



City of *Hastings* Michigan

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201 E. State Street 49058

Regular Council Meeting
June 9, 2025
Executive Summary

Item #	Summary
10A	<p>Description: Resolution 2025-16 – Bond Authorization</p> <p>Recommended Action: Motion to adopt Resolution 2025-16 to authorize the issuance of limited tax general obligation bonds series 2025.</p>
10B	<p>Description: Custodial Contract for City Hall, Effective July 1</p> <p>Recommended Action: Motion to accept the proposal from Keyes Cleaning Service for a three-year agreement for custodial services at City Hall for \$295/week, contingent on meeting final requirements.</p>

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

City Council Agenda
June 9, 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 May 27, 2025, regular meeting
- ✓ 6. Public Hearings: (None)
7. Public Comment:
8. Formal Recognitions and Presentations:
 - A. Presentation from Dave Hatfield, Barry County Commissioner.
 - B. Presentation from Pattrick Jansens, from Barry County Emergency Management, on Rock the Country 2025.
- ✓ 9. Items for Action by Unanimous Consent: (None)
- ✓ 10. Items of Business:
 - * A. Motion to adopt **Resolution 2025-16** to authorize the issuance of limited tax general obligation bond series 2025.
 - * B. Motion to accept the proposal from Keyes Cleaning Service for a three-year agreement for custodial services at City Hall for **\$295/week.**
11. Staff Presentations and Policy Discussions
 - A. Salt Barn Process
12. City Manager Report:
 - * A. Fire Chief Jordan Monthly Report
 - * B. Library Director Edelman Monthly Report
 - * C. Water Utilities Superintendent Robins Monthly Report

- ✓ 13. Reports and Communications:
 - * A. YMCA Updates for the City of Hastings – May 21, 2025
 - * B. Hastings Public Library Board of Trustees DRAFT Minutes – June 2, 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

City Council Minutes
May 27, 2025

1. Regular meeting called to order at 7:00 PM
2. Oath of Office: Mike Bergeron – City Council 1st Ward Council member
3. Roll call

Councilmembers Present: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava

City Staff and Appointees Present: Moyer-Cale, Boulter, Jordan, Neil and Perin

Motion by Stenzelbarton, with support from Devroy, to excuse Councilmember McLean.
All ayes. Motion carried.
4. Pledge to the flag
5. Approval of the agenda

Comment from Tossava about changes to Item of Business 11G, and addition of Item of Business 11H.

Motion by Rocha, with support from Devroy, to approve the revised agenda as amended.

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava
Nays: None
Absent: McLean
Motion carried.
6. Approval of the minutes:
 - A. Approval of the minutes of the May 12, 2025, workshop meeting

Motion by Barlow, with support from Rocha, to approve the minutes of the May 12, 2025, workshop meeting.

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava
Nays: None
Absent: McLean
Motion carried.

B. Approval of the minutes of the May 12, 2025, regular meeting

Motion by Stenzelbarton, with support from Devroy, to approve the minutes of the May 12, 2025, regular meeting.

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava
 Nays: None
 Absent: McLean
 Motion carried.

C. Approval of the minutes of the May 12, 2025, closed session meeting

Motion by Devroy, with support from Resseguie, to approve the minutes of the May 12, 2025, closed session meeting.

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava
 Nays: None
 Absent: McLean
 Motion carried.

7. Public Hearings:

A. Hearing on Industrial Development District.

Discussion held.

Public hearing opened at 7:07 PM.
 Public hearing closed at 7:08 PM.

8. Public Comment:

Comments from Charles Hertzler, City of Hastings resident, about the proposed Meijer in Rutland Township with Hastings water and sewer services provided, and his opposition.

9. Formal Recognitions and Presentations:

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

B. Presentation from Rodney Palmer, Mercy Ambulance Update.

10. Items for Action by Unanimous Consent:

A. Receive and place on file one (1) invoice totaling **\$58,321.04**.

Motion by Brehm, with support from Stenzelbarton, to receive and place on file one (1) invoice totaling **\$58,321.04**

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava
 Nays: None

Absent: McLean
Motion carried.

11. Items of Business:

- A. Motion to adopt **Ordinance 630** and approve the final site plan for Bachman Fields Planned Unit Development with the contingencies recommended by the Planning Commission.

Motion by Stenzelbarton, with support from Devroy, to adopt **Ordinance 630** and approve the final site plan for Bachman Fields Planned Unit Development with the contingencies recommended by the Planning Commission.

Discussion held.

Comments from Mike West, project developer from Allen Edwin Homes in Portage, answering questions from Council.

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Absent: McLean

Motion carried.

- B. Motion to adopt **Resolution 2025-15** to establish an Industrial Development District for city-owned property on Star School Road for future development.

Motion by Rocha, with support from Stenzelbarton, to adopt **Resolution 2025-15** to establish an Industrial Development District for city-owned property on Star School Road for future development.

Discussion held.

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Absent: McLean

Motion carried.

- C. Consideration of the American Tower lease agreement amendment request.

Discussion held.

Motion by Resseguie, with support from Devroy, to take no action and leave American Tower lease agreement currently as is.

Ayes: Barlow, Bergeron, Devroy, Resseguie, Rocha and Tossava

Nays: Brehm and Stenzelbarton

Absent: McLean

Motion carried.

- D. Motion to adjust the system improvement fee waiver for Copper Rock Construction from **\$268,050 to \$296,642.**

Motion by Brehm, with support from Devroy, to adjust the system improvement fee waiver for Copper Rock Construction from **\$268,050 to \$296,642.**

Discussion held.

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Absent: McLean

Motion carried.

- E. Consider West Madison Streetlight request.

Discussion held.

Motion by Stenzelbarton, with support from Devroy, to develop and write a policy that states if a citizen requests a streetlight, they will pay for it, and the City of Hastings would pay for on-going electricity.

Ayes: Barlow, Bergeron, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: Brehm

Absent: McLean

Motion carried.

- F. Motion to approve construction engineering by Moore & Bruggink in the amount not to exceed **\$434,500.**

Motion by Resseguie, with support from Brehm, to approve construction engineering by Moore & Bruggink in the amount not to exceed **\$434,500.**

Ayes: Barlow, Bergeron, Brehm, Devroy, Resseguie, Rocha, Stenzelbarton and Tossava

Nays: None

Absent: McLean

Motion carried.

- G. Motion to approve the bid by Kamminga and Roodvoets to complete Green and Market Street improvements in the amount of **\$5,812,484.55**, and approve the project budget with the total contingency of **\$581,306**, upon the City obtaining financing.

Motion by Stenzelbarton, with support from Brehm, to approve the bid by Kamminga and Roodvoets to complete Green and Market Street improvements in the amount of **\$5,812,484.55**, and approve the project budget with the total contingency of **\$581,306**, upon the City obtaining financing.

Discussion held.

Ayes: Bergeron, Brehm, Devroy, Resseguie and Tossava
 Nays: Barlow, Rocha and Stenzelbarton
 Absent: McLean
 Motion carried.

- H. Consider "Island" 425 Agreement between the City of Hastings and Rutland Charter Township in connection to the Meijer development property parcel.

Discussion held.

Motion by Resseguie, with support from Devroy, to agree to "Island" 425 Agreement between the City of Hastings and Rutland Charter Township, and negotiate future hookups with water and sewer.

Ayes: Bergeron, Brehm, Devroy, Resseguie, Stenzelbarton and Tossava
 Nays: Barlow and Rocha
 Absent: McLean
 Motion carried.

12. Staff Presentations and Policy Discussions: (None)

13. City Manager Report:

Reports interest from entity to display portraits recognizing City of Hastings veterans.

Discussion held, with agreement that process should start with DDA discussion.

Establish a date for a Council photo for the dates of June 23, July 14 or July 28, 2025, scheduled a half an hour before regular Council meeting. Will contact absent Councilmember McLean and photographer for follow-up.

- A. Police Chief Boulter Monthly Report

Comments and discussion about Officer Josh Sensiba's last day on Friday, June 13, 2025.

- B. City Clerk/Treasurer Perin Monthly Financial Reports

- C. Department of Public Services Street Superintendent Neil Report

Discussion held.

14. Reports and Communications:

- A. Riverside Cemetery Preservation Advisory Board Minutes – May 15, 2025

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

15. Public Comment:

Comments from Joel Ibbottson, Rutland Township resident, speaking against the 425 Agreement for Meijer and Rutland Charter Township.

16. Mayor and Council comment:

Mayor Tossava commented about attendance issues at various Boards and encourages regular attendance.

17. Adjourn

Motion by Resseguie, with support from Devroy, to adjourn meeting.
All ayes. Motion carried. Meeting adjourned at 8:27 PM.

Read and Approved:

David J. Tossava, Mayor

Linda Perin, City Clerk



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Sarah Moyer-Cale, City Manager

Subject: Resolution 2025-16 Bond Authorization for Green and Market Street Project

Meeting Date: June 9, 2025

Recommended Action:

Motion to adopt **Resolution 2025-16** to authorize the issuance of limited tax general obligation bonds series 2025.

Background Information:

This Resolution authorizes the issuance of bonds to finance the Green and Market street project. The maximum amount to be bonded is \$8.5 million, but we expect the cost to be less. This is a not-to-exceed amount consistent with the approved notice of intent issued earlier this year. The updated financing schedule is also enclosed. We anticipate closing on the bond in September.

