



Regular Council Meeting  
March 9, 2026  
Executive Summary

Item #	Summary
9A	<p><b>Description:</b> Items for Action by Unanimous Consent</p> <p><b>Recommended Action:</b> Motion to approve the consent agenda as presented.</p>
10A	<p><b>Description:</b> Asphalt Repair 1700 Block S Broadway St</p> <p><b>Recommended Action:</b> Motion to approve asphalt repair in the 1700 block of S Broadway St by Lakeland Asphalt Corp. in the amount of <b>\$8,800</b>.</p>
10B	<p><b>Description:</b> 2026 Capital Improvement Plan</p> <p><b>Recommended Action:</b> Motion to adopt the 2026 Capital Improvement Plan as presented.</p>
10C	<p><b>Description:</b> Police Department Renovations</p> <p><b>Recommended Action:</b> Motion to accept the bid from Quest Design Build LLC for police department renovations in the amount of <b>\$121,595</b> and to approve a 10% project contingency of <b>\$12,160</b>. The City Clerk and Mayor are authorized to execute the construction contract.</p>



City of *Hastings* Michigan

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

201 E. State Street 49058

Item #	Summary
10D	<p><b>Description:</b> Police Department Furniture Replacement</p> <p><b>Recommended Action:</b> Motion to approve the purchase of replacement furniture for the police department from Kentwood Office Furniture in the amount of <b>\$95,898.29</b> as presented.</p>

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

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**City Council Agenda**  
**March 9, 2026**

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 February 26, 2026, regular meeting
- √ 6. Public Hearings: (None)
7. Public Comment:
8. Formal Recognitions and Presentations:
  - A. Child Abuse Awareness Month Proclamation
  - B. American Legion Poppy Days
  - C. Presentation from Dave Hatfield, Barry County Commissioner
- √ 9. Items for Action by Unanimous Consent:
  - \* A. Consider approval, under direction of staff, the 15<sup>th</sup> annual Very Barry Family event to be held in Tyden Park on **Saturday, June 6, 2026, from 9:00 AM until 12:00 PM** to include the entire park and pavilions.
- √ 10. Items of Business:
  - \* A. Consider approving asphalt repair in the 1700 block of S Broadway St by Lakeland Asphalt Corp. in the amount of **\$8,800**.
  - \* B. Consider adopting the 2026 Capital Improvement Plan as presented.
  - \* C. Consider accepting the bid from Quest Design Build LLC for police department renovations in the amount of **\$121,595** and to approve a 10% project contingency of **\$12,160**. The City Clerk and Mayor are authorized to execute the construction contract.
  - \* D. Consider approving the purchase of replacement furniture for the police department from Kentwood Office Furniture in the amount of **\$95,898.29** as presented.
11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

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

√ 13. Reports and Communications:

- \* A. YMCA Updates for the City of Hastings – February 25, 2026
- \* B. Hastings Fire Department 2025 Activity Report
- \* C. Hastings Public Library 2026-2029 Strategic Plan
- \* D. 2025 Planning Commission Annual Report
- \* E. City of Hastings Planning Commission Meeting Minutes – March 2, 2026
- \* F. Hastings Public Library Board of Trustees DRAFT Minutes – March 2, 2026

14. Public Comment:

15. Mayor and Council comment:

16. Adjourn

\* Items with enclosures.

√ Motion under agenda heading requires roll call vote.

Guidelines for Public Comment

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

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

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

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**City Council Meeting Minutes**  
**February 23, 2026**

1. Regular meeting called to order at 7:00 PM
2. Roll call  
  
Councilmembers Present: Barlow, Bergeron, Brehm, Devroy, McLean, Resseguie, Rocha, Stenzelbarton and Tossava  
  
City Staff and Appointees Present: Moyer-Cale, Boulter, Edelman, Jaquays, Jordan, King, Perin and Robins
3. Pledge to the flag
4. Approval of the agenda:  
  
Motion by McLean, with support from Rocha, to approve the agenda as presented.  
  
All ayes. Motion carried.
5. Approval of the minutes of the minutes of the February 9, 2026, regular meeting.  
  
Motion by Devroy, with support from Brehm, to approve the minutes of the February 9, 2026, regular meeting.  
  
Ayes: Barlow, Bergeron, Brehm, Devroy, McLean, Resseguie, Rocha, Stenzelbarton, and Tossava  
Nays: None  
Absent: None  
Motion carried.
6. Public Hearings: (None)
7. Public Comment:  
  
Comments from Kaleb Hudson, resident of Hastings, introducing himself as running for District 78 State Representative, Gina Johnson's seat.
8. Formal Recognitions and Presentations:
  - A. Rain Garden Presentation, Barry Conservation District  
  
Presentation from Rachel Franz regarding the potential installation of several rain gardens in Tyden Park.

Discussion was held.

Motion by Stenzelbarton, with support from McLean, to approve the rain garden installation.

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

Nays: None

Absent: None

Motion carried.

9. Items for Action by Unanimous Consent:

- A. Consider approving, under the direction of staff, WBCH Radio to conduct the 20<sup>th</sup> annual St. Patrick's Day parade on **Tuesday, March 17, 2026, starting at 4:00 PM.**

Motion by Rocha, with support from Resseguie, to approve, under direction of staff, WBCH Radio to conduct the 20<sup>th</sup> annual St. Patrick's Day parade on **Tuesday, March 17, 2026, starting at 4:00 PM.**

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

Nays: None

Absent: None

Motion carried.

- B. Consider approving the Rotary/Kiwanis Concession Sales and Beer and Wine Sales Agreements.

Motion by Devroy, with support from Bergeron, to approve the Rotary/Kiwanis Concession Sales and Beer and Wine Sales Agreements.

Discussion held.

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

Nays: None

Absent: None

Motion carried.

- C. Consider approving, under the direction of staff, the Hastings Public Library to conduct an Explore a Vehicle event in City Parking Lot #3 from **2:00 PM to 4:00 PM on Wednesday, June 17, 2026.**

Motion by Barlow, with support from Brehm, to approve, under the direction of staff, the Hastings Public Library to conduct an Explore a Vehicle event in City Parking Lot #3 from **2:00 PM to 4:00 PM on Wednesday, June 17, 2026.**

Discussion held, with Erin Quada, Youth Librarian at Hastings Public Library, sharing details.

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

Nays: None

Absent: None

Motion carried.

- D. Consider approving the Thornapple Arts Council to accept donations and sell merchandise at the Thornapple Plaza during the Thornapple Arts Council Jazz Festival to be held **April 23, 2026, through April 25, 2026**, and the Hastings Live programming season from **June 3, 2026, through August 29, 2026**.

Motion by Stenzelbarton, with support from McLean, to approve the Thornapple Arts Council to accept donations and sell merchandise at the Thornapple Plaza during the Thornapple Arts Council Jazz Festival to be held **April 23, 2026, through April 25, 2026**, and the Hastings Live programming season from **June 3, 2026, through August 29, 2026**.

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

Nays: None

Absent: None

Motion carried.

- E. Receive and place on file eighteen (18) invoices totaling **\$250,842.56**.

Motion by Stenzelbarton, with support from McLean, to receive and place on file eighteen (18) invoices totaling **\$250,842.56**.

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

Nays: None

Absent: None

Motion carried.

10. Items of Business:

- A. Consider approving the invoice from Peerless Midwest for the repair of Well 3 for **\$17,922.38**.

Motion by McLean, with support from Devroy, to approve the invoice from Peerless Midwest for the repair of Well 3 for **\$17,922.38**.

Discussion held.

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

Nays: None

Absent: None  
Motion carried.

- B. Consider awarding the 2026-2027 city mowing and maintenance contract to Lansing Real Green Lawn Care, in the amount of **\$84,800** for 2026 and **\$87,344** for 2027.

No motion to approve as presented.

Discussion held.

Comments from Curtis Norman, owner of J&C Lawn Solutions. Council suggested a one-year contract for \$79,008, or \$248 weekly, starting April 1, 2026.

Motion by Resseguie, with support from Stenzelbarton, to accept one-year contract bid with J&C Lawn Solutions for **\$79,008, starting April 1, 2026.**

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

11. Staff Presentations and Policy Discussion: (None)

12. City Manager Report:

- Shared update on Citizens Academy.
- Reminded Council to check email for items from MML, regarding Housing and Zoning proposals at the State level.

A. Police Chief Boulter Monthly Report

B. City Clerk/Treasurer Perin Monthly Financial Reports

C. Community Development Director King Monthly Report

- Public Open House for W State St Corridor at **Flexfab Conference Center, Thursday, March 19, 2026, from 6:00-8:00 PM**, next to Biggby Coffee.
- Open House for property owners adjacent to the Green and Market St Project at the Barry Community Enrichment Center on **Wednesday, March 4, 2026, from 6:00-7:30 PM.**

13. Reports and Communications:

A. 2025 Police Department Annual Report

B. Downtown Development Authority DRAFT Meeting Minutes – February 19, 2026

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

14. Public Comment:

Comments from Rachel Franz, citizen of Hastings, announcing a Barry Conservation District Annual Meeting at the **Walldorff Brew Pub, Friday, February 27, 2026, at**

**6:00 PM, in the second-floor ballroom.** Purchase of tickets to attend can be found at the BCD website.

15. Mayor and Council comment:

Comments from Rocha, congratulating all Olympians, but especially praising the performance of the U.S. Men's Hockey win.

16. Adjourn:

Motion by McLean, with support from Devroy, to adjourn.  
All ayes. Motion carried. Meeting adjourned at 8:00 PM.

Read and Approved:

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

\_\_\_\_\_  
Linda Perin, City Clerk

DRAFT

# Official Proclamation

CITY OF  
HASTINGS, MICHIGAN

## CHILD ABUSE PREVENTION MONTH

- Whereas:** Child abuse and neglect is a serious problem, ranking as one of the greatest risks to the health and well-being of Barry County children; and
- Whereas:** Child abuse and neglect may be the result of various social problems such as inadequate parenting skills, family violence, poverty, family dysfunction, mental health problems, homelessness and crime; and
- Whereas:** The most recent Barry County data from 2023 reported 112 confirmed victims of child abuse and neglect ages 0-17 by Children’s Protective Services; and
- Whereas:** The Family Support Center of Barry County has been designated by Michigan’s Children Trust Michigan to lead alongside local community-based programs to assist in expediting efforts to prevent child abuse now and in future generations through joint interagency prevention efforts; and
- Whereas:** The most precious and valuable asset of our county is our children, and we must dedicate ourselves, our energy and our resources to the nurturing and protection of these most vulnerable individuals – protecting children and strengthening Barry County families is a shared community responsibility; and
- Whereas:** Community action is needed to help families break the cycle of abuse with small or simple gestures – just by reaching out and showing you care about the children in your family and neighborhood demonstrates that we value our children;

Now, therefore, be it resolved, that I, David J Tossava, Mayor of the City of Hastings, do hereby declare April 2026 as

CHILD ABUSE PREVENTION MONTH IN HASTINGS, MICHIGAN

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

IN WITNESS WHEREOF, I have hereunto set my Hand and caused the Official Seal of the City of Hastings, Michigan, to be affixed this 9<sup>th</sup> day of MARCH 2026

David J Tossava, Mayor



# Official Proclamation

## City of Hastings, Michigan



### May 9 through May 10, 2026, Declared Poppy Drive Days in Hastings

**Whereas:** the red poppy has become an international symbol of the sacrifice of lives in war, and the hope that none have died in vain; and

**Whereas:** the Poppy reminds Americans each year that the men and women who have served and those who have died for their country need to be remembered, and

**Whereas:** the American Legion Auxiliary is the world's largest women's patriotic service organization, with membership of three-quarter million women directly related to a veteran who served during a time of U.S. declared war or conflict; the American Legion Auxiliary's mission to serve veterans, the military, and their families is carried out through the outreach program services delivered by its members, volunteering in more than 9,000 communities nationwide; and

**Whereas:** for the past one hundred and three years, Poppy Drive efforts have supported projects and organizations that benefit active-duty servicemen, veterans and their families, and

**Whereas:** we recognize the dedicated volunteers of the American Legion Auxiliary or Lawrence J. Bauer Auxiliary for their continued tradition of service to active duty military members, veterans and their families;

**Now, Therefore,** be it resolved that I, Mayor David J. Tossava, on behalf of the City of Hastings and the Hastings City Council, do hereby proclaim Friday, May 9, through Saturday, May 10, 2026 as **American Legion Auxiliary Poppy Days** in Hastings, Michigan.

IN WITNESS WHEREOF, I have hereunto set my Hand and caused the Official Seal of the City of Hastings, Michigan, to be affixed this the 9<sup>th</sup> day of March, 2026.

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



# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Very Barry Family Event

**Meeting Date:** March 9, 2026

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## Recommended Action:

Motion to approve, under direction of staff, the 15<sup>th</sup> annual Very Barry Family Event to be held in Tyden Park on **Saturday, June 6, 2026, from 9:00 AM until 12:00 PM** to include the entire park and both pavilions.

## Background Information:

This event focuses on services for early childhood, including birth through age 8, and their families. Sponsored by local organizations, this event is free to attend. Tyden Park has proven to be a fantastic venue for this event.

## Financial Implications:

There are no significant financial implications to the City.

## Attachments:

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



February 26, 2026  
City Council  
City of Hastings  
201 E State St  
Hastings MI 49058

Dear Members of the Council,

Hastings Public Library, representing the planning committee, would like to host the 15<sup>th</sup> Annual Very Barry Family Event (VBFE) at Tyden Park on Saturday, June 6 2026 from 9am to 12pm. We request the following:

1. Reserve the entire Tyden Park for our event on Saturday, June 6, 2026 from 7:30 a.m. to 1:00p.m.
2. Use both pavilions.
3. Close the gates to traffic for the entirety of the event as families will enter on foot.

The Very Barry Family Event focuses on services for early childhood- children birth to 8- and their families. It is a fun, free event sponsored by local organizations aimed at raising awareness of their services and helping parents connect with community resources. Local agencies will provide free information and activities, offering families affordable ideas for summer activities with their children. Historically, VBFE has been a wonderful opportunity for families with young children to engage in activities and giveaways, enjoy a complimentary breakfast, receive a free book, and interact with community helpers. Children have the opportunity to be entered into drawings for bikes (organized by Hastings Rotary) and prize baskets donated by local agencies.

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

Respectfully,

*Erin Quada*

Erin Quada  
she/her/hers  
Youth Services Librarian  
equada@hastingspubliclibrary.org



## City of Hastings Special Event Application

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

### Section 1: Applicant/Organization Information

Very Barry Family Event/Hastings Public Library	269-945-4263
Applicant/Organization Name	Phone

Erin Quada	269-945-4263	
Contact Name	Phone	

227 E State St	Hastings	MI	49058
Street	City	State	Zip

LeeAnn Miller Busson	
Contact person on day of event (if different than above)	Phone

### Section 2: Event Information

Very Barry Family Event
Name of Event

The Very Barry Family Event draws families from around the county to visit booths sponsored by local agencies with focuses on services for early childhood- birth to 8- and their families. It is a free and fun event that includes free information about local resources and things to do, activities, and giveaways. There are bike giveaways, free prepackaged breakfast, free books, and other prizes.

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

June 6, 2026	9am to 12pm
Event Dates	Time (From/To)

June 6, 2026	7:30am-9am; 12pm-1pm
Set up Date(s) and Time(s)	Clean Up Date(s) and Time(s)

Tyden Park, Hastings MI

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Location(s) of Event

100 volunteers

1500- depending on the weather

Estimated number of volunteers

Estimated daily attendance (if known)

### Section 3: Event Details

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

- Road closure
  - If checked, please provide a proposed detour route.
- Closure of public parking area
- Use of park area
- Firepits/open flame
- Fireworks or pyrotechnics
  - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- Food and/or non-alcoholic beverage service or sales (if yes, contact Barry County Health Department)
  - If yes, provide copy of Health Department Food Service License
- Temporary structures (including tents or pavilions)
- Music
  - If yes, what time will music begin and end? 9am-12pm
  - If yes, what type of music is proposed? Live – Acoustic Live - Amplification Recorded  
Loudspeakers or public address system
- Parade
- Race (ex: 5K)
- Vendors/sale of goods
- Carnival rides
  - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- Signs or banners
- Animals/petting zoo
- Portable restroom facilities
- Donation collection/free will offering
- Other \_\_\_\_\_
- Alcohol
  - If yes, provide copy of liquor liability insurance with the City listed as an additional insured.
  - If yes, provide a copy of Michigan Liquor Control License.
  - If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).
  - If the alcohol is being served in the Social District, a Council Resolution suspending the district is required.

Please describe how garbage will be managed?

Volunteers will direct participants to dispose of trash in the receptacles. If required, volunteers will take trash bags to the dumpster.

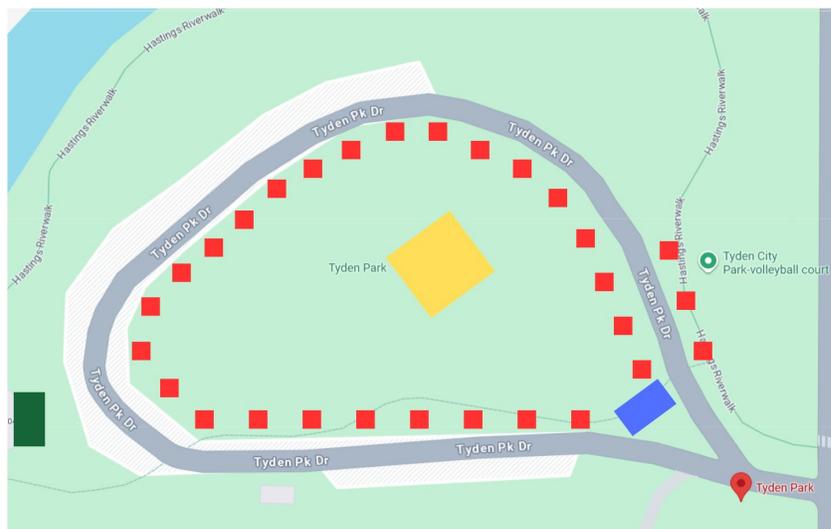
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#### Section 4: Site & Event Plan

Please prepare a site plan that includes the following information:

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

## Very Barry Layout Map



- Organization tents/booths
- Registration and giveaways
- Pavilion with breakfast
- Bike giveaway

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

The Applicant understands and agrees to the following:

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

Erin Quada, Hastings Public Library

Printed Name of Applicant & Name of Organization

*Erin Quada*

Signature

02/25/2026

Date

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

**A. Police Department Review:**

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

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Other Comments:

**B. Public Services Director Review**

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

Trash receptacles     Barricades     Traffic cones     Restroom Cleaning

Fencing     Water or Electric     Other

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

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Other Comments:

**C. Fire Chief Review**

Comments:

**D. Community Development Department Review**

Comments:

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



# Regular Council Agenda Item Memorandum

**To: Honorable Mayor Dave Tossava, Sarah Moyer-Cale, and Hastings City Council**

**From: Robert Neil, Street Superintendent**

**Subject: 1700 Block S. Broadway**

**Meeting Date: March 9, 2026**

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Recommended Action:

Motion to approve asphalt repair in the 1700 block of S Broadway St by Lakeland Asphalt Corp. in the amount of **\$8,800**.

Background Information:

In December, a water main break in the 1700 Block of S. Broadway required significant pavement removal due to unstable clay and water undermining the asphalt. Winter weather prevented immediate repairs, but conditions are now suitable. DPS will prepare the area for asphalt repair.

Financial Implications:

Payment for this repair will come from the water fund.

Attachments:

Two quotes were received. Both contractors have done multiple jobs for the City.

- Murrays Asphalt
- Lakeland Asphalt



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

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



**Submitted to:**  
 City of Hastings  
 201 E. State Street  
 Hastings, MI 49058  
 Rob Neil  
[rneil@hastingsmi.gov](mailto:rneil@hastingsmi.gov)

269-838-8395

**Job:**  
**Install 3.0" of Asphalt**  
 1600 S Broadway St  
 Hastings, MI 49058

**Date:**  
 3/4/2026

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

**Syds: 333**

**Scope of Work:**

Area to be prepped by City of Hastings

Lakeland Asphalt to pave a 22'x88', 13'x81' area  
 Furnish, install and compact an average of 1.5" of MDOT, 4EL wearing course asphalt, 333 syds  
 Apply a bond coat for proper adhesion  
 Furnish, install and compact an average of 1.5" of MDOT, 5EL wearing course asphalt, 333 syds

**\$8,880.00**

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

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

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

 **PAYMENT IN FULL UPON RECEIPT OF INVOICE**   
 3% processing fee applies to all credit card payments

**ACCEPTANCE OF CONTRACT & STANDARD CONDITIONS**

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

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ (owner/officer)

**Signature:** \_\_\_\_\_ (owner/officer)



# Mid-Michigan's Asphalt Specialist

Serving The Area

For Over 30 Years

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

City of Hastings  
S. Broadway  
Hastings, MI 49058  
Rob Neil  
269-838-8395  
rneil@hastingsmi.gov

03-03-2026

All seal coat prices are valid for 30 days.

All paving prices are valid for 15 days.

**Cash, checks, money orders, Visa & MasterCard**  
**ALL CREDIT CARD TRANSACTIONS HAVE**  
**3.5% INTEREST FOR HOMEOWNERS AND**  
**3.5% FOR CORPORATIONS.**

We hereby submit specifications and estimates for:

South Broadway Paver Patching

- Compact gravel
  - Install 1.5" 4E asphalt base
  - Install 1.5" 5E asphalt top
  - 3" total average thickness
- 2,989 Sq. Feet

We propose to furnish material & labor-complete in accordance with the above specifications for the sum of: **\$11,500.00**

\$ Eleven Thousand Five Hundred Dollars

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

Respectfully Submitted: Willie Murray

Acceptance of Proposal

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

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

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



# Mid-Michigan's Asphalt Specialist

Serving The Area

For Over 30 Years

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

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

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

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

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

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



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Approval of 2026 Capital Improvement Plan**

**Meeting Date: March 9, 2026**

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Recommended Action:

Motion to adopt the 2026 Capital Improvement Plan as presented.

Background Information:

The Capital Improvement Plan describes the City's planned projects for the upcoming six-year period. It is required by the State of Michigan, but more importantly, it is a beneficial tool for long-term planning, rate setting, and budgeting.

The CIP contains capital improvements that are greater than \$10,000 in value. This CIP represents \$23.6 million in projects across all departments. Important for this year: You will note that all items related to the water distribution system and sanitary sewer collection system have been excluded. This is because staff are continuing to review and reconsider ways to approach the priority outlined projects. This is due to staffing changes, upcoming potential rate increases, debt ratio considerations, and the various needs within the system. It will likely take another month or two before the new strategy for project implementation can be finalized. This information will be included at the time you are presented with potential water and sewer rate adjustments for future years. For now, we have decided to post the CIP without those items so that the budget process can move forward uninterrupted.

Projects are only contained in the CIP if it is *feasible* to fund them within the given timeline. Funding sources may include current year's budgeted funds, fund balance, grants, or loans. Some funding sources are secured while others need to be applied for or are not fully known. The Water/Sewer and Streets projects are the most challenging to plan as funding sources, costs, and project scopes change frequently.



# Regular Council Agenda Item Memorandum

## Financial Implications:

The Council's adoption of the CIP does not commit funding to these projects. Rather, it indicates to staff that this is the general plan for future capital project planning.

## Attachments:

- 2026 Capital Improvement Plan



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Approval of Bid from Quest Design Build, LLC for Police Department Office Renovation**

**Meeting Date: March 9, 2026**

---

## Recommended Action:

Motion to accept the bid from Quest Design Build LLC for police department renovations in the amount of **\$121,595** and to approve a 10% project contingency of **\$12,160**. The City Clerk and Mayor are authorized to execute the construction contract.

## Background Information:

Please review the recommendation letter from our project manager/architect, which is enclosed. The project includes moving several walls to make better use of the existing office footprint and to install an evidence processing area. The project also includes a new welcome window, replacing lighting, ceiling tiles, carpet, and painting all walls.

## Financial Implications:

We budgeted \$206,000 total for renovation costs and furniture. The renovations and furniture come in at \$229,653.29 for a difference of \$23,653.29. The General Fund has adequate funds for this project.

## Attachments:

- Recommendation letter
- Bid Set
- Bid Proposal from Quest Design Build, LLC.



February 27, 2026

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

Subject: Hastings Police Department Office Renovation  
**Contractor Recommendation Letter**

Dear Sarah,

Seven bids were received on February 19<sup>th</sup>, 2026 at public opening at the City Hall.  
The bid tabulation is attached.

I conducted interviews with all three low bidders and verified references they provided.

1. Quest Design Build, LLC was the lowest bidder with Base Bid amount of \$116,645.00, and Additional Alternate No.1 amount of \$4,950.00.  
Totaling \$121,595.00 if City decides to include Alternate No.1 in the Contract.

Interview with AJ Lisman, Project Manager, confirmed good understanding of project's scope and the breakdown for various trades cost was reasonable and fair.

The contractor plans on following timeline to complete this project:

- Meet with the Owner's team and architect after the contract documents are executed, bonds all submitted. This will be a kick-off meeting and the Notice to Proceed (NTP) will be issued on this date.
- Contractor will submit construction schedule and schedule of values for approval.
- Contractor will mobilize within 2 weeks after NTP to conduct exploratory survey of existing conditions and confirmed measurements.
- Shop drawings and other submittals will be produced and architect will process these.
- The longest lead item to be procured is security window and glazing which is currently 8-10 weeks from approved shop drawings.
- The hollow metal frames and wood prefinished doors are about 6-8 weeks lead time.
- Work on renovation will proceed in timely matter and the contractor did not see any issues with meeting the Substantial Completion date estimated in bidding documents to be August 31, 2026.

Sarah Moyer -Cale, City Manager  
Hastings Police Department Renovation  
Bid Recommendation letter  
February 27, 2026  
Page -2-



I verified references provided by Quest Design Build, LLC, and all former clients are very satisfied with the projects' outcome and praised this contractor highly. Especially they were impressed with their workmanship, construction management and ease of communication. These skills are especially valuable when coordinating with work by others, i.e. installing new office furniture.

2. Mugen Construction, Inc. was the 2<sup>nd</sup> lowest bidder with Base Bid of \$123,535.00 and Additional Alternate No.1 amount of \$1,436.00.  
Totaling \$124,971.00.

I conducted interview with Dave Simpson, CEO, and confirmed good project understanding. The cost was fair for various trades work.  
The references provided all stated that they would highly recommend this contractor. We at MCSA Group completed couple projects with this contractor and had a good experience.

3. Carbon Six Construction, Inc. was the 3<sup>rd</sup> lowest bidder with Base Bid amount of \$124,000.00 and Additional Alternate No.1 amount of \$4,520.00.  
Totaling \$128,520.00.

I conducted interview with Kaden Hoherstott, Project Engineer, and confirmed good project understanding, fair cost for various trades work.  
The references provided all stated that they would highly recommend this contractor. MCSA Group completed recently a new construction project with this contractor, and we are satisfied with this project's results.

To summarize, I recommend awarding this project to the lowest bidder, Quest Design Build, LCC, and would support decision to include Alternate No.1 in the contract.

Sincerely,

Jolanta Stecka, R.A.  
Vice President

A handwritten signature in blue ink that reads "Jolanta Stecka".

MCSA Group, Inc.

Enclosures: Bid Tabulation

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

***Sealed Bid Opening Results***

<b>Procurement Number:</b> _____ [Assigned by Clerk's Office]
<b>Bid Name:</b> <u>Police Department Renovation Project</u>
<b>Opening Date &amp; Time:</b> <u>February 19, 2026 2 PM</u>

**Vender Bids:**

Name: <u>mugen construction</u>	Amount: <u>\$ 123,535.00</u>
Name: <u>First Peninsula</u>	Amount: <u>\$ 200,850.00</u>
Name: <u>Quest Design Build</u>	Amount: <u>\$ 116,645.00</u>
Name: <u>Gordon Construction</u>	Amount: <u>\$ 193,000.00</u>
Name: <u>orion construction</u>	Amount: <u>\$ 165,850.00</u>
Name: <u>carbon six</u>	Amount: <u>\$ 124,000.00</u>
Name: <u>midwest construction</u>	Amount: <u>\$ 139,900.00</u>
Name: _____	Amount: _____

Present at Opening: Francis Pytlowany, Quest Design Build, Kaden Holverstott, Carbon Six  
Katie Kenny, Gordon Construction Services, Kyle Marchand, Orion Construction,  
Jacob Cadie, Bulldog Demo, Andy Yamaoka, Midwest Construction Group  
Police Chief Boulter, Deputy Police Chief Kelly, Asst. City Manager Jaquays,  
City Manager Moyer-Cale

Bid Granted to: \_\_\_\_\_

PO #: _____	ISSUED TO: _____	ON: _____
	APPROVED VENDOR	DATE

# CITY OF HASTINGS POLICE DEPARTMENT RENOVATION

201 E. State Street, Hastings, MI 49058

**Owner:**

**CITY OF HASTINGS**

201 E. State Street  
Hastings, MI 49058



**Architect:**

**MCSA GROUP, INC.**

529 Greenwood Ave SE  
E Grand Rapids, MI 49506  
616-451-3346

**Engineers:**

**CLASSIC ENGINEERING, LLC**

100 Cesar E. Chavez Ave., Suite 400  
Grand Rapids, MI 49503  
616-742-2810

**APPLICABLE CODES**

BUILDING	2021 MICHIGAN BUILDING & REHABILITATION CODES
MECHANICAL	2021 MICHIGAN MECHANICAL CODE
PLUMBING	2021 MICHIGAN PLUMBING CODE
ELECTRICAL	2023 NATIONAL ELECTRICAL CODE & MICHIGAN PART 8 ELECTRICAL RULES
ENERGY	2021 MICHIGAN UNIFORM ENERGY CODE
FIRE	2018 INTERNATIONAL FIRE CODE
ACCESSIBILITY	2021 MBC, 1966 PA 1 MCL 125.1351 TO 125.1356; ICC/ANSI A117.1

BUILDING TYPE: IIIB CONSTRUCTION

ALTERATION LEVEL - LEVEL 1 & LEVEL 2

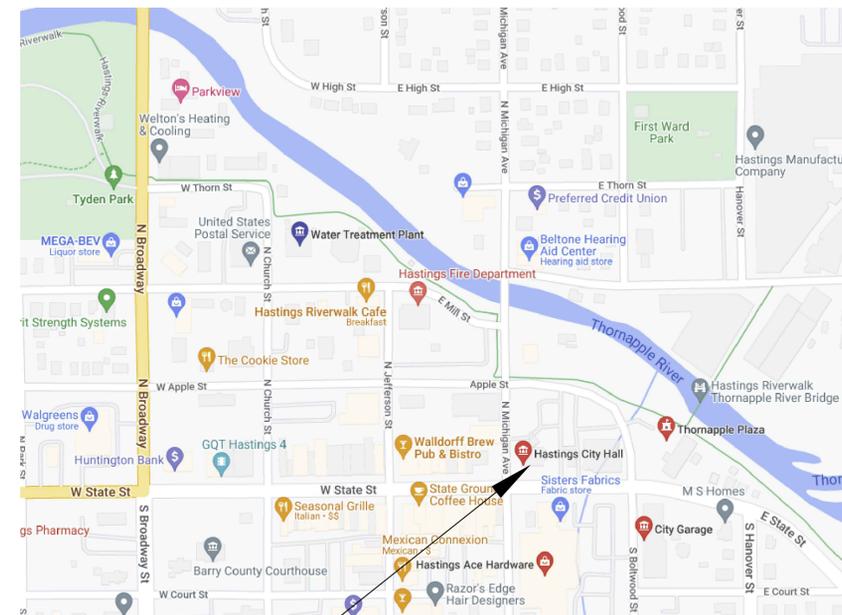
**Sheet Index:**

T1	TITLE SHEET
A1	DEMOLITION PLAN , NOTES
A2	RENOVATION PLAN, INTERIOR ELEVATION, SCHEDULES
A3	REFLECTED CEILING PLAN
MD.1	MECHANICAL - DEMOLITION PLAN
M.1	MECHANICAL - PLAN
M.2	MECHANICAL - SCHEDULE
P.1	PLUMBING - RENOVATION PLAN
E1.00	ELECTRICAL SPECIFICATIONS , SCHEDULES
ED.1	ELECTRICAL - DEMOLITION PLAN
EL.1	ELECTRICAL - LIGHTING PLAN
EP.1	ELECTRICAL - POWER PLAN

**Date: January 20, 2026**

**Project No. A1217**

**BID SET**



PROJECT LOCATION

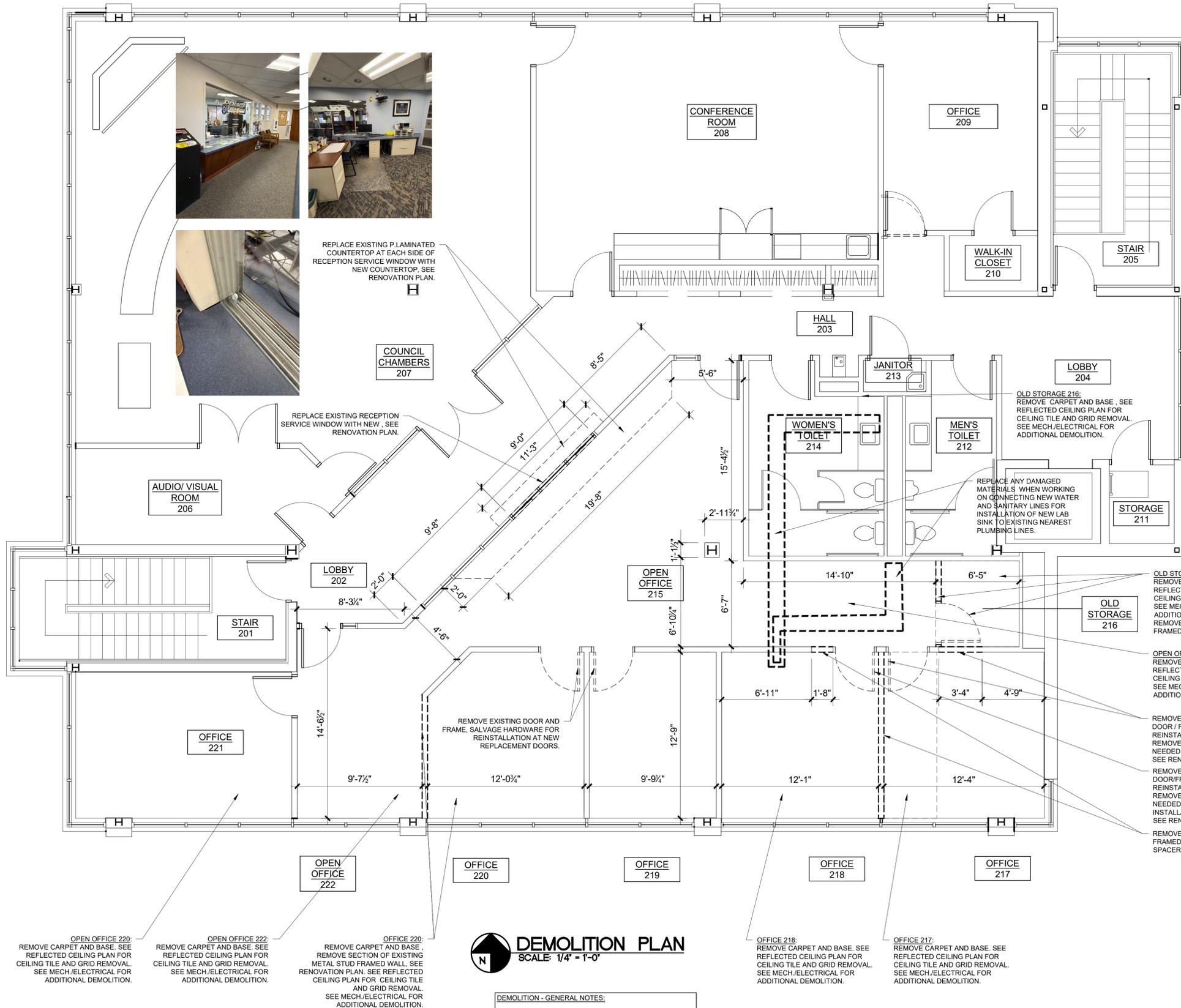


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529 Greenwood Avenue S.E. • East Grand Rapids, MI 49506  
(616)451-3346 • www.mcsagroup.com

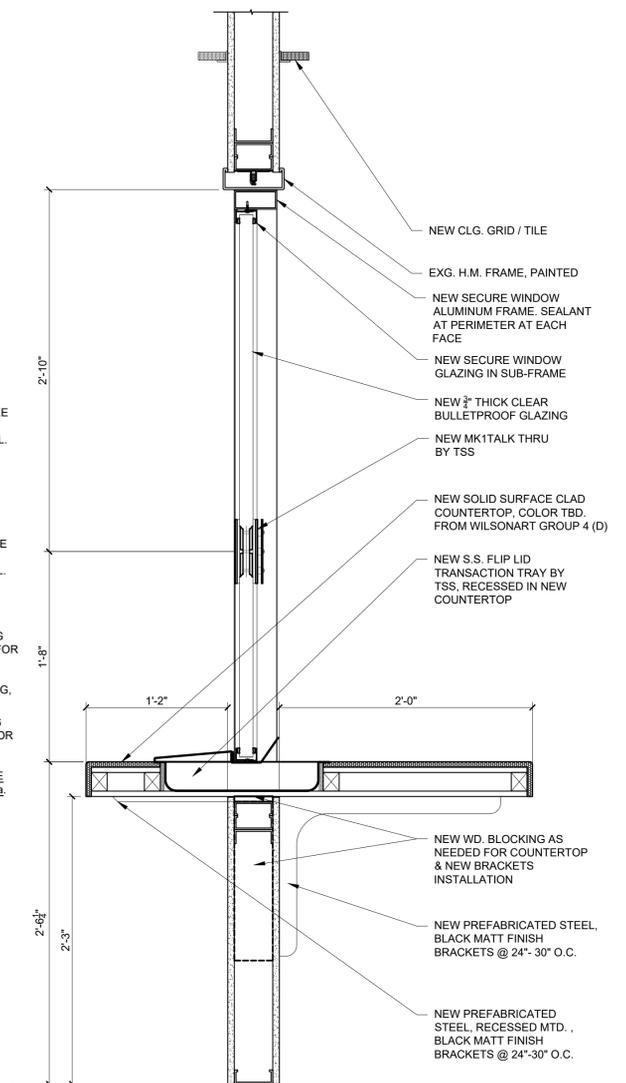
**CITY OF HASTINGS  
POLICE DEPARTMENT OFFICE REMODELING  
TITLE**

DATE  
**1.20.2026  
Bid Set**

PROJECT NO.  
**A1217  
T1**



- GENERAL NOTES:**
1. General Contractor to verify all existing conditions through thorough field inspection. Ignorance of conditions that now exist or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work as a result of failure to make such examination or becoming so informed, will not be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every respect all the requirements of the contract, and will not be accepted as a basis for any claim for extra compensation or extension of time. General Contractor to notify Architect of any complications w/existing conditions.
  2. Where patching work or new construction is noted to match existing, General Contractor is to select a product based on careful field inspection that matches existing materials in color, texture, pattern installation methods and quality. General Contractor to submit a sample and receive written approval from the Architect prior to purchase or installation of the proposed product. Failure to procure approval could result in post installation rejection, removal and repair of noted area. Notify Architect of any complications.
  3. General Contractor is responsible to patch, repair or replace any finish, equipment or existing conditions damaged or adjacent to proposed demolition and construction work. Notify Architect of any unknown conditions or complications.
  4. General Contractor is responsible for complete and finished product. This includes but is not limited to: matching elevations for new floor finish to existing floor finish elevations, providing clean and acceptable transitions between new and existing finishes and providing new finishes disturbed by demolition or new construction work.
  5. General Contractor is responsible to coordinate all work and scheduling with the Owner so as not to interfere with Owners daily operations.
  6. General Contractor to coordinate their work with work performed by the Owner. Owner work to be included in the General Contractor's schedule.
  7. General Contractor is responsible to coordinate staging with Owner so as not to interfere with Owners daily operations.
  8. General Contractor to provide appropriate dust enclosures and to protect adjacent areas from construction debris. If adjacent areas are affected or damaged by construction debris, promptly clean, repair or replace to original condition at no additional cost to the Owner.
  9. General Contractor to procure his own disposal facilities and coordinate location and routing with Owner. At no time should the General Contractor dispose of any material in Owners facilities.
  10. General Contractor to report any discrepancies in plans.



**DEMOLITION PLAN**  
SCALE: 1/4" = 1'-0"

- DEMOLITION - GENERAL NOTES:**
1. General Contractor is responsible for coordinating with Subcontractors the extent of the demolition work to be performed by respective trades.
  2. General Contractor is responsible to patch or repair all finished surfaces where demolition work was performed, items were removed and existing finishes are scheduled to remain. Final appearance of patched/repared area shall match that of adjacent surface.
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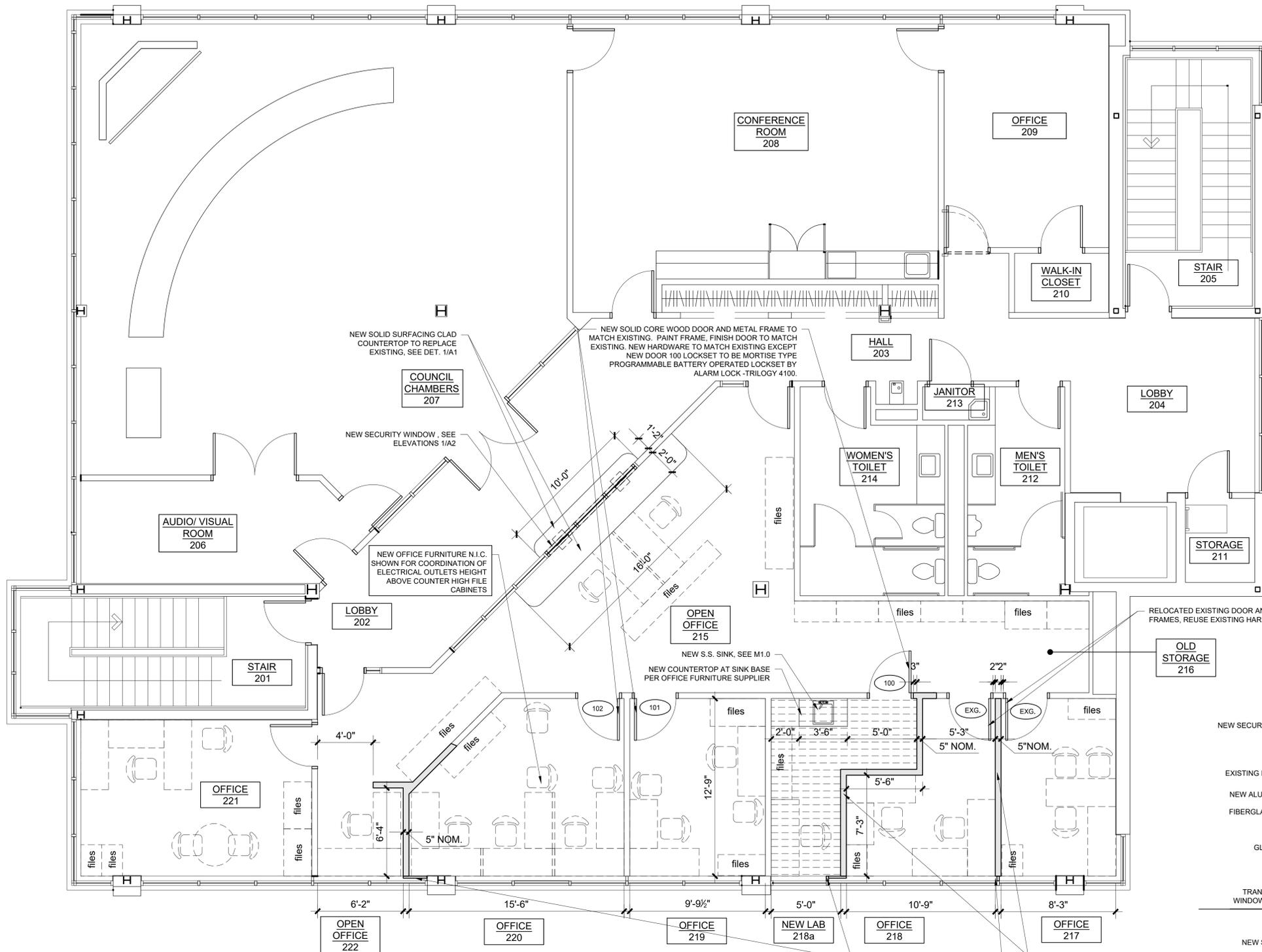
**1 A1 NEW COUNTERTOP**  
SCALE: 1-1/2"=1'-0" AT NEW SECURITY WINDOW

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Architectural • Park & Recreation Planning & Landscape Architecture  
1829 Greenwood Avenue S.E. • East Grand Rapids, MI 49506  
(616)451-3346 • www.mcsagroup.com

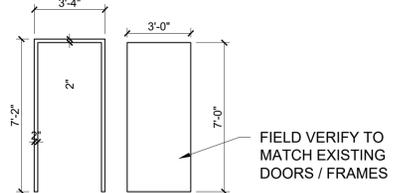
**CITY OF HASTINGS**  
**POLICE DEPARTMENT OFFICE REMODELING**  
**DEMOLITION PLAN, NOTES**

DATE  
**1.20.2026**  
Bid Set

PROJECT NO.  
**A1217**  
**A1**



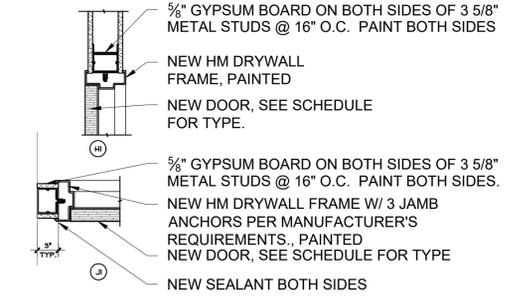
- GENERAL NOTES:**
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  - General Contractor to report any discrepancies in plans.



**DOOR SCHEDULE**

TAG	SIZE	DOOR	FRAME	HEAD	JAMB	NOTE
100	3'-0" x 7'-0"	WD	HM	H2	J2	LAB : 1-LOCKSET, 3
101	3'-0" x 7'-0"	WD	HM	H2	J2	OFFICE: 3
102	3'-0" x 7'-0"	WD	HM	H2	J2	OFFICE: 3

- PROGRAMMABLE BATTERY OPERATED MORTISE LOCK.
- REINSTALL EXISTING HARDWARE AT RELOCATED EXISTING DOORS/ FRAMES.
- FURNISH AND INSTALL NEW HARDWARE MATCHING EXISTING OFFICES DOORS.  
WD - PREFINISHED SOLID CORE WOOD DOOR  
HM - HOLLOW METAL FRAME FOR INSTALLATION IN STUD FRAMED PARTITION.



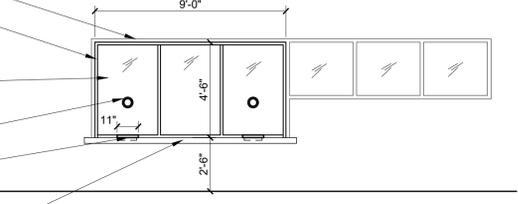
NEW SECURITY WINDOW BASE OF DESIGN:  
TOTAL SECURITY SOLUTIONS  
FOWLERVILLE, MI  
(517)-223-7807,  
www.DemandTSS.com

EXISTING H.M. FRAME TO REMAIN, PAINT  
NEW ALUMINUM WINDOW FRAME LINED  
WITH UL752 RATED LEVEL 2  
FIBERGLASS SET-IN EXIST. H.M.FRAME.

BULLET RESISTANT 3/4" THICK  
GLAZING, CLEAR, PER SECURITY  
WINDOW MANUFACTURER  
TSS - MK1 TALK THRU

TRANSACTION TRAY PER SECURITY  
WINDOW MANUFACTURER, RECESSED  
CONFIGURATION

NEW SOLID SURFACE COUNTERTOP



**1 A2 NEW SECURITY WINDOW**  
SCALE: 1/4"=1'-0" VIEW FROM 2ND FLOOR CORRIDOR

**ROOM FINISH SCHEDULE**

TAG	ROOM	FLOOR	BASE	MT'L	FINISH	CEILING	HT.	REMARKS
215	OPEN OFFICE	CARPET	RES	EXG. GYP	EXG.	ACT	8'-0"	1,2,5
217	OFFICE	CARPET	RES	EXG. /GYP	PAINT	ACT	8'-0"	1,2,4,5
218	OFFICE	CARPET	RES	EXG. / GYP	PAINT	ACT	8'-0"	1,2,4,5
218a	LAB	LVT	RES	EXG. / GYP	PAINT	ACT	8'-0"	1,3,4,5
219	OFFICE	CARPET	RES	EXG.	PAINT	ACT	8'-0"	1,2,5
220	OFFICE	CARPET	RES	EXG. /GYP	PAINT	ACT	8'-0"	1,2,4,5
221	OFFICE	CARPET	RES	EXG. GYP	EXG.	ACT	8'-0"	1,2,5
222	OPEN OFFICE	CARPET	RES	EXG. /GYP	PAINT	ACT	8'-0"	1,2,4,5

- REMOVE ALL EXISTING CARPET TILE AND BASE.
- NEW CARPET TILE AND RESILIENT BASE.
- NEW LUXURY VINYL TILE AND RESILIENT BASE.
- PAINT EXG. WALLS ADJACENT TO NEW WALLS.
- NEW CEILING GRID AND ACOUSTICAL CEILING TILE.

