

City of Hastings
Downtown Development Authority
Meeting Minutes
January 20, 2022

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Albrecht

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

Others Present: None

2. Pledge to the Flag

Denton joined the meeting at 8:07 a.m.

3. Approval/Additions/Deletions to Agenda –

Woods moved agenda item 9.A. before old business.

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

All ayes, motion carried

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

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King reported that due to a recent upgrade in financial software, access to financial information was unavailable.

6. Façade and BEIG Update-

King reported that financial data regarding Façade and BEIG was not available.

7. Open Public Comment and Discussion – None

New Business – Agenda Item 9. A.

Megan Lavell was present to represent the Thornapple Art Council request for financial support for programming.

Motion by Hatfield, second by Baker to approve DDA financial support to Thornapple Arts Council in the amount of \$6,125.00.

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

Nays: Tossava

Abstain: Wiswell

Motion carried.

8. Old Business

A. Façade Design Guidelines Update

King reported that MCSA Group, Inc. can provide architectural renderings for \$1,000.00. King reported he has not heard back from Spitzley regarding scope of work and costs.

B. Streetscape Design Information Update

King stated that Tiffany Smith, President of MCSA Group, Inc., has submitted a proposal for streetscape design improvements in the amount of \$12,174.00 that once approved, would be completed within 10 weeks.

Motion by Bolthouse, second by Hatfield to approve the proposal in the amount of \$12,174.00.

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

Nays: Denton, Hatfield

Abstain: None

Motion carried.

9. New Business

B. Façade Grant Request from Seasonal Grille for Phase II in the amount of \$4,500.00

Motion by Button to approve the façade grant request in the amount of \$4,500.00, second by Bolthouse.

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

Nays: None

Abstain: None

Motion carried.

C. Façade Reimbursement for 102 and 110 W. State Street

King reported the work has been completed and the grant funds have been released.

D. Façade Reimbursement for 117 E. State Street

King reported the work has been completed and the grant funds released.

E. Annual Election of Officers

Motion by Tossava, second by Hatfield to keep the slate of officers – Woods- Chair, Denton- Vice Chair, Button- Secretary.

All ayes, motion carried.

10. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Baker, second by Button, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:39 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
February 17, 2022

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Bolthouse

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

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added 9. C. to new business to discuss sculpture selection.

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

All ayes, motion carried

4. Approval of Minutes from January 20, 2022 DDA Meeting

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King reported that the budget information has been updated through January 31, 2022.

6. Façade and BEIG Update-

King updated the board on the façade grant status. BEIG figures are not available but with loan paydowns, the BEIG fund has increased.

7. Open Public Comment and Discussion – None

8. Old Business

A. Façade Design Guidelines Discussion

King reported that MCSA Group, Inc. has been the only architectural firm to supply complete feedback regarding the scope and cost of façade renderings. King suggested it may be time for the façade guideline committee to reconvene to discuss and recommend edits to the full board.

B. Streetscape Design Proposal

The board discussed the proposal. Deb Hatfield will supply the group with her notes regarding components that the DDA compiled.

9. New Business

A. Fiscal Year 2022/2023 Budget Discussion

The 2022/2023 fiscal year budget was discussed. King stated that \$80,000 has been used as a budget placeholder for design and development of City Parking Lot 8. Wiswell requested formatting changes to the line-item budget worksheet. The SAD parking assessment worksheet will be delivered to the DDA board per request.

B. Snow Removal Discussion

The board discussed the snow and ice that has accumulated on the sidewalks and gutter pans in the downtown area. There was discussion regarding requesting the DPS to remove the build up or seeking a private contractor to perform the work. Due to the snow season coming to an end, preparing an RFP for private services, and waiting several weeks for responses, the board agreed having the DPS perform the work makes the most sense for the remainder of the year. Staff will have a discussion with DPS regarding their availability to perform the work.

Motion by Button, second by Denton, to approve an increase in the current snow removal budget from \$6,500 to \$10,000 to remove the snow under the direction of staff.

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

Nays: None

Abstain: None

Motion carried.

