

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

February 16, 2023 Meeting - Communication

To: DDA Members and Staff

From: Dan King

Date: February 8, 2023

Subject: Information Regarding February 16, 2023 Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday February 16th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through January 31, 2023. Per the request of the DDA at the January meeting, the estimated streetscape expenditure has been added to the budget. There will be expenditures recognized in the current 22/23 fiscal year, but the bulk of the expenses will be recognized in the 23/24 fiscal year. With the City's annual budget preparation underway, please use the budget spreadsheet included in the packet as a template for budget discussions to take place at the March meeting.

6. Façade and BEIG Update

The façade grant spreadsheet has been updated through January 31, 2023.

8. Old Business

- A. The streetscape timeline has been included in the packet for review.
- B. We will continue discussion regarding the DDA Development and TIF Plan amendments.

9. New Business

- A. A façade grant request in the total amount of \$11,000 has been submitted by Dave and Donna Kensington from the Razor's Edge at 112 E Court Street. The MCSA Group has provided architectural rendering services for the proposed façade improvement.
- B. Thornapple Arts Council has submitted their annual request for funding.
- C. Gallery Suites at 205 S Jefferson has completed the façade work and the grant funds have been disbursed.

Please let us know if you are unable to attend the meeting. See you next Thursday!

Dan

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday February 16, 2023

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 January 19, 2023 Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
 - A. Streetscape Timeline
 - B. DDA Development and TIF Plan Discussion
9. New Business
 - A. Review and Consider Façade Grant Request for 112 E Court Street/Razor's Edge
 - B. Review and Consider Request from Thornapple Arts Council
 - C. Façade Grant Reimbursement for 205 S Jefferson/Gallery Suites
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
January 19, 2023

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, Hatfield, Tossava, Wiswell, Woods

Absent: Bolthouse

City Staff and Appointees: King, Merrick, Moyer-Cale, Tate

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Hatfield requested to have streetscape discussion added to Old Business as agenda item 8. A., billboards as agenda item 8. B., and sculpture selection as agenda item 8. C. Motion by Tossava, second by Button to approve the agenda as amended.

All ayes, motion carried

4. Approval of Minutes –

Motion by Wiswell, second by Hatfield, to approve the minutes of the November 17, 2022, as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through December 31, 2022. King stated the approved expenditure for parking lot improvements is included in the budget update. Button asked if the asphalt company will be returning in the spring to repair uneven areas. Tate answered in the affirmative. Wiswell inquired if the streetscape budget will be included. King stated the CIP plan is under construction and that the line item budget for the streetscape will be included.

6. Façade and BEIG Update-

King said the façade grant and BEIG spreadsheets have been updated through December 31, 2022.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape

Moyer-Cale stated that MCSA will be developing a project schedule for streetscape design implementation. The DDA members were asked to review the draft development plan and submit comments to King no later than February 10th. Staff will be submitting proposed amendments to City Council at the February 27th City Council meeting.

B. Billboard

Hatfield stated the marketing committee has met to discuss content for the different platforms through the end of the calendar year.

C. Sculpture Selection

Merrick stated that she has contacted Ken Thompson at MSI regarding a sculpture selection date. The plan is to conduct the sculpture selection similar to the process from 2022.

9. New Business

A. Annual Election of Officers

Motion by Tossava, second by Wiswell to elect Woods as Chair, Hatfield as Vice-Chair, and Button as Secretary as officer of the DDA for 2023.

All ayes, motion carried

B. Review DDA Development and TIF Plan Amendments

King stated the draft plan amendment was included in the packet. Moyer-Cale requested the members review the draft plan amendment and send edits to King before February 10th. Moyer-Cale informed the DDA the goal is to have the draft plan amendment to City Council for their February 27th meeting.

C. Review and Consider Publication Expenditures

Merrick prepared a memo regarding publication expenditures as follows: 2023 event schedules for \$248.00, Barry Roubaix for \$2,749.00, and Shop and Dine brochures for \$729.00.

Roll Call

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

Nays: None

Absent: Bolthouse

D. Façade Grant Reimbursement for 760 W. State St./B2 Outlets

King informed the group the façade grant in the total amount of \$11,000 for B2 Outlets at 760 W. State Street was reimbursed.

