

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

February 20, 2025, Meeting - Communication

To: DDA Members and Staff
From: Dan King
Date: February 17, 2025
Subject: Information Regarding February 20, 2025, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday February 20th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through January 31, 2025.

6. Façade and BEIG Update

The façade grant spreadsheet has been updated through January 31, 2025.

8. Old Business: None

9. New Business

Thornapple Arts Council has submitted their annual support request.

Part 1 E. of the 2023 DDA Plan Amendment outlines the needs and priorities for the DDA district as follows:

Improve: Drainage, traffic, circulation, visibility, parking, aesthetics, and public facilities.

Install: Landscaping, street surfacing, signage, parking, pedestrian areas, street lighting, trees and other plantings, curbs, and gutters, street improvements, and creek tubing.

Remove: Incompatible uses and facilities.

Redevelop: New and existing commercial and residential facilities.

Develop: New facilities.

Retain: Existing businesses and support their expansion and commercial success.

Strengthen: Downtown neighborhoods to support a harmonious relationship between commercial and residential areas.

With the above priorities and needs in mind, staff is recommending the DDA to consider enlisting professional support to develop a strategic plan.

The fiscal year 2025/2026 budget process is underway. Staff have prepared both budget and Capital Improvement Plan information for DDA review. Preliminary budget information will be supplied to the Clerk/Treasurer and City Manager in March.

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

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday February 20, 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
4. Approval of Minutes – Review Minutes from the January 16, 2025, Regular Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business: None
9. New Business
 - A. Thornapple Arts Council Annual Request
 - B. Discuss Strategic Planning Opportunity
 - C. Fiscal Year 2025-2026 Budget and Capital Improvement Plan Discussion
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
January 16, 2025

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, Button, Hatfield, Peterson, Tossava, Ulberg, Wiswell, Woods, Ava Paterson (Student Member)

Absent: Albrecht

City Staff and Appointees: Hoke, King, Ponsetto, Resseguie

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added the following items to the agenda under New Business:

C. Discussion of DDA publications

D. Reimbursement to City for Purchase of Rotary Broom for Clearing Snow from Sidewalks Downtown

E. Information and Discussion of Michigan Ave. Bridge Maintenance

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

All ayes, motion carried

4. Approval of Minutes of The Regular November 21, 2024, DDA Meeting—

Motion by Wiswell, second by Ulberg, to approve the minutes as presented.

All ayes, motion carried.

5. Financial Statements & Budget for Review –

King said the budget data have been updated through Dec. 31, 2024.

The board discussed line items for the upcoming 2025 – 2026 DDA budget.

6. Façade and BEIG Update-

King said the facade grant and BEIG spreadsheets have been updated through Dec. 31, 2024.

7. Open Public Comment and Discussion –

Woods read a letter to the DDA, from Charlotte and Michael Anton, praising the new downtown streetscape Christmas decorations.

8. Old Business-

A. Façade Grant Request from Nathan Winnick for 502 W. State St.-

No action was taken because the request did not meet the criteria to qualify for a façade grant.

9. New Business

A. Review and Consider Expenditure for Holiday Decorations-

Motion by Tossava, second by Hatfield, to approve the expenditure of \$29,734.00 for the purchase of holiday decorations.

Ayes: Baker, Button, Hatfield, Peterson, Tossava, Ulberg, Wiswell, Woods

Nays:

Absent: Albrecht

All ayes, motion carried.

B. Annual Election of Officers—

Motion by Tossava, second by Peterson, to elect the following slate of officers for 2025: Patty Woods, chair; Deb Hatfield, vice-chair; Deb Button, secretary.

All ayes, motion carried.

C. Discussion of DDA sponsored brochures for Hastings Live, Events, and Downtown Shopping and Dining-

Hoke introduced discussion about annual publications, and brochures. No action was taken.

D. Consider Request for Reimbursement of Cost for Large Rotary Broom Replacement-

Motion by Hatfield, second by Peterson, to approve reimbursing the city \$5,500.00 for the purchase of the large rotary broom used for clearing sidewalks.

Ayes: Baker, Button, Hatfield, Peterson, Tossava, Ulberg, Wiswell, Woods

Nays:

Absent: Albrecht

All ayes, motion carried.

E. Discussion of Michigan Ave. Bridge Maintenance—

King said the city is having an engineering study done regarding the procedure and costs of removing the flaking paint from the Michigan Ave. bridge. Discussion and information only, no action taken.

9. DDA Member Comment –

Woods asked about the date for the sculpture selection for the 2005- 2026 Downtown Sculpture Exhibit.

Hatfield said she would like to see staff use part of the \$4,000.00 budgeted for videography to hire a videographer to get some winter footage to use in online advertising.

Button said that Thornapple Township Supervisor, and former DDA member, Jim Brown had died, and a sympathy card should be sent to the family on behalf of the DDA.

Baker said the 2024 Jingle & Mingle was the biggest so far.

Peterson asked if staff had received any feedback from downtown merchants on the salt free snow melt distributed by the DDA.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Hatfield, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:13 a.m.

Patty Woods, Chair

Deb Button, Secretary

DDA Budget 2024/2025 February 13, 2025 Update (thru 01.31.2025)					
Account Number	Title	Budget	Year to Date	Projected	Budget 2025/2026
248.100.404.000	Tax Capture	\$ 725,000	\$ 738,317	\$ 738,317	\$ 750,000
248.100.573.000	LCSA Appropriation	\$ 60,000	\$ 51,492	\$ 51,492	\$ 50,000
248.100.642.000	Sculpture Sales	\$ 5,000		\$ -	\$ 5,000
248.100.642.010	Advertising Sales				
248.100.648.000	Application Fees	\$ 1,000	\$ 400	\$ 500	\$ 500
248.100.654.000	Electrical Vehicle Station	\$ 250	\$ 190	\$ 250	\$ 250
248.100.665.000	Interest Earned	\$ 16,000	\$ 12,195	\$ 12,200	\$ 12,000
248.100.672.000	Other Revenue				
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 700		\$ -	\$ 500
Total Revenue		\$807,950	\$ 802,594	\$ 802,759	\$ 818,250
248.728.756.000	Repair and Maintenance Supplies				
248.728.766.000	Disposable Technology				
248.728.772.000	Promotion Supplies	\$ 500			\$ 500
248.728.801.000	Annual Streetscape Bonding Fee		\$ 500	\$ 500	\$ 500
248.728.803.000	Administrative Services	\$ 35,000		\$ 35,000	\$ 35,000
248.728.806.000					
248.728.807.000	Planning Services (Stategic Plan)	\$ 2,000			\$ 10,000
248.728.861.000	Transportation (Milage)	\$ 100			\$ 100
248.728.872.000	Parking SAD	\$ 15,962	\$ 15,962	\$ 31,924	\$ 15,962
248.728.879.000	Website	\$ 650		\$ 650	\$ 650
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
	Michigan Trails Magazine	\$ 812	\$ 812	\$ 812	
	Hastings Reminder - Holiday	\$ 2,000	\$ 3,000	\$ 3,000	
	Battle Creek Shopper - Holiday	\$ 750			
	Lowell's Buyers Guide - Holiday	\$ 130			
	J-Ad Summer Fun Guide	\$ 475			
	J-Ad Streetscape Construction		\$ 918	\$ 918	
248.728.884.000	Billboards	\$ 9,000	\$ 5,950	\$ 9,000	\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 1,874	\$ 1,874	\$ 2,000
248.728.886.000	Videography	\$ 4,000			\$ 4,000
248.728.887.000	Speakers/Performers	\$ 1,000			\$ 1,000
248.728.891.000	Licenses and Fees	\$ 250	\$ 32	\$ 32	\$ 250
248.728.900.000	Printing and Publishing	\$ 8,000			\$ 8,000
	J-Ad Dine - Hastings Live	\$ 700			
	J-Ad (Event Schedules)	\$ 300			
	J-Ad (Roubaix Booklets)	\$ 2,700			
	J-Ad (Farmers Market Brochures)	\$ 1,300		\$ -	
	Progressive Graphics Mag. Calendar	\$ 850			
	Progressive Graphics Rack Cards	\$ 500			
	J-Ad (Downtown Parking Brochures)	\$ 250	\$ 249	\$ 249	
	J-Ad RFP Lot 8				
	Progressive Graphics (Name Badges)				
248.728.906.000	Promotions/Marketing (Holiday Decs)	\$ 500	\$ 28,541	\$ 58,541	\$ 50,000
248.728.907.000	Sponsorship and Donations	\$ 14,000			\$ 14,000
	Chamber of Commerce	\$ 2,000	\$ 2,050	\$ 2,050	

