



**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**WEDNESDAY, MAY 13, 2026 – 5:00 PM**  
**CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN MI**

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**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](mailto: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.** Consider approval of the April 8th, 2026, meeting minutes.
- VII. Unfinished Business**
  - A.** **SIP Buchanan!**- Funding update.
- VIII. New Business**
  - A.** **Finance Reports**
    - 1) Consider approving the expenditures in the amount of \$612.00.
    - 2) Accept the Financial Reports as submitted.
  - B.** **2026 Market Master Agreement**- Consider the 2026 Market Master Agreement
  - C.** **Scout Troop 541**- Consider funding support for the 100th year anniversary.
  - D.** **DDA Subcommittee Reporting Policy**- Consider approving the subcommittee reporting policy.
- IX. Communications**
  - A.** **Michigan Downtown Association - Summer Workshop – June 3 and 4 –South Haven**
  - B.** **Munchie Monday Update**
  - C.** **Buchanan Equity Loan Update**
- X. Public Comment - Non-Agenda Items Only** *(3-minute limit)*
- XI. Staff/Committee Comments**
- XII. Adjournment**



**DOWNTOWN DEVELOPMENT AUTHORITY (DDA)**  
**WEDNESDAY, APRIL 08, 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 5:02pm.

**II. Pledge of Allegiance**

Mat led in the pledge of allegiance.

**III. Roll Call**

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

Absent: None

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

**IV. Approve Agenda**

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

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

Randy Hendrixson – spoke in favor of adding board reporting to the DDA agenda instead of forming a new subcommittee, which has been tried in the past. Allowing the boards room in the agenda to report directly to the DDA has been more productive in his experience.

Kate Gassman – spoke in support of the Downtown Boosters and Run! Buchanan funding requests. The Boosters have been approached to create a community calendar, she recommends the DDA incorporate this into their marketing plan.

**VI. Approve Minutes**

A. *Consider the Regular Meeting Minutes from March 11th, 2026.*

Jones moved, seconded by Reed, to approve the Minutes from March 11, 2026 as presented. Voice vote carried unanimously.

**VII. Unfinished Business**

**A. TIF & Development Plan:** *Consider approving the draft TIF & Development Plan.*

McGhee presented the draft TIF & Development Plan, which has not substantially changed in the past few months. If they are satisfied, it can move forward to the City Commission for approval. The budget

can be amended if needed. Williams asked if the total number of residents in the district was confirmed, McGhee said they were. Roll call vote carried unanimously.

Reed moved, seconded by Finan, to approve the Resolution of the Buchanan DDA transmitting an amendment to the Development Plan and Tax Increment Finance Plan to the Buchanan City Commission with recommending adoption.

**B. Marketing RFP: *Review and consider the proposed Marketing RFP.***

McGhee presented the Marketing RFP document.

Finan moved, seconded by Fletcher, to approve the approve the Marketing RFP as presented. Voice vote carried unanimously.

**VIII. New Business**

**A. Common Concert Series: *Review and consideration of the funding request from The Common for Summer Concert Series***

Based on community feedback, Finan believes it's important that the DDA be engaging with the organizers more to promote trust and transparency. Reed in interested in the numbers regarding the Concert Series impact on downtown businesses, believes it's a great event for downtown and exactly what a DDA should do – bringing people downtown.

Finan asked about crowd counts of 10,000 season visitors that had been provided in the past, Hendrixson responded that they do counts for every concert and that the festivals see more people in general. They also use AI to analyze photos. McGhee was asked what line item this expense would come from, he responded that it would come from special events.

Fletcher asked if any of the funding would go towards the updates and improvements the Common Committee had identified previously. Rowland responded yes.

The committee was asked if there was an itemized accounting of where the \$20,000 would go, as it's a substantial portion of the budget. Rowland answered that yes, a list was provided in the original meeting, and that artist and hospitality costs were the bulk of the expenses.

Reed stated that the Concert Series is a proven thing that brings people downtown. Finan would prefer to provide half now, and half later if the funds are still available. McGhee and Langston-Weiss provided some clarity on the budget numbers as opposed to the TIF plan numbers. Rowland shared that most of their funding comes from the Michigan Gateway Community Foundation, donations and endowment. Williams asked if the Concert Series could do something to recognize downtown businesses that weren't able to donate. Rowland provided more information on the different ways they partner with downtown businesses.

Jones moved, seconded by Reed, to approve the \$20,000 request for the Common Summer Concert Series.

Finan would like to see monthly reports as a monthly agenda item. McGhee reminded them that this is the next discussion point on their agenda.

Roll call vote carried unanimously.

**B. Appointment and Creation of Common Oversight: *Sub-committee (Farmer's Market/Tin Shop Theater/Common Stage). Consider appointing 3 members of the DDA to this Sub-Committee.***

The DDA discussed whether to create a Common oversight subcommittee or pursue another form of reporting and communication.

Discussion included whether a subcommittee would add an unnecessary layer of oversight, whether a DDA representative should attend Common Committee meetings, and whether organizations receiving DDA funds should report directly to the DDA. Staff noted that the topic had been added because some detailed expenditure information could not be shared in a public packet due to confidentiality concerns.

The Board discussed requesting regular reports from organizations such as the Common Committee, Farmers Market, Tin Shop, and Fine Arts Council.

Motion made by Reed, seconded by Weedon to postpone consideration of the creation of a subcommittee until the December 2026 meeting. Voice votes carry unanimously.

**C. Buchanan Business Boosters: Consider the funding request for Publications with different options, presented by Dennis Mori and Alan Robandt.**

The DDA considered a request from the Buchanan Business Boosters for advertising funds. The request was for \$1,212 to run eight ads in May in two publications, including the Beacher and Harbor Country News, leading up to Memorial Day weekend.

The Boosters explained that the ads would promote Buchanan and would be targeted toward regional visitors.

Motion by Finan, seconded by Fletcher to approve the publication advertising request in the amount of \$1,212 as presented. Roll call votes carry unanimously.

**D. Buchanan Area Recreational Board: Run! Buchanan Funding Request**

Representatives from the Buchanan Area Recreation Board presented a funding request for the upcoming Run Buchanan for the Parks event, scheduled for May 16 as part of Sip Buchanan. The Board explained that the event would raise funds for park improvements and would bring participants downtown. Estimated event expenses were approximately \$2,508 to \$2,800, with the largest cost being race timing and bibs. Sponsorship levels were presented, including a \$2,000 sponsorship level to cover major expenses.

The Board noted that donations had already been received, including \$200 from Heinz Electric and water donated by Harding's. Redbud Insurance also committed during the meeting to match the \$200 donation.

Motion made by Capron, seconded by Jones to approve the funding request of \$2,000.00 for Run Buchanan. Motion carried unanimously.

Staff clarified that, because the DDA budget would not be active until July, approved expenses would initially need to be paid by the City and addressed through future DDA budgeting.

**IX. Communications**

**A. Buchanan Equity Loan Update**

Staff provided an update regarding the Buchanan Equity loan matter. Staff stated that legal counsel recommended obtaining title work to determine liens and reviewing corporate documents to confirm who has authority to sign any amended note. Staff also planned to have an independent CPA review the amounts involved. The matter was expected to return to the DDA at a future meeting.

**B. Sip! Buchanan Update**

An update was provided on the upcoming Sip Buchanan event. The event committee reported that approximately 90% of the moving pieces were in place, fundraising had progressed, and marketing efforts had begun. Updates included changes to the downtown closure map, maintaining the social district, moving the car show area, vendor coordination, and regional marketing.

**C. Monthly Finance Reports**

Staff reported no changes from the previous month.

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

**XI. Staff/Committee Comments**

**XII. Adjournment**

Motion made by Williams, seconded by Capron to adjourn the meeting at 6:22 Pm. Voice vote carries unanimously.

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Kalla Langston-Weiss, City Clerk

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Chairperson, Tracy Mast

05/04/2026 12:45 PM  
 User: CBAHAM  
 DE: Buchanan

BALANCE SHEET FOR CITY OF BUCHANAN  
 Period Ending 04/30/2026

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.009	CASH - DDA	122,298.74
248-000.000-017.248	DDA INVESTMENTS	350,322.53
248-000.000-029.000	INTEREST REC - INVESTMENTS	780.00
248-000.000-040.000	ACCOUNTS RECEIVABLE	3,476.62
248-000.000-060.004	PRINCIPAL - BUCH EQUITY	5,023.87
<b>Total Assets</b>		<b>481,901.76</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	211,408.89
<b>Total Fund Balance</b>		<b>211,408.89</b>
Beginning Fund Balance		211,408.89
Net of Revenues VS Expenditures		270,492.87
Ending Fund Balance		481,901.76
Total Liabilities And Fund Balance		481,901.76

