

Galesburg Downtown Development Authority
Galesburg City Hall
August 13, 2025
6:00 p.m.

PRESENT: Amanda Hawes, Mayor Linda Marble, Andrea McCubbin, Linda Carlton, Art Green, D'Shay White

ABSENT: Jerry VanderWheele, Lorence Wenke

ATTENDEES: Kim Enders

Called to Order/Roll Call 6:10 p.m.

AGENDA:

Marble asked to add an agenda item, that of the Christmas decorations and replacing the lights. It was placed at Item #19. Motion by Carlton to approve Agenda; Support by Green. All Ayes.

MINUTES:

Motion made by Carlton; Support by Marble to approve the Minutes. 6 ayes; 2 abstains; Motion passes.

TREASURER'S REPORTS:

Motion by Carlton; Support by Green to accept all Treasurer's reports on file. All ayes.

Old Business

6. Website/Facebook page. Carlton stated she would find out through GABCA who authored their website and ask if he could help.

7. Veterans Board. Kim Enders presented sample of plaques. It was decided that the DDA would return the current plaques that are on the Board. The names on the Board will be past or present veterans from the City of Galesburg. Enders stated she would present at September's meeting a mockup of a couple of plaques for the Board to review.

8. City Banners. Carlton presented Board with new quote for Banners and several RAM logo designs. Board wrote down what each liked and it was a tie, so Carlton will check with G-A Schools Superintendent, Lindsay Newton to decide which Ram Logo to use. The City has 16 poles to hang banners. Decision was made to order 20 banners. The cost is \$1314.10. Motion by McCubbin; Support by White to Order banners. All ayes.

9. Landscaping on West side of City Hall. Marble provided an estimate from the City of Galesburg's DPW in the amount of \$1,302. It was noted that this is an estimate and price may change due to unforeseen circumstances (length of time it takes and time renting equipment). McCubbin checked with Rockin Yards, but got no response. Motion by Carlton; Support by McCubbin to hire City of Galesburg DPW to complete the project at a cost of up to \$2,000. All ayes.

10. Electronic sign in front of City Hall. Marble presented the quote for an electronic sign in front of City Hall from Stewart Signs. The quote was \$28,709.35. There was a suggestion to try some fundraising to purchase a sign. More discussion to come.

11. Downtown Plan—taking next steps. A date was set for October 16, 2025 at 6:00 p.m. to meet solely for the purpose of reviewing the Downtown Plan.

New Business:

12. Tax Increment Revenue Pass-Through Agreement-129 E. Michigan Avenue. No discussion for the reason that City Council tabled the actual Brownfield Development Agreement.

13. New Business welcome packet. Hawes suggested that the Board put together a welcome packet to present to new businesses. Currently the City has 2 new businesses: Wobbly Wagon and Wolverine Cards, Comics & Collectibles. Carlton presented an old GABCA Directory of Businesses that it previously gave out. Hawes will check on this further. It was decided that this discussion will continue at October 16, 2025 at the Downtown Plan meeting.

14. Social District- Hawes stated she would reach out to Jerry VanderWeele for more information. More research needs to be done on the legalities of a social district.

15. Fall Décor. Cornstalks, Hay, Pumpkins. McCubbin stated that she would reach out to Randy Rice regarding getting 20 bales of hay. Jeannie provided the cornstalks last year so it was decided to check with her about this Fall. A motion was made by Carlton; Support by McCubbin to spend up to \$50 for pumpkins, squash and gourds.

16. GABCA trick or treat event—Date is 10/25/25 from 1:00 p.m.-2:30. Motion by McCubbin; Support by White to pay \$50 to GABCA to help with the food for this event.

17. Mowing and taking care of flower pots—It was suggested that the Board ask businesses to water the flower pots out in front. It was stated that Valentina's was not mowing out in front and that the tree in front of Checkered Past is not doing well. McCubbin stated that she would get a quote from Murry Landscaping to remove the tree.

18. DDA Open House-McCubbin suggested the DDA have an Open House on October 5, 2025 along with GABCA in the Guthrie Room which is the same day of the celebration of the Kalamazoo Valley River Trail when people will be coming through Galesburg.

19. Christmas lights—Marble informed the Board that Superintendent Raney would like the Christmas decorations out of the DPW barn because of room constraints. Many lights need replacing. Discussion regarding where to store the decorations. There are 44 decorations. There was discussion about purchasing another shed, approximately 12'x20' and placing it on City property next to the large shed. Carlton and Green stated that they would research the sheds. It was also decided to discuss with GABCA about helping in the purchase price of the shed. In the meantime, it was agreed that Marble would check with Administrator Lisa McNees to see if on a temporary basis the decorations could be stored in the Guthrie room. Hawes suggested purchasing rope lights for the decorations. She said that out of the 44 decorations, only 16 were used last year. Motion was made by Marble; Support by Carlton to spend up to \$1500 on rope lights.

20. Landscape pots. McCubbin stated that she picked up the pots from Landscape Forms. There are 20 planters which will have to be stored in the DDA shed (new one).

Board Comments:

The Board received an Application from Kim Enders to join the DDA Board. Marble will take it to City Council at September meeting. Motion was made by Carlton; Support by Marble to accept the Application of Kim Enders to the DDA Board. All ayes.

Hawes stated that she would check with MCTI Printing Department about printing new Directories for the DDA and GABCA. She said she would contact them to get an idea of the cost.

McCubbin stated that there in online Training for the DDA from the Michigan Association of Downtown Development Authority. At a Board meeting, the Board could watch it then.

Meeting was adjourned at 8:17 p.m.

Linda Marble, Secretary

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