

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, FEBRUARY 24, 2025 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

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

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

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

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

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

I. Call to Order

II. Recognition

III. Pledge of Allegiance

IV. Roll Call

V. Approve Agenda

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

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

- A. Minutes**- Consider approving the Regular Meeting Minutes from Feb. 10th, 2025.
- B. Banking Accounts**- Consider closing banking accounts at Huntington Bank and United Federal Credit Union.
- C. Excuse**- Consider excusing Commissioner Larry Money from the February 10th Regular Meeting and the February 24th Regular Meeting.

VIII. Scheduled Matters from the Floor (if any)

IX. Reports by: Departments, Committees, Boards

A. Compensation Commission Report -Chair Tony Houser (the City Commission may choose to motion for the denial of the official document submitted by the Compensation Commission, if no denial no motion is needed for approval).

B. Community Development Department- Director Rich Murphy

1) Consideration of approval to proceed with Berrien County Bid Award and Demolition at 111 Railroad St./ 708 S. Redbud Trail.

2) Consider approval of Stranger Wine Company Local Government Approval for Social District Application at 201 Front St.

3) Brief project updates.

X. Unfinished Business

A. **Ordinance 2025.02/440**- Consider the second reading and approval of Ordinance 2025.02/44- Fire Prevention and Protection.

XI. New Business

A. **Parks Grant 2025 Discussion**- City Manager, Tony McGhee

B. **Bendzinski & Co.**- Consider the engagement letter from Bendzinski & Co.

C. **Expenditures**- Consider approving the expenditures for February 24th, 2025 in the amount of \$39,010.27.

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

A. **Save the Date! Buchanan Downtown Project Update on March 3rd at 6:00 PM at Buchanan City Hall**- Everything you need to know about the Buchanan Downtown Project. Project Scope and Timeline, Communication Strategy, Q & A Session. The City Team, Engineers, and Contractors will all be present. This is a public meeting downtown residents and businesses are especially encouraged to attend.

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

XIV. Executive Comments

A. **City Manager Comments**

B. **Commissioner Comments**

C. **Mayor Comments**

XV. Adjourn



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, FEBRUARY 10, 2025 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA-AMENDED

I. Call to Order

The meeting was called to order by Mayor Weedon at 7:00 PM.

II. Recognition

III. Pledge of Allegiance

Mayor Weedon led in the Pledge of Allegiance.

IV. Roll Call

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

ABSENT: Commissioner Larry Money

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston; Community Development Director, Rich Murphy; Director of Public Services, Mike Baker; Chief of Police Harvey Brunett

V. Approve Agenda

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

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

Norma Ferris- Comments about the fire prevention ordinance.

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

A. **Minutes-** *Consider approving the regular meeting minutes on January 27th, 2025 & the special meeting minutes on February 4th, 2025.*

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

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

A. **Rate Analysis and Downtown Project Funding Update-** *Andy Campbell, CPA with Bendzinski*

Campbell is providing an update on the financial analysis of water, sewer, and streetscape projects related to the downtown infrastructure initiative, as well as a potential bond issuance needed to complete the ongoing USDA project.

Last year, the city secured USDA funding for water and sewer improvements. However, the USDA loan only covers the water and sewer components; it does not provide funding for the streetscape aspects. Additionally, the USDA does not support roads or sidewalks. The city has been successful in obtaining some grants, but there remains a funding gap that needs to be addressed. Tonight, Campbell will present potential a solutions to this issue.

The water and sewer rates Campbell is strongly recommended to continue to rise rates by 8 percent for the next three fiscal years to address infrastructure problems. We are starting downtown because it has the oldest systems, which could cause the most significant issues if they fail.

Campbell discussed the capital improvement plans and typical household usage rates. He detailed the general fund portion of the project as follows:

Scaled Back Project Need	\$2,915,322
Less: BARR Grant	(184,000)
MDOT Grant	(718,156)
Gap Funding Needed	\$2,013,166
General Fund Cash Already Used	(300,000)
Additional General Fund Cash Needed	(213,166)
Bond Issuance Needed	<u>\$1,500,000</u>

Campbell provided details about the estimated bond issue related to the general fund. The administration is currently evaluating a 15-year bank request for proposal (RFP). Given the transfer from the general fund to the streets, we need to ensure that adequate funds are allocated to remain in the general fund to cover the debt service for this bond.

	10-Year Bank RFP	15-Year Bank RFP	20-Year Bank RFP
Estimated Interest Rate	4.500%	4.750%	5.250%
Deposit to Project Construction Fund	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Estimated Bond Costs of Issuance			
Bond Counsel	15,000	15,000	15,000
Registered Municipal Advisor	12,500	12,500	12,500
Printing and Publishing	1,500	1,500	1,500
MAC Fee	450	450	450
Michigan Treasury Fee (.02% of par \$1,000 max)	346	346	346
Rounding Amount	204	204	204
Total Estimated Bond Costs of Issuance	30,000	30,000	30,000
Total Project Allocation	\$ 1,530,000	\$ 1,530,000	\$ 1,530,000
Estimated Annual Debt Service	\$ 193,500	\$ 145,000	\$ 125,500
Estimated Total Principal and Interest	\$ 1,933,425	\$ 2,173,720	\$ 2,507,340

IX. Reports by: Departments, Committees, Boards

A. **Buchanan City Police Department Annual 2024 Report**- *Cheif Harvey Burnett*
 Burnett submitted his written report to the commission and the full report will be on the website.

B. **Community Development Report**- *Director Rich Murphy*

1) Consider approval of resolution **2025.02/04**- *B&W Pour Decisions Local Government Approval for New Class C License issued under the provisions of MCL 436.1521 a(1)(a) at 116 Main St. Buchanan.*

Motion made by Vigansky, supported by Swem to approve resolution 2025.02/04, as presented. Roll call votes carry unanimously.

2) Consider approval of resolution **2025/02.05**- *B&W Pour Decisions Local Government Approval for Social District Application at 116 Main St. Buchanan.*

Motion made by Vigansky, supported by Swem to approve resolution 2025.02/05, as presented. Roll call votes carry unanimously.

3) Consider approval for *Redbud Roots Annual Marihuana License Renewals*
 a. *Redbud Roots Lab II, LLC – Class C Grow – 215 Post Rd – Adult Use;*

- b. Redbud Roots Lab II, LLC – Class C Grow – 835 Terre Coupe – Adult Use;
- c. Redbud Roots Lab II, LLC – Class C Grow – 835 Terre Coupe (STACKED) – Adult Use;
- d. Redbud Roots Lab IV, LLC – Processor – 215 Post–Adult Use;
- e. Redbud Roots Lab IV, LLC – Processor – 215 Post – MED

Motion made by Swem, supported by Vigansky to approve the annual marihuana license renewals for Redbud Roots, as presented. Roll call vote carries unanimously.

4) Consider approval of resolution **2024.02/06** Stranger Wine Company Local Government Approval for Off Premises Tasting Room License and Permit at 201 E. Front St.

Motion made by Vigansky, supported by George to approve resolution 2024.02/06, as presented. Roll call votes carry unanimously.

5) Zoning Project Update

Murphy provided an update on the timeline for the zoning project. We have momentum and have made progress.

X. Unfinished Business

XI. New Business

- A. **Ordinance 2025.02/440**- Consider the first reading of Ordinance 2025.02/440, an ordinance for Fire Prevention and Protection.

Motion made by George, supported by Vigansky to approve the first reading of Ordinance 2025.02/440, as presented. Roll call votes carry unanimously.

