
AGENDA

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

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

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

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

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

I. Call to Order**II. Recognition**

- A. *Recognition Award presented to Redbud America's Motocross Track for 50 years of outstanding and dedicated service to our community.*

III. Pledge of Allegiance**IV. Roll Call****V. Approve Agenda****VI. Public Comment - Agenda Items Only (3-minute limit)****VII. Consent Agenda (can be approved all in one motion, for general housekeeping items)**

A. **Minutes-** Consider approving the regular meeting minutes from June 26th, 2023.

B. **Expenses-** Consider approving the expenditures for July 10, 2023, in the amount of \$47,559.88.

VIII. Scheduled Matters from the Floor (if any)**IX. Reports by: Departments, Committees, Boards**

A. **DPW Groundbreaking Update- Director of Public Service, Mike Baker**

B. **Presentation of Timekeeping Software- Bookkeeper, Courtney Baham**

1) Consider purchasing timekeeping software.

C. **Community Development Department Report- Rich Murphy**

1) Consider Downtown Facade Grant Application for McCoy's Creek Tavern

2) Consider Facade Grant Application for Lehman's Orchard Brewery Facade Grant.

3) Consider the approval of the RFP for the Sale of 123 Days Ave.

4) Discuss the Reactivation of the Buchanan Brownfield Redevelopment Authority

X. Unfinished Business**XI. New Business**

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

A. Thrill On The Hill

July 14, 12 PM- 10 PM

July 15, 10 AM- 10 PM (adult only run 11 PM)

July 16, 10 AM- 8 PM

B. Public Accuracy Test-

Public Accuracy Test for the electronic equipment that will be used for the August 8, 2023, Special Election has been scheduled for Wednesday, July 26, 2023, at 12:00 PM at City Hall in the Chamber Room located at 302 N Redbud Trail, Buchanan, MI 49107. The public accuracy test is conducted to demonstrate that the computer programming used to tabulate the votes cast at the Election meets the requirements of Michigan Election Law.

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

XIV. Executive Comments

A. City Manager Comments

B. Commissioner Comments

C. Mayor Comments

XV. Adjourn



REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, JUNE 26, 2023 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

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.

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I. Call to Order

The meeting was called to order by Mayor Denison at 7:00 P.M.

II. Recognition

None

III. Pledge of Allegiance

Mayor Denison led in the pledge of allegiance.

IV. Roll Call

Present: Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Dan Vigansky, Commissioner Larry Money, Commissioner Patrick Swem

Absent: None

City Staff: Interim City Manager, Tim Lynch; City Manager, Benjamin Eldridge; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Director of Public Safety, Tim Ganus; Chief of Police Harvey Burnett; Bookkeeper Courtney Baham

V. Approve Agenda

Motion made by Vigansky to remove IX. C. 1. Consider the Draft RFP for 123 Days Ave. motion was not supported.

Motion made by Weedon, supported by Money to approve the agenda as presented.

Yea: Weedon, Money, Swem, Denison

Nay: Vigansky

Motion carries 4-1

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

Don Ryman- Comments about the complaint filed against Commissioner Vigansky.

Carla Johnson- Comments about a Facebook post with Commissioner Vigansky.

Freida Hughes - Apologized to the Commission for being out of order at the last meeting. But not apologize for standing up for her neighborhood.

Email Correspondence from Alan Robandt- Asking for the Commission to reject tonight's proposal in favor of a new RFP encompassing the entire developable stretch of Days Ave.

Dan Vigansky- Comments about the complaint that was filed against himself.

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

A. Minutes- *Consider approving the Regular Meeting Minutes from June 12, 2023.*

B. Expenditures- *Consider approving the expenditures for June 26th, 2023, in the amount of \$80,735.46*

Motion made by Swem, supported by Money to approve the consent agenda as presented. Roll call vote carries unanimously.

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

IX. Reports by: Departments, Committees, Boards

A. B.A.R.B Report- Chairperson/ Buchanan Township Treasurer, Rachel Plank

1) BARB recommends to the City Commission to request DPW to remove the broken plastic seat swing at McCoy Creek Recreational Area due to safety concerns.

2) BARB recommends to the City Commission to not purchase metal/chain basketball nets for any parks in the future as they pose a significant safety risk.

3) BARB recommends to the City Commission to request DPW to place an additional picnic table at Victory Park.

4) BARB recommends to the City Commission to remove broken/bad condition picnic tables from Kathryn Park.

Point of discussion on item 3. With there being picnic tables at Centennial Park the commission would like to move 1 to Victory Park. Baker would need to find out if the Lions Club owns those picnic tables. Baker will discuss with the Lions Club with Jess Hendrixson assisting.

Motion made by Swem, supported by Weedon approve the City Manager to work with BARB on items 1 through 4 and facilitate them as he sees fit. Roll call vote carries unanimously.

Motion made by Vigansky, supported by Money to stop the contract with the State of Play (playground equipment) and for the roofed picnic tables.

Discussion took place about different grants and public outcry with price of the roofed picnic tables, as well as the role the marijuana excised tax played in purchasing the playground and picnic tables.

Yea: Vigansky

Nay: Swem, Weedon, Denison, Money

Motion fails 1-4.

B. Clerk Report- City Clerk, Kalla Langston

1) August 8, 2023, Election

Sample ballots are posted on the website and posted at City Hall. Absentee Voter Ballots should be going out within the next 14 days.

2) Election Legislation Update

Election Legislation is being worked on in the House and Senate with the passage of Prop-2 of 2022. Langston updated the commission on a few bills.

3) Consider approving Commissioner Alternate Appointments for boards/committees/commissions.

Motion made Vigansky, supported by Money, approve the Commissioner Alternate Appointments.

Discussion about possible postponement for time to look over who would be best suited for each board.

Roll call was called.

Yea: Denison, Money, Vigansky

Nay: Swem, Weedon

Motion carries 3-2.

4) Consider approving the policy for communications between the City Attorney, City Commission, and City Staff.

Motion made by Vigansky, supported by Denison to approve the policy for communications between the City Attorney, City Commission and City Staff.

Discussion took place about the policy. Concerns about if it should be a policy or as best practice.

Roll call was called.

Yea: Money, Vigansky

Nay: Weedon, Swem, Denison

Motion fails.

C. Community Development Department- Director Rich Murphy

1) Consider the Draft RFP for 123 Days Ave.

Murphy was unable to attend the meeting. Denison presented the first step of requesting to approve the appraisal for 123 Days Ave.

Motion made by Denison, supported by Weedon to approve the appraisal for 123 Days Ave in the estimated amount of \$1500.00. Roll call vote carries unanimously.

Motion made by Weedon, supported by Money to postpone the draft RFP pending the appraisal. Roll call vote carries unanimously.

X. Unfinished Business

- A. Ordinance 2023.06/436:** *Consider the Second Reading of Ordinance 2023.06/436. An ordinance to amend the Buchanan City code of ordinances to provide for prohibition and abatement of nuisances and to repeal and replace ordinance sections 38-26, 38-29 subsection 3, and sections 38-47, 38-54, 38-55, Article III, and parts thereof in conflict herewith. If passed at the second reading, the ordinance will take effect 15 days after enactment and publication. (See Attachment A)*

Motion made by Weedon, supported by Vigansky to 2023.6/436, as presented. Roll call vote carries unanimously.

XI. New Business

A. **Budget Amendments** - Consider approving the budget amendments as recommended by the City Manager and City Treasurer.

Motion made by Vigansky, supported by Swem to approve the Budget Amendments, as presented. Roll call vote carries unanimously.

B. **Complaint Review**- Review the Complaint filed against Commissioner Vigansky and vote on whether or not to proceed with a hearing, pursuant to the Rules of Procedure for City Commission Meetings and City Code of Conduct and Ethics.

The Commission is in receipt of a four-item complaint filed by Mr. Tony Houser against Commissioner Vigansky, alleging violations of the City's Code of Conduct and Ethics. Code of Conduct and Ethics Section 2-137(b) states, 'Hearings under subsection (a) may also be held upon the commission's receipt of a detailed, signed complaint filed against a covered individual by a citizen or other third party.' Accordingly, the Commission must consider and vote on whether or not it wishes to proceed with a public meeting hearing on the Complaint, to be held consistent with the requirements of the Code of Conduct and Ethics, and the Rules of Procedure for City Commission Meetings.

