

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY

February 17, 2022 Meeting - Communication

To: DDA Members and Staff
From: Dan King
Date: February 11, 2022
Subject: Information Regarding February 17, 2022 Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday February 17th** in the Council Chambers, second floor of City Hall.

4. Financial Statement and Budget Review

Budget information has been updated through January 31, 2022.

7. Open Public Discussion and Comments

8. Old Business

- A. We will continue discussion regarding façade design and program amendments.
- B. Per DDA approval, a proposal agreement with MCSA Group, Inc. has been signed. The executed agreement has been provided for informational purposes

9. New Business

- A. The City's Fiscal Year 2022/2023 budget process is underway. Budget information has been provided so that decisions regarding the DDA annual budget can be discussed.
- B. With some of the recent snow events, snow has piled up between the sidewalk and gutter pans making for difficult pedestrian traffic from the streets to the storefronts. The DDA may want to consider deploying some, or all, of the snow removal budget of \$6,500.00.

Please let us know if you are unable to attend the meeting on **Thursday February 17th at 8:00 a.m.**

See you next Thursday!

Dan

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday February 17, 2022

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 20, 2022 Meeting.
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
 - A. Façade Design Guidelines Discussion
 - B. Streetscape Design Proposal (Inform only)
9. New Business
 - A. Fiscal Year 2022/2023 Budget Discussion
 - B. Snow Removal Discussion
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
January 20, 2022

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:03 a.m. by Woods

Roll Call –

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

Absent: Albrecht

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

Others Present: None

2. Pledge to the Flag

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

3. Approval/Additions/Deletions to Agenda –

Woods moved agenda item 9.A. before old business.

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

All ayes, motion carried

4. Approval of Minutes from November 18, 2021 DDA Meeting

Motion by Bolthouse, second by Button, to approve the minutes as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King reported that due to a recent upgrade in financial software, access to financial information was unavailable.

6. Façade and BEIG Update-

King reported that financial data regarding Façade and BEIG was not available.

7. Open Public Comment and Discussion – None

New Business – Agenda Item 9. A.

Megan Lavell was present to represent the Thornapple Art Council request for financial support for programming.

Motion by Hatfield, second by Baker to approve DDA financial support to Thornapple Arts Council in the amount of \$6,125.00.

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

Nays: Tossava

Abstain: Wiswell

Motion carried.

8. Old Business

A. Façade Design Guidelines Update

King reported that MCSA Group, Inc. can provide architectural renderings for \$1,000.00. King reported he has not heard back from Spitzley regarding scope of work and costs.

B. Streetscape Design Information Update

King stated that Tiffany Smith, President of MCSA Group, Inc., has submitted a proposal for streetscape design improvements in the amount of \$12,174.00 that once approved, would be completed within 10 weeks.

Motion by Bolthouse, second by Hatfield to approve the proposal in the amount of \$12,174.00.

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

Nays: Denton, Hatfield

Abstain: None

Motion carried.

9. New Business

B. Façade Grant Request from Seasonal Grille for Phase II in the amount of \$4,500.00

Motion by Button to approve the façade grant request in the amount of \$4,500.00, second by Bolthouse.

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

Nays: None

Abstain: None

Motion carried.

C. Façade Reimbursement for 102 and 110 W. State Street

King reported the work has been completed and the grant funds have been released.

D. Façade Reimbursement for 117 E. State Street

King reported the work has been completed and the grant funds released.

E. Annual Election of Officers

Motion by Tossava, second by Hatfield to keep the slate of officers – Woods- Chair, Denton- Vice Chair, Button- Secretary.

All ayes, motion carried.

10. DDA Member Comment – None

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Baker, second by Button, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:39 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

DDA Budget 2021/2022 February 11, 2022 Update (thru 01.31.22)					
Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
248.100.404.000	Tax Capture	\$ 593,000	\$ 546,590	\$ 546,590	
248.100.573.000	LCSA Appropriation	\$ 50,000	\$ 51,845	\$ 51,845	
248.100.642.000	Sculpture Sales	\$ -	\$ 7,200	\$ 7,200	
248.100.642.010	Advertising Sales	\$ -	\$ -	\$ -	
248.100.648.000	Application Fees	\$ 1,000	\$ 500	\$ 600	
248.100.654.000	Electrical Vehicle Station		\$ 136	\$ 200	
248.100.665.000	Interest Earned	\$ 625	\$ 16	\$ 25	
248.100.672.000	Other Revenue				
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ -	\$ 350	\$ 350	
Total Revenue		\$ 644,625	\$ 606,637	\$ 606,810	\$ -
248.728.756.000	Repair and Maintenance Supplies			\$ -	
248.728.772.000	Promotion Supplies	\$ 2,200	\$ 3,483	\$ 3,483	
248.728.803.000	Administrative Services				
248.728.806.000	Legal Services		\$ 3,643	\$ 3,643	
248.728.807.000	Planning Services	\$ 20,000	\$ 6,682	\$ 17,000	
248.728.816.000	Engineered Protection Services	\$ 1,400	\$ 1,100	\$ 1,100	\$ 1,100
248.728.824.000	Professional Service Other (MSI)	\$ 21,600	\$ 4,000	\$ 21,600	\$ 21,600
248.728.861.000	Transportation (Milage)	\$ 50			
248.728.879.000	Website	\$ 1,500	\$ 88	\$ 88	
101.728.704.000	Wages Part-Time				
101.728.709.000	Social Security Taxes				
248.728.882.000	Advertising - Social Media	\$ 2,500	\$ 2,000	\$ 7,000	\$ 13,000
248.728.883.000	Advertising - Print	\$ 4,000			
	Michigan Trails Magazine	\$ 700	\$ 736	\$ 736	\$ 736
	Hastings Reminder - Holiday	\$ 1,837	\$ 1,906	\$ 1,906	
	Battle Creek Shopper - Holiday	\$ 972	\$ 748	\$ 748	
	Lowell's Buyers Guide - Holiday	\$ 127	\$ 127	\$ 127	
	J-Ad Summer Fun Guide	\$ 475	\$ 475	\$ 475	\$ 475
248.728.884.000	Billboards	\$ 13,000	\$ 3,675	\$ 7,000	\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000			
248.728.886.000	Videography	\$ 6,000			
248.728.887.000	Speakers/Performers	\$ 500	\$ 1,050	\$ 1,050	
248.728.891.000	Licenses and Fees		\$ 248	\$ 248	\$ 250
248.728.900.000	Printing and Publishing	\$ 11,500			\$ 13,600
	J-Ad (Hastings Live)	\$ 5,000			\$ 5,000
	J-Ad (Sculpture Tour Brochures)	\$ 1,500			\$ 1,500
	J-Ad (Event Schedules)	\$ 300	\$ 235	\$ 235	\$ 300
	J-Ad (Roubaix Booklets)	\$ 2,700	\$ 1,475	\$ 4,175	\$ 2,700
	J-Ad (Farmers Market Brochures)	\$ 1,300			\$ 1,300
	Progressive Graphics Mag. Calendar	\$ 640	\$ 640	\$ 640	\$ 650
	Progressive Graphics Rack Cards		\$ 469	\$ 469	\$ 500
	J-Ad (Downtown Parking Brochures)	\$ 250		\$ 250	\$ 250

	J-Ad Dine and Shop Brochures	\$ 674	\$ 697	\$ 697	\$ 700
	J-Ad Parks Brochure		\$ 697	\$ 697	\$ 700
248.728.902.000	Newsletter	\$ 2,000			
248.728.906.000	Promotions/Marketing	\$ 1,100			
248.728.907.000	Sponsorship and Donations	\$ 18,500			
	Chamber of Commerce	\$ 2,000	\$ 2,121	\$ 2,121	
	Thornapple Arts Council	\$ 5,925			
	Summerfest	\$ 1,000			
	Jingle and Mingle	\$ 2,900	\$ 2,900	\$ 2,900	
	Ball Drop	\$ 2,000	\$ 2,000	\$ 2,000	
	Farmer's Market	\$ 1,000			
	Gus Macker	\$ 1,500		\$ -	
	Barry Roubaix	\$ 2,000			
	Barry Community Foundation	\$ 5,000			
248.728.911.000	Conferences/Trainings	\$ 895			
	MFEA	\$ 295		\$ -	
	Boyne USA	\$ 333		\$ -	
	Other Training		\$ 745	\$ 745	
248.728.912.000	Meetings	\$ 100			
248.728.915.000	Membership Dues	\$ 600			
	West Michigan Tourist Assoc.	\$ 270	\$ 270	\$ 270	\$ 270
	MI Festivals and Events	\$ 250			\$ 250
248.728.918.000	Water and Sewer	\$ 9,000	\$ 8,282	\$ 8,300	\$ 9,000
248.728.920.000	Electric	\$ 700	\$ 377	\$ 500	
248.728.926.000	Property Taxes	\$ -			
248.728.929.000	Ground Repair and Maintenance		\$ 1,750	\$ 1,750	\$ 1,000
248.728.929.010	Snow Plowing and Removal	\$ 6,500			
248.728.930.000	Repair and Maintenance		\$ 50	\$ 50	
248.728.940.000	Equipment Fund Rental	\$ -	\$ 904	\$ 904	\$ 1,000
248.728.974.000	Land Improvements (Depreciable)				
	Doornbos - Signs -Plaza/Welcome				
	Tree Grates/Vaults Repair			\$ -	
	Parking Lot Imp/Paving				
	Fencing/Screening				
	Lighting conduit/Switching and Panels				
	Wayfinding				
	Downtown Street Short Pole Globes				
	Street Light Painting				
	Consort 6 Banner Flags				
248.728.974.010	Land Improvements (Non-Dep)	\$ 40,000			
	Lighting and Bollards				
	Lighting- Paint				
	Sculpture Purchase				
	Spray Plaza Maintenance				
	Irrigation Maintenance				
	Bike Repair Station				

248.728.978.010	Technology - Non Depreciable				
248.728.986.000	Sculpture Rehab				
248.728.991.000	Façade Improvement Grants	\$ 50,000	\$ 10,700	\$ 40,000	\$ 50,000
248.728.992.000	Interest Expense				
Total Expenditures		\$ 181,099	\$ 64,185		
248.728.872.000	Parking SAD	\$ 15,962			
248.728.905.000	Administration	\$ 197,225			
Total Transfers		\$ 213,187	\$ -	\$ -	
Total	Expenditures and Transfers	\$ 394,286	\$ 64,185	\$ -	
Memo	Principal Debt Service	\$ -			
Total Revenue			\$ 606,637		
Total Expenditure and Transfers			\$ 64,185		
Total Net Position			\$542,453		
Beginning Fund Balance			\$ 239,556		
Ending Fund Balance			\$782,009		

Façade Improvement Grant 2021/2022 Budget**\$50,000.00**

February 11, 2022

Paid FY 2021/22 To Date (01/31)

109 W. State Street - Norm and Carole Barlow	7/15/2021	\$2,875.00
111 W. State Street - Norm and Carole Barlow	7/15/2021	\$2,875.00
150/152 W. State Street (Phase 1) - Seasonal Grille	4/15/2021	\$4,950.00
102 W. State Street (Rear Façade) - Tom Kramer	8/19/2021	\$5,000.00
110 W. State Street (Rear Façade) - Tom Kramer	8/19/2021	\$5,000.00
117 E. State Street - Taulia's - Tom Kramer	11/18/2021	\$5,000.00

TOTAL DISBURSED

\$25,700.00***Façade Grants Pledged for the 2021/2022 FY Budget***

110 W. State Street (Front Façade) - Tom Kramer	11/21/2019	\$5,000.00
228 N. Jefferson Street - Nathan Winick Hastings Riverwalk Café	6/24/2021	\$2,792.50
112 E. Court Street - Donna and David Kensington - Razors Edge	7/15/2021	\$5,000.00
150/152 W. State Street (Phase II) - Seasonal Grille	1/20/2022	\$4,500.00

TOTAL PLEDGED

\$17,292.50***Architectural Renderings Pledged for the 2021/2022 FY Budget***

110 W. State Street (Front Façade) - Tom Kramer	11/21/2019	\$500.00
---	------------	-----------------

TOTAL PLEDGED FOR ARCHITECTURAL

\$500.00**Total Approved 2021/2022 Budget****\$50,000.00****Total Approved and Disbursed 2021/2022 Projects****\$43,492.50**

