



City of *Hastings* Michigan

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

201 E. State Street 49058

Regular Council Meeting  
November 27, 2023  
Executive Summary

Item #	Summary
10A	<b>Description:</b> Items for unanimous consent  <b>Recommended Action:</b> Motion to approve the consent agenda as presented.
11A	<b>Description:</b> Second Reading – Ordinance 621 – Officer Ethics  <b>Recommended Action:</b> Motion to adopt Ordinance 621 as presented.
11B	<b>Description:</b> First Reading – Ordinance 622 – Workforce Housing PILOT  <b>Recommended Action:</b> First reading, no action required
11C	<b>Description:</b> Design engineering for Green and Market Street improvements  <b>Recommended Action:</b> Motion to approve a contract for professional services with Moore & Bruggink, Inc. to provide design engineering for the Green Street and Market Street improvements project in the amount of \$165,500
11D	<b>Description:</b> Tree removal contract  <b>Recommended Action:</b> Motion to approve a contract for tree removal, tree trimming, and stump grinding with High Pointe Tree Service LLC in the amount of \$31,390

**City of Hastings**  
COUNTY OF BARRY, STATE OF MICHIGAN

---

**City Council Agenda**  
**November 27, 2023**

1. Regular meeting called to order at 7:00 PM
2. Roll call
3. Pledge to the flag
- \* 4. Approval of the agenda
- \* 5. Approval of the minutes of the November 8, 2023, special meeting
- \* 6. Approval of the minutes of the November 13, 2023, regular meeting
7. Public Hearings: (None)
8. Public Comment:
9. Formal Recognitions and Presentations: (None)
- ✓ 10. Items for Action by Unanimous Consent:
  - \* A. Receive and place on file nine (9) invoices totaling **\$123,394.10** as detailed in attachments.
- ✓ 11. Items of Business:
  - \* A. Second reading and consider adoption of **Ordinance 621** – Officer Ethics.
  - \* B. First reading of **Ordinance 622** – Workforce Housing PILOT Ordinance.
  - \* C. Consider approval of a contract for professional services with Moore & Bruggink, Inc. for design engineering for the Green Street and Market Street improvements project in the amount of **\$165,500**.
  - \* D. Consider approval of a contract for tree removal, tree trimming, and stump grinding with High Pointe Tree Service LLC in the amount of **\$31,390**.
12. Staff Presentations and Policy Discussions (None)
13. City Manager Report:
  - \* A. Police Chief Boulter Monthly Report
  - \* B. City Clerk/Treasurer Bever Monthly Financial Reports
  - \* C. Community Development Director King Monthly Report
  - \* D. Assessor Rashid Monthly Report

- ✓ 14. Reports and Communications:
  - \* A. Riverside Preservation Advisory Board Minutes October 11, 2023
  - \* B. November 2023 Event Calendar
  - \* C. December 2023 Event Calendar

15. Public Comment:

16. Mayor and Council comment:

17. 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 Special Meeting Minutes  
November 8, 2023**

1. Special meeting called to order at 6:00 PM

2. Roll call

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

City Staff and Appointees present: Moyer-Cale and Bever.

3. Pledge to the flag

4. Approval of the agenda

Motion by McLean, with support from Jarvis, to approve the agenda as presented.

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

Nays: None.

Absent: Furrow.

Motion carried.

5. Fourth (4<sup>th</sup>) Ward Councilmember Interviews (times are approximate)

6:05 PM Jordan Brehm

6:20 PM Jillian Foster

6:35 PM Zackery Corey

6:50 PM Gerrit Rorye

6. Public Comment: (None)

7. Deliberation

8. Appointment of Fourth (4<sup>th</sup>) Ward Councilmember

Motion by Jarvis, with support from Resseguie, to appoint Zackery Corey to the vacant Fourth (4<sup>th</sup>) Ward Council seat.

Ayes: Barlow, Jarvis, and Resseguie.

Nays: Bowers, McLean, Nesbitt, and Tossava.

Absent: Furrow.

Motion failed.

Motion by Resseguie, with support from Nesbitt, to appoint Jordan Brehm to the vacant Fourth (4<sup>th</sup>) Ward Council seat.

Ayes: Nesbitt, Resseguie, and Tossava.  
Nays: Barlow, Bowers, Jarvis, and McLean.  
Absent: Furrow.  
Motion failed.

Motion by Barlow, with support from McLean, to appoint Jillian Foster to the vacant Fourth (4<sup>th</sup>) Ward Council seat.

Ayes: Barlow, Bowers, McLean, and Nesbitt.  
Nays: Jarvis, Resseguie, and Tossava.  
Absent: Furrow.  
Motion failed.

Discussion was held. It was the consensus of City Council to rank each applicant via secret ballot. Two rounds of secret ballot voting were held.

Motion by Jarvis, with support from Resseguie, to appoint Zackery Corey to the vacant Fourth (4<sup>th</sup>) Ward Council seat.

Ayes: Barlow, Bowers, Jarvis, and Resseguie.  
Nays: McLean, Nesbitt, and Tossava.  
Absent: Furrow.  
Motion failed.

Motion by Resseguie, with support from Nesbitt, to appoint Jordan Brehm to the vacant Fourth (4<sup>th</sup>) Ward Council seat.

Ayes: Bowers, Nesbitt, Resseguie, and Tossava.  
Nays: Barlow, Jarvis, and McLean.  
Absent: Furrow.  
Motion failed.

Motion by McLean, with support from Barlow, to hold a special election to fill the vacant Fourth (4<sup>th</sup>) Ward Council seat.

Ayes: Barlow, Bowers, and McLean.  
Nays: Jarvis, Nesbitt, Resseguie, and Tossava.  
Absent: Furrow.  
Motion failed.

Motion by Jarvis, with support from Resseguie, to appoint Jordan Brehm to the vacant Fourth (4<sup>th</sup>) Ward Council seat.

Ayes: Bowers, Jarvis, Nesbitt, Resseguie, and Tossava.  
Nays: Barlow and McLean.  
Absent: Furrow.  
Motion carried.

9. Adjourn

Motion by Resseguie, with support from Jarvis, to adjourn at 7:25 PM.

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

Nays: None.

Absent: Furrow.

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**  
**November 13, 2023**

1. Regular meeting called to order at 7:00 PM  
  
Councilmember Brehm was sworn in by City Clerk/Treasurer Bever.
2. Present at roll call were Barlow, Bowers, Brehm, Furrow, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.  
  
City Staff and Appointees present: Moyer-Cale, Bever, Boulter, Hemerling, Jordan, King, Tate, and Neil.
3. Pledge to the flag
4. Approval of the agenda  
  
Motion by Furrow, with support from Bowers, to approve the agenda as presented.  
All ayes. Motion carried.
5. Approval of the minutes of the October 23, 2023, workshop and regular meetings  
  
Motion by Jarvis, with support from McLean, to approve the minutes as presented.  
  
Ayes: Barlow, Bowers, Brehm, Furrow, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.  
Nays: None.  
Absent: None.  
Motion carried.
6. Public Hearings: (None)
7. Public Comment: (None)
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.  
  
Motion by Bowers, with support from Barlow, to approve the request of the 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.

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

Nays: None.

Absent: None.

Motion carried.

- B. Consider acceptance, with regret, the resignation of Dale Krueger from LDFA Board effective November 1, 2023.

Motion by Brehm, with support from Barlow, to accept the resignation of Dale Krueger from the LDFA, effective November 1, 2023, and send a letter of appreciation.

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

Nays: None.

Absent: None.

Motion carried.

- C. Receive and place on file three (3) invoices totaling **\$102,529** as detailed in attachments.

Motion by Barlow, with support from Nesbitt, to receive and place on file three (3) invoices totaling **\$102,529** as detailed in attachments.

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

Nays: None.

Absent: None.

Motion carried.

- D. Consider approval of the METRO Act Permit Extension and authorize the Mayor to sign on the city's behalf.

Question from Mayor Tossava.

Comments from City Manager Moyer-Cale.

Motion by McLean, with support from Barlow, to approve the METRO Act Permit Extension and authorize the Mayor to sign on the city's behalf.

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

Nays: None.

Absent: None.

Motion carried.



## 10. Items of Business:

A. First Reading of **Ordinance 621** – Officer Ethics.

Questions from Councilmembers Jarvis, Nesbitt, and Resseguie.

Comments from City Manager Moyer-Cale.

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.

Question from Councilmember Jarvis.

Motion by McLean, with support from Jarvis, to approve the 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.

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

Nays: None.

Absent: None.

Motion carried.

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.

Motion by Brehm, with support from Resseguie, to approve the request 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.

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

Nays: None.

Absent: None.

Motion carried.

## 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.

Bonnie Huntley, Chair of the Riverside Cemetery Preservation Advisory Board, addressed the council on the design.

Question from Councilmember Jarvis.

Comments from City Clerk/Treasurer Bever.

Motion by Furrow, with support from Nesbitt, 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.

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

Nays: None.

Absent: None.

Motion carried.

- E. Consider approval of the purchase of unleaded gasoline from Kent Oil and Propane totaling **\$14,700**.

Motion by Barlow, with support from Brehm, to approve the purchase of unleaded gasoline from Kent Oil and Propane totaling **\$14,700**.

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

Nays: None.

Absent: None.

Motion carried.

- F. Consider approval of the sale of bucket truck #290 to the highest bidder contingent on an acceptable bid.

Motion by Brehm, with support from Furrow, to approve the sale of bucket truck #290 to the highest bidder contingent on an acceptable bid.

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

Nays: None.

Absent: None.

Motion carried.

- 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**.

Questions from Councilmembers Furrow and Resseguie, and Mayor Tossava.

Comments from Street Superintendent Neil.

Motion by McLean, with support from Nesbitt, to approve 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**.

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

Nays: None.

Absent: None.

Motion carried.

- 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**.

Question from Councilmember Jarvis.

Comments from City Manager Moyer-Cale.

Motion by Furrow, with support from Barlow, to approve the 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**.

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

Nays: None.

Absent: None.

Motion carried.

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

Comments from City Manager Moyer-Cale.

Questions from Councilmembers McLean, Furrow, Barlow, and Jarvis.

- A. Public Services Director Tate presented his monthly report.

Questions from Mayor Tossava.

Comments from Street Superintendent Neil and Public Services Director Tate.

- B. Fire Chief Jordan presented his monthly report and addressed council.

- C. Library Director Hemerling presented her monthly report and addressed council.

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

Motion by McLean, with support from Barlow, to accept and place items A-E on file.  
All ayes. Motion carried.

14. Public Comment:

Mike Marlow, Hope Township  
Linda Robinson, DVM, Santa Paws

15. Mayor and Council comment:

Comments from Councilmembers Furrow and Resseguie and Mayor Tossava.

16. Adjourn

Motion by McLean, with support from Nesbitt, to adjourn at 8:04 PM.  
All ayes. Motion carried.

Read and Approved:

---

David J. Tossava, Mayor

---

Christopher R. Bever, City Clerk

**Summary - City of Hastings Invoices**  
**City Council Meeting**  
**November 27, 2023**

10.A

<b>No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
1	DHE Plumbing & Mechanical	\$40,500.00	Project 24-271-02. Payment 1 for HVAC Replacement at the library. Remaining balance \$271,930.00.
2	Horrocks Nursery Farms	\$18,318.51	Invoice 012327 for red maples and japanese maples (total of 49 trees)
3	Infrastructure Alternatives, Inc.	\$13,882.12	Invoice 33019 Monthly contract operations for wastewater systems for November 2023
4	Watersolve, LLC	\$11,880.00	Invoice 9833 Polymer for WWTP Total of 8 - 450lb drums
5	Professional Code Inspections of Michigan	\$10,079.00	Invoice 23010. Billing Period October 2023. Hastings, City - Building
6	McKeough Brothers, Inc.	\$9,999.00	Final Draw Request 536 E. Walnut - MSHDA Grant
7	USALCO, LLC	\$6,497.97	Liquid alumnimum sulfate WWTP
8	KB Brushworkds, LLC	\$6,150.00	Final Draw Request 310 S. Dibble - MSHDA Grant
9	MCSA Group, Inc.	\$6,087.50	Invoice 12 - Professional Services with Streetscape - Topographic survey.
	<b>Invoices</b>	<b>\$123,394.10</b>	

# City of Hastings

## Check Voucher

### Instructions

This form is used to generate a progress payment check against an existing, approved Purchase Order. Enter data as necessary; only in shaded cells. The spreadsheet will calculate totals for you. Review all data carefully, then print and sign the form and submit to your department head for approval. Attach relevant documentation. Please do not save the spreadsheet unless you change the file name and file location. Department head will forward the form to the City Manager (if required) and to Accounting for payment processing.

Today's Date  
Requestor Name  
Department

11/15/23  
Peggy Hemerling  
Library

Purchase Order No.  
Vendor Name  
Account Number

72179  
DHE Plumbing & Mechanical  
271-790-975-000

ITEM NO.	DESCRIPTION	Amount
1	Boiler replacement	\$ 40,500.00
2		
3		
4	Project # 24-271-02	
5		
TOTALS		\$ 40,500.00

### Notes and Explanatory Comments:

This is the first payment for the HVAC replacement project.

