

**AGENDA**

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

\* Requests to be added to the agenda as a "Scheduled Matter from the Floor" should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the "non-agenda items only" public comments section of the agenda. \* Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting. \* Individuals with disabilities may request necessary reasonable accommodations by submitting requests to the City Clerk, preferably at least 24 hours in advance. \* Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)

**I. Call to Order****II. Pledge of Allegiance****III. Roll Call****IV. Approve Amended Agenda****V. Open Public Hearing 1**

- A. Public Hearing and Public Comment Period on the Approval of an Obsolete Property Rehabilitation (OPRA) Exemption Certificate for Rowlands Property Group LLC 101-103 Days Ave. Buchanan, MI 49107

**VI. Close Public Hearing 1****VII. Open Public Hearing 2**

- A. Public Hearing and Public Comment Period on the Approval of an Obsolete Property Rehabilitation (OPRA) Exemption Certificate for Claremont Stark LLC, 502 Claremont St., Buchanan, MI 49107

**VIII. Close Public Hearing 2****IX. Public Comment - Agenda Items Only (3-minute limit)****X. Recognition**

- A. Recognition of Dave Capron- The City Commission would like to recognize Dave Capron of the Buchanan City Police Department for his 26 years of service to our community.

- B. Vietnam War Commemoration Proclamation

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

- A. Consider Approving Special Meeting Minutes for March 18, 2022.

- B. Consider Approving Special Meeting Minutes for March 24, 2022.

- C. Consider Approving Expenditures for March 28, 2022, in the amount of \$ 144,721.34

- D. Bank Account Changes- Consider authorizing bank account changes to remove Stephanie Powers from all City bank accounts, with Courtney Baham replacing her on all City bank accounts.

- E. Street Closure for Chili Walk Cook-Off on April 7, 2022- Front St. blocking off Red Bud, Days, Main, and Oak.

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

- A. DPW Construction Update- Barton Group & AVB will brief the Commission regarding the DPW Construction Project.
- B. 302 Main St. Garden Presentation by Tony Houser

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

- A. Community Development Director Report- Rich Murphy has several items to be considered by the City Commission.
  1. Consider Resolution 2022.03/427- Application for Obsolete Property Rehabilitation Exemption Certificate for Rowland Property Group LLC 101/103 Days Ave, Buchanan, MI 49107.
  2. Consider Resolution 2022.03/428- Application for Obsolete Property Rehabilitation Exemption Certificate for Claremont Stark LLC, 502 Claremont, Buchanan, MI 49107.
  3. Consider Renewal Application- for Adult Use Marihuana Establishment Permit Retailer for QPS Michigan Holdings, LLC, High Profile Cannabis Shop.
- B. Director of Public Safety- Chief Tim Ganus will give his 2021 Annual Report to the City Commission.
- C. Public Services Report, Director Mike Baker & Sexton Klay Weaver
  1. Baker will provide the Commission with brief updates regarding the Demo of the DPW building, the 3rd Street Sewer Project, and the DPW Bldg Construction.
  2. Weaver will present 3 quotes to the Commission to consider the purchase of a new lawnmower for the Cemetery.
  3. Weaver (along with Clerk Kalla Langston) will present proposed new rates and policies for the cemetery for the Commission to consider adopting via Resolution 2022.03/429.

**XIV. Unfinished Business**

- A. Second reading and consideration of Ordinance 2022.03/430- IPMC Adoption Ordinance, Property Maintenance Code.

**XV. New Business**

- A. First reading of Ordinance 2022.03/431- Open Buring Ordinance
- B. First reading of Ordinance 2022.03/432- Revised Parking Ordinance
- C. Treasurer Position Opening
  1. Consider approving a separation agreement between the City of Buchanan and former Treasurer Stephanie Powers.
  2. Consider a proposal from GovHR to post an opening for the position of Buchanan City Treasurer, which is vacant as of 03/28/22.
- D. Closed Session
  1. Consider Entering Closed Session pursuant to MCL 15.268 Sec. 8(1)(d) to consider the purchase or lease of real property
  2. Consider Re-Entering Open Session
  3. Consider Action based on Closed Session discussion

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

- A. City Manager Goals Update- Manager Grace will present a brief update to the City Commission regarding progress towards the previously established City Manager Goals.

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

**XVIII. Executive Comments**

- A. City Manager Comments
- B. Commissioner Comments
- C. Mayor Comments

**XIX. Adjourn**

## Recognition of the Vietnam War Veterans

### *A Proclamation*

WHEREAS, our Nation's Vietnam War Commemoration gives us the opportunity for all Americans to recognize, honor and thank our Vietnam Veterans and their families for their service and sacrifices during the Vietnam War from November 1, 1955 - May 15, 1975; and

WHEREAS, over 9,000 organizations across America have joined with the Department of Defense as a Commemorative Partner to honor our Nation's Vietnam Veterans, including the local Rebecca Dewey Chapter and all 52 Chapters of the DAR of Michigan, National Society Daughters American Revolution; and

WHEREAS, this commemoration includes nine million Americans, with approximately 7.2 million of them living today, and makes no distinction who served in-country, in-theater, or were stationed elsewhere during those 20 years – all answered the call of duty; and

WHEREAS, Veteran's Affairs Secretary Robert A. McDonald has designated March 29, the last day that U.S. troops were on the ground in Vietnam, as a day to honor those who have "borne the battle", and to extend gratitude and appreciation to them and their families;

THEREFORE, I, **Sean Denison, Mayor of the City of Buchanan**, do hereby proclaim March 29, 2022. as WELCOME HOME VIETNAM VETERAN'S DAY in the **City of Buchanan, Michigan**.

IN WITNESS THEREOF, I hereunto set my hand this \_\_\_\_ day of March, 2022.

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**Sean Denison, Mayor**



**SPECIAL MEETING OF THE BUCHANAN CITY COMMISSION**  
**FRIDAY, MARCH 18, 2022 – 8:00 AM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

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**MINUTES**

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

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**I. Call to Order**

Special Meeting called to order by Mayor Denison at 8:00 A.M.

**II. Roll Call**

Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money, Commissioner Patrick Swem.

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

None

**IV. New Business**

A. Consider Expenditures for 3/18/2022 in the amount of \$224,530.00

Motion made by Weedon, Seconded by Swem to approve the expenditures in the amount of \$224,5300.00 for 3/18/2022. Roll call vote carried unanimously.

B. Closed Session to discuss matters subject to attorney-client privilege.

Motion made by Weedon, Seconded by Money to enter closed session at 8:01 A.M. Roll call vote carried unanimously.

Motion made by Weedon, Seconded by Money to re-enter open session at 8:51 A.M. Roll call vote carried unanimously.

Motion made by Swem, Seconded by Money for City Manager Grace to proceed with the recommendations of the City Attorney. Roll call vote carried unanimously.

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

None

**VI. Adjourn**

*Motion made by Weedon, Seconded by Money to Adjourn by 8:52 A.M. Voice vote carries unanimously.*

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Courtney Baham, Bookkeeper

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Mayor Sean Denison

Pending Approval



**SPECIAL MEETING OF THE BUCHANAN CITY COMMISSION**  
**THURSDAY, MARCH 24, 2022 – 8:00 AM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

**MINUTES**

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**I. Call to Order**

Mayor Denison called meeting to order at 8:00 A.M.

**II. Roll Call**

Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Cameron Downey, Commissioner Larry Money; Absent Commissioner Patrick Swem

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

None

**IV. New Business**

**A. Consider Approving Regular Meeting Minutes for March 14, 2022.**

Motion made by Weedon, Seconded by Money to approve the regular meeting minutes for March 14<sup>th</sup>, 2022. Roll call vote carries unanimously.

**B. Consider Resolution No. 2022.03/426, in support of the local match for DNR MNRTF Grant for McCoy's Creek Trail Extension with updated rounded-off financials.**

Motion made by Weedon, Seconded by Money to approve resolution 2022.03/426 in support of the local match for DNR MNRTF Grant for McCoy's Creek Trail Extension with updated rounded-off financials. Roll call vote carries unanimously.

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

None

**VI. Adjourn**

Motion made by Weedon, Seconded by Money to Adjourn the Special Meeting at 8:02 AM. Roll call vote carries unanimously.

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Kalla Langston , City Clerk

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Mayor Sean Denison

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
			Fund Totals:			
			Fund 101 GENERAL			98,216.67
			Fund 103 CAPITAL PROJECTS			5,000.00
			Fund 107 DOWNTOWN DEVELOPMENT FUND			9.99
			Fund 202 MAJOR STREETS			1,428.26
			Fund 203 LOCAL STREETS			1,239.00
			Fund 501 W & S MAINTENANCE & OPERATI			23,379.14
			Fund 701 TRUST AND AGENCY			1,169.31
			Fund 703 TAXES			14,278.97
			Total For All Funds:			144,721.34



Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2156 23588	A&G ENVIRONMENTAL SOLUTIONS LLC ASBESTOS TEST ON 109 RAILROAD ST 101-265.000-931.000 MAINTENANCE-BUILDINGS	03/21/2022 CBAHAM	03/28/2022	750.00 750.00	750.00	Open	Y 03/22/2022
2157 23589	A&G ENVIRONMENTAL SOLUTIONS LLC ASBESTOS TEST ON 906 VICTORY ST 101-265.000-931.000 MAINTENANCE-BUILDINGS	03/21/2022 CBAHAM	03/28/2022	750.00 750.00	750.00	Open	Y 03/22/2022
IN 2/28/22							
23541	AALFS BP MONTHLY FUEL CHARGES FOR FEBRUARY 101-301.000-751.000 GAS AND OIL 101-441.000-751.000 GAS AND OIL 501-591.000-751.000 GAS AND OIL 501-590.000-751.000 GAS AND OIL 101-276.000-751.000 GAS AND OIL	02/28/2022 CBAHAM	03/28/2022	2,751.80 645.69 1,012.19 333.05 78.58 682.29	2,751.80	Open	Y 03/18/2022
5130 23523	ALEXANDER CHEMICAL CORP. WATER TREATMENT CHEMICALS AND STOR 501-591.000-743.000 CHEMICALS	03/04/2022 CBAHAM	04/03/2022	1,225.75 1,225.75	1,225.75	Open	Y 03/11/2022
51065 23524	ALEXANDER CHEMICAL CORP. WATER TREATMENT CHEMICALS AND STOR 501-591.000-743.000 CHEMICALS	02/28/2022 CBAHAM	03/29/2022	75.75 75.75	75.75	Open	Y 03/11/2022
50940728 23540	ALTEC INDUSTRIES, INC. YEARLY INSPECTION ON BOOM TRUCK 101-276.000-939.000 MAINTENANCE - VEHICLE	03/02/2022 CBAHAM	04/02/2022	1,068.31 1,068.31	1,068.31	Open	Y 03/18/2022
030722 23572	ASHLEE WAGNER CITY CENTER REFUND 101-000.000-674.000 BUCHANAN REDBUD CITY CENTER	03/07/2022 CBAHAM	03/28/2022	50.00 50.00	50.00	Open	Y 03/18/2022
3/18/22 23583	AT&T MONTHLY BILLING JAN-FEB 2022 101-271.430-853.000 TELEPHONE, INTERNET, CABLE 501-590.000-853.000 TELEPHONE, INTERNET, CABLE 501-591.000-853.000 TELEPHONE, INTERNET, CABLE	02/16/2022 CBAHAM	03/28/2022	187.19 119.93 31.65 35.61	187.19	Open	Y 03/22/2022

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
22822 23543	BAR WATER YOUR LOCAL CULLIGAN OFFICE WATER FOR FEBRUARY 101-276.000-756.000 MISCELLANEOUS SUPPLIES	02/28/2022 CBAHAM	03/28/2022	22.10 22.10	22.10	Open	Y 03/18/2022
12121-3922 23525	BERRIEN COUNTY ANIMAL CONTROL DOG LICENSES FOR 12/1/21-3/9/22 CO 701-000.000-250.007 DOG LICENSES	03/11/2022 CBAHAM	03/28/2022	785.00 785.00	785.00	Open	Y 03/11/2022
031722 23603	BERRIEN COUNTY RECORD PUBLIC NOTICE AFFIDAVIT ROWALAND P 101-215.000-903.000 LEGAL NOTICES & RECORDINGS	03/17/2022 CBAHAM	03/28/2022	52.00 52.00	52.00	Open	Y 03/22/2022
030222-2 23612	BERRIEN COUNTY TREASURER WINTER/SUMMER 2021 TAX DISBURSEMEN 101-000.000-445.000 PENALTY & INTEREST - TAXES 703-000.000-700.006 DISBURSEMENTS - SUMMER TAXES 703-000.000-700.005 DISBURSEMENTS - WINTER TAXES 701-000.000-250.000 UNCLASSIFIED	03/02/2022 CBAHAM	03/28/2022	4,760.15 1,003.34 2,378.56 1,277.41 100.84	4,760.15	Open	Y 03/22/2022
030222-2 23608	BERRIEN RESA SUMMER 2021 TAX DISTRIBUTION 703-000.000-700.006 DISBURSEMENTS - SUMMER TAXES	03/01/2022 CBAHAM	03/28/2022	522.91 522.91	522.91	Open	Y 03/22/2022
1576801 23587	BIG C LUMBER SKID OF CONCRETE/FOUNDATIONS 101-276.000-932.000 MAINTENANCE-GROUNDS	03/21/2022 CBAHAM	03/28/2022	340.77 340.77	340.77	Open	Y 03/22/2022
032022 23599	BOBBY E BLAYLOCK CPR/FIRST AID TRAINING CLASS ON 2/ 101-301.000-960.000 EDUCATION AND TRAINING	03/20/2022 CBAHAM	03/28/2022	415.00 415.00	415.00	Open	Y 03/22/2022
030222-2 23605	BUCHANAN COMMUNITY SCHOOLS SUMMER TAX DISTRIBUTION 2021 703-000.000-700.006 DISBURSEMENTS - SUMMER TAXES	03/02/2022 CBAHAM	03/28/2022	2,837.98 2,837.98	2,837.98	Open	Y 03/22/2022
030222-2 23610	BUCHANAN DISTRICT LIBRARY WINTER 2021 TAX DISTRIBUTION	03/02/2022 CBAHAM	03/28/2022	1,272.41	1,272.41	Open	Y 03/22/2022

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	703-000.000-700.005	DISBURSEMENTS - WINTER TAXES		1,272.41			
030722							
23573	CHAD ELDRIDGE REFUND CITY CENTER DEPOSIT 101-000.000-674.000	03/07/2022 CBAHAM BUCHANAN REDBUD CITY CENTER	03/28/2022	50.00 50.00	50.00	Open	Y 03/18/2022
5099847015							
23546	CINTAS CORPORATION MISC MEDICAL SUPPLIES FOR MEDICAL 101-265.000-818.000	03/16/2022 CBAHAM CONTRACTUAL	03/28/2022	65.67 65.67	65.67	Open	Y 03/18/2022
5099522874							
23547	CINTAS CORPORATION MEDICAL SUPPLIES FOR MEDICAL SUPPL 101-441.000-961.000	03/14/2022 CBAHAM MEDICAL EXAMS	03/28/2022	63.17 63.17	63.17	Open	Y 03/18/2022
5099847052							
23548	CINTAS CORPORATION MEDICAL SUPPLIES FOR MEDICAL SUPPL 101-276.000-962.000	03/16/2022 CBAHAM MISCELLANEOUS	03/28/2022	83.15 83.15	83.15	Open	Y 03/18/2022
5099847064							
23549	CINTAS CORPORATION MEDICAL SUPPLY CABINET - EXP. DATE 501-590.000-962.000	03/16/2022 CBAHAM MISCELLANEOUS	03/28/2022	22.90 22.90	22.90	Open	Y 03/18/2022
030222-2							
23607	CITY OF BUCHANAN SUMMER TAX DISTRIBUTION 2021 - ADM 703-000.000-700.006	03/02/2022 CBAHAM DISBURSEMENTS - SUMMER TAXES	03/28/2022	623.83 623.83	623.83	Open	Y 03/22/2022
030222-3							
23609	CITY OF BUCHANAN SUMMER 2021 TAX DISTRIBUTION 703-000.000-700.006	03/02/2022 CBAHAM DISBURSEMENTS - SUMMER TAXES	03/28/2022	3,887.80 3,887.80	3,887.80	Open	Y 03/22/2022
1122-123122							
23526	COCM 2022 DUES FOR CODE OFFICIALS CONFE 101-371.001-831.000	03/09/2022 CBAHAM MEMBERSHIP AND DUES	03/28/2022	45.00 45.00	45.00	Open	Y 03/11/2022
030622-040522							
23527	COMCAST BUSINESS MONTHLY BILLING CYCLE FOR WATER TO 501-591.000-853.000	03/06/2022 CBAHAM TELEPHONE, INTERNET, CABLE	03/31/2022	126.35 126.35	126.35	Open	Y 03/11/2022

Item XI. C.

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3722 23544	COMCAST BUSINESS MONTHLY INTERNET BILL FOR 3/14/22- 101-276.000-853.000	03/07/2022 CBAHAM TELEPHONE, INTERNET, CABLE	03/28/2022	102.14 102.14	102.14	Open	Y 03/18/2022
3122 23545	COMCAST BUSINESS MONTHLY INTERNET BILL FOR 3/3/22-4 101-336.000-853.000	03/01/2022 CBAHAM TELEPHONE, INTERNET, CABLE	03/22/2022	371.42 371.42	371.42	Open	Y 03/18/2022
03/22/22-04/21/22							
23591	COMCAST BUSINESS WATER DEPARTMENT COMCAST USAGE FOR 501-591.000-853.000	03/15/2022 CBAHAM TELEPHONE, INTERNET, CABLE	04/05/2022	95.90 95.90	95.90	Open	Y 03/22/2022
03/16/22-04/15/22							
23592	COMCAST BUSINESS WASTE WATER COMCAST USAGE 3/16/22- 501-590.000-853.000	03/12/2022 CBAHAM TELEPHONE, INTERNET, CABLE	04/02/2022	228.82 228.82	228.82	Open	Y 03/22/2022
1840 23593	CUSTOM COMPUTER COMPANY LLC MISC. SUPPLIES TO FIX CAMERAS IN C 101-265.000-818.000	03/11/2022 CBAHAM CONTRACTUAL	04/10/2022	874.93 874.93	874.93	Open	Y 03/22/2022
1757 23594	CUSTOM COMPUTER COMPANY LLC MISC LABOR CHARGES - SERVER UPGRAD 101-265.000-818.000	03/11/2022 CBAHAM CONTRACTUAL	04/10/2022	3,800.00 3,800.00	3,800.00	Open	Y 03/22/2022
29236 23542	DRIESENKA & ASSOCIATES, INC GEOTECHNICAL ENGINEERING SERVICES 101-441.000-940.000	02/22/2022 CBAHAM NEW DPW BUILDING	03/28/2022	8,750.00 8,750.00	8,750.00	Open	Y 03/18/2022
22-949 23582	ELECTION SOURCE ELECTION TRANSFER BAG 101-191.000-728.000	03/17/2022 CBAHAM OFFICE SUPPLIES	03/28/2022	25.58 25.58	25.58	Open	Y 03/21/2022
S104452348.001							
23550	ETNA SUPPLY CO. 1.5 IN WATER METER AND FLANGE/ 501-591.000-937.000	03/04/2022 CBAHAM METERS - HYDRANTS - FITTINGS	03/28/2022	1,400.00 1,400.00	1,400.00	Open	Y 03/18/2022

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
20220005 23595	FRIENDS OF BERRIEN COUNTY TRAILS PARTIAL COSTS FOR FRIENDS OF BERRI 101-101.000-885.000 PUBLIC RELATIONS	03/19/2022 CBAHAM	03/28/2022	1,500.00 1,500.00	1,500.00	Open	Y 03/22/2022
18543 23602	GENE WESNER AUTOMOTIVE REPAIR & REPLACE BATTERY ON CAR 46 101-301.000-939.000 MAINTENANCE - VEHICLE	03/16/2022 CBAHAM	03/28/2022	194.45 194.45	194.45	Open	Y 03/22/2022
9227452902 23528	GRAINGER PAPER PRODUCTS AND MULTIMETER 501-590.000-962.000 MISCELLANEOUS	02/28/2022 CBAHAM	03/30/2022	132.56 132.56	132.56	Open	Y 03/11/2022
3/28/22 - 5957 23575	HONOR CREDIT UNION GRACE HONOR CARD (5957) FEBRUARY 2 101-265.000-818.000 CONTRACTUAL 101-265.000-818.000 CONTRACTUAL 101-265.000-756.000 MISCELLANEOUS SUPPLIES 101-172.000-818.000 CONTRACTUAL 101-265.000-756.000 MISCELLANEOUS SUPPLIES 101-265.000-756.000 MISCELLANEOUS SUPPLIES 101-265.000-756.000 MISCELLANEOUS SUPPLIES 101-265.000-818.000 CONTRACTUAL 101-265.000-818.000 CONTRACTUAL 101-101.000-885.000 PUBLIC RELATIONS 101-101.000-885.000 PUBLIC RELATIONS 101-101.000-885.000 PUBLIC RELATIONS	03/01/2022 CBAHAM	03/28/2022	1,663.31 230.00 325.00 52.96 15.89 399.02 454.72 55.72 30.00 20.00 10.00 50.00 20.00	1,663.31	Open	Y 03/21/2022
3/28/22 - 4666 23576	HONOR CREDIT UNION LANGSTON (4666) HONOR FEBRUARY 202 101-215.000-728.000 OFFICE SUPPLIES	03/01/2022 CBAHAM	03/28/2022	4.33 4.33	4.33	Open	Y 03/21/2022
3/28/22 - 6054 23577	HONOR CREDIT UNION POWERS (6054) FEBRUARY 2022 CREDIT 101-253.000-730.000 POSTAGE 107-435.000-762.000 WEBSITE 101-172.000-818.000 CONTRACTUAL 101-265.000-921.000 UTILITIES 101-276.000-853.000 TELEPHONE, INTERNET, CABLE	03/01/2022 CBAHAM	03/28/2022	1,851.11 26.95 9.99 199.73 199.73 199.73	1,851.11	Open	Y 03/21/2022

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-441.000-853.000	TELEPHONE, INTERNET, CABLE		199.74			
	501-591.000-853.000	TELEPHONE, INTERNET, CABLE		250.20			
	101-172.000-730.000	POSTAGE		412.00			
	101-336.000-921.000	UTILITIES		130.79			
	101-253.000-730.000	POSTAGE		26.95			
	101-441.000-939.000	MAINTENANCE - VEHICLE		97.65			
	101-276.000-969.000	TRANSFER-EQUIPMENT RESERVE		41.85			
	501-590.000-939.000	MAINTENANCE - VEHICLE		27.90			
	501-591.000-939.000	MAINTENANCE - VEHICLE		27.90			
<hr/>							
3/28/22 - 6070							
23578	HONOR CREDIT UNION	03/01/2022	03/28/2022	70.00	70.00	Open	Y
	GANUS (6070) FEBRUARY 2022 CREDIT	CBAHAM					03/21/2022
	101-371.001-914.000	MEDICAL MARIHUANA		70.00			
<hr/>							
3/28/22 - 6047							
23579	HONOR CREDIT UNION	03/01/2022	03/28/2022	29.66	29.66	Open	Y
	MURPHY (6047) FEBRUARY 2022 CREDIT	CBAHAM					03/21/2022
	101-172.000-818.000	CONTRACTUAL		15.89			
	101-172.000-962.000	MISCELLANEOUS		13.77			
<hr/>							
3/28/22 - 6262							
23580	HONOR CREDIT UNION	03/01/2022	03/28/2022	57.60	57.60	Open	Y
	REGAL (6262) FEBRUARY 2022 CREDIT	CBAHAM					03/21/2022
	101-101.000-885.000	PUBLIC RELATIONS		57.60			
<hr/>							
3/28/22 - 2911							
23596	HONOR CREDIT UNION	03/01/2022	03/28/2022	1,155.16	1,155.16	Open	Y
	WALL (2911) FEBRUARY 2022 HONOR CR	CBAHAM					03/22/2022
	101-191.000-728.000	OFFICE SUPPLIES		182.35			
	101-000.000-674.000	BUCHANAN REDBUD CITY CENTER		9.49			
	101-172.000-728.000	OFFICE SUPPLIES		26.77			
	101-265.000-818.000	CONTRACTUAL		13.77			
	101-253.000-728.000	OFFICE SUPPLIES		42.39			
	101-215.000-728.000	OFFICE SUPPLIES		54.84			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		7.97			
	101-253.000-728.000	OFFICE SUPPLIES		98.33			
	101-253.000-728.000	OFFICE SUPPLIES		7.41			
	101-172.000-864.000	CONFERENCES AND WORKSHOP		455.00			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		42.39			
	101-253.000-728.000	OFFICE SUPPLIES		69.04			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		41.56			
	101-265.000-756.000	MISCELLANEOUS SUPPLIES		44.51			
	101-253.000-728.000	OFFICE SUPPLIES		16.95			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-215.000-728.000	OFFICE SUPPLIES		42.39			
MARCH-04570480907							
23552	INDIANA MICHIGAN POWER COMPANY	03/04/2022	03/28/2022	4,790.55	4,790.55	Open	Y
	MONTHLY BILLING CYCLE FOR MARCH 20	CBAHAM					03/18/2022
	101-441.000-926.000	STREET LIGHTING		486.56			
	202-474.000-921.000	UTILITIES		105.26			
	501-590.000-921.000	UTILITIES		681.39			
	501-591.000-921.000	UTILITIES		696.96			
	101-336.000-921.000	UTILITIES		260.74			
	101-265.000-921.000	UTILITIES		543.01			
	101-301.000-921.000	UTILITIES		303.45			
	101-371.001-921.000	UTILITIES		135.75			
	101-441.000-921.000	UTILITIES		1,575.29			
	101-172.000-962.000	MISCELLANEOUS		2.14			
102021 INVOICE							
23529	J DEFAY CLEANERS & LAUNDRY	12/08/2021	03/28/2022	91.00	91.00	Open	Y
	UNIFORM CLEANING	CBAHAM					03/11/2022
	101-301.000-769.000	UNIFORM CLEANING		91.00			
3/14/22							
23537	JOYCE ROBINSON	03/14/2022	03/28/2022	50.00	50.00	Open	Y
	REFUND FOR THE CITY CENTER	CBAHAM					03/14/2022
	101-000.000-674.000	BUCHANAN REDBUD CITY CENTER		50.00			
629793							
23530	KENNEDY INDUSTRIES, INC	02/22/2022	03/22/2022	2,690.54	2,690.54	Open	Y
	WASTE VALVE ACUATOR	CBAHAM					03/11/2022
	501-590.000-933.000	MAINTENANCE - EQUIPMENT		2,690.54			
184449							
23532	KIESLER'S POLICE SUPPLY, INC.	02/23/2022	03/25/2022	2,202.73	2,202.73	Open	Y
	4 CASES 9MM AMMO 5 CASES 40 S&W AM	CBAHAM					03/11/2022
	101-301.000-915.000	TARGET RANGE & SUPPLIES		1,202.73			
	101-301.000-851.000	RADIO MAINTENANCE		1,000.00			
31122							
23553	KLAY WEAVER	03/11/2022	03/28/2022	200.07	200.07	Open	Y
	342 MILES DRIVEN TO INDIANAPOLIS	CBAHAM					03/18/2022
	101-276.000-962.000	MISCELLANEOUS		200.07			
3/21/22							
23585	KLAY WEAVER	03/21/2022	03/28/2022	250.00	250.00	Open	Y
	WORK BOOTS - REIMBURSEMENT	CBAHAM					03/22/2022
	101-276.000-768.000	UNIFORMS		250.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
20199M 23554	KOTZ, SANGSTER, WYSOCKI LEGAL SERVICE FEES RENDERED THROUG 101-172.000-826.000 LEGAL FEES	03/11/2022 CBAHAM	04/11/2022	10,878.11 10,878.11	10,878.11	Open	Y 03/18/2022
2 23531	KURT WEST GARNER CLARK EQUIPMENT COMPLEX NATIONAL R 101-101.000-885.000 PUBLIC RELATIONS	03/07/2022 CBAHAM	03/28/2022	1,000.00 1,000.00	1,000.00	Open	Y 03/11/2022
030222-2 23606	LAKE MICHIGAN COLLEGE SUMMER TAX DISTRIBUTION 2022 703-000.000-700.006 DISBURSEMENTS - SUMMER TAXES	03/02/2022 CBAHAM	03/28/2022	500.40 500.40	500.40	Open	Y 03/22/2022
902650 23533	LAKESIDE EQUIPMENT SPIRAGRIT MOTOR 501-590.000-933.000 MAINTENANCE - EQUIPMENT	03/07/2022 CBAHAM	04/06/2022	1,860.00 1,860.00	1,860.00	Open	Y 03/11/2022
031522 23562	LARRY SCHMELING WORKED HS BASKETBALL GAME ON 3/11/ 701-000.000-150.000 POLICE RESERVES	03/15/2022 CBAHAM	03/28/2022	30.00 30.00	30.00	Open	Y 03/18/2022
1410414 23604	LEADER PUBLICATIONS LLC NOTICE INTENT INTO LEASE CONTRACT 101-215.000-903.000 LEGAL NOTICES & RECORDINGS	03/12/2022 CBAHAM	03/28/2022	88.75 88.75	88.75	Open	Y 03/22/2022
61399 23534	MARK FARM SUPPLY DUCK FOOD FOR CITY DUCKS 701-000.000-250.067 DUCK FEEDER	03/07/2022 CBAHAM	04/07/2022	49.47 49.47	49.47	Open	Y 03/11/2022
3/16/22 23584	MCCOY CREEK TRAIL EXTENSION CITY PLEDGED \$15,000/\$5,000 PER YE 103-000.000-401.032 CITY CIRCLE TRAILWAY	03/16/2022 CBAHAM	03/28/2022	5,000.00 5,000.00	5,000.00	Open	Y 03/22/2022
31522 23551	MELISSA FLICK WORKED HS BASKETBALL GAME 3/7/22 ( 701-000.000-150.000 POLICE RESERVES	03/15/2022 CBAHAM	03/28/2022	78.00 78.00	78.00	Open	Y 03/18/2022



Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
1765 23598	MENARDS 2 WINBAG SHIMMING TOOK FOR LOCKOUT 101-301.000-756.000	03/18/2022 CBAHAM MISCELLANEOUS SUPPLIES	03/28/2022	42.76 42.76	42.76	Open	Y 03/22/2022
Q27440 23555	MERCHANT SERVICES ELAVON FEES FEB 28TH, 2022 501-590.000-818.000 501-591.000-818.000	03/11/2022 CBAHAM CONTRACTUAL CONTRACTUAL	03/28/2022	52.99 26.49 26.50	52.99	Open	Y 03/18/2022
32174474 23556	MID-STATES BOLT & SCREW CO. FASTNERS FOR DIG TRAILER 501-591.000-756.000	03/04/2022 CBAHAM MISCELLANEOUS SUPPLIES	03/28/2022	24.00 24.00	24.00	Open	Y 03/18/2022
5815 23538	MMTA BASIC INSTITUTE CONFERENCE 2ND YEA 101-253.000-864.000	03/11/2022 CBAHAM CONFERENCES AND WORKSHOP	04/10/2022	550.00 550.00	550.00	Open	Y 03/14/2022
232081616001 23557	OFFICE DEPOT 2 PACK FILE LABELS 2 CASES PAPER T 101-301.000-728.000	03/04/2022 CBAHAM OFFICE SUPPLIES	04/03/2022	136.84 136.84	136.84	Open	Y 03/18/2022
3622 23613	PERFORMANCE LLC ENGINE REBUILD FOR POLARIS RANGER 101-441.000-939.000	02/16/2022 CBAHAM MAINTENANCE - VEHICLE	03/28/2022	2,348.00 2,348.00	2,348.00	Open	Y 03/23/2022
2109884 23535	PLANTE & MORAN ACCOUNTING ASSISTANCE FOR THE MON 101-253.000-818.000	02/28/2022 CBAHAM CONTRACTUAL	03/28/2022	31,973.00 31,973.00	31,973.00	Open	Y 03/11/2022
28132 23590	PRIDE THE PORTABLE TOILET BOAT LAUNCH TOILET RENTALS - 2/22/ 101-756.000-818.000	03/21/2022 CBAHAM CONTRACTUAL	03/28/2022	90.00 90.00	90.00	Open	Y 03/22/2022
FEBRUARY 2022 23561	REDBUD HARDWARE MONTHLY CHARGES IN FEBRUARY 2022 101-336.000-931.000 101-265.000-931.000	03/09/2022 CBAHAM MAINTENANCE-BUILDINGS MAINTENANCE-BUILDINGS	03/28/2022	480.52 18.49 28.57	480.52	Open	Y 03/18/2022

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	101-441.000-939.000	MAINTENANCE - VEHICLE		40.79			
	501-591.000-756.000	MISCELLANEOUS SUPPLIES		126.46			
	501-590.000-756.000	MISCELLANEOUS SUPPLIES		8.40			
	101-301.000-931.000	MAINTENANCE-BUILDINGS		20.28			
	101-276.000-756.000	MISCELLANEOUS SUPPLIES		2.99			
	101-441.000-933.000	MAINTENANCE - EQUIPMENT		147.62			
	501-590.000-962.000	MISCELLANEOUS		45.95			
	501-590.000-933.000	MAINTENANCE - EQUIPMENT		40.97			
<hr/>							
03/20/22							
23597	RICHARD WONACOTT PLYWOOD FOR RANGE TRAINING (REIMBU CBAHAM	03/20/2022	03/28/2022	19.16	19.16	Open	Y 03/22/2022
	101-301.000-915.000	TARGET RANGE & SUPPLIES		19.16			
<hr/>							
198793C							
23536	ROSE PEST SOLUTIONS PEST CONTROL FOR FEBRUARY CBAHAM	02/28/2022	03/28/2022	147.00	147.00	Open	Y 03/11/2022
	101-265.000-818.000	CONTRACTUAL		45.00			
	101-271.430-935.000	BUILDING & GROUND MAINTENANCE		51.00			
	101-271.440-935.000	BUILDING & GROUND MAINTENANCE		51.00			
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150550906							
23600	ROSE PEST SOLUTIONS PEST CONTROL FOR POLICE DEPARTMENT CBAHAM	03/20/2022	03/28/2022	71.00	71.00	Open	Y 03/22/2022
	101-301.000-818.000	CONTRACTUAL		71.00			
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8045715.2							
23558	ROYAL PUBLISHING BUCHANAN PD AD FOR BUCHANAN BASKET CBAHAM	03/14/2022	03/28/2022	95.00	95.00	Open	Y 03/18/2022
	101-301.000-957.000	BOOKS AND MAGAZINES		95.00			
<hr/>							
015427-1 IN							
23563	S.E BERRIEN COUNTY LANDFILL SLUDGE DISPOSAL CBAHAM	02/16/2022	03/28/2022	295.20	295.20	Open	Y 03/18/2022
	501-590.000-936.000	SLUDGE REMOVAL		295.20			
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0154431-IN							
23564	S.E BERRIEN COUNTY LANDFILL SLUDGE DISPOSAL CBAHAM	03/02/2022	03/28/2022	295.20	295.20	Open	Y 03/18/2022
	501-590.000-936.000	SLUDGE REMOVAL		295.20			
<hr/>							
030222-2							
23611	S.M.C.A.S. SMCAS WINTER 2021 TAX DISTRIBUTION CBAHAM	03/02/2022	03/28/2022	977.67	977.67	Open	Y 03/22/2022
	703-000.000-700.005	DISBURSEMENTS - WINTER TAXES		977.67			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
77369 23565	SAFETY SERVICES INC. GLOVES AND SAFETY VESTS 501-590.000-962.000 MISCELLANEOUS	02/28/2022 CBAHAM	03/28/2022	901.42 901.42	901.42	Open	Y 03/18/2022
32922 23574	SEMCO ENERGY MONTHLY BILLING CYCLE FOR FEBRUARY 101-301.000-921.000 UTILITIES 101-336.000-921.000 UTILITIES 101-441.000-921.000 UTILITIES 101-265.000-921.000 UTILITIES 501-590.000-921.000 UTILITIES 101-269.000-921.000 UTILITIES 101-265.000-921.000 UTILITIES 501-591.000-921.000 UTILITIES 101-265.000-921.000 UTILITIES	03/01/2022 CBAHAM	03/28/2022	6,957.97 1,125.57 603.16 2,094.98 1,622.33 807.89 263.54 284.10 152.90 3.50	6,957.97	Open	Y 03/18/2022
551-597607 23566	STATE OF MICHIGAN LEIN TOKEN FOR 1/1/22 TO 3/31/22 101-301.000-818.000 CONTRACTUAL	03/09/2022 CBAHAM	03/28/2022	33.00 33.00	33.00	Open	Y 03/18/2022
031522 23560	SWEET C. ROBINSON WORKED HS BASKETBALL GAME ON 3/7/2 701-000.000-150.000 POLICE RESERVES	03/15/2022 CBAHAM	03/28/2022	126.00 126.00	126.00	Open	Y 03/18/2022
181370 23567	TINA SPURLOCK MONTHLY CLEANING SERVICES FOR THE 101-265.000-931.000 MAINTENANCE-BUILDINGS	03/09/2022 CBAHAM	03/28/2022	75.00 75.00	75.00	Open	Y 03/18/2022
092267 23568	TINA SPURLOCK CLEANING SERVICES FOR THE PD MARCH 101-301.000-931.000 MAINTENANCE-BUILDINGS	03/09/2022 CBAHAM	03/28/2022	120.00 120.00	120.00	Open	Y 03/18/2022
031522 23559	TRISHA RAYMOND CITY CENTER REFUND 101-000.000-674.000 BUCHANAN REDBUD CITY CENTER	03/15/2022 CBAHAM	03/28/2022	50.00 50.00	50.00	Open	Y 03/18/2022

Item XI. C.

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
3/28/22 - HSA							
23581	UNITED FEDERAL CREDIT UNION	03/28/2022	04/01/2022	21,000.00	21,000.00	Open	Y
	QUARTERLY HSA DEPOSIT - APRIL 202	CBAHAM					03/21/2022
	101-172.000-715.000	FRINGE BENEFITS		1,960.00			
	101-253.000-715.000	FRINGE BENEFITS		1,337.00			
	101-301.000-715.000	FRINGE BENEFITS		5,600.00			
	101-441.000-715.000	FRINGE BENEFITS		168.00			
	202-463.000-715.000	FRINGE BENEFITS		336.00			
	202-468.000-715.000	FRINGE BENEFITS		84.00			
	202-469.000-715.000	FRINGE BENEFITS		126.00			
	202-474.000-715.000	FRINGE BENEFITS		126.00			
	202-478.000-715.000	FRINGE BENEFITS		189.00			
	202-482.000-715.000	FRINGE BENEFITS		462.00			
	203-463.000-715.000	FRINGE BENEFITS		336.00			
	203-468.000-715.000	FRINGE BENEFITS		126.00			
	203-469.000-715.000	FRINGE BENEFITS		105.00			
	203-474.000-715.000	FRINGE BENEFITS		105.00			
	203-478.000-715.000	FRINGE BENEFITS		105.00			
	203-482.000-715.000	FRINGE BENEFITS		462.00			
	501-590.000-715.000	FRINGE BENEFITS		4,704.00			
	501-591.000-715.000	FRINGE BENEFITS		4,669.00			
9901500915							
23601	VERIZON WIRELESS	03/10/2022	04/02/2022	160.12	160.12	Open	Y
	AIR CARDS (X4) FOR PATROL VEHICLES	CBAHAM					03/22/2022
	101-301.000-818.000	CONTRACTUAL		160.12			
2519696							
23569	VITAL RECORDS CONTROL	02/28/2022	03/28/2022	75.00	75.00	Open	Y
	STANDARD MONTHLY FEE	CBAHAM					03/18/2022
	101-265.000-931.000	MAINTENANCE-BUILDINGS		75.00			
8411							
23586	WELDY SALES AND SERVICE	03/21/2022	03/28/2022	1,489.96	1,489.96	Open	Y
	KPMBI-TOOL/EDGER/HEDGE TRIMMER/ BR	CBAHAM					03/22/2022
	101-276.000-933.000	MAINTENANCE - EQUIPMENT		1,489.96			
218197							
23571	WINDEMULLER ELECTRIC	02/24/2022	03/24/2022	855.45	855.45	Open	Y
	HEADWORKS MOTOR SAVER	CBAHAM					03/18/2022
	501-590.000-818.000	CONTRACTUAL		855.45			

Item XI. C.

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
0225941-IN							
23570	WOLVERINE ELECTRICAL CONTRACT	02/11/2022	03/11/2022	377.50	377.50	Open	Y
	SERVICE CALL ON DIESEL GENERATOR	CBAHAM					03/18/2022
	501-591.000-818.000	CONTRACTUAL		377.50			
# of Invoices:	90	# Due:	90	Totals:	144,721.34	144,721.34	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					144,721.34	144,721.34	

Item XI. C.

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY FUND ---							
	101 - GENERAL			98,216.67	98,216.67		
	103 - CAPITAL PROJECTS			5,000.00	5,000.00		
	107 - DOWNTOWN DEVELOPMENT FUND			9.99	9.99		
	202 - MAJOR STREETS			1,428.26	1,428.26		
	203 - LOCAL STREETS			1,239.00	1,239.00		
	501 - W & S MAINTENANCE & OPERATI			23,379.14	23,379.14		
	701 - TRUST AND AGENCY			1,169.31	1,169.31		
	703 - TAXES			14,278.97	14,278.97		
--- TOTALS BY DEPT/ACTIVITY ---							
	000.000 -			21,661.11	21,661.11		
	101.000 - CITY COMMISSION			2,637.60	2,637.60		
	172.000 - CITY MANAGER			13,979.30	13,979.30		
	191.000 - ELECTIONS			207.93	207.93		
	215.000 - CITY CLERK			242.31	242.31		
	253.000 - TREASURER			34,148.02	34,148.02		
	265.000 - BUILDING AND GROUNDS			10,834.46	10,834.46		
	269.000 - RENTAL PROPERTY			263.54	263.54		
	271.430 - PEAR'S MILL			170.93	170.93		
	271.440 - BUCHANAN COMMON			51.00	51.00		
	276.000 - CEMETERY			4,483.36	4,483.36		
	301.000 - POLICE			11,276.05	11,276.05		
	336.000 - FIRE DEPARTMENT			1,384.60	1,384.60		
	371.001 - BUILDING INSPECTOR			250.75	250.75		
	435.000 - FARMERS' MARKET			9.99	9.99		
	441.000 - DEPARTMENT OF PUBLIC WO			16,983.99	16,983.99		
	463.000 - ROUTINE STREET MAINTENA			672.00	672.00		
	468.000 - TREE & SHRUB MAINTENANC			210.00	210.00		
	469.000 - DRAINAGE			231.00	231.00		
	474.000 - TRAFFIC SERVICES - MAIN			336.26	336.26		
	478.000 - WINTER MAINTENANCE			294.00	294.00		
	482.000 - ADMIN. & RECORD KEEPING			924.00	924.00		
	590.000 - SEWER MAINTENANCE & OPE			13,735.31	13,735.31		
	591.000 - WATER MAINTENANCE & OPE			9,643.83	9,643.83		
	756.000 - BUCHANAN AREA RECREATIO			90.00	90.00		

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 GENERAL							
Dept 000.000							
101-000.000-445.000	PENALTY & INTEREST - TAX	BERRIEN COUNTY TREASU	WINTER/SUMMER 2021 TAX DISBURSEMEN	030222-2	03/28/22	1,003.34	
101-000.000-674.000	BUCHANAN REDBUD CITY CEN	ASHLEE WAGNER	CITY CENTER REFUND	030722	03/28/22	50.00	
101-000.000-674.000	BUCHANAN REDBUD CITY CEN	CHAD ELDRIDGE	REFUND CITY CENTER DEPOSIT	030722	03/28/22	50.00	
101-000.000-674.000	BUCHANAN REDBUD CITY CEN	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	9.49	
101-000.000-674.000	BUCHANAN REDBUD CITY CEN	JOYCE ROBINSON	REFUND FOR THE CITY CENTER	3/14/22	03/28/22	50.00	
101-000.000-674.000	BUCHANAN REDBUD CITY CEN	TRISHA RAYMOND	CITY CENTER REFUND	031522	03/28/22	50.00	
Total For Dept 000.000						1,212.83	
Dept 101.000 CITY COMMISSION							
101-101.000-885.000	PUBLIC RELATIONS	FRIENDS OF BERRIEN CO	PARTIAL COSTS FOR FRIENDS OF BERRI	20220005	03/28/22	1,500.00	
101-101.000-885.000	PUBLIC RELATIONS	HONOR CREDIT UNION	GRACE HONOR CARD (5957) FEBRUARY 2	3/28/22 - 5957	03/28/22	80.00	
101-101.000-885.000	PUBLIC RELATIONS	HONOR CREDIT UNION	REGAL (6262) FEBRUARY 2022 CREDIT	3/28/22 - 6262	03/28/22	57.60	
101-101.000-885.000	PUBLIC RELATIONS	KURT WEST GARNER	CLARK EQUIPMENT COMPLEX NATIONAL R	2	03/28/22	1,000.00	
Total For Dept 101.000 CITY COMMISSION						2,637.60	
Dept 172.000 CITY MANAGER							
101-172.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	1,960.00	
101-172.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	26.77	
101-172.000-730.000	POSTAGE	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	412.00	
101-172.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	GRACE HONOR CARD (5957) FEBRUARY 2	3/28/22 - 5957	03/28/22	15.89	
101-172.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	199.73	
101-172.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	MURPHY (6047) FEBRUARY 2022 CREDIT	3/28/22 - 6047	03/28/22	15.89	
101-172.000-826.000	LEGAL FEES	KOTZ, SANGSTER, WYSOC	LEGAL SERVICE FEES RENDERED THROUG	20199M	04/11/22	10,878.11	
101-172.000-864.000	CONFERENCES AND WORKSHOP	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	455.00	
101-172.000-962.000	MISCELLANEOUS	HONOR CREDIT UNION	MURPHY (6047) FEBRUARY 2022 CREDIT	3/28/22 - 6047	03/28/22	13.77	
101-172.000-962.000	MISCELLANEOUS	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	2.14	
Total For Dept 172.000 CITY MANAGER						13,979.30	
Dept 191.000 ELECTIONS							
101-191.000-728.000	OFFICE SUPPLIES	ELECTION SOURCE	ELECTION TRANSFER BAG	22-949	03/28/22	25.58	
101-191.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	182.35	
Total For Dept 191.000 ELECTIONS						207.93	
Dept 215.000 CITY CLERK							
101-215.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	97.23	
101-215.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	LANGSTON (4666) HONOR FEBRUARY 202	3/28/22 - 4666	03/28/22	4.33	
101-215.000-903.000	LEGAL NOTICES & RECORDIN	BERRIEN COUNTY RECORD	PUBLIC NOTICE AFFIDAVIT ROWALAND P	031722	03/28/22	52.00	
101-215.000-903.000	LEGAL NOTICES & RECORDIN	LEADER PUBLICATIONS L	NOTICE INTENT INTO LEASE CONTRACT	1410414	03/28/22	88.75	
Total For Dept 215.000 CITY CLERK						242.31	
Dept 253.000 TREASURER							
101-253.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	1,337.00	
101-253.000-728.000	OFFICE SUPPLIES	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	234.12	
101-253.000-730.000	POSTAGE	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	53.90	
101-253.000-818.000	CONTRACTUAL	PLANTE & MORAN	ACCOUNTING ASSISTANCE FOR THE MON	2109884	03/28/22	31,973.00	
101-253.000-864.000	CONFERENCES AND WORKSHOP	MMTA	BASIC INSTITUTE CONFERENCE 2ND YEA	5815	04/10/22	550.00	
Total For Dept 253.000 TREASURER						34,148.02	
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-756.000	MISCELLANEOUS SUPPLIES	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	136.43	
101-265.000-756.000	MISCELLANEOUS SUPPLIES	HONOR CREDIT UNION	GRACE HONOR CARD (5957) FEBRUARY 2	3/28/22 - 5957	03/28/22	962.42	
101-265.000-818.000	CONTRACTUAL	CINTAS CORPORATION	MISC MEDICAL SUPPLIES FOR MEDICAL	5099847015	03/28/22	65.67	
101-265.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPA	MISC. SUPPLIES TO FIX CAMERAS IN C	1840	04/10/22	874.93	

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Fund 101 GENERAL							
Dept 265.000 BUILDING AND GROUNDS							
101-265.000-818.000	CONTRACTUAL	CUSTOM COMPUTER COMPA	MISC LABOR CHARGES - SERVER UPGRAD	1757	04/10/22	3,800.00	
101-265.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	WALL (2911) FEBRUARY 2022 HONOR CR	3/28/22 - 2911	03/28/22	13.77	
101-265.000-818.000	CONTRACTUAL	HONOR CREDIT UNION	GRACE HONOR CARD (5957) FEBRUARY 2	3/28/22 - 5957	03/28/22	605.00	
101-265.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	PEST CONTROL FOR FEBRUARY	198793C	03/28/22	45.00	
101-265.000-921.000	UTILITIES	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	199.73	
101-265.000-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	543.01	
101-265.000-921.000	UTILITIES	SEMCO ENERGY	MONTHLY BILLING CYCLE FOR FEBRUARY	32922	03/28/22	1,909.93	
101-265.000-931.000	MAINTENANCE-BUILDINGS	A&G ENVIRONMENTAL SOL	ASBESTOS TEST ON 109 RAILROAD ST	2156	03/28/22	750.00	
101-265.000-931.000	MAINTENANCE-BUILDINGS	A&G ENVIRONMENTAL SOL	ASBESTOS TEST ON 906 VICTORY ST	2157	03/28/22	750.00	
101-265.000-931.000	MAINTENANCE-BUILDINGS	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	28.57	
101-265.000-931.000	MAINTENANCE-BUILDINGS	TINA SPURLOCK	MONTHLY CLEANING SERVICES FOR THE	181370	03/28/22	75.00	
101-265.000-931.000	MAINTENANCE-BUILDINGS	VITAL RECORDS CONTROL	STANDARD MONTHLY FEE	2519696	03/28/22	75.00	
Total For Dept 265.000 BUILDING AND GROUNDS						10,834.46	
Dept 269.000 RENTAL PROPERTY							
101-269.000-921.000	UTILITIES	SEMCO ENERGY	MONTHLY BILLING CYCLE FOR FEBRUARY	32922	03/28/22	263.54	
Total For Dept 269.000 RENTAL PROPERTY						263.54	
Dept 271.430 PEAR'S MILL							
101-271.430-853.000	TELEPHONE, INTERNET, CAB	AT&T	MONTHLY BILLING JAN-FEB 2022	3/18/22	03/28/22	119.93	
101-271.430-935.000	BUILDING & GROUND MAINTENANCE	ROSE PEST SOLUTIONS	PEST CONTROL FOR FEBRUARY	198793C	03/28/22	51.00	
Total For Dept 271.430 PEAR'S MILL						170.93	
Dept 271.440 BUCHANAN COMMON							
101-271.440-935.000	BUILDING & GROUND MAINTENANCE	ROSE PEST SOLUTIONS	PEST CONTROL FOR FEBRUARY	198793C	03/28/22	51.00	
Total For Dept 271.440 BUCHANAN COMMON						51.00	
Dept 276.000 CEMETERY							
101-276.000-751.000	GAS AND OIL	AALFS BP	MONTHLY FUEL CHARGES FOR FEBRUARY	IN 2/28/22	03/28/22	682.29	
101-276.000-756.000	MISCELLANEOUS SUPPLIES	BAR WATER YOUR LOCAL	OFFICE WATER FOR FEBRUARY	22822	03/28/22	22.10	
101-276.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	2.99	
101-276.000-768.000	UNIFORMS	KLAY WEAVER	WORK BOOTS - REIMBURSEMENT	3/21/22	03/28/22	250.00	
101-276.000-853.000	TELEPHONE, INTERNET, CAB	COMCAST BUSINESS	MONTHLY INTERNET BILL FOR 3/14/22-	3722	03/28/22	102.14	
101-276.000-853.000	TELEPHONE, INTERNET, CAB	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	199.73	
101-276.000-932.000	MAINTENANCE-GROUNDS	BIG C LUMBER	SKID OF CONCRETE/FOUNDATIONS	1576801	03/28/22	340.77	
101-276.000-933.000	MAINTENANCE - EQUIPMENT	WELDY SALES AND SERVI	KPMBI-TOOL/EDGER/HEDGE TRIMMER/ BR	8411	03/28/22	1,489.96	
101-276.000-939.000	MAINTENANCE - VEHICLE	ALTEC INDUSTRIES, INC	YEARLY INSPECTION ON BOOM TRUCK	50940728	04/02/22	1,068.31	
101-276.000-962.000	MISCELLANEOUS	CINTAS CORPORATION	MEDICAL SUPPLIES FOR MEDICAL SUPPL	5099847052	03/28/22	83.15	
101-276.000-962.000	MISCELLANEOUS	KLAY WEAVER	342 MILES DRIVEN TO INDIANAPOLIS	31122	03/28/22	200.07	
101-276.000-969.000	TRANSFER-EQUIPMENT RESERVE	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	41.85	
Total For Dept 276.000 CEMETERY						4,483.36	
Dept 301.000 POLICE							
101-301.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	5,600.00	
101-301.000-728.000	OFFICE SUPPLIES	OFFICE DEPOT	2 PACK FILE LABELS 2 CASES PAPER T	232081616001	04/03/22	136.84	
101-301.000-751.000	GAS AND OIL	AALFS BP	MONTHLY FUEL CHARGES FOR FEBRUARY	IN 2/28/22	03/28/22	645.69	
101-301.000-756.000	MISCELLANEOUS SUPPLIES	MENARDS	2 WINBAG SHIMMING TOOL FOR LOCKOUT	1765	03/28/22	42.76	
101-301.000-769.000	UNIFORM CLEANING	J DEFAY CLEANERS & LA	UNIFORM CLEANING	102021 INVOICE	03/28/22	91.00	
101-301.000-818.000	CONTRACTUAL	ROSE PEST SOLUTIONS	PEST CONTROL FOR POLICE DEPARTMENT	150550906	03/28/22	71.00	
101-301.000-818.000	CONTRACTUAL	STATE OF MICHIGAN	LEIN TOKEN FOR 1/1/22 TO 3/31/22	551-597607	03/28/22	33.00	
101-301.000-818.000	CONTRACTUAL	VERIZON WIRELESS	AIR CARDS (X4) FOR PATROL VEHICLES	9901500915	04/02/22	160.12	
101-301.000-851.000	RADIO MAINTENANCE	KIESLER'S POLICE SUPP	4 CASES 9MM AMMO 5 CASES 40 S&W AM	184449	03/25/22	1,000.00	
101-301.000-915.000	TARGET RANGE & SUPPLIES	KIESLER'S POLICE SUPP	4 CASES 9MM AMMO 5 CASES 40 S&W AM	184449	03/25/22	1,202.73	



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Fund 101 GENERAL							
Dept 301.000 POLICE							
101-301.000-915.000	TARGET RANGE & SUPPLIES	RICHARD WONACOTT	PLYWOOD FOR RANGE TRAINING (REIMBU	03/20/22	03/28/22	19.16	
101-301.000-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	303.45	
101-301.000-921.000	UTILITIES	SEMCO ENERGY	MONTHLY BILLING CYCLE FOR FEBRUARY	32922	03/28/22	1,125.57	
101-301.000-931.000	MAINTENANCE-BUILDINGS	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	20.28	
101-301.000-931.000	MAINTENANCE-BUILDINGS	TINA SPURLOCK	CLEANING SERVICES FOR THE PD MARCH	092267	03/28/22	120.00	
101-301.000-939.000	MAINTENANCE - VEHICLE	GENE WESNER AUTOMOTIV	REPAIR & REPLACE BATTERY ON CAR 46	18543	03/28/22	194.45	
101-301.000-957.000	BOOKS AND MAGAZINES	ROYAL PUBLISHING	BUCHANAN PD AD FOR BUCHANAN BASKET	8045715.2	03/28/22	95.00	
101-301.000-960.000	EDUCATION AND TRAINING	BOBBY E BLAYLOCK	CPR/FIRST AID TRAINING CLASS ON 2/	032022	03/28/22	415.00	
Total For Dept 301.000 POLICE						11,276.05	
Dept 336.000 FIRE DEPARTMENT							
101-336.000-853.000	TELEPHONE, INTERNET, CAB	COMCAST BUSINESS	MONTHLY INTERNET BILL FOR 3/3/22-4	3122	03/22/22	371.42	
101-336.000-921.000	UTILITIES	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	130.79	
101-336.000-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	260.74	
101-336.000-921.000	UTILITIES	SEMCO ENERGY	MONTHLY BILLING CYCLE FOR FEBRUARY	32922	03/28/22	603.16	
101-336.000-931.000	MAINTENANCE-BUILDINGS	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	18.49	
Total For Dept 336.000 FIRE DEPARTMENT						1,384.60	
Dept 371.001 BUILDING INSPECTOR							
101-371.001-831.000	MEMBERSHIP AND DUES	COCM	2022 DUES FOR CODE OFFICIALS CONFE	1122-123122	03/28/22	45.00	
101-371.001-914.000	MEDICAL MARIHUANA	HONOR CREDIT UNION	GANUS (6070) FEBRUARY 2022 CREDIT	3/28/22 - 6070	03/28/22	70.00	
101-371.001-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	135.75	
Total For Dept 371.001 BUILDING INSPECTOR						250.75	
Dept 441.000 DEPARTMENT OF PUBLIC WORKS							
101-441.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	168.00	
101-441.000-751.000	GAS AND OIL	AALFS BP	MONTHLY FUEL CHARGES FOR FEBRUARY	IN 2/28/22	03/28/22	1,012.19	
101-441.000-853.000	TELEPHONE, INTERNET, CAB	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	199.74	
101-441.000-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	1,575.29	
101-441.000-921.000	UTILITIES	SEMCO ENERGY	MONTHLY BILLING CYCLE FOR FEBRUARY	32922	03/28/22	2,094.98	
101-441.000-926.000	STREET LIGHTING	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	486.56	
101-441.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	147.62	
101-441.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	97.65	
101-441.000-939.000	MAINTENANCE - VEHICLE	PERFORMANCE LLC	ENGINE REBUILD FOR POLARIS RANGER	3622	03/28/22	2,348.00	
101-441.000-939.000	MAINTENANCE - VEHICLE	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	40.79	
101-441.000-940.000	NEW DPW BUILDING	DRIESEN & ASSOCIATE	GEOTECHNICAL ENGINEERING SERVICES	29236	03/28/22	8,750.00	
101-441.000-961.000	MEDICAL EXAMS	CINTAS CORPORATION	MEDICAL SUPPLIES FOR MEDICAL SUPPL	5099522874	03/28/22	63.17	
Total For Dept 441.000 DEPARTMENT OF PUBLIC WORK						16,983.99	
Dept 756.000 BUCHANAN AREA RECREATION BOARD							
101-756.000-818.000	CONTRACTUAL	PRIDE THE PORTABLE TO	BOAT LAUNCH TOILET RENTALS - 2/22/	28132	03/28/22	90.00	
Total For Dept 756.000 BUCHANAN AREA RECREATION						90.00	
Total For Fund 101 GENERAL						98,216.67	
Fund 103 CAPITAL PROJECTS							
Dept 000.000							
103-000.000-401.032	CITY CIRCLE TRAILWAY	MCCOY CREEK TRAIL EXT	CITY PLEDGED \$15,000/\$5,000 PER YE	3/16/22	03/28/22	5,000.00	
Total For Dept 000.000						5,000.00	
Total For Fund 103 CAPITAL PROJECTS						5,000.00	
Fund 107 DOWNTOWN DEVELOPMENT FUND							
Dept 435.000 FARMERS' MARKET							

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Fund 107 DOWNTOWN DEVELOPMENT FUND							
Dept 435.000 FARMERS' MARKET							
107-435.000-762.000	WEBSITE	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	9.99	
						<u>9.99</u>	
Total For Dept 435.000 FARMERS' MARKET						9.99	
						<u>9.99</u>	
Total For Fund 107 DOWNTOWN DEVELOPMENT FUND						9.99	
Fund 202 MAJOR STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
202-463.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	336.00	
						<u>336.00</u>	
Total For Dept 463.000 ROUTINE STREET MAINTENANC						336.00	
Dept 468.000 TREE & SHRUB MAINTENANCE							
202-468.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	84.00	
						<u>84.00</u>	
Total For Dept 468.000 TREE & SHRUB MAINTENANCE						84.00	
Dept 469.000 DRAINAGE							
202-469.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	126.00	
						<u>126.00</u>	
Total For Dept 469.000 DRAINAGE						126.00	
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
202-474.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	126.00	
202-474.000-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	105.26	
						<u>105.26</u>	
Total For Dept 474.000 TRAFFIC SERVICES - MAINTE						231.26	
Dept 478.000 WINTER MAINTENANCE							
202-478.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	189.00	
						<u>189.00</u>	
Total For Dept 478.000 WINTER MAINTENANCE						189.00	
Dept 482.000 ADMIN. & RECORD KEEPING							
202-482.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	462.00	
						<u>462.00</u>	
Total For Dept 482.000 ADMIN. & RECORD KEEPING						462.00	
						<u>462.00</u>	
Total For Fund 202 MAJOR STREETS						1,428.26	
Fund 203 LOCAL STREETS							
Dept 463.000 ROUTINE STREET MAINTENANCE							
203-463.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	336.00	
						<u>336.00</u>	
Total For Dept 463.000 ROUTINE STREET MAINTENANC						336.00	
Dept 468.000 TREE & SHRUB MAINTENANCE							
203-468.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	126.00	
						<u>126.00</u>	
Total For Dept 468.000 TREE & SHRUB MAINTENANCE						126.00	
Dept 469.000 DRAINAGE							
203-469.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	105.00	
						<u>105.00</u>	
Total For Dept 469.000 DRAINAGE						105.00	
Dept 474.000 TRAFFIC SERVICES - MAINTENANCE							
203-474.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	105.00	
						<u>105.00</u>	
Total For Dept 474.000 TRAFFIC SERVICES - MAINTE						105.00	
Dept 478.000 WINTER MAINTENANCE							
203-478.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	105.00	
						<u>105.00</u>	
Total For Dept 478.000 WINTER MAINTENANCE						105.00	
Dept 482.000 ADMIN. & RECORD KEEPING							

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Fund 203 LOCAL STREETS							
Dept 482.000 ADMIN. & RECORD KEEPING							
203-482.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	462.00	
						462.00	
Total For Dept 482.000 ADMIN. & RECORD KEEPING						462.00	
						1,239.00	
Fund 501 W & S MAINTENANCE & OPERATION							
Dept 590.000 SEWER MAINTENANCE & OPERATION							
501-590.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	4,704.00	
501-590.000-751.000	GAS AND OIL	AALFS BP	MONTHLY FUEL CHARGES FOR FEBRUARY	IN 2/28/22	03/28/22	78.58	
501-590.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	8.40	
501-590.000-818.000	CONTRACTUAL	MERCHANT SERVICES	ELAVON FEES FEB 28TH, 2022	Q27440	03/28/22	26.49	
501-590.000-818.000	CONTRACTUAL	WINDEMULLER ELECTRIC	HEADWORKS MOTOR SAVER	218197	03/28/22	855.45	
501-590.000-853.000	TELEPHONE, INTERNET, CAB	AT&T	MONTHLY BILLING JAN-FEB 2022	3/18/22	03/28/22	31.65	
501-590.000-853.000	TELEPHONE, INTERNET, CAB	COMCAST BUSINESS	WASTE WATER COMCAST USAGE 3/16/22-	03/16/22-04/15/	04/02/22	228.82	
501-590.000-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	681.39	
501-590.000-921.000	UTILITIES	SEMCO ENERGY	MONTHLY BILLING CYCLE FOR FEBRUARY	32922	03/28/22	807.89	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	KENNEDY INDUSTRIES, I	WASTE VALVE ACUATOR	629793	03/22/22	2,690.54	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	LAKESIDE EQUIPMENT	SPIRAGRIT MOTOR	902650	04/06/22	1,860.00	
501-590.000-933.000	MAINTENANCE - EQUIPMENT	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	40.97	
501-590.000-936.000	SLUDGE REMOVAL	S.E BERRIEN COUNTY L	SLUDGE DISPOSAL	015427-1 IN	03/28/22	295.20	
501-590.000-936.000	SLUDGE REMOVAL	S.E BERRIEN COUNTY L	SLUDGE DISPOSAL	0154431-IN	03/28/22	295.20	
501-590.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	27.90	
501-590.000-962.000	MISCELLANEOUS	CINTAS CORPORATION	MEDICAL SUPPLY CABINET - EXP. DATE	5099847064	03/28/22	22.90	
501-590.000-962.000	MISCELLANEOUS	GRAINGER	PAPER PRODUCTS AND MULTIMETER	9227452902	03/30/22	132.56	
501-590.000-962.000	MISCELLANEOUS	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	45.95	
501-590.000-962.000	MISCELLANEOUS	SAFETY SERVICES INC.	GLOVES AND SAFETY VESTS	77369	03/28/22	901.42	
Total For Dept 590.000 SEWER MAINTENANCE & OPERA						13,735.31	
Dept 591.000 WATER MAINTENANCE & OPERATION							
501-591.000-715.000	FRINGE BENEFITS	UNITED FEDERAL CREDIT	QUARTERLY HSA DEPOSIT - APRIL 202	3/28/22 - HSA	04/01/22	4,669.00	
501-591.000-743.000	CHEMICALS	ALEXANDER CHEMICAL CO	WATER TREATMENT CHEMICALS AND STOR	5130	04/03/22	1,225.75	
501-591.000-743.000	CHEMICALS	ALEXANDER CHEMICAL CO	WATER TREATMENT CHEMICALS AND STOR	51065	03/29/22	75.75	
501-591.000-751.000	GAS AND OIL	AALFS BP	MONTHLY FUEL CHARGES FOR FEBRUARY	IN 2/28/22	03/28/22	333.05	
501-591.000-756.000	MISCELLANEOUS SUPPLIES	MID-STATES BOLT & SCR	FASTNERS FOR DIG TRAILER	32174474	03/28/22	24.00	
501-591.000-756.000	MISCELLANEOUS SUPPLIES	REDBUD HARDWARE	MONTHLY CHARGES IN FEBRUARY 2022	FEBRUARY 2022	03/28/22	126.46	
501-591.000-818.000	CONTRACTUAL	MERCHANT SERVICES	ELAVON FEES FEB 28TH, 2022	Q27440	03/28/22	26.50	
501-591.000-818.000	CONTRACTUAL	WOLVERINE ELECTRICAL	SERVICE CALL ON DIESEL GENERATOR	0225941-IN	03/11/22	377.50	
501-591.000-853.000	TELEPHONE, INTERNET, CAB	AT&T	MONTHLY BILLING JAN-FEB 2022	3/18/22	03/28/22	35.61	
501-591.000-853.000	TELEPHONE, INTERNET, CAB	COMCAST BUSINESS	MONTHLY BILLING CYCLE FOR WATER TO	030622-040522	03/31/22	126.35	
501-591.000-853.000	TELEPHONE, INTERNET, CAB	COMCAST BUSINESS	WATER DEPARTMENT COMCAST USAGE FOR	03/22/22-04/21/	04/05/22	95.90	
501-591.000-853.000	TELEPHONE, INTERNET, CAB	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	250.20	
501-591.000-921.000	UTILITIES	INDIANA MICHIGAN POWE	MONTHLY BILLING CYCLE FOR MARCH 20	MARCH-045704809	03/28/22	696.96	
501-591.000-921.000	UTILITIES	SEMCO ENERGY	MONTHLY BILLING CYCLE FOR FEBRUARY	32922	03/28/22	152.90	
501-591.000-937.000	METERS - HYDRANTS - FITT	ETNA SUPPLY CO.	1.5 IN WATER METER AND FLANGE/ GAS	S104452348.001	03/28/22	1,400.00	
501-591.000-939.000	MAINTENANCE - VEHICLE	HONOR CREDIT UNION	POWERS (6054) FEBRUARY 2022 CREDIT	3/28/22 - 6054	03/28/22	27.90	
Total For Dept 591.000 WATER MAINTENANCE & OPERA						9,643.83	
Total For Fund 501 W & S MAINTENANCE & OPERATION						23,379.14	
Fund 701 TRUST AND AGENCY							
Dept 000.000							
701-000.000-150.000	POLICE RESERVES	LARRY SCHMELING	WORKED HS BASKETBALL GAME ON 3/11/	031522	03/28/22	30.00	
701-000.000-150.000	POLICE RESERVES	MELISSA FLICK	WORKED HS BASKETBALL GAME 3/7/22 (	31522	03/28/22	78.00	

Item XI. C.

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 701 TRUST AND AGENCY							
Dept 000.000							
701-000.000-150.000	POLICE RESERVES	SWEET C. ROBINSON	WORKED HS BASKETBALL GAME ON 3/7/2	031522	03/28/22	126.00	
701-000.000-250.000	UNCLASSIFIED	BERRIEN COUNTY TREASU	WINTER/SUMMER 2021 TAX DISBURSEMEN	030222-2	03/28/22	100.84	
701-000.000-250.007	DOG LICENSES	BERRIEN COUNTY ANIMAL	DOG LICENSES FOR 12/1/21-3/9/22 CO	12121-3922	03/28/22	785.00	
701-000.000-250.067	DUCK FEEDER	MARK FARM SUPPLY	DUCK FOOD FOR CITY DUCKS	61399	04/07/22	49.47	
Total For Dept 000.000						1,169.31	
Total For Fund 701 TRUST AND AGENCY						1,169.31	
Fund 703 TAXES							
Dept 000.000							
703-000.000-700.005	DISBURSEMENTS - WINTER T	BERRIEN COUNTY TREASU	WINTER/SUMMER 2021 TAX DISBURSEMEN	030222-2	03/28/22	1,277.41	
703-000.000-700.005	DISBURSEMENTS - WINTER T	BUCHANAN DISTRICT LIB	WINTER 2021 TAX DISTRIBUTION	030222-2	03/28/22	1,272.41	
703-000.000-700.005	DISBURSEMENTS - WINTER T	S.M.C.A.S.	SMCAS WINTER 2021 TAX DISTRIBUTION	030222-2	03/28/22	977.67	
703-000.000-700.006	DISBURSEMENTS - SUMMER T	BERRIEN COUNTY TREASU	WINTER/SUMMER 2021 TAX DISBURSEMEN	030222-2	03/28/22	2,378.56	
703-000.000-700.006	DISBURSEMENTS - SUMMER T	BERRIEN RESA	SUMMER 2021 TAX DISTRIBUTION	030222-2	03/28/22	522.91	
703-000.000-700.006	DISBURSEMENTS - SUMMER T	BUCHANAN COMMUNITY SC	SUMMER TAX DISTRIBUTION 2021	030222-2	03/28/22	2,837.98	
703-000.000-700.006	DISBURSEMENTS - SUMMER T	CITY OF BUCHANAN	SUMMER 2021 TAX DISTRIBUTION	030222-3	03/28/22	3,887.80	
703-000.000-700.006	DISBURSEMENTS - SUMMER T	CITY OF BUCHANAN	SUMMER TAX DISTRIBUTION 2021 - ADM	030222-2	03/28/22	623.83	
703-000.000-700.006	DISBURSEMENTS - SUMMER T	LAKE MICHIGAN COLLEGE	SUMMER TAX DISTRIBUTION 2022	030222-2	03/28/22	500.40	
Total For Dept 000.000						14,278.97	
Total For Fund 703 TAXES						14,278.97	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount Check
			Fund Totals:			
			Fund 101 GENERAL			98,216.67
			Fund 103 CAPITAL PROJECTS			5,000.00
			Fund 107 DOWNTOWN DEVELOPMENT FUND			9.99
			Fund 202 MAJOR STREETS			1,428.26
			Fund 203 LOCAL STREETS			1,239.00
			Fund 501 W & S MAINTENANCE & OPERATI			23,379.14
			Fund 701 TRUST AND AGENCY			1,169.31
			Fund 703 TAXES			14,278.97
			Total For All Funds:			144,721.34



## CONSENT AGENDA

### **BANK ACCOUNT CHANGES**

Effective March 28, 2022, the Buchanan City Commission hereby authorizes the following changes:

- (A) Stephanie Powers shall be removed from all 'City of Buchanan' bank accounts, including accounts located at Huntington Bank and Honor Credit Union. All 'City of Buchanan' credit cards issued in the name of Stephanie Powers shall also be closed.
- (B) Courtney Baham shall be added to all 'City of Buchanan' bank accounts, including accounts located at Huntington Bank and Honor Credit Union. Courtney Baham shall also be authorized as a primary signatory on all such accounts.



CITY OF BUCHANAN

Street Closure Form

Street(s) requested to be closed Front St, Block off Red Bud, DAYS, Main, and Oak St

Street Closing: from 4-7-22 3:30 to 4-7-22 7:30  
Date Time Date Time

Reason: Chili Walk Cook-off

Request being made by:

Organization: Buchanan Area Chamber of Commerce

Address:

Phone:

Company Representative Name (printed)

Company Representative Signature

Title:

Approved: [Signature]

Police Chief

Approved: [Signature]

Fire Chief

Approved: [Signature]

Public Services Director

Approved: [Signature]

City Manager

Comments (Office Use Only)

## COB – DPW Project &amp; Budget Review: 3/28/22

- Budget by Daniel @ AVB
  - General Budget
  - Alternate Ideas
    - Generator Choice
    - Paving Quantity
    - Building Size
- Budgets
  - FFE/Equipment Budget
  - Preconstruction Costs
    - Due diligence
    - TBG, AVB, Bergmann
- Project
  - Demo Progress
  - Next Steps – plan review and construction documents
- Schedule
  - 12 weeks for bid documents from budget & scope consensus
  - 6 weeks for subcontractor bids & final pricing
  - Bond close in August
  - Order PEMB July/August
  - Site March 2023
  - Construction April/May 2023
  - Substantial Completion Nov/Dec 2023



**City of Buchanan Department of Public Works**  
**Buchanan, MI**

**New Building**  
**23,500 SF**

	Construction Cost		4,102,088
	Design & Volatile Market Contingency	5%	205,104
	Construction Contingency	5%	205,104
	AVB Fee	2.24%	91,887
	AVB Preconstruction Fee		11,950
	<b>Construction Total</b>		<b>4,616,134</b>

196.43

**Other City Budget**

The Barton Group (Precon)			21,500
The Barton Group (Constr)	Approx 1.75%	*NTE	75,000
Bergmann		*TBD	120,000
Furniture Fixtures & Equipment			125,000
Site Due Diligence			50,000
Demolition			
Bond/Financing Costs	3%		138,484
			<u>303,484</u>
			<u>391,500</u>
			<b>4,919,618</b>
			5,311,118

**CITY OF BUCHANAN  
DPW BUILDING  
ESTIMATE SUMMARY  
3/28/2022**



BUILD SOMETHING BETTER.

			<b>BUDGET</b>
001-000	GENERAL CONDITIONS		\$ 305,331
003-000	CONCRETE		\$ 358,839
004-000	MASONRY		\$ 196,374
005-000	STRUCTURAL STEEL / MISC. METAL		\$ 120,695
006-800	GENERAL TRADES		\$ 35,319
008-100	DOORS, FRAME, AND HARDWARE		\$ 52,500
008-340	OVERHEAD DOORS		\$ 71,840
008-800	GLASS & ALUMINUM		\$ 19,000
009-250	DRYWALL		\$ 22,488
009-610	FLOORING		\$ 78,477
009-910	PAINT		\$ 28,875
013-120	PRE ENGINEERED METAL BUILDING		\$ 1,037,665
021-000	FIRE PROTECTION		\$ 81,093
022-000	PLUMBING		\$ 99,940
023-000	MECHANICAL		\$ 409,585
026-000	ELECTRICAL		\$ 402,700
031-000	SITE WORK		\$ 661,567
032-120	ASPHALT PAVING		\$ 119,800
<b>PROJECT SUB-TOTAL</b>			<b>\$ 4,102,088</b>
	PRE CONSTRUCTION FEE (incl 50% savings)		\$ 11,950
	CM OH AND FEE INCLUDES LIABILITY INSURANCE	2.24%	\$ 91,887
	DESIGN & ESTIMATE CONTINGENCY	5.0%	\$ 205,104
	CONSTRUCTION CONTINGENCY	5.0%	\$ 205,104
<b>CONSTRUCTION TOTAL</b>			<b>\$ 4,616,134</b>

**CLARIFICATIONS**

EXCLUDES WATER/SANITARY COMMODITY FEES (ASSUME CITY WILL WAIVE FEES)

EXCLUDES ANY PERMIT FEES (ASSUME CITY WILL WAIVE FEES)

EXCLUDES APPLIANCES

EXCLUDES WINDOW TREATMENT

EXCLUDES SEATING BENCH AND LOCKERS IN THE LOCKER ROOM

EXCLUDES CURB AND GUTTERS

EXCLUDES LANDSCAPING

EXCLUDES DUMPSTER ENCLOSURE(S)

EXCLUDES RELOCATING OVERHEAD ELECTRICITY LINES & POSTS

EXCLUDES CULVERT RE-CONSTRUCTION

EXCLUDES DEMO OF EXISTING BUILDINGS

EXCLUDES UNDERDRAINS FOR ASPHALT PAVEMENT

EXCLUDES UNDERCUT SOIL BELOW ASPHALT PAVEMENT

INCLUDES REDUCING THE WASH BAY DRIVE TO 20'

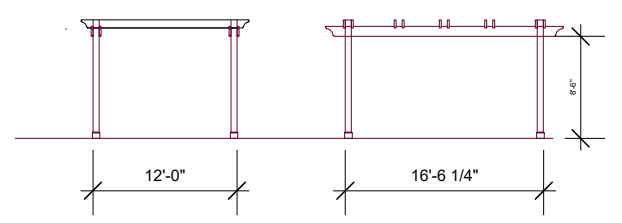
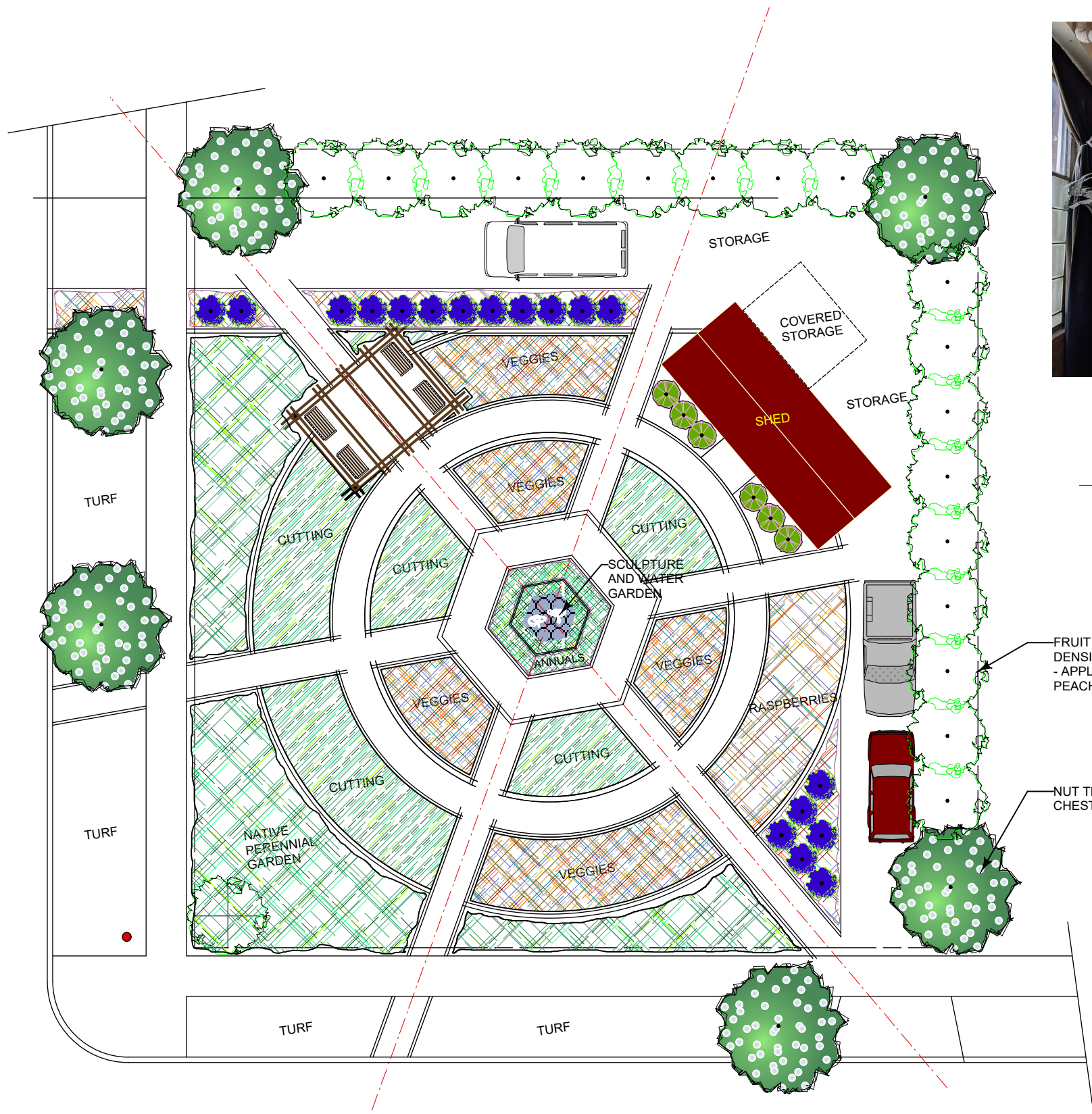
ASSUMED ALL SOIL TO STAY ON SITE

CITY OF BUCHANAN  
 DPW BUILDING  
 ALTERNATES - SUMMARY  
 3/28/2022

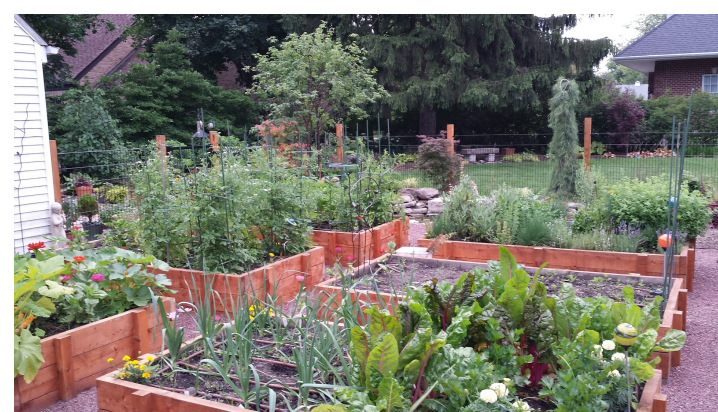


#	ALTERNATE OPTIONS		ESTIMATED COST
1	CUT FOUR BAYS ( 9,300 SF ) FROM THE VEHICLE STORAGE AREA	DEDUCT	\$ (434,933)
2	CUT TWO BAYS ( 5,000 SF ) FROM THE VEHICLE STORAGE AREA	DEDUCT	\$ (235,305)
3	REMOVE RADIANT HEAT BELOW SLAB IN THE VEHICLE STORAGE, SERVICE, AND SHOP	DEDUCT	\$ (114,791)
4	GENERATOR FOR LIFE SAFETY ONLY	DEDUCT	\$ (115,500)
5	ELIMINATE GENERATOR BUT INSTALL TAP BOX FOR FUTURE	DEDUCT	TBD
6	REMOVE MEZZANINE	DEDUCT	\$ (123,588)
7	REMOVE ONE BAY FROM SERVICE AREA	DEDUCT	\$ (57,026)
8	STRIP SITE 5' AND HAUL SOIL OFF SITE	ADD	\$ 818,230
9	ADD UNDERDRAINS FOR PAVEMENT AREAS	ADD	\$ 61,081
10	CULVERT RECONSTRUCTION	ADD	TBD
11	SUBCONTRACTOR PLM BONDS	ADD	5-10% of SubC Costs
12	GRAVEL IN LIEU OF PAVEMENT SOUTH OF BUILDING AND IN FRONT OF WATER BLDG	DEDUCT	\$ (47,415)
13	PAVED PARKING LOT, CONCRETE SKIRTS IN FRONT OF ALL OVERHEAD DOORS, AND GRAVEL IN LIEU OF PAVEMENT ON ALL DRIVES	DEDUCT	\$ (104,830)

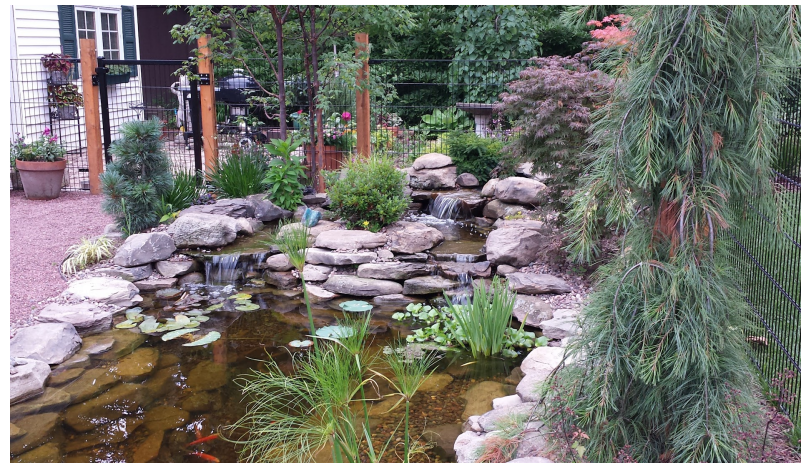
	Cost	Estimate
<b>Furniture, Fixtures &amp; Equipment (FF&amp;E) Costs:</b>		
Furniture & Lockers		\$ 50,000.00
Blinds/Window Treatment		\$ 2,000.00
Appliances		\$ 6,000.00
Fork Lift		\$ 30,000.00
Air Compressor		\$ 35,000.00
DPW Specific Tools & Equipment		\$ 20,000.00
Laundry Equipment		\$ 2,500.00
Computers/IT/Phones		\$ 15,000.00
Copiers/Printers		\$ 2,000.00
Telephone & IT Cabling		\$ 2,500.00
AV/Technology		\$ 40,000.00
AV Cabling		\$ 8,000.00
Cameras Exterior		\$ 13,000.00
Camera Cabling		\$ 3,250.00
Access Devices/Control		\$ 14,000.00
Access Control Cabling		\$ 3,500.00
Exterior Furniture		\$ 2,000.00
Interior Signs		\$ 1,500.00
External Sign		\$ 8,000.00
Owner's Move		\$ 4,000.00
Equipment Contingency (10%)		\$ 26,225.00
<b>Total FF&amp;E Costs:</b>		\$ 288,475.00



FRUIT TREE HIGH DENSITY GREEN WALL - APPLES, PEARS, PEACHES



NUT TREES - PECAN, CHESTNUT, HICKORY



1 PAN PAN 3 COMMUNITY GARDEN  
Scale: 1/16" = 1'-0"

**CITY OF BUCHANAN  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
RESOLUTION NO. 2022.03/427**

**RESOLUTION OF APPROVAL FOR APPLICATION FOR OBSOLETE PROPERTY  
REHABILITATION EXEMPTION CERTIFICATE – ROWLAND PROPERTY GROUP  
LLC – 101/103 DAYS AVENUE, BUCHANAN, MI, 49107**

WHEREAS, the City of Buchanan City Commission supports the application for obsolete property rehabilitation exemption certificate (Michigan Department of Treasury form 3674) submitted by Rowland Property Group LLC regarding the obsolete facility located at 101/103 Days Avenue, Buchanan, MI, 49107; and

WHEREAS, the City of Buchanan City Commission recognizes the obsolescence of this former video rental facility; and

WHEREAS, the City of Buchanan City Commission supports and approves a 12 year Obsolete Property Rehabilitation Exemption for this property, pursuant to Public Act 146 of 2000, as amended; and

WHEREAS, the location of the proposed project is within the jurisdiction of The City of Buchanan, and, WHEREAS, the proposed project, if completed, will be a benefit to the community.

NOW THEREFORE, BE IT RESOLVED that the Buchanan City Commission hereby approves the Application for Obsolete Property Rehabilitation Exemption Certificate for 101/103 Days Avenue in Buchanan, Berrien County, Michigan.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on March 24, 2022, at 7:00 p.m. in the City of Buchanan, MI, Berrien County, with a quorum present.

\_\_\_\_\_  
Dated: \_\_\_\_\_

**CITY OF BUCHANAN  
COUNTY OF BERRIEN, STATE OF MICHIGAN  
RESOLUTION NO. 2022.03/428**

**RESOLUTION OF APPROVAL FOR APPLICATION FOR OBSOLETE PROPERTY  
REHABILITATION EXEMPTION CERTIFICATE – CLAREMONT STARK LLC – 502  
CLAREMONT, BUCHANAN, MI, 49107**

WHEREAS, the City of Buchanan City Commission supports the application for obsolete property rehabilitation exemption certificate (Michigan Department of Treasury form 3674) submitted by Claremont Stark LLC regarding the obsolete facility located at 502 Claremont Street, Buchanan, MI, 49107; and

WHEREAS, the City of Buchanan City Commission recognizes the obsolescence of this former school property; and

WHEREAS, the City of Buchanan City Commission supports and approves a 12 year Obsolete Property Rehabilitation Exemption for this property, pursuant to Public Act 146 of 2000, as amended; and

WHEREAS, the location of the proposed project is within the jurisdiction of The City of Buchanan, and, WHEREAS, the proposed project, if completed, will be a benefit to the community.

NOW THEREFORE, BE IT RESOLVED that the Buchanan City Commission hereby approves the Application for Obsolete Property Rehabilitation Exemption Certificate for 502 Claremont Street in Buchanan, Berrien County, Michigan.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on March 24, 2022, at 7:00 p.m. in the City of Buchanan, MI, Berrien County, with a quorum present.

\_\_\_\_\_

Dated: \_\_\_\_\_

Michigan Department of Treasury  
3674 (Rev. 12-20)

# Application for Obsolete Property Rehabilitation Exemption Certificate

Issued under authority of Public Act 146 of 2000, as amended.

This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

**INSTRUCTIONS:** File the completed application and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) See State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

Applicant (Company) Name (applicant must be the OWNER of the facility)		
Rowland Property Group, LLC		
Company Mailing Address (Number and Street, P.O. Box, City, State, ZIP Code)		
PO Box 517, Buchanan, MI 49107		
Location of obsolete facility (Number and Street, City, State, ZIP Code)		
101/103 Days Ave, Buchanan, MI 49107		
City, Township, Village (indicate which)		County
City of Buchanan		Berrien
Date of Commencement of Rehabilitation (mm/dd/yyyy)	Planned date of Completion of Rehabilitation (mm/dd/yyyy)	School District where facility is located (include school code)
2/16/2022	12/31/2022	Buchanan
Estimated Cost of Rehabilitation		Number of years exemption requested
\$489,240.00		12
Attach legal description of obsolete property on separate sheet.		
Expected Project Outcomes (Check all that apply)		
<input checked="" type="checkbox"/> Increase commercial activity	<input type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas
<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment. <u>25</u>		
<input type="checkbox"/> Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the box at left if you wish to be considered for this exclusion.		
<b>APPLICANT CERTIFICATION</b>		
The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.		
<b>The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.</b>		
It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.		
Name of Company Officer (No authorized agents)	Telephone Number	Fax Number
Michael Rowland	(269) 369-7212	
Mailing Address	E-mail Address	
4793 Tulip Tree Ln	mrowland@mgcf.org	
Signature of Company Officer (no authorized agents)	Title	
	President	
<b>LOCAL GOVERNMENT UNIT CLERK CERTIFICATION</b>		
The Clerk must also complete Parts 1, 2 and 4 on page 2. Part 3 is to be completed by the Assessor.		
Signature	Date Application Received	
		
<b>FOR STATE TAX COMMISSION USE</b>		
Application Number	Date Received	LUCI Code



<b>LOCAL GOVERNMENT ACTION</b>		
<p>This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and Instruction Items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.</p>		
<b>PART 1: ACTION TAKEN</b>		
Action Date		
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)		
<input type="checkbox"/> Denied		
Date District Established	LUCI Code	School Code
<b>PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)</b>		
<p>A statement that the local unit is a Qualified Local Governmental Unit.</p> <p>A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.</p> <p>A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.</p> <p>A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.</p> <p>A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.</p> <p>A statement that the applicant is not delinquent in any taxes related to the facility.</p> <p>If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.</p> <p>A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.</p>	<p>A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.</p> <p>A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.</p> <p>A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.</p> <p>A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.</p> <p>A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.</p> <p>A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.</p>	
<b>PART 3: ASSESSOR RECOMMENDATIONS</b>		
Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC)		
Building Taxable Value	Building State Equalized Value	
\$	\$	
Name of Government Unit	Date of Action Application	Date of Statement of Obsolescence
<b>PART 4: CLERK CERTIFICATION</b>		
The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act of 2000 may be in jeopardy.		
Name of Clerk	Telephone Number	
Clerk Mailing Address		
Mailing Address		
Telephone Number	Fax Number	E-mail Address
Clerk Signature		Date

**For faster service, email completed application and attachments to [PTE@michigan.gov](mailto:PTE@michigan.gov).** An additional submission option is to mail the completed application and attachments to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909. If you have any questions, call 517-335-7491.

STATEMENT OF OBSOLESCENCE FROM CITY ASSESSOR

The building associated with this request is located at 502 Claremont Street, Buchanan, MI 49107. The property was originally constructed in 1958 as Stark Elementary School. The school later closed in 2011 and has remained inactive since that year. Considering the age and years of inactivity at this property the building is considered obsolete and in need of significant structural upgrades for future activity.

The building will require complete rehabilitation of both the exterior and interior of the structure. Due to the years of inactivity the roof will need to be replaced. The outdated roof will need to be improved to accommodate any future use within the structure. To restore the original exterior of the building tuckpointing and masonry work will be required. This will provide a needed aesthetic facelift to the property. All plumbing, heating and cooling fixtures will need to be updated. Restrooms will also need to be renovated and brought up to ADA compliance. Interior materials are dated and will need updating to meet today's energy efficiency demands. Insulation, lighting and electric rewiring are necessary. Furthermore, years of neglect to the property's parking lot has left it in poor condition. Patch work or the reconstruction of the parking lot will be needed, along with restriping of the lot.

Malinda A Cole-Crocker  
\_\_\_\_\_

Name of Assessor

  
\_\_\_\_\_

Assessor Signature

01/18/2022  
\_\_\_\_\_

Date

**STARK SCHOOL – TAX ABATEMENT DOCUMENTATION**

JEN TABOR

773-931-1994

JENTABORXO@YAHOO.COM

**LEGAL DESCRIPTION OF PROPERTY**

Real property located at 502 Claremont Street, within the City of Buchanan, Berrien County, Michigan and legally described as follows:

Lots 25, 26, 27 and 28 in Parkridge No. 1, according to the plat thereof recorded in the office of the Register of Deeds for Berrien County, Michigan, on September 15, 1955, in Volume 14 of Plats, page 24, being in the City of Buchanan, Berrien County, Michigan.

Also Lot 13, Parkridge, according to the plat thereof recorded September 17, 1953, in Volume 13 of Plats, page 31, being in the City of Buchanan, Berrien County, Michigan.

Parcel No. 11-58-6200-0013-00-1 and 11-58-6210-0025-006 (the "Property")

# STARK SCHOOL – TAX ABATEMENT DOCUMENTATION

JEN TABOR

773-931-1994

JENTABORXO@YAHOO.COM

## ATTACHMENTS TO THE APPLICATION

- **General description of the obsolete facility including the year built, original use, most recent use, number of stories, and square footage:**

Stark School was built in 1958, originally used as a K-5 elementary school until 2011 when it was closed due to decreased population, and an increase in necessary repairs to maintain the property. The brick building is approximately 22,000 square feet and is a 2-story structured school built into a hill. Roughly half of the structure lies along ground level, while the other half of the structure is on the second story.

- **General description of the proposed use of the rehabilitated facility:**

The property will house a community music school, a sewing training school, light manufacturing, offices, other music related endeavors such as rehearsal and recording studios.

- **Description of the general nature and extent of the rehabilitation to be undertaken:**

Rehabilitation efforts will impact both the interior and exterior structure of the facility. The roof of the structure will be replaced. Exterior masonry work, including tuckpointing, will be completed to restore the structure's original façade. Windows will be upgraded to reduce energy loss. Interior upgrades will include new plumbing, electrical and high-efficiency lighting, along with heating and cooling. The parking lot adjacent to the property will be resurfaced. Fencing will encircle the perimeter of the parking area.

- **A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility:** Please see attachment(s):

- **A time schedule for undertaking and completing the rehabilitation of the facility:**

- |  |                  |
|--|------------------|
| a) Phase 1 – Roofing/Plumbing/HVAC             | Mar. – Jun. 2022 |
| b) Phase 2 – Exterior Façade/Interior/Electric | July – Dec. 2022 |
| c) Phase 3 – Fencing/Parking Lot               | Spring 2023      |
| d) Phase 4 – Finalization of Renovations       | Winter 2023      |

- **A statement of the economic advantages expected from the exemption:**

The advantage of the OPRA Exemption will allow additional funding, otherwise absorbed by tax expenses, to improve, repair, and restore the property in question. Completion of this project will install a community asset to the City of Buchanan, and the greater region of Southwest Michigan, creating an impact of \$397,306.45 in new investment, and upwards of 15 new jobs. Rehabilitation efforts for this project will also create a talent pipeline designed to upskill both youth and adults with industry specific skills, while providing education through art and music programming. As a project designed to provide great opportunity to the State of Michigan, Berrien County, and the City of Buchanan, the OPRA Exemption should be considered as a necessary tool for the completion all rehabilitation efforts.

# STARK SCHOOL – TAX ABATEMENT DOCUMENTATION

JEN TABOR

773-931-1994

JENTABORXO@YAHOO.COM

<b>QUOTE 2</b>						
Murdock Glass	Windows	Replace Broken	\$ 835.18			
Murdock Glass	Windows	Restoration	\$ 3,142.51			
The Firm	Plumbing	Initial Functional	\$ 3,321.88			
The Firm	Plumbing	Compete System	\$ 10,851.88			
<b>Green Improvements</b>	Roofing	Replace Flat Roof	\$ 250,255.00			
Dynamic Mechanical	Air Conditioni	Unit Repair	\$ 6,400.00	20 units	\$320	
Dynamic Mechanical	Air Conditioni	Unit Replace	\$ 8,000.00	2 units	\$4,000.00	
Dynamic Mechanical	Heat	Boiler System	\$ 35,000.00			
Lowes	Fencing	Repair	\$ 13,500.00			
ARI Energy	Lighting	LED Retrofit	\$ 15,000.00			
TBD	Pavement	Repaving	\$ 10,000.00			
In House	Interior	Paint/Repairs	\$ 8,000.00			
Action Glass	Door & Fram	Replacement	\$ 3,000.00			
C&D Masonry	Tuckpointing		\$ 30,000.00			
	<b>TOTAL</b>		<b>\$ 397,306.45</b>			

Reset Form

Michigan Department of Treasury  
3674 (Rev. 12-20)

# Application for Obsolete Property Rehabilitation Exemption Certificate

Issued under authority of Public Act 146 of 2000, as amended.

This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

**INSTRUCTIONS:** File the completed application and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) See State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.


Applicant (Company) Name (applicant must be the OWNER of the facility) <b>Claremont Stark LLC</b>		
Company Mailing Address (Number and Street, P.O. Box, City, State, ZIP Code) <b>413 E Front Street</b>		
Location of obsolete facility (Number and Street, City, State, ZIP Code) <b>502 Claremont Street, Buchanan, MI 49107</b>		
City, Township, Village (indicate which) <b>City</b>	County <b>Berrien</b>	
Date of Commencement of Rehabilitation (mm/dd/yyyy) <b>01/01/2022</b>	Planned date of Completion of Rehabilitation (mm/dd/yyyy) <b>01/01/2024</b>	School District where facility is located (include school code) <b>Buchanan 11-310-4K12</b>
Estimated Cost of Rehabilitation <b>\$ 397,306.45</b>	Number of years exemption requested <b>12 years</b>	
Attach legal description of obsolete property on separate sheet.		
Expected Project Outcomes (Check all that apply)		
<input checked="" type="checkbox"/> Increase commercial activity	<input checked="" type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas
<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input type="checkbox"/> Increase number of residents in the community in which the facility is situated
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment. <u>10-15</u>		
<input type="checkbox"/> Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the box at left if you wish to be considered for this exclusion.		

## APPLICANT CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

**The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.**

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (No authorized agents) <b>Jennifer Tabor</b>	Telephone Number <b>773-931-1994</b>	Fax Number
Mailing Address <b>413 E Front Street</b>	E-mail Address <b>claremontstark@gmail.com</b>	
Signature of Company Officer (no authorized agents) 	Title <b>President/Owner</b>	

## LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on page 2. Part 3 is to be completed by the Assessor.

Signature	Date Application Received
-----------	---------------------------

## FOR STATE TAX COMMISSION USE

Application Number	Date Received	LUCI Code
--------------------	---------------	-----------

<b>LOCAL GOVERNMENT ACTION</b>		
This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.		
<b>PART 1: ACTION TAKEN</b>		
Action Date _____		
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years) <input type="checkbox"/> Denied		
Date District Established _____	LUCI Code _____	School Code _____
<b>PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)</b>		
<p>A statement that the local unit is a Qualified Local Governmental Unit.</p> <p>A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.</p> <p>A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.</p> <p>A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.</p> <p>A statement that a public hearing was held on the application as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.</p> <p>A statement that the applicant is not delinquent in any taxes related to the facility.</p> <p>If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.</p> <p>A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.</p>	<p>A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.</p> <p>A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.</p> <p>A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.</p> <p>A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.</p> <p>A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.</p> <p>A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.</p>	
<b>PART 3: ASSESSOR RECOMMENDATIONS</b>		
Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC)		
Building Taxable Value	Building State Equalized Value	
\$	\$	
Name of Government Unit _____	Date of Action Application _____	Date of Statement of Obsolescence _____
<b>PART 4: CLERK CERTIFICATION</b>		
The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act of 2000 may be in jeopardy.		
Name of Clerk _____	Telephone Number _____	
Clerk Mailing Address _____		
Mailing Address _____		
Telephone Number _____	Fax Number _____	E-mail Address _____
Clerk Signature _____		Date _____

**For faster service, email completed application and attachments to PTE@michigan.gov.** An additional submission option is to mail the completed application and attachments to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909. If you have any questions, call 517-335-7491.

STATEMENT OF OBSOLESCENCE FROM CITY ASSESSOR

The property subjected to this request is located at 101 Days & 103 Days Avenue, Buchanan, MI 49107. The building is a two-story multi-use structure constructed in 1884. Previously a movie rental retailer, established in 1988, the property has since been uninhabited for the past 10+ years. Due to the age and recent years of inactivity, the building is denoted as obsolete and will require structural upgrades to meet today's building codes for future commercial and/or residential uses.

The building maintains its original red brick exterior, requiring minimal to moderate tuckpointing and replacement of block in the masonry wall. Preserving the structures original architecture will accentuate the city's downtown while providing a retrofit and elegant aesthetic for modern commercial and/or residential activity. Extensive rehabilitation will be necessary for the interior of the property. The building's floor will need to be replaced due damage caused by a structural collapse; all windows, along with all heating and cooling equipment, electric distribution throughout the building, and all plumbing equipment and fixtures will need to be updated and brought up to ADA compliance. The current installment of existing equipment is considered obsolete by todays commercial and residential standards and will need to be replaced to accommodate future use. The city of Buchanan provides adequate street and public parking within the vicinity of this property to withstand additional commercial and/or residential interests.

Malinda A Cole-Crocker  
\_\_\_\_\_

Name of Assessor

*Malinda A. Cole-Crocker*  
\_\_\_\_\_

Assessor Signature

01/18/2022  
\_\_\_\_\_

Date





**LEGAL DESCRIPTION**

Land situated in the City of Buchanan, County of Berrien, State of Michigan is described as follows:

Tax Parcel Number: 58-0035-0201-03-3

COM AT SE COR OF DAYS AVE & FRONT ST CITY OF BUCHANAN IN SEC 35 T7S R18W TH  
E 80.5'TH S 60'TH W 35.5'TH N 8'TH W 45'TH N 52'TO POB

103 Days - COM 52' S OF INT OF E LN OF DAYS AVE & S LN OF FRONT ST CITY OF  
BUCHANAN TH E 45' S 12' W 45' N 12' TO BEG SEC 35 T7S R18W



**RESOLUTION TO APPROVE AN OBSOLETE PROPERTY REHABILITATION  
EXEMPTION CERTIFICATE APPLICATION  
PA 146 OF 2000 AS AMENDED**

Minutes of a regular meeting of the City Commission of the City of Buchanan held on \_\_\_\_\_.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_, and supported by \_\_\_\_\_.

**Resolution Approving Obsolete Property Rehabilitation Exemption Certificate Application for Rowland Property Group LLC, 101 Days Ave., Buchanan, MI 49107**

WHEREAS, pursuant to PA 146 of 2000, the City Commission of the City of Buchanan is a Qualified Local Governmental Unit eligible to establish one or more Obsolete Property Rehabilitation Districts; and

WHEREAS, the City of Buchanan legally established the Obsolete Property Rehabilitation District **Rowland Property Group LLC, 101 Days Ave., Buchanan, MI 49107** on Feb. 14, 2022, after a public hearing held on Feb. 14, 2022; and

WHEREAS, the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) does not exceed 5% of the total taxable value of the City of Buchanan; and

WHEREAS, the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 on Feb. 14, 2022; and

WHEREAS, **Rowland Property Group LLC** is not delinquent in any taxes related to the facility; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the applicant **Rowland Property Group LLC** has provided answers to all required questions under the application instructions to the City of Buchanan; and

WHEREAS, the City of Buchanan requires that rehabilitation of the facility shall be completed by Dec. 10, 2022; and

WHEREAS, the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in the City of Buchanan eligible under Public Act 146 of 2000 to establish such a district; and

WHEREAS, completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, and increase the number of residents in the community in which the facility is situated; and

WHEREAS, the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Buchanan;

Be and hereby is granted an Obsolete Property Rehabilitation Exemption for the real property, excluding land, located in Obsolete Property Rehabilitation District **Rowland Property Group LLC, 101 Days Ave., Buchanan, MI 49107** for a period of 12 years, beginning December 31, 2022, and ending December 30, 2034, pursuant to the provisions of PA 146 of 2000, as amended.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Commission of the City of Buchanan, County of Berrien, Michigan at a regular meeting held on \_\_\_\_\_.

Clerk \_\_\_\_\_

## ATTACHMENTS TO THE APPLICATION

- a) **GENERAL DESCRIPTION OF THE OBSOLETE FACILITY:** The two-story structure, located at 101 & 103 Days Ave., Buchanan, MI 49107, was constructed in 1884 and includes approximately 17,000 total square feet of buildable space. The multi-use structure was previously occupied by a movie rental retailer, which closed in the early 2010's. The property has remained vacant for the past 10+ years. Significant renovations are necessary to prepare the property for future commercial and/or residential use.
- b) **GENERAL DESCRIPTION OF THE PROPOSED USE OF REHABILITATED FACILITY:** Rehabilitation efforts will promote mixed-used activity for the property in question. The project will provide 2 storefront retailers on the first floor – commercial tenants will consist of restaurants occupying approx. 4200 and 4500 SF respectively, whereas the second floor will consist of 2 residential units approx. 4200 SF (long-term and short-term housing).
- c) **DESCRIPTION OF THE GENERAL NATURE AND EXTENT OF THE REHABILITATION:** Extensive rehabilitation to the interior and exterior structure of the property is necessary. Exterior masonry work is needed. Tuckpointing and replacement of brick will occur. Interior flooring will be replaced; all windows, along with all heating and cooling equipment will need to be upgraded. Electric distribution throughout the building and all plumbing equipment and fixtures will also need to be upgraded and brought up to ADA compliance.
- d) **DESCRIPTIVE LIST OF FIXED BUILDING EQUIPMENT THAT WILL BE A PART OF THE REHABILITATED FACILITY:** Please see attached documents –
- e) **TIME SCHEDULE FOR UNDERTAKING AND COMPLETION OF THE REHABILITATED FACILITY:**
- |                                     |                  |
|-------------------------------------|------------------|
| ▪ Phase 1 – Demolition              | Feb. – Apr. 2022 |
| ▪ Phase 2 – Exterior Façade         | Mar. – May 2022  |
| ▪ Phase 3 – Interior Buildout/Walls | Apr. – Jun. 2022 |
| ▪ Phase 4 – Electric/Plumbing       | Jun. – July 2022 |
| ▪ Finishing/Cleaning                | Aug. – Sept 2022 |
| ▪ Inspection                        | Oct. 2022        |
| ▪ Certificate of Occupancy          | Dec. 2022        |
- f) **STATEMENT OF ECONOMIC ADVANTAGES:**

The OPRA Exemption will be critical to the redevelopment of property in the City of Buchanan's downtown district, as well as play a vital role in attracting commercial and

residential activity to the community. This rehabilitation project will create \$600,000.00 in new investment to Berrien County. The project will provide market rate housing, to a region in high demand of housing, and attract 2 new restaurants aimed to increase traffic to the city's downtown. This project creates great opportunity to the State of Michigan, Berrien County, and the City of Buchanan. The OPRA Exemption should be considered to help bring this project to completion for the community.



Business Plan - Rowland Property Group  
January 6th, 2022



## Introduction

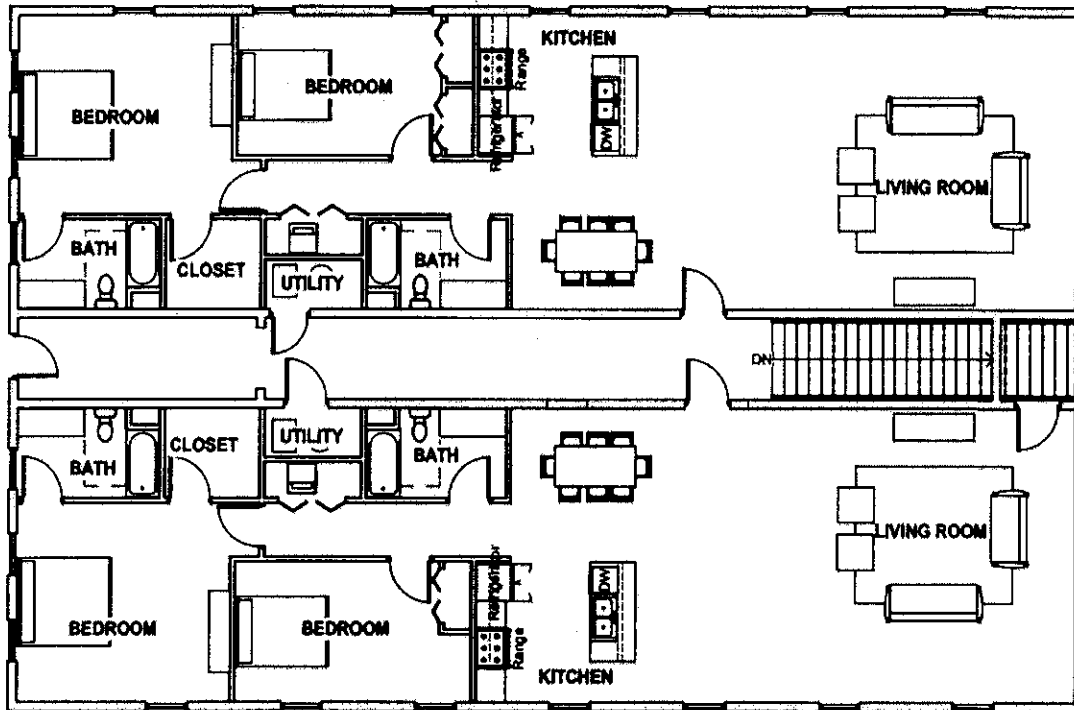
Rowland Property Group, LLC (RPG, LLC) was officially formed in 2019, but Elaine & Michael Rowland have been rental property owners since 2015. They are fourth generation landlords in the Berrien County market with excellent track records of property management, property improvement plans and renovation.

Outside of RPG, Elaine is the Director of Development for Fernwood Botanical Gardens and Michael is the President & CEO of Michigan Gateway Community Foundation.

In 2020, they purchased a small building located at 103 Days Ave. Through their relationship with the owner of River St Joe, a local brewery, they arrived at a plan to create a retail restaurant partnership. In return for the buildout of the space, River St Joe has agreed to create a sister restaurant utilizing their current liquor license that allows for cider and wine. This space would serve "to go food" (street tacos, sandwiches, etc) and serve the Social District being created in Downtown Buchanan. The intent is to take advantage of events at The Common as well as other downtown events. After several visits, we came to the conclusion that the additional space would be helpful if we could come to terms on the adjoining building. We came to that agreement with a purchase price of \$163,000. This extra space would also give them space to extend their own concert series into the winter months and promote their farm to table restaurant on Walton Rd.

Apartments

The plan for this project is to provide two 2 bedroom apartments targeted for "middle housing". This is a well-known weakness for Buchanan's housing market. This has created an element that has made it difficult for the school system and local service businesses to recruit talent. As their employees cannot find housing in our community. Our architect (Bergmann) is currently in the process of designing the floorplans and we will take their lead on the AirBnB concept. The other apartments have been reviewed as illustrated below:



1 SECOND FLOOR OPT 1  
SCALE: 1/8" = 1'-0"

Despite the overwhelming demand, we would price these in line with new build projects in the area. Furthermore, the closest quality apartments in Buchanan both have waiting lists for tenants. One of which, lost two buildings to a fire earlier in the year. Rents for both locations are as follows:



### WEST WIND ★★★★★ (42)

808 W Front St, Buchanan, MI 49107 [Contact for Availability](#)

Studio \$584-\$684   1 Bed \$624-\$734   2 Beds \$715-\$825   3 Beds \$824-\$904



### BUCHANAN PLACE ★★★★★ (31)

601 W 4th St, Buchanan, MI 49107 [Contact for Availability](#)

1 Bed \$574-\$674   2 Beds \$675-\$939

The advantage of the units in this project is that they will have higher end finishes and offer downtown living. Not to mention being located above, what we anticipate, will be the cultural epicenter of the community. The Common has over two dozen concerts, farmer's market, multiple cultural performances and hosts all large community events. The building is across the street from the public library with city views in every unit. There is also ample public parking already available. There are very few apartments downtown, even less that are available.

### AirBnB Unit

The second upstairs unit in this building will be a short-term housing apartment to help the community with it’s lack of hospitality. Both Michael and Elaine have booked hospitality for a variety of musicians, artists and presenters for both of their organizations. Not once has a downtown option been available. For example, Keller Williams is a musical act that we brought last summer to downtown Buchanan for his show, which brought 4,000+ people. Our only option for hospitality for the act was a Holiday Inn Express in Niles, MI. We also have used a very conservative 60% occupancy rate for our projections. With this being a corner unit with the best view of downtown Buchanan of any building, we anticipate a much higher upside than our projections indicate.



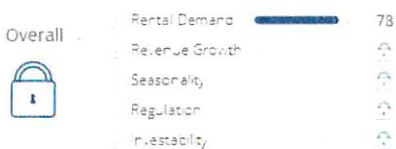
Entire rental unit in Buchanan ♡  
**The Loft Buchanan Modern Industrial L...**  
 6 guests · 3 bedrooms · 3 beds · 1 bath  
 Air conditioning · Wifi · Free parking · Kitchen  
 Nov 26 – 28  
 ★ 4.98 (260 reviews) **\$130 / night**  
\$377 total



Entire bungalow in Buchanan ♡  
**Cottage on Front**  
 6 guests · 3 bedrooms · 2 beds · 1 bath  
 Air conditioning · Wifi · Free parking · Kitchen  
 Dec 17 – 19  
 ★ 4.92 (63 reviews) **\$250 / night**  
\$628 total

\*Data pulled from Airdna.co for short term rentals located in Buchanan, MI.

#### Market Grade



#### Average Daily Rate



#### Occupancy Rate



#### Revenue



### Retail Unit 1

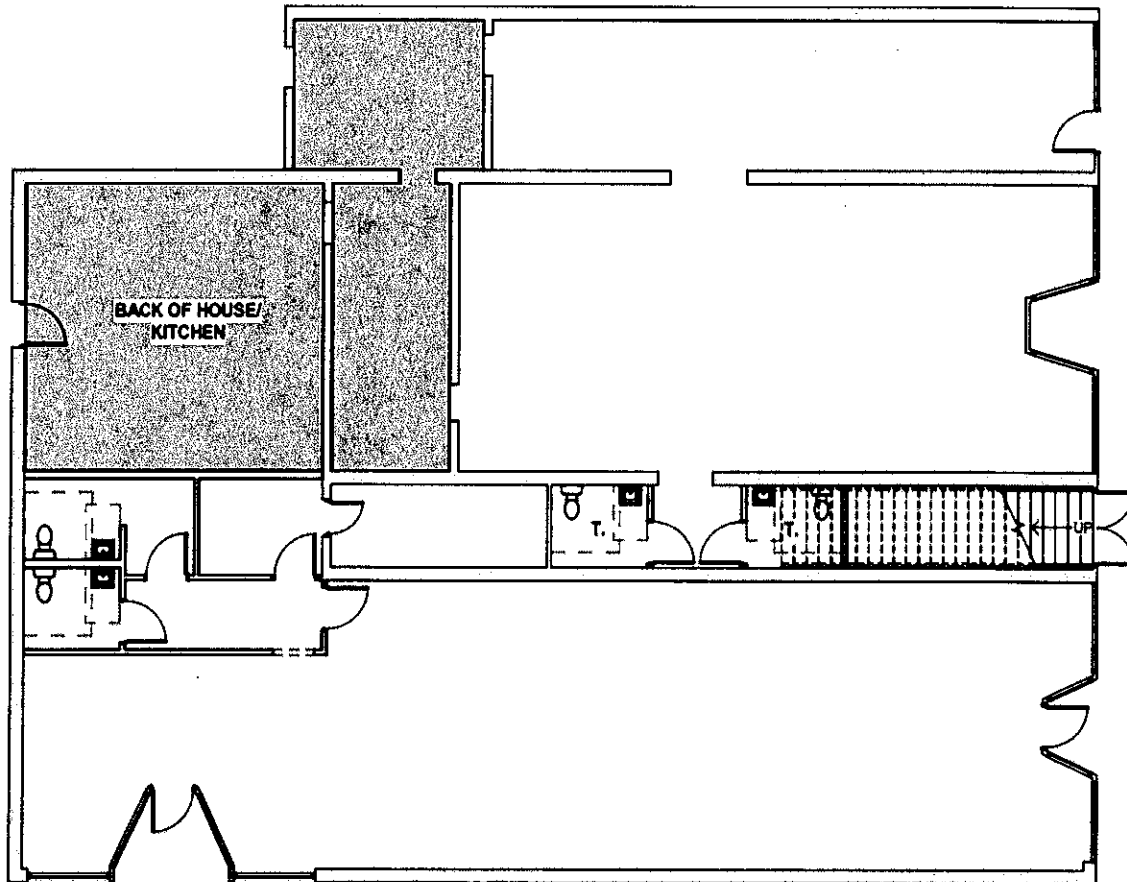
The anchor tenant of this building will be a concept restaurant brought to us from Brian Daugherty of River St Joe Brewery. His current location is one of the most exciting dining options created in our community in many years. Despite opening on the first day of the Covid-19 lock down, they have been wildly successful. Their current liquor license allows for a second location for cider and wine. Which is convenient considering at the time of this business plan, there are no liquor licenses available for downtown Buchanan. They plan on having a limited menu with street tacos, sandwiches and other “walkable” food items. Their interest in this location is due to the social district that has been approved in downtown Buchanan, proximity to The Common and ability to market their flagship location within the downtown sector. The Friends of The McCoy Creek Trail have full funding to expand the trail from downtown all of the way to River St Joe Brewery on Walton Rd and expectations are for that project to begin no later than spring of '22 and take three months to complete. River St Joe Brewery is also considering purchasing rickshaws (bike taxis) to help patrons travel throughout the community, utilizing the McCoy Creek Trail to take visitors on a scenic visit to their other location. The city has also committed to expanding the trail to River St Joe Brewery, which is now a fully funded project, all through private funding. This illustrates the trail’s broad public support. Their current Monday concerts will be moved to this location in inclement weather and throughout winter. Providing Buchanan it’s only dedicated live music space to enjoy folk, bluegrass and Americana music. This space will also be available for rental through RPG, LLC and is approximately 4500 square feet.

It should also be noted that in a recent community survey done by the City of Buchanan, 243 of the 463 responses to the question “What do you feel is missing in Downtown Buchanan”, with a request for more dining options.

Retail Unit 2

Our plan is to “white-box” this retail spot so it can be used for any lite restaurant user. Currently we are engaged with Luna Donuts who have been a regular at the Buchanan Farmer’s Market. As many are aware, Buchanan was home to a beloved donut shop that closed many years ago and was one of the most requested restaurant types in the survey done by the city of Buchanan. We also have access to the original donut shop sign and have been offered it’s use on a loan basis from the Buchanan Preservation Society. This space is approximately 4200 square feet.

We are also considering separating this unit into two units, each with approximately 2100 square feet. This would depend on the interest in the bigger space, as smaller units would be easier to fill.



1 FIRST FLOOR OPT 5  
SCALE: 1/8" = 1'-0"

### Possible Opportunities

There is currently a ramped effort to bring these types of businesses into downtown Buchanan with the momentum the community has already built. The city has already committed to grants for upper floor apartment build-outs as well as restaurant space. We will be applying for all available local grants as well as any funds available for historical preservation for the building. Finally, we are in communication with the city regarding a property tax abatement for the building. Michael & Elaine are also both experienced grant writers and plan to request assistance from Michigan Economic Development Corporation (MEDC), Cornerstone Alliance and other funding sources.

We are also hiring a consultant, at the recommendation of Richard Murphy from the City of Buchanan, to help us navigate historical tax credits.

# Home Town Video







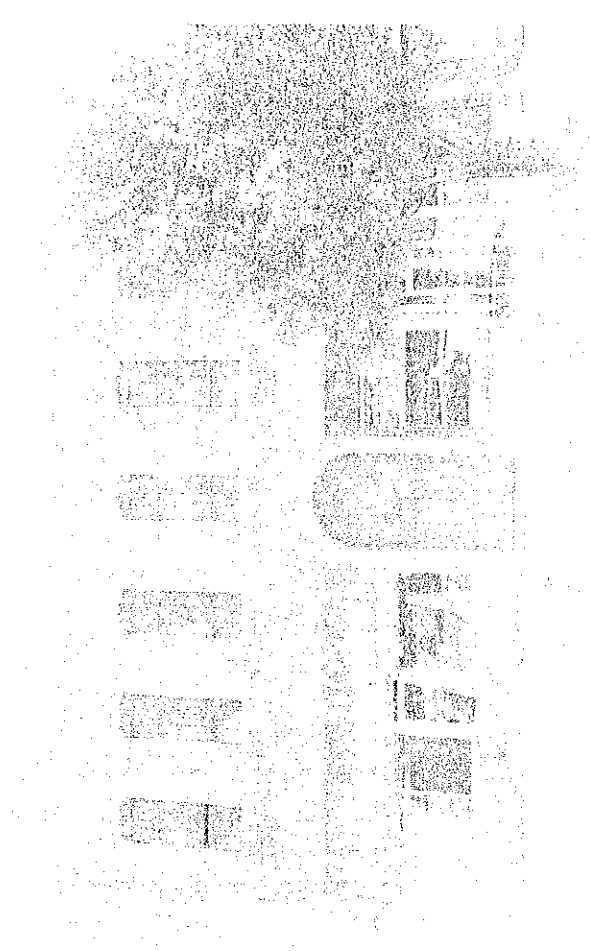
# ROWLAND PROPERTY GROUP

## CONCEPTUAL PLANNING 101 DAYS MIXED USE

---

101 Days Avenue  
Buchanan, MI 49107

February 3, 2022



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500 B.S. NW  
Suite 202  
Grand Rapids, MI 49503  
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**ROWLAND  
PROPERTY  
GROUP**

**CONCEPTUAL  
PLANNING  
101 DAYS**  
101 DAYS AVE  
BUCHANAN, MI 49107

Date Revised: \_\_\_\_\_  
Description: \_\_\_\_\_

Item XIII. A.

**A101**

Drawing Number

**CONCEPTUAL FLOOR  
PLANS AND DEMO PLANS**

NOT FOR  
CONSTRUCTION  
SUBMISSION

Copyright © Bergmann Associates, Architects, Engineers,  
Landscape Architects & Surveyors, D.P.C.

Project Manager	Deborah Leifer
Designer	B. HUYLER
Reviewer	C. WENZEL
Date Issued	Project Number
02/20/2022	011001010
Sheet Name	

**PRELIMINARY CODE STUDY**

**APPLICABLE BUILDING CODES**  
2015 MICHIGAN REHABILITATION CODE  
2015 MICHIGAN SAFETY CODE  
2015 MICHIGAN ELECTRICAL CODE  
2015 MICHIGAN MECHANICAL CODE  
2015 MICHIGAN PLUMBING CODE  
2015 MICHIGAN FIRE ALARM AND NOTIFICATION CODE  
2015 MICHIGAN ENERGY CODE

**LEVELS / ALTERNATIVES**  
TYPE OF CONSTRUCTION: VFR PER TABLE 601  
MICHIGAN BUILDING TYPE: VFR PER TABLE 601  
MICHIGAN OCCUPANCY: OCCUPANCY R-3, A-2  
MICHIGAN SECTION 502: MAINTAIN EXISTING SPRINKLER SYSTEM  
BUILDING AND AN AUTOMATIC SPRINKLER SYSTEM

**GENERAL NOTES**

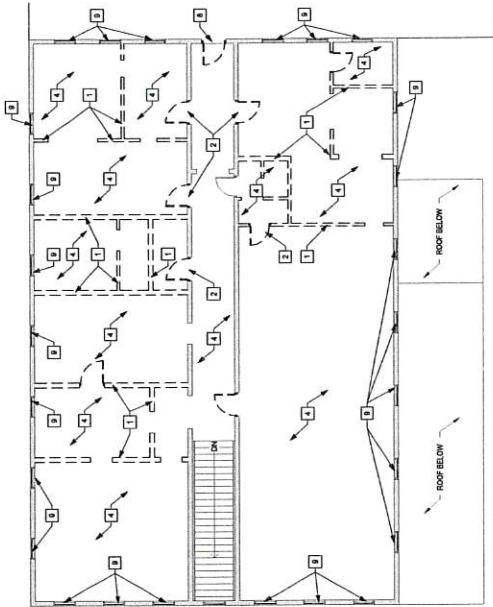
1. REMAINING EXISTING WALLS TO HAVE EXISTING FINISHES REMOVED DOWN TO RAFTERS AND PARTS TO BE REPEATED.
2. ALL DEMOLITION WORK SHALL BE ACCORDING TO THE 2015 MICHIGAN SAFETY CODE AND ALL DEMOLITION WORK SHALL BE ACCORDING TO THE 2015 MICHIGAN SAFETY CODE.
3. NEW OPENINGS IN EXISTING WALLS NEED TO HAVE NEW FINISHED UTILITIES.

**WALL STYLES**

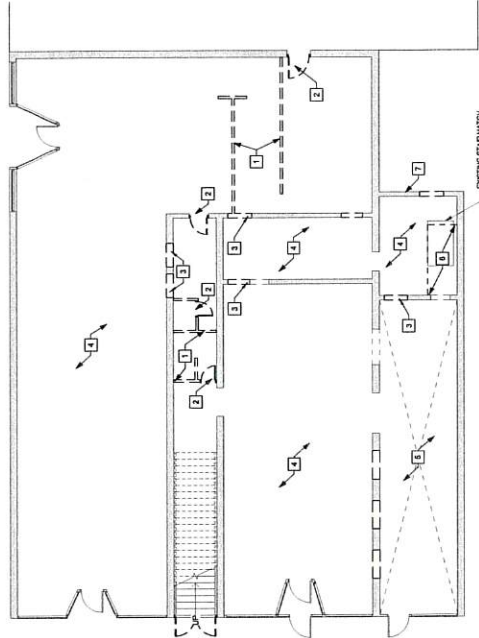


**KEYNOTES**

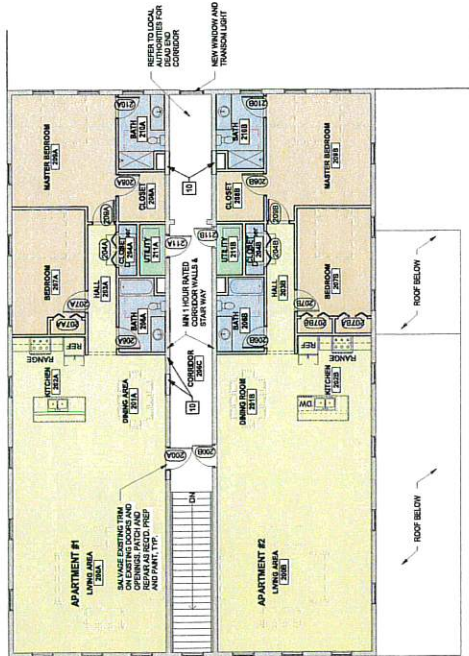
1. RELOCATE EXISTING WALLS ENTIRETY, PATCH AND REPAIR.
2. DEMO EXISTING DOOR FRAME + HANGING.
3. REMOVE PORTION OF WALL AS REQUIRED FOR NEW DOOR AND FRAME.
4. REMOVE EXISTING DOOR FRAME AND ALL GUTS REUSE PREPARE FOR NEW FINISHES.
5. REMOVE EXISTING FLOOR STRUCTURE, JOISTS, BRICKING AND FLOORING MATERIAL. REMOVE ALL CORRESPONDING DEBRIS EXISTING FLOOR FOR NEW STAIR.
6. REMOVE EXISTING OSB BOARD AND PREP FOR NEW INSULATION AND EXTERIOR FINISHES.
7. REMOVE EXISTING DOOR AND SECURITY GATE, PREP FOR NEW OFFICE.
8. REMOVE EXISTING EXTERIOR WOOD TRIM TO REMAIN, CLEAN AND REPAIR OR REPLACE. CONSIDER REPLACING EXISTING WINDOW FRAME FOR NEW WINDOW CODE.
9. INFILL EXISTING OPENING TO MATCH ADJACENT.



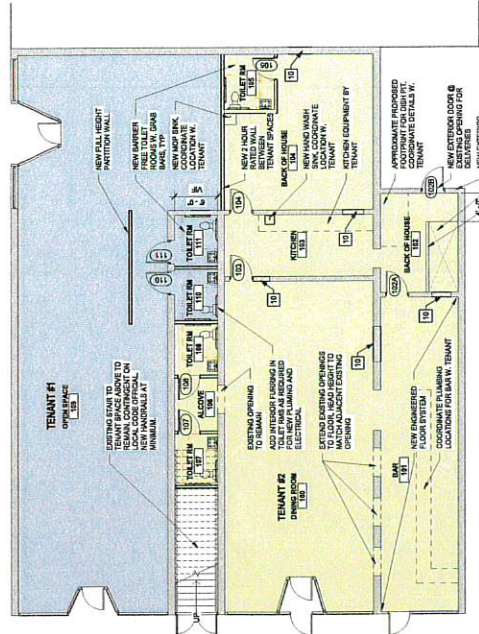
**2 SECOND FLOOR DEMO PLAN**  
SCALE: 1/8" = 1'-0"



**1 FIRST FLOOR DEMO PLAN**  
SCALE: 1/8" = 1'-0"



**4 CONCEPTUAL SECOND FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**3 CONCEPTUAL FIRST FLOOR PLAN**  
SCALE: 1/8" = 1'-0"



**BERGMANN**  
ARCHITECTS, ENGINEERS, PLANNERS

101 N. W. 10th  
Grand Rapids, MI 49503  
www.bergmann.com

**ROWLAND  
PROPERTY  
GROUP**

**CONCEPTUAL  
PLANNING  
101 DAYS**  
101 DAYS AVE  
BUCHANAN, MI 48107

Date Plotted: \_\_\_\_\_  
Description: \_\_\_\_\_

**A121**

REFLECTED CEILING PLANS

Drawing Number

**GENERAL NOTES**

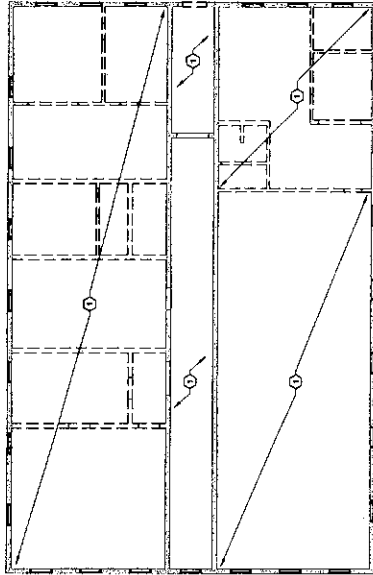
1. ALL TRADES TO VERIFY ALL WORK IS DONE, VERIFY ALL WORK IS IN ACCORDANCE WITH ALL APPLICABLE CODES, PERMITS, ORDINANCES, AND REGULATIONS. VERIFY ALL WORK IS IN ACCORDANCE WITH ALL APPLICABLE CODES, PERMITS, ORDINANCES, AND REGULATIONS.

**KEYNOTES**

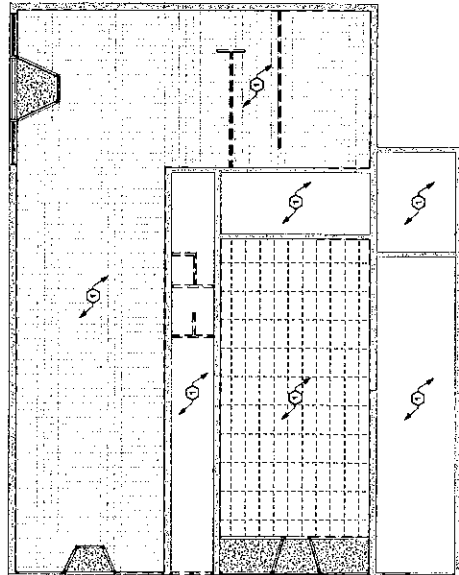
1. REMOVE EXISTING CEILING, GYPSUM, LIGHT FIXTURES, APPROXIMATELY 2" TO 4" DEPTH.

**LEGEND**

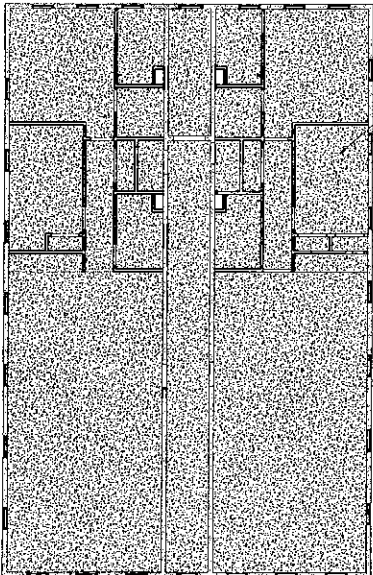
- EXISTING CEILING GYPSUM
- 2" TO 4" APPROXIMATE CEILING TO BE REMOVED
- GYPSUM BOARD CEILING
- 1" TO 2" SLOPED GYPSUM BOARD CEILING



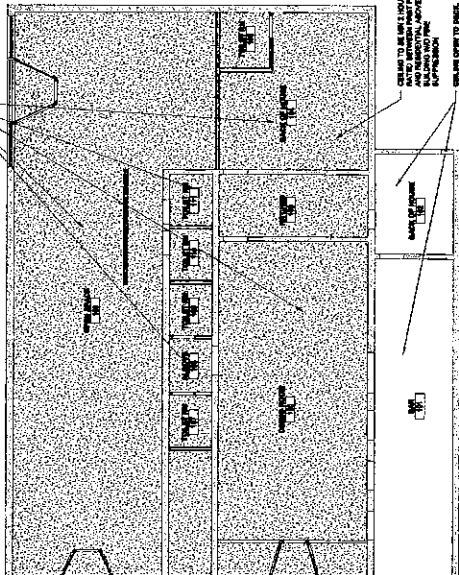
2 SECOND FLOOR DEMO RCP  
SCALE: 1/8" = 1'-0"



1 FIRST FLOOR DEMO RCP  
SCALE: 1/8" = 1'-0"



4 SECOND FLOOR REFLECTED CEILING PLAN  
SCALE: 1/8" = 1'-0"



3 FIRST FLOOR REFLECTED CEILING PLAN  
SCALE: 1/8" = 1'-0"

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CONSTRUCTION  
SUBMISSION

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Project Manager	Christopher A. Bergmann
Architect	Christopher A. Bergmann
Designer	Christopher A. Bergmann
Date Issued	01/15/2024
Project Number	20240001
Sheet Number	01/15/2024



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300 N. W. 10th St.  
Suite 1000  
Fort Lauderdale, FL 33304  
www.bergmann.com

**ROWLAND  
PROPERTY  
GROUP**

**CONCEPTUAL  
PLANNING  
101 DAYS**  
101 DAYS AVE  
BUCHANAN, MI 49107

Date: 10/20/2010

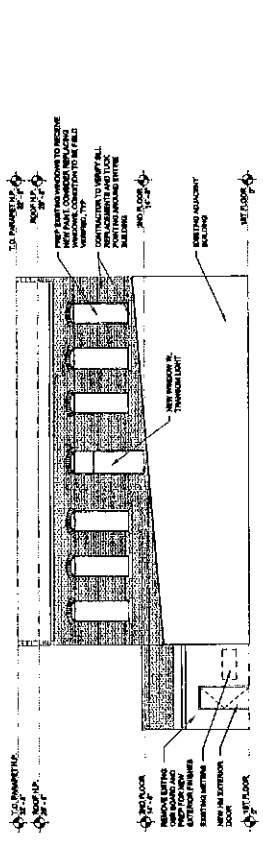
**NOT FOR  
CONSTRUCTION  
SUBMISSION**

Project Name	101 DAYS AVE
Client	Rowland Property Group
Architect	Bergmann Architects, Engineers, Planners, Landscape Architects & Surveyors, P.C.
Project Number	1010101
Date	10/20/2010
Scale	1/8" = 1'-0"
Sheet	A201

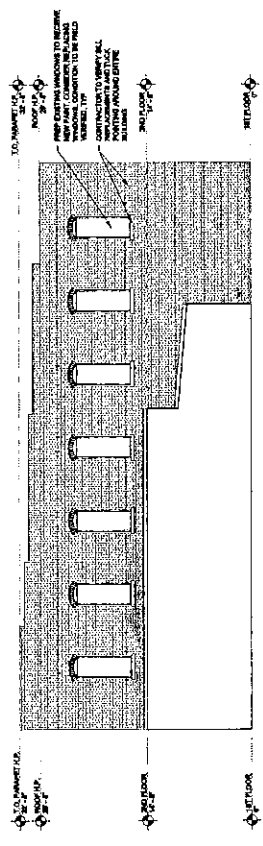
EXTERIOR ELEVATIONS &  
ROOF PLAN

**A201**

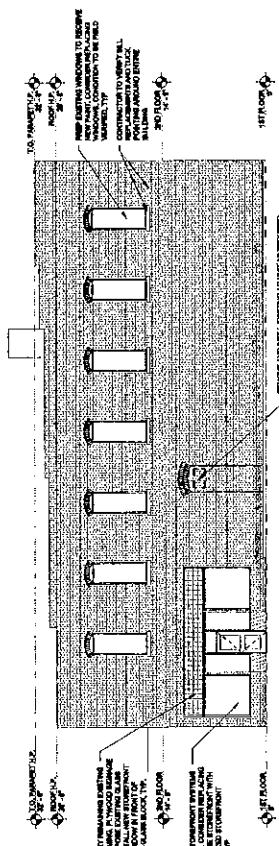
Drawing Number



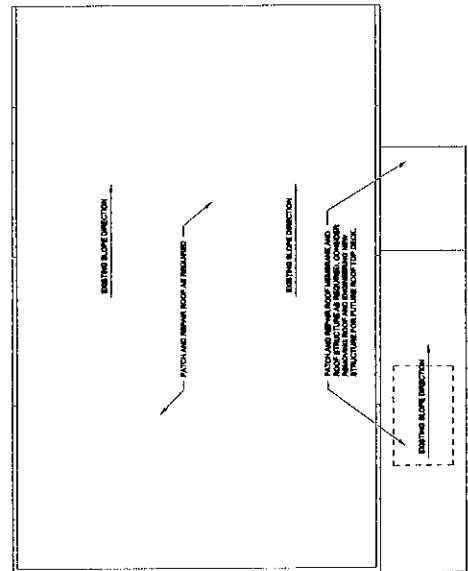
**3** EXTERIOR ELEVATION - EAST  
SCALE: 1/8" = 1'-0"



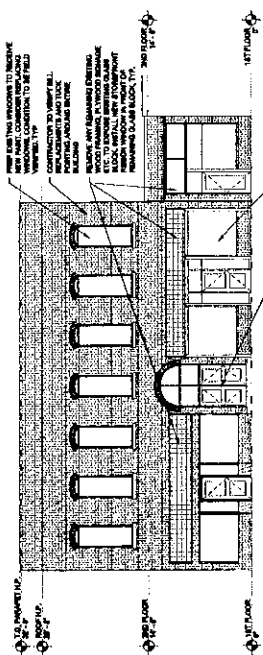
**2** EXTERIOR ELEVATION - SOUTH  
SCALE: 1/8" = 1'-0"



**1** EXTERIOR ELEVATION - NORTH  
SCALE: 1/8" = 1'-0"



**5** ROOF PLAN  
SCALE: 1/8" = 1'-0"



**4** EXTERIOR ELEVATION - WEST  
SCALE: 1/8" = 1'-0"

**CHICAGO TITLE**

**SWORN STATEMENT**

2.23.22

DATED:



OWNER: RPG, LLC  
 LENDER: Honor CU

COMPANY NAME: RMC Construction  
 PERSON SUBMITTING: Ralph McDonald

State of: Michigan )  
 County of: Berrien )

ADDRESS OF IMPROVEMENTS: 101/103 Days Ave

The undersigned President or Owner of the company identified above (the "Contractor", the builder or general contractor for the construction of certain improvements at the property described herein, heret that the following is a list of each professional, subcontractor, supplier and laborer that Contractor has retained in connection with such improvements and that opposite each such name is a correct and full or material to be provided by such party, the amount of the original contractor or bid, the revised contract amount, if any, the aggregate amount of previous payments to such party, the current amount due set forth above, and the remaining amount required to complete the particular item of work, as follows:

SUBCONTRACTOR/SUPPLIER OR LABORER	DESCRIPTION OF WORK OR MATERIAL	ORIGINAL CONTRACT AMOUNT	Change Orders	ADJUSTED CONTRACT AMOUNT	PREVIOUS PAYMENTS AND/OR DRAWS
1 Wolverine Electric	Electric	60,000.00			
2 TBD	Plumbing	28,000.00			
3 TBD	HVAC	85,000.00			
4 Abandoned Relic	Windows	24,600.00			
5 RMC Construction	Flooring Repairs & Finish	40,000.00			
6 RMC Construction	Bathrooms - Residential	30,000.00			
7 RMC Construction	Kitchens - Residential	35,000.00			
8 RMC Construction	Roof Repairs	10,000.00			
9 RMC Construction	Drywall/Paint	40,000.00			
10 RPG, LLC	Demo	15,000.00			
11 City of Buchanan	Permits	5,000.00			
12 TBD	Masonry	5,000.00			
13 RMC Construction	Framing	20,000.00			
14 RMC Construction	Commercial Kitchen	20,000.00			
15 RMC Construction	Commercial Restrooms	15,000.00			
16 TBD	Contingency (15%)	56,640.00			
TOTAL PAGE 1:		\$ 489,240.00	\$ -	\$ -	\$ -

SWORN STATEMENT (PAGE 2)

SUBCONTRACTOR SUPPLIER OR LABORER	DESCRIPTION OF WORK OR MATERIAL	ORIGINAL CONTRACT AMOUNT	CHANGE ORDERS (IF ANY)	ADJUSTED CONTRACT AMOUNT	PREVIOUS PAYMENTS AND/OR DRAWS
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
<b>TOTAL PAGE 2:</b>		\$	\$	\$	\$
<b>GRAND TOTAL</b>		\$	\$	\$	\$

WARNING TO DEPONENT: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE SWORN STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 497 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTION 570.1110 OF THE MICHIGAN COMPILED LAWS.

ON RECEIPT OF THIS SWORN STATEMENT, THE OWNER OR LESSEE, OR THE OWNER'S OR LESSEE'S DESIGNEE, MUST GIVE NOTICE OF ITS RECEIPT, EITHER IN WRITING, OR TELEPH TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING UNDER SECTION 109 OR, IF A NOTICE OF FURNISHING IS EXCUSED UNDER SEI TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER NAMED IN THE SWORN STATEMENT, IF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURN

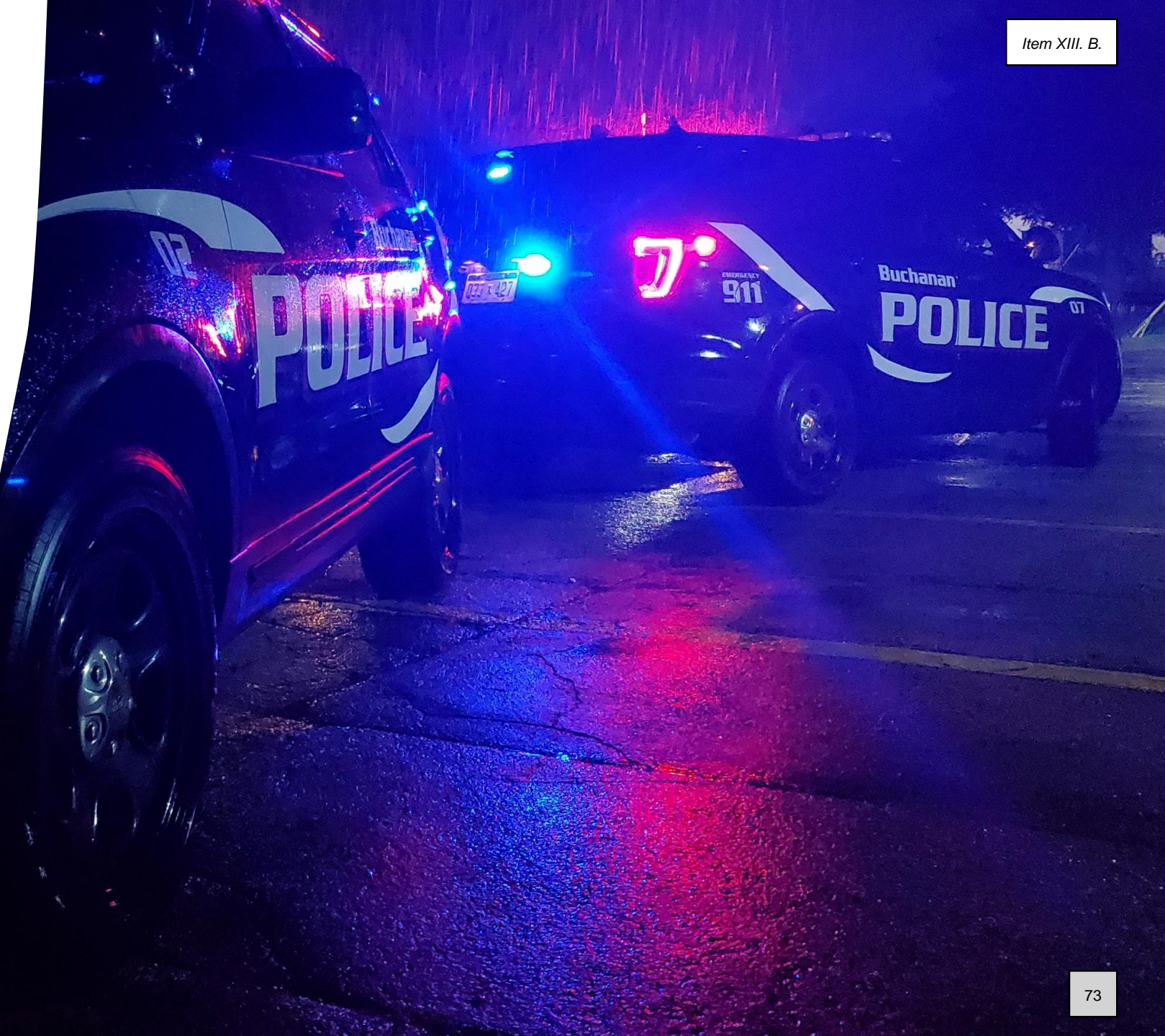
# 2021 Department of Public Safety

- Informational meetings with Fire Chief Adams
- Goal setting meetings with Chief Adams, and Fire Department Command Staff
- Collaborating with Chief Adams on Fire Department budget
  - Coordinated with Berrien County Dispatch the call out procedure for PI accidents
- Met with Fire Inspector, John Poehner regarding policies and procedures
- Revised and updated the City's recreational burn ordinance
  - Revised and updated the City's parking ordinance
- Worked in conjunction with the DPW to replace 12 faded and old stop signs through out the city



# 2021 Police Department Annual Report

Buchanan Police  
Department



# Buchanan Police Department staffing:



# Sergeant Promotion

- Ofc. Mike Horton
- Ofc. John Leonard
- Ofc. Dave Capron





Sgt. John  
Leonard



New Officer  
Nick Pensari

# Reserve Officers

- 25 Current Reserve Officers
- 2,204 volunteer hours
- Reserves volunteer their time to staff the following events:
  - Ride along patrols with full time Officers
  - Parades
  - City traffic details for Red Bud Track & Trail events
  - Halloween safety patrols, and Trek & Treat
  - Attend high school sporting events (as requested by the BAS)
  - Holiday Patrols

# Chaplains

2 on call volunteers

Working with Police and  
Fire Departments

Available for families in  
crisis

# 3,144 Calls for Service

---

209 Property related complaints (Trespass, Property checks, Lost/Found, etc.)

---

82 Family related complaints

---

1,469 Public Peace, Medical/General Assist related complaints

---

90 Larceny related complaints

---

42 Fraud related complaints

---

50 Assault/Domestic related complaints

---



# Patrol Mileage

- 47,101 miles of road coverage patrolled throughout the city over the year of 2021

Arrests

160

Warrant Requests

149



# Citations issued 547

423 Parking Citations

362 Verbal Warnings

# Drug Investigations

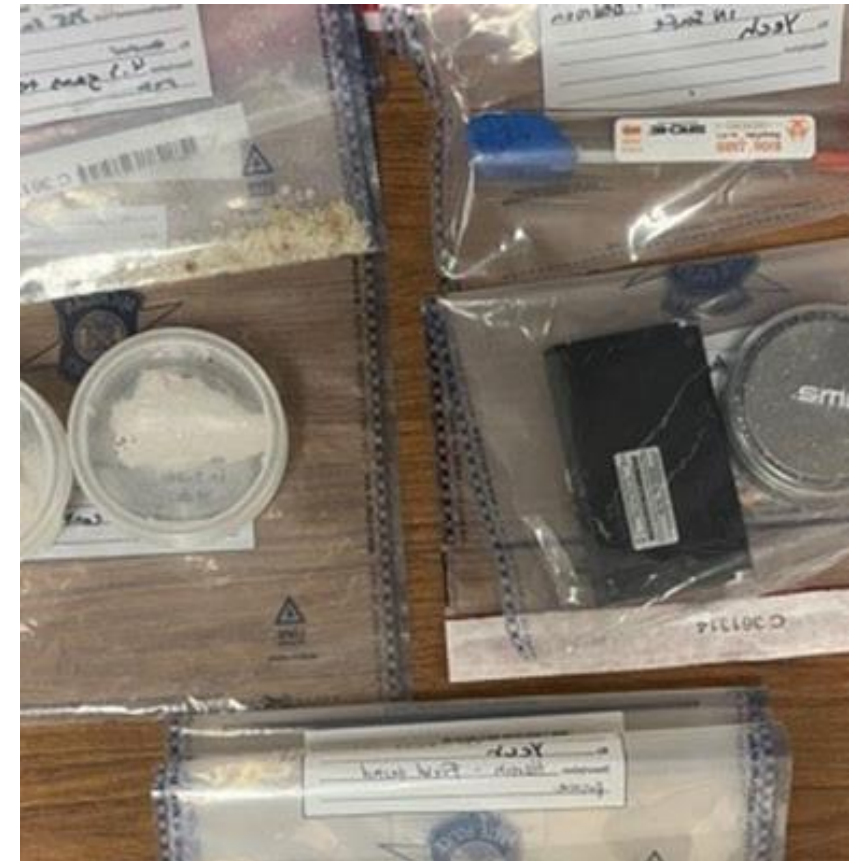
3 search warrants

32 seized and submitted  
various illegal narcotics to  
the Berrien County Drug Lab

# Heroin, meth, firearms seized during search warrants in Niles, Buchanan

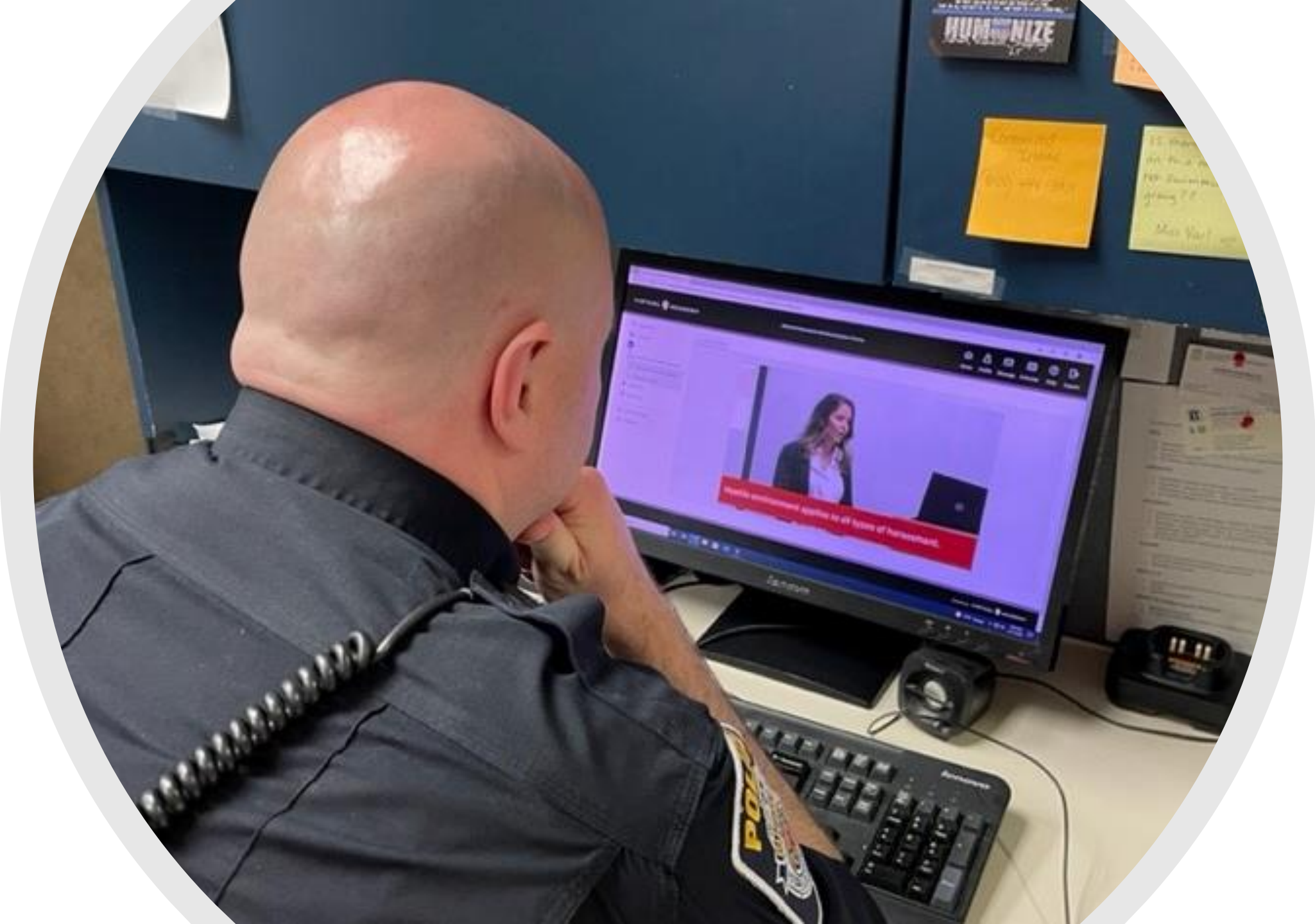
<https://www.leaderpub.com/2021/08/04/heroin-meth-firearms-seized-during-search-warrants-in-niles-buchanan/>

- SWET was assisted by the Buchanan Police Department, Niles Police Department, MSP Niles Post, MSP Major Case Unit, and the Michigan Department of Corrections.
- NILES — Two parolees were arrested in Niles and Buchanan Tuesday as the result of search warrants related to a narcotics investigation, according to the Southwest Enforcement Team West Office.
- In Niles, detectives recovered approximately 1.5 grams of heroin, over a quarter of crystal meth, a nine-millimeter pistol, an AK-47 rifle, an additional magazine and ammunition. In Buchanan, detectives found evidence of previously conducted controlled purchases. Prior to executing the search warrants, detectives had already seized 4.2 grams of heroin and 18 grams of crystal meth from the same suspects.
- A 37-year-old Niles man and a 43-year-old Buchanan man — both currently on parole — were arrested on parole detainers while the Berrien County Prosecutor's Office reviews new felony drug and weapons charges against both men. Their names have not been released.



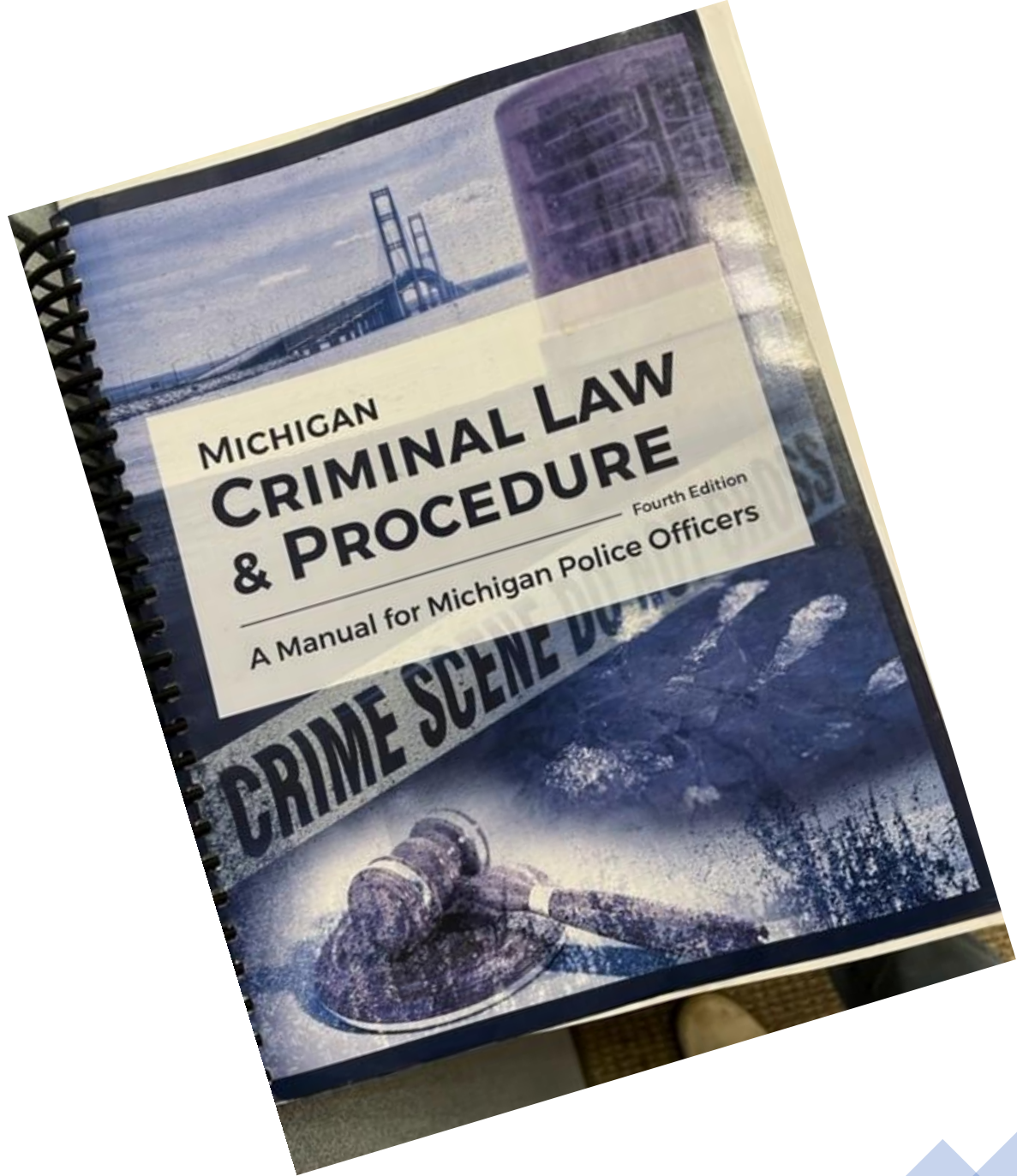
# Training

- Legal Updates
- Narcan
- Physical Control Tactics
- High Risk Traffic Stops
- Use of Force
- Taser
- Cultural Diversity
- Firearms
- Virtual Academy Video Training, for Full-Time and Reserve Officers










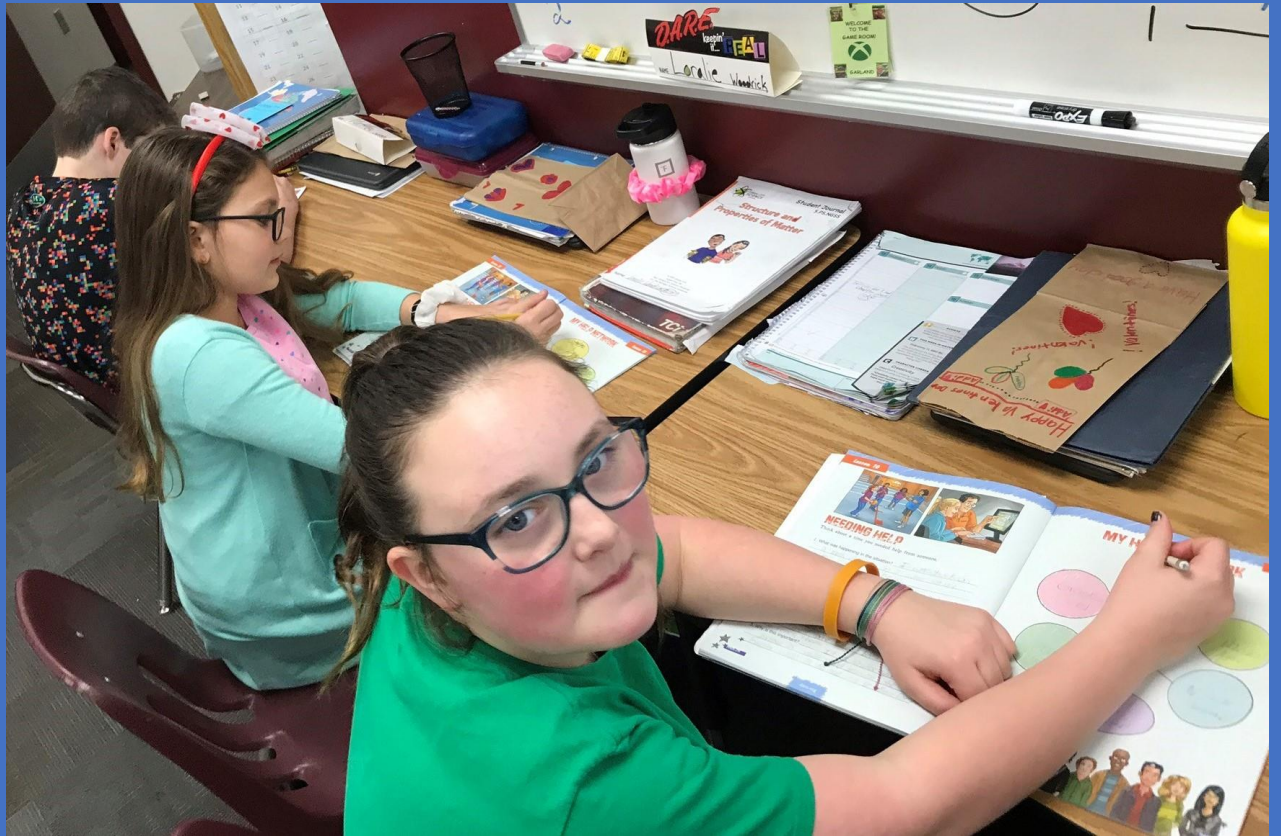
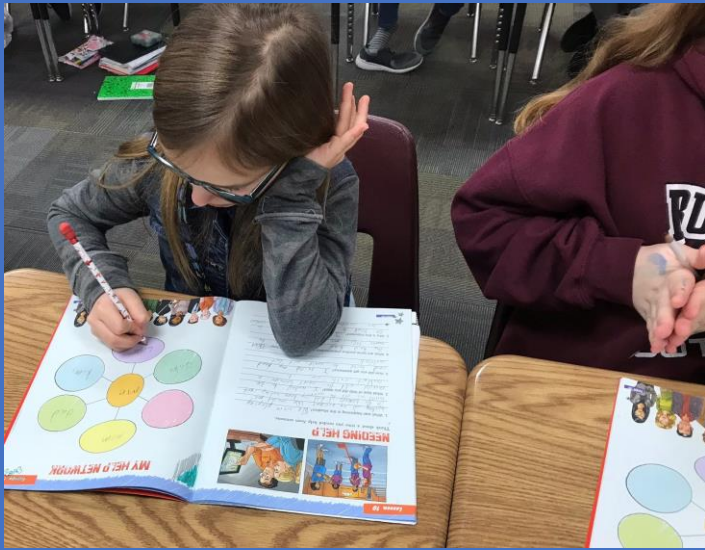


# COMMUNITY EVENTS



Drug  
Abuse  
Resistance  
Education

2021 Class consisted of 115 graduating students



# Prom



Buchanan High School  
Prom 2021



# Cha Cha Slide



**FREE HELMETS!**

**BUCHANAN  
POLICE DEPARTMENT**

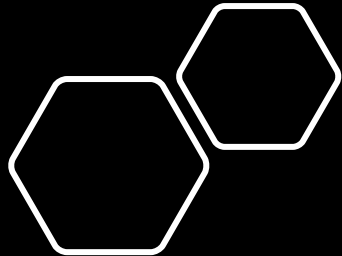
*Bicycle Rodeo*

STOP

June 19th, 2021 from 10am - Noon  
at Ottawa Elementary School

**\*Bicycle Registration\***

**\*Equipment Check\*   \*Bicycle Safety\*   \*Obstacle Course\***













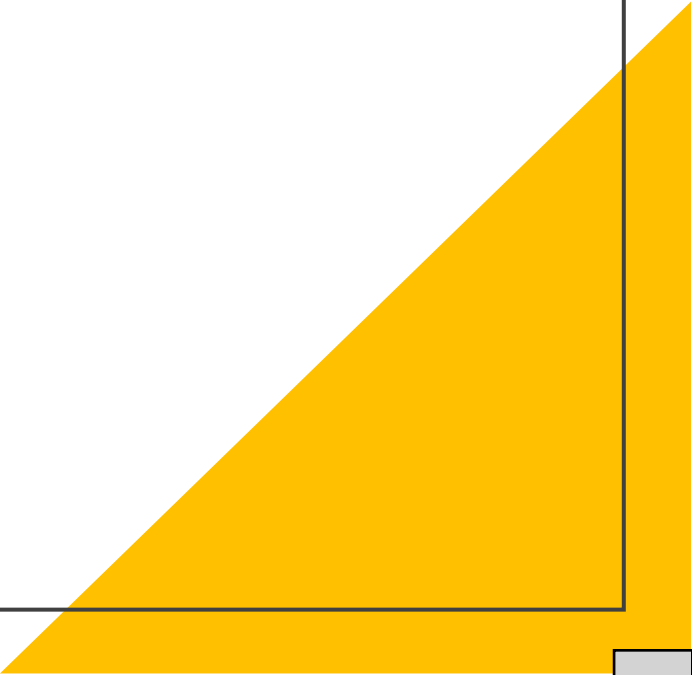


# National Night Out

National Night out is a community driven event hosted by the Police Department on the 1st Tuesday of every August.







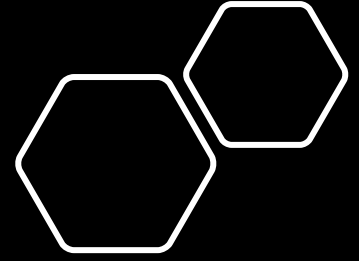






# Berrien County Youth Fair

Law Enforcement Day



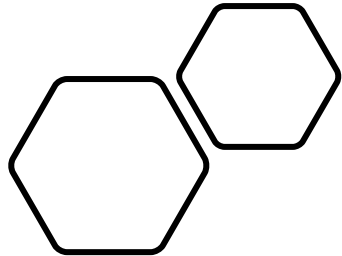














# Faith and Blue

October 9<sup>th</sup> & 10<sup>th</sup>

Partnered with 10 faith-based Buchanan Organizations













# Halloween

Heroes Alley /  
Candy Check









# Thanksgiving Baskets

Food donations  
Providing 2 families complete dinners





# Shop with a Cop













# Drug Drop Box

located in the Police Department lobby

- 113 pounds of unwanted and expired medications





The Buchanan Police Department will continue to work hard to make Buchanan a safe place to live, work and visit. I am extremely proud of the professionalism of the men and women of our department. We will continue to build upon the relationships that we have with our community.  
~ Chief Timothy Ganus

### *DEPARTMENT OATH*

The Buchanan Police Departments fundamental duty is to serve mankind; to safeguard life and property; to protect the innocent against deception; the weak against oppression or intimidation; the peaceful against violence or disorder; and to respect the Constitutional Rights of all persons to liberty, equality and justice.

## Kalla Langston

---

**From:** Klay Weaver  
**Sent:** Wednesday, March 23, 2022 10:58 AM  
**To:** Kalla Langston  
**Subject:** Fwd: Requested Mower quote.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Klay Weaver  
City of Buchanan

Begin forwarded message:

**From:** sales@villwocksoutdoorliving.com  
**Date:** March 21, 2022 at 11:00:04 AM EDT  
**To:** Klay Weaver <kweaver@cityofbuchanan.com>  
**Subject:** Requested Mower quote.

<https://www.gravelly.com/en-us/power-equipment/zero-turn-mowers/pro-turn-200>

Thank you for the opportunity to meet any and all of your outdoor power equipment needs.  
Your price on this amazing mower is \$10,999.00.

Have a great day!

Sincerely,

*Scott Liggett*

Sales Manager  
Villwocks Outdoor Living  
Where Outdoor Living Comes to Life  
Phone: 269-815-5419  
[www.villwocksoutdoorliving.com](http://www.villwocksoutdoorliving.com)



# Weaver Ag & Lawn Equipment, LLC.

# QUOTE - DO NOT PAY

52345 Indiana State Road 933 North  
South Bend, IN 46637 US

Quote: 03-10860  
Date: 3/17/2022

PO:  
CustId: BUCHANANCITY

Phone: (574) 272-4242 Fax: (574) 272-4393  
Email: contact@weaveragandlawn.com  
Web site: http://www.weaveragandlawn.com/

Cust Email:  
Phone: (269) 262-9082  
Salesperson: Brett Kocsis  
User: Brett Kocsis

Bill To:	Ship To:
CITY OF BUCHANAN 302 north redbud trail buchanan, MI 49107 US	CITY OF BUCHANAN

Item	Type	Description	Qty	Tax	Price	Discount	Net Price	
72906	QU	72906 TOR - ZMASTER 5000 EFI WITH 52" DECK Line Discount: \$2,016.00	1.0000	Y	\$14,399.00			
		Total 72906				(\$2,016.00)	\$12,383.00	
Remark	RE	PRICES ARE SUBJECT TO AVAILABILITY						
						Total:	\$12,383.00	

Totals					Sub Total:	\$12,383.00
					Total Tax:	\$866.81
					Invoice Total:	\$13,249.81

-w/o my rcle package "Suspension"

# MID COUNTY LAWN & GARDEN L.L.C.

SINCE 1974, 47 YEARS

3959 M 139

ST JOSEPH MI 49085

(269) 429-7500

Klay

CUSTOMER'S ORDER NO.		PHONE			DATE	
		574 386 9452.			3-17-2022	
NAME						
City of Buchanan						
ADDRESS						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT
QTY.	DESCRIPTION				PRICE	AMOUNT
	5000 series Zmaster model 72955 25hp efi Kohler engine w/52" turbo force deck My ride suspension					17410.00
Toro	LCE. (-27%) discount					-4710.00
					net price =	\$12700.00
Price good for 30 days on in stock equipment						
						TAX
RECEIVED BY						TOTAL

**Resolution 2022.03/429  
CITY OF BUCHANAN  
COUNTY OF BERRIEN**

**A RESOLUTION SETTING A 2022 SCHEDULE OF FEES AND CHARGES FOR  
OAK RIDGE CEMETERY**

**WHEREAS**, the City of Buchanan has one cemetery Oak Ridge Cemetery, and

**WHEREAS**, the current rates for services provided have been in effect for a lengthy period of time and should be increased to keep pace with the rising cost of providing cemetery services; and

**WHEREAS**, the current rules and regulations for Oak Ridge Cemetery will be updated to match the rate schedule; and

**WHEREAS**, the schedule of fees, payments and service charges for sale of lots and services provided. Such schedule of fees shall be posted at the Oak Ridge Cemetery office and a copy shall be kept on file in the office of the city clerk and city treasurer; and

**WHEREAS**, the schedule of fees, payments and service charges for sale of lots and services provided shall be as follows:

**Oak Ridge Cemetery-Fees**

<b>GRAVE SPACES</b>	<b>OLD SECTIONS</b>	<b>NEW SECTION I</b>
Adult grave		
-Resident	\$350.00	\$450.00
-Non-Resident	\$600.00	\$700.00
-Cremains		\$175.00 (I & J)
Child grave		
-Resident	\$100.00	\$100.00
-Non-Resident	\$150.00	\$150.00



<b>INTERMENTS</b>	<b>Monday-Friday</b>	<b>Saturday</b>
Adult Interments		
-Resident	\$500.00	\$275.00
-Non-Resident	\$700.00	\$275.00
Child Interment		
-Resident	\$90.00	\$275.00
-Non-Resident	\$120.00	\$275.00
Cremation Burial		
-Resident	\$150.00	\$275.00
-Non-Resident	\$200.00	\$275.00
<b>VETERANS CIRCLE</b>	Site, Perpetual Care, Foundation, Opening & Closing	
-Resident	\$561.40	
-Non-Resident	\$748.90	
Cremation Burial		
-Resident	\$336.40	\$373.90
-Non-Resident	\$448.90	\$498.90

<b>OTHER SERVICES</b>		
Collumbarium Single	\$700.00	
Collumbarium Double	\$1,200.00	
Tent Fee	\$300.00	\$300.00
Vault Set & Seal	\$100.00	
Deed Transfer	\$25.00	
Grave Marker Foundation	.45/square inch	

**NOWTHEREFORE, BE IT RESOLVED**, that the Buchanan City Commission does hereby adopt the updated Rate Schedule for Oak Ridge Cemetery pursuant to Chapter 22, Section 22-35 of the Buchanan City Charter.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by \_\_\_\_\_ of \_\_\_\_\_ at their regular meeting held on March 24, 2022, at 7:00 p.m. in the City of Buchanan, MI, Berrien County, with a quorum present.

\_\_\_\_\_  
Dated: \_\_\_\_\_

## ATTACHMENT 1

### REVIEW DRAFT INITIAL 2022 IPMC ADOPTION ORDINANCE

#### ARTICLE IV. - HOUSING PROPERTY MAINTENANCE CODE

##### Sec. 14-86. - Adopted.

The International Property Maintenance Code, 2021 Edition (hereinafter "IPMC"), is hereby adopted by reference as the Property Maintenance Code of the City of Buchanan, subject to the amendments contained in this Article IV.

(Comp. Ords. Rev. 2022, § \_\_\_\_\_)

##### Sec. 14-87. - References in code.

References in the IPMC adopted under this Article IV to:

- (1) "board of appeals" or "board" shall mean the City's Zoning Board of Appeals;
- (2) "city" shall mean the City of Buchanan (hereinafter the "City");
- (3) "code official" shall mean the City Building Inspector and/or Code Enforcement Officer;
- (4) "compliance agency" referred to in Section 103.1 shall mean the City's Building Department.
- (5) "local laws" shall mean the Ordinances of the City;
- (6) "governing body," "governing authority," "applicable governing authority," and/or "chief appointing authority" shall mean the City Commission;
- (7) "the jurisdiction" and/or "authority having jurisdiction" shall mean the City;
- (8) "name of jurisdiction" shall mean the City of Buchanan;

(Comp. Ords. Rev. 2021, § \_\_\_\_\_)

##### Sec. 14-88. - Amendments.

The Commission should consider the following:

***\* \* \* Review IPMC 102.3 to determine what, if any, of the other International Codes the City is adopting. If some or all are not to be adopted, a statement of which are to be adopted must be made in this Section.***

**\* \* \* Review IPMC 104.2 to consider if the City wants to authorize the code official to establish a fees refund policy.**

**\* \* \* Review IPMC 105.2 to consider if the City wants to authorize the code official to hire or contract with outside contractors for inspections and reports, without prior authorization by the City Manager.**

The IPMC adopted under this Article is amended as follows:

**105.3 Right of entry.** Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the *code official* has reasonable cause to believe that there exists in a *structure* or upon a *premises* a condition in violation of this code, the *code official* shall first attempt to obtain prior permission to enter from the owner or owner's authorized agent. If permission to enter is not granted, the code official shall obtain a warrant for inspection of the premises and/or structure from a court of competent jurisdiction before entering the premises or structure. ~~is authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by this code, provided that if such structure or premises is occupied the code official shall present credentials to the occupant and request entry. If such structure or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, owner's authorized agent or other person having charge or control of the structure or premises and request entry. If entry is refused, the code official shall have recourse to the remedies provided by law to secure entry.~~

**109.3 Prosecution of violation.** Any person failing to comply with a notice of violation or order served in accordance with Section 111.4 shall be deemed guilty of a ~~misdemeanor or civil infraction as determined by the local municipality,~~ and the violation shall be deemed a *strict liability offense*. If the notice of violation is not complied with, the *code official* shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful *occupancy* of the *structure* in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the ~~City authority having jurisdiction on such premises~~ shall be charged against the real estate upon which the *structure* is located and shall be a lien upon such real estate.

**110.4 Failure to comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to fines established by the ~~City authority having jurisdiction.~~

**111.4 Notice.** Whenever the code official determines that there has been a violation of this code or has grounds to believe that a violation has occurred, notice shall be given, ~~including any order to demolish,~~ in the manner prescribed in Sections 111.4.1 and 111.4.2 to the owner or the owner's authorized agent ~~and any lienholders of record,~~ for the violation as specified in this code. Notices for condemnation procedures shall comply with this section.

**111.6 Transfer of ownership.** It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order, [condemnation notice](#), or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of such dwelling unit or structure to another until the provisions of the compliance order or notice of violation have been complied with, or until such owner or the owner's authorized agent shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

**113.1 General.** The code official shall order the owner or owner's authorized agent of any premises upon which is located any structure, which in the code official's or owner's authorized agent judgment after review is so deteriorated or dilapidated or has become so out of repair as to be dangerous, unsafe, insanitary or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair the structure, to demolish and remove such structure; or if such structure is capable of being made safe by repairs, to repair and make safe and sanitary, or to board up and hold for future repair or to demolish and remove at the owner's option; or where there has been a cessation of normal construction of any structure for a period of more than two years, the code official shall order the owner or owner's authorized agent to demolish and remove such structure, or board up until future repair. Boarding the building up for future repair shall not extend beyond one year [after the date of the compliance order, condemnation notice or other notice of violation](#), unless approved by the building official.

## **APPENDIX B, IPMC:**

**B101.7.1 Decision Resolution.** The decision by the board shall be by [written report stating the board's factual findings, decision, and reasons for decision on the appeal resolution](#). Every decision shall be promptly filed in writing in the office of the code official within \_\_\_ days and shall be open to the public for inspection. A certified copy shall be furnished to the appellant's representative and code official.

**B101.7.1A Board Decision.** Within \_\_\_ days of the date of board of appeals decision, it shall file its decision with the City Commission and request that the City Commission review and concur with its decision.

**B101.7.1B Hearing on Repair or Demolition Order.** If repair or demolition is ordered, or if the owner, owner's agent or an interested party fails to comply with the requirements of an opportunity to repair, the City shall issue a notice giving the date and time the matter is to be heard by the City Commission and serve the notice, in the manner provided in Section 111.4, on the owner, owner's agent or interested party at least ten days prior to the hearing.

**B101.7.1C City Commission Hearing.** At the City Commission hearing, the owner, owner’s agent, or other interested parties shall be given the opportunity to show cause why any ordered repairs should not be made or the structure should not be demolished but repaired, and the City Commission shall either approve, disapprove or modify the order of the board of appeals. In addition:

- (1) After the hearing, the decision of the City Commission shall be served on the owner, owner’s agent and all interested parties in the manner provided in section 111.4
- (2) The City Commission may require a deposit of funds adequate for demolition if it allows an owner, owner’s agent or interested party to repair as structure or premises, and it may determine and attach any conditions to any permit to repair.
- (3) Any decision to allow repair issued by the City Commission in a dangerous structure or premises case shall be limit the time for completion during a period reasonably determined by the City Commission, taking into account the condition of the premises or structure, but not to exceed \_\_\_\_\_ from the date of issuance of the Commission decision.
- (4) If the owner, owner’s agent or other interested parties fail to comply with the decision of the City Commission within the time limited or as conditioned, the City may cause the building or structure to be demolished or repaired, first utilizing any funds deposited. The cost, in excess of any deposit, of the demolition or repair shall be collected by the City in the manner following: An owner, owner’s agent, or interested party shall be notified of the amount of such costs by first class mail; if it fails to pay within 30 days after the mailing of the notice, the City may recover the costs from the owner, owner’s agent or interested party as a personal obligation by filing an action for recovery in any court of competent jurisdiction. The City may further, or alternatively, add the premises to the next tax roll of the City and collect the costs in the same manner in all respects as provided by law for the collection of taxes. Defendants in the personal action, if any, shall receive credit for all amounts collected through the tax collection procedure, but shall be liable for any uncollected amounts. If the City collects through the personal action any amount of the costs incurred, the tax lien shall be thus reduced.

**B101.7.1D Appeal to Circuit Court.** Any owner, owner’s agent, or interested party aggrieved by any final decision of the City Commission may appeal the decision in the time and manner provided under State statutes and applicable Court Rules.

(Comp. Ords. Rev. 2021, § \_\_\_\_\_)

**Section \_\_\_\_\_.** **Repeal and Replacement.** This Article IV., Property Maintenance Code, repeals and replaces the former Article IV, Housing Code, Sections 14-86 through 14-110 of 1991 of the Buchanan Code of Ordinances.

(Comp. Ords. Rev. 2021, § \_\_\_\_\_)

## ARTICLE II. – OPEN BURNING

### Sec. 42-31. – Penalty

Any person who shall violate any of the provisions of this article shall, upon conviction thereof, be punished as provided in Section 1-15 of this Code.

(Comp. Ords. Rev. 2022, § 40.124)

### Sec. 42-32. – Prohibited

- (A) No person or property owner shall allow the disposal of any leaves, rubbish, trash, treated wood, brush, garbage, food containers, or other combustible material whatsoever in any street, alley, private place, or public place by burning within the City.
- (B) A property owner shall be jointly and severally liable for the burning of any leaves, rubbish, trash, treated wood, brush, garbage, food containers, or other combustible material whatsoever on the property owned by him.
- (C) No incinerator shall be installed within the City without the prior approval of the City.

(Comp. Ords. Rev. 2022, § 40.121; Ord. No. 2005.05/366, 5-9-05)

### Section 42-33. – Exceptions

This article is not intended to prohibit burning for the following purposes:

- (A) Recreational fires, as described herein:
  - (1) Recreational fires must be contained within a fire ring.
    - (a) Fire rings must be no more than three (3) feet in diameter.
    - (b) Fire rings must be made of metal, concrete, or brick or a pre-made upright ring/pit designed for the purpose of recreational fires.
    - (c) Fire rings must be at least twenty (20) feet from any structure or gasoline-powered vehicle. Combustibles must be maintained two (2) feet away from the fire ring.

- (d) Recreational fires must be attended at all times by a person eighteen (18) years of age or older.
- (2) The only material to be used as fuel for a recreational fire shall be firewood.
  - (a) Firewood shall be defined as dried natural wood.
  - (b) Firewood shall be size appropriate and shall be contained within the fire ring.
- (B) Outdoor fireplace structures or containers, as described herein:
  - (1) Outdoor fireplace structures or containers are defined as structures or containers that are specifically designed and constructed and/or manufactured for the sole purpose of functioning as an outdoor fireplace.
    - (a) Outdoor fireplace structures or containers must be constructed out of a fire-resistant material, such as metal, concrete, or brick or a pre-made upright ring/pit designed for the purpose of recreational fires.
    - (b) Fires in an outdoor fireplace structure or container may utilize the following fuel sources: firewood, charcoal, liquid propane, or natural gas.
    - (c) Fires in an outdoor fireplace structure or container shall not be used to burn leaves, rubbish, trash, treated wood, brush, garbage, food containers, or other combustible material.
    - (d) Fires in an outdoor fireplace structure or container must be at least twenty (20) feet away from any structure or gasoline-powered vehicle.
    - (e) Fires in an outdoor fireplace structure or container must be attended at all times by a person eighteen (18) years of age or older.

(Comp. Ords. Rev. 2022, § 40.122)

DRAFT REVISED PARKING ORDINANCE  
11/12/21

ARTICLE III – PARKING, STOPPING, AND STANDING

DIVISION 1 – GENERALLY

Sec. 98.51.1 – “Parking” defined

"Parking" is defined as bringing a vehicle that one is driving to a halt, whether occupied or not, upon any City road, highway, alley, right-of-way, or City easement, except as necessary to obey traffic control devices or directions.

(Ord. Rev. 2022 §\_\_)

Sec. 98.51.2 – “Parking Space” defined

“Parking space” is defined as a location that is designated for parking, either paved or unpaved. It can be in a parking lot or on a city street. The space may be delineated by road surface markings. A vehicle fits inside the space, either by parallel parking, perpendicular parking, or angled parking. The City Manager shall have authority to lay out and designate the use of parking spaces on City-owned or -operated right-of-way’s and parking lots.

(Ord. Rev. 2022 §\_\_)

Sec. 98.51.3 – “Recreational vehicle" defined

"Recreational vehicle" means a vehicle that has its own motive power or is towed by a vehicle and is primarily designed to provide temporary living quarters for recreational, camping, travel, or seasonal use. The term includes, but is not limited to, a motor home, travel trailer, park model trailer, or pickup camper.

(Ord. Rev. 2022 §\_\_)

Sec. 98.51.4 – “Trailer” defined

"Trailer" means every vehicle with or without motive power designed for carrying property or persons and for being drawn by a motor vehicle.

(Ord. Rev. 2022 §\_\_)

Sec. 98-51.5 – “Vehicle” defined

"Vehicle" means every device in, upon, or by which any person or property is or may be transported or drawn upon any roadway or highway, except devices exclusively moved by human power or used exclusively upon stationary rails or tracks. A “vehicle” shall include any trailer, watercraft, recreational vehicle, or farming equipment of any type.

(Ord. Rev. 2022 §\_\_)



## 98-51.6 – “Watercraft” defined

"Watercraft" means any vessel for use on water that is propelled by human power or uses a motor-driven propeller, an internal combustion engine, or a water jet pump as a source of propulsion.

## DIVISION 2 – PARKING REGULATIONS

### Sec. 98-52.1 – Prohibited Parking

No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with law or the direction of a police officer or traffic control device, as follows:

- (1) On the sidewalk or the space between the curb and sidewalk, whether paved or unpaved;
- (2) In front of a public or private driveway or alley or within three (3) feet of where the course of the curb line has been changed to start the driveway or alley approach;
- (3) Within an intersection;
- (4) In front of or within fifteen (15) feet of a fire hydrant.
- (5) On or partially in a crosswalk;
- (6) Within fifty (50) feet of railroad crossings.
- (7) Across or within twenty (20) feet of the driveway of any fire station or on the side of the street opposite the driveway of any fire station;
- (8) Alongside or opposite any roadway excavation or obstruction when stopping, standing, or parking would obstruct traffic;
- (9) On the roadway side of any vehicle stopped or parked at the edge or curb of the roadway (double parking);
- (10) On any private property in the City without the express consent, authorization, or ratification of the owner, holder, occupant, lessee, agent, or trustee of such property. Any complaint for violation of this Section shall be made by the owner, holder, occupant, lessee, agent, or trustee of such property;
- (11) In a space clearly designated as a fire lane or in a place or manner that blocks access to a clearly designated fire lane;
- (12) Within or on` a marked bike lane;

- (13) In any place or in any manner so as to block or partially block a bicycle lane;
- (14) In any improved or unimproved portion of a City right-of-way between the edge of the roadway and a sidewalk;
- (15) In such a manner as to straddle or overlap the limit lines of parking spaces marked upon the parking lot or street. Vehicles that are parallel parked shall be parked to the line of the roadway and with the right sidewalls of the vehicle's right-hand tires not more than twelve (12) inches from the curb or curb line;
- (16) Any truck tractor, trailer, or semi-trailer detached from its tractor on any street, alley, or public place or in any public parking lot within the City, except in cases of emergency;
- (17) In or on a front or side yard of a residence or commercial property as defined in the Zoning Ordinance, except in a driveway or designated parking area (hard surface), without a written permit from the Buchanan City Police Department;
- (18) In any way that completely or partially blocks any City driveway, road, highway, alley, right-of-way, or easement, except for vehicle loading or unloading and making necessary repairs for the period of time necessarily required, but that such City road, highway, alley, right-of-way, or easement shall not be blocked to traffic in any such place more than thirty (30) minutes;
- (19) In a parallel parking space in a direction opposite to the direction of traffic; or
- (20) Partially or completely in front of any yellow curb. A yellow curb shall mean no stopping, standing, or parking for any purpose other than the loading or unloading of passengers, provided that the loading or unloading of passengers shall not last more than three (3) minutes.

(Ord. Rev. 2022 §\_\_)

Sec. 98.52.2 – Interference with Enforcement

No person or persons shall interfere with or hinder the enforcement of the parking, standing, or stopping ordinances and regulations of the City by removing, erasing, altering, concealing, or in any manner modifying any tags, stickers, or other items placed on a vehicle by a police officer or other designated parking enforcement official or commit any other act designed or intended to prevent enforcement of this Ordinance.

(Ord. Rev. 2022, §\_\_)

Sec. 98.53 – Reserved

Sec. 98-54 – Reserved

Sec. 98-55 – Overnight Parking – Public Streets

No person shall park any motorized or non-motorized vehicle, trailer, recreational vehicle, or implement, or place an object of any type in any public street or alley within the city limits of Buchanan between the hours of 2:30 a.m. and 6:00 a.m. The Buchanan City Police Department may issue a temporary parking permit, not to exceed seven (7) days in duration, to any city resident upon receipt of a verbal or written request to the Buchanan City Police Department.

Sec. 98-56 – Overnight Parking – Public Parking Spaces

No person shall park any motorized or non-motorized vehicle, trailer, recreational vehicle, or implement, or place an object of any type in any public parking space within the city limits of Buchanan between the hours of 2:30 a.m. and 6:00 a.m., without first obtaining a parking permit issued by the Buchanan City Police Department.

Residential and/or rental units located in the C-3 Central Business District shall be allowed to park in a public parking lot in the C-3 Central Business District for overnight parking, which will require a parking permit per vehicle (renewable annually) issued by the Buchanan City Police Department. The permit hangtag must be visibly displayed from the rear-view mirror.

Residential and/or rental unit vehicles must park in a permitted parking space designated with permit parking signage in one of the available lots (North Parking Lot, in the alley off of S. Oak Street adjacent to the Post Office, Nelson Transfer Lot on Oak Street, the parking lot adjacent (on the west side) to the Common and Farmers Market (also known as the City Center Parking Lot) with a Buchanan City Police Department-issued parking permit.

Those residents needing additional temporary permits for overnight parking for guests will be issued a maximum of two (2) additional permits not to exceed seven (7) days in duration and a maximum of fourteen (14) days in any of the excess municipal overflow lots per instance with a Buchanan City Police Department-issued parking permit.

Failure to remove disabled and/or abandoned vehicles that have been issued a permit will result in the permit being revoked, the vehicle cited, and towed at the owner's expense.

Roll-off or portable dumpsters and construction waste containers used for any purpose must have permission by the Buchanan City Police Department.

(Ord. No. 2008.11/377, 11-24-08)

Sec. 98-57 – Public Parking Space Use Prohibition

No resident or any other person shall store any recreational vehicle, trailer, or watercraft in any City public parking space.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-58 – Reserved

Sec. 98-59 – Public Parking in the C-3 Central Business District

Parking in the C-3 Central Business District on Front Street, Main Street, Days Avenue, and Oak Street will be limited to three (3) hours between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, unless modified at the direction of the City Manager.

Boundaries of the C-3 Central Business District are as follows: Redbud Trail north to Third Street, Third Street west to Main Street, Main Street south to Dewey Street, Dewey Street west to Oak Street, Oak Street south to Roe Street, Roe Street east to Days Avenue, Days Avenue north to Central Court, and Central Court east to Redbud Trail.

(Ord. No. 2008.11/377, 11-24-08)

Sec. 98-60 – Issuance of Parking Permits – Establishment of Fees

The Buchanan City Commission shall set the costs and/or fees for the issuance of parking permits issued by the Buchanan City Police Department. The Police Department shall not issue a parking permit for a period longer than one (1) year for residential and/or rental permits of occupants in the C-3 Central Business District.

(Ord. No. 2008.11/377, 11-24-08)

Sec. 98-61 – Violations

Violations of this Ordinance shall be handled by the Buchanan City Police Department.

Sec. 98-62 – Limitation of Parking Period

The City Manager shall have the authority to limit the period during which vehicles may be parked in any City-owned parking space and no person shall park or leave any vehicle therein for a period longer than that established by the City Manager and posted for such parking space by signs giving notice of such parking time limitations.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-63 – Prohibited Space Use

No person shall use any City parking space to repair or sell any vehicle or carry on any trade or business therein. This prohibition includes mobile billboards and/or advertisements on any vehicle.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-64 – Reserved

Sec. 98-65 – Reserved

Sec. 98-66 – Continuous Parking for Disabled Vehicles or Vehicle Repairs

Continuous parking of any vehicle in any parking space or in any City right-of-way for repairs or because the vehicle is disabled for a period of forty-eight (48) hours is prohibited and such vehicle may be towed. All abandoned vehicles found in any parking space or in any City right-of-way may be towed. Performing any maintenance or repairs on vehicles in the public roadway, other than emergency repairs necessary to permit immediate removal or use of the vehicle, is hereby prohibited.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-67 – Snow Routes

Parking may be restricted because of the necessity to remove snow along those streets where density of traffic, protection of life and property, construction, and condition of the roadway (or any hazardous condition) make it advisable. Such restriction shall be made by the City Manager or their designated representative. No person shall park a vehicle between the hours of 2:30 a.m. and 6:00 a.m. on any City roadway.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-68 – Reserved

Sec. 98-69 – Liability

All parking shall be at the owner's risk. The City shall not be responsible or liable for the theft of, or damage to, any vehicle or the loss of any articles left in any vehicle while parked in any City-owned or -operated parking space.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-70 – Registered Owner

In any proceeding relating to prosecution for the violation of this Ordinance, evidence that a particular vehicle described in a citation was parked or stored in violation of this Ordinance, together with evidence by verifying ownership with the Secretary of State, that the defendant named in the citation was on the date alleged in the citation the registered owner of the vehicle may be accepted by the court as establishing probable cause for the issuance of a citation for the registered owner of the vehicle and creates in evidence a presumption that the registered owner was the person who parked or stored the vehicle at the location where and during the time which the violation occurred.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-71 – Disabled Persons Parking

The City Manager is authorized to designate certain parking spaces of the City for disabled parking and to install at such locations designated signs indicating this use. Any person in control of private property, whether normally restricted to certain persons or offered freely to the public, may designate parking spaces for disabled parking. No vehicle shall be parked in any City or private parking space designated for disabled parking, unless the same be used by a disabled person and the vehicle be identified as authorized for disabled parking by the State of Michigan.

Sec. 98-72 – Reserved

Sec. 98-73 – Reserved

Sec. 98-74 – Reserved

Sec. 98-75 – Continuance of Violation

When a traffic violation citation is placed upon any vehicle, additional citations may be placed thereon for each overtime parking violation, or fraction thereof, that said vehicle remains in such parking space; each separate overtime parking period, or fraction thereof, shall constitute a separate and distinct violation.

(Ord. Rev. 2022 §\_\_\_)

Sec. 98-76 – Reserved

Sec. 98-77 – Penalties for Violations

Violations of this Ordinance shall be handled by the City of Buchanan. Whenever a police officer or city-appointed enforcement officer shall observe a violation of any ordinance pertaining to parking, the officer shall notify the owner or driver of the vehicle involved in the alleged violation by issuance of a written citation provided to

the owner or driver or securely placing the citation on the vehicle. Violations shall be considered civil infractions.

Response to the citation must be made by payment of the citation within the time allowed or by requesting a court appearance within fifteen (15) calendar days of the date of issuance of the citation.

In addition, the City may have citations issued for those violations and transfer these matters to the District Court. The District Court shall then establish the civil fine for the offense, up to the maximum allowed by law.

At the discretion of the City Manager, parking violations not paid within ninety (90) days after the issuance of the notice of violation may be transferred to the District Court and administrative costs may be added. The City may extend these time limits at its discretion.

(Ord. Rev. 2020 §\_\_\_).

2251

PARKING VIOLATION - CITY OF BUCHANAN

VEHICLE DESCRIPTION

LICENSE NO. LICENSE YEAR STATE

VIOLATION (CHECK ONE)

WITHIN 5 BUS. DAYS

AFTER 5 BUS. DAYS

AFTER 16 CAL. DAYS

AFTER 30 DAYS

FINE

AS ESTABLISHED BY THE DISTRICT COURT

IF PAID

AS ESTABLISHED BY THE DISTRICT COURT

NO PERMIT C-3 PARKING LOT

NO PARKING

3 HOUR LIMIT C-3

LOCATION:

DATE:

TIME:

BADGE #

A.M.

P.M.

WARNING - OVERDUE NOTICE

TO:

This is a copy of an unpaid parking ticket left on your vehicle.

TO AVOID COURT PROCEEDINGS INITIATED AGAINST YOU, PLEASE REMIT PAYMENT TO:

BUCHANAN CITY POLICE DEPT.

720 E. FRONT ST. BUCHANAN, MICHIGAN 49107

OFFICE HOURS

M-F 8:00 AM TO 4:30 PM PHONE: (269) 695-5120

BUCHANAN CITY POLICE DEPT.

720 E. FRONT ST. BUCHANAN, MICHIGAN 49107

OFFICE HOURS

M-F 8:00 AM TO 4:30 PM PHONE: (269) 695-5120



### **Parking Ticket Fee Structures, Neighboring Communities**

Community	Fee	
Berrien Springs	\$15.00	
New Buffalo	\$23.00	
St. Joseph	\$10.00	
Bridgman	\$15.00	
Niles	Does not enforce local parking. They write everything under state law.	



## **TREASURER POSITION OPENING**

Effective March 28, 2022, the Buchanan City Commission hereby announces a vacancy in the position of Treasurer for the City of Buchanan.

The City Commission may consider the hiring of a recruitment firm, such as GovHR, which is anticipated to provide a price quote for such services in time for review during the Monday, March 28, 2022 7pm City Commission meeting.

If the City Commission decides Monday night to not move forward with GovHR, Manager Grace will post the opening the next day herself and she will also consider researching other options to try to advertise the opening.

**City of Buchanan, Michigan  
Treasurer**

**Recruitment Proposal  
March 25, 2022**



630 Dundee Road  
Suite 225  
Northbrook, IL 60062  
Primary Contact Person: Laurie Pederson  
Director of Administrative Services  
847-380-3240  
[info@GovHRusa.com](mailto:info@GovHRusa.com)

*A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.*

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## Attachments

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Consultant Biography  
 Client List

## Firm Profile

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GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff.

Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

## Our Team

---

### Project Manager & Main Point of Contact:

GovHR Vice President Ryan Cotton will be responsible for your recruitment and selection process. His biography is attached to this Proposal and his contact information is:

**Ryan Cotton**

Vice President

616-638-8910

[RCotton@GovHRusa.com](mailto:RCotton@GovHRusa.com)

### Proposal Inquiries:

**Laurie Pederson**

Administrative Services Director

847-380-3198

[LPederson@GovHRusa.com](mailto:LPederson@GovHRusa.com)

### GovHR Owners:

**Heidi J. Voorhees**

President

847-380-3240

[HVoorhees@GovHRusa.com](mailto:HVoorhees@GovHRusa.com)

**Joellen J. Cademartori**

Chief Executive Officer

847-380-3239

[JCademartori@GovHRusa.com](mailto:JCademartori@GovHRusa.com)

## References

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The following references can speak to the quality of service provided by GovHR.

### **Issaquah, WA**

**(Police Chief, In Progress)**

**(Chief Financial Officer, 2021)**

Stephanie Johnson, HR Director

P.O. Box 1307

Issaquah, WA 98027

425-837-3043

[stephaniej@issaquahwa.gov](mailto:stephaniej@issaquahwa.gov)

### **Royal Oak, MI**

**(Finance Director, In Progress)**

**(City Manager, 2020)**

**(City Attorney, 2020)**

Michael Fournier, Mayor

211 S. Williams Street

Royal Oak, MI 48067

248-246-3463

[ccfournier@romi.gov](mailto:ccfournier@romi.gov)

### **St. Clair Shores, MI**

**(Assistant City Manager - Professional Outreach, 2021)**

**(Finance Director/Treasurer - Professional Outreach, 2021)**

Matthew Coppler, City Manager

27600 Jefferson Avenue

St. Clair Shores, MI 48081

586-447-3311

[copplerm@scsmi.net](mailto:copplerm@scsmi.net)

## Project Approach and Methodology

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A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

### Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

#### Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- Surveys can be used for department personnel to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position .

Development of a **Position Announcement** to be placed on websites and social media.

Client will provide a **Recruitment Brochure**.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

### Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 11,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
  - Leadership and management skills
  - Size of organization



- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
  - Public sector publications & websites
  - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
  - GovHR will provide you with a list of advertising options for approval

### Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References (at least 2 references per candidate will be contacted at this time)
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

### Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

### Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:

- Candidates credentials
- Set of questions with room for interviewers to make notes
- Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening will be conducted along with additional references contacted:

<b>GovHR USA Background Screening</b>	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	<b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	<b>Optional:</b>
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

### Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

## Diversity, Equity & Inclusion in Recruitments

GovHR has a long standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.

## Project Timeline

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

- Weeks 1 & 2                                      Phase 1: Stakeholder Interviews
- Weeks 3 thru 6                                      Phase 2: Advertising, Candidate Recruitment & Outreach
- Weeks 7 thru 9                                      Phase 3: Candidate Evaluation & Background Screening
- Week 10    Phase 4: Presentation of Recommended Candidates
- Week 11 & 12                                      Phase 5: Interview Process & Additional Background Screening
- Weeks 13 & 14                                      Phase 6: Appointment of Candidate

## Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	<b>\$18,000</b>
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> <li>➤ Expenses include candidate due diligence efforts</li> </ul>	<b>1,500</b>
Advertising: <ul style="list-style-type: none"> <li>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</li> </ul>	<b>2,500*</b>
<b>Total:</b>	<b>\$22,000**</b>

\*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

## Payment for Fees & Services

Payment of invoices is due within thirty (30) days of receipt. Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Invoice upon acceptance of proposal:** 40% of the Recruitment Fee

**2<sup>nd</sup> Invoice upon recommendation of candidates:** 40% of the Recruitment Fee

**Final Invoice upon completion:** 20% of the Recruitment Fee plus all expenses

## The GovHR Guarantee – Full Scope Recruitment

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GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

## Limited Scope Recruitment – Scope of Services

---

GovHR offers Clients a "Limited Scope" recruitment process, designed for clients who require only partial assistance with a recruitment.

The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar. The consultant will:

- Meet with employees and other stakeholders
- Develop and place the position announcement on websites and on social media outlets
- Conduct outreach for candidates via personal and electronic contacts
- Review all resumes for fit for position
- Conduct video interviews.
- Complete two references for each finalist candidate
- Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Client a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, GovHR involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Flyer will be provided by the client.
- GovHR will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- GovHR will not offer any guarantee regarding the selection and tenure of the candidates. GovHR will bill the client immediately after presentation of candidates and will not redo the recruitment and selection process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Client.

## Limited Scope Recruitment – Price Proposal

Summary of Costs: Limited Scope	Price
Recruitment Fee:	<b>\$16,500</b>
Advertising: *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	<b>2,500*</b>
<b>Total:</b>	<b>\$19,000**</b>

\*This fee does not include travel and accommodations for candidates interviewed.

We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person. For this reason, we have priced travel as a separate expense.

\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at the time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

## Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

**1<sup>st</sup> Payment:** 1/2 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

**Final Payment:** 1/2 of the Recruitment Fee and expenses incurred (invoice sent following the recommendation of candidates).

Payment of invoices is due within thirty (30) days of receipt.

## Why Choose GovHR?

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- We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

## Qualifications

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Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

## Contract Signature Page

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We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Buchanan, Michigan agrees to retain GovHR USA, LLC (“GovHR”) to conduct an Treasurer Recruitment in accordance with its proposal dated March 25, 2022. The terms of the proposal are incorporated herein and shall become a part of this contract.

**ACCEPTED:**

**City of Buchanan, Michigan**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Billing Contact: \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

**GovHR USA, LLC**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**PLEASE SELECT ONE:**

- Full Recruitment Service**
- Limited Recruitment Service**



## Optional Services

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### GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

### Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

### Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

### 360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



# RYAN COTTON



Ryan Cotton is a Vice President with GovHR USA, and has over 35 years of experience as a local government management professional in multiple communities in three states including Duvall, Washington, Montpelier, Vermont and Grand haven, Spring Lake, Eastpointe, Caledonia, and Holland Michigan. Mr. Cotton is an ICMA Credentialed Manager.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services and on statewide boards.

Ryan has extensive grant experience in Illinois, Michigan, and Vermont. He brought in more than \$20 million in grants and other non-local tax funding to communities he served-- achieving a 95% success rate.

## PROFESSIONAL EDUCATION

- Master of Arts degree in Political Science, Western Michigan University
- Master of Public Administration degree, University of Kansas
- Bachelor of Arts degree in Public Administration, Miami University, OH

## PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Adjunct Instructor, Grand Valley State University and Hope College
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014
- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998

- Vermont Association of Realtors, Impact Fees and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

## MEMBERSHIPS AND AFFILIATIONS

- Michigan Local Government Managers Association, Former Board of Directors
- West Michigan Strategic Alliance, Former Board of Directors

## PROFESSIONAL BACKGROUND

- Interim City Administrator, Duvall, WA, 2021
- Interim City Manager, Eastpointe, MI 2019
- Interim Village Manager, Caledonia, MI 2019
- Interim City Manager, Eastpointe, MI 2018
- City Manager, Holland, MI 2012-2017
- Village Manager, Spring Lake, MI 2002-2012
- City Manager, Grand Haven, MI 1995-2002
- City Manager, Montpelier, VT 1986-1994
- Assistant City Manager, Upper Arlington, OH 1984-1986





### Finance Recruitment Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Alabama	Decatur	Asset Management Specialist (Professional Outreach)	54,844	2019
Alaska	Seward	Finance Director (Professional Outreach)	2,693	2021
	Unalaska	Finance Director	4,768	2016
		Finance Director (Virtual)	4,768	2019
California	California (Confidential)	Sr. Vice President of Revenue Enhancement	Multi	2019
Colorado	Englewood	Finance Director	34,957	2020
	Mountain Village	Finance Director	1,840	2021
	Wellington	Finance Director	11,500	2020
Florida	Pinellas County	Director of Office of Management and Budget	970,600	2021
Illinois	Barrington	Director of Financial Services	10,455	2020
	Bensenville	Finance Director (Professional Outreach)	20,703	2019
	Bloomington	Budget Manager (Professional Outreach)	78,005	2017
		Chief Accountant (Professional Outreach)	78,005	2017
	Bradley	Finance Director/Treasurer (Virtual)	15,895	2018
	Buffalo Grove	Deputy Director of Finance & General Services (Virtual)	42,909	2020
				2021
		Finance Director	42,909	2019
	Collinsville	Chief Financial Officer	25,838	2020
		Finance Director	25,838	2018
	DeKalb Sanitary District	Assistant to the Manager/Finance	42,579	2012
	Elgin	Chief Financial Officer	108,000	2014
	Glen Ellyn	Finance Director	27,000	2014
	Glencoe	Finance Director	8,900	2018
	Hanover Park	Finance Director	38,510	2015
	Hawthorn Woods	Chief Financial Officer	7,663	2020
	Highland Park	Finance Director	31,365	2012
				2014
	Hinsdale	Finance Director (Professional Outreach)	16,816	2020
			17,631	2021
	Intergovernmental Risk Management Agency	Finance Director	Multi	2020
	La Grange Park	Director of Finance	13,579	2013
	Lake Bluff	Finance Director	5,700	2017



### Finance Recruitment Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
	Lake County	Controller (Professional Outreach)	703,462	2021
		Deputy Finance Director	703,462	2016
	Lake Forest	Finance Director	19,375	2012
	Lincolnwood	Finance Director (Virtual)	12,590	2021
	Lisle	Finance Director	23,440	2019
	McHenry County	Assistant Finance Director	309,000	2019
		Assistant Finance Director (Professional Outreach)	309,000	2018
		Director of Finance	309,000	2019
		Director of Finance & Administration (Virtual)	309,000	2019
	Metra	Chief Financial Officer	2,700,000	2021
	Park Forest	Finance Director	21,975	2017
	Park Ridge	Finance Director	37,719	2021
	Peoria	Finance Director	115,234	2021
	Peoria County	Chief Financial Officer	370,000	2010
				2021
	Richton Park	Finance Director (Professional Outreach)	13,409	2021
	River Forest	Assistant Finance Director	11,635	2015
		Director of Finance	11,635	2018
	Rockford	Finance Director	152,871	2011
	St. Charles	Finance Director	33,264	2021
	St. Clair Shores	Finance Director/Treasurer (Professional Outreach)	59,984	2021
	Villa Park	Finance Director (Virtual)	22,038	2021
	Wauconda	Finance Director	14,125	2014
	Winnetka	Assistant Finance Director (Virtual)	12,422	2018
		Finance Director	12,422	2015
	Wood Dale Park District	Director of Finance & Administration (Virtual)	13,945	2017
Indiana	Lake County	Finance Director	496,314	2019
Iowa	Marion	Budget Manager (Professional Outreach)	30,000	2018
Maine	Biddeford	Finance Director (Virtual)	21,277	2021
Michigan	Adrian	Finance Director (Professional Outreach)	20,676	2019
	Ferndale	Finance Director (Virtual)	20,428	2021
	Grand Rapids	Financial Systems Administrator (Virtual)	200,217	2019
	Kent County	Director of Fiscal Services	636,369	2019
	Petoskey	Director of Finance	5,670	2021



### Finance Recruitment Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Minnesota	Burnsville	Finance Director	60,000	2021
	Waite Park	Finance Director	7,700	2021
Nebraska	LaVista	Finance Director	18,336	2014
Ohio	Cleveland Heights	Finance Director	46,238	2019
	Toledo	Director of Finance	272,780	2021
Pennsylvania	Centre County	Chief Financial Officer	158,172	2021
Texas	Garland	Managing Director of Finance	233,206	2011
		Controller of Debt & Strategy Planning (Virtual)		
Virginia	Chesapeake		245,000	2020
Washington	Issaquah	Chief Financial Officer	39,378	2021
West Virginia	Bridgeport	Finance Director	8,582	2021
Wisconsin		Finance & Administrative Services Director	36,966	2014
	Beloit (City)			
	Calumet County	Finance Director	50,100	2021
	Cottage Grove	Finance Director	7,663	2021
	Dunn County	Chief Financial Officer	44,806	2021
	Janesville	Clerk-Treasurer	63,588	2021
	Jefferson County	Finance Director (Virtual)	84,395	2017
	Middleton	Finance Director	17,422	2015
	Milton	Finance Director/Treasurer	5,546	2014
		Assistant City Administrator/Comptroller	35,243	2020
		Assistant Comptroller (Professional Outreach)	35,243	2019
	Oshkosh	Assistant Finance Director	66,700	2018
		Finance Director	66,700	2013
		Finance Director/Treasurer (Professional Outreach)	10,500	2021
	Portage			
Rib Mountain	Clerk/Treasurer	6,825	2014	
			2017	
	Sheboygan	Finance Director	48,327	2021
	Waukesha	Finance Director	72,489	2020
	Wauwatosa	Director of Finance	47,000	2010



## **CITY MANAGER GOALS**

### **UPDATE – 03/24/22**

During the meeting, Manager Grace will provide a brief presentation to the City Commission as an update regarding the progress achieved towards the City Manager Goals established at a previous special meeting work session.

This presentation will include a ‘Gantt Chart’ style document that outlines roles, responsibilities, and anticipated benchmarks and deadlines relating to each goal (and its corresponding sub-tasks).