORDER	BY <u>R. Cornwell</u>
		<input type="radio"/> CREDIT CARD	

3-11

JAMES KENNEDY
419 W FRONT ST
BUCHANAN, MI 49107

1043
74-8485/2724
03

Date 4/22/21

Pay to the Order of City of Buchanan \$ 200⁰⁰

Two hundred and 00/100 Dollars

HONOR
CREDIT UNION
www.honoreu.com
800-442-2800

For Zoning Appeal

⑆ 272484852⑆00000416800⑆01⑆ 1043

Hastand Clarke INTOUCH® CUSTOM CREATIONS



ACTIVITY BRIEFING MATERIALS FOR CITY COMMISSION

FRIDAY, MAY 28, 2021

These materials are submitted for informational purposes. No formal action is required

I. City of Buchanan Staff Activity Reports

- [A.](#) City Clerk
- [B.](#) Treasurer
- [C.](#) Water Department
- [D.](#) Wastewater Department
- [E.](#) WWTP Project Update
- F. Department of Public Works

Given the recent transition and preparation for Memorial Day activities, no activity briefing was submitted from DPW.

Sincerely,

Heather K. Grace

City Manager



ACTIVITY BRIEFING ITEM

PREPARED BY: Barbara Pitcher
PREPARED ON: May 26, 2021
SUBJECT: Activity Briefing – City Clerk

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.

Recording Secretary/Host for:

- 5/14/21 – Department Head Meeting
- 5/19/21 – City Commission Budget Work Session
- 5/24/21 – City Commission Meeting
- 5/26/21 – Department Head Meeting

Completed minutes for:

- 5/19/21 – City Commission Budget Work Session
- 5/19/21 – City Commission Closed Session
- 5/24/21 – City Commission Meeting

	<u>As of 5/26/21</u>	<u>YTD</u>
• Resolution	2	16
• Ordinance	0	1
• Proclamation	0	0

Communications

The Clerk monitors the City’s Facebook account daily – throughout the day, including evenings and weekends – to address questions and comments, as necessary, and to identify relevant content to share with the community.

Postings*

	<u>As of 5/26/21</u>	<u>YTD</u>
• Bulletin Board	3	44
• Website	11	110
• Facebook		
○ Original Content	6	52
○ Shares w/ Additional Content	2	65
○ Shares w/o Additional Content	26	246

**Posted by the Clerk, only, as opposed to other staff*

Public Comment/Inquiries

	<u>As of 5/26/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	5	58
• Phone Inquiries	15	183
• Facebook Messages	0	45
• Email	6	37
• In Person	10	28

FOIA Requests

	<u>As of 5/26/21</u>	<u>YTD</u>
• Open Requests	0	0
• Closed Requests	0	16

Notary, Certification, Attestation, Oath of Office

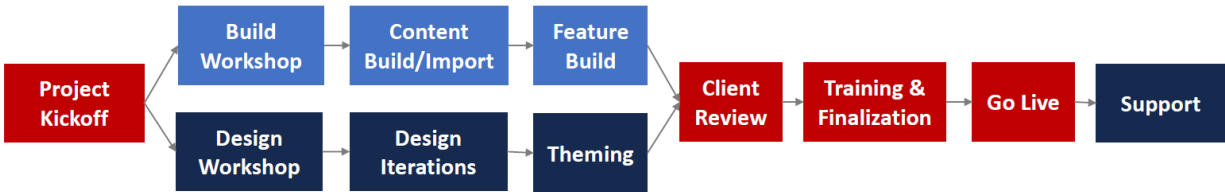
The Clerk is one of two Notaries at City Hall. We notarize documents for the public at \$1.00 per signature. Additionally, the Clerk is responsible for certifying internal documents and providing attestations for marihuana licensing.

	<u>As of 5/26/21</u>	<u>YTD</u>
• Notary	3	15
• Certification	0	15
• Attestation	0	10
• Oath of Office	1	5

Administrative/Other

Municode Website Design & Development – The Clerk and City Manager Grace attended a kick-off meeting with our Municode Website project manager on Friday, May 14. It’s anticipated the entire process should take approximately 4 months and we should have a beautiful, informative, user-friendly and transparent website by this Fall.

BUILD TRACK



DESIGN TRACK

Design	Build	Review & Training	Go Live
Start: 5/14/2021	Start: 5/14/2021	Start: 8/30/2021	Start: 9/20/2021
Tasks: • Send Logo • Send Images • Send Design Packet • Design Review & Approval • Theme Prep & Theming • Quality Assurance Check	Tasks: • Complete Blueprint Form • Send Staff Directory • Content Migration • Send Meeting Data • Send Email Lists • Configure Features • Import Meetings	Tasks: • Review Website • Send Feedback • Schedule Trainings • Attend Trainings	Tasks: • Staff Updates • Final Review • Launch
End: 8/25/2021	End: 8/25/2021	End: 9/20/2021	End: 9/30/2021

Design meeting on 5/26/2021 to identify key features and design elements and prioritize launch of pages and portals. We should have the first design for review by mid-June.

Municode Meeting Management – The Clerk met with the Municode Meeting Management Portal project manager on May 26 to further refine the agenda and minutes templates and processes for Commission and boards that have already been transitioned, further development of the Activity Briefing, and discussion of next steps as follows:

- Create agenda and minutes templates for each board in preparation for meetings with each of their officers in advance of training in late June through July.
- Submit staff and roles to Municode in advance of training.
- Review forms and workflows to be included in Meeting Management.

Board Process & Policy – Continued research and development to fully document, update and refine all board procedures and policies to regain compliance, establish consistency, ensure effectiveness, and realignment to better serve the vision and goals of the City. The Clerk presented a report of such recommendations to the City Commission on May 24.

PREPARED BY: Stephanie Powers

PREPARED ON: May 27, 2021

SUBJECT: Activity Briefing - Treasurer

- May 17th two new employees started. Initiated paperwork. Toured city hall. First day set up and training for the part time administrative assistant and the new bookkeeper.
- Started training the new bookkeeper on Accounts Payable. The process went well. Marcia is a quick learner.
- Attended the Special Budget Meeting with the commissioners.
- Attended our first bi-monthly meeting headed up by Rich Murphy. Discussed scheduling and city hall closures for in service days. We will meet from 12-1p every other Tuesday. Concerns shared mostly centered around our IT issues.
- Marcia completed the miscellaneous and auditor requested manual journal entries through April after more training in Fund Balance GL.
- Attended the SAM and DUNS Registration Workshop.
- Have spent many hours getting the banking caught up from time spent training and various internet banking problems.
- Met with Lloyd Miller of the Trail to discuss their monthly financial report. They would like more detail on revenue and the amending of the reports.
- Trained and successfully completed payroll with Marcia.
- The cemetery is really busy. Took many calls to research grave spaces and help citizens. Much research was needed to address errors in the system. This is getting critical.
- Worked the front desk taking payments. It has been busy.
- Initiated company credit cards through Honor. They will get back to us.
- Have been prepping for Summer Taxes. Running behind and need more time to train and work on this.
- Planted the flowers for the flower boxes. Barbara added red, white and blue swags. Happy Memorial Day!

