

AGENDA

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

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

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

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

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

I. Call to Order

II. Recognition

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

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

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

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

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

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

III. Pledge of Allegiance

IV. Roll Call

V. Approve Agenda

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

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

A. Approve Minutes

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

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

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

C. 2021 Notice of Meeting Revision

Approve the following changes to the 2021 Notice of Meetings:

- Change the regular meeting schedule of the Buchanan Area Recreation Board from the third Wednesday of each month at 6:30 p.m. to the second Wednesday of the month at 6:00 p.m.
- Change meeting location change for Buchanan Tree Friends from the Buchanan Art Center to River St. Joe.
- Update board name for Buchanan Fine Arts Council to include "Area", as in Buchanan Area Fine Arts Council.
- Remove future meetings of the Friends of the Ducks from the schedule.

D. Banner Placement Request Form

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

E. Accept Staff Activity Reports

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

A. Michigan Gateway Foundation President & CEO Michael Rowland to Discuss Ross Sanders Building

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

B. Greater Niles Chamber - Jeff Rea

IX. Reports by: Departments, Committees, Boards

A. Community Development Update

B. Treasurer's Report

C. Buchanan Area Recreation Board - Disc Golf Course Proposal

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

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

D. Director of Public Services Report

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

Miller Welding Supply	LINK3520-1 Power MIG 260 208-575V	\$3,199.00
Praxair	LINK 3520-1 Power MIG 260	\$3,199.00
Airgas	LINK 3520-1 Welder Power MIG 260 DC CV 250A/26.5V 40%	\$3,271.77

E. Resolution 2021.08/230

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

F. Resolution 2021.08/231

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

X. Unfinished Business

A. Third Street Storm Sewer

XI. New Business

A. TCF Bank Safe Deposit Box Access

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

B. DPW Building Site Selection Update

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

A. Trail Maintenance

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

B. WNIT Documentary on the St. Joseph River

WNIT-TV has a very special documentary airing on September 9th at 8 p.m., on the history and revitalization of the St. Joseph River and future developments along its shores. The focus will be on the pivotal role that the river has played in the lives throughout Michiana, and the many ways it contributes to our overall way of life! WNIT is seeking sponsorships for the documentary. Additional information is included in the packet.

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

C. Seasonal & Staff Transitions

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



Proclamation

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

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

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

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

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

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

City of Buchanan Commission

Sean Denison, Mayor

Mark Weedon, Mayor Pro Tem

Cameron Downey

Larry Money

Patrick Swem

August 9, 2021



CITY COMMISSION MEETING
MONDAY, JULY 26, 2021 – 7:00 PM
BUCHANAN CITY HALL CHAMBER, 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

I. Call to Order

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

II. Roll Call

PRESENT Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money, Commissioner Patrick Swem

ABSENT Mayor Sean Denison

STAFF City Manager, Heather Grace; City Clerk, Barbara Pitcher; Treasurer, Stephanie Powers; Interim Director of Public Works, Mike Baker; Police Chief, Tim Ganus

GUESTS Karin Falkenstein, Debra Haight, Anne Tuite, Richard Martin, Fran Terry, Rebecka Hoyt, Norma Ferris, Ralph McDonald, Dale Toerne, Megan Weedon, Steve Bornell, Kim Moyer and 3 others

III. Approve Agenda

Amend agenda to remove item X.

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

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

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

Doyle Vergon, 114 Lake - Spoke regarding City trees causing damage in a recent storm and provided photos of said damage. Believes the City should be responsible for maintaining the trees and the damage.

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

A. Approve Meeting Minutes

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

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

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

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

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

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

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

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

None.

VII. Reports by: Departments, Committees, Boards

A. Community Development Department Report

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

The Buchanan Social District as created by the City Commission was approved by the State of Michigan. Our first applicant, B & W Old Village Inn has applied to opt into the Buchanan Social District. After several meetings and calls with the other two downtown Buchanan licensees, we believe that one licensee will move forward to apply very soon. We are having ongoing discussions with the licensees to encourage them to opt into the Social District. As discussed with you throughout the process, once the licensee applicants applied and were approved to opt into the Social District, I intended to ask the Commission to reimburse them for the application fees of \$250 and \$70. LARA has confirmed to me that there is nothing that prohibits us from doing this. Once we have two licensees that have opted in the Buchanan Social District, I will ask the Commission to fund the nominal cost of going live as a Social District which includes the first round of cups, signage, and waste receptacles.

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

As we speak, I am writing the economic development incentive programs that I have presented to you in concept. I am writing them in real-time while I have discussions with real investors who are interested in investment opportunities in Buchanan. The goal is to make every dollar leveraged by investors into Buchanan have the biggest bang for the buck. The next steps are to have the proposed programs be reviewed by legal and then be presented to the City Commission for their consideration, feedback, and approval. After that, the programs will hit the market and be available to engage the investment community to choose Buchanan.

B. Planning Commission Report

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

It is my understanding and I have asked the city attorney to clarify that a Special Use Permit for Adult Use Marijuana Retailer only needs Plan Commission approval and does not need City Commission approval. Example, on July 12, 2021, Zen Leaf petitioned for and received approval from Plan Commission for a Special Use Permit for an expansion of their existing adult-use marijuana retail business at 259 E. Front St. to expand to the adjacent building at 257 E. Front St.

It is my understanding and I have asked the city attorney to clarify that the Zen Leaf expansion may require their existing permit to be amended to allow them to expand to the adjacent address.

An Adult Use Marihuana Retail Permit (or an amendment thereof to allow the existing Zen Leaf Adult-Use Retail Permit to include the expansion of the existing store to 257 E. Front St.) needs to be approved by a majority of the City Commission.

C. Landfill Board Report

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

Downey expressed concern that City Manager Grace is spread too thin. City Manager Grace responded that she currently serves in some capacity on approximately 21 boards and her roles on those boards can be reevaluated.

Motion made by Commissioner Swem, Seconded by Commissioner Money to appoint City Manager Grace to represent the City of Buchanan on the Southeast Berrien County Landfill Board. Roll call vote carried unanimously.

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

D. Buchanan Area Fine Arts Council

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

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

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

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

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

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

Clerk Pitcher pointed out that the reappointments of Carlin and Hough should actually read 2020 instead of 2021.

Motion made by Commissioner Swem, Seconded by Commissioner Downey to approve the name change to Buchanan Area Fine Arts Council. Roll call vote carried unanimously.

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

Motion made by Commissioner Swem, Seconded by Commissioner Downey to reappoint Kelly Carlin and Trevor Hough to 4-year terms, retroactive to July 1, 2020; reappoint Alice Kring, Karin Falkenstein, and Lee Lyon to 4-year terms, effective July 1, 2021; and appoint Honorable Patricia A. Moore to the board with a 4-year term, effective July 1, 2021. Roll call vote carried

unanimously.

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

E. Buchanan Tree Friends

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

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

Motion made by Commissioner Downey, Seconded by Commissioner Money to approve the proposed plantings by the Buchanan Tree Friends. Roll call vote carried unanimously.

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

VIII. **Unfinished Business**

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

Item removed from agenda.

IX. **New Business**

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

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

Motion made by Commissioner Swem, Seconded by Commissioner Money to go into Closed Session to discuss matters subject to attorney-client privilege, pursuant to MCL 15.268 Sec. 8(h). Roll call vote carried unanimously.

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

The Commission entered closed session at 7:32 p.m.

Motion made by Commissioner Money, Seconded by Commissioner Downey to resume the open meeting at 9:03 p.m. Roll call vote carried unanimously.

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

Motion made by Commissioner Swem, Seconded by Commissioner Downey to allow City Manager Grace to follow the recommendations of the City Attorney with regard to leased property as discussed in closed session. Roll call motion carried unanimously.

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

B. Consider Approval of Employment Agreements

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

Motion made by Commissioner Swem, Seconded by Commissioner Money to authorize the City Manager to follow the recommendations of the City Attorney regarding employment agreements as discussed in closed session. Roll call vote carried unanimously. Voting Yea: Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

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

None.

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

XII. Executive Comments

A. City Manager Comments

Thanked those who stayed for the entire meeting.

B. Commissioner Comments

Commissioners Money and Downey had no comments.

Commissioner Swem - Received his letter from Michiana Recycling & Disposal today, so hopefully, everyone will get theirs soon if not already. Was pleased by the great turnout for the Chippewa Project at the Common last Thursday.

Mayor Pro Tem Weedon - Apologized on behalf of the City for the missteps in communication regarding the transition in waste and recycling companies. Although there was advanced communication, it could have been improved and the City will do better in the future.

XIII. Adjourn

Being no further business, motion made by Commissioner Money, Seconded by Commissioner Swem to adjourn the meeting at 9:08 p.m. Roll call vote carried unanimously.

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

Barbara A. Pitcher, City Clerk

Mayor Sean Denison



SPECIAL MEETING OF THE JOINT CITY COMMISSION AND PLANNING COMMISSION

TUESDAY, JULY 27, 2021 – 5:00 PM

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

MINUTES

I. Call to Order

Mayor Pro Tem, Mark Weedon called the meeting to order at 5:00 p.m.

II. Roll Call

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

None.

IV. New Business

A. Wightman Interview

Representatives from Wightman presented regarding their process, team, and special skills.

B. Bergmann Interview

Representative from Bergmann introduced their team, discussed their process, and why they have a desire and passion to work on this project in Buchanan.

C. Abonmarche Interview

Abonmarche introduced their team and discussed their process and strengths.

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

Fran Terry - Commended everyone for the amount of time they invested in analyzing the bid submissions and preparing for and conducting the interviews.

VI. Adjourn

Being no further business, motion by Swem, seconded by Money to adjourn the meeting at 8:05 p.m. Roll call vote carried unanimously.

Barbara A. Pitcher, City Clerk

Mayor Pro Tem, Mark Weedon



SPECIAL MEETING OF THE CITY COMMISSION
WEDNESDAY, AUGUST 04, 2021 – 5:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

I. Call to Order

II. Roll Call

PRESENT - Sean Denison, Mark Weedon, Larry Money, Patrick Swem

ABSENT - Commissioner Cameron Downey

STAFF - City Manager, Heather Grace; City Clerk, Barbara Pitcher; Director of Public Works, Mike Baker

GUESTS - Gary Barton, Kevin Barker

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

None.

IV. Business

A. Select Architectural Firm for the Feasibility Study, Design, & Engineering of a new DPW Building

Consider awarding one of three architectural firms - Wightman, Bergmann, or Abonmarche - a contract for the feasibility study, design, and engineering of a new DPW building.

The Mayor led a brief discussion of the proposals. Gary Barton of the Barton Group discussed their process of analyzing the City and Planning Commissioners' and staff's rankings, considering how the firms responded to the initial walk-through, reviewing the original proposals and interview presentations, and checking references, resulting in their recommendation of Bergmann.

Motion made by Commissioner Swem, Seconded by Commissioner Money to engage Bergmann for the DPW project. Roll call vote carried unanimously.

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

Barton suggested scheduling a kick-off meeting with Bergmann. City Manager Grace to coordinate schedules to find a suitable date for the meeting.

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

None.

VI. Adjourn

Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to adjourn the meeting at 5:18 p.m. Roll call vote carried unanimously. Voting Yea: Denison, Weedon, Money, Swem

Barbara A. Pitcher, City Clerk

Mayor Sean Denison



City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107
www.cityofbuchanan.com

ADDITIONS TO SUMMARY
AUGUST 9, 2021

101	General Fund	\$72,127.70
107	Downtown Development	\$416.00
202	Major Streets	\$5,383.36
203	Local Streets	\$3,395.73
501	W&S Maintenance & Operations	\$17,799.16
701	Trust & Agency	\$2,332.24

	Total	\$101,454.19

Check Register Report

Item VII. B.

