



City of *Hastings* Michigan

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

201 E. State Street 49058

Regular Council Meeting  
January 8, 2024  
Executive Summary

Item #	Summary
8A	<b>Description:</b> Public Hearing  <b>Recommended Action:</b> Conduct Public Hearing regarding the city's 2024-2028 Draft Master Park and Recreation Plan.
10A	<b>Description:</b> Fiscal Year Ending June 30, 2023 Financial Audit  <b>Recommended Action:</b> Hear presentation from Ian Rees of Gabridge and Company (no action required).
10B	<b>Description:</b> Presentation from Dave Hatfield  <b>Recommended Action:</b> Hear presentation from Dave Hatfield, Barry County Commissioner (no action required).
11A	<b>Description:</b> Items for Action by Unanimous Consent  <b>Recommended Action:</b> Motion to approve the consent agenda as presented.
12A	<b>Description:</b> City Council Rules of Procedure 2024  <b>Recommended Action:</b> Motion to adopt the updated Council Rules of Procedure as presented.



City of *Hastings* Michigan

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

201 E. State Street 49058

Item #	Summary
12B	<p><b>Description:</b> 2024 Public Notice Calendar</p> <p><b>Recommended Action:</b> Motion to adopt the 2024 Public Notice Calendar as presented.</p>
12C	<p><b>Description:</b> Mayor's 2024 Boards and Commissions Appointments</p> <p><b>Recommended Action:</b> Motion to approve the Mayor's Boards and Commissions appointments as presented.</p>
12D	<p><b>Description:</b> Resolution 2024-01 – Five-year Park and Recreation Master Plan</p> <p><b>Recommended Action:</b> Motion to adopt Resolution 2024-01 to Adopt the City of Hastings Five-Year Park and Recreation Master Plan.</p>
12E	<p><b>Description:</b> Fire Department Radio Purchases</p> <p><b>Recommended Action:</b> Motion to purchase two replacement portable radios and one replacement mobile truck radio from C-Comm of Kalamazoo, Inc. in the amount of \$12,437.96.</p>
12F	<p><b>Description:</b> Remove and replace 8" plug valve for clarifier</p> <p><b>Recommended Action:</b> Motion to approve a quote for the removal and replacement of an 8" plug valve for the north primary clarifier at the city's wastewater treatment plant from W Soule in the amount of \$6,195.</p>



City of *Hastings* Michigan

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

201 E. State Street 49058

Item #	Summary
12G	<p><b>Description:</b> Council Workshop January 22, 2024 at 6:00 PM to discuss Council's goals for upcoming fiscal year.</p> <p><b>Recommended Action:</b> Motion to hold a Council workshop on January 22, 2024 at 6:00 PM to discuss Council's goals for the upcoming fiscal year.</p>

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

---

**City Council Agenda**  
**January 8, 2024**

1. Regular meeting called to order at 7:00 PM
2. Roll call
3. Pledge to the flag
- \* 4. Approval of the agenda
5. Mayor's Address
6. Elect Mayor Pro-Tem
- \* 7. Approval of the minutes of the December 26, 2023 regular meeting.
- ✓ 8. Public Hearings:
  - \* A. Public hearing to accept comment from the public regarding the City's 2024-2028 Draft Master Park and Recreation Plan.
9. Public Comment:
10. Formal Recognitions and Presentations:
  - \* A. Presentation of annual financial audit for fiscal year ending June 30, 2023 by Ian Rees of Gabridge and Company.
  - \* B. Presentation from Dave Hatfield, Barry County Commissioner.
- ✓ 11. Items for Action by Unanimous Consent:
  - \* A. Receive and place on file seven (7) invoices totaling **\$131,692.72** as detailed in attachments.
- ✓ 12. Items of Business:
  - \* A. Adopt City Council Rules of Procedure for 2024.
  - \* B. Consider 2024 Public Notice Calendar of regular Council meetings as the second and fourth Mondays of each month.
  - \* C. Consider Mayor's 2024 Boards and Commissions recommendations for appointment with consent of Council (see attachment).
  - \* D. Consider adoption of **Resolution 2024-01** to adopt the City of Hastings Five-Year Park and Recreation Master Plan.

- \* E. Consider the purchase of two (2) replacement portable radios and one (1) replacement mobile truck radio from C-Comm of Kalamazoo, Inc. in the amount of **\$12,437.96**.
- \* F. Consider approval of a quote for the removal and replacement of an 8" plug valve for the north primary clarifier at the city's wastewater treatment plant from W Soule in the amount of **\$6,195**.
- \* G. Consider setting a council workshop on January 22, 2024, at 6:00 PM to discuss Council's goals for the upcoming fiscal year.
- 13. Staff Presentations and Policy Discussions (None)
- 14. City Manager Report:
  - \* A. Fire Chief Jordan Monthly and Annual Report
  - \* B. Assessor Rashid Monthly Report
  - \* C. Public Services Director Tate Annual Report
- ✓ 15. Reports and Communications:
  - \* A. 2024 City of Hastings Observed Holidays
  - \* B. 2024 Payroll Calendar
  - \* C. CIP and Budget Development Calendar Fiscal Year Ending 2025
  - \* D. 2024 Planner
  - \* E. Event Calendar January 2023
- 16. Public Comment:
- 17. Mayor and Council comment:
- 18. 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 Minutes**  
**December 26, 2023**

1. Regular meeting called to order at 7:00 PM
2. Present at roll call were Barlow, Brehm, Furrow, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.  
  
Motion by Nesbitt, with support from Furrow, to excuse Councilmember Bowers.  
All ayes. Motion carried.  
  
City Staff and Appointees present: Moyer-Cale, Bever, Boulter, King, and Neil.
3. Pledge to the flag
4. Approval of the agenda  
  
Motion by Jarvis, with support from McLean, to approve the agenda as presented.  
  
Ayes: Barlow, Brehm, Furrow, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.  
Nays: None.  
Absent: Bowers.  
Motion carried.
5. Approval of the minutes of the December 11, 2023, regular meeting  
  
Motion by McLean, with support by Furrow, to approve the minutes as presented.  
  
Ayes: Barlow, Brehm, Furrow, Jarvis, McLean, Nesbitt, Resseguie, and Tossava.  
Nays: None.  
Absent: Bowers.  
Motion carried.
6. Public Hearings: (None)
7. Public Comment:  
  
Mackenzie Watson addressed council.
8. Formal Recognitions and Presentations: (None)
9. Items for Action by Unanimous Consent:
  - A. Consider Mayor's Planning Commission and Library Board recommendations for appointment with consent of Council (see attachment). The term of appointment is January 1, 2024, through December 31, 2026.

Motion by Resseguie, with support from Nesbitt, to approve the Mayor's appointments to the Library Board and Planning Commission, as presented in the attachment, for a term of appointment from January 1, 2024, through December 31, 2026.

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

Nays: None.

Absent: Bowers.

Motion carried.

- B. Receive and place on file 15 invoices totaling **\$613,662.86** as detailed in attachments.

Motion by McLean, with support from Barlow, to receive and place on file 15 invoices totaling **\$613,662.86** as detailed in attachments.

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

Nays: None.

Absent: Bowers.

Motion carried.

10. Items of Business:

- A. Consider adoption of **Resolution 2023-34** to recognize Barry County Acts of Kindness as a nonprofit operating in the community for the purpose of obtaining a charitable gaming license.

Rich Furlong (President of Barry County Acts of Kindness) addressed council.

Motion by Resseguie, with support from McLean, to adopt **Resolution 2023-34**, to recognize Barry County Acts of Kindness as a nonprofit operating in the community for the purpose of obtaining a charitable gaming license.

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

Nays: None.

Absent: Bowers.

Motion carried.

- B. Consider approval, under direction of staff, the request from Pavement Ends, Inc. to conduct the Barry Roubaix 15th Annual Gravel Road Race on April 20, 2023, 6:00 AM to 8:00 PM, and Pre-Race Day Friday, April 19, 2023, 9:00 AM to 8:00 PM.

Scott TenCate (Pavement Ends, Inc.) addressed council.

Questions and comments from Jarvis, McLean, and Tossava.

Motion by McLean, with support from Nesbitt, to approve under direction of staff, the request from Pavement Ends, Inc. to conduct the Barry Roubaix 15th Annual Gravel Road Race on April 20, 2023, 6:00 AM to 8:00 PM, and Pre-Race Day Friday, April 19, 2023, 9:00 AM to 8:00 PM.

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

- C. Consider receiving and placing on file the annual financial audit for fiscal year ending June 30, 2023.

Comments from City Clerk/Treasurer Bever.

Question from Jarvis.

Motion by Furrow, with support from Barlow, to receive and place on file the annual financial audit for fiscal year ending June 30, 2023.

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

- D. Consider approval of the purchase of Firefighter/EMS personal safety equipment as detailed in the agenda item attachments in an amount not to exceed **\$9,899.18**.

Motion by Nesbitt, with support from Furrow, to approve the purchase of Firefighter/EMS personal safety equipment as detailed in the agenda item attachments in an amount not to exceed **\$9,899.18**.

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

- E. Consider approval of the purchase of fencing for Riverside Cemetery from D-K Fence in an amount not to exceed **\$5,337**.

Question from Furrow.

Comments from City Clerk/Treasurer Bever and Street Superintendent Rob Neil.

Comment from Tossava.

Motion by McLean, with support from Barlow, to approve the purchase of fencing for Riverside Cemetery from D-K Fence in an amount not to exceed **\$5,337**.

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



- F. Consider approval of the updated conflict of interest policy and statement as presented.

Question from Furrow.

Comment from City Manager Moyer-Cale.

Motion by Barlow, with support from McLean, to approve the updated conflict of interest policy and statement as presented.

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

Nays: None.

Absent: Bowers.

Motion carried.

11. Staff Presentations and Policy Discussions (None)
12. City Manager Report:  
Comments from City Manager Moyer-Cale.
  - A. Police Chief Boulter presented his monthly report and addressed council.
  - B. City Clerk/Treasurer Bever presented his monthly financial reports and addressed council.
  - C. Community Development Director King presented his monthly report.
13. Reports and Communications:
  - A. December 2023 Calendar
  - B. January 2024 Calendar
  - C. Asphalt Patching (E. Mill St. and E. Thorn St.)

Comment from Resseguie.

Motion by Furrow, with support from McLean, to receive and place items A-C on file.  
All ayes. Motion carried.
14. Public Comment: (None)
15. Mayor and Council comment:  
  
Comments from Resseguie, McLean, Jarvis, and Tossava.
16. Adjourn  
  
Motion by McLean, with support from Jarvis, to adjourn at 7:46 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**  
**January 8, 2024**

11.A.

