

**REGULAR MEETING OF THE BUCHANAN CITY COMMISSION**  
**MONDAY, FEBRUARY 27, 2023 – 7:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

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**MINUTES**

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

\* Requests to be added to the agenda as a “Scheduled Matter from the Floor” should be submitted in writing to the City Clerk at least 5 business days prior to the scheduled meeting during which the speaker wishes to appear, and the approval of such requests remain within the discretion of the Mayor. If denied, the speaker may nonetheless speak during the “non-agenda items only” public comments section of the agenda.

\* 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**

Meeting was called to order by Mayor Sean Denison at 7:00 P.M.

**II. Recognition**

**III. Pledge of Allegiance**

**IV. Roll Call**

**Present: Mayor Sean Denison, Mayor Pro Tem Mark Weedon, Commissioner Patrick Swem, Commissioner Dan Vigansky**

**Absent: Commissioner Larry Money**

**City Staff: City Clerk, Kalla Langston; Community Development Director; Rich Murphy, Main Street Manager/Assistant Community Development Director, Ashley Regal; Director of Public Services, Mike Baker; Chief of Police Harvey Burnett**

**V. Approve Agenda**

***Motion made by Swem, supported by Weedon to approve the agenda as presented. Roll call vote carries unanimously.***

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

*Norma Ferris- Clarification on the public hearing for the proposed selling of the Ross Sanders Home.*

**VII. Consent Agenda (can be approved all in one motion, for general housekeeping items)**

**A. Consider excusing Mayor Sean Denison from the February 13th, 2023 Regular Meeting.**

**B. Minutes:**

- 1. Consider approving the Regular Meeting Minutes from the February 13th, 2023*
- 2. Consider approving the Closed Session Minutes from February 13th, 2023.*

**C. Appointment:**

*Appointing Treasurer, Deborah Perez to the Buchanan City Building Authority in place of the former City Manager.*

**D. Expenditures:**

- 1) Consider approving General Expenditures for February 27, 2023, in the amount of \$505,135.52.
- 2) Consider approving the Summer/Winter 2022 Tax Disbursement for January 01 through January 31, 2023, in the amount of \$89,951.78.

**Motion made by Weedon, supported by Vigansky to approve the consent agenda as presented. Roll call vote carries unanimously.**

**VIII. Scheduled Matters from the Floor (if any)**

**A. Proposals for City Manager Recruitment Services**

- 1) Art Davis, Director for Baker Tilly's executive recruitment practice.

Art Davis, presenting virtually to the Commission went through their process and the services they would provide. Total cost of Baker Tilly's proposal was \$26,950.00.

- 2) Joyce Parker, MML executive search services.

Joyce Parker presented to the Commission MML's process and the services they would provide. Total cost of MML proposal was \$17,000.00.

- 3) Frank Walsh, President of Walsh Municipal Services.

Frank Walsh presented to the commission with a candid presentation about the process his company would provide. Total cost of Walsh Municipal Services was \$12,900.00.

**Motion made by Swem, supported by Weedon to approve the proposal from Walsh Municipal Service to not exceed the amount of \$12,900.00 for City Manager Recruitment. Roll call vote carries unanimously.**

**IX. Reports by: Departments, Committees, Boards**

**A. Community Development Director Report- Rich Murphy**

- 1) Consider resolution # 2023.02/06 to approve the MNRTF grant application for the kayak launch project. (See Attachment A)

Murphy presented the resolution to the commission informing them this grant could be used to make the kayak launch project ADA compliant. The match would not come till 2024-2025 budget, but the deadline to submit the grant application is April 1<sup>st</sup>, 2023.

**Motion made by Weedon, supported by Vigansky to approve Resolution # 2023.02/06, to support the MNRTF grant application for the kayak launch project. Roll call vote carries unanimously.**

- 2) Consider resolution # 2023.02/07 to approve the recreation passport grant application for the Victory Park project (See Attachment B)

Murphy presented the resolution to the commission informing them this grant would be to provide playground equipment at Victory Park. The match would not come till 2024-2025 budget, but deadline to submit the application is April 1, 2023.

Concern that BARB was not making the recommendation. Murphy discussed with BARB at prior meeting and informed the commission that this idea is coming straight out of the Vision for Buchanan and the BARB Recreational Plan.

