



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

January 13, 2021

1. Call to Order

Meeting was called to order at 8:02am.

2. Attendance

Present: Delora Andrus, Landria Christman, Tracy Clawson, Mark Heather, Michelle Liggett, Phil Siegler

Absent: Chair Kelly McLean, Vice Chair Carl Canales, Ben Schaendorf

Others Present: Joel Dye, City Manager, Parker Johnson, Promotions Coordinator

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from November 18, 2020 by Siegler, supported by Christman. Motion carried 6-0.

4. Public Comment

5. Year to Date Budget Review

- a. Parker Johnson reviewed the budget with the group.

6. Discussion

- a. Selection of Chair, Vice Chair, and Public Spaces Delegate

Nomination was received by Andrus, supported by Liggett, to recommend the appointment of Mark Heather as the Chairperson. Motion carried 5-0.

Nomination was received by Siegler, supported by Andrus, to recommend the appointment of Michelle Liggett as the Vice Chairperson. Motion carried 5-0.

Nomination was received by Christman, supported by Liggett, to recommend the appointment of Mark Heather as the Public Spaces Delegate. Motion carried 5-0.

- b. Parking Enforcement Update

A formal review of the Downtown Parking Plan was requested for the February meeting.

c. Downtown Refuse Program Update

Parker Johnson gave a brief update on the status of the Downtown Refuse Program, still in its infancy stages. City staff met with Republic Services to determine the functionality of the idea, and with the City attorney to determine the legality. Both entities gave their approval, staff will continue work and go out for bid for this project.

It was requested that the Riverfront be reevaluated in order to consider a dumpster receptacle on the north end in addition to the south end.

d. Comments from City Staff & Board Members

Landria Christman announced her resignation from the board effective Thursday, January 14, 2021. Her formal letter was sent to Joel Dye.

Michelle Liggett is interested in looking into purchasing a countdown clock for NYE!22.

Phil Siegler asked for an update on the Iron Bridge repair project, to which Joel Dye gave an update on costs and project projections.

7. Adjournment

The meeting was adjourned at 8:35am.

**Respectfully Submitted,  
Parker Johnson  
Downtown & Promotions Manager**



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

February 10, 2021

1. Call to Order

Meeting was called to order at 8:02am.

2. Attendance

Present: Chair Mark Heather (Allegan, MI), Vice Chair Michelle Liggett (Allegan, MI), Mayor Delora Andrus (Allegan, MI), Carl Canales (Allegan, MI), Kelly McLean (Allegan, MI), Phil Siegler (Lake Buena Vista, FL)

Absent: Tracy Clawson, Ben Schaendorf

Others Present: Joel Dye, City Manager, Parker Johnson, Downtown and Promotions Manager, Gari Voss, Allegan County News

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from January 13, 2021 by Siegler, supported by Liggett.  
Motion carried 6-0.

4. Public Comment

Nicole Heslip, representing Schaendorf Brewing Company, introduced herself to the group and expressed her interest in serving on a City of Allegan board or commission.

5. Year to Date Budget Review

- a. There were no updates or changes to the DDA's YTD budget.

6. Discussion

- a. Sale of 134 Brady Street

After a brief overview of the recent history of the DDA-owned property, Joel Dye explained that an offer had been made for the building at 134 Brady Street by Jennifer Clark, owner of Class Act Salon currently located on Marshall Street. The City Council approved of the sale on Monday, February 8 based on the DDA's vote.

As the realtor representing the sale, Chair Mark Heather of Coldwell Real Estate requested to be recused from the vote of the sale of 134 Brady Street.

Motion to recuse Mark Heather from the vote of the sale of 134 Brady Street made by Mayor Andrus, supported by Vice Chair Liggett. Motion carried 5-0.

Motion to adopt the resolution to approve the sale of 134 Brady Street for \$92,000 and to authorize Vice Chair Michelle Liggett and Mayor Delora Andrus to sign all and any documents related to this sale made by Siegler, supported by McLean. Motion carried 5-0.

Motion to rejoin Mark Heather from recusal made by Liggett, supported by Mayor Andrus. Motion carried 5-0.

b. Requested Review of the Downtown Parking Plan

As requested at the January meeting, a formal review of the Downtown Parking Plan was presented by Parker Johnson. The group was given a refresher on the status of the Downtown Parking Plan that has been put together with the DDA over the last two-three years with a plan for implantation in 2021.

The removal of overnight parking passes is now being proposed by City staff; this in regards to wanting to achieve a smoother transition in parking reduction, and the lack of City staff for rolling out a parking pass system.

