



City of *Hastings* Michigan

(269) 945-2468
FAX (269) 948-9544

201 E. State Street 49058

Regular Council Meeting
November 13, 2023
Executive Summary

Item #	Summary
9A – 9D	Description: Items for unanimous consent Recommended Action: Motion to approve the consent agenda as presented.
10A	Description: First Reading – Ordinance 621 – Officer Ethics Recommended Action: No Action – First Reading Only
10B	Description: Relay for Life 2024 and Resolution 2023-31 Recommended Action: Motion to approve, under direction of staff, Relay for Life of Barry County’s annual request to hold the Relay for Life event in Tyden Park from 9:00AM Saturday, September 14, through 2:00 PM Sunday, September 15, 2024, adopt Resolution 2023-31 staying the necessary ordinances, and charge appropriate fees for the use of facilities.
10C	Description: Santa Paws and Resolution 2023-32 Recommended Action: Motion to approve, under direction of staff, Linda Robinson, DVM, to hold the annual Santa Paws pet picture event at Bob King Park on Saturday, December 9, 2023, from 9:00 AM to 12:00 PM and adopt Resolution 2023-32 staying the necessary ordinances.

10D	<p>Description: Cemetery Memorial Design</p> <p>Recommended Action: Motion to approve the conceptual Riverside Cemetery Memorial design and authorize staff to proceed with an RFP for detailed construction documents associated with Phase I of the design.</p>
10E	<p>Description: Gasoline Purchase from Kent Oil and Propane</p> <p>Recommended Action: Motion to approve a purchase order for unleaded gasoline from Kent Oil and Propane totaling \$14,700.</p>
10F	<p>Description: Sale of Old Bucket Truck #290</p> <p>Recommended Action: Motion to approve the sale of bucket truck #290 to the highest bidder contingent on an acceptable bid.</p>
10G	<p>Description: Purchase new WWTP Truck</p> <p>Recommended Action: Motion to approve the replacement of truck #140 with the purchase of a 2025 MV607 dump truck from West Michigan International in the amount of \$115,331.54 and purchase of the upfit of the dump truck on a 2025 MV607 chassis from Truck and Trailer Specialties in the amount of \$42,847, for a total of \$158,178.54.</p>
10H	<p>Description: Professional Services Moore & Bruggink for USDA Loan Application and revision of DWSRF project plan</p> <p>Recommended Action: Motion to approve a proposal for professional services for the USDA Rural Development (RD) Preliminary Engineering Report (PER) and update of the Drinking Water State Revolving Funds (DWSRF) Project Plan from Moore & Bruggink, Inc. in an amount not to exceed \$12,750.</p>

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

City Council Agenda
November 13, 2023

1. Regular meeting called to order at 7:00 PM
City Clerk to swear in Councilmember Brehm
2. Roll call
3. Pledge to the flag
- * 4. Approval of the agenda
- * 5. Approval of the minutes of the October 23, 2023, workshop and regular meetings
- ✓ 6. Public Hearings: (None)
7. Public Comment:
8. Formal Recognitions and Presentations: (None)
- ✓ 9. Items for Action by Unanimous Consent:
 - * A. Consider request from Gina McMahon, Recreation and Outreach Director of the YMCA, to reserve Fish Hatchery Soccer Field and Bob King Park for the times and dates outlined in the request in Spring 2024.
 - * B. Consider acceptance, with regret, the resignation of Dale Krueger from LDFA Board effective November 1, 2023.
 - * C. Receive and place on file three (3) invoices totaling **\$102,529** as detailed in attachments.
 - * D. Consider approval of the METRO Act Permit Extension and authorize the Mayor to sign on the city's behalf.
- ✓ 10. Items of Business:
 - * A. First Reading of **Ordinance 621** - Officer Ethics.
 - * B. Consider a request from Relay for Life of Barry County to hold the 2024 Relay for Life event in Tyden Park, reserving the entire park 9:00 AM Saturday, September 14, through 2:00 PM Sunday, September 15, 2024; adopt **Resolution 2023-31** staying the necessary ordinances; and charge appropriate fees for the use of the facilities.

- * C. Consider a request from Linda Robinson, DVM, to hold the annual Santa Paws pet picture event at Bob King Park on Saturday, December 9, 2023, from 9:00 AM to 12:00 PM and adopt **Resolution 2023-32** staying the necessary ordinances.
- * D. Consider approval of the conceptual Riverside Cemetery Memorial design and authorize staff to proceed with an RFP for detailed construction documents associated with Phase I of the design.
- * E. Consider approval of the purchase of unleaded gasoline from Kent Oil and Propane totaling **\$14,700**.
- * F. Consider approval of the sale of bucket truck #290 to the highest bidder contingent on an acceptable bid.
- * G. Consider approval of the purchase of a new Wastewater Treatment Plant truck from Michigan International for \$115,331.54 and Tractor & Trailer Supply for \$42,847, totaling **\$158,178.54**.
- * H. Consider approval of a proposal for professional services for the USDA Rural Development Preliminary Engineering Report and update of the Drinking Water State Revolving Funds Project Plan from Moore & Bruggink, Inc. in an amount not to exceed **\$12,750**.

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

- * A. Public Services Director Tate Monthly Report
- * B. Fire Chief Jordan Monthly Report
- * C. Library Director Hemerling Monthly Report

✓ 13. Reports and Communications:

- * A. Redevelopment Ready Communities Certification Letter
- * B. Draft DDA Minutes October 19, 2023
- * C. Draft LDFA Minutes October 26, 2023
- * D. Draft Library Board Minutes November 6, 2023
- * E. November 2023 Event Calendar

14. Public Comment:

15. Mayor and Council comment:

16. Adjourn

* Items with enclosures.

✓ Motion under agenda heading requires roll call vote.

Guidelines for Public Comment

Public Comment is welcomed and appreciated. Please follow these simple guidelines to ensure all have an opportunity to be heard.

All comments and questions will be made through the chair. All comments will be made in a courteous and civil manner; profanity and personal attacks will not be tolerated. Please limit the length of your comments to 3 minutes. If you are a member of a group, please appoint a spokesperson to speak on behalf of the group (those speaking on behalf of a group may be provided additional time). Please state your name before offering comment.

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

City Council Workshop Minutes
October 23, 2023

1. Workshop called to order at 6:00 PM by Mayor Tossava in Council Chambers at City Hall.
2. Present at roll call were Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.

Motion by Resseguie, with support from Barlow, to excuse Councilmember Furrow.
All ayes. Motion carried.

City Staff and Appointees Present: Moyer-Cale, Bever, Boulter, King, Tate, and Wood.

Fire Chief Jordan arrived at 6:55 PM.

3. Pledge to the flag
4. Approval of the agenda

Motion by Jarvis, with support from Nesbitt, to approve the agenda as presented.
All ayes. Motion carried.

5. City Attorney Jessica Wood presented the Code of Ethics Ordinance.
6. Council Questions

Questions and Comments from Councilmembers Barlow, Jarvis, McLean, Nesbitt, Resseguie, and Mayor Tossava.

7. Open Public Discussion
8. Adjourn

Motion by McLean, with support from Jarvis, to adjourn at 6:58 PM.
All ayes. Motion carried.

Read and Approved:

David J. Tossava, Mayor

Christopher R. Bever, City Clerk

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

City Council Minutes
October 23, 2023

1. Regular meeting called to order at 7:00 PM by Mayor Tossava in Council Chambers.

2. Present at roll call were Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.

Motion by Nesbitt, with support from McLean, to excuse Councilmember Furrow.
All ayes. Motion carried.

City Staff and Appointees present: Moyer-Cale, Bever, Boulter, Jordan, King, Tate, and Wood.

3. Pledge to the flag

4. Approval of the agenda

Motion by McLean, with support from Resseguie, to approve the agenda as presented.
All ayes. Motion carried.

5. Approval of the minutes of the October 9, 2023, regular meeting

Motion by Bowers, with support from Nesbitt, to approve the minutes as presented.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.

Nays: None.

Absent: Furrow.

Motion carried.

6. Public Hearings: (None)

7. Public Comment: (None)

8. Formal Recognitions and Presentations: (None)

9. Items for Action by Unanimous Consent:

- A. Receive and place on file 4 invoices totaling **\$351,806.59** as detailed in attachments.

Motion by McLean, with support from Resseguie, to receive and place on file 4 invoices totaling **\$351,806.59**.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.

Nays: None.
 Absent: Furrow.
 Motion carried.

- B. Consider a request from Lawrence J. Bauer Post 45 of the American Legion, to hold, under direction of staff, Veteran's Day Ceremonies at the Veteran's Plaza in Tyden Park 11:00 AM on Saturday, November 11, 2023.

Motion by Bowers, with support from Nesbitt, to approve the request from Lawrence J. Bauer Post 45 of the American Legion, to hold, under direction of staff, Veteran's Day Ceremonies at the Veteran's Plaza in Tyden Park 11:00 AM on Saturday, November 11, 2023.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.
 Nays: None.
 Absent: Furrow.
 Motion carried.

- C. Consider a request from St. Rose of Lima Catholic School to hold, under direction of staff, their annual 5K Fun Run commencing at Thornapple Plaza on Saturday, May 4, 2024, from 8:00 AM to 12:00 PM.

Motion by McLean, with support from Barlow, to approve the request from St. Rose of Lima Catholic School to hold, under direction of staff, their annual 5K Fun Run commencing at Thornapple Plaza on Saturday, May 4, 2024, from 8:00 AM to 12:00 PM.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.
 Nays: None.
 Absent: Furrow.
 Motion carried.

10. Items of Business:

- A. Consider approval of **Resolution 2023-30** Early Voting Plan.

Comments from City Clerk/Treasurer Bever.

Questions and comments from Councilmember Jarvis and Mayor Tossava.

Motion by Jarvis, with support from McLean, to approve **Resolution 2023-30** Early Voting Plan.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.
 Nays: None.
 Absent: Furrow.
 Motion carried.

- B. Consider entering into the Marketing Agreement with Service Line Warranties of America.

Comments from City Manager Moyer-Cale.

Questions and comments from Councilmembers McLean and Jarvis, and Mayor Tossava.

Motion by McLean, with support from Barlow, to enter into the Marketing Agreement with Service Line Warranties of America.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.

Nays: None.

Absent: Furrow.

Motion carried.

- C. Consider approval of a quote for the upfitting of each F-550 chassis for new small dump trucks #80 and #350 from Truck and Trailer Specialties for a total amount of **\$71,324**.

Question from Jarvis.

Motion by Nesbitt, with support from McLean, to approve the quote for the upfitting of each F-550 chassis for new small dump trucks #80 and #350 from Truck and Trailer Specialties for a total amount of **\$71,324**.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.

Nays: None.

Absent: Furrow.

Motion carried.

- D. Consider setting a special City Council meeting on Wednesday, November 8, 2023, at 6:00 PM to appoint a new Councilmember to fill the Fourth (4th) Ward vacancy.

Comments from City Clerk/Treasurer Bever.

Question from McLean.

Motion by Nesbitt, with support from Barlow, to set a special City Council meeting on Wednesday, November 8, 2023, at 6:00 PM to appoint a new Councilmember to fill the Fourth (4th) Ward vacancy.

Ayes: Barlow, Bowers, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.

Nays: None.

Absent: Furrow.

Motion carried.

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

Comments from City Manager Moyer-Cale.

- A. Police Chief Boulter presented his monthly report and addressed council.
 - B. City Clerk/Treasurer Bever presented his monthly financial reports.
 - C. Community Development Director King presented his monthly report.
13. Reports and Communications:
- A. Riverside Cemetery Preservation Advisory Board Minutes September 13, 2023
 - B. October 2023 Event Calendar
 - C. November 2023 Event Calendar
- Motion by McLean, with support from Bowers, to approve and place items A-C on file.
- All ayes. Motion carried.
14. Public Comment:
- Randy Andrews, Pastor of New Beginnings Church of God, Early Voting Plan, City Water
15. Mayor and Council comment:
- Comments from Councilmembers McLean and Bowers, and Mayor Tossava.
16. Adjourn
- Motion by McLean, with support from Jarvis, to adjourn at 7:32 PM.
- All ayes. Motion carried.

Read and Approved:

David J. Tossava, Mayor

Christopher R. Bever, City Clerk



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF BARRY COUNTY

9.A.

Dear Sarah Moyer-Cale,

The YMCA of Barry County is requesting to use the following fields for Spring 2024:

TBALL: APRIL 15 – JUNE 6

*FISH HATCHERY SOCCER FIELD

Tuesday & Thursday

5:00pm-8:00pm

COACH PITCH: APRIL 15 – JUNE 10

*BOB KING PARK

Monday & Wednesday

5:00pm-8:00pm

CHURCH LEAGUE: MAY 28 – AUGUST 6 (Saturday Tournament on August 10)

*BOB KING AND FISH HATCHERY

Tuesday

5:00pm-8:00pm

Thank you for your time and consideration. I can keep you posted if these activities/sports do not take place on the above-mentioned locations, dates and times.

Sincerely,

Gina McMahon
Outreach & Recreation Director
YMCA of Barry County
269-945-4574
November 1, 2023

Subject:

RE: Krueger Resignation from LDFA Board

9.B.

From: Dan King <dking@hastingsmi.gov>

Sent: Friday, October 27, 2023 8:37 AM

To: Dave Tossava <dtossava@hastingsmi.gov>; Sarah Moyer-Cale <smoyer-cale@hastingsmi.gov>; Christopher Bever <cbever@hastingsmi.gov>

Subject: Krueger Resignation from LDFA Board

Good morning all,

Please see the email below from Dale Krueger officially resigning from the LDFA board.

Thank you,

Dan

Dan King
Community Development Director
Zoning Administrator
City of Hastings
201 E. State Street
Hastings, Michigan 49058
269-945-2468
Email: dking@hastingsmi.org
Web: www.hastingsmi.org

From: Dale Krueger <dale.krueger@hassk12.org>

Sent: Friday, October 27, 2023 8:17 AM

To: Dan King <dking@hastingsmi.gov>

Subject: Re: LDFA

CAUTION: External Email

Dear Mr. King,

I am writing you this email to express my sincere gratitude for allowing me the opportunity to serve on the LDFA Board. I have truly enjoyed the experience and have nothing but the most respect for those who serve on the LDFA Board and the Mayor of Hastings. Regretfully at this time I have to ask that the City Council accept my resignation as I have taken on additional responsibilities with my employer that significantly reduces my availability. Please consider my resignation to take effect 11-1-2023.

Sincerely,

Dale Krueger

9.C.

No.	Vendor	Amount	Description
1	Battle Creek Glass	\$50,400.00	Invoice 3634 10/2/23 Billing 3 for glass, glazing and aluminum work at The Hastings Public Library
2	Thornapple Arts Council	\$46,861.00	PO 72053 Programming Reimbursement from Baum Family Donations for 2023 Hastings Live Season
3	MCSA Group, Inc.	\$5,268.00	Invoice 10-2023 for Profesisonal Services in connection with Streetscape improvements including Topographic Survey
	Invoices	\$102,529.00	



Battle Creek Glass
21472 Bedford Road N
Battle Creek, MI 49017-8035

Invoice

Date	Invoice #
10/20/2023	3634

Phone # 269-968-2791

Bill To
Hastings Public Library
227 E State Street
Hastings, MI 49058

FISCAL

23 - 24 -

YEAR

Ship To
Job # 232773
Hastings Public Library

P.O. No.		Terms	Due Date	Account #	Project
223019-18		Net 30	11/19/2023		232773 Hastings ...
Qty	Item	Description	Price Each	Amount	
1	335	Billing #3 for Glass, Glazing & Aluminum Work per Our Contract	45,900.00	45,900.00	
1	335.1	Construction Sales Labor	4,500.00	4,500.00	
<div>PAID</div> <div>NOV 01 2023</div> <div>CITY OF HASTINGS</div>					

A 3% FEE WILL BE ADDED FOR ALL CREDIT CARD PAYMENTS

Total	\$50,400.00
Payments/Credits	\$0.00
Balance Due	\$50,400.00

FISCAL

1063

23-24-

City of Hastings

72053



YEAR 201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

PURCHASE ORDER

10-18-23

DATE

Vendor Name Thornapple Arts Department GFCouncil

PAID

Ship To Address

NOV 01 2023

CITY OF HASTINGS

Vendor Number _____

Item Description	Account Number	Price	Project Number	Received Y or N
Cooperative programming reimbursement from	101-806-876-000	\$46,861.00		
Baum Family Foundation				
for 2023 Hastings				
Live Session				
TOTAL		\$46,861.00		

* (BAUM FAMILY DONATIONS) LRS

Special Instructions

Reimbursement spreadsheet attached. Supporting data listed in T-Drive/Community Dev/TAL/2023 Hastings Live Financial Data

Requested by _____ Department Head Approval _____

City Manager Approval _____
(IF OVER \$300)

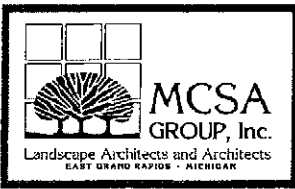
DATE

City Council Approval _____
(IF OVER \$5000)

MEETING DATE

T Plaza Revenue 2023					
Performance Donations	\$9,624				
Sponsorships					
Hastings Internal Med	\$1,500				
Rhoades	\$425				
Bloom	\$250				
BCL	\$5,000				
General Store	\$300				
CB	\$400				
Flexfab	\$1,500				
WFS	\$250				
HCB	\$5,000				
Southside Pediatrics	\$240				
Miller	\$1,500				
Padnos	\$2,000				
Performer Overpayment	\$500				
Total Revenue	\$28,489				
T Plaza Expenditures					
City Band Storage Tubs					
City Band Crew					
City Band Supplies					
City Band Music					
City Band TShirt	\$592				
City Band Hats	\$1,460				
City Band Guest Artist					
City Band Stipend	\$68				
T Plaza Performers	\$59,317				
Performer Meals	\$446				
Police Reserves					
Misc Exp.					
Plaza Sound Tech	\$11,712				
Hotel buyouts	\$1,450				
Supplies	\$24				
Marketing					
Posters					
J-Ad Printing	\$63				
TP Banner	\$219				
Total Expenditures	\$75,350				
Revenue	\$28,489				
Expenditures	\$75,350				
Total from Baum for TAC 2023	\$46,861				

101-806-876-000



FISCAL

23 - 24 -

YEAR

529 Greenwood Avenue S.E.
East Grand Rapids, MI 49506
616.451.3346

City of Hastings
Sarah Moyer-Cale, City Manager
201 East State Street
Hastings, MI 49058

Invoice number 10 - 2023
Date 10/03/2023

Project 2180 CITY OF HASTINGS -
STREETSCAPE IMPROVEMENTS 2023

Invoice Period: September 1-30, 2023

For Professional Services in connection with Streetscape Improvements, including: Design Development, Construction Documents, Bidding and Construction Administration. This months services include the topographic survey.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Remaining	Current Billed
Professional Services	220,000.00	73.47	156,362.76	161,630.76	58,369.24	5,268.00
Total	220,000.00	73.47	156,362.76	161,630.76	58,369.24	5,268.00

Invoice total **5,268.00**

INVOICE SUMMARY

Description	Prior Billed	Total Billed	Current Billed
Professional Services	156,362.76	161,630.76	5,268.00
Total	156,362.76	161,630.76	5,268.00





Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Christopher Bever, City Clerk/Treasurer/Finance Director

Subject: METRO Act Permit Extension

Meeting Date: November 13, 2023

Recommended Action:

Motion to approve the METRO Act Permit Extension and authorize the Mayor to sign on the city's behalf.