<b>No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description (with date paid)</b>
1	Battle Creek Glass	\$76,665.51	12/28/2023 Library - Window replacement project
2	Advantage Plumbing and Drain	\$12,340.34	12/28/2023 Lead line replacements on Mill Street and Thorn Street
3	Gary Black Builder	\$9,999.00	12/28/2023 NEP Round 8 final draw request for Curtis 815 West Madison
4	Perfectly JQ Exteriors	\$9,985.00	12/28/2023 NEP Round 8 final draw request for Stockham 721 East Madison
5	Ferguson Waterworks	\$8,134.46	12/28/2023 Water meters
6	Rowe Professional Services Co.	\$8,126.25	12/28/2023 Construction engineering mill/resurface State Road
7	USALCO, LLC	\$6,442.16	12/28/2023 Liquid aluminum sulfate
7	<b>Invoices</b>	<b>\$131,692.72</b>	



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

# Invoice

Date	Invoice #
12/30/2023	4070

Phone # 269-968-2791

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

Ship To  
Job # 232773  
Hastings Library

P.O. No.	Terms	Due Date	Account #	Project
223019-18	Net 30	1/29/2024		232773 Hastings ...
Qty	Item	Description	Price Each	Amount
1	335	Billing #5 for Glass Glazing & Aluminum Work	36,615.51	36,615.51
1	335.1	Construction Sales Labor	40,050.00	40,050.00



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

Total	\$76,665.51
Payments/Credits	\$0.00
Balance Due	\$76,665.51



Phone # 2699450300  
Fax # (269) 948-4932  
service@advantageplumbinganddrain.com

# Invoice

Date	Invoice #
11/30/2023	78187
Terms	Due Date
Net 30	12/30/2023

Bill To  
City of Hastings  
201 E State St  
Hastings MI 49058

FISCAL  
23 - 24  
YEAR

Job Location  
City of Hastings  
Lead Line Replacements  
Hastings, MI 49058

		Date Of Service	Tech	P.O. No.
		11/30/2023		
Item	Qua...	Description	Amount	
QUOTED JOB		2023 Lead Line Replacement		
PLUMBING SERVICE		612 E Mill St   Completed 11-02-23	1,390.00	
PLUMBING SERVICE		644 E Mill St   Completed 11-07-23	1,390.00	
PLUMBING SERVICE		545 E Mill St   Completed 11-08-23	1,390.00	
PLUMBING SERVICE		721 E Mill St   Completed 11-14-23	1,390.00	
PLUMBING SERVICE		707 E Mill St   Completed 11-16-23   Also was instructed by Verne to look at kitchen faucet with cold side pressure issues after water was turned back on. Installed new supply line and flushed line into bucket for several minutes, reconnected to faucet and all is working fine now. Thanks, Nick! (Additional \$190.84)	1,580.84	
PLUMBING SERVICE		522 E Mill St   Completed 11-27-23   Job went into after hours. (additional \$69.50)	1,459.50	
PLUMBING SERVICE		703 E Mill St   Completed 11-28-23  additional work needed (additional \$960) - Cut out bottom of kitchen cabinet & install new copper water service under crawlspace and into kitchen cabinet. - Install new bottom in kitchen cabinet.	2,350.00	
PLUMBING SERVICE		544 E Thorn St   Completed 11-30-21	1,390.00	
Total		\$12,340.34	Payments/Credits	\$0.00
		Balance Due		\$12,340.34
REMITTANCE ADVICE: Payment in full is due upon receipt of the invoice, unless otherwise agreed upon. An automatic 3.5% processing fee will be applied to payments being made with debit/credit card. A service charge will be computed by a Periodic Rate of 1-1/2% per month, which is an ANNUAL PERCENTAGE RATE OF 18%, applies to the previous balance deducting current payment & credits appearing on your invoice.				

## \*\*\*\*PORTA-JOHN RENTALS\*\*\*\*

Customer assumes all liability of porta john unit, including, but not limited to theft, vandalism, damage & loss. Unless customer pays an additional \$5 / unit / billing cycle. Please contact office to set up insurance if interested.

FISCAL

23-24

City of Hastings

72068



YEAR

201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

## PURCHASE ORDER

12.18.23

DATE

Vendor Name Guy Black BuilderDepartment Crew Div Project Grants

Ship To Address

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

Item Description	Account Number	Price	Project Number	Received Y or N
Final draw request	101-735-967-000	\$9,999.00		
for NFD Round 8 grant				
for Curtis @ 815 W.				
West Madison				
		<b>TOTAL</b>	\$9,999.00	

## Special Instructions

Final draw request for NFD Round 8 grant  
for Curtis @ 815 W. Madison

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

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

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

(IF OVER \$300)

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

(IF OVER \$5000)

MEETING DATE

DATE







1931 SNOW ROAD  
LANSING, MI 48917-9505

Please contact with Questions: 517-322-0300

FISCAL

23-24-

YEAR

CITY OF HASTINGS  
201 EAST STATE STREET  
METER ACCOUNT  
HASTINGS, MI 49058

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0192488	\$8,134.46	7061	1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN  
MAKING PAYMENT AND REMIT TO:

FERGUSON WATERWORKS #3386  
PO BOX 802817  
CHICAGO, IL 60680-2817

MASTER ACCOUNT NUMBER: 592635

SHIP TO:

CITY OF HASTINGS  
301 E COURT ST  
METER ACCOUNT  
HASTINGS, MI 49058

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
2053	2053	MIE		DZM	METER ACCOUNT	12/26/23	IO 15550
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
30	30	NED2C11RPEF11	3/4 T10 MTR P/C CF *X	248.180	EA	7445.40	
2	2	NED2F11RPEF11	1 T10 MTR P/C CF *X	344.530	EA	689.06	
INVOICE SUB-TOTAL						8134.46	
LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
Looking for a more convenient way to pay your bill? Log in to <b>Ferguson.com</b> and request access to Online Bill Pay.							

TERMS: NET 10TH PROX

ORIGINAL INVOICE

TOTAL DUE

\$8,134.46

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

FISCAL

23-24-

YEAR



# ROWE PROFESSIONAL SERVICES COMPANY

540 S. Saginaw St., Ste 200  
Flint, Michigan 48502

Phone: (810) 341-7500

Fax: (810) 341-7573

www.rowepsc.com

Travis Tate, PE  
201 E. State St.  
Hastings, MI 49058-1887

December 14, 2023

Project No: 22W0104

Invoice No: 0111371

Due Date: January 13, 2024

Project Mgr: Hailey Savola

Project 22W0104 State Road Rehabilitation

Design engineering for mill and resurface of State Road in City of Hastings. Project includes field visit for log of job, log plans and preparation for MDOT LAP letting in late 2023

Professional Services from November 1, 2023 to November 30, 2023

Task	3001	Construction Engineering Services	
Fee			8,126.25

Total this Task \$8,126.25

Billing Limits	Current	Prior	To-Date
Total Billings	8,126.25	35,173.00	43,299.25
Limit			43,300.00
Remaining			.75

Total Amount Due \$8,126.25

**Outstanding Invoices**

Number	Date	Balance
0111064	11/27/2023	22,125.00
		22,125.00



ROWE Professional Services Company is pleased to accept ACH payments. Please email [accounting@rowepsc.com](mailto:accounting@rowepsc.com) for more information.



## INVOICE

910082062

FISCAL

23 - 24 -

YEAR



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

Invoice Date	20-Dec-2023
Due Date	19-Jan-2024
Payment Terms	Net 30 Days
Date Shipped	01-Dec-2023
BOL/SO Number	410023721 /310084105
Customer Reference	70370
Release NO/APO	
Carrier	SOLUTIONS TRANSPORT
Freight Terms	Prepaid

## 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	43,860.00	LB	\$293.7600	TON	6,442.16
	Customer Part	LIQUID ALUM SULFATE					
Line Totals							\$6,442.16
Miscellaneous							\$0.00
Tax							\$0.00
Incl Freight							\$0.00
Total Invoice Value							\$6,442.16



<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 Grauwylor 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.



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Adoption of Council Rules of Procedure**

**Meeting Date: January 8, 2024**

---

Recommended Action:

Motion to adopt the updated Council Rules of Procedure as presented.

Background Information:

The City Charter states that Council should adopt rules of procedure on an annual basis. The attached draft contains the proposed rules for the upcoming year. Changes include updating the city's web address and adding a new "Section 7" which creates a procedure for voting to fill a vacancy on the City Council.

Financial Implications:

*None.*

Attachments:

- *Red-line version of Council Rules of Procedure for 2024*

# Hastings City Council Rules of Procedure

## Table of Contents

1. Authority
2. City Council Meetings
  - 2.1 Regular Meetings and Work Session Meetings
  - 2.2 Special Meetings
  - 2.3 Workshop/Study Session Meetings
  - 2.4 Emergency Meetings
  - 2.5 Place of Meetings
  - 2.6 Time of Meetings
  - 2.7 Changes in Meeting Schedule
  - 2.8 Attendance at Council Meetings
  - 2.9 Recording of Meetings
3. Public Notice of Meetings
  - 3.1 Regular Meeting Schedule
  - 3.2 Schedule Change
  - 3.3 Special Meetings
4. Quorum
5. Agendas
  - 5.1 Regular Meeting Agendas
  - 5.2 Special Meeting Agendas
  - 5.3 Order of Business
  - 5.4 Paperless Agendas
6. Conduct of Meetings
  - 6.1 Chair
  - 6.2 Members of the Public
  - 6.3 Hearings
  - 6.4 Disorderly Conduct at Meetings
  - 6.5 Absence of a Member for Military Duty

## 7. Council Vacancy Voting Procedure

~~7~~8. Record of Meetings

7.1 Meeting Records

7.2 Public Access to Meeting Records

~~8~~9. Closed Meetings

8.1 Purpose and Procedure

8.2 Participation in a Closed Session Meeting

8.3 Minutes of Closed Meetings

~~9~~10. Parliamentary Procedure

9.1 Rules

9.2 Appeals

~~10~~11. Conduct of Discussion

10.1 General Discussion

10.2 Speakers

~~11~~12. Voting

11.1 Duty to Vote

11.2 Statement of the Motion

11.3 Roll Call Votes

11.4 Results of Vote

~~12~~13. Appointments to Boards and Commissions

~~13~~14. Council Member Communications

~~14~~15. Social Media

~~15~~16. Freedom of Information

~~16~~17. Amendments

~~17~~18. Suspend Rules

~~18~~19. Certification



## Hastings City Council Rules of Procedure

**1. Authority.** These rules were adopted under the authority of the Hastings City Charter and shall be reviewed and adopted annually as required by Section 5.9 of the Charter. None of the rules herein stated may supersede City Ordinances or Laws of the State of Michigan. This policy is intended to revoke and replace any other council policy related to procedural rules previously adopted.

### **2. City Council Meetings.**

*2.1 Regular Meetings.* The regular meetings of the City Council shall be held on the second and fourth Monday of the month unless otherwise determined by the Council. The Council will approve by resolution the regular meeting schedules for each calendar year and establish the meeting location.

*2.2 Special Meetings.* Special meetings of the Council shall be called by the City Clerk upon the request of the Mayor, City Manager, or two (2) or more Council members. Notice of a special meeting shall be given to each member of the Council at least 18 hours in advance of the meeting. Notice shall include the time and purpose of the meeting. Such notice shall be emailed to each Council member and a phone call to each member shall be attempted if the meeting is called outside of a Regular Meeting. Official notice of the meeting shall be posted in accordance with the Open Meetings Act.

*2.3 Workshop/Study Session Meetings.* The Council may convene a work session meeting devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any council member enter into a formal commitment with another member regarding a vote to be subsequently taken.

*2.4 Emergency Meetings.* No public notice is required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety or welfare of the public when two-thirds of the members of the council determine that delay would be detrimental to the City's efforts in responding to the threat. Notice to council members will be given in the same manner as in 2.2 above.

*2.5 Place of Meetings.* Regular and special meetings of the Council will be held in the Council Chambers on the second floor of City Hall unless otherwise determined by the Council. An alternative meeting location may be chosen if meeting in the chambers is not possible or practical given the time and reason for the meeting. A notice of such change shall be prominently posted at City Hall. If time permits, the City Clerk may also publish notice of the change in meeting place in the Hastings Banner.

*2.6 Time of Meetings.* Regular meetings of the Council will begin at 7:00 P.M., unless otherwise determined by the Council. Work sessions will begin at 6:00 P.M. unless otherwise determined by the Council. Special meetings may be scheduled at other times provided the meeting time

and location is included in the meeting notice. Meetings will not be scheduled at times which would discourage public attendance.

*2.7 Changes in Meeting Schedule.* Changes in the meeting schedule may be made upon the approval of a majority of the City Council members during a regular or special meeting. When time permits, the City Clerk will publish notice of such change in the Hastings Banner.

