



# PUBLIC HEARINGS & REGULAR MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, FEBRUARY 09, 2026 – 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](mailto:clerk@cityofbuchanan.com)*

### I. Call to Order Public Hearing #1

### II. Roll Call

### III. Opening of Public Hearing #1

### IV. Statement of Purpose and Announcement of Rules

**A.** The purpose of this public hearing is to hear public input regarding the proposed Ordinance 2026.03/447. An Ordinance of Regulation of Sidewalk Cafes and Outdoor Service Areas.

### V. Close of Public Hearing #1

### VI. Call to Order Public Hearing #2

### VII. Roll Call

### VIII. Opening of Public Hearing #2

### IX. Statement of Purpose and Announcement of Rules

**A.** The purpose of the public hearing is to hear public comments on a proposed Ordinance 2026.02/446, An Ordinance to amend Chapter 102 Utilities to add Article V. Section 102-177 Sewer Laterals and Appurtenances.

### X. Close of Public Hearing #2

### XI. Pledge of Allegiance

### XII. Invocation

### XIII. Roll Call

### XIV. Approve Agenda

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

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

A. **Minutes**- Consider the Regular Meeting Minutes from January 26th, 2026.

**B. Common Rentals**

- 1) May 24th, 2026- Autism Community Walk.
- 2) July 18th, 2026- 100th Anniversary Boy Scout Celebration.

C. **Department Head Reports**- Consider accepting the monthly Department Head Reports.

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

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

A. **Buchanan City Police Department**- Presentation of year-end report.

B. **Buchanan City Fire Department** - Presentation of the Year-End Report and a demonstration of the SCBA.

**XIX. Unfinished Business**

A. **Ordinance 2026.02/446**- Consider the second reading and enactment of Ordinance 2026.02/446, an Ordinance that amends Chapter 102 Utilities, Article V. Sewage Disposal, Section 102-177. Sewer Laterals and Appurtenances.

B. **Ordinance 2026.03/447**- Consider the first reading of Ordinance 2026.03/447, which regulates sidewalk cafes/ outdoor service areas/ temporary public sidewalk furnishings, and schedule the second public hearing for this ordinance.

**XX. New Business**

A. **Tree Stump Maintenance, Removal & Grinding Bid**- Consider awarding the tree stump maintenance, removal, and grinding bid to Treeworks.

B. **Excess Inventory**- Consider authorizing the disposal of the identified excess inventory.

C. **Closed Session**- Consider entering closed session under MCL 15.268(1)(d) to discuss the sale of real property and related negotiations, and for MCL 15.268(1)(a) to consider the periodic personnel evaluation of Tony McGhee at the request of the employee.

D. **Expenditures**- Consider approving the expenditures for the amount of \$40,222.04

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

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

**XXIII. Executive Comments**

A. **City Manager Comments**

B. **Commissioner Comments**

C. **Mayor Comments**

**XXIV. Adjourn**



Dated: January 15, 2026

**CITY OF BUCHANAN  
CITY COMMISSION  
NOTICE OF PUBLIC HEARING**

The City Commission of the City of Buchanan, Berrien County, State of Michigan, will hold a public hearing at 7:00 p.m. on Monday, February 9th, 2026, at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan.

The primary objective of this public hearing is to hear public input regarding the proposed Ordinance 2026.03/447. An Ordinance of Regulation of Sidewalk Cafes and Outdoor Service Areas.

We encourage you to review the proposed ordinance, which can be accessed on our website at [cityofbuchanan.com](http://cityofbuchanan.com). Additionally, physical copies are available at City Hall. Should you be unable to attend the public hearing, we welcome and encourage your written comments, which can be submitted to Buchanan City Hall at the address provided above or via email to City Clerk, Kalla Langston-Weiss at [Clerk@cityofbuchanan.com](mailto:Clerk@cityofbuchanan.com). Please ensure that all comments are received by noon on Monday, February 9<sup>th</sup>, 2026.

Kalla Langston-Weiss, City Clerk



Dated: January 15, 2026

**CITY OF BUCHANAN  
CITY COMMISSION  
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE that the City Commission of the City of Buchanan, Berrien County, State of Michigan, will hold a public hearing at 7:00 p.m. on Monday, February 9<sup>th</sup>, 2026, at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan. The purpose of the public hearing is to hear public comments on a proposed Ordinance 2026.02/446, An Ordinance to amend Chapter 102 Utilities to add Article V. Section 102-177 Sewer Laterals and Appurtenances. The proposed ordinance clarifies that property owners are responsible for maintaining and repairing their sewer laterals from the building to the public sewer main, including areas under streets. Following the public hearing, the City Commission will hold its Regular Meeting, during which it will consider the second reading and enactment of Ordinance 2026.02/446.

The proposed Ordinance can be found on our website, [cityofbuchanan.com](http://cityofbuchanan.com), or a copy can be obtained at City Hall, 302 N. Redbud Trail, Buchanan, MI 49107.

If you cannot attend the public hearing, written comments can be sent to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan 49107, or emailed to City Clerk Kalla Langston at [Clerk@cityofbuchanan.com](mailto:Clerk@cityofbuchanan.com) and must be received by noon on Monday, February 9<sup>th</sup>, 2026.

Kalla Langston-Weiss, City Clerk  
City of Buchanan



**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, JANUARY 26, 2026 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN, MI**

**MINUTES**

**I. Call to Order**

The meeting was called to order at 7:00 PM

**II. Recognition**

Chief of Police Harvey Burnett presented the following awards:

**A. Buchanan Police Department Recognition**

**Officer Duncan Gast - Meritorious Service Medal**  
**Officer Corey Reed- Meritorious Service Medal**  
**Officer Angela Baggett- Lifesaving Award**  
**Officer Dominick Klein- Letter of Commendation**  
**Officer Katelyn Cooke- Letter of Commendation**  
**Buchanan City DPW - Letter of Appreciation**

**III. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**IV. Invocation**

Invocation was given.

**V. Roll Call**

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

**Absent:** None

**City Staff Present:** City Manager Tony McGhee, City Clerk, Kalla Langston, Director of Public Works Mike Baker, Chief of Police Harvey Burnett, Director of Community Development and Zoning Kristen Gundersen

**VI. Approve Agenda**

Motion made by George, seconded by Vigansky, to approve the agenda as presented. Voice votes carry unanimously.

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

None.

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

**A. Minutes- Consider approving the Regular Meeting Minutes from January 12th, 2026.**

**B. DDA Resignation- Consider accepting the resignation of Fran Terry from the DDA.**

**C. Annual Planning Commission Report- Consider accepting the 2025 Annual Planning Commission Report.**

Motion made by Money, seconded by Swem, to approve the consent agenda, as presented. Voice votes carry unanimously.

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

**A. Audit Presentation- Presented by Brian Hake, CPA from Kruggle Lawton.**

**Audit Summary**

The auditors issued an unmodified opinion on the City's financial statements, indicating a clean audit. A federal Single Audit was completed due to applicable funding thresholds and resulted in no findings. The Downtown Infrastructure Project was identified as the sole major program and also received an unmodified opinion. The audit was more complex than in prior years due to multiple active projects and grants, as well as delays associated with the release of the federal compliance supplement.

**Financial Highlights**

General Fund expenditures showed public safety as the largest functional area, with general government comprising approximately 30 percent. Actual expenditures were below budget, revenues exceeded projections, and the General Fund balance was higher than budgeted. The fund balance declined in fiscal year 2023 but improved in fiscal years 2024 and 2025. Months of operations increased to approximately 9.9 months in fiscal year 2025, reflecting a strong financial position.

**Pension Overview**

The City reported a net pension liability, which is common among public entities. The pension plan was approximately 96 percent funded, indicating a strong funding position relative to many municipalities.

*Motion made by Money, seconded by Swem, to accept the financial report dated June 30<sup>th</sup>, 2025, as presented. Roll call votes are carried unanimously.*

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

**XI. Unfinished Business**

**XII. New Business**

**A. Wood Chipper Purchase- Consider approving the purchase of a Bandit Intimidator 12XPC wood chipper from Bandit Industries, Inc., reflecting MiDEAL contract pricing.**

The Commission considered approval of the purchase of a Bandit Intimidator 12 XPC woodchipper through the State of Michigan MI-DEAL program in the amount of \$37,890, representing a savings of approximately \$9,410 from standard pricing. The purchase was identified as a budgeted capital expenditure. Staff noted the existing chipper has exceeded its useful life and is unsafe to operate, and will likely be declared surplus and sold at auction.

*Motion made by Viganksy, seconded by George, to approve the purchase of the Bandit Intimidator 12XPC woodchipper for \$37,890.00, as presented. Roll call votes are carried unanimously.*

**B. Water Reliability Study Update- Consider approving the proposal from Prein & Newhof to update the Water Reliability Study.**

The Commission considered approval of a professional services agreement with Prein & Newhof to conduct a water reliability study in the amount of \$14,500. Staff indicated the proposal was competitively priced and favorable compared to market rates. Discussion included the possibility of engaging multiple firms for future professional services.

*Motion made by Swem, seconded by Swem, seconded by Money to approve the Reliability Study update proposal from Prien & Newhof for \$14,500, as presented. Roll call votes are carried unanimously.*

**C. Victory Park Fund- Consider the establishment of the Victory Park Fund with the Berrien Community Foundation and authorize the Mayor and City Manager to execute the Letter of Agreement**

The Commission considered the establishment of the Victory Park Fund with the Berrien Community Foundation to receive and manage donations for park improvements. A private benefactor pledged \$50,000 as a challenge grant, to be matched through additional fundraising or grant awards. Recognition was given to James Busby for his leadership and assistance in securing the funding.

*Motion made by Money, seconded by George, to approve the establishment of the Victory Park Fund with the Berrien County Community Foundation to receive and manage funds, as presented. Roll call votes carried unanimously.*

**D. eCitation Access Annual Contract- Police Department- Consider approving the purchase of an annual eCitation access contract with LexisNexis for three in-car printers for the Police Department.** The Commission considered approval of an annual e-citation access contract with LexisNexis in the amount of \$2,814.30 to support the Police Department's electronic citation system. Although the expenditure was below the administrative approval threshold, it was presented for transparency. *Motion made by Money, seconded by Vigansky to approve the purchase of eCitation contract with LexisNexis for \$2,814.30, as presented. Roll call votes carried unanimously.*

**E. Early Voting Agreement- Approve the Draft Early Voting Agreement with Berrien County for the 2026 Election Cycle and authorize City Clerk Langston-Weiss to execute the document on behalf of the City of Buchanan.**

Langston provided context regarding upcoming election equipment replacement requirements, county consolidation of early voting locations, and associated notification costs. Discussion also included potential precinct consolidation after 2026 to reduce costs.

*Motion made by Money, seconded by Vigansky, authorizing Clerk Langston to execute the early voting agreement with Berrien County, as presented. Roll call votes carried unanimously.*

**F. Resolution 2026.01/01- Consider Resolution 2026.01/01, a Resolution placing the McCoy Creek Trail Committee under the supervision of BARB (Buchanan Area Recreation Board).**

#### Resolution 2026.01/01

WHEREAS, the City of Buchanan ("City") has established or recognized a committee commonly known as the McCoys Creek Trail Committee ("Committee") for the purpose of supporting, planning, advising, developing, and/or promoting trail-related projects and improvements associated with the McCoys Creek Trail; and

WHEREAS, the City Commission desires to ensure clear accountability, consistent oversight, and efficient coordination of trail-related planning, operations, fundraising, grant activity, and communications; and

WHEREAS, the City Commission finds it in the best interests of the City to place the Committee under the supervisory authority of BARB to better align the Committee's activities with City goals, procedures, reporting requirements, and budgeting practices; and

WHEREAS, BARB is an appropriate body to provide oversight, coordination, and administrative direction for the Committee's work while allowing the Committee to continue supporting trail-related initiatives and advising the City.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Buchanan, Berrien County, Michigan, as follows:

##### 1. Placement Under BARB

The McCoys Creek Trail Committee is hereby placed under the supervision, direction, and control of BARB, effective February 1, 2026.

##### 2. Advisory Status

The Committee shall serve in an advisory and supportive capacity and shall make recommendations to BARB and/or the City Commission as appropriate. The Committee shall not take independent action on behalf of the City unless expressly authorized by BARB or the City Commission.

##### 3. Reporting

The Committee shall provide reports to BARB [monthly/quarterly/as requested], and BARB may provide updates and recommendations to the City Commission as necessary.

4. Financial and Grant Activity

Any funds raised, donated, or granted for trail-related purposes shall be handled in compliance with City financial policies and procedures, and any grant applications or fiscal sponsorship activity must be coordinated with the City's designated staff/officials.

5. Committee Membership and Meetings. The Committee may continue to operate with its current membership unless and until modified by BARB or the City Commission. Meetings shall be conducted consistently with applicable public meeting requirements.

*Motion made by Swem, seconded by Vigansky to approve Resolution 2026.01/01, as presented. Roll call votes are carried unanimously.*

**G. Expenditures- Consider approving the expenditures for January 26th, 2026.**

*Motion made by Vigansky, seconded by George to approve the expenditures in the amount of \$124,386.58. Roll call votes are carried unanimously.*

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

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

**None.**

**XV. Executive Comments**

**A. City Manager Comments**

The City Manager reminded the Commission and public that beginning the first week of February, City Hall hours will change to improve accessibility for residents. New hours will be Monday through Thursday from 7:30 a.m. to 5:30 p.m., and Fridays from 7:30 a.m. to 11:30 a.m.

The City Manager expressed appreciation for the Finance Department and staff for the successful audit results and noted the strong overall performance of City staff. Special recognition was given to the Police Department leadership for improvements in staffing, overtime management, and departmental capacity over the past year. The City Manager also commended the Department of Public Works for their response to multiple snow events, noting that Buchanan's streets were maintained at a higher level than many surrounding communities despite challenging weather conditions.

**B. Commissioner Comments**

**George**- congratulated the Police Department and officers recognized during the meeting, noting that the number and quality of awards reflect positively on the department and its role within the community. Also commented favorably on the audit presentation, emphasizing the importance of having knowledgeable staff and clear financial reporting. Support was expressed for the Victory Park initiative, and appreciation given to the Department of Public Works for snow removal efforts, acknowledging both the challenges faced and the work performed in difficult conditions.

**Vigansky**- echoed appreciation for the audit results, stating that financial documents have become more understandable and accessible in recent years.

**Money**- Thanked City staff across all departments, noting that positive feedback is often overshadowed by criticism and that staff efforts deserve recognition. Particular appreciation was expressed for DPW crews working early hours and in extreme cold, including cemetery operations.

**Swem**- recognized long-time community volunteer Fran Terry, thanking her for more than 50 years of service to the City through the Downtown Development Authority, Chamber of Commerce, and other civic efforts. Expressed gratitude for her dedication and lasting impact on the community and wished her well in her continued volunteer roles.

The Commissioner highlighted the strong audit performance and praised the Finance Department for its preparedness, knowledge of accounting standards, and ability to clearly communicate complex financial information. Appreciation was also expressed for the Police Department's

community engagement efforts and the Department of Public Works for maintaining city infrastructure during winter weather. Additional comments included a brief update on the landfill, noting the completion of its annual audit, continued positive operations, and ongoing work related to gas service infrastructure.

C. Mayor Comments

**Weedon** thanked City staff, department heads, and commissioners for their collective efforts, emphasizing pride in the City's financial health, operational performance, and community-oriented policing approach. Weedon recognized the professionalism of the Police Department, the responsiveness of the DPW, and the competence of the Finance Department. Weedon concluded by expressing appreciation for the collaborative spirit of the Commission and the continued progress of the City.

**XVI. Adjourn**

Motion made by Vigansky, seconded by Money, to adjourn the meeting at 8:10 PM. Roll call votes carried unanimously.

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Kalla Langston-Weiss, City Clerk

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Mayor Mark Weedon



## ACTIVITY BRIEFING ITEM

**PREPARED BY:** Klay Weaver

**PREPARED ON:** 2/4/2026

**SUBJECT:** DPW Briefing – Month of January 2026

**BACKGROUND:**

- Plow & Salt runs (Daily from the 13<sup>th</sup> to 30<sup>th</sup>)
- Remove snow downtown(1/16, 1/27, 1/29)
- Haul snow off Days Ave(44 loads) North Parking Lot(80 loads)
- Reattached McCoy Creek Tavern grease tray – Took check to them on 1/30
- Installed new gas pedal in the backhoe & thermostat
- Adjusted boom joystick in the Toolcat
- Threw loads of cold patch on 1/5 and 1/6 and 1/7
- Replaced 3 delineators on Schirmer
- Replaced bulbs at the Police Department – Bought more at U.S. 31 Supply
- Cleaned/Raked yard on 4<sup>th</sup> & Oak from our road patch mess
- Fixed tarp on salt truck – was stuck up
- Fixed rear pin on the backhoe outrigger
- Put together 3 benches for the trail
- Got dead deer out of yard in Middleton Court
- Started tearing apart drum and liner on the ODB
- Jet sewer on McCumber st, 406 W. Chicago,
- Started a Leaf Route (Area 1, 2, 3, 4, 5)
- Replaced Batteries in the Camera Van
- Mounted and put new tires on the 763 Skidsteer
- Took trash out of City Hall chamber
- Fixed Hydraulic leak on Salt Truck – Front plow hose
- Put up 4 No Parking signs on Dewey St
- Board up Hardware store window from being hit – No Updates yet from owner as of 2/4/26
- Emptied trash downtown
- Clean up snowblowing multiple days
- Cleaned sidewalk to Tin Shop and placed dumpster there on 1/29
- NOT AN ALL-INCLUSIVE LIST



## January water Report

With the start of the new year, it brings updating forms for EGLE. SARA Tier II and the Consumer Confidence Report have been completed and submitted to EGLE.

All monthly reporting to EGLE has been completed and accepted.

We have started doing cross connection and backflow devices inspections.

I have been doing in-house water line inspections for Lead/copper sample plan.