C. Sculpture Selection Discussion

Maiya reported that sculpture selection will take place March 18th. Maiya will be checking with MSI to see if we can have the portfolio of sculptures to review for the March 17th DDA meeting. The format for community engagement has yet to be determined.

10. DDA Member Comment –

Button commented on the billboard design and content at the current location. A Marketing Committee meeting will be convened to discuss content and design for future billboards. King to provide the schedule of billboards from Tracy Wink at Outfront Media.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Hatfield, second by Tossava, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:26 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
March 17, 2022

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Bolthouse, Denton, Wiswell

City Staff and Appointees Present: King, Resseguie

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added 9. D. to new business to discuss WBCH Spring Blitz Advertising.

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

All ayes, motion carried

4. Approval of Minutes from February 17, 2022 DDA Meeting

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King reported that the budget information has been updated through February 28, 2022.

The fiscal year 22/23 budget information has been updated to include \$6,000 for videography and \$15,962 to SAD parking.

6. Façade and BEIG Update-

King updated the board on the façade grant status. BEIG figures are not available but with loan paydowns, the BEIG fund has increased.

7. Open Public Comment and Discussion – None

8. Old Business - None

9. New Business

A. Barry County Fair Sponsorship Discussion

The board decided not to fund sponsorship at this time. The DDA supports the Fair Booth expense and feels that is adequate exposure.

B. Barry County Fair Booth Expenditure

Motion by Hatfield, second by Button to approve the 2022 Barry County Fair booth expenditure of \$440.00.

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

Nays: None

Abstain: None

Motion carried.

C. March-May Billboard Update

The board discussed adding the DDA website address to future boards. The board also discussed content and marketing ideas. The Marketing Committee will convene in April to discuss future board content.

D. WBCH Spring Blitz Promotion

The board reviewed the WBCH Spring Blitz Promotion and referred to the Marketing Committee for review and discussion.

10. DDA Member Comment – None

11. Open Public Comment and Discussion

King updated the board on the status of the Royal Coach project and requested that board members reach out to State government representative to voice support for the project. Albrecht requested King to reach out to the property owner at the Stryker House to see if the damaged fence and brick pylons can be moved out of site prior to the Barry Roubaix.

12. Adjournment

Motion by Tossava, second by Hatfield, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:28 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
April 21, 2022

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Wiswell

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

Others Present: Hunter McLaren, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes from Receive –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King: Financial statements for February 28, 2022 are included in the packet; budget data has been updated through March 31, 2022; The DDA fund balance, as of February 28, was \$586,042.83; so far, the revenue is just over \$607,000; the allocations from DDA to the General Fund and Parking SAD have been made in the accounting system and are represented in the financial statement

Denton asked whether the DDA should have a substantial fund balance at the end of the year; Moyer-Cale said a large fund balance isn't a problem if there are plans for the money such as the streetscape and streetlight replacement

Denton asked if additional DDA funds had been budgeted for downtown snow removal; Moyer-Cale said \$20,000 had been budgeted for snow removal during the 2022-2023 FY; staff would issue an RFP in late summer early fall for 3rd party snow removal bids

Board and staff also discussed paving of downtown parking lots

6. Façade and BEIG Update-

King: \$66,637 is currently available in the BEIG revolving fund balance; a \$10,000 loan application from the Barry County Chamber of Commerce was approved by the BEIG Loan Committee and ratified by the DDA

King: The Façade grant program currently has \$6,507.50 available; Nate Winick and Tracy Baker are expected to submit grant applications for approval

7. Open Public Comment and Discussion – None

8. Old Business-

A. Marketing Committee Update

King said the marketing committee recommends that the DDA purchase banner ads on the WBCH website for one month during the June to August time frame and another banner ad during October and November. The marketing ads would reflect the billboard design at the time of the ad placement

9. New Business

A. Lynn Denton—Downtown Business Team Request—

Motion by Hatfield, second by Bolthouse, to pay the Downtown Business Team up to the \$1,780 for the purchase of new street banner(s), window posters, and two quarters (six months) of radio advertising with WBCH

