HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY January 16, 2025, Meeting - Communication

To: DDA Members and Staff

From: Dan King

Date: January 9, 2025

Subject: Information Regarding January 16, 2025, Meeting of DDA

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

5. Financial Statement and Budget Review

Budget data has been updated through December 31, 2024.

6. Façade and BEIG Update

The façade grant and BEIG spreadsheets have been updated through December 31, 2024.

8. Old Business:

The DDA tabled the façade grant request from Nathan Winick for property at 502 W. State Street until the use of the property could be determined. Mr. Winick has stated the property will be used as a three-unit residential apartment structure. Per Section 90-730.3 of the Court Street Planned Unit Development, multifamily dwellings are a permitted use.

9. New Business

In preparation for the 2025 holiday season, decorations and estimated costs have been gathered for discussion and approval.

Article IV, Section 1 of the bylaws requires that at its first meeting in each calendar year, the Board of Authority shall elect officers. The current slate of officers are Patty Woods – Chair, Deb Hatfield – Vice Chair, and Deb Button – Secretary.

Please let us know if you are unable to attend the meeting.

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA Meeting Thursday January 16, 2025 MEETING AT CITY HALL

- 1. Call to Order/ Roll Call. (Meeting starts at 8:00 a.m.)
- 2. Pledge to the Flag
- 3. Approval/Additions/Deletions to Agenda
- Approval of Minutes Review Minutes from the November 21, 2024, Regular Meeting
- 5. Receive Financial Statements & Budget Review
- 6. Façade and BEIG update
- 7. Open Public Discussion and Comments
- 8. Old Business:
 - A. Façade Grant Request from Nathan Winick for 502 W. State Street
- 9. New Business
 - A. Review and Consider Expenditure for Holiday Decorations.
 - B. Annual Election of Officers
- 10.DDA member comments
- 11. Open Public Discussion and Comments
- 12. Adjourn

City of Hastings

Downtown Development Authority

DRAFT Meeting Minutes

Nov. 21, 2024

1. Meeting Call to Order and Roll Call—

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

Roll Call -

Present: Albrecht, Baker, Button, Hatfield, Peterson, Tossava, Ulberg, Wiswell, Woods, Ava Patterson (Student Member) Absent: City Staff and Appointees: Hoke, King, Ponsetto, Resseguie Others Present: Carl Schoessel

Woods introduced the DDA's new student member, Ava Patterson.

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda -

Woods added a request of \$2,000.00 in support for the Hastings New Year's Eve Ball Drop from organizer Carl Schoessel as item D. under New Business; a façade grant application in the amount of \$5,266.00 for 228 N. Jefferson Street, as item E. under New Business, and a façade grant request in the amount of \$5,560, for 502 W. State as item F., under New Business.

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

All ayes, motion carried.

4. Approval of Minutes -

Motion by Tossava, second by Baker, to approve the minutes of the October 17, 2024, regular meeting and October 29, 2024, special meeting, as presented.

All ayes, motion carried.

5. Financial Statements & Budget for Review -

King said the financial statement and budget review had been updated through October 31, 2024, and Local Community Stabilization Authority funds have been received.

6. Façade and BEIG Update-

King said the façade grant spreadsheet has been updated through October 31, 2024; and gave a brief update on the status of current façade grants.

7. Open Public Comment and Discussion - None

8. Old Business- None

9. New Business

A. Conduct Second PA 57 of 2018 Informational Meeting-

King said the informational meeting had been duly noticed and held and gave a brief explanation of why the biannual meeting is required.

B. Consider Cancelling the Dec. 19, 2024, Meeting-

Motion by Wiswell, second by Baker, to cancel the December 19, 2024, meeting of the DDA unless there is pressing business.

All ayes, motion carried.

C. Establish the Meeting Schedule for 2025-

Motion by Hatfield, second by Baker, to set 8 a.m. on the third Thursday of each month as the regular meeting time and date for the DDA in 2025.

All ayes, motion carried.

D. Request for Support for 2024 New Year Year's Eve Ball Drop-

Motion by Tossava, second by Baker, to approve a request from Carl Schoessel for \$2,000.00 support for the annual New Year's Eve Ball Drop in downtown Hastings.

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

All ayes, motion carried.

E. Façade Grant Application for 228 N. Jefferson Street, Riverwalk Café-

Motion by Tossava, second by Baker, to approve a façade grant application in the amount of \$5,266.00 for 228 N. Jefferson Street.

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

Vote 8 to 1, motion carried

F. Façade Grant Application for 502 W. State Street--

Motion by Wiswell, second by Hatfield, to table consideration of the application until the January 16, 2025, DDA meeting to allow staff to investigate whether short term rentals are allowed in the DDA district.

All ayes, motion carried.

10. DDA Member Comment -

Woods introduced discussion about Christmas planters in the Downtown Business District and asked about the type of salt business owners needed to use to preserve the new streetscape sidewalks.

Motion by Wiswell, second by Baker, to approve up to \$300 for staff to purchase and distribute bags of approved salt to downtown business owners.

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

All ayes, motion carried.

Button said the seasonal digital billboard is beautiful

Board members discussed, and directed staff to investigate, one-way traffic on S. Jefferson St. and pricing for replacing streetlights on S. Jefferson Street

11. Open Public Comment and Discussion - None

12. Adjournment

Motion by Hatfield, second by Wiswell, to adjourn

All ayes, motion carried

Meeting adjourned at 9:16 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

DDA Budget 2024/20	25 January 8, 2025 Update (thru 12.31.24)							
Account Number	Title	Budget		Year to Date		Pro	jected		Budget 2024/2025
248.100.404.000	Tax Capture		725,000	\$	702,512	\$	725,000	\$	725,000
248.100.573.000	LCSA Appropriation	\$	60,000	\$	51,492	\$	60,000	\$	60,000
248.100.642.000	Sculpture Sales	\$	5,000	Ŧ	01,101	\$	-	\$	5,000
248.100.642.010	Advertising Sales	Ť	-,			Ŧ			-,
248.100.648.000	Application Fees	\$	1,000	\$	400			Ś	1,000
248.100.654.000	Electrical Vehicle Station	\$	250	\$	34			\$	250
248.100.665.000	Interest Earned	Ś	16,000	\$	12,195	\$	16,000	Ś	16,000
248.100.672.000	Other Revenue	† i	-,		,		-/	•	
248.100.674.000	Private Contributions or Donations			\$	-	\$	-		
248.100.675.000	Sponsorships	\$	700			\$	700	\$	700
Total Revenue		- ·	807,950	Ś	766,633	Ś	801,700	Ś	807,950
			/		,				
248.728.756.000	Repair and Maintenance Supplies								
248.728.766.000	Disposable Technology								
248.728.772.000	Promotion Supplies	\$	500					\$	500
248.728.803.000	Administrative Services	\$	35,000			\$	35,000	\$	35,000
248.728.806.000	Legal Services - Streetscape Bonding	\$	500				/	\$	500
248.728.807.000	Planning Services	\$	2,000					\$	2,000
		f	,					<u> </u>	_,
248.728.861.000	Transportation (Milage)	\$	100					\$	100
248.728.872.000	Parking SAD	\$	15,962			\$	15,962	\$	15,962
248.728.879.000	Website	\$	650			\$	650	Ś	650
		Ť				Ť		Ť	
248.728.882.000	Advertising - Social Media	\$	13,000	\$	7,000	\$	13,000	\$	13,000
248.728.883.000	Advertising - Print	\$	5,000			\$	5,000	Ś	5,000
	Michigan Trails Magazine	\$	812	\$	812		-/	•	
	Hastings Reminder - Holiday	\$	2,000	\$	820				
	Battle Creek Shopper - Holiday	\$	750	\$	560				
	Lowell's Buyers Guide - Holiday	\$	130	\$	85				
	J-Ad Summer Fun Guide	\$	475	Ŧ					
	J-Ad Streetscape Construction	Ŧ		\$	918				
248.728.884.000	Billboards	\$	9,000		5,950	Ś	9,000	\$	9,000
248.728.885.000	Advertising-Radio	\$	2,000	\$	540	Ŧ	-,	Ś	2,000
248.728.886.000	Videography	\$	4,000					Ś	4,000
248.728.887.000	Speakers/Performers	\$	1,000					\$	1,000
248.728.891.000	Licenses and Fees	\$	250	\$	32			\$	250
248.728.900.000	Printing and Publishing	\$	8,000	Ť				\$	8,000
	J-Ad Dine - Hastings Live	\$	700					-	2,000
	J-Ad (Event Schedules)	\$	300						
	J-Ad (Roubaix Booklets)	\$	2,700						
	J-Ad (Farmers Market Brochures)	\$	1,300			\$	-		
	Progressive Graphics Mag. Calendar	\$	850			Ĺ.			
	Progressive Graphics Rack Cards	\$	500						
	J-Ad (Downtown Parking Brochures)	\$	250	\$	249				
	J-Ad RFP Lot 8	Ĺ		Ĺ					
	Progressive Graphics (Name Badges)	\uparrow							
248.728.906.000	Promotions/Marketing (Holiday Decs)	\$	500	\$	28,541			\$	500
248.728.907.000	Sponsorship and Donations	\$	14,000	†				\$	14,000
	Chamber of Commerce	\$	2,000	\$	2,050				,
	Summerfest	\$	1,000	İ	, -				