05/04/2026 12:44 PM  
User: CBAHAM  
DB: Buchanan

BANK RECONCILIATION FOR CITY OF BUCHANAN  
Bank DDA (DOWNTOWN DEVELOPMENT AUTHORITY )  
FROM 04/01/2026 TO 04/30/2026  
Reconciliation Record ID: 197

Beginning GL Balance:	146,770.01
Less: Cash Disbursements	(24,500.00)
Add: Journal Entries/Other	28.73

Ending GL Balance: 122,298.74

Ending Bank Balance: 124,798.74

Add: Deposits in Transit 0.00

Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
04/20/2026	21311	BUCHANAN AREA CHAMBER	2,500.00
Total - 1 Outstanding Checks:			2,500.00
Adjusted Bank Balance			122,298.74
Unreconciled Difference:			0.00

REVIEWED BY: Deborah Perez

DATE: 5/4/24

04/20/2026 03:38 PM  
 User: CBAHAM  
 DB: Buchanan

CHECK JOURNAL REPORT FOR CITY OF BUCHANAN  
 CHECKS 21310 TO 21312 (3 CHECKS)

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
04/20/2026	CD	B.A.R.B				
AP Trx #: 59416						
			<a href="#">Check: DDA 21310</a>			
		Check: DDA 21310	248-000.000-001.009	CASH - DDA		2,000.00
		Check: DDA 21310	248-000.000-202.000	ACCOUNTS PAYABLE	2,000.00	
					2,000.00	2,000.00
04/20/2026	CD	BUCHANAN AREA CHAMBER				
AP Trx #: 59417						
			<a href="#">Check: DDA 21311</a>			
		Check: DDA 21311	248-000.000-001.009	CASH - DDA		2,500.00
		Check: DDA 21311	248-000.000-202.000	ACCOUNTS PAYABLE	2,500.00	
					2,500.00	2,500.00
04/20/2026	CD	MICHIGAN GATEWAY COMM FOUNDATION				
AP Trx #: 59418						
			<a href="#">Check: DDA 21312</a>			
		Check: DDA 21312	248-000.000-001.009	CASH - DDA		20,000.00
		Check: DDA 21312	248-000.000-202.000	ACCOUNTS PAYABLE	20,000.00	
					20,000.00	20,000.00
					24,500.00	24,500.00
TOTALS:						
		CASH - DDA	248-000.000-001.009			24,500.00
		ACCOUNTS PAYABLE	248-000.000-202.000		24,500.00	
					24,500.00	24,500.00
			GRAND TOTAL:		24,500.00	24,500.00

