DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

WEDNESDAY, SEPTEMBER 09, 2026 – 5:00 PM

CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI

AGENDA

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

II. Pledge of Allegiance

III. Roll Call

IV. Approve Agenda

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

VI. Approve Minutes

- A. **Minutes-** Consider the Regular Meeting Minutes from August 12, 2026.

VII. Unfinished Business

- A. **Downtown Christmas Decorations**- Establish a budget for Downtown Christmas Decorations.
- B. **Marketing/CGA-** Discuss proposed budget and interest in CGA for staff direction to engage with the structuring plan for board consideration.
- C. **Harvest Fest/Chili Walk Update**

VIII. New Business

- A. **Finance Reports-** Consider accepting the finance reports and expenditures.

IX. *Communications*

- A. **Farmers Market Communication**- Vendor List

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

XI. Staff/Committee Comments

XII. Adjournment

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 8^{th} and Special Meeting minutes from August 4^{th} 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. <u>Marketing RFP</u>- 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. <u>Finance Reports</u>- 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. <u>Chili Walk Update</u>

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

Memorandum

Date: September 2, 2026

To: Buchanan Downtown Development Authority

From: Tony McGhee

Subject: Holiday Decorations

At the August DDA meeting, the Board started discussing Christmas decorations for downtown. With the amount of investment that has been made in downtown over the last couple of years, along with the opportunity we have to better utilize The Common during the holiday season, staff wanted to provide some additional information to help guide the discussion on what level of investment the DDA may want to consider moving forward.

The general concept we have been discussing is decorating approximately five blocks of the primary downtown area, along with making The Common and stage a significant focal point. The goal would not simply be to put up more Christmas lights. If we are going to make an investment in this, I think the goal should be to create a consistent Christmas feel throughout downtown that supports our businesses, gives people another reason to come downtown during November and December, and helps support the different holiday events and activities occurring throughout the season.

As we started looking at what other communities are spending, there is a very wide range. A lot of that comes down to whether the community already owns its decorations, whether City staff handles installation and removal, whether decorations are being purchased or leased, and how extensive of a program the community is trying to create. Probably more useful than looking at what much larger communities are spending is looking at smaller West Michigan communities that are closer to Buchanan in size and the type of downtown we have.

Comparable Communities

- Hastings is probably one of the better comparisons for what we are discussing. Their DDA budget included $50,000 specifically for holiday decorations as part of an effort to replace and improve their downtown decorations. Their current program also includes holiday greenery throughout downtown planters. That is important for our discussion because Hastings was not simply paying to reinstall an existing collection. They were making a larger investment into the actual decorations, which is closer to what we would be looking at doing in Buchanan.

- St. Joseph is obviously another useful comparison because of its proximity to us and the importance its downtown plays in the community. For the 2025/26 fiscal year, its DDA expenditures included $3,170 for holiday greenery, $9,400 for a holiday lighting tree project and $8,050 for downtown pot decorations. There was also approximately $2,450 spent on new downtown banners. Depending on what portions are considered part of the holiday program, that puts their documented seasonal downtown decorating expenditures in the range of approximately $12,500 to more than $20,000. St. Joseph uses a combination of decorations they own supplemented by a private contractor they pay to install lights on the light poles throughout the downtown.

- Grand Haven also utilizes a contracted downtown holiday lighting program. Their scope includes 53 downtown light poles decorated with fresh pine garland and white lights, along with ongoing maintenance throughout the holiday season and removal after the season. Their specifications also specifically encourage the reuse of lighting from year to year to help reduce future costs.

What I think these examples show is that there really are two different conversations. The first is what an established downtown spends each year to maintain, install, remove and add to decorations it already owns? The second is what it costs when a community decides it wants to make a significant improvement and purchase enough commercial quality decorations to materially change the appearance of its downtown? Buchanan is much closer to the second situation right now.