Helped during the heavy snowfall with snowplowing



## WASTEWATER TREATMENT ACTIVITY BRIEFING DECEMBER 2025

- On December 1st, the polymer pump head was replaced and a cracked rubber hose was repaired.
- The plow assembly also received attention, with repairs made to the broken A-frame and pivot bar.
- The landfill underwent its annual quality-assurance inspection. Looking ahead, a pilot program to reduce PFAS will begin in January, which will support a review of the Industrial Pretreatment Program to ensure regulatory limits continue to be met.
- On December 3rd, Mike Baker, Terry, and Joe shut down the UVT system to repair damage caused by the September 21st power surge. They replaced a board and several bulbs, restored the system to full operation, and cleaned the bulbs after months of buildup. A routine cleaning schedule will now be followed to extend bulb life. While cleaning Bank A, a worn wiper blade was discovered and is being replaced.
- Both Post lift station pumps defaulted due to low water levels in the well. Joe responded and shut the system down until water levels recovered, allowing normal operation to resume.
- On December 11th, the empty chlorine drum was removed from the dosage feed system now that the UVT system is fully operational.
- The Health Department completed its annual inspection to verify compliance with EGLE regulations for septage receiving.
- During recent sub-zero nights, operators have been checking the plant after hours to prevent freezing issues.
- Due to low levels in the ferrous holding tank, 4,500 gallons were ordered from PVS Technology, with delivery on the 19<sup>th</sup> of December.
- As part of annual documentation updates, Safety Data Sheets and the Storm Water Pollution Prevention Plan were revised, and the SWPPP was finalized ahead of the January 10th deadline. Quarterly visual assessments were also completed.
- Terry successfully completed his Department of Transportation physical, confirming his ability to operate required equipment
- Terry been coming in early to plow the parking lot and drive to maintain cleanliness and ensure truck access.
- Additional UV channel issues were identified later in the month. After consulting with Wedeco, they recommended performing a deep clean, even though the system had been cleaned just a week earlier. At that point, Terry recalled that the bulbs had accumulated more than 14,000 operating hours. As a result, the team began replacing the bulbs in Bank B, which had exceeded the recommended service life and were losing effectiveness. Only 20 replacement bulbs were available in inventory, though 24 are required for a full changeout. During the replacement process, two broken bulbs were discovered in Section 3 of Bank B. Additional bulbs will need to be ordered both to complete the replacement and to ensure an adequate stock is maintained moving forward.
- The facility completed 162 preventive maintenance work orders. These ranged from routine equipment checks to complex repairs requiring significant labor.

Buchanan Police Department – (269) 695-5120

02/02/2026 01:48 PM

## Incident List

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## Report Criteria:

Start Date	End Date	Officer	Detective	Offense	Assigned Bureau
01/01/2026	01/31/2026	CULLUM JASON	ALL	ALL	ALL

Number	Date	Time	Description	Officer	Location	Status
26-000026	01/05/2026	14:27	PARKING ON GRASS	CULLUM JASON		Closed
26-000027	01/05/2026	14:30	JUNK VEHICLE	CULLUM JASON		Closed
26-000028	01/05/2026	14:32	JUNK VEHICLE	CULLUM JASON		Closed
26-000029	01/05/2026	14:42	JUNK VEHICLES	CULLUM JASON		Open
			Name	Sex	Age	Offense
						Ordinance Violation (99010)
						Ordinance Violation (99010)
26-000087	01/14/2026	14:11	PARKING IN GRASS	CULLUM JASON		Open
26-000174	01/27/2026	14:50	ABANDONED VEHICLE	CULLUM JASON		Open
			Name	Sex	Age	Offense
						Abandoned Vehicle (93004)
26-000192	01/30/2026	11:07	PARKING ON GRASS	CULLUM JASON		Closed
26-000193	01/30/2026	11:08	PARKING ON GRASS	CULLUM JASON		Closed
26-000194	01/30/2026	11:10	EXPIRED TAGS	CULLUM JASON		Closed
26-000195	01/30/2026	11:11	EXPIRED TAGS	CULLUM JASON		Closed

Incident Total: 10

Buchanan Police Department -- (269) 695-5120

02/02/2026 01:47 PM

## Offense Count Report

Page: 1

## Report Criteria:

Start Offense	End Offense	Officer
01000	99010	ALL

**JANUARY 2026**

01/01/2026-01/31/2026

Offense	Description	JANUARY 2026
11007	SEXUAL CONTACT FORCIBLE CSC2	1
11008	SEXUAL CONTACT FORCIBLE CSC4	1
13001	NONAGGRAVATED ASSAULT	2
13002	AGGRAVATED/FELONIOUS ASSAULT	2
13003	INTIMIDATION/STALKING	3
22002	BURGLARY - ENTRY W/OUT FORCE/INTENT	1
23005	LARCENY - THEFT FROM MOTOR VEHICLE	1
23007	LARCENY - OTHER	2
26001	FRAUD - FALSE PRETENSE/SWINDLE/CONF	2
26003	FRAUD - HACKING/COMPUTER INVASION	1
29000	DAMAGE TO PROPERTY	2
36004	SEX OFFENSE - OTHER	1
53001	DISORDERLY CONDUCT	1
53002	PUBLIC PEACE - OTHER	5
54003	DRIVING LAW VIOLATIONS	7
55000	HEALTH AND SAFETY	2
57001	TRESPASS	2
70000	JUVENILE RUNAWAY	1
70003	Juvenile Truancy	2
70004	Juvenile Issues	1
91001	Juvenile - Incomrigible	1
92001	PROPERTY DAMAGE/ACCIDENT/PI	10
93002	Private Property Accident	1
93004	Abandoned Vehicle	2
98003	Property Checks	1
98005	Alarms	13
98006	Civil	7
98007	Suspicious Situation	22
98008	Lost & Found Property	3
99007	Medical Assist	30
99008	General Assist	41
99009	General Non-Criminal Assist	29
99010	Ordinance Violation	12
<b>Totals:</b>		<b>212</b>

# Memorandum



## Planning and Community Development – January 2026 Monthly Report

- *Meetings*
  - Attended City Commission meetings – January 12<sup>th</sup> and 26<sup>th</sup>
  - Staffed Planning Commission meeting – January 13<sup>th</sup>
  - Attended Michigan Association of Planning Board Retreat – Jan 25<sup>th</sup> and 26<sup>th</sup>
  - Future of Housing Community Workshop – Berrien County – Jan 22<sup>nd</sup>
- *Planning Commission*
  - Master Plan Update – consultant attended 1/13/2026 meeting – project name, webpage and survey coming soon.
  - Unified Development Ordinance – staff drafting changes to Section 71-30 Sign Standards.
  - Commissioners received binders with adopted plans, ordinance, state law and associated information.
- *Website updates*
  - Moved Building and Code Enforcement under Community Development
  - Residential Rental Registration program - updated webpage under Code Enforcement with updated text and documents. Code enforcement officer is responsible for the program.
  - Work continues in other areas, once completed information will be included in monthly updates.
- *Building Division*
  - Page 2 provides year to date counts on activity.
  - Investigating opportunities to contract locally for mechanical and plumbing inspections.
- *Code Enforcement Division*
  - Page 2 provides year to date counts on activity.
  - Office is responsible for Residential Rental Registration and 50/50 Sidewalk Replacement programs.
- BS & A learning Zoom meeting for Community Development module – 9 staff attended.
- Safe Routes to School – Mini grant webinar.

**Memorandum**

<b>Type of Permit Issued - 2026</b>									
Month	Roof Permits	Interior Remodel	Building Addition	New Construction	Change of Use	Sign	Accessory Structure	Fence	
January	2	3	0	0	1	3	0	0	
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	

<b>Code Enforcement Action - 2026</b>									
Month	Complaints Investigated	Tall Grass	Parking on Grass	Other Enforcement - 1st Letter	Follow up enforcement - 2nd letter	Final enforcement letter	Citations Issued	Rental Inspections	
January	10	0	0	0	0	0	1	15	
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## Clerk Department

### 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.

Meeting	Regular Mtg	Special Mtg	Subcommittees
City Commission	1/12/2026 & 1/26/2026		
Planning Commission	1/13/2026		
TreeFriends/DRC/One Buchanan			
DDA			
Joint Water Sewer Board			
Friends of the Trail			
Election Commission			
Resolutions	YTD	1	
Ordinances	YTD	3	

### Elections

Draft Early Voting agreement and budgets processed.

Voter Registration is updated weekly.

### Permits 1/1/2026- Present

Road Right of Way	3
Food Truck	0
Marijuana	3
Notary	4
FOIA	11
Bids	3

### Cemetery

Cemetery Sexton handles all aspects of the grounds and selling plots. The clerk's department handles the scheduling of burials, data entry, and cash handling for burials and plot purchases.

**YTD- 3 plots sold**

**YTD- 4 burials**

### Administrative

- Ordinance reviews and publications
- Codification sent and supplements should be supplied soon
- Drafted Public Hearing Notices
- Cleaning agreement created and signed
- Budget and Capital improvement plan created and talked over with the finance department
- City Manager Evaluation
- Training for boards on OMA
- Fine Arts Council MOA
- Day-to-day assignments are assigned by the City Manager, & Residents are assisted as needed.

## Monthly Buchanan City Fire Department Activity Report

Color Code:

Black – Regular Runs (fire, alarms or investigations)

Red – Training / Testing

Blue – Fire Prevention / Education or Events

Jan. 2026	Type of Activity & Location	Number of Firefighters	Number of Hours
2	121 W. Roe St – Medical Assist to SMCAS	6	1
5	Truck Functional & Inventory checks	13	1.5
5 - 10	Mask fit testing for both respirators (MSA & Scott)	15	2
7	Mutual Aid – Niles City – Structure Fire	4	3
8	401 W. Chicago St – Fire Alarm – High School	3	1
9	407 N. Redbud Tr – Tree in power line	4	1
9	318 Lake St – Tree in power line to home	5	1
11	313 Terre Coupe St – Disregarded in route	8	1
12	Mutual Aid – Bertrand Twp – Lage shed fire	5/1	2/1
15	808 W. front St – Smoke detector alarm – West winds	8	1
16	429 Post Rd – Fire Alarm – XPO	3	1
16	606 Redbud Tr – Fire Alarm – AEP Transmission	7	1
20	311 River St – Alarming smoke detector	2	1
20	Search & Rescue with Mayday Protocol (new packs)	3	10
21	331 Chippewa St – Cable line in road	7	1
24	303 Remus Dr – Co detector alarming	7	1
27	809 Carroll St – Fire Alarm – the Meadows	6	1
27	Mutual Aid – Bertrant Twp – Land fill fab shop	5	1
28	Mutual Aid – Buchanan Twp – Shed fire near trailer	5	1
29	River & Schimmer Prky – 2 Car vehicle accident	5	1.5



# City of Buchanan Police Department

## 2025 Annual Report

This report was adopted from the Berrien County Sheriff's Office Annual Report

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*The **Mission** of the City of Buchanan Police Department is to provide quality services, safety and protection through professionalism, courtesy, integrity, and compassion to the citizens, visitors, residential and business stakeholders within the City of Buchanan through collaborative partnerships with our community.*

*The **Vision** of the City of Buchanan Police Department is to strive to be a leader in the law enforcement profession. This shall be accomplished by using community-oriented policing strategies, cutting edge technology, information systems, and collaborative efforts which provide opportunities to research, develop, and implement innovative strategies to our community that support effective and efficient proactive policing initiatives that reduce crime and protect life in accordance with local, state, and federal law. These community- and evidence-based initiatives will provide high quality, compassionate, and professional policing services to our community while at the same time championing our agency as one of the leading law enforcement agencies in Berrien County, the State of Michigan, and the entire country.*

*The **Motto** of the City of Buchanan Police Department is "Professionalism, Courtesy, and Integrity."*



The City of Buchanan Police Department proudly submits the  
**2025 ANNUAL REPORT**  
to the City of Buchanan Commissioners

Their support for our mission and the staff of the City of Buchanan Police Department is greatly appreciated as we serve the citizens of the City of Buchanan.

Mark Weedon, Mayor

Patrick Swem, Mayor Pro Tem

Larry Money

Dan Vigansky

Racquel George

## **INTRODUCTION**

It is my sincere honor to present you with the City of Buchanan Police Department's 2025 Annual Report. The information and data included in this report is intended to provide you with an overview of our crime data and the Police Department's activities in 2025.

Our success this past year was due in large part to the dedicated support the Police Department continues to receive from our elected officials, businesses, and citizens. More importantly, the Police Department continues to strive effortlessly to police through a community-oriented lens while simultaneously upholding a commitment to public safety with unwavering "Professionalism, Courtesy and Integrity." Therefore, I greatly appreciate the tireless efforts of all our Police Department personnel who continuously exhibit our motto, mission, and vision on a daily basis.

On behalf of the personnel of the Police Department, thank you for your interest in our agency as you review the 2025 Annual Report. Please feel free to contact me with any questions or comments you may have.



Diana Selir, Administrative Professional



Harvey J. Burnett, Jr., PhD, LP  
Chief of Police



## **2025 RETIREES**

There were no retirements in 2025

## **OFFICER OF THE YEAR 2025**

The Officer of the Year nomination and selection process was not conducted in 2025.

## AWARDS & RECOGNITION

Thanks to a \$20,000 MCOLES Public Safety Academy Assistance Program grant from the State of Michigan and a \$125,000 three-year Community Oriented Policing Service (COPS) grant from the Department of Justice, the Buchanan Police Department was able to sponsor one police cadet through the second Lake Michigan College (LMC) summer Police Academy. Officer Katelyn Cooke completed 17 weeks of intensive police training between May 5 and August 27, 2025. Academy training included firearms, vehicle operations, subject control, physical fitness, constitutional and criminal law, report writing, crime scene investigation, behavioral health for law enforcement officers, health and wellness, and several other topics. Officer Katelyn Cooke successfully graduated from the LMC Police Academy on August 27, 2025. She has completed a four-month Field Training Officer (FTO) program which included a “shadow phase” where she worked independently but another officer responded as well and provided guidance as needed. She has now been assigned to a permanent shift.



Officer Katelyn Cooke

## NEW OFFICERS HIRED

In 2025, the Buchanan Police Department was able to hire two new officers based on their prior police experience, with one replacing Officer Cooper Christner, who left for another law enforcement agency.



Officer Christopher Pothoff



Officer Philip Huang

Officer Pothoff is a Michigan native, who served honorable in the US Coast Guard. He has three years of prior law enforcement experience with the Dewitt County Sheriff's Office in Dewitt, Texas.

Officer Huang is an Illinois native, who has prior law enforcement experience with the Benton Charter Township Police Department in Benton Charter Township, Michigan.

## COMMUNITY-ORIENTED POLICING EVENTS

The City of Buchanan Police Department was involved with the following community oriented-policing activities in 2025.

- **Buchanan High School Prom & Homecoming Dance** (April 2025/October 2025).
- **Memorial Day Parade** (May 2025).
- **Red Bud Track & Trail Motorcross** (July 2025). Traffic control was provided for the event.
- **Niles Burn Run** (July 2025). Police personnel provided traffic control for the annual Niles Burn Run as bikers traveled their route through the city.
- **Berrien County Youth Fair** (August 2025). The Department's Reserve officers volunteered patrol duties to the annual Berrien County Youth Fair. The Department also provided a safety information booth during Law Enforcement Day at the fair.
- **National Night Out against Crime** (August 2025). Over 350 people attended this annual Department hosted event that was held at McCoy Creek Park. This event was successful from the numerous food, money, and volunteer help donations from local businesses and citizens.
- **Faith and Family Day** (August 2025). The Department provided a safety information booth during the event.
- **Annual 9/11 Memorial Service** (September 2025). The Department's Police/Fire Chaplains Corp coordinated the 9/11 memorial service.
- **Faith and Blue** (October 2025). In partnership with Buchanan Area Ministerial Association, police personnel participated in the annual Faith and Blue by visiting many local churches and participating in various activities.
- **Halloween Candy Checks** (October 2025). Police personnel provided Halloween candy checks to over 40 trick-or-treaters in front of the City Fire Department.
- **Thanksgiving Baskets** (November 2025). Thanksgiving baskets were provided for two families.
- **Shop With A Cop Program** (December 2025). Local donations supported Department police personnel, firefighters from Buchanan Township and Bertrand Township, and city hall staff and a City Commissioner shop with 18 children at the Walmart in Niles.
- **Holiday Patrols** (December 2025). Provided by the Department Reserve Unit.
- **Rape Aggression Defense System (R.A.D.)** (2025). R.A.D. is a realistic self-defense program that teaches women effective tactics and techniques against various types of assaults. Three Basic R.A.D. classes were taught to a total of 45 students.
- **Coffee Chat with the Chief** (November & December 2025). It was held at The Buchanan Area Senior Center (November) and Bucktown Nutrition (December).
- **Monthly Chief's Corner**. A monthly web-based publication dedicated to providing you, our citizens and community partners, with brief informational messages from the Chief of Police regarding various law enforcement and community-policing related topics and activities.

## COMMUNITY-ORIENTED POLICING EVENTS



# BUDGET

The City budget cycle runs from July 1 to June 30. The total Fiscal Year (FY) 2024/2025 operating budget for the Police Department was **\$1,262,600**. General fund budget expenditures totaled **\$1,055,227**.

The Police Department had one special fund budget in 2025, which had expenditures totaling **\$3,052.17** as follows:

**Public Act 302 Training Fund - \$2,300.10 received, \$1,681.91 expended**

Two distributions (spring and fall) are received each year based on the number of full-time equivalent (FTE) MCOLES certified officers employed by the Police Department. These funds are used to provide training and purchase training equipment for certified officers.

**Grants Awarded - \$145,000**

Awarded a \$20,000 MCOLES Public Safety Academy Assistance Program grant to sponsor one recruit through the LMC summer police academy – May 2025.

Awarded \$125,000 a three-year Department of Justice FY24 COPS Hiring Program for \$125,000 to hire a new officer – September 2024. Officer Cooke was hired under this grant which began September 2025.

Buchanan Community Schools (BCS) was awarded a \$121,712 School Resource Officer (SRO) Grant Program from the MSP Grants and Community Services Division, Office of School Safety, to hire an SRO for the school district for the next three years. This is a 50% matching grant. BCS and the Police Department each pay approximately 25% of the SRO's salary to meet the conditions of the grant. The SRO position was filled in August 2025.

**Capital Improvement Plan (CIP) - \$15,797.20 expended**

The Police Department developed a six-year CIP2023-2028 for major capital improvement purchases. The following CIP purchases were expended in 2025.

Patrol Vehicles – purchased two primary (2) patrol vehicles through Enterprise Fleet Management on a five-year lease totaling \$78,936, thus for the FY24/25 the first-year amount was \$15,797.20.

eCitation Printers – purchased two (2) Printek printers printing electronic citations for two primary patrol vehicles totaling \$1,998. Note that this purchase was not a CIP expenditure but rather expended from the police budget line.

## RECORDS CLERK

The Records Clerk provides many services to both the public and other law enforcement agencies. The Records Clerk is responsible for preparing and maintaining all police reports, traffic citations, issuance of peddler permits, and other required documents for the Police Department.

Staffing for the Records Clerk consists of one (1) full-time employee who also serves as the Police Department's Administrative Professional.

Services provided to the public include issuing licenses to purchase handguns, issuing peddlers permits and parking permits for city residents living in the downtown (C-3 area), and the release of records and reports under the Michigan Freedom of Information Act (FOIA) of 442 of 1976. In 2025, the Records Clerk fulfilled a total of 237 FOIA requests and processed 22 pistol purchase permits.

Crime data for the City of Buchanan Police Department is entered into the TIMS Record Management System by the reporting/investigating officers and Records Clerk. This information is sent daily electronically from our TIMS system to the State of Michigan for crime analysis, who then forwards this data to the FBI. The FBI utilizes this data for their annual crime publication.

The implementation of this modern technology has provided the Police Department with the capability to capture a variety of information on various types of crime. Additionally, this has helped our department to remain on the cutting edge of law enforcement reporting and procedures.



