



Regular Council Meeting  
April 8, 2024  
Executive Summary

Item #	Summary
9A-D	<p><b>Description:</b> Items for Action by Unanimous Consent</p> <p><b>Recommended Action:</b> Motion to approve the consent agenda as presented.</p>
10A	<p><b>Description:</b> Chip-Sealing on major and local streets</p> <p><b>Recommended Action:</b> Motion to approve a contract for chip sealing from Ace Asphalt and Paving in the amount of \$178,035.</p>
10B	<p><b>Description:</b> Gasoline Purchase</p> <p><b>Recommended Action:</b> Motion to approve a purchase order for 5,000 gallons of unleaded gasoline from Crystal Flash in the amount of \$13,100.</p>
10C	<p><b>Description:</b> Camera Surveillance System</p> <p><b>Recommended Action:</b> Motion to approve the purchase of a Digital Watchdog CCTV surveillance system from Riverside Integrated Systems Inc. in the amount of \$8,219.</p>



City of *Hastings* Michigan

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

201 E. State Street 49058

Item #	Summary
10D	<p><b>Description:</b> RV Dump Station</p> <p><b>Recommended Action:</b> Consider future operations of the RV Dump Station at the Wastewater Treatment Plant (WWTP) based on recommendations by the city's Utility Superintendent and contracted Wastewater Treatment Plant operator.</p>
10E	<p><b>Description:</b> Set Budget Workshop</p> <p><b>Recommended Action:</b> Motion to schedule the FY 2024-2025 Budget Workshop for Monday, April 22, 2024 at 6:00 PM.</p>

**City Council Agenda**  
**April 8, 2024**

1. Regular meeting called to order at 7:00 PM
2. Roll call
3. Pledge to the flag
- \* 4. Approval of the agenda
- \* 5. Approval of the minutes of the March 25, 2024, regular meeting
- √ 6. Public Hearings: (None)
7. Public Comment:
8. Formal Recognitions and Presentations:
  - A. Mayor Tossava Proclamation and presentation to Linda Maupin, Executive Director from the Family Support Center, for Child Abuse Prevention Month.
  - B. Presentation from Dave Hatfield, Barry County Commissioner.
- √ 9. Items for Action by Unanimous Consent:
  - \* A. Consider the request from the YMCA to hold their yearly summer program at Fish Hatchery Park's Large Pavilion and Fish Hatchery Building from June 17 through August 9, 2024, Monday through Friday, 8:30 AM to 1:00 PM.
  - \* B. Consider acceptance, with regret, the resignation of Councilmember Bill Nesbitt from the Library Board, Airport Commission, Parks and Recreation Committee and Hastings Emergency Services ad hoc committee, effective immediately.
  - \* C. Consider Mayor's appointment of Councilmember Norm Barlow to the Library Board with consent of Council. The term of appointment is April 9, 2024, through December 31, 2025.
  - \* D. Consider Mayor's appointment of Councilmember John Resseguie to the Airport Commission with consent of Council. The term of appointment is April 9, 2024, through December 31, 2025.
- √ 10. Items of Business:
  - \* A. Consider approval of a contract for chip sealing from Ace Asphalt and Paving in the amount of **\$178,035**.

- \* B. Consider approval of a purchase order for 5,000 gallons of unleaded gasoline from Crystal Flash in the amount of **\$13,100**.
- \* C. Consider approval of the purchase of a Digital Watchdog CCTV surveillance system from Riverside Integrated Systems Inc. in the amount of **\$8,219**.
- \* D. Consider future operations of the RV Dump Station at the Wastewater Treatment Plant based on recommendations by the city's Utility Superintendent and contracted Wastewater Treatment Plant operator.
- \* E. Consider scheduling the FY 2024-2025 budget workshop for April 22, 2024, at 6:00 PM.

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

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

√ 13. Reports and Communications:

- \* A. YMCA Updates, March 20, 2024
- \* B. April 2024 Calendar
- \* C. Library Board Minutes, April 1, 2024

14. Public Comment:

15. Mayor and Council comment:

16. Adjourn

\* Items with enclosures.

√ Motion under agenda heading requires roll call vote.

#### Guidelines for Public Comment

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

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

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

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**City Council Minutes**  
**March 25, 2024**

1. Regular meeting called to order at 7:00 PM
2. Roll call  
  
Present at roll call were Barlow, Bowers, Brehm, Furrow, McLean, Nesbitt, Resseguie, and Tossava.  
  
Motion by McLean, with support from Resseguie, to excuse Councilmember Jarvis.  
All ayes. Motion carried.  
  
City staff and appointees present: Bever, Boulter, Jordan, King, Tate, and Moyer-Cale.
3. Pledge to the flag
4. Approval of the agenda  
  
Motion by Resseguie, with support from Barlow, to approve the agenda as presented.  
All ayes. Motion carried.
5. Approval of the minutes of the March 11, 2024, regular meeting  
  
Motion by McLean, with support from Furrow, to approve the minutes of the March 11, 2024, regular meeting.  
  
Ayes: Barlow, Bowers, Brehm, Furrow, McLean, Nesbitt, Resseguie, and Tossava.  
Nays: None.  
Absent: Jarvis.  
Motion carried.
6. Public Hearings: (None)
7. Public Comment:  
  
Joel Ibbotson, Rutland Township – voting/election comments.  
Marty VanHouten – parking issues.
8. Formal Recognitions and Presentations:  
  
A. Dave Hatfield, Barry County Commissioner, did not present tonight.
9. Items for Action by Unanimous Consent:

- A. Receive and place on file eight (8) invoices totaling **\$185,669.97** as detailed in attachments.

Motion by McLean, with support from Nesbitt, to receive and place on file eight (8) invoices totaling **\$185,669.97** as detailed in attachments.

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

Nays: None.

Absent: Jarvis.

Motion carried.

10. Items of Business:

- A. Consider, under direction of staff, the request from the Hastings Downtown Business Team to hold Sidewalk Sales from 10:00 AM to 4:00 PM on Friday, April 19, 2024, and adopt **Resolution 2024-08** to stay the necessary ordinances.

Motion by Brehm, with support from McLean, to approve, under direction of staff, the request from the Hastings Downtown Business Team to hold Sidewalk Sales from 10:00 AM to 4:00 PM on Friday, April 19, 2024, and adopt **Resolution 2024-08** to stay the necessary ordinances.

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

Nays: None.

Absent: Jarvis.

Motion carried.

- B. Consider, under direction of staff, the request from the Hastings Hardball and Softball Club to hold a fundraising event in Fish Hatchery Park on Sunday, May 18, 2024, from 12:00 PM until 5:00 PM and adopt **Resolution 2024-09** to stay the necessary ordinances.

Holly Donnini, HHSC Secretary and FUNdraiser Chair, addressed Council.

Comment from Tossava.

Motion by Barlow, with support from McLean, to approve, under direction of staff, the request from the Hastings Hardball and Softball Club to hold a fundraising event in Fish Hatchery Park on Sunday, May 18, 2024, from 12:00 PM until 5:00 PM and adopt **Resolution 2024-09** to stay the necessary ordinances.

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

Nays: None.

Absent: Jarvis.

Motion carried.

- C. Consider, under direction of staff, the request from Michigan Cyclocross, LLC, to conduct a bicycle cyclocross racing event in Fish Hatchery Park from 8:00 AM to 5:00 PM on Sunday, August 18, 2024, and adopt **Resolution 2024-10** to stay the necessary ordinances.

Jason and Betsy Smith, Michigan Cyclocross LLC, addressed Council.

Questions from Resseguie and Tossava.

Motion by Bowers, with support from Nesbitt, to approve, under direction of staff, the request from Michigan Cyclocross, LLC, to conduct a bicycle cyclocross racing event in Fish Hatchery Park from 8:00 AM to 5:00 PM on Sunday, August 18, 2024, and adopt **Resolution 2024-10** to stay the necessary ordinances.

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

Nays: None.

Absent: Jarvis.

Motion carried.

- D. Consider approval of a proposal to inspect and service the Wastewater Treatment Plant UV disinfection system performed by Piedmont Technical Services (PTS) in the amount of **\$5,650**.

Motion by Barlow, with support from Resseguie, to approve a proposal to inspect and service the Wastewater Treatment Plant UV disinfection system performed by Piedmont Technical Services (PTS) in the amount of **\$5,650**.

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

Nays: None.

Absent: Jarvis.

Motion carried.

- E. Consider approval of a purchase order for asphalt repairs associated with lead water line replacements to be performed by Murray's Asphalt in the amount of **\$6,930**.

Questions and comments from Resseguie and Tossava.

