

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY
October 20, 2022 Meeting - Communication

To: DDA Members and Staff
From: Dan King
Date: October 14, 2022
Subject: Information Regarding October 20, 2022 Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday October 20th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through September 30th. The approved increase in parking lot expenditures has been added to the budget.

6. Façade and BEIG Update

Both Façade and BEIG tracking reports have been updated through September 30th.

8. Old Business:

- A. We will give a brief update on the Parking Committee walkthrough held on Tuesday October 4th.

9. New Business

- A. The second and final informational meeting as required by PA 57 of 2018 will be conducted. The focus of the informational meeting will be DDA activities for the past year.
- B. The price of a ¼ page ad in Michigan Trails magazine has increased from \$736.00 to \$812.25. Staff recommends approving the budget increase in the amount of \$76.25.

Please let us know if you are unable to attend the meeting. See you next Thursday!

Dan

HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday October 20, 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 September 16, 2022 Meeting and September 30, 2022 Special Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
 - A. Update on Parking Committee Meeting
9. New Business
 - A. PA 57 of 2018 Informational Meeting
 - B. Review Budget Increase for Michigan Trails Advertising
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
September 16, 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

City Staff and Appointees Present:

Others Present: King, Ponsetto, Resseguie

2. Pledge to the Flag

Woods asked the DDA Board to elect a new vice chair. Motion by Tossava, second by Baker to elect Hatfield as the new vice chair of the DDA

All ayes, motion carried

3. Approval/Additions/Deletions to Agenda –

Woods added a Façade Grant Request from B2 Outlets to the agenda under New Business, and the election of a new vice chair.

Motion by Button, second by Baker, to approve the agenda as amended

All ayes, motion carried

4. Approval of Minutes from August 18, 2022

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

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through August 31, with limited financial information; due to the resignation of the City's finance director; he said the interim finance director was starting Monday, September 19.

Hatfield asked that, if no financial information is available, City staff provide a list of checks or payments of over \$1,000; King said it would be done

6. Façade and BEIG Update-

King said there was no change to the façade grant worksheet for August; he said the only façade grant payout so far for the 2022-2023 Fiscal Year was \$5,500 for Andrew Ortwein's building, located at 135 E. State St.

7. Open Public Comment and Discussion – None

8. Old Business

A. Parking Lot 8 Site Plan and Administrative Site Plan Review Information

The DDA Board discussed the plans for the Parking Lot 8; it was the consensus of the board that they would like to see more parking and the elimination of the small center island and tree

9. New Business

A. Ortwein International Façade Grant-

King said that Andrew Ortwein, had fulfilled the requirements of the Façade Grant for 135 E. State St. and grant funds totaling \$3,910.00 were dispersed

Information only

B. Request to Schedule PA 57 of 2018 Informational Meeting for October-

Motion by Hatfield, second by Tossava, to set the PA 57 of 2018 Informational Meeting for 8 a.m. Thursday, October 20, 2022

All ayes, motion carried

C. Façade Grant Application for B2 Outlets, 760 W, State St., Suite C, for a total of \$11,000.00

King said that this grant application was the first to be submitted under the new façade grant guidelines, which raised the limit to \$10,000 with an additional \$1,000.00 available for architectural renderings

Motion by Tossava, second by Baker, to approve the application

Yeas: Albrecht, Baker, Button, Hatfield, Schaal, Tossava, Wiswell, Woods

Nays:

Absent: Bolthouse

All ayes, motion carried

10. DDA Member Comment –

Board members discussed whether, after the recent street light inspection, the downtown streetlights were sturdy enough to allow banners to be placed on them; they also discussed that if banners on the streetlights were part of the proposed streetscape, there should be a five-year replacement plan to keep them from looking worn; it was the consensus of the board to add the streetscape to next month's agenda for discussion

Baker said that planning for Jingle & Mingle is under way

Woods said the marketing committee needs to discuss marketing for the Christmas season

King said that the Lofts@128 are planning to hold a ribbon cutting at 3 p.m., Thursday, November 29; and 15 or 16 of the 21 apartments have been pre-leased and a show unit would be ready in the next week or two

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Button to adjourn

All ayes, motion carried

Meeting adjourned at 8:53 a.m.