PREPARED BY: Scott Desenberg

PREPARED ON: May 26, 2021

SUBJECT: Activity Briefing – Water Department

Over the course of the last few weeks, we have been involved in the following tasks:

1. Miss-Digs are still coming in at a very high rate. We have been receiving multiple notifications per day.
2. Notified customers of leaks on Chippewa, Harlan, W. Fourth, Carroll, McCumber, N. Oak, W. Fourth, Bakertown, Ottawa, W. Front, Ryneerson, Remus, Days, Post, and Hillview.
3. On 5-14 we changed a meter on S. Redbud.
4. I have updated our DWAM grant application and submitted it to EGLE for consideration. It reflected the reduction to 314 potholes to be completed and the subsequent reduction on grant money came to about \$70,000.
5. I have also completed our annual Consumer Confidence Report for the year 2020 and submitted it to EGLE for approval, and received that approval. The report has been posted on the City of Buchanan website by Barbara, and I will be distributing hard copies to all the usual locations soon.
6. We have begun our summer valve exercising program, this year focusing on hydrant isolation valves. Terry and I went out last Thursday and had good luck locating and turning the first several valve on the list.
7. Terry and I attended a safety training at WWTP about the dangers of arc-flash when dealing with electricity.
8. We had a brief meeting with the new MRWA circuit rider, Joe Vandommelen, to discuss the city's needs and any way that MRWA can help.
9. I have used Microsoft Excel to develop a randomly selected list of service lines of unknown material to pothole to satisfy the requirements for our CDSMI for EGLE. We will begin potholing soon and hopefully be able to collect the 314 sets of data over the next two summers.
10. I believe I have gathered the information needed for Dan Vigansky for his Firehouse Subs grant application.
11. Yesterday, Craig and Terry went out to help lay sod at the Veteran's Circle in preparation for the Memorial Day Ceremony.

PREPARED BY: William Housand

PREPARED ON: May 24, 2021

SUBJECT: Activity Briefing – Wastewater Department

Over the last two weeks the following tasks were completed by Wastewater Department staff:

1. LED light strips were installed in the shop building to replace fluorescent units that needed bulbs replaced. We're finding that the LEDs are cheaper for the entire light strip than the replacement fluorescent bulbs.
2. Weeds were sprayed and trimmed at all of the lift stations.
3. Due to an electrical issue, pump 2 at Post rd. lift station was pulled and inspected by an electrician for correct operation.
4. Two loads of sludge were hauled to the Southeast Berrien County Landfill for final disposal. Each load typically averages 30-40 tons.
5. We built two swing out barn style doors for the shop building. The existing Rolltop door was starting to fail, and a replacement was going to be quite expensive. So, we went this route to save money.
6. A preliminary report was put together compiling all of the data from the Headworks Analysis to this point. It looks like we will be slowing down on this project until we have a disposition on how the downtown project will proceed. Based on what we have so far, additional sampling sites may be needed and the downtown area will have some excellent sites after the project is completed.
7. I attended a cyber security webinar provided by EGLE. Some of the information from the webinar will be useful for setting up our new plant's SCADA system.
8. Some of the smaller out-of-service tanks were drained in preparation for changing over to the new plant. In total 30-40k gallons of rain water were drained.
9. The rotating assemblies and check valves at Glaser lift station were taken apart to remove rags that were causing low flow issues.
10. Batteries were replaced in Blower 1's pressure meter and the telemetry box at Glaser lift station.
11. Empty polymer barrels were rinsed out and removed to the DPW's upper barn.
12. Pump 2 at Millpond lift station was pulled to remove a rag ball.
13. We've started our annual DMRQA analysis. The Daily Monitoring Reports Quality Assurance report is an EPA required program where we prove the reliability of the data that we report to EGLE, by performing analysis on samples of known value provided by a third-party lab. We submit the results from that analysis to the lab that provided the samples. And then they share the results with the EPA and EGLE.
14. The area behind the UV barn was cleaned and line trimmed.
15. A sensor cap was ordered and installed on the dissolved oxygen probe in the lab.
16. The trailer generator was exercised at Industrial lift station. The new generator continues to be reliable and much easier to use than the generator it replaced.
17. A drive coupler was replaced on the upflow sludge pump.
18. We continue to send operators to the Water Department 2-4 days a week to help with their warm weather projects.
19. Final orders have been placed for chemicals used in the current treatment process. We're doing our best to coordinate these volumes with the startup date of the new plant. In addition to this we have been working with one of our chemical vendors to schedule the removal of some chlorine cylinders that will no longer be needed with the new plant.

20. The primary digester was taken out of service to remove supernate. The intent of this was to support the startup of the new plant by increasing the digester's detention time.
21. A date was scheduled for the August WET test. This test measures total toxicity of our plant's effluent, and it requires being scheduled months in advance.
22. An IPP inspection of Frame Products was performed on May 19th.
23. In addition to the items listed above, 88 preventative maintenance work orders were performed.

PREPARED BY: William Housand

PREPARED ON: 5/26/21

SUBJECT: WWTP Project Update

BACKGROUND:

The following items were completed over the last two weeks on the new WWTP project.

1. Decking and roofing were installed on the sludge handling building.
2. Sinks were installed in breakroom and lab.
3. Siding, doors and windows were installed in the sludge handling building.
4. Light pole bases were formed and poured around the clarifiers.
5. The scum lift station control panel was installed.
6. The dry startup inspections were performed by an Ovivo representative on the oxidation ditches and clarifiers. Following the inspection, the North oxidation ditch was filled and leak tested.
7. Pumps were installed in the RAS pit and scum lift station.
8. Elevation spacers were installed on multiple manholes to match the final site grade.
9. The interior walls were installed on the sludge handling building.

As we get closer to the startup date of June 22nd, the pace of work has really increased on the worksite. The electrical contractor went from two electricians to five. They will be pulling thousands of feet of wire over the next month, as well as installing the SCADA system and control devices for the plant. I've now taken over 600 pictures of the project. Many of the pictures are site details, like how things are buried with an included reference point that could help in the future if something is being excavated. The pictures will be added to the comprehensive project folder on our Z drive, this should provide easy access to everyone in the future.

















May 19, 2021

City of Buchanan
302 N REDBUD TRL
Buchanan, Michigan 49107

Thank you for this opportunity to quote a solution from Michigan CAT for your business needs. We are pleased to submit the following for your purchase consideration.