Motion by McLean, with support from Nesbitt, to approve a purchase order for asphalt repairs associated with lead water line replacements to be performed by Murray's Asphalt in the amount of **\$6,930**.

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

Nays: None.

Absent: Jarvis.

Motion carried.

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

Questions and comments from City Manager Moyer-Cale and Tossava.

- \* A. Police Chief Boulter presented his monthly report.
- \* B. City Clerk/Treasurer Bever presented his monthly financial reports.
- \* C. Community Development Director King presented his monthly report.

- √ 13. Reports and Communications:
  - \* A. February 14, 2024, Riverside Cemetery Preservation Advisory Board Minutes  
Motion by Brehm, with support from McLean, to accept and place on file item 13.A.  
All ayes. Motion carried.
- 14. Public Comment:  
Joel Ibbotson, Rutland Township – voting/election comments.
- 15. Mayor and Council comment:  
Comments from Furrow and Bowers.
- 16. Adjourn  
Motion by McLean, with support from Nesbitt, to adjourn at 7:23 PM.  
All ayes. Motion carried.

Read and Approved:

\_\_\_\_\_  
David J. Tossava, Mayor

\_\_\_\_\_  
Christopher R. Bever, City Clerk

DRAFT



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

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## CHILD ABUSE PREVENTION MONTH

- Whereas:** Child abuse and neglect is a serious problem, ranking as one of the greatest risks to the health and well-being of Barry County children; and
- Whereas:** Child abuse and neglect may be the result of various social problems such as inadequate parenting skills, family violence, poverty, family dysfunction, mental health problems, homelessness and crime; and
- Whereas:** The most recent Barry County data from 2022 reported 134 confirmed victims of child abuse and neglect ages 0-17 by Children's Protective Services; and
- Whereas:** The Family Support Center of Barry County has been designated by Michigan's Children Trust Michigan to lead alongside local community-based programs to assist in expediting efforts to prevent child abuse now and in future generations through joint interagency prevention efforts; and
- Whereas:** The most precious and valuable asset of our county is our children, and we must dedicate ourselves, our energy and our resources to the nurturing and protection of these most vulnerable individuals – protecting children and strengthening Barry County families is a shared community responsibility; and
- Whereas:** Community action is needed to help families break the cycle of abuse with small or simple gestures – just by reaching out and showing you care about the children in your family and neighborhood demonstrates that we value our children;


Now, therefore, be it resolved, that I, David J Tossava, Mayor of the City of Hastings, do hereby declare April 2024 as

CHILD ABUSE PREVENTION MONTH IN HASTINGS, MICHIGAN

And I urge all citizens to work together to help reduce child abuse and neglect significantly in the years to come.



IN WITNESS WHEREOF, I have hereunto set my Hand and caused the Official Seal of the City of Hastings, Michigan, to be affixed this 8<sup>th</sup> day of APRIL 2024

  
\_\_\_\_\_  
David J Tossava, Mayor



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA OF BARRY COUNTY

9.A

Dear Sarah Moyer-Cale,

The YMCA of Barry County would like to make a SUMMER request for the following:

**SUMMER PLAYGROUND: JUNE 17-AUGUST 9**

FISH HATCHERY PARK, LARGE PAVILION, FISH HATCHERY BUILDING

Monday-Friday

8:30am-1:00pm

Sincerely,

Gina McMahon  
Recreation & Outreach Director  
YMCA of Barry County  
269-945-4574  
March 18, 2024

March 25, 2024

Mayor Tossava,

This letter serves as my official notice of resignation, effective immediately, from the following boards and commissions: Hastings City Library Board, Hastings / Barry County Airport Commission, Hastings Parks and Recreation Committee and Hastings Emergency Services ad hoc committee.

It is my intent currently to serve out the remainder of my term as 1<sup>st</sup> ward councilman to the best of my ability.

Thank you for your prompt consideration in the reassignments as requested.

  
William Nesbitt



# Regular Council Agenda Item Memorandum

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

**From: Rob Neil Superintendent of Streets**

**Subject: 2024 Chip Sealing Contract**

**Meeting Date: April 8, 2024**

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Recommended Action:

Motion to approve a contract for chip sealing from Ace Asphalt and Paving in the amount of \$178,035.

Background Information:

It has been approximately 10-15 years since the city completed any chip sealing on its roads. This chip seal project is anticipated to be the beginning of a maintenance program to continue to maintain the roads in the city to extend their useful life.

Three companies were contacted for quotes, two of which did not respond. Therefore, we are recommending approval of the contract with Ace Asphalt and Paving.

Financial implications:

This is an approved fiscal year 2023/2024 budget item in the city's Major and Local Streets Funds the amount of \$175,000, with a remaining balance of \$159,499. Additional funds of \$18,536 would come from savings from snow removal costs.

Attachments:

- Attachment from Ace Asphalt & Paving
- Maps of Area

LICENSED  
INSURED  
REFERENCES  
HOT RUBBERIZED  
CHIP SEALING  
STONE



SEAL COATING  
RESIDENTIAL  
PARKING AREAS  
DRIVEWAYS  
GRADING  
COMMERCIAL

CELL: 517-862-8937 OFFICE: 888-913-6999

**ACE ASPHALT & PAVING**  
**CONTRACT PROPOSAL AND AGREEMENT**  
Make Checks Payable to Don Burke

We hereby submit specifications and estimates for the following work at the following price:

RECYCLED ASPHALT     OVER STONE     CHIP SEAL PAVING     LRA MIX (Limestone Rock Asphalt)     HOT MIX

Date: 4-1 20 24

In agreement with: CITY OF HASTINGS  
Located at: 301 COURT ST. HASTINGS  
It is agreed that contractor will install: CHIP SEAL

Phone: \_\_\_\_\_

1. Grading needed to prepare job. X
2. Gravel needed to prepare job. X
3. ~~Blacktop to be laid approximately 1/2-2" thick.~~  
Then rolled to finish with power roller.

**SPECIFICATIONS**

4.  Prep & Compact Road Base patch AS Needed
5.  Install #1 Course HFS2 Hot Liquid Asphalt
6.  Install & Roll 51a9-3-8 Chip Stone
7.  Install #2 Course HFS2 Hot Liquid Asphalt
8.  Install & Roll #2 Course 51a9-3-8 Chip Stone
9.  150 Shot Rate(s)
10.  Labor & Materials

For consideration of \$ 178,035.00 to be paid in full upon completion of job.

The sum of \$ 78,000 paid in advance, \$ 100,305 is the balance due.

This proposal will constitute a contract if signed and accepted by purchaser. If for any reason customer decided not to have said job done, twenty percent of contract price will be paid by purchaser plus 100% of cost of services rendered.

All work to be completed as agreed in specification above. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge, over and above the estimate. No guarantees or warranties either expressed or implied against any appearance of any vegetation, low spots or water, cracks caused by compaction, joints or seams, tire marks, power steering marks, cracks, material or workmanship unless otherwise noted on specifications. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to be responsible for his base. Owner to carry fire, tornado and other necessary insurance. Our works are fully covered by insurance. Owner responsible for obtaining applicable permits.

PAYABLE TO: \_\_\_\_\_

Signed by: \_\_\_\_\_ PURCHASER

Signed by: [Signature] CONTRACTOR

Signed by: \_\_\_\_\_ JOINT PURCHASER

CUSTOMER AGREES TO ALLOW ACE TO DISPLAY YARD SIGN FOR (30) (60) (90) DAYS



Market St.

U-Rent-Em Canoe Livery



Industrial Park Dr

Hastings Riverwalk

Thomas St

W Apple St

W Apple St

W Apple St

W Apple St

W Apple St



McDonald's  
Stop By  
McDonald's Today



Buckland Insurance



Taco Bell  
Fast Food • S



O'Reilly Auto Parts  
Shop At O'Reilly  
Auto Parts

Cass St.



Wendy's  
Wendy's -  
We Got You

S M 43 Hwy

W State St

W State St



S M 43 Hwy

W State St

ey



Transit

Corewell Health  
Pennock Hospital...



Applebee's Grill + Bar



Family Fare Supermarket  
Order for pickup  
or delivery



W Court St

S Washington St



Barry County's



Riverside Cemetery North



Riverside Cemetery South

W State Rd

Thornapple

Starting point will be just west of Glenwood





# Regular Council Agenda Item Memorandum

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

**From: Rob Neil Superintendent of Streets**

**Subject: Unleaded Gasoline**

**Meeting Date: April 8, 2024**

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Recommended Action:

Motion to approve a purchase order for 5,000 gallons of unleaded gasoline from Crystal Flash in the amount of \$13,100.