- ACT = ACOUSTICAL CEILING TILE  
GYP = GYPSUM BOARD  
LVT = LUXURY VINYL TILE  
RES = 4" RESILIENT TILE  
EXG. = EXISTING

**RENOVATION PLAN**  
SCALE: 1/4"=1'-0"

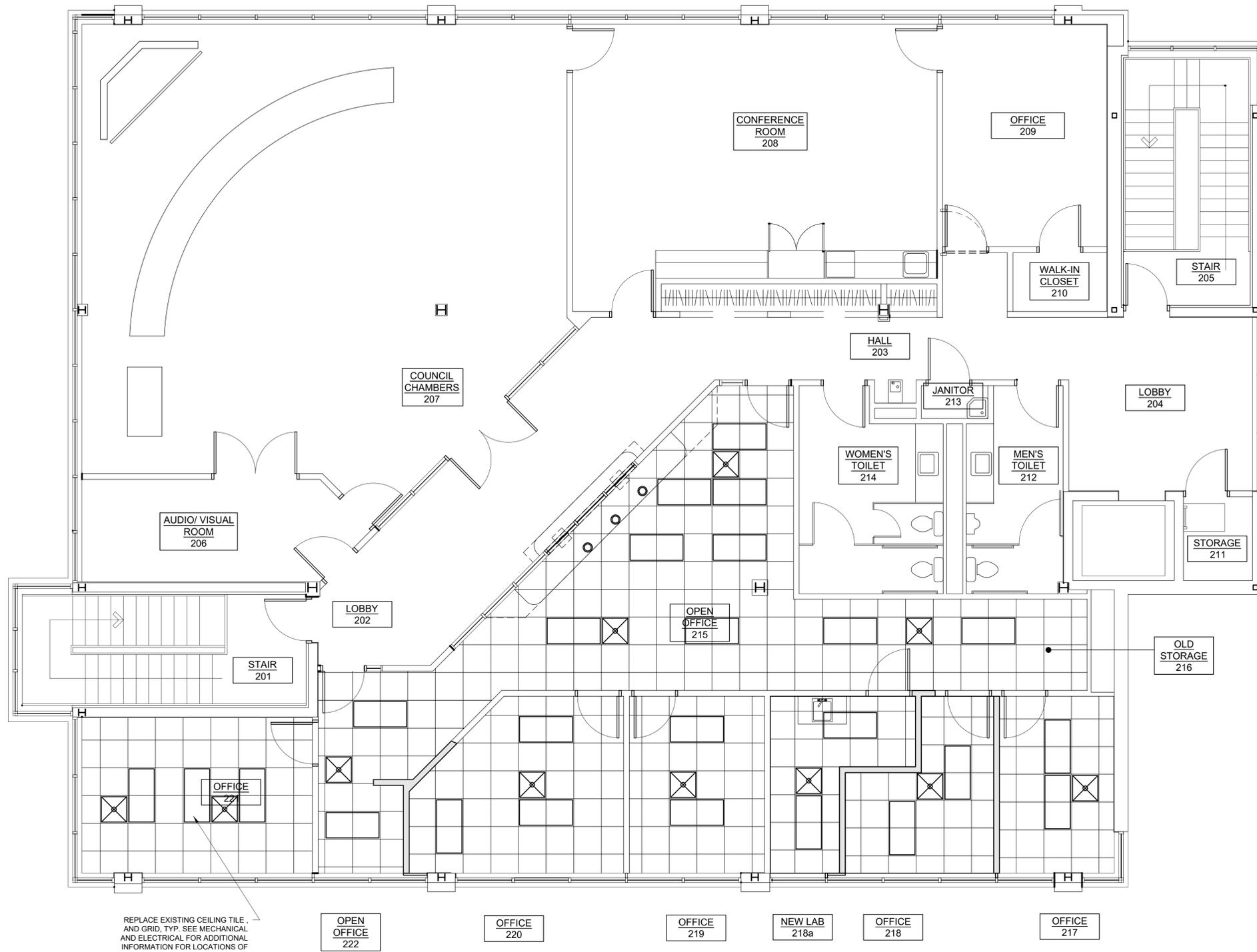


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**CITY OF HASTINGS**  
**POLICE DEPARTMENT OFFICE REMODELING**  
**RENOVATION PLAN, ELEVATION, SCHEDULE**

DATE  
**1.20.2026**  
Bid Set

PROJECT NO.  
A1217  
**A2**



- GENERAL NOTES:**
1. General Contractor to verify all existing conditions through thorough field inspection. Ignorance of conditions that now exist or that may hereafter exist, or of any conditions or difficulties that may be encountered in the execution of the work as a result of failure to make such examination or becoming so informed, will not be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every respect all the requirements of the contract, and will not be accepted as a basis for any claim for extra compensation or extension of time. General Contractor to notify Architect of any complications w/existing conditions.
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  9. General Contractor to procure his own disposal facilities and coordinate location and routing with Owner. At no time should the General Contractor dispose of any material in Owners facilities.
  10. General Contractor to report any discrepancies in plans.



- REFLECTED CEILING PLAN - GENERAL NOTES:**
1. General Contractor is responsible for coordinating with Subcontractors the extent of the demolition work to be performed by respective trades.
  2. General Contractor is responsible to patch or repair all finished surfaces where demolition work was performed, items were removed and existing finishes are scheduled to remain. Final appearance of patched/repared area shall match that of adjacent surface.
  3. General Contractor is responsible for removal and restoration to former condition of all materials disturbed during demolition.
  4. General Contractor to coordinate reflected ceiling renovation work with any existing and new power conduits and any existing and new data cables/ drops.
  5. General Contractor to coordinate any adjustments to light fixture locations to best fit rooms configuration incl. new light fixtures.
  6. General Contractor to coordinate any adjustments to existing diffusers / registers locations to best fit rooms configuration incl. new diffusers.
  7. General Contractor to coordinate any ceiling work at 1st floor if needed for plumbing lines connections for installation of new sink in Lab 218a. This includes replacement of any damaged tiles or grid sections.

REPLACE ALL EXISTING CEILING TILE WITH NEW 2' x 2' ACOUSTICAL CEILING TILE:  
 BASE OF DESIGN: ARMSTRONG ULTIMA 1912, PATTERN E (fine texture), White color, Thickness 3/8"  
 NEW GRID (unless noted otherwise): ARMSTRONG SUPRAFINE, 3/8", White color.

**REFLECTED CEILING PLAN**  
 SCALE: 1/4" = 1'-0"



  
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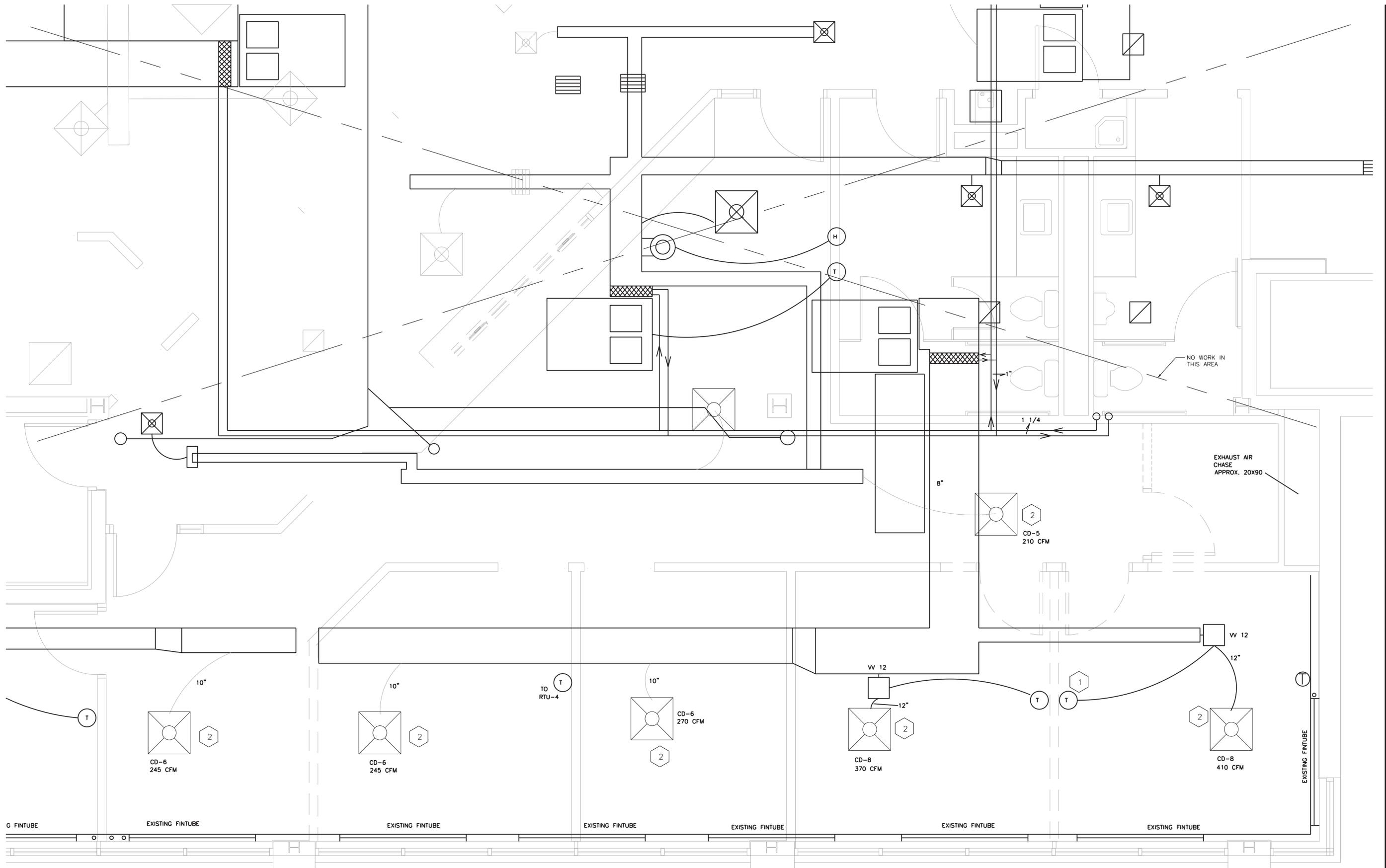
**CITY OF HASTINGS**  
**POLICE DEPARTMENT OFFICE REMODELING**  
**REFLECTED CEILING PLAN**

---

DATE  
**1.20.2026**  
 Bid Set

---

PROJECT NO.  
 A1217  
**A3**



**HVAC DEMO NOTES**

- 1 REMOVE AND RETAIN EXISTING THERMOSTAT FOR RELOCATION.
- 2 REMOVE AND RETAIN EXISTING SUPPLY DIFFUSER FOR RELOCATION.



**FLOOR PLAN - MECHANICAL DEMOLITION**

SCALE: 1/2" = 1'-0"

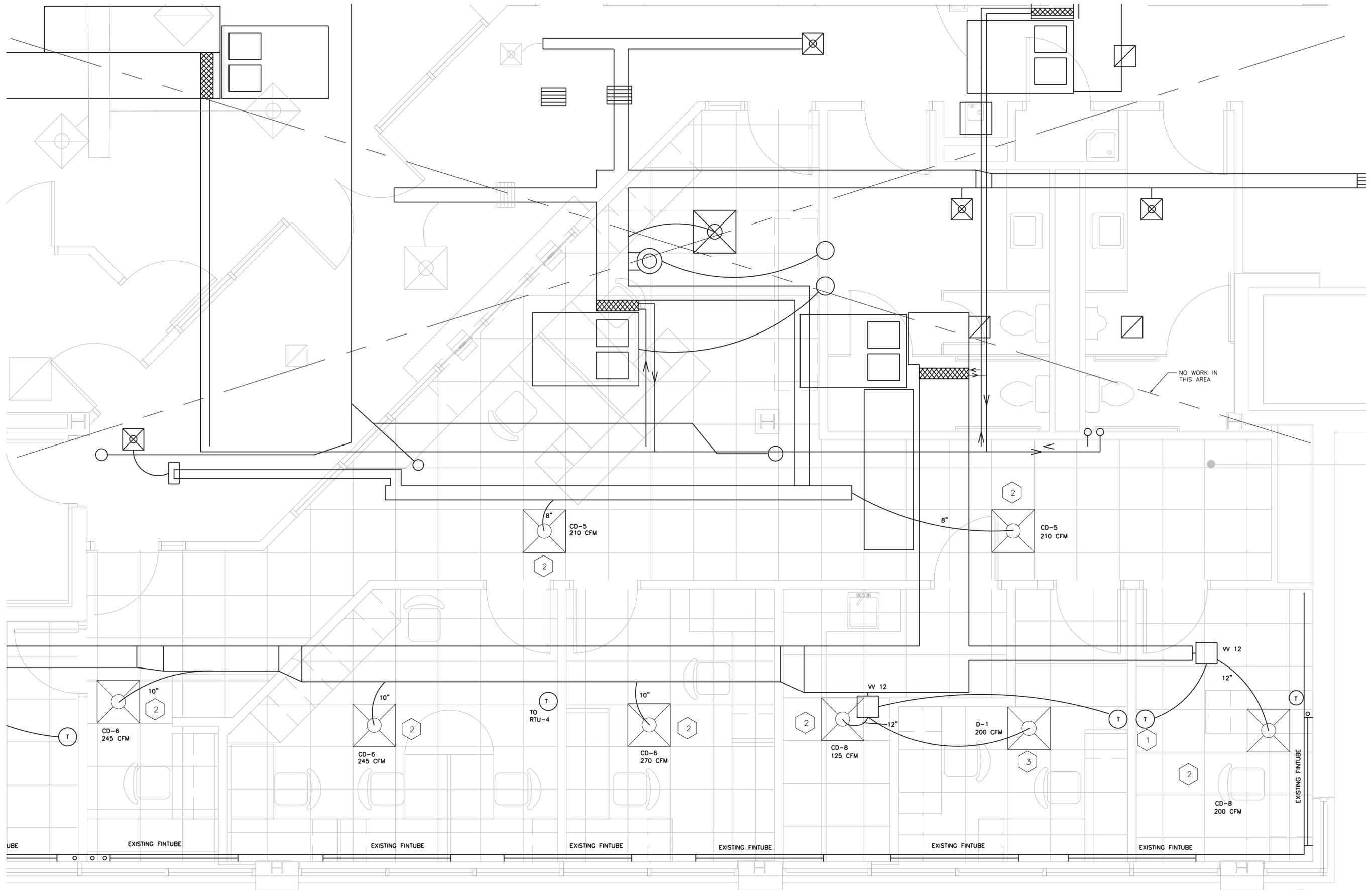


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CITY OF HASTINGS  
 POLICE DEPARTMENT OFFICE  
 REMODELING

DATE  
 1.20.2026  
 Bid Set

PROJECT NO.  
 A1217  
**MD.1**



- HVAC NOTES**
- 1 EXISTING THERMOSTAT RELOCATED.
  - 2 EXISTING SUPPLY DIFFUSER RELOCATED. EXTEND BRANCH DUCT AS NECESSARY.
  - 3 FURNISH AND INSTALL NEW DIFFUSER. EXTEND BRANCH DUCT FROM MAIN OFF VAV TERMINAL. BALANCE TO CFM LISTED

**FLOOR PLAN - MECHANICAL**  
 SCALE: 1/2" = 1'-0"



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 Architecture, Planning & Construction  
 229 Greenwood Avenue S.E. • East Grand Rapids, MI 49506  
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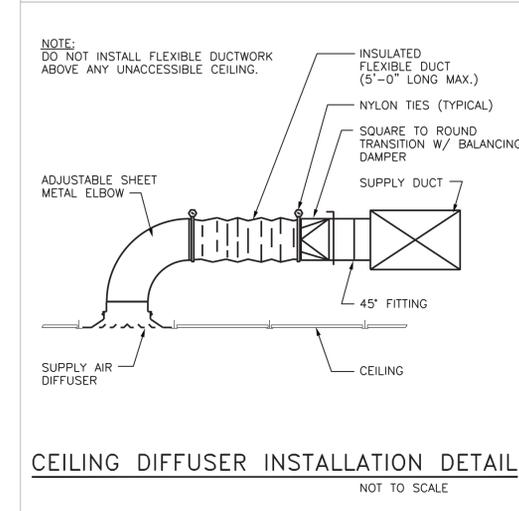
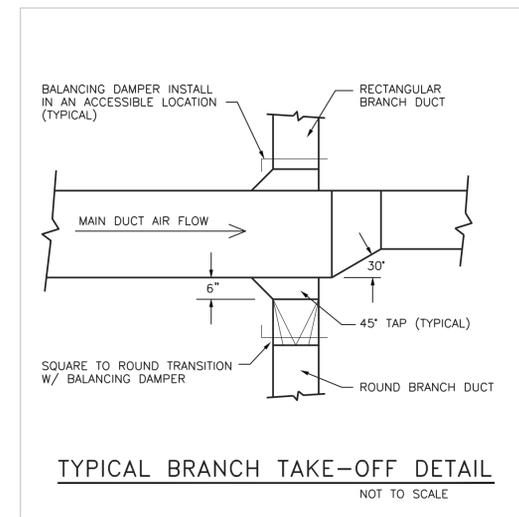
CITY OF HASTINGS  
 POLICE DEPARTMENT OFFICE  
 REMODELING

DATE  
 1.20.2026  
 Bid Set

PROJECT NO.  
 A1217  
**M.1**

GRILLE, REGISTER AND DIFFUSER SCHEDULE					
MARK	SERVICE	MODEL	VOLUME DAMPER	FINISH	REMARKS
D-1	SUPPLY DIFFUSER	SMD	--	WHITE	①

① BASED ON PRICE.



**MCSA GROUP, INC.**  
 Mechanical, Electrical, Plumbing, Fire, and Construction  
 229 Greenwood Avenue S.E. • East Grand Rapids, MI 49506  
 (616) 511-3346 • www.mcsagroup.com

CITY OF HASTINGS  
 POLICE DEPARTMENT OFFICE  
 REMODELING

DATE  
 1.20.2026  
 Bid  
 Set

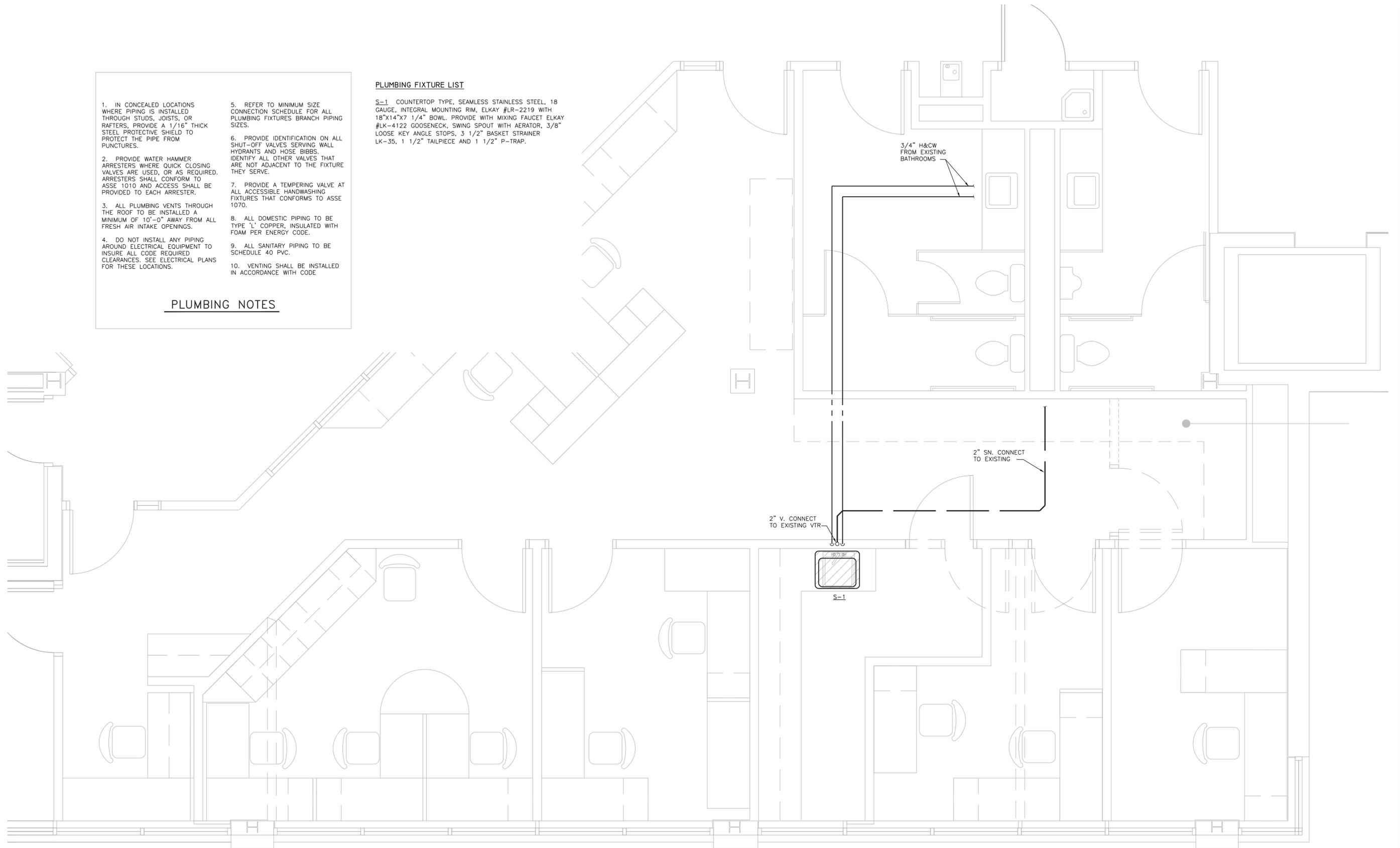
PROJECT NO.  
 A1217  
**M.2**

1. IN CONCEALED LOCATIONS WHERE PIPING IS INSTALLED THROUGH STUDS, JOISTS, OR RAFTERS, PROVIDE A 1/16" THICK STEEL PROTECTIVE SHIELD TO PROTECT THE PIPE FROM PUNCTURES.
2. PROVIDE WATER HAMMER ARRESTERS WHERE QUICK CLOSING VALVES ARE USED, OR AS REQUIRED. ARRESTERS SHALL CONFORM TO ASSE 1010 AND ACCESS SHALL BE PROVIDED TO EACH ARRESTER.
3. ALL PLUMBING VENTS THROUGH THE ROOF TO BE INSTALLED A MINIMUM OF 10'-0" AWAY FROM ALL FRESH AIR INTAKE OPENINGS.
4. DO NOT INSTALL ANY PIPING AROUND ELECTRICAL EQUIPMENT TO INSURE ALL CODE REQUIRED CLEARANCES. SEE ELECTRICAL PLANS FOR THESE LOCATIONS.
5. REFER TO MINIMUM SIZE CONNECTION SCHEDULE FOR ALL PLUMBING FIXTURES BRANCH PIPING SIZES.
6. PROVIDE IDENTIFICATION ON ALL SHUT-OFF VALVES SERVING WALL HYDRANTS AND HOSE BIBBS. IDENTIFY ALL OTHER VALVES THAT ARE NOT ADJACENT TO THE FIXTURE THEY SERVE.
7. PROVIDE A TEMPERING VALVE AT ALL ACCESSIBLE HANDWASHING FIXTURES THAT CONFORMS TO ASSE 1070.
8. ALL DOMESTIC PIPING TO BE TYPE 'L' COPPER, INSULATED WITH FOAM PER ENERGY CODE.
9. ALL SANITARY PIPING TO BE SCHEDULE 40 PVC.
10. VENTING SHALL BE INSTALLED IN ACCORDANCE WITH CODE.

**PLUMBING NOTES**

**PLUMBING FIXTURE LIST**

S-1 COUNTERTOP TYPE, SEAMLESS STAINLESS STEEL, 18 GAUGE, INTEGRAL MOUNTING RIM, ELKAY #LR-2219 WITH 18"x14"x7 1/4" BOWL. PROVIDE WITH MIXING FAUCET ELKAY #LK-4122 GOOSENECK, SWING SPOUT WITH AERATOR, 3/8" LOOSE KEY ANGLE STOPS, 3 1/2" BASKET STRAINER LK-35, 1 1/2" TAILPIECE AND 1 1/2" P-TRAP.



**FLOOR PLAN - PLUMBING**  
SCALE: 1/2" = 1'-0"



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CITY OF HASTINGS  
POLICE DEPARTMENT OFFICE  
REMODELING

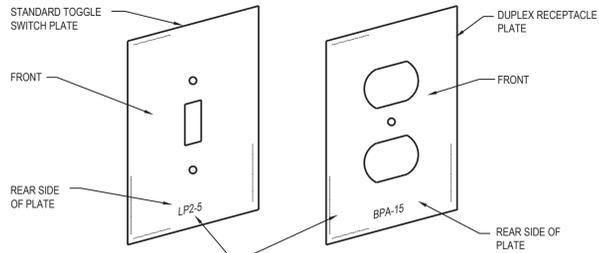
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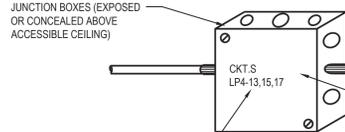
**P.1**

ELECTRICAL SYMBOL LEGEND		
SYMBOL	DESCRIPTION	MTG. HT. TO CL
S S3	SINGLE POLE OR 3-WAY SWITCH-SPECIFICATION GRADE	46"
S4	FOUR WAY SWITCH-SPEC. GRADE	46"
SK	KEY OPERATED SWITCH-SPEC. GRADE	46"
SD	DIMMER SWITCH	46"
S IR	IR SWITCH	46"
S RD	IR SWITCH DIMMABLE	46"
S P	SWITCH WITH PILOT LIGHT	46"
S M	MANUAL MOTOR STARTER SWITCH	46"
OS	OCCUPANCY SENSOR	---
PC	PHOTO CELL	---
CS	CONTROL STATION	46"
DS	DAYLIGHT SENSOR	---
C	SPLIT WIRED RECEPTACLE C - DENOTES CONTROLLED VIA RELAY OR OCC SENSOR	18"
WR	WATER RESISTANT GROUND FAULT CIRCUIT INTERRUPTER WITH WEATHERPROOF WHILE IN USE COVER	18"
Ⓢ	DUPLEX OUTLET-SPEC. GRADE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
Ⓢ	(2) DUPLEX OUTLET-SPEC. GRADE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
Ⓢ	SPECIAL SINGLE RECEPTACLE	18"
Ⓢ	SPECIAL OUTLET-CHARACTERISTICS AS NOTED ON PLANS	AS NOTED
▽	DATA OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER. 1-1/4" C. UP WALL TO CLG. SPACE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
▽	TV OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER. 1-1/4" C. UP WALL TO CLG. SPACE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
▽	TELEPHONE OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER. 1-1/4" C. UP WALL TO CLG. SPACE	18"
▽	TELEPHONE DATA OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER. 1-1/4" C. UP WALL TO CLG. SPACE	18"
◁ WN	---	---
Ⓢ	FLOOR BOX 2 RECEPT, 2 DATA THOMAS & BETTS-# 665-SC 1-1/4" C TO FLOORBOX FOR DATA	---
Ⓢ	FLOOR BOX 1 RECEPT, 1 DATA - THOMAS & BETTS-# 664-SC 1-1/4" C TO FLOORBOX FOR DATA	---
Ⓢ	JUNCTION BOX - HUBBELL NSAV62M WITH RECEPTACLE KIT HUBBELL NS40P PROVIDE CONNECTOR PLATE FOR RAY	AS NOTED
Ⓢ	JUNCTION BOX - 4" SQ. BOX W/ 2 GANG RAISED COVER. 1" C. UP WALL TO CLG. SPACE UNLESS OTHERWISE NOTED	AS NOTED
Ⓢ	POWER POLE - SEE DRAWING FOR POWER - POWER/DATA SPECIFICATIONS	---
Ⓢ	ELECTRIC UTILITY METER	---
Ⓢ	FUSED DISCONNECT SWITCH- FDS-HEAVY DUTY	46"
Ⓢ	NON-FUSED DISCONNECT SWITCH- NFDS-HEAVY DUTY	46"
Ⓢ	SW. AND PLUG FUSE HOLDER - BUSSMANN "SSU" & FUSE/STAT FUSE	AT EQUIP.
Ⓢ	MAGNETIC MOTOR STARTER-MS	46"
Ⓢ	COMBINATION MAG. STARTER/ FUSED DISC. SWITCH - CS/FDS	46"
Ⓢ	COMBINATION MAG. STARTER/NON-FUSED DISC. SWITCH - CS/NFDS	46"
Ⓢ	VARIABLE FREQUENCY DRIVE	---
Ⓢ	SINGLE PHASE ELECTRIC MOTOR	---
Ⓢ	THREE PHASE ELECTRIC MOTOR	---
Ⓢ	SURFACE OR FLUSH MTD. BRANCH CIRCUIT PANELBOARD	72" TO TOP
Ⓢ	TRANSFORMER	---
Ⓢ	PUSH BUTTON	46"
Ⓢ	THERMOSTAT. E.C TO ROUGH-IN SINGLE GANG BOX AND 1/2" C. TO ACCESSIBLE CEILING SPACE.	46"
Ⓢ	HUMIDISTAT. E.C TO ROUGH-IN SINGLE GANG BOX AND 1/2" C. TO ACCESSIBLE CEILING SPACE.	46"
Ⓢ	RECESSED DOWNLIGHT LUMINAIRE	---
Ⓢ	RECESSED WALLWASH LUMINAIRE	---
Ⓢ	SURFACE LUMINAIRE	---
Ⓢ	PENDANT LUMINAIRE	---
Ⓢ	WALL MOUNTED LUMINAIRE	---
Ⓢ	SITE LIGHTING LUMINAIRE	---
Ⓢ	NIGHT LIGHT	---
Ⓢ	STRIP LUMINAIRE	---
Ⓢ	LED ACCENT/UNDER CABINET LUMINAIRE	---
Ⓢ	RECESSED LUMINAIRE 2x4" OR 2x2"	---
Ⓢ	SURFACE LUMINAIRE 2x4" OR 2x2"	---
Ⓢ	TRACK LIGHTING LUMINAIRE	---
Ⓢ	PARTIALLY SHADED LUMINAIRE OR WITH "E" SUFFIX ARE EMERGENCY	---
Ⓢ	EXIT SIGN - WALL MOUNTED OR CEILING MOUNTED ARROWS INDICATE PATH OF EGRESS	---
Ⓢ	REMOTE EMERGENCY HEAD	---
Ⓢ	BATTERY EMERGENCY LUMINAIRE	---

SYMBOL NOTES:  
 1. "AC" DENOTES ABOVE COUNTER. COORDINATE HEIGHT WITH ARCHITECT.  
 2. "H" DENOTES HORIZONTAL MOUNTING OF DEVICE.  
 3. "B" DENOTES MOUNTED IN BASE.  
 4. "F" DENOTES MOUNTED IN FACE OF CABINETS.



LABEL CKT. NO. OF EACH DEVICE ON REAR SIDE OF COVER PLATE. USE PERMANENT MARKER PEN, BRADY MARKING SYSTEM OR OTHER METHOD APPROVED BY THE ENGINEER

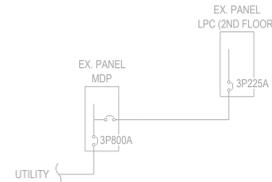


LABEL COVERS WITH CKT.S CONTAINED WITHIN. USE PERMANENT MARKER PEN OR OTHER APPROVED METHOD.

FOR J.B.'S CONTAINING OTHER THAN POWER OR LIGHTING CKT.'S LABEL COVERS INDICATING SYSTEM TYPE AND ZONES.

LABEL EXAMPLES:  
 "FIRE ALARM-ZONES 2&3"  
 "P.A. ZONES 4,5,8,6"  
 "DATA CIRCUITS ASB"  
 "EXIT SIGNS-EM&Z"  
 "EMERG. CKTS. BPEM-3,4"

**ELECTRICAL IDENTIFICATION**  
 A-1  
 E1.00  
 N.T.S.



**PARTIAL EXISTING 120/208V- 3Ø-4W ONE LINE**  
 NOT TO SCALE

LPC(EX)																
BASED ON SQ. D. I-LINE OR EQUAL																
CKT NO.	VOLT AMPS					DESCRIPTION	CKT BRKR	L	CKT BRKR	DESCRIPTION	VOLT AMPS					CKT NO.
	LTG.	HVAC	MTRS	REC.	OTHER						LTG.	HVAC	MTRS	REC.	OTHER	
1						EX RECEPT PD	20	A	20	EX PLUG STRIP AV						2
3						EX RECEPT PD	20	B	20	EX PLUG STRIP AV						4
5						EX LTS SE OFFICES	20	C	20	EX REC AV RM						6
7						EX LTS PD	20	A	20	EX LTS COUNCIL CHAM						8
9						EX RECEPT PD	20	B	20	EX LTS COUNCIL CHAM						10
11						EX LTS SO CENTER	20	C	20	EX LTS COUNCIL CHAM						12
13						EX REC SO CENTER	20	A	20	EX TRACK COUNCIL						14
15						EX REC SW	20	B	20	EX REC EAST SIDE						16
17						EX LTS SW OFFICE	20	C	20	EX REC N CENTER						18
19						EX REC E END HALL	20	A	20	EX N WALL						20
21						EX LTS PANEL ROOM	20	B	20	EX NE OFFICE						22
23						EX REC PHONES	20	C	20	EX LTS CONF RM						24
25						EX REC FRIDGE	20	A	20	EX LTS HALL						26
27						EX REC MICRO	20	B	20	EX LTS FOYER						28
29						EX REC COUNTER CONF	20	C	20	EX LTS REST RM						30
31						EX DOOR OPEN	20	A	20	EX REC REST RM						32
33						EX NOVAR DC SUPPLY	20	B	20							34
35						EX HUMIDIFIER N	30/2	C	20							36
37								A	40/3	MAV-1						38
39						EX HUMIDIFIER S	30/2	B								40
41								C								42
SUBT	0	0	0	0	0						0	0	0	0	0	SUBT
TOTAL LOAD											DIVERSITY		VOLTS: 208Y/120			
LTG.=											0		3			
HVAC.=											0					
MOTORS.=											0					
RECEPT.=											0					
OTHER.=											0					
TOTAL DIV. LOAD=											0					
LINE AMPS=											0					
LINE AMPS X 1.25=											0					
NOTES:													CIRCUIT CAPACITY: 225A			
													LOCATION:			

**ELECTRICAL SPECIFICATIONS**

**26-0500 GENERAL PROVISIONS**

- FURNISH AND INSTALL FIRST-CLASS WORKING SYSTEMS, TESTED AND READY FOR OPERATION, COMPLETE WITH LABOR AND MATERIALS (U.L. APPROVED COMMERCIAL GRADE). CONFORM TO DRAWINGS, SPECIFICATIONS AND OTHER CONTRACT DOCUMENTS. USE PROPER NEMA RATED EQUIPMENT (i.e. "3R" WEATHERPROOF, "1" GENERAL DUTY, ETC.)
- COORDINATE WITH THE DRAWINGS AND SPECIFICATIONS OF THE OTHER TRADES AND WITH THE OWNER.
- FIELD VERIFICATION OF ALL DIMENSIONS ARE REQUIRED, EXACT LOCATIONS, DISTANCES, AND LEVELS WILL BE GOVERNED BY ACTUAL FIELD CONDITIONS.
- COMPLY WITH THE NATIONAL ELECTRICAL CODE 2023, PLUS LOCAL OR STATE CODES, LAWS, ORDINANCES, RULES AND REGULATIONS APPLICABLE TO THE PARTICULAR CLASS OF WORK; ANY FEES IN CONNECTION THEREWITH ARE TO BE PAID BY ELECTRICAL CONTRACTOR.
- COMPLETE REQUIRED DEMOLITION, MAINTAINING OPERATION OF EXISTING TO REMAIN (COORDINATE WITH GC REGARDING ANY PHASING OF THE PROJECT) REWIRE EXISTING CIRCUITS IF REQUIRED.
- WORK SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM DATE OF FINAL ACCEPTANCE.

**TESTING**

- WORK REQUIRED UNDER THIS HEADING SHALL BE BY THE ELECTRICAL CONTRACTOR (OR AS NOTED) AND INCLUDES ALL SUPERVISION, LABOR, MATERIALS, INSTRUMENTATION AND EQUIPMENT NECESSARY TO EFFECTIVELY TEST, MEASURE AND VERIFY THE PERFORMANCE OF THE ELECTRICAL EQUIPMENT SYSTEMS.

**26-0 529, 26-0533, 260534 RACEWAY, BOXES, AND FITTINGS**

- ALL WIRING SHALL BE RUN IN CONCEALED EMT (THINWALL) CONDUIT IN THE FINISHED AREAS OF THE BUILDING. CONDUIT MAY BE EXPOSED IN EQUIPMENT ROOMS OR OVERHEAD IN ROOMS WITHOUT CEILINGS. CONDUITS EXPOSED TO WEATHER TO BE RGC (RIGID GALVANIZED CONDUIT). MC CABLE ALLOWED IN AREAS ALLOWED PER NATIONAL ELECTRICAL CODE AND NOT SUBJECT TO DAMAGE.
- HORIZONTAL AND VERTICAL CONDUIT RUNS MAY BE SUPPORTED BY ONE-HOLE MALLEABLE STRAPS, CLAMP-BACKS OR OTHER APPROVED DEVICES.
- CONDUITS SHALL NOT BE RUN IN NOR SUPPORTED FROM DUCTWORK.

**26-0219 CONDUCTORS**

ALL CONDUCTORS SHALL BE NEW. ALL CONDUCTORS FOR POWER AND LIGHTING SYSTEMS WIRING SHALL BE 99% CONDUCTIVITY COPPER TYPE THN OR THW. ALUMINUM IS TO BE PERMITTED FOR SERVICE ENTRANCE AND PANEL FEEDS. BRANCH CIRCUIT WIRING SHALL BE COPPER.

**26-2736 WIRING DEVICES**

- CONVENIENCE OUTLETS SHALL BE SPECIFICATION GRADE, RATED AT 20 AMPERE, GROUNDING TYPE, 125 VOLT, AND BEAR U.L. LABEL OF APPROVAL. STAINLESS STEEL COVER PLATES. MANUFACTURERS: PASS AND SEYMOUR CATALOG 5251-1, OR EQUAL BY HUBBELL, AND LEVITON.
- ALL SWITCHES FOR LIGHTING SHALL BE SPECIFICATION GRADE RATED AT 20 AMPERE, 120/277 VOLTS. PASS AND SEYMOUR CATALOG 20AC-1 OR EQUAL BY HUBBELL, AND LEVITON.

**16350 GROUNDING**

- INSTALL COMPLETE GROUNDING SYSTEM IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE.
- INSTALL BONDING WIRE IN NONMETALLIC AND FLEXIBLE CONDUIT CONNECTED AT SOURCE END TO PANELBOARD EQUIPMENT GROUND BAR AND AT LOAD END TO ENCLOSURE.
- EXTEND COMPLETE BUILDING GROUNDING SYSTEM IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE. INCLUDE INSULATED GROUND FOR ALL EXTERIOR AS WELL AS TOILET CIRCUITS.



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**CITY OF HASTINGS  
 POLICE DEPARTMENT OFFICE REMODELING**

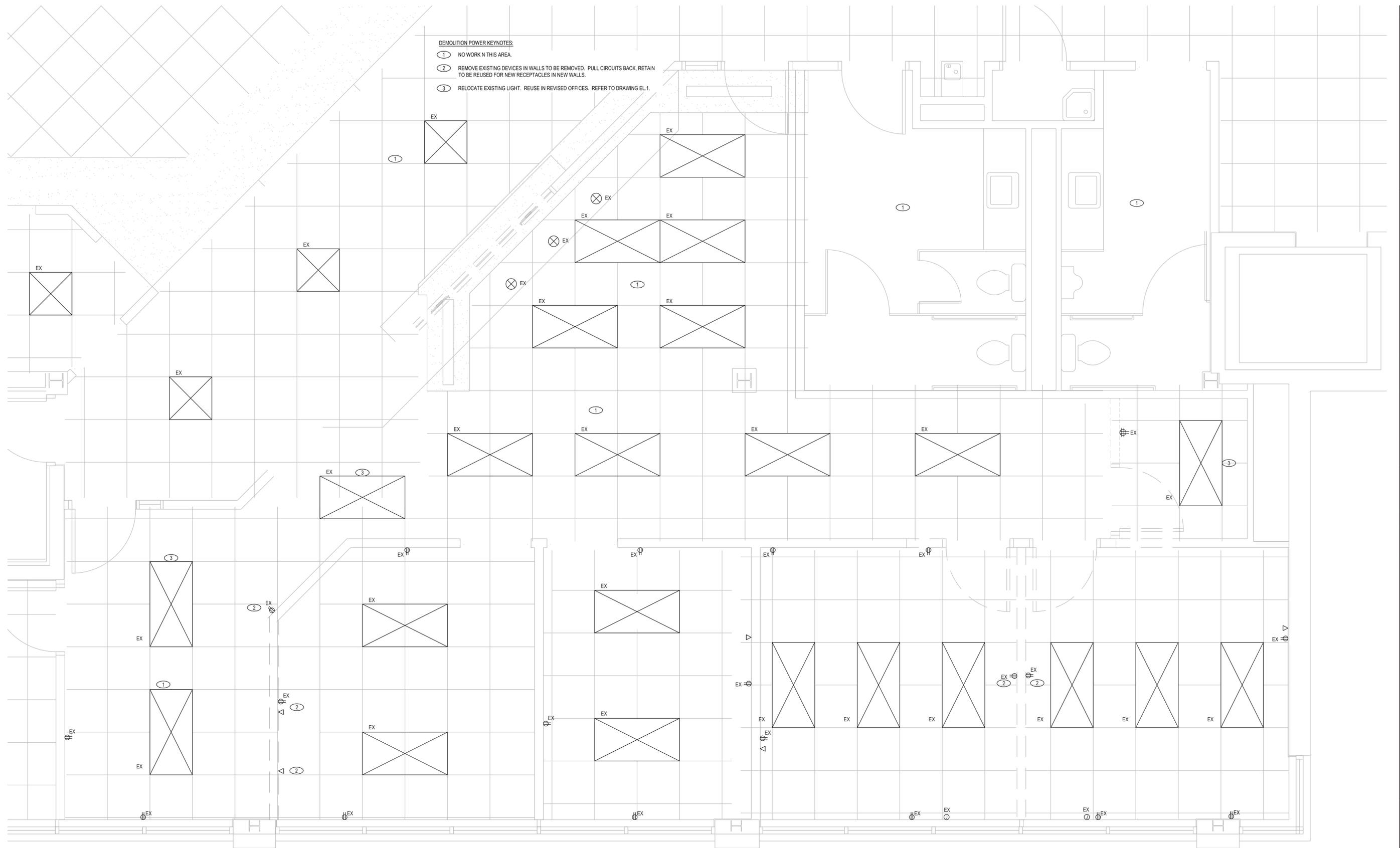
DATE  
**1.20.2026  
 Bid Set**

PROJECT NO.  
**A1217**

**E1.00**



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**FLOOR PLAN - DEMOLITION**

SCALE: 1/2" = 1'-0"



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**CITY OF HASTINGS  
 POLICE DEPARTMENT OFFICE REMODELING**

DATE  
**1.20.2026**  
 Bid Set

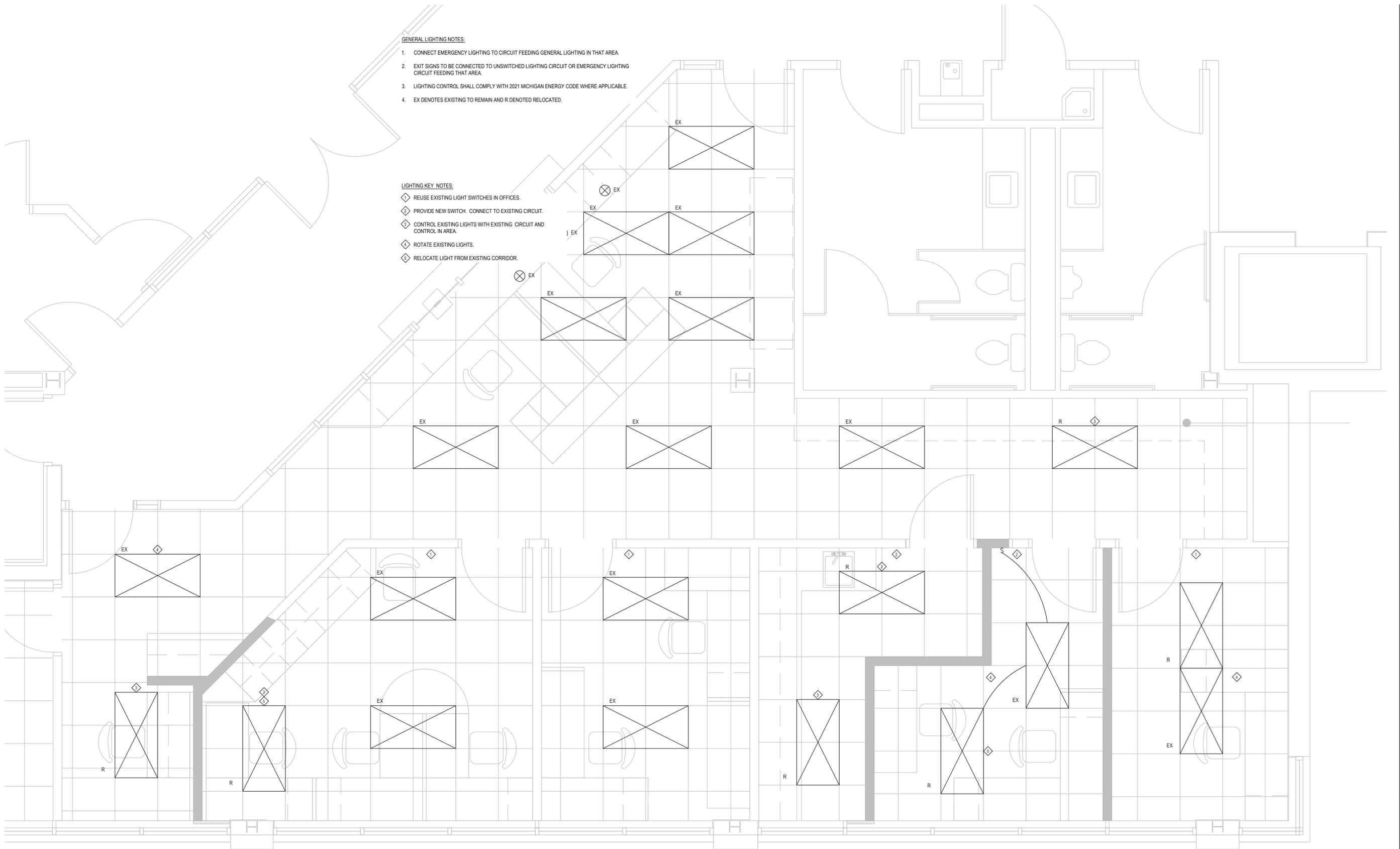
PROJECT NO.  
**A1217**  
**ED.1**

GENERAL LIGHTING NOTES:

1. CONNECT EMERGENCY LIGHTING TO CIRCUIT FEEDING GENERAL LIGHTING IN THAT AREA.
2. EXIT SIGNS TO BE CONNECTED TO UNSWITCHED LIGHTING CIRCUIT OR EMERGENCY LIGHTING CIRCUIT FEEDING THAT AREA.
3. LIGHTING CONTROL SHALL COMPLY WITH 2021 MICHIGAN ENERGY CODE WHERE APPLICABLE.
4. EX DENOTES EXISTING TO REMAIN AND R DENOTED RELOCATED.

LIGHTING KEY NOTES:

- ◇ REUSE EXISTING LIGHT SWITCHES IN OFFICES.
- ◇ PROVIDE NEW SWITCH. CONNECT TO EXISTING CIRCUIT.
- ◇ CONTROL EXISTING LIGHTS WITH EXISTING CIRCUIT AND CONTROL IN AREA.
- ◇ ROTATE EXISTING LIGHTS.
- ◇ RELOCATE LIGHT FROM EXISTING CORRIDOR.

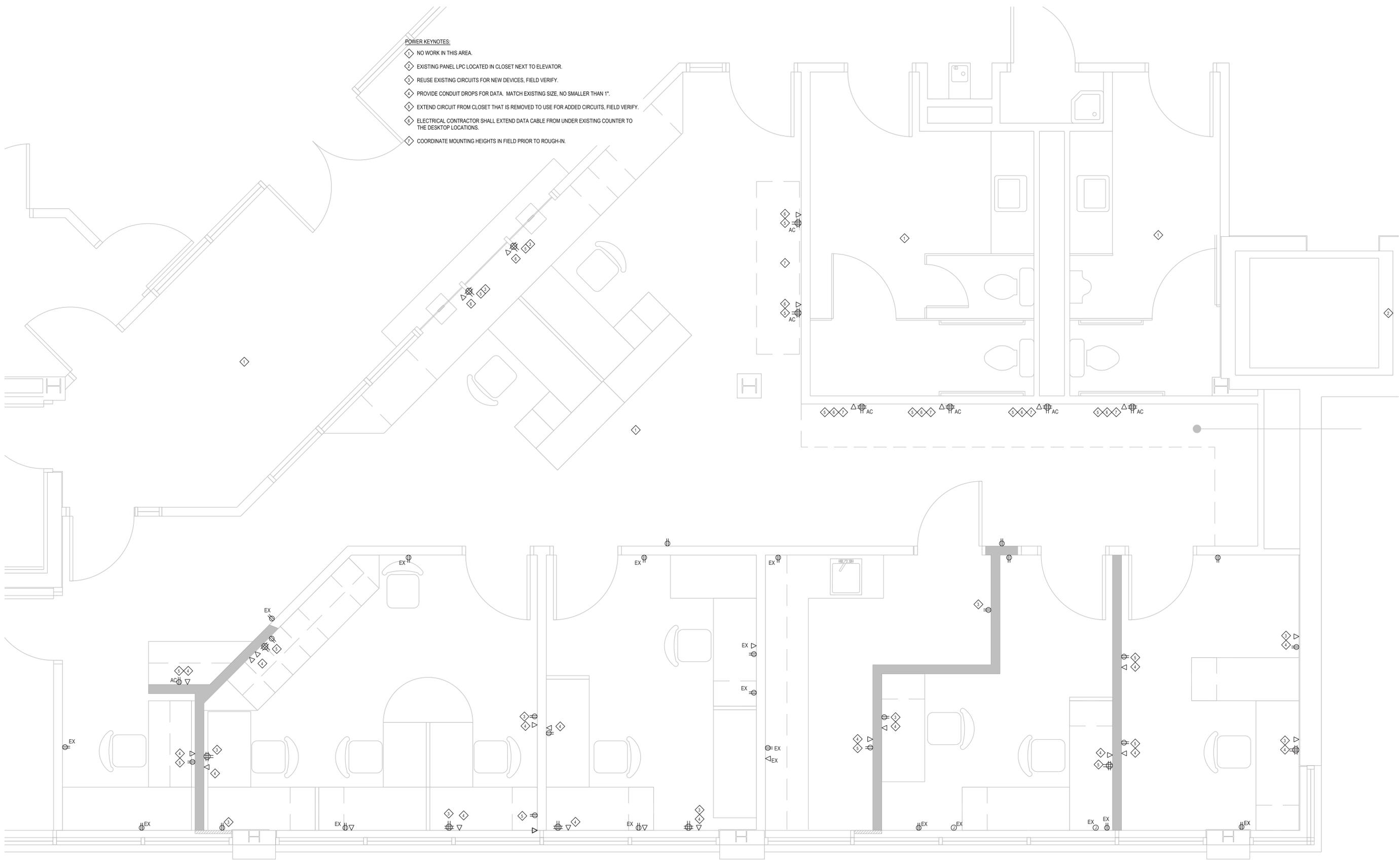


**FLOOR PLAN - LIGHTING**  
SCALE: 1/2" = 1'-0"

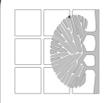
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**POWER KEYNOTES:**

- ◇ NO WORK IN THIS AREA.
- ◇ EXISTING PANEL LPC LOCATED IN CLOSET NEXT TO ELEVATOR.
- ◇ REUSE EXISTING CIRCUITS FOR NEW DEVICES, FIELD VERIFY.
- ◇ PROVIDE CONDUIT DROPS FOR DATA. MATCH EXISTING SIZE, NO SMALLER THAN 1".
- ◇ EXTEND CIRCUIT FROM CLOSET THAT IS REMOVED TO USE FOR ADDED CIRCUITS, FIELD VERIFY.
- ◇ ELECTRICAL CONTRACTOR SHALL EXTEND DATA CABLE FROM UNDER EXISTING COUNTER TO THE DESKTOP LOCATIONS.
- ◇ COORDINATE MOUNTING HEIGHTS IN FIELD PRIOR TO ROUGH-IN.