Date: 08/05/2021
 Time: 12:53 pm
 Page: 1

City of Buchanan

BANK: HONOR BANK

Check Number	Check Date	Status	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
HONOR BANK Checks							
15002	08/05/2021	Printed		1024	AALFS PETROLEUM INC.	OIL ORDER	362.60
15003	08/05/2021	Printed		0704	ALEXANDER CHEMICAL CORP.	CHEMICALS FOR WATER TREATMENT	1,124.50
15004	08/05/2021	Printed		6150	ANDREWS UNIVERSITY	PLANNING AND DESIGN STUDY	9,094.00
15005	08/05/2021	Printed		0728	AT&T MOBILITY	MONTHLY MOBILE SERVICE	581.80
15006	08/05/2021	Printed		3500	AT&T	MONTHLY SERVICE	159.69
15007	08/05/2021	Printed		1796	AUSRA KUBOTA, INC.	DECK CUSHIONS AND FILTERS	88.11
15008	08/05/2021	Printed		4229	AWWA	MEMBERSHIP RENEWAL	361.00
15009	08/05/2021	Printed		4378	BANDIT INDUSTRIES, INC.	BLADES AND BOLTS FOR CHIPPER	520.64
15010	08/05/2021	Printed		3304	BARNES & THORNBURG LLP	LEGALSVC. DOWNTOWN DEVELOPMENT	810.00
15011	08/05/2021	Printed		2484	BATTERIES PLUS BULBS #658	BACK UP BATTERIES	1,479.80
15012	08/05/2021	Printed		399	BIG C LUMBER	SKID REDI MIX CONCRETE	324.46
15013	08/05/2021	Printed		1506	BLUE CROSS BLUE SHIELD OF MICH	AUGUST PREMIUMS	26,546.27
15014	08/05/2021	Printed		0054	BS&A SOFTWARE	COMPUTER CONVERSION BILLING	32,695.00
15015	08/05/2021	Printed		5050	HARVEY BURNETT	REIMBURSEMENT NAT NIGHT OUT	395.95
15016	08/05/2021	Printed		0610	CITY OF BUCHANAN-PAYROLL FUND	MERS	8,579.01
15017	08/05/2021	Printed		4211	CITY OF BUCHANAN	CITY WATER CHARGES	1,744.64
15018	08/05/2021	Printed		3004	KELLY L CLARK	CLEANING	330.00
15019	08/05/2021	Printed		3536	COMCAST CABLE	MONTHLY SERVICE AND SETUP	472.50
15020	08/05/2021	Printed		1991	CUSTOM COMPUTER COMPANY LLC		1,927.49
15021	08/05/2021	Printed		3548	DELTA DENTAL		1,858.79
15022	08/05/2021	Printed		1709	FIDELITY SECURITY LIFE	EYEMED AUGUST	633.54
15023	08/05/2021	Printed		5454	GENE WESNER AUTOMOTIVE	REPAIR OIL CHANGE 46-2	1,123.97
15024	08/05/2021	Printed		1391	ASHLEY HANSON	MARKET HOURS	416.00
15025	08/05/2021	Printed		5548	J DEFAY CLEANERS & LAUNDRY	UNIFORM CLEANING	205.00
15026	08/05/2021	Printed		2583	KLINK TRUCKING, INC.	STONE FOR PATCHER	730.28
15027	08/05/2021	Printed		5467777	MARK FARM SUPPLY	PELLETS	161.89
15028	08/05/2021	Printed		0033	MICHIGAN ASSOCIATION OF CLERKS	TRAINING	101.00
15029	08/05/2021	Printed		0701	MRWA	ANNUAL MEMBERSHIP DUES	755.00
15030	08/05/2021	Printed		6579	DALE J. PAYEUR	STUMP GRINDING	1,650.00
15031	08/05/2021	Printed		1419	BARBARA PITCHER	REIMBURSEMENT ZOOM	15.89
15032	08/05/2021	Printed		2447	POSTMASTER	BULK MAIL POSTAGE	700.00
15033	08/05/2021	Printed		3092	POWER BRAKE & SPRING SERVIC	BRAKE LIGHT FOR PATCHER	11.98
15034	08/05/2021	Printed		393	KEN SIMPSON	ELECTRICAL INSPECTION	1,774.40
15035	08/05/2021	Printed		4118	SOUTHWEST MICHIGAN PLANNING		3,427.89
15036	08/05/2021	Printed		4241445	VERIZON WIRELESS	AIR CARDS FOR PATROL VEHICLES	160.10
15037	08/05/2021	Printed		2192	ANDREW WARNER	EXAM APPLICATION REIMBURSEMENT	71.40
15038	08/05/2021	Printed		4064	GENE WESNER AUTOMOTIVE, INC.	OIL CHANGE FOR WATER VAN	59.60

Total Checks: 37

Checks Total (excluding void checks): 101,454.19

Total Payments: 37

Bank Total (excluding void checks): 101,454.19

Total Payments: 37

Grand Total (excluding void checks): 101,454.19

INVOICE APPROVAL LIST BY FUND REPORT

Item VII. B.

City of Buchanan

Time: 12:45 pm

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Fund: 101 GENERAL							
Dept: 101.000 CITY COMMISSION							
101-101.000-818.000	CONTRACTI AT&T MOBILITY///		MONTHLY MOBILE SERVICE	15005	08/04/2021	08/04/2021	226.86
							226.86
101-101.000-857.000	GRANTS & S ANDREWS UNIVERSITY SOUTHWEST MICHIGAN PL/	F0401468 687	PLANNING AND DESIGN STUD	15004 15035	06/14/2021 08/03/2021	08/09/2021 08/09/2021	9,094.00 3,427.89
							12,521.89
Total Dept. CITY COMMISSION:							12,748.75
Dept: 172.000 CITY MANAGER							
101-172.000-715.000	FRINGE BEN BLUE CROSS BLUE SHIELD CITY OF BUCHANAN-PAYRO DELTA DENTAL/// FIDELITY SECURITY LIFE FIDELITY SECURITY LIFE		AUGUST 2021 PREMIUMS AUGUST PREMIUMS MERS RIS0003590020 EYEMED AUGUST EYEMED JULY	15013 15016 15021 15022 15022	07/07/2021 07/31/2021 08/01/2021 08/01/2021 07/01/2021	08/09/2021 08/09/2021 08/09/2021 08/09/2021 08/09/2021	1,891.58 437.16 134.80 17.88 17.88
							2,499.30
101-172.000-826.000	LEGAL FEES BARNES & THORNBURG LLF	2499722	LEGALSVC. DOWNTOWN DEV	15010	07/23/2021	08/09/2021	810.00
							810.00
Total Dept. CITY MANAGER:							3,309.30
Dept: 191.000 ELECTIONS							
101-191.000-715.000	FRINGE BEN BLUE CROSS BLUE SHIELD CITY OF BUCHANAN-PAYRO DELTA DENTAL/// FIDELITY SECURITY LIFE FIDELITY SECURITY LIFE		AUGUST 2021 PREMIUMS AUGUST PREMIUMS MERS RIS0003590020 EYEMED AUGUST EYEMED JULY	15013 15016 15021 15022 15022	07/07/2021 07/31/2021 08/01/2021 08/01/2021 07/01/2021	08/09/2021 08/09/2021 08/09/2021 08/09/2021 08/09/2021	445.39 131.15 15.58 3.21 3.21
							598.54
Total Dept. ELECTIONS:							598.54
Dept: 215.000 CITY CLERK							
101-215.000-715.000	FRINGE BEN BLUE CROSS BLUE SHIELD CITY OF BUCHANAN-PAYRO DELTA DENTAL/// FIDELITY SECURITY LIFE FIDELITY SECURITY LIFE		AUGUST 2021 PREMIUMS AUGUST PREMIUMS MERS RIS0003590020 EYEMED AUGUST EYEMED JULY	15013 15016 15021 15022 15022	07/07/2021 07/31/2021 08/01/2021 08/01/2021 07/01/2021	08/09/2021 08/09/2021 08/09/2021 08/09/2021 08/09/2021	1,336.18 415.33 46.74 9.64 9.64
							1,817.53
101-215.000-864.000	CONFEREN MICHIGAN ASSOCIATION	269695384417	TRAINING	15028	07/29/2021	08/09/2021	101.00
							101.00
101-215.000-962.000	MISCELLAN PITCHER/BARBARA//		REIMBURSEMENT ZOOM	15031	08/02/2021	08/09/2021	15.89
							15.89
Total Dept. CITY CLERK:							1,934.42
Dept: 253.000 TREASURER							
101-253.000-715.000	FRINGE BEN BLUE CROSS BLUE SHIELD CITY OF BUCHANAN-PAYRO CITY OF BUCHANAN-PAYRO		AUGUST 2021 PREMIUMS AUGUST PREMIUMS MERS MERS	15013 15016 15016	07/07/2021 07/31/2021 07/31/2021	08/09/2021 08/09/2021 08/09/2021	1,701.53 284.16

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	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	119.03
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	44.21
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	25.96
Total Dept. TREASURER:							2,275.89
Dept: 265.000 BUILDING AND GR							
101-265.000-818.000	CONTRACTI						
	BS&A SOFTWARE///	136871	COMPUTER CONVERSION BIL	15014	07/26/2021	08/09/2021	32,695.00
	CLARK/KELLY L//	7/18/2021 & 7/25/2021	CLEANING	15018	07/25/2021	08/09/2021	330.00
	CUSTOM COMPUTER COMP	1444		15020	06/26/2021	08/09/2021	127.50
	CUSTOM COMPUTER COMP	1502-R-0002		15020	08/01/2021	08/09/2021	500.00
	CUSTOM COMPUTER COMP	1524-R-0001		15020	07/09/2021	08/09/2021	100.00
	CUSTOM COMPUTER COMP	1537		15020	07/30/2021	08/09/2021	1,199.99
Total Dept. BUILDING AND GR:							34,952.49
101-265.000-853.000	TELEPHONE						
	AT&T MOBILITY///		MONTHLY MOBILE SERVICE	15005	08/04/2021	08/04/2021	212.08
Total Dept. TELEPHONE:							212.08
101-265.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		CITY WATER CHARGES	15017	07/31/2021	08/09/2021	1,025.42
Total Dept. UTILITIES:							1,025.42
otal Dept. BUILDING AND GROUNDS:							36,189.99
Dept: 271.430 PEAR'S MILL							
101-271.430-853.000	TELEPHONE						
	AT&T///	269 695 5525 7/16/2021	MONTHLY SERVICE	15006	07/16/2021	08/09/2021	90.22
Total Dept. PEAR'S MILL:							90.22
Dept: 271.435 FARMERS' MARKE							
101-271.435-921.000	UTILITIES						
	CITY OF BUCHANAN///		CITY WATER CHARGES	15017	07/31/2021	08/09/2021	28.35
Total Dept. FARMERS' MARKET:							28.35
Dept: 271.440 BUCHANAN COMM							
101-271.440-921.000	UTILITIES						
	CITY OF BUCHANAN///		CITY WATER CHARGES	15017	07/31/2021	08/09/2021	68.08
Total Dept. BUCHANAN COMMON:							68.08
Dept: 276.000 CEMETERY							
101-276.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	334.44
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	131.22
Total Dept. CEMETERY:							465.66
101-276.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		CITY WATER CHARGES	15017	07/31/2021	08/09/2021	90.72
Total Dept. UTILITIES:							90.72
101-276.000-932.000	MAINTENAN						
	BIG C LUMBER	1438611	SKID REDI MIX CONCRETE	15012	07/27/2021	08/09/2021	324.46
Total Dept. MAINTENANCE:							324.46
Total Dept. CEMETERY:							465.66

