



Regular Council Meeting  
March 10, 2025  
Executive Summary

Item #	Summary
9A-E	<p><b>Description:</b> Items for Action by Unanimous Consent</p> <p><b>Recommended Action:</b> Motion to approve the consent agenda as presented.</p>
10A	<p><b>Description: Ordinance #628</b></p> <p><b>Recommended Action:</b> Conduct first reading of <b>Ordinance 628</b> amendment to Division 2-V-2, Article II, of Chapter 2 of the Hastings Code of 1970 to establish the purchasing and contracting procedures for the City of Hastings.</p>
10B	<p><b>Description: Ordinance #629</b></p> <p><b>Recommended Action:</b> Conduct first reading of <b>Ordinance 629</b> pertaining to text amendment to Section 90-883 Driveways.</p>
10C	<p><b>Description: Resolution 2025-03 – Relay for Life Approval</b></p> <p><b>Recommended Action:</b> Motion to approve, under the direction of staff, Relay for Life of Barry County’s annual request to hold the Relay for Life event supporting the American Cancer Society in Tyden Park from <b>12:00 PM on Saturday, September 13, 2025, through 12:00 PM on Sunday, September 14, 2025,</b> and to adopt <b>Resolution 2025-03</b>, staying the necessary ordinances.</p>



City of *Hastings* Michigan

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

201 E. State Street 49058

Item #	Summary
10D	<p><b>Description: Cyclocross Racing Event &amp; Resolution 2025-04</b></p> <p><b>Recommended Action:</b> Motion to approve, under direction of staff, Michigan Cyclocross, LLC request to conduct the “Kisscross Cyclocross” bicycle racing event in Fish Hatchery Park from <b>7:30 AM to 5:00 PM on Sunday, September 14, 2025</b>, and to adopt <b>Resolution 2025-04</b>, staying the necessary ordinances.</p>
10E	<p><b>Description: 2025 Capital Improvement Plan</b></p> <p><b>Recommended Action:</b> Motion to adopt the <b>2025 Capital Improvement Plan</b> as presented.</p>
10F	<p><b>Description: Tow Behind Air Compressor</b></p> <p><b>Recommended Action:</b> Motion to approve the purchase of a tow behind air compressor from AIS Construction in the amount of <b>\$27,050</b>.</p>

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

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**City Council Agenda**  
**March 10, 2025**

1. Regular meeting called to order at 7:00 PM
2. Roll call
3. Pledge to the flag
- \* 4. Approval of the agenda
- \* 5. Approval of the minutes of the February 24, 2025, regular meeting
- √ 6. Public Hearings: (None)
7. Public Comment:
8. Formal Recognitions and Presentations:
  - A. Presentation from Dave Hatfield, Barry County Commissioner.
- √ 9. Items for Action by Unanimous Consent:
  - \* A. Request from Gina McMahon, Recreation & Outreach Director of the YMCA of Barry County, to hold their yearly summer program at Fish Hatchery Park's Large Pavillion and Fish Hatchery Building from **June 17 through August 9, 2025, Monday through Friday, 8:30 AM to 1:00 PM.**
  - \* B. Request from J. Maizlish Mole of the Hastings Pride Committee to accept donations and sell merchandise at the Hastings Pride 2025 event at Thornapple Plaza on **Saturday, June 28, 2025 from 1:00 pm – 6:00 pm.**
  - \* C. Consider acceptance, with regret, the resignation of Ann Ulberg from the Downtown Development Authority (DDA) Board, effective immediately.
  - \* D. Consider the Mayor's appointment of Scott Schultz to the Downtown Development Authority (DDA) Board with the consent of the Council. The term of appointment is March 11, 2025, through December 31, 2025.
  - \* E. Receive and place on file four (4) invoices totaling **\$34,537.16.**
- √ 10. Items of Business:
  - \* A. Conduct first reading of **Ordinance 628** amendment to Division 2-V-2, Article II, of Chapter 2 of the Hastings Code of 1970 to establish the purchasing and contracting procedures for the City of Hastings.

- \* B. Conduct first reading of **Ordinance 629** pertaining to text amendment to Section 90-883 Driveways. The Planning Commission has recommended an amendment to Section 90-883 (b)(4) increasing the maximum driveway width at the property line from 20 feet to 24 feet.
- \* C. Motion to approve, under the direction of staff, Relay for Life of Barry County's annual request to hold the Relay for Life event supporting the American Cancer Society in Tyden Park from **12:00 PM Saturday, September 13, 2025, through 12:00 PM on Sunday, September 14, 2025**, and to adopt **Resolution 2025-03**, staying the necessary ordinances.
- \* D. Motion to approve, under direction of staff, Michigan Cyclocross, LLC request to conduct the "Kisscross Cyclocross" bicycle racing event in Fish Hatchery Park from **7:30 a.m. to 5:00 p.m. on Sunday, September 14, 2025**, and adopt **Resolution 2025-04**, staying the necessary ordinances.
- \* E. Motion to adopt the **2025 Capital Improvement Plan** as presented.
- \* F. Motion to approve the purchase of a tow behind air compressor from AIS Construction in the amount of **\$27,050**.

11. Staff Presentations and Policy Discussion:

12. City Manager Report:

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

√ 13. Reports and Communications:

- \* A. Hastings Public Library Board of Trustees Draft Minutes – March 3, 2025

14. Public Comment:

15. Mayor and Council comment:

16. Adjourn

\* Items with enclosures.

√ Motion under agenda heading requires roll call vote.

### Guidelines for Public Comment

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

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

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

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**City Council Minutes**  
**February 24, 2025**

1. Regular meeting called to order at 7:00 PM
2. Roll call  
  
Councilmembers Present: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava.  
  
City Staff and Appointees Present: Moyer-Cale, Jordan, Kelly, King and Perin.
3. Pledge to the flag
4. Approval of the agenda  
  
Motion by Rocha, with support from McLean, to approve the agenda as presented.  
All ayes. Motion carried.
5. Approval of the minutes of the February 10, 2025, workshop meeting  
  
Motion by Stenzelbarton, with support from Nesbitt, to approve the minutes of the February 10, 2025, workshop meeting.  
  
Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava  
Nays: None  
Motion carried.  
  
A. Approval of the minutes of the February 10, 2025, regular meeting  
  
Motion by Barlow, with support from Rocha, to approve the minutes of the February 10, 2025, regular meeting.  
  
Ayes: Barlow, Brehm, Devroy, McLean, Nesbitt, Resseguie, Rocha, Stenzelbarton and Tossava  
Nays: None  
Motion carried.
6. Public Hearings: (None)

## 7. Public Comment:

Comments from Michael Payne, property owner of 411 W. Clinton St, regarding a damaged sanitary sewer lateral. Mayor Tossava explained he needed to have to follow up with staff as needed.

## 8. Formal Recognitions and Presentations:

- A. Presentation from Dave Hatfield, Barry County Commissioner. (Absent)
- B. Presentation from Dennis Redman, President of the Barry County Expo Center Board, of Economic Impact Analysis information for the forthcoming "Rock the Country" event on June 13-14, 2025.

Discussion held.

Show of hands – All Council in favor of "Rock the Country" event.

## 9. Items for Action by Unanimous Consent:

- A. Motion to approve the Mayor's appointment of Amanda Mattson for the open position in the Hastings Public Library Board.

Motion by Rocha, with support from McLean, to approve the Mayor's appointment of Amanda Mattson for the open position in the Hastings Public Library Board.

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

Nays: None

Motion carried.

- B. Request by WBCH Radio to hold the 19<sup>th</sup> Annual South Jefferson Saint Patrick's Day Parade on **Monday, March 17, 2025**, beginning at 4:00 PM.

Motion by Stenzelbarton, with support from Devroy, to approve the request by WBCH Radio to hold the 19<sup>th</sup> Annual South Jefferson Saint Patrick's Day Parade on **Monday, March 17, 2025**, beginning at 4:00 PM.

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

Nays: None

Motion carried.

- C. Motion to approve Hastings Rotary and Kiwanis Clubs' Concession Sales and Beer and Wine Sales agreements.

Motion by McLean, with support from Devroy, to approve Hastings Rotary and Kiwanis Clubs' Concession Sales and Beer and Wine Sales agreements.

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

Nays: None

Motion carried.

- D. Motion to reserve Tyden Park for the Police Department to host the Barry County First Responders Day Out event on **Saturday, July 12, 2025, from 2:00-5:00 PM.**

Motion by Barlow, with support from Rocha to reserve Tyden Park for the Police Department to host the Barry County First Responders Day Out event on **Saturday, July 12, 2025, from 2:00-5:00 PM.**

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

Nays: None

Motion carried.

- E. Receive and place on file six (6) invoices totaling **\$68,231.19.**

Motion by Brehm, with support from McLean, to receive and place on file six (6) invoices totaling **\$68,231.19.**

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

Nays: None

Motion carried.

10. Items of Business:

- A. Motion to approve **Resolution 2025-02** to stay necessary Ordinances for the Barry County First Responders Day at Tyden Park on July 12, 2025.

Motion by Stenzelbarton, with support from Nesbitt, to approve **Resolution 2025-02** to stay necessary Ordinances for the Barry County First Responders Day at Tyden Park on July 12, 2025.

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

Nays: None

Motion carried.

- B. Motion to approve the quote by C&N Heating and Cooling for a ductless split system for the City Hall server room in the amount of **\$5,250.**

Motion by Brehm, with support from McLean, to approve the quote by C&N Heating and Cooling for a ductless split system for the City Hall server room in the amount of **\$5,250.**

Discussion was held.

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



Nays: None  
Motion carried.

- C. Motion to approve the proposal from Integrated Controls Inc. to replace the failed controllers and write new logic in the amount of **\$6,995.**

Motion by Barlow, with support from Devroy, to approve the proposal from Integrated Controls Inc. to replace the failed controllers and write new logic in the amount of **\$6,995.**

Discussion was held.

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

- D. Motion to purchase three complete sets of structural firefighting protective clothing from Axes and Irons for the total cost of **\$10,859.34.**

Motion by Nesbitt, with support from McLean, to approve the purchase of three complete sets of structural firefighting protective clothing from Axes and Irons for the total cost of **\$10,859.34.**

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

- E. Motion to approve Moore & Bruggink to perform Construction Engineering for the East State Street project in an amount not to exceed **\$54,000.**

Motion by McLean, with support from Nesbitt, to approve Moore & Bruggink to perform Construction Engineering for the East State Street project in an amount not to exceed **\$54,000.**

Discussion was held.

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

- F. Motion to authorize the sale of a 2015 Ford Taurus. The sale of this vehicle is likely to be over **\$5,000** requiring Council approval for the sale.

Motion by Barlow, with support from Nesbitt, to authorize the sale of a 2015 Ford Taurus. The sale of this vehicle is likely to be over **\$5,000** requiring Council approval for the sale.

Discussion was held.

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

Nays: Nays

Motion carried.

- G. Motion to authorize the letter of support for the **BEAD (Broadband Equity, Access and Deployment)** program on behalf of the Hastings City Council.

Motion by Brehm, with support from McLean, to authorize the letter of support for the **BEAD (Broadband Equity, Access and Deployment)** program on behalf of the Hastings City Council.

Discussion was held.

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

Nays: None

Motion carried.

11. Staff Presentations and Policy Discussions:

- A. Purchasing Ordinance
- B. 2025-2026 Council Goals

Discussion was held on both presentations.

Extended discussion held about Pedestrian Bridge at Tyden Park.

Added extended discussion about ambulance service funding.

12. City Manager Report:

- A. Police Chief Boulter Monthly Report (Presented by Deputy Chief Kelly)
- B. City Clerk/Treasurer Perin Monthly Financial Reports
- C. Community Development Director King Monthly Report

13. Reports and Communications:

- A. Riverside Cemetery Preservation Advisory Board Meeting Minutes – February 12, 2025
- B. DRAFT DDA Minutes – February 20, 2025

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

14. Public Comment: (None)

15. Mayor and Council comment:

Comments from Barlow

16. Adjourn:

Motion by McLean, with support from Devroy, to adjourn meeting.  
All ayes. Motion carried. Meeting adjourned at 8:12 PM.

Read and Approved:

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

\_\_\_\_\_  
Amy Hubbell, Deputy City Clerk

DRAFT



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Dear Sarah Moyer-Cale,

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

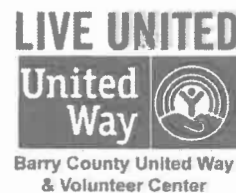
**SUMMER PLAYGROUND: JUNE 17-AUGUST 9**  
FISH HATCHERY PARK, LARGE PAVILION, FISH HATCHERY BUILDING  
Monday-Friday  
8:30am-1:00pm

Sincerely,

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

## YMCA OF BARRY COUNTY

P.O. Box 252  
2055 Iroquois Tr.  
Hastings, MI 49058  
269-945-4574 office@ymcaofbarrycounty.org  
www.ymcaofbarrycounty.org





# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Hastings Pride Committee

**Meeting Date:** March 10, 2025

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## Recommended Action:

Approve, under the direction of staff, the Hastings Pride Committee to sell merchandise and accept donations from 1 p.m. until 6 p.m. on Saturday June 28, 2025, at the Thornapple Plaza. Per Section 58-82 (j) of the Municipal Code as follows: No vending or solicitation of funds is permitted at an entertainment venue without approval of the City Council.

## Background Information:

The Hastings Pride Committee will be hosting a festival at the Thornapple Plaza that will feature live music and entertainment utilizing either bands or a recorded music via a public address system. The Committee will have merchandise available for purchase as well as requesting funds via donation for local charities. The event will include the Rotary and Kiwanis Clubs of Hastings staffing the concession stand similar to Friday Night feature events. Staff have reviewed the request.

## Financial Implications:

The security deposit and appropriate large entertainment venue fee have been collected.

## Attachments:

- Hastings Pride Committee Request Letter
- Application for Use of Entertainment Venue

# Hastings Pride Committee

To: Hastings City Council

Re: Hastings Pride 2025

19 February 2025

Dear Council members,

We are presently planning Hastings Pride Festival 2025, which we hope to hold at Thornapple Plaza on Sat. 28 June 2025 from 1–6pm. We are requesting the City Council's approval of this important and positive community event.

Last year's inaugural Hastings Pride Festival was an unmitigated success, drawing an estimated 800–900 participants. We had around 25 booths, live performances including a set by local hero Spencer LaJoye, and a splendid, family-friendly drag show. The event did draw a tiny group of three protesters, who kept to the margin of the festival and caused no real trouble; to our knowledge, there were no other complaints during or after the festival.

Most importantly, the festival provided an incredibly affirmative opportunity for members of the LGBTQ community and its allies here in Hastings to gather and celebrate together – something no other event of this scale has ever provided in this city. People of all ages attended. They were able to see the size of their community for the first time, to see and be seen, and to support and show solidarity with one another. The feedback we received before, during and after the festival was incredible and overwhelming – it just can't be overstated how much the arrival of this festival has meant to people here. We feel that it was an exceptionally positive experience all around.

This year's event will follow much the same blueprint. There will be booths (mostly hosted by community organizations), activities, a DJ playing music before and between the live performances, a live musical act (TBD), and a family-friendly drag show. As it was last year, the drag show will be designed to be fully appropriate for an all-ages audience – no profanity, nudity or adult themes or content of any kind. For those unfamiliar with the form, this drag show is basically a series of uplifting lip-sync acts performed in extravagant and fanciful costumes by both men and women; last year we had a space alien, a clown and a harlequin among the acts.

This year we have also been working with members of the Rotary & Kiwanis clubs, who have offered to host the concessions booth, serving food and beverages (including beer and wine) as they do at many of the summer concerts at the Plaza.

We thank you in advance for your consideration of this.

Best wishes,



J Maizlish Mole  
Hastings Pride Committee

**Email**      [hastingspridecommittee@gmail.com](mailto:hastingspridecommittee@gmail.com)

**Postal**      810 W. Green St.  
Hastings, MI 49058

**Donate**      Venmo: @quafoh  
PayPal: @hastingspride  
CashApp: \$hastingspride

**Resources**   <https://linktr.ee/queerandfriendsofhastings>

**COMMUNITY DEVELOPMENT  
DEPARTMENT**



Hastings City Hall  
201 E. State St.  
Hastings, MI 49058  
269-945-2468

Dan King  
Community Development Director  
dking@hastingsmi.org

Date of Application:	
Date Received:	
Date of Approval:	
Date of Issuance:	
Type of Permit:	

**APPLICATION FOR USE OF ENTERTAINMENT VENUE**

**PLEASE READ AND COMPLETE ENTIRE APPLICATION PRIOR TO SUBMITTAL.**

**PAYMENT IS REQUIRED WITH APPLICATION SUBMISSION AND WILL NOT BE ACCEPTED WITHOUT IT.**

**PLEASE COMPLETE ENTIRE APPLICATION TO AVOID DENIAL OF REQUEST.**

*Please call with any questions!*

Organization:	HASTINGS PRIDE COMMITTEE
Contact Name:	J MAIZLISH MOLE
Mailing Address:	810 W. GREEN ST. HASTINGS, MI 49058
Email Address:	
Phone Number:	269.883.0568
Venue TP or SP	TP = Thornapple Plaza SP = Spray Plaza Stage TP

Date of Event (Day of Week / Month / Date / Year):	SAT. / 6 / 28 / 2025		
Start Time of SETUP for event:	10 AM	EVENT Start Time:	1 PM
Stop Time for completion of TEAR DOWN:	8 PM	EVENT Stop Time:	6 PM

Name & Complete Description of Event: <i>Provide map of event set up at least fifteen (15) days prior to the event.</i>	HASTINGS PRIDE 2025. A festival promoting & celebrating the social & self-acceptance of the LGBTQ+ community and its allies.		
Will entertainment be involved? <i>If yes, give details w/ # of groups, type of music, time of performance(s) etc.</i>	Any entertainment may need the approval of the City Staff and/or City Council - allow forty-five (45) days for approval. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Performers and schedule <del>is</del> <sup>are</sup> as yet to be confirmed.		
Will other equipment be used? <i>(i.e. generator, tents, inflatables, etc.) If yes, give details. Certificate of Insurance may be required.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 10x10 tents will be set up around the site for tabling organizations. A balloon arch will be set up at the Plaza's SW entrance.		
Will participants be asked for free-will offering? <i>If yes, provide detail of use for offering. Must receive City Council approval.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Organizations tabling at the event may be soliciting donations, including the Hastings Pride Committee		
Will admission be charged to the event? <i>If yes, what is the cost? Must receive City Council approval</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of people expected to attend:	<input type="checkbox"/> less than 50	<input type="checkbox"/> 51 - 200	<input type="checkbox"/> 201 - 500 <input checked="" type="checkbox"/> over 500
REQUIRED: Name & contact info for two (2) people with authority present during the event:	Name: J MAIZLISH MOLE	Phone: 269.883.0568	
	Name: SYDNEY SMITH	Phone: 269.953.3236	
Check any City assistance needed: <i>Additional fees may apply.</i>	<input checked="" type="checkbox"/> Public Bathrooms		<input checked="" type="checkbox"/> Electricity

**Entertainment Venue/City of Hastings**  
**WAIVER AND FACILITY PERMIT**

It is hereby agreed and understood that the above Facility is reserved, as specified, for the use of the above named person and/or User. The Facility reserved is subject to inspection by any authorized representative of The City of Hastings, both prior to, and after the event in order to assure proper use of City property. This permit must be in the possession of the User to whom it is issued and shown upon request to any of the above-mentioned representatives.

The user assumes personal liability and responsibility for any and all costs of cleanup of the premises, loss, breakage, damage to or removal of City property and further assumes liability and responsibility for the conduct and good order of the group and its invitees and guests.

The User shall be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or guests, may bring to, store at, or leave at the Facility, and shall indemnify and hold harmless The City of Hastings and any department, agent, official and/or employee thereof for any personal injury incurred during, or as a result of such use. The User further agrees to abide by all procedures, policies, and rules governing use of the above-mentioned facility.

**I have read and agree to the User Responsibilities as attached to this document.**

Witness the hand and seal of the User as of the date indicated below.

User:  Date: 9/27/2024

Any User under the age of 21 must have the signature of a parent or guardian who shall assume any and all responsibility and liability as set forth above and the person signing must be in attendance at the rental event.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Written Name: \_\_\_\_\_ Phone: \_\_\_\_\_

PLEASE NOTE: APPROVAL IS REQUIRED FOR RESERVATION OF THIS FACILITY.

FOR OFFICE USE ONLY	
<p>Rental Fee: \$ _____ <input type="checkbox"/> Cash</p> <p>Sec. Deposit \$ _____ <input type="checkbox"/> Check</p> <p>Staff: _____ <input type="checkbox"/> Credit</p> <p><i>City Staff Approval:</i></p> <p>_____ Date: _____</p> <p>DENIAL - If denied, reason why:</p> <p>_____</p> <p>_____</p>	<p>Forward to City Council?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <hr/> <p>Comments:</p> <p>_____</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied – reason for denial:</p> <p>_____</p> <p>Forward to City Council?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <hr/> <p>Comments:</p> <p>_____</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied – reason for denial:</p> <p>_____</p>



CITY OF HASTINGS  
201 E STATE STREET  
HASTINGS MI 49058-1954

Receipt No: 1.151438

Nov 6, 2024

HASTINGS PRIDE COMMITTEE

OTHER REVENUE - THORNAPPLE PLAZA FEE	250.00
HASTINGS PRIDE COMMITTEE 6/28/24 1-6 PM	
101-100-651-010 Thrnapple Plaza/Splsh Pad Fees	

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Total:	250.00
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CHECK	Check No: 1005	250.00
Payor: HASTINGS PRIDE COMMITTEE		

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Total Applied:	250.00
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Change Tendered:	.00
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Duplicate Copy

11/06/2024 2:24 PM

**Dave Tossava**

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**From:** Ann E. Ulberg <aeulberg@hcb.us>  
**Sent:** Friday, February 28, 2025 4:23 PM  
**To:** Dan King  
**Cc:** Dave Tossava  
**Subject:** Hastings DDA

**CAUTION: External Email**

Good afternoon, Dan and Dave,

I just wanted to let you know that I will be stepping down from my position on the Hastings DDA board. I have taken another position that will be taking me away from the Hastings area. I appreciate the opportunity to serve on your board, I truly enjoyed getting to know everyone.

