

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

July 17, 2025, Meeting - Communication

To: DDA Members and Staff
From: Dan King
Date: July 10, 2025
Subject: Information Regarding July 17, 2025, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday July 17th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through June 30, 2025. The bulk of the financial data represents the end of the fiscal year. As always, there will be invoices that arrive in July that require to be accounted for in the fiscal year ending June 30, 2025.

6. Façade and BEIG Update

The façade grant and BEIG loan spreadsheets have been updated through June 30th.

8. Old Business:

Discussion will continue regarding videography of the downtown.

Discussion will continue regarding BEIG loan policy and standards.

Staff will update the board on the strategic plan process.

9. New Business

Staff have processed a façade grant reimbursement for Andrew Ortwein for property located at 135 E. State Street.

Chair Woods has requested to hold a discussion regarding streetscape maintenance.

The Cloud plan and maintenance agreement with Chargepoint for the electric vehicle charging station expires on September 14, 2025, and is subject to renewal. The initial cost of the five-year Cloud plan and maintenance agreement was \$4,705. The current cost for the five-year plan is \$5,800.

Chargepoint has been very responsive to the few maintenance issues we have experienced with the station over the past five years.

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday July 17, 2025

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 June 19, 2025, Regular Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG Update
7. Open Public Discussion and Comments
8. Old Business:
 - A. Videography Discussion
 - B. BEIG Loan Policy and Standards Discussion
 - C. Strategic Plan Update
9. New Business
 - A. Façade Grant Reimbursement for Andrew Ortwein at 135 E. State Street.
 - B. Streetscape Maintenance
 - C. Charegepoint Five-Year Cloud Plan and Maintenance Agreement Renewal. (Electrical Vehicle Charging Station)
- 10.DDA member comments
- 11.Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority

DRAFT Meeting Minutes

June 19, 2025

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, Peterson, Tossava, Wiswell, Woods

Absent: Albrecht, Schantz

City Staff and Appointees: Hoke, King, Ponsetto, Resseguie

Others Present: Nicole Lyke and Jennifer Heinzman, Barry County Chamber of Commerce and Economic Development Alliance; Zach Corey, re: Hometown Hero Banners

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes motion carried.

4. Approval of Minutes of the April 17, 2025, DDA Meeting –

Baker noted that the Jingle & Mingle golf outing was scheduled for June, not July, as stated in the minutes

Motion by Baker, second by Hatfield to approve the minutes as amended

All ayes motion carried.

5. Financial Statements & Budget for Review –

King answered questions from DDA members about the budget for the 2024 - 2025 fiscal year.

6. Façade and BEIG Update-

King said there had been no façade grant expenditures since the previous DDA meeting.

7. Open Public Comment and Discussion – None

8. Old Business-

A. BCCEDA Funding Request Discussion-

Heinzman and Lyke presented information about activities that the BCCEDA that benefit the City of Hastings. No action was taken.

B. Strategic Plan RFP Response

Motion by Hatfield, second by Baker, to approve the expenditure of \$7,220.00 for Dual Haul Solutions to develop a Strategic Plan for the DDA. The MEDC will pay 75 percent, the balance of the \$28,960 total.

Ayes: Baker, Button, Hatfield, Peterson, Tossava, Woods

Nays: Wiswell

Absent: Albrecht, Schantz

Vote 5 – 1 in favor, motion carried

C. Videography Discussion—

It was the consensus of the board to get quotes for videography without issuing an RFP.

9. New Business

A. Façade Grant Request from Troy Dalman at 128 W. Mill St.—

Motion by Tossava, second by Baker, to approve the \$4,989.20 grant request.

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

Nays:

Absent: Albrecht, Schantz

All ayes motion carried.

Button left the meeting at 9:20 a.m.

B. Facade Grant Request from Carole Barlow at 111 W. State St.—

Motion by Hatfield, second by Wiswell, to conditionally approve the \$10,000 façade grant, contingent upon the receipt and approval of an architectural rendering.

Ayes: Baker, Hatfield, Peterson, Wiswell, Woods

Nays:

Abstain: Tossava

Absent: Albrecht, Button, Schantz

All ayes motion carried

C. BEIG Loan Request from Carole Barlow at 111 W. State St.—

Motion to conditionally approve the request for a \$10,000 BEIG loan request contingent upon approval of primary funding from the Barry Community Foundation.

