

Meeting Minutes



Date: 6-11-2025

Location: 302 N Red Bud Trail, Buchanan, MI 49107

Time: 6:30 PM

Meeting: DDA- Downtown Development Authority Regular Meeting

Meeting Minutes

1. Call to Order

The meeting was called to order by City Manager Tony McGhee at 6:30 PM.

2. Pledge of Allegiance

City Manager McGhee led in the Pledge of Allegiance.

3. Roll Call

PRESENT: Jeffery Antisdell, Julie Capron, Sydney Finan, Rick Paniagua, Michael Reed, Shawn Renfro, Fran Terry, Mark Weedon, Joseph Williams

CITY STAFF: City Manager, Tony McGhee; City Clerk, Kalla Langston

4. Public Comments- *Agenda items only, please limit comments to 3 minutes*

5. Oaths of Office

Clerk Langston gave the Oaths of Office to the members.

6. Election Officers

The officers of the Authority shall be the Chair, Vice-Chair, Treasurer, Secretary, and City Manager/Director. The officers shall be elected by a majority of the Board of Directors for a one-year term.

a. Chair

i. Nominations from the floor.

Antisdell motioned, seconded by Weedon, to nominate Paniagua as Chair. Voice votes carry unanimously.

Reed motioned, seconded by Weedon, to nominate Terry. Voice votes carry unanimously.

ii. Vote

Paniagua- 8 (Antisdell, Capron, Finan, Paniagua, Renfro, Terry, Weedon, Williams)

Terry-1; (Reed)

Paniagua was elected as Chair.

b. Vice-Chair

- i. Nominations from the floor.

Antisdel motioned, seconded by Paniagua, to nominate Antisdel as Vice Chair.

Voice vote

Ayes: Antisdel, Capron, Finan, Paniagua, Reed, Renfro, Terry, Williams

Nay: Weedon

Motion carries 8-1.

Capron motioned, seconded by Finan, to nominate Williams as Vice Chair. Voice votes carry unanimously.

- ii. Vote

Williams-7 (Capron, Finan, Paniagua, Reed, Renfro, Terry, Weedon)

Antisdel-2 (Antisdel, Williams)

c. Treasurer

- i. Nominations from the floor.

Reed motioned, seconded by Paniagua to nominate Terry as Treasurer. Voice vote carries.

- ii. Vote

Terry wins by default.

d. Secretary

- i. Nominations from the floor

No nominations from the floor.

Renfro volunteers to take on the role of Secretary.

- ii. Vote

Renfro wins by default.

7. New Business

a. Bylaws- Discussion of updating bylaws.

- i. Meeting Date & Time

Motion made by Paniagua, seconded by Antisdel, to amend the bylaws under Article IV, Meetings, 1. Second Wednesday at 5:00 PM. Roll call votes carry unanimously.

b. Discussion and establishment of a working group to focus on driving foot traffic downtown during construction.

Paniagua and McGhee have been working on signage for the promotion business, including arrows directing visitors to public parking in the

downtown district. They are focusing on access to businesses, public parking, and clear signage. Additionally, they are incorporating QR codes that link to renderings of the finished project.

Better renderings could enhance the experience for first-time visitors to Buchanan. There have also been discussions about promoting local faces and places, potentially through a storyboard or mini billboard that highlights attractions in town. This could be designed in the size of approximately 4x6 to help guide visitors as they explore the area.

Motion made by Weedon, seconded by Antisdell, to follow Paniagua's' description of the renderings of the vision of marketing and promotion to help drive business downtown.

Discussion: Finian would like to know the cost difference.

McGhee stated an estimate of 3 to 4 thousand dollars for the renderings.

Voice votes carry unanimously.

Antisdell has developed a plan to establish a partnership with the DDA and downtown business owners. This plan includes a flow of information that will allow for an analysis of strengths, weaknesses, opportunities, and threats. It is essential for our business, as well as the DDA, to mobilize effectively. We must ensure clear communication and maintain a positive vision throughout this process.

Establish two working groups to review the Bylaws and Driving Foot Traffic Downtown

Bylaws working group: Antisdell, Weedon, Reed, Terry, and Langston.

Foot Traffic working group: Capron, Williams, Finan, Paniagua, and McGhee.

c. Upcoming items discussion- Budget/Tax Increment Financing and Developing Plan.

McGhee provided an update to the group regarding our tax capture numbers. Currently, the DDA has a budget of \$380,000. McGhee hopes to have some preliminary budget line items ready so that the DDA can begin planning for the future. Additionally, the tax increment financing plan will need to be updated.

8. Public Comment- *Non-agenda items, please limit comments to 3 minutes.*

Steve Raglin- Comments about the Semis going down Front St. and hoping for a re-routing them off Front St.

Norma Ferris- Comments about Semis about Oak St.

9. Comments

Paniagua- Comments about promoting all businesses in Buchanan and hoping for positive comments.

McGhee-Comments about some construction updates.

Weedon- Comments about sending the business list after the emails get set up.

Terry- Comments about Passport promotion.

Finan- Comments about promoting of supporting local businesses.

Reed- Comments about opening the subcommittees to outside the DDA board members.

10. Adjournment

Motion made by Weedon, seconded by Reed to adjourn the meeting 7:11 PM.

Roll call vote carries unanimously.