



City of *Hastings* Michigan

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201 E. State Street 49058

Regular Council Meeting
August 14, 2023
Executive Summary

Item #	Summary
8A	Description: Presentation from Joe Borgstrom, Place & Main on economic development and marketing strategy Recommended Action: Receive information in presentation
9A-B	Description: Items for unanimous consent Recommended Action: Motion to approve the consent agenda as presented
10A	Description: Moratorium on new applications for city's semi-truck parking area Recommended Action: Motion to approve a moratorium on the acceptance of new applications for the city's semi-parking area
10B	Description: New City Auditor Recommended Action: Motion to authorize the Mayor and City Clerk to sign an engagement letter with Gabridge and Company for auditing services for fiscal year ending June 30, 2023 through June 30, 2025

Item #	Summary
10C	<p>Description: Purchase of lawnmower for Airport</p> <p>Recommended Action: Motion to approve the purchase of a commercial mower for the Hastings City/Barry County Airport from Williams Farm Machinery in the amount of \$7,200</p>
10D	<p>Description: Road salt purchase</p> <p>Recommended Action: Motion to approve the purchase of 800 tons of road salt from the Detroit Salt Company LC through MiDeal at \$66.59/ton for a total of \$53,272</p>
10E	<p>Description: Purchase of two small dump trucks</p> <p>Recommended Action: Motion to approve the purchase of two small dump trucks for the Department of Public Services from Lunghamer Ford in the amount of \$111,346 total for both trucks</p>
10F	<p>Description: Purchase of parking lot lights for City Hall and Parking Lot 8</p> <p>Recommended Action: Motion to approve the purchase of eight parking lot lights for City Hall and Parking Lot 8 from MLS West in an amount not to exceed \$28,000</p>
10G	<p>Description: Meadowstone Apartments public hearing</p> <p>Recommended Action: Motion to set a public hearing on Monday, August 28, 2023 at 7:00 PM to accept comment from the public concerning a Planned Unit Development modification and final site plan approval for certain properties located at 710 Barfield Drive</p>

**City Council Agenda
August 14, 2023**

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 July 24, 2023 regular meeting.
- √ 6. Public Hearings: (None).
7. Public Comment:
8. Formal Recognitions and Presentations:
 - A. Joe Borgstrom, Place & Main, presentation of economic development and marketing strategy.
- √ 9. Items for Action by Unanimous Consent:
 - * A. Consider appointment of Dan King as Officer Delegate and Christopher Bever as Alternate Delegate to the MERS Annual Conference, September 28-29, 2023, at the Detroit Marriott Renaissance Center in Detroit, Michigan.
 - * B. Consider appointment of Mayor David Tossava as Voting Delegate and Mayor Pro Tem Bill Nesbitt as Alternate Voting Delegate at the MML Annual Meeting, October 18-20, 2023 at the Grand Traverse Resort & Spa in Traverse City, Michigan.
- √ 10. Items of Business:
 - * A. Consider placing a moratorium on the acceptance of new applications for the city's semi-parking area.
 - * B. Authorize City Clerk and Mayor to sign an engagement letter with Gabridge and Company for auditing services for fiscal years ending June 30, 2023; June 30, 2024; and June 30, 2025.
 - * C. Consider approval of the purchase of a 2023 Ferris ISX2200 zero turn

commercial mower for the Hastings City/Barry County Airport from Williams Farm Machinery in the amount of **\$7,200**.

- * D. Consider approval of the purchase of 800 tons of road salt from the Detroit Salt Company LC through MiDeal at \$66.59 per ton for a total of **\$53,272**.
- * E. Consider approval of the purchase of two 2024 Ford F550 small dump trucks for the Department of Public Services from Lunghamer Ford of Owosso in the amount of **\$111,346** total for both trucks.
- * F. Consider approval of the purchase of eight (8) parking lot lights for City Hall and Parking Lot 8 from MLS West in an amount not to exceed **\$28,000**.
- * G. Consider setting a public hearing on Monday, August 28, 2023 at 7:00 PM to accept comment from the public concerning a Planned Unit Development modification and final site plan approval for certain properties located at 710 Barfield Drive.

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

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

√ 13. Reports and Communications:

- * A. Draft Minutes Hastings City / Barry County Airport Commission July 26, 2023.
- * B. Barry County Central Dispatch Statistics July 2023.
- * C. Draft Minutes Downtown Development Authority July 20, 2023.
- * D. Draft Library Board Minutes August 7, 2023.
- * E. August 8, 2023 Voting Results.
- * F. Event Calendar August 2023.

14. Public Comment:

15. Mayor and Council comment:

16. Adjourn

* Items with enclosures.

√ Motion under agenda heading requires roll call vote.

Guidelines for Public Comment

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

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

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

City Council Minutes
July 24, 2023

1. Regular meeting called to order at 7:00 PM by Mayor Tossava in Council Chambers at City Hall.
2. Present at roll call were Barlow, Bowers, Cary, Furrow, Jarvis, Nesbitt, Resseguie and Tossava.

Motion by Furrow, with second by Jarvis, to excuse Councilmember McLean.
All ayes. Motion carried.

City Staff and Appointees Present: Moyer-Cale, Bever, Boulter, Krouse, Tate, King and Hemerling, Neil and Robins.

3. Pledge to the flag
4. Approval of the agenda

Motion by Jarvis, with support by Cary, to approve the agenda as presented.

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

5. Approval of the minutes of the July 10, 2023 meeting

Motion by Nesbitt, with support by Jarvis, to approve the July 10, 2023 minutes as presented.

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

6. Public Hearings:

- A. Public hearing to accept comment from the public concerning a Planned Unit Development rezoning and final site plan approval for certain properties located at 328 and 420 East Mill Street.

Comments from Dan King.
Comments from Greg Taylor, CopperRock Construction Builder and Development.

Open Public Hearing at 7:07 PM.
Comments: None.
Close Public Hearing at 7:07 PM.

7. Public Comment:

Jim Brown, Supervisor, Hastings Charter Township – Fire Chief.

Therese Maupin-Moore, Resident – Fire Chief.

Bryon Lehman, Fire Chief, Woodland Township – Fire Chief.

Bruce Coenen, Resident – Fire Chief.

8. Formal Recognitions and Presentations: (None)

9. Items for Action by Unanimous Consent:

- A. Consider a motion to confirm the City Manager's appointment of Mark Jordan as the City of Hastings Fire Chief.

Motion by Jarvis, with support by Nesbitt, to approve City Manager's appointment of Mark Jordan as the City of Hastings Fire Chief.

Ayes: Bowers, Jarvis, Nesbitt, Resseguie and Tossava.

Nays: Barlow, Cary and Furrow.

Absent: McLean.

Motion carried.

- B. Consider Mayoral appointment of Amber J. Holland, Business Director for Barry Intermediate School District, to the Local Development Finance Authority for a partial term expiring December 31, 2025.

Motion by Nesbitt, with support by Resseguie, to approve appointment of Amber J. Holland to the Local Development Finance Authority for a partial term expiring December 31, 2025.

Ayes: Barlow, Bowers, Cary, Furrow, Jarvis, Nesbitt, Resseguie and Tossava.

Nays: None.

Absent: McLean.

Motion carried.

- C. Consider request from Gina McMahon, Recreation and Outreach Director of the YMCA, to reserve Tyden Park Big Field, and Fish Hatchery Soccer Field for Youth Flag Football, under the direction of staff, on dates and times outlined in the request.

Motion by Barlow, with support by Resseguie, to approve YMCA request for use of fields for flag football on the dates and times outlined in the request.

Ayes: Barlow, Bowers, Cary, Furrow, Jarvis, Nesbitt, Resseguie and Tossava.

Nays: None.

Absent: McLean.

Motion carried.

- D. Consider request from the Barry County Serenity Club to sell merchandise and collect a free will offering, under the direction of staff, during the Overdose Awareness Day concert on Thursday, August 31, 2023 at Thornapple Plaza.

Motion by Resseguie, with support by Barlow, to approve the Barry County Serenity Club to sell merchandise and collect a free-will offering during the Overdose Awareness Day Concert, under the direction of staff, on August 31, 2023.

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

- E. Consider request from the Youth Advisory Council to hold the 23rd annual Roof Sit in downtown Hastings on Saturday, October 28, 2023 from 9:00 AM to 11:30 AM.

Motion by Bowers, with support by Barlow, to approve request from the Youth Advisory Council to hold their 23rd Annual Roof Sit, under the direction of staff, in downtown Hastings on October 28, 2023 from 9:00 to 11:30 AM.

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

- F. Consider request from the Hastings Area School System to hold a community carnival on Saturday, July 29, 2023 from 3:00 PM to 7:00 PM at Hastings High School and close S. Young St. from W. Marshall St. to W. South St. during the event.

Motion by Cary, with support by Bowers, to approve Hastings Area School System to hold a community carnival, under the direction of staff, on July 29, 2023 from 3:00 – 7:00 PM at Hastings High School and close S. Young Street from W. Marshall St. to W. South St. during the event.

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

- G. Consider request from Pavement Ends Inc. to host the Barry Roubaix Fall Fondo Fundraising cycling event on Sunday, October 8, 2023 from 9:00 AM to 6:00 PM with event staging at Fish Hatchery Park.

Motion by Bowers, with support by Cary, to approve request from Pavement Ends Inc. to host the Barry Roubaix Fall Fondo Fundraising cycling event, under the direction of staff, on Sunday, October 8, 2023 from 9:00 AM to 6:00 PM with event staging at Fish Hatchery Park.

Ayes: Barlow, Bowers, Cary, Furrow, Jarvis, Nesbitt, Resseguie and Tossava.

Nays: None.
 Absent: McLean.
 Motion carried.

- H. Receive and place on file nine invoices totaling **\$206,922.20** as detailed in attachments.

Motion by Barlow, with support by Nesbitt, to receive and place on file nine invoices totaling **\$206,922.20**.

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

10. Items of Business

- A. Consider approval of final site plan and Planned Unit Development for certain properties located at 328 and 420 East Mill St. and adoption of **Ordinance No. 619**.

Motion by Cary, with support by Resseguie, to approve the final site plan and Planned Unit Development for certain properties located at 328 and 420 East Mill Street and adoption of **Ordinance No. 619**.

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

- B. Consider adoption of **Resolution 2023-24** to amend the City fee schedule.

Motion by Jarvis, with support by Nesbitt, to adopt **Resolution 2023-24** to amend the City fee schedule.

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

- C. Consider adoption of **Resolution 2023-25** to stay necessary ordinances for the Revive Barry County Festival on August 19, 2023 at Tyden Park.

Motion by Cary, with support by Nesbitt, to approve the Revive Barry County Festival and adopt **Resolution 2023-25** staying the necessary ordinances.

Phillip Joseph addressed the Council.

Ayes: Barlow, Bowers, Cary, Furrow, Jarvis, Nesbitt, Resseguie and Tossava.
 Nays: None.
 Absent: McLean.

Motion carried.

- D. Consider adoption of **Resolution 2023-26** to enter into an agreement with MDOT for road improvements on W. State Rd.

Motion by Nesbitt, with support by Furrow, to adopt **Resolution 2023-26** to enter into an agreement with MDOT for road improvements on W. State Rd.

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

- E. Consider approval of bids for the Streetscape Improvements project from the following vendors:

- Streetscape Construction – Katerberg Verhage - **\$2,800,777**
- Streetscape Amenities – Landscape Forms - **\$55,870**
- Street Light Poles – MLS West - **\$178,711**

Multiple comments by Council, Bever and Moyer-Cale.

Motion by Cary, with support by Barlow, to approve the Streetscape Improvements Project from the following vendors:

- Streetscape Construction – Katerberg Verhage - **\$2,800,777**
- Streetscape Amenities – Landscape Forms - **\$55,870**
- Street Light Poles – MLS West - **\$178,711**

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

- F. Consider approval of the purchase of a bucket truck for the Department of Public Services from M-Tech in the amount of **\$194,900**.

Rob Neil addressed the Council.

Motion by Cary, with support by Nesbitt, to approve the purchase of a bucket truck for the Department of Public Services for **\$194,900**.

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

- G. Consider approval of asphalt paving and repairs on E. Apple St. and N. Boltwood St. between N. Michigan St. and E. State St. by Murray's Asphalt in the amount of **\$14,900**.

Motion by Barlow, with support by Resseguie, to approve the asphalt paving and repairs on E. Apple St. and N. Boltwood St. between N. Michigan St. and E. State St. by Murray's Asphalt in the amount of **\$14,900.**

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

- H. Consider approval of water treatment plant and water system upgrades by Integrated Controls, Inc. in the amount of **\$25,375.**

Comments by Bowers.

Motion by Resseguie, with support by Cary, to approve the water treatment plant and water system upgrades by Integrated Controls, Inc. in the amount of **\$25,375.**

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

- I. Consider approval of wastewater treatment plant upgrades and repairs by Integrated Controls, Inc. in the amount of **\$12,500.**

Comments by Bowers.

Motion by Nesbitt, with support by Cary, to approve the wastewater treatment plant upgrades and repair by Integrated Controls, Inc. in the amount of **\$12,500.**

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

- J. Consider approval of repairs to backflow preventers in downtown Hastings by Advantage Plumbing and Drain in the amount of **\$7,578.59.**

Motion by Cary, with support by Furrow, to approve the repairs to backflow preventers in downtown Hastings by Advantage Plumbing and Drain in the amount of **\$7,578.59.**

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

11. Staff Presentations and Policy Discussions (None)

12. City Manager Report:

- A. Police Chief Boulter presented his Monthly Report. Chief Boulter addressed the Council.
- B. City Clerk/Treasurer Bever presented his Monthly Financial Reports.
- C. Community Development Director King presented his Monthly Report. Director King addressed the Council.
- D. Library Director Hemerling presented her Monthly Report. Director Hemerling addressed the Council.

13. Reports and Communications:

- A. Approved Minutes of the Riverside Cemetery Preservation Advisory Board, June 14, 2023.
- B. Barry County Central Dispatch Statistics June 2023.
- C. Draft Library Minutes July 10, 2023.
- D. August 2023 Event Calendar.

Motion by Cary, with support by Resseguie, to receive and place on file Item #13.A. through Item #13.D. inclusive.
All ayes. Motion carried.

14. Public Comment:

Therese Maupin-Moore – Fire Chief.

Megan Jordan – Fire Chief.

15. Mayor and Council comment:

Comments from Barlow, Furrow, Cary, Bowers, Nesbitt and Tossava.

16. Adjourn

Motion by Cary, with support by Furrow, to adjourn at 8:20 PM.
All ayes. Motion carried.

Read and Approved:

David J. Tossava, Mayor

Christopher R. Bever, City Clerk



2023 ECONOMIC DEVELOPMENT & COMMUNITY MARKETING STRATEGY



2023 ECONOMIC DEVELOPMENT & COMMUNITY MARKETING STRATEGY

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Redevelopment Ready Communities®

This Economic Development and Community Marketing Strategy is aligned with the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities® (RRC) program. The RRC program was created to assist municipalities to create transparent, predictable, and efficient processes into their development efforts by utilizing the program's six [best practices](#) (below.) This involves planning for new investment and reinvestment, identifying assets and opportunities, and focusing limited resources. RRC empowers communities to shape their future by assisting in the creation of a solid planning, zoning and development foundation to retain and attract businesses, investment and talent.

The City of Hastings sees RRC as being key to the City's efforts and has committed to becoming a Certified RRC Community by creating this transparent, predictable, and efficient environment within the City's regulatory authority.

Redevelopment Ready Communities® Best Practices

1. Plans and Engagement
2. Zoning Regulations
3. Development Review
4. Boards & Commissions
5. Economic Development & Marketing
6. Redevelopment Ready Sites®



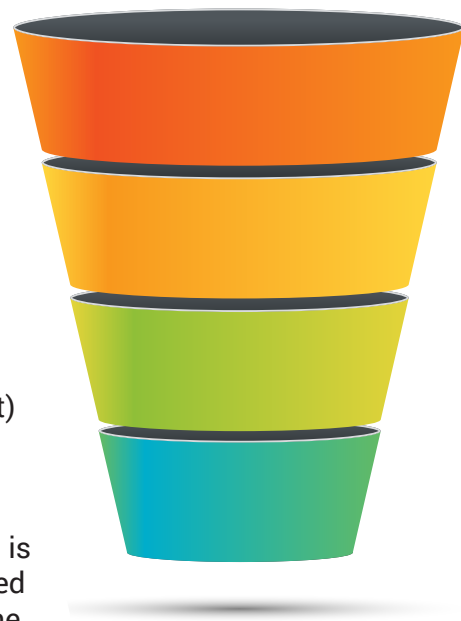
HOW LOCAL ECONOMIES WORK

To understand the role of economic development, it is important to understand how local economies work. This section serves as a brief primer of local economy and wealth creation.

Every local economy acts like a funnel of water. But instead of water inside the funnel, it's money. The money moves around inside the funnel when goods or services are purchased from each other. When things are purchased outside the community, money leaves the funnel. Likewise, when money comes into the community from the outside, through selling goods and services somewhere else or by bringing in visitors to spend money locally, money comes to the funnel. If a community spends more than it brings in, the local economy shrinks. If it brings in more than it spends, then the local economy grows.

Money leaves the community most often through retail goods. Whether items are purchased online or in another community, money leaves the community. If the money is spent in a local business, a portion of the money still leaves (from the business having to buy the item it sold) but the local business retains a portion of the money. These local businesses often hire other local businesses and further circulates money in the community. In the end, with a locally owned business, the money that's left over (profit) stays within the community. For retail items bought elsewhere (online or another community) the profit goes somewhere else.

Money comes to a community in one of three primary ways: a good is made in a community and sold somewhere else, a service is provided by someone who lives within the community to someone outside the community, or money is brought to the community by people visiting and spending it locally for lodging, food, and entertainment.



The ultimate goal of a community is to bring in more money than what leaks out, thus growing its local economy.

ECONOMIC DEVELOPMENT SECTORS

Economic development has evolved over the last several decades to emerge as a more holistic discipline focused on creating prosperous local and state economies. Originally focused on the recruitment and retention of industry, primarily manufacturing, economic development has become a much broader effort recognizing the importance of additional factors, such as the roles played by talent, tourism, place, and entrepreneurship in the economic success of a community. These areas are defined below:

Industry- Best classified as “traditional economic development,” Industry focuses on manufacturing, mining, or other value-added industries where the end products or services are sold outside the immediate local economy.

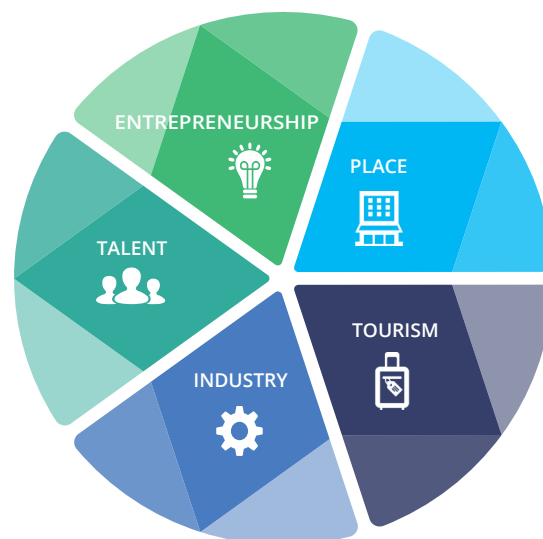
Talent- The available or needed people and skills enabling a community to be competitive in helping local businesses expand, attracting new business, or creating jobs themselves.

Place -This includes the physical areas that help define the character of a community. Downtowns, historic districts, neighborhoods and housing, and bike trails are all examples of Place. Place is a key factor in a community’s ability to attract and retain Talent.

Entrepreneurship- The development of entrepreneurs and small businesses is key to economic prosperity. In addition to their role as economic contributors, small businesses help retain money in the local economy. Nurturing these entrepreneurs can help grow them into larger businesses and contributors to the local economy.

Tourism- The attraction of visitors, and their related spending, from outside the local area. Tourism has several forms, from recreation and leisure to business-related to agri-tourism. For this strategy, it is defined as recreation and leisure-related visits and visitors.

This economic development strategy for the City of Hastings touches these five areas. In addition, the City recognizes that economic development is a team sport and requires cooperation from multiple groups to reach its goals.



TIE TO COMMUNITY DEVELOPMENT MASTER PLAN

In 2021, the City of Hastings completed a Community Development Master Plan which outlined five key areas, or “Vision Elements,” to concentrate their efforts to work towards. Of these five elements, four (Economy, Community, Infrastructure, and Natural Resources/Recreation) directly tie to economic development and community marketing efforts.

Vision Elements

Economy – Growing the Economy

The presence of talent—a skilled, knowledgeable workforce—is needed to support existing business and also helps to create and attract high-paying, sustainable jobs.

Community – Creating Vibrant Places

A high quality of life and place—defined by vibrant, desirable communities and environments—help to attract the talent needed to drive job creation and economic growth.

Infrastructure – Working Toward Sustainability

Community services, such as affordable sewer and water, well-maintained roads, and high tech infrastructure like wi-fi and broadband—are necessary to support new investment.

Natural Resources/Recreation – Enhancing Economic Prosperity

Recreation opportunities help create the high quality of life that attracts both businesses and talent to a community. Much of the area’s tourism, which forms an important part of the community’s economy, is driven by recreation and recreational access to the Thornapple River and surrounding natural resources.

Leadership – Effective Governance

Growth and investment decisions are made by our local elected and appointed officials. They work with the public, developers, neighboring communities, and many others to ensure that the interests of our community are served. This is a delicate balancing act that requires strong relationships between the public, community stakeholders, and their representatives.

KEY ISSUES

The purpose of an economic development strategy is to help focus a community on the actions that need to be taken to address key needs and build off of the community's strengths. Below are the key issues this strategy will address.



LACK OF AVAILABLE HOUSING

The lack of available housing, of just about any type, is a huge barrier to this growing community. Employers need places for their current and prospective employees to live.



LOCATION

Hastings' location, within an hour of Grand Rapids, Kalamazoo, Battle Creek, and Lansing give it the ability to orient to any of those cities. However, the perception of residents of those communities of Hastings' location is that it is "far away" and "hard to get to."



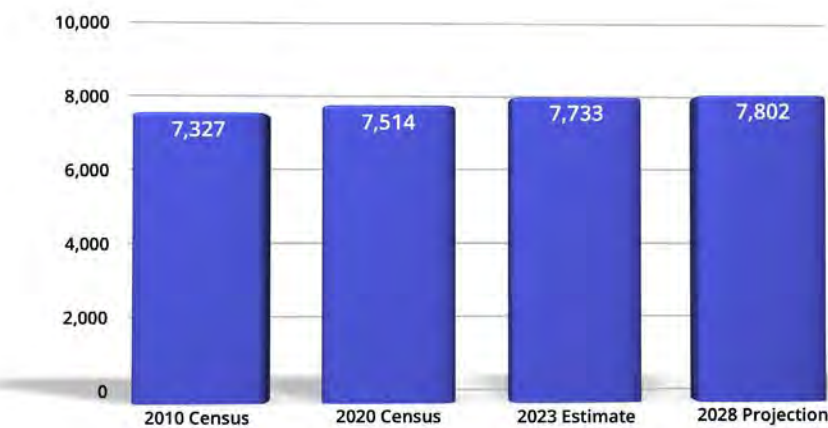
LACK OF BRAND AWARENESS

Hastings does not have a strong brand identity with potential residents, visitors, and businesses outside of the community.

EXISTING CONDITIONS

Population and Household Trends

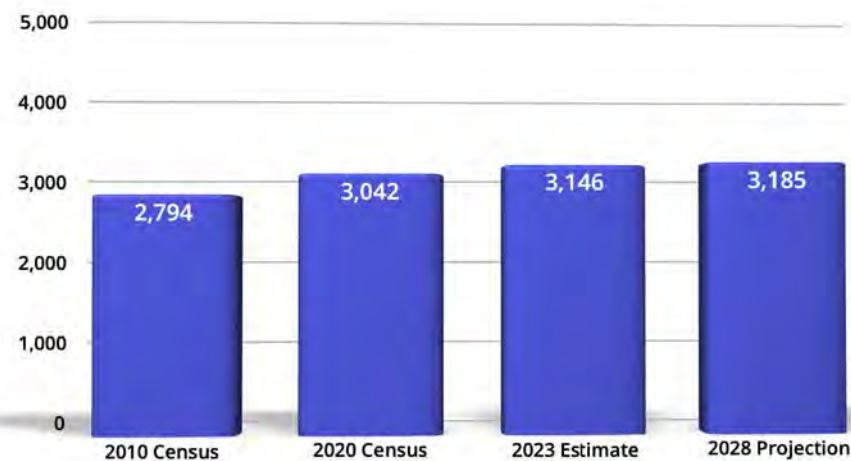
Population Trend 2010 Census - 2028 Projection



Source: Claritas 2023

Years	Percent Change
2010 to 2020	+2.55
2020 to 2023	+2.92
2023 to 2028	+0.89

Household Trend 2010 Census - 2028 Projection



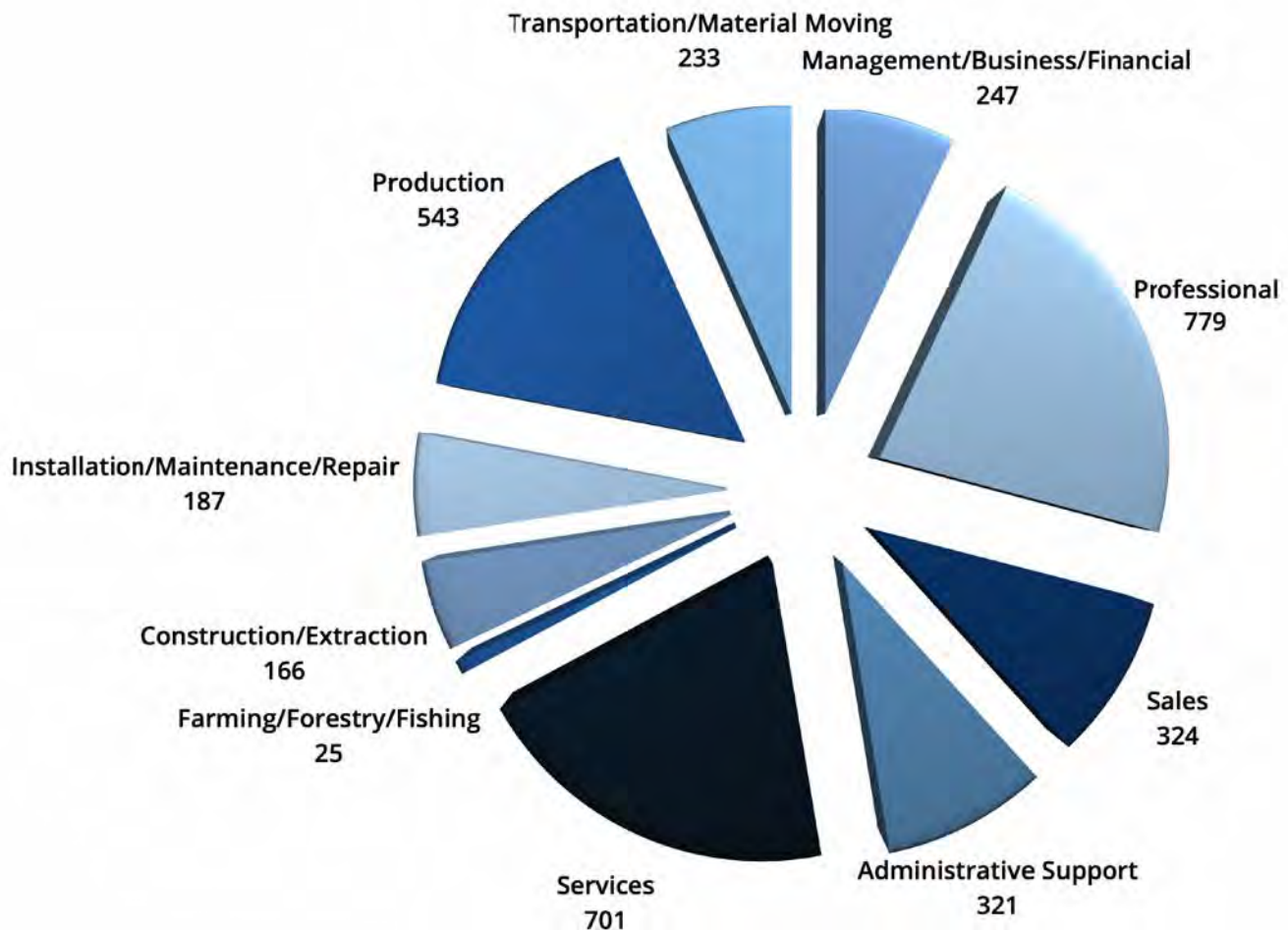
Source: Claritas 2023

Years	Percent Change
2010 to 2020	+8.88
2020 to 2023	+3.42
2023 to 2028	+1.24

While the City of Hastings has experienced moderate population growth in recent years, the number of households has risen at almost double the rate. With household size shrinking from 2.62 in 2010 to a projected 2.44 in 2028, this will further put pressure on the housing market, creating more demand for rental and owner-occupied units. This will further exacerbate the city’s housing shortage, making it difficult for the area to attract new residents and employees for expanding or new businesses.