**Motion made by Swem, supported by Weedon approve Resolution #2023.02/07, to support the recreation passport grant application for the Victory Park Project.” Roll call carries unanimously.**

3) Consider approving Redbud Roots 2023 Cannabis Permit Renewals

**Motion made by Weedon, supported by Vigansky to approve the Redbud Roots 2023 Marihuana Permit Renewals, as presented. Roll call vote carries unanimously.**

4) Update on 111 Railroad and Baroda Tire II Demo walk-thru and request to Commission for permission for parties to remove items on-site for reuse.

Murphy is looking for guidance on the reuse of the silos. Either we work with multiple contractors or we give the bid to one contractor and the interested parties that want to reuse the silos work with the contractor that won the bid for demo, instead of the city working with multiple parties. Mario with South Bend Chocolate Factory is interested in taking the semi-trailers off the property. Mario is willing to haul them off at his own liability, but the city would have to give permission.

**Motion made by Vigansky, supported by Denison to allow Mario to remove the 40 ft trailers off said property with notifying the city and Commissioner Vigansky, with Vigansky overseeing the process.**

**Swem would like to wait for the bids to come back before allowing anyone to take them off the property.**

**Yea: Vigansky, Denison, Weedon**

**Nay: Swem**

**Motion made by Vigansky, supported by Swem to put together an RFP for the demolition 111 Railroad/Baroda Tire to seek the lowest bids with no alternates for reuse. Motion carries unanimously.**

**B. Main Street Manager/ Assistant Community Development Director - Ashley Regal**

1) Consider Resolution # 2023/02.08, a resolution for Mobile Food Vending Fee Schedule. (See Attachment C)

Regal presented a resolution to amend the fee schedule to make the fee structure friendlier to food trucks. The fee schedule also is more in line with what surrounding communities charge.

**Motion made by Vigansky, supported by Weedon to approve Resolution # 2023/02.08 the mobile food vending fee schedule. Roll call vote carries unanimously.**

2) Consider approving the updated Mobile Food Vending Application.

Regal made a few changes to the Mobile Food Vending Application to simplify the process at city hall and for the vendors.

**Motion made by Vigansky, supported by Swem to approve the updated Mobile Food Vending application, as presented. Roll call vote carries unanimously.**

**X. Unfinished Business**

**A. Investment Policy-**

1) Consider approving the updated Investment Policy with the amendments made by the finance committee. (Postponed at February 13th, 2023 meeting)

Finance Department did not make any recommended changes. Commission made no motion; investment policy stays in place.

2) *Consider Resolution 2023.02/09- a resolution of Authorized Signatures for the investment account. Naming City Treasurer, Deborah Perez as Authorized Signer. (See Attachment D)*

**Motion made by Weedon, supported by Swem to approve Resolution #2023.02/09 authorizing City Treasurer Deborah Perez as the Authorized Signature for the investment account. Roll call carries unanimously.**

**XI. New Business**

- A. 1) **Interim City Manager** -*Consider the Employment Agreement for Interim City Manager with Timothy Lynch*

**Motion made by Swem, supported by Weedon to approve the Employment Agreement for the Interim City Manager, Timothy Lynch. Roll call vote carries unanimously.**

**XII. Communications** *(informational only, formal board action is not necessary for these items, unless so desired)*

- A. *Absentee Voting communication for May 2nd Special Election*

Absentee Applications were sent out as of February 23<sup>rd</sup> for the special election on May 2. Please contact Langston with any questions.

- B. *Public Hearing will be held at the next Regular Meeting on March 13th, 2023 for the purpose of said hearing is for the Commission to hear public comments on the possible sale of City real property located at 107 W. Front St., the Ross Sanders House.*

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

None

**XIV. Executive Comments**

- A. City Manager Comments

Langston and Murphy had no comments.

- B. Commissioner Comments

Viganksy- No comments

Swem- Thanked the team and commission. Believed that we acted as swiftly as we could on establishing an interim and moving forward with a search group.

Weedon- Spoke about the school bond with the significant changes that have been made to the school bond.

- C. Mayor Comments

Thanked Swem, Weedon, and Viganksy for keeping things moving while he was gone. Thanked Murphy and Langston for not bothering him to much while he was gone.

**XV. Adjourn**

**Motion made by Vigansky, supported by Weedon to adjourn the meeting at 9:00 P.M. Roll call vote carries unanimously.**

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Kalla Langston, City Clerk

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Mayor Sean Denison