Available

\$6,507.50

**Proposal Agreement for Professional Services
In Connection With
Streetscape Improvements**

Between

**City of Hastings
and
MCSA Group, Inc.**

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT made and entered as of the 2nd day of Feb. 2022; between the City of Hastings, with offices at 201 E State Street, Hastings, Mi 49058, hereinafter sometimes referred to as the City; and MCSA GROUP, INC., a Michigan corporation, with offices at 529 Greenwood Avenue, S.E., East Grand Rapids, Michigan 49506, hereinafter referred to as MCSA;

WITNESSETH:

The City desires to retain and hire as an independent contractor, a professional Architectural and Landscape Architectural firm, licensed by the State of Michigan, to provide Professional Services for Streetscape Improvements, including Evaluation of Existing Conditions, Design Concept Plan Options, Community Engagement and a Final Design Development Plan. These services will be based upon the proposal dated December 28, 2022

NOW THEREFORE, the City and the MCSA; for the consideration hereinafter set forth, hereby agree as follows:

ARTICLE I. GENERAL AGREEMENT FOR SERVICES MCSA agrees to provide professional services for the preparation of design development plans for the City in a competent and professional manner.

MCSA will prepare a Final Design Development Plan and Cost Estimate.

Our services will include the following Work Tasks:

1. Evaluation of Site Conditions
2. Design Concept Plan Options
3. Community Engagement
4. Final Design Development Plan and Cost Estimate

Estimates of construction quantities and costs prepared by the MCSA are made on the basis of experience and represent their best judgment as design professionals, but they cannot and do not guarantee that the construction quantities or cost will not vary from quantity and cost estimates.

ARTICLE II. PAYMENT In accordance with the above-described services, the City will compensate MCSA Group, Inc. for professional services for the Hastings Streetscape Improvements as follows:

Professional fees described herein will be a lump sum professional fee of \$12,174.00

MCSA shall invoice the City on a monthly basis, based upon MCSA's estimated percentage of actual Professional Services completed, subject to review and approval of the City. This billing will include Professional Fees for Design Development.

ARTICLE III. TIME MCSA agrees that the services to be performed, as provided in this Agreement, will proceed in an expeditious and orderly manner through an agreed upon work schedule to meet contract conditions and deadlines. The MCSA agrees to utilize its best efforts to complete the services in a complete and professional manner. The project will be complete within 10 weeks of a signed contract.

ARTICLE IV. SERVICES The City will designate one or more representative(s) of the City with respect to the work to be performed pursuant to this Agreement; and such person(s) shall have conditional authority to transmit instruction, receive information, interpret and define City's policies and decisions with respect to the work covered by this Agreement.

ARTICLE V. TERMINATION This Agreement may be terminated by either party upon seven (7) days prior written notice to the other party. In the event of termination, MCSA shall be paid for the satisfactory services performed by MCSA to the termination date; and, shall be payable to MCSA upon submission of an invoice broken down as to the work for the categories described above, and upon tender to the City all completed work and work in process for the items described in Article I above, there shall be no liability to either party for liquidated damages or other consequential damages caused by any such termination.

ARTICLE VI. AMENDMENTS Any changes in this Agreement must be by mutual written consent of both parties, and no amendments, or changes in this Agreement shall be binding upon the other except as provided in a mutual written agreement between the parties reflecting such changes or amendments.

ARTICLE VII. COMPLIANCE MCSA agrees to comply with all applicable laws, regulations and ordinances, whether local, state or federal, with respect to the services to be performed pursuant to this Agreement, and to also comply with all applicable workers discrimination laws, whether general or specific, and to hold the City harmless by reason of any claims made against MCSA for violation of any such regulations, laws or ordinances.

ARTICLE VIII. GOVERNING LAWS This Agreement shall be governed by the laws of the State of Michigan and be interpreted according to such laws.

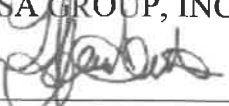
ARTICLE IX. COMPLETE AGREEMENT The entire agreement between the parties is set forth in this Agreement.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Agreement as of the day and year first above written.

CITY OF HASTINGS


By 
Dan King
Community Development Director

MCSA GROUP, INC.

By 
Tiffany A. Smith, President



Attested By
-Party of the First Part-



Attested By Jolanta Stecka
-Party of the Second Part-