

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY
April 21, 2022 Meeting - Communication

To: DDA Members and Staff
From: Dan King
Date: April 8, 2022
Subject: Information Regarding April 21, 2022 Meeting of DDA

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

4. Financial Statement and Budget Review

Financial Statements for February 28, 2022 have been included in the packet.
Budget data has been updated through March 31, 2022.

7. Open Public Discussion and Comments

8. Old Business:

A. A memo regarding the Marketing Committee meeting that was held on April 5th has been included in the packet.

9. New Business

- A. Lynn Denton has prepared a request on behalf of the Downtown Business Team.
- B. Travis Tate is securing a price quote for structure stress testing on the light pole bases in the downtown. As you recall, a light base failure caused a light pole to fall near Barlow Florist during strong winds several weeks ago.
- C. The March-May billboard content has been included in your packet.

Please let us know if you are unable to attend the meeting on **Thursday April 21st at 8:00 a.m.**

See you all on the 21st!

Dan

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday April 21, 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 March 17, 2022 Meeting.
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
 - A. Marketing Committee Update
9. New Business
 - A. Lynn Denton – Downtown Business Team Request
 - B. Downtown Street Light Base Structure Stress Test Expenditure
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority

DRAFT Meeting Minutes

March 17, 2022

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, Woods

Absent: Bolthouse, Denton, Wiswell

City Staff and Appointees Present: King, Resseguie

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Woods added 9. D. to new business to discuss WBCH Spring Blitz Advertising.

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

All ayes, motion carried

4. Approval of Minutes from February 17, 2022 DDA Meeting

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King reported that the budget information has been updated through February 28, 2022.

The fiscal year 22/23 budget information has been updated to include \$6,000 for videography and \$15,962 to SAD parking.

6. Façade and BEIG Update-

King updated the board on the façade grant status. BEIG figures are not available but with loan paydowns, the BEIG fund has increased.

7. Open Public Comment and Discussion – None

8. Old Business - None

9. New Business

A. Barry County Fair Sponsorship Discussion

The board decided not to fund sponsorship at this time. The DDA supports the Fair Booth expense and feels that is adequate exposure.

B. Barry County Fair Booth Expenditure

Motion by Hatfield, second by Button to approve the 2022 Barry County Fair booth expenditure of \$440.00.

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

Nays: None

Abstain: None

Motion carried.

C. March-May Billboard Update

The board discussed adding the DDA website address to future boards. The board also discussed content and marketing ideas. The Marketing Committee will convene in April to discuss future board content.

D. WBCH Spring Blitz Promotion

The board reviewed the WBCH Spring Blitz Promotion and referred to the Marketing Committee for review and discussion.

10. DDA Member Comment – None

11. Open Public Comment and Discussion

King updated the board on the status of the Royal Coach project and requested that board members reach out to State government representative to voice support for the project. Albrecht requested King to reach out to the property owner at the Stryker House to see if the damaged fence and brick pylons can be moved out of site prior to the Barry Roubaix.

12. Adjournment

Motion by Tossava, second by Hatfield, to adjourn.

All ayes, motion carried.

Meeting adjourned at 9:28 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Dan King, City of Hastings

CITY OF HASTINGS

BALANCE SHEET
AS OF FEBRUARY 28, 2022

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY

	FISCAL YTD 28-FEB-22	FISCAL YTD 28-FEB-21
<u>ASSETS</u>		
248-000-001-001 CHECKING ACCOUNT - COMMON CASH	.00	(4,269.00)
248-000-017-000 INVESTMENTS - AMERICN DEP MGMT	586,042.53	.00
248-000-017-050 INVESTMENTS - MI CLASS POOLED	.00	312,465.19
TOTAL ASSETS	586,042.53	308,196.19
<u>LIABILITIES AND FUND BALANCE</u>		
<u>FUND BALANCE</u>		
248-000-375-000 FUND BALANCE - RESTRICTED	291,790.50	333,586.70
REVENUE OVER EXPENDITURES - YTD	294,252.03	(25,390.51)
TOTAL FUND BALANCE	586,042.53	308,196.19
TOTAL LIABILITIES AND FUND BALANCE	586,042.53	308,196.19

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY

	THIS MONTH		THIS YEAR		REVISED		THIS YEAR		LAST YEAR		LAST YEAR		
	ACTUAL	28-FEB-22	FISCAL YTD	28-FEB-22	BUDGET	2021-2022	YTD % OF BUDGET	28-FEB-21	FISCAL YTD	28-FEB-21	BUDGET	YTD % OF BUDGET	FULL YEAR ACTUAL
REVENUES													
248-100-404-000	.00	546,590.48		593,000	593,000	92%	390,843.12	428,000	91%	422,287.10			
248-100-573-000	.00	51,844.62		50,000	50,000	104%	49,921.67	40,000	125%	49,921.67			
248-100-642-000	.00	7,200.00		0	0	0%	10,250.00	0	0%	10,250.00			
248-100-648-000	.00	500.00		1,000	1,000	50%	700.00	1,000	70%	900.00			
248-100-654-000	.00	136.16		0	0	0%	.00	0	0%	.00			
248-100-665-000	.00	15.73		625	625	3%	348.13	5,750	6%	396.19			
248-100-674-000	.00	.00		0	0	0%	.00	1,500	0%	.00			
248-100-675-000	850.00	1,200.00		0	0	0%	.00	0	0%	.00			
TOTAL REVENUES	850.00	607,486.99		644,625	644,625	94%	452,062.92	476,250	95%	483,734.96			
TOTAL REVENUE & INCOMING TRANSFERS	850.00	607,486.99		644,625	644,625	94%	452,062.92	476,250	95%	483,734.96			

CITY OF HASTINGS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY

	THIS MONTH		THIS YEAR		REVISED		THIS YEAR		LAST YEAR		LAST YEAR	
	ACTUAL	FISCAL YTD	FISCAL YTD	BUDGET	BUDGET	2021-2022	YTD % OF	BUDGET	FISCAL YTD	YTD % OF	BUDGET	ACTUAL
	28-FEB-22	28-FEB-22	28-FEB-22	2021-2022	2021-2022	2021-2022	BUDGET	28-FEB-21	2020-2021	BUDGET	FULL YEAR	FULL YEAR
DDA												
248-728-756-000 REPAIR & MAINTENANCE SUPPLIES	.00	.00	.00	400	.00	400	0%	.00	0	0%	.00	.00
248-728-772-000 PROMOTIONS SUPPLIES	.00	3,483.00	3,483.00	2,200	2,200	2,200	158%	.00	2,200	0%	1,454.29	1,454.29
248-728-803-000 ADMINISTRATIVE SERVICES	.00	29,200.00	29,200.00	29,200	29,200	29,200	100%	27,195.00	27,195	100%	27,195.00	27,195.00
248-728-806-000 LEGAL SERVICES	.00	3,642.50	3,642.50	0	0	0	0%	4,860.00	0	0%	12,180.00	12,180.00
248-728-807-000 PLANNING SERVICES	.00	6,682.00	6,682.00	20,000	20,000	20,000	33%	3,936.00	0	0%	3,962.00	3,962.00
248-728-816-000 SECURITY SERVICES	.00	1,100.04	1,100.04	1,400	1,400	1,400	79%	1,100.04	1,050	105%	1,100.04	1,100.04
248-728-824-000 OTHER PROFESSIONAL SERVICES	.00	4,000.00	4,000.00	21,600	21,600	21,600	19%	8,300.00	10,000	83%	22,490.00	22,490.00
248-728-861-000 TRANSPORTATION - MILEAGE REIMB	.00	.00	.00	50	50	50	0%	.00	50	0%	.00	.00
248-728-872-000 SPECIAL ASSESSMENT - PARKING	.00	15,962.00	15,962.00	15,962	15,962	15,962	100%	43,650.00	15,962	273%	43,650.00	43,650.00
248-728-879-000 WEBSITE	.00	88.18	88.18	1,500	1,500	1,500	6%	.00	2,500	0%	615.00	615.00
248-728-882-000 ADVERTISING - SOCIAL MEDIA	2,000.00	4,000.00	4,000.00	2,500	2,500	2,500	160%	.00	200	0%	4,000.00	4,000.00
248-728-883-000 ADVERTISING - PRINT	.00	3,993.15	3,993.15	4,000	4,000	4,000	100%	3,654.38	4,000	91%	3,654.38	3,654.38
248-728-884-000 ADVERTISING - BILLBOARDS	1,500.00	5,175.00	5,175.00	13,000	13,000	13,000	40%	8,150.00	15,000	54%	11,300.00	11,300.00
248-728-885-000 ADVERTISING - RADIO	1,007.00	1,007.00	1,007.00	2,000	2,000	2,000	50%	988.00	1,600	62%	1,604.00	1,604.00
248-728-886-000 PHOTOGRAPHY/VIDEOGRAPHY	.00	.00	.00	6,000	6,000	6,000	0%	467.50	6,000	8%	467.50	467.50
248-728-887-000 SPEAKERS/PERFORMERS	.00	1,050.00	1,050.00	500	500	500	210%	1,000.00	300	333%	1,700.00	1,700.00
248-728-891-000 LICENSES AND FEES	(124.00)	124.00	124.00	0	0	0	0%	.00	0	0%	.00	.00
248-728-900-000 PRINTING AND PUBLISHING	697.00	3,744.00	3,744.00	11,500	11,500	11,500	33%	2,689.00	11,000	24%	6,716.81	6,716.81
248-728-902-000 NEWSLETTER	.00	.00	.00	2,000	2,000	2,000	0%	.00	2,000	0%	.00	.00
248-728-905-000 CONTRIBUTIONS TO OTHER GVRNMNT	.00	197,225.00	197,225.00	197,225	197,225	197,225	100%	320,214.00	200,214	160%	320,214.00	320,214.00
248-728-906-000 PROMOTIONS/MARKETING	.00	.00	.00	1,100	1,100	1,100	0%	.00	1,100	0%	2,240.00	2,240.00
248-728-907-000 SPONSORSHIPS/DONATIONS	.00	7,021.26	7,021.26	18,500	18,500	18,500	38%	5,000.00	10,000	50%	6,250.00	6,250.00
248-728-911-000 CONFERENCES	.00	744.96	744.96	895	895	895	83%	.00	895	0%	.00	.00
248-728-912-000 MEETINGS	.00	.00	.00	100	100	100	0%	.00	100	0%	.00	.00
248-728-915-000 MEMBERSHIPS	.00	270.00	270.00	600	600	600	45%	270.00	300	90%	270.00	270.00
248-728-918-000 WATER/SEWER	.00	8,282.44	8,282.44	9,000	9,000	9,000	92%	6,062.21	8,000	76%	6,279.36	6,279.36
248-728-920-000 ELECTRIC	48.51	425.73	425.73	700	700	700	61%	433.43	600	72%	624.36	624.36
248-728-929-000 GROUNDS REPAIR AND MAINTENANCE	.00	1,750.00	1,750.00	6,500	6,500	6,500	27%	.00	6,500	0%	.00	.00
248-728-929-010 SNOWPLOWING/SNOW REMOVAL	.00	.00	.00	0	0	0	0%	.00	0	0%	6,500.00	6,500.00
248-728-930-000 REPAIR & MAINTENANCE	.00	50.00	50.00	0	0	0	0%	.00	0	0%	.00	.00
248-728-940-000 EQUIPMENT FUND RENTALS	2,610.68	3,514.70	3,514.70	0	0	0	0%	.00	0	0%	.00	.00
248-728-974-000 LAND IMPROVEMENTS - DEPRECIABL	.00	.00	.00	0	0	0	0%	1,193.20	0	0%	1,193.20	1,193.20
248-728-974-010 LAND IMPROVEMENTS - NON-DEPREC	.00	.00	.00	40,000	40,000	40,000	0%	.00	40,000	0%	1,580.55	1,580.55
248-728-978-010 TECHNOLOGY - NON-DEPRECIABLE	.00	.00	.00	0	0	0	0%	1,102.75	0	0%	1,102.75	1,102.75
248-728-986-000 ART PIECES	.00	.00	.00	0	0	0	0%	8,200.00	0	0%	8,200.00	8,200.00
248-728-991-000 FACADE IMPROVEMENT GRANTS	.00	10,700.00	10,700.00	50,000	50,000	50,000	21%	28,987.92	50,000	58%	28,987.92	28,987.92

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 28, 2022

FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY

	THIS MONTH ACTUAL 28-FEB-22	THIS YEAR FISCAL YTD 28-FEB-22	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 28-FEB-21	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
TOTAL DDA	7,739.19	313,234.96	458,432	68%	477,453.43	416,766	115%	525,531.16
TOTAL EXPENDITURES & OUT TRANSFERS	7,739.19	313,234.96	458,432	68%	477,453.43	416,766	115%	525,531.16
NET REVENUES OVER EXPENDITURES	(6,889.19)	294,252.03	186,193		(25,390.51)	59,484		(41,796.20)

DDA Budget 2021/2022 April 4, 2022 Update (thru 03.31.22)					
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	\$ -	\$ 1,300	\$ 1,300	
Total Revenue		\$ 644,625	\$ 607,587	\$ 607,760	\$ -
248.728.756.000	Repair and Maintenance Supplies			\$ -	
248.728.772.000	Promotion Supplies	\$ 2,200	\$ 3,483	\$ 3,483	\$ 2,000
248.728.803.000	Administrative Services	\$ 29,200	\$ 29,200	\$ 29,200	
248.728.806.000	Legal Services		\$ 3,643	\$ 3,643	\$ 3,500
248.728.807.000	Planning Services	\$ 20,000	\$ 13,572	\$ 17,000	\$ 10,000
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			\$ 100
248.728.879.000	Website	\$ 1,500	\$ 153	\$ 88	\$ 1,500
101.728.704.000	Wages Part-Time				
101.728.709.000	Social Security Taxes				
248.728.882.000	Advertising - Social Media	\$ 2,500	\$ 5,000	\$ 7,000	\$ 13,000
248.728.883.000	Advertising - Print	\$ 4,000			\$ 5,000
	Michigan Trails Magazine	\$ 700	\$ 736	\$ 736	\$ 736
	Hastings Reminder - Holiday	\$ 1,837	\$ 1,906	\$ 1,906	\$ 2,000
	Battle Creek Shopper - Holiday	\$ 972	\$ 748	\$ 748	\$ 750
	Lowell's Buyers Guide - Holiday	\$ 127	\$ 128	\$ 128	\$ 130
	J-Ad Summer Fun Guide	\$ 475	\$ 475	\$ 475	\$ 475
248.728.884.000	Billboards	\$ 13,000	\$ 5,925	\$ 7,000	\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 1,007	\$ 2,000	\$ 2,000
248.728.886.000	Videography	\$ 6,000			
248.728.887.000	Speakers/Performers	\$ 500	\$ 1,050	\$ 1,050	\$ 1,000
248.728.891.000	Licenses and Fees		\$ 124	\$ 124	\$ 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	\$ 500
	J-Ad (Downtown Parking Brochures)	\$ 250		\$ 250	\$ 250

Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
	J-Ad Dine and Shop Brochures	\$ 674	\$ 697	\$ 697	\$ 700
	J-Ad Parks Brochure		\$ 697	\$ 697	\$ 700
248.728.902.000	Newsletter	\$ 2,000			\$ 2,000
248.728.906.000	Promotions/Marketing	\$ 1,100			\$ 1,000
248.728.907.000	Sponsorship and Donations	\$ 18,500			\$ 20,500
	Chamber of Commerce	\$ 2,000	\$ 2,121	\$ 2,121	\$ 2,000
	Thornapple Arts Council	\$ 5,925			\$ 5,925
	Summerfest	\$ 1,000			\$ 1,000
	Jingle and Mingle	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
	Ball Drop	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	Farmer's Market	\$ 1,000			\$ 1,500
	Gus Macker	\$ 1,500		\$ -	\$ -
	Barry Roubaix	\$ 2,000			\$ 2,000
	Barry Community Foundation	\$ 5,000			\$ 3,000
248.728.911.000	Conferences/Trainings	\$ 895			\$ 1,450
	MFEA	\$ 295		\$ -	\$ 295
	Boyne USA	\$ 333		\$ -	\$ 333
	Other Training		\$ 745	\$ 745	\$ 800
248.728.912.000	Meetings	\$ 100			\$ 100
248.728.915.000	Membership Dues	\$ 600			\$ 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	\$ 10,000
248.728.920.000	Electric	\$ 700	\$ 475	\$ 500	\$ 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	\$ 1,980	\$ 1,980	\$ 10,000
248.728.930.000	Repair and Maintenance		\$ 50	\$ 50	\$ 100
248.728.940.000	Equipment Fund Rental	\$ -	\$ 3,515	\$ 3,600	\$ 4,000
248.728.974.000	Land Improvements (Depreciable)				
	Doornbos - Signs -Plaza/Welcome				
	Tree Grates/Vaults Repair			\$ -	
	Parking Lot Imp/Paving				\$ 80,000
	Fencing/Screening				
	Lighting conduit/Switching and Panels				
	Wayfinding				
	Downtown Street Short Pole Globes				
	Street Light Painting				
	Consort 6 Banner Flags				

Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
248.728.974.010	Land Improvements (Non-Dep)	\$ 40,000			
	Lighting and Bollards				
	Lighting- Paint				
	Sculpture Purchase				
	Spray Plaza Maintenance				
248.728.978.010	Technology - Non Depreciable				
248.728.986.000	Sculpture Rehab	\$ 5,000	\$ 1,760	\$ 1,760	
248.728.991.000	Façade Improvement Grants	\$ 50,000	\$ 25,700	\$ 40,000	\$ 50,000
248.728.992.000	Interest Expense				
Total Expenditures		\$ 215,645	\$ 127,542	\$ 170,420	\$ 263,900
248.728.872.000	Parking SAD	\$ 15,962	\$ 15,962	\$ 15,962	\$ -
248.728.905.000	Administration	\$ 197,225	\$ 199,347	\$ 199,347	\$ 197,225
Total Transfers		\$ 213,187	\$ 215,309	\$ 215,309	\$ 197,225
Total	Expenditures and Transfers	\$ 428,832	\$ 342,851	\$ 385,729	\$ 461,125
Memo	Principal Debt Service	\$ -			
Total Revenue		\$ 644,625	\$ 607,587	\$ 607,760	\$ -
Total Expenditure and Transfers		\$ 428,832	\$ 342,851	\$ 385,729	\$ 461,125
Total Net Position		\$ 215,793	\$264,737	\$ 222,031	\$ (461,125)
Beginning Fund Balance		\$ 239,556	\$ 239,556	\$ 291,791	
Ending Fund Balance		\$ 455,349	\$504,293	\$ 513,822	

BEIG LOAN TOTAL BUDGET	\$100,000.00
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109 and 111 E. State Street - Barlow Florist #1	\$2,678.34
109 and 111 E. State Street - Barlow Florist #2	\$6,517.81
125 S. Jefferson Street - Jacinto	\$8,214.25
124 E. State Street - Leonard	\$5,952.30

Total BEIG Loans Outstanding as of April 4, 2022	\$23,362.70
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BEIG Loans Committed and Not Funded

221 W. State Street - Barry County Chamber of Commerce	\$10,000.00
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TOTAL	\$10,000.00
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Total Approved 2021/2019 Budget	\$100,000.00
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Total Outstanding and Approved Projects 2021/2022 Budget	\$33,362.70
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Available for Loan Commitments	\$66,637.30
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Façade Improvement Grant 2021/2022 Budget**\$50,000.00**

April 6, 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 - Taunia'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
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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



DDA

Agenda Item Memorandum

To: Patty Woods and DDA Board

From: Dan King

Subject: DDA Marketing Committee

Meeting Date: April 21, 2022

Recommended Action:

Review and consider DDA Marketing Committee recommendation for WBCH marketing and advertising expenditures.

Background Information:

The DDA has utilized the WBCH website for banner ads but not since October through December, 2018. The Marketing Committee is recommending placement of banner ads on the WBCH website for one month during the June through August timeframe. The committee is also recommending placement of a banner ad during October and November. The banner ads would reflect the marketing message reflected on the billboard at the time of the banner ad placement.

Financial Implications:

Monthly cost for WBCH banner ads is \$300.00. Recommended placement for the three total months would be \$900.00. There is adequate funding available in the radio advertising line-item budget to support these recommendations.

Dan King

From: Denton, Lynn <ldenton@fbinsmi.com>
Sent: Tuesday, April 5, 2022 10:11 AM
To: Dan King
Subject: DDA Meeting agenda 4/21

CAUTION: External Email

Dan, from our meeting this morning I would like to ask the DDA consider funding the following items in support of the Downtown Business team.

1 Street Banner matching the DDA Billboard	\$1,000.00
2 Printing cost for window posters matching the DDA Billboard	\$ 180.00
3 Two quarters of Radio advertising with WBCH Shop Local	\$ 400.00

I guess I am not sure on the radio if you will be paying us or the radio station I think is how we left it. Thanks for all you do and your commitment to Downtown Hastings.

Regards,



Lynn Denton
Agent
The Lynn Denton Agency Inc.
Farm Bureau Insurance
139 W State St
Hastings MI 49058
Ph 269-945-4520
FX 269-945-2864
ldenton@fbinsmi.com
www.thelynndentonagency.com

Find out how much life insurance you need by clicking here, [Life Insurance Calculator](#)

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882 40th Street SE
Grand Rapids, MI 49508-2401

T (616) 406-1756

www.sme-usa.com

April 8, 2022

Mr. Travis Tate, P.E.
Director of Public Services
City of Hastings
Hastings, MI 49058

Transmitted via email to: ttate@hastingsmi.org (PDF)

RE: Proposal of Services for Light Pole Evaluation
City of Hastings, Michigan
SME Proposal No.: P01001.22

Dear Mr. Tate:

We appreciate the opportunity to submit our proposal of services for the referenced project. This letter presents our scope and fee for the above noted services, based on our communications.

SCOPE OF SERVICES

Based on our understanding of the project, we present the following scope of services:

LIGHT POLE EVALUATIONS

You requested that we evaluate 83 light poles within the City of Hastings, MI. This number included the tall poles with a quantity of 53, the City Hall poles with a quantity of 5, and 20% of the total 125 short poles which calculates to 25. We understand this scope of services is to provide a general condition assessment of the poles and provide recommendations regarding which should be removed, replaced, or repaired. Our scope will include performing nondestructive testing (NDT) and visual review of these poles and bases. We will need a site plan or list with pole identifications from you prior to our review.

You indicated that your maintenance supervisor Mr. Robert Neil or someone he appoints in his place would accompany us during the reviews to lift and lower the base covers at each pole.

Based on our light pole evaluation experience, our scope of services for your site will include the following tasks:

- Ultrasonic thickness measurements as needed based on visual condition of pole near base.
- Ultrasonic review of anchors at specific poles of concern. (Based on direction from your field representative)
- Assessment of vertical plumbness of the pole.
- Review of the coating within six feet of the base.
- Visually review of the concrete footing for evidence of distress.
- Preparation of a report documenting our findings.

We anticipate this scope of services will require up to five days for the field evaluation, and subsequent report development time of up to three days at our office. Our report will contain a description of our methodology and findings, a spreadsheet showing the condition of the poles, and photographs of the poles. We will use the numbering shown on the site plan or list (to be provided) for referencing the pole locations. If a numbering system is not provided, we will create one for reporting purposes.

BUDGETING

Our services for evaluation of these light poles will be provided on a lump sum fee. Based on our understanding of your request and discussions with you, we estimate a fee of **\$19,800** for the described scope of services.

SCHEDULING

Based on our current commitments, we can begin the on-site evaluations within two weeks' notice to proceed; and following receipt of our signed proposal general conditions. We anticipate that the on-site evaluation will then be completed within a ten-weekday period (considering potential schedule and weather delays). Upon completion of the evaluation, our final report will be issued approximately 2-3 weeks later. We would notify your team immediately if any of our findings indicate that a pole appeared to be a safety issue to the public.

PRESUMPTIONS

The proposed fee is based on the following assumptions:

1. Rights of entry to the property will be provided to SME (at no cost).
2. Work can be performed during regular business hours on weekdays (You indicated the working hours would be Monday-Friday, 7AM-3PM).
3. Updated site plans and CAD drawings (If available) will be provided.
4. Access to the light poles will be available at the time of our scheduled assessment. Parking spaces may require temporary access limitation/barricading to allow access.
5. We will be allowed to have a rolling cart for our equipment and to perform our evaluation; which may be left stationary for short periods within the walking space of the sidewalk.
6. Our evaluation of the light poles will be limited to exterior visual observations, as accessible at the time of our scheduled review. Plates, covers, or other accessories will not be removed by our staff.
7. The review can be done from the ground without the use of an aerial lift.

GENERAL COMMENTS

Please review and return a signed copy of our General Conditions (03/15), with this proposal, as acceptance of our services. Note that alternate conditions submitted for our review may result in changes to our proposed scope, scheduling, and/or fee. An agreed upon service agreement prior to performing our services. Requested scheduling and execution of on-site services will be considered as your acceptance of our general conditions.

Thank you for considering SME to assist you on this project. Please contact us if you have questions.

Very truly yours,

SME

Josh Vorhies, CWI
Senior Staff Specialist

For
Tiffany D. Vorhies, NACE CIP-II
Chief Consultant

Attached: General Conditions (03/15)

SME GENERAL CONDITIONS

- 1. DEFINITIONS:** In this Agreement, the party agreeing to have the services performed is the “CLIENT.” The CLIENT’s CLIENT shall be referred to as the “OWNER.” Unless expressly stated otherwise, SME, its employees, agents, subconsultants and subcontractors, are collectively referred to as “SME.” The “services” to be provided under this Agreement are defined in SME’s Proposal and subsequent written amendments, change orders, or otherwise-authorized additional services.
- 2. INVOICING AND PAYMENT:** SME will submit invoices to CLIENT monthly and a final bill upon completion of services. Payment is due upon presentation of invoice to the CLIENT and is past due 30 days from date of the invoice. CLIENT agrees to pay a service charge of 1-1/2% per month, or the maximum rate allowed by law, whichever is greater, on past due accounts.
- 3. INSTRUMENTS OF SERVICE:** All reports, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by SME in connection with this Project shall be considered instruments of service, and shall remain the property of SME. SME grants CLIENT and OWNER a limited license to use such instruments of service for the purpose of designing, constructing, maintaining or repairing work that is part of this Project. Any reuse of SME’s instruments of service for any purpose other than the limited license granted herein is prohibited and SME shall have no responsibility to CLIENT, OWNER or third parties for unauthorized use of its instruments of services.
- 4. RECORDS RETENTION:** SME will retain pertinent records relating to the services performed for CLIENT for a period of time consistent with SME’s File Management Plan, a copy of which will be provided to CLIENT upon request. During that period, the records will be made available to the CLIENT at reasonable times. At the end of the retention period indicated in SME’s File Management Plan, SME may, in its sole discretion, dispose of all such records.
- 5. SME MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH REGARDS TO ITS SERVICES.**
- 6. TERMINATION:** Either party may terminate this Agreement upon at least 7 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination will not be effective if that substantial failure is remedied before expiration of the period specified in the written notice. This Agreement shall also be automatically terminated upon a suspension of the Project for more than 3 months. In the event of termination, CLIENT will pay SME for services performed to the termination notice date plus reasonable termination expenses. In the event of termination, or suspension, prior to completion of all reports contemplated by this Agreement, SME may complete such analyses and records as are necessary to complete the files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension include all direct costs of completing such analyses, records, and reports.
- 7. DISPUTES:** If any dispute arising out of or relating to this Agreement, or its breach, is not settled through direct discussions, the parties agree that as a condition precedent to litigation or arbitration, they will endeavor for 30 days following written notice by one party to the other of a dispute or breach, to settle the dispute by mediation with the assistance of a neutral mediator. In any litigation or arbitration, if applicable, the parties agree that the prevailing party is entitled to recover all reasonable costs incurred in defense or prosecution of the claim, including its staff time, court costs, attorney’s fees, and other claim-related expenses. Notwithstanding, SME has no obligation to mediate with CLIENT prior to litigation when collecting fees owed by CLIENT.
- 8. AUTHORIZATION:** By signing these General Conditions, CLIENT agrees to accept the proposal, including these General Conditions and any Special Conditions, as the Agreement governing SME’s services and the relationship between the parties. If CLIENT gives SME other-than-written authorization to proceed with services after receiving SME’s written proposal, CLIENT accepts the proposal, these General Conditions, and any Special Conditions, as the Agreement governing SME’s services, and the Agreement is effective, except for those provisions that CLIENT objects to in writing within 7 days following the other-than-written authorization.
- 9. SAFETY:** SME will be responsible only for the safety of SME employees. Unless otherwise explicitly described in our scope of services, the scope of services does not include job or site safety for, or supervision or direction of, the work of others. The presence of SME on the job site should not be construed to in any way relieve the CLIENT, other contractors, or other parties on the site of the obligation and responsibilities for their personal safety and the safety of their employees, consultants, and subcontractors.
- 10. INSURANCE:** SME and its staff are protected by worker’s compensation insurance and SME has coverage under General Liability and Professional Liability insurance policies. SME will provide CLIENT with evidence of such policies upon written request. SME is not responsible for any loss, damage or liability arising from acts of CLIENT, its agents, staff, and other consultants employed by CLIENT.
- 11. INDEMNIFICATION:** To the fullest extent permitted by law, CLIENT shall hold harmless, defend, and indemnify SME from and against all claims, damages, losses and expense, including reasonable attorney fees, arising out of the performance of SME’s services or the materials of others in connection with the Project regardless of whether or not such claim, damage, loss or expense is caused in part by SME; provided however, that this obligation shall not apply to claims, damage, loss or expense caused solely by negligence of SME.

12. GOVERNING LAW: The parties agree that this Agreement shall be governed in all respects by the laws of the State of Michigan.

13. LIMITATION OF LIABILITY: In consideration for SME's undertaking to perform services at the rates set forth on the Fee Schedule attached to SME's proposal or the lump sum fee provided, CLIENT agrees to limit all potential liability of SME to CLIENT, its employees, agents, successors and assigns, for any and all claims, losses, breaches, damages or expenses arising from, or relating to SME's performance of services on this Project, such that SME's total aggregate liability to CLIENT, its employees, agents, successors and assigns shall not exceed \$50,000 or SME's total fee for the services rendered on the Project, whichever is greater. The CLIENT understands that it may negotiate a higher limit of liability in exchange for an appropriate increase in SME's fee.

- a) CLIENT further agrees that it will require all of its contractors and consultants on this project and their respective subcontractors and subconsultants, be bound by an identical limitation of SME's aggregate liability in their agreements for work on this Project.
- b) CLIENT further agrees that it will require all of its contractors and subcontractors defend and indemnify CLIENT and SME from any and all loss or damage, including bodily injury or death, arising from contractor or subcontractors performance of work on this Project, regardless of whether or not such claim, damage, loss or expense is caused in part by SME provided however, that this obligation shall not apply to claims, damage, loss or expense caused by the sole negligence or fault of SME.

14. PERIOD OF LIMITATION: Notwithstanding any period of limitations that might otherwise apply, the parties agree that no action, claim or proceeding of any kind, whether in tort, contract or equity arising out of SME's services may be brought against SME more than two years after the first to occur of the following events: (i) the date of CLIENT's acceptance, use or occupancy of the Project that is the subject of this engagement, or (ii) the date of SME's last service in connection with this Project.

15. ADDITIONAL SERVICES: If SME provides services at the request of CLIENT, in addition to those described in the scope of work contained in SME's proposal, CLIENT agrees that these general conditions including any Special Conditions shall apply to all such additional services.

16. AGREEMENT: This Agreement includes SME's Proposal, these General Conditions, and any other Special Conditions, Fee Schedules, or other documents provided with SME's Proposal. This Agreement constitutes the entire contractual relationship between the parties and cannot be changed except by a written instrument signed by both parties. All preprinted Terms and Conditions on CLIENT's Purchase Order(s) or acknowledgement forms are inapplicable to this Agreement. In the event any provision of this Agreement is held invalid or unenforceable, the other provisions will remain in full force and effect, and binding upon the parties. All the terms of this Agreement, including provisions relating to limitation and allocation of liability, shall survive the completion and/or termination of this Agreement. This Agreement cannot be assigned by either party without the written consent of the other party.

Please complete and return the signed General Conditions to SME to indicate acceptance of this proposal and to initiate work on the referenced project. The CLIENT's signature or direction to proceed also indicates that he/she has read or has had the opportunity to read the General Conditions and agrees to be bound by such General Conditions.

SME PROPOSAL

Proposal No.: _____

Project Name: _____

Project Location: _____

CLIENT PROPOSAL AND AGREEMENT ACCEPTANCE(Please Print or Type)

CLIENT Signature: _____ Date: _____

Printed Name: _____

Title: _____

CLIENT (Company) Name: _____

Address: _____

Telephone No.: _____ Email: _____