HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

October 15, 2026, Meeting - Communication

To: DDA Members and Staff

From: Dan King

Date: October 8, 2026

Subject: Information Regarding October 15, 2026, Meeting of DDA

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

5. Financial Statement and Budget Review

Budget data has been updated through September 30, 2026.

6. Façade and BEIG Update

The façade grant spreadsheet has been updated through September 30, 2026.

8. Old Business:

Staff will provide and update on the Jefferson Street streetscape project.

The strategic plan identified six SMART goals (Specific, Measurable, Achievable, Relevant, and Time-Bound). We anticipate the various committees will provide progress updates.

9. New Business

The Jingle and Mingle Committee have submitted an event support request in the amount of $5,500.00.

Staff will present results of the snow removal bid RFP.

The façade grant for Stephanie Fekkes and Tomy Cordova for 139 E. Court is in the process of reimbursement.

Staff have provided information for the Riverwalk Lofts and Mill Street Market ribbon cutting and public opening.

The DDA should consider scheduling the second PA 57 of 2018 informational meeting.

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA
Meeting Wednesday October 15, 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 September 16, 2026, DDA Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG Update
7. Open Public Discussion and Comments
8. Old Business
   A. Jefferson Street Streetscape Update
   B. Strategic Plan SMART Goals Update
9. New Business
   A. Jingle and Mingle Support Request
   B. Snow Removal RFP Results
   C. 139 E. Court Street Façade Grant Reimbursement
   D. Riverwalk Lofts and Mill Street Market Ribbon Cutting and Public Opening
   E. Consider Scheduling Second PA 57 of 2018 Informational Meeting for November 19, 2026, DDA Meeting
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

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

DDA Budget 2026/2027 October 5, 2026 Update (thru 09.30.2026)					
Account Number	**Title**	**Budget**	**Year to Date**	**Projected**	Budget 2027/2028
248.100.404.000	Tax Capture	**$ 940,000**	$ 851,044	$ 940,000	
248.100.573.000	LCSA Appropriation	**$ 45,000**			
248.100.642.000	Sculpture Sales			$ -	$ -
248.100.569.000	SBTE TIF Loss				
248.100.648.000	Application Fees	**$ 500**			
248.100.654.000	Electrical Vehicle Station	**$ 600**	$ 1,102	$ 1,200	
248.100.665.000	Interest Earned	**$ 20,000**	$ 2,121		
248.100.672.000	Other Revenue				
248.100.674.000	Private Contributions or Donations		$ -	$ -	
248.100.675.000	Sponsorships	**$ 250**			
Total Revenue		**$1,006,350**	**$ 854,267**	**$ 941,200**	$ -
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		
248.728.803.000	**Administrative Services**				
248.728.807.000	**Planning Services**				$ -
248.728.816.000	**Security Services-Splash Pad**	**$ 1,167**	$ 1,214		
248.728.824.000	**MSI-lease, install, repair sculptures**	**$ 22,200**	$ 600		
248.728.830.000	**Other Contracted Services**	**$ 68,500**			
248.728.861.000	**Transportation (Milage)**				
248.728.872.000	**Parking SAD**	**$ 15,962**	$ 44,795		
248.728.879.000	**Website**	**$ 5,000**	$ 23		
248.728.882.000	**Advertising - Social Media**	**$ 13,000**	$ 4,012		
248.728.883.000	**Advertising - Print**	**$ 6,000**			
	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			
	J-Ad Streetscape Construction				
248.728.884.000	**Billboards**	**$ 9,000**	$ 3,661		
248.728.885.000	**Advertising-Radio**	**$ 2,500**			
248.728.886.000	**Videography**	**$ 4,000**			
248.728.887.000	**Speakers/Performers**	**$ 500**			
248.728.891.000	**Licenses and Fees**	**$ 200**			
248.728.900.000	**Printing and Publishing**	**$ 5,000**			
	J-Ad - Hastings Live	$ 700			
	J-Ad (Event Schedules)	$ 300			
	J-Ad (Downtown Booklets)				
	J-Ad (Farmers Market Brochures)			$ -	
	Progressive Graphics Mag. Calendar	$ 850			
	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	$ 2,200			
	RFP and Misc. Printed Notices		$ 65		

Account Number	Title	Budget	Year to Date	Projected	Budget 2027/2028
248.728.906.000	**Promotions/Marketing (Holiday Decs)**	**$ 50,000**			
248.728.907.000	**Sponsorship and Donations**	**$ 19,925**			
	Chamber of Commerce	$ 5,000			
	Summerfest				
	Jingle and Mingle	$ 5,500			
	Ball Drop	$ 2,000			
	Farmer's Market	$ 1,500			
	TAC Hastings Live Support	$ 5,925			
248.728.911.000	**Conferences/Trainings**	**$ 1,000**			
	MFEA				
	Boyne USA				
	Other Training				
248.728.912.000	Meetings	**$ 100**	$ 900	$ 900	
248.728.915.000	**Membership Dues**	**$ 600**			
	West Michigan Tourist Assoc.	$ 284	$ 315	$ 315	
	MI Festivals and Events	$ 250			
248.728.918.590	**Sewer**	**$ 11,000**	$ 4,444		
248.728.918.591	**Water**	**$ 7,500**	$ 3,442		
248.728.920.000	**Electric**	**$ 600**	$ 242		
248.728.921.000	**Gas**	**$ 373**	$ 82		
248.728.929.000	**Gd. Repair/Maint. Winter Pot Décor.**	**$ 37,000**	$ 2,967		
248.728.929.010	**Snow Plowing and Removal**	**$ 20,000**			
248.728.930.000	**Repair and Maintenance (Pole Paint)**	**$ 31,000**			
248.728.940.000	**Equipment Fund Rental**	**$ 3,000**	$ 10		
248.728.946.000	**Engineering Services**				
248.728.974.000	**Land Improvements (Depreciable)**	**$ 80,000**			
	MC Smith Streetscape Design				
	Parking Lot 1 Pedestrian Island				
	Signage				
	Kendall Electric				
	Downtown Street Short Pole Globes				
	Street Light Painting				
	CopperRock T Plaza Handrails		$ 14,843		
	Katerberg - Landscaping				
248-728-980-010	Street Furniture				
248.728.974.010	**Land Improvements (Non-Dep)**	**$ 1,300**			
	Sculpture Bases				
	Consort				
	Downtown Street Short Pole Globes		$ 3,342		
	Street Tree Replacement				
	Wayfinding Signs				
248.728.978.010	Technology - Non Depreciable				
248.728.991.000	**Façade Improvement Grants**	**$ 50,000**	$ 19,350		
248.728.992.000	**Interest on Streetscape Debt**	**$ 99,800**			
248.728.993.000	**Principal on Streetscape Debt**	**$ 100,000**			
Total Expenditures		**$ 666,727**	**$ 104,807**	**$ 666,727**	**$ -**

Account Number	Title	Budget	Year to Date	Projected	Budget 2027/2028
248.728.905.000	**Transfer to Other Governments**	**$ 241,106**			
	Administration	$ 241,106	$ 241,106	$ 241,106	
Total Transfers		**$ 241,106**	**$ 241,106**	**$ 241,106**	**$ -**
Total Transfers and Expenditures		**$ 907,833**	**$ 345,913**	**$ 907,833**	**$ -**
Total Revenue		**$ 1,006,350**	**$ 854,267**	**$ 1,006,350**	**$ -**
Total Transfers and Expenditures		**$ 907,833**	**$ 345,913**	**$ 907,833**	**$ -**
Total Net Position		**$98,517**	**$508,354**	**$98,517**	**$ -**
Beginning Fund Balance		**$ 1,018,980**	**$ 1,018,980**	**$ 1,018,980**	
Ending Fund Balance		**$1,117,497**	**$1,527,334**	**$ 1,117,497**	**$ -**

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2026

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY

		THIS MONTH ACTUAL 30-SEP-26	THIS YEAR FISCAL YTD 30-SEP-26	REVISED BUDGET 2026-2027	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-SEP-25	REVISED BUDGET 2025-2026	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
	REVENUES								
248-100-404-000	CURRENT PROPERTY TAXES - CAPTR	425,521.76	851,043.53	940,000	91%	829,611.94	760,000	109%	904,583.11
248-100-569-000	STATE GRANTS-OTHER	.00	.00	0	0%	.00	0	0%	3,707.42
248-100-573-000	LOCAL COMM STABILIZATION SHARE	.00	.00	45,000	0%	.00	50,000	0%	44,658.30
248-100-642-000	SCULPTURE SALES	.00	.00	0	0%	.00	5,000	0%	.00
248-100-648-000	APPLICATION FEES	.00	.00	500	0%	100.00	500	20%	500.00
248-100-654-000	ELECTRICITY USE FEE	355.71	1,101.52	600	184%	92.32	300	31%	1,427.63
248-100-665-000	INTEREST EARNED ON DEP & INVST	1,499.61	3,620.99	20,000	18%	4,412.58	20,000	22%	14,745.82
248-100-672-000	OTHER REVENUE	.00	.00	0	0%	5,430.00	0	0%	258,970.00
248-100-675-000	SPONSORSHIPS	.00	.00	250	0%	.00	500	0%	50.00
	TOTAL REVENUES	**427,377.08**	**855,766.04**	**1,006,350**	**85%**	**839,646.84**	**836,300**	**100%**	**1,228,642.28**
	TOTAL REVENUE & INCOMING TRANSFERS	**427,377.08**	**855,766.04**	**1,006,350**	**85%**	**839,646.84**	**836,300**	**100%**	**1,228,642.28**