Financial Implications:

This is a budgeted project.

Attachments:

- Resolution 2025-16
- Updated financing schedule

**CITY OF HASTINGS
(Barry County, Michigan)**

RESOLUTION NO. 2025-16

**RESOLUTION TO AUTHORIZE ISSUANCE OF
LIMITED TAX GENERAL OBLIGATION BONDS, SERIES 2025**

At a regular meeting of the City Council of the City of Hastings, Barry County, State of Michigan (the “City”), held on June 9, 2025.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____:

WHEREAS, the City of Hastings (the “City”), through its City Council (the “City Council”), does hereby determine that it is necessary 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 (the “Project”); and

WHEREAS, the cost of the Project is estimated to be approximately Eight Million Five Hundred Thousand Dollars (\$8,500,000); and

WHEREAS, the City is authorized to issue bonds under Section 517 of Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), and to use the proceeds of the sale of such bonds to pay the cost of capital improvement items such as the Project; and

WHEREAS, the City Council has determined to issue bonds and to use the proceeds of the sale of such bonds to finance all or part of the cost of the Project.

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

1. AUTHORIZATION OF BONDS – PURPOSE. Bonds of the City aggregating the principal sum to be determined by order of the Authorized Officer (defined below) but not in excess of Eight Million Five Hundred Thousand Dollars (\$8,500,000) shall be issued and sold for the purpose of defraying all or part of the cost of the Project.

2. BOND DETAILS. The bonds shall be designated “Limited Tax General Obligation Bonds, Series 2025” or such other title and series designation as may be determined by the Authorized officer; shall be dated the date of their delivery; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of \$5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 6.00% per annum to be determined upon the sale thereof payable semiannually on such dates as shall be determined by order of the Authorized Officer; and shall be serial and/or term bonds and mature on such dates and in such amounts as shall be determined by order of the Authorized Officer; provided, however, that the final principal maturity of the bonds shall be not later than twenty-one (21) years after the issuance of the bonds. If the original purchaser of the bonds shall designate certain of the bonds as term bonds, the principal maturities of the bonds shall become mandatory redemption requirements in accordance with the provisions of Section 6 and the form of bond set forth in Section 10.

3. PAYMENT OF PRINCIPAL AND INTEREST. The principal of and interest on the bonds shall be payable in lawful money of the United States. Principal shall be payable upon

presentation and surrender of the bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by wire transfer, check, or draft by the bond registrar and paying agent to the registered owner at the registered address.

4. BOOK-ENTRY SYSTEM. Initially, one fully-registered bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company (“DTC”) for the benefit of other parties (the “Participants”) in the book-entry-only transfer system of DTC. In the event the City determines that it is in the best interest of the City not to continue the book-entry system of transfer or that the interests of the holders of the bonds might be adversely affected if the book-entry system of transfer is continued, the City may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange bond certificates as requested by DTC and any Participant or “beneficial owner” in appropriate amounts in accordance with this resolution. DTC may determine to discontinue providing its services with respect to the bonds at any time by giving notice to the City and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the City may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the City shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the City and the bond registrar and paying agent shall be obligated to deliver bond certificates in accordance with the procedures established by this resolution. In the event bond certificates are issued, the provisions of this resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the City and the bond registrar and paying agent to do so, the City and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to

make available one or more separate certificates evidencing the bonds to any Participant having bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the bonds.

Notwithstanding any other provision of this resolution to the contrary, so long as any bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on the bonds and all notices with respect to the bonds shall be made and given, respectively, to DTC. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the City in such form as such official deems necessary or appropriate in order to accomplish the issuance of the bonds in accordance with law and this resolution.

Notwithstanding any other provision of this resolution to the contrary, if the Authorized Officer deems it to be in the best interest of the City, the bonds shall not initially be issued through the book-entry-only transfer system of DTC.

5. OPTIONAL REDEMPTION. The bonds shall be subject to optional redemption prior to maturity upon such terms and conditions as shall be determined by order of the Authorized Officer.

6. MANDATORY PRIOR REDEMPTION. If any of the bonds are designated by the original purchaser as term bonds such bonds shall be subject to mandatory prior redemption at par and accrued interest in accordance with the maturity schedule as determined by the Authorized Officer at the time of sale and upon the terms and conditions set forth in the form of bond contained in Section 10 hereof. The bonds to be redeemed shall be selected by lot.

7. BOND REGISTRAR AND PAYING AGENT. The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the bonds that shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer may from time to time as required designate a similarly qualified successor bond registrar and paying agent. Alternatively, the City Treasurer may serve as bond registrar

and paying agent for the Bonds if the Authorized Officer determines it is in the best interest of the City.

8. EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS. The bonds shall be executed in the name of the City by the manual or facsimile signatures of the Mayor and the Clerk and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the City (or a facsimile thereof) shall be impressed or imprinted on the bonds. After the bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the City Treasurer or the Authorized Officer to the purchaser upon receipt of the purchase price. Additional bonds bearing the facsimile signatures of the Mayor and the Clerk and upon which the seal of the City (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of bonds. The bond registrar and paying agent shall indicate on each bond the date of its authentication.

9. EXCHANGE AND TRANSFER OF BONDS. Any bond, at the option of the registered owner thereof and upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, may be exchanged for bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond.

Each bond shall be transferable only upon the books of the City, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any bond, the bond registrar and paying agent on behalf of the City shall cancel the surrendered bond and shall authenticate and deliver to the transferee a new bond or bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond. If, at the time the

bond registrar and paying agent authenticates and delivers a new bond pursuant to this section, payment of interest on the bonds is in default, the bond registrar and paying agent shall endorse upon the new bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is [insert applicable date]."

The City and the bond registrar and paying agent may deem and treat the person in whose name any bond shall be registered upon the books of the City as the absolute owner of such bond, whether such bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this resolution shall be valid and effectual to satisfy and discharge the liability upon such bond to the extent of the sum or sums so paid, and neither the City nor the bond registrar and paying agent shall be affected by any notice to the contrary. The City agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of bonds, the City or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

10. FORM OF BONDS. The bonds shall be in substantially the following form with such necessary and appropriate changes as are permitted or required hereby and are approved by those officers executing the bonds and the execution thereof by such officers shall constitute conclusive evidence of such approval:

[BOND FORM ON FOLLOWING PAGE(S)]

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF BARRY
CITY OF HASTINGS
LIMITED TAX GENERAL OBLIGATION BOND, SERIES 2025

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	<u>DATE OF ORIGINAL ISSUE</u>	<u>CUSIP</u>
%	, 20__	_____, 2025	

Registered Owner:

Principal Amount:

The City of Hastings, County of Barry, State of Michigan (the “City”), acknowledges itself indebted to and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at the corporate trust office of _____, _____, Michigan, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereinafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount until the City’s obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of May and November in each year, commencing on May 1, 2026. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of _____ Dollars (\$_____) issued by the City under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 34, Public Acts of 2001, as amended) and a bond authorizing resolution adopted by the City Council of the City on June 9, 2025 (the “Resolution”) for the purpose of defraying all or part of the cost of financing streetscape and other improvements on State Street between Boltwood St. and Broadway St. in the City.

The City has irrevocably pledged its full faith and credit for the prompt payment of the principal of and interest on this bond as the same become due. The principal of and interest on the bonds are payable as a first budget obligation of the City from its general funds. The ability of the City to raise such funds is subject to applicable constitutional, statutory, and charter

limitations on the taxing power of the City. The amount of taxes necessary to pay the principal of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

This bond is transferable, as provided in the Resolution, only upon the books of the City kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of \$5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

MANDATORY PRIOR REDEMPTION

Bonds maturing in the year ____ are subject to mandatory prior redemption at par and accrued interest as follows:

Redemption Date	Principal Amount of Bonds to be Redeemed
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Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

(REPEAT IF MORE THAN ONE TERM BOND)

OPTIONAL PRIOR REDEMPTION

Bonds maturing prior to November 1, 2035, are not subject to redemption prior to maturity. Bonds maturing on and after November 1, 2036, are subject to redemption prior to maturity at the option of the City, in such order as shall be determined by the City, on any date on and after November 1, 2035. Bonds of a denomination greater than \$5,000 may be partially redeemed in the amount of \$5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty nor more than sixty days' notice of redemption shall be given by first-class mail to the registered owners of bonds called to be redeemed at their registered addresses.

Failure to receive notice of redemption shall not affect the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the City, including the series of bonds of which this bond is one, does not exceed any constitutional, statutory, or charter limitation.

IN WITNESS WHEREOF, the City of Hastings, County of Barry, State of Michigan, by its City Council, has caused this bond to be executed in its name by manual or facsimile signatures of the Mayor and the Clerk and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by an authorized representative of the bond registrar and paying agent.

CITY OF HASTINGS

By: [Form only; no signature needed]
Its: Mayor

And: [Form only; no signature needed]
Its: Clerk

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

Bond Registrar and Paying Agent

By: _____
[Form only; no signature needed]
Authorized Representative

AUTHENTICATION DATE:

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto

(please print or type name, address and taxpayer identification number of transferee) the within
bond and all rights thereunder and hereby irrevocably constitutes and appoints

attorney to transfer the within bond on the books kept for registration thereof, with full power of
substitution in the premises.

Dated: _____

Signature Guaranteed: _____

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

[END OF BOND FORM]

11. DEBT SERVICE FUND. There shall be established for the bonds a debt service fund, which shall be accounted for separately and may be pooled or combined for deposit or investment purposes only with other debt retirement funds for non-voted debt, other than special assessment debt. From the proceeds of the sale of the bonds there shall be set aside in the debt service fund any premium and accrued interest received from the purchaser of the bonds at the time of delivery of the bonds in such amounts as determined by the Authorized Officer. Funds of the City to be used to pay the principal and interest on the bonds when due shall be placed in the debt service fund and so long as the principal or interest on the bonds shall remain unpaid, no moneys shall be withdrawn from such debt service fund except to pay principal and interest on the bonds.

12. CONSTRUCTION FUND. The remainder of the proceeds of the sale of the bonds shall be set aside in a construction fund and used solely to defray the cost of constructing the Project, including any engineering, legal and other expenses incidental thereto. Any unexpended balance of the proceeds of the sale of the bonds remaining in the construction fund after completion of the Project shall be deposited in the debt service fund established in Section 11 hereof or, if authorized by resolution of the City Council, to construct additional capital improvements.

13. SECURITY. The full faith and credit of the City are pledged hereby to the payment of the principal of and interest on the bonds authorized by this resolution. Each year the City shall include in its budget as a first budget obligation an amount sufficient to pay such principal and interest as the same shall become due. The ability of the City to raise such funds is subject to applicable constitutional, statutory, and charter limitations on the taxing power of the City. The amount of taxes necessary to pay the principal of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

14. ESTIMATES OF PERIOD OF USEFULNESS AND COST. The estimated period of usefulness of the Project for which the bonds are to be issued is hereby determined to

be twenty five (25) years and upwards, and the estimated cost of the Project in an amount of approximately \$8,500,000 as submitted to this City Council is hereby approved and adopted.

15. TAX COVENANT. The City covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the “Code”) necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes.

16. QUALIFIED TAX-EXEMPT OBLIGATIONS. The bonds are hereby designated as “Qualified Tax-Exempt Obligations” as described in Section 265(b)(3)(B) of the Code.

17. DEFEASANCE. In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, redemption premium, if any, and interest on the bonds, or any portion thereof, shall have been deposited in trust, this resolution shall be defeased with respect to such bonds, and the owners of the bonds shall have no further rights under this resolution except to receive payment of the principal of, redemption premium, if any, and interest on the bonds from the cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

18. REPLACEMENT OF BONDS. Upon receipt by the City Treasurer of proof of ownership of an unmatured bond, of satisfactory evidence that the bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity that complies with applicable law and is satisfactory to the City Treasurer, the City Treasurer may authorize the bond registrar and paying agent to deliver a new executed bond to replace the bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured bond is lost, apparently destroyed or wrongfully taken, the City Treasurer may authorize the bond registrar and paying agent to pay the bond without presentation upon the receipt of the same documentation required for the delivery of a replacement bond. The bond registrar and paying agent, for each new bond delivered or paid without presentation as provided above, shall require

the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the City in the premises. Any bond delivered pursuant to the provisions of this section in lieu of any bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the bond in substitution for which such bond was delivered.

19. APPROVAL OF DEPARTMENT OF TREASURY. The issuance and sale of the bonds shall be subject to permission being granted therefor by the Michigan Department of Treasury pursuant to Act 34, unless the City has qualified status pursuant to Act 34, and, if necessary, the Authorized Officer, the City's attorney, the City's municipal financial advisor, and other authorized designees are authorized and directed to make applications to the Michigan Department of Treasury for permission to issue and sell the bonds as provided by and in furtherance of the terms of this resolution and Act 34.

20. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS. The Mayor, City Manager, City Treasurer, and Clerk of the City, or any one or more acting alone or together (each, an "Authorized Officer") are hereby authorized to sell the bonds at a competitive sale at a price not less than 98% of their par value and approve by written order the interest rates on the bonds and the winning bidder upon the sale of the bonds. The Authorized Officer is hereby authorized to approve an Official Notice of Sale for the bonds and publish the same in accordance with law in *The Bond Buyer* at least seven (7) days before the date set for the sale of the bonds. After the receipt of bids, the Authorized Officer, if determined that it is in the best interest of the City to do so, shall enter an order awarding the bonds to the bidder whose bid produces the lowest interest cost in accordance with the notice of sale. Alternatively, if determined to be in the best interest of the City, the Authorized Officer is authorized to reject all bids and negotiate the terms of sale with a purchaser as determined by the Authorized Officer. The Authorized Officers are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of bonds in accordance with this resolution.

21. OFFICIAL STATEMENT; CONTINUING DISCLOSURE: The Authorized Officer is hereby authorized to cause the preparation of a preliminary official statement and a final official statement for the bonds for the purpose of enabling compliance with SEC Rule 15c2-12 (the “Rule”) by the winning bidder or bidders and to do all other things necessary to enable compliance with the Rule by the winning bidder or bidders. After the award of the bonds, the City shall provide copies of a “final official statement” (as defined in paragraph (f)(3) of the Rule), on a timely basis and in reasonable quantity as requested by the winning bidder or bidders, to enable the winning bidder or bidders to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

The Authorized Officer is authorized to execute and deliver in the name of and on behalf of the City (i) a certificate of the City to comply with the requirement for a continuing disclosure undertaking of the City pursuant to subsection (b)(5) or (d)(2) of the Rule, as applicable, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the City to comply with or carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

22. BOND INSURANCE. The Authorized Officer is authorized and directed to take any actions that may be necessary or appropriate to purchase a policy or policies of municipal bond insurance with respect to the Bonds to the extent that the Authorized Officer determines that the purchase of such municipal bond insurance is in the best interest of the City. If the Authorized Officer makes such a determination, the purchase of a policy or policies and the payment of premiums therefor and the execution by the Authorized Officer of any necessary commitments with respect thereto are hereby authorized.

23. CONFLICTING RESOLUTIONS. All resolutions and parts of resolutions, insofar as they are in conflict herewith, are rescinded.

YEAS: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED.

Linda Perin, Clerk
City of Hastings

CERTIFICATION

I, the undersigned Clerk of the City of Hastings, County of Barry, State of Michigan, hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council at a regular meeting held on June 9, 2025, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act, MCL 15.261 et. seq., as amended.

Dated: _____, 2025

Linda Perin, Clerk
City of Hastings

City of Hastings
Limited Tax General Obligation Bonds, Series 2025
(Green and Market Street Improvements)

Updated Financing Timetable
May 28, 2025

June '25							July '25							August '25							September '25							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5							1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
														31														

31

Date

Event

June 2, 2025	Expiration of the Referendum Period.
June 6, 2025	MFCI receives S&P rating.
June 9, 2025	City adopts Bond Authorizing Resolution.
July 4, 2025	July 4 th holiday.
Week of July 28 th	Due diligence conference call with City, Bond Counsel and MFCI.
August 5, 2025	MFCI distributes POS.
August 6, 2025	Publication of Notice of Sale.
August 13, 2025	Competitive Sale 11:00 a.m. and City signs Sale Award.
August 14, 2025	MFCI distributes draft of closing letter and Final Official Statement (FOS).
August 19, 2025	Comments due from working group to MFCI on closing letter and FOS.
August 21, 2025	MFCI distributes FOS to working group.
September 1, 2025	Labor Day holiday.
September 3, 2025	Closing of the Bonds.



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Sarah Moyer-Cale, City Manager

Subject: Custodial Contract for City Hall effective July 1, 2025

Meeting Date: June 9, 2025

Recommended Action:

Motion to accept the proposal from Keyes Cleaning Service for a three-year agreement for custodial services at City Hall for \$295/week, contingent on meeting final requirements.

Background Information:

We received seven bids for the three-year custodial contract as follows:

Bidder	Weekly Cost
Keyes Commercial Cleaning	\$295
Hallifax Services	\$320.77
The Cleaner	\$350
Professional Building Services	\$353.08
Customized Cleaning	\$362.32
Curo	\$367.62
Key Cleaning	\$380.77

Keyes Commercial Cleaning provided the lowest cost for service. They provided complete bid information and I have reached out to the references that were provided.

I have discussed requirements and confirmed expectations with the bidder. The vendor will need to complete fingerprinting prior to commencing service with us.

Financial Implications:

This cost is less than what we currently pay and under budget.



Regular Council Agenda Item Memorandum

Attachments:

- Custodial RFP Document
- Bid response from Keyes Cleaning Service



CITY OF HASTINGS, MICHIGAN

REQUEST FOR PROPOSALS (RFP)

FOR

Custodial Services for Hastings City Hall

PROCUREMENT NAME: City Hall Custodial Contract

RFP ISSUE DATE: May 14, 2025

PROPOSAL DUE DATE: Wednesday, June 4, 2025 at 2:00 P.M.

Requests for Proposals and related documents may be obtained during normal business hours from the City Clerk/Treasurer's office located in Hastings City Hall at 201 East State Street, Hastings, MI 49058.