One (1) New CATERPILLAR Model: WT-BHL Work Tool with the following factory and dealer options included below:

MACHINE

AUGER, A68, BHL, 45-50MM	2274359
TREE BIT, AUGER 36"	1534095

SELL PRICE	\$6,246.40
TOTAL NET PURCHASE PRICE	\$6,246.40

WARRANTY

Standard Warranty: Standard Manufacturer's Warranty

F.O.B./TERMS: Corporate

We believe the equipment as quoted will exceed your expectations. On behalf of Michigan CAT, thank you for the opportunity to supply Caterpillar machinery. This quotation is subject to machine availability and valid for 30 days, after which time we reserve the right to update the quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Mark McClung
Account Representative
Mark.McClung@MICHIGANCAT.com
(269) 217-0564

1-888-MICH CAT

www.michigancat.com

Novi • Shelby Twp. • Grand Rapids • Saginaw • Lansing
Kalkaska • Brownstown Twp. Kalamazoo

QUOTATION NUMBER 70618. PAGE 1 OF 2. 05/25/2021

QUOTATION



Digga North America
 2325 Industrial Parkway SW
 Dyersville, Iowa 52040
 Phone: (563) 875 7915
 Fax: (563) 875 9139
 Email: info@diggausa.com

CITY OF BUCHANAN
 Mike Baker

NUMBER: 70618

DATE: 05/25/2021
 EXPIRES: 05/28/2021
 REP: Lance Smeins

Item	Description	Qty	Price	Total
4DDS-3-BM	4DDS DRIVE - BACKHOE MOUNT - HOSE KIT	1	\$3,420.00	\$3,420.00
TP36-18-11-E	AUGER-TREE PLANTING-36 IN (900MM)-18IN(450MM)-2.5IN HEX-EARTH	1	\$2,220.00	\$2,220.00

To suit Cat 420E

CUSTOMER ACCEPTANCE
 I _____
 accept the terms and conditions of this quotation.
 SIGN: _____ DATE: _____
 ORDER NUMBER: _____

SUB TOTAL: \$5,640.00
 FREIGHT: \$190.00
 TOTAL (USD) : \$5,830.00

EFT Payments: Midwest One Bank - Dubuque IA, Bank Code: FW 0739 01233, Account Number: 294 392 3983, Account Name: Digga North America LLC, Please use reference: 070618
 Please forward checks to: Digga North America LLC, PO Box 307, Dyersville, IA 52040, USA. Prices valid for 30 days from the date of this quote.

AUGER DRIVES MINI EXCAVATOR 3 - 5T (6,600lbs - 11,000lbs)



FEATURES

- Compact high torque Digga manufactured gearbox
- Digga designed Eaton motor with integrated PRV eliminates the need for bulky valve blocks and reduces potential leak points
- 2 Piece shaft design ensures maximum side load ratings without increasing load on bearings
- 5 year gear box and 3 year motor warranty / lifetime shaft pull-out warranty
- Over 30 years design and manufacturing experience
- Easily converted to a Screw Anchor Drive with the addition of our patented 'Anti Kickback Valve' (ECV)



OUTPUT SPEED & TORQUE

Output speed and torque specifications are THEORETICAL. Speed and torque output are dependent on the overall system efficiencies associated with the prime movers hydraulic system. This document should be used for information and comparative purposes only. When determining criteria, & application specific information is required, please contact DIGGER.

(*) Max/min drilling diameter (DIA) dependant on ground conditions. Guide is a recommendation only.

SINGLE SPEED

MODEL	3DSS	4DSS	4DDS
Torque ft-lbs @ 3000 Psi	2,829	3,275	3,583
Max Torque ft-lbs @ 3500 Psi	3,300	3,821	4,180
Recommended Flow (Gpm)	10-30	10-30	10 - 36 GPM
Motor Type	EATON	EATON	EATON
Max Pressure - Do Not Exceed	3500PSI @ 16gpm		3500psi @ 27GPM
Max Flow - Do Not Exceed	30gpm @ 1800psi		42GPM @ 3100psi
Max Horse Power	33	33	55
Pressure Relief Valve (PRV)	Optional	Optional	Included
Standard Output Shaft	2" Hex	2" Hex	2" Hex
Recommended Auger	A4 / RC4	A4 / RC4	A4 / RC4
Max Drilling Diameter Clay/shale**	24"	24"	24"
Max Drilling Diameter Earth**	30"	30"	40"
Weight (lbs)	123	125	180
Overall Length (in)	25.9"	25.9"	29"
Diameter (in)	9.4"	9.4"	9.4"

3DSS				4DSS				4DDS			
OUTPUT SPEED		OUTPUT TORQUE		OUTPUT SPEED		OUTPUT TORQUE		OUTPUT SPEED		OUTPUT TORQUE	
GPM	RPM	PSI	FT-LBS	GPM	RPM	PSI	FT-LBS	GPM	RPM	PSI	FT-LBS
10	33	1,500	1,414	10	28	1,500	1,638	8	22	1,500	1,791
12	39	1,700	1,603	12	34	1,700	1,856	13	32	1,700	2,030
14	46	1,900	1,792	14	39	1,900	2,074	17	43	1,900	2,269
16	52	2,100	1,980	16	45	2,100	2,293	21	54	2,100	2,508
18	59	2,300	2,169	18	51	2,300	2,511	25	65	2,300	2,747
20	65	2,500	2,357	20	56	2,500	2,730	29	75	2,500	2,986
22	72	2,700	2,546	22	62	2,700	2,948	34	86	2,700	3,225
24	78	2,900	2,735	24	67	2,900	3,166	38	97	2,900	3,463
26	85	3,100	2,923	26	73	3,100	3,385	42	108	3,100	3,702
28	91	3,300	3,112	28	79	3,300	3,603			3,300	3,941
30	98	3,500	3,300	30	84	3,500	3,821			3,500	4,180

AUGERS TO SUIT 3DSS, 4DSS & 4DDS



FEATURES

- TRU-CUT – a 12" auger cuts a 12" hole, no more oversized holes!
- Over 30 years of auger design and manufacture has resulted in an extremely efficient cutting head design and optimum flight pitches to provide maximum soil removal in all ground conditions.
- Made in the USA
- Easy knock in and out teeth requires no special tools

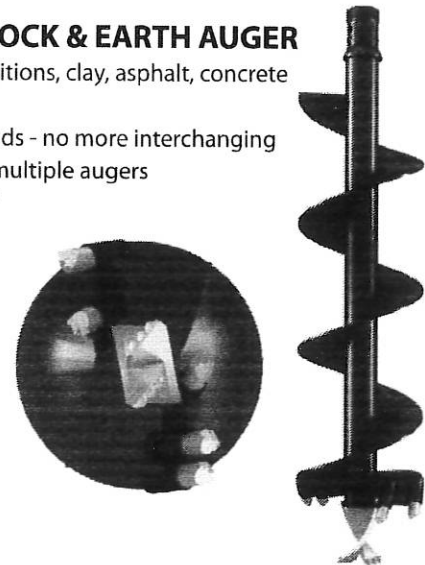
GENERAL PURPOSE AUGER

- Dig holes in earth conditions and clay
- Available Size, 6" to 60"
- 60" Overall length
- Earth and Tungsten Teeth Available



COMBINATION ROCK & EARTH AUGER

- Dig holes in earth conditions, clay, asphalt, concrete and fracturable rock
- All purpose cutting heads - no more interchanging cutting heads & using multiple augers
- Available Size, 6" to 60"
- 60" Overall length



MOUNT BRACKET ORDER FORM >>



SALES PERSON:

DATE:

REQUESTED SHIPPING DATE:

ORDER NO.