Background Information:

Unleaded gasoline was last purchased in November 2023, and the city has approximately 1,100 gallons remaining. Gasoline is currently at \$2.63 per gallon as of April 2, 2024, and varies daily. This purchase would be for approximately 5,000 gallons of unleaded gasoline.

Financial Implications:

Unleaded fuel is budgeted in the equipment fund for fiscal year 2023/2024. Departments that utilize the fuel station reimburse the equipment fund for the use of fuel.

Attachments:

- Estimate from Crystal Flash



City of Hastings  
Attn: Robert Neil  
Price Notice from Crystal Flash  
Effective At 03/29/24 18:00

Crystal Flash - Bringing the Energy that Fuels Your Success  
Reliable.Flexible.Expert.

DESTINATION:	Product	Price	Tax	Delivered
5001 - 9999 gals no additive	PremiumCLR	2.8179	0.0100	2.8279
5001 - 9999 gals w/additive	Reg Gas	2.6182	0.0100	2.6282
5001 - 9999 gals w/additive	PremiumCLR	2.8579	0.0100	2.8679
Above 10000 gals no additive	PremiumCLR	2.8079	0.0100	2.8179
Above 10000 gals w/additive	Reg Gas	2.6082	0.0100	2.6182
Above 10000 gals w/additive	PremiumCLR	2.8479	0.0100	2.8579
Below 5000 gals no additive	PremiumCLR	2.8279	0.0100	2.8379
Below 5000 gals w/additive	Reg Gas	2.6282	0.0100	2.6382
Below 5000 gals w/additive	PremiumCLR	2.8679	0.0100	2.8779

Prices are based on current suppliers' cost and market conditions. The pricing is subject to product availability from a specific supply terminal. Due to events beyond our control, we reserve the right to re-quote the pricing based on changes that may occur.

It is preferred that you please call the transport department at 877-457-3527 to place your order and to verify that the prices have not changed due to the current market conditions.

Crystal Flash assures that it will fill the order at the quoted price barring any unforeseen mid-day price changes or errors, with the understanding that there is to be a 24 hour window for the delivery to be made.

Thank you for the opportunity to serve you.

John Price  
616-291-2303  
johnp@crystalflash.com



# Regular Council Agenda Item Memorandum

**To: Honorable Mayor and City Council**

**From: Chief Dale Boulter**

**Subject: Purchase of CCTV Surveillance System**

**Meeting Date: April 8, 2024**

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## Recommended Action:

Motion to approve the purchase of a Digital Watchdog CCTV surveillance system from Riverside Integrated Systems Inc. in the amount of \$8,219.

## Background Information:

The current Bosch CCTV surveillance system in use was originally designed and installed to operate the surveillance cameras at the Thornapple Plaza. The system was then moved to the police department and modified to accommodate all city hall cameras along with the Thornapple Plaza cameras for a total of 21 cameras. This was done to offset the cost of purchasing a second system for city hall as the system in use at the time had failed.

The modification and relocation of equipment worked and has worked for the last several years. Unfortunately, the current system has failed and is only operating on limited ability to record data. Technicians were called and attempts were made to repair the system. The technicians were not able to repair the system but have it temporarily recording data with no guarantees of how long it will last.

The surveillance system has been utilized on several occasions for city hall and for criminal prosecution along with the required continuous monitoring of the DEA drug box. The surveillance system is also utilized for safety and security of city hall, and Thornapple Plaza 24/7.

## Financial Implications:

This was not a budgeted item as we could not predict failure of the current system as with any other electronic piece of equipment. The total price of purchase and installation of the Digital



# Regular Council Agenda Item Memorandum

Watchdog system is \$8,219. If necessary, staff will present a budget amendment for City Council approval before the current fiscal year end to account for this purchase.

## Attachments:

- Quote from Riverside Integrated Systems Inc.

Wednesday, April 03, 2024

Dale Boulter  
**Hastings City Hall & Police Department**  
 201 E. State Street  
 Hastings, MI 49058

**Reference: #27916-24**  
**RE: Hastings City Hall and Police Department – NVR Replacement**

Dear Dale:

Riverside Integrated Systems, Inc. is pleased to submit the proposal for the requested CCTV Surveillance System NVR Replacement for the project referenced above. It has been determined in Service Ticket #JS-116702 that the Bosch DIVAR 3000 will need to be replaced.

We propose a CCTV Surveillance System from Digital Watchdog. A Digital Watchdog CCTV System combines a network recorder, storage array, client workstation, and integrated software for affordable, simple and reliable HD video management. With an all-in-one design and no annual maintenance agreement for support or software upgrades, the cost of ownership for a Digital Watchdog system is up to 45% less than other systems. The system as quoted can support up to 32 cameras total. The Digital Watchdog CCTV System is designed to be viewed remotely from any computer with a compatible web browser or iPad, iPhone and Android smartphone App for remote-based management. **The Digital Watchdog CCTV System has no recurring cost for licensing, software support, or the remote smart phone/tablet app.**

**The IP CCTV Surveillance System would consist of the following:**

**Head End Equipment:**

- 1 - Digital Watchdog DW-BJDX316T Blackjack DX3 NVR, Windows OS, 16TB HDD
- 1 - Digital Watchdog DW-ENHD16 16-Channel Analog to IP Encoder
- 1 - Necessary Recording Licenses for Existing Cameras
- \* - Necessary installation labor & materials
- \* - Necessary programming, testing & training

**Total Price - Above Listed Items & Installation----- \$ 8,219.00**

**Proposal Accepted By \_\_\_\_\_ Date Accepted \_\_\_\_\_**

**Scope of Work:**

Replace the existing NVR and Analog Encoder. The Owner is to provide necessary power in the Electrical room for the system head end. The Owner is to provide a connection to the existing IT network with a static IP address at the NVR. This assumes the existing IT network is in good working condition and can accommodate the new CCTV system. Any modifications to the existing IT network are the responsibility of the Owner and are not included in this quote.

The CCTV system is intended to be monitored using an owner-provided computer or hand held device. These devices are to be provided by the Owner and must meet the minimum system requirements as detailed in the attached NVR data sheet.



Digital Watchdog currently supports remote viewing of video using Windows PC, Apple iPhone & iPad, and certain Android devices. Riverside Integrated Systems cannot guarantee ongoing support by Digital Watchdog for these platforms. Future revisions to the operating systems of these devices may require updates to the Digital Watchdog app. As these updates become available from Digital Watchdog they can be installed by the owner or, if desired, can be installed by Riverside on a paid service basis.

Program, configure, and test the new system and train Owner on use. Training is to take place at the time of system completion.

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**The following qualifiers apply to all work quoted:**

This proposal does not include any permits, inspections, or submittals. If the AHJ requests or requires these items, they will be provided at additional cost.

All work to be completed during normal working hours.

This quote does not include the patching or painting of walls, if necessary.

Any necessary raceway, riser or conduit will be provided at additional cost.

Thank you for your consideration of our proposal. If you should have any questions please feel free to call.

Sincerely,  
RIVERSIDE INTEGRATED SYSTEMS, INC.

