



# AGENDA FOR SPECIAL MEETING OF THE BUCHANAN CITY COMMISSION

MONDAY, MARCH 22, 2021 – 6:00 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 special 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.
- 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](mailto:bpitcher@cityofbuchanan.com).

## I. Call to Order

## II. Roll Call

## III. Agenda

A. Additions to the Agenda (if any)

B. Approval of the Agenda

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

V. Old Business NONE

## VI. New Business

- A. Consider approval to convene a **Closed Session** per MCL § 15.268 Sec. 8 (a) to consider a personnel issue, with the employee having requested a closed session; (h) to review written legal opinions from the City’s attorney per Sec. 13(1)(g) of the Freedom of Information Act; and (d) to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- **Sample Motion-** “ I move to convene a Closed Session of the Buchanan City Commission pursuant to MCL 15.268 Section 8 subsections (a), (h), and (d) of the Open Meetings Act, and also pursuant to MCL 15.243 Section 13 subsection (1)(g) of the Freedom of Information Act., to consider (a) a personnel issue, whereby the employee involved has submitted a written request to be present and have the matter discussed in Closed Session, (b) a separate, non-personnel issue that is the subject of a an attorney—client privileged written document that is exempt from disclosure under FOIA; and (c) the potential purchase or lease of real property.”
  - **Special Note-** Going into Closed Session requires a majority vote of the total number of board members, not just a majority of the board members present at the time. It is also best practice to specifically cite the section of the Open Meetings Act statute you are relying on to go into Closed Session, as is demonstrated in the above Sample Motion. Additionally, decisions may not be made in Closed Session, and can only be made after the board reconvenes into Open Session.
- B. Consider approval to reconvene *Open Session* of the public City Commission Special Meeting.
- C. Consider voting to authorize City Manager Grace to take action regarding the personnel issue discussed in Closed Session, which was the subject of an attorney-client privileged document.
- D. Consider voting to authorize City Manager Grace to take action regarding the non-personnel issue discussed in Closed Session which was also the subject of an attorney-client privileged document.
- E. Consider voting to authorize City Manager Grace to take action regarding the potential purchase of real property discussed in Closed Session.

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

## VIII. Adjourn