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

Nays: None

Abstain: Denton

Absent: Wiswell

All ayes. Motion carried

B. Downtown Street Light Base Structure Stress Test Expenditure-

Motion by Tossava, second by Baker, to approve the expenditure of \$19,800 for stress testing for the bases of the downtown streetlights

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods
Nays: None
Absent: Wiswell

All ayes, motion carried

10. DDA Member Comment –

Woods said the DDA would like to have an inventory of its assets to create a maintenance plan

Bolthouse asked for an update on the property located at the corner of Michigan and Court St., 134 E. Court; King said the property had been purchased by Marv Helder and has submitted an unofficial site plan to planning Commission for nine townhouses on the site and intends to submit an official site plan ready for review at the June Planning Commission meeting

Baker said that plans for the streetscape need to look at trees and their proximity to light poles

Tossava asked staff to talk with the owner of Walldorff Brew Pub & Bistro about the possibility of using façade grant funds to either remove or restore the fire escape on the west side of the building

Other items discussed included the City removing the wayfinding sign from Baker's basement where it has been stored since it was removed from the side of the former Secondhand Corners building; asking the Thornapple Arts Council to remove chalkboards from downtown streets; Girls Night Out is slated for May 5; flower bed planting is scheduled for May 18, and new sculptures from MSI are expected to be installed April 28

King gave an update on MSHDA's final decision regarding grant funding for the construction of low to moderate income housing on the former Royal Coach site

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Albrecht, second by Hatfield, to adjourn

All ayes, motion carried

Meeting adjourned 9:02 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes May
19, 2022

1. Meeting Call to Order and Roll Call-

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

Roll Call-

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

Absent: Albrecht

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

Others Present: Tiffany Smith and Melinda Whitten from MCSA Group

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda -

Woods added Tracy Baker Façade Grant Request as Item D. under New Business moving MCSA Group Inc. Streetscape Design down to Item E. Under New Business and moving Revitalize, LLC to Item F.

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

All ayes, motion carried

4. Approval of Minutes from Receive-

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

All ayes, motion carried

5. Financial Statements & Budget for Review -

King said the Financial Statement for March 31, 2022 have been included on the packet and the Budget data has been updated through April 30, 2022

6. Façade and BEIG Update-

King reported there was no change since the April report

7. Open Public Comment and Discussion - None

8. Old Business

A. Fa ade Grant Guideline Revision Update-

Wiswell gave a report on the progress on the revisions to the DDA Fa ade Grant Guidelines

9. New Business

A. Riverwalk Cafe Fa ade Grant Request-

Motion by Wiswell, second by Hatfield, to approve the request of \$5,000.00

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

Nays:

Absent: Albrecht

Abstain:

All ayes, motion carried

B. Barry County Lumber Fa ade Grant Request-

Motion by Bolthouse, second by Button, to approve the Fa ade Grant Request of \$4,870.00

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

Nays:

Absent: Albrecht

Abstain: Wiswell

Seven ayes, one abstention, motion carried

C. Brown's Carpet One Floor & Home Fa ade Grant Request-

Motion by Bolthouse, second by Hatfield, to approve the Fa ade Grant Request of \$2,450.00

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

Nays:

Absent: Albrecht

Abstain: Wiswell

Seven ayes, one abstention, motion carried

D. At Home Real Estate Fa ade Grant Request-

Motion by Hatfield, second by Button, to approve the Fa ade Grant Request of \$5,000.00

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

Nays:

Absent: Albrecht

Abstain: Baker

Seven Ayes, one abstention, motion carried

E. MCSA Group Streetscape Presentation-

Tiffany Smith and Melinda Whitten of MCSA Group presented proposed designs for a new downtown streetscape, which will be the subject of a public survey to garner feedback from the community.

