

**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 in the Chamber of Buchanan City Hall, 302 N Redbud Trail, Buchanan MI.

\* 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](mailto: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 Meeting Minutes

July 12, 2021, Regular Meeting; July 20, 2021, Special Meeting

B. Approve Expenditures for July 26, 2021, in the amount of \$487,371.00

Includes Summer Tax Distribution checks in the amount of \$387,751.67 (Lake Michigan College \$19,938.35, Berrien County Treasurer \$94,752.73, Berrien Resa \$20,837.62, Dial-A-Ride \$8,733.54, Buchanan Schools \$76,023.74 and City of Buchanan \$167,465.69). Other payment of note: Custom Computer Company for \$26,899.00.

C. Accept Staff Activity Reports - Period Ending July 7, 2021

D. Accept Staff Activity Report - Period Ending July 21, 2021

- VIII. Scheduled Matters from the Floor** (if any)
- IX. Reports by: Departments, Committees, Boards**
  - A. Community Development Department Report

*Social District Update* - Community Development Director Rich Murphy will provide an update related to the City's pending Social District, including recent verification from the Michigan State Liquor Control Commission that the City can reimburse applications for their application fees.

*Developer's Toolkit Update* - Director Murphy will provide an update regarding the progress of his work to finalize the underlying paperwork necessary to implement the City's plans for new "Developer's Toolkit" programs, such as façade grants, etc.

B. Planning Commission Report

Director Murphy will report on the Planning Commission's recent approval of the Special Use Permit for Zen Leaf, as well as provide a progress report that this issue will be placed on a future agenda after we receive the updated marijuana permit application from Zen's attorney. Consequently, no action is required from the City Commission at this point.

C. Landfill Board Report

Consider Appointment of City Manager Heather Grace to the Southeast Berrien County Landfill Board - Landfill Board Member & Commissioner Patrick Swem reports that the Landfill Board has voted to recommend that the City of Buchanan appoint City Manager Heather Grace to serve as the City's second member on the Landfill Board.

D. Buchanan Area Fine Arts Council

At their regular meeting on July 8, 2021, the Buchanan Area Fine Arts Council (BAFAC) voted to recommend to the City Commission they consider approving the following appointments and reappointments:

Reappoint Kelly Carlin and Trevor Hough to 4-year terms, retroactive to July 1, 2021

Reappoint Alice Kring, Karin Falkenstein, and Lee Lyon to 4-year terms, effective July 1, 2021

Appoint Honorable Patricia A. Moore to the board with a 4-year term, effective July 1, 2021

*The BAFAC currently has 6 vacancies; 1 Buchanan Township, 1 Niles Township, 1 School Corporation, and 2 Members at Large.*

Consider Resolutions Regarding Name Change - The BAFAC also reports that its Board has voted to rescind its previous requestion to change its name from the Buchanan Area Fine Arts Council to the Buchanan Area Performing Arts Council. With approval from the Commission, City Administration will work to prepare updated Resolutions reflecting this subsequent name change, as the previously requested name change was already approved and memorialized in past Resolutions, and thus will need to be updated.

E. Buchanan Tree Friends

Discuss plans to plant 50 trees and the proposed tree planting sites for the Great Lakes Restoration Initiative tree planting grant, October 16, 2021.

ReLeaf Michigan will seek to find Black Gum, Tuliptree, River Birch, American Hophornbeam, Bald Cypress, Red Maple, Sugar Maple, Hackberry, Swamp White Oak, Basswood, Littleleaf Linden, Princeton Sentry Ginkgo, Downy Hawthorn, Hawthorn, Serviceberry, and Crabapple trees. ReLeaf will competitively bid the trees with wholesale nurseries. The tree purchasing budget must adhere to the US Forest Service budget limitations for the cost and the delivery of the trees. The tree bids specify one and a half-inch to two-inch caliper diameter trees.

**X. Unfinished Business**

A. Update on Storm Sewer Issues on Third Street at Redbud

Quotes for the repair of the collapsed storm sewer infrastructure on Third Street at Redbud will be considered, with a quote from Green Construction & Engineering having been submitted, and a secondary quote from Selge Construction Co. Inc. anticipated to be submitted prior to Monday's meeting.

**XI. New Business**

A. Closed Session to Discuss Matters Subject to Attorney-Client Privilege

Consider a motion to go into Closed Session to discuss matters subject to attorney-client privilege, pursuant to MCL 15.268 Sec. 8(h).

B. Consider Approval of Employment Agreements

Draft employment agreements for select staff will be submitted to the Commissioners for consideration for approval. Said agreements were drafted to clarify the employment relationships between select employees and the City of Buchanan and include provisions designed to implement the compensation-related expenditures approved in the 2021/2022 Fiscal Year Budget, including the following: transition to a salaried position with no compensatory time at a rate of \$51,000 annually for both the Treasurer and the Clerk; transition of the Chief of Police to the position of "Director of Public Safety/Chief of Police" with an increase in pay of 5%; memorialization of the Community Development Director's current pay and compensation, and the transition of the Building Inspector Position to include a 3% increase in pay as well as increased part-time hours.

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

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

**XIV. Executive Comments**

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

**XV. Adjourn**



**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, JULY 12, 2021 – 7:00 PM**  
**BUCHANAN CITY HALL CHAMBER - 302 N. REDBUD TRAIL, BUCHANAN MI**

**MINUTES**

**I. Call to Order**

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

**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; Chief of Police, Tim Ganus; Interim Director of Public Works, Mike Baker

**GUESTS:** Approximately 16 individuals including Don Ryman, Dan Vigansky, Penny Slocum, Fran Terry, Ralph McDonald, Norma Ferris, Rebecka Hoyt, Dale Toerne, Joe Paolucci, Alan Robandt

**III. Approve Agenda**

Amendments to the agenda to remove New Business Item XI. A. Special Use Permit presented by Attorney Sam Kilburg representing Zen Leaf; add New Business item XI. C. Set Date for Special Meetings Regarding DPW Building; and add New Business Item XI. D. Requests regarding Hannan Roberts Olympic Debut Special Broadcast Event at The Common.

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

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

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

**Alan Robandt** - Spoke regarding the Social District and asked why it was truncated. In regards to Joe Paolucci's request to release attorney letter, Robandt accused the prior City Manager and Mayor of corruption, lies and creating false documents to cover the lies and stated if there is nothing hide, there is no reason the letter should not be made public.

**Norma Ferris** - The Dial-A-Ride Board has not heard from the City regarding the contract with the City of Niles.

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

A. Approve Minutes of the June 28, 2021 Regular Meeting

B. Approve expenditures for July 12, 2021 in the amount of is \$67,469.88.

Items of note:

- 4-Ton Hot Box out of the Capital Projects; \$27,512.77
- The Barton Group retainer fee; \$3,000
- Affordable Asphalt Paving for asphalt patching; \$3,000

C. Banner Placement Request Form

Approve Banner Placement Request Form for Larry Money on behalf of the American Legion for their Annual Benefit Ride. Banner to be placed from August 16-23, 2021.

***Motion made by Commissioner Swem, Seconded by Mayor Pro Tem Weedon to approve consent agenda as presented. Roll call vote carried unanimously.***

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

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

A. Joe Paolucci - Public Release of City Attorney Randy Hyrns' 2019 Letter Regarding DDA Law

Paolucci discussed his involvement with the DDA and his account of disagreements between the City and the DDA; opinion letters of City attorney, DDA attorney, and a third-party attorney which he states were all lies with the exception of the DDA attorney opinion letter. Has requested the Randy Hyrns attorney opinion letter which was presented to the City Commission in closed session on September 23, 2019 should be released to the public.

Downey stated the opinion letter was revised, there were two letters released to the ad hoc committee and they were lies, and that the letters need to be released.

Swem stated he sees no reason not to release the letter. Money was in agreement.

Denison stated that, regardless of the content, the letter should not be released. He read from Michigan Municipal League publication regarding the law pertaining to closed sessions. We are not above the law. We need to think about not only this commission but future commissions and should not set this precedent.

Paolucci interrupted stating it was a policy issue, not a legal issue, so there should not have been a closed session.

Denison continued, the information is irrelevant. The issue is whether we are going to release closed session materials.

Weedon agreed that this would be setting a precedent that would provide an opportunity to strong-arm the commission in the future. He asked fellow commissioners and public to consider a situation where a family member who was employed by the City had an employment matter that, as permitted by law, was discussed in closed session - how would they feel if that information was released to the public?

Denison reiterated this has nothing to do with the content of the letter and everything to do with the law.

***Motion made by Commissioner Downey, Seconded by Commissioner Swem to release City Attorney Randy Hyrns' 2019 letter regarding DDA law. Roll Call vote failed.***

***Voting Yea: Commissioner Downey, Commissioner Swem***

***Voting Nay: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Money***

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

A. Treasurer's Report

City Treasurer, Stephanie Powers reviewed some of the items of note on current expenditures.

## VIII. Unfinished Business

### A. AFSCME Union Contract Correction

The City Manager explained the error that dates were included on the submitted table, how it occurred, and how it could be misinterpreted. The submitted budget was correct, but the Commission may approve the update the table to omit the dates so the table would be more clear.

***Motion made by Commissioner Swem, Seconded by Commissioner Downey to accept the correction to the AFSCME contract as presented by City Manager Grace. Roll call vote carried unanimously.***

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

## IX. New Business

### A. Special Use Permit presented by Attorney Sam Kilberg representing Zen Leaf

Item removed from agenda.

### B. Social District Application

The State of Michigan recently approved the Buchanan Social District. The next step is that our city licensees must submit an application to opt into the Social District. The Social District law requires the City Commission approve a motion to recommend approval of the licensee's application to the Michigan Liquor Control Commission. The State has confirmed that the Licensee, Maize N Brew Ltd. DBA B&W Village Inn of Buchanan, Michigan has submitted his application to opt into the Buchanan Social District.

Consider recommendation by the Buchanan City Commission of Social District application from Licensee, Maize N Brew Ltd. DBA B&W Village Inn of Buchanan, Michigan for approval by the Michigan Liquor Control Commission.

***Motion made by Commissioner Swem, Seconded by Commissioner Downey to submit a recommendation by the Buchanan City Commission of Social District application from Licensee, Maize N Brew Ltd. DBA B&W Village Inn of Buchanan, Michigan for approval by the Michigan Liquor Control Commission. Roll call vote carried unanimously.***

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

### C. Set Date for Special Meetings Regarding DPW Building

City Manager Grace indicated seven (7) bids were received for feasibility, design, and engineering of a new DPW building. Consider setting a date for a special meeting to conduct an initial review of submissions and a second meeting to conduct formal interviews.

The Commission will hold a special meeting on Wednesday, July 20 at 6:00 p.m. in the Chamber of City Hall to conduct initial review of submissions. No date was set to conduct formal interviews.

### D. Request Regarding Hannah Roberts' Olympic Debut Special Broadcast at The Common

Consider request to hold the event at the Common on July 31, 2021, from 9:00 p.m. to approximately 12:15 a.m., including a special waiver of the City's noise ordinance (Sec. 38-29) which generally prohibits amplified sound later than 11:00 p.m., pay broadcast fees of \$935, and approve a future banner request to hang the related banner, if able to be produced in time.

**Motion made by Commissioner Money, Seconded by Mayor Pro Tem Weedon approve the event at the Common on July 31, 2021, from 9:00 p.m. to approximately 12:15 a.m., including a special waiver of the City's noise ordinance (Sec. 38-29) which generally prohibits amplified sound later than 11:00 p.m., pay broadcast fees of \$935, and approve a future banner request to hang the related banner, if able to be produced in time. Roll call vote carried unanimously.**

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

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

**A. Michigan Municipal League Annual Convention & Annual Meeting**

The MML Annual Convention will be held in Grand Rapids, September 22-24, 2021. The League's Annual Meeting is scheduled during the convention. Pursuant to the provisions of the League Bylaws, the City is requested to designate by action of the Commission one official who will be in attendance at the Convention as the City's official representative to cast the vote of the City at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Details included in the packet and at <http://mml.org/delegate/>

Commissioner Weedon commented that MML meetings have been informative and valuable networking opportunities for him in the past and volunteered to be the City's delegate. Commissioner Money will be the alternate.

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

**Dan Vigansky** - Would like City Hall to make a public statement about the dissolution of the DDA. We need to learn from our history so we can move forward.

**Dan Benak** - Spoke regarding the Social District application process and his concerns.

**Penny Slocum** - Asked the City to consider irrigation for planters at the Common or access to the hose so people don't need to pull buckets of water out of the creek. She also noted the vegetation between the creek and the wrought iron fence along Days Avenue needs to be cleaned up. (Mike Baker indicated the jail crew currently working in the City is moving in that direction.)

**Rebecka Hoyt** - The Buchanan Chronicle is adding a public page and comic strip to its site. They will be at the Farmer's Market.

**Fran Terry** - Spoke regarding the Social District, clarified some discrepancies, stated there were some errors in the contract and map. Stated the City cannot reimburse for licenses.

**XII. Executive Comments**

**A. City Manager Comments**

Speaking to the discussion and concerns about the Social District, the City is getting similar confusion from the State and hopes to have clarification soon. Many events are coming up at the Common and other locations throughout the City. Spoke to Norma Ferris' concern regarding Dial-A-Ride; the City met with the local board in February to review the contract and that is what has been moving forward. Thanked everyone for their passion and encouragement.

**B. Commissioner Comments**

**Money** - It is great to get back into this forum and see people in person. Thanked everyone for their participation. On behalf of the American Legion and Auxillary, thanked the DPW and

Cemetery crews for their help in hanging the new veteran banners. Due to the tremendous response, the Legion is working on a third set.

Commissioners, Downey, Swem and Weedon had no comments.

C. Mayor Comments

The Dial-A-Ride contract ensures the same fares and services. Thanked everyone for attending, adding it is so good to be back in this room. Wished Hannah Roberts good luck; she carries herself with grace and humility, unlike some other athletes. Recognized Ashley Hanson for her work to make the Buchanan Farmers Market a success; she is always adding vendors and amazing attractions. Recognized the organizers of the Avery Brown Classic; the event was well-organized and attended. Congratulations to Redbud for another successful event. Stated he has no shame or embarrassment for his decision to dissolve the DDA. He is proud of the direction the City is going and believes that the creation of the Economic Development position has had more of an impact in the past 6 months than the DDA did in the last 6 years. Noted that the Social District Map is able to be adjusted.

XIII. **Adjourn**

***Being no further business, motion made by Commissioner Downey, Seconded by Commissioner Money to adjourn the meeting at 8:16 p.m. Roll call vote carried unanimously.***

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

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Barbara A. Pitcher, City Clerk

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Mayor Sean Denison





**SPECIAL MEETING OF THE CITY COMMISSION**  
**TUESDAY, JULY 20, 2021 – 6:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

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**MINUTES**

**I. Call to Order**

Mayor Denison called the meeting to order at 6:00 p.m. There was not a quorum of the Planning Commission, therefore this meeting was a special meeting of the City Commission only.

**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; Community Development Director, Rich Murphy; Interim Director of Public Works, Mike Baker

**GUESTS** Planning Commissioners Donna Monell and Ralph McDonald; Amelia Lietzau and Gary Barton from the Barton Group

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

None

**IV. New Business**

**A. Initial Review of Submissions for DPW Building Feasibility, Design & Engineering**

City Manager Grace provided an overview of the bid process and proposals submitted. Amelia Lietzau and Gary Barton discussed the evaluation and interview process. The Commission discussed their initial reviews and rankings of submissions.

***Motion made by Mayor Denison, Seconded by Commissioner Swem to set up interviews with Berman, Abonmarche, and Wightman. Roll call vote carried unanimously.***

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

**B. Storm Water Issues on Third & Redbud**

City Manager Grace stated she is still awaiting additional quotes. No action is necessary at this time.

**C. Buchanan Area Recreation Board (B.A.R.B.) Requests**

The Buchanan Area Recreation Board is looking to update its 5-Year Recreation Plan, so the Board is hoping to solicit support from both the City Commission and the Planning Commission, as well as the public at large, in this effort. The Commission and public are invited to read through the City's present 5-year plan and submit recommended changes. Paper copies were provided to those present and electronic copies are available on the City's website. Comments can either be dropped off at City Hall or emailed to [buchanan.city.hall@gmail.com](mailto:buchanan.city.hall@gmail.com).

D. Schedule Special Meeting week of July 26 to Interview DPW Building Bidders

A special meeting of the Joint City Commission and Planning Commission is to be scheduled for Tuesday, July 27, 2021, at 5:00 p.m. in the Chamber of Buchanan City Hall to conduct interviews of the top three proposals; Bergman, Abonmarche, and Wightman.

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

None

VI. **Adjourn**

***Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to adjourn the meeting at 6:43 p.m. Roll call vote carried unanimously.***

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

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Barbara A. Pitcher, City Clerk

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Mayor Sean Denison



**City of Buchanan**  
**302 N. Redbud Trail**  
**Buchanan, MI 49107**  
[www.cityofbuchanan.com](http://www.cityofbuchanan.com)

ADDITIONS TO SUMMARY  
JULY 26,2021

101	General Fund	\$60,639.79
103	Capital Projects	\$15,043.28
107	Downtown Development	\$1,972.68
202	Major Streets	\$5,200.05
203	Local Streets	\$1,121.08
501	W&S Maintenance & Operations	\$17,629.52
703	Taxes	\$385,764.60
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	Total	\$487,371.00

Check Register Report

Item VII. B.

Date: 07/21/2021

Time: 1:14 pm

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City of Buchanan

BANK:

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
83095	07/26/2021	Printed		2172	AMERICAN PUMP REPAIR & SERVICE	ANNUAL TELEMTRY CHARGE	280.00
83096	07/26/2021	Printed		3500	AT&T	MONTHLY SERVICE	161.13
83097	07/26/2021	Printed		1796	AUSRA KUBOTA, INC.	PARTS FOR KUBOTA MOWERS	496.15
83098	07/26/2021	Printed		3304	BARNES & THORNBURG LLP	FEEES FOR SERVICES	855.00
83099	07/26/2021	Printed		1029	BERRIEN COUNTY RECORD	PROPOSED BUDGET PUBLIC HEARING	133.00
83100	07/26/2021	Printed		635	BERRIEN COUNTY TREASURER		94,752.73
83101	07/26/2021	Printed		1981	BERRIEN RESA	SUMMER TAX DISTRIBUTION	20,837.62
83102	07/26/2021	Printed		2130	BEST ONE FLEET SERVICE	7000143291	3,524.42
83103	07/26/2021	Printed		1034	BUCHANAN COMMUNITY SCHOOLS	SUMMER TAX DISTRIBUTION	76,023.74
83104	07/26/2021	Printed		154	BUCHANAN PRESERVATION SOCIETY	BROADCAST CONTRACT	1,413.72
83105	07/26/2021	Printed		2003	C & C DISTRIBUTORS INC	KUBOTA MOWER AND BLADES	48.09
83106	07/26/2021	Printed		6904	CERTIFIED LABORATORIES	PENATRATING OIL	149.85
83107	07/26/2021	Printed		0347	CINTAS CORP.	MONTHLY SERVICE	66.83
83108	07/26/2021	Printed		2565	CINTAS CORPORATION	MONTHLY SERVICE	105.44
83109	07/26/2021	Printed		0610	CITY OF BUCHANAN-PAYROLL FUND	MERS	18,570.89
83110	07/26/2021	Printed		4211	CITY OF BUCHANAN	SUMMER TAX DISTRIBUTION	3,750.72
83111	07/26/2021	Printed		4211	CITY OF BUCHANAN	SUMMER TAX DISTRIBUTION	154,910.59
83112	07/26/2021	Printed		4211	CITY OF BUCHANAN	SUMMER TAX DISTRIBUTION	1,987.07
83113	07/26/2021	Printed		4211	CITY OF BUCHANAN	SUMMER TAX DISTRIBUTION	4,426.41
83114	07/26/2021	Printed		4211	CITY OF BUCHANAN	SUMMER TAX DISTRIBUTION	2,390.90
83115	07/26/2021	Printed		3004	KELLY L CLARK	CLEANING CITY HALL	990.00
83116	07/26/2021	Printed		3536	COMCAST CABLE	MONTHLY SERVICE	485.41
83117	07/26/2021	Printed		6002	CUMMINS SALES AND SERVICE	PLANT GENERATOR RADIATOR CAPS	69.30
83118	07/26/2021	Printed		1991	CUSTOM COMPUTER COMPANY LLC	FEE FOR REMOTE ACESS	26,899.00
83119	07/26/2021	Printed		4942	DIAL-A-RIDE	SUMMER TAX DISTRIBUTION	8,733.54
83120	07/26/2021	Printed		1767	CAMERON DOWNEY	JOINT WATER SEWER BOARD MTG	220.00
83121	07/26/2021	Printed		524	ELAN FINANCIAL SERVICES		7,772.24
83122	07/26/2021	Printed		2431	ELEMENT MATERIALS TECHNOLOGY	COPPER ANALYSIS	120.46
83123	07/26/2021	Printed		1345	EMERGENCY VEHICLES PLUS	REPAIR	996.05
83124	07/26/2021	Printed		2692	JERRY FLENAR	REIMBURSEMENT MCCOY CK TRAIL	44.28
83125	07/26/2021	Printed		5454	GENE WESNER AUTOMOTIVE	REPAIR & REPLACE BATTER 46-1	572.50
83126	07/26/2021	Printed		0049	TOM GORDON	JOINT WATER SEWER BOARD MTG	220.00
83127	07/26/2021	Printed		5546	HEATHER GRACE	REIMBURSEMENT SCARECROWS	165.00
83128	07/26/2021	Printed		0140	GRAINGER PARTS	LEAF SKIMMER & HORNET SPRAY	90.23
83129	07/26/2021	Printed		1391	ASHLEY HANSON	MARKET HOURS	369.47
83130	07/26/2021	Printed		6006	HONOR CREDIT UNION	MONTHLY PAYMENT MISC	691.60
83131	07/26/2021	Printed		784	HULL LIFT TRUCK	FILTERS FOR MINI EXCAVATOR	19.38
83132	07/26/2021	Printed		180	INDIANA MICHIGAN POWER COMPANY	MONTHLY SERVICE	12,139.02
83133	07/26/2021	Printed		03	JOY'S JOHNS		105.00
83134	07/26/2021	Printed		4305	LAKE MICHIGAN COLLEGE		19,938.35
83135	07/26/2021	Printed		525	LEADER PUBLICATIONS LLC	PUBLIC HEARING	481.36
83136	07/26/2021	Printed		525	LEADER PUBLICATIONS LLC	PUBLIC HEARING	475.00
83137	07/26/2021	Printed		999	M.A.A.C PROPERTY SERVICES	CEMETERY WEED CONTROL	4,010.00
83138	07/26/2021	Printed		2904	MADISON NATIONAL LIFE		461.75
83139	07/26/2021	Printed		1025	MAMC		169.00
83140	07/26/2021	Printed		3027	MI MUNICIPAL WORKMEN'S COMP	2ND QTR UNEMPLOYMENT	22.29

Check Register Report

Item VII. B.

Date: 07/21/2021

Time: 1:14 pm

Page: 2

City of Buchanan

BANK:

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>Checks</b>							
83141	07/26/2021	Printed		119	MILLER WELDING SUPPLY SOUTH	GUAGE WIRE	78.10
83142	07/26/2021	Printed		2895	MMTA	REGISTRATION FEE	15.00
83143	07/26/2021	Printed		3034	MODSANCO	SCUM TANK PUMP OUT	280.00
83144	07/26/2021	Printed		2621	NALCO CROSSBOW WATER	WATER SYSTEM INSTALLATION	296.61
83145	07/26/2021	Printed		0652	NORTH SHORE ANALYTICAL	MERCURY SLUDGE ANALYSIS	150.00
83146	07/26/2021	Printed		0197	NRPC - AMTRAK	ANNUAL RR BASE RENT 2020	3,956.00
83147	07/26/2021	Printed		406	OFFICE DEPOT	OUTDOOR LITERATURE DOOR TAGS	175.99
83148	07/26/2021	Printed		797	OMNISITE	TELEMETRY BATTERIES	89.01
83149	07/26/2021	Printed		2928	PARRETT COMPANY	COPIER MAINT.	315.17
83150	07/26/2021	Printed		6001	RACHEL PLANK	WATER SEWER BOARD MTG	110.00
83151	07/26/2021	Printed		4075	PLANTE & MORAN	CONTRACTUAL	5,495.00
83152	07/26/2021	Printed		2877	PLATEMATE	FARMERS MARKET	179.50
83153	07/26/2021	Printed		1862	PRIDE THE PORTABLE TOILET	RENTAL CLAREMONT	686.00
83154	07/26/2021	Printed		1804	SHEILA S. REITZ	WATER SEWER BOARD MTG	55.00
83155	07/26/2021	Printed		6003	DARCIE ROGEN		25.00
83156	07/26/2021	Printed		858	ROSE PEST SOLUTIONS		191.00
83157	07/26/2021	Printed		0193	RUBICON COMPUTERS	SPEAKERS FOR LAPTOPS	89.95
83158	07/26/2021	Printed		2001	SE ERRIEN COUNTY LANDFILL	TRASH FROM ELIZABETH STREET	23.20
83159	07/26/2021	Printed		239	SEMCO ENERGY GAS COMPANY	MONTHLY SERVICE	535.13
83160	07/26/2021	Printed		4020	SHERWIN WILLIAMS CO.	PAINT FOR DOWNTOWN	150.82
83161	07/26/2021	Printed		1582	SIMPLE UPDATES.COM	HOSTING	60.00
83162	07/26/2021	Printed		0089	SMR COMMUNICATIONS INC.	REPAIR RADIO	90.00
83163	07/26/2021	Printed		435345	AMY SNODGRASS		50.00
83164	07/26/2021	Printed		2700	SPICER GROUP	4TH QTR PERMIT	918.15
83165	07/26/2021	Printed		1818	SUMMIT COMPANIES	FIRE EXTINGUISHER INSPECTION	70.00
83166	07/26/2021	Printed		146	THREE OAKS FORD	REPAIRS	810.53
83167	07/26/2021	Printed		4035	TRACTOR SUPPLY COMPANY	CYLINDER REPLACEMENT	159.99
83168	07/26/2021	Printed		1085	UPS STORE	MERCURY SHIPPING	49.04
83169	07/26/2021	Printed		1152	USA BLUE BOOK	TNT 843,822,832,830	473.54
83170	07/26/2021	Printed		1583	VFP FIRE SYSTEM	ANNUAL SPRINKLER INSPECTION	295.00
83171	07/26/2021	Printed		1530	MARK WEEDON	JOINT WATER SEWER BOARD MTG	110.00
83172	07/26/2021	Printed		4053	WELDY SALES AND SERVICE	PARTS - WEED EATERS/SAWS	243.74

**Total Checks: 78**

**Checks Total (excluding void checks): 487,371.00**

**Total Payments: 78**

**Bank Total (excluding void checks): 487,371.00**

**Total Payments: 78**

**Grand Total (excluding void checks): 487,371.00**

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<b>Fund: 101 GENERAL</b>							
<b>Dept: 000.000</b>							
101-000.000-674.000	BUCHANAN						
	ROGEN/DARCIE//			83155	07/12/2021	07/26/2021	25.00
	SNODGRASS/AMY//			83163	07/12/2021	07/26/2021	50.00
							<b>75.00</b>
<b>Total Dept. 000000:</b>							<b>75.00</b>
<b>Dept: 101.000 CITY COMMISSION</b>							
101-101.000-715.000	FRINGE BEN						
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	42.01
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.04
							<b>42.05</b>
101-101.000-962.000	MISCELLAN						
	GRACE/HEATHER//		REIMBURSEMENT SCARECRC	83127	07/08/2021	07/26/2021	55.00
							<b>55.00</b>
<b>Total Dept. CITY COMMISSION:</b>							<b>97.05</b>
<b>Dept: 172.000 CITY MANAGER</b>							
101-172.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAY CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	773.90
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	22.56
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.24
							<b>796.70</b>
101-172.000-728.000	OFFICE SUP						
	ELAN FINANCIAL SERVICES	100 62224 5499	FINAL	83121	06/23/2021	06/30/2021	29.99
	ELAN FINANCIAL SERVICES	100 62224 5499	FINAL	83121	06/23/2021	06/30/2021	54.97
	ELAN FINANCIAL SERVICES	100 62224 5499	FINAL	83121	06/23/2021	06/30/2021	23.50
	ELAN FINANCIAL SERVICES	100 62224 5499	FINAL	83121	06/23/2021	06/30/2021	33.69
							<b>142.15</b>
101-172.000-756.000	MISCELLAN						
	HONOR CREDIT UNION	5957	6/30/2021 MONTHY PAYMENT MISC	83130	06/30/2021	07/26/2021	331.42
							<b>331.42</b>
101-172.000-826.000	LEGAL FEES						
	BARNES & THORNBURG LLF	2487569	FEES FOR SERVICES	83098	06/22/2021	06/30/2021	855.00
							<b>855.00</b>
<b>Total Dept. CITY MANAGER:</b>							<b>2,125.27</b>
<b>Dept: 191.000 ELECTIONS</b>							
101-191.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAY CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	232.17
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	3.60
							<b>235.77</b>
<b>Total Dept. ELECTIONS:</b>							<b>235.77</b>
<b>Dept: 209.000 ASSESSOR</b>							
101-209.000-715.000	FRINGE BEN						
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.07
							<b>0.07</b>
<b>Total Dept. ASSESSOR:</b>							<b>0.07</b>
<b>Dept: 215.000 CITY CLERK</b>							
101-215.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAY CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	

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	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	10.80
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.07
							<b>746.10</b>
101-215.000-903.000	LEGAL NOTI						
	BERRIEN COUNTY RECORD	06-24-2021	PROPOSED BUDGET PUBLIC I	83099	06/24/2021	06/30/2021	133.00
	LEADER PUBLICATIONS LLC	120461	ZOOM MEETING/WORK SESSI	83135	05/17/2021	06/30/2021	35.00
	LEADER PUBLICATIONS LLC	1226236	HELP WANTED AD	83135	05/17/2021	06/30/2021	153.00
	LEADER PUBLICATIONS LLC	1257637	HELP WANTED AD	83135	06/14/2021	06/30/2021	153.00
	LEADER PUBLICATIONS LLC	147989/0621	ADVERTISING - CHAMBER GU	83136	07/02/2021	07/26/2021	475.00
	LEADER PUBLICATIONS LLC	1252767	PUBLIC HEARING	83135	07/02/2021	07/26/2021	63.24
	LEADER PUBLICATIONS LLC	1265301	PUBLIC NOTICE	83135	07/02/2021	07/26/2021	35.00
							<b>1,047.24</b>
101-215.000-945.000	MEMBERSH						
	MAMC			83139	07/19/2021	07/26/2021	169.00
							<b>169.00</b>
101-215.000-962.000	MISCELLAN						
	ELAN FINANCIAL SERVICES	078 1723 6500 4519 FINAL		83121	06/23/2021	06/30/2021	77.32
							<b>77.32</b>
							<b>Total Dept. CITY CLERK: 2,039.66</b>
<b>Dept: 253.000</b>	<b>TREASURER</b>						
101-253.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAY CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	503.04
	CITY OF BUCHANAN-PAY CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	259.41
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	18.86
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.13
							<b>781.44</b>
101-253.000-818.000	CONTRACTI						
	PLANTE & MORAN	2021254	CONTRACTUAL	83151	06/29/2021	07/26/2021	5,495.00
							<b>5,495.00</b>
101-253.000-864.000	CONFEREN						
	MMTA//	4196	REGISTRATION FEE	83142	07/01/2021	07/26/2021	15.00
							<b>15.00</b>
							<b>Total Dept. TREASURER: 6,291.44</b>
<b>Dept: 265.000</b>	<b>BUILDING AND GR</b>						
101-265.000-756.000	MISCELLAN						
	OFFICE DEPOT	181335889001	TISSUE	83147	07/08/2021	07/26/2021	86.86
							<b>86.86</b>
101-265.000-818.000	CONTRACTI						
	CINTAS CORP.//	4087845324	MONTHLY SERVICE	83107	06/22/2021	06/30/2021	66.83
	CINTAS CORPORATION///	5067885792	MONTHLY SERVICE	83108	07/06/2021	07/06/2021	54.05
	CLARK/KELLY L//		CLEANING CITY HALL	83115	07/11/2021	07/26/2021	990.00
	CUSTOM COMPUTER COMP.	1502-R-0001	FEE FOR REMOTE ACESS	83118	07/01/2021	07/26/2021	500.00
	CUSTOM COMPUTER COMP.	1494	LABOR	83118	06/30/2021	07/26/2021	3,800.00
	CUSTOM COMPUTER COMP.		LABOR	83118	07/15/2021	07/26/2021	3,800.00
	CUSTOM COMPUTER COMP.		CITY RETAINER	83118	07/15/2021	07/26/2021	3,800.00
	PARRETT COMPANY///	59162	COPIER MAINT.	83149	06/29/2021	07/26/2021	25.46
	ROSE PEST SOLUTIONS	185902C		83156	06/30/2021	07/26/2021	45.00
	SIMPLE UPDATES.COM///	2265	HOSTING	83161	06/01/2021	07/26/2021	60.00
							<b>13,141.34</b>
101-265.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		VAR	83112	06/30/2021	06/30/2021	227.39
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	07/02/2021	07/26/2021	

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							<b>1,500.60</b>
101-265.000-934.000	MAINT. - OF ELAN FINANCIAL SERVICES	5984 8263	6/23/2021 MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	126.02
							<b>126.02</b>
101-265.000-958.000	OFFICE EQL ELAN FINANCIAL SERVICES	62224 5499	FINAL	83121	06/23/2021	06/30/2021	199.99
	ELAN FINANCIAL SERVICES	62224 5499	FINAL	83121	06/23/2021	06/30/2021	469.65
							<b>669.64</b>
101-265.000-962.000	MISCELLAN ELAN FINANCIAL SERVICES	62224 5499	FINAL	83121	06/23/2021	06/30/2021	5,959.62
	GRACE/HEATHER//		REIMBURSEMENT SCARECRC	83127	07/08/2021	07/26/2021	110.00
							<b>6,069.62</b>
<b>otal Dept. BUILDING AND GROUNDS:</b>							<b>21,594.08</b>
<b>Dept: 269.000 RENTAL PROPERT</b>							
101-269.000-818.000	CONTRACTI ROSE PEST SOLUTIONS	185902C		83156	06/30/2021	07/26/2021	34.00
							<b>34.00</b>
101-269.000-921.000	UTILITIES CITY OF BUCHANAN///	VAR		83112	06/30/2021	06/30/2021	48.37
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	06/30/2021	07/26/2021	28.84
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	06/30/2021	07/26/2021	4.82
							<b>82.03</b>
<b>Total Dept. RENTAL PROPERTY:</b>							<b>116.03</b>
<b>Dept: 271.430 PEAR'S MILL</b>							
101-271.430-853.000	TELEPHONE AT&T///		MONTHLY SERVICE	83096	06/16/2021	06/30/2021	32.99
	AT&T///		MONTHLY SERVICE	83096	06/16/2021	06/30/2021	90.56
							<b>123.55</b>
101-271.430-921.000	UTILITIES INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	06/29/2021	07/26/2021	8.37
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	06/29/2021	07/26/2021	36.13
							<b>44.50</b>
101-271.430-935.000	BUILDING & ROSE PEST SOLUTIONS	185902C		83156	06/30/2021	07/26/2021	34.00
	VFP FIRE SYSTEM///	1025-F165284	ANNUAL SPRINKLER INSPECT	83170	06/22/2021	07/26/2021	295.00
							<b>329.00</b>
<b>Total Dept. PEAR'S MILL:</b>							<b>497.05</b>
<b>Dept: 271.435 FARMERS' MARKE</b>							
101-271.435-921.000	UTILITIES INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	06/29/2021	07/26/2021	8.37
							<b>8.37</b>
<b>Total Dept. FARMERS' MARKET:</b>							<b>8.37</b>
<b>Dept: 271.440 BUCHANAN COMM</b>							
101-271.440-921.000	UTILITIES CITY OF BUCHANAN///	VAR		83112	06/30/2021	06/30/2021	10.50
							<b>10.50</b>
101-271.440-935.000	BUILDING & ROSE PEST SOLUTIONS	150529770		83156	06/10/2021	06/30/2021	44.00
	ROSE PEST SOLUTIONS	185902C		83156	06/30/2021	07/26/2021	



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							<b>78.00</b>
<b>Total Dept. BUCHANAN COMMON:</b>							<b>88.50</b>
<b>Dept: 276.000 CEMETERY</b>							
101-276.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	337.04
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	14.40
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	1.32
							<b>352.76</b>
101-276.000-853.000	TELEPHONE						
	COMCAST CABLE///		MONTHLY SERVICE	83116	07/07/2021	07/26/2021	162.59
							<b>162.59</b>
101-276.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		VAR	83112	06/30/2021	06/30/2021	792.75
							<b>792.75</b>
101-276.000-932.000	MAINTENAN						
	M.A.A.C PROPERTY SERVIC	62834	CEMETERY WEED CONTROL	83137	05/20/2021	06/30/2021	4,010.00
	TRACTOR SUPPLY COMPAN	560756	CYLINDER REPLACEMENT	83167	06/22/2021	06/30/2021	159.99
							<b>4,169.99</b>
101-276.000-933.000	MAINTENAN						
	HULL LIFT TRUCK	PSI-0242996	FILTERS FOR MINI EXCAVATOI	83131	07/13/2021	07/26/2021	19.38
							<b>19.38</b>
101-276.000-939.000	MAINTENAN						
	ELAN FINANCIAL SERVICES	5984 8263 6/23/2021	MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	41.85
	HONOR CREDIT UNION	6054 6/30/2021	MONTHLY PAYMENT MISC	83130	07/19/2021	07/26/2021	41.85
							<b>83.70</b>
<b>Total Dept. CEMETERY:</b>							<b>5,581.17</b>
<b>Dept: 301.000 POLICE</b>							
101-301.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	8,232.20
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	359.04
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	111.60
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	5.48
							<b>8,708.32</b>
101-301.000-728.000	OFFICE SUF						
	OFFICE DEPOT	181826860001	TOWELS	83147	06/30/2021	07/26/2021	65.34
							<b>65.34</b>
101-301.000-818.000	CONTRACTI						
	PARRETT COMPANY///	59162	COPIER MAINT.	83149	06/29/2021	07/26/2021	27.65
							<b>27.65</b>
101-301.000-851.000	RADIO MAIN						
	SMR COMMUNICATIONS INC	27618	REPAIR RADIO	83162	07/01/2021	07/26/2021	90.00
							<b>90.00</b>
101-301.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		VAR	83112	06/30/2021	06/30/2021	63.04
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	07/02/2021	07/26/2021	314.44
							<b>377.48</b>
101-301.000-931.000	MAINTENAN						
	SUMMIT COMPANIES///	141001362	FIRE EXTINGUISHER INSPECT	83165	05/19/2021	07/26/2021	70.00

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101-301.000-934.000	MAINT. - OF ELAN FINANCIAL SERVICES	8310 5984 8263 6/23/2021	MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	104.02
							<b>104.02</b>
101-301.000-939.000	MAINTENAN GENE WESNER AUTOMOTIV THREE OAKS FORD	17625 68165	REPAIR & REPLACE BATTER 4 REPAIRS	83125 83166	07/11/2021 06/29/2021	07/26/2021 07/26/2021	184.46 810.53
							<b>994.99</b>
<b>Total Dept. POLICE:</b>							<b>10,437.80</b>
<b>Dept: 336.000 FIRE DEPARTMENT</b>							
101-336.000-715.000	FRINGE BEN MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.27
							<b>0.27</b>
101-336.000-921.000	UTILITIES CITY OF BUCHANAN/// HONOR CREDIT UNION INDIANA MICHIGAN POWER INDIANA MICHIGAN POWER SEMCO ENERGY GAS COMF	VAR 6054 6/30/2021	MONTHLY PAYMENT MISC MONTHLY SERVICE MONTHLY SERVICE MONTHLY SERVICE	83112 83130 83132 83132 83159	06/30/2021 07/19/2021 07/02/2021 06/30/2021 06/30/2021	06/30/2021 07/26/2021 07/26/2021 07/26/2021 07/26/2021	332.61 120.24 231.00 17.79 48.29
							<b>749.93</b>
101-336.000-934.000	MAINT. - OF ELAN FINANCIAL SERVICES	8310 5984 8263 6/23/2021	MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	12.28
							<b>12.28</b>
101-336.000-939.000	MAINTENAN EMERGENCY VEHICLES PLL WORK ORDER 10936 EMERGENCY VEHICLES PLL	10936 WO 109850	REPAIR REPAIR	83123 83123	06/21/2021 07/01/2021	06/30/2021 07/26/2021	126.05 870.00
							<b>996.05</b>
<b>Total Dept. FIRE DEPARTMENT:</b>							<b>1,758.53</b>
<b>Dept: 371.001 BUILDING INSPEC</b>							
101-371.001-715.000	FRINGE BEN MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.09
							<b>0.09</b>
101-371.001-914.000	MEDICAL M/ LEADER PUBLICATIONS LLC	1269439	PUBLIC HEARING	83135	07/07/2021	07/26/2021	42.12
							<b>42.12</b>
101-371.001-921.000	UTILITIES CITY OF BUCHANAN/// INDIANA MICHIGAN POWER	VAR	MONTHLY SERVICE	83112 83132	06/30/2021 07/02/2021	06/30/2021 07/26/2021	56.85 219.55
							<b>276.40</b>
<b>Total Dept. BUILDING INSPECTOR:</b>							<b>318.61</b>
<b>Dept: 441.000 DEPARTMENT OF I</b>							
101-441.000-715.000	FRINGE BEN CITY OF BUCHANAN-P MADISON NATIONAL LIFE MI MUNICIPAL WORKMEN'S	CONTRIBUTION 6/2021	MERS	83109 83138 83140	06/30/2021 07/26/2021 07/19/2021	06/30/2021 07/26/2021 07/19/2021	304.71 9.03 3.82
							<b>317.56</b>
101-441.000-756.000	MISCELLAN CERTIFIED LABORATORIES/ RUBICON COMPUTERS	7391378C 3115	PENETRATING OIL SPEAKERS FOR LAPTOPS	83106 83157	06/04/2021 07/19/2021	06/30/2021 07/26/2021	149.85 89.95
							<b>239.80</b>

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101-441.000-921.000	UTILITIES						
	CITY OF BUCHANAN///	VAR		83112	06/30/2021	06/30/2021	366.31
	CITY OF BUCHANAN///	VAR		83112	06/30/2021	06/30/2021	89.25
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	07/02/2021	07/26/2021	707.88
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	06/29/2021	07/26/2021	100.11
							<b>1,263.55</b>
101-441.000-926.000	STREET LIG						
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	07/02/2021	07/26/2021	328.71
							<b>328.71</b>
101-441.000-932.000	MAINTENAN						
	SE ERRIEN COUNTY LANDF	0151064-IN	TRASH FROM ELIZABETH STR	83158	07/07/2021	07/26/2021	23.20
							<b>23.20</b>
101-441.000-933.000	MAINTENAN						
	AUSRA KUBOTA, INC.///	IN04174	PARTS FOR KUBOTA MOWER	83097	07/18/2021	07/26/2021	496.15
	C & C DISTRIBUTORS INC	946565	KUBOTA MOWER AND BLADES	83105	07/02/2021	07/26/2021	48.09
	HONOR CREDIT UNION	6104 6/30/2021	MONTHLY PAYMENT MISC	83130	06/30/2021	07/26/2021	44.64
	MILLER WELDING SUPPLY S	000234285	GUAGE WIRE	83141	07/07/2021	07/26/2021	78.10
	WELDY SALES AND SERVIC	4219	PARTS - WEED EATERS/SAWS	83172	07/18/2021	07/26/2021	243.74
							<b>910.72</b>
101-441.000-939.000	MAINTENAN						
	BEST ONE FLEET SERVICE//		7000143291	83102	07/15/2021	07/26/2021	3,524.42
	ELAN FINANCIAL SERVICE	5984 8263 6/23/2021	MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	97.65
	GENE WESNER AUTOMOTIV	17635 & 17652	FIXED 2009 GMC	83125	07/18/2021	07/26/2021	388.04
	HONOR CREDIT UNION	6054 6/30/2021	MONTHLY PAYMENT MISC	83130	07/19/2021	07/26/2021	97.65
							<b>4,107.76</b>
101-441.000-952.000	STORMWAT						
	SPICER GROUP///	208078	4TH QTR PERMIT	83164	06/28/2021	07/26/2021	918.15
							<b>918.15</b>
101-441.000-962.000	MISCELLAN						
	CINTAS CORPORATION///	5068271305	MEDICINE CABINET NEEDS	83108	07/19/2021	07/26/2021	51.39
							<b>51.39</b>
							<b>8,160.84</b>
<b>DEPARTMENT OF PUBLIC WORKS:</b>							
<b>Dept: 756.000 BUCHANAN AREA</b>							
101-756.000-818.000	CONTRACTI						
	PRIDE THE PORTABLE TOILI	24486	RENTAL CLAREMONT	83153	07/08/2021	07/26/2021	270.00
	PRIDE THE PORTABLE TOILI	24808		83153	07/25/2021	07/26/2021	80.00
	PRIDE THE PORTABLE TOILI	24807		83153	07/25/2021	07/26/2021	88.00
	PRIDE THE PORTABLE TOILI	24810		83153	07/25/2021	07/26/2021	88.00
	PRIDE THE PORTABLE TOILI	24809		83153	07/25/2021	07/26/2021	80.00
	PRIDE THE PORTABLE TOILI	24811		83153	07/25/2021	07/26/2021	80.00
							<b>686.00</b>
101-756.000-962.000	MISCELLAN						
	ELAN FINANCIAL SERVICE	5100 62224 5499 FINAL		83121	06/23/2021	06/30/2021	395.00
	JOY'S JOHNS	PS385413		83133	07/01/2021	07/26/2021	105.00
							<b>500.00</b>
							<b>1,186.00</b>
<b>HANAN AREA RECREATION BOARD:</b>							
<b>Dept: 864.000 MISCELLANEOUS</b>							
101-864.000-965.021	RETIREES II						
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	28.55
							<b>28.55</b>
							<b>5</b>
<b>MISCELLANEOUS COSTS/TRANSFERS:</b>							

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<b>Total Fund GENERAL:</b>							<b>60,639.79</b>
<b>Fund: 103 CAPITAL PROJECTS</b>							
<b>Dept: 000.000</b>							
103-000.000-970.011	CITY HALL C CUSTOM COMPUTER COMP.	1501	COMPUTER EQUIPMENT	83118	06/29/2021	07/26/2021	14,999.00
							<b>14,999.00</b>
103-000.000-970.031	TRAIL GRAN FLENAR/JERRY//		REIMBURSEMENT MCCOY CK	83124	07/20/2021	07/26/2021	44.28
							<b>44.28</b>
<b>Total Dept. 000000:</b>							<b>15,043.28</b>
<b>Fund CAPITAL PROJECTS:</b>							<b>15,043.28</b>
<b>Fund: 107 DOWNTOWN DEVELOPMENT</b>							
<b>Dept: 435.000 FARMERS' MARKET</b>							
107-435.000-707.000	MARKET MA HANSON/ASHLEY//		MARKET HOURS	83129	06/26/2021	07/26/2021	273.00
							<b>273.00</b>
107-435.000-756.000	MISCELLAN HANSON/ASHLEY// HANSON/ASHLEY//		REIMBURSEMENT - PARK REIMBURSEMENT PARK	83129 83129	07/20/2021 07/20/2021	07/26/2021 07/26/2021	32.86 63.61
							<b>96.47</b>
107-435.000-760.000	PROMOTION PLATEMATE///	199853	FARMERS MARKET	83152	07/19/2021	07/19/2021	179.50
							<b>179.50</b>
107-435.000-762.000	WEBSITE ELAN FINANCIAL SERVICES	6438 3389	MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	9.99
							<b>9.99</b>
<b>Total Dept. FARMERS' MARKET:</b>							<b>558.96</b>
<b>Dept: 450.000 DOWNTOWN ENHANCEMENT/PLANNING</b>							
107-450.000-761.000	DOWNTOWN BUCHANAN PRESERVATION	CC-1210617463	BROADCAST CONTRACT	83104	07/09/2021	06/30/2021	1,413.72
							<b>1,413.72</b>
<b>DOWNTOWN ENHANCEMENT/PLANNING:</b>							<b>1,413.72</b>
<b>DOWNTOWN ENHANCEMENT/PLANNING:</b>							<b>1,972.68</b>
<b>Fund: 202 MAJOR STREETS</b>							
<b>Dept: 463.000 ROUTINE STREET MAINTENANCE</b>							
202-463.000-715.000	FRINGE BENEFIT CITY OF BUCHANAN-FRONT CONTRIBUTION 6/2021		MERS	83109	06/30/2021	06/30/2021	315.69
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	9.24
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	1.49
							<b>326.42</b>
202-463.000-782.000	ROAD MAIN SHERWIN WILLIAMS CO.///		PAINT FOR DOWNTOWN	83160	05/27/2021	06/30/2021	75.41
							<b>75.41</b>
<b>ROUTINE STREET MAINTENANCE:</b>							<b>401.83</b>
<b>Dept: 468.000 TREE &amp; SHRUB MAINTENANCE</b>							
202-468.000-715.000	FRINGE BENEFIT						

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	CITY OF BUCHANAN-PAYE	CONTRIBUTION 6/2021	MERS	83109	06/30/2021	06/30/2021	97.68
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	3.24
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.45
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.30
							<b>101.67</b>
<b>Dept. TREE &amp; SHRUB MAINTENANCE:</b>							<b>101.67</b>
<b>Dept: 469.000 DRAINAGE</b>							
202-469.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYE	CONTRIBUTION 6/2021	MERS	83109	06/30/2021	06/30/2021	106.09
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	2.95
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.45
							<b>109.49</b>
<b>Total Dept. DRAINAGE:</b>							<b>109.49</b>
<b>Dept: 474.000 TRAFFIC SERVICE:</b>							
202-474.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYE	CONTRIBUTION 6/2021	MERS	83109	06/30/2021	06/30/2021	106.09
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	2.95
							<b>109.04</b>
202-474.000-921.000	UTILITIES						
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	07/02/2021	07/26/2021	105.47
							<b>105.47</b>
202-474.000-962.000	MISCELLAN						
	NRPC - AMTRAK	071890	ANNUAL RR BASE RENT 2020	83146	01/01/2020	06/30/2021	1,978.00
	NRPC - AMTRAK	077717	ANNUAL BASE RENT 2021	83146	01/01/2021	06/30/2021	1,978.00
							<b>3,956.00</b>
<b>RAFFIC SERVICES - MAINTENANCE:</b>							<b>4,170.51</b>
<b>Dept: 478.000 WINTER MAINTEN/</b>							
202-478.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYE	CONTRIBUTION 6/2021	MERS	83109	06/30/2021	06/30/2021	188.25
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	5.86
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	0.82
							<b>194.93</b>
<b>Total Dept. WINTER MAINTENANCE:</b>							<b>194.93</b>
<b>Dept: 482.000 ADMIN. &amp; RECORD</b>							
202-482.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYE	CONTRIBUTION 6/2021	MERS	83109	06/30/2021	06/30/2021	193.48
	CITY OF BUCHANAN-PAYE	CONTRIBUTION 6/2021	MERS	83109	06/30/2021	06/30/2021	22.00
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	6.14
							<b>221.62</b>
<b>I Dept. ADMIN. &amp; RECORD KEEPING:</b>							<b>221.62</b>
<b>al Fund MAJOR STREETS:</b>							<b>5,200.05</b>
<b>Fund: 203 LOCAL STREETS</b>							
<b>Dept: 463.000 ROUTINE STREET</b>							
203-463.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYE	CONTRIBUTION 6/2021	MERS	83109	06/30/2021	06/30/2021	364.86
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	10.39
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	1.39
							<b>376.64</b>
203-463.000-782.000	ROAD MAIN						

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	SHERWIN WILLIAMS CO.///		PAINT FOR DOWNTOWN	83160	05/27/2021	06/30/2021	75.41
							<b>75.41</b>
							<b>t. ROUTINE STREET MAINTENANCE: 452.05</b>
<b>Dept: 468.000 TREE &amp; SHRUB MAINTENANCE</b>							
203-468.000-715.000 FRINGE BENEFIT							
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	141.67
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	4.10
	MI MUNICIPAL WORKMEN'S	2ND QTR UNEMPLOYMENT		83140	07/19/2021	07/19/2021	0.52
							<b>146.29</b>
							<b>Dept. TREE &amp; SHRUB MAINTENANCE: 146.29</b>
<b>Dept: 469.000 DRAINAGE</b>							
203-469.000-715.000 FRINGE BENEFIT							
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	87.98
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	2.52
	MI MUNICIPAL WORKMEN'S	2ND QTR UNEMPLOYMENT		83140	07/19/2021	07/19/2021	0.45
							<b>90.95</b>
							<b>Total Dept. DRAINAGE: 90.95</b>
<b>Dept: 474.000 TRAFFIC SERVICE</b>							
203-474.000-715.000 FRINGE BENEFIT							
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	87.98
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	2.52
	MI MUNICIPAL WORKMEN'S	2ND QTR UNEMPLOYMENT		83140	07/19/2021	07/19/2021	0.52
							<b>91.02</b>
							<b>TRAFFIC SERVICES - MAINTENANCE: 91.02</b>
<b>Dept: 478.000 WINTER MAINTENANCE</b>							
203-478.000-715.000 FRINGE BENEFIT							
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	115.15
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	3.55
	MI MUNICIPAL WORKMEN'S	2ND QTR UNEMPLOYMENT		83140	07/19/2021	07/19/2021	0.45
							<b>119.15</b>
							<b>Total Dept. WINTER MAINTENANCE: 119.15</b>
<b>Dept: 482.000 ADMIN. &amp; RECORD KEEPING</b>							
203-482.000-715.000 FRINGE BENEFIT							
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	193.48
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	22.00
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	6.14
							<b>221.62</b>
							<b>I Dept. ADMIN. &amp; RECORD KEEPING: 221.62</b>
							<b>al Fund LOCAL STREETS: 1,121.08</b>
<b>Fund: 501 W &amp; S MAINTENANCE</b>							
<b>Dept: 590.000 SEWER MAINTENANCE</b>							
501-590.000-715.000 FRINGE BENEFIT							
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	619.13
	CITY OF BUCHANAN-PAYROLL CONTRIBUTION 6/2021	MERS		83109	06/30/2021	06/30/2021	1,506.66
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	79.37
	MI MUNICIPAL WORKMEN'S	2ND QTR UNEMPLOYMENT		83140	07/19/2021	07/19/2021	2.08
							<b>2,207.24</b>
501-590.000-756.000 MISCELLANEOUS							
	ELAN FINANCIAL SERVICES 6301 3045 6/23/2021			83121	06/23/2021	06/30/2021	