Kevin Nguyen  
Sales Representative

**UNLESS CHANGES ARE AGREED TO OTHERWISE IN WRITING BY ALL PARTIES  
THE FOLLOWING TERMS AND CONDITIONS SHALL APPLY:**

1. ALL INVOICES WILL BE PAID AS PER THE TERMS LISTED THEREON. IN THE EVENT OF LATE OR DELINQUENT PAYMENTS, THE CONTRACTEE LISTED ON THE FACE OF THIS CONTRACT (HEREIN AFTER REFERRED TO AS "CUSTOMER" AGREES TO PAY INTEREST ON THE OUTSTANDING BALANCE AT THE RATE OF 1-112% PER MONTH (18% ANNUAL). SHOULD SUIT OR OTHER ACTION BE INITIATED TO COLLECT PAST DUE SUMS, THE CUSTOMER AGREES TO PAY COURT COSTS AND / OR REASONABLE ATTORNEY'S FEES AND / OR COLLECTION FEES INCURRED IN THE COLLECTION PROCESS. SAID FEES TO BE ADDED TO THE OUTSTANDING BALANCE.
2. RIVERSIDE INTEGRATED SYSTEMS, INC. RESERVES THE RIGHT TO TERMINATE THIS CONTRACT AND DISCONTINUE SERVICE DUE TO NONPAYMENT OR NON PERFORMANCE BY THE CUSTOMER, AND THE CUSTOMER ACCEPTS AND ASSUMES FULL RESPONSIBILITY FOR SUCH ACTION.
3. ACCESS WILL BE PROVIDED BY THE CUSTOMER TO ANY LOCKED OR INACCESSIBLE EQUIPMENT, SYSTEMS, OR AREAS.
4. ANY EMERGENCY SERVICE REQUIRED BY THE LOCAL AUTHORITY HAVING JURISDICTION, ITS PERSONNEL, OR ANY UPGRADES MANDATED BY THE CITY, COUNTY, STATE, FEDERAL GOVERNMENT, OR ANY OTHER AGENCY, AFTER THE DATE OF THE QUOTE, SHALL BE CHARGED TO AND PAID FOR BY THE CUSTOMER ACCORDINGLY.
5. IN THE CASE WHERE BEFORE, DURING, OR AFTER THE EXECUTION OF THIS CONTRACT, THE SYSTEM IS PARTIALLY OR WHOLLY INOPERABLE, IT IS THE RESPONSIBILITY OF THE CUSTOMER TO NOTIFY ALL AFFECTED PERSONS, OCCUPANTS, AND / OR TENANTS; AND PROVIDE 24 HOUR FIRE WATCH, AND ANY OTHER REQUIRED, OR DESIRED PROTECTION.
6. THE CUSTOMER AGREES TO PROVIDE ALL REQUIRED POWER CONNECTIONS TO THE PANELS AND POWER SUPPLIES. DEDICATED PHONE LINES FOR SYSTEM MONITORING. CURRENT AND UPDATED NUMBERS AND PERSONNEL UPDATES, AND INFORMATION ABOUT UPGRADES OR CHANGES TO THE EXISTING SYSTEM.
7. ALL EQUIPMENT THAT IS BEING REPLACED WILL BE REMOVED AND DISPOSED OF BY RIVERSIDE INTEGRATED SYSTEMS, INC.
8. IT IS THE RESPONSIBILITY OF THE CUSTOMER TO DISCLOSE ANY WAGE REQUIREMENTS (IE: PREVAILING WAGE) PRIOR TO THE BIDDING PROCESS. AS THIS MAY AFFECT THE COST OF THE JOB.
9. THE PRICE OF THIS QUOTE IS BASED ON RIVERSIDE INTEGRATED SYSTEMS, INC. INTERPRETATION OF THE PLANS, SPECIFICATIONS, AND APPLICABLE LOCAL REQUIREMENTS AS OF THE DATE OF THE QUOTATION AND INCLUDES THE MATERIAL AND LABOR LISTED ONLY. THIS PRICE DOES NOT INCLUDE PERFORMANCE OR ANY OTHER BOND. ADDITIONAL INSPECTIONS, MATERIAL, OR LABOR WILL BE CHARGED FOR AT THE CURRENT TIME AND MATERIAL RATES IN ADDITION TO THE CONTRACT PRICE.
10. WHEN CONNECTIONS TO OTHER SYSTEMS OR TRADES ARE REQUIRED, RIVERSIDE INTEGRATED SYSTEMS, INC. WILL COMPLETE THE REQUIRED CONNECTIONS UP TO THE DEVICE OR RELAY COIL. ACTUAL TERMINATION TO THE DEVICE MUST BE COMPLETED BY THE OTHER TRADES AND IS NOT INCLUDED IN THIS CONTRACT (IE: ELEVATOR CONTROL, FAN MOTORS, DAMPERS, ETC.).
11. THE CUSTOMER MUST PROVIDE A COMPLETE SET OF PLANS AND SPECIFICATIONS TO RIVERSIDE INTEGRATED SYSTEMS, INC. IF PLANS ARE CAD, A DISC MUST BE PROVIDED UNLESS OTHERWISE SPECIFIED. AN ENGINEERS STAMP IS NOT INCLUDED.
12. UNLESS SPECIFIED DIFFERENTLY, THE FOLLOWING ITEMS ARE NOT INCLUDED AND MUST BE SUPPLIED AND / OR INSTALLED BY THE CUSTOMER, PATCHING, PAINTING, PLAN LAYOUTS, APPROVALS, PERMITS, PARKING FEES OR CHARGES, ROUGH-IN OR ANY OTHER CONDUIT, 120 VAC POWER TO THE CONTROL PANELS AND OTHER EQUIPMENT, CEILING TILE REMOVAL OR REPLACEMENT, CONCRETE CUTTING OR CORING, SCAFFOLD OR SPECIAL LIFTS, SINGLE STATION SMOKE DETECTORS, WATER FLOW, TAMPER SWITCHES, ELEVATOR SMOKE DETECTORS, OR FLOW BELLS.
13. THIS CONTRACT DOES NOT INCLUDE PROVISIONS FOR ANY SPECIAL CIRCUMSTANCES SUCH AS ASBESTOS, TOXIC CONDITIONS, ETC.
14. **BACK CHARGES WILL NOT BE ALLOWED FOR ANY REASON.** IF THE CUSTOMER HAS REASON TO BELIEVE THAT RIVERSIDE INTEGRATED SYSTEMS, INC. OR ITS PERSONNEL, ARE RESPONSIBLE FOR ANY DAMAGE, THE CUSTOMER MUST NOTIFY RIVERSIDE INTEGRATED SYSTEMS, INC. IMMEDIATELY AND IN WRITING. THE CUSTOMER WILL NOT WITHHOLD ANY AMOUNT THAT EXCEEDS THE VALUE OF ANY DISPUTED ITEM.
15. RIVERSIDE INTEGRATED SYSTEMS, INC. CARRIES AND MAINTAINS ALL REQUIRED INSURANCE COVERAGE. HOWEVER, IF THE CUSTOMER DESIRES LIMITS OTHER THAN THE STANDARD COVERAGE OR AMOUNTS, OR DESIRES A PRIMARY CLAUSE ON THE RIVERSIDE INTEGRATED SYSTEMS, INC. POLICY, THE ADDITIONAL COST SHALL BE CHARGED TO AND PAID FOR BY THE CUSTOMER.
16. IN CASES OF UPGRADES, MODIFICATIONS, REPAIRS, AND / OR TESTING OF THE SYSTEMS, WHERE THE UPGRADES, MODIFICATIONS, REPAIRS AND / OR TESTING DOES NOT RECTIFY ALL EXISTING DEFICIENCIES OF THE SYSTEM, RIVERSIDE INTEGRATED SYSTEMS, INC. WARRANTS THE INTEGRITY OF THE WORK PERFORMED ONLY UNDER THE TERMS AND CONDITIONS OF THE RIVERSIDE INTEGRATED SYSTEMS, INC. LIMITED WARRANTY.
17. RIVERSIDE INTEGRATED SYSTEMS, INC. SHALL NOT BE LIABLE FOR ANY LOSS OR DAMAGE CAUSED. NOR INCUR ANY LIABILITY FOR, ANY DELAY IN RESPONSE TIME OR NON - RESPONSE OF POLICE, FIRE, OF OTHER AUTHORITIES, INSTITUTIONS, OR INDIVIDUALS NOTIFIED BY RIVERSIDE INTEGRATED SYSTEMS, INC.
18. RIVERSIDE INTEGRATED SYSTEMS, INC. SHALL NOT BE OBLIGATED TO PERFORM ANY MONITORING SERVICE HEREUNDER DURING ANY TIME WHEN THE TELEPHONE, TELEPHONE EQUIPMENT, INTERNET OR CELLULAR SIGNAL SHALL NOT BE WORKING SINCE SIGNALS ARE RECEIVED SOLELY BY MEANS OF TELEPHONE, INTERNET OR CELLULAR COMMUNICATION, THE ACTUAL RECEIPT AND RE-TRANSMISSION OF ANY AND ALL ALARM SIGNALS ARE SUBCONTRACTED TO AND PERFORMED BY MICHIGAN MONITORING COMPANY, 2681 INDUSTRIAL ROW DRIVE, TROY, MI 48064.
19. THIS PROPOSAL IS VALID FOR 14 DAYS AND DOES NOT INCLUDE ANY APPLICABLE SALES TAX OR SHIPPING FEES UNLESS OTHERWISE STATED. ALL MATERIALS MUST BE PURCHASED PRIOR TO THE END OF THE CURRENT CALENDAR YEAR.
20. THE CUSTOMER HEREBY RELEASES, DISCHARGES, AND / OR AGREES TO HOLD RIVERSIDE INTEGRATED SYSTEMS, INC. HARMLESS FROM ANY AND ALL CLAIMS, LIABILITIES, DAMAGES, LOSS, OR EXPENSES, ARISING FROM OR CAUSED BY ANY HAZARD RESULTING FROM OR RELATED FROM OR RELATED TO THIS CONTRACT, WHETHER SAID CLAIM IS MADE BY THE CUSTOMER, ITS AGENTS, INSURANCE COMPANY, OR BY ANY OTHER PARTIES CLAIMING UNDER OR THROUGH THE CUSTOMER. THE CUSTOMER AGREES TO INDEMNIFY RIVERSIDE INTEGRATED SYSTEMS, INC. AGAINST, DEFEND AND HOLD RIVERSIDE INTEGRATED SYSTEMS, INC. HARMLESS FROM ANY CLAIMS FOR SUBROGATION WHICH MAY BE BROUGHT AGAINST RIVERSIDE INTEGRATED SYSTEMS, INC. BY ANY INSURER, INSURANCE COMPANY, ITS AGENTS, OR ASSIGNS, INCLUDES PAYMENTS OF ALL DAMAGES, EXPENSES, COSTS, AND ATTORNEY'S FEES.
21. UNLESS OTHERWISE STATED LABOR IS BASED ON THE WORKING HOURS FROM 7:00 AM TO 4:30 PM, MONDAY THROUGH FRIDAY AND DOES NOT INCLUDE ANY PREMIUM TIME, OVERTIME, WEEKENDS, OR HOLIDAYS. OUR NORMAL SERVICE RATE FOR SYSTEMS UNDER CONTRACT IS **\$99.00 PER HOUR, PORTAL-TO-PORTAL**, DURING NORMAL BUSINESS HOURS. OUR EMERGENCY RATE FOR AFTER NORMAL BUSINESS HOURS, WEEKEND, AND HOLIDAYS IS **\$155.00 PER HOUR, 2 HOUR MINIMUM**. PORTAL-TO-PORTAL. ALL RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE DUE TO UNFORESEEN ECONOMIC CIRCUMSTANCES.
22. THE CUSTOMER AGREES TO ALL THE TERMS AND CONDITIONS OF THE PROPOSAL. ACCEPTANCE OF THE PROPOSAL CAN BE A SIGNATURE, PURCHASE ORDER, OR CONTRACT. EVEN IF CUSTOMER'S CONTRACT STATES OTHERWISE, THE RIVERSIDE INTEGRATED SYSTEMS, INC. TERMS AND CONDITIONS WILL APPLY.

