

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, OCTOBER 27, 2025 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

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

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

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

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

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

I. Call to Order

II. Recognition

III. Pledge of Allegiance

IV. Invocation

V. Roll Call

VI. Approve Agenda

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

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

A. Minutes- Consider the Regular Meeting Minutes from October 13th, 2025.

B. Street Closures- Front and Oak on 11/29/2025 from 4:45 PM-6:15 PM, submitted by Buchanan Area Chamber of Commerce.

C. Resignations- Accept the Resignations of Jeffrey Antisdell & Rick Paniagua from the DDA.

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

X. Reports by: Departments, Committees, Boards

XI. Unfinished Business

XII. New Business

A. Resolution 2025.10/24- A Resolution to accept terms of MNRTF Grant Agreement and Commit to Matching Funds for the Development of Riverfront Park Project Boat Launch Improvements (Phase 2).

B. Master Plan Update- Consider the proposal from Southwest Michigan Planning Commission for the City of Buchanan Master Plan update.

C. Expenditures- Consider the expenditures for October 27th, 2025.

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

A. **November 4th, 2025, Special Election**- Polls are scheduled to be open on Tuesday, November 4th, 2025, from 7 AM to 8 PM. If you wish to obtain an absentee ballot, please do so by November 3rd before 4 PM. It's important to note that there will be no early voting for this local election. Additionally, you have the opportunity to register to vote at the clerk's office until November 4th, before 8 PM.

B. **Halloween Trick-or-Treat Hours**- October 31st from 6 pm-8 pm, "Hero's Alley" will be in the City Center parking lot to make sure your candy is safe to eat.

C. **Reminder for Public Hearings**-Three separate public hearings will be held on November 10, 2025, covering the following topics:

1. Ordinance 444 - Unified Development Code

2. Ordinance 445 - Nominating Petition Filings

3. Sale of City Property

You are encouraged to attend and share your comments on these items. More details can be found on the city's website.

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

XV. Executive Comments

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

XVI. Adjourn



PUBLIC HEARING & REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, OCTOBER 13, 2025 – 7:00 PM

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

MINUTES

I. Call to Order the Public Hearing

The meeting was called to order

II. Roll Call

PRESENT: Mayor Mark Weedon, Mayor Pro Tem Patrick Swem, Commissioner Raquell George, Commissioner Larry Money, Commissioner Dan Vigansky

III. Opening of the Public Hearing

The motion was made by Swem and seconded by George to open the public hearing at 7:00 PM. Roll call votes carry unanimously.

IV. Statement of Purpose and Announcement of Rules

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

Mayor Weedon read the statement of purpose and announcement of rules.

No public made in person.

Correspondences included Scott King asking the commission to be cautious.

V. Close of Public Hearing

The motion was made by George, seconded by Money, to close the public hearing at 7:03 PM. Roll call votes carry unanimously.

VI. Call to Order the Regular Meeting

Mayor Weedon called the regular meeting to order at 7:03 PM.

VII. Recognition

VIII. Pledge of Allegiance

Mayor Weedon led in the Pledge of Allegiance of the United States.

IX. Invocation

Commissioner George gave the invocation.

X. Roll Call

PRESENT: Mayor Mark Weedon, Mayor Pro Tem Patrick Swem, Commissioner Raquell George, Commissioner Larry Money, Commissioner Dan Vigansky

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Chief of Police Harvey Burnett

XI. Approve Agenda

The motion was made by Money, seconded by Vigansky, to approve the agenda as presented. Voice votes carry unanimously.

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

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

A. Minutes- Consider approving the Regular Meeting Minutes from September 22nd, 2025.

B. Department Reports- *Receive monthly reports*

The motion was made by Vigansky, seconded by Swem, to approve the Consent Agenda, as presented. Voice votes carry unanimously.

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

XV. Reports by: Departments, Committees, Boards

XVI. Unfinished Business

A. Ordinance 2025.11/444- Consider the first reading of the Unified Development Code of the City of Buchanan (Zoning Ordinance).

Motion made by Vigansky, seconded by Money, to approve the first reading, as presented, and schedule the 2nd public hearing for the zoning ordinance for November 10th, 2025. Roll call votes carry unanimously.

XVII. New Business

A. Marihuana Permit Renewal- Consider the Retail Marihuana Permit Renewal for KISA Enterprises MI, Inc., dba Pinnacle Emporium, located at 221 E Front St.

The motion was made by Vigansky, seconded by Money, to approve the Retail Marijuana Renewal for KISA Enterprises, as presented. Roll call votes carried unanimously.

B. As-Needed Concrete Work in Public Right-of-Ways Bid Award- Consider awarding the bids for as-needed concrete work.

The motion was made by Swem, seconded by George, to approve the bid award to Astrong Construction not to exceed the amount of \$56,200, as presented. Roll call votes carried unanimously.

C. Sale of City-owned Properties- RFP for Sale of Properties and Scheduling of Public Hearing for said sale of properties

The motion was made by Vigansky, seconded by George, to approve the RFP and schedule a public hearing for November 10th, 2025, to hear comments on the sale of said properties. Roll call votes carried unanimously.

D. Introduction of Ordinance 2025.12/445- an Ordinance to amend Chapter 34, Elections Article II. Even Year Elections, Section 34-29. Filing of Nominating Petitions.

The motion was made by Swem, seconded by Money to accept the introduction of Ordinance 2025.12/445, as presented and schedule a public hearing for November 10th, 2025, for first reading. Roll call votes carried unanimously.

E. Expenditures- Consider approving the expenditures for October 13th, 2025.

The motion was made by Vigansky, seconded by Money to approve the expenditures in the amount of \$84,428.05. Roll call votes carried unanimously.

XVIII. Communications *(informational only, formal board action is not necessary for these items, unless so desired)***XIX. Public Comment - Non-Agenda Items Only** *(3-minute limit)*

Jerry Flenar provided an update on the 5K Salmon Scramble, noting that Trek or Treat is scheduled for Saturday, October 25th. Please remember, no dogs are allowed at this event.

