

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
January 19, 2023

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, Wiswell, Woods

Absent: Bolthouse

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

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Hatfield requested to have streetscape discussion added to Old Business as agenda item 8. A., billboards as agenda item 8. B., and sculpture selection as agenda item 8. C. Motion by Tossava, second by Button to approve the agenda as amended.

All ayes, motion carried

4. Approval of Minutes –

Motion by Wiswell, second by Hatfield, to approve the minutes of the November 17, 2022, as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through December 31, 2022. King stated the approved expenditure for parking lot improvements is included in the budget update. Button asked if the asphalt company will be returning in the spring to repair uneven areas. Tate answered in the affirmative. Wiswell inquired if the streetscape budget will be included. King stated the CIP plan is under construction and that the line item budget for the streetscape will be included.

6. Façade and BEIG Update-

King said the façade grant and BEIG spreadsheets have been updated through December 31, 2022.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape

Moyer-Cale stated that MCSA will be developing a project schedule for streetscape design implementation. The DDA members were asked to review the draft development plan and submit comments to King no later than February 10th. Staff will be submitting proposed amendments to City Council at the February 27th City Council meeting.

B. Billboard

Hatfield stated the marketing committee has met to discuss content for the different platforms through the end of the calendar year.

C. Sculpture Selection

Merrick stated that she has contacted Ken Thompson at MSI regarding a sculpture selection date. The plan is to conduct the sculpture selection similar to the process from 2022.

9. New Business

A. Annual Election of Officers

Motion by Tossava, second by Wiswell to elect Woods as Chair, Hatfield as Vice-Chair, and Button as Secretary as officer of the DDA for 2023.

All ayes, motion carried

B. Review DDA Development and TIF Plan Amendments

King stated the draft plan amendment was included in the packet. Moyer-Cale requested the members review the draft plan amendment and send edits to King before February 10th. Moyer-Cale informed the DDA the goal is to have the draft plan amendment to City Council for their February 27th meeting.

C. Review and Consider Publication Expenditures

Merrick prepared a memo regarding publication expenditures as follows: 2023 event schedules for \$248.00, Barry Roubaix for \$2,749.00, and Shop and Dine brochures for \$729.00.

Roll Call

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

Nays: None

Absent: Bolthouse

D. Façade Grant Reimbursement for 760 W. State St./B2 Outlets

King informed the group the façade grant in the total amount of \$11,000 for B2 Outlets at 760 W. State Street was reimbursed.

No action required

9. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Button, to adjourn

All ayes, motion carried

Meeting adjourned at 9:16 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Dan King, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
February 16, 2023

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, Tossava, Wiswell, Woods

Absent: Bolthouse, Ulberg

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

Others Present: Thornapple Arts Council Executive Director Megan Lavell, Hunter McLaren, J-Ad Graphics reporter

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said budget data has been updated through January 31, 2023; and, per the request of the DDA at the January meeting, the estimated streetscape expenditure has been added to the budget; the City's annual budget preparation underway; DDA budget discussions to take place at the March meeting

6. Façade and BEIG Update-

King said the façade grant spread sheet has been updated through January 31, 2023

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape Timeline-

Board received information from City staff about the timeline for the streetscape project, which members then discussed and asked questions about design elements and the potential timeline for streetscape improvements to cross streets in the downtown business district

B. DDA Development and TIF Plan Discussion—

City staff gave overview of proposed changes to the DDA Development and TIF plan, which would be presented to the board for approval during its March 16, 2023, meeting

9. New Business

A. Review and Consider Façade Grant Request for 112 E. Court Street/Razor’s Edge-

Motion by Tossava, second by Hatfield, to approve a façade grant request totaling \$11, 000 from Dave and Donna Kensington for Razor’s Edge at 112 E. Court St.

