



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

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**MINUTES**

*THE Downtown Development Authority OF THE CITY OF BUCHANAN, in compliance with Michigan’s Open Meetings Act, hereby gives notice of a regular meeting to be held in the Chamber of City Hall.*

*\* Comments may be submitted in writing at least 4 hours in advance to the City Clerk at Clerk@cityofbuchanan.com*

**I. Call to Order**

Mast called the meeting to order at 5:01pm.

**II. Pledge of Allegiance**

Mast led in the Pledge of Allegiance.

**III. Roll Call**

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

Absent: None

City Staff Present: City Manager Tony McGhee, Planning and Community Development Director Kristen Gundersen

**IV. Approve Agenda**

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

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

Kate Gassman – regarding the subcommittee reporting discussion, she requests that the Common Committee be renamed the Common Concert Committee.

**VI. Approve Minutes**

A. Consider approval of the April 8th, 2026, meeting minutes.

Gundersen noted that the minutes had been amended since being sent out. Finan had requested a comment be stricken.

Capron moved, seconded by Finan, to approve the minutes as amended. Voice vote carried unanimously.

**VII. Unfinished Business**

**A. SIP Buchanan!**- Funding update.

Fletcher asked if the money that went back to the Chamber would be earmarked for events. Hein responded it would go to the general operating fund and that the Chamber has been working on building out their events. Capron asked about ticket costs, which have gone down. Williams also had questions about the money returning to the Chamber. There was discussion of the Buchanan Chamber and the Southwest Michigan Regional Chamber.

Reed moved, seconded by Mast, to support the additional funding.

Gundersen clarified that a motion wasn't needed, as the additional funding had been previously voted on in March if Sip didn't meet its funding goal.

## **VIII. New Business**

### **A. Finance Reports**

1) Consider approving the expenditures in the amount of \$612.00.

McGhee presented the DDA's financial position and current standing. The expenditure is for ads previously approved for purchase by the DDA on behalf of the Buchanan Business Boosters.

Hein moved, seconded by Capron, to approve the expenditures in the amount of \$612.00 presented. Roll Call vote carried unanimously.

2) Accept the Financial Reports as submitted.

Jones moved, seconded by Capron, to accept the financial report as presented. Voice vote carried unanimously.

### **B. 2026 Market Master Agreement**- Consider the 2026 Market Master Agreement

McGhee presented the 2026 Market Master agreement, which is the same as it has been in previous years. Because Market season is so close, he recommends approving it as is and assessing what they would like to potentially change during the season.

Williams asked if the agreement was what the City has used and was in place in 2025, McGhee confirmed it was. Capron asked how many hours the contract represented. McGhee estimated it was about 20-25 hours a week. McGhee was asked who signs off on the hours and if they receive a 1099 and from who, he answered Beth Chubb signs off, with the City providing the 1099. Finan would like the information included with the monthly reports. There was discussion of the billing procedure.

Jones moved, seconded by Reed, to approve the 2026 Market Master Agreement. Voice vote carried unanimously.

### **B. Scout Troop 541**- Consider funding support for the 100th year anniversary.

There will be a big celebration in town for the Boy Scout's 100 year anniversary. Jerry Flenar was present to request a contribution from the DDA to support this celebration. There will be a band, displays, and scouting events. Fletcher asked how the donation would support downtown Buchanan, Flenar answered that the event is anticipating about 1,000 people downtown.

There was discussion of how to best handle donation requests, and it was decided to explore a form that can be filled out ahead of time and included in the packet.

Capron moved, seconded by Mast, to fund the Scout Troop 541 100 Year Anniversary Celebration in the amount of \$1,000.

Yes: Reed, Mast, Capron, Finan, Hein

No: Weedon, Fletcher, Jones, Williams

Motion carries.

Reed left at 5:39 PM due to an emergency.

### **C. DDA Subcommittee Reporting Policy**- Consider approving the subcommittee reporting policy.

McGhee recommends revisiting the policy again in the fall or spring after there has been time to evaluate its effectiveness.

Jones moved, seconded by Weedon, to approve DDA Subcommittee Reporting Policy as presented, and to revisit it in the fall of 2026. Voice vote carried unanimously.

**IX. Communications**

**A. Michigan Downtown Association - Summer Workshop – June 3 and 4 – South Haven**

Gundersen shared a workshop the Michigan Downtown Association is holding. She has attended before and recommends it.

**B. Munchie Monday Update**

Gundersen also shared that Munchie Mondays will start again Monday, June 1. There are several vendors signed up. Brick and mortar restaurants do not need to pay the mobile vending permit fee.

**C. Buchanan Equity Loan Update**

The revised amount of \$6,763.49, with an amortization schedule with payments to begin June 1, was emailed and hand delivered to the borrower. The amount has been verified by an independent auditor. Monthly payments will be \$287.72 for 24 months at 2% interest.

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

None.

**XI. Staff/Committee Comments**

McGhee thanked the board for their patience while working through everything, he looks forward to seeing everyone at Sip! Buchanan, and congratulated Capron on her new grandchild.

**XII. Adjournment**

Hein moved, seconded by Fletcher, to adjourn the meeting at 5:47pm. Voice vote carried unanimously.

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Kristen Gundersen,  
Planning & Community Development Director

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Tracy Mast, Chairperson