

AGENDA

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

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

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

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

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

August 9, 2021 - Special Joint Work Session of the City Commission and Planning Commission;
August 9, 2021 - City Commission Meeting; August 16, 2021 - Special Meeting of the City Commission

B. Approve Expenditures for August 23, 2021

Approve expenditures in the amount of **\$2,893,126.37** which includes the Summer Tax Distribution of \$2,539,360.24 and Capital One Public Funding in the amount of \$220,860.00.

C. Banner Placement Request

Approve banner placement request submitted by April Jonatzke for Fall Senior Banners - September 6 - November 1 (Band, Football, Soccer, Volleyball, Cross-Country, Tennis, and Equestrian)

D. Accept Staff Activity Reports

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

A. Pinnacle Emporium 420 Event

Presentation by representatives from Pinnacle Emporium regarding their plans to host an event next year prior to or after 420 during the same week.

B. Buchanan Tree Friends - Days Avenue Trees

Richard Martin and Brian Murphy to present recommendations based on the Buchanan Tree Friends' assessment and tree forms submitted by residents along Days Avenue.

IX. Reports by: Departments, Committees, Boards

A. Buchanan Area Recreation Board - Resolution 2021.08/232 to Dissolve the Dog Park Subcommittee

Consider adopting Resolution 2021.08/232 to Dissolve the Dog Park Subcommittee of Buchanan Area Recreation Board.

B. Planning Commission - Resolutions 2021.08.233 and 2021.08/234 to Transition Subcommittees

The Buchanan Area Recreation Board (B.A.R.B.) and the Planning Commission, both having met separately, see strategic value in transitioning both the Friends of the Trail and the Buchanan Tree Friends from subcommittees of the B.A.R.B. to the Planning Commission. The Planning Commission, following their meeting on August 10, 2021, recommends the following:

Consider adopting Resolution 2021.08/233 - A resolution to transition the Friends of the Trail from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission.

Consider adopting Resolution 2021.08/234 - A resolution to transition the Buchanan Tree Friends from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission.

X. Unfinished Business

A. Third Street Repairs

XI. New Business

- A. Fees for Food Trucks, Registration
- B. Update on Enforcing Parking Ordinances
- C. Parking Permits vs. Permitted Parking Spaces
- D. Review of "Market Master" Contract

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

A. Domestic Violence Awareness Month

The Cora Lamping Center is a Division of The Avenue Family Network, Inc., which is a non-profit, non-governmental agency serving Berrien County. The Center provides a secure, violence-free environment for survivors of domestic violence and sexual assault along with their dependent children. Survivors are offered a protective, warm, and violence-free place to stay, listening ears, support groups, and other resources needed to develop safe, healthy, and meaningful lives for themselves and their children.

October is Domestic Violence Awareness month and the Center is requesting permission to place purple ribbons - a symbol of peace, courage, survival, honor, and dedication to ending violence - on all the lamp posts on East Front Street, from Red Bud Trail to Main Street.

B. National Night Out

Seargent Harvey Burnett reported on the success of this year's event.

C. Patriot Day

The American Legion Post 51, the Buchanan Area Ministerial Association, and the Buchanan Police and Fire Chaplains will host an annual commemoration service, Patriot Day - 20 years - the Remembrance of September 11, 2001. The service will be held at the Buchanan Common on Saturday, September 11, 2021 AT 7:00 p.m.

D. Dial-A-Ride Transition Update

The City of Niles has approved the proposed contract that was previously approved by the Buchanan City Commission to transition Buchanan's Dial-A-Ride services from Berrien County to the City of Niles. Manager Grace spoke with Niles Manager Huff last week and confirmed that both parties are anticipating no issues with moving forward with an October 1 effective date for the change and that the signatures for the contract are merely waiting on some final data to be inputted from Berrien County regarding end of year expenditure projections. Berrien County Operator Evan Smith also updated that due to unprecedented staffing shortages, Berrien County is not able to secure enough drivers for the system, so Dial-A-Ride will not have Saturday service between now and when the transition takes place. However, Niles confirms that Saturday service will resume once they take over.

E. Thanks to Buchanan Art Center

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 JOINT WORK SESSION OF THE BUCHANAN CITY COMMISSION AND PLANNING COMMISSION

MONDAY, AUGUST 09, 2021 – 6:00 PM

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

MINUTES

I. Call to Order

Mayor Denison called the meeting to order at 6:00 p.m. and asked for a Roll Call.

PRESENT: Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money, Commissioner Patrick Swem, Planning Commissioner Kevin Barker, Planning Commissioner Ralph McDonald

ABSENT: Planning Commissioner Jason Lietz, Planning Commissioner Donna Monell

STAFF: City Manager Heather Grace, City Clerk Barbara Pitcher, Director of Public Services Mike Baker

GUESTS: Kim Moyer, Gary Barton, Amelia Lietzau, Fran Terry

II. Items for Discussion

Site selection for DPW Building.

Denison stated this is the most important decision this body will ever make. To use the feed mill or River Street properties would be a waste of valuable, marketable property. If the DPW building is built elsewhere, the current site must be cleared and maintained and won't generate income for the City ever again. He recommends we quit wasting time trying to pick a site and let Bergmann try to figure out how to build on the existing site.

Discussion regarding the flood plain and remediation.

Discussion regarding building outside of the City limits and possible locations. Annexation would be required. McDonald asked if the City really wants to buy additional property when it already has so much and stated he is in favor of building on the current site. Money stated he feels similarly to McDonald and that there's always something unsightly at the DPW and it isn't visible to homes at the current location.

Discussion regarding the value of River Street property. It could be 9 parcels of 1 to 1.5 acres each. Swem is in agreement regarding the River Street property. We're looking for a forever home for the DPW and having to do so under adverse conditions. He prefers to feed mill site for 10 years and then build a larger municipal complex at a later date, which may actually be on the same site. Denison stated the feed mill is at the gateway to our City and could be very valuable. Something very beneficial to the City could be built there. We need to make River Street marketable. He also questioned where the idea of a municipal complex ever came from. Suggestion to take River Street off the table and have Bergmann do the feasibility study on the feed mill and current DPW sites, primarily focusing on the latter.

Discussion regarding the existing site. Baker pointed out the property is a wellhead protection area and there is concern about digging a retention pond. Perhaps the retention can be in the fen off of Bakertown Road. He loves the current site but it just doesn't work right now. Too much water and

dampness. Barker pointed out there would be no complaints from neighbors if the building remained at the current site.

Some discussion regarding the possibilities for future shops, restaurants, and housing on River Street, similar to what's happening in Granger.

City Manager Grace noted, at the end of the day, the feasibility study will make the feed mill property more marketable.

Lietzau of Barton Group suggested a smaller project team be created going forward which might include Baker, someone from the Planning Commission and 2-3 from the City Commission. Grace to assemble the team.

III. Public Comment

None.

IV. Adjourn

Being no further business, motion made by Mayor Pro Tem Weedon, seconded by Commissioner Money.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem, Planning Commissioner Kevin Barker, Planning Commissioner Ralph McDonald

Barbara A. Pitcher, City Clerk

Mayor Sean Denison



CITY COMMISSION MEETING
MONDAY, AUGUST 09, 2021 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

I. Call to Order

Mayor Denison called the meeting to order at 7:00 p.m.

II. Recognition

A. Recognize Hannah Roberts, Women’s BMX Freestyle Silver Medalist at the Tokyo 2020 Summer Olympic Games

We honor Hannah Roberts’ many achievements by issuing the following proclamation.

WHEREAS, Hannah Roberts is a native of Buchanan, Michigan, and graduate of Buchanan High School; and

WHEREAS, Hannah Roberts, through her many years of hard work, determination and talent was the first woman to land a 360 tail whip in competition and has become a world-renowned as a three-time BMX Freestyle World Champion; and

WHEREAS, Hannah Roberts represented Team U.S.A. in the 2020 Tokyo Olympics in the debut of the Women’s BMX Freestyle event held July 31, 2021; and

WHEREAS, on July 31, 2021, Hannah Roberts battled through injury to win a Silver Medal at the 2020 Tokyo Olympics, becoming the youngest American medalist in cycling since 1912; and

WHEREAS, the City of Buchanan wants to acknowledge that Hannah Roberts has proven herself as an amazing athlete and role model for our local youth;

NOW, THEREFORE, BE IT RESOLVED that the City of Buchanan Commission, on the eve of her birthday, proclaims that the 10th day of August each year shall henceforth forever be celebrated as “Hannah Roberts Day” in the City of Buchanan.

City of Buchanan Commission

B. Recognize Mike Baker as the City’s new Director of Public Services

We honor Mike Baker for his 18 years of service to the City of Buchanan. We appreciate the knowledge and experience he has amassed over those years and congratulate him on his promotion to the role of Director of Public Services.

C. Recognize Tim Ganus for being named the City’s new Director of Public Safety

Tim Ganus has been an officer with the City of Buchanan for 9 years and our Chief of Police since January 2020. We honor him for his service and appreciate the knowledge and experience he has amassed over those years and congratulate him on his promotion to the role of expanded role as the Director of Public Safety/Chief of Police.

Mayor Denison led the Pledge.

III. Pledge of Allegiance

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, City Clerk Barbara Pitcher, Director of Public Safety/Chief of Police Tim Ganus, Director of Public Services Mike Baker, Treasurer Stephanie Powers, Community Development Director Rich Murphy

GUESTS: Don Ryman, Alan Robandt, Dan Vigansky, Jeff Rea, Karin Falkenstein, Michael Rowland, Diana Hickock, Norma Ferris, Rebecka Hoyt, Dan Benak, Fran Terry, Ralph McDonald, Tony DeOrnellas, and three others.

V. Approve Agenda

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

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

Alan Robandt - submitted a handout to the Commission from the National Park Service U.S. Department of Interior regarding rehabilitation standards and guidelines and spoke regarding their applicability to the Ross Sanders House and potential sale to the Michigan Gateway Foundation.

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

July 26, 2021, Regular Meeting; July 27, 2021, Special Meeting of the Joint City Commission and Planning Commission; August 4, 2021, Special Meeting

B. Approve Expenditures for August 9, 2021, in the amount of \$101,454.19

Payments of note: BS&A Software \$32,695.00; Andrews University, Planning Design Study (final payment for services previously rendered) \$9,094.00.

C. 2021 Notice of Meeting Revision

Approve the following changes to the 2021 Notice of Meetings:

Change the regular meeting schedule of the Buchanan Area Recreation Board from the third Wednesday of each month at 6:30 p.m. to the second Wednesday of the month at 6:00 p.m.

Change meeting location change for Buchanan Tree Friends from the Buchanan Art Center to River St. Joe.

Update board name for Buchanan Fine Arts Council to include "Area", as in Buchanan Area Fine Arts Council.

Remove future meetings of the Friends of the Ducks from the schedule.

D. Banner Placement Request Form

Consider approval of banner placement on Redbud Trail, August 16-23, 2021 to promote Buckteens event, submitted by Jerry Flenar.

E. Accept Staff Activity Reports

Motion made by Commissioner Money, seconded by Mayor Pro Tem Weedon to approve the consent agenda as presented. Roll call vote carried unanimously.

VIII. Scheduled Matters from the Floor (if any)**A. Michigan Gateway Foundation President & CEO Michael Rowland to Discuss Ross Sanders Building**

The Michigan Gateway Foundation (“MGF”) is interested in engaging in a dialogue with the City of Buchanan to explore the possibility of the MGF looking to acquire the Ross Sanders Building at 110 E. Front Street for use as the new location for the MGF headquarters. Such a dialogue would also include the potential option of entering into a Memorandum of Understanding (“MOU”) with the City regarding the MGF’s intent to historically preserve the building, which is presently supported by the Buchanan Preservation Society.

Rowland presented an overview of the Michigan Gateway Foundation, discussed their preservation efforts to date, and their plans for the Ross Sanders House

B. Greater Niles Chamber - Jeff Rea

Rea highlighted several points from his letter to the Commissioners, discussed how Michigan and Indiana share the same economy and their focus has recently shifted from industrial to commercial and retail. Shared they have purchased new software helps them analyze the local economy, identify problems and make better decisions. Workforce is currently a key issue and they are working to create a pipeline. Discussed they like to partner, not compete, with the local Chamber. Responded to Commissioner Downey’s comments that GNCOG was unable to assist several local businesses who asked for help.

IX. Reports by: Departments, Committees, Boards**A. Community Development Update**

Following up on the prior item, Murphy vowed to make connections with Rea and others in such roles.

Social District - Murphy reported that the Social District is moving forward, slowly. Approval has been received from the state. Of three applicants, one has been approved, one is ready to move forward, and the other wants to wait. Progress is being made on the cups and wristbands, and more work to be done on signage and waste receptacles. The City will "go live" with one applicant for the time being and that will give us an opportunity to reassess and adjust.

Downey pointed out that people already drink at the Common and asked if that will go away. Ganus replied that the Common is a City park and, as such, alcohol is not allowed. That being said, he has received no complaints.

Economic Development Incentives - Murphy has studied best practices in facade improvement and restaurant incentive programs. In the recent community survey, more than 500 respondents wanted more places to eat. There are currently 4 restaurants looking at Buchanan. Restaurant incentive programs typically assist with start-up costs as kitchen equipment is very expensive. The City Attorney is currently reviewing the facade program. Another program being considered is for upper residential with forgivable loans for improvements. He's taking the best examples and customizing them to Buchanan. Murphy proposes to launch one program at a time, but there's still a sense of urgency.

Downey asked what Murphy was doing for restaurants already here and suggested that the same things offered to new restaurants be offered to existing restaurants. Weedon recognized that may not look the same for new and existing. Swem emphasized we want to incentivize growth, improvement, and new business - it's not a charity program. Denison stated a restaurant needs to be improving, creating, and offering something new that benefits the community. Swem noted the upper residential program could run in tandem with the restaurant program. Murphy thinks the creation of lofts downtown has been great but noted there's also too much downtown space being used as storage.

Grants - Murphy has submitted 5 grants since his arrival. He wants to have 20 and be proactive. Smaller communities have smaller budgets and need to leverage their dollars. Murphy proposes hiring a grant writer who is good and technical. This person would create a grant inventory of state, local, and federal programs. Murphy will continue to write grants but this would put more lines in the water and enable the City to have a strategy instead of being reactive.

Motion made by Mayor Pro Tem Weedon, seconded by Commissioner Money to allow Murphy to work with an independent contractor for grant writing as per the internal memorandum submitted to the Commission. Roll call vote carried by majority.

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

Voting Nay: Commissioner Downey, Commissioner Swem

Discussion on the motion prior to the vote led by Downey asking Murphy how this is different from what he was hired to do. Murphy responded that his job description is extensive. Swem asked what other resources have been exhausted. Murphy replied none. Swem stated he was having a hard time getting to a yes with Murphy overseeing this individual given Murphy hasn't had any wins yet. Weedon stated this was an opportunity to rely on an individual's experience, capture funds and, if not effective, the contract could be terminated.

Murphy ended his update by sharing a Leader Publications ad congratulating Hannah Roberts on achieving her vision.

B. Treasurer's Report

Powers reviewed the financials submitted to the Commission and provided an update on several activities. The investment account is fully transitioned to Honor Credit Union. BS&A training is currently in progress. Data extraction, with the exception of utility billing (scheduled later this week), has been completed. There will be much better reporting capabilities with BS&A once fully implemented. Powers also worked with a staff member from Plante Moran as part of her ongoing development.

C. Buchanan Area Recreation Board - Disc Golf Course Proposal

Tony DeOrnellas recently attended a Buchanan Area Recreation Board meeting to propose the installation of the disc golf course at McCoy's Creek Park. The Board recommended Mr. DeOrnellas present to the commission.

Link to presentation - <https://docs.google.com/presentation/d/1y5bqaNy-v65bFuk5jomChCH1L6kMSoPd9dR1fSZLnVc/edit?usp=sharing>

DeOrnellas discussed disc golf in general, states it is a sport that is growing and becoming more serious. The project could be funded almost entirely through donations. Businesses could sponsor holes. He discussed the size and scope of the project. A 9-hole course would be a benefit to the community, an 18-hole course will bring people into the community and could potentially host tournaments that could pay for maintenance. Maintenance is minimal with an initial carving of paths and ongoing mowing. He added that the course is designed to maintain McCoy's Creek/Centennial Park as a multiuse park. The high school has a disc golf team and this would be their home course.

Motion made by Commissioner Money, seconded by Mayor Pro Tem Weedon to approve DeOrnellas to continue work with the Buchanan Area Recreation Board to develop a disc golf course. Roll call vote carried unanimously.

