

# HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

*March 19, 2026, Meeting - Communication*

**To:** DDA Members and Staff  
**From:** Dan King  
**Date:** March 12, 2026  
**Subject:** Information Regarding March 19, 2026, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday March 19th** in the Council Chambers, second floor of City Hall.

## 5. Financial Statement and Budget Review

Budget data has been updated through February 28, 2026.

## 6. Façade and BEIG Update

The façade grant spreadsheet has been updated through February 28, 2026.

## 8. Old Business:

Double Haul Solutions has provided several versions of mission and vision statements that were developed based upon public engagement and the board retreat. The board will be asked to select the mission and vision statements during the meeting.

The board was given a draft job description for the maintenance position during the February meeting. The board will be asked to formally approve the creation of the position. The FY 2026/2027 budget will include the part-time position as a labor expenditure if approved.

## 9. New Business

The Farmers Market has requested their annual budget approved funding request.

Kevin Anderson has submitted a façade grant application for façade restoration in the rear of his building located at 144 E. State. The front façade was completed with the aid of a façade grant approved in 2023.

Staff are prepared to develop open space design concepts for 133 E. State Street for review and consideration at a future DDA meeting.

The timber landscaping on the east end of the Tyden Park parking lot has deteriorated past the point of any reasonable salvage. Due to the lack of irrigation, removing and replacing the timbers with Screen Parking District approved fencing is the recommended action. The estimated cost is \$40,000, but upon DDA approval, a Request for Proposals will be prepared for distribution.

See you next Thursday.

# HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday, March 19, 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 February 19, 2026, DDA Meeting
5. Receive Financial Statements & Budget Review
6. Façade Update
7. Open Public Discussion and Comments
8. Old Business
  - A. Choose Strategic Plan Mission and Vision Statements
  - B. Review and Approve Part Time Maintenance Position
  - C. 133 E. State Street Open Space Design Discussion
  - D. Review Prior Snow Removal Bid
9. New Business
  - A. Consider Farmers Market Annual Funding Request
  - B. Review and Consider Façade Grant Application from Kevin Anderson for the Rear Façade of 144 E. State Street
  - C. Review and Consider Removing Deteriorated Landscape Screen and Replacing with Off Street Parking Approved Fencing for Tyden Park Parking Lot
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

**City of Hastings**  
**Downtown Development Authority**  
**DRAFT Meeting Minutes**  
**February 19, 2026**

**1. Meeting Call to Order and Roll Call—**

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

**Roll Call –**

Present: Albrecht, Baker, Button, Hatfield, Peterson, Shantz, Tossava, Woods

Absent: Wiswell

City Staff and Appointees: DeVries, Jaquays, King, Ponsetto

Others Present:

**2. Pledge to the Flag**

**3. Approval/Additions/Deletions to Agenda –**

Motion by Hatfield, second by Peterson, to approve the agenda as presented.

All ayes motion carried.

**4. Approval of Minutes –**

Motion by Hatfield, second by Peterson, 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 January 31, 2026.

**6. Façade and BEIG Update-**

King said the façade grant spreadsheet has been updated through January 31, 2026.

**7. Open Public Comment and Discussion –**

Assistant City Manager Hana Jaquays was introduced to the board.

## **8. Old Business-**

### **A. Strategic Plan Update—**

King gave an update on the strategic plan process.

### **B. Snow Removal Bid Discussion—**

The board discussed additional snow removal for the downtown business district and asked staff to find a previous snow removal RFP for the board to review.

### **C. Draft Part-Time Maintenance Job Description—**

The board discussed the draft job description for a part-time city employee to do maintenance work in the downtown business district.

### **D. Christmas Decoration Purchase Discussion—**

The board discussed the purchase of additional Christmas decorations for the downtown business district.

### **E. 2026 Sculpture Selection Discussion—**

DeVries said the MSI sculpture selection would be done March 2 – 4, 2026.

## **9. New Business**

### **A. Thornapple Arts Council Annual Funding Request—**

Motion by Hatfield, second by Albrecht, to approve the Thornapple Arts Council's annual request for support in the amount of \$5,925.

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

Nays: Tossava

Absent: Wiswell

7 ayes, 1 nay, motion carried.

### **B. 133 E. State Street (Former Vinnie's Site) Discussion-**

The board discussed potential options for activating the vacant lot.

### **C. Capital Improvement Plan Information—**

King provided information about Capital Improvement Plans for parts of the downtown business district.

Hatfield left the meeting at 9:07 a.m.

Button left the meeting at 9:14 a.m.

**10. DDA Member Comment –**

Baker asked staff to research the cost of umbrellas for the benches at the spray plaza.

Patterson said tickets for the high school musical are now on sale.

Albrecht said she would like the city to install a permanent sign at the corner of M-43 and M-37, directing people to the downtown business district.

Woods encouraged DDA members to attend the upcoming MDOT open house concerning the reconstruction of W. State St between Broadway and Cook Rd.

Tossava said there are several permanent sculptures that need some repair.

Jaquays encouraged board members to attend the Citizen Academy.

**11. Open Public Comment and Discussion – None**

**12. Adjournment**

Motion by Tossava, second by Schantz, to adjourn.

All ayes motion carried.

Meeting adjourned at 9:24 a.m.