	Jingle and Mingle	\$	2,900	\$	4,000				
Account Number	Title	Budg	get	Yea	ar to Date	Proj	ected	Bud	get 2024/2025
	Ball Drop	\$	2,000	\$	2,000				
	Farmer's Market	\$	1,500	\$	1,500				
	Barry Roubaix		2,000						
	Barry Community Foundation	-	3,000						
248.728.911.000	Conferences/Trainings	-	1,000					\$	1,000
	MFEA	\$	295						
	Boyne USA	\$	333						
	Other Training	\$	800						
248.728.912.000	Meetings	\$	100					\$	100
248.728.915.000	Membership Dues	\$	600					\$	600
	West Michigan Tourist Assoc.	\$	284	\$	284				
	MI Festivals and Events	\$	250						
248.728.918.000	Water/Sewer								
248.728.920.000	Electric			\$	319				
248.728.921.000	Gas			\$	134				
248.728.926.000	Property Taxes	\$	-						
248.728.929.000	Ground Repair and Maintenance								
248.728.929.010	Snow Plowing and Removal	\$	5,000			\$	-	\$	5,000
248.728.930.000	Repair and Maintenance	\$	100	\$	8,530			\$	100
248.728.940.000	Equipment Fund Rental	\$	5,000	\$	594			\$	5,000
248.728.946.000	Engineering (SME) Light Pole Inspect.								
248.728.974.000	Land Improvements (Depreciable)								
	Plaza(s) Painting								
	Parking Lot Imp/Paving Lot 8	\$ 23	5,000			\$	235,000	\$	235,000
	Fencing/Screening								
	MC Smith Streetscape Design			\$	12,500	\$	6,424		
	Streetscape Project			\$	537,790	\$	419,260		
248-728-801-000	Streetscape Bonding Services			\$	500				
248-728-980-010	Furniture			\$	36,270				
	Kendall Electric			\$	924				
	Downtown Street Short Pole Globes								
	Street Light Painting								
	Consort Banner Flags								
	Water/Sewer Improvement/Scape								
248.728.974.010	Land Improvements (Non-Dep)	\$ 1	4,500					\$	14,500
	Sculpture Bases			\$	3,375				
	Consort								
	Sculpture Purchase								
	Spray Plaza Maintenance								
	Holiday Decorations	\$ 5	0,000						
248.728.978.010	Technology - Non Depreciable								
248.728.986.000	Sculpture Rehab								
248.728.991.000	Façade Improvement Grants	\$ 5	0,000	\$	21,900			\$	50,000
248.728.992.000	Annual Streetscape Debt Service	-	,400	\$	54,600			\$	197,400
Total Expenditures			0,162	\$	732,777	\$	739,296	\$	385,162
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		4 400 000						
248.728.905.000	Transfer to Other Governments	\$ 498,229					\$	498,229
	Administration	\$ 197,225			\$	197,225		
	Spray Plaza Security (EPS)	\$ 1,400			\$	1,104		
	MSI - Sculpture Rental	\$ 10,600			\$	10,600		
	MSI - Sculpture Installation	\$ 7,100			\$	7,100		
	MSI-Flatlanders - Sculpture Repair	\$ 3,900			\$	3,900		
	Speakers and Performers (Buskers)	\$ 1,000						
	J-Ad - Hastings Live Booklets	\$ 5,000			\$	2,400		
	J-Ad - Sculpture Tour Booklets	\$ 1,500			\$	1,500		
	Progressive Graphics-Hastings Live	\$ 700			\$	600		
	TAC Sponsorship	\$ 5,925			\$	5,925		
	Water and Sewer - Spray Plaza	\$ 9,900	\$	10,022	\$	8,512		
	Parking Lot 8				-		\$	235,000
Total Transfers		\$ 498,229	\$	10,022	\$	238,866	\$	498,229
Account Number	T 'al -	Dudent	Ve	ar to Date	Due			Dudeet 2024/2025
Account Number	Title	Budget	re	ar to Date	PIO	jected		Budget 2024/2025
Tatal	Even and its was and Transform	<u>¢4 460 204</u>	è	742 700	~	070 102	ė	000 201
Total	Expenditures and Transfers	\$1,168,391	\$	742,799	\$	978,162	\$	883,391
					-			
					-			
Total Revenue		\$ 807,950	\$	766,633	\$	801,700	\$	807,950
Total Expenditure and T	ransfers	\$1,168,391	\$	742,799	\$	978,162	\$	883,391
Total Net Position		(\$360,441)		<mark>\$23,834</mark>	\$	<mark>(176,462)</mark>	\$	(75,441)
Beginning Fund Balance		\$ 654,056	\$	654,056	\$	654,056	\$	477,594
Fuelling Frend Delayers		¢ 202 C45		6C77 000	<u> </u>	477 504	~	402.452
Ending Fund Balance		\$ 293,615		\$677,890	\$	477,594	\$	402,153