Approaches to Downtown Holiday Decoration Program

- Basic Program: $25,000 to $35,000
  At this level, we could make a noticeable improvement over what we currently have, but we would need to be selective about where the money is spent. The focus would probably be consistent decorations along Front Street (downtown and top of the hill) , Main Street and Days Avenue, improving The Common and stag and tree lighting.

- Enhanced Downtown Program: $45,000 to $60,000
  At this level, we should be able to create a consistent treatment throughout the approximately downtown area and portion of Front Street at the top of the hill, purchase commercial quality decorations for the streetlights, add lighting and

greenery throughout the streetscape, make The Common a significant focal point and add one or two locations designed specifically as photo opportunities.

A very preliminary breakdown could look something like this:

- Commercial quality streetlight decorations: $18,000 to $25,000
- Tree lighting, garland and streetscape accents: $6,000 to $10,000
- The Common and stage area: $5,000 to $8,000
- Downtown photo or signature display: $3,000 to $5,000
- Electrical work, mounting hardware, replacement items and contingency: $3,000 to $5,000
- Labor – volunteers or contractual/combo of city staff and volunteers $TBD

That puts the potential total somewhere in the $35,000 to $53,000 range. These are obviously planning numbers and not quotes. We would need to develop an actual scope and get pricing before knowing what the final cost would be. Based on what comparable communities are spending, however, I think they provide a reasonable range for the Board to use for discussion.

- Destination Level Program: $65,000 to $85,000 Plus
  At this level, we would be moving beyond simply decorating downtown and starting to intentionally create "Christmas in Buchanan" as an experience that could potentially be marketed outside of the community.

  That could include overhead lighting, more heavily decorated trees, larger illuminated displays, gateway pieces, multiple photo opportunities and a much more elaborate treatment of The Common.

  Staff is not necessarily suggesting we need to start at this level but this option is provided to create an understanding what the different levels of investment could potentially create.

Purchase Versus Annual Expense
One of the bigger decisions I think the Board needs to consider is whether we want to make a larger investment up front and own the decorations or essentially pay for a decorating service every year.
If we spend $35,000 in the first year but $25,000 of that is purchasing decorations we can use for the next five or more years, that is a much different discussion than spending $50,000 every year to basically recreate the same program.

The DDA would still need to budget money each year for installation, removal, maintenance, replacement lights, greenery and adding new pieces, but we would not be starting over every November.

This is an important distinction for the Board. A $35,000 first year investment should not necessarily be viewed as creating a $35,000 annual Christmas decoration budget.
If done correctly, the hope would be that we could make a larger investment initially and then operate, maintain and gradually expand the program for substantially less in future years.

Moving Forward
If we move forward, I think there are a few things we should focus on.

First, there should be a consistent appearance throughout the full downtown than spend the money on a handful of expensive decorations scattered around town. Somebody coming into downtown should be able to tell there was an intentional plan behind how everything was decorated.

Second, The Common should be the primary focal point and the center of Christmas activity downtown. We already have the stage and gathering space, so I think it makes sense to take advantage of that investment and make it the centerpiece of the holiday decorations.

Third, whenever practical, we should purchase commercial quality decorations that the DDA owns and can continue using in future years.

The DDA should create at least one location that people specifically want to take pictures at and share. That becomes something residents use and enjoy, but it also becomes free marketing for downtown every time somebody posts a picture.

If we put the basic framework and major pieces in place this year, we can add to it every year and continue making it better. Over three or four years, that could allow the DDA to create something significant without having to make the entire investment at one time.

More importantly, it gives us an opportunity to create something that supports our downtown businesses during an important retail and restaurant season. The investment should not just be viewed as spending money on Christmas decorations. If we do it

correctly, it becomes another piece of creating activity downtown, bringing people into the district and giving them a reason to stay longer, walk around, eat, shop and come back.
At this point, the main thing staff is looking for from the Board is direction on what level of investment it is comfortable considering.

Based on that direction, the planning group can develop a more specific scope, inventory the number of poles, trees and other locations that could be decorated, verify the available electrical infrastructure, get actual pricing and bring options back to the DDA before any final purchase or contract is approved.

