



DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
WEDNESDAY, APRIL 08, 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.** *Consider the Regular Meeting Minutes from March 11th, 2026.*
- VII. Unfinished Business**
 - A.** **TIF & Development Plan**: *Consider approving the draft TIF & Development Plan.*
 - B.** **Marketing RFP**: *Review and consider the proposed Marketing RFP.*
- VIII. New Business**
 - A.** **Common Concert Series**: *Review and consideration of the funding request from The Common for Summer Concert Series*
 - 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.*
 - C.** **Buchanan Business Boosters**: *Consider the funding request for Publications with different options, presented by Dennis Mori and Alan Robandt.*
 - D.** **Buchanan Area Recreational Board**: *Run! Buchanan Funding Request*
- IX. Communications**
 - A.** **Buchanan Equity Loan Update**
 - B.** **Sip! Buchanan Update**
 - C.** **Monthly Finance Reports**
- X. Public Comment - Non-Agenda Items Only** *(3-minute limit)*
- XI. Staff/Committee Comments**
- XII. Adjournment**



DOWNTOWN DEVELOPMENT AUTHORITY (DDA)
WEDNESDAY, MARCH 11, 2026 – 5:00 PM
CHAMBER OF BUCHANAN CITY HALL - 302 N REDBUD TRAIL, BUCHANAN, MI

MINUTES

I. Call to Order

The meeting was called to order by Chair Mast at 5:03 PM.

II. Pledge of Allegiance

The Pledge of Allegiance was given.

III. Roll Call

PRESENT: Tracy Mast, Julie Capron, Sidney Finan, Libby Hein, Michael Reed, Haley Jones, and Mayor Mark Weedon

ABSENT: Joseph Williams, Michelle Fletcher

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston-Weiss; Community Development Director, Kristen Gundersen

IV. Approve Agenda

Motion made by Weedon, seconded by Reed to approve the agenda as presented. Voice votes carry unanimously.

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

None

VI. Approve Minutes

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

Motion made by Hein, seconded by Capron to approve the minutes as presented. Voice votes carry unanimously.

VII. Unfinished Business

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

Fette reported that the TIF and Development Plan is substantially complete. Updates to the plan include confirmation of residential thresholds, incorporation of updated GIS mapping and legal descriptions, and revisions to remove references to specific properties.

Fette recommended issuing a Request for Proposals (RFP) for marketing, branding, and wayfinding services prior to final adoption of the plan. It was advised that obtaining bid results would allow the Board to refine budget allocations before forwarding the plan to the City Commission.

The anticipated timeline includes issuance of the RFP within the next several days, receipt of bids within approximately 14 to 21 days, and submission of the plan to the City Commission in early April.

The Board agreed with Fette’s recommendation and supported delaying final adoption of the plan until cost information is obtained through the RFP process.

B. Marketing RFP- Consider the proposed Marketing RFP to go to bid.

No formal motion was made regarding the TIF and Development Plan, as discussion remained preliminary. The Board agreed to revisit the matter after bid results are received to help clarify and adjust projected funding amounts.

VIII. New Business

A. Farmers Market Presentation

A presentation was provided regarding the upcoming Farmers Market season, scheduled to run from May 3 through October 10. It was reported that approximately 35 to 40 vendors are anticipated to participate, including a mix of returning and new vendors.

B. Sip! Buchanan- DDA contributing to Sip! Buchanan

A presentation was provided regarding the proposed SIP Buchanan event. The event is planned to include a car show (Cruise Buchanan), a beverage tasting component, and live entertainment throughout the day and evening.

It was reported that the Chamber of Commerce has secured approximately \$10,500 in sponsorship funding to date. A request was made for a \$5,000 contribution from the DDA to assist with event-related expenses.

Motion made by Hein, seconded by Finan, for the \$5,000 to contribute to SIP Buchanan.

Discussion: The Board discussed the event's alignment with the DDA's goal of increasing downtown activity and foot traffic. Concerns were raised regarding communication and outreach to downtown businesses. Additional discussion acknowledged the upfront costs associated with hosting the event, including permitting, alcohol procurement requirements, and equipment.

Hein amended her motion to amend my original motion to ask for \$2,500 now for SIP Buchanan, and if we do not reach our marketing efforts by March 31st, that we are awarded or presented with another \$2,500, seconded by Finan.

The roll call vote carried unanimously.

C. Buchanan Equity- review of existing loan and direction to staff.

McGhee provided an overview of the Buchanan Equity loan. The original loan amount was \$20,000 (2018). The current remaining balance was clarified to be approximately \$6,328. The borrower has been in default since 2023.

Options presented to the Board included demanding full repayment, resuming the original amortization schedule, restructuring the loan, or deferring payment until the sale of the property.

**See Attachment A for Memo from City Manager McGhee*

Discussion:

The Board discussed the borrower's payment history, the importance of accountability, and the desire to balance enforcement with supporting local businesses. Clarification of the remaining balance resulted in an adjustment of the proposed terms.

Superseded Motion made by Reed that we take this loan amount, total amount owed, with no fees, and we make it a four-year term starting immediately at 2% interest, supported by Jones.

Following the initial motion, the Board reviewed the loan documentation in detail to confirm the remaining balance. During the discussion, it was identified that the previously referenced balance of approximately \$15,736 reflected an earlier amortization schedule and did not account for subsequent payments. Upon further review of the payment records and supporting documentation, it was determined that the correct remaining balance of the loan was approximately \$6,328.21, with the last recorded payment made in November 2023.

Based on this clarification, the maker of the motion indicated the need to revise the proposed terms.

Amended Motion made by Reed, seconded by Jones, to pay the remainder of their loan off on a two-year term at 2%, and if they are to default and not pay the loan over 90 days, we will take proper legal action to garnish or collect on the remainder.

The roll call vote carried unanimously.

IX. Communications

A. Downtown Flowers

Staff discussed the restoration of seasonal downtown plantings, which were not completed during the prior year due to construction activities. The estimated cost for the program is approximately \$5,000.

It was noted that plantings have historically been completed in coordination with local partners and volunteers. A request was made to also include the Commons and farmers market areas, where landscaping has been identified as needing improvement.

No formal action was taken. Staff will return with a formal proposal for Board consideration at a future meeting.

B. Munchie Monday Flyer

Staff presented proposed updates to the Munchie Monday program, including adjusting event hours to conclude earlier (approximately 3:30 PM) and updating promotional materials to include the year and DDA branding. The Board discussed the role of food trucks in supporting downtown activity and generally viewed the program as a positive driver of foot traffic. It was clarified that the DDA's role is to promote the downtown district as a whole rather than individual businesses.

No formal action was taken.

C. Monthly Finance Reports

Monthly financial reports were provided to the Board for review.

D. Photography Downtown-Communication email from Dustin Tam, interest in photographing for DDA efforts.

Information was shared regarding an individual offering downtown photography services for potential future marketing use.

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

Ashley Hanson- comment was made regarding the condition of landscaping within the Commons area, particularly near the bathrooms and stage. It was noted that existing flower beds have not been maintained or replanted in recent years. The speaker requested that improvements to these areas be included as part of upcoming downtown beautification efforts.

Dennis Mori- comment was also provided in support of the SIP Buchanan event. It was expressed that the event has strong potential to become a signature annual event for the community and to increase visitation and economic activity downtown.

Additional comments were made regarding ongoing downtown promotional efforts by the Buchanan Business Boosters, including monthly events and printed materials designed to encourage visitors to explore local businesses. A request for financial support was reiterated, along with a discussion of the need for guidance on eligibility for DDA funding.

XI. Staff/Committee Comments

XII. Adjournment

Chairperson Mast adjourned the meeting at 6:25 PM.

Kalla Langston-Weiss, City Clerk

Chairperson, Tracy Mast

Memorandum



Attachment A- March 11, 2026 Minutes

Date: March 6, 2026
To: Buchanan Downtown Development Authority
From: Tony McGhee
Subject: Buchanan Equity Loan

The purpose of this memo is to provide the Buchanan Downtown Development Authority (DDA) Board with an update on the loan previously issued by the DDA to Buchanan Equity and to request direction from the Board regarding next steps.

The loan has been non performing for some time, with no payments made since late 2023. Prior to that time there were already issues with the loan. In November 2021 the DDA issued a default letter to Buchanan Equity related to missed payments and failure to comply with the terms of the loan agreement.

When I began serving as City Manager in January 2023, the borrower contacted the City to discuss the possibility of restructuring the loan. Their request was to modify the repayment terms so that the loan would be repaid when and if the building or business was sold. At that time the DDA was no longer active. Because the lending entity was not actively functioning and there had already been a history of payment issues, I was willing to explore restructuring the loan in order to defer the matter until a later date when the DDA could address it more formally. However, the parties never finalized the negotiation or completed the legal agreements necessary to formally restructure the loan.

Since that time, the DDA has been reactivated and is again functioning as the lending authority. Given that the loan was issued by the DDA, staff does not believe it is appropriate for staff to independently determine whether the loan should be restructured. Instead, staff is requesting direction from the Board regarding how you would like to proceed.

The Board may wish to consider the following options:

Option 1: Restructure the loan for payment at the time of sale

The Board could authorize restructuring the loan so that repayment would occur when the

business or building is sold. This option would formalize the concept previously discussed with the borrower but never completed.

Option 2: Restructure the loan over five years

The Board could authorize restructuring the loan based on the current outstanding balance and require repayment over a five-year period with no interest charged. This would establish a clear repayment timeline while providing some accommodation to the borrower.

Option 3: Require repayment according to the original amortization schedule

The Board could require the borrower to resume and remain current on the monthly payments required under the original loan agreement.

Option 4: Require full repayment of the loan

Given the history of missed payments and the prior default, the Board could require repayment of the full outstanding balance of the loan.

Staff is seeking direction from the Board on how it would like to proceed so that appropriate communication and any necessary legal documentation can be prepared. Attached is various documents to provide background on the loan.

- Attachment A:** Promissory note
- Attachment B:** 2021 Communications from attorney regarding default
- Attachment C:** Overview of unpaid payments since December 2023 and amortization schedule

Attachment A





City of Buchanan Downtown Development Authority

PROMISSORY NOTE

BUILDING IMPROVEMENT PROGRAM

FOR VALUE RECEIVED, BUCHANAN EQUITY PARTNERS, LLC, a Michigan Limited Liability Corporation, represented by Thomas R. Hitchcock, Owner/Manager, (herein called the "Promisor"), initiated under the City of Buchanan's Downtown Development Authority's Downtown Building Improvement Program, promises to pay the City of Buchanan Downtown Development Authority, whose address is 302 N. Redbud Trail, Buchanan, Michigan 49107, Berrien County, a Michigan municipal corporation (herein called the "Promisee"), the principal sum of Twenty Thousand Dollars and 00/100 (\$20,000.00), bearing Two Percent (2.0%) interest, payable over an 84 month term. This date is anticipated to begin on or around December 13, 2018.

If within the first five years from the date of this Note, the property encumbered by the mortgage securing repayment of this note is sold Promisor shall repay to Promisee the balance of this note as described in the accompanying amortization schedule.

The undersigned shall have the right to prepay the principal amount outstanding in whole or in part. Any partial prepayment shall be applied against the principal amount outstanding and shall not extend or postpone the due date of any subsequent payments unless the holder hereof shall otherwise agree in writing.

Principal and interest shall be payable at the City of Buchanan Downtown Development Authority office, 302 N. Redbud Trail, Buchanan, Michigan or such other place as an Authorized Officer of the Lender or holder of this Note may designate in writing.

In the event of default in the payment of this Promissory Note, and if the same is collected by an attorney at law, the undersigned hereby agrees to pay all cost of collection, including a reasonable attorney's fee.

