

**HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY**  
*July 20, 2023 Meeting - Communication*

**To:** DDA Members and Staff  
**From:** Dan King  
**Date:** July 14, 2023  
**Subject:** Information Regarding July 20, 2023 Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday July 20th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through June 30, 2023. The fiscal year has ended. As in previous years there will likely be minor adjustments as the year end is reconciled.

6. Façade and BEIG Update

The façade grant spreadsheet has been updated through June 30, 2023.

8. Old Business

A. Staff will present an update on the streetscape project.

9. New Business

A. A façade grant reimbursement for Tim and Tracy Baker at 107 E. State street has been processed.

Please let us know if you are unable to attend the meeting. See you on the 20th!

# HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday July 20, 2023

## MEETING AT CITY HALL

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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 15, 2023 Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
  - A. Streetscape Update
9. New Business
  - A. Review Façade Reimbursement for Tim and Tracy Baker 107 E State Street
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

**City of Hastings**  
**Downtown Development Authority**

**DRAFT Meeting Minutes**

**June 15, 2023**

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

The meeting was called to order at 8:01 a.m. by Woods

**Roll Call –**

Present: Albrecht, Baker, Bolthouse, Button, Hatfield, Tossava, Wiswell, Woods

Absent: Ulberg

City Staff and Appointees: King, Ponsetto

Others Present: Steve Arnest, Outfront Media

**2. Pledge to the Flag**

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

Motion Wiswell, second by Hatfield, to approve the agenda as presented

All ayes, motion carried

**4. Approval of Minutes –**

Motion by Hatfield, second by Button, to approve the minutes from the May 18, 2023, DDA meeting as presented

All ayes, motion carried

**5. Financial Statements & Budget for Review –**

King said the budget data has been updated through May 31, 2023; other than the progress payment to the MCSA Group for the streetscape project, there are no noticeable changes to the budget

**6. Façade and BEIG Update-**

King said the façade grant spread sheet has been updated through May 31, 2023; and gave a brief update on some current and/pending façade grant projects; King said there has been no activity on the Smokey Mountain Tobacco building, so there is nothing new to report regarding BEIG loans

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

**8. Old Business-**

**A. Review and Consider Billboard and Digital Marketing for Fiscal Year 2023/2024-**

Steve Arnest from Outfront Media gave a brief presentation on the services provided by Outfront and answered questions from DDA board members regarding

Motion by Wiswell, second by Button, to authorize King to sign a contract with Outfront Media for billboard and digital advertising for the 2023/2024 fiscal year

**9. New Business**

**A. Conduct First PA 57 of 2018 Informational Meeting**

King presented regarding DDA activities for the 2023/2024 fiscal year

**10. DDA Member Comment –**

Hatfield asked when Parking Lot 8 was going to be done; asked to see plans by the July 20, 2023, DDA meeting; she also asked about the DDA paying for decorative pillars at the corner of Hanover and Green streets as a sub-project of the streetscape

Button said that a new bench, donated by the Lakewood Choral Society, to honor Bob and Joanie Oster, had been installed at the Thornapple Plaza

King said he anticipates CopperRock Construction will submit their final site plans Phase I, residential and Phase II, commercial, for 420 E Mill LLC, for approval at July Planning Commission

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

**12. Adjournment**

Motion by Tossava, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 9:02 a.m.

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Patty Woods, Chair

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Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