Board members wanted information on Downtown employee counts.

c. Comments from City Staff & Board Members

Joel Dye provided an update on the Downtown Allegan Streetscape Project, including that a plan for funding is 90% finished. This plan would include reconstruction of Brady and Locust Streets in 2022 and Hubbard Street and the Hubbard/M89/M40 intersection in partnership with MDOT in 2023.

Michelle Liggett inquired about purchasing a shade structure for the Riverfront and a countdown clock for NYE!22.

7. Adjournment

The meeting was adjourned at 9:02am.

**Respectfully Submitted,  
Parker Johnson  
Downtown & Promotions Manager**



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

February 10, 2021

1. Call to Order

Meeting was called to order at 8:02am.

2. Attendance

Present: Chair Mark Heather (Allegan, MI), Vice Chair Michelle Liggett (Allegan, MI), Mayor Delora Andrus (Allegan, MI), Carl Canales (Allegan, MI), Kelly McLean (Allegan, MI), Phil Siegler (Lake Buena Vista, FL)

Absent: Tracy Clawson, Ben Schaendorf

Others Present: Joel Dye, City Manager, Parker Johnson, Downtown and Promotions Manager, Gari Voss, Allegan County News

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from January 13, 2021 by Siegler, supported by Liggett.  
Motion carried 6-0.

4. Public Comment

Nicole Heslip, representing Schaendorf Brewing Company, introduced herself to the group and expressed her interest in serving on a City of Allegan board or commission.

5. Year to Date Budget Review

- a. There were no updates or changes to the DDA's YTD budget.

6. Discussion

- a. Sale of 134 Brady Street

After a brief overview of the recent history of the DDA-owned property, Joel Dye explained that an offer had been made for the building at 134 Brady Street by Jennifer Clark, owner of Class Act Salon currently located on Marshall Street. The City Council approved of the sale on Monday, February 8 based on the DDA's vote.

As the realtor representing the sale, Chair Mark Heather of Coldwell Real Estate requested to be recused from the vote of the sale of 134 Brady Street.

Motion to recuse Mark Heather from the vote of the sale of 134 Brady Street made by Mayor Andrus, supported by Vice Chair Liggett. Motion carried 5-0.

Motion to adopt the resolution to approve the sale of 134 Brady Street for \$92,000 and to authorize Vice Chair Michelle Liggett and Mayor Delora Andrus to sign all and any documents related to this sale made by Siegler, supported by McLean. Motion carried 5-0.

Motion to rejoin Mark Heather from recusal made by Liggett, supported by Mayor Andrus. Motion carried 5-0.

b. Requested Review of the Downtown Parking Plan

As requested at the January meeting, a formal review of the Downtown Parking Plan was presented by Parker Johnson. The group was given a refresher on the status of the Downtown Parking Plan that has been put together with the DDA over the last two-three years with a plan for implantation in 2021.

The removal of overnight parking passes is now being proposed by City staff; this in regards to wanting to achieve a smoother transition in parking reduction, and the lack of City staff for rolling out a parking pass system.

Board members wanted information on Downtown employee counts.

c. Comments from City Staff & Board Members

Joel Dye provided an update on the Downtown Allegan Streetscape Project, including that a plan for funding is 90% finished. This plan would include reconstruction of Brady and Locust Streets in 2022 and Hubbard Street and the Hubbard/M89/M40 intersection in partnership with MDOT in 2023.

Michelle Liggett inquired about purchasing a shade structure for the Riverfront and a countdown clock for NYE!22.

7. Adjournment

The meeting was adjourned at 9:02am.

**Respectfully Submitted,  
Parker Johnson  
Downtown & Promotions Manager**



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

May 12, 2021

1. Call to Order

Meeting was called to order at 8:00 am.

2. Attendance

Present: Chair Mark Heather, Vice Chair Michelle Liggett, Mayor Delora Andrus, Tracy Clawson, Kelly McLean (8:03), Nicole Heslip, Phil Siegler

Absent: Carl Canales

Others Present: Joel Dye, City Manager, Parker Johnson, Downtown and Promotions Manager, Sarah Perrigo, City Manager Intern

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from April 12, 2021 by Siegler, supported by Heslip.  
Motion carried 7-0.

4. Public Comment

5. Year to Date Budget Review

- a. There were no updates or changes to the DDA's YTD budget.

6. Discussion

- a. Downtown Streetscape Project Update

Joel Dye and Parker Johnson took the group through a review of the Downtown Streetscape Project, including new information that Congressman Fred Upton recommended Phase One of the Downtown Streetscape to receive \$1M in federal funding through the Community Project Funding. Construction of Brady and Locust Streets is targeted to begin in 2022.