Ayes: Baker, Hatfield, Peterson, Wiswell, Woods

Nays:

Abstain: Tossava

Absent: Albrecht, Button, Schantz

All ayes motion carried.

D. Outfront Medias Contract Renewal Discussion—

Motion by Woods, second by Hatfield, to approve the expenditure of \$24,050 for a one-year contract with Outfront Media for static and digital billboards and mobile advertising starting July 1, 2025.

Ayes: Baker, Hatfield, Peterson, Tossava, Woods

Nays: Tossava

Absent: Albrecht, Button, Schantz

5 – 1 in favor motion carried.

E. BEIG Loan Policy and Standards Discussion-

It was the consensus of the board to discuss updating the BEIG loan policy and standards until the next meeting.

F. PA 57 of 2018 Informational Meeting—

The board conducted its first PA 57 of 2018 Informational Meeting of 2025

G. Hometown Hero Banner Discussion

Zach Corey, made a presentation and answered board questions about the Hometown Hero Banner program that he would like to see implemented in Hastings.

10. DDA Member Comment –

Hatfield thanked the DDA for its support of the Adopt-A-Corner program, the board discussed the condition of flower beds, tree replacement, and the need for the traffic light at N. Michigan and Mill streets to not switch to blinking on the weekends

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Baker, to adjourn

All ayes motion carried.

Meeting adjourned at 9:51 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

| DDA Budget 2024/2025 July 9, 2025 Update (thru 06.30.2025) | | | | | |
|--|---------------------------------------|------------------|---------------------|---------------------|-------------------|
| Account Number | Title | Budget | Year to Date | Projected | Budget 2025/2026 |
| 248.100.404.000 | Tax Capture | \$ 725,000 | \$ 753,946 | \$ 753,946 | \$ 760,000 |
| 248.100.573.000 | LCSA Appropriation | \$ 60,000 | \$ 51,492 | \$ 51,492 | \$ 50,000 |
| 248.100.642.000 | Sculpture Sales | \$ 5,000 | | \$ - | \$ 5,000 |
| 248.100.642.010 | Advertising Sales | | | | |
| 248.100.648.000 | Application Fees | \$ 1,000 | \$ 700 | \$ 700 | \$ 500 |
| 248.100.654.000 | Electrical Vehicle Station | \$ 250 | \$ 560 | \$ 560 | \$ 300 |
| 248.100.665.000 | Interest Earned | \$ 16,000 | \$ 40,134 | \$ 40,134 | \$ 20,000 |
| 248.100.672.000 | Other Revenue (RAP Grant Proceeds) | | \$ 237,250 | \$ 474,500 | |
| 248.100.674.000 | Private Contributions or Donations | | \$ - | \$ - | |
| 248.100.675.000 | Sponsorships | \$ 700 | | \$ - | \$ 500 |
| Total Revenue | | \$807,950 | \$ 1,084,082 | \$ 1,321,332 | \$ 836,300 |
| 248.728.756.000 | Repair and Maintenance Supplies | | | | |
| 248.728.766.000 | Disposable Technology | | | | |
| 248.728.772.000 | Promotion Supplies | \$ 500 | | | \$ - |
| 248.728.801.000 | Annual Streetscape Bonding Fee | | \$ 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) | \$ 2,000 | | | \$ 5,000 |
| 248.728.816.000 | Security Services-Splash Pad | | | | \$ 1,167 |
| 248.728.824.000 | MSI-lease, install, repair sculptures | | | | \$ 22,200 |
| 248.728.830.000 | Other Contracted Services | | | | \$ 67,000 |
| 248.728.861.000 | Transportation (Milage) | \$ 100 | | | |
| 248.728.872.000 | Parking SAD | \$ 15,962 | \$ 15,962 | \$ 31,924 | \$ 15,962 |
| 248.728.879.000 | Website | \$ 650 | \$ 965 | \$ 965 | \$ 1,000 |
| 248.728.882.000 | Advertising - Social Media | \$ 13,000 | \$ 13,000 | \$ 13,000 | \$ 13,000 |
| 248.728.883.000 | Advertising - Print | \$ 5,000 | | | \$ 5,000 |
| | Michigan Trails Magazine | \$ 812 | \$ 812 | \$ 812 | |
| | Hastings Reminder - Holiday | \$ 2,000 | \$ 3,000 | \$ 3,000 | |
| | Battle Creek Shopper - Holiday | \$ 750 | | | |
| | Lowell's Buyers Guide - Holiday | \$ 130 | | | |
| | J-Ad Summer Fun Guide | \$ 475 | | | |
| | J-Ad Streetscape Construction | | \$ 918 | \$ 918 | |
| 248.728.884.000 | Billboards | \$ 9,000 | \$ 11,050 | \$ 11,050 | \$ 9,000 |
| 248.728.885.000 | Advertising-Radio | \$ 2,000 | \$ 1,874 | \$ 1,874 | \$ 2,000 |
| 248.728.886.000 | Videography | \$ 4,000 | | | \$ 4,000 |
| 248.728.887.000 | Speakers/Performers | \$ 1,000 | | | \$ 1,000 |
| 248.728.891.000 | Licenses and Fees | \$ 250 | \$ 32 | \$ 32 | \$ 250 |
| 248.728.900.000 | Printing and Publishing | \$ 8,000 | | | \$ 5,000 |
| | J-Ad - Hastings Live | \$ 700 | \$ 2,587 | \$ 2,587 | |
| | J-Ad (Event Schedules) | \$ 300 | | | |
| | J-Ad (Roubaix Booklets) | \$ 2,700 | | | |
| | J-Ad (Farmers Market Brochures) | \$ 1,300 | | \$ - | |
| | Progressive Graphics Mag. Calendar | \$ 850 | \$ 310 | \$ 310 | |
| | Progressive Graphics Rack Cards | \$ 500 | \$ 304 | \$ 304 | |
| | J-Ad (Downtown Parking Brochures) | \$ 250 | \$ 249 | \$ 249 | |
| | Hastings Live Booklets | | | | |
| | Progressive Graphics (Name Badges) | | \$ 17 | \$ 17 | |
| | J-Ad - Hastings Live Rack Cards | | \$ 246 | \$ 246 | |
| | J-Ad - Sculpture Tour Booklets | | \$ 1,062 | \$ 1,062 | |
| | | | | | |

| Account Number | Title | Budget | Year to Date | Projected | Budget 2025/2026 |
|---------------------------|-------------------------------------|-------------------|---------------------|---------------------|-------------------|
| 248.728.906.000 | Promotions/Marketing (Holiday Decs) | \$ 500 | \$ 59,677 | \$ 59,677 | \$ 50,000 |
| 248.728.907.000 | Sponsorship and Donations | \$ 14,000 | | | \$ 17,000 |
| | Chamber of Commerce | \$ 2,000 | \$ 3,850 | \$ 3,850 | |
| | Summerfest | \$ 1,000 | | | |
| | Jingle and Mingle | \$ 2,900 | \$ 4,000 | \$ 4,000 | |
| | Ball Drop | \$ 2,000 | \$ 2,000 | \$ 2,000 | |
| | Farmer's Market | \$ 1,500 | \$ 1,500 | \$ 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 |
| | West Michigan Tourist Assoc. | \$ 284 | \$ 284 | \$ 284 | |
| | MI Festivals and Events | \$ 250 | | | |
| 248.728.918.000 | Water/Sewer | | \$ 10,798 | \$ 10,798 | \$ 10,000 |
| 248.728.920.000 | Electric | | \$ 592 | \$ 592 | \$ 2,500 |
| 248.728.921.000 | Gas | | \$ 601 | \$ 601 | \$ 700 |
| 248.728.929.000 | Gd. Repair/Maint. Winter Pot Décor. | | \$ 8,530 | \$ 8,530 | \$ 37,550 |
| 248.728.929.010 | Snow Plowing and Removal | \$ 5,000 | \$ 520 | \$ 3,000 | \$ 5,000 |
| 248.728.930.000 | Repair and Maintenance | \$ 100 | | | \$ 1,000 |
| 248.728.940.000 | Equipment Fund Rental | \$ 5,000 | \$ 3,722 | \$ 3,722 | |
| 248.728.946.000 | Engineering Services | | | | |
| 248.728.974.000 | Land Improvements (Depreciable) | | | | \$ 20,000 |
| | MC Smith Streetscape Design | | \$ 12,646 | \$ 12,646 | |
| | Streetscape Project | | \$ 678,921 | \$ 678,921 | |
| | Signage | | \$ 7,074 | \$ 7,074 | |
| | Kendall Electric | | \$ 924 | \$ 924 | |
| | Downtown Street Short Pole Globes | | | | |
| | Street Light Painting | | | | |
| | Consort Banner Flags | | | | |
| | Water/Sewer Improvement/Scape | | | | |
| 248-728-980-010 | Street Furniture | | \$ 36,270 | \$ 36,270 | |
| 248.728.974.010 | Land Improvements (Non-Dep) | \$ 14,500 | | | \$ 8,000 |
| | Sculpture Bases | | \$ 3,375 | \$ 3,375 | |
| | Consort | | | | |
| | Sculpture Purchase | | | | |
| | Spray Plaza Maintenance | | \$ 1,350 | \$ 1,350 | |
| | Social District Signage | | \$ 724 | \$ 724 | |
| 248.728.978.010 | Technology - Non Depreciable | | | | |
| 248.728.991.000 | Façade Improvement Grants | \$ 50,000 | \$ 23,460 | \$ 23,460 | \$ 50,000 |
| 248.728.992.000 | Interest on Streetscape Debt | \$ 197,400 | \$ 107,400 | \$ 107,400 | \$ 103,700 |
| 248.728.993.000 | Principal on Streetscape Debt | | \$ 90,000 | \$ 90,000 | \$ 95,000 |
| Total Expenditures | | \$ 384,662 | \$ 1,131,756 | \$ 1,151,548 | \$ 589,229 |

