



**CITY OF BUCHANAN  
RESOLUTION 2025.05/16**

**RESOLUTION TO APPROVE THE SUMMER SCHOOL TAX COLLECTION FEE IN THE SUM OF  
\$3,013.20 PER SCHOOL DISTRICT – TOTALING \$9,039.60**

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by  
Commissioner \_\_\_\_\_.

**WHEREAS** the City agrees to collect the total summer school taxes as certified by the  
School District for the levy on July 1, 2025 for property located within the City; and

**WHEREAS** the School District agrees to pay City costs of assessment and collection in  
the total amount of \$1.52 per parcel, for all three School Districts, totaling \$3,013.20; and

**WHEREAS**, no later than June 1, 2025, the School District shall certify to the Treasurer  
the school millage to be levied on property for summer school tax collection in 2025;  
now, therefore,

**BE IT RESOLVED** that the Treasurer, or designee is authorized and directed to charge  
Buchanan Community School, Berrien RESA and Lake Michigan College \$3,013.20  
each (\$1.52 per parcel, per school, totaling \$9,039.60), on behalf of the City of  
Buchanan for the reasonable expenses for collection of the district's summer property  
tax levy that the City may bill under MCLA 380.1611.

**RESOLUTION DECLARED ADOPTED** this 12th day of May 2025.

\_\_\_\_\_  
Kalla Langston, City Clerk

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the  
City Commission of the City of Buchanan, County of Berrien, State of Michigan, at a meeting held  
on May 12, 2025, the original of which is on file in my office and available to the public. Public  
notice of said meeting was given pursuant to and in compliance with the Open Meetings Act,  
Act No. 267 of the Public Acts of Michigan of 1976,

\_\_\_\_\_  
Kalla Langston, Buchanan City Clerk



April 29, 2025

Altina Byrd  
Lake Michigan College  
2755 E. Napier Ave.  
Benton Harbor, MI 49022

Dear Ms. Byrd,

The City Commission has approved the school's request to collect your 2025 Summer Taxes. I have researched all costs associated with the city to provide this service and have determined that a \$1.52 per parcel fee, totaling \$3,013.20 is a fair and reasonable amount to charge for this service.

The following is an explanation of the total cost to the city:

Data Processing Charge	\$3,079.00
Internet Access Connection Fee	\$375.00
Postage & Mailing Service Fees	\$1,443.21
Checks	\$75.00
Envelopes	\$275.00
City Staff Wages	\$3,453.23
City Staff FICA	\$264.16
<u>Mileage</u>	<u>\$75.00</u>
Total	\$9,039.60

\$9,039.60 divided by 3 schools = \$3,013.20

\$3,013.20 divided by 1,977 parcels = \$1.52 charge per parcel

Attached to this letter is the invoice. Please pay the annual fee of **\$3,013.20** to the City of Buchanan. If you have any questions or feel the fee is not acceptable, please contact me.

Sincerely,

Courtney Baham  
Buchanan City Bookkeeper  
[cbaham@cityofbuchanan.com](mailto:cbaham@cityofbuchanan.com)  
269.695.3844 Ext. 13

## AGREEMENT FOR COLLECTION OF SUMMER SCHOOL PROPERTY TAXES

This AGREEMENT made this 29th day of April, 2025, by and between the **Lake Michigan College**, with offices at 2755 East Napier Avenue, Benton Harbor, Michigan (hereinafter called "College"), and City of Buchanan, with offices located at 302 N. Redbud Trail, Buchanan, MI 49107 (hereinafter called "City"), pursuant to 1976 PA451, as amended, for the purpose of providing for the collection by the City a summer levy of 100% of the College property taxes for the year 2025.


The parties agree as follows:

1. The City agrees to collect 100% of the total school property taxes as certified by the College for levy on July 1, 2025, on property located within the City.
2. The College agrees to reimburse the city as follows:

Actual costs not to exceed \$1.52 per parcel
3. No later than June 15, 2025 the College shall certify to the City the school millage to be levied on property for summer collection in 2025.
4. The City Treasurer shall account for and deliver summer school tax collection according to the following schedule: Taxes collected between the 1<sup>st</sup> and 15<sup>th</sup> of each month beginning in July will be remitted within 10 business days after the 15<sup>th</sup> of the month. Taxes collected between the 16<sup>th</sup> an ending day of the month will be remitted within 10 business days after the ending day of the month.
5. The City will retain any interest monies on their tax account that accrue from said tax collections.
6. The College shall in consultation, with the City, prepare, publish and fold any media to accompany the July 1, 2025 tax billing.

Lake Michigan College:

Buchanan City

  
Kelli Hahn  
Chief Financial Officer

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Clerk



April 29, 2025

Brian Brown  
Buchanan Community Schools  
401 W. Chicago Street  
Buchanan, MI 49107

Dear Mr. Brown,

The City Commission has approved the school's request to collect your 2025 Summer Taxes. I have researched all costs associated with the city to provide this service and have determined that a \$1.52 per parcel fee, totaling \$3,013.20 is a fair and reasonable amount to charge for this service.

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Sincerely,

Courtney Baham  
Buchanan City Bookkeeper  
[cbaham@cityofbuchanan.com](mailto:cbaham@cityofbuchanan.com)  
269.695.3844 Ext. 13



April 29, 2025

Brian Brown  
Berrien Resa  
711 St. Joseph Avenue  
Berrien Springs, MI 49103

Dear Mr. Brown,

The City Commission has approved the school's request to collect your 2025 Summer Taxes. I have researched all costs associated with the city to provide this service and have determined that a \$1.52 per parcel fee, totaling \$3,013.20, is a fair and reasonable amount to charge for this service.

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