F. Revitalize, LLC Handout Discussion-

King presented information from Revitalize, LLC about renovation incentive available to downtown business and property owners

10. DDA Member Comment -

Woods asked about a parking lot survey for Lot 8; King said it has been ordered

Woods and Button complimented MCSA Group on their streetscape plan

11. Open Public Comment and Discussion - None

12. Adjournment

Motion by Tossava, second by Bolthouse, to adjourn

All ayes, motion carried

Meeting adjourned at 9:53 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings
Downtown Development Authority
Meeting Minutes
July 21, 2022

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

Absent: Baker

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

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes from June 16, 2022 Meeting –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King presented the budgeted and said the financial data has been updated through June 30, 2022

6. Façade and BEIG Update-

King provided updates on the Façade Grant and BEIG Loan programs; he said the information has been updated through June 30, 2022: Funds have been dispersed for Brown's Custom Interiors and Barry County Lumber and soon will be for Riverwalk Cafe; Just under \$68,000 in funds are available for BEIG loans

7. Open Public Comment and Discussion – None

Prior to the commencement of regular business City of Hastings Police Chief Dale Boulter talked to the DDA Board about parking issues downtown; he said that at this time there are no viable, cost-effective options available to monitor and enforce parking regulations

8. Old Business

A. Update on Streetscape Design Progress-

King said the results of the streetscape survey have been tabulated and it was obvious that many of the comments were well-thought out and positive; King said he would send the results of the survey to DDA board members by Friday, July 22

B. Review and Consider Adoption of Façade Grant Guidelines Revision-

The board discussed the proposed changes and their possible impact on the program

Motion by Wiswell, second by Bolthouse, to approve the Façade Grant Guidelines Revision

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

Nays: Button

Absent: Baker

Motion carried by a seven to one vote

9. New Business

A. 221 and 225 N. Industrial Park Facade Grant Information-

King provided information on the disbursement of Façade Grant funds for 221 and 225 N. Industrial Park Dr. He said the work has been completed per the requirements and reimbursement has been made

B. Billboard Content Discussion-

The DDA Board discussed the billboard design for the rest of the year and directed City staff to contact Outfront Media about the requested changes

10. DDA Member Comment –

DDA Board members discussed progress on Parking Lot 8; unexpected issued with first floor housing downtown; and what is happening with the burned-out building on the 100 block of E. State St

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Albrecht, to adjourn

All ayes, motion carried

Meeting adjourned at 9:25 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
June 16, 2022

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:01 a.m. by Woods

Roll Call –

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

Absent: Albrecht, Tossava

City Staff and Appointees Present: King, Moyer-Cale, Ponsetto

Others Present: Hunter McLaren, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes from April 21, 2022 Meeting

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King and Moyer-Cale gave an update and answered board questions about the DDA financial statement and budget

6. Façade and BEIG Update-

King gave an update on the façade grant and BEIG programs

7. Open Public Comment and Discussion – None

8. Old Business

A. Update on Streetscape Design Progress-

King and Moyer-Cale updated DDA board members on the results of the online survey to garner public input regarding proposed designs for an updated streetscape

9. New Business

A. PA 57 of 2018 Informational Meeting—

King presented an overview of the DDA's accomplishments, projects, investment, and events for the 2021-2022 fiscal year as required by PA 57 of 2018

B. At Home Real Estate Façade Grant Request—

Motion by Bolthouse, second by Button, to approve At Home Real Estate's façade grant request totaling \$5,000

Ayes: Bolthouse, Button, Denton, Hatfield, Resseguie, Wiswell, Woods

Nays:

Absent: Albrecht

Abstain: Baker

All ayes, motion carried

C. Ortwein International Facade Grant Request-

Motion by Baker, second by Wisell, to approve Ortwein International's façade grant request totaling \$3,910

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

Nays:

Absent: Albrecht

All ayes, motion carried

10. DDA Member Comment –

DDA members discussed cleanup and use of lot where a building was recently destroyed by fire; progress on the new apartment retail space on N. Michigan Ave.; parking; bids for snow removal; and homeless campsites in the City limits

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Denton, second by Bolthouse, to adjourn

All ayes, motion carried

Meeting adjourned at 9:12 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
Meeting Minutes
August 18, 2022

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Albrecht, Bolthouse, Wiswell

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

Others Present: Resseguie

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes from July 18, 2022

Motion by Baker, second by Denton, to approve the July 21, 2022, minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through July 31, 2022. Due to July being the first month of the fiscal year, there is typically not a great deal of activity

6. Façade and BEIG Update-

King said the Façade Grant status sheet was updated through July 31, 2022. Although the available balance reflects \$16,090, the total expenditure from for the previous fiscal year was approximately \$30,000. The

Façade Grant budget for the 22/23 FY remains at \$50,000. The DDA can discuss the possibility of increasing the budget for the current fiscal year.