**FLOOR PLAN - POWER**  
SCALE: 1/2" = 1'-0"



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**CITY OF HASTINGS  
POLICE DEPARTMENT OFFICE REMODELING**

DATE  
1.20.2026  
Bid Set

PROJECT NO.  
A1217  
**EP.1**

Bidder's Name: Quest Design Build

**PROPOSAL FORM**

**Police Department Renovation Project**

TO: Ms. Sarah Moyer-Cale, City Manager  
City of Hastings  
201 E. State Street  
Hastings, MI 49058

The undersigned bidder has carefully examined the plans and specifications for the Renovation of Police Department office, located at 201 E. State Street, Hastings, MI 49058, as prepared by MCSA Group, Inc. and, having carefully examined the existing building and completely familiarized himself with local conditions affecting the cost of the work; hereby states that he will provide all necessary labor, equipment, tools and all other means of construction, do all the work and furnish all materials called for by said plans and specifications in the manner prescribed by in accordance with the requirements of the contract, specifications and drawings; and will accept as full and complete payment therefore the Lump Sum Base Bid Amount Which Is The Summation Of The Cost Of The Work Items 1 in the following schedule is **Base Bid Total amount of**

One Hundred Sixteen Thousand Six Hundred Forty Five Dollars

and Zero Cents (\$ 116,645 )

Bidders shall immediately notify the Architect of any perceived errors, omissions or discrepancies so they and other bidders can be advised of an acceptable bid procedure. This is a Lump Sum Bid. The base bid as submitted is for complete construction as shown by the plans, details and specifications.

**Police Department Renovation Project  
BASE BID WORK ITEMS:**

<u>Work Items</u>	<u>Bid Items Amount</u>
<b>Work Item 1.</b> Renovate existing Police Department office including mechanical, plumbing and electrical work for complete scope of project installation.	\$ <u>116,645</u>

**ALTERNATE 1 – ADDITIONAL SCOPE OF WORK ITEMS:**

**Work Item 1.** Paint all existing interior walls within Police Department area. Use 2 coats of paint system. Walls preparation prior to painting to be included.

**Alternate 1 Total Amount \$** \$4,950

Bidder's Name: Quest Design Build

**LIST OF SUBCONTRACTORS**

LIST ALL SUBCONTRACTORS: To be completed as part of Bid Proposal.

<u>Name of Subcontractor</u>	<u>Type of Work</u>	<u>Amount</u>
<u>Rodgers Glass</u>	<u>Security Window</u>	<u>\$16,500</u>
<u>SA Mormon</u>	<u>Doors</u>	<u>\$5,800</u>
<u>Heyboer Bolt</u>	<u>LPDA</u>	<u>\$16,811</u>

The undersigned agrees as follows: See pg. 4 for remaining

To do any extra work not covered by the above schedule of prices, which may be ordered by the Owner or Architect, and to accept compensation therefore as provided in Section 23 of the General Conditions entitled "Unclassified Work".

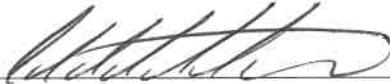
Begin work as soon as possible after the contract is executed and perform said work in such a manner as to complete it in accordance with the Contract and to coordinate their work with the other contractors involved.

The undersigned acknowledges the right of the Owner to accept or reject any proposal or part of any proposal submitted.

We hereby acknowledge receipt of the following addenda and have included them in our proposal; Addenda Nos. 1.

Addendum 1 Dated Feb 12, 2026  
Dated \_\_\_\_\_

Dated this 19th day of February, 2026.

By: Signature of Bidder  ADAM ROWLEY

Name of Business Quest Design Build LLC

Business Address of Bidder 3975 Clay Ave. SW  
Grand Rapids, MI 49548

Business Telephone of Bidder (616)758-0886

Business Fax Number of Bidder \_\_\_\_\_

Email Address of Bidder alisman@questdesignbuild.com

Incorporated under the laws of the State of \_\_\_\_\_  
President \_\_\_\_\_

Bidder's Name: Quest Design Build

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

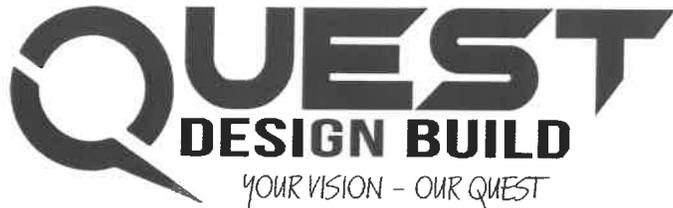
If Non-incorporated: \_\_\_\_\_

Names and Addresses of Members of the Firm:

ADAM BROOK 3689 oak bluff DR SE GRAND RAPIDS 49546

Adam Tufts 9031 24<sup>th</sup> Ave, Jenison MI 49428

Name of Subcontractor	Type of Work	Amount
River City Flooring	Flooring	\$10,073
Demaat Bros	Paint	\$3,320
Grand Valley Wood Products	Counter	\$4,300
LEI	Electical	\$16,450
Power Plumbing	Plumbing	\$5,170
Correct Mechanical	HVAC	\$3,000



February 19, 2026

Ms. Sarah Moyer-Cale, City Manager  
City of Hastings  
201 E. State Street  
Hastings, MI 49058

**Re: Police Department Remodel**

Quest Design Build is pleased to provide this Reference sheet for your remodel project in Hastings.

**Innerspace Office Buildout** (4,000 sqft office remodel)

Contact: Jon Britton (616) 240-4620

Address: 1239 Comstock St, Marne, MI 49435

**VIVO Infusion** (1,400 sqft pharmacy remodel)

Contact: Janelle Scafe (616) 610-9975

Address: 3230 Eagle Park Dr. NE, Suite 200, Grand Rapids, MI 49525

**Merchant Automotive** (40,000 sqft facility and office remodel)

Contact: Eric Merchant (616) 218-8466

Address: 286 Hedcor St, Holland, MI 49423

**Attachment D**

**Contractors Checklist**

**I Certificate of Insurance**

A	Workers Compensation	Date Received	<u>2-19-26</u>
B	Liability	Date Received	<u>2-19-26</u>

**II Loss History**

A Provided by Agent *N/A No CLAIMED LOSS*

**III Safety Program**

	Yes	No
A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J	<input checked="" type="checkbox"/>	<input type="checkbox"/>
K	<input checked="" type="checkbox"/>	<input type="checkbox"/>
L	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N	<input checked="" type="checkbox"/>	<input type="checkbox"/>
O	<input checked="" type="checkbox"/>	<input type="checkbox"/>

I attest that the above responses are true to the best of my knowledge.

*[Signature]*  
Contractor or Representative

*PARTNER*  
Title

*2-19-26*  
Date





**ADDITIONAL REMARKS SCHEDULE**

AGENCY Kapnick Insurance Group		NAMED INSURED Quest Design Build LLC 3975 Clay Avenue SW Grand Rapids MI 49548	
POLICY NUMBER			
CARRIER	NAIC CODE		
		EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

**AUTOMOBILE LIABILITY**  
 CA 74 50 09/24 - Additional Insured When Required by Written Contract or Agreement per attached form.  
 CA 74 50 09/24 -Primary and Noncontributory When Required by Written Contract or Agreement per attached form.  
 CA 74 50 09/24 -Waiver of Subrogation When Required by Written Contract or Agreement per attached form.

**EMPLOYERS LIABILITY (WORKERS COMPENSATION)**  
 Waiver of Subrogation When Required by Written Contract or Agreement per attached form.

**UMBRELLA LIABILITY**  
 CU 74 04.1 10/08 -Primary and Noncontributory When Required by Written Agreement per attached form.  
 CU 74 04.1 10/08 - Waiver of Subrogation When Required by Written Agreement per attached form.

The above conditions apply to City of Hastings as Additional Insured.

**Request for Taxpayer  
 Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

**1** Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  
**Quest Design Build, LLC**

**2** Business name/disregarded entity name, if different from above.

**3a** Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.  
 Individual/sole proprietor     C corporation     S corporation     Partnership     Trust/estate  
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . **S**  
 Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  
 Other (see instructions)

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the United States.)*

**3b** If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . .

**5** Address (number, street, and apt. or suite no.). See instructions.  
**3975 Clay Avenue SW**

**6** City, state, and ZIP code  
**Grand Rapids, MI 49548**

**7** List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Social security number**

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or

**Employer identification number**

8	8	-	2	5	5	1	1	9	5
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**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**    Signature of U.S. person **Molly Motley**    Date **1/01/2026**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Approval of Replacement Furniture for Police Department from Kentwood Office Furniture**

**Meeting Date: March 9, 2026**

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## Recommended Action:

Motion to approve the purchase of replacement furniture for the police department from Kentwood Office Furniture in the amount of **\$95,898.29** as presented.

## Background Information:

Replacement furniture is needed for the new police department layout. The new layout requires more compact and efficient furniture to make the best use of the workspace. The existing furniture will be reviewed to determine what can be sold or what should be disposed of. A drawing of the furniture in each new workspace is included for your review.

## Financial Implications:

The furniture is being purchased through a state contract, so it is the lowest price available.

We budgeted \$206,000 total for renovation costs and furniture. The renovations and furniture come in at \$229,653.29 for a difference of \$23,653.29. The General Fund has adequate funds for this project.

## Attachments:

- Kentwood Office Furniture Proposal
- Furniture layout guide



## Proposal 5110930

### 5110930 - POLICE DEPARTMENT

Customer: CITY OF HASTINGS  
End User: CITY OF HASTINGS

Kentwood Division: GRAND RAPIDS  
Proposal Presented Date: 03/06/2026  
Expiration Date: 03/20/2026

### ADDRESSES

Bill To: CITY OF HASTINGS  
201 E STATE ST  
HASTINGS, MI 49058

Job Site: CITY OF HASTINGS  
201 E STATE ST  
HASTINGS, MI 49058

### CONTACTS

Billing Contact: Dale Boulter	dboulter@hastingsmi.gov	<a href="tel:(269)945-5744">(269) 945-5744</a>
Customer Contact: Dale Boulter	dboulter@hastingsmi.gov	<a href="tel:(269)945-5744">(269) 945-5744</a>
Site Contact: Dale Boulter	dboulter@hastingsmi.gov	<a href="tel:(269)945-5744">(269) 945-5744</a>
Salesperson: FRED HOLWERDA	fredholwerda@kentwoodoffice.com	<a href="tel:616-262-9447">616-262-9447</a>
Project Coordinator: BEN HENDERSON	benhenderson@kentwoodoffice.com	<a href="tel:309-706-0002">309-706-0002</a>
Designer: EMILY BENSON		

### SCOPE OF WORK

Police Department Renovation

### PRODUCT SUMMARY BY AREA

Hallway Storage	\$6,659.91
Lab 218a Option 1	\$8,576.94
Mail Area	\$3,602.82
Office 217	\$7,617.88
Office 218	\$9,496.01
Office 219	\$10,617.49
Office 220	\$13,556.49
Office 221	\$14,380.81
Open Office 215	\$7,849.51
Open Office 222	\$3,445.46
ZZ	\$2,895.53

### SERVICES

D&I	\$6,899.44
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Tax Exempt (Local Government) --

**GRAND TOTAL \$95,598.29**

PRODUCT						
AA						
LINE	QTY	#			UNIT SELL	EXT SELL
1	1		PRICING GRAND RAPIDS PRICING VALID FOR 15 DAYS		\$ 0.00	\$ 0.00
2	1		MFGQUOTE GRAND RAPIDS Manufacturer: HON OMNIA ID: 1030188 Quote: SQBXG001657-1		\$ 0.00	\$ 0.00
3	1		MFGQUOTE GRAND RAPIDS Manufacturer: GHENT Quote: Q094893		\$ 0.00	\$ 0.00
<b>Tag Subtotal: AA</b>						<b>\$0.00</b>
HALLWAY STORAGE						
LINE	QTY	#			UNIT SELL	EXT SELL
4	1		KSCOM.19109L KENTWOOD WOOD SOLUTIONS (KWS) Common Top 18.25 x 108.375 *Lateral Files Only - Not Mult-Drawer File Center* GR1 Grade 1 Collection (WORKSURFACE LAMINATE SELECTION 3) W8218-38 Kingswood Walnut (GRADE 1 LAMINATES W/EDGE) CP20791 Ashen Ribbonwood Edge (ASHEN RIBBONWOOD EDGE)		\$ 231.75	\$ 231.75
5	1		KSCOM.1973L KENTWOOD WOOD SOLUTIONS (KWS) Common Top 18.25 x 72.25 *Lateral Files Only - Not Mult-Drawer File Center* GR1 Grade 1 Collection (WORKSURFACE LAMINATE SELECTION 2) W8218-38 Kingswood Walnut (GRADE 1 LAMINATES W/EDGE) CP20791 Ashen Ribbonwood Edge (ASHEN RIBBONWOOD EDGE)		\$ 174.03	\$ 174.03
6	3		RW-C401 METALWORKS Lat File,2 Drw,36"Wx18-1/4"Dx28-3/8"H ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS) ~ No Selection of Option (KEY-ALIKE REQUEST OPTION) A Full Pull Square Front (LATERAL FILE PULL OPTIONS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER) W 2-Dwr c-wt. Factory Installed (COUNTERWEIGHT)		\$ 544.71	\$ 1,634.13
7	2		RW-C702 METALWORKS Lat File,3 Drw,36"Wx18-1/4"Dx39-7/8"H ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS) ~ No Selection of Option (KEY-ALIKE REQUEST OPTION) A Full Pull Square Front (LATERAL FILE PULL OPTIONS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER) W 3-Dwr c-wt. Factory Installed (COUNTERWEIGHT)		\$ 709.26	\$ 1,418.52
8	2		CM-11F3 METALWORKS 36"Wx18-1/4"Dx65-7/8"H 5-High Double Door Storage Cabinet (4 Adjustable Shelves) ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS) ~ No Selection of Option (KEY-ALIKE REQUEST OPTION) A Full Pull Square Front (TOWER PULL OPTIONS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER)		\$ 924.65	\$ 1,849.30
9	3		KA3210.1336 KOF Shelf, B-Style, 15-1/2H 13D 36W HM HM Paint Colors (PAINT FINISH) PNT_BU Black Umber (HM PAINT COLORS)		\$ 98.22	\$ 294.66
10	5		KA3221.1336		\$ 87.66	\$ 438.30

		KOF Shelf, B-Style, 7-1/2H 13D 36W HM HM Paint Colors (PAINT FINISH) PNT_BU Black Umber (HM PAINT COLORS)		
11	6	KAO213.60 KOF Wall Strip 60H	\$ 32.09	\$ 192.54
12	3	KOFTB.1236 KOF Tackboard, C Style, Sq Corner, Sq Edge 12H 36W GR1 GRADE 1 Fabric (TACKBOARD FABRIC 12 HIGH) PRIME Burch Prime Time (GRADE 1 FABRIC PATTERNS) 1010102 Elephant (BURCH PRIME TIME FABRIC COLORS)	\$ 82.06	\$ 246.18
13	2	KOFTB.2036 KOF Tackboard, C Style, Sq Corner, Sq Edge 20H 36W GR1 GRADE 1 Fabric (TACKBOARD FABRIC 20 HIGH) PRIME Burch Prime Time (GRADE 1 FABRIC PATTERNS) 1010102 Elephant (BURCH PRIME TIME FABRIC COLORS)	\$ 90.25	\$ 180.50

**Tag Subtotal: HALLWAY STORAGE**

**\$6,659.91**

**LAB 218A OPTION 1**

LINE	QTY	#	UNIT SELL	EXT SELL
14	1	H105R2448 HON 48Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color)	\$ 171.11	\$ 171.11
15	2	HLSL2441O HON Voi 24D x 41H O-Leg Support for Worksurfaces \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 302.76	\$ 605.52
16	2	H105381K HON 10500 Series36"x18 1/2" Wall Mount Storage 2-Dr Locking \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) LKI1 Kingswood Walnut (Select Chassis Laminate Color)	\$ 508.09	\$ 1,016.18
17	2	HARCHA2 HON Field Install Dwr/Door Kits Arch Blk 2-pack	\$ 41.83	\$ 83.66
18	1	HMASTS HON Single Dynamic Monitor Arm .BLK Black (Select Paint)	\$ 250.38	\$ 250.38
19	1	HWWAC HON Cup \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 67.97	\$ 67.97
20	2	HWWARAIL36 HON Tool Rail Accessory 36W \$(P1) P1 Paint Opts (Select Paint Color)	\$ 137.84	\$ 275.68

		.P Black (Select Grade 1 Paint)		
21	1	HWWASB HON Small Bin \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 74.15	\$ 74.15
22	2	HWWAST HON Small Tray \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 82.70	\$ 165.40
23	2	HWWT1536F HON Fabric Tile 15H x 36W \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 06 Indigo (Centurion) .P Black (Select Mounting Hardware Paint)	\$ 226.72	\$ 453.44
24	2	HLED31AS HON 31" LED LIGHT W/ POWER SUPPLY (SINGLE)	\$ 301.74	\$ 603.48
25	1	HSPM271518BBFM HON 27Hx15Wx18D Mob Ped Mtl Front BBF .R Radius (Select Pull Type) \$(P1) P1 Paint Opts (Case Paint Grade Options) .P Black (Select Grade 1 Paint) \$(MATCH) Match Case (Drawer Frt Paint Grade Options) .NA Match Case (Select Paint Color) .X Omit Lock (Select Lock Option)	\$ 450.98	\$ 450.98
26	1	HITSM HON Ignition 2 Task Low-back Stool .S1 Limited Synchro Tilt SeatSlidr (Select Control Type) .A Height and Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color)	\$ 464.84	\$ 464.84
27	1	KSCOM.1930L KENTWOOD WOOD SOLUTIONS (KWS) Common Top 18.25 x 30 *Lateral Files Only - Not Mult-Drawer File Center* GR1 Grade 1 Collection (WORKSURFACE LAMINATE SELECTION 2) W8218-38 Kingswood Walnut (GRADE 1 LAMINATES W/EDGE) CP20791 Ashen Ribbonwood Edge (ASHEN RIBBONWOOD EDGE)	\$ 89.38	\$ 89.38
28	1	KSCOM.1961L KENTWOOD WOOD SOLUTIONS (KWS) Common Top 18.25 x 60.25 *Lateral Files Only - Not Mult-Drawer File Center* GR1 Grade 1 Collection (WORKSURFACE LAMINATE SELECTION 2) W8218-38 Kingswood Walnut (GRADE 1 LAMINATES W/EDGE) CP20791 Ashen Ribbonwood Edge (ASHEN RIBBONWOOD EDGE)	\$ 155.29	\$ 155.29
29	2	LN-9X28 METALWORKS 15"Wx18"Dx65-7/8"H Single Locker with Metal Door, Hinge Left ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS)	\$ 560.00	\$ 1,120.00

		~ No Selection of Option (KEY-ALIKE REQUEST OPTION) Q Satin Nickel Bar Pull Square Front (LOCKER PULL OPTIONS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER)		
30	1	LN-8HT1 METALWORKS 24"Wx18"Dx50-3/8"H Double Wide 6 Door Cubby Locker with Metal Door, Hinge Left ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS) UM KEY ALIKE 226-425 Specify Key Plan on PO (KEY-ALIKE REQUEST OPTION) S(B) Black Satin Loop Pull Square Front (CUBBY LOCKER DRAWER FRONTS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER)	\$ 963.20	\$ 963.20
31	1	LN-9HN7 METALWORKS 24"Wx18"Dx34-3/4"H Double Wide 4-Door Cubby Locker with Metal Door, Hinge Left ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS) UM KEY ALIKE 226-425 Specify Key Plan on PO (KEY-ALIKE REQUEST OPTION) S(B) Black Satin Loop Pull Square Front (CUBBY LOCKER DRAWER FRONTS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER)	\$ 783.14	\$ 783.14
32	1	RN-9HN7 METALWORKS 24"Wx18"Dx34-3/4"H Double Wide 4-Door Cubby Locker with Metal Door, Hinge Right ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS) UM KEY ALIKE 226-425 Specify Key Plan on PO (KEY-ALIKE REQUEST OPTION) S(B) Black Satin Loop Pull Square Front (CUBBY LOCKER DRAWER FRONTS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER)	\$ 783.14	\$ 783.14

**Tag Subtotal: LAB 218A OPTION 1**

**\$8,576.94**

**MAIL AREA**

LINE	QTY	#	UNIT SELL	EXT SELL
33	2	H105381 HON 10500 Series Wall Mounted Storage Cabt 36"W x 14-5/8"D \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 14x36x18	\$ 480.52	\$ 961.04
34	1	HARCHA2 HON Field Install Dwr/Door Kits Arch Blk 2-pack Tag 4: PULL	\$ 41.83	\$ 41.83
35	3	HWWT2236F HON Fabric Tile 22.5H x 36W \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 06 Indigo (Centurion) .P Black (Select Mounting Hardware Paint) Tag 4: 22/36F	\$ 246.20	\$ 738.60
36	3	CM-02F3 METALWORKS 36"Wx18-1/4"Dx28-3/8"H 2-High Double Door Storage Cabinet (1 Adjustable Shelf) ~ Skip Option is Standard UM Series Lock-Flat (KEY SERIES OPTIONS) ~ No Selection of Option (KEY-ALIKE REQUEST OPTION) A Full Pull Square Front (TOWER PULL OPTIONS) 0256 HM-Black Umber (FINISH SELECTIONS BY MANUFACTURER)	\$ 543.20	\$ 1,629.60
37	1	KSCOM.19109L	\$ 231.75	\$ 231.75

		KENTWOOD WOOD SOLUTIONS (KWS) Common Top 18.25 x 108.375 *Lateral Files Only - Not Mult-Drawer File Center* GR1 Grade 1 Collection (WORKSURFACE LAMINATE SELECTION 3) W8218-38 Kingswood Walnut (GRADE 1 LAMINATES W/EDGE) CP20791 Ashen Ribbonwood Edge (ASHEN RIBBONWOOD EDGE)		
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**Tag Subtotal: MAIL AREA**

**\$3,602.82**

**OFFICE 217**

LINE	QTY	#		UNIT SELL	EXT SELL
67	1	H10502	HON 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 440.60	\$ 440.60
68	1	H10504	HON 10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 440.60	\$ 440.60
69	1	H10524LEP	HON 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 174.91	\$ 174.91
70	1	H10524	HON 10500 Series Access Strip \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 114.55	\$ 114.55
71	1	H105383K	HON 10500 Series48"x18 1/2" Wall Mount Storage 3-Dr Locking \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) LKI1 Kingswood Walnut (Select Chassis Laminate Color)	\$ 603.62	\$ 603.62
72	1	H105R2460	HON 60Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color)	\$ 200.57	\$ 200.57
73	1	HARCHA2	HON Field Install Dwr/Door Kits Arch Blk 2-pack	\$ 41.83	\$ 41.83
74	2	HARCHA3	HON Field Install Dwr/Door Kits Arch Blk 3-pack	\$ 46.10	\$ 92.20
75	1	HMASD	HON Dual Dynamic Monitor Arm .BLK Black (Select Paint)	\$ 480.36	\$ 480.36
76	1	HNL233028PLF	HON 30Wx23-1/8Dx28-1/2H Lateral File Pedestal .D Canopy/Black (Select Handle Detail) .P Black (Select Grommet Color)	\$ 669.21	\$ 669.21

		\$(L1STD) Grd L1 Standard Laminates (Select Chassis Color) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish) \$(L1STD) Grd L1 Standard Laminates (Select Front Color) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)		
77	1	HNL241879WLL HON 18x24x78-1/8 Wardrobe/Storage Cab lam dr Lf .F Loop/Black (Select Handle Detail) \$(L1STD) Grd L1 Standard Laminates (Select Chassis Color) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish) \$(L1STD) Grd L1 Standard Laminates (Select Front Color) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 1,202.49	\$ 1,202.49
78	1	HNL4930BHxD HON 30x14-1/4x48-5/8 Bookcase Hutch no drs/open \$(L1STD) Grd L1 Standard Laminates (Select Laminate Color) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 479.57	\$ 479.57
79	1	HNLMP3028 HON 30W x 27-7/8H Modesty / Ped Back Panel .P Black (Select Grommet Color) \$(L1STD) Grd L1 Standard Laminates (Select Laminate Color) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 123.10	\$ 123.10
80	1	HNLRC2430 HON 30W x 24D Rectangle Worksurface / Ped Top .G Smooth Flat (Select Edge Detail) KI Kingswood Walnut (Edgeband Color Selection) .P Black (Select Grommet Color) \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 162.55	\$ 162.55
81	1	HSDSL29 HON Abode Shared Leg \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 205.06	\$ 205.06
82	1	HUSLMOD1360 HON Laminate Modesty 13h x 60w \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish) .KI Kingswood Walnut (Select Edgeband Color) .P Black (Select Color Option)	\$ 301.36	\$ 301.36
83	1	HLED31AS HON 31" LED LIGHT W/ POWER SUPPLY (SINGLE)	\$ 301.74	\$ 301.74
84	1	HIGS6 HON Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .N Armless (Select Arm Type) .E Nylon Glide (Select Caster/Glide Option) .OS Charcoal ReActiv (Select Back) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe) .CBK Charblack (Select Frame Color)	\$ 301.81	\$ 301.81
85	1	HIWMM HON Ignition 2 Task Mid-back	\$ 420.16	\$ 420.16

		.Y0 Simple Synchro-Tilt Control (Control Type) .A Height and Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color)		
86	1	HHATB2S2LT HON 2 Stage 2 Leg Rectangle T Foot \$(P1) P1 Paint Opts (Select Paint Grade) .P71 Black (Select Paint Color) .X Standard Glide (Select Glide) .MEM Memory Preset (Select Keypad)	\$ 428.25	\$ 428.25
87	1	HHATW2460CT HON 60W x 24D Rect Worksurface - C/T Base \$(L1STD) Grd L1 Standard Laminates (Laminate Top Selection) .LK11 Kingswood Walnut (Select Grade 1 Laminate Finish) .KI Kingswood Walnut (Select Edgeband Color) .G2 2 Grommets - Offset (Select Grommet) P Black (Select Grommet Color) .P Black (Select Color Option)	\$ 239.42	\$ 239.42
88	1	HLSL48TW HON WM Tackboard for 48W WM Overhead \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 98 Navy (Centurion)	\$ 193.92	\$ 193.92

**Tag Subtotal: OFFICE 217**

**\$7,617.88**

**OFFICE 218**

LINE	QTY	#	UNIT SELL	EXT SELL
89	3	H105380K HON 10500 Series30"x18 1/2" Wall Mount Storage 2-Dr Locking \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 14x30x18	\$ 474.82	\$ 1,424.46
90	1	H105381K HON 10500 Series36"x18 1/2" Wall Mount Storage 2-Dr Locking \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 14x36x18	\$ 508.09	\$ 508.09
91	1	H10561X HON 10500 Series Return Shell 29-1/2H x 48W x 24D \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 24/48	\$ 336.98	\$ 336.98
92	1	H10568X HON	\$ 302.76	\$ 302.76

		10500 Series 30Wx24Dx29-1/2H Return Shell w/10H Mod \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 24/30		
93	1	H105R2460 HON 60Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/60	\$ 200.57	\$ 200.57
94	1	H105R2466 HON 66Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/66	\$ 213.41	\$ 213.41
95	2	H36723R HON Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H .L Lock (Select Lock Option) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: BBF	\$ 343.28	\$ 686.56
96	1	H36823R HON Brigade Ped "R" Pull Freestanding F/F 23"D x 28"H .L Lock (Select Lock Option) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: FF	\$ 343.28	\$ 343.28
97	1	H875 HON Brigade 800 Series Lat File 5 Drawer .L Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: 18x30x64	\$ 1,212.42	\$ 1,212.42
98	4	HARCHA2 HON Field Install Dwr/Door Kits Arch Blk 2-pack Tag 4: PULL	\$ 41.83	\$ 167.32
99	2	HHATB2S2LT HON 2 Stage 2 Leg Rectangle T Foot \$(P1) P1 Paint Opts (Select Paint Grade) .P71 Black (Select Paint Color) .X Standard Glide (Select Glide) .MEM Memory Preset (Select Keypad) Tag 4: HATB-2S-T	\$ 428.25	\$ 856.50
100	1	HJTRGH24 HON 24" Cable Management Tray - Black Only .P Black (Select Paint Color) Tag 4: TRGH24	\$ 38.89	\$ 38.89

101	1	HJTRGH36 HON 36" Cable Management Tray - Black Only .P Black (Select Paint Color) Tag 4: TRGH36	\$ 47.59	\$ 47.59
102	4	HLED31AS HON 31" LED LIGHT W/ POWER SUPPLY (SINGLE) Tag 4: HLED31AS	\$ 301.74	\$ 1,206.96
103	2	HLSL60TW HON Tackboard for 60" W Wallmount Tackboard \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 98 Navy (Centurion) Tag 4: TB	\$ 221.96	\$ 443.92
104	1	HLSLZ5SC48 HON 36"W External Stiffener .P Black (Select Color Option) Tag 4: 48	\$ 61.79	\$ 61.79
105	1	HLSLZ5SC66 HON 54"W External Stiffener .P Black (Select Color Option) Tag 4: 54	\$ 73.67	\$ 73.67
106	2	HMASD HON Dual Dynamic Monitor Arm .BLK Black (Select Paint) Tag 4: MA	\$ 480.36	\$ 960.72
107	2	HSDSL29 HON Abode Shared Leg \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: SL	\$ 205.06	\$ 410.12

**Tag Subtotal: OFFICE 218**

**\$9,496.01**

**OFFICE 219**

LINE	QTY	#	UNIT SELL	EXT SELL
108	2	H10524LEP HON 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LK11 Kingswood Walnut (Select Grade 1 Laminate Finish) Tag 4: LEP	\$ 174.91	\$ 349.82
109	3	H105380K HON 10500 Series30"x18 1/2" Wall Mount Storage 2-Dr Locking \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 14x30x18	\$ 474.82	\$ 1,424.46
110	1	H105381K	\$ 508.09	\$ 508.09

		HON 10500 Series36"x18 1/2" Wall Mount Storage 2-Dr Locking \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 14x36x18		
111	1	H10561X HON 10500 Series Return Shell 29-1/2H x 48W x 24D \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) LK11 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 24/48	\$ 336.98	\$ 336.98
112	2	H105R2460 HON 60Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/60	\$ 200.57	\$ 401.14
113	1	H105R2466 HON 66Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LK11 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/66	\$ 213.41	\$ 213.41
114	2	H36723R HON Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H .L Lock (Select Lock Option) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: BBF	\$ 343.28	\$ 686.56
115	2	H36823R HON Brigade Ped "R" Pull Freestanding F/F 23"D x 28"H .L Lock (Select Lock Option) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: FF	\$ 343.28	\$ 686.56
116	1	H885 HON Brigade 800 Series Lat File 5 Drawer .L Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: 18x36x64	\$ 1,364.45	\$ 1,364.45
117	4	HARCHA2 HON Field Install Dwr/Door Kits Arch Blk 2-pack Tag 4: PULL	\$ 41.83	\$ 167.32
118	2	HHATB2S2LT HON 2 Stage 2 Leg Rectangle T Foot \$(P1) P1 Paint Opts (Select Paint Grade) .P71 Black (Select Paint Color)	\$ 428.25	\$ 856.50

		.X Standard Glide (Select Glide) .MEM Memory Preset (Select Keypad) Tag 4: HATB-2S-T		
119	1	HJTRGH24 HON 24" Cable Management Tray - Black Only .P Black (Select Paint Color) Tag 4: TRGH24	\$ 38.89	\$ 38.89
120	4	HLED31AS HON 31" LED LIGHT W/ POWER SUPPLY (SINGLE) Tag 4: HLED31AS	\$ 301.74	\$ 1,206.96
121	1	HLSL60TW HON Tackboard for 60" W Wallmount Tackboard \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 98 Navy (Centurion) Tag 4: TB	\$ 221.96	\$ 221.96
122	1	HLSL66TW HON Tackboard for 66" W Wallmount Tackboard \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 98 Navy (Centurion) Tag 4: TB	\$ 249.53	\$ 249.53
123	1	HLSLZ5SC48 HON 36"W External Stiffener .P Black (Select Color Option) Tag 4: 48	\$ 61.79	\$ 61.79
124	1	HLSLZ5SC66 HON 54"W External Stiffener .P Black (Select Color Option) Tag 4: 54	\$ 73.67	\$ 73.67
125	2	HMASD HON Dual Dynamic Monitor Arm .BLK Black (Select Paint) Tag 4: MA	\$ 480.36	\$ 960.72
126	1	HSDSL29 HON Abode Shared Leg \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: SL	\$ 205.06	\$ 205.06
127	2	HIGS6 HON Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .N Armless (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .OS Charcoal ReActiv (Select Back) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe)	\$ 301.81	\$ 603.62

.CBK Charblack (Select Frame Color)

**Tag Subtotal: OFFICE 219**

**\$10,617.49**

**OFFICE 220**

LINE	QTY	#		UNIT SELL	EXT SELL
128	2	H10524LEP	HON 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish) Tag 4: LEP	\$ 174.91	\$ 349.82
129	1	H105680X	HON 10500 Series Return Shell 29-1/2H x 36W x 24D \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) LKI1 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 24/36	\$ 317.02	\$ 317.02
130	3	H105R2466	HON 66Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/66	\$ 213.41	\$ 640.23
131	3	H36723R	HON Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H .L Lock (Select Lock Option) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: BBF	\$ 343.28	\$ 1,029.84
132	3	H36823R	HON Brigade Ped "R" Pull Freestanding F/F 23"D x 28"H .L Lock (Select Lock Option) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: FF	\$ 343.28	\$ 1,029.84
133	2	H882	HON Brigade 800 Series Lateral File 2 Drawer 36W .L Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: 18x36x28	\$ 593.19	\$ 1,186.38
134	3	H105381	HON 10500 Series Wall Mounted Storage Cabt 36"W x 14-5/8"D \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) LKI1 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 14x36x18	\$ 480.52	\$ 1,441.56
135	1	H105R2472	HON 72Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color)	\$ 220.54	\$ 220.54

		.LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/72		
136	2	H919436 HON 36Wx18D Square Edge Laminate Top For Lateral File \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish) Tag 4: Top	\$ 337.38	\$ 674.76
137	3	HARCHA2 HON Field Install Dwr/Door Kits Arch Blk 2-pack Tag 4: PULL	\$ 41.83	\$ 125.49
138	3	HHATB2S2LT HON 2 Stage 2 Leg Rectangle T Foot \$(P1) P1 Paint Opts (Select Paint Grade) .P71 Black (Select Paint Color) .X Standard Glide (Select Glide) .MEM Memory Preset (Select Keypad) Tag 4: HATB-2S-T	\$ 428.25	\$ 1,284.75
139	3	HLED31AS HON 31" LED LIGHT W/ POWER SUPPLY (SINGLE) Tag 4: HLED31AS	\$ 301.74	\$ 905.22
140	3	HLSL36TW HON WM Tackboard for 36W WM Overhead \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 06 Indigo (Centurion) Tag 4: TB	\$ 170.16	\$ 510.48
141	3	HLSLZ5SC66 HON 54"W External Stiffener .P Black (Select Color Option) Tag 4: 54	\$ 73.67	\$ 221.01
142	3	HMASD HON Dual Dynamic Monitor Arm .BLK Black (Select Paint) Tag 4: MA	\$ 480.36	\$ 1,441.08
143	1	HSDSL29 HON Abode Shared Leg \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint) Tag 4: SL	\$ 205.06	\$ 205.06
144	2	HUSFABF2758 HON Fabric Fixed A/B Screen 27h x 58w \$(A) Grade A Fabric (Fabric Selection) .CU Centurion (Grade A Fabric Selection) 06 Indigo (Centurion) .P Black (Select Color Option) Tag 4: HUSFABF2758	\$ 533.99	\$ 1,067.98

145	3	HIGS6 HON Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .N Armless (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .OS Charcoal ReActiv (Select Back) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe) .CBK Charblack (Select Frame Color)	\$ 301.81	\$ 905.43
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**Tag Subtotal: OFFICE 220**

**\$13,556.49**

**OFFICE 221**

LINE	QTY	#	UNIT SELL	EXT SELL
38	1	SPMD-ARIA Waddell Ghent - GMI Company Aria 22"H x 66"W Magnetic Low Profile 1/4"Tempered Glassboard - Horizontal - 4 Rare Earth Magnets, 4 Markers and Eraser GY Gray (Standard Glass Color Options) FS150 Orders under 3,000.00 NET = FOB Factory (Shipping)	\$ 1,138.34	\$ 1,138.34
39	2	H10504 HON 10500 Series Floorstanding Full Ht Ped F/F 15-5/8W x 22-3/4D \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .COGN Cognac (Select Grade 1 Laminate Finish)	\$ 440.60	\$ 881.20
40	1	H10524LEP HON 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .COGN Cognac (Select Grade 1 Laminate Finish)	\$ 174.91	\$ 174.91
41	1	H10524LEP HON 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .COGN Cognac (Select Grade 1 Laminate Finish)	\$ 174.91	\$ 174.91
42	1	H10524 HON 10500 Series Access Strip \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .COGN Cognac (Select Grade 1 Laminate Finish)	\$ 114.55	\$ 114.55
43	1	H105380 HON 10500 Series Wall Mounted Storage Cab 30"W x 14-5/8"D \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .COGN Cognac (Select Top Laminate Color) COGN Cognac (Select Chassis Laminate Color)	\$ 448.68	\$ 448.68
44	3	H105381 HON 10500 Series Wall Mounted Storage Cabt 36"W x 14-5/8"D \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .COGN Cognac (Select Top Laminate Color) COGN Cognac (Select Chassis Laminate Color)	\$ 480.52	\$ 1,441.56
45	1	H10560 HON 10500 Series Bridge 42W x 24D x 29-1/2H \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .COGN Cognac (Select Top Laminate Color) COGN Cognac (Select Chassis Laminate Color)	\$ 225.76	\$ 225.76

46	1	H105R2472 HON 72Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .COGN Cognac (Select Top Laminate Color) COGN Cognac (Select Edge Color)	\$ 220.54	\$ 220.54
47	6	HARCHA2 HON Field Install Dwr/Door Kits Arch Blk 2-pack	\$ 41.83	\$ 250.98
48	1	HMASD HON Dual Dynamic Monitor Arm .BLK Black (Select Paint)	\$ 480.36	\$ 480.36
49	2	HNL30SHR HON Shroud 30"D .X No Grommet (Select Grommet) \$(L1STD) L1 Standard Lam Opts (Chassis Laminate Option) .COGN Cognac (Select Grade 1 Laminate Finish)	\$ 583.19	\$ 1,166.38
50	1	HNLAB2SIL HON 2 Stage HAT 2 Integrated Leg \$(P1) P1 Paint Opts (Paint Option) .P71 Black (Select Paint Color) .MEM Memory Preset (Select Keypad)	\$ 518.07	\$ 518.07
51	1	HNLAB2SIL HON 2 Stage HAT 2 Integrated Leg \$(P1) P1 Paint Opts (Paint Option) .P71 Black (Select Paint Color) .PDL Paddle (Select Keypad)	\$ 518.07	\$ 518.07
52	1	HSDSL29 HON Abode Shared Leg \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 205.06	\$ 205.06
53	1	HUSAMOD1348 HON Acrylic Modesty 13h x 48w \$(P1) P1 Paint Opts (Bracket Paint Option) .P71 Black (Select Grade 1 Paint)	\$ 331.95	\$ 331.95
54	1	HLED17A HON 17" LED Light W/PwrSupplyForDaisyChain(STARTER)	\$ 246.98	\$ 246.98
55	1	HLED31A HON 31" LED Light W/PwrSupplyForDaisyChain(STARTER)	\$ 330.82	\$ 330.82
56	1	H514 HON 510 Series Vertical File 4 Drawer Letter w/Lock .P Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 422.79	\$ 422.79
57	1	H872 HON Brigade 800 Series Lateral File 2 Drawer 30W	\$ 531.26	\$ 531.26

		.L Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)		
58	2	H882 HON Brigade 800 Series Lateral File 2 Drawer 36W .L Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 593.19	\$ 1,186.38
59	2	H919436 HON 36Wx18D Square Edge Laminate Top For Lateral File \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .COGN Cognac (Select Grade 1 Laminate Finish)	\$ 337.38	\$ 674.76
60	3	HIGS6 HON Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .N Armless (Select Arm Type) .E Nylon Glide (Select Caster/Glide Option) .OS Charcoal ReActiv (Select Back) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe) .CBK Charblack (Select Frame Color)	\$ 301.81	\$ 905.43
61	1	HIWMM HON Ignition 2 Task Mid-back .Y0 Simple Synchro-Tilt Control (Control Type) .A Height and Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color)	\$ 420.16	\$ 420.16
62	1	HHATW3066CT HON 66W x 30D Rect Worksurface - C/T Base \$(L1STD) Grd L1 Standard Laminates (Laminate Top Selection) .COGN Cognac (Select Grade 1 Laminate Finish) .COGN Cognac (Select Edgeband Color) .G2 2 Grommets - Offset (Select Grommet) P Black (Select Grommet Color) .P Black (Select Color Option)	\$ 280.96	\$ 280.96
63	1	HTFXM29 HON Preside 29.5H X-Base for 36 & 42 Tops \$(P1) P1 Paint Opts (Paint Selection) .P Black (Select Grade 1 Paint)	\$ 337.46	\$ 337.46
64	1	HTLD36 HON Preside 36" Round Shaped Laminate Top .E T-Mold (Edge Option) COGN Cognac (Select Edge Color) .N No Grommets (Select Grommet) \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .COGN Cognac (Select Grade 1 Laminate Finish)	\$ 242.88	\$ 242.88
65	2	HLSL36TW	\$ 170.16	\$ 340.32

		HON WM Tackboard for 36W WM Overhead \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 98 Navy (Centurion)		
66	1	KMP72.2054L-T.75 KOF Laminate Modesty Panel for use with 2 shrouds For 72"Top, w/ Hardware GR1 Grade 1 Collection (20"LAMINATE MODESTY PANEL FINISH) F7759-43 Select Cherry (GRADE 1 LAMINATES)	\$ 169.29	\$ 169.29

**Tag Subtotal: OFFICE 221**

**\$14,380.81**

**OPEN OFFICE 215**

LINE	QTY	#	UNIT SELL	EXT SELL
146	2	H10524LEP HON 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 174.91	\$ 349.82
147	2	H105R2460 HON 60Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color)	\$ 200.57	\$ 401.14
148	2	HMASD HON Dual Dynamic Monitor Arm .BLK Black (Select Paint)	\$ 480.36	\$ 960.72
149	1	HUSFUPM1360 HON Fabric Up Mount Screen 13h x 60w \$(A) Grade A Fabric (Fabric Selection) .CU Centurion (Grade A Fabric Selection) 06 Indigo (Centurion) \$(P1) P1 Paint Opts (Bracket Paint Option) .P71 Black (Select Grade 1 Paint)	\$ 406.35	\$ 406.35
150	2	H36723R HON Brigade Ped "R" Pull Freestanding B/B/F 23"D x 28"H .L Lock (Select Lock Option) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 343.28	\$ 686.56
151	3	H883 HON Brigade 800 Series Lateral File 3 Drawer 36W .L Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 840.45	\$ 2,521.35
152	3	H919436 HON 36Wx18D Square Edge Laminate Top For Lateral File \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 337.38	\$ 1,012.14
153	2	HIWMM HON Ignition 2 Task Mid-back	\$ 420.16	\$ 840.32

		.Y0 Simple Synchro-Tilt Control (Control Type) .A Height and Width Adj. Arm (Select Arm Type) .H Hard Caster (Select Caster/Glide Option) .IM 4-Way Black (Select Mesh Color) \$(1) Grade 1 Uph (Select Upholstery) .VIBE Vibe (Grade 1 Fab) 13 Connected (Vibe) .BL Black Adjustable Lumbar (Select Lumbar) .SB Standard Base (Select Base) .T Black (Select Frame Color)		
154	1	HMBTLEG24 HON Huddle Fixed Height T-leg bas For 24" tops .G Glide (Select Caster/Glide) \$(P1) P1 Paint Opts (Select Paint Grade) .P Black (Select Grade 1 Paint)	\$ 316.55	\$ 316.55
155	2	HLSL2828LM HON 28"W x 28"H Full Length Laminate Modesty Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish)	\$ 177.28	\$ 354.56

**Tag Subtotal: OPEN OFFICE 215**

**\$7,849.51**

**OPEN OFFICE 222**

LINE	QTY	#	UNIT SELL	EXT SELL
156	2	H10524LEP HON 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel \$(L1STD) Grd L1 Standard Laminates (Select Laminate) .LKI1 Kingswood Walnut (Select Grade 1 Laminate Finish) Tag 4: LEP	\$ 174.91	\$ 349.82
157	1	H105383K HON 10500 Series48"x18 1/2" Wall Mount Storage 3-Dr Locking \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) LKI1 Kingswood Walnut (Select Chassis Laminate Color) Tag 4: 14x48x18	\$ 603.62	\$ 603.62
158	1	H105R2448 HON 48Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/48	\$ 171.11	\$ 171.11
159	1	H105R2472 HON 72Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates (Select Top Laminate Color) .LKI1 Kingswood Walnut (Select Top Laminate Color) KI Kingswood Walnut (Select Edge Color) Tag 4: 24/72	\$ 220.54	\$ 220.54
160	1	H872 HON Brigade 800 Series Lateral File 2 Drawer 30W .L Standard Random Key Lock (Lock Opts) \$(P1) P1 Paint Opts (Select Paint Color) .P Black (Select Grade 1 Paint)	\$ 531.26	\$ 531.26

161	1	Tag 4: 18x30x28 HARCHA3 HON Field Install Dwr/Door Kits Arch Blk 3-pack Tag 4: PULL	\$ 46.10	\$ 46.10
162	1	HHATB2S2LT HON 2 Stage 2 Leg Rectangle T Foot \$(P1) P1 Paint Opts (Select Paint Grade) .P71 Black (Select Paint Color) .X Standard Glide (Select Glide) .MEM Memory Preset (Select Keypad) Tag 4: HATB-2S-T	\$ 428.25	\$ 428.25
163	1	HJTRGH24 HON 24" Cable Management Tray - Black Only .P Black (Select Paint Color) Tag 4: TRGH24	\$ 38.89	\$ 38.89
164	1	HLED31AS HON 31" LED LIGHT W/ POWER SUPPLY (SINGLE) Tag 4: HLED31AS	\$ 301.74	\$ 301.74
165	1	HL48TW HON WM Tackboard for 48W WM Overhead \$(A) Grd A Fabric (Fabric Selection) .CU Centurion (Grd A Fab) 98 Navy (Centurion) Tag 4: TB	\$ 193.92	\$ 193.92
166	1	HLSLZ5SC72 HON 60"W External Stiffener .P Black (Select Color Option) Tag 4: 60	\$ 79.85	\$ 79.85
167	1	HMASD HON Dual Dynamic Monitor Arm .BLK Black (Select Paint) Tag 4: MA	\$ 480.36	\$ 480.36

**Tag Subtotal: OPEN OFFICE 222**

**\$3,445.46**

**ZZ**

LINE	QTY	#		UNIT SELL	EXT SELL
168	1		MTL-FREIGHT METALWORKS Metalworks Freight	\$ 264.71	\$ 264.71
169	1		HON-SURCHARGE HON HON Surcharge	\$ 2,293.11	\$ 2,293.11
170	1		GNT-FREIGHT Waddell Ghent - GMI Company Ghent Freight	\$ 337.71	\$ 337.71

**Tag Subtotal: ZZ**

**\$2,895.53**

**GROUP SUBTOTAL: PRODUCT**

**\$88,698.85**

D&I

**GROUP SUBTOTAL: D&I**

**\$6,899.44**

**TOTALS**

**Subtotal \$95,598.29**

**Tax Exempt (Local Government) --**

**Grand Total \$95,598.29**

**NOTES**

**TERMS AND CONDITIONS**

**DELIVERY & INSTALLATION**

Site Preparation: The buyer is responsible for ensuring the job site is clean, clear, and free of debris, including electronic and communication equipment, prior to the scheduled installation.

Access & Facilities: The buyer shall provide adequate and safe facilities for the offloading, staging, moving, and handling of merchandise without charge to the seller. Any delivery requiring navigation of stairs, narrow passages, or disassembly/reassembly of products may incur additional fees.