EXISTING CONDITIONS

Employment in Hastings



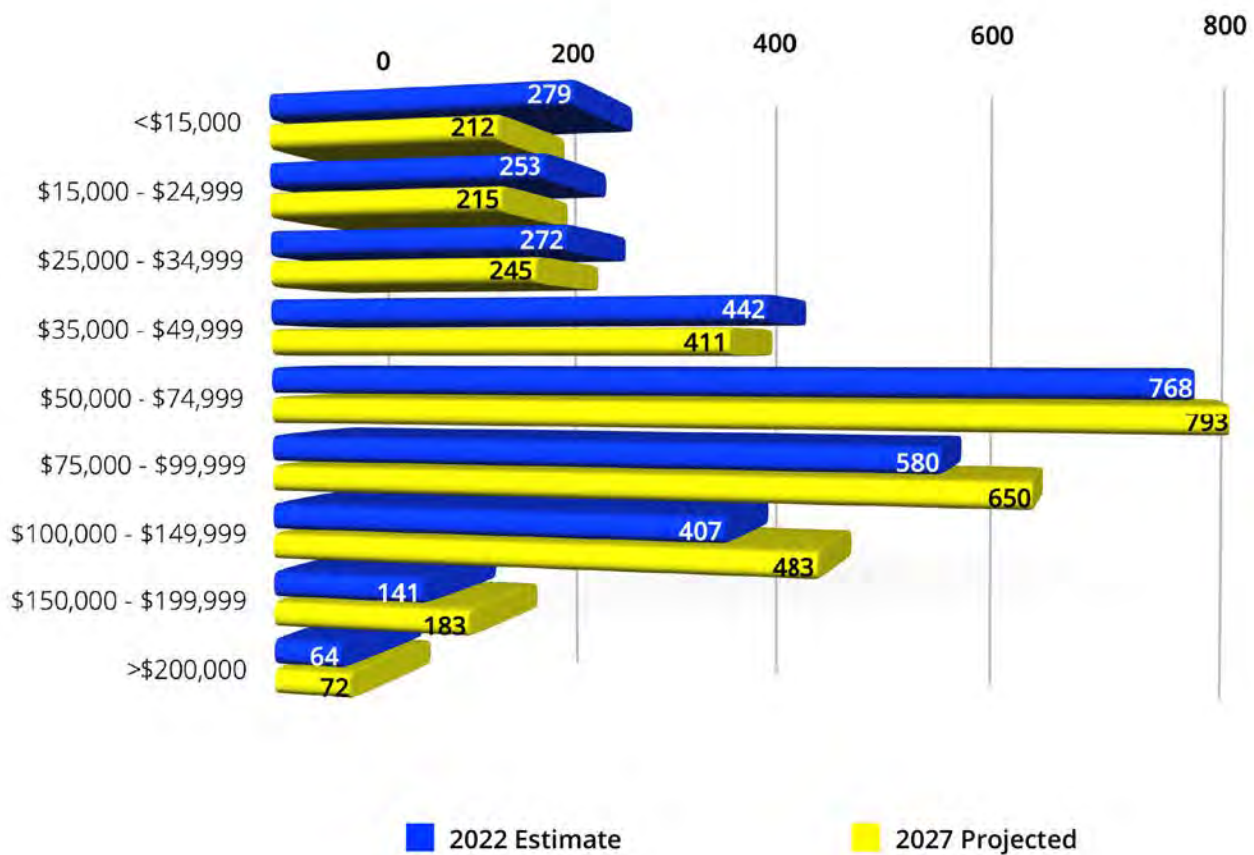
Source: ESRIs 2023

The chart above outlines the number and type of jobs available in the city of Hastings. As this chart demonstrates, there is a diversity of the types of jobs that exist. It is important to note that there are several large employers located in the area but are not in the city proper and are not reflected on this chart. These employers skew heavily to production but also include professional jobs as well.

EXISTING CONDITIONS

Key Data Points- Household Income

Site	2022 Median Household Income	2022 Average Household Income
Hastings, MI	\$58,874	\$73,897
Barry County, MI	\$67,170	\$86,600
Michigan	\$63,818	\$91,758

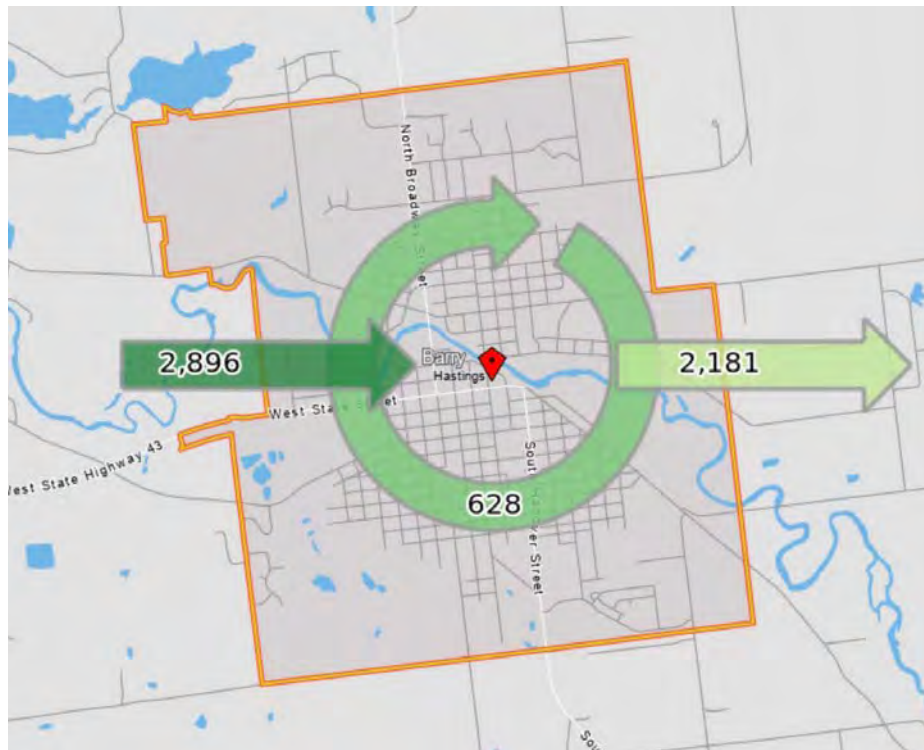


Source: Claritas 2023

The household income of city residents lags significantly behind both the state and county median (14%) and averages (17%). Projections for 2027 show an increase from \$73,897 to \$83,105 with household income detail (above) showing a decrease in all income ranges below \$50,000 and increases in all income ranges above \$50,000. This data suggests upward mobility for numerous households in average income.

EXISTING CONDITIONS

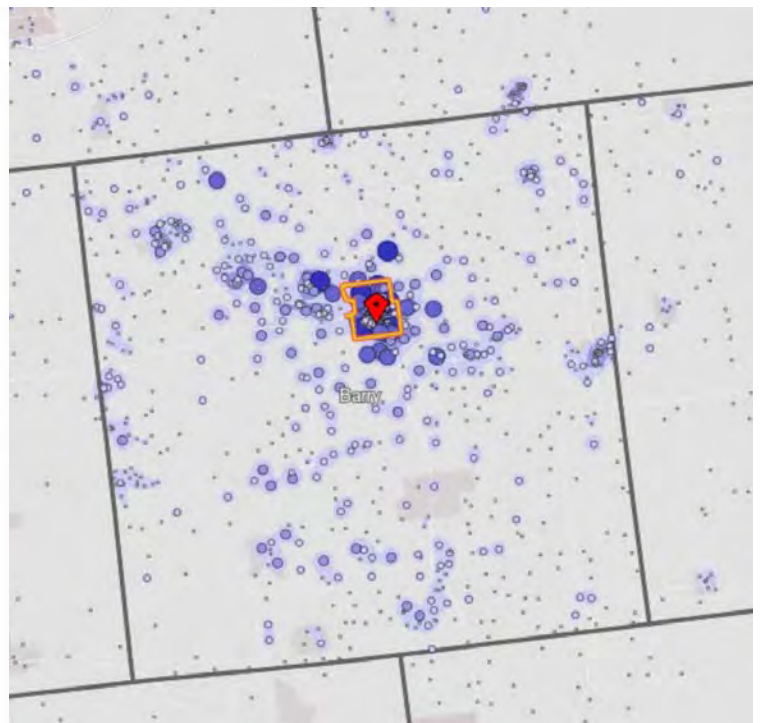
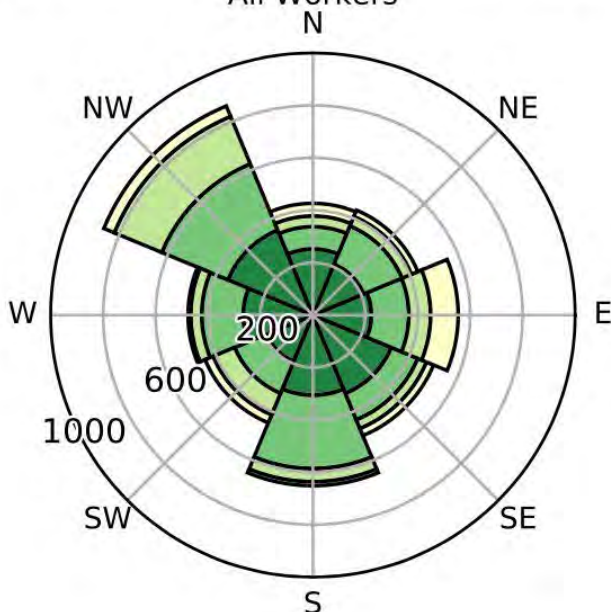
Key Data Points- Job Inflow/Outflow



There is a tremendous amount of inflow/outflow for workers in the city. 2,181 residents leave the city each day for work, while 2,896 workers come into the city from other places. 628 residents both live and work in the city.

Based on the Census map and chart below, the majority of the workforce that works within the city limits comes from nearby in Barry County.

Job Counts by Distance/Direction in 2020
All Workers



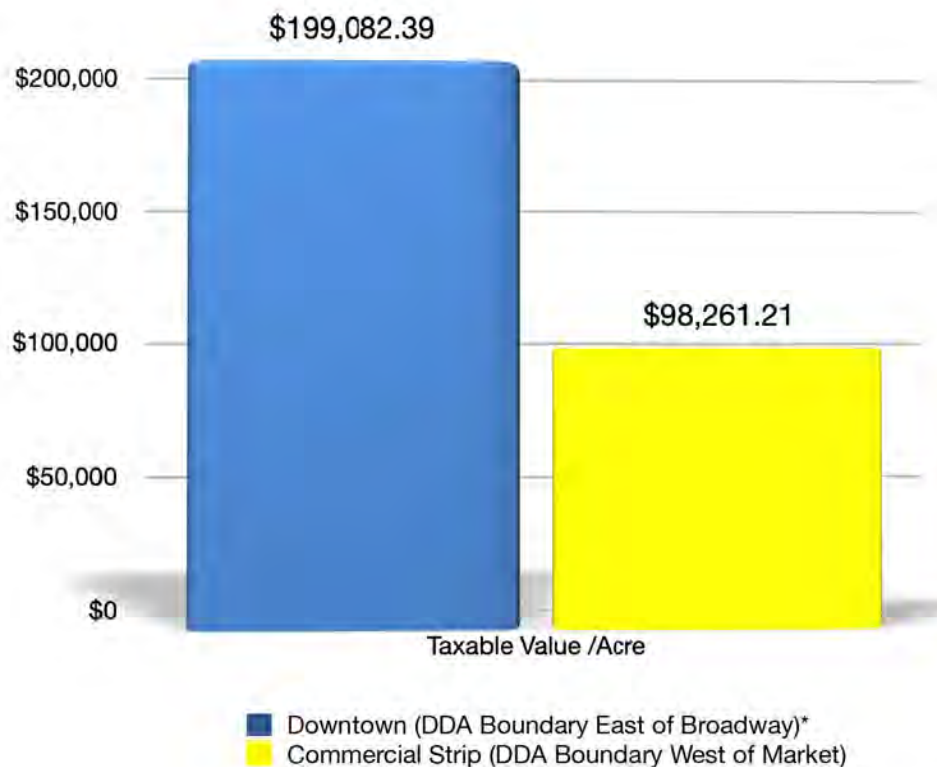
Source: US Census, 2022

EXISTING CONDITIONS

Key Data Points- DDA Taxable Value Comparison

The graph and chart below show a comparison of the two main commercial areas in the city: the downtown area and the commercial strip in the eastern part of the city. Both are part of the City's Downtown Development Authority's boundaries. The chart at the bottom of the page outlines the total taxable value of each area, the amount of acres in each area, and lastly the taxable value per acre. The Downtown area used the parcels within the DDA boundary east of Broadway. Removed from the calculation of the taxable value per acre of the downtown were any City or County-owned buildings or parks, as they do not generate tax revenue. However, the City-owned parking lots were included as they directly serve the downtown properties and offer a more fair comparison to the commercial strip properties who must provide their own parking.

This data suggests the downtown area provides a higher return on investment in terms of taxable value (the value property taxes are generated from) than the commercial strip area on per acre basis. Assisting and continuing to enhance the downtown district should be a priority for the City.



Source: Regrid, Place + Main Advisors, LLC 2023

District	2022 Total Taxable Value	Area (acres)	Taxable Value /Acre
Downtown (DDA Boundary East of Broadway)*	\$15,715,743	78.94	\$199,082.39
Commercial Strip (DDA Boundary West of Market)	\$14,709,438	149.7	\$98,261.21

* Less City and County-owned buildings and parks. City-owned parking lots are included in the calculation.

EXISTING CONDITIONS

Key Data Points- Housing Sales Per Square Foot

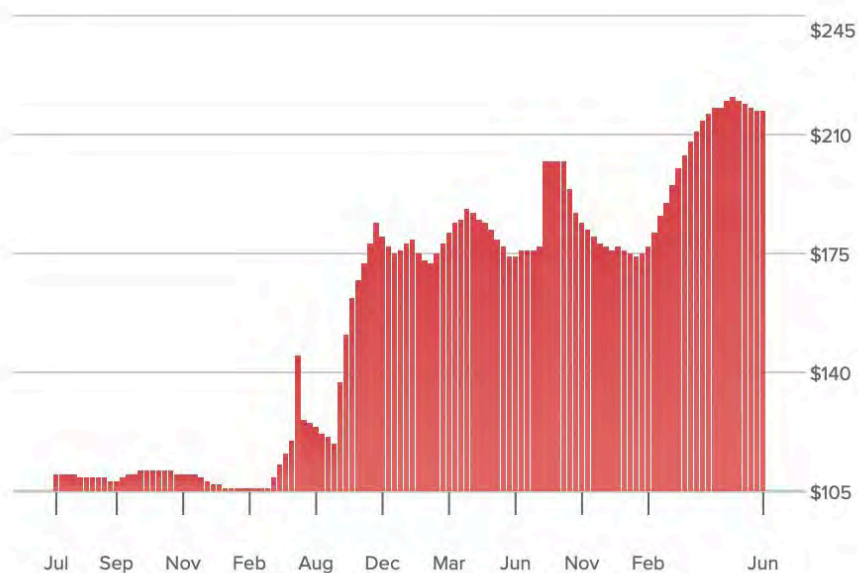
Single Family Sales Per Square Foot (July 2020-June 2023)



The graphs (left) breakdown the monthly sales per square foot of single family residential units (top) and Condo/Townhome sales per square foot (bottom), respectively, over the past three years. Both demonstrate the increase in sales over the past three years, with some dips and spikes in pricing during that time as well.

As part of this process, a focus group was conducted with local Realtors. They confirmed, anecdotally, the steady increase in prices during this time as well. In addition, they emphasized the lack of available housing inventory as a major barrier.

Condo/Townhome Sales Per Square Foot (July 2020-June 2023)



While the sale price of homes has gone up, the cost per square foot to construct new homes has also dramatically increased. This increase in construction cost has exceeded the sales per square foot in both the single family and condo/townhome categories. Thus, making the construction of new units more difficult. Current construction rates for the area range from \$200 to \$250 a square foot.

Recent efforts by numerous parties, including the Barry Community Foundation, have attempted to address this issue by utilizing prefabricated homes.

Source: [GuaranteedRate.com](https://www.GuaranteedRate.com)

However, the answer to this problem will likely involve multiple solutions and housing types. Single family homes and condos/townhomes are just two housing types while there are a myriad of others, including duplexes, triplexes, quadplexes, courtyard buildings, and cottage court style.

EXISTING CONDITIONS

Key Data Points- Visitor Data

As part of this report, GPS-enabled technology called geofencing (or mobility data) was utilized to understand where visitors originated before coming to in the city of Hastings. A twelve-month capture period was used, from April 1, 2022 to March 31, 2023. During this time, all visitors who were within the city limits for at least 10 minutes, were captured in this data. This data allows the community to understand where, at a zip code level, people are coming from.

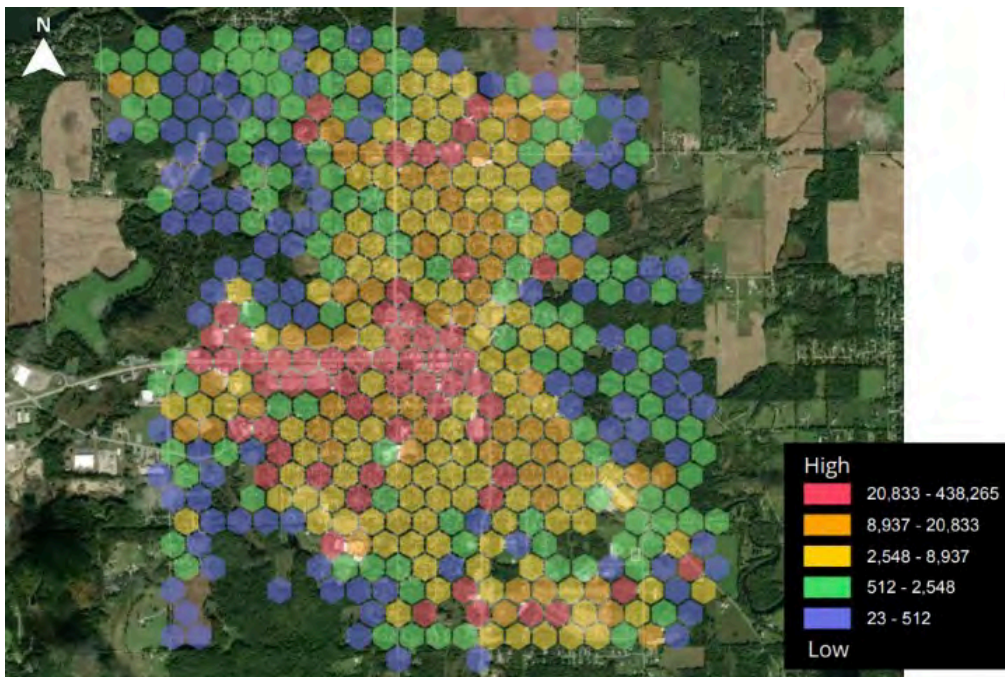
This data is widely available to national-level retailers and allows for the identification of geographic areas that make up the district's primary trade area. Once this area was identified, Place + Main Advisors, LLC used this map to pull additional market data, including the following visitor and retail leakage data from data sources including Claritas, the U.S. Census, ESRI, and augmented with their own analysis and extrapolation of data.

4,100,000
Visits

393,800
Unique Visitors

10.4
Visits Per Person

Where Visitors Go



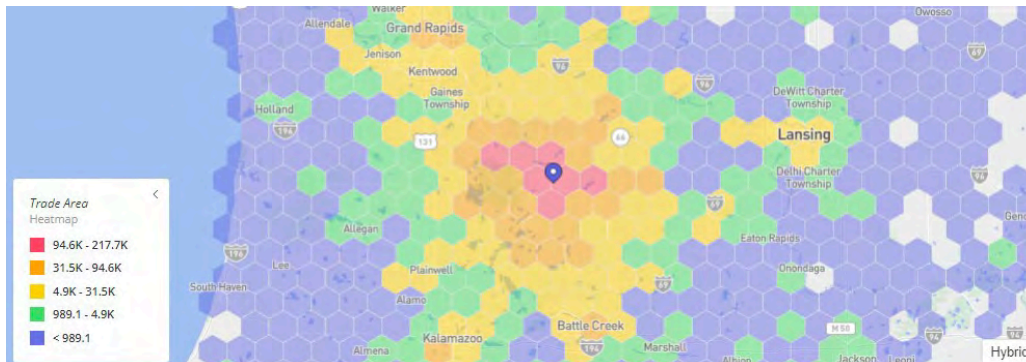
EXISTING CONDITIONS

Key Data Points- Visitor Data

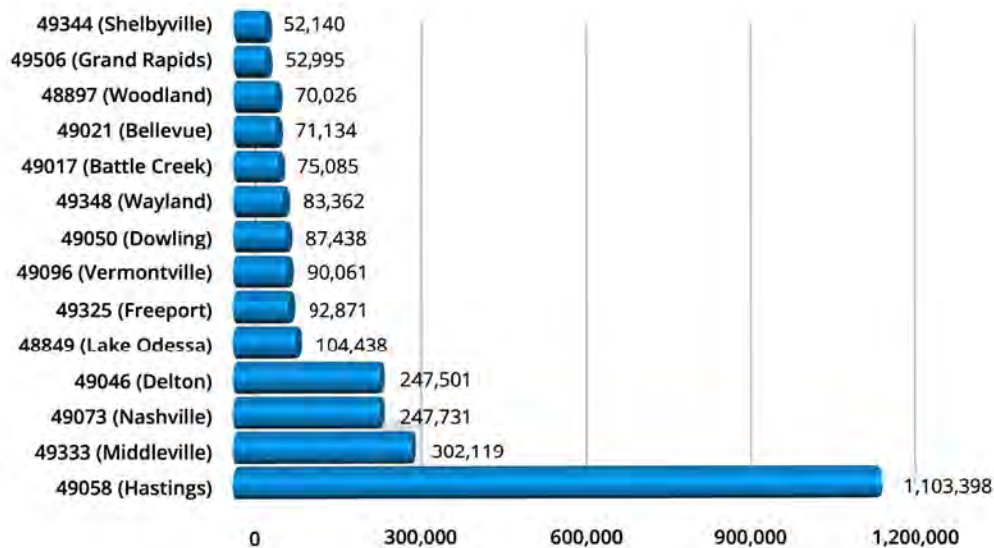
Weekly Visits



Visitor Origin



Top 10 Visitor Origins By Zip Code

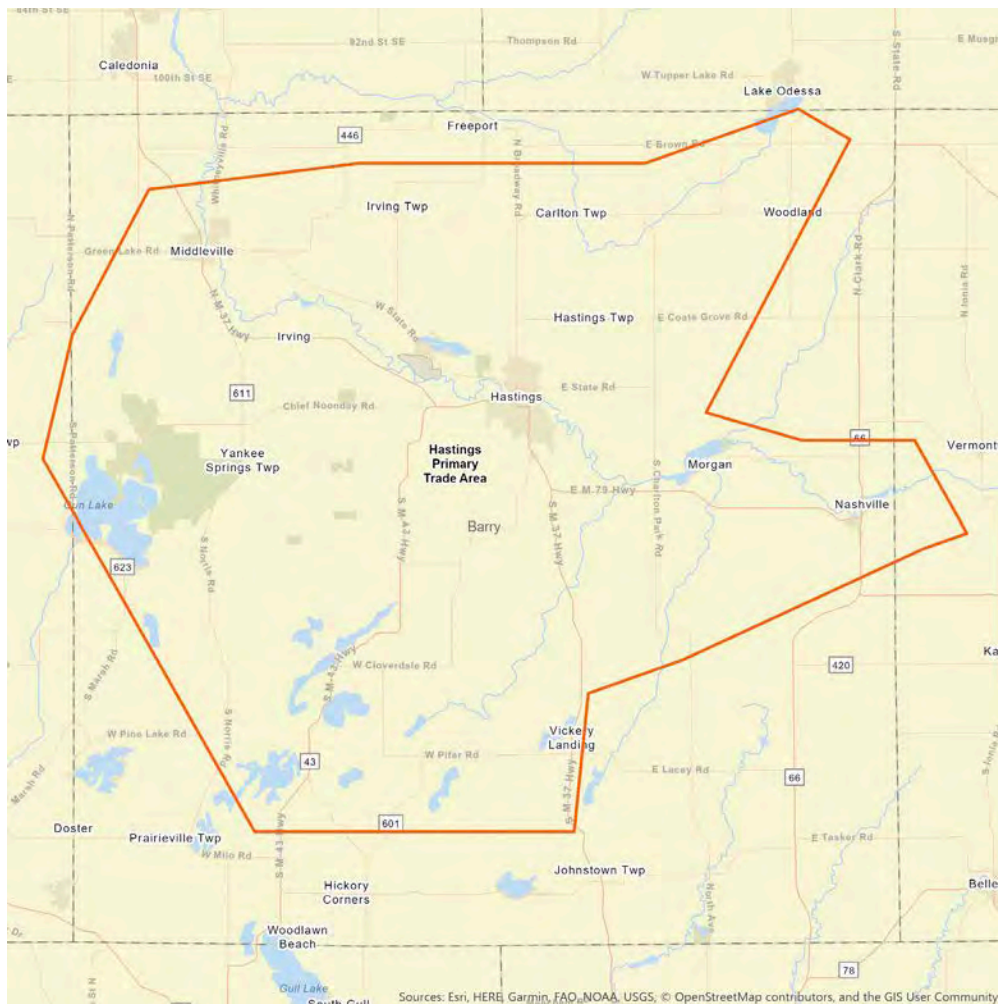


EXISTING CONDITIONS

Key Data Points- Primary Trade Area

The primary trade area for this report was also established by using mobility data, or cell phone data, to determine where people are coming from into the city. Using this GPS-enabled technology called geofencing, the City of Hastings can understand at the zip code level where current customers in the district are originating. This allows for a better understanding of customer spending, needs, and the types of businesses that would be a best fit for the district. This data is widely available to national-level retailers.

As mentioned previously, this mobility data allows for the identification of geographic areas that make up the district's primary trade area. Once this area was identified, Place + Main Advisors, LLC used this map to pull additional market data, including the following demographic and market retail data from data sources including Claritas, the U.S. Census, ESRI, and augmented with their own analysis and extrapolation of data.



46,143
Population
2023 Estimate

18,023
Households
2023 Estimate

\$76,118
Median Household
Income

EXISTING CONDITIONS

Key Data Points- Retail Gap

About Retail Gap Data

When an area's demand for retail goods and services does not match the supply, it creates what is called a Retail Gap. When there is more demand than there is supply, it creates leakage. This leakage results in customers leaving the trade area to purchase the goods or services in another market. When there is more supply than there is demand, it creates a surplus. A surplus is not necessarily a bad thing, as it could be a sign of customers coming to the trade area from other places to purchase the goods or services in this trade area.

PRIMARY TRADE AREA

	2023 Demand	2028 Supply	2023 Retail Gap	2028 Projected Demand	Projected Opportunity
Total Retail Trade and Food + Drink	\$960,647,497	\$310,417,090	\$650,230,407	\$1,102,836,666	\$792,419,576
Total Retail Trade	\$859,629,765	\$275,447,483	\$584,182,282	\$988,312,251	\$712,864,768
Total Food + Drink	\$101,017,732	\$34,969,607	\$66,048,125	\$114,524,415	\$79,554,808

Retail Sectors w/ Largest Leakage	2023 Demand	2023 Supply	2023 Retail Gap	2028 Projected Demand	Projected Opportunity
Furniture stores	\$10,076,215	\$257,728	\$9,818,487	\$11,505,262	\$11,247,534
Home furnishings stores	\$7,137,180	\$657,483	\$6,479,697	\$8,374,863	\$7,717,380
Supermarkets	\$97,872,947	\$45,793,968	\$52,078,979	\$115,320,379	\$69,526,411
Pharmacies	\$43,162,560	\$25,119,248	\$18,043,312	\$49,342,370	\$24,223,122
Cosmetics	\$2,997,947	\$0	\$2,997,947	\$3,433,383	\$3,433,383
Optical goods stores	\$1,536,101	\$555,471	\$980,631	\$1,847,446	\$1,291,975
Women's clothing stores	\$4,537,225	\$658,496	\$3,878,729	\$4,454,967	\$3,796,471
Children's clothing stores	\$1,407,016	\$0	\$1,407,016	\$1,442,297	\$1,442,297
Family clothing stores	\$15,367,265	\$0	\$15,367,265	\$15,466,168	\$15,466,168
Clothing accessories stores	\$1,259,773	\$0	\$1,259,773	\$1,211,827	\$1,211,827
Shoe stores	\$5,185,945	\$352,763	\$4,833,182	\$5,803,156	\$5,450,393
Sporting goods stores	\$8,423,738	\$2,469,282	\$5,954,456	\$8,872,534	\$6,403,252
Hobby, toy stores	\$3,099,884	\$4,209	\$3,095,674	\$3,508,210	\$3,504,001
Gift, novelty stores	\$1,843,338	\$403,362	\$1,439,976	\$2,050,650	\$1,647,288
Pet and pet supplies	\$3,455,944	\$9,133	\$3,446,812	\$4,194,555	\$4,185,422
Full-service restaurants	\$45,040,157	\$14,709,922	\$30,330,235	\$51,000,215	\$36,290,293
Limited-service restaurants	\$37,579,850	\$16,087,716	\$21,492,135	\$42,747,457	\$26,659,741
Snack and beverage bars	\$5,743,833	\$3,039,243	\$2,704,590	\$6,542,233	\$3,502,990

KEY TAKEAWAYS

What the Data Tells Us

- The city's population and households are growing, with households growing at a faster rate than population creating more demand for housing.
- The city's private job sector is fairly balanced and not too dependent on one industry over another.
- The median and average household income for city residents lags behind both the county and state's median and average income, but average income is expected to rise around \$10,000 over the next five years.
- There is very little overlap between the people who live in the city and those who work in the city limits. Workers in the city are mostly from just outside the city while the majority of city residents work within 25 miles of home.
- The downtown core has almost twice the taxable value per acre as the main commercial strip to the west. This is due to the density and size of the built environment versus the far less dense strip area. This implies the City gets far more tax revenue from the downtown.
- Housing prices have risen significantly over the last three years, but not enough to cover the rising cost of new construction of single family housing.
- There are significant opportunities for new locally-owned businesses in the primary trade area for the city.



← FREE PARKING
← FIRE STATION
← LIBRARY
↑ CITY HALL / POLICE
→ SHOP / DINE

Economic Development Recommendations

Actions to Address Challenges

In response to the specific challenges the City of Hastings is facing, the actions below are recommended. These recommendations will assist both immediate and long-range issues while addressing the five areas of economic development. Chief among these recommendations is to increase housing supply of all types. This one topic of housing has far reaching impact in the areas of Industry, Talent, Place, and even Entrepreneurship.

Housing

The largest challenge facing the city currently is the lack of inventory of available and diverse housing options for existing and prospective residents. This lack of inventory is creating a choke point for the community's growth, both from a population perspective as well as for workers for local businesses.

