

REGULAR MEETING OF THE BUCHANAN CITY COMMISSION
MONDAY, NOVEMBER 25, 2024 – 7:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

I. Call to Order

The meeting was called to order by Mayor Weedon at 7:00 PM.

II. Recognition

III. Pledge of Allegiance

Mayor Weedon led in the Pledge of Allegiance of the United States.

IV. Roll Call

Present: Mayor Mark Weedon, Mayor Pro Tem Patrick Swem, Commissioner Dan Vigansky, Commissioner Larry Money, Commissioner Raquell George

City Staff: City Manager, Timothy Lynch; City Clerk, Kalla Langston; Director of Public Services, Mike Baker; Chief of Police Harvey Burnett; City Bookkeeper Courtney Baham

V. Approve Agenda

Vigansky motioned, supported by Money to approve the agenda, as presented. Voice vote carries unanimously.

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

None.

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

A. Minutes

- 1) Consider the Regular Meeting Minutes from November 12th, 2024.
- 2) Consider the Work Session Minutes from November 13th, 2024.

B. 2025 Holiday Schedule- Consider approval of the 2025 Holiday Schedule.

C. Banner Approval

- 1) Consider approval for banner placement for RAM Annual Community Christmas Toy Drive from November 20th- December 14th.

Swem motioned, supported by Vigansky to approve the Consent agenda as presented. Voice vote carries unanimously.

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

A. Municipal Financial Advisors Proposal- Consider approval of a proposal to perform financial services and analyses along with rate consultant services from Bendzinski & Co. (Andy Campbell, CPA).

Lynch presented the Municipal Financial Services Proposal from Bendzinsku & Co. Given the significant number of our new and outstanding bonds, it is essential to have professional guidance to maintain compliance. We require oversight and analysis with recommendations and justifications for our water and sewer rates, as well as periodic adjustments.

Before the commission is a proposal from a firm with personnel who are most familiar with the city's financial situation. Several elements of the downtown project are not eligible for funding through USDA loans and will likely need to come from the General Fund. Bedzeski will provide the necessary guidance and oversight, which includes the following services:

- *A review and analysis of historical operating expenses for all funds, utilizing audit and budget information from the General Fund, Streets Fund, and Water & Sewer Enterprise Fund.*
- *An analysis of all existing city debt related to the DPW Building bond, the 2009 SRF bond, the 2010 DWRP bond, the 2020 WWTP bond, and the recently issued USDA Water and Sewer bonds (three in total).*
- *An analysis of the City's Capital Improvement Plan and Asset Management Plan, including the funding of these plans considering cash reserves from all funds and potential alternative financing options.*
- *Cash reserve analyses across all funds, along with recommendations for future cash reserve policies.*
- *Recommendations for user rates over the next five years, including financial information, trends, and analyses.*
- *Detailed findings and financial recommendations regarding the City's finances, provided upon completion and throughout the engagement.*
- *The proposal also includes the usual and customary financial consultancy services that the City may request.*

Vigansky motioned, supported by Money to approve the proposal from Bendzinski & Co., as presented. Roll call vote carries unanimously.

B. Engineering Service Proposal- Consider approval of a proposal from Jones & Henry Engineers to assist the Buchanan Wastewater Treatment Plant in the determination of Local Limits for PFAS compounds and the development of a Pollutant Minimization Plan (PMP) for the same.

Lynch has communicated that the state has tasked us with developing local limits for the discharge of PFAS compounds and establishing a Pollution Minimization Plan (PMP). He has reached out to a firm that specializes in this work, which is currently assisting the City of Three Rivers, as they also have a landfill discharging to their wastewater treatment plant (WWTP).

The proposal includes the following components:

- *Review existing information, submittals, and analytical data related to PFAS.*
- *Conduct meetings with WWTP management and significant industrial users to gather insights.*
- *Assist in calculating and developing local limits for PFAS, including concentration limits, mass limits, and hybrid limits.*
- *Prepare a written report that outlines the local limit calculations, proposed limits, and the justification for these limits.*

Additionally, a Pollutant Minimization Plan (PMP) will be developed with strategies for its implementation.

Money motioned, supported by George to approve the proposal from Jones and Henry Engineers, as presented. Roll call vote carries unanimously.

IX. Reports by: Departments, Committees, Boards

A. LiveBuchanan Presentation

Aurthur Havlicek from the Southwest Regional Chamber presented the proposed next steps for LiveBuchanan to become a certified Michigan Main Street community. The Michigan Main Street framework focuses on both economic and community development, offering communities the tools and resources needed to enhance the vibrancy of downtown districts across Michigan. This approach includes aspects such as economic development, promotion and marketing, preservation and beautification, and organizational support.

There are numerous benefits with a clear return on investment. This initiative would not conflict with the Downtown Development Authority (DDA) and recommends reinstating the DDA. For the

Michigan Main Street program to be effective, one full-time staff member is required. Currently, the city has budgeted \$69,000. The chamber is proposing an additional \$31,000, bringing the total to \$100,000, along with a five-year commitment.

The next steps involve creating and executing the service agreement, which will require approval. The specific terms can be detailed in the agreement to mitigate any risks associated with the five-year commitment. Additionally, we need to obtain commission approval for drafting the service agreement and ensure it undergoes attorney review.

Vigansky motioned, supported by Money to postpone contract, budget, and presentation for Live Buchanan until April of 2025.

As a new city manager is set to come on board, concerns have been raised regarding commitment and funding for the next five years. There has been extensive discussion about the advantages of partnering with a regional organization to enhance economic development. Additionally, the achievements of Live Buchanan have been recognized and valued.

Havlicek noted that there is an annual severability clause. As well as possibly the director helping re-establish the DDA. By-laws will be rewritten as well.

Roll call vote for motion to postpone,

Yea: Vigansky

Nay: Weedon, Money, Swem, George

The motion does not carry.

Swem motioned, supported by Money to proceed with the legal review of the service agreement.

Yea: Money, Swem, George, Weedon

Nay: Vigansky

Motion carries.

B. One Buchanan Presentation - Estephani Cashier Rodriguez; Chair and Ruth Writer; Secretary to give an update and presentation on their accomplishments.

Swem motioned, supported by Money to postpone One Buchanan Presentation till December 9th, 2024.

X. Unfinished Business

XI. New Business

A. City Manager Position-The City Commission may deliberate and consider selecting a lead candidate and extend a job offer conditioned on the successful completion of a background check and pre-employment verification process further subject to negotiating an employment agreement that is brought back to the City Commission for approval at a future meeting.

Motion made by Vigansky, supported by George to extend a conditional offer of employment to Tony McGhee to serve as Buchanan City Manager contingent on successful contract negotiations and background check.

Vigansky stated that the city received 50 applications, which were narrowed down to 10 candidates, and ultimately 4 were interviewed. Any of the interviewees would have made an excellent city manager, but we needed to select the best fit for our current needs.

Swem expressed gratitude to all the applicants for their hard work and acknowledged the challenging nature of preparing their presentations in a short time frame. Money also thanked everyone for their time and effort, noting that they were all outstanding candidates. George extended her thanks to Kathryn and Tony, congratulating Tony on the achievement. Roll call vote carries unanimously.

B. Schedule- Consider changing the time for the City Commission's Regular Meetings from 7 PM to 6 PM.

Swem motioned to approve the keeping of the regular City Commission meetings at the current time of 7:00 PM. Roll call vote carries unanimously.

C. Expenditures- Consider approving the expenditures for November 25th, 2024, in the amount of \$54,248.57 (*Please note the October 2024 Bank Reconciliation and current Revenue and Expense Report included with the Expenditures. Going forth this will be included in the packet every second meeting of the month.*)

Motion made by Vigansky, supported by George to approve the expenditures in the amount of \$54,248.57. Roll call vote carries unanimously.

D. December 23rd Meeting Cancellation- Consider canceling the Regular City Commission meeting scheduled for December 23rd, 2024.

Motion made by Swem, supported by George, to approve cancellation of the December 23rd Regular meeting and give administrative approval to City Manager Lynch to approve the expenditures for December 23rd, 2024. Roll call vote carries unanimously.

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

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

Norma Ferris- Concerns with residents not taking care of their lawns with leaf pick up, and hiring more employees for DPW and police.

XIV. Executive Comments

A. City Manager Comments

The Front Street retaining wall project will be rebid, with advertisements scheduled for November 30th. Bids must be submitted by January 9th. The auditors plan to present the draft audit on December 9th. Additionally, the Police Department will be conducting the "Shop with a Cop" event on December 7th, using all donated funds.

B. Commissioner Comments

Vigansky thanked the Code Enforcement Officer and expressed the desire for a more efficient reporting system. He addressed snow plowing and mentioned that all sidewalks will be cleared this year, including those past Cameron's.

George congratulated Tony and is excited to work with him. She looks forward to reviewing the Live Buchanan contract and wishes everyone a happy and safe Thanksgiving.

Money also extended his congratulations to Tony and expressed eagerness to get started. He praised Art and Live Buchanan for their great presentation. November 30th is approaching for the Christmas Tree Lighting event, and he hopes to see everyone there. He appreciates the commission and the hard work of the staff. Wishing everyone a wonderful Thanksgiving!

Swem is looking forward to speaking with Tony and offered congratulations once again. He thanked Live Buchanan and the Southwest Michigan Chamber, encouraging the commission to review their proposal and send any questions they have. He emphasized that it's a significant

investment and is confident they will deliver. He noted that the finance team has the books looking great; the budget-to-actual report is solid, and the bank reconciliations are on target at zero. He wishes everyone a Happy Turkey Day and invites everyone to join the tree lighting downtown on November 30th.

C. Mayor Comments

Weedon thanked Baker and the team, acknowledging their hard work. They are currently moving into the new DPW building. He expressed gratitude to Tony and looked forward to future endeavors. He also complimented Live Buchanan on their excellent presentation.

XV. Adjourn

Vigansky Motioned, supported by Money to adjourn the meeting at 8:15 PM. Roll call vote carries unanimously.

Kalla Langston, City Clerk

Mayor Mark Weedon