Diana Selir, Records Clerk

## **ENFORCEMENT AND CRIME STATISTICS**

The City of Buchanan Police Department consists of 8 patrol officers (including a sergeant and a School Resources Officer), who patrol the 4 square miles that make up the City of Buchanan. The officers are committed to fulfilling the Department's mission and vision through professionalism, courtesy, and integrity. Their willingness to face dangerous situations and dedication towards keeping the citizens, businesses, visitors, and properties safe in the City of Buchanan is commendable.

The City of Buchanan Police Department provides 24-hour police services, primarily being responsible for the investigation and prevention of criminal activity. Officers also enforce traffic laws and respond to emergencies that occur within the city.

Throughout 2025, the Police Department patrolled approximately 32,163 miles, made 6,573 property checks, conducted 1,013 traffic stops, made 104 misdemeanor arrests, 26 felony arrests, 19 drunk driving arrests, and issued a total of 151 traffic citations. A total of 15 citations were issued for non-traffic offenses such as peddling without a permit, littering, breach of peace, etc. There were also 166 parking citations issued.

The City of Buchanan Police Department responded to and investigated a total of 3,452 calls for service in 2025. This total is higher than the 2024 statistics where officers responded to 2,847 calls for service and higher than the 2024 statistics where officers responded to 3,311 calls for service.

The City of Buchanan Police Department responded to and investigated a total of 2,885 non-crime reporting calls for service and are detailed in the following table. The Department also had 5 submissions resulting in 5 analyses to the Berrien County Forensic Laboratory.

<b>Non-Crime Reporting Calls for Service Statistics</b>	
Juvenile Issues (including Incorrigible & Truancy)	77
Property Damage Accidents	86
Private Property Accidents	30
Abandoned Vehicles	15
Alarms	151
Civil	102
Suspicious Situations	323
Lost & Found Property	53
Medical Assists	417
General Assists & General Non-Criminal Assists	816
Natural & Accidental Deaths	8
Missing Persons	5
Death by Suicide	1
Ordinance Violations (aggregated)	780

## **ENFORCEMENT AND CRIME STATISTICS**

The City of Buchanan Police Department submits its crime data to the State of Michigan, who in turn, forwards this data on to the Federal Bureau of Investigations (FBI) which is compiled each year in the annual Crime in Michigan and Crime in the United States Reports. The FBI Uniform Crime Reporting (UCR) Program divides crimes into two groups, Part I and Part II. Part I offenses are the most serious crimes that occur regularly and are often reported to the police. The UCR data from Part I offenses provide a measure of the level and scope of crime occurring throughout the local community and the nation. The following table provides the Police Department statistics for serious offenses that are identified as Part I crimes according to the FBI uniform crime reporting system.

<b>Part I Offenses</b>	
Murder & Nonnegligent Manslaughter	1
Criminal Sexual Conduct/Forcible Rape	11
Robbery	0
Aggravated Assault	6
Burglary (Breaking & Entering)	2
Larceny (Theft)	45
Motor Vehicle Theft	3
Arson	2
<b>TOTAL</b>	<b>70</b>



<b>Part II Offenses</b>	
Non-Aggravated/Simple Assault	55
Forgery & Counterfeiting	0
Fraud	25
Embezzlement	2
Stolen Property	1
Damage to Property	26
Retail Fraud	4
Violation of Controlled Substance Act	0
Sex Offense (Other)	4
Obscenity	3
Offense against the Family & Children	14
Liquor Law Violations	3
Drunkenness	1
Weapons Offense	5
Operating While Intoxicated	19
Disorderly Conduct	37
All Other (i.e., Obstructing, Public Peace, Trespass, Vagrancy, etc.)	136
<b>TOTAL</b>	<b>335</b>

## TRAINING

The City of Buchanan Police Department highly values training for all personnel. The goal of training is to improve efficiency, broaden the knowledge of the officer/employees, to correct behavioral inadequacies, and to correct performance deficiencies. Subject matter can run from technical information to career advancement. Furthermore, the Michigan Commission on Law Enforcement Standards (MCOLES) implemented a pilot in-service continuing professional education (CPE) standard for all licensed law enforcement officers for the next three years in accordance with section 11(2) of the MCOLES Act (1965 PA 203, MCL 28.611). In 2025, 24 hours of Commission Designated CPE were required, 8 of which were on MCOLES recognized mental health training. In 2025, officers from the City of Buchanan Police Department completed 285.5 aggregated hours of training. Listed below are the training that department personnel attended.

- 2025 Autism Response for Law Enforcement
- Assistance Animal Training
- Autism Spectrum Disorder & Carter Kits
- Security & Privacy Criminal Justice Information Training
- Narcan Rescue Kit Training
- Intoxilyzer 9000 Biennial Refresher Training
- Bloodborne & Airborne Pathogens & PPE Use
- Mental Health First Aid for Public Safety
- Behavioral Health Emergency Partnership Refresher
- Stress Management for Trauma Provider
- Peer Support: Bringing Your Team to the Next Level
- Legal Update
- Harassment & Discrimination Training for Law Enforcement
- Annual Michigan Association of Hostage Negotiators Conference
- R.A.D. System Internation Training
- Policing and the Holocaust
- The Foundation of Reasonable Force A Primer
- Crisis Intervention Team (CIT)
- Interview & Interrogation
- Street Survival II
- Railroad Investigation and Safety Course
- The Leader's Role in Developing Agency Culture
- The Leadership Role in Public Services
- Reading People
- Firearms Instructor Recertification
- Red Dot Optic System Instructor - Handgun
- Firearms Training & MCOLES Annual Firearms Qualifications

# SCHOOL RESOURCE OFFICER



Officer Philip Huang, School Resource Officer

The City of Buchanan Police Department, in partnership with Buchanan Community Schools (BCS), entered a memorandum of understanding to provide a school resource officer (SRO). BCS was awarded a three-year grant from the MSP School Resource Officer Grant Program to help fund this position.

According to the National Association of School Resource Officers (NASRO), the SRO is a judiciously selected, specially trained, and properly equipped full-time law enforcement officer who has sworn law enforcement authority. SROs are trained in school-based policing and crisis response and are assigned by the employing law enforcement agency to work in the school using community-oriented policing concepts. In fact, school-based law enforcement is an essential component of community-oriented policing. Therefore, the purpose of the SRO is to build positive and trusting relationships between local law enforcement and students. This is within the scope of our Police Department's mission and vision.

The SRO completed the 40-hour NASRO SRO Basic Training course.

During the academic school year from late August to early June, our SRO assists BCS with crisis prevention and school safety, is visible, provides resource support to students, parents, and teachers, investigates crimes affecting the school district, but is not involved in enforcing school discipline.

The SRO is required to provide a monthly report on their on- and off-campus activities to the Police Department and BCS Superintendent. For 2025 (August to December), the SRO logged 146 hours in on- and off-campus investigations and over 100 hours in various student engagement and campus presence activities.



## CODE ENFORCEMENT DIVISION



Jason Cullum, Code Enforcement Officer

The City of Buchanan Police Department employs one (1) full-time code enforcement officer who is responsible for proactively conducting on-site inspections throughout the city to determine compliance with local and state codes, ordinances, and standards pertaining to health, welfare, and safety. The code enforcement officer investigates potential violations, follows established procedures for achieving abatement and compliance where warranted, maintains related records, and performs other related duties.

In line with the Police Department's mission and vision, citizens can contact the code enforcement officer to ask questions or report a property that is of concern. For 2025, the Code Enforcement Division investigated 780 ordinance violations of which 380 were tall grass violations resulting in approximately \$20,862 in non-compliance fees being collected. Six (6) citations were issued.

The City of Buchanan has adopted the 2021 *International Property Maintenance Code* which is utilized for code enforcement.



## POLICE/FIRE CHAPLAINS CORP

Members of the Chaplains Corp are ordained clergy who volunteer their time to both, the City of Buchanan Police Department and City of Buchanan Fire Department. Our police/fire chaplains provide spiritual support and guidance to Police and Fire Department personnel and their families, and to the citizens of Buchanan.

In 2025, the three chaplains who are members of the Chaplain Corps are on-call 24 hours a day. Chaplains also spend time training, participating in ride-alongs with officers, planning ceremonial events (i.e., the annual 9-11 Memorial Service), and helping with major community events. Most of the callouts that chaplains are involved with include the death of someone in the community, providing comfort and spiritual support for the families of those who have died, and partnering with officers to make death notifications. They also provide spiritual and emotional support to all members of the police and fire departments.

During ride-alongs, chaplains have an opportunity to become better acquainted with officers while observing first-hand some of the stressors that they experience daily.

All our chaplains must complete at minimum the International Conference of Police Chaplain's Basic Credential training requirements.



Chief Chaplain Dave Spurlock



Chaplain Paul Ratsara



Chaplain Brandon Bishop

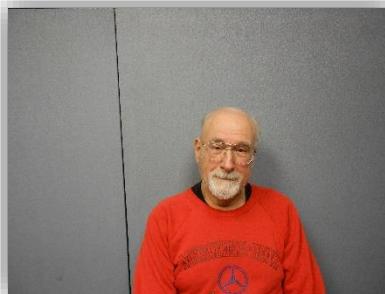
## POLICE RESERVE OFFICER UNIT

The City of Buchanan Police Department's Reserve Officer Unit is comprised of 16 members who volunteered a total of 1,715.5 hours in 2025 serving the citizens and businesses of the City of Buchanan alongside full-time sworn MCOLES certified officers. For instance, The Reserve Officer Unit volunteered 503 hours for the 2025 Berrien County Youth Fair.

Police Department Reserve Officers are required to complete a 72-hours basic reserve officer training academy for over 12 weeks. This training prepares the reserve recruit to work with other law enforcement agencies. The academy is a combination of lecture and hands-on training, including criminal law, defensive tactics, traffic stops, ethics, critical incident stress, and firearms which are taught by top instructors in the law enforcement community.

The activities that the Police Reserve Unit participate in support the mission and vision of the Police Department by providing dedicated, professional service in a variety of law enforcement assignments. City of Buchanan Police Department Reserve Officers can be found performing various assignments to include providing security at BCS sports and special high school events, participating in ride-alongs with patrol officers, traffic control for special events, property checks, holiday patrols, support activities for large scale incidents, participate in various community-policing events, and Berrien County Youth Faith foot patrol.

The Police Reserve Unit has an established chain-of-command that consists of a unit commander (Reserve Lieutenant), a quartermaster, a secretary/treasurer, three squad leaders (Reserve Sergeants), and three squad assistant leaders (Reserve Corporals). One full-time officer is assigned as the Officer-In-Charge of overseeing the unit.



The above pictures: Shop with A Cop 2025 (left), Reserve Lieutenant Richard Wonacott (middle), and Reserve Corporal Sweet C Robinson (right)

## CROSSING GUARD PROGRAM



Crossing Guard Fran Morley

The City of Buchanan Police Department, in partnership with Buchanan Community Schools, employees four (4) full-time and two (2) substitute crossing guards. The Crossing Guard Program provides adequate child pedestrian safety and facilitates safe passage of children across dangerous street intersections while they are walking to and from school in the City of Buchanan. All crossing guards receive required annual training prior to the school year beginning. For 2025, our crossing guards worked a total of 2,095 hours.



## STATE OF THE DEPARTMENT

For 2025, the department was able to return to full strength with employing eight (8) full-time officers. The department also employed two (2) part-time officers, a police chief, a code enforcement officer, and an administrative professional/records clerk. Thus, there was a total of nine (11) full-time personnel.

The department was able to fill the SRO position that had been vacated in late 2024, thus providing specialized law enforcement support to Buchanan Community Schools.

The police department was able to sponsor one recruit to the LMC summer session Police Academy. Upon successful graduation from the police academy, she was able to complete the Department's FTO program and has been assigned to a permanent shift.

Of particular interest in the annual report is the increase in enforcement activities compared to 2024. This is more likely associated with the increase in the number of full-time officers and the ability to return to providing 24-hour police coverage.

The report also indicates one murder and/or negligent manslaughter Part I offense for the City of Buchanan. This incident in question involved a suspicious death due to a drug overdose. The investigation of this incident is ongoing and has been turned over to the Southwest Enforcement Team.

More importantly, the department has been able to remain engaged in providing community-based policing services through such programs as R.A.D. courses, Shop with A Cop, Faith and Blue, Coffee Chats with the Chief, and National Night Out.

In summary, by the end of 2025, the police department was able to gain eight (8) full-time officers, refill the vacant SRO position, and has returned to providing 24-hour police services to the Buchanan community.

## CONCLUSION

As Chief of Police, I am proud of the professionalism, hard work, and dedication of my personnel as they continue to serve the citizens and businesses of the City of Buchanan. The men and women of the City of Buchanan Police Department continue to exemplify our mission and vision as summarized in our motto, "Professionalism, Courtesy, and Integrity."

This annual report encapsulates in summation the activities of our Police Department. After reading this annual report, I hope that you are as appreciative as I am of the way our personnel serve our city. We will continue to explore ways to improve the quality of service that we provide to keep the City of Buchanan as a safe and "nicest place in American" to live, work, and visit.

In closing, I greatly appreciate all the support and appreciation we receive from our community. I will continue to strive to fulfill the mission and vision of our Police Department as I work with our community members and law enforcement partners to maintain that support and cultivate public trust.

Respectfully submitted,




## End of Year Report 2025

February 9, 2026

The Buchanan City Fire Department had **172** Runs / calls for the year. (A record year)

We responded to:

- 6** Fires in a Structure
- 4** Fires not in a Structure – grass, shed, dumpster
- 2** Vehicle Fires
- 6** Illegal Burning Complaints
- 9** Motor Vehicle Accidents
- 22** Mutual Aid Request
- 38** Fire/Smoke/Co Alarms
- 9** Smoke Investigations
- 21** Medical Assist
- 57** Others – (Power lines down, gas leaks, missing person, service calls)

### Highlight of the calls per month

**January** – First call of the year was a Mill Pound Apts where it was discovered that there fire extinguishers had been stolen

**February** – Responded a fire ever fire in a Freezer

**March** – Responded to 10 calls in 15-hour period due to weather, one call was a car port from 3 houses down, was on the caller's roof entangled in his power line. Also hosted Semco gas FF training for us & our mutual aid partners

**April** – We responded to string of city park equipment fires, and a had a very good RIT (rapid intervention team) & self-rescue training

**May** – Responded to a fully involved dryer fire inside Sudsville Laundry, and a working structure fire on Chicago St, also had very good vertical ventilation training on a real roof.

**June** – Supported the first spray day at the commons & the annual fire drill at the AEP building on Redbud

**July** - Responded to a dump truck caught in power lines, a minor structure fire on Arctic St and had good Vehicle extrication training at Padnos

**August** –Started the Fire Inspection Program, by this time in the year we had several gas leaks from construction work, including 2 this month. Supported the annual Niles Haunted house fire pre-plan walk through for auto aid partners

**September** – Started Hydrant flow testing, had an aerial request from our PD for person on the roof of one downtown building.

**October** – Several Fire prevention / Public Education dates, Including Pizza Hut night and supported the Trek & treat and the trick or treat night.

**November** – Responded to 2 different structure fire in Niles city, we ran 11 calls in a 24-hour period due to weather and Hosted the BCFFA meeting

**December** – We took delivery of 5 new MSA SCBA packs & 20 respirators, supported the tree/commons lighting and the Santa parade, and responded to Niles city high rise apt building fire with aerial (kitchen fire)

## End of Year Report 2025

February 9, 2026

We spent **322** hours conducting internal training -

We spent **16** hours in training outside of the department – These are training from other dept's.

FF training classes or even online training

We Conducted **142** hours of Fire Truck Inventories & Maintenance

We Spent **71.5** hours with public – This ranges from supporting city events, smoke detector installations, nation night out, football game standbys, fire prevention / public education, the annual blood drive, supporting the school programs like the Mythology class, fair duty, spray days, pizza hut night out, Halloween and Christmas events.

We also logged **710.5** hours at the fire station, this part of the ISO rating. Fire departments that are full-time get 100% points for manning the fire station, For volunteer/paid on call, if you log your time at the fire station you can get partial credit points.

Currently our membership numbers are **17** firefighters and **1** cadet

### **FIRE INSPECTIONS**

John & firefighters have completed 160 hours of Fire Inspections and pre-incident planning, in just the 5 months since we were able to start the program. The current plan is complete all business, churches and public and city building. Once those are complete, we will then move the apartment building and home rental throughout the city, this will then become a every other year inspection program for each of those disciplines.

### **BELL MEMORIAL**

For those who are not aware on the corner of Oak & Chicago St, is the one of original fire station locations. In 2012 the Buchanan City Fire Department was 150 years old we took our fire bell (much like the liberty bell) and constructed a memorial park at that location. All by volunteers from the fire department members – past and present. We, the BCFD maintain the park year-round, mowing the grass, keeping up with vegetation, refilling the mulch and repairing the benches or swing when they damaged.

### **SUMMARY**

2025 was interesting to say the least! Especially with several months of the year a major part of the city was under construction. This made fire response very difficult at times, with re-routing traffic on narrower roads and limited access to downtown areas.

In 2020 we moved from an ISO classification of a 5 to a 4 which was a great accomplishment for a department of our size and type of responders (volunteer paid on call). However, now that we have re-started the fire Inspection program and started Fire Hydrant flow testing, I am 100% confident that during our next evaluation we will move to a class 3. If that happens, then that will change the effect on residential homes and not just businesses. Discounts should be available to those who ask. When we had the last evaluation, we were just over 2 points from a 3 classification. That concludes my report, as mentioned prior, we have brought one of our new SCBA pack and mask to demonstrate what your investment looks like.

## **End of Year Report 2025**

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February 9, 2026

## Summary By Incident Type

Report Period: 1/1/25 to 12/31/25

Call By Incident Type	Frequency	Percent of Total Calls	Mutual Aid None	Mutual Aid Given	Mutual Aid Received	Other Aid Given	Invalid Aid Flag	Exposures	Total Incidents
Building Fires (110-118, 120-123)	6	3.95%	3	9	3	0	0	0	15
Vehicle Fires (130-138)	2	1.32%	2	1	0	0	0	0	3
Other Fires (100, 140-173)	4	2.63%	4	1	0	0	0	0	5
<b>Total Fires</b>	<b>12</b>	<b>7.89%</b>	<b>9</b>	<b>11</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>
<b>Pressure Ruptures, Explosion, Overheat (200-251)</b>									
Emergency Medical Treatment (300-324)	26	17.11%	26	7	0	0	0	0	33
All Others (331-381)	0	0.00%	0	0	0	0	0	0	0
<b>Total Rescue Calls</b>	<b>26</b>	<b>17.11%</b>	<b>26</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33</b>
<b>Hazardous Condition Calls (400-482)</b>									
Service Calls (500-571)	49	32.24%	49	0	0	0	0	0	49
Good Intent Calls (600-671)	12	7.89%	11	1	0	1	0	0	13
Severe Weather or National Disaster Calls (800-815)	2	1.32%	2	0	0	0	0	0	2
Special Incident Calls (900-911)	1	0.66%	1	0	0	0	0	0	1
<b>Unknown Incident Type (UUU)</b>									
Malicious Calls (710-715, 751)	0	0.00%	0	0	0	0	0	0	0
Other False Calls (700, 721-746)	40	26.32%	40	0	0	0	0	0	40
<b>Total False Calls</b>	<b>40</b>	<b>26.32%</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>
<b>TOTAL CALLS</b>	<b>152</b>	<b>100.00%</b>	<b>147</b>	<b>19</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>171</b>
<b>Total Incidents With Exposure Fires</b>									
<b>Total Exposure Fires</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Fire Dollar Loss</b>									
								<b>\$48,300</b>	<b>\$49,300</b>
<b>Casualty Summary</b>									
<b>Fire Related Injuries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Fire Injuries</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Fire Related Deaths</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-Fire Deaths</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# BCFD 2025 Community Service

Training Name	Date	Number Attended	Type of training	Hours	Man Hrs
4/7/25	Easter Egg Hunt	3		1.5	4 1/2
4/17/2025	Fire Dept reads Moccasin School	2		2	4
7/9/25 10/9/2025	BCFD Blood drive	4		8	32
4/25/25	Smoke detector installs	2	Company	1	2
5/10/2025	Fire House park clean up	9		4	72
5/12/2025	Support Greek Mythology class Viking boat	4		2	6
5/24/25	Memorial Day Parade	5		4	20
7/17/25	Buchanan District Library. Summer Spray Day	2	Company	3	6
7/31/2025	Big Truck Day BDL	3		2	6
8/5/2025	National Night Out	5	Company	4	20
8/14/25	Berrien County Fair Duty	4		12	48
Oct 3,10,24, 2025	Varsity Home Football First responders	3		2	18
10/10/25	Happiness Train Fire Prevention	2	Company	1	2
11/6/2025	Little Bucks Fire Prevention	3		1	3
10/13/25	Buchanan School Preschool Visits	3	Company	6	18
10/22/25	Burn Run	2		4	8
10/20/25	Pizza Hut Fire Prevention Nite	6	Company	4	24
10/31/25	Trick or Treat	4		2	8
10/25/25	Trek of treat	4		3	12

## BCFD 2025 Community Service

12/14/25	Christmas Tree Lighting	3		4	12
Nov 1, May 29, 30, Oct, 9, 16	Various Buchanan Sports teams/Band escort parades town	3	Various dates	1	15

# BCFD 2025 Training

Training Name	Date	Number attended	Type of Training	Hours	Man Hrs
Hydrant flow Testing	March through May	Various		68	68
Equipment Testing & support	2025	Various		97	97
Truck Functionals & Maintenance	2025	Various		142	142
Company Training Required	2025	Various		322	322
Fire inspections & preplanning	2025	Various		160	160

## Outside Training

NVFC Leadership Officer Development	9/18/2026	1	Officer	2	2
Creative Fire Training	9/11/25	1	Training	2	2
Emergency Vehicle Operations	10/12/25	1	Company	8	8
Combat Ready Firefighting	10/22/25	1	Company	4	4

# Memorandum



Date: January 7<sup>th</sup>, 2026  
To: Buchanan City Commission  
From: Tony McGhee  
Subject: Sanity Sewer Lateral Ordinance

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## Background

A sanitary sewer lateral is the portion of the sewer line that connects an individual property's plumbing system to the City's main sewer line, typically running from the structure through the parcel and public right-of-way or street. The lateral carries wastewater from the property to the public sewer system.

In most communities, the property owner is responsible for the maintenance, repair, and replacement of their private sewer lateral, including the section that extends from the building to the connection point at the City's main line. This standard practice ensures that property owners are accountable for maintaining the private infrastructure that directly serves their property, while the City maintains the public portion of the sewer system. For approximately two decades, it has been the City of Buchanan's policy that property owners bear responsibility for their sewer laterals. However, this responsibility has not been explicitly codified in the City's Sewage Disposal Ordinance, which can lead to confusion when issues arise.

## Recommendation

City staff, in coordination with the City Attorney, have prepared an amendment to the City's Sewage Disposal Ordinance to formally codify this long-standing policy. The proposed amendment clarifies that:

- The property owner is responsible for the maintenance, repair, and replacement of the sewer lateral from the building to the point of connection with the City's sewer main.
- The City remains responsible for the operation and maintenance of the public sewer mains.

Codifying this policy provides clarity to both residents and staff, ensures consistent

**Memo Template**

application of responsibility, and aligns the City's ordinance with common municipal standards across Michigan.

City staff recommends that the Buchanan City Commission approve the proposed amendment to the City's Sewage Disposal Ordinance to formally establish property owner responsibility for sewer laterals moving forward.

**Attachment A: Current City Sewer Lateral Policy and Claim Form**

**Attachment B: Existing Ordinance with Proposed Changes in Blue**

# Attachment A



**City of Buchanan**  
**Sewer Backup Notice of Claim**

In order to make a claim for damage or physical injury arising from sewage disposal or storm water system event

All claimants must provide the following information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Address of property affected: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please briefly describe the claim/event:

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Date of discovery of property damages or physical injuries: \_\_\_\_\_

Please return to:  
 City of Buchanan  
 Attn: City Manager  
 302 N. Redbud Trail  
 Buchanan, MI 49107

An individual that has been injured or has suffered property damage as a result of a sewage disposal event must provide written notice of the event within 45 days after the date the damage or injury was, or in exercise of reasonable diligence should have been discovered. Failure to provide proper notice will bar your claim.

Office Use Only	
Date received: _____	
Forwarded to: _____	Date: _____
Forwarded to: _____	Date: _____

## City of Buchanan Sewer Backup Policy

**Purpose:** State of Michigan Public Act 222 of 2001, as amended, requires that the City establish a policy for the processing of claims made by property owners for injury or property damage from the backup or overflow of sewers into or onto their properties. This Policy is in compliance with the requirements as set forth in PA 222 of 2001, which is incorporated herein and attached hereto.

**Responsibility:** The City may be responsible for a sewer backup if there is a blockage in the main line. The City does not own lateral lines or service leads. These are owned and are to be maintained by the property owner. (MCL 691.1416) Therefore, if there is a clog in any line that is not a main, it is the responsibility of the property owner. By State Law the City is immune from tort liability for overflow or backup of sewage disposal system unless the overflow or backup is a sewage disposal system event.

**Valid Claims:** Payment of a claim is not automatic. To have a valid claim, for which payment could be made, four conditions must be met:

1. There must be a defect in the design, construction, maintenance, operation or repair of the City's sewage collection or disposal system; and
2. The defect must have been the "substantial proximate cause" (50% or more) of the injury or damages; and
3. The City must have known, or should have reasonably known, about the defect; and
4. The City failed to take reasonable steps in a reasonable amount of time to repair, correct or remedy the defect.

**Invalid Claims:** The following are examples of a sewer system event that will likely result in the denial of any claims:

- Obstruction in a sewer lateral or lead that connects the property to the City's sewer main that was not caused by the City. **Maintenance of private sewer laterals is the responsibility of the property owner.**
- A connection to the City's sewer system on the affected property, including, but not limited to, a sump pump, building or foundation drain, surface drain, gutter or downspout.

**Notifications:** Property owners that experience a sewer backup or overflow and believe that the "substantial proximate cause" and liability rests with the City must meet the above four conditions for valid claims. They must also meet the following notification requirements to be eligible to receive any reimbursement for damages and other resulting expenses:

1. The claimant must immediately notify the City of a backup event and request a "Notice of Claim" packet.
  - a. If during normal business hours, Monday through Friday, contact the City office at (269) 695-3844.

- b. If after regular business hours, or on holidays or weekends, call the Buchanan Police Department Dispatch Center at (269) 695-5120, who will contact the appropriate persons for the claimant.
2. The City shall then provide the claimant, in writing, the necessary formal notification requirements.
3. The claimant must provide the City with a written notice of the claim within forty-five (45) days after the overflow or backup was discovered or when in the exercise of reasonable diligence the backup or overflow should have been discovered.
4. Written notice by claimants must contain the information required by section 19(2)(c) of Act 222 of 2001 or recovery of damages may be barred.
5. A claim form stating the required information and a copy of Act 222 of 2001 may be obtained at the City offices.
6. Claims should be mailed or delivered to:

Buchanan City Hall  
Attn: City Manager  
302 N. Redbud Trail  
Buchanan, MI 49107

**Questions:** Contact the City offices at (269) 695-3844, or Mike Baker, Director of Public Service , at (269) 695-7547.

Act No. 222  
 Public Acts of 2001  
 Approved by the Governor  
 January 2, 2002  
 Filed with the Secretary of State  
 January 2, 2002  
 EFFECTIVE DATE: January 2, 2002

**STATE OF MICHIGAN  
 91ST LEGISLATURE  
 REGULAR SESSION OF 2001**

Introduced by Senators Johnson, Hammerstrom, Dunaskiss, Gougeon, Shugars, North and Bullard

**ENROLLED SENATE BILL No. 109**

AN ACT to amend 1964 PA 170, entitled "An act to make uniform the liability of municipal corporations, political subdivisions, and the state, its agencies and departments, officers, employees, and volunteers thereof, and members of certain boards, councils, and task forces when engaged in the exercise or discharge of a governmental function, for injuries to property and persons; to define and limit this liability; to define and limit the liability of the state when engaged in a proprietary function; to authorize the purchase of liability insurance to protect against loss arising out of this liability; to provide for defending certain claims made against public officers and paying damages sought or awarded against them; to provide for the legal defense of public officers and employees; to provide for reimbursement of public officers and employees for certain legal expenses; and to repeal certain acts and parts of acts," (MCL 691.1401 to 691.1415) by adding sections 16, 17, 18, and 19.

*The People of the State of Michigan enact:*

Sec. 16. As used in this section and sections 17 to 19:

- (a) "Affected property" means real property affected by a sewage disposal system event.
- (b) "Appropriate governmental agency" means a governmental agency that, at the time of a sewage disposal system event, owned or operated, or directly or indirectly discharged into, the portion of the sewage disposal system that allegedly caused damage or physical injury.
- (c) "Claimant" means a property owner that believes that a sewage disposal system event caused damage to the owner's property, a physically injured individual who believes that a sewage disposal system event caused the physical injury, or a person making a claim on behalf of a property owner or physically injured individual. Claimant includes a person that is subrogated to a claim of a property owner or physically injured individual described in this subdivision.
- (d) "Contacting agency" means any of the following within a governmental agency:
  - (i) The clerk of the governmental agency.
  - (ii) If the governmental agency has no clerk, an individual who may lawfully be served with civil process directed against the governmental agency.
  - (iii) Any other individual, agency, authority, department, district, or office authorized by the governmental agency to receive notice under section 19, including, but not limited to, an agency, authority, department, district, or office

(100)

responsible for the operation of the sewage disposal system, such as a sewer department, water department, or department of public works.

- (e) "Defect" means a construction, design, maintenance, operation, or repair defect.
- (f) "Noneconomic damages" includes, but is not limited to, pain, suffering, inconvenience, physical impairment, disfigurement, mental anguish, emotional distress, loss of society and companionship, loss of consortium, injury to reputation, humiliation, and other nonpecuniary damages.
- (g) "Person" means an individual, partnership, association, corporation, other legal entity, or a political subdivision.
- (h) "Serious impairment of body function" means that term as defined in section 3135 of the insurance code of 1956, 1956 PA 218, MCL 500.3135.
- (i) "Service lead" means an instrumentality that connects an affected property, including a structure, fixture, or improvement on the property, to the sewage disposal system and that is neither owned nor maintained by a governmental agency.
- (j) "Sewage disposal system" means all interceptor sewers, storm sewers, sanitary sewers, combined sanitary and storm sewers, sewage treatment plants, and all other plants, works, instrumentalities, and properties used or useful in connection with the collection, treatment, and disposal of sewage and industrial wastes, and includes a storm water drain system under the jurisdiction and control of a governmental agency.
- (k) "Sewage disposal system event" or "event" means the overflow or backup of a sewage disposal system onto real property. An overflow or backup is not a sewage disposal system event if any of the following was a substantial proximate cause of the overflow or backup:
  - (i) An obstruction in a service lead that was not caused by a governmental agency.
  - (ii) A connection to the sewage disposal system on the affected property, including, but not limited to, a sump system, building drain, surface drain, gutter, or downspout.
  - (iii) An act of war, whether the war is declared or undeclared, or an act of terrorism.
- (l) "Substantial proximate cause" means a proximate cause that was 50% or more of the cause of the event and the property damage or physical injury.

Sec. 17. (1) To afford property owners, individuals, and governmental agencies greater efficiency, certainty, and consistency in the provision of relief for damages or physical injuries caused by a sewage disposal system event, a claimant and a governmental agency subject to a claim shall comply with this section and the procedures in sections 18 and 19.

(2) A governmental agency is immune from tort liability for the overflow or backup of a sewage disposal system unless the overflow or backup is a sewage disposal system event and the governmental agency is an appropriate governmental agency. Sections 16 to 19 abrogate common law exceptions, if any, to immunity for the overflow or backup of a sewage disposal system and provide the sole remedy for obtaining any form of relief for damages or physical injuries caused by a sewage disposal system event regardless of the legal theory.

(3) If a claimant, including a claimant seeking noneconomic damages, believes that an event caused property damage or physical injury, the claimant may seek compensation for the property damage or physical injury from a governmental agency if the claimant shows that all of the following existed at the time of the event:

- (a) The governmental agency was an appropriate governmental agency.
- (b) The sewage disposal system had a defect.
- (c) The governmental agency knew, or in the exercise of reasonable diligence should have known, about the defect.
- (d) The governmental agency, having the legal authority to do so, failed to take reasonable steps in a reasonable amount of time to repair, correct, or remedy the defect.
- (e) The defect was a substantial proximate cause of the event and the property damage or physical injury.
- (4) In addition to the requirements of subsection (3), to obtain compensation for property damage or physical injury from a governmental agency, a claimant must show both of the following:
  - (a) If any of the damaged property is personal property, reasonable proof of ownership and the value of the damaged personal property. Reasonable proof may include testimony or records documenting the ownership, purchase price, or value of the property, or photographic or similar evidence showing the value of the property.
  - (b) The claimant complied with section 19.

Sec. 18. (1) Except as provided in subsection (2), economic damages are the only compensation for a claim under section 17. Except as provided in subsection (2), a court shall not award and a governmental agency shall not pay noneconomic damages as compensation for an event.

(2) A governmental agency remains subject to tort liability for noneconomic damages caused by an event only if the claimant or the individual on whose behalf the claimant is making the claim has suffered death, serious impairment of body function, or permanent serious disfigurement.

(3) In an action for noneconomic damages under section 17, the issues of whether a claimant or the individual on whose behalf the claimant is making the claim has suffered serious impairment of body function or permanent serious disfigurement are questions of law for the court if the court finds either of the following:

(a) There is no factual dispute concerning the nature and extent of the claimant's or the individual's injuries.

(b) There is a factual dispute concerning the nature and extent of the claimant's or the individual's injuries, but the dispute is not material to determining whether the claimant or the individual has suffered a serious impairment of body function or permanent serious disfigurement.

(4) Unless this act provides otherwise, a party to a civil action brought under section 17 has all applicable common law and statutory defenses ordinarily available in civil actions, and is entitled to all rights and procedures available under the Michigan court rules.

Sec. 19. (1) Except as provided in subsections (3) and (7), a claimant is not entitled to compensation under section 17 unless the claimant notifies the governmental agency of a claim of damage or physical injury, in writing, within 45 days after the date the damage or physical injury was discovered, or in the exercise of reasonable diligence should have been discovered. The written notice under this subsection shall contain the content required by subsection (2)(c) and shall be sent to the individual within the governmental agency designated in subsection (2)(b). To facilitate compliance with this section, a governmental agency owning or operating a sewage disposal system shall make available public information about the provision of notice under this section.

(2) If a person who owns or occupies affected property notifies a contacting agency orally or in writing of an event before providing a notice of a claim that complies with subsection (1), the contacting agency shall provide the person with all of the following information in writing:

(a) A sufficiently detailed explanation of the notice requirements of subsection (1) to allow a claimant to comply with the requirements.

(b) The name and address of the individual within the governmental agency to whom a claimant must send written notice under subsection (1).

(c) The required content of the written notice under subsection (1), which is limited to the claimant's name, address, and telephone number, the address of the affected property, the date of discovery of any property damages or physical injuries, and a brief description of the claim.

(3) A claimant's failure to comply with the notice requirements of subsection (1) does not bar the claimant from bringing a civil action under section 17 against a governmental agency notified under subsection (2) if the claimant can show both of the following:

(a) The claimant notified the contacting agency under subsection (2) during the period for giving notice under subsection (1).

(b) The claimant's failure to comply with the notice requirements of subsection (1) resulted from the contacting agency's failure to comply with subsection (2).

(4) If a governmental agency that is notified of a claim under subsection (1) believes that a different or additional governmental agency may be responsible for the claimed property damages or physical injuries, the governmental agency shall notify the contacting agency of each additional or different governmental agency of that fact, in writing, within 15 business days after the date the governmental agency receives the claimant's notice under subsection (1). This subsection is intended to allow a different or additional governmental agency to inspect a claimant's property or investigate a claimant's physical injury before litigation. Failure by a governmental agency to provide notice under this subsection to a different or additional governmental agency does not bar a civil action by the governmental agency against the different or additional governmental agency.

(5) If a governmental agency receives a notice from a claimant or a different or additional governmental agency that complies with this section, the governmental agency receiving notice may inspect the damaged property or investigate the physical injury. A claimant or the owner or occupant of affected property shall not unreasonably refuse to allow a governmental agency subject to a claim to inspect damaged property or investigate a physical injury. This subsection does not prohibit a governmental agency from subsequently inspecting damaged property or investigating a physical injury during a civil action brought under section 17.

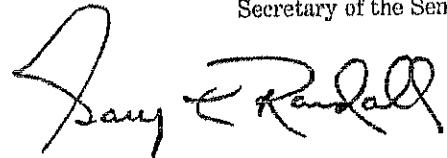
(6) If a governmental agency notified of a claim under subsection (1) and a claimant do not reach an agreement on the amount of compensation for the property damage or physical injury within 45 days after the receipt of notice under this section, the claimant may institute a civil action. A civil action shall not be commenced under section 17 until after that 45 days.

(7) This section does not apply to claims for noneconomic damages made under section 17.

This act is ordered to take immediate effect.

Carol Morey Viventi

Secretary of the Senate.



Clerk of the House of Representatives.

Approved \_\_\_\_\_

\_\_\_\_\_  
Governor.

**GOVERNMENTAL LIABILITY FOR NEGLIGENCE (EXCERPT)**  
**Act 170 of 1964**

**691.1416 Definitions.**

Sec. 16. As used in this section and sections 17 to 19:

(a) "Affected property" means real property affected by a sewage disposal system event.

(b) "Appropriate governmental agency" means a governmental agency that, at the time of a sewage disposal system event, owned or operated, or directly or indirectly discharged into, the portion of the sewage disposal system that allegedly caused damage or physical injury.