*2.8 Attendance at Council Meetings.* Attendance at Council meetings is critical to fulfilling the duty of a member. The Council may excuse absences for cause. If a council member has more than two unexcused successive absences for regular Council meetings, the Council may enact a resolution of reprimand. In the event the member's absences continue for two additional successive regular meetings of the Council (four total unexcused absences), the Council shall notify the council member that they have seven calendar days to provide council with an explanation and to appeal the absences not excused. Should such an appeal not be made or, after a hearing, council determines that the member's absences are still not excused, the Council shall enact a resolution removing the Council Member from membership and declaring a vacancy in accordance with Section 4.9 of the City Charter. If a Council Member has unexcused absences from 25% of the regular council meetings in any given year, the City Council shall enact a resolution removing the Council Member from membership and declaring a vacancy in accordance with Section 4.9 of the City Charter. Council is empowered to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance.

*2.9 Recording of Meetings.* The City may record any meeting of the City Council using an approved electronic device. Such recordings may be posted or distributed as previously approved by the City Council or in consultation with the FOIA coordinator. A member of the public may record any meeting through the use of an electronic device provided that the action of recording is not done in a way that is distracting or disruptive to the Council's business such as flash photography, use of artificial lighting, or equipment that blocks the view of other members of the public attending the meeting or negatively impacts the safety of those in attendance.

**3. Public Notice of Meetings.** The City Clerk shall be responsible for providing the proper notice of all meetings of the Council.

*3.1 Regular Meeting Schedule.* The City Clerk shall post a notice of the regular meeting schedule for the next calendar year at City Hall and publish said notice in the Hastings Banner, following the first council meeting each calendar year. Said notice shall indicate the dates, times and locations of the scheduled meetings.

*3.2 Schedule Change.* Whenever the Council changes its meeting date, the City Clerk shall post a notice of the change within three (3) days following the meeting in which the change was made. When time permits, the City Clerk will publish notice of such change in the Hastings Banner.

*3.3 Special Meetings.* If a special Council meeting is called pursuant to Section 2.2 above, the City Clerk shall post notice of such meeting as soon as possible. No meeting may be held until such notice has been publicly posted at least 18 hours in accordance with the Open Meetings Act.

**4. Quorum.** Five (5) City Council members shall constitute a quorum for the transaction of business at all City Council meetings. A member of the Council who is disqualified due to a conflict of interest may not be counted to establish a quorum to consider that matter.

## **5. Agendas.**

*5.1 Regular Meeting Agendas.* The City Manager is responsible for preparation of the agenda of business for all regular meetings, with the advice and input of the Mayor. The City Manager will distribute copies of the agendas to the Council members no later than the Friday preceding each regular meeting. The agenda packet will be posted on the City's website, [www.hastingsmi.orgwww.hastingsmi..gov](http://www.hastingsmi.orgwww.hastingsmi..gov). After the meeting is called to order, the Council will vote to approve the agenda with or without amendments of any items presented to the City Manager after the agenda was distributed to Council. A majority vote of the Council members present is required to approve the agenda and to add any additional items.

*5.2 Special Meeting Agendas.* The City Manager is responsible for preparation of the agenda of business for all special Council meetings. The agenda will consist only of the matters so stated in the notice of the meeting.

*5.3 Order of Business.* The order of business for the meeting will follow that described herein. The Chairperson, upon hearing no objection, may change the order of business. Should an objection be made, such proposed change shall be approved by a majority vote of the members present.

1. Call to Order
2. Roll Call
3. Pledge to the Flag
4. Approval of the Agenda
5. Approval of the Minutes of the Preceding Meeting(s)
6. Public Hearings
7. Public Comments
8. Formal Recognition and Presentations
9. Approval of Items by Unanimous Consent
10. Items of Business
11. Staff Presentations and Policy Discussion
12. City Manager Report
13. Reports and Communications
14. Public Comment
15. Mayor and Council Comment
16. Adjournment

*5.4 Paperless Agendas.* The City of Hastings seeks to be "paperless" and use electronic documents to the greatest extent possible. This includes documents for council such as agenda packets and corresponding documents. iPads have been provided to all council members which may be used to access these documents during council meetings and for official city emails.

## **6. Conduct of Meetings.**

*6.1 Chair.* The Mayor shall moderate and chair all meetings of the Council and be responsible for enforcing these rules of procedure and orderly conduct at meetings. In the absence of the Mayor, the Mayor Pro Tempore shall assume the duties of the Chair. If neither person is present at the meeting, the Council shall select one of its members to preside until the Mayor or Mayor Pro Tem is present.

*6.2 Members of the Public.* Members of the public in attendance at a Council meeting shall not speak unless recognized by the Chair. Members of the public shall be limited to speaking for a maximum of three minutes during any public hearing or public comment. The Chairperson will maintain the official time and notify the speakers when their time is up. Prior to addressing the Council, members of the public will be asked by the Chairperson to identify themselves by stating their name and if they are a resident of the City of Hastings. However, no person shall be required to register or provide any information as a condition of *attending* a meeting.

Any person shall be permitted to address the Council during the period set for public comment. Questions or follow up to a citizen's comments may be referred to the City Manager or placed on the agenda for a future meeting if appropriate. Council members will not directly address members of the public during the meeting.

Agendas shall contain the following notice to the public:

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.

*6.3 Hearings.* Hearings shall be scheduled and due notice given in accordance with all applicable laws and ordinances. Public hearings shall be conducted by the Council in an orderly and timely fashion. This shall be accomplished by the following procedure:

- A. The Chair shall recognize each person before they may speak.
- B. When recognized by the Chair, the person must state their name and indicate whether or not they are a resident of the City of Hastings prior to speaking.
- C. All comments must be addressed directly to City Council.
- D. No person will be allowed to speak for more than three minutes.
- E. The Chair may limit to one the number of times a person will be recognized to speak during each public hearing.
- F. Speakers shall be courteous of all persons in attendance and the Council Members.

*6.4 Disorderly Conduct at Meetings.* The Chair may call to order any person who is being disorderly by speaking when not recognized by the Chair or by speaking for more than the



allotted time or by otherwise disrupting the proceedings. Such person shall thereupon be seated until the Chair has determined whether the person is in order. If a person so engaged in presentation is called out of order, he or she shall not be permitted to speak at the same meeting, except upon special permission of the City Council. If the person continues to be disorderly or disrupts the meeting, the Chair may order the removal of the person from the meeting. No person will be removed from a City Council meeting except for an actual breach of the peace committed at that meeting.

*6.5 Absence of a Member for Military Duty.* Any member of the council who is on military duty may continue to participate as an active member of the City Council. "Military Duty" means (a) training and service performed by an inductee, enlistee or reservist, or any entrant into a temporary component, of the armed forces of the United States, and (b) time spent in reporting for and returning from such training and service, or if rejection occurs, from the place of reporting, pursuant to a lawful order.

A member of the military who will be physically absent from a meeting due to military duty shall notify the City Manager of the intended absence as soon as possible. The member shall be permitted to participate in, and vote on, business before the body in a manner predetermined and approved to ensure 2-way communication wherever feasible, ideally utilizing a form of teleconferencing whenever possible.

A member of the council who will be physically absent from a public meeting due to military duty shall be considered to be present at the public meeting when that member has participated in the meeting as described above.

## 7. Council Vacancy Voting Procedure

-When a vacancy on the Council occurs, an official notice shall be published indicating that the City is accepting letters of interest from registered voters in the affected ward who are interested in being appointed to fill the vacancy. The Council shall hold a meeting to hear from prospective appointees and appoint an eligible person.

Voting on candidates shall be by signed paper ballot vote with each Council Member naming the candidate of his or her choice. In the event no candidate receives five votes on the first ballot, candidates receiving no votes or a number of votes less than the candidate receiving the second highest number of votes shall be eliminated. If the two top candidates are tied, those with a fewer number of votes shall be eliminated. Candidates tied for second place shall remain in the running and voting shall continue until a candidate receives five votes.

Should all candidates be tied for first place, voting shall continue until the tie is broken and the process outlined in the preceding paragraph shall be followed.

The candidate appointed shall take the oath of office at the next regularly scheduled Council meeting.

## **78. Record of Meetings.**

*7.1 Meeting Records.* The City Clerk shall be responsible for the maintenance of the official record and minutes of each meeting of the Council. The minutes shall include all actions of the Council with respect to motions, including the name of the person who made the motion and the name of the person who seconded it. If the vote is by roll call, the minutes shall indicate who voted, "Yes", "No" or "Abstained". The number of "Yes", "No" and/or "Abstained" votes shall be recorded for all ordinances and resolutions. The City Clerk shall also maintain a file of all resolutions and ordinances acted upon by the Council.

*7.2 Public Access to Meeting Records.* The City Clerk shall make available to members of the public the minutes of all open meetings of the Council. Proposed minutes prepared by the City Clerk, but not yet approved by the Council, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Council shall be available within five (5) business days of the meeting at which they were approved. Minutes should be regularly uploaded to the City of Hastings website.

## **89. Closed Meetings**

*89.1 Purpose and Procedure.* Upon a 2/3 majority roll call vote of the total number of members of the Council, the City Council may go into a closed meeting for any of the following reasons in accordance with the provisions contained within the Open Meetings Act, as amended:

- A. Purchase of Real Property. To consider the purchase or lease of real property up to the time an option to purchase said real property is obtained.
- B. Pending Litigation. To consult with its attorney(s) regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigation or settlement position of the City.
- C. Applicant Information. To review specific contents of an application for employment or appointment to a public office, but only when the candidate requests confidentiality. However, all interviews by the Council shall be conducted in an open meeting.
- D. Materials Exempt by Statute. To consider materials specifically exempt from discussion or disclosure by state or federal statute.

Upon a simple majority roll call vote of the total number of Council members the City Council may go into a closed meeting for the following reasons:

- A. Complaints and Evaluations. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered after the rescission only in open sessions.
- B. Union Contract Negotiations. For strategy and negotiation discussions connected with the negotiation of a collective bargaining agreement.

The roll call vote to go into a closed meeting must be recorded in the minutes of the open meeting. Upon ending a closed meeting, the Council must reconvene the open meeting in order to take action on any items discussed in the closed session meeting.

A City Council member shall not divulge to any unauthorized person confidential information discussed in a closed session. Council members shall honor the confidentiality of the debate, discussion, and preliminary action taken in closed session; and be aware of the potential of both criminal prosecution and civil penalties under Open Meeting Act along with harm to the reputation of the City of Hastings by disclosure. A violation of confidentiality shall be construed as misconduct in office.

**89.2 Participation in a Closed Meeting.** Participants in a closed session meeting of the Council are limited to the Council Members, the City Attorney, The City Manager, and staff members approved to attend by the City Manager as necessary and appropriate.

**89.3. Minutes of Closed Meetings.** Minutes of closed meetings must be kept and must be approved along with the open meeting minutes by the Council. Minutes of closed meetings shall include the date, time, place, members present and absent, and the purpose of the closed meeting. However, the minutes of closed meetings are not to be made available to the public, unless required by a court order. Minutes of closed meetings shall be retained only by the City Clerk and shall be destroyed one year and one day after approval of the minutes of the open meeting at which the closed meeting was approved.

## **910. Parliamentary Procedure.**

**910.1. Rules.** The rules of Parliamentary Procedure as contained in Robert's Rules of Order most recent edition, shall govern the City Council in all cases to which they are applicable, unless they are in conflict with these rules, City Ordinance, or the laws of the State of Michigan. The Chair may appoint a parliamentarian. The Chair shall preserve order and decorum and may speak to points of order in preference to other Council Members. The Chair shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by the majority of the Council Members present.