Board asked staff to check with Tom Kramer to see if he is going to use approved façade grant design after changing contractors

7. Open Public Comment and Discussion – None

8. Old Business-

A. Update on Streetscape Design Process-

King and Moyer-Cale said they are scheduling a joint meeting of the DDA, Planning Commission, and City Council for Tuesday, September 13, 2022; a packet with the designs, survey results and additional information will be emailed to stakeholders before the meeting

9. New Business

A. 228 N. Jefferson Street Façade Grant Reimbursement-

King said the work has been completed per the requirements and the applicant has been reimbursed \$5,000

B. Draft Snow Removal RFP Discussion-

King presented the draft snow removal RFP; board members discussed the feasibility of timeline for snow removal; the scope of work, and whether the proposed terms of the contract would attract bids; the board suggested adding the first block of N. Jefferson St. to the scope of work and possibly giving to options for contractors to bid upon, also recommend snow removal at 3” accumulation

C. Parking Lot 8 Request for Proposals information-

King sad he is working with the DPS on the RFP for the parking lot

10. DDA Member Comment –

Woods asked that September DDA meeting be held at 8 a.m. Friday, September 16 to allow DDA members to attend the annual United Way kick-off breakfast and participate in the Day of Caring on Thursday, September 15; it was the consensus of the board to do so

Woods thanked Denton, who resigned his seat on the board, for his 15 years of service to the community

Baker said 2,000 candy canes, to be distributed during this year’s Jingle & Mingle event, had been delivered

Denton asked about the results of the light pole survey

Staff was directed to check with the insurance agent for the former Vinnie’s property

11. Open Public Comment and Discussion –

Staff and board members discussed the repair of downtown sculptures

12. Adjournment

Motion by Hatfield, second by Tossava, to adjourn

All ayes, motion carried

Meeting adjourned at 9:01 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Sandra Ponsetto, City of Hastings

CITY OF HASTINGS
DRAFT CITY COUNCIL/PLANNING COMMISSION/DDA WORKSHOP
MINUTES
September 13, 2022

The workshop was called to order by Mayor Tossava at 6:00 p.m. with the following Council members present: Al Jarvis, Jacquie McLean, Bill Nesbitt, John Resseguie, and Dave Tossava. The following Planning Commission members were present: Sarah Moyer-Cale, Chelsey Foster, Dave Hatfield, Tom Maurer, and Michele Peltier. The following DDA members were present: Deb Button, Deb Hatfield, and Patty Woods.

Also present: Community Development Director Dan King and Department of Public Services Director Travis Tate.

Community present: Samuel Cale as videographer.

Mayor Tossava turned the workshop over to City Manager Sarah Moyer-Cale. Moyer-Cale informed the group of the streetscape design process dating back to November of 2019. Moyer-Cale then introduced Melinda Whitten and Tiffany Smith of the MCSA Group. Whitten presented the first two draft renderings as well as the public engagement process and results. Whitten also stated that the DDA was part of the process. Whitten and Smith then displayed the final concept plans that were reviewed and accepted by City Staff. Whitten turned the meeting back over to Moyer-Cale. Moyer-Cale solicited approval for City Staff to engage with the three different boards to seek consensus on the final conceptual rendering. Members of all three boards represented at the meeting gave approval for City Staff to gain consensus from the boards at their individual meetings.

Adjournment: The meeting concluded at 7:15 p.m.