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	D D A								
248-728-756-000	REPAIR & MAINTENANCE SUPPLIES	.00	.00	0	0%	.00	0	0%	146.25
248-728-801-000	PROFESSIONAL SERVICES	.00	500.00	500	100%	500.00	500	100%	500.00
248-728-803-000	ADMINISTRATIVE SERVICES	.00	.00	0	0%	.00	35,000	0%	35,000.00
248-728-807-000	PLANNING SERVICES	.00	.00	0	0%	2,896.00	5,000	58%	28,960.00
248-728-816-000	SECURITY SERVICES	.00	1,213.68	1,167	104%	1,167.00	1,167	100%	1,167.00
248-728-824-000	OTHER PROFESSIONAL SERVICES	600.00	600.00	22,200	3%	.00	22,200	0%	17,450.00
248-728-830-000	OTHER CONTRACTED SERVICES	.00	.00	68,500	0%	5,800.00	67,000	9%	33,238.00
248-728-872-000	SPECIAL ASSESSMENT - PARKING	.00	44,795.00	15,962	281%	.00	15,962	0%	15,962.00
248-728-879-000	WEBSITE	.00	23.19	5,000	0%	.00	1,000	0%	965.00
248-728-882-000	ADVERTISING - SOCIAL MEDIA	1,125.00	4,012.00	13,000	31%	3,000.00	13,000	23%	13,000.00
248-728-883-000	ADVERTISING - PRINT	.00	.00	6,000	0%	.00	5,000	0%	4,144.25
248-728-884-000	ADVERTISING - BILLBOARDS	887.00	3,661.00	9,000	41%	2,685.00	9,000	30%	11,760.00
248-728-885-000	ADVERTISING - RADIO	.00	.00	2,500	0%	.00	2,000	0%	1,800.00
248-728-886-000	PHOTOGRAPHY/VIDEOGRAPHY	.00	.00	4,000	0%	.00	4,000	0%	2,100.00
248-728-887-000	SPEAKERS/PERFORMERS	.00	.00	500	0%	.00	1,000	0%	.00
248-728-891-000	LICENSES AND FEES	.00	.00	200	0%	.00	250	0%	.00
248-728-900-000	PRINTING AND PUBLISHING	65.00	65.00	5,000	1%	1,862.00	5,000	37%	5,126.00
248-728-905-000	CONTRIBUTIONS TO OTHER GVRNMNT	.00	241,106.37	241,106	100%	241,519.92	200,000	121%	241,519.92
248-728-906-000	PROMOTIONS/MARKETING	.00	.00	50,000	0%	.00	50,000	0%	9,215.51
248-728-907-000	SPONSORSHIPS/DONATIONS	.00	.00	19,925	0%	5,000.00	17,000	29%	19,925.00
248-728-911-000	CONFERENCES	.00	.00	1,000	0%	.00	1,000	0%	.00
248-728-912-000	MEETINGS	.00	900.00	100	900%	.00	100	0%	.00
248-728-915-000	MEMBERSHIPS	.00	315.00	600	53%	.00	600	0%	283.50
248-728-918-000	WATER/SEWER	.00	.00	0	0%	6,777.42	10,000	68%	.00
248-728-918-590	SEWER	1,672.17	4,443.59	11,000	40%	.00	0	0%	7,549.44
248-728-918-591	WATER	1,366.12	3,441.56	7,500	46%	.00	0	0%	3,738.18
248-728-920-000	ELECTRIC	60.10	242.40	600	40%	157.66	2,500	6%	560.34
248-728-921-000	NATURAL GAS	21.00	81.54	373	22%	72.16	700	10%	420.11
248-728-929-000	GROUNDS REPAIR AND MAINTENANCE	2,966.84	2,966.84	37,000	8%	.00	37,550	0%	39,954.71
248-728-929-010	SNOWPLOWING/SNOW REMOVAL	.00	.00	20,000	0%	.00	5,000	0%	1,900.68
248-728-930-000	REPAIR & MAINTENANCE	.00	.00	31,000	0%	.00	1,000	0%	143.92
248-728-940-000	EQUIPMENT FUND RENTALS	159.60	169.90	3,000	6%	52.58	0	0%	1,883.73
248-728-974-000	LAND IMPROVEMENTS - DEPRECIABL	.00	14,843.45	80,000	19%	8,158.00	20,000	41%	8,512.00
248-728-974-010	LAND IMPROVEMENTS - NON-DEPREC	3,342.09	3,342.09	1,300	257%	.00	8,000	0%	11,348.49
248-728-991-000	FACADE GRANTS DISBURSEMENTS	.00	19,350.00	50,000	39%	10,000.00	50,000	20%	45,989.20
248-728-992-000	INTEREST PAYMENT	.00	.00	99,800	0%	.00	103,700	0%	103,700.00

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248-728-993-000	PRINCIPAL EXPENSE ON BONDS	.00	.00	100,000	0%	.00	95,000	0%	95,000.00
	TOTAL D D A	**12,264.92**	**346,072.61**	**907,833**	**38%**	**289,647.74**	**789,229**	**37%**	**762,963.23**
	TOTAL EXPENDITURES & OUT TRANSFERS	**12,264.92**	**346,072.61**	**907,833**	**38%**	**289,647.74**	**789,229**	**37%**	**762,963.23**
	NET REVENUES OVER EXPENDITURES	**415,112.16**	**509,693.43**	**98,517**		**549,999.10**	**47,071**		**465,679.05**

Façade Improvement Grant 2026/2027 Budget		**$50,000.00**
	October 5, 2026	
Paid FY 2026/27 To Date (09/30)		
144 E. State - Kevin Anderson	3/19/2026	**$11,000.00**
148 E. State - Kevin Anderson	4/16/2026	**$7,350.00**
129 E State - Bretta Lemos (MCSA Renderding)	8/20/2026	**$1,000.00**
TOTAL DISBURSED		**$19,350.00**
Façade Grants Pledged for the 2026/2027 FY Budget		
139 E. Court - Tomy Cordova and Stephanie Fekkes	5/21/2026	**$10,000.00**
129 E. State - Bretta Lemos	8/20/2026	**$10,000.00**
TOTAL PLEDGED		**$20,000.00**
Architectural Renderings Pledged for the 2026/2027 FY Budget		
139 E. Court - Tomy Cordova and Stephanie Fekkes	5/21/2026	**$1,000.00**
TOTAL PLEDGED FOR ARCHITECTURAL		**$1,000.00**
Total Approved 2026/2027 Budget		**$50,000.00**
Total Approved and Disbursed 2026/2027 Projects		**$40,350.00**
Available		**$9,650.00**

BEIG LOAN TOTAL BUDGET	**$100,000.00**
109 and 111 W. State Street - Barlow Florist #2	**$1,996.15**
125 S. Jefferson Street - Jacinto Currently 3 payments past due $357.15	**$1,904.60**
111 W. State Street - Carole Barlow - Barlow Florist #3	**$9,047.60**
Total BEIG Loans Outstanding as of September 23, 2026	**$12,948.35**
BEIG Loans Committed and Not Funded	
TOTAL	**$0.00**
Total Approved 2026/2027 Budget	**$100,000.00**
Total Outstanding and Approved Projects 2026/2027 Budget	**$12,948.35**
Available for Loan Commitments	**$87,051.65**

Regular Council Agenda Item Memorandum

To: Hastings DDA

From: Sarah Moyer-Cale, City Manager

Subject: Phase 2 Streetscape Scope of Work

Meeting Date: October 2026

Hi Patty,

As we discussed, I reviewed the portion of Jefferson Street between Center and Green. It is my understanding that there was interest expressed in adding this block to the scope of work.

Most of the sidewalks in that block are new. This block has no streetlights. A wayfinding sign is at the corner of Green St. We can add street trees if desired, but that can be done at any time. There does not appear to be any need for the additional cost of surveying or planning for this block when there are no obvious improvements to make in this section.

I have enclosed several photos. It is my recommendation to approve the proposal from MCSA Group dated September 11, 2026 for the scope of work described from Apple to Center.

Since the proposal includes topographical surveying and civil, electrical, and plumbing engineering for each block, if the DDA is resolute in adding the block from Center to Green, please identify the desired improvements so the proposal reflects only the costs of the requested services.

The consultant is eager to start and is looking forward to hearing a decision from us.

MCSA GROUP, Inc.
Landscape Architects and Architects
EAST GRAND RAPIDS • MICHIGAN

Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

September 11, 2026

Sarah Moyer-Cale
City of Hastings
201 E. State Street
Hastings, MI 49058

RE: Proposal for Professional Services – Phase Two Downtown Streetscape Improvements Revised

Dear Sarah,

MCSA Group, Inc. is pleased to submit this proposal to provide professional landscape architecture, engineering coordination, bidding assistance, and construction administration services for the **Phase Two Downtown Streetscape Improvements** for the City of Hastings.

MCSA Group had the privilege of designing and administering the original Downtown Hastings Streetscape Improvements completed in 2022. Building upon the success of that project, this phase is intended to extend the character and quality of downtown while focusing on targeted enhancements within the project area shown on the attached exhibit. Our familiarity with the existing infrastructure, materials, utilities, and design character will allow the project to move efficiently through design while maintaining a cohesive appearance throughout downtown.

As discussed, the improvements for this phase will be more limited in scope than the original project and are anticipated to include:

- Decorative tree grates
- Hanging basket and floral containers
- Public art pedestals
- Associated landscape and streetscape improvements
- Small Fireplace Feature at Jefferson and Court

Note that this scope will include Jefferson Street from Apple to Center (6 City block).. The scope area for each block is from the face of building to the back of curb. This phase **does not** include mid-block crossings or improvements to existing streets and crosswalks.

To complete this project, MCSA Group will work with the following consulting team:

- **Land & Resource Engineering (LRE)** – Topographic Survey and Civil Engineering
- **Milles Engineering Group** – Mechanical, Electrical and Plumbing Engineering.