Background Information:

The city received the attached request to extend the existing METRO Act Permit with AT&T Michigan through December 31, 2028. Since 2013, this permit has been approved every five years.

The attached form is approved by the state, and once approved and signed by Mayor Tossava, copies will be sent to AT&T Michigan and the Michigan Public Service Commission Telecommunications Division.

Financial Implications:

None

Attachments:

- METRO Act Right of Way Permit Extension



AT&T Michigan
Angela Wesson
METRO Act Administrator
54 N. Mill Street
Mailbox #30
Pontiac, MI 48342

November 1, 2023

Hastings City Clerk
201 East State St
Hastings, MI 49058

METRO ACT RIGHT OF WAY PERMIT EXTENSION

Dear Hastings City Clerk,

This is a letter agreement which extends the existing METRO Act Permit issued by the City of Hastings/Barry County to Michigan Bell Telephone Company d/b/a AT&T Michigan ("AT&T") which expires on December 31, 2023. The extension is for a term to end on December 31, 2028.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at <http://www.michigan.gov/mpsc>. Please click on Regulatory Information, Telecommunications, and METRO Act/Right of Way.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Ms. Angela Wesson via e-mail, AD3245@att.com or 248-877-9518.

Agreed to by and on behalf of the
City of Hastings

By: _____
Signature

Its: _____

Date: _____

**Michigan Bell Telephone Company d/b/a
AT&T** acknowledges receipt of this
Permit Extension granted by the municipality.

By: _____
Angela Wesson

Its: METRO Act Administrator

Date: _____



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Sarah Moyer-Cale, City Manager

Subject: First Reading of Ordinance 621 – Officer Ethics

Meeting Date: November 13, 2023

Recommended Action:

None required, first reading only.

Background Information:

The City Council ordered an Ethics Ordinance be drafted by the City Attorney at the meeting of September 25, 2023. The draft text was reviewed and discussed at a workshop meeting on October 23, 2023. The City Attorney has provided a revised version of the ordinance that includes requested modifications from the City Council.

Financial Implications:

None.

Attachments:

Ordinance 621 – Officer Ethics

CITY OF HASTINGS
County of Barry, State of Michigan

ORDINANCE NO. ____

AN ORDINANCE TO AMEND CHAPTER 2 OF THE HASTINGS
CODE OF 1970, AS AMENDED, BY ADDING A NEW ARTICLE 2-VI,
“OFFICER ETHICS.”

THE CITY OF HASTINGS ORDAINS:

SECTION I.

That the Code of Ordinances, City of Hastings, Michigan, is hereby amended by adding a new Article 2-VI, to be numbered Sections 2-240 through 2-270, which reads as follows:

ARTICLE 2-VI
OFFICER ETHICS

DIVISION 2-VI-1 GENERALLY

Sec 2-240 Purpose.

This Code of Ethics is adopted to allow all public officials to construe and implement ethical standards and guidelines, and require elected and appointed officials’ conduct be above reproach. City officials shall carefully and conscientiously avoid any conduct that undermines public confidence, guided by the following principles: public interest, objective judgment, accountability, democratic leadership, and respectfulness.

Sec 2-241 Definitions.

Confidential Information means information obtained by a public official by reason of his or her position that is not available to members of the public pursuant to the Michigan Freedom of Information Act or other applicable laws, regulations, or procedures.

Officer or Official, for the purposes of this Ordinance, means a person who holds office by election, or who holds office by appointment to the Planning Commission, Zoning Board of Appeals, or Downtown Development Authority Board, within the City regardless of whether the officer is compensated for service in his or her official capacity. It does not include City employees for the purposes of this Ordinance.

DIVISION 2-VI-2 STANDARDS OF CONDUCT

Sec 2-242 Good Standing and Maintenance of Qualifications for Office.

Officers are bound to uphold the Constitution of the United States and the Constitution of the State and shall comply with the laws of the United States, State of Michigan, and the City. Officers shall maintain good standing during the entirety of his or her term and shall maintain the qualifications required in order to hold office, including but not limited to, paying taxes and assessments in a timely manner. In

cases where officers fall out of compliance with this Section, they may, at the discretion of City Council for good cause, be given no more than 90 days to come into compliance.

Sec 2-243 Confidential Information.

An officer shall not divulge to an unauthorized person, confidential information acquired in the course of his or her duties in advance of the time prescribed by the City Council or the Mayor for its authorized release to the public.

Sec 2-244 Personal Opinion.

An officer shall not represent his or her personal opinion as that of the City.

Sec 2-245 Public Resources.

An officer shall use personnel resources, property, and funds under the officer's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

Sec 2-246 Personal Profit.

A public officer shall not engage in a business transaction in which the public officer may profit from his or her official position or authority or benefit financially from confidential information that the public officer has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours except for annual leave or vacation time shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with the City.

Sec 2-247 Incompatibility and Conflicts of Interest.

Except as otherwise provided in the Michigan Constitution of 1963 or by statute, an officer shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

Sec 2-248 Personal and Financial Interests.

An officer shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the officer has a financial or personal interest.

Sec 2-249 Anti-nepotism.

Unless the City Council shall by a two-thirds (2/3) vote, which shall be recorded as part of its official proceedings, determine that the best interests of the City shall be served and the individual considered by such a vote has met the qualifications for appointive office, the following relatives of any elected or appointed officer are disqualified from holding any appointed office during the term for which said elected or appointed officer was elected or appointed: spouse, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister, or the spouse of any of them. This Section shall in no way disqualify such relatives or their spouses who are bona fide appointed officers of the City at the time of the election or appointment of said officer to elective City office.

Sec 2-250 Representation before Governmental Body.

An official of the City shall not represent any other person in any matter that the person has before the City when the officer appoints or otherwise supervises the board, commission, officer, or employee responsible for handling the matter.

DIVISION 2-VI-3 ENFORCEMENT

Sec 2-251 Investigation of Complaint.

As deemed appropriate in its discretion, the City Council shall:

- (a) Upon receipt of a signed, written complaint against an officer, investigate, conduct hearings and deliberations, conduct or issue referrals for disciplinary hearings and refer violations of this ordinance or state or federal criminal statutes to the attention of the appropriate attorney with a request for the filing of the appropriate criminal prosecution or civil infraction enforcement.
- (b) Receive information from the public pertaining to its investigations and seek additional information and documents from officers and employees of the City.
- (c) Request the attendance of witnesses and the production of books and papers pertinent to an investigation. It is the obligation of all officers of the City to cooperate with the City Council during the course of its investigations. Failure or refusal to cooperate with requests by the City Council shall constitute grounds for discipline or discharge of appointed officers of the City.

Sec 2-252 Notice and Hearing.

- (a) Complaints alleging a violation of this ordinance shall be filed with the Clerk of the City within one (1) year of the date the offense is alleged to have occurred or when it is discovered by the complainant, whichever is later.
- (b) Within three (3) business days after the receipt by the Clerk of a complaint, the Clerk shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her together with a copy of the complaint. Within 3 business days after receipt by the Clerk of a complaint, the Clerk shall send by certified mail, return receipt requested, a notice of confirmation of receipt of the complaint together with a copy of the complaint to the complainant. The notices sent to the respondent and the complainant shall also advise them of the date, time, and place of the City Council hearing to determine the sufficiency of the complaint and to establish whether probable cause exists that the respondent named in the complaint violated this ordinance. The Clerk shall also concurrently send copies of the foregoing complaint and notices to the members of the City Council.
- (c) The City Council shall conduct a hearing to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this ordinance, to determine whether there is a reasonable basis to believe that the respondent has violated of this ordinance based on the evidence presented by the complainant and any additional evidence provided to the City Council at the hearing pursuant to its investigatory powers. The complainant and respondent may be represented by counsel at the hearing. Within a

reasonable period of time after the completion of the hearing, which may be conducted in one or more sessions at the discretion of the City Council, the City Council shall issue notice to the complainant and the respondent of its ruling on the sufficiency of the complaint and, if necessary, as to whether they find that there is a reasonable basis to believe that the respondent has violated this ordinance.

- (d) If the complaint is deemed sufficient to allege a violation of this ordinance and the City Council finds that there is a reasonable basis to believe that the respondent has violated this ordinance, then the Clerk shall notify in writing the attorney designated by the City Council and shall transmit to the attorney the complaint and all additional documents in its custody concerning the alleged violation, with the City Council's request for the filing of appropriate criminal or civil proceedings. The Clerk shall also provide these documents to the respondent's appointing authority within the City with the City Council's request for the commencement of appropriate disciplinary action.
- (e) Any person who files a complaint alleging a violation of this ordinance knowing that material information provided therein is not true or that information provided therein was made in reckless disregard for the truth may be subject to a fine of up to \$500 as well as the reasonable costs incurred by the City in investigating the complaint and the reasonable costs incurred by the Respondent in responding to the complaint.

DIVISION 2-VI-4 SANCTIONS

Sec 2-253 Limitations.

Section 2b of the Standards of Conduct for Public Officers and Employees, 1973 PA 196, MCL 15.341 et seq., set forth protections for officers and employees who act as whistleblowers regarding the conduct of the City's officers. Additional whistleblower protections are set forth in the Whistleblowers' Protection Act, 1980 PA 469, MCL 15.361 et seq.

Sec 2-254 Incorporation by Reference.

State statutes cited in this ordinance contain criminal penalties and civil remedies that apply, as provided in those statutes, to the conduct regulated by those statutes.

Sec 2-255 Civil Infraction.

A violation of this ordinance may be punished as a civil infraction as established by resolution of the City Council.

Sec 2-256 Intentional Violations.

In addition to any other penalty, whether criminal or civil, an officer who intentionally violates this ordinance may be subject to disciplinary action including censure, reprimand, removal, dismissal, or discharge.

Sec 2-257 Common Law Offenses.

In addition, the common law offense of misconduct in office (misfeasance, malfeasance, and nonfeasance) constitutes a felony as provided in the Michigan Penal Code, MCL 750.505, and willful neglect of duty constitutes a misdemeanor as provided in MCL 750.478.

[Secs 2-258 through 2-270 Reserved.]

SECTION II.

If any article, section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION III.

This ordinance shall become effective upon its adoption and publication as provided by City Charter.

Moved by Member _____, with support by Member _____, that

YEAS:

NAYS:

ABSENT:

Ordinance No. ____ be adopted as read.

CITY OF HASTINGS

By: Christopher R. Bever
City Clerk



Regular Council Agenda Item Memorandum

To: Mayor Tossava and City Council

From: Dan King

Subject: Relay for Life of Barry County and Resolution 2023-31

Meeting Date: November 13, 2023

Recommended Action:

Approve, under direction of staff, Relay for Life of Barry County annual request to hold the Relay for Life event supporting the American Cancer Society in Tyden Park from 9:00 AM Saturday, September 14 through 2:00 PM on Sunday September 15, 2024; adopt Resolution 2023-31 staying the necessary ordinances; and charge appropriate fees for the use of the facilities.

Background Information:

The Relay for Life event is the largest fundraising activity supporting the American Cancer Society. The Barry County group has utilized Tyden Park for the event for several years with great success. The Relay for Life committee has requested a total closure of Tyden Park for the event to be held Saturday September 14, and Sunday September 15, 2024. Relay for Life believes park closure will increase the safety of participants, spectators, and volunteers.

This request involves the stay of the following ordinances as part of Hastings City Code, Chapter 58, Article 58-II Conduct in Public Parks:

- Section 58-34 - Hours of Operation
- Section 58-35(d) – Park Property / construction of temporary buildings or structures
- Section 58-38 – Prohibited Acts:
 - (c) During the nighttime, no person shall sleep whether in a vehicle, trailer, tent, hammock, other manner in a park, public way or other public place.
 - (g) No person shall advertise any placard or advertisement of any kind in the park, nor shall any person distribute in any manner, nor place any handbill, pamphlet, circular, etc., nor post, stencil or otherwise affix any notice or bills, advertisement or other papers upon any structure or thing in or about the park.
 - (h) No person shall carry on any trade or business or sell or display any goods, wares or merchandise in any park or conduct any commercial enterprise thereon (per the



Regular Council Agenda Item Memorandum

deed restriction for Tyden Park); however, nonprofit organizations generally recognized as operating in the community by the city council may hold or formally sponsor events and fundraising activities at city parks upon permit of the council.

In considering approval of this request, mid-September is still a period of time where we would anticipate nice weather, and total closure of the park for the majority of two days would render an important community outdoor asset inaccessible.

Additionally, based on the scope of the event over two days, staff recommends charging Relay for Life a fee of \$420 for the event. The fee would be for the non-resident rental fee of \$70 for two days for the two pavilions (\$280), and a \$70 clean-up fee for events with over 50 participants for each pavilion (\$140).

Financial Implications:

There are no direct financial implications for the City.

Attachments:

- Resolution 2023-31
- Relay for Life of Barry County Request Letter
- Special Event Application

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

RESOLUTION 2023-31

**TO STAY NECESSARY ORDINANCES FOR THE AMERICAN CANCER SOCIETY USE OF
TYDEN PARK FOR THE RELAY FOR LIFE FROM 9:00 AM ON SEPTEMBER 14
THROUGH 2:00 PM ON SEPTEMBER 15 OF 2024.**

WHEREAS, the American Cancer Society Relay for Life Committee, by way of correspondence, has requested the entire use of Tyden Park to hold the American Cancer Society Relay for Life; and

WHEREAS, the Relay for Life Committee has requested that the approved days of the event be from 9:00 AM Saturday September 14, 2024 through 2:00 PM Sunday, September 15, 2024; and

WHEREAS, the American Cancer Society Relay for Life Committee has requested a stay under Section 2-34 of the Hastings Code of Ordinances from 9:00 AM Saturday, September 14, 2024 through 2:00 PM on Sunday, September 15, 2024; and

WHEREAS, the American Cancer Society and its Relay for Life Committee desires to ensure that the Relay for Life is conducted in good taste and in accordance with all laws and regulations; now

THEREFORE, BE IT RESOLVED, that the City of Hastings hereby stays from 9:00 AM September 14, 2024 through 2:00 PM September 15, 2024 as provided under Section 2-34 of the Hastings City Code, the following:

Section 58-34; Section 58-35 (d); Section 58-38 (c) (g) and (h)

A motion to adopt the foregoing resolution being offered by Member_____, with support by Member _____:

YEAS:

NAYS:

ABSENT:

MOTION DECLARED _____.

I hereby certify that the foregoing resolution was adopted at a duly held and attended regular meeting the 13th day of November 2023 by the City Council of the City of Hastings, by a vote of ____ voting in favor thereof, ____ member being absent, and ____ members voting against.

Christopher R. Bever, City Clerk

October 5, 2023

To: Mayor, David Tossava and City Manager, Sarah Moyer-Cale

Re: Barry County Relay For Life 2024 event

I am writing on behalf of the Barry County Relay For Life, asking that a place be added to an upcoming agenda to discuss our request to reserve Tyden Park on September 14th and 15th 2024. This next year we would like to reserve the entire park from 9am Saturday until 2pm Sunday where we can shut the gates and not have people drive through.

The mission of the American Cancer Society is to save lives, celebrate lives, and lead the fight for a world without cancer. Relay For Life events are the single biggest fundraiser for the American Cancer Society, since its inception in 1985 over \$5 billion dollars has been raised to cure cancer.

On September 14th and 15th

we request permission:

- 1) Have the whole of Tyden Park for our event.
- 2) Close the gates to traffic for the entirety of the event
- 3) To have craft vendors sell items
- 4) Food truck vendors to sell food items.

As a way of generating a community event, we will offer the space at Tyden park for a vendor craft show that we will advertise as 'Small Business Saturday Fun Fair' running from 12 to 5pm(or any reasonable time within the 24 hrs time that we are renting Tyden). We will charge the

vendor's a onetime fee that will be put towards the Relay For Life's fundraising for the day.

Not all the planning has been completed for the 2024 event, however we are expected to have people walk the track (walkway), sell items such as homemade goods, speak and play music via a loudspeaker system, and then clean everything up at the end of the event. we will also like to be able to get Porta-potty, put up tents, use fire pits, bring in grills to cook our own food.

The American Cancer Society is a qualified 501(c)(3) tax-exempt organization. Tax ID Number: 13-1788491.

Please let me know the next steps. If you have any questions, please contact the event coordinators at barrycountyrelay@gmail.com

Michelle Trowbridge – 269-838-5606

Lona Kane – 269-331-1512

2023 Event Coordinators



City of Hastings
Special Event Application

The City of Hastings values the unique events and gatherings that make our community special. The City has created this application form to help organizations provide adequate information for their requests to be considered. Please contact the Community Development Department with any questions or concerns about this form.

Section 1: Applicant/Organization Information

Barry County Relay For Life

Applicant/Organization Name

Phone

Michelle Trowbridge 269-838-5606 barrycountyrelay@gmail.com

Contact Name

Phone

Email

264 S. Main St. Vermontville MI 49096

Street

City

State

Zip

Contact person on day of event (if different than above)

Phone

Section 2: Event Information

Barry County Relay For Life

Name of Event

A Fundraising Event for the American Cancer Society

Description of Event

September 14th and 15th 2024 ^{Saturday} 12pm to 12pm ^{Sunday}

Event Dates

Time (From/To)

September 14th 8am

September 15th 12pm

Set up Date(s) and Time(s)

Clean Up Date(s) and Time(s)

Tyden Park

Location(s) of Event

20

Estimated number of volunteers

100

Estimated daily attendance (if known)

Section 3: Event Details

Please indicate if any of the following will be a part of your event area:

- ☐ Road closure
 - ☐ If checked, please provide a proposed detour route.
- ☐ Closure of public parking area
- ☒ Use of park area
- ☒ Firepits/open flame
- ☐ Fireworks or pyrotechnics
 - ☐ If yes, provide a copy of liability insurance listing the City as an additional insured party.
- ☒ Food and/or non-alcoholic beverage service or sales (if yes, contact Barry County Health Department)
 - ☐ If yes, provide copy of Health Department Food Service License
- ☒ Temporary structures (including tents or pavilions)
- ☒ Music
 - ☐ If yes, what time will music begin and end? 12pm Saturday til 12pm Sunday
 - ☐ If yes, what type of music is proposed? Live – Acoustic Live - Amplification Recorded Loudspeakers or public address system
- ☐ Parade
- ☐ Race (ex: 5K)
- ☒ Vendors/sale of goods
- ☐ Carnival rides
 - ☐ If yes, provide a copy of liability insurance listing the City as an additional insured party.
- ☒ Signs or banners
- ☐ Animals/petting zoo
- ☒ Portable restroom facilities
- ☒ Donation collection/free will offering
- ☐ Other _____
- ☐ Alcohol
 - ☐ If yes, provide copy of liquor liability insurance with the City listed as an additional insured.
 - ☐ If yes, provide a copy of Michigan Liquor Control License.
 - ☐ If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).
 - ☐ If the alcohol is being served in the Social District, a Council Resolution suspending the district is required.

Section 5: Acknowledgements and Hold Harmless Agreement

The Applicant understands and agrees to the following:

1. This application is subject to review by various city departments and must be approved by the City Council. Failure to submit this application in a timely manner may delay approval or result in the denial of the application. Submission of the application does not guarantee an approval. The City may require conditions on the approval of any application.
2. The applicant must comply with all local and applicable state laws and policies. The Applicant acknowledges that approval of the special event does not relieve the applicant from meeting any requirements of law or those of other bodies or agencies applicable to the event.
3. The Applicant agrees to clean up and restore the area in the condition it was found prior to the event. The City is not responsible for equipment or personal items left on public property.
4. The Applicant acknowledges that they shall not discriminate against any employee or applicant for employment because race, color, religion, sex, national origin, age, disability, or any other applicable status protected by federal, state, or local law. The Applicant further agrees that it will comply with the Civil Rights Act of 1973, as amended, and the Michigan Civil Rights Act of 1976 (78. Stat 252 and 1976 PA 453) and will require the same of any consultant or sub-contractor involved in hosting the event.
5. Upon approval of the event, the Applicant agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and contractors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from any act or omission by the applicant, its agents, employees, contractors, and volunteers, and violation of state or federal law, and any other acts of the applicant or attendees causing personal injury or property damages in connection with this event.
6. A breach in any of the above may result in the denial of the application or revocation of an approval by the City.

Michelle Trowbridge - Relay For Life of Barry County

Printed Name of Applicant & Name of Organization

Michelle Trowbridge

Signature

10/10/23

Date

Section 6: City Review – For Office Use Only

A. Police Department Review:

Will this event require additional officers and/or equipment? If yes, please describe:

NO

Other Comments:

B. Public Services Director Review

Will this event require the use of any of the following municipal equipment?

☐ Trash receptacles ☐ Barricades ☐ Traffic cones ☐ Restroom Cleaning
☐ Fencing ☐ Water or Electric ☐ Other

Will this event require additional staff? If yes, please describe:

Other Comments:

C. Fire Chief Review

Comments:

D. Community Development Department Review

Comments:

Date of Meeting for Council Approval _____ Approved? ☐ Yes ☐ No

Please describe how garbage will be managed?

Garbage will be collected and placed at 1 can within the park

Section 4: Site & Event Plan

Please prepare a site plan that includes the following information:

Location of all temporary structures, food/concessions, booths, portable restrooms, road closures, barricades, music, event signage, garbage cans, and other event locations. Include location of exit pathways.





Regular Council Agenda Item Memorandum

To: Mayor Tossava and City Council

From: Dan King

Subject: Linda Robinson, DVM/Santa Paws Event and Resolution 2023-32

Meeting Date: November 13, 2023

Recommended Action:

Motion to approve, under direction of staff, Linda Robinson, DVM, to hold the annual Santa Paws pet picture event at Bob King Park on Saturday, December 9, 2023, from 9:00 AM to 12:00 PM and adopt Resolution 2023-32 staying the necessary ordinances.

Background Information:

Last year, Linda Robinson, DVM conducted the second annual Santa Paws fundraising event in Bob King Park. The event centers around pet owners bringing their pets to Bob King Park for pet pictures with Santa Paws. Last year the event raised \$1,000 for an area non-profit agency. Again, this year's proceeds will be donated to charity.

The request to stay ordinances in Resolution 2023-32 include:

Section 58-38 (g) no person shall advertise any placard or advertisement of any kind in the park, nor shall any person distribute in any manner, nor place any handbill, pamphlet, circular, etc., nor post, stencil, or otherwise affix any notice or bills, advertisement or other papers upon any structure or thing in or about the park.

Section 58-38 (m) No person shall bring any animal, whether domestic pet or otherwise, into any city park; however, the council may by resolution provide for exceptions to this rule for a special event or special situation and may allow household pets as described in section 90-835 into certain city parks or public lands under specific conditions.

Financial Implications:

There are no financial implications for the City.

Attachments:

- *Resolution 2023-32*
- *Linda Robinson, DVM Request Letter and Special Event Application*

City Of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

RESOLUTION 2023-32

**TO STAY THE NECESSARY ORDINANCES FOR SANTA PAWS FUNDRAISING EVENT
IN BOB KING PARK ON DECEMBER 9, 2023 FROM 9:00 AM UNTIL 12:00 PM**

WHEREAS, Linda K. Robinson, DVM, by way of correspondence, has requested permission to conduct a Santa Paws fundraising event in Bob King Park on December 9, 2023 from 9:00 am until 12:00 pm; and

WHEREAS, Linda K. Robinson, DVM, requests a stay under Section 58-38 (g) (m) of Hastings Code of Ordinances for December 9, 2023 from 9:00 am until 12:00 pm; and

WHEREAS, Linda K. Robinson, DVM wants to ensure that said fundraising event is conducted in good taste and in accordance with all laws and regulations; and

WHEREAS, the City Council of the City of Hastings desires to support this event; now

THEREFORE, BE IT RESOLVED that the City of Hastings hereby stays for the purpose of said fundraising event on December 9, 2023 from 9:00 am until 12:00 pm in Article 58-II of the Hastings City Code, the following Ordinance:

Section 58-38 (g) (m)

A motion to adopt the foregoing resolution being offered by Member _____, with support by Member_____.

YEAS:

NAYS:

ABSENT:

MOTION DECLARED _____

I hereby certify that the foregoing resolution was adopted at a duly held and attended regular meeting the 13th day of November 2023, by the City Council of the City of Hastings, by a vote of _____ members voting in favor thereof, _____ members being absent, and _____ members voting against.

Christopher R. Bever, City Clerk

November 3, 2023

Honorable David J. Tossava and Hastings City Council
City of Hastings
201 E. State Street
Hastings, Michigan 49058

Dear Mayor Tossava and City Council Memembers:

The past two years, the city has been gracious enough to allow pets to enter the Bob King Park pavillion. Pets have their pictures taken with Santa Paws as a fundraiser for various 501(c)(3) organizations, and these pets have helped to raise over \$1000 each year.

Santa Paws and the Elf Team would like to come to town again this year, and we are requesting for the city to allow pets to enter the Bob King Park pavillion again, on Saturday, December 9th from 9 am util 12 pm for pictures and wag bags. All proceeds from this event will again be donated to charity. (The pets always rise to the occasion and are extremely well behaved!)

Respectfully submitted,

Linda K. Robinson, DVM



"There's room for everyone on the Nice List!" Santa Claus



City of Hastings Special Event Application

The City of Hastings values the unique events and gatherings that make our community special. The City has created this application form to help organizations provide adequate information for their requests to be considered. Please contact the Community Development Department with any questions or concerns about this form.

Section 1: Applicant/Organization Information

Linda K. Robinson	616 765-9901	
Applicant/Organization Name	Phone	
Linda K. Robinson	616 765-9901	jarts@triton.net
Contact Name	Phone	Email
377 Cherry Street	Freeport	MI 49325
Street	City	State Zip
	269 637-2757	
Contact person on day of event (if different than above)	Phone	

Section 2: Event Information

Santa Paws	
Name of Event	
Pets have photos taken with Santa Paws - all proceeds to charity	
Description of Event	
Saturday, December 9th, 2023	9 am to 12 pm
Event Dates	Time (From/To)
Saturday, December 9th, 2023 8 am	12/9/23 12 pm
Set up Date(s) and Time(s)	Clean Up Date(s) and Time(s)

Bob King Park pavillion

Location(s) of Event

7

70

Estimated number of volunteers

Estimated daily attendance (if known)

Section 3: Event Details

Please indicate if any of the following will be a part of your event area:

- ☐ Road closure
 - If checked, please provide a proposed detour route.
- ☐ Closure of public parking area
- ☐ Use of park area
- ☐ Firepits/open flame
- ☐ Fireworks or pyrotechnics
 - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- ☐ Food and/or non-alcoholic beverage service or sales (if yes, contact Barry County Health Department)
 - If yes, provide copy of Health Department Food Service License
- ☐ Temporary structures (including tents or pavilions)
- ☒ Music
 - If yes, what time will music begin and end? 9 am -12 pm
 - If yes, what type of music is proposed? Live – Acoustic Live - Amplification Recorded Loudspeakers or public address system recorded Christmas music.
- ☐ Parade
- ☐ Race (ex: 5K)
- ☐ Vendors/sale of goods
- ☐ Carnival rides
 - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- ☐ Signs or banners
- ☒ Animals/petting zoo Dogs wearing Christmas sweaters
- ☐ Portable restroom facilities
- ☒ Donation collection/free will offering
- ☐ Other _____
- ☐ Alcohol
 - If yes, provide copy of liquor liability insurance with the City listed as an additional insured.
 - If yes, provide a copy of Michigan Liquor Control License.
 - If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).
 - If the alcohol is being served in the Social District, a Council Resolution suspending the district is required.

Please describe how garbage will be managed?

There should be no garbage.

Section 4: Site & Event Plan

Please prepare a site plan that includes the following information:

Location of all temporary structures, food/concessions, booths, portable restrooms, road closures, barricades, music, event signage, garbage cans, and other event locations. Include location of exit pathways.

Section 5: Acknowledgements and Hold Harmless Agreement

The Applicant understands and agrees to the following:

1. This application is subject to review by various city departments and must be approved by the City Council. Failure to submit this application in a timely manner may delay approval or result in the denial of the application. Submission of the application does not guarantee an approval. The City may require conditions on the approval of any application.
2. The applicant must comply with all local and applicable state laws and policies. The Applicant acknowledges that approval of the special event does not relieve the applicant from meeting any requirements of law or those of other bodies or agencies applicable to the event.
3. The Applicant agrees to clean up and restore the area in the condition it was found prior to the event. The City is not responsible for equipment or personal items left on public property.
4. The Applicant acknowledges that they shall not discriminate against any employee or applicant for employment because race, color, religion, sex, national origin, age, disability, or any other applicable status protected by federal, state, or local law. The Applicant further agrees that it will comply with the Civil Rights Act of 1973, as amended, and the Michigan Civil Rights Act of 1976 (78. Stat 252 and 1976 PA 453) and will require the same of any consultant or sub-contractor involved in hosting the event.
5. Upon approval of the event, the Applicant agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and contractors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from any act or omission by the applicant, its agents, employees, contractors, and volunteers, and violation of state or federal law, and any other acts of the applicant or attendees causing personal injury or property damages in connection with this event.
6. A breach in any of the above may result in the denial of the application or revocation of an approval by the City.

Linda K. Robinson

11/3/2023

Printed Name of Applicant & Name of Organization

Linda K. Robinson, DVM

Signature

Date

Section 6: City Review – For Office Use Only

A. Police Department Review:

Will this event require additional officers and/or equipment? If yes, please describe:

Other Comments:

B. Public Services Director Review

Will this event require the use of any of the following municipal equipment?

☐ Trash receptacles ☐ Barricades ☐ Traffic cones ☐ Restroom Cleaning
☐ Fencing ☐ Water or Electric ☐ Other

Will this event require additional staff? If yes, please describe:

Other Comments:

C. Fire Chief Review

Comments:

D. Community Development Department Review

Comments:

Date of Meeting for Council Approval _____ Approved? ☐ Yes ☐ No



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Christopher Bever, City Clerk/Treasurer/Finance Director

Subject: Riverside Cemetery Memorial Project

Meeting Date: November 13, 2023

Recommended Action:

Motion to approve the conceptual Riverside Cemetery Memorial design and authorize staff to proceed with an RFP for detailed construction documents associated with Phase I of the design.

Background Information:

On March 13, 2023, City Council approved a contract with Landscape Architects and Planners to develop a concept for a memorial at Riverside Cemetery. Landscape Architects and Planners have finished their work and attached is the concept for the Riverside Cemetery Memorial.

The Riverside Cemetery Preservation Advisory Committee has reviewed the concept and is recommending its approval to City Council. Due to current financial limitations, the committee is recommending advancing phase I of the project. Future phases will be considered for implementation as funding becomes available through fundraising efforts coordinated by the advisory committee.

As part of this project, the advisory committee discussed road access to the memorial. City staff is not yet prepared to make a recommendation regarding road access; however, the memorial design itself is not contingent on decisions regarding the road to be finalized at this time. Staff would expect to have a recommendation on road access to the memorial once a detailed cost estimate based on construction documents has been finalized.

Financial Implications:

Phase I of the design is estimated to cost \$90,269. Of the original \$100,000 budgeted for the memorial, a balance of \$88,850 remains. Staff will bring back for approval a contract for construction once a bid has been accepted.

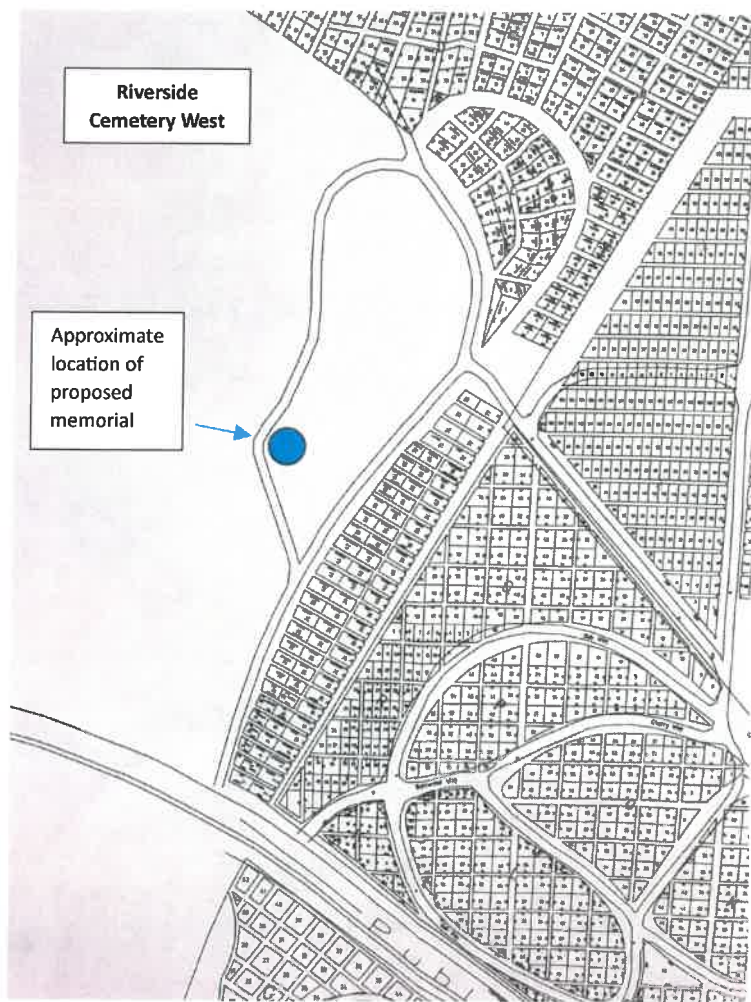


Regular Council Agenda Item Memorandum

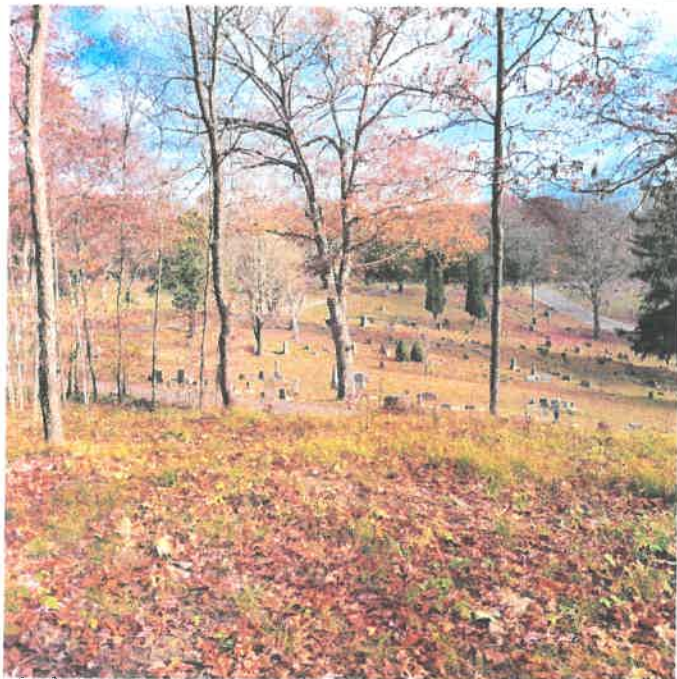
The total estimated cost of the memorial (all three phases) is \$288,315, excluding any potential costs to improve road access. Completion of additional phases will be dependent on fundraising efforts to support the project.

