



**CITY OF ALLEGAN  
DOWNTOWN DEVELOPMENT AUTHORITY Special Meeting  
Griswold Auditorium  
401 Hubbard Street, Allegan MI 49010  
May 8, 2019  
8:00am**

- 1. Call to Order**
- 2. Attendance**
- 3. Approval of Previous Meeting Minutes**
- 4. Public Comment**
- 5. Discussion**
  - 5A.1 – FY19 Year to Date DDA Budget Review**
  - 5A.2 – FY20 DDA Budget Review**
  - 5A.3 – Downtown Overnight Parking Program Discussion**
- 6. DDA Member/Staff Comments**
- 7. Adjournment**

The minutes of this meeting will be available at City Hall, 112 Locust Street Allegan, MI 49010 (269)673-5511  
The City of Allegan is an equal opportunity provider and employer.



City of Allegan  
Downtown Development Authority Meeting  
Griswold Auditorium  
401 Hubbard Street  
Allegan, MI 49010

April 5, 2019

I. Call to Order

Meeting was called to order at 8:04am.

III. Attendance

Present: Chair Ryan Deery, Vice Chair Tracy Clawson, Scott Jacobs, Kelly McLean, Roger Bird, Landria Christman, Mike Villar, Nicole Richomond, Marcia Wagner

Absent: Rachel McKenzie

Others Present: Jordan Meagher, Community Development Coordinator, Parker Johnson, Promotions Coordinator, Joel Dye, City Manager

III. Approval of Previous Meeting Minutes

Motion to approve the previous minutes from March 13, 2019, by Marcia Wagner, supported by Roger Bird. Motion carried 9-0.

IV. Public Comment

None.

V. 5A.1 – 101 Brady Street Lot Development Discussion

The City of Allegan has entered into an exclusivity development agreement with CL Real Estate, LLC of Peru, Illinois to create a plan for the development of 101 Brady Street. At the meeting, representatives from CL Real Estate were present to provide the EDC members with information regarding their background, their vision for the Brady Street site, and the process that they will be using for planning the development. Their initial thoughts for the site are to create a 40 to 60 room boutique hotel, but CL Real Estate will be hiring a firm to perform a market study for the site to see which types of projects would best benefit the community.

VI. Adjournment

The meeting was adjourned at 8:45am.

**Respectfully Submitted,**

**Jordan Meagher  
Community Development Coordinator**

## MEMORANDUM

TO: Allegan Downtown Development Authority  
FROM: Jordan Meagher, Community Development Coordinator  
RE: Fiscal Year 18/19 Year to Date Budget Update  
DATE: May 3, 2019

### Summary

It is requested that the DDA review and accept for information the DDA Fiscal Year 18/19 Year to Date Budget.

The report provides a snapshot of the DDA's expenditures and revenues as of 4/30/19. The FY 17/18 ending figures, the original budget for FY 18/19, and the amended budget numbers for FY 18/19 are also included in this report.

### Recommend

It is recommended that the Downtown Development Authority review and accept for information the DDA Fiscal Year 18/19 Year to Date Budget.

