

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

September 19, 2024, Meeting - Communication

To: DDA Members and Staff

From: Dan King

Date: September 13, 2024

Subject: Information Regarding September 19, 2024, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday September 19th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through August 31, 2024.

6. Façade and BEIG Update

The façade grant spreadsheet has been updated through August 31, 2024.

8. Old Business

Staff will provide an update on the holiday decoration progress.

9. New Business

The Trumble Agency has submitted a façade grant request for property located at 128 S. Jefferson Street (former Bunkers restaurant). The architectural rendering and cost estimate will be supplied by the applicant prior to the meeting. A hand sketched rendering has been provided as well as a preliminary cost estimate contained in the applicant's narrative.

Staff has approved a façade reimbursement for Deb Button at 122 W. State Street. The project scope was less than anticipated so the grant reimbursement was less than the approved amount.

Harder Warner has provided a quote for seasonal greenery in the twelve (12) 2' x 6' planter boxes and an additional quote for the 58 3' diameter pots.

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

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday September 19, 2024

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 August 15, 2024 Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
 - A. Holiday Decoration Update
9. New Business
 - A. Façade Grant Request for Trumble Agency at 128 S. Jefferson St.
 - B. Façade Grant Reimbursement for Deb Button at 122 W. State St.
 - C. Harder Warner Expenditure Discussion for Twelve (12) 2' x 6' Planter Boxes
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
August 15, 2024

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, Hatfield, Peterson, Tossava, Ulberg, Woods

Absent: Wiswell

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

Others Present: Brian Reynolds

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added request from the Downtown Business Team for financial support in the amount of \$1,800.00 under New Business line-item E.

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

All ayes, motion carried.

4. Approval of Minutes

Motion by Hatfield, second by Buton, to approve the minutes of the July 18, 2024, DDA meeting as presented.

All ayes, motion carried.

5. Financial Statements & Budget for Review –

King said the financial information provided in the packet has been updated through July 31, 2024.

6. Façade and BEIG Update-

King said the façade grant information in the packet is updated through July 31, 2024.

7. Open Public Comment and Discussion -

Brian Reynolds gave a recap of the three street dances that were held this summer. Brian reported that the street dances were a success, and the intention is to hold street dances in 2025 from May through August. He said work will begin soon for the planning of 2025 events.

8. Old Business-

A. Streetscape Update-

King gave an update on the streetscape project. King reported that besides project related punch list items, the seal coating of the State/Michigan intersection is the final task that requires completion. The board also discussed holding a ribbon cutting of the streetscape on August 27th starting at 9:30 am at the intersection of State and Jefferson. Boulter stated the Police Department will assist.

9. New Business

A. Downtown Parking Discussion

Chief Boulter was present to inform the board that nothing has changed regarding parking enforcement in the core downtown. The Supreme Court has ruled that chalking of tires is illegal. Without expensive equipment, parking violations pertaining to time is difficult to enforce. Self-enforcement of parking by downtown merchants appears to be the most logical and cost-effective means of enforcing parking in the core downtown. Chief Boulter also discussed one-way parking on Jefferson and Church Streets. He stated that prior to any decision, a parking study should be completed to analyze the effects of converting those two streets to one-way parking.

Button and Hatfield exited the meeting at 9:15 AM

B. Jingle and Mingle Funding Request

The organizers of the Jingle and Mingle event have requested \$4,000.00 in financial support.

Motion by Tossava, second by Peterson to approve the \$4,000.00 sponsorship support for the request.

Ayes: Albrecht, Baker, Peterson, Tossava, Ulberg, Woods

Nays: None

Absent: Button, Hatfield, Wiswell

Motion carried 6 – 0

C. Christmas Decoration Budget

Woods reports the Marketing Committee has been working on decoration selection and pricing. Since no specific budgeted line item has been created for this expenditure Woods entertained a motion to establish a budget.

Motion by Tossava, second by Peterson to establish a line-item budget of \$50,000.00 for Christmas decorations.

Ayes: Albrecht, Baker, Button, Peterson, Tossava, Ulberg, Woods

Nays: None

Absent: Button, Hatfield, Wiswell

Motion carried 6 – 0

D. Façade Grant Reimbursement for Nathan Winick at 150 E. State Street

King reported the façade work has been completed and the grant has been reimbursed.

E. Downtown Business Team Request for Website Design Update Support

The Downtown Business Team has requested financial support in the amount of \$1,800.00 for the purposes of updating their website.