OVERVIEW OF THE PROCUREMENT PROCESS

The City of Hastings is employing a formal proposal or bid process in this procurement. All General and Specific Terms and Conditions as described below apply. Potential vendors who receive copies of this RFP will be notified of any addendum to the RFP and provided an equal opportunity to comply with all specifications.

CONTENTS OF THE REQUEST FOR PROPOSAL OR BIDS

A.	GENERAL TERMS AND CONDITIONS	Page 3
B.	SPECIFIC TERMS AND CONDITIONS	Page 6
C.	RESPONSE SUBMITTAL FORMS	Page 8
D.	ATTACHMENTS AND EXHIBITS	Page 13

NOTE: The documents provided as attachments and exhibits are not exhaustive or presumed to be complete and are provided for reference only

A. GENERAL TERMS AND CONDITIONS

1. The City of Hastings assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFP. This applies to and includes any costs of delivering a proposal in a timely manner.
2. The City of Hastings reserves the exclusive, unencumbered right to:
 - a. Cancel, revise, or amend the RFP;
 - b. Reject any proposal or bid or all proposals or bids submitted in response hereto in whole or in part;
 - c. To waive any irregularities in any proposal or bid;
 - d. To award the whole or part of the work or goods that are the subject of this RFP to that offeror whose proposal or bid is, as determined in the sole discretion of the City, to be in the best interest of the City considering such factors as it may deem pertinent.
3. Sealed proposals or bids must be received on or before Wednesday, June 4, 2025 at 2:00 p.m. at the office of the City Clerk/Treasurer. Date and time will be recorded on delivery. The deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted.

Proposals or bids are to be delivered to:

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

4. Any questions regarding the RFP must be submitted before Friday, May 30, 2025 at 4:00 p.m. If necessary, an addendum to the RFP will be provided to all holders of the RFP of record.
5. No proposal or bid may be withdrawn for a period of sixty (60) days after the opening of the proposals or bids except as provided in the RFP.
6. Proposals must be submitted following the instructions and requirements contained in this RFP. Failure to do so may result in the proposal or bid being considered non-responsive and it may be rejected. An offeror must promptly notify the Office of the City Clerk/Treasurer of any ambiguity, inconsistency, or error, which may be discovered

upon examination of the RFP. An offeror requesting clarification or interpretation of this RFP should contact Sarah Moyer-Cale, City Manager at (269) 948-3875.

7. Proposals should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFP.
8. Proposals must state whether any of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from. If so, the complete name and address of each such person and their connection to the City of Hastings must be disclosed in the response.
9. Any proposal submitted shall be deemed conclusive assurance that the proposer does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
10. Proposals must explicitly and completely describe and present all components of the price proposed for work or goods. The City of Hastings is exempt from State of Michigan Sales and Use Taxes.
11. Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
12. No information regarding the contents of responses to the RFP will be released prior to award. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
13. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections, or changes to this RFP made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The City Clerk/Treasurer will issue Addenda. Addenda will be emailed or mailed to all known recipients of the RFP.
14. The City may make investigations to determine the ability of the offeror to perform or supply the services and/or items as described in this RFP.
15. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.
16. Responses to this RFP must be in the prescribed format.

17. The City may request additional information, clarification, or presentations from any of the offerors after review of the proposals received.
18. The City has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of offeror.
19. Only the City will make news releases or other public announcements pertaining to this RFP or the proposed award of a contract.

B. SPECIFIC TERMS AND CONDITIONS

1. The City of Hastings is soliciting bids for maintenance services for the Hastings City Hall located at 201 E State Street. It is the intent of the City of Hastings to contract with one contractor for these services for a 3-year period, starting July 1, 2025 and running to June 30, 2028.

2. Specific or Technical Requirements of the Work or Goods

SEE ATTACHMENT "A".

3. Evaluation Criteria

- a. The ability, capacity, and skill of the offeror to provide items described in this RFP in a prompt and timely manner without delay or interference.
- b. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
- c. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.
- d. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
- e. The conditions, if any, specified in offeror's proposal; i.e. what expectations or requirements the offeror might have of the City as a condition of, or related to the proposal.
- f. Compliance by the offeror with the City's insurance requirements policy.
- g. Price.
- h. Location. The City has a preference for vendors located within fifteen miles of the city limits.

4. Selection Process

- a. Sealed proposals will be publicly opened immediately after the deadline for submitting proposals.
- b. Proposals will be opened at Hastings City Hall, 201 East State Street, Hastings.
- c. Proposals not submitted in a timely manner will not be opened or considered.

- d. Compliance with submittal forms, insurance requirements, and price will be publicly announced at the proposal opening.
- e. City staff will evaluate proposals according to the evaluation criteria noted in the RFP and prepare a recommendation to the Hastings City Council.
- f. The City Council will make the final, binding decision as to the award of the contract or the rejection of any or all proposals.
- g. City staff or the City Council may request additional information or clarification from any offeror. Failure to supply requested additional information may result in proposal being rejected or not considered further.
- h. A Purchase Order or formal contractual agreement will be entered to effect the arrangements. Offerors should submit any requested contract terms as part of their proposal.

C. RESPONSE SUBMITTAL FORMS

Every valid response to the RFP will include the next six (6) pages completed in full and returned to the City by the stated deadline.

CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal:

Address:

<hr/>	
<hr/>	
Street	
<hr/>	<hr/>
City, State	Zip

Phone:

Email:

Authorized Official:

<hr/>	
Name	Title
<hr/>	
Signature	Date

RELATED PARTIES DISCLOSURE (CHECK AND COMPLETE AS APPROPRIATE)

***THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED REPRESENTATIVE
OF THE OFFEROR***

- ☐ **NONE** of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings nor has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from.

- ☐ **EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:**

Name _____

Address _____

Connection or Relationship to the City of Hastings: _____

Name _____

Address _____

Connection or Relationship to the City of Hastings: _____

USE ADDITIONAL SHEETS IF NECESSARY

**Authorized
Official:**

Name Title

Signature Date

REFERENCES

Each offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP. References of other similar local government operations are preferred.

REFERENCE # 1

Entity Name:

Address:

Street

City, State Zip

Phone:

Contact:

Name Title

Email

Brief Description of Relationship:

REFERENCE # 2

Entity Name:

Address:

Street

City, State

Zip

Phone:

Contact:

Name

Title

Email

Brief Description of Relationship:

REFERENCE # 3

Entity Name:

Address:

Street

City, State

Zip

Phone:

Contact:

Name Title

Email

Brief Description of Relationship:

INSURANCE

Attach certificates of required insurance.

IRS W-9 FORM

Complete and attach an IRS Form W-9.

PRODUCT INFORMATION

Attach a complete description of the manufacturer, features, and capabilities of the materials and goods proposed to be provided.

OTHER INFORMATION

Attach other information necessary to describe the proposed vendor and the goods and services proposed to be provided.

D. ATTACHMENTS AND EXHIBITS

- | | |
|---------------------|--|
| 1. ATTACHMENT "A" - | Bid Specifications. |
| 2. ATTACHMENT "B" - | Standard Form of Agreement. |
| 3. ATTACHMENT "C" - | City of Hastings Insurance Requirements. |
| 4. ATTACHMENT "D" - | Contractor's Checklist. |
| 5. ATTACHMENT "E" - | IRS Form W-9. |



ATTACHMENT "A"

CUSTODIAL SERVICES

HASTINGS CITY HALL

It is the intent of the City of Hastings to contract with one contractor for custodial services for Hastings City Hall. The City Hall custodial contractor will be responsible for keeping the City Hall building clean. City Hall should at all times be presentable to the public and provide a pleasing work environment for those employed there.

The City of Hastings intends to regularly monitor the appearance and general condition of the City Hall building. The City will also perform, at its discretion, monitoring inspections. Any areas found to be in serious non-compliance with any of the provisions as outlined in the "Scope of Services" will result in the custodial contractor receiving written notification of any problems noted. Failure to resolve problems following written notification will result in the City taking appropriate action as follows:

If the City of Hastings notifies the custodial contractor in writing of any problem(s) and the contractor fails to correct the stated deficiency within twenty-four hours, the City of Hastings will then correct the stated deficiency with its own work forces and will deduct the cost of said corrections from the next invoice submitted by the contractor.

The contractor will provide the City of Hastings with an updated list of all employees utilized for work at City Hall. The City requires background checks, including fingerprinting, on all employees of the contractor. Employees of the contractor who cannot pass a background check will not be allowed to perform work at City Hall. The work should be performed by the same employee(s) of the contractor for the duration of the contract.

No subcontracting by the contractor awarded the bid for the City Hall custodial services will be permitted without written consent of the City Manager or their designee. This bid award is for the personal and exclusive use of the contractor awarded the bid and no other.

The contractor will comply with all Federal, State and local regulations and standards.

The City of Hastings reserves the right to supplement the building and grounds maintenance contractor in whole or in part, with City employees or volunteers.

The following bid specification is an outline of duties and is intended as a guideline for the building maintenance contractor at City Hall. In practice, it may be necessary to modify these duties or add to them. Major deviations from these guidelines as outlined in the Scope of Services are not anticipated.

BID PROPOSAL SPECIFICATIONS

1. Scope of Services

Exterior Duties:

- I. Clean exterior of windows twice yearly.

Interior Duties:

- I. Interior duties will be performed three days per week on Monday, Wednesday and Friday. The City will determine, set and approve the time of day that the contractor and/or its employees will perform all work.
- II. Sweep, vacuum or mop all basement areas, first floor offices, second floor offices, all areas which receive daily public traffic and all areas not open to the public, including the Mayor's office and the Conference Room. Clean around all stationery equipment, under desks, in corners, around counters and furniture. All floors to be kept free from buildup of dirt and debris.
- III. Thoroughly clean and disinfect restrooms (including toilets, sinks, faucets, mirrors, counter tops and floors). Resupply bathroom supplies as required.
- IV. Dust and clean all window sills and ledges and other dust collecting surfaces including desktop areas, monitors, telephones, and file cabinets. The contractor will not move items on desks to dust without expressed permission from the office occupant. All materials in these areas should be left untouched for confidentiality concerns.
- V. Empty waste baskets, including liners and dispose of any shredding materials. Deliver trash to alternate dumpster location at the City Compost Facility on State Road. Refuse will not be allowed to be stored at City Hall overnight.
- VI. Clean walls, entry doors, and glass partitions as necessary and maintain free from handprints and smudges.
- VII. Maintain main entrances. Sweep, mop, dust, vacuum, and clean windows. Thoroughly clean stairwells. Mop and sweep stairs, and ceiling areas.
- VIII. Inspect and clean Council Chambers prior to public meetings. Contact the City Clerk for schedule of public meetings.

- IX. Clean miscellaneous spots from all floor areas as needed. Major carpet cleaning may be contracted out with permission of the city.
- X. Maintain adequate inventory of supplies on site.
- XI. Maintain maintenance office, mechanical rooms and storage areas in a clean, neat and safe manner. Adequately secure any tools or materials to prevent unauthorized removal or use.
- XII. Clean interior and exterior of windows as needed but no less than twice per year.

2. Protection of Confidential Information

The building maintenance contractor agrees that it and their employees will not, in any form or manner, read, disclose, or communicate to any person any information of any kind, nature, or description concerning any matters affecting or relating to the City of Hastings and its various departments' business.

3. Equipment and Supplies

The building custodial contractor will provide all labor, equipment, and supplies necessary to perform the required work. The contractor will use only safe and proper materials.

Special equipment may be rented with prior approval of the city.

4. Compensation

The City of Hastings will pay the contractor a flat weekly rate for building custodial services at the City Hall facility. Invoices will be submitted on a monthly basis for work already completed. The City of Hastings will process all invoices for payment within thirty days of receipt, if no billing irregularities exist.

5. Term of Agreement

This contract is for a 3-year fiscal year period beginning July 1, 2025 and terminating on June 30, 2028.

Attachment B
Standard Form of Agreement
Between The City of Hastings and Contractors

This agreement (the "Agreement") is made this day _____ between the City of Hastings, 201 East State Street, Hastings, Michigan, 49058, and the Contractor, [INSERT NAME OF CORPORATE ENTITY, IF ANY, AND ADDRESS] _____, for the following project:

[INSERT DETAILED DESCRIPTION]

The City of Hastings and the Contractor agree as follows:

The Contractor shall complete the work described in the bid specifications for the project (which are attached hereto and the terms of which are incorporated as a part of this Agreement). The bid specifications will consist of this Agreement, signed by the City of Hastings and by an authorized representative and the Contractor, and any drawings and specifications prepared by the City of Hastings.

Written Change Orders for minor changes in the scope of work issued after execution of this agreement will be set forth in writing and made only upon written approval of the Director of Public Services.

The date of commencement of the project will be the date of this Agreement, unless otherwise specifically stated in the bid specifications. The Contractor will complete the work no later than the date stated in the bid specifications, subject to any adjustments agreed to in writing by the Director of Public Services.

Subject to additions and deductions by a Change Order approved in writing by the Director of Public Services, the contract sum will be specifically outlined in the bid submitted by the Contractor to the City of Hastings. The Contractor will not exceed the approved amount of the contract unless prior written authorization from the City Manager is received.

If the Contractor fails to correct work which is not in accordance with the specifications as stated in the bid documents, the City of Hastings may direct the Contractor in writing to stop the work until the correction is made. If the Contractor defaults or neglects to carry out the work in accordance with the specifications as stated in the bid documents and fails within a seven-day period after receipt of written notice from the City of Hastings to correct such default or neglect with diligence and promptness, the City of Hastings may, without prejudice to other remedies, correct such deficiencies. In such case, the City of Hastings will deduct the cost of the correction from payments due to the contractor.

The City of Hastings reserves the right to perform construction or operations related to the project with its own labor forces, and to award separate contracts in connection with other portions of the project. The Contractor will coordinate and cooperate with separate Contractors employed by the City of Hastings. Costs and liabilities caused by delays or by improperly timed activities or defective construction or materials will be borne by the party responsible therefore.

For the purposes of payment, the contract sum amount will include all items and services necessary for the proper execution and completion of the work as specifically outlined in the bid documents.

Payment to a Contactor for the completion of work as outlined in the bid documents, and as a result of the Agreement, will be made within thirty days from receipt of the Contractor's billing statement and processing by the Director of Public Services.

The Contractor will provide proof of insurance in the amount required on the attached policy. Certificates of Insurance will be provided prior to the commencement of work, naming the City of Hastings as the additional insured.

This agreement is entered into as of the day and year first written above.

City of Hastings

Contractor

Signature

Signature

Travis Tate

Printed Name

Printed Name of Authorized Representative

Director of Public Services

Title

Title

201 East State St

Address

Address

Hastings, MI 49058

Tax ID Number _____

Keyes Cleaning Service

Commercial Cleaning Proposal

The KEY to your business'
success is a clean environment!

Presented to:

City of Hastings
201 East State Street
Hastings, MI 49058

Presented by:

Hillary Kellogg

Position:

Owner/ Operator

Date: June 4, 2025

Ph: (269) 268-8876

Email: Keyescleaningservice@gmail.com

Keyes Cleaning Service
5734 Mount Vernon Ave
Portage, MI 49024

Keyes Cleaning Service is a small, family owned and operated business that has been providing residential and commercial cleaning services since 2017. Our roots were planted in beautiful Kalamazoo, but we service many surrounding areas as well. While we are a small business, our service options are anything but small. We offer your basic office cleaning all the way up to carpet cleaning, tile refinishing and exterior window cleaning!

We have many references and reviews that speak volumes of our services, and we would love to add the City of Hastings to our list of satisfied clients.

Keyes Cleaning Service is an equal opportunity employer. We recruit, hire, employ, train, promote and compensate individuals based on job-related qualifications and abilities. Keyes Cleaning Service has a longstanding policy of providing a work environment free from discrimination or harassment, respecting the dignity and worth of each individual we employ.

Thank you!

Sincerely,

Hilary Kellogg
Owner of Keyes Cleaning Service
269-268-8876

BUILDING CLEANING SCHEDULE

Services and Frequency

Offices (to include Mayor's office, conference room and Council Chambers)

Empty all trash cans, wipe out if needed and replace liners	3 times per week
Dust ALL surfaces, including windowsills, ledges, desks/tables, monitors, etc.	3 times per week
High dusting (to remove cobwebs)	1 time per week
Low dusting (baseboards, corners)	1 time per week
Vacuum/ sweep floors	3 times per week
Damp mop floors	3 times per week
Spot clean carpets	3 times per week
Clean glass areas (minus windows)	3 times per week
Clean walls, entry doors and partitions	3 times per week
Council Chambers to be cleaned prior to scheduled meetings	*As scheduled

Common Areas (to include Main Entrances)

Empty all trash cans, wipe out if needed and replace liners	3 times per week
Dust ALL surfaces, including windowsills, ledges, desks/tables, monitors, etc.	3 times per week
High Dusting (to remove cobwebs)	1 time per week
Low dusting (baseboards, corners)	1 time per week
Vacuum/ Sweep floors (include basement)	3 times per week
Damp Mop floors (include basement)	3 times per week
Spot Clean Carpets	3 times per week
Clean Glass Areas (minus windows except main entrance)	3 times per week
Clean walls, entry doors and partitions	3 times per week

Restrooms

Clean/ Disinfect bowl, seat, back and bottom of toilet	3 times per week
Clean/ Disinfect sink, faucet, countertops and mirrors	3 times per week
Sweep/ Vacuum Floors	3 times per week
Wet Mop Floors	3 times per week
Empty all trash cans, wipe out if needed, replace liners	3 times per week
High Dusting (to remove cobwebs)	1 time per week
Low Dusting (baseboards and corners)	1 time per week
Restock Paper products and hand soap	3 times per week

Window Cleaning

Exterior (Weather permitting)	Every 3 months
Interior	One time a month

*Maintenance Office/ Mechanical Rooms and storage areas to be maintained in a safe and orderly fashion, with tools, supplies and products secured to prevent unauthorized removal or use.

***Inventory of supplies/ products to be checked and recorded FRIDAY every week**

Services to be provided *Monday, Wednesday and Friday* of each week.

JANITORIAL SERVICES:

Weekly Janitorial Cost	\$295.00
------------------------	----------

*Keyes Cleaning Service provides a transparent hourly rate of \$29.50, to include staff, supplies, products and equipment necessary to provide services. We estimate 10 hours per week to complete services.

Attachment B

Standard Form of Agreement

Between The City of Hastings and Contractors

This agreement (the "Agreement") is made this day _____ between the City of Hastings, 201 East State Street, Hastings, Michigan, 49058, and the Contractor, [INSERT NAME OF CORPORATE ENTITY, IF ANY, AND ADDRESS] _____, for the following project:

[INSERT DETAILED DESCRIPTION]

The City of Hastings and the Contractor agree as follows:

The Contractor shall complete the work described in the bid specifications for the project (which are attached hereto and the terms of which are incorporated as a part of this Agreement). The bid specifications will consist of this Agreement, signed by the City of Hastings and by an authorized representative and the Contractor, and any drawings and specifications prepared by the City of Hastings.

Written Change Orders for minor changes in the scope of work issued after execution of this agreement will be set forth in writing and made only upon written approval of the Director of Public Services.

The date of commencement of the project will be the date of this Agreement, unless otherwise specifically stated in the bid specifications. The Contractor will complete the work no later than the date stated in the bid specifications, subject to any adjustments agreed to in writing by the Director of Public Services.

Subject to additions and deductions by a Change Order approved in writing by the Director of Public Services, the contract sum will be specifically outlined in the bid submitted by the Contractor to the City of Hastings. The Contractor will not exceed the approved amount of the contract unless prior written authorization from the City Manager is received.

If the Contractor fails to correct work which is not in accordance with the specifications as stated in the bid documents, the City of Hastings may direct the Contractor in writing to stop the work until the correction is made. If the Contractor defaults or neglects to carry out the work in accordance with the specifications as stated in the bid documents and fails within a seven-day period after receipt of written notice from the City of Hastings to correct such default or neglect with diligence and promptness, the City of Hastings may, without prejudice to other remedies, correct such deficiencies. In such case, the City of Hastings will deduct the cost of the correction from payments due to the contractor.

The City of Hastings reserves the right to perform construction or operations related to the project with its own labor forces, and to award separate contracts in connection with other portions of the project. The Contractor will coordinate and cooperate with separate Contractors employed by the City of Hastings. Costs and liabilities caused by delays or by improperly timed activities or defective construction or materials will be borne by the party responsible therefore.

For the purposes of payment, the contract sum amount will include all items and services necessary for the proper execution and completion of the work as specifically outlined in the bid documents.

Payment to a Contractor for the completion of work as outlined in the bid documents, and as a result of the Agreement, will be made within thirty days from receipt of the Contractor's billing statement and processing by the Director of Public Services.

The Contractor will provide proof of insurance in the amount required on the attached policy. Certificates of Insurance will be provided prior to the commencement of work, naming the City of Hastings as the additional insured.

This agreement is entered into as of the day and year first written above.

City of Hastings

Signature

Travis Tate

Printed Name

Director of Public Services

Title

201 East State St

Address

Hastings, MI 49058

Contractor

Signature

Hillary Kellogg

Printed Name of Authorized Representative

Owner

Title

15734 Mount Vernon Ave

Address

Portage MI 49024

Tax ID Number

C. RESPONSE SUBMITTAL FORMS

Every valid response to the RFP will include the next six (6) pages completed in full and returned to the City by the stated deadline.

CERTIFICATION

In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

Legal Name of Entity Submitting Proposal:

Address:

Keyes Cleaning Service

5734 Mount Vernon Ave
Street

Portage, MI 49024
City, State Zip

Phone: (269) 268-8876

Email: KeyesCleaningService@gmail.com

Authorized Official:

Hillary Kellogg Owner
Name Title

H Kellogg 05/04/25
Signature Date

RELATED PARTIES DISCLOSURE (CHECK AND COMPLETE AS APPROPRIATE)

THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR



NONE of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings nor has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from.



EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:

Name _____

Address _____

Connection or Relationship to the City of Hastings: _____

Name _____

Address _____

Connection or Relationship to the City of Hastings: _____

USE ADDITIONAL SHEETS IF NECESSARY

**Authorized
Official:**

Hillary Kellogg
Name

Owner
Title

[Signature]
Signature

05/04/25
Date

REFERENCES

Each offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP. References of other similar local government operations are preferred.

REFERENCE # 1

Entity Name:

City of Galesburg - City Hall

Address:

200 E. Michigan Ave.
Street

Galesburg MI 49053
City, State Zip

Phone:

(269) 665-7000

Contact:

Jamie Thoms Deputy Clerk
Name Title

jthoms@galesburgcity.org
Email

Brief Description of Relationship:

Keyes Cleaning Service provides bi-weekly janitorial
services for the City Hall building for the City of
Galesburg.



May 13, 2025

City of Galesburg
200 E. Michigan Ave.
Galesburg, MI. 49053
269.665.7000

To whom it may concern,

It is with pleasure that I give this letter of recommendation. We here at the city of Galesburg are very pleased with the high quality of cleaning and detail that Keyes Cleaning Services has given to our building. Hillary has gone above and beyond with her skills and attention to detail. She is very punctual, has a great attitude, and her detail to work is amazing. If you are looking for someone that takes pride in their work and makes sure all the needs of your business are met, we give a full recommendation to Keyes Cleaning Services.

Kind Regards,

Treasurer

A handwritten signature in cursive script that reads "Jamie Thoms".

Jamie Thoms

REFERENCE # 2

Entity Name:

JRL Service and Repair

Address:

117 Spring Street

Street

Three Rivers, MI

City, State

49093

Zip

Phone:

(269) 312-9995

Contact:

James Lingerfelt

Name

Owner

Title

JRLServiceandRepair@gmail.com

Email

Brief Description of Relationship:

Keyes Cleaning Service has worked with JRL on a number of construction clean-up projects over the years. We also provide weekly janitorial services at their office building / warehouse.

To Whom It May Concern,

I am writing on behalf of Keyes Cleaning Service. I have been working with Hillary and her team for almost a decade on various clean-up projects. Hillary has provided us with hoarding clean outs, move- in and move- out cleanings, and has even cleaned our office/storage facility for the past five years.

Hillary's crew is always top-notch, punctual, and detail oriented. I highly recommend Keyes Cleaning Service for any and all of your cleaning needs.

Thank you for your time.

Kind Regards,

James Lingerfelt
JRL Service and Repair
269-312-9995

REFERENCE # 3

Entity Name:

Dannie Chatman (Individual)

Address:

6043 104th Ave
Street

Pullman, MI
City, State

49056
Zip

Phone:

(616) 490-0746

Contact:

Dannie Chatman
Name

Individual
Title

Email

Brief Description of Relationship:

Keyes Cleaning service has had an ongoing service agreement with Mrs. Chatman to provide janitorial services when needed.



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Council Report May 2025

The department responded 109 calls for service: 45 in the city, 59 in the townships and 5 mutual aids. Our members spent a total of 725 hours responding to calls for service. Total calls for service YTD 439. We have issued 378 burn permits in the townships YTD.

Training

Our members trained a total of 64 hours for the month of May. Ethen Vandyke and Noah Strimback completed their Firefighter I/II Certification. We held our two training classes where we focused on pump operation and held a CPR recertification class for our members. We also invited our mutual aid partner agencies, allowing their members the opportunity to recertify with us.

Smoke/ CO detector installations

YTD 244 detectors installed in 42 homes throughout the district. This is an average of 5 detectors per home meeting NFPA fire safety standards.

Department activities

We are still seeing an increased call volume. In the month of May 2025, we saw 100% increase over May 2024, with medicals and good intent calls on the increase. This, while we are planning for a very large event, keeping us busy around the firehouse, added into this the day-to-day site plan and inspection we still need to complete. We are just about complete with our medical license upgrade to BLS We will be the first BLS nontransport agency in the county.

Chief's Comments

We are just 3 days away from the largest musical event to be held in Barry County. With a lot of planning on many agencies part, we are ready. There is an anticipated 30,000 attendees and approximately 15,000 vehicles expected to be in the area. This will make for a very busy few days with all hands-on deck for the event.

Respectfully,

Chief Mark Jordan



City of Hastings Fire Department

Incident Analysis

5/1/2025 - 5/31/2025

INCIDENT TYPE CATEGORY BREAKDOWN AND COMPARISON

Code	Incident Type Series	5/1/2025 - 5/31/2025		5/1/2024 - 5/31/2024
		Occurrences	Percentage	Occurrences
100-199	Fire/Explosion	5	4.6%	2
200-299	Overpressure Rupture	0	0.0%	0
300-399	Rescue Call	37	33.9%	27
400-499	Hazardous Condition	31	28.4%	6
500-599	Service Call	2	1.8%	1
600-699	Good Intent Call	24	22.0%	5
700-799	False Call	10	9.2%	7
800-899	Severe Weather/Natural Disaster	0	0.0%	0
900-999	Special Type/Complaint	0	0.0%	0
	Undetermined Incident Series	0	0.0%	0
	Total	109	100.0%	48

MUTUAL AID DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
Mutual Aid	2	1	2	5	4.6%
Total	2	1	2	5	4.6%

FIRE DISTRICT BREAKDOWN

District	Occurrences	Percentage
Baltimore Twp	8	7.3%
Carlton Twp	7	6.4%
Hastings Twp	14	12.8%
Irving Twp	3	2.8%
Rutland Twp	27	24.8%
Ward 1	7	6.4%
Ward 2	12	11.0%
Ward 3	17	15.6%
Ward 4	9	8.3%
Total	104	95.4%



City of Hastings Fire Department

NFIRS Reports Analysis

5/1/2025 - 5/31/2025

INCIDENT TYPE CATEGORY BREAKDOWN

Code	Incident Type Series	Occurrences	Percentage
100-199	Fire/Explosion	5	4.6%
200-299	Overpressure Rupture	0	0.0%
300-399	Rescue Call	37	33.9%
400-499	Hazardous Condition	31	28.4%
500-599	Service Call	2	1.8%
600-699	Good Intent Call	24	22.0%
700-799	False Call	10	9.2%
800-899	Severe Weather/Natural Disaster	0	0.0%
900-999	Special Type/Complaint	0	0.0%
Total		109	100.0%

FIRE DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
BALTIMORE TWP	4	4	0	8	7.3%
CARLTON TWP	4	3	0	7	6.4%
HASTINGS TWP	3	7	4	14	12.8%
IRVING TWP	1	1	1	3	2.8%
RUTLAND TWP	7	9	11	27	24.8%
WARD 1	0	3	4	7	6.4%
WARD 2	6	3	3	12	11%
WARD 3	7	3	7	17	15.6%
WARD 4	2	3	4	9	8.3%
Total	34	36	34	104	95.4%

MUTUAL AID DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
MUTUAL AID	2	1	2	5	4.6%
Total	2	1	2	5	4.6%



City of Hastings Fire Department

Apparatus Summary

5/1/2025 - 5/31/2025

Total Runs for Date Range: 109

RESPONSE TOTALS PER APPARATUS

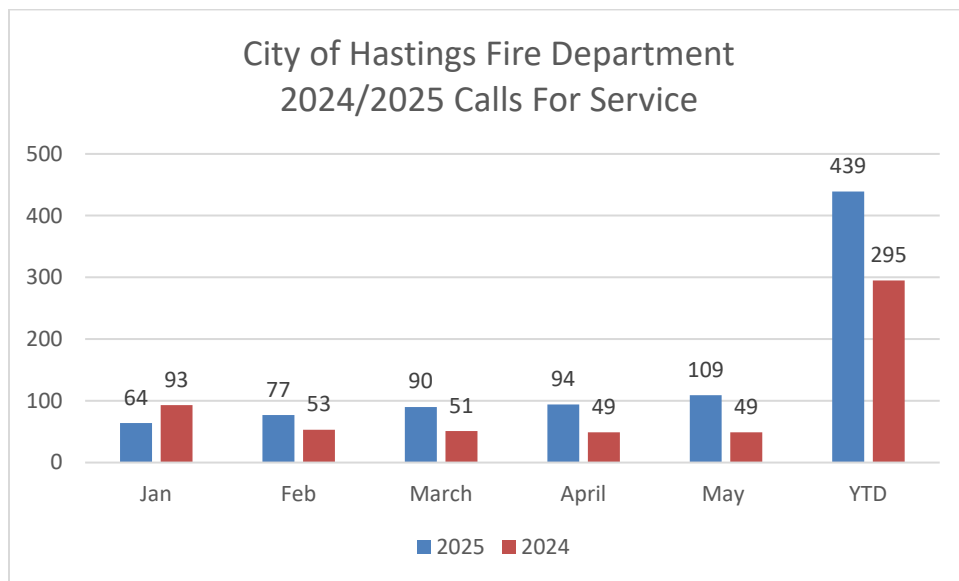
APPARATUS NAME	TOTAL	%
831	31	28.4 %
832	11	10.1 %
833	9	8.3 %
8331	1	.9 %
834	6	5.5 %
835	45	41.3 %
836	1	.9 %
837	42	38.5 %
A141	1	.9 %
Air Trailer	0	0 %
EM82	0	0 %
Haz1	0	0 %
LT1	0	0 %
POV	11	10.1 %



City of *Hastings* Michigan

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201 E. State Street 49058





Library Director's Report June 2, 2025 Board Meeting

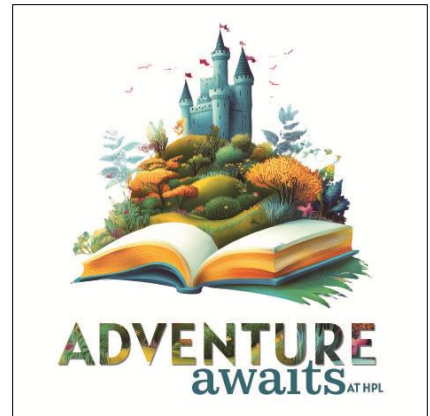
Highlights

Summer Reading is here! We officially kick off on Saturday June 7 with programs starting Tuesday June 10. New shirts for staff and other patrons who chose to buy one have arrived and are being distributed. Be sure to stop by the Library's booth at Very Barry this year to say Hi! and register for Summer Reading if you've not yet done so.

Even though Summer Reading hasn't started yet this year, we're starting to look at ways to change it up next year. We are considering a move away from so many prizes and towards more experiences and meaningful learnings for everyone. Stay tuned.

During May I visited four of the other six libraries in Barry County to meet the Directors and lay some groundwork for future collaborations. I'm hopeful we can find some projects to partner on and support each other outside of our respective cooperatives.

3D printing for the public will go live in June. We are tweaking the process that we've developed and will soon start publicizing. We're also still working on collaborating with a local teacher and his students to get some kid-led classes going this summer.



Project Updates

Strategic Planning: Community Survey questions were finalized and approved by the Board on May 5. Marketing has been developed and promotion began the week of 5/19/2025. Surveys will be live through June 20, 2025, after which data will be analyzed and focus groups scheduled. Please encourage your friends and families to complete the survey and help us plan the future.

Surveys can be completed at:

- Adult: https://bit.ly/HPL_Adult_Survey
- Teen & Tween: https://bit.ly/HPL_Youth_Survey

Storybook Walk: Installation of the Storybook Walk fixtures was completed by the city in late May, after which we installed the frames. The books will be installed Monday June 2. A dedication ceremony will be held on Tuesday June 3, 2025 at 5:30pm.

Staff Updates

Christie's last day at HPL was May 16; she resigned to spend more time with family. Tess and Chloe jumped on finding her replacement and after some great interviews, found a replacement in near record time. Kylie Petto will start training in early June. Please welcome her the next time you are in.

Training

Here is what the staff did in May:

- **Library Marketing:** Barbara and David watched the final session on marketing sponsored by the Library Cooperatives of Michigan. While we again did not find any big takeaways, some small nuggets of information will be helpful.
- **Artificial Intelligence:** David started an AI training class sponsored by the Library of Michigan. Over five sessions May 22 – July 24, I will get hands-on experience building tools that could benefit staff and/or patrons. The first session was on building a Bot. I am already looking at how to create one for staff to simplify policy lookups and possibly one for patrons on the website.

Staff Reports

Assistant Director Tess Allering's Report

I spent most of May assisting with various projects around the library. Erin, Marty, and I have continued to evaluate our process for when new books come in. We chose to assign new labels to the shelves Marty uses for books that are ready for processing, so everyone can easily know where books should go and what should be done with them. We added a label for Spanish language books, a label for rush books that Erin and I would like to get out on the shelves as soon as possible, and a label for books with upcoming release dates. We have been utilizing these new labels for a couple weeks, and have started to have books prepared and ready to go on the New shelves on their release dates. We hope to continue this pattern so patrons can get the newest books as soon as possible.

I am continuing to weed the adult fiction collection, and will begin weeding it more heavily in June to prepare for the upcoming Friends book sale in July. I plan to create enough shelf space to have more front-facing books on easels throughout the collection.

On May 27th, Erin hosted two third grade classes from Northeastern, and I assisted by giving each class a tour of the library. They were able to see the public areas of the library, as well as the Administrative Offices, the downstairs workroom, and the rooftop garden. I fielded many questions



about how to get library cards, how to check things out from the Library of Things, and when Summer Reading will start. It was great to see so many excited kids in the library!

Youth Librarian Erin Quada's Report

Programming is a little quieter during May as we gear up for Summer Reading. We hosted some teens for stress relieving programs including creating their own glitter jars and enjoying some cookies during a venting session. The Youth Garden Club was able to get some of their selections planted and are anxiously awaiting noticeable growth. Make sure you stop by the rooftop garden to watch the progress throughout the summer! Our starting point is pictured at right.



As Summer Reading approaches, Lake and I are busy with program preparations, planning, decorating and so much more. All of the programs are on the schedule, prizes have arrived, and the staff is getting ready. May is a busy time for outreach as I visit classrooms, school activities, and host classes at the Library to promote summer reading. I also provided flyers to the elementary schools and preschools to send home with students to help involve parents and encourage participation.

Reach Out And Read (ROAR) wrapped up this month with the Library providing books for the 9 volunteers to give to the student they have been reading with all year. The students are often the kids who had never been read to before starting school and giving them books helps build their home library. It is proven that children with books in the home are more likely to be proficient readers. Over the course of the school year, the volunteers spend an hour most weeks reading to kids, for a total of almost 200 hours. I can't thank them enough (and usually they are thanking me) for being part of a program that provides such a vital service to kids in our community.

Marketing and Programming Coordinator Barbara Haywood's Report

Events Recap:

- Foraging Walk – May 3, 2025
 - Twelve participants joined Drew from Pierce Cedar Creek and Jessica from the Hastings Food Forest for a guided walk along the trails and river. Highlights included spotting plenty of garlic mustard and sharing creative (and tasty!) ways to help remove this invasive plant. A fun and informative outing for all!
- Homesteading Basics – May 6, 2025
 - Our three-part Homesteading series kicked off with a down-to-earth evening led by a local pharmacist, herbalist, and farmer. Six enthusiastic participants dove into the essentials of self-sufficient living, asking great questions and sharing ideas. A strong start to the series!
- Wings of Chiapas – May 13, 2025
 - Gayle and Del Bachert took us on a vibrant journey through southern Mexico, showcasing stunning bird photography and tales from their travels. With plenty of

humor and awe-inspiring moments, this armchair adventure delighted all 12 attendees, especially those chasing their own “once in a lifetime” bird sightings.

- Spring Fused Glass – May 14, 2025
 - This popular craft night brought together 7 creative participants for an evening of color and design. However, we’ve noted the scheduling conflict with the Friends of the Library and won’t be overlapping events in the future—thank you for your understanding!

Marketing & Planning Update

Preparations are in full swing for Summer Reading promotions and programming! We're crafting engaging materials and finalizing a lineup of activities to keep readers of all ages excited and involved throughout the season.

At the same time, we're looking ahead to the fall event schedule, organizing speakers, workshops, and community programs to keep the momentum going into the cooler months. Stay tuned for more details as our calendar continues to grow!

Circulation Supervisor Chloe Lewis' Report

In March, the Library of Things' Junior Robotic Cat began experiencing technical issues and was not functioning properly. An initial attempt to contact the manufacturer's customer service received no response. A second inquiry in April was successful, and after several emails discussing the issue, the company was very kind in deciding to make a one-time exception by sending a replacement cat at no cost. The new Robotic Cat arrived at the end of this month and is now available for checkout by patrons! A comparison between the original and replacement Robotic Cat highlights how well-loved and frequently used this item has been within our collection.



At our last senior staff meeting, I raised the issue that items marked as lost or destroyed—and later paid for by patrons—are not always replaced, simply because we are not always aware of them. Senior staff agreed that a report should be generated to help identify these items, allowing us to consider purchasing replacements. I ran the first report on May 20th and shared it with the appropriate staff for review. Going forward, this will be a monthly report to help ensure we consistently track and evaluate items that have been paid for but not yet replaced.

May 28th, I attended my first in person Lakeland Library Cooperative Circulation Committee Meeting, located at Leighton Township Library. I gained some valuable tidbits of information, as well as finally getting to put faces to the names of staff from many different libraries. This meeting also brought up some thought-provoking questions that I look forward to discussing with staff in order to continue improving our services.

Much of the discussion revolved around the systems we use and the processes we may have been doing incorrectly. It was insightful to hear from other libraries and the similar scenarios they

experience—such as items being returned with strong odors, keeping patrons’ personal information safe, and knowing how to handle those unique and uncomfortable patron situations.

Youth Assistant Lake Seif’s Report

Lake and Sharon partner to manage HPL’s Seed Library that launched in 2024. This year it’s back bigger and better. Here is an update from Lake.

- From February 19th (opening day) to May 19th, patrons have taken home 792 free seed packets!
- The carrots, squash, and lettuce seeds planted by the Youth Garden Club in the rooftop garden were sourced from our seed library, and the kids referenced the SL planting guide while choosing some of their plants for this year.
- Thanks to donations from members of the community, this year’s collection includes several locally-sourced native plants, including Wild Columbine, Rattlesnake Master, Blazing Star, and a custom mix of Coneflower seeds.
- Our most popular varieties this year have been Fruit Smoothie Zinnia, Blazing Star, Sweet Basil, and Black-Eyed Susan.
- Currently, the Seed Library has over 60 varieties of herbs, fruits, vegetables, grains, and ornamentals in stock.



Upcoming Programs and Events

- Tools for Caregivers, Tuesdays, June 3/10/17/24, 4pm
- Intro to Canva (Digital Literacy), Wednesday 6/4, 2pm
- Youth Makerspace, Tuesdays 6/10/17/24, 10:30am
- Teen Zine Making, Tuesday 6/10, 1pm
- Touch a Truck, Wednesday 6/11, 2pm
- Rain Garden Workshop, Wednesday 6/11, 6:30pm
- Homestead Farm Tour, Thursday 6/12, 6pm
- Community Art Weaving, Monday June 16 – Saturday June 21
- Hot Air Ballooning, Monday 6/16, 6pm
- Bubble Science, Wednesday 6/18, 3pm
- Climate Sisu with Grand Valley State, Wednesday 6/18, 6:30pm
- Tie-Dye, Tuesday 6/24, 1pm
- Fauxkemon, Wednesday 6/25, 2pm



2025 May Council Report

To: The City Council

From: Verne Robins, Utilities Superintendent

Subject: Utilities Monthly Council Report

Meeting Date: June 9, 2025

Staffing

- 5 of our staff members passed EGLE certification exams to increase their certification level.

Robert Blocher passed his D-3 limited treatment certification test.

JD Pennock passed his S-1 distribution system certification test. This is the highest certification an operator can achieve for drinking water distribution system.

Elmer Currier passed his D-1 limited treatment certification test. This is the highest certification a drinking water plant operator can achieve.

Bret Miller Passed his D-4 limited treatment certification test.

Shaun Hollars passed his S-1 distribution system certification test. This is the highest certification an operator can achieve for a drinking water distribution system.

Major Projects at Wastewater

Final Clarifier #2 Improvements – Preliminary Design

- The final plans have been reviewed and are going out for bid.

Wastewater Breakroom

- Break Room refresh is complete and staff is continuing to paint doors and walls throughout the facility.

P.E.W. System

- Pressurized Effluent Water system has been completely rebuilt and serviced.



2025 May Council Report

Major Projects at Drinking Water

Pressure Filter Tank Painting

- RFP is in the works.

Flow Meters on the Wells

- Well Flow Meters are being Installed

Plant Tour

- We have a plant tour for middle school kids on June 9th.

May 21, 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, move, and launch have been established:
 - Church cleanout/purge: June 6
 - Organization of materials/equipment/supplies and room setup: July 25 and August 1
 - Final move day for large items, cleaning, staging and prep work: August 14
 - Full launch (total capacity: 70 seats): August 18th
- Ribbon cutting details will be available shortly; plan is to host at the end of August – early September

Program Updates

- Volunteer Updates: Hastings Trades, TK, Rotary volunteers: Jon shared details on the volunteer groups that have been helping with camp maintenance and facility updates. The HHS trades program, consisting of approximately 30 students over the course of the school year, replaced and repaired the decking at the lodge and helped with frame work at the new childcare facility. TKHS Seniors hosted a volunteer day at the Camp in April; they assisted with gardening & weeding, grounds cleanup, and trail cleanup and landscaping. Volunteers from the Rotary club helped prepare cabins for the upcoming season, including painting and door repairs. Jon looks forward to the ongoing partnerships with these organizations.
- Summer Programs: the full schedule of summer programming is now available
- Camp registrations are strong; registration numbers are higher than at this time last year.

Respectfully submitted,
Jon Sporer, CEO
Nichole Lyke, YMCA Board Secretary

Hastings Public Library Board of Trustees
DRAFT Minutes
Date: June 2, 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, Carol Dwyer, Ann Devroy, Ellyn Main, Cloe Oliver, Rebecca Lectka, and observing member Brooklyn Strickland.
- Also present were David Edelman and Tess Allerding.

2. AGENDA: Approved.

3. MINUTES: Cloe Oliver motioned to approve the May 5, 2025, minutes, seconded by Ann Devroy. Motion approved.

4. FINANCIALS

- a. April invoices and Budget Report: Cloe Oliver motioned to approve the financials, seconded by Ann Devroy. Motion approved.

5. LIBRARY DIRECTOR REPORTS

- a. May 2025
- b. April 2025 Infographic

6. COMMITTEES

- a. Budget and Finance –
- b. Building and Grounds -
- c. Personnel – will work on new format for Library Director Review Process
- d. Policy-
- e. Marketing-

7. UNFINISHED BUSINESS

- New staff review project, Employee Insight Program, to start beginning this July.

8. NEW BUSINESS:

- Battery backup project
 - EES Submission
 - Advantage Plumbing and Electric submission
 - Hickey Electric Solution
 - Rebecca Lectka motioned to accept the quote from Hickey Electric for the alternate system proposed totaling \$38,900. Ann Devroy Seconded. Motioned approved via role call: Cloe Oliver – Yes, Amanda Mattson – Yes, Carol Dwyer – Yes, Sam Cale – Yes, Ellyn Main – Yes, Jane Cybulski – Yes, Rebecca Lectka – Yes, Ann

Devroy – Yes.

- Strategic Planning Update – Flyer Handout Volunteers needed
- Signing Project Update – Gilson will deliver signs in July
- Storybook Project Update – Fixtures are installed. Dedication is June 3.
- Roof Discussion
 - Tremco material reviewed
 - Weather Shield material reviewed.
 - Quality Roofing will be engaged for an inspection and moisture survey quote

9. NEXT MEETING DATE

- Next board meeting on Monday, July 7, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 5:27 p.m.