Remaining balance \$ 271,930.00

EMPLOYEE SIGNATURE

PH

DEPARTMENT HEAD SIGNATURE

Peggy Hemerling

CITY MANAGER SIGNATURE (if over \$300)

ACCOUNTING USE ONLY

Chris R. Ben  
11/15/2023

# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Hastings Public Library  
227 E. State St.  
Hastings, MI 49058

PROJECT: 23089  
Hastings Public Library HVAC

FROM: DHE Plumbing and Mechanical  
4475 8th Ave.

APPLICATION NO.: 1  
PERIOD TO: Oct 31/23  
PROJECT NOS.: 223019

CONTRACT DATE: May 08/23

Distribution to:  
OWNER ☐  
ARCHITECT ☐  
CONTRACTOR ☐  
FIELD ☐  
OTHER ☐

CONTRACT FOR:

Grandville, MI 49418

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below,  
in connection with the Contract.  
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM.....	\$312,430.00
2. NET CHANGE BY CHANGE ORDERS.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 +- 2)....	\$312,430.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G)	\$40,500.00
5. RETAINAGE:	
a. .00 % of Completed Work (Columns D + E)	\$0.00
b. 10.00 % of Stored Material (Column F)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I).....	\$0.00
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$40,500.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00
8. CURRENT PAYMENT DUE.....	\$40,500.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$271,930.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: DHE Plumbing and Mechanical

By: HT Date: 10-23-2023

State of: Michigan

County of: Kent

Subscribed and sworn to before

me this 23rd day of October, 2023



Notary Public: Jeanene Van Gorp  
My commission expires: 12-7-25

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Document, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount Certified.)

## ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

# CONTINUATION SHEET

APPLICATION NO.: 1  
APPLICATION DATE: Oct 23/23

PERIOD TO: Oct 31/23  
PROJECT NO.: 23089

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CONTRACT									
00100	General Conditions	3500.00	0.00	1330.00	0.00	1330.00	38	2170.00	0.00
00200	RTU Replacement Equipment	190836.00	0.00	0.00	0.00	0.00	0	190836.00	0.00
00300	RTU Replacement Labor	5184.00	0.00	0.00	0.00	0.00	0	5184.00	0.00
00400	Boiler Replacement Equipment	22000.00	0.00	22000.00	0.00	22000.00	100	0.00	0.00
00500	Boiler Replacement Labor	5670.00	0.00	5670.00	0.00	5670.00	100	0.00	0.00
00600	Controls	16720.00	0.00	10000.00	0.00	10000.00	60	6720.00	0.00
00700	Insulation	1500.00	0.00	1500.00	0.00	1500.00	100	0.00	0.00
00800	Crane	1850.00	0.00	0.00	0.00	0.00	0	1850.00	0.00
00900	Air Balance	100.00	0.00	0.00	0.00	0.00	0	100.00	0.00
01000	Voluntary 1	9870.00	0.00	0.00	0.00	0.00	0	9870.00	0.00
01100	Upgrade RTU's	48000.00	0.00	0.00	0.00	0.00	0	48000.00	0.00
01200	Bond	7200.00	0.00	0.00	0.00	0.00	0	7200.00	0.00
		312430.00	0.00	40500.00	0.00	40500.00	13	271930.00	0.00
	Total Contract	312430.00	0.00	40500.00	0.00	40500.00	13	271930.00	0.00



# Horrocks Nursery Farms, Inc.

3355 Dildine Road

Ionia, MI 48846

Phone: (616) 527-0990

E-mail: horrocksnurseryfarm@gmail.com

FISCAL

23-24

YEAR

Invoice

012327

Thursday, November 2, 2023

MH

Page: 1

TO

CITY OF HASTINGS  
201 E. STATE ST.  
HASTINGS MI 49058

FOR

Travis Tate (cell) 269.243.8199  
ttate@hastingsmi.gov  
269-945-2468

Item#	Description	Quantity	Price	Total Amount
02837	ACER RUBRUM 2"~	32	367.461	11758.74
02607	ACER PAL. BLOODGOOD 1.5"~	17	385.869	6559.77
			SUBTOTAL	18318.51

Note: One Acer Bloodgood was added to make 17 trees.

Total

18318.51



3860



**INFRASTRUCTURE  
ALTERNATIVES, INC.**

7888 Childsdale Ave. NE | Rockford, MI 49341  
Phone 616.866.1600 | Fax 616.866.1611

**Invoice**

Date	Invoice #
11/1/2023	33019
Reference #	
P.O. Number:	

**CLEAN WATER SOLUTIONS**

**Bill To**

City of Hastings  
201 E. State Street  
Hastings, MI 49058

FISCAL

**23 - 24 -**

YEAR

**HAS301-Hastings - MLS WW**

Description	Quantity	Amount
MONTHLY CONTRACT OPERATIONS PROVIDED FOR THE CITY OF HASTINGS WASTEWATER SYSTEMS FOR THE SERVICES PROVIDED IN THE MONTH OF: NOVEMBER, 2023	1	13,882.12
<div>PAID NOV 16 2023 CITY OF HASTINGS</div>		

Thank you for putting your trust in Infrastructure Alternatives, Inc.  
All invoices are due on receipt.  
All past due invoices are subject to a service charge of 1.5% per month or 18% annum.  
Invoices payable in US Currency only. FEIN: 38-3535922

Sales Tax (6.0%)	\$0.00
Total	\$13,882.12
Payments/Credits	\$0.00

**Invoice Total** **\$13,882.12**



WaterSolve, LLC  
5031 68th Street SE  
Caledonia, Michigan 49316

# Invoice

DATE

INVOICE #

10/19/2023

9833

**BILL TO:**

City of Hastings Purchasing  
201 E. State St.  
Hastings, MI 49050

**SHIP TO:**

Hastings Wastewater Treatment Plant  
825 W. Apple Street  
Hastings, MI 49058  
1-616-821-1774

FISCAL

23 - 24

YEAR

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
70368	Net 30	GL	10/19/2023	R&L	Delivered	H100623 - 8 drums Sol...
QUANTITY	ITEM CODE	DESCRIPTION			PRICE EACH	AMOUNT
3,600	Solve 9274 Drum	Solve 9274 8 - 450 lb. Drums			3.30	11,880.00



Thank you for your business.  
WaterSolve Standard Terms & Conditions apply.

**Subtotal**

\$11,880.00

**Sales Tax (6.0%)**  
**TOTAL**

\$0.00

\$11,880.00

616-575-8693

616-575-9031

www.watersolve.com  
296511



# Professional Code Inspections of MI.

110 W. Center St.  
Hastings, MI 49058

Ph. (269) 948-4088  
Fax (269) 948-9963

FISCAL

23 - 24 -

Invoice Date:  
11/01/2023

Customer: City of Hastings  
201 E. State St.  
Hastings, MI 49058

Billing Period: YEAR  
OCT 2023

Invoice Number:  
23010

Description of Charges	Permit Fees Collected	Due PCI
Hastings, City - Building	\$10,079.00	\$10,079.00
Grand Totals:	\$10,079.00	Total Due: \$10,079.00

FISCAL

23 - 24 -

YEAR

## COMMENTS

1. Please submit payment within 30 days of receipt
2. Please make all checks payable to Professional Code Inspection of Michigan
3. Please include the invoice number on check

PAID

NOV 16 2023

CITY OF HASTINGS





FISCAL 23-24-

City of Hastings

72037

YEAR  
201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

## PURCHASE ORDER

10-31-2023

DATE

Vendor Name McKeough Brothers, Inc. Department Comm Div - Projects & Maint

Ship To Address

Vendor Number \_\_\_\_\_

Item Description	Account Number	Price	Project Number	Received Y or N
Final draw report	101-735-967-000	\$9,999.00		
for Tinkler NSP6.00				
536 E. Walnut				
TOTAL		\$9,999.00		

## Special Instructions

Total Invoice \$11,500.00 Customer paid \$1,501.00  
Remaining balance of \$9,999.00 = grant award.

Requested by \_\_\_\_\_

Department Head Approval \_\_\_\_\_

City Manager Approval \_\_\_\_\_

(IF OVER \$300)

DATE 10/31/23

City Council Approval \_\_\_\_\_

(IF OVER \$5000)

MEETING DATE

## INVOICE

910077790

Invoice Date	31-Oct-2023
Due Date	30-Nov-2023
Payment Terms	NET 30 DAYS
Date Shipped	20-Oct-2023
BOL/SO Number	410018205 /310080959
Customer Reference	70370
Release NO/APO	
Carrier	Solutions Transport OO
Freight Terms	Prepaid



2601 Cannery Ave  
Baltimore, MD 21226  
(800) 453-2586  
orders@usalco.com  
www.usalco.com

FISCAL

23-24-

YEAR

## Deliver To:

Hastings, MI WWTP  
825 W. Apple St  
Hastings MI 49058-  
USA

## Invoice To:

Hastings, MI (City of)  
201 East State Street  
Attn: Accounts Payable  
Hastings MI 49058  
USA

Line	Part Code Description	WH	Sales Qty	Sales UOM	Price USD	Price UOM	Extended Price USD
1		MI	44,240.00	LB	\$293.7600	TON	6,497.97
	Customer Part	LIQUID ALUM SULFATE					

Line Totals	\$6,497.97
Miscellaneous	\$0.00
Tax	\$0.00
Incl Freight	\$0.00
Total Invoice Value	\$6,497.97



<b>Lock Box Information</b>  G2O TECHNOLOGIES LLC or USALCO, LLC PO Box 654379 Dallas, TX 75265-4379	<b>Overnight Lockbox Packages (FedEx, UPS and other Couriers)</b>  G2O TECHNOLOGIES LLC or USALCO, LLC Attn: Lockbox Operations 654379 2701 East Grauwylar Rd. BLDG 1 Irving TX 75061	<b>EFT/Wire Transfer</b>  ACCOUNT NO: 6315172702 ABA/Routing Number (ACH): 036076150 ABA/Routing Number (Wires): 036076150 SWIFT Code: CTZIUS 33 (Charles, Tango, Zulu, Indigo, Uncle, Sierra and number)
---	---	--

This invoice is Seller's offer to Buyer and is subject, and its acceptance is expressly limited, to the terms states on its face and Seller's Standard Terms and Conditions on the reverse side hereof, attached hereto, or posted at

<<https://www.usalco.com/wp-content/uploads/2023/07/STCS.pdf>> which are hereby incorporated herein by reference. Any additional or different terms, whether or not materially different, set forth in any communication from Buyer and herby objected to and rejected.





FISCAL

YEAR

5470

City of Hastings

72058

201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

## PURCHASE ORDER

11.6.2023

DATE

Vendor Name KB Brushworks, LLC  
2321 7th St. NW  
Grand Rapids, MI 49504

Department Comm. Dev. Project Grant  
Ship To Address

Vendor Number

Item Description	Account Number	Price	Project Number	Received Y or N
Final draw request	101-735-967.000	\$6,150.00		
for N&P Paving & Grout				
for Mass 310 S. D. 11/11				
TOTAL		\$6,150.00		

## Special Instructions

Final draw - Mass 310 S. D. 11/11 for painting.

Requested by

Department Head Approval

City Manager Approval  
(IF OVER \$300)

DATE

City Council Approval  
(IF OVER \$5000)

MEETING DATE



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 12  
Date 11/07/2023

Project **2180 CITY OF HASTINGS -  
STREETSCAPE IMPROVEMENTS 2023**

Invoice Period: October 1-31, 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
<b>Professional Services</b>	220,000.00	76.24	161,630.76	167,718.26	52,281.74	6,087.50
Total	220,000.00	76.24	161,630.76	167,718.26	52,281.74	6,087.50

Invoice total **6,087.50**

#### INVOICE SUMMARY

Description	Prior Billed	Total Billed	Current Billed
<b>Professional Services</b>	161,630.76	167,718.26	6,087.50
Total	161,630.76	167,718.26	6,087.50







# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

**From: Sarah Moyer-Cale, City Manager**

**Subject: Second Reading and Adoption of Ordinance 621 – Officer Ethics**

**Meeting Date: November 27, 2023**

---

Recommended Action:

Motion to adopt Ordinance 621 as presented.

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 revised the draft based on feedback from that meeting and a first reading of the ordinance was held on November 13<sup>th</sup>. Discussion was held but no changes were made to the draft. The ordinance is now ready for adoption.

Financial Implications:

None.

Attachments:

Ordinance 621 – Officer Ethics

**CITY OF HASTINGS**  
County of Barry, State of Michigan

**ORDINANCE NO. 621**

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, Downtown Development Authority Board, Local Development Finance Authority Board, or a representative serving on the Airport 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. 621** 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:** Ordinance 622

**Meeting Date:** November 27, 2023

---

## Recommended Action:

Conduct first reading of Ordinance 622 pertaining to Workforce Housing Payment in-Lieu-of Taxes (PILOT).

## Background Information:

Public Act 239 of 2022 was codified by the State of Michigan effective December 13, 2022 via Senate Bill 432. The Act allows municipalities to adopt a PILOT Ordinance to incentivize the development or rehabilitation of workforce housing for persons and families whose household income is not greater than 120% of area media income by exempting such housing from ad valorem property taxes by any taxing jurisdiction and providing for a payment of an annual service charge payment in lieu of taxes. Upon adoption of this general Workforce Housing PILOT ordinance, developers of workforce housing units for lease to persons or households with a household income not greater than 120% of the area media income will be allowed to apply for a workforce housing exemption. When reviewing an application for a workforce housing exemption, the decision to approve or deny the request shall be at the discretion of the City Council. Approval of an exemption for a workforce housing project requires Council adoption of a PILOT resolution by a majority vote of the City Council in respect of the following standards:

- (1) Whether the workforce housing project will increase the number of available workforce housing units in the City.
- (2) Whether the workforce housing project will reduce the functional obsolescence of an existing building or housing unit(s).
- (3) Whether the workforce housing project is likely to encourage expansion of the population of City.
- (4) Whether the location of the workforce housing project is consistent with the goals and objectives of the City's Master Plan.



# Regular Council Agenda Item Memorandum

- (5) Whether the development or rehabilitation of the workforce housing project requires zoning variances or results in the continuation of a nonconforming use.
- (6) Whether the workforce housing project will include a level of amenities desired by or appropriate for the community.
- (7) Whether the workforce housing project will add attractive, viable housing units to the community.
- (8) Whether the workforce housing project incorporates green technologies or energy-efficient components.

## Financial Implications:

If not for the adoption of a PILOT ordinance, the development of workforce housing becomes extremely difficult for developers and property owners due to a constricted return on investment. The alternative is no building occurs and property values remain valued as unimproved property.

## Attachments:

- Ordinance 622



**CITY OF HASTINGS**  
County of Barry, State of Michigan

**ORDINANCE NO. 622**

AN ORDINANCE TO AMEND CHAPTER 70 OF THE HASTINGS CODE OF  
1970, AS AMENDED, BY ADDING A NEW DIVISION 70-IV-5,  
“WORKFORCE HOUSING PILOT ORDINANCE.”

**THE CITY OF HASTINGS ORDAINS:**

**SECTION I.**

That the Code of Ordinances, City of Hastings, Michigan, is hereby amended by adding a new Division 70-IV-6 to Article 70-IV “Tax Emptions,” Chapter 70 “Special Assessments,” to be numbered Sections 70-160 through 70-169, which reads as follows:

**DIVISION 70-IV-6**  
**WORKFORCE HOUSING PILOT ORDINANCE**

**Sec 70-160 Title.**

This Ordinance shall be known and cited as the “City of Hastings Workforce Housing PILOT Ordinance.”

**Sec 70-161 Preamble.**

It is a proper public purpose for the City of Hastings to encourage the development or rehabilitation of workforce housing for persons and families whose household income is not greater than 120% of area median income by exempting such housing from all ad valorem property taxes imposed by any taxing jurisdiction and providing for payment of an annual service charge for public services in lieu of all such taxes. A PILOT, or service charge payment in lieu of taxes, is an effective means of incentivizing the construction of workforce housing. A stable and predictable service charge paid in lieu of all ad valorem property taxes for a fixed period is essential to the determination of the economic feasibility of workforce housing projects developed or rehabilitated in reliance on such tax exemption. City is authorized by section 15a of Public Act 346 of 1966, as amended, MCL 125.1415a, to establish, or change by any amount it chooses, the service charge to be paid in lieu of all ad valorem taxes in accordance with section 15a with respect to new or rehabilitated workforce housing, but not an amount that exceeds the taxes that would be paid but for this authorization or the other limitations imposed by that section. Because workforce housing for individuals and families whose household income is not greater than 120% of area median income is a public necessity, and because the City will be benefited and improved by such housing, encouraging the same through an ad valorem property tax exemption is a valid public purpose.

**Sec 70-162 Definitions.**

*Additional Amount* means an amount equal to the difference between the following: (i) the millage rate levied for operating purposes by the County multiplied by the current Taxable Value of a workforce housing project for which a PILOT Resolution has been adopted, and (ii) the

amount of the annual service charge paid in lieu of ad valorem property taxes by the housing project under subsection (4)(C) that is distributed to the County pursuant to MCL 125.1415a(5).

*Annual Shelter Rent* means the total collections during an agreed annual period from or paid on behalf of the occupants of a housing project representing rent or occupancy charges, exclusive of charges for gas, electricity, heat, or other utilities furnished to the occupants and paid for by the housing project.

*Authority* means the Michigan State Housing Development Authority.

*County* means the County of Barry.

*PILOT resolution* means a project-specific resolution adopted by the City Council that approves a housing project for exemption under this Ordinance.

*Restrictive Covenant* means a recorded agreement between Sponsor and the City running with the land that restricts the use of the housing project to workforce housing, as defined in this Ordinance, for a period not to exceed 15 years, or such greater or lesser period of time as may be authorized by state law and as may be required by the PILOT Resolution.

*Sponsor* means any person or entity applying for a workforce housing exemption under this Ordinance, and includes any person or entity who subsequently owns the housing project.

*Taxable value* means taxable value as calculated under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

*Workforce housing* means rental units or other housing options that are reasonably affordable to, and occupied by, a household whose total household income is not greater than 120% of the area median income published by the United States Department of Housing and Urban Development.

#### **Sec 70-163 Authorization and Establishment of Workforce Housing Exemption.**

- (a) The class of housing projects to which this tax exemption shall apply and for which a service charge may be paid in lieu of all ad valorem property taxes are housing projects being developed or rehabilitated for workforce housing.
- (b) Subject to the recording of a Restrictive Covenant, workforce housing and the property on which such housing is or will be located shall be exempt from all ad valorem property taxes as of December 31 of the year in which construction or rehabilitation commences. Construction must start within one year of the date of the Authority's notification of exemption or such longer period of time as may be provided by the PILOT Resolution.
- (c) The City will accept payment of an annual service charge in lieu of all ad valorem property taxes for public services from the owner of a housing project for which the City has received a certified notification of exemption from the Authority. Subject to subsections (d),(e), and (f), the annual service charge shall be equal to a percentage of the Annual Shelter Rents during each operating year, as established by in the PILOT Resolution adopted by the City Council. Additionally, the service charge paid in lieu of taxes shall not

exceed the amount in ad valorem taxes that the Sponsor would have otherwise paid if the workforce housing project were not tax exempt.

- (d) Notwithstanding the provisions of MCL 125.1415a(3)(b) and 125.1415a(7) to the contrary, upon the adoption of a PILOT Resolution and receipt of a certified notification of exemption from the Authority, a contract shall be deemed effected between the City and the Sponsor, to provide a tax exemption and accept service charge payments in lieu of taxes as previously described by this section.
- (e) Notwithstanding subsection (c), the service charge paid each year in lieu of taxes for that part of a workforce housing project that is tax exempt under this Ordinance but not used for workforce housing must be equal to the full amount of the taxes that would be paid on that portion of the project as if the project were not tax exempt. The owner of the project shall allocate the benefits of any tax exemption granted pursuant to this Ordinance exclusively to workforce housing or to the maintenance and preservation of the housing project as a safe, decent, and sanitary workforce housing.
- (f) The annual service charge under subsection (c) for a workforce housing project for which a PILOT Resolution has been adopted must be increased by the Additional Amount if both of the following requirements are met:
  - (1) Not later than 45 days after the county treasurer's receipt of the certified notification of exemption, the County Board of Commissioners passes a resolution, by majority vote, that provides that the Additional Amount must be paid.
  - (2) The approval of the resolution described in subparagraph (1) is in accordance with an ordinance or resolution adopted by the County Board of Commissioners establishing the factors to be considered when assessing whether the Additional Amount must be paid.

#### **Sec 70-164 Workforce Housing Exemption Application, Review, and Approval Process.**

- (a) The Sponsor of a workforce housing project must own the property that is the subject of the application or must be the purchaser under a purchase or option agreement or otherwise demonstrate that it has control over the property. The property that is the subject of the application must be zoned for the intended use at the time of application.
- (b) Prior to applying for a workforce housing exemption, the Sponsor is encouraged to meet with the City's mayor or city manager, treasurer, and assessor or any other person as may be designated by the mayor or city manager and present the proposed workforce housing project. The presentation shall include a description of the Sponsor's organizational structure and development experience, a narrative describing the scope of the workforce housing project, including location, number and type of units, typical floor plans and exterior elevations, the targeted median income and proposed rent limits, a schedule with projected milestones, a development income and expense pro forma (including the estimated Annual Shelter Rents), and a ten-year cash flow projection.

- (c) The Sponsor shall submit its request for a workforce housing exemption using the form provided by city assessor and including the information identified in subsection (b).
- (d) If a complete application is received no less than 20 days prior to the next regularly scheduled City Council meeting, the city clerk will place the request on the agenda of the next regularly scheduled meeting. If the application is received less than 20 days prior to the next regularly scheduled City Council meeting, the application shall be placed on the agenda of the regular meeting that follows the next regularly scheduled meeting or the agenda for a special meeting scheduled by the City Council at the request of the Sponsor.
- (e) When reviewing an application for a workforce housing exemption, the decision to approve or deny the request shall be at the discretion of the City Council and shall be guided by the City Council's consideration of the following factors:
  - (1) Whether the workforce housing project will increase the number of available workforce housing units in the City;
  - (2) Whether the workforce housing project will reduce the functional obsolescence of an existing building or housing unit(s);
  - (3) Whether the workforce housing project is likely to encourage expansion of the population of City;
  - (4) Whether the location of the workforce housing project is consistent with the goals and objectives of the City's Master Plan;
  - (5) Whether the development or rehabilitation of the workforce housing project requires zoning variances or results in the continuation of a nonconforming use;
  - (6) Whether the workforce housing project will include a level of amenities desired by or appropriate for the community;
  - (7) Whether the workforce housing project will add attractive, viable housing units to the community; and
  - (8) Whether the workforce housing project incorporates green technologies or energy-efficient components.
- (f) Approval of an exemption for a workforce housing project requires passage of a PILOT Resolution by a majority vote of the City Council that includes the findings with respect to the standards of subsection (e) above.
- (g) If the workforce housing exemption application is approved, the city clerk will deliver to the Sponsor a certified copy of the resolution approving the application.
- (h) To defray the administrative cost of processing an application for a workforce housing exemption, the City Council may include a workforce housing application fee in its annually adopted fee schedule.

**Sec 70-165 Authority Affidavit and Assessor Notification.**

- (a) Following adoption of the PILOT Resolution, the Sponsor must submit an affidavit to the Authority in the form required by the Authority for certification by the Authority that the project is eligible for the workforce housing exemption.
- (b) Upon receipt of notification from the Authority that the project is eligible for a workforce housing exemption, the Sponsor or the Authority must file the certified notification of exemption with the city assessor no later than November 1 of the year preceding the tax year in which the exemption is to effective.
- (c) Not later than 5 business days after receipt of the certified notification of exemption, the city assessor shall provide a copy of the certified notification of exemption to the County treasurer.

**Sec 70-166 Payment of PILOT.**

- (a) No later than June 1, or such other date provided for in the PILOT Resolution, Sponsor shall submit to the city treasurer, Sponsor's budget for Annual Shelter Rent for the current calendar year and a copy of Sponsor's audited financial statements for the preceding calendar year, prepared in accordance with generally accepted auditing standards or, if Sponsor is not subject to an audit requirement, Sponsor's compiled financial statements for the preceding calendar year prepared in accordance with generally accepted accounting principles and certified by Sponsor. Within 30 days of receipt of the foregoing documents, the treasurer shall issue an invoice showing the PILOT payment due for the current year, which payment shall be due no later than [Insert Date].
- (b) Except as otherwise provided in this section and section 70-163, any payments for public services under this Ordinance shall be distributed to the governmental units levying the general property tax in the same proportion as prevailed with the general property tax in the previous calendar year. The distribution to those governmental units shall be made as if the number of mills levied for local school district operating purposes were equal to the number of mills levied for the purposes in 1993 minus the number of mills levied under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, for the year for which the distribution is calculated. The amount of payments in lieu of taxes to be distributed to a local school district for operating purposes under this subsection must not be distributed to the local school district but instead must be paid to the state treasury and credited to the state school aid fund established by section 11 of article IX of the state constitution of 1963.
- (c) Any PILOT payment or portion of PILOT payment remaining unpaid as of the due date shall bear interest at 1% per month and require payment of a 3% penalty fee. The collection of past due PILOT payments shall otherwise be in accordance with the provisions of Chapter 211 of the General Property Tax Act, Act 206 of 1893, as amended; MCL 211.44 et seq.