D. Director of Public Services Report

Consider the purchase of a MIG Welder. Director Baker recommends purchasing from Miller based on the three quotes as follows:

Miller Welding Supply LINK3520-1 Power MIG 260 208-575V \$3,199.00

Praxair LINK 3520-1 Power MIG 260 \$3,199.00

Airgas LINK 3520-1 Welder Power MIG 260 DC CV 250A/26.5V 40% \$3,271.77

Baker thanked the Commission for the Director position and says he looks forward to bringing a new culture to the team.

Motion made by Commissioner Money, seconded by Commissioner Swem to authorize the purchase of a MIG welder from Miller for \$3,199.00. Roll call vote carried unanimously.

E. Resolution 2021.08/230

Consider adoption of Resolution 2021.08/230 to transition the Friends of the Ducks from a formal Subcommittee of the Buchanan Area Recreation Board to a volunteer initiative.

Motion made by Mayor Pro Tem Weedon, seconded by Commissioner Money to adopt Resolution 2021.08/230 to transition the Friends of the Ducks from a formal Subcommittee of the Buchanan Area Recreation Board to a volunteer initiative. Roll call vote carried unanimously.

F. Resolution 2021.08/231

Consider adopting Resolution 2021.08/231, a resolution amending Resolution No. 2021.02.219 to reflect the current name of the Buchanan area fine arts council and continued support to utilize city-owned property in the city of Buchanan, County of Berrien, State of Michigan.

Motion made by Mayor Pro Tem Weedon, seconded by Commissioner Swem to adopt Resolution 2021.08/231, a resolution amending Resolution No. 2021.02.219 to reflect the current name of the Buchanan area fine arts council and continued support to utilize city-owned property in the city of Buchanan, County of Berrien, State of Michigan. Roll call vote carried unanimously.

X. Unfinished Business

A. Third Street Storm Sewer

City Manager Grace stated there have been some changes in the scope of the project, so bids will need to be updated.

XI. New Business

A. TCF Bank Safe Deposit Box Access

Consider authorizing City Manager Heather Grace and City Treasurer Stephanie Powers to close the City's lockbox at TCF Bank in Buchanan. Grace and Powers will both be present during the opening and all contents will be inventoried so that they can be reported back to the City Commission and the account be closed. Authorization by the Commission is required by TCF Bank as the lockbox designees are no longer employed by the City. The motion should state that City Manager, Heather Grace and City Treasurer, Stephanie Powers are authorized to close the TCP lockbox account for the City of Buchanan.

Motion made by Commissioner Money, seconded by Mayor Pro Tem Weedon to authorize City Manager, Heather Grace and City Treasurer, Stephanie Powers to close the TCP lockbox account for the City of Buchanan. Roll call vote carried unanimously.

B. DPW Building Site Selection Update

Motion made by Commissioner Swem, seconded by Commissioner Money to direct Bergmann to proceed with feasibility studies on the existing DPW and feed mill sites. Roll call vote carried unanimously.

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

A. Trail Maintenance

The Friends of McCoy's Creek Trail placed new mulch, donated by Redbud Hardware, around the benches and fitness stations.

B. WNIT Documentary on the St. Joseph River

WNIT-TV has a very special documentary airing on September 9th at 8 p.m., on the history and revitalization of the St. Joseph River and future developments along its shores. The focus will be on the pivotal role that the river has played in the lives throughout Michiana, and the many ways it

contributes to our overall way of life! WNIT is seeking sponsorships for the documentary. Additional information is included in the packet.

Link to a preview of the documentary - <https://youtu.be/MdqICDjOmzQ>

C. Seasonal & Staff Transitions

College students are moving on and the City is filling key positions. With the promotion of Baker to Director of Public Services, there is an opening at the DPW. Interviews are taking place for the Chamber/Main Street position as well as the administrative assistant.

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

Steve Raglin (via email read by City Clerk) - requested the Commission resume remote viewing options for the Commission meetings for those who are unable to attend in person due to COVID concerns.

Monroe Lemay (via email read by City Clerk) - Expressed concern regarding a Facebook video she saw of laser tag at the Common stating that it was inappropriate and too violent for children.

XIV. Executive Comments

A. City Manager Comments

Rich and Stephanie's comments reflect that we've been busy, but in a good way. We are moving forward. She appreciates the Commission's vision and thanks the public for their patience.

B. Commissioner Comments

Weedon - Congratulated Hannah Roberts. What we saw that evening shows his children anything is possible. We got to see what Buchanan is like, and the whole world got to see Buchanan embody the vision. Reminded people that we have a long agenda because we have a lot to do. It's amazing to see where this community is going.

Swem - Congratulated Hannah Roberts, Mike Baker, and Tim Ganus. Food trucks must be addressed to level the playing field. He would like to see more creative solutions instead of adding bodies and expenses.

Downey - In total agreement with Swem. We need to get a handle on spending. Expects to see food trucks and parking downtown on the agenda for the next meeting. He is waiting on the answers to a number of questions from the City Manager regarding Plant Moran money and DDA money. Wants City Manager to look at her board schedule and suggests she make a list and let the Commissioners decide where she should spend her time.

Money - Congratulated Hannah Roberts. It was a great turnout and was nice to see so many people rooting her on. Congratulated Mike Baker and Tim Ganus. Thanked the Commission - we're starting to move ahead.

C. Mayor Comments

Thanked the City staff for all their hard work; they've all been putting in long hours. Shared a quote from Abraham Lincoln - "You can have anything you want if you want it badly enough. You can be anything you want to be, do anything you set out to accomplish if you hold to that desire with singleness of purpose." The quote kept coming to mind while with everyone at the Common watching Hannah Roberts. That's the Buchanan he wants his daughter to grow up in. Hannah

Roberts embodies that quote and is a role model who carries herself with class and demonstrated sportsmanship. He is so proud.

XV. Adjourn

Being no further business, motion made by Mayor Pro Tem Weedon, seconded by Commissioner Money to adjourn the meeting at 9:11 p.m. Roll call vote carried unanimously.

Barbara A. Pitcher, City Clerk

Mayor Sean Denison

PENDING APPROVAL



SPECIAL MEETING OF THE CITY COMMISSION
MONDAY, AUGUST 16, 2021 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

I. Call to Order

Mayor Denison called the meeting to order at 7:00 p.m.

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

GUESTS Fran Terry, Ted Chase, Dan Vigansky, Stacy Martin, Mitt Drew, Matt Derby

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

Dan Vigansky - Spoke regarding Chamber/Main Street Manager contract, stating the City just spent money to hire a grant writer and could have hired a full-time employee. He was critical of the Chamber. Asked when the meeting was decided on, stating that they should be scheduled publicly.

Fran Terry - Representing the Chamber, stating that the Chamber has been an advocate and that she personally attended the DDA meetings until the end. Apologized to the Commission for the lateness of the contract. Everyone wanted it to be a collaboration and best for both parties.

Ted Chase - Representing the Chamber, stating he's been impressed with the candidates throughout the interview process and is confident they will find a highly qualified individual for the role.

Stacy Martin - Representing the Chamber, stating she's excited about the partnership. The desire is to set this person up for success so they will report to the Chamber President rather than the entire board. This is a step toward creating solutions.

IV. Schedule Matters from the Floor

A. Chamber Board

Presentation of Proposed Contract to Memorialize Agreement for "Chamber Executive Director/ Main Street Manager" Position

City Manager Grace spoke regarding the Chamber's involvement in the process. Weedon spoke about forward movement and change and suggested if you don't like it, find better ways to help instead of dredging up the past. He appreciates this will be someone who understands the vision and will be elevating the professionalism of the City. Denison is excited to have both entities working towards a common goal. No action was taken on this item at this meeting.

V. New Business

A. BS&A Change Order Due to Clerk Cashier Change

City Manager Grace wanted to bring this item forward to keep the Commissioners apprised. The Commissioners are comfortable with her making the administrative decision.

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

Motion made by Commissioner Swem, seconded by Commissioner Money to enter into a closed session at 7:19 p.m. pursuant to MCL 15.268 Section 8 (h) to discuss matters of attorney-client privilege. Roll call vote carried unanimously.

C. Consider Action Items Discussed in Closed Session

Motion made by Mayor Pro Tem Weedon, seconded by Commissioner Money to resume open session at 8:19 p.m. Roll call vote carried unanimously.

Motion made by Mayor Pro Tem Weedon, seconded by Commissioner Money to authorize City Manager Grace to continue ongoing negotiations with Edgewater as recommended by City Attorney. Roll call vote carried unanimously.

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

VII. Adjourn

Prior to adjournment, Commissioner Money thanked the DPW and Cemetery crews for erecting a new flagpole at City Hall.

Being no further business, Mayor Denison adjourned the meeting at 8:21 p.m. Voice vote carried unanimously.

Barbara A. Pitcher, City Clerk

Mayor Sean Denison

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL							
Dept 000.000							
101-000.000-477.000	BUILDING PERMITS	AYERS BASEMENT SYSTEMS	PARTIAL REFUND OF PERMIT FEE - CANCEL	REFUND 21	08/23/21	200.50	15042
101-000.000-674.000	BUCHANAN REDBUD CITY CENTE	DARCIE ROGERS	REFUND	071221	08/23/21	25.00	15065
Total For Dept 000.000						225.50	
Dept 101.000 CITY COMMISSION							
101-101.000-730.000	POSTAGE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	613.85	15081
101-101.000-885.000	PUBLIC RELATIONS	DPM EVENTS	BROADCAST ON CNBC	1234647	08/23/21	1,250.00	15069
Total For Dept 101.000 CITY COMMISSION						1,863.85	
Dept 172.000 CITY MANAGER							
101-172.000-715.000	FRINGE BENEFITS	GUY EDWARD LEWIS	PHONE ACCESSORIES REIMBURSEMENT	81721 - REIMB	08/23/21	33.90	15080
101-172.000-730.000	POSTAGE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	480.26	15081
101-172.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPAN	COMPUTER PARTS	1514	08/23/21	1,689.89	15064
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	508691	08/23/21	6,450.00	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	508690	08/23/21	3,139.00	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	508687	08/23/21	6,170.50	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	508692	08/23/21	97.50	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	506917	08/23/21	1,677.00	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	506916	08/23/21	365.50	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGA FEES	506914	08/23/21	2,666.00	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	506913	08/23/21	193.50	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	506912	08/23/21	365.50	15086
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WY SOCK	LEGAL FEES	506911	08/23/21	1,763.00	15086
101-172.000-831.000	MEMBERSHIP AND DUES	SOUTHWESTERN MICHIGAN	MEMBERSHIP DUES	3108	08/23/21	55.00	15106
101-172.000-962.000	MISCELLANEOUS	BUCHANAN DISTRICT LIBR	SPONSORSHIP AND CALENDAR ORDER	CALENDARS 2021	08/23/21	2,050.00	15053
101-172.000-962.000	MISCELLANEOUS	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	2,148.48	15081
Total For Dept 172.000 CITY MANAGER						29,345.03	
Dept 209.000 ASSESSOR							
101-209.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	21.41	15089
Total For Dept 209.000 ASSESSOR						21.41	
Dept 215.000 CITY CLERK							
101-215.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	21.41	15089
101-215.000-864.000	CONFERENCES AND WORKSHOP	HONOR CREDIT UNION	156-642 CITY OF BUCHANAN MONTHLY CH.	6062 - 73121	08/23/21	371.00	15081
Total For Dept 215.000 CITY CLERK						392.41	
Dept 253.000 TREASURER							
101-253.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	42.11	15089
101-253.000-730.000	POSTAGE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	7.95	15081
Total For Dept 253.000 TREASURER						50.06	
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-756.000	MISCELLANEOUS SUPPLIES	OFFICE DEPOT	TOWELS	182851548001	08/23/21	31.04	15095
101-265.000-818.000	CONTRACTUAL	GREATER NILES CHAMBER	NILES MEMBERSHIP	185040	08/23/21	8,990.00	15079
101-265.000-818.000	CONTRACTUAL	KELLY L CLARK	AUGUST 2021 CLEANING CITY HALL	0801081521	08/23/21	495.00	15085
101-265.000-818.000	CONTRACTUAL	PARRETT COMPANY	MONTHLY SERVICE	59690	08/23/21	26.18	15096
101-265.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST CABLE	8771 40 225 0151550	0151550-72521	08/23/21	633.45	15061
101-265.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	1,518.37	15083
101-265.000-934.000	MAINT. - OFFICE EQUIPMENT	PARRETT COMPANY	PRINTER REPAIR	59824	08/23/21	604.62	15096
Total For Dept 265.000 BUILDING AND GROUNDS						12,298.66	
Dept 269.000 RENTAL PROPERTY							
101-269.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	MONTHLY SERVICE	150532508	08/23/21	44.00	

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Fund 101 GENERAL							
Dept 269.000 RENTAL PROPERTY							
101-269.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	047-490-485-0-2 - 73021	48502-073021	08/23/21	19.33	15083
101-269.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	046-821-706-1-0 131 OAK STREET MONT	706-1-0 72921	08/23/21	20.45	15083
101-269.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	0420-080-406-0-2 CITY CENTER MONTHL	406-0-2 72921	08/23/21	129.26	15083
101-269.000-962.000	MISCELLANEOUS	COMCAST CABLE	8771 40 225 0138391 - 8121	0138391 - 8121	08/23/21	6.31	15061
101-269.000-962.000	MISCELLANEOUS	SARAH BLUMKA	REFUND FOR DEPOSIT ON REBUD CITY C	07272021	08/23/21	50.00	15103
Total For Dept 269.000 RENTAL PROPERTY						269.35	
Dept 271.430 PEAR'S MILL							
101-271.430-921.000	UTILITIES	INDIANA MICHIGAN POWER	043-396-232-0-1 FESTIVAL AND FLOUR	1232-0-1 72921	08/23/21	37.42	15083
101-271.430-921.000	UTILITIES	INDIANA MICHIGAN POWER	041-841-706-4-7 DAYS AVE MONTHLY SE	706-4-7 72921	08/23/21	7.95	15083
Total For Dept 271.430 PEAR'S MILL						45.37	
Dept 271.435 FARMERS' MARKET							
101-271.435-921.000	UTILITIES	INDIANA MICHIGAN POWER	041-841-706-4-7 DAYS AVE MONTHLY SE	706-4-7 72921	08/23/21	7.95	15083
Total For Dept 271.435 FARMERS' MARKET						7.95	
Dept 271.440 BUCHANAN COMMON							
101-271.440-935.000	BUILDING & GROUND MAINTEN	HONOR CREDIT UNION	6104 - ELECTRIC HOIST, CAPACITOR	6104 - 73121	08/23/21	213.98	15081
Total For Dept 271.440 BUCHANAN COMMON						213.98	
Dept 276.000 CEMETERY							
101-276.000-715.000	FRINGE BENEFITS	MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	421.84	15089
101-276.000-751.000	GAS AND OIL	WEX BANK	MONTHLY FUEL CHARGES	73173644	08/23/21	3,048.30	1
101-276.000-756.000	MISCELLANEOUS SUPPLIES	BAR WATER YOUR LOCAL C	OFFICE WATER	800176764	08/23/21	29.00	15043
101-276.000-756.000	MISCELLANEOUS SUPPLIES	CINTAS CORPORATION	MEDICAL CABINET	5071472234	08/23/21	58.62	15056
101-276.000-756.000	MISCELLANEOUS SUPPLIES	CO-ALLIANCE	PROPANE	771246	08/23/21	369.37	15060
101-276.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	211.08	15100
101-276.000-818.000	CONTRACTUAL	TRUGREEN PROCESSING CE	LAWN SERVICE TERRE COUPE	143635159	08/23/21	60.00	15111
101-276.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST CABLE	8771 40 225 0111091 81421	0111091 -81421	08/23/21	160.73	15061
101-276.000-932.000	MAINTENANCE-GROUNDS	BIG C LUMBER	CONCRETE 80# BAGS	1451720	08/23/21	342.45	15049
101-276.000-932.000	MAINTENANCE-GROUNDS	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	37.74	15100
101-276.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	32.48	15100
101-276.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	41.85	15081
Total For Dept 276.000 CEMETERY						4,813.46	
Dept 301.000 POLICE							
101-301.000-706.001		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	1,753.81	15089
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	TOWELS AND TISSUE FOR POLICE DEPT.	183592333001	08/23/21	62.43	15095
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	OFFICE SUPPLIES (PENS AND TOWELS)	183552412001	08/23/21	67.62	15095
101-301.000-728.000	OFFICE SUPPLIES	SPECTRUM HEALTH	PRINTING OF 500 ENVELOPES FOR PD	CINV-13746	08/23/21	37.00	15107
101-301.000-751.000	GAS AND OIL	WEX BANK	MONTHLY FUEL CHARGES	73173644	08/23/21	918.32	1
101-301.000-751.000	GAS AND OIL	AALFS PETROLEUM INC.	JULY 2021 FUEL CHARGES	07312021	08/23/21	619.07	15039
101-301.000-756.000	MISCELLANEOUS SUPPLIES	HONOR CREDIT UNION	5957 - 7312021	5957- 73121	08/23/21	1,407.37	15081
101-301.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	50.72	15100
101-301.000-768.000	UNIFORMS	STAR UNIFORM	UNIFORMS	11215-2	08/23/21	143.98	15108
101-301.000-818.000	CONTRACTUAL	PARRETT COMPANY	MONTHLY SERVICE	59690	08/23/21	36.68	15096
101-301.000-818.000	CONTRACTUAL	STAR UNIFORM	UNIFORMS	10974-2	08/23/21	32.00	15108
101-301.000-818.000	CONTRACTUAL	STAR UNIFORM	UNIFORMS	11645-2	08/23/21	180.97	15108
101-301.000-818.000	CONTRACTUAL	VERIZON WIRELESS	AIR CARDS FOR PATROL VEHICLES	9885948851	08/23/21	160.14	15114
101-301.000-851.000	RADIO MAINTENANCE	DIGITAL ALLY	SHIPPING OF REPLACEMENT BWC	1117701	08/23/21	20.00	15067
101-301.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST CABLE	8771 40 225 0139381 - 8121	0139381 - 8121	08/23/21	342.60	15061
101-301.000-886.000	COMMUNITY POLICING	HONOR CREDIT UNION	6070 MONTHLY CHARGES EVENTS FROM NA	6070 - 73121	08/23/21	191.00	15081
101-301.000-886.000	COMMUNITY POLICING	NATIONAL ASSOCIATION O	NATIONAL NIGHT OUT - T-SHIRTS	11529	08/23/21	271.60	

