

# HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

*August 15, 2024, Meeting - Communication*

**To:** DDA Members and Staff  
**From:** Dan King  
**Date:** August 9, 2024  
**Subject:** Information Regarding August 15, 2024, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday August 15th** in the Council Chambers, second floor of City Hall.

## 5. Financial Statement and Budget Review

Budget data has been updated through July 31, 2024.

## 6. Façade and BEIG Update

The façade grant spreadsheet has been updated through July 31, 2024.

## 8. Old Business

Staff will provide an update on the streetscape project.

## 9. New Business

Chief of Police Dale Boulter will attend to discuss downtown parking.

The Jingle and Mingle Committee has submitted their annual request for funding.

The DDA will discuss establishing a Christmas decorations budget for both new purchases and ongoing replacement of decorations.

The façade grant for Nathan Winick for 150 W. State Street has received staff approval for reimbursement.

Please let us know if you are unable to attend the meeting.

# HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday August 15, 2024

## 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 July 18, 2024 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. Downtown Parking Discussion with Chief Boulter
  - B. Jingle and Mingle Funding Request
  - C. Christmas Decoration Budget Discussion
  - D. Façade Grant Reimbursement for Nathan Winick at 150 E. State Street
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

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

**DRAFT Meeting Minutes**

**July 18, 2024**

**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, Ulberg

City Staff and Appointees: Hoke King, Ponsetto, Resseguie

Others Present: Nichole Lyke, BCCEDA; Tammy Hayes and Annie Halle, Barry Community Foundation

**2. Pledge to the Flag**

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

Woods added Request from BCCEDA for \$250 support for Part Four of its Small Business Boot Camp as Item C. under Old Business, and a Façade Grant Request in the Amount of \$3,450 for 122 W. State St.

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

All ayes, motion carried.

**4. Approval of Minutes**

Motion by Wiswell, second by Baker, to approve the minutes of the June 20, 2024, DDA meeting as presented.

All ayes, motion carried.

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

King said the financial information provided in the packet has been updated through the end of the 2023-2024 fiscal year.

**6. Façade and BEIG Update-**

King said the façade grant and BEIG information in the packet is updated through June 30, 2024.

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

**8. Old Business-**

**A. Streetscape Update-**

King gave an update on the streetscape project and answered questions from the board. The board discussed the need to advertise that downtown businesses are open during the construction.

Motion by Button, second by Hatfield, to approve the expenditure of up to \$1,500 to purchase ads from the local radio station and newspaper.

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

Nays:

Absent: Albrecht, Ulberg

All ayes, motion carried

**B. Spray Plaza Shade Sail Update-**

The board discussed the projected cost of \$25,000 for two shade sails; the board directed staff to pursue other options with the goal of having something in place next season

**C. Request from BCCEDA for \$250 Support for Part Four of its Small Business Boot Camp-**

Motion by Tossava, second Hatfield, to approve the expenditure of \$250 to support part four of Small Business Boot Camp.

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

Nays: Wiswell

Absent: Albrecht, Ulberg

Motion carried by a six to one vote.

**9. New Business**

**A. Farmers Market Annual Sponsorship Request-**

Motion by Tossava, second by Button, to approve the annual request from the Barry Community Foundation for \$1,500 to sponsor the Farmers Market.

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

Nays:

Absent: Albrecht, Ulberg

All ayes, motion carried.

**10. DDA Member Comment –**

Woods said the board would like the Hastings City Police Chief to attend an upcoming board meeting to discuss the possibility of a traffic study for making portions of Jefferson and Church streets one way with diagonal parking; she also asked staff to investigate contracting with Cotant’s to clean planters of summer flowers at the end of the season and the possibility of fall plantings

Baker said the DDA needs to investigate adding a line item to its budget for new Christmas decorations

Wiswell said he was disappointed that he hasn’t seen people eating at the new tables in the downtown business district

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

Resseguie said there are road closed signs that need to be taken down; he said he thought they might be deterring people from parking downtown

**12. Adjournment**

Motion by Wiswell, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 9:07 a.m.