Delivery Schedule: Delivery will be scheduled during normal business hours. Additional costs incurred due to union labor requirements or overtime work requested by the buyer will be the buyer's responsibility.

Storage: The buyer is responsible for providing safe and adequate storage space for the merchandise. Should the seller be required to move or store the merchandise due to the buyer's inability to receive delivery, the associated costs will be billed to the buyer 14 days after the initially scheduled delivery date, payable in accordance with invoice terms.

Risk of Loss: Risk of loss or damage to the merchandise passes to the buyer upon delivery. The buyer agrees to hold the seller harmless from any loss or damage after the transfer of property. Any damages or shortages must be reported on the seller's shipping document at the time of delivery.

Installation: Installation services will be scheduled at a time mutually agreed upon by both buyer and seller.

Insurance: The seller maintains Public Liability, Workmen's Compensation, Property Damage, Automotive, and Occupational Disease insurance. Certificates of insurance will be provided upon request.

Delivery Estimates: Delivery dates provided are estimates based on the best available information and are not guaranteed. While every effort will be made to deliver orders on time and in full, the seller reserves the right to deliver merchandise in installments if necessitated by order size or manufacturer scheduling.

Buyer Pickup: The buyer assumes responsibility for any damage to merchandise or vehicles occurring during buyer-arranged pickup.

**ADJUSTMENT CLAUSE**

In the event that new tariffs, duties, or government-imposed fees are enacted between the time a quote is presented and the final agreement is signed, Kentwood Office Furniture reserves the right to adjust the total cost accordingly. We will make every effort to communicate such changes promptly and transparently to ensure mutual understanding and alignment.

**CANCELLATION**

In the event of a permitted cancellation of the Sales Agreement, the buyer will be responsible for a 50% restocking fee, or any additional charges levied by the manufacturer.

**CLAIMS**

The buyer is responsible for filing transportation damage claims for any direct shipments.

**FINAL SALE POLICY**

All products are considered final sale upon delivery and acceptance. Returns, refunds, or exchanges are not permitted. This policy allows the seller to maintain strict quality control standards and ensure that each item meets customer specifications. Any damage or defects discovered upon delivery should be reported immediately and will be addressed in accordance with the seller's warranty or repair policies.

**WARRANTY**

Kentwood Office Furniture warrants that its goods are manufactured in a workmanlike manner, adhering to specifications supplied or agreed to by the buyer, and in accordance with Kentwood Office Furniture's customary manufacturing procedures. Manufacturers of goods sold by Kentwood Office Furniture provide their own warranties, which apply directly between the manufacturer and the buyer.

KENTWOOD OFFICE FURNITURE MAKES NO ADDITIONAL WARRANTY CONCERNING GOODS MANUFACTURED BY OTHERS. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE DISCLAIMED.

## **PAYMENTS**

Acceptance: Acceptance of delivery constitutes acceptance of the merchandise as delivered.

Deposit: A 50% deposit is required with all orders. The remaining balance will be invoiced after delivery, subject to credit approval.

Invoice Payment: The buyer agrees to pay each invoice within 15 days of the invoice date.

Partial Delivery: Payment may not be withheld due to partial delivery of an order.

Late Payment: A finance charge of 1.5% per month (18% annually) will be applied to all delinquent invoices. The buyer will be responsible for all costs and attorney fees incurred by the seller in the event of late payment requiring collection efforts.

Security Interest: The seller retains a security interest in the products to secure payment of the purchase price. The product shall remain personal property, even if affixed to real property. In the event of default, the seller has all rights and remedies granted under the law.

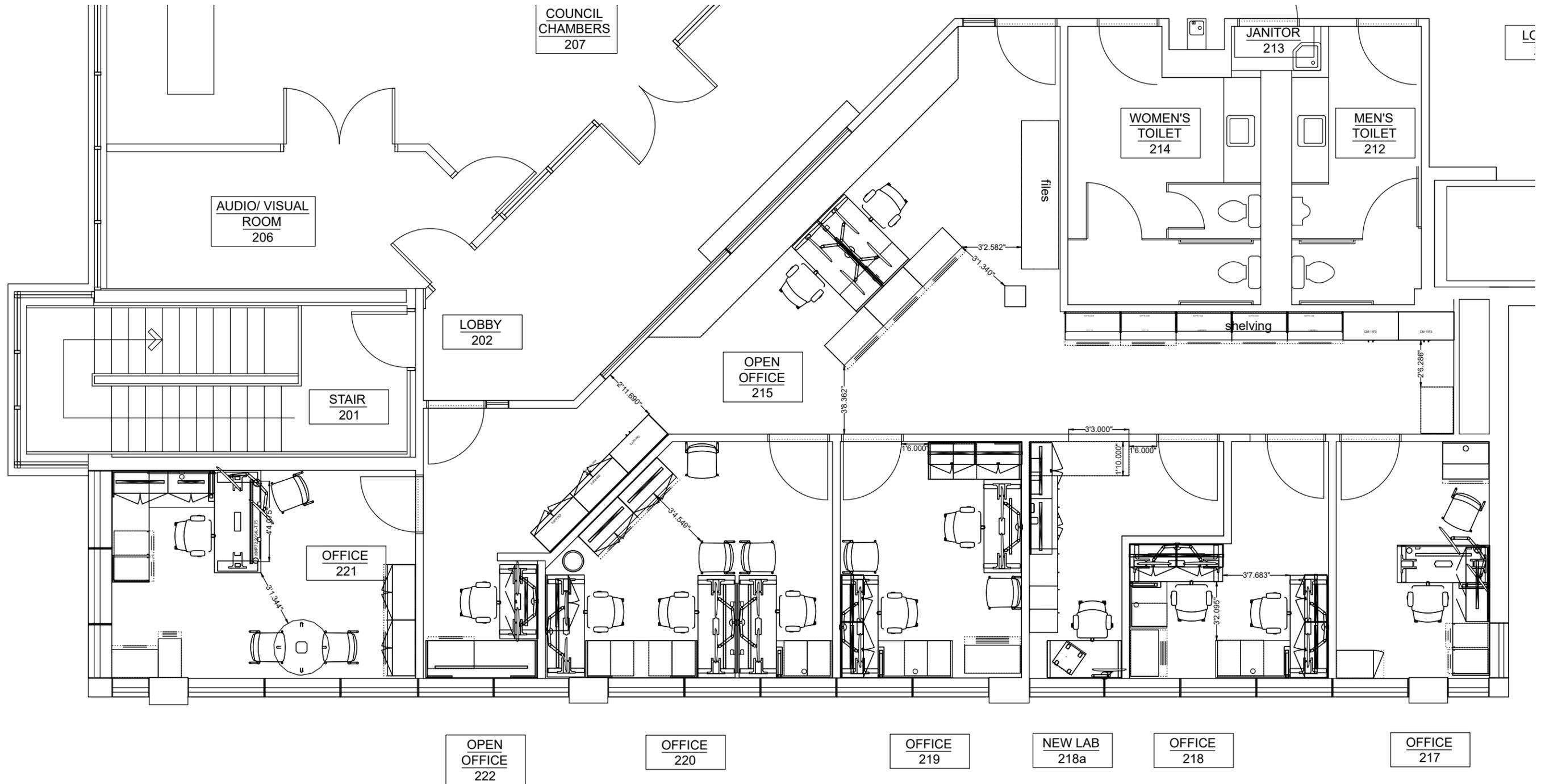
Taxes: The buyer is responsible for any applicable federal, state, or local taxes imposed on the sale of merchandise and services.

## **TYPE SIGNER'S NAME**

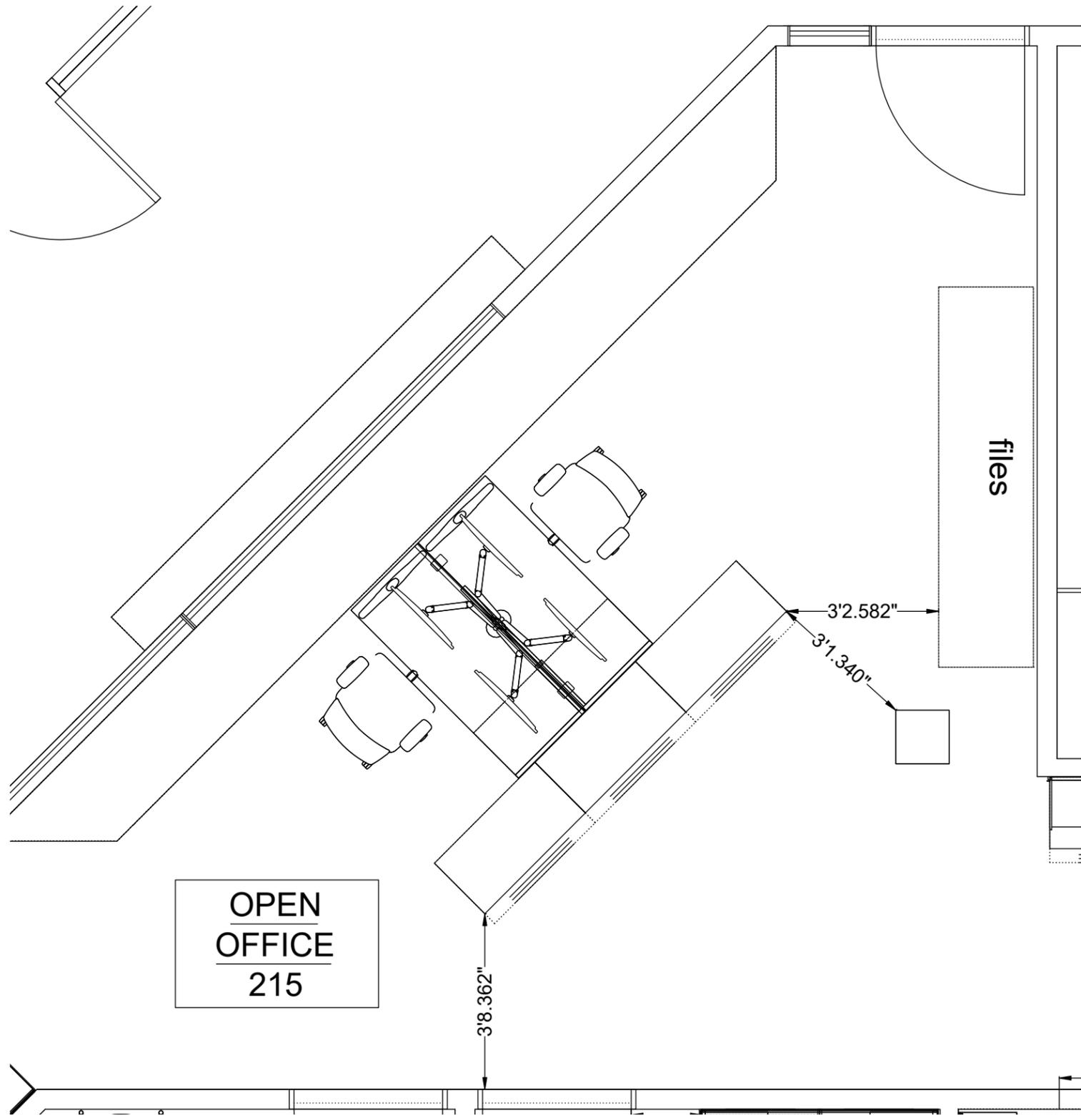
### **ORDER SIGNATURE**

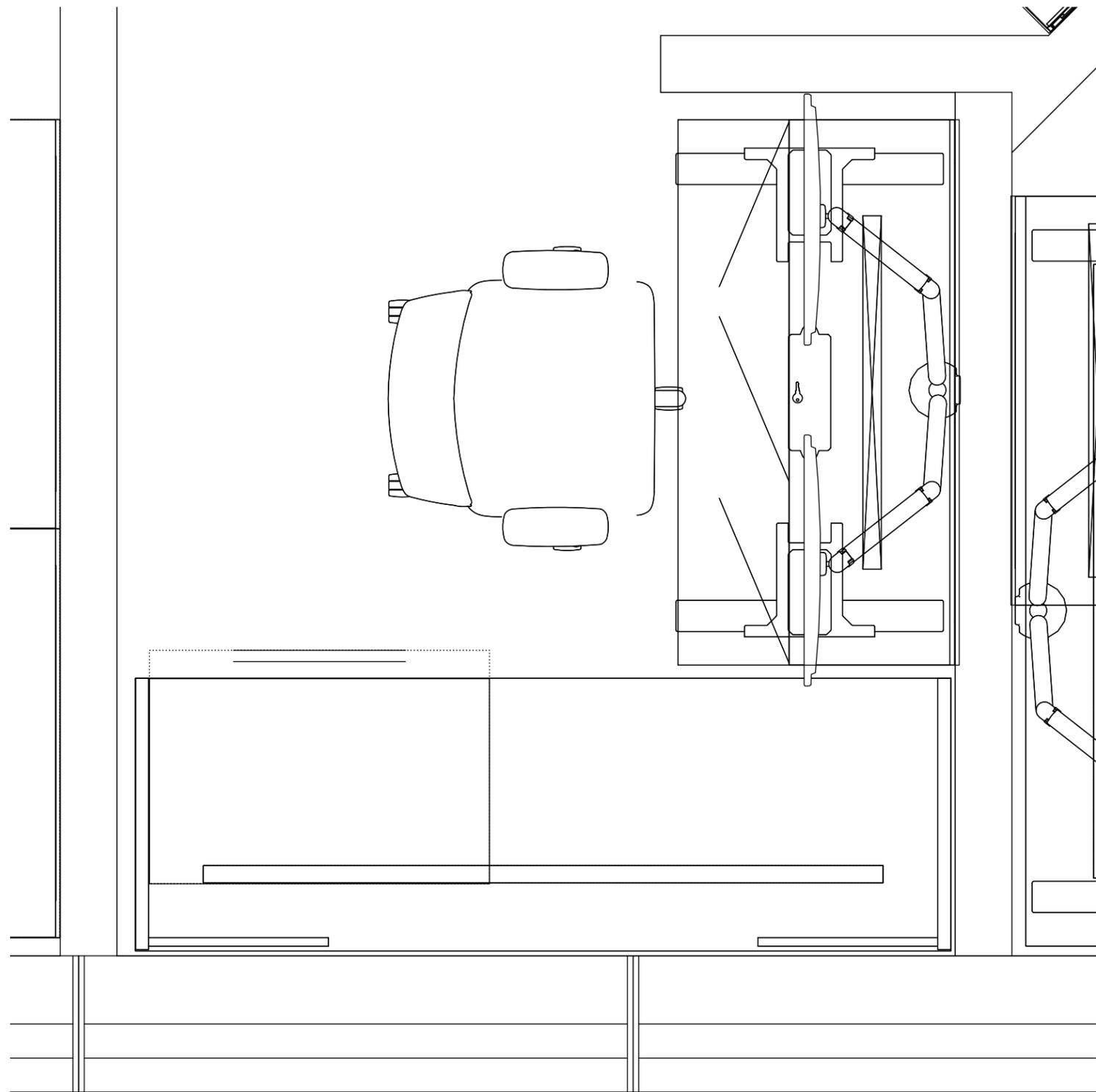
Signature

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SCOPE	2D
ACCOUNT MANAGER	FH
DESIGNER	Emily B
REVISION DATE	07.16.25
APPROVED:	CUSTOMER APPROVAL
DATE	7/16/2025
PG. NO.	1/1

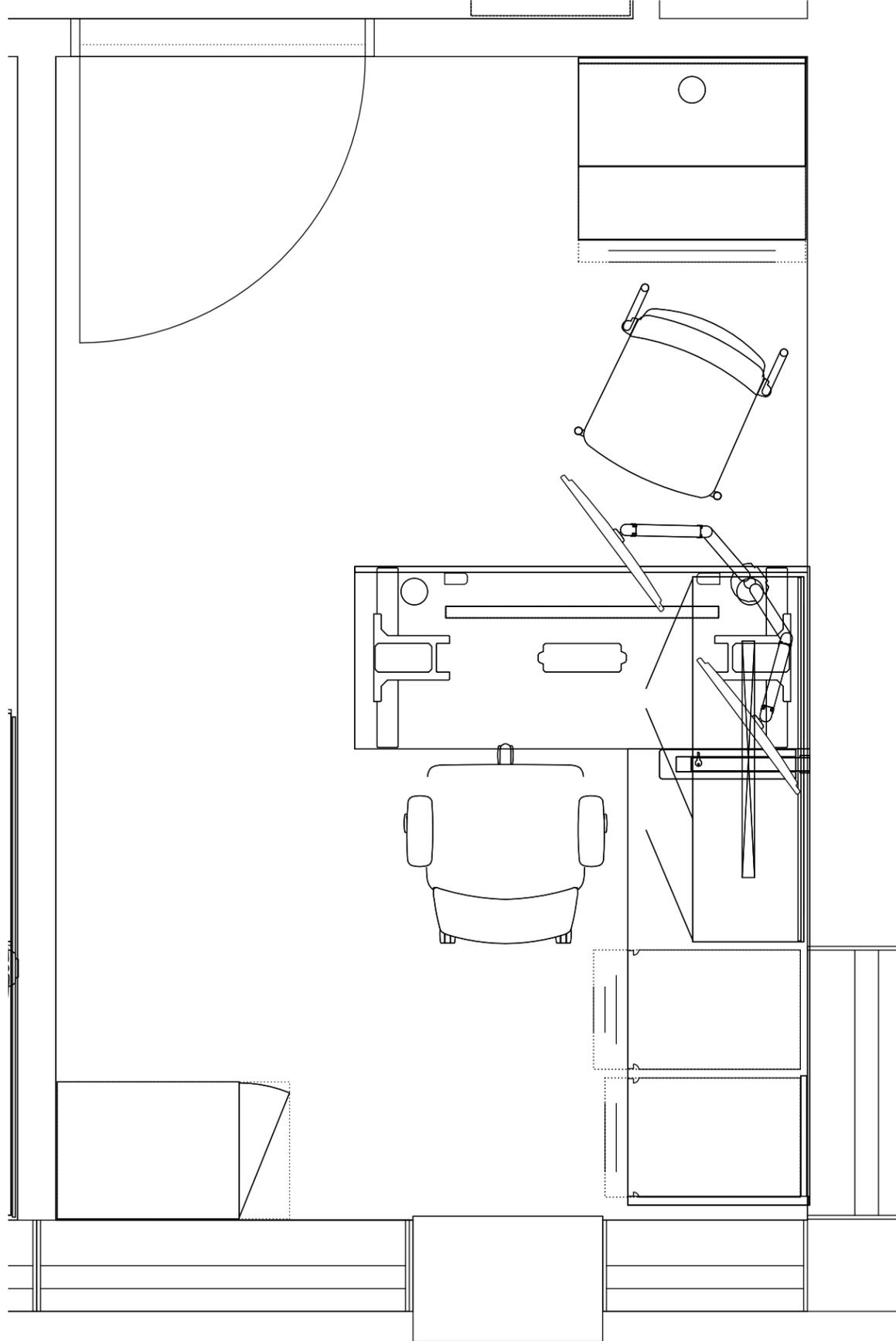


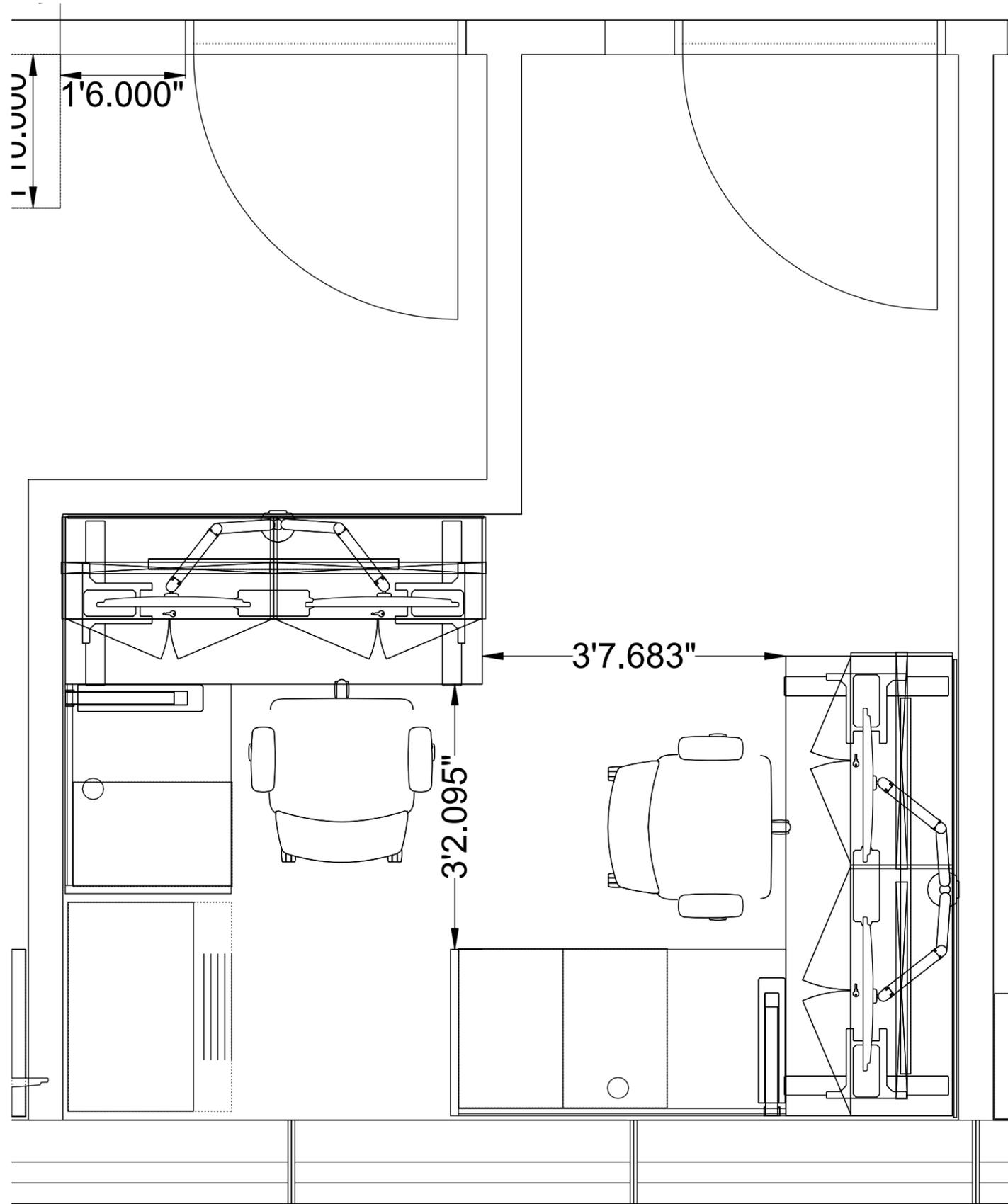


Overhead to be mounted with bottom edge at 65"H



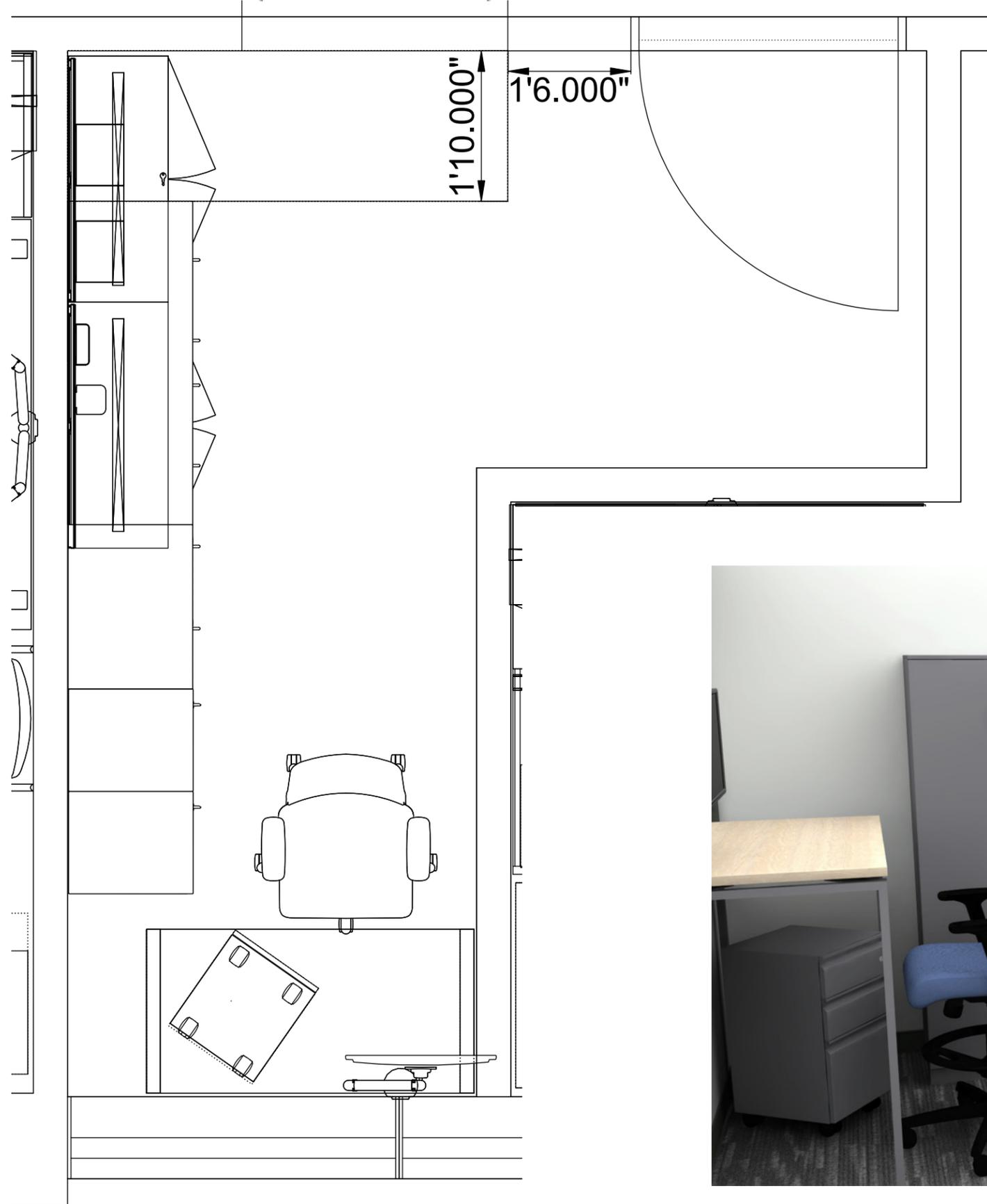
Storage units span into ADA Door clearance. Need approval before proceeding.

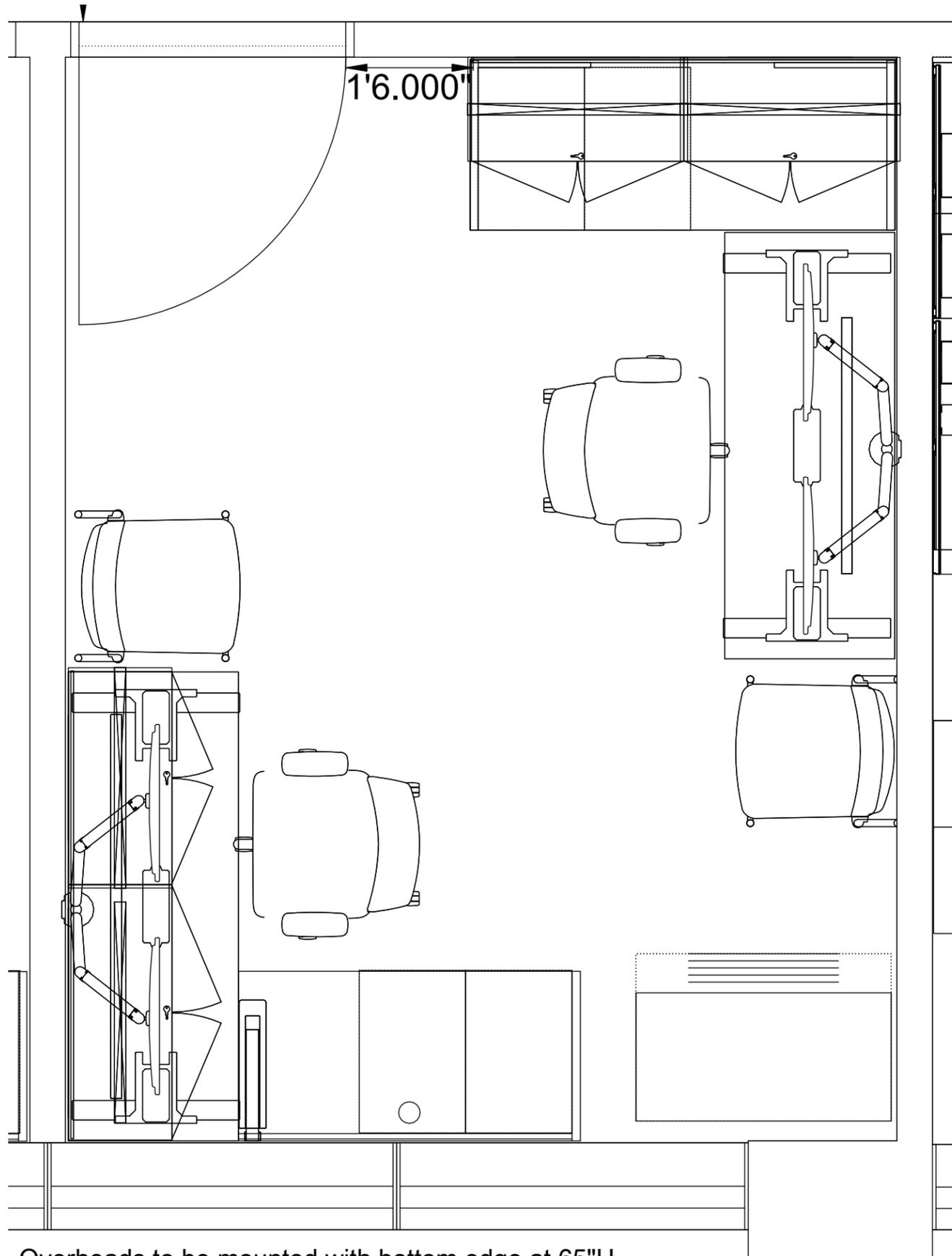




Overheads to be mounted with bottom edge at 65"H

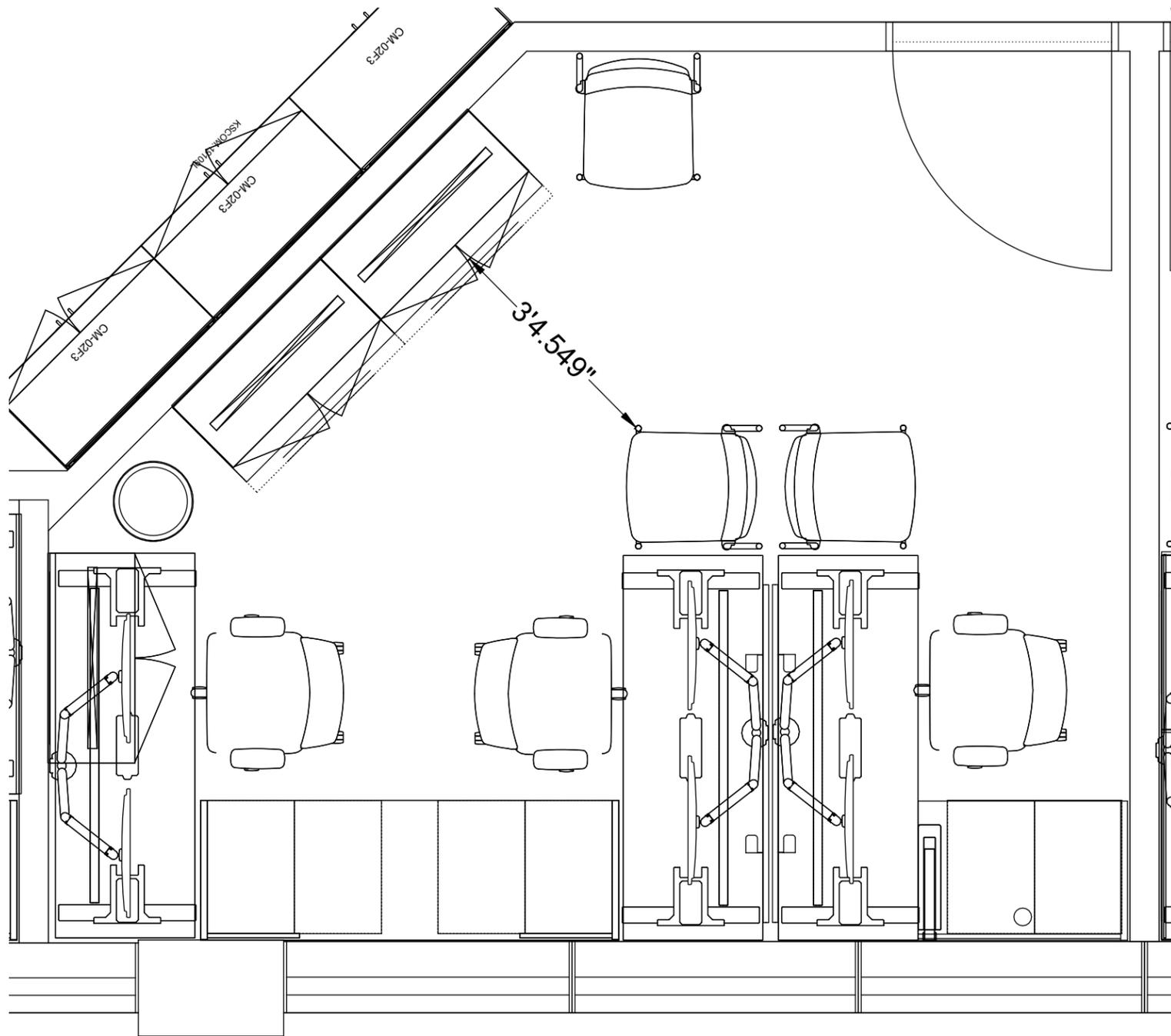
Storage units span into ADA Door clearance. Need approval before proceeding.



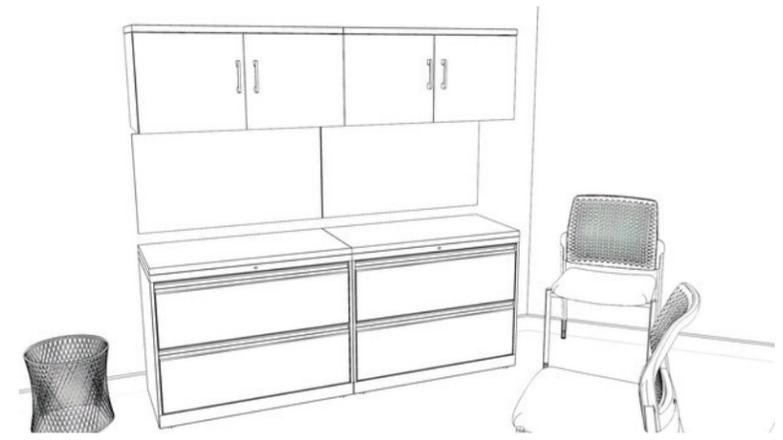


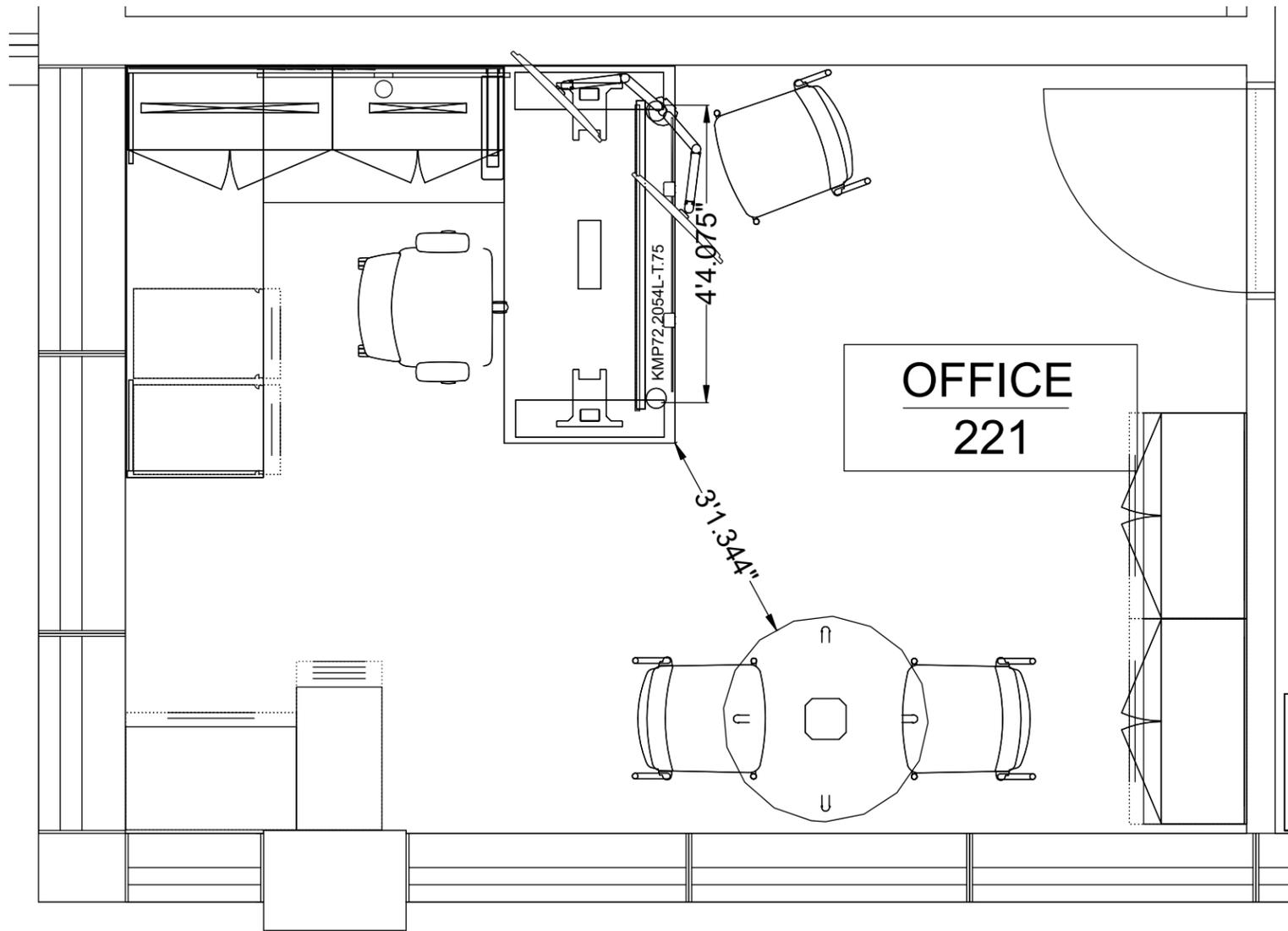
Overheads to be mounted with bottom edge at 65"H

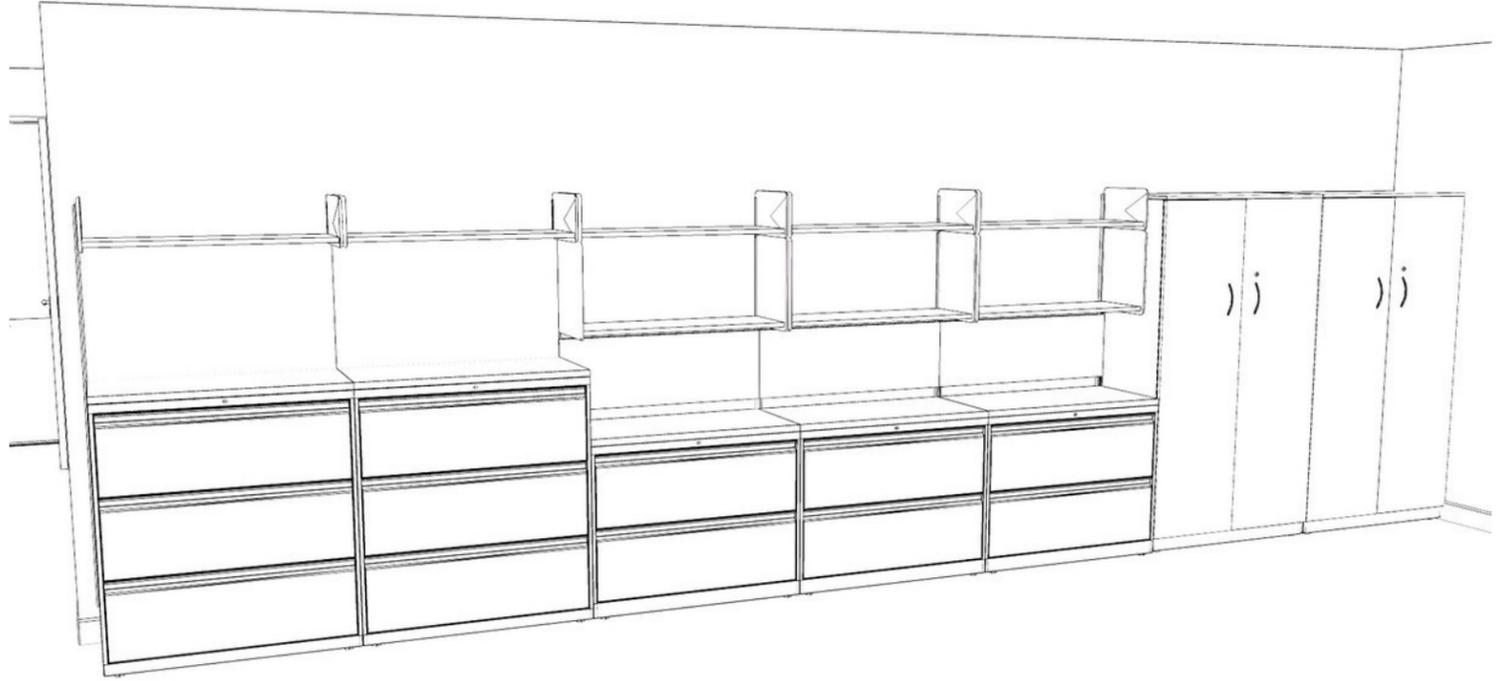
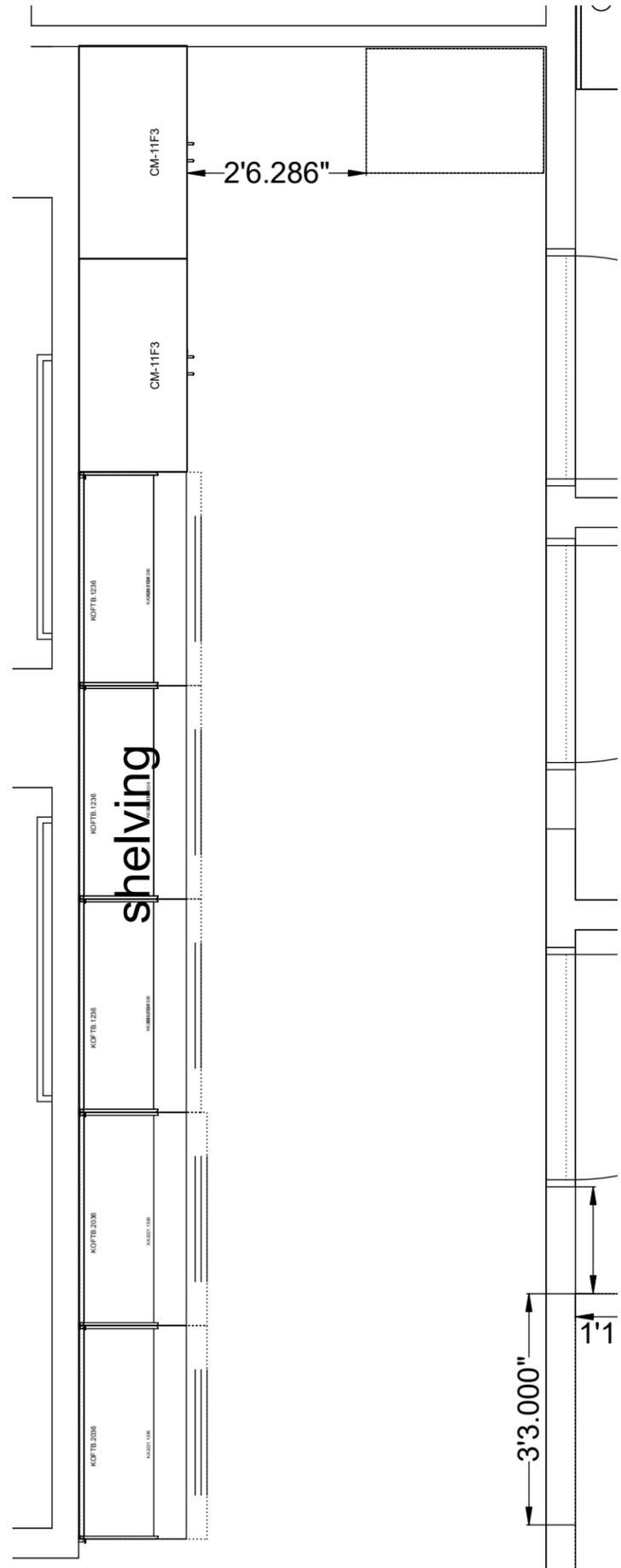


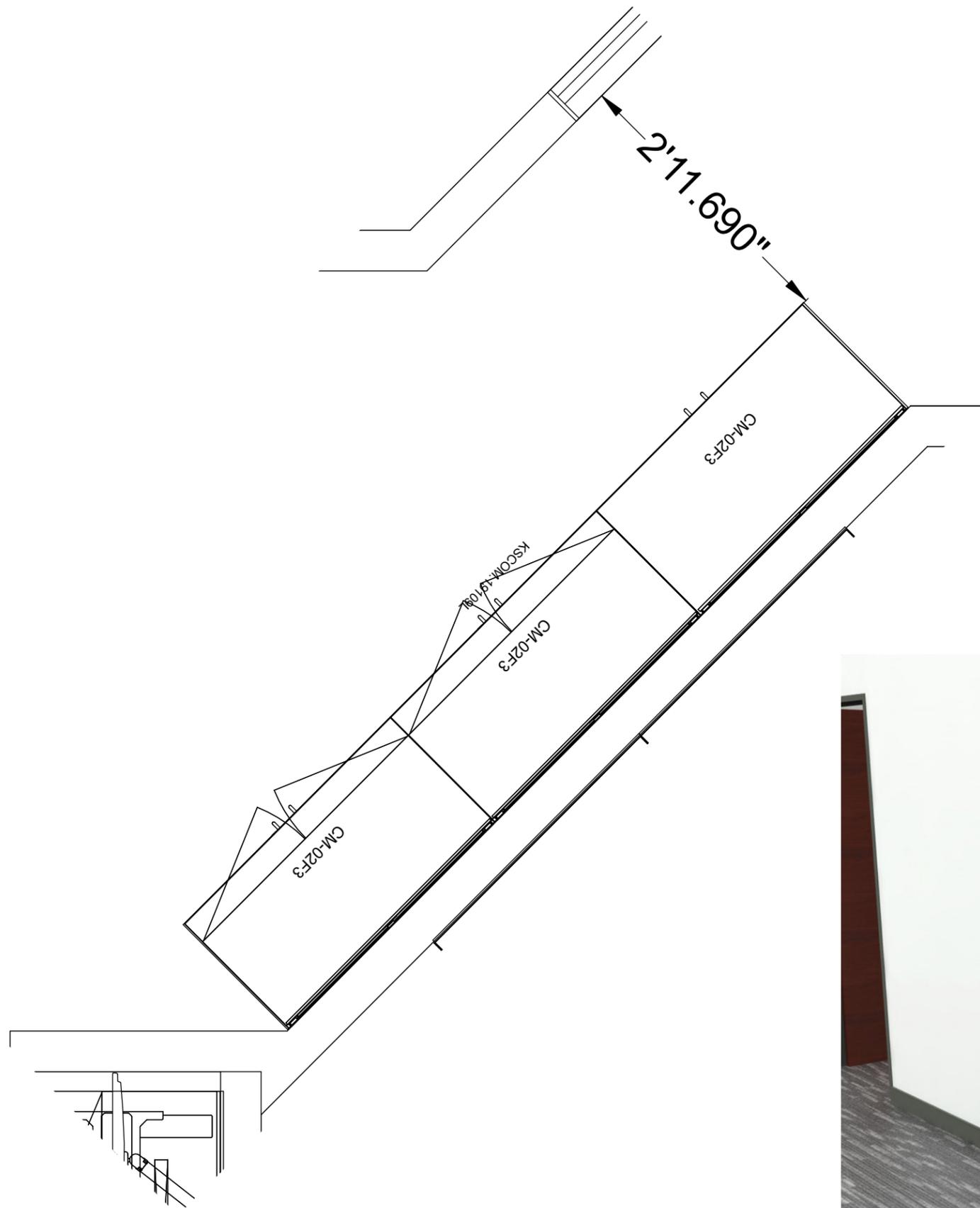


Overheads to be mounted with bottom edge at 65"H











City of *Hastings* Michigan

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

201 E. State Street 49058

# Fire Department Monthly Council Report

**Department Name:** Hastings Fire

**Reporting Period:** February 2026

**Prepared By:** Mark Jordan

**Date Submitted:** 3/2/2026

## 1. Executive Summary

During February, the Fire Department responded to 79 incidents: 41 in the city and 36 in the townships, including structure fires, medical emergencies, motor vehicle accidents, and service calls. Overall response times remained within established standards, and personnel continued training and community outreach efforts. One notable incident this month was a large sheep barn that burned on the 28<sup>th</sup>. We utilized departments from three counties to assist with this fire

### Key highlights for this month include:

- Majority of calls related to weather and road conditions
- Three members passed their EMT B class
- Attend a student career Expo hosted by Hastings schools
- Hosted a Scout night at the station

## 2. Incident Statistics

**Total Calls for Service:** 79

Breakdown by Type and District

Fire: 6	Baltimore: 6
Public Service 20	Carlton: 2
Haz Situation: 15	Hastings Twp: 8
EMS/Medical Calls: 22	Irving Twp: 1
No Emergency: 14	Rutland Twp: 18
Rescue: 2	Hastings Cty: 41
Transported patient: 2	Mutual Aid: 2

## Response Times

- Average Response Time: 4.6 minutes
  - Average time on Scene: 26 Minutes
  - Total Personnel Responses: 146 Hours
  - Mutual Aid Given: 2
  - Mutual Aid Received: 2
- 

## 3. Personnel Update

- Total Active Members: 16
- Full-Time: 3
- Paid on Call: 13

### Staff Changes:

- New Hires: Andrew Vann. Andrew joins us as a paid-on-call member, freshly certified in Firefighter I/II, along with his EMT-B certification. Andrew will start his probation period learning how the department operates.
- 

## 5. Training Activities

Training hours completed this month: 45 total hours

### Topics Covered:

- Fireground operations
- EMS Skills Review and familiarity with Bravo 38
- Apparatus Operations
- One member enrolled in the NFPA Officer 1 program, May 2026 Completion
- One member attending basic fire academy June 2026 Completion

### Certifications Earned:

- Caleb Drake: EMT-B
- Jackie Komondy EMT-B
- Nathan Converse EMT-B

# Training and Professional Development

## Certification held within the department

Fire Fighter I/II certifications: 13	Haz-Mat Operations: 12
Haz Mat Technician: 1	Instructor 1 Certification :3
Instructor 2 Certification: 1	Officer 1 Certification: 1
Officer 2 Certification: 1	Officer 3 Certification :1
Inspector Certification:1	Investigator Certification :1
MFR Certification:1	EMT-B Certification:9
EMT-P Certification: 2	

---

## 6. Apparatus and Equipment

### Apparatus use:

Engine 31: 26	Engine 32: 18
Grass 33: 0	Tender 34: 6
Command 35: 23	Aerial 36: 2
Rescue 37: 29	Bravo 38: 10
Utility 39: 1	POVs: 16

- All apparatus are in service, operating correctly
- Wildland truck 833 placed back in service, ready for the wildland fire season

### Maintenance/Repairs Completed:

- Each piece of apparatus was inspected weekly, and any deficiencies were reported and repaired immediately.
- Exhaust containment system serviced and repairs completed
- Brakes replaced Engine 31 and Command 35
- 800 MHz radio template changed to meet the needs of the department

### Equipment Purchases:

- A K12 rescue has been ordered with a two-week delivery time
- Two sets of protective clothing arrived and were placed in service.
- Two high-rise packs purchased and placed in service

## 7. BUDGET & EXPENDITURES

- Budget expenditures at 49% with 4 months left in the budget period

### Grant Updates:

- Submitted two grant requests to the Barry Community Foundation. \$23,000 for a chest compressor and EMS training for department staff.
- 

## 8. Fire Prevention & Community Outreach

- Fire Inspections Conducted: 10
  - Alarm deficiencies reported: 1
  - Code Violations Identified: 1
  - Public Education Events: career expo and scout night out
  - Smoke Detectors Installed YTD: 70
  - Knox new boxes installed: 4
- 

## 9. Goals & Upcoming Priorities

- FIT testing SCBA certification
  - Standard operating guidelines update in progress
- 

## 10. Conclusion

In February, we saw a reduction in calls, giving the department breathing room to focus on some much-needed inspectional work in the district. Working with businesses to perform inspections, documenting alarm and suppression systems, and preparing pre-plans for the businesses that were inspected. We are involved in several larger construction projects. The two larger ones are the apartment building on Mills Street and the new Commission on Aging building in Hastings Twp.

