



City of *Hastings* Michigan

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

201 E. State Street 49058

Regular Council Meeting
January 13, 2025
Executive Summary

Item #	Summary
12A-C	Description: Items for Action by Unanimous Consent Recommended Action: Motion to approve the consent agenda as presented.
13A	Description: Ordinance #627 Woodlawn Meadows PUD Modification Recommended Action: Motion to conduct second reading and adopt Ordinance #627 amending the Woodlawn Meadows Planned Unit Development (PUD).
13B	Description: Adoption of Council Rules of Procedure Recommended Action: Motion to adopt the updated Council Rules of Procedure for 2025 as presented.
13C	Description: 2025 Public Notice Calendar Recommended Action: Motion to approve 2025 Public Notice Calendar of regular council meetings as the second and fourth Mondays of each month.



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Item #	Summary
13D	<p>Description: 2025 Boards and Commissions Recommendations</p> <p>Recommended Action: Motion to approve Mayor's 2025 Boards and Commissions recommendations for appointment with the consent of Council.</p>
13E	<p>Description: 2024 Planning Commission Annual Report</p> <p>Recommended Action: Motion to accept and place on file the 2024 Planning Commission Annual Report.</p>
13F	<p>Description: Notice and Negotiation of Parcel #08-55-240-105-00 for Sale</p> <p>Recommended Action: Motion to authorize City staff to prepare a notice informing the public of the availability to purchase parcel #08-55-240-105-00 and authorize the City Manager to negotiate offers for the sale of the parcel.</p>
13G	<p>Description: Sponsorship of Police Recruit</p> <p>Recommended Action: Motion to request funds to cover the cost of sponsoring one Employed Recruit for the Spring 2025 Kellogg Community College Regional Police Academy. Total amount being requested is \$12,902.59.</p>
13H	<p>Description: Michigan Avenue Bridge Repair Project</p> <p>Recommended Action: Motion to approve the Mannik Smith professional services for the Michigan Avenue Bridge Repair project for the lump sum of \$27,800.</p>



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Item #	Summary
13I	<p>Description: Training and Additional Modules for Financial Software System</p> <p>Recommended Action: Motion to authorize additional services from Civic Systems in an amount not to exceed \$30,000.</p>
13J	<p>Description: Traffic Control Order #222</p> <p>Recommended Action: Motion to approve Traffic Order #222.</p>
13K	<p>Description: 2025 Volunteer Fire Capacity (VFC) Grant Execution</p> <p>Recommended Action: Motion to approve the City Manager and Fire Chief to execute a grant contract with the Department of Natural Resources to accept the 2025 Volunteer Fire Capacity (VFC) Grant. Grant awarded \$10,000, 50% Match.</p>

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

City Council Agenda
January 13, 2025

1. Regular meeting called to order at 7:00 PM
2. Oaths of Office:
 - A. Jon Rocha – City Council 1st Ward Councilmember
 - B. John Resseguie - City Council 2nd Ward Councilmember
 - C. Jordan Brehm – City Council 4th Ward Councilmember
3. Roll call
4. Pledge to the flag
5. Approval of the agenda
6. Mayor's Address
7. Elect Mayor Pro Tem
8. Approval of the minutes of the December 18, 2024, regular meeting
- ✓ 9. Public Hearings: (None)
10. Public Comment:
11. Formal Recognitions and Presentations:
 - A. Presentation from Dave Hatfield, Barry County Commissioner.
 - B. Presentation from Justin Smith, Hammond Hill Disc Golf Update.
- ✓ 12. Items for Action by Unanimous Consent:
 - * A. Consider request from Justin Smith to approve Hammond Hills Disk Golf Tournaments as presented.
 - * B. Appoint Jessica Wood (and Dickinson Wright) as attorney for the City of Hastings and appoint Bloom Sluggett as attorneys for the City for code enforcement legal services.
 - * C. Receive and place on file twenty (20) invoices totaling **\$247,969.53**.

- ✓ 13. Items of Business:
- * A. Consider second reading and adoption of **Ordinance #627** amending the Woodlawn Meadows Planned Unit Development (PUD).
 - * B. Consider the adoption of City Council Rules of Procedure for 2025.
 - * C. Consider 2025 Public Notice Calendar of regular council meetings as the second and fourth Mondays of each month.
 - * D. Consider Mayor's 2025 Boards and Commissions recommendations for appointment with the consent of Council (see attachment).
 - * E. Consider request to accept and place on file the 2024 Planning Commission Annual Report.
 - * F. Consider request to authorize City Staff to prepare a notice informing the public of the availability to purchase parcel #08-55-240-105-00 and authorize the City Manager to negotiate offers for the sale of the parcel.
 - * G. Consider request for funds to cover the cost of sponsoring one Employed Recruit for the Spring 2025 Kellogg Community College Regional Police Academy, for total amount of **\$12,902.59**.
 - * H. Consider a motion to approve the Mannik Smith professional service fee for the Michigan Avenue Bridge Repair project for the total amount of **\$27,800**.
 - * I. Consider a motion to authorize additional services from Civic Systems in an amount not to exceed **\$30,000**.
 - * J. Consider the request to approve Traffic Control Order #222.
 - * K. Consider a motion to approve the City Manager and Fire Chief to execute a grant contract with the Department of Natural Resources to accept the 2025 Volunteer Fire Capacity (VFC) Grant of **\$10,000** with a 50% match.
14. Staff Presentations and Policy Discussions (None)
15. City Manager Report:
- * A. Public Services Director Tate Annual Report
 - * B. Fire Chief Jordan Monthly Report
 - * C. Library Director Edelman Monthly Report
 - * D. Assessor Rashid Monthly Report
- ✓ 16. Reports and Communications:
- * A. Hastings Public Library Board of Trustees Draft Minutes – January 6, 2025.
17. Public Comment:
18. Mayor and Council comment:

19. 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 18, 2024

1. Regular meeting called to order at 7:00 PM
2. Roll call

Council members Present: Barlow, Jarvis, McLean, Nesbitt, Resseguie, Stenzelbarton and Tossava.

City Staff and Appointees Present: Moyer-Cale, Boulter, Edelman, King, Perin and Tate.

Motion by Nesbitt, with support from Stenzelbarton, to excuse Council members Bowers and Brehm.
All ayes. Motion carried.
3. Pledge to the flag
4. Approval of the agenda

Motion by Barlow, with support from Jarvis, to approve the agenda as presented.
All ayes. Motion carried.
5. Approval of the minutes of the December 9, 2024 regular meeting

Motion by McLean, with support from Jarvis, to approve the minutes of the December 9, 2024 regular meeting

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

A. Approval of the minutes of the November 12, 2024, Closed Session meeting

Motion by Stenzelbarton, with support from Nesbitt, to approve the minutes of the November 12, 2024, Closed Session meeting
All ayes. Motion carried.
6. Public Hearings: (None)
7. Public Comment:

Comments from Christina Bush, non-resident from Maple Grove Township, for planned Martin Luther King Jr. Day Remembrance Walk on January 20, 2025. Time for walk will

be 11:30 AM to 2:30 PM, and it will take place at the Barry County Circuit Court. Permit will not be required due to Remembrance Walk taking place only on the sidewalk area. An advertisement in the Reminder will be printed in January with a QR Code to help with registration headcount. If weather conditions prove adverse, Remembrance Walk will be cancelled and rescheduled for another date.

Comments from Ann Devroy, Hastings resident, to introduce herself as a candidate for the open Third Ward Council seat. Provided background of her familiarity and history with the Third Ward.

Comments from Joel Ibbottson, Rutland Township resident, recommending a book called "A Fire You Can't Put Out" by Andrew Manis, about Rev. Fred Shuttlesworth. Also mentioned confirmation with Mayor Tossava about shared information with the Third Ward vacancy.

8. Formal Recognitions and Presentations:

- A. Presentation from Dave Hatfield, Barry County Commissioner. (Absent)
- B. Presentation of draft annual financial audit for fiscal year ending June 30, 2024, by Joe Verlin of Gabridge & Company. Clean opinion on financial statements, and the gold standard on statements.

9. Items for Action by Unanimous Consent:

- A. Request from Gina McMahon, Outreach & Recreation Director of the YMCA of Barry County, to use the Fish Hatchery Soccer Field, the Bob King Park Baseball Field, and a combination of the Bob King and Fish Hatchery Baseball Fields for events described in attachment.

Motion by McLean, with support from Barlow, to approve the request from Gina McMahon of the YMCA of Barry County to use the Fish Hatchery Soccer Field, the Bob King Park Baseball Field, and a combination of the Bob King and Fish Hatchery Baseball Fields for events described in attachment.

Ayes: Barlow, Jarvis, McLean, Nesbitt, Resseguie, Stenzelbarton and Tossava

Nays: None

Absent: Bowers and Brehm

Motion carried.

- B. Request to schedule a workshop meeting on **Monday, January 27, 2025, at 6:00 PM** to interview for the Third Ward Councilmember position.

Motion by Nesbitt, with support from Resseguie, to schedule a workshop meeting on **Monday, January 27, 2025, at 6:00 PM** to interview for the Third Ward Councilmember position.

Discussion was held.

Ayes: Barlow, Jarvis, McLean, Nesbitt, Resseguie, Stenzelbarton and Tossava

Nays: None
 Absent: Bowers and Brehm
 Motion carried.

10. Items of Business.

- A. Request to authorize the Hastings Public Library to install and maintain twenty-one signs for the Storybook Walk along the Riverwalk Trail under the direction and approval of City staff.

Discussion was held.

Motion by McLean, with support from Resseguie, to authorize the Hastings Public Library to install and maintain twenty-one signs for the Storybook Walk along the Riverwalk Trail under the direction and approval of City staff.

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

- B. Request to approve the purchase of a replacement rotary broom from Greenmark Equipment for the sidewalk sweeper for the cost of **\$5,500.00**.

Motion by Resseguie, with support from McLean, to approve the purchase of a replacement rotary broom from Greenmark Equipment for the sidewalk sweeper for the cost of **\$5,500.00**.

Discussion was held. Apply for reimbursement from DDA on January 16, 2025 meeting.

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

- C. Request to approve costs of repairs by Murray's Asphalt in the amount of **\$5,900.00**.

Motion by Barlow, with support from Resseguie, to approve costs of repairs by Murray's Asphalt in the amount of **\$5,900.00**.

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

- D. Request to approve VanDyken Mechanical, Inc. proposal to furnish and install a new humidifier in the City Hall second floor for the cost of **\$6,655.00**.

Motion by Resseguie, with support from Barlow, to approve VanDyken Mechanical, Inc. proposal to furnish and install a new humidifier in the City Hall second floor for the cost of **\$6,655.00**.

Discussion was held.

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

- E. Request to approve Highpoint Tree Service LLC bid for the 2025 Tree Trimming, Removal, and Stump Grinding contract for the cost of **\$27,000.00**.

Motion by McLean, with support from Nesbitt, to approve Highpoint Tree Service LLC bid for the 2025 Tree Trimming, Removal, and Stump Grinding contract for the cost of **\$27,000.00**.

Discussion was held.

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

- F. Receive and place on file the Audit Report for Fiscal Year 2023-2024.

Motion by Barlow, with support from McLean, to receive and place on file the Audit Report for Fiscal Year Ending June 30, 2024.

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

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

Request for a motion to amend the agenda to include item 10 F.

Motion by Barlow, with support from McLean, to amend agenda to include item 10 F.
 All ayes. Motion carried.

- A. Police Chief Boulter Monthly Report
- B. City Clerk/Treasurer Perin Monthly Financial Reports
- C. Community Development Director King Monthly Report.

