

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

January 15, 2026, Meeting - Communication

To: DDA Members and Staff

From: Dan King

Date: January 9, 2026

Subject: Information Regarding January 15, 2026, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday January 15th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through December 31, 2026.

6. Façade and BEIG Update

The façade grant and BEIG loan spreadsheets have been updated through December 31, 2026.

8. Old Business:

Staff will provide an update on the strategic plan process.

9. New Business

There will be a discussion regarding snow removal.

There will be a discussion regarding holiday decorations.

The DDA has discussed funding part time labor for downtown maintenance in the past. Further discussion will continue during the meeting.

DDA will conduct the annual election of officers. The current slate is Woods – Chair, Hatfield – Vice Chair, and Button – Secretary.

There were two façade grant reimbursements since the last meeting in November.

See you next Thursday.

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

AGENDA

Meeting Thursday, January 15, 2026

MEETING AT CITY HALL

1. Call to Order/ Roll Call. (Meeting starts at 8:00 a.m.)
2. Pledge to the Flag
3. Approval/Additions/Deletions to Agenda
4. Approval of Minutes – Approve Minutes from the November 20, 2025, DDA Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG Update
7. Open Public Discussion and Comments
8. Old Business
 - A. Strategic Plan Update.
9. New Business
 - A. Snow Removal Discussion
 - B. Holiday Decoration Discussion
 - C. Part Time Labor for Core Downtown Maintenance
 - D. Annual Election of Officers
 - E. Façade Grant Reimbursement for 111 W. State Street
 - F. Façade Grant Reimbursement for 118 S. Jefferson Street
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
November 20, 2025

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:02 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Button, Peterson, Schantz, Tossava, Wiswell, Woods

Absent: Hatfield, Patterson (Student Representative)

City Staff and Appointees: King, Ponsetto, Ressegueie

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Tossava, second by Baker, to approve the agenda as presented.

All ayes motion carried.

4. Approval of Minutes –

Motion by Tossava, second by Albrecht, to approve the minutes of the October 16, 2025, DDA meeting.

All ayes motion carried.

5. Financial Statements & Budget for Review –

King said that the budget data has been updated through October 31, 2025.

6. Façade and BEIG Update-

King said the facade grant and BEIG loan data has been updated through October 31, 2025.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Strategic Plan Update-

King gave the DDA an update on the strategic planning process.

9. New Business

A. New Year's Eve Ball Drop Request-

Motion by Tossava, second by Button, to approve the request for \$2,000.00 to support the annual New Year's Eve Ball Drop.

Ayes: Albrecht, Baker, Button, Peterson, Schantz, Tossava, Woods

Nays:

Absent: Hatfield, Wiswell

B. Conduct Second PA 57 of 2018 Information Meeting—

King presented a list of DDA activities for the 2025-2026 FY.

C. Establish Meeting Schedule for 2026—

By consensus the DDA set 8 a.m. on the third Thursday of each month as its meeting schedule for 2026.

D. Consider Cancelling December 18, 2025, Meeting—

Cancelled its December 18, 2025, meeting by consensus.

10. DDA Member Comment –

Woods expressed concern about how the DDA's promotional video was posted on their website; asked how and where; asked about the installation of new banners for downtown parking lots and the need for new banners for the trail and S. Jefferson Street, asked about the DDA hiring a DPS employee to work 20 hours per week to maintain streetscape elements in the DDA district; and also asked about adding additional electrical outlets on street lights.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Schantz, to adjourn

All ayes, motion carried

Meeting adjourned at 8:40 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

DDA Budget 2025/2026 December 31, 2025 Update (thru 12.31.2025)					
Account Number	Title	Budget	Year to Date	Projected	Budget 2025/2026
248.100.404.000	Tax Capture	\$ 760,000	\$ 829,612	\$ 829,612	\$ 760,000
248.100.573.000	LCSA Appropriation	\$ 50,000	\$ 44,658	\$ 44,658	\$ 50,000
248.100.642.000	Sculpture Sales	\$ 5,000		\$ -	\$ 5,000
248.100.642.010	Advertising Sales				
248.100.648.000	Application Fees	\$ 500	\$ 100	\$ 500	\$ 500
248.100.654.000	Electrical Vehicle Station	\$ 300	\$ 92	\$ 300	\$ 300
248.100.665.000	Interest Earned	\$ 20,000	\$ 6,746	\$ 20,000	\$ 20,000
248.100.672.000	Other Revenue MEDC- Strat. Plan		\$ 5,430		
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 500		\$ -	\$ 500
Total Revenue		\$836,300	\$ 886,638	\$ 895,070	\$ 836,300
248.728.756.000	Repair and Maintenance Supplies		\$ 88		
248.728.766.000	Disposable Technology				
248.728.772.000	Promotion Supplies			\$ -	
248.728.801.000	Annual Streetscape Bonding Fee	\$ 500	\$ 500	\$ 500	\$ 500
248.728.803.000	Administrative Services	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
248.728.807.000	Planning Services (Stategic Plan)	\$ 5,000	\$ 8,858	\$ 7,250	\$ 5,000
248.728.816.000	Security Services-Splash Pad	\$ 1,167	\$ 1,167	\$ 1,167	\$ 1,167
248.728.824.000	MSI-lease, install, repair sculptures	\$ 22,200		\$ 22,200	\$ 22,200
248.728.830.000	Other Contracted Services	\$ 67,000	\$ 5,800	\$ 67,000	\$ 67,000
248.728.861.000	Transportation (Milage)				
248.728.872.000	Parking SAD	\$ 15,962	\$ 15,962	\$ 15,962	\$ 15,962
248.728.879.000	Website	\$ 1,000			\$ 1,000
248.728.882.000	Advertising - Social Media	\$ 13,000	\$ 7,000	\$ 13,000	\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000			\$ 5,000
	Michigan Trails Magazine	\$ 812	\$ 812		
	Hastings Reminder - Holiday	\$ 2,000	\$ 1,651		
	Battle Creek Shopper - Holiday	\$ 750			
	Lowell's Buyers Guide - Holiday	\$ 130			
	J-Ad Summer Fun Guide	\$ 475			
	J-Ad Streetscape Construction				
248.728.884.000	Billboards	\$ 9,000	\$ 6,265	\$ 9,000	\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 1,800		\$ 2,000
248.728.886.000	Videography	\$ 4,000	\$ 2,100	\$ 4,000	\$ 4,000
248.728.887.000	Speakers/Performers	\$ 1,000			\$ 1,000
248.728.891.000	Licenses and Fees	\$ 250		\$ 250	\$ 250
248.728.900.000	Printing and Publishing	\$ 5,000			\$ 5,000
	J-Ad - Hastings Live	\$ 700	\$ 1,799		
	J-Ad (Event Schedules)	\$ 300			
	J-Ad (Roubaix Booklets)				
	J-Ad (Farmers Market Brochures)	\$ 1,300		\$ -	
	Progressive Graphics Mag. Calendar	\$ 850			
	Progressive Graphics Rack Cards	\$ 500			
	J-Ad (Downtown Parking Brochures)	\$ 250			
	Hastings Live Booklets				
	Progressive Graphics (Name Badges)				
	J-Ad - Hastings Live Rack Cards				
	J-Ad - Sculpture Tour Booklets				

Account Number	Title	Budget	Year to Date	Projected	Budget 2025/2026
248.728.906.000	Promotions/Marketing (Holiday Decs)	\$ 50,000		\$ 50,000	\$ 50,000
248.728.907.000	Sponsorship and Donations	\$ 17,000			\$ 17,000
	Chamber of Commerce	\$ 2,000	\$ 5,000	\$ 5,000	
	Summerfest	\$ 1,000			
	Jingle and Mingle	\$ 2,900			
	Ball Drop	\$ 2,000			
	Farmer's Market	\$ 1,500			
	TAC Hastings Live Support	\$ 5,925			
248.728.911.000	Conferences/Trainings	\$ 1,000			\$ 1,000
	MFEA	\$ 295			
	Boyne USA	\$ 333			
	Other Training	\$ 800			
248.728.912.000	Meetings	\$ 100			\$ 100
248.728.915.000	Membership Dues	\$ 600		\$ 600	\$ 600
	West Michigan Tourist Assoc.	\$ 284	\$ 284		
	MI Festivals and Events	\$ 250			
248.728.918.000	Water/Sewer	\$ 10,000	\$ 10,081	\$ 10,000	\$ 10,000
248.728.920.000	Electric	\$ 2,500	\$ 295	\$ 2,500	\$ 2,500
248.728.921.000	Gas	\$ 700	\$ 186	\$ 700	\$ 700
			\$ 8,332		
248.728.929.000	Gd. Repair/Maint. Winter Pot Décor.	\$ 37,550	\$ 32	\$ 37,550	\$ 37,550
248.728.929.010	Snow Plowing and Removal	\$ 5,000			\$ 5,000
248.728.930.000	Repair and Maintenance	\$ 1,000			\$ 1,000
248.728.940.000	Equipment Fund Rental		\$ 129		
248.728.946.000	Engineering Services				
248.728.974.000	Land Improvements (Depreciable)	\$ 20,000			\$ 20,000
	MC Smith Streetscape Design		\$ 354		
	Streetscape Project				
	Signage				
	Kendall Electric		\$ 158		
	Downtown Street Short Pole Globes				
	Street Light Painting				
	Consort Banner Flags				
	Katerberg - Landscaping		\$ 8,000		
248.728.980.010	Street Furniture				
248.728.974.010	Land Improvements (Non-Dep)	\$ 8,000			\$ 8,000
	Sculpture Bases				
	Consort		\$ 468		
	Sculpture Purchase				
	Spray Plaza Maintenance				
	Wayfinding Signs		\$ 6,340		
248.728.978.010	Technology - Non Depreciable				
248.728.991.000	Façade Improvement Grants	\$ 50,000	\$ 45,989	\$ 50,000	\$ 50,000
248.728.992.000	Interest on Streetscape Debt	\$ 103,700	\$ 52,800	\$ 103,700	\$ 103,700
248.728.993.000	Principal on Streetscape Debt	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000
Total Expenditures		\$ 589,229	\$ 313,918	\$ 529,779	\$ 589,229

