



**AGENDA FOR REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, FEBRUARY 8, 2021 – 7:00 PM**

ELECTRONIC MEETING

THE COMMISSION OF THE CITY OF BUCHANAN in compliance with Michigan’s Open Meetings Act, as amended, Public Act 254 of 2020, hereby gives notice of a regular meeting of the Buchanan City Commission to be held electronically in order to protect the health and safety of our community due to the novel coronavirus (COVID-19).

Join Meeting via Computer

<https://zoom.us/j/2435931819>

Join Meeting via Mobile Phone

+16465588656,,2435931819#

Join Meeting via Land Line Telephone

+1 646 558 8656

Meeting ID: 243 593 1819

Toggle #6 to mute / unmute. #9 to raise your hand.

- All members of the public will be muted by the moderator, except for during the public comment portions of the agenda. To minimize background noise and/or feedback, we ask that participants manually mute their phone or computer microphone during this portion of the agenda if not speaking. Anyone who speaks during the meeting must provide their full name to the Clerk for recording in the official minutes.
- Requests to be added to the agenda as a “Scheduled Matter from the Floor” should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the “non-agenda items only” public comments section of the agenda.
- Those who are unable to appear during a meeting but who still wish to share public comment may submit such comments in written form to the City Clerk at least 4 hours in advance of the meeting.
- Individuals with disabilities may request necessary reasonable accommodations by submitting such requests to the City Clerk, preferably at least 24 hours in advance.
- Written requests and comments may be submitted to the City Clerk either in person or via mail to Buchanan City Hall, 302 N. Redbud Trail, Buchanan, MI 49107, or via email to bpitcher@cityofbuchanan.com.

I. Call to Order

II. Pledge of Allegiance

III. Recognition

None

IV. Roll Call

V. Agenda

A. Additions to the Agenda *(if any)*

B. Approval of the Agenda

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

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

- A. Approve Minutes: Regular Meeting, January 25, 2021
- B. Approve Invoices/Expenditures for February 8, 2020 in the amount of \$125,707.97 (\$67,648.19 of which consists of tax disbursements to other entities, such as Berrien County, etc.)

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

NONE

IX. Reports by: Departments, Committees, Boards

- A. *Wastewater Treatment Plant – Sewer Use Surcharge Schedules* – *The schedules set forth below are requested to be approved as part of the continuing process of building the Industrial Pretreatment Program, the City needs to adopt fee structures for the pollutant limits designated as “surcharge limits” in the Sewer Use Ordinance. The idea behind this is that each sanitary user should pay their fair share of the operation and maintenance costs associated with the sanitary system. Surcharges will typically be applied to commercial or industrial users who create high-strength waste that adversely affects the wastewater treatment plan. At this point, only the Landfill is anticipated to be affected. The Landfill Board is aware of this proposal and has lodged no formal complaints. Additionally, the Joint Water Sewer Board has also reviewed this schedule and voted to recommend approval by the City Commission. The proposed rates are as follows:*
 - Ammonia: \$3.08 per pound, when concentrations exceed 15 mg/l
 - Phosphorous: \$5.87 per pound, when concentrations exceed 15 mg/l
 - Biochemical Oxygen Demand: \$0.88 per pound, when concentrations exceed 250 mg/l
 - Total Suspended Solids: \$0.80 per pound, when concentrations exceed 250 mg/l
- B. *Department of Public Works – Snow Machine Buy Back* – Consider authorizing DPW Director JT Adkerson to negotiate a buy back by the original seller of the 2012 Pole Cat snow machine, with 85 hours, purchased in 2014 at a cost \$14,500. Following initial discussions, the suggested asking price is \$7,000. Could be sold via Ebay, or other methods, as desired.

X. Unfinished Business

- A. *Tin Shop Lease Request from Buchanan Fine Arts Council* – The Buchanan Fine Arts Council has submitted a request for the City Commission to consider extending their lease of the Tin Shop Theatre under the same terms as previous years. The lease expired in April of 2020. A confidential attorney-client privileged document relating to this lease has been shared by the City Attorney with the Commission for review.
- B. *Guys and Dolls Lease Extension Request* – Virginia Reed of Guys and Dolls has requested a one-year extension on her lease at Ross Sanders, which expired on August 31, 2020. She wants to continue the current terms, which are rent of \$450 per month, tenant to pay for water and electric, and the City to pay for heat and replacement or repair of HVAC units. This matter was postponed at the last meeting, until such time as the City Attorney has a chance to review the contract and make a recommendation regarding the terms. A confidential attorney-client privileged document relating to this lease has been shared by the City Attorney with the Commission for review.
- C. *Edgewater Bank*- Edgewater Bank has requested to be released from their lease agreement with the City. A confidential attorney-client privileged document relating to this lease has been shared by the City Attorney with the Commission for review.

XI. New Business

- A. *Board of Review Vacancy*- As stated at the joint meeting this past Thursday, the RRC 2.0 program has begun, so new RRC 2.0 compliant board applications will be available soon to allow other board appointments at the next City Commission meeting. However, in the meantime, the Board of Review vacancy should be filled ASAP due to timing of the BOR meeting required in March. That being the case, the Commission is asked to consider the application of Jeffrey

Griffin to serve on the BOR. He has been vetted by the City Assessor, who recommends his appointment. A simple majority vote of the Commission is sufficient to make the appointment, as per the City Charter.

- B. **Municipal Building Authority-** As approved at a prior Commission meeting, Roger Swets and Andy Campbell have worked to prepare the proper paperwork to allow the City to create a Municipal Building Authority, which will the City to go out for bonds to pay for any future municipal construction projects. The documents presented in the Commission packets explain the next steps needed in the process. To proceed, what is needed at this point is Commission approval of the included Resolution and Adoption of Articles of Incorporation.

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

- A. **Proposed Roster for Steering Committee & Community Stakeholder Groups / Team Leaders-** A proposed roster for the Urban Design Studio Steering Committee, as well as a list of proposed Community Development Stakeholder Groups and Team Leaders, is attached to this agenda, for Commission review.

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

XIV. Executive Comments

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

XV. Adjourn