

ALLEGAN CITY  
COUNCIL STUDY  
SESSION AGENDA

Monday  
August 23, 2021



**CITY OF ALLEGAN  
CITY COUNCIL STUDY SESSION MEETING  
Monday, August 23, 2021, 5:30PM  
City Council Chambers - 231 Trowbridge Street  
Allegan, Michigan**

**\*\*\*NO ACTION IS TAKEN DURING THE STUDY SESSION\*\*\***

Call to Order

Public Comment Period

Round Table Discussion amongst Council Members

Discussion regarding City Meeting Recordings

Discussion regarding an update to the Downtown Streetscape

Discussion regarding Rental Fees in the City of Allegan

Review of Council Agenda

Adjourn to regular meeting to begin at 7:00 pm



City of Allegan  
City Manager's Office  
269.673.5511  
231 Trowbridge Street  
Allegan, MI 49010

## MEMORANDUM

TO: Allegan City Council  
FROM: Joel Dye, City Manager  
REVIEWED BY: N/A  
DATE: August 23, 2021  
  
SUBJECT: Downtown Streetscape Update

### Action Requested:

It is requested that City Council receive an update regarding the Downtown Streetscape.

### Background:

Over the past several years the City of Allegan has been working on developing a vision and securing funding to make several improvements to the Downtown Streets.

To that end, we have completed, or we are making progress on the following items:

- Developed a high-level street scape plan for the Downtown Streets.
- Reconstructed the Cutler Street Parking Lot in 2021.
- We are in the process of rebidding the 2<sup>nd</sup> Street and 2<sup>nd</sup> Street Bridge rehabilitation project with a spring 2022 construction date.
- We are working with MDOT on the M-89, M-40, and Hubbard Street relocation project and MDOT is now considering the possibility of a roundabout at this intersection. This project is scheduled to happen in 2023 but may be pushed back to 2024.
- We have received a grant from the USDA in the amount of \$99,000 to help with the construction drawings for the complete reconstruction of Brady, Locust, and parts of Hubbard Streets.

On Monday, staff will give an update on the next steps we need to take to regarding our Downtown Streetscape Plan and future funding implications for these projects.

### Attachment(s):

None



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## MEMORANDUM

TO: Allegan City Council  
FROM: Joel Dye, City Manager  
REVIEWED BY: N/A  
DATE: August 23, 2021

SUBJECT: Rental Fees for City-Owned Properties

### Action Requested:

It is requested that City Council have a discussion regarding rental fees for city-owned properties.

### Background:

At a recent meeting, the City Council requested that rental fees for City-owned properties be revisited.

The City has charged for use of its properties for many years, including a recent update in fees and procedures just this year. With the continued special requests to waive fees for both non-profits and privately owned businesses, as well as the increased volume of all requests including use of space, use of sidewalks, use of barricades and street closures, City staff is seeking clear and concise direction from City Council regarding the rental process of city-owned properties and assets.

Attached are the forms being currently used to rent City-owned spaces. Staff looks forward to this discussion on Monday.

### Attachment(s):

Use of City Property and Right of Way Form  
Griswold Auditorium Rental Form  
Regent Theatre Rental Form

Fee Varies

Paid  Date: \_\_\_\_\_



City of Allegan  
231 Trowbridge Street  
Allegan, MI 49010  
(269) 673-5511

# City of Allegan Use of City Properties & Right-of-Way Application

## 1. APPLICANT INFORMATION

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list all relevant organizers of event: \_\_\_\_\_

## 2. EVENT INFORMATION

What City property are you requesting use of?

- Hanson Park
- Jaycee Park
- Mahan Park
- Riverfront Stage
- Rossman Park
- Sports Complex
- Road/Sidewalk (Include Map)

*For the Griswold Auditorium, please visit [thegriswoldallegan.com](http://thegriswoldallegan.com) or call (269) 673-5511.  
For the Regent Theatre, please visit [alleganregent.com](http://alleganregent.com) or call (269) 673-5511.*

Day & Time of Event (include set-up and tear-down time):

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Will you need any of the following from the City? (Fees will apply)

- Roadblocks
- Metal Barricades

Will you have amplified music? Yes  No

Approximately how many people are expected at the event? \_\_\_\_\_

**3. RETURN THIS FORM AND SUPPORTING MATERIALS TO:**

City of Allegan  
231 Trowbridge Street  
Allegan, MI 49010  
(269) 673-5511  
[tgorby@cityofallegan.org](mailto:tgorby@cityofallegan.org)

Applicant will be notified of approval. If approved, fee must be sent to City Hall at 231 Trowbridge Street, Allegan, MI 49010. Applicants may pay by credit card by calling (269) 673-5511. An additional fee will apply if paying by card.