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Fund 101 GENERAL							
Dept 301.000 POLICE							
101-301.000-915.000	TARGET RANGE & SUPPLIES	BEND OF THE RIVER CONS	BAY RENTAL	10005	08/23/21	750.00	15044
101-301.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	314.44	15083
101-301.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	044-202-806-1-4 POLICE DEPT. MONTHL	806-1-4 72921	08/23/21	769.94	15083
101-301.000-931.000	MAINTENANCE-BUILDINGS	HONOR CREDIT UNION	6104 - ELECTRIC HOIST, CAPACITOR	6104 - 73121	08/23/21	27.29	15081
101-301.000-931.000	MAINTENANCE-BUILDINGS	TINA SPURLOCK	CLEANING OF POLICE DEPARTMENT AUGUS'	92260	08/23/21	120.00	15110
101-301.000-931.000	MAINTENANCE-BUILDINGS	TINA SPURLOCK	CLEANING OF POLICE DEPARTMENT AUGUS'	181363	08/23/21	112.50	15110
101-301.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	OIL CHANGE AND SERVICE ON 46-7	17752	08/23/21	40.51	15076
101-301.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	REPLACE BOTH LOWER ARMS AND BUSHING	17722	08/23/21	522.61	15076
101-301.000-960.000	EDUCATION AND TRAINING	VIRTUAL ACADEMY	VIRTUAL ONLINE TRAINING FULL CATALO	VA6812	08/23/21	200.00	15115
Total For Dept 301.000 POLICE						9,152.60	
Dept 336.000 FIRE DEPARTMENT							
101-336.000-715.000	FRINGE BENEFITS	MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	87.80	15089
101-336.000-728.000	OFFICE SUPPLIES	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	10.49	15100
101-336.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	5.97	15100
101-336.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	224.75	15083
101-336.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	041-130-706-0-3 - 73021	70603-73021	08/23/21	13.09	15083
101-336.000-933.000	MAINTENANCE - EQUIPMENT	JEFFERY'S SMALL ENGINE REPAIR	OF GENERATOR ON TRUCK	1114	08/23/21	189.99	15084
101-336.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	ANNUAL SERVICE TO ALL VEHICLES	17707	08/23/21	861.34	15076
101-336.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIVE	REPAIR TO VAN 4680 AIR CONDITIONING	17733	08/23/21	223.66	15076
101-336.000-962.000	MISCELLANEOUS	EMERGENCY SERVICES MAR	ANNUAL RENEWAL FOR PHONE NOTIFICATI	RADAMS	08/23/21	305.00	15072
Total For Dept 336.000 FIRE DEPARTMENT						1,922.09	
Dept 371.001 BUILDING INSPECTOR							
101-371.001-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	28.55	15089
101-371.001-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	282.23	15083
Total For Dept 371.001 BUILDING INSPECTOR						310.78	
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
101-441.000-715.000	FRINGE BENEFITS	MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	1,223.45	15089
101-441.000-751.000	GAS AND OIL	WEX BANK	MONTHLY FUEL CHARGES	73173644	08/23/21	973.26	1
101-441.000-751.000	GAS AND OIL	AALFS PETROLEUM INC.	JULY 2021 FUEL CHARGES	07312021	08/23/21	37.09	15039
101-441.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	339.93	15100
101-441.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST CABLE	8771 40 225 0126321 - 80421	0126321- 80421	08/23/21	231.67	15061
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	982.04	15083
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	040-773-565-0-1 - 73021	56501-73021	08/23/21	14.14	15083
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	046-217-606-0-4 BUCHANAN PARKS AND	606-0-472921	08/23/21	100.46	15083
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	042 915 386 0 3 LITTLE LEAGUE PARK	386-0-3 72921	08/23/21	13.09	15083
101-441.000-926.000	STREET LIGHTING	INDIANA MICHIGAN POWER	045-527-857-0-3 - 8221	85703-8221	08/23/21	1,036.01	15083
101-441.000-931.000	MAINTENANCE-BUILDINGS	CINTAS CORP.	SHOP RAGS AND RUGS	4091098721	08/23/21	80.93	15055
101-441.000-932.000	MAINTENANCE-GROUNDS	MENARDS	SPRINKLER HEADS	78875	08/23/21	131.64	15088
101-441.000-932.000	MAINTENANCE-GROUNDS	WELDY SALES AND SERVIC	BACKPACK BLOWER AND WEED EATER REPA	4481	08/23/21	424.20	15116
101-441.000-933.000	MAINTENANCE - EQUIPMENT	AUSRA KUBOTA, INC.	PARTS TO REBUILD THE REAR AXLE ON T	IN04735	08/23/21	1,727.62	15041
101-441.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	97.65	15081
101-441.000-962.000	MISCELLANEOUS	HONOR CREDIT UNION	6104 - ELECTRIC HOIST, CAPACITOR	6104 - 73121	08/23/21	40.00	15081
Total For Dept 441.000 DEPARTMENT OF PUBLIC WORKS						7,453.18	
Total For Fund 101 GENERAL						68,385.68	
Fund 107 DOWNTOWN DEVELOPMENT FUND							
Dept 435.000 FARMERS' MARKET							
107-435.000-707.000	MARKET MASTER FEES	ASHLEY HANSON	MARKET HOURS	0721	08/23/21	260.00	15040
107-435.000-707.000	MARKET MASTER FEES	ASHLEY HANSON	MARKET HOURS	821	08/23/21	260.00	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF BUCHANAN
 EXP CHECK RUN DATES 08/23/2021 - 08/23/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

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Fund 107 DOWNTOWN DEVELOPMENT FUND							
Dept 435.000 FARMERS' MARKET							
107-435.000-707.000	MARKET MASTER FEES	BETH CHUBB	MARKET REIMBURSEMENT	081021	08/23/21	24.49	15048
107-435.000-945.000	MEMBERSHIP & DUES	SOUTHWESTERN MICHIGAN	MEMBERSHIP DUES	3108	08/23/21	55.00	15106
Total For Dept 435.000 FARMERS' MARKET						599.49	
Total For Fund 107 DOWNTOWN DEVELOPMENT FUND						599.49	
Fund 202 MAJOR STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
202-463.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	473.00	15089
202-463.000-756.000	MISCELLANEOUS SUPPLIES	DORNBOS SIGN & SAFETY	FREIGHT	INV55909	08/23/21	11.46	15068
202-463.000-782.000	ROAD MAIN. MATERIAL & SUPPLIES	MILESTONE CONTRACTORS	COLD PATCH	56866	08/23/21	913.20	15091
202-463.000-818.000	CONTRACTUAL	SHERWIN INDUSTRIES, INC	CRACK FILL RUBBER - ROADSaver 221	SS089833	08/23/21	5,040.04	15105
Total For Dept 463.000 ROUTINE STREET MAINTENANCE						6,437.70	
Dept 468.000 TREE & SHRUB MAINTENANCE							
202-468.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	96.36	15089
Total For Dept 468.000 TREE & SHRUB MAINTENANCE						96.36	
Dept 469.000 DRAINAGE							
202-469.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	142.76	15089
Total For Dept 469.000 DRAINAGE						142.76	
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
202-474.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	142.76	15089
202-474.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	78.26	15083
Total For Dept 474.000 TRAFFIC SERVICES - MAINTENANCE						221.02	
Dept 478.000 WINTER MAINTENANCE							
202-478.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	264.11	15089
Total For Dept 478.000 WINTER MAINTENANCE						264.11	
Total For Fund 202 MAJOR STREETS						7,161.95	
Fund 203 LOCAL STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
203-463.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	446.00	15089
203-463.000-782.000	ROAD MAIN. MATERIAL & SUPPLIES	BIT-MAT PRODUCTS OF INDIANA	EMULSION	202107-0089	08/23/21	471.38	15051
Total For Dept 463.000 ROUTINE STREET MAINTENANCE						917.38	
Dept 469.000 DRAINAGE							
203-469.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	142.76	15089
Total For Dept 469.000 DRAINAGE						142.76	
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
203-474.000-715.000		MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	167.74	15089
Total For Dept 474.000 TRAFFIC SERVICES - MAINTENANCE						167.74	
Dept 478.000 WINTER MAINTENANCE							
203-478.000-715.000	FRINGE BENEFITS	MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	405.84	15089
Total For Dept 478.000 WINTER MAINTENANCE						405.84	
Total For Fund 203 LOCAL STREETS						1,633.72	
Fund 501 W & S MAINTENANCE & OPERATION							

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Fund 501 W & S MAINTENANCE & OPERATION							
Dept 590.000 SEWER MAINTENANCE & OPERATION							
501-590.000-715.000	FRINGE BENEFITS	MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	665.98	15089
501-590.000-730.000	POSTAGE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	54.00	15081
501-590.000-743.000	CHEMICALS	POLYDYNE, INC.	SLUDGE POLYMER	1561649	08/23/21	1,788.48	15097
501-590.000-743.000	CHEMICALS	PVS TECHNOLOGIES, INC.	FERROUS CHLORIDE	290229	08/23/21	2,562.32	15098
501-590.000-751.000	GAS AND OIL	AALFS PETROLEUM INC.	JULY 2021 FUEL CHARGES	07312021	08/23/21	204.12	15039
501-590.000-756.000	MISCELLANEOUS SUPPLIES	CINTAS CORPORATION	FIRST AID SUPPLIES	5071472228	08/23/21	47.04	15056
501-590.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	36.28	15100
501-590.000-757.000	LAB SUPPLIES	NORTH CENTRAL LABORATO	BODPILLOWS AND TSS FILTERS	456816	08/23/21	328.14	15093
501-590.000-757.000	LAB SUPPLIES	USA BLUE BOOK	ORP ROBE AND TNT 836	668298	08/23/21	210.43	15112
501-590.000-757.000	LAB SUPPLIES	USA BLUE BOOK	M-FC BROTH	671123	08/23/21	90.94	15112
501-590.000-768.000	UNIFORMS	BILL HOUSAND	UNIFORM REIMBURSEMENT	08062021	08/23/21	250.00	15050
501-590.000-818.000	CONTRACTUAL	ELEMENT MATERIALS TECH	QUARTERLY METALS TESTING	EFW275299IN	08/23/21	785.00	15071
501-590.000-818.000	CONTRACTUAL	NORTH SHORE ANALYTICAL	MERCURY ANALYSIS	13608	08/23/21	350.00	15094
501-590.000-818.000	CONTRACTUAL	PARRETT COMPANY	MONTHLY SERVICE	59690	08/23/21	258.73	15096
501-590.000-853.000	TELEPHONE, INTERNET, CABLE	UWC	PHONE EMERGENCY CALL OUT LINE -	57547-07012021	08/23/21	2.08	15113
501-590.000-870.000	OXIDATION DITCH BOND	CAPITAL ONE PUBLIC FUN	LOAN 101006746	7623260	08/23/21	220,860.00	15054
501-590.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	472.92	15083
501-590.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	042-884-056-0-0 TEMP SERVICE RIVER	056-0-0 72921	08/23/21	116.29	15083
501-590.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-513-561-0-0 WASTEWATER TREATMEN	561-0-0 72921	08/23/21	1,876.66	15083
501-590.000-921.000	UTILITIES	SEMCO ENERGY GAS COMPA	0158691.500 - 851621	0158691 - 81621	08/23/21	235.45	15104
501-590.000-931.000	MAINTENANCE-BUILDINGS	GRAINGER PARTS	LAB WORK MAT	9017387672	08/23/21	38.43	15078
501-590.000-931.000	MAINTENANCE-BUILDINGS	MENARDS	LED LIGHTS AND OUTLETS FOR SHOP	78626	08/23/21	166.45	15088
501-590.000-931.000	MAINTENANCE-BUILDINGS	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	29.25	15100
501-590.000-933.000	MAINTENANCE - EQUIPMENT	DUBOIS-COOPER ASSOCIAT	HEADWORKS EFFLUENT PUMP WEAR PLATE	1207293	08/23/21	907.00	15070
501-590.000-933.000	MAINTENANCE - EQUIPMENT	GRAINGER PARTS	NEW PLANT SPARE PARTS	9004709086	08/23/21	166.16	15078
501-590.000-933.000	MAINTENANCE - EQUIPMENT	GRAINGER PARTS	SEPTAGE DELIVERY TICKET BOX	9021892865	08/23/21	166.97	15078
501-590.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	23.00	15100
501-590.000-933.000	MAINTENANCE - EQUIPMENT	USA BLUE BOOK	HACH LDO PROBE CAP	671157	08/23/21	178.82	15112
501-590.000-933.000	MAINTENANCE - EQUIPMENT	USA BLUE BOOK	CHEMICAL FEED PUMPS	677243	08/23/21	1,384.21	15112
501-590.000-933.000	MAINTENANCE - EQUIPMENT	WELDY SALES AND SERVIC	POLE SAW CHAIN	4808	08/23/21	29.54	15116
501-590.000-936.000	SLUDGE REMOVAL	HONOR CREDIT UNION	6096 - ROLL OFF LINERS	6069 -73121	08/23/21	63.83	15081
501-590.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	27.90	15081
501-590.000-962.000	MISCELLANEOUS	SAFETY SERVICES INC.	NITRILE GLOVES	85540	08/23/21	534.95	15102
Total For Dept 590.000 SEWER MAINTENANCE & OPERAT						234,911.37	
Dept 591.000 WATER MAINTENANCE & OPERATION							
501-591.000-715.000	FRINGE BENEFITS	MICHIGAN MUNICIPAL WC	5000190-20	9577205	08/23/21	590.31	15089
501-591.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	PAPER TOWELS	183259362001	08/23/21	26.36	15095
501-591.000-730.000	POSTAGE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	54.00	15081
501-591.000-751.000	GAS AND OIL	AALFS PETROLEUM INC.	JULY 2021 FUEL CHARGES	07312021	08/23/21	282.43	15039
501-591.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	JULY CHARGES	073121	08/23/21	45.47	15100
501-591.000-768.000	UNIFORMS	CRAIG MILLER	UNIFORM REIMBURSEMENT	081621 - REIM	08/23/21	97.00	15063
501-591.000-818.000	CONTRACTUAL	CITY OF BRIDGMAN	BACTERIOLOGICAL TESTING OF WATER SA	00185	08/23/21	416.00	15057
501-591.000-818.000	CONTRACTUAL	EUROFINS EATON ANALYTI	PFAS SAMPLE ANALYSIS	S396006	08/23/21	350.00	15074
501-591.000-853.000	TELEPHONE, INTERNET, CABLE	COMCAST CABLE	8771 40 225 0110325 - 8121	0110325 - 8121	08/23/21	123.35	15061
501-591.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	045-704-809-0-7 832021	80907-832021	08/23/21	232.56	15083
501-591.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	044-548-140-0-7 - 73021	14007-73021	08/23/21	292.18	15083
501-591.000-921.000	UTILITIES	INDIANA MICHIGAN POWER	043-356-142-0-4 WATER DEPT. MONTHLY	142-0-4 72921	08/23/21	1,329.76	15083
501-591.000-931.000	WORK MATS	GRAINGER	WORK MATS FOR THE LAB	9016462328	08/23/21	227.51	15077
501-591.000-934.000	MAINT. - OFFICE EQUIPMENT	RADIO SHACK	COMMUNICATION CABLES	10376900	08/23/21	49.98	15099
501-591.000-937.000	METERS - HYDRANTS - FITTIN	FERGUSON WATERWORKS #1	REPAIRS	0246328	08/23/21	54.00	15075
501-591.000-937.000	METERS - HYDRANTS - FITTIN	FERGUSON WATERWORKS #1	REPAIRS	0246328-1	08/23/21	19.00	15075
501-591.000-937.000	METERS - HYDRANTS - FITTIN	FERGUSON WATERWORKS #1	REPAIRS	0246857	08/23/21	818.55	15075