All parties to this Promissory Note, whether principal, surety, guarantor or endorser, hereby waive presentment for payment, demand, protest, notice of protest and notice of dishonor and consent to any number of renewals or extensions of the time of payment thereof. Any such renewals or extensions may be made without notice to any of said parties and without affecting their liability.

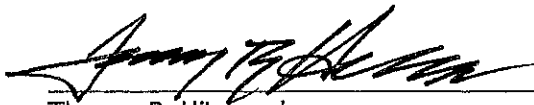
This Note shall be the joint and several obligations of all makers, sureties, guarantors and endorsers, and shall be binding upon them and their heirs, personal representatives, successors, and assigns.

Any notice to Promisor provided for in this Note shall be given by mailing such notice by regular or certified mail addressed to Promisor at the Property Address stated below, or to such other address as Promisor may designate by notice to the Note holder. Any notice to the Note holder shall be given by mailing such notice by certified mail, return receipt requested, to the Note holder at the address stated in the first paragraph of this Note, or at such other address as may have been designated by notice to Promisor.

This is the Promissory Note described in and secured by a Mortgage of even date in the same principal amount as herein stated.

Dated this 8th day of November, 2018.

Promisor: BUCHANAN EQUITY PARTNERS, LLC Thomas R. Hitchcock, Owner/Manager,



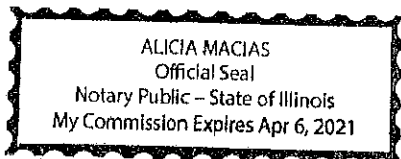
Thomas R. Hitchcock

205 E. Front Street
Street address of property securing this Note

Buchanan Michigan 49107
City State Zip

STATE OF ILLINOIS)
) ss:
COUNTY OF COOK)

On this 8th day of November, 2018, before me personally appeared Thomas R. Hitchcock, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.





Notary Public, Cook County, Illinois

My commission expires: April 6, 2021

Prepared By:
Debra Davino Patzer, MA
Certified Zoning Administrator
City of Buchanan
Buchanan, Michigan 49107



City of Buchanan Downtown Development Authority

MORTGAGE

BUILDING IMPROVEMENT PROGRAM

THIS MORTGAGE, made and entered into this 13th day of November, 2018, by and between BUCHANAN EQUITY PARTNERS, LLC, a Michigan Limited Liability Company, represented by Thomas R. Hitchcock, Owner/Manager, whose address is 205 E. Front Street, Buchanan, Michigan 49107 (hereinafter referred to as the "Borrower"), and the City of Buchanan, Michigan, Downtown Development Authority, Berrien County, 302 N. Redbud Trail, Buchanan, Michigan 49107 (hereinafter referred to as the "Lender").

WITNESSETH:

WHEREAS, the Borrower is the current owner of record of the property at 205 E. Front Street, Buchanan, Michigan; and legally described as:

Part of Lots 1,2, and 3, John Hamilton's Plat of the Village of Buchanan, according to the Plat thereof recorded July 21, 1842 in Volume "I" of Deeds, page 421, described as follows: commencing 37 feet East of the Southwest corner of said Lot 1; thence East 19 feet/ thence North 84 feet; thence West 19 feet; thence South 84 feet to the place of beginning, being in the City of Buchanan, Berrien county, Michigan, together with the right, title, interest and easement in a common stairway lying on the east side of the premises described above;

ALSO, part of Lots 1,2, and 3, John Hamilton's Original Plat of the village, now city, of Buchanan, described as commencing 56 feet East and 66 feet 4 inches North of the southwest corner of said Lot 1; thence North 16 feet 8 inches; thence east 0.8 feet to the West edge of wall to building; thence South along West edge of said wall 16 feet 8 inches, thence West 0.6 feet to the place of beginning.

Property Tax Code No. 11-58-0340-0001-07-2

WHEREAS, the Borrower is financing in part infrastructure improvements to the property pursuant to the Lender's Building Improvement Program which provides for façade and infrastructure improvements to the buildings located in the DDA's downtown TIF district; and

WHEREAS, the Borrower is justly indebted to the Lender in the principal sum of Twenty Thousand Dollars and 00/100 (\$20,000.00) plus interest, evidenced by a Note executed on November 13, 2018 (hereinafter referred to as the "Note"), which Note is identified as being secured by this Mortgage by a statement on the Note. The Note and all of its terms are incorporated in this Mortgage by reference and this conveyance shall secure any and all extensions of the Note, however evidenced.

NOW, THEREFORE, the Borrower, for the better securing of the payment of the principal sum of the Note, and the performance of the covenants and agreements contained in this Mortgage, does by this Mortgage, MORTGAGE AND WARRANT to the Lender, its successors or assigns, the lands, premises and property (the "Property") located in the City of Buchanan, in the County of Berrien and State of Michigan, as legally described above:

TOGETHER with the privileges and appurtenances to the same belonging and all of the rents, issues, and profits which may arise or be had therefrom.

TO HAVE AND TO HOLD the Property, together with all appurtenances pertaining to the Property, unto the Lender forever, provided that if the Borrower shall pay the principal as provided in the Note and shall pay all other sums hereinafter provided for, and shall keep and perform all of the covenants contained, in this Mortgage then this Mortgage and the Note shall be null and void; otherwise to remain in full effect.

AND the Borrower hereby COVENANTS as follows:

1. The Borrower will pay the Note at the times and in the manner provided therein.

2. The Borrower agrees that if all or any part of its interest in the Property is sold, transferred, or otherwise conveyed, voluntarily or involuntarily, either while the Borrower is living or upon the death of the Borrower, or the Property ceases for any other reason to be the Borrower's principal place of residence, or if the Borrower defaults in the terms or payment of any other lien now existing against the Property, or hereafter incurred, the Borrower shall repay the Lender (unless the Lender otherwise agrees not to require repayment) either the full amount of the Note, or the net proceeds of the sale of the Property (as "net proceeds" is defined in the Note), whichever is less.

Any required repayment shall be made to Lender not later than the 30th day following the sale, transfer, mortgaging or other conveyance, or following the date upon which the structure ceases to be the Borrower's principal place of residence, or after written notice from the City of Buchanan DDA that the Borrower is in default of any other lien then existing against the Property.

The Lender, at its option, is authorized to declare immediately due and payable all or any part of the indebtedness remaining at the time of that declaration upon the Lender's discovery of the Borrower's failure in the Borrower's loan application to disclose any fact deemed by the Lender to be material, or of the making of any misrepresentation by, on behalf of, or for the benefit of the Borrower in the loan application or in any of the agreements entered into by the Borrower with the Lender including but not limited to the Note and this Mortgage.

3. Promptly after the date of any sale, transfer, mortgage or other conveyance of all or any part of the Borrower's interest in the Property or promptly after the date upon which the Property ceases to be the Borrower's principal place of residence, Borrower, or its heirs, executors, or representatives shall give Lender written notice by certified mail of such sale, transfer, mortgage or conveyance.

4. The Borrower will pay all ground rents, taxes, assessments, water rates, and all other charges and encumbrances which now are or shall hereafter be or appear to be a lien upon the said Property or any part thereof, before the same become delinquent or subject to interest or penalties (unless otherwise agreed to in writing), and that in default thereof, the Lender may, without demand or notice, pay the said taxes, assessments, charges or encumbrances, and shall be the sole judge of the legality or validity thereof and of the amount necessary to be paid in satisfaction thereof.

5. The Borrower will keep the improvements now existing or hereafter erected on the mortgaged property insured against loss by fire and such other hazards, casualties, and contingencies as may be stipulated by the Lender, unless otherwise agreed to in writing.

6. If the Property or any part of it is damaged by fire or other hazard insured against, the amounts paid by any insurance company pursuant to a policy of insurance shall be paid to the Lender to the extent of the outstanding indebtedness. At the option of the Lender, the proceeds may be applied first to interest, if any, and then to principal owed under the Mortgage Loan or released for the repairing or rebuilding of the Property. No amount applied to the reduction of the principal of the Mortgage Loan shall relieve the Borrower from making further payments hereunder following the date of receipt of the proceeds.
7. All awards of damages in connection with any condemnation for public use of or injury to any of the Property shall be paid to the Lender to the extent of the outstanding indebtedness. At the option of the Lender, the proceeds may be applied first to interest if any. The Lender is hereby authorized in the name of the Borrower to execute and deliver valid acquittances for such awards and to appeal such awards.
8. The Borrower will not permit or commit any waste on the Property and will keep the buildings and all equipment associated with the Property, if any, in good repair, and promptly comply with all laws, ordinances, regulations, and requirements of any governmental body affecting the Property, and should the Property or any part of the Property require inspection, repair, care, or attention of any kind or nature not provided by, or on behalf of, the Borrower, the Lender may, at its discretion and after notice to the Borrower, enter or cause entry to be made on the Property, and inspect, repair, protect, care for or maintain the Property as the Lender may deem necessary, and may pay such sum of money as the Lender may deem to be necessary for that purpose, and shall be the sole judge of the amount necessary to be paid.
9. If there is a default under this Mortgage, an Authorized Officer of the Authority may cause the abstract or abstracts of title, or Title Insurance Policy and the tax histories of the Property to be certified to date, or may procure new abstracts of title or Title Insurance Policies and/or tax histories or title searches in case none were furnished to it, and may pay whatever sums as it may deem to be necessary to obtain them.
10. The Borrower shall pay the Lender forthwith the amounts of all sums of money which the Lender shall pay or expend pursuant to the provisions of the Note and this Mortgage, and such payments by the Lender shall be a further lien on the Property under this Mortgage.
11. Should any default be made in the payment of principal, or should default be made in the performance of any other covenants of this Mortgage or the Note secured hereby, or any part thereof, when the same is payable or the time of performance has arrived, as above provided, then all sums due hereunder shall, at the option of the Lender, without notice, become immediately payable thereafter, although the period above limited for the payment thereof may not have expired, anything herein contained or contained in the Note to the contrary notwithstanding, and any failure to exercise such option shall not constitute a waiver of the right to exercise the same at any other time with respect to the same default or any subsequent default.
12. No forbearances on the part of the Lender and no extension of the time for the payment of the debt hereby secured, given by the Lender, shall operate to release, discharge, modify, change or affect the original liability of the Borrower herein either in whole or in part.
13. Upon default being made in the payment of the sums of money herein agreed to be paid or in the performance of any of the covenants or agreements herein contained according to the terms hereof or of the Note secured hereby the Lender is hereby authorized and empowered to sell or cause to be sold the property hereby mortgaged, and to convey the same to the purchaser, pursuant to the statute in such case made and provided, and out of the proceeds of such sale to retain the moneys

due under the terms of this Mortgage, the costs and charges of such sale and also the attorney's fee provided by statute, rendering the surplus moneys (if any there should be) to the said Borrower.

14. **NOTICE: THIS MORTGAGE CONTAINS A POWER OF SALE AND UPON DEFAULT MAY BE FORECLOSED BY ADVERTISEMENT AS HEREIN PROVIDED.** Upon default being made in the payment of the sums of money herein agreed to be paid, or in the performance of any of the covenants or agreements herein contained according to the terms hereof or of the Mortgage Note secured hereby, the holder of the Mortgage Note is hereby authorized and empowered to sell the Property or cause it to be sold and to convey the same to the purchaser in any lawful manner, including but not limited to that provided in the Act and by Section 49 of the Act entitled "Foreclosure of Mortgage by Advertisement," which permits the mortgage holder to sell the Property without affording the Borrower a hearing, or giving it personal notice; the only notice required is to publish notice in a newspaper of general circulation in the county wherein the Property is located and to post a copy of the notice on the Property.