Motion by Tossava, second by Peterson to approve the expenditure in the amount of \$1,800.00.

Ayes: Albrecht, Baker, Peterson, Tossava, Ulberg, Woods

Nays: None

Absent: Button, Hatfield, Wiswell

Motion carried 6 - 0

10. DDA Member Comment –

Albrecht inquired if the windows on the east side of the Razor’s Edge building were approved to be reduced in area.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Peterson, second by Tossava, to adjourn

All ayes, motion carried

Meeting adjourned at 9:52 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Dan King, City of Hastings

DDA Budget 2024/2025 September 11, 2024 Update (thru 08.31.24)					
Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
248.100.404.000	Tax Capture	\$ 725,000	\$ -	\$ 725,000	\$ 725,000
248.100.573.000	LCSA Appropriation	\$ 60,000		\$ 60,000	\$ 60,000
248.100.642.000	Sculpture Sales	\$ 5,000		\$ -	\$ 5,000
248.100.642.010	Advertising Sales				
248.100.648.000	Application Fees	\$ 1,000	\$ 200		\$ 1,000
248.100.654.000	Electrical Vehicle Station	\$ 250			\$ 250
248.100.665.000	Interest Earned	\$ 16,000		\$ 16,000	\$ 16,000
248.100.672.000	Other Revenue				
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 700		\$ 700	\$ 700
Total Revenue		\$807,950	\$ 200	\$ 801,700	\$ 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
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	\$ 650
248.728.882.000	Advertising - Social Media	\$ 13,000	\$ 3,000	\$ 13,000	\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000		\$ 5,000	\$ 5,000
	Michigan Trails Magazine	\$ 812			
	Hastings Reminder - Holiday	\$ 2,000			
	Battle Creek Shopper - Holiday	\$ 750			
	Lowell's Buyers Guide - Holiday	\$ 130			
	J-Ad Summer Fun Guide	\$ 475			
	J-Ad Streetscape Construction		\$ 918		
248.728.884.000	Billboards	\$ 9,000	\$ 2,550	\$ 9,000	\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 540		\$ 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			\$ 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			
	J-Ad RFP Lot 8				
	Progressive Graphics (Name Badges)				
248.728.906.000	Promotions/Marketing	\$ 500			\$ 500
248.728.907.000	Sponsorship and Donations	\$ 14,000			\$ 14,000
	Chamber of Commerce	\$ 2,000	\$ 250		
	Summerfest	\$ 1,000			

Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
	Jingle and Mingle	\$ 2,900			
	Ball Drop	\$ 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			
	MI Festivals and Events	\$ 250			
248.728.918.000	Water/Sewer				
248.728.920.000	Electric		\$ 115		
248.728.921.000	Gas				
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			\$ 100
248.728.940.000	Equipment Fund Rental	\$ 5,000	\$ 52		\$ 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	\$ 235,000		\$ 235,000	\$ 235,000
	Fencing/Screening				
	MC Smith Streetscape Design		\$ 6,424	\$ 6,424	
	Streetscape Project		\$ 419,260	\$ 419,260	
248-728-801-000	Streetscape Bonding Services				
248-728-980-010	Furniture				
	Kendall Electric				
	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			\$ 14,500
	Sculpture Bases		\$ 3,375		
	Consort				
	Sculpture Purchase				
	Spray Plaza Maintenance				
	Holiday Decorations	\$ 50,000			
248.728.978.010	Technology - Non Depreciable				
248.728.986.000	Sculpture Rehab				
248.728.991.000	Façade Improvement Grants	\$ 50,000			\$ 50,000
248.728.992.000	Annual Streetscape Debt Service	\$ 197,400			\$ 197,400
Total Expenditures		\$ 670,162	\$ 437,984	\$ 739,296	\$ 385,162

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	\$ 1,155	\$ 8,512	
	Parking Lot 8				\$ 235,000
Total Transfers		\$ 498,229	\$ 1,155	\$ 238,866	\$ 498,229
Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
Total	Expenditures and Transfers	\$1,168,391	\$ 439,139	\$ 978,162	\$ 883,391
Total Revenue		\$ 807,950	\$ 200	\$ 801,700	\$ 807,950
Total Expenditure and Transfers		\$1,168,391	\$ 439,139	\$ 978,162	\$ 883,391
Total Net Position		(\$360,441)	(\$438,939)	\$ (176,462)	\$ (75,441)
Beginning Fund Balance		\$ 654,056	\$ 654,056	\$ 654,056	\$ 477,594
Ending Fund Balance		\$ 293,615	\$215,117	\$ 477,594	\$ 402,153