(c) "Claimant" means a property owner that believes that a sewage disposal system event caused damage to the owner's property, a physically injured individual who believes that a sewage disposal system event caused the physical injury, or a person making a claim on behalf of a property owner or physically injured individual. Claimant includes a person that is subrogated to a claim of a property owner or physically injured individual described in this subdivision.

(d) "Contacting agency" means any of the following within a governmental agency:

(i) The clerk of the governmental agency.

(ii) If the governmental agency has no clerk, an individual who may lawfully be served with civil process directed against the governmental agency.

(iii) Any other individual, agency, authority, department, district, or office authorized by the governmental agency to receive notice under section 19, including, but not limited to, an agency, authority, department, district, or office responsible for the operation of the sewage disposal system, such as a sewer department, water department, or department of public works.

(e) "Defect" means a construction, design, maintenance, operation, or repair defect.

(f) "Noneconomic damages" includes, but is not limited to, pain, suffering, inconvenience, physical impairment, disfigurement, mental anguish, emotional distress, loss of society and companionship, loss of consortium, injury to reputation, humiliation, and other nonpecuniary damages.

(g) "Person" means an individual, partnership, association, corporation, other legal entity, or a political subdivision.

(h) "Serious impairment of body function" means that term as defined in section 3135 of the insurance code of 1956, 1956 PA 218, MCL 500.3135.

(i) "Service lead" means an instrumentality that connects an affected property, including a structure, fixture, or improvement on the property, to the sewage disposal system and that is neither owned nor maintained by a governmental agency.

(j) "Sewage disposal system" means all interceptor sewers, storm sewers, sanitary sewers, combined sanitary and storm sewers, sewage treatment plants, and all other plants, works, instrumentalities, and properties used or useful in connection with the collection, treatment, and disposal of sewage and industrial wastes, and includes a storm water drain system under the jurisdiction and control of a governmental agency.

(k) "Sewage disposal system event" or "event" means the overflow or backup of a sewage disposal system onto real property. An overflow or backup is not a sewage disposal system event if any of the following was a substantial proximate cause of the overflow or backup:

(i) An obstruction in a service lead that was not caused by a governmental agency.

(ii) A connection to the sewage disposal system on the affected property, including, but not limited to, a sump system, building drain, surface drain, gutter, or downspout.

(iii) An act of war, whether the war is declared or undeclared, or an act of terrorism.

(l) "Substantial proximate cause" means a proximate cause that was 50% or more of the cause of the event and the property damage or physical injury.

**History:** Add. 2001, Act 222, Imd. Eff. Jan. 2, 2002.

**Popular name:** Governmental Immunity Act

# Attachment B



**CITY OF BUCHANAN  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
ORDINANCE 2026.02/446**

**THE CITY OF BUCHANAN ORDAINS THAT CHAPTER 102 UTILITIES, ARTICLE V. SEWAGE  
DISPOSAL of the City of Buchanan Code of Ordinance is hereby amended by adding**

**Section 102-177**

**ARTICLE V. - SEWAGE DISPOSAL**

**Sec. 102-156. - Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*BOD* means biochemical oxygen demand or the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius, expressed in milligrams per liter.

*Building drain* means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five feet outside the inner face of the building wall.

*Building sewer* means the extension from the building drain to the public sewer or other place of disposal.

*Commercial wastes* means the liquid or water-carried wastes from commercial establishments or those concerns engaged in buying, selling, or exchanging goods and/or services.

*Director* means the superintendent of wastewater treatment plant of the city under the direction of the city manager, or his authorized deputy, agent or representative.

*Garbage* means the waste from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce.

*Industrial wastes* means the liquid or water-carried wastes from industrial processes as distinct from sanitary sewage.

*mg/l* means milligrams per liter.

*Natural outlet* means any outlet into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

*pH* means the logarithm of the reciprocal of the hydrogen ion concentration in grams per liter of solution.

*Properly shredded garbage* means garbage that has been shredded to such a degree that all

particles shall be carried freely under the flow conditions normally prevailing in the public sanitary or combined sewer; with no particles larger than one-half inch in any dimension.

*Public sewer* means a sewer that is controlled by the city.

*Sanitary sewage* means the liquid or water-carried waste discharged from the sanitary conveniences of dwellings (including apartment houses and hotels), office buildings, and commercial establishments where the public is served.

*Sanitary sewer* means a sewer to which stormwaters are not intentionally admitted.

*Sewage* means any liquid or water-carried waste from residences, business buildings, institutions, laboratories, industrial and commercial establishments, together with stormwaters as may be present.

*Sewage disposal system* or *system* means the complete sewage disposal system of the city, and shall be construed to include all plants, works, collecting mains, instrumentalities and properties, now or hereinafter existing, used or useful in connection with the collecting, pumping, disposal and treatment of sanitary sewage and industrial wastes, as now or hereafter added to, expanded or improved.

*Sewage treatment plant* means any arrangement of devices and structures used for treating sewage.

*Sewer* means a pipe or conduit for carrying sewage.

*Storm drain* or *storm sewer* means any drain or sewer, either natural or artificial, which is intended expressly for the conveyance of stormwater and uncontaminated industrial wastes.

*Stormwater* means that part of precipitation which reaches the sewers as runoff from the natural land surface, building roofs, or pavements or as groundwater infiltration.

*Suspended solids* means solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are removable by laboratory filtering in accordance with standard laboratory procedure.

*Wastewater* means the same as or is equivalent to "sanitary sewage."

*Watercourse* means an open, natural channel in which a flow of water occurs either continuously or intermittently.

(Comp. Ords. Rev. 1991, § 25.002)

**Cross reference- Definitions**

generally, § 1-2. Sec. 102-157. -

Organization.

(a) The sewerage system of the city, including all property and employees in connection

therewith, shall be known as the Buchanan sewerage department, and shall be under the direction of the city manager.

- (b) Authority for construction, repair and maintenance of the sewage disposal system may be delegated by the city manager to the superintendent of environmental services.

The city treasurer shall collect all money due to the sewage department and shall maintain an accurate separate account of the same.

(Comp. Ords. Rev.

1991, § 25.001) Sec. 102-

158. ~ Management of

system.

- (a) The sewers of the department are under the exclusive control of the commission and no person other than agents or employees of the department shall disturb, tap, change, obstruct or interfere with them in any way.
- (b) Extensions of, or changes in the sewers shall be made only by the direction of the commission. Petition for the extension of old or construction of new sewers shall be addressed to the commission who will thereupon consider same and advise the petitioners of their decision. If the petition be granted, the commission shall stipulate the proportions of the cost to be borne by the petitioners and by the department.
- (c) Any person installing sewers at their own expense shall first submit plans and specifications for such work to the manager for state approval. After such plans and specifications have been approved the work shall be done under the supervision of the manager, who shall require such test made as he considers necessary, and shall accept the installation for the city before any sewer service pipe shall be placed in service. All inspection cost for such installation shall be paid by the party installing this sewer. The provisions of this subsection shall also apply to any installations of sewers outside the corporate limits of the city where permission may be granted by the commission to connect to the city sewers.

(Comp. Ords. Rev. 1991, § 25.003)

Sec. 102-159. - Scope of regulations.

The standards and regulations established in this article are deemed to be the absolute minimum consistent with the preservation of the public health and safety and to fulfill the obligations of the city with respect to state and federal law and all rules and regulations adopted pursuant thereto. The discharge into any sewer in the city of any substance which

exceeds the limitations contained in this article, or in any manner fails to conform, is hereby declared to be a public nuisance, and a violation of this Code.

(Comp. Ords. Rev. 1991, § 25.004)

Sec. 102-160. - Powers and authority of inspectors.

The director and other duly authorized employees of the city bearing proper credentials and identification shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of this article. Any person who

applies for and/or receives sewer services from the city under this article shall be deemed to have consented to inspections pursuant to this section, including entrance upon that person's property at reasonable times to make inspections under this article.

(Comp. Ords. Rev. 1991,

§ 25.016) Sec. 102-161. -

Reserved.

Sec. 102-162. - Notice of violation.

Any person found to be violating any provision of this article shall be served by the city with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within or at the expiration of the period of time stated in such notice permanently cease all violations. Any person who shall continue any violation beyond the time limit provided shall be guilty of a violation of this Code.

(Comp. Ords. Rev. 1991, § 25.022)

Sec. 102-163. - Penalty.

Any person violating any of the provisions of this article shall be guilty of a misdemeanor, and upon conviction thereof before any court of competent jurisdiction shall be fined as prescribed in section 1-15 of this Code.

(Comp. Ords. Rev. 1991, § 25.023)

Sec. 102-164. - Protection of system from damage.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is a part of the municipal sewage works.

(Comp. Ords. Rev. 1991, § 25.015)

Sec. 102-165. -Application for service connection.

- (a) Before any connection shall be made to any sewer, application for same shall be made in writing to the department by the owner of the premises to be served, or by his or her authorized agent. A condition to the granting of a service connection shall be an agreement by the owner to abide by all of the rules and regulations of the department in all respects but more especially with those respecting the responsibility for payment for sewage disposal service.
- (b) That part of the sewer service pipe on private property shall be inspected by the department prior to covering the pipe. The fee for such inspection shall be set by resolution of the city commission.
- (c) Whenever the ownership of a premises changes, the use by the new owner or his or her agent or tenant of any of the facilities of the department shall be prima facie evidence that the new owner agrees to abide by the rules and regulations of the department and requirements of this article, but more especially with those respecting the responsibility for the payment for sewage disposal service.

(Comp. Ords. Rev. 1991,

§ 25.018) Sec. 102-166. -

Payment for service.

- (a) Bills for sewage disposal service shall be levied on each lot or parcel of land, building or premises having access to any sewer, or discharging sewage or waste into the sewage system, either directly or indirectly. These sewage disposal bills may be rendered with the water bills and made payable at the same time and under the same conditions as for the water bills.
- (b) Billing for water consumption as provided for in another ordinance, and for sewage disposal as provided by this article shall not be severable but shall be paid as one bill.
- (c) The rates charged for sewage disposal service shall be established by resolution of the city commission. The sewer rates shall be independent of the water rates.

(Comp. Ords. Rev. 1991, § 25.019)

Sec. 102-167. - Use of sewage disposal system.

No person shall discharge or cause to be discharged any material or waste into the sewage

disposal system except in compliance with section 102-211.

(Comp. Ords. Rev. 1991, § 25.005)

Sec. 102-168. - Interceptors.

- (a) Grease, oil and sand interceptors shall be provided for the handling of liquid wastes containing grease or oil in excessive amounts, or any flammable wastes, sand and other harmful ingredients. All interceptors shall be of a type and capacity approved by the director, and shall be located so as to be readily and easily accessible for cleaning and inspection. Grease and oil interceptors shall be constructed of impervious materials capable of withstanding abrupt and extreme changes in temperatures. They shall be of substantial construction, watertight and equipped with easily removable covers which, when bolted in place, shall be gastight and watertight.
- (b) Where installed, all grease, oil and sand interceptors shall be maintained by the owner, at his expense, in continuously efficient operation at all times.

(Comp. Ords. Rev. 1991, §§ 25.006, 25.007)

Secs. 102-169-102-173. - Reserved.

Sec. 102-174. - Storm sewer system.

No person shall discharge or cause to be discharged into any storm sewer or natural or artificial watercourse, waters or wastes other than stormwater or uncontaminated industrial wastes as heretofore defined, except upon special agreement or arrangement with the city, which may seek review by the appropriate state or local agency.

(Comp. Ords. Rev. 1991, § 25.014)

Sec. 102-175. - Sewer and drain connections required.

The owner or occupant of any property situated within the city upon which is located a structure or structures in which water is used or available for household, commercial, industrial or other purposes shall, at his own expense, cause such property to be connected to an available public sanitary sewage collection facility. Such owner or occupant shall also be required to install suitable toilet facilities within such structures.

(Comp. Ords. Rev. 1991, § 25.017)

Sec. 102-176. - Disposal of waste from private systems at sewage treatment plant.

Any water or waste discharged into the sewage disposal system shall comply with the

requirements of section 102-211.

(Comp. Ords. Rev. 1991, § 25.020)

Sec. 102-177. - Reserved. Sewer Laterals and Appurtenances

- (a) The property owner shall maintain, at its, his or her expense, the sewer lateral to ensure continuous flow of sewage from the structure to the sewer main, local collector, trunk or interceptor sewer, and shall be responsible for all maintenance and/or replacement of lateral sections existing between the structure and the public sewer line. The property owner is responsible for its lateral from its structure to the sewer main, local collector, trunk or interceptor sewer even if the lateral is located underneath a city street or right-of-way. In the event that a sanitary service pipe is in need of repair or is otherwise nonconforming with the law or any rules and regulations adopted by the city or under this article, and the property owner fails to correct the nonconformity after being provided notice, and in the sole judgment of the city, it is in the interest of public health, safety or welfare to initiate and manage the correction, the city may cause the same to be connected, repaired or replaced and collect the cost thereof, plus a five percent administrative fee, up to a maximum of \$\_\_\_\_\_00, from the property owner by an action at law, or may charge the same as a special assessment against the lands and premises served by the water service pipe and collected in the same manner as an ad valorem property tax, charged upon and collected with the next practical property tax roll immediately following the correction. Performance of such work by the city shall not relieve any person from the penalties otherwise prescribed by law or as set forth in this article.
- (b) Whenever a sewer lateral is to be extended into the premises, the plumber or contractor may obtain location measurements from the city. However, the city does not assume responsibility for the accuracy of such location measurements. Existing sewer service laterals may be used in connection with new buildings only if they are found, on examination and test by the director to meet all requirements of this chapter and other applicable laws and regulations. If an inspection by the city reveals that a connection may create a health or environmental hazard, nuisance, or is otherwise inconsistent with the purposes and requirements of this chapter, the sewer service lateral shall be reconstructed or repaired at the owner's expense.
- (c) There shall not be more than one structure served by a single sewer lateral connection, except with approval of the city manager.
- (d) When a structure is to be demolished, satisfactory arrangements shall be made by the property owner with the city to disconnect and seal the sewer lateral at the property line or at the point designated by the city at the property owner's sole expense. The lateral disconnection shall be inspected by the city prior to sealing. Failure to make arrangements for inspection and the proper termination of the connection shall cause the City Manager to order excavation of the lateral for the required inspection with all associated costs to be assessed

against the property owner.

- (e) Roof drains shall not be connected to the system. The City Manager shall order the immediate disconnection of all such connections. The owner of the premises shall be responsible for any and all costs associated with these disconnections and all costs including, but not limited to, legal and inspection service required to enforce provisions of this chapter. Each day the owner fails to comply with such order shall constitute a separate violation of this section.
- (f) Footing drains shall not be connected to the system on any structure. The City Manager shall order the immediate disconnection of such connections. The owner of the premises shall be responsible for any and all costs associated with these disconnections and all costs including, but not limited to, legal and inspection service required to enforce provisions of this chapter. Each day the owner fails to comply with such order shall constitute a separate violation of this section.
- (g) Basement waterproofing systems shall not be connected into the sewer system or discharged in such a manner as to cause a public or private nuisance. Prior to installation of a basement waterproofing system, the property owner, or the owner's contractor, must obtain a permit from the city. The waterproofing system must be inspected and approved by the city prior to putting the system into operation. The city manager may order the owner to discontinue the discharge of water from a basement waterproofing system. Each day the owner fails to comply with such order shall constitute a separate violation of this section.

Sec. 102-178. - User charges.

- (a) *Established.* Pursuant to Section 601-34, Industrial Waste Treatment, Title 18, Chapter V, Federal Register, Volume 35, No. 128, Thursday, July 2, 1970, user charges for operation and maintenance of publicly owned treatment works are herein established. The operation and maintenance costs shall include debt retirement.
- (b) *Implementation.* Implementation of user charge system assures that each recipient of waste treatment services will pay its proportionate share of the costs of operation and maintenance of treatment works provided by the city.
- (c) *Definition of industrial user.* The industrial user shall mean any industry identified in the Standard Industrial Classification Manual, Bureau of the Budget, 1967, as amended and supplemented, under the category Division D-Manufacturing, and such other wastes as deemed appropriate by the city commission. A user listed in the said division may be excluded if it is determined that it will introduce primarily segregated domestic wastes or wastes from sanitary conveniences.
- (d) *Factors influencing share.* An industrial user's share shall be based on all factors which significantly influence the cost of the treatment works. Factors such as

strength, volume and delivery flow rate characteristics shall be considered and included to ensure a proportional distribution of the operation and maintenance costs allocable to all industrial users of the treatment works.

- (e) *Adjustment of share.* When a substantial change in the strength, volume or delivery flow rate characteristics occurs in the wastewater introduced to the treatment works by an industrial, institutional or commercial user, such user's share shall be adjusted accordingly to generate revenue adequate to treat the wastewater contributed by such user.
- (f) *Formula for charges.* Users of the sewage disposal system shall be charged a wastewater collection and treatment rate based on the quantity formula, subject to surcharges for higher strength wastewater in accordance with the amended rate ordinance.
- (g) *Estimates.* Any residential, industrial, commercial or institutional user subject to a user charge shall furnish, as and when requested by the city commission, an estimate of the volume discharged into the wastewater treatment systems; and an estimate of the representative value of the strength of the waste, BOD and suspended solids discharged, whether or not such amounts are in excess of the permitted amount. All measurements, tests and analyses of the characteristics of such wastewater shall be determined in accordance with this chapter or by other methods generally accepted under the established sanitary engineering practices and approved by the superintendent. The reports submitted shall be subject to certification by the superintendent, but may serve as the basis for billing with all necessary adjustments in the amounts to be made after verification. If an analysis and volume of the waste is not furnished to the city commission in the specified time, the charges shall be based upon estimates made by the superintendent, and approved by the city commission. The superintendent shall have the right at any reasonable time to enter upon the land of the user to set up such equipment as is necessary to verify the reports submitted. In cases where measurements are difficult to make, or the industrial waste composition changes frequently, or representative samples are difficult to get or where other methods of measurements are necessitated for other sound engineering reasons as determined by the superintendent, the superintendent shall have the authority to use such other basis for determining said charges as shall be reliably indicative of volume and BOD and SS strength of the particular industrial waste, such as, but not limited to, water purchase or usage, character of products, comparisons between the subject data and collection data from like persons. All billings for said charges shall be payable within ten days after mailing of billings. All payments made, based upon the reports submitted, shall become final unless verification is made and notice given by the superintendent of necessary

adjustments within one year of the payment. Underpayment of charges based on errors in users' reports and estimates shall be billed forthwith on ascertainment thereof. Overpayment of charges arising from any cause shall first be applied to unpaid billings and then the excess forthwith refunded.