Patty Woods, Chair

Deb Button, Secretary

City of Hastings
Downtown Development Authority
DRAFT Special Meeting Minutes
September 30, 2022

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 9:00 a.m. by Woods

Roll Call –

Present: Albrecht, Baker, Button, Hatfield, Schaal, Tossava, Woods

Absent: Bolthouse, Wiswell

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

Others Present: Resseguie

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

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

All ayes, motion carried

4. Approval of Minutes - NA

5. Financial Statements & Budget for Review – NA

6. Façade and BEIG Update- NA

7. Open Public Comment and Discussion – None

8. Old Business- None

9. New Business

A. Review Expenditure Request for Parking Lot Improvements-

King said that inflationary effects have been significant, which are reflected in the bids recently received from asphalt contractors for the milling, resurfacing, and striping of Parking Lot 1, 2, 3, and 4. The lowest bid was \$144,450.00, which is why the City is requesting the DDA increase its original

budget for parking Lot 8 from \$80,000.00 to \$120,000.00 and pay the difference between the budgeted \$90,000 for Parking Lot 1, 2, 3, and 4; for a total of \$94,450.00

Motion by Hatfield, second by Schaal to increase the DDA land improvement budget by \$94,450.00

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

Nays:

Absent; Bolthouse, Wiswell

All ayes, motion carried

10. DDA Member Comment –

Hatfield suggested that two people be added to the DDA Parking Committee, to replace members who are no longer on the board. Schaal and Baker volunteered. The committee is scheduled to meet at 7:30 a.m. Tuesday, October 3, 2022

11. Open Public Comment and Discussion –

King said the DDA only received one bid for snow removal on sidewalks and gutter pans; but the price was over \$4,000 per occurrence, and over \$100,000 per season. The board discussed other options for snow removal including DPS crews removing the snow once a month and/or as staffing allows

12. Adjournment

Motion by Tossava, second by Hatfield to adjourn

All ayes, motion carried

Meeting adjourned at 9:37 a.m.