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Dept: 301.000 POLICE							
101-301.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	6,667.90
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	3,874.53
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	139.78
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	491.01
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	75.81
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	87.46
							11,336.49
101-301.000-769.000	UNIFORM C						
	J DEFAY CLEANERS & LAUN		UNIFORM CLEANING	15025	07/23/2021	08/09/2021	205.00
							205.00
101-301.000-818.000	CONTRACTI						
	VERIZON WIRELESS	9883779067	AIR CARDS FOR PATROL VEHI	15036	07/20/2021	08/09/2021	160.10
							160.10
101-301.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		CITY WATER CHARGES	15017	07/31/2021	08/09/2021	36.40
							36.40
101-301.000-939.000	MAINTENAN						
	GENE WESNER AUTOMOTIV	17660	REPAIR OIL CHANGE 46-2	15023	07/20/2021	08/09/2021	68.91
	GENE WESNER AUTOMOTIV	17638	REPAIRS	15023	08/04/2021	08/09/2021	1,055.06
							1,123.97
							Total Dept. POLICE: 12,861.96
Dept: 336.000 FIRE DEPARTMEN'							
101-336.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		CITY WATER CHARGES	15017	07/31/2021	08/09/2021	36.40
							36.40
							Total Dept. FIRE DEPARTMENT: 36.40
Dept: 371.001 BUILDING INSPEC'							
101-371.001-853.000	TELEPHONE						
	AT&T MOBILITY///		MONTHLY MOBILE SERVICE	15005	08/04/2021	08/04/2021	47.62
							47.62
							Total Dept. BUILDING INSPECTOR: 47.62
Dept: 441.000 DEPARTMENT OF I							
101-441.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	356.62
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	118.64
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	18.50
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	2.11
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	2.11
							497.98
101-441.000-921.000	UTILITIES						
	CITY OF BUCHANAN///		CITY WATER CHARGES	15017	07/31/2021	08/09/2021	459.27
							459.27
101-441.000-933.000	MAINTENAN						
	AUSRA KUBOTA, INC.///	IN04554	DECK CUSHIONS AND FILTERS	15007	07/30/2021	08/09/2021	88.11
							88.11
101-441.000-939.000	MAINTENAN						
	POWER BRAKE & SPRING S	2324333.00	BRAKE LIGHT FOR PATCHER	15033	07/30/2021	08/09/2021	11.98

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							11.98
							1,057.34
							72,127.70
Fund: 107 DOWNTOWN DEVELOPMENT							
Dept: 435.000 FARMERS' MARKET							
107-435.000-707.000	MARKET MA						
	HANSON/ASHLEY//	6/12/2021 & 6/19/2021	MARKET HOURS	15024	06/19/2021	08/09/2021	260.00
	HANSON/ASHLEY//	7/10/2021	MARKET HOURS	15024	07/10/2021	08/09/2021	156.00
							416.00
							416.00
							416.00
Fund: 202 MAJOR STREETS							
Dept: 463.000 ROUTINE STREET							
202-463.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	539.33
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	122.91
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	36.95
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	4.26
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	6.43
							709.88
202-463.000-782.000	ROAD MAIN						
	KLINK TRUCKING, INC.///	202107-0219	STONE FOR PATCHER	15026	08/05/2021	08/05/2021	730.28
							730.28
							1,440.16
Dept: 468.000 TREE & SHRUB MAINTENANCE							
202-468.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	151.56
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	38.03
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	9.24
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	1.07
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	1.61
							201.51
202-468.000-836.000	TREE REMC						
	PAYEUR/DALE J.//	813565	STUMP GRINDING	15030	07/30/2021	08/09/2021	1,650.00
							1,650.00
							1,851.51
Dept: 469.000 DRAINAGE							
202-469.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	187.20
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	41.31
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	13.86
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	1.60
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	2.41
							246.38
							246.38
Dept: 474.000 TRAFFIC SERVICE							
202-474.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	

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	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	41.31
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	13.86
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	2.40
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	2.41
							247.18
							RAFFIC SERVICES - MAINTENANCE: 247.18
Dept: 478.000 WINTER MAINTEN/							
202-478.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	320.93
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	73.29
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	20.74
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	3.61
							418.57
							Total Dept. WINTER MAINTENANCE: 418.57
Dept: 482.000 ADMIN. & RECORD							
202-482.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	1,015.81
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	109.29
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	8.56
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	33.32
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	7.06
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	5.52
							1,179.56
							I Dept. ADMIN. & RECORD KEEPING: 1,179.56
							al Fund MAJOR STREETS: 5,383.36
Fund: 203 LOCAL STREETS							
Dept: 463.000 ROUTINE STREET							
203-463.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	566.09
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	142.05
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	36.95
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	4.26
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	6.43
							755.78
							t. ROUTINE STREET MAINTENANCE: 755.78
Dept: 468.000 TREE & SHRUB MA							
203-468.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	213.96
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	55.16
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	13.86
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	1.60
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	2.41
							286.99
							dept. TREE & SHRUB MAINTENANCE: 286.99
Dept: 469.000 DRAINAGE							
203-469.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	156.00
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	34.25
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	11.55
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	1.33
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	

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							205.14
							Total Dept. DRAINAGE: 205.14
Dept: 474.000 TRAFFIC SERVICE:							
203-474.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	156.00
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	34.25
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	11.55
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	1.33
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	2.01
							205.14
							TRAFFIC SERVICES - MAINTENANCE: 205.14
Dept: 478.000 WINTER MAINTEN/							
203-478.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	182.76
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	44.83
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	11.55
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	1.33
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	2.01
							242.48
203-478.000-756.000 MISCELLAN							
	BANDIT INDUSTRIES, INC.///	794003	BLADES AND BOLTS FOR CHIF	15009	07/30/2021	08/09/2021	520.64
							520.64
							Total Dept. WINTER MAINTENANCE: 763.12
Dept: 482.000 ADMIN. & RECORD							
203-482.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	1,015.81
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	109.29
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	8.56
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	33.32
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	7.06
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	5.52
							1,179.56
							I Dept. ADMIN. & RECORD KEEPING: 1,179.56
							al Fund LOCAL STREETS: 3,395.73
Fund: 501 W & S MAINTENANCE							
Dept: 590.000 SEWER MAINTENA							
501-590.000-715.000 FRINGE BEN							
	BLUE CROSS BLUE SHIELD	AUGUST 2021 PREMIUMS	AUGUST PREMIUMS	15013	07/07/2021	08/09/2021	4,068.57
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	349.73
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	586.59
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	342.97
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	55.75
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	54.78
							5,458.39
501-590.000-730.000 POSTAGE							
	POSTMASTER///		BULK MAIL POSTAGE	15032	07/30/2021	07/09/2021	350.00
							350.00
501-590.000-751.000 GAS AND OI							
	AALFS PETROLEUM INC.///	50093	OIL ORDER	15002	07/15/2021	08/09/2021	362.60

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501-590.000-853.000	TELEPHONE						
	AT&T///	269 695 4028	7/16/2021 MONTHLY SERVICE	15006	07/16/2021	07/16/2021	32.38
	COMCAST CABLE///	0280175	8/8/2021 MONTHLY SERVICE AND SETL	15019	08/09/2021	08/09/2021	382.60
							414.98
501-590.000-864.000	CONFEREN						
	MRWA		ANNUAL MEMBERSHIP DUES	15029	07/21/2021	08/09/2021	755.00
							755.00
501-590.000-962.000	MISCELLAN						
	WARNER/ANDREW///		EXAM APPLICATION REIMBUR	15037	07/13/2021	08/09/2021	71.40
							71.40
							7,412.37
Water Maintenance & Operation:							
Dept: 591.000	WATER MAINTENA						
501-591.000-715.000	FRINGE BEN						
	BLUE CROSS BLUE SHIELD		AUGUST 2021 PREMIUMS	15013	07/07/2021	08/09/2021	5,051.41
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	349.73
	CITY OF BUCHANAN-PAYRO		MERS	15016	07/31/2021	08/09/2021	796.90
	DELTA DENTAL///	RIS0003590020		15021	08/01/2021	08/09/2021	443.41
	FIDELITY SECURITY LIFE		EYEMED AUGUST	15022	08/01/2021	08/09/2021	68.77
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	12.18
	FIDELITY SECURITY LIFE		EYEMED JULY	15022	07/01/2021	08/09/2021	67.26
							6,789.66
501-591.000-730.000	POSTAGE						
	POSTMASTER///		BULK MAIL POSTAGE	15032	07/30/2021	07/09/2021	350.00
							350.00
501-591.000-743.000	CHEMICALS						
	ALEXANDER CHEMICAL COF	42384,42588,42717	CHEMICALS FOR WATER TRE	15003	08/04/2021	08/09/2021	1,124.50
							1,124.50
501-591.000-853.000	TELEPHONE						
	AT&T MOBILITY///		MONTHLY MOBILE SERVICE	15005	08/04/2021	08/04/2021	95.24
	AT&T///	269 409 8372	7/16/2021 MONTHLY SERVICE	15006	07/16/2021	08/09/2021	37.09
	COMCAST CABLE///	0114210	8/5/2021 MONTHLY SERVICE	15019	07/15/2021	08/09/2021	89.90
							222.23
501-591.000-864.000	CONFEREN						
	AWWA	RDER NUMBER 7001938861	MEMBERSHIP RENEWAL	15008	07/21/2021	08/09/2021	361.00
							361.00
501-591.000-933.000	MAINTENAN						
	BATTERIES PLUS BULBS #6	P42162666	BACK UP BATTERIES	15011	07/30/2021	08/09/2021	1,479.80
							1,479.80
501-591.000-939.000	MAINTENAN						
	WESNER AUTOMOTIVE,INC.	17703	OIL CHANGE FOR WATER VAN	15038	07/28/2021	08/09/2021	59.60
							59.60
							10,386.79
							17,799.16
Water Maintenance & Operation:							
Water Maintenance & Operation:							

Fund: 701 TRUST AND AGENCY

Dept: 000.000

701-000.000-250.001	ELECTRICAL						
	SIMPSON/KEN///	210812	ELECTRICAL INSPECTION	15034	08/03/2021	08/09/2021	1,774.40
							1,774.40

701-000.000-250.065 NATIONAL N

INVOICE APPROVAL LIST BY FUND REPORT

Item VII. B.

