

**MINUTES**

THE COMMISSION OF THE CITY OF BUCHANAN, in compliance with Michigan’s Open Meetings Act, hereby gives notice of a work session of the Buchanan City Commission to be held in the Chamber of City Hall.

\* 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 [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com)

**I. Call to Order**

The meeting was called to order by Mayor Sean Denison at 8:57 A.M.

Present: Mayor Sean Denison, Commissioner Patrick Swem, Commissioner Larry Money, Commissioner Patrick Swem

City Staff: Interim City Manager, Tim Lynch; City Treasurer, Deborah Perez; Bookkeeper Courtney Baham; City Clerk, Kalla Langston

**II. Items for Discussion**

**A. 2023-2024 1st Draft Budget**

Lynch led in the discussion of budget process. Starting with budget summary of major funds, general fund expense breakdown and bond payments (see attachment A, B, C). Lynch went over his plan for Capital and Replacement Plan (see attachment D). The Commission discussed with City Staff about allocation of designated funds including the Marijuana Excise Tax for 2024 and DDA Fund Balance. Lynch also proposed new/replacement equipment plan and updated the commission on the investment accounts and forecasts for interest earned (see attachment E & F)

**III. Adjourn**

*Motion made by Money, supported by Vigansky to adjourn the meeting at 9:55 A.M. Voice vote carries unanimously.*

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Kalla Langston, City Clerk

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Mayor Sean Denison

# General Fund Budget Summary - Expenses Fiscal Year 2023-2024

Expenses	2021-2022		Fiscal Year 2022-2023		Projected as of 6/30/23	Fiscal Year 2023-2024	
	Actual	Budget	Actual as of 4/19/23	Budget		Proposed	Adopted
City Commission	\$218,849	\$588,545	\$377,861				
City Manager	312,925	581,752	195,906				
City Clerk	79,758	61,279	82,305				
Treasurer	358,493	189,607	179,079				
Assessor	26,528	31,435	19,585				
Elections	25,347	32,707	35,931				
Buildings & Grounds	672,179	311,750	272,553				
Admin/Record Keeping	785	-	2,792				
Rental Property	4,924	37,186	4,668				
Police	1,076,300	1,298,393	940,580				
Crossing Guards	21,433	43,243	20,468				
Fire Dept	90,961	117,351	69,542				
Building Inspector	52,996	84,504	39,583				
DPW	602,822	932,393	364,802				
Cemetery	206,737	230,875	188,351				
Downtown	-	-	76,848				
Pears Mill	6,709	9,310	2,916				
Farmers Market	1,075	5,450	602				
BARB	14,300	165,815	8,002				
Harger Park	-	200	-				
Misc Costs/Transfers	6,586	15,500	991				
	<b>\$3,779,706</b>	<b>\$4,737,295</b>	<b>\$2,883,364</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

Note: Economic Development Department to be added in FY 2023-24

## Budget Summary Fiscal Year 2023-2024

	2021-2022	Fiscal Year 2022-2023			Fiscal Year 2023-2024	
	Actual	Original Budget	Actual as of 4/19/2023	Projected as of 6/30/23	Proposed	Adopted
General Fund Revenues	3,230,734	4,257,961	2,409,841			
General Fund Expenses	3,779,706	4,737,295	2,883,364			
Interest Income	15,736	30,900	-	110,000		
Major Street Revenues	410,105	584,517	410,105			
Major Street Expenses	342,712	544,787	269,043			
Local Street Revenues	321,965	372,055	322,065			
Local Street Expenses	235,979	370,340	215,634			
Water/Sewer Revenues	2,700,679	2,809,165	2,403,065			
Water/Sewer Expenses	1,424,822	1,929,485	1,424,822			
DPW Bond Pmt. (P&I)					298,271	
2009 SRF Bond (P)	90,000	95,000	95,000	95,000	95,000	
2010 DWRF Bond (P)	97,500	97,500	97,500	97,500	100,000	
2020 WWTP Bond (P)	195,000	200,000	200,000	200,000	310,000	
2024 USDA Bond & Loans						

Attachment B

Attachment C

**CAPITAL IMPROVEMENT EXPENDITURES  
FISCAL YEARS 2023-24 THROUGH 2032-33**

Fiscal Year----->	Values in \$1,000's of \$									
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
<b>New / Replacement Equipment Expense</b>	200	200	200	200	200	210	220	230	240	240
<b>New DPW Building</b>	5,000									
Downtown Infrastructure	5,000	4,000	4,951							
Water Wells and Treatment Plant	2000	2,000	2,332							
Front / Oak Street Traffic Signal		200	250							
Baroda Tire Center / Feed Mill Demo	200									
Victory Park Pavilion	100									
<b>Road Repairs</b>										
11.72 miles Major Streets	250	250	300	300	350	350	500	500	500	500
16.54 miles Local Streets			300	300	350	350	500	500	500	500
WWTP Demo Work					250					
New Fire Station										
Water / Wastewater Capital Plan										
Police Department Capital Plan 2023-2028										
	12,750	6,650	8,333	800	1,150	910	1,220	1,230	1,240	1,240
			<b>5 Year Total-----&gt;</b>	<b>29,683</b>						
								<b>10 Year Total-----&gt;</b>		<b>35,523</b>

# Proposed New / Replacement Equipment

Fiscal Year 2023-24

DESCRIPTION	AMOUNT	
<b>Fire Station</b>		
Roof Replacement	\$100,000	
Building Exterior	\$	
<b>City Hall</b>		
Parking Lot	\$	
Fence	\$	
Building Evaluation	\$	
<b>Police Department</b>		
Body Cams	\$	
Laptops	\$	
Printers	\$	
<b>Water &amp; Wastewater Departments</b>		
Fire Hydrants	\$	
SCADA System for Pumping and Chemical Feed	\$	
UV Lamps for Disinfection	\$	
Pump Impellers	\$	
<b>Cemetery</b>		
Concrete Floor - Truck Building	2160 sq ft	\$
Concrete Floor - Chipper Building	2600 sq ft	\$
Overhead Door Work / Replacement		\$
Chapel Work - Stained Glass		\$
<b>Other Work</b>		
Demolition Fund		\$10,000
Sidewalk Fund		\$60,000
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		<b>\$170,000</b>

**CITY OF BUCHANAN  
INVESTMENT BY INSTITUTION  
March 31, 2023**

Account #	Type	ID	Purchase	Maturity	Rate	Amount	% to Total	Daily Interest
<b>Honor Credit Union</b>			<b>Total Investments ----</b>			<b>\$2,941,764</b>	<b>37.0%</b>	
56-010	Money Mkt	001	3/27/2023		1.12%	\$941,764		\$28.90
140156-330	CD	002	3/31/2023	6/30/2023	5.11%	\$1,000,000		\$140.00
140156-331	CD	003	3/31/2023	9/30/2023	5.11%	\$500,000		\$70.00
140156-332	CD	004	3/31/2023	3/31/2024	5.11%	\$500,000		\$70.00
<b>1st Source Bank</b>			<b>Total Investments ----</b>			<b>\$2,000,000</b>	<b>25.2%</b>	
4833092797	CD	005	3/29/2023	6/29/2023	5.26%	\$1,000,000		\$144.11
4833092798	CD	006	3/29/2023	9/29/2023	5.26%	\$500,000		\$72.05
4833092799	CD	007	3/29/2023	12/29/2023	5.26%	\$500,000		\$72.05
<b>Horizon Bank</b>			<b>Total Investments ----</b>			<b>\$2,000,537</b>	<b>25.2%</b>	
895	Money Mkt	008	3/30/2023		4.90%	\$2,000,537		\$268.57
<b>Sturgis Bank</b>			<b>Total Investments ----</b>			<b>\$1,000,000</b>	<b>12.6%</b>	
5159640	CD	009	3/29/2023	6/29/2023	4.75%	\$500,000		\$65.07
5159650	CD	010	3/29/2023	8/29/2023	4.75%	\$500,000		\$65.07
<b>9 TOTAL INVESTMENTS -----</b>						<b>\$7,942,301</b>		<b>\$995.82</b>