No action required

9. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Button, to adjourn

All ayes, motion carried

Meeting adjourned at 9:16 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Dan King, City of Hastings

DDA Budget 2022/2023 February 6, 2023 Update (thru 01.31.23)					
Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
248.100.404.000	Tax Capture	\$ 656,000	\$ 515,252		\$ 656,000
248.100.573.000	LCSA Appropriation	\$ 40,000	\$ 60,282	\$ 60,282	\$ 40,000
248.100.642.000	Sculpture Sales	\$ 5,000	\$ 500		\$ 5,000
248.100.642.010	Advertising Sales	\$ -	\$ -	\$ -	
248.100.648.000	Application Fees	\$ 1,000	\$ 580		\$ 1,000
248.100.654.000	Electrical Vehicle Station	\$ 175	\$ 198		\$ 175
248.100.665.000	Interest Earned	\$ 25	\$ 3,584		\$ 25
248.100.672.000	Other Revenue				
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 1,000			\$ 1,000
Total Revenue		\$ 703,200	\$ 580,396	\$ 60,282	\$ 703,200
248.728.756.000	Repair and Maintenance Supplies				
248.728.772.000	Promotion Supplies	\$ 2,000	\$ 393		\$ 2,000
248.728.803.000	Administrative Services	\$ 35,000			\$ 35,000
248.728.806.000	Legal Services	\$ 3,500	\$ 280		\$ 3,500
248.728.807.000	Planning Services	\$ 10,000	\$ 2,000		\$ 10,000
248.728.861.000	Transportation (Milage)	\$ 100			\$ 100
248.728.872.000	Parking SAD	\$ 15,962			\$ 15,962
248.728.879.000	Website	\$ 1,500			\$ 1,500
248.728.882.000	Advertising - Social Media	\$ 13,000	\$ 7,435		\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000			\$ 5,000
	Michigan Trails Magazine	\$ 736	\$ 812		\$ 736
	Hastings Reminder - Holiday	\$ 2,000	\$ 877		\$ 2,000
	Battle Creek Shopper - Holiday	\$ 750	\$ 439		\$ 750
	Lowell's Buyers Guide - Holiday	\$ 130	\$ 110		\$ 130
	J-Ad Summer Fun Guide	\$ 475			\$ 475
248.728.884.000	Billboards	\$ 9,000	\$ 5,250		\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 1,326		\$ 2,000
248.728.886.000	Videography	\$ 6,000			\$ 6,000
248.728.887.000	Speakers/Performers				
248.728.891.000	Licenses and Fees	\$ 250			\$ 250
248.728.900.000	Printing and Publishing	\$ 5,900			\$ 5,900
	J-Ad Dine and Shop Brochures	\$ 700			\$ 700
	J-Ad (Event Schedules)	\$ 300			\$ 300
	J-Ad (Roubaix Booklets)	\$ 2,700			\$ 2,700
	J-Ad (Farmers Market Brochures)	\$ 1,300			\$ 1,300
	Progressive Graphics Mag. Calendar	\$ 650	\$ 709		\$ 650
	Progressive Graphics Rack Cards	\$ 500			\$ 500
	J-Ad (Downtown Parking Brochures)	\$ 250			\$ 250
	J-Ad RFP-Snow Removal Publishing		\$ 112		
248.728.902.000	Newsletter	\$ 2,000			\$ 2,000
248.728.906.000	Promotions/Marketing	\$ 1,000	\$ 147		\$ 1,000
248.728.907.000	Sponsorship and Donations	\$ 14,575			\$ 14,575
	Chamber of Commerce	\$ 2,000			\$ 2,000
	Summerfest	\$ 1,000			\$ 1,000
	Jingle and Mingle	\$ 2,900	\$ 2,900		\$ 2,900

Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
	Ball Drop	\$ 2,000	\$ 2,000		\$ 2,000
	Farmer's Market	\$ 1,500			\$ 1,500
	Gus Macker				
	Barry Roubaix	\$ 2,000			\$ 2,000
	Barry Community Foundation	\$ 3,000			\$ 3,000
248.728.911.000	Conferences/Trainings	\$ 1,450			\$ 1,450
	MFEA	\$ 295		\$ -	\$ 295
	Boyne USA	\$ 333		\$ -	\$ 333
	Other Training	\$ 800			\$ 800
248.728.912.000	Meetings	\$ 100	\$ 50		\$ 100
248.728.915.000	Membership Dues	\$ 600			\$ 600
	West Michigan Tourist Assoc.	\$ 270	\$ 284		\$ 270
	MI Festivals and Events	\$ 250			\$ 250
248.728.918.000	Water/Sewer		\$ 8,087		
248.728.920.000	Electric		\$ 310		
248.728.926.000	Property Taxes	\$ -			\$ -
248.728.929.000	Ground Repair and Maintenance		\$ 14		
248.728.929.010	Snow Plowing and Removal	\$ 20,000			\$ 20,000
248.728.930.000	Repair and Maintenance	\$ 100			\$ 100
248.728.940.000	Equipment Fund Rental		\$ 1,879		
248.728.946.000	Engineering (SME) Light Pole Inspect.		\$ 19,800		
248.728.974.000	Land Improvements (Depreciable)	\$ 174,450			\$ 174,450
	Doornbos - Signs -Plaza/Welcome				
	Tree Grates/Vaults Repair				
	Parking Lot Imp/Paving	\$ 174,450	\$ 55,778		\$ 174,450
	Fencing/Screening				
	Lighting conduit/Switching and Panels				
	Streetscape Project			\$ 2,609,680	
	Downtown Street Short Pole Globes				
	Street Light Painting				
	Consort 6 Banner Flags				
248.728.974.010	Land Improvements (Non-Dep)				
	Lighting and Bollards				
	Lighting- Paint				
	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	\$ 24,910		\$ 50,000
Total Expenditures		\$ 373,487	\$ 135,790	\$ 2,609,680	\$ 373,487
248.728.905.000	Transfer to Other Governments	\$ 256,320			\$ 256,320
	Administration	\$ 197,225			\$ 197,225
	Spray Plaza Security (EPS)	\$ 1,400			\$ 1,400
	MSI	\$ 21,600			\$ 21,600
	Speakers and Performers (Buskers)	\$ 1,000			\$ 1,000
	J-Ad - Hastings Live	\$ 5,000			\$ 5,000
	J-Ad - Sculpture Tour Booklets	\$ 1,500			\$ 1,500
	J-Ad Park Booklets	\$ 700			\$ 700
	TAC Sponsorship	\$ 5,925			\$ 5,925
	Water and Sewer - Spray Plaza	\$ 9,900			\$ 9,900
Total Transfers		\$ 256,320	\$ -	\$ -	\$ 256,320

Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
Total	Expenditures and Transfers	\$ 629,807	\$ 135,790	\$ 2,609,680	\$ 629,807
Total Revenue		\$ 703,200	\$ 580,396	\$ 60,282	\$ 703,200
Total Expenditure and Transfers		\$ 629,807	\$ 135,790	\$ 2,609,680	\$ 629,807
Total Net Position		\$ 73,393	\$444,606	\$ (2,549,398)	\$ 73,393
Beginning Fund Balance		\$ 239,556	\$ 487,444	\$ 291,791	\$ 487,444
Ending Fund Balance		\$ 312,949	\$932,051	\$ (2,257,607)	\$ 560,837

Façade Improvement Grant 2022/2023 Budget**\$50,000.00**

February 6, 2023

Paid FY 2022/23 To Date (01/31)

228 N. Jefferson Street - Nathan Winick Hastings Riverwalk Café	7/26/2022	\$5,000.00
135 E. State Street - Ortwein International	9/21/2022	\$3,910.00
109 E. State Street - Tim and Tracey Baker - At Home Real Estate	10/17/2022	\$5,000.00
760 W. State Street, Suite C - B2 Outlets	9/16/2022	\$10,000.00
760 W. State Street, Suite C - B2 Outlets - Architectural Rendering	9/16/2022	\$1,000.00

TOTAL DISBURSED

\$24,910.00***Façade Grants Pledged for the 2022/2023 FY Budget***

110 W. State Street (Front Façade) - Tom Kramer	11/21/2019	\$5,000.00
150/152 W. State Street (Phase II) - Seasonal Grille	1/20/2022	\$4,500.00
107 E. State Street - Tim and Tracy Baker - At Home Real Estate	6/16/2022	\$5,000.00
205 S. Jefferson Street - Terri and Philip O'Connell - Gallery Suites	10/20/2022	\$3,847.50