If you need anything additional from me, please let me know.



**Ann E. Ulberg**  
Senior Branch Manager  
NMLS #645450  
Phone | 269.795.3338  
Fax | 269.795.7391  
Email | [aeulberg@hcb.us](mailto:aeulberg@hcb.us)  
435 Arlington St, Middleville, MI 49333  
[highpointcommunitybank.com](http://highpointcommunitybank.com)





## City of Hastings

201 E. State Street  
 Hastings, Michigan 49058  
 (269) 945-2468 • Fax (269) 948-9544

### APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk  
 City of Hastings  
 201 E. State St.  
 Hastings, MI 49058

The information in this application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Hastings board or commission. The Hastings City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills or property taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Scott Wade Schantz Jr  
 (First) (Middle) (Last)

Home Address: [REDACTED] Telephone #: [REDACTED]

Place of Employment: Barry County Road Commission

Business Address: 1725 W M43 HWY Hastings, MI Telephone #: 269-945-3449

E-Mail: [REDACTED] Fax #: \_\_\_\_\_

Title / Type of Work: Equipment Superintendent/Facility Manager

Length of Residence in City: 11 yrs Own/Rent: Own US Citizen: Y  N

Educational Background:

HHS graduate, various leadership/management courses through USMC. Unit Training Manager course through MIANG. Current participant in Leadership Barry County.

Community Activities:

Former volunteer for Barry County Sheriff's Posse

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Hastings website):

- 1) Downtown Development Authority 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

Additional information on experience, qualifications, etc.:

Owner of the Full Moon Saloon. Experience in future budget planning at BCRC.

Experienced in facility project development, management, and bidding procedures.

Experienced in presenting purchase and facility improvement proposals to the BCRC board.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

We love our city and want to be involved in helping our community grow. We are invested. In the near future, we plan to make improvements to the exterior of our business. Parking is of immediate concern as city business grows.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain:

None

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Hastings? If yes, please explain: City utilities. Soon to be participants in

in the city Social District.

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain:

None

**REFERENCES:**

Name: Jake Welch Relationship: BCRC Managing Director

Telephone #: [REDACTED]

Name: David Solmes Relationship: BCRC Commissioner

Telephone #: [REDACTED]

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

\*\*\*\*\*

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Hastings Office of the City Manager.

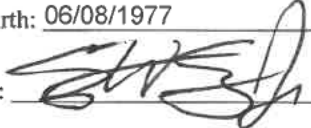
I hereby authorize the City of Hastings to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Hastings and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Scott Wade Schantz Jr certify that the information provided  
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 06/08/1977

Signature:  Date: 03/04/25

**Summary - City of Hastings Invoices  
City Council Meeting  
March 10, 2025**

No.	Vendor	Amount	Description (with date paid)
1	Detroit Salt Company	\$6,254.66	Rock Salt (Feb 21, 2025)
2	Aanalytics	\$7,525.00	Desktop and Laptop Replacements (Feb 21, 2025)
3	Wickham Cemetery Care	\$7,637.50	Cemetery Services (Feb 21, 2025)
4	High Point Tree Service	\$13,120.00	Tree Services (Feb 21, 2025)
<b>4</b>	<b>Invoices</b>	<b>\$34,537.16</b>	



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: First Reading of Ordinance 628 - Purchasing**

**Meeting Date: March 10, 2024**

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Recommended Action:

None, first reading only.

Background Information:

The draft purchasing ordinance has been revised to reflect feedback received from two recent council discussions. The draft has been modified to ordinance adoption format and is enclosed for your review.

Financial Implications:

None.

Attachments:

- Ordinance 628

**CITY OF HASTINGS**  
**County of Barry, State of Michigan**

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**ORDINANCE NO. 628**

AN ORDINANCE TO AMEND DIVISION 2-V-2, ARTICLE II, OF CHAPTER 2 OF THE HASTINGS  
CODE OF 1970 TO ESTABLISH THE PURCHASING AND CONTRACTING PROCEDURES FOR THE  
CITY OF HASTINGS

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**THE CITY OF HASTINGS ORDAINS:**

**Section 1. Amendment and Restatement of Chapter 2, Article 2-V** Sections 2-211 through 2-221 of Chapter 2, "DIVISION 2-V-2 PURCHASING AND CONTRACTING PROCEDURES are hereby amended and restated in their entirety to read as follows:

Sec 2-211 Definitions

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Purchase or Purchases* shall mean an exchange or transfer of goods and/or services.

*Purchasing agent* means the city manager or any officer or employee designated by the city manager to act as purchasing agent.

Sec 2-212 Generally

The general authority of the purchasing agent shall be pursuant to chapter VIII of the Charter and to this division.

Sec 2-213 Purchases Under \$1,000

Purchases involving expenditures of \$1,000 or less may be made with the approval of the applicable department head.

Sec 2-214 Purchases Equal to or Greater Than \$1,000 and Under \$15,000

1. Purchases equal to or greater than \$1,000 and less than \$15,000 may be made in the open market by the purchasing agent, provided that the Council approves purchases greater than \$5,000 in value. Such purchase shall be based on competitive prices and shall be awarded to the lowest competent vendor, except as otherwise provided in this division.



2. The purchasing agent may solicit prices verbally, by telephone or by written communication. If bids are solicited via written communication, a copy of such request for bids shall be posted in the city hall.
3. In determining the competency of a bidder, the purchasing agent shall be guided by his/her judgment of the ability of the bidder to provide the required material or services in compliance with the specifications set forth in the request for bids. If the purchase is not made with the lowest bidder, a statement of the reasons for placing the order with a higher bidder shall be prepared by the purchasing agent and filed with the purchase order or contract.

Sec 2-215 Purchases Equal to or Greater Than \$15,000.

1. Any purchase involving an expenditure where sealed bids are required under this section must be approved by the city council.
2. Sealed bids shall be requested by the purchasing agent by mailing or emailing a copy of the specifications or requirements, or directions on how such information may be obtained, to such qualified vendors as may be known to him/her at such time and by posting a copy of the request in the city hall.
3. Formal sealed bids shall be obtained in all transactions involving the expenditure of \$15,000.00 or more.
4. If the lowest competent bids are for the same amount, the purchasing agent shall negotiate with the low bidders for a reduced bid and shall make or recommend a purchase that appears to be in the best interests of the city.
5. Competitive bidding will not be required in the following cases:
  - a. In the employment of professional services, including medical, accounting, auditing, data processing, legal, planning, engineering, and architectural.
  - b. All services performed by the city, its departments, or its employees.
  - c. In purchasing any type of insurance coverage.
  - d. Uniforms and protective clothing.
  - e. Non-contractible services, where the scope of the work is not definitive or the cost of preparing contract documents exceeds the cost of the service.
  - f. Specialty services.
  - g. Where the purchase involves the use of State of Michigan or federal funds and State or federal rules, regulations and procedures with respect to purchases apply.
  - h. For other items for which it is not practical to obtain competitive quotes or bids, or that the city council determines that the public interest will be best served

without obtaining competitive bids; the council may waive the requirements of the purchasing ordinance and authorize the purchase as recommended by the purchasing agent provided that a copy of such approval is retained along with the contract or purchase order.

6. Unless fixed by the city council, the purchasing agent shall prescribe the amount of any security to be deposited with any bid, if applicable, and, in the case of service contracts, the amount of labor and material or performance bonds to be required of the successful bidder. Such security shall be in the form of certified or cashier's check or bond written by a surety company authorized to do business in the State of Michigan.
7. Bids shall be opened in public at the time and place designated in the request for bids. Bids shall be opened in the presence of the purchasing agent and at least one other city employee, preferably the department head requesting the purchase. Immediately following the opening, the bids shall be examined, tabulated and made publicly available for inspection.
8. After the opening of the submitted bids, such bids may not be withdrawn without forfeiture of the bid deposit. Deposits of security accompanying the three (3) low bids shall be retained until the contract is awarded and signed; other deposits shall be returned to the unsuccessful bidders immediately after the bids have been tabulated. If any successful bidder fails or refuses to enter into the contract awarded to them within ten (10) days after being notified of such an award or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the city; and the city council may, in its sole discretion, award the contract to the next lowest bidder or re-advertise the request for bids.
9. The full tabulation of all bids shall be submitted to the city council at the next regular meeting following the opening of bids, together with the recommendation of the purchasing agent. The city council, in its sole discretion, may accept the low bid, reject all bids, or determine the low bid to be unsatisfactory and make the award to the lowest competent bidder.
10. At the time a contract is executed by the awarded bidder, they shall file a bond executed by a surety company authorized to do business in the State of Michigan, assuring payment of all just debts incurred in the performance of the contract, including wages and material bills, and shall file a performance bond, if required in the bid specification. The awarded bidder shall also file evidence of public liability insurance and workers' compensation insurance in an amount satisfactory to the city Manager and shall also protect the city from loss or damage caused to any person or property by reason of negligence of the awarded bidder and its employees, agents, and sub-contractors.
11. The city council shall reserve the right to accept or reject any or all bids as submitted if in the city council's discretion such action would be in the best interests of the city.

Sec 2-216 Purchases Through Other Governmental Units

Where another governmental entity uses a bid process similar to the process specified by this division to obtain services, materials, supplies and/or equipment, the purchasing agent may purchase these items under the auspices of the other governmental unit.

Sec 2-217 Prohibitions

No purchase shall be subdivided to avoid the requirements of this division.

Sec 2-218 Emergency Purchases

In an emergency or a reasonably apparent emergency endangering the public peace, health and safety of the city which requires the immediate purchase of supplies, materials, equipment or services, the purchasing agent may purchase any supplies, materials, equipment or services which he/she deems reasonable and immediately necessary. In the case of emergency purchases, a report of the circumstances of the emergency purchase shall be filed and presented to the city council at the next regular meeting.

Sec 2-219 Inspection Of Materials

The responsibility for the inspection and acceptance of all materials, supplies and equipment purchased under this division shall rest with the purchasing agent.

Sec 2-220 Local Preference

Vendors located within fifteen (15) miles of the city may be awarded purchases or contracts when the lowest qualified local bid/price is within five percent (5%) or less of the lowest qualified non-local bid.

**Section 2. Repeal.** All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

**Section 3. Effective Date.** This ordinance shall become effective upon its adoption and publication as provided by the City Charter.

Moved by \_\_\_\_\_, with support by \_\_\_\_\_, that Ordinance No. 628 be adopted as read.

YEAS:

NAYS;

ABSENT:

Adoption Date: March 24, 2025

Effective Date: April 8, 2025

First Reading: March 10, 2025

Second Reading: March 24, 2025

CITY OF HASTINGS

By: \_\_\_\_\_

Linda Perin

City Clerk

**CERTIFICATE**

The undersigned, being the duly qualified and acting Clerk of the City of Hastings, Michigan, does hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Hastings, at a regular meeting of the City Council on March 13, 2023, at which meeting a quorum was present and remained throughout, and that the original of said Ordinance is on file in the records of the City of Hastings. I further certify that the meeting was conducted, and public notice was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available thereby.