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 501 W & S MAINTENANCE & OPERATION							
Dept 591.000 WATER MAINTENANCE & OPERATION							
501-591.000-938.000	MAINTENANCE - SYSTEM	ETNA SUPPLY CO.	BUFFALO BOXES TO REPLACE BROKEN BOX:	S104146033.001	08/23/21	1,088.19	15073
501-591.000-938.000	MAINTENANCE - SYSTEM	GRAINGER PARTS	2 CHLORINE CONTROL SWITCHES & 2 ETH:	9957629927	08/23/21	1,244.50	15078
501-591.000-938.000	MAINTENANCE - SYSTEM	INDEXX DISTRIBUTION	SAMPLE VESSELS FOR BACTI SAMPLING	3088372511	08/23/21	185.38	15082
501-591.000-939.000	SUSPENSION REPAIR ON WATER	GENE WESNER AUTOMOTIVE	SUSPENSION REPAIR ON WATER VAN	17749	08/23/21	430.91	15076
501-591.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	6054- 73121	6054- 73121	08/23/21	27.90	15081
Total For Dept 591.000 WATER MAINTENANCE & OPERAT						7,985.34	
Total For Fund 501 W & S MAINTENANCE & OPERATION						242,896.71	
Fund 588 DIAL-A-RIDE							
Dept 000.000							
588-000.000-912.000	FIRE & LIABILITY INSURANCE	MICHIGAN TRANSIT POOL	DAR LIABILITY INSURANCE	202110129	08/23/21	1,227.00	15090
Total For Dept 000.000						1,227.00	
Total For Fund 588 DIAL-A-RIDE						1,227.00	
Fund 701 TRUST AND AGENCY							
Dept 000.000							
701-000.000-250.008	POLICE 302 TRAINING FUNDS	VIRTUAL ACADEMY	VIRTUAL ONLINE TRAINING FULL CATALOG	VA6812	08/23/21	250.00	15115
701-000.000-250.065	NATIONAL NIGHT OUT	OFFICE DEPOT	NATIONAL NIGHT OUT	185364877001	08/23/21	279.62	15095
701-000.000-250.065	NATIONAL NIGHT OUT	TIM GANUS	REIMBURSEMENT FOR FOOD NATIONAL NI	8062021 REIMB.	08/23/21	50.00	15109
Total For Dept 000.000						579.62	
Total For Fund 701 TRUST AND AGENCY						579.62	
Fund 703 TAXES							
Dept 000.000							
703-000.000-214.016	DUE TO OTHER GOVT. UNITS	BERRIEN COUNTY TREASUR	TAX - 58-1500-0043-00-9	81321	08/23/21	50.30	15045
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	BERRIEN COUNTY TREASUR	SET & COUNTY GENERAL SUMMER	82321	08/23/21	617,703.44	15046
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	BERRIEN RESA	SUMMER TAX DISTRIBUTION	TX82321	08/23/21	136,667.06	15047
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	BUCHANAN COMMUNITY SCH	SUMMER TAX DISTRIBUTION	82321	08/23/21	580,960.75	15052
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	CITY OF BUCHANAN	SUMMER TAX DISTRIBUTION - ADM FEE &	82321 - ADMIN FEI	08/23/21	25,387.71	15058
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	CITY OF BUCHANAN	SUMMER TAXES	82321	08/23/21	1,015,979.80	15059
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	CORELOGIC REAL ESTATE	REIMBURSEMENT- SUMMER TAX OVERPAYME	ST081921	08/23/21	5,843.95	15062
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	DIAL-A-RIDE	SUMMER TAX DISTRIBUTION	82321	08/23/21	57,281.82	15066
703-000.000-700.006	DISBURSEMENTS - SUMMER TAX	LAKE MICHIGAN COLLEGE	SUMMER TAX DISTRIBUTION	82321	08/23/21	130,767.37	15087
Total For Dept 000.000						2,570,642.20	
Total For Fund 703 TAXES						2,570,642.20	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF BUCHANAN
 EXP CHECK RUN DATES 08/23/2021 - 08/23/2021
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL			68,385.68	
			Fund 107 DOWNTOWN DEVELOPMENT FUND			599.49	
			Fund 202 MAJOR STREETS			7,161.95	
			Fund 203 LOCAL STREETS			1,633.72	
			Fund 501 W & S MAINTENANCE & OPERATIO			242,896.71	
			Fund 588 DIAL-A-RIDE			1,227.00	
			Fund 701 TRUST AND AGENCY			579.62	
			Fund 703 TAXES			2,570,642.20	
Total For All Funds:						2,893,126.37	

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL							
08/23/2021	AP	15039*#	AALFS PETROLEUM INC.	GAS AND OIL	751.000	301.000	619.07
				GAS AND OIL	751.000	441.000	37.09
				CHECK AP 15039 TOTAL FOR FUND 101:			656.16
08/23/2021	AP	15041	AUSRA KUBOTA, INC.	MAINTENANCE - EQUIPMENT	933.000	441.000	1,727.62
08/23/2021	AP	15042	AYERS BASEMENT SYSTEMS	BUILDING PERMITS	477.000	000.000	200.50
08/23/2021	AP	15043	BAR WATER YOUR LOCAL CULLIGAN	MISCELLANEOUS SUPPLIES	756.000	276.000	29.00
08/23/2021	AP	15044	BEND OF THE RIVER CONSERVATION	TARGET RANGE & SUPPLIES	915.000	301.000	750.00
08/23/2021	AP	15049	BIG C LUMBER	MAINTENANCE-GROUNDS	932.000	276.000	342.45
08/23/2021	AP	15053	BUCHANAN DISTRICT LIBRARY	MISCELLANEOUS	962.000	172.000	2,050.00
08/23/2021	AP	15055	CINTAS CORP.	MAINTENANCE-BUILDINGS	931.000	441.000	80.93
08/23/2021	AP	15056*#	CINTAS CORPORATION	MISCELLANEOUS SUPPLIES	756.000	276.000	58.62
08/23/2021	AP	15060	CO-ALLIANCE	MISCELLANEOUS SUPPLIES	756.000	276.000	369.37
08/23/2021	AP	15061*#	COMCAST CABLE	TELEPHONE, INTERNET, CABLE	853.000	265.000	633.45
				MISCELLANEOUS	962.000	269.000	6.31
				TELEPHONE, INTERNET, CABLE	853.000	276.000	160.73
				TELEPHONE, INTERNET, CABLE	853.000	301.000	342.60
				TELEPHONE, INTERNET, CABLE	853.000	441.000	231.67
				CHECK AP 15061 TOTAL FOR FUND 101:			1,374.76
08/23/2021	AP	15064	CUSTOM COMPUTER COMPANY LLC	CONTRACTUAL	818.000	172.000	1,689.89
08/23/2021	AP	15065	DARCIE ROGERS	BUCHANAN REDBUD CITY CENTER	674.000	000.000	25.00
08/23/2021	AP	15067	DIGITAL ALLY	RADIO MAINTENANCE	851.000	301.000	20.00
08/23/2021	AP	15069	DPM EVENTS	PUBLIC RELATIONS	885.000	101.000	1,250.00
08/23/2021	AP	15072	EMERGENCY SERVICES MARKETING	MISCELLANEOUS	962.000	336.000	305.00
08/23/2021	AP	15076*#	GENE WESNER AUTOMOTIVE	MAINTENANCE - VEHICLE	939.000	301.000	

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL							
				MAINTENANCE - VEHICLE	939.000	301.000	522.61
				MAINTENANCE - VEHICLE	939.000	336.000	861.34
				MAINTENANCE - VEHICLE	939.000	336.000	223.66
				CHECK AP 15076 TOTAL FOR FUND 101:			<u>1,648.12</u>
08/23/2021	AP	15079	GREATER NILES CHAMBER OF	CONTRACTUAL	818.000	265.000	8,990.00
08/23/2021	AP	15080	GUY EDWARD LEWIS	FRINGE BENEFITS	715.000	172.000	33.90
08/23/2021	AP	15081*#	HONOR CREDIT UNION	POSTAGE	730.000	101.000	613.85
				POSTAGE	730.000	172.000	205.26
				POSTAGE	730.000	172.000	275.00
				MISCELLANEOUS	962.000	172.000	2,148.48
				CONFERENCES AND WORKSHOP	864.000	215.000	323.02
				CONFERENCES AND WORKSHOP	864.000	215.000	47.98
				POSTAGE	730.000	253.000	7.95
				BUILDING & GROUND MAINTENANCE	935.000	271.440	213.98
				MAINTENANCE - VEHICLE	939.000	276.000	41.85
				MISCELLANEOUS SUPPLIES	756.000	301.000	1,407.37
				COMMUNITY POLICING	886.000	301.000	191.00
				MAINTENANCE-BUILDINGS	931.000	301.000	27.29
				MAINTENANCE - VEHICLE	939.000	441.000	97.65
				MISCELLANEOUS	962.000	441.000	40.00
				CHECK AP 15081 TOTAL FOR FUND 101:			<u>5,640.68</u>
08/23/2021	AP	15083*#	INDIANA MICHIGAN POWER COMPANY	UTILITIES	921.000	265.000	1,518.37
				UTILITIES	921.000	269.000	20.45
				UTILITIES	921.000	269.000	129.26
				UTILITIES	921.000	269.000	19.33
				UTILITIES	921.000	271.430	37.42
				UTILITIES	921.000	271.430	7.95
				UTILITIES	921.000	271.435	7.95
				UTILITIES	921.000	301.000	769.94
				UTILITIES	921.000	301.000	314.44
				UTILITIES	921.000	336.000	224.75
				UTILITIES	921.000	336.000	13.09

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL							
				UTILITIES	921.000	371.001	282.23
				UTILITIES	921.000	441.000	100.46
				UTILITIES	921.000	441.000	13.09
				UTILITIES	921.000	441.000	666.60
				UTILITIES	921.000	441.000	315.44
				UTILITIES	921.000	441.000	14.14
				STREET LIGHTING	926.000	441.000	1,036.01
				CHECK AP 15083 TOTAL FOR FUND 101:			<u>5,490.92</u>
08/23/2021	AP	15084	JEFFERY'S SMALL ENGINE REPAIR	MAINTENANCE - EQUIPMENT	933.000	336.000	189.99
08/23/2021	AP	15085	KELLY L CLARK	CONTRACTUAL	818.000	265.000	495.00
08/23/2021	AP	15086	KOTZ, SANGSTER, WYSOCKI	LEGAL FEES	826.000	172.000	1,677.00
				LEGAL FEES	826.000	172.000	365.50
				LEGAL FEES	826.000	172.000	2,666.00
				LEGAL FEES	826.000	172.000	193.50
				LEGAL FEES	826.000	172.000	365.50
				LEGAL FEES	826.000	172.000	1,763.00
				LEGAL FEES	826.000	172.000	6,450.00
				LEGAL FEES	826.000	172.000	3,139.00
				LEGAL FEES	826.000	172.000	6,170.50
				LEGAL FEES	826.000	172.000	97.50
				CHECK AP 15086 TOTAL FOR FUND 101:			<u>22,887.50</u>
08/23/2021	AP	15088*#	MENARDS	MAINTENANCE-GROUNDS	932.000	441.000	131.64
08/23/2021	AP	15089*#	MICHIGAN MUNICIPAL WC FUND		715.000	209.000	21.41
					715.000	215.000	21.41
					715.000	253.000	42.11
				FRINGE BENEFITS	715.000	276.000	421.84
					706.001	301.000	1,753.81
				FRINGE BENEFITS	715.000	336.000	87.80
					715.000	371.001	28.55
				FRINGE BENEFITS	715.000	441.000	1,223.45
				CHECK AP 15089 TOTAL FOR FUND 101:			<u>3,600.00</u>

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL							
08/23/2021	AP	15092	NATIONAL ASSOCIATION OF TOWN	COMMUNITY POLICING	886.000	301.000	271.60
08/23/2021	AP	15095*#	OFFICE DEPOT	MISCELLANEOUS SUPPLIES	756.000	265.000	31.04
				OFFICE SUPPLIES	728.000	301.000	62.43
				OFFICE SUPPLIES	728.000	301.000	67.62
				CHECK AP 15095 TOTAL FOR FUND 101:			161.09
08/23/2021	AP	15096*#	PARRETT COMPANY	CONTRACTUAL	818.000	265.000	26.18
				MAINT. - OFFICE EQUIPMENT	934.000	265.000	604.62
				CONTRACTUAL	818.000	301.000	36.68
				CHECK AP 15096 TOTAL FOR FUND 101:			667.48
08/23/2021	AP	15100*#	REDBUD HARDWARE	MISCELLANEOUS SUPPLIES	756.000	276.000	211.08
				MAINTENANCE-GROUNDS	932.000	276.000	37.74
				MAINTENANCE - EQUIPMENT	933.000	276.000	32.48
				MISCELLANEOUS SUPPLIES	756.000	301.000	48.72
				MISCELLANEOUS SUPPLIES	756.000	301.000	2.00
				OFFICE SUPPLIES	728.000	336.000	10.49
				MISCELLANEOUS SUPPLIES	756.000	336.000	5.97
				MISCELLANEOUS SUPPLIES	756.000	441.000	35.27
				MISCELLANEOUS SUPPLIES	756.000	441.000	77.62
				MISCELLANEOUS SUPPLIES	756.000	441.000	144.58
				MISCELLANEOUS SUPPLIES	756.000	441.000	82.46
				CHECK AP 15100 TOTAL FOR FUND 101:			688.41
08/23/2021	AP	15101	ROSE PEST SOLUTIONS	CONTRACTUAL	818.000	269.000	44.00
08/23/2021	AP	15103	SARAH BLUMKA	MISCELLANEOUS	962.000	269.000	50.00
08/23/2021	AP	15106*#	SOUTHWESTERN MICHIGAN TOURIST	MEMBERSHIP AND DUES	831.000	172.000	55.00
08/23/2021	AP	15107	SPECTRUM HEALTH	OFFICE SUPPLIES	728.000	301.000	37.00
08/23/2021	AP	15108	STAR UNIFORM	UNIFORMS	768.000	301.000	143.98
				CONTRACTUAL	818.000	301.000	32.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL							
				CONTRACTUAL	818.000	301.000	180.97
				CHECK AP 15108 TOTAL FOR FUND 101:			<u>356.95</u>
08/23/2021	AP	15110	TINA SPURLOCK	MAINTENANCE-BUILDINGS	931.000	301.000	120.00
				MAINTENANCE-BUILDINGS	931.000	301.000	112.50
				CHECK AP 15110 TOTAL FOR FUND 101:			<u>232.50</u>
08/23/2021	AP	15111	TRUGREEN PROCESSING CENTER	CONTRACTUAL	818.000	276.000	60.00
08/23/2021	AP	15114	VERIZON WIRELESS	CONTRACTUAL	818.000	301.000	160.14
08/23/2021	AP	15115*#	VIRTUAL ACADEMY	EDUCATION AND TRAINING	960.000	301.000	200.00
08/23/2021	AP	15116*#	WELDY SALES AND SERVICE	MAINTENANCE-GROUNDS	932.000	441.000	424.20
				Total for fund 101 GENERAL			63,445.80

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CHECK DISBURSEMENT REPORT FOR CITY OF BUCHANAN
CHECK DATE FROM 08/23/2021 - 08/23/2021

Page

Item VII. B.