WAIVER: BY CONFERRING THIS POWER OF SALE UPON THE MORTGAGE HOLDER, THE BORROWER FOR ITSELF, ITS SUCCESSORS AND ASSIGNS HEREBY WAIVES ALL RIGHTS UNDER THE CONSTITUTION AND LAWS OF THE UNITED STATES AND UNDER THE CONSTITUTION AND LAWS OF THE STATE OF MICHIGAN BOTH TO A HEARING ON THE RIGHT TO EXERCISE AND THE EXERCISE OF THE POWER OF SALE, AND TO NOTICE EXCEPT AS REQUIRED BY THE MICHIGAN STATUTE WHICH PROVIDES FOR FORECLOSURE BY ADVERTISEMENT. However, the Borrower reserves the right to timely contest the exercise of the power of sale by instituting suit against the mortgage holder in the circuit court of the county in which the Property is located or any other court of competent jurisdiction.

The Borrower further agrees that the mortgage holder is authorized and empowered to retain out of the sale proceeds such monies as are due under the terms of this Mortgage, the costs and charges of such sale, and also the attorney's fee provided by statute or as otherwise provided by a court of competent jurisdiction, rendering the surplus monies (if any there should be) to the Borrower.

15. The Term of this Mortgage shall be until the balance due is paid in full. Upon satisfactory completion of all terms and conditions by Borrower, this Mortgage shall be satisfied and released by the Lender.
16. The Borrower will not voluntarily create or permit to be created against the Property any lien or liens, whether superior or junior to the lien of this Mortgage, except for one or more purchase money mortgages executed on approximately the same date as this Mortgage, and agrees to keep and maintain the Property free from the claims of all persons supplying labor or materials that will be used in the construction, rehabilitation or repair of the Property and the failure of the Borrower to keep the Property lien-free shall be a default under this Mortgage.
17. All remedies provided in this Mortgage are distinct and cumulative to any other right or remedy under this Mortgage or afforded by law or equity, and may be exercised concurrently, independently or successively.
18. The invalidity of any clause, part or provision of this Mortgage shall not affect the validity of the remaining provisions of this Mortgage.
19. The covenants herein contained shall bind, and the benefits and advantages shall inure to, the respective successors and assigns of the parties hereto.

Attachment B



KOTZ SANGSTER
ATTORNEYS AND COUNSELORS AT LAW

12 LONGMEADOW VILLAGE DR.
SUITE 100
NILES, MI 49120
(269) 591-6915 Main
(269) 684-4026 Fax
WWW.KOTZSANGSTER.COM

Mowitz S. Drew, III
(269) 591-6917 Direct
mdrew@kotzsangster.com

November 16, 2021

Via Certified Mail – Return Receipt 7018 2290 0001 8067 8597

*-and-
Via First Class Mail*
Joseph Paolucci
SWEET SHOP
205 East Front Street
Buchanan, MI 49107

RE: MORTGAGE DEFAULT NOTICE

Dear Mr. Paolucci:

Our firm represents the City of Buchanan as its corporate counsel. This letter serves as the City's notice of default and payment demand for full payment under the Buchanan Equity Partners, LLC Mortgage, dated November 13, 2018. As of the date of this letter, Buchanan Equity Partners owes the total amount of \$1,989,900 in past due mortgage payments. Pursuant to the Mortgage, the entire amount due on the mortgage is being accelerated and \$14,620.25 must be tendered to the City within ten (10) business days of the date of this letter or the City will move forward with foreclosure proceedings.

The City would like to resolve this matter without the necessity of Court-intervention; however, that will require your direct attention. If you are interested in discussing resolution, please contact my office within five(5) days to confirm the default will be cured. In the event you retain counsel to assist you with this matter, please have them contact me immediately. Your prompt attention is appreciated and required.

Sincerely,

KOTZ SANGSTER WYSOCKI P.C.

MOWITT S. DREW, III

Attachment C



INVOICE #	INVOICE DATE	AMOUNT
CUSTOMER #: 0014 - BUCHANAN EQUITY, LLC		
0000012394	12/06/2023	248.33
0000012399	01/05/2024	248.33
0000012405	02/08/2024	248.33
0000012416	03/05/2024	248.33
0000012418	04/05/2024	248.33
0000012429	05/06/2024	248.33
0000012438	06/05/2024	248.33
0000012473	07/02/2024	248.33
0000012481	08/01/2024	248.33
0000012509	09/03/2024	248.33
0000012513	10/02/2024	248.33
0000012520	11/01/2024	248.33
0000012532	12/05/2024	248.33
0000012545	01/03/2025	248.33
TOTAL CUSTOMER 0014 - BUCHANAN EQ		3,476.62
GRAND TOTAL:		3,476.62

11/12/2018	1st Installment	\$16,468.33	1 of 2 Installments
Activity	Interest	Principal	Balance Due
12/15/2018	\$27.00	\$183.00	\$16,285.33
1/15/2019	\$27.00	\$183.00	\$16,102.33
2/15/2019	\$27.00	\$183.00	\$15,919.33
3/15/2019 (Unpaid)	\$27.00	\$183.00	\$15,736.33
Loan Balance as of March 31, 2019 (per Amo Schedule)			\$15,736.33

2/25/2019	2nd Installment	\$8,531.67	Balance Due
2/25/2019	Grant	-\$5,000.00	\$3,531.67
3/15/2019	Unpaid Billing	\$183.00	\$183.00
3/31/2019	Balance Remaining, per Amo Schedule		\$15,736.33
Total Loan Due as of March 31, 2019			\$19,451.00

Payment Date	Payment	Principal	Interest	Balance	Status	Amount Paid	Date Paid
3/15/2019 (unpaid)	\$210.00	\$183.00	\$27.00	\$19,451.00	Paid	\$210.00	3/4/2019
4/15/2019	\$248.33	\$215.91	\$32.42	\$19,235.09	Paid	\$248.33	4/9/2019
5/15/2019	\$248.33	\$216.27	\$32.06	\$19,018.82	Paid	\$248.33	5/21/2019
6/15/2019	\$248.33	\$216.63	\$31.70	\$18,802.19	Paid	\$248.33	6/24/2019
7/15/2019	\$248.33	\$216.99	\$31.34	\$18,585.20	Paid	\$248.33	7/23/2019
8/15/2019	\$248.33	\$217.35	\$30.98	\$18,367.85	Paid	\$248.33	8/28/2019
9/15/2019	\$248.33	\$217.72	\$30.61	\$18,150.13	Paid	\$248.33	9/29/2019
10/15/2019	\$248.33	\$218.08	\$30.25	\$17,932.05	Paid	\$248.33	11/15/2019
11/15/2019	\$248.33	\$218.44	\$29.89	\$17,713.61	Paid	\$248.33	11/19/2019
12/15/2019	\$248.33	\$218.81	\$29.52	\$17,494.80	Paid	\$248.33	12/30/2019
1/15/2020	\$248.33	\$219.17	\$29.16	\$17,275.63	Paid	\$248.33	12/30/2019
2/15/2020	\$248.33	\$219.54	\$28.79	\$17,056.09	Paid	\$248.33	1/30/2020
3/15/2020	\$248.33	\$219.91	\$28.43	\$16,836.18	Paid	\$248.33	1/31/2020
4/15/2020	\$248.33	\$220.27	\$28.06	\$16,615.91	Paid	\$248.33	4/17/2020
5/15/2020	\$248.33	\$220.64	\$27.69	\$16,395.27	Paid	\$248.33	4/19/2020
6/15/2020	\$248.33	\$221.00	\$27.33	\$16,174.26	Paid	\$248.33	4/29/2020
7/15/2020	\$248.33	\$221.37	\$26.96	\$15,952.89	Paid	\$248.33	7/2/2020
8/15/2020	\$248.33	\$221.74	\$26.59	\$15,731.15	Paid	\$248.33	9/4/2020
9/15/2020	\$248.33	\$222.11	\$26.22	\$15,509.04	Paid	\$248.33	9/4/2020
10/15/2020	\$248.33	\$222.48	\$25.85	\$15,286.56	Paid	\$248.33	12/7/2020
11/15/2020	\$248.33	\$222.85	\$25.48	\$15,063.71	Paid	\$248.33	12/7/2020
12/15/2020	\$248.33	\$223.22	\$25.11	\$14,840.49	Paid	\$248.33	12/7/2020
1/15/2021	\$248.33	\$223.59	\$24.74	\$14,616.90	Paid	\$248.33	11/23/2021
2/15/2021	\$248.33	\$223.97	\$24.36	\$14,392.93	Paid	\$248.33	11/23/2021
3/15/2021	\$248.33	\$224.34	\$23.99	\$14,168.59	Paid	\$248.33	11/23/2021
4/15/2021	\$248.33	\$224.71	\$23.62	\$13,943.88	Paid	\$248.33	11/23/2021
5/15/2021	\$248.33	\$225.09	\$23.24	\$13,718.79	Paid	\$248.33	11/23/2021
6/15/2021	\$248.33	\$225.46	\$22.87	\$13,493.33	Paid	\$248.33	11/23/2021
7/15/2021	\$248.33	\$225.84	\$22.49	\$13,267.49	Paid	\$248.33	11/23/2021

Invoice Date	Payment	Principal	Interest	Balance	Status	Amount Paid	Date Paid
8/15/2021	\$248.33	\$226.22	\$22.11	\$13,044.62	Paid	\$248.33	11/23/2021
9/15/2021	\$248.33	\$226.59	\$21.74	\$12,818.03	Paid	\$248.33	11/23/2021
10/15/2021	\$248.33	\$226.97	\$21.36	\$12,591.06	Paid	\$248.33	11/23/2021
11/3/2021	\$248.33	\$227.35	\$20.98	\$12,363.71	Paid	\$248.33	11/23/2021
12/9/2021	\$248.33	\$227.73	\$20.60	\$12,136.36	Paid	\$248.33	12/9/2021
1/9/2022	\$248.33	\$228.11	\$20.22	\$11,909.03	Paid	\$248.33	12/9/2021
2/1/2022	\$248.33	\$228.49	\$19.84	\$11,680.52	Paid	\$248.33	1/31/2022
3/1/2022	\$248.33	\$228.87	\$19.46	\$11,452.03	Paid	\$248.33	1/31/2022
4/1/2022	\$248.33	\$229.25	\$19.08	\$11,223.16	Paid	\$248.33	4/18/2022
5/2/2022	\$248.33	\$229.63	\$18.70	\$10,993.91	Paid	\$248.33	8/1/2023
6/2/2022	\$248.33	\$230.01	\$18.32	\$10,764.28	Paid	\$248.33	8/1/2023
7/1/2022	\$248.33	\$230.40	\$17.93	\$10,534.27	Paid	\$248.33	8/1/2023
8/9/2022	\$248.33	\$230.78	\$17.55	\$10,303.87	Paid	\$248.33	8/1/2023
9/1/2022	\$248.33	\$231.16	\$17.17	\$10,073.02	Paid	\$248.33	8/1/2023
10/4/2022	\$248.33	\$231.55	\$16.78	\$9,841.82	Paid	\$248.33	8/1/2023
11/1/2022	\$248.33	\$231.94	\$16.39	\$9,610.37	Paid	\$248.33	8/1/2023
12/1/2022	\$248.33	\$232.32	\$16.01	\$9,378.43	Paid	\$248.33	8/1/2023
1/4/2023	\$248.33	\$232.71	\$15.62	\$9,146.11	Paid	\$248.33	8/1/2023
2/1/2023	\$248.33	\$233.10	\$15.23	\$8,913.40	Paid	\$248.33	8/1/2023
3/1/2023	\$248.33	\$233.49	\$14.84	\$8,680.30	Paid	\$248.33	8/1/2023
4/6/2023	\$248.33	\$233.88	\$14.45	\$8,446.81	Paid	\$248.33	8/1/2023
5/3/2023	\$248.33	\$234.27	\$14.06	\$8,213.32	Paid	\$248.33	8/1/2023
6/8/2023	\$248.33	\$234.66	\$13.67	\$7,979.05	Paid	\$248.33	8/18/2023
7/10/2023	\$248.33	\$235.05	\$13.28	\$7,744.39	Paid	\$248.33	8/18/2023
8/7/2023	\$248.33	\$235.44	\$12.89	\$7,509.34	Paid	\$248.33	8/18/2023
9/15/2023	\$248.33	\$235.83	\$12.50	\$7,273.90	Paid	\$248.33	9/22/2023
10/15/2023	\$248.33	\$236.23	\$12.10	\$7,038.07	Paid	\$248.33	10/17/2023
11/15/2023	\$248.33	\$236.62	\$11.71	\$6,801.84	Paid	\$248.33	11/30/2023
12/15/2023	\$248.33	\$237.01	\$11.32	\$6,565.92	Paid	\$248.33	11/30/2023
1/15/2024	\$248.33	\$237.41	\$10.92	\$6,330.21			
2/15/2024	\$248.33	\$237.80	\$10.53	\$6,094.21			
3/15/2024	\$248.33	\$238.20	\$10.13	\$5,858.01			
4/15/2024	\$248.33	\$238.60	\$9.73	\$5,621.61			
5/15/2024	\$248.33	\$239.00	\$9.33	\$5,385.21			
6/15/2024	\$248.33	\$239.39	\$8.94	\$5,148.81			
7/15/2024	\$248.33	\$239.79	\$8.54	\$4,912.41			
8/15/2024	\$248.33	\$240.19	\$8.14	\$4,676.01			
9/15/2024	\$248.33	\$240.59	\$7.74	\$4,439.61			
10/15/2024	\$248.33	\$240.99	\$7.34	\$4,203.21			
11/15/2024	\$248.33	\$241.40	\$6.93	\$3,966.81			
12/15/2024	\$248.33	\$241.80	\$6.53	\$3,730.41			
1/15/2025	\$248.33	\$242.20	\$6.13	\$3,494.01			
2/15/2025	\$248.33	\$242.60	\$5.73	\$3,257.61			
3/15/2025	\$248.33	\$243.01	\$5.32	\$3,021.21			
4/15/2025	\$248.33	\$243.41	\$4.92	\$2,784.81			
5/15/2025	\$248.33	\$243.82	\$4.51	\$2,548.41			
6/15/2025	\$248.33	\$244.23	\$4.10	\$2,312.01			
7/15/2025	\$248.33	\$244.63	\$3.70	\$2,075.61			