TOTAL PLEDGED

\$18,347.50***Architectural Renderings Pledged for the 2022/2023 FY Budget***

110 W. State Street (Front Façade) - Tom Kramer	11/21/2019	\$500.00
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TOTAL PLEDGED FOR ARCHITECTURAL

\$500.00**Total Approved 2022/2023 Budget****\$50,000.00****Total Approved and Disbursed 2022/2023 Projects****\$43,757.50**

Available

\$6,242.50

Streetscape Timeline

Design Development Initial Phase	February 20, 2023
Merchant Meeting	March 13, 2023
DDA Development Plan & TIF Renewal Hearing	March 27, 2023
Construction Plan and Bid Doc Development	May 22, 2023
Bids Due	June 27, 2023
DDA to Hold Special Meeting	June 28 - July 8, 2023
Bid Award by City Council	July 10, 2023
Construction Start	July 12, 2023
Construction Complete	December 15, 2023

All dates are subject to change. Updated 1/24/23.

Façade Improvement Grant Request

Date: February 1, 2023

Business: WJN LLC dba Razor's Edge

Property Owner: Donna M. Kensington

Address: 112 East Court Street

Request: \$11,000.00

The applicant, Donna Kensington, is requesting a \$10,000.00 façade grant for exterior siding installation as well as roof replacement on front roof overhang. An additional grant in the amount of \$1,000.00 for façade rendering to the MCSA Group will also be reserved. Contractor's estimate and pictures of the existing exterior have been provided below. Architect's rendering has also been provided as part of the application. Staff recommends approval of this request.





City of Hastings

DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE & FENCING/SCREENING IMPROVEMENT GRANT APPLICATION

APPLICANT INFORMATION

1. Property/Business Owner
Name: DONNA M. KENSINGTON
2. Business
Name: WJN LLC, DBA "RAZORS EDGE"
3. Property
Address: 112 E. COURT ST.
4. Phone Numbers: Home: 269-986-3055 (CELL)
Work: _____
Email: dkensington2014@gmail.com
5. Is the building/property owned by the applicant? ☒ YES ☐ NO
If No, please attach a signed letter from the property owner expressing approval of the proposed project.
6. Is this the first time applying for a façade grant? YES ☒ NO
7. Is this project on a corner lot? YES ☒ NO

Amended July 21, 2022

* OUR PREVIOUS APPROVED GRANT CONTRACTOR
BACKED OUT AND WE WERE NOT ABLE
TO RECOVER AT THE SAME SCOPE & COST
SO WE STARTED THE PROCESS OVER.

PROJECT INFORMATION

On separate sheets of paper, please describe your project in detail. Tell:

- What it is you want to accomplish - drawings are required.
- How this project meets the Purpose and Priorities of the DDA Façade Improvement Program as listed in the Guidelines.
- Who you have identified to do the work and the reason(s) for your selection, and
- What is the preliminary timetable for accomplishing the work? Also enclose a detailed expense budget/estimate for this project.

8. The project will involve (please check all that apply):

- ☒ Repairs or replacement of windows, doors, walls, or other appropriate architectural elements
- ☒ Exterior painting (Non-Maintenance)
- ☒ Awnings (Historic in appearance or reflects the character of the Downtown)
- ☒ Exterior Lighting
- ☐ Masonry repair or restoration
- ☐ Restoration of vintage elements, for example:
 - ☐ Removal of historically unsuitable façade treatments
 - ☐ Removal/replacement of historically unsuitable signs and/or lighting (new signs/lights must be compatible with existing architecture and the character of the Downtown)
 - ☐ Repair or restoration of original brick and woodwork
- ☐ Fencing/Screening
- ☐ Conversion to retail or entertainment storefront

9. Additional grant up to \$1,000 for architectural rendering.

☒ Name of architectural firm: JOLANTA STECKA
MCSA GROUP, INC.