There are several actions the City can take to help promote more and diverse housing options:

Identify Buildable Sites- Identifying buildable sites is a crucial activity in the realm of housing development. It involves assessing various locations and determining their suitability for constructing new residential properties. The process begins with a comprehensive analysis of factors such as zoning regulations, land use restrictions, environmental considerations, and infrastructure availability. This assessment helps housing developers identify sites that meet the necessary criteria for constructing residential buildings, such as adequate access to utilities, transportation networks, and community amenities. By evaluating the potential of different areas, developers can make informed decisions about where to invest their resources and create much-needed housing options for the growing population. Prioritization should be given to those areas that are currently zoned to accommodate housing (and in what forms.) Secondary priority should be given to those sites that could be rezoned to accommodate housing.

PUDs & Site Condos- The use of Planned Unit Developments (PUDs) and Site Condominiums in housing offers several benefits to developers, homeowners, and communities alike. PUDs and site condos provide flexibility in design and land use, allowing for innovative and customized housing solutions. These developments often incorporate a mix of housing types, such as single-family homes, townhouses, and apartments, within a single community, catering to diverse housing needs and preferences. PUDs and site condos also often feature shared amenities like parks, recreational areas, and common spaces, fostering a sense of community and promoting social interaction among residents. Additionally, these developments can optimize land use by incorporating green spaces, preserving natural features, and implementing sustainable design practices. They offer an opportunity for developers to create thoughtfully planned, walkable neighborhoods with a range of services and conveniences nearby.

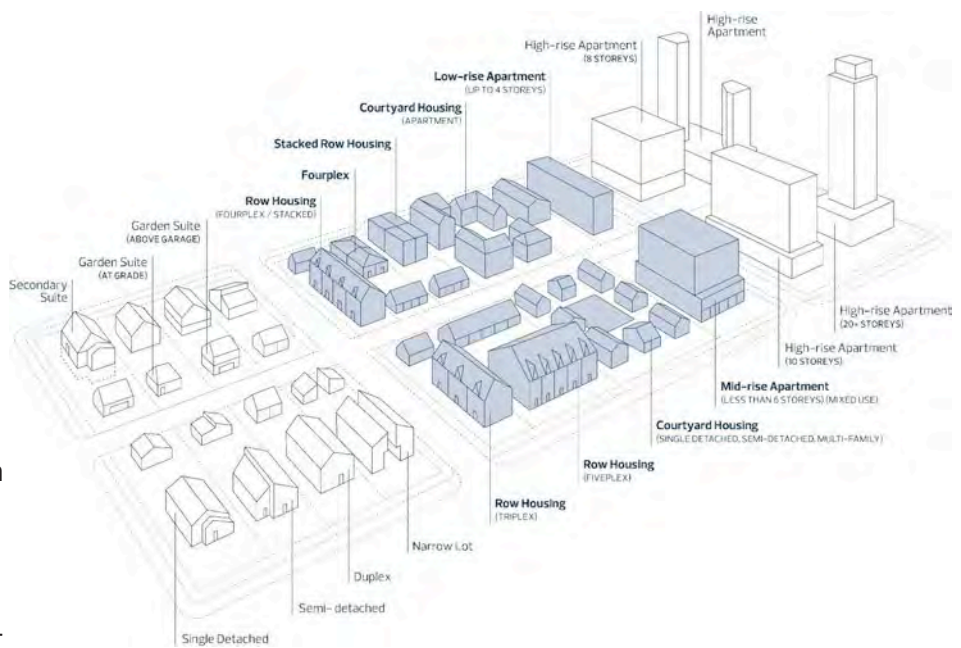


Actions to Address Challenges

Land Assembly- Land assembly is an activity in housing development that involves combining multiple adjacent parcels of land into a single larger plot. It is undertaken to facilitate the creation of larger-scale housing projects and optimize land use. The process typically involves negotiating with individual landowners, acquiring their properties (or an assignable option,) and consolidating them into a unified site. Land assembly allows developers to overcome the limitations of small, fragmented plots and unlock the potential for more efficient and comprehensive housing solutions. By merging parcels, developers can achieve economies of scale, optimize infrastructure planning, and design cohesive neighborhoods. This activity enables the creation of high-density housing developments that can accommodate a larger number of residents while maximizing land utilization.

Upper Floor Housing- The conversion of vacant upper floors in downtown to housing holds significant importance for the city. Converting these unused and underused spaces into residential units would create new energy in downtown while helping to address the community's housing shortage. By adding housing options, downtowns become more attractive and livable, attracting residents who desire a convenient, more urban lifestyle. This influx of residents can stimulate local businesses, increase foot traffic, and foster a sense of vibrancy. It would also preserve historical buildings and architectural character, enhancing the cultural and aesthetic appeal of the downtown.

Missing Middle Near Downtown- Creating “missing middle housing” is of utmost importance in addressing the housing needs of diverse communities. Missing middle housing refers to the range of housing options that bridge the gap between detached single-family homes and large-scale apartment complexes. These housing types, such as duplexes, townhouses, and small-scale multi-unit buildings, provide a crucial middle ground that is often lacking in many housing markets. By promoting the development of missing middle housing, communities can cater to a broader spectrum of households, including young professionals, small families, and empty nesters. This form of housing offers a balance between affordability, privacy, and density, accommodating a variety of incomes and lifestyles. It also promotes walkability and supports the vitality of neighborhoods by providing a mix of housing options within a compact, urban fabric. By diversifying housing choices and filling the gap between single-family homes and large developments, missing middle housing helps foster inclusive, sustainable communities and addresses the growing demand for affordable, well-designed housing options.



Actions to Address Challenges

Issues with Constructing New Housing in Hastings

The creation of new housing units in Hastings is a significant challenge, as pointed out in “Key Data Points- Housing Sales Per Square Foot” (page 13.) For the last several years, the cost of construction has exceeded the community’s average sale per square foot. This creates several key issues that developers must contend with. These are:

Low Profitability or Losses- The fundamental issue is that the developer or builder may not be able to recover their investment when the home is sold or may even make a loss. This is because the selling price may not cover the costs incurred in acquiring land, materials, labor, and other construction-related expenses.

Difficulty Securing Financing- Banks and other lenders may be hesitant to finance construction projects if they assess the risk to be too high, which can happen when the cost of construction exceeds the potential selling price. This could lead to a slowdown in housing construction, as developers may struggle to secure the necessary funding.

Housing Supply Shortage- If developers can’t make a profit because the cost of construction is too high compared to the sale price, they may delay new projects or not undertake them at all. This can result in a shortage of housing, leading to increased demand and further inflating house prices, especially in high-demand areas.

Affordability Crisis- If only high-end homes are profitable to build, developers might focus exclusively on this segment of the market, exacerbating affordability issues for middle and lower-income individuals and families. A scarcity of affordable housing can result in social disparities and longer commute times for people who can’t afford to live near where they work.

Economic Impact- The construction industry is a significant contributor to the economy, providing jobs and stimulating economic growth. If construction slows due to low profitability, this can have a knock-on effect on the wider economy.

Investor Concerns- For those investing in housing development projects, the risk increases when the cost of building new houses exceeds the average sales price. This can lead to a decrease in investment in the housing sector.

Actions to Address Challenges

Place Enhancement

From an economic development perspective, placemaking is crucial because it can enhance local economies in several ways. First, it creates attractive, vibrant spaces that encourage community interaction, foster a sense of belonging, and increase foot traffic, which can boost local businesses. Improving public spaces also increases property values, thereby increasing the tax base. Additionally, well-designed spaces can attract visitors, further stimulating the local economy. Quality placemaking can foster entrepreneurship and innovation by creating spaces that nurture creativity and facilitate collaboration. Lastly, by enhancing the quality of life, placemaking can attract and retain a talented workforce, a critical component for economic growth in today's economy.

Improve Streetscape Downtown- Downtown Hastings is in the process of designing improvements to the downtown streetscape. These improvements will do several key things for the downtown: improves walkability, encourages pedestrians to walk the district, increasing the likelihood of visiting businesses in the district; provide room for outdoor dining, helps to increase activity in the downtown; improves the value of the properties in the district; and improves safety and accessibility for visitors of all ages and abilities, making downtown a place for everyone.

Façade Component Grants- An alternative approach to large scale façade improvements is to create a component grant which identifies one key area for improvement for a large portion of the district. An example would be for the DDA to do a component grant program for new awnings in a given year. The program could pay up to 50% for a certain number of awnings (8-10 buildings for instance.) This would create a positive visual difference in 8-10 buildings instead of just one. Furthermore, the DDA could facilitate the awnings, creating an economy of scale (or volume discount) as well as maintain design standards on what the respective awnings for each building would look like. The following year, the DDA could do the same thing with a different component, such as signage. The following year would be another component.

Based on the existing conditions in the district, our recommendation for component grants would be the following: Year 1- Awnings; Year 2- Signs (with an emphasis on signs that are pedestrian-oriented, otherwise known as blade signs;) Year 3- Exterior Lighting; Year 4- Paint; Year 5- Outdoor Furniture.



Continue Park Enhancements- The City of Hastings has spent a considerable amount of time and money improving the community's parks. These efforts should continue and look to refine the park users' experience to include items such as wayfinding signage and bicycle repair stations. Improving these parks not only improves the experience for residents but makes the parks larger assets for attracting visitors to the community.

Actions to Address Challenges

Entrepreneurship

Entrepreneurship plays a fundamental role in any local economic development strategy, driving innovation, creating jobs, and stimulating local economic growth. Entrepreneurs, by launching new businesses, contribute to local economies by providing goods and services, generate tax revenue, and create employment opportunities and local wealth. Furthermore, entrepreneurial activity fosters competition, resulting in a broader range of products and services available to consumers. Importantly, local entrepreneurs are deeply tied to their communities, making them more likely to reinvest their earnings locally, creating a positive economic cycle.

Conduct Regular “Start Your Own Business”

Trainings- Regular, locally-held entrepreneurship trainings should be held in partnership with the Small Business Development Center (SBDC), based in Grand Rapids. These sessions should be held quarterly with lots of promotion through the social media channels of the city and Chamber. The first step in creating more locally-owned businesses is by encouraging more residents to become business owners.



Create Local Preference Policies- The City, along with the County and Corewell Health Pennock Hospital, should enact local preference policies for their respective purchases. These local policies would give locally-owned companies preference in the purchasing of various goods and services as long as the price is within 10% of the lowest bid. This small change would help keep money in the local economy instead of exporting to places like Grand Rapids or Kalamazoo.

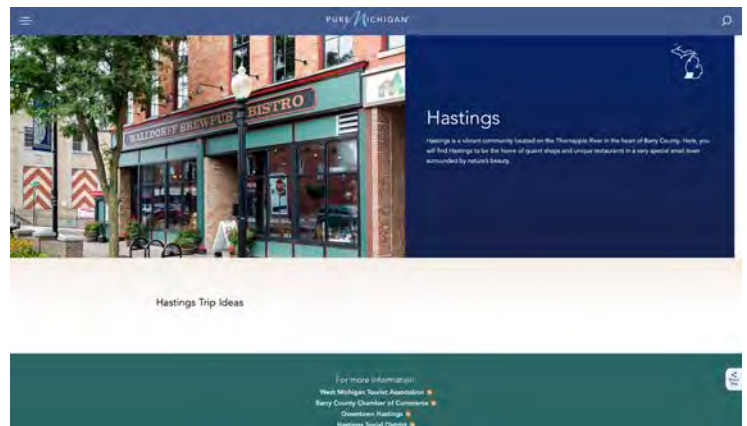
Small Business Access to Lending Institutions- Once an entrepreneur has successfully gone through the business planing process with the SBDC, a meeting can be convened with the local banks in Hastings where the entrepreneur (or even established business) can pitch their plan to local lending institutions. This convening saves both entrepreneurs and financial institutions time by doing one meeting instead of multiple spread out over several weeks. These meetings also create competition among lenders, increasing the likelihood of the small business owners receiving the financing they need.

Actions to Address Challenges

Tourism

Tourism plays a pivotal role in local economies as a significant source of income and employment. Visitors can provide businesses, ranging from hospitality, retail, to food and beverage sectors, a consistent stream of customers. This demand promotes local entrepreneurship and job creation, thus boosting the economy. Hastings has not traditionally had a strong tourism presence. This should change as the community has a lot to offer potential visitors and additional spending at local businesses would be beneficial to all concerned.

Boost Presence on Michigan.org- Travel Michigan, the state's tourism entity, spends tens of millions of dollars annually promoting the state and its website, michigan.org, to potential visitors. The City of Hastings has a page on this website and has only a minimal presence. The City may boost this presence with locally-written feature stories, non-chain retail and restaurant listings, park information, and other destinations that would be attractive to visitors. The city's page, and those of local businesses, are all free of charge. They just need to be updated and content added.



Better Leverage of City's Trails- The city is home to several high quality trails and parks. These assets could be better leveraged to attract hikers and cyclists from outside the community. Marketing of these assets is covered in the Community Marketing Strategy section.

Recruitment of a Second Hotel/Creation of Convention & Visitors Bureau- The city should monitor the region's Smith Travel Report (STR) reports to determine the success of the existing hotel and make a determination if the recruitment of a second hotel is possible. The recruitment of a second hotel could make the formation of a Convention and Visitors Bureau (CVB) more feasible. Having a CVB would be beneficial as their goal is to market the community to visitors.

Actions to Address Challenges

Industry

The Hastings area has a large amount of industry for a community of its size. While several large employers are located outside of the city, there are still significant employers within the city limits. Continuing to regularly visit with these employers through coordinated retention visits is a must. In addition to the existing efforts the city undertakes in partnership with the Chamber, these recommendations should also be considered:

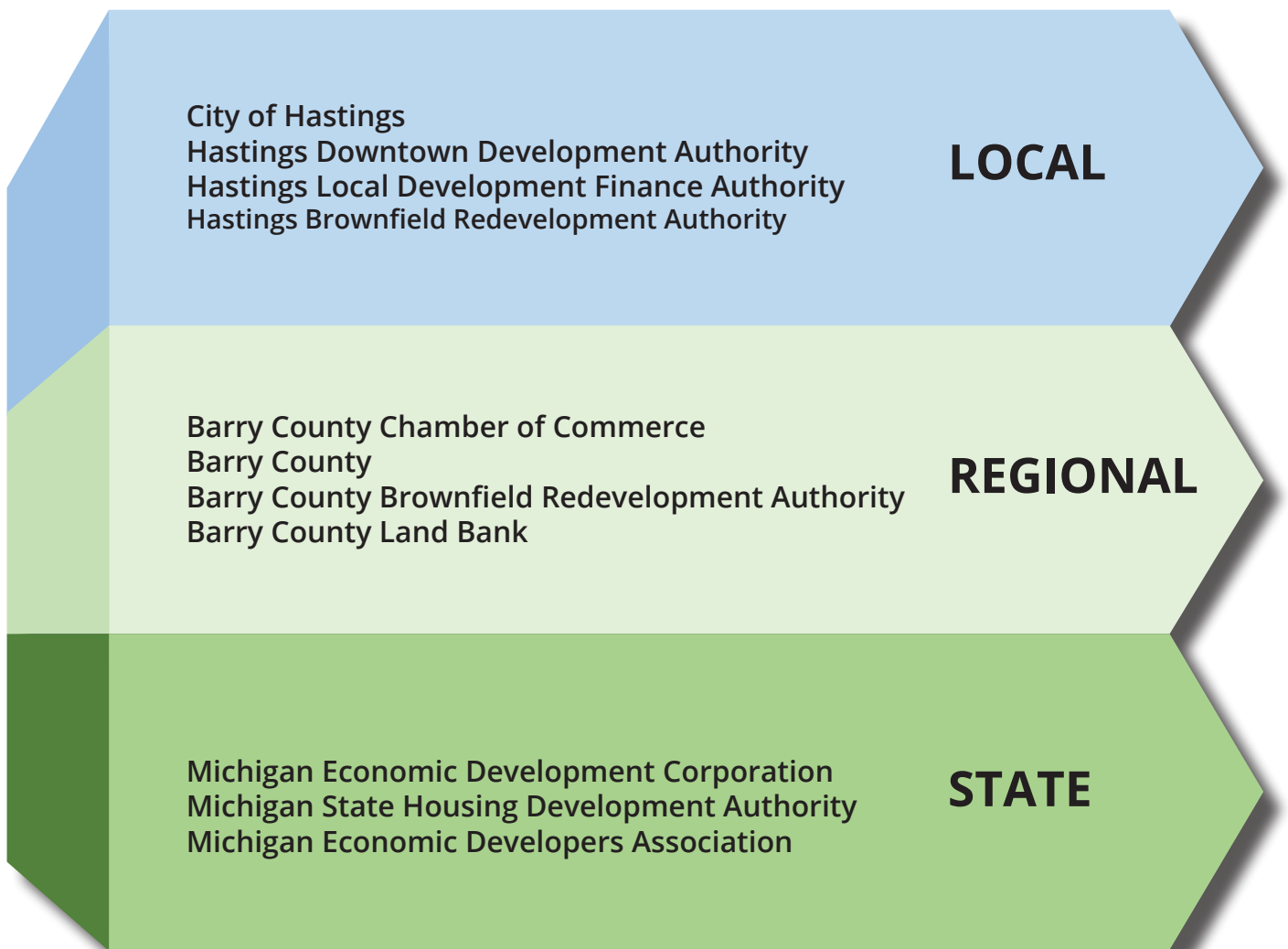
Assist in Employee Attraction- Several larger employers are finding it difficult to find talent. Assisting these employers is a top priority. The City, via its social media channels, should be helping to advertise these openings as well as work with the Chamber of Commerce and others to put together a marketing package aimed at helping recruit workers.

Market City-Owned Industrial Properties- The City owns several lots in the industrial park that are vacant. These lots can be found on several locations on the internet. However, none of these sites are currently actively marketed on the city's or Chamber's website. This specific recommendation is covered in greater detail in the Community Marketing Strategy on page 36.

Annual Business Roundtable Discussions with Various Industries- Industry roundtables are collaborative forums that bring together professionals, experts, and stakeholders from a specific industry to discuss and address key issues, trends, and challenges facing the sector. These roundtables could provide a platform for participants to engage in open and meaningful discussions with the city and other local stakeholders about their challenges, share insights and experiences, and collectively brainstorm innovative solutions. This could be a more effective way to reach smaller businesses by sector in the city such as retailers, restaurants, and others.

Economic Development Partners

Economic development requires the involvement and commitment of several entities at multiple levels. The City of Hastings is part of a larger robust economic development ecosystem at the local, regional, and state levels. The chart (below) outlines these partners and at what levels they exist.



Implementation Plan

Action	Lead	Support	Timeline	Success Measure	Cost	Priority	Vision Element
Housing							
Identify Buildable Sites	City		Dec 2024	Vacant parcels suitable for development identified	Low	High	Economy Community
PUDs & Site Condos	City	Planning Commission	Jun 2025	Two PUDs permitted	Low	High	Economy Community
Land Assembly	City	Private Developers	Dec 2025	City has secured (either through purchase or assignable option) 30-40 acres	Mid-High	High	Economy Community
Upper Floor Housing	DDA	City; Property Owners	Dec 2024	Assist in creation of 12 new housing units	Mid	High	Economy Community
Missing Middle Near Downtown	City	DDA; Planning Commission	Dec 2025	Assist in creation of 20 new housing units	Mid	High	Economy Community
Place							
Improve Streetscape	DDA	City	Dec 2026	Streetscape improvements made	High	Mid	Economy Community Infrastructure
Facade Component Grants	DDA	City	Dec 2025	Component grant established; 12 grants given	Mid	Mid	Economy Community
Park Enhancements	City	DDA	Dec 2027	Wayfinding created; Bicycle repair stations added	Mid	Low	Community
Entrepreneurship							
Conduct Regular "Start Your Own Business" Trainings	Chamber	SBDC; City; DDA	Jun 2024	Trainings held four times a year	Low	High	Economy
Create Local Preference Policies	Chamber	City; County; Corewell Health Pennock	Dec 2024	Local purchasing preference established	Low	High	Economy
Small Business Access to Lending Institutions	Chamber	Local Lenders; DDA	Ongoing	4 meetings per year	Low	Mid	Economy

Implementation Plan

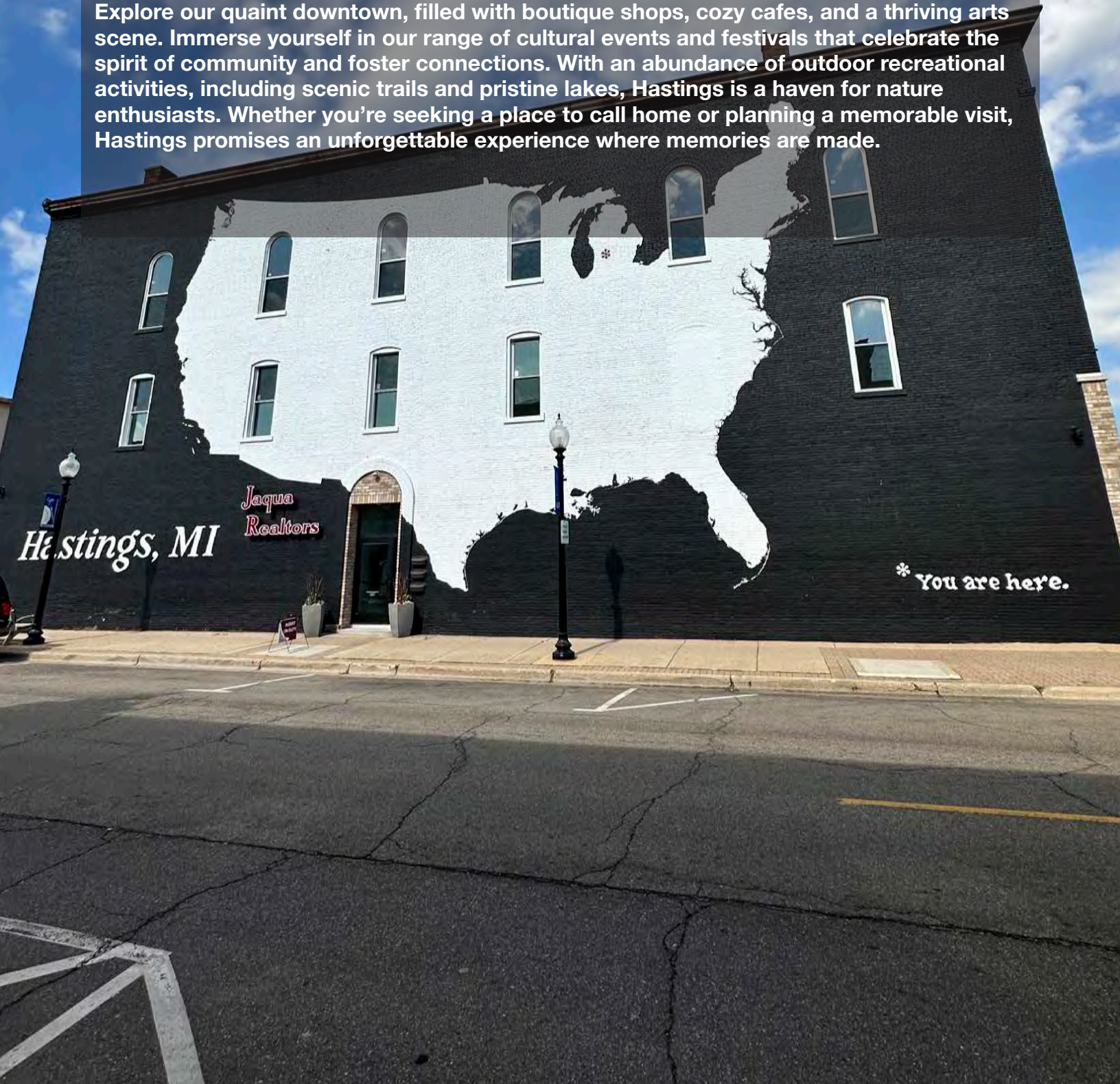
Action	Lead	Support	Timeline	Success Measure	Cost	Priority	Vision Element
Housing							
Conduct Regular "Start Your Own Business" Trainings	Chamber	SBDC; City; DDA	Jun 2024	Trainings held four times a year	Low	High	Economy
Create Local Preference Policies	Chamber	City; County; Corewell Health Pennock	Dec 2024	Local purchasing preference established	Low	High	Economy
Small Business Access to Lending Institutions	Chamber	Local Lenders; DDA	Ongoing	4 meetings per year	Low	Mid	Economy
Tourism							
Boost Presence on Michigan.org	City	Chamber	Jun 2024	75% of eligible businesses listed on michigan.org	Low	Mid	Economy
Better Leverage of City's Trails	City	Chamber	Dec 2025	Trails marketed through social media; trail websites	Low	Low	Economy
Recruitment of a Second Hotel/Creation of Convention & Visitors Bureau	Chamber	City	Dec 2026	New hotel recruited to community; CVB created	Mid	Mid	Economy
Industry							
Assist in Employee Attraction	Chamber	City	Dec 2024	Marketing materials created; Social media posts to support	Low	Mid	Economy
Market City-Owned Industrial Properties	City	Chamber	Dec 2023	City parcels marketed via website	Low	High	Economy
Annual Business Roundtable Discussions with Various Industries	City		Dec 2024	Roundtable discussions with key business sectors held one a year	Low	Mid	Economy



Community Marketing Strategy

Brand Statement

Discover Hastings, a hidden gem nestled in the heart of Michigan. Our vibrant community blends rich history with a hard-working spirit, offering a unique experience that captures the essence of authentic American small-town charm. From our natural beauty to our welcoming locals, Hastings invites you to indulge in a warm and inviting atmosphere. Explore our quaint downtown, filled with boutique shops, cozy cafes, and a thriving arts scene. Immerse yourself in our range of cultural events and festivals that celebrate the spirit of community and foster connections. With an abundance of outdoor recreational activities, including scenic trails and pristine lakes, Hastings is a haven for nature enthusiasts. Whether you're seeking a place to call home or planning a memorable visit, Hastings promises an unforgettable experience where memories are made.



Brand Identity

The City of Hastings has established City and Destination logos and taglines.



CITY LOGO

TAGLINE

"We Treasure the Old. Progress with the New."



DESTINATION LOGO

TAGLINE

"On the Thornapple"

Brand vs Logo

One of the biggest points of confusion in community marketing is the differences between what a brand is and a logo. To put it simply, a brand is the way people feel about a community, its reputation, and how it wants to represent itself. A community's brand is a reflection of its values and is shown in how people experience the community. A brand communicates a feeling or feelings about a community. A logo meanwhile, is a graphic that ties to the brand. A community can have several different logos and taglines depending on the situation. Taglines are two to five words summing up the brand or an aspect of the brand and are often presented with a logo.

The City's logo and brand have not been updated in multiple decades. It would be wise for the City to engage a community branding consultant to develop not just a new logo, but a new brand for the community. Updating the look and feel of the City's logo would help communicate the City's commitment to progress. The community's destination brand of "Hastings on the Thornapple," does not resonate with potential visitors or businesses unless they know the Thornapple is referencing the Thornapple River.

Hastings' Community Brand

Hastings' community brand is one of a traditional small town. A quaint downtown, traditional neighborhoods, and a community that is welcoming and everyone knows each other.

In focus groups, it was also mentioned several times that Hastings is a "self contained" community. Meaning, one could have all of their needs met here without having to go to a larger metro area like Grand Rapids (most frequently mentioned), Kalamazoo, Battle Creek, or Lansing.

Different Taglines for Different Audiences

The City should consider varying their taglines depending on the prospective audience. The current universal tagline, "We Treasure the Old. Progress with the New," is a statement of the city's values. However, it may not be as effective for someone looking to locate a larger manufacturing facility. A tagline should still be true to the community. For business-focused marketing, the City should adopt, "Where history meets innovation," to highlight the City's forward thinking but still highlighting the strong quality of life amenities they are known for. More information about marketing to different audiences using different messages is detailed later in this report.

Brand Identity

Typefaces (Fonts)- To create a consistent look and feel between the different logos there needs to be commonality in both font usage and color palate. These fonts should be driven by the font selection used in the City logo and augmented with tastefully chosen secondary fonts to compliment.

Based on current usage, the following fonts are recommended for the City of Hastings for publications:

HEADER

Arial Black

Subhead

Arial Black

Subhead 2

Raleway (Bold)

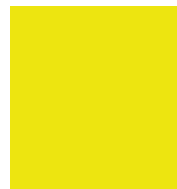
Body Copy

Raleway (Regular)

Colors- Like typefaces, having a common color palate will help the city logos create a common feel for the brand. For the City of Hastings, two main colors that were selected are below.



CMYK: 100/98/6/1
RGB: 46/51/139
Hex: #2e358b



CMYK: 9/2/100/0
RGB: 238/229/10
Hex: #eee50a

Existing Marketing Assets

Community marketing plays a pivotal role in establishing the identity, visibility, and growth of a community. By actively promoting and marketing itself, the City of Hastings can attract attention, engage its residents and stakeholders, and foster a sense of belonging. It can enable the city to showcase its unique characteristics, values, and offerings to a wider audience, increasing its influence and impact. Effective community marketing can also attract new members, businesses, and investment, which contributes to the community's overall prosperity. Overall, community marketing empowers a community to assert its presence, amplify its voice, and thrive in an increasingly interconnected world.

The City of Hastings has both formal and informal agreements that defer most of their marketing efforts to the Barry County Chamber of Commerce. The chamber is a valuable partner and the City's commitment to being part of the county region is admirable. However, the City must still market itself in addition to the efforts put forth by the Chamber. This section will look at the City's specific assets and make recommendations for the City to implement going forward.

E-Newsletter

The City of Hastings has recently launched an E-Newsletter. While still in the initial launch stage, moving from the former print newsletter to an electronic format is a positive step forward. The E-Newsletter format allows for a more dynamic presentation with links to additional information while saving on the cost of postage.

