

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

January 18, 2024 Meeting - Communication

To: DDA Members and Staff
From: Dan King
Date: November 8, 2023,
Subject: Information Regarding January 18, 2024 Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday January 18th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through December 31, 2023.

6. Façade and BEIG Update

The façade grant and BEIG spreadsheets have been updated through December 31, 2023.

8. Old Business

- A. Staff will provide a progress update on the streetscape project.
- B. Staff will provide an update on the streetscape flower bid.

9. New Business

- A. The annual election of officers will be held. The current slate of officers is Patty Woods – Chair. Deb Hatfield – Vice Chair, and Deb Button – Secretary.
- B. Staff is reporting that the façade grant for Norm and Carole Barlow for their project at 109/111 W. State Street has been completed and the grant reimbursement has been completed.
- C. Jackie Elliott, owner of Northside Pizza, has purchased buildings located at 325 and 329 N. Broadway. Jackie will be moving the ice cream operations from Northside Pizza to the 329 N. Broadway location and will be renovating 325 N. Broadway for lease. Jackie will be submitting façade grant applications for both parcels. The project components will be new paint, new windows, and new doors. Staff will be sending the façade grant application materials separately next week.

Please let us know if you are unable to attend the meeting. See you on the 18th!



HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday January 18, 2024

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 – Review Minutes from the November 16, 2023 Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
 - A. Streetscape Update
 - B. Streetscape Flower Bid Update
9. New Business
 - A. Annual Election of Officers
 - B. Façade Grant Reimbursement for Norm and Carole Barlow 109/111 W. State Street.
 - C. Façade Grant Requests from Jackie Elliott at 325 and 329 N. Broadway.
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
November 16, 2023

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:00 a.m. by Woods.

Roll Call –

Present: Baker, Button, Hatfield, Tossava, Ulberg, Wiswell, Woods

Absent: Albrecht, Bolthouse

City Staff and Appointees: King, Moyer-Cale, Ponsetto

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added a request from the New Year's Eve Ball Drop Committee for \$2,000 in support as item 9 C. and cancellation of December 21, 2023, DDA Meeting as 9 D. under New Business.

Motion by Baker, second, by Hatfield, to approve the agenda as amended.

All ayes, motion carried.

4. Approval of Minutes from the October 19, 2023, DDA meeting—

Motion Hatfield, second by Baker, to approve the minutes as presented.

All ayes, motion carried.

5. Financial Statements & Budget for Review –

King said the budget data has been updated through October 31, 2023.

6. Façade and BEIG Update-

King gave a brief update on the BEIG loan and façade grant programs and told the DDA that the spread sheets had been updated through October 31, 2023.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape Update-

King gave an update and answered questions about the streetscape.

B. Streetscape Flower Bid Update-

King said that while the RFP for streetscape flowers did not receive and bids, City staff had contacted the owners of Cotant’s Farm Market, who said they would submit a bid by early December 2023.

9. New Business

A. Establish DDA Meeting Schedule for 2024-

Motion by Baker, second by Ulberg, to set 8 a.m. on the third Thursday of each month as the meeting 2024 DDA meeting schedule.

All ayes, motion carried.

B. Façade Grant Request from Nathan Winick/River Walk Café 228 N. Jefferson St.-

Motion by Hatfield, second by Tossava, to approve the façade grant request in the amount of \$3,550.00.

Ayes: Baker, Button, Hatfield, Tossava, Ulberg, Wiswell, Woods

Nays:

Absent: Albrecht, Bolthouse

All ayes, motion carried.

C. Request for \$2,000 Support for Annual NYE Ball Drop-

Motion by Tossava, second by Hatfield, to approve the expenditure of \$2,000.00 to support the annual New Year’s Eve Ball Drop

Ayes: Baker, Button, Hatfield, Tossava, Ulberg, Wiswell, Woods

Nays:

Absent: Albrecht, Bolthouse

All ayes, motion carried.

D. Cancellation of December 21, 2023, DDA Meeting-

It was the consensus of the board to cancel the DDA’s regular December meeting, scheduled for Dec. 21, 2023, unless there is business requiring board action.

10. DDA Member Comment –

Button said she saw the DDA’s digital Christmas billboard, and it looked good and was easy to read.

Hatfield asked about when construction would begin on apartments on the former Royal Coach site and asked about issues with the apartment building on N. Michigan Ave.

The board discussed downtown snow removal.