- B. **Expenditures**- Consider approving the expenditures for February 10th, 2025, in the amount of \$219,334.33.

Motion made by Vigansky, supported by George to approve the expenditures, as presented. Roll call votes carry unanimously.

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

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

XIV. Executive Comments

- A. **City Manager Comments**

McGhee - The Tin Shop Theater has received a grant for a new roof. He and Baker inspected the roof today and drafted a Request for Proposal (RFP).

Several public meetings are scheduled for this week: the Compensation Commission will meet at 5:00 PM, and the Planning Commission will follow at 6:00 PM on Tuesday. Additionally, the Tree Friends will meet at 6:00 PM on Wednesday.

SMCAS and Medic One are in discussions about merging and plan to hold two public meetings to discuss this potential merger. A public meeting regarding the downtown construction project is scheduled for March 3rd. We are also exploring a text messaging service to communicate updates about the project. Furthermore, we are considering replacing a pool car, as funding for this has been budgeted.

- B. **Commissioner Comments**

Vigansky- would like to focus on code enforcement and the sale of real estate.

George- expressed her gratitude to Campbell for his presentation. Excited about B & W and Stranger Wine coming on board. I agree with Vigansky regarding code enforcement; we don't want to overwhelm people with tickets, but it's important to take care of our community. I also want to thank McGhee for all his hard work, as well as the commission and city hall for their efforts.

Swem- I cannot attend the meeting on March 3rd, but I wish everyone the best of luck. I want to extend a warm welcome to B&W and Stranger Wine; we're happy to have you as part of our community. I appreciate the efforts of the planning commission and the ordinance review team; we have been discussing many of these ordinances, and it's great to see them moving forward. The Water and Sewer Board met last Monday and discussed the need for an updated headworks analysis to ensure proper checks and balances are in place.

C. Mayor Comments

Weedon- I fully support everything everyone has mentioned regarding code enforcement as we begin to implement it. It's important to ensure that individuals who can't meet the enforcement expectations have support. We have many young men and women in our community who would be willing to volunteer and help. The city of Buchanan has a big heart. Additionally, please remember to schedule your appointment for the water inspection as soon as possible.

XV. Adjourn

Motion made by Vigansky, supported by George to Adjourn the meeting at 8:08 PM. Roll call vote carries unanimously.



COMPENSATION COMMISSION
TUESDAY, FEBRUARY 11, 2025 – 5:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI
MINUTES

I. Call to Order

The meeting was called to order by Clerk Langston at 5:01 PM.

II. Roll Call

Present Members: Tony Houser, Matt Pleasant, Jen Garry, Joe Kruger, and Jeannie Harris
City Staff: City Manager, Tony McGhee; City Clerk, Kalla Langston

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

None.

IV. New Business

A. Commission Compensation- review, discuss, and consider commission increases.

Langston suggested that the commission decide on a chairperson to lead the discussion and present their findings to the commission.

Motion made by Kruger, supported by Pleasant, to appoint Tony Houser as the Compensation Commission Chairperson. Voice votes carry unanimously.

Discussion followed by pay for the Mayor and City Commission per Commission Meeting for regular and special meetings.

The motion was made by Houser and supported by Pleasant to approve the following compensation structure: - The Mayor will receive \$100.00 for each Regular City Commission meeting. - City Commissioners will each receive \$80.00 for every Regular City Commission meeting. - For special meetings, the compensation will be \$50.00 for the first hour, with no minimum time required. If the special meetings extend beyond one hour, compensation will be \$25.00 per hour for any additional time. This compensation structure will be reviewed in January 2026. Roll call vote carries unanimously.

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

None.

VI. Adjourn

Houser adjourned the meeting at 5:24 PM.

Kalla Langston, City Clerk

Chairperson, Tony Houser



P.O. Box 304

St. Joseph, MI 49085

(269) 934-3737

pointblu.com

17 February 2025

Point Blue No. C5141

Ms. Katie Montoya
Berrien County Land Bank Authority
701 Main Street
St. Joseph, Michigan 49085

Subject: Bid Review and Recommendation: Buchanan Demolition Project – Feed Mill and Tire Shop, 708 South Red Bud Trail and 111 Railroad Street, Buchanan, Michigan

Dear Ms. Montoya:

Twelve potential bidding companies for the above referenced project attended the mandatory pre-bid meeting at the project site on Monday, 27 January 2025. Bids were submitted by seven firms to the Berrien County Land Bank Authority by the deadline on Wednesday, 12 February 2025. Those firms which submitted bids include Gentry Demolition LLC, Green Demolition Contractors, Inc., Indiana Earth, Inc., J&M Site Worx, Melching, Inc. (Melching), Pitsch Companies (Pitsch), and Ritschard Bros. Inc.

Point Blue, LLC (Point Blue) has evaluated the submitted bid packages for completeness and accuracy. As such, we offer the following comments:

- The lowest bid was submitted by Melching in the amount of \$193,700.
- A formal acknowledgement of Addendum No. 1, a requirement of the bidding process, was provided by Melching.
- The required 5% bid bond was provided by Melching.
- The references provided by Melching and Pitsch were evaluated.

It is Point Blue's recommendation that the contract for the Buchanan Demolition Project – Feed Mill and Tire Shop be awarded to Melching. The lowest offered bid, the completeness of the submitted bid package, and overwhelmingly positive feedback from the references given provide a good basis for this recommendation. Three of three references indicated that



Ms. Katie Montoya
17 February 2025
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Melching is very competent, has good communication skills, and delivered projects on time and within budget. Melching's notable prior experience with large scale demolition projects (260 demolition projects in five years, including 180 projects which included asbestos abatement) indicate that Melching will be capable of completing this project within the required cost, time, and quality constraints. If the Berrien County Land Bank Authority and the City of Buchanan agree with this recommendation, Point Blue will coordinate the project award with the Berrien County Land Bank Authority.

It is noted that Pitsch submitted a bid with an incorrect bid total. The actual bid total is \$5,000 more than the indicated bid total of \$189,500 (or \$194,500), making Pitsch the second lowest bid. According to the Instructions to Bidders (Section 00120) of the project specifications, *"In case of unit price proposals, the bidder shall fill in the unit price bid for each item and in addition thereto, make an extension based on the estimated quantities. In case of incorrect totaling of amounts or where the unit bid price and the extension do not agree, the unit bid price shall in all cases govern in arriving at the correct extension and/or total for the purpose of comparing bids."*

Should you have any questions or require additional information, please do not hesitate to contact our office at (269) 934-3737.

Sincerely,

Point Blue, LLC

A handwritten signature in blue ink that reads 'Shea H. Muller'.