CUSTOMER INFORMATION >>

COMPANY NAME:

CONTACT NAME:

TELEPHONE NUMBER:

FAX NUMBER:

CELL NUMBER:

EMAIL ADDRESS:

POSTAL ADDRESS:

ZIP CODE:

MACHINE DETAILS (EXCAVATOR) >>

MANUFACTURER:

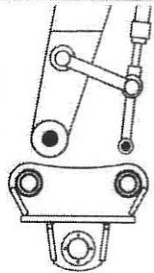
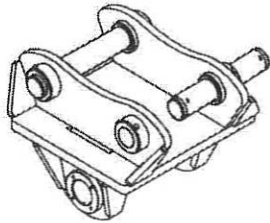
MACHINE YEAR:

MACHINE MODEL:

MACHINE WEIGHT:

MOUNT BRACKET REQUIREMENTS >>

LOOSE PIN



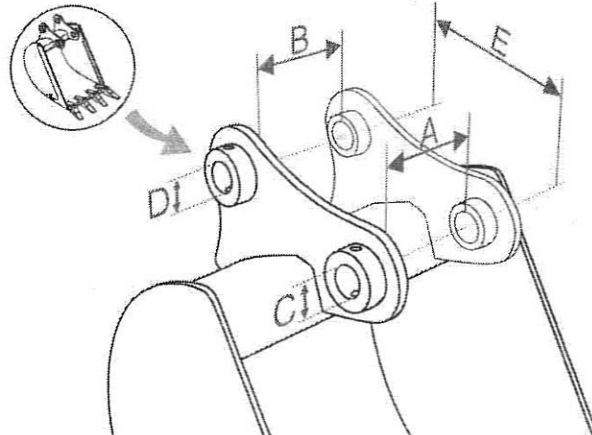
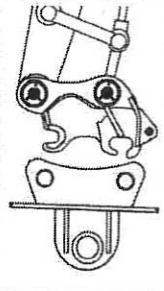
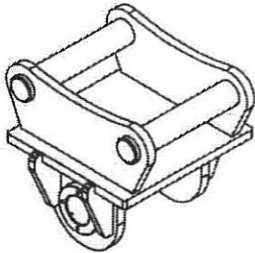
LINKAGE BLOCK OPTIONS TO FIT EXISTING DRIVE UNIT

75MM (3") 100MM (4") 130MM (5")
200MM (8") CUSTOM

MEASUREMENTS OF YOUR MACHINES BUCKET

- (A) DISTANCE BETWEEN FRONT EARS
- (B) DISTANCE BETWEEN BACK EARS
- (C) FRONT PIN DIAMETER
- (D) BACK PIN DIAMETER
- (E) DISTANCE BETWEEN PIN CENTRES

FIXED PIN-FOR QUICK COUPLER



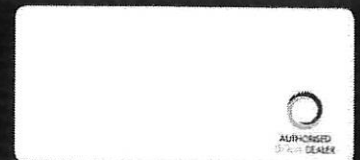
Digga accepts no liability or the consequences of any actions taken on the basis of the information provided on this form and will not undertake said work until a signed copy is returned.

CUSTOMER NAME: _____ SIGN: _____

EMAIL FORM TO INFO@DIGGAUSA.COM



(563) 875-7915 WWW.DIGGAUSA.COM



M E M O R A N D U M

TO: City of Buchanan, Heather Grace, City Manager
FROM: Scott A. Dienes
DATE: June 10, 2021
RE: City of Buchanan Downtown Development Authority

We were engaged to assist the City in dissolving its DDA. As we researched this matter with City staff, we became aware of Ordinance 2020.7/418 (“Ordinance 2020.7/418”) which dissolved the DDA in August of 2020. However, there remain lingering outstanding issues related to property owned by the DDA, funds of the DDA, and whether some sort of rebate to the taxing jurisdictions are now due.

DDA Tax Increment & Property

Like other tax increment authorities, the DDA operates with tax increment captured from other entities that tax City properties. Tax increment is the tax created as the taxable value of property increases. The tax collected on the difference in value before and after a project is the “tax increment” or (“TIF”)

Not all taxes levied in the City are subject to capture. Millages for debt, for example, cannot be captured. Likewise, only taxes on property located within a TIF district (such as the DDA) can be captured by that TIF authority. Certain school taxes can be exempt as well.

The DDA last captured TIF in 2019. No taxes have been captured by the DDA after the dissolution occurred, so any remaining TIF dollars were captured by the DDA before it was dissolved, presumably pursuant to the then-existing DDA Plan.

Section 230 of Act 57 of the Public Acts of MI of 2018, as amended (“Act 57”), states that the “property and assets of the Authority remaining after the satisfaction of obligations of the Authority belong to the Municipality.” The DDA has no debt and no remaining obligations, so all remaining property and assets of the DDA now belong to the City as a function of law, and no further action is needed.

There is no ambiguity in Ordinance 2020.7/418. It clearly provides the reason for the distribution of DDA assets, and its directives are both consistent with, and authorized by Act 57.

It is our opinion that no further action by the City is necessary to dissolve the DDA. The action taken by virtue of Ordinance 2020.7/418 is sufficient and complies with the steps set forth in Act 57. Likewise, the DDA cannot be reactivated. Its ability to capture taxes at past levels is now gone and a new DDA would need to be established if desired. Today’s taxable values would be used, and certain of the tax entities would have the right to “opt-out” of capture. So, little legal incentive now exists to establish a new DDA.

Lastly, the City should continue to collect loan payments made on DDA loans to landowners. Those accounts receivable were property of the DDA that automatically became property of the City in 2020.

We trust our efforts have concluded the analysis of this issue and that the City is now satisfied. Thank you for the opportunity to serve the City. We have enjoyed working with your skilled and dedicated staff. We look forward to assisting the City in the future.

BERRIEN COUNTY
CITY/VILLAGE ROAD AGREEMENT

THIS AGREEMENT, made and entered into this 28th day of May, 2021 by and between Berrien County on behalf of the Berrien County Road Department and the City of Buchanan

WHEREAS, it is mutually agreed between the parties that certain improvements are necessary on the road system within the City of Buchanan,

WHEREAS, proper authority is provided to the parties to this Agreement under the provisions in Public Act 51 of 1951,

IT IS NOW THEREFORE AGREED, the Road Department will proceed with the following projects for the 2021

Construction Season:

Road Name: <u>Various Roads (please see map)</u>
Description of Work to be Completed: <u>Skipline, centerline, and edgeline pavement marking.</u>
Estimated Cost: <u>\$ 3,802.04</u>

Road Name:
Description of Work to be Completed:
Estimated Cost:

Road Name:
Description of Work to be Completed:
Estimated Cost:

Road Name:
Description of Work to be Completed:
Estimated Cost:

