



**CITY OF ALLEGAN  
Economic Development Corporation  
Griswold Auditorium  
401 Hubbard Street Allegan MI 49010  
Wednesday, January 3, 2018  
12:00noon**

The meeting scheduled for Wednesday, January 3, 2018 at 12:00noon has been cancelled. If anyone has immediate concerns that need to be addressed please contact Joel Dye, City Manager, at (269) 673-5511 ext. 229. The next meeting is scheduled for Wednesday, February 7, 2018 at 12:00noon.



**CITY OF ALLEGAN  
Economic Development Corporation  
Griswold Auditorium  
401 Hubbard Street Allegan MI 49010  
Wednesday, March 7, 2018  
12:00noon**

The meeting scheduled for Wednesday, March 7th, 2018 at 12:00 noon has been cancelled. If anyone has immediate concerns that need to be addressed, please contact Joel Dye, City Manager, at (269) 673-5511 ext. 229. The next meeting is scheduled for Wednesday, April 4th, 2018 at 12:00noon.



**CITY OF ALLEGAN**  
**Economic Development Corporation/Brownfield Redevelopment Authority**  
**Griswold Auditorium**  
**401 Hubbard Street Allegan MI 49010**  
**Wednesday, April 4, 2018**  
**12:00pm**

**I. Call to Order**

Meeting was called to order at 12:00pm.

**II. Attendance**

Present: Lovedia Stap, Mike Manning, Mike Walsh, Tim Perrigo, Mike Kiella

Absent: Craig VanMelle, Kim Munn

Others Present: Joel Dye, City Manager, Jordan Meagher, Community Development Coordinator, Tony McGhee, Abonmarche

**III. Approval of the Previous Minutes**

Mike Kiella, supported by Mike Manning, made a motion to approve the minutes from the previous meeting on December 6, 2017. Motion carried 5-0.

**IV. Discussion**

1. Review of Bids for Allegan Brownfield Redevelopment Authority Support Services.

City Manager Joel Dye explained that in December, City of Allegan Staff was directed by the EDC to go out for bid for contracting with a third party firm that could provide brownfield administrative support services for the EDC and the City. Six bids were received by the deadline on January 31, 2018.

The EDC discussed the six bids and found that all six seemed to present the same services and qualifications. Due to this, the three lowest bidders were selected to return for an interview at a later date.

Tim Perrigo, supported by Mike Kiella, made a motion to invite AKT Peerless, SME, and Prism Science and Technology, LLC to interview at a later date to provide Brownfield Redevelopment Authority support services to the City of Allegan. Motion passed 5-0.

2. Sale of Parcel 51-022-001-00

City Manager Joel Dye explained that it has been a goal of City Council and Staff to sell all City owned parcels in the Industrial Park. Currently, only three parcels remain. At the beginning of March, the City had received a \$20,000 offer to sell parcel 51-022-001-00 to S&F Propane, LLC, who would be using the land to build a new propane distribution center. The site would consist of two 30,000 gallon LPG storage tanks and an area to store empty residential propane tanks that are 500-1,000 gallons in size.

The EDC discussed the possible sale, and found that few jobs would be created through the operation of the distribution center, and that since a building would not be constructed on the property, the City would receive very little from tax collection. Other concerns including smell and possible dangers of having the tanks located near other manufacturing sites were discussed. Due to these reasons, the EDC chose not to sell the parcel to this prospective buyer.

Mike Kiella, supported by Mike Walsh, made a motion to not approve the sale of parcel 51-022-001-00 to S&F Propane, LLC, due to the lack of created jobs, as well as the few tax dollars that would be collected from the property by the City in the future. Motion passed 5-0.

3. Sale of Parcel 51-022-0001-40

City Manager Joel Dye explained that the City was also approached by another prospective purchaser, Brake Hoses Unlimited, with interest in purchasing parcel 51-022-0001-40 from the City. Brake Hoses Unlimited made an offer at \$8,000 for the offer. The offer was relative in scale to the previous offer by S&F Propane, LLC for parcel 51-022-0001-00 based on acreage.