	Summerfest	\$ 1,000			
	Jingle and Mingle	\$ 2,900	\$ 4,000	\$ 4,000	
Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
	Ball Drop	\$ 2,000	\$ 2,000	\$ 2,000	
	Farmer's Market	\$ 1,500	\$ 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	\$ 284	
	MI Festivals and Events	\$ 250			
248.728.918.000	Water/Sewer				
248.728.920.000	Electric		\$ 407	\$ 600	
248.728.921.000	Gas		\$ 411	\$ 700	
248.728.926.000	Property Taxes	\$ -			
248.728.929.000	Gd. Repair/Maint. Winter Pot Décor.		\$ 8,530	\$ 8,530	\$ 10,000
248.728.929.010	Snow Plowing and Removal	\$ 5,000	\$ 520	\$ 3,000	\$ 5,000
248.728.930.000	Repair and Maintenance	\$ 100			\$ 100
248.728.940.000	Equipment Fund Rental	\$ 5,000	\$ 594	\$ 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				
	Fencing/Screening				
	MC Smith Streetscape Design		\$ 12,646	\$ 12,646	
	Streetscape Project		\$ 678,921	\$ 678,921	
	Signage		\$ 7,074	\$ 7,074	
248-728-980-010	Furniture		\$ 36,270	\$ 36,270	
	Kendall Electric		\$ 924	\$ 924	
	Downtown Street Short Pole Globes				
	Street Light Painting				
	Consort Banner Flags				
	Water/Sewer Improvement/Scape				
248.728.974.010	Land Improvements (Non-Dep)	\$ 14,500			\$ -
	Sculpture Bases		\$ 3,375	\$ 3,375	
	Consort				
	Sculpture Purchase				
	Spray Plaza Maintenance				
248.728.978.010	Technology - Non Depreciable				
248.728.986.000	Sculpture Rehab				
248.728.991.000	Façade Improvement Grants	\$ 50,000	\$ 21,900	\$ 46,900	\$ 50,000
248.728.992.000	Annual Streetscape Debt Service	\$ 197,400	\$ 54,600	\$ 197,400	\$ 197,400
Total Expenditures		\$ 384,662	\$ 900,844	\$ 1,162,268	\$ 438,162

248.728.905.000	Transfer to Other Governments	\$ 498,229			\$ 250,000
	Administration	\$ 197,225		\$ 197,225	
	FY 2023/2024 Administration			\$ 197,225	
	Spray Plaza Security (EPS)	\$ 1,400		\$ 1,104	
	MSI - Sculpture Rental	\$ 10,600	\$ 17,315	\$ 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	\$ 10,043	\$ 8,512	
	Parking Lot 8			\$ 235,000	
Total Transfers		\$ 498,229	\$ 27,358	\$ 671,091	\$ 250,000
Account Number	Title	Budget	Year to Date	Projected	Budget 2025/2026
Total	Expenditures and Transfers	\$ 882,891	\$ 928,202	\$ 1,833,359	\$ 688,162
Total Revenue		\$ 807,950	\$ 802,594	\$ 802,759	\$ 818,250
Total Expenditure and Transfers		\$ 882,891	\$ 928,202	\$ 1,833,359	\$ 688,162
Total Net Position		(\$74,941)	(\$125,608)	\$ (1,030,600)	\$ 130,088
Beginning Fund Balance			\$ 1,352,703	\$ 1,352,703	\$ 322,103
Ending Fund Balance		\$ 1,352,703	\$1,227,095	\$ 322,103	\$ 452,191

Façade Improvement Grant 2024/2025 Budget**\$50,000.00****February 17, 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
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TOTAL PLEDGED FOR ARCHITECTURAL

\$1,000.00**Total Approved 2024/2025 Budget****\$50,000.00****Total Approved and Disbursed 2024/2025 Projects****\$58,851.50**

Available

(\$8,851.50)



Thornapple Arts Council

P.O. Box 36
Hastings, Michigan 49058
269-945-2002
thornapplearts.org

January 16, 2025

Patty Woods
Hastings Downtown Development Authority
201 E. State Street
Hastings, MI 49058

Dear Chairperson Woods,

The Thornapple Arts Council is planning several great events with the City of Hastings in fiscal year 2025/2026, and I hope the Hastings Downtown Development Authority continues to find value in supporting our programming.

