

CITY OF BUCHANAN COMMISSION MINUTES

January 13, 2014

The regular scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. redbud Trail, Buchanan, Michigan Monday January 13, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. No Invocation was heard.

Commissioners present: Carla Cole, David Hagey, Patricia Moore

Commissioners absent: Earl Scanlon III, Michael Terrell

Staff present: City Manager Bill Marx, Treasurer Juli O’Bryant, Sergeant Harvey Burnett and Clerk Gladys Bybee

Guests/Visitors present: Auditor Britni McDole, Plante Moran along with 7 visitors

Moore moved, seconded by Hagey to approve the Consent Calendar as presented. Roll call vote carried unanimously.

- Agenda
- Minutes: Regular meeting, December 9, 2013
- Checks 67305 to 67423 in the amount of \$218,172.99 issued 12-23-13 and Checks 67424 to 67543 in the amount of \$224,500.17 issued 01-13-14
- Excuse the Absence of Michael Terrell from the December 9, 2013 City Commission Meeting
- Notice of Meetings in 2014 for City of Buchanan City Boards
- Two year Annual Data Processing Contract, Information Systems with the Berrien County Board of Commissioners
- Street Closure Request: E. Front St. from Liberty St. to Redbud Trail for Thrill on the Hill
- Street Closure Request: Johnson Court from Rynearson to Front St. for Thrill on the Hill
- Street Closure Request: Redbud Trail from Front St. to Dewey St. for Thrill on the Hill

Juli O’Bryant reported on activities in the Treasurer Department and urged people to join Facebook to get up-to-date information. She explained the second tier of consolidation and cooperation reports for the City to receive “EVIP” money (about \$193,000) from the State.

Fire Chief Mike Adams summarized the 2013 report while all reviewed his written report. He announced his uniform was purchased with safer grant funds, new fire fighter and OSHA trainings and different fire calls. Questions were shared with commission.

After explanation from Marx regarding the Joint Water and Sewer Board Meetings and his hope to complete the final agreements prior to the six months, *Moore moved, seconded by Hagey to approve Letter of Understanding, Sewer Service Agreement Extension with Township of Buchanan and Letter of Understanding, Water Service Agreement Extension with Township of Buchanan. Roll call vote carried unanimously.*

Call to Order

Pledge/Invocation

Roll Call

Consent Calendar

Agenda

Minutes
Checks

Commissioner
Absence Excused

Notice of 2014

Street Closure’s

Reports

Treasurer
Department

Fire Department

Unfinished Business

Letter of
Understanding,
Sewer and Water
Service
Agreement
Extension

Marx reported that his briefing contained information on the bids that were received for Refuse and Recycling Collection Services and announced that the representatives from Reliable and Borden were in attendance. Reliable/Republic Disposal Sales Manager Bob Deorsey reported on the benefits of what they bring to Buchanan and even though they are not the lowest bid they are less than what is being charged now. He introduced Brian Grice, who is the driver and a local resident who has been with the City since Reliable first received the contract. Chris Himes, third generation owner of Borden Waste-Away reported that they were the lowest bidder and could have more savings with auto pay and/or advertising. Commissioners shared discussion and thanked both contractors for competitive bids and noted that both bids were lower than what is now being charged.

Hagey moved to award the bid to Reliable Service to continue the refuse and recycling service as there has not been any concerns with Reliable's service. Moore seconded the motion and roll call vote carried unanimously.

McDole, Auditor for Plante Moran was in attendance and Commission acknowledged the 2012-13 Fiscal Year Audit. She announced that the two budget documents were distributed previously; letter and audit. O'Bryant distributed the audit presentation packet to the City Council while McDole summarized the written power point. She announced the City received a clean audit opinion although they may need to increase utility bills to keep up with repairs/maintenance.

Marx explained the current condition of the Water Department 2002 Dodge pickup was beyond repair of its value. He explained the replacement vehicle in detail and confirmed he would have the City mechanical vendor review the vehicle before executing the purchase. He noted the old vehicle would be auctioned. **Hagey moved, seconded by Moore to approve the purchase of the 2009 Ford F-250 XL not to exceed \$12,776. Roll call vote carried unanimously.**

Sergeant Burnett reported on the Drug Abuse Resistance Education (D.A.R.E.) program for Buchanan Community Schools. He announced he has been teaching for 16 years and explained the program of core curriculum with 5th grade and also he speaks with kindergarteners. Discussion was shared with Commission, City Manager and Burnett. Burnett also suggested furthering other youth programming by getting the Buchanan youth involved with City of Buchanan programs. **Moore moved, seconded by Hagey to support the continuation of the D.A.R.E. Program. Voice vote carried unanimously.**

All agreed to setting Saturday February 22, 2014 from 9:00 a.m. to 1:00 p.m. for the City Commission Annual Planning Goal Session at the new Police Department at 720 E. Front Street.

City Manager comments included thank you's to staff, Chamber of Commerce, and Thrill on the Hill Sponsors. He reported that the City received a letter from Southwestern Michigan Planning Commission congratulating the City in recognition of receiving the regional award for McCoy Creek Watershed Improvement Project. He announced the resignation from one police officer and possibly one more, thus the need for the search process soon.

Commissioners' comments included thanks to all City employees, pleased with refuse and recycling bid process, looking forward to Thrill on the Hill, proud of the audit with

Unfinished Business
Refuse & Recycling Collection Bid Award

Acknowledged 2012-13 Fiscal Year Audit

Water Dept. Purchase of the 2009 Ford F-250 XL

D.A.R.E. Program Continuation

Schedule Annual Planning Goal Session

Managers Comments

Commissioner's Comments

no city tax increase since 1994, special thanks to Tom Fehlner and volunteers for their hard work on the McCoy Creek Watershed, and the utilization of fund balance to enhance the value of the city, not the pay everyday expenses.

Hagey moved, seconded by Moore to adjourn the meeting at 8:24 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

January 27, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday January 27, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. No Invocation was heard.

Commissioners present: Carla Cole, David Hagey, Patricia Moore

Commissioners absent: Earl Scanlon III, Michael Terrell

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: 3 visitors

Hagey moved, seconded by Moore to approve the Consent Calendar as presented. Roll call vote carried unanimously.

- Agenda
- Minutes: Regular meeting, January 13, 2014 & Special meeting, January 20, 2014
- Checks 67544 to 67646 in the amount of \$180,317.27
- Excuse the Absence of Earl Scanlon III and Michael Terrell from the January 13, 2014 City Commission Meeting
- Addendum 1 to Notice of Meetings in 2014 for City of Buchanan City Boards
- Resolution 2014.01/101, Negotiate the 2014 Summer School Tax Collection Fee
- Banner Placement form for Buchanan Youth Softball and Baseball Association (BYSBA) Sign-ups

Marx summarized the Graham Woodhouse Intergovernmental Effort Award presented to the City of Buchanan from Southwest Michigan Planning Commission for its Watershed Project. The Mayor displayed the plaque and announced that several other organizations were recognized also for the McCoy Creek Watershed Improvement Project.

Marx explained that he is seeking approval to move forward with an agreement which would outline how the City of Buchanan can respond to a request for assistance from the City of Bangor with providing assistance and guidance to their communities Downtown Development Authority. After discussion, he confirmed the request from the City of Bangor was for a six month period. ***Hagey moved, seconded by Moore to approve the City Managers request to move forward. Voice vote carried unanimously.***

The City Managers comments included more detail would be forthcoming on the Thrill on the Hill although ridership numbers were down due to weather the City is close to zeroing out our past expenses. He thanked all that helped and Eric Neff who was in attendance for building the hill. He added that plowing equipment has been challenged with all the snow thus wing blade has been utilized. He explained the wing blade fills up sidewalks and tips loose mailboxes but we have to open up curbs and drains to ready for melting snow.

All Commissioners' comments included thanks to all City employees and volunteers for the Thrill on the Hill event, and their pride in the Watershed Project award. Moore spoke condolences to the James Topash family.

Moore moved, seconded by Hagey to adjourn the meeting at 7:22 p.m. Voice vote carried unanimously.

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

Call to Order

Pledge/Invocation

Roll Call

Consent Calendar

Agenda

Minutes

Checks

Commissioner

Absence Excused

Addendum

Meeting Notice

Resolution

2014.01/101

Banner Placement

New Business

Graham

Woodhouse

Intergovernmental
Effort Award

Develop

Agreement with

Bangor for DDA

Guidance

Managers

Comments

Commissioner's

Comments

Adjourn

CITY OF BUCHANAN COMMISSION MINUTES

February 10, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday February 10, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Pastor Nathan Babcock gave the Invocation.

Commissioners present: Carla Cole, David Hagey, Patricia Moore

Commissioners absent: Earl Scanlon III, Michael Terrell

Staff present: City Manager Bill Marx, Building Inspector Guy Lewis and Clerk Gladys Bybee

Guests/Visitors present: Transportation Management Inc. President Kim O'Haver along with 3 visitors

Moore moved, seconded by Hagey to approve the Consent Calendar as presented. Roll call vote carried unanimously.

- Agenda
- Minutes: Regular meeting, January 27, 2014
- Checks 67647 to 67765 in the amount of \$109,345.93
- Excuse the Absence of Earl Scanlon III and Michael Terrell from the January 27, 2014 City Commission Meeting
- Appoint Jordan York to the Buchanan Area Fine Arts Council to fulfill a term through 2015 as recommended
- Chief of Police Job Description
- Deputy Chief of Police Job Description
- Administrative Secretary/Records Clerk Job Description for the Police Department
- Memorandum of Agreement between the City of Buchanan and City of Dowagiac to share the Mobile Videoing Taping Equipment

Guy Lewis reported on his annual Building Department report and explained in detail. Discussion was shared with Lewis and the Commission.

Marx announced the formality of the contract with Reliable as bid was awarded in January. *Moore moved, seconded by Hagey to approve the three year Contract with Reliable Disposal DBA Republic Services of Southwest Michigan for refuse and recycling Collection Services. Voice vote carried unanimously.*

O'Haver explained the contract for 2014 federal funding. *Hagey moved, seconded by Moore to approve Michigan Department of Transportation (MDOT) Contract 2012-0052/P3, FY 2014 Section 5311 Operating Assistance for Federal funding and Resolution 2014.02/102, Authorizing the City Manager and City Treasurer the authority to sign contract and project authorization for public Transportation grants as presented. Roll call vote carried unanimously.*

After explanation from O'Haver, *Moore moved, seconded by Hagey to approve Michigan Department of Transportation (MDOT) Contract 2012-0052/P3 Third Party Agreement S1 subcontract between the City of Buchanan and Berrien County Board of Commissioners and Authorize the City Manager and City Treasurer to sign. Roll call vote carried unanimously.*

Call to Order

Pledge/Invocation

Roll Call

Consent Calendar

Agenda
Minutes
Checks
Commissioner
Absence Excused
Fine Arts Council
Appointment
Police Job
Descriptions
Agreement
between City of
Buchanan &
Dowagiac

Reports

Building Depart.

Unfinished Business

Refuse &
Recycling
Contract

Resolution
2014.02/102,
Contract 2012-
0052/P3, FY 2014
Section 5311

New Business

MDOT Contract
2012-0052/P3,
Third Party
Agreement

O'Haver reported
on the grant

application for FY 2015 Act 51 monies. She explained the budget for Buchanan Dial-A-Ride. O'Haver noted that she has been appointed as a representative on the State Michigan Transportation Board. After shared discussion with Commission, ***Moore moved, seconded by Hagey to approve FY 2015 Resolution of Intent to provide public transportation services and to apply for State financial assistance in accordance with Act 51 and granting authorization for the City Manager and City Treasurer to sign. Roll call vote carried unanimously.***

FY 2015 Act 51 Grant Application for State Financial Assistance for Public Transportation

Hagey moved, seconded by Moore to rescind the motion from November 11, 2013 authorizing the Police Department to purchase the 2008 Expedition 4WD pending mechanical inspection and trade-in and not to exceed the amount of \$8,895. as the vehicle was sold. Roll call vote carried unanimously.

Rescind motion from 11-11-13 to purchase 2008 vehicle for Police Dept.

Marx requested approval to purchase a four wheel drive vehicle for the Police Department after mechanical inspection. ***Hagey moved, seconded by Moore to authorize the City Manager to purchase a special use police vehicle not to exceed \$14,000. Roll call vote carried unanimously.***

Pre-Authorize purchase of Special Police Vehicle

Marx reported that the currently owned 1997 International dump truck has extensive mechanical problems (but could be kept and used for parts) and explained the replacement request to purchase a 1998 International from the City of Bridgman. After shared discussion, ***Moore moved, seconded by Hagey to authorize the City Manager to purchase the 1998 International dump truck from the City of Bridgman in an amount of \$11,000. Roll call vote carried unanimously.***

1998 International Dump Truck Purchase

City Manager comments included that the Post Office notified the City that the lost water bills were found at Niles post office one week late, thus the reason for the delay in delivery. Other comments included resurfacing E. Front Street contract came in 2% less than expected, a salt order submitted for 130 tons, 67 loads of snow stockpiled in the parking lot next door to city hall, more overtime charges due to extra snow but still under budget, and wanting feedback from the Commission regarding the DDA request for a transportation study to erect stop signs at Oak, Days and Main along Front Street. Commissioner thought public input was needed and that they would not support paying for such study.

Managers Comments

All Commissioners' comments included thanks to crews for snow plowing, snow pile obstructions at intersections so be careful, encouragement for people to clear and walk on sidewalk, and invited public input for upcoming goal setting work session. The City Manager confirmed that he would discuss the intersections with the crews.

Commissioner's Comments

Hagey moved, seconded by Moore to adjourn the meeting at 8:00 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

New Business continued

CITY OF BUCHANAN COMMISSION MINUTES

February 24, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday February 24, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Pastor Len Bailey gave the Invocation.

Commissioners present: Carla Cole, David Hagey, Patricia Moore

Commissioners absent: Earl Scanlon III, Michael Terrell

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: Sarah Gault and Kate Scheid from Buchanan District Library along with 4 visitors

Moore moved, seconded by Hagey to amend the Consent Calendar to change the time on the Street Closure from the District Library. Voice vote carried unanimously.

Moore moved, seconded by Hagey to approve the Consent Calendar as amended. Voice vote carried unanimously.

- Agenda as amended
- Minutes: Regular meeting, February 10, 2014 and Special meeting, February 17, 2014
- Checks 67768 to 67850 in the amount of \$320,222.48
- Excuse the Absence of Earl Scanlon III and Michael Terrell from the February 10, 2014 City Commission Meeting
- Police Sergeant Job Description
- Banner Placement Form; Preschool & K round-up, 03-01-14 to 03-019-14, Redbud Trail location
- Banner Placement Form; Chamber Chili Walk, 03-06-14 to 03-20-14, Front Street location
- Street Closure; Days Avenue from Front Street to the end of the Library building (about one block) as time changed

Sarah Gault explained the Egg Drop Contest for Youth and Adult. She also announced other upcoming events. Kate Scheid reported that the school has partnered with them on the Egg Drop event with Edgewater Bank as a sponsor. Scheid reported on bids going out for the first phase of upgrading the Library and a fundraising would begin. She also explained the State of Michigan Library selected the Buchanan District Library for the essential level of Quality Services Audit Checklist.

After explanation from Marx and review of the calendar, *Hagey moved, seconded by Moore to call a Public Hearing, per Charter Section 8.7 (b), Sell, lease or exchange real property owned by the City located at 204 N. Redbud Trail on March 24, 2014 at 7:00 p.m. at its regular scheduled meeting. Voice vote carried unanimously.*

Marx reported this year Thrill on the Hill was above expenses, the ramp and hill was fine tuned and future proceeds would be directed to the Parks Department. *Moore moved, seconded by Hagey to select January 30 and 31, 2015; last weekend in January for 2015 Thrill on the Hill Event. Voice vote carried unanimously.* The Mayor talked about the 2014 Thrill on the Hill.

Call to Order

Pledge/Invocation

Roll Call

Consent Calendar

Agenda as Amended
Minutes
Checks
Commissioner
Absence Excused

Police Sergeant
Job Descriptions

Banner Placement
Forms

Street Closure
Request

Reports

Buchanan District
Library

Unfinished Business

Call Public
Hearing for Sale
of Public Property

New Business

2015 Thrill on the
Hill Event

Norma Ferris, 304 N. Oak Street reported she has to walk in the street as there are no physical sidewalks in front of her home nor adjacent to her property. Moore asked about the edge of the sidewalks and foreclosed property. Marx presented a door card that Code Enforcement is putting on doors if they do not clear the snow from their sidewalk and if they do not comply the City will come in and clear it and bill the property owner. He reported that he is working with Citizens to find assistance. He welcomed calls to he or Patzer. The Mayor announced that pot holes are presently being patched.

Public Comments

City Manager comments included that the Joint Water Sewer Board approved to forward the Agreement for Water and Agreement for Sewer for consideration at the next Commission meeting. He further reported on the PERC breakfast sponsored by City and held at the City Center for Chamber of Commerce, reminded the public that the City will be filling in potholes and asked for calls informing the City of pothole locations. Saturday is Commission Goal Setting Session.

**Managers
Comments**

Commissioner Hagey announced that March 24th will be his last meeting and he would be tendering his resignation at the March 10th meeting as he is moving out of the City. He urged members to search for a replacement. Other Commissioner's comments included condolences to the Swem family, pleasure with the Goal Setting Session, and thanks to the City Manager and volunteers in the City. Commissioner's Moore and Cole expressed regret to Commissioner Hagey.

**Commissioner's
Comments**

Hagey moved, seconded by Moore to adjourn the meeting at 7:44 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES
March 10, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday March 10, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Pastor Nate Babcock gave the Invocation.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III

Commissioners absent: Dave Hagey, Michael Terrell

Staff present: City Manager Bill Marx, Administrative Secretary Debra Patzer, Assessor Gordon Schreiber and Clerk Gladys Bybee

Guests/Visitors present: 4 visitors

The Clerk noted a grammatical error to be corrected on the Agenda. *Moore moved, seconded by Scanlon to approve the Consent Calendar as presented. Voice vote carried unanimously.*

- Agenda
- Minutes: Regular meeting, February 24, 2014
- Checks 67851 to 67938 in the amount of \$135,101.72
- Excuse the Absence of Earl Scanlon III and Michael Terrell from the February 24, 2014 City Commission Meeting
- Accept resignation from Commissioner Dave Hagey effective March 31, 2014
- Banner Placement Form; Buchanan School Farm Plow Days, 04-11-14 to 04-27-14, Redbud Trail location
- Street Closure; South Oak Street from Front Street to Charles Court (one block) for Arbor Day Celebration
- Budget Amendment in General, Major Streets & Local Streets and Water and Sewer Enterprise Fund's
- Job description for Clerk-Cashier position
- Job description for Bookkeeper position
- Resolution 2014.03/103, Summer School Tax Collection Fee in the sum of \$2,463.30 per School District totaling \$47,389.90

Gordon Schreiber summarized his full written report on the Assessor Department since September 2013. Discussion was shared with Commission, Manager and Schreiber.

The City Manager summarized the written priorities developed from the Goal Setting Session. *Moore moved, seconded by Scanlon to approve the City of Buchanan 2014-2015 City Commission Priorities as presented. Roll call vote carried unanimously.* Scanlon asked about publicizing the status of the previous priorities for the citizens of Buchanan to review and discussion was shared.

Scanlon moved, seconded by Moore to schedule the 2014 City Wide Garage Sale date for June 13 and 14, 2014. Roll call vote carried unanimously.

Patzer explained in detail, the Community Development Block Grant (CDBG) funds under HUD in that the City currently has funds. She presented the 1998 Revolving Loan Fund documents; application and Grant Administration Manual from previous City programs. Marx believed that three or four businesses would be starting this year in Buchanan that the funds could be available for. After shared discussion, *Moore moved,*

Call to Order

Pledge/Invocation

Roll Call

Consent Calendar

Agenda
Minutes
Checks
Excuse
Commissioner
Absence
Resignation from
Dave Hagey
Banner Placement
Street Closure
Budget
Amendment
Clerical Job
Descriptions
Resolution
2014.03/103,
School Tax
Collection
Reports
Assessor
Department
Unfinished Business
2014-2015 City
Commission
Priorities

City Garage Sale

New Business

First Restated
Grant Agreement

*seconded by
Scanlon to
approve the First*

Restated Grant Agreement between Michigan Strategic Fund (MSF) and the City of Buchanan for Michigan Community Development Block Grant (CDBG) Program. Roll call vote carried unanimously.

New Business
continued

First Restated
Grant Agreement

Patzer restated the need for the MSF CDBG Program. ***Moore moved, seconded by Scanlon to approve Resolution 2014.03/104, Authorizing the City Manager to sign Revolving Loan Fund (RLF) related documents per the First Restated Grant Agreement on behalf of the City of Buchanan. Roll call vote carried unanimously.*** Resolution made part of these minutes.

Resolution
2014.03/104,
Authorizing City
Manager to sign

Marx explained the previous administration of the NPDES Program and the County bid for new services. ***Scanlon moved, seconded by Moore to approve the Letter of Agreement for Professional Services in the amount of \$3,090 to Spicer Group for Administration of the NPDES Storm Water Discharge Permits for the City of Buchanan as presented. Roll call vote carried unanimously.***

Letter of
Agreement with
Spicer Group

After Marx summarized his previous briefings that had been sent to the Commissioners regarding filling the vacant commission seat, discussion was shared to develop a process. Members concurred to request a letter of interest, citizen's volunteer form and the four page questionnaire from interested candidates before the next Commission meeting. Also to have them attend the meeting on March 24th to share their platform and vision for the City. The tenure to begin directly following Commissioner Hagey's effective date of resignation.

Process for Filling
Vacancy on
Commission

Norma Ferris asked for more information on the newspaper article about the asbestos contamination on River Street. Marx reported that Kilgore mishandled asbestos when demolishing the old Buchanan Industries building and is working with Department of Environmental Quality (DEQ) to resolve through the court process.

Public Comments

City Manager comments included he is awaiting the appraisal and inspection from Villa Environmental before closing on the sale of 204 N. Redbud Trail. The City has stored quite a bit of acquired office furniture in the building that has to be cleared out. He suggested a sale to offer residents an opportunity to purchase and haul away for \$5, \$10, \$20. He suggested March 26, 27 and 29 for a sale. Marx added that we continue to struggle with frozen water and sewer pipes.

Managers
Comments

Commissioner's comments included condolences to the Moyer and Bennett families, appreciation to citizen's for their patience with the complications from the large amount of snowfall, and will also sell the Dog Park garage sale items out of 204 N. Redbud Trail on the 29th (the Mayor confirmed her attendance). Commissioner Scanlon congratulated the Mayor and husband on their 50 year anniversary apologized for his lack of attendance to Commission meetings, regret about Commissioner Hagey's resignation and appreciation to all who supported the breakfast fundraiser for his grandson.

Commissioner's
Comments

Moore moved, seconded by Scanlon to adjourn the meeting at 8:13 p.m. Voice vote carried unanimously.

Adjourn

CITY OF BUCHANAN COMMISSION MINUTES

March 24, 2014

The Mayor called the Public Hearing to order at 7:01p.m. and invited public to express comments on the sale, lease or exchange of real property owned by the City of Buchanan located at 204 N. Redbud Trail per Charter Section 8.7 (b). Norma Ferris, Oak Street suggested that the new business be required to hire Veterans and Buchanan people. The Clerk confirmed that no written comments were received. Commissioner Hagey clarified the Charter requirement of voting and the terms of the Statement of Intent. Business Owner Alice Kring stated that she opposed any future tax abatement or tax break as the Sale Agreement for the property was very generous with no interest loan/grant as her business is paying 6 % on a business loan currently. **Moore moved, seconded by Scanlon to adjourn the public hearing at 7:07 p.m. Voice vote carried unanimously.**

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday March 24, 2014 and was called to order directly following the Public Hearing by Mayor Cole at 7:07 p.m.

The Pledge was recited by all. Father Richard Altine gave the Invocation. The Mayor read the biography of Commissioner Dave Hagey and presented him with an appreciation plaque. Hagey spoke humbly about himself in his tenure in the Commissioner position and was honored at serving the people in Buchanan. Mayor Cole, Commissioner Moore and Scanlon commended Hagey on his tenure in office.

Commissioners present: Carla Cole, Dave Hagey, Patricia Moore, Earl Scanlon III

Commissioners absent: Michael Terrell

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: Alice Kring, Redbud Insurance Owner, Steve Lecklider from Lehman Orchard, LLC, Commissioner Candidates Norma Ferris and Dan Vigansky along with 13 visitors

Hagey moved, seconded by Scanlon to amend the Agenda to include item A. Alice Kring and move City Clerk to B. under Reports on the Agenda. Roll call vote carried unanimously. Moore moved, seconded by Hagey to approve the Consent Calendar as amended. Roll call vote carried unanimously.

- Agenda as amended
- Minutes: Regular meeting, March 10, 2014
- Checks 67939 to 67999 in the amount of \$213,310.92
- Excuse the Absence of Dave Hagey and Michael Terrell from the March 10, 2014 City Commission Meeting

Alice Kring reported this is the 30th year of the Tin Shop Theatre as administered by the Fine Arts Council and she presented brochure of 2014 schedule. She asked permission for use of the Common for the Easter Egg Hunt and to display the small banner in Gazebo Park along with requesting donations of candy for the Easter Egg Hunt. Flyers were presented. Kring also reported the 80th year of Lions Club service with 41 students inducted as members in the Leo Club and explained the community service projects that were completed by the Leo Club. Greetings were shared and the Commission agreed to both requests. The Mayor asked for donations of prizes for the Dog Easter Egg Hunt.

Public Hearing

Sale of Public
Property

Call to Order

Pledge/Invocation

Plaque of
Appreciation,
Dave Hagey

Roll Call

**Consent
Calendar**

Agenda as
amended
Minutes
Checks
Excuse
Commissioner
Absence

Reports

Alice Kring

Bybee reported on
the City
Clerk/Election

Marx explained the details regarding the Statement of Intent to Sell property owned by the City, 204 N. Redbud Trail to Lehman's Orchard, LLC. ***Hagey moved, seconded by Scanlon to sell 204 N. Redbud Trail to Lehman's Orchard in the amount of \$150,000 as no written or verbal objections were heard. Roll call vote carried unanimously.***

Unfinished Business
Statement of Intent to Sell property, 204 N. Redbud Trail

Marx announced the need to clean out the building at 204 N. Redbud Trail now that the sale is pending on the property. He explained the acquisition of numerous pieces of office equipment from Edgewater Bank and Tyler Refrigeration and the request to sell at \$5, \$10, and \$20; first two days for City residents only. ***Moore moved, seconded by Scanlon to acknowledge sale dates of March 26, 27 and 29th and declare misc. office equipment as surplus. Roll call vote carried unanimously.***

City Sale of surplus property

Marx reported that Commissioner Candidate's, Norma Ferris and Dan Vigansky for the vacancy were in attendance and Bud van der Laan was ill and not in attendance. Questions were asked by Commission members with Ferris and Vigansky responding. Discussion included the candidates' involvement with the City (van der Laan already on a city board). They also discussed the lack of attendance of Commissioner Terrell and the possibility of his resignation.

Commissioner Candidate Review

Scanlon moved to appoint Dan Vigansky to fulfill the unexpired Commissioner term through November 2014 created by the resignation of Dave Hagey. Motion failed for lack of second. Moore moved to appoint Norma Ferris to fulfill the unexpired Commissioner term through November 2014. Motion failed for lack of second. Cole moved, seconded by Moore to appoint Bud van der Laan as City Commissioner to fulfill the vacancy through November 2014. Roll call vote carried by majority. YEA: Moore, Cole. NAY: Scanlon. ABSTAIN: Hagey.

Vacant City Commissioner Appointment

City Manager Comments included thanks to Kring for her efforts in the community, thanks to Dave Hagey, a request to purchase a portion of the Brownfield property with forthcoming documentation, apologies to the community for the numerous potholes and welcomed phone calls of pot hole location, and April 21st beginning of construction of East Front Street. This Wednesday is walk through of 107 W. Front Street with Corbin Detgen (Preservation Society) and the Chicago Art Institute Representatives for them to do a work program on the Ross Sanders House.

Managers Comments

Commissioner's comments included thanks and encouragement for Ferris and Vigansky to continue to pursue the involvement with the City, thanks to Kring for her involvement, congratulations to Fine Arts, Miss Blossomtime and Miss Buchanan Roxie Elliott. Hagey commended all volunteers in the community. The Mayor welcomed donations of dog treats at City Hall or Redbud Insurance for the Easter Egg hunt and announced the Garage Sale at 204 Redbud Trail for Dog Park on Saturday.

Commissioner's Comments

Hagey moved, seconded by Scanlon to adjourn the meeting at 8:44 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

April 14, 2014

Pledge/Invocation

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday April 14, 2014 and was called to order by Mayor Cole at 7:02 p.m.

Roll Call

The Pledge was recited by all. Pastor Barz gave the Invocation.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Boyd van der Laan

Commissioners absent: Michael Terrell

Staff present: City Manager Bill Marx, Wastewater Treatment Plant Operator Bill Housand, and Clerk Gladys Bybee

Guests/Visitors present: President of Transportation Management Inc, Kim O'Haver, American Legion Member's Larry Money and Marv Pruett, several members of Buchanan Garden Club, and several members of McCoy's Creek Trail along with 16 visitors

Consent Calendar

Scanlon moved, seconded by Moore to amend the Agenda to include item D. McCoy's Creek Tail Mural Project on Smith Street under Reports on the Agenda. Roll call vote carried unanimously. Moore moved, seconded by Scanlon to approve the Consent Calendar as amended. Roll call vote carried unanimously.

-Agenda as amended
-Minutes
-Checks
-Excuse
Commissioner
Absence
-Volunteer Boards
Information sheet
Update
-Street Closure
-ZBA
Appointment
-Receipt of
FY2014-15
Budget
-Call Public
Hearing for FY
2014-15 Budget
-Arbor Day
Proclamation

- Agenda as amended
- Minutes: Regular meeting, March 24, 2014 and Budget Work Session, March 31, 2014
- Checks 68000 to 68098 in the amount of \$145,307.41
- Excuse the Absence of Michael Terrell from the March 24, 2014 City Commission Meeting
- Updated City of Buchanan Volunteer Boards Information Sheet
- Street Closure request: Front Street from American Legion to Oak Ridge Cemetery for Memorial Day Parade May 26, 2014
- Appoint Ray Cole to the Zoning Board of Appeals to fulfill a term through 2015
- Acknowledge Receipt of the 2014-2015 FY Budget as presented by the City Manager in accordance with Charter Section 9.2
- Call Public Hearing on April 28, 2014 at 7:00 p.m. to hear public comments regarding the proposed 2014-15 budget, the property tax millage rate and the water and sewer rates proposed to be levied to support the proposed budget
- Arbor Day Proclamation for the Mayor to present to the Buchanan Garden Club at their Arbor Day Celebration

Reports

Buchanan Garden Club Representative Sheila Daly invited members and public to attend the Arbor Day Celebration and explained the trees that would be planted. She announced there are 48 Garden Club members currently.

Arbor Day
Celebration

Larry Money reported that the American Legion would be dedicating the columbarium's at Oak Ridge Cemetery after the Memorial Day Parade. He further explained the many events that the Legion would be sponsoring. Scanlon confirmed that the Legion still had the drop box for tattered American Flags. Greetings were shared.

Memorial Day
Parade

Call to Order

Resident and
McCoy's Creek
Trail Member Ray
Ricordati reported
on the connection
of the McCoy's

Creek Trail in the downtown area from Schirmer Parkway to the McCoy’s Creek Recreation Area. He announced the two beautification projects and introduced Member Jan Jacobs and she explained the renovation/restoration of the Clark Guard House on Dewey Street by McCoy Creek. Larry Money stated that the American Legion was willing to assist with either project. After questions were shared, **Moore moved, seconded by Scanlon to approve the Clark Guard House Restoration Project as presented. Roll call vote carried unanimously.**

Unfinished Business

Commissioner Re-assignment on City Boards

Tracy Dippo, Redbud Hardware Owner presented the artistry she would be painting (legend and map of the Creek/Race) on the constructed wall (72 ft. long by 8 ft. high) on the corner of Smith and Oak Street behind/below Rollf’s business. She explained the mural and the fact that resident Peter Lysy was researching the history of the Mills that were along the Creek in the past. **Moore moved, seconded by Scanlon to approve the mural project as presented by Tracy Dippo on behalf of Friends of McCoy’s Creek Trail. Roll call vote carried unanimously.**

Portable Toilet Facilities Bid Award

Marx summarized the Mayors request for Commissioner van der Laan to take over the vacant seats created by the resignation of Dave Hagey. **Moore moved, seconded by Scanlon to appoint Bud van der Laan as the Commissioner Liaison on the Southeast Berrien County Landfill Board, Buchanan Farmers’ Market Board, Downtown Development Authority and an alternate for Commissioner Terrell on the Design Review Committee.** Marx announced that Commissioner Terrell was offered the job position in Detroit and it was anticipated he would tender his resignation.

Change Order WWTP Single D Oxygen Probe Transmitter Purchase

After Marx summarized the Portable Toilet Facilities Bid and discussion with Commission about bid specifications, **Scanlon moved, seconded by Moore to award the Portable Toilet Facilities to White’s Septic in the amount of \$4,442.50 as the lowest bidder submission did not meet the bid specifications. Roll call vote carried unanimously.**

New Business
Dial-A-Ride Title VI Plan of Compliance required by Civil Rights Act of 1964

Marx reported this was an efficiency measure, Windemuller is presently doing work at the Wastewater Treatment Plant and WWTP Operator Bill Housand was in attendance to answer any questions. Housand explained the change order for a single D Oxygen probe transmitter in detail and stated that it would save money over the next two years. **Moore moved, seconded by Scanlon to approve the single DO probe and transmitter at the Wastewater Treatment Plant in the amount of \$10,607.65 from Windemuller as recommended. Roll call vote carried unanimously.**

Small Wine Maker License for Lehman’s Orchard, LLC

Kim O’Haver explained in detail the Title VI Plan of Compliance required by the Civil Rights Act of 1964 for Buchanan Dial-A-Ride. She presented a new brochure for Buchanan Dial-A-Ride and confirmed that the State Project Manager had approved the Plan of Compliance. **Scanlon moved, seconded by van der Laan to approve the Buchanan Dial-A-Ride Title VI Plan of Compliance of the Civil Rights Act of 1964. Roll call vote carried unanimously.**

Dan Vigansky, 103 N. Detroit asked if the flashing light at the corner of Front/Oak Streets could be returned to operation as approved by Commission at a previous meeting. Marx responded that it had been

Marx recommended the support of the request from Lehman’s Orchard, LLC that just purchased the City owned building at 204 N. Redbud Trail. **Scanlon moved, seconded by Moore to approve the Michigan Liquor Control Commission Resolution for recommendation for a new license application from Lehman’s Orchard, LLC for a New Small Wine Maker License at 204 N. Redbud Trail. Roll call vote carried unanimously.**

Reports continued

Friend of McCoy’s Creek Trail, Clark Guard House Renovation

Friend of McCoy’s Creek Trail, Wall Mural on Smith/Oak Street

damaged over the winter in an accident and would be repaired during the Front Street reconstruction.

City Manager Comments included thanks to Sheila Daly and all the Garden Club on their efforts for the Arbor Day Celebration and work within the City on the planters, thanks to the Friends of McCoy's Creek Trail for supporting the wall mural, and the \$6,500 (covered by insurance) bid from contractor that will be replacing the light at Skyline drive along with repair of the light at Front/Oak intersection.

**Managers
Comments**

Commissioner's comments included welcome to van der Laan, thanks and encouragement to attend Arbor Day Celebration sponsored by the Garden Club, thanks to the Legion for offering monetary and manual help for the Guard House Project and/or the Mural Project, April is National Public Health month and important for us to have the WWTP, thanks to Vigansky about awareness of the traffic light at Front/Oak intersection, and thanks for the Easter Egg Hunt for children and dogs.

**Commissioner's
Comments**

Scanlon moved, seconded by van der Laan to adjourn the meeting at 8:12 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

Public Comments

CITY OF BUCHANAN COMMISSION MINUTES

April 28, 2014

Public Hearing

2014-15 FY

Budget

The Mayor called the Public Hearing to order at 7:00 p.m. and invited public to express comments on the proposed 2014-15 budget, the property tax millage rate and the water and sewer rates proposed to be levied to support the proposed budget. Resident Norma Ferris asked if the water and sewer rates were increased and if the millage rate would change. Marx explained that a five percent (5%) increase was proposed for the water and sewer and no increase with the millage for City taxes. Scanlon noted that the City could go to 19 mills but has stayed with the 17 mills for numerous years. The Clerk confirmed that no written comments were received. The Mayor adjourned the public hearing at 7:04 p.m. Voice vote carried unanimously.

Call to Order

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday April 28, 2014 and was called to order directly following the Public Hearing by Mayor Cole at 7:04 p.m.

Pledge/Invocation

The Pledge was recited by all. Pastor McPherson gave the Invocation.

Roll Call

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III

Commissioners absent: Michael Terrell, Boyd van der Laan

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: 8 visitors including State Representative Dave Pagel, Common and Farmers' Market Chairperson Beth Chubb, Lions Representative and Business Owner Alice Kring

Consent Calendar

- Agenda as amended
- Minutes
- Checks
- Excuse Commissioner Absence
- Banner Placement
- Street Closure
- ZBA Appointment
- BARB Appointment
- Bank Signatories and Resolution
- White Cane Week Proclamation

Scanlon moved, seconded by Moore to amend the Agenda to include item B. Report from Alice Kring under Reports on the Agenda and change the amount under New Business E. to \$18,300. Roll call vote carried unanimously. Scanlon moved, seconded by Moore to approve the Consent Calendar as amended. Roll call vote carried unanimously.

- Agenda as amended
- Minutes: Regular meeting, April 14, 2014
- Checks 68099 to 68154 in the amount of \$71,294.27
- Excuse the Absence of Michael Terrell from the April 14, 2014 City Commission Meeting
- Banner Placement Form, May 31 to June 8, 2014, Car Show
- Street Closure request: Days Avenue from Front Street to Central Avenue/Roe Street for Car Show June 7, 2014
- Appoint Daniel Vigansky as alternate on the Zoning Board of Appeals
- Appoint Niki Reiter to the Buchanan Area Recreation Board to fulfill a term through 2015
- Signatories and Bank resolution on City of Buchanan Bank Account at Chemical Bank
- Proclamation in Observance of May 5 to May 10, 2014 as White Cane Week

Kring reported on the offering of white canes and the benefits of Lions Club funding as it stays in Buchanan and Galien. She explained the Buchanan Leo Club began in October 2013 and in March 2014, 41 students were inducted with several volunteer hours per student. She explained the volunteer projects and thanked the numerous people that helped make the Easter Egg Hunt possible. She distributed a list of volunteers to the Commission. Commissioner Moore read the proclamation and the Mayor presented Kring with the Proclamation in observance of May 5th to May 10th as White Cane Week.

Reports

Lions Club/Easter Egg Hunt

Chubb reported on the Farmers' Market ninth

season opening May 3, with 26 vendors and all booths reserved for the season. She explained the Common concerts beginning on Thursday June 5th and nine concerts for the season. She also reported the City will be paying for Stop, Lunch & Listen and presented post cards with dates for the Farmers' Market, Summer Concert Series, Stop, Lunch & Listen, and Historic Pears Mill.

Farmers' Market

Marx reported on October 2014 deadline for the update and the three quotes received for the Wellhead Protection Plan and recommended Michigan Rural Water. ***Moore moved, seconded by Scanlon to approve the quote from Michigan Rural Water in the amount of \$5,500 to assist the City in the preparation of the required update of the 2002 Wellhead Protection Plan and authorize the City Manager to submit a Wellhead Protection Grant application to the MDEQ to recoup half of this cost. Roll call vote carried unanimously.***

New Business

Hire Michigan Rural Water for Wellhead Protection Plan Update & Grant Application

Marx reported that he was contacted about a request to Lease/Purchase the Redbud City Center to establish a Marokena Crepe Café. The consensus of the Commissioners' opposed the lease/sale of the property and directed the City Manager to refer the requester to the Downtown Development Authority to find another location in the City.

Request to Lease/Purchase Redbud Center

Marx reported on the seven items that were found while cleaning the DPW barn and recommended sealed bids to dispose of the unused items. After shared discussion with the Commission, ***Scanlon moved, seconded by Moore to authorize the City Manager to liquidate the unused equipment by advertising in specialized trader magazines and/or internet. Roll call vote carried unanimously.***

Liquidation of unused DPW assets

Marx reported on the 644 lineal feet of sanitary sewer and four sanitary manholes that needed to be replaced on E. Front Street where the resurfacing project has begun. He explained the two bids that were received from BG Construction and Selge Construction. ***Scanlon moved, seconded by Moore to accept the quote from Selge Constriction in the amount of \$47,500 as presented. Roll call vote carried unanimously.***

Approve quote from Selge to replace sanitary sewer on E. Front St. Project

Marx reported the collaboration with the Preservation Society and the Chicago Art Institute regarding the Chicago Art Institute's Summer Building Restoration Program to perform restoration work on the Ross Sanders House. He explained the commitment of \$18,300 in City funds for the project and that he was uncomfortable with the unknown final outcome of the project although he was pleased with the appraisal/analysis that would be found. Questions/discussion were shared between Commission and Manager. ***Scanlon moved, seconded by Moore to approve Chicago Art Institute's Summer Building Restoration Program to perform restoration work on the Ross Sanders House in the amount of \$18,300. Roll call vote carried unanimously.***

Approve Chicago Art Institute's Summer Building Restoration Program to perform restoration work

Public Comments

Norma Ferris asked the definition of the auxiliary aids that would be provided as noted on the bottom of the agenda. Marx responded that the City would provide interpreters, sign language and accessibility to public meetings for the handicapped under the Americans with Disabilities Act (ADA). Ferris also asked if a flag could be flown at City Hall with Marx replying that the pole is being repaired. Dave Pagel reported on the status of the State during his 18 months as State Representative and discussion was shared about the Roads Bill status and State Revenue Sharing.

City Manager Comments included thanks to Kring and Chubb for all their efforts in the Community and he is working with the owners of Wheatberry Restaurant to possibly connect to

Managers Comments**Reports continued**

the sanitary sewer, as their system is failing. He also reported a glitch with the total patcher and it is being repaired under warranty, and he is working with the contractor that is doing Front Street to possibly do other street repairs in town.

**Managers
Comments
continued**

Commissioner's comments included successful Easter egg hunt both for children and dogs, looking forward and urged attendance to the many events downtown, appreciation to Kring and her volunteers and Chubb. The Mayor announced that she presented the key to the City to Miss Buchanan and Miss Blossomtime at their banquet.

**Commissioner's
Comments**

The Mayor adjourned the meeting at 8:34 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

May 12, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday May 12, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Pastor Bailey gave the Invocation.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Boyd van der Laan

Commissioners absent: Michael Terrell

Staff present: City Manager Bill Marx, Zoning Administrator Debra Patzer and Clerk Gladys Bybee

Guests/Visitors present: 3 visitors

Resident Dan Vigansky asked about the seat that Michael Terrell holds that has been empty for some time and suggests that the Commission make an attempt to resolve the vacancy.

Scanlon moved, seconded by Moore to approve the Agenda as presented. Roll call vote carried unanimously.

- Agenda

Marx summarized the FY 2014-2015 Budget with the same millage rate and a six percent (6%) increased water sewer rate. *Scanlon moved, seconded by van der Laan to approve the resolution as presented.* Resolution 2014.05/105, **A RESOLUTION FOR THE CITY OF BUCHANAN, COUNTY OF BERRIEN, MICHIGAN TO ADOPT A BUDGET FOR THE CITY OF BUCHANAN FOR FISCAL YEAR 2014-2015**

WHEREAS, in accordance with Chapter 9 of the City Charter of the City of Buchanan governing budget procedure and general finance, and in compliance with the requirements of the Michigan Uniform Accounting and Budgeting Act, a balanced budget has been set up for the City of Buchanan for the fiscal year of July 1, 2014 through June 30, 2015; and

WHEREAS, a public hearing was held on April 28, 2014 for public comments and opinions;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Buchanan that the following sums are adopted for the 2014-2015 fiscal year for the purposes set forth below:

General Government	City Commission	\$ 46,077.
\$386,480.	City Manager	101,909.
	Elections	29,473.
	Assessor	40,250.
	City Clerk	57,680.
	Treasurer	111,091.
Public Safety	Police Department/Code Enforcement	\$ 924,855.
\$1,108,607.	Crossing Guards	31,609.
	Fire Department	113,893.
	Building Inspection	38,250.
DPW & Cemetery	DPW/Streets	\$ 258,287.
\$429,593.	Cemetery	171,306.
Parks & Recreation	Parks & Recreation	\$ 10,000.
\$10,000.		
Other	Building & Grounds	\$ 65,350.
\$121,951.	Rental Property	5,458.
	Arts & Historical Buildings	10,406.
	Misc. Costs/Transfers	<u>40,737.</u>
Total General Fund		2,056,631.

Call to Order

Pledge/Invocation

Roll Call

Public Comments

Agenda

Unfinished

Business

Resolution
2014.05/105, FY
2014-2015 Budget

Major Streets	\$ 389,657.
Local Streets	226,730.
Street Repair & Maintenance	326,075.
Water & Sewer Enterprise	1,492,965.
Brownfield-TIF	<u>7,023.</u>
Total Other Funds	\$ 2,442,450.
Total Budget Including General Fund	<u>\$4,499,081.</u>

Unfinished Business continued
 Resolution
 2014.05/105, FY
 2014-2015 Budget

BE IT FURTHER RESOLVED that the City Commission of the City of Buchanan authorizes levy of 17.1000 mills on real and personal property within the City of Buchanan for municipal operating purposes.

BE IT FURTHER RESOLVED that the City Commission of the City of Buchanan hereby authorizes the levy of 1.00 mills on real and personal property within the City of Buchanan for Dial-a-Ride.

BE IT FURTHER RESOLVED that the City Commission of the City of Buchanan authorizes the levy of one half of the above stated millage rates on real and personal property on the separate tax rolls under Act 198, Industrial Facilities Tax Districts.

BE IT FURTHER RESOLVED that the City Commission authorizes the water and sewer rates, effective July 1, 2014, as follows:

	Water	Sewer	Ready to Serve (RTS)
City	\$3.50/1000 gal.	\$6.32/1000 gal.	\$18.10 monthly
Township	4.08./1000 gal.	7.40/1000 gal	21.18 monthly

BE IT FURTHER RESOLVED that the total budget for the City of Buchanan for the fiscal year 2014-2015 in the amount of \$4,499,081. as presented by the City Manager is hereby approved and adopted by the City Commission of the City of Buchanan.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to make budgetary transfers within the departments in accordance with the departmental totals established through this budget, and that all transfers within departments may be made only by further action of the City Commission, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.

Roll call vote carried unanimously. Resolution 2014.05/105 declared adopted.

Marx noted the verbiage deletion as recommended by the City Attorney. After discussion, Commissioner Moore confirmed the language in the header and the “Now, Therefore”. **Scanlon moved, seconded by Moore to approve the resolution with the City Attorney’s recommendation.**

A RESOLUTION TO PLACE DIAL-A-RIDE MILLAGE RENEWAL FOR FOUR CONSECUTIVE YEARS 2015 – 2018 Under the Federal Transportation ACT OF 1978 AND ACT 327 OF THE P.A. OF 1972 AS AMENDED

WHEREAS, Dial-A-Ride provides a necessary service to the citizens of the City of Buchanan; and
WHEREAS, the City of Buchanan has entered into an intergovernmental agreement with Berrien County, using their third party operator, Transportation Management, Inc., to operate the City’s Dial-A-Ride program which has been proven successful during the past years; and
WHEREAS, a Dial-A-Ride millage renewal is necessary to meet the local share portion of the annual operating budget; and
WHEREAS, the City is authorized to ask voters to renew a previously-authorized millage;
NOW, THEREFORE, BE IT RESOLVED by the Buchanan City Commission to place a proposition on the August 5, 2014 Election Ballot to read:

Shall the City of Buchanan continue its local support of the “Dial-A-Ride” Bus System, more properly known as the “Dial-A-Ride Transportation System”, by levying one mill (One [\$1.00] Dollar per each One Thousand [\$1,000.00] Dollars) on the taxable value of all taxable property in the City of Buchanan to support its local share, for a period of four (4) consecutive years, to be levied in 2015, 2016, 2017 and 2018? The requested millage rate represents a renewal of a previous millage of one mill (One [\$1.00] Dollar per each One Thousand [\$1,000.00] Dollars) on the taxable value of all taxable property in the City of Buchanan. Based on current valuation, it is estimated that the amount of revenue generated from the total millage in the first year of the levy (2015) will be approximately Eighty Four Thousand Nine Hundred Fifty Three (\$84,953.00) Dollars. The proposed millage is a renewal of a previously-authorized millage

YES NO

Roll call vote carried unanimously. Resolution 2014.05/106 declared adopted.

Patzer reported the process of the rezoning request for 201 Days Avenue and explained the recommendation from the Plan Commission. **Scanlon moved, seconded by Moore to rezone the property at 201 Days Avenue from R-1 A & B District to R-2 Two Family**

New Business
 Resolution
 2014.05/106,
 Proposal to place
 Dial-A-Ride
 Millage Renewal
 on August Election
 Ballot

Rezone the
 property at 201
 Days Avenue from
 R-1 A & B District
 to R-2 Two Family
 Dwelling District

Dwelling District as recommended by the Plan Commission as recommended. Roll call vote carried by majority with an abstention from Cole as she is a friend of the owner.

City Manager Comments included that he received a notice today (copies provided) from County of Berrien of properties that have been foreclosed on due to back taxes. He explained that the City could purchase any of the nine properties and he would be doing further research as required by the county. Also, Art Institute has approved the program for the Ross Sanders House; 204 N. Redbud Trail asbestos research complete and drawings would be submitted by the owner to MEDC for development funding; guard shack on Dewey Street refurbishing in progress; and Tin Shop Theatre weatherization work moving forward.

Commissioner's comments included encouragement to attend the Tin Shop Theatre upcoming performance (season tickets sold out), decrease in business with the E. Front Street construction although all businesses are accessible, and Congratulations to Debra Patzer on passing Zoning Administrator test.

Moore moved, seconded by Scanlon to adjourn the meeting at 7:35 p.m. Voice vote carried unanimously.

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

New Business

continued

Rezone the property at 201 Days Avenue

Managers

Comments

Commissioner's

Comments

Adjourn

CITY OF BUCHANAN COMMISSION MINUTES
May 27, 2014

The Mayor called the Public Hearing to order at 7:00 p.m. and invited public to express comments on the proposed FY 2014-2015 Southwestern Michigan Community Ambulance Services (SMCAS) Special Assessment Levy and proposed SMCAS budget FOR FISCAL YAEAR 2014-2015, WHICH INCLUDES THE SPECIAL ASSESSMENT IN THE AMOUNT OF \$20.00 per dwelling. The Mayor called for comments, and hearing none, closed the public hearing. **The Mayor adjourned the public hearing at 7:02 p.m. Voice vote carried unanimously.**

I. Call to Order

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Tuesday May 27, 2014 and was called to order by Mayor Cole at 7:02 p.m.

II. Pledge/Invocation

The Pledge was recited by all. Pastor Dave Mitchell gave the Invocation.

III. Roll Call

Commissioners present: Carla Cole, Patricia Moore, Boyd van der Laan

Commissioners absent: Michael Terrell, Earl Scanlon III

Staff present: City Manager Bill Marx and Administrative Assistant Debra Patzer

Guests/Visitors present: 2 visitors, Jackie from the Dog Park Committee and Dan Vigansky

IV. Public Comments

Jackie Lowe, Chairman of the Dog Park Committee, and Coco, her dog, spoke in favor of the proposed locations for a dog park and reiterated the need for a dog park in Buchanan.

V. Consent Calendar

Moore moved, seconded by van der Laan to approve the Consent Calendar as presented. Roll call vote carried unanimously.

A. Approve Agenda

B. Approve Minutes: Regular meeting, May 12, 2014 and Special Meeting, May 15, 2014

C. Approve Checks 68251 to 68313 in the amount of \$121,441.76

D. Excuse the Absence of Michael Terrell from the May 12, 2014 City Commission Meeting

E. Certify Delinquent Utility & Mowing Billings to the 2014 Summer Tax Roll

F. Appoint Mayor Carla Cole and Commission Boyd van der Laan to the Southeast Berrien County Landfill Board

G. Appoint Dare Soley to the Buchanan District Library Board for a term expiring 2018

VI. Reports - None

VII. Unfinished Business

*A. Resolution 2014.05/____, FY 2014-2015 Southwestern Michigan Community Ambulance Services (SMCAS) Special Assessment Levy and proposed SMCAS budget for fiscal year 2014-2015, which includes the special assessment in the amount of \$20.00 per Dwelling – Tim Gray, Executive Director: Gray summarized the highlights of the proposed budget and gave the status of vehicles being ordered and converted. Overall, calls are up over last year in all the communities

being served. The service numbers are going up, but the amount being reimbursed by Medicare is going down. There was another sequestration which resulted in an additional 2% loss. They are working with Medicare to increase reimbursements. Cole confirmed that the \$20.00 assessment is not an increase. She stated the rate has been the same for 20 years and it was a great deal for the citizens. Gray responded that the laws governing SMCAS are changing and they are coping with the changes to determine what can be done and how. Moore responded that it was good to see the service numbers increasing and thanked Tim for his expertise and improving the quality of the service. ***Moore moved, seconded by van der Laan, to approve the FY 2014-2015 Southwestern Michigan Community Ambulance Services (SMCAS) Special Assessment Levy and proposed SMCAS budget for fiscal year 2014-2015, which includes the special assessment in the amount of \$20.00 per Dwelling. Roll Call vote passed unanimously.***

VIII. New Business

A. Consider Amended Article of Incorporation of Southwestern Michigan Community Ambulance Services (SMCAS) – Tim Gray, Executive Director: Gray stated that the concerns raised by one member community had been addressed and that community had approved the articles of incorporation and now all the other member communities must also approve. The big change was the inclusion of Milton and Pokagon Townships as members with voting rights. Discussion followed regarding the cost of entry into SMCAS and how the new partners would participate in SMCAS. The cost of a buy in is based on population and the SMCAS board has gone back to the original buy in numbers when considering the two proposed new members. This would be a good move for SMCAS. Marx asked if the Commission was in support of SMCAS charging a buy in cost based on population. The Commissioners present unanimously agreed that they were in support. ***Moore moved, seconded by van der Laan, to approve the Amended Articles of Incorporation of Southwestern Michigan Community Ambulance Services (SMCAS).***

B. Consider Revised Project (122449) Authorization, City of Buchanan Dial-A-Ride FY 2014 Section 5311 Operating Formula Grants for Rural Areas Program, 2012-0052- P3/R1: Marx stated that each year, Buchanan Dial-A-Ride submits an application to the MI Department of Transportation for operating assistance. We apply for funding from two different sources, (1) the State of Michigan and (2) the Federal Transit Administration, under federal Section 5311 (assistance to rural areas). The federal Section 5311 funding is usually awarded in two portions, one in the spring and one in late summer. This contract represents the first part of the funding, which is \$14,911 of a total approved funding award of \$26,159. ***Moore moved, seconded by van der Laan, to approve revised project (122449) authorization, City of Buchanan Dial-A-Ride FY 2014 Section 5311 Operating Formula Grants for Rural Areas Program, 2012-0052- P3/R. Roll call vote passed unanimously.***

C. Consider Resolution 2014.05/____, Certified Signature Resolution for MDOT FY 2014 Section 5311 Operating Formula Grants for Rural Areas Program, Buchanan Dial-A-Ride: Marx explained that the City Commission needs to offer and approve a motion to accept this funding. ***Moore moved, seconded by van der Laan to accept the funding for MDOT FY 2014 Section 5311 Operating Formula Grants for Rural Areas Program, Buchanan Dial-A-Ride and authorize, by resolution, the City Manager to sign all funding documents. Roll call vote passed unanimously.***

*D. Consider approving the recommendation of the BARB to consider three possible sites for the future dog park and authorize the Dog Park Committee to pursue all grants possible to fund the

project: Commissioner Moore explained that she had attended the BARB and discussed the three proposed sites for the dog park. Two of the sites are in the McCoy Creek recreation area and would offer a “large dog” dog park and a separate “small dog” dog park in close proximity to each other. The third site would be an “urban” dog park utilizing a portion of the City’s brownfield where people are now walking their dogs. Each site presents its own set of benefits and challenges. The BARB expressed concerns about locating a dog park in the City’s wellfield but unanimously recommended support of the three proposed sites pending an investigation of the environmental impact. The Dog Park Committee is looking for the recognition of the sites from the City Commission and authorization to pursue funding for a dog park(s). ***Moore moved, seconded by Cole, to support the three locations selected by the Dog Park Committee for a dog park(s) and authorize the Dog Park Committee to pursue funding for said dog park(s). Roll Call vote passed unanimously.***

IX. Public Comments

Resident Dan Vigansky asked about the whereabouts of Commissioner Terrell and stated that the city did not need to spend money on a Dog Park but needed to bring jobs to town.

X. City Manager’s Comments

Marx thanked Tim Gray for his years of service to the community over the past 30 years and commended his leadership, dedication and mentoring of his staff, and his continuing emergency response activity, calling him one of the “best in the state”. The SMCAS board has interviewed two candidates and selected someone with 35 years in emergency response service. When someone calls SMCAS they receive the best service possible. Marx also commented on the 126 5th graders who graduated from the DARE program. He noted that Front Street improvements were ahead of schedule but due to failed concrete pours, that lead time will be somewhat diminished. On June 14 the road will be pulverized and new pavement applied. Approval has been received from Rite Aid for their access changes. When the new light is installed at Front and Skyline, the broken light at Front and Oak will also be installed.

XI. Commissioners’ Comments

Moore thanked Tim Gray for his service and wished him the best of luck in the future; stating he always had a home in Buchanan. She thanked Jackie Lowe for her leadership on the dog park committee. She asked residents to clean out the storm drains in the streets if they become filled with debris and reminded everyone of the wonderful play presented by the Fine Arts Council. Cole congratulated the DARE graduates and commended Harvey for his work on that program. She thanked Jackie and Coco for coming to the meeting and reminded everyone that we owe our freedom to the service men and women of America. She congratulated Tim Gray and stated that the next director had some big shoes to fill.

XII. Adjourn

There being no further business, ***Moore moved, seconded by van der Laan, to adjourn the meeting. Voice vote passed unanimously.*** The meeting was adjourned at 7:57 p.m. The next regularly scheduled meeting of the City Commission is Monday, June 9, 2014.

Respectfully Submitted:

Debra Davino Patzer, Administrative Assistant

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

June 9, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday June 9, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Minister Nate Babcock gave the Invocation.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Boyd van der Laan

Commissioners absent: Michael Terrell

Staff present: City Manager Bill Marx, Zoning Administrator Debra Patzer and Clerk Gladys Bybee

Guests/Visitors present: 4 visitors

Resident Norma Ferris asked for clarification of who was the Police Chief, who it is as referred to in the Police Labor Union Contract. Dan Vigansky, 103 Detroit Street commented that Terrell was absent again and how was the Dog Park a charitable committee.

Moore moved, seconded by Scanlon to amend the Agenda to remove D. Consider Four Year Police Officer's Labor Agreement under New Business. Roll call vote carried unanimously. Moore moved, seconded by Scanlon to amend the Agenda to remove D. Excuse the Absence of Michael Terrell and Earl Scanlon III from the May 27, 2014 City Commission Meeting under the Consent Calendar. Roll call vote carried unanimously. Moore moved, seconded by Scanlon to approve the Agenda as amended. Roll call vote carried unanimously.

- Agenda as amended
- Minutes: Regular rescheduled meeting, May 27, 2014
- Checks 68314 to 68399 in the amount of \$144,343.21
- Street Closure; Main Street between Third Street and Fourth Street
- Peddlers or Solicitors License Waiver for Charitable Organization for the Buchanan Dog Park Committee
- Reappoint William Cameron to the Downtown Development Authority for a term Ending 2018
- Reappoint Jeff Griffin to the Buchanan Area Recreation Board (BARB) for a term ending 2017
- Appoint the Downtown Development Authority Chairperson and the Mayor to the Brownfield Redevelopment Authority for a term ending 2017
- Reappoint Richard Gault to the Plan Commission for a term ending 2017
- Reappoint Tom Hoetger to the Joint Water and Sewer Board for a term ending 2017

Fire Chief Mike Adams introduced Assistant Fire Chief Bob Blaylock, Captain Tim Wesner, and Lieutenant's Randy Passig and Frank Florey. Adams then explained the Buchanan City Fire Department Standard Operating Guidelines (SOG) highlighted amendments to 1.2 and 3.12. ***Moore moved, seconded by van der Laan to approve the Fire Department Standard Operating Guidelines (SOG) 1.2 and 3.12 as presented. Roll call vote carried unanimously.***

Call to Order

Pledge/Invocation

Roll Call

Public Comments

Consent Calendar

Agenda as amended

Minutes
Checks
Street Closure
Waiver for
Peddlers License

Board/Committee
Reappointment's;
DDA, BARB,
BRA, Plan
Commission, JWS

New Business

Standard
Operating
Guideline
Amendment's

Interim Downtown Development Authority (DDA) Director Debra Patzer announced that the proposed budget is similar to previous budget (2013-2014) and explained while Commissioner's reviewed. After questions, ***Scanlon moved, seconded by van der Laan to approve the Downtown Development Authority 2014-2015 Fiscal Year Budget as recommended and approved by the DDA. Roll call vote carried unanimously.***

Downtown
Development
Authority 2014-
2015 Budget

Zoning Administrator Debra Patzer explained the paperwork for the rezoning of property at 701, 703, 705 & 707 S. Redbud Trail from C-1 Neighborhood Commercial District to C-2 Commercial District as recommended by the Plan Commission. She introduced the petitioners of the request that were in attendance. ***Moore moved, seconded by Scanlon to approve the rezoning of the property as recommended and approved by the Plan Commission. Roll call vote carried unanimously.***

Rezone 701, 703,
705 & 707 S.
Redbud Trail from
C-1 Neighborhood
Commercial
District to C-2
Commercial
District

Public Comments

Resident Norma Ferris asked for an estimated time when E. Front Street construction would be complete. The City Manager said June 18th was scheduled paving date and June 26th for completion weather permitting.

City Manager comments included recognition to the Fire Department, E Front Street reconstruction over the next ten days are the worst as the road has been pulverized and with the rain caused large potholes, the status of the sewer replacement work with the reconstruction project, City Wide Garage Sales this weekend, his attendance to the open house fundraiser at the Buchanan District Library, and Affordable Asphalt scheduled to repair Liberty Street section this week.

**Managers
Comments**

Commissioner's comments included congratulations to Fire Department, Buckteen's Reunion, urged attendance to Thursday Concert's, Garage Sales this weekend, Dog Park Committee established through the BARB Five Year Plan, invited contributions for the Dog Park, beautiful Firemen's Park, and Dog Park Garage Sale. Scanlon asked if anything else could be done to repair City streets with State funding; City Manager confirmed he was searching for any available funds.

**Commissioner's
Comments**

Scanlon moved, seconded by van der Laan to adjourn the meeting at 8:09 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

New Business continued

CITY OF BUCHANAN COMMISSION MINUTES

June 23, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday June 23, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Father Richard Altine gave the Invocation.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Michael Terrell, Boyd van der Laan

Commissioners absent: none

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: Hudson II, LLC Representative Kevin Barker along with 6 visitors

Moore moved, seconded by Terrell to amend the Agenda to remove E. Reappoint Patricia Moore to the Fine Arts Council for a term ending 2018, and F. Reappoint Judy Ruetz to the Fine Arts Council for a term ending 2018 under the Consent Calendar. Voice vote carried unanimously. Moore moved, seconded by Scanlon to approve the Consent Calendar as amended. Voice vote carried unanimously.

- Agenda
- Minutes: Regular scheduled meeting, June 9, 2014
- Checks 68401 to 68455 in the amount of \$37,380.26
- Budget Amendment General Fund \$114,735; Major Streets \$8,048; Local Streets \$600; Sewer Enterprise Fund \$34,055; and Water Enterprise Fund \$19,050
- Reappoint Joe Scanlon as an alternate to the Zoning Board of Appeals for a term ending 2017
- Reappoint Boyd van der Laan to the Zoning Board of Appeals to the Zoning Board of Appeals for a term ending 2017
- Reappoint Christopher Brayak to the Design Review for a term ending 2017
- 3% increase of the contracted hourly rate of Independent Contractor Guy Lewis, for Building Inspector services.

Marx explained the changes in the Police Officers Labor Agreement for four years and a Letter of Understanding between the City and Police in consideration for Police Sergeant JT Adkerson to work as the Public Services Director. *Scanlon moved, seconded by van der Laan to approve the Four Year Police Officers Labor Agreement. Roll call vote carried unanimously.*

Marx explained the process of review of the two agreements with Buchanan Township by the Joint Water and Sewer Board and stated the agreements were approved by Buchanan Township. *Terrell moved, seconded by Moore to approve the Agreements between the City of Buchanan and Buchanan Township for Water and Sewer. Roll call vote carried unanimously.*

Marx announced the request from Kevin Barker to connect the sanitary sewer to the City for Wheatberry Restaurant. He explained the connection in detail. Questions were shared between the Commission, Marx and Barker. *Moore moved, seconded by Scanlon to Authorize the City Manager to sign the Agreement Granting an Easement to Hudson II, LLC (Kevin Barker), 15212 N. Redbud Trail for establishing a Sewer Lift Station on City Property. Roll call vote carried unanimously. Moore moved, seconded by Scanlon*

Call to Order

Pledge/Invocation

Roll Call

Consent Calendar

Agenda as amended

Minutes

Checks

Budget Amendment

Board/Committee Reappointment's; ZBA, Design Review

Building Inspector Increase

Unfinished Business

Police Officers Labor Agreement

Water Agreement & Sewer Agreement with Buchanan Township

New Business

Grant of Easement with Hudson II, LLC,

to authorize expenditure up to \$6,000 in enhancing the lift station for City purposes. Roll call vote carried unanimously. Scanlon moved, seconded by van der Laan to allow a survey to be done on the property where the lift station would be constructed. Roll call vote carried unanimously.

Lift Station
Enhancements &
Survey

Marx reported that Commissioner Moore asked that the present City Yard Waste Bag Program be changed and he explained the change. *Moore moved, seconded by Scanlon to terminate the present City Yard Waste Bag Program and establish a new yard waste pick up policy as outlined for City Residents to obtain yard waste bags at other facilities. Roll call vote carried unanimously.*

Yard Waste Policy
Change

The Mayor presented an appreciation plaque to Commissioner Michael Terrell for his tenure on the City Commission.

Public Comments

Resident Norma Ferris asked if the map printed in the Berrien County Record and the telephone book could be updated. Marx reported that the updates were given to the Berrien County Record.

Managers Comments

City Manager comments included ahead of schedule with the reconstruction of E. Front Street and explained the status of the project, abandoned sewer lines being found on the E. Front Street project, and enjoyed working with Commissioner Michael Terrell. The Mayor announced cake would be served as it was Terrell's last meeting.

Commissioner's Comments

All commissioners congratulated Commissioner Terrell on his new job and commended his work during his tenure. Commissioner Terrell appreciated his opportunity to be on the Commission and the progress working with the other members. He stated that 125 youth were hired to help the State Park system from the 49107 zip code.

Commissioner's comments included thanks to all for attending meetings, thanks to the City Manager for the quick response about the yard waste bags, appreciation for the public's and business' patience during the E. Front Street reconstruction work.

Adjourn

Terrell moved, seconded by Scanlon to adjourn the meeting at 7:58 p.m. Voice vote carried unanimously.

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

New Business continued

CITY OF BUCHANAN COMMISSION MINUTES

July 14, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday July 14, 2014 and was called to order by Mayor Cole at 7:03 p.m. The Pledge was recited by all.

Commissioners present: Carla Cole, Patricia Moore, Boyd van der Laan

Commissioners absent: Earl Scanlon III

Staff present: City Manager Bill Marx, Zoning Administrator Debra Patzer and Clerk Gladys Bybee

Guests/Visitors present: 9 visitors

Resident Norma Ferris asked for details about the new Employee Health Insurance Account on the Consent Calendar and opposed it. Resident Corbin Detgin, on behalf of the Preservation Society commented that they have interest in the repair of the Ross Sanders building and the importance of fixing it. He urged the Commission to keep the repair of the Ross Sanders building as a priority and the Preservation is willing to assist. The City Manager explained the complication with the Chicago Art Institute, confirmed that \$22,000 was earmarked for the building and he anticipated the roof would be repaired yet this year.

Moore moved, seconded by van der Laan to amend the Agenda to include language "and rescind the current Independent Contractor Agreement" to item I. under V. Consent Calendar along with correcting the amount under VIII. New Business, C. to read \$39,834. Voice vote carried unanimously. Moore moved, seconded by van der Laan to approve the Agenda as amended. Voice vote carried unanimously.

- Agenda as amended
- Minutes: Regular scheduled meeting, June 23, 2014
- Checks 68457 to 68551 in the amount of \$246,643.65
- Reappoint Molly Thornton to the Buchanan District Library Board to a term of four years ending 2018
- Appoint Bud van der Laan to the Fine Arts Council as the Commission Representative
- Appoint Patricia Moore to the Buchanan Area Recreation Board to fill a vacant term through June 2015
- Creation of Employee Health Savings Account (HSA) through United Federal Credit Union; Business Membership and Account Agreement
- Accept resignation from Michael Terrell effective June 23, 2014
- Switch Building Inspector position from Independent Contractor to part-time employee per City Attorney and rescind the current Independent Contractor Agreement
- Banner Placement form for Buchanan Chamber of Commerce for Buchanan Open House Day
- Resolution 2014.07/109, Supporting South County Courthouse Services

WHEREAS, at a regular council meeting, August 13, 2012, 13th District County Commissioner Zach Perkins reported that Berrien County commissioners were presented with options to address building needs of animal control and health department; and

WHEREAS, the circuit court and prosecutor's office at the South County Building would move to the courthouse in St. Joseph, Michigan; and

WHEREAS, the move would allow the health department administration, but not health department services, to relocate to the South County Building; and

Call to Order
Pledge/Invocation

Roll Call

Public Comments

Consent Calendar

Agenda as amended

Minutes

Checks

District Library Board

Appointment BARB

Appointment Create HSA

Building Inspector Part-time Employee, Rescind Agreement

Banner Placement

Resolution 2014.07/109, Supporting South County Courthouse Services

WHEREAS, the City of Buchanan taxpayers are receiving very little return on the county portion of their tax dollars; and
WHEREAS, the City of Buchanan taxpayers are burdened by the commute to St. Joseph, Michigan to conduct business; and
NOW, THEREFORE, BE IT RESOLVED that the Buchanan City Commission is opposed to the plan to build a new county facility in northern Berrien County; and
BE IT FURTHER RESOLVED that the Buchanan City Commission is strongly in favor of keeping services at the South County Building to better serve Buchanan taxpayers; and
BE IT FURTHER RESOLVED that the Buchanan City Commission expresses deep disappointment with moving the jury selection to St. Joseph, Michigan.

Moore moved, seconded by van der Laan to rescind the motion to collaborate with the Chicago Art Institute's Summer Building Restoration Program to perform restoration work on the Ross Sanders House and approving a commitment of \$17,500 in City funds for the project as explained earlier in the meeting by the City Manager. Roll call vote carried unanimously.

Manager Marx summarized the previous practices to fill the vacant Commissioner seat.
Moore moved, seconded by van der Laan to accept letter of interest, questionnaire and attendance to the next meeting as the process to fill the vacant Commissioner Seat. The Clerk confirmed to publicize the process and roll call vote carried unanimously.

Marx explained the additional emergency expense of approximately \$7,342.50 to Selge Construction Co., Inc. for installation of additional sewer main and manhole in the intersection of Redbud Trail and Front Street.
Moore moved, seconded by van der Laan to approve the emergency expenditure in the amount of \$7,342.50 to Selge Construction Co., Inc. Roll call vote carried unanimously.

Marx explained the need for a new leaf machine as the current one is in need of extensive repair.
Moore moved, seconded by van der Laan to purchase a new Leaf Vac in the amount of \$39,834. Roll call vote carried unanimously.

Patzer explained the complication of the E. Front Street reconstruction while all reviewed their paperwork (constructing a curb cut to Rite Aid on the south end of Skyline Drive on private property/private property parking lot on City right-of-way on the north end of Skyline Drive). Thus the need for a public hearing for a land swap between First Financial Bank/Amicus Holding Company and the City of Buchanan for portions of the Bank's property located at 816 E. Third Street in exchange for platted City right-of-way.
Moore moved, seconded by van der Laan to schedule a public hearing for July 28, 2014 at 7:00 p.m. to hear public comments on the exchange of public property at 816 E. Third Street and along Skyline Drive according to Charter Section 8.7 (b). Roll call vote carried unanimously.

Resident Norma Ferris asked for the maps in the upstairs of the Ross Sanders House.
 Resident Alan Robandt asked that more information be available to the residents' prior to the public hearing.

City Manager comments included paving of Front Street generally complete, under budget, and street grade unchanged. He also reported Redbud Track n Trail Fourth of July event went smoothly, 204 N. Redbud Trail (a.k.a Candy Company building) large tree taken down after window damage occurred, Lehman's Orchard filed paperwork to Michigan Economic Development Corporation (MEDC) for funding and will be working

Consent Calendar continued
 Supporting South County Courthouse Services

Unfinished Business
 Rescind the motion to partner with Chicago Art Institute
New Business
 Process to fill Vacant Commissioner seat

Emergency Expense to Selge Construction Co.

Leaf Vac Purchase

Call Public Hearing for Land Exchange

Public Comments

Managers Comments

on paperwork for the purchase/sale to continue, Chamber of

Commerce Open House downtown, the request from Bucktown Studio for use of the City parking lot for hoola hoop and zumba outside demonstrations, and another inquiry for the purchase of the brownfield (along Third Street). *Moore moved, seconded by van der Laan to allow roping off the City owned parking lot on Redbud Trail for the exercise demonstration. Roll call vote carried unanimously.*

**Commissioner's
Comments**

Commissioner's comments included pleasure with the completion of the E Front Street reconstruction, looking forward to work on Ross Sanders and the many other future projects, and Dog Park Committee selling ice cream and water at the concerts to raise funds.

Adjourn

Moore moved, seconded by van der Laan to adjourn the meeting at 7:55 p.m. Voice vote carried unanimously.

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

July 28, 2014

The Mayor called the Public Hearing to Order at 7:00 p.m. to invite and hear public comments at which time interested parties were invited to express public comments on the exchange of public property at 816 E. Third Street and along Skyline Drive according to Charter Section 8.7 (b). Hearing no verbal or written comments the Mayor adjourned the public hearing at 7:01 p.m.

Public Haring

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday July 28, 2014 and was called to order by Mayor Cole at 7:01 p.m. The Pledge was recited by all. Buchanan Dial-A-Ride Operation Manager Denise Scarlet, introduced Sue Reames as the 375,000th passenger and TMI President Kim O’Haver presented her with roses and a gift bag from businesses around the City.

Call to Order
Pledge/Invocation

Buchanan Dial-A-Ride Award

Commissioners present: Carla Cole, Patricia Moore, Dale Toerne, Boyd van der Laan
Commissioners absent: Earl Scanlon III
Staff present: City Manager Bill Marx, Administrative Secretary Debra Patzer and Clerk Gladys Bybee
Guests/Visitors present: Dial-A-Ride Representatives Kim O’Haver and Denise Scarlett along with 4 visitors

Roll Call

Moore moved, seconded by van der Laan to amend the Agenda to include E. Purchase of Pedestrian Crosswalk Signs under VII. New Business and correct the amount of the Police Vehicle Lease under VIII. New Business, A. to read \$31,430. Roll call vote carried unanimously. Moore moved, seconded by van der Laan to approve the Consent Calendar as amended. Roll call vote carried unanimously.

Consent Calendar

Agenda as amended
Minutes
Checks
Excuse Commissioner
Street Closure

- Agenda as amended
- Minutes: Regular scheduled meeting, July 14, 2014
- Checks 68552 to 68658 in the amount of \$618,594.80
- Excuse Commissioner Scanlon from the July 14, 2014 City Commission Meeting
- Street Closure; Middleton Court

The Mayor announced that Dale Toerne was the sole interested individual for the vacant Commissioner position created by the resignation of Michael Terrell. She invited Toerne to the podium and questions were asked from Commissioner’s. *Moore moved, seconded by van der Laan to appoint Dale Toerne to fulfill the vacant Commissioner seat through 2016. Roll call vote carried unanimously.* The Clerk administered the oath to Mr. Toerne and he took the seat at the dais.

Unfinished Business

Commissioner Appointment

Manager Marx explained the Land swap between First Financial Bank/Amicus Holding Company and the City of Buchanan for portions of the Bank’s property located at 816 E. Third Street in exchange for platted City right-of-way as explained at the July 14 meeting along with explanation in the City Manager briefing. *Moore moved, seconded by van der Laan to authorize the City Manager to proceed with the land swap based on the legal mechanism approved by the City Attorney. Roll call vote carried unanimously.*

Land Swap; E. Third Street/Skyline Drive

Manager Marx remarked that the leasing of a new squad car was discussed during the budget process and explained the lease/purchase of the 2015 Ford Police Interceptor Utility AWD in black and white. ***Toerne moved, seconded by Moore to approve the Lease Purchase of the new Police Vehicle in the amount of \$31,430.00 from Ford Motor Credit as presented. Roll call vote carried unanimously.***

New Business
Police Vehicle
Lease Purchase

Moore stated she would like to have a Commissioner Liaison on the Park Board and she would like to be that liaison as she is already a City member. After shared discussion, ***Moore moved, seconded by van der Laan to approve the Committee/Board assignments as confirmed by the Clerk. Roll call vote carried unanimously.***

Commissioner
Assignments/
Appointments

After explanation from Manager Marx and deliberation, ***Moore moved, seconded by Toerne to set Trick-or-Treat on Saturday, October 25, 2014 from 6:00 to 7:30 p.m. Roll call vote carried unanimously.***

Trick-or-Treat

Marx reported the Head Works Project was complete except for a final walk through. Workers have requested that an oxidation ditch process be preliminarily engineered. After detailed information from Marx, ***Moore moved, seconded by van der Laan, pending favorable recommendation from the Joint Water/Sewer Board, to approve the additional engineering work for construction of an Oxidation Ditch Process to the current Head Works Project at the Wastewater Treatment Plant in an amount not to exceed \$10,000. Roll call vote carried unanimously.***

Engineering work
for construction of
an Oxidation Ditch
Process

Marx summarized his Sign Purchase Request that was available for Commission review as requested by Commissioner van der Laan. He explained the request for three pedestrian crosswalk signs to be constructed on Front Street and his review for the signs to be placed in the centerline (removable) in close proximity to Days Avenue, Main Street and midpoint between Days Avenue and Main Street. Discussion was shared about painting the crosswalks and alerting the public to the change prior to erecting the signs. ***Cole moved, seconded by Toerne to approve the construction of three centerline signs on Front Street at locations discussed. Roll call vote carried unanimously.***

Pedestrian
Crosswalk
Warning
Centerline Signs
on Front Street

Kim O'Haver, Transportation Management, Inc. explained the Transportation Study to combine the transportation system (Dial-A-Ride) to a County wide system that was presented to the Berrien County Commission last week. She announced that Dennis Schuh, County Transportation Director assured her that this Transportation Authority was not a done deal, thus Buchanan Dial-A-Ride would maintain its continued operations.

**Public
Comments**

City Manager comments included greetings to the new Commissioner and urged attendance to the upcoming events.

**Managers
Comments**

Commissioner's comments included greetings with/from new Commissioner, E. Front Street reconstruction, and commendation to businesses for their participation with the Buchanan Open House.

**Commissioner's
Comments**

Moore moved, seconded by van der Laan to adjourn the meeting at 8:12 p.m. Voice vote carried unanimously.

Adjourn

CITY OF BUCHANAN COMMISSION MINUTES

August 11, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday August 11, 2014 and was called to order by Mayor Cole at 7:00 p.m. The Pledge was recited by all. Father Altine gave the Invocation.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Dale Toerne, Boyd van der Laan

Commissioners absent: None

Staff present: City Manager Bill Marx, Public Services Director JT Adkerson, and Clerk Gladys Bybee

Guests/Visitors present: Jack Doheny Representative Bob Pfibsens along with 2 visitors

Moore moved, seconded by Scanlon to move item D. Excuse Commissioner Scanlon from the July 28, 2014 City Commission Meeting from the Consent Calendar and place it as C. under New Business. Roll call vote carried unanimously. Moore moved, seconded by Scanlon to approve the Consent Calendar as amended. Roll call vote carried unanimously.

- Agenda as amended
- Minutes: Regular scheduled meeting, July 28, 2014
- Checks 68659 to 68782 in the amount of \$1,653,019.65
- City of Buchanan Employee Compensation Plan
- Chemical Bank Business Deposit Account Resolution's for Accounts Payable and Payroll
- Banner Placement Form; Chamber of Commerce Annual Garage Sales
- Banner Placement Form; Buchanan Art Center Classes
- Banner Placement Form; 2nd Annual McCoy's Creek Trail 5K Run/Walk

The City Clerk gave an Election report and also noted vacancies on City Boards/Committees. Discussion was shared with Commission and Bybee.

Manager Marx explained the amendments in the proposed Wastewater Utilities Ordinance. After shared discussion, *Scanlon moved, seconded by Toerne to approve the ordinance as submitted.* Amending Article IV. Industrial Pretreatment; Section 102-211. Limitations on Wastewater Strength and Section 102-222. Special Agreements and to Provide for an effective date for this Ordinance

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF BUCHANAN:

Article VI. PRETREATMENT.

Section 102-211. Limitations on wastewater strength

- (a) No user, unless permitted through a Special Agreement (see Sec. 102-222) from the Manager, shall discharge, on a daily average, wastewater containing in excess of:

Arsenic, total	1.0 mg/l	Nickel, total	2.1 mg/l
Cadmium, total	1.3 mg/l	Silver, total	0.3 mg/l
Chromium, total	0.7 mg/l	Zinc, total	1.0 mg/l
Copper, total	2.0 mg/l	PCBs	No Discharge Allowed
Cyanide, total	0.5 mg/l	Phosphorus, total (as P)	15.0 mg/l
Lead, total	1.8 mg/l	Ammonia	15.0 mg/l
Mercury, total	0		

Call to Order
Pledge/Invocation

Roll Call

Consent Calendar

Agenda as amended

Minutes
Checks
Employee Compensation Plan
Accounts Payable & Payroll
Resolutions

Banner Placement Forms

Reports

City Clerk/
Elections

Unfinished Business

Ordinance 2014.08/389, Pretreatment

Maximum discharge at any time shall not exceed three times the allowed daily average.

Section 102-222. Sec. 102-222. Special agreements

Special agreements and arrangements between the agency and any user may be established when, in the opinion of the Manager, unusual or extraordinary circumstances compel special terms and conditions.

Roll call vote carried unanimously. Ordinance 2014.08/389 declared adopted.

Commissioner Moore reported on the overwhelming response received from residents' to observe Halloween/Trick-or-Treat on October 31st and it is a legally observed holiday by the Court system, she asked to rescind her motion from the July 28th meeting. Marx reported that the Parade and Trail Committee would be having Trek-or-Treat on November 1st. After discussion, **Moore moved, seconded by van der Laan to rescind the motion from July 28th meeting setting Trick-or-Treat on October 25, 2014 from 6:00 to 7:30 p.m. and set Trick-or-Treat on Friday October 31 from 6:00 to 7:30 p.m. Roll call vote carried by majority with Scanlon opposing the motion because he has had numerous contacts about having all of the Halloween events as one big family Saturday. YEA: Cole, Moore, Toerne, van der Laan. NAY: Scanlon**

The Mayor called a recess at 7:40 p.m. upon the request from Marx to inspect the features of the 2013 Vactor Truck with the Doheny representatives prior to possible purchase for the Water/Wastewater Departments. The Mayor reconvened the meeting at 8:09 p.m.

Marx explained the alternate option to sell the current vactor truck outright instead of utilizing it as a trade-in as recommended by Bob Pfibsen. He gave figures and calculations and Pfibsen explained in detail. After discussion was shared, **Scanlon moved, seconded by van der Laan to approve the Lease Purchase Option 1 for the 2013 Vactor Demo Model 2115 Combination Sewer Cleaner for the Water/Wastewater Department in the amount of \$365,000 as recommended by the City Manager. Roll call vote carried unanimously.**

Commissioner Moore explained that the City does not have a good mechanism to enforce Charter Section 5.2(c) Commissioner absences. **Moore moved to have "the policy of the Commission shall be as follows:**

- 1. That any absence from a scheduled Commission meeting needs notification of the reason to the Mayor or the City Clerk before or immediately after the missed meeting.**
- 2. That after 2 absences where there is no excuse received, the City Clerk shall send a letter to the Commissioner with a copy sent to the other Commissioners which includes citing passages of the Charter regarding meeting attendance.**
- 3. Only absences that have an excuse shall be listed on the consent calendar with the excuse included in the agenda item.**
- 4. The City Clerk shall alert the Commission when unexcused absences meet the limit mentioned in the Charter for their consideration".**

Scanlon seconded the motion and roll call vote carried unanimously.

Father Altine was concerned about the pot holes not being smoothed out after being filled due to safety reasons.

City Manager comments included pleasure with actions of purchasing the vactor truck, busy weekend with the City Garage Sales and Buchanan City Police reserves contributing more hours for the County fair.

Unfinished Business cont.

Ordinance
2014.08/389

Trick-or-Treat

New Business
Recess to inspect
Vactor Truck

Lease Purchase
2013 Vactor Truck

Excuse
Commissioner
Scanlon from the
July 28, 2014 City
Commission
Meeting

**Public
Comments**

**Managers
Comments**

Commissioner's comments included an invitation from Pastor Dave Mitchell to the 9-1-1 Patriot Ceremony where Commissioners are welcome to speak, condolences to the family on the loss of the New Carlisle firefighter that died in the line of duty, put out a call on the website and facebook for the public to notify the City of any accessibility issues to allow us to assess and respond to said issues, thanks for the safety signs downtown purchased by the DDA, and thanks to Patzer for training to be a grant writer. Marx noted that we sent apparatus and personnel to the funeral for the fallen fireman.

**Commissioner's
Comments**

Scanlon moved, seconded by Toerne to adjourn the meeting at 8:53 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

August 25, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday August 25, 2014 and was called to order by Mayor Cole at 7:00 p.m. The Pledge was recited by all. Minister Nate Babcock gave the Invocation.

Call to Order
Pledge/Invocation

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Dale Toerne, Boyd van der Laan

Commissioners absent: None

Staff present: Administrative Secretary Debra Patzer and Clerk Gladys Bybee

Guests/Visitors present: District Library Director Kate Scheid, Daughters of American Revolution (DAR) Mary Drolet & Carol Kent, and Senator John Proos Assistant Adam Mensinger along with 3 visitors

Roll Call

Resident Norma Ferris asked that the American flag behind the dais be moved to the far left of the dais as appropriate. Guest Adam Mensinger updated the Commission on legislation that is being worked on and distributed brochures.

Public Comments

Scanlon moved, seconded by Toerne to amend the Agenda to add item K. Street Closure form from the District Library; Days Avenue from Smith Street to Neal's Automotive under the Consent Calendar. Commission was concerned that staff had not approved the request. Patzer explained the City Vehicle Parade that was inadvertently overlooked, thus the reason no signatures were on the Street Closure form. Patzer confirmed that she contacted the Director of Public Works, Assistant Police Chief and Fire Department today for them to okay and be aware of the street closure. After discussion, roll call vote carried unanimously.

Consent Calendar

Agenda as amended

Minutes
Checks

Excuse
Commissioner van der Laan

- Agenda
- Minutes: Regular scheduled meeting, August 11, 2014 and Special meeting, August 19, 2014
- Checks 68783 to 68895 in the amount of \$2,127,008.63
- Excuse Commissioner van der Laan from the August 19, 2014 Special City Commission Meeting as he was at a Landfill Meeting
- Amended City of Buchanan Rules of Procedure for City Commission Meetings
- Appoint Jeffrey Griffin to the Downtown Development Authority for a four year term ending 2018
- Appoint Dean Ulrich to the Downtown Development Authority to fulfill a three year term ending 2017
- Buchanan Area Recreation Board (BARB) Bylaws as approved and recommended by the BARB
- The recommendation from the Buchanan Area Recreation Board to officially name McCoy's Creek Trail
- Proclamation in Observance of Constitution Week, September 17 through September 23, 2014
- Street Closure Form, Days Avenue for City Vehicle Parade sponsored by the Library

Rules of Procedure
for City
Commission
meetings

Appointments to
DDA

BARB Bylaws

Name McCoy's
Creek Trail

Proclamation for
Constitution Week

Street Closure
Form

The Mayor read and presented the Proclamation for Constitution Week to Mary Drolet and Carol Kent.

Proclamation
Presentation

Director Kate Scheid reported on the construction of the Library renovation project. She distributed a written schedule and invited all to the Building Fund Campaign Kick-Off. She explained the renovations in detail. She announced the City Vehicle Parade is a similar event as the City Truck Day when the kids come and see the trucks, meet City workers and read stories. Discussion was shared.

Reports

Buchanan District
Library

Upon the absence of the City Manager, Patzer explained the purpose of the appointment of an additional member on the Southwestern Michigan Community Ambulance Service (SMCAS) and Commission discussed the appointment. *Moore moved, seconded by Scanlon to appoint an additional representative, Treasurer Juli O'Bryant to attend a special meeting of the SMCAS board in which the Articles of Incorporation will be discussed as it relates to all the articles and specifically to allowing other municipalities to become owner members of SMCAS. Roll call vote carried unanimously.*

New Business

SMCAS
Additional
Representative

Scanlon moved, seconded by Moore to appoint the Mayor as the voting designee and the City Manager as an alternate for the Michigan Municipal League Annual Meeting at the Annual Conference. Roll call vote carried unanimously.

MML Voting
Designee &
Alternate

Due to City Manager Marx being on vacation, Patzer reported that the Fine Arts Council was awarded the grant in the amount of \$7,500. from the Gateway Foundation that the City co-sponsored with the Fine Arts. She announced the Arts Jazz festival this weekend.

**Managers
Comments**

The Mayor announced that the September 8th meeting would be at the Tin Shop Theatre. Commissioner's comments included confirmation of the Gateway grant amount, a grant (unknown amount) from the Scarecrow Charities contributing to the Tin Shop insulation, caution with the kids returning to school next week, enjoy holiday weekend, and caution to the construction at the Library, Tin Shop and School.

**Commissioner's
Comments**

Scanlon moved, seconded by Toerne to adjourn the meeting at 7:42 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

September 8, 2014

The regularly scheduled meeting of the City Commission was held at the Tin Shop Theatre at the corner of Roe street and Davys Avenue, Buchanan, Michigan Monday September 8, 2014 and was called to order by Mayor Cole at 7:00 p.m. The Pledge was recited by all. Pastor Dave Mitchell gave the Invocation. Pastor Mitchell announced and distributed posters for the 9-11 Patriot Day Commemoration Ceremony.

The Mayor acknowledged and introduced newly appointed Buchanan Township Supervisor Malinda Cole-Crocker and Southwestern Michigan Community Ambulance Service Director Brian Scribner. Scribner stated his biography. Greetings were shared.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Dale Toerne, Boyd van der Laan

Commissioners absent: None

Staff present: City Manager Bill Marx, Assistant Police Chief Tim Ganus, Public Services Director JT Adkerson, Assessor Gordon Schreiber and Clerk Gladys Bybee

Guests/Visitors present: Berrien County Sheriff Paul Bailey, SMCAS Director Brian Scribner, Fine Arts Representative Alice Kring, McCoy's Creek Trail Committee Members Tracy Diplo, Lloyd Miller and Jerry Flenar along with 14 visitors

Scanlon moved, seconded by Toerne to approve the Consent Calendar as presented. Voice vote carried unanimously.

- Agenda
- Minutes: Regular scheduled meeting, August 25, 2014
- Checks 68896 to 68982 in the amount of \$248,965.26
- Street Closure Form Request from National Honor Society; West Smith Street from Clark to Terre Coupe and McCoy's Creek Trail for 5K Fundraiser, Nov. 1

Tin Shop Theatre Representative Alice Kring reported that the construction of the exterior of the Theatre is going well with minimal glitches. She reported on her directing the performance of The Old Rugged Cross and discussion was shared about constructing an electronic movie screen in the theatre. Greetings were shared.

Chris Kutemeier from Buchanan Youth Softball Baseball Association (BYSBA) summarized his written report while Commission reviewed. Discussion was shared between Commission, Kutemeier and Matt Colglazier (BYSBA). Marx reported the significant participation with the activities and the positive partnership.

Schreiber reported on the Assessor Department since March 2014. He summarized his written report while Commission reviewed. Schreiber explained the new legislation regarding personal property tax that was voted on and approved at the August election.

Manager Marx explained the three year agreement at a zero increase and recommended approval. *Moore moved, seconded by Toerne to approve the three year Contract for Assessment Services between the City of Buchanan and Berrien County. Roll call vote carried unanimously.*

Call to Order
Pledge/Invocation

Roll Call

Consent Calendar

Agenda

Minutes

Checks

Street Closure
Form

Reports

Tin Shop Theatre,
Alice Kring

BYSBA Annual
Report

Assessor
Department

New Business

Assessor Contract

Manager Marx explained the opportunity to obtain the used 2010 Crown Victoria Police Car from the Berrien County Sheriff's Department at a very minimal cost of \$1.00, paid for by County Commissioner and Buchanan resident Mac Elliott. ***Scanlon moved, seconded by Toerne to approve the purchase of the used 2010 Crown Victoria Police Car, VIN #2FABP7BV2AX131980, from the County of Berrien in the amount of \$1.00. Roll call vote carried unanimously.*** Sheriff Paul Bailey explained that the Berrien County Commission approved the sale of the vehicle and he then presented the title for the vehicle to Deputy Police Chief Tim Ganus.

Tracey Dipppo, Lloyd Miller and Jerry Flenar presented a model of the proposed wall (at the location of Days Avenue and Smith Street along Rollf's property) that a mural would be painted on describing the history of the Mills along McCoy Creek. Member's explained a fence would be constructed along the Rollf property along his retaining wall although the project was delayed due to the submittal of a grant to partially fund the remainder of the project and they are still gathering history information.

The City Manager reported that the exterior construction of the Tin Shop Theatre by contractor and City employees is ahead of schedule and thanks to the Reserve Police Officer's for putting in numerous hours at the Berrien County Youth Fair.

Commissioner's comments included thanks to Alice Kring and the Fine Arts Council for all they do at the Tin Shop, phone solicitors claiming to be from Microsoft is a scam, congratulations to High School Cross Country Runners, thanks to the Berrien County Commissioners and Mac Elliott, thanks to the DPW for help at Bainton Mill with trimming and pruning, positive feedback for the pelican street sweeper, idea to place signs showing businesses up town and signs downtown, thanks to Schreiber, Trail Committee and Buchanan Youth Softball Baseball Association.

Scanlon moved, seconded by van der Laan to adjourn the meeting at 8:19 p.m. Voice vote carried unanimously.

New Business continued

2010 Crown Victoria Police Car from Berrien County

Public Comments

McCoy's Creek Trail Mural

Managers Comments

Commissioner's Comments

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

September 22, 2014

The regularly scheduled meeting of the City Commission was held at City Hall, 302 N Redbud Trail, Buchanan, Michigan Monday September 22, 2014 and was called to order by Mayor Cole at 7:00 p.m. The Pledge was recited by all. Pastor Barz gave the Invocation.

Call to Order
Pledge/Invocation

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Dale Toerne, Boyd van der Laan

Commissioners absent: None

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: 2 visitors

Roll Call

Norma Ferris asked for more information on Agenda items V.J, VII.A, VIII.A. Manager Marx explained them all.

Scanlon moved, seconded by Moore to amend the Agenda to change the Closed Session purpose being Sec. 8 (a) instead of Sec. 8 (h) under VIII. Closed Session. Roll call vote carried unanimously. Moore moved, seconded by Scanlon to approve the Consent Calendar as amended. Voice vote carried unanimously.

Consent Calendar

Agenda as Amended

Minutes
Checks

- Agenda as amended
- Minutes: Regular scheduled meeting, September 8, 2014
- Checks 68983 to 69079 in the amount of \$145,466.55
- Street Closure Form; Days Avenue from Front to Roe Streets, Noon to 9:00 p.m. for Harvest Buchanan Festival Tractor Show, October 11
- Street Closure Form; Oak Street, Days Avenue & Smith Street, 7:00 to 10:00 a.m. for McCoy’s Creek Trail 5K Run & Walk, October 11
- Street Closure Form; Oak Street, 131 S. Oak Street from Redbud City Center to Front Street and Front Street from Oak Street to 403 E. Front Street for Halloween Parade November 1
- Set Public Hearing date for Monday October 13, 2014 at 7:00 p.m. for the purpose of hearing public comments on an Industrial Facilities Exemption Certificate Application for Edgewater Automation, 816 E. Third Street, suite 2 application for Industrial Facilities exemption Certificate, pursuant to Act 198, Public Acts of 1974, as amended
- Set Public Hearing date for Monday October 13, 2014 at 7:00 p.m. for the purpose of hearing public comments on an Industrial Facilities Exemption Certificate Application for Edgewater Automation, 816 E. Third Street, suite 2 Application Transfer for Industrial Facilities exemption Certificate, pursuant to Act 198, Public Acts of 1974, as amended
- Appoint Willard Gustavson to the Buchanan Design Review Committee to a term through 2017 as recommended by the Committee
- Resolution 2014.09/110, To Authorize the Execution of an Installment Purchase Agreement to Finance the cost of a Vactor Demo Model 2115 Combination sewer Cleaner, and Authorizing the Undertaking of all Other Necessary Required Acts in Connection with the Financing thereof

Street Closure
Forms (3)

Set Public Hearing
(2)

Design Review
Appointment

Resolution
2014.09/110,
Authorize
Purchase
Financing of
Vactor Demo

Marx presented an aerial map of a color coded McCoy Creek Recreation Area with amenities included and explained in detail. ***Scanlon moved, seconded by Toerne to approve the McCoy Creek Recreation Area, naming amenities within; Centennial Park to the northwest, Rennhack Field, Fisher Field and Russell Field to the south west. Roll call vote carried unanimously.*** Note that Buchanan Area Recreation Board (BARB) discussed the need of constructing and displaying signs at the recreation area.

Name McCoy
Creek Recreation
Area to include
Centennial Park,
Rennhack Field,
Fisher Field and
Russell Field

Marx explained the request from the Wastewater plant to purchase a backup pump with a savings that was originally budgeted (estimated to cost \$22,000). ***Moore moved, seconded by Toerne to approve the purchase of Wet Well Level PID/High Pressure Booster Pump Project, Proposal No. JPB14-003 from Windemuller Automation in the amount of \$11,040. and Hickok Plumbing in the amount not to exceed \$3,000. as budgeted. Roll call vote carried unanimously.***

High Pressure
Booster Pump
Purchase

City Manager comments included the Tin Shop Theatre wood windows needed to be replaced/repared and displayed one of the windows that was removed, siding is scheduled to begin next Monday and a color pallet passed around (blue twilight color recommended). All discussed the windows. Commissioner Moore confirmed that the fire suppression system was checked by a previous Fire Chief and confirmed it was working. She also explained her opinion for a marquee. Scarecrows in town are amazing.

Managers Comments

Commissioner's comments included congratulations to Diana Klug on her retirement from the water department, thanks for the tour of the wastewater treatment plant, season closing of the Tin Shop Theatre, congratulations to Alice Kring and kudos to the Fine Arts Council, caution of children as Halloween in forthcoming, candy check at the Ross Sanders House, thanks to Fire Department's quick response on house fire, Chamberlain Road repaving, Household hazardous waste collection and document shredding at the landfill, one free dump voucher from the Landfill per year, continued nuisance calls from solicitors, and McCoy's Creek Trail 5K fundraiser.

Commissioner's Comments

Scanlon moved, seconded by Toerne to go into Closed Session at 7:53 p.m. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against an employee, if the named person requests a closed hearing [15.268 Sec. 8. (a)]. Roll call vote carried unanimously.

Closed Session

Scanlon moved, seconded by Moore to reconvene the meeting at 8:37 p.m.

Moore moved, seconded by Toerne to adjourn the meeting at 8:38 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

New Business

CITY OF BUCHANAN COMMISSION MINUTES

October 13, 2014

The Mayor called the Public Hearing to Order at 7:00 p.m. to invite and hear public comments at which time interested parties were invited to express public comments on an Industrial Facilities Exemption Certificate Application for Edgewater Automation, 816 E. Third Street, suite 2 application for Industrial Facilities exemption Certificate, pursuant to Act 198, Public Acts of 1974, as amended and on an Industrial Facilities Exemption Certificate Application for Edgewater Automation, 816 E. Third Street, suite 2 Application Transfer for Industrial Facilities exemption Certificate, pursuant to Act 198, Public Acts of 1974, as amended. Joe Sobieralski from Southwest Michigan Economic Growth Alliance (SMEGA) stated he was in support of the application and introduced Nathan Kohn, owner of Edgewater Automation. Brief discussion was shared with Commissioners. No verbal or written comments were heard from public. **Moore moved to adjourn the public hearings at 7:03 p.m.**

Public Hearing's

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday October 13, 2014 directly following the public hearings and was called to order by Mayor Cole at 7:04 p.m. The Pledge was recited by all. Father Altine gave the Invocation.

Call to Order
Pledge/Invocation

Commissioners present: Carla Cole, Patricia Moore, Dale Toerne, Boyd van der Laan
Commissioners absent: Earl Scanlon III (called in ill)
Staff present: City Manager Bill Marx and Clerk Gladys Bybee
Guests/Visitors present: SMEGA Director Joe Sobieralski and Dennis Schuh from Berrien County Community Development and Transportation along with 2 visitors

Roll Call

Resident Norma Ferris asked that the Commissioner's comment on the Board activity that they sit on during their Commissioner Comment Agenda item XI.

Consent Calendar
Agenda

Toerne moved, seconded by Moore to approve the Consent Calendar as presented. Voice vote carried unanimously.

- Agenda
- Minutes: Regular scheduled meeting, September 22, 2014 and Off-Site Meeting, September 22, 2014
- Checks 69080 to 69198 in the amount of \$317,599.31
- Renewal of Electrical Inspection Service Contract between the City of Buchanan and Ken Simpson

Minutes
Checks

Electrical
Inspection Service
Contract

Moore moved, seconded by Toerne to approve Resolution 2014.10/111, Granting an Industrial Facilities Exemption Certificate for Edgewater Automation, 816 E. Third Street, Suite 2 and also approve the Agreement for Granting of an Industrial Facilities Exemption Certificate (IFEC) Application with Edgewater Automation, 816 E. Third Street, Suite 2 as discussed during the public hearing held prior to the regular meeting. Roll call vote carried unanimously.

Unfinished
Business
Resolution
2014.10/111, IFEC

Moore moved, seconded by Toerne to approve Resolution 2014.10/112, Granting the Transfer of Equipment from Industrial Facilities Exemption Certificates #2006-073A

Resolution
2014.10/112, IFEC

Commission Meeting Minutes
and 2011-041A for Edgewater Automation, 816 E. Third Street, Suite 2 and also approve the Agreement for Granting of an Industrial Facilities Exemption Certificate (Transfer of Certificates 2006-073A & 2011-041A) with Edgewater Automation, 816 E. Third Street, Suite 2 as discussed during the public hearing held prior to the regular meeting. Roll call vote carried unanimously.

October 13, 2014

Page 2 of 2

Unfinished Business continued
Resolution
2014.10/112, IFEC

Dennis Schuh explained the submittal of Fiscal Year 2015 Agreement between the City of Buchanan and Berrien County to Operate the Transit System (Buchanan Dial-A-Ride) that has to be submitted and approved by the State of Michigan Department of Transportation. *Moore moved, seconded by Toerne to approve the Agreement and submittal to the State of Michigan for final approval as presented and explained. Roll call vote carried unanimously.*

New Business
Agreement
between Berrien
County, Buchanan
Dial-A-Ride, 2014
& 2015

Moore moved, seconded by Toerne to approve the extension of Fiscal Year 2014 Agreement with Berrien County to operate Buchanan Dial-A-Ride until the Fiscal Year 2015 is finalized by the State; authorizing the City Manager to sign the required documents to the State of Michigan Department of Transportation. Roll call vote carried unanimously.

City Manager stated that he placed additional information before Commissioners and explained the south clarifier that needed to be replaced as discussed at budget time. *Toerne moved, seconded by van der Laan to approve the purchase of a new Waste Treatment Clarifier Drive in the amount of \$18,870. from True-Tech Industries Co. Roll call vote carried unanimously.*

Waste Treatment
Clarifier Drive

City Manager comments included activities at Harvest Fest, status of the Tin Shop Theatre reconstruction, Legislature has put more money in road repairs, researching the purchase of an emulsion tank for emulsion used in total patcher, Police and Fire Department prepared for checking candy on Halloween, and City accepting donations of candy for Trek-or-Treat.

Managers Comments

Each Commissioner reported on activities of the boards/committees that they are a member of and commented about past and future activities in Buchanan.

Commissioner's Comments

Toerne moved, seconded by van der Laan to go into Closed Session at 7:403 p.m. to review the September 22, 2014 Closed Session Voice vote carried unanimously.

Closed Session

The Mayor reconvened the meeting at 8:43 p.m.

Moore moved, seconded by Toerne to approve the September 22, 2014 Closed Session minutes as reviewed in closed session. Voice vote carried unanimously.

Minutes

The Mayor adjourned the meeting at 8:44 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

October 27, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday October 27, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all.

Commissioners present: Carla Cole, Patricia Moore, Earl Scanlon III, Dale Toerne, Boyd van der Laan

Commissioners absent: none

Staff present: City Manager Bill Marx, Treasurer Juli O'Bryant and Clerk Gladys Bybee

Guests/Visitors present: Plante Moran Auditor Kenley Penner and Engineer Steve Carlisle from Wightman and Associates along with 2 visitors

Resident Norma Ferris asked for more explanation on the Crossing Guard Agreement and all items under New Business. Manager Marx explained the Agreement and the Mayor replied that each item would be discussed more thoroughly.

Scanlon moved, seconded by Moore to approve the Consent Calendar as presented.

Voice vote carried unanimously.

- Agenda
- Minutes: Regular scheduled meeting, October 13, 2014
- Checks 69199 to 69270 in the amount of \$99,598.00
- Renewal of the Crossing Guard Service Agreement with Buchanan Community Schools
- Excuse Earl J. Scanlon III from October 13, 2014 Meeting as he called in ill
- Certify Delinquent Township Utility Billings to Winter 2014 Tax Roll

City Treasurer Juli O'Bryant reported on the Treasurer Department, Utility Collection Department and the Holiday Lighting.

Kenley Penner distributed the end of audit letter and a power point presentation for year end June 30, 2014. He reported on the 2013-2014 Annual Audit Presentation and explained the power point hand-out. He stated the audit proved the highest level of assurance on the financial statements and the City of Buchanan was in a sound financial position.

Marx introduced Steve Carlisle and Carlisle reported the status of the Signal Replacement at Redbud/Front intersection. He explained the Alternate #1 – Signal Replacement that is in the preliminary engineering stages currently (estimated \$220,000. for total project with an estimated grant amount of \$219,500). Marx explained the opportunity to get a new traffic light downtown with subsidy from CEMAQ (Congestion Mitigation and Air Quality) funds. He also reported on the future reconstruction of Redbud Trail (Front Street to south city limits, 2016) with NATS (Niles Area Transportation Study) funding. Discussion was shared. ***Moore moved, seconded by Toerne to approve the expenditure of \$30,000 and allow the City Manager to continue discussion to move forward to pursue CEMAQ Funds. Roll call vote carried unanimously.***

Call to Order
Pledge

Roll Call

Public Comments

Consent Calendar

Agenda

Minutes

Checks

Electrical

Inspection Service

Contract

Reports

Treasurer Dept.

New Business

2013-2014 Annual
Audit

CEMAQ funds

Signal

Replacement at

Redbud/Front

intersection

Marx explained that staff has been traveling to obtain the emulsion from Indiana and recommended the purchase of a portable tank to store the emulsion. After discussion, **Moore moved, seconded by van der Laan to purchase the 1,000 gallon portable tank to house emulsion used in the total patcher in the amount of \$16,000 from Equipment Marketing Company for the Department of Public Works Street Division. Roll call vote carried unanimously.**

New Business
Purchase portable tank to house emulsion

Moore explained in detail the volunteers that came before the Buchanan Area Recreation Board (BARB) explaining and requesting to be a sub-committee.

Moore moved, seconded by Scanlon to approve the resolution as presented.

Establishing PLAY Sub-Committee under the administration of the Buchanan Area Recreation Board

Resolution
2014.10/113,
Establishing
PLAY Sub-
Committee

Whereas, the City Commission supports and promotes Volunteer Committees to address the needs of the City Parks and Recreation in the 2014-2015 City Commission Priorities adopted March 10, 2014; and

Whereas, the PLAY organization presented a formal written request to the Buchanan Area Recreation Board on October 15, 2014; and

Whereas, the Buchanan Area Recreation Board (BARB) supported and recommended the formation of the BARB's PLAY Subcommittee at its October 15, 2014 public meeting; and

Whereas, the PLAY Subcommittee shall be charged with supporting neighborhood parks, encouraging youth participation in community events, updating and improving playground equipment and creating a Buchanan "destination"; and

Whereas, the Buchanan Area Recreation Board shall be charged with administration of said Subcommittee.

Be it resolved, in accordance with Resolution 2004.04/11, a PLAY Subcommittee is officially formed and shall report to the Buchanan Area Recreation Board.

Roll call vote carried unanimously Resolution 2014.10/113 declared adopted.

Norma Ferris asked for publicized leaf pick-up information and to have unsightly signs removed on the Teen Center and Tailgaters.

Public Comments

City Manager comments included Tin Shop completion in November, Pizza Hut fund raiser, Fire Department Fund raiser, employee donations to United Way, and Halloween activity in the City.

**Managers
Comments**

The Mayor announced that tonight is Joe's last night as he decided not to run for another term. She thanked him and invited him to attend November 10, 2014 regular meeting. All Commissioners' and City Manager shared greetings. Commissioners' comments included the benefit of facebook finding lost dogs/owners, congratulations to Tin Shop and Library for hosting Ghost Walk, all Halloween week-end festivities, vehicle break-ins in Ottawa Ridge subdivision, cancelled Plan Commission meetings, thanks for planting trees donated from Garden Club and encouragement for residents to vote.

**Commissioner's
Comments**

Scanlon moved, seconded by Toerne to go into Closed Session at 8:20 p.m. to consider the periodic personnel evaluation of the City Manager as requested [15.268 Sec. 8. (a)]. Voice vote carried unanimously.

Closed Session
City Manager
Evaluation

The Mayor reconvened the meeting at 9:21 p.m. and announced that all Commissioners are pleased with the performance of City Manager, Bill Marx as discussed during his annual evaluation in closed session. **Scanlon moved to give the City Manager a \$3,000 merit pay for his professionalism and diligence in getting projects completed in the City. Toerne seconded and the motion carried unanimously.**

Van der Laan moved, seconded by Moore to adjourn the meeting at 9:23 p.m. Voice vote carried unanimously.

Adjourn

CITY OF BUCHANAN COMMISSION MINUTES

November 10, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday November 10, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Pastor Nathan Babcock gave the Invocation.

The Mayor presented a Plaque of Appreciation to previous Commissioner Joe Scanlon. Scanlon shared his comments. All shared greetings.

Van der Laan nominated Carla Cole as Mayor. Moore seconded the nomination and roll call vote carried unanimously. van der Laan nominated Patricia Moore as Mayor Pro-Tem. Vigansky seconded the nomination and roll call vote carried unanimously.

Commissioners present: Carla Cole, Patricia Moore, Dale Toerne, Boyd van der Laan, Daniel Vigansky

Commissioners absent: none

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: Previous City Commissioner Joe Scanlon along with 1 visitor

Toerne moved, seconded by Moore to approve the Consent Calendar as presented. Roll call vote carried unanimously.

- Agenda
- Minutes: Regular scheduled meeting, October 27, 2014
- Checks 69271 to 69397 in the amount of \$229,591.06
- Declare Surplus Property to be scrapped, Police Vehicle, Blue 2003 Ford Crown Victoria, VIN#2FAFP71W53X179634
- Proclamation, National Hospice Palliative Care Month November 2014

City Clerk Gladys Bybee reported on the November 2014 General Election.

After deliberation, members agreed on City Commissioner's Board/Committee Assignments.

After review of calendars, the 2015-16 Annual Planning Goal Setting Session was scheduled for Saturday March 14, 2015.

Greg Matuszewski, Dan Reiter, and John Demler from Buchanan Youth Softball Baseball Association (BYSBA) distributed a five item list of possible projects for the City to help the BYSBA in 2015 and a rendering of taking out the unmaintained, dilapidated tennis courts and upgrading ball fields. Greg M summarized the written wish list and rendering from the BYSBA. The tennis courts were discussed with Marx confirming the ill repair of the tennis courts. Marx noted the plan should be taken before the Buchanan Area Recreation Board (BARB) prior to City Commission approval. The men noted their most critical need was number 1, removing the tennis courts. All shared discussion and it was asked to email the City the cost of bleachers.

City Manager comments included focusing on collecting leaves with some equipment maintenance; leaves taken to SE Berrien County Landfill and Redbud Track and Trail. Marx reported short of siding for the Tin Shop, waiting for the quote on the HVAC, Michigan Municipal League Elected Officials training encouraged, City Attorney Hyrns will be reaching out to new Commissioner Vigansky for meeting, White Saturday, the

Call to Order

Pledge/Invocation

Oath of Office
Plaque of Appreciation
Mayor
Mayor Pro-Tem

Roll Call

Consent Calendar

Agenda
Minutes
Checks
Surplus Property to be scrapped
Proclamation, Hospice Month
Reports
Election Dept.

New Business

Board/Committee Assignments

2015-2016 Annual Planning Session

Public Comments

Buchanan Youth Softball Baseball Association (BYSBA)

Managers Comments

American Legion honoring Veteran’s Day event and next meeting will be at the Redbud Center with reception afterward “Meet your Commissioner’s” and a tour of the Tin Shop Theatre.

Commissioner’s Comments

All members shared greetings with each other. Commissioners’ comments included anticipation to view the Tin Shop upgrades (would still like an arch to perform weddings), encouragement for members to go to new member trainings, encourage residents’ to keep leaves out of the street, upcoming events, about 90 youth for Halloween Parade and 700 youth for Trek-or-Treat (would like more costumed adults on the trail to dispense candy) and a reminder of Farmers’ Market meeting Tuesday evening.

Closed Session

Purchase or lease of real property & Review Minutes

Moore moved, seconded by Toerne to go into Closed Session at 7:55 p.m. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained [15.268 Sec. 8. (d)] and review minutes from Closed Session October 27, 2014. Voice vote carried unanimously.

The Mayor reconvened the meeting at 8:32 p.m.

Purchase or lease of real property

Moore moved, seconded by Toerne to direct the City Manager to pursue the purchase of property as discussed in closed session. Voice vote carried unanimously.

10-27-14 Minutes

Moore moved, seconded by van der Laan to approve October 27, 2014 Closed Session Minutes as reviewed in Closed Session. Roll call vote carried unanimously.

Vigansky asked for more information about the properties the bank wanted the City to purchase. All shared discussion about the nine lots in Ottawa Ridge subdivision that the bank is trying to sell the City.

Adjourn

Vigansky moved, seconded by van der Laan to adjourn the meeting at 8:45 p.m. Voice vote carried unanimously.

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

November 24, 2014

The regularly scheduled meeting of the City Commission was held at Redbud City Center, 131 S. Oak Street, Buchanan, Michigan Monday November 24, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all.

Commissioners present: Carla Cole, Patricia Moore, Dale Toerne, Boyd van der Laan, Daniel Vigansky

Commissioners absent: none

Staff present: City Manager Bill Marx and Clerk Gladys Bybee

Guests/Visitors present: 2 visitors

Moore moved, seconded by Toerne to amend the Agenda to include B. under New Business: Consider Declaring Old Vault Cart at the Cemetery as surplus personal property and Authorize the City Manager to publish and sell, to the highest offer, the same at the end of a seven day posting on the website and Facebook sites for seven days. Roll call vote carried unanimously. Moore moved, seconded by van der Laan to approve the Consent Calendar as amended. Roll call vote carried unanimously.

- Agenda as amended
- Minutes: Regular scheduled meeting, November 10, 2014
- Checks 69399 to 69473 in the amount of \$90,835.87
- Banner Placement; 29th Annual Toy Drive, December 8 to December 22, 2014
- Chemical Bank Business Deposit Account Resolution's for Accounts Payable and Payroll (2)

Marx summarized the previous purchase of a four wheel drive pick-up and explained the need for the plow to allow the water department to get to the water towers and well fields while the Department of Public Works is plowing the streets and public ways. *Moore moved, seconded by Toerne to approve the purchase of an 8'6" Western MPV 3 MS V Plow for \$5,555.00 from Dales Auto & Service for the Department of Public Works. Roll call vote carried unanimously.*

Marx reported that a new vault cart was purchased last year and has been working well, thus the need to get rid of the old unused vault cart. *Vigansky moved, seconded by Toerne to declare the old vault cart at the Cemetery as surplus personal property and authorize the City Manager to publish and sell, to the highest offer, the vault cart at the end of seven day posting on City facebook and website. Roll call vote carried unanimously.*

City Manager comments included City Hall closing for the Holiday, recognize Gladys for Community Thanksgiving dinner at the Senior Center, minor accident with a City vehicle while being parked, met with HVAC contractor providing new heating (SEMCO) and cooling unit at the Tin Shop with our employees trying to finish the siding on the back wall, electrician needs to install exterior lights at Tin Shop, December 5th Parade and Holiday lighting, AEP will be providing photographs of the children with Santa, storyteller at the Tin Shop, van der Laan will be taking Commissioner's photographs for the website at the December 8th meeting, part-timers done for the year, and White Saturday with downtown merchants.

Call to Order
Pledge

Roll Call

Consent Calendar

Agenda as amended

Minutes

Checks

Banner Placement

Bank Account
Resolution's for
Accounts Payable
and Payroll

New Business

Purchase new V
Plow for Water
Department

Declare Cemetery
Vault Cart Surplus
Personal Property
and Sell the same

Managers
Comments

Commissioners' comments included hearing advertisement for White Saturday on the radio, excitement about the Holiday Lighting, Happy Thanksgiving, urged attendance to Holiday Lighting when Santa and Mrs. Claus would be there, and not extending the garland up town due to fifty percent increase. Thanks were given to Bud/Andrea van der Laan and Liz/Lloyd Miller for supplying the garland, along with thanks to the employees for plowing during the last snow storm. Farmers' Market doing 2015 planning and will meet next February.

**Commissioner's
Comments**

Moore moved, seconded by Toerne to go into Closed Session at 7:30 p.m. to review minutes from Closed Session November 10, 2014. Voice vote carried unanimously.

Closed Session
Review Minutes

The Mayor reconvened the meeting at 7:32 p.m.

Moore moved, seconded by Toerne to approve November 10, 2014 Closed Session Minutes as reviewed in Closed Session. Roll call vote carried unanimously.

11-10-14 Minutes

Vigansky moved, seconded by Moore to adjourn the meeting at 7:32 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor

CITY OF BUCHANAN COMMISSION MINUTES

December 8, 2014

The regularly scheduled meeting of the City Commission was held at Buchanan City Hall, 302 N. Redbud Trail, Buchanan, Michigan Monday December 8, 2014 and was called to order by Mayor Cole at 7:00 p.m.

The Pledge was recited by all. Pastor Leonard Bailey gave the Invocation.

Commissioners present: Carla Cole, Patricia Moore, Dale Toerne, Boyd van der Laan, Daniel Vigansky

Commissioners absent: none

Staff present: City Manager Bill Marx, Downtown Development Authority Interim Director Debra Patzer and Clerk Gladys Bybee

Guests/Visitors present: 3 visitors

Moore moved, seconded by Toerne to amend the Agenda to include a check (69562) in the amount of \$250.00 to the Checks, add two items to VIII. New Business; C. Approve check ~~69563~~ 69561 in the amount of \$30,000. to SMCAS and D. Consider Resolution to cancel December 22, 2014 meeting due to holiday. Roll call vote carried unanimously. Moore moved, seconded by Toerne to approve the Consent Calendar as amended. Roll call vote carried unanimously.

- Agenda as amended
- Minutes: Regular scheduled meeting, November 24, 2014
- Checks 69474 to ~~69560~~ 69562 in the amount of \$~~84,145.71~~ 114,395.71 as amended
- Street Closure; East Front Street, from Liberty Street to Redbud Trail leaving one lane open to American Legion; 2015 Thrill on the Hill, Wednesday January 28 noon to Saturday January 31 midnight
- Street Closure; Johnson Court from Rynearson to Front Street; 2015 Thrill on the Hill, Wednesday January 28 noon to Saturday January 31 midnight
- Street Closure; Redbud Trail, Front Street to Dewey Avenue; 2015 Thrill on the Hill, Wednesday January 28 noon to Saturday January 31 midnight
- Banner Placement; Buchanan Art Center, December 22, 2014 through January 5, 2015 announcing the start of 2015 winter classes

The Fire Department report that was scheduled was delayed.

Patzer explained the request from FAPCO, Inc. regarding the glitch with the sale of Lot 3 in Andrew's Farm Industrial Park in that the City had a Right of First Refusal recorded on the parcel. After shared discussion, *Moore moved, seconded by van der Laan to approve the resolution. Waiving First Right to Purchase Lot 3 in Andrew's Farm Industrial Park and allow the sale of said parcel to Racine Enterprises LLC.*

WHEREAS, on December 30, 1996, the City sold Lot 3 in Andrew's Farm Industrial Park to Fapco Inc, a Michigan corporation, for the sum of \$13,000 with the stipulation that if Fapco desired to sell the property in the future, and it was undeveloped, the City would have the first right to purchase said property from Fapco for the price of \$13,000, as recorded in Liber 1790 page 250; and

WHEREAS, the property is undeveloped and Fapco Inc. now wishes to sell the property to Racine Enterprises LLC; and

WHEREAS, Fapco Inc. has requested that the City either purchase Lot 3 of Andrew's Farm Industrial Park for the sum of \$13,000 or waive it's right of first purchase of said property and allow the sale of Lot 3 of Andrew's Farm Industrial Park to Racine Enterprises, LLC; now, therefore,

BE IT RESOLVED, that the City of Buchanan hereby waives its right of first purchase of said Lot 3 of Andrew's Farm Industrial Park as recorded in Liber 1790 page 250, so that said parcel may be sold by Fapco to Racine Enterprises, LLC.

Roll call vote carried unanimously. Resolution 2014.12/114 declared adopted.

Call to Order
Pledge/Invocation

Roll Call

Consent Calendar

Agenda as amended

Minutes

Checks as amended

Street Closure's

Banner Placement

Reports by

Fire Department

New Business

Resolution
2014.12/114,
Waiving First
Right to Purchase
Lot 3 in Andrews
Industrial Park

Marx explained the cash flow problem at the Southwest Michigan Community Ambulance Service (SMCAS). Commissioner's questioned the reasons for the shortfall and discussion was shared. *Moore moved, seconded by Vigansky to approve the advance to SMCAS in the amount of \$30,000 from the anticipated \$43,000 tax revenue the City will receive from the payment of winter taxes. Roll call vote carried unanimously.*

New Business continued
\$30,000. Advance to SMCAS

Moore moved, seconded by Toerne to approve check 69561 in the amount of \$30,000 as presented. Roll call vote carried unanimously.

After brief deliberation, *Vigansky moved, seconded by Moore to cancel the December 22, 2014 regular City Commission meeting. Roll call vote carried unanimously.*

Cancel Dec. 22nd Meeting

Patzer announced that Fire Chief Adams had an emergency and unable to attend tonight's meeting.

Public Comments

Resident Raymond Kohler reported that the handicap approach at the corner of Sylvan and Smith Street was sinking and the sidewalk rising up.

City Manager comments included hearing positive comments on White Saturday and Friday night Holiday lighting; commending the crew for decorating the Common; and congratulating Marissa Claxton, Miss Buchanan. He reported 13 youth for Shop with a Cop and the Police and Fire assisting the American Legion with Stuff-a-Bus.

Managers Comments

All Commissioners shared holiday wishes. Commissioners' comments included commending crews on Common decorations for the Holiday Lighting, Tin Shop theatre events will begin in February, great Miss Buchanan event, Common Committee hosting Thursday night concerts, Saturday night concerts hosted by Adam Parin and TJ Andrewjeski, non-denominations Christmas Program, and thanks to Bud for pictures. Plan Commission meeting cancelled for December. Marx confirmed that he would relay to SMCAS the reservations Commissioner's had about spending.

Commissioner's Comments

Toerne moved, seconded by Vigansky to adjourn the meeting at 7:45 p.m. Voice vote carried unanimously.

Adjourn

Gladys M. Bybee, MMC-City Clerk

Carla M. Cole, Mayor