Balance to pay on this invoice \$13.37 Paid 11/23/21

Paid \$20.04 on 8/11/23 - Paid \$228.29 on 8/18/23

\$557.41 Principal @ 6/30/23

Payment Date	Payment	Principal	Interest	Balance	Status	Amount Paid	Date Paid
8/15/2025	\$248.33	\$245.04	\$3.29	\$1,731.07			
9/15/2025	\$248.33	\$245.45	\$2.88	\$1,485.62			
10/15/2025	\$248.33	\$245.86	\$2.47	\$1,240.17			
11/15/2025	\$248.33	\$246.27	\$2.06	\$994.72			
12/15/2025	\$248.33	\$246.68	\$1.65	\$749.27			
1/15/2026	\$248.33	\$247.09	\$1.24	\$503.82			
2/15/2026	\$248.33	\$247.50	\$0.83	\$258.37			
3/15/2026	\$248.33	\$248.89	\$0.41	\$1.48			
Total Due after 2nd Installment		\$19,447.67	\$1,409.69				

TAX INCREMENT FINANCING AND DEVELOPMENT PLAN

2026 AMENDMENT

CITY OF BUCHANAN
DOWNTOWN DEVELOPMENT AUTHORITY

“Preserving the Past – Creating the Future”



DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF BUCHANAN
BERRIEN COUNTY, MICHIGAN

April 2026

SECTION ONE

INTRODUCTION

GENERAL OVERVIEW

In 2018, the Michigan Legislature enacted Public Act 57, titled the Recodified Tax Increment Financing Act. Part 2 of this legislation allows municipalities to form Downtown Development Authorities (DDAs) to provide a means for local units of government to eliminate property value deterioration and promote economic growth.

Since the adoption of this act, many cities and villages, including the City of Buchanan, have utilized a DDA to stimulate economic revitalization within their downtown business districts. A DDA establishes a district for which a plan is prepared identifying specific public and private improvements necessary to correct deterioration and encourage new investment.

Funding for these improvements is provided by Tax Increment Financing (TIF) through taxes paid on the increased value created within the district by new private investment. In theory, no taxes are lost by any taxing entity because it is assumed that the specific business investments resulting in the increased tax base would not occur without the implementation of the DDA Development and Tax Increment Financing Plan

POWERS OF THE AUTHORITY

Section 207 of the Act provides a detailed explanation of the powers of the Board of Directors of the DDA, as follows:

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the board, aids in the economic growth of the downtown district.
- (d) Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.
- (e) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the downtown district and to promote the economic growth of the downtown district, and take

such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.

(f) Implement any plan of development in the downtown district necessary to achieve the purposes of this part, in accordance with the powers of the authority as granted by this part.

(g) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.

(h) Acquire by purchase or otherwise, on terms and conditions and in a manner the authority considers proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal, or rights or interests in property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to that property.

(i) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances to that property, within the downtown district for the use, in whole or in part, of any public or private person or corporation, or a combination of them.

(j) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

(k) Lease any building or property under its control, or any part of a building or property.

(l) Accept grants and donations of property, labor, or other things of value from a public or private source.

(m) Acquire and construct public facilities.

(n) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.

(o) Contract for broadband service and wireless technology service in the downtown district.

(p) Operate and perform all duties and exercise all responsibilities described in this section in a qualified township if the qualified township has entered into an agreement with the municipality under section 203(7).

(q) Create, operate, and fund a loan program to fund improvements for existing buildings located in a downtown district to make them marketable for sale or lease. The board may make loans with interest at a market rate or may make loans with interest at a below market rate, as determined by the board.

(r) Create, operate, and fund retail business incubators in the downtown district.

BACKGROUND AND NEED FOR UPDATE

Establishment and History

The City of Buchanan Downtown Development Authority (DDA) was established by the City Commission on December 17, 1984, following a formal public hearing. In creating the Authority, the City Commission determined that the DDA was a necessary vehicle to:

"Halt property value deterioration and increase property tax valuation where possible in the business district of the City, eliminate the causes of that deterioration, and promote economic growth."

As required by the Downtown Development Act (now codified as part of Public Act 57 of 2018), a multi-year development plan was prepared and formally adopted on December 17, 1985. This initial plan established the Tax Increment Financing (TIF) district and provided the framework for the Authority's early initiatives.

To ensure the DDA remained responsive to the evolving needs of the downtown, the City Commission has adopted several updates over the years:

- January 22, 2007: Adoption of Ordinances 2007.01/372 and 2007.01/373, which amended the Downtown District boundaries and updated the Development Plan.
- September 28, 2015: Adoption of Ordinance 2015.09/396 to incorporate a new slate of development projects.

Reasons for the 2026 Update

Following a period of relative dormancy, the City Commission reactivated the DDA in 2025. The Authority resumed regular monthly meetings in August 2025 to evaluate the current state of the district and modernize its development strategy.

The DDA has identified the following core objectives for this update:

1. **Tourism and Foot Traffic:** Promote the downtown district as a premier destination for visitors.
2. **Economic Resilience:** Improve the overall business climate to deter decline and bolster the municipal tax base.
3. **Employment Growth:** Encourage the retention and expansion of local job opportunities.
4. **Public Amenities:** Maintain and enhance public facilities to ensure a high quality of life.
5. **Aesthetic and Historic Preservation:** Improve the visual amenities of the district while protecting Buchanan's unique historic character.

This 2026 Update renews the Development Plan and TIF Plan, authorizing the use of captured revenues to fund the strategic goals and specific projects outlined herein.

SECTION TWO

SUMMARY OF CURRENT PLAN

INTRODUCTION

The purpose of this section of the Development Plan Update is to summarize the accomplishments of the DDA since organization in 1984 and adoption of the Development Plan on December 17, 1984, as amended in 2007 and in 2015.

ACCOMPLISHMENTS

The DDA has successfully implemented several programs, including:

- Applying to the National Park Service to have Buchanan's historic downtown listed on the National Register of Historic Places
- Implementing the Building Improvement and Façade Grant program.
- Participating in the State of Michigan Main Street Program

It has not had financial resources to address other projects during the term of the current Development Plan.

SUMMARY ANALYSIS OF PROGRAMS AND PROJECTS

As shown in the narrative statements, the DDA has over the past years, taken careful action to implement several projects in an orderly and financially prudent manner. The City and DDA have successfully completed many of the scheduled and budgeted programs and projects using funds collected from the tax increment financing district process, albeit with a period of inaction since 2020.

This update is intended to reactivate the DDA's financing capacity to plan for the implementation, beginning in 2026, of the projects and programs:

- 1) Downtown Marketing and Wayfinding
- 2) Downtown Public Spaces - operations and maintenance
- 3) Tin Shop Theatre – operations and program assistance
- 4) Pears Mill - operations and program assistance
- 5) Farmers Market - operations and program assistance
- 6) Building façade grants / loans
- 7) Special Community Events

SECTION THREE

DEVELOPMENT PLAN UPDATE AND TAX INCREMENT PLAN

MISSION STATEMENT OF THE DDA

The Board of Directors reconfirms its original goals: to halt property value deterioration, increase property tax valuation, and promote economic growth.

LEGAL BASIS OF THE PLAN

This Development Plan Update and Tax Increment Plan is prepared pursuant to requirements of Section 217 of the Act, as amended. It addresses the Downtown Development District as amended by City Commission. A descriptive map, ordinance and legal description describing district is contained in the appendix.

DEVELOPMENT PLAN REQUIREMENTS

This section of the Development Plan Update provides specific information required in Section 217 Act. It consists of responses to specific information requested in subsections 2(a) through 2(p).

Section 217.2(a) The designation of boundaries of the development area in relation to highways, streets, streams, or otherwise.

The DDA legal description and map are contained in the Appendix A.

Section 217.2(b) The location and extent of existing streets and other public facilities within the development area and shall designate the location, character, and extent of the categories of public and private land uses then existing and proposed for the development area, including residential, recreational, commercial, industrial, educational, and other uses and shall include a legal description of the development area.

A copy of the Future Land Use map prepared by the City Planning Commission is contained in the Appendix B showing the relationship of the DDA boundary to other relevant uses of land and transportation routes.

Section 217.2(c) A description of improvements to be made in the development area to be demolished, repaired, or altered, a description of any repairs and alterations, and an estimate of the time required for completion.

A description of specific improvement projects that are contemplated within the development district is contained in the project schedule and budget at the end of this section.

Section 217.2(d) The location, extent, character, and estimated cost of the improvements including rehabilitation contemplated for the development area and an estimate of the time required for completion.

A description, including cost estimate and schedule of implementation, for each improvement project that will be completed within the district is contained in the project schedule and budget at the end of this section.

Section 217.2(e) A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

A description, including a cost estimate and implementation schedule for each specific improvement project that is proposed to be undertaken within the district is contained in the project schedule and budget at the end of this section.

Section 217.2(f) A description of any parts of the development area to be left as open space and the use contemplated for the space.

A copy of the Future Land Use map, prepared by the City Planning Commission, is contained in the appendix showing the relationship of land uses, including open spaces proposed within the DDA boundary.

Section 217.2(g) A description of any portion of the development area which the authority desires to sell, donate, exchange, or lease to or from the municipality and proposed terms.

This Plan does not contemplate the acquisition, disposition or exchange of property with the municipality.

Section 217.2(h) A description of desired zoning changes and changes in streets, street levels, intersections, and utilities.

All contemplated alterations to streets and utilities are shown within the context of the Future Land Use map prepared by the City Planning Commission.

Section 217.2(i) An estimate of the cost of the development, a statement of the proposed method of financing the development, and the ability of the authority to arrange financing.