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For Office Use Only

Date Application Received: \_\_\_\_\_ Approved  Denied   
Police Chief Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DPW Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Promotions Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Allegan

## Use of City Properties Policy

1. Members of the public may request the reservation of several city-owned properties including Hanson Park, Mahan Park, Jaycee Park, the Riverfront Stage, Rossman Park, the Allegan Sports Complex and other city-owned properties subject to the policies stated herein.
2. Members of the public may request the use of roads and sidewalks within the City of Allegan for runs/walks and parades subject to the policies stated herein.
3. The Riverfront Stage may only be used for public, family-friendly musical performances on Fridays, Saturdays, and Sundays.
4. No event shall be held at Mahan Park when the City of Allegan is holding an event on the Riverfront Stage.
5. If a member of the public wishes to use other city-owned properties not explicitly outlined in this policy or would like to request an exception, they must come before and receive approval from City Council.
6. The City of Allegan and Allegan Public Schools may utilize the facilities free of cost.
7. Any event that includes amplified music must follow the City of Allegan's Noise Ordinance (Allegan Code of Ordinances, Section 15-3). Loud music cannot be played from the hours of 11:00pm to 7:00am.
8. The following fees apply to the reservation of city-owned properties and right-of-ways:

<b>Use of Hanson Park, Mahan Park, Jaycee Park, Rossman Park and the Sports Complex</b>	
Four (4) Hour Rental	Eight (8) Hour Rental
\$100.00	\$200.00
<b>Use of Riverfront Stage</b>	
Four (4) Hour Rental	
\$200.00	
<b>Use of Streets &amp; Sidewalks</b>	
Flat Fee for Use of Streets and Sidewalks	
\$25.00	
Metal Barricades and Traffic Control Panels	Deposit
\$5.00 per barricade	\$300.00
Delivery & Return - Weekday	Delivery & Return - Weekend
\$50.00	\$100.00
<b>Use of City of Allegan Police Presence*</b>	
Officer Presence at Event	
Hourly Rate	

\*Event Coordinators may also contract with the Allegan County Sheriff's Department if police presence is requested.



# City of Allegan

## City Properties Available for Request

### **HANSON PARK**

Hanson Park is located on the west end of the Riverfront Park behind the Griswold Auditorium in Downtown Allegan. Request of use includes only the reservation of the Hanson Gazebo. In addition to the gazebo located on the banks of the Kalamazoo River, this park offers other public amenities including:

- Access to the Riverfront Boardwalk
- Barrier-Free and Handicap Accessible Canoe and Kayak Launch
- Hammock Grove
- Picnic Tables
- Public Playground

### **JAYCEE PARK**

Jaycee Park is located at 200 Monroe Street, resting on the Kalamazoo River just north of Downtown Allegan. Request of use includes only the reservation of the pavilion and picnic tables available within. In addition to the pavilion, Jaycee Park offers a large variety of other public amenities such as:

- Barrier-Free and Handicap Accessible Canoe and Kayak Launch
- Basketball Court
- Dog Park
- Fishing Access on the Kalamazoo River
- Grills
- Public Playground
- Public Restrooms
- Skate Park
- 9-Hole Disc Golf Course

### **MAHAN PARK**

Mahan Park is located on the east end of the Riverfront Park on Brady Street in Downtown Allegan. Request of use includes only the reservation of the Mahan Gazebo. This space cannot be requested if the Riverfront Stage is in use. In addition to the gazebo that features amphitheater-styled seating, this park offers other public amenities including:

- Access to the Riverfront Boardwalk
- Picnic Tables
- Nearby Public Restrooms



## **RIVERFRONT STAGE**

The Riverfront Stage is located at 1 Riverfront Plaza. Request of use includes only the stage and the grass seating area in front of it. The Riverfront Stage can only be rented for family-friendly musical performances open to the public on Fridays, Saturdays, and Sundays. This space cannot be requested if Mahan Park is in use. The Riverfront Stage is located within the Riverfront Park that also features:

- Access to the Riverfront boardwalk
- 20' Long Fireplace
- 100-Person Perrigo Plaza Splash Pad
- Picnic Tables
- Public Restrooms

## **ROSSMAN PARK**

Rossman Esplanade Park is a beautiful four-quadrant park located at the intersection of Marshall and Fifth Streets. Request of use includes only the northwest OR southwest quadrant of the park. Cost is \$200 for a full day or \$100 for a half a day. Including all four quadrants, Rossman Park also includes:

- Two Pickleball Courts
- Picnic Tables
- Walking Labyrinth

## **SPORTS COMPLEX**

The sprawling Allegan Sports Complex is located in a 63-acre park on 29th Street. Request of use includes only the reservation of the pavilion and picnic tables available within. In addition to the pavilion, the Allegan Sports Complex offers other public amenities including:

- Four Baseball Fields
- Two Softball Fields
- Batting Cage
- Four Soccer Fields
- Football Field
- Public Playground
- Public Restrooms
- One-Mile Paved Walking Loop



Regent Theatre Rental Contract  
211 Trowbridge Street  
Allegan, MI 49010  
269.673.2737

## Rent the Regent

***No other place can host a gathering like the Regent Theatre!***

Whether it be for birthday parties, family get togethers, girls/guys night out, church outings, local movie premieres, sports team outings, or school trips, the Regent Theatre provides a one of a kind backdrop for your special event.

### **Show Time**

With 205 comfortable seats on the ground floor and another 140 in the balcony, the Regent Theatre can seat up to 345 people. Our state-of-the-art digital projection with HDMI hookup and BluRay/DVD setup allows us to show any movie or personal video of your choice in a private setting.

If you want to watch our current running film, cost is an additional \$4 per person. Of course, we can also provide quality concessions, including our renowned popcorn, upon request.

Cost to rent the theater is \$100 per hour.

### **School-Sanctioned Rentals**

Field trips to the Regent Theatre create memories to last a lifetime. All school-sanctioned rentals (teacher supervised, coordinated with administration/staff) include one child size pop and one child size popcorn. Additional concessions available at regular price upon request.

Cost is \$3 per student or \$50 flat (whichever is greater).

### **NOTE**

All packages can be customized to fit your specific party needs.

Rental events must not interfere with our regular showtime schedule.

Contact the Regent Theatre at 269.673.2737 for questions and inquiries!

***Complete the reverse side to confirm your Regent Theatre Rental Contract.***

*Requests must be submitted at least 15 days before event.*



# THE REGENT THEATRE

Regent Theatre Rental Contract  
211 Trowbridge Street  
Allegan, MI 49010  
269.673.2737

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

- Show Time** - Rental of the Regent Theatre is \$100 per hour, one (1) hour minimum. (Screen any BluRay/DVD privately. Current movie is additional \$4 per person.)
- School-Sanctioned** - School-Sanctioned rental of the Regent Theatre is \$3.00 per student or \$50 flat. Cost includes one child size pop and one child size popcorn.

EVENT TYPE: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

TIME FRAME: \_\_\_\_\_ NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

Select all requested:

- Concession Stand    Tables (2 8' available)    Chairs (16 available)    Microphone

### THE SPONSOR AGREES TO THE FOLLOWING REGULATIONS:

It is fully understood that the hosting organization/individual must not interfere with the Regent Theatre regular showtime schedule. The hosting organization/individual has full responsibility for the care of the area being used and will leave the facility in clean condition with equipment in place. It is further understood that the hosting organization/individual assumes responsibility for the actions and damages of the organization/individual and/or its guests and that the City of Allegan is held harmless in any liability involving the above rental usage.

If alcohol is being served, additional liability insurance in the amount of \$500,000 naming the City of Allegan as a certificate holder is required. This can be found on your homeowners or rental insurance and must be presented prior to the event.