[illegible]

Façade Improvement Grant 2024/2025 Budget**\$50,000.00****July 7, 2025*****Paid FY 2024/25 To Date (06/30)***

| | | |
|---|-----------|--------------------|
| 122 W. State Street - Deb Button - Hodges Jewelry and Gifts | 9/6/2024 | \$1,900.00 |
| 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 - Riverwalk Café | 4/8/2025 | \$1,560.00 |

TOTAL DISBURSED

\$23,460.00***Façade Grants Pledged for the 2024/2025 FY Budget***

| | | |
|--|------------|--------------------|
| 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 |
| 135 E. State Street - Ortwein International | 10/29/2024 | \$4,252.50 |
| 150 E. State Street - Nathan Winick | 8/6/2024 | \$6,433.00 |
| 329 N. Broadway - Jackie Elliot - Frozen Spoons | 3/20/2025 | \$1,785.94 |
| 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 |

TOTAL PLEDGED

\$47,460.64***Architectural Renderings Pledged for the 2024/2025 FY Budget***

| | | |
|---|-----------|-------------------|
| 128 S. Jefferson - Zach Santmier - Trumble Agency | 9/19/2024 | \$1,000.00 |
| 111 W. State St. - Carole Barlow - Barlow Florist | 6/19/2025 | \$1,000.00 |

TOTAL PLEDGED FOR ARCHITECTURAL

\$2,000.00**Total Approved 2024/2025 Budget****\$50,000.00****Total Approved and Disbursed 2024/2025 Projects****\$72,920.64**

Available

(\$22,920.64)

| | |
|-------------------------------|---------------------|
| BEIG LOAN TOTAL BUDGET | \$100,000.00 |
|-------------------------------|---------------------|

| | |
|---|-------------------|
| 109 and 111 W. State Street - Barlow Florist #2 | \$3,035.50 |
| 125 S. Jefferson Street - Jacinto | \$3,333.20 |

| | |
|---|-------------------|
| <i>Total BEIG Loans Outstanding as of July 1, 2025</i> | \$6,368.70 |
|---|-------------------|

| | |
|--|--------------------|
| 111 W. State Street - Carole Barlow - Barlow Florist | \$10,000.00 |
|--|--------------------|

| | |
|--------------|--------------------|
| TOTAL | \$10,000.00 |
|--------------|--------------------|

| | |
|--|---------------------|
| Total Approved 2024/2025 Budget | \$100,000.00 |
|--|---------------------|

| | |
|---|--------------------|
| Total Outstanding and Approved Projects 2024/2025 Budget | \$16,368.70 |
|---|--------------------|

| | |
|--------------------------------|--------------------|
| Available for Loan Commitments | \$83,631.30 |
|--------------------------------|--------------------|



CITY OF HASTINGS

DOWNTOWN DEVELOPMENT AUTHORITY

BUILDING EXTERIOR IMPROVEMENT
PROGRAM

LOAN APPLICATION PACKET

"In accordance with Federal law and U.S. Department of Agricultural policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202) 720-6382 (TDD)"

"This institution is an equal opportunity provider, and employer"

APPLICATION PACKET

This packet is designed to guide you through the process of applying for a grant and loan through the City of Hastings Downtown Development Authority (DDA) Exterior Building Improvement Program. The goal of this program is to provide a zero percent interest loan to property owners within the DDA District who want to make capital improvements to their buildings.