Façade Improvement Grant 2024/2025 Budget**\$50,000.00****September 12, 2024*****Paid FY 2024/25 To Date (07/31)***

150 E. State Street - Nathan Winick	8/6/2024	\$6,433.00
122 W. State Street - Deb Button - Hodges Jewelry and Gifts	9/6/2024	\$3,450.00

TOTAL DISBURSED

\$9,883.00***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
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 PLEDGED

\$30,000.00***Architectural Renderings Pledged for the 2024/2025 FY Budget***

TOTAL PLEDGED FOR ARCHITECTURAL

\$0.00**Total Approved 2024/2025 Budget****\$50,000.00****Total Approved and Disbursed 2024/2025 Projects****\$39,883.00**

Available

\$10,117.00

Façade Improvement Grant Request

Date: September 19, 2024
Business: Trumble Agency, Inc.
Property Owner: Santmier Properties, LLC
Address: 128 S. Jefferson Street
Request: \$11,000.00

The applicant is requesting a \$10,000.00 façade grant for repair and replacement of windows, exterior painting, exterior lighting, and restoration of vintage elements. The applicant is requesting an additional \$1,000.00 for completion of an architectural rendering. Initial cost estimates are provided in both the application and the applicant narrative. Applicant to provide detailed cost estimates.





City of Hastings

DOWNTOWN DEVELOPMENT AUTHORITY

FAÇADE & FENCING/SCREENING IMPROVEMENT GRANT APPLICATION

APPLICANT INFORMATION

1. Property/Business Owner
Name: Santmier Properties, LLC (Zach Santmier)
2. Business
Name: Trumble Agency, Inc.
3. Property
Address: 128 S Jefferson St, Hastings, MI
4. Phone Numbers: Home: 616-401-6575
Work: 269-795-3302
Email: Zach@trumbleagency.com
5. Is the building/property owned by the applicant? YES NO
If No, please attach a signed letter from the property owner expressing approval of the proposed project.
6. Is this the first time applying for a façade grant? YES NO
7. Is this project on a corner lot? YES NO

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

9. Additional grant up to \$1,000 for architectural rendering.

Name of architectural firm: GhaFari

10. Total Project Budget \$ 500,000 (plus \$400,000 acquisition cost)

11. Grant Request (Not to exceed 50% of project budget and not to exceed \$10,000 plus #9 for maximum of \$11,000) \$ 11,000

12. Proposed Starting Date: October 1st 2024 (construction begins)

13. Proposed Completion Date: March 1st 2025

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

failed restaurant

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

Yes

No

If yes, please explain:

professional office building

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.

Signature of Applicant(s):

 Zach Santmier

I.D.#: _____

I.D.#: _____

Date: 7/29/2024

Date: _____

Federal Business Tax ID#: 38-3025064

If a tenant, signature of property owner(s):

_____ I.D.#: _____

Date: _____

Staff Use Only

Scoring: 12 Points Available

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

1 Projects Identified on Corner Lots [1pt]

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

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

1 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]

8 **Total Points Awarded**

Description of Trumble Agency's Renovation Project

What is it we want to accomplish?

We will be transforming the corner building that was previously the County Seat to a high end, professional office building for our growing agency. The current facade has windows that are sporadic and various sizes. We will be opening up the facade to incorporate more windows that are intentional and cohesive. There are currently dated awnings and old flower boxes with fake flowers that are falling apart. These will be removed and replaced with modern awnings that befit the new windows. The second story has 6 boarded up windows that will be replaced with new windows to bring light into the second story space which will be used as a community and training room. The entire building is currently all stucco. We will be painting the building and adding stone elements to give it more character and texture.

How does our project meet the facade improvement purpose and priority?