Members also asked for more information on other projects such as the Second Street Bridge construction, slated to begin Fall 2021, the M89/M40 reconfiguration, slated for 2023, and the Allegan City Dam removal. Joel Dye provided updates on all projects.

7. Comments from City Staff & Board Members

Joel Dye and Parker Johnson provided updates on the Downtown Refuse Program and addressed questions regarding a tax assessment, and public dumping concerns.

Joel Dye and Parker Johnson provided updates on the Downtown Parking Program.

8. Adjournment

The meeting was adjourned at 9:10am.

**Respectfully Submitted,  
Parker Johnson  
Downtown & Promotions Manager**





City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

July 14, 2021

1. Call to Order

Meeting was called to order at 8:05am.

2. Attendance

Present: Chair Mark Heather, Vice Chair Michelle Liggett, Carl Canales, Tracy Clawson, Kelly McLean (8:09), Nicole Heslip, Phil Siegler

Absent: Mayor Delora Andrus

Others Present: Joel Dye, City Manager  
Parker Johnson, Downtown and Promotions Manager

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from May 12, 2021 by Clawson, supported by Heslip.  
Motion carried 6-0.

4. Public Comment

5. Year to Date Budget Review

- a. Joel Dye and Parker Johnson presented the DDA YTD budget, which included a 2020/2021 review. The new fiscal year began in July 2021.
- b. Heslip inquired about the promotion of the Downtown Allegan Social District with DDA funds on billboards along US-131 and the Lakeshore. The board showed support of the idea.

6. Discussion

- a. Cutler Street Parking Lot Completion

Dye and Johnson provided an update on the recent completion of the Cutler Street parking lot before the upcoming final walkthrough scheduled for July 15. The board was pleased with the look of the final outcome of the project.

The conversation turned to parking throughout the Downtown, specifically along the Riverfront and the safety concerned with increase pedestrian usage and handicap accessibility. It is evident that a conversation on ADA parking, equipment loading zones, and restricted vehicular access to the Riverfront needs to be had in the near future as the frequency of events and general use of that space increases.

b. Downtown Refuse Program Update

Dye and Johnson reported that after multiple DDA discussions, City Council discussions, two Downtown Lowdown discussions, three public meetings, and countless staff deliberation, that it was being recommended that the City move forward with the present point-based system to pay for a shared trash collection system in the downtown.

Liggett asked for consideration to be had for a discounted price for those who choose to pay upfront annually versus on a month to month basis.

The overall consensus was favorable in moving forward in this direction.

7. Comments from City Staff & Board Members

Siegler asked for an update from Joel Dye on the development of a hotel on the vacant property at 101 Brady Street. Joel provided insight on the current status of the project.

8. Adjournment

The meeting was adjourned at 8:58am.

**Respectfully Submitted,  
Parker Johnson  
Downtown & Promotions Manager**



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

August 11, 2021

1. Call to Order

Meeting was called to order at 8:03am.

2. Attendance

Present: Chair Mark Heather, Vice Chair Michelle Liggett, Mayor Delora Andrus, Carl Canales, Nicole Heslip, Phil Siegler

Absent: Kelly McLean

Others Present: Parker Johnson, Downtown Manager and Assistant to the City Manager  
Tim Perrigo, Director of the Chamber of Commerce

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from July 14, 2021 by Siegler, supported by Liggett. Mayor Andrus abstained. Motion carried 5-0.

4. Public Comment

5. Year to Date Budget Review

- a. Parker Johnson presented the DDA YTD budget. Little change since the new Fiscal Year began July 1.

6. Discussion

- a. Second Street Bridge Project Update

Johnson provided an update on the Second Street Bridge Project in which recent bids came in 26% over the estimated cost. Because of this unexpected projection, City staff has elected to rebid the project in November, and plan for a spring construction.

Questions on the structural integrity of the bridge lasting until a spring construction were quelled by reassurance that the bridge has years of strength left and is being monitored better now than it has been in years.

b. M40/M89/Hubbard Project Update

Johnson provided a brief update on the MDOT realignment project of the M89/M40/Hubbard Street intersection and the current reconsideration of the functionality of the left turn West on Ely Street.

The whole of the group agreed that a traffic circle, commonly referred to as a roundabout, would seem like the logical answer and recommended that City staff explore that option with MDOT and Abonmarche engineers.

7. Comments from City Staff & Board Members

Johnson wanted to get the board thinking about wayfinding signage in Downtown Allegan as the streetscape project looms. Specifically directional, parking, attraction, and business signage.