- (h) *Billing estimates.* The superintendent shall have the authority to estimate the volume and strength of the industrial waste in the event the user subject to the rate and charges fails to file a timely report as provided in this section. The estimates shall be based upon analyses and volumes of a similar installation or the amount of water supplied to the premises by the water utility, the amount of water supplied to the premises by any private sources of water or volume and analysis as determined by measurements and samples taken by the superintendent or an estimate determined by the superintendent by any combination of the foregoing or by any other equitable method. Failure to file written objection to such estimates within ten days after the mailing of written notice thereof of the user liable therefor shall constitute a waiver of any right to object or appeal the estimates made by the superintendent pursuant to this section.
- (i) *Appeals to the city commission.* Any user may appeal the charges assessed against him to the city commission and shall have a hearing upon the following conditions:
  - (1) That the user submits estimates or authorizes the superintendent to make such estimates.
  - (2) That the user has good cause to believe that the charges assessed are in error.
  - (3) That notice in writing has been given to the city commission within 180 days of receipt of the charges in question.

The city commission shall notify the user making the appeal of the time and place when his appeal will be heard. Upon evidence sufficient to the city commission submitted at the hearing that the charges are in error, the city commission shall make adjustments in the charges. Adjustments may be in the form of a refund or a credit against subsequent assessments of the charges provided for in this article.

- (j) *Rate review.* The city commission shall cause an annual report to be made concerning the effect of the user charge system on the various classes of users. Such report shall include the amount, character and strength of the wastes discharged into the sewerage system and accounting of the revenues produced by the various classes of users. The city commission may appoint a committee to aid and assist in the preparation of the report and the committee membership may include representatives of various classes of users and other persons professionally qualified to work on the committee as determined by the city commission. If the revenues are shown in the report to be inequitable, the city commission will review

the user charges and cause the necessary adjustments to be made in the rate structure.

(Comp. Ords. Rev. 1991, § 25.029)

Secs. 102-179-102-200. - Reserved.

This Ordinance shall become effective fifteen (15) days after its adoption and publication as required by Section 7.4 of the City Charter.

MOTION MADE, PASSED, AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN ON THE \_\_\_\_TH DAY OF \_\_\_\_\_ 2026 AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON THE \_\_\_\_ND DAY OF \_\_\_\_\_

By \_\_\_\_\_  
Mark Weedon, Mayor

Kalla Langston-Weiss, City Clerk \_\_\_\_\_

CERTIFICATION, I hereby certify that the above is a true and complete copy of an ordinance adopted by the City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a regular meeting held on \_\_\_\_ day of \_\_\_\_\_, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 as required by said act.

\_\_\_\_\_  
Kalla Langston-Weiss, City Clerk

# Memorandum



Date: January 7, 2026  
To: City of Buchanan Planning Commission  
From: Tony McGhee  
Subject: Proposed Ordinance Allowing Use of Public Sidewalks for Business Activities via Permit

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## Background and Purpose

Over the past several months, several downtown restaurants and bars have expressed interest in offering outdoor seating for customers on adjacent public sidewalks. This interest reflects broader trends seen in many downtowns and aligns with the City's goals of supporting local businesses and enhancing downtown vitality.

For establishments serving alcohol, the Michigan Liquor Control Commission (MLCC) requires that any outdoor seating area be specifically authorized by the local municipality in order for it to be included within the establishment's approved service area. Traditionally, many communities have satisfied this requirement through individual license or lease agreements between the municipality and each business.

## Proposed Approach

After discussing this issue with the City Attorney, staff recommends a more efficient and cost-effective approach, authorizing sidewalk use through a municipal permit process established by ordinance, rather than individual license agreements. This approach provides several advantages:

- Reduces administrative time and legal costs associated with drafting and approving separate agreements for each business.
- Creates a consistent, transparent framework applicable to all eligible businesses.
- Allows the City to establish clear standards and conditions while retaining full control of the public right-of-way.
- Provides flexibility to modify or revoke permissions as needed for public safety, construction, special events, or policy changes.

## Memorandum

### Key Elements of the Ordinance and Permit Process

The proposed ordinance would:

- Allow the temporary use of designated public sidewalk areas for business activities, such as outdoor dining, subject to City approval.
- Require businesses to apply for and receive a permit prior to use.
- Ensure that a minimum clear pedestrian pathway is maintained at all times to meet ADA accessibility and public safety standards.
- Require permit holders to maintain the area in a clean and orderly condition.
- Allow the City to impose reasonable conditions, including hours of operation, seasonal limitations, and removal requirements.
- Require proof of insurance and indemnification of the City, as appropriate.
- The permit is revocable, does not create a property interest, and does not constitute a lease of public property.

For businesses serving alcohol, the approved permit would satisfy the MLCC requirement for municipal authorization, allowing the outdoor area to be included within the establishment's licensed service area.

### Recommendation

No action is required at this time, as this item is being presented for informational purposes only. The item will be brought back before the Commission for its first public reading at the February 9th meeting. A draft of the ordinance proposed for consideration is included as Attachment A for reference.

# Attachment A



## Chapter 18

### Article \_\_\_\_

#### Sec. \_\_\_\_ - \_\_\_\_ - Definitions

The following definitions apply to the provisions of this ordinance:

- (a) **Café.** The word “café” shall mean an outdoor sidewalk café that serves food or beverages in accordance with this ordinance and all other applicable federal, state and county laws and licensing requirements. A “café” shall not include any businesses or establishments that are subject to Michigan Regulation and Taxation of Marihuana Act or Michigan Medical Marihuana Act or any business engaged in the sale, consumption or use of tobacco or vaping products or equipment and such businesses or establishments shall not be permitted under this Article.
- (b) **Downtown Zoning Districts.** The phrase “downtown zoning districts” shall mean the zoning districts as listed in the Unified Development Code Downtown Zone.
- (c) **Sidewalk Café.** The phrase “sidewalk café” shall mean a café using any outdoor grouping of non-permanent tables, chairs, and other appurtenances related to and used for the sale of food and beverages on a City owned sidewalk that is not fully enclosed by a structure operated in conjunction with a restaurant/beverage service having frontage immediately adjacent to the City owned sidewalk.

#### Sec. \_\_\_\_ - \_\_\_\_ - Permits

No individual, entity or business shall operate a sidewalk café or provide any other outdoor food or beverage service sales or outdoor customer use or furnishings without a permit issued pursuant to this Ordinance. Prior to operating any outdoor café, a person, firm, or entity (“owner or operator”) shall file an application for a permit with the City that will be reviewed in accordance with this ordinance. Permits shall not be transferred, assigned, or sublet by the owner or operator to any party. Permits will only be issued for areas located within the D Downtown Zoning Districts identified in this Article. The application for permit must be filed with the City Clerk at least forty-five (45) days in advance of the proposed commencement of operations and shall, in addition to any other information required by the City, require all of the following:

- (a) The full name, telephone number, and business address of all persons or entities that will be involved in the ownership and operation of the sidewalk café.
- (b) The address of the street frontage property on which the sidewalk café will be located or the property to which the sidewalk café is adjacent.

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- (c) A statement of the operator's proposed time periods of days and hours of operation, as well as the proposed types of activity.
- (d) An accurate, scale diagram showing the sidewalk area to be used by a sidewalk café the types of outdoor furnishings to be used.
- (e) Such additional information as the City determines needed to ensure compliance with this ordinance and all other applicable City ordinances or state law.

**Sec. \_\_-\_\_\_. - Requirements for issuance of permit and operation of sidewalk café.**

- (a) The City will only issue a permit authorizing the sidewalk café if the applicant files a complete application and café use and operation meets the requirements of this Article. The permit may include restrictions necessary to protect the public safety, health and welfare. The application and application fee must be submitted to the City Clerk in advance of the commencement of any sidewalk café operations pursuant to the provisions of the permit application. The application must be completed and signed by an adult eighteen (18) years of age or older.
- (b) An owner or operator shall not operate a sidewalk café without a current permit granted by the City pursuant to this Article and shall comply with all the following requirements:
  - (1) An owner/operator must complete and meet all of the conditions of a permit application in order to obtain a permit under this Article. The permit application shall be in such a form as is approved by resolution of the City Commission. Sidewalk café uses, products and services shall be limited to those listed on the permit application. A permit issued under this Article shall be valid only from April 1 through November 1 of each calendar year, unless extended by written notice issued by the City Manager, and must be renewed annually.
  - (2) The tables, chairs, and other appurtenances of the sidewalk café shall be located in the space approved by the City immediately adjacent to the frontage of the same building where a licensed food, beverages or alcohol service establishment is located, or in the case of a corner parcel, immediately adjacent to the building's non-frontage sidewalk of the building containing a licensed food, beverages and/or liquor service. The owner or operator of a licensed food, beverages or alcohol service establishment must be the owner or operator of the sidewalk café authorized under this Section. Only one (1) sidewalk café operation per business frontage is permitted. Sidewalk café operation shall not be conducted in any location other than the site approved by the City.

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- (3) The tables, chairs, and other appurtenances of a sidewalk café must be placed and used in a way that does not encroach upon any roadway or parking spaces, does not hinder safe pedestrian use of the sidewalks and that does not block ingress or egress to and from any building and shall only be allowed to be placed on sidewalks from April 1 to November 1 of each year unless extended by written notice of the City Manager. There shall be provided, at all times, an unobstructed straight sidewalk aisle for pedestrian use of not less than five (5) feet in width, including intrusions of umbrellas and other covers except for awnings that comply with the City's Code of Ordinances, unobstructed vehicular traffic on all roadways, unobstructed vehicle parking, and must comply with all federal and state disabilities acts requirements. All usages shall comply with the corner lot clear sight provision of the Unified Development Code, as applicable. The City reserves the sole discretion to determine whether or not to issue a permit under this Article based on the dimension of the sidewalk café use requested; requirements of federal and state law and regulations; the volume of pedestrian traffic; the placement, nature and extent of intrusion of streetscape elements and furnishings; landscaping, parking spaces; the location of building entrances or gathering places; emergency exits; the location and volume of activity of waiting areas for business patrons; fire suppression and public safety.
- (4) An owner or operator granted a permit under this Article shall not erect any structures or in any manner affix or anchor to any light poles, traffic control devices, City-owned sidewalk or right-of-way any tables, furnishings, chairs, umbrellas, coverings, awnings and all other appurtenances related to or used for the operations of a sidewalk café. Sidewalk café use or operation shall not disrupt City sidewalk or right-of-way drainage or impound water. Food or beverage preparation shall not occur in any City sidewalk or right-of-way.
- (5) An owner or operator granted a permit under this Article shall not place any fencing, barriers, waste baskets or containers, screens, wires, extension cords, conduit, or electric cables on or across any City-owned sidewalk or right-of-way, unless approved by the City in writing and in advance of installation.
- (6) An owner or operator granted a permit under this Article shall not display any signs on and shall not use any signs, except sandwich boards as permitted in the Unified Development Code, broadcasting, announcements, noise, sound amplification, sounds or live or recorded music as part of or in conjunction with the operations of a sidewalk café.

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- (7) The owner or operator of the sidewalk café shall continually keep the area in and about the sidewalk café and adjacent parking spaces orderly, free of debris and litter, and shall clean and free of all refuse generated by the operation of the sidewalk café.
- (8) The operation of the sidewalk café shall occur only during the normal business hours of 6:00a.m. to 10:00p.m of the licensed food and/or beverages or liquor service establishment located within the building owned or leased by the owner or operator the sidewalk café. Outdoor Sidewalk Food or Beverage Café may be serviced by waitstaff between the hours of 6:00 a.m. and 10:00 p.m. daily. Products or services shall not be sold or provided to persons in a roadway, the occupants of motor vehicles, or any person not seated in the sidewalk café operation.
- (9) The owner/operator shall comply with all permit restrictions and all applicable requirements of City ordinances and state law relating to food and beverage services and outdoor business operation. The owner or operator shall, as required by the permit application, agree to indemnify and hold harmless the City from all claims for damages, injuries and death and shall maintain insurance coverage of types and amounts set by resolution of the City Commission in policies or endorsements that list the City as an additional insured. A permit shall not be issued until the City Clerk receives written proof of insurance coverages required under this Article or in the permit application in forms satisfactory to the City.
- (10) The owner or operator shall reimburse the City for the repair of any damage to a sidewalk or City right-of-way as a result of the placement, maintenance, or removal of any tables, chairs, and other appurtenances of the sidewalk café.
- (11) Any sidewalk café operations involving the service or consumption of alcoholic beverages shall comply with the requirements of the Michigan Liquor Control Commission, and all City ordinances and rules and regulations promulgated under City ordinances. The service, consumption, possession or use of alcoholic beverages shall only be permitted in areas allowed by City ordinances.
- (12) Sidewalk café operations shall not be conducted within five hundred (500) feet of any school, church, synagogue or place of worship during hours of operation or services or within one-hour of services; courthouse; police station; or other public location unless specifically authorized pursuant to the terms of the permit. In addition, the City manager shall have discretion to designate such streets, sidewalks, parts of streets, or sidewalks, districts or areas where it shall be unlawful for any operation of a sidewalk café, such designation to be made based upon motor vehicle traffic or pedestrian conditions, character of the neighborhood, public safety or if the conduct of such business constitutes a public nuisance.

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- (13) The owner or operator is solely responsible for the installation, removal, security and maintenance of all tables, chairs, furnishings umbrellas, coverings, awnings and all other appurtenances or equipment related to or used for the operations of a sidewalk café.
- (14) Any person requesting issuance of a sidewalk café permit shall pay the full amount of the permit fee as established by resolution adopted by City Commission within five (5) business days of the date of permit approval.
- (15) The applicant/owner/operator must be current on all payment due the City, including but not limited to all taxes, leases, fees, fines, assessments, or penalties.

**Sec. \_\_ - \_\_ Applications and Issuance of permits.**

The City Clerk will receive and process all permit applications. Subject to the discretion of the City Manager set out in this Article, permits will be issued for applications that conform to the requirements of this Article and conditions set out in the application form.

**Sec. \_\_ - \_\_ Violations, Revocation, Penalties, Appeals.**

- (a) The City Clerk or Chief of Police is authorized to immediately revoke any permit issued under this Article and terminate all sidewalk café operations for violation of the provisions of this Article, or including, but not limited to the following:
  - (1) The applicant/owner or operator violates any provision of this Article, any provision of the City's Code of Ordinances, any requirements of the permit application, or violates any state, county or federal laws, rules or regulations.
  - (2) The applicant/owner/operator made any false statement in the permit application, is in default of any of the agreements or requirements set out in the permit application or has otherwise become disqualified for any required issuance coverages.
  - (3) The owner/operator acts in a manner contrary to the public health, safety or welfare of the public.
- (b) In addition to any other sanctions available under this Article, any violation of this Article shall constitute a civil infraction subject to a fine of five hundred dollars (\$500) plus costs and fees incurred by the City per occurrence. Equitable relief may be requested and ordered as a court may deem appropriate. Each day of violation and each violation shall constitute a separate violation.
- (c) A City police official, building code enforcement officer, city staff appointed by the City Manager, or the City Clerk are authorized to issue a written citation for violation of the Article based on a determination that probable cause exists for the violation. The official

**DRAFT 02/04/26**

issuing the citation shall provide the owner or operator with written notice of the revocation by personal service or by first class mail at the address listed on the permit application. The citation shall also inform the owner or operator of its right to appeal. The filing of an appeal shall not stay the enforcement of any permit revocation.

(d) An Applicant, owner or operator may appeal a permit denial, a permit revocation, or imposition of a fine by filing a written appeal with the City Clerk's office within fourteen (14) calendar days of the date appearing on the notice of permit denial or written citation. Failure to file the written appeal with the City Clerk within the fourteen (14) calendar day period shall constitute a permanent waiver of appeal. A hearing on a timely appeal shall be held by the City manager or the City manager's designated representative within ten (10) business days of the date of the filing of the appeal.

**Sec. \_\_ - \_\_. Conflicting ordinances or resolutions.**

All ordinances or resolutions or parts of ordinances or resolutions in conflict with this Article or inconsistent with the provisions of this Article are hereby superseded by this Article and its provisions to the full extent necessary to give this Article full force and effect.



Date: 2/4/2026  
To: City Commission  
From: Kalla Langston-Weiss, City Clerk  
Subject: Acceptance of Bid- Tree Stump Maintenance, Removal & Grinding

### **Background**

The City of Buchanan received a bid proposal in response to the Request for Bids for the Tree Stump Maintenance, Removal & Grinding Project, issued in January 2026. The purpose of this project is to support long-term maintenance of public spaces by removing or grinding remaining stumps from previously removed trees.

Treeworks, Inc.  
P.O. Box 274  
Coopersville, MI 49404  
Contact: Luke Porter  
Phone: (616) 837-1100

### **Scope and Cost**

Treeworks submitted pricing for stump grinding and removal at 22 city locations, with the total bid amount as follows:

- Total Net Bid: \$11,750.00

The proposal includes grinding and removal services consistent with the specifications outlined in the bid request, including restoration of disturbed areas and removal of debris.

### **Completion Timeline**

Treeworks indicated that work would begin the week of February 8th and be completed by the week ending February 20th, meeting the City's desired timeline.

### **Qualifications and References**

Treeworks, Inc. is a Michigan Department of Transportation (MDOT) prequalified contractor and maintains industry certifications, including ISA Certified Arborists and TCIA accreditation.

### **Recommendation**

Based on the completeness of the proposal, competitive total cost, contractor qualifications, and the ability to complete the project within the required timeframe, it is recommended that the City Commission accept the bid from Treeworks, Inc. in the amount of \$11,750.00 for stump maintenance, removal, and grinding services.

# Request for Bids



**Project Name:** Tree Stump Maintenance, Removal & Grinding

**Issue Date:** January 8, 2026

**Bid Due Date:** January 28, 2026 10:00AM EST

## PROJECT OVERVIEW

The City of Buchanan is soliciting proposals to complete tree stump maintenance, removal, and/or grinding services on the public right-of-way. The goal of the project is supporting long-term maintenance of public spaces by grinding and/or removing the remaining stumps of previously removed trees.

## SERVICE SPECIFICATIONS

- All stumps shall be ground to a depth that severs the roots from the main root mass to a minimum depth of ten inches from finished grade (not original grade).
- All holes resulting from the removal of stumps shall be backfilled by the end of the daily work period. No such holes will be allowed to remain open overnight. The contractor shall fill the holes with a good quality topsoil, rake and compact topsoil to grade, and seed the disturbed area. Backfill material
- Should be of sufficient quality to support grass cover and contain no debris (glass, sawdust, large rock, etc.). All surface roots and/or raised areas from the root flare shall be ground out or leveled and filled to match the surrounding grade. All grindings resulting from the grinding process shall be removed from the hole and cannot be used as fill.
- Remove and properly dispose of all grinding debris, wood chips, and excess material.
- Hours of work will be left to the discretion of the contractor. However, no work shall be started before 7:00a.m. No work at all shall be performed on Sundays or holidays or without prior authorization from the City.

## INSTRUCTIONS TO BIDDERS

Responders provide:

- Completed bid sheeting, including cost per maintenance task.
- Timeline to completion.

## Request for Bids

- Project Approach - provide, in detail, specific methods that will be used to complete each of the requested tasks.
- Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan.