XX. Executive Comments**A. City Manager Comments**

City infrastructure updates: Major asphalt and concrete work is currently underway, with all pipe work now completed. A ribbon-cutting ceremony for the grand reopening is scheduled for November 21 at 10:30 a.m. Additionally, a rental registration and inspection program has been initiated. The Berrien County Veterans Service Department has announced Operation Greenlight for veterans, which will run from November 1 to November 12. The Planning Commission will be focusing on updating the Master Plan, as well as addressing a cold storage and vacant building ordinance.

B. Commissioner Comments

Vigansky: Very dissatisfied with the state's budget. That said, our representatives did not vote for that budget. I'm glad the city is looking the way it is.

Money: It's great to see the progress on city lot sales and the sidewalk program. I want to thank the Trail Friends for organizing the 5K run, as well as the staff and commission for their efforts.

George: asked McGhee to explain the removal of the bricks. He mentioned that the recycled materials from construction are being reused in new projects, which is standard industry practice. The removed items belong to the owners of the materials. George expressed his satisfaction with the progress being made on the empty lots and the overall development of downtown. She also appreciated the community's patience during this process.

Swem: Asphalt! Extended gratitude to the Southwest Michigan Regional Chamber for their efforts in organizing the CEO meeting held at the Buchanan Library. The meeting was highly productive and informative. Opportunity to engage with fellow leaders in our community.

B. Mayor Comments

Weedon: expressed gratitude to the library for allowing the use of the Community Room. I also want to thank Cornerstone Alliance for organizing the developer tour, which included around 40 participants, focusing on the future redevelopment of the mill site. We are seeing progress on projects both on the North and South sides, as well as in the parks. Appreciate the efforts of the Commission and staff in these endeavors.

XXI. Adjourn

Kalla Langston, City Clerk

Mayor Mark Weedon



CITY OF BUCHANAN

Street Closure Form

Street(s) requested to be closed: FRONT AND OAK

Street Closing: from 11-29-2025 4:45 PM to: 11-29-2025 6:15 PM
Date Time Date Time

Reason: HOLIDAY PARADE

Request being made by:

Organization: BUCHANAN AREA CHAMBER OF COMMERCE

Address: 324 E. DEWEY STREET

BUCHANAN, MI 49107

Phone: 269-695-3291

Company Representative Name (printed)

FRANCES K. TERRY

Company Representative Signature

Frances K. Terry

Title:

PRESIDENT

Approved: OK TM
~~Assistant Police Chief~~

Approved: OK TM
~~Fire Chief~~

Approved: Jim L
Public Services Director

Approved: [Signature]
City Manager

Comments (Office Use Only) _____

Memorandum



Date: October 22, 2025

To: Buchanan City Commission

From: Tony McGhee

Subject: 2024 Michigan Trust Fund Grant Award

Background

The Michigan Natural Resources Trust Fund (MNRTF) is a state program managed by the Michigan Department of Natural Resources (MDNR) dedicated to the acquisition and development of public outdoor recreation opportunities. The program is funded through royalties from the lease and extraction of state-owned mineral resources, ensuring that revenues generated from Michigan's natural assets are reinvested into preserving and enhancing outdoor recreation for current and future generations.

MNRTF grants are highly competitive and provide significant financial support for community recreation improvements. Projects selected for funding must demonstrate strong public benefit, long-term community value, accessibility, and alignment with approved recreation plans.

In April of 2024, the City worked with Abonmarche, who wrote and developed a scope and application for the City at no cost, for Phase II of the planned riverfront park improvements. The application was recommended for funding, which the State Legislature and Governor approved funding for in early October.

Project Overview

The City of Buchanan has been awarded MNRTF grant funding for the Development of Riverfront Park project (#TF24-0129). The improvements planned through this grant will support the City's long-standing commitment to improving access to the St. Joseph River, enhancing recreational amenities, and promoting equitable use of public spaces for residents and visitors. Specific improvements include replacement of the existing boat launch and skid pier, along with other site improvements which will enhance overall accessibility.

Memorandum

As outlined in the award materials from the MDNR, the City is responsible for providing the required local match of \$99,000 and complying with all financial, reporting, and operational requirements during and after completion of the project. This match amount was based on the cost estimate submitted with the grant application.

The City has been working on the plans for this phase with the intention to bid this work as one project, combining the work planned for the first two phases of the project.

Requested Action

To formally accept the grant funds and proceed with project implementation, the attached resolution must be approved by the City Commission. Approval will:

- Authorize acceptance of the MNRTF grant agreement terms
- Commit the City to provide the \$99,000 local match
- Affirm the City's responsibility to maintain project records, comply with grant conditions, and ensure public accessibility
- Authorize the City Manager to execute all documents related to the grant

Recommendation

Staff recommends approval of the resolution accepting the terms of the MNRTF Grant Agreement for the Riverfront Park project (#TF24-0129). This funding represents a significant investment in Buchanan's riverfront and will further advance key community recreation goals identified through past planning initiatives.

Attachment A: Resolution accepting MDNR Trust Fund Grant

Attachment A





**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
RESOLUTION 2025.10/24**

**A RESOLUTION TO ACCEPT TERMS OF MNRTF GRANT AGREEMENT AND COMMIT TO MATCHING FUNDS FOR
THE DEVELOPMENT OF RIVERFRONT PARK PROJECT, BOAT LAUNCH IMPROVEMENTS (Phase 2)**

Upon motion made by _____, seconded by _____, the following:

“RESOLVED, that the City of Buchanan, Michigan, does hereby accept the terms of the Agreement for the Development of Riverfront Park project, #TF24-0129 as received from the Michigan Department of Natural Resources, and that the City of Buchanan does hereby specifically agree, but not by way of limitation, as follows:

To appropriate all funds necessary to complete the project during the project period and to provide ninety-nine thousand dollars (\$99,000) to match the grant authorized by the DEPARTMENT.

To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.

To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

To authorize Anothny C. McGhee, City Manager, to sign all documents associated with this grant.

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED:

I, Kalla Langston, Clerk of the City of Buchanan, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the City Commission at a meeting held on October 27th, 2025 at 7:00p.m. at the Buchanan City Hall located at 302 N. Redbud Trail Buchanan, Michigan, with a quorum present.