Patty Woods, Chair

Deb Button, Secretary

DDA Budget 2022/2023 October 13, 2022 Update (thru 09.30.22)					
Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
248.100.404.000	Tax Capture	\$ 656,000			\$ 656,000
248.100.573.000	LCSA Appropriation	\$ 40,000			\$ 40,000
248.100.642.000	Sculpture Sales	\$ 5,000	\$ 500		\$ 5,000
248.100.642.010	Advertising Sales	\$ -	\$ -	\$ -	
248.100.648.000	Application Fees	\$ 1,000	\$ 100		\$ 1,000
248.100.654.000	Electrical Vehicle Station	\$ 175	\$ 198		\$ 175
248.100.665.000	Interest Earned	\$ 25	\$ 475		\$ 25
248.100.672.000	Other Revenue				
248.100.674.000	Private Contributions or Donations		\$ -	\$ -	
248.100.675.000	Sponsorships	\$ 1,000			\$ 1,000
Total Revenue		\$ 703,200	\$ 1,273	\$ -	\$ 703,200
248.728.756.000	Repair and Maintenance Supplies				
248.728.772.000	Promotion Supplies	\$ 2,000	\$ 393		\$ 2,000
248.728.803.000	Administrative Services	\$ 35,000			\$ 35,000
248.728.806.000	Legal Services	\$ 3,500			\$ 3,500
248.728.807.000	Planning Services	\$ 10,000	\$ 1,500		\$ 10,000
248.728.861.000	Transportation (Milage)	\$ 100			\$ 100
248.728.872.000	Parking SAD	\$ 15,962			\$ 15,962
248.728.879.000	Website	\$ 1,500			\$ 1,500
248.728.882.000	Advertising - Social Media	\$ 13,000	\$ 3,078		\$ 13,000
248.728.883.000	Advertising - Print	\$ 5,000			\$ 5,000
	Michigan Trails Magazine	\$ 736			\$ 736
	Hastings Reminder - Holiday	\$ 2,000			\$ 2,000
	Battle Creek Shopper - Holiday	\$ 750			\$ 750
	Lowell's Buyers Guide - Holiday	\$ 130			\$ 130
	J-Ad Summer Fun Guide	\$ 475			\$ 475
248.728.884.000	Billboards	\$ 9,000	\$ 2,250		\$ 9,000
248.728.885.000	Advertising-Radio	\$ 2,000	\$ 300		\$ 2,000
248.728.886.000	Videography	\$ 6,000			\$ 6,000
248.728.887.000	Speakers/Performers				
248.728.891.000	Licenses and Fees	\$ 250			\$ 250
248.728.900.000	Printing and Publishing	\$ 5,900			\$ 5,900
	J-Ad Dine and Shop Brochures	\$ 700			\$ 700
	J-Ad (Event Schedules)	\$ 300			\$ 300
	J-Ad (Roubaix Booklets)	\$ 2,700			\$ 2,700
	J-Ad (Farmers Market Brochures)	\$ 1,300			\$ 1,300
	Progressive Graphics Mag. Calendar	\$ 650	\$ 17		\$ 650
	Progressive Graphics Rack Cards	\$ 500			\$ 500
	J-Ad (Downtown Parking Brochures)	\$ 250			\$ 250
	J-Ad RFP-Snow Removal Publishing		\$ 112		
248.728.902.000	Newsletter	\$ 2,000			\$ 2,000
248.728.906.000	Promotions/Marketing	\$ 1,000	\$ 147		\$ 1,000
248.728.907.000	Sponsorship and Donations	\$ 14,575			\$ 14,575
	Chamber of Commerce	\$ 2,000			\$ 2,000
	Summerfest	\$ 1,000			\$ 1,000

Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
	Jingle and Mingle	\$ 2,900			\$ 2,900
	Ball Drop	\$ 2,000			\$ 2,000
	Farmer's Market	\$ 1,500			\$ 1,500
	Gus Macker				
	Barry Roubaix	\$ 2,000			\$ 2,000
	Barry Community Foundation	\$ 3,000			\$ 3,000
248.728.911.000	Conferences/Trainings	\$ 1,450			\$ 1,450
	MFEA	\$ 295		\$ -	\$ 295
	Boyne USA	\$ 333		\$ -	\$ 333
	Other Training	\$ 800			\$ 800
248.728.912.000	Meetings	\$ 100			\$ 100
248.728.915.000	Membership Dues	\$ 600			\$ 600
	West Michigan Tourist Assoc.	\$ 270			\$ 270
	MI Festivals and Events	\$ 250			\$ 250
248.728.918.000	Water/Sewer		\$ 5,789		
248.728.920.000	Electric		\$ 217		
248.728.926.000	Property Taxes	\$ -			\$ -
248.728.929.000	Ground Repair and Maintenance		\$ 14		
248.728.929.010	Snow Plowing and Removal	\$ 20,000			\$ 20,000
248.728.930.000	Repair and Maintenance	\$ 100			\$ 100
248.728.940.000	Equipment Fund Rental		\$ 1,050		
248.728.974.000	Land Improvements (Depreciable)	\$ 174,450			\$ 174,450
	Doornbos - Signs -Plaza/Welcome				
	Tree Grates/Vaults Repair				
	Parking Lot Imp/Paving	\$ 174,450			\$ 174,450
	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)				
	Lighting and Bollards				
	Lighting- Paint				
	Sculpture Purchase				
	Spray Plaza Maintenance				
248.728.978.010	Technology - Non Depreciable				
248.728.986.000	Sculpture Rehab				
248.728.991.000	Façade Improvement Grants	\$ 50,000	\$ 5,000		\$ 50,000
Total Expenditures		\$ 373,487	\$ 19,754	\$ -	\$ 373,487
248.728.905.000	Transfer to Other Governments	\$ 256,320			\$ 256,320
	Administration	\$ 197,225			\$ 197,225
	Spray Plaza Security (EPS)	\$ 1,400			\$ 1,400
	MSI	\$ 21,600			\$ 21,600
	Speakers and Performers (Buskers)	\$ 1,000			\$ 1,000
	J-Ad - Hastings Live	\$ 5,000			\$ 5,000
	J-Ad - Sculpture Tour Booklets	\$ 1,500			\$ 1,500
	J-Ad Park Booklets	\$ 700			\$ 700
	TAC Sponsorship	\$ 5,925			\$ 5,925
	Water and Sewer - Spray Plaza	\$ 9,900			\$ 9,900
Total Transfers		\$ 256,320	\$ -	\$ -	\$ 256,320

