



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

July 13, 2016

I. Call to Order

Chair Marcia Neigebauer called the meeting to order at 12:05pm.

II. Attendance

Present: Marcia Neigebauer, Mike Villar, Sharon Crotser-Toy, Nancy Ingalsbee, Marcia Wagner, Megan Bouwman, Rachel McKenzie,

Absent: Traci Perrigo, Nicole Richmond

Others Present: Robert Hillard, City Manager, Tony McGhee, Abonmarche, Kelsie King, Promotions Director

III. Minutes of the Previous Meeting

Rachel McKenzie, supported by Sharon Crotser-Toy, made a motion to approve the meeting minutes of May 11, 2016. Motion carried.

IV. Old Business

A. 212 Trowbridge – Façade Application – \$37,269 Payment

The Authority reviewed the payment request from Mr. Sturgis and a memo from Lori Castello from PCI, related to the Façade Application project request for 212 Trowbridge, in the amount of \$37,269. Denny Sturgis was available to answer questions. After discussion and a variety of questions, Rachel McKenzie, supported by Mike Villar, made a motion to extend the Façade Grant for 212 Trowbridge to September 1, 2016. Motion passed by acclamation.

The Authority also discussed that the two windows on the north side were on the plan to be replaced, but were not completed. Mr. Sturgis indicated the amount originally included in the approved application for the windows to be replaced were approximately \$5,554. Mike Villar, supported by Nancy Ingalsbee, made a motion to remove the requirement to replace the two windows on the north side of the building.

After the project is complete, the Authority will again be asked to approve a final payment based on the completed work, as outlined in the original application, and the amendment approved at this meeting. The Authority discussed the deduction for not completing the two windows. Mr. Sturgis indicated that because of the partnership between the DDA, Sturgis, and Country House Furniture, we were able to secure this valuable retail store in the Downtown Allegan.

B. Welcome Center Update - Tony's Office/Brochure Racks/Misc. Items

The Authority reviewed a correspondence from the Allegan Area Chamber of Commerce regarding the new space, and a request for brochure holders for the Welcome Center area out front. Tony McGhee indicated that he will be holding his office hours on Wednesday at 134 Brady Street for more visibility in Downtown Allegan. The Authority discussed the use of the proposed racks, and asked other questions. Mike Villar, supported by Marcia Wagner, made a motion to approve up to \$1,500 for the purchase and installation of the new brochure racks, as selected by Tony McGhee. Motion passed by acclamation.

C. Winter Maintenance – Riverfront Stage Area

The Authority discussed their goal to improve winter maintenance activities on the riverfront near the stage area and pathways near the buildings. Aaron Haskin, DPW Director, discussed the issue specifically with Mr. Villar, to better understand the needs from his perspective. Mr. Villar discussed the need to improve winter maintenance on the riverfront to encourage year round use of the investment. Mike Villar, supported by Marcia Wagner, made a motion to approve \$1,000 from the DDA Budget for winter maintenance along the riverfront. Motion passed by acclamation.

D. DDA Advertisement Questionnaire

Marcia Neigebauer, after discussion and contributions from Kelsie King, prepared and distributed a questionnaire to solicit information on better ways to advertise Downtown Allegan. The Authority discussed the existing ways we advertise, primarily based on the 50/50 advertisement program open to DDA merchants during special events. The DDA expressed satisfaction with the existing approach, but made some suggestions and looked forward to the comments from the survey, which should be available next month.

E. Volunteer Recognition Discussion

Because of time, the subject will be brought forward next month. Rachel McKenzie requested that volunteer requirements for DDA members be discussed at the next meeting as well.

V. New Business

VI. Staff Reports

Economic Developer Tony McGhee gave an update on his activity last month. .

Promotions Director Kelsie King announced these upcoming events. Also, she indicated will be on vacation the end of July/early August.

City Manager Hillard provided the Budget Report for June.

VI. Adjournment

The meeting was adjourned at 1:15pm.

Respectfully Submitted,

Robert Hillard
City Manager

The City of Allegan is an Equal Opportunity Provider and Employer