**MECHANICS LIEN NOTICE**

IF BILLS ARE NOT PAID IN FULL FOR THE LABOR, SERVICES, EQUIPMENT, MATERIALS FURNISHED, OR TO BE FURNISHED: A MECHANICS LIEN LEADING TO THE LOSS, THROUGH COURT FORECLOSURE PROCEEDINGS, OF ALL OR PART OF THE PROPERTY BEING SO IMPROVED MAYBE PLACED AGAINST THE PROPERTY.

**LIMITED WARRANTY**

RIVERSIDE INTEGRATED SYSTEMS, INC. WARRANTS ITS PRODUCTS TO BE FREE FROM DEFECTS IN MATERIAL OR WORKMANSHIP FOR TWELVE (12) MONTHS FROM THE DATE OF INSTALLATION, UNDER NORMAL USE AND SERVICE DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY, 7:00 AM TO 4:30 PM. THIS WARRANTY IS VOID IF THE PRODUCT IS ALTERED, REPAIRED, OR SERVICED BY ANYONE OTHER THAN RIVERSIDE INTEGRATED SYSTEMS, INC. THIS GUARANTEE DOES NOT, OF COURSE, APPLY TO DAMAGE CAUSED BY MISUSE, ABUSE, ACCIDENTS, ACTS OF GOD, RIOTS, CIVIL UNREST, OR ANY OTHER CONDITION OUT OF RIVERSIDE INTEGRATED SYSTEMS CONTROL. ON ALARM CONDITIONS CAUSED BY ANYTHING OTHER THAN DEFECTIVE EQUIPMENT (IE: MANUAL PULL STATIONS, SMOKE DETECTORS, DETECTING SMOKE, INSECTS, DIRT OR INTRUSION DEVICES MISUSED), MAINTENANCE ON WEEKENDS, HOLIDAYS, OR OTHER THAN NORMAL BUSINESS HOURS, IS AVAILABLE AT THE PREVAILING RATES.

THIS WRITING CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE CUSTOMER AND RIVERSIDE INTEGRATED SYSTEMS, INC.; RIVERSIDE INTEGRATED SYSTEMS, INC. DOES NOT REPRESENT THAT ITS PRODUCTS WILL PREVENT ANY LOSS BY FIRE OR OTHER WISE, OR THAT THE PRODUCT WILL IN ALL CASES, PROVIDE THE PROTECTION FOR WHICH IT IS INSTALLED OR INTENDED. THE CUSTOMER ACKNOWLEDGES THAT RIVERSIDE INTEGRATED SYSTEMS, INC. IS NOT AN INSURER AND ASSUMES NO RISK FOR LOSS OR DAMAGE OR THE COST OF ANY INCONVENIENCE, TRANSPORTATION DAMAGES, MISUSE, ABUSE, ACCIDENT, OR SIMILAR INCIDENT. THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED, OF THE DESCRIPTION OF THE FACE HEREOF. ALL IMPLIED WARRANTIES MADE BY RIVERSIDE INTEGRATED SYSTEMS, INC. IN CONNECTION WITH THE PRODUCTS, INCLUDING THE WARRANTY OF MERCHANTABILITY, ARE LIMITED IN DURATION TO A PERIOD OF TWELVE (12) MONTHS FROM THE DATE OF INSTALLATION. UNDER NO CIRCUMSTANCES SHALL RIVERSIDE INTEGRATED SYSTEMS, INC. BE LIABLE FOR ANY LOSS OF OR DAMAGE TO PROPERTY, DIRECT, INCIDENTAL OR CONSEQUENTIAL, ARISING OUT OF THE USE OF OR INABILITY TO USE THIS PRODUCT. FURTHERMORE, RIVERSIDE INTEGRATED SYSTEMS, INC. SHALL NOT BE LIABLE FOR ANY PERSONAL INJURY WHICH ARISES IN THE COURSE OF, OR AS A RESULT OF COMMERCIAL OR INDUSTRIAL USE.

**POST WARRANTY**

CHARGES BASED ON TIME AND MATERIAL: THE CUSTOMER WILL BE BILLED AT THE PREVAILING RATE FOR EITHER NORMAL BUSINESS HOURS CALL OR AN EMERGENCY CALL.

**MONITORING TERMS**

1. **MONTHLY RATES:** MONTHLY MONITORING FEES FOR 24 HOUR CENTRAL STATION MONITORING OF THE SYSTEM SHALL BE BILLED AND PAID FOR ONE YEAR IN ADVANCE. UPON THE EXPIRATION AS PER THE CONTRACT, ALL TERMS OF THIS CONTRACT WILL AUTOMATICALLY RENEW AND CONTINUE ON A YEARLY BASIS AND WILL BE BILLED AND PAID FOR ONE YEAR IN ADVANCE. CANCELLATION BY EITHER PARTY, WILL BE IN WRITING IN LESS THAN THIRTY (30) DAYS BEFORE THE EXPIRATION DATE.
2. **PERMITS, FEES:** THE CUSTOMER IS RESPONSIBLE FOR OBTAINING PERMITS, FOR HAVING A SECURITY SYSTEM THAT MAYBE REQUIRED BY THE LOCAL JURISDICTION, AND PAYING ANY FEES ASSOCIATED WITH OBTAINING THIS PERMIT.
3. **TAXES, FINES, LICENSES:** THE CUSTOMER ACKNOWLEDGES THAT ALL CHARGES SET FORTH HEREIN ARE BASED UPON EXISTING PREVAILING, STATE, AND LOCAL TAXES. RIVERSIDE INTEGRATED SYSTEMS, INC. SHALL HAVE THE RIGHT, AT ANY TIME: TO INCREASE THE MONTHLY CHARGES PROVIDED HEREIN TO REFLECT ANY ADDITIONAL TAXES, FINES, LICENSES, OR CHARGES WHICH HEREAFTER MAY BE IMPOSED ON RIVERSIDE INTEGRATED SYSTEMS, INC. BY ANY UTILITY OR GOVERNMENTAL AGENCY RELATED TO THE SERVICE PROVIDED UNDER THIS AGREEMENT, AND THE CUSTOMER AGREES TO THE SAME.