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 107 DOWNTOWN DEVELOPMENT FUND							
08/23/2021	AP	15040	ASHLEY HANSON	MARKET MASTER FEES	707.000	435.000	260.00
				MARKET MASTER FEES	707.000	435.000	260.00
				CHECK AP 15040 TOTAL FOR FUND 107:			<u>520.00</u>
08/23/2021	AP	15048	BETH CHUBB	MARKET MASTER FEES	707.000	435.000	24.49
08/23/2021	AP	15106*#	SOUTHWESTERN MICHIGAN TOURIST	MEMBERSHIP & DUES	945.000	435.000	55.00
				Total for fund 107 DOWNTOWN DEVELOPMENT FUND			599.49

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CHECK DISBURSEMENT REPORT FOR CITY OF BUCHANAN
 CHECK DATE FROM 08/23/2021 - 08/23/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREETS							
08/23/2021	AP	15068	DORNBOS SIGN & SAFETY INC	MISCELLANEOUS SUPPLIES	756.000	463.000	11.46
08/23/2021	AP	15083*#	INDIANA MICHIGAN POWER COMPANY	UTILITIES	921.000	474.000	78.26
08/23/2021	AP	15089*#	MICHIGAN MUNICIPAL WC FUND		715.000	463.000	473.00
					715.000	468.000	96.36
					715.000	469.000	142.76
					715.000	474.000	142.76
					715.000	478.000	264.11
				CHECK AP 15089 TOTAL FOR FUND 202:			<u>1,118.99</u>
08/23/2021	AP	15091	MILESTONE CONTRACTORS NORTH, INC	ROAD MAIN. MATERIAL & SUPPLIES	782.000	463.000	913.20
08/23/2021	AP	15105	SHERWIN INDUSTRIES, INC.	CONTRACTUAL	818.000	463.000	5,040.04
				Total for fund 202 MAJOR STREETS			7,161.95

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CHECK DISBURSEMENT REPORT FOR CITY OF BUCHANAN
 CHECK DATE FROM 08/23/2021 - 08/23/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREETS							
08/23/2021	AP	15051	BIT-MAT PRODUCTS OF INDIANA	ROAD MAIN. MATERIAL & SUPPLIES	782.000	463.000	471.38
08/23/2021	AP	15089*#	MICHIGAN MUNICIPAL WC FUND		715.000	463.000	446.00
					715.000	469.000	142.76
					715.000	474.000	167.74
				FRINGE BENEFITS	715.000	478.000	142.76
					715.000	478.000	263.08
				CHECK AP 15089 TOTAL FOR FUND 203:			<u>1,162.34</u>
				Total for fund 203 LOCAL STREETS			1,633.72

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 501 W & S MAINTENANCE & OPERATION							
08/23/2021	AP	15039*#	AALFS PETROLEUM INC.	GAS AND OIL	751.000	590.000	204.12
				GAS AND OIL	751.000	591.000	282.43
				CHECK AP 15039 TOTAL FOR FUND 501:			486.55
08/23/2021	AP	15050	BILL HOUSAND	UNIFORMS	768.000	590.000	250.00
08/23/2021	AP	15054	CAPITAL ONE PUBLIC FUNDING	OXIDATION DITCH BOND	870.000	590.000	220,860.00
08/23/2021	AP	15056*#	CINTAS CORPORATION	MISCELLANEOUS SUPPLIES	756.000	590.000	47.04
08/23/2021	AP	15057	CITY OF BRIDGMAN	CONTRACTUAL	818.000	591.000	416.00
08/23/2021	AP	15061*#	COMCAST CABLE	TELEPHONE, INTERNET, CABLE	853.000	591.000	123.35
08/23/2021	AP	15063	CRAIG MILLER	UNIFORMS	768.000	591.000	97.00
08/23/2021	AP	15070	DUBOIS-COOPER ASSOCIATES	MAINTENANCE - EQUIPMENT	933.000	590.000	907.00
08/23/2021	AP	15071	ELEMENT MATERIALS TECHNOLOGY	CONTRACTUAL	818.000	590.000	785.00
08/23/2021	AP	15073	ETNA SUPPLY CO.	MAINTENANCE - SYSTEM	938.000	591.000	1,088.19
08/23/2021	AP	15074	EUROFINS EATON ANALYTICAL.	CONTRACTUAL	818.000	591.000	350.00
08/23/2021	AP	15075	FERGUSON WATERWORKS #1934	METERS - HYDRANTS - FITTINGS	937.000	591.000	54.00
				METERS - HYDRANTS - FITTINGS	937.000	591.000	19.00
				METERS - HYDRANTS - FITTINGS	937.000	591.000	818.55
				CHECK AP 15075 TOTAL FOR FUND 501:			891.55
08/23/2021	AP	15076*#	GENE WESNER AUTOMOTIVE	SUSPENSION REPAIR ON WATER VAN	939.000	591.000	430.91
08/23/2021	AP	15077	GRAINGER	WORK MATS	931.000	591.000	227.51
08/23/2021	AP	15078#	GRAINGER PARTS	MAINTENANCE-BUILDINGS	931.000	590.000	38.43
				MAINTENANCE - EQUIPMENT	933.000	590.000	166.16
				MAINTENANCE - EQUIPMENT	933.000	590.000	166.97
				MAINTENANCE - SYSTEM	938.000	591.000	1,244.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 501 W & S MAINTENANCE & OPERATION				CHECK AP 15078 TOTAL FOR FUND 501:			1,616.06
08/23/2021	AP	15081*#	HONOR CREDIT UNION	POSTAGE	730.000	590.000	54.00
				SLUDGE REMOVAL	936.000	590.000	63.83
				MAINTENANCE - VEHICLE	939.000	590.000	27.90
				POSTAGE	730.000	591.000	54.00
				MAINTENANCE - VEHICLE	939.000	591.000	27.90
				CHECK AP 15081 TOTAL FOR FUND 501:			227.63
08/23/2021	AP	15082	INDEXX DISTRIBUTION	MAINTENANCE - SYSTEM	938.000	591.000	185.38
08/23/2021	AP	15083*#	INDIANA MICHIGAN POWER COMPANY	UTILITIES	921.000	590.000	116.29
				UTILITIES	921.000	590.000	1,876.66
				UTILITIES	921.000	590.000	472.92
				UTILITIES	921.000	591.000	1,329.76
				UTILITIES	921.000	591.000	232.56
				UTILITIES	921.000	591.000	292.18
				CHECK AP 15083 TOTAL FOR FUND 501:			4,320.37
08/23/2021	AP	15088*#	MENARDS	MAINTENANCE-BUILDINGS	931.000	590.000	166.45
08/23/2021	AP	15089*#	MICHIGAN MUNICIPAL WC FUND	FRINGE BENEFITS	715.000	590.000	665.98
				FRINGE BENEFITS	715.000	591.000	590.31
				CHECK AP 15089 TOTAL FOR FUND 501:			1,256.29
08/23/2021	AP	15093	NORTH CENTRAL LABORATORIES	LAB SUPPLIES	757.000	590.000	328.14
08/23/2021	AP	15094	NORTH SHORE ANALYTICAL	CONTRACTUAL	818.000	590.000	350.00
08/23/2021	AP	15095*#	OFFICE DEPOT	OFFICE SUPPLIES	728.000	591.000	26.36
08/23/2021	AP	15096*#	PARRETT COMPANY	CONTRACTUAL	818.000	590.000	258.73
08/23/2021	AP	15097	POLYDYNE, INC.	CHEMICALS	743.000	590.000	1,788.48
08/23/2021	AP	15098	PVS TECHNOLOGIES, INC.	CHEMICALS	743.000	590.000	2,500.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 501 W & S MAINTENANCE & OPERATION							
08/23/2021	AP	15099	RADIO SHACK	MAINT. - OFFICE EQUIPMENT	934.000	591.000	49.98
08/23/2021	AP	15100*#	REDBUD HARDWARE	MISCELLANEOUS SUPPLIES	756.000	590.000	36.28
				MAINTENANCE-BUILDINGS	931.000	590.000	29.25
				MAINTENANCE - EQUIPMENT	933.000	590.000	23.00
				MISCELLANEOUS SUPPLIES	756.000	591.000	45.47
				CHECK AP 15100 TOTAL FOR FUND 501:			<u>134.00</u>
08/23/2021	AP	15102	SAFETY SERVICES INC.	MISCELLANEOUS	962.000	590.000	534.95
08/23/2021	AP	15104	SEMCO ENERGY GAS COMPANY	UTILITIES	921.000	590.000	235.45
08/23/2021	AP	15112	USA BLUE BOOK	LAB SUPPLIES	757.000	590.000	210.43
				LAB SUPPLIES	757.000	590.000	90.94
				MAINTENANCE - EQUIPMENT	933.000	590.000	178.82
				MAINTENANCE - EQUIPMENT	933.000	590.000	1,384.21
				CHECK AP 15112 TOTAL FOR FUND 501:			<u>1,864.40</u>
08/23/2021	AP	15113	UWC	TELEPHONE, INTERNET, CABLE	853.000	590.000	2.08
08/23/2021	AP	15116*#	WELDY SALES AND SERVICE	MAINTENANCE - EQUIPMENT	933.000	590.000	29.54
				Total for fund 501 W & S MAINTENANCE & OPERATION			242,896.71

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CHECK DISBURSEMENT REPORT FOR CITY OF BUCHANAN
CHECK DATE FROM 08/23/2021 - 08/23/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 588 DIAL-A-RIDE							
08/23/2021	AP	15090	MICHIGAN TRANSIT POOL	FIRE & LIABILITY INSURANCE	912.000	000.000	1,227.00
Total for fund 588 DIAL-A-RIDE							1,227.00

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DB: Buchanan

CHECK DISBURSEMENT REPORT FOR CITY OF BUCHANAN
CHECK DATE FROM 08/23/2021 - 08/23/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 701 TRUST AND AGENCY							
08/23/2021	AP	15095*#	OFFICE DEPOT	NATIONAL NIGHT OUT	250.065	000.000	279.62
08/23/2021	AP	15109	TIM GANUS	NATIONAL NIGHT OUT	250.065	000.000	50.00
08/23/2021	AP	15115*#	VIRTUAL ACADEMY	POLICE 302 TRAINING FUNDS	250.008	000.000	250.00
Total for fund 701 TRUST AND AGENCY							579.62

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAXES							
08/23/2021	AP	15045	BERRIEN COUNTY TREASURER	DUE TO OTHER GOVT. UNITS	214.016	000.000	50.30
08/23/2021	AP	15046	BERRIEN COUNTY TREASURER	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	617,703.44
08/23/2021	AP	15047	BERRIEN RESA	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	136,667.06
08/23/2021	AP	15052	BUCHANAN COMMUNITY SCHOOLS	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	580,960.75
08/23/2021	AP	15058	CITY OF BUCHANAN	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	25,387.71
08/23/2021	AP	15059	CITY OF BUCHANAN	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	1,015,979.80
08/23/2021	AP	15062	CORELOGIC REAL ESTATE SERVICE	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	5,843.95
08/23/2021	AP	15066	DIAL-A-RIDE	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	57,281.82
08/23/2021	AP	15087	LAKE MICHIGAN COLLEGE	DISBURSEMENTS - SUMMER TAXES	700.006	000.000	130,767.37
Total for fund 703 TAXES							2,570,642.20
TOTAL - ALL FUNDS							2,888,186.49

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



BANNER PLACEMENT REQUEST FORM
CITY OF BUCHANAN

PLEASE CHECK ONE:

checkbox

Large Horizontal Banner
(no larger than 3' x 20', no smaller than 2' x 20')

checkbox with X

Small Vertical Banner
(24" x 38 3/8")

BANNER INFORMATION:

Contact Person:

April Jonatzke

Organization:

BHS-Seniorz Banner

Address:

210 Cecil St.

Daytime Phone:

941-527-9367

Email:

april.jonatzke@gmail.com

Preferred Banner Placement Dates -

From:

Sept 6 (mon)

To:

Nov 1st (mon)

Preferred Banner Location (Large Banner ONLY)

checkbox with X

E. Front St. (downtown)

checkbox

103 S. Redbud Tr.

(Placement Date and Location are NOT Guaranteed)

checkbox with X

Banner(s) provided by applicant

checkbox

Banner in City storage; location (if known):

Briefly describe the purpose of the banner:

FALL seniors - Band, Football, Soccer, Volleyball, XCC, Tennis, Equestrian

What does/will the banner say?

Seniorz Name/School Seniorz Pic.

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

OFFICE USE ONLY

Date Received:

Fee Paid:

Staff Member:

Approved/Denied:

City Commission Date:

Delivered to:

checkbox

Cemetery

checkbox

DPW

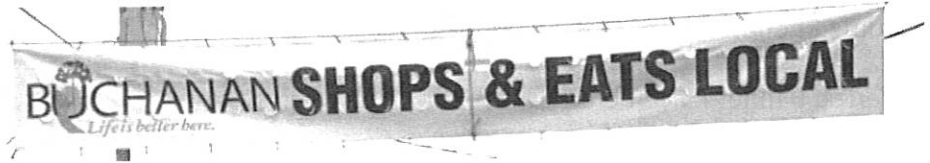
Date:

RULES & POLICIES:

1. 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.
2. The City of Buchanan reserves the right to remove or place banners for purposes that serve the public good.
3. 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 at any time.
4. The banner placement request 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. As such:
 - o The banner placement request 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; AND
 - o Preferred placement date must be **at least** one week following Commission approval to allow for staff scheduling
 - o Additional lead time is suggested for Small Vertical Banners due to increasing demand
5. Banners intended for re-use may be stored by the City through special arrangements given sufficient storage.
6. The City is not responsible for any subsequent damage to the banners for any reason

Large Horizontal Banner:

1. A large banner may be no larger than 3' x 20' and no smaller than 2' x 20'.
2. A banner must have wind release or wind vents.
3. There will be a maximum time period of two weeks for banner display.
4. The City charges a \$10.00 placement fee and a \$10.00 removal fee for a total of **\$20.00 per banner** that must accompany each request form.



Small Vertical Banner

1. An individual banner must be – 24" x 38 3/8"
 - a. 2 (two) sided vinyl banner
 - b. 2 (two) grommets slip over pole style
 - c. Top and bottom tube size 3 1/4 "
2. The City must have a single point of contact (applicant) per organization, per event/season, who will submit the banner placement request form, placement fees, and prepared banners to the City.
3. The applicant will be responsible for retrieving banners once removed. Banners not picked up from City Hall after 2 (two) weeks following notification will be disposed of by the City.
4. Any complaints or grievance regarding the inclusion/exclusion of banners, placement, etc. will be the responsibility of the applicant.
5. Banners are to be placed on available hardware on the decorative light poles. If more banners than hardware exist, a rotation scheduled is suggested. If additional hardware must be installed to accommodate simultaneous hanging of more banners than can currently be accommodated, the organization will purchase the required hardware and the City will install the hardware.
6. Banners will be placed randomly. No location preferences will be entertained.
7. The City will put up and take down banners for a \$10.00 fee **per banner**. Any unscheduled banner placement or take down will be an **additional \$10.00 fee per banner**.



I hereby certify that I have read and agree to the rules and policies above.

Signature: _____

April J. Matzke

Date: _____

8/12/21



ACTIVITY BRIEFING MATERIALS FOR CITY COMMISSION MONDAY, AUGUST 23, 2021

NOT required to be reviewed prior to meetings.

These materials are submitted for informational purposes only and may be read at your leisure.

I. City Clerk - Activity Report

- [A.](#) Cemetery Activity Report - August 9-20
- [B.](#) City Clerk's Activity Report
- C. Community Development Activity Report - No Report
- [D.](#) Police Department Offense Count Report/Call Log
- [E.](#) Treasurer Activity Report
- [F.](#) Wastewater Treatment Plant Activity Report
- [G.](#) Water Department Activity Report

Sincerely,

Heather K. Grace

City Manager

PREPARED BY: KLAY WEAVER - SEXTON

PREPARED ON: AUGUST 18th, 2021

SUBJECT: CEMETERY ACTIVITY REPORT – DATE OF AUGUST 9TH THRU AUGUST 20TH

BACKGROUND:

- Cemetery trash & in-town trash runs
 - In-town mow list/parks
 - Brush & bag runs
 - Cemetery mowing & line trimming - 45 acres
 - Blow off all cemetery roads
 - 3 burials
 - Cleaned out truck barn
 - Serviced Cement Mixer
 - Cut down trees @ 602 E Smith & 431 Moccasin
 - Cut down 4 stalks @ Smith, Lake, Berrien, Ryneerson
 - Raised manhole behind Jesses Law Office
 - Picked up storm damage after storm went through
 - Flag pole project @ City Hall & Install
 - Started paint spraying around schools – Cross walks & yellow no parking
 - Fixed banner for Jerry Flenar on Redbud
 - Cut back boat launch road
 - Sold multiple spaces & pre-pays
 - Trimmed Trees @ 5 locations – Vision Obstruction
 - Pulled weeds @ entrances & middle of Vet Circle
 - Mow/Line trim Veteran Circle
-
- Not an all inclusive list

PREPARED BY: Barbara Pitcher
PREPARED ON: August 18, 2021
SUBJECT: City Clerk's Activity Report

BACKGROUND:**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:

- 8/9/21 – Special Work Session of the Joint City Commission and Planning Commission
- 8/9/21 – City Commission Meeting
- 8/10/21 – Special Meeting Design Review Committee
- 8/10/21 – Planning Commission Meeting
- 8/16/21 – Special Meeting of the Cit Commission

Created Agendas for:

- 8/11/21 – Buchanan Area Recreation Board (rescheduled)
- 8/19/21 – Friend of McCoy's Creek Trail

Other Meetings:

- 8/17/21 – City Hall Staff meeting
- 8/17/21 – Municode Meeting Manager Development Meeting

	<u>As of 8/18/21</u>	<u>YTD</u>
• Resolution	6	27
• Ordinance	0	1
• Proclamation	0	1

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. Often, the Clerk creates graphics and content for both the website and social media.

