



**AGENDA FOR REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, FEBRUARY 22, 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

Toggle #6 to mute / unmute. #9 to raise your hand. Meeting ID: 243 593 1819

-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 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. Roll Call

IV. Agenda

- A. *Additions to the Agenda* (if any)
- B. *Approval of the Agenda*

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

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

- A. *Approve Minutes:* Regular City Commission Meeting, 02/08/2021; and Joint Work Session of the City Commission and Planning Commission, 02/04/2021.
- B. *Approve Invoices/Expenditures:* for February 22, 2021 in the amount of \$929,040.24 –of which, major expenses include:
 - \$385,405.57 to Davis Construction as a progress payment for the continued construction of the WWTP Oxidation Ditch
 - \$323,590.00 to Capital One Public Funding for the wastewater treatment plant construction bond payment
 - \$119,500.00 to Bank of New York Mellon for the semi-annual State Revolving Fund payment
- C. *Approve Resolution # _____*, as requested by the County, to name City Manager Heather Grace as the designated “primary emergency management liaison for the City of Buchanan,” including the delegated responsibility to “assign other municipal officials to emergency positions necessary to carry out the functions required by the county emergency management coordinator and the county emergency operations plan.”
- D. *Approve Resolution # _____*, as requested by Berrien County Transit Coordinator Evan Smith, to authorize a FY 2022 MDOT Funding Application that would serve as a placeholder to allow for future submissions for State and Federal transit grants by Berrien County on the City of Buchanan Transit’s behalf, should that be necessary beyond FY 2021.
- E. *Approve Name Change Request* by the Buchanan Area Fine Arts Council to officially change the name of the group to the Buchanan “Performing Arts Council.” It has been noted that the requested name change is thought by the group to be more reflective of their activities.
- F. *Approve Resolution # _____*, as requested by the Buchanan Area Fine Arts Council / Performing Arts Council, and as was previously approved to be drawn up and entered into during the last City Commission meeting on 02/08/2021.

VII. Scheduled Matters from the Floor (if any)

NONE

VIII. Reports by: Departments, Committees, Boards

- A. **City Hall Administration**- City Hall Administrative staff employees will be presenting a report to the City Commission whereby they will share the pros and cons of the City's current municipal finance software, compared to a proposal from BS&A. They will also be sharing the pros and cons of the City's current administrative processes, including web hosting and meeting preparation, compared to a proposal from Municode. The entire City Hall Administrative staff, along with Manager Grace, strongly recommend that the City Commission consider voting to authorize the City to contract with both BS&A and Municode to purchase the services presented, as enormous improvements in internal efficiencies are anticipated. Such authorizations are permitted without competitive bidding pursuant to City ordinance # Sec. 2-98 (1) and (2), as City Hall Administrative staff is requesting that the City Commission vote to approve the purchases via unanimous resolution for the reason that the product or material contracted for is not competitive in nature and no advantage to the City would result from requiring competitive bidding because the products offered by both BS&A and Municode are unique in that they both offer comprehensive integrated packages and also include professional services that other providers simply do not offer. Previous software solutions that do not offer full integration and accompanying professional services have been quick to leave the City with poor service and no recourse for the staff when the product is not fully effective for all that we need it to do. However, approval of the packages offered by BS&A and Municode would give City Hall Administrative staff the tools needed to fully enter the 21st century in the most effective and transparent way possible.
- BS&A – Total Conversion Cost \$78,250, payable in three separate payments that can be spread out over two separate fiscal years, with Total Annual Service Fees of \$7,710
 - Municode – Offers a "Circle of Governance" integrated package of solutions, of which we recommend considering purchasing the following:
 - Municode Meetings- Annual Subscription at \$3,600 per year (or \$3,400 per year if bundled with Municode Website), along with recommended add-ons of:
 - Board Management at \$1,000 per year
 - Email notifications (on demand + weekly digest) of \$600 per year
 - Import of historical PDF agendas/minutes (up to 10 years worth) a \$1,500 one-time fee
 - Municode Website-
 - Initial Design, Development, and Implementation- one time cost of \$4,600 (or \$8,100 for premium custom design)
 - Annual Hosting, Maintenance, and Customer Support- yearly cost of \$1,800
- The final changeovers for both BS&A and Municode, if approved, would come with a total startup cost of \$82,850 and annual costs of \$16,910 annually—compared to our current annual costs of \$13,602 per year—However, the improved efficiencies cannot be overstated.
- B. **Fire Department**- Fire Chief Mike Adams will present a report to the Commission, including budgetary requests related to the following:
- SCBA packs – 10% match needed for grant, which is awarded, will provide 12 SCBA packs at the cost of just over one pack -- \$8,400 [12 packs X \$6,992.75 each divided by 10%]
 - New Fire Station update
 - Ladder 4640
 - ISO rating of a 4 – possible 3 by end of next year
 - Fire merge
 - Firefighter pay
 - 0.5 millage for large equipment purchase
 - Fire Inspections

IX. Unfinished Business-

- A. **Treasurer Position** – On 02/11/2021 Manager Grace learned from our auditors, Plante Moran, that a contract for supplemental Treasurer services / accounting consultant services at the rate of \$120 per hour was already entered into by previous City Manager Bill Marx on 09/17/2020. This agreement states that it is to remain in effect at least through June 30, 2021, after which time it may be extended. The City could choose to terminate this agreement early; however, Manager Grace strongly recommends that we continue under this agreement, at least through June 30, 2021 (the end of our current fiscal year), as Plante Moran is already very familiar with all of the City's accounts and internal processes, and therefore best situated to help us move forward through the many transitions we continue to face—including having a new Treasurer. Manager Grace's recommendation to the City Commission is to vote to appoint Acting Treasurer Stephanie Powers as the City's official Treasurer. Manager Grace is extremely impressed with Ms. Powers' skills and work ethic, as well as her commitment to transparency. This appointment could be followed with a review during the next Commission meeting of what pay raise would be appropriate, given Ms. Powers' need for continued training. However, with said training, Manager Grace is confident that Ms. Powers will be an excellent Treasurer for the City, and the supplemental services that could be provided by Plante Moran in the meantime would allow for that training to take place without causing any loss of services to the City. In addition, it must be pointed out what an admirable job Ms. Powers has done of basically performing the duties of two full-time positions for the past several months, and a Commission vote to finalize the Treasurer appointment would enable Manager Grace to post the "Book Keeper" position and get the City Hall administration staff back up to full-staffing levels.
- B. **Edgewater Bank Lease** – The City Commission voted to postpone this matter until the City Attorney could conduct further research to determine whether any restrictive covenants exist. The City Attorney has determined that, based on his research, no restrictive covenants appear to exist regarding this property. However, he also indicates that title work would be the only way to know for certain, and that such title work would typically range between \$400 and \$500. He further indicated that another option could be to have the City retain a realtor to consider selling or leasing the space, and then asking the realtor to request a preliminary commitment as part of their analysis to determine and discuss with the City as to setting the listing price. Consequently, the City Attorney would like to know how the Commission would like to proceed.
- C. **Banking RFP's** – City Administration submitted Requests for Proposals to all of the City's local financial institutions, seeking proposals as to whether the City should consider re-locating their financial banking accounts, which are currently housed with TCF Bank / Huntington. Three submissions were received, one from Honor Credit Union, one from TCF Bank, and one from United Federal Credit Union. After submission, TCF informed City Administration that they would be closing their local branch. The remaining choice between Honor and United is a very close call, with a breakdown of pros and cons prepared by City Hall Administrative staff shared with Commissioners in their packets.

X. New Business

- A. Removal of “No Parking” Signage at Victory Park – During a recent meeting of the Northside Reunion Community Stakeholder Group, the consensus of the group was to request that the City Commission consider authorizing the removal of the “No Parking” signs along the street immediately adjacent to Victory Park. It was noted that the signs were necessary in the past, when the park was much busier, but that now they cause more problems than they solve, as people park on the grass or the basketball court itself to avoid parking in front of the signage. Both Police Chief Tim Ganus and Director of Public Services J.T. Adkerson are in favor of the removal.
- B. Republic (Reliable) Waste Services Contract – The City Commission is asked to decide whether they would like to continue services with Republic (Reliable) Waste Services, as per their most recent service contract renewal request. The current contract runs through May 31, 2021, and a 5-year renewal is proposed with the rates staying as they are for the first year, followed by 3% annual rate increases for the following four years.
- C. Redbud Roots 2021 Marihuana Permit Renewal - Redbud Roots has submitted renewal applications and fees for the following permits:
1. Medical Marihuana, Lab II, 208 Post Rd., Grower Class C, \$5,000.00
 2. Medical Marihuana, Lab II, 215 Post Rd., Grower Class C, \$5,000.00
 3. Medical Marihuana, Lab II, 448 Post Rd., Grower Class C, \$5,000.00
 4. Medical Marihuana, Lab II, 448 Post Rd., Grower Class C stacked, \$1,500.00
 5. Medical Marihuana, Lab IV, 215 Post Rd., Processor, \$5,000.00
 6. Adult Use, Lab II, 835 Terre Coupe St., Grower Class C, \$5,000.00
 7. Adult Use, Lab II, 835 Terre Coupe St., Grower Class C stacked, \$1,500.00
 8. Adult Use, Lab IV, 215 Post Rd., Processor, \$5,000.00
 9. Adult Use, Lab II, 215 Post Rd., Grower Class C, \$5,000.00

XI. Communications

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

- A. Spring/Summer Events and Covid-19 Restrictions - Questions – Several different requests are starting to come in for events, reservations, etc. for activities planned to take place involving group gatherings for this Spring/Summer. City Manager Grace was planning on beginning approvals of such events, with caveats that organizers agree to abide by whatever mandated Covid-19 restrictions might be in place at the time. However, given the fluid nature of this issue, and its clear public health implications, Manager Grace wanted to update the Commission about her suggested thoughts on how to proceed—especially for City-sponsored events, like Thrill on the Hill.
- *Michiana Cruisers*- Gary Shindeldecker wants to get permission to host the Michiana Cruisers at Centennial Park on July 22, 2021.
 - *Relay for Life*- Chris Gowen of Relay for Life wants to get permission to host the Relay for Life this July 10th at noon at the Commons.
 - *Thrill on the Hill*- Chris Szajko of Grand Master LLC wants to know if we want to book the band this year for Thrill on the Hill or any other date.
 - *Annual Community Wide Yard Sale* – This is a City Event that is normally held on the 3rd week of June and was canceled last year.
 - *Annual Spring Clean Up* – This is a City Event that was postponed to the fall last year.
- B. Volunteers and Interns – Manager Grace has been working to create relationships with area colleges, and recently was able to forge a partnership with Southwestern Michigan College whereby the City could host a number of interns who could potentially provide a wide range of services for the community. Manager Grace has also been in conversation with several individuals willing to volunteer their time to serve the City. Services proposed to be provided by interns and/or volunteers run the gamut from record archiving to accounting to graphic design.

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

XIII. Executive Comments

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

XIV. Adjourn