Requested Action
Direct staff to develop and solicit pricing for a 2026 downtown Christmas decorating program with a target budget of approximately $30,000 and a not to exceed planning amount of $35,000, with an emphasis on purchasing reusable commercial quality decorations and with any final purchases or contracts brought back to the DDA for approval.

Memorandum

BUCHANAN
Life is better here.

Date:	September 3, 2026
To:	Buchanan Downtown Development Authority
From:	Tony McGhee
Subject:	**Discussion of Potential Marketing and Community Growth Alliance Spending**

Background

The purpose of this memo is to set the stage for a discussion at the DDA's September 9, 2026 Board meeting regarding two related strategic opportunities:

1. Whether and how the DDA wants to participate in forming a Community Growth Alliance (CGA) with the Chamber of Commerce, City and other interested community partners, including a projected $20,000 annual DDA contribution toward a full-time staff position; and,

2. How much the DDA wants to dedicate to downtown marketing and what it wants that investment to accomplish, so staff can work with Destination by Design, the preferred firm identified through the DDA's proposal and interview process, to develop a prioritized scope of work and associated costs.

The goal is not to finalize every detail at the September meeting. Rather, the Board should establish enough direction on priorities, desired outcomes and spending parameters for staff to develop actionable structures, scopes and budgets for Board consideration later this fall.

Budget

Following is the adopted DDA budget for FY26/27 which runs from July 1st through June 30th.

FY2026/27 Budget Area	Budget
Administration & Record Keeping	$6,500
Marketing Plan	$45,000
Signage	$42,500
Wayfinding	$42,500

FY2026/27 Budget Area	Budget
Downtown Beautification	$25,000
Farmers' Market	$10,850
Tin Shop Theater	$13,250
Parks Mill	$11,900
Events	$30,000
Total Expenditures	**$227,500**

The discussion for the Board should focus on how the Board wants to allocate its resources between organizational capacity through the CGA and direct downtown marketing activities.

Community Growth Alliance Discussion
The Community Growth Alliance discussed at the Board’s August would bring together the DDA, Chamber of Commerce, City and other interested organizations around a more coordinated approach to community and economic development.

A central component under consideration is hiring a full-time staff person whose work could provide capacity for the Alliance and its participating organizations. The preliminary estimate is that the DDA's share would be approximately $20,000 (out of an optional $100,000) annually, with the balance supported by other participating partners.

Before staff proceeds further, the DDA Board should determine:
- Does the Board support the DDA participating in the CGA concept?
- Does the Board support a DDA contribution of approximately $20,000 annually?
- What does the DDA expect to receive in return for that investment?
- What functions should the shared staff position perform that benefit the DDA?
- What level of accountability, reporting and measurable outcomes does the DDA `want?
- Should the $20,000 be considered an annual commitment, subject to annual budget approval?
- What other partners and funding commitments should be secured before the DDA commits its funds?

This conversation is particularly important because the CGA contribution represents a longer-term organizational investment as an initial three year commitment would be the initial likely structure, while the DDA's marketing budget represents resources that can be used for more immediate activities.

Marketing Investment and Destination by Design

The second half of the discussion should focus on what the DDA wants its marketing investment to accomplish. The DDA previously solicited proposals and conducted interviews for marketing/destination-related services. Destination by Design was identified as the preferred firm. Before staff negotiates a final scope and contract, however, the Board needs to provide direction about the desired deliverables, priorities and overall budget.

The Board should consider the following question, the DDA is going to invest in marketing, what are the highest-priority outcomes and deliverables it wants that investment to produce?

Potential areas could include, depending on the Board's priorities:

- Downtown brand positioning and messaging
- Marketing strategy and annual marketing plan
- Digital and social media strategy
- Website/content development
- Visitor attraction and destination marketing
- Photography/video/content creation
- Regional tourism partnerships
- Downtown business communications
- Measurement, analytics and reporting

The objective should be to avoid simply purchasing a collection of marketing activities. Instead, based on Board input and direction, staff should work with Destination by Design to establish a prioritized scope that connects activities to outcomes and fits within a Board-established budget.