- Note that we will utilize the existing geotechnical investigation from the 2022 improvements as the soils are generally the same throughout. We may employ Soils and Structures should a geotechnical issue arise during construction.

Our services will include **Design Development, Construction Documents, Bidding Assistance, and Construction Administration**. Based on our discussions, the project will generally include the following work tasks.

A. Design Development

- Perform a topographic survey of the project area as identified on the attached exhibit.
- Review the 2022 Streetscape Improvements to maintain continuity of design and construction.
- Prepare a Design Development Plan for the Phase Two improvements.
- Prepare an Order of Magnitude Cost Estimate, broken down by individual block to assist with project prioritization.
- Meet with City staff to review the Design Development Plan and cost estimate.
- Refine the project limits in coordination with the City and DDA to determine which downtown blocks will be included in the Phase Two construction project. Design services will be completed for all identified project blocks; however, the final construction limits for the 2027 implementation will be established based on the available City and DDA funding.
- Attend a merchant meeting to present the proposed improvements and receive stakeholder input.

B. Construction Documents

Construction Plans

- Existing Conditions and Removal Plans
- Site Layout Plans
    - Paving Layout Plans
    - Intersection Layout Enlargements, as required

Grading and Drainage

- General Grading and Drainage Plans
- Drainage modifications associated with proposed improvements

Utilities

- Electrical Plans and Details
- Replacement of existing pedestrian lighting with new LED fixtures
- Connections to existing lighting systems
- Irrigation Plans and Details
- Hanging basket irrigation and planter infrastructure
- Small Fireplace

Signage

- Signage Plans and Details, as required

Landscape Improvements

- Tree locations and species selection
- Tree grate details
- Landscape planting plans
- Planter details

Streetscape Details

- Decorative paving details
- Planter details
- Brick accent wall details
- Site furnishings including benches, tables, bollards, and waste receptacles
- Public art pedestal details
- Small Fireplace Feature

Bid Documents

- Invitation to Bid
- Instructions to Bidders
- General Conditions
- Technical Specifications
- Contractor Qualification Forms
- Bid Proposal Forms
- City-required bidding documents

Project Review Meetings

- 30% Construction Document Review
- 60% Construction Document Review
- 90% Construction Document Review
- Additional coordination meetings as required throughout the project

C. Bidding and Construction Administration

- Bidding
  - Advertise
  - Send Invitations to Contractor List
  - Send Documents to Plan Rooms
  - Bid Documents Distribution
  - Answer Questions
  - Distribute Agenda
  - Review Bids – Recommend Award

- Construction Administration and Observation
  - Pre-Construction Meeting
  - Review Submittals and Shop Drawings
  - Progress Meetings
  - Construction Observation Field Reports
  - Review and Certify Payment Applications
  - Prepare Bulletins and Change Orders
  - Prepare Punch List and Close Out Documents
  - Primary Inspections Services - On-Site inspections once a week as well as any additional inspections needed for complete construction oversight.

Professional Fees

Our lump sum fee for **Professional Design Services,** including all consultant services, shall be: $179,310.00

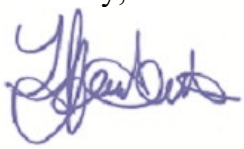
This fee includes all subconsultant costs for:

- Topographic Survey
- Civil Engineering
- Mechanical, Electrical and Plumbing

Upon authorization to proceed, MCSA Group will prepare a detailed project schedule identifying major milestones for design, bidding, and construction.

We would welcome the opportunity to begin work upon your authorization. Should you have any questions or require additional information, please feel free to contact me at any time.

