



DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REGULAR MEETING

WEDNESDAY, FEBRUARY 11, 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 5:00pm.

II. Pledge of Allegiance

Mast led in the pledge of allegiance.

III. Roll Call

Present: Capron, Hein, Jones, Williams, Reed, Weedon, Mast, Finan (arrived at 5:05pm)

Absent: Fletcher

City Staff Present: City Manager, Tony McGhee, City Clerk Kalla Langston-Weiss, Planning and Community Development Director Kristen Gundersen, City Accounting Specialist & HR Coordinator Courtney Baham

IV. Approve Agenda

Weedon moved, seconded by Reed, to approve agenda as presented. Voice vote carried unanimously.

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

Clerk Langston-Weiss shared correspondence from Alan Robandt and Joe Paolucci regarding RFPs.

Robandt additionally commented that money should be spent on a professional photographer and they should not exclusively cater to a local market.

VI. Approve Minutes

A. Minutes

1) Consider approving the Regular Meeting Minutes from November 12th, 2025.

2) Consider approving the Special Meeting Minutes from December 3rd, 2025.

3) Consider approving the Regular Meeting Minutes from December 10th, 2025.

Capron moved, seconded by Hein, to approve minutes as presented. Voice vote carried unanimously.

VII. Unfinished Business

A. TIF & Development Plan: Review and consider approving the draft TIF & Development Plan.

Fette presented the draft TIF & Development Plan. They will update with confirmation of the residential modulation, maps, and including relevant attachments from the City's master plan.

Capron asked about hiring an executive director. Fette answered that it had not been budgeted for, and that at the moment City Staff administer the DDA. In time, if needed by the DDA, a part or full time director could be looked into, though a full time director for a DDA of our size wouldn't be typical. Weedon mentioned that the Chamber has partnered with the Southwest Michigan Regional Chamber and some kind of partnership with the DDA could potentially address that question as well.

Fette shared that the current draft is very heavy on marketing, wayfinding, and downtown signage based on previous feedback. He advised bidding out the marketing in order to see what the actual cost will be and budgeting based on that.

There was discussion of event and development budgeting and what groups contribute.

McGhee suggested a line item for common area improvements in the Downtown, such as benches.

VIII. New Business

A. Resignation of Treasurer - *Consider accepting Treasurer's resignation from the DDA.*

Weedon moved, seconded by Reed, to accept Treasurer's resignation from the DDA. Voice vote carried unanimously.

B. Appointment of Treasurer - *Consider accepting nominations for the position of Treasurer.*

Capron moved, seconded by Jones, to appoint Hein as Treasurer. Roll call vote carried unanimously.

C. Common Concert Series: *Michael Rowland & Randy Hendrixson.*

Hendrixson was in attendance to represent the Common Concert Series. He presented a brief history of the Common and the community organizations that came together to make it. Downtown businesses rely on the traffic from big event, and the Concert Series brings thousands to Buchanan each summer.

Historically, the City has given the Concert Series \$10,000 annually and the DDA had helped with marketing. They are requesting \$20,000 from the DDA this year. Additionally major upgrades and updates are needed for the Common building. Their current budget for the concert season is \$50,000 and they have received donations for half that.

There was discussion on what upgrades were being pursued and their cost, as well as their endowment and funding. Hendrixson spoke to different strategies at improving the Common space.

D. Marketing RFP: *Discussion and Consideration of Draft Marketing RFP.*

McGhee presented the draft marketing RFP, which was set up last year by the newly reconstructed DDA. There was discussion of the initial marketing strategy and who the DDA's marketing efforts would target.

Williams mentioned a previous marketing report done by the Cornerstone Alliance and Place + Main about spending leakage and capacity in Buchanan. McGhee will present a final draft at the next meeting.

E. Horizons Leader Publication Ad- *Consider the Horizons Passion in Progress Ad by Leader Publications.*

Horizon had space and asked if the DDA would be interested in advertising. The DDA agreed there wasn't time, especially with their still needing a marketing plan.

F. Michigan Downtown Association Membership: *Consider joining the Michigan Downtown Association Membership.*

Gundersen introduced the MDA Membership. The DDA in St Joseph, where Gundersen previously worked, was a member and found it useful. It is \$250 annually. Capron asked if the training was open to all members, Gundersen confirmed it was.

Capron moved, seconded by Finan, to join the Michigan Downtown Association at a cost of \$250 annually. Roll call vote carried unanimously.

G. Finance Reports: *Monthly Reports.*

Baham presented the DDA's monthly balance sheet, there was only one expense.

H. DDA Banking- *Consider the change of the DDA bank account number to City's current cash management account.*

The City's auditors recommended this change as an operational best practice.

Weedon moved, seconded by Capron, to change the DDA bank account number to the City's current cash management account. Roll call vote carried unanimously.

I. Sip! Buchanan- *Consider collaboration with the Buchanan Area Chamber of Commerce on the Sip! Buchanan Event.*

Hein introduced the Sip! Buchanan event that the Buchanan Area Chamber of Commerce is putting on in May. It has been a goal of the Chamber to bring more events downtown. It is a wine, beer and spirits walk, and will also feature a classic car show and other events for all ages.

Hein is inquiring if the DDA would like to collaborate with them on the event. McGhee suggested forming a subcommittee to help with logistics.

Williams left the meeting at 6:19pm.

Reed moved, seconded by Hein, to create a subcommittee for the Sip!Buchanan event in partnership with the Chamber.

There was discussion on when to meet. McGhee recommended setting a weekly standing meeting at City Hall, with Friday at noon being available. Mast, Hein, and Finan will be on the subcommittee.

Roll call vote carried unanimously.

J. Munchie Mondays-*Discussion*

Munchie Mondays is a summer food truck event that was started by LiveBuchanan. The City and the Chamber have also supported the event. Mast likes the event as it has brought visitors to Buchanan on a day when other restaurants are not open. Langston-Weiss handles the permits for food trucks and suggested changing the hours to focus on lunch, which the board agreed with.

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

Dennis Mori spoke about the Downtown Business Boosters. The group started during the downtown infrastructure project and continues with the goal of driving business downtown. They have a Valentine's Day event, including specials and pop-up events.

They will also have a Saturday St. Patrick's Day event in March, including a duck race and kid's events in downtown businesses. They are looking to support existing organizations and grow as a volunteer group.

X. Staff/Committee Comments

Langston-Weiss shared the end of year Farmer's Market report.

XI. Adjournment

Mast adjourned the meeting at 6:35pm.

Kalla Langston-Weiss, City Clerk

Mayor Mark Weedon