Budget Options

The September discussion provides an opportunity to look at the CGA and marketing decisions together rather than as two independent initiatives with some different options presented below to serve as the basis for the discussion during the meeting.

Option A — Treat the CGA contribution as a marketing expense

Commit $20,000 of the existing $45,000 Marketing Plan budget to the CGA and direct Destination by Design to develop a marketing program within the remaining approximately $25,000.

Option B — Preserve a larger direct marketing budget
Identify another funding source within the DDA's existing budget for some or all of the $20,000 CGA contribution, allowing the DDA to retain more of its $45,000 marketing allocation.

Option C — Reallocate or amend the budget
Establish the Board's desired CGA and marketing commitments first, then amend the FY2026/27 budget to reflect those priorities.

The Board does not necessarily need to decide the precise accounting treatment at the September meeting. It does need to establish the level of spending it is comfortable committing to each priority so staff can develop a realistic plan.

Proposed Work Plan and Timeline
The objective would be to move from general interest to an actionable structure and budget by the December 8, 2026 Board meeting, a roadmap to accomplish this is as follows. These are initially recommended steps that can be amended and adjusted based on how the Boards decides how it wants to proceed on the CGA and marketing items discussed at their August meeting.

<u>September 9: Board Direction</u>
Primary objective: Establish priorities and spending parameters.
The Board discusses:

- CGA concept and $20,000 projected annual DDA contribution
- Desired role of shared staff
- Amount available for direct marketing
- Priority marketing outcomes
- Desired Destination by Design deliverables
- Overall spending parameters
- Whether budget amendment authority may be necessary

<u>Mid-September: Staff Develops Framework</u>
Staff would translate the Board's direction into a preliminary framework covering:

- CGA participation and proposed DDA role

- Preliminary staffing responsibilities
- Proposed partner responsibilities
- Marketing objectives
- Prioritized Destination by Design deliverables
- Preliminary budgets for each component
- Potential funding sources/reallocations

Staff would then engage Destination by Design based upon the Board's priorities.

Late September / October: Destination by Design Scope Development

Staff and Destination by Design would work through the proposed services and establish:

1. What should be delivered
2. What should be delivered first
3. What can be deferred
4. What the deliverables will cost
5. What can realistically be accomplished within the DDA's budget
6. What work should be coordinated with the future CGA staff position

This is an important step because the Board should ultimately be considering a prioritized strategy and scope, rather than an open-ended list of marketing services.

October Board Meeting: Progress Review

Staff reports back to the Board with:

- CGA development status
- Partner participation and proposed structure
- Proposed responsibilities for the shared staff position
- Destination by Design scope discussions
- Preliminary marketing priorities
- Preliminary costs
- Remaining budget considerations

The Board can refine priorities before staff moves toward final negotiations.

November: Finalize Proposed Structure and Budget

Staff works toward agreement on:

- CGA structure and partner commitments
- DDA's proposed $20,000 annual contribution
- Staffing role and accountability
- Destination by Design scope
- Prioritized marketing deliverables

- Marketing budget
- Overall FY2026/27 funding plan
- Any necessary budget amendment

Staff returns to the Board with a package that clearly identifies what the DDA is buying, what it expects to accomplish and what it will cost.