Sincerely,

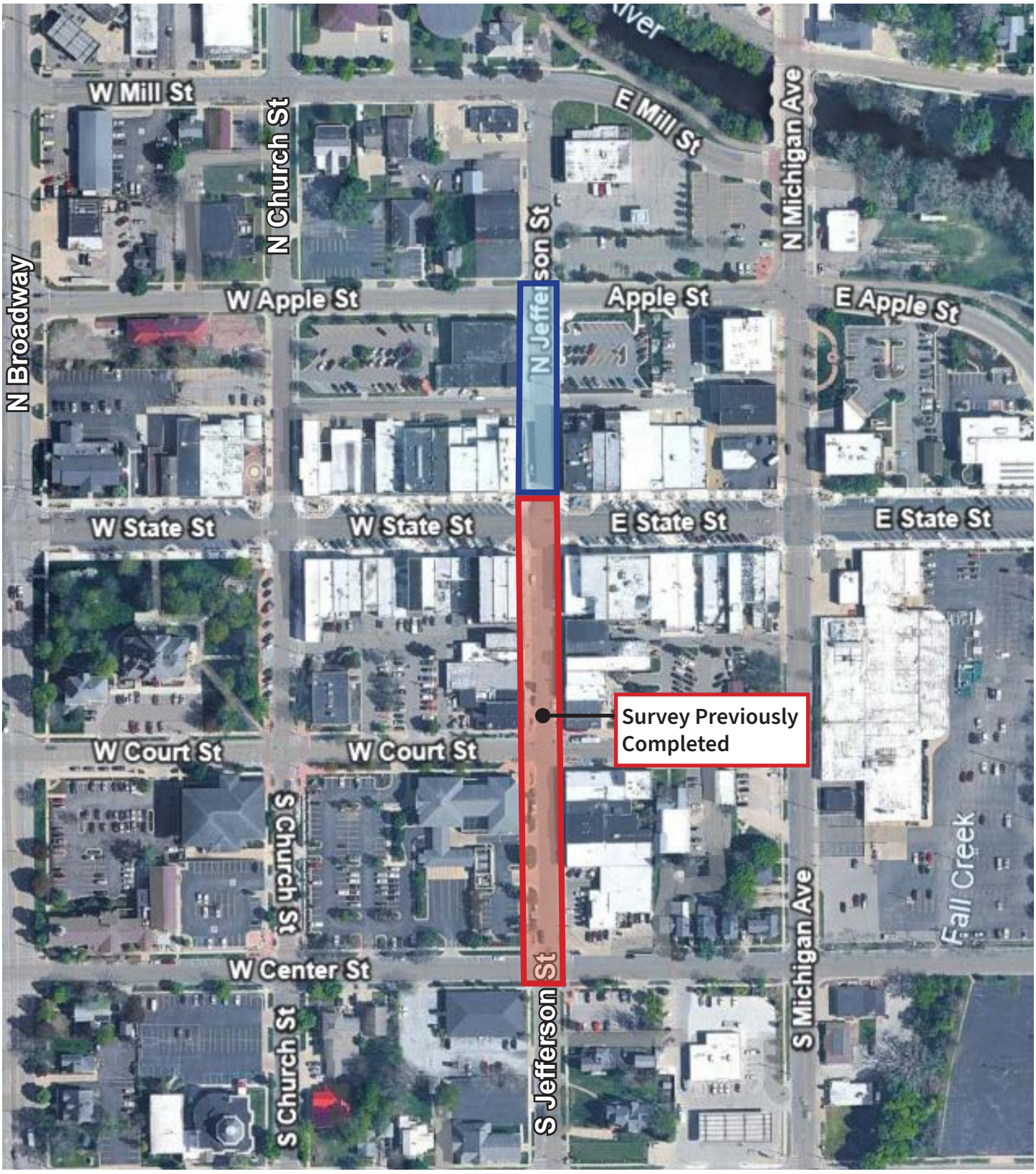


MCSA Group, Inc.
Tiffany Smith, President

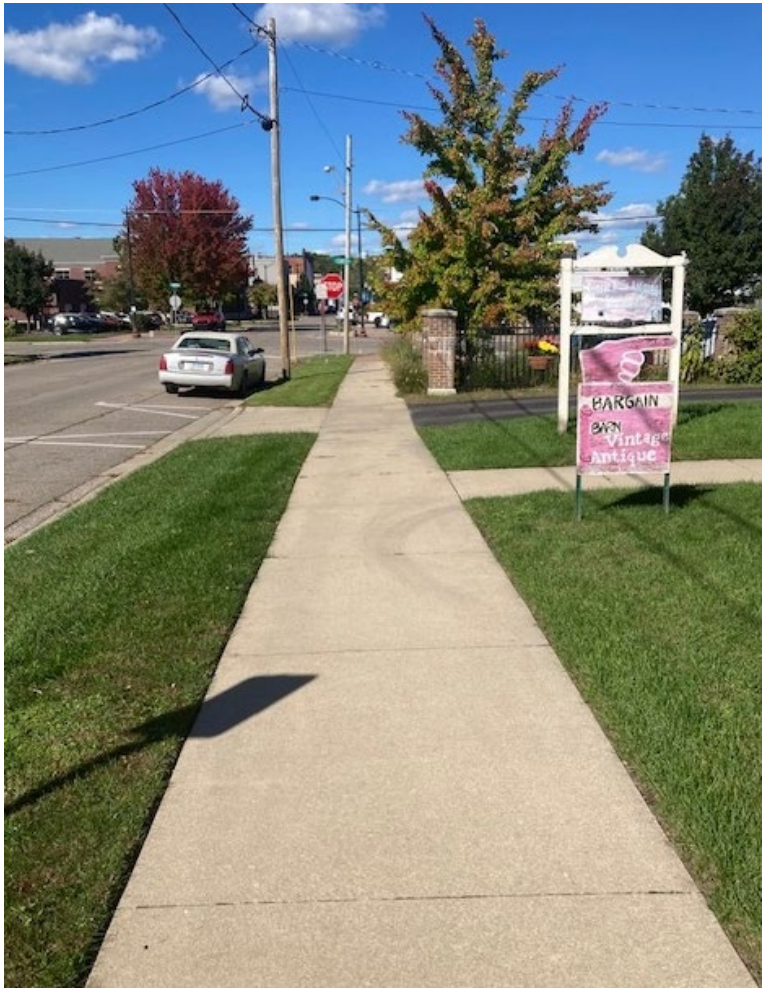
MCSA GROUP, Inc.
Landscape Architects and Architects