Respectfully submitted,

Dan King,
Recording Secretary

City of Hastings
Downtown Development Authority
Meeting Minutes
September 16, 2022

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Bolthouse

City Staff and Appointees Present:

Others Present: King, Ponsetto, Resseguie

2. Pledge to the Flag

Woods asked the DDA Board to elect a new vice chair. Motion by Tossava, second by Baker to elect Hatfield as the new vice chair of the DDA

All ayes, motion carried

3. Approval/Additions/Deletions to Agenda –

Woods added a Façade Grant Request from B2 Outlets to the agenda under New Business, and the election of a new vice chair.

Motion by Button, second by Baker, to approve the agenda as amended

All ayes, motion carried

4. Approval of Minutes from August 18, 2022

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through August 31, with limited financial information; due to the resignation of the City's finance director; he said the interim finance director was starting Monday, September 19.

Hatfield asked that, if no financial information is available, City staff provide a list of checks or payments of over \$1,000; King said it would be done

6. Façade and BEIG Update-

King said there was no change to the façade grant worksheet for August; he said the only façade grant payout so far for the 2022-2023 Fiscal Year was \$5,500 for Andrew Ortwein's building, located at 135 E. State St.

7. Open Public Comment and Discussion – None

8. Old Business

A. Parking Lot 8 Site Plan and Administrative Site Plan Review Information

The DDA Board discussed the plans for the Parking Lot 8; it was the consensus of the board that they would like to see more parking and the elimination of the small center island and tree

9. New Business

A. Ortwein International Façade Grant-

King said that Andrew Ortwein, had fulfilled the requirements of the Façade Grant for 135 E. State St. and grant funds totaling \$3,910.00 were dispersed

Information only

B. Request to Schedule PA 57 of 2018 Informational Meeting for October-

Motion by Hatfield, second by Tossava, to set the PA 57 of 2018 Informational Meeting for 8 a.m. Thursday, October 20, 2022

All ayes, motion carried

C. Façade Grant Application for B2 Outlets, 760 W, State St., Suite C, for a total of \$11,000.00

King said that this grant application was the first to be submitted under the new façade grant guidelines, which raised the limit to \$10,000 with an additional \$1,000.00 available for architectural renderings

Motion by Tossava, second by Baker, to approve the application

Yeas: Albrecht, Baker, Button, Hatfield, Schaal, Tossava, Wiswell, Woods

Nays:

Absent: Bolthouse

All ayes, motion carried

10. DDA Member Comment –

Board members discussed whether, after the recent street light inspection, the downtown streetlights were sturdy enough to allow banners to be placed on them; they also discussed that if banners on the streetlights were part of the proposed streetscape, there should be a five-year replacement plan to keep them from looking worn; it was the consensus of the board to add the streetscape to next month's agenda for discussion

Baker said that planning for Jingle & Mingle is under way

Woods said the marketing committee needs to discuss marketing for the Christmas season

King said that the Lofts@128 are planning to hold a ribbon cutting at 3 p.m., Thursday, November 29; and 15 or 16 of the 21 apartments have been pre-leased and a show unit would be ready in the next week or two

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Button to adjourn

All ayes, motion carried

Meeting adjourned at 8:53 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings
Downtown Development Authority
DRAFT Special Meeting Minutes
September 30, 2022

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 9:00 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Button, Hatfield, Schaal, Tossava, Woods

Absent: Bolthouse, Wiswell

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

Others Present: Resseguie

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes - NA

5. Financial Statements & Budget for Review – NA

6. Façade and BEIG Update- NA

7. Open Public Comment and Discussion – None

8. Old Business- None

9. New Business

A. Review Expenditure Request for Parking Lot Improvements-

King said that inflationary effects have been significant, which are reflected in the bids recently received from asphalt contractors for the milling, resurfacing, and striping of Parking Lot 1, 2, 3, and 4. The lowest bid was \$144,450.00, which is why the City is requesting the DDA increase its original

budget for parking Lot 8 from \$80,000.00 to \$120,000.00 and pay the difference between the budgeted \$90,000 for Parking Lot 1, 2, 3, and 4; for a total of \$94,450.00

Motion by Hatfield, second by Schaal to increase the DDA land improvement budget by \$94,450.00