A description, including cost estimate for individual projects and method of financing is contained in the project schedule and budget at the end of this section.

Section 217.2(j) Designation of the person or persons, natural or corporate, to whom all or a portion of the development is to be leased, sold, or conveyed and for whose benefit the project is being undertaken, if that information is available to the authority.

Information concerning the names of persons for whom benefits may accrue are unknown at this time as final development plans and projects have not been prepared. Therefore, such information is unavailable.

Section 217.2(k) The procedure for bidding for the leasing, purchasing, or conveying of all or a portion of the development upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold or conveyed to these persons.

The DDA Board of Directors has no publicly announced commitments for the acquisition or sale of property under supervisory responsibility of the DDA. Therefore, such information is unavailable.

Section 217.2(l) Estimates of the number of persons residing in the development area and the number of families and individual to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displace families and individuals.

The estimated number of residential properties in the district is estimated at 31 units and no citizen council is required pursuant to Section 221 of the Act. No acquisition of residential

units nor relocation of families or individuals is contemplated within the scope of this proposed Development Plan Update and Tax Increment Financing Plan.

Section 217.2(m) A plan for establishing priority for the relocation of persons displaced by the development in any new housing in the development area.

No relocation of families or individuals is contemplated within the scope of this proposed Development and Tax Increment Plan. Therefore, relocation plans are not required.

Section 217.2 (n) Provision for the costs of relocating persons displaced by the development, and financial assistance and reimbursement of expenses, including litigation expenses and expenses incidental to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation and real property acquisitions policies act of 1970, being Public Law 91-646, 42 USC sections 4601et seq.

No relocation of families or individuals is contemplated within the scope of this proposed Development and Tax Increment Financing Plan. Therefore, relocation plans are not required.

Section 217.2(o) A plan for compliance with Act No. 227 of the Public Acts of 1972, being sections 213.321 to 213.332 of the Michigan Compiled Laws.

No relocation of individuals or families through the acquisition of property is contemplated within the scope of this proposed Development and Tax Increment Financing Plan. Therefore, financial assistance for displaced businesses or individuals is not required.

Section 217.2(p) Other material which the authority, local public agency, or governing board considers pertinent.

No added information was deemed necessary for this update.

DEVELOPMENT & TAX INCREMENT FINANCING PLAN - SCHEDULE & BUDGET

Development Plan Update and Tax Increment Financing Plan is presented on the following pages. It describes specific programs and projects addressing DDA goals. Accompanying each program or construction project is information concerning the implementation schedule, estimated cost and source of funding. The schedule begins in the Year 2026 and ends in the Year 2040. Projects have been scheduled based on priority of need and the anticipated ability of the DDA to finance individual projects.

In the Year 2040, the DDA will consider action to update the Development Plan and Tax Increment Financing Plan or make recommendation for the rescission of the ordinance establishing the DDA and termination of the tax increment financing district.

The schedule and budget assume the DDA will complete all projects before 2040, however, where projects require continuation beyond this date, the DDA will assign completion responsibilities to other City agencies and obligate funds for completion, should a decision to cancel operation of the DDA be contemplated.

If DDA revenues exceed the anticipated needs of all projects contained the budget, excess revenue shall be remitted to respective taxing units in proportion to applicable tax millage rates imposed on property in the DDA District, as required by the Section 215(2) of Act.

SECTION FOUR

DEVELOPMENT FINANCING PLAN

DESCRIPTION OF CURRENT FINANCIAL POSITION

Current Assets and Revenue

Per the City Treasurer who also serves as the Treasurer for the DDA, the DDA expected to have a fund balance of approximately \$505,140.00 at the close of the fiscal year (June 30, 2025). The DDA has no other assets or obligations.

Expenses

Per the proposed DDA budget, all proposed budget expenditures address specific projects. Administrative expenses of the DDA are funded through the general administrative budget of the City

DURATION OF THE DDA AND TAX INCREMENT FINANCING DISTRICT

The ordinance for the formation of the DDA is silent concerning the duration of the DDA. It is assumed the City Commission intended the DDA to prepare a work program and determine the duration of the DDA based, in part, on the time needed to complete the work program. This Plan establishes a budget for a 15-year period.

TAX INCREMENT FINANCING PLAN

The Downtown Development Act, requires the DDA to address three legislative requirements in the Tax Increment Financing Plan. These provide information about funds anticipated to be received by the DDA and its impact upon taxing jurisdictions. These requirements are found in Section 214(1) of the Act and states that "when the authority determines that it is necessary for the achievement of the purposes of this act, the authority shall prepare and submit a tax increment financing plan to the governing body of the municipality. The plan shall include a development plan as provided in section 217 ...".

Specifically, the Tax Increment Financing Plan must include, pursuant to Section 214(1) of the Act:

- 1) A detailed explanation of the tax increment process,
- 2) The maximum amount of bonded indebtedness to be incurred, and
- 3) The duration of the program.

The introduction to this Plan includes a detailed description of the tax increment financing process and reference is made to this explanation

CONTEMPLATED USE OF DEBT

The Board of Directors continues a "pay-as-you-go" funding philosophy and will not consider the use of debt for implementation of these projects

The DDA has determined that tax increment financing is necessary for a 15-year period to complete all the projects contained in the Project List and Budget. Based on current City resources, the City Commission and DDA members realize that limited budgetary resources and the lack of other economic development funding sources prohibit the City of Buchanan from achieving the goals of the DDA without use of tax increment financing. There are no City or other sources of funds currently available for these programs that can replace the use of tax increment financing.

TAX INCREMENT AND DDA REVENUE PROJECTION

Section 214(1) further requires the tax increment financing analysis to address "a statement of the estimated impact of the tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located." The following table contains DDA revenue projections for the period between the years 2026 and 2040. This analysis is based on the assumption that the value of the DDA District will increase by 2.5% annually.

Table 1 - displays estimated tax income revenue for the term of the plan.

TAX UNIT IMPACT ANALYSIS

Table 2 - illustrates the probable impact upon various taxing jurisdictions based on the non-homestead applicable 2026 tax millage rate.

USE OF TAX INCREMENT AND DDA REVENUE

Table 3 - displays the schedule and estimated cost for each project listed in the development plan.

APPENDIX A – LEGAL DESCRIPTION

Commencing at the corner common to sections 25, 26, 35 and 36, City of Buchanan, Berrien County, Michigan; thence south on the line common to sections 35 and 36 a distance of 117.5 feet; thence west 165 feet; thence south 42 feet; thence east 132 feet to the west line of Redbud Trail; thence south on said west line 66 feet; thence west 177 feet; thence south 132 feet; thence east 177 feet to the west line of Redbud Trail; thence south on said west line 66 feet; thence west 132 feet; thence south 66 feet to the north right-of-way line of Central Court; thence west 155.5 feet to the east line of Days Avenue; thence south on said east line 82.5 feet to the centerline of Roe Street extended; thence west on said centerline and centerline extended 437.25 feet to the centerline of Oak Street; thence north on said centerline 297 feet to the north line of Charles Court extended; thence west on said north line and north line extended 294.75 feet; thence north 46 feet; thence east 49 feet; thence north 234.25 feet to the south right-of-way line of Front Street; thence west 43 feet along the south line of Front Street; thence north 231 feet; thence east 288.75 feet to the centerline of Oak Street; thence north on said centerline approximately 220 feet to the centerline of Dewey Street; thence east on said centerline 222.75 feet to the centerline of Main Street; thence north on said centerline 280.5 feet to the centerline of Third Street; thence east on said centerline 264 feet to the east line of Short Street extended; thence south on said east line 90.75 feet; thence east 132 feet; thence south 66 feet; thence east 66 feet; thence north 132 feet to the south line of Third Street; thence east on said south line and south line extended 132 feet to the east line of Redbud Trail; thence north on said east line approximately 292 feet to a point approximately 20 feet north of the southwest corner of block 3 of the Hatch Addition to the City of Buchanan; thence east a distance of 93 feet; thence north 157 feet; thence east 6 feet; thence north along the east line and east line extended of said block 3 to the westerly line of lot 2, block 3 of said Hatch Addition; thence northwesterly on said westerly line of lot 2, block 3 to the southerly line of River Street; thence northeasterly on said southerly line to the east line of block 2 of said Hatch Addition a distance of 228.35 feet; thence southeasterly along said lot line 192.36 feet; thence south 69° 41' west 58.65 feet; thence south 18° 21' east 50 feet; thence south 0° 22' 52" east 271.72 feet to the northern edge of the Third Street right-of-way, also being the northern edge of McCoy Creek; thence southwesterly 340.65 feet along the western right-of-way of Third Street to the southeast corner of lot 10, block 3 of the Hatch Addition to the City of Buchanan; thence south 66 feet across the Third Street right-of-way; thence southwesterly along the eastern edge of lot 1 of Assessor's Plat No. 1 to the City of Buchanan and the property line extended 295.16 feet to the south right-of-way line of Dewey Street; thence northeasterly 66 feet; thence east 105.5 feet; thence south 9° 51' 30" east 349.76 feet to the northern right-of-way line of Front Street; thence easterly approximately 185 feet along the northern right-of-way line of Front Street to a point also known as the southeast corner of unplatted parcel 11-58-0025-0014-00-7 as of 8/15/06; thence south 66 feet to the south right-of-way line of Front Street; then easterly along the south right-of-way line of Front Street 606.14 feet; thence north approximately 27 feet to a point also known as the southwest corner of unplatted parcel 11-58-0025-0015-10-1 as of 8/15/06; thence east 165 feet; thence northerly 396 feet; thence westerly 165 feet; thence northerly 244.9 feet; thence westerly

47.53 feet; thence northerly 83.26 feet; thence north $18^{\circ} 40'$ west 339.9 feet; thence north $25^{\circ} 26' 10''$ west 84.18 feet; thence north $4^{\circ} 20' 10''$ west 151.08 feet to the south right-of-way line of Third Street; thence northeasterly approximately 570 feet to the westernmost point of lot 6 of Assessor's Plat No. 1 to the City of Buchanan, a point which also lies along the western right-of-way of Third Street; thence northeasterly 505.3 feet; thence northeasterly 409.2 feet to the northeastern corner of lot 6 of Assessor's Plat No. 1 to the City of Buchanan; thence south 271.6 feet; thence east 150 feet to the north and south quarter line of said section 25; thence south on said quarter line to the south quarter corner of said section 25; thence west on the section line common to said sections 25 and 36 a distance of 77.8 feet; thence southerly approximately 329.5 feet; thence west 202 feet; thence southerly approximately 30 feet; thence west approximately 600 feet; thence northwesterly approximately 140 feet; thence westerly 298.85 feet to the centerline of liberty street; thence north on said centerline 126 feet; thence west 274.5 feet; thence south 162.9 feet; thence northwesterly approximately 419 feet along a line parallel with the centerline of Rynearson Street; thence south $4^{\circ} 15'$ west 174 feet to the centerline of Rynearson Street; thence northwesterly on said centerline approximately 745 feet to the line common to sections 35 and 36; thence north 20 feet along said common line to the point of beginning.

Except parts of blocks A and D of Central Addition to the City of Buchanan commencing 399.9 feet west and 33 feet south of the northeast corner of section 35, township 7 south, range 18 west; thence south 230.25 feet; thence north $89^{\circ} 45'$ west 127.9 feet; thence north $0^{\circ} 12' 30''$ east 113.04 feet; thence north $69^{\circ} 57'$ east 4.08 feet; thence north $0^{\circ} 21'$ east 15.23 feet; thence east 29.5 feet; thence north $0^{\circ} 21'$ east 18.94 feet; thence east 1 foot, thence north $0^{\circ} 05'$ on building wall 81.06 feet to south line of Front Street; thence east 94.27 feet to the point of beginning being a part of lots 1, 2, 3, 7 and 8 block A and part of lots 1 through 6 of block D of said plat.