11. Open Public Comment and Discussion – None

12. Adjournment-

Motion by Tossava, second by Button, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:50 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

DDA Budget 2023/2024 January 11, 2024 Update (thru 12.31.23)					
Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
248.100.404.000	Tax Capture	\$ 682,240	\$ 641,240		
248.100.573.000	LCSA Appropriation	\$ 63,000			
248.100.642.000	Sculpture Sales	\$ 5,000			
248.100.642.010	Advertising Sales				
248.100.648.000	Application Fees	\$ 1,000	\$ 100		
248.100.654.000	Electrical Vehicle Station	\$ 250	\$ 71		
248.100.665.000	Interest Earned	\$ 12,000	\$ 5,110		
248.100.672.000	Other Revenue	\$2,700,000			
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 500	\$ 600		
Total Revenue		\$3,463,990	\$ 647,121	\$ -	\$ -
248.728.756.000	Repair and Maintenance Supplies				
248.728.766.000	Disposable Technology				
248.728.772.000	Promotion Supplies	\$ 500			
248.728.803.000	Administrative Services	\$ 35,000			
248.728.806.000	Legal Services - Streetscape Bonding	\$ 500	\$ 26,182		
248.728.807.000	Planning Services	\$ 5,000			
248.728.861.000	Transportation (Milage)	\$ 100			
248.728.872.000	Parking SAD	\$ 15,962			
248.728.879.000	Website	\$ 500			
248.728.882.000	Advertising - Social Media	\$ 13,000	\$ 6,400		
248.728.883.000	Advertising - Print	\$ 5,000			
	Michigan Trails Magazine	\$ 736	\$ 812		
	Hastings Reminder - Holiday	\$ 2,000			
	Battle Creek Shopper - Holiday	\$ 750	\$ 410		
	Lowell's Buyers Guide - Holiday	\$ 130	\$ 55		
	J-Ad Summer Fun Guide	\$ 475			
248.728.884.000	Billboards	\$ 9,000	\$ 6,200		
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 1,453	\$ 2,000	
248.728.886.000	Videography	\$ 2,000			
248.728.887.000	Speakers/Performers	\$ 1,000			
248.728.891.000	Licenses and Fees	\$ 250			
248.728.900.000	Printing and Publishing	\$ 6,000			
	J-Ad Dine and Shop Brochures	\$ 700			
	J-Ad (Event Schedules)	\$ 300			
	J-Ad (Roubaix Booklets)	\$ 2,700			
	J-Ad (Farmers Market Brochures)	\$ 1,300		\$ -	
	Progressive Graphics Mag. Calendar	\$ 650			
	Progressive Graphics Rack Cards	\$ 500			
	J-Ad (Downtown Parking Brochures)	\$ 250			
	J-Ad RFP Lot 8		\$ 75		
	Progressive Graphics (Name Badges)		\$ 160		
248.728.906.000	Promotions/Marketing	\$ 1,000			
248.728.907.000	Sponsorship and Donations	\$ 14,500			
	Chamber of Commerce	\$ 2,000	\$ 2,000		
	Summerfest	\$ 1,000			
	Jingle and Mingle	\$ 2,900	\$ 2,900		

Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
	Ball Drop	\$ 2,000			
	Farmer's Market	\$ 1,500			
	Gus Macker				
	Barry Roubaix	\$ 2,000			
	Barry Community Foundation	\$ 3,000			
248.728.911.000	Conferences/Trainings	\$ 1,000			
	MFEA	\$ 295			
	Boyne USA	\$ 333			
	Other Training	\$ 800			
248.728.912.000	Meetings	\$ 100			
248.728.915.000	Membership Dues	\$ 600			
	West Michigan Tourist Assoc.	\$ 270	\$ 284		
	MI Festivals and Events	\$ 250			
248.728.918.000	Water/Sewer				
248.728.920.000	Electric		\$ 242		
248.728.926.000	Property Taxes	\$ -			
248.728.929.000	Ground Repair and Maintenance				
248.728.929.010	Snow Plowing and Removal	\$ 5,000			
248.728.930.000	Repair and Maintenance	\$ 100	\$ 1,689		
248.728.940.000	Equipment Fund Rental	\$ 15,000	\$ 421		
248.728.946.000	Engineering (SME) Light Pole Inspect.				
248.728.974.000	Land Improvements (Depreciable)	\$ 3,000,000			
	Plaza(s) Painting		\$ 14,560		
	Parking Lot Imp/Paving Lot 8	\$ 235,000		\$ 235,000	
	Fencing/Screening				
	MC Smith Streetscape Design	\$ 67,137	\$ 22,810	\$ 67,137	
	Streetscape Project		\$ 567,000		
248-728-801-000	Streetscape Bonding Services		\$ 41,100		
	Kendall Electric		\$ 178,711		
	Downtown Street Short Pole Globes				
	Street Light Painting				
	Consort Banner Flags		\$ 138		
248.728.974.010	Land Improvements (Non-Dep)				
	Lighting and Bollards				
	Consort		\$ 520		
	Sculpture Purchase				
	Spray Plaza Maintenance				
248.728.978.010	Technology - Non Depreciable				
248.728.986.000	Sculpture Rehab				
248.728.991.000	Façade Improvement Grants	\$ 50,000	\$ 2,100		
248.728.992.000	Interest Expense	\$ 110,000			
Total Expenditures		\$ 3,293,112	\$ 876,222	\$ 304,137	\$ -

248.728.905.000	Transfer to Other Governments	\$ 452,095			
	Administration	\$ 197,225			
	Spray Plaza Security (EPS)	\$ 1,400			
	MSI	\$ 21,600			
	Speakers and Performers (Buskers)	\$ 1,000			
	J-Ad - Hastings Live	\$ 5,000			
	J-Ad - Sculpture Tour Booklets	\$ 1,500			
	J-Ad Park Booklets	\$ 700			
	TAC Sponsorship	\$ 5,925			
	Water and Sewer - Spray Plaza	\$ 9,900	\$ 7,873		
Total Transfers		\$ 452,095	\$ 7,873	\$ -	\$ -
Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
Total	Expenditures and Transfers	\$3,745,207	\$ 884,095	\$ 304,137	\$ -
Total Revenue		\$3,463,990	\$ 647,121	\$ -	\$ -
Total Expenditure and Transfers		\$3,745,207	\$ 884,095	\$ 304,137	\$ -
Total Net Position		(\$281,217)	(\$236,974)	\$ (304,137)	\$ -
Beginning Fund Balance		\$ 654,056	\$ 654,056	\$ 654,056	
Ending Fund Balance		\$ 372,839	\$417,082	\$ 349,919	\$ -

Façade Improvement Grant 2023/2024 Budget**\$50,000.00**

January 11, 2024

Paid FY 2023/24 To Date (12/31)

109/111 W. State Street - Norm and Carole Barlow - Barlow Florists	12/21/2023	\$2,100.00
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TOTAL DISBURSED

\$2,100.00***Façade Grants Pledged for the 2023/2024 FY Budget***

150/152 W. State Street (Phase II) - Seasonal Grille	1/20/2022	\$4,500.00
112 E. Court Street - Donna and Dave Kensington - Razor's Edge	2/16/2023	\$10,000.00
144 E. State Street - Kevin Anderson	4/20/2023	\$10,000.00
148 E. State Street - Kevin Anderson	4/20/2023	\$10,000.00
228 N. Jefferson - Nathan Winick - River Walk Café	11/16/2023	\$3,550.00

TOTAL PLEDGED

\$38,050.00***Architectural Renderings Pledged for the 2023/2024 FY Budget***

TOTAL PLEDGED FOR ARCHITECTURAL

\$0.00

Total Approved 2023/2024 Budget**\$50,000.00****Total Approved and Disbursed 2023/2024 Projects****\$40,150.00**

Available

\$9,850.00

BEIG LOAN TOTAL BUDGET	\$100,000.00
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109 and 111 E. State Street - Barlow Florist #1	\$892.54
109 and 111 E. State Street - Barlow Florist #2	\$4,643.72
125 S. Jefferson Street - Jacinto	\$5,714.20

<i>Total BEIG Loans Outstanding as of September 30, 2023</i>	\$11,250.46
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BEIG Loans Committed and Not Funded

TOTAL	\$0.00
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Total Approved 2023/2024 Budget	\$100,000.00
Total Outstanding and Approved Projects 2023/2024 Budget	\$11,250.46
Available for Loan Commitments	\$88,749.54

Façade Improvement Grant Reimbursement Request Synopsis

Date: December 21, 2023
Business: Barlow Florist
Property Owner: Norm and Carole Barlow
Address: 109/111 W. State 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 \$2,100.00, which is the amount approved by the DDA on August 17, 2023.



X _____

Staff Approval by: Dan King, Community Development Director

Date: December 21, 2023



Vintage Building and Restoration, Inc.
 107 E Woodlawn Ave
 Hastings, MI 49058
 (269)945-9969
 rppohl@hotmail.com
 www.vintagebuildingandrestoration.com

BILL TO

Norm Barlow
 State St
 Hastings, MI 49058

INVOICE 1654

DATE 12/08/2023 **TERMS** Due on receipt

DUE DATE 12/08/2023

ACTIVITY	QTY	RATE	AMOUNT
Roof Repair			
Windows Wrap and flash 6 windows, repair mortar around windows with elastomeric sealant	6	350.00	2,100.00
Roofing Repair hole in roof next to building	1	0.00	0.00
Roofing Install standing seam metal roof panels over existing shingled back awning. Includes all flashing	0.17	2,900.00	500.00

TOTAL DUE \$2,600.00

project cost: \$5000
 Down Payment: \$2400
 Total \$2600⁰⁰