Motion made by Swem, supported by Weedon to move that the Commission hold a special public meeting for a hearing on the Complaint under the Commission's Rules of Procedure, and the Code of Conduct and Ethics Sections 2-133(j), 2-134(2) and Sections 2-137 and 2-138, to be held on an evening session on a date to be scheduled by the Clerk and Commissioner Vigansky, such hearing to occur no later than 30 calendar days from the date of this Regular Meeting, with notice of hearing to be issued by the Clerk.

Yea: Denison, Weedon, Swem, Money

Abstain: Vigansky

Motion carries.

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

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

Michael Rowland & Jess Hendrixson- Comments made about holding a beer garden for special events at the common concert series, also comments about the use of the city center.

Norma Ferris- Comments about the benefits of the city.

Email Correspondence from Stephanie Fain- Comments concerning bullying residents and comments about Commissioner Vigansky being used as a punching bag.

XIV. **Executive Comments**

A. City Manager Comments

Eldridge spent the morning driving around the city seeing what the city has to offer. First impression is that Buchanan has so much potential. With his "why not Buchanan" approach, it was a great, productive first day.

B. Commissioner Comments

Weedon- No Comment

Swem- Welcomed Ben. Recognize the work that the Common Committee does.

Vigansky- Questions about the Playground equipment at Victory Park. Comments about making straight forward questions. As well as the breakdown with the communications between different committees and the commission.

Money- Welcomed Ben. Comments about people coming to make public comments and raising their voices to be heard. Comments made about Victory Park and making sure the project gets completed. Appreciate the Commission.

C. Mayor Comments

Thank you everyone for coming. Comments about Lynch's success and welcomed Ben on his first day. Congratulated Maya Schuknecht for winning Miss. Michigan 2023. Congratulations to Redbud Motocross on their 50th year anniversary. The Chamber of Commerce held their perc breakfast at the First United Methodist church, the focus of the morning was on Red Bud Area Ministries. A fundraiser will be taking place in July, Mayor challenged the other Commissioners to see who could raise the most. Comments about defending himself for "being too nice". Mayor read his comments for the record.

"It's been almost six years since Commissioner Weedon, and I entered office. When we got here for all intents and purposes, in my opinion this city was fundamentally broken, it had no clear direction it had no strategies in place for making improvements to blighted empty or strategic city owned properties. many of the volunteer boards were ineffective if not dysfunctional. Best practices were not being followed in any real economic development strategies were not even being planned let alone implemented. since 2018 commissioner Weedon and I alongside the previous Commission and with the sitting Commission have dissolved the DDA, which had outlived its purpose and its ability to make effective contributions to the city. It's since been replaced with LiveBuchanan who's making remarkable strides in becoming an incredibly effective Michigan Main Street program doing large part to it's incredibly selfless intelligent and committed board members and the leadership of Ashley Regal. We created the economic development position held by Mr. Rich Murphy which is generating interest investment and growth in the city that hasn't been seen in 40 years. We have a plan in place and we're making progress towards selling vacant lots throughout our neighborhoods that will provide new affordable homes in our community and get the properties back on the tax roll. we've updated computer hardware and software in the city and in City Hall to make our staff more efficient and effective but most importantly we've very deliberately created an environment in City Hall that requires the highest ethical standards of its employees and volunteer board we've created an environment that promotes and demands transparency honesty civility and the fair treatment of every individual in our community. I believe the best example of that is our passing of the code of conduct that requires city employees and volunteers to act in a way that is honest, kind, respectful. Believe me, when I tell you I'm not always nice you can ask my wife. But as a commissioner and especially as mayor, being nice is a choice I choose to be nice. I believe it's our responsibility as leaders and our duty as commissioners to lead by example to respond in situations in a calm levelheaded thoughtful manner and I will unapologetically continue to do so until my time on this board is over but thank you again for coming."

XV. Adjourn

Kalla Langston, City Clerk

Mayor Sean Denison

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/29/2023	AP	ALYSSA SKALLA CITY CENTER/UTIL./REFUNDS Vnd: MISC Invoice: 07.01.23	Invoice: 07.01.23 Ref#: 26509 (RENTAL DEPOSIT REFUND) 101-265.000-922.000 101-000.000-202.000	50.00	50.00
		Expected Check Run: 07/10/2023		50.00	50.00
06/30/2023	AP	AMERICAN PUMP REPAIR & SERVICE MAINTENANCE - SYSTEM Vnd: 0993 Invoice: 78575	Invoice: 78575 Ref#: 26510 (SCHIRMER ALARM COMMUNICARION TIDE FEE) 592-590.000-938.000 592-000.000-202.000	360.00	360.00
		Expected Check Run: 07/10/2023		360.00	360.00
06/30/2023	AP	ASHLEY HANSON MARKET MASTER FEES Vnd: 0562 Invoice: 06.01.23-06.24.23	Invoice: 06.01.23-06.24.23 Ref#: 26511 (FARMERS MARKET - MARKET MASTER) 248-754.000-803.000 248-000.000-202.000	800.00	800.00
		Expected Check Run: 07/10/2023		800.00	800.00
06/30/2023	AP	AT&T TELEPHONE, INTERNET, CABLE 269 695-4028 269 409-8372 Vnd: 0153 Invoice: 05.17.23-06.16.23 Vnd: 0153 Invoice: 05.17.23-06.16.23	Invoice: 05.17.23-06.16.23 Ref#: 26512 (MONTHLY BILLING) 101-753.000-853.000 592-590.000-853.000 592-591.000-853.000 101-000.000-202.000 592-000.000-202.000	153.69 31.65 37.63	153.69 69.28
		Expected Check Run: 07/10/2023		222.97	222.97
06/30/2023	AP	BERRIEN COUNTY RECORD LEGAL NOTICES & RECORDINGS Vnd: 0339 Invoice: 06.22.23	Invoice: 06.22.23 Ref#: 26514 (RFP FOR ROSS SANDERS HOUSE) 101-215.000-903.000 101-000.000-202.000	42.00	42.00
		Expected Check Run: 07/10/2023		42.00	42.00
07/01/2023	AP	BIG PERM PRODUCTIONS THRILL ON THE HILL - EXPENDITURES Vnd: MISC Invoice: 111	Invoice: 111 Ref#: 26513 (4 HOURS DJ-EMCEE TOTHT 2023) 701-000.000-999.001 701-000.000-202.000	500.00	500.00
		Expected Check Run: 07/10/2023		500.00	500.00
06/30/2023	AP	BS&A SOFTWARE CONFERENCES AND WORKSHOP Vnd: 0068 Invoice: 147925	Invoice: 147925 Ref#: 26515 (BANK RECONCILIATION TRAINING FOR C.BAHAM) 101-253.000-864.000 101-000.000-202.000	150.00	150.00
		Expected Check Run: 07/10/2023		150.00	150.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2023	AP	CINTAS CORPORATION MAINTENANCE-GROUNDS Vnd: 1272 Invoice: 4159733428	Invoice: 4159733428 Ref#: 26517 (MATS & SHOP TOWELS) 101-441.000-932.000 101-000.000-202.000	145.15	145.15
		Expected Check Run: 07/10/2023		145.15	145.15
06/30/2023	AP	COUNTY OF BERRIEN MAINTENANCE-GROUNDS TRAIL GRANT EXPENDITURES Vnd: 1864 Invoice: 13983 Vnd: 1864 Invoice: 13983	Invoice: 13983 Ref#: 26516 (INMATE WORK - 6/13,6/20,6/21,6/22) 101-441.000-932.000 401-000.000-970.031 101-000.000-202.000 401-000.000-202.000	360.00 360.00	360.00 360.00
		Expected Check Run: 07/10/2023		720.00	720.00
06/30/2023	AP	DANIEL HOSFORD CONTRACTUAL Vnd: 2125 Invoice: 2023013	Invoice: 2023013 Ref#: 26519 (FRIENDLY DUCKS OF BUCHANAN & SPRINGTIME) 101-172.000-818.000 101-000.000-202.000	3,500.00	3,500.00
		Expected Check Run: 07/10/2023		3,500.00	3,500.00
06/29/2023	AP	DAVE SPURLOCK POLICE RESERVES Vnd: 0630 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26504 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	160.00	160.00
		Expected Check Run: 07/10/2023		160.00	160.00
06/30/2023	AP	DELL MARKETING L.P. MAINT. - OFFICE EQUIPMENT Vnd: 2311 Invoice: 10679577122	Invoice: 10679577122 Ref#: 26518 (2 POWER ADAPTORS FOR LAPTOPS) 101-301.000-934.000 101-000.000-202.000	137.99	137.99
		Expected Check Run: 07/10/2023		137.99	137.99
07/01/2023	AP	DPM EVENTS THRILL ON THE HILL - EXPENDITURES Vnd: 0414 Invoice: 1262768	Invoice: 1262768 Ref#: 26520 (CONCERT PRODUCTION FOR TOTHT 2023) 701-000.000-999.001 701-000.000-202.000	5,295.00	5,295.00
		Expected Check Run: 07/10/2023		5,295.00	5,295.00
06/30/2023	AP	ELEMENT MATERIALS TECHNOLOGY LAB SUPPLIES Vnd: 1186 Invoice: 23-132838	Invoice: 23-132838 Ref#: 26521 (SLUDGE TESTING - MERCURY MONITORING) 592-590.000-757.000 592-000.000-202.000	60.50	60.50
		Expected Check Run: 07/10/2023		60.50	60.50

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
07/10/2023	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1158	Invoice: 1158 Ref#: 26548 (IT SYSTEMS SUPPORT: JUNE 1 - JUNE 29) 101-265.000-818.000 101-000.000-202.000	1,086.75	1,086.75
		Expected Check Run: 07/10/2023		1,086.75	1,086.75
07/10/2023	AP	EXEMPLAR IT SOLUTIONS CONTRACTUAL Vnd: 2228 Invoice: 1159	Invoice: 1159 Ref#: 26549 (POLICE IT SYSTEMS SUPPORT: JUNE 1 - JUNE) 101-301.000-818.000 101-000.000-202.000	1,817.10	1,817.10
		Expected Check Run: 07/10/2023		1,817.10	1,817.10
07/10/2023	AP	EXEMPLAR IT SOLUTIONS MISCELLANEOUS SUPPLIES/FAX CABLE SPOOL OFFICE EQUIPMENT/PODIUM MICROPHONE EXT CONTRACTUAL SERVICE PLAN/MICROSOFT 365 Vnd: 2228 Invoice: 1163	Invoice: 1163 Ref#: 26550 (IT SYSTEMS SUPPORT: JUNE 1 - JUNE 29) 101-301.000-756.000 101-265.000-970.057 101-265.000-818.000 101-000.000-202.000	48.35 32.94 2,045.27	2,126.56
		Expected Check Run: 07/10/2023		2,126.56	2,126.56
06/30/2023	AP	EXTRA PACKAGING, LLC SLUDGE REMOVAL Vnd: 2109 Invoice: 120391	Invoice: 120391 Ref#: 26522 (DUMPSTER LINERS FOR SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	645.45	645.45
		Expected Check Run: 07/10/2023		645.45	645.45
06/30/2023	AP	GALL'S INC. UNIFORMS Vnd: 1842 Invoice: 024704161	Invoice: 024704161 Ref#: 26525 (FLASHLIGHTS FOR ALL 3 PATROL VEHICLES) 101-301.000-768.000 101-000.000-202.000	433.19	433.19
		Expected Check Run: 07/10/2023		433.19	433.19
06/30/2023	AP	GALL'S INC. UNIFORMS Vnd: 1842 Invoice: 024781647	Invoice: 024781647 Ref#: 26526 (RELACEMENT WEDGE FOR LOCKOUT KITS) 101-301.000-768.000 101-000.000-202.000	161.78	161.78
		Expected Check Run: 07/10/2023		161.78	161.78
06/30/2023	AP	GRAINGER MISCELLANEOUS SUPPLIES Vnd: 0248 Invoice: 9752534256	Invoice: 9752534256 Ref#: 26523 (GRINDER WITH BAG - SAFETY INSPECTION) 592-590.000-756.000 592-000.000-202.000	200.63	200.63
		Expected Check Run: 07/10/2023		200.63	200.63

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2023	AP	GRAINGER MAINTENANCE - SYSTEM Vnd: 0248 Invoice: 9748981256	Invoice: 9748981256 Ref#: 26524 (FUSES FOR WWTP) 592-590.000-938.000 592-000.000-202.000	221.20	221.20
		Expected Check Run: 07/10/2023		221.20	221.20
06/30/2023	AP	IMPRESSIVE LETTERING MISCELLANEOUS SUPPLIES Vnd: 1045 Invoice: 000470	Invoice: 000470 Ref#: 26527 (POLO & QUARTER ZIP FOR R.MURPHY) 101-172.000-756.000 101-000.000-202.000	125.08	125.08
		Expected Check Run: 07/10/2023		125.08	125.08
06/30/2023	AP	INTERNATIONAL CODE COUNCIL BOOKS AND MAGAZINES Vnd: 1342 Invoice: 1001712608	Invoice: 1001712608 Ref#: 26528 (CODE OFFICIAL BOOKS) 101-371.001-150.000 101-000.000-202.000	243.63	243.63
		Expected Check Run: 07/10/2023		243.63	243.63
06/29/2023	AP	JAMIE CUTHBERT CITY CENTER/UTIL./REFUNDS Vnd: MISC Invoice: 06.17.23	Invoice: 06.17.23 Ref#: 26508 (RENTAL DEPOSIT REFUND) 101-265.000-922.000 101-000.000-202.000	50.00	50.00
		Expected Check Run: 07/10/2023		50.00	50.00
06/29/2023	AP	JASON CULLUM POLICE RESERVES Vnd: 1505 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26498 (REDBUD TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	40.00	40.00
		Expected Check Run: 07/10/2023		40.00	40.00
06/29/2023	AP	JOE CARTER CITY CENTER/UTIL./REFUNDS Vnd: MISC Invoice: 06.24.23	Invoice: 06.24.23 Ref#: 26507 (RENTAL DEPOSIT REFUND) 101-265.000-922.000 101-000.000-202.000	50.00	50.00
		Expected Check Run: 07/10/2023		50.00	50.00
06/29/2023	AP	LARRY SCHMELING POLICE RESERVES Vnd: 1114 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26502 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	70.00	70.00
		Expected Check Run: 07/10/2023		70.00	70.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/29/2023	AP	MARC CAHILL POLICE RESERVES Vnd: 1547 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26499 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	60.00	60.00
		Expected Check Run: 07/10/2023		60.00	60.00
06/29/2023	AP	MARSHAL HAYES POLICE RESERVES Vnd: 2244 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26500 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	65.00	65.00
		Expected Check Run: 07/10/2023		65.00	65.00
06/30/2023	AP	MARV'S LOCK SHOP MAINTENANCE - EQUIPMENT Vnd: 1656 Invoice: 298576	Invoice: 298576 Ref#: 26529 (KEYS FOR SHED) 101-441.000-933.000 101-000.000-202.000	23.00	23.00
		Expected Check Run: 07/10/2023		23.00	23.00
07/01/2023	AP	MICHIANA RECYCLING & DISPOSAL ACCT# 406938007 ACCT# 406938005 ACCT# 406938003 ACCT# 406938001 ACCT# 406938000 ACCT # 406938006 Vnd: 2101 Invoice: 3743268 Vnd: 2101 Invoice: 3743268	Invoice: 3743268 Ref#: 26547 (GARBAGE AND RECYCLING SERVICES - JUNE 20) 101-265.000-921.000 101-567.000-921.000 592-590.000-921.000 101-265.000-921.000 101-441.000-921.000 101-265.000-922.000 101-000.000-202.000 592-000.000-202.000	128.55 83.25 83.25 128.55 333.00 83.25	756.60 83.25
		Expected Check Run: 07/10/2023		839.85	839.85
07/01/2023	AP	MICHIANA RENTAL THRILL ON THE HILL - EXPENDITURES Vnd: MISC Invoice: 57782-1	Invoice: 57782-1 Ref#: 26530 (TENT RENTAL FOR TOTH) 701-000.000-999.001 701-000.000-202.000	1,630.50	1,630.50
		Expected Check Run: 07/10/2023		1,630.50	1,630.50
06/30/2023	AP	MILLER INDUSTRIAL GASES MISCELLANEOUS SUPPLIES Vnd: 1663 Invoice: 107285	Invoice: 107285 Ref#: 26531 (RENTAL FOR CYLINDERS) 101-441.000-756.000 101-000.000-202.000	5.58	5.58
		Expected Check Run: 07/10/2023		5.58	5.58

