City of Hastings

Downtown Development Authority

DRAFT Meeting Minutes

October 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, Button, Hatfield, Peterson, Tossava, Woods
Absent: Schantz, Wiswell
City Staff and Appointees: Jaquays, Matteson, King, Ponsetto
Others Present: Tate Ulrich, Ulrich Lawn, LLC

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added Mill Street Repaving as Item C. Under Old Business and Façade Grant Application for 1320 W. State St. as Item F. under New Business, J-Ad Graphics Advertising, as Item G. under New Business, and Summer Flowers, as Item H. under New Business.

Motion by Hatfield, second by Button, to approve the agenda as amended.

All ayes motion carried.

4. Approval of Minutes –

Motion by Hatfield, second by Baker, 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 September 30, 2026.

6. Façade and BEIG Update-

King said the façade grant spread sheet has been updated through September 30, 2026.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Jefferson Street Streetscape Update-

The board discussed expanding the scope of the proposed Phase II Streetscape to include S. Jefferson Street from Center St. to Green.

Motion by Hatfield, second by Baker, to approve the expenditure of $179,310 for professional design services by MCSA Group for Phase II Downtown Streetscape (S. Jefferson St. from Apple to Center) and request a proposal from MCSA Group for an addendum to Phase II to include S. Jefferson St. from Center to Green Street.

Ayes: Albrecht, Baker, Button, Hatfield, Peterson, Tossava, Woods
Nays:
Absent: Schantz, Wiswell

All ayes motion carried.

B. Strategic Plan SMART Goals Update-

Board members gave updates on their SMART Goals committees.

C. Cost Increase for E. Mill Street Repaving-

Motion by Hatfield, second by Button to approve the expenditure of $7,723, in addition to the $40,000 approved in July, for a total of $47,723 for resurfacing a portion of E. Mill Street.

Ayes: Baker, Button, Hatfield, Peterson, Woods
Nays: Albrecht, Tossava
Absent: Schantz, Wiswell

Motion carried by 5 to 2 vote

9. New Business

A. Jingle & Mingle Support Request-

Motion by Tossava, second by Hatfield, to approve the request from the Jingle & Mingle Committee for $5,500 to support this year's event.

Ayes: Albrecht, Baker, Button, Hatfield, Peterson, Tossava, Woods
Nays:
Absent: Schantz, Wiswell

All ayes motion carried.

B. Snow Removal RFP Results-

Jaquays presented information on the bids received for snow removal from sidewalks and gutter pans for 2026-2027.

Motion by Hatfield, second by Button, to award the sidewalk salting and snow removal contract to Ulrich Lawn for 2026- 2027 at the cost of $1,548.61 per snow event and $200 per hour for trucking and $160 per hour for wheel loader and skid steer.

Ayes: Albrecht, Baker, Button, Hatfield, Peterson, Tossava, Woods
Nays:
Absent: Schantz, Wiswell

All ayes motion carried.

C. 139 E. Court St. Façade Grant Reimbursement-

King said the work was completed and the reimbursement was approved by staff and was in process.

D. Riverwalk Lofts and Mill Street Market Ribbon Cutting and Public Opening-

King gave an update on the ribbon cutting and public opening scheduled for later this month.

E. Consider Scheduling Second PA 57 of 2018 Informational Meeting for November 19, 2026, DDA Meeting-

The board set Thursday, November 19, 2026, as the date for its second PA 57 of 2018 Informational Meeting

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

F. Façade Grant Application for 1320 W. State St.-

Motion by Tossava, second by Hatfield, to approve the $11,000 façade grant application for 1320 W. State St.

Ayes: Albrecht, Baker, Hatfield, Peterson, Tossava, Woods
Nays:
Absent: Button, Schantz, Wiswell

All ayes motion carried.

G. J-Ad Graphics Advertising Mailer

It was the consensus of the board that the DDA was not interested in that type of advertising at this time.

H. Summer Streetscape Flowers 2026 -2027 RFP Results-

Jaquays said Cotant's submitted the only bid.

Motion by Tossava, second by Baker, to award the contract for 2026 – 2027 streetscape flowers to Cotant's for $30,650.

Ayes: Albrecht, Baker, Hatfield, Peterson, Tossava, Woods
Nays:
Absent: Button, Schantz, Wiswell

All ayes motion carried.

9. DDA Member Comment –

Jaquays said the DDA's summer maintenance employee, Seth, did a good job this year and would be finishing up for the year during the last week in October; holiday décor would arrive in mid-November, and the DPS painted some of the light poles that were missed earlier this year

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Hatfield, second by Tossava, to adjourn

All ayes motion carried

Meeting adjourned at 9:38 a.m.

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Patty Woods, Chair Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings