



City of *Hastings* Michigan

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

201 E. State Street 49058

Regular Council Meeting  
April 14, 2025  
Executive Summary

Item #	Summary
9A-B	<b>Description:</b> Items for Action by Unanimous Consent  <b>Recommended Action:</b> Motion to approve the consent agenda as presented.
10A	<b>Description:</b> Purchase of Security Doors  <b>Recommended Action:</b> Motion to approve the purchase and installation of four doors by Discount Lock and Door Installation in the amount of <b>\$5,250.</b>
10B	<b>Description:</b> Purchase of Replacement Bulbs from Trojan for the UV System  <b>Recommended Action:</b> Motion to approve the proposal from Trojan to purchase new bulbs for the wastewater UV system in the amount of <b>\$9,602.88.</b>
10C	<b>Description:</b> Repairs to Fuel Island System  <b>Recommended Action:</b> Motion to approve Rohr Gasoline Equipment Company to make repairs to fuel island not to exceed <b>\$14,805.05.</b>



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Item #	Summary
10D	<b>Description:</b> Filter Media Automatic Flushing System  <b>Recommended Action:</b> Motion to approve the proposal from Integrated Controls for the purchase and installation of three Signet Insertion flow meters on wells 1, 3, & 4 for <b>\$18,769.61.</b>
10E	<b>Description:</b> Root Control  <b>Recommended Action:</b> Motion to approve a 2025 Root Control for approximately 10,428 ft of sanitary sewer main lines from Perceptive Services and Operations in the amount of <b>\$28,677.</b>
10F	<b>Description:</b> Purchase of Approved Pump from Detroit Pump  <b>Recommended Action:</b> Motion to approve quote from Detroit Pump for the purchase of an aluminum sulfate heater/pump skid in the amount of <b>\$31,685.</b>
10G	<b>Description:</b> West Woodlawn Asphalt Patching  <b>Recommended Action:</b> Motion to approve the milling and patching of West Woodlawn Avenue from Lakeland Asphalt for <b>\$49,900.</b>
10H	<b>Description:</b> WWTP Truck Purchase #40  <b>Recommended Action:</b> Motion to approve the purchase from Fox Ford for a 2024 Ford F20 4x4 crew cab pickup, and upfit of vehicle from Truck and Trailer Specialties in the total amount of <b>\$56,589.</b>



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Item #	Summary
10I	<p><b>Description:</b> Downtown Business Team Rock the Block Street Dance Request</p> <p><b>Recommended Action:</b> Motion to approve, under the direction of staff, the request from the Downtown Business Team (DBT) to conduct three (3) separate Block Party-Street Dances from 6:00 PM until 10:00 PM on <b>Saturday, May 10, 2025, Saturday, July 12, 2025, and Saturday, August 9, 2025</b>, and consent to street closures on the respective dates.</p>
10J	<p><b>Description:</b> Resolution 2025-10 Notice of Intent to Issue Bonds</p> <p><b>Recommended Action:</b> Motion to approve <b>Resolution 2025-10</b> Notice of Intent to Issue Bonds.</p>
10K	<p><b>Description:</b> Resolution 2025-11 to Appoint Rob Neil as Street Administrator</p> <p><b>Recommended Action:</b> Motion to adopt <b>Resolution 2025-11</b> to designate Rob Neil, Street Superintendent, as the City of Hastings Street Administrator.</p>
10L	<p><b>Description:</b> Action to Merge Divisions HC into Division HB of the MERS Hybrid Plan</p> <p><b>Recommended Action:</b> Motion to authorize the merger of Division HC into Division HB of the City of Hastings MERS Hybrid plan.</p>



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Item #	Summary
10M	<p><b>Description:</b> Very Berry Family Event</p> <p><b>Recommended Action:</b> Motion to approve, under direction of staff, the 14<sup>th</sup> annual Very Berry Family Event to be held in Tyden Park on <b>Saturday, June 7, 2025 from 9:00 AM until Noon</b>. The request includes the use of the entire park and both pavilions.</p>
10N	<p><b>Description:</b> Bachman Field Planned Unit Development (PUD) and Final Site Plan Review Public Hearing</p> <p><b>Recommended Action:</b> Motion to schedule a public hearing on <b>Monday, May 12, 2025</b> for approval of the Bachman Field Planned Unit Development (PUD) and final site plan approval.</p>
10O	<p><b>Description:</b> Amendment to Contract with Mercy Ambulance</p> <p><b>Recommended Action:</b> Motion to authorize an amendment to the contract with Mercy Ambulance to pay <b>\$7,792</b> monthly for ambulance services effective May 2025 through the end of the contract term.</p>
10P	<p><b>Description:</b> McGrath Consulting Agreement</p> <p><b>Recommended Action:</b> Motion to accept the proposal from McGrath Consulting to perform an assessment of emergency medical services in an amount not to exceed <b>\$30,540</b>.</p>
10Q	<p><b>Description:</b> Set Hearing of Necessity for Parking Lot Special Assessment District (SAD)</p> <p><b>Recommended Action:</b> Motion to set a public hearing on <b>April 28, 2025</b> to determine the necessity of a special assessment district for downtown parking areas.</p>



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

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**City Council Agenda**  
**April 14, 2025**

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 24, 2025, regular meeting
  - A. Approval of the minutes of the March 24, 2025, closed session meeting.
- √ 6. Public Hearings: (None)
7. Public Comment:
8. Formal Recognitions and Presentations:
  - A. Mayor Tossava Proclamation and Presentation to Bill Mattson, representing the Family Support Center, for Child Abuse Prevention Month.
  - B. Presentation from Dave Hatfield, Barry County Commissioner.
  - C. Presentation from Fire Chief Mark Jordan for Fire Department Annual Report.
  - D. Presentation from Moore & Bruggink for update on the Green and Market Street Project.
- √ 9. Items for Action by Unanimous Consent:
  - \* A. Motion to schedule the Budget Workshop for **Monday, April 28 at 6:00 PM.**
  - \* B. Receive and place on file five (5) invoices totaling **\$122,975** as detailed in attachments.
- √ 10. Items of Business:
  - \* A. Motion to approve the purchase and installation of four doors by Discount Lock and Door in the amount of **\$5,250.**
  - \* B. Motion to approve the proposal from Trojan to purchase new bulbs for the wastewater UV system in the amount of **\$9,602.88.**
  - \* C. Motion to approve Rohr Gasoline Equipment Company to make repairs to fuel island not to exceed **\$14,805.05.**

- \* D. Motion to approve the proposal from Integrated Controls for the purchase and installation of three Signet Insertion flow meters on wells 1, 3 & 4 for **\$18,769.61.**
- \* E. Motion to approve root control for approximately 10,428 ft of sanitary sewer main lines from Perceptive Services and Operations in the amount of **\$28,677.**
- \* F. Motion to approve quote from Detroit Pump for the purchase of an aluminum sulfate heater/pump skid in the amount of **\$31,685.**
- \* G. Motion to approve the milling and patching of West Woodlawn Avenue from Lakeland Asphalt for **\$49,900.**
- \* H. Motion to approve the purchase from Fox Ford for a 2024 Ford F250 4x4 crew cab pickup, and upfit of vehicle from Truck and Trailer Specialties in the total amount of **\$56,589.**
- \* I. Motion to approve, under the direction of staff, the request from the Downtown Business Team (DBT) to conduct three (3) separate Block Party-Street Dances from 6:00 PM until 10:00 PM on **Saturday May 10, 2025, Saturday July 12, 2025, and Saturday August 9, 2025,** and consent to street closures on the respective dates.
- \* J. Motion to adopt **Resolution 2025-10,** Notice of Intent to Issue Bonds.
- \* K. Motion to adopt **Resolution 2025-11** to designate Rob Neil, Street Superintendent, as the City of Hastings Street Administrator.
- \* L. Motion to authorize the merger of Division HC into Division HB of the City of Hastings MERS Hybrid plan.
- \* M. Motion to approve, under the direction of staff, the 14<sup>th</sup> annual Very Barry Family Event to be held in Tyden Park on **Saturday, June 7, 2025 from 9:00 AM until Noon.** The request includes the use of the entire park and both pavilions.
- \* N. Motion to schedule Bachman Field Planned Unit Development (PUD) and Final Site Plan Review Public Hearing on **Monday, May 12, 2025 at 7:00 PM.**
- \* O. Motion to authorize an amendment to the contract with Mercy Ambulance to pay **\$7,792** monthly for ambulance services effective May 2025 through the end of the contract term.
- \* P. Motion to accept the proposal from McGrath Consulting to perform an assessment of emergency medical services in an amount not to exceed **\$30,540.**
- \* Q. Motion to set a public hearing on **April 28, 2025** to determine the necessity of a special assessment district for downtown parking areas.

11. Staff Presentations and Policy Discussions:

12. City Manager Report:

- \* A. Fire Chief Jordan Monthly Report
- \* B. Library Director Edelman Monthly Report

✓ 13. Reports and Communications:

- \* A. YMCA Updates for the City of Hastings – March 19, 2025
- \* B. Hastings Public Library Board of Trustees DRAFT Minutes – March 31, 2025

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 24, 2025**

1. Regular meeting called to order at 7:00 PM
2. Roll call  
  
Councilmembers Present: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava  
  
City Staff and Appointees Present: Moyer-Cale, Boulter, Jordan, King, Neil, Perin
3. Pledge to the flag
4. Approval of the agenda  
  
Remove Item of Business 10J, and add items 10L and 10M.  
  
Motion by Rocha, with support from Brehm, to approve the agenda as presented and amended.  
  
All ayes. Motion carried.
5. Approval of the minutes of the March 10, 2025, regular meeting  
  
Correction on item 11C, 3<sup>rd</sup> paragraph, should read as "direction of staff".  
  
Motion by Brehm, with support from Nesbitt, to approve the minutes of the March 10, 2025 regular meeting, as corrected.  
  
Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava  
Nays: None  
Motion carried.
6. Public Hearings: (None)
7. Public Comment:  
  
Comments from Sam Cale, representative of RankMiVote.org, about hosting a town hall at the Hastings Public Library conference room on April 16, 2025 at 5:30 PM to discuss current voting system.

8. Formal Recognitions and Presentations:

- A. Presentation from Dave Hatfield, Barry County Commissioner (Absent)

9. Items for Action by Unanimous Consent:

- A. Receive and place on file eight (8) invoices totaling **\$118,165.80**.

Motion by Stenzelbarton, with support from Devroy, to receive and place on file eight (8) invoices totaling **\$118,165.80**.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- B. Consider acceptance, with regret, the resignation of Bill Nesbitt from the Hastings City Council.

Motion by Stenzelbarton, with support from Brehm to accept, with regret, the resignation of Bill Nesbitt from the Hastings City Council.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

10. Items of Business:

- A. Conduct second reading and adoption of **Ordinance 627**, amending the Woodlawn Meadows Planned Unit Development (PUD).

Motion by Resseguie, with support from Nesbitt, to adopt **Ordinance 627**, amending the Woodlawn Meadows Planned Unit Development (PUD).

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- B. Conduct second reading and adoption of **Ordinance 628**, establishing purchase procedures as presented.

Motion by McLean, with support from Barlow, to adopt **Ordinance 628**, establishing purchase procedures as presented.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- C. Conduct second reading and adoption of **Ordinance 629**, amending Section 90-883 (b)(4) increasing the maximum driveway width at the property line from 20 feet to 24 feet.

Motion by McLean, with support from Devroy, to adopt **Ordinance 629**, amending Section 90-883 (b)(4) increasing the maximum driveway width at the property line from 20 feet to 24 feet.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- D. Motion to adopt **Resolution 2025-08** to recognize Hastings Jingle & Mingle as a nonprofit operating in the community for the purpose of obtaining a charitable gaming license.

Motion by Resseguie, with support from McLean, to adopt **Resolution 2025-08** to recognize Hastings Jingle & Mingle as a nonprofit operating in the community for the purpose of obtaining a charitable gaming license.

Discussion was held.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- E. Motion to adopt **Resolution 2025-05** to accept N. Jackson St, S. Hayes St, N. Kelly Ave, and N. Jefferson Street into the municipal street system.

Motion by Barlow, with support from Nesbitt, to adopt **Resolution 2025-05** to accept N. Jackson St, S. Hayes St, N. Kelly Ave, and N. Jefferson Street into the municipal street system.

Discussion was held.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- F. Motion to approve, under direction of staff, the Hastings Downtown Business Team request to hold Spring "Girls Night Out" event on Thursday, May 1, 2025, from 5:00 PM until 8:00 PM, and adopt **Resolution 2025-06**, staying the necessary ordinances.

Motion by McLean, with support from Brehm, to approve, under direction of staff, Hastings Downtown Business Team request to hold Spring "Girls Night Out" event on Thursday, May 1, 2025, from 5:00 PM until 8:00 PM, and adopt **Resolution 2025-**

**06**, staying the necessary ordinances.

Discussion was held.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- G. Motion to approve **Resolution 2025-07** for applicant SC CLAN LLC dba Full Moon Saloon submission to the Michigan Liquor Control Commission for issuance of a Social District Permit.

Motion by McLean, with support from Resseguie, to approve **Resolution 2025-07** for applicant SC CLAN LLC dba Full Moon Saloon submission to the Michigan Liquor Control Commission for issuance of a Social District Permit.

Discussion held.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- H. Motion to approve **Resolution 2025-09** to approve the submission of an application for local bridge preventative maintenance funding for the Michigan Avenue Bridge.

Motion by Brehm, with support from Barlow, to approve **Resolution 2025-09** to approve the submission of an application for local bridge preventative maintenance funding for the Michigan Avenue Bridge.

Discussion held.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- I. Motion to approve the change order for the refeeding of electrical to the Fish Hatchery Restrooms in the amount of **\$11,100**.

Motion by Nesbitt, with support from McLean, to approve the change order for the refeeding of electrical to the Fish Hatchery Restrooms in the amount of **\$11,100**.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- J. Motion to approve the modifications to the City of Hastings Employee Handbook as presented.

Motion by Brehm, with support from Devroy, to approve the modifications to the City of Hastings Employee Handbook as presented.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- K. Motion to approve the installation of three signet insertion flow meters on wells 1, 3 & 4 by Peerless Midwest for the amount of **\$10,860.30**.

Motion by Barlow, with support from Resseguie, to approve the installation of three signet insertion flow meters on wells 1, 3 & 4 by Peerless Midwest for the amount of **\$10,860.30**.

Discussion was held.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

- L. Motion to authorize the signing of a LOI with MD7 regarding future AT&T easement upon final review of the City Manager and the City Attorney.

Motion by Stenzelbarton, with support from Brehm, to authorize the signing of a LOI with MD7 regarding future AT&T easement upon final review of the City Manager and the City Attorney.

Discussion held.

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Motion carried.

11. Staff Presentations and Policy Discussions:

A. 1<sup>st</sup> Ward City Council Appointment process

Discussion held.

12. City Manager Report:

Road salt estimates for next year coming in August. Approved emergency repairs on vactor truck, requiring a rental vactor truck, for **\$13,500**. Progress being made on Green and Market St. project. Work on continued ambulance service.



Discussion was held.

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

13. Reports and Communications:

- A. DRAFT DDA Minutes – March 20, 2025

Motion by Brehm, with support from Nesbitt, to accept item A and place on file.  
All ayes. Motion carried.

14. Public Comment:

Comments from Pattrick Jansens, new Barry County Emergency Manager, providing background and experience.

15. Mayor and Council comment:

Comments from Nesbitt, giving thanks for the time on council, giving thanks for supporting the police for hiring and academy, and for the new 911 tower.

Comments from McLean to promote Social District more to the City of Hastings.

Comments from Rocha about Barry County not having a July 4<sup>th</sup> parade, he feels it is worth exploring.

16. Closed Session:

- A. Consider entering into Closed Session as permitted by PA 267 of 1976, Section 15.268-8 (c ) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement.

Motion by Brehm, with support by McLean, to enter into Closed Session as permitted by PA 267 of 1976, Section 15.268-8 (c ) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement. Roll Call Vote:

Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tosssava

Nays: None

Motion carried. Meeting adjourned to closed session at 7:56 PM.

Return to Open Session at 8:38 PM.

17. Adjourn:

Motion by McLean, with support from Nesbitt, to adjourn meeting.  
All ayes. Motion carried. Meeting adjourned at 8:38 PM.

Read and Approved:

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David J. Tossava, Mayor

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Linda Perin, 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 2023 reported 112 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 2025 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 14<sup>th</sup> day of  
APRIL 2025

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David J Tossava, Mayor



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Budget Workshop**

**Meeting Date: April 14, 2025**

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Recommended Action:

Motion to schedule the Budget Workshop for **Monday, April 28, 2025, at 6:00 pm.**

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.

**Summary - City of Hastings Invoices**  
**City Council Meeting**  
**April 14, 2025**

No.	Vendor	Amount	Description (with date paid)
1	Integrated Controls, Inc.	\$6,995.00	Freshwater Treatment Plant Filter Upgrade (4/7/2025)
2	Bronner's Commercial Display	\$17,059.00	Christmas Displays - DDA (4/7/2025)
3	Advantage Plumbing & Drain	\$18,174.00	Fiscal Year 2025 Lead Line Replacement (4/7/25)
4	AIS Construction Equipment	\$27,050.00	Pull behind Air Compressor (4/7/2025)
5	GemSeal Pavement Products	\$53,697.00	Crack Sealing Machine (4/7/2025)
<b>5</b>	<b>Invoices</b>	<b>\$122,975.00</b>	



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Purchase of Security Doors**

**Meeting Date: April 14, 2025**

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## Recommended Action:

Motion to approve the purchase and installation of four doors by Discount Lock and Door in the amount of **\$5,250**.

## Background Information:

This will replace the exterior doors at the former water plant on Mill Street. The building is being used for secure storage, and the existing doors are inadequate for this purpose.

We received a quote from Discount Lock and Door for \$5,250 and from S.A. Morman & Co for \$9,230.

## Financial Implications:

This cost is split between the water fund and other funds that use the facility.

## Attachments:

- Quote from Discount Lock & Door

**Discount Lock & Door Services LLC**

1382 Baldwin St

Jenison, MI 49428 US

(616)443-7876

discountlockgr@gmail.com

**Estimate****ADDRESS**

City of Hastings

4 doors at older building

**SHIP TO**

City of Hastings

ESTIMATE #	DATE
1938	03/07/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Services	(3) 2'10"x 6'8" Hollow metal doors- 161 prep for deadbolt install pull on the outside New welded door frame 34x6'8" New weather-strip, sweep, threshold, hinges, deadbolt and pull. All keyed alike.  (1) 28"x 6'8" Hollow metal doors- 161 prep for deadbolt install pull on the outside New welded door frame 28"x6'8" New weather-strip, sweep, threshold, hinges, deadbolt and pull. All keyed alike.  Notes: NET FRAME OTO: 32" X 82" DOOR OPENING: 28" X 80" JAMB DEPTH: 8 3/4" HANDING: RH 161 PREP BUTT HINGE PREP TOP CAP CLOSER REINFORCEMENT  Notes: NET FRAME: 38" X 82" DOOR OPENING: 34" X 80" JAMB DEPTH: 4 3/4" HANDING: X2-LH - X1-RH 161 PREP BUTT HINGE PREP TOP CAP CLOSER REINFORCEMENT			5,250.00

SUBTOTAL	5,250.00
TAX	0.00
TOTAL	<b>\$5,250.00</b>

Accepted By

Accepted Date





# Regular Council Agenda Item Memorandum

**To: City Council**

**From: Verne Robins, Utilities Superintendent**

**Subject: Purchase of Replacement Bulbs from Trojan for the UV System.**

**Meeting Date: April 14, 2025**

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Recommended Action:

Motion to approve the Proposal from Trojan to purchase new bulbs for the wastewater UV system in the amount of **\$9,602.88**.

Background Information:

We have two banks of UV lights with 24 bulbs in each bank. The UV system bulbs are recommended to be changed at the 10,000-12,000 hours. We have exceeded the useful life of this bank. We replaced the other bank of bulbs a couple years ago. Both banks were installed at the same time, and we wanted to separate the need to replace both banks with bulbs at the same time. This allows us greater flexibility when repairs or cleaning are necessary. Trojan is the manufacturer of equipment and bulbs specifically for their system. They must be of a certain wavelength and require a specific wattage to not damage their control system.

Financial Implications:

This item will be expensed from the water and sewer fund using available funds from deferred projects.

Attachments:

- Quote from Trojan UV systems



74087

# City of Hastings

201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

## PURCHASE ORDER

03/25/2025

DATE

Vendor Name Trojan Technologies  
Trojan TechnologiesDepartment WWTP  
Ship To Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Item Description	Account Number	Price	Project Number	Received Y or N
25 pack UV lamps	592-550-931-000	\$ 9,602.88		
TOTAL		\$ 9,602.88		

### Special Instructions

Replacement Lamps for UV bank one.  
\_\_\_\_\_  
\_\_\_\_\_Requested by Bob Blocher

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

City Manager Approval \_\_\_\_\_  
(IF OVER \$300)

DATE

City Council Approval \_\_\_\_\_  
(IF OVER \$ 5000)

MEETING DATE



TROJAN TECHNOLOGIES  
3020 GORE ROAD  
LONDON, ON N5V 4T7  
CANADA  
T. 519-457-3400  
www.trojantechnologies.com

QUOTATION  
QO0017242

Sold to  
**CITY OF HASTINGS**  
201 E State St  
Hastings MI 49058-1954  
UNITED STATES

Ship to  
**CITY OF HASTINGS**  
825 W Apple St  
Hastings MI 49058-9625  
UNITED STATES

Customer Service Contact : tuvcustomerservice@trojantechnologies.com

Payment Terms : 0% / 00 / 30 net  
Delivery Terms : DELIVERED DUTY PAID  
Carrier/LSP :

Internal Sales Rep : LISA ELLIOTT  
Customer No. : 100005185  
Reference :  
Quote Date : 02-10-2025  
Quote Expiry Date : 03-12-2025

Line	Project Item Description	Quantity	Price Discount %	Unit Net Price Net Amount	Tax Rate Tax Amount	Amount	
10	794447-ORDP LAMP P, GA64T6HE ANGLE BA 25PK	1.00	9,602.88/ EA	9,602.88 9,602.88	0.00% 0.00	9,602.88	
20	794447-ORD LAMP P, GA64T6HE ANGLE BASE	1.00	451.90/ EA	451.90 451.90	0.00% 0.00	451.90	
30	FREIGHT FREIGHT & HANDLING ****freight to be determined at order stage	1.00	/ EA	0.00 0.00	0.00% 0.00	0.00	
		Goods Costs	10,054.78 0.00	Discount Subtotal	0.00 10,054.78	Tax Amount 0.00	Total USD 10,054.78



# Regular Council Agenda Item Memorandum

**To: City Council**

**From: Fire Chief Mark Jordan**

**Subject: Repairs to fuel island system**

**Meeting Date: April 12<sup>th</sup>, 2025**

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**Recommended Action:**

Motion to approve Rohr Gasoline Equipment Company to make repairs to fuel island not to exceed **\$14,805.05**.

**Background Information:**

During annual testing and hydro inspections, deficiencies were indicated that urgently need resolved. This consists of the leak probes and tank sensors mounts. Due to the age of the drop pipe, it will no longer seal correctly allowing the possibility of water contamination into the diesel tank. Secondly the tank monitor panel is failing with errors in the alarm reading and notification due to a bad motherboard. Due to the age of the monitor, I recommend replacing it with a new device.

**Financial Implications:**


The total cost of the project, \$14,805.05 the funds are available in budgeted maintenance category.

**Attachments: Quote**

- *Inspection report*
- *Estimate to make the repairs*



# Regular Council Agenda Item Memorandum

	<b>Work Order</b>	<b>ROHR GASOLINE EQUIPMENT</b> 8549 CENTRE IND DR SW BYRON CENTER MI 49315 Web: None Provided Phone: 616 878-5600 Fax: 616 878-4975 Email: None Provided	
Date: 3/28/2025      WO #: 655016			
<b>Bill To:</b> HASTINGS FIRE DEPARTMENT 110 EAST MILL STREET HASTINGS MI 49058	<b>Work Address:</b> 110 EAST MILL STREET HASTINGS MI 49058	<b>Serv Agmt #:</b> None <b>Client PO:</b> <b>Ordered By:</b> <b>Terms:</b> NET 15 DAYS	
<b>Work Order Type:</b> 3 Year  <b>Technician:</b> Brandon  <b>Brief Description:</b>  Annual Testing and Hydro Spill containers  <b>Detailed Description:</b>  Did annual compliance and hydro tested spill buckets in sums. Need a quote to replace the diesel prob riser, the threads are gone and adapter no longer threads and its possible can get water in the tank if not repaired right away. At the same time they would like a quote for a new tank monitor since there's has a possible bad motherboard since the screen is hard to read since there is ghosting and random carters popping up.  <b>Technician's Notes:</b>  <div style="height: 40px;"></div>			
<b>Item</b>	<b>Qty</b>	<b>Price Ea.</b>	<b>Amount</b>
TEST HYDRO RETURN TANK SUMP	2	\$300.00	\$600.00
TEST HYDRO RETURN TANK SUMP			
TEST LINE	2	\$150.00	\$300.00
TEST LINE			
TEST LEAK DETECTOR	2	\$30.00	\$60.00
TEST LEAK DETECTOR			
TEST HYDRO SPILL CONT.	2	\$50.00	\$100.00
TEST HYDRO SPILL CONTAINER			
TEST IMPACT VALVE	2	\$15.00	\$30.00
TEST IMPACT VALVE			

**ROHR GASOLINE EQUIPMENT, INC.**

8549 Centre Ind. Dr.  
Byron Center, Mi 49315  
Phone: (616) 878-5600  
Fax: (616) 878-4975

**QUOTATION**

Quote Number:

RHASHAS25R

Date:

3/31/2025

Terms:

Net 15 days

Customer:

HASTINGS FIRE DEPARTMENT  
110 EAST MILL STREET  
HASTINGS, MI. 49058

Project: REPLACE TANK MONITOR RISER (FIRE DEPT.)