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALLEGAN

PERIOD ENDING 04/30/2019

% Fiscal Year Completed: 83.29

GL NUMBER	DESCRIPTION	END BALANCE	2018-19 ORIGINAL	2018-19	YTD BALANCE	% BDGT USED	ENCUMBERED YEAR-TO-DATE
		06/30/2018 DR (CR)	BUDGET	AMENDED BUDGET	04/30/2019 (NORM (ABNORM))		
Fund 393 - DDA - Downtown Development Authority							
Dept 000 - Activity							
Revenues							
393-000-40300	Taxes-Library	(6,346.84)	8,400.00	8,400.00	5,318.52	63.32	0.00
393-000-40320	Taxes-City	(65,559.12)	82,000.00	82,000.00	49,846.58	60.79	0.00
393-000-40340	Taxes-County	(25,100.48)	30,000.00	30,000.00	18,233.60	60.78	0.00
393-000-57300	Local Community Stabilization Share R	(82,180.61)	40,000.00	100,908.03	100,908.03	100.00	0.00
393-000-66400	Interest Income	(100.53)	175.00	175.00	574.94	328.54	0.00
393-000-69200	Misc. Income	(142.27)	200.00	200.00	0.00	0.00	0.00
393-000-69492	Farmers Market Revenue	(25,136.91)	3,000.00	5,264.00	6,144.00	116.72	0.00
TOTAL REVENUES		(204,566.76)	163,775.00	226,947.03	181,025.67	79.77	0.00
Expenditures							
393-000-74500	Holiday Lighting	17,500.00	17,500.00	19,012.00	19,011.62	100.00	0.00
393-000-75000	Flower Planting	17,500.00	17,500.00	17,500.00	17,500.00	100.00	0.00
393-000-81810	Economic Restructuring	33,793.00	10,000.00	10,000.00	1,500.00	15.00	0.00
393-000-82000	Farmers Market Expense	12,509.84	5,000.00	7,385.00	7,774.80	105.28	0.00
393-000-88000	Marketing & Promotions	9,981.80	7,500.00	7,500.00	2,967.90	39.57	0.00
393-000-88000-AD REIMB	Community Promotion	530.00	0.00	0.00	2,038.44	100.00	0.00
393-000-88050	Events	(4,739.22)	0.00	0.00	0.00	0.00	0.00
393-000-90000	Printing/Publishing/Advertising	6,182.50	0.00	0.00	0.00	0.00	0.00
393-000-94000	Charges For Services	43,600.00	45,000.00	45,000.00	45,000.00	100.00	0.00
393-000-96200	Other Sundry	5,809.52	1,500.00	1,500.00	227.65	15.18	0.00
393-000-97012	Facade Program	0.00	10,000.00	38,800.00	10,000.00	100.00	28,800.00
393-000-97040	Design & Street Scape	5,933.21	25,000.00	18,500.00	16,131.25	87.20	0.00
393-000-97050	Contributions	0.00	26,000.00	26,000.00	26,000.00	100.00	0.00
393-000-97900	Capital Improvements	0.00	0.00	0.00	0.00	0.00	0.00
393-000-99000	2004/12 CIP Bond Principal	17,220.00	17,850.00	17,850.00	17,850.00	100.00	0.00
393-000-99500	2004/12 CIP Bond Interest	4,679.00	4,162.00	4,162.00	4,162.00	100.00	0.00
TOTAL EXPENDITURES		170,499.65	187,012.00	213,209.00	170,163.66	93.32	28,800.00
Net - Dept 000 - Activity		34,067.11	(23,237.00)	13,738.03	10,862.01		(28,800.00)
TOTAL REVENUES		204,566.76	163,775.00	226,947.03	181,025.67	79.77	0.00
TOTAL EXPENDITURES		170,499.65	187,012.00	213,209.00	170,163.66	93.32	28,800.00
NET OF REVENUES & EXPENDITURES		34,067.11	(23,237.00)	13,738.03	10,862.01	130.57	(28,800.00)

## MEMORANDUM

TO: Allegan Downtown Development Authority  
FROM: Jordan Meagher, Community Development Coordinator  
RE: Fiscal Year 19/20 Proposed DDA Budget  
DATE: May 3, 2019

### Summary

It is requested that the DDA review the staff proposed FY 19/20 DDA Budget. If the DDA agrees with staff's proposal, it is recommended that the DDA vote to approve the proposed budget for the upcoming fiscal year, which will begin on Jul 1, 2019, and will end on June 30, 2020.

The report provides a snapshot of the DDA's year-end expenditures and revenues for fiscal years 17 and 18, the projected year-end figures for the current fiscal year (FY19), and proposed budgets for FY's 20, 21, and 22. The DDA would only be voting to approve the proposed budget for FY20. In FY20, staff is expecting that the DDA will be bringing in \$174,950.00 in revenues and be sending out \$136,250.00 in expenditures, leaving the DDA with \$38,700.00 in net revenues and a beginning fund balance of \$105,343.00 to begin the next fiscal year (FY21).

Members of the DDA should take note of some of the changes in funding that are being proposed between the current fiscal year and the upcoming fiscal year.

- The DDA will no longer be allocating funds towards the Farmers Market. At the direction of City Council, staff will be serving a minimal role in the daily operations of the market moving forward.
- Funding is no longer being allocated towards the Downtown Façade Improvement Program. After a series of meetings over the past year, the DDA concluded that the Façade Program was no longer being used to help fund the impactful restoration projects in Downtown Allegan that the program was originally designed to fund.

### Recommend

It is recommended that the Downtown Development Authority review the proposed FY20 Budget. If the DDA is in favor of the proposal, it is recommended that the DDA vote to approve the proposed budget.