CITY OF HASTINGS

By: \_\_\_\_\_

Dated:

\_\_\_\_\_  
Linda Perin

City Clerk



# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Ordinance #629 – Driveway Width

**Meeting Date:** March 10, 2025

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## Recommended Action:

None required - Conduct first reading of Ordinance #629 pertaining to the text amendment to Section 90-883 Driveways.

## Background Information:

At the April 18, 2023 Zoning Board of Appeals meeting, the Board of Appeals granted a variance to a residential property owner to construct a driveway more than the 20-foot maximum width after the applicant provided sufficient evidence that several driveways in the immediate neighborhood exceeded the 20-foot maximum. The Planning Commission, with assistance from staff and the Planning Consultant, has recommended a text amendment to the driveway ordinance increasing the maximum width of a driveway at the property line from 20 feet to 24 feet. The proposed amendment would bring many non-conforming driveways into compliance with the revised ordinance as well as allow slightly wider driveway access for both garage expansion from one stall to two stalls as well as new home construction that includes two stall garages.

## Financial Implications:

There are no financial implications from this request.

## Attachments:

- Planning Consultant Staff Report
- Ordinance #629

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

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**ORDINANCE NO. 629**

AN ORDINANCE TO AMEND CHAPTER 90 OF THE HASTINGS CODE OF 1970, AS AMENDED, BY AMENDING THE FOLLOWING: ARTICLE 90 - IX, DIVISION 90-IX-5, SECTION 90-883 (B)(4).

AS RECOMMENDED BY THE PLANNING COMMISSION ON MARCH 3, 2025

**THE CITY OF HASTINGS ORDAINS:**

**SECTION I.**

Chapter 90 is hereby amended by amending Article 90-IX, Division 90-IX-5, Section 90-883 (b)(4). Amended text in **BOLD**.

**Section 90-883 Driveways**

- a) General requirements. All driveways, including tapers and approaches, shall be located within the limits of the side lot lines extended to the centerline of the roadway except for shared driveways as permitted by this section.
- b) Residential driveways.
  - 1.
    - a) A lot or parcel containing a single-family dwelling shall have only one driveway. Two driveways may be permitted for a circle drive on the lot or parcel, but only if the lot or parcel has 80 feet or more of frontage on the street.
    - b) One additional driveway may be allowed for every 70 feet of frontage that is in excess of 100 feet of lot frontage.
  - 2. Driveways serving a lot containing a single-family or two-family dwellings shall be a minimum of 45 feet from a driveway on another lot as measured between the centerline of each driveway. The zoning administrator may permit driveways closer together if it can be demonstrated that there is some feature peculiar to the lot or street or the location of an existing driveway prevents or makes it difficult to comply with the 45-foot spacing requirement.
  - 3. Dwellings constructed after the effective date of the ordinance from which this section was derived shall be served by a driveway paved with asphalt or concrete that shall connect the garage or parking space with the street.
  - 4. The maximum width of a driveway serving a single-family or two-family dwelling shall be a minimum of 12 feet and a maximum of ~~20~~ **24** feet as measured at the property line.

- 5.
- a) For lots containing single-family and two-family dwellings where the dwelling is more than 150 feet from the edge of the street, the fire chief shall review the driveway and make recommendations to require, to the extent possible, that the driveway be constructed so the dwelling can be provided adequate fire protection.
  - b) For driveways that cross a ditch, natural drainage course or other body of water, the fire chief shall approve the crossing to ensure it is capable of accommodating emergency vehicles.

SECTION II.

If any article, section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

SECTION III.

This ordinance shall become effective upon its adoption and publication as provided by City Charter.

Moved by , with support by , that Ordinance No. 629 be adopted as read.

YEAS:  
NAYS:  
ABSENT:

Adoption Date:  
Effective Date:  
First Reading:  
Second Reading:

CITY OF HASTINGS

---

By: Amy Hubbell  
Hastings Deputy City Clerk

CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the City of Hastings, Michigan, does hereby certify that the foregoing is a true and complete copy of an Ordinance adopted by the City Council of the City of Hastings, at a regular meeting of the City Council on the day of 2025, at which meeting a quorum was present and remained throughout, and that the original of said Ordinance is on file in the records of the City of Hastings. I further certify that the meeting was conducted, and public notice was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

Dated:

\_\_\_\_\_

City Clerk





# MCKENNA

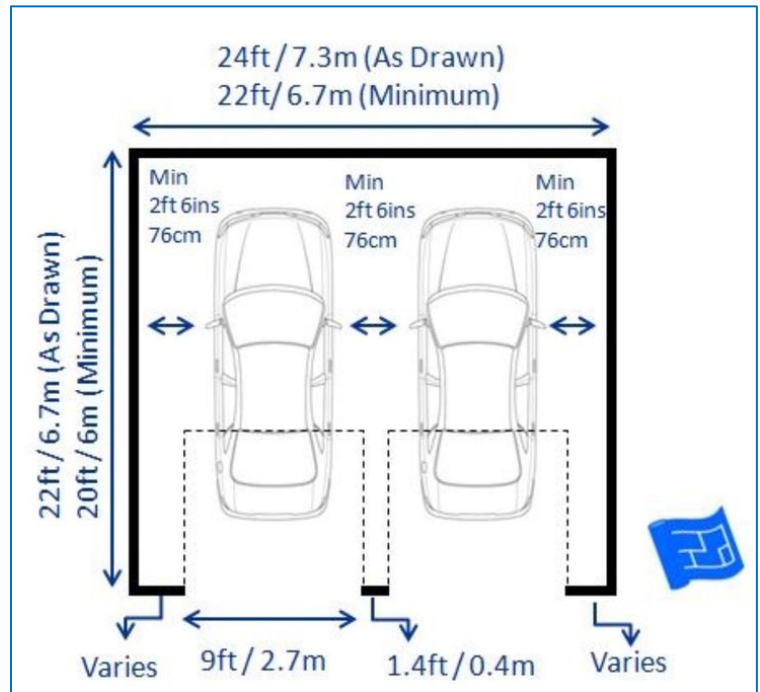
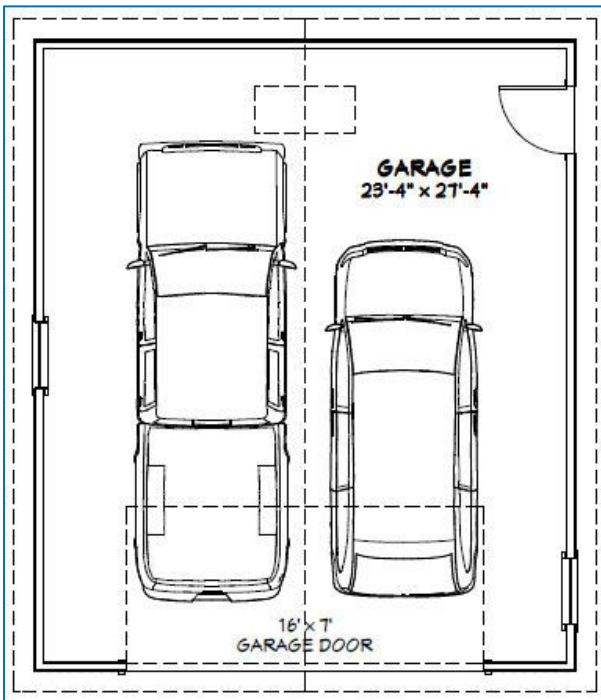
May 1, 2023

**Subject:** Residential Driveways

## Standard Double Car Driveways

**Double car driveways can be between 20 and 24 feet wide.** A driveway width of 20 feet provides enough space for two cars to pass, but not quite enough room for parking side-by-side and opening doors. If you need space for parking two cars, consider making your driveway 24 feet wide.

## Standard 2-Car Garage/Garage Door Dimensions



WEST MICHIGAN  
151 South Rose Street  
Suite 190  
Kalamazoo, Michigan 49007

☎ 269.382.4443  
☎ 248.596.0930  
MCKA.COM

Communities for real life.



A 20 ft wide driveway could adequately serve a single 16 ft wide 2-car garage door or 2 1-car garage doors – each 9 ft wide (total of 20 ft).



A 24 ft wide driveway (preferred for side-by-side parking) would allow the driveway to extend the width of a standard 2-car garage . . . which provides room for pedestrian movement in/out of the cars without walking in the yard/landscaping.





# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Resolution 2025-03 - Relay for Life of Barry County

**Meeting Date:** March 10, 2025

---

## Recommended Action:

Motion to approve, under direction of staff, Relay for Life of Barry County's annual request to hold the Relay for Life event supporting the American Cancer Society in Tyden Park from 12:00 PM Saturday September 13, 2025, through 12:00 PM on Sunday, September 14, 2025, and adopt **Resolution 2025-03** staying the necessary ordinances.

## Background Information:

The Relay for Life event is the largest fundraising activity supporting the American Cancer Society. The Barry County group has utilized Tyden Park for the event for several years with great success. The Relay for Life committee has requested a total closure of Tyden Park for the event to be held Saturday September 13, 2025, and Sunday September 14, 2025. The park closure will increase the safety of participants, spectators, and volunteers. Staff have reviewed the request.

## Financial Implications:

There are no direct financial implications for the City.

## Attachments:

- Relay for Life of Barry County Request Letter
- Special Event Application
- Resolution 2025-03

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

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**RESOLUTION 2025-03**

**TO STAY NECESSARY ORDINANCES FOR THE AMERICAN CANCER SOCIETY USE OF TYDEN PARK FOR THE RELAY FOR LIFE FROM 12:00 PM ON SEPTEMBER 13, 2025, THROUGH 12:00 PM ON SEPTEMBER 14, 2025.**

WHEREAS, the American Cancer Society Relay for Life Committee, by way of correspondence, has requested the entire use of Tyden Park to hold the American Cancer Society Relay for Life; and

WHEREAS, the Relay for Life Committee has requested that the approved days of the event be from 12:00 PM Saturday September 13, 2025, through 12:00 PM Sunday, September 14, 2025; and

WHEREAS, the American Cancer Society Relay for Life Committee has requested a stay under Section 2-34 of the Hastings Code of Ordinances from 12:00 PM Saturday, September 13, 2025, through 12:00 PM on Sunday, September 14, 2025; and

WHEREAS, the American Cancer Society and its Relay for Life Committee desires to ensure that the Relay for Life is conducted in good taste and in accordance with all laws and regulations; now

THEREFORE, BE IT RESOLVED, that the City of Hastings hereby stays from 12:00 PM September 13, 2025, through 12:00 PM September 14, 2025, as provided under Section 2-34 of the Hastings City Code, the following:

Section 58-34; Section 58-35 (d); Section 58-38 (c) (g) and (h)

A motion to adopt the foregoing resolution being offered by Member, with support by Member:

YEAS:

NAYS:

ABSENT:

MOTION DECLARED ADOPTED.

I hereby certify that the foregoing resolution was adopted at a duly held and attended regular meeting the 10th day of March 2025 by the City Council of the City of Hastings, by a vote of voting in favor thereof, member being absent, and members voting against.

