

City of Hastings
Downtown Development Authority

DRAFT Meeting Minutes

April 21, 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, Bolthouse, Button, Denton, Hatfield, Tossava, Woods

Absent: Wiswell

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

Others Present: Hunter McLaren, J-Ad Graphics

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Motion by Tossava, second by Bolthouse, to approve the agenda as presented

All ayes, motion carried

4. Approval of Minutes from Receive –

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King: Financial statements for February 28, 2022 are included in the packet; budget data has been updated through March 31, 2022; The DDA fund balance, as of February 28, was \$586,042.83; so far, the revenue is just over \$607,000; the allocations from DDA to the General Fund and Parking SAD have been made in the accounting system and are represented in the financial statement

Denton asked whether the DDA should have a substantial fund balance at the end of the year; Moyer-Cale said a large fund balance isn't a problem if there are plans for the money such as the streetscape and streetlight replacement

Denton asked if additional DDA funds had been budgeted for downtown snow removal; Moyer-Cale said \$20,000 had been budgeted for snow removal during the 2022-2023 FY; staff would issue an RFP in late summer early fall for 3rd party snow removal bids

Board and staff also discussed paving of downtown parking lots

6. Façade and BEIG Update-

King: \$66,637 is currently available in the BEIG revolving fund balance; a \$10,000 loan application from the Barry County Chamber of Commerce was approved by the BEIG Loan Committee and ratified by the DDA

King: The Façade grant program currently has \$6,507.50 available; Nate Winick and Tracy Baker are expected to submit grant applications for approval

7. Open Public Comment and Discussion – None

8. Old Business-

A. Marketing Committee Update

King said the marketing committee recommends that the DDA purchase banner ads on the WBCH website for one month during the June to August time frame and another banner ad during October and November. The marketing ads would reflect the billboard design at the time of the ad placement

9. New Business

A. Lynn Denton—Downtown Business Team Request—

Motion by Hatfield, second by Bolthouse, to pay the Downtown Business Team up to the \$1,780 for the purchase of new street banner(s), window posters, and two quarters (six months) of radio advertising with WBCH

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

Nays: None

Abstain: Denton

Absent: Wiswell

All ayes. Motion carried

B. Downtown Street Light Base Structure Stress Test Expenditure-

Motion by Tossava, second by Baker, to approve the expenditure of \$19,800 for stress testing for the bases of the downtown streetlights

Ayes: Albrecht, Baker, Bolthouse, Button, Denton, Hatfield, Tossava, Woods
Nays: None
Absent: Wiswell

All ayes, motion carried

10. DDA Member Comment –

Woods said the DDA would like to have an inventory of its assets to create a maintenance plan

Bolthouse asked for an update on the property located at the corner of Michigan and Court St., 134 E. Court; King said the property had been purchased by Marv Helder and has submitted an unofficial site plan to planning Commission for nine townhouses on the site and intends to submit an official site plan ready for review at the June Planning Commission meeting

Baker said that plans for the streetscape need to look at trees and their proximity to light poles

Tossava asked staff to talk with the owner of Walldorff Brew Pub & Bistro about the possibility of using façade grant funds to either remove or restore the fire escape on the west side of the building

Other items discussed included the City removing the wayfinding sign from Baker’s basement where it has been stored since it was removed from the side of the former Secondhand Corners building; asking the Thornapple Arts Council to remove chalkboards from downtown streets; Girls Night Out is slated for May 5; flower bed planting is scheduled for May 18, and new sculptures from MSI are expected to be installed April 28

King gave an update on MSHDA’s final decision regarding grant funding for the construction of low to moderate income housing on the former Royal Coach site

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Albrecht, second by Hatfield, to adjourn

All ayes, motion carried

Meeting adjourned 9:02 a.m.

Patty Woods, Chair

Deb Button, Secretary

Prepared by Sandra Ponsetto, City of Hastings