

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
September 16, 2026

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, Hatfield, Peterson, Tossava, Wiswell, Woods

Absent: Button, Schantz

City Staff and Appointees: Jaquays, King, Ponsetto

Others Present: Patterson, student representative; Jennifer Kasper, Fishbeck; Jesse O'Connell

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added Parking Study Presentation by Jennifer Kasper from Fishbeck as Item C. under Old Business

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

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 August 31, 2026.

6. Façade and BEIG Update-

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

7. Open Public Comment and Discussion – None

8. Old Business

A. Church/Jefferson Streetscape Update-

King said MCSA has been advised of the scope of work, on Jefferson St. from Apple to Center streets, and had submitted a proposal, which he shared with the board. After some questions and discussion, it was the consensus of the board to request staff advise MCSA that they would like the block of S. Jefferson St. between Center and Green streets added to the scope of work.

B. Strategic Plan SMART Goals Update-

King said that going forward, the Strategic Plan SMART Goals update would be a regular item on the agenda to allow committees to report their activities to the rest of the board. The chair asked staff to provide board members with a list of committee assignments and email addresses.

C. Parking Study Presentation—

Jennifer Kasper from Fishbeck, one of the firms that submitted a bid in response to an RFP for a parking study for the downtown business district, told the board what a parking study would entail and answered questions from the board members. Jaquays said it was her recommendation that the board award the bid to Fishbeck. The board asked for information on all the bids received before making a decision.

9. New Business-

A. Winter Planting RFP Results—

Motion by Wiswell, second by Tossava, to accept the bid of \$15,050 from J & C Landscaping for winter plantings in the downtown business district pending staff approval of the design and request an additional bid for the planters at the corner of S. Jefferson and Center St.

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

Nays:

Absent: Button, Schantz

All ayes motion carried.

B. Snow Removal Updates

Jaquays gave the board an update on the RFP for snow removal in the downtown business district from Nov. 1 – April 1. She said she would have information on the bids to present to the board at its October meeting.

10. DDA Member Comment –

Woods asked about the job performance part-time city employee, hired to clean the sidewalks in the downtown business district. King said that city staff are satisfied with the employee's work.

Tossava congratulated Hatfield on being selected to fill the vacant fourth ward seat on the Hastings City Council.

Hatfield asked if any bids had been received for the repair of the center island in Parking Lot 1. King and Jaquays said that no bids were received in response to the RFP.

Student Representative Patterson said her last DDA meeting would be in May 2027.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Peterson, to adjourn.

All ayes motion carried

Meeting adjourned at 9:13 a.m.

Patty Woods, Chair

Deb Hatfield, Vice Chair

Prepared by: Sandra Ponsetto, City of Hastings