---

Amy Hubbell, Deputy City Clerk



February 17, 2025

To: Mayor, David Tossava and City Manager, Sarah Moyer-Cale  
Re: Barry County Relay For Life 2025 event

I am writing on behalf of the Barry County Relay For Life, asking that a place be added to an upcoming agenda to discuss our request to reserve Tyden Park on September 13th and 14th 2025. As in past years, we would like to reserve the entire park from 8am Saturday until 2pm Sunday where we can shut the gates and not have people drive through.

On September 13th and 14th

We request permission:

- 1) Have the whole of Tyden Park for our event
- 2) Close the gates to traffic for the entirety of the event
- 3) To have craft vendors to sell items
- 4) Food truck vendors to sell food items

As a way of generating a community event, we will offer the space at Tyden park for a vendor craft show that we will advertise as 'Small Business Saturday Fun Fair' running from 12 to 5pm(or any reasonable time within the 24 hrs time that we are renting Tyden).

Not all the planning has been completed for the 2025 event, however we are planning to have people walk the track, sell items such as homemade goods, possible food vendors, speak and play music via a speaker system, and then clean everything up at the end of the event.

Please let me know the next steps. If you wish to reach me with any questions please contact me at, 269-838-5606 or at [barrycountyrelay@gmail.com](mailto:barrycountyrelay@gmail.com)

Michelle Trowbridge and Lona  
Event Coordinator



City of Hastings  
Special Event Application

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

**Section 1: Applicant/Organization Information**

Barry County Relay for Life 269-838-5606  
Applicant/Organization Name Phone

Michelle Trowbridge 269-838-5606 barrycountyrelay@gmail.com  
Contact Name Phone Email

264 S. main st. PO Box 62 vermontville MI 49096  
Street City State Zip

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

**Section 2: Event Information**

Barry county Relay for Life  
Name of Event

Fundraising event for American Cancer society  
Description of Event

September 13<sup>th</sup> + 14<sup>th</sup>, 2025 NOON till NOON  
Event Dates Time (From/To)

8am sep. 13<sup>th</sup> 12pm sep 14<sup>th</sup>  
Set up Date(s) and Time(s) Clean Up Date(s) and Time(s)

Tyden Park

Location(s) of Event

25

Estimated number of volunteers

100 +

Estimated daily attendance (if known)

### Section 3: Event Details

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

- Road closure
  - If checked, please provide a proposed detour route.
- Closure of public parking area
- Use of park area
- Firepits/open flame
- Fireworks or pyrotechnics
  - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- Food and/or non-alcoholic beverage service or sales (if yes, contact Barry County Health Department) Food vendors
  - If yes, provide copy of Health Department Food Service License
- Temporary structures (including tents or pavilions)
- Music
  - If yes, what time will music begin and end? 12pm on the 13th
  - If yes, what type of music is proposed? Live - Acoustic Live - Amplification Recorded Loudspeakers or public address system
- Parade
- Race (ex: 5K)
- Vendors/sale of goods
- Carnival rides
  - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- Signs or banners
- Animals/petting zoo
- Portable restroom facilities
- Donation collection/free will offering
- Other \_\_\_\_\_
- Alcohol
  - If yes, provide copy of liquor liability insurance with the City listed as an additional insured.
  - If yes, provide a copy of Michigan Liquor Control License.
  - If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).
  - If the alcohol is being served in the Social District, a Council Resolution suspending the district is required.

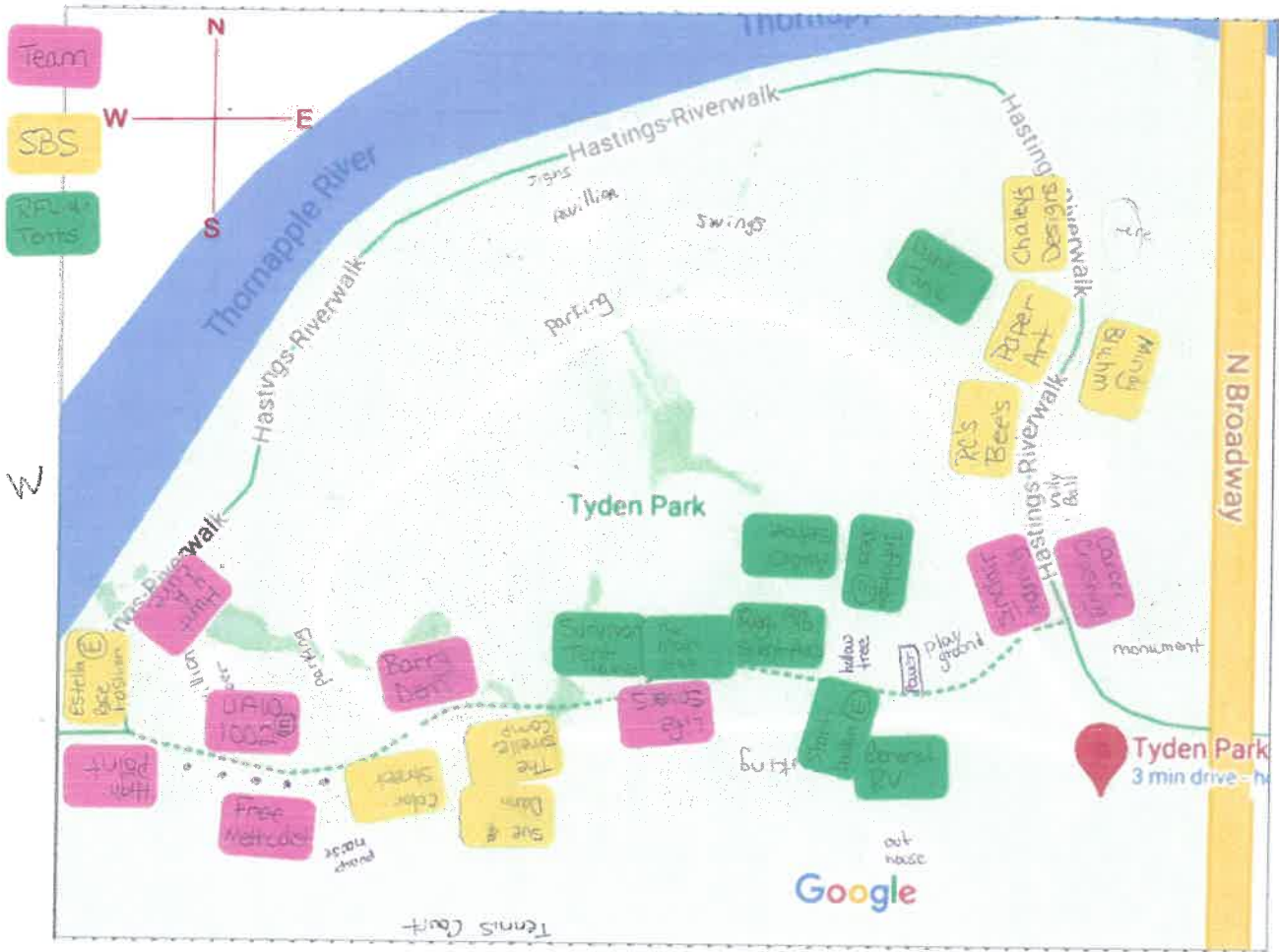
Please describe how garbage will be managed?

Garbage will be collected and placed at 1 can within the park

### Section 4: Site & Event Plan

Please prepare a site plan that includes the following information:

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





## Section 5: Acknowledgements and Hold Harmless Agreement

The Applicant understands and agrees to the following:

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

Michelle Trowbridge Relay for Life  
Printed Name of Applicant & Name of Organization

Michelle Trowbridge  
Signature

Feb. 10, 2025  
Date

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

**A. Police Department Review:**

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

---

Other Comments:

**B. Public Services Director Review**

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

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

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

---

Other Comments:

**C. Fire Chief Review**

Comments:

**D. Community Development Department Review**

Comments:

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



# Regular Council Agenda Item Memorandum

**To:** Mayor Tossava and City Council

**From:** Dan King

**Subject:** Resolution 2025-04 Michigan Cyclocross, LLC Event

**Meeting Date:** March 10, 2025

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## Recommended Action:

Motion to approve, under direction of staff, Michigan Cyclocross, LLC request to conduct a bicycle cyclocross racing event in Fish Hatchery Park from 7:30 a.m. to 5:00 p.m. on Sunday September 14, 2025, and adopt **Resolution 2025-04** staying the necessary ordinances.

## Background Information:

Bicycle cyclocross racing events were held in Fish Hatchery Park from 2017 through 2021 under the direction of two different race organizers. The current organizer of the Cyclocross series desires to bring the event back to Hastings for the second consecutive year. Fish Hatchery Park is an ideal venue for an event of this nature due to the size, layout, and topography. Staff recommends approval of this request.

## Financial Implications:

There are no financial implications for the City.

## Attachments:

- Request Letter
- Special Event Application
- Resolution 2025-04

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

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**RESOLUTION 2025-04**

**TO STAY THE NECESSARY ORDINANCE  
FOR A BICYCLE CYCLOCROSS RACING EVENT  
IN FISH HATCHERY PARK FROM 7:30 AM TO 5:00 PM ON SEPTEMBER 14, 2025**

WHEREAS, Michigan Cyclocross, LLC, by way of correspondence, has requested permission to hold bicycle a cyclocross racing event in Fish Hatchery Park from 7:30 a.m. to 5:00 p.m. on Sunday September 14, 2025; and

WHEREAS, holding this event requires a stay of Section 58-38(h) of the Hastings Code of Ordinances from 7:30 a.m. to 5:00 p.m. on Sunday September 14, 2025; and

WHEREAS, holding these events in Fish Hatchery Park will contribute to the vitality of the Hastings economy by attracting visitors to the community who will patronize local businesses; and

WHEREAS, the City Council of the City of Hastings determines that contributing to the vitality of the Hastings economy is a public purpose and is in the interests of the City and its citizens; now

THEREFORE, BE IT RESOLVED that the City of Hastings hereby stays, for the purpose of said bicycle cyclocross racing event from 7:30 a.m. to 5:00 p.m. on Sunday September 14, 2025, in Article 58-II of the Hastings Code of Ordinances the following section:

Section 58-38(h)

A motion to adopt the foregoing resolution being offered by Member , with support by Member:

YEAS:

NAYS:

ABSENT:

MOTION DECLARED ADOPTED

I hereby certify that the foregoing resolution was adopted at a duly held and attended regular meeting the 10<sup>th</sup> day of March 2025, by the City Council of the City of Hastings, by a vote of members voting in favor thereof, members being absent, and members voting against.

---

Amy Hubbell, Deputy City Clerk

City of Hastings - Community Development  
201 .E State Street  
Hastings, MI 49058

February 14, 2025

To whom it may concern,

Thank you for considering a Michigan Cyclocross LLC event as we propose a day of bicycle cyclocross racing in Hastings. Cyclocross is a specific type of bike race on mostly off road surfaces contained in a park. It is a family and spectator friendly style of racing because of doing multiple laps on a short course.

We are hoping to begin our season of bicycle racing with cyclocross races at the Fish Hatchery Park on Sunday, September 14, 2025. The races will run from about 11:30 am until approx. 4pm & each race will last 30-60 min. We offer multiple race classes so riders of all skill levels can compete throughout the day, including youth. Set up for the races would start at about 8:00 am and we would be cleaned up by approx. 5 pm. We expect about 150 racers and spectators throughout the day. It is much smaller than your Barry Roubaix event but we still have people who travel from outside GR (east side, Traverse area, and Indiana). We would be happy to recommend some restaurants and businesses to these racers for the city.