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

Nays:

Absent; Bolthouse, Wiswell

All ayes, motion carried

10. DDA Member Comment –

Hatfield suggested that two people be added to the DDA Parking Committee, to replace members who are no longer on the board. Schaal and Baker volunteered. The committee is scheduled to meet at 7:30 a.m. Tuesday, October 3, 2022

11. Open Public Comment and Discussion –

King said the DDA only received one bid for snow removal on sidewalks and gutter pans; but the price was over \$4,000 per occurrence, and over \$100,000 per season. The board discussed other options for snow removal including DPS crews removing the snow once a month and/or as staffing allows

12. Adjournment

Motion by Tossava, second by Hatfield to adjourn

All ayes, motion carried

Meeting adjourned at 9:37 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings
Downtown Development Authority
Meeting Minutes
October 20, 2022

1. Meeting Call to Order--

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

Roll Call –

Present: Albrecht, Baker, Bolthouse, Hatfield, Schaal, Resseguie (Mayor Pro-tem), Wiswell

Absent: Button, Tossava, Woods

City Staff and Appointees: King, Merrick, Ponsetto

Others Present: Jennifer Heinzman BCCEDA

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Hatfield amended the agenda, adding items C. Jingle & Mingle request; D. Façade Grant Application from Philip and Terri O’Connell for 205 S. Jefferson St.; E. Placer. Ai presentation by Heinzman from the BCCEDA; and F. Façade Grant Reimbursement Request for 109 E. State St.

Motion by Bolthouse, second by Albrecht, to approve the agenda as amended

All ayes, motion carried

4. Approval of Minutes from the September 16, 2022, Meeting and September 30, 2022, Special Meeting–

Motion by Schaal, 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; the budget for parking lot improvements has been revised, reflecting the approved budget expenditures for Lots 1 – 4 and Lot 8

6. Façade and BEIG Update-

King said both the facade and BEIG tracking reports have been updated through September 30th; the façade financials for the 2022- 2023 fiscal year show payouts to Riverwalk Café for \$5,000.00 and \$3,910.00 to Ortwein International; there are currently 3 - 4 open BEIG loans, apart from Smokey Mountain Tobacco, which is four months overdue; all are current with their payments

7. Open Public Comment and Discussion – None

8. Old Business-

A. Update on Parking Committee Meeting-

Hatfield said there is limited lighting in the parking lots, and power line and poles behind the building need to be buried; also, the design for parking lot 8 needs to address the old flower beds and curbing

9. New Business

A. PA 57 of 2018 Informational Meeting—

King gave a brief overview of the DDA’s activities for the 21-22 fiscal year

B. Review Budget Increase for Michigan Trails Advertising—

King said the price of a ¼ page in ad in Michigan Trails magazine has increased from \$736.00 to \$812.25; he said staff recommend the board approve the budget increase in the amount of \$76.25

Board members asked that the wording of the ad be changed to “restaurants and shops” and remove mention that Playing at the Plaza takes place at the Hastings Spray Plaza, as it is now part of the programing at the Thornapple Plaza

Motion by Resseguie, second by Schaal, to approve the expenditure of \$812.25 for a ¼ page ad in Michigan Trails magazine for 2023

Ayes: Albrecht, Baker, Bolthouse, Hatfield, Schaal, Resseguie

Nays: Wiswell

Absent: Button, Tossava, Woods

Motion carried

C. Jingle & Mingle Request-

Motion by Wiswell, second by Resseguie, to approve the Jingle & Mingle’s request for \$2,900.00 in support for this year’s event

Ayes: Albrecht, Baker, Bolthouse, Hatfield, Resseguie, Schaal, Wiswell

Nays:

Abstain:

Absent: Button, Tossava, Woods

Motion carried

D. Façade Improvement Grant Request from Philip and Teri O’Connell for \$3,847.50-

Motion by Bolthouse, second by Schaal, to approve the request

Ayes: Baker, Bolthouse, Hatfield, Resseguie, Schaal

Nays:

Abstain: Albrecht, Wiswell

Absent: Button, Tossava, Woods

Motion carried

E. Placer.ai Presentation by Jennifer Heinzman from BCCEDA -

After discussion, it was the consensus of the board to table further discussion until the DDA Chair and Secretary could participate in the discussion and decision-making process

F. Façade Grant Reimbursement for 109 E. State St. Reimbursement Request-

King said the work at 109 E. State St, had been completed and the reimbursement request for \$5,000.00 has been approved by staff

10. DDA Member Comment –

Bolthouse said she and her husband saw the digital sign on M-6 in Kentwood and it looked good

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Resseguie, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 9:00 a.m.