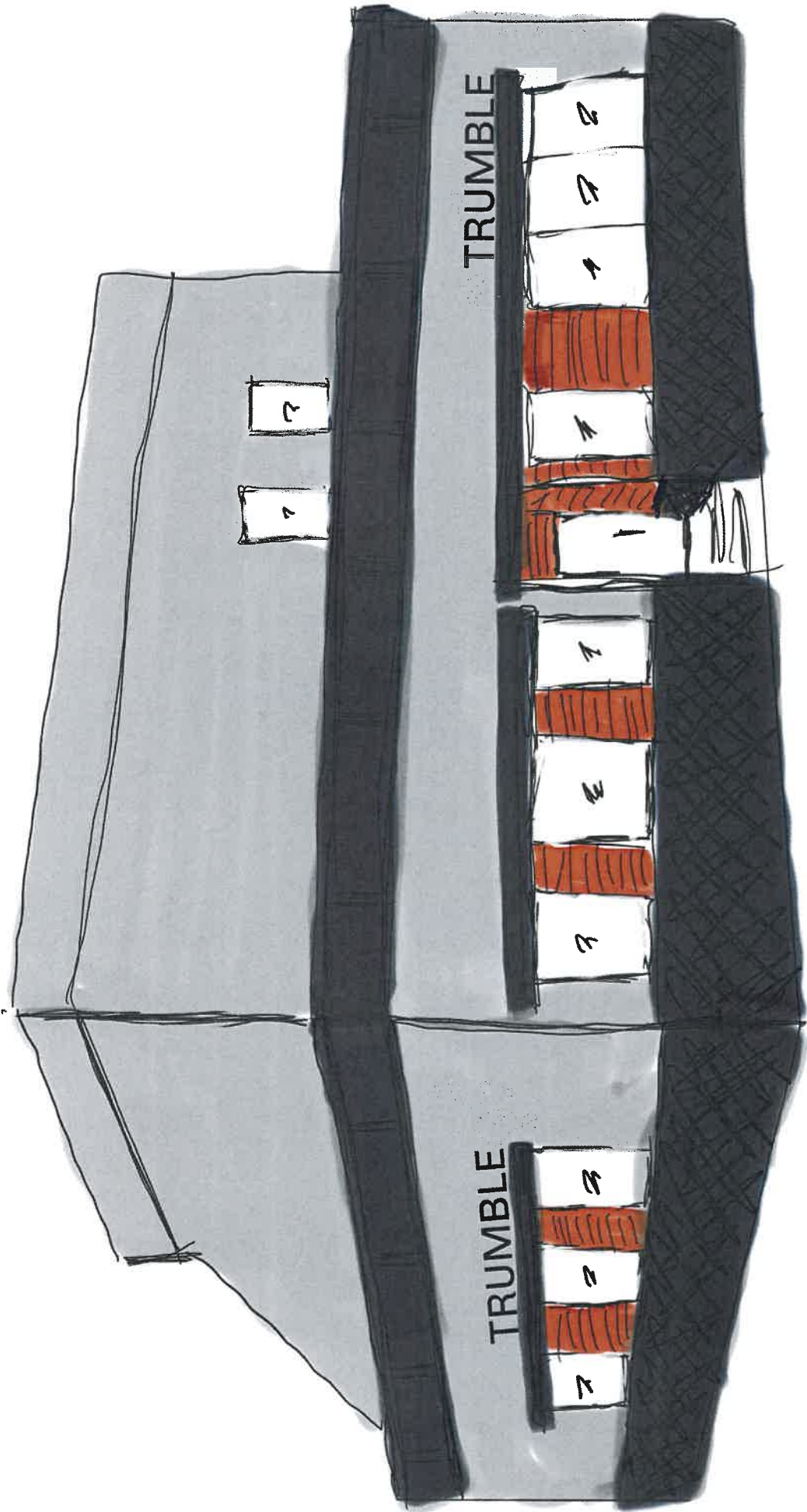
128 S Jefferson is a beautiful corner building that has had 4 failed restaurants in the course of 5 years. This building is large and the lease/mortgage payment is far too large to support a start up restaurant, as has been illustrated with the past 4 failed restaurants. Transforming this building into a professional office space with an established 50 year old business will allow for continuity in an anchor piece of real estate. The investment in this building will be right around \$1,000,000, making this building an exemplary space in the community for other businesses and building owners to emulate.

Who will be doing the work?

CopperRock Construction will be the general contractor on this project. They have employed Ghafari Architecture who specialize in beautifying older buildings. Together, we believe the professionals we have hired will deliver a completed project that exceeds expectations and adds the highest equity possible in our space.

Preliminary Timetable for Project

We will be starting construction in the beginning of October, but the architectural designs and plans begin on August 1st. The anticipated budget is \$500,000 for renovations, but depending on the architect's design, could potentially exceed that budget by 10-15%.



