Memorandum

Date:	October 30, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	Recommendation for Award of Building Official Services Contract

Background

As has been previously discussed with the City Commission, staff has been evaluating the City's approach to providing building inspection and permitting services. With the upcoming transition of our current Building Official at the end of the calendar year, we have an opportunity to move from a staffed position to a contracted service model that better aligns with the volume of building activity within the community.

The City issued a Request for Proposals (RFP) on October 13, 2026, seeking qualified individuals or firms to provide Building Official services, including building inspections, plan reviews, permit administration, and oversight of the building permit process. Proposals were due October 28, 2026.

The goal of the transition is to continue providing residents, contractors, and developers with timely and professional services while managing the cost of those services in a manner that reflects the actual amount of building activity taking place in the community. Under the proposed arrangement, City staff will continue to receive permit applications, collect fees, and perform the initial entry of information into BS&A Cloud. The contracted Building Official will then assume responsibility for reviewing applications, conducting inspections, communicating with applicants, issuing permits, and managing the process through final completion.

Following review of the submitted proposal, staff is recommending the selection of Tony Riegel to provide these services. Mr. Riegel is currently the Building Official for Royalton Township, where he also serves as Zoning Administrator and Code Enforcement Officer. His previous municipal experience includes serving as a Building Official and Inspector for the City of St. Joseph and as a Building Inspector for Lincoln Charter Township.

In addition to his municipal experience, Mr. Riegel has more than 25 years of experience in residential and commercial construction and holds Michigan registrations as a Building Official and Inspector. He has also completed additional training through Michigan State University Extension in zoning administration, planning, and zoning board of appeals responsibilities.

Under his proposal, Mr. Riegel anticipates being available in Buchanan on Mondays, Wednesdays, and Fridays between 10:00 AM and noon for inspections, meetings with residents and contractors, and coordination with City staff. Additional permit processing and plan review work would be completed remotely as needed. The final agreement will establish expectations for inspection response times, permit processing, documentation, availability, and backup coverage to ensure the City continues providing dependable services throughout the transition.

Proposed Contract and Cost

One of the primary benefits of the proposed arrangement is moving from a fixed staffing cost to a compensation structure that is directly related to building permit activity. Under the proposal, Mr. Riegel will receive 80 percent of eligible building permit, inspection, and plan review fees collected by the City, with the City retaining the remaining 20 percent.

This compensation structure includes routine building inspections, plan reviews, permit administration, travel, equipment, training, and other expenses associated with providing the services. There are no proposed minimum payments, startup charges, or additional technology fees for the contracted services.

Work outside the regular scope of the agreement would be billed at $75 per hour, with a one hour minimum, and would require prior authorization from the City. This approach allows the City's cost for Building Official services to fluctuate with actual permitting activity rather than maintaining a fixed staffing expense regardless of workload. It also allows the City to retain a portion of the permit revenue to support the administrative responsibilities that will continue to be performed by City staff. The proposed agreement is for an initial three year term and provides the ability to terminate the agreement without cause upon 60 days' written notice.

Recommendation

Staff recommends that the City Commission approve the selection of Tony Riegel to provide contracted Building Official, building inspection, and plan review services for the City of Buchanan and authorize the City Manager to negotiate and execute a three year agreement for these services.

Attachment A: T. Regal Proposal

Attachment A

October 27, 2026

City of Buchanan
Attn: City Clerk, Kalla Langston
302 North Red Bud Trail
Buchanan, Michigan 49107

RE: Building Official Position

Kalla,

Please accept this letter as an expression of my interest in the Building Official position for the City of Buchanan.

I am currently the full- time Building Official for Royalton Township. My position here at Royalton is Building Official, Zoning Administrator, and Code Enforcement Officer. I am a highly motivated and progress-focused building official, with a long-standing background in this industry. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable assets to the City of Buchanan.

I have taken online and in person classes through MSU Extension. Citizen Planner, Zoning Administrator, Master Citizen Planner, Zoning Board of Appeals. I am a current registered Building official through the State of Michigan.

I have read the full RFP that the City of Buchanan has put out for the Building Official position. I am clear on the 80/20 split. I have worked with BS&A.Net for 7yrs now. Learning Cloud will not be an issue for me. Hours of work would potentially be Monday, Wednesday and Friday 10-12. I would stop into the city to check my mail box, check on staff needs, and meet with a contractor or resident at the counter. I will also conduct my inspections in the field within that time frame as well.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy for the Building Official position.

Thank you for your consideration.

Sincerely,
Tony Riegel
Building Official
License Number INSP00759

1) Proposed Cost

The draft agreement uses an 80% contractor and 20% City split of eligible building fees actually collected, net of authorized refunds. Eligible fees include building permits, building plan review, inspections, re-inspections, and occupancy certificates for covered services. The contractor share covers routine permit administration in BS&A Cloud, plan review, inspections, reporting, travel, training, equipment, and overhead.

State whether you will provide the full scope at the proposed 80/20 split. If proposing a different percentage or pricing method, clearly identify it as an alternative and explain how the city would calculate payment.

- I will provide the full scope of the proposed 80/20 split between my company and the City of Buchanan.

Identify all additional charges, minimum payments, startup or technology costs, and proposed increases during the three-year term. State “none” where applicable. Distinguish charges for covered services from rates for additional work requiring advance written City approval.

- There will be NO additional charges, minimum payments or startup or technology costs. All software costs for BS&A will be the responsibility of the Municipality

Confirm that routine plan review and BS&A Cloud permit management are included. Provide proposed hourly rates for separately authorized work outside the agreement and identify any requested exceptions to its payment terms.

- Additional work not covered by permit and plan review fees will be $75.00 per hour per person with a one-hour minimum charge.

2) Permit Software Experience

Describe the assigned staff’s actual experience using BS&A for municipal building permits, with particular attention to BS&A Cloud. Distinguish Cloud experience from Building.NET or other BS&A products.

- I have been working with BS&A. Net for 7 years now. I have not dealt with the Cloud yet personally. From what I have heard they are the same type of program, but things are a bit different.

Identify municipalities where the proposed staff have used BS&A, the version or platform, dates of use, and the tasks they personally performed. Identify which clients currently use BS&A Cloud.

- I was employed at the City of St. Joseph for a year and a half. When I was there, they were on BS&A. Net at that time. The Cloud was just in the beginning stages of being built. I have been at Royalton township for 4 yrs 3 months and we are currently using BS&A .Net.

Explain how your staff will take over a permit after City staff enters the application information, including checking completeness, communicating with the applicant, managing reviews and inspections, keeping records current, and closing the permit.

- Once the payment has been received and paid for at the City's end, I ask that all applications be emailed over to me within one business day. I will then enter all information into the computer and generate the building permit. When a plan review needs to be done, I will then generate a Plan Review document in the Cloud and start a Plan Review for that current project with the plans that have been submitted with the application. Once generated I will email the contractor their Building Permit, print a copy and put it in a three-ring binder for my records. Once the permit is finialed out, I will attach all building permits at month end with my bill for your records. All permits will be finialed in the Cloud prior to billing the city for the project. If the City of Buchanan would like a copy of the signed building permit I will also send over a copy to whomever keeps records.

Describe staff proficiency, training needed before service begins, and how you will maintain accurate records and continuity when the assigned official is unavailable. Identify any City assistance or software access you would require beyond initial application entry and ordinary system access.

- Training on BS&A Cloud would be great to have prior to starting and entering permits into the software. I can either work with someone internal that has been trained or take a class on the program.

3) Staffing Capacity and Communities Currently Served

Identify the primary Building Official, inspectors, plan reviewers, and backup personnel proposed for Buchanan. Provide each person's role, employment or subcontractor status, relevant municipal experience, and current Michigan registrations and classifications.

- Primary Building Official, Plan Reviewer will be myself. If I happen to be out of town I will coordinate with another building official within my area that is licensed and has a current Michigan Building Inspectors license.

List all communities currently served by the proposer. For each, identify the services provided, assigned staff, approximate annual permit volume, and estimated weekly staff commitment. Identify other work commitments of the personnel proposed for Buchanan.

- I am a full-time Building Inspector for Royalton Township. I am the Building Official, Zoning Administrator, Plan Reviewer and code enforcement Officer. Royalton Township does about 250-300 permits a year. In my current roll at Royalton Township my hours are between 40-45 hours a week, depending on work load of that week.

State the hours and staffing available for Buchanan, proposed public availability, travel time, inspection and review turnaround, earliest start date, and arrangements for absences, emergencies, and peak workload. Explain how Buchanan will be served alongside existing clients.

- I would generally be there Monday, Wednesday and Friday from 10am-12. I will stop in check my mail box, check on staff needs, or even meet with a contractor or resident at the counter. I will then conduct my inspection in the field within that time frame as well. There could be days that I don't have inspections taking place down there. I will either stop in the office or call ahead and see if I need to stop in. I will also have hours generating permits and plan reviews from my office at home, those hours could change from week to week as well.

Provide three municipal references if available, including a contact name, title, phone, email, and services provided. Include a BS&A Cloud reference if available; otherwise, state that none is available.

- Lincoln Charter Township Part -time Building Inspector 2019-2021. Lincoln Township was on .Net at the time, Cloud wasn't available at that time.
- City of St. Joesph Building Inspector spring of 2021 to august 2nd 2022. The city was on .Net at that time, Cloud wasn't available at the time.
- Royalton Township Full Time -Building Official. August 5th 2022 to present. We are currently on .Net at this time.

TONY RIEGEL

CONTACT

St. Joseph, MI

269.208.2599

t.riegel@hotmail.com

SKILLS

Excellent people skills and works well independently or as part of a team.

Able to follow, enforce and explain construction codes and standards, township zoning ordinances, and state law.

Over 25 years of hands on residential and commercial construction projects.

CERTIFICATIONS

Registered Code Official & Inspector through the State of Michigan. (INSP00759), Expiration Date 09/16/2028.

ZBA Certificate - December 2025 - MSU

Master Citizen Planner Certificate - April 2023 - MSU

Zoning Administration Certificate - March 2023 - MSU

EXPERIENCE

BUILDING OFFICIAL, ROYALTON TOWNSHIP 2022-PRESENT

Enforce compliance with local building codes and zoning regulations to ensure public safety and structural integrity in all construction projects.
Reviewed and approved building permit applications, ensuring all documentation meet zoning and safety requirements.
Conduct thorough inspections of residential, commercial, and industrial buildings to verify adherence to approved plans and regulatory standards.
Utilize advanced knowledge of building codes and zoning ordinances to advise municipal officials on policy development and community planning initiatives

BUILDING OFFICIAL, CITY OF SAINT JOSEPH 2021-2022

Enforced local, state, and federal building codes to ensure public safety and compliance across residential and commercial construction projects.
Conducted thorough inspections of new and existing structures to verify adherence to approved plans and regulatory standards.
Collaborated with architects, engineers, and contractors to resolve code violations and facilitate timely project approvals.

OWNER / T.R.R. CONSTRUCTION, LLC 2012-PRESENT

Direct project management efforts to ensure timely delivery of high-quality residential homes within budget constraints.
Implement innovative building techniques and sustainable practices to improve efficiency and reduce costs in residential construction.
Negotiate contracts and secured permits to ensure compliance with local regulations and industry standards.

BUILDING INSPECTOR (PART TIME), LINCOLN CHARTER TOWNSHIP 2019-2021

Conducted thorough inspections of residential and commercial buildings to ensure compliance with local building codes and safety regulations.
Reviewed building plans and permits to verify adherence to zoning laws and building official standards.
Maintained up-to-date knowledge of building codes, regulations, and industry best practices to ensure accurate inspections.
Assisted in enforcing building official policies by issuing violation notices and recommending corrective actions.

RESERVE POLICE OFFICER, LINCOLN CHARTER TOWNSHIP POLICE DEPARTMENT 2005-2019

Enforced local laws and ordinances with a strong commitment to public safety and community trust.
Maintained detailed and accurate reports of incidents, arrests, and daily activities in compliance with departmental standards.
Demonstrated strong interpersonal skills to effectively communicate with diverse community members and stakeholders.

CARPENTER/FOREMAN, RIEGEL CONSTRUCTION 2000-2012

Led and supervised carpentry teams on multiple construction projects, ensuring timely completion and adherence to safety standards.
Implemented quality control measures to maintain high standards of craftsmanship and client satisfaction.
Coordinated with subcontractors and project managers to streamline workflow and resolve on-site challenges efficiently.
Conducted regular site inspections to enforce compliance with building codes and occupational safety regulations.

EDUCATION

HIGH SCHOOL DIPLOMA, 2003
Lakeshore High School, Stevensville, MI
CERTIFICATE OF RESERVE OFFICER
WELDING COURSES & MACHINE COURSES,
Lake Michigan College, Benton Harbor, MI