Line Item DDA Budget FY 21/22

DDA Budget 2022/2023 July 12, 2023 Update (thru 06.30.23)					
Account Number	Title	Budget	Year to Date	Projected	Approved 2023/2024
248.100.404.000	Tax Capture	\$ 656,000	\$ 659,355	\$ 659,355	\$ 682,240
248.100.573.000	LCSA Appropriation	\$ 40,000	\$ 60,282	\$ 60,282	\$ 63,000
248.100.642.000	Sculpture Sales	\$ 5,000	\$ 500	\$ 500	\$ 5,000
248.100.642.010	Advertising Sales	\$ -	\$ -	\$ -	
248.100.648.000	Application Fees	\$ 1,000	\$ 680	\$ 680	\$ 1,000
248.100.654.000	Electrical Vehicle Station	\$ 175	\$ 513	\$ 513	\$ 250
248.100.665.000	Interest Earned	\$ 25	\$ 3,584	\$ 3,584	\$ 12,000
248.100.672.000	Other Revenue				\$ 2,700,000
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 1,000	\$ 500	\$ 500	\$ 500
<b>Total Revenue</b>		<b>\$ 703,200</b>	<b>\$ 725,414</b>	<b>\$ 725,414</b>	<b>\$ 3,463,990</b>
248.728.756.000	Repair and Maintenance Supplies				
248.728.766.000	Disposable Technology		\$ 7	\$ 7	
248.728.772.000	Promotion Supplies	\$ 2,000	\$ 393	\$ 393	\$ 500
248.728.803.000	Administrative Services	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
248.728.806.000	Legal Services	\$ 3,500	\$ 602	\$ 602	\$ 500
248.728.807.000	Planning Services	\$ 10,000	\$ 3,232	\$ 3,232	\$ 5,000
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	\$ 707	\$ 707	\$ 500
248.728.882.000	Advertising - Social Media	\$ 13,000	\$ 12,935	\$ 12,935	\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000			\$ 5,000
	Michigan Trails Magazine	\$ 736	\$ 812	\$ 812	\$ 736
	Hastings Reminder - Holiday	\$ 2,000	\$ 2,080	\$ 2,080	\$ 2,000
	Battle Creek Shopper - Holiday	\$ 750	\$ 751	\$ 751	\$ 750
	Lowell's Buyers Guide - Holiday	\$ 130	\$ 110	\$ 110	\$ 130
	J-Ad Summer Fun Guide	\$ 475			\$ 475
248.728.884.000	Billboards	\$ 9,000	\$ 9,595	\$ 9,595	\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 1,491	\$ 1,491	\$ 2,000
248.728.886.000	Videography	\$ 6,000			\$ 2,000
248.728.887.000	Speakers/Performers				\$ 1,000
248.728.891.000	Licenses and Fees	\$ 250			\$ 250
248.728.900.000	Printing and Publishing	\$ 5,900			\$ 6,000
	J-Ad Dine and Shop Brochures	\$ 700	\$ 729	\$ 729	\$ 700
	J-Ad (Event Schedules)	\$ 300	\$ 258	\$ 258	\$ 300
	J-Ad (Roubaix Booklets)	\$ 2,700	\$ 500	\$ 500	\$ 2,700
	J-Ad (Farmers Market Brochures)	\$ 1,300		\$ -	\$ 1,300
	Progressive Graphics Mag. Calendar	\$ 650	\$ 708	\$ 708	\$ 650
	Progressive Graphics Rack Cards	\$ 500	\$ 623	\$ 623	\$ 500
	J-Ad (Downtown Parking Brochures)	\$ 250	\$ 298	\$ 298	\$ 250
	J-Ad RFP-Snow, Bond, etc publishing		\$ 650	\$ 650	
248.728.902.000	Newsletter	\$ 2,000			\$ -
248.728.906.000	Promotions/Marketing	\$ 1,000	\$ 293	\$ 293	\$ 1,000
248.728.907.000	Sponsorship and Donations	\$ 14,575			\$ 14,500
	Chamber of Commerce	\$ 2,000			\$ 2,000
	Summerfest	\$ 1,000			\$ 1,000
	Jingle and Mingle	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900

Line Item DDA Budget FY 21/22

Account Number	Title	Budget	Year to Date	Projected	Approved 2023/2024
	Ball Drop	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	Farmer's Market	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	Gus Macker				
	Barry Roubaix	\$ 2,000			\$ 2,000
	Barry Community Foundation	\$ 3,000			\$ 3,000
<b>248.728.911.000</b>	<b>Conferences/Trainings</b>	<b>\$ 1,450</b>			<b>\$ 1,000</b>
	MFEA	\$ 295			\$ 295
	Boyne USA	\$ 333			\$ 333
	Other Training	\$ 800			\$ 800
<b>248.728.912.000</b>	<b>Meetings</b>	<b>\$ 100</b>	\$ 50	\$ 50	\$ 100
<b>248.728.915.000</b>	<b>Membership Dues</b>	<b>\$ 600</b>			<b>\$ 600</b>
	West Michigan Tourist Assoc.	\$ 270	\$ 284	\$ 284	\$ 270
	MI Festivals and Events	\$ 250			\$ 250
<b>248.728.918.000</b>	<b>Water/Sewer</b>		\$ 8,535	\$ 8,535	
<b>248.728.920.000</b>	<b>Electric</b>		\$ 590	\$ 590	
<b>248.728.926.000</b>	<b>Property Taxes</b>	\$ -			\$ -
<b>248.728.929.000</b>	<b>Ground Repair and Maintenance</b>		\$ 14	\$ 14	
<b>248.728.929.010</b>	<b>Snow Plowing and Removal</b>	<b>\$ 20,000</b>			<b>\$ 5,000</b>
<b>248.728.930.000</b>	<b>Repair and Maintenance</b>	<b>\$ 100</b>			<b>\$ 100</b>
<b>248.728.940.000</b>	<b>Equipment Fund Rental</b>		\$ 2,233	\$ 2,233	<b>\$ 15,000</b>
<b>248.728.946.000</b>	<b>Engineering (SME) Light Pole Inspect.</b>		\$ 19,800	\$ 19,800	
<b>248.728.974.000</b>	<b>Land Improvements (Depreciable)</b>	<b>\$ 174,450</b>			<b>\$ 3,000,000</b>
	Doornbos - Signs -Plaza/Welcome				
	Tree Grates/Vaults Repair				
	Parking Lot Imp/Paving	\$ 174,450	\$ 170,388	\$ 170,388	\$ 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				
<b>248.728.974.010</b>	<b>Land Improvements (Non-Dep)</b>				
	Lighting and Bollards				
	Lighting- Paint				
	Sculpture Purchase				
	Spray Plaza Maintenance				
<b>248.728.978.010</b>	<b>Technology - Non Depreciable</b>				
<b>248.728.986.000</b>	<b>Sculpture Rehab</b>				
<b>248.728.991.000</b>	<b>Façade Improvement Grants</b>	<b>\$ 50,000</b>	\$ 33,935	\$ 33,935	<b>\$ 50,000</b>
<b>248.728.992.000</b>	<b>Interest Expense</b>				<b>\$ 110,000</b>
<b>Total Expenditures</b>		<b>\$ 373,487</b>	<b>\$ 313,353</b>	<b>\$ 313,353</b>	<b>\$ 3,293,112</b>
<b>248.728.905.000</b>	<b>Transfer to Other Governments</b>	<b>\$ 256,320</b>			<b>\$ 256,320</b>
	Administration	\$ 197,225	\$ 207,995	\$ 207,995	\$ 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
<b>Total Transfers</b>		<b>\$ 256,320</b>	<b>\$ 207,995</b>	<b>\$ 207,995</b>	<b>\$ 244,250</b>

Line Item DDA Budget FY 21/22

Account Number	Title	Budget	Year to Date	Projected	Approved 2023/2024
Total	Expenditures and Transfers	\$ 629,807	\$ 521,348	\$ 521,348	\$ 3,537,362
Total Revenue		\$ 703,200	\$ 725,414	\$ 725,414	\$ 3,463,990
Total Expenditure and Transfers		\$ 629,807	\$ 521,348	\$ 521,348	\$ 3,537,362
Total Net Position		\$ 73,393	\$204,066	\$ 204,066	\$ (73,372)
Beginning Fund Balance		\$ 239,556	\$ 487,444	\$ 487,444	\$ 487,444
Ending Fund Balance		\$ 312,949	\$691,510	\$ 691,510	\$ 414,072



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

July 13, 2023

***Paid FY 2022/23 To Date (06/30)***

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
205 S. Jefferson Street - Terri and Philip O'Connell - Gallery Suites	10/20/2022	\$3,847.50
107 E. State Street - Tim and Tracy Baker - At Home Real Estate	6/16/2022	\$2,177.34
112 E. Court Street - Donna and Dave Kensington - Razor's Edge	2/16/2023	\$1,000.00
144 E. State Street - Kevin Anderson	4/20/2023	\$1,000.00
148 E. State Street - Kevin Anderson	4/20/2023	\$1,000.00

TOTAL DISBURSED

**\$33,934.84*****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
112 E. Court Street - Donna and Dave Kensington - Razor's Edge	2/16/2023	\$10,000.00
144 E. State Street - Kevin Anderson	4/20/2023	\$10,000.00
148 E. State Street - Kevin Anderson	4/20/2023	\$10,000.00

TOTAL PLEDGED

**\$39,500.00*****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****\$73,934.84**

Available

**(\$23,934.84)**

## Façade Improvement Grant Reimbursement Request Synopsis

**Date:** June 27, 2023  
**Business:** At Home Real Estate  
**Property Owner:** Tim and Tracy Baker  
**Address:** 107 East State Street

### Conclusion:

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

The applicant is requesting reimbursement in the amount of \$2,177.34, which is the grant portion of the total cost of the door in the amount of \$4,354.67. The applicant is requesting the remaining grant funds for the upstairs windows in the amount of \$2,822.66 be closed and cancelled.



Before



After

X \_\_\_\_\_

Staff Approval by: Dan King, Community Development Director

Date: June 27, 2023



218 N JEFFERSON ST  
 HASTINGS MI 49058  
 (269)945-5085 Fax:(269)945-3760  
 Tax# 38-2484279

Invoice: 6243

Date: 09/30/2022

Sold To:

AT HOME REAL ESTATE  
 107 E STATE ST  
 HASTINGS MI 49058

Ph:(269)945-3550

Csr: MJB                      Tech:                      PO                      Terms: NET 30

Acct:ATHOM

<u>Qty</u>	<u>Part / Description</u>
1	COMPART - Trulite Custom Door & Frame Includes: Dark Bronze Anodized Finish 30" Tall Bottom Rail Medium Stile/Geared Continuous Hinge 48" X 86" 1" Glazing Electric Strike & Rim Panic Bar Closer/Sweep Installation  *Card Reader/Keypad by Other!
1	27" X 34-3/4" X 1" 270INS316T - INSULATED UNITS LOW E 3/16" 270 LoE Tempered Insulated Unit
	\$164.67

Thank You!  
[www.burkeyglass.com](http://www.burkeyglass.com)

Signature \_\_\_\_\_ Please note: A 1.5% of interest per month is applied after 30 days past due.

	<u>Total</u>	<u>Payments</u>	<u>Balance</u>
	4,354.67	4,354.67	0.00