**CITY OF ALLEGAN  
2020 PROPOSED BUDGET**

FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
16-17	17-18	18-19	19-20	20-21	21-22
AUDITED	AUDITED	PROJECTED	PROPOSED	PROPOSED	PROPOSED
BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET

**GL NUMBER DESCRIPTION**

***FUND 393 - DOWNTOWN DEVELOPMENT AUTHORITY - DDA***

<b>BEGINNING FUND BALANCE - 393</b>	<b>100,333</b>	<b>18,837</b>	<b>52,905</b>	<b>66,643</b>	<b>105,343</b>	<b>143,293</b>
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*Revenue*

393-000-40300 Taxes-Library	8,331	6,347	<b>8,400</b>	<b>6,000</b>	6,750	7,000
393-000-40320 Taxes-City	82,054	65,559	<b>82,000</b>	<b>50,000</b>	66,000	67,000
393-000-40340 Taxes-County	29,775	25,100	<b>30,000</b>	<b>20,000</b>	26,000	27,000
393-000-57300 Local Community Stabilization	55,475	82,181	<b>100,908</b>	<b>98,500</b>	75,000	75,000
393-000-66400 Interest Income	176	101	<b>175</b>	<b>300</b>	300	300
393-000-67600 Transfer from General Fund	5,000	0	<b>0</b>	<b>0</b>	0	0
393-000-69200 Misc. Income	5,570	142	<b>200</b>	<b>150</b>	150	150
393-000-69492 Farmers Market	14,088	25,137	<b>5,264</b>	<b>0</b>	0	0
<b>Total Revenues 393 - DDA</b>	<b>200,469</b>	<b>204,567</b>	<b>226,947</b>	<b>174,950</b>	<b>174,200</b>	<b>176,450</b>

*Appropriations*

393-000-74500 Holiday Lighting	20,000	17,500	<b>19,012</b>	<b>20,000</b>	20,000	20,000
393-000-75000 Flower Planting	17,500	17,500	<b>17,500</b>	<b>17,500</b>	17,500	17,500
393-000-81810 Economic Restructuring	0	33,793	<b>10,000</b>	<b>10,000</b>	10,000	10,000
393-000-82000 Farmers Market	26,057	12,510	<b>7,385</b>	<b>0</b>	0	0
393-000-82020 July 3rd Jubilee - Fireworks	17,889	0	<b>0</b>	<b>0</b>	0	0
393-000-88000 Marketing & Promotions	30,546	10,512	<b>7,500</b>	<b>7,500</b>	7,500	7,500
393-000-88050 Events	29,663	(4,739)	<b>0</b>	<b>0</b>	0	0
393-000-90000 Printing/Publishing/Advertising	1,000	6,183	<b>0</b>	<b>0</b>	0	0
393-000-94000 Administration Charge	43,600	43,600	<b>45,000</b>	<b>45,000</b>	45,000	45,000
393-000-96200 Other Sundry	5,807	5,810	<b>1,500</b>	<b>250</b>	250	250
393-000-97012 Façade Program	42,593	0	<b>38,800</b>	<b>0</b>	0	0
393-000-97040 Design & Street Scape	0	5,933	<b>18,500</b>	<b>10,000</b>	10,000	10,000
<b>393-000-97050 Contributions</b>	<b>25,400</b>	<b>0</b>	<b>26,000</b>	<b>26,000</b>	26,000	26,000
393-000-99000 2004/12 CIP Bond (P)	17,010	17,220	<b>17,850</b>	<b>0</b>	0	0
393-000-99500 2004/12 CIP Bond (I)	4,900	4,679	<b>4,162</b>	<b>0</b>	0	0
<b>Total Expenditures 393 - DDA</b>	<b>281,964</b>	<b>170,500</b>	<b>213,209</b>	<b>136,250</b>	<b>136,250</b>	<b>136,250</b>

<b>NET OF REVENUES/APPROPRIATIONS-FUND 393</b>	<b>(81,495)</b>	<b>34,067</b>	<b>13,738</b>	<b>38,700</b>	<b>37,950</b>	<b>40,200</b>
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<b>ENDING FUND BALANCE - 393</b>	<b>18,837</b>	<b>52,905</b>	<b>66,643</b>	<b>105,343</b>	<b>143,293</b>	<b>183,493</b>
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