Postings*

	<u>As of 8/18/21</u>	<u>YTD</u>
• Bulletin Board	8	73
• Website	25	193
• Facebook		
○ Original Content		117
○ Shares w/ Additional Content	1	92
○ Shares w/o Additional Content	3	317

**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 8/18/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	6	98
• Phone Inquiries	23	331
• Facebook Messages	8	85
• Email	2	66
• In Person	7	47

FOIA Requests

	<u>As of 8/18/21</u>	<u>YTD</u>
• Open Requests	1	1
• Closed Requests	1	22

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 8/18/21</u>	<u>YTD</u>
• Notary	4	29
• Certification		15
• Oath of Office		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 8/18/21</u>	<u>YTD</u>
• Attestations		15
• Permitting Approvals		0

Deputy Zoning Administrator/Deputy Project Director

As of June 8, 2021, the Clerk assumed the role of Deputy Zoning Administrator and Deputy Planning Director.

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.

Until Pontem is installed in the Sexton's office, the Sexton needs to contact the Clerk to verify information on a regular basis, causing delays for the Sexton and unnecessary interruptions for the Clerk.

	<u>As of 8/18/21</u>	<u>YTD</u>
• Phone Inquiries		20
• Email Inquiries – Response/Routing		10
• In-person Inquiries		5
• Internal Inquiries	5	9
• Deed – Initial Issue (#of Deeds/# of Spaces)*		22/38
• Deed – Transfer Paperwork	1	2

*Deeds may include any number of grave spaces. While a single deed is produced for all spaces, the data input requires almost the identical information for each space. Therefore, a deed with 4 spaces is nearly the equivalent workload as producing 4 deeds rather than one.

Municode Meeting Management

The Clerk met with the Municode representative to discuss user account access and permission for staff and board members. Training should be starting in the next several weeks so boards will have the capability to create their own agendas and minutes in the system which will eventually publish direct to our website and send notices to those who have subscribed to receive them. Additionally, the Municode representative was confident enough in the Clerk's understanding of the system to grant access to modify meeting templates rather than submitting a change request to the representative which will expedite the process when meeting templates are periodically adjusted.

PREPARED BY: Diana Selir
PREPARED ON: August
 (Time frame 8/4/21 through 8/17/2021)
SUBJECT: Police Department Offense Count Report/Call Log

Description	Total of call type
Sex Offenses	0
Parental Kidnapping	0
Larceny	3
Larceny – Theft from Motor Vehicle	0
Fraud	1
UDAA (Motor Vehicle Theft)	0
Aggravated Assault	1
Non-Aggravated/Domestic Violence	2
Family/Other	3
Burglary/Unlawful Entry	0
Intimidation/Stalking	0
Forgery/Counterfeiting	0
Retail Fraud Complaint	0
Damage to Property	0
Liquor Violations	0
Obstruction/Warrant Arrest	3
Disorderly Conduct	0
Weapons Offense	1
Public Peace / Other	2
OUIL	0
Driving Law Violations	5
Health and Safety	1
Trespass	0
Juvenile Complaints	3
Animal Cruelty	0
Private Property Damage/PI accidents	4
Abandoned Vehicle	1
Property Checks	1
Alarms	7
Civil	3
Suspicious Situations	7
Lost/Found Property	1
Natural Death	1
Suicide	0
Medical Assist	12
General Assist	34
Ordinance Violations	1
Missing Person	0
VCSA	0

Total: 87

PREPARED BY: Stephanie Powers

PREPARED ON: 8/04/2021

SUBJECT: AB

8/4/2021:

- Attempted to provide Audrey of BS&A information on Accounts Receivable.
- It was necessary to reach out to Fund Balance to close the previous fiscal year in order to facilitate the final data extraction for BS&A.
- The Bookkeeper was able to close the year and post to CR, AP, AR and GL.
- Attended the Bi-monthly County Treasurers meeting in Stevensville. Discussions included the Homeowner's Assistance Fund Guidelines that will be issued for delinquent utilities in 3rd quarter 2021. The fund will be retroactive to January 2020. There is no set date yet. Grant money is available for delinquent property taxes, utilities and emergency rental assistance for renters and landlords through the Southwest Michigan Community Action Agency. I gave the Clerk/Cashier all pertinent contact information. There will be 103 parcels up for auction in August. The auction is online only. Bids may be placed now. The buildings are in condemned/rough shape. Information was given on the upcoming migration to print tax bills and reports
- Much discussion on the BS&A transition.
- Deposited checks and made deposit at the bank.
- Completed Activity Briefing due today.
- Compiled current Treasurer Reports to the best of my ability under the current circumstances.

8/5/2021

- Attended the BS&A Cash Receipting module overview.
- Assisted the bookkeeper with various Accounts Payable issues.
- Reviewed documents needed for the transition to Invoice Cloud. Responded with the requested banking information.
- Assisted employees with direct deposit forms.
- Completed bank deposits and processed checks.
- Answered questions regarding summer property taxes and trash disposal.

8/6/2021

- Spent the day with Rhonda Hildebrandt of Plante Moran. Compared Fiscal Year End in the system to the audit report. Communicated with Audrey of BS&A in regards to prior year journal postings to bring the accounting up to date in the new system. Reviewed taxes paid to Buchanan TWP on an annual and quarterly basis. Rhonda assisted with my questions on the quarterly assessment charge, the FAPCO 425 Agreement and the annual 1.7% Revenue Replacement Charges. Finished with printing Brownfield tax reports in BS&A for the tax reimbursement checks.
- Signed AP checks for Monday's meeting.
- Processed daily banking.

8/9/2021

- Assisted Audrey of BS&A with reports needed to verify the data conversion.
- Spoke with Dawn from the County regarding linking Cash Receipts and the Tax module. Dawn is advising against this for various reasons. It's much more complicated to process this way. Dawn will be unable to help us with errors or glitches in the system. The formatting is an issue and has to be correct or it will cause duplicate payments and glitches that will be difficult to correct. When cash receipts is linked to the county tax module, you can't update your BS&A modules until the County is updated to the same version or there will be a glitch in the system. We must use a private VPN tunnel to link and this has to be set up between IT and the County. We can always link the systems in the future if we decide to.
- Made sure that the computer and new cash receipting equipment was set for use.
- Spent much time providing documentation on invoices requested to be paid from City Commission. AT&T tablets, Andrews University Planning and Design Study and the Southwest Michigan Planning Commissions invoice for the Master Plan.
- Made Bank deposits
- Assisted with the transition to the new cash receipts module. Counted cash and verified drawer and petty cash banks.
- Continue with Honor Credit Union bank reconciliations.
- Attended City Commission meeting.

8/10/2021

- Last day to pay property taxes without penalty. Front counter extremely busy. The City took in just under \$900,000.00 today.
- BS&A training on Accounts Receivables, General Ledger & Payroll continues.
- Requested limits be changed for the Remote Check Deposit process.
- Requested and processed bank transfers at Honor Credit Union.
-

8/11/2021

- Much time spent resolving issues with Honor, Magic Wrighter and BS&A payroll in order to process Direct Deposits on payday.
- BS&A training on Accounts Receivables, General Ledger & Payroll continues.
- Continue to process paperwork for Invoice Cloud.

8/12/2021

- Today was Kristina Bellaire's last day. Small going away party.
- BS&A training on Accounts Receivables, General Ledger & Payroll continues.

8/13/2021

- Trained with Rhonda from Plante Moran all day.
- Went over banking in the new system.
- Discussed the Brownfields. Need more information. Possibly from our Assessor.
- Started to prepare the Tax reimbursements. This is on hold pending information on the Brownfields.
- Went over discrepancies in the Trail Financial Statements.

8/16/2021

- Contacted United Federal Credit Union for information on the Edgewater Bank lease payments. Tried to confirm when United started making the payments. Research is still being conducted on this matter.

- Confirmed with Marcia that the new AFSCME salary spreadsheet is correct before forwarding to Heather for Commissioner Downey.
- Prepared order form for the membership and Remembering Buchanan calendars for the Buchanan District Library.
- Worked on the paperwork for the Invoice Cloud set up.
- Made make deposits.
- Processed Check deposits.
- Worked on amending and updating the Trail reports for Thursday, August 19th.

8/17/2021

- Much discussion with BS&A regarding the pooled accounts.
- Spoke with the Assessor regarding the expiration of the Brownfield Properties. More information is needed and research is ongoing. The Brownfields may have expired, this has delayed the next tax disbursement.
- Trained with Audrey on Accounts Receivable/Miscellaneous Receivables. Set up customers and customer fields. Learned how to create an invoice in BS&A.
- Work continues amending and updating the Trail reports for this Thursday.

PREPARED BY: Bill Housand

PREPARED ON: 8/17/2021

SUBJECT: WWTP
Activity Report

BACKGROUND:

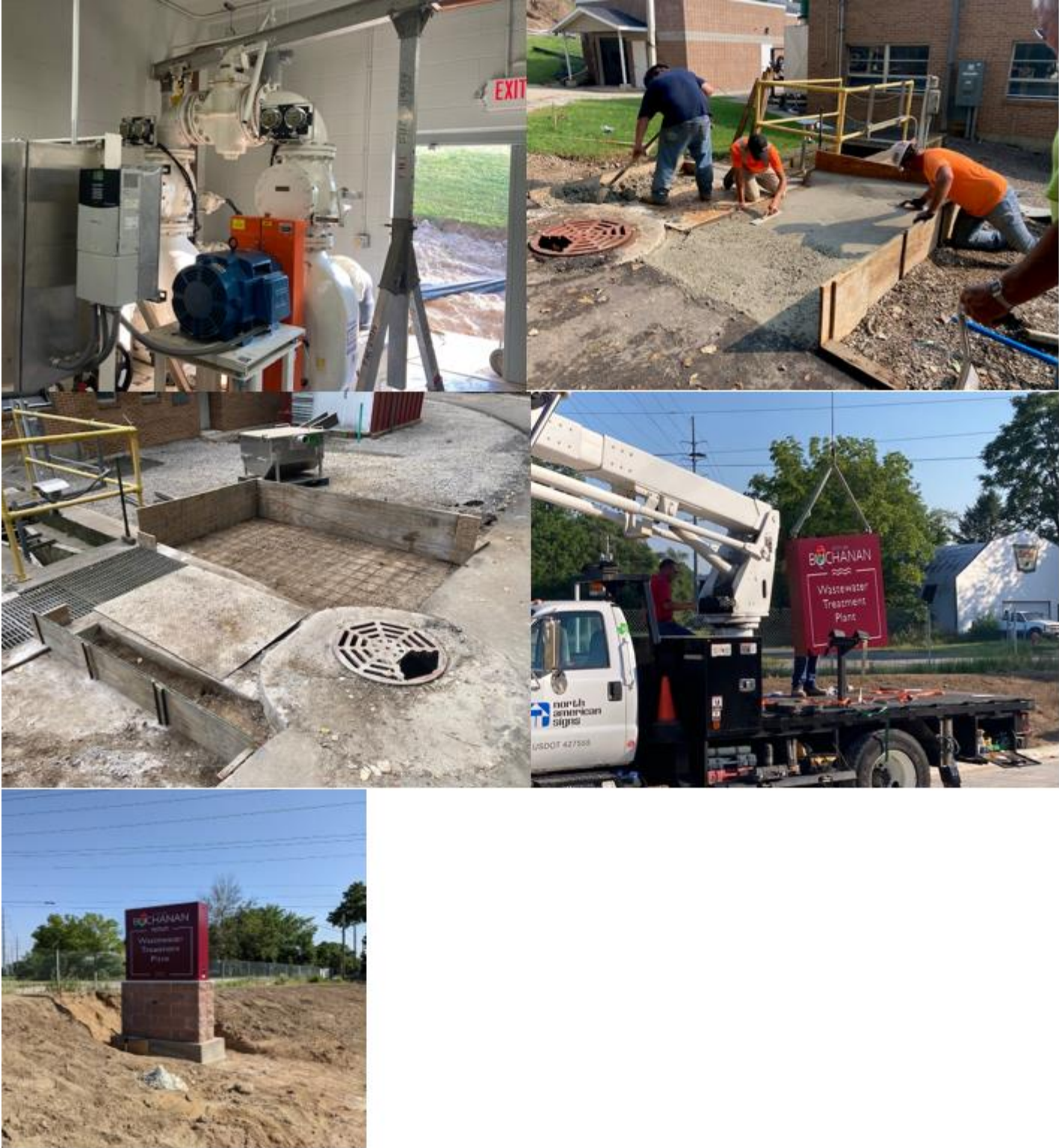
Wastewater Dept. Activity Briefing

8/17/2021

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

1. Seven safety flotation rings were moved from the old plant to the new plant.
2. New rotating assemblies and wear plates were installed in the Headworks effluent pumps. This was an all-day job for four people. The rotating assemblies weigh approximately 400 lbs., and it require some extensive rigging to remove them and replace them in the pumps. Some work was also done on rebuilding the check valve on headworks effluent pump 2. We're waiting on a few parts to complete the job.
3. Pipes were drained in the RAS pit, chlorine room and the digester building as part of the process of idling the old plant. Our hope is to have all of this work completed by November, to avoid needing to heat any extra buildings over the winter.
4. The preliminary report for the WET test conducted earlier this month was received. The report indicated no signs of toxicity in the 48-72-hour minnow testing of our effluent sample.
5. Initial start-ups of the new sludge press and sludge pump were completed on August 6th. Everything went well, and my impression is that the press is going to be an efficient easy to operate piece of equipment. The sludge building was cleaned following process.
6. Many small items were completed in the new lab building to get it ready for occupancy. Some of those items include installation of sludge judges, minor piping adjustments for the eye wash stations and some safety equipment installation.
7. Work continues on developing the preventative maintenance program for the new plant. Most of the larger pieces of equipment are done, we're just finishing up the smaller things as they are being started up. As part of this process, spare parts and some required maintenance items have been ordered.
8. The shop building was cleaned and organized.
9. Trees around the plant and the surrounding fence line were trimmed.
10. Monthly Operating Reports for the month of July were submitted to EGLE.
11. The sludge drying beds needed to be manually drained with pumps due recent heavy rains.
12. A lab order was assembled and placed.
13. Monthly copper sampling was performed on our effluent and some sites in the collection system.
14. Weeds were sprayed and trimmed around the plant. As we finish up the new plant we are cleaning up a lot of areas that have been neglected most of this year due to silt fencing or dirt piles being left by the excavation crews. Many of these areas have required some cleanup and landscape fabric repairs.
15. The septage containment area was poured, and a drop-box was ordered for the septic haulers to leave delivery tickets in. We should be in a position to begin receiving septage soon.
16. Polymer and ferrous barrels were rinsed out and prepared for disposal.

17. In addition to the items listed above and daily operation of the lab and plant, 73 preventative maintenance work orders were performed. PM work orders can be as simple as checking fluid levels or greasing equipment, but they can also entail major maintenance tasks that take hours or even days to complete. Most of these items aren't listed in the briefings because of how often they are performed.