D. Assessor Rashid Monthly Report

13. Reports and Communications:

- A. Capital Improvement Plan and Budget Calendar 2025-2026
- B. 2025 Observed City Holidays
- C. 2025 Payroll Calendar
- D. 2025 Airport Board Schedule

Motion by Stenzelbarton, with support from Jarvis, to accept and place on file items 13 A-D.

All ayes. Motion carried.

14. Public Comments:

Comments from Joel Ibbottson, Rutland Township, to compliment choice of new Hastings/Barry County Airport Manager.

15. Mayor and Council comments:

Comments from Tossava, thanking Don Bowers, Peggy Hemerling, and Al Jarvis for their service for their last Council meeting. Shared email from Don Bowers.

Comments from Jarvis, about audit, pension funding, and complementing the future direction of the City of Hastings.

Comments from McLean and Barlow, sending Season's Greetings.

Comments from Resseguie, thanking Bowers and Jarvis for their service.

Comments from Stenzelbarton.

Comments from Nesbitt.

16. Adjourn:

Motion by Jarvis, with support from McLean, to adjourn meeting.

All ayes. Motion carried. Meeting adjourned at 8:05 PM.

Read and Approved:

David J. Tossava, Mayor

Linda Perin, City Clerk

DRAFT



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Sarah Moyer-Cale, City Manager

Subject: Hammond Hill Events Approval

Meeting Date: January 13, 2025

Recommended Action:

Motion to approve the events at Hammond Hill as presented.

Background Information:

Annually, a request is submitted for various disc golf tournaments at Hammond Hill. That list is enclosed for 2025. Justin Smith will be present to answer any questions and to provide an update on the recent improvements made to the course.

Financial Implications:

None.

Attachments:

- 2025 Event List
- Letter of Support from YMCA
- Use statistics

Hammond Hill Tournaments and Leagues 2025

January 12- March 23rd – H.H. Winter League

March – Tuesday Doubles begins

March 29th – Battle at Hammond

April 19th – April Anhyzer (estimated date)

5/31-6/1 – Hastings Grand Prix

June 8th – Trilogy Challenge

June 15th – Fathers Day Tournament

June 22nd – MVP Circuit

July 4-6th – Pro States

July 19th – Queen of the Hill

August 2-3th – River City Open

September 27th – Tough Man Challenge

October 11th – Fall Color Classic (estimated date)

November 8th – MVP Space Race



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

11/6/2024

Dear MDGO Pro States Selection Committee,

On behalf of the YMCA of Barry County, I am pleased to offer our support for Great Lakes Disc's proposal to host the Michigan Professional State Disc Golf Championship at Hammond Hills from 2025 through 2029. Our organization strongly believes that this event will not only showcase the sport of disc golf at the highest level but will also foster community engagement, promote outdoor recreation, and boost local economic activity.

The YMCA of Barry County has a long-standing commitment to promoting wellness and encouraging active lifestyles across our community. We recognize disc golf as an accessible sport that invites participants of all ages and abilities. Hammond Hills, as one of Michigan's top-rated courses, offers an exceptional setting for athletes to challenge their skills and immerse themselves in the natural beauty of our region.

We are confident that hosting the Michigan Professional State Championship at Hammond Hills would bring positive visibility to both Great Lakes Disc and the Barry County community. Our community takes great pride in Hammond Hills as a premier destination for outdoor sports, and this event would undoubtedly highlight its unique terrain and technical course layout to a wide audience. Moreover, a multi-year event commitment from 2025 to 2029 would foster significant tourism, benefiting local businesses and creating a lasting impact.

The YMCA of Barry County is eager to contribute to the success of this prestigious championship. We are also excited about the potential for community programming, clinics, and outreach events that could be held in tandem with the championship, further connecting residents with the sport of disc golf.

Thank you for considering our community as a venue for this esteemed tournament. We look forward to the opportunity to support Great Lakes Disc and work together to make the Michigan Professional State Championship a memorable and impactful event for all participants.

Warm regards,

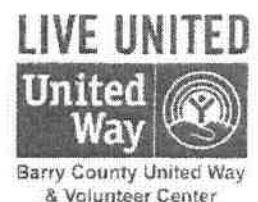
Jon Sporer

CEO/Executive Director

jon@ymcaofbc.org

YMCA OF BARRY COUNTY

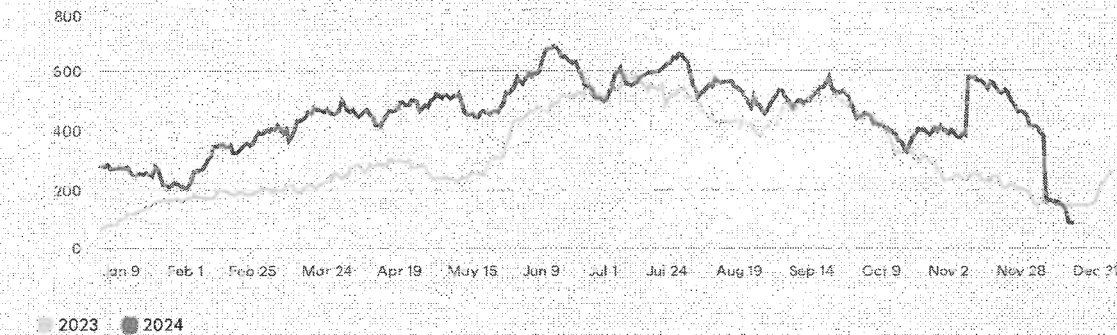
P.O. Box 252
2055 Iroquois Tr.
Hastings, MI 49058
269-945-4574 office@ymcaofbarrycounty.org
www.ymcaofbarrycounty.org



Hammond Hills

Play counts from last year and this year *

January 1, 2023 to December 17, 2024



Stats from the past year

December 17, 2023 to December 17, 2024



Play count
5,745



Unique players
1,642



Recreation hours
11,512



Miles walked
11,334

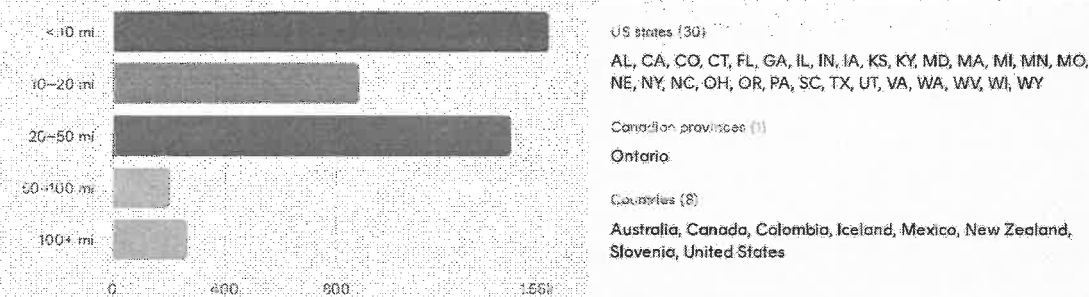


Steps taken
25,537,256



Calories burned **
3,125,223

Where players are coming from



More about disc golf

There are **16,085** public courses available on UDisc as of September 26, 2024.

There are disc golf courses in **87** countries.

In 2023 on UDisc:

21.9 million rounds of disc golf were scored.

1.4 million disc golfers used the app.

42.4 million recreation hours were spent on the course.

Stats and information
powered by



What is disc golf?

Disc golf is similar to traditional golf, with players throwing discs at metal baskets instead of hitting balls into holes. This lifetime activity offers a low-cost, environmentally friendly form of recreation that is accessible to all ages and skill levels.

What is UDisc?

UDisc is the leading disc golf app on both Apple and Android devices. Players can find courses, get a map of the course, keep score, track their rounds, find events and much more.

Where does this data come from?

Everything on this sheet is collected from players that choose to track their disc golf rounds with UDisc. While there are many disc golfers worldwide, the number of players who use UDisc varies by region, so comparing these statistics against local survey data is the best way to extrapolate their findings.

* Casual rounds, league rounds, and tournament rounds are all included as long as they were tracked with UDisc. Each point on the chart represents the total plays over the previous 28 days.

** Calorie calculation is based off an average adult weight of 150 lbs.
Calories burned = MET (3.8) x 3.5 x Weight (68.0359kg) / 200 x hours spent x 60

Herrmann, S.D. et al. (2024). *Journal of Sport and Health Science*, 13(1), 6-12.

Kamiraki, J. (n.d.). NASM. blog.nasm.org/metabolic-equivalents-for-weight-loss

Summary - City of Hastings Invoices
City Council Meeting
January 13, 2025

No.	Vendor	Amount	Description (with date paid)
1	Northern Ins. Agency	\$5,311.23	Pollution Liability-underground storage tank 12/27/24
2	Detroit Salt Company	\$6,677.64	Rock Salt 12/27/24
3	Wickham Cemetery Care	\$7,637.50	Cemetery Services 12/27/24
4	Hunt & Gather	\$8,530.00	Winter Themed Decorative Plantings 12/13/24
5	Wickham Cemetery Care	\$8,978.78	Cemetery Services 12/27/24
6	Rutland Charter Township Treasurer	\$8,981.30	2024 USEDA Property Tax Share 12/13/24
7	Burgess Surveying PLLC	\$9,250.00	Map Survey Work 12/13/24
8	KV Landscapes	\$9,955.00	November 2024 Lawn Maintenance 12/27/24
9	Kevin Anderson	\$10,000.00	Facade Grant 144 State St 12/13/24
10	Kevin Anderson	\$10,000.00	Facade Grant 148 State St 12/13/24
11	Advantage Plumbing	\$10,086.00	Lead Line Replacements 12/13/24
12	Allied Fire Sales	\$10,465.76	Fire Department Protective Clothing 12/13/24
13	USA Trailer Sales	\$10,824.00	Police Cargo Trailer 12/13/24
14	R&H Tractor Service LLC	\$12,000.00	Demolition of Vinnie's Woodfired Saloon 12/27/24
15	Geenen Dekock Group	\$13,001.02	Brownfield Summer Capture 12/13/24
16	Infrastructure Alternatives	\$13,882.12	Contract Operations Wastewater Services 12/13/24
17	Sunshine Remodeling	\$14,142.00	Library Remediation 12/13/24
18	Aunalytics	\$14,737.98	IT Services 12/13/24
19	Rehmann	\$17,200.00	Consulting & Accounting FY Audit 12/27/24
20	Katerberg Verhage Inc	\$46,309.20	Sitework/Excavation Lot 8 Reconstruction 12/27/24
20	Invoices	\$247,969.53	



Regular Council Agenda Item Memorandum

To: Mayor Tossava and City Council

From: Dan King

Subject: Woodlawn Meadows PUD Modification

Meeting Date: January 13, 2025

Recommended Action:

Conduct second reading and adopt Ordinance number 627 amending the Woodlawn Meadows Planned Unit Development (PUD).

Background Information:

Ordinance #337, adopted on June 25, 2001, outlined the applicable provisions pertaining to the permitted uses allowed in the Woodlawn Meadows PUD. The first phase of the project included four (4) 20-unit supportive and specialized care buildings ranging from 14,000 to 17,000 square feet. The second phase was to include one (1) 24-unit two-story independent apartment building and twelve (12) single-family condominiums consisting of three (3) buildings with four (4) units each. The first phase of the project containing the supportive care buildings was sold in 2020. The new owner, having no desire to develop the second phase, listed the parcel of property that was identified for the second phase of the original PUD. The applicant, Woodlawn Meadows Retirement Village (WMRV) II, has requested a modification of the Planned Unit Development (PUD) pertaining to the second phase. MMRV has proposed amending the PUD to develop and construct 32 multi-family detached site condominiums. Per section 90-674 of the municipal code, the addition of other uses not authorized by the original PUD approval constitutes a major change which necessitates a modification of the PUD.