CITY OF HASTINGS
201 E STATE STREET
HASTINGS MI 49058-1954

Receipt No: 1.149291

Jul 29, 2024

TRUMBLE AGENCY INC

DDA/LDFA - FASAD GRANT APPL FEE TRUMBLE AGENCY INC 128 S JEFFERSON ST 248-100-648-000 Application Fees	100.00
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Total:	100.00
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CHECK Check No: 20022	100.00
Payor: TRUMBLE AGENCY INC	

Total Applied:	100.00
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Change Tendered:	.00
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07/29/2024 3:10 PM

Façade Improvement Grant Reimbursement Request Synopsis

Date: September 6, 2024
Business: Hodges Jewelry and Gifts
Property Owner: Deb Button
Address: 122 West State Street

Conclusion:

The property owner has completed the proposed work and has submitted the related invoice. A photo of the completed project has been provided and staff approves the completed work.

The applicant is requesting reimbursement in the amount of \$1,900.00. The grant was approved in the amount of \$3,450.00 but the amount of work completed was not as extensive as originally estimated.



BEFORE

AFTER



Staff Approval by: Dan King, Community Development Director

Date: September 6, 2024

1. work receipt for Hodges Jewelry.

2. work performed:

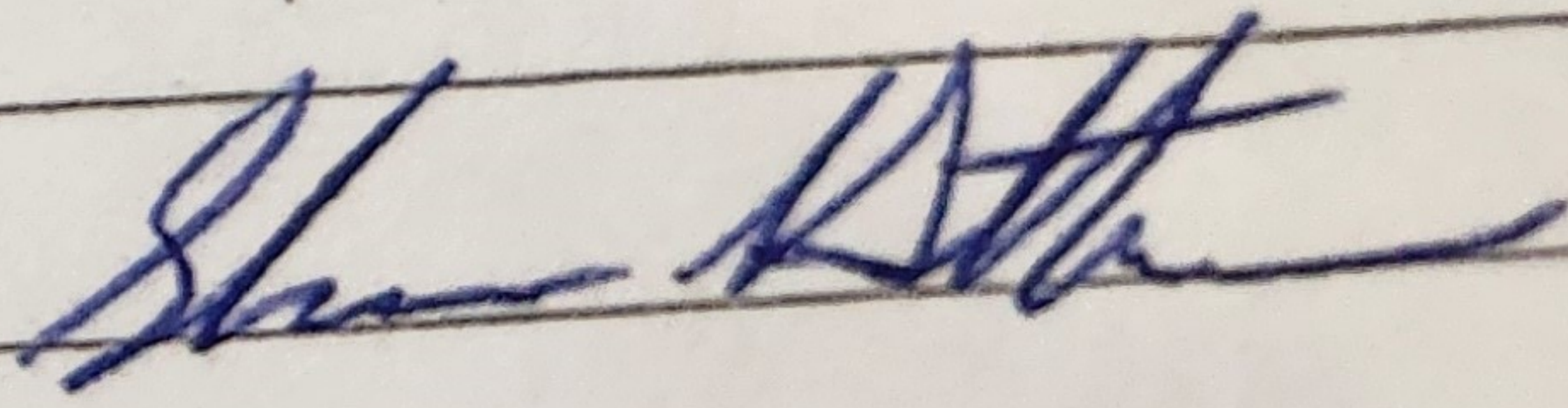
A. New concrete pad to divert water away from building.

B. Clean out cracks, add concrete to deep/wide cracks and caulk remaining cracks.

C. Grind down high spots in concrete (Trip hazards).

1. Bill for \$3,800.00

A. Materials / Labor included in Total Bill.

1. Work performed by: Shawn Hawthorne - 

2. Owner: Deb Button -



**Hastings City Hall
201 East State Street
Hastings, Michigan 49058**

Attention Sarah

Dan King

Tracy Baker

HOLIDAY STREET PLANTERS

- 1. There are 12 rectangular planters with a planting area of 15 by 58.**

We would decorate them with greens, birch logs, red twig or red berries and other holiday décor.

Basic Holiday Planting is \$350 per planter = \$4200

Deluxe Holiday Planting is \$450 per planter = \$5400

- 2. You have 58 of the round planters**

If you would like to do a base of green mountain boxwood which would be festive for Christmas and then remain as the focal point for summer planting it would be \$110 per planter. You can choose to do just a few to see if you like the look.

Thank you so much!!

Respectively submitted

Kathy Warner 616 299-3434