- Please note that this program is available for **commercial** buildings within the DDA District only.
- A \$250 non-refundable application fee must accompany the signed application form for projects. Please make check payable to: City of Hastings. For Emergency Funds loans the application fee can come out of total loan amount.

Questions about this program are welcome and should be directed to:

*Dan King
Community Development Director
City of Hastings
201 East State Street
Hastings, Michigan 49058
(269) 945-2468
(269) 948-9544 fax
dking@hastingsmi.gov*

Funding for the City of Hastings Downtown Development Authority
Exterior Building Improvement Program
provided by:
United States Department of Agriculture

Loans administered and serviced by:
City of Hastings

APPLICATION PROCESS

1. Applicant must submit an application, complete application supporting documents, and a \$250 non-refundable application fee (applications for Emergency Funds, the application fee will be part of the total loan amount) to the City of Hastings Community Development Department at 201 East State Street, Hastings, Michigan 49058.
2. Detailed design and architectural sketches for projects must be submitted with application or must be on file at the City of Hastings Community Development Department.
3. All applications will be reviewed by City of Hastings staff, Loan Review Committee members and the DDA Board. Applications for projects must be received for committee review two weeks prior to the DDA's monthly meeting (3rd Thursday of the month at 8:00 a.m.). Applicants should be prepared to present their proposed project for DDA questions. Preliminary approval or denial of the application will be made at the Loan Review Committee meeting. Emergency Funds applications will be reviewed as quickly as possible.
4. Upon Loan Committee approval the DDA Board will review the application, including financial documents. Approval or denial of the application will be made no later than one week after the DDA Board reviews the loan.
5. Upon approval of the application by the DDA, the applicant and loan amount will be forwarded to the USDA for approval. Upon approval from USDA, City of Hastings staff will prepare a commitment letter and forward to the applicant. The applicant must sign and return the letter within 10 business days. This timeline will be expedited for Emergency Funds loans.
6. The City Attorney and City staff will prepare all documents required for closing. Community Development staff will review loan closing checklist to ensure all documents are assembled and conditions met.

LOAN PROGRAM REQUIREMENTS

Applicant Eligibility

- Owners of real property within the Hastings DDA District.
- Owners of business establishments within the DDA District. Tenants need written approval from the property owner for proposed projects.
- Emergency Funds loans are only available to owners of business establishments within the DDA District.
- More than one loan may be available per applicant, subject to the discretion of the DDA Board.
- Applicants will be required to complete an application packet provided by the City of Hastings Community Development Department.
- Property taxes and other City accounts must be current.
- Project components must have a useful life of at least 10 years.

Potential Program Uses

- Repair or replacement of windows, doors, walls, or other appropriate architectural elements.
- Exterior painting
- Awnings
- Roofs
- Exterior Lighting
- Fire Suppression
- Elevator
- Handicap Compliance
- HVAC Equipment
- Masonry repair or cleaning

- Conversion to retail or entertainment storefront
- Restoration of vintage elements
- Materials and labor for work performed in association with above-mentioned improvements.
- Emergency funds to help with expenses such as rent, utilities, property taxes, and building related expenses.
 - Must be a qualifying emergency (Government State of Emergency or Disaster).
 - Qualifying emergency must create a hardship because the business is limited or cannot be open.
 - Applicant must provide documentation showing attempts to apply for other assistance.
 - Limited to \$5,000 per application.

Note: All work performed in association with an eligible project shall be performed by licensed contractors. Any work that requires the use of scaffolding, lifts or other construction equipment in a public area must be effectively barricaded to protect the public from danger and approved by the Public Safety Department and the Department of Public Services. All work must comply with the design standards of the zoning district the building is located.