Kalla Langston, Clerk

Date



Michigan Department of Natural Resources - Grants Management

Michigan Natural Resources Trust Fund Development Project Agreement

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between **City of Buchanan** in the county of **Berrien County**, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public outdoor recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 451 of 1994, as amended and under Article IX, Section 35 of the Michigan Constitution. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In Public Act **21 of 2025**, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for completion of the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title: Riverfront Park Boat Launch Improvements Project #: TF24-0129

Grant Amount: \$231,000.00 70% PROJECT TOTAL: \$330,000.00

Match Amount: \$99,000.00 30%

Start Date: Date of Execution by DEPARTMENT End Date: 10/31/2027

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 12/19/2025 or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED _____

By [Print Name]: _____

Title: _____

Organization: _____

JMNRKJ2BYRX6

Unique Entity Identifier

CV0047626 01

SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED _____

By: _____

Grants Section Manager

Date of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiGrants, which is accessed through www.michigan.gov/dnr-grants, unless otherwise instructed by the DEPARTMENT. Primary points of contact pertaining to this agreement shall be:

GRANTEE CONTACT

Name/Title

Organization

Address

Address

Telephone Number

E-mail Address

DEPARTMENT CONTACT

MNRTF Grant Program Manager

Name/Title

Grants Management/DNR Finance & Operations

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-284-7268

Telephone Number

DNR-Grants@michigan.gov

E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **TF24-0129** uploaded to MiGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **10/20/2025** through **10/31/2027**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the uploaded legal description and shown on the uploaded boundary map.
5. The words "project facilities" shall mean the following individual components, as further described in the application.
 - Access Pathway 5' - 6' wide
 - Bioswale for runoff pre-treatment
 - Boating Launch or Ramp
 - Paved Parking Lot
 - Signage
6. The DEPARTMENT will:
 - a. grant to the GRANTEE a sum of money equal to **Seventy percent (70%) of Three Hundred and Thirty Thousand dollars (\$330,000.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **Two Hundred and Thirty-One Thousand dollars (\$231,000.00)**.
 - b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:

- i. Payments will be made on a reimbursement basis at **Seventy percent (70%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
- ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE through the MiGrants website, including but not limited to copies of invoices, cancelled checks, EFTs, list of volunteer and/or force account time and attendance records.
- iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
- iv. The final 10% of the grant amount will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected an MNRTF sign in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Ninety-Nine Thousand dollars (\$99,000.00)** in local match. This sum represents **Thirty percent (30%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE .
- b. with the exception of engineering costs as provided for in Section 8, incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans , specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project , including but not limited to the following:
 - i. Retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional.
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; the Elliott-Larsen Civil Rights Act, Act 453 of 1976, as amended; and the 2013 Access Board's Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of their useful life as determined by the DEPARTMENT , to regulate the use thereof to the satisfaction of the DEPARTMENT , and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
- e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges to be assessed against

the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant-assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

- f. adopt such ordinances and/or resolutions necessary to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date thereof.
 - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and outdoor recreation program.
 - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable, and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. erect and maintain a sign on the property which designates this project as one having been constructed with the assistance of the MNRTF. The size, color and design of this sign shall be in accordance with DEPARTMENT specifications.
 - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the MNRTF sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing of the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony in the local media. Use of the grant program logo and a brief description of the program are strongly encouraged in public recreation brochures produced by the GRANTEE. At the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2025** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with DEPARTMENT requirements. At a minimum, the GRANTEE shall:
- a. Submit a progress report every 180 days during the project period.
 - b. Submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun.
 - c. Submit a complete request for final reimbursement **within 90 days of project completion and no later than 01/31/2028**. If the GRANTEE fails to submit a complete final request for reimbursement by **01/31/2028**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before adding, deleting or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, following project completion, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area. Changes approved by the DEPARTMENT pursuant to this Section may also require prior approval of the BOARD, as determined by the DEPARTMENT.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
12. The project area and all facilities provided thereon, as well as the land and water access ways to them, shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof because of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or

disability.

13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title shall not be subject to: 1) any possibility of reversion or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) to any reservation or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
- a. Received an exemption from the DEPARTMENT before the execution of this Agreement, and
 - b. Received prior approval from the DEPARTMENT of a lease and/or easement for any portion of the property not held in fee simple title as indicated in written correspondence from the DEPARTMENT dated _____, and
 - c. Supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - d. Confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.
15. None of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed in perpetuity, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of outdoor recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and permanently commits the project area to Michigan's outdoor recreation estate, therefore:
- a. The GRANTEE agrees that the project area or any portion thereof will not be converted to a use other than public outdoor recreation use without prior written approval of the DEPARTMENT and the BOARD. Any such action will require mitigation approved by the DEPARTMENT and the BOARD, including but not limited to replacement with land of similar recreation usefulness and equal or greater market value.
 - b. Approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. Before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with outdoor recreation lands and project facilities of equal or greater market value, and of equal or greater usefulness and location. The DEPARTMENT and BOARD shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other outdoor recreation properties and project facilities of equal or greater market value and of equal or greater usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
- a. The GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. The GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. The DEPARTMENT'S involvement in the premises is limited solely to the making of a grant to assist the GRANTEE in developing the project site.

19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the outdoor recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. It is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - or
 - b. If any portion of the project area is a facility, documentation that Department of Environment, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public outdoor recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.
24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:
 - a. Terminate this Agreement; and/or
 - b. Withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. Withhold action on all pending and future grant applications submitted by the GRANTEE under the Michigan Natural Resources Trust Fund, Land and Water Conservation Fund and Recreation Passport Grant Program; and/or

- d. Require repayment of grant funds already paid to GRANTEE; and/or
 - e. Require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and net increase in the quality of public outdoor recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.
31. The GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
33. The DEPARTMENT shall terminate this Agreement and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Licensing and Regulatory Affairs pursuant to Public Act No. 278 of 1980.
34. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
35. The rights of the DEPARTMENT under this Agreement shall continue in perpetuity.

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.

SAMPLE RESOLUTION
(Development)

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

“RESOLVED, that the _____, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the _____ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide _____ (\$ _____) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)

) ss

COUNTY OF _____)

I, _____, Clerk of the _____, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the _____ at a meeting held _____.