HASTINGS STREETSCAPE IMPROVEMENTS 2026

Hastings, Michigan

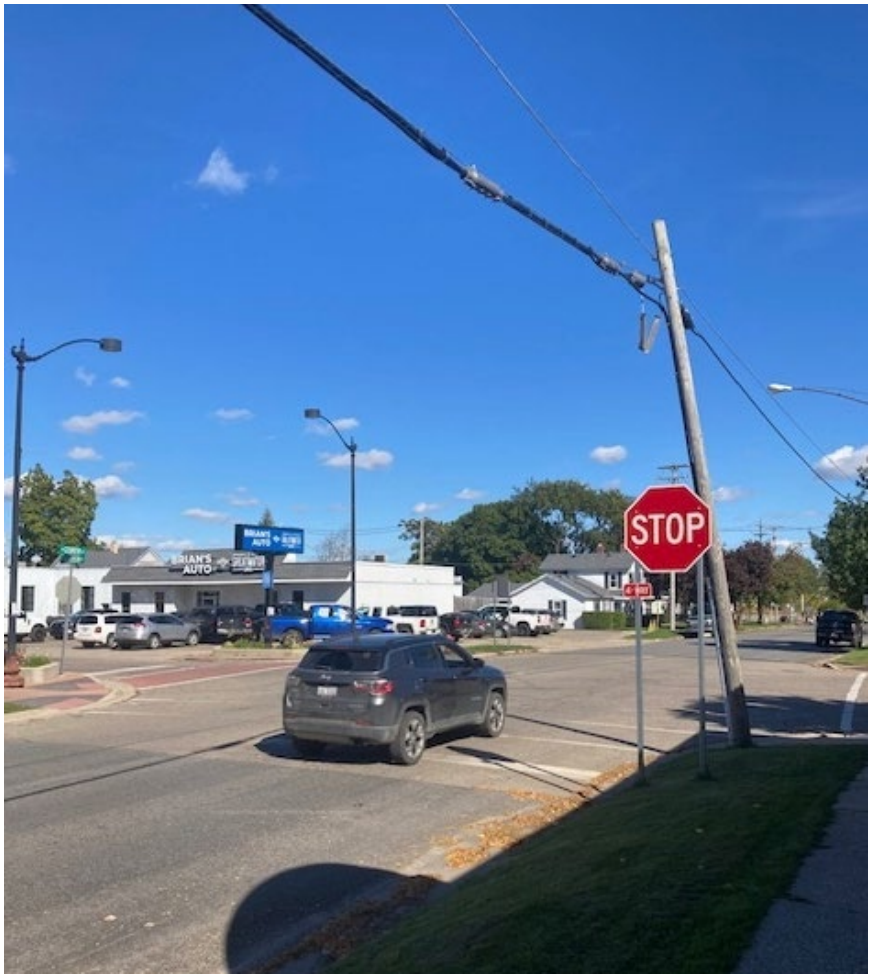


Sidewalk on the east side of the street, facing north (in front of Stryker House).



Sidewalk on the east side of the street, facing north (in front of antique store).

Sidewalk on the west side of the street, facing south toward Green (near Acorn Chiropractic).



The corner of Center & Jefferson – these are the last streetlights in the downtown core area.

October 5, 2026

Downtown Development Authority

City of Hastings
201 East State Street
Hastings, MI 49058

Dan King,

The Jingle & Mingle Committee, operating under the Hastings Business Connection, will hold its 13th annual Hastings Jingle & Mingle Christmas weekend event December 4th, 5th and 6th. We would like to partner with the City of Hastings and the DDA to maximize the impact of the event for our vibrant downtown.

Last year the expenses for Jingle & Mingle totaled over $25,000.00. The DDA granted a generous $5,500.00 in 2025 to help support the advertising of the event with flyers, banners, posters, and various advertisements. This year's event is even more expensive, so we are again respectfully requesting $5,500.00

On April 13, 2023, Hastings Jingle & Mingle became a non-profit to obtain grant funds, along with our annual golf ball drop fundraiser to help offset the amount of funds needed. Breakfast with the Grinch, fed over 450 people. We supplied 60 pounds of hot dogs that only made it to mid-day on Saturday. The total economic impact generated according to AI was $201,000.00 for the three day event. Please keep in mind, all scheduled events and activities are offered to the public at no cost.

Thank you in advance for your consideration, and with your help we can continue to make the Hastings Jingle & Mingle, a wintertime "Go To" family event in the area.

Sincerely,

Jackie L. Barry

Co-Chair, Hastings Jingle & Mingle Committee

W APPLE ST
W APPLE ST
E APPLE ST
N CHURCH ST
N JEFFERSON ST
N MICHIGAN AVE
W STATE ST
W STATE ST
E STATE ST
E STATE ST
Barry County Historic Courthouse
Barry County Tyden Center
S JEFFERSON ST
W COURT ST
E COURT ST
E COURT ST
Barry County Courts & Law
Barry Community Enrichment Center
S CHURCH ST
S MICHIGAN AVE
W CENTER ST
E CENTER ST

Façade Improvement Grant Reimbursement Request Synopsis

Date: September 15, 2026

Business: Barrel and Leaf, LLC

Property Owner: Stephanie Fekkes and Tomy Cordova

Address: 139 E. Court St.

Conclusion:

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

The applicant is requesting reimbursement in the amount of $11,000.00, which is the amount approved by the DDA on May 15, 2026.

X_____ _____

Staff Approval by: Dan King, Community Development Director

Date: September 15, 2026

BARRY COMMUNITY FOUNDATION

Hastings Riverwalk Lofts & Mill Street Market

RIBBON-CUTTING & PUBLIC OPENING

DATE
Wednesday, October 21, 2026

SCHEDULE
Principals arrive 1:30 p.m.
Program 2:00–2:30 p.m.
Ribbon cutting, tours to 4:30

LOCATION
420 E. Mill Street
Hastings, MI 49058

TRAVEL
60 min from Lansing
45 min from Grand Rapids

THE PROJECT

A $40+ million mixed-use campus in downtown Hastings — the largest investment in Barry County in living memory.

135 units — Housing units, **27 designated workforce housing (20%)**

60 slots — Licensed child care center serving area families

2 ventures — A farm stop for area agricultural producers and an incubator & culinary arts kitchen for new food businesses

Employment: **350** construction workers, averaging **130** on site daily · **30** permanent positions ongoing

WHY IT MATTERS

Rural Michigan communities consistently name housing, child care, and small-business space as their three binding constraints — and they compound one another. A worker who finds an apartment often cannot find care. A producer with a product often cannot find a licensed kitchen.

This campus takes on all three on a single downtown site, within walking distance of Main Street. It is a working test of integrated rural investment rather than single-purpose development, and it is the model that partner agencies have argued rural communities need.

Barry Community Foundation, a public charity serving Barry County since 1995, convened the partnership and structured the financing.

State partners: Michigan Economic Development Corporation · Michigan Department of Labor and Economic Opportunity · Office of Rural Prosperity · Michigan Department of Agriculture and Rural Development

Local partners: Barry Community Foundation · City of Hastings · County of Barry · Barry County Chamber of Commerce and Economic Alliance · Hastings Downtown Development Authority · Hastings Brownfield Redevelopment Authority

SPEAKING ROLE

Remarks of three minutes, or participation in the ribbon cutting with named recognition in the release. Either is a full role. Program is capped at 30 minutes to hold broadcast crews through the cut.

MEDIA

Advisory to Grand Rapids, Kalamazoo, Battle Creek, and Lansing outlets. Broadcast crews expected. Fact sheet, renderings, and B-roll available in advance for your communications office.

LOGISTICS

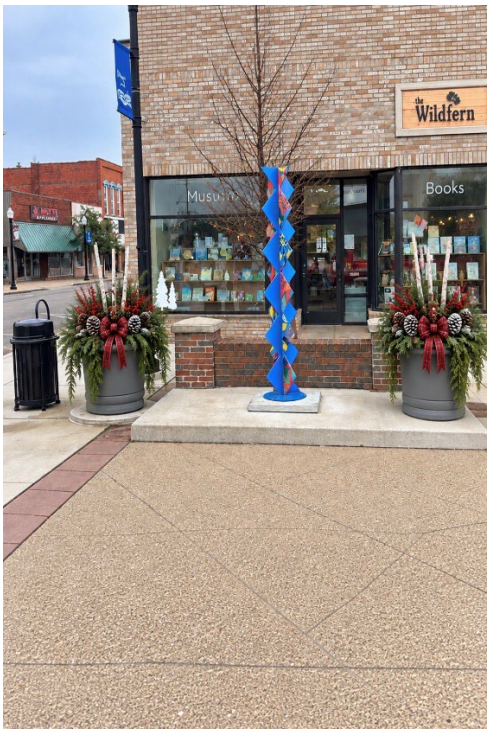
Dedicated parking and staging for principals. Advance walkthrough available on request. Indoor backup confirmed for weather.
Advance & security contact:
Allison Cobb, Communications Manager
allison@barrycf.org · cell 586-231-4366

PLEASE CONFIRM PARTICIPATION BY

Wednesday, October 7, 2026

RSVP to **Allison Cobb**, Communications Manager
allison@barrycf.org · **586-231-4366**
Please indicate whether your principal will offer remarks or join the ribbon cutting.

Bonnie Gettys, President & CEO
Barry Community Foundation
231 South Broadway Street, Hastings, MI 49058
269-945-0526 · bonnie@barrycf.org · barrycf.org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Books

SPRING AIR
Mattress &
ON-SITE
TV RE AIR