PERIOD ENDING 04/30/2026

GL NUMBER	DESCRIPTION	2025-26		YTD BALANCE 04/30/2026	% BDGT USED
		ORIGINAL BUDGET	2025-26 AMENDED BUDGET		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
Revenues					
Dept 000.000					
248-000.000-401.046	TRANSFER FROM CAPITAL PROJECTS	0.00	193,000.00	193,000.00	100.00
248-000.000-403.000	PROPERTY TAXES	0.00	103,200.00	98,390.55	95.34
248-000.000-442.000	FARMERS' MARKET REVENUE	0.00	10,000.00	0.00	0.00
248-000.000-665.000	INTEREST EARNED - BANK/INVESTMENTS	6,000.00	7,000.00	5,577.32	79.68
Total Dept 000.000		6,000.00	313,200.00	296,967.87	94.82
TOTAL REVENUES		6,000.00	313,200.00	296,967.87	94.82
Expenditures					
Dept 267.000 - ADMIN. & RECORD KEEPING					
248-267.000-956.003	ADMIN EXPENSES	0.00	30,000.00	0.00	0.00
248-267.000-962.000	MISCELLANEOUS	0.00	10,000.00	0.00	0.00
Total Dept 267.000 - ADMIN. & RECORD KEEPING		0.00	40,000.00	0.00	0.00
Dept 701.000 - DOWNTOWN ENHANCEMENT/PLANNING					
248-701.000-805.000	MARKETING PLAN	0.00	5,000.00	0.00	0.00
248-701.000-818.010	PROFESSIONAL SERVICES	0.00	50,000.00	0.00	0.00
248-701.000-826.000	LEGAL FEES	0.00	2,500.00	1,575.00	63.00
248-701.000-880.000	DOWNTOWN BEAUTIFICATION	0.00	20,000.00	0.00	0.00
248-701.000-880.003	WHITE SATURDAY	0.00	400.00	400.00	100.00
248-701.000-880.005	FARMERS' MARKET	0.00	10,000.00	0.00	0.00
248-701.000-881.000	EVENTS	0.00	5,000.00	0.00	0.00
248-701.000-881.001	DOWNTOWN PROMOTION	0.00	5,000.00	0.00	0.00
248-701.000-881.005	SUMMER CONCERT SERIES	0.00	20,000.00	20,000.00	100.00
248-701.000-881.006	SIP! BUCHANAN	0.00	5,000.00	2,500.00	50.00
248-701.000-881.007	RUN! BUCHANAN	0.00	2,100.00	2,000.00	95.24
248-701.000-885.000	PUBLIC RELATIONS	0.00	5,000.00	0.00	0.00
248-701.000-967.002	GRANTS & SPECIAL PROJECTS	0.00	65,000.00	0.00	0.00
Total Dept 701.000 - DOWNTOWN ENHANCEMENT/PLANNING		0.00	195,000.00	26,475.00	13.58
TOTAL EXPENDITURES		0.00	235,000.00	26,475.00	11.27
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		6,000.00	313,200.00	296,967.87	94.82
TOTAL EXPENDITURES		0.00	235,000.00	26,475.00	11.27
NET OF REVENUES & EXPENDITURES		6,000.00	78,200.00	270,492.87	345.90

PROOF ONLY - JOURNAL ENTRIES NOT CREATED

Post Date	Journal	Description	GL Number	DR Amount	CR Amount
05/04/2026	AP	THE BEACHER NEWSPAPER MARKETING PLAN Vnd: 1741 Invoice: 026040636	Invoice: 026040636 Ref#: 32595 (X3 .5 PG AD APR 30 - MAY 14 WINE COUNTRY) 248-701.000-805.000 248-000.000-202.000	612.00	612.00
		Expected Check Run: 05/13/2026			
				612.00	612.00
				612.00	612.00
Cash/Payable Account Totals:		ACCOUNTS PAYABLE	248-000.000-202.000		612.00
			GRAND TOTAL:		612.00

**CITY OF BUCHANAN DOWNTOWN DEVELOPMENT AUTHORITY  
2026 INDEPENDENT CONTRACTOR AGREEMENT**

**THIS AGREEMENT** is made between the City of Buchanan Downtown Development Authority ,at 302 N. Redbud Trail, and Ashley Hanson, (“Contractor”), 15310 Main Street, Buchanan, Michigan 49107.

1. **Term of Agreement:** This Agreement will become effective when signed by both parties and shall continue for a period of six (6) months. This Agreement may be extended or renewed by written agreement signed by both parties. This Agreement will be terminated on 30 days written notice by either party to this Agreement. All provisions of this Agreement shall apply to all services and all periods of time in which the Contractor renders services for the Downtown Development Authority .
2. **Terminating the Agreement:** With reasonable cause, either party may terminate this Agreement immediately by giving written notice of termination to the other party. For purposes of this Agreement, reasonable cause shall be defined as 1) a material violation of this Agreement, or 2) any act exposing the other party to liability to third parties for personal injuries or damage to property, real or personal.
3. **Services to be Performed:** Contractor agrees to perform the following services for the Downtown Development Authority: Oversee the operation of the Buchanan Farmers’ Market for the 2026 season as outlined in the Buchanan Farmers’ Market Master Job Description, including attending the Farmers’ Market every week that it is open unless other arrangements are made and approved by the Chairperson of the Farmers’ Market Committee.
4. **Payment:** In consideration for the services to be performed by Contractor, the City agrees to pay the Contractor the sum of \$25 per hour.
5. **Terms of Payment:** The Contractor shall invoice the City on a monthly basis for the hours that have been worked by the Contractor.
6. **Expenses:** Contractor shall be responsible for all expenses incurred while performing services under this Agreement, except Contractor will be supplied with a phone for Market use only.
7. **Independent Contractor Status:** The parties agree that Contractor is an independent contractor, and that neither Contractor nor Contractor’s employees or contract personnel are, or shall be deemed to be, employees of the City. In its capacity as an independent contractor, Contractor agrees to and represents the following:
  - Contractor has the right and does fully intend to perform services for third parties during the term of this Agreement.
  - The services required by this Agreement shall be performed by Contractor.
  - Neither Contractor nor Contractor’s employees or contract personnel shall receive any training from the Downtown Development Authority in the professional skills necessary to perform the services required by this Agreement.
  - Contractor shall not be required by the Downtown Development Authority to devote full time to the performance of the services required by this Agreement.
  - The contractor does not receive the majority of her annual compensation from the Downtown Development Authority .
  - The parties acknowledge and agree that the Downtown Development Authority is entering into this Agreement with reliance on the representations made by the Contractor relative to its independent contractor status.

8. **Permits and Licenses:** The Contractor declares that Contractor has complied with all federal, state, and local laws requiring business permits, certificates, and licenses required to carry out the services to be performed under this Agreement.
9. **State and Federal Taxes:** The City will not withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf or make state or federal unemployment compensation contributions on contractor's behalf or withhold state or federal income tax from Contractor's payments. Contractor shall pay all taxes incurred while performing services under this Agreement, including all applicable income taxes and self-employment (Social Security) taxes.
10. **Fringe Benefits:** Contractor understanding that neither Contractor nor Contractor's employees or contract personnel are eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of the City.
11. **Worker's Compensation:** The City shall not obtain workers' compensation insurance on behalf of Contractor or Contractor's employees. If Contractor hires employees to perform any work under this Agreement, Contractor will cover them with worker's compensation insurance and provide the City with a certificate of workers' compensation insurance before the employees begin work.
12. **Unemployment Compensation:** The City shall make no state or federal unemployment compensation payments on behalf of Contractor or Contractor's employees or contract personnel. Contractor will not be entitled to these benefits in connection with work performed under the Agreement. If a Contractor files a petition for and receives unemployment compensation, the total amount of unemployment compensation awarded to and received by Contractor shall be deducted from and be offset against the amount of compensation due and payable to Contractor by the City under this Agreement.
13. **Insurance:** Contractor, as an independent contractor, agrees to indemnify, defend, and hold harmless the City from any and all liability arising out of or in any way related to Contractor's performance of services during the term of tis Agreement, including any liability resulting from intentional or reckless acts of the employees or agents of the Contractor.
14. **Exclusive Agreement:** This is the entire Agreement between the Contractor and the Downtown Development Authority .
15. **Modifying the Agreement:** This Agreement may be modified only by a writing signed by both parties.
16. **Confidentiality:** Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the City without the City's prior written permission except to the extent necessary to perform services on the City's behalf. Proprietary or confidential information includes: 1) the written, printed, graphic, or electronically recorded materials furnished by the City for Contract to use; 2) business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries and improvements of any kind.
17. **Disputes Resolution:** Any and all disputes, controversies, or claims arising out of or in connection with or relating to this Agreement, or any breach or alleged breach thereof, and any claim that the City violated any state or federal statutes, common law doctrine, or committed any tort with respect to the Contractor shall, on the request of either party, be submitted to and settled by arbitration in the State of Michigan pursuant to the rules, then in effect of the American Arbitration Association (or at any other place or under any other form of arbitration mutually acceptable to the parties involved). This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. Notice of the demand for arbitration shall be filed, in writing, with the other party to this Agreement within a reasonable time after the claim, dispute, or other matter in question arose where the party asserting the claim should reasonably have been aware of it, but in no event later than the applicable Michigan statutes of limitations. Cost of arbitration shall be shared equally by the parties,

provide that each party shall pay for and bear the cost of his or her own experts, evidence, and attorney fees. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction to do so.

- 18. **Applicable Law:** This Agreement will be governed by the laws of the State of Michigan.
- 19. **Notices:** All notices or other communications required or permitted to be given to a party to this Agreement shall be in writing shall be (a) personally delivered; (b) sent by registered or certified mail, postage prepaid, return receipt requested; or (c) sent by an overnight express courier services that provides written confirmation of delivery to the City at 302 N. Redbud Trail and to the Contractor at the address shown above, and received on its actual receipt except that if it is mailed in accordance with this paragraph, then it shall be deemed given, delivered, and received on the delivery date or the date on which delivery is refused by the addressee, in either case, in accordance with the U.S. Postal Service’s return receipt. Any party to this agreement may give a notice of a change of address to the other party(ies) to this Agreement.
- 20. **No Partnership:** This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on the City’s behalf.
- 21. **Assignment and Delegation:** Contractor may not assign or subcontract any rights or obligations under this Agreement without the City’s prior written approval.