Shea H. Muller, PE

Remediation Team Leader

Attachment: Bid Tabulation

c: Richard Murphy, City of Buchanan



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Off-Premises Tasting Room License & Permit Application

Part 1 - Applicant Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Applicant name(s): Stranger Wine Company, LLC		
Address to be licensed: 201 E. Front St		
City: Buchanan	Zip Code: 49107	
City/township/village where license will be issued: Buchanan City		County: Berrien
Contact name: Tom Schmidt	Contact phone: 269-760-8681	Contact email: tomsconsulting1@gmail.com
Check all applicable license types that you hold at your licensed manufacturing premises:		
<input checked="" type="checkbox"/> Small Wine Maker license	<input type="checkbox"/> Small Distiller license	You may only sell, give away, and serve wine or spirits at an Off-Premises Tasting Room Licensed location that you manufacture under the licenses you hold at your licensed manufacturing premises.
<input type="checkbox"/> Wine Maker license	<input type="checkbox"/> Distiller license	
<input type="checkbox"/> Brandy Manufacturer license		

Part 2 - License, Permit, and Permissions & Fees

License, Permits, Permissions:	Base Fee:	<small>Fee Code MLCC Use Only</small>
<input checked="" type="checkbox"/> Off-Premises Tasting Room License	\$100.00	4038
<input checked="" type="checkbox"/> Sunday Sales Permit (AM)*	\$160.00	4033
<input checked="" type="checkbox"/> Sunday Sales Permit (PM) **	\$15.00	4032
<input type="checkbox"/> Catering Permit	\$100.00	4031
<input checked="" type="checkbox"/> Social District Permit	\$250.00	4081
<input type="checkbox"/> Dance Permit	No Charge	
<input type="checkbox"/> Entertainment Permit	No Charge	
<input type="checkbox"/> Specific Purpose Permit (list activity below):		
Days/Hours requested: _____		
<input type="checkbox"/> Extended Hours Permit	No Charge	
Check type(s): <input type="radio"/> Dance <input type="radio"/> Entertainment		
Days/Hours requested: _____		
<input type="checkbox"/> Outdoor Service	No Charge	
<input type="checkbox"/> Direct Connection(s)	No Charge	

*Sunday Sales Permit (AM) allows the sale of spirits and wine on Sunday mornings between 7:00am and 12:00 noon, if allowed by the local unit of government.

**Sunday Sales Permit (PM) allows the sale of spirits on Sunday afternoons and evenings between 12:00 noon and 2:00am (Monday morning), if allowed by the local unit of government. No Sunday Sales Permit (PM) is required for the sale of wine on Sunday after 12:00 noon.

A \$70.00 inspection fee is required for a new Off-Premises Tasting Room license.

Inspection Fee: <small>(MLCC Fee Code 4036)</small>	\$70.00
License & Permit Fees:	\$525.00
TOTAL FEES:	\$595.00

Make Checks Payable to State of Michigan

Part 3 - Off-Premises Tasting Room License Designation

Pursuant to MLC 436.1536, a licensee may have no more than five (5) Off-Premises Tasting Room Licenses where it may sell and serve full drinks. Any Joint Tasting Room Licenses held by the licensee at other locations that are designated for the sale and service of full drinks also count toward the limit of five (5) locations. A licensee may have an unlimited number of Off-Premises Tasting Room Licenses that sell or give away samples only (3 ounces of wine or 1/2 ounce of spirits or brandy per sample).

You must designate the type of Off-Premises Tasting Room License for which you are applying at this location. Please note that this designation cannot be changed once the license is approved and issued.

Off-Premises Tasting Room License Designation (Select One): **Full Drinks** **Samples Only**

Part 3 - Signature of Applicant

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

Sydney Finan/Member

Sydney Finan
Signature of Applicant

2/4/25
Date

Print Name of Applicant & Title

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906
Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (name of township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)

Moved by _____ and supported by _____

that the application from Stranger Wine Company, LLC
(name of applicant - If a corporation or limited liability company, please state the company name)

for the following license(s): Off-Premises Tasting Room License & Permit Application
(list specific licenses requested)

to be located at: 201 E. Front St. Buchanan, MI 49107

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____
Nays: _____
Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a _____ meeting held on _____
(regular or special) (date) (name of township, city, village)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Overnight packages: 2407 N. Grand River, Lansing, MI 48906
Fax to: 517-763-0059

**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
ORDINANCE 2025.02/440**

FIRE PREVENTION AND PROTECTION

THE CITY OF BUCHANAN ORDAINS THAT CHAPTER 42, ARTICLE I. FIRE PREVENTION AND PROTECTION of the City of Buchanan Code of Ordinance is hereby amended to the following:

- **Sec. 42**

All businesses and assembly occupancies with the City of Buchanan for the purpose of initial and reoccurring Fire Inspections.

Individuals or corporations owning businesses and assembly occupancies properties with the City of Buchanan are required to register with City of Buchanan and have a reoccurring fire inspection, including when any change of ownership, tenant, or occupancy occurs.

- **Sec. 42-1 Fire Hazards Prohibited**

No person shall maintain or allow a fire hazard as described in Act No. 207 of the Public Acts of Michigan of 1941 (MCL 29.1 et seq.), as amended, in or upon any property in the corporate limits of the city.

- **Sec. 42-2 Authorization**

The Fire Inspector to implement plans for businesses, assemblies, occupancies, or areas designated by the City Commission or Fire Chief.

The Fire Inspector is hereby authorized to perform inspections of business and assembly occupancies and any areas designated by the above list.

- **Sec. 42-3 Fire Inspector Duties for Inspections**

The City Commission shall designate a member of its fire department as the City of Buchanan Fire Inspector upon an individual’s completion of State and NFPA Pro Board certification. The Inspector must maintain certification in accordance with state requirements. Duties shall be to inspect buildings or property as set forth in Section 42-2, either upon inspection, complaint, or at their own instance. The Inspector will perform periodic inspections as outlined in Section 42-1, 42.A, and 42.2.

If, at any time, the Fire Inspector discovers that a fire hazard (as described in Section 42-2) is being maintained within the City, a notice thereof shall be served upon the owner or occupants thereof to abate the fire hazard within such reasonable time as the Commission or Inspector shall determine and in case the fire hazard is not abated

within the time allotted, the owner or occupants shall be deemed guilty of a misdemeanor and punishable in accordance with Section 1-15 of this Code.

- **Sec. 42-4 Hours for Inspection**

The Fire Inspector is hereby authorized to inspect properties between the hours of 8:00 a.m. and 5:00 p.m. or during normal business hours pursuant to Section 42-2.

- **Sec. 42-5 Notice of Inspection**

The Fire Inspector shall attempt to make contact with the owner for conducting the fire inspection. If no contact is gained after a reasonable time frame of attempts, the Fire Inspector will request the City of Buchanan to send a certified letter to the property owner, giving thirty-day (30-day) notice of a fire inspection appointment. If after thirty (30) days with no contact from the property owner or occupant, the City may issue a citation that may be transferred to the Fifth District Court.

- **Sec. 42-6 Authority**

The Fire Chief is the authority having jurisdiction for all matters related to Fire Department inspections, responses, investigations, functions, and public interactions.

The Fire Inspector named by the City Commission shall be properly identified and shall have full authority to inspect any premises within the City; all owner or occupants of the premises shall not hinder, in any way, the inspection or officer, so long as their demands for entry to or on the premises are reasonable.

- **Sec. 42-7 Failure to Meet Inspection Requirements; Issuance of Notice**

Whenever the Fire Inspector determines that any business, occupancy, or the premises surrounding any of these, fails to meet the requirements of said inspection set forth in this Article or in any applicable Codes or Regulations, they shall issue a notice setting forth the alleged violations and advise the owner, occupant, or other person in charge that such violations must be corrected. This notice shall:

1. Be in writing.
2. Outline in detail the alleged violations of this Article and applicable Fire Codes, the location of the violation within the structure.
3. Provide a reasonable time, not to exceed thirty (30) days, for the first correction notice of any alleged violation. If the Fire Inspector and or the Fire Chief agrees that the severity of correction of the violation could take longer, then an extension of time can be granted.

4. Be served upon the owner, occupant, or other person in charge of the premises. If the property owner is physically unable to be present during the inspection, a copy of the inspection data sheet can be sent by email, registered mail, return receipt requested, addressed to the last known residence of the owner.