Signature

Title

Date

Memorandum



Date: October 22, 2025
To: Buchanan City Commission
From: Tony McGhee
Subject: **City of Buchanan 2027-2031 Master Plan**

Background

The City of Buchanan's current Master Plan is set to expire at the end of 2026. As required under Michigan's Planning Enabling Act, every community must maintain a current and actively used Master Plan to guide land use decisions, future infrastructure investments, economic development efforts, and overall community vision. A comprehensive Master Plan is the foundational document that informs zoning, supports pursuit of grant funding, and ensures development aligns with the goals and values of the community.

The Master Plan serves as a roadmap for the next five (5) years, helping the City proactively shape growth, protect our character, and address critical issues such as housing, transportation, recreation, and downtown revitalization. Regular updates are essential to ensure continued compliance with state law and relevance to changing community needs.

Proposal

The Southwest Michigan Planning Commission (SWMPC) has submitted a proposal to lead the development of our next 5-year Master Plan at a cost not to exceed \$20,099. SWMPC has prepared multiple Master Plans for the City over the past several five-year planning cycles.

Partnering with SWMPC also provides a significant cost advantage. Their nonprofit structure enables them to offer professional planning services at a lower cost than private firms, without compromising on expertise or process rigor. Staff believe this partnership will result in a strong, actionable plan while ensuring responsible use of taxpayer resources. The proposal was unanimously recommended by the Planning Commission for City Commission consideration and approval during its October meeting.

Memorandum

Recommendation

Staff recommends that the City Commission approve awarding the contract for the new 5-year Master Plan to the Southwest Michigan Planning Commission. Maintaining a current and compliant Master Plan is important to Buchanan's long-term success, economic competitiveness, and ability to secure future state and federal funding.

Attachment A: Southwest Michigan Planning Commission Proposal

Attachment A



**Southwestern Michigan Commission
City of Buchanan Master Plan Proposal**

		JP	BS	JB	MH	KG	Total
Community Inventory/Analysis Phase							\$10,290.00
Social Characteristics (demographics, housing, employment, economics, transportation/circulation, etc)		4.00		10.00	2.00		\$1,242.00
Physical Characteristics (topo, soils/geology, hydrology, etc.)					4.00		\$396.00
Infrastructure/Services (water, sewer, roads, transit, trails, parks, broadband, materials mgt, education, etc.)		12.00	16.00		1.00		\$1,979.00
Land Use w/Cover (housing, business, industry, historic patterns, etc.)		6.00	4.00		1.00		\$767.00
Review Existing Plan & other documents			2.00		1.00		\$235.00
Additional Maps		6.00					\$396.00
Steering Committee Meetings (2 - kick off and survey development)					8.00		\$792.00
Public Involvement							
<i>Surveys* (develop, refine, tabulate, analyze)</i>			20.00		4.00		\$1,756.00
<i>Public Vision Session (one)</i>			3.00		5.00		\$699.00
<i>Stakeholder Interviews</i>			16.00				\$1,088.00
Inventory/Analysis Writing			8.00		4.00		\$940.00
Goals and Objectives Phase							\$1,386.00
Goals and Objectives					6.00		\$594.00
Steering Committee Meetings (2)					8.00		\$792.00
Future Land Use Alternatives							\$2,145.00
Develop future land use descriptions					7.00		\$693.00
Update future land use map		10.00					\$660.00
Steering Committee Meeting (2)					8.00		\$792.00

Implementation Strategies/Action Steps Phase							\$2,772.00
Develop Action Plan					12.00		\$1,188.00
Develop Zoning Plan					8.00		\$792.00
Public Involvement							
Steering Committee Meeting (2)					8.00		\$792.00
Draft Plan Review & Adoption							\$3,006.00
Draft plan sent to elected body for review and approval prior to distribution to mailing list			10.00		2.00		\$878.00
Transmittal letters (at initiation & end of process)					2.00		\$198.00
List of comments/revisions					4.00		\$396.00
Final document editing/production			8.00		5.00		\$1,039.00
Public Hearing					3.00		\$297.00
Resolution of support/adoption					2.00		\$198.00
Miscellaneous Expenses (Travel, Printing)							\$500.00
TOTAL			38.00	87.00	10.00	105.00	0.00 \$20,099.00

***note** - community pays for any distribution and printing of hard copies of the survey

*City is responsible for publishing public hearing notices; templates provided by SWMPC.