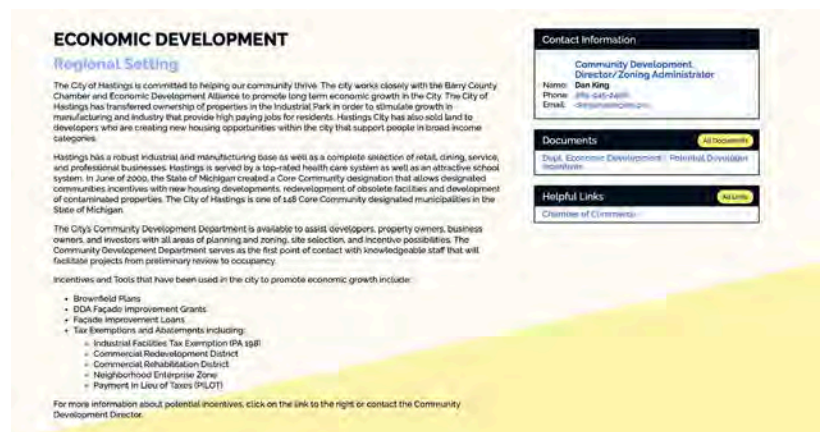
Website

The City's website appears to follow a standard format for municipalities with a clear navigation menu and links to services. The primary audience for this website is existing residents. There are sections that pay a minimum amount of service to potential businesses and developers but is lacking in these areas.



Economic Development

The economic development section of the website provides a brief overview of the City's efforts and partnership with the Chamber as well as highlight's key aspects of the community. It also has contact information for the Community Development/Zoning Administrator, a link to the Chamber website, and a link to the City's Development and Finance Tools.



Prospective Residents

There is no section of the City's website that addresses prospective residents.

Video

The DDA has done several videos with a professional videographer in the past. These videos are well intended but should consider shorter format (30 seconds or less) and more use of still photography. Many videographers can do both stills and video content.

Existing Marketing Assets

Social Media

The City of Hastings has several social media channels. Many of them are active and all are linked to the City website. Social media is an important part of a community's ability to communicate to residents as well as market to prospective businesses and developers. Furthermore, each channel has its own benefits, drawbacks, and audiences. The City has social media accounts on the following platforms: Facebook, Instagram, LinkedIn, and Twitter.

Facebook

By far the most used and followed social media account the City has, this page is updated frequently with 1-3 posts per day. This account has over 6,900 followers and posts most frequently about events, but also includes recognition of holidays, job postings for the City, and other miscellaneous matters.



Twitter

The City's third largest social media presence with roughly 500 followers, it is technically active as it typically posts daily (with sometimes months between spurts of daily posts,) it posts mostly the same content as Facebook, though not as frequently or consistently.

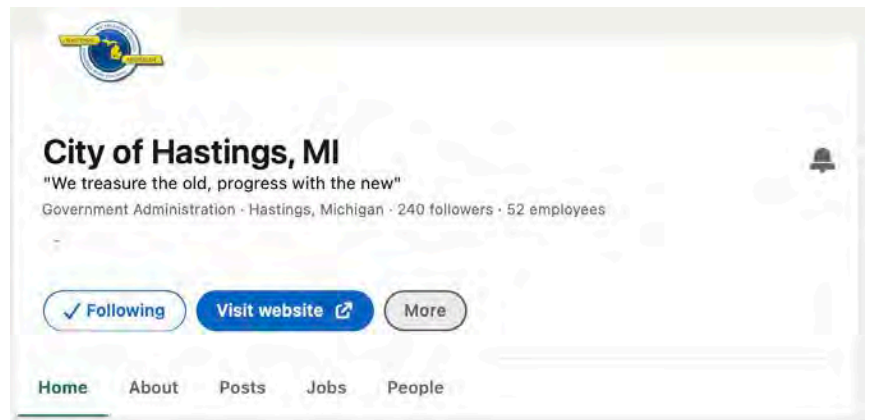
Instagram

Arguably, this is the City's second most important but fourth largest social media presence with approximately 1,000 followers. This account posts between 1-3 times per week. As a photo/video-driven platform all of the posts have photo content with the majority of the content for the City or community events.



LinkedIn

This is the City's smallest social media presence with an audience of only 240 followers. It is kept up to date much like Twitter with inconsistent posts that mirror all the rest of the City's social media channels.



Marketing Recommendations- Assets

General Recommendations

Professional Photography- This is often the most overlooked part of community marketing. Professional photography uses one of the most powerful mediums to communicate what simple words can't: beauty, fun, a sense of belonging, diversity, welcoming, and a place you can see yourself calling home are all messages the City wants to reinforce. Arranging a contract to have a professional photograph the City in all four seasons, with a goal of 100-250 high quality photos added to an accessible portal for the City and the general public to access and use. Priority photos should include:

- Parks & Trails (both empty and in use)
- Community Festivals & Events
- Thornapple River
- Key Redevelopment Sites
- Major Employers
- Recent Notable Public & Private Projects

Timeframe: Short-term

Celebrate Wins- The City has been able to accomplish a great deal in recent years. Ensuring the communication of the success of these projects is important to let residents know the City is being successful with its goals. This takes the form of Press Releases (alerting regional media of successes,) social media posts, and posting to the City's website.

Timeframe: Short-term

Website Recommendations

The City's website overall is adequate. However, there are a few additions that could make the website a better tool for helping to promote the City.

Add "Why Hastings for Business" Section- This page would be dedicated to market data about Hastings. Highlights would focus on workforce, household and population trends, household income, and retail leakage data. The audience would be prospective businesses looking to potentially locate in the City.

Timeframe: Mid-term

Add "Why Hastings for Residents" Section- This section would be geared towards marketing to prospective residents. Information would include the availability of jobs and housing opportunities as they become available. This section would also feature the quality of life assets of the community.

Timeframe: Mid-term

Add Process Section in "Developing in the City"- This section would be instructional for anyone who wants to do any type of development in the City. This would include downloadable graphics/flowchart of the various approval processes for developing/redeveloping property in the City. These charts should also include key contact information and estimated timelines for approval.

Timeframe: Mid-term

Add Real Estate Section- The City owns several parcels that are zoned for industrial. However, there are no details on the website about what sites are available and any information relevant to each site. 90% of real estate searches start online so making sure the City's sites are readily marketed in the City website is critical. This section could evolve to include any other key privately-owned sites in the future as well.

Timeframe: Short-term

Marketing Recommendations- Assets

Social Media Recommendations

The City makes good use of social media. As noted earlier, its Facebook presence is good and does a great job of informing followers of events in the community as well as other happenings. The City's other social media channels are mostly active, which is far more than peer governments. The overall recommendation for the City's social media efforts is to bring more of a focus for each channel. Social media should be the primary method of marketing the City as a great place to live to residents. Specific channel recommendations are as follows:

Facebook- The City's Facebook page should continue to be the main hub of social media activity. It is the most commonly used platform. This page should be a clearing house of information and highlights from the other channels. The audience for this channel is the general public.

Timeframe: Short-term

Twitter- While the City's Twitter presence is good for a local government account, the nature of the platform requires high engagement to be successful. The City should largely abandon its use for day-to-day postings with the exception of emergencies, and especially public safety related events. The audience for this channel is the general public.

Timeframe: Short-term

Instagram- This account should be focused on communicating and marketing the City's high quality of life. The channel can still be used to communicate critical information, but the focus should largely be on photos over graphics. This channel should showcase many of the professional photos referenced earlier as well as the candid photos it currently uses. The audience for this channel is the general public, with emphasis on residents and prospective residents and visitors.

Timeframe: Short-term

LinkedIn- The most needed overhaul of the City's social media efforts, the focus of this channel should be about business in the City, real estate opportunities, and a spot where the City can boast about its successes. Key audiences for this channel are business leaders, real estate professionals, and economic development.

Timeframe: Short-term

Community Marketing

The City of Hastings has done marketing for several years. Many of its efforts to communicate with residents and businesses could fall into the category of “community marketing.” Even just an effective communication strategy can work as marketing for a community.

There are three key markets that the City should consider priority audiences for its marketing efforts. These are:

- Current and Prospective Residents
- Current and Prospective Businesses
- Developers and Investors
- Visitors from Outside the County

Each of these audiences, or target markets, are important to the community. Messaging will vary depending on the audience. The key in each situation is to tailor the message to accentuate the positives of the community in a way that aligns with the goals and desires of the target markets. In addition, how that messaging is delivered to the target markets is also critical. The “how” of this delivery is referred to as a “channel.” Channels will vary based on the target market and may overlap. Key aspects of the city, such as quality of life, have a high appeal across all sectors and may be repeated. These channels may include outlets such as social media, the city’s website, specific media outreach, or direct marketing through target emails.

This section will outline target markets, the respective messaging to each market, and the recommended channels to deliver the messaging. Many of the recommendations in this section came as a direct result of suggestions from several focus groups that were conducted as part of this marketing strategy. The insight these groups provided, which ranged from business, religious, and non-profit leaders to residents were invaluable.



Community Marketing - Residents

Residents

Residents, both existing and potential, are a critical target market for the city. It is important for the health of the local economy that there are potential business owners and customers within the community. This creates economic viability for businesses.

Specific Target Markets- The City of Hastings should strongly consider marketing to specific segments of the population, instead of just broadly. Several categories of potential residents would be:

Families- These families are typically looking for a safe and welcoming community with good schools, strong education programs, and extracurricular activities for their children. They also tend to prioritize neighborhoods with parks, playgrounds, and other family-friendly amenities.

Young professionals and entrepreneurs- Attracting young professionals and entrepreneurs can bring fresh talent, innovation, and economic growth to the community. Offering job opportunities, affordable housing options, and a vibrant local culture can be appealing to this demographic.

Retirees and active seniors- Highlighting the city's peaceful atmosphere, quality healthcare services, and recreational activities suitable for retirees can make it an attractive destination for those seeking a slower-paced and retirement-friendly community.

Artists and creatives- Fostering a supportive arts scene, cultural events, and affordable studio spaces can attract artists and creatives who seek an environment that nurtures their talents and offers opportunities for collaboration and expression.

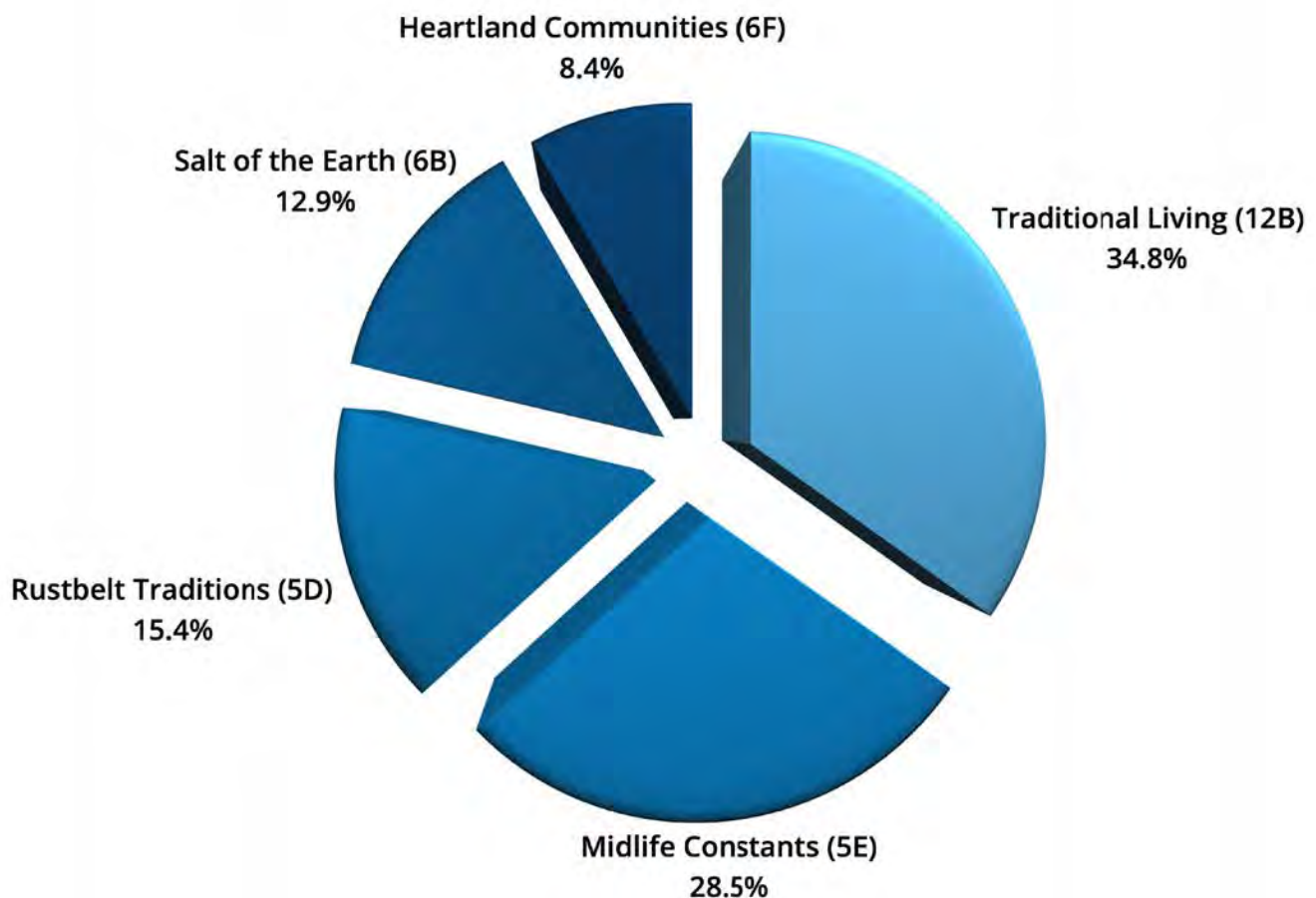
Outdoor enthusiasts- Emphasizing the city's proximity to natural landscapes, parks, trails, and recreational opportunities like fishing, hiking, and biking can appeal to individuals and families who enjoy an active and outdoor lifestyle.

Community Marketing - Residents

Market Segmentation

Market segmentation is the process of dividing groups of consumers who share similar needs, characteristics, or behaviors. This approach allows the city to tailor their marketing efforts to specific segments of the market, rather than trying to appeal to the market as a whole. Market segmentation typically involves analyzing demographic, geographic, psychographic, and behavioral factors to identify distinct groups of consumers with unique needs and preferences. By understanding these segments, businesses can develop targeted marketing strategies that effectively reach and engage with their intended audience, ultimately leading to increased sales, customer loyalty, and overall success.

The various market segmentations for the City of Hastings are shown in the chart below. This data confirms the target markets identified are consistent with the existing population of the community. The charts outlining highlights of each of these market segments follow the following two pages and should be used as additional insight into the target market when specific marketing pieces are created.



Community Marketing - Residents

Segmentation	Socioeconomic Traits	Market Profile
<p>Traditional Living (12B)</p> <p>Percent of Area: 34.8%</p> <p>Average Household Size: 2.51</p> <p>Median Age: 35.5</p> <p>Median Household Income: \$39,300</p>	<ul style="list-style-type: none"> • Over 70% have completed high school or some college. • Labor force participation is a bit higher than the national rate at 63.4%. • Almost three-quarters of households derive income from wages and salaries, augmented by Supplemental Security Income (Index 139) and public assistance. • Cost-conscious consumers that are comfortable with brand loyalty, unless the price is too high. • Connected and comfortable with the internet, more likely to participate in online gaming or posting pics on social media. • TV is seen as the most trusted media. 	<ul style="list-style-type: none"> • Shop for groceries at discount stores such as Walmart Supercenters. • Convenience stores are commonly used for fuel or picking up incidentals. • Tend to carry credit card balances, have personal loans, and pay bills in person. • Half of households have abandoned landlines for cell phones only. • Favorite TV channels include Freedom, CMT, and Game Show Network. • Fast-food devotees. • Enjoy outdoor activities such as fishing and taking trips to the zoo.
<p>Midlife Constants (5E)</p> <p>Percent of Area: 28.5%</p> <p>Average Household Size: 2.31</p> <p>Median Age: 47.0</p> <p>Median Household Income: \$53,200</p>	<ul style="list-style-type: none"> • Education: 63% have a high school diploma or some college. • At 31%, the labor force participation rate is low in this market. • Almost 42% of households are receiving Social Security; 27% also receive retirement income. • Traditional, not trendy; opt for convenience and comfort not cutting edge. Technology has its uses, but the bells and whistles are a bother. • Attentive to price, but not at the expense of quality, they prefer to buy American and natural products. • Radio and newspapers are the media of choice (after television). 	<ul style="list-style-type: none"> • Prefer practical vehicles like SUVs and trucks (domestic, of course). • Sociable, church-going residents belonging to fraternal orders, veterans' clubs, and charitable organizations and do volunteer work and fundraising. • Contribute to arts/cultural, educational, health, and social services organizations. • DIY homebodies that spend on home improvement and gardening. • Media preferences: country or movie channels. • Leisure activities include movies at home, reading, fishing, and golf.
<p>Rustbelt Traditions (5D)</p> <p>Percent of Area: 15.4%</p> <p>Average Household Size: 2.47</p> <p>Median Age: 39.0</p> <p>Median Household Income: \$51,800</p>	<ul style="list-style-type: none"> • Most have graduated from high school or spent some time at a college or university. • Labor force participation slightly higher than the US at 67%. • While most income is derived from wages and salaries, nearly 31% of households collect Social Security and nearly 20% draw income from retirement accounts. • Family-oriented consumers who value time spent at home. • Most have lived, worked, and played in the same area for years. • Budget-aware shoppers that favor American-made products. • Read newspapers, especially the Sunday editions. 	<ul style="list-style-type: none"> • Residents take advantage of convenience stores for fueling up and picking up incidentals. • Watching television is a common pastime; many households have more than four TVs. • Favorite programming ranges from Freeform, A&E, and TNT to children's shows on Nickelodeon and the Disney Channel. • Residents are connected; entertainment activities like online gaming dominate their internet usage. • Favorite family restaurants include Applebee's, Arby's, and Texas Roadhouse. • Radio dials are typically tuned to classic rock stations.

Community Marketing - Residents

Segmentation	Socioeconomic Traits	Market Profile
<p>Salt of the Earth (6B)</p> <p>Percent of Area: 12.9%</p> <p>Average Household Size: 2.59</p> <p>Median Age: 44.1</p> <p>Median Household Income: \$56,300</p>	<ul style="list-style-type: none"> • Steady employment in construction, manufacturing, and related service industries. • Completed education: 40% with a high school diploma only. • Household income just over the national median, while net worth is nearly double the national median. • Spending time with family is their top priority. • Cost-conscious consumers, loyal to brands they like, with a focus on buying American. • Last to buy the latest and greatest products. • Try to eat healthy, tracking the nutrition and ingredients in the food they purchase. 	<ul style="list-style-type: none"> • Outdoor sports and activities, such as fishing, boating, hunting, and overnight camping trips, are popular. • To support their pastimes, truck ownership is high; many also own an ATV. • They own the equipment to maintain their lawns and tend to their vegetable gardens. • Residents often tackle home remodeling and improvement jobs themselves. • Due to their locale, they own satellite dishes and have access to high-speed internet connections like DSL. • These conservative consumers prefer to conduct their business in person rather than online. They use an agent to purchase insurance.
<p>Heartland Communities (6F)</p> <p>Percent of Area: 8.4%</p> <p>Average Household Size: 2.39</p> <p>Median Age: 42.3</p> <p>Median Household Income: \$42,400</p>	<ul style="list-style-type: none"> • Retirees in this market depress the average labor force participation rate to less than 60%. More workers are white collar than blue collar; more skilled than unskilled. • The rural economy of this market provides employment in the manufacturing, construction, utilities, health-care, and agriculture industries. • These are budget-savvy consumers; they stick to brands they grew up with and know the price of goods they purchase. Buying American is important. • Daily life is busy but routine. Working on the weekends is not uncommon. • Residents trust TV and newspapers more than any other media. • Skeptical about their financial future, they stick to community banks and low-risk investments. 	<ul style="list-style-type: none"> • Traditional in their ways, residents of Heartland Communities choose to bank and pay their bills in person and purchase insurance from an agent. • Most have high-speed internet access at home or on their cell phone but aren't ready to go paperless. • Many residents have paid off their home mortgages but still hold auto loans and student loans. Interest checking accounts are common. • To support their local community, residents participate in public activities. • Home remodeling is not a priority, but homeowners do tackle necessary maintenance work on their cherished homes. They have invested in riding lawn mowers to maintain their larger yards. • They enjoy country music and watch CMT. • Motorcycling, hunting, and fishing are popular; walking is the main form of exercise. • To get around these semirural communities, residents prefer domestic trucks or SUVs.

Community Marketing - Residents

Target Audience Messaging- Messaging to potential targets should vary based on the respective target. There may be overarching themes (quality of life) but each message should be specific to each target.

Target Audience	Key Messages
Families	Great walkable neighborhoods; Lots of parks and outdoor activities
Young Professionals and Professionals	Walkable neighborhoods; Great downtown with dining options; Close to work; Outdoor activities
Retirees and active seniors	Safe, walkable neighborhoods; Great downtown with dining options; Outdoor activities
Artists and creatives	Artist friendly; Outdoor activities; Safe, walkable neighborhoods
Outdoor Enthusiasts	Lots of outdoor activities; walkable neighborhoods; Peace and quiet

Channels- In order to have your message heard, you have to get your message in front of your targets in a format they will see. Below are the recommended mediums and channels of communication for each of the groups.

Target Audience	Channels
Families	Social Media (Facebook, Instagram); Direct Realtor outreach; Website
Young Professionals and Professionals	Social Media (Facebook, Instagram); Search Engine Optimization of Website (Prospective Resident)
Retirees and active seniors	Social Media (Facebook); Direct Realtor outreach; Email; E-Newsletter
Artists and creatives	Social Media (Facebook, Instagram); Direct Realtor outreach; Website
Outdoor Enthusiasts	Social Media (Facebook, Instagram, TikTok); Search Engine Optimization of Website (community section); Direct Realtor outreach

Key Partnerships- Residents

In order to effectively market to residents, The City of Hastings must utilize existing partnerships with other local and regional entities. These partners, highlighted below, proactively market the community on an ongoing basis. These entities benefit when the rest benefit. This makes them ideal partners. Maintaining an open and ongoing line of communication with these entities to update them on site availability, infrastructure updates, and key events within the community would be highly beneficial.



The Barry Community Foundation bridges community needs with donor interests, granting dollars to programs, projects and organizations that fit our vision, to be a trusted resource for positive change.



The Hastings Downtown Development Authority exists to make downtown Hastings a better place for residents and businesses alike. They are a natural partner to market the community to residents.



The Barry County Chamber and Economic Development Alliance acts as both a business entity and pillar of the community. The Chamber represents many of the local businesses in the community.



Hastings Area
School System

The Hastings Area School System is a key partner for the City. The need for high quality schools was consistently the top item mentioned in focus groups as a key need in the community. Schools are a key driver for young families.

Community Marketing - Businesses

Filling vacancies and underused commercial and industrial properties should be a top priority in recruiting businesses.

Retail

Retail is a key employment sector in Hastings. In addition, having a strong base of retail is good for the downtown and if locally-owned, helps contribute to the overall economic health of the community. Based on the community's retail leakage as outlined on page 17, key targets for retail should be:

Retail Sectors w/ Largest Leakage	2023 Retail Gap	Projected Opportunity
Furniture stores	\$9,818,487	\$11,247,534
Home furnishings stores	\$6,479,697	\$7,717,380
Supermarkets	\$52,078,979	\$69,526,411
Pharmacies	\$18,043,312	\$24,223,122
Cosmetics	\$2,997,947	\$3,433,383
Optical goods stores	\$980,631	\$1,291,975
Women's clothing stores	\$3,878,729	\$3,796,471
Children's clothing stores	\$1,407,016	\$1,442,297
Family clothing stores	\$15,367,265	\$15,466,168
Clothing accessories stores	\$1,259,773	\$1,211,827
Shoe stores	\$4,833,182	\$5,450,393
Sporting goods stores	\$5,954,456	\$6,403,252
Hobby, toy stores	\$3,095,674	\$3,504,001
Gift, novelty stores	\$1,439,976	\$1,647,288
Pet and pet supplies	\$3,446,812	\$4,185,422
Full-service restaurants	\$30,330,235	\$36,290,293
Limited-service restaurants	\$21,492,135	\$26,659,741
Snack and beverage bars	\$2,704,590	\$3,502,990

Target Audience Messaging- Messaging to potential targets should vary based on the respective target. There may be overarching themes but each message should be specific to each target.

Channels- In order to have your message heard, you have to get your message in front of your targets in a format they will see. Below are the recommended mediums and channels of communication for each of the groups.

Target Audience	Key Messages	Channels
Retail Businesses	Hastings is part of a fast-growing area of West Michigan; Prime retail sites are available; Higher than average household income; Business-friendly local government; High Quality of Life	Realtor outreach; Social media (Facebook, Instagram); Downloadable PDF Brochure
Entrepreneurs	Business-friendly local government; Support for entrepreneurs is available; Space is available; High Quality of Life	Social media (Facebook, Instagram, LinkedIn); Outreach to Chamber and SBDC staff

Community Marketing - Businesses

Industrial

Manufacturers are another key employment sector in Hastings. The city and county are home to several important companies to the overall job market. Chief among these companies are Flexfab and Viking. Working collaboratively with these companies to identify key suppliers and customers who may be interested in locating near their facilities, creating an industry cluster, would be an ideal way to find target companies.

Target Audience	Key Messages	Channels
Manufacturers (General)	Part of a fast-growing area of West Michigan; Prime sites are available; Business-friendly local government; Proximity to Grand Rapids, Kalamazoo, Battle Creek, and Lansing; High Quality of Life	Trade shows and recruitment missions via Key Partnerships (top specific industry trade show list on pages 31-32); Direct marketing (LinkedIn); Site location and industrial Realtor outreach; Website
Manufacturers (Suppliers/Customer of Flexfab and Viking)	Part of a fast-growing area of West Michigan; Prime sites are available; Business-friendly local government; Proximity to Grand Rapids, Kalamazoo, Battle Creek, and Lansing; Proximity to Flexfab/Viking; High Quality of Life	Trade shows and recruitment missions (via Key Partnerships); Direct marketing (LinkedIn); Site location and industrial Realtor outreach

Medical

Hastings is home to Corewell Health Pennock Hospital, one of the largest employers in the area. As such, the hospital will have ongoing needs for office space both for themselves and for affiliated medical companies. These will be much smaller businesses than manufacturers, but still a viable industry for the community to target.

Target Audience	Key Messages	Channels
Medical Offices	Part of a fast-growing area of West Michigan; Proximity to Pennock Hospital; Business-friendly local government; Proximity to Grand Rapids, Kalamazoo, Battle Creek, and Lansing; High Quality of Life	Realtor outreach; Outreach to hospital

Key Partnerships- Business

In order to effectively market, the City of Hastings must utilize existing partnerships with other regional and state entities. These partners, highlighted below, proactively market the county, region, and state on an ongoing basis. While the City may never be the sole focus of their marketing efforts, the assets that the community has, especially appealing to industrial users, would be high on the list of communities they would want to promote. Maintaining an open and ongoing line of communication with these entities to update them on site availability, infrastructure updates, and key events within the community would be highly beneficial.



The Barry County Chamber and Economic Development Alliance acts as both a business entity and pillar of the community. The Chamber represents many of the local businesses in the community.



The Michigan Economic Development Corporation (MEDC) exists to conduct a wide range of economic development activities for the state from community development activities to international business recruitment. They often serve as the first point of contact for prospective businesses looking to locate in the state. As a statewide organization, their knowledge of the region may not be as extensive as the Chamber, so regular communication of key developments and site availability is key.

Community Marketing - Developers

Developers

The City of Hastings has a need to encourage additional mixed-use and single family development within the city. Actively marketing the City to potential developers could bring attention to needed housing opportunities.

Targets

Regional Developers- There are several potential developers in the Grand Rapids, Kalamazoo, and Lansing markets who may be interested in market rate housing opportunities in Hastings.

Regional Builders- The City should explore the desire of builders in the region of looking at Hastings and get an understanding of what they see as the challenges in the market. These builders are best equipped to jump from contractor to developer at a larger scale.

Local Investors- Many communities have people who have the means to take on smaller projects but not necessarily the "know how" to actually become small scale developers themselves. Fortunately, there are resources available to help educate through the process. Groups like the Incremental Development Alliance have Michigan chapters with other small developers to learn from.

Other Developers- It's difficult to understand who exactly may be interested in doing development in Hastings whether in the region, state, or elsewhere. It will be important to get information out on the City's website and other channels to let potential developers not already identified know of the potential opportunities.



Community Marketing - Developers

Medium + Channels- In order to have your message heard, you have to get your message in front of your targets in a format they will see. Below are the recommended mediums and channels of communication for each of the groups.

Target Audience	Channels
Regional Developers	One-on-one meetings; Request for Qualifications; LinkedIn
Regional Builders	One-on-one meetings; Request for Qualifications
Local Investors	Social media posts, One-on-one meetings
Other Developers	Request for Qualifications

Request for Qualifications (RFQ)- One of the channels recommended is a Request for Qualifications, or RFQ. Unlike a Request for Proposal, or RFP, where municipalities look for a finished proposal from a prospective developer, an RFQ allows for a developer to simply supply their experience as a qualifier and opens the door for the community to help shape what the project would look like. Developers typically prefer the RFQ process versus RFP as there is far less expense without a guaranteed result.

Social Media Posts- This channel would simply ask people if they have ideas or interest in developing specific property. This is reliant on an audience of the City's social media channels that includes both people from and connected to Hastings either through residency, past school affiliation, or through tourism.

Community Marketing - Visitors

Visitors

Residents, both existing and potential, are a critical target market for the city. It is important for the health of the local economy that there are potential business owners and customers within the community. This creates economic viability for businesses.

Specific Target Markets- The City of Hastings should strongly consider marketing to specific segments of the population, instead of just broadly. Several categories of potential residents would be:

Outdoors and nature enthusiasts- Hastings is surrounded by picturesque landscapes, including parks, nature reserves, and lakes. Those who enjoy hiking, birdwatching, fishing, and other outdoor activities might find Hastings appealing.

Cyclists- Hastings is known for its bike-friendly atmosphere and infrastructure, making it easier and safer for cyclists to explore the city and its surroundings on two wheels. Cyclists can find dedicated bike lanes, bike racks, and trails throughout the area.