Ineligible Program Uses

- Refinancing of existing debt/return of owner's capital
- Expenses incurred prior to approval of site plan by the DDA
- Site plan, building permit fees
- Labor costs paid to the applicant or relatives of applicant
- Payment of the organizational costs of a start-up
- Financing of the distribution of payments to owners and shareholders
- Payment of finder's fee for securing financing

Loan Review and Approval Requirements

- A valid lean on the subject property may be required as security, at the Loan Review Committee's recommendation.
- Funding for projects undertaken prior to DDA approval will not be considered.
- All required municipal or governmental permits must be obtained prior to construction start-up.
- Applicant must provide proof that all property taxes are current and the subject property is properly insured.
- Emergency Funds loans will be awarded based on checklist (included in application).

Terms and Conditions

- The loan will be limited to that amount needed to fund the difference between the private funding source(s) and the total project cost and may be limited to a maximum of \$10,000 subject to the discretion of the DDA board.
- There is a dollar for dollar match requirement. Match dollars can come from the property owner, business owner, DDA, financial institution or a combination.
- The terms of the loan are at zero percent interest amortized for seven years. Emergency funds loans are at zero percent interest and applicants will have up to three (3) years to repay. The loan will be called due and payable if conditions of the loan agreement are violated, or if the applicant sells the business or moves the business outside of the DDA District. Applicants may pay off the loan at any time.
- A check to the loan recipient for 50% of loan amount will be disbursed at 50% project completion. The remaining 50% of the total loan amount will be disbursed at project completion.
- If the loan is for emergency funds, the applicant may draw funds by providing documentation of amounts paid for appropriate expenditures. Reimbursements are for expenditures as of the date of the declared emergency or disaster (funds can be paid retroactively to the date of emergency). Reimbursements will be paid once a month. Documentation must be submitted to the City of Hastings by the 15th of the month and applicant will receive reimbursement within 5-7 business days from the 15th of the month.
- Repayment of loan for a project will begin upon completion of project. Repayment of loan for emergency funds will begin four (4) months after the first reimbursement request. Repayment may be adjusted per approval of the DDA Board.

Loan Servicing

- ✓ All loans will be serviced by City of Hastings.

Default and Remedy

- ✓ Applicants must demonstrate a bona fide commitment to implement building improvements and must certify that construction will commence

within 60 days of approval and that the project will be completed within 365 days thereafter. Applicant will be in default if rehabilitation is not undertaken within the specific time period. Deadline extension requests must be made in writing and are subject to the DDA's approval.

- ✓ One or more of the following events shall constitute default:
 1. The applicant fails to pay, when due, any real estate taxes or special assessments on the subject property.
 2. The applicant expends program funds for uses other than approved project costs as represented in the original application.
 3. Borrower defaults on private bank loan or other public financing made in conjunction with Building Exterior Improvement Program loan.

**BUILDING EXTERIOR IMPROVEMENT PROGRAM
DDA APPLICATION FORM**

| | |
|---|---|
| APPLICANT NAME: | |
| APPLICANT ADDRESS: | |
| PHONE: | FAX: |
| BUILDING LOCATION: | |
| OWNER OF RECORD: | |
| BUSINESS STRUCTURE (<i>Choose One</i>): | |
| <input type="radio"/> Sole Proprietor | <input type="radio"/> Partnership |
| <input type="radio"/> Corporation | <input type="radio"/> Limited Liability Corporation |

| | |
|---|--------|
| PROJECT TYPE: | |
| Number of years in business: Current location = | Total= |
| LOAN: <i>Amount Needed (\$)</i> | |

| | |
|--|----------------------------|
| <p>PROJECT DESCRIPTION: (Only for non-emergency loans) Please describe in detail the proposed work on your building. Please include a detailed project budget. Attach architectural sketches. Use separate sheet(s) if necessary.</p> <p>EMERGENCY FUNDS LOANS: Please explain how emergency has affected your business operations. Please provide documentation of attempts to apply for other assistance. Please include a list of how the requested funds will be utilized.</p> | |
| Anticipated Construction Start Date: | Estimated Completion Date: |
| Anticipated Total Project Cost: | |