Our races do not need advanced setup. We will set up an approx. 1- 1.5 mile course and mark the route with stakes & ribbons offering a traditional cyclocross course using the natural contours and features of the park. We will set the course avoiding damage to the park property, trees and foliage. The grass will get pushed down on the course from the multiple times it gets ridden over. If it is raining the dirt usually gets pulled up over the grass but the grass typically is not ruined and will just show through after a rain. We rake the course post race to hasten the return to normal. We have been invited back to the same parks many years in a row. We are in our 3rd year of managing the race series, which has been around for over 20 years. We are looking for a new venue this year because there will be construction at one of the parks we normally use. It would be wonderful to put another location in our rotation.

Expectations from the park-

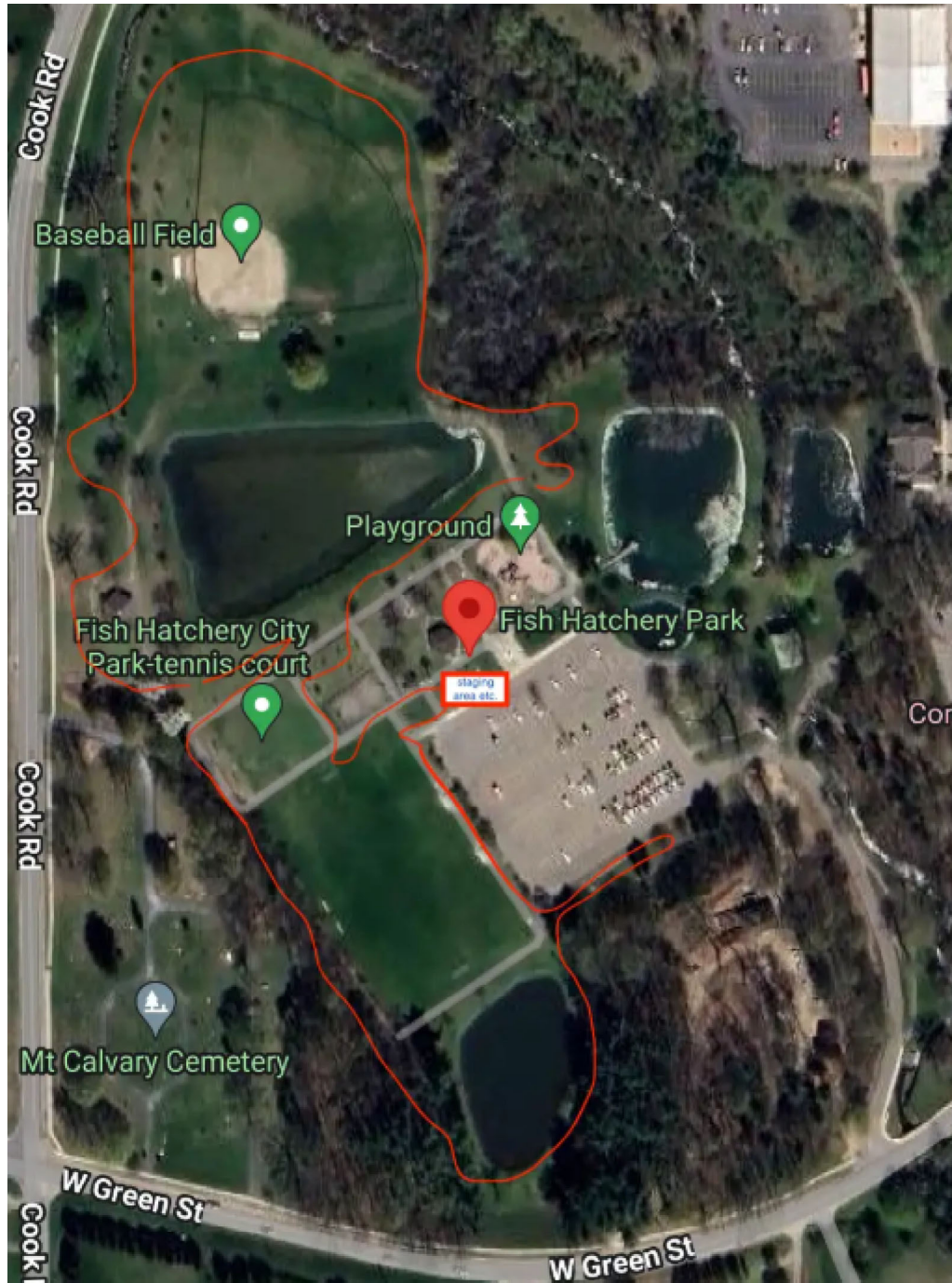
- Any gates shall be unlocked prior to the 7:30 arrival time.
- Any public toilets at the park shall be unlocked and clean.

Thank you for your time & consideration on our event proposal. Our course map is attached. Any trailers will be parked in the lot. We look forward to bringing cyclists along with their families and friends to your city for this event.

Sincerely,



Jason and Betsy Smith - KissCross - Michigan Cylcocross LLC  
2854 Concord Dr., Hudsonville, MI 49426





City of Hastings  
Special Event Application

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

**Section 1: Applicant/Organization Information**

Michigan Cyclocross LLC

616-210-0040

Applicant/Organization Name

Phone

Jason or Betsy Smith

616-430-9661

[micyclocross@gmail.com](mailto:micyclocross@gmail.com)

Contact Name

Phone

Email

2854 Concord Dr, Hudsonville, MI 49426

Street

City

State

Zip

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

Phone

**Section 2: Event Information**

Kisscross Cyclocross

Name of Event

Mixed surface bicycle race in and around park. Approx 1-1.5 mile course set up using stakes and "caution" tape for races of 30-60 minutes throughout the day.

Description of Event

September 14, 2025

7:30am to 5 pm

Event Dates

Time (From/To)

Same as above

Set up Date(s) and Time(s)

Clean Up Date(s) and Time(s)

## Fish Hatchery Park

Location(s) of Event

10

150

Estimated number of volunteers

Estimated daily attendance (if known)

### Section 3: Event Details

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

- Road closure
  - If checked, please provide a proposed detour route.
- Closure of public parking area
- Use of park area
- Firepits/open flame
- Fireworks or pyrotechnics
  - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- Food and/or non-alcoholic beverage service or sales (if yes, contact Barry County Health Department)
  - If yes, provide copy of Health Department Food Service License
- Temporary structures (including tents or pavilions)
- Music
  - If yes, what time will music begin and end? 11-4 most likely and only 1-2 speakers
  - If yes, what type of music is proposed? Live – Acoustic Live - Amplification Recorded  
Loudspeakers or public address system
- Parade
- Race (ex: 5K)
- Vendors/sale of goods
- Carnival rides
  - If yes, provide a copy of liability insurance listing the City as an additional insured party.
- Signs or banners
- Animals/petting zoo
- Portable restroom facilities
- Donation collection/free will offering
- Other \_\_\_\_\_
- Alcohol
  - If yes, provide copy of liquor liability insurance with the City listed as an additional insured.
  - If yes, provide a copy of Michigan Liquor Control License Application.
  - If yes, describe measures to be taken to prohibit the sale of alcohol to minors (use separate pages if necessary).
  - If the alcohol is being served in the Social District, a Council Resolution suspending the district is required.



Please describe how garbage will be managed?

Spectators and racers will use trash cans already around park for their minimal trash. We will dispose of the course tape that we use on our own. We will clean up any trash that is left around the course as we tear down the course.

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

Please prepare a site plan that includes the following information:

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

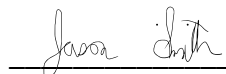
**Section 5: Acknowledgements and Hold Harmless Agreement**

The Applicant understands and agrees to the following:

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

Jason Smith Michigan Cyclocross LLC

Printed Name of Applicant & Name of Organization



Signature

2-14-25

Date

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

**A. Police Department Review:**

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

---

Other Comments:

**B. Public Services Director Review**

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

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

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

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Other Comments:

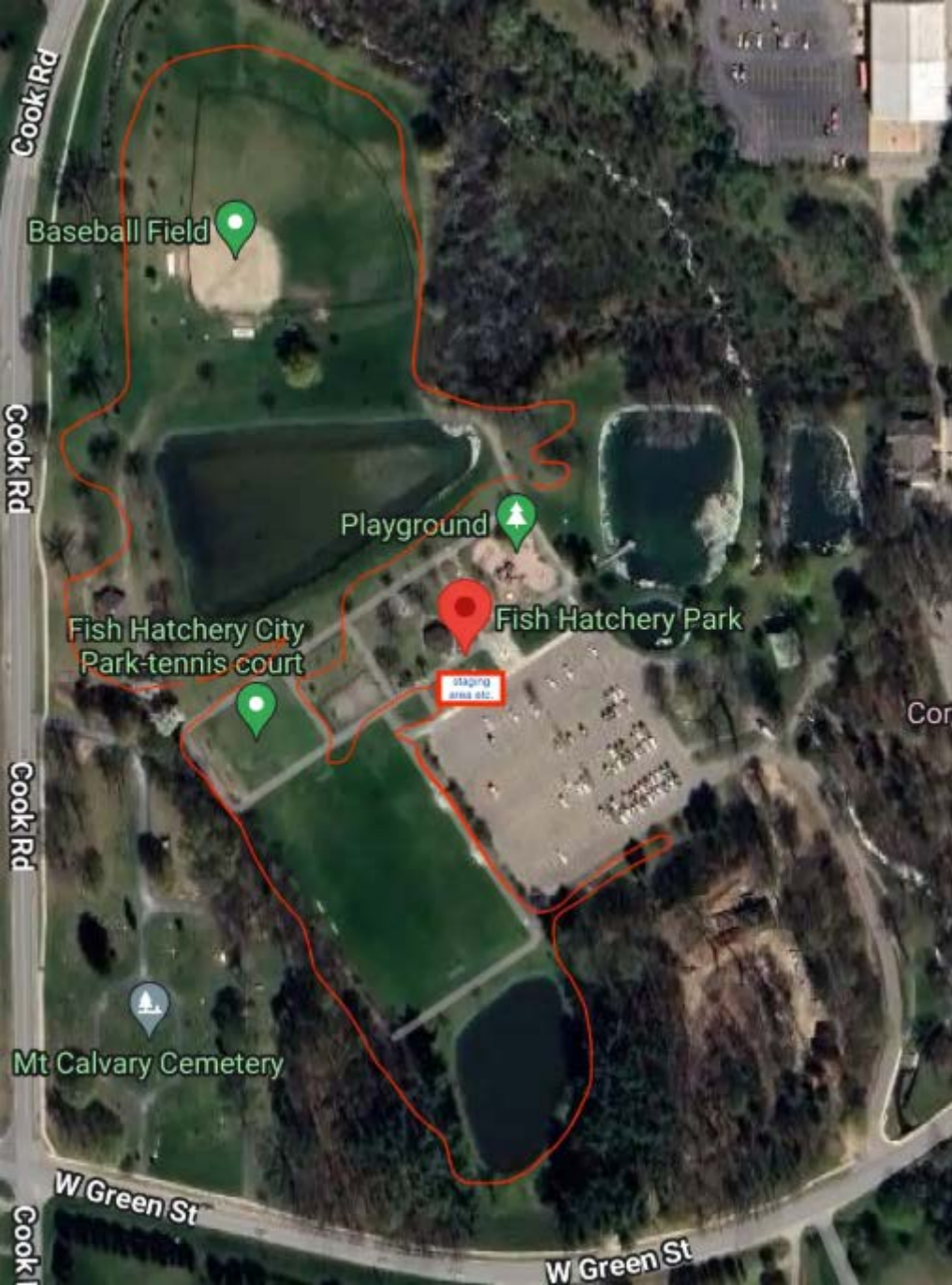
**C. Fire Chief Review**

Comments:

**D. Community Development Department Review**

Comments:

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



Cook Rd

Baseball Field

Cook Rd

Playground

Fish Hatchery City  
Park-tennis court

Fish Hatchery Park

the main building

Cook Rd

Mt Calvary Cemetery

W Green St

Cook I

W Green St



# Regular Council Agenda Item Memorandum

**To: Hastings City Council**

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

**Subject: Capital Improvement Plan**

**Meeting Date: March 10, 2025**

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## Recommended Action:

Motion to adopt the 2025 Capital Improvement Plan as presented.

## Background Information:

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

The CIP contains capital improvements that are greater than \$10,000 in value. This CIP represents 113 projects estimated to cost over \$60.7 million in the next 6 years. Projects are only contained in the CIP if it is *feasible* to fund them within the given timeline. Funding sources may include current year's budgeted funds, fund balance, grants, or loans. Some funding sources are secured while others need to be applied for or are not fully known. The Water/Sewer and Streets projects are the most challenging to plan as funding sources, costs, and project scopes change frequently. As you know, we are working toward creating a more long-term road improvement plan.

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

## Financial Implications:

There are no direct financial impacts due to the adoption of CIP.

## Attachments:

- 2025 Capital Improvement Plan



# Regular Council Agenda Item Memorandum

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

From: Rob Neil Superintendent of Streets

Subject: Tow behind air compressor

Meeting Date: March 10, 2025

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### Recommended Action:

Motion to approve the purchase of a tow behind air compressor from AIS construction in the amount of **\$27,050**.

### Background Information:

This purchase would replace our current 2006 that has approx. 850 hours. This piece of equipment currently provides the following duties: sprinkler blowout for winterizing sprinklers, water service and valve box blowout (dirt-filled), water service tapping, and it is also used for breaking up asphalt/concrete into smaller pieces for handling by hand. Additional quotes were requested, and 1 other email from Hammersmith was received. Hammersmith was unable to offer us a trade-in without us taking the machine up to them for appraisal. The Hammersmith option also has an Isuzu engine, which anecdotally has more maintenance concerns.

### Financial Implications:

This was approved in the budget for \$20,000. The remainder of the balance would come from the equipment fund savings. The current bid from AIS equipment was \$31,550, with a trade-in value of \$4,500. The final total would be \$27,050.

### Attachments:

Quotes from Hammer Smith and AIS Construction

Robert Neil

---

From: JR Argo  
Sent: Tuesday, March 4, 2025 12:17 PM  
To: Robert Neil  
Subject: FW: Portable Air Compressor Bid.

Quote from hammer smith for pull behind compressor

Thanks jr

-----Original Message-----

From: Matt <MattP@hammersmithequipment.com>  
Sent: Tuesday, July 16, 2024 8:55 AM  
To: JR Argo <jargo@hastingsmi.gov>  
Subject: Portable Air Compressor Bid.

CAUTION: External Email

Junior here's your quote on the air compressor we discussed:

I-Model D185PIZ4 Sullivan 185 CFM Portable Air Compressor complete with 49HP Isuzu Diesel Engine, A Frame Drawbar with Pintle Hitch, Dual Hose Reels with 3/4"x 50' Coupled Air Hose on each reel, Manual rewind:

\$27,300.00

Price is valid for 30 Days.

This unit is in stock in Michigan City, IN.

Price includes prep and delivery of unit to your Hastings, MI location.

Thank you for the opportunity to quote our equipment. Please contact me if you have any further questions.

Sent from my iPhone




**Construction Equipment**  
 600 44th Street SW  
 Grand Rapids, MI 49508  
 PHONE 616-538-2400 / FAX 616-538-0449



**QUOTE SUMMARY - New XAS188 Compressor**

Customer Name	City of Hastings	Quote #	MV022725-5
Address	301 East Court Street	Date	2/27/2025
City	Hastings	Attn	Junior
State	MI	Rep	Mitch
ZIP	49058	FOB	
Phone			

	Description	Unit Price	TOTAL
1	New Atlas Copco XAS188 Compressor 189 CFM 100 psi Cold weather package 49 hp Dual 50' hose reel kit with extended drawbar 	31,550.00	31,550.00
1	Trade in XAS97 with 844 hrs	4,500.00	(\$4,500)

SubTotal	27,050.00
Shipping	

**Payment**

TERMS: Customer PO required in advance

\_\_\_\_\_

\_\_\_\_\_

Customer pick up at AIS Grand Rapids

\_\_\_\_\_

MI Sales Tax	Exempt
<b>TOTAL NET</b>	<b>27,050.00</b>

**DUE**

Lead Time: Compressor in stock, extended drawbar/hose reels will be ordered from manufacturer



\_\_\_\_\_

\_\_\_\_\_

**ALL QUOTES ARE SUBJECT TO AVAILABILITY AND MANUFACTURER PRICE INCREASES**





City of *Hastings* Michigan

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

201 E. State Street 49058

Fire Department Council Report February 2025

The department responded to 77 calls for service: 36 in the city, 37 in the townships and 4 mutual aids. Our members spent a total of 385 hours responding to calls for service. Total calls for service YTD 148. We have issued 40 burn permits in the townships.

**Training**

Our members trained a total of 32 hours for the month of February. We spent the first meeting of the month focused on communications, for our medical meeting we covered airway management. We continue to provide extra training for the newer members including driver training and pump operations. Lt Converse and Lt Eister are enrolled in their Officer 1 class which starts in April.

**Smoke/ CO detector installations**

We are continuing to push smoke and CO detectors; YTD 32 detectors in 21 homes throughout the district.

**Department activities**

Our call volume continues to grow with an emphasis on medical calls especially in the evening. This is due to Mercy only staffing one ambulance after 8 PM each evening. We are continuing to focus on code compliance on the fire safety side of businesses and larger residential facilities. Continuing with building for fires systems inspections.

**Chief's comments**

As with my last report, we continue to research grant opportunities. We have received the DNR and MIOSHA grant with applications submitted with the Barry County Foundation for EMT training and a life pack monitor; total request \$29,500. We also have grant requests for additional protective clothing and equipment through the Volunteer Fire Firefighter Foundation. This is a 100% grant funded with no matching money from the city. We are participating in the county-wide grant to replace many of our older radios; the total grant is approximately \$660,000 with 5 departments participating. We are making preliminary plans for the concert in June at the Barry County Fairground. We hope to have things finalized within the next 30 days.

Respectfully,

Chief Mark Jordan



## City of Hastings Fire Department NFIRS Reports Analysis

2/1/2025 - 2/28/2025

### INCIDENT TYPE CATEGORY BREAKDOWN

Code	Incident Type Series	Occurrences	Percentage
100-199	Fire/Explosion	6	7.8%
200-299	Overpressure Rupture	0	0.0%
300-399	Rescue Call	35	45.5%
400-499	Hazardous Condition	13	16.9%
500-599	Service Call	2	2.6%
600-699	Good Intent Call	14	18.2%
700-799	False Call	6	7.8%
800-899	Severe Weather/Natural Disaster	0	0.0%
900-999	Special Type/Complaint	1	1.3%
<b>Total</b>		<b>77</b>	<b>100.0%</b>

### FIRE DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
BALTIMORE TWP	1	6	1	8	10.4%
CARLTON TWP	1	1	0	2	2.6%
HASTINGS TWP	5	6	4	15	19.5%
IRVING TWP	0	0	0	0	0%
RUTLAND TWP	5	1	6	12	15.6%
WARD 1	2	4	0	6	7.8%
WARD 2	1	7	1	9	11.7%
WARD 3	1	2	5	8	10.4%
WARD 4	1	7	5	13	16.9%
<b>Total</b>	<b>17</b>	<b>34</b>	<b>22</b>	<b>73</b>	<b>94.8%</b>

### MUTUAL AID DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
MUTUAL AID	2	1	1	4	5.2%
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>5.2%</b>



# City of Hastings Fire Department

## Incident Analysis

2/1/2025 - 2/28/2025

### INCIDENT TYPE CATEGORY BREAKDOWN AND COMPARISON

Code	Incident Type Series	2/1/2025 - 2/28/2025		2/1/2024 - 2/29/2024
		Occurrences	Percentage	Occurrences
100-199	Fire/Explosion	6	7.8%	4
200-299	Overpressure Rupture	0	0.0%	1
300-399	Rescue Call	35	45.5%	28
400-499	Hazardous Condition	13	16.9%	5
500-599	Service Call	2	2.6%	2
600-699	Good Intent Call	14	18.2%	9
700-799	False Call	6	7.8%	4
800-899	Severe Weather/Natural Disaster	0	0.0%	0
900-999	Special Type/Complaint	1	1.3%	0
	Undetermined Incident Series	0	0.0%	0
	<b>Total</b>	<b>77</b>	<b>100.0%</b>	<b>53</b>

### MUTUAL AID DISTRICT BREAKDOWN

District	Fire	EMS	Other	Total	Percentage
Mutual Aid	2	1	1	4	5.2%
<b>Total</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>5.2%</b>

### FIRE DISTRICT BREAKDOWN

District	Occurrences	Percentage
Baltimore Twp	8	10.4%
Carlton Twp	2	2.6%
Hastings Twp	15	19.5%
Irving Twp	0	0.0%
Rutland Twp	12	15.6%
Ward 1	6	7.8%
Ward 2	9	11.7%
Ward 3	8	10.4%
Ward 4	13	16.9%
<b>Total</b>	<b>73</b>	<b>94.8%</b>



**City of Hastings Fire Department**  
**Apparatus Summary**  
2/1/2025 - 2/28/2025

Total Runs for Date Range: 77

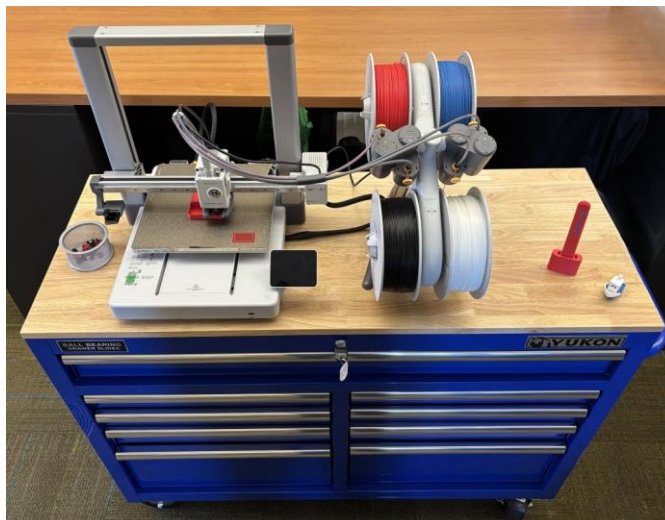
RESPONSE TOTALS PER APPARATUS		
APPARATUS NAME	TOTAL	%
831 .....	18	23.4 %
832 .....	14	18.2 %
833 .....	3	3.9 %
8331 .....	0	0 %
834 .....	5	6.5 %
835 .....	35	45.5 %
836 .....	4	5.2 %
837 .....	38	49.4 %
Air Trailer .....	0	0 %
EM82 .....	4	5.2 %
Haz1 .....	0	0 %
LT1 .....	0	0 %
POV .....	12	15.6 %



## Library Director's Report March 3, 2025 Board Meeting

### Overview

February was an eventful month across the board. The Friends of HPL held their semi-annual book sale and raised over \$1,600. We bought a 3D printer to start building makerspace programming around, and the Friends helped out by purchasing the storage cart we needed for it. The Senior Staff held a half-day offsite where we worked on the 2025-2026 budget and had great discussion around upcoming initiatives.