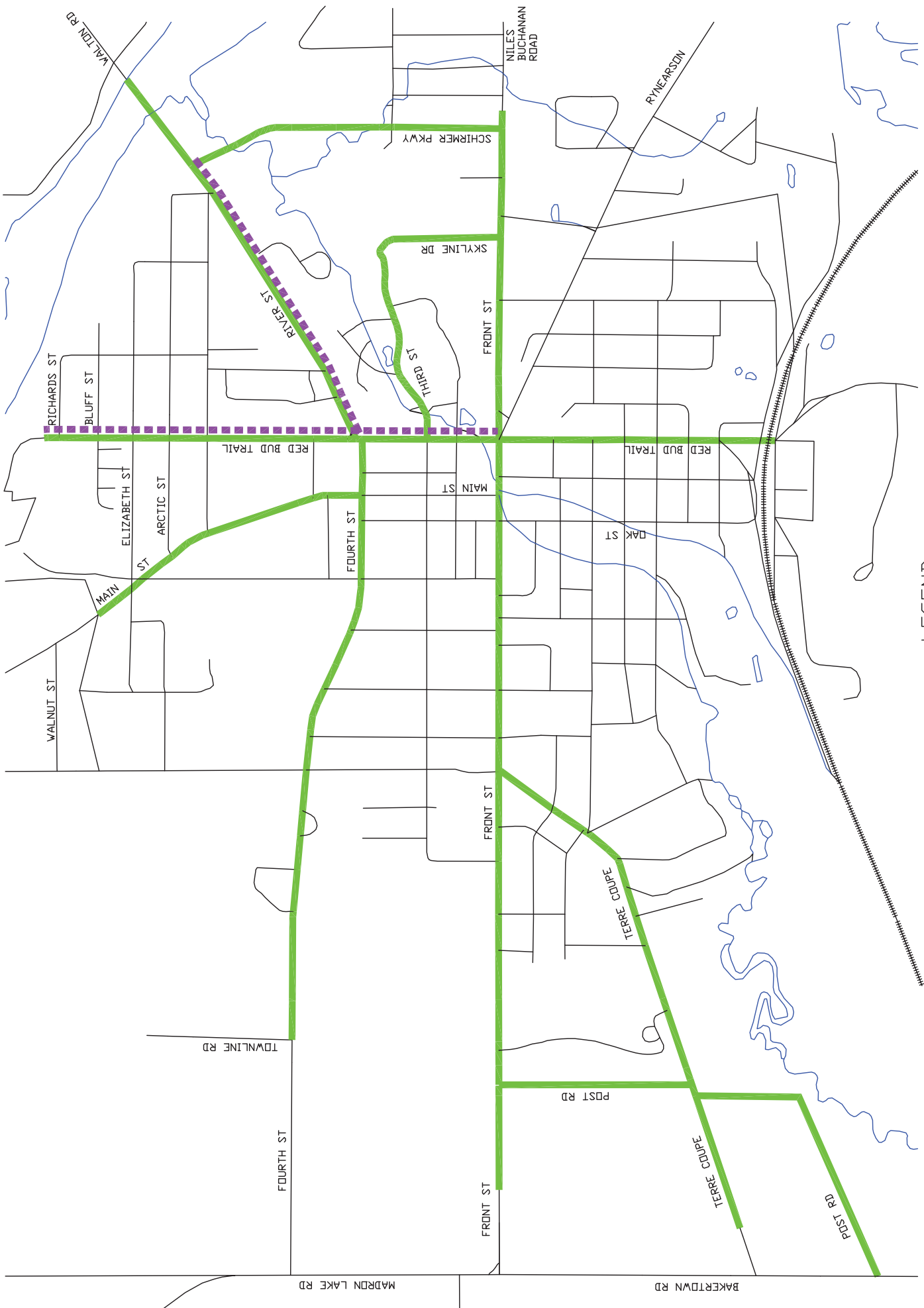
AGREEMENT SUMMARY

Road Name	Estimated Cost
Various Roads	\$ 3,802.04
TOTAL	\$ 3,802.04

Parties further agree to the following:

1. The Road Department shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures and for coordination of all portions of the project.
2. Actual costs shall include all labor, materials, equipment and contractor costs. These items, in turn, include standard fringe and overhead rates as defined by Public Act 51.
3. The City/Village will be invoiced by the Road Department for fifty percent (50%) of the total estimated cost upon receipt by Berrien County of this signed Agreement. The City/Village will be invoiced by the Road Department for the remainder of the project cost upon completion of the project and accumulation of actual costs. The City/Village must pay Berrien County the full amount of any invoice within thirty (30) days of the date of each invoice.
4. The Road Department shall abide by all local, State and Federal law, rules, and regulations.

For: Berrien County	For: the City of Buchanan
R. McKinley Elliot, Chairman	



LEGEND

- Centerline
- Edgeline
- Skipline

BUCHANAN

ENGINEER'S ESTIMATE

PROJECT: **Red Bud Trail Restriping**
 CLIENT: **City of Buchanan**
 DATE: **June 9, 2021**

The project would restripe Red Bud Trail from Richards Street to 3rd Street and includes one 8-foot parking lane, two 7-foot bike lanes, and two 11-foot driving lanes for a total width of 44 feet curb face to curb face from 3rd Street to Fulton Street; one 8-foot parking lane, two 5-foot bike lanes and two 11-foot driving lanes for a total width of 40 feet curb face to curb face from Fulton Street to Artic Street; two 5-foot bike lanes and two 11-foot driving lanes for a total width of 32 feet curb face to curb face from Artic Street to Richards Street. Also included in this estimate are pavement markings, traffic control and miscellaneous signage. Utility work (sewer, water, electric) is not included with the scope of this estimate.

1	L.S. Mobilization	@	1,500.00	1,500.00
1	L.S. Traffic Maintenance and Control	@	7,500.00	7,500.00
7,500	LFT Pavt Mrkg, Longit, 6 inch or less Width, Rem	@	0.56	4,200.00
850	LFT Pavt Mrkg, Longit, Greater than 6 inch Width, Rem	@	0.80	680.00
8,000	LFT Pavement Marking, Waterborne, 4" Yellow	@	0.50	4,000.00
14,000	LFT Pavement Marking, Waterborne, 4" White	@	0.50	7,000.00
40	LFT Pavement Marking, Ovly Cold Plastic, 24", Stop Bar	@	9.75	390.00
900	LFT Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	@	2.30	2,070.00
14	EA Pavt Mrkg, Ovly Cold Plastic, Bike, Large Sym	@	125.00	1,750.00
2	EA Pavt Mrkg, Ovly Cold Plastic, Sharrow, Sym	@	145.00	290.00
2	EA Sign, Type IIIB	@	250.00	500.00
30	FT Post, 3 lb	@	20.00	600.00
1	LS Restoration	@	1,000.00	1,000.00
SUBTOTAL ESTIMATED CONSTRUCTION COST				\$ 31,480.00
<i>Construction Contingency</i>				20% 7,020.00
<i>Design Engineering</i>				7,500.00
TOTAL ESTIMATED PROJECT COST				\$ 46,000.00

bike lanes green, below are the costs for paint and thermoplastic

40,000	SFT Pavt Mrkg, Bike Lane, Green (Paint)	@	1.60	64,000.00
40,000	SFT Pavt Mrkg, Bike Lane, Green (Thermoplastic)	@	14.00	560,000.00



