



DOWNTOWN DEVELOPMENT AUTHORITY (DDA)- AMENDED
WEDNESDAY, AUGUST 12, 2026 – 5:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

MINUTES

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

** Comments may be submitted in writing at least 4 hours in advance to the City Clerk at Clerk@cityofbuchanan.com*

I. Call to Order

Mast called the meeting to order at 5:04pm

II. Pledge of Allegiance

Mast led in the Pledge of Allegiance.

III. Roll Call

Present: Weedon, Mast, Capron, Finan, Fletcher, Jones, Williams

Absent: Hein, Reed

City Staff Present: City Clerk Kalla Langston-Weiss, Planning and Community Development Director Kristen Gundersen

IV. Approve Agenda

Williams moved, seconded by Fletcher, to approve the amended agenda as presented. Voice vote carried unanimously.

V. Public Comments - Agenda Items Only (3-minute limit)

Carla Meyer – Encouraged the DDA to consider a hybrid approach to selecting a marketing firm to work with, supporting Destination by Design for their design and branding work and Duneland Media for their media access and SEO capabilities.

VI. Approve Minutes

A. 1) Consider the Regular Meeting Minutes from July 8, 2026.

2) Consider the Special Meeting Minutes from August 4th, 2026.

Capron moved, seconded by Fletcher, to approve the Regular Meeting minutes from July 8th and Special Meeting minutes from August 4th as presented. Voice vote carried unanimously. Voice vote carried unanimously.

VII. Reports & Presentations

A. 1) Farmers Market

Beth Chubb presented the Farmer’s Market report. They believe they are a Committee, not a Board. Weedon remarked that where they have previously presented their budget to the City Commission, they will now present that to the DDA. Finan asked if there was a list of vendors, Chubb responded that it varies week to week and they have eight farm vendors in addition to crafts, last year they had 85 different vendors.

Capron asked if vendors signed up for an entire season, Chubb answered that some do but others vary week to week. Williams asked if they'd examined the \$15 booth fee and what their no-show rate, and Chubb answered that it had previously been \$10, and the goal of the Farmer's Market hasn't been to make money. They had rules regarding attendance and good communications with vendors, and they are a well attended market.

Hein asked about the duties of the Market Master. Chubb answered that she is on call usually 10 hours per week coordinating with vendors and organizing the market.

2) Buchanan Area Fine Arts Council

Kelly Carlin of presented for the Fine Arts Council. They've had a sold out run of their production of Disney's The Descendants, and have hosted different kinds of events, including informational events on Martin Luther King Jr and Voting. There was discussion about the condition of the building and plans for its maintenance and improvements.

The Board requested the Fine Arts Council put together a quote for work on the Theatre for their consideration. There was discussion on best accounting practices.

3) The Common Committee

Michael Rowland reported on the Common Concert series. They've had a very successful year thus far, with over 8,000 attendees so far and their largest show still to come. He shared updates on the Live Music in Buchanan endowment and improvements and investments they've made in the Common.

4) Buchanan Area Chamber of Commerce

Arthur Havlicek presented on behalf of the Buchanan Chamber of Commerce and their new partner, the Southwest Michigan Regional Chamber of Commerce. There was discussion on how best to align with the DDA.

VIII. Unfinished Business

A. Marketing RFP- Considerations for Board Decisions on Marketing Direction.

Finan is in favor of Destination by Design due to their experience in branding, which Buchanan currently lacks. There was discussion of partnering with the Chamber to expand the scope for marketing purposes.

Finan moved, seconded by Jones, to engage Destination by Design to discuss branding and discovery (Tier 3) for the DDA. Roll call vote carried unanimously.

IX. New Business

A. Finance Reports- Consider accepting the finance reports and expenditures in the amount of \$1,000.00.

Weedon moved, seconded by Jones to approve the finance report as presented. Roll call vote carried unanimously.

B. Chili Walk Update

The Chili Walk annual event is returning to downtown Buchanan. It will be a family friendly event and will include new events. The event will be called the Harvest Festival but the Chili Walk will still be a major component.

C. Christmas Decorations Discussion

Mast suggested a subcommittee of DDA members, downtown business owners, City Staff, the Buchanan Chamber of Commerce and the Buchanan Business Boosters. Many decorations don't last year after year due to weather conditions. The Chamber can continue to run the parade if another group, like the DDA, takes on the stage. The Christmas event is a joint effort. Hein, Williams, and Fletcher volunteered to be the DDA members of the proposed subcommittee.

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

Dennis Mori – The Buchanan Business Booster's Dog Days of Summer event went well and they raised at least \$1,000 for the humane society. BOOchanan will be the October event on October 31 and includes a kid's dance and other events.

XI. Staff/Committee Comments

None.

XII. Adjournment

Mast moved, seconded by Weedon to adjourn at 7:00pm. Voice vote carried unanimously.

Kalla Langston-Weiss, City Clerk

Mayor Mark Weedon