January 9, 2025

	January 9, 2025	
Paid FY 2024/25 To Date (12/31)		
122 W. State Street - Deb Button - Hodges Jewelry and Gifts	9/6/2024	\$1,900.00
144 E. State Street - Kevin Anderson	4/20/2023	\$10,000.00
148 E. State Street - Kevin Anderson	4/20/2023	\$10,000.00
TOTAL DISBURSED		\$21,900.00
Façade Grants Pledged for the 2024/2025 FY Budget		
112 E. Court Street - Donna and Dave Kensington - Razor's Edge	2/16/2023	\$10,000.00
128 S. Jefferson - Zach Santmier - Trumble Agency	9/19/2024	\$10,000.00
135 E. State Street - Ortwein International	10/29/2024	\$4,252.50
228 N. Jefferson - Nathan Winick - Riverwalk Café	11/21/2024	\$5,266.00
150 E. State Street - Nathan Winick	8/6/2024	\$6,433.00
TOTAL PLEDGED		\$35,951.50
Architectural Renderings Pledged for the 2024/2025 FY Budget		
128 S. Jefferson - Zach Santmier - Trumble Agency	9/19/2024	\$1,000.00
TOTAL PLEDGED FOR ARCHITECTURAL		\$1,000.00
Total Approved 2024/2025 Budget		\$50,000.00
Total Approved 2024/2025 Budget Total Approved and Disbursed 2024/2025 Projects		\$50,000.00 \$58,851.50
Available		(\$8,851.50)

BEIG LOAN TOTAL BUDGET	\$100,000.00
109 and 111 E. State Street - Barlow Florist #2 125 S. Jefferson Street - Jacinto Currently Past Due \$357.15 - Three Payments	\$7,678.22 \$4,404.65
Total BEIG Loans Outstanding as of January 1, 2025	\$12,082.87
BEIG Loans Committed and Not Funded	
TOTAL	\$0.00
Total Approved 2024/2025 Budget	\$100,000.00
Total Outstanding and Approved Projects 2024/2025 Budget Available for Loan Commitments	\$12,082.87 \$87,917.13

Façade Improvement Grant Request

Date: Nov. 21, 2024

Business: Winick LLC

Property Owner: Nathan Winick

Address: 502 W. State Street

Request: \$5,560.00

The applicant is requesting a \$5,560.00 façade grant for eight (8) replacement windows. Initial cost estimates are provided in both the application and the applicant narrative. Staff has reviewed the request and recommends approval.





City of Hastings DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE & FENCING/SCREENING IMPROVEMENT GRANT APPLICATION

APPLICANT INFORMATION

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1. Property/Business Owner Name: NAHAN WINICK		
2. Business Name: WINICK LLC		
3. Property Address: 502 WEST STATE	Street	
4. Phone Numbers: Home:		
Work:		
Email: WJNJCh1989	-MATL.CU	
5. Is the building/property owned by the applicant?	YES	NO
If No, please attach a signed letter from the property o the proposed project.	wner expressing a	pproval of
6. Is this the first time applying for a façade grant?	YES	NO
7. Is this project on a corner lot?	YES	NO

Amended July 21, 2022

PROJECT INFORMATION

On separate sheets of paper, please describe your project in detail. Tell:

a) What it is you want to accomplish - drawings are required.

b) How this project meets the Purpose and Priorities of the DDA Façade Improvement Program as listed in the Guidelines.

c) Who you have identified to do the work and the reason(s) for your selection, and d) What is the preliminary timetable for accomplishing the work? Also enclose a detailed expense budget/estimate for this project.

8. The project will involve (please check all that apply):

	Repairs or replacement of windows, doors, walls, or other appropriate architectural elements Exterior painting (Non-Maintenance) Awnings (Historic in appearance or reflects the character of the Downtown) Exterior Lighting Masonry repair or restoration Restoration of vintage elements, for example: Removal of historically unsuitable façade treatments Removal/replacement of historically unsuitable signs and/or lighting (new signs/lights must be compatible with existing architecture and the character of the Downtown) Repair or restoration of original brick and woodwork Fencing/Screening Conversion to retail or entertainment storefront
	Name of architectural firm:
10. Total Project Budge	t \$
•	to exceed 50% of project budget and not to exceed for maximum of \$11,000 \$_ <u>5,560</u>
12. Proposed Starting D	Date: <u>ASAP</u>
13. Proposed Completic	on Date: <u>2-1-25</u>

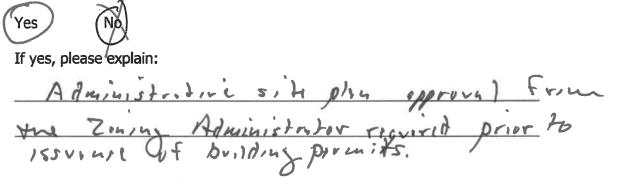
Amended July 21, 2022

9.

14. What is (are) the existing use(s) of the building/property:

NONE - Former Chiroprostic OFFIL RENTAL -

15. Will the proposed project result in a change in the use(s) of the building/property:



NOTE: There is a \$100 non-refundable application fee due at the time this application is submitted.

THE UNDERSIGNED APPLICANT(S) AFFIRMS THAT:

- The information submitted herein is true and accurate to the best of my (our) knowledge.
- The property contained in the application is in the Hastings DDA District.
- I (we) have read and understand the conditions of the Downtown Development Authority's Façade Improvement Program and agree to abide by its conditions and guidelines.
- If I (we) do not implement improvements submitted by me (us) on a plan approved by the Façade Improvement Program I will not be eligible for reimbursement of any costs associated with said improvements.
 - I (we) understand that if I (we) are found to be non-compliant with the conditions of this program, the DDA may nullify the grant award and that I (we) may not apply to this program again for a period of one (1) year following the DDA's decision.

Amended July 21, 2022

Signature of Applicant(s):	
Noch 2	
I.D.#: WS206 22 738 482 I.D.#:	_
Date: Date:	
Federal Business Tax ID#: <u>83 - 2232922</u>	
If a tenant, signature of property owner(s):	
I.D.#:	
Date:	
Staff Use Only	

Scoring: 12 Points Available

_____ New Projects (1st time applicant) [3pts]

Projects Identified on Corner Lots [1pt]

Projects in which the Building is Owner Occupied [1pt]

Projects Containing a High Ratio of Private to Public Dollars 51-75% [1pt] > 76% [2pts]

Project designed to resolve deteriorated/inappropriate/ unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.) [1-3 pts]

Project enhances pedestrian movement from the rear to the front of buildings [1pt]

Project will complete the improvement of a block or portion of a block (ex. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved, or improved facades) [1pt]



Amended July 21, 2022



BRONNER'S COMMERCIAL DISPLAY

25 Christmas Lane • P.O. Box 176 Frankenmuth, MI 48734-0176 U.S.A.

800-544-6635 FAX 989-652-8678 www.bronnerscommercial.com

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ESTIMATE

Bill To:

BETTY HARTMAN CITY OF HASTINGS ACCOUNTS PAYABLE CLERK 201 E STATE ST HASTINGS MI 49058-1954 United States Ship To:

TRACY BAKER CITY OF HASTINGS 301 E COURT ST HASTINGS MI 49058-1906 United States

Issue Date: Requested By:	12/20/2024 TRACY	Estimate#: Terms:	EST8512 Net 30	Salesperson: Customer#:	Craig F 945246	
Item		Item Note		Order	Price	Total
COM2036 CLASSIC SKY C	RNAMENT 36"	RED / GREEI	N / WHITE LIST: \$2145	1	1.716.00	1,716.00
COM2037 3D CLASSIC OF	RNAMENT 30"	LIST: \$1545		1	1,236.00	1,236.00
COM2036 CLASSIC SKY C	RNAMENT 36"	BLUE / SILVI	ER / WHITE LIST: \$2145	1	1,716.00	1,716.00
1208207 SEASONS/GREE	TINGS MAR W/SNOWFL	LIST: \$6895		1	5,516.00	5,516.00
COM1285 40" ORNAMEN	T SWIRL	LIST: \$2945		10	2,495.00	24,950.00
COM1972 4' DELUXE FOR	KED GARLAND SNOWFLAKE	LIST: \$745		10	596.00	5,960.00

Comments:

F.O.B. WAREHOUSE SHIPPING ADDED TO FINAL INVOICE QUOTE ONLY / APPROVAL REQUIRED PRICES GOOD ON ALL ORDERS PLACED THRU JANUARY 31, 2025.

Subtotal:	41,094.00
Shipping and Handling:	TBD
Sales Tax:	0.00
TOTAL:	41,094.00

LF-201 Seasons Greetings Marquee w/ Snowflakes 31 ½' x 12 ½'

idays Marquee w/ Bells

3D Props Call for more options

RNAMENT

- A

30" CLASSIC ORNAMENT COM2037 \$1,545

ge without notice

800.

spires readers p.ieiliard

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30 B (

Ibs.



40" SWIRL ORNAMENT Also available in sizes 24", 36", and 72". COM1285 \$2,945

800.544.6635 2024-2025 9