APPENDIX A – BOUNDARY MAP



0 0.05 Miles
Scale: 1" = 10'
Author: Berrien County GIS
Aerial Photography: 2024
Date: 2025

Sec_30_77
County of Berrien
All Rights Reserved - 1997.
Parcel Lines are Generalized.



APPENDIX B – FUTURE LAND USE MAP

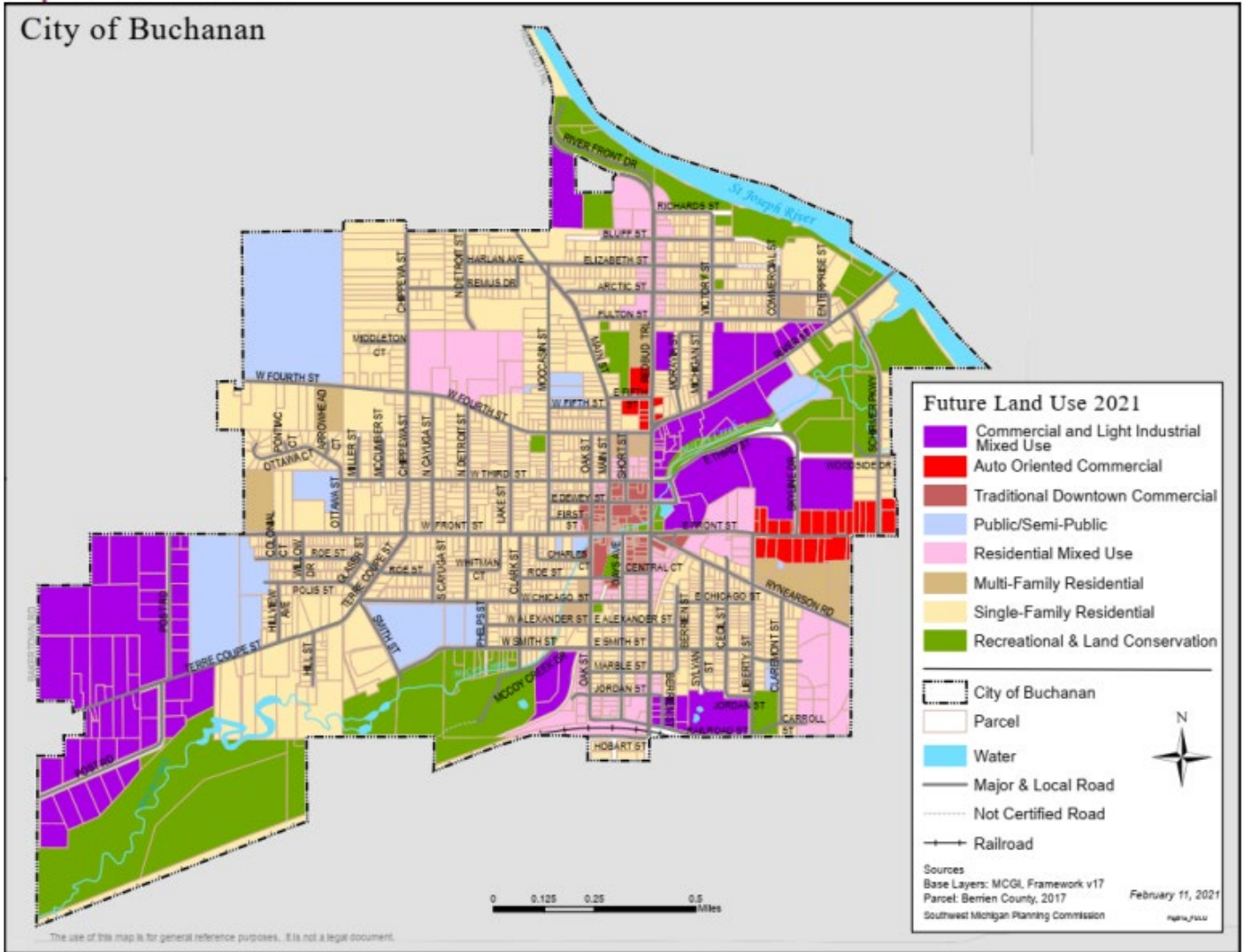


Table 1

**Buchanan DDA
PROJECTED TAX VALUE CAPTURE AND TIF REVENUE GENERATION**

Tax Year	Captured Value	TAXABLE VALUE CAPTURE			High Projection		Moderate Projection		Low Projection	
		High	Moderate	Low	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative
2025	4,026,526									
2026	1	4,227,852	4,127,189	4,066,791	115,138	115,138	112,397	112,397	110,752	110,752
2027	2	4,439,245	4,230,369	4,107,459	120,895	236,034	115,207	227,604	111,860	222,612
2028	3	4,661,207	4,336,128	4,148,534	126,940	362,974	118,087	345,691	112,978	335,590
2029	4	4,894,268	4,444,531	4,190,019	133,287	496,261	121,039	466,730	114,108	449,698
2030	5	5,138,981	4,555,645	4,231,919	139,951	636,212	124,065	590,795	115,249	564,947
2031	6	5,395,930	4,669,536	4,274,238	146,949	783,161	127,167	717,962	116,402	681,349
2032	7	5,665,726	4,786,274	4,316,981	154,296	937,458	130,346	848,308	117,566	798,915
2033	8	5,949,013	4,905,931	4,360,151	162,011	1,099,469	133,605	981,913	118,741	917,656
2034	9	6,246,463	5,028,579	4,403,752	170,112	1,269,581	136,945	1,118,858	119,929	1,037,585
2035	10	6,558,787	5,154,294	4,447,790	178,617	1,448,198	140,368	1,259,226	121,128	1,158,712
2036	11	6,886,726	5,283,151	4,492,268	187,548	1,635,746	143,878	1,403,104	122,339	1,281,052
2037	12	7,231,062	5,415,230	4,537,190	196,926	1,832,672	147,475	1,550,578	123,563	1,404,614
2038	13	7,592,615	5,550,611	4,582,562	206,772	2,039,444	151,161	1,701,740	124,798	1,529,413
2039	14	7,972,246	5,689,376	4,628,388	217,111	2,256,555	154,940	1,856,680	126,046	1,655,459
2040	15	8,370,858	5,831,610	4,674,672	227,966	2,484,521	158,814	2,015,494	127,307	1,782,766

ANNUAL COMPOUND GROWTH RATE ASSUMPTIONS

Future growth predictor:

High	5.0%
Moderate	2.5%
Low	1.0%

APPLICABLE MILLAGE RATE FOR CAPTURE

City General	16.8230
City Spec	0.9908
Library	1.1874
LMC	2.2654
County General	4.7680
County Spec	1.1987
Total	<u>27.2333</u>

Table 2

**Buchanan DDA
TAXING JURISDICTION IMPACT ANALYSIS - MODERATE GROWTH ASSUMPTION**

		TAX YEAR																
		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Total	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
Total Tax Increment		4,127,189	4,230,369	4,336,128	4,444,531	4,555,645	4,669,536	4,786,274	4,905,931	5,028,579	5,154,294	5,283,151	5,415,230	5,550,611	5,689,376	5,831,610		
City	17.8138	73,521	75,359	77,243	79,174	81,153	83,182	85,262	87,393	89,578	91,818	94,113	96,466	98,877	101,349	103,883	1,318,372	65%
Library	1.1874	4,901	5,023	5,149	5,277	5,409	5,545	5,683	5,825	5,971	6,120	6,273	6,430	6,591	6,756	6,924	87,878	4%
RESA	0.0000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SET	0.0000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
School Ops	0.0000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
LMC	2.2654	9,350	9,583	9,823	10,069	10,320	10,578	10,843	11,114	11,392	11,677	11,968	12,268	12,574	12,889	13,211	167,659	8%
	2.2654	9,350	9,583	9,823	10,069	10,320	10,578	10,843	11,114	11,392	11,677	11,968	12,268	12,574	12,889	13,211	167,659	
County General	4.7680	19,678	20,170	20,675	21,192	21,721	22,264	22,821	23,391	23,976	24,576	25,190	25,820	26,465	27,127	27,805	352,872	
911	0.4495	1,855	1,902	1,949	1,998	2,048	2,099	2,151	2,205	2,260	2,317	2,375	2,434	2,495	2,557	2,621	33,267	
Law Enforcement	0.3496	1,443	1,479	1,516	1,554	1,593	1,632	1,673	1,715	1,758	1,802	1,847	1,893	1,940	1,989	2,039	25,873	
Senior Citizen	0.2997	1,237	1,268	1,300	1,332	1,365	1,399	1,434	1,470	1,507	1,545	1,583	1,623	1,664	1,705	1,748	22,180	
Parks	0.0999	412	423	433	444	455	466	478	490	502	515	528	541	555	568	583	7,393	
	5.9667	24,626	25,241	25,872	26,519	27,182	27,862	28,558	29,272	30,004	30,754	31,523	32,311	33,119	33,947	34,795	441,586	22%
Total	27.2333	112,397	115,207	118,087	121,039	124,065	127,167	130,346	133,605	136,945	140,368	143,878	147,475	151,161	154,940	158,814	2,015,494	
City Share		73,521	75,359	77,243	79,174	81,153	83,182	85,262	87,393	89,578	91,818	94,113	96,466	98,877	101,349	103,883	1,318,372	
Other Local Unit Share		38,876	39,848	40,844	41,865	42,912	43,985	45,084	46,211	47,367	48,551	49,765	51,009	52,284	53,591	54,931	697,123	