<u>December 8: Board Consideration and Action</u>
The goal is to have the following ready for Board consideration:
Community Growth Alliance

- Proposed organizational structure
- Participating partners
- Requirements of other partners to be in place before DDA releases funding
- Staffing model
- DDA financial commitment
- Responsibilities and deliverables
- Accountability/reporting structure

Marketing

- Destination by Design scope of work
- Prioritized deliverables
- Proposed contract/fee
- Marketing strategy/framework
- Relationship between Destination by Design's work and CGA staffing

Budget

- Recommended FY2026/27 allocations
- Any proposed budget amendment
- Amount committed to CGA staffing
- Amount committed to direct marketing
- Remaining funds available for other DDA priorities

INVOICE REGISTER FOR BUCHANAN CITY

ALL DATES, POSTED AND UNPOSTED
OPEN

Inv Ref #	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
00033396	SEMCO ENERGY	08/01/2026	08/28/2026	19.32	19.32	Open	N
00033397	PLATEMATE	08/06/2026	09/06/2026	199.50	199.50	Open	N
# of Invoices: 2 # Due: 2		Totals:		218.82	218.82		
# of Credit Memos: 0 # Due: 0		Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				218.82	218.82		
--- TOTALS BY FUND ---							
	248 DOWNTOWN DEVELOPMENT AUTHORITY			218.82	218.82		
--- TOTALS BY DEPT/ACTIVITY ---							
	701.000 DOWNTOWN ENHANCEMENT/PLANNI			218.82	218.82		

Item VIII. A.

SEMCO ENERGY GAS COMPANY

Natural Gas *works for* Michigan

Account Information

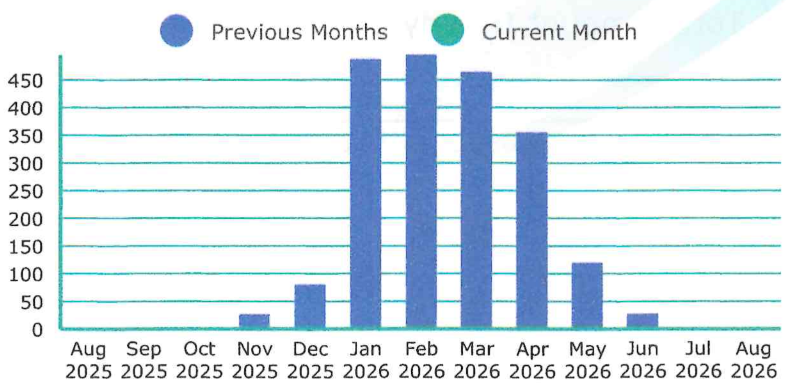
Account Number	0359411.500
Name	CITY OF BUCHANAN
Service Address	108 Roe St
Account Type	Residential

Account Summary

Balance Forward	**$15.82**
Current Charges	$15.51
Total Amount Due by **08/28/26**	**$31.33**
If Paid After 08/28/26	$31.95

Pd 8/5/26
billing was for 6/2/26 - 7/1/26
taken out of city tin shop budget.

Usage History



Aug 2025 0 THM

Aug 2026 0 THM

due to transit this won't occur again

$15.~~82~~ 51 + .31¢ late fee
+ $3.50 srv. charge on semco website
$19.32

1/1

Please return bottom portion with your payment.

See Back for Details

Account Number	0359411.500
Service Address	108 Roe St

SEMCO ENERGY GAS COMPANY
PO BOX 5004 PORT HURON, MI 48061-5004

Make the natural choice choose eBill Today!

Current Charges Due	08/28/26
TOTAL AMOUNT DUE	**$31.33**
If Paid After 08/28/26	$31.95

Amount Paid (if different than total)

$15.82

6842 1 AV 0.621 0321289-SEMS364587-SE.1GRP_0-1128669006842
FINE ARTS COUNCIL
302 N RED BUD TRL
T:21 BUCHANAN MI 49107-1311

000000035941150000000031330000000035941150000000031330

SEMCO ENERGY
GAS COMPANY

Phone: (800) 624-2019
Email: customer.service@semcoenergy.com

Billing Information

City of Buchanan
302 N. Red Bud Trail
Buchanan MI 49107
bookkeeper@cityofbuchanan.com

Transaction Detail

EFT (Check)
XXXXXXXXX0054
9/1/2026 5:41:13 PM
PAYMENT PROCESSED 172172

Invoices

Type	Account #	Invoice #	Amount
Natural Gas	359411500	82508813	$15.82
		SUBTOTAL	**$15.82**
		SERVICE FEE	**$3.50**
		GRAND TOTAL	**$19.32**