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	GRAINGER PARTS	9947107927	LEAF SKIMMER & HORNET SP	83128	06/28/2021	06/30/2021	90.23
							<b>103.59</b>
501-590.000-757.000	LAB SUPPLI						
	NALCO CROSSBOW WATER	2546417	WATER SYSTEM INSTALLATIO	83144	06/18/2021	07/26/2021	296.61
	USA BLUE BOOK	642157	EXTENDABLE SAMPLER POLE	83169	06/18/2021	06/30/2021	148.95
	USA BLUE BOOK	651853	TNT 843,822,832,830	83169	07/02/2021	07/26/2021	324.59
							<b>770.15</b>
501-590.000-818.000	CONTRACTI						
	AMERICAN PUMP REPAIR & DOWNEY/CAMERON//		ANNUAL TELEMETRY CHARGE	83095	06/30/2021	06/30/2021	280.00
	ELEMENT MATERIALS TECH GORDON/TOM//	EFW274045IN	JOINT WATER SEWER BOARD	83120	07/15/2021	06/30/2021	110.00
	MODSANCO///		COPPER ANALYSIS	83122	06/30/2021	06/30/2021	120.46
	NORTH SHORE ANALYTICAL PARRETT COMPANY///	13577	JOINT WATER SEWER BOARD	83126	07/15/2021	06/30/2021	110.00
	PLANK/RACHEL//	59162	SCUM TANK PUMP OUT	83143	07/08/2021	07/26/2021	280.00
	REITZ/SHEILA S.//		MERCURY SLUDGE ANALYSIS	83145	06/28/2021	07/26/2021	150.00
	WEEDON/MARK//		COPIER MAINT.	83149	06/29/2021	07/26/2021	262.06
			WATER SEWER BOARD MTG	83150	07/15/2021	06/30/2021	55.00
			WATER SEWER BOARD MTG	83154	07/15/2021	06/30/2021	27.50
			JOINT WATER SEWER BOARD	83171	07/15/2021	06/30/2021	55.00
							<b>1,450.02</b>
501-590.000-853.000	TELEPHONE						
	COMCAST CABLE///		MONTHLY SERVICE	83116	07/09/2021	07/26/2021	256.97
							<b>256.97</b>
501-590.000-921.000	UTILITIES						
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	07/01/2021	07/26/2021	312.50
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	07/02/2021	07/26/2021	518.44
	INDIANA MICHIGAN POWER		MONTHLY SERVICE	83132	06/29/2021	07/26/2021	5,914.60
	SEMCO ENERGY GAS COMF		MONTHLY SERVICE	83159	06/30/2021	07/26/2021	486.84
							<b>7,232.38</b>
501-590.000-933.000	MAINTENAN						
	CUMMINS SALES AND SERV	S3-11747	PLANT GENERATOR RADIATOI	83117	06/14/2021	06/30/2021	69.30
							<b>69.30</b>
501-590.000-934.000	MAINT. - OF						
	ELAN FINANCIAL SERVICE	6050 5984 8263	6/23/2021 MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	55.26
							<b>55.26</b>
501-590.000-938.000	MAINTENAN						
	OMNISITE///	79671	TELEMETRY BATTERIES	83148	06/30/2021	07/26/2021	89.01
							<b>89.01</b>
501-590.000-939.000	MAINTENAN						
	ELAN FINANCIAL SERVICE	6050 5984 8263	6/23/2021 MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	27.90
	HONOR CREDIT UNION	6054	6/30/2021 MONTHLY PAYMENT MISC	83130	07/19/2021	07/26/2021	27.90
							<b>55.80</b>
501-590.000-962.000	MISCELLAN						
	UPS STORE		NT ON ACCOUNT PAST DUE MERCURY SHIPPING	83168	06/30/2021	06/30/2021	49.04
							<b>49.04</b>
							<b>WATER MAINTENANCE &amp; OPERATION: 12,338.76</b>
<b>Dept: 591.000</b>	<b>WATER MAINTENA</b>						
501-591.000-715.000	FRINGE BEN						
	CITY OF BUCHANAN-PAYE		CONTRIBUTION 6/2021 MERS	83109	06/30/2021	06/30/2021	619.13
	CITY OF BUCHANAN-PAYE		CONTRIBUTION 6/2021 MERS	83109	06/30/2021	06/30/2021	2,046.83
	MADISON NATIONAL LIFE			83138	07/26/2021	07/26/2021	61.37
	MI MUNICIPAL WORKMEN'S		2ND QTR UNEMPLOYMENT	83140	07/19/2021	07/19/2021	1.84

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501-591.000-728.000	OFFICE SUF OFFICE DEPOT	178855207001	OUTDOOR LITERATURE DOOF	83147	06/14/2021	06/30/2021	23.79
							<b>23.79</b>
501-591.000-818.000	CONTRACTI DOWNEY/CAMERON// GORDON/TOM// PLANK/RACHEL// REITZ/SHEILA S.// WEEDON/MARK//		JOINT WATER SEWER BOARD JOINT WATER SEWER BOARD WATER SEWER BOARD MTG WATER SEWER BOARD MTG JOINT WATER SEWER BOARD	83120 83126 83150 83154 83171	07/15/2021 07/15/2021 07/15/2021 07/15/2021 07/15/2021	06/30/2021 06/30/2021 06/30/2021 06/30/2021 06/30/2021	110.00 110.00 55.00 27.50 55.00
							<b>357.50</b>
501-591.000-853.000	TELEPHONE AT&T/// COMCAST CABLE///		MONTHLY SERVICE MONTHLY SERVICE	83096 83116	06/16/2021 07/01/2021	06/30/2021 07/26/2021	37.58 65.85
							<b>103.43</b>
501-591.000-921.000	UTILITIES INDIANA MICHIGAN POWER INDIANA MICHIGAN POWER		MONTHLY SERVICE MONTHLY SERVICE	83132 83132	07/02/2021 06/30/2021	07/26/2021 07/26/2021	237.78 1,771.01
							<b>2,008.79</b>
501-591.000-934.000	MAINT. - OF ELAN FINANCIAL SERVICES	5984 8263 6/23/2021	MISC MONTHLY CHARGES	83121	06/23/2021	06/30/2021	12.28
							<b>12.28</b>
501-591.000-939.000	MAINTENAN ELAN FINANCIAL SERVICES HONOR CREDIT UNION	5984 8263 6/23/2021 6054 6/30/2021	MISC MONTHLY CHARGES MONTHLY PAYMENT MISC	83121 83130	06/23/2021 07/19/2021	06/30/2021 07/26/2021	27.90 27.90
							<b>55.80</b>
							<b>ATER MAINTENANCE &amp; OPERATION: 5,290.76</b>
							<b>ITENANCE &amp; OPERATION: 17,629.52</b>
<b>Fund: 703 TAXES</b>							
<b>Dept: 000.000</b>							
703-000.000-700.006	DISBURSEM BERRIEN COUNTY TREASUF BERRIEN RESA BUCHANAN COMMUNITY SC CITY OF BUCHANAN/// 720 E FRONT STREET 2021 CITY OF BUCHANAN///107 W FRONT STREET 2021 CITY OF BUCHANAN/// CITY OF BUCHANAN/// DIAL-A-RIDE/// LAKE MICHIGAN COLLEGE//		SUMMER TAX DISTRIBUTION SUMMER TAX DISTRIBUTION SUMMER TAX SUMMER TAX SUMMER TAX DISTRIBUTION SUMMER TAXES SUMMER TAX DISTRIBUTION	83100 83101 83103 83114 83113 83110 83111 83119 83134	07/26/2021 07/26/2021 07/21/2021 07/01/2021 07/01/2021 07/26/2021 07/26/2021 07/26/2021 07/26/2021	07/26/2021 07/26/2021 07/21/2021 07/26/2021 07/26/2021 07/26/2021 07/26/2021 07/26/2021 07/26/2021	94,752.73 20,837.62 76,023.74 2,390.90 4,426.41 3,750.72 154,910.59 8,733.54 19,938.35
							<b>385,764.60</b>
							<b>Total Dept. 000000: 385,764.60</b>
							<b>Total Fund TAXES: 385,764.60</b>
							<b>Grand Total: 487,371.00</b>



**INVOICE APPROVAL LIST BY FUND REPORT**

Item VII. B.

City of Buchanan

Time: 1:10 pm

Page: 12

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
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**Recap by Fund**

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL	60,639.79	0.00
103	CAPITAL PROJECTS	15,043.28	0.00
107	DOWNTOWN DEVELOPMENT FUND	1,972.68	0.00
202	MAJOR STREETS	5,200.05	0.00
203	LOCAL STREETS	1,121.08	0.00
501	W & S MAINTENANCE & OPERATION	17,629.52	0.00
703	TAXES	385,764.60	0.00
<b>Grand Total:</b>		<b>487,371.00</b>	<b>0.00</b>



## ACTIVITY BRIEFING MATERIALS FOR CITY COMMISSION MONDAY, JULY 12, 2021

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*NOT required to be reviewed prior to meetings.*

These materials are submitted for informational purposes only and may be read at your leisure. It is NOT necessary to read Activity Briefings prior to the meeting.

### **I. Staff Activity Reports**

**A. Clerk Activity Report**

**B. Police Department**

Offense Count Report/Call Log

**C. Wastewater Treatment Plant Activity Report**

**D. Wastewater Treatment Plant Project Update**

**E. Water Department Activity Report**

**F. Treasurer Activity Report**

**G. Community Development Activity Report**

No Report

Sincerely,

**Heather K. Grace**

**City Manager**

**PREPARED BY:** Barbara Pitcher**PREPARED ON:** July 7, 2021**SUBJECT:** Clerk Activity Report**BACKGROUND:**

## 07/07/21 Activity Briefing – City Clerk

Since returning from the MAMC Clerk’s Institute, this office has been dealing with significant down time due to technical issues resulting from the transition to a new IT provider and new equipment/software. While issues will be resolved in time, there have been and continue to be many tasks that are hampered by access to and usability of certain platforms.

### 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:

- 06/24/21 – Zoning Board of Appeals
- 06/28/21 – City Commission Meeting
- 7/12/21 – City Commission Meeting
- 7/13/21 – Planning Commission Meeting

Completed minutes for:

- 06/24/21 – Zoning Board of Appeals
- 06/28/21 – City Commission Meeting

Created Agenda:

- 7/12/21 – City Commission Meeting
- 7/13/21 – Planning Commission Meeting

	<u>As of 7/7/21</u>	<u>YTD</u>
• Resolution	3	19
• 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 7/7/21</u>	<u>YTD</u>
• Bulletin Board	3	53
• Website	6	132
• Facebook		
○ Original Content	13	93

○ Shares w/ Additional Content	3	82
○ Shares w/o Additional Content	17	292

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

**Public Comment/Inquiries**

*Almost every one of the contact methods below require at least one follow-up email, phone call or conversation and often multiple.*

	<u>As of 7/7/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	4	73
• Phone Inquiries	23	240
• Facebook Messages	3	64
• Email		49
• In Person	3	36

**FOIA Requests**

	<u>As of 7/7/21</u>	<u>YTD</u>
• Open Requests	0	0
• Closed Requests	3	20

**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 oaths of office.*

	<u>As of 7/7/21</u>	<u>YTD</u>
• Notary	3	19
• Certification	0	15
• Oath of Office	1	6

**Deputy Marihuana Permit Coordinator**

*The Clerk is one of the approvers in the marihuana permitting process and responsible for providing attestations for marihuana licensing. As of June 8, 2021, the Clerk assumed the role of Deputy Marihuana Permit Coordinator.*

	<u>As of 7/7/21</u>	<u>YTD</u>
• Attestations		12
• Permitting Approvals	0	0

**Cemetery**

*Effective June 8, 2021, the Clerk has responsibility for processing cemetery deeds and maintaining records, as well as fielding/routing inquiries related to sale of graves, perpetual care fees, grounds maintenance and burials.*

The Clerk met with the Cemetery Sexton on June 23 to clarify separation of roles and responsibilities between the two offices. Currently, neither the Clerk nor the Sexton have access to Pontem software which is required to track and process plot sales and deeds. Several staff met with Pontem on June 24 to determine why those staff who had Pontem installed we unable to use it. The Pontem representative reviewed the previous work orders and coordination with our previous IT provider, who apparently rectified the issue months ago but did not communicate to staff. We will need to coordinate with our new IT contractor and Pontem to get installed for the Clerk and Sexton followed by training for the Clerk and Bookkeeper (backup). Pontem also indicated they have multiple templates for the City of Buchanan in their system, and we must choose, revise and finalize a single template for Pontum to make the required changes. That is currently in legal review.