- **Sec. 42-8 Re-Inspection**

At the end of the period of time allowed for the correction of any alleged violation, the Fire Inspector shall re-inspect the premises described in the notice issued pursuant to Section 42-7.

- **Sec. 42-9 Second Notice**

If, upon re-inspection, after the first notice the violation is determined by the Fire Inspector not to have been corrected, at their discretion shall issue a second notice of violation, which shall constitute an order requiring that the then-existing violations meet the requirements of this Article, or applicable Fire Codes. The owner, occupant, or other person in charge of an assembly who has received the second notice of violation of this Article, may be subject to a penalty per violation.

The Fire Inspector shall cause a copy of the second notice to be posted in a conspicuous place in or on the assembly where the violations are alleged to exist, and shall serve it in the manner provided in Section 42-7.

- **Sec. 42-10 Penalty for Second Notice**

At the discretion of the Fire Chief and Fire Inspector, fire code violations not corrected within sixty (60) days after the issuance of the first notice of violation may be transferred to the Fifth District Court. The District Court shall then establish the civil fine for the offense up to the maximum allowed by law. The City may extend these time limits as its discretion, provided that no such penalty shall be applicable while a reconsideration petition to the City Fire Board is pending in the matter.

- **Sec. 42-11 Fire Board**

It shall be known after the expiration of time granted, the person served with such second notice shall have the option to seek reconsideration or a hearing in the manner provided by this division, or after a final decision adverse to such person served has been rendered by the Fire Board as established by the City of Buchanan.

Effective Date

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

MADE, PASSED, AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF BUCHANAN, BERRIEN COUNTY, MICHIGAN ON THE ____ DAY OF FEBRUARY 2025

AND IT WAS PUBLISHED IN THE BERRIEN COUNTY RECORD NEWSPAPER ON ____
DAY OF FEBRUARY, 2025

BY

MARK WEEDON, MAYOR _____

KALLA LANGSTON, 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 February, 2025, 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, City Clerk



February 13, 2025

City of Buchanan

RE: 2025 Capital Improvement Bonds – Streetscape Project

Dear City of Buchanan Commission,

Bendzinski & Co. Municipal Finance Advisors would like to thank you for the opportunity to serve as the Registered Municipal Advisor to the City of Buchanan (the "Issuer"), for the issuance of the above referenced issue. This letter will confirm the terms of our engagement.

- Act on behalf of the Issuer with a fiduciary duty, which shall include a duty of loyalty and a duty of care in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board ("Board" or "MSRB") and the Securities and Exchange Commission ("SEC");
- If necessary, prepare with officials of the Issuer, the forms required by the Municipal Finance Division of the Michigan Department of Treasury;
- Prepare complete financial information in cooperation with officials, in order to arrive at the amount of the issue to be sold;
- Prepare a time schedule, illustrating the steps necessary to issue the bonds for the project;
- If necessary, assist with the selection of registrar/transfer/paying agent;
- Assist the Issuer in preparing a Request for Proposals ("RFP"), outlining all the details of the proposed financing;
- A representative of Bendzinski & Co. shall review the proposals for compliance with the terms set forth by the Issuer in the RFP;
- After the proposals are received, Bendzinski & Co. will calculate and verify the True and/or Net Interest Cost on the proposals submitted;
- Prepare settlement statement and final schedule of principal and interest requirements, based on selected purchaser, and closing memo;
- Plan and arrange for the closing and settlement of the delivery of the Bonds; and
- Usual and customary Registered Municipal Advisor services as may be requested by the Issuer.

Bendzinski & Co. proposes a fee of \$12,500. This fee includes all out-of-pocket expenses, time incurred and meeting attendance.



We believe this provides you with the outline of the services we provide. The Registered Municipal Advisor fee is contingent upon the closing and delivery of the bonds. Although this form of compensation may be customary, it presents a conflict because Bendzinski & Co. may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the Issuer. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, Bendzinski & Co. may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction. Bendzinski & Co. manages and mitigates this conflict primarily by adherence to the fiduciary duty which it owes to municipal entities such as the Issuer which require it to put the interests of the Issuer ahead of its own.

The Municipal Advisory Council of Michigan (the “MAC”) assesses Bendzinski & Co., a \$450.00 fee for every bond issue where we act as municipal advisor in the State of Michigan. This fee will be included in the overall bond costs of issuance. Our membership in the MAC is voluntary, but the per bond issue assessment is meant to cover costs for credit reports and similar information available from the MAC that is used in the offering document and in other states is billed directly by a third-party. The MAC is a single-source municipal database for essential bond and note details for all local government issuers in Michigan. Among 23 distinctive credit reports, the MAC is the primary source for Issuer’s debt statements, overlapping debt and indirect debt, as used to determine suitability and as disclosed in official statements, (if applicable). The MAC tracks, monitors and records all Michigan new issue bond sales, whether competitive, negotiated or private placements and bond calls. The MAC does not do any lobbying. Robert J. Bendzinski, currently serves on the MAC Board of Directors.

Bendzinski & Co. is registered as a “municipal advisor” pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the MSRB. As part of this registration Bendzinski & Co. is required to disclose to the SEC information regarding any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving Bendzinski & Co. Pursuant to MSRB Rule G-42, Bendzinski & Co. is required to disclose any legal or disciplinary event that is material to the Issuer’s evaluation of Bendzinski & Co. or the integrity of its management or advisory personnel. Bendzinski & Co. has determined that no such event exists as there are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving Bendzinski & Co. that were required to be reported to the SEC.

The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.



Copies of Bendzinski & Co.'s filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page, which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Bendzinski & Co. or for our CIK number which is 1614475.

It is understood and agreed that either party to this contract of employment may terminate the contract for any reason upon thirty (30) days prior written notice to the other party. If our employment on this basis is agreeable to you, please endorse your acceptance hereof on this letter which will constitute our contract of employment.

Should you have any questions or require any additional information, please do not hesitate to call.

Sincerely,
BENDZINSKI & CO.
Municipal Finance Advisors

Andy Campbell, CPA
Registered Municipal Advisor

Accepted: _____, 20__

CITY OF BUCHANAN, STATE OF MICHIGAN

Signature: _____

Printed Name: _____

Title: _____



This disclosure is to detail the potential available bond sale options available to the community and the various bond sale and security options available. Based on discussions with the City, Bendzinski & Co. will be advising on a bank RFP bond sale method with a Limited Tax General Obligation security pledge. This is due to the following reasons:

- Lower bond costs of issuance
- Par amount of \$1.5 million
- Best estimated overall cost of borrowing (bond costs plus expected interest costs)
- Ease of bond process and timing for completion
- Competition amongst bond bidders

Signed,

Andy Campbell, CPA
Registered Municipal Advisor

BOND SALE OPTIONS & DISCUSSION

Bendzinski & Co. (the “Firm”) is a Registered Municipal Advisor in accordance with the rules and regulations set forth by the Municipal Securities Rulemaking Board (“Board” or “MSRB”) and the Securities and Exchange Commission (“SEC”). The MSRB rules are designed to promote fair, efficient, and transparent transactions; to prevent fraudulent, manipulative and other unfair practices; and to minimize dealer and advisor conflicts of interest.