PLATEMATE

9301 Hyde Road • P.O. Box 335 • Clark Lake, MI 49234 • platemate@voyager.net
Phone 517-529-9421 / 800-388-4878 • Fax 517-529-9460 / 800-782-5044

August 06, 2026

SET COUNTY: BERRIEN SE
ACCOUNT #: 00031488
INVOICE #: 232336

ATTN: BETH CHUBB
BUCHANAN FARMERS' MARKET
1803 E WARREN
BUCHANAN MI 49107

TELEPHONE #: 269-506-3021
ALT PHONE #: 269-695-3336

INVOICE

PLACEMAT: BERRIEN COUNTY YOUTH FAIR / LABOR DAY SALUTE / BS0826 PC: BS0826
PRINT: 10000 SOLD: 7/27/2026 10:33 am
AD SIZE: LARGE TERMS: OFFICE BILLING

AMOUNT OF AD: $199.50
LESS DISCOUNT: -
TOTAL AMOUNT DUE: $199.50
LESS AMOUNT PAID: ____________ CHECK # ______________
BALANCE DUE: ____________ DATE PAID ______________

THANKS!! JENEFER KELLER

KEEP THIS PORTION FOR YOUR RECORDS

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

August 06, 2026

SET COUNTY: BERRIEN SE
ACCOUNT #: 00031488
INVOICE #: 232336

ATTN: BETH CHUBB
BUCHANAN FARMERS' MARKET
1803 E WARREN
BUCHANAN MI 49107

TELEPHONE #: 269-506-3021
ALT PHONE #: 269-695-3336

Please pay
Beth Chubb

PLACEMAT: BERRIEN COUNTY YOUTH FAIR / LABOR DAY SALUTE / BS0826 PC: BS0826

PRINT: 10000 SOLD: 7/27/2026 10:33 am JENEFER KELLER

AD SIZE: LARGE TERMS: OFFICE BILLING

AMOUNT OF AD: $199.50
LESS DISCOUNT: -
TOTAL AMOUNT DUE: $199.50
LESS AMOUNT PAID: ____________ CHECK # ______________
BALANCE DUE: ____________ DATE PAID ______________

ALT # IS BETH; MAIN # IS MARKET

NOTES: INVOICE EMAILED AHEAD.

232336

REVENUE AND EXPENDITURE REPORT FOR BUCHANAN CITY

Balance As Of 08/31/2026

GL Number	Description	26-27 Amended Budget	YTD Balance 08/31/2026	Activity For 08/31/2026	Available Balance 08/31/2026	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000.000						
248-000.000-403.000	PROPERTY TAXES	112,397.00	0.00	0.00	112,397.00	0.00
248-000.000-442.000	FARMERS' MARKET REVENUE	5,800.00	1,465.00	585.00	4,335.00	25.26
248-000.000-665.000	INTEREST EARNED - BANK/INVESTMENTS	17,680.00	1,178.40	0.00	16,501.60	6.67
Total Dept 000.000		135,877.00	2,643.40	585.00	133,233.60	1.95
Revenues		135,877.00	2,643.40	585.00	133,233.60	1.95
Account Category: Expenditures						
Department: 267.000 ADMIN. & RECORD KEEPING						
248-267.000-807.000	AUDIT	2,500.00	0.00	0.00	2,500.00	0.00
248-267.000-956.003	ADMIN EXPENSES	2,500.00	0.00	0.00	2,500.00	0.00
248-267.000-962.000	MISCELLANEOUS	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 267.000 - ADMIN. & RECORD KEEPING		6,500.00	0.00	0.00	6,500.00	0.00
Department: 701.000 DOWNTOWN ENHANCEMENT/PLANNING						
248-701.000-805.000	MARKETING PLAN	45,000.00	0.00	0.00	45,000.00	0.00
248-701.000-806.001	SIGNAGE	42,500.00	0.00	0.00	42,500.00	0.00
248-701.000-806.002	WAYFINDING	42,500.00	0.00	0.00	42,500.00	0.00
248-701.000-880.000	DOWNTOWN BEAUTIFICATION	25,000.00	0.00	0.00	25,000.00	0.00
248-701.000-880.005	FARMERS' MARKET	10,850.00	1,000.00	0.00	9,850.00	9.22
248-701.000-880.006	TIN SHOP THEATER	13,250.00	0.00	0.00	13,250.00	0.00
248-701.000-880.007	PEARS MILL	11,900.00	0.00	0.00	11,900.00	0.00
248-701.000-881.000	EVENTS	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 701.000 - DOWNTOWN ENHANCEMENT/PLANNING		221,000.00	1,000.00	0.00	220,000.00	0.45
Expenditures		227,500.00	1,000.00	0.00	226,500.00	0.44
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		135,877.00	2,643.40	585.00	133,233.60	1.95
TOTAL EXPENDITURES		227,500.00	1,000.00	0.00	226,500.00	0.44
NET OF REVENUES & EXPENDITURES:		(91,623.00)	1,643.40	585.00	(93,266.40)	