**910.2 Appeals.** Any member may appeal to the Council a ruling of the Chair. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the presiding officer may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The questions shall be, "Shall the decision of the chair be sustained?" If the majority of the members present vote "yes," the ruling of the chair is sustained; otherwise, it is overruled.

## **1011. Conduct of Discussion**

**1011.1 General Discussion.** During the Council discussion and debate, members shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Chair, maintain a courteous tone, and avoid interjecting a personal note into debate. Council members should review all meeting materials provided for them in advance of the meeting and ask the City Manager for any clarifications prior to the meeting if possible. This will enable better discussion and decision making.

**110.2 Speakers.** No member shall speak more than once on the same question unless every member desiring to speak to that question has had the opportunity to do so. The Chair, at his or

her discretion, and subject to the appeal process mentioned in section 9.2, may permit any person to address the Council during its deliberations.

## **112. Voting**

**112.1** *Duty to Vote.* An affirmative vote of the majority of the Council shall be required for the approval of any proposed action or motion placed before the Council. Voting shall ordinarily be by voice vote, with the exception of roll call votes as specified in sub-section 11.3. Whenever a proposed action or motion is placed before the Council, all Council members present including the Chair shall vote. No Council member present shall abstain from voting unless that member states a conflict of interest. Conflict of interest shall be the sole reason for a request to abstain from voting. If a question of conflict of interest arises, the Council shall by simple majority vote of the remaining members determine whether a conflict exists. An abstention is a refusal to vote. Any member abstaining from a vote shall not participate in the discussion of that item.

**112.2** *Statement of the Motion.* No motion, resolution, or ordinance shall be adopted until it has been restated by the Chair. The Chair may ask the City Clerk for clarification in these matters.

**112.3** *Roll Call Votes.* Roll call votes shall be taken when required by law, for all resolutions and ordinances, or at the request of any Council member, or when the Chair cannot determine the results of a voice vote. In all roll call votes, the names of the members of the Council shall be called by the City Clerk in any order that he or she may choose.

**112.4** *Results of Vote.* In all cases where a vote is taken, the Clerk shall declare the result.

**1213. Appointments to Boards and Commissions.** Where no appointment procedure is defined by law or ordinance, appointments will be made by the Mayor and be subject to the approval of a majority of the Council. Boards and Commissions operating under the jurisdiction of the City Council may make recommendations to the Council regarding appointments, but the Mayor and Council shall not be bound by such recommendations.

**1314. Council Member Communications.** All communications are subject to the requirements of the Michigan Open Meetings Act which restricts the use of electronic devices during council meetings. No Council Member shall engage in any form of electronic communications with any other council members or members of the public during Council meetings. Council Members must not participate in any emails, texts, and other communication with each other that include a quorum of members of the council. Cell phones should not be used during the meeting and should be turned to silent mode to avoid disruptions.

**1415. Council Member Use of Social Media.** Council members shall be mindful of their position and responsibilities to the City of Hastings when using social media. Members should strive to be courteous and fair in their postings. Personal social media accounts should not be used for any official City purposes. If posting content related to the City of Hastings, Council Members should not represent themselves as a spokesperson for the City and should express only their personal views as an individual. Members who post about the City of Hastings are encouraged to add a clarifying comment to their posts such as: "The postings on this site are my own and do not necessarily reflect

the views of the City of Hastings”. Members shall refrain from the use of any City logo, patch, badge, or sign on their social media without the express permission of the City Council. Members shall not use social media or any other means of communication to disclose any City material that has not already been made readily available to the public.

**1516. Freedom of Information.** Records, files, publications, correspondence and other materials are available to the public for reading, copying and other purposes as required pursuant to the Michigan Freedom of Information Act. Requests for information are handled by the FOIA Coordinator.

**1617. Amendments.** These rules of procedure may be amended by the City Council by a simple majority vote pursuant to Section 11 above during any open meeting, provided that all members have received a copy of the proposed amendments at least three (3) days prior to the meeting at which such amendments are to be considered.

**1718. Suspend Rules.** The Rules of Procedure may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that Council actions shall conform to state statutes and applicable laws.

**1819. Certification.** I hereby certify that these Rules of Procedure were adopted by the City Council of the City of Hastings, County of Barry, State of Michigan, at a regular meeting held on January 98, 2024~~3~~, by a vote of \_\_\_\_\_member(s) voting in favor thereof and \_\_\_\_\_member(s) voting against, and \_\_\_\_\_member(s) absent, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and have been made available as required by said Act.

---

Christopher Bever, City Clerk

---

**PUBLIC NOTICE 2024**

Notice is hereby given of the regular meetings scheduled for calendar year **2024** for the City Council and other Boards and Commissions of the City of Hastings. The City of Hastings will provide necessary reasonable aids and services for individuals with disabilities upon five days notice to the City Clerk. Individuals requiring auxiliary aids or services should contact the City Clerk of the City of Hastings at (269) 945-2468 or by visiting City Hall at 201 East State Street, Hastings.

The **HASTINGS CITY COUNCIL** will meet on the **Second** and **Fourth Monday** of each month at **7:00 PM** in the City Council Chambers located on the 2<sup>nd</sup> Floor of City Hall. When any of these meetings fall on a recognized holiday, Council will meet on the following Tuesday. Council may also meet in properly called and noticed special sessions. For 2024, the dates of regular Council meetings are:

January	08 and 22	May	13 and <b>28(Tue.)</b>	September	09 and 23
February	12 and 26	June	10 and 24	October	14 and 28
March	11 and 25	July	08 and 22	November	<b>12(Tue.)</b> and 25
April	08 and 22	August	12 and 26	December	09 and <b>19(Thu.)</b>

The **PLANNING COMMISSION (PC)** will meet on the **First Monday** of each month at **7:00 PM** in the City Council Chambers on the 2<sup>nd</sup> Floor of City Hall. **Exceptions for 2024 are: January's Meeting will be on Tuesday, January 2, 2024 (due to New Year's Day). September's Meeting will be on Tuesday, September 3, 2024 (due to Labor Day).**

The **ZONING BOARD OF APPEALS (ZBA)** will meet on the **Third Tuesday** of each month at **7:00 PM** in the City Council Chambers on the 2<sup>nd</sup> Floor of City Hall. **Exceptions for 2024: The January 16 meeting was cancelled.**

The **DOWNTOWN DEVELOPMENT AUTHORITY (DDA)** will meet on the **Third Thursday** of each month at **8:00 AM** in the Council Chambers on the 2<sup>nd</sup> Floor of City Hall.

The **LOCAL DEVELOPMENT FINANCE AUTHORITY/BROWNFIELD REDEVELOPMENT AUTHORITY (LDFA/BRA)** will meet on the **Fourth Thursday** of each month at **8:00 AM** in the Council Chambers on the 2<sup>nd</sup> Floor of City Hall. **Exceptions for 2024 are: November's meeting (due to the Thanksgiving) alternate date to be determined.**

The **HASTINGS PUBLIC LIBRARY BOARD** will meet on the **First Monday** of each month at **4:30 PM** at the Library, 227 E. State Street, Hastings. **Exceptions for 2024 are: January's meeting will be on January 8, 2024 (due to New Year's Day), and September's meeting will be on September 9, 2024 (due to Labor Day).**

The **RIVERSIDE CEMETERY PRESERVATION ADVISORY BOARD** will meet on the **Second Wednesday** of each month at **3:00 PM** in the Council Chambers on the 2<sup>nd</sup> Floor of City Hall.

The **HASTINGS CITY/BARRY COUNTY AIRPORT COMMISSION** will meet on the **Fourth Wednesday** of each month at **4:30 PM** at the Hastings Airport located at 2505 Murphy Dr. **Exceptions for 2024 are: The December 25, 2024, meeting will be cancelled (Due to Christmas).**

The **OUTDOOR NATURE AREA BOARD** will meet **quarterly in January, April, July and October** on the **Third Wednesday** at **4:00 PM** at Sweezy's Pond in the parking lot off Clinton adjacent to the practice field.

The **HASTINGS/RUTLAND JOINT PLANNING ALLIANCE (JPA)** will meet on the **Third Monday of every other month, February, April, June, August, October, and December**, at **5:30 PM** at the Rutland Township Hall at 2461 Heath Rd. **Exceptions for 2024: The February meeting will be held Tuesday, February 20, 2024.**

The **HASTINGS/RUTLAND JOINT PLANNING COMMISSION (JPC)** will meet on the **Third Wednesday** of each month at **5:30 PM** at the Rutland Township Hall at 2461 Heath Rd. **Exceptions for 2024: The June 19 and November 20, 2024, meetings will be cancelled.**

The **HASTINGS PARKS COMMITTEE** will meet on the **Third Wednesday** of each month at **10:30 AM** in Council Chambers on the 2<sup>nd</sup> Floor of City Hall.

Christopher R. Bever, City Clerk

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

---

***Board and Commission Appointments January 08, 2024***

***Planning Commission***

David Tossava	1-year term expiring December 31, 2024
Sarah Moyer-Cale	1-year term expiring December 31, 2024
Jacquie McLean	1-year term expiring December 31, 2024

***Downtown Development Authority***

David Tossava	1-year term expiring December 31, 2024
Teri Albrecht	4-year term expiring December 31, 2027
Jody Peterson	4-year term expiring December 31, 2027

***Local Development Finance Authority / Brownfield Redevelopment Authority***

David Tossava	1-year term expiring December 31, 2024
Open Position	Partial term expiring December 31, 2024

***Zoning Board of Appeals***

Tracy Baker	3-year term expiring December 31, 2026
Mandy Furrow	3-year term expiring December 31, 2026
Rosemary Anger (Alternate)	3-year term expiring December 31, 2026

***Hastings City / Barry County Airport Commission***

Bill Nesbitt	2-year term expiring December 31, 2025
--------------	--

***Nature Area Board***

Council:	David Tossava	1-year term expiring December 31, 2024
City Staff:	Travis Tate	1-year term expiring December 31, 2024
School:	Katie Youngs	3-year term expiring December 31, 2026
	Caroline Randall	3-year term expiring December 31, 2026
	Skyler Tripp	3-year term expiring December 31, 2026
Community:	Jeremy Boge	3-year term expiring December 31, 2026

***Joint Planning Alliance***

Sarah Moyer-Cale	1-year term expiring December 31, 2024
David Tossava	1-year term expiring December 31, 2024

***Riverside Cemetery Preservation Advisory Board***

Dave Coleman	4-year term expiring December 31, 2027
--------------	--





# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Resolution 2024-01 To Adopt the Five-Year Park and Recreation Master Plan**

**Meeting Date: January 8, 2024**

---

**Recommended Action:**

Motion to adopt Resolution 2024-01 to Adopt the City of Hastings Five-Year Park and Recreation Master Plan.

**Background Information:**

The Michigan Department of Natural Resources suggests that local governments adopt a revised Park and Recreation Master Plan every five years. An updated plan on file and approved by the MDNR is required to apply to certain park grants.

The City Park and Recreation Committee oversaw the process for creating the plan. A public survey was distributed to gather input from residents and park users. A 30-day review notice and public hearing notice were published in accordance with the MDNR's plan guidance.

**Financial Implications:**

None.

**Attachments:**

- Resolution 2024-01
- Final Draft of the Five-Year Park & Recreation Master Plan



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

---

**RESOLUTION 2024-01**

**TO ADOPT THE CITY OF HASTINGS FIVE-YEAR PARK AND RECREATION MASTER PLAN (2024 – 2028)**

WHEREAS, the City of Hastings has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years of 2024 through 2028; and

WHEREAS, the City Park and Recreation Committee and City Staff began the process of developing a Park and Recreation Master Plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of greater than thirty (30) days; and

WHEREAS, a properly noticed public hearing was held on Monday, January 8, 2024 at 7:00 p.m. in Council Chambers at Hastings City Hall, 201 E State St, Hastings, Michigan 49058 to provide an opportunity for all residents of the planning area to express opinions, ask questions and discuss all aspects of the Five-Year Master Park and Recreation Plan; and

WHEREAS, after the public hearing, the City Council of the City of Hastings voted to adopt the Five-Year Park and Recreation Master Plan 2024 – 2028,

THEREFORE, BE IT RESOLVED that the City Council of the City of Hastings hereby adopts the City of Hastings Five-Year Park and Recreation Master Plan 2024 – 2028.