Due to technical difficulties, lack of training/process documentation, and short-staffing for almost a year, we have verified there is now an 11-month backlog in issuing cemetery deeds and processing deed transfers. Once the Clerk is trained and the backlog is resolved, it is the goal to process all deeds in no more than a month, and often less (providing they must go before the Commission and be signed by the Mayor).

	<u>As of 7/7/21</u>	<u>YTD</u>
• Phone Inquiries	2	9
• Email Inquiries – Response/Routing	1	3
• Grave Sales		
• Perpetual Care		

**Administrative/Other**

**City Hall Chamber & General Clean-up**

Through significant time and efforts of most City Hall staff and DPW staff, the Chamber has been reclaimed, with some slight improvements, and is ready for a return to in-person meetings.

**Park/Venue Reservations & Rentals**

All park and venue reservations are now all officially directed to the Administrative Assistant (with back up from the Clerk) who will process forms, update internal and public calendars, communicate with staff as appropriate, distribute keys, and request/issue deposit refunds as necessary.

**Municode Website Design & Development**

Due to more pressing priorities, City deliverables to the Municode project manager have been delayed, although Municode continues to develop the website behind the scenes with what has already been provided. Providing some of the City’s IT transition issues are resolved soon, we will be able to stay within the timeline, targeting a late September launch.

<b>Design</b>	<b>Build</b>	<b>Review &amp; Training</b>	<b>Go Live</b>
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

**Municode Meeting Management**

Agenda templates have now been created for all boards and we can begin identifying the agenda manager(s) for each board, giving them access and scheduling training. Combined with our new website, this will enable our many boards to post their meeting agendas and minutes directly to our website, accessible from their individual board page or from a general meeting page. This will enable greater transparency and the ability to easily submit board minutes to the City Commission for receipt.

**Professional Development**

Certificates arrived for my participation in the Michigan Association of Municipal Clerks Education Day and the Michigan Municipal Clerks Institute – Year 1 which both took place in June.



**Certificate of Completion**

**Barbara Pitcher**

Has Successfully Completed

Michigan Association of Municipal Clerks Education Day

June 3, 2021

2 MiPMC Points

Melanie D. Ryska, MiPMC/CMC  
MAMC, Education Committee Chair

*Central Michigan University*  
CERTIFICATE OF ACHIEVEMENT  
*To:*

**BARBARA PITCHER**

for successfully completing the 1st year of the

*Michigan Municipal Clerks Institute*  
June 13 - 18, 2021

Sponsored by:

MICHIGAN ASSOCIATION OF MUNICIPAL CLERKS

Albert A. Zainea, Director  
Academic & Professional Programs  
Central Michigan University



Lewis G. Bender, Ph.D.  
MAMC Institute Director  
and Facilitator

**PREPARED BY:** Diana Selir  
**PREPARED ON:** July 7, 2021  
**SUBJECT:** Offense Count Report/Call Log

Description	Total of call type
Sex Offenses	0
Parental Kidnapping	1
Larceny	2
Larceny – Theft from Motor Vehicle	0
Fraud	1
UDAA (Motor Vehicle Theft)	0
Aggravated Assault	0
Non-Aggravated/Domestic Violence	3
Family/Other	1
Burglary/Unlawful Entry	0
Intimidation/Stalking	1
Forgery/Counterfeiting	0
Retail Fraud Complaint	1
Damage to Property	2
Liquor Violations	0
Obstruction	1
Disorderly Conduct	0
Weapons Offense	1
Public Peace / Other	12
OUIL	0
Driving Law Violations	2
Health and Safety	4
Trespass	2
Juvenile Complaints	0
Animal Cruelty	0
Private Property Damage/PI accidents	2
Abandoned Vehicle	1
Property Checks	7
Alarms	5
Civil	8
Suspicious Situations	5
Lost/Found Property	3
Natural Death	0
Suicide	0
Medical Assist	16
General Assist	31
Ordinance Violations	3
Missing Person	0

Total: 115

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**PREPARED BY:** Bill Housand  
**PREPARED ON:** 7/7/2021  
**SUBJECT:** WWTP Activity Briefing

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**BACKGROUND:**

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

1. We were at Glaser lift station multiple times to remove rags from the rotating assemblies and check valves. Rag issues have been at an all-time high for the last six months. It may be a result of the increased use of Clorox type disposable wipes during the pandemic. These wipes are disposable, but not intended for discharge into sanitary sewers. If this trend continues, we will likely start taking steps to inform the public about the problem.
2. The oil was changed and impeller depths were adjusted at Schirmer lift station. In addition to those items, the inside of the station was cleaned, a dehumidifier was added and the outside of the hut was painted.
3. New belts and sheaves were installed in the Headworks effluent pumps. This was done to accommodate the extra head pressure from discharging to the new plant, that sits at a higher elevation. The work took about four hours total for two pumps, and needed to be scheduled during low flow periods in the early morning hours.
4. Millpond Pump 1 and Industrial Pump 2 were pulled to remove rag balls.
5. A power outage at 1:30 am Monday June 21<sup>st</sup>, required the operation of the back-up generator for approximately 16 hours to maintain the lift stations on the West side of town. The generator was mainly used at Glaser lift station and performed well the entire time. To this point, the trailer generator has been more reliable and easier to use than our previous unit. The operators deserve recognition for a quick response time and babysitting the generator overnight.
6. Due to the heavy rains of the last week we've had multiple washouts from the new plant construction site. We've worked with personnel from Davis Construction to clean up the washouts and reduce the chances of it continuing to happen. A fair amount of time has been spent cleaning out buildings that were flooded and trying to keep our catch basins clear.
7. We started the new WWTP at 7:05 on June 22<sup>nd</sup>. Effluent began leaving the new WWTP at 2:37 am on June 24<sup>th</sup>. To this point, we've maintained compliance with all of our discharge permit requirements with the new plant. I attribute this to the hard work of the design/build team and our staff, with many of us working 40-50 hours over the three days of the startup. The process of transferring operation from our old plant to the new one was pretty complicated. Some of the highlights include:
  - Draining seven tanks, with a total volume of approximately 1.2 million gallons over a 48-hour period.
  - Runoffs for process equipment, as soon as we had enough water flowing through to start the everything up.
  - Equipment training as part of the startup process.
  - Transferring active microorganisms from the old plant to the new plant, to maintain discharge permit compliance.
  - Coordinating with the contractors to install two live tie-ins on force mains.
  - Working on finalizing SCADA controls and alarm call-outs.
  - Updating bench sheets to reflect the process changes in the new plant.



- All of the above items were completed during a week that saw over 6" of rain and multiple power outages. All things considered, I'm not sure we could have picked a worse week to start the plant. But the circumstances did provide a great stress test for the new plant and staff members.
8. In addition to the items listed above, 41 preventative maintenance work orders were performed. This number is significantly lower than usual because we are no longer performing many maintenance tasks for the old plant. In the coming months we will likely see the number go back up as we bring all of the new equipment online.

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**PREPARED BY:** William Housand

**PREPARED ON:** June 29, 2021

**SUBJECT:** Wastewater Treatment Plant Project Update

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**BACKGROUND:**

1. Curbs and bollards were installed for parking and receiving areas.
2. The new SCADA system was launched and is currently being integrated with all of individual pieces of equipment throughout the plant.
3. Final grades have been set around the oxidation ditches and sidewalks locations were laid out.
4. The dissolved oxygen probes were installed and calibrated. These probes provide a feedback signal to SCADA that control the oxidation ditch rotors.
5. Almost all of the concrete driveway was poured.
6. The final effluent line from the new plant was tied in to gravity outfall pipe going to the River.
7. The new ultra violet disinfection unit was started up and put into service on June 24th.

This is only a small part of what was completed over the last few weeks. The new plant is currently in operation, and so far is providing as good or better treatment than the old plant. The quality of treatment we are currently getting is about the best we could have hoped for.







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**PREPARED BY:** Scott Desenberg

**PREPARED ON:** 7-7-21

**SUBJECT:** Water Dept. Activity Briefing

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**OVER THE LAST FEW WEEKS WE HAVE BEEN INVOLVED IN THE FOLLOWING TASKS:**

1. Miss-Digs have remained consistently busy, with us averaging between 2 and 5 requests per day. Also, we have had a couple emergency marking requests in addition to the normal flow of requests.
2. Notified customers of leaks on Carroll, W. Alexander, Cecil, Berrien, Tulip Tree, N. Detroit, Lake, W. Front, Claremont, Edgewood, and E. Front St. Some were pool fills, but several were toilets we were able to help our customers with.
3. I have collected our every-three-year compliance samples for Synthetic Organic Compounds and Volatile Organic Compounds. I'm happy to report that all of our results came back as non-detect, with no issues to report.
4. On 6-23-21, with the help of DPW, we repaired the old water service to Kathryn Park, that had been run over by the porta-potty service truck. The service ended up being copper on both sides of the curb stop, and Craig made the repair.
5. We had North American Pump in to perform the annual maintenance and evaluation service on our wells, pump, and motors. I haven't received the final reports, but they said everything looks good.
6. I completed 40 door cards and distributed them for meter change appointments to coincide with our data gathering for our CDSMI potholing. To date we have not been able to coordinate any potholing dates with DPW, though.
7. Since the opening up of appointments and being able to access customer's homes, we have been super busy with fixing meter read errors (resulting from broken wires in customer's homes) and with changing out old brass meters in favor of Sensus Iperls. We have had 32 such appointments in the last couple weeks.
8. In addition to the above appointments, we had an additional 15 calls or emails for things like shut-offs, turn ons, meter checks, a fluoride checks, and other miscellaneous tasks.
9. I replaced the chlorine control solenoid valve for pump 1 in the chlorine room, which was malfunctioning. The chlorine control solenoid valve remains closed when the pump is not in operation to prevent a chlorine overfeed.
10. The new shared calendar the Renee and Kristina have set up is working really well for Craig and I to keep track of work orders while remaining paperless, and we can access it from our phones now.
11. I completed our monthly MOR report for EGLE and calculated our water loss for June.
12. Completed the work orders and paperwork for 15 meter changes and updated records.

Scott Desenberg, O.I.C.

