

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

November 21, 2024, Meeting - Communication

To: DDA Members and Staff

From: Dan King

Date: November 7, 2024

Subject: Information Regarding November 21, 2024, Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday November 21st** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through October 31, 2024.

6. Façade and BEIG Update

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

8. Old Business: None

9. New Business

The second and final PA 57 of 2018 informational meeting will be conducted during the meeting.

Historically the DDA has cancelled the December meeting. You will be asked to consider cancelling the December 19, 2024 meeting.

DDA meetings are currently scheduled for 8:00 am on the third Thursday of each month. The meeting schedule for 2025 will be adopted at the November meeting.

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

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday November 21, 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 October 17, 2024 Regular Meeting and October 29, 2024 Special 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. Conduct Second PA 57 of 2018 Informational Meeting.
 - B. Consider Cancelling the December 19, 2024 Meeting.
 - C. Establish Meeting Schedule for 2025.
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
October 17, 2024

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, Peterson, Tossava, Woods

Absent: Ulberg, Wiswell

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

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added Discussion of house located at 109 E. Apple Street as Item D. under New Business.

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

All ayes, motion carried.

4. Approval of Minutes -

Motion by Hatfield, second by Tossava, 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, 2024.

6. Façade and BEIG Update-

King said the Façade and BEIG spreadsheets had been updated through September 30, 2024. He said Barlow Florist has paid off the first of its BEIG loans and gave a brief update of other loans.

The board discussed the restoration of the former site of Vinnie's Woodfired Pizza.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Review Holiday Planting Proposals from Harder & Warner and Hunt + Gather

Motion by Hatfield, second by Baker, to approve the expenditure of \$8,530.00 for the materials, installation, and spring removal of downtown holiday planters for the 2024 holiday season.

Ayes: Albrecht, Baker, Button, Hatfield, Peterson, Woods

Nays: Tossava

Absent: Ulberg, Wiswell

Motion carried by a 6 – 1 vote.

9. New Business

A. Review for Approval Interlocal Agreement with the Brownfield Redevelopment Authority for Development Project at 328 E Mill and 420 E. Mill Street

Motion by Hatfield, second by Baker, to approve the agreement and authorize Woods to sign it.

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

Nays:

Absent: Ulberg, Wiswell

All ayes, motion carried.

B. Review Parking Lot 8 Sign Proposals from Postema Signs and Valley City Signs

Motion by Hatfield, second by Button, to authorize payment of \$7,074.00 to Valley City Signs for a sign for Parking Lot 8.

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

Nays:

Absent: Ulberg, Wiswell

All ayes, motion carried.

C. Consider Scheduling Second PA 57 of 2018 Informational Meeting for Thursday, November 21, 2024

It was the consensus of the board to set 8 a.m. Thursday, Nov. 21, 2024, as the date of the second informational meeting of 2024.

D. Discuss house located at 109 E. Apple Street

The board discussed what could be done about the house, which has become a blight. No action was taken.

10. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Hatfield, to adjourn.

All ayes, motion carried

Meeting adjourned at 9:00 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Special Meeting Minutes
October 29, 2024

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:57 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Peterson, Tossava, Ulberg, Wiswell, Woods

Absent: Button, Hatfield

City Staff and Appointees: King, Ponsetto, Resseguie

Others Present:

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.

7. Open Public Comment and Discussion – None

8. Old Business- None

9. New Business

A. Façade Grant Application for Ortwein International, located at 135 E. State St.

Motion by Wiswell, second by Tossava, to approve the façade grant application for a total of \$4,252.50 from Ortwein International, and waive the \$100 application fee.

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

Nays: Albrecht

Absent: Button, Hatfield

Abstain: Wiswell

Motion carried 5 – 1.

10. DDA Member Comment –

Baker asked if a hanging sign, installed by a new business, was allowed in the downtown business district.

King said he believed it is compliant with code, but he would investigate it.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Ulberg, to adjourn

All ayes, motion carried

Meeting adjourned at 9:10 a.m.

Patty Woods, Chair

Sandy Ponsetto, Acting Recording Secretary

DDA Budget 2024/2025 November 4, 2024 Update (thru 10.31.24)					
Account Number	Title	Budget	Year to Date	Projected	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		\$ -	\$ 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	\$ 12,195	\$ 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	\$ 766,399	\$ 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	\$ 5,000	\$ 13,000	\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000		\$ 5,000	\$ 5,000
	Michigan Trails Magazine	\$ 812	\$ 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	\$ 4,250	\$ 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	\$ 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			
	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		\$ 177		
248.728.921.000	Gas		\$ 43		
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	\$ 104		\$ 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		\$ 10,500	\$ 6,424	
	Streetscape Project		\$ 495,175	\$ 419,260	
248-728-801-000	Streetscape Bonding Services		\$ 500		
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	\$ 1,900		\$ 50,000
248.728.992.000	Annual Streetscape Debt Service	\$ 197,400			\$ 197,400
Total Expenditures		\$ 670,162	\$ 525,076	\$ 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	\$ 6,288	\$ 8,512	
	Parking Lot 8				\$ 235,000
Total Transfers		\$ 498,229	\$ 6,288	\$ 238,866	\$ 498,229
Account Number	Title	Budget	Year to Date	Projected	Budget 2024/2025
Total	Expenditures and Transfers	\$1,168,391	\$ 531,364	\$ 978,162	\$ 883,391
Total Revenue		\$ 807,950	\$ 766,399	\$ 801,700	\$ 807,950
Total Expenditure and Transfers		\$1,168,391	\$ 531,364	\$ 978,162	\$ 883,391
Total Net Position		(\$360,441)	\$235,035	\$ (176,462)	\$ (75,441)
Beginning Fund Balance		\$ 654,056	\$ 654,056	\$ 654,056	\$ 477,594
Ending Fund Balance		\$ 293,615	\$889,091	\$ 477,594	\$ 402,153

Façade Improvement Grant 2024/2025 Budget**\$50,000.00****November 1, 2024*****Paid FY 2024/25 To Date (09/30)***

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	\$1,900.00

TOTAL DISBURSED

\$8,333.00***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
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

TOTAL PLEDGED

\$44,252.50***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 and Disbursed 2024/2025 Projects****\$53,585.50**

Available

(\$3,585.50)



City of *Hastings* Michigan

(269) 945-2468
FAX (269) 948-9544

201 E. State Street 49058

CITY OF HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY
ACCOMPLISHMENTS, PROJECTS, INVESTMENTS, AND AUTHORITY EVENTS
FOR FISCAL YEAR 2024-2025

July 2024—Approved spending up to \$1,500 for advertising, with local radio station and newspaper, regarding businesses being open during streetscape construction.

July 2024—Approved the expenditure of \$250 to support the Barry Chamber of Commerce and Economic Development Alliance’s segment four of Small Business Boot Camp.

July 2024—Approved the Barry Community Foundation’s annual request for \$1,5000 to support the Hastings Farmers Market.

July 2024—Conducted its first of two PA 567 of 2018 Informational Meetings for the 2024-2025 fiscal year.

July 2024—Approved a façade grant request for 122 W. State Street in the amount of \$3,450.

August 2024—Approved a motion to grant the Jingle & Mingle Committee’s request for \$4,000.00 in financial support for the 2024 event.

August 2024—Established a line-item budget of \$50,000.00 for Christmas decorations.

August 2024—approved a request from the Downtown Business Team for \$1,800.00 to update its website.

September 2024—Approved façade grant request in the amount Of \$10,000 for façade and \$1,000 for architectural rendering for the Trumble Agency, 128 S. Jefferson St.

October 2024—Approved the payment of \$8,530 for Hunt + Gather for the installation, materials, labor, and spring removal of seasonal decorative greens etc. in streetscape planters.

October 2024—Reviewed and approved an Interlocal Agreement with the Brownfield Redevelopment Authority for development project at 328 and 420 E. Mill Street.

October 2024—Approved the expenditure of \$7,074.00 to purchase a sign for Parking Lot 8 from Valley City Sign.

October 2024—Set Thursday, Nov. 15, 2024, as the date for second PA 57 of 2018 Informational Meeting

October 2024 – Held a special meeting and approved a façade grant in the amount of \$4,252.50, for Ortwein International, 135 E. State Street.