PREPARED BY: Scott Desenberg

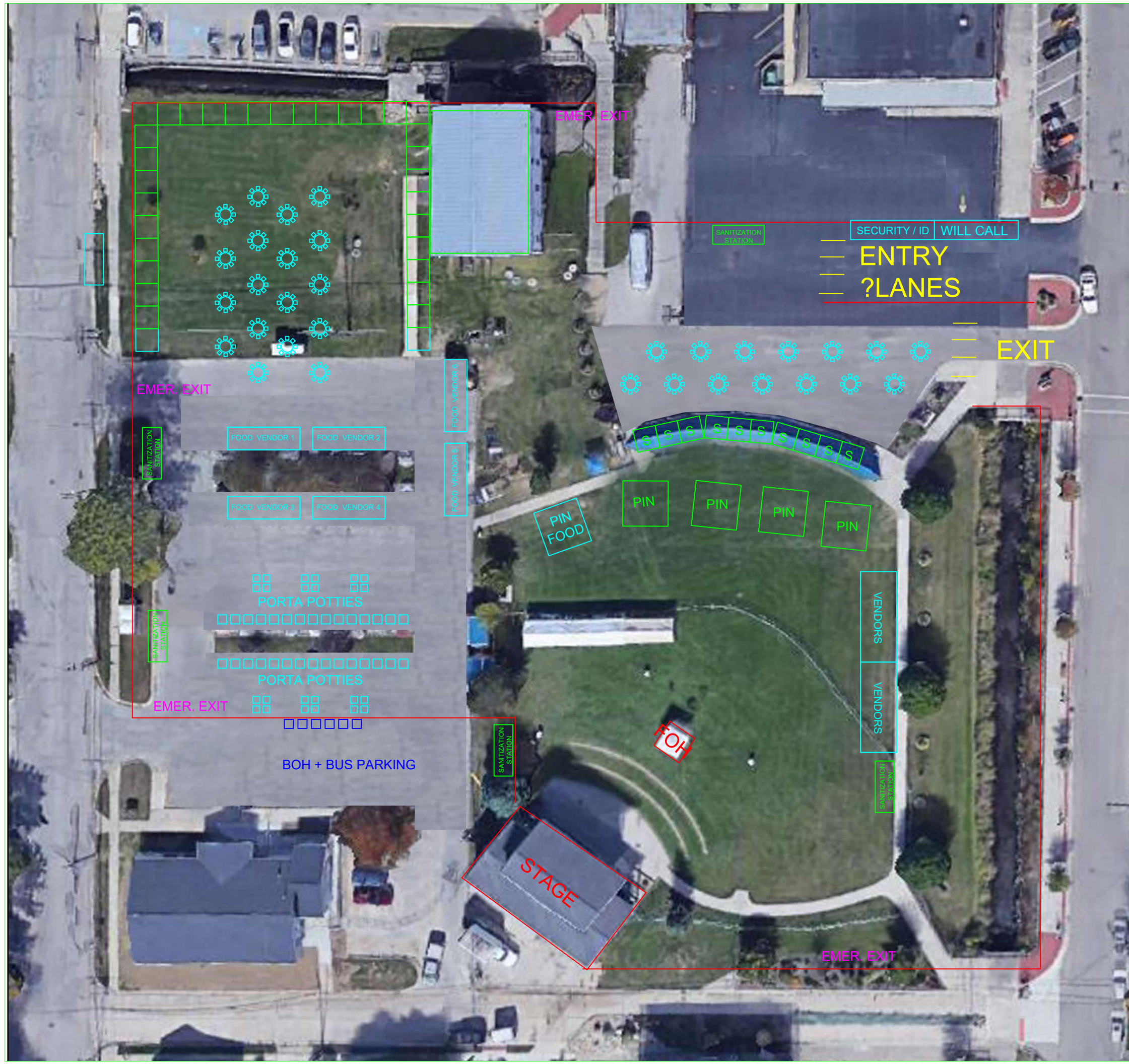
PREPARED ON: 8-21-21

SUBJECT: Water Dept. Activity Briefing

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

1. Miss-Digs have finally started to slow down after an extremely busy spring and summer. We are now seeing 1-2 requests per day during the week, and fewer on the weekends.
2. Notified customers of leaks on W. Front, Brookside, Liberty, and Moccasin.
3. On 8-3 we began pot-holing with DPW to collect data for our Complete Distribution System Materials inventory. To date the guys have surveyed 10 addresses. We clean the Vactor truck after each day of pot-holing as well.
4. I completed the MOR report for the month of July.
5. I have spent a good amount of time dealing with the BS&A transition, between attending a training, trying to get things set up for access at our remote location, and getting the proper permissions to access the City Hall system, it definitely took more time than anticipated. I can now access the programs starting on 8-16, and have learned a great deal already.
6. I have been continuing to deal with Sensus tech support to fix a minor issue with the base station at the Front St. Water Tower. We believe we have identified the issue and I have ordered a replacement part to fix the issue.
7. We received our PFAS sampling results from Eurofins Eaton Analytical and I'm happy to report that all samples came back as non-detect.
8. I have submitted the Certificate of Distribution for our annual CCR to EGLE, and have heard back that it was approved. This is my first time submitting the Certificate, as it had been done by Deb in the past.
9. Additionally, I have collected our last set of compliance samples for the year, which consisted of Nitrates, Nitrites, and Total Hardness. We should have those results back shortly.
10. We took the van in for some front suspension/steering work last week. This has been a chronic issue for the van for years now.
11. We performed another round of shut-offs for non-payment, our second since the pandemic restrictions were lifted. We shut off 5 this round, and all 5 have subsequently paid and are back on. We handed out many door-cards warning of the shut-offs beforehand.
12. We have performed all of our regular bacteriological sampling, PM's, shut-offs, turn-ons, a couple meter changes, e-mails, generator cycles, activity briefings, morning checks, leak checks, and the other assorted items that come up on a day-to-day basis.

Scott Desenberg, O.I.C.



Tree Recommendations - Eastern Side of Days Avenue Heading South

Printed
8/20/2021

Item VIII. B.

Address	Tree	Notes	Recommendation/Homeowner	Recommendation/City	
200 Block	203	Cottonwood	Healthy		
	207	Maple 1	Lots of Dead	Removal	
	207	Maple 2	Healthy		
	207	Maple 3	Healthy	Light Trim	
	209	Maple	Healthy		
	209	Sweet Gum	Healthy	Replace Sewer Line	Reroute/Repair Sidewalk (R/RS)
	211	Maple	Healthy	Replace Sewer Line	Reroute/Repair Sidewalk
300 Block	303	Maple	Healthy		
	305	Maple	Healthy	R/RS	
	307	Maple	Healthy	Working on retaining wall	Remove lower branch over sidewalk- R/RS
400 Block	401	Maple	Healthy		
	403	Maple 1	Healthy	Trim	
	403	Maple 2	Healthy		
	404	Silver Maple		Will eventually cause sidewalk heaving	
500 Block	501	Maple 1	Healthy	replace sewer line	Reroute/Repair Sidewalk
	501	Maple 2	Healthy		
	501	Maple 3	Healthy		
	503	Maple 1	Healthy		
	503				Room for additional tree to be planted
	503	Maple 2	Healthy		Trim over sidewalk
	505	Maple	Healthy - "Do Not Remove" Sign On Tree		
600 Block	601	Walnut 1	Healthy		Reroute sidewalk
	601	Walnut 2	Healthy		Heavy Trim or removal/Reroute sidewalk
	601	Walnut 3	Healthy		Heavy Trim or removal/Reroute sidewalk
	601	Walnut 4	Healthy		
	603	Maple	Healthy		
	605	3 Smaller Trees Not Marked For Removal			
	607	Maple 1	Healthy		
	607	Maple 2	Healthy		
	607	Maple 3	Healthy		
700 Block	702	Catalpa	Healthy		
	703	Walnut	Healthy		
	703	Maple 1	Healthy		
	703	Maple 2	Healthy	Light Trim	
	703	Maple 3	Healthy		
	705	Maple	Healthy	Light Trim	
Feed Mill	Walnut	Healthy			



TREE FORM

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meahl 702 DAYS AVE 269-861-6243
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.

If yes, please provide details, including number and type of trees, as well as where they are planted, etc.:

one catalpa, one unknown, total of two - on either side of
Days ave drive way.

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.):

Tree on south side of driveway
leans into the drive, causing a bit of difficulty on
entry of some tall vehicles

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed:

Tree on south side of
Days ave drive.

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N ?

If yes, please provide details about your preferences for replacement:

would depend on
type of tree

The Buchanan Tree Friends can help select an appropriate species for replacement ([BuchananTreeFriends@gmail.com](mailto: BuchananTreeFriends@gmail.com)).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

Signature of Resident: Michael Meahl

Date: 7/5/21



TREE FORM

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Benjamin Kreiter 404 Days Ave 407-434-1675
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.

If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: 1 Tree (Oak?)

Near sidewalk & Driveway

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.): We do get roots in main sewer line.

Suspect it is that tree but unsure. Had a 2nd tree that was recently removed. Tree currently up will eventually mess up sidewalk. It is too close. Only a matter of time.

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed: Not urgent but will need to

be done eventually

If you would like the City to remove any of the trees located in the City right-of-way near your residence,

would you also like the City to replace those trees if they were in fact removed? Y or N

If yes, please provide details about your preferences for replacement: Something smaller that

wont interfere with sidewalk & power lines

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

We dont have a strong preference but it will need to happen at some point.

Signature of Resident:

Date: 7/5/21



TREE FORM

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Jeff English 505 Days Ave 625-3579
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.

If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: _____

One Maple Tree To The South of our Driveway.

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.): _____

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed: _____

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N

If yes, please provide details about your preferences for replacement: _____

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

I thank you for asking, as I do enjoy this tree's shade in the summer. We really would like to keep it.

Thank You.

Signature of Resident: Jeffrey English

Date: 6-29-21



TREE FORM

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Brandy Purice 407 Days Ave
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.
If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: _____

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N
If yes, please describe (sidewalk heaving, sewer problems, etc.): _____

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N
If yes, please describe the trees and why they should be removed: _____

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N
If yes, please provide details about your preferences for replacement: _____

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

Signature of Resident: Brandy Purice

Date: 7-13-21



TREE FORM

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LORNA DILLINGER 308 DAYS AVE. 269.362.4597
Buchanan 1dillinger12@gmail.com
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N NOTE: AT this time, no one lives at this apartment house.
If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N
If no, The Buchanan Tree Friends can help select an appropriate species for your location.
If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: _____

2) mature blooming Rose-of-Sharon's
1) Young Redbud (These trees are located on east side of Property between sidewalk & curb of DAYS AVE.)

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N
If yes, please describe (sidewalk heaving, sewer problems, etc.):
The Rose of Sharon that is closest to the red fire-hydrant blocks vision on corner of Days & Alexander..... traveling east. Also, sidewalk in front of the Days Property is buckling.

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N
If yes, please describe the trees and why they should be removed:
The Rose of Sharon next to the fire hydrant because it blocks the view of traffic traveling east on Alexander and Days... CORNER

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N
If yes, please provide details about your preferences for replacement: _____

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

Signature of Resident: *Lorna Dillinger*

Date: *July 11, 2021*



TREE FORM

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Sandra Emerick 605 Days Sandew 2 @ sbc global.net
Name of Resident Address Phone/Email

Do you own the property listed above? Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.

If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: _____

3 maples - 2 well over 65 yrs old
1 maple - approximately 15 yrs

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.): _____

heaving sidewalk at 603 and 601
dead maple at 606 Days - large limbs constantly dropping - one fell yesterday just after (2-5 mins) someone passed under it

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed: 606 - danger to property and life - 601 and 603 - sidewalk issues - (or find way to repair sidewalks)

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N

If yes, please provide details about your preferences for replacement: smaller, less invasive root systems

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

I love the big trees but city does no maintenance as to trimming. If true arborist was consulted they would learn proper maintenance to control growth patterns (over)

Signature of Resident: Sandra Emerick

Date: 6/30/21

I have read that in some larger cities; i.e. in Pennsylvania and New York; in lieu of removing older, healthy trees they remove concrete and ramp over the roots using asphalt that is immediately useable and can actually have dye applied in greens, grays, etc. The asphalt is patched between existing sidewalk. It is also recommended that new section of sidewalk be narrowed and pit the tree roots. (Give them more open area so roots readily access water)



TREE FORM

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Brad Kermikowski 104 FULTON 269-208-6887
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____
It's on City Property Ravish Park

Do you currently have any trees located in the City right-of-way near where you reside? Y or N

If no, do you want a new tree or trees to be planted in the City right-of-way near where you reside? * Y or N

*If yes, please provide details, including number and type of trees requested, as well as where exactly you would prefer that they be planted, etc.: _____

If you do currently have trees located in the City right-of-way near where you reside, please continue answering the rest of the questions. If not, you may sign and return this form.

Do any of the trees located in the City right-of-way near where you reside cause any problems that you are aware of? Y or N

*If yes, please describe (example: sidewalk heaving, sewer problems, etc.): _____
Dripping Sap on Cars parked in Driveway
Spruce Tree

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

*If yes, please describe which ones, and why: _____
Northwest Corner of Ravish Park

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N

*If yes, please provide details about your preferences for replacement: _____

Any additional comments: [feel free to use the back of this form if more space is needed for this or any other section]

Signature of Resident:

Date: 7-22-21



TREE FORM

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Patricia Driver 503 Days Ave 269-635-2616
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.

If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: _____

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.): Sewer problems and

sidewalk heaving

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed: The one right by my driveway, we had to do sewer work and I don't want to do it again.

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N

If yes, please provide details about your preferences for replacement: flowering tree or one that roots go as deep.

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

Signature of Resident: Patricia Driver

Date: 7-1-2021



TREE FORM

Residents in receipt of this form are kindly requested to please complete the following information, and then return the form to Buchanan City Hall either via the drop box outside City Hall or by using the included self-addressed postage-paid envelope. Questions can be addressed to Mike Baker at the same address (302 N. Redbud Trl, Buchanan, MI 49107), or they may be sent via email to mbaker@cityofbuchanan.com. The purpose of this form is to attempt to determine a resident's preferences relating to trees located in the City right-of-way near their property (typically between the sidewalk and the street). Completing this form is not mandatory; however, it is greatly appreciated, as the form responses will be used by City staff to help make recommendations to the City Commission. Though completion of this form does not guarantee that the requested action will be taken, it does help the Commission make these types of decisions.

HON E Joan McGuire 211 Days Ave 269-695-4022
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.

If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: 4 trees on right away lawn. Maple?

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.): Sidewalk heaving, sewer problems from tree roots need to rotor out every 1 1/2 yrs or so. Large limbs & dead branches falling over sidewalks.

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed: Base of trees are losing large chunks of bark many dead limbs falling, some tree's leaning towards home's 1-on N.E. corner Chicago & Days Ave. causing sight issues with 4 way stop sign.

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N

If yes, please provide details about your preferences for replacement: less amount, back further from sidewalk & stop sign. What ever an arborist would recommend for this particular area.

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

It's time for this matter to be rectified, by either removal or some serious maintenance with replacement if necessary. Between weather conditions, diseased, dying or dead trees & limbs, heaving sidewalks it's an accident waiting to happen. -over

Signature of Resident: Joan McGuire

Date: 7-1-21

How ironic as I fill out this form I am experiencing
back up water from sewer drains in floor. I called Yoder
plumbing to rod out the line again due to tree roots he
was last here on 5/6/20 about 13 $\frac{1}{2}$ months ago very tired of
the mess and cost. The large tree on the N.W. side of the
tree lawn seems to be the problem, been going on for many
years, removal may be the only solution. Thank you for your time.

Joan Mc. Line
—————→



TREE FORM

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Andrea Alan (Inka Andrea Colburn) 305 Days 269-240-5546
Name of Resident Address Phone/Email

Do you own the property listed above: Y or N

If no, please list the name and address of the property owner: _____

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.
If yes, please provide details, including number and type of trees, as well as where they are planted, etc.:

One dying tree. would like to know what species would be good.

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.):
Sidewalk cracked from roots. roots growing in pipes. tree old and dying, growing directly over gas lines

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed:
Tree in tree lawn is old and poses property damage risk if falls. Tree is growing directly above/around gas lines

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N

If yes, please provide details about your preferences for replacement: _____

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

Trees at 303, 305, 307 Days all are needing to be cut down. trees are all dotted like they were to be removed, but have not been cut down yet. worried about any or all of these trees falling on my house. Neighbors also concerned with same.

Signature of Resident: Andrea Colburn Date: 6/29/21



TREE FORM

Residents in receipt of this form are kindly requested to please complete the following information, and then return the form to Buchanan City Hall either via the drop box outside City Hall or by using the included self-addressed postage-paid envelope. Questions can be addressed to Mike Baker at the same address (302 N. Redbud Trl, Buchanan, MI 49107), or they may be sent via email to mbaker@cityofbuchanan.com. The purpose of this form is to attempt to determine a resident's preferences relating to trees located in the City right-of-way near their property (typically between the sidewalk and the street). Completing this form is not mandatory; however, it is greatly appreciated, as the form responses will be used by City staff to help make recommendations to the City Commission. Though completion of this form does not guarantee that the requested action will be taken, it does help the Commission make these types of decisions.