Façade Improvement Grant 2025/2026 Budget**\$50,000.00****January 8, 2026****Paid FY 2025/26 To Date (12/31)**

112 E. Court Street - Donna and Dave Kensington - Razor's Edge	2/16/2023	\$10,000.00
128 S. Jefferson - Zach Santmier - Trumble Agency	9/19/2024	\$10,000.00
128 S. Jefferson - Zach Santmier - Trumble Agency	9/19/2024	\$1,000.00
128 W. Mill - Troy Dalman - Ayers Insurance Agency	6/19/2025	\$4,989.20
111 W. State St. - Carole Barlow - Barlow Florist	6/19/2025	\$10,000.00
118 S. Jefferson St. - Emily Jasperse - The General Store	9/18/2025	\$10,000.00

TOTAL DISBURSED

\$45,989.20

Façade Grants Pledged for the 2025/2026 FY Budget

TOTAL PLEDGED

\$0.00

Architectural Renderings Pledged for the 2025/2026 FY Budget

TOTAL PLEDGED FOR ARCHITECTURAL

\$0.00

Total Approved 2025/2026 Budget**\$50,000.00****Total Approved and Disbursed 2025/2026 Projects****\$45,989.20**

Available

\$4,010.80

BEIG LOAN TOTAL BUDGET	\$100,000.00
109 and 111 W. State Street - Barlow Florist #2	\$2,410.47
125 S. Jefferson Street - Jacinto Currently 6 payments past due \$740.30	\$3,333.20
111 W. State Street - Carole Barlow - Barlow Florist	\$10,000.00
 Total BEIG Loans Outstanding as of January 1, 2026	\$15,743.67
 BEIG Loans Committed and Not Funded	
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TOTAL	\$0.00
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 Total Approved 2025/2026 Budget	\$100,000.00
Total Outstanding and Approved Projects 2025/2026 Budget	\$15,743.67
 Available for Loan Commitments	\$84,256.33

Façade Improvement Grant Reimbursement Request Synopsis

Date: December 2, 2025

Business: Barlow Florist

Property Owner: Carole Barlow

Address: 111 W. State St.

Conclusion:

The property owner has completed the proposed work and has submitted the related invoice. City Staff has provided a photo of the completed project and approves the completed work.

The applicant is requesting reimbursement in the amount of \$11,000.00, which is the amount approved by the DDA on June 19, 2025.



X _____

Staff Approval by: Dan King, Community Development Director

Date: December 2, 2025

Façade Improvement Grant Reimbursement Request Synopsis

Date: December 2, 2025

Business: General Store

Property Owner: Emily Jasperse

Address: 118 S. Jefferson Street

Conclusion:

The property owner has completed the proposed work and has submitted the related invoice. City Staff has provided a photo of the completed project and approves the completed work.

The applicant is requesting reimbursement in the amount of \$10,000.00, the amount approved by the DDA on September 18, 2025.



X _____

A handwritten signature in blue ink that appears to read "Dan King".

Staff Approval by: Dan King, Community Development Director

Date: December 2, 2025