Respectfully Submitted,

**Mark Jordan**

Fire Chief

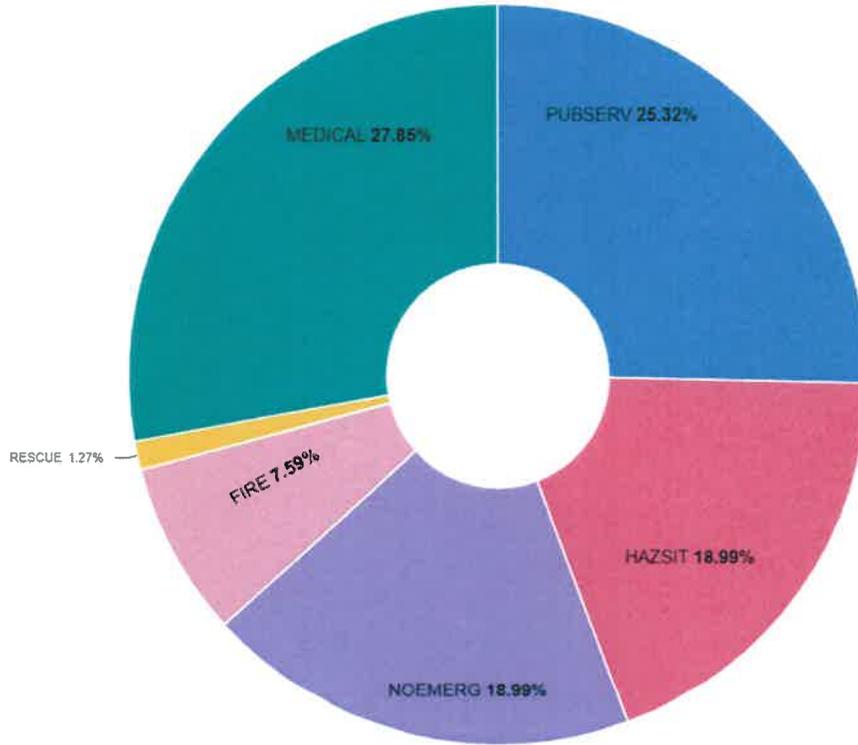
Hastings Fire Department

Office: 269-945-5384 ext. 3

Email: [mjordan@hastingsmi.gov](mailto:mjordan@hastingsmi.gov)

Incident ID Any

Incident Discipline Proportions Feb 1, 2026 @ 00:00:00.000 to Feb 28, 2026 @ 15:06:19.847





## Library Director's Report - February 2026 March 2, 2026 Board Meeting

### Highlights

February saw the start of programming dedicated to 3D printing at HPL. Ken Petto, one of our Library Assistants, led two classes, one on 3D Printing Basics, and one on 3D Modeling. Both were well received and we intend to hold additional classes moving forward. Additionally, Ken, Erin, and I met to discuss our Makerspace Roadmap and are starting to finalize plans for building more awareness and increased programming around makerspaces this year. Look for more information soon, as well as a new makerspace logo.

The Friends of HPL held their Winter meeting on February 14. After a tasty taco bar lunch, they approved some additional expense reimbursements for HPL and finalized a number of upcoming events, including the book sale for February 26-28, and the Victorian Tea scheduled in April.

HPL's new Genealogy Series has been very popular with 10+ attendees at the first two sessions, with six sessions in total scheduled. I have also applied for HPL to become a FamilySearch Affiliate Location. If approved, our patrons will get access to hundreds of thousands of additional records not publicly available, at no cost to HPL.

I am working on budgeting and will be bringing the 2026-2027 proposed budget to the Budget & Finance Committee in March, followed by discussion with the City on March 24. A key focus for this year's budget is appropriating funding in support of Strategic Commitments.

### Project Updates

**Water Bottle Filling Station:** Installation has been awarded to TCS Plumbing based in Hastings and is tentatively scheduled for March 4. I am also excited to say HPL received a \$1,000 mini-grant from the Barry County Materials Management Planning Committee to help cover the costs of this project in recognition of its impact on plastic bottle usage.

### Training and Informational Webinars

Here is what the staff did in February:

- **Library Trustees & Advocacy:** David attended the webinar looking for tips.
- **Foundations of the Science of Reading:** Erin attended this two-part webinar to help with HPL's literacy efforts and her own professional development. See her report below for more details.
- **Savannah Academy – Messaging:** Barbara attended this session on messaging with our CRM software and gained some insights on messaging to occasional library users, ideas on refreshing existing message campaigns, and learned about some new tools.
- **Beyond the Basics: Unlocking the Magic of Libby:** Chloe participated to learn new tips and tricks to help staff as they work with patrons.

- **Responding to ICE at the Library:** David attended and got some good information on how to handle any potential ICE visit to the library to ensure the safety of all and patron privacy as required by law.

## Assistant Director Tess Allerding's Report

A lot of my time this month has been dedicated to digitizing our collection of postcards depicting the Hastings area, which has been a really fun project to dive into! We have 71 postcards in total that I have scanned and am currently working on creating detailed descriptions of, to eventually add to the Barry County History Portal. As of this writing, I have scanned all of the postcards and am a little over halfway through creating descriptions for them. It has been so fun to peek into the past and read the messages on these cards! Of the cards I have made my way through so far, the oldest ones date back to the early 1900s. I've included a photo of the front of one of the postcards in the collection, which depicts the Parker House Hotel. Keep an eye out in the future for more of these!



On February 12<sup>th</sup>, I attended the virtual MLA Advocacy Hour, where they discussed potential changes to the distribution of Michigan penal fines. Right now, all penal fines go to public and county law libraries. In November 2025, Michigan's Alternative Funding for Trial Courts Workgroup released a paper proposing that all penal fines be redirected to trial courts. If this change were to be enacted, we would lose that source of funding. The conversation was led by MLA lobbyist Samantha Zandee, and she provided some reassurance that at this time, this is merely a proposal. It would have to go through the legislative process for any change to actually occur, and right now she is not confident that it would receive the support needed to be signed into law. While this is a small reassurance, this is still something we need to keep our eyes on.

David, Erin, and I spent a couple weeks reviewing and making some pretty significant changes to what were previously called our Collection Development Policy and Library Materials Challenge Policy. Based on what David and I have both learned in various collection management courses, we chose to change the name from Collection Development Policy to Collection Management Policy, as it better encompasses the purpose of the policy. I also proposed changing the Library Materials Challenge Policy to Request for Reconsideration of Library Materials Policy. Not only is this name less potentially abrasive, it falls in line with the name of the Request for Reconsideration of Library Materials Form. We worked together to make these policies a bit more robust, reflecting our new vision and purpose statements and the overall goals of the collection.

David, Erin, Barbara, and I met to discuss our progress on community partners for Summer Library Program support. I have been in contact with Brian O'Keefe, who is a Rotarian and works in public radio, on doing a presentation on public media for the library. I was inspired by a presentation that he did for Rotary, and I think our patrons will be really excited by the information he has to share. We are working on creating a series of media literacy programs to run from late spring to early fall.

I volunteered through Rotary at the Barry County Career Fest on February 17<sup>th</sup>, and had a great conversation with a woman who sang the library's praises and could not stop gushing about our community puzzle in the Wi-Fi Lounge. It was great to hear positive feedback from a community member!

## Youth Librarian Erin Quada's Report

### Professional Development

At the end of January and beginning of February I took a two-part webinar Foundations of the Science of Reading. I learned a lot about the steps that are necessary to read fluently, including the pre-reading skills that kids need to be successful later on. A lot of resources were shared, ideas for collection notes to support developing readers, and skills and information that I can share with parents and educators to help bridge the gaps between home and school. This was just the tip of the ice berg and I would love to explore this topic more to offer more resources for our community.

At the end of February I will be attending a webinar about intergenerational programming. We are partnering with the COA on some upcoming events and I am hoping that this webinar will help us create successful intergenerational programs.

### Collection

We have received a lot of positive feedback about the youth large print collections. The gratitude from our patrons as well as the circulation statistics prompted me to purchase over a dozen additional titles for juvenile, tween, and teen collections. This was made possible by a generous donation from a patron.

Last fall, when my Junior Library Guild subscription was up for renewal, I added a high school nonfiction category to help ensure that we are providing a variety of quality materials for teens. The books from that standing order started arriving this month and helps us fulfil one of the action items from the strategic plan.

### Programs

Storytimes have continued to bring people in, with new families attending almost every session. There have been around 18-20 kids attending each session, both Wednesday and Friday, with their caregivers, which offers lots of interaction and fun for all!

On Saturday, February 7, we participated in the national initiative Take Your Child to the Library Day for the second year.

We provided passive activities for kids of all ages, all day and



offered crafts and activities from 10am-12pm. We had kids of all ages visit the Library to make slime, build to a variety of options, and make a funny fowl craft. People were appreciative of the opportunities and activities that we provided.



Our annual Family Science Night was a very successful event! We had 22 mostly local organization spread throughout the Library providing hands on science activities for kids and families.



We hosted about 210 people for the event and everyone seemed happy with the result.



## Marketing and Programming Coordinator Barbara Haywood's Report

February programming at Hastings Public Library reflected strong community engagement across civic dialogue, cultural history, storytelling, and hands-on learning.

The **Lift Every Voice (LEV)** series continued to be a major draw, with three programs averaging 39 attendees.

- **LEV – Health Care (38 attendees)** featured Bill Hoefler and Janine Dalman presenting *Federal Policy & Rural Health Care: Rural Health Care and the Big Beautiful Bill*. Attendees gained insight into current federal policy discussions and the real-world impact on rural communities, connecting national legislation to local healthcare access.

- **LEV – Adoption (39 attendees)**, *Multi-Ethnic Adoption: Spreading the Love and Growing Families*, included the Gibbons and Schipper families of Hastings and the Crandalls of Holland. Presenters shared both adoptive parent and adoptee perspectives, fostering meaningful conversation about identity, family, and lived experience.
- **LEV – African American Quilt Guild (39 attendees)**, *Bound by Thread: Quilting Traditions That Connect Us*, featured Kaye Whittington of the Great Lakes African American Quilters Network. Participants learned about GLAAQN's mission to support African American and other ethnic fiber artists, provide quilts to those in need, and preserve quilting traditions through education and design. The program highlighted quilting as both artistic expression and cultural preservation.



**Mi Michigan Story @ the Fireplace (7 attendees)** provided an intimate evening of personal storytelling focused on Michigan life and creative journeys, strengthening community connection through shared narratives. Szumowski's Adoption Story was on the first Saturday of the February on 90.5 FM, streamed live at [wkar.org](http://wkar.org) and now available in the MI Michigan Story website.



Fiber arts programming demonstrated continued momentum and skill progression:

- **Catch Me Up Embroidery (3 attendees)** – One participant attended with Kylie and Lake and suggested a future program focused on haircare and braiding skills for caregivers of children with ethnic hair and for families without any hair experience to draw from.
- **Next Stitches Embroidery (11 attendees)** – Most participants were returning from the Beginning Stitches class the prior month, with two new attendees planning to enroll in March's session.

**Family Science Night – Trees & Upcoming Library Programs** saw strong family engagement. Many families registered for Neighborhood Forest tree saplings, with 74 trees confirmed as of February 23 for children in Barry and Kent Counties. This program connected environmental education and expanded awareness of all upcoming library programs and other offerings. This also allowed staff and presenting organizations to talk & plan more partnership opportunities.

## Meetings

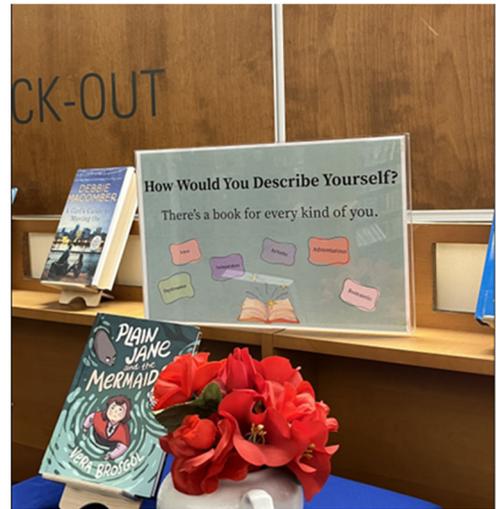
I attended numerous meetings as the Library representative, including the Hastings Business Connection, Barry County Resource Network, Lakeland Library Cooperative Adult Services Committee Meeting, Round Table Companions for Racial Equity (Lift Every Voice Lifestories), and the Barry County Earth Alliance, focused on developing upcoming programs, partnerships, and community connections.

## Circulation Supervisor Chloe Lewis' Report

The Inventory Project is wrapping up with only the MI Room, storage, and the office area left to complete.

**Displays:** During the month of February, Sharon and I began increasing the size of our display signage to enhance visibility and attract more attention. This adjustment has made the displays easier to read and more engaging. Moving forward, we will continue with the larger sized signs and ensure that all displays remain accessible, clear, and easy to understand.

**Staff Onboarding Training:** We have found some areas where more clarification would benefit staff understanding. While no major changes are needed, I am currently working to incorporate those updates and make the necessary adjustments as we continue to search for ways to better our process and support staff while having consistency.



## Upcoming Programs and Events – March 2026

March 31 – April 10 will be HPL's Public Poetry Contest. Patrons can submit a poem for public voting in April with prizes to be awarded. April will have poetry events in honor of Poetry Month.

- 3, Tuesday:
  - 10am: Tea and Treats
  - 3:30pm: Paws for Reading
- 4, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 2pm: Google Forms Basics – Digital Literacy
  - 4pm: STEAM at the Library
  - 6:30pm: Writers Night
- 5, Thursday
  - 1pm: Great Decisions
  - 5pm: Movie Memories

- 6pm: MI Michigan Story Open Mic Night
- 6, Friday:
  - 10:30am: Pre-school Storytime
  - 1pm: VITA (Volunteer Income Tax Assistance)
- 7, Saturday, 9am: VITA (Volunteer Income Tax Assistance)
- 9, Monday:
  - 10am: Crafting Passions
  - 6pm: Thomas Walk Mental Health - Better Well Being through Art
- 10, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 6:30pm: Lift Every Voice Book Club
- 11, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 6pm: Craft & Laugh Night
- 12, Thursday:
  - 1pm: Great Decisions
  - 5pm: Movie Memories
  - 6pm: Genealogy Series: Cemetery History and Find a Grave
- 13, Friday:
  - 10:30am: Pre-school Storytime
  - 4pm: Family Fun Night
- 14, Saturday, 1pm: Author Visit with Alison Wintermute
- 16, Monday:
  - 10am: Crafting Passions
  - 6pm: Rain Gardens 101
- 17, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 6pm: Beginning Cross Stitch
- 18, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 3:30pm: Teen LEGO Play
  - 6:30pm: Writers Night
- 19, Thursday:
  - 1pm: Great Decisions
  - 6pm: Genealogy Series: FamilySearch and Ancestry Memories
- 20, Friday:



- 10:30am: Pre-school Storytime
- 1pm: VITA (Volunteer Income Tax Assistance)
- 21, Saturday:
  - 9am: VITA (Volunteer Income Tax Assistance)
  - 10am: Dungeons & Dragons and Warhammer
- 23, Monday:
  - 10am: Crafting Passions
  - 6pm: Beginning Stitches Embroidery Workshop
- 24, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 3:30pm: Youth Board Game Play
  - 5pm: Beginning Sewing – Patchwork Hotpad
- 25, Wednesday:
  - 10:30am: Itsy Bitsy Book Club
  - 2pm: Walk-in Tech Help
  - 3:30pm: Cookies & Crafts – Crochet
  - 5pm: Acoustic Jam
  - 6pm: Pesticide-Free Gardening
- 26, Thursday:
  - 1pm: Great Decisions
  - 6pm: Genealogy Series: Fun Genealogy
  - 6pm: MI Michigan Story Open Mic Night
- 27, Friday:
  - 10:30am: Pre-school Storytime
  - 5pm: Family Storytime & Stuffed Animal Sleep Over
- 28, Saturday:
  - 9am: Paws for Reading
  - 10:30am: Rockin' Tots
  - 12pm: Lessons in Low Vision
- 30, Monday:
  - 10am: Crafting Passions
  - 4:30pm: Adult Music Bingo
  - 6pm: Speed Friending
- 31, Tuesday:
  - 10am: Tea and Treats
  - 2pm: Mahjong
  - 5pm: Chess
  - 6pm: Michigan Lighthouses & Women Lighthouse Keepers

HASTINGS PUBLIC LIBRARY  
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2026  
 59 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

OPERATING REVENUES	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jan-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-100-502-000	UNIVERSAL SERVICE FUND - ERATE	-	16,368	16,367	100%	19,651	16,320	120%	21,629
271-100-540-000	STATE AID	-	7,435	13,500	55%	6,988	12,750	55%	14,235
271-100-566-000	STATE GRANT - LIBRARY OF MICH	324	324	-	0%	-	-	0%	-
271-100-583-000	CONTRIBUTIONS FROM OTHR TWNShP	97,163	180,012	435,000	41%	227,610	400,000	57%	423,095
271-100-649-000	PRINTING/FAX FEES	520	5,872	8,100	72%	5,190	8,100	64%	9,460
271-100-651-000	NON-RESIDENT FEES	25	300	850	35%	900	850	106%	1,900
271-100-658-000	PENAL FINES	-	7,236	7,600	95%	7,674	13,000	59%	7,674
271-100-659-000	OVERDUE FINES	109	1,179	1,200	98%	829	1,200	69%	1,491
271-100-665-000	INTEREST EARNED ON DEP & INVST	1,165	15,627	10,000	156%	12,307	12,000	103%	22,432
271-100-667-000	FACILITY RENTALS	85	735	1,200	61%	1,015	1,100	92%	1,475
271-100-672-000	OTHER REVENUE	298	2,688	2,000	134%	1,199	4,000	30%	3,149
271-100-674-000	PRIVATE CONTRIBTNs & DONATIONS	2,576	18,642	18,000	104%	16,344	15,000	109%	43,988
271-100-674-010	BCF CONTRIBUTIONS	-	-	16,000	0%	-	16,000	0%	17,074
271-100-677-000	INSURANCE CLAIMS/REIMBURSEMENT	-	-	-	0%	43,470	-	0%	53,327
271-100-699-101	TRANSFERS IN - GENERAL FUND	-	180,124	180,124	100%	-	173,196	0%	173,196
TOTAL OPERATING REVENUES		102,264	436,542	709,941	61%	343,179	673,516	51%	794,126

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jan-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-702-000	FULL-TIME WAGES	13,393	67,912	113,880	60%	61,006	111,059	55%	109,815
271-790-703-000	ADMINISTRATR/SUPERVSR SALARIES	6,153	31,154	50,003	62%	56,302	74,913	75%	75,534
271-790-704-000	PART-TIME WAGES	13,180	67,314	114,977	59%	62,997	102,271	62%	113,623
271-790-704-010	PART-TIME WAGES- LIBRARY MAINT	634	6,780	7,560	90%	7,222	16,119	45%	11,844
271-790-709-000	SOCIAL SECURITY TAXES	2,586	13,434	21,910	61%	14,336	23,471	61%	23,891
271-790-712-000	CASH IN LIEU OF BENEFITS	554	2,954	2,400	123%	1,661	2,400	69%	3,507
271-790-713-000	OVERTIME	-	52	50	104%	31	50	61%	133
271-790-716-000	MERS DEFINED CONTRIBUTIONS	820	4,291	6,277	68%	3,120	4,997	62%	5,914
271-790-717-000	MERS DEFINED BENEFIT PLAN	-	-	-	0%	34,154	60,505	56%	46,464
271-790-717-010	MERS DEFIND BENEFIT HYBRID PLN	777	5,799	10,111	57%	3,759	6,108	62%	7,511
271-790-718-000	HEALTH INSURANCE - PREMIUMS	2,482	16,887	53,976	31%	29,700	55,340	54%	42,702
271-790-718-010	HEALTH INSURANCE - HSA	137	1,164	2,054	57%	1,844	-	0%	2,700
271-790-719-000	DENTAL INSURANCE PREMIUM	210	1,664	3,571	47%	2,023	3,503	58%	3,180
271-790-724-000	LIFE INSURANCE	38	263	510	52%	468	485	96%	465
271-790-751-000	PROCESSING SUPPLIES	200	1,281	1,400	92%	549	1,400	39%	938
271-790-756-000	REPAIR & MAINTENANCE SUPPLIES	218	238	350	68%	87	350	25%	119
271-790-760-000	MAINTENANCE SUPPLS - CUSTODIAL	15	540	438	123%	427	350	122%	706
271-790-761-000	BUILDING SUPPLIES	5	749	1,650	45%	1,603	1,500	107%	2,497
271-790-762-000	WELLNESS/MEDICAL SUPPLIES	-	7	275	3%	349	225	155%	357
271-790-765-000	SMALL TOOLS	-	43	-	0%	-	-	0%	26
271-790-766-000	DISPOSABLE TECHNOLOGY	-	476	1,750	27%	960	1,300	74%	1,800

HASTINGS PUBLIC LIBRARY  
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2026  
 59 % OF THE FISCAL YEAR HAS ELAPSED

## FUND 271 - LIBRARY FUND

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jan-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-767-000	CLOTHING	-	(84)	400	-21%	43	175	25%	888
271-790-770-000	PROGRAMMING SUPPLIES	262	1,877	3,250	58%	1,673	2,750	61%	3,969
271-790-772-000	PROMOTIONS SUPPLIES	-	-	300	0%	-	300	0%	302
271-790-777-000	OFFICE SUPPLIES	85	502	850	59%	623	1,350	46%	1,091
271-790-778-000	PAPER	17	245	580	42%	397	400	99%	570
271-790-791-000	SUBSCRIPTIONS AND PUBLICATIONS	-	1,311	2,048	64%	1,362	1,900	72%	1,686
271-790-792-000	SOFTWARE SUBSCRIPTIONS	612	3,152	7,788	40%	2,360	7,245	33%	6,199
271-790-793-000	OVERDRIVE	-	9,002	9,002	100%	9,144	8,961	102%	9,144
271-790-802-000	PROFESSIONAL SERVICES	-	-	1,500	0%	65	1,200	5%	686
271-790-806-000	LEGAL SERVICES	-	4,656	500	931%	5,613	500	1123%	9,758
271-790-809-000	CONTRACTED IT SERVICES	1,200	7,200	14,400	50%	7,200	14,400	50%	14,400
271-790-812-000	PRE-EMPLOYMENT SCREENINGS	-	-	350	0%	302	350	86%	867
271-790-813-000	DELIVERY SERVICES	776	2,274	2,700	84%	2,085	2,800	74%	2,807
271-790-816-000	SECURITY SERVICES	-	300	325	92%	300	325	92%	300
271-790-817-000	LAKELAND LIBRARY CO-OP SERVICE	786	2,212	2,900	76%	1,983	2,900	68%	2,623
271-790-818-000	MAINTENANCE CONTRACTS	-	2,827	8,603	33%	2,827	7,953	36%	8,599
271-790-823-000	OTHER CONSULTING SERVICES	-	8,583	1,750	490%	350	350	100%	2,118
271-790-825-000	LATE/SERVICE FEES	-	11	-	0%	-	25	0%	-
271-790-829-000	CUSTODIAL/CLEANING SERVICES	-	933	10,920	9%	-	-	0%	2,962
271-790-850-000	TELEPHONE	578	3,837	5,540	69%	3,170	5,485	58%	6,023
271-790-851-000	MAIL/POSTAGE	156	234	250	94%	472	225	210%	472
271-790-852-000	INTERNET/TELECOMM SERVICES	985	3,708	7,019	53%	3,655	7,020	52%	7,019
271-790-861-000	TRANSPORTATION - MILEAGE REIMB	(596)	317	940	34%	45	750	6%	175
271-790-879-000	WEBSITE	-	123	1,113	11%	838	935	90%	838
271-790-881-000	ADVERTISING	-	36	1,058	3%	207	1,145	18%	405
271-790-887-000	SPEAKERS/PERFORMERS	50	250	2,000	13%	435	2,500	17%	885
271-790-890-000	ILS FEES	3,088	9,187	14,180	65%	6,022	14,080	43%	11,855
271-790-891-000	LICENSES AND FEES	-	886	860	103%	510	1,905	27%	510
271-790-892-000	SOFTWARE LICENSES	123	123	1,905	6%	698	680	103%	1,922
271-790-900-000	PRINTING AND PUBLISHING	111	195	730	27%	57	220	26%	397
271-790-906-000	PROMOTIONS/MARKETING	-	54	500	11%	450	100	450%	900
271-790-909-000	TRAINING	-	-	600	0%	133	550	24%	204
271-790-910-000	PROFESSIONAL DEVELOPMENT	-	404	300	135%	-	300	0%	-
271-790-911-000	CONFERENCES	652	1,782	2,850	63%	2,586	2,200	118%	3,301
271-790-912-000	MEETINGS	-	258	400	65%	-	75	0%	24
271-790-915-000	MEMBERSHIPS	-	420	1,529	27%	295	1,714	17%	1,558
271-790-916-000	DUES AND FEES	307	1,112	1,435	78%	-	1,435	0%	151
271-790-918-000	WATER/SEWER	-	-	5,500	0%	3,219	5,000	64%	5,389
271-790-918-590	SEWER	267	2,363	-	0%	-	-	0%	-
271-790-918-591	WATER	178	1,164	-	0%	-	-	0%	-
271-790-919-000	WASTE DISPOSAL	81	356	602	59%	350	350	100%	601

HASTINGS PUBLIC LIBRARY  
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JANUARY 31, 2026  
 59 % OF THE FISCAL YEAR HAS ELAPSED

FUND 271 - LIBRARY FUND

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL 31-Jan-26	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-Jan-25	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
271-790-920-000	ELECTRIC	2,470	17,142	28,035	61%	18,359	26,700	69%	26,927
271-790-921-000	NATURAL GAS	1,483	2,809	5,500	51%	3,663	3,000	122%	6,570
271-790-929-000	GROUPS REPAIR AND MAINTENANCE	-	1,587	4,500	35%	130	1,800	7%	5,210
271-790-929-010	SNOWPLOWING/SNOW REMOVAL	-	55	900	6%	135	1,500	9%	450
271-790-930-000	BUILDING REPAIR & MAINTENANCE	523	11,172	6,150	182%	34,364	1,950	1762%	49,254
271-790-931-000	EQUIPMENT REPAIR & MAINTENANCE	-	57	1,200	5%	1,043	2,300	45%	1,043
271-790-933-000	SOFTWARE MAINTENANCE AGREEMNTS	-	521	-	0%	-	-	0%	-
271-790-935-000	PROPERTY LIABILITY INSURANCE	-	7,782	14,400	54%	13,792	12,000	115%	13,792
271-790-939-000	WORKERS COMPENSATION INSURANCE	-	320	735	43%	538	1,100	49%	717
271-790-941-000	PRINTER/COPIER LEASE/MAINT	1,020	2,040	4,100	50%	2,040	4,100	50%	4,081
271-790-944-000	INSPECTION SERVICES	-	420	680	62%	530	960	55%	1,409
271-790-950-000	COLLECTION SERVICES	39	99	300	33%	148	340	43%	286
271-790-955-000	MISCELLANEOUS	-	120	-	0%	-	-	0%	-
271-790-962-000	LOST/DAMAGED MATERIALS FEES	16	130	100	130%	85	100	85%	128
271-790-965-000	PROPERTY TAX REIMBURSEMENT	-	-	100	0%	114	100	114%	114
271-790-975-000	BLDNCS AND BUILDING IMP - DEPR	-	39,520	110,000	36%	-	11,000	0%	-
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECBL	12,256	14,282	-	0%	-	-	0%	-
271-790-978-000	TECHNOLOGY - DEPRECIABLE	-	-	-	0%	461	-	0%	-
271-790-978-010	TECHNOLOGY - NON-DEPRECIABLE	-	19	3,000	1%	2,396	2,000	120%	5,650
271-790-980-000	EQUIPMENT/FURNITURE - DEPREC	-	5,455	-	0%	2,823	-	0%	-
271-790-980-010	EQUIPMENT/FURNITURE - NON-DEPR	-	5,444	3,400	160%	294	450	65%	8,794
271-790-982-000	COLLECTION MATERIALS - BOOKS	974	11,721	17,000	69%	8,805	17,000	52%	21,028
271-790-982-010	COLLECTION MATERIALS - A/V	92	1,285	2,250	57%	663	2,250	29%	1,032
271-790-982-020	COLLECTION MATS - BEYOND BOOKS	8	1,142	1,000	114%	223	1,250	18%	1,146
<b>TOTAL LIBRARY OPERATIONS</b>		<b>70,000</b>	<b>417,933</b>	<b>713,969</b>	<b>59%</b>	<b>432,671</b>	<b>656,799</b>	<b>66%</b>	<b>712,956</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>		<b>70,000</b>	<b>417,933</b>	<b>713,969</b>	<b>59%</b>	<b>432,671</b>	<b>656,799</b>	<b>66%</b>	<b>712,956</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>		<b>102,264</b>	<b>436,542</b>	<b>709,941</b>	<b>61%</b>	<b>343,179</b>	<b>673,516</b>	<b>51%</b>	<b>794,126</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>32,265</b>	<b>18,609</b>	<b>(4,028)</b>		<b>(89,492)</b>	<b>16,717</b>		<b>81,169</b>

January 2026 R&E Notes

OPERATING REVENUES	Fund	THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-100-566-000	STATE GRANT - LIBRARY OF MICH	324	324	-	0%	reimbursement from Library of Michigan for Tess' Collection Development course (offsets account 271-790-910-000)

LIBRARY OPERATIONS	Fund	THIS MONTH ACTUAL	THIS YEAR FISCAL YTD 31-Jan-26	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	Notes
271-790-751-000	PROCESSING SUPPLIES	200	1,281	1,400	92%	account will be over budget TY; increased book purchases have caused some increased supply need and vendor sales drove additional buying; will be offset by other savings
271-790-930-000	BUILDING REPAIR & MAINTENANCE	523	11,172	6,150	182%	bathroom light sensor repair, bathroom heating repair automatic bathroom doors; technically covered by donations from last 2 years that reside in the fund balance, but currently is within TY budget. Only comes
271-790-975-010	BLDG & BLDG IMP - NON-DEPRECBL	12,256	14,282	-	0%	from the fund balance if we exceed budget.

Account Name	Vendor	Amount	Total	Notes
<b>Salaries &amp; Wages</b>			\$ 33,913.49	
<b>Social Security Taxes</b>			\$ 2,585.92	
<b>Fringe Benefits</b>			\$ 4,464.49	
<b>Total Wages and Benefits:</b>			\$ 40,963.90	
<b>Supplies</b>			\$ 803.49	
	Processing	\$ 199.94		
	Building/Repair/Maint	\$ 238.20		
	Programming	\$ 262.07		
	Office	\$ 85.80		
	Paper	\$ 17.48		
<b>Collection Materials - Books</b>			\$ 974.33	
	Brodart	\$ 460.29		
	Amazon	\$ 311.09		
	Libraria	\$ 142.98		new children's book vendor
	Cengage Large Print	\$ 59.97		
<b>Collection Materials - AV</b>			\$ 92.39	
<b>Collection Materials - Library of Things</b>			\$ 7.59	
<b>Utilities &amp; Services</b>			\$ 6,040.59	
	City - water	\$ 177.64		
	City - sewer	\$ 267.24		
	Consumers - electric	\$ 2,469.52		
	Consumers - natural gas	\$ 1,482.57		
	MEI Internet	\$ 504.95		
	MEI Phones	\$ 201.44		
	Fusion Land Lines	\$ 376.41		
	Mobile Beacon (Hotspots)	\$ 480.00		hotspot service renewal (4 - Friends reimburse)
	Granger Waste Services	\$ 80.82		recycling
<b>Contracted IT Services</b>			\$ 1,200.00	monthly IT
<b>Building Repair &amp; Maintenance</b>			\$ 522.50	
	DHE	\$ 322.50		heating repair for upstairs bathrooms
	Advantage Electrical	\$ 200.00		bathroom sensor repair
<b>Lakeland Lib. Co-op Services</b>			\$ 4,650.35	Quarterly costs
	Delivery charges	\$ 776.00		
	Admin. services	\$ 786.10		
	ILS Fees	\$ 3,088.25		
<b>Mail/Postage</b>			\$ 156.00	stamps
<b>Transportation - mileage reimburs.</b>			\$ (596.05)	
		\$ (651.95)		debit to shift conference mileage expense to conference acct
		\$ 55.90		monthly LLC meeting
<b>Speakers &amp; Performers</b>			\$ 50.00	Deposit for summer library program presenter
<b>Conf/wkshop, Profess. Dev, Training</b>			\$ 651.95	
	Mileage	\$ 651.95		reclassification from mileage acct.
<b>Dues &amp; Fees</b>			\$ 307.25	
	Rotary	\$ 156.00		
	Kiwanis	\$ 151.25		
<b>Software Subscriptions</b>			\$ 611.66	
	Duo	\$ 30.00		Monthly Duo 2-factor authentication for VPN (2FA)
	Zoobean (Beanstack)	\$ 581.66		Online reading chalebng and trairing platform (Friends cover half the expense)
<b>Software Licenses</b>			\$ 122.50	annual DeepFreeze renewal - public PC lockdown software
<b>Printing Expense</b>			\$ 111.00	Logoed Envelopes
<b>Printer/Copier Lease/Maint</b>			\$ 1,020.24	quarterly

Account Name	Vendor	Amount	Total	Notes
Collection Services			\$ 39.40	
Lost/Damaged Materials Fees			\$ 15.99	patron refund
Bldings & Blding Imp. Non-Depreciable			\$ 12,255.76	automatic bathroom door installation (unbudgeted but covered via donations in this and last fiscal year)
<b>Total Invoices (without wages &amp; benefits):</b>			<b>\$ 29,036.94</b>	

# CITY OF HASTINGS

## BALANCE SHEET SUMMARY AS OF JANUARY 31, 2026

### *FUND 271 - LIBRARY FUND*

	THIS YEAR FISCAL YTD 31-JAN-26	LAST YEAR FISCAL YTD 31-JAN-25
<b>ASSETS</b>		
<hr/>		
CASH AND INVESTMENTS	611,656.00	423,500.06
RECEIVABLES	.00	.00
DUE FROM OTHER FUNDS	.00	.00
DUE FROM OTHER GOVERNMENTS	.00	.00
	<hr/>	<hr/>
<b>TOTAL ASSETS</b>	<b>611,656.00</b>	<b>423,500.06</b>
<hr/> <hr/>		
<b>LIABILITIES</b>		
<hr/>		
ACCOUNTS PAYABLE	.00	.00
DUE TO OTHER FUNDS	.00	.00
ACCRUED COSTS PAYABLE	.00	.00
RESERVES AND OTHER LIABILITIES	.00	.00
PERFORMANCE DEPOSITS	50.00	.00
	<hr/>	<hr/>
<b>TOTAL LIABILITIES</b>	<b>50.00</b>	<b>.00</b>
<hr/> <hr/>		
<b>EQUITY</b>		
<hr/>		
RESERVES	594,161.39	512,992.24
REVENUE OVER EXPENDITURES YTD	17,444.61	( 89,492.18)
	<hr/>	<hr/>
<b>TOTAL EQUITY</b>	<b>611,606.00</b>	<b>423,500.06</b>
<hr/> <hr/>		
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>611,656.00</b>	<b>423,500.06</b>
<hr/> <hr/>		



**Summary of Fund Activity**  
**Paul & Rosellen Siegel Fund for the Hastings Public Library -#00104**

Fund Statement: 1/1/2026 through 2/26/2026

<b>Beginning Fund Balance</b>		<b>537,962.92</b>
<b>Revenue</b>		
4020 NonSpendable Contributions		100.00
Investment Gains/Losses		12,787.82
Dividends		73.53
<b>Total Revenue</b>		<b>12,961.35</b>
<b>Expenses</b>		
5220...5225 Bank Service Charges		(3.20)
<b>Total Expenses</b>		<b>(3.20)</b>
Total Change In Fund Balance		12,958.15
<b>Ending Fund Balance</b>		<b>550,921.07</b>
3000 Current Spending		17,689.95
3005 Spendable Contributions		26,462.15
3010 Investment Earnings		102,153.24
3020 NonSpendable		404,615.73
<b>Gift Summary</b>		
<b>Donor:</b>	<b>Date:</b>	
4110 Joint Investment Allocation	01/31/26	12,861.35
4020	02/19/26	100.00
		<b>100.00</b>
<b>Grant Summary</b>		
<b>Grantee:</b>	<b>Date:</b>	<b>Amount:</b>
[G/L Account No.] [Akoya Memo]	[Posting Date]	0.00
<b>Other Expense Summary</b>		
<b>Vendor:</b>	<b>Date:</b>	<b>Amount:</b>
5220 Credit Card	02/19/26	(3.20)
		<b>(3.20)</b>

Feb. 25, 2026

YMCA Updates for the City of Hastings

### Facility Updates:

- Childcare openings:
  - Programs do accept children that are not potty-trained
  - Contact Y-Childcare for details
  - Programs are both currently staffed and will scale up as seats are filled
  - Open Positions: the YMCA is hiring Y-Time preschool staff, Y-Time before & after school staff, and staff for Y on the Fly (YOTF), as well as several other positions. For details, visit [ymcaofbarrycounty.org/get-involved/employment](http://ymcaofbarrycounty.org/get-involved/employment)

### Seasonal Program Updates:

- Program planning has started for spring and summer programs; winter sports programs are nearing the end of the season
  - 6 Spring programs and 2 summer programs are currently confirmed
- Crushed Glass Crafting Party: registration is open; will take place at the Y on March 24th
- Camp registrations are open, and filling quickly
- Senior Group Exercise: March 9-May 27; registration is open
- Men's basketball: season is halfway through

### Community Outreach

- Y-Staff attended Barry County CareerFest on 2/17 at the Hastings Expo Center
- Y-staff attended Family Science Night at Hastings Public Library on 2/18

### 2026 Board & Organizational Goals/Focus Areas

- **Review and amend by-laws** the board reviewed and approved proposed by-law changes at the February meeting. These changes will allow the organization to continue to grow and adapt, while remaining compliant and in alignment with the by-laws and strategic plan.
- **Renew our Strategic Plan** (last updated in 2023): it is recommended by Y-USA to update the strategic plan every 3 years. For this update, Jon would like the Board and Staff to take a collaborative approach to the planning session to ensure alignment of goals and a sense of ownership with this plan. The date of the strategic planning session is pending.
- **Praesidium training**: expectation is that the Board is held to the same high standards that Staff must adhere to in order to maintain the YMCA's Praesidium accreditation (child abuse prevention). Marci will provide board training, and language will be added to the bylaws to reflect Praesidium standards.

Respectfully submitted,

Jon Sporer, CEO

Nichole Lyke, YMCA Board Secretary



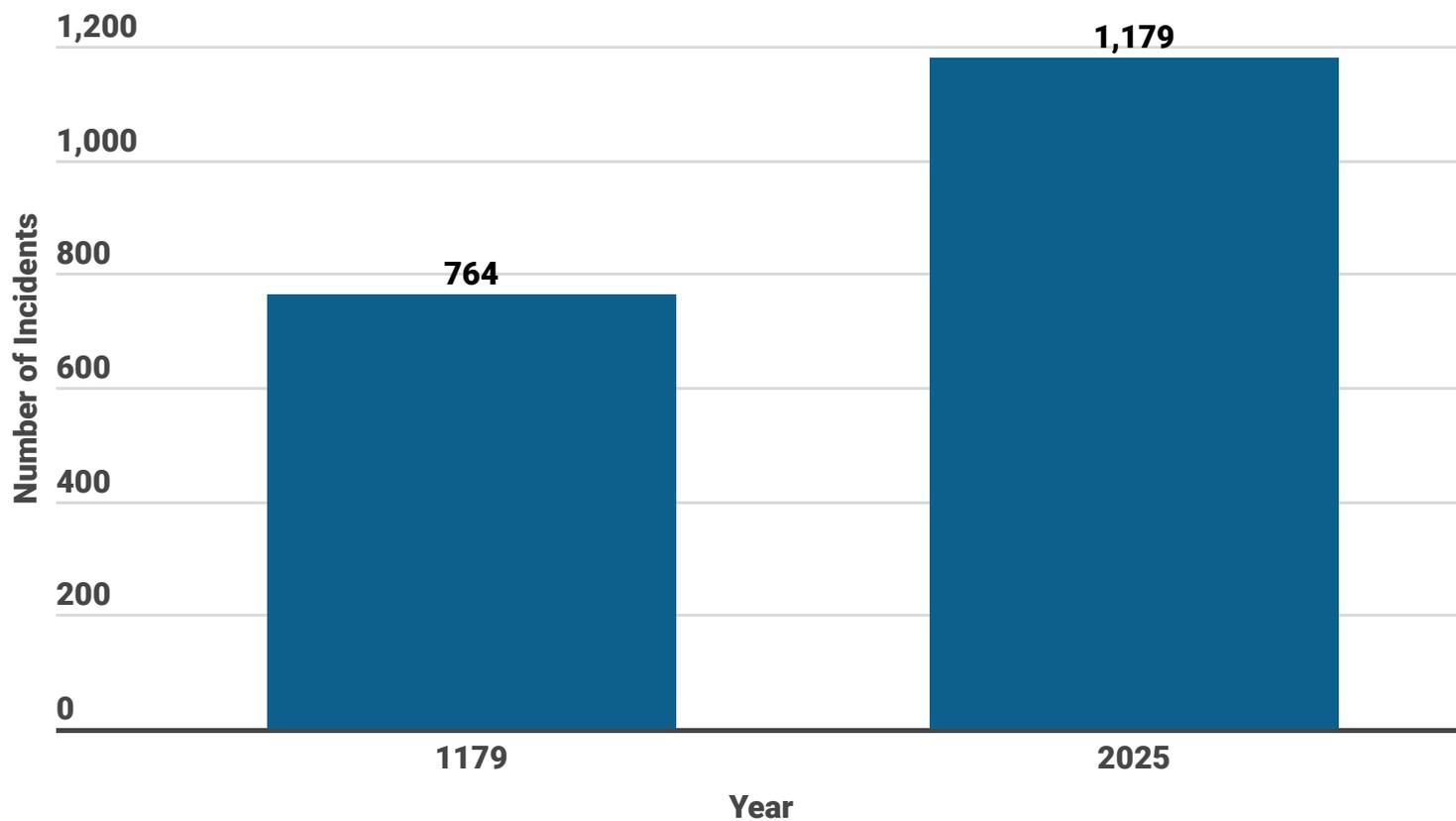
# Hastings Fire Department 2024-2025 InfoGraphics



- **Incident Response Times**
- **Type of Incident Responses**
- **Apparatus Usage**
- **Training Records**