On Tuesday February 25, a representative from Congressman John Moolenaar's office came to the Library for his regular monthly visit to meet with interested citizens. By all accounts well over 150 people showed up to discuss their questions and concerns. I want to commend my staff, especially Tess and Erin, for handling the event while I was out of town. Everything went well with minimal disruption to the library.

Bad weather caused us to close early one night at 7pm, but otherwise we've been open to help people stay warm. The new minimum wage and earned sick time laws went into effect on Friday, February 21. Several new programs happened, including Clean Living, Teen Button Making, Bread Making-Focaccia, and a Mario Kart Tournament. Family Science Night was a success with a record number of activity booths and over 100 attendees. Reg also started back to work this month

Read on for more details.

### Flood Recovery Update

The last bit of cove base molding was installed so the recovery efforts are complete. The \$9,856.11 in recoverable depreciation has been requested from the insurance company.

### Staffing

Reg was cleared by his doctor to return to work mid-month. I gave Key Cleaning 30 days' notice so they will work through March 14. Reg began coming in again on Tuesday February 18 and worked on opposite days to Key. He will work back into the role slowly and be ready to go back to 5 days once Key's contract is finished. In the meantime, he will be able to accomplish some other projects and do some deep cleaning where it's needed.



We continue to look for a new Library Assistant as the one we hired and started to train decided the commute from Grand Rapids was too much.

## Project Updates

**Strategic Planning:** After the Board focus group session February 3, the next focus group is with staff on Tuesday March 4. Partner organizations have been invited to a focus group session on Wednesday, March 19.

**Budgeting:** The 2025-2026 planning cycle is in full swing. A preliminary budget will be presented to the budget committee in March.

**Staff Reviews:** The senior staff has discussed and decided on a new process starting this summer. Instead of annual reviews that tend to sit unreferenced in drawers, we will change to a quarterly check-in process, similar to what KDL has done for several years. We think this will be more productive and cause less anxiety.

## Staff Reports

### Assistant Director Tess Allerding's Report

Chloe has been trained on all Circulation Supervisor duties, so I am beginning to take on more responsibilities from David, including managing volunteers, helping with maintaining the website, helping with policy review, and asset tracking.

Our new process for handling new books when they arrive seems to be working well. I feel that it has streamlined the process more and will help our processing team with prioritizing what items need to hit the shelves first.

David and I spoke about some potential titles to add to our professional collection, which are books related to library science that staff can read and reference as needed. I plan on ordering a few to assist with staff training and professional development.

I attended a couple sessions of the North American Virtual Reference Online Conference, which ran from February 25th – 27th. Unfortunately, I was not able to attend all the sessions I had originally registered for, but they will be sending out recordings of the sessions I missed, so I'm hoping to get a chance to view those soon. The sessions I did attend covered the efficacy of dyslexic-friendly fonts and crisis management. Unfortunately, the session on crisis management was more of a case study on Portland State University's response to protestors occupying and vandalizing their library last spring in opposition to the war in Gaza, and did not provide many tangible tools other than connecting with other support organizations. The session on the efficacy of dyslexic-friendly fonts was quite interesting and timely, as Erin and I have been exploring possibly providing dyslexic-friendly materials in our collection. The presenter shared that there are no peer-reviewed studies showing that dyslexic-friendly fonts are effective, and her conclusion was that it is more of a marketing ploy by vendors to get libraries to purchase their products. The presenter provided a wealth of resources and articles that I would like to explore more to help guide our decision on if dyslexic-friendly materials are something we want to pursue. I appreciated that the presenter mentioned multiple other ways to make our collections and website more accessible for all, so I will certainly be exploring her resources.

## Youth Librarian Erin Quada's Report

We are going strong in 2025! This month we held two really big programs: Take Your Child to the Library Day and Family Science Night. These events are great to bring new people into the library and engage with entire families! We also got to show off our new 3D printer during Family Science Night. People were very excited to see it and we are even more excited to show it off.

We are going with an evergreen summer reading theme beginning this year: **Adventure Awaits at HPL**. This means that we will use the same theme every year. This approach has many benefits including being more eco-friendly, reducing staff time in creating graphics and marketing, and allowing us to tailor our summer reading program to be exactly what we want! We are having our own graphics designed and were able to have a first look from our graphic designer and provide feedback to ensure we love everything we receive. I can't wait to see and share the final images once we have them!

### Take Your Child to the Library Day

- Hosted our first event and provided crafts and activities for kids of all ages all day long.
- Miss Peggy returned and provided a wonderful family storytime, sharing some of her favorite books and songs.
- We had a variety of help provided by teen volunteers and Friends of the Library.
- The day brought almost 140 people into the Library.



### Teen Button Making

- Hosted a very fun and well attended session of button making where teens could design and make their own buttons.

### Youth Garden Club

- Held our first meeting and let the kids decide what type of garden we would plant this year, designed our dream gardens, and planted some lettuce to take home.



- We will be growing a pizza garden- all of the ingredients needed to make pizza sauce.
- Kids (and parents) were very enthusiastic and are excited for warmer weather to come so that we can get working!

### Family Science Night

- We hosted 23 organizations that provided hands on activities for kids and families.



- Attendees were thrilled with the event and left with many goodies that they had created and their heads buzzing with science!
- Organizations raved about the event and are eager to return next year.



## Marketing and Programming Coordinator Barbara Haywood's Report

Winter Reading is underway, running from January 20 to March 31, with 39 readers currently registered. Reading, listening to audio, or even being read to for just 15 minutes a day is all it takes. Patrons can use paper logs or the Beanstack app to track and be eligible for prizes.

We have been requesting more voluntary program registrations to help us better plan events, and have learned that attendees are coming from far and wide. Aside from our core service area, recent participants have been from Irving, Thornapple, Barry, Carlton, Johnstown, Yankee Springs, Campbell, and Pennfield townships.

Some of the more notable programs this month included:

- Focaccia with Jennifer Hamman, Saturday 2/22: 36 attendees, plus 4 who came upstairs after smelling the bread.
- Lift Every Voice Discussion – Another Side of Education, Monday, 2/24: 36 in attendance plus livestreaming
- Speed Friending, Tuesday, 2/25: only 6 people came this time, but there is still significant interest in the next event for families.

Lastly, in a continuing partnership with the Barry County Earth Day Alliance and Neighborhood Forest, we are giving away free trees to kids again this year for Earth Day. So far 94 children are signed up, with registration ending March 15.

It is also worth noting that community partners and supporters are noticing our efforts at being a key community resource. All are appreciating the wide variety of programming and even non-library users talk about us as a place to get answers.

## Circulation Supervisor Chloe Lewis' Report

February was certainly a cold winter month!

This month I was able to get into more of a routine with my responsibilities to the point that I could begin working on some organizational improvements and learning more about reporting that will be my responsibility.

## Upcoming Programs and Events

- Genealogy for Beginners, part of the Digital Literacy series: Wednesday 3/5 @ 6pm
- Beginning Gardening with a Master Gardener, Thursday 3/6 @ 2pm and Monday 3/10 @ 6pm
- Clothing Mending for Teens, Tuesday 3/11 @ 3:30pm
- Youth Garden Club, Tuesday 3/18 @ 3:30pm
- Speed Friending Parent's Edition, Saturday 3/22 @ 12pm
- STEAM at the Library, Monday 3/24 @ 4pm
- Recycle with Barry County Earth day Alliance, Wednesday 3/26 @ 6:30pm
- Native Plant Gardening, Monday 3/31 @ 2pm
- 90 Nights in a Van, An Alaskan Travel Adventure, Monday 3/31 @ 6pm



# Regular Council Agenda Item Memorandum

**To:** City Council  
**From:** Assessing Department  
**Subject:** Assessing Report  
**Meeting Date:** March 2025

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

- Mailed out assessment notices.
- Processing personal property statements, new laws this year for manufacturing
- March Board of Review is being held in the upstairs conference room March 11<sup>th</sup> and March 12<sup>th</sup>. The organizational meeting is March 4<sup>th</sup>.

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

Respectfully submitted,

*Debbie Rashid*

**Hastings Public Library Board of Trustees**  
**Draft Minutes**  
**Date: March 3, 2025 - 4:30PM**  
**Location: Hastings Public Library, 227 E. State St., Hastings, MI 49058**  
**Community Room**

1. CALL TO ORDER

The Meeting was called to order by Kelli Newberry at 4:32 p.m.

- Board members present: Jane Cybulski, Kelli Newberry, Sam Cale, Amanda Mattson, and Carol Dwyer, Ann Devroy, Ellyn Main and observing member Brooklyn Strickland. Not present were Cloe Oliver and Rebecca Lectka.
- Also present was David Edelman and Tess Allerding.

2. AGENDA: Approved.

3. MINUTES: Ann Devroy motioned to approve the February 3, 2025 minutes, seconded by Carol Dwyer. Motion approved.

4. INTRODUCTION OF NEW BOARD MEMEBER:

- a. Amanda Mattson - Hastings City Representative, joined the Building & Grounds committee

5. FINANCIALS

- a. January invoices and Budget Report: Ann Devroy motioned to approve the financials, seconded by Sam Cale. Motion approved.

6. LIBRARY DIRECTOR REPORTS

- a. February 2025
- b. January 2025 Infographic

7. COMMITTEES

- a. Budget and Finance – Scheduled meeting March 10, 4:00 p.m.
- b. Building and Grounds -
- c. Personnel -
- d. Policy-
- e. Marketing-

8. NEW BUSINESS:

- Strategic Planning Update. Meetings set with staff on March 4<sup>th</sup>, and partners on March 19<sup>th</sup>, then a survey will go out in May.
- Capital Improvement Plans and Battery Backup Replacement Discussion
  - Further investigation needed and additional quotes for the Roof replacement estimated to be needed in 2027.
  - David will put together an RFP for the battery backup replacement.
- Window Update: The call is scheduled for both parties to come to an agreement on the timetable for the testing of the proposed solution.

9. NEXT MEETING DATE

- Next board meeting on Monday, March 31, 2025, at 4:30 p.m.

10.ADJOURNMENT: Meeting was adjourned at 5:20 p.m.

DRAFT