CITY OF BUCHANAN Downtown Development Authority

\_\_\_\_\_  
Tracy Mast, DDA Chairperson

FARMERS’ MARKET COMMITTEE:

\_\_\_\_\_  
Beth Chubb, Chairperson

CONTRACTOR:

\_\_\_\_\_  
Ashley Hanson

# DDA Subcommittee Reporting Policy



## 1. PURPOSE

This policy establishes a consistent framework for subcommittees of the Downtown Development Authority (DDA) to report their activities, financials, and initiatives to the DDA board on a quarterly basis. The goal is to ensure open communication across all subcommittees so that events, marketing, and strategic efforts remain cohesive, well-coordinated, and efficient.

This reporting structure is designed to facilitate effective communication across the DDA, ensuring that no subcommittee operates in isolation. It acknowledges that subcommittee members already dedicate considerable time and effort to the community.

By maintaining communication across boards, the DDA can:

- Avoid duplication of efforts between subcommittees
- Identify opportunities for collaboration on events, marketing, and strategy
- Ensure that all initiatives support the DDA's broader strategic goals
- Maintain responsible stewardship of public resources

## 2. SCOPE

This policy applies to all standing and ad hoc subcommittees operating under the DDA, including but not limited to:

- Common Committee
- Buchanan Farmer's Market Board
- Buchanan Fine Arts Council

## 3. REPORTING POLICY

- a. Subcommittee Chair (or designee) will present a financial and general update report to the DDA quarterly, at the regularly scheduled January, March, August, and November meetings.
- b. The financial report can be an overview of revenue and expenses.
- c. The general update report should include committee activities and votes/positions taken.
- d. The January report should include a proposed yearly budget.
- e. The November report should include an annual report of the years activities, as well as priorities for goal setting in the upcoming year.
- f. Report materials should be provided to the DDA no later than one week prior to the scheduled DDA meeting.

Effective Date

# Memorandum



Date: May 4, 2026  
To: Downtown Development Authority Board Members  
From: Kristen Gundersen, Planning and Community Development Director  
Subject: **Michigan Downtown Association - Summer Workshop – June 3 and 4 – South Haven**

## Background.

Earlier this year the DDA joined the Michigan Downtown Association (MDA). This membership organization was founded toward enabling and helping to promote downtown commercial districts. Members include downtown development agencies, economic development organizations and chamber of commerce's to name a few.

Attached is the flyer for the Summer Workshop on Wednesday, June 3<sup>rd</sup> and Thursday, June 4<sup>th</sup> in South Haven. A majority of the workshop takes place on Thursday beginning at 8 am registration and ending and 3:30 pm.

If you are interested in attending, please let staff know before Tuesday, May 26<sup>th</sup> to allow staff time to register those attending.

**Thank You to Our Sponsors:**

**Premier Sponsors:**



**Signature Sponsors:**



**Business Associate Sponsors:**



**Friend of the MDA:**



**MICHIGAN DOWNTOWN ASSOCIATION**  
**MDA**  
*Strengthening Downtowns*

Founded in 1980, the Michigan Downtown Association is a driving force in the interest and growth of downtowns and communities throughout Michigan. The MDA encourages the development, redevelopment and continuing improvement of Michigan communities and downtowns.

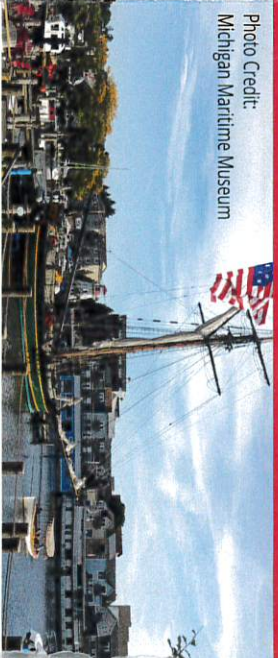
The Mission of the Michigan Downtown Association is to strengthen and sustain downtowns.

MDA's Vision is to be the leader in preserving and enhancing downtowns and their ongoing management.

[www.michigandowntowns.com](http://www.michigandowntowns.com)



Photo Credit:  
Michigan Maritime Museum



**Upcoming Events:**  
Downtown Day, September 26, 2026, Your Downtown!  
Annual Conference, November 4-6, 2026, Kalamazoo

**Hotels**

Holiday Inn Express, South Haven, is available by clicking [here](#).  
To make Hotel Room Reservations by Phone, please call the Hotel at (269) 639-0303 and ask to make a room reservation in the Michigan Downtown Association block. \$140 plus tax and fees.  
Hampton Inn, South Haven, is available by clicking [here](#). \$259 plus tax and fees.

The Historic Hotel Nichols, Phone: (269) 872-3943 and mention the MDA. Rates and rooms vary. Website: [hotelnichols.com](http://hotelnichols.com)  
In addition to all the above, South Haven has an abundance of B & Bs. Visit the South Haven website.  
<https://www.southhaven.org/places-to-stay/>

**Thank you to our event technology sponsor, Shumaker Technology Group.**

First-Class Mail  
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MICHIGAN DOWNTOWN ASSOCIATION  
**MDA**

**SUMMER WORKSHOP**

**June 3 & 4, 2026**  
**South Haven, MI**  
**In-person and Virtual Attendance Option**



## Summer Workshop

WEDNESDAY, JUNE 3, 2026

South Haven, MI

### 4:30 pm – 5:30 pm **Walking Tour of Downtown South Haven**

Be sure to put on your walking shoes for this interactive and informative tour of downtown South Haven.

Meet at City Hall, 539 Phoenix Street, South Haven, MI.

### 5:30 pm – 7:30 pm **Networking Event**

Enjoy complimentary appetizers and a cash bar at Idler Riverboat & Docksides, 515 Williams Street, South Haven, MI.  
*Generously sponsored by Lumecon.*

THURSDAY, JUNE 4, 2026

Michigan Maritime Museum  
260 Dyckman Avenue, South Haven, MI 49090

## Workshop:

### **The Magic of Strong Michigan Downtowns**

Downtowns offer one-of-a-kind experiences for visitors and residents, unique small businesses, and connections to people, places and ideas. Join us in enchanting downtown South Haven for our Annual Summer Workshop, where we'll explore how these dynamic spaces spark both inspiration and economic vitality. Discover how Michigan downtowns not only captivate visitors and residents alike, but also serve as powerful engines for sustainable growth and development.

8:00 am – 8:30 am

**Registration**  
*Continental Breakfast*

8:30 am – 8:40 am

**Welcome**  
*Cristina Sheppard-Decius, Chair,  
Michigan Downtown Association*

8:40 am – 8:50 am

**Welcome to South Haven**  
*Kate Hosier, City Manager, South Haven*

8:55 am – 9:05 am

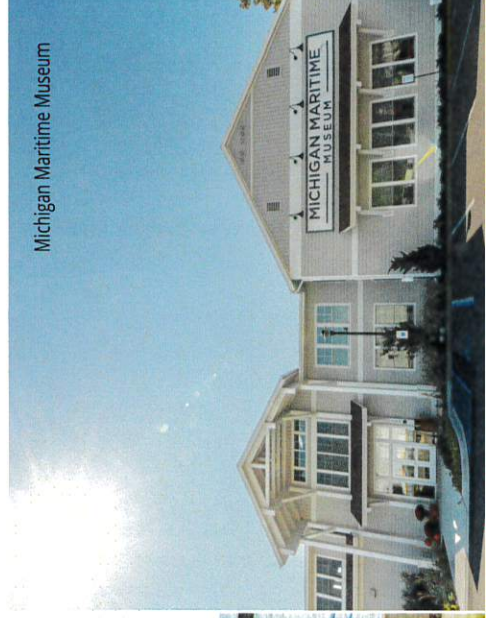
**Attendee Introductions**

9:05 am – 9:25 am

**Vendor & Sponsor Introductions**



South Haven



Michigan Maritime Museum

9:30 am – 10:20 am

### **Let's Stay Connected**

What opportunities does your downtown have to create meaningful connections for both residents and visitors? How can you turn those opportunities into vibrant experiences and sustainable economic impact? In this session, we will hear from two communities that used thoughtful planning, strong partnerships, and community-driven insights to transform underutilized spaces and resources into dynamic destinations. Discover how new pathways for connection can drive foot traffic, business growth, and community pride.