A motion to adopt the foregoing resolution being offered by Member \_\_\_\_\_, with support by Member \_\_\_\_\_.

YEAS:

NAYS:

ABSENT:

MOTION DECLARED ADOPTED.

I hereby certify that the foregoing resolution was adopted at a duly held and attended regular meeting the 8<sup>th</sup> day of January 2024, by the City Council of the City of Hastings, by a vote of \_\_\_\_ members voting in favor thereof, \_\_\_\_ members being absent, and \_\_\_\_ members voting against.

---

Christopher R. Bever, City Clerk



# Regular Council Agenda Item Memorandum

**To: City Council**

**From: Fire Chief Mark Jordan**

**Subject: Replacement Radios**

**Meeting Date: 1/08/2024**

---

## Recommended Action:

Motion to purchase two replacement portable radios and one replacement mobile truck radio from C-Comm of Kalamazoo, Inc. in the amount of \$12,437.96.

## Background Information:

The department just underwent a complete radio preventative maintenance program with the State to ensure all radios meet minimum standards to operate on the State's radio system. Three (3) radios failed testing due to age and condition. These radios are end-of life as of January 2024, meaning they will not be able to be reprogrammed or work with new talk groups being added to the system. These radios are used during normal operation to provide clear and reliable communication between everyone involved on an incident. There is a long delivery and programming time associated with the radios, more than 4 months from purchase to delivery and programming. Radios to be purchased includes:

- 2 EFJ Viking VP8000 portable radios \$4,688.76 each, totaling \$9,377.52.
- 1 EFJ Viking VM 5930 Mobile radio \$3,060.44

## Financial Implications:

The total cost of the equipment being purchased is \$12,437.96. Due to the unexpected repairs to equipment and apparatus in the current fiscal year and purchase of new equipment, funding for this radio purchase will be transferred from anticipated surplus in personnel budget line-items at fiscal year ending 2024.

## Attachments: Quote

- *Quotes from C-Comm of Kalamazoo, Inc.*



C-Comm of Kalamazoo, Inc  
1600 Lincoln Road  
Allegan, MI 49010

# Estimate

Name / Address
Hastings Fire Department Chief Mark Jordan mjordan@hastingsmi.gov

Date	Estimate #
12/6/2023	13105
P.O. No.	

Item	Description	Qty	Cost	Total
EFJ Viking VP8000	EFJohnson VP8000 Portable Radio. Options vary by customer. +sh VP8000BKF2, Black Immersion Housing, Standard Keypad VHF, 7/800MHz KRA-47MB Wideband Antenna KNB-L3m 3,400mAh Battery Analog FM P25 CAI AMBE+2 Analog Conventional P25 Conventional P25 Phase 1 Trunking 1024 Channel Multi-Key DES-OFB Encryption Multi-Key AES Encryption ARC4 (ADP Compatible) Encryption TrueVoice Noise Cancellation WiFi Bluetooth Bluetooth Low Energy 3 Year Warranty List \$5,328.70	1	4,262.96	4,262.96T
Kenwood KSC-Y32K	Kenwood Rapid rate single unit charger (Long-Life Charge Mode capable with KAS-12 Software)Note: NiMH/Li-ion battery only List \$155.20	1	124.16	124.16T
Kenwood KMC-70M	Kenwood KMC-70M, Remote Speaker Mic for VP5000 and VP6000 series radios with PTT button, three programmable buttons, and earphone jack (3.5mm). Ratings: IP67/IP68 1M/2 Hours, IS (CSA), MIL-std, Coiled Cable length is 26 in. (Stretched length: 78 in.) Compatible with Kenwood Viking VPx000 series radios. +sh List \$158.30	1	126.64	126.64T
Shipping/Handling	insured shipping/ freight charges	1	75.00	75.00
Program MPSCS Radio	Programming MPSCS Radio, per radio, starting at \$100.00. Template modifications, MOUs, and other assistance will incur additional per radio charges.	1	100.00	100.00

Thank you for your inquiry. Estimates are good for 30 days unless other wise specified.

**Total**

Phone #	Fax #
2696739900	269-673-9904

Customer Signature



C-Comm of Kalamazoo, Inc  
1600 Lincoln Road  
Allegan, MI 49010

# Estimate

Name / Address
Hastings Fire Department Chief Mark Jordan mjordan@hastingsmi.gov

Date	Estimate #
12/6/2023	13105
P.O. No.	

Item	Description	Qty	Cost	Total
MPSCS Info	There is a \$250.00 per radio activation from the MPSCS. Once the radios arrive, C-Comm will send the radio file to the Radio Programming Unit. They will contact the radio end user, info as supplied from C-Comm. They will verify a current user agreement. If there is a user agreement, an invoice will be sent out to the end user. If there is not a current user agreement, the MPSCS will send a form to be completed by the end user. Then a template for the radios will need to be made. C-Comm can assist in this process. Once all of this has been completed, and the invoice has been paid to the MPSCS, the radio files will go into the programming queue. This can take from 2-12, or more, weeks, depending on workload at the MPSCS.		0.00	0.00
MI Deal Info	Due to this prolonged process, C-Comm requests that the above customer pays for the radio equipment when C-Comm takes delivery from the manufacturer. Pricing reflects agency participation in MIDeal contract pricing. If at the time of purchase, the agency is no longer a member of MIDeal, the pricing reverts to the list pricing shown.		0.00	0.00T
			0.00%	0.00

Thank you for your inquiry. Estimates are good for 30 days unless other wise specified.	<b>Total</b>	\$4,688.76
---	--------------	------------

Phone #	Fax #
2696739900	269-673-9904

Customer Signature \_\_\_\_\_



C-Comm of Kalamazoo, Inc  
1600 Lincoln Road  
Allegan, MI 49010

# Estimate

Name / Address
Hastings Fire Department Chief Mark Jordan mjordan@hastingsmi.gov

Date	Estimate #
12/18/2023	13110
P.O. No.	

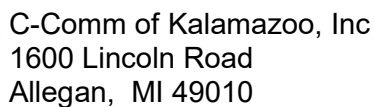
Item	Description	Qty	Cost	Total
EFJ VM5930 Dash Mount	EFJohnson Viking Mobile 7/800MHz dash mount +sh VM5930BF, 7/800MHz, Mobile KCH-19VM Control Head KMC-65M Mic KCT-23M DC Cable KMB-33M Mounting Bracket KES-5A External Speaker KAP-2 HA/PA Relay Analog FM P25 CAI AMBE+2 Analog Conventional P25 Conventional P25 Phase 1 Trunking 1024 Channels Multi-Key DES-OFB Encryption Multi-Key AES Encryption ARC4 / ADP Encryption Conventional Voting Scan TrueVoice Noise Cancellation 3 - Year Warranty List \$3,606.80	1	2,885.44	2,885.44T
Shipping/Handling	insured shipping/ freight charges	1	75.00	75.00
Program MPSCS Radio	Programming MPSCS Radio, per radio, starting at \$100.00. Template modifications, MOUs, and other assistance will incur additional per radio charges.	1	100.00	100.00
MPSCS Info	There is a \$250.00 per radio activation from the MPSCS. Once the radios arrive, C-Comm will send the radio file to the Radio Programming Unit. They will contact the radio end user, info as supplied from C-Comm. They will verify a current user agreement. If there is a user agreement, an invoice will be sent out to the end user. If there is not a current user agreement, the MPSCS will send a form to be completed by the end user. Then a template for the radios will need to be made. C-Comm can assist in this process. Once all of this has been completed, and the invoice has been paid to the MPSCS, the radio files will go into the programming queue. This can take from 2-3, or more, months, depending on workload at the MPSCS.		0.00	0.00
MI Deal Info	Due to this prolonged process, C-Comm requests that the above customer pays for the radio equipment when C-Comm takes delivery from the manufacturer. Pricing reflects agency participation in MIDeal contract pricing. If at the time of purchase, the agency is no longer a member of MIDeal, the pricing reverts to the list pricing shown.		0.00	0.00T

Thank you for your inquiry. Estimates are good for 30 days unless other wise specified.

**Total**

Phone #	Fax #
2696739900	269-673-9904

Customer Signature



## Estimate

Name / Address
Hastings Fire Department Chief Mark Jordan mjordan@hastingsmi.gov

Date	Estimate #
12/18/2023	13110
P.O. No.	

Item	Description	Qty	Cost	Total
	This estimate is for one dash mount radio only. No installation labor or supplies are included.		0.00%	0.00

Thank you for your inquiry. Estimates are good for 30 days unless other wise specified.	<b>Total</b>	\$3,060.44
---	--------------	------------

Phone #	Fax #
2696739900	269-673-9904

Customer Signature \_\_\_\_\_



# Regular Council Agenda Item Memorandum

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

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

**Subject: Approve Repair of North Primary Clarifier Plug Valve at the WWTP**

**Meeting Date: January 8, 2024**

---

Recommended Action:

Motion to approve a quote for the removal and replacement of an 8" plug valve for the north primary clarifier at the city's wastewater treatment plant from W Soule in the amount of \$6,195.

Background Information:

The valve for the North primary clarifier has failed and will not close. We made several attempts to flush the line and get the valve to seal. The tank was drained for maintenance and inspection. The tank cannot be put back into service until the valve is replaced. We called AMS and they were too busy to assist us. This is a confined space entry, with tight quarters to remove the existing valve and install a new valve. The quote for repairs includes the materials, confined space trained staff, and the required safety gear to complete the removal of old valve and install new.

DPS has done its due diligence in soliciting contractors to provide quotes for an urgent matter. I recommend approving this quote based on this, in order to get the work completed as soon as possible.

Financial Implications:

Funding is included in the FY 2023/2024 approved Water and Sewer Fund budget for equipment repairs as needed.

Attachments:

- W Soule Quote



Process Solutions • Fabrication Innovation

December 21, 2023

JD Pennock  
City of Hastings Water Renewal  
825 W Apple St  
Hastings, MI 49058

Re: Plug Valve Replacement

Dear JD,

We are pleased to provide a quote for valve replacement per below

Scope of Work:

- Replace 8" plug valve at the bottom of clarifier
- Access through 24" Manway
- Provide confined space trained crew, retrievals, blower, and monitor
- Provide 8" flanged wedge style gate valve with nut operator
  - Painted Ductile Iron
- Includes nuts, bolts, and gaskets for install
- Includes necessary rigging

Total Cost \$6,195.00

Exclusions:

- Weekend or holiday hours

Thank you for the opportunity to quote this project. If you should have any questions and/or comments, please contact me at your convenience.

Sincerely

A handwritten signature in black ink, appearing to read 'Justin Hoikka'.

Justin Hoikka  
W. Soule & Company

**CORPORATE OFFICE**

P.O. Box 2169 (49003) | 7125 S. Sprinkle Road | Portage, MI 49002  
(269) 324-7001 | Fax (269) 324-7950  
[www.wsoule.com](http://www.wsoule.com)





# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Set Council Goals Workshop Meeting for January 22, 2024**

**Meeting Date: January 8, 2024**

---

**Recommended Action:**

Motion to hold a Council workshop on January 22, 2024 at 6:00 p.m. to discuss Council's goals for the upcoming fiscal year.