Time: 12:45 pm
Page: 8

City of Buchanan

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	BURNETT/HARVEY//		REIMBURSEMENT NAT NIGHT	15015	08/05/2021	08/09/2021	395.95
							395.95
701-000.000-250.067	DUCK FEED						
	MARK FARM SUPPLY	56449	PELLETS	15027	07/22/2021	08/09/2021	161.89
							161.89
						Total Dept. 000000:	2,332.24
						and TRUST AND AGENCY:	2,332.24
						Grand Total:	101,454.19

Recap by Fund

Fund #	Fund Name	Amount To Pay	Amount To Relieve
101	GENERAL	72,127.70	0.00
107	DOWNTOWN DEVELOPMENT FUND	416.00	0.00
202	MAJOR STREETS	5,383.36	0.00
203	LOCAL STREETS	3,395.73	0.00
501	W & S MAINTENANCE & OPERATION	17,799.16	0.00
701	TRUST AND AGENCY	2,332.24	0.00
	Grand Total:	101,454.19	0.00

**2021 NOTICE OF MEETINGS
CITY OF BUCHANAN
CITY COMMISSION, BOARD, COMMITTEE AND COUNCIL MEETINGS**

BUCHANAN CITY COMMISSION

*2nd and 4th Monday
7:00 p.m. at City Hall*

January	11 th & 25 th
February	8 th & 22 nd
March	8 th & 22 nd
April	12 th & 26 th
May	10 th & 24 th
June	14 th & 28 th
July	12 th & 26 th
August	9 th & 23 rd
September	13 th & 27 th
October	11 th & 25 th
November	8 th & 22 nd
December	13 th & 27 th

PLANNING COMMISSION

*2nd Tuesday
7:00 p.m. City Hall*

January	12 th
February	9 th
March	9 th
April	13 th
May	11 th
June	8 th
July	13 th
August	10 th
September	14 th
October	12 th
November	9 th
December	14 th

JOINT WATER AND SEWER BOARD

*1st Monday (quarterly)
7:00 a.m. at City Hall*

February	1 st
May	3 rd
August	2 nd
November	1 st

DESIGN REVIEW COMMITTEE

*1st Wednesday
6:00 p.m.
Meets as needed for project review.*

ZONING BOARD OF APPEALS

Meets as needed at City Hall. Contact Zoning Administrator for details.

BUCHANAN AREA RECREATION BOARD

*3rd Wednesday
6:30 p.m. at City Hall
(through July 2021)*

*2nd Wednesday
6:00 p.m. at City Hall
(Effective July 2021)*

January	20 th
February	17 th
March	17 th
April	21 st
May	19 th
June	16 th
July	21 st
August	18 th
September	15 th
October	20 th
November	17 th
December	15 th

FRIENDS OF OAKRIDGE CEMETERY

*3rd Tuesday
7:00 p.m. at Masonic Lodge 122 N. Oak St.*

April	20 th
May	18 th
June	15 th
July	20 th
August	17 th
September	21 st

COMMON COMMITTEE

*1st Thursday
6:00 p.m. at City Hall*

February	4 th
May	6 th
June	3 rd
October	7 th

BUCHANAN FARMERS' MARKET BOARD

*1st Tuesday
6:00 p.m. at City Hall*

February	2 nd
April	6 th
May	4 th
October	5 th
November	2 nd

CONSTRUCTION BOARDS OF APPEALS

Meets as needed at City Hall. Contact Building Inspector for details.

**2021 NOTICE OF MEETINGS
CITY OF BUCHANAN
CITY COMMISSION, BOARD, COMMITTEE AND COUNCIL MEETINGS**

BUCHANAN TREE FRIENDS

2nd Wednesdays

6:00 p.m. at River St. Joe

January	13 th
February	10 th
March	10 th
April	14 th
May	12 th
June	9 th
July	14 th
August	11 th
September	8 th
October	13 th
November	10 th
December	8 th

BUCHANAN AREA FINE ARTS COUNCIL

1st Monday

6:00 p.m. at City Hall

January	4 th
February	1 st
March	1 st
April	5 th
May	3 rd
June	7 th
July	5 th
August	2 nd
September	6 th
October	4 th
November	1 st
December	6 th

FRIENDS OF MCCOY'S CREEK TRAIL

2nd Thursday

*9:00 a.m. at City Hall
(through June 2021)*

3rd Thursday

*7:00 p.m. at City Hall
(Effective July 2021)*

January	14 th
February	11 th
March	11 th
April	8 th
May	13 th
June	10 th
August	19 th
October	21 st
December	16 th

BROWNFIELD AUTHORITY

1st Wednesday

Meets as needed at City Hall. Contact City Hall for details.

**SOUTHWESTERN MICHIGAN
COMMUNITY AMBULANCE (SMCAS)**

3rd Thursday

*4:00 p.m. at the Southwestern Michigan Community Ambulance
Service Office 2100 Chicago Road, Niles*

January	21 st
February	18 th
March	18 th
April	15 th
May	20 st
June	17 th
July	15 th
August	19 th
September	16 th
October	21 st
November	18 th
December	16 th

**SOUTHEAST BERRIEN COUNTY LANDFILL
AUTHORITY MEETING**

3rd Wednesday

5:30 p.m. at the SBCLA Office 1540 Mayflower

January	20 th
February	17 th
March	17 th
April	21 st
May	19 th
June	16 th
July	21 st
August	18 th
September	15 th
October	20 th
November	17 th
December	15 th

WELLHEAD PROTECTION COMMITTEE

Meets quarterly. Contact City Hall for dates.

4:00 p.m. at City Hall

March
June
September
December

MARKETING AND PROMOTION COMMITTEE

1st Wednesday

5:00 p.m. at City Hall

Meets as needed. Contact City Hall for details

**2021 NOTICE OF MEETINGS
CITY OF BUCHANAN
CITY COMMISSION, BOARD, COMMITTEE AND COUNCIL MEETINGS**

DOG PARK COMMITTEE

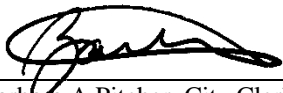
*4th Wednesday
6:30 p.m. City Hall*

January	27 th
February	24 th
March	24 th
April	28 th
May	26 th
June	23 rd
July	28 th

This notice is posted in compliance with Open Meeting Act, Public Act 267 of 1976, as amended, [MCL 41.72a (2) (3)] and the Americans with Disabilities Act. Individuals with disabilities requiring auxiliary aids should contact Buchanan City Commission by writing or calling the following: Barbara A Pitcher, City Clerk (269) 695-3844 ext. 17, 302 N. Redbud Trail, Buchanan, MI 49107.

Posted November 14, 2020
Amended June 23, 2021
Amended August 9, 2021

Date



Barbara A Pitcher, City Clerk



CITY OF BUCHANAN
Banner Placement Form

Contact Person: Jerry Fleenor
 Organization: BUCKTEENS Daytime Phone 269 240 5371
 Address: 16485 Rymearson, Buchanan
 Dates Banner will be Placed: from Aug 16 to Aug 23
 Indicate preferred location for Banner: E. Front St. (downtown) or 103 S. Redbud Tr.
(location not guaranteed)
 Briefly describe the purpose of the banner: Promote Buckteens

What does/will the banner say? Buckteens
Date

Policy:

- The City's consideration of banner placements is focused upon signs that uniquely promote the City as a quality place to live, which includes the following: recreation and leisure activities, tourism and community events, and general economic welfare.
- A banner may be no larger than 3' x 20' and no smaller than 2' x 20'.
- A banner must have wind release or wind vents.
- There will be a maximum time period of two weeks for banner display.
- The banner form must be turned in no later than the 1st or 3rd Wednesday of the month to be guaranteed placement on the City Commission agenda.
- The banner form must be approved by the City Commission at their regular meeting or may be approved at the discretion of the city manager. The City Commission meets every 2nd and 4th Monday of the month at 7:00 p.m. at City Hall
- The Cemetery Department must be allowed at least one (1) week's notice prior to the placement of the banner. Contact the Cemetery at 695-3971 for placement.
- The City of Buchanan reserves the right to remove or place banner for purposes that serve the public good.
- All banners promoting Non-City Events or Activities are subordinate to any City Organization banner request and the City reserves the right to deny, remove or limit the display time of any banner.
- The City has placed a \$10.00 placement fee and a \$10.00 removal fee for a total of \$20.00 that needs to accompany each Application form

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

OFFICE USE ONLY

Date Received: _____ Employee: _____
 Approved/Denied _____ Buchanan City Commission: Date _____

NOT required to be reviewed prior to meetings.

I. Staff Activity Reports

- [A. Cemetery Activity Report - July 26-August 6](#)
- [B. Clerk Activity Report](#)
- [C. Community Development Department](#)
No Report
- [D. Department of Public Works Activity Report](#)
- [E. Police Department Offense Count Report/Call Log](#)
- [F. Treasurer Activity Report](#)
- [G. Wastewater Treatment Plant Activity Report](#)
- [H. Water Department Activity Report](#)

Sincerely,

Heather K. Grace

City Manager

PREPARED BY: KLAY WEAVER - SEXTON

PREPARED ON: AUGUST 4TH, 2021

SUBJECT: CEMETERY ACTIVITY REPORT – DATE OF JULY 26TH THRU AUGUST 6TH

BACKGROUND:

- Cemetery trash
- Downtown trash run
- Mow and weed trim vet circle
- Completed first brush, yard waste bag run of August
- Cut down tree on Ryneanson
- Dug and poured foundations for headstones
- Police Dept. mow list properties
- Hung Hannah Roberts banner
- Replaces 5 banners down
- In town mow list/parks
- Total patched, Hot patched
- Washed all trucks for big truck day
- Big Truck Day
- Met with multiple families, funeral homes
- Checks and bills
- Mowed and weed trimmed entire cemetery
- Blew off all cemetery roads
- 3 full body burials, set up 2 cremation funerals
- 2 space purchases and 1 prepay
- Cleaned barns and office
- Trimmed bushes downtown
- Christmas decorations moved to library
- Took tire off of bailer to fix
- Pull weeds out of rocks in north entrance of cemetery

PREPARED BY: City Clerk, Barbara Pitcher**PREPARED ON:** August 4, 2021**SUBJECT:** Clerk Activity Report

City Meetings

In addition to participating in the meeting itself, time is spent scheduling, drafting/publishing the agenda, contributing supporting documentation, recording/creating/publishing minutes, creating/certifying/ publishing resolutions and ordinances, and proclamations, etc.

Recording Secretary/Host for:

- 7/28/21 – City Commission Meeting
- 7/29/21 – Special Meeting of the Joint City Commission and Planning Commission
- 8/4/21 – Special Meeting of the City Commission
- 8/4/ 21 – Design Review Committee

	<u>As of 8/4/21</u>	<u>YTD</u>
• Resolution	0	19
• Ordinance	0	1
• Proclamation	1	1

Communications

The Clerk monitors the City's Facebook account daily – throughout the day, including evenings and weekends – to address questions and comments, as necessary, and to identify relevant content to share with the community. Often, the Clerk creates graphics and content for both the website and social media.

With the addition in July of a contracted Facebook editor who has been posting video and sharing relevant community posts, the Clerk has been spending less time managing and producing Facebook content but has still been monitoring the account, responding to messages, and posting communications from the City.

Postings*

	<u>As of 8/4/21</u>	<u>YTD</u>
• Bulletin Board	4	72
• Website	16	168
• Facebook		
○ Original Content	9	117
○ Shares w/ Additional Content	7	91
○ Shares w/o Additional Content	10	314

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

Public Comment/Inquiries

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

	<u>As of 8/4/21</u>	<u>YTD</u>
• Contact Us – Response/Routing	13	92
• Phone Inquiries	36	308
• Facebook Messages	10	77
• Email	6	64
• In Person	3	40

FOIA Requests

	<u>As of 8/4/21</u>	<u>YTD</u>
• Open Requests	2	2
• Closed Requests	0	21

Notary, Certification, Attestation, Oath of Office

The Clerk is one of two Notaries at City Hall. We notarize documents for the public at \$1.00 per signature. Additionally, the Clerk is responsible for certifying internal documents and oaths of office.

	<u>As of 8/4/21</u>	<u>YTD</u>
• Notary	2	25
• Certification	0	15
• Oath of Office	0	6

Deputy Marihuana Permit Coordinator

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

	<u>As of 8/4/21</u>	<u>YTD</u>
• Attestations	2	15
• Permitting Approvals	0	0

Deputy Zoning Administrator/Deputy Project Director

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

- Completed attestation for Social District Application for Maize & Brew LTD dba B&W Old Village Inn.