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/30/2025	AP	ABONMARCHE CONSULTANTS, INC. GRANTS & SPECIAL PROJECTS Vnd: 0202 Invoice: 160784	Invoice: 160784 Ref#: 31383 (PROJECT 25-0571 - BOAT LAUNCH PARKING IM) 101-700.000-967.002 101-000.000-202.000	2,550.00	2,550.00
		Expected Check Run: 10/27/2025		2,550.00	2,550.00
09/30/2025	AP	ABONMARCHE CONSULTANTS, INC. GRANTS & SPECIAL PROJECTS Vnd: 0202 Invoice: 160694	Invoice: 160694 Ref#: 31384 (PROJECT 25-0498 BUCHANAN RBDG DOWNTOWN P) 101-700.000-967.002 101-000.000-202.000	4,118.00	4,118.00
		Expected Check Run: 10/27/2025		4,118.00	4,118.00
10/22/2025	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 100631	Invoice: 100631 Ref#: 31381 (SOD HYPO 12.5% & SODIUM BISULFATE- WWTP) 592-590.000-743.000 592-000.000-202.000	637.74	637.74
		Expected Check Run: 10/27/2025		637.74	637.74
10/22/2025	AP	ASHLEY HANSON MARKET MASTER FEES Vnd: 0562 Invoice: 8.21.25-10.11.25	Invoice: 8.21.25-10.11.25 Ref#: 31382 (MARKET MASTER WAGES) 101-761.002-803.000 101-000.000-202.000	1,840.00	1,840.00
		Expected Check Run: 10/27/2025		1,840.00	1,840.00
10/22/2025	AP	BARCO PRODUCTS COMPANY TRAIL GRANT EXPENDITURES Vnd: 2090 Invoice: INVRC035029	Invoice: INVRC035029 Ref#: 31386 (3 BENCHES FOR TRAIL) 401-000.000-970.031 401-000.000-202.000	3,690.66	3,690.66
		Expected Check Run: 10/27/2025		3,690.66	3,690.66
08/31/2025	AP	BISBEE INFRARED SERVICES ELECTRICAL MAINTENANCE Vnd: 0012 Invoice: 26871	Invoice: 26871 Ref#: 31385 (INFARED ELECTRICAL INSPECTION FOR WWTP) 592-590.000-937.000 592-000.000-202.000	550.00	550.00
		Expected Check Run: 10/27/2025		550.00	550.00
10/22/2025	AP	BUCHANAN SCARECROW CHARITIES MISCELLANEOUS SUPPLIES Vnd: 1109 Invoice: 10.21.25	Invoice: 10.21.25 Ref#: 31387 (DEPARTMENT OF PUBLIC WORKS SCARECROW 202) 101-441.000-756.000 101-000.000-202.000	75.00	75.00
		Expected Check Run: 10/27/2025		75.00	75.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
09/30/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES LEGAL FEES Vnd: 2347 Invoice: 9605511	Invoice: 9605511 Ref#: 31388 (GENERAL CORPORATE LEGAL SERVICES RENDERE) 101-215.000-826.000 101-172.000-826.000 101-000.000-202.000	475.00 7,378.79	7,853.79
		Expected Check Run: 10/27/2025		7,853.79	7,853.79
09/30/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES Vnd: 2347 Invoice: 9605511.1	Invoice: 9605511.1 Ref#: 31389 (GENERAL CORPORATE LEGAL SERVICES RENDERE) 243-000.000-826.000 243-000.000-202.000	1,087.50	1,087.50
		Expected Check Run: 10/27/2025		1,087.50	1,087.50
09/30/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES Vnd: 2347 Invoice: 9605512	Invoice: 9605512 Ref#: 31390 (FOIA AND OMA LEGAL COUNSEL SERVICES REND) 101-215.000-826.000 101-000.000-202.000	4,625.00	4,625.00
		Expected Check Run: 10/27/2025		4,625.00	4,625.00
09/30/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES Vnd: 2347 Invoice: 9605513	Invoice: 9605513 Ref#: 31391 (CRIMINAL PROSECUTION LEGAL SERVICES REND) 101-301.000-826.000 101-000.000-202.000	125.00	125.00
		Expected Check Run: 10/27/2025		125.00	125.00
09/30/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES Vnd: 2347 Invoice: 9605514	Invoice: 9605514 Ref#: 31392 (REAL ESTATE LEGAL SERVICES RENDERED THRO) 101-172.000-826.000 101-000.000-202.000	200.00	200.00
		Expected Check Run: 10/27/2025		200.00	200.00
09/30/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES LEGAL FEES Vnd: 2347 Invoice: 9605515	Invoice: 9605515 Ref#: 31393 (TRANE ENVIRONMENTAL AND ROW CLAIMS LEGAL) 592-591.000-826.000 592-590.000-826.000 592-000.000-202.000	362.50 362.50	725.00
		Expected Check Run: 10/27/2025		725.00	725.00
10/22/2025	AP	CDW-G TECHNOLOGY CONTRACTUAL SERVICES Vnd: 1815 Invoice: AG32S4F	Invoice: AG32S4F Ref#: 31399 (LICENSES FOR EXTENDED SECURITY UPDATES F) 101-265.000-819.000 101-000.000-202.000	371.46	371.46
		Expected Check Run: 10/27/2025		371.46	371.46

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/22/2025	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4246425743	Invoice: 4246425743 Ref#: 31396(MATS FOR CITY HALL) 101-265.000-818.000 101-000.000-202.000	99.83	99.83
		Expected Check Run: 10/27/2025		99.83	99.83
10/22/2025	AP	COMCAST BUSINESS TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 10.03.25-11.02.25 Vnd: 1722 Invoice: 10.03.25-11.02.25	Invoice: 10.03.25-11.02.25 Ref#: 31398(MOTHLY CYCLE) 592-590.000-853.000 101-441.000-853.000 101-567.000-853.000 592-000.000-202.000 101-000.000-202.000	505.90 296.65 171.53	505.90 468.18
		Expected Check Run: 10/27/2025		974.08	974.08
09/30/2025	AP	COREWELL HEALTH MEDICAL EXAMS Vnd: 2307 Invoice: 10.06.25	Invoice: 10.06.25 Ref#: 31395(DOT DRUG PANEL - R. MILLER) 101-301.000-961.000 101-000.000-202.000	59.00	59.00
		Expected Check Run: 10/27/2025		59.00	59.00
10/22/2025	AP	COUNTY OF BERRIEN CONTRACTUAL Vnd: 1864 Invoice: 17405	Invoice: 17405 Ref#: 31400(ANNUAL PAYMENT FOR EAGLEVIEW CONNECT EXP) 101-257.000-818.000 101-000.000-202.000	1,000.00	1,000.00
		Expected Check Run: 10/27/2025		1,000.00	1,000.00
10/22/2025	AP	COUNTY OF BERRIEN MAINTENANCE - GROUNDS TRAIL GRANT EXPENDITURES Vnd: 1864 Invoice: 17349 Vnd: 1864 Invoice: 17349	Invoice: 17349 Ref#: 31402(INMATE WORKERS 9.10.25 & 9.24.25) 101-441.000-932.000 401-000.000-970.031 101-000.000-202.000 401-000.000-202.000	180.00 180.00	180.00 180.00
		Expected Check Run: 10/27/2025		360.00	360.00
10/22/2025	AP	CUMMINS SALES AND SERVICE MAINTENANCE - EQUIPMENT Vnd: 1946 Invoice: Q3-251023507	Invoice: Q3-251023507 Ref#: 31394(NEW CIRCUIT BOARD GENERATOR POWER SURC) 592-590.000-933.000 592-000.000-202.000	6,655.55	6,655.55
		Expected Check Run: 10/27/2025		6,655.55	6,655.55