Qty	Mfr	Description	Price	Amount
		Rohr Gasoline Equipment, Inc. will provide and install the equipment and services listed below:		
		Concrete cutting and excavation to the tank top to replace a bad tank riser.		
		Supply and install (1) new 4" tank monitor riser with new cap and adaptor.		
		Supply and place 8" reinforced concrete drilled and pinned to the existing.		
		Supply and install (1) new 18" manhole.		
		Quote includes; materials, mileage and labor.		\$ 4,647.45
		Quote does not include tax.		
		Quote is based on reusing your existing conduits, junction boxes, and wire.		
		Thank you for the opportunity to quote you on your project requirements. Should you have any questions please call 1-616-878-5600.		

Signed By: \_\_\_\_\_  
Customer

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

# ROHR GASOLINE EQUIPMENT, INC.

8549 Centre Ind. Dr.  
Byron Center, MI 49315  
Phone: (616) 878-5600  
Fax: (616) 878-4975

## QUOTATION

Quote Number:

RHASHAS25T

Date:

3/31/2025

Terms:

Net 15 days

Customer:

HASTINGS FIRE DEPARTMENT  
110 EAST MILL STREET  
HASTINGS, MI. 49058

Project: REPLACE TANK MONITOR (FIRE DEPT.)

Qty	Mfr	Description	Price	Amount
		Rohr Gasoline Equipment, Inc. will provide and install the equipment and services listed below:		
		Supply and install (1) OPW LX Plus tank monitor system with printer.		
		Supply and install (2) new probes with float kits.		
		Quote ncludes; materials, mileage and labor.		\$ 10,157.60
		Quote does not include tax.		
		Quote is based on reusing your existing conduits, junction boxes, and wire.		
		Extra work to clean out the existing conduits, repair existing conduits, or work to bring the existing system up to current electrical codes will be billed at time and material.		
		Thank you for the opportunity to quote you on your project requirements. Should you have any questions please call 1-616-878-5600.		

Signed By: \_\_\_\_\_  
Customer

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



# Regular Council Agenda Item Memorandum

**To: City Council**

**From: Verne Robins, Utilities Superintendent**

**Sarah Moyer-Cale, City Manager**

**Subject: Filter Media Automatic Flushing System**

**Meeting Date: 4-14-2025**

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Recommended Action:

Motion to approve the proposal from Integrated Controls for the purchase and installation of three Signet Insertion flow meters on wells 1,3 & 4 for **\$18,769.61**.

Background Information:

This is the continuation of an agenda item from the March 24 meeting. At that meeting, we had another quote which was approved for flow meters to be purchased from Peerless Midwest for \$10,860.30. After that approval, we learned that Peerless had not quoted the correct flow meters. The new price would exceed the price from Integrated Controls. The updated quotes are included with this memo. The quote from ICI also includes the hookup to the SCADA.

We want to add one flow meter to each well to monitor how much water is produced. We currently have 3 wells that do not have flow meters on them. We currently have no way to monitor the pump performance. The new flow meters will allow us to see fluctuations in performance and help diagnose well pump issues before critical failures occur. They will also provide us with information that will allow for pump speed control with the VFD's (variable frequency drives) we put on a few years ago. We will incorporate this information into our SCADA system where we will be able to trend flows. This will help to schedule maintenance and trouble shoot issues. The information obtained from these flow meters will also be used to calculate the volume of water being produced from our aquifer. The Integrated controls quote also includes programming for SCADA integration.





# Regular Council Agenda Item Memorandum

## Financial Implications:

This item was not budgeted for this fiscal year. This is an upgrade to our system to allow for greater functionality and monitoring of our system. We will use funds from deferred projects for this project.

## Attachments:

- Quote from Integrated Controls Inc.
- Revised quote from Peerless Midwest.



# QUOTATION

930 Duell Road  
Traverse City MI 49686  
Ph 231-941-1030  
Fx 231-941-5380

Municipal & Industrial Automated Design Build Services

Date 3/12/2025

QUOTE # HWT-31225

Attn: Verne Robins | Hastings Water Superintendent

Re: Hastings water well flow meters to be installed at each well head. Data to be monitored, trended, and recorded at all times to verify flow and flow rate, with minimum flow rate to be linked to run command logic and alarming.

ITEM	REF	QTY	DESCRIPTION	UNIT	EXT
1	T CONTROL PANEL	3	RTU ANALOG UPDATE FOR FLOW METER • PARTS 1) Micro PLC Analog Input Card	\$ 542.79	\$ 1,628.37
2	T INSERTION MAGS	3	10" INSERTION FLOW MAG METER • Signet Insertion Mag Meter w/ Meter Saddle	\$ 4,772.92	\$ 14,318.76
3	ON SITE INSTALL NO-CONDUIT	1	Onsite Hookup Between Flow Meter and SCADA RTU ALL (Soft Install) • Provide and Install exposed meter conductor between insertion flow meter and RTU SCADA Panel • Program RTU PLC for monitoring flow rate and no flow on run shut down and alarm. Added cost for conduit (Sch 80PVC Condit) T&M + this cost.	\$ 2,822.48	\$ 2,822.48
4	T METER INSTALLATION	1	On Site Meter Installation By Customer • Customer to drill water main for flow meter, approx. 2" cut out. ICI to provide installation specifications and support.	\$ -	\$ -
5	SHIPPING	1	Shipping To Job Site in Hastings Mi Well House(s)	\$ -	\$ -
6	WARRANTY	1	12 Month Warranty		
7	DOCS	1	SUBMITTALS & O&M PROVIDED PER BID SPEC Additional copies of electronic files at no additional cost		
8	BY OTHERS	1	TO BE SUPPLIED BY OTHERS NOT INCLUDED IN THIS QUOTE: • Meter Installation Labor		
9	ADDENDUM	1	RECEIVED: ADDENDUM n/a		

SUB TOTAL	\$18,769.61
TAX EXEMPT	0% \$ -
TOTAL	\$18,769.61

Normal terms are Net 30 and subject to purchase agreement of Integrated Controls Inc. sales contract.  
Delivery time dependent on availability of components. Delivery time to be a minimum of 6 weeks from the date of receipt of approved Submittals by Integrated Controls Inc.  
All parts and orders up to \$10,000.00 are subject to a potential minimum 25% deposit, and the remainder due on date of delivery of goods and services sold. Projects over \$10,000.00, may be billed on a progressive monthly cycle based on % complete, where a minimum of 30% is due with approved submittals, 65% Due before delivery and final 5% due at start up.  
All parts subject to the limitations of the manufactures warranty, with a standard 1 year from the date of purchase. All labor is warranted for 1 year from the date delivery. This quote is good for 30 days unless noted otherwise.



QUOTATION

City of Hastings  
Water Department  
Attn: Verne Robbins

QUOTE # RWM 2025-0327R

DATE Revised 3/27/2025

REFERENCE Provide and install three(3) insert flow meters at Wells 1, 3 and 4

Install three(3) insert style flow meters in 10" ductile iron pipe	\$3,500.00
Provide three(3) Signet 10" insert style magmeters	\$14,722.70
Provide three(3) 10" Signet pipe saddles	\$4,782.65

Total: \$23,005.35

ACCEPTED BY

TITLE

DATE

PEERLESS-MIDWEST. INC.

*Bob Masters*  
Bob Masters, Project Manager



# Regular Council

## Agenda Item Memorandum

**To: City Council**

**From: Robert Neil Superintendent of Streets**

**Subject: Root Control**

**Meeting Date: April 14<sup>th</sup>, 2025**

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**Recommended Action:**

Motion to Approve a 2025 Root Control for approx. 10,428 ft of sanitary sewer main lines from Perceptive Services and Operations in the amount **\$28,677**.

**Background Information:**

A request for proposals was sent out to vendors to submit a proposal for root control for approximately 10,428 feet of sewer main line. Two (2) quotes were received, 1- from Dukes Root Control (no Price Sheet Included), and 1- from Perceptive Service and Operations. Perceptive Service and operations have previously done work for us under the SAW grant back in 2019. I would like to recommend Perceptive Operation and Service. Perceptive has given us a quote that includes pre/post camera as well as root cutting. Dukes only included chemical treatment.

Root Control can be a major problem in our sewer infrastructure system. Our sewer mains are below the ground, with the continuous flow and moisture in these lines, this is a great environment for roots to thrive. Getting started with root control will help prevent future backups for residents and fewer insurance claims.

**Financial Implications:**

This cost is below the budgeted expense of \$35,000.

**Attachments:**

- Perceptive Operation and services
- Dukes root control

400 E. AIRPORT ROAD, STE E  
ELGIN, IL 60123  
800-447-6687 | www.dukes.com

**DUKE'S**  
t ROOTED IN INNOVATION-

REQUEST FOR PROPOSAL FOR  
**2025 SANTIARY SEWER ROOT  
CONTROL**

APRIL 1, 2025

PREPARED FOR City of Hastings

201 East State Street  
Hastings, MI 49058

April 1, 2025

City of Hastings  
201 East State Street  
Hastings, MI 49058

**RE:** 2025 Santiary Sewer Root Control

To Whom it May Concern,

Thank you for the opportunity to be of service to City of Hastings. Enclosed you will find a bid submission for the 2025 Santiary Sewer Root Control Bid scheduled to open on April 1, 2025. Should you need further assistance, please feel free to contact me at (800) 447-6687.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Kielp".

Valerie Kielp  
Opportunity Coordinator  
Duke's Root Control, Inc.





140 East Bridge Street, Plainwell, MI 49080  
[www.perceptiveso.com](http://www.perceptiveso.com)

March 31, 2025

**City of Hastings  
Office of the City Clerk/Treasurer  
201 East State Street  
Hastings, MI 49058**

To whom it may concern.

Perceptive Service & Operations, Inc, is pleased to submit our proposal for:

### **2025 Sanitary Sewer Root Control**

Thank you for taking the time to review our proposal for your work. We are a Southwest Michigan owned and operated business, with deep roots in the water and wastewater processing systems of many Southwest Michigan communities. We are proud to provide our services to the communities where we not only work, but live. Our facility is located on King Hwy just a short distance from Kalamazoo and we are proud to have partnered with the City of Hastings in the past for Cleaning and Televising services.

Please see our proposal below consisting of timing, inclusions, exclusions and price. If helpful to you, or if anything looks off, we would love to schedule a call to explain, clarify or correct any questions you may have.

#### **Perceptive ProposalNote:**

This proposal is NOT for chemical root treatment. In our professional opinion, chemically treating all of these lines for roots could put the wastewater treatment center out of balance though the potential of killing the critical bugs used in the treatment process.

Therefore, our alternate proposal is for a 3-step process.

1. **Pre-televising the lines** - This will identify problem areas including the presence of any excessive roots, as well as the identification of any other problem areas, including areas of heavy debris.

2. **Clean & Root Cut the lines** - This will flush the lines and incorporate root cutting in any of the areas pre-defined during the pre-televising stage.
3. **Post Clean/Cut Televising** - After cleaning and root cutting, we will televise the lines again, as a post cleaning and cutting verification of the work performed and the completed status of the lines.
4. **Option - Manhole Cleaning and Inspection** - Perceptive has the capability also, to perform certified manhole inspections. After cleaning the manhole with our Combo Vactor unit, using state of the art technology, these scans document the condition of each structure, as well as identify any problems present that need addressing in a 360-degree viewing video. A type 2 manhole inspection to MACP (by NASCCO) standards. We have included a price per manhole for this optional service.

#### **Timing:**

The timing requirements for this work were not stipulated in the request for proposal. However, weather (safety) and the City of Hastings permitting, we would expect to begin this work mid-May of 2025 or sooner and complete the work no later than the 1<sup>st</sup> of July.

#### **Proposal Pricing:**

Item	Price Per Unit	Quantity	Ext Price
Pre-Cleanin/Cutting/Televising & Inspection	\$ 0.75 /ft	10,428	\$ 7,821.00
Cleanin and Root Cutting	\$ 1.25 /ft	10,428	\$ 13,035.00
Post Cleanin /Cutting/Televising & Inspection	\$ 0.75 /ft	10,428	\$ 7,821.00
Optional Manhole Structure Inspections	\$ 130.00 /hole		\$
Total Anticipated Charges			\$ 28,677.00

#### **Pricing Includes:**

- Total Televising, Cleaning and Re-televising Feet - 10,428 (Including root cutting and removal where needed)
- Televising performed by PACP, MACP Certified operator, by NASCCO standards.
- Traffic Control equipment, vehicles and staffing and MDOT permitting included where required.
- Written notification to residents and businesses in the affected areas 48 hours prior.
- Dewatering and Material disposal at Hastings Wastewater Treatment. If this capability is unavailable, we can provide disposal at another facility, billing only at cost.
- Water supplied at no cost by the City of Hastings. It can also be provided if not available.
- Full WinCan video and Data files will be provided at completion of project.
- Estimate has been based on the RFP document and Streets and footages presented therein.





# Regular Council Agenda Item Memorandum

**To: City Council**

**From: Verne Robins, Utilities Superintendent**

**Subject: Purchase of approved pump from Detroit Pump**

**Meeting Date: April 14, 2025**

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Recommended Action:

Motion to approve quote from Detroit Pump for the purchase of an aluminum sulfate heater/pump skid in the amount of **\$31,685**.

Background Information:

The existing aluminum sulfate tank heaters are antiquated and failing. They are fiberglassed into the bottom of the tank. For us to repair this, it would take draining the tank, cutting out the bottom of the tank, and installing new heat plates, wiring, and upgrading the controllers. By approving this request for the heat exchanger, we will be able to have a recirculating pump that will heat the alum as it returns to the tank and will allow us to divert some of the flow to fill our day tank.

If we have a failure of the heater, it is easier to remove the heater unit and replace with a new one. This unit will be inside and away from the elements and easier to maintain. Alum is corrosive, so this pump will be built to withstand corrosive conditions. The alum will not encounter the heating element; it will pass through a heated tube. The pump will keep the alum recirculating to help with crystallization that occurs with aluminum sulfate. The recirculation will also help keep the alum from settling out in the bottom of the tank.

We shopped several vendors and Detroit Pump is the only vendor we could get to give us a price for the entire skid pump and heater in one unit and this is the unit that was approved through the Part 41 permitting process through the State of Michigan Department of Environment, Great Lakes and Energy.



# Regular Council Agenda Item Memorandum

## Financial Implications:

This item was budgeted for in 2024, however our part 41 permitting process with EGLE has taken longer than expected and was just approved this month. The pump has increased in price from the original quote.

## Attachments:

- Quote from Detroit Pump
- Project plans



74086

# City of Hastings

201 East State Street • Hastings, Michigan 49058

269.945.2468 • FAX 269.948.9544

FEIN 38-6004562

## PURCHASE ORDER

03/25/2025

DATE

Vendor Name Detroit Pump  
Detroit PumpDepartment WWTPShip To Address  
  
  

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

Item Description	Account Number	Price	Project Number	Received Y or N
Aluminum Sulfate Heater/Pump Skid	592-550-931-000	\$ 31,685.00		
TOTAL		\$ 31,685.00		

**Special Instructions**See Attached Quote  
  
Requested by Bob Blocher

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

City Manager Approval \_\_\_\_\_  
(IF OVER \$300)

DATE

City Council Approval \_\_\_\_\_  
(IF OVER \$ 5000)

MEETING DATE



23751 Amber Ave. • Warren, MI 48089 • 248-544-4242 • 248-544-4141 (Fax) •  
[www.detroitpump.com](http://www.detroitpump.com)

March 11, 2025

Mr. Robert Blocher  
City of Hasting WWTP  
825 Apple St.  
Hastings, MI 49058

Quotation#: JV-0216-2024 Rev.1

**Reference: Aluminum Sulfate Heater/Pump Skid**

Dear Robert,

We are pleased to submit the following proposal for your review.

**Application Data**

Duty Point: 15gpm @ 40 feet of head  
Fluid: Aluminum Sulfate  
Temperature: 55 deg. F

**(1) Price Close Coupled Centrifugal Pump, Pump Model: HP100SS-588-21288-75-18-3T6.**

- 1" FNPT Suction Connection and 1" MNPT Discharge Connection.
- 316 Stainless-Steel Casing, Impeller, and back cover plate.
- Motor, 3/4 Hp, 1800Rpm, 3/60/460V, TEFC, NEMA 56J FOOTLESS
- Single Mechanical Seal with Siclicon Carbide vs. Siclicon Carbide seal faces, viton elastomer and stainless-steel hardware

**(1) Watlow Circulation Heater, Part# 2366-1121**

- Circulation Plug Size: 2 1/2 Inch Plug – 3 Elements
- Circulation Plug Voltage: 480
- Circulation Plug Wattage: 6,500
- Watt Density: 23.0B Dimension (Immersed element length calculated): 35.3750"
- Electrical Phase configuration: 3 Phase -Delta wiring



- Plug Material: 316 Stainless Steel, Standard Class
- Element Material: 316 SS
- Cold Section below Plug: 4.0000
- Element Passivation? Yes
- Element End Seal: Epoxy, 90 degrees Celsius
- Process Sensor: Type K Thermocouple
- Hi-Limit Sensor: Type K Thermocouple
- Mounting Orientation: Vertical Top
- Pilot Light: (not avail. with CSA, CE or UL)No
- Terminal Enclosure: General Purpose (incl. CSA)

**(1) Watlow Small Non-Hazardous Panel Enclosure Material Carbon Steel  
Certification N/A Certification UL/cUL Listed.**

- Enclosure Type, Type 4 / Type 1 Paint Color RAL 7035
- Finish Painted Carbon Steel Control Loops 1
- Total Number of Branch Circuits 1
- Full Load Amps per Branch Circuit 24Amps
- Voltage 480V  $\pm 10\%$  -4 Wire Supply (3 power, 1 ground)
- Number of Phases Switched Two Leg Sensor - Process Controller T/C  
Type K Sensor - Limit T/C Type K
- Process Control Mode PID – Single Sensor or Outlet
- Communications Interface Standard I/OSSCCR (Short Circuit Current  
Rating)35kAIC
- Shorted SCR Detection NUV Window None
- Process Control PM6 (Local Only)
- Panel Heating None
- Panel Cooling: None
- Number of Process Controls 1
- Hi-Limit Discrete Hi-Limit
- Number per Control Loop 1
- Calculated Full Load Amps 24.3
- Operator Standard.
- Customer Tagging Required? No
- Custom Documentation? No
- Digital Inputs: None
- Digital Outputs: None Analog
- Inputs: None
- Analog Outputs: None



**(1) Custom Fabricated, Stainless-Steel Pump and Heating Element Stand.**

- Pump and Heating Element will come complete mounted on a horizontal base plate with stand. Stainless-steel piping, fittings and valves.
- Control Panel can be wall mounted or mounted to the on the base/stand.
- Installation and Panel Wiring is not included in this proposal.

**Total Investment Each...\$31,685.00**

**Delivery...7-9 Weeks - ARO**

**F.O.B...Warren, Michigan**

**Terms...Net 30 days**

**Valid for...30 days**

Thank you for giving us the opportunity to offer you our finest service. We believe that quality products blended with excellent service is the foundation for a successful business.

If you have questions or require additional information, please do not hesitate to contact me.

Sincerely,

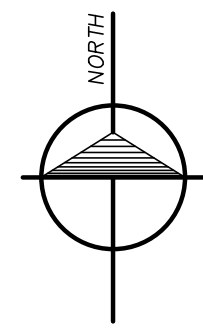
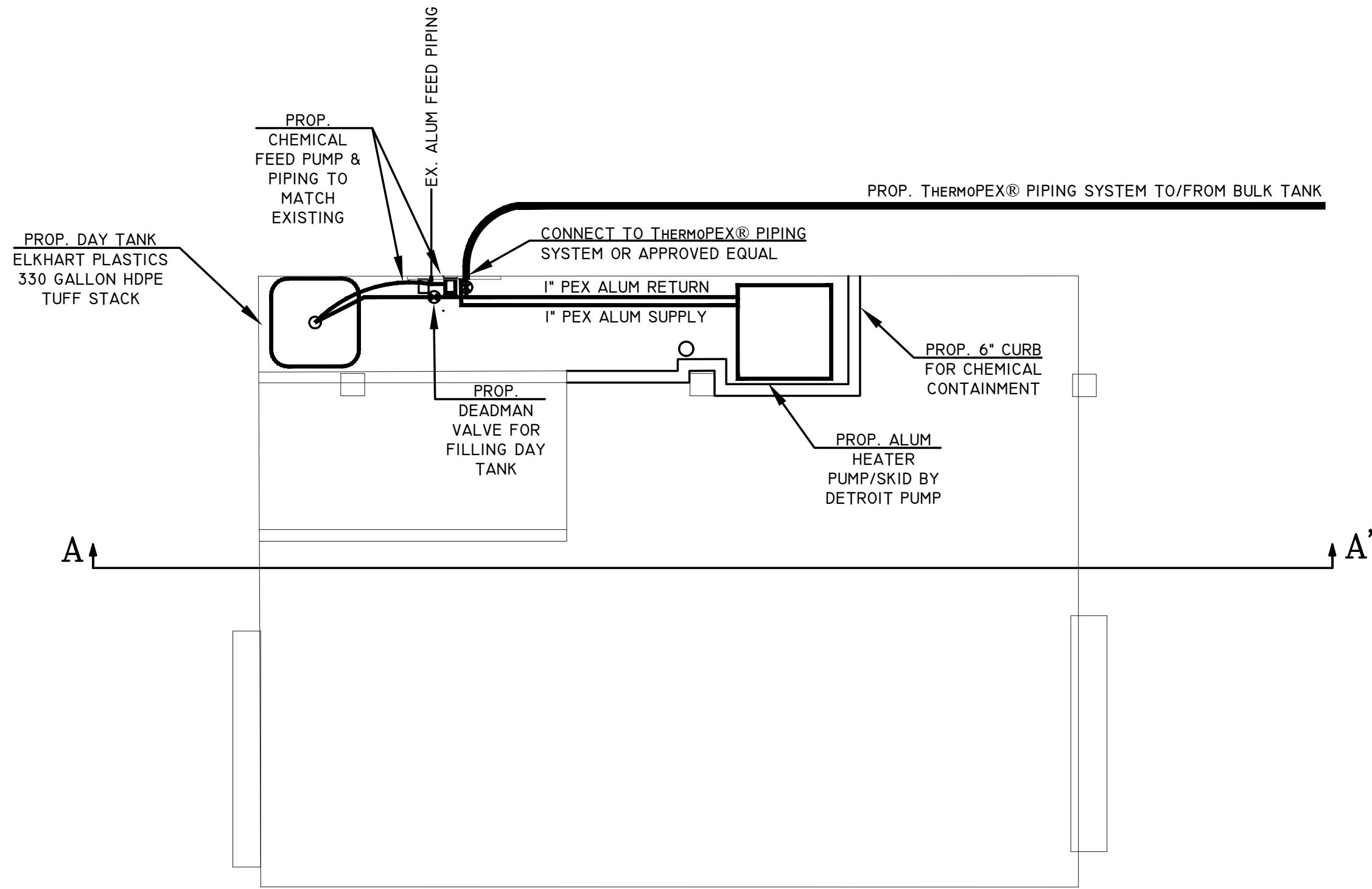
John Valenti

Detroit Pump & Mfg.

[john.valenti@detroitpump.com](mailto:john.valenti@detroitpump.com)

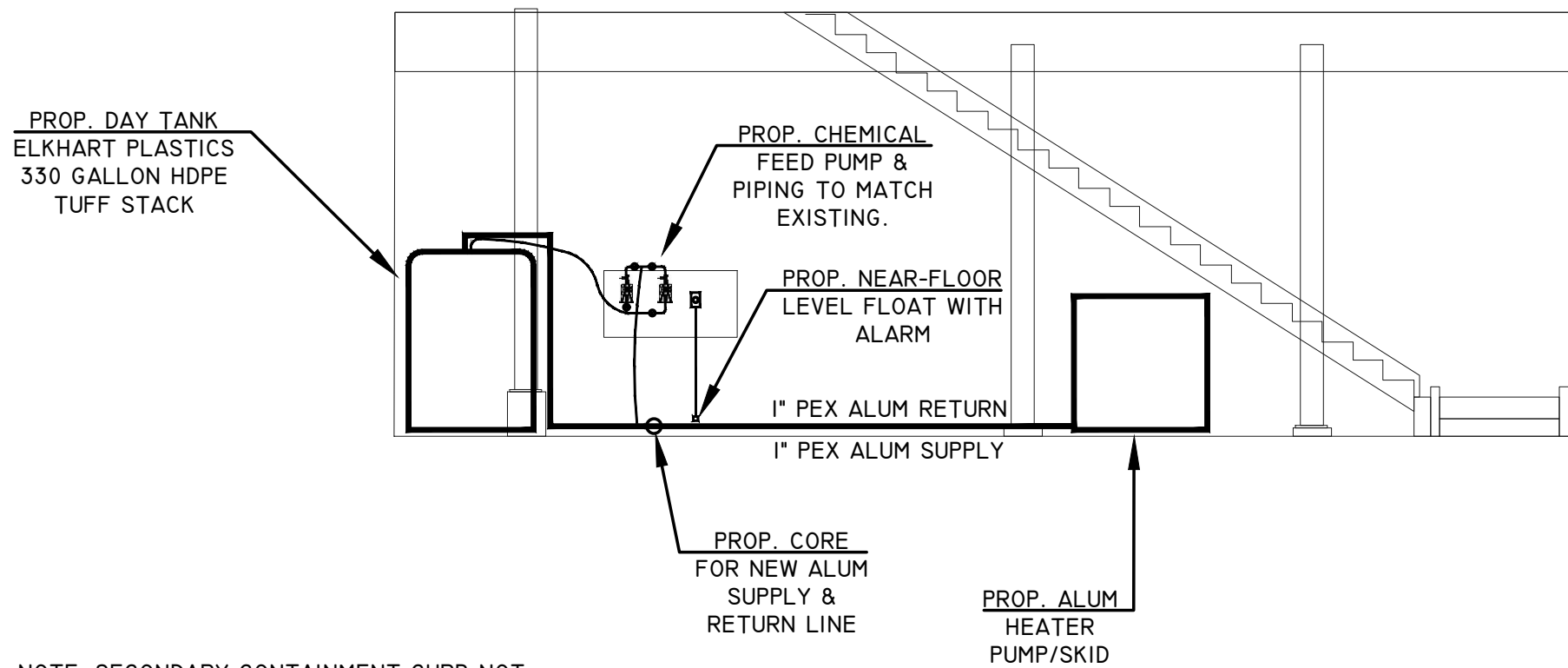
248-561-7566





MAINTENANCE ROOM PIPING DETAIL

1" = 5'

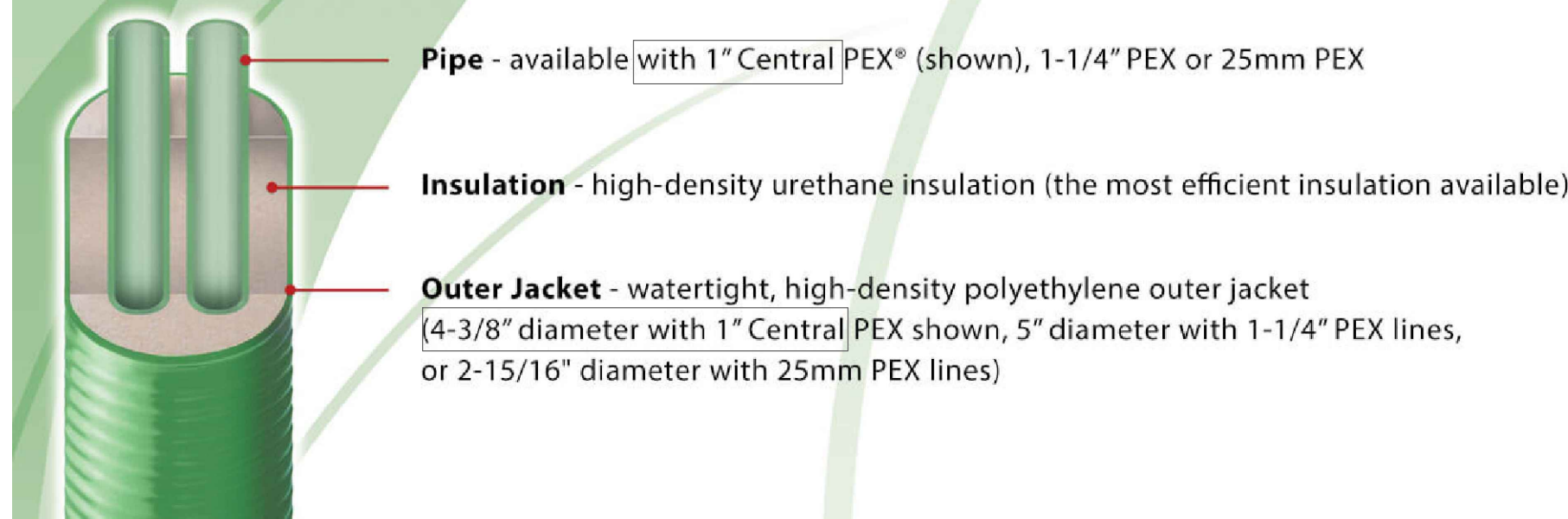


NOTE: SECONDARY CONTAINMENT CURB NOT DRAWN FOR PIPING CLARITY PURPOSES.  
INSTALLATION NOTE: ANY EXISTING FLOOR DRAINS IN CURB CONTAINMENT AREA TO BE NEAT CEMENT SEALED.

MAINTENANCE ROOM DETAIL – SECTION A–A’

1" = 5'

ThermoPEX®



**Pipe** - available with 1" Central PEX® (shown), 1-1/4" PEX or 25mm PEX

**Insulation** - high-density urethane insulation (the most efficient insulation available)

**Outer Jacket** - watertight, high-density polyethylene outer jacket (4-3/8" diameter with 1" Central PEX shown, 5" diameter with 1-1/4" PEX lines, or 2-15/16" diameter with 25mm PEX lines)

ThermoPEX®  
PIPING SYSTEM DETAIL

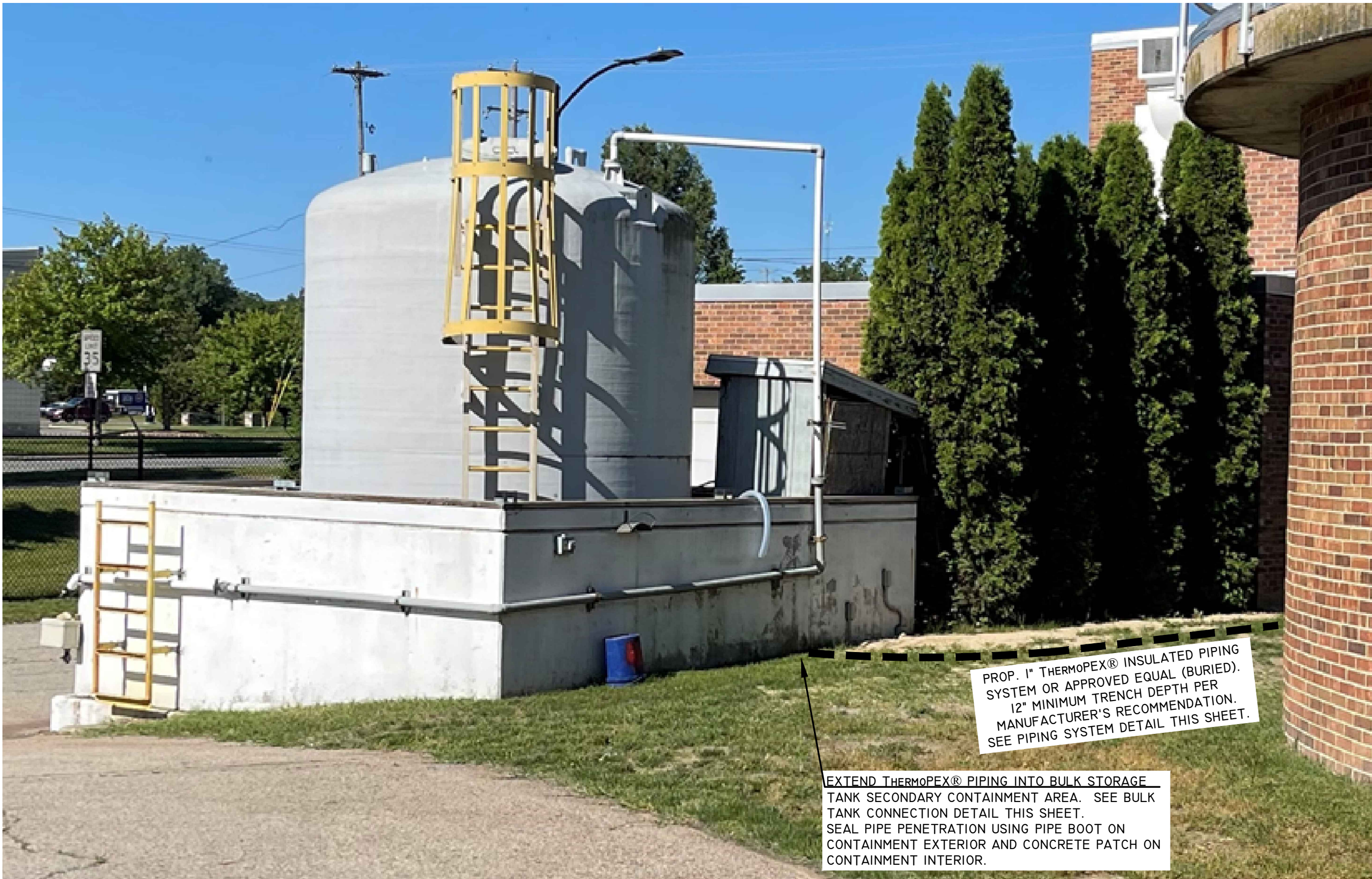
NOT TO SCALE



**THERMOPEX®  
TERMINATION CAP**  
Rubber end cap provides a watertight seal and protects the insulation from exposure. Simply slip over the end of the pipe and secure with provided clamp.

ThermoPEX®  
TERMINATION CAP

NOT TO SCALE

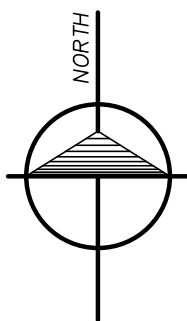
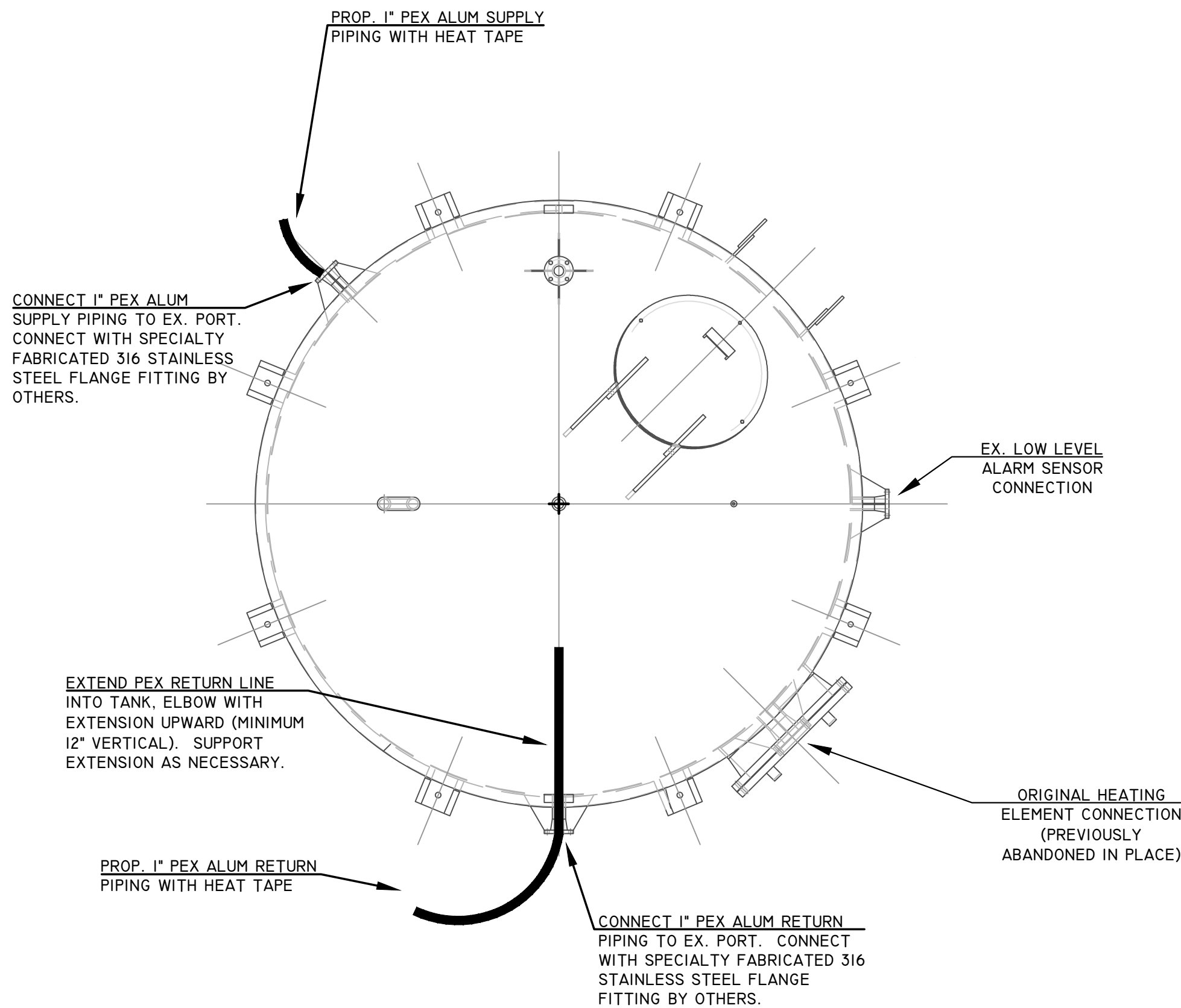


PROP. 1" THERMOPEX® INSULATED PIPING SYSTEM OR APPROVED EQUAL (BURIED). 12" MINIMUM TRENCH DEPTH PER MANUFACTURER'S RECOMMENDATION. SEE PIPING SYSTEM DETAIL THIS SHEET.

EXTEND THERMOPEX® PIPING INTO BULK STORAGE TANK SECONDARY CONTAINMENT AREA. SEE BULK TANK CONNECTION DETAIL THIS SHEET. SEAL PIPE PENETRATION USING PIPE BOOT ON CONTAINMENT EXTERIOR AND CONCRETE PATCH ON CONTAINMENT INTERIOR.

EXTERIOR PIPING SCHEMATIC

NOT TO SCALE



BULK TANK CONNECTION DETAIL

NOT TO SCALE

REVISIONS PER DATE REVIEW COMMENTS		DATE	BY	DATE	NO.
1		02/2023			5
2					6
3					7
4					8
NO.					

2024 CHEMICAL FEED IMPROVEMENTS  
CITY OF HASTINGS WTP  
BARRY COUNTY, MICHIGAN

CHEMICAL FEED PIPING DETAILS

DESIGNED BY	DATE
SJS	06/2024
DRAWN BY	DATE
JRH	06/2024
CHECKED BY	DATE
DJT	08/2024
FILE	EDIT
HAS	
SCALE	AS NOTED
DRAWING	1:1
PLOT	
PROJECT	HAS601
P1	
FIGURE NO.	





# Regular Council Agenda Item Memorandum

**To: City Council**

**From: Robert Neil Superintendent of Streets**

**Subject: W. Woodlawn Asphalt Patching**

**Meeting Date: April 14th, 2025**

---

**Recommended Action:**

Motion to approve the milling and patching of West Woodlawn Avenue from Lakeland Asphalt for **\$49,900.**

**Background Information:**

W. Woodlawn Ave has had major issues with potholes. Hastings DPS has spent a lot of time and material patching many of the spots that are included in this proposal. This action would include 3" mill and fill in the affected areas west of the Health Department driveway and a complete Mill and fill from Health Department Driveway to N. Broadway ending at the beginning of the State Highway Right-of-Way.

**Financial Implications:**

There are accounts that can be utilized for this project that have extra funds in them or funds that have not been used this year.

**Attachments:**

- Pictures of a few affected areas
- Lakeland Asphalt
- Murrays Asphalt
- LT's Asphalt
- Frickie Asphalt



W. Woodlawn between N. Broadway and 720 W. Woodlawn







Lakeland Asphalt Corp.  
548 Avenue A  
Battle Creek, MI 49037  
www.lakelandasphalt.com

Phone: 269-964-1720  
Fax: 269-964-8202



**Submitted to:**

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

meil@hastingsmi.gov

**Job:**

3.0" Mill & Fill 16 Area's of Asphalt Roadway  
W Woodlawn Ave: West of M-43  
Hastings, MI 49058

269-838-8395

**Date:**

3/27/2025

We hereby submit specifications and estimates for:

Syds: 2,286

**Scope of Work:**

Rotomill driveway east to Broadway 33'x530', 1,944 syds

Rotomill remove 15 area's of asphalt, 342 syds

Fine grade and compact arar's, 2,286 syds

Furnish, install and compact an average of 1.5" of MDOT, 4EL wearing course asphalt, 2,286 syds

Apply a bond coat for proper adhesion

Furnish, install and compact an average of 1.5" of MDOT, 5EL wearing course asphalt, 2,286 syds

**\$49,900.00**

Subgrade repairs below existing base to be performed as additional cost (time and materials)  
no work to be done in M-43's right of way

THIS CONTRACT INCLUDES ALL OF THE STANDARD  
CONDITIONS SET FORTH ON THE REVERSE SIDE.

**Daniel Belt**

Digitally signed by Daniel Belt  
DN: cn=Daniel Belt, o=Lakeland Asphalt  
Corp., ou=Project Manager,  
email=dbelt@lakelandasphalt.com, c=US  
Date: 2025.04.07 12:11:56 -04'00'

Authorized Signature  
**Daniel Belt**  
Project Manager  
269-908-1184

Note: This contract may be withdrawn by us if not  
accepted within 15 days.



**PAYMENT IN FULL UPON  
RECEIPT OF INVOICE**



**3% processing fee applies to all credit card payments**

**ACCEPTANCE OF CONTRACT & STANDARD CONDITIONS**

I (We) have read the above contract INCLUDING THE STANDARD CONDITIONS ON THE REVERSE SIDE,  
and hereby accept the prices, specifications, and standard conditions as stated. You are hereby authorized  
to begin the work as proposed at your earliest convenience. We also acknowledge receipt of this Contract  
and agree that it is accurate and as contracted.

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

Signature: \_\_\_\_\_

(owner/officer)

Signature: \_\_\_\_\_

(owner/officer)



# Mid-Michigan's Asphalt Specialist

## Serving The Area

### For Over 30 Years

Murray's Asphalt  
1727 Moore Road  
Woodland, MI 48897  
(269)948-9369  
www.murraysasphalt.com

City of Hastings  
Hastings, MI 49058  
269-838-8395  
rneil@hastingsmi.gov

04-04-2025

All seal coat prices are valid for 30 days.

All paving prices are valid for 15 days.

**Cash, checks, money orders, Visa & Master-card**

**ALL CREDIT CARD TRANSACTIONS HAVE  
3.5% INTEREST FOR HOMEOWNERS AND  
3.5% FOR CORPORATIONS.**

**We hereby submit specifications and estimates for:**

**Mill & Repave from Health Department to Broadway and  
Mill and Repave Misc. Areas West of Health Department**

- Mill to a depth of 3" and haul away
- Grade, compact and weed kill
- Install 1.5" 13A asphalt base
- Install 1.5" 36A Asphalt top

17,490 Sq. Feet– 3" East of Health Dept. to Broadway

2,917 Sq. Feet– West of Health Dept.

**We propose to furnish material & labor-complete in accordance with the above specifications for the sum of: \$61,500.00**

**\$ Sixty One Thousand Five Hundred Dollars**

**With payments made as follows: 50% due at signing, balance paid ON completion**

**Respectfully Submitted:** Willie Murray

#### Acceptance of Proposal

By signing this estimate, you are agreeing to the terms and conditions listed on page 2. In addition, you are authorizing us to do the work and agreeing to make payments as outlined above. Signature: \_\_\_\_\_

Date Of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_





# Mid-Michigan's Asphalt Specialist

## Serving The Area

### For Over 30 Years

Murray's Asphalt  
1727 Moore Road  
Woodland, MI 48897  
(269)948-9369  
[www.murraysasphalt.com](http://www.murraysasphalt.com)

### **Murray's Asphalt Terms and Conditions**

- Customer is responsible for backfilling, topsoiling & seeding after installation, unless otherwise stated.  
The finished asphalt height may be higher or lower than the lawn to maintain proper water flow.
- We can't guarantee water drainage on a surface less than 2% slope.
- We are not responsible for any damage to concrete or asphalt due to heavy equipment.
- If the existing sub-base is unstable, additional removal and product will be charged on a time and material basis.
- Asphalt contains stone for strength. This will cause some stone to be visible in the finished product.
- Parking on new asphalt and/ or turning your tires can create tire marks for the first year, sometimes longer. Do your best to park on concrete whenever possible.
- Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.
- We are not responsible for any unmarked sprinkler heads, and wires or cables that may become broken or damaged.
- We are not responsible for tree root damage on driveway/ parking lot if asphalt is within 25' of a tree.
- We can't guarantee that there won't be some puddles when it rains at the road due to the height of City, County or State road drainage.

**Please sign below acknowledging you have read and agree to our terms and conditions.**

**Customer Signature:** \_\_\_\_\_

**Date Of Acceptance:** \_\_\_\_\_



# Fricke Asphalt Maintenance

ESTIMATE TOTAL

\$58,800.00

To move forward with this estimate, select **Accept** and Fricke Asphalt Maintenance will reach out with next steps.

**From \$1,856/mo**  
for 36 months with personal loan<sup>1</sup>

[Learn more](#)

Powered by **INTUIT**  
creditkarma

**From \$3,920/mo**  
for 15 months with a 0% APR credit card<sup>2</sup>

[Learn more](#)



**Accept**

**Decline**



**Fricke Asphalt  
Maintenance**

Estimate Number     **4918**

Estimate Total     **\$58,800.00**

[View estimate](#)

## Merchant details

Email

[frickeasphalt@comcast.net](mailto:frickeasphalt@comcast.net)

Address

[8011 84th St SE, Caledonia,  
MI 49316](#)

## LT's Asphalt

Mill 20,407 square feet 3" deep, grade, compact base, and pave two 1.5" lifts with a total thickness of 3". Material used will be 4EL/13a for base and top. If pavement is thicker than 3" there will be a change order to add the necessary crushed concrete. Total price- \$56,465

On Thursday, April 3, 2025 at 02:16:52 PM EDT, Robert Neil <rneil@hastingsmi.gov> wrote:

Good afternoon, I apologize for the short notice. We have decided to see about going a different route for W. Woodlawn Ave

We are looking for a mill and fill 3" on all areas. we would be starting at the Health dept Driveway (West Side). I have the following measurements. This quote is Due by 10a on Apr 7th

Driveway east to Broadway-33'x530'

Patches to the west

8' x 7'

3' x 11'

7' x 5'

6' x 3'

5' x 8'

7' x 8'

9' x 13'

5' x 3'

11' x 21'



# Regular Council Agenda Item Memorandum

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

**From: Rob Neil Superintendent of**

**Streets Subject: WWTP Truck Purchase**

**#40 Meeting Date: Monday April 14<sup>th</sup>**

---

**Recommended Action:**

Motion to approve the purchase from Fox Ford of a 2024 Ford F250 4x4 crew cab pickup for the amount of **\$52,004**.

**Background Information:**

This vehicle could also be purchased at Lunghammer Ford for \$51,020 with the upfit charge of \$4,585.00 for a total of \$55,605. Fox Ford will have the truck available in one week while Lunghammer Ford is 90-120 days for delivery. This would be a difference of \$984.

The wastewater service truck is used in the city for sewer lift station checks, mercury sample test taking, and parts pickup. It is also used in Carlton Twp for sewer customers around the lakes for maintenance operations.

**Financial Impact:**

WWTP Truck# 40 is in the capital improvement plan and budget to be replaced. It was predicted to be purchased for \$90,000, but this truck and upfit would come in at a price of \$56,589.

**Attachments:**

- Fox Ford
- Lunghammer Ford
- Hoekstra Equipment
- Truck and Trailer specialties



CUSTOMER INFORMATION				FOX   FORD <i>Only the Best</i> SALES ORDER	
Salesperson <b>Jim McCormick</b>		Work No (616) 855-3473	Fax No (616) 855-3439	3560- 28TH Street, S.E. Grand Rapids, Michigan 49512 Main Phone (616) 956-5511 Fax (616) 855-3439	
My E-Mail Address jmccormick@foxmotors.com				FOX FORD'S SALE PRICE	\$ 53,209.00
Company Name CITY OF HASTINGS				DOC FEE	\$ 280.00
Address 201 ESTATE ST				CVR FEE	
City HASTINGS		State MI		STATE SALES TAX	EXEMPT
Zip 49508	County	Company Tax Id		MICHIGAN TITLE FEE	\$ 15.00
Work Number	Fax Number	Cell Phone	FIN Code	PLATE or in TRANSIT FEE	\$ -
Work E-Mail Address				REBATE #	\$ (1,500.00)
VEHICLE DESCRIPTION				REBATE #	\$ -
New or Used NEW	Plate No.	Plate Expires	Plate Value	REBATE #	\$ -
Year 2024	Make Ford	Model F250 CREW	Body Style PICKUP	REBATE #	\$ -
Miles	Exterior Color WHITE	Interior Color GRAY		REBATE #	\$ -
Stock No 24T883	Vehicle No. 1FTW2BA3RED89974			REBATE #	\$ -
VEHICLE INSURANCE INFORMATION				ANY UPFIT EXPENSES #1	\$ -
Insurance Co.		Policy No.		ANY UPFIT EXPENSES #2	\$ -
Agents Address		Agents Name		TOTAL PRICE OF THE UNIT	\$ 52,004.00
City	State	Zip	Phone	<div>Payments:</div> <div>Notes:</div>	
VEHICLE PREPARATION and DELIVERY INSTRUCTIONS					
To Service <b>PREP, CLEAN &amp; FILL</b>					
Misc:					
Location					
Trade in or PLATE is From					
Year	Make	Model	Body Style		
Trade Stock No.	Vehicle No.		Miles		
Gross Trade In	Trade Pay Off	Good Until	Interest Per Day		
Pay Off To		Phone No.	Account No.		
Address					
City	State	Zip			
Sellers Approval (Subject to Finance Company Approval)				Buyers Approval <b>X</b> Date	



March 24, 2025

City of Hastings  
Attn: JR Argo  
201 E. State St.  
Hastings, MI 49058

Dear JR Argo:

Price on 2025 Vehicle State of Michigan Contract# MA 240000001208 and Macomb County Contract# 21-18 Bid:

**(1) 2025 Ford F250 Crew Cab 4x4 XL Pickup 8' Box in White \$51,020.00 ea**

## **Order Cutoff Date: TBD.**

**Deliver Date: Approximately 90-120 Days A.R.O.**

**Standard Service Contract:** 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000 miles 60 months Powertrain Warranty. Service to be handled by your local Ford Dealer.

**Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.**

**Payment requirements:** All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

*Bill Campbell*

Bill Campbell  
Government & Fleet Sales

## Truck & Trailer Specialties

3286 Hanna Lake Ind. Park Dr.  
Dutton,- MI. 49316  
Phone 616-698-8215, Fax 616-698-0972  
Quote No. DQO005805

**City of Hastings**  
**Attn: Jr Argo**  
**Phone: 269-838-655**  
**March 17, 2025**

### Equipment Quotation

Chassis: 2024 Ford F250, 8' bed

**Supply and install Back Rack Safey truck rack including:**

Model #10700  
2" fully welded wire mesh screen  
Black powdercoat finish  
30222 - Standard no-drill installation kit

**Supply and install two Weatherguard Hi Side toolboxes including:**

Model #396-5-02  
Outside Dimensions: 96-1/4" L x 16" T x 13 1/4" D  
Black powder coat finish  
Swing down doors  
Gutter design  
Automotive D-shaped Ribbed rubber weather stripping  
3-point latching system

**Custom Lighting and Electrical including the following:**

Two (2) SoundOff 4" Mpower LED amber/green warning flashers, grill mounted,  
one each side  
SoundOff Pinnacle LED amber/green mini light bar installed on Backrack  
Two (2) SoundOff 4" Mpower LED amber/green warning flashers installed on the rear bumper  
Above emergency lighting to be wired to one chassis supplied upfitter switch (keyed power)

**Above installed Price: \$4,585.00 per chassis**

**Lead time: 6-10 Weeks ARO**

**Payment Terms: Net 30**

**Pricing good for: 30 days**

Thank you for the opportunity to quote

Submitted by:  
Jenny Offringa / Mike Bouwman



260 36TH STREET SE  
GRAND RAPIDS, MI 49548  
Phone: (616)241-6664 Fax: (616)241-1111  
FII0210

Invoice No. E301013949  
Date 3/3/2025  
Order Type Service Estimate  
Customer ID HASTINGS CITY OF -13650  
Sales Person THORSEN, MICHAEL R  
Advisor THORSEN, MICHAEL R

BILL TO  
HASTINGS CITY OF  
301 E Court St  
HASTINGS, MI 49058

DELIVER TO  
HASTINGS CITY OF  
301 E Court St  
HASTINGS, MI 49058  
P: (269) 945-5083

DATE PROMISED		DATE INVOICE	SALES TYPE	UNITID	TERMS	CUSTOMER REFERENCE	
3/2/2025 6:08:15PM			SACC	VTACCES	NET30	TOPSIDE TOOL BOXES	
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT#	IN SERVICE	ODOMETER IN	ODOMETER OUT
			VAN/TRUCKACCESS		3/31/2015	0	0

#### Estimate Operations

#### JOB#1 E243 SACC TOP SIDE/CROSS BOXES - PER BOX RATE

SERVICE TOP SIDE/CROSS BOXES - PER BOX RATE

FORD SUPER DUTY WITH AN 8' BED.

INSTALL (2) TOPSIDE TOOL BOXES ON TOP OF EACH BED RAIL. BLAKE MATTE ALUMINUM DIAMOND PLATE.

INSTALL HEADACHE RACK WITH STROBE MOUNT.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
2	3011/KNA396-5-02	96"X16"X13" BLK DP ALUM HI-SID	1,300.00	2,600.00
1	3011/WEA11906-52-01	HEX ALUMINUM HEADACHE RACK	1,050.00	1,050.00
1	3011/WEA11920-52-01	CENTER LIGHT BRACKET	65.00	65.00
	LABOR E243	UNDERBED BOXES - PER BOX RATE - TOP MOUNT	135.00	540.00
1	FRT	IN BOUND FREIGHT	25.00	25.00

#### JOB#2 E100 SACC TRUCK INSTALLATION LABOR

SERVICE TRUCK INSTALLATION LABOR

INSTALL 2 - AMBER STROBES IN THE FRONT GRILL.

INSTALL 2 - AMBER STROBES ON THE REAR OF THE TRUCK.

INSTALL AMBER MINI LED LIGHT BAR ON TOP OF HEADACHE RACK.

HARDWIRE ALL LIGHTS TOGETHER TO A SINGLE UP-FITTER SWITCH. CONSTANT ON.

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
4	3012/SOUELJPSNA	3 LED MINI STROBE AMBER	75.00	300.00
2	3012/SOUEL3SNBRKIGRU	BRACKET STROBE LIGHTS	12.00	24.00
1	3012/SOUEPL730001-A	7300 PINNACLE MINI, AMBER PERM	225.00	225.00
	LABORE100	TRUCK INSTALLATION LABOR	135.00	1,147.50
1	FRT	IN BOUND FREIGHT	25.00	25.00



260 36TH STREET SE  
GRAND RAPIDS, MI 49548  
Phone: (616) 241-6664 Fax: (616) 241-1111  
F110210

Invoice No. E301013949  
Date 3/3/2025  
Order Type Service Estimate  
Customer ID HASTINGS CITY OF - 13650  
Sales Person THORSEN, MICHAEL R  
Advisor THORSEN, MICHAEL R

Estimate Operations Totals Prepay: \$0.00 Parts: \$4,264.00 Labor: \$1,687.50 Misc: \$ 0 Sublet: \$0.00 Total: \$6,001.50

----- hSTilvIArE

PLEASE NOTE

Thank you for your business. By my signature, I hereby agree to pay the charges as listed on my invoice, per the terms that have been set for my customer account. An inspection of the unit has been done by me for product content, workmanship, operation and is deemed acceptable and in proper working order.

Disclaimers of Warranties

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose and the seller neither assumes nor authorizes any other person to assume for it any liability in connections with the sale of said merchandise.

Repair Facility License #F110210

QUOTE SUBJECT TO CHANGE BASED ON MANUFACTURER NOTICE OF PRICE INCREASE OR ADDED SURCHARGE.

	ESTIMATED	BILLED
LABOR	\$1,687.50	
PARTS	\$4,264.00	
MISC	\$50.00	
SUBLET	\$0.00	
PREPAY	\$0.00	
SUBTOTAL	\$6,001.50	

SHOP SUPPLIES	\$202.50
MISC SUPPLIES	\$0.00
TAX	\$0.00
<b>TOTAL</b>	<b>\$6,204.00</b>

Please Remit Payment to:  
HOEKSTRA TRUCK EQUIPMENT  
260 36TH STREET SE  
Grand Rapids, MI 49548

SIGNATURE \_\_\_\_\_ DATE/TIME \_\_\_\_\_

A surcharge of 3% will be added onto any amounts paid with a credit card.



# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Downtown Business Team Rock the Block Street Dance Request

**Meeting Date:** April 14, 2025

---

## Recommended Action:

Motion to approve, under the direction of staff, the request from the Downtown Business Team (DBT) to conduct three (3) separate Block Party-Street Dances from 6:00 PM until 10:00 PM on **Saturday May 10, 2025, Saturday July 12, 2025, and Saturday August 9, 2025**, and consent to street closures on the respective dates.

## Background Information:

The DBT is requesting a closure of Jefferson Street from the mid-block alley between State Street and Court Street to the Highpoint Community Bank ATM exit lane between Court Street and Center Street, and the closure of Court Street from the entry/exit lane for Parking Lot One to the entrance to Parking Lot Two from 5:00 PM until 10:00 PM on May 10<sup>th</sup> for the Rock the Block street dance number one. DBT is requesting a street closure on State Street from Jefferson to Michigan from 5:00 PM until 10:00 PM on July 12<sup>th</sup> for street dance number two. DBT is requesting a street closure from 5:00 PM until 10:00 PM on August 9<sup>th</sup> on State Street from Church Street to Jefferson Street for street dance number three. The goal is to create an environment where people can come listen to music, dance, participate in outdoor games, or socialize with friends and neighbors. The locations chosen are in the heart of the Commons Area of the Social District. The DBT feel events such as these will bring awareness to the public of the Social District, enhancing economic development for the core downtown area.

The Downtown Business Team organizes the two Girls Night Out events as well as the Jingle and Mingle event annually. Historically the events are well organized and staffed with engaged volunteers.

## Financial Implications:

All barricades, traffic cones, and picnic tables would be made available to the organizers during regular Public Service Department hours of operation.



# Regular Council Agenda Item Memorandum

## Attachments:

- Request Letter
- Special Event Application with Site Plans

To the Hastings City Council:

The summer of 2025 will be the second season of the “Second Saturday” series of downtown block party/street dances. In 2024, the events were held on the second Saturday of June, July, and August. This year, the street celebrations will be held on the second Saturday of May, July and August. In 2025, the Saturday in June would clash with the big Rock the Country festival being held at the Barry County fairgrounds.

Last year, the series had no name other than the generic Street Dance/Block Party. This year it will be promoted as the “Rock the Block Party”. The three events will all share a similar format, but each will be held in a slightly different location.

A segment of public street will be closed to traffic. There will be a live band to provide dance music. Each party will be held concurrently with a competitive cornhole tournament hosted by the Hastings Cornhole Club. This collaboration worked very well for our August 2024 event.

There are currently three downtown restaurants that participate in the “Social District”. The district is a place where patrons can purchase an adult drink in a to-go cup and then enjoy their food and drink outdoors on city-provided tables within the district. Each of the three events will feature and highlight one of these specially licensed social district venues.

The Rock the Block party in May (Saturday, the 10<sup>th</sup>) will be held at the corner of Jefferson Street and Court Street, featuring Kloosterman’s Sports Tap. Kloosterman’s opened for business in May of 2015, so this event will serve as a birthday party for “The Tap”.

The July event (Saturday, the 12<sup>th</sup>) will be held on State Street, the full block between Jefferson and Michigan, featuring Walldorff Bistro and Brewpub. Walldorff opened for business on July of 2006, so this event will serve as a 19<sup>th</sup> birthday party for “The Brew Pub”.

The August party (Saturday, the 9<sup>th</sup>) will also be on State Street, the full block between Church and Jefferson, this time featuring the fine food and drinks from Seasonal Grille.

We expect the music will draw 100 or more people downtown for each event. It is an opportunity to showcase the recently-completed downtown streetscape.

In August of 2024 we partnered with the Hastings Cornhole Club to have two concurrent events that share a block of closed public street. It was a huge success. Each set of cornhole boards will bring 8 players to downtown Hastings. Last year we had room for 8 sets of boards. This year, each event will have at least 10 sets, with room for more if needed. That’s 80 players, plus family and friends.

Thank you for your time and attention.

For the Hastings Downtown Business Team

Brian Reynolds

April 1<sup>st</sup>, 2025





## City of Hastings Special Event Application

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

### Section 1: Applicant/Organization Information

<b>Tracy Baker / Down Town Business Team</b>	<b>269.217.2078</b>
--	---------------------

Applicant/Organization Name	Phone
-----------------------------	-------

<b>Tracy Baker</b>	<b>269.217.2078</b>	<b>Tracy@Athomerealestate.org</b>
--------------------	---------------------	-----------------------------------

Contact Name	Phone	Email
--------------	-------	-------

<b>107 E. State Street</b>	<b>Hastings</b>	<b>Michigan</b>	<b>49058</b>
----------------------------	-----------------	-----------------	--------------

Street	City	State	Zip
--------	------	-------	-----

<b>Brian Reynolds</b>	<b>269.838.5147</b>
-----------------------	---------------------

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

### Section 2: Event Information

<b>Hastings Social District 2024 Block Party</b>
--

Name of Event
---------------

<b>Rock The Block And Cornhole Tournament</b>
---

Description of Event
----------------------

<b>Block party including live music and dancing along with a cornhole tournament</b>
--

Event Dates	Time (From/To)
-------------	----------------

<b>May 10, July 12th and August 9th</b>	<b>5:30 p.m. - 11:00 p.m.</b>
---	-------------------------------

Set up Date(s) and Time(s)	Clean Up Date(s) and Time(s)
----------------------------	------------------------------

**Jefferson Street in front of the Untied States mural between State Street and Alley next to OTT**

Location(s) of Event

5 people

100 peop50

Estimated number of volunteers

Estimated daily attendance (if known)

**Section 3: Event Details**

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

- ☒ Road closure
  - ☐ If checked, please provide a proposed detour route.
- ☒ Closure of public parking area
  - ☐ Use of park area
  - ☐ Firepits/open flame
  - ☐ Fireworks or pyrotechnics
    - ☐ If yes, provide a copy of liability insurance listing the City as an additional insured party.
  - ☐ Food and/or non-alcoholic beverage service or sales (if yes, contact Barry County Health Department)
    - ☐ If yes, provide copy of Health Department Food Service License
  - ☐ Temporary structures (including tents or pavilions)
- ☒ Music
  - ☐ If yes, what time will music begin and end? 5:30 p.m. - 10:00 p.m.
  - ☐ If yes, what type of music is proposed? Live – Acoustic   Live - Amplification   Recorded  
     Loudspeakers or public address system   Live music From 6:00 p.m. - 10:00 p.m.
- ☐ Parade
- ☐ Race (ex: 5K)
- ☐ Vendors/sale of goods
- ☐ Carnival rides
  - ☐ If yes, provide a copy of liability insurance listing the City as an additional insured party.
- ☒ Signs or banners
- ☐ Animals/petting zoo
- ☐ Portable restroom facilities
- ☐ Donation collection/free will offering
- ☐ Other \_\_\_\_\_
- ☐ Alcohol
  - ☐ If yes, provide copy of liquor liability insurance with the City listed as an additional insured.
  - ☐ If yes, provide a copy of Michigan Liquor Control License Application.
  - ☐ If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).
  - ☐ If the alcohol is being served in the Social District, a Council Resolution suspending the district is required.

Please describe how garbage will be managed?

**4 additional trash cans will need to be dropped off**

---

#### **Section 4: Site & Event Plan**

Please prepare a site plan that includes the following information:

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

**See Attached**

---

## Section 5: Acknowledgements and Hold Harmless Agreement

The Applicant understands and agrees to the following:

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

Tracy Baker/Down Town Business Team

Printed Name of Applicant & Name of Organization

*Tracy Baker*

dotloop verified  
03/31/25 4:03 PM EDT  
UMST-VE18-Q56B-ISUB

03/31/2025

Signature

Date

## Section 6: City Review – For Office Use Only

### A. Police Department Review:

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

No

---

Other Comments:

### B. Public Services Director Review

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

☒ Trash receptacles   ☒ Barricades   ☒ Traffic cones   \_\_\_ Restroom Cleaning  
\_\_\_ Fencing   ☒ Water or Electric   \_\_\_ Other

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

---

Other Comments:

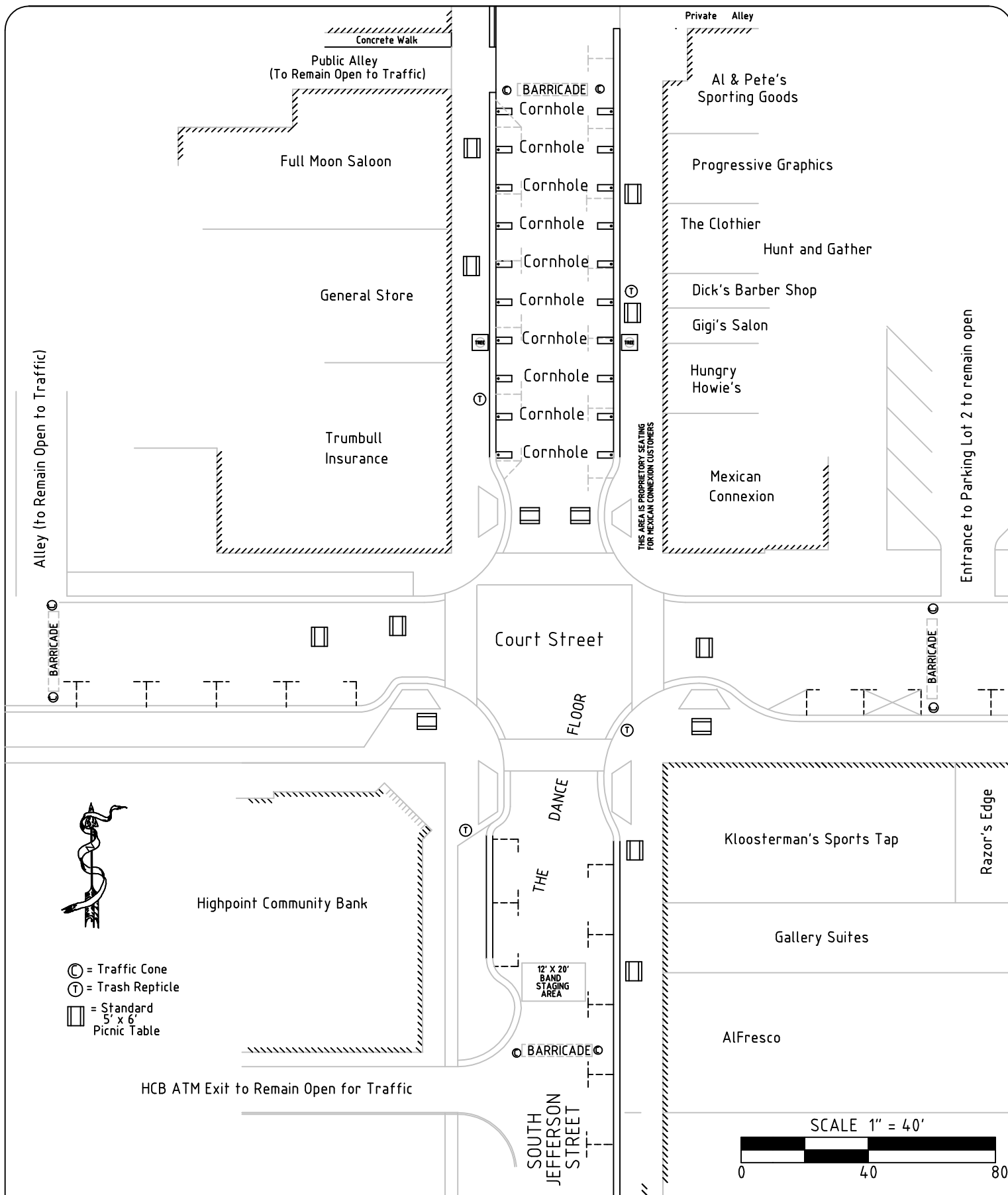
### C. Fire Chief Review

Comments:

### D. Community Development Department Review

Comments:

Date of Meeting for Council Approval \_\_\_\_\_ Approved? \_\_\_ Yes \_\_\_ No



CLIENT

Downtown Business Team

SCALE

1"=40'

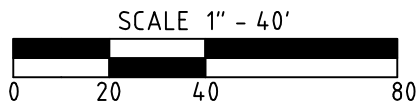
DRAWN BY

BRIAN REYNOLDS

DATE

MARCH 28, 2025

Site Plan for the May 10, 2025  
Rock the Block Party



- ⊙ = Traffic Cone
- ⊕ = Trash Receptacle
- ▭ = Standard 5' x 6' Picnic Table

JEFFERSON

Gilmore's  
Jewelry

The Vintage Haven

State  
Grounds

Jami's Crafts

Currently Vacant

Grown and Made

Michigan Works

Lighthouse Title

Boostmobile

The Sweeper Shop

Arris Matrix

Outlaw Tattoo

Currently Vacant

MICHIGAN

STREET

Walldorff  
Brewpub  
and Bistro

Brick Wall  
Design Studio

Anne's Health Food

Way Too  
Cheap

Jordan's  
Treasure Trunk

Deepwater  
Grappling

Jewelry by  
Bretta

Vacant Lot

Ortwein/  
Creative  
Designs

PRIVATE

PARKING

BARRICADE

Driveway to Remain Open

AVENUE

⊙ BARRICADE ⊙

Walkway to Remain Open  
to Pedestrian Traffic

20' X 12' BAND  
STAGING AREA

THE

DANCE

FLOOR

Walkway to Remain Open  
to Pedestrian Traffic

Cornhole

Cornhole

Cornhole

Cornhole

Cornhole

Cornhole

Cornhole

Cornhole

Cornhole

Cornhole

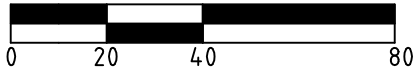
Walkway to Remain Open  
to Pedestrian Traffic

⊙ BARRICADE ⊙



- ⊙ = Traffic Cone
- ⊕ = Trash Receptacle
- ▤ = Standard 5' x 6' Picnic Table

SCALE 1" = 40'



CLIENT

Downtown Business Team

SCALE

1" = 40'

DRAWN BY

BRIAN REYNOLDS

DATE

MARCH 28, 2025

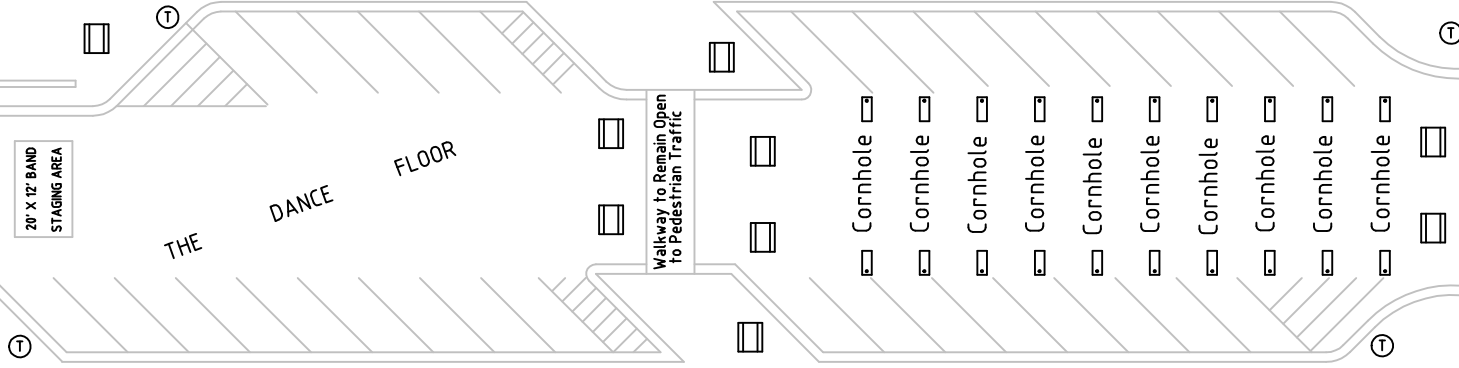
Site Plan for the August 9, 2025  
Rock the Block Party

CHURCH STREET

⊙ BARRICADE ⊙ BARRICADE ⊙

Walkway to Remain Open to Pedestrian Traffic

20' X 12' BAND STAGING AREA



Seasonal Grille

Richie's Koffee Shop

Northern Mortgage

Trumbull Insurance

King's Appliances

Hodge's Jewelry

Prudential

Deepwater

Floral Designs

Palooza Hair

Wildwood Books

JEFFERSON

Miller Real Estate

Phillips Accounting

Lynn Denton

Baker Law Office

Everything Under the Sun

Hastings Nutrition

WBCH Radio

Bee Eclectic

Barlow Florist

The Jefferson

Abstract Glass

STREET





# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Resolution 2025-10 Notice of Intent to Issue Bonds**

**Meeting Date: April 14, 2025**

---

Recommended Action:

Motion to approve **Resolution 2025-10**, Notice of Intent to Issue Bonds.

Background Information:

This notice is required to initiate the bonding process for financing the Green and Market Street project. The purpose is to provide legal notice of the City's intent to issue bonds in an amount that cannot exceed \$8.5 million. Importantly – the project is estimated to cost \$7.3 million. However, this Resolution sets a not-to-exceed amount so we have set it higher than what we anticipate to allow us some flexibility in the event bids come in high or there are project changes that necessitate spending more than we are anticipating at this time.

We are not obligated to issue bonds as a result of this notice. However, we cannot bond without this notice having been published.

Financial Implications:

None.

Attachments:

- Resolution 2025-10

**RESOLUTION 2025-10**

**RESOLUTION AUTHORIZING PUBLICATION OF NOTICE OF INTENT TO  
ISSUE CAPITAL IMPROVEMENT BONDS**

At a regular meeting of the City Council of the City of Hastings, Barry County, Michigan, held on April 14, 2025.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and seconded by  
\_\_\_\_\_:

WHEREAS, the City of Hastings (the "City") proposes to issue its capital improvement bonds (the "Bonds") in one or more series to defray the cost of improvements along Fish Hatchery Park to Broadway Street on Green and from Green to State on Market Street, within the City, including but not limited to (i) resurfacing of such roads; (ii) construction of a mini roundabout at the intersection of Green and Market; (iii) lead service line replacements, storm, and sanitary sewer replacement on Green and Market; (iv) water main replacement on Market Street; and (v) acquiring and constructing any and all other related appurtenances and site improvements within, or immediately adjacent to, the road right of way.