Account Number	Title	Budget	Year to Date	Projected	Recommended 2022/2023
Total	Expenditures and Transfers	\$ 629,807	\$ 19,754	\$ -	\$ 629,807
Total Revenue		\$ 703,200	\$ 1,273	\$ -	\$ 703,200
Total Expenditure and Transfers		\$ 629,807	\$ 19,754	\$ -	\$ 629,807
Total Net Position		\$ 73,393	(\$18,481)	\$ -	\$ 73,393
Beginning Fund Balance		\$ 239,556	\$ 487,444	\$ 291,791	\$ 487,444
Ending Fund Balance		\$ 312,949	\$468,963	\$ 291,791	\$ 560,837

Façade Improvement Grant 2022/2023 Budget**\$50,000.00**

October 13, 2022

Paid FY 2022/23 To Date (09/30)

228 N. Jefferson Street - Nathan Winick Hastings Riverwalk Café	7/26/2022	\$5,000.00
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TOTAL DISBURSED

\$5,000.00***Façade Grants Pledged for the 2022/2023 FY Budget***

110 W. State Street (Front Façade) - Tom Kramer	11/21/2019	\$5,000.00
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
109 E. State Street - Tim and Tracy Baker - At Home Real Estate	5/19/2022	\$5,000.00
135 E. State Street - Andrew Ortwein - Ortwein International	6/16/2022	\$3,910.00
107 E. State Street - Tim and Tracy Baker - At Home Real Estate	6/16/2022	\$5,000.00
760 W. State Street, Suite C - B2 Outlets	9/16/2022	\$10,000.00

TOTAL PLEDGED

\$38,410.00***Architectural Renderings Pledged for the 2022/2023 FY Budget***

110 W. State Street (Front Façade) - Tom Kramer	11/21/2019	\$500.00
760 W. State Street, Suite C - B2 Outlets	9/16/2022	\$1,000.00

TOTAL PLEDGED FOR ARCHITECTURAL

\$1,500.00**Total Approved 2022/2023 Budget****\$50,000.00****Total Approved and Disbursed 2022/2023 Projects****\$44,910.00**

Available

\$5,090.00

BEIG LOAN TOTAL BUDGET	\$100,000.00
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109 and 111 E. State Street - Barlow Florist #1	\$2,410.47
109 and 111 E. State Street - Barlow Florist #2	\$6,249.94
125 S. Jefferson Street - Jacinto	\$7,857.10
124 E. State Street - Leonard	\$5,595.15

Total BEIG Loans Outstanding as of June 30, 2022	\$22,112.66
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BEIG Loans Committed and Not Funded

TOTAL	\$0.00
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Total Approved 2022/2023 Budget	\$100,000.00
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Total Outstanding and Approved Projects 2022/2023 Budget	\$22,112.66
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Available for Loan Commitments	\$77,887.34
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CITY OF HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY
ACCOMPLISHMENTS, PROJECTS, INVESTMENTS, AND AUTHORITY EVENTS
FOR FISCAL YEAR 2021-2022