Cemetery

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

The Clerk worked with a Pontem tech on July 23 to update the cemetery deed template and watched a Pontem webinar which wasn't particularly helpful. Pontem can provide further training as necessary, but the clerk gained enough information to be able to input data for a backlog of deeds that have not been produced since the prior Bookkeeper's departure at the end of July 2020. Deeds still need to be printed, signed, and sent.

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

	<u>As of 8/4/21</u>	<u>YTD</u>
• Phone Inquiries	4	20
• Email Inquiries – Response/Routing	3	10
• In-person Inquiries	4	5
• Internal Inquiries	4	4
• Deed – Initial Issue (#of Deeds/# of Spaces)*	22/38	22/38
• Deed – Transfer Paperwork	1	1

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

PREPARED BY: Mike Baker
PREPARED ON: 8/4/21
SUBJECT: DPW Briefing

BACKGROUND:

Completed the mow list for code enforcement
Helped Craig and Terry tap a 12" water main for the new Scarecrow building on Carrol ST
Helped the cemetery crew with funerals
Completed the mowing of city owned properties
Ran 2 loads of patch
Total patched over some problem spots that were cold patched
We are assisting the water department with the pot hole program
We moved the Christmas items out of the commons over to the library basement
We are finishing the install of the cable hoist in the upstairs of the commons
We are working on the boat launch road with the total patcher
We are working on the Kubota F3990 rear axle
Cut down a tree on Rynearson
Meet with business owners downtown about a sewer issue
We had a very successful Big Truck with the library, water department, cemetery, and dpw crews
We are beginning to get the baler ready for leaf season
Picked up materials for National night out
Placed trash cans and prepared the commons for the Hanna Roberts Olympic run
We completed multiple trash runs to prepare for events in town
Moved trash cans back to centennial park for National Night out

PREPARED BY: Diana Selir
PREPARED ON: August 4, 2021
 (Time frame 7/20/21 through 8/3/2021)
SUBJECT: Police Department Offense Count Report/Call Log

Description	Total of call type
Sex Offenses	1
Parental Kidnapping	0
Larceny	0
Larceny – Theft from Motor Vehicle	2
Fraud	2
UDAA (Motor Vehicle Theft)	1
Aggravated Assault	0
Non-Aggravated/Domestic Violence	3
Family/Other	0
Burglary/Unlawful Entry	1
Intimidation/Stalking	0
Forgery/Counterfeiting	0
Retail Fraud Complaint	0
Damage to Property	2
Liquor Violations	0
Obstruction/Warrant Arrest	1
Disorderly Conduct	1
Weapons Offense	0
Public Peace / Other	9
OUIL	0
Driving Law Violations	3
Health and Safety	7
Trespass	1
Juvenile Complaints	4
Animal Cruelty	1
Private Property Damage/PI accidents	2
Abandoned Vehicle	0
Property Checks	2
Alarms	8
Civil	4
Suspicious Situations	9
Lost/Found Property	1
Natural Death	0
Suicide	0
Medical Assist	18
General Assist	27
Ordinance Violations	11
Missing Person	0
VCSA	1

Total: 122

PREPARED BY: Stephanie Powers

PREPARED ON: 8/04/2021

SUBJECT: AB

7/21/2021

- Logged into Pontem to look up a grave space for the Cemetery.
- Discussed and aided the front administrators with post card stamps and the ordering of stamps.
- Discussed the new budget with Mike Adams and showed him how to access the Fire Department's budget on the website.
- Called Mason with Custom Computer Company to assist Renee. She is at a standstill with month end due to computer issues with the server and Fund Balance software.
- Discussed payroll processing with Marcia and the submission there of.
- Updated the City's credit card information for automatic billings of the Farmer's Market website through Homestead.com and the email filtering service from Microsoft with Mason's approval.
- Maintained the flower boxes.
- Processed checks and cash deposits.
- Answered questions regarding the City's trash service.
- Assisted Rich with mailings.

7/22/2021

- Spent three frustrating hours working with ADP to pull a YTD report for the BS&A conversion. It didn't go well. Data is still needed for the conversion.
- Read over the Uniform Chart of Accounts for the BS&A Crosswalk. Lack of time to complete this project and lack of clarity has delayed this process. More time and information is needed to do this correctly.
- Processed checks and cash deposits. Continue reconciling bank accounts at Honor.

7/23/2021

- Successfully submitted the CLFRF Coronavirus Local Fiscal Relief Fund application in order for the City to receive the ARPA funds. Created files to track the expenditures of this money when received and am working on contract that must be signed by vendors who are paid for services to the city with this money.
- Today was Alex Tobler's last day. Checked with her on supply orders and her plan to return to work with Mandi.
- Tracked down the invoice for the grave markers at Veteran's Circle. The invoice turned in in April had us sending the check to Berrien County Treasurer Veterans Services instead of reimbursing the American Legion. The bookkeeper will request a refund and reimburse the Legion.
- Processed check payments and made deposits at the bank.

7/26/2021

- Signed A/P checks for City Commission Meeting.
- Responded to various emails requesting information for the imminent transition to BS&A software.
- Assisted bookkeeper with payroll contract changes and retro pay due to the short notice given to update payroll after the new union contracts went into effect.

- Looked over the City Treasurer contract and responded to the City Manager.
- Assisted clerk/cashier with summer tax information.
- Assisted the clerk with cemetery deed transfer information and information from last years budget regarding hiring an administrative assistant.
- Attended a webinar held by the Michigan Municipal League regarding the CLFRF Funding FAQ's.
- Worked on the Treasurer's budget to actual report.
- Watered the flower planters. Wow, is it hot today!
- Processed checks for 7/26/21
- Attended City Commission meeting.

7/27/2021

- Spoke with various citizens regarding the changes in trash service. Spoke with Susan at Michiana Recycle and Disposal to get more information for citizens.
- Worked on perfecting the Treasurer's Reports.
- Attended Rich's Staff Meeting. Pontem is up and running. Discussed City Hall closures and in service days which need to continue until BS&A is up and running. Discussed the Administrative Secretary position and the training needed for this position.
- Made bank deposits. Processed checks.

7/28/2021

- Continue providing information for the BS&A conversion.
- Discussed various payroll issues with the bookkeeper regarding the conversion.
- Assisted with the monthly MERS filing and paying of the invoice.
- Assisted with and signed the monthly "green checks" to pay employee deductions.
- Deposited the City's MERS portion into the payroll checking account.
- Discussed who needs to prepare the user list and access rights for city employees for BS&A.

7/29/2021

- Answered various Property Tax questions.
- Spoke with citizens about their new trash service.
- Spent most of the day entering the new budget into a convertible spreadsheet for the new BS&A software.
- Went to the bank. Made bank transfers. Continue reconciling and preparing treasurer reports.

7/30/2021

- Spoke with a citizen regarding his 2020 Principle Resident Exemption. It was overlooked. The refund will come from the County and will be refunded to the mortgage company.
- Researched the investment account and the U.S. Treasury bond coming due.
- Assisted bookkeeper with the MERS filings.
- Made deposits at the bank.
- Attended the City's Big vehicle parade at the Common. 🎉
- Prepared the Annual Certification of Employee-related Conditions for the Michigan Department of Transportation.
- Sent check information to BS&A for the transition.
- Assisted bookkeeper with salary department issues for the BS&A transition.
- Computer issues slowed things down considerably today. TGIF.

8/2/2021

- Spoke with Britni of Plante & Moran regarding in office support for the Treasurer. Rhonda is planning on coming in Friday, 8/6/2021.
- Attended BS&A General Ledger overview training from 9:30 – 12:30p.
- Received and transferred June state revenue for Dial-A-Ride and Act 51 Major and Local Streets.
- Attended BS&A Cash Receipting overview training from 2:30 – 5:15p. Discussion on best practices for posting cash receipts daily.
- Transferred funds and continue to reconcile Honor Credit Union bank accounts.

8/3/2021

- Processed checks. Contacted Teachers Credit Union regarding a check payment for property taxes that was unable to process due to lack of microcodes. Much time spent on hold waiting for instructions to get a cashable check reprinted.
- Made bank deposit.
- Answered questions and reviewed user list for Audrey of BS&A.
- Met with Rich for the biweekly staff meeting. This entailed a discussion on what was urgently pending in order to continue with the BS&A conversion and the completion of payables and payroll.
- Forwarded invoices to the Bookkeeper and had various discussions on AR and what needs to be entered into the old programs for the final data extractions.
- Signed all completed cemetery deeds that have been pending due to lack of working software and training. We are 90% caught up and have new processes in place. Great job, Barbara 😊
- Attended the BS&A Accounts Payable overview.
- Responded to various emails.
- Took calls regarding the City's trash service. New complaint: Reliable recycled more plastic than Michiana Recycling and Disposal currently does.
- Attended national night out.

Wastewater Dept. Activity Briefing

8/4/2021

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

1. The secondary sampler from the old plant was moved to the new lab building. This sampler will be used for sampling events that do not require flow-based sampling, like the WET test being performed on August 4th. The other sampler in use is connected to a flow meter that tells the sampler when to operate.
2. Multiple tanks were cleaned out and drained as part of the idling of the old plant. To this point approximately 1.5 million gallons of water and thousand of pounds of sludge have been removed from the old plant.
3. A mud valve was cleared in the East aeration tank of the old plant. The valve was stuck and would not allow the tank to drain.
4. The electric hoist used to service the UV unit was moved from the old plant to the new building. This hoist allows one person to work on the UV unit when required.
5. The initial 500 hour oil change was performed on the oxidation ditch rotors and clarifier drives. The drive chains for the clarifiers were als oil for the first time.
6. The clarifier scum arms were adjusted for depth to minimize how much water was reaching the scum lift station.
7. Grease was removed from multiple lift stations, including the scum lift station in the new plant.
8. Work continues on developing the preventative maintenance program for the new plant. Most of the larger pieces of equipment are done, we're just finishing up the smaller things as they are being started up.
9. Multiple pieces of lab equipment have been moved in to the new lab. Some of the larger items include a BOD incubator, refridgerator and the fume hood.
10. We've been working with a local vendor to get all of the older fire extinguishers recertified or replaced.
11. Many small items have been buttoned up in the new plant that facilitate operations. Items such as, updating operational paperwork, mounting bulletin boards and finding homes for needed equipment around the plant have been completed.
12. Sludge drying bags 3 and 6 were cut open and the bags were removed. Once that was completed sludge was transferred to bed 1 to continue drying.
13. Pump 2 at Millpond Lift Station was pulled to remove a ragball.
14. 440 gallons of sludge polymer were delivered and stored.
15. Seal filters were changed at Glaser Lift Station and the pumps were backflushed.
16. The mower blades were sharpened on the Kubota.
17. In addition to the items listed above and daily operation of the lab and plant, 62 preventative maintenance work orders were performed. PM work orders can be as simple as checking fluid levels or greasing equipment, but they can also entail major maintenance tasks that take hours or even days to complete. Most of these items aren't listed in the briefings because of how often they are performed.