APPLICATION SUPPORTING DOCUMENTS CHECKLIST

| | |
|--|--|
| Attachment 1: PROPERTY- RELATED DOCUMENTS | <ul style="list-style-type: none"> ○ Property deed with legal description of property (if owned by applicant) ○ Copies of lease(s)/rental agreement(s) associated with the property ○ Proof of appropriate general hazard or liability insurance policy, or other insurance payable to lender |
| Attachment 2: FINANCIAL DOCUMENTS | <ul style="list-style-type: none"> ○ Business plan, including plans for leasing space if vacant (sample form available) ○ Projected cash flow statements for next two years, including annual rental income and terms (sample form available) ○ Personal and/or business tax returns for last two years ○ Personal financial statement, signed and dated (sample form available) ○ Valid mortgage on subject property and/or personal guarantee, if applicable ○ Contingency plan for loan repayment ○ Articles of incorporation and by-laws, or partnership agreement, if applicable ○ Corporate resolution to borrow, or partnership agreement and authorization for borrowing (if applicable) |
| Attachment 3: DESIGN/ ARCHITECTURAL DOCUMENTS (if building improvement) | <ul style="list-style-type: none"> ○ Photographs, sketches, and/or blueprints of proposed project ○ Recommended two (2) contractor quotes/construction bids for materials and labor ○ Project budget |

EMERGENCY LOAN APPROVAL PRIORITIES

Applications for Emergency Funds containing the following characteristics will have priority in the appropriation of funds: **(40 Points available)**

- New Loan (1st Time Applicant)**[up to 2pts]** _____
- Number of years in business at this location and total **[up to 5pts]** _____
- Severity of emergency's effect on business activity **[up to 5pts]** _____
- Documentation of attempts to acquire other assistance **[up to 5pts]** _____
- List of proposed uses of funds are appropriate **[up to 5pts]** _____
- Loan Committee's recommendation for approval **[up to 5pts]** _____
- Evidence of business to re-open after emergency **[up to 5pts]** _____
- Supporting documentation provided **[up to 3pts]** _____
- Property Tax and other City accounts are current **[up to 5pts]** _____
- Total** _____

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the City of Hastings Building Exterior Improvement Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed to be repaid in full to the City of Hastings.

The City of Hastings reserves the right to monitor the progress of project activities contained herein and made part of the "Remuneration Agreement" and "Rehabilitation Agreement" attached hereto.

Signed this _____ day of _____

By: _____

its: _____

7/10/2025

Disclosure Statement For Applications

The following information is requested by the federal government in order to monitor compliance with federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to observe the race, ethnicity, and sex of applicants based on visual observations or surname.

Applicant

Co-Applicant

☐ I do not wish to furnish this information

☐ I do not wish to furnish this information

Ethnicity:

☐ Hispanic or Latino

☐ Hispanic or Latino

☐ Not Hispanic or Latino

☐ Not Hispanic or Latino

Race: (Mark all that apply)

☐ White

☐ White

☐ Black or African American

☐ Black or African American

☐ American Indian or Alaska Native

☐ American Indian or Alaska Native

☐ Asian

☐ Asian

☐ Native Hawaiian/Other Pacific Islander

☐ Native Hawaiian/Other Pacific Islander

Sex:

☐ Male

☐ Male

☐ Female

☐ Female

Façade Improvement Grant Reimbursement Request Synopsis

Date: June 30, 2025

Business: Ortwein International LLC

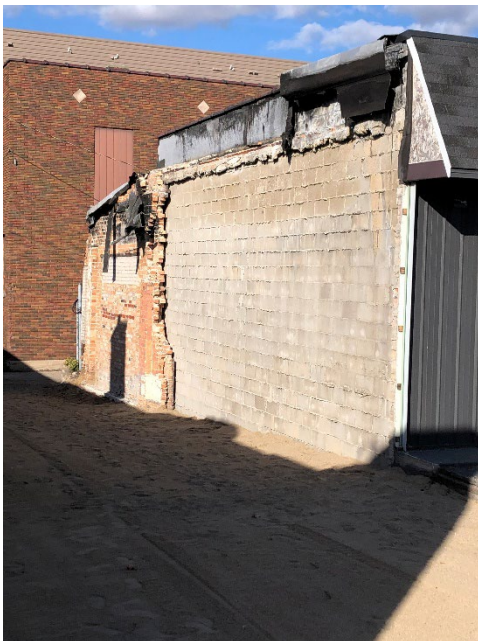
Property Owner: Andrew Ortwein

Address: 135 E. 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 \$4,252.50.00 the amount approved by the DDA on October 29, 2024.