ENGINEER'S ESTIMATE

parking bike	south	north	bike	total
8	7	11	11	44
8	5	11	11	40
	5	11	11	32
	5	11	11	32

	3rd River	River Fulton	Fulton Artic	Artic Elizabet	Elizabet Bluff	Bluff Richards	
Length	576	1380	282	284	291	318	
Width	44	44	40	39	39	34	
Crswlk	2	1	2	2	1	0	
Stop Bar	0	1	1	0	0	0	
Crswlk L	50	50	50	50	50		
Stop Bar L		18	16				
4" White	2304	5520	1128	1136	1164	1272	12524
4" Yellow	1152	2760	564	568	582	636	6262
Bike Lane	8064	19320	2820	2840	2910	3180	39134
Bike	3	4	2	2	2	1	14
Sharrow	1					1	2
Crsswlc	200	100	200	200	100	0	800
Stop Bar	0	18	16	0	0	0	34
Perp 4" Pkg	264	621.33	133.33	134.22	137.33	149.33	1439.6
Rem 4"	1474.8	3324	648.6	653.2	669.3	636	7405.9



Sherriff-Goslin Company

Flat Roof Specialists

Eric Brogdon, Commercial Estimator

10 Avenue "C"

Battle Creek, Michigan 49037

269-962-4036

FAX 269-962-4103

ebrogdon@sherriffgoslin.com

www.trustedroofer.com

City of Buchanan
105 W Front Street
Buchanan MI. 49107

Job#319-21-01
06/09/2021

Roofing replacement (building rear lower roof.) Membrane Roofing

1. Tear off existing roof, flashings and metal and dispose of the debris.
2. Inspect the existing roof deck for damage and repair with new wood at a unit price of \$5.95/SF.
3. Over the existing roof deck, mechanically fasten two layers of 2.6" polyisocyanurate insulation with and R-Value of 30, bring the roof to current Michigan energy code.
4. Over the insulation, mechanically fasten White 60-mill TPO roofing membrane.
5. Flash all curb and penetrations according to manufacture guidelines.
6. Around the perimeter of the building, install new 24-gauge metal with a Kynar finish in a standard color of your choosing.
7. Upon completion of the roof, provide a 15-year manufacturer's warranty.

Total estimated cost \$12,000.00

Notes:

1. If there are any questions regarding this proposal, please ask.
2. Black EPDM roofing membrane option available with a 20-year warranty for an additional \$2,700.00
3. Commercial gutter replacement available for an additional \$1,600.00
4. **Due to extreme volatility in the materials market currently, pricing of this proposal is only valid for 30 days.**

Eric Brogdon
Flat Roof Specialist

Authorized Signature: _____

Print Name and Title: _____

Billing Address: _____

Sherriff-Goslin Company

Flat Roof Specialists
Eric Brogdon, Commercial Estimator
10 Avenue "C"
Battle Creek, Michigan 49037
269-962-4036
FAX 269-962-4103
ebrogdon@sherriffgoslin.com
www.trustedroofer.com

City of Buchanan
105 W Front Street
Buchanan MI. 49107

Job#319-21-01
06/09/2021

Roofing replacement (building rear upper roof.) Membrane Roofing

1. Tear off existing roof, flashings and metal and dispose of the debris.
2. Inspect the existing roof deck for damage and repair with new wood at a unit price of \$5.95/SF.
3. Over the existing roof deck, mechanically fasten two layers of 2.6" polyisocyanurate insulation with and R-Value of 30, bring the roof to current Michigan energy code.
4. Over the insulation, mechanically fasten White 60-mill TPO roofing membrane.
5. Flash all curb and penetrations according to manufacture guidelines.
6. Around the perimeter of the building, install new 24-gauge metal with a Kynar finish in a standard color of your choosing.
7. Upon completion of the roof, provide a 15-year manufacturer's warranty.

Total estimated cost \$13,600.00

Notes:

1. If there are any questions regarding this proposal, please ask.
2. Adhered Black EPDM roofing membrane option available with a 20-year warranty for an additional \$2,950.00.
3. Commercial gutter replacement available for an additional \$1,050.00
4. **Due to extreme volatility in the materials market currently, pricing of this proposal is only valid for 30 days.**

Eric Brogdon
Flat Roof Specialist

Authorized Signature: _____

Print Name and Title: _____

Billing Address: _____

Sherriff-Goslin Company

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Eric Brogdon, Commercial Estimator
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City of Buchanan
105 W Front Street
Buchanan MI. 49107

Job#319-21-01
06/09/2021

Roofing replacement (Side flat roofs next to building peak both sides) Membrane Roofing

1. Tear off existing roof, flashings and metal and dispose of the debris.
2. Inspect the existing roof deck for damage and repair with new wood at a unit price of \$5.95/SF.
3. Over the existing roof deck, mechanically fasten two layers of 2.6" polyisocyanurate insulation with and R-Value of 30, bring the roof to current Michigan energy code.
4. Over the insulation, mechanically fasten White 60-mill TPO roofing membrane.
5. Flash all curb and penetrations according to manufacture guidelines.
6. Around the perimeter of the building, install new 24-gauge metal with a Kynar finish in a standard color of your choosing.
7. Upon completion of the roof, provide a 15-year manufacturer's warranty.

Total estimated cost \$20,000.00

Notes:

1. If there are any questions regarding this proposal, please ask.
2. Black EPDM roofing membrane option available with a 20-year warranty for an additional \$3,700.00
3. Pricing excludes front porch roof.
4. **Due to extreme volatility in the materials market currently, pricing of this proposal is only valid for 30 days.**

Eric Brogdon
Flat Roof Specialist

Authorized Signature: _____

Print Name and Title: _____

Billing Address: _____

GREATER NILES

Chamber of Commerce

June 11, 2021

Buchanan City Commission

Sean Denison, Mayor

Mark Weedon, Mayor Pro Tem

Cameron Downey, Commissioner

Larry Money, Commissioner

Patrick Swem, Commissioner

Heather Grace, City Manager

Re: Partnership with the Greater Niles Chamber,

Dear Commissioners and Ms. Grace,

First, we want to thank you for the opportunity to share additional information with you about the partnership between the City of Buchanan and the Greater Niles Chamber. That partnership dates back to our days as the Southwest Michigan Economic Growth Alliance (SMEGA). Our principal role is to provide economic development related services on behalf of the city, as well as Bertrand Township, Niles Charter Township, and the City of Niles.

Generally, that means we are working on attracting new businesses, growing existing businesses, helping businesses start, marketing and promoting the area, improving the business climate, and connecting business with the resources they need to help them grow. We are often the first place a prospective business connects with, and we work hard to develop relationships with site selectors, real estate professionals, and company decision makers as they are thinking about where the best place is to grow! We believe southwest Michigan has a lot to offer, and we are excited to help sell it.

I understand that you plan to discuss this partnership more at your June 14, 2021. I am sorry I am unable to be there that evening, I will be out of town and unavailable. Should you want to have additional conversation at a future date, please let me know, I would love to come discuss the partnership further.