PREPARED BY: Scott Desenberg

PREPARED ON: 8-4-21

SUBJECT: Water Dept. Activity Briefing

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

1. Miss-Digs have remained consistently busy, with us averaging between 2 and 5 requests per day. Also, we have had a couple emergency marking requests in addition to the normal flow of requests.
2. Notified customers of leaks on Berrien, Lake, Brookside, Victory, and E. Dewey St, Chippewa, Redbud, Arctic, Fourth, Carroll, and Terre Coupe.
3. Terry and I have begun our annual valve turning program. To date we have turned 25 hydrant isolation valves in our distribution system.
4. On 7-22 Craig, with the help of DPW, tapped the 12" water main on Carroll St. to provide a water service for the new Scarecrow Charities building.
5. On 7-30 Craig and I spent a large part of the day rebuilding a meter pit on Berrien that had been leaking. It was a deep pit and difficult to work on.
6. I was on vacation from 7-26 to 7-29.
7. Craig repaired some issues with the roof at the Booster Station.
8. I was contacted by a realtor about existing water taps for the buildings on the 400 block of S. Oak St. I checked records, but could only find one document showing the tap we already knew about. I was able to locate, and Craig was able to confirm, the existence of a water tap specifically for the property at 402 S. Oak St. We are still looking for the tap for 408 S. Oak St.
9. Craig vactored and reset the buffalo box in the sidewalk for 322 N. Detroit St. so that water could be turned on and off and the meter could be changed.
10. On 7-30 I purchased back-up batteries for the base station at the Front St. tower. I removed the old batteries and installed the new set.
11. On 7-30 Craig and I participated in Big Truck Day at the Commons for the kids.
12. On 8-2 we had our quarterly Joint Water Sewer Board meeting.
13. I completed our technology and communication inventories for City Hall.
14. On 8-3 we began pot-holing to collect data for our Complete Distribution System Materials inventory.

Scott Desenberg, O.I.C.

GREATER NILES

Chamber of Commerce

June 11, 2021

Buchanan City Commission

Sean Denison, Mayor

Mark Weedon, Mayor Pro Tem

Cameron Downey, Commissioner

Larry Money, Commissioner

Patrick Swem, Commissioner

Heather Grace, City Manager

Re: Partnership with the Greater Niles Chamber,

Dear Commissioners and Ms. Grace,

First, we want to thank you for the opportunity to share additional information with you about the partnership between the City of Buchanan and the Greater Niles Chamber. That partnership dates back to our days as the Southwest Michigan Economic Growth Alliance (SMEGA). Our principal role is to provide economic development related services on behalf of the city, as well as Bertrand Township, Niles Charter Township, and the City of Niles.

Generally, that means we are working on attracting new businesses, growing existing businesses, helping businesses start, marketing and promoting the area, improving the business climate, and connecting business with the resources they need to help them grow. We are often the first place a prospective business connects with, and we work hard to develop relationships with site selectors, real estate professionals, and company decision makers as they are thinking about where the best place is to grow! We believe southwest Michigan has a lot to offer, and we are excited to help sell it.

I understand that you plan to discuss this partnership more at your June 14, 2021. I am sorry I am unable to be there that evening, I will be out of town and unavailable. Should you want to have additional conversation at a future date, please let me know, I would love to come discuss the partnership further.

Just prior to the pandemic, we met with the Commission to discuss additional ways that the Chamber could assist with the marketing and promotion of the community. Because of COVID, we like everyone had to pivot and many plans were put on hold as the chief focus had to shift to helping existing businesses survive the economic crisis that accompanied the global health crisis. We are excited to have Ms. Grace as part of our Board leadership and we're hopeful that as the pandemic winds down we're again to meet regularly.

We are proud of the many things we were able to accomplish and I am excited to report on some of those here.

Public and Private Sector Partnership

I am proud to report that throughout the pandemic we have retained almost all public and private sector investment. Despite difficult times, businesses and our public sector partners have recognized

GREATER NILES

Chamber of Commerce

the need for the service we provide, first helping our businesses navigate the pandemic, and now catalyzing the economic recovery.

COVID-19 Emergency Relief Program

In 2020, the Greater Niles Chamber of Commerce organized the COVID-19 Emergency Relief Program (ERP), that distributed \$100,000 in business relief grants to help aid businesses weather the economic impact of the coronavirus pandemic. These were Greater Niles Chamber funds. 17 locally owned businesses received grants, four of which were Buchanan businesses, including: DPM Events, Pure Rituals, Redbud Fitness, and Union Coffee House.

Approximately 24% of grant recipients were from Buchanan, with a total \$24,628 distributed to Buchanan businesses, representing approximately 25% of the total ERP fund.

We are currently designing the next phase of COVID relief funds and are hoping to do a similar grant program in the coming months. We're also working with State and County partners on some additional funds to be made available to help those businesses/industries that have been hardest hit. We're hoping we'll be able to administer the distribution of some of those funds.

Manufacturing Days

Employers in our region have increasingly relied on us to help with their workforce needs. In 2020, the Greater Niles Chamber of Commerce, the South Bend Regional Chamber of Commerce, Berrien RESA, and MI Works! Berrien, Cass, Van Buren, worked together to bridge two prominent Manufacturing Day programs from Indiana and Michigan to premiere the new MFG Days event and resource toolbox. These community partners from across the region pivoted to shine a virtual spotlight on local manufacturers and illuminate pathways to the career opportunities they offer. For the first time, Manufacturing Day was not only featuring a new collaborative across state lines, it was presented in a new, digital format that extended the reach and inclusivity of the program to affect more educators, students, and parents.

Organizing partners created a robust landing page to house numerous resources available to educators, students, and community members alike, including:

- LIFT Network Career Exploration Videos: a collection of approximately nine carefully crafted career exploration videos showcasing local employers and their workforce.
- The Partner Video Library: a curated collection of manufacturing-related videos, highlighting varying careers in manufacturing, further education opportunities, and regional manufacturers and the products they make.
- Live Session Recordings: a collection of recorded zoom conversations with industry representatives on a diverse collection of topics.

GREATER NILES

Chamber of Commerce

- Career Pathway Pages: career overview pages that provide audiences a glimpse into in-demand manufacturing careers, highlighting educational requirements, general career tasks, average salaries, and more.
- PowerPoint Presentations: educational presentations on metal manufacturing, plastics manufacturing, and careers in advanced manufacturing,
- And other resources designed to aid educators in showcasing the manufacturing industry.

To date, the MFG Days resource toolbox has seen approximately **7,000** hits and the career exploration videos and the MFG Days live session recordings have been viewed **over a thousand** times. Following the event, **58%** of participating students reported to the Chambers in a post-event survey, a heightened interest in a career in manufacturing as a result of the program, and **89%** of students reported an increased understanding of advanced manufacturing. Additionally, **33%** of participating students also reported sharing the MFG Days information with a parent or guardian, sharing the resource toolbox beyond the classroom.

MFG Days is still available to students, educators, and the community at www.GreaterNilesChamber.com/MFGDays.

Building Trades Week

The Greater Niles and South Bend Regional Chambers' Building Trades Week Event (BLDG Trades Week), that took place in April, was modeled after the success of the [Chamber's 2020 Virtual Manufacturing Days](#), which to date, has connected industry and education/training partners with more than 4,000 high school students and educators, along with adult education students, parents, and the broader community.

BLDG Trades Week featured a virtual toolbox showcasing career opportunities in the building trades through resources such as live industry chats with area professionals, career pathway pages, a cultivated video library, and more!

This event has seen almost 3,000 hits across the region, with hundreds of views through the video library and live session recordings. Following the event, 42% of participants reports a new interest in the electrician career field, 36% reported a new interest in architecture or engineering, and 33% reported a new interest in electrical engineering. Additionally, 50% of students reported sharing their findings with a parent or guardian.

BLDG Trades Week is still available to students, educators, and the community at www.GreaterNilesChamber.com/BLDG2021.

GREATER NILES

Chamber of Commerce

Greater Niles Chamber of Commerce Visitor Guide & Business Directory

To help draw attention to the Niles-Buchanan region, the Greater Niles Chamber of Commerce produces the annual Chamber Visitor Guide & Business Directory. Over 4,000 copies of this distinguished magazine are distributed across Southwest Michigan and Northwest Indiana, including target market locations such as the South Bend International Airport, Michigan travel centers (in collaboration with MDOT), additional Chambers of Commerce, and a variety of other local businesses! Additionally, the Greater Niles Visitor Guide & Business Directory is provided to new residents and new visitors to our area so that they may find the best locations to eat, play, and shop!

The 2021 directory is set to premiere in mid-June and will be featuring a quality of place article featuring Buchanan's recent acknowledgment as the Nicest Place in America.

Business Attraction

Since the first of the year, our team has worked on 27 projects that have proposed more than \$15 billion in investment and have over 24,000 associated jobs. Our chief focus is landing those prospects in the area, and we spend a lot of time helping them get to know the region better and zeroing in on sites that meet their needs. Because of the proximity of the communities and the labor shed in the area, residents of virtually every city, town and township would benefit on those projects. We're happy to talk more about those efforts at any time.

As travel is opening, we are back on the road selling the region. This week for example, we have teams in two different locations in the Southeast meeting with site selectors and real estate professionals. Prior to the pandemic, we did 30 trips annually to 15 states to sell the region. We are anxious to get back to that work.

I am sorry for the length here, but I am afraid I've only scratched the surface. I hope it gives you a feel for some of the important work we have in our work plan, and we are hopeful for the opportunity to continuing working with you and the city team on how we can best meet the community needs.

If I can answer questions, or meet individually or collectively as a group, please do not hesitate to reach out to me at jeff@greaternileschamber.com or on my cell at 574-286-2660.

Sincerely,



Jeff Rea, President & CEO

GREATER NILES

Chamber of Commerce

Greater Niles Chamber of Commerce
333 N 2nd St, Suite 302
Niles, MI 49120

Invoice

185040

Date: 04/01/2021
Profile ID: 60056
Please Pay By: 04/01/2021

Ms. Heather Grace
City of Buchanan
302 Red Bud Trail N
Buchanan, MI 49107

Description	Qty	Rate	Amount
Niles Membership Investment 04/01/2021 to 03/31/2022	1.00	8,990.00	8,990.00

Tax Identification Number: 80-081-6040

Total:	8,990.00
Amt Paid:	0.00
Balance Due:	8,990.00

For questions regarding your membership or to make a payment by phone please call (269) 683-1833.

Profile ID	Invoice	Due Date	Total Due	Total Payment Enclosed
60056	185040	04/01/2021	\$8,990.00	\$

Please verify address and provide corrections

Ms. Heather Grace
City of Buchanan
302 Red Bud Trail N
Buchanan, MI 49107

Correct Address

Make checks payable to:

Greater Niles Chamber of Commerce
333 N 2nd St, Suite 302
Niles, MI 49120

MasterCard Visa Discover American Express

Card No. _____ Exp. Date _____ Billing Zip _____ Sec. Code _____

Print Name _____ Signature _____

Richard Murphy

From: Richard Murphy
Sent: Tuesday, August 3, 2021 11:07 AM
To: Sean Denison; Cameron Downey; Cameron Downey (downeycameron65@gmail.com); Patrick Swem; Patrick Swem; Mark Weedon; Larry Money; Larry Money
Cc: Heather Grace; Barbara Pitcher
Subject: Community Development Update to City Commission
Attachments: 07-27-21 Independent Contractor Agreement for Grant Writer (003).docx; Grant Writer MOU.docx

Hello City Commissioners,

First, I am excited to tell you that I am completing final drafts of programs/applications/forms of our first two Buchanan economic incentive programs, the Downtown Façade Program and the Downtown Restaurant Incentive Program. The City Attorney is currently reviewing them and my plan is to have them before you to consider at your second meeting in August. As I have reported to you, I have been writing these programs in real time as I continue to communicate with downtown business owners gathering feedback on how best we can position these programs to succeed. I have at least two business owners who have already expressed an interest to apply for the programs. I feel good about the timing of the programs going live just right after the summer when I believe business owners and investors will begin making strategic improvements.