Attachments:

- Memorial Site Information
- Riverside Cemetery Memorial Conceptual Design
- Riverside Cemetery Memorial Estimate of Costs by Phase



View from back of proposed memorial site



View from cemetery road to proposed memorial site





LAP + CREATIVE
LANDSCAPE ARCHITECTS
10000 BAYVIEW BLVD
SUITE 100
BAYVIEW, MI 48064
P: 313.486.5000
F: 313.486.5001
WWW.LAPCREATIVE.COM

REVISIONS	
NO.	DATE
01	07/20/22
02	08/01/22
03	08/01/22
04	08/01/22
05	08/01/22
06	08/01/22
07	08/01/22
08	08/01/22
09	08/01/22
10	08/01/22
11	08/01/22
12	08/01/22
13	08/01/22
14	08/01/22
15	08/01/22
16	08/01/22
17	08/01/22
18	08/01/22
19	08/01/22
20	08/01/22

CITY OF HASTINGS, MI

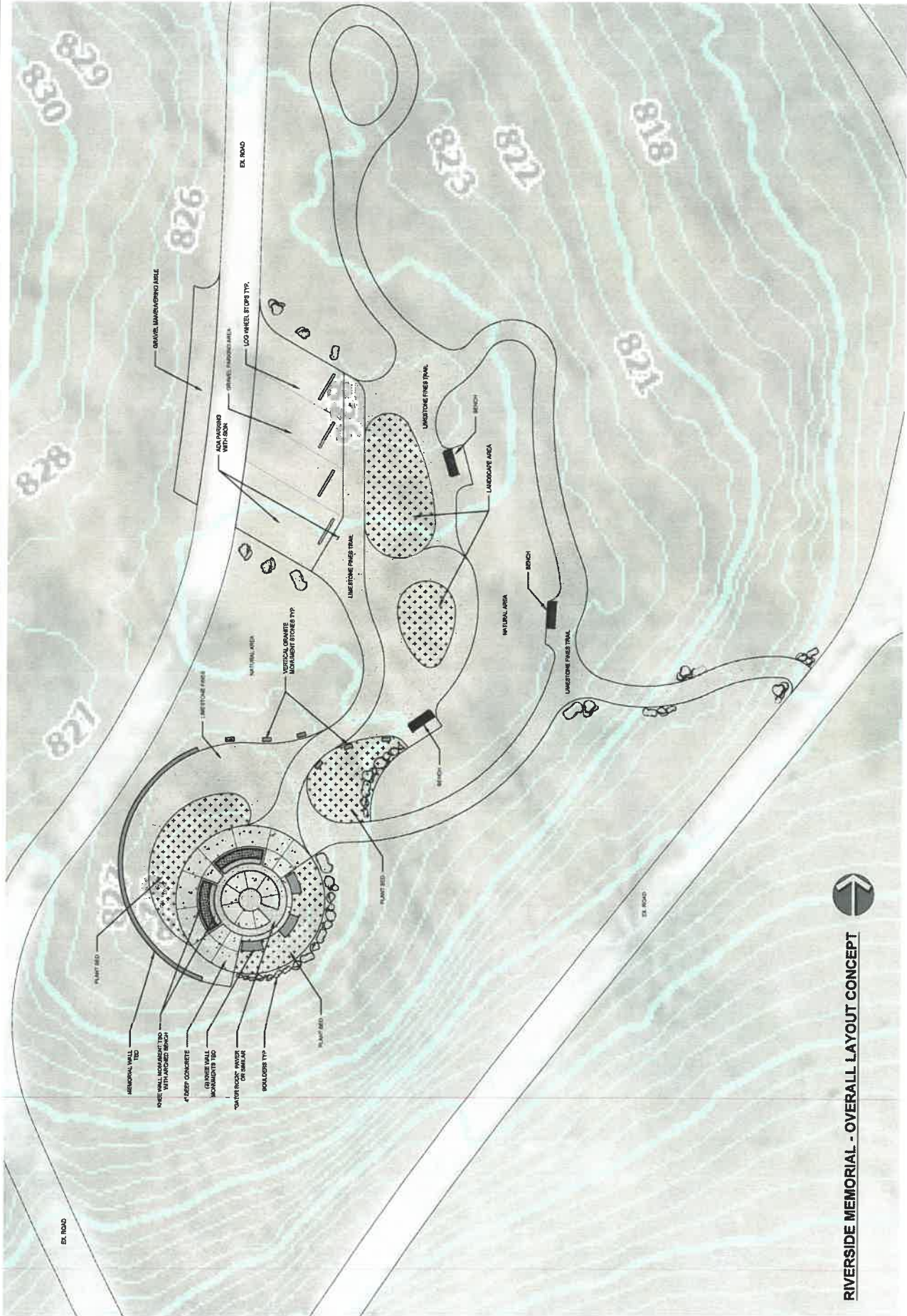
0000 STREETS
HASTINGS MI 48064
F: 10001 000-0000

HASTINGS RIVERSIDE CEMETERY MEMORIAL GARDEN

OVERALL CONCEPT PLAN

STREET CITY 51416 ZW

DATE: 07/20/2022
DRAWN BY: JLM
CHECKED BY: JLM
DESIGNED BY: JLM
PROJECT NO: 20011
SCALE: 1"=40'
SHEET NO: 1 OF 4



RIVERSIDE MEMORIAL - OVERALL LAYOUT CONCEPT



LAP + CREATIVE

LANDSCAPE ARCHITECT
1000 WEST 10TH AVENUE
SUITE 100
DENVER, CO 80202
P: 303.733.8800
F: 303.733.8801
WWW.LAPCREATIVE.COM

REVISIONS	DATE	COMMENTS	BY
	06/07/22	DESIGN LAYOUT	LM
	06/07/22	REVISIONS TO PHASE 1 LAYOUT	LM

CITY OF HASTINGS, MI

0000 STREET
HASTINGS MI 48040
P: (800) 555-0000

HASTINGS RIVERSIDE CEMETERY MEMORIAL GARDEN

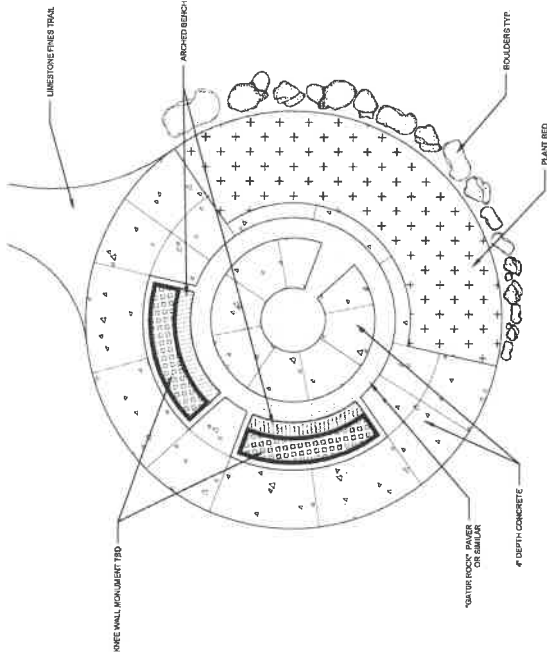
PHASE 1 LAYOUT

1000 STREET, CITY STATE ZIP

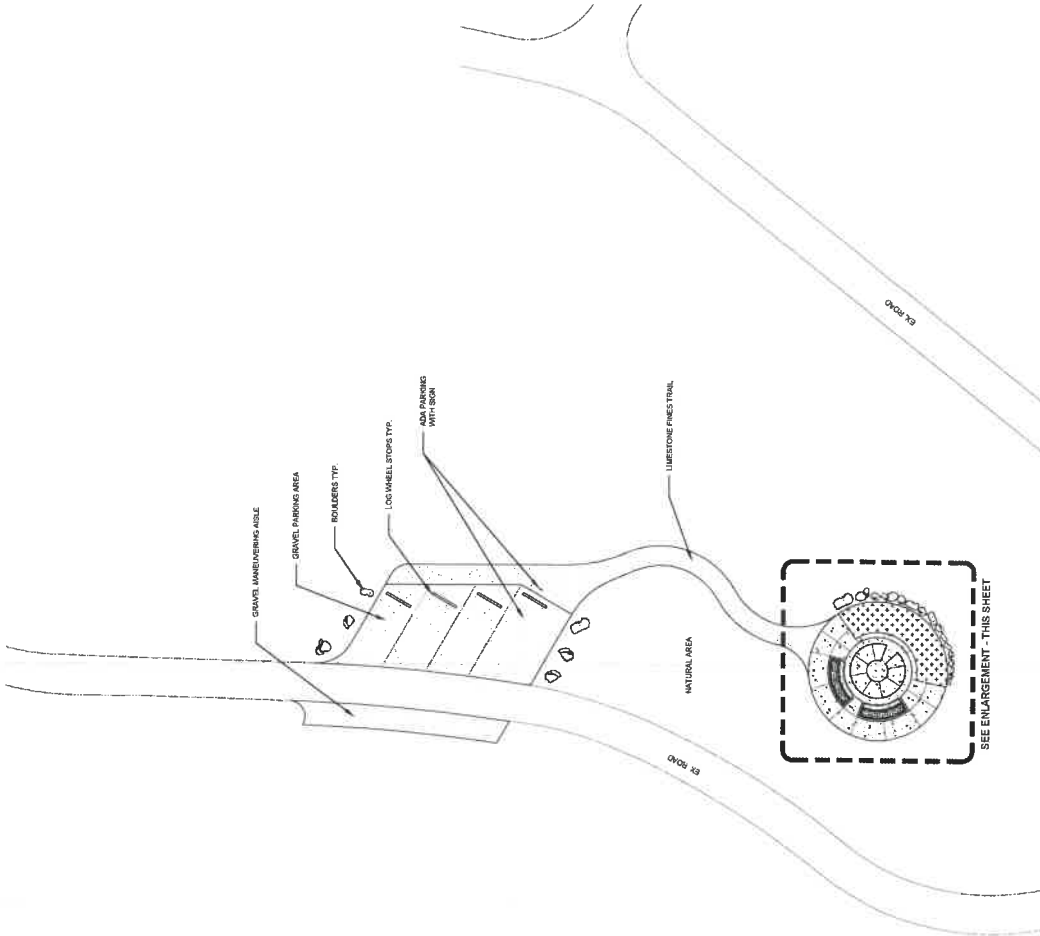
DATE: 02/02/22
DRAWN BY: LM
CHECKED BY: LM
PROJECT NO: 2021.11
SCALE:
SHEET
2 OF 4



Know what's below.
Call before you dig.



MEMORIAL AREA ENLARGEMENT



RIVERSIDE MEMORIAL - PHASE 1

ESTIMATED COST: \$90,300.00



LAP + CREATIVE
LANDSCAPE ARCHITECTS
300 CENTER STREET
ANN ARBOR, MI 48106
P: 734.763.4000
F: 734.763.4001
WWW.LAPCREATIVE.COM

DATE	BY	REVISIONS
07/20/21	ELC	REVISION 1: LAYOUTS
07/20/21	ELC	REVISION 2: LAYOUTS
07/20/21	ELC	REVISION 3: LAYOUTS
07/20/21	ELC	REVISION 4: LAYOUTS
07/20/21	ELC	REVISION 5: LAYOUTS
07/20/21	ELC	REVISION 6: LAYOUTS
07/20/21	ELC	REVISION 7: LAYOUTS
07/20/21	ELC	REVISION 8: LAYOUTS
07/20/21	ELC	REVISION 9: LAYOUTS
07/20/21	ELC	REVISION 10: LAYOUTS
07/20/21	ELC	REVISION 11: LAYOUTS
07/20/21	ELC	REVISION 12: LAYOUTS
07/20/21	ELC	REVISION 13: LAYOUTS
07/20/21	ELC	REVISION 14: LAYOUTS
07/20/21	ELC	REVISION 15: LAYOUTS
07/20/21	ELC	REVISION 16: LAYOUTS
07/20/21	ELC	REVISION 17: LAYOUTS
07/20/21	ELC	REVISION 18: LAYOUTS
07/20/21	ELC	REVISION 19: LAYOUTS
07/20/21	ELC	REVISION 20: LAYOUTS
07/20/21	ELC	REVISION 21: LAYOUTS
07/20/21	ELC	REVISION 22: LAYOUTS
07/20/21	ELC	REVISION 23: LAYOUTS
07/20/21	ELC	REVISION 24: LAYOUTS
07/20/21	ELC	REVISION 25: LAYOUTS
07/20/21	ELC	REVISION 26: LAYOUTS
07/20/21	ELC	REVISION 27: LAYOUTS
07/20/21	ELC	REVISION 28: LAYOUTS
07/20/21	ELC	REVISION 29: LAYOUTS
07/20/21	ELC	REVISION 30: LAYOUTS
07/20/21	ELC	REVISION 31: LAYOUTS
07/20/21	ELC	REVISION 32: LAYOUTS
07/20/21	ELC	REVISION 33: LAYOUTS
07/20/21	ELC	REVISION 34: LAYOUTS
07/20/21	ELC	REVISION 35: LAYOUTS
07/20/21	ELC	REVISION 36: LAYOUTS
07/20/21	ELC	REVISION 37: LAYOUTS
07/20/21	ELC	REVISION 38: LAYOUTS
07/20/21	ELC	REVISION 39: LAYOUTS
07/20/21	ELC	REVISION 40: LAYOUTS
07/20/21	ELC	REVISION 41: LAYOUTS
07/20/21	ELC	REVISION 42: LAYOUTS
07/20/21	ELC	REVISION 43: LAYOUTS
07/20/21	ELC	REVISION 44: LAYOUTS
07/20/21	ELC	REVISION 45: LAYOUTS
07/20/21	ELC	REVISION 46: LAYOUTS
07/20/21	ELC	REVISION 47: LAYOUTS
07/20/21	ELC	REVISION 48: LAYOUTS
07/20/21	ELC	REVISION 49: LAYOUTS
07/20/21	ELC	REVISION 50: LAYOUTS
07/20/21	ELC	REVISION 51: LAYOUTS
07/20/21	ELC	REVISION 52: LAYOUTS
07/20/21	ELC	REVISION 53: LAYOUTS
07/20/21	ELC	REVISION 54: LAYOUTS
07/20/21	ELC	REVISION 55: LAYOUTS
07/20/21	ELC	REVISION 56: LAYOUTS
07/20/21	ELC	REVISION 57: LAYOUTS
07/20/21	ELC	REVISION 58: LAYOUTS
07/20/21	ELC	REVISION 59: LAYOUTS
07/20/21	ELC	REVISION 60: LAYOUTS
07/20/21	ELC	REVISION 61: LAYOUTS
07/20/21	ELC	REVISION 62: LAYOUTS
07/20/21	ELC	REVISION 63: LAYOUTS
07/20/21	ELC	REVISION 64: LAYOUTS
07/20/21	ELC	REVISION 65: LAYOUTS
07/20/21	ELC	REVISION 66: LAYOUTS
07/20/21	ELC	REVISION 67: LAYOUTS
07/20/21	ELC	REVISION 68: LAYOUTS
07/20/21	ELC	REVISION 69: LAYOUTS
07/20/21	ELC	REVISION 70: LAYOUTS
07/20/21	ELC	REVISION 71: LAYOUTS
07/20/21	ELC	REVISION 72: LAYOUTS
07/20/21	ELC	REVISION 73: LAYOUTS
07/20/21	ELC	REVISION 74: LAYOUTS
07/20/21	ELC	REVISION 75: LAYOUTS
07/20/21	ELC	REVISION 76: LAYOUTS
07/20/21	ELC	REVISION 77: LAYOUTS
07/20/21	ELC	REVISION 78: LAYOUTS
07/20/21	ELC	REVISION 79: LAYOUTS
07/20/21	ELC	REVISION 80: LAYOUTS
07/20/21	ELC	REVISION 81: LAYOUTS
07/20/21	ELC	REVISION 82: LAYOUTS
07/20/21	ELC	REVISION 83: LAYOUTS
07/20/21	ELC	REVISION 84: LAYOUTS
07/20/21	ELC	REVISION 85: LAYOUTS
07/20/21	ELC	REVISION 86: LAYOUTS
07/20/21	ELC	REVISION 87: LAYOUTS
07/20/21	ELC	REVISION 88: LAYOUTS
07/20/21	ELC	REVISION 89: LAYOUTS
07/20/21	ELC	REVISION 90: LAYOUTS
07/20/21	ELC	REVISION 91: LAYOUTS
07/20/21	ELC	REVISION 92: LAYOUTS
07/20/21	ELC	REVISION 93: LAYOUTS
07/20/21	ELC	REVISION 94: LAYOUTS
07/20/21	ELC	REVISION 95: LAYOUTS
07/20/21	ELC	REVISION 96: LAYOUTS
07/20/21	ELC	REVISION 97: LAYOUTS
07/20/21	ELC	REVISION 98: LAYOUTS
07/20/21	ELC	REVISION 99: LAYOUTS
07/20/21	ELC	REVISION 100: LAYOUTS

REVISIONS

CITY OF HASTINGS, MI

0000 STREET
HASTINGS MI 48040
P: (800) 300-0000

HASTINGS RIVERSIDE CEMETERY MEMORIAL GARDEN

PHASE 2 AND 3 LAYOUTS

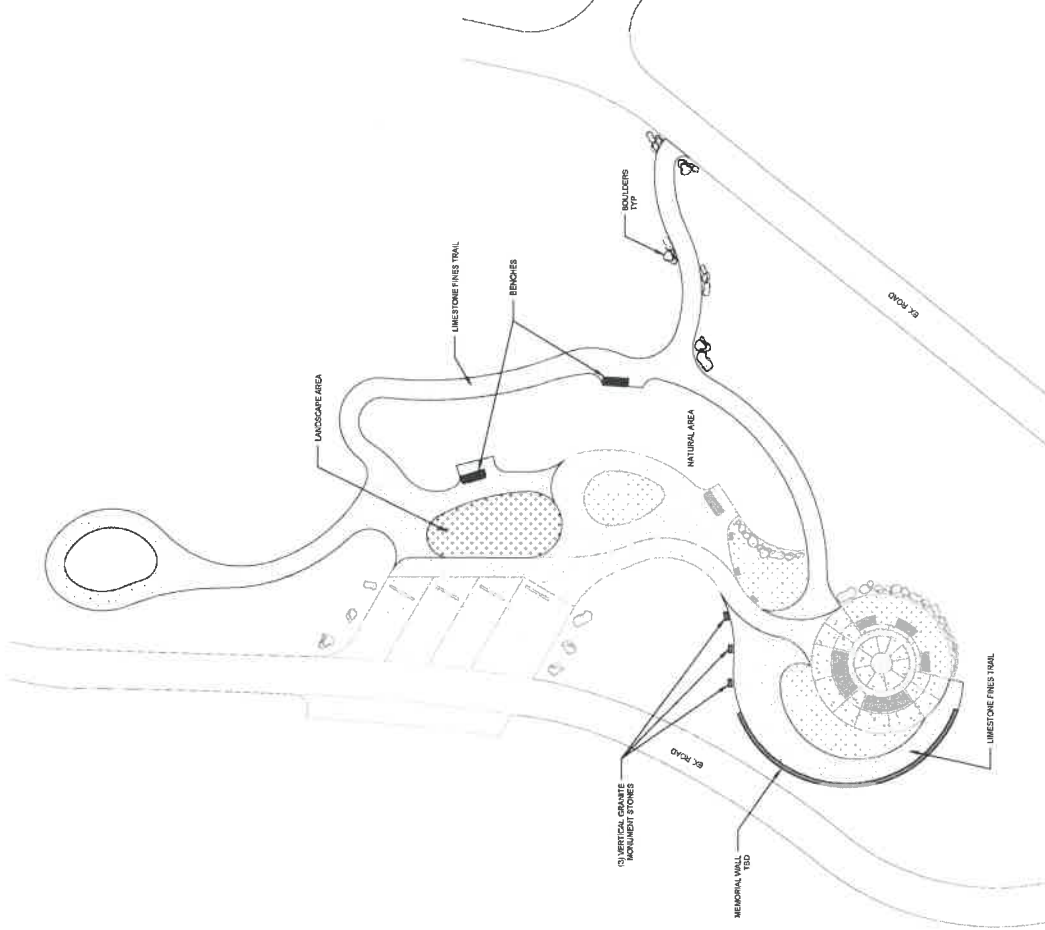
0000 STREET, CITY STATE ZIP

DATE: 07/20/21
DESIGNED BY: ELC
CHECKED BY: ELC
PROJECT NO: 2021-01
SHEET NO: 3 OF 4

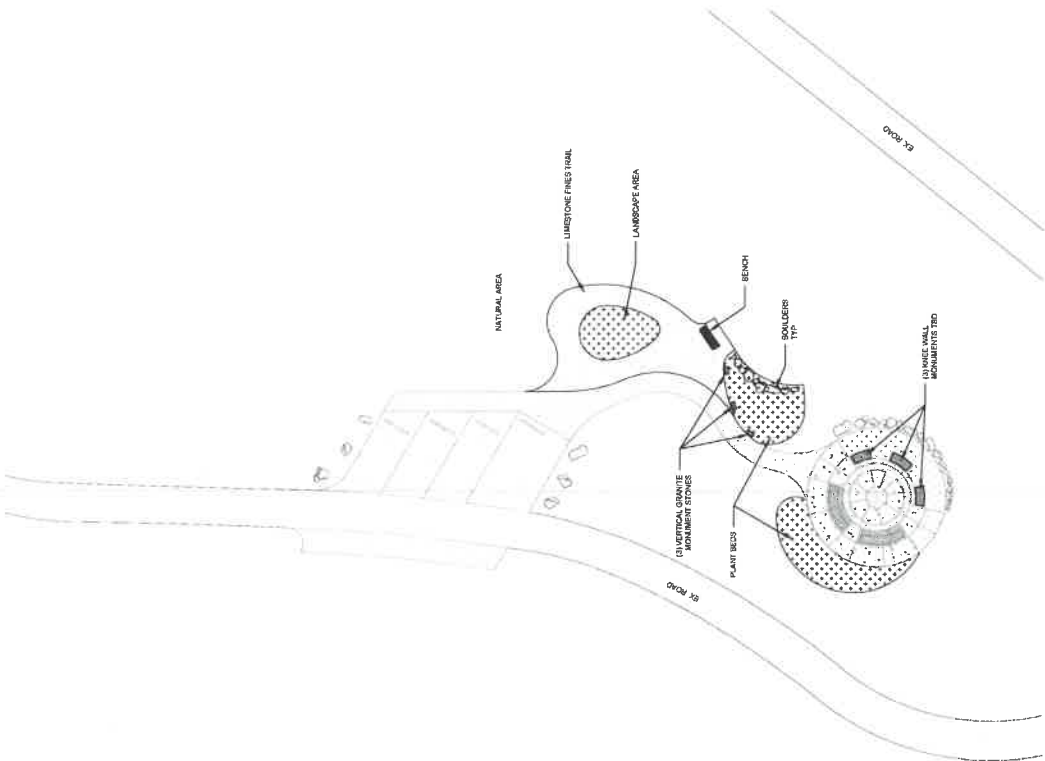
Know what's below.
Call before you dig.



RIVERSIDE MEMORIAL - PHASE 3
ESTIMATED COST: \$144,300.00



RIVERSIDE MEMORIAL - PHASE 2
ESTIMATED COST: \$53,800.00



HASTINGS RIVERSIDE CEMETERY MEMORIAL GARDEN

1003 W. State Rd., Hastings MI

August 2, 2023

"Phase 1" Opinion of Probable Cost

Prepared By: Landscape Architects & Planners, Inc.

Scope Item	Qty	Unit	Unit Price	Amount
<i>Site Preparation</i>				
Staking and layout	1	LSUM	\$ 2,000.00	\$ 2,000.00
SESC Measures (<i>soil erosion and sedimentation control</i>)	1	LSUM	\$ 1,500.00	\$ 1,500.00
Excavation and grading	1	LSUM	\$ 15,000.00	\$ 15,000.00
Tree Removal/Clearing	1	LSUM	\$ 12,000.00	\$ 12,000.00
Topographic Survey	1	LSUM	\$ 3,500.00	\$ 3,500.00
				\$ 34,000.00
<i>Parking Area</i>				
Compacted 21AA gravel (6" depth)	28	CY	\$ 70.00	\$ 1,960.00
Staked Log wheelstops	4	EA	\$ 75.00	\$ 300.00
ADA parking sign	1	EA	\$ 200.00	\$ 200.00
				\$ 2,460.00
<i>Memorial and Walks</i>				
4" concrete	520	SF	\$ 12.00	\$ 6,240.00
1" Riverstone w/ "Gator Rock" Sealer	142	SF	\$ 10.00	\$ 1,420.00
6" 21AA subbase (below river rock)	3	CY	\$ 70.00	\$ 210.00
3" Limestone fines walk	8	CY	\$ 90.00	\$ 720.00
4" 21AA subbase (below fines)	10	CY	\$ 70.00	\$ 700.00
Boulders	40	EA	\$ 100.00	\$ 4,000.00
Metal edging	264	LF	\$ 20.00	\$ 5,280.00
Monument Knee Wall "Concrete Form"	26	LF	\$ 285.00	\$ 7,410.00
Arched Knee wall Bench	2	EA	\$ 3,000.00	\$ 6,000.00
				\$ 31,980.00
<i>Landscaping and Restoration</i>				
Plant Beds (plantings and mulch)	200	SF	\$ 8.00	\$ 1,600.00
Restoration and Seeding	450	SY	\$ 3.50	\$ 1,575.00
				\$ 3,175.00
<i>Amenities</i>				
Trash receptacle	1	EA	\$ 600.00	\$ 600.00
				\$ 600.00
			Subtotal	\$ 72,215.00
			Mobilization and General Conditions 5%	\$ 3,610.75
			Contingency 5%	\$ 3,610.75
			Engineering 15%	\$ 10,832.25
			Total	\$ 90,268.75
			Total Project (Phases 1-3)	\$ 288,315.00

HASTINGS RIVERSIDE CEMETERY MEMORIAL GARDEN

1003 W. State Rd., Hastings MI

August 2, 2023

"Phase 2" Opinion of Probable Cost

Prepared By: Landscape Architects & Planners, Inc.

Scope Item	Qty	Unit	Unit Price	Amount
<i>Site Preparation</i>				
Staking and layout	1	LSUM	\$ 750.00	\$ 750.00
SESC Measures (<i>soil erosion and sedimentation control</i>)	1	LSUM	\$ 500.00	\$ 500.00
Excavation and grading	1	LSUM	\$ 5,000.00	\$ 5,000.00
Clearing	1	LSUM	\$ 4,000.00	\$ 4,000.00
				\$ 10,250.00
<i>Memorial and Walks</i>				
3" Limestone Fines	8	CY	\$ 90.00	\$ 720.00
4" 21AA subbase	10	CY	\$ 70.00	\$ 700.00
Boulders	8	EA	\$ 100.00	\$ 800.00
Edging	225	LF	\$ 20.00	\$ 4,500.00
Monument Knee Wall "Concrete Form"	17	LF	\$ 285.00	\$ 4,845.00
Upright Granite Memorial Stones	3	EA	\$ 3,500.00	\$ 10,500.00
				\$ 22,065.00
<i>Landscaping and Restoration</i>				
Plant Beds	860	SF	\$ 9.00	\$ 7,740.00
Restoration and Seeding	200	SY	\$ 3.50	\$ 700.00
				\$ 8,440.00
<i>Amenities</i>				
Bench	1	EA	\$ 2,250.00	\$ 2,250.00
				\$ 2,250.00
			Subtotal	\$ 43,005.00
			Mobilization and General Conditions 5%	\$ 2,150.25
			Contingency 5%	\$ 2,150.25
			Engineering 15%	\$ 6,450.75
			Total	\$ 53,756.25

HASTINGS RIVERSIDE CEMETERY MEMORIAL GARDEN

1003 W. State Rd., Hastings MI

August 2, 2023

"Phase 3" Opinion of Probable Cost

Prepared By: Landscape Architects & Planners, Inc.

Scope Item	Qty	Unit	Unit Price	Amount
<i>Site Preparation</i>				
Staking and layout	1	LSUM	\$ 2,500.00	\$ 2,500.00
SESC Measures (<i>soil erosion and sedimentation control</i>)	1	LSUM	\$ 1,200.00	\$ 1,200.00
Excavation and grading	1	LSUM	\$ 15,000.00	\$ 15,000.00
Clearing	1	LSUM	\$ 10,000.00	\$ 10,000.00
				\$ 28,700.00
<i>Memorial and Walks</i>				
3" Limestone Fines	34	CY	\$ 90.00	\$ 3,060.00
4" 21AA subbase	45	CY	\$ 70.00	\$ 3,150.00
Boulders	10	EA	\$ 100.00	\$ 1,000.00
Edging	110	LF	\$ 20.00	\$ 2,200.00
Upright Granite Memorial Stones	3	EA	\$ 2,500.00	\$ 7,500.00
Arched Memorial Wall	360	FF	\$ 175.00	\$ 63,000.00
				\$ 79,910.00
<i>Landscaping and Restoration</i>				
Plant Beds	258	SF	\$ 9.00	\$ 2,322.00
Restoration and Seeding	1,000	SY	\$ 3.50	\$ 3,500.00
				\$ 2,322.00
<i>Amenities</i>				
Benches	2	EA	\$ 2,250.00	\$ 4,500.00
				\$ 4,500.00
			Subtotal	\$ 115,432.00
			Mobilization and General Conditions 5%	\$ 5,771.60
			Contingency 5%	\$ 5,771.60
			Engineering 15%	\$ 17,314.80
			Total	\$ 144,290.00



Regular Council Agenda Item Memorandum

To: The Honorable Mayor, City Council Members, and City Manager Sarah Moyer-Cale

From: Rob Neil, Superintendent of Streets

Subject: Unleaded Gasoline Purchase

Meeting Date: November 13, 2023

Recommended Action:

Motion to approve a purchase order for unleaded gasoline from Kent Oil & Propane in the amount of \$14,700.

Background Information:

The city's current fuel inventory volume as of November 6, 2023, is:

- Gasoline: 1,142 gallons
- Diesel: 4,483 gallons

Financial Implications:

Gasoline is included in the fiscal year 2023/2024 Equipment Fund budget in the amount of \$17,000, with no funds expended to date. The price per gallon of unleaded gasoline as of November 6, 2023, is \$2.45 per gallon and varies daily. This purchase would be for approximately 6,000 gallons of unleaded gasoline.

Attachments:

- Purchase Order #70981 to Kent Oil & Propane



City of Hastings

70981

201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

PURCHASE ORDER

11-6-23

DATE

Vendor Name Kent Oil

Department DPS

Ship To Address

Vendor Number _____

Item Description	Account Number	Price	Project Number	Received Y or N
6,000 gal. Gasoline	661-454-759-000	14,700.00		
TOTAL		14,700.00		

Special Instructions

Gasoline used for all city owned vehicles

Requested by RUBIN

Department Head Approval _____

City Manager Approval _____
(IF OVER \$300)

DATE

City Council Approval _____
(IF OVER \$ 5000)

MEETING DATE



Regular Council Agenda Item Memorandum

To: City Council

From: Travis J. Tate, P.E., Director of Public Services

Subject: Permission to Sell Old Bucket Truck

Meeting Date: November 13, 2023

Recommended Action:

Motion to approve the sale of bucket truck #290 to the highest bidder contingent on an acceptable bid.

Background Information:

According to the attached city asset record, the old bucket truck #290 is a 1995 Ford Super Duty with a power stroke engine and automatic transmission. The city will put the truck up for bid and sell it to the highest bidder contingent on an acceptable bid price.

Financial Implications:

The city has purchased and is operating a new bucket truck, so any money received for the old truck would go into the equipment fund. It is anticipated that the proceeds from the sale of the truck will exceed \$5,000.

Attachments:

- *Asset Record of old Truck #290*



Asset Record

Updated: February, 2020

Equipment Identifier: 290

Category: Aerial Lift truck

Make: Ford

Model: F SD

Serial Number: 1FDLF47F35EA36764

Year: 1995

Purchase Price:

MDOT Rental Rate: 22.31

Useful Life: 1 Year

Attachments: None





Regular Council Agenda Item Memorandum

To: City Council

From: Travis J. Tate, P.E. (Director of Public Services)

Subject: Wastewater Treatment Plant Dump Truck Purchase

Meeting Date: Monday, November 13, 2023

Recommended Action:

Motion to approve the replacement of truck #140 with the purchase of a 2025 MV607 dump truck from West Michigan International in the amount of **\$115,331.54** and purchase of the upfit the dump truck on a 2025 MV607 chassis from Truck and Trailer Specialties in the amount of **\$42,847**, for a total of **\$158, 178.54**.

Background Information:

The Wastewater Treatment Plant Dump (WWTP) Truck (truck #140) is an essential piece of equipment that is required for the existing operation of the WWTP. It is currently operating at less-than-optimal levels because of the corrosive environment that exist at the press for solid removal. The WWTP Dump Truck holds solids that come from the thickener and then is put through the press and placed in the dump truck. These solids must be disposed of at a landfill that allows these solids.

Currently, Waste Management's Hastings landfill accepts WWTP solids, so we can use a dump truck on a daily basis, if necessary. The truck is a customized size because the garage door area is smaller and shorter than modern standard trucks. It is recommended to move the CIP purchase up one year ahead of schedule to begin the purchase process now to receive this truck most likely in late 2024.

Staff recommends delaying the purchase of large dump truck #130 originally scheduled for this fiscal year to fiscal year 2024/25 to offset the cost of a new truck #140. Truck #130 remains in good enough condition for continued use until replacement next fiscal year.

Financial Impact:

Replacement of WWTP Truck #140 is scheduled in the Capital improvement Plan for fiscal year 2024/2025 at a budgeted amount of \$185,000. Purchasing the truck and upfit now would cost \$158,178.54. Truck #130 is budgeted for the current fiscal year for \$210,000, and that



Regular Council Agenda Item Memorandum

purchase is recommended to be delayed until next fiscal year, when it will be included in the proposed FY 2024/2025 budget.

Attachments:

- West Michigan International Proposal
- Truck & Trailer Specialties Proposal
- CIP Form for Truck #140

Prepared For:

City of Hastings
 Rob Neil
 201 E State St.
 Hastings, MI 49058-1954
 (269)945 - 5083
 Reference ID: N/A

Presented By:

WEST MICHIGAN INTL
 Steven E Bush
 575 56TH ST. SW
 WYOMING MI 49548 - 4497
 (616)241-4656

Thank you for the opportunity to provide you with the following quotation on a new International truck. I am sure the following detailed specification will meet your operational requirements, and I look forward to serving your business needs.

Model Profile
2025 MV607 SBA (MV607)

AXLE CONFIG:	6X4
APPLICATION:	Dry Van
MISSION:	Requested GVWR: 53000. Calc. GVWR: 53000. Calc. GCWR: 80000 Calc. Start / Grade Ability: 31.22% / 2.13% @ 55 MPH Calc. Geared Speed: 68.6 MPH
DIMENSION:	Wheelbase: 185.00, CA: 117.90, Axle to Frame: 75.00
ENGINE, DIESEL:	{Cummins L9 330} EPA 2024, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)
TRANSMISSION, AUTOMATIC:	{Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
CLUTCH:	Omit Item (Clutch & Control)
AXLE, FRONT NON-DRIVING:	{Dana Spicer E-1322IL} I-Beam Type, 13,000-lb Capacity
AXLE, REAR, TANDEM:	{Meritor MT-40-14X-4DCR} Single Reduction, 40,000-lb Capacity, .433"(11mm) Wall Housing Thickness, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, R Wheel Ends Gear Ratio: 5.86
CAB:	Conventional, Day Cab
TIRE, FRONT:	(2) 295/75R22.5 Load Range H ENDURANCE LHS (GOODYEAR), 514 rev/mile, 75 MPH, All- Position
TIRE, REAR:	(8) 295/75R22.5 Load Range G ENDURANCE LHD (GOODYEAR), 505 rev/mile, 75 MPH, Drive
SUSPENSION, REAR, AIR, TANDEM:	{International} Ride Optimized Suspension (IROS) Heavy Duty, 40,000-lb Capacity, 52" Axle Spacing, 9.25" Ride Height, Includes Heavy Duty Spring Hangers, Crossmembers and Fasteners, with Shock Absorbers
PAINT:	Cab schematic 208WP Location 1: 2303, Red (Std) Location 2: 0011, Blk Non Ref (Nrf) Chassis schematic N/A

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
MV60700	Base Chassis, Model MV607 SBA with 185.00 Wheelbase, 117.90 CA, and 75.00 Axle to Frame.	5354/2774	8128
1570	TOW HOOK, FRONT (2) Frame Mounted	8/0	8
1572	TOW HOOK, REAR (2)	-4/21	17
1AND	AXLE CONFIGURATION {Navistar} 6x4	0/0	0
	<u>Notes</u> : Pricing may change if axle configuration is changed.		
1CAG	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.250" x 3.610" x 0.375" (260.4mm x 91.7mm x 9.5mm); 456.0" (11582mm) Maximum OAL	153/400	553
1LSG	BUMPER, FRONT Contoured, Steel, Painted Gloss Black, Severe Duty	118/-26	92
1WEN	WHEELBASE RANGE 171" (435cm) Through and Including 224" (570cm)	159/-159	0
2AJE	AXLE, FRONT NON-DRIVING {Dana Spicer E-1322IL} I-Beam Type, 13,000-lb Capacity	24/0	24
3AGS	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 13,000-lb Capacity, with Shock Absorbers	63/0	63
	<u>Includes</u> : SPRING PINS Rubber Bushings, Maintenance-Free		
4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications	-32/-18	-50
	<u>Includes</u> : BRAKE LINES Color and Size Coded Nylon : DRAIN VALVE Twist-Type : GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster : PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel : PARKING BRAKE VALVE For Truck : QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4 : SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6		
4722	DRAIN VALVE {Bendix DV-2} Automatic, with Heater, for Air Tank	2/0	2
4AZA	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System	9/21	30
4EDR	AIR DRYER {Wabco HP} with Heater	0/0	0
4GBM	BRAKE, PARKING Manual Push-Pull Pneumatic Parking Brake	1/0	1
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM	37/1	38
4VKJ	AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail	29/28	57
4VLE	AIR DRYER LOCATION Mounted Inside Engine Compartment, Right Side	0/0	0
4WJM	DUST SHIELDS, FRONT BRAKE Pad and Rotor, with Air Disc Brakes	7/0	7
4WJN	DUST SHIELDS, REAR BRAKE Pad and Rotor, with Air Disc Brakes	0/14	14
4XCJ	BRAKES, FRONT {Bendix Spicer ADB22X} Air Disc Type, Extended Service, Size 22.5", 23,000-lb Capacity	147/0	147

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
4XCK	BRAKES, REAR {Bendix Spicer ADB22X} Air Disc Type, Extended Service, Size 22.5", 26,000-lb Capacity per Axle	0/286	286
4XDW	BRAKE CHAMBERS, FRONT AXLE 18 Sqn, for Air Disc Brakes	14/0	14
4XEA	BRAKE CHAMBERS, REAR AXLE 18/24 Sqn Spring Brake, Double Diaphragm, for Air Disc Brakes	0/64	64
4XEE	PARK BRAKE CHAMBERS, ADDITIONAL (2) Spring Brake Type	0/30	30
5710	STEERING COLUMN Tilting and Telescoping	17/2	19
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black	0/0	0
5PSA	STEERING GEAR {Sheppard M100} Power	27/-5	22
6DGT	DRIVELINE SYSTEM {Dana Spicer} SPL170 Main Driveline with SPL170 Interaxle Shaft, for 6x4	7/31	38
7BEU	AFTERTREATMENT COVER Aluminum	8/3	11
7BLV	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Short Horizontal Tail Pipe, Frame Mounted Right Side Back of Cab	57/-6	51
7SCP	ENGINE EXHAUST BRAKE for Cummins ISB/B6.7/ISL/L9 Engine with Variable Vane Turbo Charger	0/0	0
8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment	0/0	0
	<u>Includes</u> : DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab : HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel : HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever : PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light : STARTER SWITCH Electric, Key Operated : STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector : TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature : TURN SIGNALS, FRONT Includes Reflectors and Auxiliary Side Turn Signals, Solid State Flashers; Flush Mounted : WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever : WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted : WIRING, CHASSIS Color Coded and Continuously Numbered		
8540	HORN, ELECTRIC (2) Trumpet Style	0/0	0
8GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense	0/0	0
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn	2/0	2
8MSG	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (3) 12-Volt 1980CCA Total, Top Threaded Stud	29/24	53
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars	7/1	8

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
8RPR	ANTENNA for Increased Roof Clearance Applications	1/0	1
8RPS	RADIO AM/FM/WB/Clock/Bluetooth/USB Input/Auxiliary Input	3/0	3
8THB	BACK-UP ALARM Electric, 102 dBA	0/3	3
8VUL	BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab	-12/20	8
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time	0/0	0
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade	1/0	1
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights	0/0	0
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on	0/0	0
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection	8/0	8
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm	0/0	0
8WXD	ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened	0/0	0
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses	0/0	0
8XHD	BATTERY DISCONNECT SWITCH 300 Amp, Disconnects Charging Circuits, Locks with Padlock, Cab Mounted	2/0	2
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord	3/0	3
8XNZ	HEADLIGHTS Halogen, with Daytime Running Lights	0/0	0
8XPK	POWER SOURCE, ADDITIONAL Auxiliary Power Outlet (APO) with USB-A Port and USB-C Port, Located in the Instrument Panel	0/0	0
9AAB	LOGOS EXTERIOR Model Badges	0/0	0
9AAE	LOGOS EXTERIOR, ENGINE Badges	0/0	0
9HAN	INSULATION, UNDER HOOD for Sound Abatement	10/0	10
9HBN	INSULATION, SPLASH PANELS for Sound Abatement	2/0	2
9HCY	GRILLE Molded in Black, with Chrome Surround	0/0	0
9WBN	FENDER EXTENSIONS Painted	0/0	0
9WBT	GRILLE EMBER SCREEN Mounted to Grille and Cowl Tray to Keep Hot Embers out of Engine and HVAC Air Intake System	3/0	3
9WBW	FRONT END Tilting, Fiberglass, with Three Piece Construction, Dual Air Intakes	0/0	0
9WBZ	BUG SCREEN Mounted Behind Grille and Bumper Grille	5/0	5
10021	CHASSIS COATING Corrosion Resistant E-Coat Primer Coating for Single Frame Rails	0/0	0
10208	PAINT SCHEMATIC, PT-1 Two Tone, Design 208.	0/0	0

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
10661	PAINT, NON-REFLECTING Non-Reflecting Paint	0/0	0
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone	0/0	0
10AGB	COMMUNICATIONS MODULE Telematics Device with Over the Air Programming; Includes Five Year Data Plan and International 360	0/0	0
10SLV	PROMOTIONAL PACKAGE Government Silver Package	0/0	0
10WKK	KEYS - ALL ALIKE, ID I-0608 Compatible with Z-100	0/0	0
10WUE	MUD FLAPS, FRONT WHEELS (2) Rubber, Mounted on Fender Extension	12/0	12
11001	CLUTCH Omit Item (Clutch & Control)	0/0	0
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection	0/0	0
12EYX	ENGINE, DIESEL {Cummins L9 330} EPA 2024, 330HP @ 2200 RPM, 1000 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 330 Peak HP (Max)	570/-6	564
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed	43/-3	40
	<u>Includes</u> : FAN Nylon		
12VCE	AIR CLEANER Single Element, Fire Retardant Media	0/0	0
12VJS	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2024	0/0	0
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel	0/0	0
12WBR	FAN OVERRIDE Manual; with Electric Switch on Instrument Panel, (Fan On with Switch On)	0/0	0
12WTA	FAN DRIVE SPECIAL EFFECTS Fan Cooling Ring with Fan Shroud Effects, Engine Mounted	0/0	0
12WUL	BLOCK HEATER, ENGINE {Phillips} 120V/1000W, with "Y" Cord for Dealer Installed 120V/300W Oil Pan Heater	3/0	3
	<u>Includes</u> : BLOCK HEATER SOCKET Receptacle Type; Mounted below Drivers Door		
12WVG	EPA IDLE COMPLIANCE Low NOx Idle Engine, Complies with EPA Clean Air Regulations; Includes "Certified Clean Idle" Decal on Hood	0/0	0
12WZE	CARB IDLE COMPLIANCE Does Not Comply with California Clean Air Idle Regulations	0/0	0
12XBM	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines	0/0	0
12XCA	RADIATOR Aluminum, 3-Row, Down Flow, Front to Back System, 837 SqIn Louvered, with 477 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler	0/0	0
12XCS	CARB EMISSION WARR COMPLIANCE Does Not Comply with CARB Emission Warranty	0/0	0

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
13BDR	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway	223/60	283
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission	1/0	1
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints	0/0	0
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223	0/0	0
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released	0/0	0
13WYH	TRANSMISSION TCM LOCATION Located Inside Cab	0/0	0
13WYU	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, Performance Programming	0/0	0
13XAM	PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission	0/0	0
14899	SUSPENSION AIR CONTROL VALVE Pressure Release Control In Cab	5/3	8
14GVN	AXLE, REAR, TANDEM {Meritor MT-40-14X-4DCR} Single Reduction, 40,000-lb Capacity, .433"(11mm) Wall Housing Thickness, Driver Controlled Locking Differential in Forward-Rear and Rear-Rear Axle, R Wheel Ends . Gear Ratio: 5.86	0/2173	2173
14UNU	SUSPENSION, REAR, AIR, TANDEM {International} Ride Optimized Suspension (IROS) Heavy Duty, 40,000-lb Capacity, 52" Axle Spacing, 9.25" Ride Height, Includes Heavy Duty Spring Hangers, Crossmembers and Fasteners, with Shock Absorbers	0/379	379
14WAS	SUSPENSION LEVELING VALVE Dual Height; One Additional, for Air Ride Suspension	0/2	2
14WMJ	AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 50 thru 64.99 Pints	0/0	0
15LMN	FUEL/WATER SEPARATOR {Racor 400 Series,} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor	-3/0	-3
15LRE	LOCATION FUEL/WATER SEPARATOR Mounted Under Hood, Left Side, Above Front Axle	0/0	0
15SRE	FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 19" Tank Depth, 50 US Gal (189L), Mounted Left Side, Under Cab	21/8	29
15WDG	DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab	0/0	0
16030	CAB Conventional, Day Cab	0/0	0
	<u>Includes</u> : CLEARANCE/MARKER LIGHTS (5) Flush Mounted		
16564	HEATER SHUT-OFF VALVES (1) Ball Valve Type, Supply Line	2/0	2
16BAM	AIR CONDITIONER with Integral Heater and Defroster	56/0	56
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer	0/0	0
	<u>Includes</u> : GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear		

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
	Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/ Refill for : GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure or Auxiliary Air Pressure (if Air Equipped) : WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure, Primary and Secondary (if Air Equipped)		
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission	1/0	1
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster	0/0	0
16JPX	SEAT, DRIVER {National 2000} Air Suspension, Hi Back, Leather Facing/Vinyl Boxing, 1 Inboard Arm Rest, Isolator, 3 Chamber Lumbar, 6 Way Front Adjust, 3 Way Rear Cushion Adjust, -3 to 14 Degree Back Angle Adjustment, Adj Side Bolster, Vinyl Suspension Cover, Heat	-7/-3	-10
16PNX	SEAT, PASSENGER {National 2000} Air Suspension, High Back, Vinyl Boxing w/ Leather Facing, 1 Inboard Arm Rest, Isolator, 3 Chamber Lumbar, 6 Way Front Adjust, -3 to 14 Degree Back Angle Adjustment, Vinyl Suspension Cover, Heat	76/28	104
16SDC	GRAB HANDLE, EXTERIOR (2) Chrome, Towel Bar Type, with Anti-Slip Rubber Inserts, for Cab Entry Mounted Left and Right Side at B-Pillar	6/0	6
16SNX	MIRROR, CONVEX, LOOK DOWN Right Side, Bright, 6" x 10.5"	3/0	3
16SSE	MIRROR, CONVEX, HOOD MOUNTED (2) Right and Left Sides, Breakaway, Bright, Heated	0/0	0
16SSU	MIRRORS (2) C-Loop, Power Adjust, Heated, Turn Signals, LED Clearance Lights, Bright Heads and Arms, 7" x 14.5" Flat Glass, Includes 8" x 6" Convex Mirrors, for 102" Load Width	0/0	0
	<u>Notes</u> : Mirror Dimensions are Rounded to the Nearest 0.5"		
16VKK	CAB INTERIOR TRIM Diamond, for Day Cab	0/0	0
	<u>Includes</u> : CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger : DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Reading Lights; Integral to Overhead Console, Center Mounted : SUN VISOR (3) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Vanity Mirror and Toll Ticket Strap, plus 1 Auxiliary Visor (Front Only), Driver Side		
16VLK	CAB REAR SUSPENSION Air Suspension, for Mid Cab Height	42/0	42
16VSL	WINDSHIELD Heated, Single Piece	0/0	0
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature	5/0	5
16XJP	INSTRUMENT PANEL Wing Panel	0/0	0
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab	0/0	0
16ZPH	FLOOR, COATING LINE-X, Applied to Interior Cab Floor	0/0	0

<u>Code</u>	<u>Description</u>	<u>F/R Wt</u> (lbs)	<u>Tot Wt</u> (lbs)
27DUK	WHEELS, FRONT {Accuride 29169} DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs	12/0	12
28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs	0/48	48
29WLK	WHEEL BEARING, FRONT, LUBE {EmGard FE-75W-90} Synthetic Oil	0/0	0
60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches	0/0	0
7702498135	(8) TIRE, REAR 295/75R22.5 Load Range G ENDURANCE LHD (GOODYEAR), 505 rev/mile, 75 MPH, Drive	0/280	280
7762498136	(2) TIRE, FRONT 295/75R22.5 Load Range H ENDURANCE LHS (GOODYEAR), 514 rev/mile, 75 MPH, All-Position	32/0	32
	Cab schematic 208WP		
	Location 1: 2303, Red (Std)		
	Location 2: 0011, Blk Non Ref (Nrf)		
	Chassis schematic N/A		
	Services Section:		
40129	WARRANTY Standard for MV Series, Effective with Vehicles Built July 1, 2017 or Later, CTS-2020A	0/0	0
	Total Component Weight:	7372/6478 (lbs)	13850 (lbs)
		(lbs)	(lbs)

The weight calculations included in this proposal are an estimate of future vehicle weight. The actual weight as manufactured may be different from the estimated weight. Navistar, Inc. shall not be liable for any consequences resulting from any differences between the estimated weight of a vehicle and the actual weight.

<u>Description</u>	(US DOLLAR)	<u>Price</u>
Factory List Prices:		
Product Items	\$173,493.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$173,493.00
Freight	\$3,100.00	
Total Freight:		\$3,100.00
Total Factory List Price Including Freight:		\$176,593.00
Less Customer Allowance:		(\$61,571.46)
Total Vehicle Price:		\$115,021.54
Total Sale Price:		\$115,021.54
Total Per Vehicle Sales Price:		\$115,021.54
Total Net Sales Excluding Taxes:		\$115,021.54
DOC FEE	\$295.00	
MICHIGAN TITLE FEE	\$15.00	
Total License, Title, & Taxes:		\$310.00
Net Sales Price:		\$115,331.54

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Official Title and Date

Firm or Business Name

Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without
Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

Truck & Trailer Specialties

3286 Hanna Lake Ind. Park Dr.

Dutton, MI. 49316

Phone 616-698-8215, Fax 616-698-0972

Quote No. DQO004456

City of Hastings

Attn: Rob Neil

Phone: 269-838-8395

October 14, 2023

Equipment Quotation

Chassis: 2025 T/A International MV607 SBA, 9L Cummins, Allison 3500 RDS with PTO provision

Note: Mounted equipment must clear available garage door clearance height of 9'2" (110")

Install Crysteel Select stainless steel dump body including the following:

Capacity: 15 yards

14' long 84" inside width, 96" outside width

7 ga. stainless steel sides and ends

60" front height, includes modify/shorten top rail as needed to accommodate mounting tarp as low as possible above the doghouse, form reinforcements as needed

Front style: straight

Front brace quantity: 1

Doghouse for Marathon M63138 hoist

48" side height, front/rear

Side style: single panel with rubrail

Side vertical style: trapezoid, 10 ga. Stainless steel

Side vertical quantity: 5

1/4" A1011 steel floor

8" Western Tubular understructure

Boxed top rails, **No** board pockets

Dirt shedding top rails, pillars, and tailgate

Body is 100% continuously welded above the floor line

48" tall, 9 panel tailgate with air operated release

Watertight tailgate, 3-1/2" thick with turnbuckles and channel seal

Tailgate is double acting with 1.25" hardened tailgate pins, all have grease fittings

1" hinge plate and 1" flame cut latch pin fingers

Tailgate has 3/8" spreader chains with banjo eye keepers

18" rear pillar depth

3-hole oval light cutouts in rear pillars

No cabshield

Heavy duty rear hinge, cap off end of frame below hinge as there will be no hitch plate

Two fixed stainless-steel steps with grab handles installed streetside above rear tires

No steps on inside of bed

Mudflaps installed in front and rear of drive tires

Stainless steel to remain bare/unpainted

Underside of dump body, and hoist to be painted black in color

Install Crysteel Model M63138 Marathon telescopic hoist including:

Hoist is double acting, trunnion mounted

2-1/4" diameter hinge pin with 2-1/4" bearing surface

6" cylinder with 138" stroke

42-ton capacity, NTEA class 120

Dual body props

Truck & Trailer Specialties

3286 Hanna Lake Ind. Park Dr.

Dutton, MI. 49316

Phone 616-698-8215, Fax 616-698-0972

Quote No. DQO004456

Greasable rear hinge

There is no sub frame with this body

Crysteel Factory warranty is 5 years, 100% parts and labor for years 1-3.

50% for years 4-5

Install Roll Rite electric tarp system including the following:

Tarp system to be installed above the doghouse not hanging in front of body

Aluminum wind deflector, includes shorten wind deflector as needed to keep as low as possible

Aluminum tarp arms, top of tarp arms to be below the top of the wind deflector when in the stowed position

30-degree elbows for loader clearance

3-spring aluminum tarp pivot set

16" heavy duty mesh tarp

Dash mounted control switch for tarp operation

Install new Central Hydraulic system including the following:

Hot shift PTO for Allison 3500 series transmission

Crysteel air actuated direct mount pump and air operated valve for double acting hoist

28-gallon steel hydraulic reservoir, frame mounted

Hydraulic reservoir to be filled with AW32 hydraulic fluid

Brass shutoff valve on suction port

All hoses/fittings to be parker type

Dash mounted air switch for hoist up/down – Not recommended by T&T

Custom lighting and electrical to include the following:

No emergency lighting

Oval light hole cutouts in rear pillars to house:

Top position: SoundOff LED stop/turn/taillights 6" oval, one each side

Middle position: SoundOff LED stop/turn/taillights, 6" oval, one each side

Bottom position: SoundOff LED back up lights, 6" oval, one each side

No three-light cluster at rear

All marker lights to be SoundOff LEDs

4-way air valve mounted in cab for air tailgate

Betts junction box mounted at rear

Back up alarm

Proximity switch with in-cab body up indicator light

Reinstall chassis supplied taillights under rear bolster

Miscellaneous:

No front hitch

No rear hitch or bumper

Utilize chassis supplied front and rear tow hooks

Utilize chassis supplied fuel tank

Completed, unloaded equipment height will be 109-1/4" from ground to top of tarp system which is the highest point of mounted equipment allowing 3/4" of door clearance.

Truck will settle over time to increase that gap.

Above installed Price: \$42,847.00 ea.

Truck & Trailer to verify clear door opening at City of Hastings if order is approved

Truck & Trailer Specialties

3286 Hanna Lake Ind. Park Dr.

Dutton, MI. 49316

Phone 616-698-8215, Fax 616-698-0972

Quote No. DQO004456

Differences from existing T/A Wastewater truck equipment:

Air release tailgate in lieu of manual release

Two fixed stainless-steel steps with grab handles installed streetside above rear tires

Two S/T/T and one back up light in each rear pillar in lieu of one S/T/T

Chassis Wheelbase must be approved by T&T at time of order

Lead time: Roughly 18-22 Weeks (Chassis lead times could extend this lead time)

Payment Terms: Net 30

Pricing good for: 30 days

Thank you for the opportunity to quote.

Submitted by:

Chad Veenstra / Mike Bouwman

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: _____

Project ID #: _____ CIP ID #: _____

Department: _____ Anticipated Start Date: _____

Date Prepared: _____

Project Description: Provide a brief physical description of the project. Please be specific.

Project Need: Provide a brief explanation of why the project is necessary.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Does the project share space or overlap with other CIP projects? Please describe.

Project Cost: _____

Potential Funding Sources:

Please check one of the following for cost basis:

- ☐ Cost of comparable facility/equipment
- ☐ Cost estimate from engineer/architect
- ☐ Rule of thumb indicator/unit cost
- ☐ Preliminary estimate
- ☐ Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):



Regular Council Agenda Item Memorandum

To: City Council

From: Travis J. Tate, P.E., Director of Public Services

Subject: Professional Services for USDA Rural Development PER and DWSRF Project Plan

Meeting Date: November 13, 2023

Recommended Action:

Motion to approve a proposal for professional services for the USDA Rural Development (RD) Preliminary Engineering Report (PER) and update of the Drinking Water State Revolving Funds (DWSRF) Project Plan from Moore & Bruggink, Inc. in an amount not to exceed **\$12,750**.

Background Information:

Earlier this year, the city applied for Clean Water SRF and DWSRF Funding. The city scored low for the CWSRF (40 out of 100), and good for the DWSRF (70 out of 100). The city did not qualify for either funding source for this round of loan expenditures from the State.

The city applied for over \$30.0 million of projects over the next 5 years, and, due to not qualifying for either funding source, these projects still lack funding in the CIP and SRF Plans. Since these funding sources are not available, city staff decided a better strategy was to seek USDA RD Loans for the projects that include both water and sewer improvements. This is because it is unlikely to acquire SRF funding for sanitary portion of the projects.

Moore & Bruggink, who previously worked on both SRF applications, has developed a professional relationship with city administration based on trust, good communication, quality, and willingness to expend the effort required. The city would like to continue to utilize them to develop the USDA RD PER. Additionally, they will revise and update the DWSRF project plan for the water only projects, because they have a better chance of being accepted by the State of Michigan.

Green and Market Street is the only project that we are neither applying for USDA nor SRF funding. This is because the USDA loans will not cover work outside of the right-of-way, which will require significant funding for lead line replacement. Additionally, the USDA funding has a long term pay back (up to 40 years), which is not needed for a \$5.0 to \$6.0 million project. The



Regular Council Agenda Item Memorandum

city will be able to borrow for a revenue bond that can be paid off in earlier terms (15 to 20 years). Therefore, the City plans to proceed with this project in the next year and ask for engineering (Moore & Bruggink) approval at the next council meeting.

Financial Implications:

As part of the fiscal year 2023/24 budget, funding is included for engineering services as needed. An engineering services balance of \$33,911 in the Water and Sewer fund and \$16,576 in the Department of Public Services General Fund budget is available for this proposal.

Attachments:

- Moore & Bruggink, Inc. Proposal for USDA RD PER and DWSRF Plan Revisions



Moore+Bruggink
Consulting Engineers

October 31, 2023

*Proposal – USDA RD Preliminary
Engineering Report & DWSRF Plan
Revisions*

Mr. Travis Tate, P.E.
City of Hastings
201 E State Street
Hastings, Michigan 49058

Dear Mr. Tate,

Moore+Bruggink is pleased to provide a proposal to complete a **USDA Rural Development (RD) Preliminary Engineering Report (PER)** and update to the City's recently completed **Drinking Water State Revolving Funds (DWSRF) Project Plan** in order for the City of Hastings to pursue low interest infrastructure project funding through the USDA and DWSRF.

We understand that the City wishes to package the drinking water and sanitary sewer upgrade projects on Apple Street, North Street, Broadway Street, E. Clinton Street, and Dibble Street in the PER.

We will utilize the recently completed SRF project plans to compile the required USDA Preliminary Engineering Report that will include the following:

- Project planning data, such as population trends, environmental resources, and community factors;
- Description and locations of existing facilities;
- All required documentation and mapping to prove City ownership of the right-of-way where work will occur;
- Justification (need) for project;
- Alternatives considered, with descriptions, environmental impacts, land requirements, sustainability considerations, and cost estimates;
- Selected Alternative, life cycle costs, and non-monetary factors;
- Design Criteria and Description of proposed project, including schedule, permit requirements, sustainability considerations, green infrastructure, and operating budgets;
- Environmental review, including State Historic Preservation Office (SHPO) Clearance;
- Recommendations; and
- Provide assistance with the application through the RD Apply program.



Mr. Travis Tate
October 31, 2023
Page 2

For the drinking water system projects, we understand that the City wishes to update and resubmit the DWSRF project plan on W. Clinton Street, Marshall Street, and Hanover Street.

We will utilize the recently completed DWSRF project plan and revise it accordingly for the overall reduced project scope.

Moore+Bruggink understands the City's requirements for budgets and project financial planning. There are many project variables in establishing fees. However, we only charge for our time required by our client needs. Based on our experience in completing PERs and SRF plans in the past, we are providing a not-to-exceed budget for your use as follows:

Total Cost (not to exceed):	\$12,750.00
------------------------------------	--------------------

For your reference, we have attached our level of effort breakdown for the USDA PER and revised DWSRF project plan.

You can authorize this work to begin by signing our attached Proposal Authorization Form.

Please feel free to contact me if you have any questions on the proposed scope of work. We look forward to working with you and the City on this project.

Sincerely,

Ryan M. Arends, P.E.
Project Manager

Attachments

cc: Sarah Moyer-Cale, City of Hastings



Prepared by:
Moore+Bruggink, Inc.
Grand Rapids, Michigan

October 2023

City of Hastings – USDA RD Preliminary Engineering Report (PER) & DWSRF Plan Revisions

<u>Task</u>	<u>Project Manager Arends</u>	<u>Design Engineer Weber</u>	<u>GIS/CAD Tech</u>	<u>Chief Surveyor Green</u>	<u>Clerical</u>	<u>Total Hours</u>
USDA PER Services						
Update CIP Maps & Project List	1	1	2			4
Update Project Narrative	1	2			1	4
Survey ROW Verification Documents & Mapping	1	4	6	8	2	21
SHPO Clearance Application	1	18	2		1	22
PER Development (Estimating, Mapping, Final Report)	2	16	6		3	27
RD Application Help	2	6				8
Progress Meetings	3	3			1	7
Attend Council Meetings	3	3				6
DWSRF Plan Revision Services						
Update CIP Maps & Project List	1	1	2			4
Revise and Update DWSRF Plan	3	8	4		4	19
Subtotal Hours	18	62	22	8	12	122
Subtotal Labor Cost						\$12,480.00
Miscellaneous (mileage, printing, etc.)						\$270.00
Total PER Cost						\$12,750.00



CONFIDENTIAL

Client Name: City of Hastings ("Client") Date: October 31, 2023
Client Address: 201 E State Street, Hastings, Michigan 49058

AUTHORIZATION FOR PROFESSIONAL SERVICES

Moore & Bruggink, Inc. ("M&B"), appreciates the opportunity to provide you with professional engineering and consulting services. It is our policy to receive this Authorization for Professional Services, with acknowledgment of the terms and conditions contained herein and in the attached Proposal (Exhibit A) prior to commencing services. We propose services to be performed for you for the project known as USDA RD Preliminary Engineering Report & DWSRF Plan Revisions ("Project") located in Hastings, Michigan. The attached proposal is dated October 31, 2023.

NATURE OF ENGAGEMENT

Moore & Bruggink, Inc. (M&B) will provide all work as stated in the attached proposal at the fee quoted therein. There may be additional work to be performed either through change orders or unforeseen circumstances for which M&B will be compensated on an hourly basis.

TERMS AND CONDITIONS

Client Responsibility. The Client shall furnish all existing data pertinent to the Project and shall furnish any additional information when requested.

Hourly Billing Rates. Unless stipulated otherwise, CLIENT shall compensate M&B at hourly billing rates in effect when services are provided by M&B employees of various classifications. Rates are revised annually and you will be notified of the changes.

Reimbursable Expenses. Unless stipulated otherwise, Client shall compensate M&B for Reimbursable Expenses defined as those costs incurred on or directly for Client Project, including, but not limited to, government fees, necessary transportation costs (including mileage at M&B current rate for service vehicles and automobiles), meals and lodging, laboratory tests and analyses, computer services, special equipment services, postage and delivery charges, telephone and telefax charges, copying, printing and binding charges, and outside technical or professional services. Reimbursement for these expenses shall be on the basis of actual charges plus ten percent (10%) when furnished by outside sources and on the basis of usual commercial charges or separate rate schedules when furnished by M&B.

Cost Estimates. Cost estimates of other contractors' work will be on a basis of experience and judgment, but since it has no control over market condition or bidding procedures, M&B cannot warrant that bids or ultimate construction costs will not vary from these cost estimates.

Professional Standards. M&B shall be responsible to the generally-accepted standards of ordinary and reasonable skill and care usually exercised by other practicing professional engineers and surveyors at the time and location such services are rendered. No warranty, express or implied, is included or intended in its proposals, contracts, or reports.

Termination. Either Client or M&B may terminate this Authorization by giving ten (10) days' written notice to the other party. In such event, Client shall pay M&B in full for all work previously authorized and performed prior to the effective date of termination, plus (at the discretion of M&B) a termination charge to cover finalization of work necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed thirty-three percent (33%) of all charges previously incurred. Upon receipt of such payment, M&B will return to Client all documents and information which are the property of Client.

Subcontractor. M&B may, in its sole discretion, engage subcontractors on behalf of Client to perform any portion of the services to be provided by M&B hereunder, and Client agrees that M&B shall not be responsible for, or in any manner guarantee, the performance of such subcontractors, nor shall M&B be liable for any negligent acts, errors, or omissions of any such subcontractor.

Payment to M&B. Invoices will be issued on a monthly basis or upon completion of the work product, whichever occurs sooner, payable upon receipt unless otherwise agreed. Interest of one-and-one-half percent (1.5%) per month (but not exceeding the maximum rate allowed by law) will be payable on all amounts not paid within thirty (30) days from date of invoices, payment thereafter to be applied first to accrued interest and then to the principal unpaid amount. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on M&B by any government entity.

In addition to any other remedies M&B may have, M&B shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

Hazardous Waste. M&B has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. M&B shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of engineering or surveying services hereunder does not imply risk-sharing on the part of M&B.

Limitation of Liability. To the fullest extent permitted by law, M&B's total liability to Client or Client's contractors for any cause or combination of causes, whether arising out of claims based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to an amount no greater than the fee earned under this authorization. A higher limit of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.


Indemnification. Client agrees to defend, indemnify, and hold M&B harmless from any claim, liability, or defense cost for injury or loss sustained by any part from exposures allegedly caused by M&B's performance of services hereunder, except for injury or loss caused solely by the negligence or willful misconduct of M&B.

Legal Expenses. In the event of a claim by Client against M&B, at law or otherwise, for any alleged error, omission, or other act arising out of the performance of its services, and to the extent Client fails to prove such claim, then Client shall pay all costs, including attorney's fees, incurred by M&B in defending itself against the claim.

Ownership of Work Product. M&B shall remain the owner of all drawings and reports, and Client shall be authorized to use the copies provided by M&B only in connection with the Project. Any use or reuse by Client or others for any purpose other than as outlined herein and in the attached Proposal shall be at Client's risk and full legal responsibility, without liability to M&B.

MOORE & BRUGGINK, INC.

Date: October 31, 2023

By: 
Alan Pennington, P.E.
Its: President

Acceptance of Proposal and Authorization for Professional Services
CITY OF HASTINGS

Date: _____

By: _____

Its: _____



Date: November 13, 2023
To: City Council
From: Travis Tate, Director of Public Services
Subject: DPS Monthly Progress Update

Current Projects:

- **Downtown Streetscape:**

Katerberg Verhage started on the easternmost block between Boltwood Street and Michigan Avenue on the North side of State Street. They have all the removals completed and installed the light pole foundations, electric conduits, irrigation lines, and concrete flatwork. The brick work should be installed soon. The streetlights will be installed when they arrive in early December. Trees, flower pots, and other streetscape accessories will be installed in next Spring.

They have most of the second block done with the flatwork and have started removing sidewalk, tree trunks, and street light foundations on the third block. All of the streetlight poles have been removed on the north side ((1-4 blocks). The contractors have done a good job so far, visually with the concrete, protecting vehicle and pedestrian traffic, and being mindful of business access.

- **State Road Mill and Pave Project:**

The project is now substantially complete. The milling was done on a Friday, November 3rd with flaggers to allow one way traffic to travel through. The next day on Saturday, November 4th paving operations occurred. For this, a detour route was placed to along M-43, M37 and Airport Road to State Road. There was communication from the engineer (Rowe) and contractor (Lakeland Asphalt) to other authorities (MDOT and Barry County Road Commission), and I informed the emergency services (Hastings Police Department, Hastings Fire Department and Barry County Dispatch).

The contractor wanted to use to mainline pavers and a third paver for intersection approaches. This allowed for a superior product because the longitudinal joint at the center line and intersections were a hot joint instead of a cold joint. This style of joint holds up over time better, because it prevents more water from infiltrating, which is the major cause of damage from freeze/thaw action.

All things considered this was a smooth and quality job. We added more curb and gutter to the project from 800 to about 1,100 feet, which will improve smoothness, drainage and appearance. We added milling and paving in the intersection approaches to improve the overall look and function of the project. There were other minor items that were added, which had to do with curb and gutter removal and placement. Also, the detour route was an added item.

There are a couple of drainage structures on the North side that need to be adjusted. In a meeting last Wednesday, the contractor agreed to pay for half the cost for this. The method they will be using is called 'coring'. This is a large core attachment to a skid steer which cores a

uniform circle around the manhole structure, then the asphalt and gravel is removed, and concrete is placed to blend structure and pavement.

The Rowe's construction group did an excellent job in my opinion. They were cognizant of potential issues early on, including cost overages, paving profile, traffic control, contract time, and traffic control. I want to acknowledge Matt Bellgowan (Project Manager) and Mike Heiss (Senior Field Representative) for their experience, knowledge, expertise and communication. I do not believe there is a better team in the State.

They asked to reduce the length of the project at the West end by 65 feet to help pay for some of the other additional cost they foresaw before construction began. However, there will be additional cost to the project of around 8 thousand dollars. I will get the official breakdown of the project for a future meeting.

- **Cemetery Memorial:**

Chris Bever will present a memo to council on the recommendations from the advisory board. The council will vote to approve the conceptual phased drawing and to permit staff to solicit design for phase 1.

- **Street Line Painting:**

Michigan Pavement Markings, LLC is complete.

- **City Tree Planting:**

Tree planting is complete.

- **Lead line replacement program:**

The city along with Advantage Plumbing (Contractor) have completed about 10 services on Mill Street and Thorn Street out of 30 thus far. With deer hunting season, Thanksgiving holiday and leaf pick-up it will be challenging to get 30 services complete by December 8. However, I have faith in the Street Superintendent, Rob Neil, and DPS staff that they will step up and get as close to the 30 we contracted for by that time.

I plan on bidding out another 30 lead line replacements this winter to complete in the Spring. Next Fiscal year we have higher goals to complete 90 in a complete year. All will be done in the Northeast quadrant.

Future Projects (This Fall/Winter):

- Green Street Improvement Project
- Water Tower Security Upgrade.
- City Hall Interior Improvements.
- Paser Ratings for streets.
- Tree removal, trimming and stump grinding contract RFP and bid opening.
- City Mowing contract.

If you have any questions, please let me know.

Sincerely,

Travis Tate
Director of Public Services



City of *Hastings* Michigan

(269) 945-2468
FAX (269) 948-9544

201 E. State Street 49058

Fire Department Report for October 2023

The department responded to a total of 94 calls for service in October: 39 in the city, 53 in the rural area and 2 mutual Aid, 43 were medical assists. Total calls for service YTD 667

Training/Fire Prevention:

The use of foam using a foam inductor, driver training and feminization with the new resecure 837. The department members trained for a total of 37 hours in October. We presented to 400 students and 30 adults in a one-week period, during Fire Prevention week.

Smoke/ CO detector installations:

We installed a total of 15 smoke detectors and 5 Carbon monoxide detectors

Department activities

The month of October has been a very busy month. We started our annual fire inspections implementing commercial preplans for incidents. We started this by reviewing each Knox Box (FD box to enter buildings) finding several that were inaccessible or with the wrong keys. We worked with businesses owner and property managers to make sure the correct keys are in place. We are adding a total of 12 new Knox boxes at facilities that require them but were not present. Next will be assessing elevator access, followed by fire suppression, fire alarm systems operations and inspections.

Chief's comments:

We have enrolled 4 of our members into the fire academy and the MFR class starting this month. These are longer classes that take a commitment from each member. We have several new inspection processes now in place, visiting every business and apartment complex in the city; takes a lot of time to conduct. The result is a complete detailed list of every business and apartment complex, so we are prepared for any incident. The aerial truck is coming along faster than planned should be back in our station within a week or so ready for final inspections.

Respectfully,

Chief Mark Jordan



City of *Hastings* Michigan

(269) 945-2468
FAX (269) 948-9544

201 E. State Street 49058

Fire Department Call for Service October 2023 overview

Type of call	City	Rural
Fire	2	2
EMS Assist	20	23
Vehicle Accidents W/Injures	0	1
Vehicle accidents W/O injuries	5	17
False Alarms	4	3
CO Alarms	1	1
Wires down	4	1
Odor/Smoke Investigations	3	4
Illegal/unauthorized burning	0	1
Totals	39	53
Mutual Aid	2	

Response by Area

1 st Ward	13	Baltimore	6
2 nd Ward	8	Irving	6
3 rd Ward	7	Rutland	16
4 th Ward	11	Carlton	4
Mutual Aid	2	Hastings	21
Total City	41	Rural	53

Library Director's Report for the November 6, 2023 Board Meeting

Many exciting things happened at the Library in October and a sad one. The Friends Wine Pairing and Basket Auction was a resounding success, the front doors of the building were locked for three weeks as work on the City's streetscape got underway, the boiler was replaced, work on the windows started, and more. I'll get to the sad thing later.

First the exciting things. On October 12 the Friends had their 13th annual Wine Pairing & Basket Auction. They sold 101 tickets and 99 people attended. As always, it was held at Seasonal Grille. Thirty baskets with diverse themes were donated for the silent auction. All of the baskets sold well, but one basket went for an amazing amount. It was donated by the family of one of the Library's biggest supporters who passed away last January. Through the course of the evening, members of the family bid against each other until the basket sold for \$15,000. This was their way of donating to the Friends, because their mother loved the Library and the Friends organization. We are very grateful for their generosity. In total, the event brought in \$21,710, which will be used to support Library programs and services. It was truly amazing!





The Library was closed on October 18 for staff training, which ran from 9:00 am – 5:00 pm. We fit a lot of information into that time. We started with an overview of the Barry County History Portal/Historical newspapers collection and then did some customer service training. Next came active shooter training with Jim Yarger, Barry County Emergency Management Coordinator. In the afternoon, there was more instruction on library related topics with a break for CPR training with Lani Forbes in the middle. It was a very productive day. I want to thank the Board for allowing us the time to do more in-depth training.

The boiler and pumps were replaced and the unit up and running by mid-October. The whole process took longer than anticipated, but it has been functioning smoothly. There will be more work to do on the controllers once the roof top units (RTUs) are installed. We are waiting for DHE to let us know when the work on the RTUs will begin.

When Katerberg VerHage started the streetscape on Sept. 11 we kept the street side doors locked since they couldn't be accessed due to the construction. They remained locked until the middle of Oct. Katerberg has been great to work with and we heard very few complaints from patrons about the inconvenience. Even though the doors have been open for a couple weeks, there is still very little parking on the street due to unfinished elements of the streetscape and the window construction. Still, the streetscape will look great when it's finished.

That brings me to the most exciting thing. Battle Creek Glass (BCG) began replacing the windows on Oct. 23! With Katerberg having the parking in front of the building blocked off, this could have made it difficult for BCG to access the building. Instead, Katerberg invited BCG to use that space for their lifts and to park their equipment. Thank you, Katerberg. It has worked out really well. We have only needed to block off the drive thru lane intermittently. For the convenience of our patrons we are leaving the portable book return out all the time, so there is no interruption of drop off service.

BCG started by replacing the window wall onto the vegetative roof over the teen room, because that's where we had the leak. It took a little longer than they anticipated, since this was their first experience removing the current windows. They learned a lot, so the replacement of the windows onto the patio off the community room went much faster. The BCG foreman has been very communicative, keeping us informed every step of the way.



Old windows



New windows

The windows in the two rotundas were next on BCG's schedule. They started in the teen room on Oct. 30. It took a week to complete it. They put plastic up to close off their work area, which has helped keep the mess contained and the building warmer.

It is working out very well having Jeff Mansfield as our project manager. His knowledge of building projects and procedures has been invaluable. We are depending on his expertise more and more as the project progresses.

At the October Co-op Advisory Council meeting it was voted to not renew the contract for Capira Mobile App. We have been offering this app to our patrons to provide easy mobile access to our catalog and their accounts. Unfortunately, the app does not return accurate catalog search results and the company has not made the improvements it promised nor kept the app updated. Our contract with Capira ends in December. Our patrons will only be without an app for about three months, since the Council also voted to purchase the BiblioApp to replace it. The BiblioApp has a much better interface and provides more features. It will go active at the beginning of March and will cost us about half as much as Capira.

Now for the sad thing. In mid-October, Paige let us know she would be leaving her position as youth librarian to start a new adventure. She and her husband will be opening a book and music store where Second Hand Corners used to be. I am excited for them and wish them every success, but I am very sad for us and our patrons, because Paige has done an amazing job. Luckily, she won't be leaving for a few months. This gives us time to find someone to take her place.

We decided to start the search for her replacement right away. We posted the job on Indeed and we've had nineteen applications submitted. Unfortunately, only three of them had the right qualifications. My daughter is one of those three, so I have removed myself from the hiring process. The hiring committee will include, David, Paige, two board members and the Lakeland Library Cooperative director. They plan to hold interviews the first full week of November and

make an offer before Thanksgiving. We would like the new hire start on January 2, which gives them time to give notice to their current employer and celebrate the holidays. Paige has graciously agreed to stay through the first two weeks of January. This will give her time to train and introduce the new person to the people and organizations with whom she partners. Paige will be greatly missed.

Assistant Director, David Edelman's report:

October was a very busy month as the window project got closer to starting. I'll let Peggy recap that, but I spent time managing preparation tasks and staff coordination. I'm happy to say we are off to a good start. Other things that happened included:

- Affordable Connectivity Program Workshop on Oct 11: only one patron attended the workshop, but after a second meeting with him we got him qualified and he should soon be getting free internet at home. Additional workshops are 11/11 and 12/11 at HPL and 11/28 at the COA.
- Excel Basics: Four patrons attended and indicated they learned a lot. We covered data entry and editing, basic formatting and simple formulas. Upcoming classes are Cybersecurity on 11/1, Email basics on 12/6 and Excel Basics part 2 on 1/10.
- Library of Things Jr.: Items are being processed after purchasing with the grant from the Hastings Elks. We anticipate completion by Thanksgiving and will have over 25 new items out just for kids. The assortment includes coding robots, educational games, RC cars, snap circuits and much more.
- Chicago Fire Display: artifacts on loan from a patron about the Chicago Fire of 1871 have been on display in the MI Room all month. They will remain up for at least part of November as it appears an article about them may be published in The Reminder soon.

Circulation Supervisor, Tess Allarding's report:

Barbara and I attended the Michigan Library Association Annual Conference in Kalamazoo October 19-20. I attended many informative breakout sessions and heard several good keynote speakers.

One of the keynote speakers was Ellen Hopkins, an author whose books are some of the most challenged and banned in the country and one of my personal favorite authors. She spoke on the dangers of censorship in both school and public libraries. I had the pleasure of meeting her and getting a book signed by her. Attached are some photos.

One of the breakout sessions I attended gave an update on advocacy efforts in Michigan. They discussed MI Right to Read, a coalition that is fighting to end censorship in Michigan. There will hopefully be legislation introduced soon that will not allow a book to be banned based on it depicting any protected classes (height, weight, race, sexuality, gender identity/expression, religious affiliation, etc.). Their website is <https://www.mirighttoread.com>.

Other things I'm working on:

- I am working with David to learn the cash drawers and deposit process, so I can serve as a backup as needed. We plan to have me go through the process once every 4-6 weeks just to stay fresh.
- We were asked by our Cooperative to be a pilot site for BiblioSuggest, which will allow our patrons to submit book suggestions through our online catalog. We will be discussing this more with all staff at the staff meeting on 11/7.

- I have completed multiple MelCat webinars to be able to be our contact person for all things MeL. We plan to review the MeL procedure with staff at the upcoming staff meeting, so everyone is on the same page.
- Sharon has agreed to take charge of updating the bulletin boards in the entryways. She, Christie, and I are in communication to get that started.
- I have created a tracker for any materials challenges so we can have a record of them, should any come up. The tracker will allow us to identify any trends that we may be seeing in challenged materials.

Marketing & Adult Services, Barbara Haywood's report:

Programming:

- Emma lead a crocheting class of six people, helping them increasing their skills or learn a new skill.
- Tess and I attended the Michigan Library Association Annual conference to learn and make connections. I am still digesting the information.

Marketing:

- Wine Pairing & Basket Auction was advertised on social media this year and sold out well before the actual event. The event was very well organized and a splendid night.
- In moving to a quarterly mailing of the water bill and a new monthly digital calendar, the City will be sharing library events with residences in several ways. I provide them with our events each month.
- In process: creating marketing for and adding the Library of Things Jr. to library handouts.
- In process: removing Capira Library App from library handouts.

Youth Services Librarian, Paige Brandli's report:

October was a busy month for youth services! Storytimes were back in full swing with Itsy Bitsy Book Club being as popular as ever. We average 20-25 participants each week. Preschool storytime has a smaller group averaging 6-8 people. This is typical for the cycle of storytimes- especially in the fall when a new group starts preschool or kindergarten.

On October 25 we held a family Halloween event at Tyden Park during the Itsy Bitsy Book Club. Families were invited to dress up and we invited special guests- Sara Syswerda, education director for Pierce Cedar Creek Institute and Julie Severns, coordinator of the Great Start Readiness Program (GSRP). Geneva Knapp from the Great Start Collaborative provided books to give away, cider, doughnuts, and pizza. Sara brought playdough and the library provided mini-pumpkins for painting. There's a lovely video of the event on our Facebook page: <https://fb.watch/o3pFrBSKW2/>.

School outreach season has officially begun. The Reach Out And Read (ROAR) program is mostly underway and will be in full swing in November. We have enough volunteers to have someone reading in every young kindergarten and kindergarten class. We also had a literacy night at Noah's Ark preschool last week. It was a great opportunity to see some families, encourage visits to library, and make bookmarks. Also, in October we did our first round of Reading is Fundamental (RIF) visits to the GSRP classrooms. We read to six classes, made creepy carrots, and handed out about 80 books. We also had lots of

fun handing out bookmarks, pencils, and candy to friends at Trick or Treating on the Trails at Pierce Cedar Creek Institute.

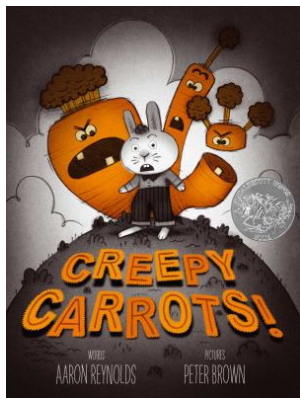
RIF Distribution Pictures



Mary Atkinson reading to some friends



Mary & I helping with the craft



Creepy carrots the kids made. Creeping!

The Young Authors program launched this month with 9 participants in 3rd-5th grades. The students will be writing, and if they choose, illustrating a short book. We meet every Tuesday for 90 minutes. We've had three speakers visit the sessions so far: Maggie Murphy talked about the writing process, while Mary Murphy and Jenny Haywood talked about illustrations. Students have learned about plot outlines, character development, illustrations, storyboards, and layout. We have some very interesting stories in progress and I cannot wait to share them with the community. Once the kids are done we will have their books "published" and hold a book signing. We're excited to offer this opportunity.

Emma has been busy in teen services as well. They hosted a beginning to crochet program that was very well received. Emma regularly meets with the GSA at the high school and assists with running a book club for their members. They're currently working at re-vamping the Read & Grow reading challenge for 2024.

November Special Activities:

- 6th – Celebrate Nat'l Saxophone Day w/Bob Hartig, 6:00pm.
- 11th – Affordable Connectivity Program (ACP) workshop, 10:00am.
- 15th – Armchair Travel - Vietnam & Cambodia River Cruise, 6:00pm.
- 18th – GameQuest – 10 Hours of Gaming, 10:00am-7:00pm.
- 23rd-25th – Closed for Thanksgiving Holiday.
- 28th – ACP Workshop, 1:00pm.

December:

- 1st – Art @ the Library, 5:00-8:00pm.
- 2nd – Cookies with Santa, 11:00am-2:00pm
- 2nd – Jingle & Mingle Face Painting, 11:00am-2:00pm.



October 17, 2023

David Tossava, Mayor
City of Hastings
201 E. State Street
Hastings, MI 49058

Dear Mayor Tossava:

On behalf of the Michigan Economic Development Corporation (MEDC), I would like to congratulate you and the City of Hastings on your recent achievement in becoming the 70th Certified Redevelopment Ready Community. This is a great accomplishment for the City of Hastings and the Redevelopment Ready Communities (RRC) Program. You have met the RRC Best Practices and are proactively planning, zoning, and marketing your community to achieve your development vision.

As we work together to win more projects, invest in people and revitalize places, your RRC Certification will be more valuable than ever, as it signals to developers that the city is open for business, with a streamlined and organized development review process in place. The City of Hastings is poised for success. The long hours to set up a strong economic development foundation and valuable collaboration with local and regional partners will help the city efforts to create the type of attractive place where talent will want to live and work, and businesses will want to invest and grow.

With this certification, your community will now unlock ongoing benefits, including continued technical assistance funding; site-specific pre-development assistance funding; access to the MEDC's Redevelopment Services Team to help market and promote your redevelopment sites; access to free training opportunities and more. I encourage you to take advantage of these valuable resources as you continue to support your community's growth moving forward.

Becoming our 70th community to be Certified is a huge accomplishment. Congratulations once again to you, your local leaders, your hard-working municipal staff, and especially Dan King, for your tireless investments into making your community redevelopment ready. We look forward to further strengthening our partnership with your community and its stakeholders as you continue implementing your local vision for success.

With Appreciation and Expectations for the Greater,

Quentin L. Messer, Jr.
Chief Executive Officer



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

Local Development Finance Authority (LDFA)
DRAFT MINUTES
October 26, 2023

The meeting was called to order at 8:04 a.m. by Tolles.

1. Roll Call

Present Davis, Hatfield, Holland, Schneiderhan, Tolles, Tossava

Absent: Cowan, Neil, Krueger

Others Present: King Ponsetto, Bill Nesbitt, mayor pro-tem.

2. Pledge of Allegiance

3. Approval of the Agenda

Motion by Tossava, second by Schneiderhan, to approve agenda as presented.

All ayes, motion carried

4. Approval of Minutes

Motion by Hatfield, second by Davis, to approve the minutes as presented.

All ayes, motion carried

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

5. Public Hearing- None

6. Receive Financial Statements –

King gave a brief overview of the LDFA/BRA financial statement.

7. Old Business- None

8. New Business –

A. Public Act 57 of 2018 Informational Meeting-

King presented information about LDFA/BRA activities as required by Public Act 57 of 2018

B. Annual Election of Officers-

Motion by Hatfield, second by Tossava, to re-elect the board's current slate of officers: Neil chair; Cowan, vice-chair; Tolles, secretary.

All ayes, motion carried.

C. Establish Meeting Schedule for 2024-

Motion by Tolles, second by Tossava, to set 8 a.m. on the fourth Thursday of the month as the dates for the 2024 regular meetings of the LDFA/BRA

All ayes, motion carried.

In related action:

Motion by Cowan, second by Hatfield, to cancel the LDFA/BRA regular meetings for November and December 2023, unless there is urgent business, and a special meeting needs to be called.

All ayes, motion carried.

D. Redevelopment Ready Communities/Tyden Lofts Invitation-

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

9. Public Comments and Communications Concerning Items Not on the Agenda –

None

10. LDFA Members Comments –

King gave the board an update on the development of the former Royal Coach site, and Meadowstone Apartments expansion.

11. Adjournment-

Motion by, second by to adjourn

All ayes, motion carried

Meeting adjourned 8:43 a.m.

Brent Cowan
Vice-Chair

Brad Tolles
Secretary

Prepared by: Sandra Ponsetto, City of Hastings

**Hastings Public Library Board of Trustees
Minutes**

Date: November 6, 2023 – 4:30PM

**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room**

1. CALL TO ORDER

The Meeting was called to order by Newberry at 4:30 p.m.

- Board members present: Jane Cybulski, Jeff Kniaz, Bill Nesbitt, Dave Koons, Audrey Burton, Brenda Stacy, Cloe Oliver, Chloe Kelly. Not present was Kelli Newberry. Jane Cybulski motioned to approve the absence of Kelly Newberry, seconded by Audrey Burton, approved.
- Also present were Peggy Hemerling, David Edelman, and Rebecca Lectka, who will be taking over for Audrey Burton in 2024 as a Rutland Township representative.

2. AGENDA: Approved.

3. MINUTES: Jane Cybulski motioned to approve the August 28, 2023, minutes, seconded by Bill Nesbitt. Motion approved.

4. FINANCIALS:

- a. Report from Chris Bever, City Treasurer
- b. 2022/23 Revenue and Expenditure Summary

5. LIBRARY DIRECTOR REPORTS: September and October 2023

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel – Had a meeting on October 16, 2023
- d. Policy –
- e. Marketing-
- f. Capital Campaign-

7. NEW BUSINESS

- a. Chloe Kelly motioned to approve submitted changes to the Materials Challenge Policy and Requests for Reconsideration Form, Brenda Stacy seconded. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on Monday, December 4, 2023, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 4:49 p.m.

NOVEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1 Nature Board 4:00 PM	2	3	4
5 Daylight Savings Time Ends	6 Planning Commission 7:00 PM	7	8 Cemetery 3:00 PM Council Special Mtg. 6:00 PM	9	10 City Hall Closed	11 Veterans Day
12	13 Council 7:00 PM	14	15 JPC @Rutland 5:30 PM	16 DDA 8:00 AM	17	18
19	20	21	22 Airport 4:30 PM	23 Thanksgiving Day City Hall Closed LDFA 8:00 AM	24 City Hall Closed	25
26	27 Council 7:00 PM	28	29	30	1	2