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/22/2025	AP	CUSTOM FENCE CO. MAINTENANCE - BUILDINGS Vnd: 0178 Invoice: 153	Invoice: 153 Ref#: 31397(FENCE REPAIR MCCOY CREEK DR. - COMPLETED) 101-265.000-931.000 101-000.000-202.000	2,617.50	2,617.50
		Expected Check Run: 10/27/2025		2,617.50	2,617.50
10/22/2025	AP	DECATUR ELECTRONICS, INC. MISCELLANEOUS SUPPLIES Vnd: 0285 Invoice: 4369	Invoice: 4369 Ref#: 31403(RADAR REPLACEMENT PART FOR CAR 46-4) 101-301.000-756.000 101-000.000-202.000	275.00	275.00
		Expected Check Run: 10/27/2025		275.00	275.00
10/22/2025	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY CONTRACTUAL SERVICES Vnd: 2228 Invoice: 1730	Invoice: 1730 Ref#: 31404(LABOR FOR CASH DRAWER CAMERA INSTALLATIO) 101-265.000-819.000 101-000.000-202.000	173.20	173.20
		Expected Check Run: 10/27/2025		173.20	173.20
10/22/2025	AP	EXEMPLAR IT SOLUTIONS TECHNOLOGY EQUIP. SUPPLIES Vnd: 2228 Invoice: 1731	Invoice: 1731 Ref#: 31444(HARDWARE AND APPLIANCES TO MOVE SERVER R) 101-265.000-756.003 101-000.000-202.000	1,460.30	1,460.30
		Expected Check Run: 10/27/2025		1,460.30	1,460.30
10/22/2025	AP	FERGUSON WATERWORKS #1934 METERS-HYDRANTS-FITTINGS Vnd: 1536 Invoice: 0438590-1	Invoice: 0438590-1 Ref#: 31405(FITTINGS) 592-591.000-729.002 592-000.000-202.000	515.59	515.59
		Expected Check Run: 10/27/2025		515.59	515.59
10/22/2025	AP	GASVODA & ASSOCIATES. INC. MAINTENANCE - EQUIPMENT Vnd: 1892 Invoice: INV25SVC0839	Invoice: INV25SVC0839 Ref#: 31407(HEAD WORKS PUMP SERVICE CALL DUE TO A 592-590.000-933.000 592-000.000-202.000	1,419.10	1,419.10
		Expected Check Run: 10/27/2025		1,419.10	1,419.10
10/22/2025	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23296	Invoice: 23296 Ref#: 31406(OIL CHANGE ON 46-6) 101-301.000-939.000 101-000.000-202.000	55.75	55.75
		Expected Check Run: 10/27/2025		55.75	55.75

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/22/2025	AP	GREAT LAKES BREATHING AIR EQUIPMENT TESTING Vnd: 2397 Invoice: 1058	Invoice: 1058 Ref#: 31408 (MAINTENANCE AND AIR SAMPLE DRAWN ON SCBA) 101-336.000-851.001 101-000.000-202.000	601.41	601.41
		Expected Check Run: 10/27/2025		601.41	601.41
10/22/2025	AP	GREAT LAKES BREATHING AIR EQUIPMENT TESTING Vnd: 2397 Invoice: 1195	Invoice: 1195 Ref#: 31409 (ANNUAL MAINT. OF SCBA FILL STATION COMPR) 101-336.000-851.001 101-000.000-202.000	895.85	895.85
		Expected Check Run: 10/27/2025		895.85	895.85
10/22/2025	AP	HACH COMPANY LAB SUPPLIES Vnd: 0182 Invoice: 14714897	Invoice: 14714897 Ref#: 31410 (MIXED-PARAMETER STANDARD, NIST, WASTEWAT) 592-590.000-757.000 592-000.000-202.000	81.29	81.29
		Expected Check Run: 10/27/2025		81.29	81.29
10/22/2025	AP	HAVILAND PRODUCTS COMPANY CHEMICALS Vnd: 2417 Invoice: 552664	Invoice: 552664 Ref#: 31411 (BLEACH - SOD HYPOCHLORIDE & SODIUM BISUL) 592-590.000-743.000 592-000.000-202.000	561.70	561.70
		Expected Check Run: 10/27/2025		561.70	561.70
10/22/2025	AP	IMPRESSIVE LETTERING UNIFORMS UNIFORMS UNIFORMS UNIFORMS Vnd: 1045 Invoice: 000723 Vnd: 1045 Invoice: 000723	Invoice: 000723 Ref#: 31412 (2025 UNIFORMS) 101-441.000-768.000 101-567.000-768.000 592-591.000-768.000 592-590.000-768.000 101-000.000-202.000 592-000.000-202.000	1,043.00 384.00 384.00 538.00	1,427.00 922.00
		Expected Check Run: 10/27/2025		2,349.00	2,349.00
10/22/2025	AP	INDIANA MICHIGAN POWER COMPANY STREET LIGHTING UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES Vnd: 0131 Invoice: 10.3.25 Vnd: 0131 Invoice: 10.3.25 Vnd: 0131 Invoice: 10.3.25	Invoice: 10.3.25 Ref#: 31413 (OCTOBER 2025 USAGE) 101-441.000-926.000 202-474.000-921.000 592-590.000-921.000 592-591.000-921.000 101-336.000-921.000 101-265.000-921.000 101-441.000-921.000 101-000.000-202.000 202-000.000-202.000 592-000.000-202.000	1,022.27 135.57 610.32 324.65 285.36 1,240.01 436.43	2,984.07 135.57 934.97
		Expected Check Run: 10/27/2025		4,054.61	4,054.61

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/22/2025	AP	JERRY FLENOR TRAIL GRANT EXPENDITURES Vnd: 1375 Invoice: 9.26.25	Invoice: 9.26.25 Ref#: 31401(REIMBURSEMENT FOR BANNERS FOR SALMON SCR) 401-000.000-970.031 401-000.000-202.000	172.96	172.96
		Expected Check Run: 10/27/2025		172.96	172.96
09/30/2025	AP	KRUGGEL LAWTON CPA AUDIT AUDIT AUDIT Vnd: 2145 Invoice: 394185 Vnd: 2145 Invoice: 394185	Invoice: 394185 Ref#: 31414(PROGRESS BILL FOR ANNUAL FINANCIAL STATE) 101-253.000-807.000 592-590.000-807.000 592-591.000-807.000 101-000.000-202.000 592-000.000-202.000	5,966.67 5,966.67 5,966.66	5,966.67 11,933.33
		Expected Check Run: 10/27/2025		17,900.00	17,900.00
10/22/2025	AP	M.A.A.C PROPERTY SERVICES MAINTENANCE - GROUNDS Vnd: 0324 Invoice: 81396	Invoice: 81396 Ref#: 31416(10.09.25 FERTILIZATION) 101-567.000-932.000 101-000.000-202.000	79.00	79.00
		Expected Check Run: 10/27/2025		79.00	79.00
10/22/2025	AP	MARV'S LOCK SHOP MISCELLANEOUS SUPPLIES Vnd: 1656 Invoice: 202841	Invoice: 202841 Ref#: 31415(4 KEYS FOR CITY HALL) 101-265.000-756.000 101-000.000-202.000	10.00	10.00
		Expected Check Run: 10/27/2025		10.00	10.00
10/22/2025	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 790824	Invoice: 790824 Ref#: 31417(BATTERY FOR RIDER/BLOWER LOF FOR F250) 101-567.000-758.000 101-000.000-202.000	101.31	101.31
		Expected Check Run: 10/27/2025		101.31	101.31
10/22/2025	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 791893	Invoice: 791893 Ref#: 31418(BATTERY FOR FORD F250 - APPLY CREDIT 791) 592-591.000-758.000 592-000.000-202.000	189.99	189.99
		Expected Check Run: 10/27/2025		189.99	189.99
10/22/2025	AP	PAM'S SIGNS MISCELLANEOUS SUPPLIES Vnd: 0220 Invoice: 8289	Invoice: 8289 Ref#: 31421(NO LOITERING SIGNS) 202-463.000-756.000 202-000.000-202.000	380.00	380.00
		Expected Check Run: 10/27/2025		380.00	380.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
08/31/2025	AP	PAM'S SIGNS MISCELLANEOUS Vnd: 0220 Invoice: 8257	Invoice: 8257 Ref#: 31422(POLLS OPEN SIGNS) 101-262.000-962.000 101-000.000-202.000	380.00	380.00
		Expected Check Run: 10/27/2025			
				380.00	380.00
10/22/2025	AP	PAYNES EXCAVATING, LLC MAINTENANCE - SYSTEM Vnd: 0857 Invoice: 10.7.25	Invoice: 10.7.25 Ref#: 31419(SAND) 592-591.000-938.000 592-000.000-202.000	430.00	430.00
		Expected Check Run: 10/27/2025			
				430.00	430.00
10/22/2025	AP	POLYDYNE, INC. CHEMICALS Vnd: 0314 Invoice: 1970881	Invoice: 1970881 Ref#: 31420(CLARIFLOC C-6286 WWTP) 592-590.000-743.000 592-000.000-202.000	3,334.86	3,334.86
		Expected Check Run: 10/27/2025			
				3,334.86	3,334.86
10/22/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 49242-2460	Invoice: 49242-2460 Ref#: 31423(VETERANS/MEMORIAL PARK) 101-755.000-818.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 10/27/2025			
				120.00	120.00
10/22/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 49242-2499	Invoice: 49242-2499 Ref#: 31424(BOAT LAUNCH TOILET) 101-755.000-818.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 10/27/2025			
				120.00	120.00
10/22/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 49242-2505	Invoice: 49242-2505 Ref#: 31425(RAVISH PARK TOILET) 101-755.000-818.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 10/27/2025			
				120.00	120.00
10/22/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 49242-2500	Invoice: 49242-2500 Ref#: 31426(KATHRYN PARK TOILET) 101-755.000-818.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 10/27/2025			
				120.00	120.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/22/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 49242-2502	Invoice: 49242-2502 Ref#: 31427 (COMMON TOILETS) 101-755.000-818.000 101-000.000-202.000	288.00	288.00
		Expected Check Run: 10/27/2025		288.00	288.00
10/22/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 49242-2501	Invoice: 49242-2501 Ref#: 31428 (VICTORY PARK TOILET RENTAL) 101-755.000-818.000 101-000.000-202.000	120.00	120.00
		Expected Check Run: 10/27/2025		120.00	120.00
10/22/2025	AP	PRIDE THE PORTABLE TOILET CONTRACTUAL Vnd: 0866 Invoice: 49242-2503	Invoice: 49242-2503 Ref#: 31429 (EB CLARK WOODS TOILET) 101-755.000-818.000 101-000.000-202.000	168.00	168.00
		Expected Check Run: 10/27/2025		168.00	168.00
10/22/2025	AP	RIETH-RILEY CONSTRUCTION CO. ROAD MAIN. MATERIAL & SUPPLIES ROAD MAIN. MATERIAL & SUPPLIES Vnd: 0011 Invoice: 3306965 Vnd: 0011 Invoice: 3306965	Invoice: 3306965 Ref#: 31430 (COLD PATCH) 202-463.000-782.000 203-463.000-782.000 202-000.000-202.000 203-000.000-202.000	145.36 145.37	145.36 145.37
		Expected Check Run: 10/27/2025		290.73	290.73
10/22/2025	AP	ROTO-ROOTER MAINTENANCE - BUILDINGS Vnd: 0177 Invoice: 182-093251013001	Invoice: 182-093251013001 Ref#: 31431 (FLOOR DRAIN - FRONT BATHROOM) 101-265.000-931.000 101-000.000-202.000	140.00	140.00
		Expected Check Run: 10/27/2025		140.00	140.00
10/22/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0172564-IN	Invoice: 0172564-IN Ref#: 31437 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 10/27/2025		388.25	388.25
10/22/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0172695-IN	Invoice: 0172695-IN Ref#: 31438 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 10/27/2025		388.25	388.25