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2023	AP	NALCO CROSSBOW WATER LAB SUPPLIES Vnd: 1304 Invoice: 2738292	Invoice: 2738292 Ref#: 26534 (DI TANK EXCHANGE) 592-590.000-757.000 592-000.000-202.000	249.34	249.34
		Expected Check Run: 07/10/2023		249.34	249.34
06/30/2023	AP	NORTH CENTRAL LABORATORIES LAB SUPPLIES Vnd: 0143 Invoice: 488724	Invoice: 488724 Ref#: 26533 (MEDIA-FECALS) 592-590.000-757.000 592-000.000-202.000	365.05	365.05
		Expected Check Run: 07/10/2023		365.05	365.05
06/30/2023	AP	OFFICE DEPOT OFFICE SUPPLIES Vnd: 0019 Invoice: 317379917001	Invoice: 317379917001 Ref#: 26532 (MARKERS TO LABEL EQUIPMENT) 101-301.000-728.000 101-000.000-202.000	23.31	23.31
		Expected Check Run: 07/10/2023		23.31	23.31
06/29/2023	AP	PAT ZIEGLER POLICE RESERVES Vnd: 2317 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26506 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	70.00	70.00
		Expected Check Run: 07/10/2023		70.00	70.00
07/01/2023	AP	PRIDE THE PORTABLE TOILET THRILL ON THE HILL - EXPENDITURES Vnd: 0866 Invoice: 33049	Invoice: 33049 Ref#: 26535 (TOTH PORTABLE RENTALS) 701-000.000-999.001 701-000.000-202.000	3,700.00	3,700.00
		Expected Check Run: 07/10/2023		3,700.00	3,700.00
06/29/2023	AP	RICHARD WONACOTT POLICE RESERVES Vnd: 0034 Invoice: REBUD 23'	Invoice: REBUD 23' Ref#: 26505 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	340.00	340.00
		Expected Check Run: 07/10/2023		340.00	340.00
06/29/2023	AP	ROBERT KRAUSE POLICE RESERVES Vnd: 2111 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26501 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	60.00	60.00
		Expected Check Run: 07/10/2023		60.00	60.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2023	AP	S.E BERRIEN COUNTY LANDFILL SLUDGE REMOVAL Vnd: 1746 Invoice: 0160894-IN	Invoice: 0160894-IN Ref#: 26543(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	316.20	316.20
		Expected Check Run: 07/10/2023		316.20	316.20
06/30/2023	AP	S.E BERRIEN COUNTY LANDFILL SLUDGE REMOVAL Vnd: 1746 Invoice: 0160802-IN	Invoice: 0160802-IN Ref#: 26544(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	316.20	316.20
		Expected Check Run: 07/10/2023		316.20	316.20
06/30/2023	AP	S.E BERRIEN COUNTY LANDFILL SLUDGE REMOVAL Vnd: 1746 Invoice: 0160838-IN	Invoice: 0160838-IN Ref#: 26545(SLUDGE DISPOSAL) 592-590.000-936.000 592-000.000-202.000	316.20	316.20
		Expected Check Run: 07/10/2023		316.20	316.20
06/30/2023	AP	SHERWIN WILLIAMS CO. MAINTENANCE-GROUNDS Vnd: 1748 Invoice: PO#:TINSHOP	Invoice: PO#:TINSHOP Ref#: 26546(TINSHOP PAINT) 101-441.000-932.000 101-000.000-202.000	28.49	28.49
		Expected Check Run: 07/10/2023		28.49	28.49
06/30/2023	AP	SMR COMMUNICATIONS INC. CONTRACTUAL Vnd: 0086 Invoice: 28376	Invoice: 28376 Ref#: 26542(HARDWIRE NEW LAPTOP IN 46-7 & 46-4) 101-301.000-818.000 101-000.000-202.000	140.00	140.00
		Expected Check Run: 07/10/2023		140.00	140.00
06/30/2023	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 29439-2	Invoice: 29439-2 Ref#: 26540(VELCRO PATCH FOR CULLUM VEST) 101-301.000-768.000 101-000.000-202.000	22.00	22.00
		Expected Check Run: 07/10/2023		22.00	22.00
06/30/2023	AP	STAR UNIFORM UNIFORMS Vnd: 1358 Invoice: 29166-2	Invoice: 29166-2 Ref#: 26541(VELCRO PATCH FOR BACK OF CULLUM VEST) 101-301.000-768.000 101-000.000-202.000	39.00	39.00
		Expected Check Run: 07/10/2023		39.00	39.00

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
06/30/2023	AP	THE UPS STORE POSTAGE Vnd: 0269 Invoice: 06.30.23	Invoice: 06.30.23 Ref#: 26537 (MERCURY SAMPLE SHIPMENT) 592-590.000-730.000 592-000.000-202.000	17.20	17.20
		Expected Check Run: 07/10/2023		17.20	17.20
06/29/2023	AP	TINA SPURLOCK POLICE RESERVES Vnd: 1448 Invoice: REDBUD 23'	Invoice: REDBUD 23' Ref#: 26503 (TRAFFIC CONTROL) 701-000.000-150.000 701-000.000-202.000	180.00	180.00
		Expected Check Run: 07/10/2023		180.00	180.00
06/30/2023	AP	TWIN CITY AWARDS & TROPHIES MISCELLANEOUS Vnd: 1699 Invoice: 33170	Invoice: 33170 Ref#: 26536 (REDBUD MOTOCROSS 50TH ANNIV PLAQUE) 101-101.000-962.000 101-000.000-202.000	95.60	95.60
		Expected Check Run: 07/10/2023		95.60	95.60
06/30/2023	AP	USA BLUE BOOK LAB SUPPLIES Vnd: 0388 Invoice: INV00053333	Invoice: INV00053333 Ref#: 26538 (THERMOMETER FOR DRYING OVEN) 592-590.000-757.000 592-000.000-202.000	88.61	88.61
		Expected Check Run: 07/10/2023		88.61	88.61
06/30/2023	AP	WIGHTMAN & ASSOCIATES TRAIL GRANT EXPENDITURES Vnd: 1762 Invoice: 82211	Invoice: 82211 Ref#: 26539 (DESIGN OF WALTON RD PEDESTRIAN FACILITIE) 401-000.000-970.031 401-000.000-202.000	19,153.77	19,153.77
		Expected Check Run: 07/10/2023		19,153.77	19,153.77
Cash/Payable Account Totals:				47,559.88	47,559.88
		ACCOUNTS PAYABLE	101-000.000-202.000		11,766.50
		ACCOUNTS PAYABLE	248-000.000-202.000		800.00
		ACCOUNTS PAYABLE	401-000.000-202.000		19,513.77
		ACCOUNTS PAYABLE	592-000.000-202.000		3,309.11
		ACCOUNTS PAYABLE	701-000.000-202.000		12,170.50
		TOTAL INCREASE IN PAYABLE:			47,559.88

Date: 6/15/2023
 Prepared For: City of Buchanan



TimeClock Savings Calculator
 For Illustration Purposes Only

Company Inputs	
Number of Pay Periods per Year ¹	26
Number of Work Weeks per Year (typically 52)	52
Number of Employees	75
Average Number of Hours per Week per Employee	40
Payroll's Hourly Rate (industry standard)	\$23
Average Hourly Rate of Employees (industry standard)	\$28
Consumer Price Index(CPI) / Wage Inflation ²	5%