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**PREPARED BY:** Stephanie Powers

**PREPARED ON:** 7/7/2021

**SUBJECT:** AB

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**6/18/2021**

- Madison National Life Insurance renewal letter signed, dated and returned to Jessica for processing.
- Tax Spread and Tax Statement Services sheet emailed to Dawn at the County.
- Spoke with Rhonda at Plante & Moran about Delinquent Tax Revolving and Personal Property Tax checks and how they should be handled. Advised me on several questions I had about the A/P bank account and how to handle voided checks. She referred me to the County's Deputy Treasurer Toni Etter on processing the reimbursements necessary due to posting errors of property taxes.
- Spent time going over the new Medical Insurance for the employees with Marcia. There are concerns with premium calculations and how to notify employees of changes to fringe benefits. Much discussion on how to handle the insurance reimbursement for employees who don't take the City's insurance.
- Found a typo on the Summer tax bill newsletter. It also needs to be updated from Covid closure. Dan from SBF is waiting for our changes.
- Spoke with Monika from Plante & Moran on where we stand with the bank reconciliations. Need to send her more detail and bank statements for both banks.
- Recorded the monthly interest accrued in all funds. Gave Marcia the journal entries to post for June.
- Processed checks for June 16 -17. Went to bank to make deposits and get change for the front desk.
- Spent most of the afternoon entering in current budget to actual numbers to the new budget. Provided detail on areas of concern and June expenses of note that could impact the budget.

**6/21/2021**

- In coordination with Marcia, we prepared and updated the employee spreadsheets to include a breakdown of all wages, fringe benefits and various deductions for full time employees. Parttime/Seasonal, volunteer fire and crossing guards were also updated. A concerted attempt was made to breakdown the cost of the Worker's Comp insurance per employee. Some time was spent This information was sent to Heather and loaded on the shared y-drive to help with the new fiscal year budget. At this time, we are still waiting for the health insurance rate updates from Ted Chase at Nulty Insurance.

**6/22/2021**

- Met with the Trail committee to go over their financial statements and correct any receipt or expense issues. Update the donor list for the Trail Expansion Project.
- Prepared the Full Time Employees spreadsheet breakdown for the new budget. Identified insurance costs, the worker's comp cost and potential payouts. Copied W-2's and copied information to the budget folder on the Y drive.
- Attended Rich's staff meeting at noon. Went last meeting's agenda. Discussed records retention and filing systems for all departments. Mindy shared the state mandate regarding BS&A & broadband. Guy discussed his filing system and if anyone knew how to operate the defibrillator. I'm CPR certified. We

discussed having a group class and if we at the city could get a price break on training that is usually handled by a fireman. Rich is going to contact Pontem. Met Mason and discussed it issues with him.

- Responded to Monika from Plante & Moran's banking questions.
- Responded to Invoice Cloud with the requested information to complete the contract.

### 6/23/2021

- Sat in with Marcia to process payroll. She is doing great so far. This was the last payroll of our fiscal year which included the Insurance Reimbursement for employees who aren't enrolled in the City's health insurance. Processed payouts and longevity checks. Prepared the check for the quarterly HSA deposits.
- Went over the preparation of the payroll deduction checks and the spreadsheets that create the manual journal entries for payroll. Transferred money to the payroll fund at TCF Bank to make payroll.
- Marcia has created an open enrollment form to help employees update their insurance and to be advised of the new rates that will go into effect with the first pay in July 2021. It's worth noting that the rate increases haven't been updated for the employee portion since 2018-2019. It was difficult to get the most recent rate update in a timely manner which I believe is a factor contributing to the oversight in the previous years, also a lack of accountability. Full time employees will experience a greater increase in their insurance deduction to compensate for this.
- Processed bank transfers and recorded banking activity for June. Preparation of monthly Treasurer's Report that presents banking activity for the first meeting in July.6/24/2021
- Rich, Barbara and I met with Karina of Pontem. When she remoted into our system she found that our templates had been restored. Edge IT didn't find it necessary to let us know that this issue had been fixed. We are working with Karina to clean up and update our templates for cemetery deeds. We are waiting for Pontem and Mason from Custom Computers to install the software on more computers. We will schedule training after that. I spent time organizing all of the pending deeds chronologically by date, going through the paperwork associated with the procedures for completing deeds and transfers, and showing Barbara how to file and record the deeds once they are completed.
- I spoke with Alice Kring of the Buchanan Area Fine Arts Council. Discussing their annual budget and payment for programs. I need to follow up on their budget for the next fiscal year. She would like an amount.
- Sat in with Marcia to finish the A/P process for Monday's commission meeting. Fund balance is having some issues. Applications are running slowly and shut down many times while trying to complete processes and reports prompting login problems.

### 6/25/2021

- Helped Marcia address payroll issues and correct mistakes that occurred for pay date 6/25/2021.
- Received transfers and manual journal entries from Monika at Plante & Moran to bring April 2021 up to date. Marcia will enter the journal entries along with the journal entries for June 2021.
- Registered for share file at Berrien County to receive tax data in lieu of a cd.
- Received the new health insurance spreadsheet and rates from Ted Chase at Nulty. Marcia wants to discuss the information with him. It's confusing and should somehow be broken down for employees to understand.
- Had to issue a manual paycheck after an employee didn't receive direct deposit.
- Signed the A/P checks.
- Went to the bank.
- Worked on the current budget to actual report for Monday night's meeting.

**6/28/2021**

- Updated the new budget excel spreadsheet with the current ytd budget to actual report. Alex created the pie chart and graphs to reflect the changes to the budget revenue and expenses for 2021-2022. I expanded on the spreadsheet Marcia created to indicate the impact the new AFSCME Salary Table will have on the new and future budgets. It's currently being updated again as it appears to be incorrect. This has not been easy to extrapolate. Attended the Monday Commission Meeting and continued to work on the new fiscal year budget.
- Discussed issues with reporting crossing guard hours to Diana at the Police Department.
- Signed A/P checks.

**6/29/2021**

- Approved day off to go to the doctor. Used accrued Comp time.

**6/30/2021**

- Spent an inordinate amount of time discussing the new AFSCME Salary Table and how it affects employees.
- In the process of updating the salary impact spreadsheet in order to give a reporter the correct salary information.
- Have discussed how to handle delinquent utilities and how they should be handled in the new BS&A system.
- Logged into BS&A Tax and had Renee show me how to best manage the software to answer taxpayers' questions regarding their tax bills.
- Searched historical employee files to answer questions from Madison Life Insurance on current beneficiaries for C. Weaver and O. Moss.
- Posted checks for 6/25/21 through 6/30/2021.
- Made adjustment transfers per auditors to the funds at TCF Bank.
- Catching up on banking. Need to make transfers between TCF and Honor. The funds at TCF Bank are decreasing as we get everything transferred to Honor. Working with Monika and Rhonda from Plante & Moran to keep reconciling the accounts and promote transparency and best practices as we finalize the bank consolidation.
- Updated the new budget excel spreadsheet with the current ytd budget to actual report. Alex created the pie chart and graphs to reflect the changes to the budget revenue and expenses for 2021-2022. I expanded on the spreadsheet Marcia created to indicate the impact the new AFSCME Salary Table will have on the new and future budgets. It's currently being updated again as it appears to be incorrect. This has not been easy to extrapolate. Attended the Monday
- Commission Meeting and continued to work on the new fiscal year budget.

**7/1/2021**

- Discussed employee work schedules.
- Emailed employee spreadsheets to Klay and Mike to coordinate wages and steps for the new AFSCME contract. This will help Marcia with the first payroll of the new fiscal year.
- Taxes are committed. Phone calls asking for tax information have started.
- Today is the first day allowable to pay Summer Taxes.
- Met with Klay Weaver and Craig Miller to go over the new AFSCME Salary Table. There was a lot of confusion due to dates that shouldn't have been included in the table resulting in the net effects reflected on the spreadsheet being incorrect. I now have a thorough understanding of the new contract and feel confident employees will be paid correctly starting with the new fiscal year.



- Met with Tim Ganus to discuss the department's new budget. There is much discussion regarding the binders and copies of individual budgets that employees are used to receiving. I was told in the past that the Treasurer created these binders. Guidance is needed on how I should proceed with this process now and for future budgets.
- Met with Rich to discuss various human resource issues. Discussed the new AFSCME contract regarding the probation period, attendance policies, schedules and the new salary table. Also made him aware of the increase in the employee's health insurance in effect 7/1/2021.
- Banking: deposited checks at banks for MERS and the HSA accounts. Transferred daily deposits to the proper funds. Worked on bank reconciliations and Treasurer's Report.
- Spoke with Mark Sutherland, the City's investment officer regarding the investment transfer from the old bank to the new bank. Requested a transfer of funds from investments to the water/sewer fund to pay the June progress invoice for Davis Construction. Marcia will have to void the check drawn on the old bank and reissue a check drawn on the new bank.
- Discussed how the clerk/cashier should handle the summer tax payments this year. More to follow up on this.

### 7/2/2021

- Custom Computers installed my new computer. Had to set up desktop, email and folders. Had to put office back together.
- Spent most of the day catching up on banking. Made bank transfers. Worked on reconciliation spreadsheets.
- Helped Rich with the AEP grant. Discussed the Home Rule City Act.
- Met Alice Kring of the Buchanan Fine Arts Council.

### 7/6/2021

- No air conditioning. It was hot!
- Many technical difficulties today.
- Met with Beth Chubb to go over the check issued to the Buchanan Common Committee for the performers. Spoke with her about the bank account.
- Heather and I spoke about the boards/committees budgets and bank accounts. It is necessary for the committees with bank accounts to close these accounts and open one at Honor. They will need to submit for payments in advance.
- Transferred money from Honor to employee HSA accounts.
- Deposited checks for 7/1-7/2.
- Continue banking and working on Treasurer's Report.

### 7/7/2021

- Went through emails. Looked over the BS&A Task list. Answered questions. Discussed who could best complete some of the tasks. Assigned Marcia several tasks for her to complete.
- Renee and I discussed the utility rate increase, how that happens and how it has been handled in the past.
- Discussed the Wastewater Treatment Plant bond with Scott Desenberg and the necessity of the annual 8% rate increase. Discussed the infrastructure downtown and what still needs to be replaced and when.
- Renee and I discussed the property taxes. We have a plan for how to handle the postings, phones and window during this busy time and while she is on vacation. We will meet on the 20<sup>th</sup> of July to go over our first tax disbursements.

- Helped Marcia with Payroll. We had to back out most of the wage increases due to inconsistent language in the new contract.
- Which led to me correcting the new AFSCME Salary Table spreadsheet to reflect the negotiations not the wording in the contract. This really needs to be revisited. The new spreadsheet reflects the consistency of the new salary table. The increase is minimal to the budget, reflecting only a 9% increase to salaries and wages inclusive of all four years of the new contract. A 2-3% increase annually, which has already been accounted for in the budget.
- Ran the budget numbers on the salaries and wages for fulltime police officers to make sure the \$8,000.00 in hazard/vaccine incentive pay was included. It was and will be included on the next pay period.
- Went to the bank.
- Processed checks for 7/6/2021.
- Working on the Treasurer's Report to include more detail on funds.



Buchanan Middle School  
W. 4th St. Buchanan, MI  
16 trees



East. 3rd St. Buchanan, MI

22 trees



River St, Buchanan, MI

12 trees