Nathaniel L. Ford 307 Days Ave. (269)240-7125/N8N4D@yahoo.com
Name of Resident Address Phone/Email

Do you own the property listed above? Y or N

If no, please list the name and address of the property owner: N/A

Do you currently have trees located in the City right-of-way where you reside? Y or N

If no, The Buchanan Tree Friends can help select an appropriate species for your location.

If yes, please provide details, including number and type of trees, as well as where they are planted, etc.: 1 Maple Tree
Directly in front of my house about 12" from the sidewalk

Do any of the trees located in the City right-of-way near where you reside cause any problems of which you are aware? Y or N

If yes, please describe (sidewalk heaving, sewer problems, etc.): Sidewalk heaving, roots caused the original retaining wall to buckle, tree is planted over a gas line according to m.s.d.g. and the entire front half of the tree was removed for power lines leaving all the weight to lean toward my house.

If no, please sign and date this form and return to City Hall.

Would you like the City to consider removing any of the trees located in the City right-of-way near your residence? Y or N

If yes, please describe the trees and why they should be removed: This 1 Maple Tree has already caused thousands of dollars worth of damage, and it poses a safety hazard not only because of the gas line under it, but also the safety of my children that sleep in the room that this tree would fall on. It is starting to split as well.

If you would like the City to remove any of the trees located in the City right-of-way near your residence, would you also like the City to replace those trees if they were in fact removed? Y or N

If yes, please provide details about your preferences for replacement: _____

The Buchanan Tree Friends can help select an appropriate species for replacement (BuchananTreeFriends@gmail.com).

Any additional comments: (feel free to use the back of this form if more space is needed for this or any other section)

It would be most preferable to have this tree removed as soon as possible so that I can finish laying the retaining wall and replace the broken sidewalk. I am seeing splits forming in the trunk and this tree has a higher probability of falling either on my house or on my neighbors house, more on reverse

Signature of Resident: Nathaniel L. Ford

Date: 6/29/21

Please seriously consider removing the maple tree directly in front of 307 Days Ave. I have noticed many trees that were "Trimmed" for the powerlines. This process destroys not only the beauty of the tree, but also the structural integrity and stability of the tree. If there is any way to reroute the powerline. It would be beautiful to see trees all along the streets, and grow into a canopy. This is not possible with powerlines lining the streets. This is the only reason I opt. out of replacement of the tree.

**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
RESOLUTION NO. 2021.08/232**

A RESOLUTION TO DISSOLVE THE BARB DOG PARK SUBCOMMITTEE

Minutes of a special meeting of the City Commission of the City of Buchanan, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on August 23, 2021, at 7:00 p.m.

PRESENT: Commissioners Sean Denison, Cameron Downey, Larry Money, Patrick Swem, and Mark Weedon
ABSENT: None

The following preamble and resolution were offered by Commissioner [redacted] and supported by Commissioner [redacted].

WHEREAS, the City of Buchanan established the "BARB Dog Park Subcommittee" as subcommittee of the Buchanan Area Recreation Board by Resolution 2011.05/46 on May 23, 2011; and

WHEREAS, the Dog Park Subcommittee was charged with designing and development of a dog park facility within the city limits of Buchanan and, if possible, provide for the future maintenance of such a facility; and

WHEREAS, the original mission of the Dog Park Subcommittee has been accomplished inasmuch as a dog park facility has been established within the city limits of Buchanan; and

WHEREAS, the Buchanan Area Recreation Board voted on July 21, 2021, to recommend to the City Commission that the Dog Park Subcommittee be formally dissolved so that their activities may be incorporated with the Buchanan Area Recreation Board initiatives.

NOW, THEREFORE, BE IT RESOLVED THAT, the City hereby dissolves the BARB Dog Park Subcommittee and will add the Field of Dreams Dog Park to its board member park assignments; and

BE IT FURTHER RESOLVED THAT, the City will establish a maintenance agreement with the Buchanan Area Recreation Board to clarify the roles and responsibilities of both the City and Board for ongoing maintenance and improvements of the dog park.

BE IT FURTHER RESOLVED THAT, the City will reallocate and designate all remaining funds of the BARB Dog Park Subcommittee to the Buchanan Area Recreation Board for ongoing maintenance and improvement of the dog park.

AYES: Commissioners [redacted]
NAYS: Commissioners [redacted]
ABSENT: None

RESOLUTION DECLARED ADOPTED.

Sean Denison, Mayor

Barbara A Pitcher, City Clerk

CERTIFICATION

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on August 23, 2021 at 7:00 p.m.

Barbara A Pitcher, City Clerk

**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
RESOLUTION NO. 2021.08/234**

A RESOLUTION TO TRANSITION THE BUCHANAN TREE FRIENDS FROM A SUBCOMMITTEE OF THE BUCHANAN AREA RECREATION BOARD TO A SUBCOMMITTEE OF THE PLANNING COMMISSION

Minutes of a special meeting of the City Commission of the City of Buchanan, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on August 23, 2021, at 7:00 p.m.

PRESENT: Commissioners Sean Denison, Cameron Downey, Larry Money, Patrick Swem, and Mark Weedon
ABSENT: None

The following preamble and resolution were offered by Commissioner [redacted] and supported by Commissioner [redacted].

WHEREAS, the City of Buchanan established the "Buchanan Tree Friends" as subcommittee of the Buchanan Area Recreation Board by Resolution 2018.06/171 on June 25, 2018; and

WHEREAS, the Buchanan Area Recreation Board has not had oversight of the Buchanan Tree Friends subcommittee, for a number of years; and

WHEREAS, the work of the Buchanan Tree Friends Subcommittee has aided the City in maintaining its status a Tree City USA; and

WHEREAS, trees are valuable elements in the City's placemaking and quality of life initiatives; and

WHEREAS, recognizing the opportunity for strategic alignment between the Buchanan Tree Friends and the Planning Commission, the Planning Commission voted on August 10, 2021 to recommend to the City Commission that the Buchanan Tree Friends be transitioned from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED THAT, the City hereby transfers the oversight of the Buchanan Tree Friends subcommittee from the Buchanan Area Recreation Board to the Planning Commission.

AYES: Commissioners [redacted]
NAYS: Commissioners [redacted]
ABSENT: None

RESOLUTION DECLARED ADOPTED.

Sean Denison, Mayor

Barbara A Pitcher, City Clerk

CERTIFICATION

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on August 23, 2021 at 7:00 p.m.

Barbara A Pitcher, City Clerk

**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
RESOLUTION NO. 2021.08/233**

A RESOLUTION TO TRANSITION THE FRIENDS OF THE TRAIL FROM A SUBCOMMITTEE OF THE BUCHANAN AREA RECREATION BOARD TO A SUBCOMMITTEE OF THE PLANNING COMMISSION

Minutes of a special meeting of the City Commission of the City of Buchanan, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on August 23, 2021, at 7:00 p.m.

PRESENT: Commissioners Sean Denison, Cameron Downey, Larry Money, Patrick Swem, and Mark Weedon
ABSENT: None

The following preamble and resolution were offered by Commissioner [redacted] and supported by Commissioner [redacted].

WHEREAS, the City of Buchanan established the "Friends of the Trail" as subcommittee of the Buchanan Area Recreation Board by Resolution on April 26, 2004; and

WHEREAS, the Friends of the Trail Subcommittee has continually developed, maintained and expanded the trail since 2004 for the recreation and enjoyment of our community; and

WHEREAS, in addition to its role as a recreation area, the Trail has become a valuable aspect in the City's placemaking and quality of life initiatives; and

WHEREAS, the Buchanan Area Recreation Board has had little oversight of the Friends of the Trail subcommittee for a number of years; and

WHEREAS, recognizing the opportunity for strategic alignment between the Friends of the Trail and the Planning Commission, the Planning Commission voted on August 10, 2021 to recommend to the City Commission that the Friends of the Trail be transitioned from a subcommittee of the Buchanan Area Recreation Board to a subcommittee of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED THAT, the City hereby transfers the oversight of the Friends of the Trail subcommittee from the Buchanan Area Recreation Board to the Planning Commission.

AYES: Commissioners [redacted]
NAYS: Commissioners [redacted]
ABSENT: None

RESOLUTION DECLARED ADOPTED.

Sean Denison, Mayor

Barbara A Pitcher, City Clerk

CERTIFICATION

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on August 23, 2021 at 7:00 p.m.

Barbara A Pitcher, City Clerk



2833 S. 11th Street,
 Niles, MI 49120
 Phone: 269-684-0842
 Fax: 269-684-0846

Revised Budget Estimate

August 10, 2021

City of Buchanan
 Attn: Ms. Heather Grace, City Manager
 302 N. Redbud Trail
 Buchanan, MI 49107
 Email: hgrace@cityofbuchanan.com

**RE: CITY OF BUCHANAN,
 3RD STREET UTILITIES REPLACEMENT**

Ms. Grace,

Thank you for the opportunity to look at this project for the City of Buchanan and supply you with a budget estimate. This estimate consists of replacing the infrastructure along 3rd Street between Redbud Trail and Short Street. These replacements include, but are not limited to sanitary sewer, storm sewer, water main, sanitary manholes, storm manholes, curb, drives and sidewalk. The work includes that following:

Item	Description	Quantity	Unit	Unit Price	Total
1	Mobilization	1	LS	\$17,500.00	\$17,500.00
2	Common Excavation	1	LS	\$30,000.00	\$30,000.00
3	24" ADS Storm Sewer	321	LF	\$125.00	\$40,125.00
4	18" SDR 26 Sanitary Sewer	311	LF	\$154.00	\$47,894.00
5	6" Ductile Iron Water Main	425	LF	\$92.50	\$30,062.50
6	1" Curb, Corp. & Box	4	EA	\$1,175.00	\$4,700.00
7	1" Copper Service Line	4	EA	\$825.00	\$3,300.00
8	6" Solid Sleeve	1	EA	\$465.00	\$465.00
9	6" Gate Valve & Box	1	EA	\$1,100.00	\$1,100.00
10	Concrete Curb	600	LF	\$26.75	\$16,050.00
11	21AA Compacted Aggregate	300	TON	\$30.25	\$9,075
12	Dewatering	1	LS	\$16,000.00	\$16,000.00
13	Restoration	1	LS	\$5,500.00	\$5,500.00
14	Bypass Pumping	1	LS	\$11,700.00	\$11,700.00
15	Construction Engineering	1	LS	\$5,000.00	\$5,000.00
16	6" SDR 35 Service Laterals	4	EA	\$2,900.00	\$11,600.00
17	Concrete Drives	125	SY	\$91.00	\$11,375.00
18	Concrete Sidewalk	260	SY	\$63.00	\$16,380.00
				Total:	277,826.50
	Manhole Replacement (As Needed)				
A1	Sanitary Manhole (16') Doghouse	1	EA	\$43,500.00	\$43,500.00
A2	Sanitary Manhole (10')	1	EA	\$34,500.00	\$34,500.00



2833 S. 11th Street,
 Niles, MI 49120
 Phone: 269-684-0842
 Fax: 269-684-0846

Revised Budget Estimate

August 10, 2021

A3	Storm Manhole (12')	1	EA	\$18,500.00	\$18,500.00
A4	Storm Manhole (9')	1	EA	\$22,000.00	\$22,000.00

Notes:

- 1) Maintenance of traffic by others.
- 2) Asphalt paving by others.
- 3) Estimate based on complete shutdown of existing water main.
- 4) No permits, fees, or bonds included.
- 5) Applicable taxes included.
- 6) Estimate based on using existing soils for backfill.
- 7) Estimate based on using asphalt millings to supplement aggregate base.

Thank you again for the opportunity.

Selge Construction Co., Inc.

Scott Riley
 Project Manager

Proposed Quote Sheet for Third Street Storm Sewer Project

Green Construction and Engineering

Date: 8/19/2021

Item #	Description	Quantity	Unit	Unit Price	Total
	Mobilization		1 LS	\$ 5,500.00	\$ 5,500.00
	Common Excavation		1 LS	\$ 14,400.00	\$ 14,400.00
	24" ADS Storm Sewer		321 LF	\$ 99.10	\$ 31,811.10
	12" SDR 26 Sanitary Sewer		311 LF	\$ 132.10	\$ 41,083.10
	4" Ductile Iron Water Main		425 LF	\$ 78.20	\$ 33,235.00
	1" Curb, Corp. & Box		4 EA	\$ 753.10	\$ 3,012.40
	1" Copper Service Line		4 EA	\$ 1,668.80	\$ 6,675.20
	4" Solid Sleeve		1 EA	\$ 1,689.60	\$ 1,689.60
	4" Gate Valve & Box		1 EA	\$ 3,008.60	\$ 3,008.60
	Concrete Curb		600 LF	\$ 36.00	\$ 21,600.00
	21AA Compacted Aggregate		300 TON	\$ 38.70	\$ 11,610.00
	Dewatering		1 LS	\$ 19,055.00	\$ 19,055.00
	Restoration		1 LS	\$ 3,650.00	\$ 3,650.00
	Bypass Pumping		1 LS	\$ 15,030.00	\$ 15,030.00
	Construction Engineering		1 LS	\$ 10,500.00	\$ 10,500.00
	6" SDR 35 Service Laterals		4 EA	\$ 990.30	\$ 3,961.20
	Concrete Drives		125 SY	\$ 110.70	\$ 13,837.50
	Concrete Sidewalk		260 SY	\$ 80.10	\$ 20,826.00
				Total	\$ 260,484.70
<i>Manhold Replacement (As Needed)</i>					
	Sanitary Manhole (16') Doghouse		1 EA	\$ 6,074.70	\$ 6,074.70
	Sanitary Manhole (10')		1 EA	\$ 6,074.70	\$ 6,074.70
	Storm Manhole (12')		1 EA	\$ 3,985.00	\$ 3,985.00
	Storm Manhole (9')		1 EA	\$ 3,985.00	\$ 3,985.00
				Total Additional Cost	\$ 20,119.40

Total Project Cost	\$ 280,604.10
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*Traffic Maintenance performed by City of Buchanan.

*Asphalt paving to either be done by third party, or quoted separately.

*Estimate based on COMPLETE shutdown of existing water main.

*No permits, fees, or bonds included.

*Existing soils may be used for backfill.

*22A gravel will be used as aggregate base.

* Project scope is for the replacement of infrastructure along 3rd Street between Redbud Trail and Short Street.

* Replacement to include, but not be limited to, the following: storm sewer, storm manholes, water main, sanitary sewer, sanitary manholes, curb, drives, and sidewalk.

*Above pricing is applicable for 30 Days following submittal.



CITY OF BUCHANAN
POLICE DEPARTMENT

August 12, 2021

Buchanan City Commission
302 N. Red Bud Trail
Buchanan, MI 49107

Dear Supporter,

On behalf of Chief of Police, Tim Ganus, and the Buchanan Police Department, I would like to take this opportunity to thank you for your generous donation and participation that helped support our ***National Night Out (NNO) Against Crime 2021.***

We estimated slightly more than 450 people attended the event this year. That's more than we've ever had in the past!! The event focused on building stronger police-community partnerships, as well as taking a stand against crime, drugs, and violence within the Buchanan community. Without your generous support our event would not have gained the success it has. Please feel free to contact Chief Ganus, or myself at (269) 695-5120 if you have any feedback about NNO or any other matters of concern. Once again, **"THANK YOU!"**

Sincerely,

A handwritten signature in cursive script that reads 'Harvey Burnett'.

Sergeant Harvey Burnett
Community Policing Section

Say "Yes" to Police-Community Partnerships!

American Legion Post 51 and The Buchanan Area Ministerial Association and Buchanan Police and Fire Chaplains host

Patriot Day
Twenty Years

**The Remembrance of September 11, 2001
Annual Commemoration Service
Buchanan Commons, Saturday September 11,
2021 at 7:00pm**

**Posting of Colors by American Legion Post 51 Color Guard
Honor Guard; Berrien County Sheriff Dept.**

Welcome.....Mayor and or CityManager

Prayer.....

National Anthem.....Buchanan High School Band
Director

Pledge of Allegiance.....Boy Scouts/American Heritage girls

Introduction of participants.....Pastor David Mitchell

Speakers.....Brief remarks

Patriotic Song(s)Buchanan High School Band

Last Words/Benediction.....

Honor Guard Salute Retire Colors.....American Legion Post 51

TapsBuchanan High School Band