**Sec 70-167 Restrictive Covenant.**

- (a) A workforce housing project approved for an exemption by a PILOT Resolution shall be encumbered by a Restrictive Covenant recorded in the office of the register of deeds for the County.
- (b) The Restrictive Covenant shall acknowledge (i) that the economic feasibility of the workforce housing project depends on the approval and continuing effect of the payment in lieu of all ad valorem taxes as approved by the PILOT resolution; (ii) the City's agreement to accept payment of an annual service charge in lieu of all ad valorem taxes in consideration of the Sponsor's offer to construct or rehabilitate workforce housing; and (iii) the amount of the annual service charge to be paid for each operating year.
- (c) The Restrictive Covenant shall provide (i) for the duration of the exemption, which in any case shall not exceed 15 years; (ii) for the reporting and monitoring of the Sponsor's compliance with the Restrictive Covenant, this Ordinance, and the PILOT Resolution; (iii) that the Restrictive Covenant is enforceable by City and any Tenants to be benefitted at law or in equity; (iv) for other remedies available to the City for non-compliance, including termination of the exemption and repayment of all prior years' tax savings under the workforce housing exemption after notice and hearing; and (v) that the Restrictive Covenant cannot be modified or terminated except in a written instrument executed by the Sponsor, or then current owner, and the City.

[Secs 70-168 through 70-169 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 **Ordinance No. 622** be adopted as read.

YEAS:

NAYS:

ABSENT:

**CITY OF HASTINGS**

---

By: Christopher R. Bever  
City Clerk



# Regular Council Agenda Item Memorandum

**To: City Council**

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

**Subject: Approve Professional Services Agreement for Green & Market Street Engineering**

**Meeting Date: November 27, 2023**

---

Recommended Action:

Motion to approve a contract for professional services with Moore & Bruggink, Inc. to provide design engineering for the Green Street and Market Street improvements project in the amount of **\$165,500**.

Background Information:

There is a need identified in our CIP to complete this project in the near future. The Green & Market Street project scope is approximately 4,840 feet of street reconstruction including storm sewer, sanitary, water main (Market St. only) and lead line service replacement (Green St. only), HMA resurfacing, sidewalk, driveway, and ADA improvements. The total construction cost estimate, with contingencies, from the SRF plan, for both streets is \$6,365,000. The project cost from the 2023 CIP is \$6,123,829.

The city has planned to do this project for some time now. The sanitary sewer is old, deep and in danger of failing. When I began my position, former manager Czarnecki said this was the most important project to get accomplished in the present and near future. An effort in 2021 to start the process of funding with USDA Rural Development Loans or State Revolving Funds (SRF) was not successful.

USDA loans do not cover work outside of the ROW and SRF long-term loans are not financially advantageous for this project; bonding will be the best option for financing this project. We need to begin the design process now in order to be ready for bid letting a year from now and beginning construction in spring of 2025.

We have worked closely with Moore & Bruggink developing last year's SRF plans and believe they are the right fit to work on this project. They have provided competitive pricing for all of the projects they have proposed. Additionally, communication has been excellent, deliverables



# Regular Council Agenda Item Memorandum

have been timely and of good quality. We feel they can provide the manpower to execute this project without sacrificing quality or schedule.

## Financial Implications:

This was not included in the fiscal year 2023/2024 budget. We anticipated SRF funding to provide engineering for this project. We did not qualify for SRF funding this round and will not apply for CWSRF because we scored very low (40 out of 100). Sufficient fund balance exists in the Water and Sewer fund and Major Streets fund to cover this expense.

## Attachments:

- Moore & Bruggink Green Street Design Proposal
- CIP Plan Green Street Estimate
- CWSRF Project Plan Estimate





**Moore+Bruggink**  
Consulting Engineers

October 31, 2023

*Proposal – Green Street & Market  
Street Improvements*

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

Dear Mr. Tate,

Moore & Bruggink, Inc., is pleased to provide a proposal for design engineering and construction engineering services for the Green Street and Market Street Improvements project located in the city of Hastings, Barry County, Michigan.

We completed a CWSRF and DWSRF project plan for the City that included these streets. We have thoroughly reviewed the project limits, determined the extent of the improvements required, and compiled conceptual engineer's estimates for both Streets.

Based on this background, our services for design and construction engineering will include the following:

1. Site Review & Soil Borings: We will review the site and specify soil boring locations to determine the makeup of the existing roadway and underlying soils within the roadway. We will then have our sub consultant, Soils & Structures, perform the soil borings and log the results for review and design purposes. A project of this scale typically requires 8 to 10 soil borings to characterize the existing pavement cross section, underlying soil composition, and ground water levels.
2. Topographic Survey: Our experienced survey crew will perform a full topographic and boundary survey of the roadway where improvements are to be made. The survey will also include locating the fronts of every home to facilitate lead water service line replacement. This survey will give us a base map of the roadway improvement areas and allow us to log all construction-related items. This information will serve as a base for the design of the planned improvements.
3. Prepare Plans: Based on work items 1 and 2 above, we will prepare preliminary removal and improvement plans, detail sheets, and cost estimates for City review.
4. Preliminary Neighborhood Meeting: Upon completion of the topographic survey, base plan preparation, geotechnical investigation, and preliminary design, a rough layout of the proposed roadway, sidewalk, and utility improvements will be prepared and presented at a neighborhood public meeting. The intent of this meeting will be to introduce the project to the public, outline project goals, and bring specific property owner concerns to the forefront early on in the design stage.



5. Prepare and Apply for All Permits: We anticipate that a Michigan Department of Environment, Great Lakes, and Energy (EGLE) Part 41 wastewater system permit, an EGLE Act 399 water supply system permit, an MDOT right-of-way permit for work in the M-43 right-of-way, and a Soil Erosion and Sedimentation Control (SESC) permit will be required for the project. Moore & Bruggink will provide all documentation for the permit applications and submit the applications on behalf of the City.
6. Contract Quantities: We will confirm the project scope and compile pay items with quantities for the project. We will finalize the engineer's estimate of project costs prior to bidding and review with the City to confirm project budgets. We will identify and discuss any areas of potential project savings with you and your staff.
7. Bid Documents: We will prepare contract documents that meet City and EGLE requirements. These documents include progress schedules, maintenance of traffic requirements, construction special provisions, and a detailed engineer's estimate. These documents will be uploaded to Bid Express® for advertisement and electronic bidding.
8. Bid Services: Moore & Bruggink will respond to questions from bidders throughout the bid process and issue addendums if necessary. We will review and verify the low bid and will prepare an award recommendation along with an overall project budget for the City.
9. Preconstruction Meetings: Upon confirmation of the low bid, we will coordinate and schedule a preconstruction meeting with the contractor, City representatives, and utility companies. The meeting will be an opportunity to verbally reinforce any special work items that are identified in design. We will also review permit requirements, communication plans, and project schedules.
10. Public Information Meeting/City Council Meeting: A final public informational meeting will be held to review the final design, follow up on issues reviewed at the first meeting, and discuss construction staging. This meeting may be an open house, or part of a regularly scheduled City Council meeting. This meeting generally takes place after a contractor has been chosen to provide the public with additional schedule and contact information.
11. Construction Staking: Our survey crew will field stake all proposed improvements for the contractor. This will ensure the project is constructed per plan to meet necessary budget constraints.
12. Construction Inspection: Moore & Bruggink will provide full-time construction inspection for the project as required by EGLE. We have estimated a 28-week construction period in which we will monitor all stages of construction to ensure the project is constructed per the plans and specifications. We will utilize FieldBook, and FieldManager to document and track the project. We will prepare monthly progress pay estimates based on as-built quantities in each phase at the completion of the work. We will also prepare all necessary contract modifications.



13. Testing: Moore & Bruggink will coordinate all necessary testing with Soils & Structures as required by the City. This will ensure all construction materials meet the specified requirements for gradation, density, and placement procedures. We will also collect material certifications and track all materials used during construction.
14. Construction Records: Based on previous utility projects, we anticipate two weeks following construction to complete the necessary paperwork and record file keeping. During this period, the inspector will obtain as-built measurements and drawings, prepare final pay recommendations and review with contractor, and verify that all punch list items are completed.

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 projects such as this and based on a typical project with good communication and detailed bid packages, we are providing a not-to-exceed budget for your use as follows:

#### **Design Phase**

– Soil Borings (Soils & Structures)	\$10,500.00
– Topographic & Boundary Survey	\$40,000.00
– Permitting, Design and Bid Package Preparation	\$112,042.00
– Miscellaneous (mileage, printing, etc.)	<u>\$2,958.00</u>
<b>Subtotal</b>	<b>\$165,500.00</b>

#### **Construction Phase**

– Construction Staking	\$50,856.00
– Construction Engineering & Inspection	\$330,744.00
– Materials Testing (Soils & Structures)	\$42,600.00
– Miscellaneous (mileage, printing, etc.)	<u>\$10,300.00</u>
<b>Subtotal</b>	<b>\$434,500.00</b>

**Total Design & Construction Engineering Cost: \$600,000.00**

For your reference, we have attached our level of effort breakdown for design engineering and construction engineering for the project.

We anticipate the following schedule for the project:

Project Kickoff Meeting	November 2023
Complete Soil Borings	January 2024
Complete Survey Work	February 2024
Submit 70% Plan Package to City	April 2024
Plan Review Meeting	April/May 2024
Conduct Neighborhood Informational Meeting	May 2024



Mr. Travis Tate  
October 31, 2023  
Page 4

Final Plan Submittal to EGLE for Permitting	August, 2024
Final Design and Bid Package Prep	June/July/August 2024
Advertise for Bids	November 2024
Project Letting	December 2024
Conduct Neighborhood Informational Meeting	February/March 2025
Project Construction Start	April 2025
Project Construction End	November 2025

We estimate that the work described herein can commence within three weeks of your authorization to proceed.

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

We look forward to being of service to you on this project. If you have any questions or concerns, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Ryan M. Arends".

Ryan M. Arends, P.E.  
Project Manager

Attachments

cc: Sarah Moyer-Cale, City of Hastings



October 2023

Task	Project Manager Arends	Design Engineer	CAD Tech	Chief Surveyor Green	Survey Crew	Clerical	Total Hours
<b>Design Phase</b>							
<u>Preliminary Design</u>							
Kickoff Meeting	4	4				1	9
Survey and Base Plans	4	8	120	40	170	20	362
Soil Borings	2	2	2			2	8
60% Plans and Specifications	40	120	160				320
Preliminary Estimate	4	16					20
Progress Meeting/Informational Meeting with City	6	6				2	14
80% Plans and Specifications	24	80	80			8	192
Prepare & Submit EGLE Permits	8	16	16				40
<u>Final Design</u>							
Revisions to Plans	24	80	100				204
Revisions to Specifications	8	16				3	27
Revisions to Estimate	2	4					6
Progress Meeting/Infomational Meeting with City	4	4				2	10
Prepare Bid Package & Solicit Bids	8	16				16	40
<b>Subtotal Design Hrs.</b>	<b>138</b>	<b>372</b>	<b>478</b>	<b>40</b>	<b>170</b>	<b>54</b>	<b>1,252</b>
Subtotal Labor Cost							\$152,042.00
Reimbursable Expenses							\$2,958.00
Soil Borings (Soils & Structures)							\$10,500.00
<b>Total Road Design Engineering Cost</b>							<b>\$165,500.00</b>



October 2023

<u>Task</u>	<u>Project Manager</u> Arends	<u>CAD Tech</u>	<u>Chief Surveyor</u> Green	<u>Survey Crew</u> (man-hours)	<u>Chief Inspector</u> Knapp	<u>Inspector</u>	<u>Tester</u>	<u>Clerical</u>	<u>Total</u>
<b>Construction Phase</b>									
<u>Construction Engineering</u>									
Preconstruction Meeting	4				3			2	9
Construction Staking	8	80	16	280				56	440
Construction Inspection	8				200	1,600			1808
Construction Testing					16		400		416
Construction Engineering	400								400
As-Built Drawings	8	80			8				96
<b>Subtotal Construction Hrs.</b>	<b>428</b>	<b>160</b>	<b>16</b>	<b>280</b>	<b>227</b>	<b>1,600</b>	<b>400</b>	<b>58</b>	<b>3169</b>

Subtotal Labor Cost	\$381,600.00
Reimbursable Expenses	\$10,300.00
Materials Testing (Soils & Structures)	\$42,600.00
<b>Total Road Construction Engineering Cost</b>	<b>\$434,500.00</b>



**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 Green Street & Market Street Improvements ("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: \_\_\_\_\_



# City of Hastings – Capital Improvement Plan Project Application Form



Project Title: Green/Market St Sanitary Sewer Replacement & Improvements

Project ID #: \_\_\_\_\_ CIP ID #: WS19 & MS7

Department: DPS Anticipated Start Date: 08/2024

Date Prepared: 03/08/2023

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

Replacement of sanitary sewer on Green Street from Broadway to Fish Hatchery Park. Replace lead service lines. Resurface road.

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

Capacity in the sewer main needs to be increased from 10 inches to 12 inches. Sewer main has numerous defects and high consequence of failure. Adjacent properties have lead service lines that require replacement under EGLE rules. Road surface is deteriorated.

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

Yes, previous CIPs

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

Yes - multiple infrastructure improvements to be completed as a part of this project.

**Project Cost:** \$ 6,123,829.00

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"

**Potential Funding Sources:**

Water/Sewer Funds  
SRF Loan  
USDA-RD Loan  
EDF-B Grant

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

## Project Summary: Green St. and Market St. Sanitary Sewer Replacement

Project No: 23003

### Project Scope:

Primarily sanitary sewer replacement with full storm and street reconstruction. Install 5,000 feet of 12-inch sanitary sewer. Replace 1,000 feet of 8-inch water main in Market Street. Replace 6,000 feet of storm sewer. Full street reconstruct with curb & gutter. Water service line replacements (69 assumed). Rebuild



intersection on Green/Market for traffic safety. Review for additional pedestrian mobility and tree impacts.

**Need:** Replace old clay sanitary sewer with structural failures and infiltration/inflow issues. Insufficient sewer diameter and slope per 2018 flow study. Potential to consolidate parallel sewers on Green Street to improve solids deposition and reduce future system replacement cost. Sanitary failures include cracks, fractures, holes, large roots, exposed aggregate indicating wall corrosion, grease/debris buildup, and velocity/solids deposition. Storm sewer replacement with road reconstruction due to age and condition, but some storm pipes in the project area have not had CCTV inspection. Storm failures found in CCTV'd pipes include utility penetrations, cracks, fractures, and deformed pipe. Replace old cast iron water pipes on Market Street at the end of their useful lifecycle with breaks noted. Water main on Green is assumed in good condition and 1970's ductile iron. All water service lines are assumed to require replacement per State of Michigan requirements. City's 2016 Bike Master Plan recommended 10.5' drive lines with 4' bike lanes with road reconstruction.

**Planned Year: 2023**

### Anticipated Project Costs:

Local Street Fund	\$1,313,000
Sanitary Fund	\$3,004,000
Water Fund	\$1,373,000

### Potential Funding Sources:

City Sanitary/Water/Storm/Street Funds. Low interest loans CW/DWSRF or USDA-RD programs. Street grants MDOT Small Urban or TEDF-B programs.

**Market Street – Improvements**  
**Engineer's Estimate**

**Moore + Bruggink, Inc.**  
**Grand Rapids, Michigan**

**Scope:** Approximately 1000 (From State St. to Green St.) feet of street reconstruction including storm sewer, sanitary sewer and water main replacement, HMA resurfacing, Sidewalk, Driveway and ADA improvements.

Item #	PROPOSAL ITEM	ESTIMATED		UNIT	AMOUNT
		UNIT	QUANTITY	COST	
1	Mobilization, Max. 10%	LS	1	\$137,369.78	\$137,369.78
	<b>ROADWAY ITEMS</b>				
2	Dr Structure, Rem	Ea	14	\$500.00	\$7,000.00
3	Curb and Gutter, Rem	Ft	2,000	\$8.00	\$16,000.00
4	Pavt, Rem	Syd	4,200	\$10.00	\$42,000.00
5	Sidewalk, Rem	Syd	3,620	\$10.00	\$36,200.00
6	Subgrade Undercutting, Type II	Cyd	150	\$25.00	\$3,750.00
7	Roadway Grading	Sta	10	\$7,500.00	\$75,000.00
8	Erosion Control, Inlet Protection, Silt Bag	Ea	10	\$150.00	\$1,500.00
9	Subbase, CIP	Cyd	1,350	\$15.00	\$20,250.00
10	Aggregate Base, 8 inch, 21AA, Modified	Syd	4,100	\$17.50	\$71,750.00
11	HMA, 3C (165 lbs/syd)	Ton	375	\$110.00	\$41,250.00
12	HMA, 13A (165 lbs/syd)	Ton	375	\$120.00	\$45,000.00
13	Curb and Gutter, Conc, Det F4, Modified	Ft	2,000	\$25.00	\$50,000.00
14	Driveway, Nonreinf Conc, 6 inch	Syd	100	\$60.00	\$6,000.00
15	Sidewalk, Conc, 4 inch	Sft	3,475	\$6.00	\$20,850.00
16	Sidewalk, Conc, 6 inch	Sft	525	\$7.00	\$3,675.00
17	Curb Ramp, Conc, 6 inch	Sft	525	\$8.00	\$4,200.00
18	Curb Ramp Opening, Conc	Ft	90	\$30.00	\$2,700.00
19	Detectable Warning Surface	Ft	80	\$45.00	\$3,600.00
20	Dr Structure, Cover, Type B	Ea	6	\$900.00	\$5,400.00
21	Dr Structure, Cover, Type K	Ea	8	\$1,100.00	\$8,800.00
22	Dr Structure, 48 inch dia	Ea	11	\$2,750.00	\$30,250.00
23	Dr Structure, 72 inch dia	Ea	3	\$3,500.00	\$10,500.00
24	Sewer, CI E, 24 inch, Tr Det B	Ft	650	\$130.00	\$84,500.00
25	Sewer, CI E, 30 inch, Tr Det B	Ft	650	\$155.00	\$100,750.00
26	Sewer, CI E, 36 inch twin CWP	Ft	350	\$450.00	\$157,500.00
27	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	1,000	\$2.25	\$2,250.00
28	Pavt Mrkg, Waterborne, 4 inch, White	Ft	370	\$2.25	\$832.50
29	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Ft	65	\$8.00	\$520.00
30	Pavt Mrkg, Waterborne, Lt Turn Arrow Sym	Ea	4	\$200.00	\$800.00
31	Pavt Mrkg, Waterborne, Thru and Lt Turn Arrow Sym	Ea	1	\$250.00	\$250.00
32	Pavt Mrkg, Waterborne, Rt Turn Arrow Sym	Ea	1	\$200.00	\$200.00
33	Traffic Control, Max. 2%	Lsum	1	\$26,935.25	\$26,935.25
34	Turf Establishment	Syd	750	\$12.00	\$9,000.00
35	Sprinkler Repair Allowance, Max. \$3,500	Dlr	3,500	\$1.00	\$3,500.00
	<b>Subtotal Roadway Items</b>				<b>\$892,712.75</b>
	<b>SANITARY SEWER ITEMS</b>				
36	Sanitary Sewer, D2680 PVC Truss Pipe, 12 inch w/sand backfill	Ft	1,025	\$135.00	\$138,375.00
37	Sanitary Sewer Lateral, SDR35, 6 inch w/sand backfill	Ft	500	\$80.00	\$40,000.00
38	Sanitary Sewer & Lateral, Rem	Ft	1,525	\$10.00	\$15,250.00
39	Sanitary Sewer Wye, 8 inch x 6 inch	Ea	10	\$1,500.00	\$15,000.00
40	Sanitary Sewer Manhole, Rem	Ea	3	\$750.00	\$2,250.00

**Market Street – Improvements**  
**Engineer's Estimate**

**Moore + Bruggink, Inc.**  
**Grand Rapids, Michigan**

Item #	PROPOSAL ITEM	ESTIMATED		UNIT	AMOUNT
		UNIT	QUANTITY	COST	
41	Sanitary Sewer Manhole, 48 inch Dia, w/cover	Ea	3	\$5,000.00	\$15,000.00
42	Bypass Pumping	Lsum	1	\$25,000.00	\$25,000.00
<b>Subtotal Sanitary Sewer Items</b>					<b>\$250,875.00</b>
<b>WATER MAIN ITEMS</b>					
43	Abandon and Fill Underground Utilities, 8 inch Dia	Ft	1,000	\$11.00	\$11,000.00
44	Copper Water Service, 1 inch	Ft	400	\$49.00	\$19,600.00
45	Watermain, DI CL 52 w/Polywrap and sand backfill, 8 inch	Ft	1,000	\$120.00	\$120,000.00
46	Copper Water Service, Curb Box to Meter, 1 inch	Ea	10	\$121.00	\$1,210.00
47	Tee, 8 inch x 8 inch x 8 inch	Ea	2	\$1,100.00	\$2,200.00
48	Tee, 8 inch x 8 inch x 6 inch	Ea	2	\$1,000.00	\$2,000.00
49	Reducer, 8 inch x 2 inch	Ea	1	\$1,100.00	\$1,100.00
50	Water Service Connection	Ea	10	\$350.00	\$3,500.00
51	Gate Valve and Box, 8 inch	Ea	5	\$2,500.00	\$12,500.00
52	Gate Valve and Box, 6 inch	Ea	6	\$2,250.00	\$13,500.00
53	Hydrant, Rem	Ea	2	\$500.00	\$1,000.00
54	Hydrant, 5 inch	Ea	2	\$4,000.00	\$8,000.00
55	Corporation, 1 inch	Ea	10	\$750.00	\$7,500.00
56	Curb Stop and Box, 1 inch	Ea	10	\$1,000.00	\$10,000.00
57	Sleeve, 6 inch	Ea	4	\$1,600.00	\$6,400.00
58	Sleeve, 2 inch	Ea	1	\$600.00	\$600.00
59	Internal Plumbing, Water Service	Dlr	10,000	\$1.00	\$10,000.00
<b>Subtotal Water Main Items</b>					<b>\$230,110.00</b>
<b>Construction Total</b>					<b>\$1,512,000</b>
<b>Contingency ~20%</b>					<b>\$303,000</b>
<b>Design Engineering, Permitting, &amp; Construction Engineering</b>					<b>\$227,000</b>
<b>Total</b>					<b>\$2,042,000</b>



## APPENDIX F

**Green Street – Improvements**  
**Engineer's Estimate**

**Moore + Bruggink, Inc.**  
**Grand Rapids, Michigan**

**Scope:** Approximately 3,820 feet (From Broadway St to Park Drive) of road reconstruction which involves storm sewer, sanitary sewer, and lead service line replacement, HMA resurfacing, Sidewalk, Driveway and ADA improvements.

Item #	PROPOSAL ITEM	UNIT	ESTIMATED	UNIT	AMOUNT
			QUANTITY	COST	
1	Mobilization, Max. 10%	LS	1	\$344,603.30	\$344,603.30
	<b>ROADWAY ITEMS</b>				
2	Dr Structure, Rem	Ea	6	\$500.00	\$3,000.00
3	Curb and Gutter, Rem	Ft	7,700	\$8.00	\$61,600.00
4	Cold Milling HMA Surface	Syd	13,955	\$5.00	\$69,775.00
5	Sidewalk, Rem	Syd	2,400	\$10.00	\$24,000.00
6	Subgrade Undercutting, Type II	Cyd	150	\$25.00	\$3,750.00
7	Roadway Grading	Sta	39	\$7,500.00	\$292,500.00
8	Erosion Control, Inlet Protection, Silt Bag	Ea	29	\$150.00	\$4,350.00
9	Subbase, CIP	Cyd	4,326	\$15.00	\$64,890.00
10	Aggregate Base, 8 inch, 21AA, Modified	Syd	13,000	\$17.50	\$227,500.00
11	HMA, 3C (165 lbs/syd)	Ton	1,180	\$110.00	\$129,800.00
12	HMA, 13A (165 lbs/syd)	Ton	1,180	\$120.00	\$141,600.00
13	Curb and Gutter, Conc, Det F4, Modified	Ft	7700	\$25.00	\$192,500.00
14	Driveway, Nonreinf Conc, 6 inch	Syd	955	\$60.00	\$57,300.00
15	Sidewalk, Conc, 4 inch	Sft	21,000	\$6.00	\$126,000.00
16	Sidewalk, Conc, 6 inch	Sft	3,475	\$7.00	\$24,325.00
17	Curb Ramp, Conc, 6 inch	Sft	2,250	\$8.00	\$18,000.00
18	Curb Ramp Opening, Conc	Ft	200	\$30.00	\$6,000.00
19	Detectable Warning Surface	Ft	165	\$45.00	\$7,425.00
20	Sewer, CI E, 18 inch, Tr Det B	Ft	915	\$110.00	\$100,650.00
21	Sewer, CI E, 15 inch, Tr Det B	Ft	805	\$100.00	\$80,500.00
22	Sewer, CI E, 12 inch, Tr Det B	Ft	805	\$90.00	\$72,450.00
23	Sewer, CI E, 8 inch, Tr Det B	Ft	1,325	\$80.00	\$106,000.00
24	Dr Structure, Cover, Type B	Ea	36	\$900.00	\$32,400.00
25	Dr Structure, Cover, Type K	Ea	29	\$1,100.00	\$31,900.00
26	Dr Structure, 48 inch dia	Ea	9	\$2,750.00	\$24,750.00
27	Pavt Mrkg, Waterborne, 4 inch, Yellow	Ft	7,000	\$2.25	\$15,750.00
28	Pavt Mrkg, Waterborne, 4 inch, White	Ft	75	\$2.25	\$168.75
29	Pavt Mrkg, Waterborne, 24 inch, Stop Bar	Ft	25	\$8.00	\$200.00
30	Pavt Mrkg, Waterborne, 6 inch, Crosswalk	Ft	100	\$4.00	\$400.00
31	Pavt Mrkg, Waterborne, Lt Turn Arrow Sym	Ea	1	\$200.00	\$200.00
32	Traffic Control, Max. 2%	Lsum	1	\$67,569.28	\$67,569.28
33	Turf Establishment	Syd	1,000	\$12.00	\$12,000.00
34	Sprinkler Repair Allowance, Max. \$3,500	Dlr	3,500	\$1.00	\$3,500.00
<b>Subtotal Roadway Items</b>				<b>\$2,002,753.03</b>	
	<b>SANITARY SEWER ITEMS</b>				
35	Sanitary Sewer, D2680 PVC Truss Pipe, 12 inch s/sand t	Ft	4,000	\$120.00	\$480,000.00

**Green Street – Improvements**  
**Engineer's Estimate**

**Moore + Bruggink, Inc.**  
**Grand Rapids, Michigan**

Item #	PROPOSAL ITEM	ESTIMATED		UNIT	AMOUNT
		UNIT	QUANTITY	COST	
36	Sanitary Sewer Lateral, SDR35, 6 inch w/sand backfill	Ft	2,760	\$75.00	\$207,000.00
37	Sanitary Sewer & Lateral, Rem	Ft	6,760	\$10.00	\$67,600.00
38	Sanitary Sewer Wye, 8 inch x 6 inch	Ea	69	\$1,500.00	\$103,500.00
39	Sanitary Sewer Manhole, Rem	Ea	16	\$750.00	\$12,000.00
40	Sanitary Sewer Manhole, 48 inch dia, w/cover	Ea	10	\$5,000.00	\$50,000.00
41	Bypass Pumping	Lsum	1	\$25,000.00	\$25,000.00
<b>Subtotal Sanitary Sewer Items</b>					<b>\$945,100.00</b>
<b>WATER MAIN ITEMS</b>					
42	Copper Water Service, 1 inch	Ft	2,070	\$49.00	\$101,430.00
43	Copper Water Service, Curb Box to Meter, 1 inch	Ea	69	\$3,000.00	\$207,000.00
44	Corporation, 1 inch	Ea	69	\$750.00	\$51,750.00
45	Curb Stop and Box, 1 inch	Ea	69	\$1,000.00	\$69,000.00
46	Internal Plumbing, Water Service	Dlr	69,000	\$1.00	\$69,000.00
<b>Subtotal Water Main Items</b>					<b>\$498,180.00</b>
<b>Construction Total</b>					<b>\$3,791,000</b>
<b>Contingency ~20%</b>					<b>\$759,000</b>
<b>Design Engineering, Permitting, &amp; Construction Engineering</b>					<b>\$569,000</b>
<b>Total</b>					<b>\$5,119,000</b>



# Regular Council Agenda Item Memorandum

**To: City Council**

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

**Subject: 2024 Tree Removal, Trimming and Stump Grinding Contract**

**Meeting Date: November 27, 2023**

Recommended Action:

*Approve the bid contract for the 2024 Tree removal, trimming, and stump grinding to the second low bidder, High Pointe Tree Service LLC. The low bid price is for **\$31,390.00***

Background Information:

*The city received ten bids ranging from \$28,713 to \$76,807.94. Alpine Tree Service from Newaygo was the low bid. High Point Tree Service LLC was the second low bidder at \$31,390 for a difference of \$2,677. The reason I am recommending High Pointe is that they are a local contractor and we had good outcome with our tree removal contract last fiscal year. They showed the ability to work well with our crew and superintendent.*

*Alpine, however their references were road commissions and energy companies, which is usually have a different setting than the mostly urbanized or suburban areas within the city. The work requires coordination, flexibility, and close attention to pedestrian and traffic safety. Usually, we would like to go with a low bidder, however in this case the difference is not great between bids and there is a certainty of outcome with the second low bidder. The bid contract calls for 26 trees to be removed, 1 tree to be trimmed, 29 stumps to be ground down at various locations.*

Financial Implications:

*The budget for contracted tree removal is \$65,000, which includes tree planting. The tree planting contract (City responsible) was for \$16,332.64. This leaves **\$48,667.36** in the budget for the 2024 Tree Removal, Trimming, and Stump Grinding Contract.*

Attachments:

- *High Point Tree Service LLC, and Alpine Bid Forms.*
- *Bid tab*





## HIGH POINTE BID TAB

### ATTACHMENT "A" 2024 TREE TRIMMING, REMOVAL, AND STUMP GRINDING SPECIFICATION

#### Bid Prices:

<u>Bid Item</u>	<u>Bid Unit</u>	<u>Unit Price</u>	<u>Bid Price</u>
Tree Removals	26 Each	\$ <u>1,000<sup>00</sup></u> /Ea. =	\$ <u>26,000<sup>00</sup></u>
Tree Trimming	1 Each	\$ <u>315<sup>00</sup></u> /Ea. =	\$ <u>315<sup>00</sup></u>
Stump Grinding	29 Each	\$ <u>175<sup>00</sup></u> /Ea. =	\$ <u>5,075<sup>00</sup></u>
Total Bid Price =			\$ <u>31,390<sup>00</sup></u>

The City of Hastings reserves the right to increase the above bid quantities up to 30% per change order. Additional Tree Removals and Tree Trimming that are not in the attached list will have a quote attached that is acceptable to the City. No additional work will be done, that increases the contract bid price, without a quote, and an approved Change Order signed by the City Manager. The City of Hastings reserves the right to decrease the above bid quantities by 30% without change to the unit prices.



ALPINE BID TAB

**ATTACHMENT "A"**  
**2024 TREE TRIMMING, REMOVAL, AND STUMP GRINDING SPECIFICATION**

**Bid Prices:**

<b><u>Bid Item</u></b>	<b><u>Bid Unit</u></b>	<b><u>Unit Price</u></b>	<b><u>Bid Price</u></b>
Tree Removals	26 Each	\$ 911.00 /Ea. =	\$ 23,686.00
Tree Trimming	1 Each	\$ 300.00 /Ea. =	\$ 300.00
Stump Grinding	29 Each	\$ 163.00 /Ea. =	\$ 4,727.00
<b>Total Bid Price =</b>			<b>\$ 28,713.00</b>

The City of Hastings reserves the right to increase the above bid quantities up to 30% per change order. Additional Tree Removals and Tree Trimming that are not in the attached list will have a quote attached that is acceptable to the City. No additional work will be done, that increases the contract bid price, without a quote, and an approved Change Order signed by the City Manager. The City of Hastings reserves the right to decrease the above bid quantities by 30% without change to the unit prices.

Contractors		Cost Ea.	REMOVAL x 26	Cost Ea.	Trimming x 1	Cost Ea.	Stump Grinding x 29	Total
1	ALPINE	\$911.00	\$23,686.00	\$300.00	\$300.00	\$163.00	\$4,727.00	\$28,713.00
2	BURMAN"S TREE SERVICE	\$1,500.00	\$39,000.00	\$800.00	\$800.00	\$800.00	\$23,200.00	\$63,000.00
3	CHOP PROCARE TREE SERVICE	\$1,242.83	\$32,313.58	\$400.00	\$400.00	\$348.20	\$10,097.80	\$42,811.38
4	COMPLETE OUTDOOR SERVICES	\$1,085.00	\$28,210.00	\$75.00	\$75.00	\$238.00	\$6,902.00	\$35,187.00
5	HIGH POINTE TREE SERVICE	\$1,000.00	\$26,000.00	\$315.00	\$315.00	\$175.00	\$5,075.00	\$31,390.00
6	MCFADDEN TREE SERVICE	\$1,123.00	\$29,198.00	\$300.00	\$300.00	\$300.00	\$8,700.00	\$38,198.00
7	MICHIGAN TREE FELLERS	\$2,500.00	\$65,000.00	\$650.00	\$650.00	\$155.00	\$4,495.00	\$70,145.00
8	TREE FELLAS	\$1,946.00	\$50,596.00	\$700.00	\$700.00	\$400.00	\$11,600.00	\$62,896.00
9	TREE TECH	\$1,500.00	\$39,000.00	\$750.00	\$750.00	\$450.00	\$13,050.00	\$52,800.00
10	TREES LLC	\$2,337.23	\$60,767.98	\$1,040.00	\$1,040.00	\$517.24	\$14,999.96	\$76,807.94



## Hastings City Police

201 E. State St.  
Hastings, MI 49058  
(269) 948-4800 Dispatch  
(269) 945-5744 Office  
(269) 945-4358 Fax



Dale Boulter  
Chief of Police

Julissa Kelly  
Deputy Chief

### Hastings Police Department Council report for month of October 2023

#### STAFFING

Officer Thomas Steensma has joined the HPD team and is currently assigned to Sgt. Rangel as his training officer. Ofc. Steensma comes to us with over fifteen years of law enforcement service in Barry County. Ofc. Steensma is local to Barry County, and brings with him a wide array of knowledge and experience to support the growth of our team. We currently have ten road officers, one school resource officer, along with one Employed Recruit (Kierstin Bailey). Upon the completion of Employed Recruit Bailey's academy, she will be added to the roster as the eleventh road officer.

Each new officer is required to successfully complete a training program with the department typically lasting 12-14 weeks. This training program is progressive, and every new officer must pass each section before moving to the next. While a new officer is in training, they are always paired with a Field Training Officer until successful completion of the program.

We still have some spots to fill on the roster and some internal positions to address in the near future.

#### STATS

The past month officers responded to **523** calls for service, with a total of 28 arrests, 12 traffic accidents, 6 non-traffic accidents. Officers issued a total of 27 citations, 14 being moving violations, 13 being Non-moving violations. Officers conducted a total of 156 traffic contacts for the month of September.

#### RESERVE OFFICERS

The Reserve Department contributed 71 hours for the month of October.

#### TRAINING

All road officers completed the training for the Intoxilyzer 9000 instrument now in use at the Barry County Jail. This instrument replaces the DataMaster previously used to obtain blood alcohol level in a subject's breath.

Three officers completed the states required Security and Privacy training.

All members of the police department including reserve officers completed the MCOLES required low light firearms qualifications.

### **UPCOMING EVENTS**

December 2<sup>nd</sup>, 10:00 a.m. Santa Dash 5k Run

December 2<sup>nd</sup>, 5:30 p.m. Hastings Rotary Christmas Parade

### **NATIONAL DEA DRUG TAKEBACK EVENT RESULTS**

The Hastings Police along with Barry County Substance Abuse Task Force participated in the National DEA Drug Takeback event in October. We collected a total of six boxes of unused/expired medications on the day of the event. We delivered to the DEA a total of eleven boxes of unused/expired medications following the event. The boxes delivered is a combination of the DEA takeback event and our drug takeback box located outside our office door.

### **2:00 AM – 6:00 AM WINTER PARKING ON STREETS**

The police department issued Key to the City (informational brochures) to vehicles parked on the streets from November 1<sup>st</sup> until November 7<sup>th</sup> along with posting notice on Facebook and WBCH of the upcoming enforcement. Parking citations were issued starting November 8<sup>th</sup> and will continue throughout the winter season.

### **SCHOOL CROSSING SIGNS Grand/Hanover**

The project has been a bit slower than I would have liked, but it continues to proceed. Signs have now been placed on the new poles at the crosswalks along with electrical conduit installed up each pole. I believe the last thing to be installed will be the lights at the top of each sign.

### **Code Compliance report**

Code enforcement took a total of 59 complaints for the month of October.

Report attached

Respectfully submitted,

Dale Boulter

Chief of Police

# **HASTINGS CITY COUNCIL MONTHLY REPORT MONTH OF October 2023**

**From Hastings Police Department**

**Chief Dale Boulter**

**Total Complaints: 523**

**Total Arrests: 28**

**Adults: 13** Poss of Meth-5, A&B-1, R&O Police-1, OWI-4, Sex Offense-1, Fleeing and Eluding-1.

**Juveniles: 0**

**Arrests Warrants for other Departments: 15** Obstruction of justice-15.

## **Traffic Summary:**

**Traffic Accidents: 12**

Property Damage: **10**      Injuries: **2**      Fatal: **0**      Non-Traffic: **6**

**Tickets Issued: 27**

Moving Violations Issued: **14**

Non-Moving Violations: **13**

**Total: 27**

## POLICE VEHICLES

TOTAL MILES: **7,219**

TOTAL GALLONS OF FUEL USED: **609.7**

<u>VEHICLE</u>	<u>MILAGE</u>	<u>VEHICLE</u>	<u>MILAGE</u>
41/2020 FORD	42,572	45/2015 FORD	52,466
42/2021 FORD	38,301	46/2010 DODGE	63,659
43/2020 FORD	45,627	47/2023 FORD	5,457
44/2017 FORD	38,282	48/2016 FORD	92,130

### ADDITIONAL INFORMATION:

The Hastings Police Reserve officers worked a total of **71** hours for the month.

<u>CLASSIFICATION</u>	<u>CURRENT MONTH</u>	<u>PREVIOUS YEAR</u>	<u>YTD CURRENT</u>	<u>YTD PREVIOUS</u>	<u>YTD COMPARED</u>
<u>FATAL ACCIDENTS</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>-1</u>
<u>INJURY ACCIDENTS</u>	<u>2</u>	<u>1</u>	<u>32</u>	<u>25</u>	<u>+7</u>
<u>P.D. ACCIDENTS</u>	<u>10</u>	<u>11</u>	<u>93</u>	<u>76</u>	<u>+17</u>
<u>NON-TRAFFIC</u>	<u>6</u>	<u>6</u>	<u>53</u>	<u>48</u>	<u>+5</u>
<u>SPEEDING</u>	<u>3</u>	<u>1</u>	<u>8</u>	<u>12</u>	<u>-4</u>
<u>OTHER HAZARDOUS</u>	<u>11</u>	<u>3</u>	<u>121</u>	<u>60</u>	<u>+61</u>
<u>NON-HAZARDOUS</u>	<u>13</u>	<u>5</u>	<u>251</u>	<u>94</u>	<u>+157</u>
<u>PARKING</u>	<u>0</u>	<u>1</u>	<u>259</u>	<u>322</u>	<u>-63</u>
<u>TOTAL</u>	<u>45</u>	<u>28</u>	<u>517</u>	<u>638</u>	<u>+179</u>



<b><u>OFFICERS</u></b>	<b><u>COMP.</u></b>	<b><u>ARRESTS</u></b>	<b><u>TICKETS</u></b>	<b><u>SINGLE</u></b>	<b><u>SHARED</u></b>
<b><u>BABCOCK</u></b>	<b><u>73</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>10</u></b>	<b><u>0</u></b>
<b><u>BROWN</u></b>	<b><u>63</u></b>	<b><u>3</u></b>	<b><u>3</u></b>	<b><u>8</u></b>	<b><u>0</u></b>
<b><u>HOLMES</u></b>	<b><u>47</u></b>	<b><u>4</u></b>	<b><u>1</u></b>	<b><u>9</u></b>	<b><u>1</u></b>
<b><u>JAMES</u></b>	<b><u>30</u></b>	<b><u>0</u></b>	<b><u>5</u></b>	<b><u>28</u></b>	<b><u>0</u></b>
<b><u>MEHER</u></b>	<b><u>31</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>30</u></b>	<b><u>0</u></b>
<b><u>PICKETT</u></b>	<b><u>42</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>4</u></b>	<b><u>2</u></b>
<b><u>RANGEL</u></b>	<b><u>4</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>19</u></b>	<b><u>0</u></b>
<b><u>SENSIBA</u></b>	<b><u>40</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>STEENSMA</u></b>	<b><u>14</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>2</u></b>
<b><u>WASS</u></b>	<b><u>71</u></b>	<b><u>16</u></b>	<b><u>12</u></b>	<b><u>44</u></b>	<b><u>0</u></b>
<b><u>WESSELING</u></b>	<b><u>77</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>4</u></b>	<b><u>0</u></b>
<b><u>OTHER</u></b>	<b><u>31</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b><u>TOTALS</u></b>	<b><u>523</u></b>	<b><u>28</u></b>	<b><u>27</u></b>	<b><u>156</u></b>	<b><u>5</u></b>

**Jesensek** Code Enforcement had **59** reports for the month of October 2023

City of Hastings  
Code Compliance Officer  
October 2023 Activity Report



QUANTITY	COMPLAINT
1	Animal related (90-835)
9	Grass and weeds more than 8" tall (38-105)
0	Compostable yard debris and refuse in right-of-way, snow piles (74-39, 74-71, 74-72)
8	Garbage Code Violations (66-88/89/90/93/94)
9	Vehicles parked on unapproved surfaces – residential zones (90-929)
3	Unlicensed/Inoperable vehicles, parts, or tire storage (38-76, 77, 78)
16	Refuse and debris in unscreened area of yard (90-881, 90-882)
2	Rental Unit complaints
13	Signage issues/ Signs in Right-Of-Way
0	Sign Permits Issued
0	Fencing Issues
5	Fence Permits Issued
1	Structure & Building Maintenance Issues
0	Recreational Vehicle Issues
0	Abandoned refrigerator w/door attached (54-61)
7	Sidewalk parking/right-of-way obstructions (74-71)
19	Miscellaneous Issues & Complaints
<b>93</b>	<b>Total Violations/Complaints Handled</b>
26	Letters sent
0	Citations issued
129	Follow Ups
<b>NOTES:</b>	<b>Miscellaneous Issues/ Complaints details</b>



## CITY OF HASTINGS

SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET  
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<b>FUND 101 - GENERAL FUND</b>						
<b>REVENUE</b>						
*TAXES	3,793,195.26	3,463,000	110.00%	3,597,763.27	3,362,500	107.00%
SPECIAL ASSESSMENTS	25,570.85	43,650	59.00%	.00	56,750	0.00%
LICENSES & PERMITS	14,962.63	21,175	71.00%	3,214.28	26,525	12.00%
FEDERAL REVENUES	.00	268,199	0.00%	.00	365,000	0.00%
STATE SHARED REVENUES	514,177.25	1,398,813	37.00%	194,097.70	1,273,000	15.00%
INTERGOVERNMENTAL REVENUES	5,703.51	868,416	1.00%	.00	590,320	0.00%
CHARGES FOR SERVICES	5,446.03	614,950	1.00%	9,343.39	599,950	2.00%
FINES & FORFEITURES	1,860.30	6,500	29.00%	2,354.50	6,500	36.00%
INTEREST AND RENTALS	52,516.09	209,000	25.00%	90,440.70	113,000	80.00%
OTHER REVENUE	179,745.97	30,500	589.00%	213,414.40	16,500	1293.00%
INCOMING TRANSFERS	.00	0	0.00%	.00	0	0.00%
TOTAL REVENUE & INCOMING TRANSFERS	4,593,177.89	6,924,203	66.00%	4,110,628.24	6,410,045	64.00%
*Transfers to DDA, LDFA, and Brownfields Funds not completed as of October 31, 2023.						
<b>EXPENDITURES</b>						
CITY COUNCIL	35,403.11	74,001	48.00%	34,343.48	68,604	50.00%
MAYOR	4,378.15	14,752	30.00%	4,610.48	13,347	35.00%
CITY MANAGER	53,582.49	183,080	29.00%	59,903.88	181,323	33.00%
FINANCE DEPARTMENT	95,831.42	313,745	31.00%	96,000.12	328,063	29.00%
CLERK	30,226.73	118,397	26.00%	20,816.03	146,355	14.00%
INFORMATION TECHNOLOGY	82,482.07	244,000	34.00%	80,597.36	223,000	36.00%
BOARD OF REVIEW	247.60	2,862	9.00%	462.54	2,392	19.00%
TREASURER	15,924.84	78,808	20.00%	21,058.37	75,496	28.00%
ASSESSOR	31,255.93	162,581	19.00%	38,484.75	122,169	32.00%
ELECTIONS	5,977.95	64,277	9.00%	20,925.16	38,970	54.00%
CITY HALL & GROUNDS	23,826.37	187,500	13.00%	25,757.54	175,945	15.00%
LEGAL AND AUDIT	4,993.00	70,000	7.00%	9,979.30	78,000	13.00%
OTHER GENERAL GOVERNMENT	52,159.94	753,387	7.00%	332,538.55	764,675	43.00%
POLICE	474,518.43	2,005,929	24.00%	568,216.25	2,026,807	28.00%
CODE COMPLIANCE	11,354.57	50,171	23.00%	16,097.86	47,690	34.00%
FIRE DEPARTMENT	231,259.37	525,814	44.00%	189,403.90	526,004	36.00%
INSPECTIONS	60,962.00	55,000	111.00%	18,935.00	40,000	47.00%
DEPT OF PUBLIC SERVICE ADMIN	45,873.65	182,683	25.00%	58,624.52	173,662	34.00%
PARKING LOTS - NON SAD	2,983.25	19,750	15.00%	7,401.99	59,500	12.00%
PARKING LOTS - SAD	10,102.37	234,000	4.00%	6,669.80	80,850	8.00%
STREET LIGHTING	22,044.09	102,500	22.00%	27,499.30	94,500	29.00%
COMMUNITY SERVICES	67,470.88	162,085	42.00%	42,862.84	114,022	38.00%
BROWNFIELD GRANT	.00	0	0.00%	.00	0	0.00%
PLANNING AND ZONING	874.16	18,285	5.00%	1,367.82	21,570	6.00%
JOINT PLANNING & ZONING	.00	550	0.00%	190.00	600	32.00%
COMMUNITY & ECONOMIC DEVELOPMNT	38,056.79	141,500	27.00%	47,690.41	137,886	35.00%

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

THIS YEAR FISCAL YTD YTD ACTUAL	REVISED BUDGET BUDGET	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET BUDGET	FISCAL YTD % OF BUDGET
---------------------------------------	-----------------------------	------------------------------	--------------------------------------	-----------------------------	------------------------------

### *FUND 101 - GENERAL FUND*

COMMUNITY DEVELOPMENT GRANTS	11,366.00	75,100	15.00%	3,644.00	75,000	5.00%
CABLE ACCESS	2,487.83	13,457	18.00%	3,731.70	23,757	16.00%
PARKS AND RECREATION	72,106.71	1,009,640	7.00%	71,114.39	714,164	10.00%
ARTS AND CULTURAL ACTIVITIES	15,113.52	80,400	19.00%	10,157.51	57,775	18.00%
OTHER FINANCING USES	.00	316,449	0.00%	.00	160,105	0.00%
TOTAL EXPENDITURES & OUTGOING TRANSFERS	1,502,863.22	7,260,703	21.00%	1,819,084.85	6,572,231	28.00%
NET REVENUE OVER EXPENDITURES	3,090,314.67	( 336,500)		2,291,543.39	( 162,186)	

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
--------------------------------------	--------------------------------	------------------------------	--------------------------------------	--------------------------------	------------------------------

### FUND 202 - MAJOR STREETS

REVENUES	265,401.77	1,045,218	25.00%	599,615.55	942,650	64.00%
INCOMING TRANSFERS	.00	0	0.00%	.00	0	0.00%
TOTAL REVENUE & INCOMING TRANSFERS	265,401.77	1,045,218	25.00%	599,615.55	942,650	64.00%
EXPENDITURES	73,933.49	1,097,335	7.00%	391,159.54	944,877	41.00%
OUTGOING TRANSFERS	.00	150,000	0.00%	.00	150,000	0.00%
TOTAL EXPENDITURES & OUTGOING TRANSFERS	73,933.49	1,247,335	6.00%	391,159.54	1,094,877	36.00%
NET REVENUE OVER EXPENDITURES	191,468.28	( 202,117)		208,456.01	( 152,227)	

### FUND 203 - LOCAL STREETS

REVENUES	107,932.28	351,008	31.00%	100,790.42	320,075	31.00%
INCOMING TRANSFERS	.00	300,000	0.00%	.00	150,000	0.00%
TOTAL REVENUE & INCOMING TRANSFERS	107,932.28	651,008	17.00%	100,790.42	470,075	21.00%
EXPENDITURES	99,630.10	733,661	14.00%	131,379.16	730,651	18.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	99,630.10	733,661	14.00%	131,379.16	730,651	18.00%
NET REVENUE OVER EXPENDITURES	8,302.18	( 82,653)		( 30,588.74)	( 260,576)	

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<i>FUND 209 - CEMETERY FUND</i>						
*REVENUES	245,229.75	244,780	100.00%	443,344.82	426,800	104.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	245,229.75	244,780	100.00%	443,344.82	426,800	104.00%
EXPENDITURES	70,193.99	279,100	25.00%	268,018.12	400,499	67.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	70,193.99	279,100	25.00%	268,018.12	400,499	67.00%
NET REVENUE OVER EXPENDITURES	175,035.76	( 34,320)		175,326.70	26,301	

\*Transfers to DDA, LDFA, and Brownfields Funds not completed as of October 31, 2023.

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<i>FUND 243 - BROWNFIELD REDEVELOPMENT AUTH</i>						
*REVENUES	.00	23,000	0.00%	1.41	22,700	0.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	.00	23,000	0.00%	1.41	22,700	0.00%
EXPENDITURES	.00	9,000	0.00%	7,337.99	9,500	77.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	.00	9,000	0.00%	7,337.99	9,500	77.00%
NET REVENUE OVER EXPENDITURES	.00	14,000		( 7,336.58)	13,200	

\*Transfer from the General Fund and Cemetery Fund not completed as of October 31, 2023.



# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<b>FUND 248 - DOWNTOWN DEVELOPMENT AUTHORITY</b>						
*REVENUES	2,768,874.50	3,463,990	80.00%	64,599.81	703,200	9.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	2,768,874.50	3,463,990	80.00%	64,599.81	703,200	9.00%
EXPENDITURES	282,228.21	3,745,207	8.00%	53,715.31	535,357	10.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	282,228.21	3,745,207	8.00%	53,715.31	535,357	10.00%
NET REVENUE OVER EXPENDITURES	2,486,646.29	( 281,217)		10,884.50	167,843	

## FUND 250 - LCL DVLPMNT FINANCE AUTHORITY

*REVENUES	2,265.00	81,500	3.00%	43,429.36	46,700	93.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	2,265.00	81,500	3.00%	43,429.36	46,700	93.00%
EXPENDITURES	135,603.31	187,800	72.00%	184.68	10,550	2.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	135,603.31	187,800	72.00%	184.68	10,550	2.00%
NET REVENUE OVER EXPENDITURES	( 133,338.31)	( 106,300)		43,244.68	36,150	

\*Transfer from the General Fund and Cemetery Fund not completed as of October 31, 2023.

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<b>FUND 265 - DRUG ENFORCEMENT</b>						
REVENUES	15.00	2,800	1.00%	.00	3,500	0.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	15.00	2,800	1.00%	.00	3,500	0.00%
EXPENDITURES	.00	5,600	0.00%	.00	5,600	0.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	.00	5,600	0.00%	.00	5,600	0.00%
NET REVENUE OVER EXPENDITURES	15.00 ( 2,800)			.00 ( 2,100)		

## FUND 266 - POLICE TRAINING

REVENUES	.00	2,950	0.00%	1,154.59	2,901	40.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	.00	2,950	0.00%	1,154.59	2,901	40.00%
EXPENDITURES	.00	4,600	0.00%	250.00	4,600	5.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	.00	4,600	0.00%	250.00	4,600	5.00%
NET REVENUE OVER EXPENDITURES	.00 ( 1,650)			904.59 ( 1,699)		

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<b>FUND 271 - LIBRARY FUND</b>						
<b>OPERATIONS</b>						
OPERATING REVENUES	219,445.79	1,373,449	16.00%	41,840.51	1,331,794	3.00%
OPERATING INCOMING TRANSFERS						
TOTAL OPERATING REV & IN TRNSFRS	219,445.79	1,373,449	16.00%	41,840.51	1,331,794	3.00%
OPERATING EXPENDITURES	351,377.67	1,708,154	21.00%	214,804.53	1,737,347	12.00%
OPERATING OUTGOING TRANSFERS						
TOTAL OPERATING EXP & OUT TRNSFRS	351,377.67	1,708,154	21.00%	214,804.53	1,737,347	12.00%
NET OPERATING REV OVER EXP	( 131,931.88)	( 334,705)		( 172,964.02)	( 405,553)	
<b>CAPITAL IMPROVEMENTS</b>						
CAP IMPRVMT EXPENDITURES	.00	0	0.00%	.00	0	0.00%
CAP IMPRVMT OUTGOING TRANSFERS						
TOTAL CAP IMPRVMT EXP & OUT TRNSFRS	.00	0	0.00%	.00	0	0.00%
NET CAP IMPRVMT REV OVER EXP	.00	0		.00	0	

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<b>FUND 592 - WATER &amp; SEWER FUND</b>						
REVENUES	1,586,719.11	4,347,620	36.00%	1,340,981.09	3,512,690	38.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	1,586,719.11	4,347,620	36.00%	1,340,981.09	3,512,690	38.00%
EXPENDITURES	942,515.64	4,106,072	23.00%	817,749.26	3,544,182	23.00%
OUTGOING TRANSFERS	.00	0	0.00%	.00	0	0.00%
TOTAL EXPENDITURES & OUTGOING TRANSFERS	942,515.64	4,106,072	23.00%	817,749.26	3,544,182	23.00%
NET REVENUE OVER EXPENDITURES	644,203.47	241,548		523,231.83	( 31,492)	

## FUND 593 - TOWNSHIP SEWER MAINT FUND

REVENUES	5,209.70	0	0.00%	26,527.44	53,675	49.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	5,209.70	0	0.00%	26,527.44	53,675	49.00%
EXPENDITURES	849.79	0	0.00%	7,670.82	92,184	8.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	849.79	0	0.00%	7,670.82	92,184	8.00%
NET REVENUE OVER EXPENDITURES	4,359.91	0		18,856.62	( 38,509)	

# CITY OF HASTINGS

## SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

	THIS YEAR FISCAL YTD 31-OCT-23	REVISED BUDGET 2023-2024	FISCAL YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-OCT-22	REVISED BUDGET 2022-2023	FISCAL YTD % OF BUDGET
<i>FUND 661 - EQUIPMENT REVOLVING FUND</i>						
REVENUES	96,252.90	939,500	10.00%	111,797.25	913,750	12.00%
INCOMING TRANSFERS						
TOTAL REVENUE & INCOMING TRANSFERS	96,252.90	939,500	10.00%	111,797.25	913,750	12.00%
EXPENDITURES	112,410.70	510,592	22.00%	123,377.34	487,225	25.00%
OUTGOING TRANSFERS						
TOTAL EXPENDITURES & OUTGOING TRANSFERS	112,410.70	510,592	22.00%	123,377.34	487,225	25.00%
NET REVENUE OVER EXPENDITURES	( 16,157.80)	428,908		( 11,580.09)	426,525	

**City of Hastings**  
**Investments & Deposits Status Report as of October 31, 2023**

<u>Institution</u>	<u>Account Description</u>	<u>10/31/23 Balance</u>	<u>Interest Rate</u>
<b>Flagstar</b>	Common Cash (Primary Checking)	\$ 991,896.00	1.06%
	Payroll	\$ 4,934.23	1.06%
	*Savings	\$ 6,179,345.45	4.23%
	**Tax Collection	\$ 43,815.41	1.06%
	<b>Total</b>	<b>\$ 7,219,991.09</b>	
<i>*Includes proceeds from DDA/Streetscape Bonds</i>			
<i>** Includes funds collected on behalf of other governmental agencies</i>			
<b>Highpoint</b>	Common Cash	\$ 25,495.75	N/A
	Drug Enforcement	\$ 18,211.94	N/A
	Library PayPal	\$ 500.00	N/A
	Tax Collection	\$ 8,981.42	N/A
	<b>Total</b>	<b>\$ 53,189.11</b>	
<b>Michigan CLASS</b>	General Fund (Pooled)	\$ 5,937,162.94	5.4886%
	Water & Sewer	\$ 558,599.51	5.4886%
	Equipment Fund	\$ 283,718.62	5.4886%
	LDFA	\$ 141,859.92	5.4886%
	<b>Total</b>	<b>\$ 6,921,340.99</b>	
<b>American Dep Mgmt Co</b>	Money Market Account	\$ 2,964,664.02	5.30%
	3-Month Certificates of Deposit	\$ -	N/A
	6-Month Certificates of Deposit	\$ 720,000.00	5.25-5.30%
	<b>Total</b>	<b>\$ 3,684,664.02</b>	
<b>Total, All Investments &amp; Deposits</b>		<b>\$ 17,879,185.21</b>	

<u>Institution</u>	<u>10/31/2023 Balance</u>	<u>% of Total</u>
Flagstar	\$ 7,219,991.09	40.4%
Highpoint	\$ 53,189.11	0.3%
Michigan CLASS	\$ 6,921,340.99	38.7%
American Dep Mgmt Co	\$ 3,684,664.02	20.6%
<b>Total</b>	<b>\$ 17,879,185.21</b>	

<u>Type of Investment or Deposit</u>	<u>10/31/2023 Balance</u>	<u>% of Total</u>
Interest	\$ 17,825,996.10	99.7%
Non-Interest	\$ 53,189.11	0.3%
<b>Total</b>	<b>\$ 17,879,185.21</b>	



## Hastings City Council Memorandum

**Date:** November 21, 2023  
**To:** Honorable Mayor Tossava & Members of the Hastings City Council  
**From:** Dan King, Community Development Director  
**Subject:** November Community Development Department Report

A summary of the current activities in the Community Development Department includes:

### Streetscape

In the last month, the contractors have made significant progress on the streetscape redesign project. The flatwork, footings, conduits, sleeving, and light pole basis are nearly complete on the eastern two blocks. Demolition has commenced on the block west of Jefferson Street and is on schedule. The next construction progress meeting with Katerberg VerHage and the MCSA Group is scheduled for Wednesday November 22<sup>nd</sup>.



## **Neighborhood Enhancement Program Grant (NEP)**

NEP Round 8 is winding down with all construction required to be completed by December 31<sup>st</sup>. There are still projects in the pipeline and we are hopeful that nearly all the allocated grant funds will be expended.



Before



After



Before

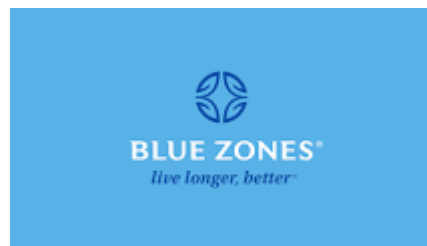


After



## **Planning Commission**

The Planning Commission will be conducting a workshop at 6:00 PM on Monday December 4<sup>th</sup> to hear a presentation from Mark Fenton from Blue Zones regarding Complete Streets. Complete Streets is an approach to planning, designing, building, operating, and maintaining streets that enables safe access for all people who need to use them, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities.



## **Jingle and Mingle**

The annual Jingle and Mingle holiday event is approaching quickly and the excitement is building. The event will be held from Friday December 1<sup>st</sup> through Sunday December 3<sup>rd</sup>. Activities include, arts and crafts vendors, manger lighting, Mayor's Christmas Tree lighting, carriage rides, visits with Santa, and the ever-exciting Christmas parade. Please come out for lots of fun and while you are at it, support our local shops and restaurants.



## DDA

If you happen to be on the road traveling during the holiday season you may see billboards sponsored by the DDA with support sponsorship from local businesses. The DDA has worked with the vendor to place the boards in strategic high-traffic areas.



## Upcoming Events

Jingle and Mingle December 1-3

If you have any questions, concerns, or ideas please feel free to contact Sandy, or me at [sponsetto@hastingsmi.gov](mailto:sponsetto@hastingsmi.gov) [dking@hastingsmi.gov](mailto:dking@hastingsmi.gov)





# Regular Council Agenda Item Memorandum

**To:** City Council  
**From:** Assessing Department  
**Subject:** Assessing Report  
**Meeting Date:** November 2023

---

Recommended Action:

Background Information:

Over the last month we have been working on the following:

- Update all ownership information for the printing of winter tax bills
- Scheduled December Board of Review Meeting for Tuesday, December 13<sup>th</sup> 10 a.m. but currently we have no business to conduct.
- Board of Review members are required to take the State training.
- Maiya Merrick has decided to work full-time in Assessing.
- New changes to the Personal Property filings.
- CPI for 2024 is 5 %.

If you have any questions, please feel free to contact me.

Respectfully submitted,

*Debbie Rashid*

Financial Implications:

Attachments:

**City of Hastings**  
COUNTY OF BARRY, STATE OF MICHIGAN

---

**Riverside Cemetery Preservation Advisory Board Minutes  
October 11, 2023**

1. Call to Order by Chair Huntley at 3:00PM in the City Hall Conference Room.
2. Present at Roll Call: Buehl, Coleman, Huntley, Watson, Bever, Hubbell, Tossava, and Tate. Guests present: Bill Nesbitt and Josh Wickham
3. Approval of Agenda  
  
Motion by Coleman and supported by Mayor Tossava to approve the agenda as presented. All ayes. Motion carried
4. Approval of the Minutes of the Meeting of September 13, 2023  
  
Motion by Mayor Tossava and supported by Watson to approve the minutes of the September 13, 2023 Riverside Cemetery Preservation Advisory Board meeting. All ayes. Motion carried.
5. Public Comment and Communications  
  
None
6. Sexton Update  
  
Josh Wickham gave updates on the maintenance of cemetery grounds.
7. Unfinished Business
  - A. Cemetery Memorial Design Update - Roads (Travis Tate)  
  
Motion by Coleman and supported by Watson to seek City Council approval of temporarily closing off the south access drive and plant grass to help with erosion. A roll call vote was taken. 5 ayes and 2 nays. Motion carried.
  - B. Update on Fence Replacement at Cemetery (Amy Hubbell)  
  
Hubbell gave an update on the progress of the fence replacement.

8. New Business

- A. Barry Community Foundation (BCF) Funds Report as of September 30, 2023
- B. Fiscal Year 2024 Revenues and Expenditures through August 31, 2023
- C. Memorial Project Accounting as of October 9, 2023

Bever provided financial documents. Motion by Coleman and supported by Watson to accept reports. All ayes. Motion carried.

9. Board Member Comments

Bever made comments regarding adding the fund-raising mailings to the next agenda, along with the restoration talks for the Chapel.

11. Public Comment

None

12. Adjourn

Motion by Coleman and supported by Mayor Tossava to adjourn at 3:30PM. The next meeting is Wednesday November 8, 2023 in City Hall.

### 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.

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	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 <del>ZBA 7:00 PM</del>	22 Airport 4:30 PM	23 Thanksgiving Day City Hall Closed <del>LDFA 8:00 AM</del>	24 City Hall Closed	25
26	27 Council 7:00 PM	28	29	30	1	2

DECEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4 Library 4:30 PM Planning Comm. Workshop 6:00 PM Meeting 7:00 PM	5	6	7	8	9
10	11 Council 7:00 PM	12	13 Cemetery 3:00 PM	14	15	16
17	18 JPA@Rutland	19 ZBA 7:00 PM	20 JPC@ Rutland	21 DDA 8:00 AM	22 Christmas City Hall Closed	23
24	25 Christmas City Hall Closed	26 Council 7:00 PM	27 <del>Airport 4:30 PM</del>	28 LDFA 8:00 AM	29 New Year's City Hall Closed	30
31	1 New Year's City Hall Closed	2	3	4	5	6