The prospective employer would also be creating a significant number of jobs, and due to the construction of a new building, would be able to offer a greater collection in taxes for the City. Due to this, the EDC decided to approve the sale.

Motion by Tim Perrigo, supported by Mike Kiella, to approve the sale of parcel 51-022-0001-40 to Brake Hoses Unlimited. Motion passed 5-0.

**V. Adjournment**

Mike Manning, supported by Mike Kiella, made a motion to adjourn. Motion passed 5-0.

The meeting was adjourned at 1:00 pm

**Respectfully Submitted,**

**Jordan Meagher**  
**Community Development Coordinator**

**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  
Economic Development Corporation  
Griswold Auditorium  
401 Hubbard Street Allegan MI 49010  
Wednesday, May 2, 2018  
12:00noon**

The meeting scheduled for Wednesday, May 2, 2018 at 12:00noon has been cancelled. If anyone has immediate concerns that need to be addressed please contact Joel Dye, City Manager, at (269) 673-5511 ext. 229. The next meeting is scheduled for Wednesday, June 6, 2018 at 12:00noon.



**CITY OF ALLEGAN**  
**Economic Development Corporation/Brownfield Redevelopment Authority**  
**Griswold Auditorium**  
**401 Hubbard Street Allegan MI 49010**  
**Wednesday, June 6, 2018**  
**12:00pm**

**I. Call to Order**

Meeting was called to order at 12:00pm.

**II. Attendance**

Present: Lovedia Stap, Mike Manning, Mike Walsh, Tim Perrigo, Mike Kiella, Craig VanMelle, and Kim Munn

Absent: None

Others Present: Joel Dye, City Manager and Tony McGhee, Abonmarche

**III. Approval of the Previous Minutes**

Mike Walsh, supported by Lovedia Stap, made a motion to approve the minutes from the previous meeting on April 4, 2018. Motion carried 7-0.

**IV. Public Comment**

No public comment was given.

**IV. Discussion**

1. Brownfield Redevelopment Authority Administrative Support Interviews

The Corporation/Authority interviewed three firms to provide administrative support to the BRA. This support would include the development of procedural documents for the Corporation/Authority, training for the Corporation/Authority, and continual support for the Corporation/Authority on matters related to the Brownfield Redevelopment.

The three firms interviewed included: SME, AKT Peerless and Prism Science and Technology.

After the interviews the Corporation/Authority discussed each of the firms.

Kim Munn, supported by Mike Kiella, made a motion to recommend to City Council that

they select SME to provide Administrative Support Service to the City of Allegan Economic Development Corporation / Brownfield Redevelopment Authority. Motion passed 7-0.

**V. Adjournment**

Mike Kiella, supported by Craig VanMelle, made a motion to adjourn the meeting at 2:02 pm. Motion passed 7-0.

The meeting was adjourned at 2:02 pm

**Respectfully Submitted,**

**Joel Dye  
City Manager**

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**CITY OF ALLEGAN  
Economic Development Corporation  
Griswold Auditorium  
401 Hubbard Street Allegan MI 49010  
Wednesday, July 4, 2018  
12:00noon**

The meeting scheduled for Wednesday, July 4, 2018 at 12:00noon has been cancelled. If anyone has immediate concerns that need to be addressed please contact Jordan Meagher, Community Development Coordinator, at (269) 673-5511. The next meeting is scheduled for Wednesday, August 1, 2018 at 12:00noon.



**CITY OF ALLEGAN**  
**Economic Development Corporation/Brownfield Redevelopment Authority**  
**Griswold Auditorium**  
**401 Hubbard Street Allegan MI 49010**  
**Wednesday, August 1, 2018**  
**12:00pm**

**I. Call to Order**

Meeting was called to order at 12:07pm.

**II. Attendance**

Present: Lovedia Stap, Mike Manning, Tim Perrigo, Mike Kiella, Craig VanMelle, and Kim Munn

Absent: Mike Walsh

Others Present: Jordan Meagher, Community Development Coordinator, Tony McGhee, Abonmarche

**III. Approval of the Previous Minutes**

Mike Kiella, supported by Kim Munn, made a motion to approve the minutes from the previous meeting on June 6, 2018. Motion carried 6-0.