Vendors - 2026 - Buchanan Farmers' Market - Aug. 2026

Greg Allen - pottery
Christy Bond - comics & crafts
Bethel Apostolic Tabernacle - giveaways
Bennett Farms - meat
Daniel Bliese - maple syrup
Anna Bente - earrings
Buchanan Kingdom Hall - giveaways
Dublin - beaded jewelry
Vicky Doyle - pottery
Don Espich - pinstripe art
Kaylee Ellyns - sock monsters/chair massage
Bart Ferris - fabric items
Mercedes Fanin - Paparazzi Jewelry
Amy Foster - honey
Brooklyn Forza - pony bead bracelets
Barb Funnell - bread, fruit & veggies
Anna Gray - handmade soap
Jack & Rhonda Gibson - tie dye apparel
Ava Holub - flowers, produce
Craig Harris - artisan breads
Paul Harrison - 3D items
Jonne Hickok - suncatchers
Michelle Hebron - eggs, produce
Dawn Hook - jewelry
Shelby Hosford - crochet stuffies
Elisia Hozey - home decor
Emily Harpinski - coffee, artwork

Aaron Kluy - produce
Yvonne Littlefield - tye dye
Scott Lolmaugh - mushrooms
Cali Layne - henna art
Robin McLanvin - coffee
Amber Martin - apparel
Kelly Marturano - skin care products
Hannah Meisel - photographer
Joan McPherson - guitar string jewelry
Andrea McCoy - spice blends & dehydrated fruit
Randy Miller - cookbooks
Victoria Mueller - skin care
Nate Purucker - plants + produce
Julie Pitz - mushrooms, plants
Scott Prince - produce, eggs
Marie Pyrnert - driftwood creations
Brandy Rehmel - eggs
Anna Ricketts - keychains
Kate Russell - handwoven rugs, tote bags
Rose Radcliffe - candles
Mary Ann Roots - flowers
Roti Roti Art Center - gift shop items
Dee Dee Schanick - desserts, t shirts
Nikki Shelton - resin + polished rocks
Becky Smith - baby blankets, bag holders
Juan Sandoval - fruits
Alana Smith - books toys

Tina Spurlock - crochet items
Dennis Isaacs - pottery
Dustin Tam - photography prints & services
Tevin Maples - fruits & veggies, baked goods
Debbie Tabor - hanging signs, terracotta pots
Shawn Vertrees - popcorn
Christian Weaver - hot wheels
Donna Wiese - knitted & crocheted items
Dahlia Witt - soaps, chapsticks
Shelley Wolf - dog biscuits
Carla Youngdahl - craft items
Nigel Busby-Magee - handmade bookmarks & book resale

Plus non-profits at the bake sale booth weekly.