*Dan Hopp, Director, Frankenthuth DDA*

*Cassie Blaszyk, Board Chair,*

*Charter Township of Highland DDA*

10:20 am – 10:40 am

### **Networking Break**

10:40 am – 11:10 am

### **Where in the World Am I? Wayfinding, Design, & Movement**

How people move through your downtown—and how they feel while doing it—matters. Clear, engaging wayfinding doesn't just help visitors get from point A to point B; it shapes their entire experience and reinforces your downtown's identity. Through case studies found in Michigan downtowns, we will dive into the principles of effective wayfinding and how it connects to your downtown's overall image and brand. Learn how signage, hardscape materials, color, and patterns work together to guide movement, create a sense of place, and tell your community's story.

*Shaun Brewer, Commercial Sales,*

*Unilock, Michigan, Inc.*

*Matt Thomas, Sales Professional, Signs by Crannie*

11:15 am – 11:55 pm

### **Preparing Retailers for the Holidays (in June)**

The holiday season will be here before we know it. The summer months are the best time to get retailers in the mindset of preparing for the holiday season. Learn the steps you can take now to help support retailers prepare for a successful Q4. We'll cover the role of eCommerce in downtown businesses, loyalty programs, ways to maximize foot traffic during the holiday season, and the newest Buy Nearby program resources Michigan Retailers Association has for you and your businesses this year.

*Vic Veda, Vice President, Communications,*

*Michigan Retailers Association*

Noon – 1:00 pm

### **Lunch on Site Legislative Update**

1:00 pm – 2:10 pm

### **Intro to Public Spaces-Ready, Set, Activate Your Public Spaces!**

Public spaces are powerful platforms for community connection, cultural expression, and economic growth. This session explores how inclusive and collaborative approaches to public space planning and activation can transform downtown and strengthen local economies. Participants will learn how to center community voices, engage diverse stakeholders, and build meaningful partnerships to co-create welcoming, equitable spaces. Topics will include effective community engagement strategies, the role of public space as an economic driver, and how to use data to inform decisions and measure impact. Examples of projects both large and small from several Michigan communities will be offered and attendees will gain practical tools to ensure public spaces reflect and serve the full diversity of the communities where they belong.

*Nate Heffron, City Manager, City of Negaunee*

*Stephanie L. Carroll, Economic Development*

*Manager, City of Auburn Hills*

*Paula Holtz, EDFF, Managing Director,*

*Regional Development, Michigan Economic*

*Development Corporation*

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*Sponsored by Lake Trust Credit Union*

2:10 pm – 2:25 pm

### **Networking Break**

2:25 pm – 2:55 pm

### **MI Funding Hub- The One Stop Grant Resource**

Finding and securing funding can often feel overwhelming—but the right tools can make all the difference. In this session, our partners at the Michigan Municipal League will introduce the MI Funding Hub, an award-winning grants and funding aggregator designed to help communities unlock state and federal funding opportunities. Through live, real-time demonstrations, you'll learn how to navigate the platform to identify available grants, access helpful resources, and streamline your search process.

*Melissa Milton-Pung, Program Manager,*

*Policy Research Labs, Michigan Municipal League*

2:55 pm – 3:30 pm

### **The Magic of Downtowns**

While magicians are masters of misdirection and illusion, the work of downtown managers is rooted in creating real, lasting impact. Downtown director by day and magician by night, Jim Alt, will pull back the curtain to reveal how the mindset and techniques of magic can inspire powerful approaches to downtown management. Through interactive examples and creative exercises, Jim Alt will demonstrate how thinking outside the box can lead to innovative solutions that captivate your community and drive meaningful change.

*Jim Alt, Executive Director, Lapeer DDA*

*& Main Street*

3:30 pm

### **Closing Remarks**

*Dana Walker, Director,*

*Michigan Downtown Association*

[www.michigandowntowns.com](http://www.michigandowntowns.com)

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Registration Form for Annual MDA Summer Workshop:  
MDA Member: \$150  
MDA Non-Member: \$175  
After May 27, please add \$25 for late registration fee.  
Virtual Format price is the same.  
Sorry, no refunds, but changes to type of registrative event  
We look forward to hosting a safe and informative event!  
Please return this form with payment to MDA by **May 27, 2026**.  
Make checks payable to the Michigan Downtown Association.  
Send payment to:  
Michigan Downtown Association  
P.O. Box 3591  
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