History and culture lovers- The city has historical buildings, museums, and cultural events that can interest people with an appreciation for local heritage and traditions.

"Foodies"- Visitors who enjoy exploring local cuisine and craft beverages may find Hastings's restaurants, cafes, and brewery to be a draw.

Festival goers- Hastings hosts various festivals and events throughout the year, which can attract visitors seeking unique experiences and local celebrations.

Families and leisure travelers- Hastings offers a relaxed and family-friendly environment, making it suitable for a quiet getaway or a weekend trip.

Motorcycle and car enthusiasts- With scenic roads and beautiful countryside, Hastings can be a destination for motorcycle and car tours.



Community Marketing - Visitors

Target Audience Messaging- Messaging to potential targets should vary based on the respective target. There may be overarching themes (quality of life) but each message should be specific to each target.

Target Audience	Key Messages	Channels
Outdoor and nature enthusiasts	Hastings offers a nature-filled escape just a short drive away.	Social Media (Facebook, Instagram); Targeted Ads
Cyclists	Explore Hastings' picturesque routes and enjoy the serenity of low-traffic rural roads and riverfront trails. An ideal for peaceful and enjoyable cycling.	Social Media (Facebook, Instagram); Targeted Ads
History and culture lovers	Hastings takes great pride in preserving its history, evident in buildings downtown and dedication to historic preservation.	Social Media (Facebook, Instagram); Targeted Ads
Foodies	Discover hidden culinary gems and beloved local eateries that capture the essence of Hastings' community spirit.	Social Media (Facebook, Instagram); Targeted Ads
Families and leisure travelers	Join in the festivities of family-oriented events, where you can celebrate local traditions and enjoy community gatherings.	Social Media (Facebook, Instagram); Targeted Ads
Festival Goers	Experience the magic of Hastings' lively festivals, where the city comes alive with colorful parades, music, and festivities for all.	Social Media (Facebook, Instagram); Targeted Ads
Motorcycle and car enthusiasts	Hastings welcomes motorcycle and car enthusiasts to experience the thrill of open roads and scenic drives in a welcoming and supportive community.	Social Media (Facebook, Instagram); Targeted Ads





Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Christopher Bever, City Clerk/Treasurer/Director of Finance

Subject: Delegates for MERS Annual Retirement Conference

Meeting Date: August 14, 2023

Recommended Action:

Motion to approve Dan King as Officer Delegate and Christopher Bever as Alternate Delegate to the Michigan Employees' Retirement System (MERS) Annual Conference, September 28-29, 2023, at the Detroit Marriott Renaissance Center in Detroit, Michigan.

Background Information:

The 2023 MERS Retirement System Annual Conference will be held September 28-29, 2023 in Detroit. As a member of MERS, the city is eligible to send two delegates to the conference.

One delegate must be a department head or supervisor, and City Council must approve selection of the delegate. Dan King, Community Development Director, is recommended to attend, with Christopher Bever, City Clerk designated as an alternate in the event Dan King cannot attend.

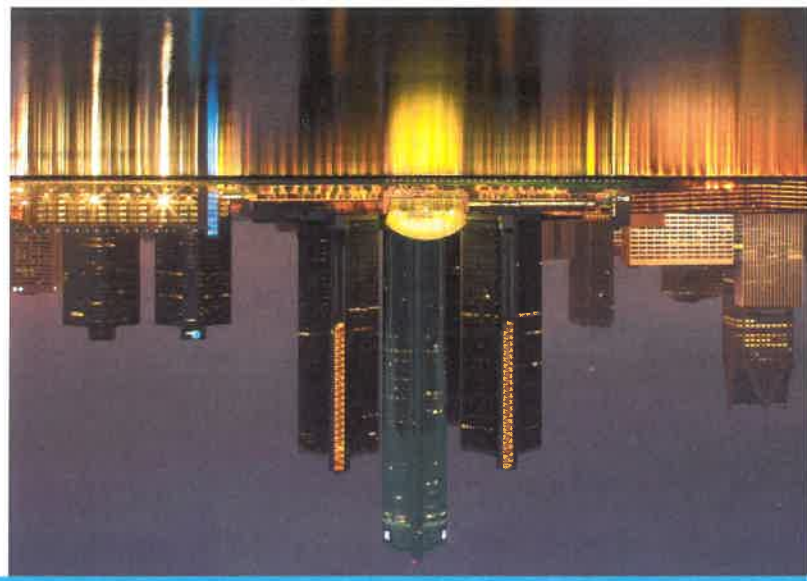
One delegate must be an hourly, full-time employee enrolled in the MERS system. City employees were given an option to select a delegate through secret ballot voting. Voting was open to employees beginning July 31, 2023 and closed at 4:00 pm on August 7, 2023. Amy Hubbell, Deputy City Clerk received all the votes cast and will be the city's delegate. City Council is not required to approve this selection.

Fiscal Impact:

Funding is included in the annual budget for costs associated with this annual meeting.

Attachments:

- MERS 2023 Retirement Conference Information



Book Your Hotel Room

The deadline to reserve a Detroit Marriott hotel room at the discounted rate of \$199/night is Wednesday, September 6.

New this year! Book your hotel room at the same time you register for the conference. After you complete your conference registration, you will be presented with the option to reserve a hotel room.

www.mersofmich.com/annualconference

Online registration will close September 15.

After August 4, the rate will be \$345/person.

discounted rate of \$255/person.
Register by **August 4** to receive the

Early Bird Pricing

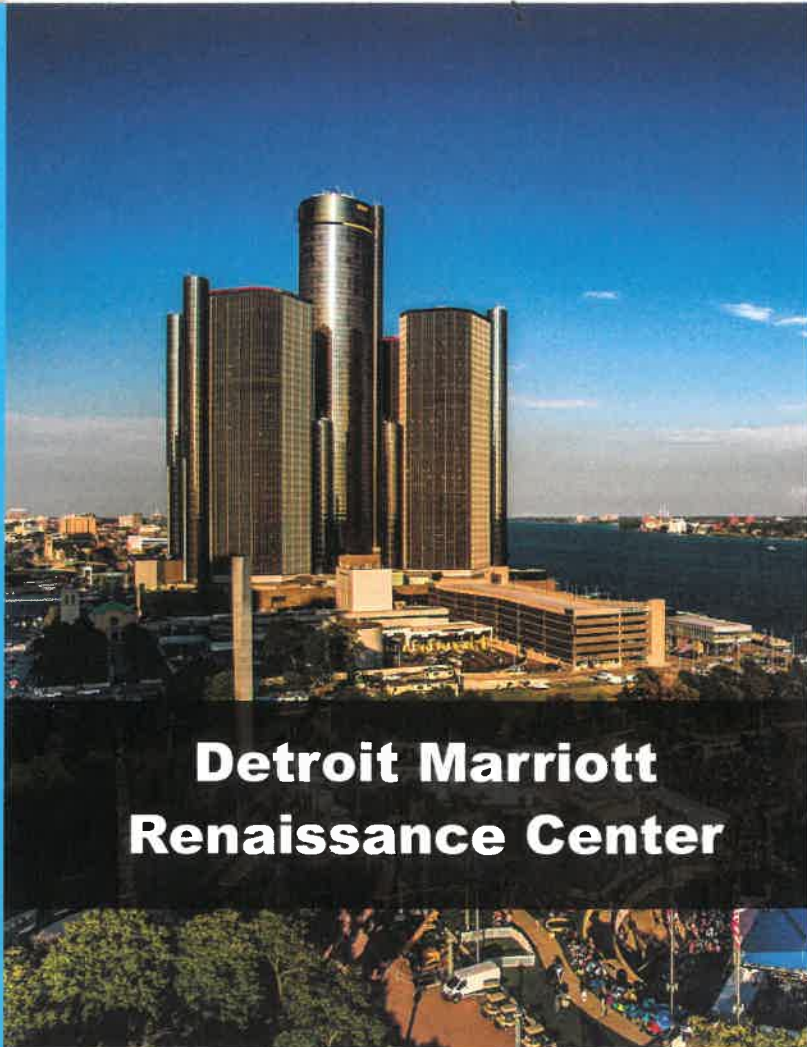


..... YOU'RE INVITED

2023 Retirement Conference

Thursday – Friday

September 28 – 29



Detroit Marriott Renaissance Center

MERS welcomes you

Join us in Detroit for our Annual Retirement Conference. This year's event promises to provide you with valuable insights on MERS plan information, investment education, plan funding best practices, SECURE 2.0 updates and many opportunities to network with your peers.



Making an Impact

We're excited to host the first MERS Impact Awards luncheon on Thursday, September 28. Join us as we celebrate those municipalities that have demonstrated a commitment to helping employees achieve financial security in retirement.

There's still time to submit a nomination. Visit www.mersofmich.com for details.



MERS Business Meeting

Thursday, September 28, the MERS Business Meeting convenes. You will hear from MERS CEO Kerrie Vanden Bosch, and delegates will have an opportunity to vote for members of the MERS Retirement Board.

For more information on appointing and electing delegates, visit the conference website.

Back by popular demand!

Join us on Thursday, September 28 for a Detroit-themed strolling dinner featuring some of the delicious fare the Motor City is known for. Following dinner, *HowI2Go* will duel on the pianos to provide entertainment all evening. Come prepared to request your favorite songs and to have a good time with your fellow conference attendees!





Retirement Conference Delegate FAQs

Delegate Selection

Where do the rules about delegate eligibility and selection come from?

The rules about who can be an officer or employee delegate are found in the Municipal Employees' Retirement Act (MERA) of 1984, specifically MCL 38.1545. These rules are also found in Section 78 of the MERS Plan Document.

The act reads: "The governing body of each participating municipality shall certify the names of two delegates to the annual meeting. One delegate shall be a member who is an officer of the participating municipality, selected by the governing body of the participating municipality. The other delegate shall be a member who is not an officer of the participating municipality, elected by the member employees of the participating municipality. The election shall be by secret ballot and shall be conducted by an officer of the participating municipality. The election shall be conducted in a manner that affords each member employee an opportunity to vote."

Who can be designated as delegates to the MERS Annual Business Meeting?

Municipalities and courts that participate in the MERS Defined Benefit, Defined Contribution or Hybrid plans can each name two delegates. One of these two delegates must be a participant who is an officer of the municipality/court (Officer Delegate). The other of these two delegates must be a participant who is not an officer of the municipality or court, and who was elected by the participating employees of the municipality (Employee Delegate).

Are any employees excluded?

Yes. A retiree who is rehired in any capacity by the same participating municipality or court from which he or she retired is excluded from eligibility to serve as a delegate.

Who can be an Officer Delegate?

An Officer Delegate must hold a department head position or above, exercise management responsibilities, and report directly to the legislative and/or executive branch of government.

Who can be an Employee Delegate?

An Employee Delegate must **not** be responsible for management decisions, must receive direction from management, and must **not** report directly to the legislative and/or executive branch of government.

How are Officer Delegates selected?

The governing body/chief judge of each participating municipality/court selects an Officer Delegate.



How are Employee Delegates selected?

An officer of the participating municipality or court conducts a secret ballot vote of participant employees so that each participant employee (whether employee or management) has the opportunity to vote for an Employee Delegate.

What if the employer fails to hold this vote or breaks one of the rules listed above?

The participating municipality or court will not have valid delegates eligible to vote at the MERS Annual Business Meeting.

How does MERS learn who the delegates are?

The municipality or court "certifies" (identifies in writing) to MERS on the enclosed MERS Delegate Form who its two delegates are for the Retirement Conference prior to the meeting. This form is uploaded at time of registration to the Retirement Conference site.

How does MERS know who is who at the Retirement Conference?

For an in-person conference, MERS pulls the attendee information from the Retirement Conference registration site which houses the submitted delegate form and creates name tags that identify each attendee's municipality or court and their attendance status (e.g., officer delegate/employee delegate/non-voting member/guest). For a MERS virtual conference, attendees register for online sessions via the virtual presentation tool and attendee reports are pulled from that site.

Can a municipality or court name alternates in case the delegate cannot attend?

A municipality or court is permitted to include an alternate for each delegate by certifying the alternate on the same MERS Delegate Form. The alternate Delegate may only serve if the primary Delegate cannot attend. The alternate employee delegate must be elected in the same way as described above. MERA (the law establishing MERS) does not require or provide for alternate delegates to be named; MERS permits this as a service to its customers.

Delegate Certification

Who from the municipality or court is able to certify the delegate form?

The form is certified by a member of the governing body or chief administrative officer (ex: Board Chair, Mayor, Council President, City Manager, Executive Director) or the chief judge of a participating court.

Does the municipality or court need Board or Council approval before certifying the delegate form?

Yes, the governing body must certify the selection of delegates on the MERS Delegate Form.



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Christopher Bever, City Clerk/Treasurer/Director of Finance

Subject: Delegates for MML Annual Meeting

Meeting Date: August 14, 2023

Recommended Action:

Motion to approve Mayor David Tossava as Voting Delegate and Mayor Pro Tem Bill Nesbitt as Alternate Voting Delegate at the Michigan Municipal League (MML) Annual Meeting, October 18-20, 2023 at the Grand Traverse Resort & Spa in Traverse City, Michigan.

Background Information:

The 2023 MML Annual Meeting will be held October 18-20, 2023 in Traverse City. To cast votes on behalf of the City of Hastings at the meeting, City Council must designate a Voting Delegate and Alternate Voting Delegate. It is recommended that City Council select Mayor David Tossava as Voting Delegate and Mayor Pro Tem Bill Nesbitt as Alternate Voting Delegate.

Fiscal Impact:

Funding is included in the annual budget for costs associated with this annual meeting.

Attachments:

- MML 2023 Annual Meeting Notice

July 10, 2023

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, October 18-20, 2023. The League's "**Annual Meeting**" is scheduled for 4:30 pm on Wednesday, October 18 in Governors' Hall A at the Grand Traverse Resort & Spa. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. **Policy.** A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **September 18, 2023.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than September 18, 2023.**

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **September 18, 2023**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, October 17, 2023 at the Grand Traverse Resort & Spa for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,

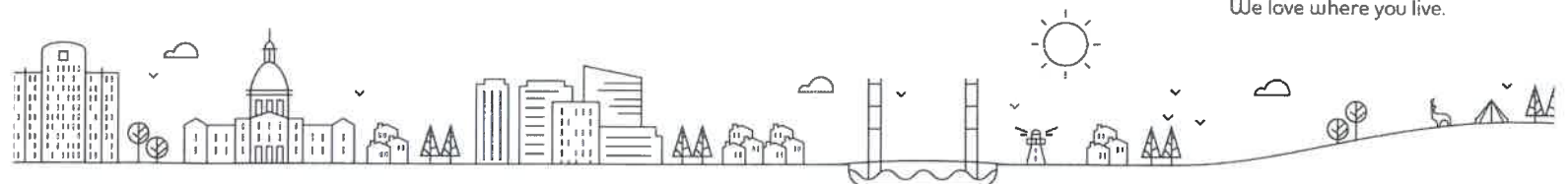


Barbara Ziarko
President
Councilmember, City of Sterling Heights



Daniel P. Gilmartin
Executive Director & CEO

We love where you live.





Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Sarah Moyer-Cale, City Manager

Subject: Moratorium on New Semi-Parking Applications

Meeting Date: August 14, 2023

Recommended Action:

Motion to place a moratorium on the acceptance of new applications for the City semi-parking area.

Background Information:

Some time ago, the City started allowing parking for semi-trucks and vehicles that could not be legally parked elsewhere in the city, to park in a lot at Bliss Park adjacent to State Street. This lot has nineteen parking spaces available for lease. At that time, such parking was not allowed by ordinance anywhere in the city. The city recently passed an ordinance that would allow the parking of these vehicles in the I-1 and I-2 zoning districts.

There has been interest expressed in the past by private property owners in leasing parking space for similar vehicles. They were not allowed to do so because it was prohibited by the ordinance. That is no longer the case. Current private interest in undertaking a similar parking agreement is not known.

Staff have several concerns about the current means by which this lot is operated.

- The current lease rate is \$1 per day. This is far less than what a private lot would charge and will prevent private interest/competition.
- The existing parking surface is deteriorating. The City receives complaints from tenants about potholes and the general maintenance of the lot. Funds received are inadequate for making substantial repairs beyond filling potholes. It is not cost effective to fix. The future use of this site is undetermined but has been identified as a future option for a fire station.
- A large portion of lessees are not city taxpayers. Last year, about half of the lessees were not city residents. Currently, about 2/3 are city taxpayers.



Regular Council Agenda Item Memorandum

- There have been several enforcement concerns related to this site including lessees parking in the incorrect location, unplatd vehicles, unauthorized parking of vehicles, squatters, and similar issues.
- Staff spends a good deal of time processing applications, payments, and managing complaints about the site.

For the reasons stated above, it is my recommendation that the city cease acceptance of applications for new semi lot parking leases. This would mean that tenants who have a current agreement for parking at the site would be allowed to continue and may renew their agreement quarterly as usual. New applicants who are not currently parking on the site would not be able to have their applications considered. This will prevent creating a burden for existing lessees who will likely find it a challenge to modify their parking situations short term but will also allow us to slowly close this parking lot as a city sponsored facility.

Financial Implications:

- This will prevent future long term maintenance expenses at the lot and staff resources.

Attachments:

- Photos of the lot
- Quarterly parking space lease agreement (w/o electric hookup)



QUARTERLY PARKING SPACE LEASE AGREEMENT

This Agreement dated _____ is made by and between the *City of Hastings*, a Michigan municipal corporation (hereinafter Lessor), and _____ (hereinafter Lessee).

Lessee wishes to lease parking space for a tractor and/or trailer at Lessor's facility on East State Street, Hastings, Michigan 49058. Lessor and Lessee agree as follows:

1. **LEASED PREMISES.** Lessor hereby leases to Lessee and Lessee hereby rents from Lessor, parking space for 1 tractor/trailer combinations and/or parking space for 1 trailers only. Said space is labeled on the parking lot and as according to Exhibit A attached hereto as space(s) _____ and are referred to as the "Leased Premises".
2. **TERM.** The term of this Lease shall be for the period of one calendar quarter year commencing as indicated below. Lessor reserves the right to terminate the Lease with thirty (30) days written notice to Lessee. Such termination by Lessor shall result in refund of rent for unused months. Termination by Lessee shall not result in any refund of rent.

_____ April, May, June

_____ July, August, September

_____ October, November, December

_____ January, February, March

of calendar year 2023
3. **RENT.** Lessee agrees to pay \$30 per month rent for the entire lease period in advance of occupying the space.
4. **ELECTRICAL SERVICE.** Lessee acknowledges and agrees that this lease does not include access to electrical service at the site and further agrees that no attempt will be made to connect to such service.
5. **PARKING.** Lessee shall at all times:
 - A. Park within the allotted space as delineated only.
 - B. Keep travel ways and access areas clear of obstructions.
 - C. Park vehicles and trailers completely within the marked lines.
 - D. Only park one commercial vehicle, tractor, trailer, or tractor/trailer combination per leased space.
 - E. Be permitted to park one passenger vehicle in the leased space only when the vehicle described in e. above is absent from the lot.
 - F. Clearly display parking permit on dash or review mirror of any vehicle parked in leased space. Permit is to be returned to City Hall upon termination or expiration of the lease.
6. **MAINTENANCE.** Lessee shall at all times comply with the following requirements.
 - A. All trucks and trailers must have a current and valid license and have adequate insurance coverage as necessary for such licensure.
 - B. Keep parking areas free of trash and debris
 - C. Keep truck/trailer fully operable and mobile at all times
 - D. No major on-site vehicle maintenance activities are allowed. Trucks and trailers must be removed from the site for maintenance operations.
 - E. Must maintain current contact information
 - F. No discharge of snow or other materials onto adjacent parking areas or access ways.
 - G. Provision for periodic temporary relocation of trucks/trailers to space provided to allow for non-routine maintenance activities for the parking lot as determined by Lessor (repaving, sealcoating, pavement

marking, etc.)

- H. Trailers must have wheels chocked and blocking pads placed beneath trailers support legs to prevent damage to the pavement.
- I. Trucks or trailers found to be leaking fuel, oil or other hazardous or unknown substances shall be towed from the site immediately at the owner's expense.

7. **LESSEE'S USE AND OPERATION.** Lessee shall use the Leased Premises for parking only and for no other purpose without the prior written consent of the Lessor. Lessee shall not use the Premises for any unlawful, improper, or immoral use, nor for any purpose or in any manner which is in violation of any present or future laws, regulations, or ordinances.

No trailers containing regulated hazardous or unknown materials shall be left at the site. No bulk trailers of regulated materials (fuel, oil, etc.) shall be parked on the premises.

Tractors and/or trailers parked without a valid lease or parked in violation of any the terms or conditions of this lease will be towed at the owner's expense. The towing company will not release the truck until tow bill has been paid.

8. **MAINTENANCE AND REPAIR.** Lessor shall be responsible for maintenance and repair of the premises in a condition suitable for the intended use as determined by Lessor. Lessor will make reasonable effort to keep access and parking areas clear of snow but makes no warranty of accessibility during conditions of any form or cause beyond Lessor's control.

9. **SECURITY OF PREMISES.** Lessor has no obligation to provide security for the Leased Premises; however, Lessor may, in its discretion, choose to provide electronic surveillance and/or security guard or patrol services.

10. **TAXES.** Lessee shall pay all personal property taxes levied against the property of the Lessee within the Leased Premises within the time frame designated by the taxing agency.

11. **INSURANCE AND INDEMNITY.**

A. **Covenants to Hold Harmless.** Lessee shall defend Lessor and shall indemnify and hold it harmless from any liability for damages to any person or any property in or upon the Premises, including the person and property of Lessee, and its employees and all persons in the premises at its or their invitations or with their consent unless such damages are caused by the gross negligence or willful misconduct of Lessor. All property kept, stored, or maintained in the Premises shall be so kept, stored or maintained at the risk of the Lessee only. Lessee shall not permit or give cause for the filing of any lien against the Premises.

B. **Lessee's Obligation to Carry Public Liability Insurance.** Lessee shall, during the entire term hereof, keep in full force and effect a policy of public liability insurance with respect to the Leased Premises and the business operated by Lessee in the Leased Premises, and in which the limits of liability shall not be less than One Million (\$1,000,000.00) Dollars combined single limit coverage. Lessor shall be named as additional insured on such insurance. Lessee shall furnish Lessor with a certificate or certificates of insurance or other acceptable evidence that such insurance is in force at all times during the tenancy of this Lease. Lessor shall be named as additional insured on such insurance. Lessee shall furnish to Lessor additional certificates of Lessee's insurance within twenty (20) days of receipt of a written request by Lessor of such certificate.

C. **Lessee's Obligation to Carry Worker's Compensation Statutory Coverage and Employer's Liability.** Lessee shall, during the entire term hereof, keep in full force and effect a policy of worker's Compensation Statutory Coverage and Employer's Liability with respect to its employees and the business operated by Lessee in the Leased Premises, and in which the limits of liability shall not be less than Five Hundred Thousand (\$500,000.00) Dollars, or provide Lessor with proof of exempt status from Michigan Department of Labor. Lessor shall be named as additional insured on such insurance. Lessee shall furnish Lessor with a certificate or certificates of insurance or other acceptable evidence that such insurance is in force at all times during the tenancy of this Lease. Lessee shall furnish to Lessor additional certificates of Lessee's insurance within twenty (20) days of receipt of a written request by Lessor of such certificates.

D. **Waiver of Subrogation Rights Under Insurance Policies.** Notwithstanding anything to the contrary contained herein, each of the parties hereto releases the other, and other Lessees on the Premises, to the

extent of each party's insurance coverage, from any and all liability for any loss or damage which may be inflicted upon the property of such party even if such loss or damage shall be brought about by the fault or negligence of the other party, or other Lessees, or their agents, employees or assignees, provided, however, that this release shall be effective only with respect to loss or damage occurring during such time as the appropriate policy of insurance shall contain a clause to the effect that the release shall not affect the policy or the right of the insured to recover there under.

12. **CONDUCT.** Lessee shall not cause or permit any unreasonable conduct to take place within the Leased Premises which in any way may disturb or annoy other occupants of the parking area, the Incubator building, or adjacent buildings.
13. **SIGNS.** Other than those permanently attached to the vehicles parked by authority of this Lease, Lessee shall not be entitled to display a sign, banner or other similar device on the outside or inside of the Leased Premises.
14. **ACCESS TO PREMISES.** Lessor shall have the right to enter upon the Leased Premises at all reasonable hours for the purpose of inspecting the same, or of making repairs, additions, or alterations to the Leased Premises or any property owned or controlled by Lessor.
15. **BANKRUPTCY OR INSOLVENCY.** Neither this Lease nor any interest therein, nor any estate thereby created, shall pass to any trustee or receiver or assignee for the benefit of creditors or otherwise by operation of law. In the event the estate created hereby shall be taken in execution or by other process of law, or if Lessee shall be adjudicated insolvent or bankrupt pursuant to the provisions of any state or federal insolvency or bankruptcy act, or if a receiver or trustee of the property of Lessee shall be appointed by reason of Lessee's property for the benefit of creditors, then and in any such event, Lessor may at its option terminate this Lease and all rights of Lessee hereunder, by giving to Lessee notice in writing of the election of Lessor to so terminate.
16. **ASSIGNMENT AND SUBLETTING.** Lessee shall not assign or in any manner transfer this Lease or any interest herein without the previous written consent of Lessor.
17. **QUIET ENJOYMENT.** Upon payment by the Lessee of the rents herein provided, and upon the observance and performance of all covenants, terms and conditions on Lessee's part to be observed and performed, Lessee shall peaceably and quietly hold and enjoy the Leased Premises for the term hereof without hindrance or interruption by Lessor or any other person or persons lawfully or equitably claiming by, through or under the Lessor, subject, nevertheless, to the terms and conditions of this Lease.
18. **WAIVER.** One or more waivers of any covenant or condition by Lessor shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to or of any act of Lessee requiring Lessor's consent or approval shall not be deemed to waive or render unnecessary Lessor's consent or approval to or of any subsequent similar act by Lessee.
19. **NOTICES.** All notices, requests, demands and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given if delivered personally, or two business days after being sent by first-class mail, postage prepaid, return receipt requested, as follows:

If to Lessor: City of Hastings
 201 East State Street
 Hastings, Michigan 49058
 Attn: Christopher R. Bever
 City Clerk/City Treasurer

If to Lessee:

20. **PARTIAL INVALIDITY.** If any term, covenant or condition of this Lease or the application thereof to any

person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Lease shall be valid and be enforced to the fullest extent permitted by law.

21. **HOLDING OVER.** Any holding over after the expiration of the term hereof, with or without the consent of the Lessor, shall be construed to be a tenancy from month to month at the rents herein specified (prorated on a monthly basis) and shall otherwise be on the terms and conditions herein specified, so far as applicable.
22. **SUCCESSORS.** All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the several respective heirs, executors, administrators, successors and assigns of the said parties; and if there shall be more than one Lessee, they shall all be bound jointly and severally by the terms, covenants and agreements herein. No rights, however, shall inure to the benefit of any assignee of Lessee unless the assignment to such assignee has been approved by Lessor in writing as provided above.
23. **SUBORDINATION.** Lessor reserves the right to subject and subordinate this Lease at any time to the lien of any mortgage or mortgages now or hereafter placed on the Leased Premises. Lessee shall execute and deliver, upon Lessor's request, such further instrument(s) subordinating this Lease to the lien of any such mortgage as shall be requested by Lessor's mortgage lender or lenders, so long as instrument shall not permit the termination of Lessee's interest herein if Lessee is not in default in its obligations hereunder. Lessee shall also, at the request of Lessor or Lessor's mortgage lender execute an instrument acknowledging assignment by Lessor to Lessor's mortgage lender of all of Lessor's rights under this Lease, and also acknowledging the mortgage lender's rights to collect the rent due hereunder in the event of default by Lessor in any of the terms and conditions of the mortgage or mortgages on the subject property.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Agreement on the day and year first above written.

LESSOR:

THE CITY OF HASTINGS:

By: _____
David J. Tossava
Its: Mayor

By: _____
Christopher R. Bever
Its: City Clerk/City Treasurer

LESSEE:

By: _____

Name (Please print): _____

Its: _____ Lessee

EXHIBIT A

Diagram of Leased Premises

Space # 19

Space # 18

Space # 17

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Space # 14

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Space # 12

Space # 11

Space # 10

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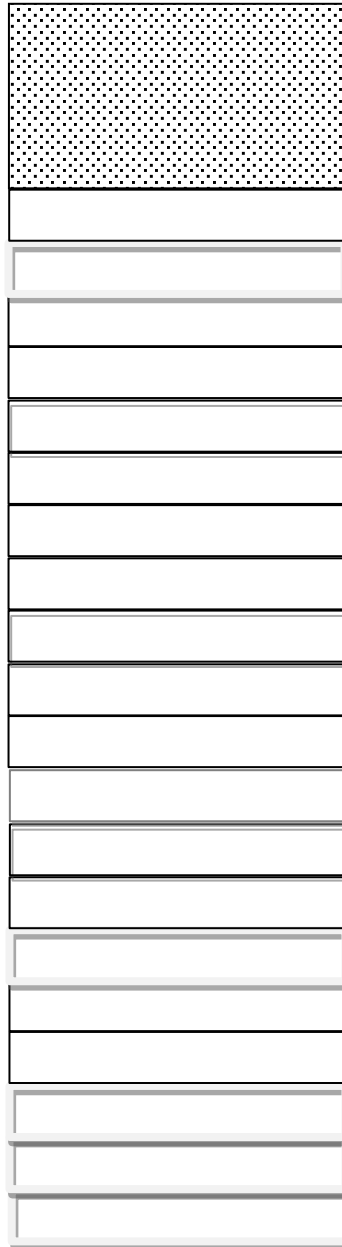
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Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Christopher Bever, City Clerk/Treasurer/Director of Finance

Subject: Selection of Auditing Firm

Meeting Date: August 14, 2023

Recommended Action:

Motion to authorize the Mayor and City Clerk to sign an engagement letter with Gabridge and Company for auditing services for fiscal years ending June 30, 2023; June 30, 2024; and June 30, 2025.

