

**HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY**  
*November 16, 2023, Meeting - Communication*

**To:** DDA Members and Staff

**From:** Dan King

**Date:** November 8, 2023,

**Subject:** Information Regarding November 16, 2023, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday November 16th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through October 31, 2023.

6. Façade and BEIG Update

The façade grant spreadsheet has been updated through October 31, 2023.

8. Old Business

- A. Staff will provide a progress update on the streetscape project.
- B. Staff will provide an update on the streetscape flower bid.

9. New Business

- A. Since there likely will not be a December meeting, the meeting schedule for 2024 should be adopted.
- B. We have a placeholder on the agenda for a façade grant request from Nathan Winick for placement of an awning on the River Walk Café. Mr. Winick is preparing the application and the required information and will likely be distributed prior to the meeting on the 16<sup>th</sup>.

Please let us know if you are unable to attend the meeting. See you on the 16th!



# **HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA**

**Meeting Thursday November 16, 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 October 19, 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
  - B. Streetscape Flower Bid Update
9. New Business
  - A. Establish DDA Meeting Schedule for 2024
  - B. Façade Grant Request from Nathan Winick/River Walk Cafe
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

**City of Hastings**  
**Downtown Development Authority**  
**DRAFT Meeting Minutes**  
**October 19, 2023**

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

The meeting was called to order at 8:02 a.m. by Woods

**Roll Call –**

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

Absent: Albrecht, Tossava, Ulberg

City Staff and Appointees: King, Ponsetto

Others Present: Brian Reynolds

**2. Pledge to the Flag**

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

Woods added Jingle & Mingle 2023 Support Request as item D. under New Business.

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

All ayes, motion carried

**4. Approval of Minutes of the September 21, 2023, DDA Meeting –**

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

All ayes, motion carried

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

King said the budget has been updated through September 30, 2023

**6. Façade and BEIG Update-**

King said that the façade grant and BEIG loan spread sheets have been updated through September 30, 2023, and the BEIG loan for the former Smokey Mountain Tobacco building has been paid off.

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

## **8. Old Business-**

### **A. Streetscape Update-**

King gave the board an update and answered the board's questions about the streetscape

### **B. RAP Grant Update-**

King said the City of Hastings received a \$474,500.00 for its streetscape project

### **C. Streetscape Flower Bid Update**

King said the RFP for streetscape flowers, which was due October 17, 2023, received no bids

Board members said they had heard of a greenhouse, which specialized in streetscape flowers and would find contact information and forward it to City staff

## **9. New Business**

### **A. Brian Reynolds Social District Event(s) Discussion-**

Reynolds presented his idea for holding a series of four street dances next summer as a way of revitalizing the downtown social district

### **B. PA 57 of 2018 Second Informational Meeting –**

King presented information about DDA activities as required by PA 57 of 2018

### **C. Redevelopment Ready/Tyden Lofts Celebration Invitation –**

King shared an invitation with the board, inviting them to attend the celebration scheduled for 3:30 p.m. Friday, October 27, 2023

### **D. Jingle & Mingle 2023 Request for Support—**

Motion by Button, second by Hatfield, to approve a request from the Jingle & Mingle Committee for \$2,900 in support for the 2023 event

Ayes: Baker, Bolthouse, Button, Hatfield, Wiswell, Woods

Nays:

Absent: Albrecht, Tossava, Ulberg

All ayes, motion carried

## **10. DDA Member Comment –**

Woods asked when the current billboard was installed and said that she would have preferred the ad for a downtown business to run the width of the bottom of the billboard, rather than a small box in the upper right-hand corner

The board discussed how much the DDA should charge downtown businesses to advertise on the DDA billboard

Motion by Hatfield, second by Baker, to set \$200 as the fee for businesses to place an ad on the DDA billboard

All ayes, motion carried

King gave an update on businesses soon to open in downtown Hastings and one that is closing

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

**12. Adjournment**

Motion by Wiswell, second by Baker to adjourn

All ayes, motion carried

Meeting adjourned at 8:54 a.m.

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Patty Woods, Chair

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Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