The Thornapple Arts Council staff and volunteers continue to work closely with the City of Hastings and the Community Development to design, implement and promote successful and valuable programs in Hastings. We have worked, with the help of the city's Community Development staff, to diversify funding for our programs. I have included below our annual support request:

Jazz Festival	\$3,000
Hastings Live	\$2,925
TOTAL	\$5,925

The amounts reflected cover portions of the programs for expenses such as advertising, direct mailing, printing, artist expense and music. The Thornapple Arts Council covers the administrative costs to bring these programs to fruition in downtown Hastings. I am happy to report that thanks to last year's contribution toward a public art display, we were able to work with Miller Real Estate to bring Painter's Alley to fruition, and it has been a very popular addition to downtown!

Your financial support has truly made this possible for much of the cultural programming in downtown Hastings. Please let me know if I can provide any support materials. Thank you in advance for your time and consideration.

Sincerely,

Megan Lavell
Executive Director
Thornapple Arts Council

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: Parking Lot #1 Sidewalk Boulevard Reconstruction

Project ID #: _____ CIP ID #: DDA-3

Department: DDA Anticipated Start Date: 07/2026

Date Prepared: 02/07/2025

Project Description: Provide a brief physical description of the project. Please be specific.

Reconstruct Parking Lot #1 Sidewalk Boulevard.

Project Need: Provide a brief explanation of why the project is necessary.

Concrete of current sidewalk boulevard is heaving and cracking due to tree roots. Curbing is crumbling due to age. Trees have exceeded their useful life with tree roots heaving the sidewalk creating hazardous walking conditions.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

No.

Does the project share space or overlap with other CIP projects? Please describe.

No.

Project Cost: \$ 32,600.00

Potential Funding Sources:

DDA Fund

Please check one of the following for cost basis:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):

Approximately 1,160 sq.ft concrete at \$15/sq ft. Approximately 280 linear feet of curb at \$40 lin/ ft. 2 tree grate at \$1,200 ea. 2 street trees at \$800 ea.

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: Downtown Sidewalk Improvements

Project ID #: _____ CIP ID #: DDA-2

Department: DDA Anticipated Start Date: 07/2028

Date Prepared: 02/07/2025

Project Description: Provide a brief physical description of the project. Please be specific.

Replace portions of sidewalk where needed on S. Jefferson, Church, and elsewhere in core downtown.

Project Need: Provide a brief explanation of why the project is necessary.

The recently completed streetscape project included new sidewalks on State Street from Broadway to Boltwood. Jefferson and Church Street sidewalks in the core downtown are deteriorating and in need of rehabilitation or replacement.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Yes. 2024 CIP

Does the project share space or overlap with other CIP projects? Please describe.

Yes. Downtown street light replacement in the same Jefferson/Church street area.

Project Cost: \$ 200,000.00

Potential Funding Sources:

DDA Fund -

Please check one of the following for cost basis:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: Downtown Streetlight Replacement

Project ID #: _____ CIP ID #: DDA-1

Department: DDA Anticipated Start Date: 07/2028

Date Prepared: 02/07/2025

Project Description: Provide a brief physical description of the project. Please be specific.

Replace remaining streetlights in core downtown area, exclusive of parking lots. Cost includes installation estimate.

Project Need: Provide a brief explanation of why the project is necessary.

Lights are aging and rusting. New lights would match the lights on State Street and unify the downtown theme.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Yes. 2024 CIP

Does the project share space or overlap with other CIP projects? Please describe.

Yes. Downtown Sidewalk Rehab/Replacement

Project Cost: \$ 425,000.00

Potential Funding Sources:

DDA Fund

Please check one of the following for cost basis:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):

Approximately 56 14' poles at \$5,127
Approximately 14 20' poles at \$9,725