

MINUTES

I. Call to Order

Mayor Denison called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

II. Recognition

None

IV. Roll Call

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

ABSENT: None

STAFF: City Manager, Heather Grace; Treasurer, Stephanie Powers; City Clerk, Barbara Pitcher; Bookkeeper, Marcia Johnson; Cemetery Sexton, Klay Weaver; Police Chief, Tim Ganus; Wastewater Operator, Bill Housand; Interim Director of Public Works, Mike Baker; Community Development Director, Rich Murphy

PUBLIC: 19 members of the public, including Don Ryman, Jerry Flenar, Kim Moyer, Alexander Leonowicz, Wayne Writer, Scott Dienes, Penny Slocum, Joseph Williams, Tamiko Brown, Sarah Spoonholtz, Kevin Barker, Ashley Hanson

V. Approve Agenda

Amend agenda to:

- Remove item VII. C. - Resolution 2021.05/228
- Add VIII. C. - DDA Dissolution Update from Scott Dienes
- Remove X. A. - Edgewater Lease
- Remove/Postpone X. B. - Financial Support for Trail Expansion
- Remove XI. F. - Waste Bids

Motion made by Commissioner Swem, Seconded by Commissioner Money to approve agenda as amended. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem.

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

- Don Ryman - Spoke in favor of the Social District.
- Michael Rowland - Spoke in favor of the Social District.
- Beth Murphy - The Clerk read a letter submitted to the Commission speaking in favor of the auger purchase.

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

- A. Approve Minutes - Approve Minutes of May 10, 2021 Regular Meeting

- B. Approve Expenditures - Approve expenditures for May 24, 2021 in the amount of **\$807,241.43**. Payment of note is the May progress payment of \$673,493.82 to Davis Construction.

Motion made by Commissioner Downey, Seconded by Commissioner Money to approve the consent agenda as amended. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- C. Item removed from agenda.

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

- A. Avery Brown Classic/Street Closure Request - Due to a miscommunication, Tamiko Brown was unable to attend the May 10 Commission meeting and was rescheduled to address the Commission this evening. She has submitted a street closure form for Arctic and Victory Streets on Saturday, July 3 from 8:00 a.m. to 11:00 p.m. Approvals have been received from appropriate City staff.

Tamiko Brown spoke regarding the activities that will take place during the event and responded to Commissioner questions.

Motion made by Commissioner Downey, Seconded by Mayor Pro Tem Weedon to approve street closure for Arctic and Victory Streets on Saturday, July 3 from 8:00 a.m. to 11:00 from. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- B. Home Source Group/Street Closure Request - Joseph Williams of the Home Source Group is requesting a street closure on Oak Street at Harger Park during the Memorial Day Parade as they will have a children's obstacle course and giving away hot dogs at the park.

Motion made by Commissioner Swem, Seconded by Commissioner Downey to approve the street closure on Oak Street at Harger Park during course. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- C. DDA Dissolution Update – Scott Dienes from Barnes & Thornburg provided and update on the subject.

IX. Reports by: Departments, Committees, Boards

- A. Community Development Director Report

Community Development Director, Richard Murphy gave a recap of the Andrews University Urban Design Project and shared the website, nicestplacetowalk.com, which houses project details, serves a developer's toolkit, and provides a feedback mechanism to the City. He discussed his priorities at a high level going forward:

- Low hanging fruit, such as establishing a social district and the developer's toolkit
- Mill Alley, splash pad, Front Street, Trail expansion
- Brownfield, DNR, incentivizing business expansion

B. Treasurer Report

Treasurer, Stephanie Powers noted three new employees at City Hall: Bookkeeper, Marcia Johnson; Intern, Kristina Bellaire, who is primarily assisting the Clerk-Cashier as well as other staff as needed until August; and Part-Time Season Administrative Assistant, Alex Tobler, who is primarily supporting the City Manager, City Clerk and other staff as necessary through December.

Powers also shared that she has completed her first year of the Treasurer Institute.

C. City Clerk Report - Recommendations to improve board processes and policies.

City Clerk, Barbara Pitcher presented several board process and policy recommendations to the Commission for their future consideration. Areas of focus include: Regain Compliance, Establish Consistency, Ensure Effectiveness, Realign, Ongoing Development & Refinement. Meeting will be scheduled with board officers in early June to discuss the recommendations and future training.

X. **Unfinished Business**

A. Item removed from agenda.

B. Item removed from agenda.

C. Social District - Community Development Director, Rich Murphy will present a proposed Social District Application & Management and Maintenance Plan and asks the Commission to consider adopting Resolution 2021.05/229 to Establish a Social District.

Note - Due to removal of item VII. C. which referenced Resolution 228, the Social District Resolution is renumbered from 229 as listed on the agenda to 228 in order to maintain proper sequence.

Motion made by Commissioner Swem, Seconded by Mayor Denison to adopt Resolution 2021.05/228 to Establish a Social District. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

D. Master Plan - During the May 11, 2021 Planning Commission, Barker moved, seconded by McDonald to forward the Draft Master Plan to the City Commission and request approval by motion distribution of the plan, review and comment in order to start the public adoption process.

- Updated timeline for the adoption of the Master Plan:
- May 24 - City Commission meeting - approve by motion distribution of the plan and post on website (Planning Commission secretary distributes plan on May 25, giving 63 days for review [July 27]).
- Aug 10 - Planning Commission votes to hold a comment period and hearing at next meeting (Sept 14).
- Sept 14 - Hold public hearing (notice published week of Aug 23), Planning Commission adopts plan by resolution.
- Sept 27 - City Commission adopts plan by resolution.

Motion made by Commissioner Money, Seconded by Commissioner Downey to approve distribution of the plan and posting on website. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

XI. **New Business**

- A. Board Appointments - The Design Review Committee, a subcommittee of the Planning Commission, met on May 5, 2021 to discuss board appointments and reappointments and made a recommendation to the Planning Commission in that regard. In turn, the Planning Commission, following their May 11, 2021 meeting recommends to the City Commission approval of the following board appointments and reappointments to the Design Review Committee:

Retroactive reappointment of Chris Brayak to a 3-year term commencing July 1, 2020

Reappointment of Kevin Barker to a 3-year term commencing July 1, 2021

Appointment of Dan Carlson to a 3-year term commencing immediately through June 30, 2025

Mayor Denison shared it was recently confirmed the Design Review Committee is actually a subcommittee of the now dissolved DDA, not a subcommittee of the Planning Commission. Future discussion in that regard is necessary.

Motion made by Mayor Pro Tem Weedon, Seconded by Commissioner Money to approve the following board appointments and reappointments to the Design Review Committee:

- ***Retroactive reappointment of Chris Brayak to a 3-year term commencing July 1, 2020***
- ***Reappointment of Kevin Barker to a 3-year term commencing July 1, 2021***
- ***Appointment of Dan Carlson to a 3-year term commencing immediately through June 30, 2025***

Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- B. Independent Contractor Agreement - Approve expanded independent contractor agreement with Ashley Hanson.

City Manager Grace stated the request is to cover the expanded responsibilities of Hanson to schedule vendors, food trucks, etc. for activities and events at the Common.

Motion made by Commissioner Swem, Seconded by Commissioner Money to approve expanded independent contractor agreement with Ashley Hanson. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- C. Victory Park Bids - The Buchanan Area Recreation Board is submitting several bids to the Commission for resurfacing of the basketball courts at Victory Park

Wendorf Asphalt Driveways - \$6,750.00 resurfacing

Southwest Asphalt - \$10,750 resurfacing and lines

Looking forward, they have also secured bids for resurfacing the basketball courts at Ravish Park.

Affordable Asphalt Paving & Bulldozing - \$17,800.00

Affordable Asphalt - \$9,250.00 resurfacing and lines

Ashley Hanson, given the level of service and quality they have provided the City in the past, recommended acceptance of the bid from Affordable Asphalt for \$9,250 for resurfacing and lines at Victory Park.

Motion made by Commissioner Downey, Seconded by Mayor Pro Tem Weedonto accept the bid from Affordable Asphalt for \$9,250 for resurfacing and lines at Victory Park. Roll call vote carried by majority.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Swem

Voting Abstaining: Commissioner Money

- D. Position Posting - The City Manager seeks the Commission's permission to post the Director of Public Services position [which will not be a union position moving forward] at a pay range of \$60,000 – \$70,000 per year, DOQ.

Motion made by Commissioner Downey, Seconded by Commissioner Swem to approve posting the Director of Public Services position [which will not be a union position moving forward] at a pay range of \$60,000 – \$70,000.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- E. Tree Auger Bids - Consider purchase of an auger to support DPW activities and tree planting for the Buchanan Tree Friends. Bids include:

Michigan Caterpillar - CATERPILLAR Model: WT-BHL Work Tool with AUGER, A68, BHL, 45-50MMand TREE BIT, AUGER 36" attachments - \$6,246.40

Mike Baker explained the purpose of the auger, primarily for tree planting in partnership with Buchanan Tree Friends, and how the Caterpillar model would work with the backhoe. He also shared his concern that prices have risen over last year, and if a purchase is to be made, it should be done sooner than later. He stated that he sought additional quotes, but those companies have not yet submitted anything. Baker will follow up. ***The Commission postponed this topic until additional quotes could be received.***

- F. Item removed from agenda.

- G. Schedule Special Meeting - Consider scheduling a special meeting on June 1, 2, or 3 for the purpose of reviewing deinqnent water bills to be transferred to taxes and review final draft of the FY2021-2022 Budget.

The Commission agreed to a special meeting and indicated preference for the week of June 7, but no specific date/time was determined. City Manager will coordinate with the Commission and schedule.

- H. Traffic Control Order #253 - Consider additional "NO U-TURN" signs on Front Street between Red Bud Trail and Oak Street.

Motion made by Commissioner Money, Seconded by Commissioner Swem to approve Traffic Control Order #253 to place additional "NO U-TURN" signs on Front Street between Red Bud Trail and Oak Street. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

- I. Marihuana Permit Renewals - The City has compiled the submissions we have received from Red Bud Roots, 455 Post Rd. regarding their annual permit renewals for One Adult Use Processing Permit, One Medical Processing Permit.

Rich Murphy has reviewed each application and the accompanying documentation including any updates to the applicant's original application and all documentation is in proper order. The required background checks have been performed by Buchanan Police Department. All permit fees have been collected. All Buchanan City Department Heads have signed off with their approval, The Commission's consideration and approval of the above permit renewals is recommended.

Motion made by Commissioner Downey, Seconded by Commissioner Swem to approve the Red Bud Roots, 455 Post Rd. annual permit renewal, for One Adult Use Processing Permit, One Medical Processing Permit. Roll call vote carried by majority.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money, Commissioner Swem

Voting Abstaining: Mayor Pro Tem Weedon (due conflict of interest resulting from employment in the cannabis industry)

J. Authorize Temporary Pay Increase for Interim Director of Public Services

Motion made by Commissioner Money, Seconded by Commissioner Swem to authorize temporary pay increase for Interim Director of Public Services. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

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

- A. Federal Energy Regulatory Commission Notices - The City of Buchanan is in receipt of two communications from the Federal Energy Regulatory Commission regarding an issuance to French Hydro LLC and Order Issuing Subsequent License for the French Hydroelectric project, and the 2020 Emergency Action Plan (EAP) Status Reports and EAP updates (Annual Reprints_ - Mottville (FERC no. P-401)), Buchanan (FERC No. P-2551), Twin Branch (FERC No. P2579), Elkhart (FERC no. P-2651), & Constantine (FERC No. P-10661) Hydroelectric Projects.
- B. AEP Planned Electrical Distribution Improvements - AEP/I&M is planning electrical distribution improvements within proximity of 818 Terre Coupe. In the coming weeks, you may see their representatives in the area inspecting conditions and determining options for the best route. When possible, facilities will be installed in the road right of way. If conditions require easement or tree trimming on your property, you will be contacted directly. Please rest assured that they will NOT perform any tree work in your property until they contact you first. If you are not present a door card will be left and/or mailed. If tree trimming is considered, they will mark the streets with a temporary paint to create a visual for their discussions with you.
- C. Training: Master Citizen Planner (MCP) Advanced Academy - The 2021 Advanced Academy is focused on renewing Michigan communities. This virtual conference will cover several emerging topics including planning for electric vehicles, solar ordinances, missing middle housing, and the revised Farm Market GAAMP. The 2021 Advanced Academy will offer a mix of live and prerecorded sessions. There will be three, one-hour interactive sessions on June 8, 9, and 10 (that's just one hour a day!) and four prerecorded sessions to view at your leisure, including the popular court case/legislative update. The 2021 conference will include a fun Jeopardy/trivia game on Tuesday evening with bragging rights on the line! Come and join together virtually with local leaders from across the state to share ideas to renew the future of Michigan communities. Please register by June 7, 2021. Master Citizen Planners (MCPs) seeking their annual six hours of continuing education are encouraged to attend along with Planning commissioners, local government officials, and all others with interest in planning and zoning. Cost is \$25 for MCPs/\$35

for all others. June 8, 9, 10. Information and registration at <https://events.anr.msu.edu/event.cfm?eventID=2CFA61E72E294E9F2528AD1F821DDE595960E9A1170CD5CE6F6DFEAD9A845191>

D. CEDAM Application Status - Madeleine March-Meenagh, Interim Program Manager, Community Development Fellowship of the Community Economic Development Association of Michigan (CEDAM) responded regarding the City's application for a CEDAM fellow. "Unfortunately, your community was not chosen to host a fellow for the 2021-2022 program year. We received many quality applications and it was very hard to pick just one community from each region." She encouraged us to reach out to a Community Assistance Team Specialist to discuss other options for increasing capacity and implementing community economic development projects in our community.

E. Retirement of J.T. Adkerson

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

- Jerry Flenor - On behalf of the Trail Committee, thanked JT Adkerson and his staff. He also read a letter from Wayne Writer praising Adkerson.
- Rebecka Hoyt - Former writer from The Paper, Jan Wiezerak, joined The Chronicle. Their team captured video of the Memorial Day preparations at Oakridge Cemetery. Next issue will be out June 6. Summer Concert Series soon begins.
- Penny Slocum - Spoke regrading the flower planters downtown. She and Alice Kring worked to get several planted. The watering schedule needs to be increased during this hot weather. Thanked volunteers who worked on the Cemetery.

XIV. Executive Comments

A. City Manager Comments -

Mike Baker is playing an integral role in the transition at DPW. The crew is doing excellent work at the Cemetery. Thanked Murphy for his significant work on the Social District proposal. Recognized Ashley Hanson for her work to get bids for Victory Park.

B. Commissioner Comments -

- Patrick Swem - Thanked everyone involved in Veterans' Circle, Ashley Hanson for all her volunteer work, and stated he's happy to see the Board Process moving forward.
- Larry Money - On behalf of the American Legion and fellow veterans, he thanked Baker, Weaver and crew for their work at the Cemetery. It looks the best it has in years. Thanked the Chronicle for their coverage. Stated Mayor Denison has helped immensely with the veterans' banners which will be going up on Thursday.
- Cameron Downey - Welcomed the new employees at City Hall.
- Mark Weedon - Wanted to mirror everything the other Commissioners already said. The Nicest Place in America is going to start looking like the nicest place. Praised all of our wonderful volunteers.

- C. Mayor Comments - Asked for volunteers to help lay sod at Veterans' Circle at noon on Tuesday. Thanked JT Adkerson for his service. Thanked Murphy for his work on Social District. Welcomed new employees.

XV. Adjourn

Motion made by Commissioner Downey, Seconded by Commissioner Money to adjourn the meeting at 9:28. Roll call vote carried unanimously.

Voting Yea: Mayor Denison, Mayor Pro Tem Weedon, Commissioner Downey, Commissioner Money, Commissioner Swem

Barbara A. Pitcher, City Clerk

Mayor Sean Denison