---

Patty Woods, Chair

---

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

DDA Budget 2025/2026 February 28, 2026 Update (thru 02.28.2026)					
Account Number	Title	Budget	Year to Date	Projected	Budget 2025/2026
248.100.404.000	Tax Capture	\$ 760,000	\$ 904,583	\$ 904,583	\$ 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	\$ 9,109	\$ 20,000	\$ 20,000
248.100.672.000	Other Revenue MEDC- Strat. Plan		\$ 242,680	\$ 250,000	
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 500		\$ -	\$ 500
<b>Total Revenue</b>		<b>\$836,300</b>	<b>\$ 1,201,222</b>	<b>\$ 1,220,041</b>	<b>\$ 836,300</b>
248.728.756.000	Repair and Maintenance Supplies		\$ -		
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 (Strategic Plan)	\$ 5,000	\$ 14,480	\$ 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	\$ 9,000	\$ 13,000	\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000			\$ 5,000
	Michigan Trails Magazine	\$ 812	\$ 812		
	Hastings Reminder - Holiday	\$ 2,000	\$ 3,332		
	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	\$ 8,055	\$ 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	\$ 372		
	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	\$ 166	\$ 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	\$ 5,500		
	Ball Drop	\$ 2,000	\$ 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	\$ 380	\$ 2,500	\$ 2,500
248.728.921.000	Gas	\$ 700	\$ 237	\$ 700	\$ 700
248.728.929.000	Gd. Repair/Maint. Winter Pot Décor.	\$ 37,550	\$ 8,420	\$ 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		\$ 1,843		
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
<b>Total Expenditures</b>		<b>\$ 589,229</b>	<b>\$ 343,199</b>	<b>\$ 529,779</b>	<b>\$ 589,229</b>



**Façade Improvement Grant 2025/2026 Budget****\$50,000.00****March 12, 2026*****Paid FY 2025/26 To Date (02/28)***

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

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**

## **Draft Mission and Vision Statements**

*The provided draft **mission statements** below echo to the sentiments gathered by DDA board members at the January workshop. They are focused on the various subject areas discussed and consolidated into a combination statement touching on all of these subject areas.*

1. **Clear, Friendly:** The Hastings Downtown Development Authority strengthens downtown by investing in infrastructure, supporting local businesses, and fostering partnerships that improve access, functionality, and the overall downtown experience.
2. **Action Orientated:** The Hastings DDA works to enhance downtown Hastings through strategic infrastructure investments, business support and recruitment, effective funding tools, and strong relationships that make downtown more accessible, vibrant, and sustainable.
3. **Partnership and Systems:** The Hastings DDA coordinates people, resources, and investments to support downtown businesses, improve public spaces and infrastructure, and promote thoughtful development that benefits the entire community.
4. **Experience and Place-based:** The Hastings DDA advances a thriving downtown by improving infrastructure, strengthening the business environment, and promoting arts, entertainment, and development that enhance how people experience downtown Hastings every day.
5. **Identity Forward:** The Hastings Downtown Development Authority supports a healthy and resilient downtown by investing in infrastructure, leveraging funding tools, building strong partnerships, and helping businesses succeed while protecting the unique character of downtown.
6. **Combination:** The Hastings Downtown Development Authority bolsters downtown by investing in infrastructure, supporting and attracting businesses, leveraging funding tools, and building strong partnerships to improve access, functionality, and the everyday downtown experience while protecting Hastings's unique character.

*The provided draft **vision statements** below echo to the sentiments gathered by DDA board members at the January workshop. They are focused on the various subject areas discussed and consolidated into a combination statement touching on all of these subject areas.*

1. **Sensory:** Downtown Hastings is a welcoming, walkable, and recognizable place that is safe, clean, and well cared for, where people feel at home, businesses thrive, and investment is visible year-round.
2. **Livability and Economic Sustainability:** Downtown Hastings is a vibrant and livable hub that supports a diverse local economy, attracts investment, and offers a high-quality experience for residents, visitors, and businesses alike.
3. **Small-town Momentum:** Downtown Hastings is a cohesive and active destination that reflects the community's small-town character while continuing to grow through thoughtful development, strong businesses, and inviting public spaces.
4. **Experience-driven and People-centered:** Downtown Hastings is a place where people want to be. A place easy to access that is enjoyable to explore and full of life that offers safe streets, engaging public spaces, and experiences for all ages.
5. **Long-term Stewardship:** Downtown Hastings is a healthy, connected, and resilient district valued by the community, supported by strong infrastructure, and sustained by businesses and partnerships that prevent deterioration and encourage long-term investment.
6. **Combination:** Downtown Hastings is a welcoming, walkable, and vibrant destination that is safe, clean, and well cared for, where businesses thrive, public spaces invite people of all ages, investment is visible year-round, and the community's small-town character is preserved and celebrated.

# CITY OF HASTINGS JOB DESCRIPTION

## Downtown Common Area Laborer Part-time, up to 10 hours/week

**Supervised By:** Superintendent of Streets & Construction

**Supervises:** No supervisory responsibility

**FLSA Status:** Non-Exempt

### **Position Summary:**

Under the supervision of the Superintendent of Streets & Construction, performs manual and semi-skilled tasks related to the maintenance and repair of downtown structures, amenities, and landscape beds.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Observes and inspects common areas of the downtown for items requiring maintenance and schedules repairs.
2. Removes refuse and recycling from collection bins and deposits into appropriate dumpsters and recycling collection units as directed.
3. Properly disposes of cigarette waste from disposal units.
4. Removes litter and refuse from sidewalks and landscape areas.
5. Wipes down and keeps all street furniture and dining areas clean.
6. Checks plants, including hanging baskets, for signs of distress. Checks that watering systems are operating properly and free of debris. Makes minor repairs to the irrigation system as needed.
7. Ensures that street tree beds are kept free of weeds and grass. Sweeps up and replenishes mulch as needed. Properly applies weed and grass killer in sidewalk cracks and parking lots.
8. Regularly uses a leaf blower and broom to keep the sidewalk clean.
9. Assists DPS operators with installing and removing holiday decorations.
10. Operates pickup trucks, hand tools, and small power tools to facilitate their work.

11. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Valid Michigan driver's license and clean driving history.
- Ability to follow safety instructions and be focused on surroundings and working near traffic.
- Familiarity with construction materials, equipment, and supplies used in public works activities.
- Ability to work independently and stay on task.
- Knowledge of basic mechanical repair tools and procedures, and skill in applying them in maintenance and making minor repairs.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear and view and occasionally create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc. and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, if needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works in outdoor weather conditions. The employee works near moving mechanical equipment, and may be exposed to fumes, dust, airborne particles, hazardous materials, vibrations and moving mechanical parts. The noise level in the work environment is sometimes moderate but can frequently be loud.

\* \* \* \* \*

*The City of Hastings provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*



**CITY OF HASTINGS**  
**Downtown Development Authority**  
**Request for Proposals**  
**Snow Removal Services**  
**Sidewalk Curb Edges and Gutter Pans**  
**Identified Sections of Central Business District**

**SCOPE OF WORK:**

Specified areas and associated surfaces shall be cleared of snow and ice/slush accumulations as needed to provide a safe surface. Please refer to the supplied map for areas identified. This work shall include all labor, materials, equipment, transport services to sites, supervision, and all services necessary to maintain the locations described in a superior condition. These areas shall have snow accumulations removed and maintained with a clean appearance and as otherwise specified herein.

**PRE-QUALIFICATION:**

All bidders must, at the time of bid submittal, submit evidence they have conducted similar type of services and they have the equipment and personnel capacity to provide such work.

**SPECIAL INSTRUCTIONS TO BIDDERS:**

Bids are to be submitted on a total identified area basis for the timeframe of October 1, 2022 to April 1, 2023. Bids to include both per event pricing and season pricing of snow removal as identified in the General Conditions section of this Request for Proposals.

**GENERAL CONDITIONS:**

- All work must be performed within the codes, standards, and municipal ordinances of the City of Hastings.
- Identified areas shall be cleaned prior to 7:45 a.m. on days of snow events or the next morning prior to 7:45 a.m. after a daytime snow event.

- Snow shall be cleared when snow accumulations reach 3" or greater.
- Bidder must be aware that the identified areas will be subject to snow accumulations resulting from municipal snow plowing activities that deposit snow, ice/slush in the gutter pans and sidewalk gutter edges.
- Snow, ice/slush will be removed by bidder and deposited on a site(s) approved by the Director of Public Services for the City of Hastings.
- Contractor's employees shall always maintain a neat and clean appearance. Employees shall always wear safety apparel and reflective safety vests while working in the City. All work shall be performed in a professional, courteous, manner using quality equipment and materials, all of which must be maintained and operated with the highest standard as well as complying with all OSHA and MIOSHA safety requirements. All trucks shall have fully operational headlights and all safety lights shall be operational. Trucks and similar equipment shall have safety yellow flashing lights. All of Contractor's vehicles need to be clearly marked with the company name. Contractor's employees shall use all necessary care and safety practices when plowing or otherwise working in sites where visitors and/or employees are present to prevent any injury or harm. Contractor's employees shall be courteous, professional, and service oriented when interacting with any members of the public.
- It is each bidder's responsibility to visit all areas called out in this bid package and to become familiar with the work, site boundaries, terrain, surface, gardens, mulch beds, fixtures, restrictions, etc. A visit to each site may be completed prior to submitting the bidder's proposal. City of Hastings staff is available to answer questions from each bidder about these locations and answer questions regarding the work called for in this proposal. Because the identified area map is not provided to scale, a field tour is essential to understanding the work required in this proposal.
- The City reserves the right to postpone or delay snow removal services when needed and to retain the option to supplement the snow removal effort to provide improved conditions for pedestrian passage.
- The bidder shall be responsible for all damages to City property caused by either equipment or operator error. The City reserves the right to repair all damages with other sources if the bidder fails to do so. The bidder shall be back-charged for all costs required to complete this work.
- If the bidder causes building or property damage, the bidder is responsible for immediate communication with the City and may be required to facilitate the immediate repair at whatever cost it may take to complete the repair.
- The Contractor shall provide a list of available snow removal equipment and where applicable the vehicles used to transport the equipment for this contract. **This list must be submitted along with the bid.**
- If the bidder fails to complete the snow removal as specified or if the bidder fails to meet the specifications in this proposal request, the City reserves the right to terminate the agreement at any time.

## SPECIFICATIONS FOR SNOW REMOVAL SERVICES

- Snow must be cleared from the gutter pans to three feet into the roadway. Snow must be removed from the sidewalk curb edge to three feet from the sidewalk curb edge.
- Bidders may use blades, shovels, or rotary broom equipment to remove snow. If broom equipment is used, care shall be taken to direct snow and debris away from vehicles, buildings, and pedestrians.
- All snow removal operations are to be performed using machines and equipment manufactured by reputable companies recognized for producing quality commercial snow removal equipment. All equipment shall be mechanically sound. Any manufacturer installed safety equipment must not be modified, removed, or rendered inoperable at any time. All machines will be operated by trained and qualified persons. **At no time shall an operator of a piece of equipment leave that equipment unoccupied and running.**
- Bidders may not plow or throw snow into the street or roadway. Some residual snow is expected, however accumulations of moved snow must not compromise or impair pedestrian movements.
- Payment will be made monthly as bidder invoices are submitted. Invoices shall be submitted monthly no later than the 10<sup>th</sup> day of each month. The City is willing to work with the bidder to develop an approved invoice format.

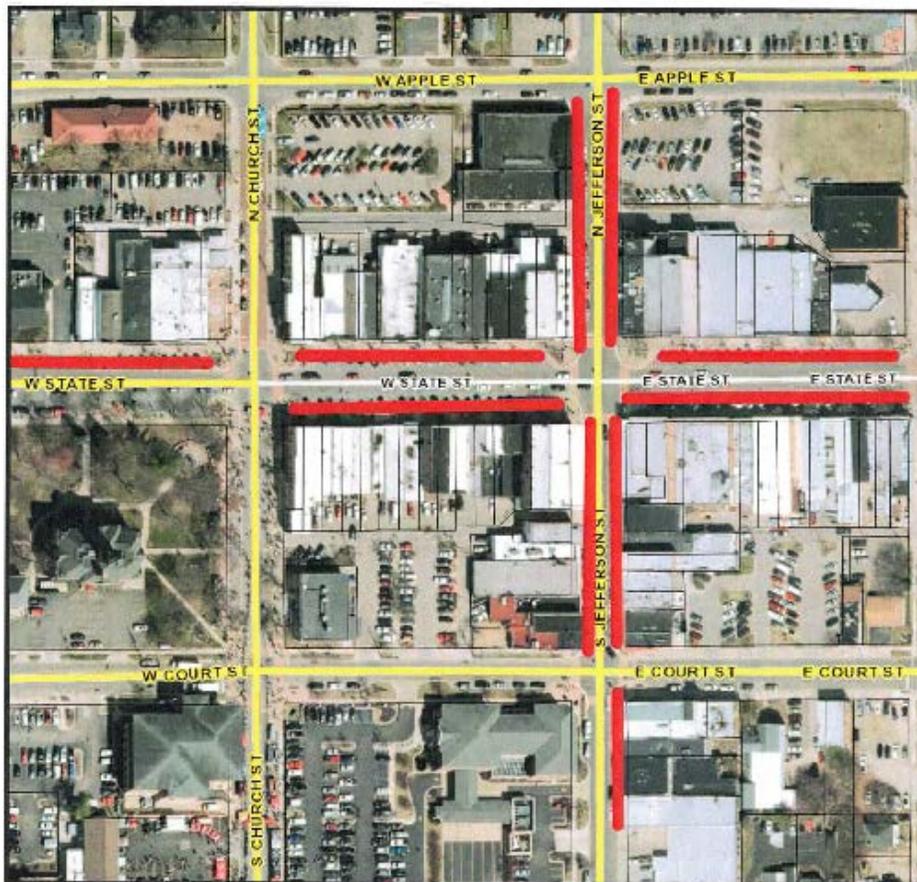
## GENERAL INFORMATION/SUBMITTAL REQUIREMENTS

- Sealed proposals will be accepted until 4:00 p.m. Eastern Standard Time on Friday September 23, 2022 by Jane M. Saurman, City Clerk, City of Hastings, 201 E. State Street, Hastings, MI 49058. Your proposal must be sealed and clearly marked **City of Hastings Snow Removal Services Proposal** so that no error in opening may occur.
- Selection of the successful bidder will be made as soon as possible after the closing date of receipt of the proposals but in no event later than 30 days from the submission deadline.
- In the event of changes in the Request for Proposals, contractors will be notified in writing. Questions concerning the proposal submittal, award, and administration of the agreement should be directed to: Dan King, Community Development Director, City of Hastings, 201 E. State Street, Hastings, MI 49058, 269-945-2468 or [dking@hastingsmi.org](mailto:dking@hastingsmi.org).
- The City of Hastings reserves the right to accept or reject any or all proposals received because of this request. The City of Hastings shall not be obligated to award an agreement solely based upon any response made to this Request for Proposal, nor is the City responsible to pay for any information solicited or costs incurred by bidders in the preparation of the responses.
- The selected bidder shall have a proven record of at least five (5) years of performing work of similar nature to the project described herein.
- The agreement will be for the period from October 1, 2022 through April 1, 2023.
- The bidder shall not request an amendment to the terms of the agreement at any time during the timeframe of the agreement.

- The work shall comply with all federal, state, and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications. Any conflict between the RFP requirements and the rules shall be noted by the vendor at the time the proposal response is submitted. All safety precautions shall be followed for the type of work performed by the contractor to ensure a safe work environment of employees of the City, visitors and public and the employees of the contractor.
- The bidder, at its expense, must maintain adequate Workman’s Compensation Insurance, Comprehensive General Liability Insurance, and Comprehensive Automobile Liability Insurance acceptable to the City of Hastings during the term of the agreement.
- Information submitted in contractor proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the contractor’s proposal which is company confidential must be clearly identified in the proposal itself.

**SNOW REMOVAL AREA**

- The snow removal area is indicated by the bold red lines on the map below and includes approximately 2,575 linear feet.





## BID PROPOSAL FORM – SNOW REMOVAL

Contractor's Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Work #

Cell #

Central Business District	Base Bid Per Occurrence	Base Bid Per 22/23 Season
+/- 1,275 linear feet 3' x 3' swath from sidewalk curb to roadway		





**CITY OF HASTINGS**  
**Downtown Development Authority**  
**Request for Proposals**  
**Snow Removal Services**  
**Sidewalk Curb Edges and Gutter Pans**  
**Identified Sections of Central Business District**

**SCOPE OF WORK:**

Specified areas and associated surfaces shall be cleared of snow and ice/slush accumulations as needed to provide a safe surface. Please refer to the supplied map for areas identified. This work shall include all labor, materials, equipment, transport services to sites, supervision, and all services necessary to maintain the locations described in a superior condition. These areas shall have snow accumulations removed and maintained with a clean appearance and as otherwise specified herein.

**PRE-QUALIFICATION:**

All bidders must, at the time of bid submittal, submit evidence they have conducted similar type of services and they have the equipment and personnel capacity to provide such work.

**SPECIAL INSTRUCTIONS TO BIDDERS:**

Bids are to be submitted on a total identified area basis for the timeframe of October 1, 2022 to April 1, 2023. Bids to include both per event pricing and season pricing of snow removal as identified in the General Conditions section of this Request for Proposals.