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/22/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0172627-IN	Invoice: 0172627-IN Ref#: 31439(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 10/27/2025			
				388.25	388.25
10/22/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0172672-IN	Invoice: 0172672-IN Ref#: 31440(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 10/27/2025			
				388.25	388.25
09/30/2025	AP	SEMCO ENERGY ACCT 0157168.501 ACCT 0157576.500 ACCT 0359411.500 ACCT 0374061.500 ACCT 0158995.500 ACCT 0348966.501 ACCT 0157440.501 ACCT 0156522.501 BANK FEES AND CHARGES Vnd: 0459 Invoice: 08.28.25-09.29.25 Vnd: 0459 Invoice: 08.28.25-09.29.25	Invoice: 08.28.25-09.29.25 Ref#: 31443(GAS ENERGY USAGE) 101-301.000-921.000 101-336.000-921.000 101-265.000-921.000 592-590.000-921.000 101-265.000-921.000 592-591.000-921.000 101-761.004-921.000 101-441.000-921.000 101-267.000-956.000 101-000.000-202.000 592-000.000-202.000	60.46 23.65 14.67 129.96 83.96 29.00 31.62 137.01 3.50	354.87 158.96
		Expected Check Run: 10/27/2025			
				513.83	513.83
10/22/2025	AP	STAPLES MISCELLANEOUS SUPPLIES Vnd: 2409 Invoice: 6038455394	Invoice: 6038455394 Ref#: 31442(OFFICE SUPPLIES) 101-265.000-756.000 101-000.000-202.000	43.56	43.56
		Expected Check Run: 10/27/2025			
				43.56	43.56
10/22/2025	AP	STATE OF MICHIGAN CONTRACTUAL Vnd: 1581 Invoice: 761-11341310	Invoice: 761-11341310 Ref#: 31436(WATER SAMPLES) 592-591.000-818.000 592-000.000-202.000	326.00	326.00
		Expected Check Run: 10/27/2025			
				326.00	326.00
10/14/2025	AP	STOVER, LAURA READY TO SERVE Vnd: MISC Invoice: 10/14/2025	Invoice: 10/14/2025 Ref#: 31377(UB refund for account: 1128) 592-000.000-067.021 592-000.000-202.000	182.98	182.98
		Expected Check Run: 10/27/2025			
				182.98	182.98

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
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10/22/2025	AP	SWEET C. ROBINSON	Invoice: 10.10.25 Ref#: 31441(FOOTBALL GAME 10.10.25)		
		RESERVE TRAINING	101-301.000-818.002	36.00	
		Vnd: 1784 Invoice: 10.10.25	101-000.000-202.000		36.00
		Expected Check Run: 10/27/2025		36.00	36.00
10/22/2025	AP	TONI CLAY	Invoice: 10/22/2025 Ref#: 31380(UB refund for account: 6595)		
		READY TO SERVE	592-000.000-067.021	49.52	
		Vnd: MISC Invoice: 10/22/2025	592-000.000-202.000		49.52
		Expected Check Run: 10/27/2025		49.52	49.52
10/22/2025	AP	VERIZON WIRELESS	Invoice: 6125654449 Ref#: 31432(X3 AIR CARDS FOR PATROL VEHICLES)		
		TELEPHONE, INTERNET, CABLE	101-301.000-853.000	120.08	
		Vnd: 2060 Invoice: 6125654449	101-000.000-202.000		120.08
		Expected Check Run: 10/27/2025		120.08	120.08
10/22/2025	AP	WELDY SALES AND SERVICE	Invoice: 32771 Ref#: 31435(OIL & SPARK PLUG)		
		GAS AND OIL	101-567.000-751.000	29.99	
		MISCELLANEOUS SUPPLIES	101-567.000-756.000	7.49	
		Vnd: 1763 Invoice: 32771	101-000.000-202.000		37.48
		Expected Check Run: 10/27/2025		37.48	37.48
10/22/2025	AP	WEST MICHIGAN CRIMINAL JUSTICE	Invoice: 6487 Ref#: 31434(WMCJTC FALL 2025 PAYMENT)		
		POLICE 302 TRAINING FUNDS	701-000.000-582.008	440.16	
		Vnd: 0921 Invoice: 6487	701-000.000-202.000		440.16
		Expected Check Run: 10/27/2025		440.16	440.16
10/22/2025	AP	WINDEMULLER ELECTRIC	Invoice: 246092 Ref#: 31433(REMOTE PHONE SUPPORT AND PLC CONN. FOR D)		
		MAINTENANCE - SYSTEM	592-590.000-938.000	195.00	
		Vnd: 1167 Invoice: 246092	592-000.000-202.000		195.00
		Expected Check Run: 10/27/2025		195.00	195.00
				80,620.37	80,620.37

Cash/Payable Account Totals:					
ACCOUNTS PAYABLE		101-000.000-202.000			42,380.31
ACCOUNTS PAYABLE		202-000.000-202.000			660.93
ACCOUNTS PAYABLE		203-000.000-202.000			145.37
ACCOUNTS PAYABLE		243-000.000-202.000			1,087.50
ACCOUNTS PAYABLE		401-000.000-202.000			4,043.62
ACCOUNTS PAYABLE		592-000.000-202.000			31,862.48
ACCOUNTS PAYABLE		701-000.000-202.000			440.16
TOTAL INCREASE IN PAYABLE:					80,620.37

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
10/21/2025	AP	JAN JACOBS	Invoice: 10.20.25 Ref#: 31378(REIMBURSEMENT FOR TREK & TREAT CANDY)		
AP Trx #: 57349		TRAIL GRANT EXPENDITURES	401-000.000-970.031	3,155.30	
		Vnd: 0963 Invoice: 10.20.25	401-000.000-202.000		3,155.30
		Expected Check Run: 10/27/2025			
				3,155.30	3,155.30
10/21/2025	AP	ROSE WRIGHT	Invoice: 10.10.25 Ref#: 31379(REIMBURSEMENT FOR TRAIL TREK & TREAT CAN)		
AP Trx #: 57350		TRAIL GRANT EXPENDITURES	401-000.000-970.031	161.98	
		Vnd: MISC Invoice: 10.10.25	401-000.000-202.000		161.98
		Expected Check Run: 10/27/2025			
				161.98	161.98
				3,317.28	3,317.28
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	401-000.000-202.000		3,317.28
			TOTAL INCREASE IN PAYABLE:		3,317.28