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Patty Woods, Chair

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Deb Button, Secretary

DDA Budget 2024/2025 August 9, 2024 Update (thru 07.31.24)					
Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
248.100.404.000	Tax Capture	\$ 725,000	\$ -	\$ 725,000	\$ 725,000
248.100.573.000	LCSA Appropriation	\$ 60,000		\$ 60,000	\$ 60,000
248.100.642.000	Sculpture Sales	\$ 5,000		\$ -	\$ 5,000
248.100.642.010	Advertising Sales				
248.100.648.000	Application Fees	\$ 1,000	\$ 100		\$ 1,000
248.100.654.000	Electrical Vehicle Station	\$ 250	\$ 253	\$ 253	\$ 250
248.100.665.000	Interest Earned	\$ 16,000		\$ 16,000	\$ 16,000
248.100.672.000	Other Revenue				
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 700		\$ 700	\$ 700
<b>Total Revenue</b>		<b>\$807,950</b>	<b>\$ 353</b>	<b>\$ 801,953</b>	<b>\$ 807,950</b>
248.728.756.000	Repair and Maintenance Supplies				
248.728.766.000	Disposable Technology				
248.728.772.000	Promotion Supplies	\$ 500			\$ 500
248.728.803.000	Administrative Services	\$ 35,000		\$ 35,000	\$ 35,000
248.728.806.000	Legal Services - Streetscape Bonding	\$ 500			\$ 500
248.728.807.000	Planning Services	\$ 2,000			\$ 2,000
248.728.861.000	<b>Transportation (Milage)</b>	<b>\$ 100</b>			<b>\$ 100</b>
248.728.872.000	<b>Parking SAD</b>	<b>\$ 15,962</b>		\$ 15,962	<b>\$ 15,962</b>
248.728.879.000	<b>Website</b>	<b>\$ 650</b>		\$ 650	<b>\$ 650</b>
248.728.882.000	Advertising - Social Media	\$ 13,000		\$ 13,000	\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000		\$ 5,000	\$ 5,000
	Michigan Trails Magazine	\$ 812			
	Hastings Reminder - Holiday	\$ 2,000			
	Battle Creek Shopper - Holiday	\$ 750			
	Lowell's Buyers Guide - Holiday	\$ 130			
	J-Ad Summer Fun Guide	\$ 475			
248.728.884.000	Billboards	\$ 9,000		\$ 9,000	\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000			\$ 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			\$ 250
248.728.900.000	<b>Printing and Publishing</b>	<b>\$ 8,000</b>			<b>\$ 8,000</b>
	J-Ad Dine - Hastings Live	\$ 700			
	J-Ad (Event Schedules)	\$ 300			
	J-Ad (Roubaix Booklets)	\$ 2,700			
	J-Ad (Farmers Market Brochures)	\$ 1,300		\$ -	
	Progressive Graphics Mag. Calendar	\$ 850			
	Progressive Graphics Rack Cards	\$ 500			
	J-Ad (Downtown Parking Brochures)	\$ 250			
	J-Ad RFP Lot 8				
	Progressive Graphics (Name Badges)				
248.728.906.000	Promotions/Marketing	\$ 500			\$ 500
248.728.907.000	Sponsorship and Donations	\$ 14,000			\$ 14,000
	Chamber of Commerce	\$ 2,000	\$ 250		
	Summerfest	\$ 1,000			
	Jingle and Mingle	\$ 2,900			

Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
	Ball Drop	\$ 2,000			
	Farmer's Market	\$ 1,500			
	Barry Roubaix	\$ 2,000			
	Barry Community Foundation	\$ 3,000			
<b>248.728.911.000</b>	<b>Conferences/Trainings</b>	<b>\$ 1,000</b>			<b>\$ 1,000</b>
	MFEA	\$ 295			
	Boyne USA	\$ 333			
	Other Training	\$ 800			
<b>248.728.912.000</b>	<b>Meetings</b>	<b>\$ 100</b>			<b>\$ 100</b>
<b>248.728.915.000</b>	<b>Membership Dues</b>	<b>\$ 600</b>			<b>\$ 600</b>
	West Michigan Tourist Assoc.	\$ 284			
	MI Festivals and Events	\$ 250			
<b>248.728.918.000</b>	<b>Water/Sewer</b>				
<b>248.728.920.000</b>	<b>Electric</b>		\$ 53		
<b>248.728.921.000</b>	<b>Gas</b>				
<b>248.728.926.000</b>	<b>Property Taxes</b>	\$ -			
<b>248.728.929.000</b>	<b>Ground Repair and Maintenance</b>				
<b>248.728.929.010</b>	<b>Snow Plowing and Removal</b>	<b>\$ 5,000</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>	<b>\$ 5,000</b>			<b>\$ 5,000</b>
<b>248.728.946.000</b>	<b>Engineering (SME) Light Pole Inspect.</b>				
<b>248.728.974.000</b>	<b>Land Improvements (Depreciable)</b>				
	Plaza(s) Painting				
	Parking Lot Imp/Paving Lot 8	\$ 235,000		\$ 235,000	<b>\$ 235,000</b>
	Fencing/Screening				
	MC Smith Streetscape Design				
	Streetscape Project				
248-728-801-000	Streetscape Bonding Services				
248-728-980-010	Furniture				
	Kendall Electric				
	Downtown Street Short Pole Globes				
	Street Light Painting				
	Consort Banner Flags				
	Water/Sewer Improvement/Scape				
<b>248.728.974.010</b>	<b>Land Improvements (Non-Dep)</b>	<b>\$ 14,500</b>			<b>\$ 14,500</b>
	Sculpture Bases		\$ 3,375		
	Consort				
	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>			<b>\$ 50,000</b>
<b>248.728.992.000</b>	<b>Annual Streetscape Debt Service</b>	<b>\$ 197,400</b>			<b>\$ 197,400</b>
<b>Total Expenditures</b>		<b>\$ 385,162</b>	<b>\$ 3,678</b>	<b>\$ 78,612</b>	<b>\$ 385,162</b>

Line Item DDA Budget FY 23/24

<b>248.728.905.000</b>	<b>Transfer to Other Governments</b>	<b>\$ 498,229</b>			<b>\$ 498,229</b>
	Administration	\$ 197,225		\$ 197,225	
	Spray Plaza Security (EPS)	\$ 1,400		\$ 1,104	
	MSI - Sculpture Rental	\$ 10,600		\$ 10,600	
	MSI - Sculpture Installation	\$ 7,100		\$ 7,100	
	MSI-Flatlanders - Sculpture Repair	\$ 3,900		\$ 3,900	
	Speakers and Performers (Buskers)	\$ 1,000			
	J-Ad - Hastings Live Booklets	\$ 5,000		\$ 2,400	
	J-Ad - Sculpture Tour Booklets	\$ 1,500		\$ 1,500	
	Progressive Graphics-Hastings Live	\$ 700		\$ 600	
	TAC Sponsorship	\$ 5,925		\$ 5,925	
	Water and Sewer - Spray Plaza	\$ 9,900		\$ 8,512	
	Parking Lot 8				<b>\$ 235,000</b>
<b>Total Transfers</b>		<b>\$ 498,229</b>	<b>\$ -</b>	<b>\$ 238,866</b>	<b>\$ 498,229</b>
<b>Account Number</b>	<b>Title</b>	<b>Budget</b>	<b>Year to Date</b>	<b>Projected</b>	<b>Budget 2024/2025</b>
<b>Total</b>	<b>Expenditures and Transfers</b>	<b>\$ 883,391</b>	<b>\$ 3,678</b>	<b>\$ 317,478</b>	<b>\$ 883,391</b>
<b>Total Revenue</b>		<b>\$ 807,950</b>	<b>\$ 353</b>	<b>\$ 801,953</b>	<b>\$ 807,950</b>
<b>Total Expenditure and Transfers</b>		<b>\$ 883,391</b>	<b>\$ 3,678</b>	<b>\$ 317,478</b>	<b>\$ 883,391</b>
<b>Total Net Position</b>		<b>(\$75,441)</b>	<b>(\$3,325)</b>	<b>\$ 484,475</b>	<b>\$ (75,441)</b>
<b>Beginning Fund Balance</b>		<b>\$ 654,056</b>	<b>\$ 654,056</b>	<b>\$ 654,056</b>	<b>\$ 1,138,531</b>
<b>Ending Fund Balance</b>		<b>\$ 578,615</b>	<b>\$650,731</b>	<b>\$ 1,138,531</b>	<b>\$ 1,063,090</b>