**Background Information:**

The City Council typically holds a workshop meeting the second meeting in January to exchange ideas about goals and budget priorities for the upcoming year.

**Financial Implications:**

None.

**Attachments:**

None.



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Report for December 2023

The department responded to a total of 59 calls for service in December: 26 in the city, 33 in the rural area. 32 were medical assists. Total calls for service 793, in 2023.

Training

We conducted training once this month. We covered Blood Borne Pathogens as required by OSHA for each member to complete annually. At our second meeting we held a potluck for the members to enjoy dinner together before Christmas. We also have been accredited by KCC to conduct state recognized CEU hours for our EMS staff. We are lucky enough to have Joe Huebner on our department who also is an instructor at KCC.

Smoke/ CO detector installations:

We installed a total of 6 smoke detectors and 2 carbon monoxide detectors. In December we joined the States "MI Prevention" Fire Prevention Program. This gives us access to 10-year smoke and CO alarms free from the state. This allows us to document each install with the state and gives us the opportunity to talk with residents about safe fire practices, establishing escape routes and meeting point outside the home. I have included some of the flyers we will be using to connect with the residents. Attached is the link which takes you to the program website.  
<https://www.michigan.gov/lara/bureau-list/bfs/miprevention>

Department activities

The month of December slowed down a little from November. This is largely due to Mercy keeping two (2) AIs trucks in service most of the month along with a quite weather month, with no snow to talk of.

Chief's comments:

It's been a busy five (5) months. We made numerous changes within the department to enhance and continue to offer the most effective protection and prevention services to our residents. We added three (3) new front line pieces of apparatus, changed our paid-on call pay structure, made minor modifications to our partnership with Mercy , along with adding three (3) new on call members. All annual testing was completed by December 2023. Written mutual aid agreement process has been started and we are rapidly moving to a single radio system to enhance our communications internally and with dispatch.

Respectfully,

Chief Mark Jordan



City of *Hastings* Michigan

---

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

201 E. State Street 49058

**State of Michigan 2023 Fire Deaths**

**121 Deaths in 111 Fires**  
(as of December 28, 2023)  
**3% Increase in Deaths YTD**  
Compared to 2017-2022 Average  
**12% Increase in Fires YTD**  
Compared to 2017-2022 Average

**Victims**

63% Male / 37% Female  
26% Reported as Disabled  
4% Reported as on Oxygen  
66% Between 40 and 79 Years Old

**Location and Cause**

**Reported Areas of Origin**

#1 Bedroom (30%)  
#2 Living Area (27%)  
#3 Kitchen (14%)

**Reported Fire Causes**

#1 Smoking (40%)  
#2 Heating (17%)  
#2 Cooking (13%)

**Alarm Status**

No Working Alarms (52% Fires / 52% Victims)  
Working Alarms (28% Fires / 28% Victims)  
Unknown Status (20% Fires / 20% Victims)

**Deadliest Time of Day**

6am - 6pm = 35%  
6pm - 6am = 65%

**Deadliest Day of Week (Deaths)**

#1 Sunday (20%)  
#2 Monday (17%)  
#3 Thursday (15%)



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Call for Service December 2023 overview

<u>Type of call</u>	<u>City</u>	<u>Rural</u>
Fire	0	1
EMS Assist	11	12
Vehicle Accidents W/Injures	1	3
Vehicle accidents W/O injuries	2	3
False Alarms	8	10
CO Alarms	3	3
Wires down	0	1
Odor/Smoke Investigations	1	0
Illegal/unauthorized burning	0	0
<b>Totals</b>	<b>26</b>	<b>33</b>

Response by Area

1 <sup>st</sup> Ward	10	Baltimore	3
2 <sup>nd</sup> Ward	2	Irving	1
3 <sup>rd</sup> Ward	8	Rutland	11
4 <sup>th</sup> Ward	6	Carlton	2
		Hastings	16
<b>Total City</b>	<b>26</b>	<b>Rural</b>	<b>33</b>



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Call for Service 2023

Response by service area

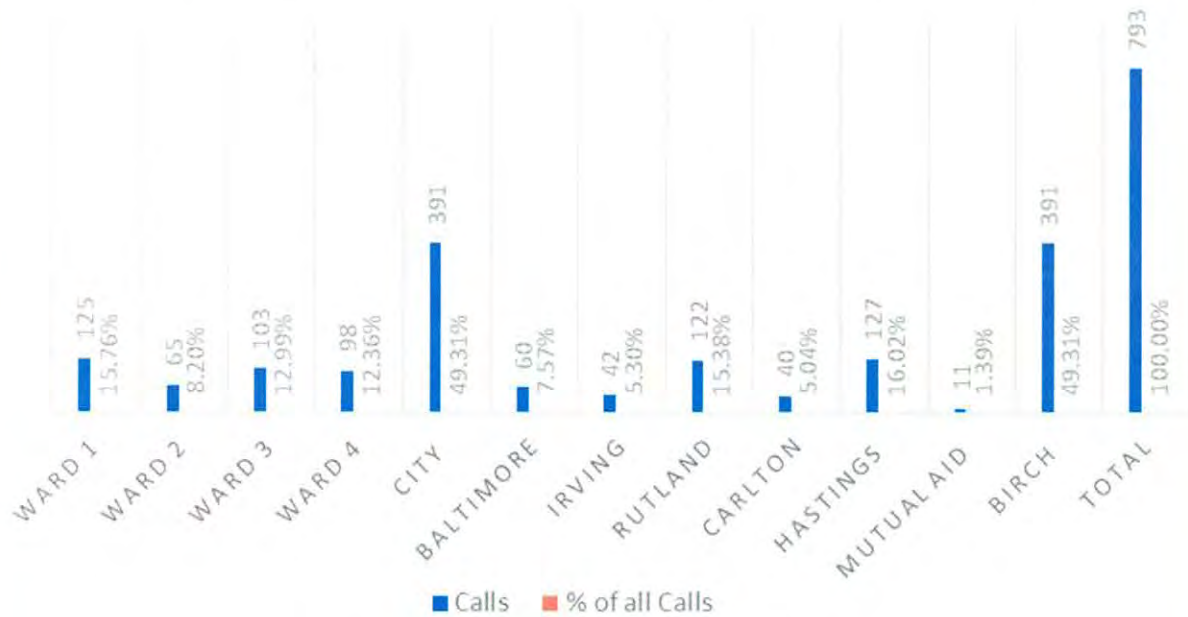
1 <sup>st</sup> Ward	125	Baltimore	60
2 <sup>nd</sup> Ward	65	Irving	42
3 <sup>rd</sup> Ward	103	Rutland	122
4 <sup>th</sup> Ward	98	Carlton	40
		Hastings	127
<b>Total City</b>	<b>391</b>	<b>Rural</b>	<b>391</b>

Mutual Aid given 11

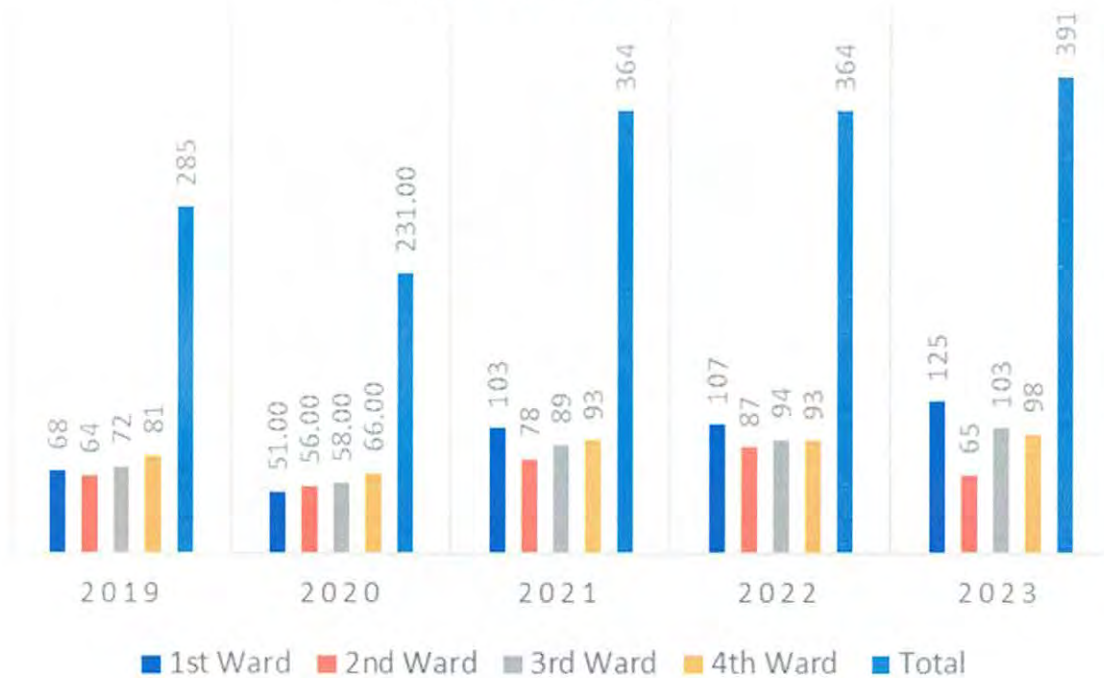
Total Calls for Service 793

## Hastings Fire Department Annual Report Numbers – Calls for Service

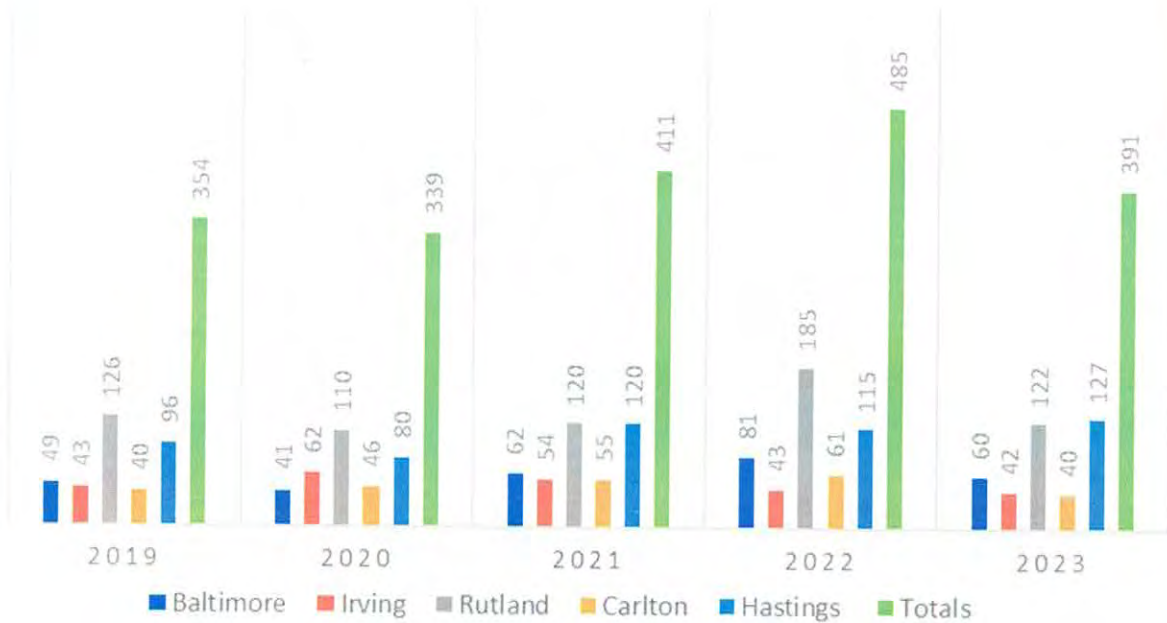
### 2023 HFD/BIRCH CALLS FOR SERVICE



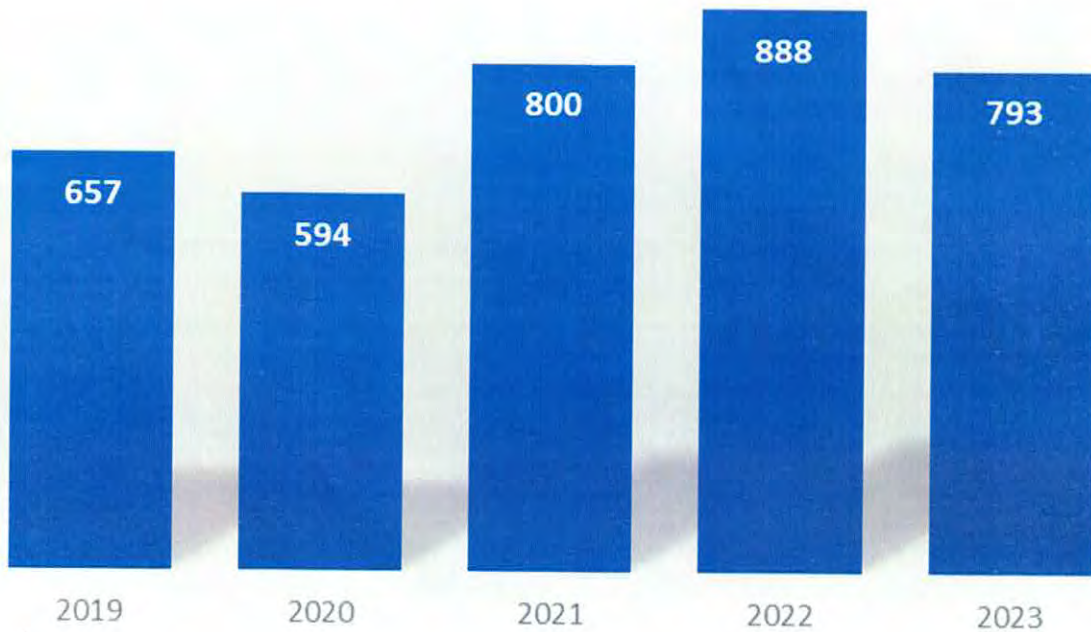
### CALLS FOR SERVICE 5 YEAR BY CITY WARD



## CALLS FOR SERVICE 5 YEAR BY TOWNSHIP



## HFD/BIRCH 5 YEAR CALLS FOR SERVICE







# HOME FIRE SAFETY CHECKLIST

*For Residents/Citizens*

## SMOKE ALARMS

- ❑ **Have Smoke Alarms** — Install one in every bedroom or sleeping area and one on every level of your home.
- ❑ **Have the Correct Smoke Alarms**
  - **Standard** — Photoelectric/or Ionization smoke alarms.
  - **Bed Shakers** — For hearing impaired, deaf, elderly.
  - **Strobe Lights** — For hearing impaired, deaf, elderly that plugs directly into the wall. Industrial strobe.
  - **Nest** — Smoke/CO combo that alerts your phone when it goes off.
- ❑ **Test Your Alarms** — Press the smoke alarm test button once a month to assure your alarms work.
- ❑ **Change Batteries** — For 9-volt battery smoke alarms, change batteries once a year or when alarm chirps.

## CARBON MONOXIDE ALARMS (CO)

- ❑ **Have CO Alarms** — Install a working CO alarm on every level of your home.
- ❑ **Best Placement** — CO alarms are best near kitchens, garages, utility rooms, appliances.
- ❑ **Change CO Alarms** — Install new CO alarms every 6 to 8 years.

### Safety Tip

If you are having any symptoms like:

- Headache
- Dizziness
- Weakness
- Upset stomach
- Vomiting
- Chest pain
- Confusion



Please call your local fire department to come evaluate your home CO level.

## DID YOU KNOW?

Most fire deaths happen overnight and a closed bedroom door can slow the spread of flames, reduce smoke inhalation that could save your life.





## FIRE ESCAPE PLAN

- ❑ **Plan Your Escape** — Have a plan designed around your abilities.

### Things to Consider

- Can you get out on your own without equipment or assistance?
  - If you need equipment, be sure it is accessible at all times.
  - If you need someone to assist you, answer the who, what, when, where and how.
  - Make sure your equipment fits through all exits.
  - Use a bedroom on ground floor close to an exit if possible.
  - Install exit ramps or widen door to make escape easier.
- ❑ **Know Two Ways Out** — Include family, neighbors, friends or a building manager in practicing your escape plan.
  - ❑ **Windows and Doors** — Practice opening locked windows and doors.
  - ❑ **Service Animals** — Be sure to include any service animals in your plan.
  - ❑ **Need Extra Help?** — Call your local fire departments non-emergency number if you need help with your escape planning.

## DID YOU KNOW?

Careless smoking is the leading cause of fire fatalities. For your safety:

- Never smoke in bed.
- Never smoke when tired.
- Never smoke when under the influence of drugs or alcohol.
- Never smoke while on medical oxygen.

## PREPARE A GO BAG

In a fire you have very little time to escape. Be prepared by having essential items in a bag that you or first responders can easily grab.

- Seven (7) day supply of necessary medications.
- Emergency contact information.
- Contact information for equipment replacements.
- Necessary medical supplies/refills.

## CALLING 911

When contacting 911 be sure to tell dispatcher:

- Full name.
- Nature of disability.
- Your exact location within home.
- Any necessary/life-saving equipment needed (i.e. wheelchairs, medication, oxygen).



**Smart911™**

Plan ahead for an emergency by giving 911 the information they need to help you fast.

Sign up at [smart911.com](https://smart911.com).

*\*may not be available in your area*

## FIRE SAFETY INFORMATION!

Check out the MI Prevention fire safety information for more tips and videos on fire safety!



<https://bit.ly/MIPreventionFireSafety>



# AFTER THE FIRE



A Guide To Help You Through  
The First Few Hours





# After The Fire

*Fire Department will fill out the information below.*

Date of the fire: \_\_\_\_\_

Time of the fire: \_\_\_\_\_

Location of the fire: \_\_\_\_\_

Fire incident report number: \_\_\_\_\_

Fire Investigator: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Insurance Company phone  
number: \_\_\_\_\_

Insurance policy  
number: \_\_\_\_\_

Vehicle Identification Number (VIN) for damaged cars, trucks, boats,  
and motorcycles:

---

---

---

---

---

# WHERE TO START

A fire will change your life in many ways and knowing where to begin and who can help you is important. (\*\*ENTER DEPARTMENT\*\*) hopes you find this information useful.

After experiencing a residential fire, you may find yourself emotionally drained and a little scared. The first time you see your home and belongings – possibly damaged by water and smoke – the emotional toll can be significant. Once the smoke clears, the fire engines have left, and the neighbors have gone back inside, the process of recovering from this event will begin.

## WHAT HAPPENS NEXT

Step 1 - Housing

Step 2 - Pets

Step 3 - Plan For Being Displaced

Step 4 - Work With Insurance

Step 5 - Securing Your Home

Step 6 - Returning Home

Fire Operations

Fire Investigations

Records Request

Damaged Documents

Finances

Notes



# Regular Council Agenda Item Memorandum

**To: City Council**  
**From: Assessing Department**  
**Subject: Assessing Report**  
**Meeting Date: January 8, 2024**

---

Recommended Action:

Background Information:

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

- Mailed out personal property statements.
- December Board of Review meeting was held.
- Visited all open building permits for end of year percentages.
- Preparing the assessment roll for 2023.

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

Respectfully submitted,

*Debbie Rashid*

Financial Implications:

Attachments:





# 2023 Annual Council Report

**To: The City Council**

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

**Subject: DPS 2023 Annual Council Report**

**Meeting Date: January 8, 2024**

---

## **DDA Downtown Streetscape:**

The streetscape project on State Street from Boltwood Street to Broadway Avenue is a little under halfway complete. The contractor started on the north side of State Street, beginning at Boltwood, one block at a time, to Church Street. The contractor removed trees, lights, concrete sidewalk, curb & gutter, drive approaches and some landscape planters and walls. They then placed proposed sidewalk, drive approaches, gutter pan, curb and gutter, tree grate foundations, streetlight foundations, planter foundations, entrance feature foundations and brick work.

The contractor will continue and complete the project in the Spring.

## **Lead Line Replacement Program:**

This past year we have replaced dozens of lead piped water services mandated by EGLE. DPS's goal this year is to replace between 60-90 services. This number is close to the yearly average (90 each) needed to complete this program by 2041. We are continuing to identify ahead of each contract for accuracy. Also engage in communication with the residents/property owners before the contract goes out for bid to ensure success for the project. Records are kept on GIS.

## **West State Road Project:**

The project was bid let in August and completed by November of 2023. This was a mill and pave project (2 courses) with replacing of over 1,000 feet of curb and gutter. The project limits from Broadway Avenue(M-43) west to Glenwood.

## **Water Tower Security Improvements:**

North & South Water Towers had 8' tall chain link fence installed with three strands of barbed wire and 10' wide gates. This has improved the security around the perimeter of the towers.

## **MAHL Study for the WWTP:**

As required by the State of Michigan (EGLE), the wastewater treatment plan required a Maximum Allowable Headworks Loading (MAHL) study. Basically, this measures pollutants entering the headworks, so that we can set 'Local Limits' to administer the City's IPP. Prein & Newhof completed this and submitted to EGLE for approval. When this is done, City staff will ask council to modify the IPP ordinance limits based on the current MAHL study.



# 2023 Annual Council Report

## **Wastewater Treatment Plant Reroofing:**

The old roofs for the service building and blower building were removed and replaced with new plastic roofs.

## **Water Treatment Plant Reroofing:**

Summit Point Roofing replaced at the Water Treatment Plant with asphaltic shingles. This was completed last summer.

## **Well 3 and Booster Station Upgrade:**

Peerless Midwest, Inc. worked on Well #3 and the Booster Station Improvements. They include installing VFD's and upgrading the horsepower of the pump for well #3 so it can keep up with the plant if the other wells are down. Total amount was \$100,046.91.

Peerless Midwest, Inc.

## **Small Meter Replacement Program:**

The budget was increased to \$200,000 to expedite the replacement of small meters in the city. The majority of this sum will go to the purchase of R900 units, which will convert most of the meter reading to radio reads. This initial step will require only one staff member to meter read in one day. The next step will replace all the old meters in the city in the subsequent years.

## **Water Reliability Study:**

Prien & Newhof completed the draft of the required (every 5 years) water reliability study. This will be submitted to EGLE.

## **New Wastewater Treatment Plant Dump Truck:**

This is an expedited purchase from the CIP to this year in replacement of another large dump truck in the Garage. It is essential for solid disposal. It is a new Wastewater Treatment Plant truck from Michigan International for \$115,331.54 and Tractor & Trailer Supply for \$42,847, totaling \$158,178.54.

## **Green and Market Street Improvements Project:**

Moore & Bruggink, Inc. was approved for design engineering for the Green Street and Market Street improvements project in the amount of \$165,500. This should be ready to bid for construction by this time next year.

## **DDA Parking Lot 8 Improvements:**

Parking was approved by the DDA and will be complete by Katerberg VerHage this spring.



# 2023 Annual Council Report

## **CWSRF and DWSRF Applications:**

EGLE scored the CWSRF plan at 40 out of 100 and DWSRF at 70 out 100. We plan on preparing USDA RD Loan applications (For sanitary sewer only projects identified in the precious CWSRF plan) and DWSRF Plan application this year with the help of Moore & Bruggink, the consulting engineer.

I will gladly answer any questions that Council members have at the meeting.

Respectfully,

Travis Tate, P.E.

DPS Director



**2024 Observed City Holidays**

<b><u>Holiday</u></b>	<b><u>Date</u></b>
New Year's Day	Monday, January 1, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Fourth of July	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
Day after Thanksgiving	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas Day	Wednesday, December 25, 2024
New Year's Eve	Tuesday, December 31, 2024
New Year's Day	Wednesday, January 1, 2025

### 2024 Payroll Calendar

	Pay Period	Check Date
0	12/17 – 12/30/23	Jan 5, 2024
1	12/31/23 – 1/13	Jan 19, 2024
2	1/14 – 1/27	Feb 2, 2024
3	1/28 – 2/10	Feb 16, 2024
4	2/11 – 2/24	March 1, 2024
5	2/25 – 3/9	March 15, 2024
6	3/10 – 3/23	March 29, 2024
7	3/24 – 4/6	April 12, 2024
8	4/7 – 4/20	April 26, 2024
9	4/21 – 5/4	May 10, 2024
10	5/5 – 5/18	May 24, 2024
11	5/19 – 6/1	June 7, 2024
12	6/2 – 6/15	June 21, 2024
13	6/16 – 6/29	July 5, 2024
14	6/30 – 7/13	July 19, 2024
15	7/14 – 7/27	Aug 2, 2024
16	7/28 – 8/10	Aug 16, 2024
17	8/11 – 8/24	Aug 30, 2024
18	8/25 – 9/7	Sep 13, 2024
19	9/8 – 9/21	Sep 27, 2024
20	9/22 – 10/5	Oct 11, 2024
21	10/6 – 10/19	Oct 25, 2024
22	10/20 – 11/2	Nov 8, 2024
23	11/3 – 11/16	Nov 22, 2024
24	11/17 – 11/30	Dec 6, 2024
25	12/1 – 12/14	Dec 20, 2024
26	12/15 – 12/28	Jan 3, 2025

\*change due to holiday

Council/Planning Commission pay date

Volunteer Fire pay date

# CAPITAL IMPROVEMENT PLAN

# BUDGET FY 2025

## DECEMBER 12

CIP forms and instructions available to department heads.

## JANUARY 22

Council holds workshop to discuss goals, future and past practices, and policy issues to be considered in the budget preparation process

## FEBRUARY 15

Department heads submit preliminary budget requests to city manager.

## FEBRUARY 16

CIP Forms and documents submitted to city manager.

## FEBRUARY 19-23

City manager meets with Department heads regarding CIP, if necessary.

## MARCH 4

CIP Presented to Planning Commission.

## MARCH 11

CIP reviewed by City Council.

## MARCH 22

Final itemized estimates from Department Heads sent to city manager.

## MARCH 25-28

City manager and finance director meet with department heads to discuss their requests and consider changes as necessary.

## APRIL 8

City manager submits budget proposals to city council. Copies provided for public review.

## APRIL 22

City council holds public workshop to discuss the proposed budget. (Schedule on April 8th meeting).

## MAY 13

Budget hearing, Truth in Taxation hearing, and Budget Adoption by the city council.

## JUNE 7

Work plans due to city manager.

## JULY 1

Budget goes into effect.



\*Text in red indicates dates subject to Charter requirement.

**CITY OF HASTINGS**  
COUNTY OF BARRY, STATE OF MICHIGAN  
**2024 Planner**  
**JANUARY - JUNE**

15.D.

JANUARY				APRIL			
1	Monday	Closed	New Year's Day	1	Monday	4:30 PM	Library
2	Tuesday	7:00 PM	Planning Commission			7:00 PM	Planning Commission
8	Monday	4:30 PM	Library	8	Monday	7:00 PM	Council
		7:00 PM	Council	10	Wednesday	3:00 PM	Cemetery
10	Wednesday	3:00 PM	Cemetery	15	Monday	5:30 PM	JPA (Rutland)
17	Wednesday	10:30 AM	Parks Committee	16	Tuesday	7:00 PM	ZBA
		4:00 PM	Nature Bd (Sweezy's)	17	Wednesday	10:30 AM	Parks Committee
		5:30 PM	JPC (Rutland)			4:00 PM	Nature Bd. (Sweezy's)
18	Thursday	8:00 AM	DDA			5:30 PM	JPC (Rutland)
22	Monday	7:00 PM	Council	18	Thursday	8:00 AM	DDA
24	Wednesday	4:30 PM	Airport	22	Monday	7:00 PM	Council
25	Thursday	8:00 AM	LDFA/BRA	24	Wednesday	4:30 PM	Airport
				25	Thursday	8:00 AM	LDFA/BRA
FEBRUARY				MAY			
5	Monday	4:30 PM	Library	6	Monday	4:30 PM	Library
		7:00 PM	Planning Commission			7:00 PM	Planning Commission
12	Monday	7:00 PM	Council	8	Wednesday	3:00 PM	Cemetery
14	Wednesday	3:00 PM	Cemetery	13	Monday	7:00 PM	Council
15	Thursday	8:00 AM	DDA	15	Wednesday	10:30 AM	Parks Committee
20	Tuesday	5:30 PM	JPA (Rutland)			5:30 PM	JPC (Rutland)
		7:00 PM	ZBA	16	Thursday	8:00 AM	DDA
21	Wednesday	10:30 AM	Parks Committee	21	Tuesday	7:00 PM	ZBA
		5:30 PM	JPC (Rutland)	22	Wednesday	4:30 PM	Airport
22	Thursday	8:00 AM	LDFA/BRA	23	Thursday	8:00 AM	LDFA/BRA
26	Monday	7:00 PM	Council	27	Monday	Closed	Memorial Day
28	Wednesday	4:30 PM	Airport	28	Tuesday	7:00 PM	Council
MARCH				JUNE			
4	Monday	4:30 PM	Library	3	Monday	4:30 PM	Library
		7:00 PM	Planning Commission			7:00 PM	Planning Commission
11	Monday	7:00 PM	Council	10	Monday	7:00 PM	Council
13	Wednesday	3:00 PM	Cemetery	12	Wednesday	3:00 PM	Cemetery
19	Tuesday	7:00 PM	ZBA	17	Monday	5:30 PM	JPA (Rutland)
20	Wednesday	10:30 AM	Parks Committee	18	Tuesday	7:00 PM	ZBA
		5:30 PM	JPC (Rutland)	19	Wednesday	10:30 AM	Parks Committee
21	Thursday	8:00 AM	DDA	20	Thursday	8:00 AM	DDA
25	Monday	7:00 PM	Council	24	Monday	7:00 PM	Council
27	Wednesday	4:30 PM	Airport	26	Wednesday	4:30 PM	Airport
28	Thursday	8:00 AM	LDFA/BRA	27	Thursday	8:00 AM	LDFA/BRA
29	Friday	Closed	Good Friday				

**CITY OF HASTINGS**  
COUNTY OF BARRY, STATE OF MICHIGAN  
**2024 Planner**  
**JULY - DECEMBER**

JULY				OCTOBER			
1	Monday	4:30 PM	Library	7	Monday	4:30 PM	Library
		7:00 PM	Planning Commission			7:00 PM	Planning Commission
4	<b>Thursday</b>	<b>Closed</b>	<b>Independence Day</b>	9	Wednesday	3:00 PM	Cemetery
8	Monday	7:00 PM	Council	14	Monday	7:00 PM	Council
10	Wednesday	3:00 PM	Cemetery	15	Tuesday	7:00 PM	ZBA
16	Tuesday	7:00 PM	ZBA	16	Wednesday	10:30 AM	Parks Committee
17	Wednesday	10:30 AM	Parks Committee			4:00 PM	Nature Bd. (Sweezy's)
		4:00 PM	Nature Bd (Sweezy's)			5:30 PM	JPC (Rutland)
		5:30 PM	JPC (Rutland)	17	Thursday	8:00 AM	DDA
18	Thursday	8:00 AM	DDA	21	Monday	5:30 PM	JPA (Rutland)
22	Monday	7:00 PM	Council	23	Wednesday	4:30 PM	Airport
24	Wednesday	4:30 PM	Airport	24	Thursday	8:00 AM	LDFA/BRA
25	Thursday	8:00 AM	LDFA/BRA	28	Monday	7:00 PM	Council
AUGUST				NOVEMBER			
5	Monday	4:30 PM	Library	4	Monday	4:30 PM	Library
		7:00 PM	Planning Commission			7:00 PM	Planning Commission
12	Monday	7:00 PM	Council	11	<b>Monday</b>	<b>Closed</b>	<b>Veterans Day</b>
14	Wednesday	3:00 PM	Cemetery	12	Tuesday	7:00 PM	Council
15	Thursday	8:00 AM	DDA	13	Wednesday	3:00 PM	Cemetery
19	Monday	5:30 PM	JPA (Rutland)	19	Tuesday	7:00 PM	ZBA
20	Tuesday	7:00 PM	ZBA	20	Wednesday	10:30 AM	Parks Committee
21	Wednesday	10:30 AM	Parks Committee	21	Thursday	8:00 AM	DDA
		5:30 PM	JPC (Rutland)	25	Monday	7:00 PM	Council
22	Thursday	8:00 AM	LDFA/BRA	27	Wednesday	4:30 PM	Airport
26	Monday	7:00 PM	Council	28	<b>Thursday</b>	<b>Closed</b>	<b>Thanksgiving</b>
28	Wednesday	4:30 PM	Airport		<i>Thursday</i>	<i>TBD</i>	<i>LDFA/BRA</i>
				29	<b>Friday</b>	<b>Closed</b>	<b>Thanksgiving Obs.</b>
SEPTEMBER				DECEMBER			
2	<b>Monday</b>	<b>Closed</b>	<b>Labor Day</b>	2	Monday	4:30 PM	Library
3	Tuesday	7:00 PM	Planning Commission			7:00 PM	Planning Commission
9	Monday	4:30 PM	Library	9	Monday	7:00 PM	Council
		7:00 PM	Council	11	Wednesday	3:00 PM	Cemetery
11	Wednesday	3:00 PM	Cemetery	16	Monday	5:30 PM	JPA (Rutland)
17	Tuesday	7:00 PM	ZBA	17	Tuesday	7:00 PM	ZBA
18	Wednesday	10:30 AM	Parks Committee	18	Wednesday	10:30 AM	Parks Committee
		5:30 PM	JPC (Rutland)			5:30 PM	JPC (Rutland)
19	Thursday	8:00 AM	DDA	19	Thursday	8:00 AM	DDA
23	Monday	7:00 PM	Council			7:00 PM	Council
25	Wednesday	4:30 PM	Airport	24	<b>Tuesday</b>	<b>Closed</b>	<b>Christmas Eve</b>
26	Thursday	8:00 AM	LDFA/BRA	25	<b>Wednesday</b>	<b>Closed</b>	<b>Christmas</b>
				26	Thursday	8:00 AM	LDFA/BRA
				31	<b>Tuesday</b>	<b>Closed</b>	<b>New Year's Eve</b>



# JANUARY

15.E

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01 City Hall Closed New Year's	02 7:00 PM PC	03	04	05	06
07	08 4:30 PM Library 7:00 PM Council	09	10 3:00 PM Cemetery	11	12	13
14	15	16	17 10:30 AM Parks 4:00 PM Nature Board (Sweezy's) 5:30 PM JPC (Rutland)	18 8:00AM DDA	19	20
21	22 7:00 PM Council	23	24 4:30 PM Airport	25 8:00 AM LDFA/BRA	26	27
28	29	30	31	01	02	03
04	05	06	07	08 PC (Planning Commission) ZBA (Zoning Board of Appeals) DDA(Downtown Development Authority) LDFA/BRA (Local Development Finance Authority/ Brownfield Redevelopment Authority) JPA (Hastings/Rutland Joint Plannina Alliance) JPC (Hastings/Rutland Joint Planning Commission)	09	10