



Date: 6/1/2026
To: City Commission
From: Kalla Langston-Weiss, City Clerk
Subject: Summary of Minutes for Board/Commission – May 2026

One Buchanan

The One Buchanan Board met on May 6, 2026. The agenda, prior minutes, and corrected Treasurer's Report were approved. The board chose *The Anxious Generation* by Jonathan Haidt as the 2026 One Book, One Buchanan selection.

Members discussed upcoming fundraising and outreach events, including concert concessions, the Farmers Market bake sale, a possible social at Pour Decisions, National Night Out, the scholarship presentation, and Pride Festival volunteer support. Jennifer LeBlanc was added to the PR/Promotion Committee.

Old business on the One Buchanan history revision was postponed. The board began reviewing bylaws, focusing on board purpose, size, eligibility, term structure, and needed clarifications. The meeting adjourned at 7:26 p.m., with the next meeting set for June 3, 2026.

Downtown Development Authority (DDA)

The board covered routine approvals, finance updates, event planning, community funding requests, and policy/reporting expectations during the 46-minute meeting. It approved the agenda, amended April 8 minutes, financial reports, \$612 in Buchanan Business Boosters ad payments, the 2026 Market Master Agreement, a \$1,000 grant to Boy Scout Troop 541, and the DDA subcommittee reporting policy, with plans to revisit that policy in Fall 2026. Financial updates included just over \$481,000 in total assets, \$122,000 cash on hand, a current SIP event shortfall of about \$1,903, and revised Buchanan Equity Loan terms of \$6,763.49 due with payments beginning June 1. Discussion also covered SIP costs and ticketing, Munchie Mondays vendor plans, the June 4 MDA workshop, the July Scout centennial event, community funding accountability, and the need for clearer reporting, including event P&Ls, market contractor hours, and documentation for DDA-funded activities.

Planning Commission

The meeting focused on various planning and zoning issues within the city, including discussions on the Planning Commission appointments, zoning map updates, and public engagement strategies. Key topics included the review and amendment of zoning ordinances, especially concerning residential and commercial land use, historic preservation, and signage regulations. The group discussed the challenges of aligning zoning maps with future land use plans and the importance of public input through surveys and community events. There was also talk about the difficulties in regulating non-conforming signs and the need for clear guidelines on iconic signs. The Planning Commission emphasized the need for uniformity in zoning maps and the potential for

special use permits for certain residential developments. Members expressed commitment to continuing their roles and working through the planning processes, with some announcing intentions to run for city commissioner positions. The meeting concluded with plans for upcoming public hearings and further discussions on zoning and development issues, aiming to balance economic development with community preservation and needs.

BARB

All board members were present. Brian Kill is the new at-large member of the board, he is a resident of the City and works in County elections. The board reviewed recreation plan survey questions and the City's purchasing and budget policy. They will start establishing priority projects and spending at their November/December meetings so they are including in the City's budget planning.

Relevant Church in Niles would like to volunteer their time in Buchanan, and so there will be another park clean-up day in Buchanan on July 18th. The board decided to ask them to focus on the landscaping around the City Center, as it needs some weeding and they didn't get to it during their most recent clean-up.

Kathryn Park will be installed during a community build that will take place June 23-24. There will be a professional supervisor on site from the equipment company, as well as our DPW and volunteers from Republic. Volunteers ages 16+ from the community are welcomed. The 3rd annual park clean-up was a success. There was good turnout, as well as MGCF volunteers who did clean-up around the Common. There was a lot of good work put in at Ravish park, including painting of old equipment, trimming, and trash removal. Run! Buchanan was a successful first time event and did make BARB money as a fundraiser. There was a postmortem of what did and didn't work, which included the need for set routes established by the City, better management of volunteers, and clarity on communication with Public Safety. Planning logistics when a committee is involved was discussed and the procedures were clarified as well. Turnout for the event was good. The board assembled personal receipts for reimbursement, and voted to request reimbursement of no more than \$2,140.00.

Disc Golf ribbon cutting was moved to the next meeting pending completion of the court and discussion with 269 Bangarangatang.

Buchanan Tree Friends

The committee reports included updates from Tree Plantings & Maintenance on tribute tree tags and requests, a review of the Spring 2026 planting, planning for Fall 2026 tree work on 3rd Street, and watering needs. Governance & Financial discussed the Gateway agency fund idea, the City budget, Tree City USA status, a downtown tree planting audit, and a proposed vote to move regular meetings to the fourth Tuesday of each month beginning in July 2026. Fundraising, Marketing, and Volunteer Recruitment covered the final round of IRA grant funding, future funding opportunities, the Arbor Day celebration review, Jr. Tree Friends, board recruitment, and online donation options. Old and ongoing business included continued planning for a future educational/celebration event highlighting the City's oldest trees, possible geocaching or resident nomination activities for Arbor Day 2027, and work by Richard and Lane to provide Kristen

Gundersen with recommended and prohibited tree species lists, using examples from the Michigan DNR, City of Berkley, and Chikaming.

Friends of McCoy Creek Trail

The Friends of the McCoy Creek Trail Board met on May 21, 2026, at City Hall and approved the agenda and prior minutes, received a treasurer's report showing a \$22,551.34 final balance for trail expenses, and discussed upcoming benches, Kathryn Park volunteer needs, future 5K/10K route permitting, and the 2026 Salmon Scramble Su-Pear 5K/Fun Run. Updates included repairs and rerouting at Lloyd's Landing/Lloyd's Loop, downtown trail signage installation needs, remaining downtown construction punchlist items, a successful April 25 trail cleanup with 28 volunteers, and 26 returned membership dues donations; the next meeting was set for June 18, 2026, at 9:00 a.m. at City Hall.

Buchanan Area Fine Arts Council

BAFAC met with City representatives for Open Meetings Act training and updates on committee realignment, including BAFAC moving under the DDA and the need to revise bylaws and membership requirements. The council approved the agenda, secretary's and treasurer's reports, discussed recent and upcoming productions, facility needs, storage, garden maintenance, repairs, bids, and December show planning, and approved removing Sean Denison and adding Mark Weedon as a checking account signer, appointing Julie Blaylock as vice president, and accepting Ben Patrick's resignation with regret. The meeting adjourned at

Southeast Berrien County Landfill Authority

Regular Board Meeting:

The Board approved the consent calendar, March 31 balance sheet, March income statement, and check registers. The Board also approved the Operations Committee recommendation to replace the turbo in Unit #312 and approved rebuilding the flare skid with Cimmaron Energy. New business included discussion of the City of Buchanan's interest in moving to a single trash hauler contract with a set tipping fee.

Special Board Meeting:

The Board toured the Morgan Prairie View RNG Plant and held a brief discussion on project costs and landfill diversion goals. No committee reports or public comment were given.

Finance Committee Meeting:

The committee approved the agenda and prior minutes, reviewed the March 31 balance sheet, income statement, and check registers, and recommended them for full Board approval. Reports reviewed included capital spending, monthly income by business line, tonnage, accounts receivable, and restitution.

Operations Committee Meeting:

The committee approved the agenda and prior minutes, reviewed income, tonnage, monthly maintenance, and safety matters, and recommended approval of the quote from Michigan Cat to replace the turbo in Unit #312. General Manager comments included staffing, Buchanan's request for a single trash hauler rate, tire repairs, and issues with an overloaded rolloff customer.

SMCAS

The Board approved the March 19, 2026 regular meeting minutes, the March 2026 financial reports, and checks 29793–29817, along with related expenditures. The March aging report was presented. The Director reported that SMCAS was fully staffed, the newest ambulance was scheduled for production, Redde HR and Paylocity had rolled out, merger discovery was continuing, fee schedule options were being explored, and on-time performance was at 89%. Larry Money was appointed Co-Chair of the SMCAS Board of Trustees.

DRC

The meeting focused on the review and discussion of historic preservation and design review standards for downtown Buchanan. Key topics included the challenges of maintaining architectural integrity while allowing for modern updates, such as window and door replacements, and the balance between strict preservation and practical flexibility. The committee discussed the creation of a downtown design review overlay district, clarifying zoning boundaries, and the role of the Planning Commission and City Commission in approvals. There was significant emphasis on the importance of clear, written standards and open public meetings to ensure transparency and fairness. Enforcement mechanisms for code violations, including civil infractions and fines, were also addressed. The group acknowledged the difficulty in making unanimous decisions and the need for professional conduct and respect during meetings. The discussion highlighted the tension between preserving historic character and accommodating necessary changes to keep buildings functional and affordable. The committee plans to continue refining the standards and bylaws, with a goal to have amendments ready for public hearing by September. The importance of communication, documentation, and consistent application of rules was stressed to avoid confusion and maintain community trust.

Friends of Oakridge Cemetery- No meeting