The conversation quickly turned to the Historic District Commission and the perceived shortcomings of the designated Historic Districts in the City of Allegan, specifically the regulation of privately owned and affixed signs in the downtown. Board members Heather and Liggett shared stronger opinions on the HDC and its purpose, to which Mayor Andrus addressed the current conversation happening at the City Council level.

8. Adjournment

The meeting was adjourned at 8:43am.

**Respectfully Submitted,  
Parker Johnson  
Downtown Manager & Assistant to the City Manager**



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

September 8, 2021

1. Call to Order

Meeting was called to order at 8:08am.

2. Attendance

Present: Vice Chair Michelle Liggett, Mayor Delora Andrus, Carl Canales, Nicole Heslip, Phil Siegler

Absent: Chair Mark Heather, Kelly McLean

Others Present: Joel Dye, City Manager  
Parker Johnson, Downtown Manager and Assistant to the City Manager

3. Approval of Previous Meeting Minutes

Motion to approve the minutes from August 11, 2021 by Mayor Andrus, supported by Siegler. Motion carried 5-0.

4. Public Comment

5. Discussion

a. Festive Fridays / NYE!22

Johnson informed the board that weekly meetings for the wintertime events have begun as of September with all events planned to go on as normal. As more meetings take place, new elements may be added, and things may be changed from years past.

Heslip and Liggett expressed the strong desire for a large countdown clock for the ball drop. The board supported this effort and asked that it become priority in the planning efforts of NYE!22.

b. 2022 Downtown Events

Johnson went over a preview of the next year's events in Downtown Allegan for initial ideas and feedback from the board.

After two years off, the board sees potential in improving Bridgefest and continuing the momentum built in 2017, 2018, and 2019. Ideas include: stronger committee-based organization, emphasis on family-friendly activities, usage of the Griswold for same-day events and activities, rides and similar carnival attractions.

There was overwhelming support from the whole of the board to grow Fork in the Road: A Food Truck Rally from seven weeks to at least a June-August event.

Canales, with support from Heslip, expressed interest in growing Sidewalk Sales to include street vendors, food trucks, and more.

Siegler mentioned the Allegan Jazz Festival and his own desire to see that short-lived event return in some capacity.

#### c. Downtown Streetscape Update

Dye led the discussion on an update of the Downtown Streetscape Plan. Design and preliminary planning sessions are planned for October, and board members were encouraged to attend if scheduled outside of their regular meeting time.

The streetscape conversation included the topic of wayfinding signs and their importance in streetscape not just in the downtown, but surrounding area as well. Dye emphasized the fact that wayfinding should not be done internally, but by hired professionals.

#### 6. Comments from City Staff & Board Members

Siegler asked for an update on the hotel development at 101 Brady Street. Dye shared that conversations were still happening, and that CL Real Estate, the current owner of 101 Brady Street, has until June 30, 2022 to begin construction according to their agreement with the City of Allegan.

#### 7. Adjournment

The meeting was adjourned at 9:05am.

**Respectfully Submitted,  
Parker Johnson  
Downtown Manager & Assistant to the City Manager**



City of Allegan  
Downtown Development Authority Meeting  
City of Allegan Council Chambers  
231 Trowbridge Street

December 8, 2021

1. Call to Order

Meeting was called to order at 8:11 am.

2. Attendance

Present: Chair Mark Heather, Vice Chair Michelle Liggett, Kelly McLean, Phil Siegler, Steve Tibbitts

Absent: Mayor Delora Andrus, Carl Canales, Nicole Heslip

Others Present: Parker Johnson, Downtown Manager and Assistant to the City Manager

3. Approval of Previous Meeting Minutes

Minutes from the last held meeting on September 8 will be approved at the January meeting.

4. Public Comment

5. Discussion

a. Downtown Allegan Streetscape Improvement Project

Johnson reviewed the Downtown Allegan Streetscape Improvement Project with the board to keep members up to speed on the progress. General discussion was had regarding concept designs, specifically about Brady Street and the proposed plaza area at the east end of Trowbridge Street, as well as street furniture and other amenities.

b. Downtown Development Authority Strategic Planning

Due to time, Johnson assigned present board members homework for the January meeting. Members were asked to come up with a list of ideas and desires, no matter how big or small, based on four topics for the DDA to consider and send to the City Council for their strategic planning session for the 2022/2023 fiscal year. Topics given were:

- Downtown
- Business

- Events
- Advertising/Promotion

6. Comments from City Staff & Board Members

7. Adjournment

The meeting was adjourned at 9:08am.

**Respectfully Submitted,  
Parker Johnson  
Downtown Manager & Assistant to the City Manager**