It is agreed that Riverside Integrated Systems, Inc., is not an insurer and the customer is paying for the value of the service provided only, and that it is not the intention of the parties that Riverside Integrated Systems, Inc. assume responsibility for any loss occasioned by misfeasance in the performance of the services under this contract, or for any loss or damage sustained or any liability on the part of Riverside Integrated Systems, Inc., by virtue of this agreement of because of the relation hereby established. If there shall, notwithstanding the above provisions, at the time be or arise liability on the part of Riverside Integrated Systems, Inc., by virtue of this agreement of because of the relation hereby established, whether due to the negligence of Riverside Integrated Systems, Inc. or otherwise, such liability is and shall be limited to and fixed at the sum of Two Hundred Fifty Dollars (\$250.00) as and for liquidated damages, such liabilities as herein set forth is fixed as liquidated damages and not as a penalty and this liability shall be complete and exclusive. The customer agrees to provide and keep in full force and effect insurance which will be primary for any and all occurrences or losses.



# Regular Council Agenda Item Memorandum

**To: City Council**

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

**Subject: Future Operations of the RV Dump Station at the Wastewater Treatment Plant**

**Meeting Date: April 8, 2024**

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**Recommended Action:**

Consider future operations of the RV Dump Station at the Wastewater Treatment Plant (WWTP) based on recommendations by the city's Utility Superintendent and contracted Wastewater Treatment Plant operator.

**Background Information:**

There are several issues with operating the RV Dump Station, which is undocumented and unattended. Issues are listed below:

- EGLE Violation issued October 2023 – For exceeding ammonia/nitrogen levels.
  - Lack of pretreatment.
  - Septic stage and concentration of the waste that is delivered
- Currently, we cannot guarantee monitoring of the waste dumped. DPS has staff there but may be busy doing essential duties at the plant.
- We currently do not have a fee for treating this waste. To continue this service, we will have to come up with an appropriate fee, which staff has yet to calculate. City hall staff would also have to collect the fee and schedule dumping at the WWTP.
- Routine maintenance costs.

The City can resolve these issues by dedicating funds for capital improvements that would satisfy staff and EGLE concerns. Please read Ford Hamman's letter to me for further description of what could be required if the RV Dump Station is left open with recommended improvements (Item 6).



# Regular Council Agenda Item Memorandum

## Financial Implications:

There would be no or minimal cost to close the RV Dump Station at the WWTP. Estimated costs to continue to keep the site open and operate properly range from several thousand dollars to \$250,000.

## Attachments:

- IAI (Ford Hamman) Letter dated March 27<sup>th</sup>, 2024





**INFRASTRUCTURE  
ALTERNATIVES, INC.**

27<sup>th</sup> March, 2024

Mr. Travis Tate  
Director of Public Services  
City of Hastings  
201 East State Street  
Hastings, MI 49058

**Subject: Wastewater Treatment Facility RV Dump Station**

Dear Mr. Tate:

The purpose of this composition is to stipulate the conditions, complications and concerns associated with the existing RV Dump Station, of which we have had previous conversations. With the impending 1<sup>st</sup> of May seasonal reopening of the Station, I believe several items must be addressed. They are listed in the following by order of importance:

1. During a Compliance Inspection in August 2023 and the subsequent October 2023 Violation Notice issued by representatives of the State of Michigan-EGLE, concerns were expressed over several operational aspects of the dump station. These concerns were precipitated by NPDES permit exceedances/violations of ammonia/nitrogen levels on the 4<sup>th</sup> and 7<sup>th</sup> of May 2023, as well as the 4<sup>th</sup> of July 2023.
2. It is quite strongly reasoned that the slug feeding aspect of the dump station directly and immediately, without pretreatment to the influent of the treatment facility, was a major contributory factor in these events due to the concentrated, septic RV wastes received.
3. With the unmonitored and complete ease of access to the general public, it is extremely difficult to track or record who is utilizing the dump station as well as the quantity or constituency of what is being dumped. Again, with no means to retain this waste it is impossible to pretreat in any manner.
4. Since no fees are charged for this service, the City of Hastings is essentially providing free waste treatment to all, along with unlimited, nonmetered drinking water to everyone due to the fill station that is also located at the dump station.
5. There are maintenance costs absorbed as well by the City, in signage erected each season, replacement parts for the station due to breakage and occasional clean-up.

(continued)



**INFRASTRUCTURE  
ALTERNATIVES, INC.**

6. To resolve the afore-mentioned points and assuage the concerns of EGLE will require several actions and measures to occur, which are enumerated in the following:
- A. An extensive, accurate survey of usage of the dump station by the public will need to be conducted, which will require constant close monitoring, new requirements or rules enacted before anyone may discharge, plus new signage purchased and erected. This is needed to quantify a baseline of usage in order to formulate a preliminary engineering report (PER). All of this will require a substantial amount of staff time and City resources.
  - B. Any improvement or modification of the station will require engineering, EGLE Part 41 permitting, design/plan review and approval before any action can be taken.
  - C. Due to the small footprint of the wastewater facility and limited open space available, the existing dump station would need to be demolished for advancement of any improvement or modification. This would most likely involve for pretreatment purposes; a retention vessel, coarse bubble aerators and blower for mixing, possibly a transfer pump if gravity return is not feasible, as well as all the associated electrical, piping, controls and various other appurtenances.
  - D. I have consulted with the Engineering Manager at Infrastructure Alternatives, Inc. (IAI) on this matter. She advised that IAI was involved with a similar project in 2021 for a southwestern Michigan municipality. Construction costs were approximately \$200,000, plus engineering costs that were approximately \$20,000. There was no demolition of any existing site in that project. Thus, we concluded at minimum \$250,000 would be an accurate amount involved in this situation with current market conditions and similarity of project scope. Consequently, primarily due to the seasonal operation of an RV dump station, there would be no or very little return on investment (ROI) if fees were charged for dump station usage.

(continued)



**INFRASTRUCTURE  
ALTERNATIVES, INC.**

In conclusion, there are campgrounds in the nearby surrounding vicinity that have RV Dump Stations which can be utilized for this service. Therefore, I vehemently recommend the City of Hastings WWTF RV Dump Station be eliminated from operation/service for the benefit of all concerned. Should you require further information or comment, I shall willingly oblige.

Respectfully,

**INFRASTRUCTURE ALTERNATIVES, INC.**

Ford Hamman,  
Senior Project Manager – Contract Operations



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Budget Workshop**

**Meeting Date: April 8, 2024**

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**Recommended Action:**

Motion to schedule the FY 2024-2025 Budget Workshop for Monday, April 22, 2024 at 6:00pm.

**Background Information:**

Prior to the adoption of the budget, the City Manager typically presents the budget at a workshop session of the council. Modifications to the budget proposal are often made as a result of feedback from the council. The budget calendar places this on the schedule prior to the next regular council meeting.

**Financial Implications:**

None.

**Attachments:**

None.



# 2024 April Council Report

**To: The City Council**

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

**Subject: DPS Monthly Council Report**

**Meeting Date: April 8, 2024**

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**Compost Facility:**

The Compost Facility will open to the public Monday, April 1, 2024 between the hours of 3 PM and 6 PM. The proposed hours will be Mondays, 3 PM to 6 PM, and Saturday, 9 AM to 2 PM. DPS is considering changing hours and adding another weeknight to provide the public more opportunity and make staff's time more efficient.

**Spring Leaf & Brush Pick-up:**

This is scheduled to start April 15. DPS typically starts at the Garage and works there way South and East. Then they typically work West of Hanover Street until everything South of the Thornapple is completed. Then they begin in the Northeast quadrant of the city, North of the River, and finally work West in the Northwest quadrant. This will take approximately 3 weeks to complete. This is allowed for only residents (one or two family units), so multifamily residential, businesses, medical, industrial, governmental organization, non-governmental organizations, ect., must take care of their own yard waste. We ask residents not to place yard waste at the curb until about 1-2 weeks before DPS gets to their house. DPS updates daily on where they have completed and where they are going for the next day. This is posted on the city's website, facebook and WBCH. Time permitting DPS will complete a second round of pickup.

**DDA Streetscape Project:**

Katerberg VerHage has most of the concrete poured on the North and South side of State Street for the west block of the project. Landscaping crew will come in mid-April to install brick pavers before Barry Roubaix. They will continue moving East on the South side 3-4 weeks at a time.

**Green and Market Street Improvements Project:**

Moore & Bruggink, Inc. are continuing to work on preliminary layout and utility design.



# 2024 April Council Report

## **DWAM Lead Line Replacement Program:**

DPS will begin this month with approximately 25 services to be replaced East of Michigan, West of Hanover, South of State Road and North of the Thornapple River. We are planning on budgeting 100 – 90 service replacements for next fiscal year. The RFP will go out in May '24.

## **DWSRF and USDA Loan Applications:**

Moore & Bruggink, the consulting engineer is preparing USDA RD Loan applications and DWSRF Plan application this Spring.

## **Upcoming Spring Projects:**

- **Chip Seal for Apple Street (Boltwood to Broadway, & Broadway to Industrial Park) and West State Road (Glenwood to West City Limits).**
- **Lead Line Replacement Program**
- **Valve Exercising Program**
- **PASER Ratings**
- **Elevated Storage Tanks Security System**
- **Cemetery Memorial Design-Bid**
- **Small Urban Project – East State Road – Preliminary Design**
- **Parking Lot 8 Improvement**

## **Upcoming Summer Projects:**

- **Parking Lot 8 Improvement**
- **Cemetery Memorial Wall Construction**
- **WTP Generator Wall**
- **Streetline Painting**
- **Final Clarifier #2 Upgrade Engineering**

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

Respectfully,

Travis Tate, P.E.

DPS Director

City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Report for March 2024

The department responded to a total of 51 calls for service in March: 18 in the city, 31 in the townships and 1 mutual aid. Total calls for service in 2024 are 198.

**Training**

In March, our members trained a total of 36 hours. We welcomed a DNR officer who gave us a refresher of wildland fire fighting. This refresher was also open for the county so others could take advantage of the training. Medically, we brought an outside trainer in to update our medical staff on the new Barry County protocols; once again, we hosted other department members to take advantage of the training.

**Smoke/ CO detector installations**

We installed 18 smoke detectors and 9 carbon monoxide detectors in March. We are continuing to push and increase awareness to this program, which is sponsored by the State and the United Way.

**Department activities**

The month of March kept the calls for service at a slower pace. Mercy ambulance doing a good job keeping ALS trucks available and purchasing new equipment has slowed their need for us to assist on many calls. We are continuing our annual inspections and pre plans.

**Chief's comments**

The week of March 18<sup>th</sup>, I was able to attend a 36-hour class paid for by a grant from NISTA. The class was for certification as a National Child Passenger Safety Technician. This allows us to assist residents with child car seats and hold public events including giving seats to residents that are in need and without the means to obtain the correct child seat. I was chosen to be a County Training Coordinator for the state for fire training activities.

Respectfully,

Chief Mark Jordan



**City of Hastings Fire Department**  
**NFIRS Reports Analysis**  
3/1/2024 - 3/31/2024

**INCIDENT TYPE CATEGORY BREAKDOWN**

Code	Incident Type Series	Occurrences	Percentage
100-199	Fire/Explosion	5	9.8%
200-299	Overpressure Rupture	0	0.0%
300-399	Rescue Call	23	45.1%
400-499	Hazardous Condition	2	3.9%
500-599	Service Call	5	9.8%
600-699	Good Intent Call	13	25.5%
700-799	False Call	3	5.9%
800-899	Severe Weather/Natural Disaster	0	0.0%
900-999	Special Type/Complaint	0	0.0%
	<b>Total</b>	<b>51</b>	<b>100.0%</b>

**FIRE DISTRICT BREAKDOWN**

District	Occurrences	Percentage
Baltimore Twp	5	9.8%
Carlton Twp	1	2%
Hastings Twp	5	9.8%
Irving Twp	5	9.8%
Rutland Twp	16	31.4%
Ward 1	4	7.8%
Ward 2	2	3.9%
Ward 3	3	5.9%
Ward 4	9	17.6%
<b>Total</b>	<b>50</b>	<b>98%</b>

**MUTUAL AID DISTRICT BREAKDOWN**

District	Fire	EMS	Other	Total	Percentage
Mutual Aid	0	0	1	1	2%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>2%</b>



# City of Hastings Fire Department

## Apparatus Summary

3/1/2024 - 3/31/2024

831	Engine	20	39.2%
832	Engine	0	0%
833	Grass Truck	5	9.8%
831	Grass Truck	0	0%
834	Tanker	5	9.8%
835	Chief/Command	28	54.9%
836	Aerial	0	0%
837	Rescue	20	39.2%
Air	Trailer EM	0	0%
EM 82	EM Pickup	0	0%
Haz1	EM Trailer	0	0%
LT1	Light Tower	0	0%
POV	Personal Vehicles	18	35%



## Library Director's Report for the April 4, 2024 Board Meeting

It's hard to believe the first quarter of 2024 is over. March was a month packed with programs and construction details. Erin and Barbara will tell you about the programs and I'll cover construction.

Eckhoff DeVries wrapped up the painting by the middle of the month. They came back one last time to finish the areas on the punch list. I had a patron comment on how the build looks very clean and fresh.

As I told you in my last report, the windows are all in. It is wonderful to see the sunlight streaming in. The window sills are in place and look great. The base boards in the main room needing to be replaced have been installed. I want to thank the Acker Building Company for doing an amazing job of matching the stain on the new boards with the old. You can't tell the difference.

DHE, our HVAC contractor, will be air balancing the building sometime before April 5. They will also start the air conditioning for the first time since the new units were installed to make sure everything is working properly. Kyle Badge, who works for Pulse, the company that manages the controls on our HVAC system, did a study of the building and found some of the in-floor fans and systems are not working properly. This may explain why the community room doesn't cool enough when groups are using it. He will be determining what's wrong, then we'll get it fixed.

Customized Cleaning Service started the work of cleaning the building on March 25. It's amazing how much better the shelves and counter tops are looking. As decided, the Library will be closed April 4-6 for the carpet and upholstery to be cleaned and have time to dry.

I submitted the 2024-2025 budget to the City on March 16, then met with the City Manager and Treasurer to review it and answer any questions they had. They will include our budget with the rest of the City departments for approval by City Council in May.

Ken Petto is our new library assistant. He started March 5. Tess, our circulation supervisor, will tell you more about him.

### **Assistant Director, David Edelman's report:**

Another busy month in library land. Besides all of the window related work that Peggy will recap, here are some of the things from my world this month:

- **AI and Libraries:** I attended a very interesting virtual conference all about libraries and how they are using AI. Part 2 is scheduled in April. I learned a lot about various tools and how libraries are using AI to make them more efficient and assist patrons. It also brought to light potential needs for official policy on AI and discussions around both privacy and controlling usage. We will be looking into these questions during 2024.
- **Local History:** A volunteer completed auditing a collection of hundreds of random photos and slides to identify what pertained to Barry County and what did not. She then contacted other institutions to see if they wanted materials that were more appropriate for them to have, and most agreed to take them. We are now in the process of mailing them out and are happy these items will have good homes.
- **Digital Literacy:** An Excel class on 3/6 had 3 attendees who seemed to enjoy learning. The current class schedule for the Spring is iOS Apps (4/3), Browser Basics & More (5/1), and Editing Photos on Your Phone (6/5).
- **Training:** Tess and I have started to rebuild the training program for new hire onboarding. Much more to come, but we are aiming for July completion.
- **Display TV:** A new TV has been installed in the south entrance lobby. At the moment it displays the same marketing messages as the other two TVs by the copy room and north entrance, but we are looking at leveraging it for unique content.

#### **Circulation Supervisor, Tess Allarding's report:**

After interviewing two candidates for the open Library Assistant position, we made an offer to Kenneth (Ken) Petto, and he started on March 5<sup>th</sup>. He is still working on completing his onboarding training, but he has worked several desk shifts independently, and so far has proven to be an excellent member of the team! Ken has picked up our processes very quickly, and has asked meaningful questions. His flexibility has made his transition into Megan's shifts quite seamless, as he is able to take on all the shifts that Megan worked. As Ken has been getting acclimated to this new role, I have taken on the job of processing magazines, which Megan had done previously. I plan to transition this responsibility to Ken once he's more settled. I have complete confidence that he will excel at the task.

Before the start of the new year, David told me about another library that was using Beanstack (the website/app we use for our reading challenges) to organize their onboarding and other staff training. After David and I discussed Ken's onboarding, we decided we would like to utilize Beanstack for any future onboarding, given that it is a service we are already paying for. We are still in the planning stage, but we have a rough outline of what we will include in the initial training. Our goal is to have everything finalized by the end of the summer. This will allow us to have a uniform initial training for all staff that they can access as needed.

In the middle of the month I attended a three-hour Readers' Advisory webinar, and was exposed to some excellent ideas I believe the library can use when helping our patrons find their next reads. Some of my favorite ideas were a book "Wheel of Fortune" where the patron can spin a wheel to determine their next book, and a display that patrons can contribute to, where they write down their most recent read and why they loved or hated it. Keep an eye out in the future to see how we utilize some of these ideas!