**Façade Improvement Grant 2024/2025 Budget**

**\$50,000.00**

**August 8, 2024**

***Paid FY 2024/25 To Date (07/31)***

TOTAL DISBURSED **\$0.00**

***Façade Grants Pledged for the 2024/2025 FY Budget***

112 E. Court Street - Donna and Dave Kensington - Razor's Edge	2/16/2023	<b>\$10,000.00</b>
144 E. State Street - Kevin Anderson	4/20/2023	<b>\$10,000.00</b>
148 E. State Street - Kevin Anderson	4/20/2023	<b>\$10,000.00</b>
150 E. State Street - Nathan Winick	3/21/2024	<b>\$6,433.00</b>
122 W. State Street - Deb Button - Hodges Jewelry and Gifts	7/18/2024	<b>\$3,450.00</b>

TOTAL PLEDGED **\$39,883.00**

***Architectural Renderings Pledged for the 2024/2025 FY Budget***

TOTAL PLEDGED FOR ARCHITECTURAL **\$0.00**

**Total Approved 2024/2025 Budget** **\$50,000.00**

**Total Approved and Disbursed 2024/2025 Projects** **\$39,883.00**

Available **\$10,117.00**



August 6, 2024

Hastings DDA

City of Hastings

201 E. State Street

Hastings, MI. 49058

Hastings DDA, Dan King

The Jingle & Mingle Committee, operating under the Hastings Downtown Business Team, will hold its 10<sup>th</sup> annual Hastings Jingle & Mingle Christmas weekend event December 6<sup>th</sup> , 7<sup>th</sup> and 8<sup>th</sup> . We would like to partner with the City of Hastings and the DDA to maximize the impact of the event for our downtown vibrant downtown.

Our request is for \$4,000.00 Last year the expenses for Jingle & Mingle totaled \$26,223.18, the DDA granted \$2,900 to support the advertising of the event with flyers, banners, posters, various advertisements. This year's event is even more for 2024.

New this year... Breakfast with the Grinch, held inside at "The Jefferson" . Santa will be inside all three days and new this year, Reindeer Games to be held on Friday. Santa's Works Shop to be held Friday, Saturday and Sunday. United Way, has really taken The Santa Dash to to a new level, they help over 500 Children at Christmas, the goal this year is to have 100 participants, if 600 children need gifts, we were able to help. We have BJG Rustic Acres, Bellevue, MI. do a wagon and carriage on Friday evening. A professional face painter, mark your calendar and get your face painted. Santa will be riding in a horse drawn carriage during the parade, along with Prince and Princess. Cash prizes for the Chili Cook Off.

Thank you in advance for your consideration and with your help we can make th is Annual Hastings Jingle & Mingle, with wintertime "Go To" event in the area.

Sincerely,

*Tracy Baker*

Tracy Baker

Chair, Hastings Jingle & Mingle Committee

## Façade Improvement Grant Reimbursement Request Synopsis

**Date:** August 6, 2024

**Business:** Winick, LLC

**Property Owner:** Nathan Winick

**Address:** 150 East State Street

### Conclusion:

The property owner has completed the proposed work and has submitted the related invoice. City Staff has provided photos of the completed project and approves the completed work.

The applicant is requesting reimbursement in the amount of \$6,433.00 the amount approved by the DDA on March 21, 2024.





X \_\_\_\_\_

Staff Approval by: Dan King, Community Development Director

Date: August 6, 2024

COUGHLIN HOME IMPROVEMENT  
1905 River rd  
HASTINGS, MI 49058  
ph. 269-838-2001

# Estimate

Date 6/1/2023  
Estimate # 3696

**Name / Address**

Nathan Winick  
626 Charles st  
Hastings, MI 49058  
269-953-2712  
220 E sState street.

P.O. #

Terms

Other

Description	Qty	Rate	Total
compart- trulite commercial door & frame Backdoor Dark bronze { Black } Andodized Finish 1 in clear insulated glass medium stile rim panic bar closer/sweep/ butt hinges Installation/ new concrete threshold/ block patch, wall ties,	1	7,900.00	7,900.00
Thermatru steel entry Front door/ custom size height solid steel slab re inforced hinges/locksets Deadbolt Install Reframe opening due to stucco being over current frame re/do trim/paint re construct threshold	1	4,966.00	4,966.00
Thank you ! Please call or email with any and all questions			Subtotal \$12,866.00
			Sales Tax (0.0%) \$0.00
			Total \$12,866.00

PAID

**COUGHLIN HOME IMPROVEMENT**

COUGHLINO@YAHOO.COM

coughlinhomeimprovement.com

269-838-2001