



**DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REVISED**  
**WEDNESDAY, JUNE 10, 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 5:01pm.

**II. Pledge of Allegiance**

Mast led in the Pledge of Allegiance.

**III. Roll Call**

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

Absent: Reed, Finan

City Staff Present: City Manager Tony McGhee, City Clerk Kalla Langston-Weiss, Planning & Community Development Director Kristen Gundersen

**IV. Approve Agenda**

Hein moved, seconded by Jones to approve the agenda as presented. Voice vote carried unanimously.

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

Dennis Mori – The Downtown Business Boosters are asking the DDA to purchase ‘open’ flags for downtown businesses. A consistent signage will help visitors clearly see which businesses are open on Front, Main, and Days. The flags are inexpensive and the Boosters are working with the City to meet sign ordinance requirements.

Dan Martin – Represents KZoom, introduced himself and will be available for questions later in the meeting.

Clerk Langston-Weiss shared correspondence from Joseph Paolucci with the DDA.

**VI. Approve Minutes**

**A. Minutes-** Consider the approval of the Regular Meeting Minutes for May 13th, 2026.

Hein moved, seconded by Jones to approve the minutes for May 13<sup>th</sup>, 2026 as presented. Voice vote carried unanimously.

**VII. Unfinished Business**

**A. Buchanan Equity Update:** Consideration of Next Steps Regarding Unpaid Loan

City Manager McGhee reported that a new loan agreement and amortization schedule had been prepared, verified with the auditors, emailed to Mr. Paolucci on May 11, 2026, and hand-delivered on May 13, 2026. Staff stated the first payment was due June 1, 2026.

The DDA discussed whether to take no action or direct legal counsel to send a demand letter. Staff stated legal counsel had reviewed related materials and would proceed as directed by the DDA. Staff also reported that liability coverage for the board had been verified with the City's liability carrier.

Capron moved, seconded by Jones, to direct legal counsel to send a demand letter regarding the unpaid loan, as stated in the agreement. Roll call vote carried unanimously.

## VIII. New Business

**A. Marketing RFP Consideration and Award**- Consider the proposals received in response to the Marketing Request for Proposals and award the contract to the selected firm.

McGhee summarized the marketing RFP process, noting that the RFP had been sent to more than a dozen regional candidates, posted online, and that the DDA had received and reviewed proposals. He recommended that the DDA identify preferred firms and invite them back for interviews before awarding a contract.

Board members spoke to their priorities for a marketing firm, including retention of visitors and branding. Finan was absent but submitted comments for consideration. By consensus, the board decided to interview their four top firms – JV Studios, Duneland Media, Destination by Design, and KZoom – at their next meeting.

**B. DDA Funding Application**- Consideration of DDA Funding Application for Event Funding Support

McGhee presented a draft DDA funding application intended to create a more structured process for funding requests. There was discussion on the length of the application and level of information being asked for. Williams suggested breaking the application into an initial application and a more detailed follow-up application. The initial application would consist of pages 9-12, with the remaining pages being completed if the initial application was approved.

Williams moved, seconded by Capron to approve the DDA Funding Application as amended, with an initial application consisting of pages 9-12 coming before the DDA and if approved the remaining application to be completed afterwards. Voice vote carried unanimously.

**C. Finance Reports**

- 1) Consider approving the expenditures.
- 2) Accept the Financial Reports as submitted.

McGhee reviewed expenditures, including for the Farmer's Market, Downtown flowers, and Paxton Media Group. McGhee also reported revenue from the Farmer's Market.

Weedon moved, seconded by Hein to approve expenditures as presented. Voice vote carried unanimously.

**C. BBB Funding Proposal for OPEN signs**- Discussion

The DDA discussed the request for funding to support uniform open signs for downtown businesses. There was discussion on the colors, the sign ordinance, ADA standards, and maintenance. Hein would like to see a quote for higher quality signs that could be put under wayfinding. By consensus, staff was directed to research ADA and sign ordinance requirements, evaluate what would be required of

businesses and property owners, look into flag and higher-quality sign options, and provide planning-level cost information for blade sign or alternative options.

**IX. Communications**

**A. DDA Development and TIF Plan Update**

Staff reported that the first reading took place on May 26, 2026, and the second reading is scheduled for June 22, 2026.

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

A comment was made noting that the sign issue was expected to be returned at the next meeting and that the next meeting was also expected to be a two-hour marketing RFP meeting.

**XI. Staff/Committee Comments**

Hein commented that recent meetings had felt rushed and requested that the DDA slow down discussion on significant issues and consider postponing votes when more time is needed. Weedon commented that the funding request application will help. Hein also attended the Michigan Downtown Association summer workshop and encouraged the rest of the board to pursue training when available.

**XII. Adjournment**

Motion made by Williams, seconded by Weedon to adjourn at 5:52pm. Voice vote carried unanimously.

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Kalla Langston-Weiss, City Clerk

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Chairperson Tracy Mast