Bendzinski & Co. promises to abide by the current and any future rules and regulations set forth by the MSRB and the SEC including but not limited to:

- Provide an explicit fiduciary responsibility solely to the client;
- Dealing fairly with all persons;
- Will not engage in any deceptive, dishonest or unfair practices;
- Provide a duty of loyalty and care to the Issuer; and
- Make recommendations that are solely in the best interest of the Issuer.

You may verify a municipal advisor’s registration on the MSRB’s website at:

<https://www.msrb.org/Registered-Firms-and-Qualified-Municipal-Advisor-Professionals>

As part of our duties, advising on the best possible bond sale alternative that will bring the client the best overall cost of borrowing is imperative. Below is a discussion about the possible bond sale options. This information is for discussion purposes only.

Competitive Sale

A competitive sale method allows all potential open market bond purchasers to submit a bid on the bonds. This method can target both banks and brokers. A competitive sale can require an official statement, which the firm helps the client complete, and a bond rating if the bond issue is over \$1 million. An official statement and rating are not required but may be recommended by the firm to ensure a better overall financial result, if the issue is less than \$1 million. The bonds are marketed nationwide up to the bond sale date. On the bond sale date, potential bond purchasers submit bids, and the bonds are awarded to the purchaser who provides the lowest True Interest Cost (“TIC”) (State Law requirement).

Strengths:

- All potential bond purchasers can bid on the bonds
- Client receives lowest interest rates for that date by receiving multiple bids.

Weaknesses:

- Lower bond sale timing flexibility. Bids are only evaluated on the bond sale date.
- Higher bond costs of issuance – official statement printing and distribution fees, bond rating fees and broker reselling fees might result in a higher overall cost of borrowing

Negotiated Sale

A negotiated sale is like a competitive sale, but the client selects the underwriter(s) or bond purchaser(s) and negotiates the interest rates with that/those purchaser(s) only. The bond sale date is flexible and can be adjusted as market conditions allow. This method of sale is typically reserved for “story bonds,” which are bonds that the credit or circumstances around the borrowing or repayment need explaining.

Strengths:

- Marketing access flexibility due to being able to negotiate interest rates ahead of the potential bond pricing, and moving the pricing date, if needed.

- Allows for greater financial planning and bond structuring due to being able to receive estimated interest rates ahead of the bond pricing.

Weaknesses:

- No competition between potential bond purchasers as the bond purchaser is selected ahead of the bond pricing.

Request for Proposals (“RFP”)

This is a method of sale where the client, with the firm’s help, prepares a bond RFP to be distributed to banks, but not typically underwriting firms. An official statement is not prepared, and a bond rating is not obtained. The client receives multiple bids on the bond sale date, similar to a competitive sale process. The potential bond purchaser with the lowest cost of borrowing bid is selected as the winner.

Strengths:

- Bond sale process is shorter.
- Lower bond issuance costs. Bond rating, official statement printing and broker reselling fees are not required.
- Competitive process due to accepting multiple bids.

Weaknesses:

- Not effective for long-term financing. Typically, a bond term of 15 years or less is required to receive multiple bids.
- Brokers are not able to bid on these bonds, as the reselling of bonds to end buyers is restricted.

Placement

A placement is like a RFP, but the client selects the bank to purchase in lieu of a competitive process and negotiates the interest rates with that purchaser only. No official statement is prepared, and a bond rating is not obtained. This process will typically involve an underwriting firm acting as a placement agent.

Strengths:

- Bond sale process is shorter.
- Lower bond issuance costs. Bond rating and official statement printing fees are not required.
- High market flexibility. Negotiation timing and closing can be adjusted, based on client and bank needs.

Weaknesses:

- Not effective for long-term financing. Typically, a bond term of 15 years or less is required.
- Competitive process eliminated.

BOND SECURITY OPTIONS & DISCUSSION

A municipality that desires to finance a project must do so according to State law. A financing or “obligation” is narrowly defined as bonds or notes. Hence, financings primarily take the form of bond issues with the exception of installment purchase agreements. The following is a listing of commonly used bond issue formats. This is intended as an introduction to and workable outline for bond financing in Michigan. Based on experience and expertise, Bendzinski & Co. guidance in selecting the bond format.

Unlimited Tax General Obligation (UTGO)

UTGO Bonds are voted issues and are considered by the market to be the most secure and most preferred form of financing. A voted issue can be for a wide variety of public purposes. Because it is the most secure option, a UTGO Bond will typically produce the lowest net interest rate of any open market bond option. The ballot language may limit the application to one bond issue or a “series” of bond issues for the completion of a project and is capped by a dollar amount. The ballot language must include an estimation of the simple average millage rate over the life of the issue and the estimated millage rate for the first-year levy.

Limited Tax General Obligation (LTGO)

There are several choices that allow for an LTGO pledge. The pledge would be a first budget obligation of the general fund but is only allowed to the charter or statutory millage limit. Often a referendum period is required for the pledge. The following are possible LTGO bonds:

Act 34 of 2001, “**Capital Improvement Bonds**”: This allows a county, city, village or township to issue bonds for a wide variety of public purposes including municipal facilities. A 45-day referendum period is required. The aggregate amount of Capital Improvement Bonds may not exceed 5% of SEV.

Act 31 of 1948, “**Building Authority Bonds**”: Previous to Act 34 of 2001, a county, city, village or township was not able to directly issue limited tax bonds for most projects. Under Act 31 of 1948 a building authority may be formed that can issue the bonds with a limited tax pledge of the community without a vote. The building authority has always seemed like an unnecessary step in the process, which has been remedied with Capital Improvement Bonds authorized by Act 34 of 2001. The Building Authority Act, which is still an option, authorizes the construction of specific types of facilities including most public purpose municipal buildings. It even allows for revenue bonds, which might be useful for such projects as parking structures. Building Authority Bonds count toward the general 10% of SEV debt limit, which is an advantage over the 5% limit for Act 34 Capital Improvement Bonds. Other “Authority” options are available such as for fire department facilities.

Act 233 of 1955, “**Utility Authority Conduit Bonds**”: This method involves forming a water or sewer utility authority by two or more local units. The purpose of an Authority is to accomplish financings and/or have operational control. The powers of the Authority can be limited or broad. Many are designed to only have the power to issue bonds on behalf of the members. A primary advantage of the Act 233 Authority is that bonds can be issued as revenue bonds or limited tax general obligation bonds.

Act 185 of 1957 or 342 of 1939, “**County Conduit Bonds**”: This method offers a conduit for issuing bonds for one or more local units in financing water and sewer projects. The local unit pledges their limited tax full faith and credit to the repayment of the bonds in the contract. The County, in turn, typically pledges its limited tax full faith and credit to the issuance of County bonds. One advantage is that the County may have a bond rating and be more readily acceptable to potential purchasers than that of the local unit.

Various Acts “**Special Assessment**” (SA) and “. . . **Portion Bonds**”: A Special Assessment roll of benefited properties may be established as a method of supporting a bond issue. This can be used in conjunction with other forms of financing. This is most appropriate for infrastructure benefiting specific properties. A city, village or township portion bond may be issued in conjunction with a SA bond that is supported in some other fashion, e.g. rates and charges for water and sewer, or general fund for roads.

Various enabling Acts including Act 197 of 1975, Act 450 of 1980 Act 281 of 1986 **“Tax Increment Bonds”**: There are various bond options that rely on tax increment revenue capture. It must be demonstrated, however, that the improvement serves the defined area.