WHEREAS, prior to issuing the Bonds, the City is required to publish a notice of intent to issue the Bonds pursuant to Section 517(2) of Act 34, Public Acts of Michigan, 2001, as amended.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hastings, Barry County, Michigan, as follows:

1. The maximum principal amount of Bonds expected to be issued for the Project is \$8,500,000.

2. The Bonds shall be authorized by proper proceedings subsequent to this resolution.

3. The City Clerk is hereby instructed to publish the notice attached hereto once in a newspaper of general circulation in the City, which notice shall not be less than ¼ page in size in such newspaper.

4. The firm of Dickinson Wright PLLC is hereby appointed as bond counsel to the City and MCFI is hereby appointed as the City's registered municipal advisor in connection with the issuance of the Bonds.

5. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

STATE OF MICHIGAN     )  
                                      )ss  
COUNTY OF BARRY     )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the City Council of the City of Hastings, Barry County, Michigan, held on April 14, 2025, the original of which is on file in my office. I further certify that notice of said meeting was given in accordance with the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_ day of \_\_\_\_\_, 2025.

---

Linda Perin, Clerk  
City of Hastings

***Note: This notice must be not less than ¼ page in size in the newspaper.***

NOTICE OF INTENT TO ISSUE BONDS  
BY THE CITY OF HASTINGS, MICHIGAN

NOTICE IS HEREBY GIVEN that the City of Hastings, Barry County, Michigan, intends to issue capital improvement bonds in one or more series in the aggregate principal amount of not to exceed \$8,500,000 for the purpose of defraying all or part of the costs of improvements along Fish Hatchery Park to Broadway Street on Green and from Green to State on Market Street, within the City, including but not limited to (i) resurfacing of such roads; (ii) construction of a mini roundabout at the intersection of Green and Market; (iii) lead service line replacements, storm, and sanitary sewer replacement on Green and Market; (iv) water main replacement on Market Street; and (v) acquiring and constructing any and all other related appurtenances and site improvements within or immediately adjacent to the road right of way.

The bonds will bear interest from their date at a rate or rates to be determined upon the sale thereof but in no event to exceed such rates as may be permitted by law.

The bonds will be issued under, and pursuant to, the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended, and the full faith and credit of the City of Hastings will be pledged to pay the principal of and interest on the bonds as the same shall become due. The City of Hastings will be obligated, as a first budget obligation, to advance moneys from its general funds or to levy ad valorem taxes on all taxable property within its corporate boundaries to pay the principal of and interest on the bonds as the same shall become due; provided, however, that the amount of taxes necessary to pay the principal and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limits authorized by law.

## RIGHT TO PETITION FOR REFERENDUM

This notice is given, by order of the City Council of the City of Hastings, to and for the benefit of the electors of the City of Hastings in order to inform them of their right to petition for a referendum upon the question of the issuance of the aforesaid bonds. The bonds will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the City of Hastings, whichever is the lesser, shall have been filed with the undersigned City Clerk. In the event that such a petition is filed, the bonds will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the City of Hastings qualified to vote and voting thereon at a general or special election.

## FURTHER INFORMATION

Further information relative to the issuance of said bonds and the subject matter of this notice may be secured at the office of the City Clerk of the City of Hastings, 201 E State Street, Hastings, Michigan 49058.

This notice is given pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended.

Linda Perin, Clerk  
City of Hastings



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Resolution 2025-11 to Appoint Rob Neil as Street Administrator**

**Meeting Date: April 14, 2025**

---

## Recommended Action:

Motion to adopt **Resolution 2025-11** to designate Rob Neil, Street Superintendent, as the City of Hastings Street Administrator.

## Background Information:

MDOT requires that we designate a street administrator to validate and authorize our annual Act 51 map and participate in construction reporting. Travis Tate previously served as the administrator so the position needs to be replaced.

## Financial Implications:

We are required to have a street administrator designated to receive Act 51 road funding.

## Attachments:

- Resolution 2025-11

Michigan Department  
of Transportation  
2012 (08/19)

## RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure to supply this information will result in funds being withheld.*

**MAIL TO:** Michigan Department of Transportation, Financial Operations  
Division, P.O. Box 30050, Lansing, MI 48909.  
or Fax to: (517) 335-1828

**NOTE:** Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner \_\_\_\_\_  
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate \_\_\_\_\_  
\_\_\_\_\_ as the single Street Administrator for the City or Village of  
\_\_\_\_\_ in all transactions with the State Transportation Department  
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner \_\_\_\_\_

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting  
of the governing body of this municipality on the \_\_\_\_\_ day of  
\_\_\_\_\_

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O. BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER





# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Action to Merge Divisions HC into Division HB of the MERS Hybrid Plan**

**Meeting Date: April 14, 2025**

---

**Recommended Action:**

Motion to authorize the merger of Division HC into Division HB of the City of Hastings MERS Hybrid plan.

**Background Information:**

Division HC is the hybrid plan for full-time fire union employees hired after July 2007. The union disbanded without anyone ever enrolling in this division. New full-time fire employees have been enrolled in the general employee HB plan. There is no reason to leave the HC plan open because no one qualifies for enrollment.

**Financial Implications:**

None.

**Attachments:**

- Revised hybrid adoption agreement

# MERS Hybrid Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.6377 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

**I. Employer Name** \_\_\_\_\_ **Municipality #:** \_\_\_\_\_

If new to MERS, provide your municipality's/court's fiscal year: \_\_\_\_\_ through \_\_\_\_\_.  
(Month) (Month)

## II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

☐ Vesting credit from date of hire ☐ No vesting credit

☐ This division is for new hires, rehires, and transfers of current Defined Benefit\* division # \_\_\_\_\_ and/or current Defined Contribution division # \_\_\_\_\_

**Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll**, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (Defined Benefit or Defined Contribution) employees (select one of the following and see [Plan Document](#), Section 70 for more information):

☐ Will have a one-time opportunity to convert the value of their current Defined Benefit into a lump sum transferred to the Defined Contribution portion of Hybrid sum, or continue accruing service in the Defined Benefit (complete *MERS Hybrid Conversion Addendum*.)

☐ Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Hybrid Plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ Will be required to cease service accrual in Defined Benefit and will transfer to Hybrid for future service accrual.

*\* By completing the section above, the Employer acknowledges receiving Projection Study (if applicable) results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. ☐ If this is an **amendment** of an existing Adoption Agreement (Hybrid division # \_\_\_\_\_), the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

# MERS Hybrid Plan Adoption Agreement

- C. ☐ If this is to **separate employees** from an existing Hybrid division

(existing division number(s) \_\_\_\_\_)

into a new Hybrid division, the effective date shall be the first day of \_\_\_\_\_, 20\_\_\_\_.

- D. ☐ If this is to merge division(s) \_\_\_\_\_ into division(s) \_\_\_\_\_, the effective date shall be the first of \_\_\_\_\_, 20\_\_\_\_.

- E. ☐ If this is an amendment to close Defined Benefit division(s) # \_\_\_\_\_ or Hybrid division(s) \_\_\_\_\_ with new hires, rehires, and transfers going into an **existing** Hybrid division # \_\_\_\_\_, the effective date shall be \_\_\_\_\_ (month/year).

**Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.**

(The amount may be adjusted for any benefit modifications that may have taken place since then).

## III. Plan Eligibility

Division Title: \_\_\_\_\_

Only those employees eligible for MERS membership may participate in the Hybrid Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the specified service credit qualification and are required to contribute to both the Defined Benefit and Defined Contribution portions of Hybrid as defined below. All eligible employees must be enrolled in the plan. Please describe the specific classifications that are eligible for MERS within this division:

---

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): ☐ Yes ☐ No

# MERS Hybrid Plan Adoption Agreement

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification under the Defined Benefit portion of Hybrid as defined under section IV (Provisions) in order to earn a month of service. Excluded classifications will require additional information below. For Defined Contribution portion of Hybrid, vesting is determined according to elapsed time (or hours reported, if applicable).

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
<b>Temporary Employees:</b> Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Part-Time Employees:</b> Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seasonal Employees:</b> Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Voter-Elected Officials</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Appointed Officials:</b> An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contract Employees</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other 2:</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	

**Probationary Periods** (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be \_\_\_\_\_ month(s).

Comments:

- ☐ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

## IV. Provisions

### 1. Service Credit Qualification (for Defined Benefit portion of Hybrid)

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility and service credit qualification in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) \_\_\_\_\_ hours in a month.

**Note:** For purposes of Defined Contribution, vesting is determined by elapsed time or hours reported.

# MERS Hybrid Plan Adoption Agreement

## 2. Leaves of Absence (for Defined Benefit portion of Hybrid)

Indicate in the chart below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee's current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees' hourly rate is \$20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: \$20/hour X 120 X .05 = \$120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

*Note:* For the Defined Contribution portion of Hybrid service is not "granted" or "excluded" as elapsed time (or accumulated hours) are used to determine vesting. Contributions will be due only for months where wages are paid.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

## 3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

- ☐ Base Wages    ☐ Box 1 Wages of W-2    ☐ Gross Wages  
☐ Custom Definition

Click here to view details of Base, Box 1, and Gross Wages

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

# MERS Hybrid Plan Adoption Agreement

## 4. Employer Caps

- ☐ The Employer hereby elects to cap the annual contribution to Hybrid (total amount for both Defined Benefit and Defined Contribution portions) to 10 % of payroll. The employer will adjust its contribution to the DC portion of the plan based on the required contribution for the DB portion. An employee contribution will become required on the DB portion of the plan if the total employer contribution DB + DC portions has exceeded the cap with no employer contribution to the DC portion.
- ☐ The Employer hereby elects to cap the annual contribution to the Defined Benefit portion of Hybrid to \_\_\_\_ % of payroll. An employee contribution will become required on the DB portion of the plan if the required employer contribution for the DB portion of the plan has exceeded the set cap (regardless of the employer contribution to the DC portion of the plan).
- ☐ No Employer Cap

## Hybrid – Defined Benefit Component Provisions

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation except for definition of compensation and early out provision.

Valuation Date: \_\_\_\_\_, 20\_\_\_\_

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.
2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employer's contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

### 3. Benefit Multiplier

The multiplier shall be one of the following dependent upon the division's Social Security status:

#### **Social Security Coverage**

- ☐ 1.00%
- ☐ 1.25%
- ☐ 1.50%

#### **No Social Security Coverage**

- ☐ 1.00%
- ☐ 1.25%
- ☐ 1.50%
- ☐ 1.75%
- ☐ 2.00%

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years
5. Vesting shall be 6 years
6. Normal DB Retirement Age: \_\_\_\_\_ (any age from 60 – 70)
7. Early Normal Retirement with unreduced benefits at age: \_\_\_\_\_ (may be any number from 55-65 with 25 years of service)

# MERS Hybrid Plan Adoption Agreement

## Hybrid - Defined Contribution Component Provisions

### 1. Vesting (for Defined Contribution portion)

Vesting will be credited using (check one):

- ☐ Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire through date of termination.
- ☐ Hours reported method – Employees will be credited with one vesting year for each calendar year in which \_\_\_\_\_ hours are worked

Vesting schedule will be (check one):

- ☐ Immediate
- ☐ Cliff vesting (fully vested after a specified number of years, not to exceed 10 years) will be \_\_\_\_ years.
- ☐ Graded Vesting (the % of vesting acquired after employment for the designated number of years, not to exceed 10 years)

% Vested	Years of Service

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal DC Retirement Age (presumed to be age 60 unless otherwise specified) \_\_\_\_\_

*If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.*

### 2. Contributions (for Defined Contribution portion)

#### a. Contributions will be submitted (check one):

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

- ☐ Weekly ☐ Semi-Monthly (twice each month)
- ☐ Bi-Weekly (every other week) ☐ Monthly

#### b. Employer Contributions

Required Employer and Employee Contributions are outlined using associated [Contribution Addendum for MERS Defined Contribution \(MD-073\)](#).

#### c. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

### 3. Loans: ☐ shall be permitted ☐ shall not be permitted

If Loans are elected, please refer to the *Defined Contribution & 457 Loan Addendum*.

# MERS Hybrid Plan Adoption Agreement

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4. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

5. **Forfeiture** (for Defined Contribution portion)

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

## V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this MERS Hybrid Plan Adoption Agreement and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Hybrid Plan Adoption Agreement, the provisions of the Plan Document control.

## VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of this Agreement is not effective until approved by MERS.

## VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;
4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;



## MERS Hybrid Plan Adoption Agreement

7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended;
8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

### VIII. Execution:

#### Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by

at a Board Meeting which took place on: \_\_\_\_\_  
(mm/dd/yyyy)

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
(mm/dd/yyyy)

#### Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)



# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Very Barry Family Event

**Meeting Date:** April 14, 2025

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## Recommended Action:

Motion to approve, under the direction of staff, the 14<sup>th</sup> annual Very Barry Family Event to be held in Tyden Park on **Saturday, June 7, 2025, from 9:00 a.m. until noon**. The request includes the use of the entire park and both pavilions.

## Background Information:

This event focuses on services for early childhood which includes birth to eight years old and their families. Sponsored by local organizations, this is a free event to attend. Tyden Park has proven to be a fantastic venue for this event.

## Financial Implications:

There are no significant financial implications to the City.

## Attachments:

- Very Barry Family Event Planning Committee Request Letter
- Special Event Application

Mar 19, 2025

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

RE: Very Barry Family Event

Dear Mayor Tossava and City Council Members:

I am writing on behalf of the Very Barry Family Event Planning Committee. We organize the annual event and would like to request permission to hold it again at Tyden Park on June 7,, 2025 from 9:00 am – noon.

The Very Barry Family Event focuses on services for early childhood which includes children birth to 8 and their families. It is a fun, free event that is sponsored by local organizations to provide greater awareness of who they serve and to better prepare parents to connect with community services. In addition, local agencies offer free information and activities that give families free or low cost ideas to do with their children during the summer months. In the past, VBFE has always been an opportunity for families with young children to participate in activities & giveaways, enjoy a free breakfast, receive a free book, interact with community helpers such as fire fighters, police officers, the sheriff and his posse, Barry County Transit driver, Head Start bus driver, vision and hearing screeners and representatives of many agencies and organizations. Children's names are also entered into drawings for new bikes (organized by the Hastings Rotary).

Feedback from surveys families completed after past events have been overwhelmingly positive. They reported that they and their children had a great time, they got new ideas to do with their children and were able to access and learn about community resources they did not know existed.

We again request the following for the 14<sup>th</sup> Annual Very Barry Family Event:

- 1) Reserve the entire Tyden Park for our event on Saturday, June 7, 2025 from 7:30 a.m. to 1:00p.m.
- 2) Use both pavilions.
- 3) Close the gates to traffic for the entirety of the event as families will enter on foot.

Thank you for your consideration of this request. Should you have any questions regarding this event please do not hesitate to contact me:

LeeAnn Miller-Busson, Barry County Great Start Collaborative Coordinator at (269) 838-2938 or [bussonl@calhounisd.org](mailto:bussonl@calhounisd.org).

Respectfully submitted,

The Very Barry Family Event Planning Committee



## City of Hastings Special Event Application

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

### Section 1: Applicant/Organization Information

**Very Barry Family Event/ Barry Great Start Collaborative/Calhoun Intermediate School District**

**269-838-2938**

Applicant/Organization Name Phone

**LeeAnn Miller Busson 269-838-2938** [bussonl@calhounisd.org](mailto:bussonl@calhounisd.org)

\_ Contact Name Phone Email

**118 W State St Hastings Mi 49058**

\_ Street City State Zip

Same

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

### Section 2: Event Information

**Very Barry Family Event**

\_ Name of Event

**The Very Barry Family Event normally draws at least 150 families and focuses on services for early childhood which include children birth to 8 and their families. It is a free fun event that includes many**

**booths sponsored by local agencies offering free information and give aways. The booths inform families of free or low cost ideas to do with their children during the summer months. There will be bike giveaways, free prepackaged breakfast, free books and other prizes.**

\_ Description of Event

**Saturday June 7, 2025 9am-12pm**\_ Event Dates Time (From/To)

**Saturday June 7, 7:30-9am**

**Saturday June 7, 12-1pm**

\_ Set up Date(s) and Time(s) Clean Up Date(s) and Time(s)

Page 1 of 5

**Tyden Park, Hastings MI**\_ Location(s) of Event

**100 Volunteers**

**Between 500-1000 depending on weather**

\_ Estimated number of volunteers Estimated daily attendance (if known)

### **Section 3: Event Details**

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

€ Road closure

- If checked, please provide a proposed detour route.

X Closure of public parking area

X Use of park area

€ Firepits/open flame

€ Fireworks or pyrotechnics

- If yes, provide a copy of liability insurance listing the City as an additional insured party.

€ Food and/or non-alcoholic beverage service or sales (if yes, contact Barry County Health Department)

- If yes, provide copy of Health Department Food Service License

X Temporary structures (including tents or pavilions)

€ Music

x If yes, what time will music begin and end?10-11 o If yes, what type of music is proposed? **Live – Acoustic Live - Amplification Recorded Loudspeakers or public address system**

€ Parade

€ Race (ex: 5K)

€ Vendors/sale of goods

€ Carnival rides

- o If yes, provide a copy of liability insurance listing the City as an additional insured party.

X Signs or banners

€ Animals/petting zoo

€ Portable restroom facilities

€ Donation collection/free will offering

€ Other \_\_\_\_\_

€ Alcohol

- o If yes, provide copy of liquor liability insurance with the City listed as an additional insured.
- o If yes, provide a copy of Michigan Liquor Control License.
- o If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).
- o If the alcohol is being served in the Social District, a Council Resolution suspending the district is required.

Page 2 of 5

Please describe how garbage will be managed?

**Volunteers will direct participants to dispose of garbage in the garbage containers. It required, volunteers will take garbage bags to dumpster. \_**

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#### **Section 4: Site & Event Plan**

Please prepare a site plan that includes the following information:

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

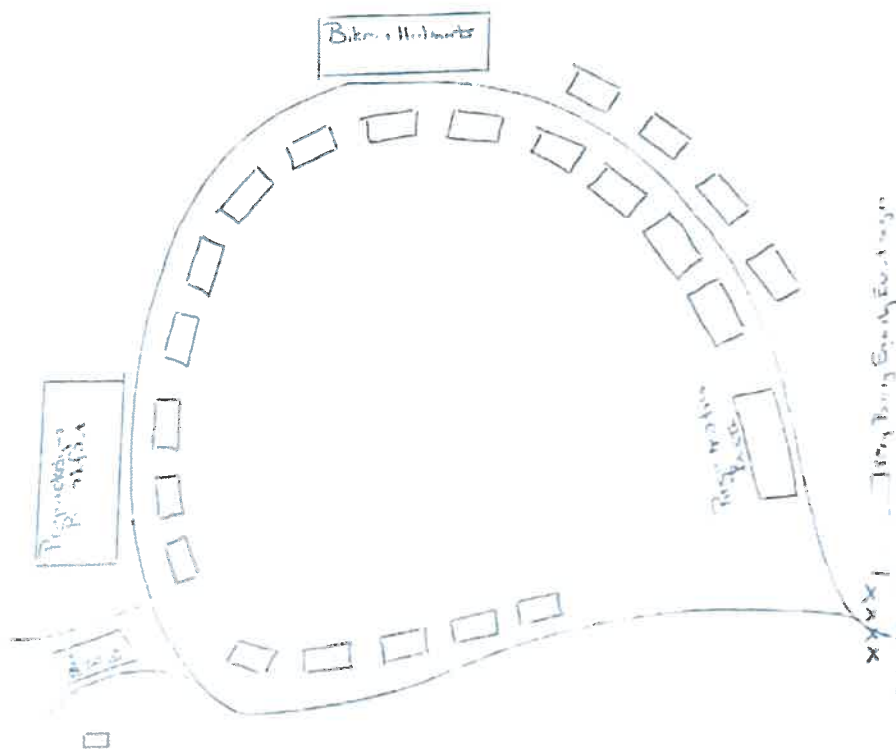
Please describe how garbage will be managed?

#### Section 4: Site & Event Plan

Please prepare a site plan that includes the following information:

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

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143



See attached site plan (attached to email)

Page 3 of 5

### **Section 5: Acknowledgements and Hold Harmless Agreement**

The Applicant understands and agrees to the following:

1. This application is subject to review by various city departments and must be approved by the City Council. Failure to submit this application in a timely manner may delay approval or result in the denial of the application. Submission of the application does not guarantee an approval. The City may require conditions on the approval of any application.
2. The applicant must comply with all local and applicable state laws and policies. The Applicant acknowledges that approval of the special event does not relieve the applicant from meeting any requirements of law or those of other bodies or agencies applicable to the event.
3. The Applicant agrees to clean up and restore the area in the condition it was found prior to the event. The City is not responsible for equipment or personal items left on public property.
4. The Applicant acknowledges that they shall not discriminate against any employee or applicant for



employment because race, color, religion, sex, national origin, age, disability, or any other applicable status protected by federal, state, or local law. The Applicant further agrees that it will comply with the Civil Rights Act of 1973, as amended, and the Michigan Civil Rights Act of 1976 (78. Stat 252 and 1976 PA 453) and will require the same of any consultant or sub contractor involved in hosting the event.

5. Upon approval of the event, the Applicant agrees to fully defend, indemnify and hold harmless the City, its City Council, its officers, employees, agents, volunteers, and contractors from any and all claims, demands, losses, obligations, costs, expenses, verdicts, and settlements (including but not limited to attorney fees and interest) resulting from any act or omission by the applicant, its agents, employees, contractors, and volunteers, and violation of state or federal law, and any other acts of the applicant or attendees causing personal injury or property damages in connection with this event.

6. A breach in any of the above may result in the denial of the application or revocation of an approval by the City.

**LeeAnn Miller-Busson/ Very Barry Family Event-Barry Great Start Collaborative, CISD**

\_ Printed Name of Applicant & Name of Organization

*LeeAnn Miller Busson*

March 18, 2025\_ Signature Date

Page 4 of 5

**Section 6: City Review – For Office Use Only**

**A. Police Department Review:**

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

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Other Comments:

### **B. Public Services Director Review**

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

☐ Trash receptacles ☐ Barricades ☐ Traffic cones ☐ Restroom Cleaning

☐ Fencing ☐ Water or Electric ☐ Other

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

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☐ Other Comments:

### **C. Fire Chief Review**

Comments:

### **D. Community Development Department Review**

Comments:

Date of Meeting for Council Approval \_\_\_\_\_ Approved? ☐ Yes ☐ No



# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Schedule Bachman Field Planned Unit Development and Final Site Plan Review Public Hearing

**Meeting Date:** April 14, 2025

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## Recommended Action:

Motion to schedule a public hearing for the **May 12, 2025**, City Council meeting for approval of the final Planned Unit Development (PUD) and site plan application for Bachman Field for the development of 119 site condominium lots for detached single family home construction at 900 Bachman Rd.

## Background Information:

The Hastings Planning Commission conducted a public hearing on Monday April 7, 2025, for consideration of the Bachman Field PUD and final development plan. The Planning Commission approved the PUD and final development plan with minor revisions and in accordance with Section 90-668 Standards for Approval, are recommending the PUD and final development plan to City Council for approval. In accordance with Section 90-670, the City Council shall conduct a public hearing for final PUD and development plan approval.

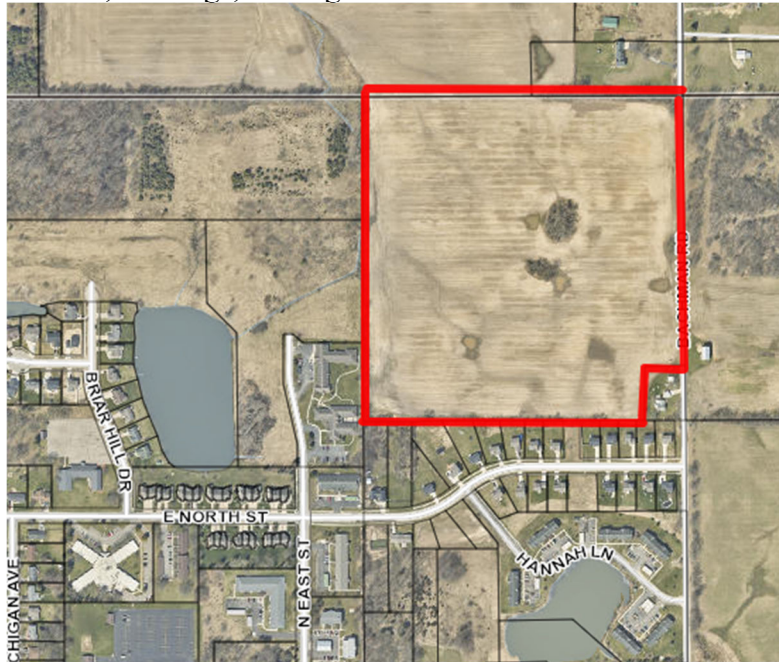
**Financial Implications:** There are no direct financial implications from this request.

**Attachments:** Public hearing notice

# City of Hastings

## NOTICE OF PUBLIC HEARING REGARDING BACHMAN FIELD PLANNED UNIT DEVELOPMENT AND FINAL SITE PLAN APPROVAL

The City Council for the City of Hastings will hold a Public Hearing for the purpose of hearing written and/or oral comments from the public concerning Bachman Field Planned Unit Development and final site plan approval for property located at 900 Bachman Rd. parcel #08-55-135-001-02. The City Council will review and consider final site plan approval for the development and construction of 119 detached residential site condominiums. The public hearing will be held at 7:00 PM on Monday May 12, 2025, in the City Council Chambers on the second floor of City Hall, 201 East State Street, Hastings, Michigan 49058.



A copy of the proposed site plan and map are available for public inspection from 9:00 AM to 4:00 PM Monday through Friday at the Office of the Community Development Director, 201 East State Street, Hastings, Michigan 49058. Questions or comments can be directed to Sandy Ponsetto, Administrative Specialist, at 269.945.2468 or [sponsetto@hastingsmi.gov](mailto:sponsetto@hastingsmi.gov).

The City will provide necessary reasonable aids and services upon five days' notice to the City Clerk at 269.945.2468 or TDD call relay services 800.649.3777.

Linda Perin  
City Clerk

Please publish in the April 24, 2025 edition of the Hastings Banner.

Received by \_\_\_\_\_ on \_\_\_\_\_ as  
representative of the Hastings Banner.

Received by \_\_\_\_\_ on \_\_\_\_\_ as representative  
of the Hastings Banner.



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Amendment to Contract with Mercy Ambulance**

**Meeting Date: April 14, 2025**

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## Recommended Action:

Motion to authorize an amendment to the contract with Mercy Ambulance to pay **\$7,792** monthly for ambulance services effective May 2025 through the end of the contract term.

## Background Information:

The City, along with Carlton Twp, Hastings Twp, Rutland Twp, Baltimore Twp, and Hope Twp have an agreement for ambulance service with Mercy Ambulance. The contract runs through the end of 2026. Historically, the municipal participants have not needed to supply direct funds to support the service other than a contribution toward capital expenses in July 2023, totaling \$49,228.72 from the City. The ambulance service has operated on funds received by billing those who use its service.

In 2023, Mercy made it known that they would likely need financial support again in the future, but not immediately. Cost for operations have increased, and wages have climbed significantly in a brief time, making ongoing service a challenge. When the ambulance service has a decline in availability, there is a direct impact on the City and BIRCH fire because we have to respond more, which increases our costs. Mercy represents that it lacks profitability and is requesting additional funds to be able to continue service. In addition, they are exploring modifications to their service delivery model in concert with our fire department to improve service while keeping costs contained.

Mercy is requesting \$274,992 annually to be contributed on a monthly basis, depending on the population. The portion to be paid by the City is \$93,492 per year (\$7,792/mo). It is my understanding that Baltimore Township, Hastings Charter Township, and Hope Township have voted to contribute funds. Carlton Township is in discussion about it, and Rutland Township recently decided to transition to service from Thornapple Township. I have been assured by



# Regular Council Agenda Item Memorandum

Rodney Palmer that in the event any of the currently participating townships choose not to contribute funding, the request for funding from the City will not be increased.

Many ambulance services require municipal subsidies; others do not. It is difficult to make an apples-to-apples comparison of one service to another because there are many variables that impact the cost and reliability of service. We do not presently have firm alternatives for ambulance service. We have over 7,500 residents inclusive of multiple senior housing and rehab centers and the hospital to consider. We need ambulances stationed here in the city.

With that being emphasized, it would still be prudent and responsible to review potential options for ambulance service in the future. Whether we make a future change or not would depend on what we find about alternatives and what Mercy Ambulance decides to do moving forward. For now, my recommendation is to financially contribute to Mercy Ambulance as requested through the end of the contract term. In concert with that action, we can review alternatives, hopefully with the support and cooperation of the other participating townships. The following agenda item contains more information about that option.

Joe Huebner from Mercy Ambulance will be at the meeting to explain the request and answer questions from the Council. Fire Chief Jordan will also be available for questions about fire department impacts.

## Financial Implications:

Funding is available in the budget to cover this expense for the remainder of this fiscal year. We will need to budget appropriately for next fiscal year.

## Attachments:

- Mercy Ambulance Request Letter
- Mercy Service Cost and Revenue Report
- Existing Agreement for Service with Mercy Ambulance



~~02-5-25~~  
2/13/25

## Ambulance Service Proposal

City of Hastings/BIRCH Fire Association:

Mercy Ambulance Service has been privileged to serve the City of Hastings and BIRCH Fire Association for the past 45 years. Making efficient use of up-to-date equipment and quality trained personnel has kept the cost of operation at a level that made charging for the service unnecessary, which has been beneficial to Mercy Ambulance and the citizens we served in Hastings and the BIRCH Fire District.

As time has passed, Hastings and Barry County has increased in the population who is getting older. Costs of operation, medical and mental health incidents have changed, and the current business model is not financially or logistically possible. For all of us looking down the road for the next Three years, a reasonable amount of taxpayer subsidy is necessary to offset the rise of such costs. To help keep this cost as low as possible, Mercy Ambulance is grateful for the help of \$145,000 to purchase much needed lifesaving equipment. We in turn invested \$200,000 dollars in a new Modular ambulance that now is in service.

Our proposal:

The investment in personnel, upgrading/purchasing equipment, and cost of operation is \$274,992.00 on an annual basis. Making no changes to our agreement and extending the current contract, the billing timeframe can be structured in such a way that the current City-BIRCH cost-sharing agreement billing on the 15<sup>th</sup> of each month and receiving the monies on the 1<sup>st</sup> of each succeeding month. This investment will allow the efficient use of the entire operation for the City of Hastings and BIRCH for the next three-year contract. Beginning date of 03/15-25 and continuing to the end of our contract.

The following is the cost to the City-Birch:

Year	Amount		
2022-2023			
2023-2024			
<del>2024-2025</del>	183,333.00	/8 =	22,916.00
<del>2025-2026</del>	\$274,992.00	/12=	22,916.00
<del>2026-2027</del>	<del>\$274,992.00</del>	<del>/12=</del>	<del>22,916.00</del>

1422 East Michigan Avenue  
Lansing, MI 48912  
(517) 482-1245





Because of the shared financial commitment by the City of Hastings/BIRCH Association, the services are limited to geographical areas both entities serve and not to exceed a sixty (60) mile radius. Any expansion would have to be approved by the Hastings City/BIRCH Association to assure proper emergency service coverage is optimal. It is conceivable that a strategic development could reduce the cost to all entities involved while effectively keeping the service at a high level for all citizens in our service area.

In closing, Mercy Ambulance is looking forward to a positive future with the City of Hasting and BIRCH Association is leading the way as an example of private and governmental cooperation for the benefit of all.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodney D. Palmer", is written over the word "Sincerely,". The signature is stylized with a large, looping initial "R" and a long, horizontal stroke extending to the right.

Rodney D. Palmer,

Director/Treasurer

Mercy Ambulance Service

1422 East Michigan Avenue  
Lansing, MI 48912  
(517) 482-1245

<u>Municipality</u>	<u>2020 Populatio</u>	<u>% of Total</u>	<u>Cost Share</u>	<u>Monthly Cost</u>
City of Hastings	7514	34%	\$93,492	\$7,792
Baltimore Twp	1947	8%	\$22,000	\$1,833
Rutland Twp	4136	19%	\$52,250	\$4,354
Carlton Twp	2368	11%	\$30,250	\$2,520
Hastings Twp	3013	14%	\$38,500	\$3,208
Hope Twp	<u>3154</u> 22,132	14%	\$38,500	<u>\$3,208</u> \$22,916
				Yr = \$274,992

# Mercy Ambulance Service Revenue and Cost Report with Forecasting

For Ongoing Ambulance Service for Contracted Municipalities

2/24/2025

## Introduction

This report provides a comprehensive analysis of the revenue and costs associated with ambulance services in our contracting municipalities in the City of Hastings and BIRCH service area. By examining historical data and utilizing basic forecasting techniques, we aim to offer a clear financial outlook and strategic recommendations.

## Historical Revenue and Cost Analysis

### Revenue Sources

Ambulance service revenue primarily comes from:

- Service fees charged to patients and insurance companies
- Government funding and grants
- Municipal contracts and subsidies

### Operating Costs

The main categories of operating costs include:

- Salaries and benefits
- Vehicle maintenance and fuel
- Medical supplies and equipment
- Training and certifications

## Historical Financial Performance

Over the past two years, our ambulance service has seen varying levels of revenue and costs. Below is an average summary of the financial performance:

- 2023: Net Revenue: \$1.2 million, Costs: \$1.2million, Surplus: \$0.0 million
- 2024: Net Revenue: \$1.2 million, Costs: \$1.3 million, Deficit

Wage comparison for Paramedics in 2023 and 2024 considering two full-time ambulances:

- 2022: 330,000 (not including benefits)
- 2024: 375,000 (not including benefits)
- That is a 22 % increase in one year
- Looking at the end of our existing contract it could increase to an 8 to 10 percent increase each year.
- Wages for all levels have increased industry wide.

Wage comparison for EMTs in 2023 and 2024 considering two full-time ambulances:

- 2023: \$210,000 (not including benefits)
- 2024: \$255,000 (not including benefits)

Summary total is we are spending more than half of our revenue source on wages costing a minimum of \$630,000 per year to operate two fully staffed ambulances. We have yet to see a stabilization to these wage increases.

- 2024 Expenses: \$670,000 Vehicle maintenance and fuel, medical supplies and equipment, administrative expenses, Dispatchers, Training and certifications
- This leaves a deficit of \$100,000 in 2024.

### **Ambulance Cost Recap**

2024 Wages per staffed ALS ambulance \$315,000

2025 Expected Wages per staffed ALS ambulance \$348,000

That is a 10% increase in one year to retain and recruit qualified technicians.

Assuming the cost of operating stays at the rate of inflation 3% annually 2025 cost will be \$680,000 and labor at 696,000 leaving a total cost of operation at \$1,376,000 per 2025 year.

Mercy can capture a minimum of \$1.2 million in net user pay dollars plus \$279,000 tax money supply totals \$1,479,000

Revenue	\$1,479,000
Cost	\$1,376,000
Profit	\$103,000 or %7 (estimated net.)

These financial numbers could all change up or down, but we know that our stated need allows for financial stability with incentives to continue to operate and deliver excellent services for our contracted areas. Mercy has at best been a loss and a breakeven point since 2023. User fee monies are not keeping pace with the cost of operations.

Why continue to use Mercy?

- Mercy has no long-term debt obligations.
- We control the buildings we operate from and pay property taxes.
- Mercy's staff consists of most residents.
- Mercy has its own dispatch to operate in cooperation with 911 Centers
- We are confident that we are your best option to continue at a high level at a lower cost outlay to your communities.

Monthly financial recap:

City of Hastings	\$7,792/MO
Baltimore Twp	\$1,833/MO
Rutland Twp	\$4,354/MO
Carlton Twp	\$2,520/MO
Hastings Twp	\$3,200/MO
Hope Twp	<u>\$3,208/MO2/24/2025</u>
Total Monthly	\$22,132/MO

If accepted and approved this will be an amendment to our current contract which ends January 1, 2027.

Summary:

Unlike most service businesses we must continue to operate despite the financial slowing periods. Mercy Ambulance has consistently provided excellent service to BARRY COUNTY residents for 50 years. We need help to continue. Immediate needs for Tax Support will supply this necessary money to meet our contractual agreement to supply two ambulances.

Respectfully submitted,

Rodney D Palmer

X

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Rodney D Palmer

Mercy Ambulance Service, Inc – Hastings Division

## AMBULANCE SERVICE AGREEMENT

This AMBULANCE SERVICE AGREEMENT is entered into this 1st day of January, 2022 between the CITY OF HASTINGS, BALTIMORE TOWNSHIP, CARLTON TOWNSHIP, IRVING TOWNSHIP, HASTINGS CHARTER TOWNSHIP, RUTLAND CHARTER TOWNSHIP, and HOPE TOWNSHIP, all municipal corporations within Barry County, hereinafter called "Municipalities" and MERCY AMBULANCE SERVICE, INC., a Michigan corporation, or its successor, hereinafter called "EMS" (Emergency Medical Services).

### Statement of Facts

The "Municipalities" have agreed to retain "EMS" as their exclusive provider of emergency ambulance services as specified under this Agreement and for the term of this Agreement. "EMS" has agreed to accept this appointment. This Agreement replaces and supersedes any Ambulance Service Agreement between the parties.

### Agreement

In consideration of these facts and the mutual covenants contained in this Agreement, the parties agree as follows:

#### 1. Agreement to Provide Ambulance Services.

Subject to the terms and conditions of this Agreement, the "Municipalities" retain "EMS" as their exclusive provider of ambulance services for the agreed upon City of Hastings, BIRCH Rural Fire Service district and Hope Township.

It is understood and agreed that the "EMS" service district may not cover 100 percent of certain of the component municipalities. Further, it is understood and agreed that anyone or more of the component municipalities included within this agreement may withdraw in whole or part from this agreement (according to section 18 hereof). If one of the municipalities elects to withdraw from the agreement, in whole or part, the agreement shall remain in effect for the remaining municipalities.

#### 2. Responsibilities of "EMS".

During the term of this Agreement, "EMS" shall perform the following duties:

##### a. General Scope of Services.

"EMS" shall provide emergency or medical transportation service within the City of Hastings whenever requested. The geographic scope of service provided by "EMS" shall be limited to the areas served by both "EMS" and the "Municipalities" and priority will be given to residents within the municipalities as to not put at risk the availability of emergency services. The intent is to ensure proper emergency service and greater availability to the "Municipalities".

"EMS" shall arrive with at least one (1) ambulance meeting the criteria set forth in Section 2.b. of this Agreement. "EMS" shall transport patients to hospitals pursuant to the Barry County Emergency Medical Control Authority protocols. "EMS" shall fully cooperate with the personnel of the "Municipalities" in providing emergency medical services at the scene of any emergency at which "EMS" is present and shall itself provide emergency medical services when so requested by the "Municipalities".

b. Ambulances.

"EMS" shall at all times maintain twenty-four (24) hour paramedic ambulance service to the "Municipalities" with a minimum of one (1) ALS (Advanced Life Support) ambulance and an additional minimum ALS/BLS back-up ambulance, based on availability at the time of need.

- (i) Be capable and equipped to carry two (2) patients;
- (ii) Meet all applicable laws, rules, regulations, BCEMCA (Barry County Emergency Medical Control Authority), protocols, standards, guidelines, operational procedures, and licensing requirements, as such may be amended from time to time, of any unit of government, including federal, state, county, or municipal governments or governing bodies or any applicable branch;
- (iii) Be in good working condition, in a condition to ensure the safe and comfortable transportation of each patient, and be air conditioned in the patient compartment; and
- (iv) Be subject to periodic inspection by the "Municipalities" (at such times and locations to be determined by the "Municipalities" without jeopardizing coverage) to ensure that the requirements of this Section 2.b. are satisfied.

c. "EMS" Personnel.

Each ambulance shall be staffed by two (2) persons who shall meet all of the following criteria:

- (i) All "EMS" personnel shall comply with all laws, rules, regulations, protocols, standards, guidelines, operational procedures, and licensing requirements, as such may be amended from time to time, of any unit of government, including federal, state, county, or municipal governments or governing bodies or any applicable branch, and shall at all times maintain an effective Michigan operator's permit.



- (ii) "EMS" personnel staffing an ambulance providing services pursuant to this Agreement shall be certified, authorized, and licensed by the State of Michigan as a paramedic and the other shall be fully certified, authorized, and at a minimum licensed as an emergency medical technician as required by law.
- (iii) No "EMS" personnel shall operate any vehicle or perform any services to be rendered pursuant to this Agreement while having a blood alcohol content exceeding 0.00% or while under the influence of a controlled substance as such terms are defined under the Motor Vehicle Code of the State of Michigan.
- (iv) Each "EMS" personnel shall be fit to operate an ambulance, including any requirements, standards, or guidelines established by any laws, regulations, standards, or protocols regulating the provision of such service.
- (v) "EMS" personnel shall be able to speak, read, and write English.

d. Multi-Casualty Disaster.

When notified by a 911 operation that a multi-casualty, life-threatening disaster or major emergency has occurred, "EMS" shall follow BCEMCA protocol.

e. Fire.

When notified by a 911 operator of a fire to which the "Municipalities" Fire Department has responded "EMS" shall respond immediately for standby purposes at the scene of the fire and, if an emergency, within the time prescribed in Section 2.a. for emergencies. If "EMS" has to leave for another call, they may do so after notifying the IC and making sure that another ambulance is dispatched for fire standby.

f. Spare Ambulance.

"EMS" shall ensure necessary back-up vehicles are available to allow for continuous service as described in Section 2.b. when vehicles are undergoing routine preventative maintenance or are otherwise out of service for mechanical reasons.

g. Out of Service Area Notification.

"EMS" shall notify Central Dispatch when they are out of the service area.

4. Term/Termination.

This Agreement shall commence on January 1, 2022 and shall continue for an initial term of five (5) years until January 1, 2027 (the "Initial Term"). This Agreement will automatically renew for an additional five (5) year term unless the "Municipalities" notify "EMS" six months prior to the expiration term of this agreement, in writing, of its desire to cancel this agreement. This Agreement may be terminated during the Initial Term or any Renewal Term at any time by mutual agreement of the parties or as otherwise provided by this Agreement.

The "Municipalities" may terminate this Agreement in the event that "EMS", or any agent or employee of "EMS" substantially violates or substantially fails to comply with any material term of this Agreement or any applicable law, rule, regulation, protocol, standard, guideline, operational procedure, or licensing requirement as such may be amended from time to time of any unit of government, including federal, state, county, or municipal governments or governing bodies, or any applicable branch. Termination under this paragraph shall be initiated by "EMS" receipt of written notice from the "Municipalities" of a statement of the "Municipalities" intention to effect termination and the reason or reasons for termination. "EMS" upon the first notice of violation of or failure to perform shall have a sixty (60) day period to cure the alleged violation or failure to comply. A second notice regarding the same alleged breach may be grounds for immediate termination of this agreement.

"EMS" may terminate this Agreement in the event that the "Municipalities", or any agent or employee of the "Municipalities", substantially violates or substantially fails to comply or maintain compliance with any material term of this Agreement or any applicable law, rule, regulation, protocol, standard, guideline, operational procedure, or licensing requirement as such may be amended from time to time of any unit of government, including federal, state, county, or municipal governments or governing bodies, or any applicable branch. Termination under this paragraph shall be initiated by the "Municipalities" receipt of written notice from "EMS" of a statement of "EMS" intention to effect termination and the reason or reasons for termination. The "Municipalities" upon the first notice of violation or failure to perform shall have a sixty (60) day period to cure any alleged violation or failure to comply. A second notice regarding the same alleged breach may be grounds for immediate termination of this Agreement.

5. Agreement Relative to Employees.

The "Municipalities" and "EMS" agree not to induce or solicit any employee of the other party to terminate employment during the term of this Agreement or for a period of one (1) year following termination of this Agreement.

6. Confidentiality.

Each party acknowledges that party and its agents and employees may have access to proprietary and confidential information of the other party (the "Proprietary Information"). Each party agrees that any use of the Proprietary Information for that party's benefit will cause irreparable harm to the other party. Subject to the "Municipalities" good faith compliance with the terms of the Michigan Freedom of Information Act, each party agrees that, during the term of this Agreement and following



termination of this Agreement, each party shall not disclose the Proprietary Information to any person, firm or corporation or sue, directly or indirectly, the Proprietary Information for that party's own benefit or for the benefit of any other person, firm or corporation, without the express written consent of the other party. In addition to any other remedies which may be available for breach of this Section 6, each party agrees that the aggrieved party shall also be entitled to injunctive relief to enforce the terms of this Section 6 and to the recovery of reasonable attorney's fees.

7. Insurance.

During the term of this Agreement "EMS" shall procure and maintain the following types of minimum coverage with carriers acceptable to the "Municipalities":

a. Worker's Compensation Insurance.

"EMS" shall maintain during the term of this Agreement worker's compensation insurance, including employers' liability coverage in accordance with all applicable statutes of the State of Michigan.

b. Commercial General Liability Insurance.

"EMS" shall maintain during the term of this Agreement commercial general liability insurance on an "occurrence basis" with limits of liability not less than Two Million Dollars (\$2,000,000) per occurrence and/or aggregate combined single limits, personal injury, bodily injury, and property damage. Coverage shall include the following extensions:

- (i) Contractual liability,
- (ii) Products and completed operations,
- (iii) Independent contractors' coverage, and
- (iv) Broad from general liability extensions and equivalent.

c. Professional Liability.

"EMS" shall maintain during the term of this Agreement professional liability insurance, with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

d. Motor Vehicle Liability.

"EMS" shall maintain during the term of this Agreement motor vehicle liability insurance, including Michigan No Fault coverage, with limits of liability to not less than Two Million Dollars (\$2,000,000) per occurrence, combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all

non-owned vehicles, and all hired vehicles.

"EMS" shall provide the "Municipalities" certificates and policies as listed below:

- (i) Two (2) copies of certificate of insurance for workers compensation insurance;
- (ii) Two (2) copies of certificate of insurance for general liability insurance;
- (iii) Two (2) copies of certificate of insurance for professional liability insurance;
- (iv) Two (2) copies of certificate of insurance for motor vehicle insurance;

If any of the above coverage's expire during the term of this Agreement "EMS" shall deliver renewal certificates and/or policies to the "Municipalities" at least ten (10) days prior to the expiration date.

The commercial general liability insurance, professional liability insurance and the motor vehicle insurance shall include an endorsement stating the following shall be an additional Insured; The "Municipalities", including all elected and appointed officials, all employees, agents, and volunteers, or others working on behalf of the "Municipalities" (the City and its Affiliates). This coverage shall be primary to the City and its Affiliates and not contributing with any other insurance or similar protection available to the City and its Affiliates, whether said other available coverage be primary, contributing, or excess.

8. Representations and Warranties of "EMS".

"EMS" represents and warrants that it has such licenses, permits and certificates from governmental authorities as required for operation of an emergency medical service and that it has been certified as a provider under Medicare and Medicaid.

9. Indemnification.

"EMS" agrees to defend, indemnify, and save harmless the "Municipalities", their elected and appointed officials, employees, agents and volunteers from any and all claims, costs, actions, causes of action, losses or expenses (including reasonable attorney's fees) ("Losses") directly or solely caused by the actions or omissions of any employees of the "Municipalities" rendering services pursuant to this Agreement. The indemnification provided under this Section 9 shall not apply to the extent that any Losses are actually reimbursed under any applicable insurance policy required under Section 7 of this Agreement.



10. Independent Contractors.

Under the terms of this Agreement, the "Municipalities" and "EMS" are independent contractors. Neither the "Municipalities" nor the "Municipalities" employees are agents, partners, joint venturers or employees of "EMS". Neither the "Municipalities" nor the "Municipalities" employees are entitled to the benefits provided by "EMS" to its employees. Nothing in this Agreement shall be construed to hold "EMS" responsible for any compensation, FICA, withholding tax, employment compensation or any other payment for which the "Municipalities" must answer on behalf of their employees. The "Municipalities" warrant that they shall have worker's compensation insurance to cover the actions of their employees during the entire term of this Agreement and any subsequent extensions. The "Municipalities" agree to indemnify and hold "EMS" harmless from any and all cost, expenses, claims or liabilities relating to the actions of, or injuries to the "Municipalities" who have provided emergency medical services prior to the Effective Date, whether those claims are based upon termination of employment or otherwise.

Neither "EMS" nor "EMS" employees are agents, partners, joint venturers or employees of the "Municipalities". Neither "EMS" nor "EMS" employees are entitled to the benefits provided by the "Municipalities" to their employees. Nothing in the Agreement shall be construed to hold the "Municipalities" responsible for any compensation, FICA, withholding tax, employment compensation or any other payment for which "EMS" must answer on behalf of its employees. "EMS" warrants that it shall have worker's compensation insurance to cover the actions of its employees during the entire term of this agreement and any subsequent extensions. "EMS" agrees to indemnify and hold the "Municipalities" harmless from any and all costs, expenses, claims or liabilities relating to the actions or, or injuries to, "EMS" employees. "EMS" agrees to submit to the "Municipalities" certificates of insurance demonstrating worker's compensation insurance coverage.

11. Subcontract Services.

"EMS" agrees to not subcontract any of its services or obligations under this Agreement to any person or entity with the exception of the periodic use of mutual aid services of other emergency ambulance service providers consistent with industry practice.

12. Successors and Assigns.

All the terms and provisions of this Agreement shall be binding upon, shall inure to the benefit of, and shall be enforceable by the respective heirs, beneficiaries, personal representatives, successors, transferees and assigns of the parties to this Agreement. This provision includes any subsequent purchaser of the EMS business operation

13. Entire Agreement.

This Agreement, any agreement to which it refers, and the Proposal contain all the terms of the agreement between the parties with respect to their subject matter and may be amended only by a writing signed by all of the parties to this Agreement. This Agreement replaces and supersedes the Original Agreement.

14. Severability.

If any clause, phrase, provision or portion of this agreement shall be or become invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this agreement, nor any clause, phrase, provision or portion of this agreement. In the event that any clause, phrase, provision or portion of this agreement is found to be invalid or unenforceable to any extent, that clause, phrase, provision or portion of this agreement shall be deemed amended so as to make the provision valid and enforceable.

15. No Waiver.

No waiver of a breach of this Agreement shall be deemed a waiver of any other breach of the same or any other provision of this Agreement.

16. Governing Law and Venue.

This Agreement shall be governed by, and construed in accordance with, the laws of the state of Michigan. Any action at law or equity arising out of or relating in any way to the rights and/or obligations of either party under the Agreement, shall be instituted only in the State and/or Federal Courts for the County of Barry, state of Michigan.

17. Third Parties.

This Agreement is for the benefit of the parties, their successors and assigns, and is not for the benefit of any third party.

18. Notices.

All notices, demands and requests by either party to the other shall be in writing and delivered in person or by mail at the addresses listed in the signature block below.

19. Termination.

This Agreement may be terminated by either party with cause with one hundred twenty (120) days written notice to the other party.

20. Signatures of Parties.

The parties to the Agreement, as of the date noted in the opening paragraph, have signed the following page to indicate their acceptance of the terms of this Ambulance Service Agreement.

(Signature Page)

Mercy Ambulance Service, Inc:

By:

Signed:

Date:

Robyn D Palmer  
1-17-2022

City of Hastings:

By:

Signed:

Date:

Jane M Saurman, City Clerk  
1-24-2022

Baltimore Township:

By:

Signed:

Date:

CHAD VAN DYCKE  
1-19-2022

Rutland Charter Township:

By:

Signed:

Date:

LARRY WATSON  
1/20/22

Carlton Township:

By:

Signed:

Date:

BRAD CARPENTER  
1-25-22

Hastings Charter Township:

By:

Signed:

Date:

JIM BROWN  
1-17-2022

Hope Township:

By:

Signed:

Date:

Douglas E Peck  
4-27-2022



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: McGrath Consulting Agreement**

**Meeting Date: April 14, 2025**

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## Recommended Action:

Motion to accept the proposal from McGrath Consulting to perform an assessment of emergency medical services in an amount not to exceed **\$30,540**.

## Background Information:

I have been working with McGrath Consulting on a proposal to evaluate future EMS service options for the City and other areas presently served by Mercy Ambulance. You may remember that McGrath performed the fire department evaluation in 2023.

The assessment is comprehensive in nature; pages 10-15 of the proposal thoroughly describe the scope of work and deliverables. Many ideas have been suggested about future service, but we need a knowledgeable and effective consultant to help evaluate how reasonable and cost-effective those options are and what will work best for our community in the long term.

I have requested the other townships to participate in paying for a portion of the study, which has received mixed feedback. Although I believe they should financially contribute since the study results will apply to them, we need the information regardless of whether they participate.

## Financial Implications:

We have funding to cover most of this study already budgeted. The study will mostly be done next fiscal year so allocated funds will need to be transferred to the new year.

## Attachments:

- Proposal from McGrath Consulting



# Assessment of Emergency Medical Services

*for*

*City of Hastings*



Submitted By:  
**McGrath Consulting Group, Inc.**

**March 2025**



*Offices*

**Jamestown, TN. Hanover Park, IL. Waukesha, WI. Strongsville, OH.**



March 5, 2025

Sarah Moyer-Cale  
City Manager  
201 E. State St  
Hastings, MI 49058

Sarah Moyer-Cale,

McGrath Consulting Group, Inc., is pleased to submit a proposal to conduct a comprehensive assessment of Emergency Medical Services (EMS) provided throughout BIRCH Rural Fire Association response district, Michigan. The study will evaluate the current EMS system, EMS providers, recognize areas of excellence, opportunities for improvements, duplication of services, funding opportunities, and explore partnerships of resources to ensure the highest level of EMS within their fiscal capabilities of those who govern.

McGrath Consulting Group, Inc., utilizes consultants who are highly skilled individuals with both educational credentials and work experiences in the areas outlined in this proposal. Our consultants have an extensive understanding of the emergency medical services and utilize proven study methodologies. Our project manager will communicate regularly with your designated project team individual to ensure a timely response to issues, questions, or requests you might have. Our project team will remain intact during the duration of this project.

Our firm will partner with our subsidiary company McGrath Human Resources Group to address opportunities/issues related to Human Resource matters; inasmuch as the future staffing methodology might include volunteer/paid-on-call/residents/career members. McGrath Human Resources Group brings their expertise in dealing with the human element of the project, federal and state compliances, and compensation issues. Our Human Resource division has been involved in past fire/EMS studies since the inception of our corporation.

We understand the importance of this project and look forward to the opportunity of working with the Officials of City of Hastings, communities of the BIRCH Rural Fire Association district, and other identified stakeholders. We have conducted numerous EMS providers assessments and look forward to working with you on this project.

Sincerely,

*Tim McGrath Ph.D.*

CEO McGrath Consulting Group, Inc.

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## Firm Profile

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting predominately in the fields of fire, emergency medical services (EMS), law enforcement, communications, and human resources. The principals of the company have over 50 years of public sector experience.

There are two distinct divisions within the corporation: Public Safety – overseen by Dr. Tim McGrath and Human Resources – overseen by Dr. Victoria McGrath. We have found that having expertise in human resources is beneficial in public safety studies. Thus, the Fire/EMS and law enforcement consultants have access to experts in human resources to address the unique laws and best practices governmental entities face with their human capital.

Company Name	McGrath Consulting
Parent Organization	McGrath Consulting Group, Inc.
Established	May 1, 2000
Years of Business	23
Type of Firm	Private Corporation
Company Mailing Address	P.O. Box 865, Jamestown TN. 38556
Website	<a href="http://www.mcgrathconsulting.com">www.mcgrathconsulting.com</a>
CEO/Authorized Representative	Dr. Tim McGrath
Email Address	<a href="mailto:tim@mcgrathconsulting.com">tim@mcgrathconsulting.com</a>
Office Phone	(815) 728-9111
Fax Number	(815) 331-0215
Insurances	State Farm: Auto Erie: General Liability AmTrust: Worker's Compensation Mt. Vernon: Professional Liability Chubb: Cyber Security Liability

## Firm Experience

McGrath Consulting Group, Inc. has approximately 600+ clients in 41 states between the Public Safety and Human Resources Divisions. Our firm currently employs 27 fulltime or independent contractors to assist in projects. The principals of the company have over 50 years of public sector experience. McGrath Consulting Group, Inc., has conducted numerous projects of Comprehensive Assessment and Needs Analysis Reviews for fire and/or emergency medical services (EMS) organizations.

Our company prides itself on its innovative recommendations to maximize service in the most fiscally sound manner. We address current and future issues regarding cost-effectiveness and efficiency of services/programs, program leadership/management, organizational opportunities to improve services, resource needs, exploration of partnerships, revenue generating methods, and alignment of the service provider's operations with the mission and vision of those that govern.

## Project Understanding

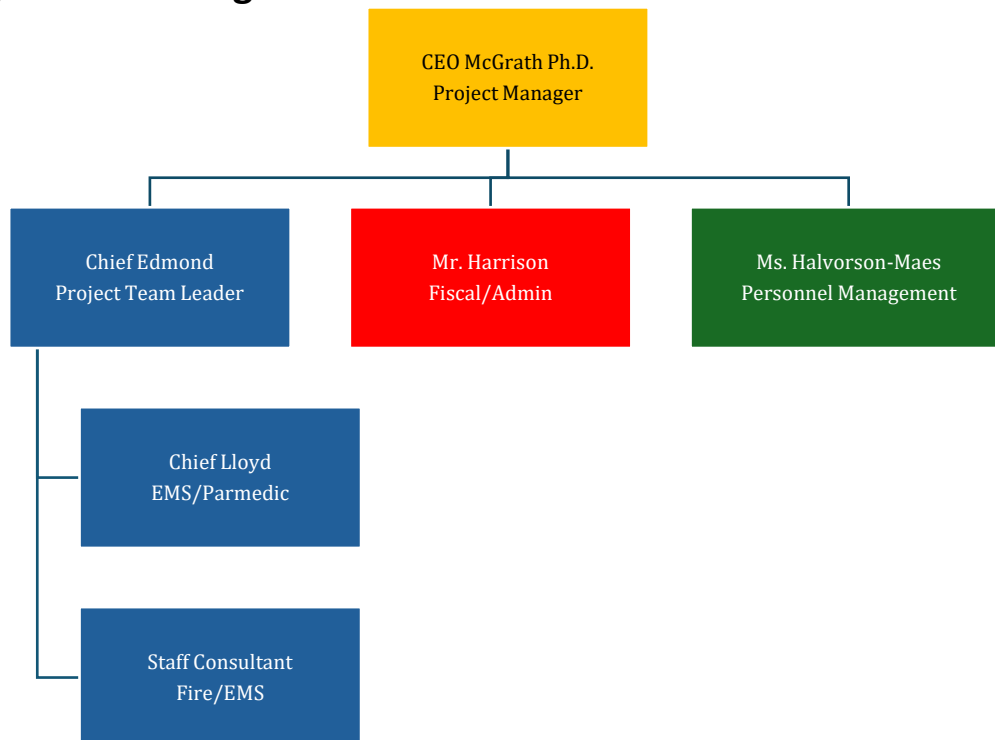
The City of Hastings on behalf of BIRCH Rual Fire Association is seeking an independent professional consulting firm to assess/analyze the Emergency Medical Services (EMS) and recommend the future delivery service of EMS throughout the BIRCH Rual Fire Association response district. As demand for EMS calls increases, staffing shortages, and decreasing profit margins many private and non-profit ambulances services are seeking subsidies from local governments. Prompting local governments to understand and develop strategies for a sustainable EMS delivery service for their communities,

The consultants will assist governing officials and the service providers to review their current economic and service delivery models without sacrificing patient care. Gaps in the provision of ambulance services

are exacerbated in rural areas, which have larger geographic coverage areas, exasperated with recruiting and retaining EMS providers. These ongoing workforce shortages have driven agencies to make changes in deployment, crew configurations, and call response reprioritization to maximize workforce resource- but potentially led to reductions in services to respond to the most pressing needs.

The objective of the McGrath Consulting Group, Inc., team will be to address workforce challenges, climbing expenses, stagnant revenues, EMS delivery changes, and identify sustainable funding models.

## Project Consulting Team Members



### Project Manager / CEO

#### ***Dr. Tim McGrath – Project Manager***

As CEO of McGrath Consulting Group, Inc. Dr. Tim McGrath is the visionary of the organization. His 33 years of experience in Fire and EMS as well as his ability to develop innovative solutions makes McGrath Consulting different than other firms. Dr. McGrath started his career as a volunteer firefighter and went through the transition of an informal group of civic minded individuals to an integral department within the Village of Gurnee, IL. During his tenure with Gurnee, the Village rapidly grew from a small bedroom community to one that hosts a Six Flag Great America, and at the time, the world's largest shopping center – 2.2 million square feet under one roof. Dr. McGrath was in administrative positions during both of the ventures, so he understands the opportunities and challenges growth brings to the fire service.

Dr. McGrath was part of the first paramedic pilot program in the State of Illinois. Through his leadership, he brought in the first non-education-based paramedic training program in the City of Brookfield fire

department. Thus, the City of Brookfield Fire Department became a profit center training all paramedic personnel for Waukesha County, WI.

Dr. McGrath's passion is in consolidation of services. This can entail a wide range of relationships from simply sharing resources to full consolidation and integration of services. Thus, conducting an analysis of each department, Dr. McGrath is able to identify the areas for greater cooperative efforts that continue to provide quality services in a cost-efficient manner.

Through his experience and innovative mind set, Dr. McGrath is able to identify and address key issues – current and future. It is through this combination of education and work experience, as well as working with over 170 organizations in 39 states, he brings a vast amount of first-hand knowledge to the assessment of emergency services.

### ***Education Background***

Walden University

Doctorate – Administrative Management

Dissertation: Attitudes on Consolidation in the Fire Service

Webster University

Master of Arts – Public Administration & Management

University of Wisconsin – Stout

Bachelor of Science – Industrial Education

College of Lake County

Associate Degree – Fire Science Technology

## **Emergency Medical Services Consultant**

### ***Chief Kevin Edmond – Consulting Team Leader***

Chief Edmond has 38 years of experience in fire and EMS services. He has worked as a paramedic and currently serves as the Fire Chief of Sterling Heights Fire Department, a suburb of Detroit. This fire department serves the fourth largest city in Michigan, with a population of approximately 134,400. This department provides fire and EMS services to cover 36.7 square miles. Sterling Heights is classified as an ISO class two fire department and is recognized as a leading organization in Southeast Michigan.

Prior to becoming the Fire Chief in Sterling Heights, Chief Edmond was the Fire Chief for the City of Collinsville, Illinois, which is about 12 miles from St. Louis, Missouri, starting in January 2017. He previously spent 26 years as a member of the Mentor, Ohio, fire department near Cleveland.

During his leadership at the Collinsville Fire Department, Chief Edmond played a key role in negotiating a contract between the IAFF union and city administration to enhance the reliability of their service delivery model. This new model improved the safety of firefighter personnel and strengthened their capacity to respond to multiple calls for service from the residents of Collinsville. Additionally, Chief Edmond spearheaded the development of the first Master Fire Protection Plan in the department's history, which has increased efficiency in dispatching and repositioning fire stations for better community service.

Chief Edmond's commitment to planning and improvement has led to the creation of the City of Sterling Heights' first Fire Department Strategic Plan. This plan focuses on four main initiatives: communication, staffing, resource deployment, and apparatus and equipment. Each initiative comprises specific goals and

objectives. Following these goals and objectives resulted in establishing a second Assistant Chief position to enhance departmental administration efficiency. The plan also includes a community risk assessment. It outlines a standard of cover that emphasizes the need for a community risk reduction officer, mobile integrated health roles, and peak ambulance staffing. Chief Edmond and his staff are implementing medical priority dispatch and peak ambulance staffing. The community risk reduction programs, mobile integrated health initiatives, and case worker collaborations are designed to ensure a safer community and provide care for at-risk residents. The strategic plan's creation and the implementation of its goals and objectives are geared toward making the department more effective, efficient, and sustainable.

Chief Edmond most recently lead the teams who worked with state legislators and others to advocate for the State of Michigan to increase public emergency medical funding through an ambulance supplement payment program call Ground Medical Emergency Transport (GEMT). The bill was recently signed by the Governor at the end of January 2025 and is currently striving to work with the Michigan Department of Health and Human Services to implement this program for public EMS providers who transport Medicaid patients.

Chief Edmond has over 20 years of experience in fire and emergency medical education, having served as the paramedic program director at Lakeland Community College. During his tenure, the college was selected to participate in a National Registry of Emergency Medical Technician focus group to develop best practices for EMS education programs. Chief Edmond also served as the chair of the Ohio Emergency Medical Service Education subcommittee, which contributed to the transition from Department of Transportation EMS Standards to the 2009 National EMS Education Standards. Under his leadership, Lakeland Community College was recognized as a Nationally Accredited Paramedic Program.

His expertise includes strong leadership, budget management (he is currently overseeing a \$25 million budget), developing capital improvement plans, securing FEMA, state, and local grants, negotiating IAFF contracts, and creating departmental master and strategic plans.

### ***Educational Background***

National Fire Academy

Executive Fire Officer

Purdue Global University

Masters in Public Administration with Applied Research in Emergency Management

University of Akron, OH

Bachelor of Science – Fire Protection

University of Akron, OH

Associate of Science in Fire Protection

### ***Chief Robert Lloyd, OFC***

Chief Lloyd has 41 years of experience in fire and EMS services. He has worked in volunteer, combination, and career Fire/EMS departments. Currently, he is Fire Chief in Fairport Harbor, Ohio, a suburb thirty miles east of Cleveland. During his tenure he improved the Fairport Harbor Fire Department to an ISO Class 2 department, consisting of career and part time members who provide fire, paramedic level transporting EMS, water rescue and community risk reduction efforts.

During his career, Chief Lloyd has played a key role in negotiating contracts with the IAFF and city administration to enhance the reliability of their service delivery model. In Fairport Harbor, Chief Lloyd

developed the employee handbook and updating Department Standard Operating Guidelines. Chief Lloyd, in conjunction with the Fairport Harbor School District instituted the “Handle with Care” Program that provides students that face Adverse Childhood Experiences a safety net to help them become resilient.

Chief Lloyd has over 25 years of experience in fire and emergency medical education, having served as the assistant paramedic program director at Lakeland Community College. His commitment to delivering efficient EMS services led to the Eastlake Fire Department being an American Heart Association Mission Lifeline Bronze award winner. He also served on numerous EMS committees throughout his career to ensure quality patient care, including the development of the 12 lead EKG program that started the STEMI program in Lake County, OH. He currently serves on the Ohio Fire Chief’s EMS committee and was Vice President and President of the Lake County Fire Chief’s Association. Chief Lloyd was inducted in the Ohio Fire Service Hall of Fame. Chief Lloyd has been the recipient of both commendations and unit citations during his career.

#### ***Educational Background***

- Certificate in Emergency Management, Lakeland Community College
- Credentialed Ohio Fire Chief certification, Ohio Fire Chief’s Association
- Paramedic: Ohio and Pennsylvania certifications
- Ohio Fire and EMS Instructor
- Ohio/IFSAC Fire Inspector
- Ohio/IFSAC Firefighter
- Peer Support Officer/IAFF

#### ***Staff Consultant***

If needed an additional fire/EMS professional might be added to the team depending on the opportunities identified during the study. Before an additional consultant is added their name and qualifications will be provided to the client for review, no additional cost to project.

### **Fiscal/Administration Consultant**

#### ***Mr. Harrison – Fiscal Analysis/Administration***

Mr. Harrison is a consultant with McGrath Consulting, which brings an Administrator/Fiscal perspective to our studies. Mr. Harrison has over 20 years of experience in municipal management. Mr. Harrison is currently the City Administrator of Issaquah, WA, which is a full-service City that has grown from 4,000 population 15 years ago to 31,500 today. He served as City Manager of Wyoming, Ohio for 12 years, which is a full service residential suburban city on the border of Cincinnati, Ohio. In addition, he has served in City management positions with the City of Mosinee, WI and City of Wauwatosa, WI.

Through the introduction of the Balanced Score Card evaluation, Mr. Harrison has effectively developed strategic plans that have resulted in economic growth to the community, as well as accountability within the organization. He has received GFOA awards as well as the State Auditors Award for excellence in financial reporting. He has implemented a successful LEAN initiative in the City of Issaquah directed at improving service and reducing costs.

#### ***Education Background***

University of Wisconsin-Milwaukee



## Personnel Management/Human Resources

### *Ms. Halvorson Maes – Human Resources Consultant*

Malayna Halvorson Maes has served as a human resource professional in both the private and public sectors for over 20 years. She worked previously in health care human resources, then as the Human Resources Director and senior advisor for a large county in northern Wisconsin. Thus, she has direct experience with the many challenges facing municipal employers.

During her time in the County's government, Ms. Maes advised the organization through the significant changes at the State. This included the most sweeping change which reduced the legal authority of organized labor in the public sector. This resulted in a reduction from five (5) collective bargaining units to one (1) unit in her County.

As a change agent, she facilitated the development of significant policy changes for the organization. This included conducting a complete evaluation of the compensation system for the county which resulted in a rewrite of all job descriptions and the implementation of a pay for performance evaluation system. This system was created through the work of a combined employee – manager committee and included the implementation of a performance management software system to streamline the 360-evaluation process. Thus, she brings a practical understanding to the development and implementation of pay-for-performance compensation systems.

As a former municipal Human Resources Director, she is knowledgeable of all facets of local government, including police, public works, engineering, health services, and more. She has been active in a number of professional organizations including SHRM, Chippewa Valley Society of Human Resource Management; WIPFLE Senior HR Forum; Wisconsin Association of County Personnel Directors, and the National Public Employer Labor Relations Association. In addition, she has served on the WACPD training Committee, Chair of the Legislative Affairs Committee, a member of the Board of Director, as well as a member of the Services Committee for WPELRA; thus, she takes an active role in defining the profession.

### ***Educational Background:***

Luther College, Iowa  
Bachelor of Arts – Psychology

## Project Approach

**Methodology:** The methodology utilized in this development of this study has been developed, tested, and validated in over 25 years of consulting for public safety organizations. McGrath Consulting Group's methodology and approach are characterized by a systematic, logical series of tasks aimed at assuring thoroughness, consistency, and objectivity.

**Site Visits:** Our consulting team anticipates one or two on-site visits in most cases encompassing two to three days. The number of in-person meetings will be determined as needed. The team might be several consultants depending on the objective to be analyzed.

Over the 25 years of consulting our approach to site visits has changed most drastically during the pandemic but also as technology and consulting experience has unlocked new opportunities. Without question in-person site visits are essential, allowing the consulting team to learn about the culture of the organizations. Qualitative observation is used to understand how people experience the enacted culture.

The lead consultant will begin the project by conferring with the client's project team and other persons you designate. A list of information, data sets and documents needed will be requested prior to or on the first site visit. Additional documents may be requested based on information gleaned during interviews.

## **Project Timeline**

A project of this size and scope normally would be a minimum of six months from signing the contract. What we cannot control is when officials actually sign the contract. I can assure you that this project will be completed by December 1, 2025.

## **Study Deliverables**

McGrath Consulting Group, Inc. will meet the Request for Proposal for *detailed report documenting the existing EMS service delivery system, EMS agency profiles, EMS agency staffing, capabilities, financial position, and agency needs, and an overall assessment of EMS service delivery. The report will identify any service deficiencies or vulnerabilities, and strategies and actions that can be taken to ensure the EMS service quality, availability, and sustainability in the future. Such actions may include shared services, consolidation, hybrid structure, ambulance district creation, or other similar actions.*

## **Scope of Study Objectives**

The study will address the assessment of EMS throughout the BIRCH Rural Fire Association in the sections highlighted below:

- Section One: Assessment of Current EMS Service Delivery
- Section Two: Overview and Analysis of EMS Operations
- Section Three: Strategies and Recommendations

The objectives below will apply to all participating agencies

## **Section One: Assessment of Current EMS Service Delivery**

### ***Objective – Develop Project Work Plan***

- Develop a project work plan based on the scope of work
- Conduct an initial meeting with the client's project team
- Gain an understanding of the organization's background, goals, and expectations for the project
- Establish working relationships, make logistical arrangements, determine communication process, and finalize contract arrangements
- Identify work plan specifics

### ***Objective – EMS General Overview***

- Meet with the EMS Medical Director
- Meet with each participating agency
- Gain an understanding of the history and culture of the EMS providers organizations
- Analyze the EMS providers organizational structure
- Review of the current EMS provider's protocols
- Assess the current overall EMS provider's operations for efficiency and effectiveness
- Ensure an understanding of the protection area and its associated EMS opportunities/challenges
- Identify/analysis of the EMS provider's record management system
- Identify key stakeholders and ensure their input

### ***Objective – Current EMS Delivery System/Data***

- Assessment of the current service provider's EMS operations and medical outcomes
- Review of current trends in emergency and non-emergency demands
- Data collection for the last three to five years to determine trends in:
- Emergency EMS responses
  - Types of emergency incidents
  - Response times system wide and for each agency
  - Time of emergency alarms
  - Day of the week of emergency
  - Incidents by month
  - Simultaneous call data
  - Location of incident
- Evaluate the resource deployment of resources (vehicle & staff)

### ***Objective – Staffing***

- Review and evaluation of operational staffing levels
- Review and evaluate administration, support staffing levels
- Review and evaluate the current level of EMS service and future expectations of service levels
- Assess staffing distribution
- Assess the Standard of Coverage: Distribution, Concentration and Reliability
- Evaluate the responsibilities and activity levels of personnel

### ***Objective – Financial Overview***

- Analyze the provider's fiscal condition
- Evaluation of the operational and capital budgets
- Review historical data (5-years) of the provider's
  - Revenue sources
    - Funding
    - Expenses
    - Patient fees
    - Taxation

- Other fiscal sources
- Capital improvement programs
- Receive data on collection rates/percentage of
- Investigate Payer Mix
- Identify funding methods for apparatus/vehicle replacement
- Identify potential revenue sources

### ***Objective: Facilities and Equipment***

- Inspect the current provider's facility and limitations: both support and emergency response
- Evaluate the provider's facility location and response area – utilizing GIS mapping
- Illustrate travel time/distance utilizing GIS mapping from the current stations
- Determine if the existing facility is located in the most advantageous location
- Assess compliance of existing facilities to industry standards (ADA), code compliance, and industry standards.
- Determine future viability of current facility and identify future facility needs
- Analyze the potential for consolidation

### ***Objective: Provider's Apparatus and Vehicles***

- Assess and evaluate the current condition and limitations of apparatus/vehicles
- Assessment of types of apparatus/ vehicles, age, and appropriateness for the provider
- including reduction of apparatus if needed
- Assess the distribution and deployment of apparatus

### ***Objective: Provider's Medical Equipment***

- Inventory and evaluate the current condition and limitations of medical equipment

## **Section Two: Overview and Analysis of EMS Operations**

### ***Objective: EMS and Ambulance Transport Review***

- Assess the provider's operations for efficiency, effectiveness, and deployment
- Analyze the provider's organizational structure and design
- Assess Public Safety Answering Point (PSAP) for
  - Organization overview
  - Emergency Medical Dispatching (EMD) review
  - Certification of personnel
  - Methods used for Quality assurance
  - Evaluate call process times
- Analysis of patient care records
  - ***Within restrictions of Health Insurance Portability and Accountability Act (HIPAA)***
- Review of providers data on emergent and non-emergent and how these correlates to 911 service delivery

### ***Objective: Service Delivery and Performance Measures***

- Analyze service delivery and performance measures against industry standards and best practices to identify any gaps
- Review quality assurance programs
- Meet with Project Medical Director
- Review EMS protocols

### ***Objective: EMS Service Demands***

- Providing provider's & PSAP data is available, the team has access to Environmental Systems Research, Inc. (ESRI) mapping of incidents
- Offer projections for call growth rate
- Analyze future service demands based on stakeholders input
- Review of Public Safety Education programs

### ***Objective: EMS Resource Distribution***

- Identified in previous objectives GIS will illustrate time travel coverage for each provider which will show service gaps and redundancy

### ***Objective: EMS Reliability***

- Concentration, Distribution, and Reliability are the basic components of Standard of Coverage and will be addressed in the study
- Analysis of simultaneous/back-to-back incidents for each provider
- Overall assessment of EMS reliability effectiveness
- Evaluate call concurrence for effects on system
- Evaluate Unit Hour Utilization and perform unit drawdown analysis

### ***Objective: Response Performance Analysis***

- Analyze all components of Response Time
  - Detection Time: The time it takes to detect the emergency incident and dial 9-1-1. Not controlled by PSAP or EMS
  - Notification Time (Call Processing Time): The time from when the call is received by dispatch to when the department is notified. This time is completely controlled by the PSAP
  - Turnout Time: The time it takes personnel to prepare and leave quarters after notification.
  - Travel Time: The time the first fire apparatus leaves the station to the time it reports on the scene.
  - Mitigation Time: The time the first vehicle arrives at the scene to when actual treatment efforts begin.
- Gather hospital transport times
  - From scene to hospital
  - Ambulance turnaround time at hospital
  - Assess ALS and BLS patient assessment (if HIPPA allows)
  - Gather patient outcomes if hospital releases (HIPPA)

## Section Three: Strategies & Recommendations

The goal of the client is to receive a non-bias professional consultant's study to assess/analyze the Emergency Medical Services (EMS) and recommend the future delivery service of EMS. The study will address current operation effectiveness and capabilities of the current providers, shared services/consolidation, governance structure, sustainability, data analysis, and other opportunities. The RFP lists one-page items that should be included; rather, than list the items the consulting team will use this list as a check list to ensure the topic has been addressed in the report

### ***Objective: Current Operations, Recommendations, Strategies***

The operational assessment will delve into various facets of EMS operations, such as capabilities, strengths, weaknesses, and coverage gaps. By evaluating the current workforce and identifying any staffing shortages, the assessment will provide insight into how the agencies are performing in terms of their ability to meet community needs. Special attention will be given to the call volume and response times, as these are critical indicators of the effectiveness and timeliness of EMS service delivery. This data will guide the development of recommendations aimed at addressing challenges, ensuring that EMS services are responsive and sustainable in the long term.

### ***Objective: Service Costs Assessment Recommendations***

Financial sustainability is a major consideration every EMS agency across the country. To support the financial health of EMS within Latah County, potential funding strategies will be explored. These strategies may include modifications to existing transport fees, cost-sharing agreements between agencies, and the identification of new revenue sources. By diversifying funding streams, EMS agencies can create a more sustainable financial model that supports growth and adapts to changing demands. Such strategies will help ensure that EMS services in Latah County remain viable and capable of providing the necessary care to the community for years to come. By preparing for future challenges, the EMS system can maintain its capacity to respond to emergencies efficiently and effectively

- Refer to Section One "Financial Overview"
- Develop a fiscal forecast for EMS delivery
- Estimated cost projections for 5-10-year forecast – depending on EMS structure
- Identify cost savings methods

### ***Objective: Other Considerations& Recommendations***

During the exchange with stakeholders any method of future EMS service delivery which will meet the clients needs and within cost will be identified.

### ***Objective: Planning and Implementation of Recommendations***

One of the key aspects of the recommendations will focus on improving the overall service delivery model. As call volumes continue to rise and the demand for services grows, ensuring timely and efficient responses will become increasingly important. The recommendations will address issues such as response time and the optimization of resources. By focusing on improving workforce allocation and coverage, these recommendations aim to reduce delays and ensure that EMS services can effectively meet the needs of the community, even during periods of high demand.

Understanding the current state of each agency will allow stakeholders to make informed decisions about the future of EMS in the region. It will also highlight opportunities to streamline services, reduce redundancies, and enhance coordination across agencies

- All recommendations of federal and Michigan regulatory requirements will meet these governance mandates
- An implementation outline will be included in study

## Study Costs

The total cost for the items/objectives outlined in the proposal is **\$30,540.00** which includes professional staff time, transportation and expenses, PDF draft reports for review, and presentation of the final report. The study cost is guaranteed not to exceed the above quoted figure.

The client will be invoiced in three (4) payments:

- 15% (\$4,581.00) – upon signing of the contract
- 20% (\$6,108.00) – at the first site visit
- 55% (\$16,797.00) – upon submission of the draft report
- 10% (\$) – submission of the final report and presentation if desired

The proposal price is good for 60 days from submittal. Payment is due within 30 days of receipt of the invoice.

## References

### Jefferson Parish, Louisiana

#### West Bank Fire Service Consolidation Analysis

**Project Manager:** Sandy Pearce – Executive Assistant (Director has retired)

**Phone/Email:** (504) 736-6202 / [spearce@jeffparish.net](mailto:spearce@jeffparish.net)

**Scope of Work: Conduct** a review and analysis to determine the feasibility and advisability of consolidating the eleven (11) independent volunteer fire companies responding from twenty-eight (28) fire stations into a single Parish owned and operated fire department.

### City of Dodge City, Kansas

**Contact:** Ms. Cherise Tieben –City Manager (Ret) – cell: (620) 253-2614 Email: [cheris.tieben@gmail.com](mailto:cheris.tieben@gmail.com)

**Project:** (multiple projects) Greater cooperative partnership between City and County. Special emphasis placed on EMS delivery system.

### City of Silvis, Illinois

#### Operational Audit

**Project Manager:** Chief John Winters

**Phone/Email:** (309) 429-9633

**Scope of Work: Assessment** of operations and services with focused attention on long-range planning for EMS services. Analysis of EMS operations and recommendations for changes based on the current private ambulance service delivery model.

**Draft Report**

At the conclusion of the study an electronic version of the draft written report for technical review by the City of Hastings and other stake holders identified during the initial project kick off meeting.

**Final Report**

A final report shall be issued to the participating agencies in an electronic (PDF) format.





# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Set Hearing of Necessity for Parking Lot Special Assessment District**

**Meeting Date: April 14, 2025**

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## Recommended Action:

Motion to set a public hearing on **April 28, 2025** to determine the necessity of a special assessment district for downtown parking areas.

## Background Information:

In the past, a Special Assessment District was created to help cover the cost of some parking lot maintenance in the downtown area, primarily for snow removal. The cost of the assessment has been based on a formula. This assessment is placed on the summer tax bill.

## Financial Implications:

The SAD offsets costs associated with parking lot maintenance downtown. The General Fund would need to cover this cost entirely if the district is not created or the assessment is not approved.

## Attachments:

None.



City of *Hastings* Michigan

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

201 E. State Street 49058

March 31, 2025

Dear Rutland Charter Township Board,

This letter is to summarize a meeting held on Friday, March 21, 2025 regarding potential future urban service provisions for an anticipated future Meijer Superstore to be located at the property currently known as 420 N. Tanner Lake Rd.

Thank you for your time and for being willing to engage in frank discussions regarding potential future development. In the meeting, we discussed the possible cost of service for public safety at the future facility and the need to ensure adequate contributions for this service. We also discussed any state or county regulations that could impact future agreements and participation. I have followed up with the Health Department and it appears that we are able to define the terms of service connection locally.

To continue discussions, it is important to know if the board would be willing to tentatively support an agreement concept for this project. We understand that no decision can be made without a full understanding of the facts and a complete proposal, but we are unable to make much progress in discussion without board support.

We hope to explore the possibility of a 425 agreement to include:

- Determination of which properties are eligible for inclusion in the district
- Sharing of future tax revenue to be determined
- Properties to *elect* to participate in water and/or sanitary sewer services if desired (property owners who are not interested in connecting to public services would not be required to do so or be a part of the 425).

We also understand that the township would be interested in maintaining the existing 1992 sewer agreement for sewer only in this area if we can find an agreeable way to make that work for both parties.

As a next step, we would like to gather information that may be helpful to property owners in the affected area to educate them about this process and their options.

The Hastings City Council has not yet discussed the above concept. This letter is to summarize our discussion only and does not represent any decision or action of the city council. Our next council meeting will be held on Monday, April 14<sup>th</sup>.

Any input and direction that you can provide the negotiating team would be greatly appreciated.

In service,

Sarah Moyer-Cale  
City Manager



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Council Report March 2025

The department responded to 89 calls for service: 27 in the city, 57 in the townships and 5 mutual aids. Our members spent a total of 502 hours responding to calls for service. Total calls for service YTD 238. We have issued 103 burn permits in the townships YTD.

**Training**

Our members trained a total of 36 hours for the month of March. We spent the first meeting of the month focused on ground ladders use and safety. Our second meeting we hosted a bulk propane safety class for the county. We continue to provide extra training for the newer members including driver training and pump operations.

**Smoke/ CO detector installations**

We are continuing to push smoke and CO detectors; YTD 93 detectors installed in 28 homes throughout the district.

**Department activities**

Our call volume continues to grow with an emphasis on medical calls, especially in the evening. Mercy has staffed a second truck during the evening hours over the last few weeks. This has helped somewhat with medical calls, but our volume continues to rise. We are continuing to focus on code compliance on the fire safety side of businesses and larger residential facilities. We saw two larger storms this month which helped drive up the calls with many lines and trees down that needed protected until they were removed by the power company. We are working on a cost recovery plan with Consumers to cover our time spent on down lines.

**Chief's Comments**

This month has seen many changes and projects coming to an end. The LEO Grant for the 3 sets of turnout gear is complete, with the gear arriving and placed in service. The Wildland gear is on order and expected to arrive in late April. We continue to visit businesses for fire code compliance and ensure safe practices for residents and staff of the businesses. Our Automatic Mutual Aid (AMA) is now operational with dispatch, meaning we have another department responding to all structure fires in the district.

Respectfully,

Chief Mark Jordan



## City of Hastings Fire Department

### Incident Analysis

3/1/2025 - 3/31/2025

#### INCIDENT TYPE CATEGORY BREAKDOWN AND COMPARISON

Code	Incident Type Series	3/1/2025 - 3/31/2025		3/1/2024 - 3/31/2024
		Occurrences	Percentage	Occurrences
100-199	Fire/Explosion	13	14.6%	5
200-299	Overpressure Rupture	0	0.0%	0
300-399	Rescue Call	24	27.0%	23
400-499	Hazardous Condition	26	29.2%	2
500-599	Service Call	3	3.4%	5
600-699	Good Intent Call	20	22.5%	13
700-799	False Call	1	1.1%	3
800-899	Severe Weather/Natural Disaster	1	1.1%	0
900-999	Special Type/Complaint	1	1.1%	0
	Undetermined Incident Series	0	0.0%	0
	<b>Total</b>	<b>89</b>	<b>100.0%</b>	<b>51</b>

#### MUTUAL AID DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
Mutual Aid	1	0	4	5	5.6%
<b>Total</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>5</b>	<b>5.6%</b>

#### FIRE DISTRICT BREAKDOWN

District	Occurrences	Percentage
Baltimore Twp	15	16.9%
Carlton Twp	5	5.6%
Hastings Twp	17	19.1%
Irving Twp	4	4.5%
Rutland Twp	16	18.0%
Ward 1	5	5.6%
Ward 2	11	12.4%
Ward 3	5	5.6%
Ward 4	6	6.7%
<b>Total</b>	<b>84</b>	<b>94.4%</b>



## City of Hastings Fire Department

### Apparatus Summary

3/1/2025 - 3/31/2025

Total Runs for Date Range: 89

#### RESPONSE TOTALS PER APPARATUS

APPARATUS NAME	TOTAL	%
831 .....	25 .....	28.1 %
832 .....	13 .....	14.6 %
833 .....	26 .....	29.2 %
8331 .....	17 .....	19.1 %
834 .....	10 .....	11.2 %
835 .....	37 .....	41.6 %
836 .....	1 .....	1.1 %
837 .....	27 .....	30.3 %
Air Trailer .....	1 .....	1.1 %
EM82 .....	3 .....	3.4 %
Haz1 .....	0 .....	0 %
LT1 .....	0 .....	0 %
POV .....	3 .....	3.4 %



## Library Director's Report March 31, 2025 Board Meeting

### Overview

Perhaps the biggest news for March was President Trump's signing of an Executive order on March 14 that effectively disables and lays the groundwork to eliminate the Institute for Museum and Library Services (IMLS). There are no immediate impacts to us, but long-term could see the loss of the Michigan Electronic Library (MeL) and interlibrary loan system MelCat. As I learn more, I will keep the Board and public updated.

After the monthly Lakeland Board and Advisory Council meetings on March 13, I was part of a panel discussion on managing challenging patrons, dealing with vandalism, and police situations. Turnout was good and I had a few takeaways from my fellow panelists from the Henika District Library, Muskegon Area District Library, and the Grand Rapids Public Library. I will likely be suggesting some further tweaks to our patron Code of Conduct.

I also met with Bonnie Gettys this month at the Barry Community Foundation. We had a good discussion around the library funds held there, especially HPL's endowment, and I will bring thoughts to the Board.

Lastly, we had some unplanned spend on technology this month. A second self-check all-in-one computer had a hard drive crash, so a new unit has been purchased and is now in use. And after 18 years of continuous operation (there is no power switch), the digital zone processor in the A/V rack in the Community Room died. A new one, which unfortunately cost \$799.00, has been purchased and installed.



### Staffing

We welcomed new team member Hannah Klein in March, photo at right. She has completed her initial training and begun working desk shifts. Please welcome her when you see her on your next visit.

Reg asked for two more weeks before coming back 5 days per week to clean, so Key Cleaning continued cleaning the building through Friday, March 28.

### Collection Updates

**Library of Things:** We have weeded a few items that rarely, if ever, check out. At the same time, we are adding new items which are currently being processed. See Tess Allarding's report for more details, but look for the new items to hit the shelves later in April, along with redesigned displays.

**New Books and Movies:** In January we finally received a much-needed supply of item barcodes which finally enabled us to work through a backlog of new material. Between January 1 and March

24, 439 new items have been processed. Thank you to Marty, the Processing Supervisor, Tammy who helps cover new books, and volunteer Marji who also covers and performs quality checks.

**Digital Catalog:** We are part of the Midwest Collaborative for Library Services (MCLS) for OverDrive, our eBook, audiobook and magazine platform. The consortium is losing a member, but voted in March to increase digital spend by 5% for the upcoming fiscal year. We see over 2,000 digital checkouts every month by our patrons across all 13 available consortia catalogs.

## Project Updates

**Strategic Planning:** Community partners met with our strategic planning facilitator, Carol Dawe, on Wednesday March 19. Their feedback, combined with board and staff feedback, will inform creation of the community survey. We will begin crafting that in April with the intention of bringing a draft to the Board at the May meeting.

**Budgeting:** Once approved by the Board at the March 31 meeting, I will submit a final budget to the city.

**Storybook Walk:** We are finalizing plans and securing the last of the funding for the planned Storybook Walk along the Thornapple River. The City will be installing the fixtures for us with a target completion date by the end of May. This will be the culmination of plans to honor a long-time library supporter, Jane Arnold, in whose memory the library received significant donations in 2024.

## Staff Reports

### Assistant Director Tess Allerdig's Report

In March we did some shopping to add some new Library of Things items to our collection, both in the general Library of Things collection, and in Library of Things Jr. Some of our new additions include a pickleball set, a vehicle diagnostic code scanner, a 3D pen kit, a Scanmarker translator and reading pen for individuals with dyslexia and other reading comprehension challenges, and a Little Tikes Story Dream Machine (see photos). We will get these items out for circulation over the next month or so, especially as the weather warms up and people become more active.







We have talked about revamping thy displays for Library of Things for quite a while as we wanted something that showed what items we have in the collection at all times, even when they are checked out. With our current DVD case system, when an item is checked out, the DVD case displaying the item is removed from

the shelves and put behind the Info desk. It does not make it easy for patrons to see what we have available, and therefore place holds on items that may be checked out. Our new solution is to have a clear acrylic picture frame with a photo and description of the item that will stay out on the shelves, even when the item is checked out. There will be a clear pocket attached to the front of the frame holding a laminated card that patrons can bring to the desk to check the item out. We are hoping that this new method of displaying what is available through Library of Things will boost circulation and interest in the collection.



I attended a collection diversity audit webinar on March 12, and it contained some valuable information. I have been interested in doing a diversity audit on our collection for quite some time, but have never known how to go about it. The goal of a diversity audit is to discover how well the community is represented in the collection, as well as to expose readers to diverse people and voices that they may not have otherwise encountered. The webinar explained how two different libraries conducted their diversity audits using either Google forms or Excel. It also provided resources for discovering the demographics of the community. I plan to start working on this later in 2025.

## Youth Librarian Erin Quada's Report

### March is Reading Month

- March is Reading Month is nearing its end at the time of this writing and we had over 100 youth participate with about 80% actively reading and tracking!
- The theme this year was "Get Lost in a Book" so the paper reading log had two mazes on it and prizes included things like toy maze balls and finger flashlights.
- As usual, all people that completed the reading challenge- logging 600 minutes of reading throughout the month- also received a book of their choice among their other prizes.
- I am very appreciative to The South Jefferson General Store for offering a \$2 coupon to everyone who completed the challenge.

### Paws for Reading

- This program is continuing to grow and was booked solid on Saturday, March 22.
- Most people that come and read once sign up again!



- Michal Enders and her therapy dog, Jace, volunteer their time for this program and I am very grateful! They are pictured here with one of our readers.



### Poetry Contest

- In honor of World Poetry Day (March 21) and National Poetry Month (April), we are hosting our first poetry contest! Anyone in 6<sup>th</sup> grade or older can participate and winner will be chosen in three categories: middle school, high school, and adult.
- The contest opened on March 21 and entries are submitted online through April 11. Voting is open to the public online and in the Library from April 14-April 27. Winners will be announced on April 29.

### STEAM at the Library

- We had a great time at our engineering workshop on March 24 and the kids didn't want to stop!
- Sara Syswerda from Pierce Cedar Creek Institute (PCCI) joined us to explain the engineering process before we put it to the test with aluminum foil boats and spaghetti and marshmallow towers!



### Outreach

- March is a busy time for outreach with the schools going full tilt with March is Reading Month as well as reading emphasis at Community Action Head Start.
- I visited all of the Head Start and Great Start Readiness Program classes this month for Reading is Fundamental (RIF). I read a story, *Abracadabra, It's Spring!*, provided a craft, and gave books to each child to take home for their home library. My volunteers and funding from Friends of the Library for the purchase of books make this program possible.

- I participated in Family Reading Nights at local elementary schools with Great Start Collaborative, MSU Extension, and PCCI.
- This photo is after the event at Northeastern with our community partners. Pictured from the left are me, Sara Syswerda from PCCI, Geneva Knapp and LeeAnn Miller-Busson from Great Start Collaborative.



## Marketing and Programming Coordinator Barbara Haywood's Report

Here is a recap of some recent programs:

- **Winter Reading Program:** With 50 people signed up, 36 active readers logged a total of 1,032 days, promoting daily reading for 15 minutes, either through a paper log or Beanstack.
- **Earth Day Tree Planting:** 109 kids signed up to plant free trees for Earth Day 2025 in partnership with Neighborhood Forest and Barry County Earth Alliance. Trees will be available for pick-up at the Barry County Business & Community Expo on April 20.
- **Grandma's Braid Breadmaking Class:** 13 people attended and learned how to make a unique Easter Braid bread. The class emphasized the double-braid method for a special look and texture.
- **Beginning Gardening Classes:** 10 attendees participated in two sessions led by Master Gardener Garry Cruse, focused on basic gardening. This ties into the upcoming "Why Homestead" series and a Foraging Walk in partnership with PCCI at the Hastings Food Forest.

- **Lift Every Voice Book Discussion:** The group discussed *Warrior Girl Unearthed* by Angeline Boulley, with a record 17 attendees. This event was held in partnership with the Round Table Companions for Racial Equity – Barry County and their Lift Every Voice group.
- **Vet Science Program:** 15 youth attended a Vet Tech certificate program in partnership with the Barry County K-9 4-H Klub, learning about the path to earning Vet Tech accreditation before finishing high school.

### Circulation Supervisor Chloe Lewis' Report

The Hiring process for the Library Assistant position has concluded, and we are pleased to say that the position has been offered and accepted by Hannah Klein. She began Wednesday, March 19th and has been an efficient learner. We are all excited to have her join our team and look forward to the contributions she will make in the days ahead.

On February 26th, I attended my first Circulation Committee Meeting. A wide range of topics were discussed and new ideas were introduced, including the possibility of offering patron payment plans especially for damaged items, which some libraries have already implemented. I would like to explore what that process might look like and how we could approach it.

The Cooperative as a whole has begun an inventory process for all libraries, with a completion goal of March 2026. Tess and I have started discussions on how to approach this and we will begin formal planning in the coming weeks.

In addition, I have begun shifting sections of the Nonfiction collection in order to improve accessibility and fill in gaps as much as possible. One key change was separating the beginning of the general nonfiction from the biographies. This will help streamline the browsing experience for our patrons and ensure a more logical flow of materials

### Upcoming Programs and Events

- Poetry Contest March & April!
- Wednesday, April 2 6pm: Digital Literacy – The Michigan Electronic Library (MeL)
- Thursday, April 3 1pm: Spring Break Movie
- Saturday, April 5 10am: Breadmaking, Garlic Twist
- Saturday, April 5, 2pm: Friends of the Library Ladies' Tea at the Green Street Church
- Monday, April 7 6:30pm: Poetry from the Shadows (live author reading)
- Tuesday, April 8 10am: LEGO Day
- Tuesday, April 8 1pm: Teen Movie
- Tuesday, April 8 6:30pm: Lift Every Voice Book Club
- Wednesday, April 9: Board Game Day (Kids @ 10am, Teen @ 2pm)
- Tuesday, April 15 6pm: Why Homestead?
- Monday, April 21 6pm: Earth Day Movie
- Thursday, April 24 – Friday, April 25: Jazz Fest

March 19, 2025

YMCA Updates for the City of Hastings

### **Facility Updates:**

- Capital Campaign and new building update
  - On target with capital campaign
  - Construction is ongoing and great progress is being made at the new facility
  - Timeline for final construction items provided
    - Drywall, 1st coat of paint, ceiling, flooring: March + April
    - Septic, driveway, final inspections, signs: May + June
    - Occupancy: June for staff, August for programs
- 

### **Program Updates**

- Camp Registration: 441; 61 first-time campers
  - Day Camps: Week 1, 4, 6, 7, 8 are full; week 2 has one spot available; week 5 is full in the 6-8 age group
  - Overnight Camps: 65.3% filled; majority of openings are for 3<sup>rd</sup> & 4<sup>th</sup> grade students
- Trends:
  - 5<sup>th</sup>-7<sup>th</sup> grade camps are on the rise for registrations
- Hiring Updates:
  - 10 Counselors
  - 4 program team
  - 2 male counselors in progress
  - 4 Rotating Counselors
  - 8 International Staff members (GB, Mexico, Hungary, Australia, NZ, Columbia)

Respectfully submitted,

Jon Sporer, CEO

Nichole Lyke, YMCA Board Secretary

## Hastings Public Library Board of Trustees

### Minutes

**Date: March 31, 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, Kelli Newberry, Sam Cale, Amanda Mattson, and Carol Dwyer, Ann Devroy, Ellyn Main, Cloe Oliver, and observing member Brooklyn Strickland. Not present was Rebecca Lectka.
- Also present was David Edelman and Tess Allerding.

#### 2. AGENDA: Approved.

#### 3. MINUTES: Ann Devroy motioned to approve the March 3, 2025, minutes, seconded by Cloe Oliver. Motion approved.

#### 4. CORRESPONDENCE: Reviewed letters received from residents.

#### 5. FINANCIALS

- a. February invoices and Budget Report: Jane Cybulski motioned to approve the financials, seconded by Carol Dwyer. Motion approved.

#### 6. LIBRARY DIRECTOR REPORTS

- a. March 2025
- b. February 2025 Infographic

#### 7. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds –Scheduled a walk thru on April 19<sup>th</sup> 10:00 a.m.
- c. Personnel -
- d. Policy-Schedule a meeting on April 28<sup>th</sup> 4:30 p.m.
- e. Marketing-Reviewing for membership

#### 8. NEW BUSINESS:

- Ann Devroy motioned to consider approving the Fiscal Year 2025-2026 budget as presented and pending final payroll and insurance amounts from the City. Seconded by Sam Cale. Motion approved by roll call: Sam Cale-Y, Cloe Oliver-Y, Ann Devroy-Y, Carol Dwyer-Y, Ellyn Main-Y, Amanda Mattson-Y,
  - Discuss changes from 2024-2025
  - Discuss signage project for building
    - Gilson Quote
    - Fast Signs Quote
    - High School
- Cloe Oliver motioned to consider naming the Storybook Walk in honor of Jane Arnold, seconded by Ann Devroy. Motion passed.

- Discussion of IMLS and possible affects of government funding changes
- Strategic Planning Update-survey will be assembled this month for board review in May.
- Endowment Fund Learnings
- Online Safety Workshop
- Michigan Library Association Membership for Trustees is available

9. NEXT MEETING DATE

- Next board meeting on Monday, May 5, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 5:28 p.m.