X_____

Staff Approval by: Dan King, Community Development Director
June 30, 2025

Quotation

ChargePoint, Inc.
Driving a Better Way™
chargepoint.com

Sales Representative: Brandon Terrazas
E-Mail: brandon.terrazas@chargepoint.com
Telephone: (669) 237-1703

Quote Number: Q-510910-1
Date: 6/24/2025
Expires On: 7/13/2025

Primary Contact: Linda Perin

ChargePoint Org Name: City of Hastings Mi
ChargePoint Org: ORG21547

ChargePoint Cloud Plans

| Product Name | Product Description | Quantity | End Date | Total Price (USD) |
|----------------------|--|----------|------------|-------------------|
| CPCLD-COMMERCIAL-REN | Prepaid coterminous renewal Commercial Cloud Plan. Includes Secure Network Connection, On-going Station Software updates, Station Inventory, 24x7 Driver Support, Host Support, Session Data and Analytics, Fleet Vehicle Management and Integration, Fleet Access Control, Valet Dashboard, Power Management (Circuit, Panel, Site Sharing), Scheduled Charging, Driver Access Control, Pricing and Automatic Funds Collection, Waitlist, Videos (on supported hardware). | 2.0 | 09/14/2030 | 3,280.00 |

ChargePoint Assure Maintenance and Management

| Product Name | Product Description | Quantity | End Date | Total Price (USD) |
|-------------------|--|----------|------------|-------------------|
| CT4000-ASSURE-REN | Prepaid coterminous renewal of ChargePoint Assure for CT4000 stations. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting. | 1.0 | 09/14/2030 | 2,520.00 |

Total : USD 5,800.00

Quote Acceptance

- + All invoices are: Net 30 days or prepaid.
- + The provision of cloud services described in this agreement is subject to the terms and conditions of the Master Services and Subscription Agreement between the parties.
- + All pricing confidential between Customer and ChargePoint.
- + Prices do not include tax where applicable. This quote is subject to sales tax based on the state or province in which the goods or services will be delivered. Sales tax will be included at time of invoice and is non-negotiable.
- + Purchaser confirms that the shipping and billing information provided in the Quotation is accurate for ChargePoint's shipping and invoicing purposes.
- + Customer to be invoiced at time of shipment
- + Additional purchase terms and conditions can be found at <http://www.chargepoint.com/termsandconditions>
- + Additional terms and conditions for ChargePoint Assure can be found at <http://www.chargepoint.com/legal/assure>

By signing this quote I hereby acknowledge that I have the authority to purchase the product detailed on this document on behalf of my organization. Furthermore, I agree to the terms and conditions set forth above and that this signed quote shall act as a purchase order.

Signature:

Accounts Payable Contact Name:

Name (Print):

Accounts Payable Contact E-Mail:

Title:

Bill To Details:

Date:

Bill to Company Name:

Street:

City:

State:

Postal Code:

Country:

Renewal Details

Cloud Plan Renewals

| Station Name | Station S/N | Station Location | Product Name | Token S/N | Current Expiration Date | New Expiration Date | Price (USD) |
|---------------------------|--------------|--|----------------------|------------------|-------------------------|---------------------|-------------|
| HASTINGS MI / HASTINGS #1 | 212141022030 | 205 N Michigan Ave Hastings Michigan 49058 | CPCLD-COMMERCIAL-REN | TKN1591859915230 | 09/14/2025 | 09/14/2030 | 1,640.00 |
| HASTINGS MI / HASTINGS #1 | 212141022030 | 205 N Michigan Ave Hastings Michigan 49058 | CPCLD-COMMERCIAL-REN | TKN1591859915231 | 09/14/2025 | 09/14/2030 | 1,640.00 |

Assure Maintenance and Management Renewals

| Station Name | Station S/N | Station Location | Product Name | Token S/N | Current Expiration Date | New Expiration Date | Price (USD) |
|---------------------------|--------------|--|-------------------|------------------|-------------------------|---------------------|-------------|
| HASTINGS MI / HASTINGS #1 | 212141022030 | 205 N Michigan Ave Hastings Michigan 49058 | CT4000-ASSURE-REN | XSJ1591859915232 | 09/14/2025 | 09/14/2030 | 2,520.00 |