The Planning Commission conducted a public hearing during the November 4, 2024 regular meeting to hear comment from the public regarding the modification of the PUD. After the public hearing concluded, the Planning Commission voted 7 to 0 with 2 members absent to recommend approval of the PUD modification to City Council with the following conditions:

- The modified lot sizes (7,700 sq ft – 18,000 sq ft) and lot widths (56 ft – 66 ft) are approved as proposed and the ordinance authorizing the proposed PUD will list the modified requirements.



Regular Council Agenda Item Memorandum

- The zoning notes of the Final Development Plan will reflect the R-1 lot width requirements.
- The 25-foot front, 25-foot rear, and 15/6-foot side setbacks are approved as proposed and the ordinance authorizing the proposed PUD will list the modified requirements.
- The Final Development Plan should reflect the final setback requirements as approved.

City Council conducted a public hearing at the December 9, 2024 meeting and conducted the first reading of Ordinance number 627.

Financial Implications:

There are no direct financial implications from this request.

Attachments:

- Ordinance # 627

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

ORDINANCE NO. 627

AN ORDINANCE TO AMEND CHAPTER 90 OF THE HASTINGS CODE OF 1970, AS AMENDED, BY AMENDING THE FOLLOWING: ARTICLE 90-VII-5 – WOODLAWN MEADOWS PLANNED UNIT DEVELOPMENT, SECTION 90-721.

THE CITY OF HASTINGS ORDAINS:

SECTION I.

Chapter 90 is hereby amended by amending Article 90-VII-5 Woodlawn Meadows Planned Unit Development, to add Section 90-721 – Amendments to Phases 2 & 3. Amended text in **BOLD**.

Sec 90-716 Zoning Map

The zoning ordinance of the city is hereby amended by rezoning the following described lands from the R1, one-family residential district to the PUD, planned unit development district, in accordance with the final development plan of the Woodlawn Meadows Retirement Village Planned Unit Development, subject to all of the terms and conditions of this division:

That part of the NW ¼, Section 8, T3N, R8W, City of Hastings, described as: Commencing at North ¼ corner of Section 8; thence South 500 feet along East line of said NW ¼ to the place of beginning. Thence South 1009.27 feet along said East line, thence North 88 degrees 28 minutes 45 seconds West 514 feet; thence North 550 feet; thence North 44 degrees 57 minutes 22 seconds West 168.61 feet; thence North 340 feet; thence South 88 degrees 45 minutes 47 seconds East 635 feet along the South line of the North 500 feet of said NW ¼ to the place of beginning. This parcel contains 13.00 acres.

(Ord. No. 337, § 1, 6-25-01)

Sec 90-717 Development Plan

The rezoning of the above-described lands to the PUD planned unit development district, in accordance with the final PUD plan of the Woodlawn Meadows planned unit development ("the development") is expressly subject to all of the following terms and conditions:

1. Development plan. The Woodlawn Meadows planned unit development shall comply in all respects with the final PUD plan of the development. The final development plan has a last revision date of May 23, 2001, as prepared by Exxel Engineering, and also includes the landscape plan dated May 17, 2001, prepared by Johnson Newhof Associates, the application for planned unit development rezoning, the PUD narrative, architectural elevation drawings of the proposed buildings and other materials submitted

with the application, except to the extent that any such materials may be inconsistent with this ordinance. The May 23, 2001, plan shall be revised as required by the director of public services according to the approval of the planning commission on June 4, 2001.

2. Three copies of the revised final PUD plan shall be signed by the director of public services, with one copy to the city building inspector, one to the applicant and one retained by the director of public services. In the case of conflicts or discrepancies between any part of the final development plan and the terms of this division, this division shall control.

(Ord. No. 337, § 2, 6-25-01)

Sec 90-718 Permitted Uses

1. The uses permitted within the Woodlawn Meadows PUD district are as listed in the applicant's PUD narrative and illustrated on the final PUD plan. The principal uses are as noted below:
 1. Two 20-unit one-story supportive care buildings (14,000 s.f. and 17,000 s.f.)
 2. Two 20-unit one-story specialized care buildings (15,000 s.f. each)
 3. One 24-unit two-story independent apartment building
 4. Twelve single-family condominiums (three buildings with four units each).
2. The development shall occur in three phases as illustrated on the final PUD plan.

(Ord. No. 337, § 3, 6-25-01)

Sec 90-719 Development Requirements

1. The applicant shall construct North Street from its current terminus to East Street. Construction shall be to city specifications including the installation of any underground utilities as required by the city. The extension of North Street shall be completed and accepted by the city before occupancy permits are issued for buildings proposed in Phase I. The city council may require a bond or letter of credit in accordance with section 90-133 of the Hastings Zoning Ordinance in order to ensure completion of the extension of North Street.
2. The applicant shall construct public utilities (water and sanitary sewer) concurrent with their need for said public utilities or as otherwise stated below. If development on other parcels results in the need for early construction of the utilities, the applicant agrees to proceed as outlined below: Easements acceptable to the city shall be provided for all public utilities prior to the issuance of any occupancy permits for the project. Ultimately, public utilities shall be extended to the North Ridge Estates Subdivision and to the east project lot line as shown on the PUD final development plan dated May 23, 2001.

All utilities shall be constructed to the north line of Phase 1 of the project as shown on the final development plan dated May 23, 2001 and accepted by the city prior to the issuance of any occupancy permits for any buildings located in Phase 1 of the project. If any buildings outside of the limits of Phase 1 of the project are constructed, all utilities shall be extended to the north line of Phase 2 of the project as shown on the final development plan dated May 23, 2001 and accepted by the city prior to the issuance of any occupancy permits for such buildings. All utilities on the project site shall be

completed and accepted by the city prior to the issuance of any occupancy permits for the condominium units on the site. The applicant shall comply with the following in order to ensure the ability to extend the public utilities through the Woodlawn Meadows property if off-site properties develop creating the need for construction of the public utilities on the project site prior to on-site construction generating such need: If utilities need to be constructed to service off-site development, the applicant agrees to enter into and support a special assessment district to pay for the cost of such utilities. The city council shall determine the allowable term for repayment of any special assessment costs at the time the final role for the special assessment district is approved (pursuant to the requirements of the applicable sections of the Code of Ordinances).

3. The applicant shall provide an easement acceptable to the city from the west property line of the project (at the proposed extension of Calgary Drive in the North Ridge Estates Subdivision) to the north end of the principal service drive (the extension of North East Street) in the Woodlawn Meadows PUD. Within this easement, the applicant shall construct a lane for emergency vehicle access which shall be subject to the approval of the Hastings fire chief. This easement shall also be dedicated for the construction of public utilities needed to serve the North Ridge Estates Subdivision or another city-approved use for the North Ridge Estates property. This easement shall also contain a walking trail constructed by the applicant subject to the approval of the director of public services. The emergency access lane extending from the principal service drive to the proposed extension of Calgary Drive and the walking trail shall be installed and approved before occupancy permits are issued for buildings outside of Phase 1 of the project.
4. The 24-unit apartment building shall have at least two exterior walls of decorative masonry or brick extending at least half way up the vertical dimension of the wall from the established grade to the first-floor ceiling. The remainder of the exterior shall be as illustrated on the building architectural drawings submitted by the applicant to the city.
5. The applicant shall comply with all city utility requirements including water and sewer hookup fees and with all stormwater provisions as required by the director of public services.
6. Landscaping as illustrated on the approved landscaping plan dated May 17, 2001, shall be installed within six months of occupancy permits for each phase. The landscaping shall be maintained and any trees which are dead or dying shall be replaced within six months of notification by the city.
7. Each phase of the PUD shall be developed so that it is capable of functioning independently of the subsequent phases. This means that if Phases 2 or 3 are not built as planned; the constructed phases shall have proper utilities, landscaping, roads and emergency vehicle access in accordance with city requirements and the approved final PUD site plan.

(Ord. No. 337, § 4, 6-25-01)

Sec 90-720 Approval Standards

The city council hereby determines that the development complies with the provisions of the city zoning ordinance and promotes its intent and purpose. The council further finds that the development, upon construction and use in full compliance with all of the terms and provisions of this division and the city zoning ordinance, will be compatible with city master plan, adjacent uses of lands, the natural environment and the capacities of public services and facilities

affected by the department. the city council further determines that the development will not have unreasonable economic impact on adjacent lands and will not change the essential character of the area.

(Ord. No. 337, § 5, 6-25-01)

Sec 90-721 – Amendments to Phases 2 & 3

(a) The final PUD plan for the Woodlawn Meadows Planned Unit Development is hereby amended as follows:

- (1) Phases 2 and 3, consisting of approximately 9.28 acres of the PUD project site, are approved for use as a 32-unit single-family residential site condominium.**
- (2) The development shall occur as a single phase.**
- (3) The development shall include the extension of East Street as a private road.**

(b) The final PUD plan for amended Phases 2 and 3, has a last revision date of November 13, 2024, as prepared by Excel Engineering, Inc., and includes the conditionally approved preliminary site condominium plan.

(c) The Development Requirements for the amended Phases 2 and 3 are as follows:

- (1) The modified lots sizes (7700 sq ft – 18,000 sq ft) and lot widths (56 ft-66 ft) are approved as presented on the final PUD plan.**
- (2) The 25 ft front setback, 25 ft rear setback, and 15/6 ft side setbacks are approved as presented on the final PUD plan.**
- (3) The 'zoning notes' on the final PUD plan will reflect the R-1 District lot size/lot width and setback requirements.**

(Ord. No. 627, §, 12-09-24)

SECTION II.

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

SECTION III.

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

Moved by , with support by , that Ordinance No. 627 be adopted as read.

YEAS:

NAYS:

ABSENT:

CITY OF HASTINGS

Adoption Date:

Effective Date:

First Reading: December 9, 2024.

Second Reading: January 13, 2025

By: Linda Perin
Hastings City Clerk

CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Hastings, Michigan, does hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Hastings, at a regular meeting of the City Council on the 13th day of January 2025, at which meeting a quorum was present and remained throughout, and that the original of said Ordinance is on file in the records of the City of Hastings. I further certify that the meeting was conducted, and public notice was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

Dated: January 13, 2025

Linda Perin
City Clerk



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 13, 2025

Recommended Action:

Motion to adopt the updated Council Rules of Procedure for 2025 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 were proposed by staff and/or members of council. The following are the three primary modifications proposed:

- Addition of G to section 6.3, specifying that anonymous communications will not be presented in a hearing.
- Addition of 6.6 – Proper Attire. “Members of the Council should take into consideration their position and dress appropriately. Business casual attire is recommended.”
- The addition of new section 17 – Council Member Training to require repayment to the City for training members register for but do not attend for reasons other than emergency or unavoidable circumstance.

Financial Implications:

None.

Attachments:

- Red-line version of Council Rules of Procedure for 2025

Hastings City Council Rules of Procedure

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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.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.

G. Communications from anonymous persons are not to be presented or entered into the record.

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.

6.6 Proper Attire. Members of the Council should take into consideration their position and dress appropriately. Business casual attire is recommended.

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.

8. Record of Meetings.

8.1 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.

8.2 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.

9. Closed Meetings

9.1 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 a 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.

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

9.3. 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.

10. Parliamentary Procedure.

10.1. 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.

10.2 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.

11. Conduct of Discussion

11.1 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.

11.2 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.

12. Voting

12.1 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.

12.2 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.

12.3 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.

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

13. 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.

14. 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.

15. 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.

16. 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.

17. Council Member Training. All new members of the City Council will be offered orientation and training. The City Council will annually budget for training its officials. If a Council Member registers for a training or conference and does not attend, they will repay the City for any costs that cannot be refunded. This section does not apply if the council member is involved in an emergency or other unavoidable circumstance that causes their absence.

18. 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.

19. 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.

20. 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 ~~812, 2024~~2025, 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~~Linda Perin, City Clerk

PUBLIC NOTICE 2025

Notice is hereby given of the regular meetings scheduled for calendar year **2025** 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 2nd 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 2025, the dates of regular Council meetings are:

January	13 and 27	May	12 and 27(Tue.)	September	08 and 22
February	10 and 24	June	09 and 23	October	13 and 27
March	10 and 24	July	14 and 28	November	10 and 24
April	14 and 28	August	11 and 25	December	08 and 22
				January	12, 2026

The **PLANNING COMMISSION (PC)** will meet on the **First Monday** of each month at **7:00 PM** in the City Council Chambers on the 2nd Floor of City Hall. **Exceptions for 2025 are: September's Meeting will be on Tuesday, September 2, 2025 (due to the observance of 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 2nd Floor of City Hall.

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

The **BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)** will meet on the **Fourth Thursday** of each month at **8:00 AM** in the Council Chambers on the 2nd Floor of City Hall. **Exceptions for 2025 are November 27, 2025 (due to Thanksgiving), and December 25, 2025 (due to Christmas); alternate dates 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 2025 are: September's meeting will be on Monday, September 8, 2025 (due to observance of 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 2nd 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 2025 are: December's meeting is cancelled due to Christmas Eve.**

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.

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.

Linda Perin, City Clerk

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Boards and Commissions Appointments January 13, 2025

Planning Commission

David J. Tossava	1-year term expiring December 31, 2025
Sarah Moyer-Cale	1-year term expiring December 31, 2025
Jacquie McLean	1-year term expiring December 31, 2025
William Mattson	3-year term expiring December 31, 2027

Downtown Development Authority

Deb Hatfield	4-year term expiring December 31, 2028
Deb Button	4-year term expiring December 31, 2028

Brownfield Redevelopment Authority

David J. Tossava	1-year term expiring December 31, 2025
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Zoning Board of Appeals

James Dickinson	3-year term expiring December 31, 2027
Jeff Buehl	3-year term expiring December 31, 2027

Hastings City / Barry County Airport Commission

David J. Tossava	2-year term expiring December 31, 2026
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Nature Area Board

Council: David J. Tossava	1-year term expiring December 31, 2025
City Staff: Travis Tate	1-year term expiring December 31, 2025

Hastings Parks Committee

Sarah Moyer-Cale	1-year term expiring December 31, 2025
Bill Nesbitt	1-year term expiring December 31, 2025

Hastings Public Library Board

Ann Devroy	3-year term expiring December 31, 2027
Cloe Oliver	3-year term expiring December 31, 2027

Joint Planning Alliance

Sarah Moyer-Cale	1-year term expiring December 31, 2025
David J. Tossava	1 year term expiring December 31, 2025
At large- Jon Hook	3-year term expiring December 31, 2027

Joint Planning Commission

Council John Resseguie	3-year term expiring December 31, 2027
Planning Dave Hatfield	3-year term expiring December 31, 2027

Riverside Cemetery Preservation Advisory Board

Bonnie Gettys	4-year term expiring December 31, 2028
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Regular Council Agenda Item Memorandum

To: Mayor Tossava and City Council

From: Dan King

Subject: 2024 Planning Commission Annual Report

Meeting Date: January 13, 2025

Recommended Action:

Motion to accept and place on file the 2024 Planning Commission Annual Report.

Background Information:

Per Chapter 2, Article 2-IV Boards and Commissions, Division 2-IV-3 Planning Commission, Section 2-149 (d), the Planning Commission is to prepare an annual report to the City Council concerning operations and the status of planning activities, including recommendations regarding legislative actions related to planning and development. The powers and duties of the Planning Commission are bestowed as per P.A. 33 of 2008, as amended being the Michigan Planning Enabling Act, MCL 125.3801 et seq; and P.A. 110 of the Public Acts 2006, as amended, being the Michigan Zoning Enabling Act, MCL 125.3101 et seq.

Financial Implications:

None

Attachments:

- 2024 Planning Commission Annual Report

CITY OF HASTINGS
Year in Review Synopsis of Activity
PLANNING COMMISSION 2024

DATE	AUTHORITY	REQUEST	ACTION
Jan. 02	Planning Commission	Public hearing to review and consider site plan and special use permit for Chris Nelson of N-6 Towing at 1633 and 1745 S. Hanover.	Site plan and special use permit were approved with conditions subject to Administrative review.
	Planning Commission	Commission held election of officers for 2024.	Commission elected Hatfield as Chair, Maurer as Vice Chair, and Moyer-Cale as Secretary.
	Planning Commission	Commission welcomed welcomed new members.	Levi Bolthouse and Scott Darling were welcomed as new members of the Planning Commission.
Feb. 05	Planning Commission	Garry Moyer and Pamela Moyer of 939 W. Clinton requested a potential rezoning of their property from R-S to R-2	Commission scheduled a public hearing for the March meeting to consider the rezoning request.
	Planning Commission	2023 Planning Commissson annual report.	Commission accepted the 2023 annual report and voted to submit the report to City Council.
Mar. 04	Planning Commission	Public hearing to review and consider site plan and special use permit for Rusty Bible at 1631 S. Hanover.	Commission approved the site plan and special use permit with condtions.
	Planning Commission	Commission discussed a potential rezoning of several properties near 939 W. Clinton.	Commission scheduled a public hearing for the April 1, 2024 meeting to hear comments from the public for rezoning from R-S to either R-1 or R-2.
May 06	Planning Commission	Public hearing to review and consider rezoning several properties in the vicinity of 939 W. Walnut.	Planning Commission voted to deny the request.

	Planning Commission	Commission conducted an unofficial site plan review for 1000 E. Enterprise Drive.	Commission took no action but welcomed a preliminary site plan for 1000 E. Enterprise Drive.
	Planning Commission	Commission reviewed potential text changes to the A-1, A-2, and A-O zoning districts.	Commission scheduled a public hearing for the June 3, 2024 meeting to review and consider the text amendments.
	Planning Commission	Commission reviewed potential text changes to landscaping requirements.	Commission scheduled a public hearing for the June 3, 2024 meeting to review and consider the text amendments.
	Planning Commission	Commission reviewed potential text changes to temporary signs to allow and regulate sidewalk signs.	Commission scheduled a public hearing for the June 3, 2024 meeting to review and consider the text amendments.
	Planning Commission	Commission reviewed Planning Consultant Harvey's memo regarding zoning district consolidation from 19 to 13 districts.	Commission acknowledged this would be a lengthy process and would require evaluation of each district proposed for consolidation.
June 03	Planning Commission	Commission conducted a public hearing regarding proposed changes to the A-1, A-2, and A-O districts.	Commission approved the text amendments and will forward to City Council with and approval recommendation.
	Planning Commission	Commission conducted a public hearing regarding proposed changes to the landscaping requirements.	Commission approved the text amendments and will forward to City Council with and approval recommendation.
	Planning Commission	Commission conducted a public hearing regarding proposed changes to the sign ordinance.	Commission approved the text amendments and will forward to City Council with and approval recommendation.
	Planning Commission	Commission discussed zoning district consolidation project.	Staff to compile a map demonstrating where the consolidated districts would appear assuming no other map changes.

July 01	Planning Commission	King and Harvey presented two visuals demonstrating what zoning consolidation could look like.	Commission consensus was to put a hold on discussions regarding R-R and R-S districts and focus on other district consolidation. King to present additional information regarding R1-A district.
Aug. 05	Planning Commission	Commission reviewed a discussed a site plan from Chad Stora at 1000 Enterprise Drive.	Commission approved the site plan with conditions.
	Planning Commission	Commission continued discussion regarding zoning district consolidation.	No action was taken.
	Planning Commission	King presented information regarding the R1-A district.	Commission requested additional information regarding the R1-A district.
	Planning Commission	Public hearing for rezoning 1117 S Michigan from R-S to R-2.	Commission approved rezoning and referred to City Council with an approval recommendation.
	Planning Commission	Resignation and new member.	Tom Maurer resigned from the Commission effective July 2024. Commission welcomed William Mattson as a new member.
Oct. 07	Planning Commission	Commission reviewed a site plan for Zach Santmier for 128 S. Jefferson Street.	Commission approved the site plan with conditions.
	Planning Commission	Commission reviewed a preliminary site plan and PUD amendment for Woodlawn Meadows Retirement Village II.	Commission scheduled a public hearing for the November 4, 2024 meeting for final site plan review, PUD amendment. Final site condo plan also to be reviewed.
	Administrative Site Plan	King presented administrative site plan reviews for David Koons at 216 N. Broadway, B&T Group at 1012 Enterprise Drive, and Par Tee Ventures at 1550 N. Broadway,	Commission acknowledged the approvals.
	Planning Commission	Nichole Lyke was nominated as Vice-Chair.	Commission voted to elect Lyke as Vice-Chair.

Nov. 04	Planning Commission	Public hearing to review and consider a conditional rezoning request for property located at 1220 W. State St. from B-2 to D-2.	Commission approved the conditional rezoning accepting the conditions that were offered by the applicant GSDQ.
	Planning Commission	Public hearing to review final site plan and PUD amendment from Woodlawn Meadows Retirement Village II.	Commission approved the final site plan and PUD amendment with conditions and will forward to City Council with an approval recommendation.
	Planning Commission	Commission reviewed the preliminary plan for site condominiums from Woodlawn Meadows Retirement Village II	Commission approved the preliminary plan with conditions and will forward to City Council with an approval recommendation.



Regular Council Agenda Item Memorandum

To: Mayor Tossava and City Council

From: Dan King

Subject: Notice and Negotiation of Parcel #08-55-240-105-00 for sale

Meeting Date: January 13, 2025

Recommended Action:

Motion to authorize City staff to prepare a notice informing the public of the availability to purchase parcel #08-55-240-105-00 and authorize the City Manager to negotiate offers for the sale of the parcel.

Background Information:

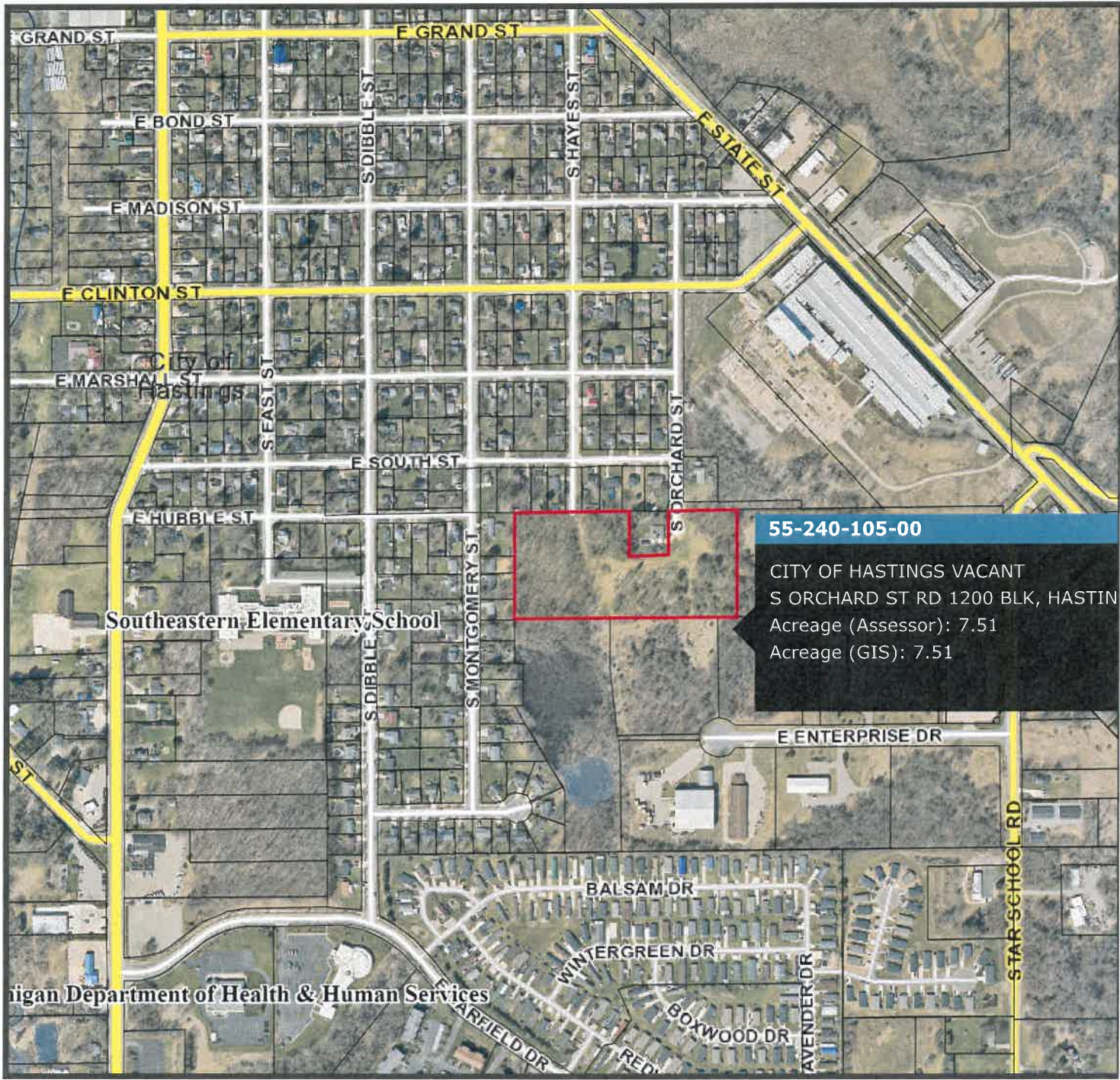
During the February 26, 2024 Council meeting, Council compared proposals from two developers for City owned property at the southern end of Orchard and Hayes Streets identified by tax PP # 08-55-240-105-00. The developer selected at the February 26, 2024 meeting recently completed their due diligence on the property and submitted a notice of recission of interest in the parcel. Per the City's Asset Disposition Policy, the City should once again prepare a notice advising the public the property is available for sale. Upon approval from City Council, staff will prepare such notice. The developer that was not selected during the February 26, 2024 Council meeting has expressed continued interest in the parcel. Staff would bring a negotiated purchase agreement back to City Council for formal acceptance.

Financial Implications:

The sale of the parcel would be a non-recurring revenue source for the General Fund.

Attachments:

- GIS map of parcel



55-240-105-00

CITY OF HASTINGS VACANT
S ORCHARD ST RD 1200 BLK, HASTING
Acreage (Assessor): 7.51
Acreage (GIS): 7.51



Regular Council Agenda Item Memorandum

To: Honorable Mayor and City Council

From: Chief Dale Boulter

Subject: Sponsorship of Police Recruit

Meeting Date: January 13th, 2025

Recommended Action:

Motion to request funds to cover the cost of sponsoring one Employed Recruit for the Spring 2025 Kellogg Community College Regional Police Academy. Total amount being requested is **\$12,902.59**.

Background Information:

For the last several years, nearly every law enforcement agency in the nation, including Hastings PD, has seen a decrease in staffing levels and those willing to get into the field. The days of simply posting an open officer position and accepting multiple applications are over. Nowadays, most recruits graduating from a police academy have already been hired by an agency of their choosing. I would still like to say HPD has not suffered from this trend, but that is unfortunately not the case.

Agencies have continued their recruitment efforts by electing to sponsor individuals to obtain training and state certification through regional police academies. To sponsor someone means to hire them as a fulltime employed recruit, pay their police academy tuition, and pay them an hourly wage to attend the academy.

The benefits to sponsoring individuals is being able to hand pick who we want to work for HPD, to ensure they are a good fit for our community and will support and serve the citizens of Hastings with longevity. We also look for individuals with passion for the job and loyalty to our city. However, sponsorship is not going away, nor is the demand for higher-paying positions and better benefits. Our search and recruiting efforts will also continue for individuals who already hold certifications.

We currently employ three officers who have been sponsored by the City of Hastings. Two of them have been with us for two years and one has completed their first year with the City.



Regular Council Agenda Item Memorandum

Financial Implications:

I have submitted grant paperwork to cover the cost of sending a person to the academy. The majority of the cost associated with the tuition will be covered by the grant should it be authorized. I am not able to guarantee the grant will be awarded but can let you know there is a 10-million-dollar budget for the state of Michigan with this grant. We were also awarded this grant last year to cover the **TOTAL** cost of our sponsored person.

I see no reason we would not qualify for this grant for an opportunity to add to our police roster.

Attachments:

- Purchase Order for Council Approval
- Summary of Billing and Courses for 2025 KCC Regional Training Academy



City of Hastings

73929

201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

PURCHASE ORDER

01/07/25
DATE

Vendor Name Hastings Community College

Department Police

Ship To Address

Vendor Number

Item Description	Account Number	Price	Project Number	Received Y or N
SPRING SEMESTER	101-301-909-000	\$10,287.59		
SUMMER SEMESTER		\$2,512.85		
LICENSEUR EXAM		\$75.00		
TOTAL		\$12,902.59		

Special Instructions

COST OF REGIONAL POLICE ACADEMY

Requested by

Department Head Approval

City Manager Approval

(IF OVER \$300)

DATE

City Council Approval

(IF OVER \$ 5000)

MEETING DATE

Billing

The 19-week Regional Training Academy encompasses two semesters: Summer and Fall. Your department may receive two separate invoices for the 19-week academy. The first invoice would be sent within the first month of the academy and will cover the summer semester classes. The second invoice will be sent after the fall semester begins and will cover those classes.

Spring 2025 Regional Police Academy Courses	Summer 2025 Regional Police Academy Courses
<ul style="list-style-type: none">• CRJU 116-1201 – Physical Training• CRJU 200-1201 – Police Operations 1• CRJU 201-1201 – Criminal Investigations• CRJU 205-1201 – Traffic Control• CRJU 208-1201 – Police Operations 2• CRJU 216-1201 – Defensive Tactics• CRJU 217-8201 – Emergency Vehicle Operations• CRJU 223-1201 – Speed Measurement Enforcement• CRJU 240-1201 – Criminal Law & Procedure• CRJU 299-1231 – MCOLES Review• CRJU 296-1231 – Field Experience	<ul style="list-style-type: none">• CRJU 230-1201 – Firearms 1• CRJU 231-8201 – Firearms 2• EMT 101-1230 – Advanced CPR & First Aid

Academy Cost

Below are the total costs for the academy. A complete breakdown of costs is included.

	In-District	Out-of-District
Spring Semester	\$7,397.24	\$10,287.59
Summer Semester	\$2047.85	\$2,542.85
Licensure Exam	\$75.00	\$75.00
Total Cost	\$9,520.09	\$12,902.59



Regular Council Agenda Item Memorandum

To: City Council

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

Subject: Bridge Design Services – Michigan Avenue

Meeting Date: January 13, 2025

Recommended Action:

Motion to approve the Mannik Smith professional services for the Michigan Avenue Bridge Repair project for the lump sum of **\$27,800**.

Background Information:

The Michigan Avenue Bridge was built in 2011. It was painted white. The white paint is now peeling off and is need of repair. In order to do this, we must hire an engineer that is qualified for bridge construction to plan this project with proper specifications and follow all regulations for permitting. Since it is over a river, the regulations will be quite extensive for both environmental protection, safety, and construction.

Several engineers were contacted to submit proposals. We received three proposals from Mannik Smith (\$27,800), Spicer Group (\$30,000), and Williams & Works (\$47,008).

Financial Implications:

There is \$50,000 in the budget to complete this project. The engineering fee is \$27,800. It is fair to assume that the cost to complete this project will go over the \$50,000 budget. Part of the design fee is to develop a preliminary cost estimate, which will inform us of how much to budget to complete the project.

Attachments:

- Mannik Smith agreement



1345 Monroe Ave. NW, Suite 269, Grand Rapids,
Michigan 49505
Tel: 616.202.2312
www.MannikSmithGroup.com

AGREEMENT FOR PROFESSIONAL SERVICES

MSG Proposal No.: 401.2402741.OP0
Date: December 27, 2024

CLIENT: City of Hastings

CLIENT CONTACT: Travis Tate, Director of Public Services

ADDRESS: 201 E. State Street CITY, STATE ZIP: Hastings, MI 49058

PHONE: 269.945.2468 EMAIL: ttate@hastingsmi.gov

PROJECT NAME: Engineering Services – 2025 Michigan Avenue Bridge Repair

PROJECT UNDERSTANDING:

The Mannik & Smith Group, Inc. (MSG) is providing this proposal for repairs to the Michigan Avenue bridge over the Thornapple River in response to the City's RFP dated December 12, 2024. It is our understanding that the City has allocated \$50,000 to complete the design, bid assistance, construction engineering and inspection (CE&I), and construction activities for this project. There are no state or federal funds currently obligated for this work.

The existing structure is a single span prestressed concrete box beam bridge with reinforced concrete deck and concrete "Texas" style decorative railing, founded on reinforced concrete wall abutments. The concrete stain was applied to all exposed surfaces of the existing abutments, wingwalls, retaining wall, bridge railing, deck, beam fascias, and the underside of the fascia beams. The proposed scope of work includes removal of this concrete stain coating, reapplication of a concrete surface coating, removal and replacement of the existing joint filler, and crack repair. It is the intent of this project to apply a surface coating that will be aesthetically pleasing while requiring less maintenance.

The removal of the existing concrete coating will require extensive effort to contain all material and sand blasting media to prevent contaminating the waters of the Thornapple River. Alternate methods of removal may be a feasible option, but costs associated with sand blasting, or other methods will require investigation to determine the most cost-effective option.

SCOPE OF WORK FOR MSG:

Task 1. Pre-design Activities:

- Feasibility study is recommended to determine if the current funding available is sufficient:
 - Conduct field review to determine crack repair quantities.
 - Prepare a conceptual cost estimate for all work, per the RFP to determine if the available funding is adequate.

Task 2. Design:

- Following review and approval of the feasibility study, we anticipate the submittal of a final log project format deliverable.
- Design of a log project, utilizing existing plan information
- Completed in accordance with 2020 MDOT standard specifications (notes/pay items, special provisions)
- We expect that there will be no CAD work completed, or that this work will be limited to miscellaneous details highlighting the limits of removal and coating on the concrete members.
- Quantity calculations, engineers cost estimate, quantity bid sheet.
- **Utilize City's standard contract and insurance requirement language, compile final design package for bidding.**

Task 3. Bid Assistance:

- Compile short-form bid documents utilizing the **City's standard contract and insurance** requirements. The short-form bid documents will reference MDOT standard specifications as they relate to the project scope.



1345 Monroe Ave. NW, Suite 269, Grand Rapids,
Michigan 49505
Tel: 616.202.2312
www.MannikSmithGroup.com

AGREEMENT FOR PROFESSIONAL SERVICES

MSG Proposal No.: 401.2402741.OP0
Date: December 27, 2024

- Prepare progress clause to be included in bid documents.
- Compile project plans and specifications for bidding.
- Assist with bid advertisement and contractor solicitation. This proposal assumes posting the bid advertisement to **the City's website will be acceptable.**
- MSG can also direct email bridge contractors in the area that may be interested in bidding this project to make them aware of the posting if desired by the City.
- Assist with up to (1) addendum to contract documents following bid advertisement.
- Conduct public bid opening at the City of Hastings.
- Compile bid tabulation, complete bid reviews, and submit written recommendation of award to the City.
- Prepare notice of award.

Task 4. Construction administration, engineering, and inspection:

- This proposal assumes (4) 10-hour days of construction observation and documentation services including travel time. This effort is intended to be coordinated to observe major items of work for conformance to the required specifications.
- Two (2) pay estimates, including one at substantial completion and one final pay estimate.
- Review of all material certifications and submittals to verify materials meet required specifications.
- Coordinate and monitor implementation of change orders.
- Final inspection, closeout, and final pay estimate

Assumptions:

- If the feasibility study indicates additional funding is needed, MSG can assist with the submittal for the MDOT LAP call for projects at an additional cost.
- One (1) submittal of log project/bid package (95% complete following approval of the feasibility study and then final revisions) is included.
- No environmental permitting is included, as we do not anticipate any work below the ordinary high-water mark. If this differs after final design parameters are determined, additional costs for EGLE permitting would apply.
- No utility coordination – any utility within/near repair limits will be protected during construction.
- Maintenance of Traffic (MOT) will be handled with single lane closures and sidewalk closures. No MOT plans will be prepared, only a special provision, notes, MDOT typicals, and quantities. Pedestrians can cross north and south of the bridge, and we will instruct the contractor in a plan note where to place pedestrian detour signing.
- The City will review contractor qualifications and conduct any interviews, if necessary.
- This proposal assumes no attendance at public council meetings will be required.

FEE SCHEDULE:

☐ TIME AND MATERIALS (NOT TO EXCEED)

☒ LUMP SUM

Task:	Fee
Task 1 – Feasibility	\$3,826.00
Task 2 – Design	\$6,953.00
Task 3 – Bidding Assistance	\$5,096.00
Task 4 – Construction	\$11,925.00
Total:	\$27,800.00

PROJECT FEE \$ 27,800.00



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Sarah Moyer-Cale, City Manager

Subject: Training and Additional Modules for Financial Software System

Meeting Date: January 13, 2025

Recommended Action:

Motion to authorize additional services from Civic Systems in an amount not to exceed \$30,000.

Background Information:

Some of the functions of the City's financial processing systems are not only outdated, but also a direct hindrance to efficiently operating city departments. This wastes time and resources for all city departments. Our financial software system is capable of several features that we have not purchased while other parts of the system have been improved since inception, but we need to modernize how they are used and retrain users.

The most prominent time and resource problems that will be resolved with the software improvements can be summarized as follows:

1. Purchase order processing is an entirely manual process. Paper purchase order forms are started by a department member, approved by a department head, delivered to accounts payable for routing, delivered to the finance director for her signature, and anything over \$300 is then sent to the city manager for my signature, before being routed back to the accounts payable office where the duplicate form is removed and sent back to the department. Some departments then have someone scan the documents to record them digitally in a file on our server. The paper form can be sent to as many as seven people and take more than a week for the approval of simple, everyday operating needs. We lose money every day on this process and it is one of the most consistent frustrations of the financial process reported by staff. The new system will allow invoice and purchase order approvals entirely online, substantially expediting the process, ensuring documents are not lost during processing, and enabling timely payment to vendors.



Regular Council Agenda Item Memorandum

2. We have no means of tracking encumbered funds. When we look at the budget to actual reports, we are seeing what funds have actually been expended. It does not include invoices or purchase orders that are approved but not yet paid. This makes it difficult for department heads to see what money remains in their budgets and causes them to need to create and track purchase orders on separate spreadsheets with limited accuracy.
3. The budget process is very inefficient and prone to error. Our process starts with an export of information from the financial system into Excel where a finance department member manipulates the display of information and creates a spreadsheet for each department head. I won't recount the entire process, but it involves many spreadsheets, duplicating information, and many, many emails. There is also greater possibility for error than I am comfortable with. The budget system will allow all this to be completed live with up-to-date, accurate information. The budget can be created completely within the system and does not require spreadsheets or other documents.
4. Once we have implemented the above, we plan to move to "phase two" by adding the community portal function. This will allow us to have paperless utility billing and accept online payments that interact directly with our financial software so a separate import for recording payments is not needed. We will also be able to create an unlimited number of forms. We will be able to eliminate nearly all paper and pdf forms. Customers will also be able to pay any fees associated with the submission of those forms online. The customer portal will create value for city customers and streamline application reviews for staff.

It cannot be overstated how valuable these additional modules will be for improving productivity, transparency, budgetary oversight, and customer convenience. In addition to the module improvements described above, we would like to have online and on-site training for staff. Training will be on existing systems and how to optimize their use, as well as the new systems. A 24-hour training retainer is included in the enclosed summary, but we have increased the request to accommodate additional training that may be necessary.



Regular Council Agenda Item Memorandum

Financial Implications:

The cost of the licensing, new module training, and set-up is \$24,000. Additional training is expected to cost between \$3,600 and \$6,000, making our total request \$30,000. The total could be less, depending on training needs.

Annual fees in future years will total \$7,200/year.

The city will save far more than the cost of the annual fees just in staff time, operating supplies, and mailing costs.

Attachments:

- Training and module cost sheet

	License Fee Purchase Price	Training	Setup	Year one Total	Annual Fees
Online Overview Training					
24 hour retainer		\$ 3,600		\$ 3,600	
New Modules					
miviewpoint AR		\$ 600	\$ 600	\$ 1,200	\$ 900
miViewpoint CR		\$ 600	\$ 600	\$ 1,200	\$ 900
miAP Workflow	\$ 4,500	\$ 900	\$ 900	\$ 6,300	\$ 1,350
miPO workflow	\$ 1,500	\$ 300	\$ 900	\$ 2,700	\$ 450
mibudget	\$ 3,500	\$ 900	\$ 900	\$ 5,300	\$ 1,050
Phase one subtotal:	\$ 9,500	\$ 3,300	\$ 3,900	\$ 16,700	\$ 4,650
Community Portal	\$ 2,500	\$ 300	\$ 900	\$ 3,700	\$ 750
UB & Micellaneous		\$ 450	\$ 150	\$ 600	\$ 600
AR		\$ 450	\$ 150	\$ 600	\$ 300
Custom forms		\$ 1,800	\$ 600	\$ 2,400	\$ 900
Phase two subtotal:	\$ 2,500	\$ 3,000	\$ 1,800	\$ 7,300	\$ 2,550
Total Requested:				\$ 27,600	\$ 7,200



Regular Council Agenda Item Memorandum

To: Honorable Mayor and City Council

From: Chief Dale Boulter

Subject: Traffic Control Order #222

Meeting Date: January 13th, 2025

Recommended Action:

Motion to approve Traffic Control Order #222.

Background Information:

West Court St. west of S. Jefferson St. has parking spots already established on the south side of the roadway. The parking spots along this section of W. Court St. are marked as three-hour time limits.

Highpoint Community Bank will begin construction on their building, causing access to the building to be limited or non-existent from the west parking lot.

Changing two spots over to 15-minute time restricted, will help with the flow of customer traffic during the time of construction.

This will leave three parking spots in this location as designated three-hour time-restricted.

Financial Implications:

The cost of signage and installation to be paid for by Highpoint Community Bank.

Attachments:

- Traffic Control Order #222

CITY OF HASTINGS

Traffic Control Order

#222

In accordance with City Ordinance Section 78-31, 78-32, R28.1126 Rule 153 of the Uniform Traffic Code for Cities, Townships and Villages, & MCL 257.610 an investigation has been made of traffic conditions on:

W. Court St. near the intersection of S. Jefferson St.

An investigation was conducted to review the parking locations on W. Court St. west of S. Jefferson St. The previous roadside parking locations had been previously established as a three-hour time limit.

As a result of the investigation, it is hereby directed that:

On W. Court St. 15-minute parking signs be placed in two spots closest to the intersection of S. Jefferson St. south side of roadway. Thus, leaving the other three remaining spots as established 3-hour limit.

Any Control Orders heretofore made with respect to the foregoing are hereby rescinded and superseded.

This order shall expire 90 days from the date of filing except that upon its approval by the Hastings City Council, it shall not so expire.

This Order becomes effective when signs giving notice of same have been erected.

Moved by _____ Supported by _____, that the above Traffic Control Order be adopted as read.

Dale Boulter
Chief of Police

Date

Council Action _____
Approved or Not Approved

Ayes _____

Nays _____

Absent ___

Date filed with the Clerk

City Clerk



Regular Council Agenda Item Memorandum

To: City Council

From: Fire Chief Mark Jordan

Subject: 2025 Volunteer Fire Capacity (VFC) grant execution

Meeting Date: 1/13/2025

Recommended Action:

Motion to approve the City Manager and Fire Chief to execute a grant contract with the Department of Natural Resources to accept the 2025 Volunteer Fire Capacity (VFC) Grant.

Grant awarded \$10,000 50% Match.

Background Information:

In July 2024, the department applied for a \$10,000 50% matching grant for the 2025 Volunteer Fire Capacity (VFC). The grant was written to purchase wildland fighter fighting clothing. The department has been awarded the grant. We do need to execute a binding contract with the DNR to follow stipulations outlined in the contract. This is a reimbursement grant meaning we will purchase the approved clothing not to exceed \$10,000 and will be reimbursed no more than \$5,000.

Financial Implications:

The 50% of the grant funds are available in the 2025 budget.

Attachments: Quote

FEDERAL FINANCIAL ASSISTANCE
AWARD OF DOMESTIC GRANT 24-DG-11094200-127
Between
DEPARTMENT OF NATURAL RESOURCES
And The
USDA, FOREST SERVICE
EASTERN REGION, STATE, PRIVATE, AND TRIBAL FORESTRY

Program Title: Infrastructure: Michigan Volunteer Fire Assistance

Upon execution of this document, an award to DEPARTMENT OF NATURAL RESOURCES, **hereinafter referred to as "MI DNR,"** in the amount of \$106,631.00, is made under the authority of Cooperative Forestry Assistance Act of 1978, P.L. 95-313 as amended, 16 U.S.C. 2106. The Federal Assistance Listing (formerly Catalog of Federal Domestic Assistance - CFDA) number and name are 10.698- State & Private Forestry Cooperative Fire Assistance. DEPARTMENT OF NATURAL RESOURCES accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated 04/17/2024, and the attached Forest Service provisions, 'Forest Service Award Provisions,' are incorporated into this letter and made a part of this award.

This authority requires a match of 1:1, which your organization has agreed to provide as shown in the attached application, financial plan and narrative.

As a reminder, Volunteer Fire Assistance (VFA) subawards may only be used to provide financial, technical, and related assistance to rural volunteer fire departments to conduct preparedness and mobilization activities, including training, equipping, and otherwise enabling response to requests for the prevention, control and suppression of fires occurring on rural lands and threatening rural communities. **A rural volunteer fire department is defined as "an organized, not for profit, fire protection organization that provides service primarily to a community or city with a population of 10,000 or less or to a rural area, as defined by the Secretary of Agriculture, whose firefighting personnel is 80 percent or more volunteer, and that is recognized as a fire department by the laws of the State."** 16 U.S.C. 2106

JUSTICE 40 INITIATIVE. Executive Order (EO) 14008, Tackling the Climate Crisis at Home and Abroad, was signed on January 27, 2021. This EO commits federal agencies to providing 40% of federal benefits to disadvantaged communities. When the cooperator is considering a sub-award or contract to be executed under this agreement, the cooperator shall consider the requirements of EO 14008, section 223, OMB M-21-28 and OMB-23-09.

All required reports and official correspondence must be sent to SM.FS.R9SPFgrants@usda.gov and the assigned U.S. Forest Service Program Manager for internal record-keeping and processing.



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Michigan Department of Natural Resources/Forest Resources Division

2025 INFRASTRUCTURE VOLUNTEER FIRE CAPACITY PROJECT AGREEMENT

This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between Hastings FD, a local unit of government in the county of Barry, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." Funds are appropriated from 23-DG-11094200-026, a Federal Grant from the United States Forest Service, USDA to the DEPARTMENT to issue grants for projects in the state under the Cooperative Forestry Assistance Act of 1978 for the Volunteer Fire Capacity Program and approved by the Michigan Legislature.

A copy of this Federal award is included as APPENDIX B.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Description: Wildland PPE
Project #: FRD-VFC-00803
Amount of grant: \$4999.00 50% Start Date: Date of Execution by DEPARTMENT
Amount of match: \$4999.00 50% End Date: 08/01/2025
Project Total: \$9998.00

As a precondition to the execution of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT no later than February 7, 2025, or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

Local Government

SIGNED

By: _____

Title: _____

Date: _____

Fire Department

SIGNED

By: _____

Title: _____

Date: _____

SIGMA Vendor Number _____

SIGMA Address ID _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED

By: Matthew Feldpausch

Fire Management Section, 517-614-0435

Date of Execution by DEPARTMENT

WITNESSED

By: Kelly Robbins

Fire Chief:

CONGRATULATIONS! Your fire department has been awarded a grant under the Volunteer Fire Capacity Grant Program. The grant expires August 1, 2025, and will not be extended beyond this date. Attached is the agreement for your department.

IMPORTANT!

- 1.) There will be no invoices/payment verifications accepted after **September 1, 2025**.
NO EXCEPTIONS!
- 2.) Documentation is required for bids on purchases over \$2,500.

Please read carefully and follow the instructions below, paying particular attention to deadline dates:

The Project Agreement: This document informs you of the amount of the grant you are receiving and what item(s) qualify for funding. Please complete the following:

- Fire chief and an official of your local unit of government approve the agreement by signing.
- Enter the SIGMA Vendor Number and SIGMA Address ID. We can only make payment to a local unit of government or a fire authority.
- Below is the link that you follow to add or change your information in SIGMA. The vendor contact information number is 1-888-734-9749, these people deal specifically with SIGMA vendors and should be able to help if you have any questions.
<https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>
- **BEFORE YOU PURCHASE ANY ITEMS!!** Please return a copy of the signed project agreement VIA EMAIL to me by **February 7, 2025**. **Make sure that you fill out SIGMA information and the information on the 2nd page.** A fully executed copy will be returned to you for your records.
- APPENDIX A is not included with this agreement. APPENDIX A is the original application that you submitted.
- APPENDIX B is for your information because as a federal grant recipient, you are aware of the rules and regulations you are required to follow as a recipient of this money.

Grant monies from Project Agreements not signed and returned to this office by the deadline will be reassigned to other fire departments.

Purchasing and Completing Your Project: You may purchase items within the category listed on the project agreement, once you receive your signed agreement. All purchases must be completed by August 1, 2025. Be sure to follow a bid procedure and obtain 3 bids for purchases over \$2,500. You must provide documentation of your bid process (proposals, bid sheets, etc.)

Please follow these steps:

- Order items to be purchased.
- Send in copies of all invoices and payment verification (cashier's checks, money orders, canceled checks, or a copy of the check issued, along with a copy of the bank statement verifying the check was cashed) by **September 1, 2025**. Changes in projects can be made; however, it will require signing an amendment to the project agreement. This will require additional time to complete your project.
- Reimbursement cannot be made to you without all of the required documentation. **Please note that we cannot make reimbursement for purchases made before the enclosed grant agreement is signed, or after it expires.**

Please follow these steps carefully! It will ensure that you receive the grant awarded to you.

Fire Department Reimbursement: When the Project Agreement, copies of all invoices, and payment verification (cashier's checks, money orders, canceled checks, or a copy of the check issued along with a copy of the bank statement verifying the check was cashed) have been received by this office, payment can be made to the community. It is not necessary to wait until the end of the grant period. **The state will reimburse one-half of the total purchase, up to the amount of the grant award.**



Regular Council Agenda Item Memorandum

To: City Council

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

Subject: DPS 2024 Annual Report

Meeting Date: January 13, 2025

Summary:

The Public Services Department had a productive year this year. There were many projects that were completed with success. The entire department, Street Superintendent, Utility Superintendent, Utility staff, Garage Staff, and administrative specialist were instrumental in the outcomes of the projects. Below I will highlight most of the projects that were done.

City Hall:

The year started out with a first floor lobby and general office renovation. Included with this was the mayor's office and the second-floor conference room (because of water damage). This included removing old carpet and placing a new carpet in the first-floor lobby, general office area, mayor's office, and second-floor conference area. Also, the existing cubicles and office furniture were removed and replaced with new cubicle walls and office furniture. DPS garage staff provide the labor and equipment for the demo and removal of most items.

Other projects at city hall was the landscaping in front on the west side of the building and new parking lot lights with the new streetscape style.

Parks Department:

Fish Hatchery Park has started the new restroom project. Foundation and utilities have been completed. Also, trees have been planted to enhance aesthetics of the park.

Bob King Park Tangletown reconstruction project has begun in the design and fundraising phase.



Regular Council Agenda Item Memorandum

DDA Department:

The Streetscape project was completed by late summer. Parking lot 8 was also completed in late Summer/early Fall.

Cemetery Department:

In Mid-Summer Harder-Warner completed a landscaping project at the North main entrance. Later in the Summer and Fall the much anticipated Memorial Space, Phase 1, was completed, except for the curved benches which will be done this winter/spring.

Streets Department:

West State Road from Glenwood to the city limits and Apple Street from Industrial Drive to Market Street was chip sealed. DPS staff also placed sidewalk, curb & gutter and asphalt patch at various locations. Below are interesting numbers compiled by Superintendent of Streets and Construction, Rob Neil:

- Approximately 27 Yards of Concrete was placed by DPS Employees with approx. 160 feet of Curb and about 175 feet of sidewalk.
- 58 tons of hot asphalt mix
- 8 tons of cold patch asphalt
- Approx. 175 yards of black dirt
- Fall cleanup was completed 1 week earlier than in 2023.
- 463 loads of leaves were hauled which is approximately 2100 yds
- 939 hrs. accumulated/combined staff hours to complete Fall Cleanup

Water Department:

A new security system was installed at both water towers to increase security with fences that were installed the previous year. The DWAM Grant was completed in June of this year. Lead line investigations are ongoing and lead line replacements have increased from previous years. Below are some numbers:

- 60 Lead service replacements



Regular Council Agenda Item Memorandum

- 7-Water Main Breaks to begin the winter season to date
- The water plant had 245.191 million gallons of water pumped

Wastewater Department:

There are ongoing projects which include Final Clarifier #2 improvement, Allum Tank System upgrades, and several minor projects have been done. Both projects will be completed this year. We are still waiting for the MAHL study review to be completed by EGLE.

There was 268.47 million gallons of sewage treated and 223 dry tons of sludge hauled.

We are looking forward to upcoming projects this year including:

- East State Street Reconstruction
- Green and Market Street Improvements
- Final Clarifier #2 Upgrade
- Other Major and Local Road Improvements, including chip sealing, sidewalk and curb & gutter.
- Lead Line Replacement Program
- Water Meter Replacement Program
- Michigan Avenue Bridge Repair



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Council Report December 2024

The department responded to 65 calls for service: 33 in the city, 29 in the townships and 3 mutual aids. Our members spent a total of 385 hours responding to calls for service. Total calls for service YTD 765. We have issued 682 burn permits in the townships.

Training

Our members trained a total of 34 hours for the month of December; we focused on low frequency events that require specialized or less frequently used equipment. This included our old set of extrication equipment and a Sked board for removing patients.

Smoke/ CO detector installations

The month of November we visited 12 homes installing 15 smoke alarms and 11 CO alarms.

Department activities

Our call volume continues to increase month over month. Not only with day-to-day calls, but also with high visibility and longer calls that take multiple hours to complete, such as Yankee Bill's restaurant fire.

Since my last report, we have been working diligently to get the 1999 freightliner replaced. We were able to finally get all the pieces in place with the new 2024 HME custom engine to be delivered in January 2025.

In December we added 2 two new members, Ethan Vandyke and Miranda Smith; both graduate from Hastings High School in June. Ethan is already attending the Fire Academy, with Mirand slated to enroll in an EMT course by April. She will then move into her Fire Science class at KCC in the fall. This now puts us at 19 responding fire/medical personnel on the department.

Chief's comments

The 2024 year saw some changes within the department, some better than others. When I look back at July of 2023 and some challenges we faced as a department, looking at the investments and changes both the City and Townships have supported us on. It is truly satisfying to see what the department has accomplished in 18 months and the overwhelming support by the members, governing bodies, and the community overall. As we move into 2025, we still have challenges to overcome but with continued support, we will continue to make changes to how we operate and grow as a department.

Respectfully,

Chief Mark Jordan



City of Hastings Fire Department

Incident Analysis

12/1/2024 - 12/31/2024

INCIDENT TYPE CATEGORY BREAKDOWN AND COMPARISON

Code	Incident Type Series	12/1/2024 - 12/31/2024		12/1/2023 - 12/31/2023
		Occurrences	Percentage	Occurrences
100-199	Fire/Explosion	3	4.6%	1
200-299	Overpressure Rupture	0	0.0%	0
300-399	Rescue Call	27	41.5%	32
400-499	Hazardous Condition	10	15.4%	1
500-599	Service Call	3	4.6%	5
600-699	Good Intent Call	15	23.1%	13
700-799	False Call	7	10.8%	6
800-899	Severe Weather/Natural Disaster	0	0.0%	0
900-999	Special Type/Complaint	0	0.0%	0
	Undetermined Incident Series	0	0.0%	0
	Total	65	100.0%	58

MUTUAL AID DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
Mutual Aid	1	0	2	3	4.6%
Total	1	0	2	3	4.6%

FIRE DISTRICT BREAKDOWN

District	Occurrences	Percentage
Baltimore Twp	3	4.6%
Carlton Twp	2	3.1%
Hastings Twp	6	9.2%
Irving Twp	2	3.1%
Rutland Twp	16	24.6%
Ward 1	11	16.9%
Ward 2	9	13.8%
Ward 3	6	9.2%
Ward 4	7	10.8%
Total	62	95.4%

This report includes "historical records" which were imported from State records and may be incomplete.



City of Hastings Fire Department

Apparatus Summary

12/1/2024 - 12/31/2024

Total Runs for Date Range: 65

RESPONSE TOTALS PER APPARATUS

APPARATUS NAME	TOTAL	%
831	27	41.5 %
832	0	0 %
833	3	4.6 %
8331	0	0 %
834	4	6.2 %
835	21	32.3 %
836	1	1.5 %
837	30	46.2 %
Air Trailer	1	1.5 %
EM82	1	1.5 %
Haz1	0	0 %
LT1	0	0 %
POV	7	10.8 %



City of Hastings Fire Department

NFIRS Reports Analysis

1/1/2024 - 12/31/2024

INCIDENT TYPE CATEGORY BREAKDOWN

Code	Incident Type Series	Occurrences	Percentage
100-199	Fire/Explosion	66	8.6%
200-299	Overpressure Rupture	3	0.4%
300-399	Rescue Call	301	39.4%
400-499	Hazardous Condition	118	15.4%
500-599	Service Call	42	5.5%
600-699	Good Intent Call	158	20.7%
700-799	False Call	76	9.9%
800-899	Severe Weather/Natural Disaster	0	0.0%
900-999	Special Type/Complaint	0	0.0%
Total		764	100.0%

FIRE DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
BALTIMORE TWP	19	24	18	61	8%
CARLTON TWP	13	21	7	41	5.4%
HASTINGS TWP	25	40	43	108	14.1%
IRVING TWP	12	38	13	63	8.2%
RUTLAND TWP	37	45	61	143	18.7%
WARD 1	10	33	32	75	9.8%
WARD 2	15	24	22	61	8%
WARD 3	28	32	29	89	11.6%
WARD 4	18	40	42	100	13.1%
Total	177	297	267	741	97.0%

MUTUAL AID DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
MUTUAL AID	10	3	9	22	2.9%
Total	10	3	9	22	2.9%



City of Hastings Fire Department

Apparatus Summary

1/1/2024 - 12/31/2024

Total Runs for Date Range: 765

RESPONSE TOTALS PER APPARATUS

APPARATUS NAME	TOTAL	%
831	307	40.2 %
832	11	1.4 %
833	76	9.9 %
8331	4	.5 %
834	64	8.4 %
835	411	53.8 %
836	19	2.5 %
837	285	37.3 %
Air Trailer	6	.8 %
EM82	10	1.3 %
Haz1	1	.1 %
LT1	0	0 %
POV	213	27.9 %



Library Director's Report January 6, 2025 Board Meeting

Overview

Welcome to my first report as the new Director. I am excited to step into this new role and look forward to partnering with the Board, the City, and the Townships as we move forward. I will undoubtedly write this differently than Peggy did, so if I omit something you liked seeing, please let me know. I will try to keep reports relatively short and concise to encourage everyone to do a complete read-through. I will also try to separate content into sections for easy browsing if you have a specific topic of interest.

Flood Recovery

See Peggy's December 2 Director's Report for a summary of the flood damage and initial recovery efforts.

During all of the repair work, everything in the workroom had to be removed. The Friends Book Store is temporarily closed to house materials including the Library of Things and file cabinets. The rest of our "stuff" is primarily behind the Circulation Desk and in the upstairs workroom. As of Thursday January 2, we began putting some items back in the main workroom when new carpeting was installed there. Once they finish on Friday January 3, we will begin moving everything back and reopening the Friends Store. We very much look forward to putting everything back where it belongs.

Sunshine Remodeling out of Mason, MI was engaged to repair the drywall, replace insulation, and paint repaired sections in the workroom. They worked from Monday December 16 – Friday December 20. We were very lucky as they delayed other work to prioritize our repairs.

Brown's Carpet One from Hastings, MI was engaged to install new carpeting, vinyl, and cove base molding across the workroom. Sunshine Remodeling also quoted for the carpeting, but Brown's was slightly cheaper and is a local company. They prepped the floors Friday, December 27 and then installed from Tuesday December 30 – Friday January 3.

Before:



After:



We are awaiting a quote for desk reinstallation from Kentwood Office Supply and hope to have that done as soon as possible. We prefer installation be done professionally to ensure it is done correctly.

Insurance

Insurance fully covered the \$12,535.27 cost of Camelot Water Removal, less our \$500 deductible. We have also received a check for \$29,770.13 which will cover the invoice of \$14,142 from Sunshine Remodeling, the estimated \$10,113 from Brown's Carpet One, and other associated small costs such as the plumber, new shelving, etc. An additional \$9,856.11 in recoverable depreciation will also be received once all repairs are complete.

Director Transition

Peggy and I spent quite a bit of time in December transferring knowledge that I did not already have, updating email addresses, contacts, and informing partners of our changeover. I also greatly appreciate that she will be available to answer questions after she leaves. I will continue to cover many of my former tasks as the Assistant Director while my replacement, Tess Allarding, onboards our new Circulation Supervisor.

Staffing

Tess Allarding, the incoming Assistant Director, and Erin Quada, the Youth Librarian, led the effort to find a new Circulation Supervisor. After several interviews and discussions, they landed on Chloe Lewis. Formerly the HPL Board President, Chloe started as the new Circulation Supervisor effective January 2, 2025. Considering her several years working at another library and time on our board, we are very excited to have her experience, new perspective, and energy joining our team.

Reg, our custodian and maintenance man, fell at home in mid-December and has been unable to work due to pain and additional issues discovered while he was at the hospital. Peggy, Ken, Tess, Erin, and I have been keeping up with the basics of trash, vacuuming and the bathrooms. We do not know how long Reg will be out and have requested a release from his doctor before he can return to work. In the meantime, we have received two quotes from local cleaning companies to take over while Reg recovers. I hope to have a company in place early January 2025.

Building Update

While working with the drywaller, a small leak was discovered in the main water line in the mechanical room. The plumber then discovered two bad valves need replacing; both are simply age related. He will return in January to complete the repairs.

We also replaced all of the toilet valves in the building for higher flow to push more water through the system with each flush. This is intended to help reduce the likelihood of a blockage like what led to our flood. The valves had been changed previously to save water and money, but we felt going back was the best decision given recent events.

Staff Reports

Youth Librarian's Report

This month wraps up a year of learning and personal growth in youth services as I come upon my one-year anniversary at HPL. It has been busy: Lake and I hosted over 150 programs for youth of all ages, made changes in the Teen and Children's Rooms, and started new Spanish collections. Not to mention the day to day work of providing service to patrons, maintaining the collection with new titles and weeding, outreach opportunities, and more. The end of the year was a little rocky,

having to cancel programs due to the flooding incident, snow days, and illness, but we made it. We have a lot already planned and have big expectations for 2025!

Marketing and Programming Coordinator's Report

December was a quiet month for programs with only one general/adult program scheduled.

Events:

- Fused Glass Class had 23 participants who have requested more programs like this. The attendees thought the cost for the program (materials only) was reasonable. 2 families, friends (GR, Battle Creek and out of state even met up here), singles and a set of high school friends who had lost touch, reunited.



- A BC resident who is a student was looking for activities to do with her out of state friends. She treated them to this night out while they were visiting from Minnesota & Wisconsin. They all wanted to know what else was coming up, in case they could work another visit around our activities.
- The GotSneaker Donation Box has been in the library through our involvement with the Earth Day committee for a year with great success. Many shoes have been kept out of the garbage and landfills through this partnership and the GotSneaker program. Every time the donations slow, this group and their partnerships increase their marketing without the need for Library time. Our commitment is minimal and the box remains active within a small space.

Marketing

- Quarterly Calendars for the Library & City were completed
- In Process: Winter Reading Challenge & Calvin University January Speaker Series
- In Process: Spring events & marketing

Circulation Supervisor's Report

An offer was extended to Chloe Lewis for the Circulation Supervisor position, and she accepted with a starting date of Thursday, January 2, 2025. We are very excited to have her as part of the team, and to see what fresh ideas she brings to the library. As there will be many transitions happening at the start of the year, I plan to retain the Circulation Supervisor duties during Chloe's onboarding process, then slowly begin handing tasks off to her to oversee.

Peggy and I met multiple times to discuss book ordering, as I will be taking that responsibility over as Assistant Director. We have decided to change one of our large print standing orders to allow me more freedom in selecting the titles we obtain, and to bring more bestsellers to the large print collection.

The flood in the downstairs workroom has provided us with an opportunity to re-evaluate how we've organized our Library of Things items. David and I have spoken about possible shelving and storage options, and are analyzing circulation statistics to determine if some items need to be removed from the collection.

Jingle & Mingle Events

As always, the Library hosted several events over the Jingle & Mingle weekend.

Holiday Market

The December 6 Holiday Market (formerly Art @ the Library) was quite successful this year with a lot of positive feedback from patrons and vendors. We had more than 40 vendors spread over both floors selling everything from ornaments to jewelry to decorations to clothing. The Friends of HPL ran their usual raffle, raising \$365, and an estimated 400+ people came through the building for the event. We also welcomed our regular quintet who played live Christmas music all evening.







Cookies with Santa & Face Painting

Our regular face painter was back on Saturday December 7 to put extra smiles on kids' faces with fun holiday designs.



Santa saw over 300 people come through the Community Room on Saturday December 7, and the kids all enjoyed a frosted cookie provided by the Friends of Hastings Public Library.



Other Programs and Events

Tuesday December 10 saw the retirement open house for Peggy. The flood of people who came to wish her well was heart-warming and well-deserved. The food was great, provided by Yankee Bills before their disastrous fire, and everyone had a good time. Unfortunately, we all enjoyed it

so much, we did not get any pictures, but from this camera shot you can see the crowd:



HPL continued its partnership with Pierce Cedar Creek Institute and served as a pickup location for Winter Activity Kits. PCCI assembles these each year to help keep the kids busy over the long Christmas break. All told, we handed out more than 600 kits for newborns through teens filled with books, games, snacks, and more.

Along with flyers and activity sheets, here are some of the contents for a “0-2 years old” kit:



Hastings Public Library Board of Trustees
DRAFT Minutes
Date: January 6, 2025 - 4:30PM
Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058
Community Room

1. CALL TO ORDER

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

- Board members present: Jane Cybulski, Cloe Oliver, new observing member Brooklyn Strickland, Kelli Newberry, Rebecca Lectka, Sam Cale, Norm Barlow, and Carol Dwyer.
- Also present were David Edelman, new Library Director, and Tess Allering, new Assistant Library Director.

2. AGENDA: Cloe Oliver motioned to approve amended agenda, seconded by Norm Barlow updated items: 4a - officer elections and 10g - Battle Creek Glass letter.

3. MINUTES: Cloe Oliver motioned to approve the amended December 30, 2024, minutes (spelling of Sam Cale's name), seconded by Rebecca Lectka. Motion approved.

4. FINANCIALS:

- a. October and November 2024 Invoices and Budget Report: Cloe Oliver motioned to approve the financials, seconded by Norm Barlow. Motion approved.
- b. Our board is short members from the City of Hastings and the Township of Hastings. Therefore, Jane Cybulski made a motion to approve delaying the election of officers until the next meeting, seconded by Carol Dwyer. Motion failed. Sam Cale motioned to approve Officers, Cloe Oliver – Vice-president, Kelli Newberry – President, Jane Cybulski – Secretary. Motion seconded by Carol Dwyer. Motion approved.

5. LIBRARY DIRECTOR REPORTS: November and December 2024

6. COMMITTEES

- a. Budget and Finance – update on minimum wage increases and sick time accrual effective February 21, 2025.
- b. Building and Grounds -
- c. Personnel -
- d. Policy-
- e. Marketing-

7. NEW BUSINESS

- a. Carol Dwyer motioned to approve the invoice for \$12,535.27 from Camelot Water Removal for clean up after November's flood in the building, Chloe Oliver seconded. Motion approved. Sam Cale-yes, Carol Dwyer-yes, Cloe Oliver-yes, Rebecca Lectka-yes, Jane Cybulski-yes, Norm Barlow-yes.
- b. Norm Barlow motioned to approve the invoice for \$14,142 from Sunshine Remodeling Service for drywall, insulation and painting repair due to the

November flooding in the building Sam Cale seconded. Motion approved. Sam Cale-yes, Carol Dwyer-yes, Cloe Oliver-yes, Rebecca Lectka-yes, Jane Cybulski-yes, Norm Barlow-yes.

- c. Carol Dwyer motioned to approve the estimate of \$10,113 from Brown's Carpeting to install new carpet vinyl, and cover baseboard molding due to the November flooding in the building, Jane Cybulski seconded. Sam Cale-yes, Carol Dwyer-yes, Cloe Oliver-yes, Rebecca Lectka-yes, Jane Cybulski-yes, Norm Barlow-yes. Motion approved.
- d. Review flood expenses and insurance coverage.
- e. Cloe Oliver motioned to consider approving the proposed library staff wage increases due to the mandated increase in Michigan Minimum Wage effective February 21, 2025, seconded by Sam Cale. Motion approved. Sam Cale-yes, Carol Dwyer-yes, Cloe Oliver-yes, Rebecca Lectka-yes, Jane Cybulski-yes, Norm Barlow-yes.
- f. Discuss locking the public restrooms.
- g. Discussed the Battle Creek Glass letter in response to the letter from the Hastings City Attorney.

8. NEXT MEETING DATE

- a. Next board meeting on Monday, February 3, 2025, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 5:43 p.m.