- July 2021 -- Approved a \$3,750 façade grant for 109 & 111 W. State St.
- July 2021-- Approved a \$5,000 façade grant for E. Court St.
- July 2021-- Approved the expenditure of \$2,500 for the purchase of 5,000 wooden coasters engraved with the City of Hastings 150th anniversary logo
- August 2021 – Approved façade grant requests of \$5,000 each for 102 and 110 W. State St
- August 2021—Established a Special Assessment District for parking lot maintenance and requested that City Council conduct a public hearing for the necessity of the district
- September 2021— Approved a request from the Barry County Chamber of Commerce for \$1,621.26 for funding to support the purchase of 150th Anniversary items that would be utilized during the Barry County Brewfest Saturday, September 25
- September 2021—Approved a request from the Downtown Business Team for \$500 to support the purchase of a new Jingle & Mingle street banner
- October 2021—approved the expenditure of \$899.00 to send Merrick to the Michigan Festivals and Events Conference
- October 2021—Held PA 57 of 2018 Informational meeting
- November 2021—Approved the By-laws and Rules of Procedure amendment and forwarded it to City Council for approval
- November 2021-- Approved a façade grant request of \$5,000 for 117 E. State St.

- November 2021—Approved a request in the amount of \$2,900.00 to support Jingle & Mingle
- November 2021—Approved a request of \$2,000.00 for the New Year’s Ball Drop
- November 2021—Approved the 2021 holiday print advertising with J-Ad Graphics in the amount of \$2,936.85 and radio advertising with WBCH in the amount of \$1,007.00
- November 2021—Approved the 2022 Publications Expenditure Request in the agenda packet
- November 2021—Set the meeting schedule for 2022 for the third Thursday of each month with the meeting beginning at 8 a.m.
- January 2022—Approved a request from the Thornapple Arts Council for programing support in the amount of \$6,125.00
- January 2022—Approved a proposal for streetscape design improvements in the amount of \$12,174.00
- January 2022—Approved a façade grant request in the amount of \$4,500.00 for 150 W. State St.
- January 2022— Voted to keep the current slate of officers: Woods, chair; Denton, vice-chair; Button, secretary
- February 2022—Approved increasing the current snow removal budget from \$6,500.00 to \$10,000.00 to remove snow under the direction of staff
- March 2022—Approved expenditure of \$440.00 for booth at Barry County Fair
- April 2022—Approved the expenditure of up to \$1,780.00 for the purchase of new street banners, window posters, and six months of radio advertising
- April 2022—Approved the expenditure of \$19,800 for the stress testing of the bases of downtown streetlights
- May 2022—Approved a Façade Grant Request from Riverwalk Café in the amount of \$5,000.00
- May 2022—Approved a Façade Grant Request from Barry County Lumber in the amount of \$4,870.00

- May 2022—Approved a Façade Grant Request from Brown’s Carpet One Floor & Home in the amount of \$2,450.00
- May 2022—Approved a Façade Grant Request from At Home Real Estate in the amount of \$5,000.00
- June 2022—Held PA 57 of 2018 informational meeting
- June 2022 – Approved a façade grant request totaling \$3,910.00 for 135 E. State
- June 2022—Approved a façade grant request totaling \$5,000.00 for 107 E. State St.

MICHIGAN TRAILS MAGAZINE

September 6, 2022

Dan King
City of Hastings
201 East State St.
Hastings, MI 49058

Dear Dan:

The popularity of Michigan's trails, and the *Michigan Trails Magazine* and website, continue to grow in leaps and bounds and contribute to Michigan's tourism industry. In other great news, the State of Michigan is currently spending tens of millions of dollars to build miles of new trails and improve, repair or extend much of our existing trail network.

Michigan Trails Magazine has become the trusted source for the most detailed maps, photos and information on Michigan's best nonmotorized trails. The magazine is 100% advertiser funded and would not be possible without your support. To help cope with a 50% increase in printing costs and more than 100% increase in distribution costs this past year, we were forced to issue a modest increase in our advertising rates to help keep the magazine afloat (our first rate increase in 8 years).

We are now reserving space in our 2023 edition which will publish in April. As an advertiser in our 2022 edition, we are offering you "first right of refusal" on your ad position and a **5% discount** if you reserve an advertisement of same or larger size by October 31, 2022 (payment due April 28, 2023). Your advertising package also includes a FREE Trail Resource Guide Listing on our website (with a link to your website) and FREE copies of the magazine for you to distribute or share.

For your reference, you ran a **fourth page** advertisement in the 2022 edition.

We've included a renewal agreement below. Please fill out and return the entire page to us via fax, email or the enclosed envelope to reserve your space at the discounted rate (we will send you an invoice for payment). As always, please feel free to contact me if you have any questions. Thanks again for supporting the Michigan trails movement.

Sincerely,



Karen Gentry, Account Executive

Michigan Trails Magazine – Advertiser Renewal Agreement (Please indicate choice)

- Full-Page Advertisement \$2,975 – 5% = \$2,826.25
- Half-Page Advertisement \$1,625 – 5% = \$1,543.75
- Quarter-Page Advertisement \$855 – 5% = \$812.25
- Please contact me about other advertising options.

Michigan Trails Website Advertising (Please indicate choice. We will contact you to discuss ad design and placement)

- Leaderboard advertisement \$395 for 12 months, Trail page
- Billboard advertisement \$295 for 12 months, Trail page

Contact Name _____ Phone Number _____

Authorizing Signature _____ Date _____

Ad Artwork: Please run same ad artwork as last year. We will submit new ad artwork (due March 3, 2023).

TERMS: Additional 5% discount off the contract price allowed if payment is received in full by February 17, 2023. Payment is due in full by April 28, 2023. Late payments will be subject to 18% interest after 30 days.

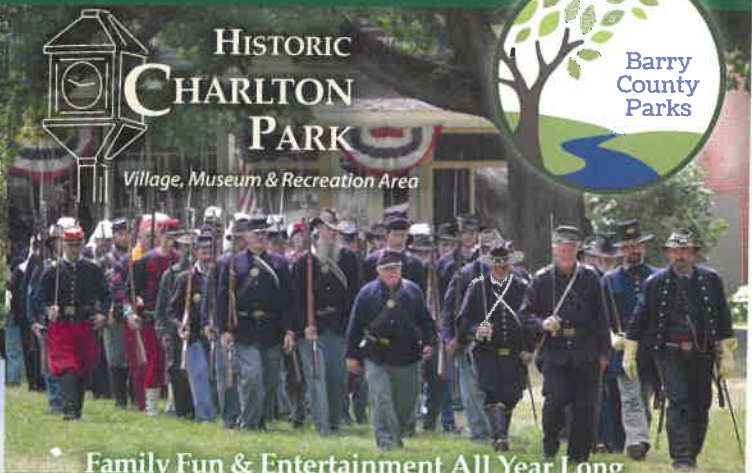
DISCOVER BARRY COUNTY PARKS

www.BarryCountyParks.org



McKEOWN BRIDGE PARK

Fishing, walking trails, canoe launch, public restrooms and parking.



HISTORIC CHARLTON PARK

Village, Museum & Recreation Area

Family Fun & Entertainment All Year Long

- 🚗 Father's Day Car Show
June 19
- 🚗 50th Annual Gas & Steam Show
July 8-9
- 🚗 Annual Civil War Muster
July 16-17
- 🚗 Great Lakes Longbow Invitational
August 11-13
- 🚗 Fall Harvest Festival
September 23-24
- 🚗 Of Christmas Past – December 10-11



THORNAPPLE BIRDING TRAIL

Explore 22 of Barry County's best birding locations.



Visit our website for an Interactive Birding Trail Map.

ThornappleBirdingTrail.org

(269) 945-3775

CharltonPark.org



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1 See location on map.

Downtown Hastings on the Thornapple

On Your Way to Everywhere

Pedestrian-Friendly

Outdoor Sculptures

Live Music at Thornapple Plaza

Historic Architecture

Hastings Riverwalk

- Restaurants, Pubs & Cafés
- Children's Entertainment Spray Plaza 11am Thursdays
- Stroll, Run or Bike the Hastings Riverwalk
- Barry – Roubaix Killer Gravel Road Race
- Thornapple Plaza Live Music Wed & Fri June-August

www.DowntownHastings.com