

Mayor and City Commission Members

Mayor-Patricia Moore
Mayor Pro-Tem - Dale Toerne
Commissioners:
Mark Weedon
Cameron Downey
Sean Denison

CITY MANAGEMENT TEAM

Bill Marx	City Manager/Police Chief
Brenda Hess	City Clerk
Mandi Schanick	Assistant to the City Manager
Juli O'Bryant	City Treasurer
Debra Patzer	Zoning Administrator
J.T. Adkerson	Public Works Director
Tim Ganus	Assistant Police Chief
Mike Adams	Fire Chief
Mindy Crocker	City Assessor
Guy Lewis	Building Inspector
Randy Hyrns	City Attorney



Guidelines for Citizen Participation at City Commission Meetings

The Buchanan City Commission and Staff welcome citizen participation and provides opportunities for citizens to address the Commission during meetings.

Regular City Commission meetings are scheduled on the second and fourth Monday each month starting at 7:00 p.m. at City Hall.

The agenda for each meeting is listed on the City's website and is also posted outside the entrance to City Hall.

Buchanan City Hall Contact Info

302 North Redbud Trail
Buchanan, MI 49107

Hours: Monday through Friday
8:00 a.m. until 5:00 p.m.

Phone: (269) 695-3844
Fax: (269) 695-4330
www.cityofbuchanan.com

Please follow us on Facebook and Instagram. Search for "City of Buchanan".

Sign up for the monthly City newsletter by sending an email to citynews@cityofbuchanan.com

Information for Citizens at Meetings

Agendas are available at the door. There is also a copy of the Commissioner's packet available for public examination.

Addressing the Commission: Excluding public hearings, the City's policy for conduct at meetings allows for two public comment segments during each regular meeting agenda. The first segment at the beginning of the meeting permits brief statements (not to exceed three minutes) by a member of the public regarding any topic **ON THE AGENDA**. The second segment towards the end of the meeting permits brief statements (not to exceed three minutes) regarding any topic **NOT ON THE AGENDA**. Comments shall be directed to the Commission as a whole and not to the members of the audience.

Meeting Procedure: The City Commission conducts meetings according to Robert's Rules of Order. Please see our publication *Public Participation in Buchanan City Commission Meetings* for additional information.

Accessibility Assistance: The City of Buchanan is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact City Hall at least 48 hours before the scheduled meeting to request any necessary auxiliary aid.

Broadcast of Meetings: Buchanan City Commission Meetings are broadcast on Comcast Cable, local Channel 17. Please see Channel 17 for times. Additionally meetings are available on YouTube by searching "City of Buchanan" at the YouTube website or through the YouTube app.

Commission Agenda Outline

1. Call to Order 7:00 p.m.
2. Pledge of Allegiance/Invocation
3. Recognition
4. Roll Call
5. Public Comments-For Agenda Items
6. Consent Calendar
7. Reports by Departments, Committees, and/or Boards
8. Unfinished Business
9. New Business
10. Public Comments-For Non-Agenda Items
11. City Managers Comments
12. Commissioners Comments
13. Adjournment

Consent Calendar-Items on the Consent Calendar are considered to be routine by the Commission and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Commissioner so requests, in which case the item will be removed from the Consent Calendar and be considered separately. The Commission may also vote to add additional action items to the agenda.

Types of Meetings

The Commission typically has four different types of meetings

- 1) Regular meetings - These take place on the 2nd and 4th Monday of each month at 7:00 p.m.
- 2) Public Hearings - Public hearings take place on an as needed basis. A public hearing may take place on it's own, or at the beginning of a regular meeting, depending upon the content.
- 3) Work Sessions - Work sessions are typically less formal and are designed for Commission members to learn more about a topic of interest to the City. No formal decisions are made.
- 4) Special Meetings - These meetings occur under special circumstances when issues arise that can't wait for a regularly scheduled meeting.

Note: All City Commission meetings are open to the public in accordance with the Open Meetings Act.

Agendas and Minutes

Agendas and minutes are available at the City website at www.cityofbuchanan.com.

Agendas are published Friday afternoons to the City website, and a paper copy is posted in the display case outside of the entrance to City Hall.

Minutes are available at the City website on the day following the meeting at which they were approved by the Commission. Any of these items are also available by contacting the City Clerk at 269.695.3844 x17.