Just prior to the pandemic, we met with the Commission to discuss additional ways that the Chamber could assist with the marketing and promotion of the community. Because of COVID, we like everyone had to pivot and many plans were put on hold as the chief focus had to shift to helping existing businesses survive the economic crisis that accompanied the global health crisis. We are excited to have Ms. Grace as part of our Board leadership and we're hopeful that as the pandemic winds down we're again to meet regularly.

We are proud of the many things we were able to accomplish and I am excited to report on some of those here.

Public and Private Sector Partnership

I am proud to report that throughout the pandemic we have retained almost all public and private sector investment. Despite difficult times, businesses and our public sector partners have recognized

GREATER NILES

Chamber of Commerce

the need for the service we provide, first helping our businesses navigate the pandemic, and now catalyzing the economic recovery.

COVID-19 Emergency Relief Program

In 2020, the Greater Niles Chamber of Commerce organized the COVID-19 Emergency Relief Program (ERP), that distributed \$100,000 in business relief grants to help aid businesses weather the economic impact of the coronavirus pandemic. These were Greater Niles Chamber funds. 17 locally owned businesses received grants, four of which were Buchanan businesses, including: DPM Events, Pure Rituals, Redbud Fitness, and Union Coffee House.

Approximately 24% of grant recipients were from Buchanan, with a total \$24,628 distributed to Buchanan businesses, representing approximately 25% of the total ERP fund.

We are currently designing the next phase of COVID relief funds and are hoping to do a similar grant program in the coming months. We're also working with State and County partners on some additional funds to be made available to help those businesses/industries that have been hardest hit. We're hoping we'll be able to administer the distribution of some of those funds.

Manufacturing Days

Employers in our region have increasingly relied on us to help with their workforce needs. In 2020, the Greater Niles Chamber of Commerce, the South Bend Regional Chamber of Commerce, Berrien RESA, and MI Works! Berrien, Cass, Van Buren, worked together to bridge two prominent Manufacturing Day programs from Indiana and Michigan to premiere the new MFG Days event and resource toolbox. These community partners from across the region pivoted to shine a virtual spotlight on local manufacturers and illuminate pathways to the career opportunities they offer. For the first time, Manufacturing Day was not only featuring a new collaborative across state lines, it was presented in a new, digital format that extended the reach and inclusivity of the program to affect more educators, students, and parents.

Organizing partners created a robust landing page to house numerous resources available to educators, students, and community members alike, including:

- LIFT Network Career Exploration Videos: a collection of approximately nine carefully crafted career exploration videos showcasing local employers and their workforce.
- The Partner Video Library: a curated collection of manufacturing-related videos, highlighting varying careers in manufacturing, further education opportunities, and regional manufacturers and the products they make.
- Live Session Recordings: a collection of recorded zoom conversations with industry representatives on a diverse collection of topics.

GREATER NILES

Chamber of Commerce

- Career Pathway Pages: career overview pages that provide audiences a glimpse into in-demand manufacturing careers, highlighting educational requirements, general career tasks, average salaries, and more.
- PowerPoint Presentations: educational presentations on metal manufacturing, plastics manufacturing, and careers in advanced manufacturing,
- And other resources designed to aid educators in showcasing the manufacturing industry.

To date, the MFG Days resource toolbox has seen approximately **7,000** hits and the career exploration videos and the MFG Days live session recordings have been viewed **over a thousand** times. Following the event, **58%** of participating students reported to the Chambers in a post-event survey, a heightened interest in a career in manufacturing as a result of the program, and **89%** of students reported an increased understanding of advanced manufacturing. Additionally, **33%** of participating students also reported sharing the MFG Days information with a parent or guardian, sharing the resource toolbox beyond the classroom.

MFG Days is still available to students, educators, and the community at www.GreaterNilesChamber.com/MFGDays.

Building Trades Week

The Greater Niles and South Bend Regional Chambers' Building Trades Week Event (BLDG Trades Week), that took place in April, was modeled after the success of the [Chamber's 2020 Virtual Manufacturing Days](#), which to date, has connected industry and education/training partners with more than 4,000 high school students and educators, along with adult education students, parents, and the broader community.

BLDG Trades Week featured a virtual toolbox showcasing career opportunities in the building trades through resources such as live industry chats with area professionals, career pathway pages, a cultivated video library, and more!

This event has seen almost 3,000 hits across the region, with hundreds of views through the video library and live session recordings. Following the event, 42% of participants reports a new interest in the electrician career field, 36% reported a new interest in architecture or engineering, and 33% reported a new interest in electrical engineering. Additionally, 50% of students reported sharing their findings with a parent or guardian.

BLDG Trades Week is still available to students, educators, and the community at www.GreaterNilesChamber.com/BLDG2021.

GREATER NILES

Chamber of Commerce

Greater Niles Chamber of Commerce Visitor Guide & Business Directory

To help draw attention to the Niles-Buchanan region, the Greater Niles Chamber of Commerce produces the annual Chamber Visitor Guide & Business Directory. Over 4,000 copies of this distinguished magazine are distributed across Southwest Michigan and Northwest Indiana, including target market locations such as the South Bend International Airport, Michigan travel centers (in collaboration with MDOT), additional Chambers of Commerce, and a variety of other local businesses! Additionally, the Greater Niles Visitor Guide & Business Directory is provided to new residents and new visitors to our area so that they may find the best locations to eat, play, and shop!

The 2021 directory is set to premiere in mid-June and will be featuring a quality of place article featuring Buchanan's recent acknowledgment as the Nicest Place in America.

Business Attraction

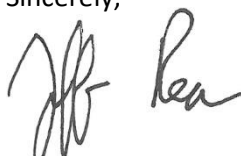
Since the first of the year, our team has worked on 27 projects that have proposed more than \$15 billion in investment and have over 24,000 associated jobs. Our chief focus is landing those prospects in the area, and we spend a lot of time helping them get to know the region better and zeroing in on sites that meet their needs. Because of the proximity of the communities and the labor shed in the area, residents of virtually every city, town and township would benefit on those projects. We're happy to talk more about those efforts at any time.

As travel is opening, we are back on the road selling the region. This week for example, we have teams in two different locations in the Southeast meeting with site selectors and real estate professionals. Prior to the pandemic, we did 30 trips annually to 15 states to sell the region. We are anxious to get back to that work.

I am sorry for the length here, but I am afraid I've only scratched the surface. I hope it gives you a feel for some of the important work we have in our work plan, and we are hopeful for the opportunity to continuing working with you and the city team on how we can best meet the community needs.

If I can answer questions, or meet individually or collectively as a group, please do not hesitate to reach out to me at jeff@greaternileschamber.com or on my cell at 574-286-2660.

Sincerely,



Jeff Rea, President & CEO

From: [Heather Grace](#)
To: [Stephanie Powers](#)
Cc: [Barbara Pitcher](#)
Subject: Fwd: City of Buchanan
Date: Monday, May 24, 2021 3:15:37 PM
Attachments: [Inv185040.pdf](#)

Rather than submit this for payment right away, please put this as an item for the agenda for the special meeting of the Commission to discuss the budget that will take place next week. Thanks so much!