**GENERAL CONDITIONS:**

- All work must be performed within the codes, standards, and municipal ordinances of the City of Hastings.
- Identified areas shall be cleaned prior to 7:45 a.m. on days of snow events or the next morning prior to 7:45 a.m. after a daytime snow event.

- Snow shall be cleared when snow accumulations reach 3" or greater.
- Bidder must be aware that the identified areas will be subject to snow accumulations resulting from municipal snow plowing activities that deposit snow, ice/slush in the gutter pans and sidewalk gutter edges.
- Snow, ice/slush will be removed by bidder and deposited on a site(s) approved by the Director of Public Services for the City of Hastings.
- Contractor's employees shall always maintain a neat and clean appearance. Employees shall always wear safety apparel and reflective safety vests while working in the City. All work shall be performed in a professional, courteous, manner using quality equipment and materials, all of which must be maintained and operated with the highest standard as well as complying with all OSHA and MIOSHA safety requirements. All trucks shall have fully operational headlights and all safety lights shall be operational. Trucks and similar equipment shall have safety yellow flashing lights. All of Contractor's vehicles need to be clearly marked with the company name. Contractor's employees shall use all necessary care and safety practices when plowing or otherwise working in sites where visitors and/or employees are present to prevent any injury or harm. Contractor's employees shall be courteous, professional, and service oriented when interacting with any members of the public.
- It is each bidder's responsibility to visit all areas called out in this bid package and to become familiar with the work, site boundaries, terrain, surface, gardens, mulch beds, fixtures, restrictions, etc. A visit to each site may be completed prior to submitting the bidder's proposal. City of Hastings staff is available to answer questions from each bidder about these locations and answer questions regarding the work called for in this proposal. Because the identified area map is not provided to scale, a field tour is essential to understanding the work required in this proposal.
- The City reserves the right to postpone or delay snow removal services when needed and to retain the option to supplement the snow removal effort to provide improved conditions for pedestrian passage.
- The bidder shall be responsible for all damages to City property caused by either equipment or operator error. The City reserves the right to repair all damages with other sources if the bidder fails to do so. The bidder shall be back-charged for all costs required to complete this work.
- If the bidder causes building or property damage, the bidder is responsible for immediate communication with the City and may be required to facilitate the immediate repair at whatever cost it may take to complete the repair.
- The Contractor shall provide a list of available snow removal equipment and where applicable the vehicles used to transport the equipment for this contract. **This list must be submitted along with the bid.**
- If the bidder fails to complete the snow removal as specified or if the bidder fails to meet the specifications in this proposal request, the City reserves the right to terminate the agreement at any time.

## SPECIFICATIONS FOR SNOW REMOVAL SERVICES

- Snow must be cleared from the gutter pans to three feet into the roadway. Snow must be removed from the sidewalk curb edge to three feet from the sidewalk curb edge.
- Bidders may use blades, shovels, or rotary broom equipment to remove snow. If broom equipment is used, care shall be taken to direct snow and debris away from vehicles, buildings, and pedestrians.
- All snow removal operations are to be performed using machines and equipment manufactured by reputable companies recognized for producing quality commercial snow removal equipment. All equipment shall be mechanically sound. Any manufacturer installed safety equipment must not be modified, removed, or rendered inoperable at any time. All machines will be operated by trained and qualified persons. **At no time shall an operator of a piece of equipment leave that equipment unoccupied and running.**
- Bidders may not plow or throw snow into the street or roadway. Some residual snow is expected, however accumulations of moved snow must not compromise or impair pedestrian movements.
- Payment will be made monthly as bidder invoices are submitted. Invoices shall be submitted monthly no later than the 10<sup>th</sup> day of each month. The City is willing to work with the bidder to develop an approved invoice format.