### STANDARD TERMS AND CONDITIONS

The following standard clauses shall apply to all Requests for Proposals (RFPs) issued by the City of Buchanan, State of Michigan. Submission of a proposal constitutes acknowledgment and acceptance of these terms.

#### **Right to Reject or Accept Proposals**

The City reserves the right to accept or reject any or all proposals, to waive any informalities or irregularities in the proposals received, and to award the contract in whole or in part to the proposer deemed to be in the best interest of the City.

#### **No Obligation to Award**

Issuance of this RFP does not obligate the City to award a contract, and the City shall not be liable for any costs incurred by proposers in the preparation, submission, or presentation of proposals or in anticipation of award.

#### **Proposal Costs**

All costs associated with the preparation, submission, and presentation of a proposal shall be borne solely by the proposer. The City shall not be responsible for any costs or expenses related to this process.

#### **Right to Negotiate**

The City reserves the right to negotiate with one or more proposers deemed most responsive and qualified, to request additional information or clarification, and to conduct interviews or presentations as necessary.

#### **Proposal Validity**

All proposals shall remain valid and binding for a period of not less than ninety (90) days following the proposal due date unless otherwise specified in the RFP.

#### **Addenda and Modifications**

Any interpretation, correction, or change to this RFP will be made by written addendum issued by the City. Only those communications identified by formal written addendum shall be binding.

## Request for Bids

### **Disclosure and Public Record**

Proposals submitted in response to this RFP become public records subject to disclosure under the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., following award or rejection of all proposals.

### **Award and Contract Execution**

The successful proposer shall be required to enter into a written agreement with the City in a form acceptable to the City Attorney. The City reserves the right to accept or reject proposed contract terms and to make modifications in the best interest of the City.

### **Compliance with Laws**

The proposer shall comply with all applicable federal, state, and local laws, ordinances, codes, and regulations, including but not limited to those governing non-discrimination, safety, and employment.

### **Reservation of Rights**

The City reserves the right to:

- Reject any proposal deemed non-responsive or non-responsible;
- Withdraw or cancel the RFP at any time without obligation;
- Negotiate with one or more proposers;
- Postpone proposal submission or opening dates; and
- Consider any other factors deemed to be in the City's best interest.

### **SCHEDULE**

In order to be considered, the proposal must be received at the City of Buchanan, 302 N Redbud Trail, Buchanan MI 49107, on or before January 28, 2026 10:00AM EST. All proposals shall be in a **sealed package** marked: ATTN: BID – Stump Grinding and Removal.

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Please submit your sealed bid by **January 28, 2026 10:00AM EST** to:

Kalla Langston-Weiss, City Clerk  
302 North Red Bud Trail  
Buchanan, MI 49107

For any questions regarding the project, please contact:

Emma Lysy, Administrative Assistant  
[elysy@cityofbuchanan.com](mailto:elysy@cityofbuchanan.com)  
269-695-3844 ext. 10

**Request for Bids****PROPOSAL FORM**

Indicate your price per item below for the requested products or most similar offered. Please attach item specifications for item substitutions. Please see attached list for complete inventory of stumps and locations. All stumps are from medium-large trees, bidders are responsible for fieldwork and providing an accurate cost estimate for the size of the stump.

	Stump location	Maintenance Task	Price per Stump
1	301 Sylvan/Chicago	Grinding	\$450.00
2	327 Claremont St	Grinding	\$500.00
3	451 Moccasin St	Removal	\$450.00
4	201 Moccasin St	Removal	\$450.00
5	112 Lake St	Removal	\$500.00
6	323 N Detroit St	Removal	\$650.00
7	319 N Detroit St	Removal	\$750.00
8	108 N Detroit St	Removal	\$500.00
9	109 3 <sup>rd</sup> St	Removal	\$350.00
10	712 W Roe St	Removal	\$700.00
11	607 Days Ave	Removal	\$350.00
12	302 Days Ave	Removal	\$500.00
13	119 W Chicago St	Removal	\$600.00
14	The Common	Removal of 2 Stumps	\$700.00
15	101 W 3 <sup>rd</sup> St	Removal	\$450.00
16	112 S Detroit St	Removal & Grinding	\$450.00
17	317 S Detroit St	Grinding	\$700.00
18	323 S Detroit St	Grinding	\$500.00
19	804 S Detroit St	Grinding	\$500.00
20	510 Liberty St	Grinding	\$650.00
21	304 Cecil St	Grinding	\$600.00
22	310 Cecil St	Grinding	\$450.00

Net Total: \$ 11,750.00

**Request for Bids****REFERENCES**

Please list three (3) references (Municipal Government) wherein your company has provided similar services of this type being proposed for the City of Buchanan. Failure to list references may result in your company being disqualified.

**CLIENT** See attached

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

**CLIENT** See attached

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

**CLIENT** See attached

ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

**NOTE**

Previous experience and performance may be a factor in making the award.

**Request for Bids**

Completion timeline: Start on week of February 8th and complete week ending of  
February 20th.

Additional information (optional): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treeworks, Inc.

(616) 837-1100

Bidder's Company Name

Bidder's Telephone Number

P.O. Box 274

Coopersville Michigan 49404

Street/Mailing Address

City/State/Zip



Bidder's Signature

Luke Porter

Print Bidder's Name



## REFERENCE AND EXPERIENCE OVERVIEW

Treeworks, Inc. began providing tree services to the residential property owners of Kent and Ottawa County in the 1990's, and was incorporated in 2002. Today, Treeworks Inc. continues to serve the arboricultural needs of residential, commercial, and municipal clients throughout the region with our dedicated staff, completing all projects by merging our experience with the ANSI Z133 Standards of Safety & ANSI A300 Standards of Arboriculture.

Treeworks, Inc. has been a ***Michigan Department of Transportation (MDOT) Prequalified Contractor*** since 2005 in the trades of *N-2 Clearing, H Landscaping, & I Seeding*. Additionally, **Tree Care Industry Association (TCIA) Accreditation** was achieved in 2018.

Staff credentials include:

- 4 ISA Certified Arborists
- 2 ISA Utility Arborists
- 2 TCIA Certified Tree Care Safety Professionals
- 2 Tree Risk Assessment Qualified Arborist
- Certified Pesticide Applicators
- Many TCIA Tree Care Academy course completions for all staff.

Jason R. Porter, President

(616) 837-1100

[office@treeworksmi.com](mailto:office@treeworksmi.com)

[www.treeworksmi.com](http://www.treeworksmi.com)





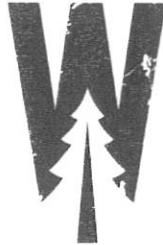
## NOTABLE PROJECTS

### Residential

Rushmore storm damage restoration and removal	Ada, MI	\$28,000
Berghuis Construction selective removals and land management	West MI	\$32,000
Melissa L. Clearing, pruning, river restoration, retaining wall construction, & landscaping	Hesperia, MI	\$35,000
Crawford Creek selective tree removal/pruning	Grand Rapids, MI	\$48,000

### Commercial

48th Ave Right of way clearing	Allendale, MI	\$20,000
Barstow Park Tree removals	Midland, MI	\$22,000
M-119 Bike Path tree clearing	Harbor Springs, MI	\$27,000
Seaman Road tree removal	Manistee, MI	\$37,000
Tilson Rd Right of way clearing	Upper Peninsula, MI	\$40,000
Benton Harbor street extension tree removals	Benton Harbor, MI	\$41,000
Tallman Creek Sewer right of way clearing	Grand Rapids, MI	\$45,000
Huron-Clinton City parks vegetation management	Detroit, MI	\$50,000
City of Marshall Tree removal	Marshall, MI	\$67,000
Mio Snag Topping	Mio, MI	\$69,000
Cottonwood Dr. / 10th Ave Right of way clearing	Jenison, MI	\$135,000
McBride Drain obstruction tree removal	Macomb, MI	\$300,000
City of Grand Rapids Tree removal	Grand Rapids, MI	\$425,000
MDOT Roadside mowing	Allegan Co, MI	\$800,000
City of Kalamazoo danger tree pruning	Kalamazoo, MI	\$2,750,000
MDOT SW Region Right of way tree work	Southwest Michigan	\$6,000,000



## NOTABLE PROJECTS, CONTINUED

### Airports

Manistee Airport, obstruction tree removal	Manistee, MI	\$10,000
Sparta Municipal Airport, tree removal and topping	Sparta, MI	\$22,000
St. Clair County Airport, tree removal	Port Huron, MI	\$24,000
Antrim County Airport, obstruction tree removal	Bellaire, MI	\$45,000
Oscoda County Airport, clearing	Mio, MI	\$77,000
Oakland County Airport, obstruction tree removal	Pontiac, MI	\$90,000
Wexford County Airport, obstruction tree removal	Cadillac, MI	\$158,000
Kalamazoo/Battle Creek, obstruction tree removal	Kalamazoo, MI	\$165,000
Owosso Community Airport, obstruction tree removal	Owosso, MI	\$527,000

### Utility right of way

Grand Haven Board of Power and Light	Grand Haven, MI	\$490,000
Midwest Energy & Communications	MI and OH	\$550,000
Consumers Energy	MI	\$3,600,000
Great Lakes Energy	West MI	\$1,600,000





## REFERENCES

### ADAMS OUTDOOR ADVERTISING

Kylie Robinson (269) 342-9831

[krobinson@adamsoutdoor.com](mailto:krobinson@adamsoutdoor.com)

Vegetation management for clear view of billboards. 2010-present.

\$1,200,000

### MICHIGAN DEPARTMENT OF TRANSPORTATION, SOUTHWEST REGION Mike

Streeter (269) 217-7785

[streeterm@michigan.gov](mailto:streeterm@michigan.gov)

Ben Hodges (517) 202-0289

[hodgesb@michigan.gov](mailto:hodgesb@michigan.gov)

Right of way pruning and removal. 2021-present. \$6,000,000

### CITY OF KALAMAZOO, FORESTRY

Brian Labelle

[labelleb@kalamazoocity.org](mailto:labelleb@kalamazoocity.org)

Neighborhood street tree pruning and removals. 2017-present. \$2,750,000





## REFERENCES, CONTINUED

### GRAND HAVEN BOARD OF LIGHT & POWER

Robert Shelley (616) 607-1263

[rshelly@ghblp.org](mailto:rshelly@ghblp.org)

Randy Cory (616) 638-1590

[RCory@ghblp.org](mailto:RCory@ghblp.org)

Distribution line clearing and trimming. 2018-present. \$490,000

### GREAT LAKES ENERGY

Rob Nielsen (231) 206-7398

[rnielsen@glenenergy.com](mailto:rnielsen@glenenergy.com)

Distribution line clearing and trimming, 2019-present. \$1,600,000

### CONSUMERS ENERGY

Nathan Rodriguez (616) 265-0433

[NATHAN.RODRIGUEZ@ccmsenergy.com](mailto:NATHAN.RODRIGUEZ@ccmsenergy.com)

New construction R.O.W. Clearing, 2019-present. \$3,600,000

### MEAD & HUNT ENGINEERING

Tom Ward (517) 204-1060

[tom.ward@meadhunt.com](mailto:tom.ward@meadhunt.com)

Owosso Community Airport obstruction tree removal and clearing, 2021-2022. \$527,000





# Memorandum



Date: January 9, 2026

Location: Buchanan City Commission

From: Kellie Welch

**Subject: Disposition of Excess Inventory**

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## Background

As part of routine operations, cities periodically accumulate seized assets, unclaimed items, equipment, furniture, materials and other assets that have outlived their useful life or are no longer needed for municipal purposes. These items may be outdated, broken beyond reasonable repair or simply a surplus due to upgrades or operational changes.

The City of Buchanan has identified a number of such items currently being stored at various municipal facilities. These materials, which may include old office equipment, outdated tools, or surplus parts, are no longer of use to City departments and have limited or no value to ongoing operations. Holding onto these items unnecessarily takes up valuable storage space and can result in additional costs related to maintenance, tracking, or compliance.

Disposing of excess inventory is a typical and necessary municipal practice that allows local governments to maintain efficient use of space, ensure safety, and focus resources on maintaining and storing assets that actively support city functions.

## Recommendation

Staff recommends that the City Commission authorize the disposal of the identified excess inventory in accordance with City policy and applicable laws. Disposal methods may include donation, recycling, sale through public auction, or discarding, depending on the condition and potential value of the items.

Authorization of this request will allow staff to move forward with an orderly and transparent process to clear obsolete inventory and better utilize City facilities and storage areas. A complete list of items proposed for disposal will be kept on file for public record and audit purposes.

## Memorandum – Attachment

Description	VIN/Serial/ID#	Location
Gold earrings, white/diamond	14-2676	Police
Silver ring, blue/diamond	14-3553, 14-78	Police
Silver ring, blue/diamond		Police
Gold ring, diamond		Police
Gold ring, purple/diamond	86-1400	Police
Gold pendant, cross/diamond	92-4547	Police
Men's silver ring, blue	23-1516, 23-191	Police
Silver ring, diamond	22-578, 22-31(8)	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, leaf band	22-778, 25-116	Police
Silver ring, white	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, white	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, lt blue	22-778, 25-116	Police
Silver ring, lt blue	22-778, 25-116	Police
Silver ring, white	22-778, 25-116	Police
Silver ring, sm purple	22-778, 25-116	Police
Silver ring, lg lt blue	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, lg purple	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, md purple	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, lg purple	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, sm white	22-778, 25-116	Police
Silver ring, lg white	22-778, 25-116	Police
Silver ring, design	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver ring, band	22-778, 25-116	Police
Silver pendant, pink	22-778, 25-116	Police
Silver pendant, white	22-778, 25-116	Police
Silver pendant, blue	22-778, 25-116	Police
Sega System w/ 4 controllers	23-1197, 23-168	Police
Sceptre Monitor	M35F275BTQ7720	City Hall
Sceptre Monitor	N08f279BDQ2274	City Hall
ViewSonic Monitor	WE6220140575	City Hall
Sceptre Monitor	N05F279BDQ3763	City Hall

02/04/2026 06:00 PM

## INVOICE JOURNAL PROOF REPORT FOR CITY OF BUCHANAN

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User: CBAHAM

DB: Buchanan

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 104313	Invoice: 104313 Ref#: 32055 (WATER TREATMENT CHECMICAL - DRUM RENTAL) 592-591.000-743.000 592-000.000-202.000	178.00	178.00
		Expected Check Run: 02/09/2026		178.00	178.00
01/31/2026	AP	ALEXANDER CHEMICAL CORP CHEMICALS Vnd: 2293 Invoice: 104137	Invoice: 104137 Ref#: 32056 (WATER TREATMENT CHEMICALS) 592-591.000-743.000 592-000.000-202.000	1,153.66	1,153.66
		Expected Check Run: 02/09/2026		1,153.66	1,153.66
01/31/2026	AP	AT&T 269.695.5525 PEARS MILL 2696954028 - WWTP LANDLINE 2694098372 - WATER Vnd: 0153 Invoice: 01.16.26 Vnd: 0153 Invoice: 01.16.26	Invoice: 01.16.26 Ref#: 32057 (MONTHLY LANDLINE BILLING) 101-761.005-853.000 592-590.000-853.000 592-591.000-853.000 101-000.000-202.000 592-000.000-202.000	184.33 33.29 43.29 184.33 76.58	
		Expected Check Run: 02/09/2026		260.91	260.91
01/31/2026	AP	AT&T TELEPHONE, INTERNET, CABLE Vnd: 0153 Invoice: 01.13.26	Invoice: 01.13.26 Ref#: 32058 (WATER DEPT. INTERNET) 592-591.000-853.000 592-000.000-202.000	123.03	123.03
		Expected Check Run: 02/09/2026		123.03	123.03
01/31/2026	AP	BENDZINSKI & CO CONTRACTUAL Vnd: 2378 Invoice: 5269	Invoice: 5269 Ref#: 32059 (DISSEMINATION AGENT) 101-253.000-818.000 101-000.000-202.000	1,000.00	1,000.00
		Expected Check Run: 02/09/2026		1,000.00	1,000.00
01/31/2026	AP	BEST ONE TIRE & SERVICE MAINTENANCE - EQUIPMENT Vnd: 2080 Invoice: 4430052785	Invoice: 4430052785 Ref#: 32060 (TIRES FOR THE BOBCAT) 101-441.000-933.000 101-000.000-202.000	716.00	716.00
		Expected Check Run: 02/09/2026		716.00	716.00
01/31/2026	AP	BEST ONE TIRE & SERVICE MAINTENANCE - EQUIPMENT Vnd: 2080 Invoice: 4430054935	Invoice: 4430054935 Ref#: 32061 (WWTP TIRE REPAIR SERVICE) 592-590.000-933.000 592-000.000-202.000	359.50	359.50
		Expected Check Run: 02/09/2026		359.50	359.50

User: CBAHAM

DB: Buchanan

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	BEST ONE TIRE & SERVICE MAINTENANCE - EQUIPMENT Vnd: 2080 Invoice: 4430054848	Invoice: 4430054848 Ref#: 32062 (REPLACEMENT OF HI-PRESSURE OIL LINE ON : 101-441.000-933.000 101-000.000-202.000	880.00	880.00
		Expected Check Run: 02/09/2026		880.00	880.00
12/31/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES LEGAL FEES Vnd: 2347 Invoice: 9618227	Invoice: 9618227 Ref#: 32063 (GENERAL CORPORATE LEGAL SERVICES RENDERED) 101-700.000-826.000 101-172.000-826.000 101-000.000-202.000	2,575.00 3,600.00 6,175.00	
		Expected Check Run: 02/09/2026		6,175.00	6,175.00
12/31/2025	AP	BUTZEL ATTORNEYS & COUNSELORS LEGAL FEES LEGAL FEES Vnd: 2347 Invoice: 9618228	Invoice: 9618228 Ref#: 32064 (TRANSPORT ENVIRONMENTAL AND ROW CLAIMS LEGAL) 592-590.000-826.000 592-591.000-826.000 592-000.000-202.000	962.50 962.50 1,925.00	
		Expected Check Run: 02/09/2026		1,925.00	1,925.00
01/31/2026	AP	CDW-G CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL CONTRACTUAL Vnd: 1815 Invoice: AH6JX4S	Invoice: AH6JX4S Ref#: 32066 (ADOBE LICENSE RENEWAL) 101-172.000-818.000 101-700.000-818.000 101-215.000-818.000 101-253.000-818.000 101-301.000-818.000 101-000.000-202.000	103.28 103.28 103.28 103.28 103.28 516.40	
		Expected Check Run: 02/09/2026		516.40	516.40
01/31/2026	AP	CDW-G CONTRACTUAL Vnd: 1815 Invoice: AH6ST9H	Invoice: AH6ST9H Ref#: 32067 (ADOBE SUBSCRIPTION FOR COMM. DEVELOP) 101-700.000-818.000 101-000.000-202.000	103.28 103.28	
		Expected Check Run: 02/09/2026		103.28	103.28
02/03/2026	AP	CINTAS CORPORATION CONTRACTUAL Vnd: 1272 Invoice: 4258311406	Invoice: 4258311406 Ref#: 32065 (MATS FOR CITY HALL) 101-265.000-818.000 101-000.000-202.000	52.83 52.83	
		Expected Check Run: 02/09/2026		52.83	52.83