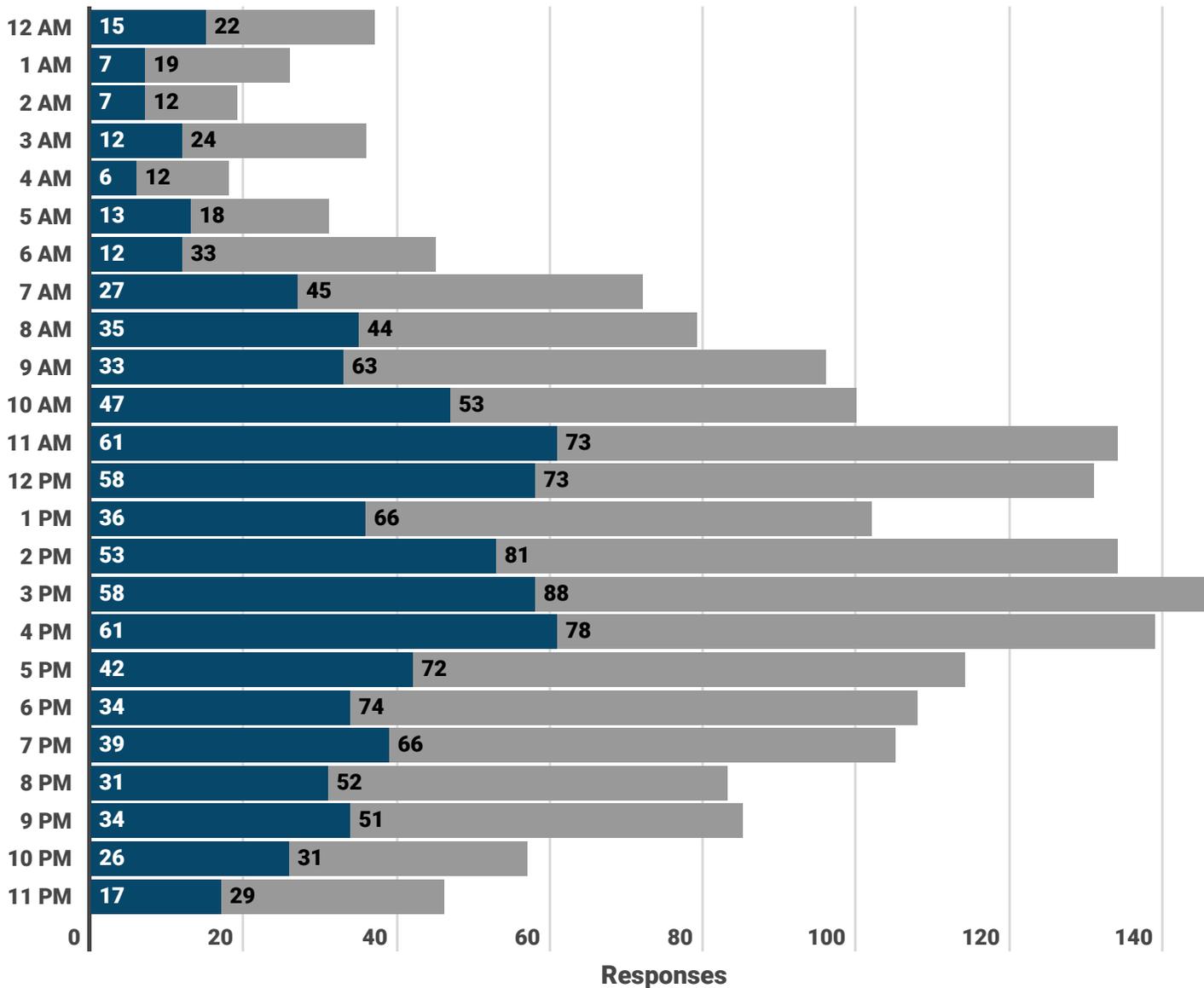


## Incident Responses by Year



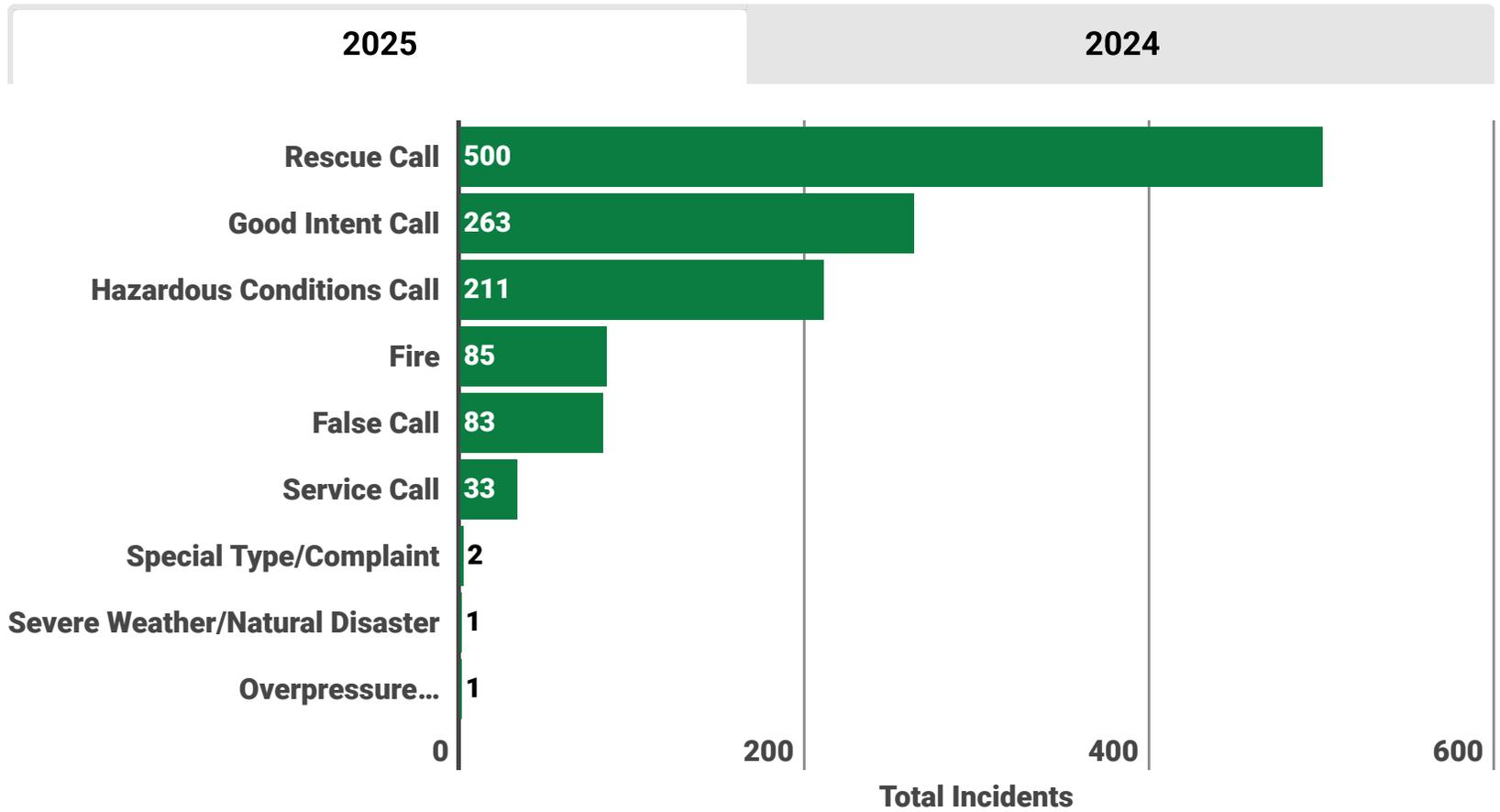


## Incident Response by Hour of Day



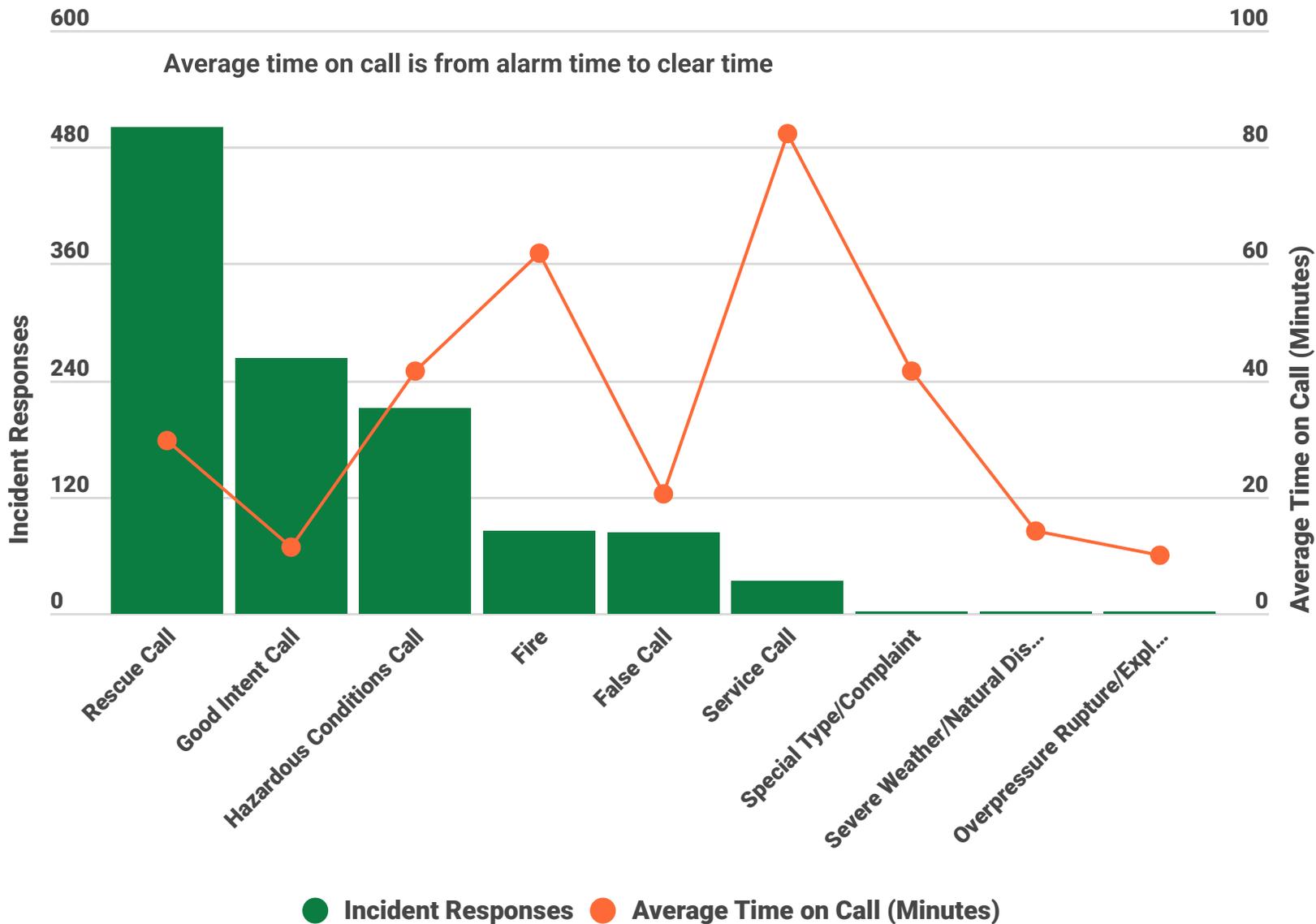


## Incident by Category



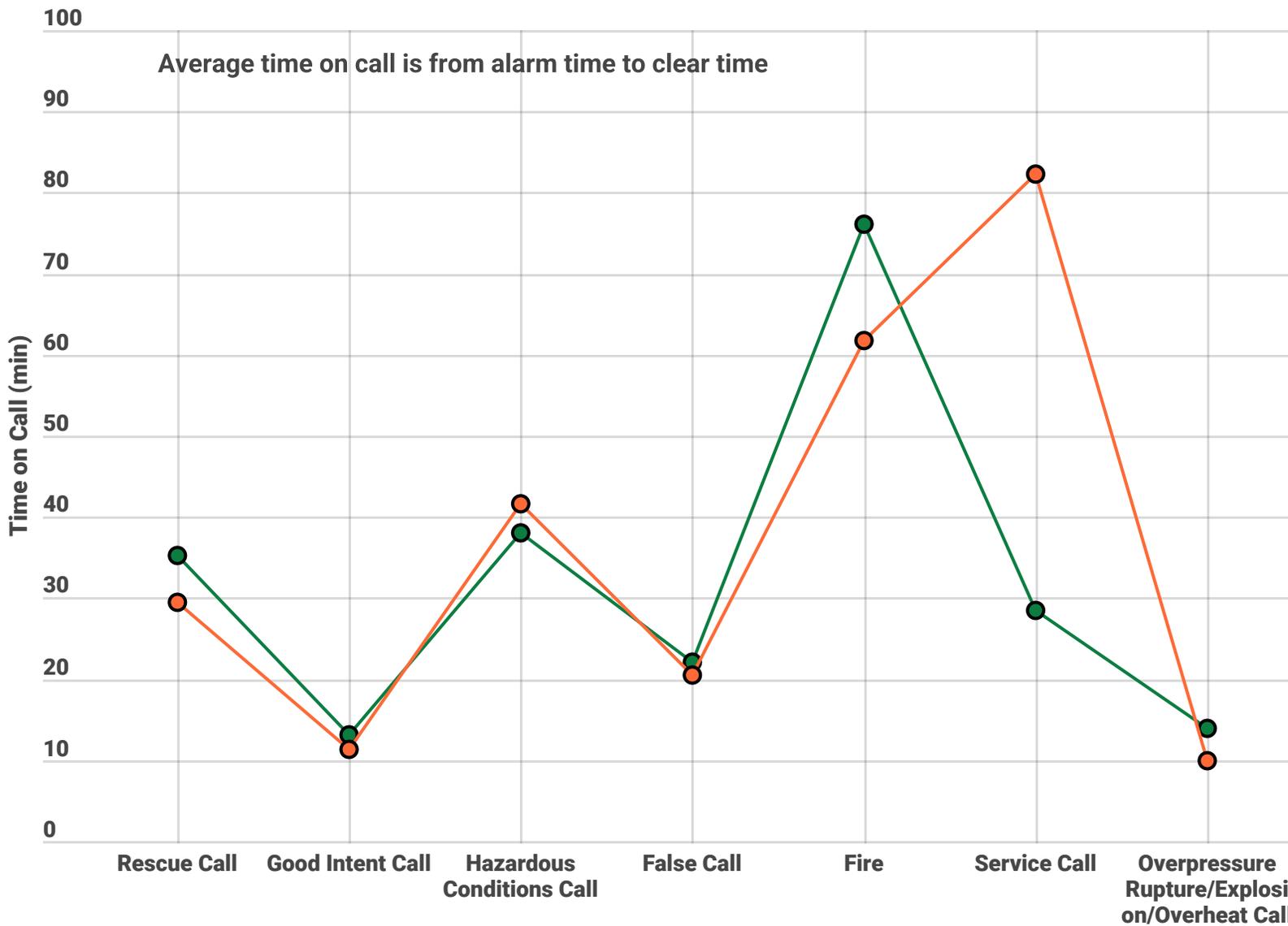


## 2025 Incident Responses by Category and Average Time on Call



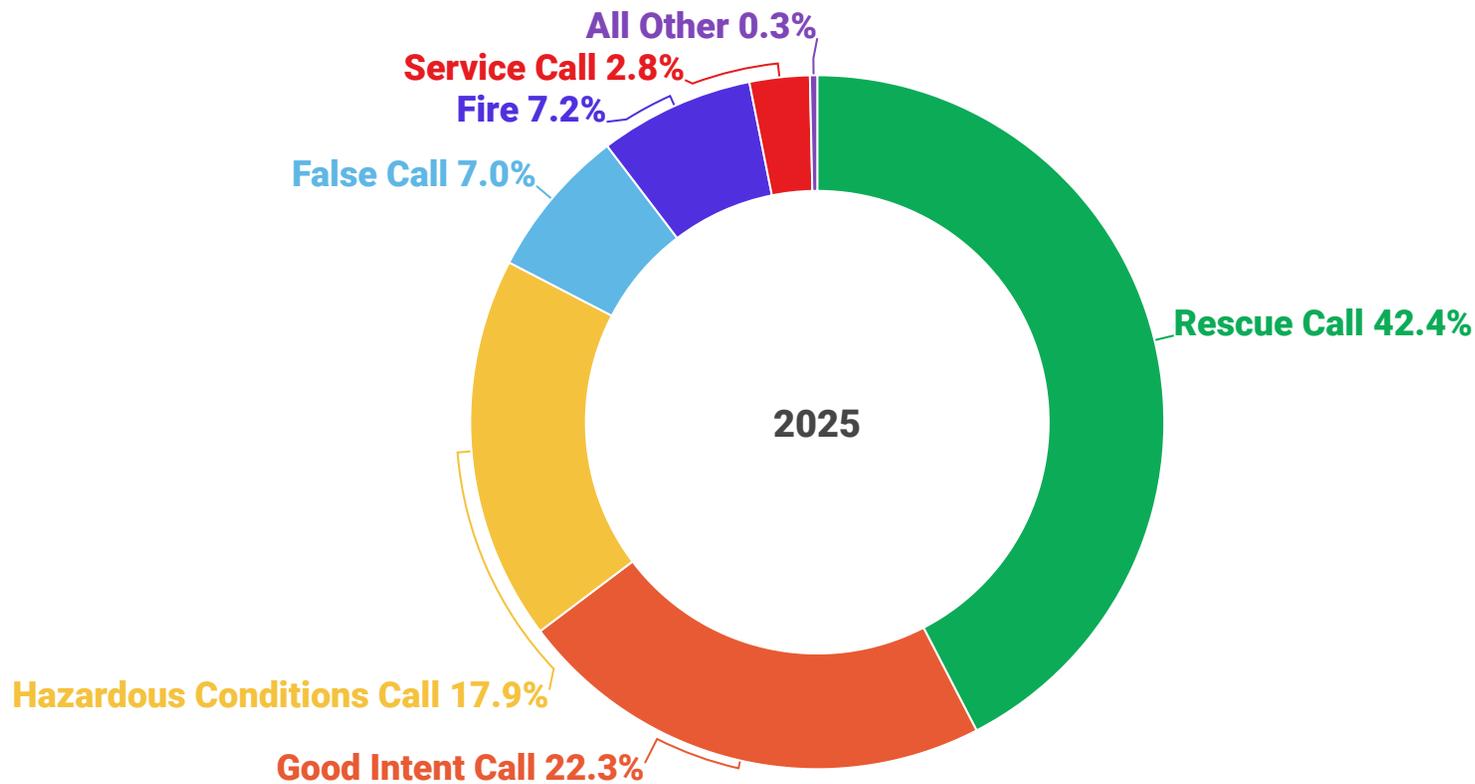


## Average Time on Call by Category





## Incident Reponses by Category

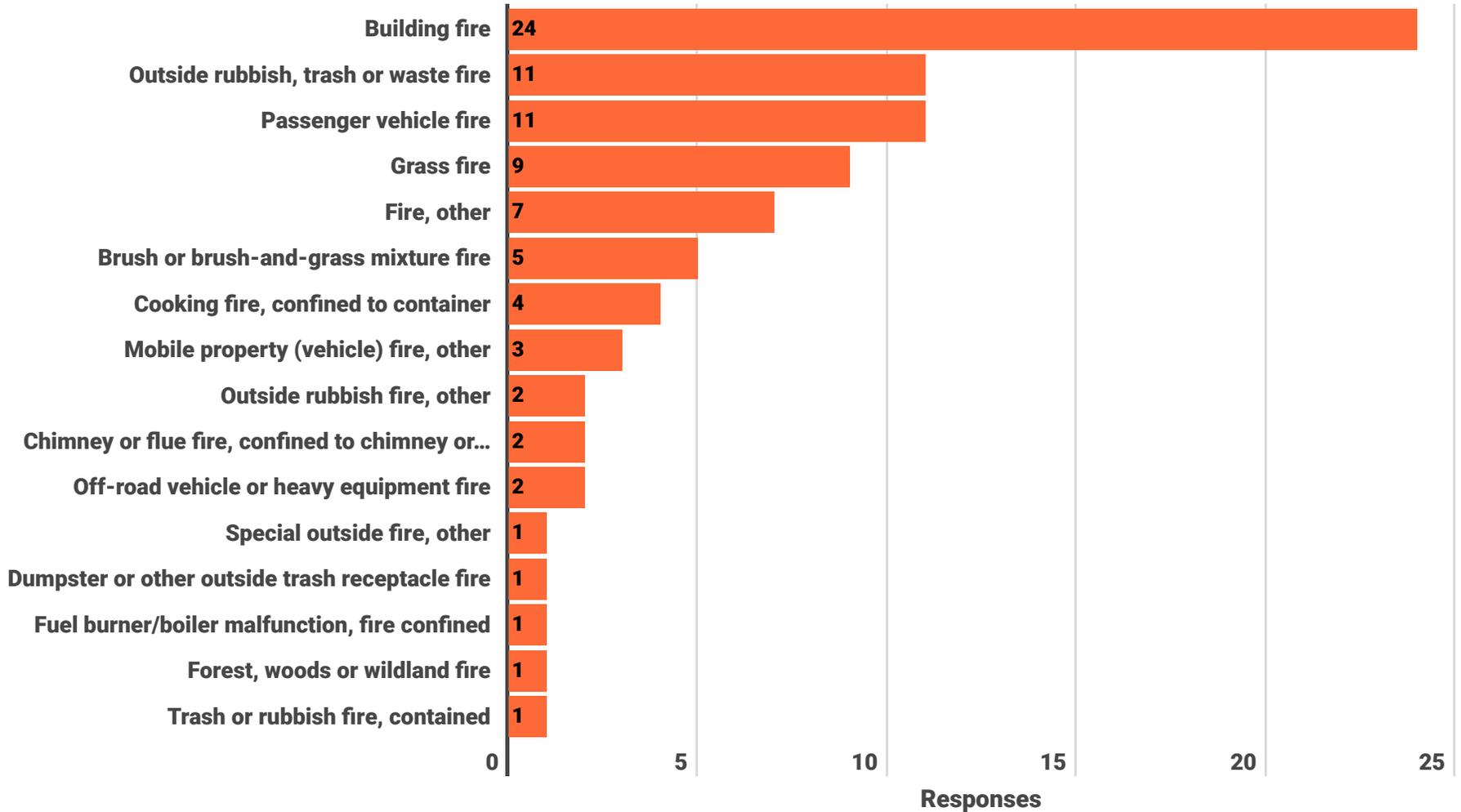




## Fire/Explosion 100 Series Response Breakdown

2025

2024



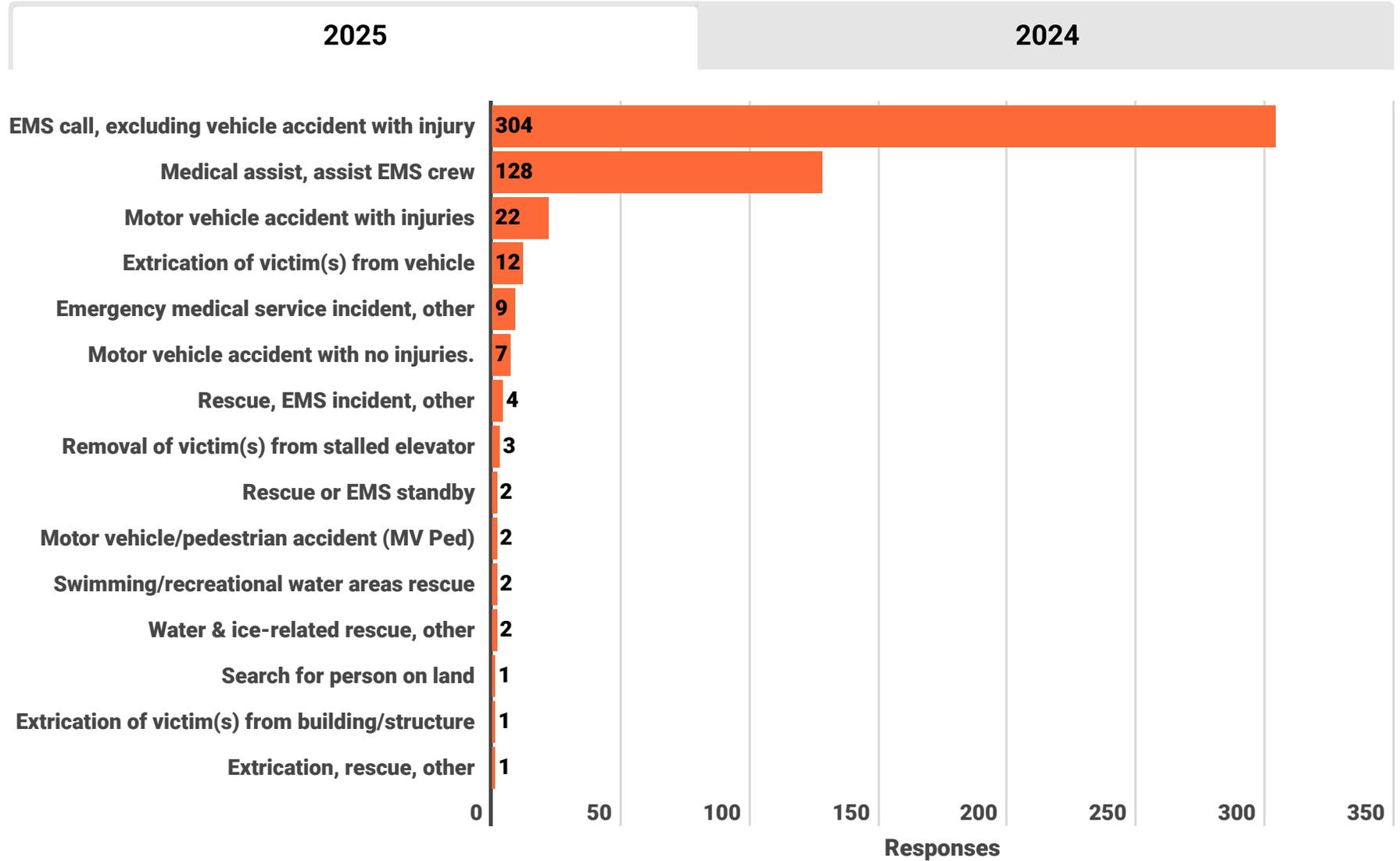


## Over Pressure Rupture 200 Series Response Breakdown





## Rescue Call 300 Series Response Breakdown

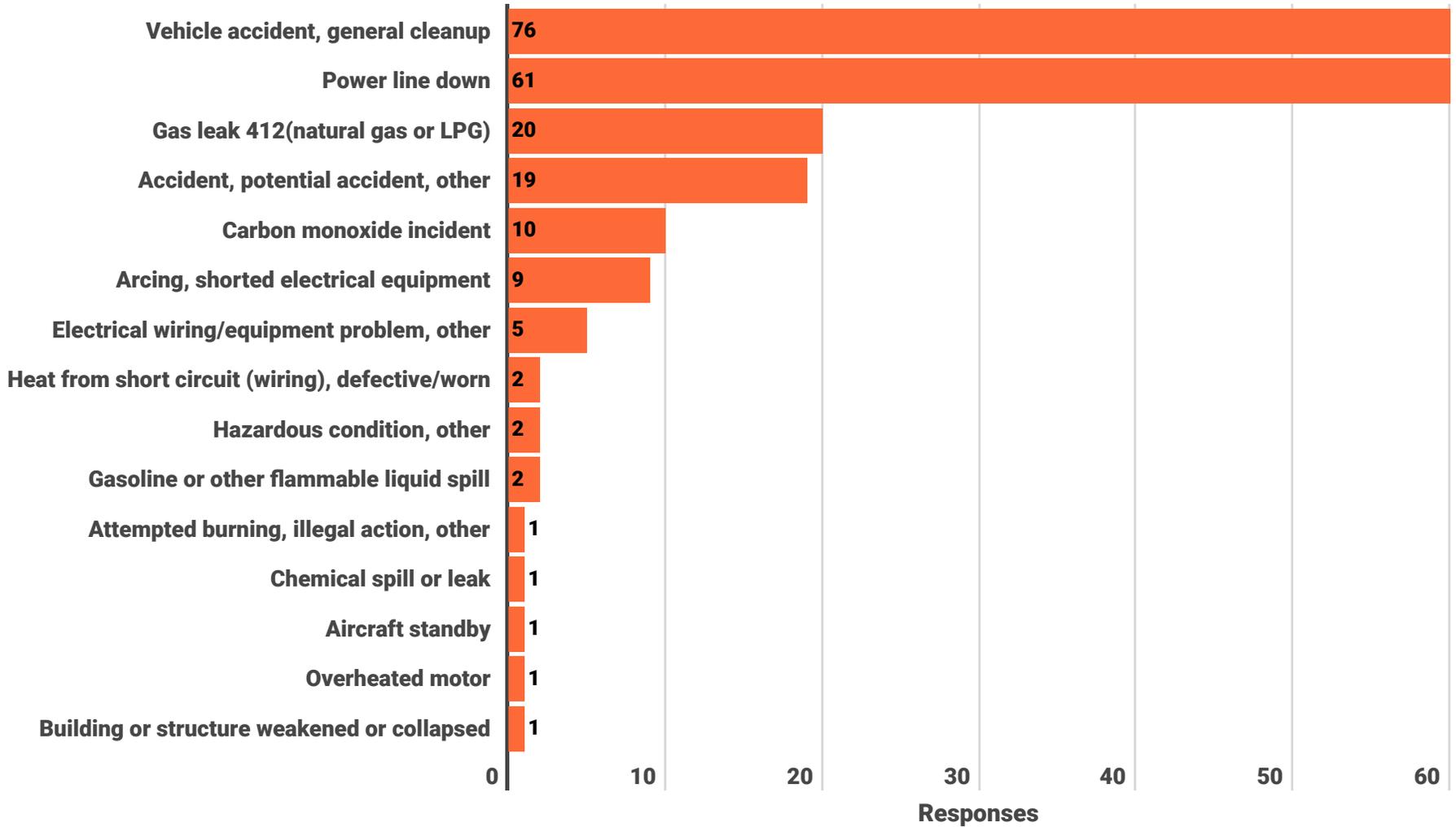




# Hazardous Conditions 400 Series Response Breakdown

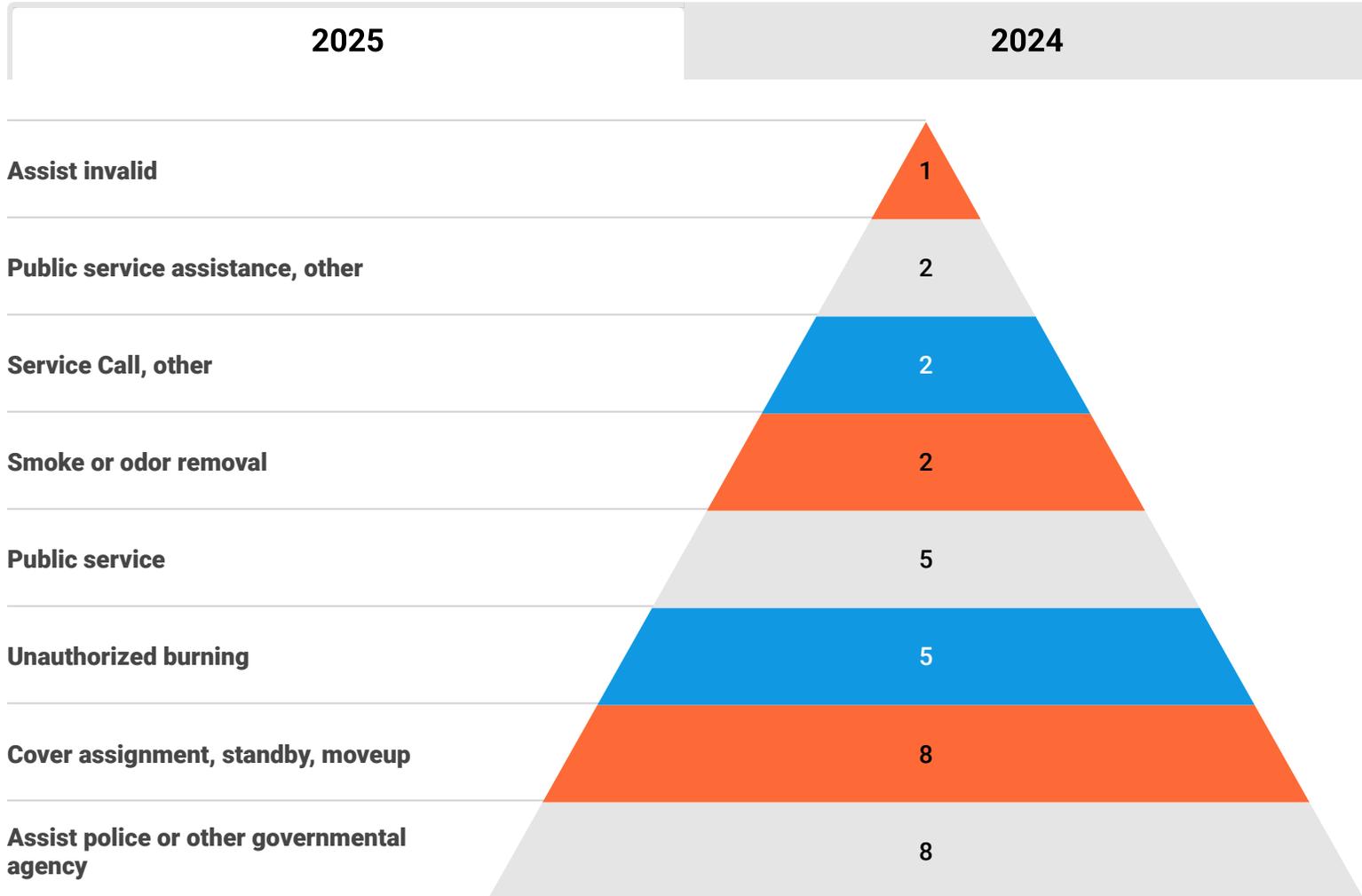
2025

2024



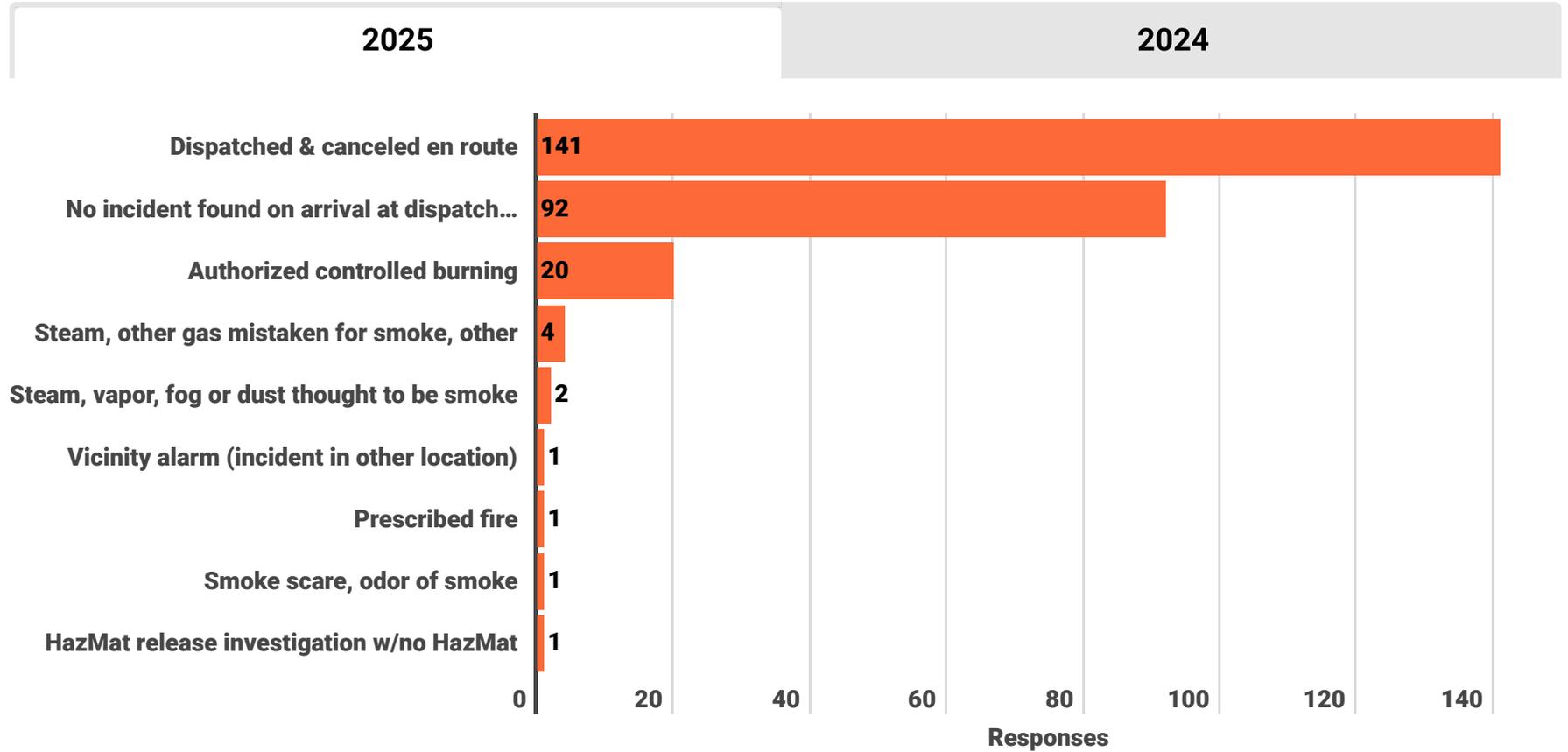


## Service Call 500 Series Response Breakdown





## Good Intent Call 600 Series Response Breakdown

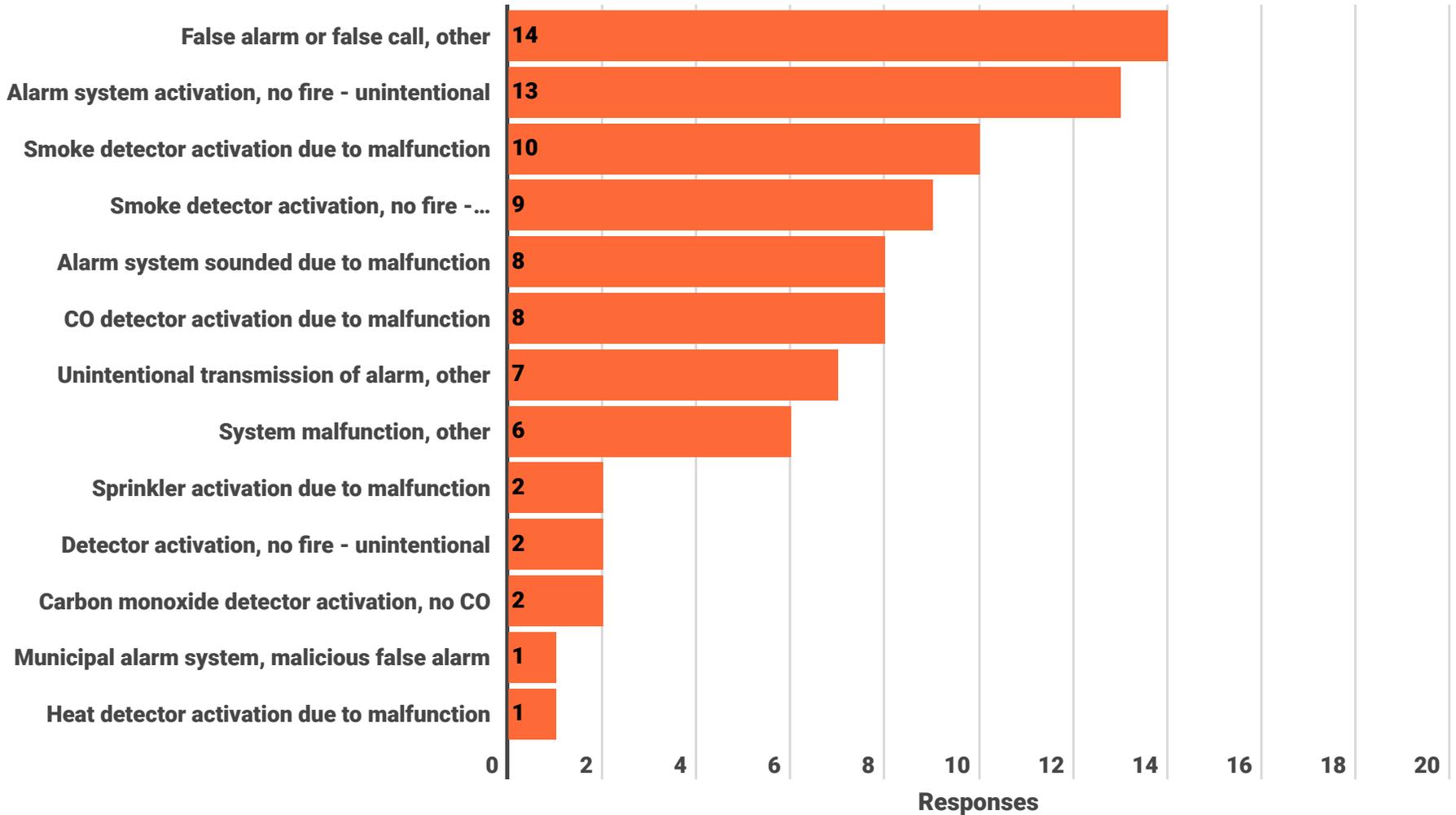




## False Call 700 Series Response Breakdown

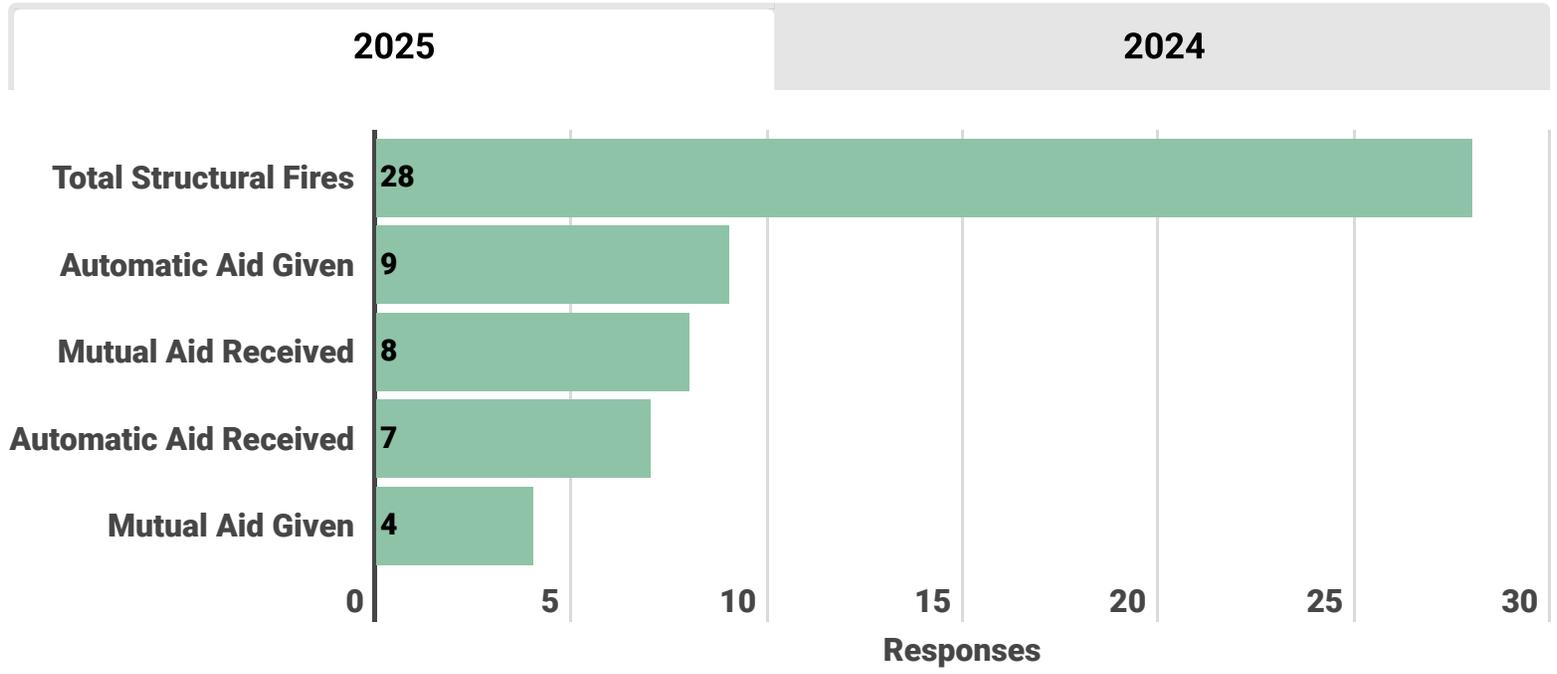
2025

2024



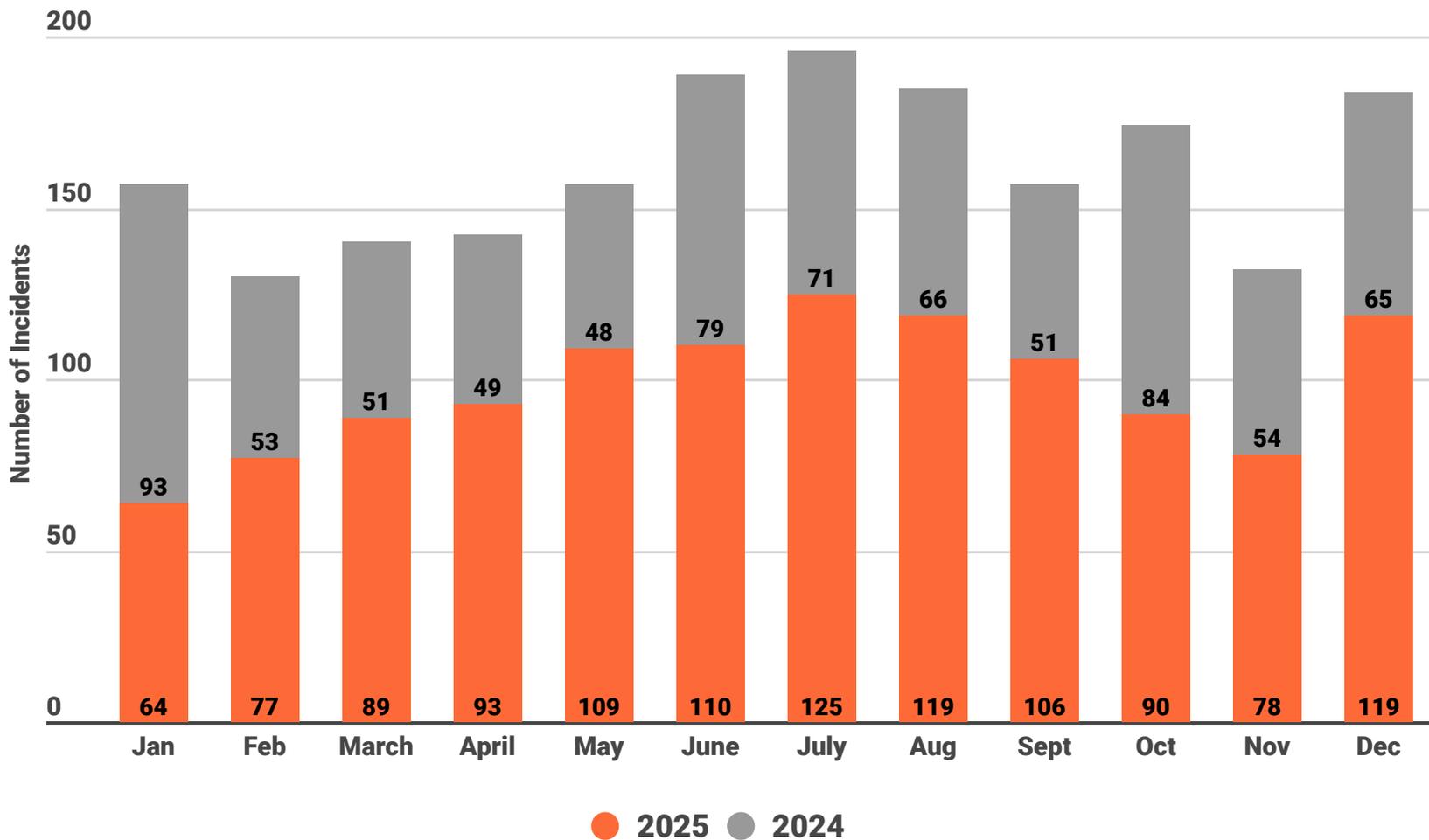


## Structural Fire Incident Responses



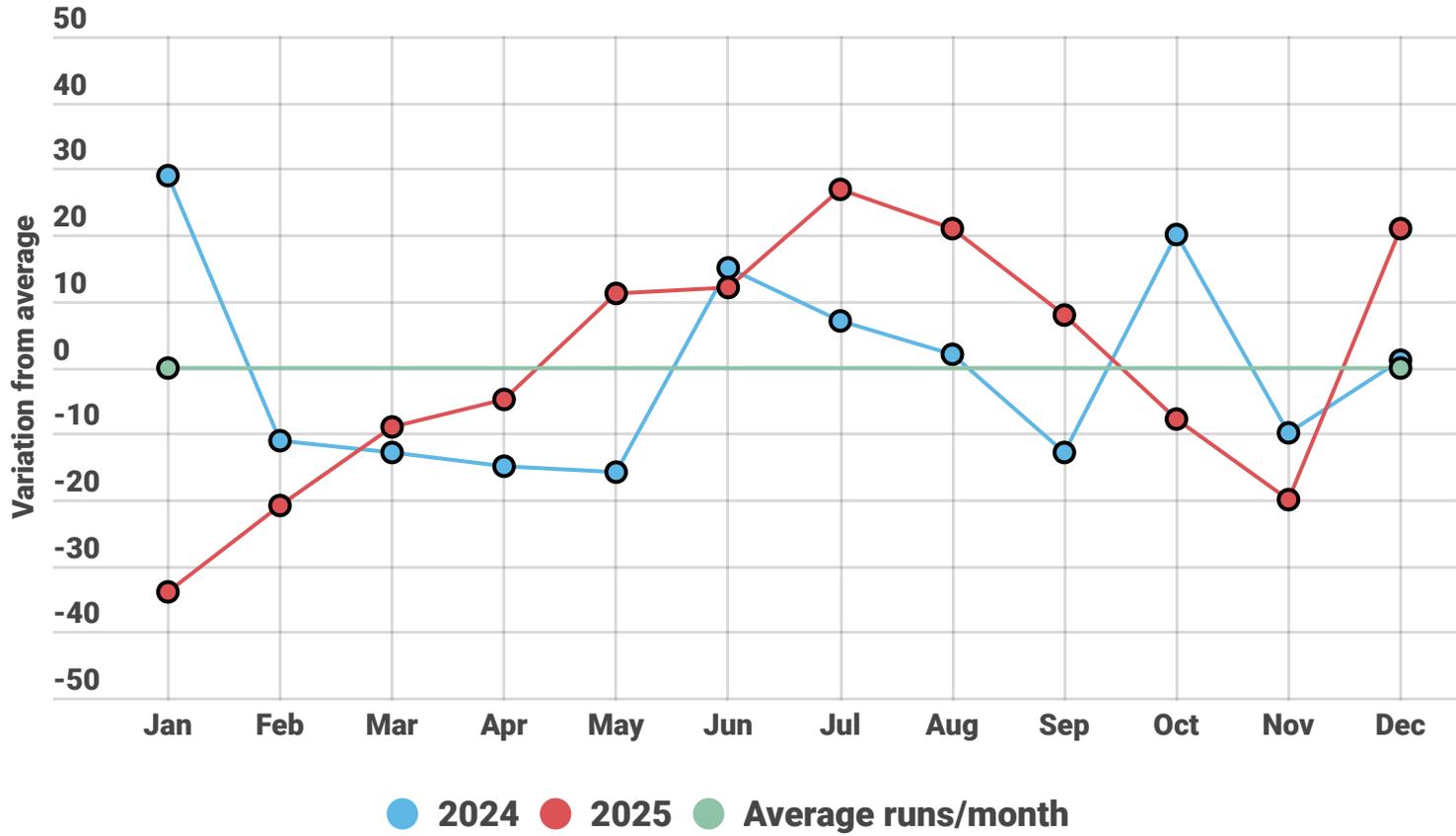


## Incidents Responses by Month



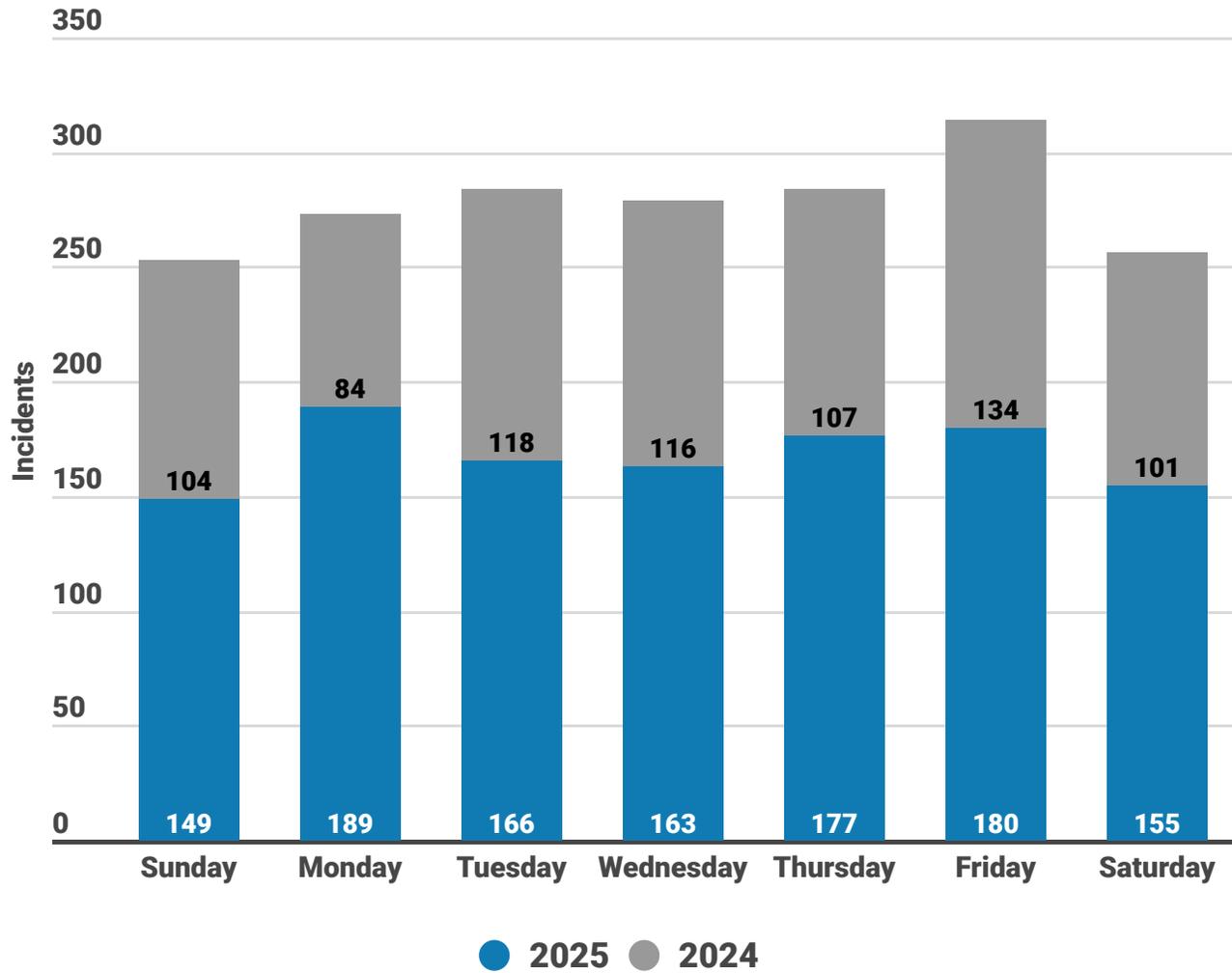


## Incident Response Variations by Month



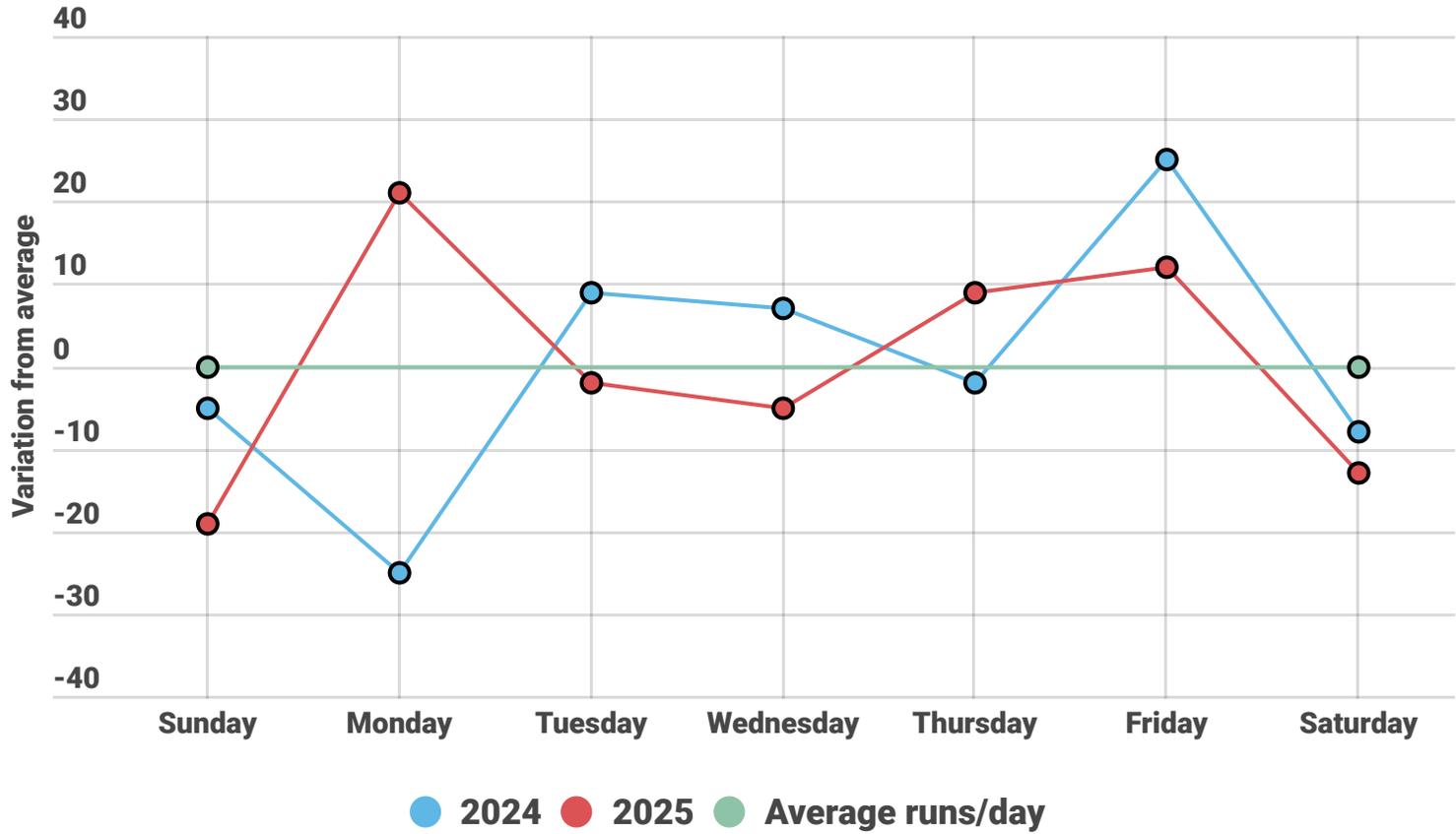


## Incident Response by Day



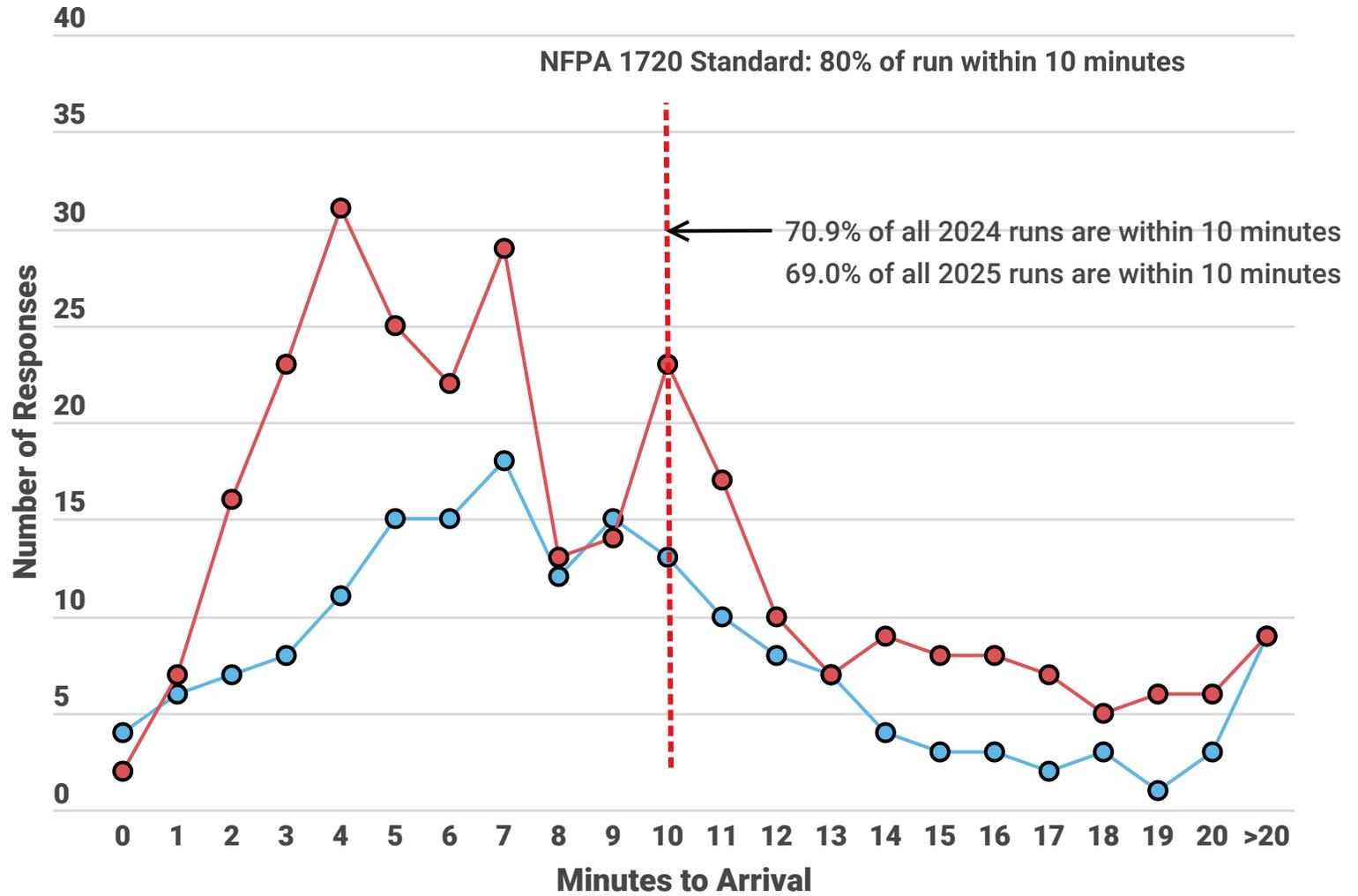


## Incident Response Variations by Day



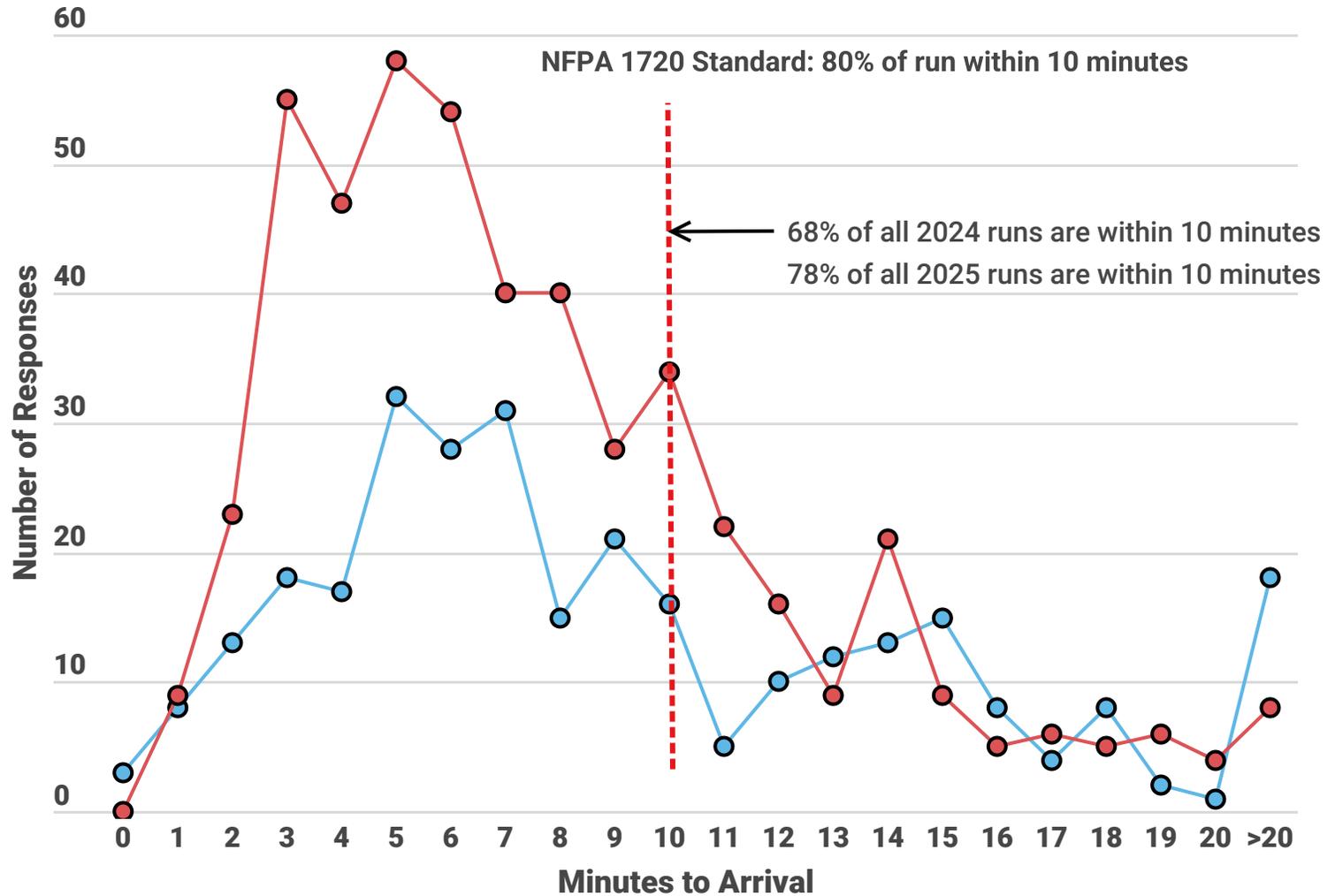


## Fire Call Response Times





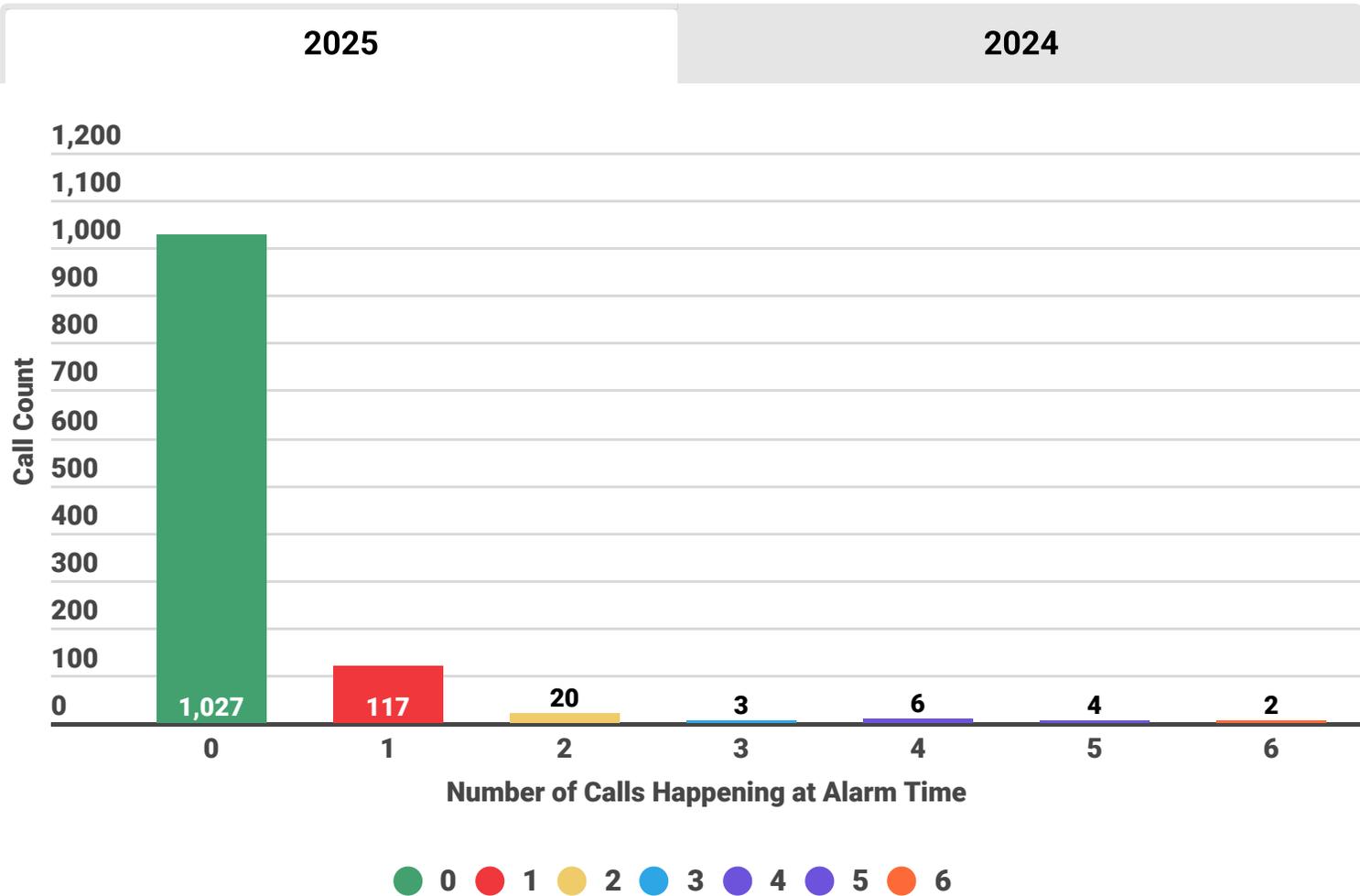
## EMS Call Response Times





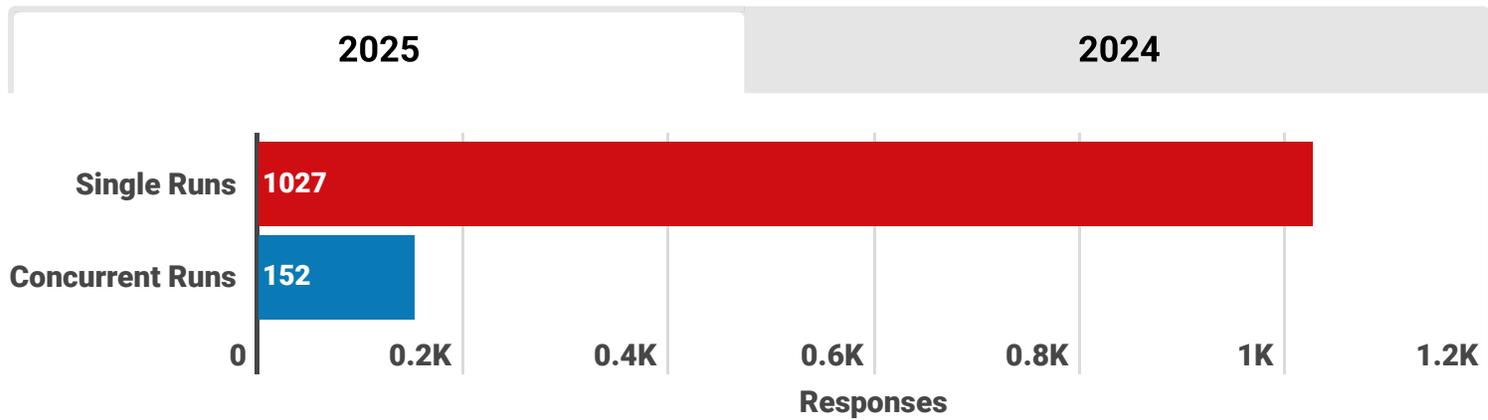
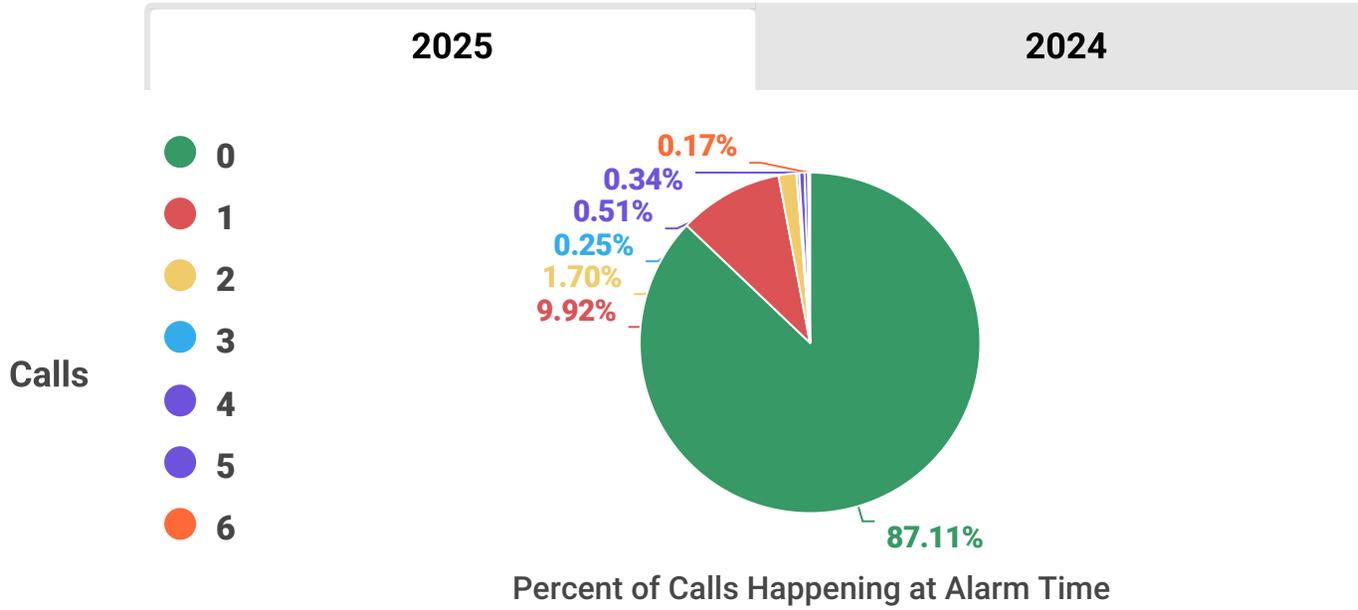
## Concurrent Call Breakdown

Graphs indicate how many calls were already happening when a call begins.



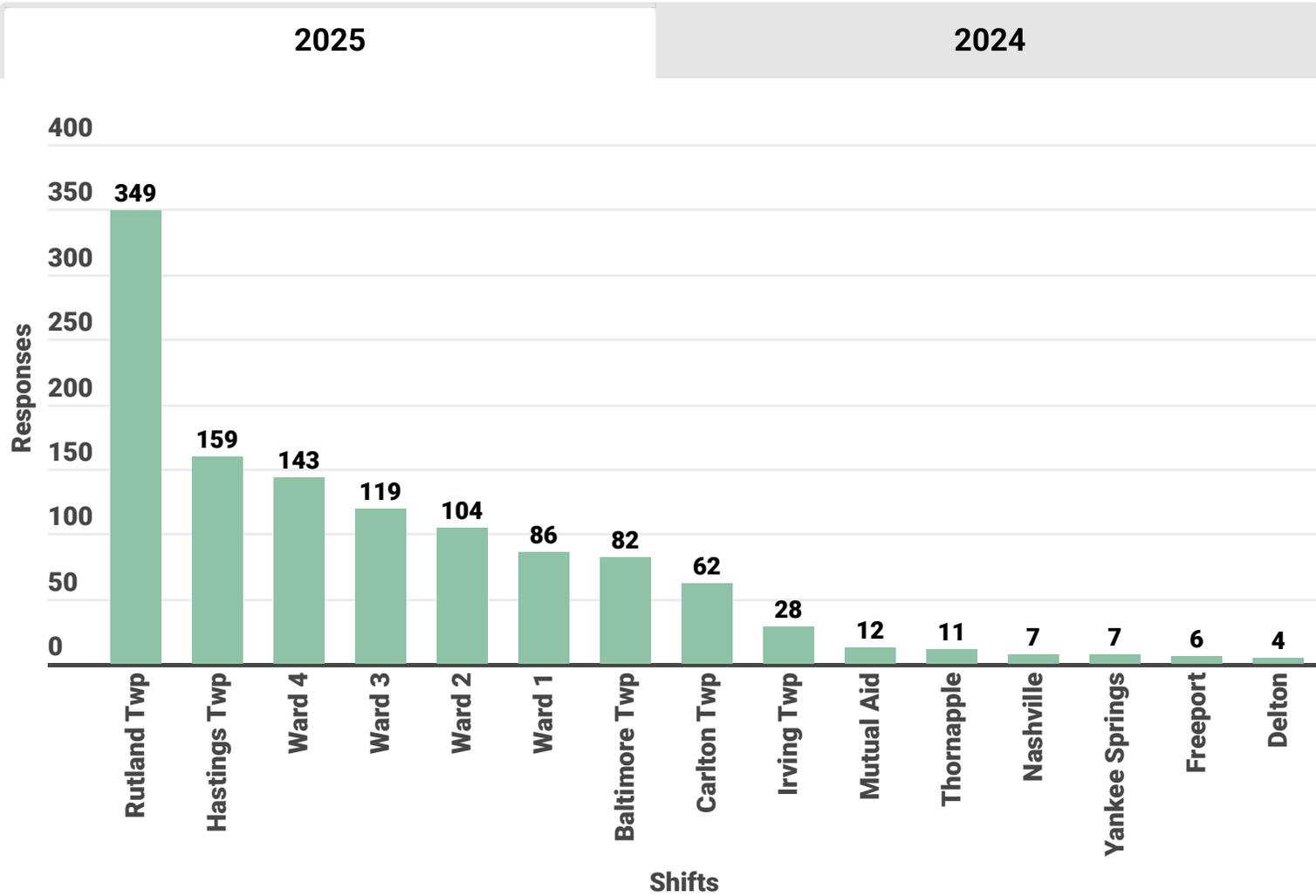


## Concurrent Call 2024 Summary



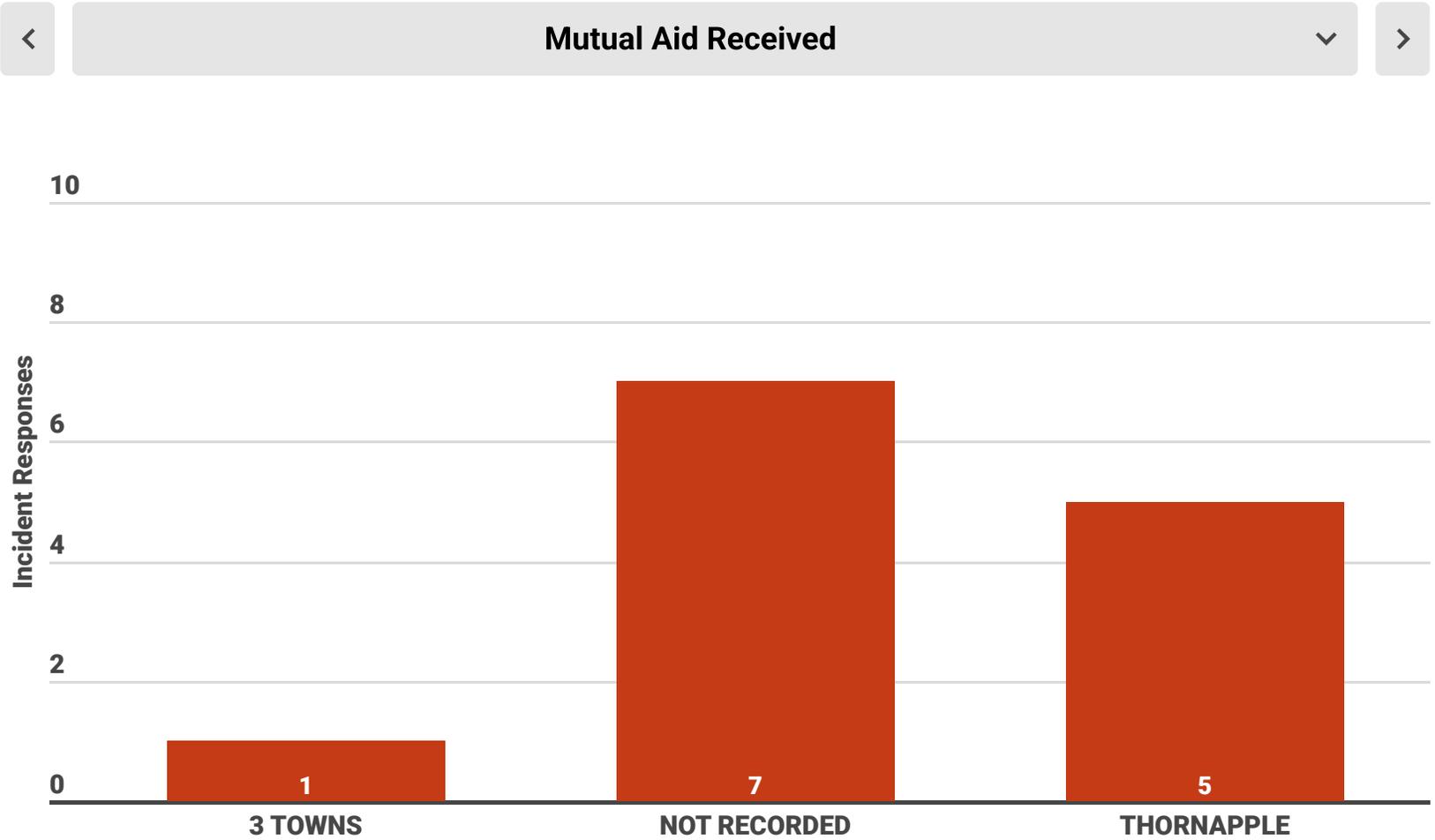


## Incident Responses by District





## 2025 Mutual Aid Summary



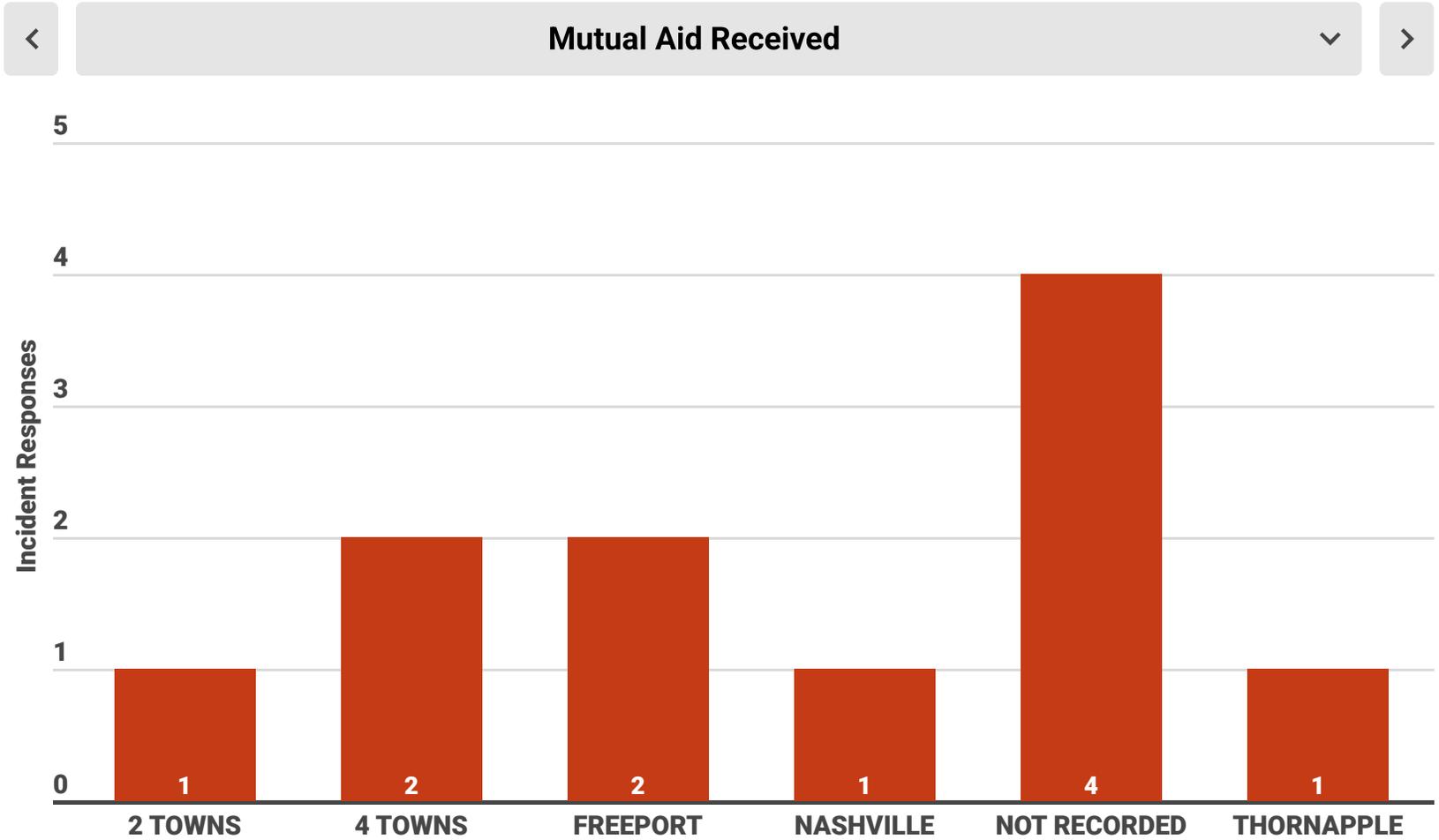


## 2025 Mutual Aid Summary

	Mutual Aid Received	Mutual Aid Given	Automatic Aid Given	Automatic Aid Received	Other Aid Given	Grand Total
3 TOWNS	1					1
DELTON			3			3
FREEPORT			3			3
HASTINGS		10	3		1	14
NASHVILLE		2	2			4
NOT RECORDED	7			11		18
PINE LAKE/PRAIREVILLE MI		1				1
THORNAPPLE	5	1	7			13



## 2024 Mutual Aid Summary



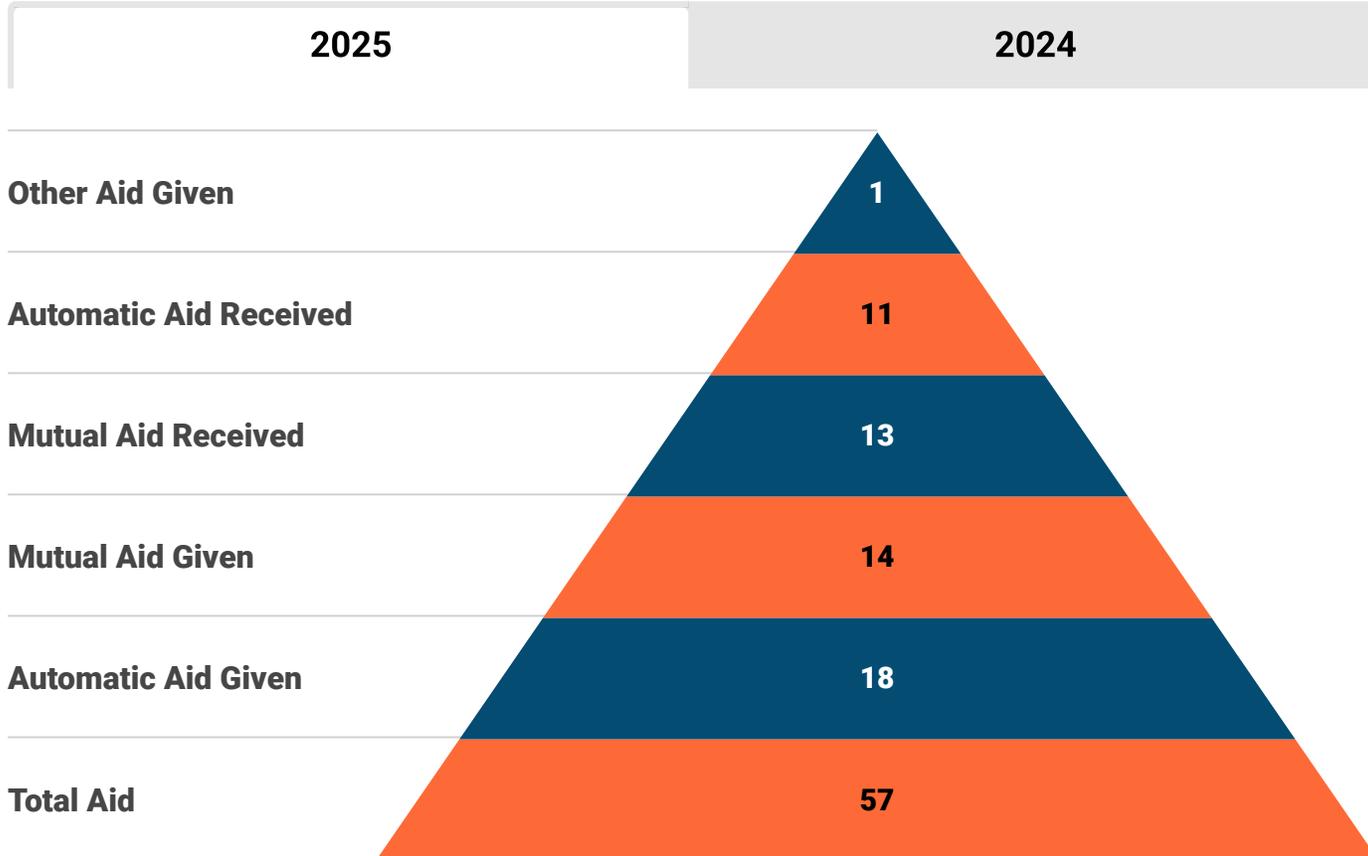


## 2024 Mutual Aid Summary

	Mutual Aid Received	Mutual Aid Given	Automatic Aid Given	Automatic Aid Received	Total
2 TOWNS	1			1	2
4 TOWNS	2			1	3
DELTON		2	1		3
FREEPORT	2	2	1		5
HASTINGS		5			5
MIDDLEVILLE		1	1		2
NASHVILLE	1		3		4
NOT RECORDED	4			3	7
ORANGEVILLE		1			1
THORNAPPLE	1	1			2
WOODLAND		1			1
YANKEE SPRINGS/WAYLAND		1	1		2

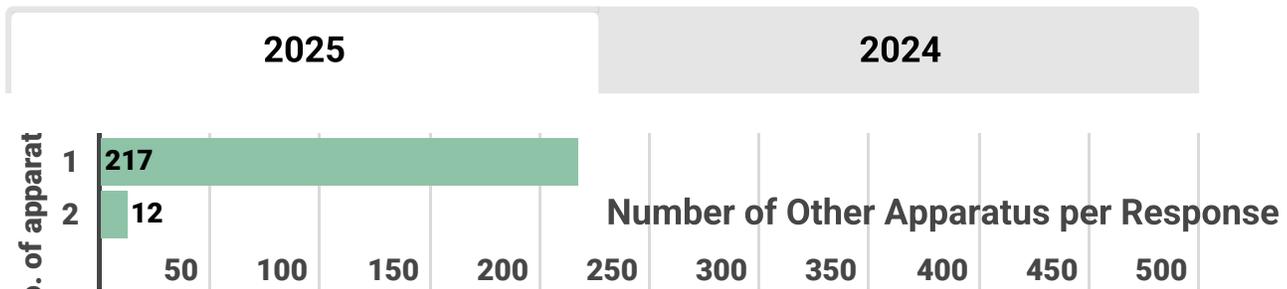
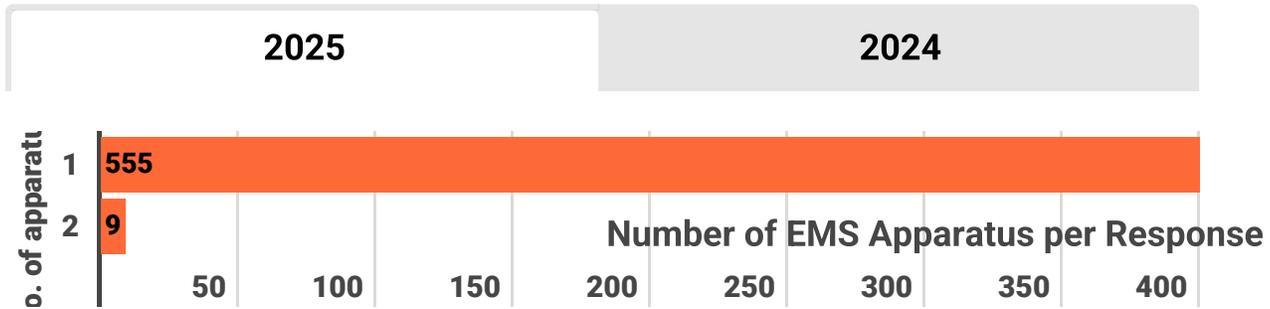
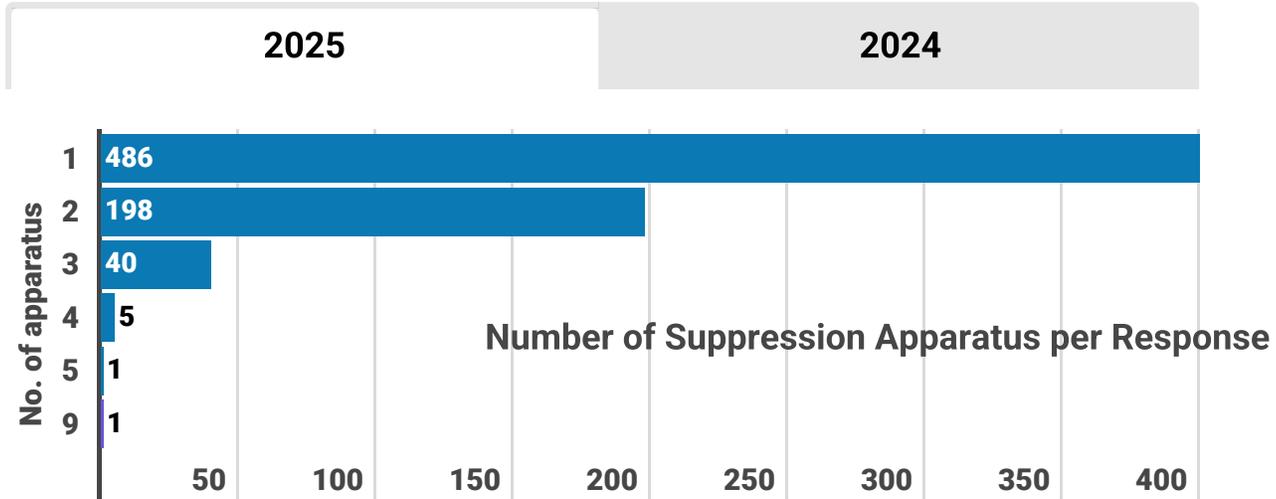


## Mutual Aid Summary



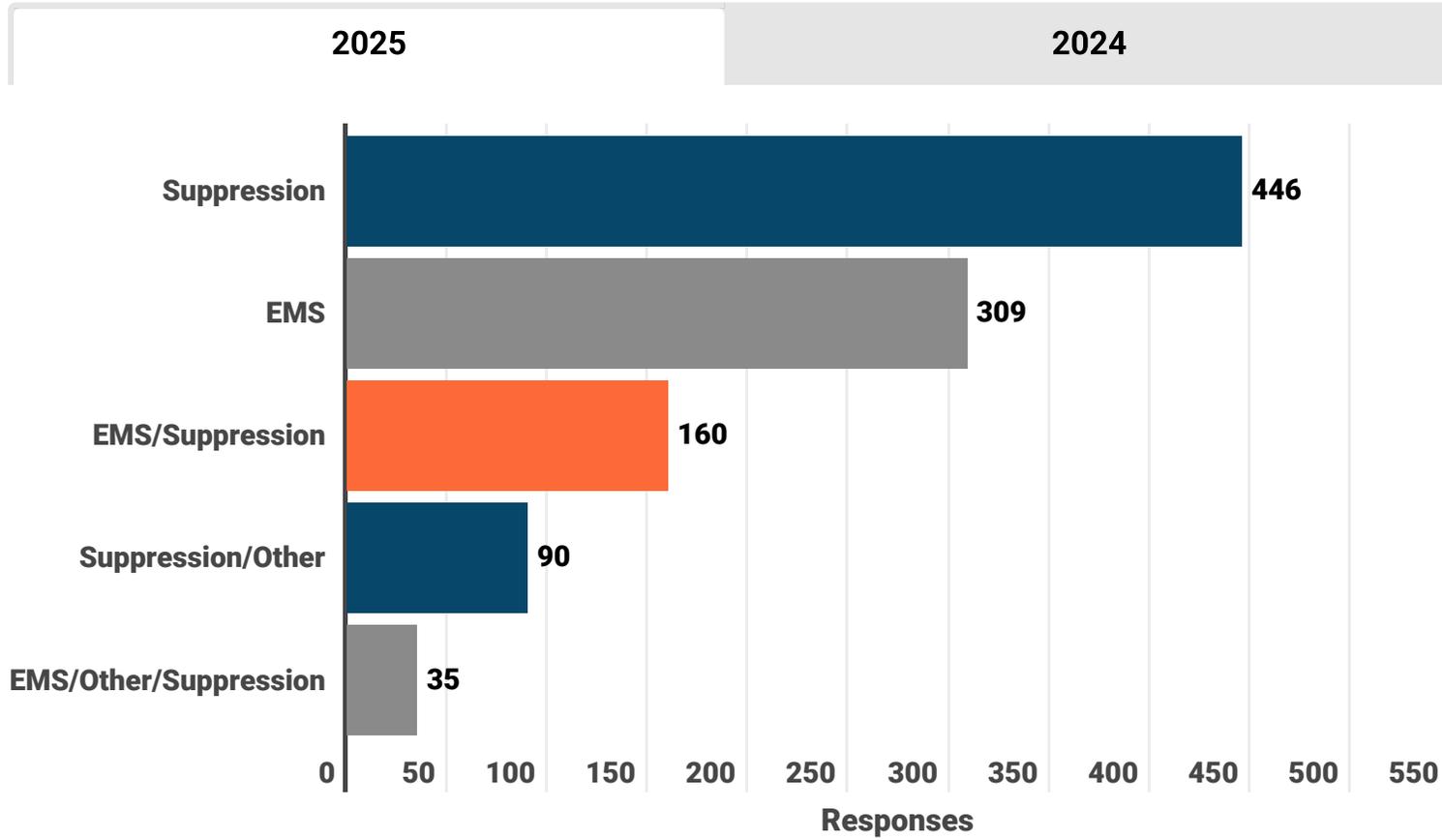


## Apparatus Responses



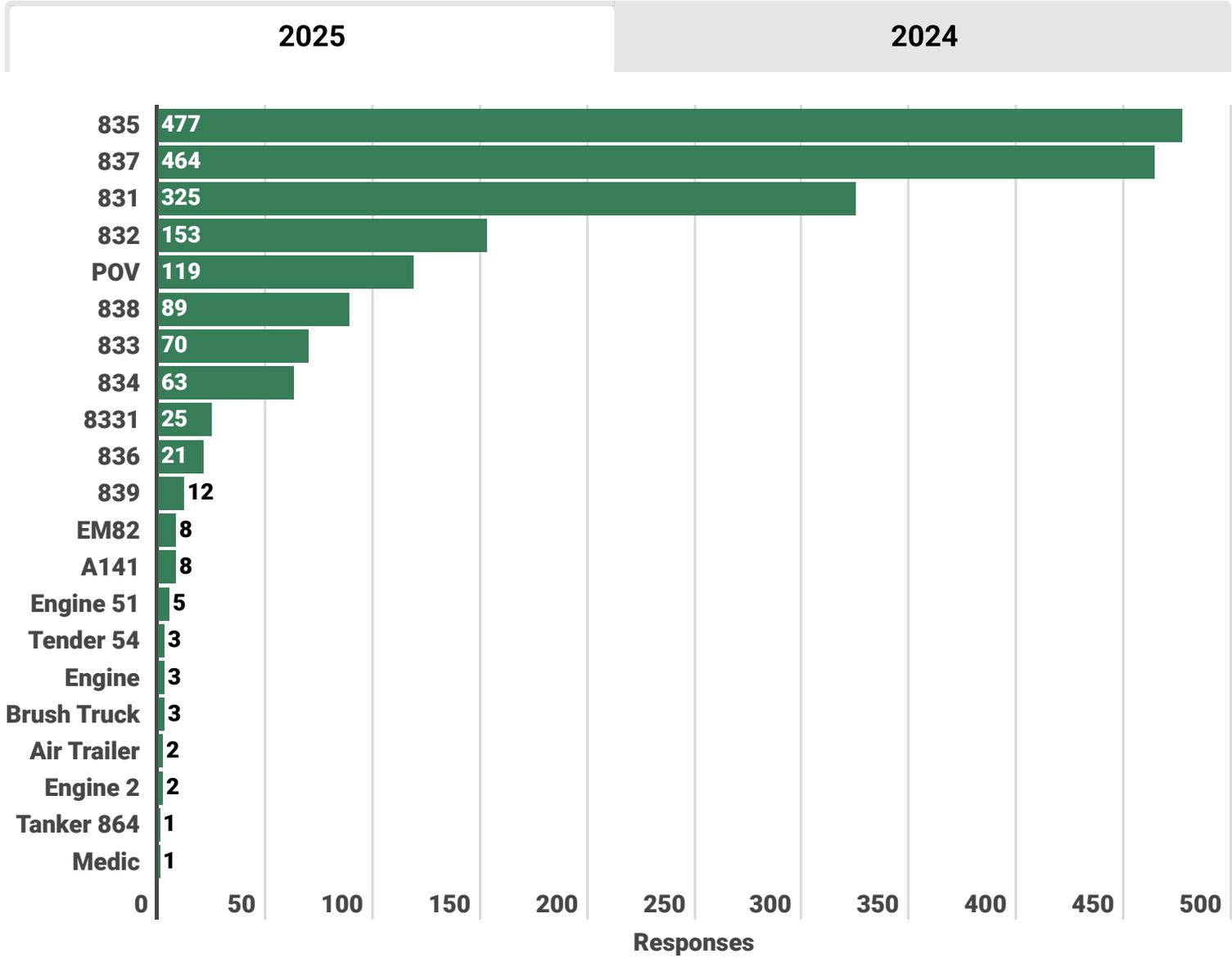


# Apparatus Responses



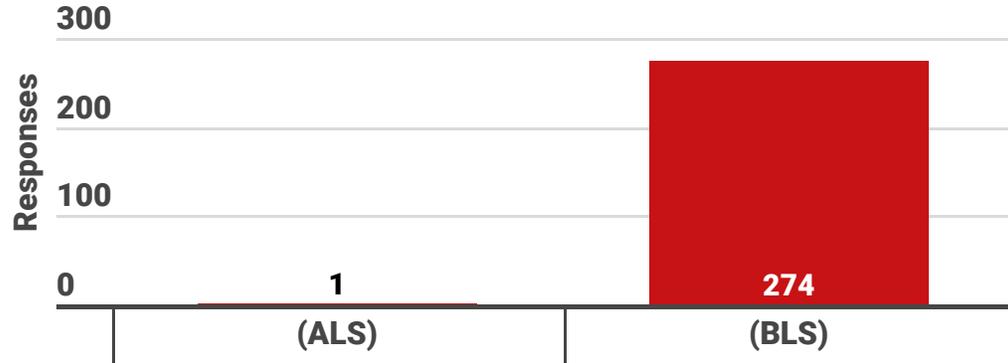


# Apparatus Run Summary

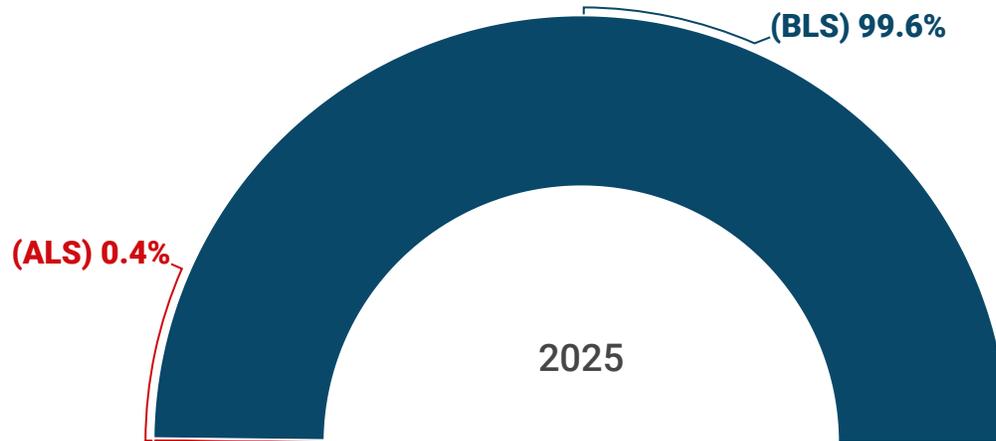




## Life Support Summary

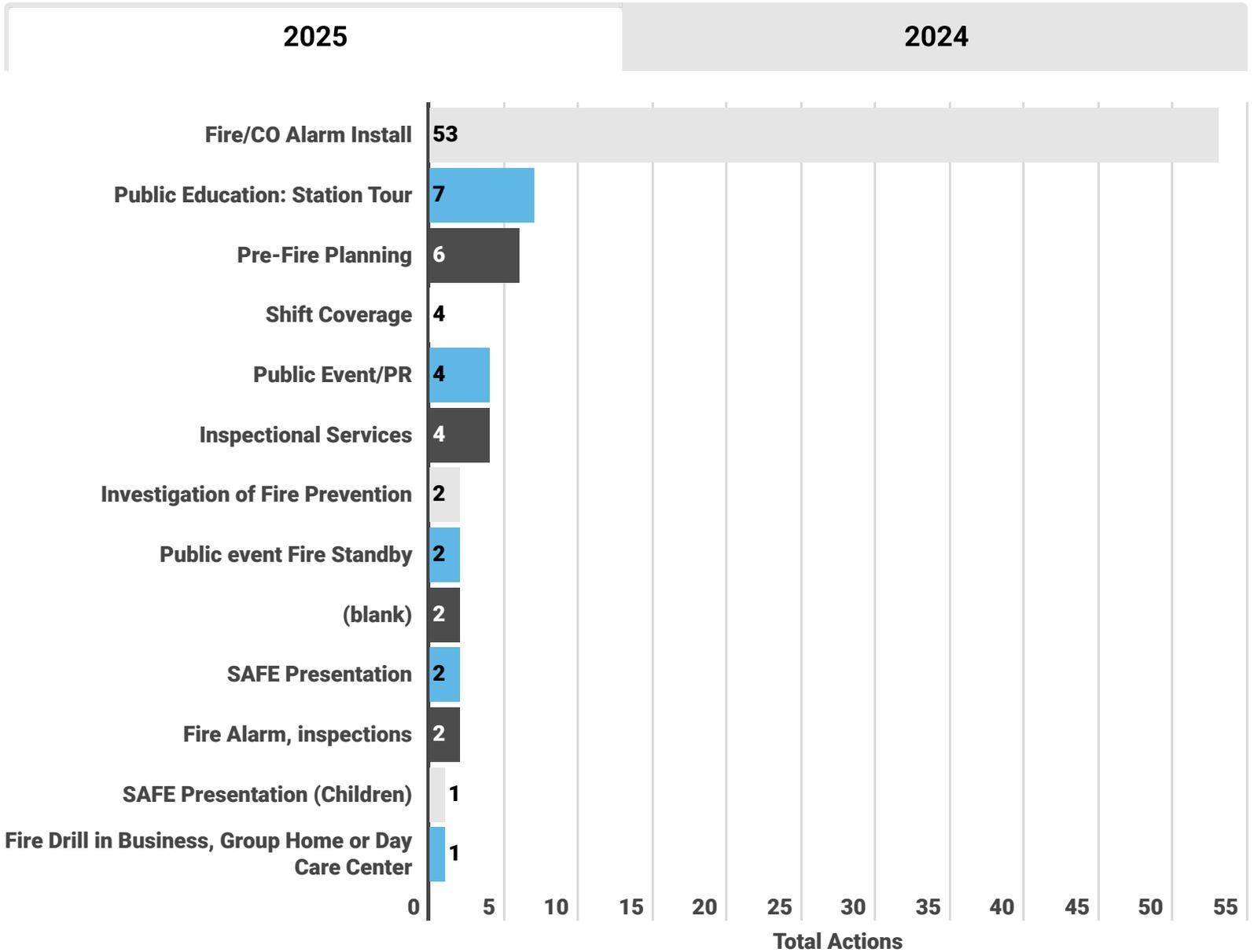


● 2025



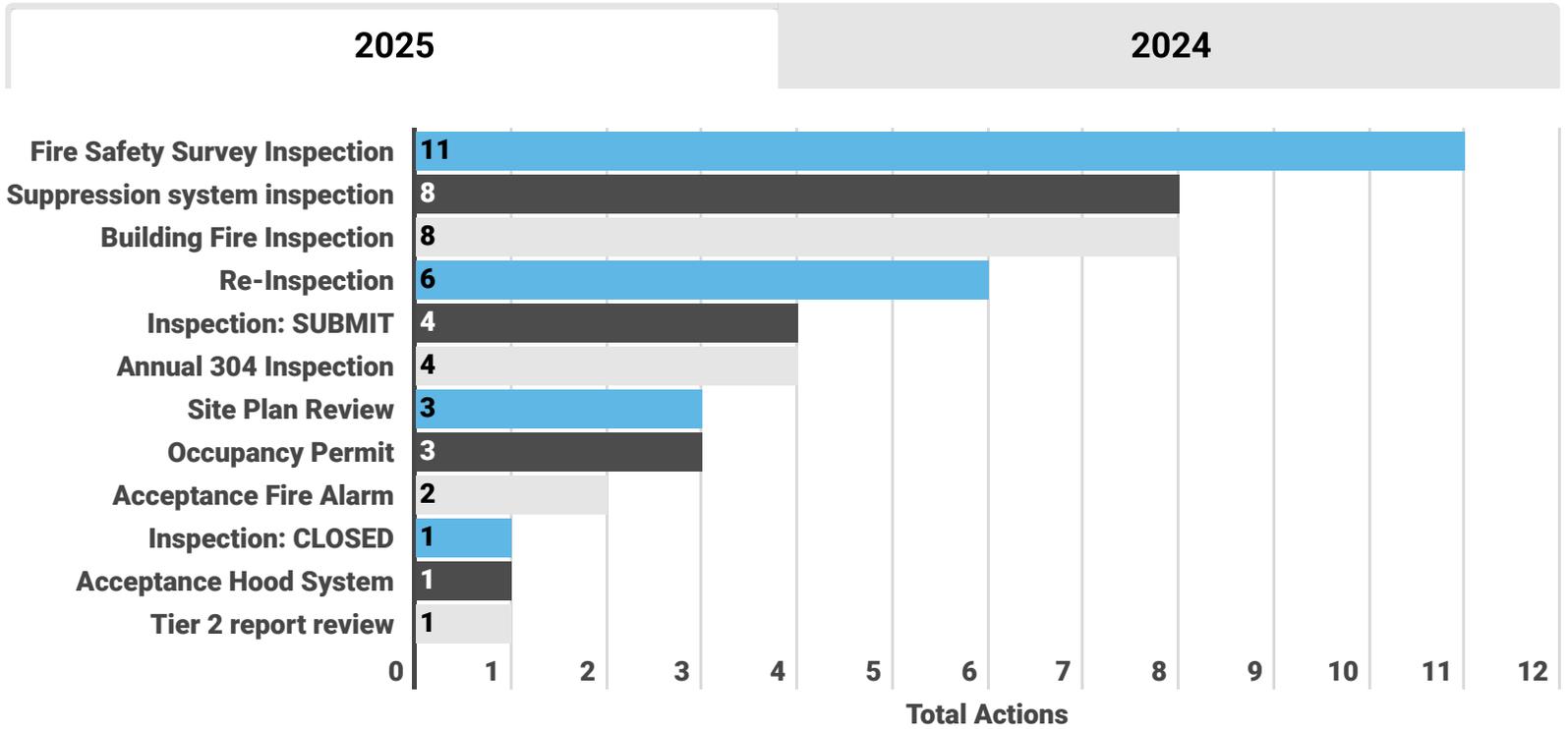


# Fire Prevention Summary

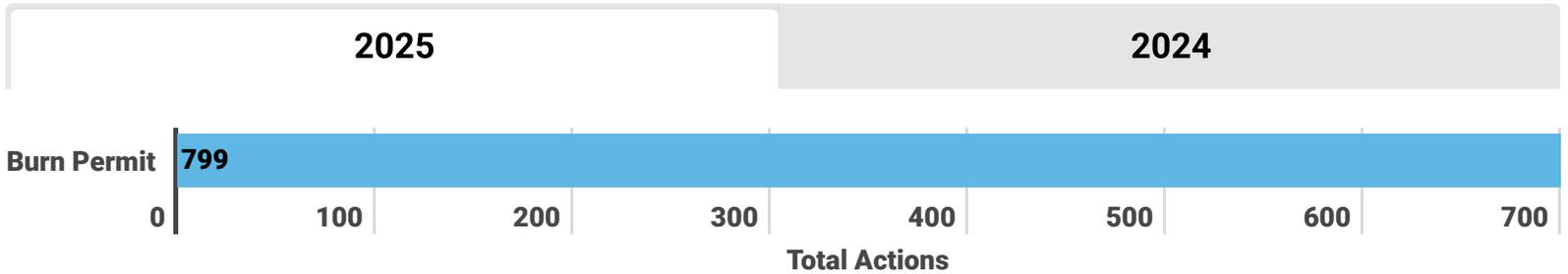




## Inspection Summary

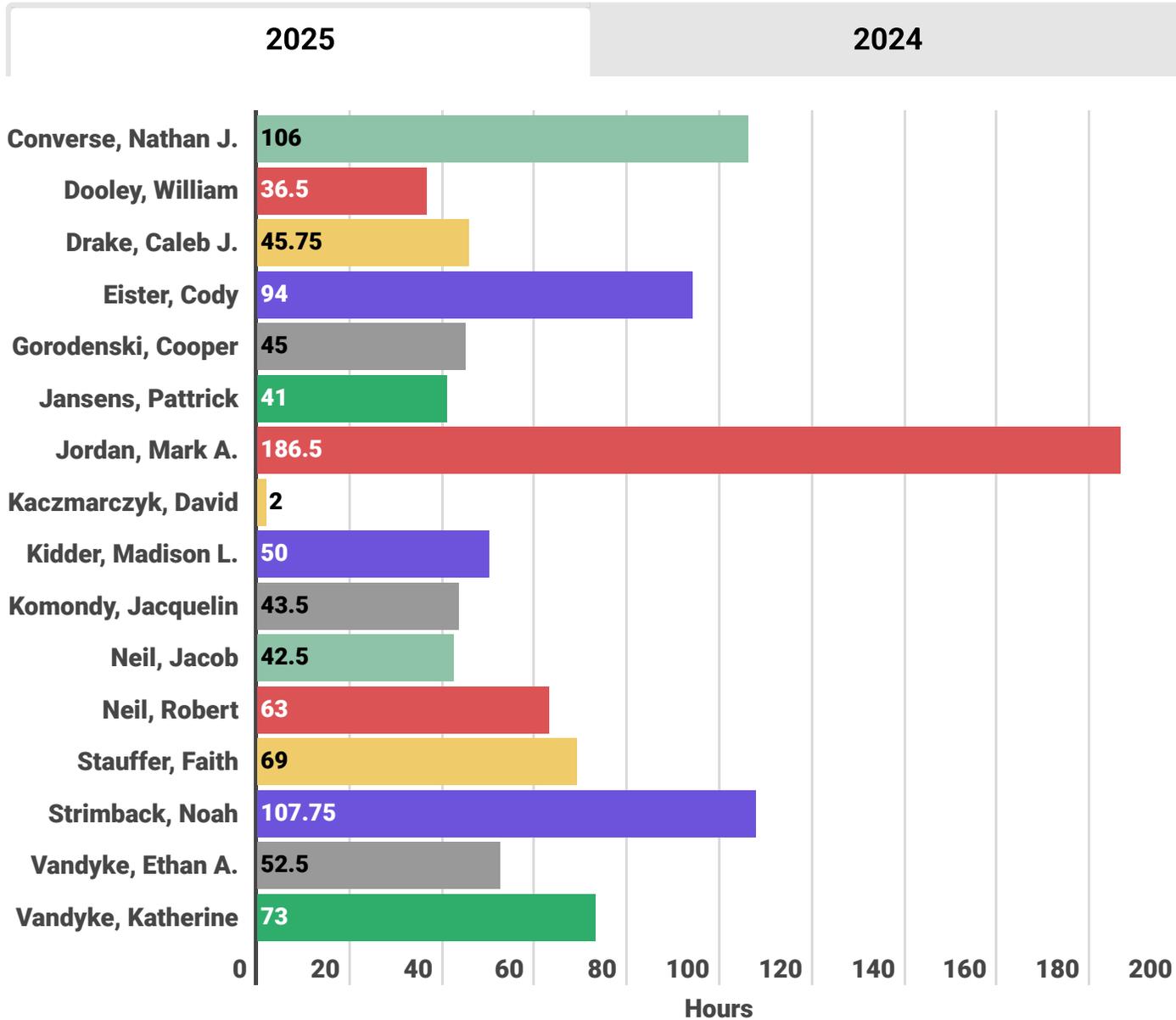


## Permitting Summary



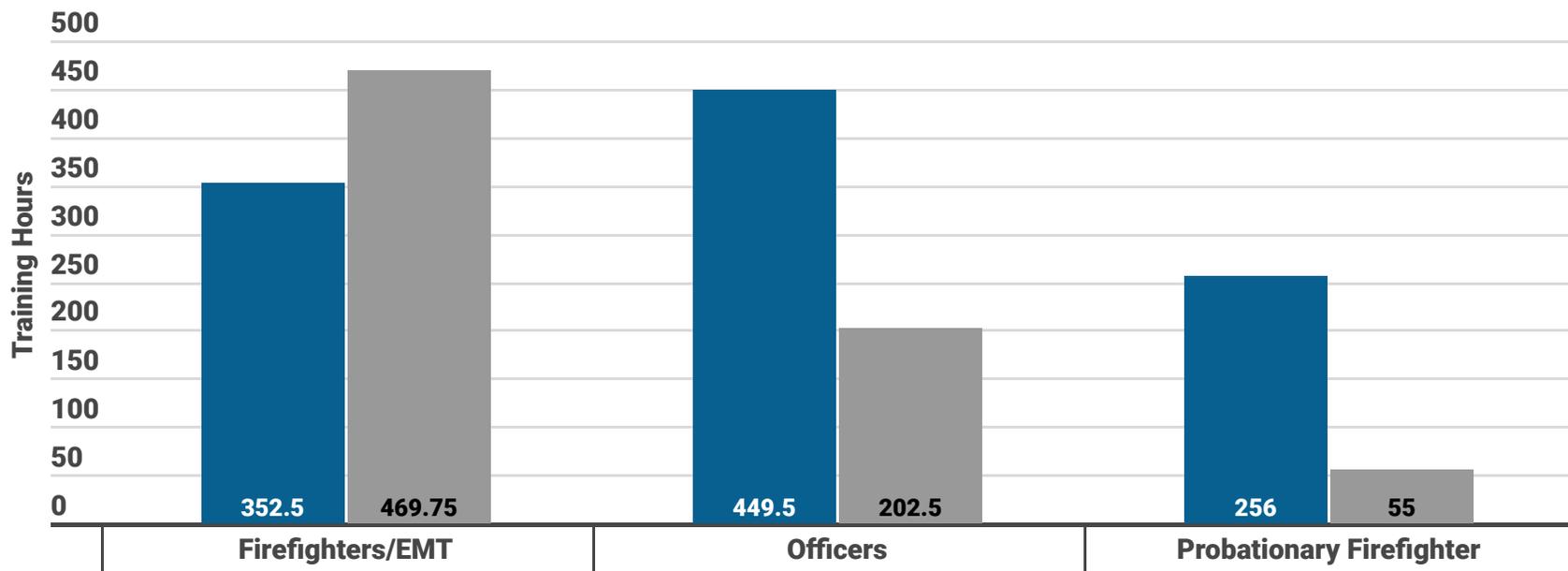
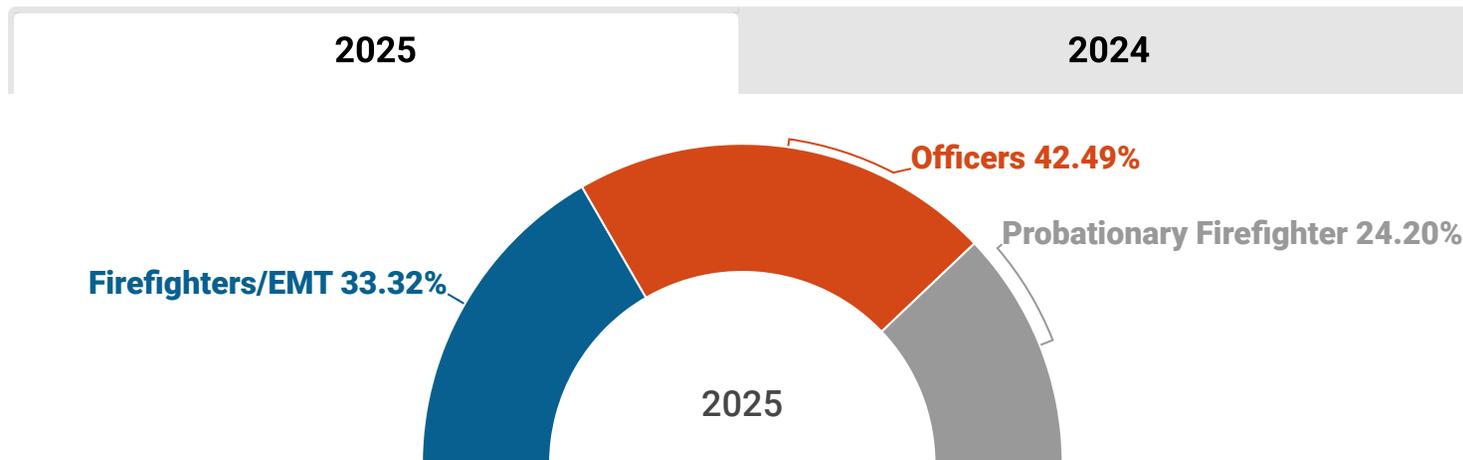


## Employee Training Hours



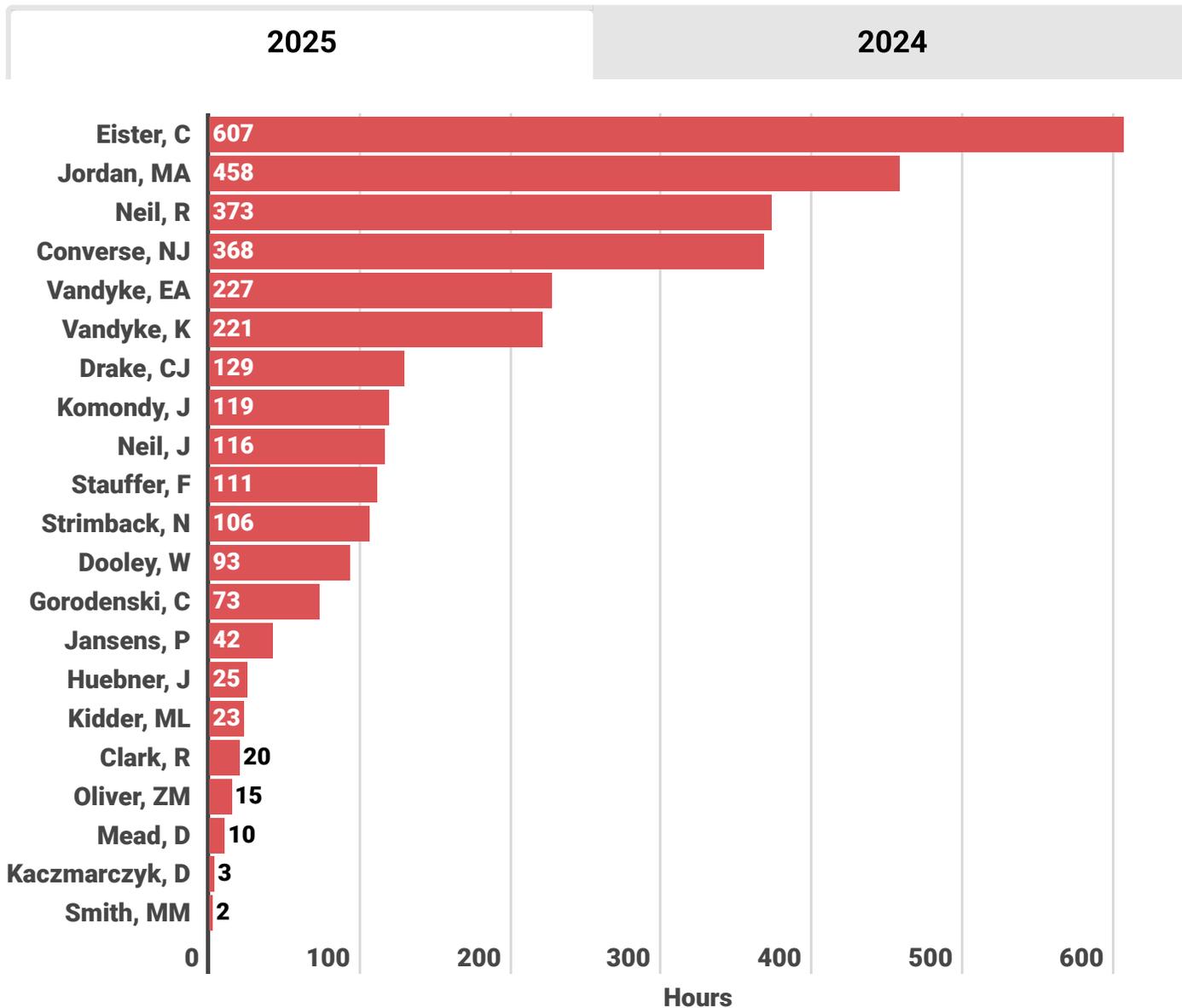


## Staff Training Hour Summary





## Runs Per Person





## Active Roster

Name	Title	Seniority Date
Robert Neil	Assistant Chief/MFR	12/2/1991
William Dooley	Firefighter	3/4/2009
Jacquelin Komondy	Firefighter/MFR	4/16/2017
Cooper Gorodenski	Firefighter	5/4/2021
Cody Eister	Lieutenant/Medic	5/8/2023
Patrick Jansens	Firefighter/EMTP	5/8/2023
Jacob Neil	Firefighter	6/21/2023
Mark Jordan	Chief/EMTB	7/24/2023
Faith Stauffer	EMTB	10/1/2023
Katherine Vandyke	EMTB	10/1/2023
Noah Strimback	Probation/Firefighter	3/6/2024
Nathan Converse	Lieutenant	5/9/2024
Ethan Vandyke	Probation/Firefighter	10/1/2024
Caleb Drake	Probation/Firefighter	11/1/2024
Madison Kidder	Probation FF / EMT-B	3/14/2025
David Kaczmarczyk	Paradedic / EMT P	9/8/2025

# Strategic Plan 2026 - 2029



**HASTINGS PUBLIC LIBRARY**

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Explore • Imagine • Grow

Published December, 2025

# Strategic Plan 2026 - 2029

## Letter to the Community



On behalf of the entire Hastings Public Library Board of Trustees and the Library staff, we want to sincerely thank the community for the support you provide to the Library. What we do every day is both for you and because of you.

We are very excited to present this Strategic Plan as the culmination of a year's worth of effort. Informed by a significant amount of community feedback, the plan will help guide the staff and the Library Board through the next four years as we continue to enhance the resources and services that the Library provides. While we have always known that the community values the Library, we heard firsthand through the surveys and focus groups how truly thankful so many of you are, and how important this organization is to you, both for what it stands for and what it offers.

The Strategic Plan is our commitment to you to continue offering the best resources that we can, and to remain responsive to the needs of the entire community. Over the next four years, we intend to tackle a long list of Action Plan items that support the Commitments and Goals you will read about in the following pages. Updates on progress will be published quarterly at Board Meetings and on the Library's website.

Near the end of the plan timeframe in 2029, we will re-evaluate our environment, accomplishments, opportunities, and goals, and look at establishing new goals to extend the plan for additional years.

Be sure to keep the feedback coming and let us know how we are doing.

Thank you again for all of your support, and for showing us that what we do is valuable to you.

Sincerely,

Kelli Newberry  
Library Board President

David Edelman  
Library Director

# Strategic Plan 2026 - 2029

## Executive Summary



### Overview

The Hastings Public Library engaged with key stakeholders in 2025 to learn what the community needs from us. That feedback led to an updated *Vision* statement, a new *Purpose* statement, and a new 4-year *Strategic Plan*. Our new *Strategic Commitments* will guide us as we maintain our role as a vital hub of learning, enrichment, and connections for the community at large.

### These two statements define who we are as a library:

- Purpose**  
Why We Exist

The library is dedicated to providing access to the information and resources essential for exploring the world, envisioning new possibilities, encouraging imagination, and embracing lifelong learning while fostering connections among individuals.

**Vision**  
What We Strive For

The library strives to be a vital hub of trust and knowledge at the heart of our community, where everyone is embraced and empowered to come together for personal growth and collective enrichment.

We reviewed input from multiple sources to identify how we can best serve the community, our partners, and our internal team.

These **Strategic Commitments** will guide us moving forward:

Commitment	Description & Key Focuses
<b>Resources</b>	<p><b>Enrich</b> the resources available to the community.</p> <ul style="list-style-type: none"> <li>Physical &amp; Digital Collections and the Physical Building</li> </ul>
<b>Partnerships</b>	<p><b>Enhance</b> existing partnerships and establish new connections.</p> <ul style="list-style-type: none"> <li>Schools, Non-Profit Partners, BCF, and Healthcare Partners</li> </ul>
<b>Innovation</b>	<p><b>Explore</b> innovative approaches to educate, entertain, and inform the varied communities we serve.</p> <ul style="list-style-type: none"> <li>Programming, Makerspace/STEAM, Community Outreach, and Unique Services</li> </ul>
<b>Operations</b>	<p><b>Expand</b> organizational capacity to support future growth and lasting community impact.</p> <ul style="list-style-type: none"> <li>Financial Sustainability, Staff &amp; Board Support, and Marketing &amp; Social Media</li> </ul>

# Strategic Plan 2026 – 2029 Library Overview



The Hastings Public Library (HPL) is located in the City of Hastings in beautiful Barry County, Michigan. What began as the Women’s Club Reading Room in 1896 became the public library we are today. Located at one time in the High School, and then in the former Post Office, the Library moved to its current location next to City Hall in 2007 when a new building was erected.

Serving just over 13,500 residents, HPL occupies approximately 19,000 sq. ft., and houses over 38,000 books, movies, audiobooks, and more. Digital offerings are in excess of 130,000 items. HPL also offers many unique services and collections, including a Library of Things, a free puzzle exchange, remote and mobile printing, a notary service, free Wi-Fi 24/7/365, public computers, and so much more.

Programs and events happen throughout the year for all ages. We offer storytimes for preschool and toddlers, makerspace events, teen activities, book clubs and discussion groups, Summer and Winter Reading challenges, cooking classes, environmental education, Family Science Night, Cookies with Santa, a Holiday Market, and much, much more.

We have a dedicated staff of 14 and are governed by 9 members of an appointed Board of Trustees who represent our service area: the City of Hastings, Rutland Charter Township, and Hastings Charter Township.

We also have a dedicated Friends of the Library group who volunteer to shelve books, assist with programs, and more. They also hold two annual book sales, host an annual Wine Pairing Dinner and Auction, and have many other events throughout the year raising money to support us.

## **Library Board of Trustees as of December 2025**

**Sam Cale  
Jane Cybulski  
Ann Devroy  
Carol Dwyer  
Rebecca Lectka  
Ellyn Main  
Amanda Mattson  
Kelli Newberry  
Cloe Oliver**

# Strategic Plan 2026 - 2029

## Vision and Purpose



Most strategic plans lead off with Mission and Vision statements, but ours is a little different.

### Purpose

Purpose may be a new concept to some when thinking about strategic planning. While similar in some ways to the traditional Mission statement, Purpose means exactly what you expect: Why are we here? What is our Purpose as a Library? It is why we exist.

Our Purpose defines what we do every day, from the books and movies we offer, to the programs and events we host, to being a gathering space and a connector to community resources.

**The library is dedicated to providing access to the information and resources essential for exploring the world, envisioning new possibilities, encouraging imagination, and embracing lifelong learning while fostering connections among individuals.**

### Vision

Vision is what we aspire to, what we want to be, or continue to be. The Library is, and commits to remaining, a vital member of our community.

**The library strives to be a vital hub of trust and knowledge at the heart of our community, where everyone is embraced and empowered to come together for personal growth and collective enrichment.**

# Strategic Plan 2026 - 2029

## Strategic Commitments



Careful review of all feedback from the community, staff, partners, and the Library Board of Trustees, identified several common themes. Some of those themes became the four *Commitments* that make up the Strategic Plan.

### Why Commitments?

Strategic Plans frequently refer to focuses, priorities, pillars, and similar concepts. HPL chose to call its focus areas *Commitments* because we see this plan as our commitment to the community, our partners, our staff, and the Board. The work we do is for all of those core groups, and we remain committed to doing everything we can to best serve the community at large.

### HPL's Strategic Commitments



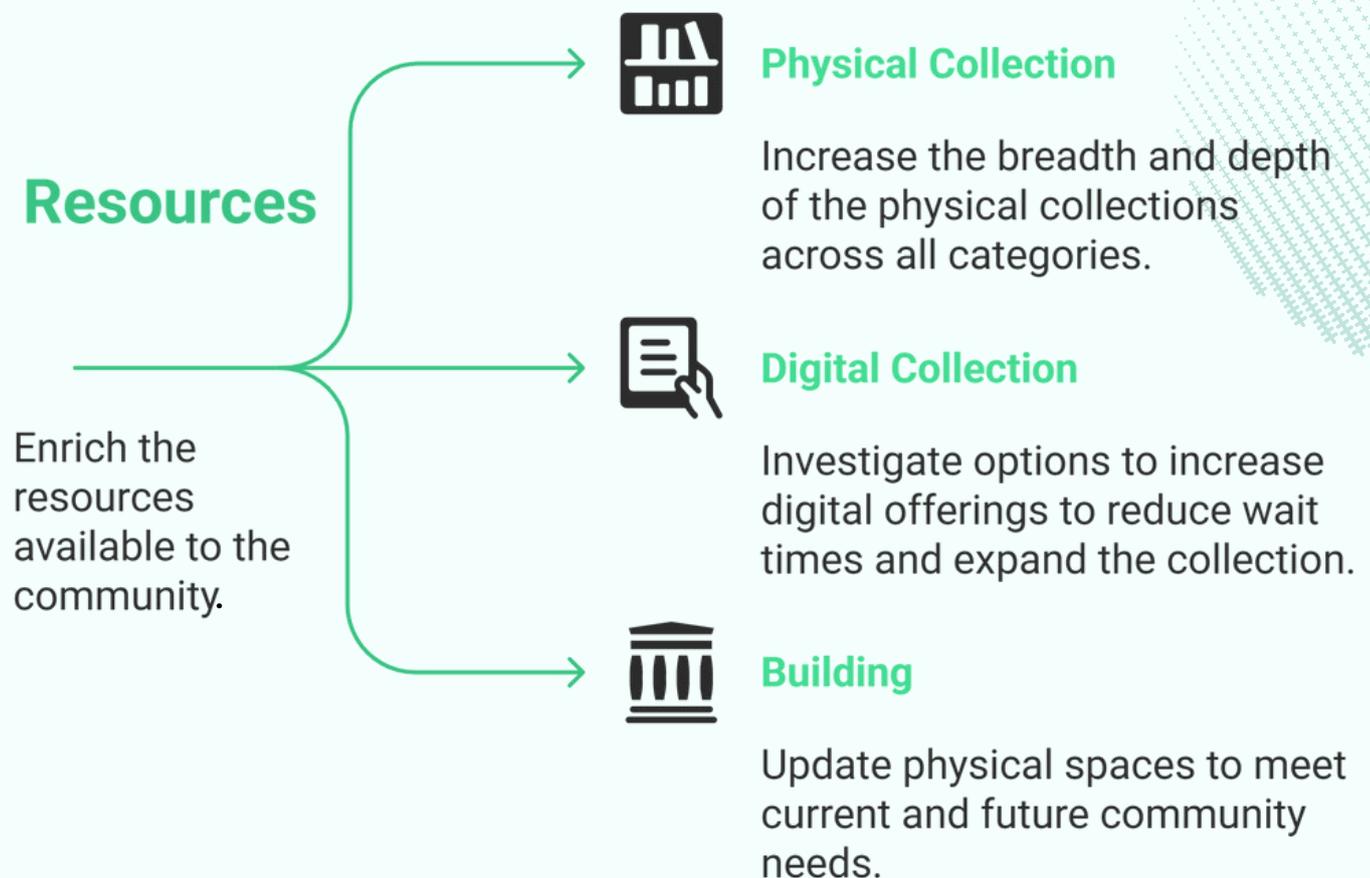
# Strategic Plan 2026 - 2029

## Goals - Resources



Each Strategic Commitment is comprised of several high-level goals. These are reflective of the themes and feedback identified throughout the Strategic Planning process. Some of them address opportunities for improvement, while others focus on efforts to further strengthen what the Library is already doing well.

Over the next four years, HPL will tackle projects big and small to further the goals described in the following pages for each Strategic Commitment. See the Action Plan Overview on page 14 for more information about how we will publish progress updates.



# Strategic Plan 2026 - 2029

## Goals - Partnerships



# Strategic Plan 2026 - 2029

## Goals - Innovation



### Innovation

Explore innovative approaches to educate, entertain and inform the varied communities we serve.



#### Expand Programming

Build on past successes to further expand our offerings to a wider cross-section of the community, while maintaining the in-demand core offerings.



#### Enhance Makerspace/STEAM

Find partners to expand our current offerings to build capacity for programs and education on emerging technologies and STEAM initiatives.



#### Community Outreach

Explore new ways to engage with the community outside of the physical library space.



#### Unique Services

Explore technologies and services to increase Library ease of use.

# Strategic Plan 2026 - 2029

## Goals - Operations



# Strategic Plan 2026 - 2029 Planning Process - Overview & Community Surveys



The Strategic Planning process spanned most of calendar year 2025 and involved all staff members at various stages. The project was led by:

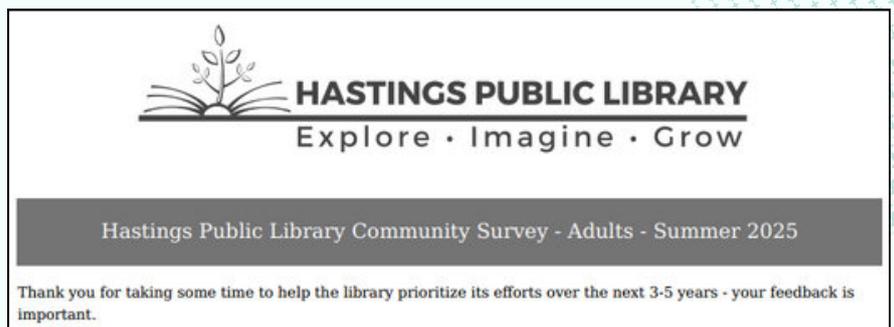
- David Edelman, Library Director
- Tess Allerding, Assistant Director
- Erin Quada, Youth Librarian
- Barbara Haywood, Marketing and Adult Programming Coordinator
- Chloe Lewis, Circulation Supervisor

All staff participated in feedback sessions and discussions from defining the Library's Purpose and Vision statements through action plan development. The Board was involved in similar discussions and gave the final approval to the plan.

Carol Dawe, Director of the Lakeland Library Cooperative, offered her services as consultant. Having helped many other libraries, she was an invaluable resource to us.

A key step in the process was gathering community feedback through a community survey. Two versions were created: one for tweens & teens, and one for adults. Between online and hardcopy versions we had over 260 total responses.

We received great suggestions and appreciate all of the kind words. More detailed survey results are in the Appendix.



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**"Friendly, welcoming, helpful and safe."**

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**"I like that the library has a variety of programming for all ages and keeps things fresh."**

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**"I think the Library to some degree ... Is ... the Community. It's diverse, young, old, new and historical. It NEVER should EVER be deemed unimportant or on the chopping block. I Love the Library."**

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# Strategic Plan 2026 - 2029 Planning Process - Focus Groups



Focus groups were also critical, with Carol leading 12 separate groups whose participants included library staff, the HPL Board, community partners, and community members.

Some of the collective focus group feedback is at right.

The focus groups gave more detailed feedback, and along with the surveys, provided valuable data to identify common themes. From there, our Strategic Commitments and Goals were formed.

More focus group information can be found in the Appendix.

## HPL Event Calendar

[« Back to Events](#)

### Community Focus Group Session

🕒 July 23, 2025, 10:00am - 11:00am  
📍 Library  
👤 General Interest

REGISTRATION CLOSED [PRINT PDF](#)

Following up on HPL's Community Survey of Summer 2025, focus group sessions are being held to gather more detailed information from interested survey respondents. If you did not complete the survey but are still interested in attending a session, feel free to register.

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**“The library is a haven: a safe and friendly space for everyone.”**

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**“The library tells the community's story. The library lets us learn from each other.”**

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**“Increase and grow the collection. Lakeland lending is great but we would like more materials here.”**

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**“Look at different hours: Sundays perhaps? ”**

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# Strategic Plan 2026 - 2029 Planning Process - Timeline



Here is an overview of the process throughout 2025.



# Strategic Plan 2026 - 2029

## Action Plan Overview



Each year, HPL will work on numerous Action Plan items to meet the goals of our Strategic Plan. Late in each calendar year, we will revisit the master list of Action Plan items and identify which ones to consider working on in the following year. The list is long and continuously added to, but unfortunately, we cannot work on too many things at one time.

Circumstances may cause some initiatives to be accelerated, delayed, or even canceled. Some ideas and investigations will not pan out. New items may be added throughout the process based on needs or external influences. Part of managing our Action Plan will be staying flexible based on our environment and the community's needs. If emergencies arise, we may have to place projects on hold, but over the life of the Strategic Plan, we intend to accomplish as much as possible.

Early in each quarter, we will publish an update on what was accomplished, and what challenges may have been identified, for items in the previous quarter. These updates will be presented to the Library Board of Trustees during normally scheduled Board Meetings and available for review within the Board Packet. We will also publish Strategic Plan updates on the library's website on similar timing.

Questions about what we are working on can always be addressed to the Library Director.

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### **New Ideas**

As new ideas for Action Plan items come up, we will evaluate them for inclusion in many ways:

- **Alignment:** does the idea align with our goals?
- **Sustainability:** is the idea sustainable? can it be maintained in the long-term?
- **Measurement:** can we measure the idea's outcomes and outputs to determine "success"?
- **Collaboration:** can we do it alone, or do we want/need others to work on the idea with us? will collaboration yield a larger impact?
- **Impact:** will implementing the idea have a large impact on many or a small but significant impact on the community?



# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** 2025 Planning Commission Annual Report

**Meeting Date:** March 9, 2026

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**Recommended Action:**

Accept and place on file the 2025 Planning Commission Annual Report

**Background Information:**

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

**Financial Implications:**

None

**Attachments:**

- 2025 Planning Commission Annual Report

**CITY OF HASTINGS**  
**Year in Review Synopsis of Activity**  
**PLANNING COMMISSION 2025**

<b>DATE</b>	<b>AUTHORITY</b>	<b>REQUEST</b>	<b>ACTION</b>
<b>Jan. 06</b>	Planning Commission	Commission conducted a preliminary site plan review for Bachman Field PUD	No action taken.
	Planning Commission	Commission established meeting schedule for 2025.	Meeting schedule established.
	Planning Commission	Commission reviewed the 2024 annual report.	Annual report forwarded to City Council.
<b>Feb. 03</b>	Planning Commission	Commission scheduled a public hearing for the March 3, 2025, meeting to review maximum driveway text amendment.	Public hearing scheduled for March 3, 2025.
	Zoning Administrator	King provided an administrative site plan approval for Consumers Energy at 312 E. Center.	Commission acknowledged administrative approval.
<b>Mar. 03</b>	Planning Commission	Public hearing to review and consider text amendment to Section 90-883 (b)(4) regarding maximum driveway width.	Commission approved and referred to City Council with an approval recommendation.
	Planning Commission	Commission reviewed an unofficial site plan for Julie Fox at 210 N. Washington.	No action taken.
<b>April 07</b>	Planning Commission	Commission conducted a public hearing for PUD and final site plan review for Bachman Fields.	PUD and final site plan approved with conditions. PUD rezoning and final site plan with conditions referred to City Council with an approval recommendation.

	Planning Commission	Commission scheduled a public hearing for the May 5, 2025, meeting to review a site plan and special use permit for museum.	Public hearing scheduled for May 5, 2025.
<b>May 05</b>	Planning Commission	Commission conducted a public hearing for site plan review and special use permit request from Terry Dennison to establish a museum at 220 W. Colfax.	Commission approved with conditions.
<b>Sept. 02</b>	Planning Commission	Commission conducted a public hearing for final site plan and special use permit for BMG at 1504 S. Hanover.	Commission approved final site plan and special use permit with conditions.
	Planning Commission	Commission scheduled a public hearing and special meeting for September 26, 2025, to review an amendment to the 420 E Mill PUD.	Public hearing scheduled for a special meeting to be held on September 26, 2025.
	Planning Commission	Commission conducted an unofficial review of a site plan for North Ridge Estates Condominiums.	No action taken.
	Zoning Administrator	Administrative approvals were presented to the Commission.	Commission acknowledged the administrative approvals.
<b>Sept. 26</b>	Planning Commission	Commission conducted a public hearing for an amendment to the 420 E Mill PUD	Commission approved the amendment to the 420 E Mill PUD and referred to City Council with an approval recommendation.
<b>Oct. 06</b>	Planning Commission	Commission conducted a workshop to hear information pertaining to the land division and site condominium regulations.	No action taken.
<b>Oct. 06</b>	Planning Commission	Commission conducted a public hearing to hear comment on adding Division 90-VI-18 regarding a 3-4 Family Overlay District.	Commission approved and referred to City Council with an approval recommendation.

	Planning Commission	Commisson reviewed a site plan for 148 E. State for the addition of a second floor for residential housing use.	Commission approved with conditions.
	Planning Commission	Commisson scheduled a public hearing for the November 3, 2025, meeting for site plan and special use permit for St. Rose Church at 805 S Jefferson Street.	Public hearing scheduled for November 3, 2025.
	Zoning Administrator	King provided and administrative site plan approval for Meadowstone Apartments.	Commission acknowledged the administrative review.
<b>Nov. 03</b>	Planning Commission	Commission conducted a public hearing for site plan and special use permit for St. Rose Church at 805 S Jefferson.	Commission approved both site plan and special use permit with conditions.
	Planning Commission	Commission conducted a preliminary site plan review for North Ridge Estates Condominium PUD and scheduled a public hearing for the December 1, 2025, meeting.	Commission scheduled a public hearing for PUD rezoning and final site plan review for North Ridge Estates Condominium at 1700 N Jefferson.
<b>Dec. 01</b>	Planning Commission	Commission conducted a public hearing for PUD rezoning and final site plan review for North Ridge Estates Condominiums.	Commission approved PUD rezoning and final site plan with conditions and referred to City Council with an approval recommendation.
	Planning Commission	Meeting schedule for 2026 was established.	2026 meeting schedule approved.



**CITY OF HASTINGS**  
**PLANNING COMMISSION MEETING MINUTES**  
**March 2, 2026**

The meeting was called to order at 7:00 p.m. by Chairperson Hatfield with the following Commissioners present: Scott Darling, David Hatfield, Nichole Lyke, Bill Mattson, Jacquie McLean, Sarah Moyer-Cale, Dave Tossava, and Tom Wiswell. Absent: Levi Bolthouse. Student member Meredith Ansorge was also absent.

**Call to Order**

Also present: Planning Consultant Rebecca Harvey and Community Development Director/Zoning Administrator Dan King, and Fire Chief Mark Jordan.

It was MOVED by Mattson and SECONDED by Lyke to approve the agenda as presented. All members present voting yes; motion carried.

**Approval of the Agenda**

It was MOVED by Mattson and SECONDED by Tossava to approve the November 3, 2025 meeting minutes and the November 3, 2025 meeting minutes as presented. All members present voting yes; motion carried.

**Approval of the Minutes**

It was MOVED by Mattson and SECONDED by Tossava to approve the December 1, 2025 meeting minutes as presented. All members present voting yes; motion carried.

None.

**Informative Items**

It was MOVED by McLean and SECONDED by Mattson to postpone the public hearing for a special land use at 134 E. Court Street until the regular meeting of April 6, 2026. All members present voting yes; motion carried.

**Public Hearing:**  
134 E. Court Street SLU

A representative from Exxel Engineering provided an overview of the plan and emphasized that it is a sketch and that there will be many changes before a more finalized plan is presented. Comments were made regarding public versus private roads in the area and the surrounding land uses. It was noted that outdoor shared space and/or private outdoor spaces should be added to the plan. Fire access and fire flow were also discussed along with the site layout. It was stated that the applicant intended to pursue a PUD. No action was taken.

**New Business:**  
S. Orchard St  
1200 Blk –  
unofficial site  
plan review

It was MOVED by Mattson and SECONDED by McLean to approve and submit the 2025 Planning Commission annual report to the City Council. All members present voting yes; motion carried.

2025 annual  
report

Neither the JPA nor JPC has met since December 2025.

**Old Business**  
JPA/JPC Update

A review of the ordinance related to chickens was added to the task list. Planning Commission members were asked to prioritize the items in the work task list in the next ten (10) days.

Work Task List

Four projects have been completed and removed from the tracker.

Tracking Terms  
and Conditions

None.

**Public Comment**

King stated that an open house for the W. State Street Corridor will take place on March 19<sup>th</sup>.

**Staff Comments**

Moyer-Cale introduced Hana Jaquays, Assistant City Manager.

**Commission  
Comments**

It was MOVED by Lyke and SECONDED by McLean to adjourn the meeting. All members present voting yes; motion carried. The meeting was adjourned at 7:58 p.m.

**Adjournment**

Respectfully submitted,

Sarah Moyer-Cale,  
Secretary

**Hastings Public Library Board of Trustees**  
**DRAFT Minutes**  
**Date: March 2, 2026 - 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, Ellyn Main, Ann Devroy, Rebecca Lectka, and Cloe Oliver. Not present was Carol Dwyer.
- Also present was David Edelman.

2. AGENDA:

3. MINUTES: Ann Devroy motioned to approve the February 2, 2026, minutes, seconded by Cloe Oliver. Motion approved.

4. FINANCIALS

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

5. LIBRARY DIRECTOR REPORTS

- a. February 2025
- b. January 2025 Infographic

6. COMMITTEES

- a. Budget and Finance – Meeting set for March 16, 4:30 p.m.
- b. Building and Grounds -
- c. Personnel – recap February meeting
- d. Policy-recap February meeting
- e. Marketing-
- f. Endowment-

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- a. Consider Approving Updated Policies
  - a. Ann Devroy motioned to adopt the policy updates and name change to the Collection Management Policy (formerly known as the Collection Development Policy), seconded by Sam Cale. Motion approved.
  - b. Sam Cale motioned to adopt the policy updates to the Request for Reconsideration of Library Materials (formerly known as Library Material Challenge), seconded by Rebecca Lectka. Motion approved.
  - c. Sam Cale motioned to adopt the policy updates to the Investment

- Policy, seconded by Rebecca Lectka. Motion approved.
- d. Cloe Oliver motioned to adopt the policy updates to the Public Computer and Internet policy, seconded by Ann Devroy. Motion approved.
  - b. Jane Cybulski motioned to consider approving the new policy, Liability Waiver, seconded by Sam Cale. Motion approved.
  - c. Board education update – 2026 Board Training Plan
  - d. Ann Devroy motioned to accept the four-year Princh contract, seconded by Cloe Oliver. After discussion, Ann Devroy motioned to amend the motion to the five-year Princh contract to obtain substantial savings, seconded by Sam Cale. Motion approved.
  - e. Grant updates:
    - a. Online Health Literacy
    - b. ALA Transforming Communities
    - c. Barry County Recycles
    - d. BCF Belonging in the Community
  - f. Consumers Energy Easement
  - g. Water Bottle Filling Station update

9. PUBLIC COMMENTS

10. BOARD MEMBER COMMENTS

11. NEXT MEETING

- Next board meeting on Monday, April 6, 2026, at 4:30 p.m.

12. ADJOURNMENT: Meeting was adjourned at 5: p.m.