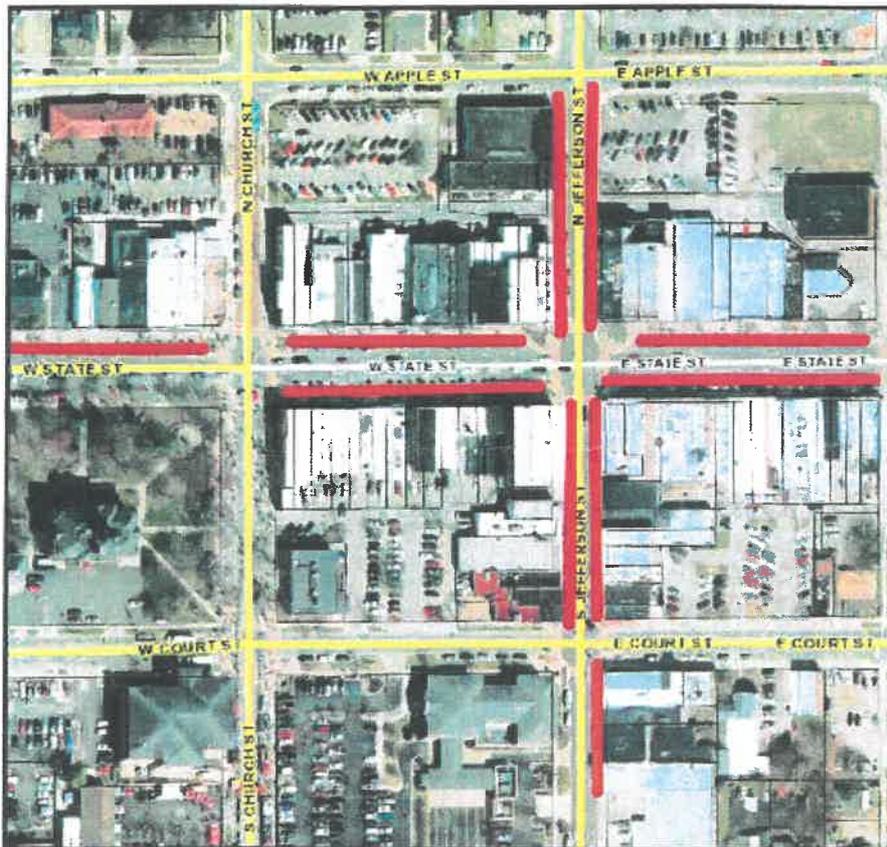
## GENERAL INFORMATION/SUBMITTAL REQUIREMENTS

- Sealed proposals will be accepted until 4:00 p.m. Eastern Standard Time on Friday September 23, 2022 by Jane M. Saurman, City Clerk, City of Hastings, 201 E. State Street, Hastings, MI 49058. Your proposal must be sealed and clearly marked **City of Hastings Snow Removal Services Proposal** so that no error in opening may occur.
- Selection of the successful bidder will be made as soon as possible after the closing date of receipt of the proposals but in no event later than 30 days from the submission deadline.
- In the event of changes in the Request for Proposals, contractors will be notified in writing. Questions concerning the proposal submittal, award, and administration of the agreement should be directed to: Dan King, Community Development Director, City of Hastings, 201 E. State Street, Hastings, MI 49058, 269-945-2468 or [dking@hastingsmi.org](mailto:dking@hastingsmi.org).
- The City of Hastings reserves the right to accept or reject any or all proposals received because of this request. The City of Hastings shall not be obligated to award an agreement solely based upon any response made to this Request for Proposal, nor is the City responsible to pay for any information solicited or costs incurred by bidders in the preparation of the responses.
- The selected bidder shall have a proven record of at least five (5) years of performing work of similar nature to the project described herein.
- The agreement will be for the period from October 1, 2022 through April 1, 2023.
- The bidder shall not request an amendment to the terms of the agreement at any time during the timeframe of the agreement.

- The work shall comply with all federal, state, and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications. Any conflict between the RFP requirements and the rules shall be noted by the vendor at the time the proposal response is submitted. All safety precautions shall be followed for the type of work performed by the contractor to ensure a safe work environment of employees of the City, visitors and public and the employees of the contractor.
- The bidder, at its expense, must maintain adequate Workman's Compensation Insurance, Comprehensive General Liability Insurance, and Comprehensive Automobile Liability Insurance acceptable to the City of Hastings during the term of the agreement.
- Information submitted in contractor proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the contractor's proposal which is company confidential must be clearly identified in the proposal itself.

#### **SNOW REMOVAL AREA**

- The snow removal area is indicated by the bold red lines on the map below and includes approximately 2,575 linear feet.





---

Barry  
Community  
Foundation

---

For Good. For Barry County. Forever.

February 20, 2026

Hastings Downtown Development Authority  
Dan King  
City of Hastings  
201 E. State St.  
Hastings, MI 49058

RE: Hastings Farmers Market 2026

Dear Dan:

On behalf of the Barry County Community Foundation, I would like to request \$1,500.00 from the DDA, for the Hastings Farmers Market. This will be used for marketing, advertising and miscellaneous expenses for the market, which is held each Wednesday and Saturday on the Courthouse lawn from May through October.

We look forward to continuing our partnership for this essential program.

Please feel free to contact me with any further questions.

Sincerely,

A handwritten signature in cursive script that reads "Zellie Sweeney". The ink is dark and the signature is fluid and legible.

Zellie Sweeney  
Program Assistant

## Facade Improvement Grant Request

**Date:** March 19, 2026

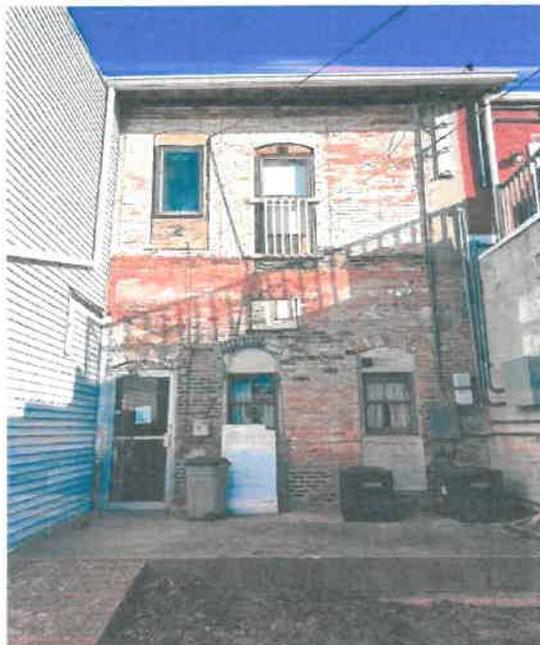
**Business:** Arris Matrix Inc.

**Property Owner:** Kevin Andreson

**Address:** 144 E. State St.

**Request:** \$11,000.00

The applicant, Kevin Anderson, is requesting a \$11,000.00 facade grant and \$1,000.00 for an architectural rendering for a total of \$11,000.00. The quote includes: Removal of old brick and replacement with brick that matches the front of the building, reinstallation of doors and windows, removal of old pipes and electrical.