Get [Outlook for iOS](#)

From: Eileen Villanueva <Eileen@greaternileschamber.com>
Sent: Monday, May 24, 2021 2:39:53 PM
To: Heather Grace <hgrace@cityofbuchanan.com>
Subject: City of Buchanan

Ms. Heather Grace,

Attached to this email is a copy of your 2021 Membership Investment Invoice for the Greater Niles Chamber of Commerce.

I just wanted to send over a friendly reminder that you can now pay your annual membership dues online! With the Greater Niles Chamber's new Member Portal, you can view open invoices, visit the new Chamber Jobs Board, update your profile, and more!

Log in by visiting www.GreaterNilesChamber.com. If you are in need of your login credentials, please do not hesitate to reach out to me by responding to this email.

In response to COVID-19:

The Greater Niles Chamber of Commerce recognizes the great impact that these unprecedented times have had on our community. While the state begins to work towards our economic recovery, we understand that the recovery process will take time.

We have included a copy of your membership investment invoice in addition to this email, but please know, that if your business is unable to pay the full membership balance due to the COVID-19, coronavirus pandemic or the subsequent mitigation efforts that were put in place by the state, the Chamber is more than happy to work with your business to find a suitable plan of action regarding your account moving forward.

Should you need to explore alternative payment plans, please contact by responding to this email or call me at (269) 683-1833 in order to discuss this further.

Thank you,

Let's chat! Schedule a call with the Chamber by [clicking here](#).

Eileen Villanueva

Director of Membership & Communications

Greater Niles Chamber

333 N. 2nd St., Suite 302

Niles, MI 49120

269.683.1833 | 574.222.6899(c)

GreaterNilesChamber.com

Eileen@GreaterNilesChamber.com

This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited

GREATER NILES

Chamber of Commerce

Greater Niles Chamber of Commerce
333 N 2nd St, Suite 302
Niles, MI 49120

Invoice

185040

Date: 04/01/2021
Profile ID: 60056
Please Pay By: 04/01/2021

Ms. Heather Grace
City of Buchanan
302 Red Bud Trail N
Buchanan, MI 49107

Description	Qty	Rate	Amount
Niles Membership Investment 04/01/2021 to 03/31/2022	1.00	8,990.00	8,990.00

Tax Identification Number: 80-081-6040

Total:	8,990.00
Amt Paid:	0.00
Balance Due:	8,990.00

For questions regarding your membership or to make a payment by phone please call (269) 683-1833.

Profile ID	Invoice	Due Date	Total Due	Total Payment Enclosed
60056	185040	04/01/2021	\$8,990.00	\$

Please verify address and provide corrections

Ms. Heather Grace
City of Buchanan
302 Red Bud Trail N
Buchanan, MI 49107

Correct Address

Make checks payable to:

Greater Niles Chamber of Commerce
333 N 2nd St, Suite 302
Niles, MI 49120

MasterCard Visa Discover American Express

Card No. _____ Exp. Date _____ Billing Zip _____ Sec. Code _____

Print Name _____ Signature _____

BERRIEN COUNTY COMMISSIONERS

Mac Elliott	Dave Vollrath
Ezra Scott	Jon Hinkelman
Michael Majerek	Julie Wuerfel
Teri Freehling	Don Meeks
Bob Harrison	Mamie Yarbrough
Rayonte Bell	Jim Curran



701 MAIN STREET
 ST. JOSEPH, MICHIGAN 49085
 PHONE: (269) 983-7111, EXT 8095
 FAX: (269) 983-5788

Berrien County Board of Commissioners
 Berrien County Administration Center
 St. Joseph, Michigan 49085

Date: June 3, 2021

Contact: Annette Christie, Executive Assistant to the Administrator
 (269) 983-7111, Ext. 8095

FOR IMMEDIATE RELEASE

In response to ongoing restrictions placed into effect by state agencies due to COVID-19, the Berrien County Board of Commissioners' enacted a State of Emergency on March 25, 2021 for the purpose of allowing continued virtual meetings and to be compliant with the Open Meetings Act. In declaring the State of Emergency, all public bodies in Berrien County could maintain continuity of government. The State of Emergency is set to expire June 30, 2021.

State agencies are terminating all restrictions related to COVID-19, effective July 1, 2021. In response the Berrien County Board of Commissioners approved a resolution at their meeting today, stating that the State of Emergency would not be extended.

The Berrien County Board of Commissioners will return to in-person meetings effective Thursday, July 1, 2021, located at the Berrien County Administration Center, 701 Main St., St. Joseph, Michigan. The standard meeting schedule is on Thursdays with the Committee of the Whole meeting at 8:35 a.m., the committee (Administration, Finance, and Personnel / Human Services) meetings at 9:15 a.m., and the Board of Commissioners' meeting at 10:30 a.m. This schedule is subject to change as needed, with the most current information available on the Berrien County website (www.berriencounty.org).

Until then, the Board of Commissioner meetings will continue virtually with the Board participating in a virtual format and the public attending via the live stream on You Tube. Again, the most current information on meeting details, is posted regularly on the Berrien County website.



COUNTY OF BERRIEN
OFFICE OF THE TREASURER
SHELLY WEICH, TREASURER

Berrien County Administration Center – 701 Main Street – St. Joseph, MI 49085-1316
P: 269.983.7111 Ext 8035 E: sweich@berriencounty.org

June 1, 2021

The Berrien County 2021 tax foreclosed auction will be held Tuesday, August 24, 2021 - online only. It will be conducted by Title Check, via their website www.tax-sale.info.

There have been important changes regarding the sale of tax foreclosed properties. As the right of first refusal by a local unit, a property may be purchased for minimum bid *unless* a claim is filed by a previous owner or party of interest, in which the purchase price will then be the greater of minimum bid or fair market value. A notice of claim must be filed by July 1, 2021 by the interested party in order to acquire any remaining proceeds. Public purpose is no longer a requirement for the property. Finally, if the property is subsequently sold, any profit received does not have to be remitted to the county.

The county will not be conducting any demolitions of tax foreclosed structures.

Attached are the properties located in your municipality that are scheduled for the 2021 auction, subject to change. If interested in making a purchase, a copy of the public board meeting minutes granting approval needs to be provided to the Berrien County Treasurer no later than **July 1, 2021**.

If you have questions or concerns, please feel free to contact me.

Regards,


Shelly Weich

Enclosure

County	C/V/T	UNIT NAME	Property Number	Street Address
BERRIEN	CITY	BUCHANAN	58-0340-0020-00-0	302 N MAIN ST BUCHANAN
BERRIEN	CITY	BUCHANAN	58-2000-0339-00-9	406 FULTON ST BUCHANAN
BERRIEN	CITY	BUCHANAN	58-2000-0345-00-9	316 FULTON ST BENTON HARBOR
BERRIEN	CITY	BUCHANAN	58-4850-0001-01-4	411 N RED BUD TR BUCHANAN
BERRIEN	CITY	BUCHANAN	58-6900-0011-00-2	508 BERRIEN ST BUCHANAN