*I have read the above regulations and agree to abide by them.*

SIGNATURE OF EVENT HOLDER: \_\_\_\_\_

SIGNATURE OF THE REGENT THEATRE MANAGER: \_\_\_\_\_

Additional Information:

\_\_\_\_\_

\_\_\_\_\_

Payment Received: \$ \_\_\_\_\_  cash  credit card  check (number \_\_\_\_\_)

Date Received: \_\_\_\_\_



Request of Use of  
the Griswold Auditorium Form

REQUESTS MUST BE SUBMITTED AT LEAST 30 DAYS BEFORE EVENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Contact Information of Person in Charge of the Event**

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Type of Event:**

\_\_\_\_\_

**Room(s) Requested (see following pages for additional details)**

Auditorium    Banquet Room    Marilla Lounge    Upper Lounge

**Day Of (include set up & tear down times)**

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Equipment Requested**

Tables    Podium    Microphone    Other \_\_\_\_\_

**Approximately How Many People Are Expected at the Event?**

\_\_\_\_\_

**Approval (required signatures from both representatives)**

\_\_\_\_\_  
Griswold Coordinator

\_\_\_\_\_  
City Manager

BY SUBMITTING THIS CONTRACT, THE INDIVIDUAL/ORGANIZATION has full responsibility for the care of the area being used and will leave the facility in clean condition with equipment in place. It is further understood that the individual/organization assumes responsibility for the actions and damages of the individual/organization and/or its guests and that the City of Allegan is held harmless in any liability involving the above rental usage. The individual/organization is fully responsible to comply with the Allegan County Health Department regulations. If alcohol is being served, an alcohol agreement must be completed and proof of \$1,000.00 liability naming the City of Allegan as additional insured must be presented prior to the event.

# *The* GRISWOLD

## Request of Use of the Griswold Auditorium Form

### **AUDITORIUM**

Equipped with full theatrical lighting, sound, and natural acoustics, the Griswold's historic auditorium is the ideal place for an upcoming performance event, large meeting, or wedding ceremony. With use of the balcony, the auditorium can seat over 600. Stage dimensions are 28' by 22' with additional side stage areas.

- Hourly Rate - \$75.00
- Six Hours - \$300.00
- Additional Hourly Rate (after first 6 hours) - \$50.00
- Hourly rate if rented in conjunction with Banquet Room \$50.00
  
- Non-Profit Rate - half of all prices listed above

### **BANQUET ROOM**

This 3,300 square foot garden-level banquet area is ideal for wedding receptions, open houses, art shows, exhibits, classes, and anything else you can dream of that requires a large, open space. The stairway entrance from the upper level is perfect for a bride and groom's dramatic entrance. The lower entrance is barrier free and has an adjacent parking lot for guests. The Banquet Room is able to accommodate approximately 200 people, and features an in-house serving kitchen and bar top for choice caterer.

- Hourly Rate - \$125.00
- Six Hours - \$750.00
- Six Hours (with décor) - \$850.00
- Additional Hourly Rate (after 6 hours) - \$50.00
- Linens available - market rate
  
- Non-Profit Rate - half of all prices listed above
- Free use for Allegan Community Events during the hours of 9:00am -5:00pm Monday - Friday, \$100 flat rate if outside of those hours.

### **MARILLA AND UPPER LOUNGES**

The Griswold's lounges are perfect for showers, smaller open houses, rehearsal dinners, business meetings, or seminars. Depending on the event, the Marilla and Upper Lounges can be transformed with a banquet, classroom, or theater style setup accommodating up to 75 people.

- Hourly Rate - \$50.00
- Hourly Rate if rented in conjunction with Auditorium or Banquet Room -\$25.00
- Non-Profit Rate - half of all prices listed above

# *The* GRISWOLD

## Request of Use of the Griswold Auditorium Form

### **BUILDING USAGE**

The Griswold Memorial Auditorium seeks to be the gathering place of the Allegan community as envisioned by the building's donor and namesake, Marilla Griswold.

The building provides free use for all Allegan-area government use including the City, the County, and the Allegan District Library. Additionally, all fees will be waved for Allegan Public Schools educational use.

The Banquet Room offers free use for all Allegan community events during the hours of 9:00am - 5:00pm, Monday through Friday. Outside of those hours, the Banquet Room is available to Allegan community events at a discounted flat rate of \$100.

For Allegan groups and organizations who utilize the Griswold Auditorium for a minimum of 80 hours annually, a discounted rate of \$25 an hour is offered pending City staff approval.

The City of Allegan desires to uphold Marilla Griswold's dream of providing a place for the community to come together, experience a variety of entertainment and most of all, enjoy themselves within the rooms of a pristine, historic auditorium.