02/04/2026 06:00 PM

User: CBAHAM

DB: Buchanan

## INVOICE JOURNAL PROOF REPORT FOR CITY OF BUCHANAN

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## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/01/2026	AP	COMCAST BUSINESS UTILITIES TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 02.01.26-02.28.26 Vnd: 1722 Invoice: 02.01.26-02.28.26	Invoice: 02.01.26-02.28.26 Ref#: 32068 (MOTHLY CYCLE) 101-761.004-921.000 101-336.000-853.000 592-591.000-853.000 101-301.000-853.000 101-265.000-853.000 101-000.000-202.000 592-000.000-202.000	421.99 677.00 143.80 646.91 727.21 2,473.11 143.80	
		Expected Check Run: 02/09/2026		2,616.91	2,616.91
01/31/2026	AP	DALE'S AUTO SALES & SERVICE EQUIPMENT MAINT SUPPLIES Vnd: 1144 Invoice: 18535	Invoice: 18535 Ref#: 32069 (BLADES FOR PLOW) 101-441.000-758.000 101-000.000-202.000	490.00	490.00
		Expected Check Run: 02/09/2026		490.00	490.00
02/02/2026	AP	DALE'S AUTO SALES & SERVICE EQUIPMENT MAINT SUPPLIES Vnd: 1144 Invoice: 18683	Invoice: 18683 Ref#: 32070 (CYLINDER FOR SNOW PLOW) 101-441.000-758.000 101-000.000-202.000	296.98	296.98
		Expected Check Run: 02/09/2026		296.98	296.98
01/31/2026	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106691710.001	Invoice: S106691710.001 Ref#: 32071 (2 IN METER) 592-591.000-729.002 592-000.000-202.000	1,412.81	1,412.81
		Expected Check Run: 02/09/2026		1,412.81	1,412.81
01/31/2026	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106652464.001	Invoice: S106652464.001 Ref#: 32072 (CLAMPS) 592-591.000-729.002 592-000.000-202.000	256.81	256.81
		Expected Check Run: 02/09/2026		256.81	256.81
01/31/2026	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106680676.002	Invoice: S106680676.002 Ref#: 32073 (SENSUS TOUCHPADS) 592-591.000-729.002 592-000.000-202.000	63.03	63.03
		Expected Check Run: 02/09/2026		63.03	63.03

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	ETNA SUPPLY CO. METERS-HYDRANTS-FITTINGS Vnd: 0919 Invoice: S106680676.001	Invoice: S106680676.001 Ref#: 32074 (8 5/8IN METERS) 592-591.000-729.002 592-000.000-202.000	1,560.00	1,560.00
		Expected Check Run: 02/09/2026		1,560.00	1,560.00
01/31/2026	AP	EVIDENT INC. MISCELLANEOUS SUPPLIES Vnd: 2108 Invoice: 256483B	Invoice: 256483B Ref#: 32077 (EVIDENCE KIT SUPPLIES) 101-301.000-756.000 101-000.000-202.000	50.00	50.00
		Expected Check Run: 02/09/2026		50.00	50.00
01/31/2026	AP	EVIDENT INC. MISCELLANEOUS SUPPLIES Vnd: 2108 Invoice: 256493A	Invoice: 256493A Ref#: 32078 (EVIDENCE KIT ROOM SUPPLIES) 101-301.000-756.000 101-000.000-202.000	320.62	320.62
		Expected Check Run: 02/09/2026		320.62	320.62
01/31/2026	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23588	Invoice: 23588 Ref#: 32081 (REPAIRS ON CAR 46-9 - R.F A-ARM, REPLACE) 101-301.000-939.000 101-000.000-202.000	1,026.71	1,026.71
		Expected Check Run: 02/09/2026		1,026.71	1,026.71
01/31/2026	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 09748	Invoice: 09748 Ref#: 32082 (WIPER BLADES ON 46-3) 101-301.000-939.000 101-000.000-202.000	33.22	33.22
		Expected Check Run: 02/09/2026		33.22	33.22
01/31/2026	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23595	Invoice: 23595 Ref#: 32083 (REPAIRS TO AXLE ON 46-6) 101-301.000-939.000 101-000.000-202.000	951.19	951.19
		Expected Check Run: 02/09/2026		951.19	951.19
01/31/2026	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 23662	Invoice: 23662 Ref#: 32084 (OIL CHANGE ON 46-3) 101-301.000-939.000 101-000.000-202.000	68.75	68.75
		Expected Check Run: 02/09/2026		68.75	68.75

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	GEOTAB USA INC. POOL CAR POLICE WATER Vnd: 2424 Invoice: IN471546 Vnd: 2424 Invoice: IN471546	Invoice: IN471546 Ref#: 32080 (MONTHLY GEOTAB FEE LEASED FLEET- JANUARY) 101-265.000-818.000 101-301.000-818.000 592-591.000-818.000 101-000.000-202.000 592-000.000-202.000	20.50 41.00 20.50 61.50 20.50	
		Expected Check Run: 02/09/2026		82.00	82.00
01/31/2026	AP	GUY EDWARD LEWIS TRAVEL & CAR ALLOWANCE Vnd: 0023 Invoice: 12.12.25-2.4.25	Invoice: 12.12.25-2.4.25 Ref#: 32079 (MILEAGE REIMBURSEMENT) 101-700.000-873.000 101-000.000-202.000	43.50	43.50
		Expected Check Run: 02/09/2026		43.50	43.50
01/31/2026	AP	HAVILAND PRODUCTS COMPANY CHEMICALS Vnd: 2417 Invoice: 560118	Invoice: 560118 Ref#: 32085 (BLEACH - SOD HYPOCHLORIDE & SODIUM BISUL) 592-590.000-743.000 592-000.000-202.000	206.43	206.43
		Expected Check Run: 02/09/2026		206.43	206.43
01/31/2026	AP	KEN SIMPSON ELECTRICAL PERMITS Vnd: 0194 Invoice: 260211	Invoice: 260211 Ref#: 32086 (ELECTRICAL PERMITS FOR JAN 2026) 701-000.000-491.000 701-000.000-202.000	339.20	339.20
		Expected Check Run: 02/09/2026		339.20	339.20
01/31/2026	AP	KENNEDY INDUSTRIES, INC EQUIPMENT MAINT SUPPLIES Vnd: 2190 Invoice: 649656	Invoice: 649656 Ref#: 32087 (PUMPHEAD - CREDIT MEMO 8957 APPLIED) 592-590.000-758.000 592-000.000-202.000	35.66	35.66
		Expected Check Run: 02/09/2026		35.66	35.66
01/31/2026	AP	LOWE'S MISCELLANEOUS SUPPLIES Vnd: 0229 Invoice: 71021	Invoice: 71021 Ref#: 32088 (MAIL BOX FOR 205 TERRE COUPE) 101-441.000-756.000 101-000.000-202.000	50.33	50.33
		Expected Check Run: 02/09/2026		50.33	50.33

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	LRS, LLC 29204.1 2726.1 29201.2 29200.1 29201.1 Vnd: 2331 Invoice: MN4631766	Invoice: MN4631766 Ref#: 32089 (TRASH SERVICE FOR 2.1.26-4.30.26) 101-301.000-921.000 101-336.000-921.000 101-265.000-921.000 101-761.004-921.000 101-265.000-921.000 101-000.000-202.000	70.83 50.70 39.90 39.90 50.70 252.03	
		Expected Check Run: 02/09/2026		252.03	252.03
02/28/2026	AP	LRS, LLC 29205.5 29199.1 29205.1 29205.3 29205.4 29205.2 29205.6 Vnd: 2331 Invoice: MN4627601 Vnd: 2331 Invoice: MN4627601	Invoice: MN4627601 Ref#: 32090 (MONTHLY TRASH SERVICE) 101-567.000-921.000 101-761.004-921.000 101-441.000-921.000 101-265.000-921.000 592-590.000-921.000 101-265.000-921.000 101-441.000-921.000 101-000.000-202.000 592-000.000-202.000	135.07 135.07 201.66 336.55 135.07 201.66 165.20 1,175.21 135.07	
		Expected Check Run: 02/09/2026		1,310.28	1,310.28
01/31/2026	AP	MARK FARM SUPPLY DUCK FEEDER Vnd: 2068 Invoice: 8278	Invoice: 8278 Ref#: 32093 (DUCK FEED) 701-000.000-582.067 701-000.000-202.000	43.47	43.47
		Expected Check Run: 02/09/2026		43.47	43.47
01/31/2026	AP	MID-STATES BOLT & SCREW CO. MISCELLANEOUS SUPPLIES Vnd: 0112 Invoice: 33008326	Invoice: 33008326 Ref#: 32091 (WASHERS & BUSHING GAGE) 101-441.000-756.000 101-000.000-202.000	9.10	9.10
		Expected Check Run: 02/09/2026		9.10	9.10
01/31/2026	AP	NAPA AUTO PARTS MISCELLANEOUS SUPPLIES Vnd: 2315 Invoice: 800618	Invoice: 800618 Ref#: 32096 (BRAKE CLEANER FOR SHOP) 101-441.000-756.000 101-000.000-202.000	72.72	72.72
		Expected Check Run: 02/09/2026		72.72	72.72
01/31/2026	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 800088	Invoice: 800088 Ref#: 32097 (LIGHT BULBS FOR TRUCKS) 101-441.000-758.000 101-000.000-202.000	5.70	5.70
		Expected Check Run: 02/09/2026		5.70	5.70

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/02/2026	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 801272	Invoice: 801272 Ref#: 32098(ENGINE OIL FILTER FOR BOTH F250'S) 592-590.000-758.000 592-000.000-202.000	21.84	21.84
		Expected Check Run: 02/09/2026		21.84	21.84
02/02/2026	AP	NAPA AUTO PARTS EQUIPMENT MAINT SUPPLIES Vnd: 2315 Invoice: 801271	Invoice: 801271 Ref#: 32099(TRUCK PARTS FOR 2005 F250) 101-441.000-758.000 101-000.000-202.000	74.64	74.64
		Expected Check Run: 02/09/2026		74.64	74.64
01/31/2026	AP	NFPA MEMBERSHIP AND DUES Vnd: 0216 Invoice: 3303448.2026	Invoice: 3303448.2026 Ref#: 32095(ANNUAL MEMBERSHIP DUES NFPA CODE ACCE 101-336.000-831.000 101-000.000-202.000	225.00	225.00
		Expected Check Run: 02/09/2026		225.00	225.00
01/31/2026	AP	NORTH CENTRAL LABORATORIES LAB SUPPLIES Vnd: 0143 Invoice: 530574	Invoice: 530574 Ref#: 32094(LAB SUPPLIES) 592-590.000-757.000 592-000.000-202.000	942.10	942.10
		Expected Check Run: 02/09/2026		942.10	942.10
01/31/2026	AP	PARRETT COMPANY MAINT. - OFFICE EQUIPMENT CONTRACTUAL MAINT. - OFFICE EQUIPMENT MAINT. - OFFICE EQUIPMENT Vnd: 1596 Invoice: 88450 Vnd: 1596 Invoice: 88450	Invoice: 88450 Ref#: 32100(PRINTERS FOR CITY HALL, PD & WWTP) 592-590.000-934.000 101-301.000-818.000 101-265.000-934.000 101-265.000-934.000 592-000.000-202.000 101-000.000-202.000	4.62 123.30 718.20 41.55 4.62 883.05	
		Expected Check Run: 02/09/2026		887.67	887.67
01/30/2026	AP	PATTON, DENISE SEWER READY TO SERVE WATER Vnd: MISC Invoice: 01/30/2026	Invoice: 01/30/2026 Ref#: 32052(UB refund for account: 2898) 592-000.000-033.001 592-000.000-067.021 592-000.000-033.000 592-000.000-202.000	36.88 36.63 20.54 94.05	
		Expected Check Run: 02/09/2026		94.05	94.05

## PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	REDBUD HARDWARE TRASH BAGS CLR CLEANER PLIERS FOR METERS HEATER FOR BOOSTER STATION PAINTERS TAPE KEY FOR TIN SHOP CAR WASH SOAP BUCKETS FOR SAND DOWNTOWN WESTERN WING PIN BOLTS TOGGLE SWITCH FOR SALT TRUCK BOLTS & WING NUTS FOR WING BLADE ENDS BOLTS, NUTS, WASHERS FOR WESTERN PLOW BOLTS FOR PUSHER BOX BLOCKS FASTNERS TO REPAIR BACKHOE GAS PEDAL PIPE SEAL RINGS & WASHERS FOR WESTERN STAR & BACKH REPAIR TO MCCOY CREEK BAR HOOD MISCELLANEOUS SUPPLIES Vnd: 0141 Invoice: 01.31.26 Vnd: 0141 Invoice: 01.31.26	Invoice: 01.31.26 Ref#: 32101 (JANUARY 2026 CHARGES) 592-591.000-756.000 592-591.000-756.000 592-591.000-756.000 592-591.000-931.000 101-700.000-735.000 101-761.003-931.000 101-441.000-756.000 101-441.000-756.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 101-441.000-758.000 592-000.000-202.000 101-000.000-202.000	14.99 8.99 23.99 69.98 8.99 7.50 19.98 38.94 24.57 2.99 9.68 98.33 53.71 10.19 11.99 9.33 4.34 115.90 117.95 416.44	
		Expected Check Run: 02/09/2026		534.39	534.39
01/31/2026	AP	ROBERT ADAMS EDUCATION AND TRAINING Vnd: 0084 Invoice: 2.2.26	Invoice: 2.2.26 Ref#: 32092 (REIMBURSEMENT FOR FOR PAT FELLOWS - 1041) 101-336.000-960.000 101-000.000-202.000	96.36	96.36
		Expected Check Run: 02/09/2026		96.36	96.36
01/31/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173827-IN1	Invoice: 0173827-IN1 Ref#: 32106 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	391.91	391.91
		Expected Check Run: 02/09/2026		391.91	391.91
02/03/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173974-IN	Invoice: 0173974-IN Ref#: 32107 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/09/2026		388.25	388.25
01/31/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173960-IN	Invoice: 0173960-IN Ref#: 32108 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/09/2026		388.25	388.25

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173872-IN	Invoice: 0173872-IN Ref#: 32109 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/09/2026		388.25	388.25
01/31/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173903-IN	Invoice: 0173903-IN Ref#: 32110 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/09/2026		388.25	388.25
01/31/2026	AP	S.E. BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0173929-IN	Invoice: 0173929-IN Ref#: 32111 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	388.25	388.25
		Expected Check Run: 02/09/2026		388.25	388.25
01/31/2026	AP	SHANNON NICHOL RENTAL REFUNDS Vnd: MISC Invoice: 1.31.26	Invoice: 1.31.26 Ref#: 32105 (REFUND FOR CITY CENTER RENTAL - NO HEAT) 101-761.004-756.005 101-000.000-202.000	200.00	200.00
		Expected Check Run: 02/09/2026		200.00	200.00
01/31/2026	AP	SMR COMMUNICATIONS INC. MAINTENANCE - VEHICLE Vnd: 0086 Invoice: 29571	Invoice: 29571 Ref#: 32112 (SPEAKER REPLACEMENT IN 46-2) 101-301.000-939.000 101-000.000-202.000	73.00	73.00
		Expected Check Run: 02/09/2026		73.00	73.00
01/31/2026	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 529848-2	Invoice: 529848-2 Ref#: 32113 (SHIRT FOR HUANG) 101-301.000-768.000 101-000.000-202.000	136.00	136.00
		Expected Check Run: 02/09/2026		136.00	136.00
01/31/2026	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 52946-2	Invoice: 52946-2 Ref#: 32114 (2X PANTS & 2X SHIRTS FOR K. COOKE) 101-301.000-768.000 101-000.000-202.000	316.00	316.00
		Expected Check Run: 02/09/2026		316.00	316.00

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 52891-2	Invoice: 52891-2 Ref#: 32115 (PATCHES ON UNIFORM SHIRT FOR R.O. MITCHE) 101-301.000-768.000 101-000.000-202.000	30.00	30.00
		Expected Check Run: 02/09/2026		30.00	30.00
01/31/2026	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 52888-2	Invoice: 52888-2 Ref#: 32116 (TWO UNIFORM SHIRTS FOR OFC. REED) 101-301.000-768.000 101-000.000-202.000	131.00	131.00
		Expected Check Run: 02/09/2026		131.00	131.00
01/31/2026	AP	STATE OF MICHIGAN STORMWATER PHASE II Vnd: 1643 Invoice: 11387812	Invoice: 11387812 Ref#: 32075 (STORM WATER ANNUAL PERMIT FEE 2026, BUCH) 101-441.000-970.056 101-000.000-202.000	2,000.00	2,000.00
		Expected Check Run: 02/09/2026		2,000.00	2,000.00
01/31/2026	AP	STATE OF MICHIGAN ANNUAL PERMIT FEE Vnd: 1643 Invoice: 11390726	Invoice: 11390726 Ref#: 32076 (STORM WATER ANNUAL PERMIT FEE - 2026 BUC) 592-590.000-957.002 592-000.000-202.000	260.00	260.00
		Expected Check Run: 02/09/2026		260.00	260.00
02/01/2026	AP	V-J-B HVAC MAINTENANCE - BUILDINGS Vnd: 2434 Invoice: INV-398	Invoice: INV-398 Ref#: 32102 (CITY CENTER FURNACE REPLACEMENT) 101-761.004-931.000 101-000.000-202.000	4,069.25	4,069.25
		Expected Check Run: 02/09/2026		4,069.25	4,069.25
01/31/2026	AP	VERIZON WIRELESS TELEPHONE, INTERNET, CABLE Vnd: 2060 Invoice: 6133172153	Invoice: 6133172153 Ref#: 32103 (X3 AIR CARDS FOR PATROL VEHICLES) 101-301.000-853.000 101-000.000-202.000	90.06	90.06
		Expected Check Run: 02/09/2026		90.06	90.06

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2026	AP	WEX BANK			
		GAS AND OIL	101-301.000-751.000	1,454.84	
		GAS AND OIL	101-441.000-751.000	816.56	
		GAS AND OIL	101-567.000-751.000	140.42	
		GAS AND OIL	592-590.000-751.000	124.00	
		GAS AND OIL	592-591.000-751.000	130.64	
		Vnd: 1098 Invoice: 110298722	101-000.000-202.000		2,411.82
		Vnd: 1098 Invoice: 110298722	592-000.000-202.000		254.64
Expected Check Run: 02/09/2026				<hr/>	<hr/>
				2,666.46	2,666.46
				<hr/>	<hr/>
				40,222.04	40,222.04

## Cash/Payable Account Totals:

ACCOUNTS PAYABLE	101-000.000-202.000	28,161.13
ACCOUNTS PAYABLE	592-000.000-202.000	11,678.24
ACCOUNTS PAYABLE	701-000.000-202.000	382.67
TOTAL INCREASE IN PAYABLE:		40,222.04