## City of Hastings

### DOWNTOWN DEVELOPMENT AUTHORITY

#### FAÇADE & FENCING/SCREENING IMPROVEMENT GRANT APPLICATION

##### APPLICANT INFORMATION

1. Property/Business Owner Name: KEVIN ANDERSON
2. Business Name: N/A
3. Property Address: 144 EAST STATE
4. Phone Numbers: Home: 616-822-7954  
Work: \_\_\_\_\_  
Email: KEVINLEWISANDERSON@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

PROJECT INFORMATION

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

- a) What it is you want to accomplish - drawings are required.
- b) How this project meets the Purpose and Priorities of the DDA Façade Improvement Program as listed in the Guidelines.
- c) Who you have identified to do the work and the reason(s) for your selection, and
- d) 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: HAMMER SMITH HD

10. Total Project Budget \$ 26,300

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

12. Proposed Starting Date: MAY 1st 2026

13. Proposed Completion Date: JULY 1st 2026

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

ARRIS MATRIX - COMPUTER STORE  
2 BEDROOM Apt UPSTAIRS

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

Yes

No

If yes, please explain:

---

---

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: 3-9-2026

Date: \_\_\_\_\_

Federal Business Tax ID#: \_\_\_\_\_

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

\_\_\_\_\_ I.D.#: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Use Only

---

Scoring: 12 Points Available

\_\_\_\_\_ New Projects (1<sup>st</sup> time applicant) [3pts]

\_\_\_\_\_ Projects Identified on Corner Lots [1pt]

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

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

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

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

\_\_\_\_\_ 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]

5 **Total Points Awarded**

The main goal of the project is to remove and replace deteriorating brick on the rear of 144 East State Str, see below and attached photo's for reference.

Cabral Construction has submitted a quote as well as detail of the work to be performed, please attached paperwork.

Work could start as soon as May 1rst and should be completed by July 1rst.



## PROPOSAL

**Cabral Construction  
445 Stauffer Dr.  
Hastings, MI 49058**

**To: KEVIN ANDERSON**

**Date: 2/9/2026**

### **WORK PERFORMED**

**144 STATE ST. HASTINGS MICHIGAN.  
ON BACKSIDE OF ARRIS MATRIX BUILDING.**

- **REMOVE ALL OLD BRICK FROM BACK OF BUILDING.**
- **REMOVE WINDOWS AND DOORS.**
- **REBUILD MOUNTING FOR WINDOWS AND DOORS TO BE REINSTALLED.**
- **REMOVE ALL OLD PIPES AND ELETRICAL.**
- **REBUILD OVER HANG ON MATRIX BUILDING.**
- **INSTALL NEW BRICK ON BUILDING.**
- **BRICKS WILL MATCH FRONT OF BUILDING.**
- **CLEAN UP MESS COMPLETE.**

**TOTAL ON LABOR AND MATERIALS.  
\$25,300.00**

**OFFICE PHONE # 1-269-945-3749**

**CELL PHONE # 1-269-838-6081**

We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of: \$ .  
Money will need to be paid in full once job is complete.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control.

Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

269-945-2468

Receipt No: 1.000160919

Mar 5, 2026

KEVIN ANDERSON

DDA - FASAD GRANT APPL FEE	100.00
248-100-648-000 Application Fees	

---

Total:	100.00
--------	--------

---

CHECK	Check No: 3834	100.00
	Payor: KEVIN ANDERSON	

---

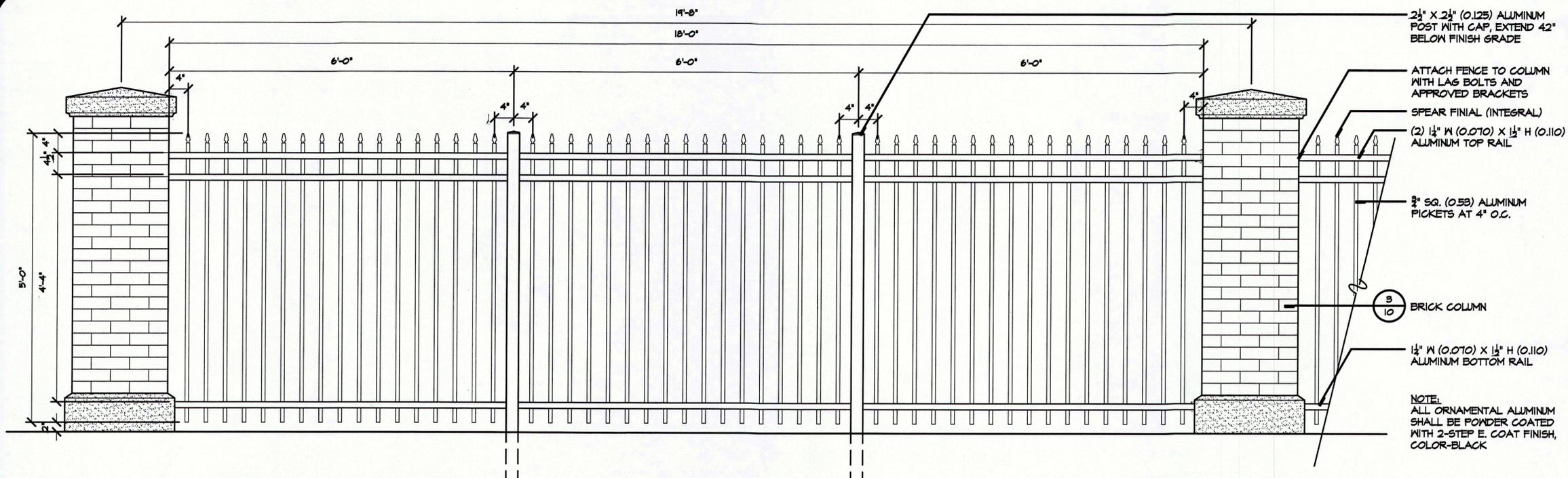
Total Applied:	100.00
----------------	--------

---

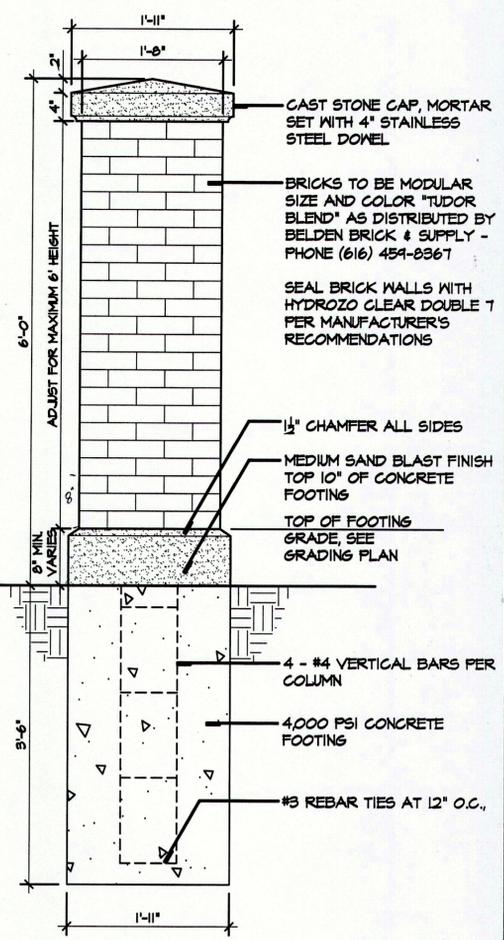
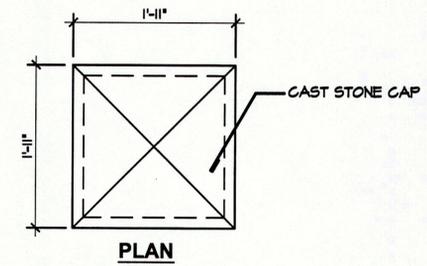
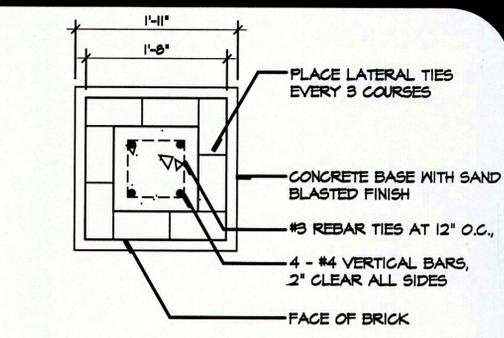
Change Tendered:	.00
------------------	-----

Duplicate Copy

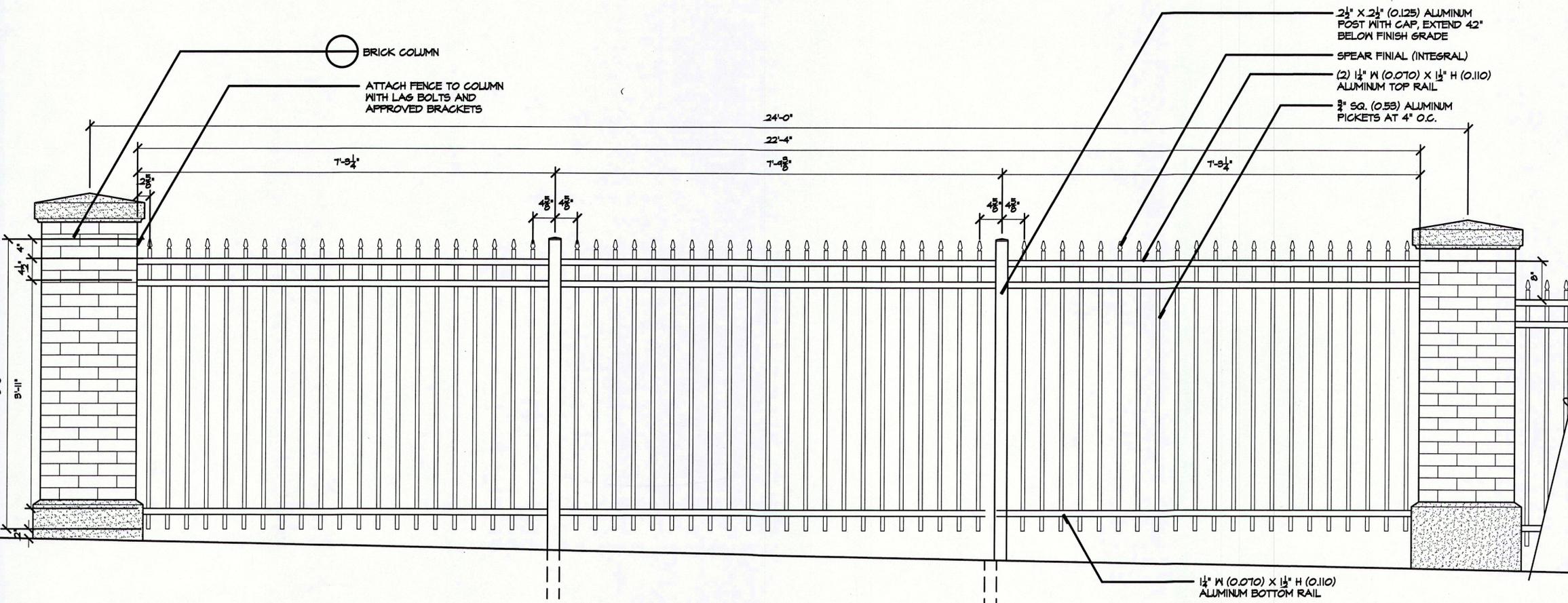
03/05/2026 10:28 AM



**1 Ornamental Fence**  
 Scale: 1"=1'-0" SHOP DRAWINGS REQUIRED



**3 Brick Column**  
 Scale: 1"=1'-0"



**2 Ornamental Fence**  
 Scale: 1"=1'-0" SHOP DRAWINGS REQUIRED

**NOTE:**  
 ALL ORNAMENTAL ALUMINUM SHALL BE POWDER COATED WITH 2-STEP E. COAT FINISH, COLOR-BLACK



# TYDEN PARK PARKING LOT

