Memorandum

Date:	October 30, 2026
To:	Buchanan City Commission
From:	Tony McGhee
Subject:	Authorization to Execute U.S. Department of Agriculture Documentation

Background

As has been previously discussed with the City Commission, the City is continuing to move forward with plans for Phase II of the Downtown Redevelopment Initiative, which is anticipated to begin construction in 2027. This next phase will build upon the significant investments made in downtown Buchanan over the past two years and continue addressing aging infrastructure, parking facilities, and other improvements needed to support the continued growth and redevelopment of our downtown.

The planned improvements include the reconstruction or rehabilitation of all City owned surface parking lots in the downtown area, the reconstruction of underground utilities beneath the parking lot located behind the businesses on the north side of Front Street, the reconstruction of Oak Street between Front Street and Dewey Avenue, and improvements to on street parking along Days Avenue.

A significant portion of the funding for this project is being made available through a congressionally directed grant secured through the efforts of Congressman Tim Walberg's office. The funding is being administered through USDA Rural Development and requires the City to complete and submit a formal financing package as part of the federal grant approval process.

While USDA refers to the required documentation as a financing package, the federal funding being pursued for this project is grant funding rather than a traditional loan. The submission process requires the City to identify an authorized representative who can sign and submit the necessary documents on behalf of the municipality.

Staff has been working with USDA and the City's engineering team to advance the project through the required planning and funding processes. Preliminary design work has been progressing, and the most recent cost estimates continue to align with the anticipated

project budget. The engineers are currently working toward completing the plans and specifications in preparation for bidding this winter.

Authorizing the City Manager as the City's signatory will allow staff to complete the required USDA documentation and continue moving the project through the federal approval process without unnecessary delays.

Requested Action

The authorization being requested is administrative in nature and is intended to allow the City Manager to execute and submit the necessary documents associated with the USDA financing package. It does not constitute approval of construction contracts or other project expenditures that would otherwise require separate City Commission authorization.

I recommend that the City Commission approve the designation of the City Manager as the authorized representative and signatory for the USDA financing package associated with Phase II of the Downtown Redevelopment Initiative.