| DDA Budget 2023/2024 November 7, 2023 Update (thru 10.31.23) |                                      |                    |               |             |                  |
|--|--------------------------------------|--------------------|---------------|-------------|------------------|
| Account Number   | Title                                | Budget             | Year to Date  | Projected   | Budget 2024/2025 |
| 248.100.404.000  | Tax Capture                          | \$ 682,240         |               |             |                  |
| 248.100.573.000  | LCSA Appropriation                   | \$ 63,000          |               |             |                  |
| 248.100.642.000  | Sculpture Sales                      | \$ 5,000           |               |             |                  |
| 248.100.642.010  | Advertising Sales                    |                    |               |             |                  |
| 248.100.648.000  | Application Fees                     | \$ 1,000           |               |             |                  |
| 248.100.654.000  | Electrical Vehicle Station           | \$ 250             | \$ 71         |             |                  |
| 248.100.665.000  | Interest Earned                      | \$ 12,000          |               |             |                  |
| 248.100.672.000  | Other Revenue                        | \$2,700,000        |               |             |                  |
| 248.100.674.000  | Private Contributions or Donations   |                    | \$ -          | \$ -        |                  |
| 248.100.675.000  | Sponsorships                         | \$ 500             | \$ 200        |             |                  |
| <b>Total Revenue</b>   |                                      | <b>\$3,463,990</b> | <b>\$ 271</b> | <b>\$ -</b> | <b>\$ -</b>      |
| 248.728.756.000  | Repair and Maintenance Supplies      |                    |               |             |                  |
| 248.728.766.000  | Disposable Technology                |                    |               |             |                  |
| 248.728.772.000  | Promotion Supplies                   | \$ 500             |               |             |                  |
| 248.728.803.000  | Administrative Services              | \$ 35,000          |               |             |                  |
| 248.728.806.000  | Legal Services - Streetscape Bonding | \$ 500             | \$ 28,182     |             |                  |
| 248.728.807.000  | Planning Services                    | \$ 5,000           |               |             |                  |
| 248.728.861.000  | <b>Transportation (Milage)</b>       | <b>\$ 100</b>      |               |             |                  |
| 248.728.872.000  | <b>Parking SAD</b>                   | <b>\$ 15,962</b>   |               |             |                  |
| 248.728.879.000  | <b>Website</b>                       | <b>\$ 500</b>      |               |             |                  |
| 248.728.882.000  | Advertising - Social Media           | \$ 13,000          | \$ 4,800      |             |                  |
| 248.728.883.000  | Advertising - Print                  | \$ 5,000           |               |             |                  |
|  | Michigan Trails Magazine             | \$ 736             | \$ 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           | \$ 4,200      |             |                  |
| 248.728.885.000  | Advertising-Radio                    | \$ 2,000           | \$ 165        | \$ 2,000    |                  |
| 248.728.886.000  | Videography                          | \$ 2,000           |               |             |                  |
| 248.728.887.000  | Speakers/Performers                  | \$ 1,000           |               |             |                  |
| 248.728.891.000  | Licenses and Fees                    | \$ 250             |               |             |                  |
| 248.728.900.000  | <b>Printing and Publishing</b>       | <b>\$ 6,000</b>    |               |             |                  |
|  | J-Ad Dine and Shop Brochures         | \$ 700             |               |             |                  |
|  | J-Ad (Event Schedules)               | \$ 300             |               |             |                  |
|  | J-Ad (Roubaix Booklets)              | \$ 2,700           |               |             |                  |
|  | J-Ad (Farmers Market Brochures)      | \$ 1,300           |               | \$ -        |                  |
|  | Progressive Graphics Mag. Calendar   | \$ 650             |               |             |                  |
|  | Progressive Graphics Rack Cards      | \$ 500             |               |             |                  |
|  | J-Ad (Downtown Parking Brochures)    | \$ 250             |               |             |                  |
|  | J-Ad RFP Lot 8                       |                    | \$ 75         |             |                  |
|  | Progressive Graphics (Name Badges)   |                    | \$ 160        |             |                  |
| 248.728.906.000  | Promotions/Marketing                 | \$ 1,000           |               |             |                  |
| 248.728.907.000  | Sponsorship and Donations            | \$ 14,500          |               |             |                  |
|  | Chamber of Commerce                  | \$ 2,000           |               |             |                  |
|  | 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            |                   |                   |                  |
|                           | Gus Macker                                   |                     |                   |                   |                  |
|                           | Barry Roubaix                                | \$ 2,000            |                   |                   |                  |
|                           | Barry Community Foundation                   | \$ 3,000            |                   |                   |                  |
| <b>248.728.911.000</b>    | <b>Conferences/Trainings</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>248.728.915.000</b>    | <b>Membership Dues</b>                       | <b>\$ 600</b>       |                   |                   |                  |
|                           | West Michigan Tourist Assoc.                 | \$ 270              | \$ 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>                              |                     | \$ 155            |                   |                  |
| <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>248.728.930.000</b>    | <b>Repair and Maintenance</b>                | <b>\$ 100</b>       | \$ 1,689          |                   |                  |
| <b>248.728.940.000</b>    | <b>Equipment Fund Rental</b>                 | <b>\$ 15,000</b>    | \$ 421            |                   |                  |
| <b>248.728.946.000</b>    | <b>Engineering (SME) Light Pole Inspect.</b> |                     |                   |                   |                  |
| <b>248.728.974.000</b>    | <b>Land Improvements (Depreciable)</b>       | <b>\$ 3,000,000</b> |                   |                   |                  |
|                           | Plaza(s) Painting                            |                     | \$ 14,560         |                   |                  |
|                           |  |                     |                   |                   |                  |
|                           | Parking Lot Imp/Paving Lot 8                 | \$ 235,000          |                   | \$ 235,000        |                  |
|                           | Fencing/Screening                            |                     |                   |                   |                  |
|                           | MC Smith Streetscape Design                  | \$ 67,137           | \$ 4,012          | \$ 67,137         |                  |
|                           | Streetscape Project                          |                     | \$ 129,375        |                   |                  |
| 248-728-801-000           | Streetscape Bonding Services                 |                     | \$ 41,100         |                   |                  |
|                           | Kendall Electric                             |                     | \$ 49,021         |                   |                  |
|                           | 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>    |                   |                   |                  |
| <b>248.728.992.000</b>    | <b>Interest Expense</b>                      | <b>\$ 110,000</b>   |                   |                   |                  |
| <b>Total Expenditures</b> |  | <b>\$ 3,293,112</b> | <b>\$ 279,011</b> | <b>\$ 304,137</b> | <b>\$ -</b>      |
|                           |  |                     |                   |                   |                  |
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|--|--------------------------------------|--------------------|---------------------|---------------------|-------------------------|
| <b>248.728.905.000</b>                 | <b>Transfer to Other Governments</b> | <b>\$ 452,095</b>  |                     |                     |                         |
|  | Administration                       | \$ 197,225         |                     |                     |                         |
|  | Spray Plaza Security (EPS)           | \$ 1,400           |                     |                     |                         |
|  | MSI                                  | \$ 21,600          |                     |                     |                         |
|  | Speakers and Performers (Buskers)    | \$ 1,000           |                     |                     |                         |
|  | J-Ad - Hastings Live                 | \$ 5,000           |                     |                     |                         |
|  | J-Ad - Sculpture Tour Booklets       | \$ 1,500           |                     |                     |                         |
|  | J-Ad Park Booklets                   | \$ 700             |                     |                     |                         |
|  | TAC Sponsorship                      | \$ 5,925           |                     |                     |                         |
|  | Water and Sewer - Spray Plaza        | \$ 9,900           | \$ 5,217            |                     |                         |
| <b>Total Transfers</b>                 |                                      | <b>\$ 452,095</b>  | <b>\$ 5,217</b>     | <b>\$ -</b>         | <b>\$ -</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>\$3,745,207</b> | <b>\$ 284,228</b>   | <b>\$ 304,137</b>   | <b>\$ -</b>             |
|  |                                      |                    |                     |                     |                         |
|  |                                      |                    |                     |                     |                         |
| <b>Total Revenue</b>                   |                                      | <b>\$3,463,990</b> | <b>\$ 271</b>       | <b>\$ -</b>         | <b>\$ -</b>             |
|  |                                      |                    |                     |                     |                         |
| <b>Total Expenditure and Transfers</b> |                                      | <b>\$3,745,207</b> | <b>\$ 284,228</b>   | <b>\$ 304,137</b>   | <b>\$ -</b>             |
|  |                                      |                    |                     |                     |                         |
| <b>Total Net Position</b>              |                                      | <b>(\$281,217)</b> | <b>(\$283,957)</b>  | <b>\$ (304,137)</b> | <b>\$ -</b>             |
|  |                                      |                    |                     |                     |                         |
| <b>Beginning Fund Balance</b>          |                                      | <b>\$ 760,986</b>  | <b>\$ 760,986</b>   | <b>\$ 760,986</b>   |                         |
|  |                                      |                    |                     |                     |                         |
| <b>Ending Fund Balance</b>             |                                      | <b>\$ 479,769</b>  | <b>\$477,029</b>    | <b>\$ 456,849</b>   | <b>\$ -</b>             |
|  |                                      |                    |                     |                     |                         |
|  |                                      |                    |                     |                     |                         |
|  |                                      |                    |                     |                     |                         |
|  |                                      |                    |                     |                     |                         |



**Façade Improvement Grant 2023/2024 Budget****\$50,000.00**

November 7, 2023

***Paid FY 2023/24 To Date (10/31)***TOTAL DISBURSED **\$0.00*****Façade Grants Pledged for the 2023/2024 FY Budget***

|  |           |                    |
|--|-----------|--------------------|
| 150/152 W. State Street (Phase II) - Seasonal Grille               | 1/20/2022 | <b>\$4,500.00</b>  |
| 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> |
| 109/111 W. State Street - Norm and Carole Barlow - Barlow Florists | 8/17/2023 | <b>\$2,100.00</b>  |

TOTAL PLEDGED **\$36,600.00*****Architectural Renderings Pledged for the 2023/2024 FY Budget***TOTAL PLEDGED FOR ARCHITECTURAL **\$0.00****Total Approved 2023/2024 Budget** **\$50,000.00****Total Approved and Disbursed 2023/2024 Projects** **\$36,600.00**Available **\$13,400.00**