Table 3

Buchanan DDA																
FIFTEEN-YEAR CASH FLOW ANALYSIS																
TAX YEAR	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Base Value	4,026,526															
Increment	4,127,189	4,230,369	4,336,128	4,444,531	4,555,645	4,669,536	4,786,274	4,905,931	5,028,579	5,154,294	5,283,151	5,415,230	5,550,611	5,689,376	5,831,610	
Total Value	8,153,715	8,256,895	8,362,654	8,471,057	8,582,171	8,696,062	8,812,800	8,932,457	9,055,105	9,180,820	9,309,677	9,441,756	9,577,137	9,715,902	9,858,136	
INCOME																
TIF	112,397	115,207	118,087	121,039	124,065	127,167	130,346	133,605	136,945	140,368	143,878	147,475	151,161	154,940	158,814	2,015,494
Improvement Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fees (Farmers Market)	5,800	5,916	6,034	6,155	6,278	6,404	6,532	6,662	6,796	6,932	7,070	7,212	7,356	7,503	7,653	100,302
Donations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	118,197	121,123	124,121	127,194	130,343	133,571	136,878	140,267	143,740	147,300	150,948	154,686	158,517	162,443	166,467	2,115,796
EXPENSES																
<i>Operating Expenses</i>																
Board Member Expenses	1,500	1,538	1,576	1,615	1,656	1,697	1,740	1,783	1,828	1,873	1,920	1,968	2,017	2,068	2,119	26,898
Annual Audit	2,500	2,563	2,627	2,692	2,760	2,829	2,899	2,972	3,046	3,122	3,200	3,280	3,362	3,446	3,532	44,830
Cost Allocation to City	2,500	2,563	2,627	2,692	2,760	2,829	2,899	2,972	3,046	3,122	3,200	3,280	3,362	3,446	3,532	44,830
<i>Programs</i>																
Downtown Marketing, Signage & Wayfinding (1)	130,000	30,000	30,750	31,519	32,307	33,114	33,942	34,791	35,661	36,552	37,466	38,403	39,363	40,347	41,355	625,569
Special Events	30,000	30,750	31,519	32,307	33,114	33,942	34,791	35,661	36,552	37,466	38,403	39,363	40,347	41,355	42,389	537,958
Tin Shop Theatre (2)	13,250	13,581	13,921	14,269	14,626	14,991	15,366	15,750	16,144	16,547	16,961	17,385	17,820	18,265	18,722	237,598
Pears Mill (2)	11,900	12,198	12,502	12,815	13,135	13,464	13,800	14,145	14,499	14,861	15,233	15,614	16,004	16,404	16,814	213,390
Farmers Market (2)	10,850	11,121	11,399	11,684	11,976	12,276	12,583	12,897	13,220	13,550	13,889	14,236	14,592	14,957	15,331	194,561
Building Façade Grants (3)	-	50,000	51,250	52,531	53,845	55,191	-	-	-	-	-	-	-	-	-	262,816
Downtown Public Spaces Ops & Maint. (2)	25,000	25,625	26,266	26,922	27,595	28,285	28,992	29,717	30,460	31,222	32,002	32,802	33,622	34,463	35,324	448,298
Improvement Loans	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Loss Reserve	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	227,500	179,938	184,436	189,047	193,773	198,617	147,012	150,688	154,455	158,316	162,274	166,331	170,489	174,751	179,120	2,636,748
REVENUE OVER/UNDER EXPENSES	(109,303)	(58,815)	(60,315)	(61,853)	(63,430)	(65,047)	(10,135)	(10,421)	(10,714)	(11,016)	(11,326)	(11,645)	(11,972)	(12,308)	(12,653)	(520,952)
CASH FLOW																
Beginning Balance (4)	505,140	-	-	-	-	-	-	-	-	-	-	-	-	-	-	505,140
Additions to Cash Flow TIF	118,197	121,123	124,121	127,194	130,343	133,571	136,878	140,267	143,740	147,300	150,948	154,686	158,517	162,443	166,467	2,115,796
Additions to Cash Flow Interest	3.50% 17,680	14,473	12,921	11,262	9,492	7,604	5,593	5,434	5,260	5,069	4,861	4,635	4,389	4,124	3,837	116,635
Subtraction from Cash Flow	(227,500)	(179,938)	(184,436)	(189,047)	(193,773)	(198,617)	(147,012)	(150,688)	(154,455)	(158,316)	(162,274)	(166,331)	(170,489)	(174,751)	(179,120)	(2,636,748)
ANNUAL	413,517	(44,342)	(47,393)	(50,590)	(53,938)	(57,443)	(4,541)	(4,986)	(5,454)	(5,947)	(6,465)	(7,010)	(7,583)	(8,184)	(8,816)	
CUMULATIVE		369,175	321,782	271,192	217,254	159,811	155,270	150,284	144,829	138,882	132,416	125,406	117,823	109,639	100,823	100,823

(1) Estimated Based on City of St. Joe, St. Joe Today, Niles Mainstreet budgets
 (2) Annual Operating & Maintenance Costs per City Finance Dept 11-06-25 & 12-10-25
 (3) Provides for 20 Façade Grants at \$12,500 per Grant
 (4) Cash, Investments and Receivables per City Finance Dept 12-10-25

**RESOLUTION OF THE BUCHANAN DOWNTOWN DEVELOPMENT AUTHORITY
TRANSMITTING AN AMENDMENT TO THE DEVELOPMENT PLAN AND TAX
INCREMENT FINANCING PLAN TO THE BUCHANAN CITY COMMISSION AND
RECOMMENDING ADOPTION**

WHEREAS, the City of Buchanan Downtown Development Authority (the "Authority") was created by the City Commission of the City of Buchanan (the "City") pursuant to the Recodified Tax Increment Financing Act, Public Act 57 of 2018, as amended ("Act 57"); and

WHEREAS, the Authority has previously prepared and the City Commission has previously approved a Downtown Development Plan and Tax Increment Financing Plan (the "Plan"); and

WHEREAS, the Authority has determined it is necessary and appropriate to amend the Plan (the "Amendment") to further achieve the purposes of Act 57, including halting property value deterioration and promoting economic growth in the downtown district; and

WHEREAS, the Authority has carefully reviewed the proposed Amendment and finds that it satisfies all the requirements for a development plan as set forth in Section 217 of Act 57, including but not limited to the following:

1. A designation of the boundaries of the development area;
2. The location and extent of existing streets and public facilities, categories of existing and proposed land uses, and a legal description of the development area;
3. The location, extent, character, and estimated cost of contemplated improvements and an estimate of completion time;
4. Estimates of cost and the proposed method of financing;
5. Compliance with relocation and displacement requirements, as applicable; and
6. All other pertinent information required by Section 217(2) of the Act; and

WHEREAS, Section 219(2) of Act 57 requires that amendments to an approved plan be submitted by the Authority to the governing body for approval or rejection.

NOW, THEREFORE, BE IT RESOLVED BY THE BUCHANAN DOWNTOWN DEVELOPMENT AUTHORITY THAT:

1. The Authority hereby finds that the Amendment to the Development Plan and Tax Increment Financing Plan constitutes a public purpose.
2. The Authority hereby transmits the Amendment to the Buchanan City Commission for its consideration and approval.

3. The Authority recommends that the City Commission adopt the Amendment by ordinance following the public hearing and notification procedures required under Section 218 of Act 57.
4. The Authority further recommends that the City Commission, in its deliberations, make the findings required under Section 219 of Act 57, including that the Amendment constitutes a public purpose, is reasonable and necessary, and is in accord with the City's master plan.
5. All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

AYES: _____

NAYS: _____

ABSENT: _____

CERTIFICATION I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Buchanan Downtown Development Authority at a meeting held on [XXXXXX], and that notice of said meeting was given pursuant to the Open Meetings Act.

Memorandum



Date: April 4, 2026
To: Buchanan Downtown Development Authority
From: Tony McGhee
Subject: Draft Marketing Services Request for Proposal

Attached for your review is a draft Request for Proposals (RFP) for market analysis, marketing strategy, and media services focused on increasing targeted foot traffic to Buchanan's Central Business District.

This draft is intended as a starting point for discussion and refinement by the DDA, rather than a final document. The goal is to provide a framework that the Board can react to, adjust, and ultimately tailor to best meet the DDA's objectives and available resources.

The intent of this proposed approach is two-fold. First, the tiered budget structure is designed to allow the DDA to compare costs, deliverables, and levels of service at different investment levels. By seeing what is achievable at multiple price points, the Board can make a more informed decision about scope, priorities, and value. Second, by asking respondents to describe their approach and methodologies, the RFP is structured to encourage creative and strategic thinking from proposers. This may result in ideas, tools, or approaches not previously considered by the DDA, and provide insight into how different firms would address Buchanan's market, attraction potential, and downtown character.

The draft also reflects several best practices commonly used by downtown development organizations, including:

- Emphasis on data-driven market analysis to inform marketing decisions;
- Integration of branding, digital presence, media placement, and performance tracking;
- Flexibility to adapt strategies based on measurable outcomes; and
- A clear evaluation framework to support transparent selection.

Memorandum

Staff believes this approach balances structure with flexibility and positions the DDA to receive meaningful, comparable proposals while still leaving room for innovation and refinement.

We look forward to the Board's feedback on the draft, including scope, budget tiers, evaluation criteria, and any additional priorities the DDA would like to see reflected before the RFP is finalized and released.

Please feel free to share comments or questions during the meeting or in advance, as appropriate.

Request for Bids



Project Name:	Discover Buchanan
Project Location:	City of Buchanan – Central Business District
Issue Date:	TBD
Bid Due Date:	TBD

GENERAL OVERVIEW

The Buchanan Downtown Development Authority (DDA) is seeking proposals from qualified firms or consultants to provide market analysis, marketing strategy, and media services intended to drive targeted foot traffic to Buchanan’s Central Business District (CBD). This initiative is part of a broader effort to enhance the visibility, vibrancy, and economic vitality of downtown Buchanan.

Buchanan is located in a region that experiences substantial tourism, particularly during the spring, summer, and fall months. Despite being in close proximity to several popular destinations within the region, the community is not currently capturing a proportionate share of visitor activity and spending. The DDA’s goal is to close this gap by leveraging targeted marketing strategies and coordinated promotional efforts to draw highly targeted visitors to the CBD and encourage them to engage with local businesses, events, and experiences.

The DDA seeks a partner that can assist in understanding the regional visitor market and develop a practical marketing strategy that converts regional tourism into increased visitation and economic activity within Buchanan’s downtown.

SCOPE OF WORK

The selected firm or consultant will work collaboratively with the DDA to complete the following components.

1) Market Analysis

Conduct a market analysis to better understand regional tourism patterns, consumer behavior, and business mix opportunities in Buchanan’s Central Business District.

Respondents must provide pricing and scope for two levels of market analysis services.

Request for Proposals

- **High Level Market Assessment**
This assessment should provide a general overview of regional tourism trends, visitor demographics, and potential visitor markets that may be targeted for Buchanan’s downtown. The analysis may utilize existing regional data sources and publicly available tourism information to provide a high level understanding of opportunities for increasing visitation and engagement in the CBD.
- **In Depth Market Assessment**
This assessment should include a more detailed analysis of regional visitor behavior, target market segmentation, competitive positioning, and specific opportunities for Buchanan’s downtown businesses. This level of analysis may include deeper data analysis, stakeholder engagement, consumer surveys, comparative community analysis, or other research methods that would provide actionable insights to inform marketing strategy and future business recruitment efforts.

Respondents shall provide a separate scope of work and cost estimate for each level of market analysis so the DDA may evaluate and select the appropriate level of service.

2) Marketing Strategy Development

Develop a comprehensive marketing strategy designed to:

- Promote Buchanan’s downtown businesses, experiences, and events
- Target both local residents and regional visitors
- Identify and establish a differentiated brand identity for Buchanan’s downtown
- Recommend specific strategies for converting regional tourism traffic into visits to the CBD

3) Marketing and Promotional Campaign Implementation

Execute marketing and promotional activities which may include, but are not limited to:

- Designing, developing, constructing, and operating a dedicated promotional website titled DiscoverBuchanan.com, (*THIS IS A PLACEHOLDER NAME UNTIL BOARD SELECTS WHAT THEY WANT IT TO BE*) including content highlighting businesses and experiences located within the CBD
- Identifying and negotiating opportunities for internet, print, radio, television, and outdoor media placements that direct targeted visitors to the Discover Buchanan website

Request for Proposals

- Utilizing social media platforms as appropriate, including content development, posting, monitoring, and responding to interactions related to Discover Buchanan messaging and promotions
 - Developing and deploying brand messaging that supports the identity and positioning of Buchanan’s downtown
- 4) Performance Tracking and Reporting
- Track key performance indicators such as audience reach, engagement levels, website activity, visitor interaction, and feedback from downtown businesses. Utilize available analytical tools to evaluate the effectiveness of marketing strategies and adjust campaign approaches as necessary.

PROPOSAL REQUIREMENTS

Proposals must include:

- 1) Firm Background & Qualifications
 - Overview of the firm or consultant, including history, team, and core competencies.
 - Experience with marketing, media purchases, promotions, website development and general business experience;
 - Relevant examples of similar work.
- 2) Approach & Methodology
 - Description of your approach to conducting both the high level and in depth market analysis
 - Description of your approach to marketing strategy development, digital content strategy, platform selection, and advertising placement
 - Explanation of how your strategy will capture regional tourism traffic and convert it into visits and spending within Buchanan’s downtown
 - Identification of the tools, data sources, and performance metrics that will be used to evaluate effectiveness
- 3) Market Analysis Pricing
 - Provide separate pricing and scope descriptions for:
 - High Level Market Assessment
 - In-Depth Market Assessment
- 4) Tiered Budget Options
 - Proposals may outline deliverables and level of service provided at any of the following tiers:
 - Tier 1: \$1,500 per month

Request for Proposals

- Tier 2: \$3,000 per month
- Tier 3: \$5,000 per month

Each budget tier should specify:

- Scope of work
- Frequency of social media content and engagement
- Extent of advertising or boosted content
- Reporting and analytics provided
- Additional services within the tier

REFERENCES

At least two references from previous clients for whom similar work has been completed.

TERM OF CONTRACT

The initial contract term shall be one year, with the option to renew for up to two additional one year terms based on satisfactory performance and mutual agreement between the parties.

EVALUATION CRITERIA

Proposals will be evaluated on:

- Demonstrated experience and qualifications
- Creativity and effectiveness of proposed strategies
- Understanding of Buchanan’s market and tourism potential
- Scope and value at each price tier
- Clarity and completeness of proposal
- References and past performance

SUBMISSION REQUIREMENTS

- **Deadline for submission:** [Insert Date]
- **Submit via email to:** [Insert Contact Email]
- **Subject line:** “DDA Discover Buchanan Proposal – [Firm Name]”

Please submit your sealed bid by to:

Kalla Langston-Weiss, City Clerk
302 North Red Bud Trail
Buchanan, MI 49107

**For any questions regarding the project,
please contact:**

Tony McGhee, City Manager
tmcghee@cityofbuchanan

Request for Proposals

PLEASE INCLUDE AS THE LAST PAGE OF PROPOSAL SUBMISSION

PROPOSAL SUBMITTED BY: (PLEASE PRINT)

Company Name

Phone Number

Address

City, State Zip code

Contact Person/Person Submitting Proposal

Email

Signature of Person Submitting Proposal

Date

Memorandum



Date: April 2, 2026
To: Buchanan Downtown Development Authority
From: Tony McGhee
Subject: The Common Concert Series Funding Request

Background

In anticipation of the Downtown Development Authority's consideration of the \$20,000 funding request from the Common Concert Series, several Board members requested that staff obtain additional detail regarding how the requested funds would be allocated, as well as a broader overview of the Series' total operating budget and expenses. Staff subsequently reached out to the Concert Series planning group to gather this information. Attachment A includes both the request for additional details and the information provided in response. Representatives from the Common Concert Series will be present at the Board's April 8 meeting to provide further context, discuss their programming, and answer any questions the Board may have regarding funding needs, anticipated outcomes, and community impact.

Recommendation

The Board may proceed with consideration of the funding request based on the information currently provided. If the Board determines that more detailed financial information is necessary, particularly in cases where certain contractual or vendor-specific details may need to remain confidential and not part of the public record, the Board could consider appointing a small working committee. This committee could review sensitive financial information in greater detail and provide recommendations to the full Board.

Additionally, the Board may wish to consider a more coordinated oversight approach, as multiple organizations and initiatives, including the Tin Shop Theater, Common Concert Series, and Farmers Market, are either currently receiving or anticipated to receive DDA funding. Establishing a working committee or structured oversight process could help ensure consistency, accountability, and strategic alignment across these efforts while maximizing the overall impact of DDA investments in downtown programming.

Attachment A: Communication of Request for Additional Information

Attachment A



Tony McGhee

From: Michael Rowland <mrowland@mgcf.org>
Sent: Friday, March 27, 2026 2:26 PM
To: Tony McGhee
Cc: Randy Hendrixson; Kalla Langston
Subject: Re: Common Concert Series Request
Attachments: DDA Deck - Common Concerts - 1.14.26.pptx

Hi Tony,

Hope you're doing well. We're thrilled with the support and look forward to one of our best years yet! Attached is the deck we provided to the DDA previously, and on the final page it outlines a broad outline of our budget. Now that we are through with booking, I can actually provide some hard numbers below.

Artists Fees - \$37,650
Sound and Lights - \$10,500
Hospitality (hotels, food, etc) - \$2000
Marketing - \$2500
Common Improvements (wish list) - \$5,000
Total - \$57,650

As you can see, we have a substantial lift from individual legacy donors and the community foundation to get us to our funding levels. Next comes in our vital support from the city, then the gap is made up of individual sponsorships from community partners through our committee's fundraising efforts and distributions from the John Beckwith Dale Endowment. Due to confidentiality, we cannot share the individual artist fees negotiated with the specific acts in the series. I am happy to answer any other questions the group may have though. Please note, I am out of the office from today until my return on Monday, April 6th. Randy is the co-chair and can answer any questions in my absence though. We look forward to an amazing summer and appreciate the support.

All the best,

Michael P. Rowland
President & Chief Executive Officer
111 Days Avenue
Buchanan, Michigan 49107
Phone 269-695-3521
www.mgcf.org
www.buchananpromise.org

Michigan Gateway

community foundation

On Fri, Mar 27, 2026 at 10:44 AM Tony McGhee <TMcGhee@cityofbuchanan.com> wrote:

The DDA has asked that we put the \$20,000 request from the Common on their agenda for the next meeting. As part of that, they asked if staff would reach out for a detailed review of the sources and uses for the Common budget for the season including the cost of each act. If you guys can get that to us by noon on the second, we will be able to include it the packet for their meeting on the 8th and get this wrapped up. Much appreciated and please holler if you have any questions,.

SUMMER CONCERT SERIES BUCHANAN COMMON



OVERVIEW & FUNDING REQUEST

M mark alstott

Item VIII. A.

HISTORY OF BUCHANAN COMMON

- Buchanan Common has long served as a central gathering place for the community. Built through community fundraising, community foundation support and city collaboration in 1996.
- It has hosted civic events, cultural celebrations, and public performances for decades.
- The Summer Concert Series has become a signature tradition held at The Common.

2025 SUMMER CONCERT SERIES HIGHLIGHTS

- Sixteen free outdoor concerts held throughout the 2025 summer season.
- Featured a diverse range of eight different musical genres and local/regional/national performers.
- Strong attendance from families, seniors, and visitors across the region. Over 10,000 visitors.
- Many businesses rely on continual traffic and we could use support with helping businesses market to our guests.

OUR MISSION

- To provide free and equitable access to live music for the entire community.
- To support local artists while fostering connection and shared cultural experiences.
- To ensure Buchanan Common remains a welcoming, inclusive public space.
- To create opportunities for local businesses to thrive.

CITY OF BUCHANAN SUPPORT

- Since 1996, the City of Buchanan has supported the concert series.
- Annual contribution of \$10,000 has been critical to sustaining the program.
- This partnership has helped ensure concerts remain free and accessible.
- Show planning, logistics and show curating is all done on a volunteer basis.

2026 FUNDING REQUEST

- Requesting \$20,000 from the City of Buchanan through the DDA for the upcoming season.
- Increased costs include artist fees, sound production, and event logistics. All Common Committee members volunteer to run shows at no cost, but every cost we do have has increased significantly.
- Additional funding will also support needed updates and improvements to Buchanan Common. (Light truss, sound improvements, drapes, etc)

PROPOSED DONATION BUDGET OVERVIEW

- **Artist Fees & Hospitality: \$10,000** Covers all Thursday shows, a local preference, but these shows have our lower attendances. So, this funding meets that important community need. The total cost of this year's series will exceed \$50,000 in total. The remainder of which, will be covered through historical donors, our endowment and community support.
- **Sound, Stage, & Technical Production for our three festivals: \$5,000**
- **Marketing & Promotion: \$2,000**
- **Buchanan Common Updates & Improvements: \$3,000**
- **Total Requested Funding from DDA: \$20,000**

QUESTIONS?

Buchanan Print Media Promotion

The Beacher and *Harbor Country News* are the two print media for reaching the demographic cohort living and weekendng along lakefront Michigan and the Indiana border.

<https://www.thebeacher.com/> Weekly on Thursday and on-line 4,000 in a tabloid format. Will not accept any cannabis advertising.

<https://www.harborcountry-news.com/> Weekly on Thursday and on-line approx 8,500 during the winter in a traditional folded, full page newspaper format. Will accept cannabis related advertising.

Details of their distribution are identified on their web sites. Their distribution overlaps in New Buffalo. *Harbor News Country* is more heavily distributed in Berrien County.

Harbor Country News and its sister publication, *the LaPorte County Herald* publish an annual summer focused publication called *Along the Water's Edge*.

<https://www.bluetoad.com/publication/?i=846232&p=1&view=issueViewer>

Ad layout

The goal is selling a Buchanan Experience. We list some possibilities in the ads and in the *Discover Buchanan* brochure. Buchanan has assets no other regional or Chicago suburban community has: a 19th century water powered mill, two Downtown water features, and a walkable Central Business District *with* cannabis shops.

Prices

Beacher ½ page vertical b/w \$204 or 4 consecutive placements \$153 each x 4 = \$612
Sample ad to scale is attached.

Harbor Country News ¼ page vertical b/w \$330 or 4 consecutive placements \$150 each x 4 = \$600

Sample ad to scale is attached.

Along the Water's Edge is four color. Please see the link above.

¼ page \$485

½ page \$715

Full \$1270

What are you doing
this weekend?



Discover
BUCHANAN

Saturday Summer
Kick-off
May 23, 2026

Food & Wine
Books & Art
Antiques & Beer

The Beacher
Memorial Day
Edition

What are you doing
this weekend?



Discover
BUCHANAN

Saturday Summer
Kick-off
May 23, 2026

Food & Wine
Books & Art
Antiques & Beer
Cannabis

Harbor Country News Memorial Day Edition

What are you doing
this weekend?



Discover
BUCHANAN

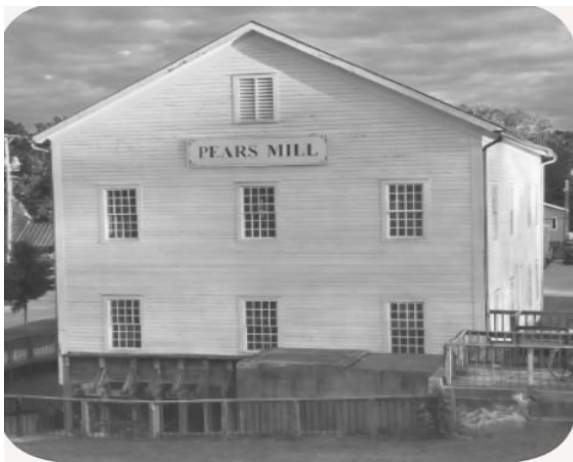
Wine Country's
historic small-town
escape

Food & Wine
Books & Art
Antiques & Beer

The Beacher

Ongoing ad

What are you doing
this weekend?



Discover
BUCHANAN

Wine Country's
Historic Small Town
Escape

Food & Wine
Books & Art
Antiques & Beer
Cannabis

Harbor Country News

Ongoing Ad

04/01/2026 01:21 PM
User: CBAHAM
DB: Buchanan

BANK RECONCILIATION FOR CITY OF BUCHANAN
Bank DDA (DOWNTOWN DEVELOPMENT AUTHORITY)
FROM 03/01/2026 TO 03/31/2026
Reconciliation Record ID: 183

Beginning GL Balance:	146,729.44
Add: Journal Entries/Other	40.57
	<hr/>
Ending GL Balance:	146,770.01
Ending Bank Balance:	146,770.01
Add: Deposits in Transit	0.00
Less: Outstanding Checks	
 Total - 0 Outstanding Checks:	
Adjusted Bank Balance	146,770.01
Unreconciled Difference:	0.00

REVIEWED BY: 

DATE: 4/2/26

DDA Bank Balances

Cash Balance:

● DDA	A	\$146,770.01
**0156-0005		

Investment Balance:

● Dda Investments		\$350,178.91
**0156-0331		

Statement was not available yet on 4/2/26.

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.009	CASH - DDA	146,770.01
248-000.000-017.248	DDA INVESTMENTS	350,178.91
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
Total Assets		506,229.41
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
248-000.000-390.000	FUND BALANCE	211,408.89
Total Fund Balance		211,408.89
Beginning Fund Balance		211,408.89
Net of Revenues VS Expenditures		294,820.52
Ending Fund Balance		506,229.41
Total Liabilities And Fund Balance		506,229.41