10. Total Project Budget \$ 30,000.-

11. Grant Request (Not to exceed 50% of project budget and not to exceed \$10,000 plus #9 for maximum of \$11,000) \$ 10,000.-

12. Proposed Starting Date: MARCH 1, 2023

13. Proposed Completion Date: MAY 31, 2023

14. What is (are) the existing use(s) of the building/property:

HAIR SALON, TANNING, HAIR CARE PRODUCTS SALES.

15. Will the proposed project result in a change in the use(s) of the building/property:

Yes

☒ No

If yes, please explain:

N/A

NOTE: There is a \$100 non-refundable application fee due at the time this application is submitted.

THE UNDERSIGNED APPLICANT(S) AFFIRMS THAT:

- ☒ The information submitted herein is true and accurate to the best of my (our) knowledge.
- ☒ The property contained in the application is in the Hastings DDA District.
- ☒ I (we) have read and understand the conditions of the Downtown Development Authority's Façade Improvement Program and agree to abide by its conditions and guidelines.
- ☒ If I (we) do not implement improvements submitted by me (us) on a plan approved by the Façade Improvement Program I will not be eligible for reimbursement of any costs associated with said improvements.
- ☒ I (we) understand that if I (we) are found to be non-compliant with the conditions of this program, the DDA may nullify the grant award and that I (we) may not apply to this program again for a period of one (1) year following the DDA's decision.

Signature of Applicant(s):



I.D.#: _____

I.D.#: _____

Date: FEB 1, 2023

Date: _____

Federal Business Tax ID#: 38-2515909

If a tenant, signature of property owner(s):

_____ I.D.#: _____

Date: _____

Staff Use Only

Scoring: 12 Points Available

3 New Projects (1st time applicant) [3pts]

0 Projects Identified on Corner Lots [1pt]

1 Projects in which the Building is Owner Occupied [1pt]

1 Projects Containing a High Ratio of Private to Public Dollars 51-75% [1pt]
> 76% [2pts]

1 Project designed to resolve deteriorated/inappropriate/ unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.) [1-3 pts]

0 Project enhances pedestrian movement from the rear to the front of buildings [1pt]

1 Project will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades) [1pt]

7 **Total Points Awarded**

CITY OF HASTINGS
201 E STATE STREET
HASTINGS MI 49058-1954

Receipt No: 1.138149

Feb 1, 2023

Razor's Edge

DDA/LDFA - FASAD GRANT APPL FEE Razor's Edge	100.00
248-100-648-000 Application Fees	

Total:	100.00
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CHECK	Check No: 1961	100.00
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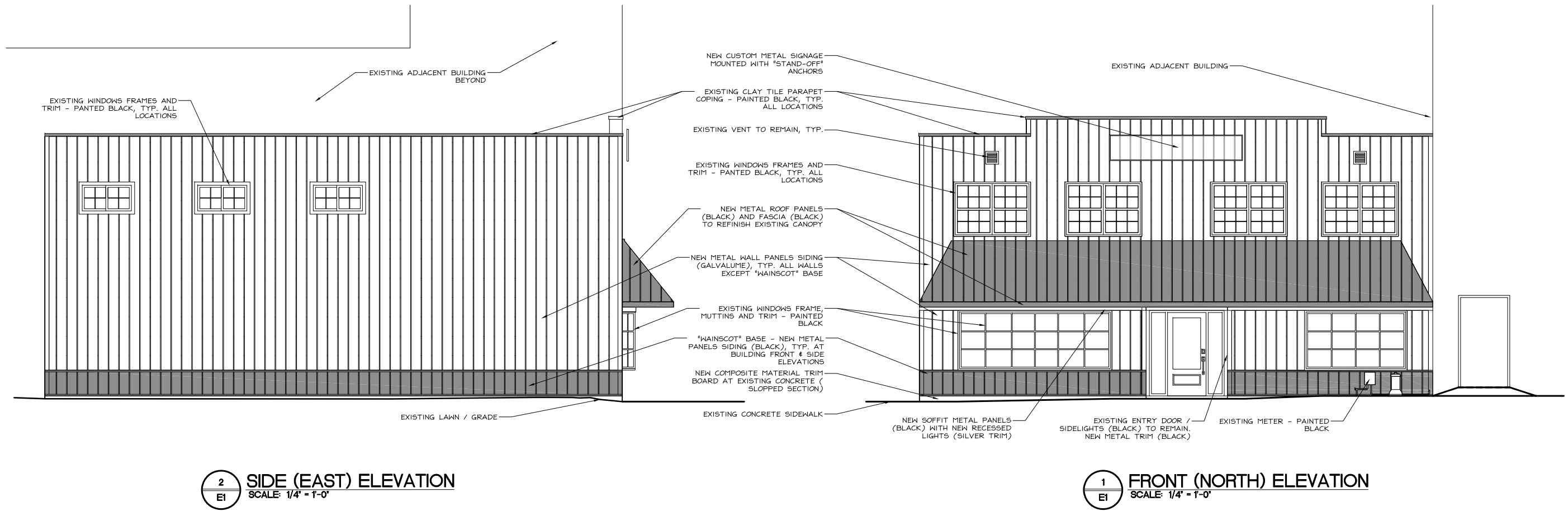
Payor: Razor's Edge

Total Applied:	100.00
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Change Tendered:	.00
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Duplicate Copy

02/01/2023 9:15 AM



TYPICAL WALL SIDING PANEL - GALVALUME



TYPICAL WALL SIDING PANEL AT "WAINSCOT" BASE AND AT CANOPY ROOF - BLACK



Rick Reed Builders LLC

950 W Brogan Rd
Hastings, MI 49058
Cell: 269-760-2203
Home: 269-623-4503

Job Estimate

Date: 12/2/2022

TO:

David & Donna Kensington
112 E Court St
Hastings, MI 49058
dkensington0346@gmail.com

Project Address:

The Razor's Edge

Job Description
This proposal is for performing a face lift at The Razor's Edge. Also to include:

Work to be Performed
*Install 2"x4" Fir Strips @ North and East Exterior Walls *Install New Galvalume Steel and Black Trims (same walls) *Replace Roofing on Front Roof Overhang with Standing Seam (black)

Estimated Job Cost	Amount
Supply/Install Labor & Materials for East Side =	8530
Supply/Install Roof Replacement @ Front =	3800
Supply/Install Labor & Materials for North Face =	14300
Debris Removal =	630
This proposal must be signed/dated before the start date	
Total Estimated Job Cost	\$ 27260

This is an estimate only. This estimate is for completing the job described above, based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be required should problems arise.



Thornapple Arts Council

P.O. Box 36
Hastings, Michigan 49058
269-945-2002
thornapplearts.org

January 26, 2023

Patty Woods
Hastings Downtown Development Authority
201 E. State Street
Hastings, MI 49058

Dear Chairperson Woods,

The Thornapple Arts Council is planning several great events with the City of Hastings in fiscal year 2023/2024, and I hope the Hastings Downtown Development Authority continues to find value in supporting our programming.

The Thornapple Arts Council staff and volunteers continue to work closely with the City of Hastings and the Community Development to design, implement and promote successful and valuable programs in Hastings. We have worked, with the help of the city's Community Development staff, to diversify funding for our programs. I have included below our annual support request:

Public Art Display	\$2,500
Jazz Festival	\$1,500
Hastings Live	\$3,125
TOTAL	\$7,125

The amounts reflected cover portions of the program for expenses such as advertising, direct mailing, printing, artist expense and music. The Thornapple Arts Council covers the administrative costs to bring these programs to fruition in downtown Hastings. I have increased the amount requested for the Public Art Display, as we are currently working on a mural project budgeted at around \$20,000 on the back of Miller Real Estate. We are seeking both public and private funding to bring that project to fruition this summer.

Your financial support has truly made this possible for much of the cultural programming in downtown Hastings. Please let me know if I can provide any support materials. Thank you in advance for your time and consideration.

Sincerely,

Megan Lavell
Executive Director
Thornapple Arts Council

Façade Improvement Grant Reimbursement Request Synopsis

Date: January 30, 2023

Business: Gallery Suites

Property Owner: Philip and Terri O'Connell

Address: 205 South Jefferson Street

Conclusion:

The property owner has completed the proposed work and has submitted the related invoice. Photos of the completed project have been supplied and staff has approved the completed work.

The applicant is requesting reimbursement in the amount of \$3,847.50, which is the grant portion of the total project cost of \$7,695.00.





Dan King

X _____

Staff Approval by: Dan King, Community Development Director

Date: January 30, 2023