**IV. Public Comment**

No public comment was given.

**IV. Discussion**

1. Allegan Area Economic Development Profile Brochure Layout Decision

In December of 2017, the City's Economic Development Corporation was given the prototype for a new Allegan Area Profile Brochure. The brochure would be used as a marketing tool for attracting new developers, residents, and businesses to the City of Allegan. The profile would take the shape of a folder with various informational pages that each focus around a different economic strength within the City of Allegan. These folders can be customized to meet the interests of the individual seeking information. The sheets can also be updated by staff as information changes in the future, without having to change the entire design of the folder.

Staff would continue to put together the wording of each sheet, but wanted a decision

from the EDC to move forward with the design of the brochure.

The EDC agreed that they liked the look of the brochure and thought that it would be effective as a marketing tool.

Mike Manning, supported by Mike Kiella, made a motion to move forward with the design of the Allegan Area Profile Brochure. Motion passed 6-0.

## 2. Economic Development Plan Kickoff Discussion

In 2013, the City of Allegan was certified as a Redevelopment Ready Community by the Michigan Economic Development Corporation. The City was just recertified by the MEDC earlier in 2018. While the City does currently meet the certification requirements, staff has been reviewing the various requirements of the certification to see if any updates or improvements need to be made to any City plans or processes. Staff found that the list of Economic Development Goals that were required by the MEDC were established in 2012 and had set a timeline of 5 years to meet these goals. Since five years had passed, staff thought that it might be within the best interest of the City and the EDC to begin putting together a new comprehensive economic development plan.

Members of the EDC responded that they had thought a plan had been put together and passed with the help of the MEDC within the last five years. This plan was created before the current administration had been hired. The plan involved housing and walkability studies, along with economic development information, and connections to the City's master plan. The EDC directed staff to first find and review this document before moving forward with a new Economic Development Plan.

## V. Adjournment

Mike Kiella, supported by Kim Munn, made a motion to adjourn the meeting. Motion passed 6-0.

The meeting was adjourned at 12:40 pm

**Respectfully Submitted,**

**Jordan Meagher**  
**Community Development Coordinator**



**CITY OF ALLEGAN**  
**Economic Development Corporation/Brownfield Redevelopment Authority**  
**Griswold Auditorium**  
**401 Hubbard Street Allegan MI 49010**  
**Wednesday, September 5, 2018**  
**12:00pm**

**I. Call to Order**

Meeting was called to order at 12:01pm.

**II. Attendance**

Present: Lovedia Stap, Mike Manning, Tim Perrigo, Mike Kiella, Craig VanMelle, Kim Munn, and Mike Walsh

Absent: None

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

**III. Approval of the Previous Minutes**

Mike Kiella, supported by Kim Munn, made a motion to approve the minutes from the previous meeting on August 1, 2018. Motion carried 7-0.

**IV. Public Comment**

No public comment was given.

**IV. Discussion**

1. Brady Street Lot Development Discussion

As a Redevelopment Ready Community, as certified by the Michigan Economic Development Corporation, the City of Allegan was offered pro bono predevelopment services by the MEDC and the Michigan Municipal League to provide assistance in the development of an undeveloped city-owned property. The assistance would come in the form of an RFQ that would be used to help attract developers to the site. In August, the City of Allegan, along with the MEDC and the MML held a workshop for a small group of community stakeholders representing various entities throughout the City, to help develop a vision for the RFQ. During the workshop, the group reached a general consensus that the lot should be developed into a mixed-use building.

Upon the request of two City Council members following the workshop, the topic of developing the Brady Street Lot was brought before the City Council for discussion.

During the discussion, it was found that a majority of the council was in favor of moving forward with a mixed-use development project, but more discussion concerning the future of the lot will be held at a later date.

Now that the discussion had been brought before City Council, staff thought it would be in the best interest of the community to open the discussion for other municipal boards, such as the Economic Development Corporation to deliberate. At this meeting, the general consensus of the group was in agreement with both the majority of the original stakeholder group and City Council, in that they would like to see the lot developed. The EDC requested that they receive more information from staff concerning future plans for the site before a final recommendation is made.

## 2. Economic Development Strategy Discussion

The Economic Development Strategy was not discussed at this meeting. The EDC will start to explore updating this plan at their next meeting.

## V. Adjournment

Mike Kiella, supported by Craig VanMelle, made a motion to adjourn the meeting. Motion passed 7-0.

The meeting was adjourned at 1:18 pm

**Respectfully Submitted,**

**Jordan Meagher**  
**Community Development Coordinator**

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**CITY OF ALLEGAN**  
**Economic Development Corporation/Brownfield Redevelopment Authority**  
**Griswold Auditorium**  
**401 Hubbard Street Allegan MI 49010**  
**Wednesday, October 3, 2018**  
**12:00pm**

**I. Call to Order**

Meeting was called to order at 12:00pm.

**II. Attendance**

Present: Lovedia Stap, Mike Manning, Tim Perrigo, Mike Kiella, Craig VanMelle, Kim Munn, and Mike Walsh

Absent: None

Others Present: Jordan Meagher, Community Development Coordinator, Tony McGhee, Abonmarche

**III. Approval of the Previous Minutes**

Mike Kiella, supported by Craig VanMelle, made a motion to approve the minutes from the previous meeting on September 5, 2018. Motion carried 7-0.

**IV. Public Comment**

No public comment was given.

**IV. Discussion**

**1. Economic Development Strategy Discussion**

Jordan Meagher, Community Development Coordinator for the City of Allegan, explained that in order for the City to maintain its status as a Redevelopment Ready Community, the City must keep up with maintaining a variety of plans and documents. One of these documents is a five year economic development strategic plan. The document was last updated by the City in 2012, so it is expected that an updated five year plan be produced.

The EDC held a discussion concerning which areas of economic development that the board would like to focus their efforts towards in the coming years, two initial strategies emerged to be addressed during future discussions:

- 1) Develop a focused effort on attracting and retaining investments in the community.

Initially, this work will include:

- a) Developing an inventory of properties and buildings available for development including sales/lease price, acreage, square footage, etc.
  - b) Creating an overview of development incentives available both locally and at the State level with an emphasis on brownfield tools that have been underutilized in the past.
  - c) Create information on local development requirements and service providers in Allegan including zoning maps, planning requirements, building official information, utility providers, etc.
  - d) Perform a cost assessment study including property taxes, utility rates, etc. as compared to other area communities that can be used to target developers and industries where Allegan may have a competitive advantage.
- 2) Broaden the group membership to include other organizations/individuals involved in issues that impact local economic development efforts that can support the core work of the EDC including:
- a) Michigan Works!
  - b) Allegan Public Schools
  - c) Allegan County Area Technical & Education Center
  - d) Lakeshore Advantage

The above is not a comprehensive list but the type of representation to consider adding to the EDC that will allow the group to bring a broader representation of other entities contributing to local economic development efforts into future discussions and decisions. This effort should allow for better collaboration and leveraging of talent and resources.

The above was developed not as a conclusion, but a starting place for creating a strategy for meeting these goals, which will be discussed over the course of the next few EDC meetings.

## **V. Adjournment**

Kim Munn, supported by Mike Kiella, made a motion to adjourn the meeting. Motion passed 7-0.

The meeting was adjourned at 1:00 pm

**Respectfully Submitted,**

**Jordan Meagher**  
**Community Development Coordinator**



**CITY OF ALLEGAN  
Economic Development Corporation and  
Brownfield Redevelopment Authority**

**Griswold Auditorium  
401 Hubbard Street Allegan MI 49010  
Wednesday, November 7, 2018  
12:00noon**

- I. Call to Order**
- II. Attendance**
- III. Approval of the Minutes of the Previous Meeting**
- IV. Public Comment**
- V. Discussion Items**
  - 1. Allegan Area Profile Review
  - 2. Brownfield EPA Grant Administrator Recommendation
- VI. Member and Staff Comments**
- VII. Adjournment**