## Marketing & Adult Services, Barbara Haywood's report:

- March is National Quilt Month and HPL joined the 2024 Library Quilt Tour by displaying quilted wonders from our Crafting Passions group. Along with that, Bob Burghdoff, local woodworker and musician, displayed his Art Prize entry of violins made from matchsticks. These art displays stopped many patrons in their tracks to admire the workmanship.



- The local Earth Day celebration continues with 93 families registering to receive and plant 189 saplings provided by the "Neighborhood Forest: giving trees to children" program. They will be picked up at the Library on Earth Day April 22. Other Earth Day activities planned here:
  - Barry County Recycling will provide all families who pick up trees with a recycling guide to recycling locations within Barry County.
  - Display window will educate patrons on recycling what's in their garbage bag.
  - I represent the Library as a member of the "Barry County Earth Day Alliance."
- March's "Lift Every Voice" programs led to a 3-monthly discussion of books the deal with equity and inclusion. On March 27 we had nine people meet to discuss *The Night Watchman* by Louise Erdrich
  - I represent the Library as a member of Lift Every Voice.

## Youth Services Librarian, Erin Quada's reports:

March was a busy month in the youth department!

March is Reading Month

- We had 115 kids register for the reading challenge

- As of 3/25/24, over 21,000 minutes of reading had been logged!
- I attended Family Reading Night at three of the four elementary schools and shared information about the library with over 200 people: Library of Things, Jr., Read-Along collection, and up-coming programs. I also handed out flyers about summer reading which included our tentative schedule of events.



#### Eclipse Program with KAS

- Richard Bell, president of the Kalamazoo Astronomical Society, kicked off our eclipse programming with a spectacular presentation on March 2<sup>nd</sup>.
- About 90 people attended (HPL holds the record for attendance at his eclipse programs this spring). Attendees received eclipse glasses provided through a grant.

#### DIY Neon Signs

- We had a full registration (10) with more people on the waiting list for this teen event, unfortunately only 4 showed up. They had a great time.

#### Lego Club

- We had 31 people attend and build. Our theme was Space.
- We couldn't put the builds on display because of the construction cleaning going on, so lots of parents and kiddos took pictures to remember their creations. I let them know they could display their skills again in April.



#### Young Authors Book Launch

- Nine kids from 3<sup>rd</sup> through 5<sup>th</sup> grade worked with Paige in the fall to write, illustrate, and publish their own books.

- Books were printed through funds from the Hastings Rotary Club, which provided a book to each child, each of their schools, and the Library. Families were able to purchase as many copies of their child's book as they wanted.
- We hosted a "Book Launch" so the kids could share their books with family and friends, sign autographs, and be recognized for their achievement. Over 75 people attended!
- The books will be on display in the library for the month of April.



### Science Storytime

- Ellen, the Community Program Manager from Pierce Cedar Creek Institute co-presented our eclipse themed storytime on March 22.
- We read books and did activities focused on eclipse safety and all ten attendees received eclipse glasses.

### Reading is Fundamental

- Read a story and provided an activity to the six Community Action Head Start classes on 3/26/24.
- Gave away 68 books.
- Had 5 volunteers who gave a total of 17 hours of their time to help with this program.

### April Special Activities:

- 2<sup>nd</sup> – Spring Break LEGO Day, 10:00am-noon.
- 3<sup>rd</sup> – Spring Break Eclipse program, 10:00am-noon.  
*Free eclipse glasses will be given out at this event.*
- 8<sup>th</sup> – Solar Eclipse, Live steaming in community room, 2:00-4:00pm.
- 10<sup>th</sup> – Teen Sewing, 4:00pm.
- 13<sup>th</sup> – Friends Tea (ticketed event), 2:00-3:30pm.
- 22<sup>nd</sup> – Earth Day Tree Distribution, all day.
- 22<sup>nd</sup> – Earth Day Movie, 5:00-8:00pm.
- 25<sup>th</sup>-27<sup>th</sup> – Jazz Festival in the community room.

**Monthly Statistics - February 2024**  
**Net Promoter Score\*: 81**



**Physical Library Visits**

LY Month	5,908
TY Month	7,332
YTD	51,967


**Library Card Holders**

	City	Hastings Twp	Rutland Twp	Non-Resident
Total	3,134	889	1,175	98
New	27	6	9	1



**Volunteer Hours**

LY Month	254
TY Month	295
YTD	1,263


**Item Circulation**

	Children's	Non-Children's	Mobile	Total
LY Month	2,719	3,081	432	6,232
TY Month	2,496	2,563	-	5,059
YTD	22,009	22,495	2,997	47,501



**Wireless Sessions**

LY Month	790
TY Month	792
YTD	6,375


**Inter-Library Loans**

	To HPL	From HPL	Total
LY Month	592	408	1,000
TY Month	377	458	835
YTD	3,305	3,142	6,447




**Library of Things**

	TY Month	YTD
LOT	45	287
Hotspots	26	188
Museums	1	5



**Virtual Programs**

	Offered	Attendance
Virtual	-	-
In Person	27	739
Total	27	739



**Digital Downloads**

LY Month	1,680
TY Month	2,445
YTD	18,052


  


**Computer Sessions**

	Adult	Kids	Teen	M Room
LY Month	302	56	50	12
TY Month	-	-	-	-
YTD	2,745	615	842	26

**Miscellaneous**

	TY Month	YTD
Princh Documents	125	1,275
Study Room Usage	18	170
Non-HPL Community Room Usage	34	159

**Websites**

	Sessions	Users	Page Views
HPL	2,305	1,535	4,156
TY Month	2,705	1,845	4,917
YTD	18,413	12,310	31,310
BCHP	404	177	1,672
TY Month	3,290	1,215	26,533

\* Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/21): 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good



# Regular Council Agenda Item Memorandum

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

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Recommended Action:

Background Information:

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

- Wrapped up March Board of Review meetings and delivery of the assessment roll to County Equalization
- Conducting a study on commercial properties to ensure our record cards reflect accurate business uses and values
- In the process of visiting all open building permits
- Will be reviewing rental properties

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

Respectfully submitted,

*Debbie Rashid*

Financial Implications:

Attachments:



March 20, 2024

YMCA Updates for the City of Hastings

- **Spring Sports:** Registration is now open; enrollment goal for 2024 is 950 (the 2023 goal of 930 was met/exceeded).
- **2024 Summer Camp registrations:** registration opened October 14; camp registration is nearing maximum capacity.
- **Adult and Family programming:** goal for 2024 is 300 participants; 2023 goal was met (269; up from 158 in 2022).

Other Updates:

- Building purchase (2350 Iroquois Trail) – the purchase has been finalized; work is ongoing! The exterior site plan is finalized and interior plans/redesign work is nearing completion.
- Staff has been more active with community outreach and has participated in several career fairs and outreach events throughout the winter.
- May 4, 2024: YMCA is hosting a Healthy Kids Day at Camp. This is a free event – please join us!

Respectfully submitted,

Jon Sporer, CEO

Nichole Lyke, YMCA Board Secretary



# APRIL

13.B

2024

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

**Hastings Public Library Board of Trustees  
Minutes**

**Date: April 1, 2024 – 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 Chloe Kelly at 4:31 p.m.

- Board members present: Jane Cybulski, Carol Dwyer, Sam Cale, Chloe Kelly, Rebecca Lectka, Bill Nesbitt, and Cloe Oliver. Not present were Brenda Stacy, and Kelli Newberry.
- Also present were Peggy Hemerling and David Edelman.

2. AGENDA: No changes.

3. MINUTES: Carol Dwyer motioned to approve the March 4, 2024, minutes, seconded by Sam Cale. Motion approved.

4. FINANCIALS:

- a. February 2024 Invoices and Budget Report: Jane Cybulski motioned to approve the financials, seconded by Rebecca Lectka. Motion approved.

5. LIBRARY DIRECTOR REPORTS: February 2024

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –
- c. Personnel –
- d. Policy –
- e. Marketing-

7. NEW BUSINESS

- a. Carol Dwyer motioned to approve the proposal from Katerberg VerHage to install landscaping irrigation for \$13,283.00, seconded by Bill Nesbitt. Motion amended to include expected warranty life of 15 years. Roll call vote: Carol Dwyer – Yes, Cloe Oliver – Yes, Jane Cybulski – Yes, Bill Nesbitt – Yes, Rebecca Lectka – Yes. Motion approved.

b.

8. NEXT MEETING DATE

- a. Next board meeting on Monday, May 6, 2024, at 4:30 p.m.

9. ADJOURNMENT: Meeting was adjourned at 5:07 p.m.