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

Nays:

Absent: Bolthouse, Ulberg

Abstain: Wiswell

All ayes, motion carried

B. Review and Consider Request from Thornapple Arts Council-

Thornapple Arts Council requested \$7,125 for program support for FY 2023/2024, including the Thornapple Jazz Festival, Hastings Live, and a public art display (mural/graffiti wall on behind Miller Real Estate, the content to be overseen by Mark Hewitt of Miller Real Estate)

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

Nays: Tossava

Absent: Bolthouse, Ulberg

Motion carried by a six (6) to one (1) vote

B. Façade Grant Reimbursement for 205 S. Jefferson St./Gallery Suites—

King said the façade work has been completed and approved by staff and funds, totaling \$3,847.50, have been dispersed

10. DDA Member Comment –

Woods asked about 2023/2024 MSI sculpture selection dates; and introduced discussion about the placement of DDA billboards in the region

Baker introduced discussion about handicapped accessibility to State St. in the downtown business district

Hatfield asked if there were something the DDA could do to encourage business owners to make the entrances to their buildings handicapped accessible

King said plans for White Water Car Wash on W. State St. have been approved and the project is moving forward; he said the Tyden Lofts projects is preparing to let bids; and the City's 2023/2024 budget process has started

Moyer-Cale said the DDA board would receive a draft of the DDA Development and TIF plan at the March 16, 2023, meeting

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Button, to adjourn

All ayes, motion carried

Meeting adjourned at 9:07 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
March 16, 2023

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Albrecht, Ulberg

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

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added discussion of local billboard vendor as Item C. under Old Business

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

All ayes, motion carried

4. Approval of Minutes –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said budget data has been updated through February 28, 2023; staff is working with Clerk/Treasurer during March and April compiling budget information for the 2023/2024 fiscal year

6. Façade and BEIG Update-

King said there were no updates

7. Open Public Comment and Discussion – None

8. Old Business-

A. Review and Consider Approval of DDA Development and TIF Plan Amendments-

Board reviewed and discussed amendments to the DDA Development and TIF plan with City Staff

B. Review and Consider Adoption of Resolution Approving Amendments-

Motion by Wiswell, second by Hatfield, to approve the adoption of the resolution approving and recommending Development Plan and Tax Increment Financing Plan to City Council

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

Nays:

Absent: Albrecht, Ulberg

All ayes, motion carried

C. Discussion of Contracting with Owner of Local Billboard-

After discussion, the board directed City Staff to contact the owner of the local billboard to let him know that when the DDA's current contract is due to expire he is welcome to submit a proposal per the specs of the RFP

9. New Business

A. Review and Consider Expenditure for Barry County Fair Booth-

Motion by Hatfield, second Baker, to approve the expenditure of \$440.00 to rent a booth at the Barry County Fair; King said City Staff has contacted both the Village of Middleville and Thornapple Township to determine if they would be willing to split the cost equally with the City

10. DDA Member Comment –

Tossava said some business owners had expressed concern about graffiti wall proposed by the Thornapple Arts Council (TAC) for the rear wall of one of the downtown businesses; he asked if the City had an ordinance regulating that type of project; City staff said the only time City ordinance would come into effect is if the content of the graffiti became signage; Staff was directed to contact TAC regarding downtown merchant and building owners concern about the wall

Wiswell asked staff if the Thornapple Garden Club had been notified that several of the Adopt a Corner plots would be eliminated with the construction of the new streetscape; Tossava and City Staff have spoken with the president of the Garden Club, who is aware of it

Woods said the Garden Club is promoting pollinator gardens, possibly for downtown but is starting with a few beds at Kellogg Community College

Baker said that during the downtown streetscape open house on Monday, March 13, 2023, there were many comments and concerns about loss of parking with the addition of mid-block crossings; she asked if there

were plans to repave Parking Lot 8; Moyer-Cale said the DPS Director is in the process of redesigning the project after the bids received for the RFP last fall exceeded the City's budget for the project

11. Open Public Comment and Discussion –

Merrick said due to streetscape construction this summer, no MSI sculptures would be displayed on State St. in the Downtown Business District

12. Adjournment

Motion by Tossava, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 9:06 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes

April 20, 2023

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:06 a.m. by Woods

Roll Call –

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

Absent: Albrecht, Bolthouse, Wiswell

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

Others Present: None

2. Pledge to the Flag

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

Albrecht joined the meeting at 8:10 a.m.

3. Approval/Additions/Deletions to Agenda

Woods added the resolution to authorize issuance of bonds for the streetscape project under new business item 9.E.

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

All ayes, motion carried

4. Approval of Minutes –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said budget data has been updated through March 31, 2023. City staff continues to work on the FY 23/24 budget. King stated the City Council will have a budget workshop on Monday April 24th at 6:00 p.m.

6. Façade and BEIG Update-

King said there were no changes to the façade spreadsheet. King stated that the BEIG loan for Leonard with a current balance of \$5,645.15 is in default. The owner of the property has passed away and the spouse of the deceased has listed the property with Miller Real Estate. King voiced his concerns that the property may not sell for sufficient funds to pay the BEIG loan balance. King will provide future updates.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Receive Progress Update on Streetscape Project

King updated the progress on the streetscape project. Moyer-Cale provided samples of the brick pavers and accent brick. The board requested a colorized rendering of the streetscape once the design is completed.

9. New Business

A. Sculpture Rehabilitation Budgeted Expenditure Information

King and Merrick outlined the sculptures that have been selected for rehabilitation. The cost of the rehabilitation for the sculptures selected is under the established budget of \$5,000. Staff has submitted a purchase order for rehabilitation work.

B. Review and Consider Façade Grant Request for 144 East State Street in the Total Amount of \$11,000.00.

Motion by Hatfield, second by Button to approve the façade grant as requested.

Roll Call:

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

Nays: None

Motion Carried.

C. Review and Consider Façade Grant Request for 148 East State Street in the Total Amount of \$11,000.00.

Motion by Tossava, second by Hatfield to approve the façade grant as requested.

Roll call:

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

Nays: None

Motion Carried

D. Review and Consider Resolution Authorizing Issuance of Bonds for the Streetscape Project

Moyer-Cale and King explained the necessity of adopting a resolution authorizing the issuance of bonding for the streetscape project.

Motion by Button, second by Tossava to adopt the resolution to authorize bond issuance for streetscape funding.

Roll Call

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

Nays: None

Motion Carried

E. Discuss Holiday Street Decorations

King stated that the current inventory of holiday decorations is nearing the end of useful life. King recommended the board consider exploring options for replacing the decorations. The board discussed inviting a representative from Bronner's to explain options and pricing. Board members may also organize a site visit to Bronner's to review options and pricing.

10. DDA Member Comment –

King updated the board on the alleyway next to Baker law that was considered 10 years ago to be opened and enhanced with wayfinding and artistic concepts. King stated that the property owner at Baker Law was seeking substantial compensation for an easement to the property that would increase costs up and above the \$5,000 grant that was available.

11. Open Public Comment and Discussion –

None

12. Adjournment

Motion by Button, second by Tossava, to adjourn

All ayes, motion carried

Meeting adjourned at 9:05 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
May 18, 2023

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, Hatfield, Tossava, Ulberg, Wiswell, Woods

Absent: Albrecht

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

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added Parking Lot Assessment as item B. under Old Business

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

All ayes, motion carried

4. Approval of Minutes –

Motion by Hatfield, second by Baker to approve the minutes from the April 20, 2023, meeting

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget has been updated through April 30, 2023, and the budget line-item totals were approved by the City Council May 8th; \$2,700,000 has been added to fiscal year 23/24 as other income to reflect the anticipated bond proceeds; capital improvements reflected in the budget total \$3,000,000; large improvements include the streetscape project as well as the redesign and construction of Lot 8

Façade and BEIG Update-

King said the façade grant spread sheet included in the board's packet has been updated through March 31, 2023

7. Open Public Comment and Discussion – None

8. Old Business-

A. Receive Progress Update on Streetscape Project-

King and Moyer-Cale gave the board a brief update on the streetscape project and answered questions about the streetscape project. The board set 8 a.m. Tuesday, June 6, as a special meeting to discuss the streetscape

B. Parking Assessment-

The board discussed and asked City staff questions about the formula used to determine assessments; King said he would send board members the formula used to determine the amount assessed to property owners in the special assessment district

9. New Business

A. Consider Setting First PA 57 of 2018 Informational Meeting for June 15, 2023-

Motion by Woods, second by Hatfield, to set the first PA 57 of 2018 informational meeting for June 15, 2023

All ayes, motion carried

B. Review and Consider Billboard and Digital marketing for Fiscal Year 2023/2024-

King said that the DDA had received to bids in response to its billboard and digital marketing RFP and Outfront Media submitted the lowest bid; the board discussed the current contract with Outfront and asked staff to invite someone from Outfront to attend the June 15 meeting of the DDA

10. DDA Member Comment –

Board discussed businesses that have are opening and others that are closing

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 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
June 6, 2023

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, Button, Hatfield, Tossava, Wiswell, Woods

Absent: Bolthouse, Ulberg

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

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Open Public Discussion and Comments- None

5. Old Business- Receive Progress Update on Streetscape

Hatfield commented that the City acquired the southwest corner of Hanover and Green Street with the possible intention of placing a welcome sign and wayfinding to the Central Business District on that corner.

The board discussed the planting of perennials and the importance of placing plants in the beds that flourish in either sunny or shady conditions. A question was posed whether street banners will return to the poles in the downtown area. Due to the addition of hanging baskets, banners will not be placed on downtown poles. The board questioned how the annual maintenance of both the beds, pots, and hanging baskets will be handled. Staff will pursue different options which could include finding a landscape/nursery to contract with for maintenance. The board prefers not to have “Creeping Charlie” in the beds due to the invasive nature of the plants. Staff will communicate this to MCSA.

King stated he will forward the most recent streetscape plans and the preliminary plans from CopperRock for the project at the former Royal Coach site.

6. New Business-None

7. DDA Member Comment – None

8. Open Public Comment and Discussion

King stated the Planning Commission conducted a preliminary site plan review for CopperRock Construction at the June 5, 2023 Planning Commission meeting. CopperRock is proposing a 130-unit market rate mixed use residential development on the site of the former Royal Coach site as well as the contiguous parcel to the west. Planning Commission set a public hearing for the July 3, 2023 meeting to conduct a final site plan review and PUD rezoning for the parcels.

9. Adjournment

Motion by Hatfield, second by Wiswell, to adjourn

All ayes, motion carried

Meeting adjourned at 9:02 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Dan King, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
June 15, 2023

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

Absent: Ulberg

City Staff and Appointees: King, Ponsetto

Others Present: Steve Arnest, Outfront Media

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes –

Motion by Hatfield, second by Button, to approve the minutes from the May 18, 2023, DDA meeting as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through May 31, 2023; other than the progress payment to the MCSA Group for the streetscape project, there are no noticeable changes to the budget

6. Façade and BEIG Update-

King said the façade grant spread sheet has been updated through May 31, 2023; and gave a brief update on some current and/pending façade grant projects; King said there has been no activity on the Smokey Mountain Tobacco building, so there is nothing new to report regarding BEIG loans

7. Open Public Comment and Discussion – None

8. Old Business-

A. Review and Consider Billboard and Digital Marketing for Fiscal Year 2023/2024-

Steve Arnest from Outfront Media gave a brief presentation on the services provided by Outfront and answered questions from DDA board members regarding

Motion by Wiswell, second by Button, to authorize King to sign a contract with Outfront Media for billboard and digital advertising for the 2023/2024 fiscal year

9. New Business

A. Conduct First PA 57 of 2018 Informational Meeting

King presented regarding DDA activities for the 2023/2024 fiscal year

10. DDA Member Comment –

Hatfield asked when Parking Lot 8 was going to be done; asked to see plans by the July 20, 2023, DDA meeting; she also asked about the DDA paying for decorative pillars at the corner of Hanover and Green streets as a sub-project of the streetscape

Button said that a new bench, donated by the Lakewood Choral Society, to honor Bob and Joanie Oster, had been installed at the Thornapple Plaza

King said he anticipates CopperRock Construction will submit their final site plans Phase I, residential and Phase II, commercial, for 420 E Mill LLC, for approval at July Planning Commission

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 9:02 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
July 20, 2023

1. Meeting Call to Order and Roll Call—

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

Roll Call –

Present: Albrecht, Baker, Button, Tossava, Wiswell, Ulberg

Absent: Bolthouse, Hatfield, Woods

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

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Button added 8 B. Billboards and 8 C. Parking Lot 8 to Old Business.

Motion by Tossava, second by Ulberg to approve the agenda as amended

All ayes, motion carried

4. Approval of Minutes –

Motion by Tossava, second by Ulberg, to approve the minutes from the June 15, 2023, DDA meeting as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through June 30, 2023. King stated FY 22/23 has ended and as typical, adjustments will likely be made in preparation for the annual audit.

Motion by Tossava, second by Wiswell, to approve the financials as presented

All Ayes, motion carried

6. Façade and BEIG Update-

King stated the information presented was updated through June 30, 2023.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape Progress Update

Moyer-Cale updated the board on the streetscape progress. Bid packets were sent to several contractors but only one bid was received. The bid packet received came from a highly respected company and was reflective of the market. Construction bid is \$500,000 over initial estimate but there are financial options that will allow the project to be funded and completed as designed.

Motion by Tossava, support by Baker, to approve bid and financing contingent upon City Council acceptance of same.

Roll Call:

Ayes: Albrecht, Baker, Button, Tossava, Ulberg, Wiswell

Nays: None

Absent: Bolthouse, Hatfield, Woods

Motion Carried 6-0

B. Billboards

Button discussed the static billboards and informed the board that advertising banners can be added to the boards. Hatfield has agreed to solicit advertising from local merchants for the banners.

C. Parking Lot 8

Tate stated that bids will be solicited within the coming two weeks for the reconstruction of parking Lot 8.

9. New Business

A. Façade Reimbursement for Tim and Tracy Baker at 107 E State St

King stated that the Baker's completed the door as part of the grant but were not able to complete the windows. A partial reimbursement of the grant was processed, and the grant was closed.

10. DDA Member Comment –

King thanked the board for approving the streetscape bid and stated that with the commencement of the project on the former Royal Coach site as well as the commencement of the Tyden Lofts, the City will experience progress towards housing and development not seen in the City of Hastings for decades.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 8:45 a.m.

Deb Button, Vice- Chair

Dan King, Recording Secretary

Prepared by: Dan King, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
August 17, 2023

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:06 a.m. by Woods

Roll Call –

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

Absent: Ulberg

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

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added power washing, painting, and sealing the Thornapple and Spray plazas as item B. under New Business

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

All ayes, motion carried

Woods later asked to add discussion about billboard designs as item C. under Old Business

Motion by Wiswell, second by Hatfield, to amend the agenda as requested

With Tossava dissenting, motion carried 7 to 1

4. Approval of Minutes of the July 20, 2023, DDA Meeting –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said budget data has been updated through July 31, 2023. Fiscal year 2022/2023 is in the process of being closed out. Historically, there is little financial activity in the month of July that is reflected in the July budget spreadsheet

6. Façade and BEIG Update-

King said the façade grant and BEIG loan spreadsheets have been updated through July 31, 2023; he also provided a brief update on potential façade grant requests

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape Update-

King and Moyer-Cale gave an update and answered questions from the board regarding the timeline for the streetscape project

B. Parking Lot 8 Update-

Tate said that the City received only two sealed bids for the project and even the lowest bid was over the projected/budgeted cost for the project; the board directed staff to contact the low bidder and negotiate a better price and perhaps delay the reconstruction until spring 2024

C. Billboards-

Woods introduced discussion about billboard designs, what they should be, marketing committee approval, and when they should run

9. New Business

A. Review Façade Grant Request from Norm and Carole Barlow, 109 & 111 W. State St.-

Motion Button, second by Hatfield, to waive the requirement for an architectural rendering, due to the limited architectural scope and cost associated with the project, and approve the grant request totaling \$2,100.00

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

Nays: None

Absent: Ulberg

Abstain: Wiswell

All ayes, motion carried

10. DDA Member Comment –

Albrecht said she would be hosting a two-day chalk painting convention in the spring of 2024; Woods asked if the architect charged for consulting on façade grants, or only if a drawing was rendered; King said they were charged only if there was a rendering; board also discussed issues with property maintenance and management at the apartment building on Michigan Ave.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Button, second by Hatfield, to adjourn

All ayes, motion carried

Meeting adjourned at 9:19 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings

Downtown Development Authority

DRAFT Meeting Minutes

September 21, 2023

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:06 a.m. by Woods

Roll Call –

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

Absent: Albrecht, Bolthouse, Ulberg

City Staff and Appointees: King, Merrick, Ponsetto

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added a request for the DDA to increase its expenditure for Lot 8 renovations by \$35,000 for a total expenditure of \$235,000, as item C. under Old Business

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

All ayes, motion carried

4. Approval of Minutes from the August 17, 2023, meeting

Motion to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data had been updated through August 31, 2023, and fiscal year 2023 - 2024 is in the process of being closed out

6. Façade and BEIG Update-

King said the BEIG and façade grant spreadsheets were updated through August 31, 2023, and gave a brief update on two façade grants that are still in progress, Seasonal Grille and Razor's Edge.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Holiday Marketing Quotes from J-Ad Graphics and WBCH Radio-

Motion Button, second by Tossava, to approve the expenditure of \$1,288 for holiday advertising with WBCH Radio and \$3,300 for holiday advertising with J-Ad Graphics, for a total of \$4,588

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

Nays:

Absent: Albrecht, Bolthouse, Ulberg

All ayes, motion carried

B. Streetscape Update-

King gave the board a brief update and answered board questions on the progress of the downtown streetscape project which began on the north side of the 100 block of E. State St. on Monday, September 11, 2023

C. Request for increase of \$35,000 for Parking Lot 8 Renovation-

Motion by Tossava, second by Wiswell, to increase the expenditure for Parking Lot 8 renovations by \$35,000 for a total expenditure of up to \$235,000

Ayes: Baker, Button, Tossava, Wiswell, Woods

Nays: Hatfield

Absent: Albrecht, Bolthouse, Ulberg

9. New Business

A. 2024 – 2026 Flower Bid Specifications RFP—

King answered questions and the board discussed the RFP specification for flower bids for 2024 - 2026

10. DDA Member Comment –

Board discussed the empty lot where Vinnie’s Wood Fired Pizza stood, what business was moving into the old Short Stop building; and the need to make sure Michigan Trails magazine provides the City of Hastings with copies of the publication if the DDA continues to purchase an ad in it

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Wiswell, to adjourn

All ayes, motion carried

Meeting adjourned at 9:10 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
October 19, 2023

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Albrecht, Tossava, Ulberg

City Staff and Appointees: King, Ponsetto

Others Present: Brian Reynolds

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added Jingle & Mingle 2023 Support Request as item D. under New Business.