Background Information:

The city's auditing contract with Hungerford and Nichols expired with the completion of the audit for fiscal year ending June 30, 2022. In May and June of 2023, the city solicited proposals from auditing firms to provide auditing services for a period of three fiscal years. The city received proposals from Gabridge and Company, Hungerford Nichols, and Maner Costerisan.

After review of the proposals and an interview, the City Manager and Director of Finance are recommending Gabridge and Company to provide auditing services for the city for fiscal years ending June 30, 2023; June 30, 2024; and June 30, 2025. Gabridge and Company has worked with over 250 local government units on auditing and financial services including Barry County and Barry County Transit. Additionally, Gabridge and Company presented the lowest cost option for auditing services.

Fiscal Impact:

Funding in the amount of \$35,000 for costs associated with the annual audit was included in the approved fiscal year 2023/2024 annual budget. The base cost for fiscal year 2023/2024 will be \$29,090 plus the cost of bound copies of audit reports. A federal single audit is not anticipated for fiscal year 2023/2024.

Attachments:

- Gabridge and Company Audit Proposal

A PROPOSAL FOR FINANCIAL AUDIT SERVICES

For the Years Ending June 30, 2023 - 2025

City of Hastings

Submitted by



Joe Verlin, CPA, CGFM
3940 Peninsular Drive SE, Suite 200
Grand Rapids, MI 49546
Ph | (616) 328-6275
JVerlin@Gabridgeco.com

June 12, 2023

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Audit Scope

Gabridge & Company, PLC will audit and provide an opinion on the City of Hasting's (the "City") basic financial statements, including the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information.

The auditing procedures will be performed and the report will be prepared in accordance with Generally Accepted Auditing Standards, as promulgated by the American Institute of Certified Public Accountants (AICPA); the AICPA Audits of State and Local Government Units audit and accounting guide; the OMB Uniform Guidance; the Single Audit Act Amendments of 1996; and the Government Auditing Standards, published by the U.S. General Accounting Office.

Gabridge & Company, PLC guarantees access to the working papers for a minimum of seven years. All data, files & reports will be safeguarded by Gabridge & Company, PLC. The following reports will be submitted to the City:

- Independent Certified Public Accountant report on the fair presentation of the basic financial statements in conformity with generally accepted accounting principles in the United States and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
- Independent Certified Public Accountant report on internal control over financial reporting in accordance with Government Auditing Standards and test its compliance of laws, regulations, contracts and grants.
- Independent Certified Public Accountant report on the Schedule of Expenditures of Federal Awards (if applicable) and a report on Compliance and Internal Control over Financial Reporting in accordance with auditing standards generally accepted in the United States of America, and standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States and as required by OMB Uniform Guidance, Audits of State and Local Governments (if applicable – Single Audit).
- Management letter, covering internal control and recommendations.

All final copies of the City financial statement audit and related reports will be provided to the City in accordance with your schedule. Included with the audit will be the Management Representation Letter, a report on all audit adjustments (and backup documents), fixed asset depreciation lapse schedules, F-65, Act 51, and qualifying statement reporting assistance, and year end proposed adjusting journal entries (if applicable). Gabridge & Company will upload the audit report to the Michigan Department of Treasury and Federal Audit Clearinghouse (if applicable). Lastly, a .pdf of the audit will be forwarded to the City.

Authorized Contact

Joe Verlin, CPA, CGFM

Principal in Charge - Audit Services
3940 Peninsular Drive SE, Suite 200
Grand Rapids, MI 49546
Ph | (616) 328-6275

We warrant that Joe Verlin is authorized to bind Gabridge & Company, PLC to the terms set forth in this proposal.

Proposed Audit Fees

CITY OF HASTINGS

Proposed Audit Fees

For the Period Ending June 30, 2023

PRELIMINARY		Planning Hours	Remote Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	Fee
	Partner in charge	8	-	-	8	\$ 280	\$ 2,240
	Senior Staff	40	-	-	40	120	4,800
Total		48	-	-	48		\$ 7,040
FINAL		Planning Hours	Remote Field Work Hours	Report Prep Hours	Total Hours	Hourly Rate	* Fee
	Partner in charge	-	-	8	8	\$ 280	\$ 2,240
	Audit Manager	-	16	16	32	195	6,240
	Senior Staff	-	80	60	140	120	16,800
Total		-	96	84	180		\$ 25,280
DISCOUNT (10%)							\$ (3,230)
TOTALS		48	96	84	228		\$ 29,090

Year Ending June 30, 2023 \$ 29,090 - Not to exceed

Year Ending June 30, 2024 \$ 29,950 - Not to exceed

Year Ending June 30, 2025 \$ 30,800 - Not to exceed

* Notes regarding the proposed fees are as follows:

- Fee would increase by \$5,000 for any year(s) requiring a federal single audit report.
- Fee includes a 10% discount as the City has a June 30 fiscal year end which coincides with our relatively slower audit season. We have offered this substantial discount to show our commitment to the City!
- Bound copies of the audit report are provided, upon request, and would be invoiced separately based on the number of copies requested.

Firm Qualifications and Experience

Gabridge & Company currently has over 270 governmental and non-profit audit clients throughout the State of Michigan. We also have 30 employees, including fifteen full-time governmental audit professionals. Gabridge & Company actively recruits prospective governmental audit staff members by seeking only individuals who are committed to serving our clients with integrity; while also being committed to becoming industry experts and providing proactive customer service. Gabridge & Company has offices located in Traverse City, Sturgis, Three Rivers, and Grand Rapids. Gabridge & Company will assign only accountants with extensive governmental experience to the audit of the City, including a principal in charge and an independent review principal. Joe Verlin (Principal in Charge of Audit Services) will be assigned full-time to the audit and will remain the primary contact for the City for the duration of the engagement term(s). Gabridge & Company is a member of the Michigan Association of Certified Public Accountants, the American Institute of Certified Public Accountants, the Governmental Audit Quality Center, the Michigan Municipal League and the Michigan Local Government Association.

Gabridge & Company is dedicated to serving municipal clients. We offer newsletters, webinars, and conferences at no charge to provide our clients with timely updates and best practices for the rapidly changing governmental financial regulations. We advise our clients before, during, and after the audit – and strive to be much more than what you would expect from your auditor.

Our firm has not been involved with any state or federal desk reviews or field reviews of its audits. Additionally, our firm has not been involved with any disciplinary action taken by state regulatory bodies or professional organizations. Our firm will also follow the American Institute of Certified Public Accountants "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits." Our firm will not subcontract any of the auditing services included in this proposal.

Our proposal will remain valid for 120 days past the deadline for submittal.

We warrant that all information provided in connection with this proposal is true and accurate to the best of our knowledge.

Team Qualifications and Experience

PRINCIPALS

Joseph Verlin, CPA, CGFM

Principal in Charge - Audit Services

Education

BA, Accounting
Ferris State University

Memberships

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Michigan Municipal League
Michigan Local Government Management Association
AICPA Governmental Audit Quality Center
Association of Government Accountants (AGA)
Government Finance Officers Association (GFOA)

Committees

Co-Chair: MICPA Governmental Accounting and Auditing Task Force
President: West Michigan Chapter of the Association of Governmental Accountants

Recent Speaking Engagements

MICPA sponsored governmental auditing conferences
Internal Controls for Local Units of Government
Improving Audit Timelines
Implementing GASB 54, 63 & 65
Single Audit Update
Preventing Fraud, Waste and Abuse
AGA sponsored governmental accounting event
Implementing GASB 63 and 65

Joe will serve as the engagement principal with responsibility for planning and technical execution of all of Gabridge & Company's services. Joe will ensure appropriate levels of staffing for your engagement, monitor your satisfaction, and manage regular communication with your executive leadership and Audit Committee. Joe currently serves as the engagement executive or independent review partner on over 75 of our firm's audit clients.

Joe is certified to practice public accounting in Michigan. Joe is also a **Certified Government Financial Manager** (CGFM), has earned the **Advanced Single Audit certification** from the AICPA, and is a member of the Government Finance Officers Association's (GFOA) Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting Program.

Kevyn Kozumplik, CPA, CGFM

Independent Reviewer

Education

BA, Accounting
Central Michigan University

Memberships

American Institute of Certified Public Accountants (AICPA)
Michigan Association of Certified Public Accountants (MICPA)
Association of Government Accountants (AGA)

Professional History

- Over five years of governmental accounting and auditing experience in public accounting
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

Kevyn is certified to practice public accounting in Michigan. Kevyn is also a Certified Government Financial Manager (CGFM) who specializes in audits of local governments and non-profits.

AUDIT TEAM MEMBERS

Robert J. Klein

Robert provides valued support in the role of senior associate. He is in the field routinely performing audit services. Robert serves in a similar role on a significant number of other governmental audits.

Education

BA, Accounting
Eastern Michigan University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Over 16 years of public accounting experience with David E Wilson, CPA, which merged with Gabridge & Company, PLC in July 2010
- Serves local units of government, non-profit organizations, and privately held businesses

Lauren Wenneman, CPA

Lauren provides valued support in the role of senior associate. He is in the field routinely performing audit services. Lauren serves in a similar role on a significant number of other governmental audits.

Education

Bachelor of Science in Public Accountancy
Michigan State University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Three years of public accounting experience with Gabridge & Company, PLC
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

Andrew Wilcoxon, CPA

Andrew provides valued support in the role of senior associate. He is in the field routinely performing audit services. Andrew serves in a similar role on a significant number of other governmental audits.

Education

Bachelor of Science in Public Accountancy
Grand Valley State University

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Over three years of public accounting experience
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

Matt Holland

Matt provides valued support in the role of audit manager. He is in the field routinely performing audit services. Matt serves in a similar role on a significant number of other governmental audits.

Education

Bachelor of Science in Public Accountancy
Calvin College, Grand Rapids, MI

Memberships

Michigan Association of Certified Public Accountants (MICPA)
AICPA Governmental Audit Quality Center

Professional History

- Eight years of public accounting experience with Gabridge & Company, PLC
- Serves local units of government and non-profit organizations
- Specializes entirely in governmental and non-profit audit

Other Services

Gabridge & Company, PLC is able to provide consulting services to its clients throughout the year **at no additional charge**. We feel that it is important to interact with our clients throughout the year, especially with the rapidly changing governmental accounting pronouncements. We find that these proactive discussions will ultimately reduce the upcoming audit workload for both our firm, and more importantly, the staff of the City. Joe Verlin will be your primary contact throughout the year to ensure continuity.

Our consulting services include (but are not limited to); assistance with BS&A, budgeting, general accounting questions, human resource consulting, financial reporting, internal control, grant compliance, implementation and assistance to the City with any new accounting principles required by GASB, or as required by State or Federal Law, etc. Our customer service policy allows us to handle our audit clients informal questions and consultations throughout the year without additional billings, unless the scope of the consultation becomes a project in nature. In these cases, our consulting projects will be documented in an engagement letter that will set forth the timing, scope and related fees.

Licensed to Practice in Michigan

Gabridge & Company is a CPA firm actively registered to practice public accounting in the State of Michigan. Also, all assigned CPA's from Gabridge & Company are properly registered and licensed to practice in public accounting in Michigan.

Independence and Conflict of Interest

Gabridge & Company, PLC is independent of the City as defined by generally accepted auditing standards and the U.S. General Accounting Office's Government Auditing Standards (2018 revision). Gabridge & Company is also independent of all component units of the City, as defined by the aforementioned standards. Gabridge & Company has had no professional relationships involving the City or any of its agencies, component units or primary governments during the past five years that would impair independence. Lastly, Gabridge & Company will give the City written notice of any professional relationship entered into with the City, or any of its agencies, component units or primary governments during the period of this agreement.

We warrant that no work included within this proposal will be subcontracted by Gabridge & Company, PLC.

Similar Engagements

Following is a list of similar engagements with other governmental entities in the State of Michigan:

Barry County

Scope of Work – Governmental Financial Audit and Single Audit

Principal in Charge – Joe Verlin

Contact – Michael Brown, County Administrator

Phone – (269) 945.1284

Barry County Transit

Scope of Work – Governmental Financial Audit and Single Audit

Principal in Charge – Joe Verlin

Contact – Bill Voigt, Executive Director

Phone – (269) 948.8098

Thornapple Manor

Scope of Work – Governmental Financial Audit and Single Audit

Principal in Charge – Joe Verlin

Contact – Donald A. Haney, Administrator

Phone – (269) 945.2407

City of Flushing

Scope of Work – Governmental Financial Audit

Principal in Charge – Joe Verlin

Contact – Kim Lynch, City Treasurer

Phone – (810) 659.3130

City of Boyne City

Scope of Work – Governmental Financial Audit and GFOA Submission

Principal in Charge – Joe Verlin

Contact – Michael Cain, City Manager

Phone – (231) 582.0334

City of Cheboygan

Scope of Work – Governmental Financial Audit

Principal in Charge – Joe Verlin

Contact – Bridget Brown, City Clerk / Treasurer

Phone – (231) 627.9931

Further references are available upon request.

Following is a list of all Michigan governmental and nonprofit clients for which our firm has performed an audit for during the past five years:

Townships

Township of Adams
 Township of Algansee
 Township of Allegan
 Township of Arcadia
 Township of Bear Lake
 Township of Beaver Creek
 Township of Bedford
 Township of Bingham
 Township of Blue Lake
 Township of Boyne Valley
 Township of California
 Township of Centerville
 Township of Cheshire
 Township of Constantine
 Township of Covert
 Township of Detour
 Township of Drummond Island
 Township of Evangeline
 Township of Everett
 Township of Fawn River
 Township of Florence
 Township of Garfield
 Township of Gilmore
 Township of Grattan
 Township of Hagar
 Township of Hartford
 Township of Holtton
 Township of Howell
 Township of Ingham
 Township of Inverness
 Township of Kasson
 Township of LaGrange
 Township of Leonidas
 Township of Manistee
 Township of Melrose
 Township of Mottville
 Township of Mullett
 Township of Nottawa
 Township of Otisco
 Township of Pentwater
 Township of Pleasanton
 Township of Raber
 Township of Salem
 Township of Sherman
 Township of Stronach
 Township of Sturgis
 Township of Thomas
 Township of Tuscarora
 Township of Tyrone
 Township of Union
 Township of Vevay
 Township of Whitefish
 Township of Wilson

Villages

Village of Ashley
 Village of Bellevue
 Village of Benzonia
 Village of Beulah
 Village of Burr Oak
 Village of Calumet
 Village of Colon
 Village of Constantine
 Village of Decatur
 Village of Detour
 Village of Eastlake
 Village of Elk Rapids
 Village of Empire
 Village of Fowler
 Village of Gorton
 Village of Lyons
 Village of Maple Rapids
 Village of Mendon
 Village of Morrice
 Village of Muir
 Village of Ontonagon
 Village of Oxford
 Village of Perrinton
 Village of Pewamo
 Village of Romeo
 Village of Thompsonville
 Village of Turner
 Village of Webberville
 Village of White Pigeon

Cities

City of Auburn
 City of Boyne City
 City of Bridgman
 City of Bronson
 City of Cadillac
 City of Cheboygan
 City of Flushing
 City of Hillsdale
 City of Hudsonville
 City of Laingsburg
 City of Litchfield
 City of Marshall
 City of Menominee
 City of Milan
 City of New Baltimore
 City of New Buffalo
 City of Olivet
 City of Owosso
 City of Reading
 City of Springfield
 City of Sturgis
 City of White Cloud

Other

Alger Conservation District
 Barry County Transit
 Bear Lake Improvement Board
 Branch Area Transit Authority
 Bronson Area Fire Association
 Calhoun County Cons. Dispatch Authority
 Cass County Conservation District
 Cass County Transit Authority
 CCE Central Dispatch Authority
 Cedar Area Fire and Rescue
 Central Upper Peninsula Planning and Dev. Com.
 Coloma City-Charter Township of Coloma Cem.
 Colon Fire and Rescue
 Delta Area Transit
 Fife Lake Area Utility Authority
 Firekeepers Local Revenue Sharing Board
 Iron Baraga Conservation District
 Jordan Valley Emergency Med. Svcs. Auth.
 Kalamazoo Conservation District
 Kalamazoo River Watershed Council
 Kent County Conservation District
 Lake Leelanau Lake Association
 Ludington Mass Transit Authority
 Manistee 9-1-1 Authority
 Manistee-Blacker Airport Authority
 Marshall Area Fire Fighters Ambulance Authority
 Mason-Oceana 9-1-1
 Match-E-Be-Nash-She-Wish Rev. Shg. Board
 Mendon Downtown Development Authority
 Michigan Native American Heritage Fund Board
 Mid-Michigan Area Cable Comm. Consortium
 Muskegon Conservation District
 Newaygo County Area Promise Zone Authority
 North Berrien Fire Rescue Board
 Oceana County Medical Care Facility
 Owosso Downtown Development Authority
 Pokagon Band Local Revenue Sharing Board
 Portland Area Fire Authority
 Schoolcraft County Transit
 St. Joseph Conservation District
 St. Joseph County Transportation Authority
 Straits Regional Ride
 Sturgis Downtown Development Authority
 Thornapple Manor
 VanBuren Conservation District
 Washtenaw County Conservation District
 West Michigan Regional Planning Commission
 Western U.P. Planning & Development Commission
 White Cloud-Sherman Utilities Authority
 White Lake Ambulance Authority
 White Pigeon Sanitary System

Continued...

Counties

Allegan County
Barry County
Cheboygan County
Crawford County
Emmet County
Gogebic County
Manistee County
Missaukee County
Montcalm County
Oceana County
St. Joseph County
Tuscola County

Nonprofits

Another Way Pregnancy Center
Alano Club of Kent County
Association of Legal Writing Directors
Big Brothers Big Sisters
Choices of Manistee County
Clinton Gratiot Habitat for Humanity
Communities in Schools of MI
Community Action of Allegan County
Habitat for Humanity of St. Joseph
Marshall Area Economic Dev. Alliance
MI Association of Conservation Districts
Real Life Living Service
Senior Services of Van Buren County
Siren / Eaton Shelter
St. Joseph County Grange Fair
St. Joseph County United Way
Staircase Youth Services
Sturgis Community Foundation
The Ridge Project

Charter Townships

Charter Township of Breitung
Charter Township of Coloma
Charter Township of Gun Plain
Charter Township of Lowell
Charter Township of Marquette
Charter Township of Muskegon
Charter Township of Niles
Charter Township of Oscoda

Schools

Arbor Academy
Augusta Academy
Bessemer Area Schools
Caledonia Community Schools
Colon Community Schools
Columbia School District
Constantine Public Schools
Delton Kellogg Schools
Evergreen Academy
Forest Academy
Gladstone Area Schools
Grass Lake Community Schools
Manistee Area Public Schools
Marcellus Community Schools
Mendon Community Schools
Michigan Center School District
North Adams-Jerome Public Schools
Nottawa Community Schools
St. Joseph County ISD
The Children's House
Waldron Area Schools
White Pigeon Community Schools
William C. Abney Academy
Woodland School

Libraries

Albion District Library
Brandon Township Public Library
Briggs District Library
Cheboygan Area Public Library
Clarkston Independence District Library
Coopersville Area District Library
Crooked Tree District Library
Eaton Rapids Area District Library
Eau Claire District Library
Ferndale Area District Library
Fraser Public Library
Freemont Area District Library
Galesburg-Charleston District Library
Galien Township District Library
Grant Area District Library
Grosse Pointe Public Library
Hartford Library
Kalamazoo Public Library
Lakeland Library Cooperative
Manistee County Library
Maple Rapids Public Library
Marshall District Library
Newaygo Area District Library
Nottawa Township Library
Otsego District Library
Parchment Community Library
Salem South Lyon District Library
Sturgis District Library
Watervliet District Library
White Cloud Community Library
White Pigeon Township Library

Continuing Education and External Quality Control Review

Continuing Education

Gabridge & Company, PLC and its professional staff members meet all continuing education and external quality control requirements as stated in the U.S. General Accounting Office's Government Auditing Standards (2018 revision).

External Quality Control Review

Included with this proposal is Gabridge & Company's most recent external quality control review (peer review) for which government engagements were included. The peer review is for the period ended June 30, 2021. Our firm continues to meet the external quality control review requirements by actively monitoring our staff member's continuing education and training (through frequent staff meetings, attending pertinent governmental conferences, and self-study courses focused on governmental accounting and auditing), participating in governmental associations, and internal inspections of audit files by partners not involved with the audit.

Quality Control Procedures

Some examples of our quality control procedures include:

- Draft versions of audit reports are reviewed by an independent review principal who was not involved with the audit.
- Our audit teams are trained prior to their arrival for fieldwork to ensure audit efficiency and that you will not need to "train the auditor".
- An audit manager or the principal in charge of the audit will be on-site at all times during fieldwork to ensure that a properly trained decision-maker will be available throughout fieldwork.
- The principal in charge of each audit reviews the audit report and related letters with the client prior to finalizing.

Specific Audit Approach

Our goal is to provide a thorough and quality audit with as little disruption to our clients as possible. We achieve this by emphasizing planning procedures and having audit team members who specialize in governmental audit. For example, prior to our arrival for fieldwork, we will already have a working set of financial statements loaded into our proprietary software and will have identified the audit areas that we feel need to be emphasized in the field. We will know precisely what we need to look at prior to our arrival – this focused approach minimizes disruption to your staff while we are in the field. Also, our staff is made up of employees who specialize in governmental audit and who are fully dedicated to auditing governmental agencies. In other words, our clients will not need to "train the auditors".

Interim Fieldwork and Audit Planning

During the interim fieldwork and audit planning phase, we gain an understanding of your current year operations, evaluate the reliability of your internal controls, identify any issues that may have audit significance, and complete planning in preparation for final audit fieldwork. Based on the information that we obtain during this phase, we can determine your general areas of audit risk, the extent to which we can rely on your internal controls for our audit testing, and whether any significant audit issues need to be discussed so they can be resolved prior to the start of fieldwork. Some of the areas addressed at this time include documentation of internal controls, preparation of confirmations as necessary, review of minutes, completion of the preliminary analytical procedures review, and tailoring the current year audit work programs.

Final Fieldwork

As we complete our interim fieldwork and engagement planning, you will be provided with a listing of audit schedules required for final fieldwork. Many of the schedules will be similar to what you have prepared for previous audits and may be provided to us in an electronic format. The final fieldwork phase of the audit will generally commence once the books are closed and the appropriate audit schedules have been completed. During this phase, we will perform the appropriate tests of account balances, using sampling, substantive, and analytical review procedures, in order to form an opinion on the financial statements as a whole.

Areas that we will test using substantive procedures include (not intended to be an all-inclusive list):

Cash and cash equivalents – we will inspect bank account reconciliations and prepare bank account confirmations to ensure that the balances agree to the financial statements.

Accounts receivable – we will test certain balances by using a combination of analytical procedures and tracing year end balances to subsequent receipts.

Interfund transactions – we will review the schedule of interfund transfers and balances to ensure that all entries are reconciled and eliminated properly for government-wide presentation.

Capital assets – we will obtain a depreciation lapse schedule and verify key additions by inspecting vouchers, while also testing the adequacy of depreciation expense.

Accounts payable – we will obtain a year end accounts payable aging report and test for accuracy by inspecting certain vouchers. We will also review subsequent expenditures (after year end) searching for possible unrecorded liabilities as of year-end.

Accrued payroll – We will obtain payroll registers for payrolls issued after year end and compare to the schedule of accrued salaries and wages. We will also test the year end balances for payroll taxes by tracing year end liabilities to their payments, while comparing to payroll forms.

Compensated absences – We will obtain a year end value of compensated absences and validate the balance by comparing to the employee handbook and / or union contracts.

Long-term debt – We will obtain a year end schedule of long-term debt and verify the accuracy of the current portion of long-term debt by reviewing amortization schedules. We will also confirm certain balances by inspecting vouchers or sending confirmations to lenders.

Equity – We will ensure that the beginning fund balance and net assets amounts agree to the prior year ending balances.

Property Taxes – We will examine taxable values and the City’s millages to ensure that the tax revenues are properly supported and allocated to the proper funds.

State and Federal Grants – We will compare state and federal grant revenues and substantiate the activity with Treasury reports and grant documents. We will also review federal grant and loan activity verifying consistency between the financial statements and the Schedule of Expenditures of Federal Awards (if applicable).

Type and Extent of Statistical Sampling to be Used in the Engagement

Statistical sampling will be used extensively during field work to assist with our testing procedures. Sample size will be based primarily on the level of risk assigned to a given financial statement assertion, the potential magnitude of misstatement, the potential for non-compliance, and other factors based on our professional judgment. Most often the range of our sample size is between 25 and 40 items. We affirm that adequate tests of transactions will be performed.

Type and Extent of Analytical Procedures to be Used in the Engagement

Analytical procedures also will be used extensively during our planning and final fieldwork stages. We will rely on our analytical procedures to determine what areas may need additional attention based on the size of deviation from our expectations. Analytical procedures will be applied using key ratios compared to budget and historical figures. Areas with large “gaps” between actual and expected amounts will receive additional attention in the field, and the results of the extra attention will be documented and substantiated. Lastly, during field work we will gather sufficient audit documentation, clear all open items, complete our audit programs, and our quality control documents will be completed and reviewed.

Approach to be Taken to Document an Understanding of Internal Controls

As auditors for a significant number of governmental units, we have a good understanding of the significant areas of internal control that need to be tested and documented. We have tailored client questionnaires for each significant transaction class that allow our clients to review and document any changes in procedures in a timely and efficient manner. We then review the questionnaires and utilize them as a base for documenting our related tests and walkthroughs.

Approach to Determining Laws and Regulations that will be Subject to Audit Test Work

We have accumulated an extensive list of the significant laws and regulations that apply to governmental entities. Each year we review that list in relation to new State, Federal, and industry guidelines and make modifications as appropriate. During fieldwork, the list is reviewed with client personnel to ensure compliance with the identified laws and regulations.

Approach to Obtaining the Trial Balance and Incorporating it into the Audit Workpapers and Preparing the Reports

We will request an electronic version of the trial balance after the year has been closed and the general ledger is deemed ready for audit. The electronic trial balance will be imported into our governmental reporting software and mapped in accordance with your chart of accounts. From there we will have a working draft of the financial statements that will ultimately be exported into the audit report. All adjusting audit journal entries and backup support will be provided to and reviewed with your staff prior to the conclusion of fieldwork to ensure that all are in agreement. Finally, we will request a final version of your trial balance, after audit adjustments are posted, to ensure that each line item is in agreement with the audited trial balance.

We will provide delivery dates during the planning phase of the audit and confirm these dates during our planning meeting with management. Following is our anticipated timetable to complete the audit:

Description	Dates
Detailed Audit Plan	July
Fieldwork	September
Draft Reports	October
Final Reports	November
Council Presentation	November

Identification of Potential Audit Problems

We begin the audit process each year by revisiting any prior year management recommendations and/or suggestions and inquiring of our clients regarding any action taken to remedy those recommendations. In addition, we engage in discussions with our clients regarding any potential areas of concern and if there are any specific procedures they would like us to perform during the audit process.

We will also provide monthly written reports to the City that communicates progress of the audit. Additionally, any irregularities, illegal acts, or indications of illegal acts will immediately be reported in writing to management. Also, any conditions, transactions, situations or circumstances that need special consideration or that prevent or impede the completion of the audit will be reported to the City officials.

Non-Discrimination Clause

Gabridge & Company, PLC does not discriminate against any individual for employment with respect to such person's hire, tenure, terms, conditions, privileges of employment, or any matter directly or indirectly related to employment because of such person's race, color, religion, national origin, ancestry, age, sex, or disability as defined by law.



Regular Council Agenda Item Memorandum

To: Hastings City Council

From: Sarah Moyer-Cale, City Manager

Subject: Airport Lawnmower Purchase

Meeting Date: August 14, 2023

Recommended Action:

Motion to approve the Airport's purchase of a 2023 Ferris ISX2200 zero turn commercial mower from Williams Farm machinery in the amount of \$7,200.

Background Information:

At the July 26, 2023 Hastings City/Barry County Airport Commission meeting the Commission received and opened publicly two sealed bids for the purchase of a zero turn commercial mower for use at the Airport. After review of the sealed bids, the Commission approved the bid from Williams Farm Machinery totaling \$7,200, which included a trade in deduction of \$5,000 for the mower that is being replaced.

In accordance with the Airport Commission Joint Operating Agreement, the Commission must receive approval from the Barry County Board of Commissioners and the Hastings City Council for this expenditure.

Financial Implications:

None to the City.

Attachments:

- July 26th airport commission meeting minutes

Hastings City/Barry County Airport Commission
Draft Meeting Minutes
July 26, 2023

Call to Order. The meeting was called to order by Chairperson Holley at 4:30 p.m.

Pledge of Allegiance. Holley led the Pledge of Allegiance.

Roll Call. Roll was taken. Members present: Holley, Teunessen, Tossava. Members absent: Smelker, Bowers. (*Smelker entered the meeting at 4:49pm)

Approval of Agenda. Noteboom requested adding Award Bid for Purchase of Lawnmower under Old Business and Purchase of Real Property under New Business.

Motion by Tossava, Second by Teunessen to approve the agenda with the additions requested by the Airport Manager for the July 26, 2023 regular meeting. All members present voting yes; motion carried.

Limited Public Comment. None.

Approval of Minutes. There were no modifications proposed for the draft minutes of the June 28, 2023 regular meeting of the Airport Commission.

Motion by Tossava, Seconded by Teunessen to approve the minutes from the June 28, 2023 regular meeting of the Airport Commission as presented. All members present voting yes; motion carried.

Financial Reports. Holley introduced discussion regarding the June, 2023 Financial report.

Motion by Tossava, Seconded by Teunessen to accept and place on file the financial report for June, 2023. All members present voting yes; motion carried.

Old Business.

Award Bid for Purchase of Lawnmower -

Noteboom presented two sealed bids for the purchase of a lawnmower. The Commission opened and read aloud the bids. They received a bid of \$7,200 from Williams Farm Machinery for a 2023 Ferris ISX2200 Zero Turn (\$12,200 minus trade in value of \$5,000) and a bid of \$9,859 from Byron Center Wolf Kubota for a 2023 Lazer Z X-Series Zero Turn (\$15,359 minus trade in value of \$5,500). After discussion it was recommended that the Commission award the bid to Williams Farm Machinery.

Motion by Tossava, Seconded by Teunessen to accept the bid from Williams Farm Machinery in the amount of \$7,200 to purchase a 2023 Ferris ISX2200 Zero Turn including the trade in of the current Simplicity Cobalt Zero Turn mower. All members present voting yes; motion carried.

(*Smelker entered the meeting at 4:49 pm)

New Business.

Purchase of Real Property -

Noteboom informed the Commission that the Airport has been contacted by Audrey Deming to see if the Airport is interested in purchasing approximately 12 acres of land that is directly adjacent to the Airport. After discussion the Airport Commission instructed Noteboom to contact Ms. Deming to find out more information.

Airport Manager's Report. Noteboom presented and explained the Airport Manager's report.

Board Comments. Holley asked for additional comments from the Airport Commission. No comments were made by members.

Limited Public Comment. Van Liere asked about hanger E-12.

Adjournment.

Motion by Tossava, seconded by Teunessen to adjourn the meeting at 5:02 p.m. All members present voting yes; motion carried.



Regular Council Agenda Item Memorandum

To: City Council

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

Subject: Annual Road Salt Purchase Through MiDeal

Meeting Date: August 14, 2023

Recommended Action:

*Motion to approve the purchase of 800 tons of road salt from the Detroit Salt Company LC through MiDeal at **\$66.59** per ton for a total of **\$53,272.00**.*

Background Information:

The City's typical order size for the annual road salt purchase is between 700-900 tons for the last 10 years. Last year's purchase was for 200 tons of early fill, and 900 tons of seasonal back-up. This year there is about 200 tons in the storage building.

Financial Implications:

*The contract amount for 800 tons of salt is **\$53,272.00** is at \$66.59 per ton, which is an increase from the 2022-23 contract price of \$64.34 per ton. The City's budget for road salt is \$35,000 for major streets and \$35,000 for local streets.*

Attachments:

- *MiDeal Contract*

2-North	5	Grand Traverse	MiDEAL	TRAVERSE CITY, CITY OF	625 Woodmere Ave.	Traverse City	MI	49686	(231) 922-4900	600	\$76.57	Detroit Salt	\$45,942.00	mjones2@traverscitymi.gov
2-North	6	Grand Traverse	MiDEAL	GRAND TRAVERSE COUNTY ROAD COMMISSION	1881 LaFranier	Traverse City	MI	49696	(231) 922-4848	2,500	\$76.57	Detroit Salt	\$191,425.00	pmasserant@gtcrc.org
2-North	7	Grand Traverse	MiDEAL	GRAND TRAVERSE COUNTY ROAD COMMISSION	1471 East M 113	Kingsley	MI	49649	(231) 922-4848	900	\$76.57	Detroit Salt	\$68,913.00	pmasserant@gtcrc.org
2-North	8	Iosco	MiDEAL	EAST TAWAS, CITY OF	810 W. Westover St	East Tawas	MI	48730	(989) 362-6161	150	\$70.57	Detroit Salt	\$10,585.50	sloew@easttawas.com
2-North	9	Iosco	MiDEAL	IOSCO COUNTY ROAD COMMISSION	3939 W. M-55	Tawas City	MI	48763	(989) 362-4433	600	\$70.57	Detroit Salt	\$42,342.00	kara@ioscoroads.org
2-North	10	Iosco	MiDEAL	IOSCO COUNTY ROAD COMMISSION	554 Forest Road	Oscoda	MI	48750	(989) 362-4433	200	\$70.57	Detroit Salt	\$14,114.00	kara@ioscoroads.org
2-North	11	Kalkaska	MiDEAL	KALKASKA COUNTY ROAD COMMISSION	1049 Island Lake Road	Kalkaska	MI	49646	(231) 258-2242	1,800	\$75.94	Detroit Salt	\$136,692.00	jroot@kalkaskaroad.org
2-North	12	Leelanau	MiDEAL	LEELANAU COUNTY ROAD COMMISSION	10550 E Eckerle Road	Suttons Bay	MI	49682	(231) 271-3993	200	\$77.90	Detroit Salt	\$15,580.00	sboyd@leelanauroads.org
2-North	13	Leelanau	MiDEAL	LEELANAU COUNTY ROAD COMMISSION	129 Church Street	Maple City	MI	49664	(231) 271-3993	100	\$77.90	Detroit Salt	\$7,790.00	sboyd@leelanauroads.org
2-North	14	Manistee	MiDEAL	MANISTEE COUNTY ROAD COMMISSION	8946 Chippewa Hwy	Bear Lake	MI	49614	(231) 889-0000	500	\$67.91	Detroit Salt	\$33,955.00	jputney@manisteecrc.org
2-North	15	Manistee	MiDEAL	MANISTEE, CITY OF	280 Washington Street	Manistee	MI	49660	(231) 723-7132	500	\$67.91	Detroit Salt	\$33,955.00	ktrevisionno@manisteemi.gov
2-North	16	Missaukee	MiDEAL	MISSAUKEE COUNTY ROAD COMMISSION	1199 N. Morey Rd.	Lake City	MI	49651	(231) 839-4361	1,600	\$74.73	Detroit Salt	\$119,568.00	Manager@mcrc-roads.com
2-North	17	Ogemaw	MiDEAL	OGEMAW COUNTY ROAD COMMISSION	1250 S. M-33	West Branch	MI	48661	(989) 345-2240	800	\$70.85	Detroit Salt	\$56,680.00	patreinke@ogemawcrc.org
2-North	18	Ogemaw	MiDEAL	WEST BRANCH, CITY OF	403 S FIRST ST	WEST BRANCH	MI	48661	(989) 345-0500	250	\$70.85	Detroit Salt	\$17,712.50	publicworks@westbranch.com
2-North	19	Otsego	MiDEAL	OTSEGO COUNTY ROAD COMMISSION	669 WEST MCCOY	GAYLORD	MI	49735	(989) 732-5202	500	\$74.83	Detroit Salt	\$37,415.00	harrierk@ocr-mi.org
2-North	20	Otsego	MiDEAL	GAYLORD, CITY OF	102 East Seventh Street	Gaylord	MI	49735	(989) 732-4060	1,000	\$74.83	Detroit Salt	\$74,830.00	molskij@cityofgaylord.org
2-North	21	Roscommon	MiDEAL	ROSCOMMON COUNTY ROAD COMMISSION	820 E. West Branch Rd.	Prudenville	MI	48651	(989) 366-0333	500	\$70.96	Detroit Salt	\$35,480.00	jeskeb@roscommoncrc.com
2-North	22	Roscommon	MiDEAL	ROSCOMMON COUNTY ROAD COMMISSION	601 S. Main St.	Roscommon	MI	48653	(989) 366-0333	150	\$70.96	Detroit Salt	\$10,644.00	jeskeb@roscommoncrc.com
2-North	23	Roscommon	MiDEAL	ROSCOMMON COUNTY ROAD COMMISSION	1772 S. Loxley Rd.	Houghton Lake	MI	48629	(989) 366-0333	100	\$70.96	Detroit Salt	\$7,096.00	jeskeb@roscommoncrc.com
2-North	24	Wexford	MiDEAL	MANTON, CITY OF	5281 N 41 1/2 RD	Manton	MI	49663	(231) 824-3572	50	\$73.34	Detroit Salt	\$3,667.00	dwp@mantonmichigan.us
2-North	25	Wexford	MiDEAL	WEXFORD COUNTY ROAD COMMISSION	85 W M-115	BOON	MI	49618	(231) 775-9731	1,800	\$73.34	Detroit Salt	\$132,012.00	engineer@wexfordcrc.org
2-North	26	Wexford	MiDEAL	WEXFORD COUNTY ROAD COMMISSION	9948 E 34 RD	CADILLAC	MI	49601	(231) 775-9731	50	\$73.34	Detroit Salt	\$3,667.00	engineer@wexfordcrc.org
3-Grand	27	Barry	MiDEAL	BARRY COUNTY ROAD COMMISSION	1725 West M-43 Highway	Hastings	MI	49058	(269) 945-3449	5,500	\$66.59	Detroit Salt	\$366,245.00	bcasey@barrycrc.org
3-Grand	28	Barry	MiDEAL	NASHVILLE, VILLAGE OF	202 1/2 S. Main	Nashville	MI	49073	(517) 852-9571	150	\$66.59	Detroit Salt	\$9,988.50	nashvillewtp@yahoo.com
3-Grand	29	Barry	MiDEAL	HASTINGS CITY OF	301 East Court Street	Hastings	MI	49058	(269) 945-6006	800	\$66.59	Detroit Salt	\$53,272.00	ttate@hastingsmi.org
3-Grand	30	Barry	MiDEAL	MIDDLEVILLE, VILLAGE OF	608 Sheridan St.	Middleville	MI	49333	(269) 795-2094	300	\$66.59	Detroit Salt	\$19,977.00	belsona@villageofmiddleville.org
3-Grand	31	Barry	MiDEAL	THORNAPPLE KELLOGG SCHOOLS	3625 Bender Road	Middleville	MI	49333	(269) 795-5541	50	\$66.59	Detroit Salt	\$3,329.50	sgasser@tkschools.org
3-Grand	32	Ionia	MiDEAL	LAKE ODESSA VILLAGE OF	800 Sewer Plant Road	Lake Odessa	MI	48849	(269) 804-7013	100	\$70.05	Detroit Salt	\$7,005.00	jtrout@lakeodessa.org
3-Grand	33	Ionia	MiDEAL	BELDING, CITY OF	317 E. Ellis Ave	Belding	MI	48809	(616) 260-2319	750	\$70.05	Detroit Salt	\$52,537.50	DPW@ci.belding.mi.us
3-Grand	34	Ionia	MiDEAL	SARANAC, VILLAGE OF	455 Main St	Saranac	MI	48881	(616) 642-6324	50	\$70.05	Detroit Salt	\$3,502.50	saranacoffice@gmail.com
3-Grand	35	Ionia	MiDEAL	PORTLAND, CITY OF	451 Morse Drive	Portland	MI	48875	(517) 647-2931	300	\$70.05	Detroit Salt	\$21,015.00	citymanager@portland-michigan.org
3-Grand	36	Ionia	MiDEAL	IONIA, CITY OF	303 South Jackson Street	Ionia	MI	48846	(616) 527-5776	200	\$70.05	Detroit Salt	\$14,010.00	pgarland@ci.ionia.mi.us
3-Grand	37	Ionia	MiDEAL	IONIA COUNTY ROAD COMMISSION	7081 S. Jourdan Lake Rd	Saranac	MI	48881	(616) 527-1700	700	\$70.05	Detroit Salt	\$49,035.00	Chrisp@ioniacountyroads.org
3-Grand	38	Ionia	MiDEAL	IONIA COUNTY ROAD COMMISSION	170 East Riverside Drive	Ionia	MI	48846	(616) 527-1700	1,200	\$70.05	Detroit Salt	\$84,060.00	Chrisp@ioniacountyroads.org
3-Grand	39	Ionia	MiDEAL	LYONS, VILLAGE OF	977 E Bridge	Lyons	MI	48851	(616) 902-5149	50	\$70.05	Detroit Salt	\$3,502.50	dpw@lyonsvillage.org
3-Grand	40	Mecosta	MiDEAL	BIG RAPIDS, CITY OF	325 N DeKrafft Avenue	Big Rapids	MI	49307	(231) 592-4015	120	\$69.45	Detroit Salt	\$8,334.00	tpoulos@cityofbr.org



Regular Council Agenda Item Memorandum

To: City Council

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

Subject: Cab & Chassis Purchase, to Replace Small Dump Trucks #80 and #350

Meeting Date: August 14, 2023

Recommended Action:

Motion to approve the purchase of two (2), 2024 Ford F550, regular cab with 4 x 4 Chassis, small dump trucks for the Department of Public Services from Lunghamer Ford of Owosso for \$111,346 (\$55,673 each).

Background Information:

Truck #80 is a 2008 sterling small dump truck, currently with 71,111 miles. Truck #350 is a 2008 sterling small dump truck, currently with 67,212 miles. The truck beds and sides are rusted out to the point they are not useful to haul things like dirt, sand, and topsoil (See attached photos). After receiving the new trucks, the city will accept bids to sell old trucks. The proceeds from selling the trucks will go into the equipment fund.

The specifications of the new trucks include a 7.3L V8 Gas engine, 10 speed automatic transmission. The truck will still need to be outrigged for the dumping bed. This will be performed by Truck & Trailer, at a later date.

Financial Implications:

The cost of replacing trucks #80 and #350 in fiscal year 2023/2024 is budgeted at \$200,000 including the cost of the dumping bed which will be added at a later date. These trucks are proposed to come from Lunghamer Ford of Owosso with MiDeal pricing.

Attachments:

- *Lunghamer Ford Quote from August 2023.*
- *Capital Improvement Plans Forms for Truck #80 & #350.*
- *Existing Truck #80 & #350 Photos.*



August 2, 2023

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

Dear JR Argo:

Price on 2024 Vehicle State of Michigan Contract# 071B7700180 and Macomb County Contract# 21-18 Bid:

(2) 2024 Ford F550 Regular Cab 4x4 Chassis 169" WB, 84" CA	\$55,673.00 ea
Total Delivered Price	\$111,346.00

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

Order Cutoff Date: TBD.

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

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

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

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

DRAFT PRICING

2024 F-550 DRW-Chassis Cab

Reg. Cab, SuperCab, Crew Cab

Major Standard Equipment

MECHANICAL

- Brakes – Four-wheel Disc Brakes; Anti-lock Brake System
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine
 - 7.3L 2V DEVCT NA PFI V8 Gas Standard
- Operator Commanded Regeneration (OCR) (6.7L Power Stroke Diesel engine only)
- Transmission – Ten-Speed Automatic Transmission with Neutral Idle and Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul
- Transmission Power Take-Off Provision

EXTERIOR

- Bumper – front, black painted
- Fender vents – front
- Fuel Tank
 - 40-gallon aft axle
- Glass – solar-tinted
- Grille – black painted
- Scuff plates – front, color-coordinated
- Splash Guards/Mud Flaps – Front (F-450/550/F-600 only)
- "Three Blink" Lane change signal
- Tires
 - 225/70R19.5G BSW A/P
- Tow hooks – front (2)
- Trailer wiring – 7 wire harness w/relays, blunt cut & labeled
- Wheels
 - 19.5" Argent Painted Steel
 - Manual Locking Hubs (4x4)
- Windshield Wipers – intermittent

INTERIOR/COMFORT

- 8" LCD Productivity Screen: Includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications
- 12V Powerpoint, auxiliary
- Air conditioning – single-zone, manual
- Air conditioning vents – black w/chrome ring and knob
- Cabin Air Particulate Filter
- Door-trim – armrest/grab handle and reflector
- Floor covering – black, full length vinyl
- Mirror – rearview 11.5" day/night
- Outside Temperature Display
- Power Equipment Group – 1 st row (front-seat) windows w/one-touch up/down, power 2nd row (rear-seat) windows (Super/Crew Cab); power/door-locks w/backlit switches & accessory delay
- Seat – Front, HD vinyl, 40/20/40 split bench w/center armrest, cupholder and storage (manual lumbar – driver's side)
- Steering – power
- Steering wheel – black urethane with tilt and telescoping steering wheel/column; includes three (3) button message control

- Sun visors – color-coordinated vinyl, driver w/pocket, passenger w/uncovered mirror insert with 6 inch overhead
- Upfitter switches – 6 located in Overhead Console
- Window – Rear, fixed

SAFETY/SECURITY

- AdvanceTrac® with RSC® (Roll Stability Control™)
- Belt-Minder® (front safety belt reminder)
- Driver and passenger frontal airbag; passenger side deactivation switch
- Headlamps – Quad beam jewel effect halogen
- Lamps – Roof marker/clearance – LED
- Mirrors – manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals
- Remote keyless entry
- Safety Belts – w/height adjustment (front-outboard seating positions only)
- Safety Canopy® System (incl. side-curtain airbags)
- Stationary Elevated Idle Control (SEIC)
- SecuriLock® Passive Anti-Theft System (PATS)
- SOS Post-Crash Alert System™

FORD CO-PILOT360™ TECHNOLOGY

- Audible Lane Departure Warning
- AutoLamp – Auto On/Off Headlamps
- Cruise Control (Steering wheel-mounted)
- Pre-Collision Assist (PCA) with Automatic Emergency Braking (AEB)

FUNCTIONAL

- Alternators:
 - 7.3L 2 Valve Gas – 240 AMP
 - 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel – 220 AMP
- Audio – AM/FM stereo (four (4) speakers)
- Battery
 - 750 CCA, 78 AH Single
- FordPass™ Connect 4G Wi-Fi Modem
 - 4G LTE Wi-Fi hotspot connects up to 10 devices
 - Remotely start, lock and unlock vehicle
 - Schedule specific times to remotely start vehicle
 - Locate parked vehicle
 - Check vehicle status
- Stabilizer bars – front & rear
- SYNC® 4
 - Enhanced Voice Recognition Communication and Entertainment
 - 911 Assist®
 - 8" LCD Center Stack screen
 - AppLink®
 - Smart-Charging USB port – one (1)
 - Trailer Brake Controller

18,000# GVWR, 11,390 PAYLOAD Reg. Cab 145 WB, CA 60", 18,000# GVWR, 11,140 PAYLOAD
☐ **Base Price (F5G/660a) 4x2** **\$50,958.00**
Base Price (F5H/660a) 4x4 **\$53,580.00**

18,000# GVWR, 11,370 PAYLOAD Reg. Cab WB 169, CA 84", 18,000# GVWR, 11,000 PAYLOAD
☐ **Base Price (F5G/660a) 4x2** **\$51,116.00**
☒ **Base Price (F5H/660a) 4x4** **\$53,733.00**

18,000# GVWR, 11,220 PAYLOAD Reg. Cab 193 WB, CA 108", 18,000# GVWR, 10,810 PAYLOAD
☐ **Base Price (F5G/660a) 4x2** **\$51,274.00**
☐ **Base Price (F5H/660a) 4x4** **\$53,887.00**

18,000# GVWR, 11,090 PAYLOAD Reg. Cab WB 205, CA 120", 18,000# GVWR, 10,780 PAYLOAD
☐ **Base Price (F5G/660a) 4x2** **\$51,428.00**
☐ **Base Price (F5H/660a) 4x4** **\$54,045.00**

18,000# GVWR, 11,000 PAYLOAD SuperCab WB 168, CA 60", 18,000# GVWR, 10,700 PAYLOAD
☐ **Base Price (X5G/660a) 4x2** **\$53,025.00**
☐ **Base Price (X5H/660a) 4x4** **\$56,179.00**

18,000# GVWR, 10,910 PAYLOAD SuperCab WB 192, CA 84", 18,000# GVWR, 10,600 PAYLOAD
☐ **Base Price (X5G/660a) 4x2** **\$53,178.00**
☐ **Base Price (X5H/660a) 4x4** **\$56,337.00**

18,000# GVWR, 10,930 PAYLOAD Crew Cab WB 179, CA 60", 18,000# GVWR, 10,600 PAYLOAD
☐ **Base Price (W5G/660a) 4x2** **\$53,796.00**
☐ **Base Price (W5H/660a) 4x4** **\$56,955.00**

18,000# GVWR, 10,820 PAYLOAD Crew Cab WB 203, CA 84", 18,000# GVWR, 10,520 PAYLOAD
☐ **Base Price (W5G/660a) 4x2** **\$53,955.00**
☐ **Base Price (W5H/660a) 4x4** **\$57,118.00**

<u>Available Standard Options</u>	<u>Price</u>	
	<u>Option</u>	<u>Reg.&Super/CrewCab</u>
<input type="checkbox"/> 6.7L Power Stroke 4V Diesel V8 (B20)/10-Spd Auto.	99T/44G	9,995.00
<input type="checkbox"/> CNG/LPG Fuel Capable Engine (Gas Engine Only)	98G	315.00
<input type="checkbox"/> Engine Block Heater	41H	100.00
<input checked="" type="checkbox"/> Seats, 40/20/40 Split Bench Vinyl	AS	Standard
<input type="checkbox"/> Seats, 40/20/40 Split Bench Cloth	1S	100.00/315.00
<input type="checkbox"/> Seat, Vinyl 40/Mini-Console/40 (Regular Cab only)	LS	355.00
<input type="checkbox"/> Seats, Cloth 40/Mini-Console/40	4S	515.00/615.00
<input checked="" type="checkbox"/> LT225/70Rx19.5G BSW Traction, incl. 4-Traction on the rear & 2 A/S tires on the front, Option Spare is A/S	TGM	190.00
<input type="checkbox"/> LT225/70Rx19.5G BSW Max Traction-4x4 only, Continental, Incl. 4-traction tires on the rear & 2 traction tires on the front-	TGK	215.00
<input type="checkbox"/> 6-Ton Hydraulic Jack	61J	55.00
<input checked="" type="checkbox"/> Spare Tire & Wheel-Includes 6-ton Hydraulic Jack	512	350.00
<input type="checkbox"/> Stainless Steel Wheel Cover	945	500.00
<input type="checkbox"/> Rapid-Heat Supplemental Cab Heater (6.7L Diesel Only)	41A	250.00

<input checked="" type="checkbox"/>	Axle, Limited Slip	X4N/X4L/X8L	395.00
<input checked="" type="checkbox"/>	XL Chrome Pkg. (Chrome front bumper, Bright Grille, Power Sliding Rear Glass w/Rear Window Defrost (Super Cab and Crew Cab Only), Remote Start, and Halogen Fog Lamps)	96V	225.00
<input type="checkbox"/>	Dual Alternator 410 AMP w/Dual Batteries (7.3L Gas Only)	67B/86M	325.00
<input type="checkbox"/>	Dual Alternator 410 AMP (6.7L Diesel Only)	67B	115.00
<input checked="" type="checkbox"/>	Dual Batteries (68 Amp/65AGM) (Gas Engine Only)	86M	210.00
<input type="checkbox"/>	110V/400W Outlet (Includes Dual Alternators 410 AMP (67B))	43C/67B/86M	290.00
<input type="checkbox"/>	Fuel Tank -26.5 Gallon Mid-Ship-Replaces 40 gal. aft-axle tank	65M	125.00
<input type="checkbox"/>	Fuel Tank-Dual Diesel (Adds 26.5 Gal. Mid-Ship to the 40 Gal.Aft.)	65C	625.00
<input type="checkbox"/>	Keys Extra (Regular) \$75.00 x __ =	Sig	75.00
<input type="checkbox"/>	Keys Extra (With Power Group) \$220.00 x __ =	Sig	220.00 ea
<input type="checkbox"/>	Trailer Tow Package High Capacity-Req. 6.7L Diesel & 4.30 LS Rear Axle , has after market trailer brake wiring kit, No brake controller included, Increases GCWR on diesel engine from 26,000# to 28,000#	535	1,080.00
<input type="checkbox"/>	Payload Upgrade Package (7.3L V8 & 145" WB Only, Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,000#)	68U	1210.00
<input type="checkbox"/>	Payload Plus Upgrade Package(N/A w 145"WB w/Gas Engine, Inc. 4.88 LS Axle, Increases GVWR from 18,000# to 19,500#)	68M	1550.00
<input type="checkbox"/>	Low Deflection Package-recommended for rear-biased loading, such as wreckers/retriever application, N/A with 141" WB	86S	110.00
<input checked="" type="checkbox"/>	Cab Steps-Black Molded	18B	320.00/445.00
<input checked="" type="checkbox"/>	Snow Plow Prep Package	473	250.00
(Not Available w/Option Codes 67P, 67X or 67H Suspension Packages)			
<input type="checkbox"/>	Extra HD Front End Suspension – GAWR 7,500 lbs (N/A w/Snow Plow Prep)	67P	285.00
<input type="checkbox"/>	Extra Heavy Suspension Package (N/A w/Snow Plow Prep)	67X	125.00
<input type="checkbox"/>	Suspension Package Heavy Service (N/A w/Snow Plow Prep)	67H	125.00
<input type="checkbox"/>	Exterior Back up Alarm	76C	140.00
<input type="checkbox"/>	Rearview Camera Prep Kit for Box Delete (Includes Loose Camera and Wiring Bundle)	872	415.00
<input type="checkbox"/>	360-Degree Dual Beacon LED Warning Strobes-Amber	91S/59H	650.00
<input type="checkbox"/>	Wheel Well Liners, Front	61L	180.00
<input type="checkbox"/>	Ambulance Prep Package(6.7L Diesel Engine Only)	47A	1205.00

Total Price \$_____

Colors for F-550

Exterior Colors

Race Red
Antimatter Blue Metallic
Iconic Silver Metallic
Agate Black
Oxford White
Carbonized Gray Metallic
Stone Gray

SPECIAL PAINT

School Bus Yellow Add \$660.00
Omaha Orange Add \$660.00
Green Gem Add \$660.00

Interior Steel (Grey)

[PQ]	<input checked="" type="checkbox"/>
[HX]	<input type="checkbox"/>
[JS]	<input type="checkbox"/>
[UM]	<input type="checkbox"/>
[Z1]	<input type="checkbox"/>
[M7]	<input type="checkbox"/>
[D1]	<input type="checkbox"/>
[BY]	<input type="checkbox"/>
[MB]	<input type="checkbox"/>
[W6]	<input type="checkbox"/>

City of Hastings – Capital Improvement Plan Project Application Form



Project Title: Replacement of 2008 3-yd Dump Truck #350

Project ID #: _____ CIP ID #: MP-6

Department: DPS - Motor Pool Anticipated Start Date: 07/2023

Date Prepared: 01/10/2023

Project Description: Provide a brief physical description of the project. Please be specific.

Replacement of 3-yd dump truck with 63,000 miles and 16,500 lb capacity.

Project Need: Provide a brief explanation of why the project is necessary.

Current truck is 14 years old and the dump box is rusting through. A new truck would allow a larger hauling capacity (19,500) and additional horsepower which would improve its use to the city. This truck has multiple uses in the field.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Does the project share space or overlap with other CIP projects? Please describe.

Project Cost: \$ 100,000.00

Please check one of the following for cost basis:

- ☒ Cost of comparable facility/equipment
- ☐ Cost estimate from engineer/architect
- ☐ Rule of thumb indicator/unit cost
- ☐ Preliminary estimate
- ☐ Ballpark "guesstimate"

Potential Funding Sources:

Equipment Fund
Trade in / Sealed Bid for current truck

List of Attachments (quotes, photos, etc.):

City of Hastings Capital Improvement Plan Project Application Form



Project Title: Replacement of 2008 3-yr Dump Truck #80

Project ID #: _____

CIP ID #: MP-7

Department: DPS - Motor Pool

Anticipated Start Date: 07/2023

Date Prepared: 01/10/2023

Project Description: Provide a brief physical description of the project. Please be specific.

Replacement of 3-yr dump truck

Project Need: Provide a brief explanation of why the project is necessary.

Current truck is 15 years old and the dump box is rusting through. A new truck would allow a larger hauling capacity (19,500) and additional horsepower which would improve its use to the city. This truck has multiple uses in the field.

Planning: Is the project included in a prior program, plan, or policy? If so, identify the plan here:

Does the project share space or overlap with other CIP projects? Please describe.

Project Cost: \$ 100,000.00

Potential Funding Sources:

Equipment Fund
Trade In / Sealed Bid for current truck (est
3-10K)

Please check one of the following for cost basis:

- ☒ Cost of comparable facility/equipment
- ☐ Cost estimate from engineer/architect
- ☐ Rule of thumb indicator/unit cost
- ☐ Preliminary estimate
- ☐ Ballpark "guesstimate"

List of Attachments (quotes, photos, etc.):





Regular Council Agenda Item Memorandum

To: City Council

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

Subject: Purchase Parking Lot Lights for City Hall and Parking Lot 8

Meeting Date: August 14, 2023

Recommended Action:

Motion to approve order and eventual purchase of eight (8) decorative parking lot lights for City Hall and Parking Lot 8 in an amount not to exceed \$28,000.

Background Information:

City Hall parking lot is in need of new lighting. Lighting was planned to be replaced during last year's City Hall landscaping improvements project, but the cost exceeded the budget for the project. This fiscal year there is budget for replacing the five (5) existing parking lot lights. Staff thought it was appropriate to be consistent with the streetscape project since City Hall's parking lot is very close to the streetscape.

The DDA requested the lights purchased for Parking Lot 8 were the same as the streetscape, since this is normal precedent for all DDA parking lots.

Financial Implications:

The purchase of five (5) parking lot lights for City Hall will cost approximately \$17,500. There is \$40,000 budgeted to furnish and install. Three (3) parking lot lights at Parking Lot 8 will cost approximately \$10,500, which is included in the DDA's \$200,000 budget for the entire parking lot project.

Attachments:

- *Quote from MLS West*

Date: Jun 2, 2023

Quote: MLS23-112949-6

Quote



Page 1/3

Michigan Lighting Systems West
2853 Northridge Dr NW Suite A
Grand Rapids MI 49544
Phone: (616) 785-1415
Fax: (616) 785-1282
From: Jeff Adams
Quoter Ph: (616) 419-5165x.
Email: jadams@mls-west.com

**Project City of Hastings Streetscape - For
Purchase from Distribution**

Location

Quote MLS23-112949-6

To: Tiffany Smith

M.C.Smith

529 Greenwood SE

East Grand Rapids MI 49506

Phone: (616) 451-3346

Fax: (616) 451-1935

Email: ag134@mcsagroup.com

For

Bid Date Jun 2, 2023

Expires Jul 2, 2023

Specifier: M.C.Smith

QTY	Type	MFG	Part	Price	UQ	ExtPrice
8	27	AAL	14' POST TOP ASSEMBLY CONSISTING OF:	\$3,344.00		\$90,288.00
8	27	AAL	PROV2-36L-510-3K7-3-BLT-STND MNT-DL-UNV	(included)		-
	27	AAL	DB5-4F15-188-BLT (2) PLT @ 180 DEGREES-RBC	(included)		-
Line Note: PLT @ 11'/RBC @ 14'-90 degrees from PLT						
12		AAL	20' POST TOP -SINGLE BANNER ASSEMBLY CONSISTING OF:	\$5,616.00		\$67,392.00
12		AAL	PROL2-72L-425-3K7-5W-BLT-DL-UNV	(included)		-
12		AAL	DB3-5F20-188-BLT-RBC	(included)		-
Line Note: RBC @ 19'						
24		AAL	BBS5-24-BLT	(included)		-
Line Note: Top arm @ 15', Bottom arm @ 11', 180 degrees from fixture arm						
16		VALM	DS340-400V120-ND-FP-BK-FBC-AB	\$584.00		\$9,344.00
12', 4" straight round steel pole.						
Line Note: Festoon/cantenary lighting poles						
1		LM	BISTRO STRING LIGHT SYSTEM CONSISTING OF:	\$4,343.00		\$4,343.00
200		LM	BK-E17-BK-V	(included)		-
Price per ft.						
Line Note: Festoon/cantenary lighting - cord/sockets						
160		LM	LED-BK-G50-1-120-FILAMENT	(included)		-
Line Note: Festoon/cantenary lighting - lamps						
210		LM	BK-CABLE-1/16TH	(included)		-
Price per ft.						
Line Note: Festoon/cantenary lighting - Cable						
32		LM	BK-CABLE CLAMP	(included)		-
Line Note: Festoon/cantenary lighting - Clamps						
100		LM	BK-TIES-BK	(included)		-
Line Note: Festoon/cantenary lighting - Cable Ties						
1		MLS	ESTIMATED SHIPPING COSTS FOR BISTRO LIGHTING	(included)		-
4		BEAC	MET30-PC-48L-110-3K7-UNV-3-DEF-BLT	\$1,836.00		\$7,344.00
Line Note: Fixture						
Total: \$178,711.00						

Terms and conditions of sale:

1) Michigan Lighting Systems will NOT be responsible for errors resulting on orders released without receipt of Approved Submittals, or errors missed in the Approval Process.

2) Michigan Lighting Systems is not responsible for any manufacturer price increase and/or freight term changes after quotation date.

3) Verify voltage before ordering.

4) Prices do not include lamps, spare material, fuses, special finishes, mounting devices, installation, or applicable taxes unless otherwise specified herein.

5) Prices are firm for 30 days from date of quotation, and shipment within 180 days of date of quotation unless otherwise specified herein. All quotations are subject to the manufacturer's standard freight/ sales terms and conditions of sale unless otherwise noted herein.

6) Complete quote must be used, partials may be subject to requote. Pricing is quantity based and may be affected if ordered quantity varies.

7) This quotation is for the listed materials only. Please refer to this quotation by quote number when ordering.

8) Standard manufacturer's warranty for applies to lighting product. Please see product data sheet for length of warranty (varies by manufacturer/product).

Mfg Terms:

		Allowance	Order
		Freight	Minimum
CL	Current Lighting	Freight Allowed	\$50.00
	Freight Allowed \$3500 (effective 7/11/22)/Min. Billing \$50-\$25 Parts/		
	1% 10th Net 30		
	Programming by Contractor unless called out in the quote that it is		
	provided.		
MLS	MICHIGAN LIGHTING SYSTEMS	Freight	
	PLUS FREIGHT	30 DAYS NET	
VALM	VALMONT INDUSTRIAL	Freight Allowed	#####
	** Freight terms are prepaid and add for orders below \$1500.00. Freight		
	charges will be incurred on Anchor Bolts shipped ahead. Min. Billing is		
	\$500 and any orders under \$500 are subject to a \$50 administrative fee.		
	/Net 30		
	** Freight allowance for Lightspeed Quick Ship orders is \$2000.00		



Regular Council Agenda Item Memorandum

To: Mayor Tossava and City Council

From: Dan King

Subject: Set Meadowstone PUD Modification and Final Site Plan Review Public Hearing

Meeting Date: August 14, 2023

Recommended Action:

The Planning Commission has reviewed the PUD modification and site plan application for Meadowstone Apartments III, LLC and has recommended City Council set a public hearing for the August 28, 2023 Council meeting for approval of the PUD modification and final site plan approval for the construction of 5 (five) buildings containing a total of 92 one-bedroom apartments, community space, and accessory uses such as a private dog park, pickleball courts, and resident gardens.

Background Information:

Ordinance #317 dated March 22, 1999 established to applicable provisions for the multifamily component of the Meadowstone Planned Unit Development. Meadowstone Apartments III, LLC applied to the Planning Commission for PUD modification and site plan review for the construction of 5 (five) buildings that will contain a total of 92 one-bedroom apartments. One of the buildings will have a mixed-use component which includes a clubhouse, exercise room, on-site leasing, and management office on the first floor, 4 one-bedroom units on the second and third floors. The permitted uses established via ordinance in 1999 included an additional 7 (seven) buildings with 84 units with no accessory or mixed-use components. Per Section 90-674 of the Code, an increase in density and the addition of uses not authorized in the original PUD approval constitute a major change and shall comply with the filing procedures for a PUD. Per Section 90-670 of the Code, after receiving a recommendation from the Planning Commission, Council shall hold a public hearing in accordance with Section 90-47.

Financial Implications:

There are no direct financial implications from this request.

Attachments:

- Public hearing notice

City of Hastings

NOTICE OF PUBLIC HEARING REGARDING MEADOWSTONE PLANNED UNIT DEVELOPMENT MODIFICATION AND FINAL SITE PLAN APPROVAL

The City Council for the City of Hastings will hold a Public Hearing for the purpose of hearing written and/or oral comments from the public concerning Meadowstone Planned Unit Development modification and final site plan approval for Meadowstone Apartments III, LLC certain properties located at 710 Barfield Drive parcels #08-55-250-016-50 and 08-55-250-016-55. The City Council will review and consider final site plan approval for the construction of four (4) buildings with a total of 84 residential units and construction of a fifth mixed-use building with up to eight (8) residential units. The public hearing will be held at 7:00 PM on Monday August 28, 2023 in the City Council Chambers on the second floor of City Hall, 201 East State Street, Hastings, Michigan 49058.



A copy of the proposed site plan and map are available for public inspection from 9:00 AM to 4:00 PM Monday through Friday at the Office of the Community Development Director, 201 East State Street, Hastings, Michigan 49058. Questions or comments can be directed to Dan King, Community Development Director, at 269.945.2468 or dking@hastingsmi.gov

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

Christopher R. Bever
City Clerk

Please publish in the August 10, 2023 edition of the Hastings Banner.

Received by _____ on _____ as
representative of the Hastings Banner.

Received by _____ on _____ as representative
of the Hastings Banner.



City of *Hastings* Michigan

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

201 E. State Street 49058

Date: August 14, 2023
To: City Council
From: Travis Tate, Director of Public Services
Subject: DPS Monthly Progress Update

Current Projects:

• **WWTP Roof Project:**

The Wastewater Treatment Plant roof project is nearly complete. There have been some disagreements between the City and the contractor related to changes in the scope of work. The contractor submitted an invoice for items related to a project change where additional costs had not been preapproved and are being disputed. The City Manager has exchanged correspondence with the contractor's representatives. Currently no further work on the roof is being taken. Ten percent of the contract amount has been withheld to date until the issues can be resolved.

• **Downtown Streetscape:**

Precon meeting will be on August 15, with the general contractor (Katerberg VerHage), Landscape Architect (MC Smith), and City officials. A downtown business meeting will be scheduled before construction. Construction can begin as early as September 5 and, will be set at the precon meeting.

• **State Road Mill and Pave Project:**

Bid letting results are as follows:

Lakeland Asphalt	= \$310,308.80
Rieth-Riley Construction Co., Inc.	= \$353,056.81
Michigan Paving and Materials Company	= \$403,066.83

The bids will to be checked and approved, then the contracts will be signed, then a precon will be scheduled before construction will start. I anticipate a Late September start for this project. This would give over 30 days to complete before cold weather ends the construction season.

• **WTP Roof Project:**

We had a precon meeting on August 9 with Summit Point Roofing. They are expecting to start mid-August. The removing and placing new sheathing, shingles and exhaust fans, should only take 2 days. After this a subcontractor will finish with the fascia, soffit, gutter and

downspouts. I would think this would only take 3 weeks to complete depending on schedule of subcontractor.

- **Cemetery Memorial:**

The advisory board went over the final schematics on the August 9th Advisory Board Meeting. They will meet in September before they make a recommendation to council.

- **Street Line Painting:**

The RFP was sent out on July 31, Bid Opening will be on August 16, and completion date October 20th, 2023.

- **Parking Lot 8:**

The RFP was sent out on August 3, Bid Opening will be on August 22, and completion date October 27th, 2023.

Future Projects (This Fall):

- Street Tree Planting.
- Water Tower Security Upgrade.
- City Hall Interior Improvements.
- Paver Ratings for streets.
- Semi-Annual Hydrant Flushing.
- Lead Line Water Service Replacement Program.
- Meter and R900 replacements.
- Valve Exercising Program.
- Various concrete curb & gutter, sidewalk, drive approach replacements.
- Tree removal, trimming and stump grinding contract RFP and bid opening.

If you have any questions, please let me know.

Sincerely,

Travis Tate
Director of Public Services



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Report for July 2023

The department responded to a total of 75 call for service in July; 38 in the city and 37 in the rural area, out of which 29 were medical related. Total calls for service YTD 437.

National Line of Duty Deaths

July (1) one death

YTD (46) forty-six deaths

Training:

We focused on equipment carried on each truck, its use, maintenance and where it is located on the trucks. We also reviewed HazCom, and employee right to know; these are required by MIOSHA and NFPA annually. For our second meeting in July, we took time to meet each other and had a general discussion for moving the department forward. We will focus on adding new members to the department and discussed new safety items we have on order.

Housekeeping activities:

During the month of July, we continued working on required annual testing. Truck DOT inspections, pump and ground ladder testing has been completed. Currently truck 831 is still out of service and has been for some time. We will be moving the truck to a new shop within the next week or so. Truck 836 is also out of service having the PTO repaired; also, will complete pump testing and ladder certification. This is estimated to only be a week or so before we get the truck back. On July 26th attended a BIRCH board meeting to discuss moving forward with equipment replacements. We are working on a proposal to replace aging vehicles which will be presented at the next meeting on August 24th.

Chief's comments:

I am excited to be here and looking forward to working with each member of the department and being involved with the community. I am living in town during the week and communicating my schedule with the officers and members so, everyone knows if I am away from town and may take longer to respond. My wife and I are actively looking for property to purchase in the area, in the meantime I am renting downtown. I welcome and look forward to chatting with each of you, my door is always open.

Respectfully: Chief Mark Jordan.



City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Call for Service July 2023 overview

Type of call	City	Rural
Vehicle Fire		1
Medical in Nature	9	10
EMS Assist	7	3
Vehicle Accidents W/Injures	3	4
Vehicle accidents W/O injuries	1	1
False Alarms	2	2
CO Alarms	2	
Wires down	6	8
Odor/Smoke Investigations	3	4
Illegal/unauthorized burning	3	3
Assist Citizen	1	
Law enforcement assist		1
Totals	38	37

Response by Area

1 st Ward	15	Baltimore	5
2 nd Ward	4	Irving	4
3 rd Ward	9	Rutland	14
4 th Ward	10	Carlton	3
		Hastings	13
Total City	38	Rural	37



HASTINGS PUBLIC LIBRARY

Explore • Imagine • Grow

Library Director's Report for the August 7, 2023 Board Meeting

July saw the Library busy with programs, kids and adults having fun getting prizes for our summer reading challenge, staff change and working with the contractors to make sure everything is set to start construction in September. All of this activity has been exciting and fun.

I'll start with the programs and summer reading. I've been working on the desk a little more than usual and it has been wonderful to see how much fun kids and adults are having picking out their prizes. I've really enjoy seeing all of Paige's and Barb's planning and hard work being so well received and appreciated. Not only are people enjoying the reading challenge, but the programs as well. They will tell you more about it in their reports.

On July 10 Sarah Proulx, circulation supervisor, turned in her letter of resignation. She gave us about two weeks' notice, but her last day on the job ended up being July 19. Since we wanted to get the position filled as quickly as possible we posted it the week she resigned. Amazingly, the first two people who applied had library and management experience and a few days later a third person with library experience applied. There were more applicants, but we chose to interview these three over the next week. All of them had many attributes that qualified them for the job, but one candidate stood out. We offered the job to Teressa (Tess) Allarding on Friday, July 28 and she accepted. She needed to give one of her current jobs two weeks' notice, but she was able to get her employment physical and paperwork with the City done. We're excited to welcome Tess to our team.

We have been working with the contractors to keep the window project moving forward and get everything ready for construction to begin. After another walk around with Battle Creek Glass (BCG) we made final changes to the shop drawings and approved them. That released them to order the glass. While they were here, we discuss the space they will need for a storage container, a dumpster and two outdoor lifts. For safety and accessibility, it was determined we'll need to house all of it on site. Logistically, the only place to do this without using all the spaces in the parking lot is to close the drive through lane and store it there. While not my first choice it seems the only viable solution. Closing the lane means the book drops won't be accessible, but I found one we can borrow. I will be asking you to approve this under new business during the meeting.

Before the windows can be replaced most of the current landscaping will be removed or drastically pruned. Katerberg VerHage, our landscaper, is scheduled to do the work the week of August 28.

While looking at the windows with BCG, David and I realized the building is quite dirty. We decided we should have it power washed before the landscaping is removed and windows are installed. I contacted Brian Ellens who owns Crystal Clean Window Cleaning to see if he could do it before August 28. Brian has been cleaning our windows for over ten years and does a great job. He assured me he can get it done before the work on the landscaping begins.

The timeline for replacing the boiler has been moved from August to the end of September. I will keep you posted.

I am sad to report that Dawson Forner is no longer our Project Manager. He left in the middle of July to take a job in Florida. He worked very hard to have as much work done on our project as he could before leaving. He was great to work with and really helped move the project along.

The Friends of the Library book sale was a success. The community generously donated a room full of books and over two and a half days the Friends made over \$1,900. You know that's a lot of books when you consider that most of them sold for \$1.00-\$2.00 and some for 50¢. The fifty-four boxes of books that were left over were picked up by an online book seller the Friends work with.

Assistant Director, David Edelman's report:

A focus in July was preparing for the window project to begin. A project overview has been drafted and given to staff for review and discussion at our July 8 staff meeting. A task list has been built tracking the myriad of things we have to do as the project progresses, things like moving furniture and communicating impacts to patrons during each phase. Sign templates have been created for use around the building and marketing plans, including a press announcement, are being finalized. A few other updates include:

- After the sudden resignation of Sarah, the Circulation Supervisor, we managed to post the job, interview and offer the position to her replacement who should start on or around 8/14. Teressa (Tess) Allarding has library experience at the Lake Odessa Library (where she will still work part-time as well), and a strong background in social work. We are very excited to have her join the team soon.
- The Volunteer Party on 7/21 was well attended with nearly 40 people enjoying brats, hotdogs and the Grand Rapids Symphony.
- The City should have poured the concrete for the picnic table by the time you read this, so unless there is further delay, the table is planned to be installed the week of 8/14.
- Digital Literacy is taking August off but returning on 9/13 with Android Basics and then on 10/4 with Excel Basics

Marketing & Adult Services, Barbara Haywood's report:

Feedback from the adult Summer Reading Challenge has been very positive and all ages seem very excited about the larger end prizes, as well as enjoying the multitude of choices of stickers, patches and pins.

Take a Hike with North Country Trail Association (NCTA) Chief Noonday Chapter had sixteen participants who were very engaged and repeatedly thanked the library staff and the NCTA speakers for the program.

The Acoustic Jam group was in front of the fireplace this month for campfire songs. Thirteen musicians participated, and more people came to listen and enjoying the light music.

Computer Lab has become a depended upon time period by many patrons. Thank you, David, for devoting time to this program.

Our “Useful Plants” walk took place at Bliss park on July 27. Christin Othmer, pharmacist and herbalist, led the group through Bliss Riverside Park showing them edible and medicinal plants as they enjoyed an evening by the Thornapple River.

Comments on our summer programming have been about the variety of the programs and the interesting topics chosen. There’s been something for everyone.

Youth Services Librarian, Paige Brandli’s report:

July continued to be a busy and successful month in the youth services department. We held Itsy Bitsy Book Club in Tyden Park and Preschool storytime at the Library throughout the month. Each program averaged between 15-20 people. Storytime is always fun and we had a great summer.

This month we held two large Wednesday programs including the Humane Society of West Michigan speaking on dog safety and Prof. Steve Tchozeski, from Great Lakes Geoscience, spoke about geology. He also brought geodes that we broke open and the kids could take home. This event was very well received by patrons with many requests to have him return.



Geode Day!
(David had a cool geode with iron flakes inside)

The Great Start Collaborative’s Ready Readers Workgroup, made up of staff from Pierce Cedar Creek Institute, Barry County Great Start, 4H, Hastings Library and the YMCA, planned and hosted Stroll and Read at Fish Hatchery park. We had book giveaways, games, mini-storytimes,

and free pizza! Just over 90 people attend the one-hour event. This program was part of the No Family Left Indoors series hosted by Pierce Cedar Creek.



Way back in March of 2020 we had a reptile show scheduled for the middle of the month. As you can imagine, that did not happen. Finally, we were able to host the Michigan Society of Herpetologists on Saturday July 8th. There were several snakes and lizards for patrons to visit (and hold). We had 244 people stop in throughout the day! The group was very excited to be here and share their enthusiasm for reptiles and that was obvious in the way they engaged with our patrons.



As summer reading comes to an end we are tallying our numbers and handing out lots of prizes. This year we've received great feedback from patrons re: prizes and how the challenge was set up. A patron survey will go out this fall to get a better understanding of what our community wants in their summer programming at the library.




HASTINGS PUBLIC LIBRARY
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Monthly Statistics - June 2023


Net Promoter Score*: 91

 Physical Library Visits**			
LY Month	4,115	Library Card Holders City Hastings Twp Rutland Twp Non-Resident	
TY Month	7,781		
YTD	58,507		
		Total	3,471
		New	27


 Volunteer Hours			
LY Month	174	Item Circulation Children's Non-Children's Mobile Total	
TY Month	102		
YTD	2,634		
		Children's	4,026
		Non-Children's	3,003
		Mobile	492
		Total	7,521
		Children's	3,368
		Non-Children's	3,278
		Mobile	482
		Total	7,128
		Children's	36,774
		Non-Children's	36,163
		Mobile	6,063
		Total	79,000

 Wireless Sessions			
LY Month	1,122	Inter-Library Loans To HPL From HPL Total	
TY Month	1,070		
YTD	10,604		
		To HPL	563
		From HPL	401
		Total	964
		To HPL	551
		From HPL	522
		Total	1,073
		To HPL	6,666
		From HPL	5,096
		Total	11,762

 Ancestry Usage			
LY Month	-	Programs Virtual In Person^	
TY Month	44		
YTD	472		
		Offered	37
		Attendance	530
		Offered	495
		Attendance	7,519

 Digital Downloads			
LY Month	1,574	Computer Sessions Adult Kids Teen MI Room	
TY Month	1,971		
YTD	21,135		
		Adult	324
		Kids	147
		Teen	59
		MI Room	-
		Adult	363
		Kids	215
		Teen	109
		MI Room	12
		Adult	4,517
		Kids	979
		Teen	699
		MI Room	64

 HPL Website			
LY Month	269	Princh Documents	
TY Month	217		
YTD	3,668		
		Sessions	65
		Users	188
		Page Views	1,538

 BCHP~			
LY Month	2,261	BCHP~	
TY Month	2,688		
YTD	26,475		
		TY Month	1,384
		YTD	819
		YTD	13,385

^ Updated tracking for attendance and programs per Library of Michigan standard; reduces number of eligible programs as of February 2023
~ BCHP = Barry County History Portal went live in November 2022; no data for June 2023 due to a website upgrade
** Traffic counters were deleting some older data as new data was recorded; setup error has been fixed but some data for April is missing so visits are understated
* Net Promoter Score based on patron feedback on weekly email survey (started week of 8/15/21); 80+ = world class, 50-79 = excellent, 20-49 = favorable, 0-19 = good



Regular Council Agenda Item Memorandum

To: City Council
From: Assessing Department
Subject: Assessing Report
Meeting Date: August 2023

Recommended Action:

Background Information:

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

- Entering and reviewing the sales study for the 2024 assessments
- In the process of visiting all open building permits
- Reviewing all new projects

The State recently conducted an assessment roll and practices audit. The city was given the designation of Substantially compliant, in other words a perfect score.

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

Respectfully submitted,

Debbie Rashid

Financial Implications:

Attachments:

Hastings City/Barry County Airport Commission
Draft Meeting Minutes
July 26, 2023

Call to Order. The meeting was called to order by Chairperson Holley at 4:30 p.m.

Pledge of Allegiance. Holley led the Pledge of Allegiance.

Roll Call. Roll was taken. Members present: Holley, Teunessen, Tossava. Members absent: Smelker, Bowers. (*Smelker entered the meeting at 4:49pm)

Approval of Agenda. Noteboom requested adding Award Bid for Purchase of Lawnmower under Old Business and Purchase of Real Property under New Business.

Motion by Tossava, Second by Teunessen to approve the agenda with the additions requested by the Airport Manager for the July 26, 2023 regular meeting. All members present voting yes; motion carried.

Limited Public Comment. None.

Approval of Minutes. There were no modifications proposed for the draft minutes of the June 28, 2023 regular meeting of the Airport Commission.

Motion by Tossava, Seconded by Teunessen to approve the minutes from the June 28, 2023 regular meeting of the Airport Commission as presented. All members present voting yes; motion carried.

Financial Reports. Holley introduced discussion regarding the June, 2023 Financial report.

Motion by Tossava, Seconded by Teunessen to accept and place on file the financial report for June, 2023. All members present voting yes; motion carried.

Old Business.

Award Bid for Purchase of Lawnmower -

Noteboom presented two sealed bids for the purchase of a lawnmower. The Commission opened and read aloud the bids. They received a bid of \$7,200 from Williams Farm Machinery for a 2023 Ferris ISX2200 Zero Turn (\$12,200 minus trade in value of \$5,000) and a bid of \$9,859 from Byron Center Wolf Kubota for a 2023 Lazer Z X-Series Zero Turn (\$15,359 minus trade in value of \$5,500). After discussion it was recommended that the Commission award the bid to Williams Farm Machinery.

Motion by Tossava, Seconded by Teunessen to accept the bid from Williams Farm Machinery in the amount of \$7,200 to purchase a 2023 Ferris ISX2200 Zero Turn including the trade in of the current Simplicity Cobalt Zero Turn mower. All members present voting yes; motion carried.

(*Smelker entered the meeting at 4:49 pm)

New Business.

Purchase of Real Property -

Noteboom informed the Commission that the Airport has been contacted by Audrey Deming to see if the Airport is interested in purchasing approximately 12 acres of land that is directly adjacent to the Airport. After discussion the Airport Commission instructed Noteboom to contact Ms. Deming to find out more information.

Airport Manager's Report. Noteboom presented and explained the Airport Manager's report.

Board Comments. Holley asked for additional comments from the Airport Commission. No comments were made by members.

Limited Public Comment. Van Liere asked about hanger E-12.

Adjournment.

Motion by Tossava, seconded by Teunessen to adjourn the meeting at 5:02 p.m. All members present voting yes; motion carried.

YEAR TO DATE COMPARISON JULY 2023

13.B.

MONTH	Police	MEI	Traf Stops	FIRE	FIRE Out Co	MFR	EMS	BACD	DPW /Wreckers	Total Calls
January	2,383	9	512	130	10	153	704	231	146	4,278
February	2,176	10	481	145	5	182	689	268	186	4,142
March	2,440	11	586	136	5	192	679	269	125	4,443
April	2,513	11	540	152	6	215	673	352	131	4,593
May	3,011	13	545	169	8	211	764	547	109	5,377
June	2,875	11	485	184	4	193	724	557	149	5,182
July	2,821	7	584	177	14	209	742	388	170	5,112
August										
September										
October										
November										
December										
2023 YTD	18,219	72	3,733	1,093	52	1,355	4,975	2,612	1,016	33,127
% of Calls	55.0%	0.2%	11.3%	3.3%	0.2%	4.1%	15.0%	7.9%	3.1%	100%
2022 YTD	14,118	68	2,530	941	57	1,227	4,647	1,476	811	25,875
% Difference	29.05%	5.88%	47.55%	16.15%	-8.77%	10.43%	7.06%	76.96%	25.28%	28.03%

BACD- Barry Co Central Dispatch
 DPW- Department of Public Works
 EMS- Emergency Medical Service

MEI- Medical Examiner Investigator
 MFR- Medical First Responders

City of Hastings
Downtown Development Authority
DRAFT Meeting Minutes
July 20, 2023

1. Meeting Call to Order and Roll Call—

The meeting was called to order at 8:00 a.m. by Button

Roll Call –

Present: Albrecht, Baker, Button, Tossava, Wiswell, Ulberg

Absent: Bolthouse, Hatfield, Woods

City Staff and Appointees: King, Moyer-Cale, Tate

Others Present: None

2. Pledge to the Flag

3. Approval/Additions/Deletions to Agenda –

Button added 8 B. Billboards and 8 C. Parking Lot 8 to Old Business.

Motion by Tossava, second by Ulberg to approve the agenda as amended

All ayes, motion carried

4. Approval of Minutes –

Motion by Tossava, second by Ulberg, to approve the minutes from the June 15, 2023, DDA meeting as presented

All ayes, motion carried

5. Financial Statements & Budget for Review –

King said the budget data has been updated through June 30, 2023. King stated FY 22/23 has ended and as typical, adjustments will likely be made in preparation for the annual audit.

Motion by Tossava, second by Wiswell, to approve the financials as presented

All Ayes, motion carried

6. Façade and BEIG Update-

King stated the information presented was updated through June 30, 2023.

7. Open Public Comment and Discussion – None

8. Old Business-

A. Streetscape Progress Update

Moyer-Cale updated the board on the streetscape progress. Bid packets were sent to several contractors but only one bid was received. The bid packet received came from a highly respected company and was reflective of the market. Construction bid is \$500,000 over initial estimate but there are financial options that will allow the project to be funded and completed as designed.

Motion by Tossava, support by Baker, to approve bid and financing contingent upon City Council acceptance of same.

Roll Call:

Ayes: Albrecht, Baker, Button, Tossava, Ulberg, Wiswell

Nays: None

Absent: Bolthouse, Hatfield, Woods

Motion Carried 6-0

B. Billboards

Button discussed the static billboards and informed the board that advertising banners can be added to the boards. Hatfield has agreed to solicit advertising from local merchants for the banners.

C. Parking Lot 8

Tate stated that bids will be solicited within the coming two weeks for the reconstruction of parking Lot 8.

9. New Business

A. Façade Reimbursement for Tim and Tracy Baker at 107 E State St

King stated that the Baker's completed the door as part of the grant but were not able to complete the windows. A partial reimbursement of the grant was processed, and the grant was closed.

10. DDA Member Comment –

King thanked the board for approving the streetscape bid and stated that with the commencement of the project on the former Royal Coach site as well as the commencement of the Tyden Lofts, the City will experience progress towards housing and development not seen in the City of Hastings for decades.

11. Open Public Comment and Discussion – None

12. Adjournment

Motion by Tossava, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 8:45 a.m.

Deb Button, Vice- Chair

Dan King, Recording Secretary

Prepared by: Dan King, City of Hastings

**Hastings Public Library Board of Trustees
Minutes**

Date: August 7, 2023 – 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 Newberry at 4:31 p.m.

- Board members present: Kelli Newberry, Audrey Burton, Jane Cybulski, Jeff Kniaz, Bill Nesbitt, Chloe Kelly, Not Present: Brenda Stacy, Cloe Oliver, Dave Koons.
- Also present were Peggy Hemerling and David Edelman.

2. AGENDA: Add two new items, review correspondence from Diane Hawkins and discuss scanning the Maple Valley News. Jeff Kniaz motioned to approve the agenda as amended, Audrey Burton seconded. Motion approved.

3. MINUTES: Jeff Kniaz motioned to approve the July 10, 2023, minutes, seconded by Chloe Kelly. Motion approved.

4. FINANCIAL REPORTS: REVIEW JUNE 2023 REPORTS and INVOICES – Jeff Kniaz moved we accept the financial reports as written, seconded by Bill Nesbitt. Motion approved.

5. LIBRARY DIRECTORS REPORT: July 2023

6. COMMITTEES

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

7. NEW BUSINESS

- a. Jeff Kniaz motioned that we accept updates to the Patron Code of Conduct Policy, seconded by Chloe Kelly. Motion approved.
- b. Jeff Kniaz motioned that we accept the updates to the Personnel Policy, seconded by Chole Kelly. Motion approved.
- c. Jeff Kniaz moved that we approved the closing of the drive-thru so that the window construction (Battle Creek Glass) company can use the area for their container and lift trucks. Seconded by Bill Nesbitt. Motion approved.
- d. Audrey Burton motioned to table the Maple Valley News digitization project until the next meeting, seconded by Jane Cybulski. Motion approved.

8. NEXT MEETING DATE

- a. Next board meeting on Monday, August 28, 2023, at 4:30 p.m.
- 9. ADJOURNMENT: Meeting was adjourned at 5:04 p.m.

August 8, 2023 Results Breakdown

Ward 1	Yes	No	Total	Voter Turn out %
Polls	127	48	175	19.27%
AV	175	110	285	
			460	
Ward 2				
Polls	82	34	116	7.32%
AV	71	48	119	
			235	
Ward 3				
Polls	134	33	167	6.97%
AV	63	35	98	
			265	
Ward 4				
Polls	139	47	186	15.81%
AV	156	83	239	
			425	
Total	947	438	1385	12.31%

AUGUST 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
6	7 Planning Commission 7:00 PM Library 4:30 PM	8	9 Cemetery 3:00 PM	10	11	12
13	14 Council 7:00 PM	15 ZBA 7:00 PM - EX	16 JPC@Rutland 5:30	17 DDA 8:00 AM	18	19
20	21 JPA@Rutland 5:30	22	23 Airport 4:30 PM	24 LDFA 8:00 AM	25	26
27	28 Council 7:00 PM Library 4:30 PM (Sept Mtg)	29	30	31	1	2