Secondly, at your next meeting, I will be proposing that an intern assist me with developing an annual local, state, and federal grant application deadline schedule. The goal is to accelerate grant awards by having all grants that the City of Buchanan is eligible for in one easy to reference resource that we can use as a road map. This will allow me to work proactively and strategically to leverage grants as opposed to reacting at the last minute grant deadlines and cranking them out to meet the deadline which is in not efficient or sustainable to meet the city's expectations. The intern can also help me prioritize grants to go after and assist with grant writing. This is a very good bang for the buck as I believe it will bear fruit in more successful grant awards from local, state, and federal programs including local utility grants, state TAP grants, DNR grants, FEMA grants, Community Revitalization Programs, State and Federal housing and business development grants. One large grant that we are awarded could easily be 10 times that of the intern salary amount I am requesting. This recommendation to you to work with an intern on grants is industry best practice and a necessary step if Buchanan is serious about competing for grant money.

Please see the attached proposal that I will have before you to consider at your next City Commission meeting on August 9th.

Please feel free to reach out to me with any questions, comments, or concerns.

Thank you,
Rich

INDEPENDENT CONTRACTOR GRANT WRITER
INTERNAL MEMORANDUM OF UNDERSTANDING

Community Development Director Rich Murphy has been authorized by City Manager Grace to hire an Independent Contractor Grant Writer for the City of Buchanan to identify grants, write grants, help administer grants, and perform related special projects approved by either the Community Development Director or the City Manager.

Director Murphy shall be in charge of coordinating grant activities with said Independent Contractor and will direct the Contractor’s efforts to ensure maximum efficiencies related to grant identification, writing, and administration.

The overall maximum annual budget for the Independent Contractor Grant Writer position is \$18,000 and shall remain \$18,000 unless Director Murphy subsequently secures approval from the City Commission to increase the hourly pay of the Contractor. Director Murphy will be in charge of monitoring this budget, which will be billed to the following line item in the City Budget:

*857.000 GRANTS & SPECIAL PROJECTS, TOTAL LINE ITEM BUDGET: 220,000
Covers expenses related to grant writing and other special projects, as directed by the City Commission. This section will also include City Commission priority initiatives, as identified in the priority setting workshop, which sets aside funds for use by the Community Development Director towards a variety of economic development programs, including facade grants, job creation incentives, residential housing improvement grants, sustainability grants, grants for the ecological restoration and public access to the St. Joseph River, and more, including Mill Alley and other Andrews University implementation projects.*

Director Murphy also acknowledges that he will be in charge of posting the availability of the Independent Contractor Grant Writer position on the City’s website, as well as making sure that the position is adequately advertised. The decision of who to ultimately contract with as the City’s Independent Contractor Grant Writer will rest with Director Murphy, who will be in charge of reporting on the Independent Contract Grant Writer’s progress to the City Commission.

City Manager Heather Grace

Date

INDEPENDENT CONTRACTOR GRANT WRITER
INTERNAL MEMORANDUM OF UNDERSTANDING

Community Development Director Rich Murphy

Date

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made between the City of Buchanan, (City) with a principal place of business at 302 Redbud Trail North, Buchanan, MI 49107, and _____, with a mailing address of _____.

1. **Term of Agreement.** This Agreement will become effective when signed by both parties and shall continue on a rolling monthly basis, automatically renewing each month unless one of the parties serves written notice upon the other of their intention to terminate this Agreement.

2. **Terminating the Agreement.** Either party may terminate this Agreement by giving five (5) days written notice of termination to the other party.

3. **Services to be Performed.** Contractor agrees to perform the following services for the City:

- Grant Identification
- Grant Writing
- Grant Administration
- Identifying Sustainability initiatives for the City
- Assist to develop strategies for ecological restoration and public access opportunities to the St. Joseph River
- Special Projects as Assigned by the City Manager or Community Development Director

4. **Payment.** In consideration for the services to be performed by Contractor, the City agrees to initially pay Contractor the sum of \$15.00 per hour for each type of service performed. Hourly pay will be re-assessed each month and shall only be increased if the amount of grant revenue receipted as a direct result of Contractor’s services justify the increase. Whether an increase in hourly pay is justified shall be determined by the Community Development Director, who will then recommend an increase in hourly pay to the City Commission for approval. Hourly wage shall not be increased absent a majority vote of the City Commission. Contractor shall not perform services beyond a maximum of 25 hours per week, and any invoices seeking payment in an amount beyond the amount due for 25 hours per week of services shall be denied.

5. **Terms of Payment.** Contractor shall invoice the City on a monthly basis for each service performed that has been completed by Contractor. Said invoices shall include a description of the services performed. No invoice shall be paid until reviewed by the City Manager and made part of the financial approval process for the City Commission.

6. **Expenses.** Contractor shall be responsible for all expenses incurred while performing services under this Agreement. This includes computer and internet expenses, communications equipment; automobile and other travel expenses; meals and entertainment; insurance premiums; and telephone expenses related to the completion of the tasks required to be completed pursuant to this Agreement. City will consider reimbursing Contractor for certain expenses, but only with the direct written approval of the City Manager.

7. **Materials.** Contractor will furnish all materials, equipment, and supplies used to provide the services required by this Agreement. Contractor will be able to access and use City equipment and supplies while services are being provided at City facilities.

8. **Independent Contractor Status.** The parties agree that Contractor is an independent contractor, and that neither Contractor nor Contractor’s employees or contract personnel are, or shall be deemed to be, employees of the City. In its capacity as an independent contractor, Contractor agrees to and represents the following:

- Contractor has the right to perform services for third parties during the term of this Agreement.
- Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed.
- Contractor has the right to perform the services required by this Agreement at any place or location and at such times as Contractor may determine.
- Contractor has the right to hire assistants as subcontractors or to use employees to provide the services required by this Agreement.
- The services required by this Agreement shall be performed by Contractor, or Contractor’s employees or contract personnel, and City shall not hire, supervise, or pay any assistants to help Contractor.
- Neither Contractor nor Contractor’s employees or contract personnel shall receive any training from City in the professional skills necessary to perform the services required by this Agreement.
- Neither Contractor nor Contractor’s employees or contract personnel shall be required by City to devote full time to the performance of the services required by this Agreement.

The parties acknowledge and agree that City is entering into this Agreement with reliance on the representations made by Contractor relative to its independent contractor status.

9. **Permits and Licenses.** Contractor declares that Contractor has complied with all federal, state, and local laws requiring business permits, certificates, and licenses required to carry out the services to be performed under this Agreement.

10. **State and Federal Taxes.** City will not

- withhold FICA (Social Security and Medicare taxes) from Contractor’s payments or make FICA payments on Contractor’s behalf, or
- make state or federal unemployment compensation contributions on Contractor’s behalf or withhold state or federal income tax from Contractor’s payments.

Contractor shall pay all taxes incurred while performing services under this Agreement, including all applicable income taxes and, if Contractor is not an City, self-employment

(Social Security) taxes. On demand, Contractor shall provide City with proof that such payments have been made.

11. **Fringe Benefits.** Contractor understands that neither Contractor nor Contractor’s employees or contract personnel are eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of City.

12. **Worker’s Compensation.** City shall not obtain worker’s compensation insurance on behalf of Contractor or Contractor’s employees. If Contractor hires employees to perform any work under this Agreement, Contractor will cover them with worker’s compensation insurance and provide City with a certificate of worker’s compensation insurance before the employees begin work.

13. **Unemployment Compensation.** City shall make no state or federal unemployment compensation payments on behalf of Contractor or Contractor’s employees or contract personnel. Contractor will not be entitled to these benefits in connection with work performed under this Agreement. If a Contractor files a petition for and receives unemployment compensation, the total amount of unemployment compensation awarded to and received by Contractor shall be deducted from and be an offset against the amount of compensation due and payable to Contractor by City under this Agreement.

14. **Insurance.** Contractor, as an independent contractor, agrees to indemnify, defend, and hold harmless City from any and all liability arising out of or in any way related to Contractor’s performance of services during the term of this Agreement, including any liability resulting from intentional or reckless acts or the acts of the employees or agents of Contractor.

15. **Exclusive Agreement.** This is the entire Agreement between Contractor and City.

16. **Modifying the Agreement.** This Agreement may be modified only by a writing signed by both parties.

17. **Confidentiality.** Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of City without City’s prior written permission except to the extent necessary to perform services on City’s behalf. However, Contractor also acknowledges that as a municipal corporation, the City is generally subject to Freedom of Information Act (Freedom of Information Act) requirements, and thus, materials and documents prepared by Contractor relating to City’s business may ultimately become subject to FOIA, and as such, said materials and documents must be preserved by Contractor as according to the City’s Records Retention Policy, which is available from the Office of the City Clerk. Upon termination of Contractor’s services to City, or at City’s request, Contractor shall deliver to City all materials and/or documents in Contractor’s possession relating to City’s business.

18. **Disputes Resolution.** Any and all disputes, controversies, or claims arising out of or in connection with or relating to this Agreement, or any breach or alleged breach thereof, and any claim that City violated any state or federal statutes, common-law doctrine, or committed any tort with respect to Contractor shall, on the request of either party, be submitted to and settled by arbitration in the State of Michigan pursuant to the rules, then

in effect, of the American Arbitration Association (or at any other place or under any other form of arbitration mutually acceptable to the parties involved). This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. Notice of the demand for arbitration shall be filed, in writing, with the other party to this Agreement within a reasonable time after the claim, dispute, or other matter in question arose where the party asserting the claim should reasonably have been aware of it, but in no event later than the applicable Michigan statute of limitations. Cost of arbitration shall be shared equally by the parties, provided that each party shall pay for and bear the cost of his or her own experts, evidence, and attorney fees. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction to do so.

19. **Applicable Law.** This Agreement will be governed by the laws of the State of Michigan.

20. **Notices.** All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing and shall be (a) personally delivered; (b) sent by registered or certified mail, postage prepaid, return receipt requested; or (c) sent by an overnight express courier service that provides written confirmation of delivery to the City and to the Contractor at their respective addresses set forth in this Agreement. Each such notice or other communication shall be deemed given, delivered, and received on its actual receipt, except that if it is mailed in accordance with this paragraph, then it shall be deemed given, delivered, and received on the delivery date or the date on which delivery is refused by the addressee, in either case, in accordance with the U.S. Postal Service’s return receipt. Any party to this Agreement may give a notice of a change of its address to the other party(ies) to this Agreement. Each party has a duty to inform the other of a change in address within 5 days of such a change.

21. **No Partnership.** This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on the City’s behalf.

22. **Assignment and Delegation.** Contractor may not assign or subcontract any rights or obligations under this Agreement without the City’s prior written approval.

Signatures:

Date: _____, 2021

CITY OF BUCHANAN, City

City Manager Heather Grace Signature

Date: _____, 2021

Independent Contractor Signature

Independent Contractor Printed Name



311 Post Road
 Buchanan, MI 49107
 269-695-0146

Item IX. D.

QUOTE

QUOTE # QTE000040649

BILL TO:

CITY OF BUCHANAN
CITY OF BUCHANAN 302 REDBUD TRAIL BUCHANAN, MI 49107 P: (269) 695-3844 F: (269) 695-4330

SHIP TO:

CITY OF BUCHANAN
CITY OF BUCHANAN 302 REDBUD TRAIL BUCHANAN, MI 49107 P: (269) 695-3844 F: (269) 695-4330

Customer ID	Ship Via	Sales Rep	Terms	Date
01214	OUR DELIVERY	STEVE HOLLIS	NET 30 DAYS	7/1/2021

Quantity	UOM	Item #	Description	Unit Price	Extended Price
1	EACH	LINK3520-1	POWER MIG 260 208-575V	\$3,199.000	\$3,199.00

Subtotal	\$3,199.00
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$3,199.00

Printed: August 6, 2021 2:06 PM



AIRGAS USA, LLC
 3725 CLEVELAND RD, STE 700
 SOUTH BEND IN 46628-8462
 T: 574-288-5267
 F: 574-288-2132

QUOTATION

**YOU CAN PLACE THIS ORDER
ON WWW.AIRGAS.COM**

Quote For: 2154566
 C/O FIRE DEPARTMENT
 CITY OF BUCHANAN
 105 WEST FRONT STREET
 BUCHANAN MI 49107-1267
 T: 616-695-3844

Sold To: 2154566
 C/O FIRE DEPARTMENT
 CITY OF BUCHANAN
 105 WEST FRONT STREET
 BUCHANAN MI 49107-1267
 T: 616-695-3844

Quote Number	2010163238
Quote Date	08/06/2021
Prepared By	Ryan Kater
Contact Phone	+1 574288 X 5267
PO Number	
Release Number	
Ordered By	MIKE BAKER 269-591-0945

Item	Material/Description	Plant	Order Qty	UM	Vol/Wt	UM	Unit Price	UM	Ext Price
10	LINK3520-1 WELDER POWER MIG 260 DC CV 250A/26.5V/40%	N076	1	EA			3,057.73	EA	3,057.73

Incoterms	Customer Pick up Airgas
Shipping Method	Customer Pick Up
Payment Terms	NET 30

Quote Amount	3,057.73
Sales Tax	214.04
Quote Total	3,271.77

PLEASE REFER TO THIS QUOTATION WHEN ORDERING.
TERMS AND PRODUCT PRICING ARE VALID UNTIL 09/04/2021
SURCHARGES, TAXES & FREIGHT MAY NOT BE INCLUDED OR MAY CHANGE AT TIME OF BILLING.
 Airgas reserves the right to decline or cancel any order at any time prior to shipment. For more information about returns and cancellations, please visit us online at Airgas.com/terms-of-sale.

Comments :

**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
RESOLUTION NO. 2021.08/230**

A RESOLUTION TO DISSOLVE THE BUCHANAN FRIENDS OF THE DUCKS SUBCOMMITTEE

Minutes of a special meeting of the City Commission of the City of Buchanan, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on August 9, 2021, at 7:00 p.m.

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

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

WHEREAS, the City of Buchanan established the Buchanan Friends of the Ducks as a subcommittee of the Buchanan Area Recreation Board by Resolution 2019.10/196 on October 28, 2019; and

WHEREAS, the Buchanan Friends of the Ducks subcommittee was charged with the care and wellbeing of the ducks residing in Clark Park (also known informally as "The Duck Pond") in the City of Buchanan; and

WHEREAS, The Buchanan Area Recreation Board was charged with the administration of the Buchanan Friends of the Ducks subcommittee, as well as being charged with formal oversight over the Friends of the Ducks subcommittee; and

WHEREAS, the Buchanan Area Recreation Board voted on July 21, 2021 to recommend to the City Commission that the Buchanan Friends of the Ducks subcommittee be formally dissolved so that their activities may be carried out in the future as an independent initiative of volunteers as opposed to as a formal subcommittee of the Buchanan Area Recreation Board, as this description more accurately represents the actual and present relationship between the Friends of the Ducks and the Buchanan Area Recreation Board, which has had not any real formal oversight over the Friends of the Ducks subcommittee for a number of years; and

WHEREAS, as an independent initiative of volunteers, the Buchanan Friends of the Ducks group will still have the ability to meet and make recommendations to the City regarding the care of the ducks; however, the group will no longer be subject to formal oversight by the City or any of the City's formal boards and committees—meaning that the group will be free to meet informally with no requirements that they abide by the Open Meetings Act or FOIA. Instead, the group will be encouraged to submit their recommendations to the City directly, and the City will take said recommendations under advisement for possible internal action to be executed by City Staff, when deemed appropriate by City administration. However, in some instances, recommendations made by the Buchanan Friends of the Ducks group may still be brought by City Administration directly to the Buchanan Area Recreation Board so that the Board may review the recommendation and vote on the matter to provide the City with additional guidance on the subject.

NOW, THEREFORE, BE IT RESOLVED THAT, the City hereby dissolves the Buchanan Friends of the Ducks subcommittee.

BE IT FURTHER RESOLVED THAT, the City will establish a maintenance agreement with the Buchanan Area Recreation Board to clarify the roles and responsibilities of both the City and the Board for the ongoing care and wellbeing of the ducks residing in Clark Park.

BE IT FURTHER RESOLVED THAT, the City will reallocate future income from the feeders at the duck pond to the Buchanan Area Recreation Board for use towards expenses related to the ongoing care and wellbeing of the ducks residing in Clark Park.

AYES: Commissioners [redacted]
NAYS: Commissioners [redacted]
ABSENT: Commissioners Sean Denison

RESOLUTION DECLARED ADOPTED.

Sean Denison, Mayor

Barbara A Pitcher, City Clerk

CERTIFICATION

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on August 9, 2021 at 7:00 p.m.

Barbara A Pitcher, City Clerk

**CITY OF BUCHANAN
COUNTY OF BERRIEN, STATE OF MICHIGAN
RESOLUTION NO. 2021.08.231**

A RESOLUTION AMENDING RESOLUTION NO. 2021.02.219 TO REFLECT THE CURRENT NAME OF THE BUCHANAN AREA FINE ARTS COUNCIL AND CONTINUED SUPPORT TO UTILIZE CITY OWNED PROPERTY IN THE CITY OF BUCHANAN, COUNTY OF BERRIEN, STATE OF MICHIGAN.

Minutes of a special meeting of the City Commission of the City of Buchanan, Berrien County, Michigan held in Buchanan City Hall, 302 N. Redbud Trail, in said City, on Monday, August 9, 2021 at 7:00 p.m.

PRESENT:
ABSENT:

At a regular meeting of the City of Buchanan, County of Berrien, State of Michigan (the "City"), held in said City on Monday, August 9, 2021 the Resolution was offered by Commissioner _____ and supported by Commissioner _____.

WHEREAS, the Buchanan City Commission declared support of the Buchanan Fine Arts Council (now known as the Buchanan Area Fine Arts Council) on April 22, 1985 with a Resolution (#12,952) on March 27, 2000 with Resolution 11, on February 25, 2005 with Resolution 5, on March 8, 2010 with Resolution 4, and again on March 9, 2021 with Resolution 118; and

WHEREAS, the Buchanan Area Fine Arts Council continues its plan for cultural development within the City of Buchanan; and

WHEREAS, the City Commission for the City of Buchanan continues its desire to support those goals and objectives and holds title to a parcel of property located at the southwest corner of Roe Street and Days Avenue in the City of Buchanan, commonly known as the "Tin Shop Theatre;" and

WHEREAS, it is the desire of the City to retain said property without dedication to any particular purpose.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of Buchanan retains the right to rescind this declaration of use in the event the Buchanan Area Fine Arts Council for the City of Buchanan should cease to utilize said property for approved purposes, or in the event the City Commission of the City of Buchanan should find a necessary use commensurate with the revitalization of the downtown area; provided, however, in such a later event, reimburse the Performing Arts Council for any expenditures of funds on said property.

BE IT FURTHER RESOLVED that the Buchanan Area Fine Arts Council for the City of Buchanan shall have a first right of extension of said use of said property.

RESOLUTION DECLARED ADOPTED on the 9th day of August, 2021.

AYES:
NAYS:
ABSTAIN:
ABSENT:

Sean Denison, Mayor

Barbara A Pitcher, City Clerk

CERTIFICATION

The foregoing resolution was certified at a regular meeting of the City Commission of the City of Buchanan, Michigan, held on Monday, August 9, 2021 at 7:00 p.m.

Barbara A Pitcher, City Clerk



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**CITY OF BUCHANAN
302 N RED BUD TRL
BUCHANAN MI 49107-1311**

Your Safe Deposit Box Rental Payment was due on 02/01/21.
Your box will be drilled and the contents removed if not paid in 10 days.

Date of Notice:	04/30/21
Branch:	5233
Box Number:	100-1900
Balance Due:	\$60.00

***** FINAL NOTICE *****

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**SAFE DEPOSIT
DRILL NOTICE**

Date of Notice:	04/30/21
Branch:	5233
Box Number:	100-1900
Balance Due:	\$60.00

**CITY OF BUCHANAN
302 N RED BUD TRL
BUCHANAN MI 49107-1311**



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The St. Joseph River: Witness to History

To air September 2021 only on WNIT - PBS Michiana

Presented in partnership with the Rask Family Foundation - Deadline Friday, August 6



For centuries, the St. Joseph River has played a pivotal role for the people of Northern Indiana and Southern Michigan and born witness to their history. In Fall of 2021, PBS Michiana - WNIT will present a special documentary delving into the history of the river and its communities, the revitalization of this cherished resource and the future development along its shores. The documentary will be accompanied by community events and activities, as we celebrate the St. Joe.

The St. Joseph River: Witness to History only on PBS Michiana -WNIT.

THESE SPONSORS WILL BE RECOGNIZED AT THE OPEN OF THE PROGRAM

❑ Diamond Level Sponsor \$20,000

- 5 second message inside program that runs at open of documentary and is included on DVDs
- 75 15-second ROS spots on WNIT and 75 15-second ROS spots on WNIT INFocus (total 150 spots not in documentary)

❑ Platinum Level I Sponsor \$15,000

- 5 second message inside program that runs at open of documentary and is included on DVDs
- 50 15-second ROS spots on WNIT and 50 15-second ROS spots on WNIT INFocus (total 100 spots not in documentary)

❑ Platinum Level II Sponsor \$10,000

- Sponsor name, logo & business tagline read aloud that runs at open of documentary & is included on DVDs
- 30 15-second ROS spots on WNIT and 30 15-second ROS spots on WNIT INFocus (total 60 spots not in documentary)

THESE SPONSORS WILL BE RECOGNIZED AT THE CLOSE OF THE PROGRAM

❑ Gold Documentary Sponsor \$5,000

- Sponsor name, logo & tagline on-screen & spoken that runs at close of documentary & is included on DVDs
- 15 15-second ROS spots on WNIT and 15 15-second ROS spots on WNIT INFocus (total 30 spots not in documentary)

The following levels are on-screen recognition (not spoken)

❑ Silver Documentary Sponsor \$2,500

- Sponsor name, logo & tagline on-screen that runs at close of documentary & is included on DVDs
- 10 15-second ROS spots on WNIT and 10 15-second ROS spots on WNIT INFocus (total 20 spots not in documentary)

❑ Documentary Partner \$1,000

- Sponsor name listed on scroll inside program that runs at close of documentary and is included on DVDs
- 10 15-second ROS spots on WNIT and 10 15-second ROS spots on WNIT INFocus (total 20 spots not in documentary)

❑ Documentary Sponsor \$500

- Sponsor name listed on scroll inside program that runs at close of documentary and is included on DVDs
- 5 15-second ROS spots on WNIT and 5 15-second ROS spots on WNIT INFocus (total 10 spots not in documentary)

❑ Documentary Sponsor II \$100- \$400

- Sponsor name listed on scroll inside program that runs at close of documentary and is included on DVDs

Note that all Sponsor levels will include your logo or name on WNIT's website, Recognition in WNIT's bimonthly viewing guide, *THE PLANNER* & a DVD of documentary



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Payment Options: Invoice Me Check Enclosed Credit Card # _____ Exp.Date: _____

Approved by WNIT: _____ Date: _____

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