Company Costs	
Time & Attendance	
Number of Pay Periods per Year	26
Minutes Spent per Employee per Pay Period to calculate Payroll ³	5.0
Number of Employees	75
Total Minutes Spent to Calculate Hours	9,750
Total Hours Spent Calculating Payroll	163
Payroll's Hourly Rate	\$23
Manual Computation of Hours	\$3,738
Average Number of Employees	75
Average Number of Hours per Week per employee	40
Number of Total Work Week Hours	3,000
Number of Annual Work Weeks	52
Number of Annual Worked Hours	156,000
Average Hourly Rate of Employees	\$28
Estimated Annual Payroll	\$4,368,000
Error Rate ⁴	1.0%
Error Factor	\$43,680
Organization Lost Hours per Employee per Week ⁵	1.00
Lost Hours per Employee per Year	52
Average number of Employees	75
Total Hours Lost per year	3,900
Average Hourly Rate of Employees	\$28
Time Theft / Lost	\$109,200
Total Company Cost	\$156,618

Investment in TCP		
Annual Subscription Fees	\$5,670	PEPM \$6.30
Annual Add On Modules Fees	\$900	\$1.00
Hardware	\$1,879	
Annual Hardware Support and Maintenance Fees	\$376	20%
Professional Services	\$4,425	
Initial Investment in TCP	\$13,250	
Annual Recurring Fees**	\$6,946	

Return on Investment	
Estimated Payback Period (In Months)	1.0
Estimated Return Ratio (Savings/Cost) - 1 year	10.8 x
Estimated Return Ratio (Savings/Cost) - 5 year	20.1 x
Estimated Savings (5 Years)	\$824,378

	Annual Cash Flow		
	Status Quo	TCP	Savings
Year 1:	\$156,618	\$13,250	\$143,368
Year 2:	\$164,448	\$6,946	\$157,503
Year 3:	\$172,671	\$6,946	\$165,725
Year 4:	\$181,304	\$6,946	\$174,359
Year 5:	\$190,370	\$6,946	\$183,424

	Cumulative Cash Flow		
	Status Quo	TCP	Savings
Year 1:	\$156,618	\$13,250	\$143,368
Year 2:	\$321,066	\$20,196	\$300,870
Year 3:	\$493,737	\$27,141	\$466,595
Year 4:	\$675,041	\$34,087	\$640,954
Year 5:	\$865,411	\$41,033	\$824,378

¹ Annual Pay Periods are typically either:
 52 (weekly)
 26 (bi-weekly)
 24 (semi-monthly)
 12 (monthly)

² Consumer Price Index is the most well-known indicator for inflation. 10% is a typical benchmark.

³ Industry experts, including the American Payroll Association, estimate that it takes 2.5 - 5 minutes to manually compute hours for each employee in a bi-weekly

⁴ The American Payroll Association estimates that payroll typically has an error rate of at least 1% and can go as high as 8%.

⁵ TCP Estimates most organizations are losing between 2-4 hours per employee per week on lost time. The American Payroll Association estimates this to be an average of 7% of their payroll costs annually.

** Annual recurring fees are subject to annual price increase as stipulated by the contract.



ORDER FORM

CLIENT INFORMATION

Purchased for: City of Buchanan
Bill To: City of Buchanan

Contract Contact Name: Courtney Baham

Billing Address: 302 N Redbud Trl
Buchanan, Michigan 49107
United States

Contract Contact Email:
bookkeeper@cityofbuchanan.com

Billing Contact Name: Courtney Baham

Support Contact Name:

Billing Contact Email: bookkeeper@cityofbuchanan.com

Support Contact Email:

Billing Contact Phone: (269) 695-3844

Support Contact Phone:

BILLING TERMS

INITIAL TERM	RENEWAL TERM	PAYMENT TERM	PAYMENT METHOD
36 MONTHS	12 MONTHS	NET 30	CREDIT CARD

ITEM DESCRIPTION	PRICE PER UNIT	QUANTITY	CHARGE TYPE	ORDER TOTAL
PROFESSIONAL LICENSE ANNUAL CHARGE	75.60	75	RECURRING	\$5,670.00
OVERAGE PROFESSIONAL LICENSE ANNUAL CHARGE	84.00		USAGE	\$0.00
MOBILE ANNUAL CHARGE (ADD ON)	10.80	55	RECURRING	\$594.00
OVERAGE MOBILE ANNUAL CHARGE (ADD ON)	12.00		USAGE	\$0.00
CONFIRM AUTOMATIC BREAK MODULE	0.00	1	ONE-TIME	\$0.00
HARDWARE SUPPORT & MAINTENANCE	338.22	1	RECURRING	\$338.22
RDT	1,879.00	1	ONE-TIME	\$1,879.00
IMPLEMENTATION SERVICES PREPAID HOURS	295.00	15	ONE-TIME	\$4,425.00
HARDWARE S&H	100.00	1	ONE-TIME	\$100.00

SUBTOTAL	\$13,006.22
TAXES	\$133.03

GRAND TOTAL	\$13,139.25
CURRENCY	USD

QUOTE EXPIRATION DATE : 07/15/2023

SPECIAL TERMS:

Quote #: Q-41602-1
Order Date: 6/30/2023

SOFTWARE SERVICES ORDER FORM

Primary Contact Information

Courtney Baham
Bookkeeper
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107
USA
269/695-3844x13
bookkeeper@cityofbuchanan.com

Billing Information (if different than Primary)

City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107
USA

SALESPERSON	EMAIL	PAYMENT METHOD
Randy Hudson	randy.hudson@arcoro.com	Credit Card

Business Terms

Subscription Term: 12 month non-cancellable term
The Recurring Subscription time period listed shall automatically renew unless Customer gives Arcoro notice of termination at least 60 days prior to the end of the relevant Subscription Term.

Software & Service Description

Upon execution by Customer and Company, this Order forms a binding legal agreement between the Company and Customer to purchase the Services described herein and is further governed by the Company's [Terms of Service](#) (the "Terms of Service").
The person who's signature appears on this Order warrants that they are authorized to execute this Order on behalf of Customer. In the event of a conflict between the Order and the Terms of Service, the terms of the Order will govern and control.

Product		Year 1
ExakTime Advanced	Description	Time & Attendance Tracking, GPS Tracking & Geofencing, Meal Break Notifications
	Quantity	55
	Total	USD 5,940.00
TSCoconnect Base Fee - Annual	Description	Covers unlimited technical support, hosting, security, monitoring, and software updates
	Quantity	1
	Total	USD 500.00
AccountLinx® Software	Description	AccountLinx® Software - Integration with Payday payroll module
	Quantity	1
	Total	USD 595.00
TOTAL:		USD 7,035.00

Product	Description	Quantity	Total
ExakTime Connect Plus - Implementation		1	USD 0.00
TOTAL:			USD 0.00

Contract Start Date: 7/31/2023 **Contract Term:** 12 months

DUE NOW: USD 7,035.00

Contract Notes:

Customer

Arcoro Holdings Corp.

Signature: _____
 Printed Name: _____
 Title: _____
 Date: _____

Signature: _____
 Printed Name: _____
 Title: _____
 Date: _____



ORDER FORM

CLIENT INFORMATION

Purchased for: City of Buchanan
Bill To: City of Buchanan

Contract Contact Name: Courtney Baham

Billing Address: 302 N Redbud Trl
Buchanan, Michigan 49107
United States

Contract Contact Email:
bookkeeper@cityofbuchanan.com

Billing Contact Name: Courtney Baham

Support Contact Name:

Billing Contact Email: bookkeeper@cityofbuchanan.com

Support Contact Email:

Billing Contact Phone: (269) 695-3844

Support Contact Phone:

BILLING TERMS

INITIAL TERM	RENEWAL TERM	PAYMENT TERM	PAYMENT METHOD
36 MONTHS	12 MONTHS	NET 30	CREDIT CARD

ITEM DESCRIPTION	PRICE PER UNIT	QUANTITY	CHARGE TYPE	ORDER TOTAL
PROFESSIONAL LICENSE ANNUAL CHARGE	75.60	75	RECURRING	\$5,670.00
OVERAGE PROFESSIONAL LICENSE ANNUAL CHARGE	84.00		USAGE	\$0.00
MOBILE ANNUAL CHARGE (ADD ON)	10.80	55	RECURRING	\$594.00
OVERAGE MOBILE ANNUAL CHARGE (ADD ON)	12.00		USAGE	\$0.00
IMPLEMENTATION SERVICES PREPAID HOURS	295.00	15	ONE-TIME	\$4,425.00

SUBTOTAL	\$10,689.00
TAXES	\$0.00
GRAND TOTAL	\$10,689.00
CURRENCY	USD

QUOTE EXPIRATION DATE : 07/14/2023

SPECIAL TERMS:

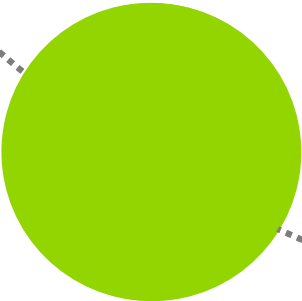


TimeClock Plus

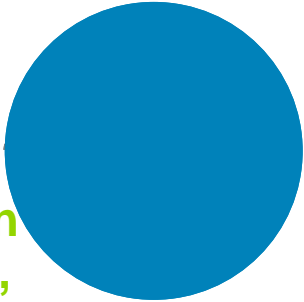
Time and Attendance

City of Buchanan

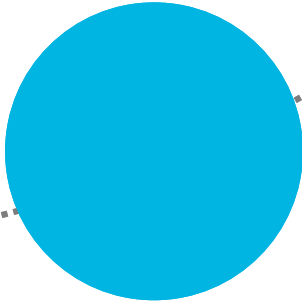
Main Benefits



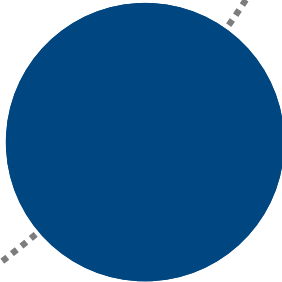
Robust Time Collection Options – Mobile, Web, and clocks



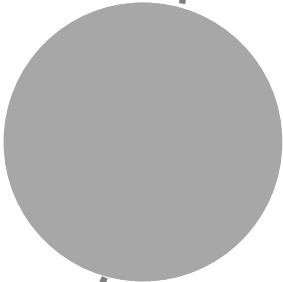
Easy to Use



Customizable to fit your needs



Increased Visibility – Real time data

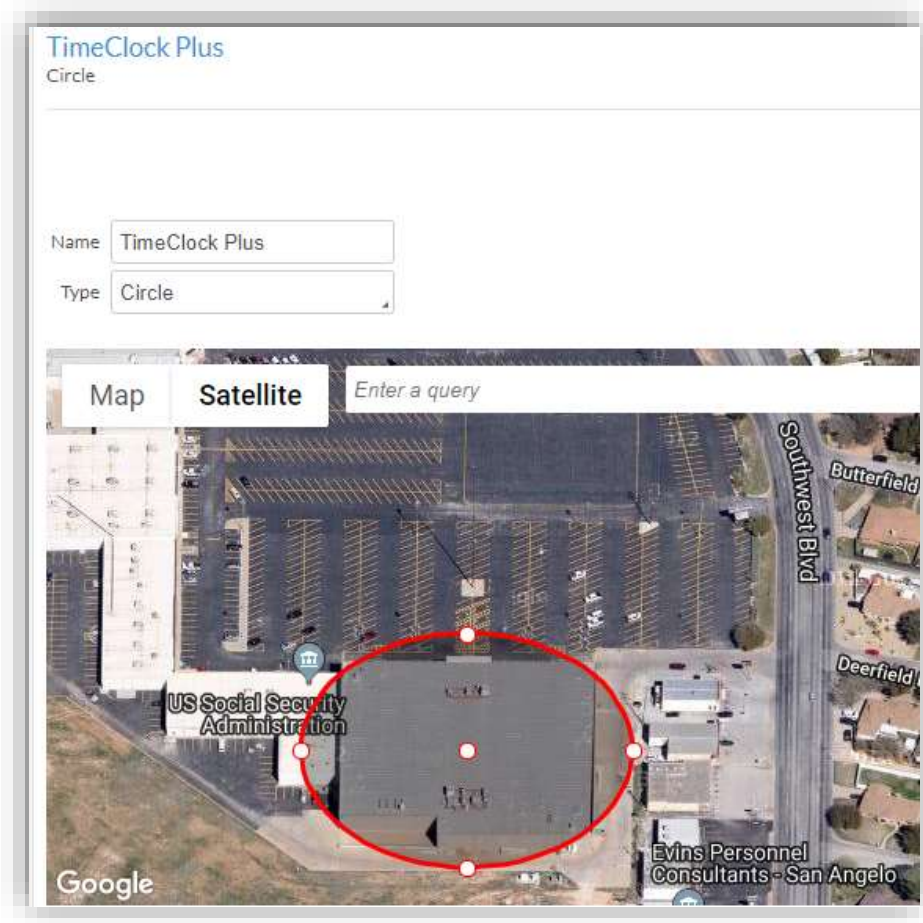


More Capability, More Accountability

TimeClock Plus - Time Collection Options



TimeClock Plus | Employee Clocking | Mobile



Mobile includes geofencing capabilities to ensure employees are clocking in and out where they should be

The Employee Experience

- User Friendly
- Library of videos and walkthroughs for the most technology challenged
- Increased accountability with attestations and optional approvals



Punch in/out with multiple devices



View hours, schedules and PTO requests



Allocate hours to multiple jobs

The Employee Experience

Effortlessly punch in/out on a user-friendly interface in a matter of seconds

Drive efficiency with precise labor tracking. Track different job codes. Track PTO and Comp Time.

Full visibility into upcoming and past hours, schedules, and leave



The Supervisor Experience

- Customizable Dashboard
- Easily view and manage important tasks
- Unlimited training during implementation



Act on missed/early/late punches, etc.



Review and approve/reject time off



Manage timecards

The Manager Experience

Manage hours, exceptions, attendance, and time off requests from a single, user-friendly application in real time

Can require employees to approve their own time before giving the final approval. This helps reduce errors and disputes.

Anne Teak ▾

8/7/2022 to 8/20/2022 Open Weeks ▾ Update

Start date Stop date Period

+ Add Manage ▾ Exceptions ▾ Processing ▾ Resolve Period ▾

Showing 7 records of 7 Selected 0 records

<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Mon 8/8/2022 9:00 AM	Mon 8/8/2022 5:00 PM	8.00
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Tue 8/9/2022 7:00 AM	Tue 8/9/2022 3:00 PM	8.00
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Wed 8/10/2022 9:00 AM	Wed 8/10/2022 5:00 PM	8.00
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Y		Thu 8/11/2022 9:00 AM	Thu 8/11/2022 5:00 PM	8.00

The HR/Payroll Experience

- Integrations with over 400 payroll companies allow for a seamless transfer of important data
- More efficiency = less errors



Interface with
Unlimited



Leverage
reporting



Efficient payroll
process

Job code usage shows up on main screen and also in detailed reports

Matching 100 of 117 Employees Refresh Edit ? Feedback



0*

MISSED PUNCHES 1*

Name	Type	Date	
Nick O. Time	Missed Out	06/14 01:20 P - 01:20 P	



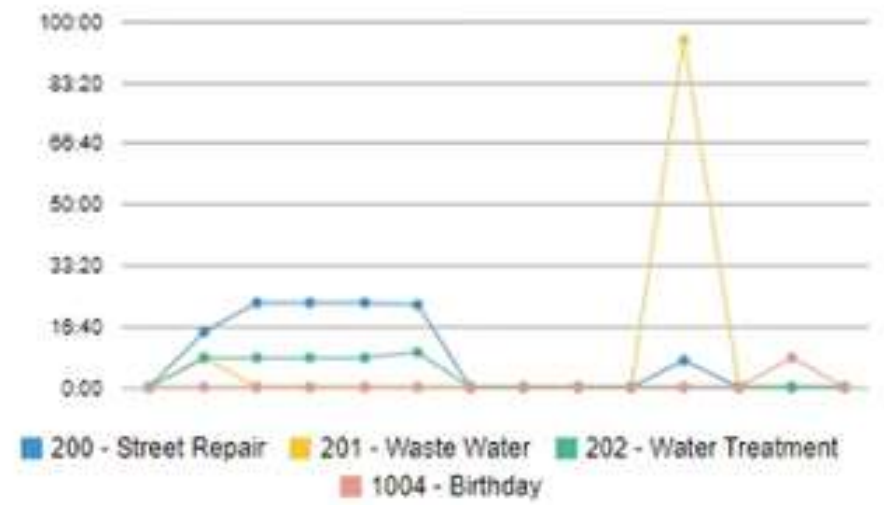
Jump to Group Hours

14:38

PENDING TIME OFF REQUESTS 1*

Name	Date	Request		
------	------	---------	--	--

Job Code Usage 265:53



6/4/2023 to 6/17/2023 Open Weeks Update

Start date Stop date Period

+ Add Manage Exceptions Processing Resolve Period

Break Show absences

Showing 9 records of 9 Selected 1 records

<input type="checkbox"/>					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Labor Code	Rate	Substitute For
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		30u	6/5/2023 09:00 AM	6/5/2023 05:00 PM	7:30	7:30		200 - Street Repair		0.00	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		30u	6/6/2023 09:00 AM	6/6/2023 05:00 PM	7:30	7:30		200 - Street Repair		0.00	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		30u	6/7/2023 09:00 AM	6/7/2023 05:00 PM	7:30	7:30		200 - Street Repair		0.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		30u	6/8/2023 09:00 AM	6/8/2023 05:00 PM	7:30	7:30		200 - Street Repair		0.00	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y		30u	6/9/2023 08:00 AM	6/9/2023 10:00 AM	1:30				202 - Water Treatment		0.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y			6/9/2023 10:00 AM	6/9/2023 05:00 PM	7:00	8:30	38:30	200 - Street Repair		0.00	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y			6/14/2023 05:00 AM	6/14/2023 12:45 PM	7:45	7:45		203 - Special Event		0.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				12u	6/14/2023 01:04 PM	6/14/2023 01:16 PM	0:00	0:00		200 - Street Repair		0.00	
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Y			6/16/2023 08:00 AM	<< Time sheet >>	8:00	8:00	15:45	1004 - Birthday		0.00	

Example of using job codes to track a special event. Job codes are customizable and can be named whatever you want.

Exception Summary For the period of 6/4/2023 to 6/17/2023

Overtime Exceptions: 2 total

Number	Name	Approved By	Detail	Date In	Time In	Date Out	Time Out	Job Code
3	Anne Teak		Overtime - 7:26	6/14	12:55 PM	----	----	201
4	Nick O. Time		Overtime - 7:30	6/14	01:21 PM	----	----	201

Sort Key Settings

Overtime report – can show all overtime or be filtered by department

Benefits Review

- Can easily track PTO and comp time and transfer to payroll
- Easy to use for employees, supervisors, and the management team
- Ability to track different job codes for more accurate reports and data
- Employee accountability options with geo-fencing, fingerprint scanning, attestations, and multiple levels of approval if needed
- Customization capabilities. System can be tailored to fit the needs of different employee roles
- Reports to track work trends, KPI's, production, tardiness, and more. Giving you valuable insight to your business
- No more paper!!! ROI on the next slide provides an example of what you can save when you eliminate paper time cards. Paper time cards leave more room for error and more room for time theft. ROI is based on statistics from the American Payroll Association.

Number of Pay Periods per Year ¹	26
Number of Work Weeks per Year (typically 52)	52
Number of Employees	75
Average Number of Hours per Week per Employee	40
Payroll's Hourly Rate (industry standard)	\$20
Average Hourly Rate of Employees (industry standard)	\$25
Consumer Price Index(CPI) / Wage Inflation ²	5%

Company Costs	
Time & Attendance	
Number of Pay Periods per Year	26
Minutes Spent per Employee per Pay Period to calculate Pa	5.0
Number of Employees	75
Total Minutes Spent to Calculate Hours	9,750
Total Hours Spent Calculating Payroll	163
Payroll's Hourly Rate	\$20
Manual Computation of Hours	\$3,250
Average Number of Employees	75
Average Number of Hours per Week per employee	40
Number of Total Work Week Hours	3,000
Number of Annual Work Weeks	52
Number of Annual Worked Hours	156,000
Average Hourly Rate of Employees	\$25
Estimated Annual Payroll	\$3,900,000
Error Rate ⁴	10%
Error Factor	\$39,000
Organization Lost Hours per Employee per Week ⁵	1.00
Lost Hours per Employee per Year	52
Average number of Employees	75
Total Hours Lost per year	3,900
Average Hourly Rate of Employees	\$25
Time Theft / Lost	\$97,500
Total Company Cost	\$139,750

¹Annual Pay Periods are typically either:

- 52 (weekly)
- 26 (bi-weekly)
- 24 (semi-monthly)
- 12 (monthly)

²Consumer Price Index is the most well-known indicator for inflation. 10% is a typical benchmark.

³Industry experts, including the American Payroll Association, estimate that it takes 2.5 - 5 minutes to manually compute hours for

⁴The American Payroll Association estimates that payroll typically has an error rate of at least 1% and can go as high as 8%.

⁵TCP Estimates most organizations are losing between 2-4 hours per employee per week on lost time. The American Payroll Association estimates this to be an average of 7% of their payroll costs annually. Confidential & Proprietary

** Annual recurring fees are subject to annual price increase as stipulated by the contract.

Annual Subscription Fees	\$5,670	PEPM	\$6.30
Annual Add On Modules Fees	\$900		\$1.00
Hardware	\$1,879		
Annual Hardware Support and Maintenance Fees	\$376	20%	Hardware Inve
Professional Services	\$4,425		
Initial Investment in TCP	\$13,250		
Annual Recurring Fees**	\$6,946		

Return on Investment	
Estimated Payback Period (In Months)	1.1
Estimated Return Ratio (Savings/Cost) - 1 year	9.5 x
Estimated Return Ratio (Savings/Cost) - 5 year	17.8 x
Estimated Savings (5 Years)	\$731,174

	Annual Cash Flow		
	Status Quo	TCP	Savings
Year 1:	\$139,750	\$13,250	\$126,500
Year 2:	\$146,738	\$6,946	\$139,792
Year 3:	\$154,074	\$6,946	\$147,129
Year 4:	\$161,778	\$6,946	\$154,832
Year 5:	\$169,867	\$6,946	\$162,921

	Cumulative Cash Flow		
	Status Quo	TCP	Savings
Year 1:	\$139,750	\$13,250	\$126,500
Year 2:	\$286,488	\$20,196	\$266,292
Year 3:	\$440,562	\$27,141	\$413,420
Year 4:	\$602,340	\$34,087	\$568,253
Year 5:	\$772,207	\$41,033	\$731,174

Professional Package – Included Features

Time and Attendance

Basic Reports

Job Code Management

Support (Business Hours)

Automated Imports

Employee Scheduling

Configurable Dashboard

Employee Management

Overtime Calculations

PTO & Leave Management

Payroll Exports

Humanity Scheduling Integration

Professional Package Cost

Annual Fees	One Time Fees
\$6.30 per employee per month (based on 75)	Timeclock \$1,879
\$1 per employee per month for mobile (based on 55)	Clock shipping and handling \$100
Clock support and maintenance - \$338.22	Implementation \$4,425
- Total Annual Fee = \$6,602.22	Total One Time Fees = \$6,404

Implementation Overview

- Implementation manager will be assigned
- They will review all the account info to ensure they have what they need to customize your system
- Import or enter all essential data (employee names, id's, etc)
- Train all supervisors, managers, and anyone that has administrator access
- This training is unlimited and will ensure that every member of the administrative team is fully comfortable with the system
- The implementation process starts when you sign and on average takes 4 weeks from start to finish.

Thank You!



REQUEST FOR PROPOSALS

**REQUEST FOR PROPOSALS FOR PURCHASE OF THE CITY OF BUCHANAN'S
LOT LOCATED AT 123 DAYS AVENUE,
BUCHANAN, MICHIGAN**





BACKGROUND

123 Days Avenue is located in downtown Buchanan less than a block from the historic downtown primary shopping district and located directly across from The Common. This lot was once used by commercial businesses whose building was demolished and seeded leaving a grassy 0.20 acre lot zoned for commercial business. A City parking lot is located immediately adjacent to the lot.

CITY OBJECTIVES

The City’s objective is to sell the property to a business for development that would contribute to the activation of Days Avenue, complement and encourage interaction with The Common, and support the City’s mission for downtown development as stated in [A Vision for Buchanan](#). Suggested uses include downtown retail, arts and culture, restaurant, and/or small business/job creation.

SITE DESCRIPTION

Lot has a total of .20 acres. The grassy lot is accessible via a dirt alley off Central Court and adjacent City-owned public parking lot. (Attachment 1) The property is within the City’s commercial district, which allows for such uses as restaurant and retail. Due to the location of the lot, a successful respondent must be able to demonstrate that it has a ready cash reserve, or ready access to credit in order to implement a significant investment on the property within twelve months of purchase.

Buchanan is a “lifestyle center” where Downtown Buchanan is a thriving urban eatery and small business district, an outdoor theater dining experience where restaurant terraces and public spaces with arts and cultural events are nestled between historic facades and rushing waters of McCoy Creek and where this hub is connected locally via green and blue trails to the surrounding neighborhoods of Buchanan and to the St. Joe River and regionally to Pure Michigan natural resources, vineyards, orchards and agro-tourism.”

A Vision Statement for Downtown Buchanan
• • •



PROPOSAL SUBMISSION REQUIREMENTS

All interested parties are invited to submit sealed written proposals to the City of Buchanan Community Development Department that must include the following:

A. Letter of Interest. Formal letter of interest on letterhead of the respondent as well as all attachments as required in this RFP addressed to: Richard Murphy, Community Development Department, City of Buchanan 302 N. Redbud Trail, Buchanan, MI 49107. All sealed proposals must be received by the Community Development Department and time/date stamped on or before __:00 p.m. on _____ __, 2023. The City reserves the right to reject late proposals without review. All timely bids shall be publicly opened and announced by the Community Development Director at City Hall on _____ __, 2023.

B. Respondent History. The respondent must provide a description and general history of its organization/business. The respondent’s specific experience in implementing the type of project proposed under this RFP should be highlighted. Resumes and qualifications of the proposed project manager, prime contractor, and other relevant staff shall be included.

C. Description of the Development Proposal. The respondent must provide a detailed description of the development proposal, including the following:

- Purchase price offered.



- Development plan and timetable for the future use of the property.
- Prior experience with projects similar to that under this RFP.
- Proposed detailed building plans, elevations and exterior and interior space plans. The plans must demonstrate how respondent will conduct development with the consideration of interaction with Buchanan’s cultural center, The Common.
- Estimated total cost of all improvements and renovation and the approximate schedule for completion.
- Proposed sources and uses of funds. The proposal must include written assurances of a bank or financial institution acceptable to the City, in its sole discretion, that the respondent had a ready cash reserve or readily available credit to prove significant development investment.
- Anticipated level of jobs creation associated with the new use of the building.
- Describe the positive impact your project will have for the city to achieve its goals as outlined in [A Vision for Buchanan.](#)

D. Commercial or Trade References. The respondent must identify (by listing parties, case number, jurisdiction and current case status) any current, pending or threatened litigation against respondent related to its business or real estate dealings. The respondent must attest to having no litigation pending or contemplated against the City of Buchanan. The respondent must also list, by location and nature of project, its current involvement in or involvement within the last ten (10) years in any projects that are the same or similar to that proposed under this RFP.

E. Obligations to the City. The respondent must attest to having no outstanding or overdue tax, lien or fine obligations to the City of Buchanan.

F. Proposal Acceptance/Rejection. The City of Buchanan may elect to deem a submission non-responsive if the submission fails to comply with the specific requirements of this RFP. Note, the offering price will not be the sole determinant in the sale of the property. Other factors, such as, but not limited to those cited above, will be given consideration. The City reserves the right to reject any and/or all proposals for any or no reason, for non-compliance with this RFP, or to waive any noncompliance with this RFP.

PROPOSAL REVIEW PROCESS:



The City shall review all proposals through the City Commission appointed RFP Committee (“Committee”). The Committee may request written clarification from respondents, and will forward all proposals and non-binding recommendations on proposals to the City Commission for final consideration and award of bid. The City of Buchanan reserves the right to terminate the RFP process at any point prior to the approval of a proposal.



Proposal Evaluation Criteria:

The committee shall consider the following information when evaluating proposals to which proposal that is in the best interests of historic preservation, the community and the City of Buchanan:

- Quality of the development proposal, with specific attention to interaction with The Common and the activation of Days Avenue and the vision for downtown development as outlined in [A Vision for Buchanan](#).
- Submission of detailed renovation plans and compliance of those plans with the provisions set out in this RFP.
- Financial capability of the respondent to consummate the purchase and complete with the development proposal in a reasonably short timeframe.
- Qualifications of the respondent to implement its development proposal.
- Compatibility of the development proposal with site planning, City Codes and the surrounding historic district.



- Benefit to the community and City, with consideration to purchase price offered, potential of the real estate and personal property, and the benefits of the proposed use to the general Downtown area and public.

The Committee may request supplemental information as it determines necessary, including business and personal financial statements from any of, all of, or none of the respondents.

GENERAL CONDITIONS OF RFP

A. Costs of Preparation and Submission of Proposals. Each respondent shall be solely responsible for all costs and fees incurred in preparing and submitting a proposal in response to this RFP. All material and documents submitted by any respondent shall become property of the City and will not be returned. Each respondent that participates in any inspection of the premises, engages the services of any consultants or professionals, or incurs any other costs or expenses in any further interviews and negotiations shall be solely responsible for all of the respondent’s costs and fees incurred during those processes.

B. Non-Discrimination. The City is committed to achieving diversity in the award of contracts and in the purchase of goods and services throughout all aspects of its development initiatives. The City provides minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs, including but not limited to participation in procurement contracts for commodities and services as well as for contracts relating to construction, repair work, and/or leasing activities. The City also prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination.

C. Information Contacts. Contact the City of Buchanan Development Department using the contact information listed below with any questions you may have. All questions regarding this RFP must be submitted in writing by email to the Community Development Director on or before _____, 2023. Questions submitted after that date or by phone contact will not be accepted.

Richard Murphy, Community Development Director
 City of Buchanan
 302 N. Redbud Trail
 Buchanan, MI 49107
 E-Mail: rmurphy@cityofbuchanan.com

D. Delivery Requirement. Each Respondent shall assume the risk of the method of dispatching any communication or proposal to the City. The City assumes no responsibility for delays, delivery or system failures resulting from the dispatch.

E. Reservation of Rights. The City reserves the right to determine, in its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification.

F. Modification of Solicitation. The City reserves the right to increase, reduce, add, or delete



any item, service or activity to this solicitation as deemed necessary where it is consistent with City's goals, policies or strategies to do so. Only the City's official, written responses and communications shall be considered as authoritative with regard to the requirements of this RFP. The City reserves the right to determine, at its sole discretion, the method of conveying official responses and communications pursuant to this RFP.



NEW LISTING

123 Days Ave

**BUCHANAN
MICHIGAN**



COMMERCIAL DEVELOPMENT OPPORTUNITY

Infill opportunity in Buchanan, Michigan

Zoning:	Combined	Cleared
Central Business District	Lot size: .201 Acres	Lot in Downtown Buchanan

500' OF FUN! WATERSLIDE INTO BUCHANAN

Item XII. A.

THRILL ON THE HILL

REFRESHING

14-16
12PM-10PM
- 10AM-10PM
T ONLY RUN - 11PM
N - 10AM-8PM

WEEKEND FUN PASS

ONLY \$ 25 FOR 3 DAYS

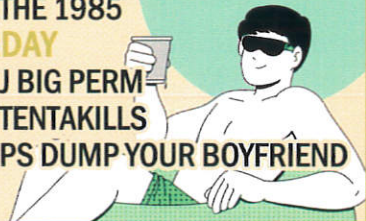


ENTERTAINMENT
FRIDAY

4PM - THREESHOTS
\$15 6:30 PM - RED HOT VODOO
8:30PM - THE 1985

SATURDAY

12PM - DJ BIG PERM
\$15 6:30PM - TENTAKILLS
8:30PM - PS DUMP YOUR BOYFRIEND



- \$10/day or \$25/Weekend**
- Unlimited rides*
- Children's Play Area, Activities, DJ, Food & Vendors, Beer Garden

CITYOFBUCHANAN.COM