Act 99 of 1933, **“Installment Purchase Agreement”**: Utilized by cities, villages, and townships, (counties have a separate authorization) this format has a fifteen-year duration and the total of all outstanding IPAs is capped at 1.25% of Taxable Value. Typically, the IPA is used for equipment purchase but may have certain limited application for infrastructure and building projects. The market for an IPA is typically only banks that will treat the IPA as a bank investment.

Revenue Bond Obligation

This type of bond issue is supported and secured solely by the revenues of the system. The issuer does pass an ordinance that covenants that rates will be maintained sufficient to cover debt service. This type of bond issue is most common for water and sewer projects but is used on a limited basis when it comes to building projects, e.g. parking structures and marinas. Of the bond options outlined, this type of bond typically produces the highest interest rate in the open market.

Act 94 of 1933, **“Revenue Bond”**: A Bond Ordinance, much like a Bond Resolution, is used to authorize the issuance of Revenue Bonds. A 45-day right of referendum period is required. If 25% of the project is grant funded, or if placed with the Municipal Bond Authority (including SRF, DWRF, and SWQIF) a LTGO pledge can additionally secure the bonds.

For comments or questions on this information, please contact one of our Registered Municipal Advisors.

Bendzinski & Co. Municipal Finance Advisors

17000 Kercheval Avenue, Suite 230

Grosse Pointe, MI 48230

2390 Woodlake Drive, Suite 300

Okemos, MI 48864

Phone: 313-961-8222

www.bendzinski.com

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2025	AP	AALFS PETROLEUM INC. GAS AND OIL Vnd: 0336 Invoice: 60053	Invoice: 60053 Ref#: 29975 (TRANSMISSION OIL FOR 2001 INTERNATIONAL) 101-441.000-751.000 101-000.000-202.000	47.85	47.85
		Expected Check Run: 02/24/2025		47.85	47.85
02/18/2025	AP	BERRIEN COUNTY HEALTH DEPT. MEDICAL EXAMS Vnd: 0947 Invoice: 1730	Invoice: 1730 Ref#: 29979 (IMMBUNIZATIONS FOR J. BARTUS @ WWTP) 592-590.000-961.000 592-000.000-202.000	168.00	168.00
		Expected Check Run: 02/24/2025		168.00	168.00
02/18/2025	AP	BERRIEN COUNTY RECORD CONTRACTUAL Vnd: 0339 Invoice: 2.13.25	Invoice: 2.13.25 Ref#: 29955 (2025 MARCH BOR LEGAL AD) 101-257.000-818.000 101-000.000-202.000	201.85	201.85
		Expected Check Run: 02/24/2025		201.85	201.85
02/18/2025	AP	BONNELL INDUSTRIES INC MISCELLANEOUS SUPPLIES Vnd: 2160 Invoice: 0220190-IN	Invoice: 0220190-IN Ref#: 29969 (WING BLADE) 202-478.000-756.000 202-000.000-202.000	404.24	404.24
		Expected Check Run: 02/24/2025		404.24	404.24
02/18/2025	AP	BUCHANAN DISTRICT LIBRARY PUBLIC RELATIONS Vnd: 0240 Invoice: 2025	Invoice: 2025 Ref#: 29954 (STOP, LUNCH & LISTEN 2025) 101-101.000-885.000 101-000.000-202.000	1,500.00	1,500.00
		Expected Check Run: 02/24/2025		1,500.00	1,500.00
02/18/2025	AP	COMCAST BUSINESS TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE TELEPHONE, INTERNET, CABLE Vnd: 1722 Invoice: 2.15.25-3.10.25 Vnd: 1722 Invoice: 2.15.25-3.10.25	Invoice: 2.15.25-3.10.25 Ref#: 29949 (MOTHLY CYCLE) 592-590.000-853.000 101-441.000-853.000 101-567.000-853.000 592-000.000-202.000 101-000.000-202.000	414.40 296.62 171.19	414.40 467.81
		Expected Check Run: 02/24/2025		882.21	882.21
02/18/2025	AP	COREWELL HEALTH MEDICAL EXAMS Vnd: 2307 Invoice: 12.27.24	Invoice: 12.27.24 Ref#: 29956 (D. CAUFFMAN PHYSICAL MDOT) 101-567.000-961.000 101-000.000-202.000	110.00	110.00
		Expected Check Run: 02/24/2025		110.00	110.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/18/2025	AP	EMERGENCY VEHICLE PRODUCTS EQUIPMENT TESTING Vnd: 1238 Invoice: S0020247	Invoice: S0020247 Ref#: 29976 (ANNUAL GROUND LADDER TESTING NFPA 1932) 101-336.000-851.001 101-000.000-202.000	749.05	749.05
		Expected Check Run: 02/24/2025		749.05	749.05
01/31/2025	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1500	Invoice: 1500 Ref#: 29958 (JANAURY 2025 IT, ADMIN AND TECHNICAL SU) 101-265.000-818.000 101-000.000-202.000	1,464.67	1,464.67
		Expected Check Run: 02/24/2025		1,464.67	1,464.67
02/18/2025	AP	EXEMPLAR IT SOLUTIONS EXEMPLAR CONTRACT CONTRACTUAL CONTRACTUAL CONTRACTUAL Vnd: 2228 Invoice: 1508 Vnd: 2228 Invoice: 1508	Invoice: 1508 Ref#: 29959 (CONTRACT - FEB 2025 VEEAM BACKUP, MICROS) 101-265.000-818.000 592-590.000-818.000 592-591.000-818.000 101-265.000-818.000 101-000.000-202.000 592-000.000-202.000	764.77 382.38 382.38 950.00	1,714.77 764.76
		Expected Check Run: 02/24/2025		2,479.53	2,479.53
01/31/2025	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1501	Invoice: 1501 Ref#: 29961 (JANUARY 2025 IT ADMIN & SUPPORT - PD) 101-301.000-818.000 101-000.000-202.000	894.83	894.83
		Expected Check Run: 02/24/2025		894.83	894.83
01/31/2025	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1503	Invoice: 1503 Ref#: 29967 (JANUARY 2025 IT ADMIN & SUPPORT - WATER) 592-591.000-818.000 592-000.000-202.000	4.05	4.05
		Expected Check Run: 02/24/2025		4.05	4.05
01/31/2025	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1502	Invoice: 1502 Ref#: 29973 (JANAURY 2025 IT, ADMIN AND TECHNICAL SU) 101-441.000-818.000 101-000.000-202.000	162.50	162.50
		Expected Check Run: 02/24/2025		162.50	162.50
01/31/2025	AP	EXTRA PACKAGING, LLC SOLIDS HANDLING & DISPOSAL Vnd: 2109 Invoice: 134956	Invoice: 134956 Ref#: 29980 (DUMPSTER LINERS FOR SLUDGE) 592-590.000-936.000 592-000.000-202.000	561.25	561.25
		Expected Check Run: 02/24/2025		561.25	561.25

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
01/31/2025	AP	FIRST ADVANTAGE OCC HEALTH SERVICE CONTRACTUAL Vnd: 1124 Invoice: 2502852501	Invoice: 2502852501 Ref#: 29968 (RANDOM DRUG TEST - MML CDL COMPLIANCE -) 101-441.000-818.000 101-000.000-202.000	397.90	397.90
		Expected Check Run: 02/24/2025		397.90	397.90
01/31/2025	AP	FIXALL ELECTRIC MOTOR SERVICE EQUIPMENT Vnd: 2385 Invoice: INV-41560	Invoice: INV-41560 Ref#: 29983 (MX MIXER @WWTP) 592-000.000-140.000 592-000.000-202.000	4,298.90	4,298.90
		Expected Check Run: 02/24/2025		4,298.90	4,298.90
02/18/2025	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 22383	Invoice: 22383 Ref#: 29962 (REPLACE BATTERY & OIL CHANGE ON 46-4) 101-301.000-939.000 101-000.000-202.000	302.94	302.94
		Expected Check Run: 02/24/2025		302.94	302.94
02/18/2025	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 22387	Invoice: 22387 Ref#: 29963 (REPLACE BATTER ON CAR 46-7) 101-301.000-939.000 101-000.000-202.000	26.40	26.40
		Expected Check Run: 02/24/2025		26.40	26.40
02/18/2025	AP	GENE WESNER AUTOMOTIVE MAINTENANCE - VEHICLE Vnd: 1887 Invoice: 22392	Invoice: 22392 Ref#: 29964 (REPAIR FRONT SKID PLATE ON CAR 46-3) 101-301.000-939.000 101-000.000-202.000	37.12	37.12
		Expected Check Run: 02/24/2025		37.12	37.12
02/18/2025	AP	GRAINGER METERS-HYDRANTS-FITTINGS Vnd: 0248 Invoice: 9404530231	Invoice: 9404530231 Ref#: 29965 (METER PARTS) 592-591.000-729.002 592-000.000-202.000	619.22	619.22
		Expected Check Run: 02/24/2025		619.22	619.22
02/18/2025	AP	HACH COMPANY LAB SUPPLIES Vnd: 0182 Invoice: 14367949	Invoice: 14367949 Ref#: 29981 (LBOD PROBE WWTP) 592-590.000-757.000 592-000.000-202.000	1,772.34	1,772.34
		Expected Check Run: 02/24/2025		1,772.34	1,772.34

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Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/18/2025	AP	HACH COMPANY LAB SUPPLIES Vnd: 0182 Invoice: 14370416	Invoice: 14370416 Ref#: 29982 (PH LIQUID PROBE) 592-590.000-757.000 592-000.000-202.000	474.20	474.20
		Expected Check Run: 02/24/2025		474.20	474.20
02/18/2025	AP	INDIANA MICHIGAN POWER COMPANY STREET LIGHTING UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES UTILITIES Vnd: 0131 Invoice: FEB 2025 Vnd: 0131 Invoice: FEB 2025 Vnd: 0131 Invoice: FEB 2025	Invoice: FEB 2025 Ref#: 29950 (FEB 2025 USAGE) 101-441.000-926.000 202-474.000-921.000 592-590.000-921.000 592-591.000-921.000 101-336.000-921.000 101-265.000-921.000 101-371.001-921.000 101-441.000-921.000 101-000.000-202.000 202-000.000-202.000 592-000.000-202.000	521.27 150.20 918.36 708.56 384.08 623.78 155.94 1,528.59	3,213.66 150.20 1,626.92
		Expected Check Run: 02/24/2025		4,990.78	4,990.78
02/18/2025	AP	LOWE'S MISCELLANEOUS Vnd: 0229 Invoice: 78223	Invoice: 78223 Ref#: 29974 (MAIL BOX FOR 134 SCHIRMER PRKWAY - HIT B) 101-441.000-962.000 101-000.000-202.000	70.84	70.84
		Expected Check Run: 02/24/2025		70.84	70.84
02/18/2025	AP	MARV'S LOCK SHOP MISCELLANEOUS Vnd: 1656 Invoice: 198894	Invoice: 198894 Ref#: 29957 (CITY MANAGER SPARE KEY, PAPER TOWEL HOLD) 101-265.000-962.000 101-000.000-202.000	24.00	24.00
		Expected Check Run: 02/24/2025		24.00	24.00
01/31/2025	AP	POLYDYNE, INC. CHEMICALS Vnd: 0314 Invoice: 1896384	Invoice: 1896384 Ref#: 29978 (POLYMER FOR WWTP) 592-590.000-743.000 592-000.000-202.000	1,583.55	1,583.55
		Expected Check Run: 02/24/2025		1,583.55	1,583.55
02/18/2025	AP	POLYDYNE, INC. CHEMICALS Vnd: 0314 Invoice: 1900959	Invoice: 1900959 Ref#: 29984 (POLYMER FOR WWTP) 592-590.000-743.000 592-000.000-202.000	1,583.55	1,583.55
		Expected Check Run: 02/24/2025		1,583.55	1,583.55

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/18/2025	AP	POWER BRAKE & SPRING SERVIC EQUIPMENT MAINT SUPPLIES Vnd: 1674 Invoice: 2393740-00	Invoice: 2393740-00 Ref#: 29972 (TURBO BOOST TUBE CLAMPS FOR 2001 ORANGE) 101-441.000-758.000 101-000.000-202.000	20.80	20.80
		Expected Check Run: 02/24/2025		20.80	20.80
02/18/2025	AP	REITH-RILEY CONSTRUCTION CO. ROAD MAIN. MATERIAL & SUPPLIES ROAD MAIN. MATERIAL & SUPPLIES Vnd: 0130 Invoice: 2101859 Vnd: 0130 Invoice: 2101859	Invoice: 2101859 Ref#: 29970 (COLD PATCH) 202-463.000-782.000 203-463.000-782.000 202-000.000-202.000 203-000.000-202.000	461.90 461.90	461.90 461.90
		Expected Check Run: 02/24/2025		923.80	923.80
02/18/2025	AP	RON DEFREEZ UNIFORMS Vnd: 1001 Invoice: 2.9.25	Invoice: 2.9.25 Ref#: 29951 (BOOT REIMBURSEMENT) 101-441.000-768.000 101-000.000-202.000	250.00	250.00
		Expected Check Run: 02/24/2025		250.00	250.00
02/18/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0168945-IN	Invoice: 0168945-IN Ref#: 29987 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	376.20	376.20
		Expected Check Run: 02/24/2025		376.20	376.20
02/18/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0168914-IN	Invoice: 0168914-IN Ref#: 29988 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	376.20	376.20
		Expected Check Run: 02/24/2025		376.20	376.20
02/18/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0168877-IN	Invoice: 0168877-IN Ref#: 29989 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	376.20	376.20
		Expected Check Run: 02/24/2025		376.20	376.20
02/18/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0168843-IN	Invoice: 0168843-IN Ref#: 29990 (SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	376.20	376.20
		Expected Check Run: 02/24/2025		376.20	376.20

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/18/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0168810-IN	Invoice: 0168810-IN Ref#: 29991(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	376.20	376.20
		Expected Check Run: 02/24/2025		376.20	376.20
02/18/2025	AP	S.E BERRIEN COUNTY LANDFILL SOLIDS HANDLING & DISPOSAL Vnd: 1746 Invoice: 0168768-IN	Invoice: 0168768-IN Ref#: 29992(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	376.20	376.20
		Expected Check Run: 02/24/2025		376.20	376.20
01/31/2025	AP	SEMCO ENERGY ACCT 0157168.501 ACCT 0157576.500 ACCT 0359411.500 ACCT 0374061.500 ACCT 0158995.500 ACCT 0348966.501 ACCT 0158691.500 CITY CENTER/UTIL./REFUNDS UTILITIES BANK FEES AND CHARGES Vnd: 0459 Invoice: 12.30.24-01.29.25 Vnd: 0459 Invoice: 12.30.24-01.29.25	Invoice: 12.30.24-01.29.25 Ref#: 29953(GAS ENERGY USAGE) 101-301.000-921.000 101-336.000-921.000 101-265.000-921.000 592-590.000-921.000 101-265.000-921.000 592-591.000-921.000 592-590.000-921.000 101-265.000-922.000 101-441.000-921.000 101-267.000-956.000 101-000.000-202.000 592-000.000-202.000	488.85 499.02 326.45 404.04 1,346.80 188.40 61.33 221.93 520.59 3.50	3,407.14 653.77
		Expected Check Run: 02/24/2025		4,060.91	4,060.91
02/18/2025	AP	SOUTHWESTERN SUPPLY CORP EQUIPMENT MAINT SUPPLIES Vnd: 1847 Invoice: 03/91186	Invoice: 03/91186 Ref#: 29971(2019 WESTERN STAR HOSES) 101-441.000-758.000 101-000.000-202.000	118.12	118.12
		Expected Check Run: 02/24/2025		118.12	118.12
01/31/2025	AP	SOUTHWESTERN SUPPLY CORP EQUIPMENT MAINT SUPPLIES Vnd: 1847 Invoice: 03/91083	Invoice: 03/91083 Ref#: 29977(BUNA RINGS WWTP) 592-590.000-758.000 592-000.000-202.000	5.00	5.00
		Expected Check Run: 02/24/2025		5.00	5.00
02/18/2025	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 44252-2	Invoice: 44252-2 Ref#: 29952(SEW PATCHES FOR RES. OFFICER POST) 101-301.000-768.000 101-000.000-202.000	31.00	31.00
		Expected Check Run: 02/24/2025		31.00	31.00

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
02/18/2025	AP	SWEET C. ROBINSON COMMUNITY POLICING Vnd: 1784 Invoice: 2.7.25	Invoice: 2.7.25 Ref#: 29948 (BASKETBALL GAMES - 2.7.25 & 1.29.25) 101-301.000-886.000 101-000.000-202.000	72.00	72.00
		Expected Check Run: 02/24/2025		72.00	72.00
02/18/2025	AP	THE UPS STORE POSTAGE Vnd: 0269 Invoice: 02.05.25	Invoice: 02.05.25 Ref#: 29966 (WATER SAMPLES FOR 302 HARLAND) 592-591.000-730.000 592-000.000-202.000	56.44	56.44
		Expected Check Run: 02/24/2025		56.44	56.44
02/18/2025	AP	TINA SPURLOCK COMMUNITY POLICING Vnd: 1448 Invoice: 2.7.25	Invoice: 2.7.25 Ref#: 29947 (BASKETBALL GAMES - 2.7.25 & 1.29.25) 101-301.000-886.000 101-000.000-202.000	72.00	72.00
		Expected Check Run: 02/24/2025		72.00	72.00
01/31/2025	AP	VITAL RECORDS CONTROL SHREDDING CONTRACT Vnd: 0595 Invoice: 4715525	Invoice: 4715525 Ref#: 29960 (MONTHLY SHREDDING CONTRACT) 101-265.000-818.000 101-000.000-202.000	169.25	169.25
		Expected Check Run: 02/24/2025		169.25	169.25
02/18/2025	AP	XYLEM WATER SOLUTIONS U.S.A. INC MAINTENANCE - SYSTEM Vnd: 2215 Invoice: 401399493	Invoice: 401399493 Ref#: 29985 (BYPASS PUMP RENTAL RELATING TO OUR SANIT) 592-590.000-938.000 592-000.000-202.000	190.08	190.08
		Expected Check Run: 02/24/2025		190.08	190.08
02/18/2025	AP	XYLEM WATER SOLUTIONS U.S.A. INC MAINTENANCE - SYSTEM Vnd: 2215 Invoice: 401399495	Invoice: 401399495 Ref#: 29986 (BYPASS PUMP RENTAL RELATING TO OUR SANIT) 592-590.000-938.000 592-000.000-202.000	4,971.90	4,971.90
		Expected Check Run: 02/24/2025		4,971.90	4,971.90
				39,010.27	39,010.27
Cash/Payable Account Totals:					
		ACCOUNTS PAYABLE	101-000.000-202.000		15,526.50
		ACCOUNTS PAYABLE	202-000.000-202.000		1,016.34
		ACCOUNTS PAYABLE	203-000.000-202.000		461.90
		ACCOUNTS PAYABLE	592-000.000-202.000		22,005.53
		TOTAL INCREASE IN PAYABLE:			39,010.27

GL Number	Description	Beginning Balance
101-000.000-001.000	CASH	837,629.12
202-000.000-001.000	CASH	176,947.83
203-000.000-001.000	CASH	265,318.55
209-000.000-001.000	CASH	27,736.49
214-000.000-001.000	CASH	216,275.11
243-000.000-001.000	CASH	66,438.68
246-000.000-001.000	CASH	189.41
248-000.000-001.000	CASH	11,722.32
369-000.000-001.000	CASH	42,500.00
401-000.000-001.000	CASH	104,515.21
469-000.000-001.000	CASH	181,844.78
588-000.000-001.000	CASH	
589-000.000-001.000	CASH	541.45
592-000.000-001.000	CASH	852,134.93
701-000.000-001.000	CASH	170,008.26
703-000.000-001.000	CASH	200,432.45

Beginning GL Balance:	3,154,234.59
Add: Cash Receipts	266,419.63
Less: Cash Disbursements	(216,475.51)
Less: Journal Entries/Other	(572,783.15)
Ending GL Balance:	2,631,395.56

GL Number	Description	Ending Balance
101-000.000-001.000	CASH	352,969.34
202-000.000-001.000	CASH	185,929.46
203-000.000-001.000	CASH	252,436.21
209-000.000-001.000	CASH	28,023.99
214-000.000-001.000	CASH	194,905.11
243-000.000-001.000	CASH	66,438.68
246-000.000-001.000	CASH	189.41
248-000.000-001.000	CASH	11,722.32
369-000.000-001.000	CASH	42,500.00
401-000.000-001.000	CASH	104,827.21
469-000.000-001.000	CASH	146,313.92
588-000.000-001.000	CASH	
589-000.000-001.000	CASH	544.87
592-000.000-001.000	CASH	977,707.21
701-000.000-001.000	CASH	169,553.49
703-000.000-001.000	CASH	97,334.34

Ending GL Balance:	2,631,395.56
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Ending Bank Balance:	2,655,996.84
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Add: Miscellaneous Transactions	(1,131.37)
Add: Deposits in Transit	

01/30/2025 Deposit ID: 4135	544.77
01/30/2025 Deposit ID: 4136	9,177.29
01/31/2025 Deposit ID: 4138	1,760.53
01/31/2025 Deposit ID: 4139	3,044.55
02/03/2025 *Deposit ID: 4128	1,588.63
02/05/2025 *Deposit ID: 4129	905.45
02/05/2025 *Deposit ID: 4130	4,182.17
SOM PAYMENT - POSTED IN FEB.	(161.65)
HSA EFT CLEARS IN FEB.	1,152.87

	22,194.61
Less: 52 AP Outstanding Checks	45,664.52
Less: 0 PR Outstanding Checks	

Adjusted Bank Balance	2,631,395.56
Unreconciled Difference:	0.00

02/12/2025 01:52 PM
User: CBAHAM
DB: Buchanan

BANK RECONCILIATION FOR CITY OF BUCHANAN
Bank POOL (CASH MANAGEMENT)
FROM 01/01/2025 TO 01/31/2025
Reconciliation Record ID: 86

REVIEWED BY: _____

Albora Perez

DATE: _____

2/12/25