Deb Hatfield, Vice-Chair

Lyndy Bolthouse, Acting Secretary

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
November 17, 2022

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, Hatfield, Tossava, Wiswell, Woods

Absent:

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

Others Present: Nicole Lyke, Carl Schoessel

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Baker, second by Wiswell, to approve the agenda as amended (Deletion of item 9. A., and moving item 9B. up the agenda before Old Business to allow Schoessel to leave after making his request to the DDA Board

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

All ayes, motion carried

4. Approval of Minutes –

Motion by Wiswell, second by Tossava, to approve the minutes of the October 20, 2022, as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through Oct. 31, 2022, and the invoice from SME for light pole base testing has been paid and is reflected in the line-item budget update

6. Façade and BEIG Update-

King said the façade grant spreadsheet was updated through Oct. 31; the facade grant request of \$3,700 from Philip and Teri O’Connell for 205 S. Jefferson St. from October was not added to this month’s report but would be added to the January 2023 report

7. Open Public Comment and Discussion – None

9 B. Review and Consider New Year’s Eve Ball Drop Request- *

Motion by Tossava, second by Hatfield, to approve the request for \$2,000 in support for the annual event

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

Nays:

Absent:

All ayes, motion carried

8. Old Business-

A. Barry County Chamber of Commerce Placer Discussion-

Nicole Lyke from the Barry County Chamber opened a discussion and answered questions about the agency’s Placer software and how it can be used by municipalities, businesses, and other organizations to gather and analyze variety of data that could provide beneficial in determining consumer habits, foot traffic, event attendance and more

B. Review and Consider Staff to Move Forward with Streetscape Design Plan-

Moyer-Cale, King, and Tate presented information about the Streetscape Design Plan and answered questions from the DDA Board. Moyer-Cale asked the Board to consider the approval of three motions so the streetscape plan design plan could move forward: Approve the design concept; approve the proposal from SMC; and approve a motion directing staff to update the DDA Plan

Motion by Hatfield, second by Tossava, to approve the streetscape design concept

Voice vote 6 -2, motion carried

Motion by Hatfield, second by Button, to approve the Streetscape Design Plan from MCSA for a cost of \$2,609, 679.94

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

Nays: Wiswell
Absent:

Motion carried

Motion by Hatfield, second by Baker, to direct City Staff to update DDA Plan

All ayes, motion carried

9. New Business

A. Review and Consider Jingle and Mingle Request- Removed from agenda

B. Review and Consider New Year's Eve Ball Drop Request- moved forward in the agenda*

C. Establish Meeting Schedule for 2023-

By consensus, 8 :00 a.m. on the third Thursday of each month as the date for DDA meetings in 2023

C. Expenditure Request for Magnetic Calendars in the Amount of \$709

Motion by Wiswell, second by Baker, to approve the request

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

Nays:

Absent: Button

All ayes, motion carried

9. DDA Member Comment –

Woods asked why business owners with private parking spots behind downtown businesses were not asked if they would like to have their spots paved as part of the recently completed parking lot improvement; discussed giving them the opportunity when contractor returns to finish punch list

Tossava said that Schaal had submitted his letter of resignation from the DDA Board because he was no longer a downtown business owner; Tossava said he would appoint someone to the vacant seat after the first of the year

The board discussed downtown snow removal

11. Open Public Comment and Discussion –

12. Adjournment

Motion by Albrecht, second by Bolthouse, to adjourn

All ayes, motion carried

Meeting adjourned at 10:03 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings