

City of Hastings

Downtown Development Authority

Meeting Minutes

January 21, 2021

Via Zoom

1. Meeting Call to Order and Roll Call

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

Roll Call –

Present: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: None

City Staff and Appointees Present: King, Merrick, Resseguie, City Council; Ponsetto

Others Present: Sophie Bates, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda

Motion by Tossava, second by Hatfield, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from Nov. 20, 2020 DDA Meeting

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

All ayes, motion carried

5. Financial Statements & Budget for Review

King said the budgetary information has been updated through Dec. 31, 2020; and City Council received the June 30, 2020 audit during a December meeting

The Board discussed current revenue and expenditures

The report was accepted and placed on file

6. Façade and BEIG Update

King said the that all façade grants applications had been reimbursed except the former Floral Design building, owned by Tom Kramer

7. Open Public Comment and Discussion - None

8. Old Business

A. Façade Grant Reimbursement 102 – 110 W. State St.

King said the property owner had completed the proposed work and submitted the related invoices and City staff has approved the reimbursement in the amount of \$5,500

B. Façade Grant Reimbursement 128 S. Jefferson St.

King said the property owner had completed the proposed work and submitted the related invoices and City staff has approved the reimbursement in the amount of \$5,320

C. Façade Grant Reimbursement 126 S. Michigan Ave.

King said the property owner had completed the proposed work and submitted the related invoices and City staff has approved the reimbursement in the amount of \$2,640.46

9. New Business

A. 150th Logo Design Discussion

Motion by Denton, second by Bolthouse, to approve up to \$5,000 to start the design process for a 150th anniversary logo and establish a committee of four DAA members, plus invite interested community and service club members to oversee the process; DDA committee members are: Albrecht, Baker, Bolthouse, and Hatfield; City Council member Resseguie said he would also like to serve on the committee

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Nays: None

All ayes, motion carried

B. Consider 2021 Meeting Schedule

Motion by Hatfield, second by Bolthouse to schedule the regular meetings of the DDA in 2021 for 8 a.m. on the third Thursday of each month

All ayes, motion carried

C. Elect Slate of Officers for 2021

Motion by Bolthouse, second by Baker, to approve the following slate of officers for 2021: Woods, president; Denton, vice president; Button, secretary

The board also set the following committees: Bolthouse, Button, Denton, Woods; marketing; Albrecht, Bolthouse, Button, Wiswell; parking

All ayes, motion carried

D. DDA 2019 – 2020 Summary of Activities

King presented the board with a list of its activity for the 2019 – 2020 fiscal year

E. Draft Interlocal Agreement Introduction

King presented the board with a draft Interlocal Agreement for the project located at 128 N. Michigan Ave. The agreement would be between the DDA and BRA acknowledging the assignment of DDA TIF capture to the BRA for the reimbursement of Brownfield activities.

No action was requested or taken

10. DDA Member Comment

Denton offered condolences to Merrick and Tossava, for the recent death of family members; and acknowledged the Barry Community Foundation (BCF) for donation of funds to assist interested restaurant owners in the purchase of outdoor dining shelters

King said that Seasonal Grille, Ritchie's Koffee Shop, Mexican Connexion, and Riverwalk Café were making use of funds from the BCF to purchase install temporary outdoor dining facilities

11. Open Public Comment and Discussion - None

12. Adjournment

Motion by Denton, second by Tossava, to adjourn

All ayes, meeting adjourned at 9:05 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings

Downtown Development Authority

Meeting Minutes

February 18, 2021

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:00 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: Bolthouse

City Staff and Appointees Present: Czarnecki, King, Merrick, Ponsetto, Resseguie

Others Present: Sophie Bates, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Denton, second by Hatfield, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes

Motion by Tossava, second by Denton, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said staff has received budget preparation information this week and is working on the FY 21/22 budget; the packet included a line-item budget; because COVID-19 disrupted the current fiscal year, he advised a complete review of line items for the coming fiscal year should be considered; he said the DDA should decide whether it wants to pay the entire SAD parking as it did in 2020, to provide financial relief to downtown businesses during COVID-19; King said the State of Michigan now requires a budget line item for Arts and Cultural Affairs (ACA): funds included in that line item could be used to cover electric at the Plaza and small capital improvements, as well as funds set aside for the jazz festival, sculpture tour, Thornapple Arts Council, et cetera

board members expressed their concern about turning the money over to the City, rather than keeping the funds in the DDA budget; concerns included not being able to retrieve unspent funds from the City budget, not having access to the funds and flexibility should something come up; and how best to determine the amount the DDA should contribute to that line item

Czarnecki said the DDA does not have to commit at this time to how much it wishes to contribute to the City's ACA line item; and the DDA can also determine how the contribution is made: Annually, quarterly, or monthly

It was the consensus of the DDA board that it would be easier to discuss the DDA contribution to the line item, once they have numbers in front of them regarding past ACA expenses

6. Façade and BEIG Update-

King said there has been no activity to report this month

7. Open Public Comment and Discussion – None

8. Old Business

A. Outfront Media Billboard Update-

King said a photo of the billboard, which was installed on 44th St., just east of US-131, was included in the DDA packet; the billboard was installed in early February

9. New Business

A. Barlow BEIG Loan Request-

King said the BEIG Loan Committee voted (5 ayes and 1 abstention) in favor of recommending the approval a \$7,500 BEIG loan for the repair of the upper roofs of buildings owned by Barlow

Motion by Hatfield, second by Baker, to approve the \$7,500 for Barlow

Ayes: Albrecht, Baker, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: Bolthouse

Nays:

All ayes, motion carried

B. 150th Anniversary Update –

Hatfield said the 150th Anniversary Committee has about 21 ideas for how to celebrate the City of Hastings' 150th anniversary; she said the committee would like to partner with the Summerfest Committee (if they decide to have Summerfest this year) and use the City's sesquicentennial as the theme of this year's Summerfest; she said the actual anniversary date is March 11 and the anniversary committee would like to

plan a “year-long” celebration starting in May or June; should COVID-19 prevent the scheduling of events, the anniversary would be celebrated from a marketing standpoint with the design of a City of Hastings 150th anniversary logo

C. Social District Introduction-

King said Rockford, Lowell, Allegan and other small West Michigan communities have established Social Districts, which allow people to purchase food and beverages, including alcohol, at a specially licensed restaurant or bar, to be consumed anywhere outdoors within the boundaries of the commons area established by the municipality; businesses located within the district can decide whether or not they will allow beverages to be consumed on their premises; he said the Barry Community Foundation has been working with the City of Hastings staff and the Downtown Business Team to establish a Social District in downtown Hastings and the idea has been well received; the proposed district is going before the Hastings City Council during its Monday, Feb. 22, 2021 meeting; King said Social Districts are an important component in trying to bring life back to struggling downtown businesses

Denton, chair of the Downtown Business Team, encouraged DDA members to attend the Council meeting to show their support

10. DDA Member Comment –

Denton made a motion to approve the expenditure of \$3,500 for snow removal on downtown sidewalks, with City staff to discuss options with the DPS to have City crews do the work; if the work can not be done by DPS, then staff will contract with a snow removal service

King gave an update on the progress of plans for the development of the former Royal Coach and Moose properties; he said if all goes well, work could begin as early as fall of 2021 for both properties

11. Open Public Comment and Discussion –

12. Adjournment

Motion by Wiswell, second by Denton, to adjourn

All ayes, motion carried

Meeting adjourned at 9:34 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Sandra Ponsetto, City of Hastings

City of Hastings
Meeting Minutes
March 18, 2021
Via Zoom

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:04 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: Bolthouse

City Staff and Appointees Present: Czarnecki, King, Merrick, Ponsetto, Resseguie

Others Present: Foster, Lavell

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added three items to the agenda: 9 D. 150th Anniversary Logo Discussion; 9 E. Bicycle Repair Station; 9 F. TAC Banner Art Project

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

All ayes, motion carried

4. Approval of Minutes from February 18, 2021 DDA Meeting

Motion by Denton, second by Tossava, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the financial statement in the board packet was updated through Jan. 31, 2021; he said the packet also included a draft budget for FY21/22 and directed their attention to the items highlighted in green

6. Façade and BEIG Update- None

7. Open Public Comment and Discussion – None

8. Old Business

A. Social District Discussion with Bonnie Gettys – King updated group in Getty’s absence

B. Fiscal Year 2021/2022 Budget Discussion-

The Board discussed increasing expenditure for online marketing (Google, Facebook, etc.); possibly funding Community Development staff hours; TAC funding and other items highlighted in the draft FY 21/22 budget

9. New Business

A. Streetscape Design and Cost Estimates—

King said the DDA may want to delay making decisions on the streetscape proposal until a new City Manager is hired to replace Czarnecki; Woods said the new social district may also change the elements they want to incorporate into the streetscape; some board members said they did not feel the design and cost estimates reflect the changes in the streetscape that they requested

Button left the meeting at 9:15 a.m.

B. Replacement Street Banners-

Motion by Tossava, second by Hatfield, to replace damaged street banners at a cost of \$564.15

Ayes: Albrecht, Baker, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: Bolthouse

Nays:

All ayes, motion carried

C. WBCH Proposal for DDA Advertising-

It was the consensus of the board to send the proposal to the DDA Marketing Committee for further review and discussion

D. 150th Anniversary Logo Discussion-

The board discussed the various design options created by Inspiration Studios on behalf of the 150th Anniversary Committee; it was the consensus of the board to allow staff to create a Survey Monkey poll of the top four designs to be sent to DDA, Downtown Business Team, and Hastings City Council members

E. Bike Repair Station-

Motion by Denton, second by Hatfield, to approve the expenditure of up to \$1,500 for the purchase of a bicycle repair station

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

Absent: Bolthouse

Nays: Albrecht

Vote 1 to 7 in favor, motion carried

F. TAC Art Street Banners-

TAC Executive Director Lavell and Foster presented information on a community art project to create unique, one-of-a-kind street banner

It was the consensus of the board to approve the project in concept and request TAC bring back more information, including costs, for further consideration at a later meeting

Wiswell left meeting at 9:30 a.m.

10. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Hatfield, second by Denton, to adjourn

All ayes, motion carried

Meeting adjourned at 10:14 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Sandra Ponsetto, City of Hastings

City of Hastings

Downtown Development Association

Meeting Minutes

April 15, 2021

Via Zoom

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, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: Albrecht, Bolthouse, Button

City Staff and Appointees Present: Czarnecki, Merrick, Resseguie, Ponsetto

Others Present: Sophie Bates, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Hatfield, second by Denton, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from the March 18, 2021 DDA Meeting—

Motion Denton, second by Tossava, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

Board discussed financial statement and budget presented as part of the DDA packet, no action

6. Façade and BEIG Update-

No discussion or action; information included in packet

7. Open Public Comment and Discussion – None

8. Old Business

A. 150th Anniversary Logo Survey

The Board reviewed the results of the logo survey

Motion by Wiswell, second by Denton, to select Option 1, which garnered the most votes in the survey and announce the winning selection to those invited to participate in the survey

Ayes: Baker, Denton, Hatfield, Tossava, Wiswell, Woods

Nays:

Absent: Albrecht, Bolthouse, Button

All ayes, motion carried

9. New Business

A. Establish PA 57 of 2018 Informational Meeting for the May 20, 2021 Meeting-

Motion by Hatfield, second by Denton, to set May 20, 2021 as the date for the PA 57 of 2018 Informational Meeting

Ayes: Baker, Denton, Hatfield, Tossava, Wiswell, Woods

Nays:

Absent: Albrecht, Bolthouse, Button

All ayes, motion carried

B. Review Façade Grant Application for 150/152 W. State St.-

Motion by Tossava, second by Denton to approve \$4,950 for the first phase of a façade grant project for FY 20/21

Ayes: Baker, Denton, Hatfield, Tossava, Wiswell, Woods

Nays:

Absent: Albrecht, Bolthouse, Button

All ayes, motion carried

10. DDA Member Comment –

Board discussed and reached consensus to schedule streetscape workshop immediately following the May 20, 2021 DDA meeting; to be held in Council Chambers, with Zoom option for community and board members not able to attend in person

Board members thanked Czarnecki for his four years of service as City Manager and expressed their regrets regarding his resignation but wished him well on his future endeavors

Merrick gave update on COVID-19 plan for Hastings Live summer concert series

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 8:44 a.m.

Patty Woods, Chair

Lynn Denton, Vice Chair

Prepared by Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
May 20, 2021

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:03 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent:

City Staff and Appointees Present: Guetschow, King, Merrick, Ponsetto, Resseguie

Others Present: Sophie Bates, J-Ad Graphics; Matt Goebel, Hastings Area School System. Megan Lavell, Thornapple Arts Council, Todd Schaal, Bunkers Smokehouse and Grille

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Tossava, second by Hatfield, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from April 15, 2021-

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King gave a brief overview of the budget and financial statement included in the DDA meeting packet

6. Façade and BEIG Update-

King gave an update on the façade grant program; he said the recent façade grant for Seasonal Grille is included in budget expenditures for this fiscal year; there is \$11,000 in façade grant funds remaining for the 20/21 FY and there is potentially a façade grant application for \$5,000 for the DDA to consider next month; King said there is approximately \$75,000 in the BEIG loan revolving fund and there was a loan application for the DDA to consider later, on the agenda

7. Open Public Comment and Discussion –

Schaal requested financial funding from the DDA to support the hiring of buskers to play from 5 – 8 p.m. every Saturday, from the first weekend in June through the second weekend in September; he said he already has several high-profile buskers, who have a following in West Michigan scheduled to play; he had budgeted for 17 buskers at \$175 per performance

The DDA discussed Schaal also asking the Thornapple Arts Council for support

Motion by Denton, support by Hatfield, for the expenditure of up to \$3,000 to bring buskers to downtown Hastings as proposed; Schaal is to work with City and TAC staff to coordinate performers, location, and payments

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Nays:

All ayes, motion carried

A. Matt Goebel, Superintendent of Hastings Area School System-

Goebel said that school district wants to partner with the City of Hastings, DDA, businesses, industries, and other groups and organizations to benefit HASS students and the community at large; Goebel discussed the school bond proposal that will be on the August 3, 2021 ballot

8. Old Business - None

9. New Business

A. PA 57 of 2018 Information Meeting-

King said that PA 57 of 2018 requires government bodies such as the DDA to hold two public informational meetings each year; no representatives from the taxing bodies subject to the tax capture were present; he said a current summary of the DDA's activities was included in the DDA packet

B. Consider a BEIG Loan for 221 W. State St.-

Motion by Tossava, second by Hatfield, to approve a \$10,000 BEIG loan as requested by the Barry County Chamber of Commerce and EDA, for its building located at 221 W. State St.

Ayes: Albrecht, Baker, Button, Denton, Hatfield, Tossava, Woods

Nays:

Abstain: Bolthouse, Wiswell (Members of BCCCEDA Executive Board)

All ayes, motion carried

C. Consider Interlocal Agreement with BRA for 128 N. Michigan Ave-

Motion by Tossava, second by Denton to approve an Interlocal Agreement with the Hastings BRA for 128 N. Michigan Ave.

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods
Nays:

All ayes, motion carried

Tossava left meeting at 9:55 a.m.

D. Workshop for Streetscape Design Concept-

DDA members discussed proposed widening of sidewalks, which they opposed, the number of trees, type of tree surrounds and seating options, hanging planters, lighting, heated sidewalks or improved snow removal plan, inclusion of furnishings such a fire pit, bike racks, electrical, irrigation, and a sound system; it was the consensus of the board that the DDA needs to set priorities on what portion of the proposed streetscape plan need to be considered/implemented first; City staff was directed to create a survey and send it to DDA members before special meeting/workshop set for 8:30 a.m. Tuesday, June 1

10. DDA Member Comment –

Woods announced that Ponsetto had resigned from her position with the City of Hastings; board members extended their best wishes for the future

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Bolthouse, second by Hatfield, to adjourn

All ayes, motion carried

Meeting adjourned at 10:43 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings
Downtown Development Association
Workshop Minutes
June 1, 2021

A. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:03 a.m. by Woods

Present: Albrecht, Baker, Bolthouse, Button, Denton, Tossava, Wiswell, Woods

Absent: Hatfield

City Staff and Appointees Present: Guetschow, King, Resseguie,

Others Present: Sophie Bates, J-Ad Graphics

The Pledge of Allegiance was recited.

B. Approval/Additions/Deletions to Agenda –

Motion by Tossava, second by Denton, to approve the agenda as presented.

All ayes, motion carried.

Common elements of the streetscape design discussion are as follows:

- Reduction of number of bike racks presented in the draft plan.
- Redesign existing space and not create new space.
- Four trees per block.
- Lights with hanging baskets.
- No road changes.
- Square or rectangular tree beds. This design would double as seating.
- Sidewalk reconstruction which may include irrigation, heated sidewalks, sound etc.
- There could be a less expensive alternative to the heated sidewalks by contracting with a company for snow removal so as not to place pressure on DPS.
- A fireplace or other social gathering amenity was also discussed as a possibility.

It was suggested by Interim City Manager Guetschow that doing a trial of some of the above components could help the DDA gauge citizen reaction to the trial. A QR code could be placed near the trial components that could link with a survey for public engagement purposes.

Although it was suggested to bring Rebecca Harvey from McKenna back for elaboration on the plan, it was decided there are still too many questions regarding design components that need to be answered prior to engaging McKenna at this time.

It was suggested that a traffic study regarding converting two-way streets to one way could be conducted.

Motion to adjourn by Wiswell, with support by Tossava.

All ayes, motion carried at 10:16 a.m.

Patty Woods, Chair

Lynn Denton, Vice Chair

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
June 17, 2021

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:04 a.m. by acting Chair Denton

Roll Call –

Present: Baker, Bolthouse, Denton, Tossava,

Absent: Albrecht, Button, Hatfield, Wiswell, Woods

City Staff and Appointees Present: Boulter, Guetschow, King, Merrick, Resseguie

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Due to the lack of a quorum, no business items could be acted upon

4. Financial Statements & Budget for Review –

King gave a brief overview of the budget and financial statement included in the DDA meeting packet

5. Façade and BEIG Update-

King gave an update on the façade grant program

6. Open Public Comment and Discussion –

Interim Chief of Police Dale Boulter updated the members on the current status of the parking enforcement equipment the DDA approved purchasing. Chief Boulter explained that the current software in possession of the police department is functional. The hardware is no longer functional and requires replacement. Chief Boulter will be assembling quotes from the hardware/software vendor and present the findings at the July 15, 2021 DDA meeting.

Interim City Manager Guetschow and Community Development Director King explained the benefits of adding a Principal Shopping District per Public Act 120 of 1961 to the Master Plan update. Establishing a Principal Shopping District that would mirror the boundaries of the current DDA district, would add an additional tool to the economic development toolbox.

10. DDA Member Comment –

Acting Chair Denton called a special meeting of the DDA for 8:00 a.m. on Thursday May 24, 2021 to act on business items that could not be addressed due to the lack of a quorum at today's meeting

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Bolthouse, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 9:29 a.m.

Lynn Denton, Acting Chair

David Tossava, Acting Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Special Meeting Minutes
June 24, 2021

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:04 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Bolthouse, Button, Denton, Tossava, Wiswell, Woods

Absent: Hatfield

City Staff and Appointees Present: Guetschow, King, Merrick, Resseguie

Others Present: Ben Simon, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Bolthouse, second by Denton, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from May 20, 2021 DDA Meeting and June 1, 2021 DDA Workshop

Motion by Tossava, second by Button, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King gave a brief overview of the budget and financial statement included in the DDA meeting packet

6. Façade and BEIG Update-

King gave an update on the façade grant program

7. Open Public Comment and Discussion –

8. Old Business – None

9. New Business

A. Façade Grant Request from Nathan Winick at 228 N. Jefferson-

King presented a façade grant request in the amount of \$2,792.50 from Nathan Winick at 228 N. Jefferson Street. The grant will provide improvements to the soffit, exterior electrical, and entry way.

Motion by Tossava, second by Bolthouse to approve the façade grant request in the amount of \$2,792.50

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Tossava, Woods

Nays: None

Abstain: Wiswell- Abstention due to possible conflict of interest as principal of Barry County Lumber and the possibility supplies to complete the project will be provided by Barry County Lumber.

Motion carried

B. Consider Barry Community Foundation Expenditure for Famers Market Master Shared Costs-

King stated the DDA budget for fiscal year 20/21 included \$1,000.00 for Market Master support to the Barry Community Foundation. The support request from the Barry Community Foundation for 2021 is \$1,250.00.

Motion by Tossava, second by Baker, to approve a \$1,250.00 Market Master support for the Barry Community Foundation.

Ayes: Albrecht, Baker, Bolthouse. Button, Denton, Tossava, Wiswell, Woods

Nays: None

All ayes, motion carried

C. Consider Adding Principal Shopping District from Public Act 120 of 1961 as a Recommendation to City Council for Inclusion in the Master Plan Update-

King and Guetschow explained that adding a Principal Shopping District designation to the Master Plan update will give the City and the DDA one more tool to assist in economic development in the City of Hastings. Establishing Principal Shopping District boundaries exactly to DDA boundaries would allow City Council to appoint the DDA board as the board of the Principal Shopping District.

Motion by Denton, second by Bolthouse to recommend to City Council drafting a resolution approving establishment of a Principal Shopping District matching the boundaries of the DDA district and including such designation in the Master Plan update.

Ayes: via voice vote: All

Nays: None

Motion carried

10. DDA Member Comment –

Woods asked that an agenda item for the Streetscape design concept be added to the July 15, 2021 agenda and invite Planning Consultant Harvey to attend the meeting.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Bolthouse, to adjourn

All ayes, motion carried

Meeting adjourned at 9:17 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
July 15, 2021

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, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: None

City Staff and Appointees Present: Guetschow, King, Merrick, Resseguie

Others Present: Ben Simon, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Tossava, second by Wiswell, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from June 24, 2021 DDA Meeting

Motion by Bolthouse, second by Baker, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King gave a brief overview of the budget and financial statement included in the DDA meeting packet

Motion by Tossava, second by Denton to approve the financial statements as presented

All ayes, motion carried

6. Façade and BEIG Update-

King gave an update on the façade grant program

7. Open Public Comment and Discussion –

8. Old Business –

Interim Chief of Police Dale Boulter presented information regarding hardware and software costs for the updating of downtown parking enforcement equipment. Boulter reported that parking enforcement of downtown apartment residents has not been taking place. Boulter reported that landlords of downtown apartments will be contacted by Dan King to discuss tenant parking.

9. New Business

A. Façade Grant Request from Norm and Carole Barlow at 109 and 111 W. State Street-

King presented a façade grant request in the amount of \$3,750.00 for each address from Norm and Carole Barlow at 109 and 111 W. State Street. The grant will provide removal of the existing awning which has become unsafe, install new siding to the face up to the second story windows, and center sign between the two buildings.

Motion by Tossava, second by Bolthouse to approve the façade grant requests in the amount of \$3,750.00 each.

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstain: Wiswell- Abstention due to possible conflict of interest as principal of Barry County Lumber and the possibility supplies to complete the project will be provided by Barry County Lumber.

Motion carried

B. Façade Grant Request from Donna and David Kensington at 112 E. Court Street

King presented a façade grant request from Donna and David Kensington in the amount of \$5,000.00 for a new metal roof on the existing awning and new siding on the north and east walls at 112 E. Court Street.

Motion by Baker, second by Tossava, to approve the façade grant request in the amount of \$5,000.00.

Ayes: Albrecht, Baker, Bolthouse. Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstention: Wiswell- Abstention due to possible conflict of interest as principal of Barry County Lumber and the possibility supplies to complete the project will be provided by Barry County Lumber.

Hatfield and Tossava left the meeting at 8:55 a.m.

C. Consider Expenditures for 150th Anniversary Celebration

King explained the 150th Anniversary Committee met on Tuesday July 13th to discuss options for 150th related items. King stated that Art Puls of A M Lazer Gifts displayed some of the items that he could laser engrave for the celebration.

Motion by Bolthouse, second by Button to approve \$2,500.00 for the purchase of 5,000 coasters engraved with the 150th logo.

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Woods

Nays: Wiswell

Motion carried

Motion by Denton, second by Bolthouse to approve up to \$500.00 for a street banner with the 150th Anniversary logo.

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Wiswell, Woods

Nays: None

D. Valley City Signs Wayfinding Discussion

King presented information obtained from Valley City Signs regarding wayfinding signage. Valley City prepared wayfinding for both light poles and kiosks. King was directed to contact Valley City for more information.

E. DDA Bylaws and Rules of Procedure

King stated the DDA bylaws have not been updated since the DDA was formed in 1986. A draft bylaws and rules of procedure were distributed to the DDA. The DDA will review prior to the August meeting.

10. DDA Member Comment –

Consensus was for the August meeting to be primarily dedicated to the streetscape redesign discussion and invited consultant Rebecca Harvey to the meeting.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Bolthouse, to adjourn

All ayes, motion carried

Meeting adjourned at 9:46 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
August 19, 2021

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, Bolthouse, Button, Denton, Tossava, Woods

Absent: Albrecht, Hatfield, Wiswell

City Staff and Appointees Present: Guetschow, King, Merrick,

Others Present: Ben Simon, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Bolthouse, second by Denton, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from July 15, 2021 DDA Meeting

Motion by Tossava, second by Button, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King gave a brief overview of the budget and financial statement included in the DDA meeting packet

6. Façade and BEIG Update-

King gave an update on the façade grant program

7. Open Public Comment and Discussion – None

8. Old Business

A. Streetscape Redesign Discussion

Rebecca Harvey was in attendance to discuss the streetscape redesign plan and answer questions from DDA members regarding specific aspects of the draft plan. Rebecca stated that it is possible that Mickey Bittner from Wightman may be able to attend a future meeting to outline logical steps to engineering a redesign. Rebecca also stated she was not aware that the final draft plan was not made available to staff and the DDA. Rebecca stated she will forward the most recent plan to staff. Upon review of the final plan, the DDA will have the opportunity to talk about changes as well as discuss funding options.

B. By-Laws and Rules of Procedure Discussion

Upon review of the draft amendments to the By-Laws and Rules of Procedure, a question was posed as to whether a Treasurer is a codified position in the Ordinance. King stated he would review the Code as well as PA 57 of 2018 and report back to the DDA at the September 2021 DDA meeting.

9. New Business

A. Façade Grant Request from Tom Kramer for 102 and 110 W. State Street

King presented a façade grant request in the amount of \$5,000.00 each for 102 and 110 W. State Street, both buildings currently owned by Tom Kramer.

Motion by Tossava, second by Button to approve the façade grant requests in the amount of \$5,000.00 each.

Ayes: Baker, Bolthouse, Button, Denton, Tossava, Woods

Nays: None

Motion carried

Button left meeting at 9:50 a.m.

B. Review and Consider Establishing a Special Assessment District for Parking Lot Maintenance and Requesting City Council to Conduct a Public Hearing on the Necessity of a Special Assessment District

King discussed the Special Assessment District and explained the district and that the calculations to bill property owners would be similar to past practices.

Motion by Bolthouse, second by Baker to establish a Special Assessment District for parking lot maintenance and request City Council to conduct a Public Hearing for necessity of the district.

Ayes: Baker, Bolthouse, Denton, Tossava, Woods

Nays: None

Motion carried

10. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Bolthouse, second by Denton, to adjourn

All ayes, motion carried

Meeting adjourned at 10:06 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
September 17, 2021

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:00 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: Bolthouse

City Staff and Appointees Present: King, Merrick, Moyer-Cale, Resseguie

Others Present: Kim Martin- Barry County Chamber of Commerce

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Tossava, second by Hatfield, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from August 19, 2021 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 stated the budget spreadsheet was inadvertently omitted from the packet. King stated he will send the budget spreadsheet to the members after the conclusion of the meeting.

6. Façade and BEIG Update-

King gave an update on the façade grant program. Discussion ensued regarding façade grant guidelines and design standards. King stated the design guidelines have not been updated in approximately 15 years. Chair Woods appointed Wiswell, Hatfield, and Baker to a Façade Grant Design Standard sub-committee. The committee will review the current design standards for edits or amendments.

7. Open Public Comment and Discussion – None

8. Old Business

A. By-Laws and Rules of Procedure Discussion

Action on the by-laws and rules of procedure were tabled until the October meeting to allow time for City Manager Sarah Moyer-Cale to review the edits and amendments. Wiswell wants assurance the conflict of interest and conflict of duty clauses are objective.

9. New Business

A. Barry County Brewfest Request for 150th Anniversary Funding Support

Kim Martin, on behalf of the Barry County Chamber of Commerce, presented a request in the amount of \$1,621.26 for funding support for 150th Anniversary related items that will be utilized during the Barry County Brewfest on Saturday September 25th.

Motion by Tossava, second by Wiswell to approve the request in the amount of \$1,621.26.

Ayes: Albrecht, Baker, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Nays: None

Motion carried

B. Downtown Business Team Request for Jingle and Mingle Street Banner Support

Lynn Denton, Chair of the Downtown Business Team, presented a request in the amount of \$500.00 for funding support of a new street banner for Jingle and Mingle.

Motion by Tossava, second by Wiswell to approve the request in the amount of \$500.00

Ayes: Albrecht, Button, Hatfield, Tossava, Wiswell, Woods

Abstain: Baker – Baker is the Chair of the Jingle and Mingle committee, Denton – Denton is the Chair of the Downtown Business Team

Nays: None

Motion carried

C. Barlow Florist Façade Grant Reimbursement

King informed the board that the façade work at Barlow Florist has been completed as approved by the DDA and reimbursement to Barlow Florist is pending.

D. Holiday Billboard Content

King presented a holiday billboard concept from Outfront Media. Members thought the blue background should extend to the bottom of the board. King to contact Outfront to see if this is feasible. Members liked the content of the board and general appearance.

10. DDA Member Comment – None

11. Open Public Comment and Discussion –

King stated the closing was held on the property at 128 N. Michigan on September 15th and per the Redevelopment Agreement, construction on the project is scheduled to commence no later than November 15, 2021.

12. Adjournment

Motion by Tossava, second by Button, to adjourn

All ayes, motion carried

Meeting adjourned at 9:16 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
October 21, 2021

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:00 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Absent: None

City Staff and Appointees Present: King, Merrick, Moyer-Cale, Resseguie

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Wiswell, second by Albrecht, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from August 19, 2021 DDA Meeting

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King stated there were no unusual items in the financial statements or budget update

6. Façade and BEIG Update-

King briefly discussed the façade and BEIG information that was included in the packet

7. Open Public Comment and Discussion – None

8. Old Business

A. Façade Design Guidelines Update

Wiswell updated the board on the discussion held at the subcommittee level regarding the review of the design guidelines.

B. Streetscape Design Information Update

King stated that Planning Consultant Harvey was working with her group at McKenna to update the draft Streetscape Design Plan to incorporate changes or edits to the plan the DDA identified several months ago. Moyer-Cale acknowledged that due to the scope of the plan, the Planning Commission and City Council will need to become engaged in the process.

C. 128 N. Michigan Ave.

King stated the project at 128 N. Michigan is within a week or two of commencing. A few last-minute details regarding the project were being addressed with the City.

D. Royal Coach Project Update

King stated that General Capital has submitted Phase I of the project pertaining to the foundation construction to Professional Code Inspections. General Capital has submitted not-for-construction blueprints with the final prints to be delivered to PCI in the coming weeks.

E. Kmart Tenant Update

King reported that TJ Maxx has submitted their interior construction plans to Professional Code Inspections.

9. New Business

A. Michigan Festivals and Events Conference Expenditure Request

King presented a request in the amount of \$899.00 to send Maiya Merrick to the Michigan Festivals and Events conference. King stated this is an item budgeted in the FY 21/22.

Motional by Wiswell, second by Bolthouse to approve the expenditure as requested.

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Wiswell, Woods

Nays: None

Abstention: None

Motion passed.

B. Informational Meeting Per PA 57 of 2018

The second and final informational meeting was held. King reported that Michael Brown, County Administrator, requested the DDA activities for FY 20/21 and had no questions.

C. Electrical Vehicle Charging Station Activity Summary

King stated he included the Electrical Vehicle Charging Station Activity summary in the packet for this month.

10. DDA Member Comment –

Baker stated there are no lights on the Riverwalk Trail behind the water treatment building. King stated he would look at the blueprint schematics and report back.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Bolthouse, second by Button, to adjourn

All ayes, motion carried

Meeting adjourned at 9:22 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
November 18, 2021

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, Denton, Hatfield, Tossava, Woods

Absent: Albrecht, Wiswell

City Staff and Appointees Present: King, Merrick, Moyer-Cale, Resseguie, Tate

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Denton, second by Tossava, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from October 21, 2021 DDA Meeting

Motion by Bolthouse, second by Denton, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King stated there were no unusual items in the financial statements or budget update

6. Façade and BEIG Update-

King briefly discussed the façade and BEIG information that was included in the packet

7. Open Public Comment and Discussion – None

8. Old Business

A. Façade Design Guidelines Update

King reported that he received only one response from architects contacted regarding scope of work and cost for renderings. A suggestion was made to contact students from area universities that are studying architecture. King to continue a search for sources of renderings.

B. Streetscape Design Information Update

Moyer-Cale provided an update regarding staff discussions. Moyer-Cale agreed with the DDA assessment that the information provided by McKenna/Wightman is not a clear plan of action. Tate will arrange a discussion with MC Smith who designed components of the existing streetscape. A focus will be placed on scope changes and construction components.

Discussion was initiated regarding a total reconstruction of Parking Lot 8 now that the Veneklasen project has commenced at 128 N. Michigan Avenue. The DDA agreed to have staff begin the process of concept development for the parking lot.

C. By-laws and Rules of Procedure Amendment

Motion by Denton, second by Bolthouse to approve the By-laws and Rules of Procedure amendment and forward to City Council for approval.

Ayes: Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstentions: None

Motion carried.

9. New Business

A. Façade Grant Request from Tom Kramer for 117 E. State Street

Motion by Denton to approve the façade grant request in the amount of \$5,000.00, second by Tossava

Ayes: Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstain: Baker

Motion carried.

B. Jingle and Mingle Request

Motion by Hatfield to approve the request in the amount of \$2,900.00, second by Button.

Ayes: Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstain: None

Motion carried.

C. New Year's Eve Ball Drop Request

Motion by Tossava to approve the request in the amount of \$2,000.00, second by Button.

Ayes: Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstain: None

Motion carried.

D. Print and Radio Holiday Advertising

Motion by Bolthouse to approve 2021 holiday print advertising with J-Ad Graphics in the amount of \$2,936.85 and 2021 holiday radio advertising with WBCH in the amount of \$1,007.00, second by Button.

Ayes: Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstain: None

Motion carried.

E. 2022 Publications Expenditure Request

Motion by Hatfield to approve the 2022 Publications Expenditure Request as provided in the agenda packet, second by Tossava

Ayes: Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Nays: None

Abstain: None

Motion carried.

F. Outfront Media 2022 Billboard and Mobile Campaign Expenditure

After discussion regarding the request, the item was tabled until the Marketing Committee could meet to discuss the request. The Board gave approval authority to the Marketing Committee to approve an agreement.

G. Meeting Schedule for 2022

The DDA agreed to set the meeting schedule for 2022 for the third Thursday of each month with the meeting beginning at 8:00 am.

Motion by Tossava, second by Bolthouse.

All ayes, motion carried

H. Consider Cancellation of the December 2021 Meeting

The Board agreed to cancel the December 2021 meeting unless an urgent matter would come before the Board.

10. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Bolthouse, second by Tossava, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:31 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings