
MINUTES

I. Call to Order

Following a delay due to technical difficulties, Mayor Denison called the meeting to order at 8:08 a.m.

II. Roll Call

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

ABSENT: Mayor Pro Tem Mark Weedon (for a portion of the meeting due to technical difficulties)

STAFF: City Manager, Heather Grace; Community Development Director, Rich Murphy; Interim Director of Public Services, Mike Baker; Treasurer, Stephanie Powers; City Clerk, Barbara Pitcher

GUESTS: Several guests joined via Zoom.

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

Fran Terry - Spoke regarding the benefits of the joint Chamber-City position stating the Chamber is looking forward to the collaboration.

Terrance Burt (via written comments read by City Clerk) - Spoke regarding the positive experience he had with Building Inspector, Guy Lewis.

IV. Unfinished Business

None

V. New Business

A. New Credit Card Proposals

The City is opening new credit cards through Honor Credit Union, as part of the previously approved transition to a new financial institution. We recently learned that Honor wants minutes approving the names of the individuals listed on the new credit cards. (Detailed list is attached).

Motion made by Commissioner Money, Seconded by Commissioner Downey to approve establishing credit cards for for the indivudals with limits indicated on the June 9, 2021 document from Heather K. Grace. Roll call vote carried by majority.

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

Voting Abstaining: Commissioner Swem (due to a conflict of interest as a result of his employment with the institution providing the credit cards).

B. Waste & Recycling Bids

Manager Grace stated Republic Services and Michiana Recycling and Disposal Services both submitted bids for five-year contracts for waste and recycle services for the City of Buchanan. Detailed pricing from each bid was provided to the Commission, and each bid the same level of service as we currently have in place, with only relatively minor differences, including the type of recycle bin/bag used (with details on the differences also provided). With our current services

through Republic only guaranteed through the end of June, and decision from the Commission on this issue is needed today to ensure no disruption in services. The Commission discussed and asked clarifying questions of the bidders.

Motion made by Commissioner Downey, Seconded by Mayor Denison to award the Waste and Recycling bid to Michiana Recycling and Disposal Company. Roll call vote carried by majority.

Voting Yea: Mayor Denison, Commissioner Downey, Commissioner Money

Voting Abstaining: Mayor Pro Tem Weedon

- C. Interim Director of Public Services Mike Baker - Recommendations RE Proposed New DPW Building
Mr. Baker addressed the Commission regarding his thoughts on the proposal for a new DPW building. No action was necessary on this item.

- D. Project Consultant Proposals for New DPW Building

Manager Grace highly recommends obtaining a project consultant to assist her with the design for a new DPW building, as well as the bidding out of the project, the vetting of vendors, and oversight of the project. With so many other important projects currently on her plate, Grace is having significant trouble getting this project off the ground and worries that without guidance from someone in the industry, that the City could end up facing an unsuccessful project. Consequently, professional guidance is highly recommended. Proposals are attached.

Motion made by Commissioner Swem, Seconded by Commissioner Downey to engage the Barton Group for services related to site selection process, pre-construction and construction coordination for the DPW building. Roll call vote carried unanimously.

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

Absent from the vote: Mayor Pro Tem Weedon (due to technical difficulties)

- E. Buchanan Concerts on the Common - Budget Request

Manager Grace has been serving on a newly formed impromptu committee to help develop a more robust concert series for Buchanan on Fridays, Saturdays, and Sundays, in addition to our traditional Buchanan Thursdays Local Concert Series. The committee has secured significant funding from various donors, as well as foundational support from the Michigan Gateway Foundation, with Gateway head Michael Rowland serving as the Chair of the committee. The Committee has a proposed concert calendar they would like to seek approval of, in addition to submitting a request for financial assistance towards the concert series. Manager Grace has proposed budgeting \$15,000 to support the Concert series this year, to get it off the ground and running and also to make up for other events that have been lost over the past year + due to Covid. The Concerts proposed have been developed with the aim of providing quality entertainment for Buchanan residents while also attracting visitors from outside Buchanan to help increase tourism in the area and promote shopping and dining downtown, especially in conjunction with the recently approved Social District. The proposed calendar and other details are attached.

No budget decision is required in this meeting, but approval of the calendar would be helpful to keep things moving.

Motion made by Commissioner Money, Seconded by Commissioner Downey to approve the slate of Buchanan Concerts at the Common. Roll call vote carried unanimously.

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

Absent from the vote: Mayor Pro Tem Weedon (due to technical difficulties)

F. Community Development Director Rich Murphy

Murphy outlined future Economic Development Plans and corresponding budget requests:

• Economic Development Incentives	\$90,000	MF
• Downtown Blade Sign Program	\$2,000	MF
• Redevelopment Technical Assistance Fund	\$7,500	MF
• Buchanan Video Series	\$7,500	SF
• Marketing and Promo of ED Incentives	\$2,500	SF
• See the River Initiative	\$25,000	SF
• Splash Pad Due Diligence:	\$10,000	GF
• Andrew University Recommendations on N. Red Bud Trail	\$45,000	SF
• City Blight Task Force Redevelopment Fund	\$90,000	SF
• Immediate Mill Alley improvements	\$5,000	SF
• Nicest Place Signage on Rt. 12:	\$5,000	GF
• Buchanan Online Zoning Map Project	\$2,500	SF
• Buchanan Call for Public Art	\$2,500	SF
• Social District Implementation	\$4,500	SF

Funding Key

MF = Marihuana Revenue

SF = Stimulus Revenue

GF = General Revenue

No action was necessary on this item at this meeting.

G. General Budget Discussion

Manager Grace will share a PowerPoint presentation during the meeting and lead additional general budget discussions to help build consensus on high-level budgeting issues so that the Finance Department can input numbers into an updated spreadsheet that will go out with the packets for the June 14, 2021 meeting. Once those numbers are reviewed during the June 14th meeting, they will be noticed in the newspaper and official final adoption of the budget will occur during the June 28th City Commission meeting.

Motion made by Commissioner Swem, Seconded by Commissioner Money to allow Manager Grace place the policy issues from the general budget discussion on the June 14, 2021 City Commission Agenda. Roll call vote carried unanimously.

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

Absent from the vote: Mayor Pro Tem Weedon (due to technical difficulties)

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

Jack Brown - On behalf of Republic Services, urged the Commission to review and reconsider the decision made earlier to award the Waste & Recycling contract to Michiana Recycling and Disposal Company.

Fran Terry - Informed the Commission that the audio was extremely difficult to hear throughout much of the meeting. (Mayor Denison and Manager Grace apologized for the technical difficulties and assured that both technology upgrades and the return to in-person meetings are both on the way.)

VII. Adjourn

Motion made by Commissioner Swem, Seconded by Commissioner Money to adjourn the special meeting at 10:31 a.m. Roll call vote carried unanimously.

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

Absent from Vote: Mayor Pro Tem Weedon (due to technical difficulties)

Barbara A. Pitcher, City Clerk

Mayor Sean Denison