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

All ayes, motion carried

4. Approval of Minutes of the September 21, 2023, DDA Meeting –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget has been updated through September 30, 2023

6. Façade and BEIG Update-

King said that the façade grant and BEIG loan spread sheets have been updated through September 30, 2023, and the BEIG loan for the former Smokey Mountain Tobacco building has been paid off.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape Update-

King gave the board an update and answered the board's questions about the streetscape

B. RAP Grant Update-

King said the City of Hastings received a \$474,500.00 for its streetscape project

C. Streetscape Flower Bid Update

King said the RFP for streetscape flowers, which was due October 17, 2023, received no bids

Board members said they had heard of a greenhouse, which specialized in streetscape flowers and would find contact information and forward it to City staff

9. New Business

A. Brian Reynolds Social District Event(s) Discussion-

Reynolds presented his idea for holding a series of four street dances next summer as a way of revitalizing the downtown social district

B. PA 57 of 2018 Second Informational Meeting –

King presented information about DDA activities as required by PA 57 of 2018

C. Redevelopment Ready/Tyden Lofts Celebration Invitation –

King shared an invitation with the board, inviting them to attend the celebration scheduled for 3:30 p.m. Friday, October 27, 2023

D. Jingle & Mingle 2023 Request for Support—

Motion by Button, second by Hatfield, to approve a request from the Jingle & Mingle Committee for \$2,900 in support for the 2023 event

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

Nays:

Absent: Albrecht, Tossava, Ulberg

All ayes, motion carried

10. DDA Member Comment –

Woods asked when the current billboard was installed and said that she would have preferred the ad for a downtown business to run the width of the bottom of the billboard, rather than a small box in the upper right-hand corner

The board discussed how much the DDA should charge downtown businesses to advertise on the DDA billboard

Motion by Hatfield, second by Baker, to set \$200 as the fee for businesses to place an ad on the DDA billboard

All ayes, motion carried

King gave an update on businesses soon to open in downtown Hastings and one that is closing

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Wiswell, second by Baker to adjourn

All ayes, motion carried

Meeting adjourned at 8:54 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
November 16, 2023

1. Meeting Call to Order and Roll Call—

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

Roll Call –

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

Absent: Albrecht, Bolthouse

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

Others Present:

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added a request from the New Year's Eve Ball Drop Committee for \$2,000 in support as item 9 C. and cancellation of December 21, 2023, DDA Meeting as 9 D. under New Business.

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

All ayes, motion carried.

4. Approval of Minutes from the October 19, 2023, DDA meeting—

Motion Hatfield, 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 October 31, 2023.

6. Façade and BEIG Update-

King gave a brief update on the BEIG loan and façade grant programs and told the DDA that the spread sheets had been updated through October 31, 2023.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape Update-

King gave an update and answered questions about the streetscape.

B. Streetscape Flower Bid Update-

King said that while the RFP for streetscape flowers did not receive and bids, City staff had contacted the owners of Cotant’s Farm Market, who said they would submit a bid by early December 2023.

9. New Business

A. Establish DDA Meeting Schedule for 2024-

Motion by Baker, second by Ulberg, to set 8 a.m. on the third Thursday of each month as the meeting 2024 DDA meeting schedule.

All ayes, motion carried.

B. Façade Grant Request from Nathan Winick/River Walk Café 228 N. Jefferson St.-

Motion by Hatfield, second by Tossava, to approve the façade grant request in the amount of \$3,550.00.

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

Nays:

Absent: Albrecht, Bolthouse

All ayes, motion carried.

C. Request for \$2,000 Support for Annual NYE Ball Drop-

Motion by Tossava, second by Hatfield, to approve the expenditure of \$2,000.00 to support the annual New Year’s Eve Ball Drop

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

Nays:

Absent: Albrecht, Bolthouse

All ayes, motion carried.

D. Cancellation of December 21, 2023, DDA Meeting-

It was the consensus of the board to cancel the DDA’s regular December meeting, scheduled for Dec. 21, 2023, unless there is business requiring board action.

10. DDA Member Comment –

Button said she saw the DDA’s digital Christmas billboard, and it looked good and was easy to read.

Hatfield asked about when construction would begin on apartments on the former Royal Coach site and asked about issues with the apartment building on N. Michigan Ave.

The board discussed downtown snow removal.

11. Open Public Comment and Discussion – None

12. Adjournment-

Motion by Tossava, second by Button, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:50 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by: Sandra Ponsetto, City of Hastings