

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Riverside Cemetery Preservation Advisory Board Meeting Agenda
September 13, 2023

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of the Minutes of the Meeting of August 9, 2023
6. Public Comment and Communications
7. Sexton Update
8. Unfinished Business
 - A. Cemetery Memorial Design Update (Travis Tate)
 - B. Fundraising Update (Amy Hubbell)
9. New Business
 - A. Barry Community Foundation (BCF) Funds Report as of: June 30, 2023, July 31, 2023, and August 31, 2023
 - B. Fiscal Year 2024 Revenues and Expenditures through July 31, 2023
 - C. Preliminary and Unaudited Estimate of Fund Balance as of June 30, 2023
10. Board Member Comments
11. Public Comment
12. Adjourn

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

Riverside Cemetery Preservation Advisory Board Meeting Agenda
August 9, 2023

1. Call to Order by Chair Huntley at 3:00pm in the City Hall Council Chambers
2. Present at Roll Call: Buehl, Coleman, Huntley, Watson, Bever, Hubbell, Nesbit, and Tate. Also in attendance Josh Wickham, Sexton and guest Mike Snyder.
3. Approval of the Agenda

Motion by Watson and supported by Coleman to approve the agenda as presented. All ayes. Motion carried.
4. Pledge of Allegiance
5. Approval of the Minutes of the Meeting of July 12, 2023

Motion by Watson and supported by Coleman to approve the minutes of the July 12, 2023 Riverside Cemetery Preservation Advisory Board meeting. All ayes. Motion carried.
6. Public Comment and Communications

None
7. Sexton Update

Josh Wickham provided an update on fallen limbs and fixing wash out from storms.
8. Unfinished Business
 - A. Cemetery Memorial Design

Discussion about Phase 1 and maybe Phase 2 being taken to the City Council pending wording approval.
 - B. Riverside Cemetery Preservation Advisory Board Work Plan

More discussion on how to proceed with chapel, sprinkler system, landscape, and trees. These items will be the focus of the work plan.

9. New Business

A. Fundraising Initiatives

Brochures to go out before Thanksgiving. Amy will bring updated mailing list to next meeting.

B. Barry Community Foundation (BCF) Funds Report as of July 31, 2023

C. Fiscal Year 2023 Revenues and Expenditures through June 30, 2023

Bever indicated that the BCF report had not changed since the last meeting, so it was not included in the packet. FY 2023 Revenue and Expenditures were being finalized and prepared for the audit, so they were not included in the packet.

10. Board Member Comments

Review minutes for comments from Blair regarding the roads in cemetery.

11. Public Comment

None

12. Adjourn

Motion by Coleman and supported by Bever to adjourn at 3:35pm. The next meeting is Wednesday September 13, 2023 at 3:00pm in City Hall.

From: [Bonie M Huntley](#)
To: [Dave Tossava](#); davidtossava@sbcglobal.net; [Coleman Dave](#); [Jeff Buehl](#); [Bonnie Huntley](#); [Travis Tate](#); lindacre@gmail.com; [Christopher Bever](#)
Subject: Discussion re Memorial Design in September
Date: Thursday, August 10, 2023 1:55:28 PM

CAUTION: External Email

Last night I studied the cost estimates for the phases of the Memorial development. As a result, I will suggest discussion of proposing adjustments to the components of phase 2 and phase 3. Please reply to all with your thoughts about such a discussion. By the way, I finally realized that the label for each design rendering includes an arrow indicating the direction of North. Sorry for my slowness leading to unnecessary prolonged discussion.

As submitted to us, Phase 1 includes benches attached to concrete knee walls for displaying plaques, Phase 2 includes 3 Upright Granite Memorial Stones, and Phase 3 includes the Memorial Wall. I think it would be helpful to learn what they anticipate as a plaque and how it will be attached to the knee wall. More importantly, I would like to discuss the possibility of moving the upright stones from phase 2 to phase 3 and moving the memorial wall to phase 2. I believe that will shift about \$57,000 of cost from phase 3 to phase 2. That would make the subtotal for phase 2 about \$100,000.

The concept of the memorial wall was a component of the original idea for the memorial space and has featured prominently in our previous discussions. The availability of the concrete walls for displaying plaques relieves concerns for phase 1. With time and experience we may want to proceed with plan as we have received it; but, the Upright Memorial Stones are not something we have considered before and seem to be designed for an elaborate presentation regarding some person or event. It is not clear whether anyone will want to pay for one of these.

Looking forward to your thoughts. Bonnie

Riverside Cemetery Fund

Additions

Dividend & Interest Income	\$3,347.10
Capital Gain - Realized	(\$603.73)
Capital Gain - Unrealized	\$38,110.74
Total Additions:	\$40,854.11

Subtractions

Fund Administrative Fee	\$2,924.72
Investment Fees	\$604.31
Total Subtractions:	\$3,529.03

Net Assets

	Beginning (6/1/2023)	Activity	Ending (6/30/2023)
3000 Net Assets - Current Spending	(\$115,681.83)	\$0.00	(\$115,681.83)
3005 Spendable contributions	\$257,436.95	(\$604.31)	\$256,832.64
3010 Net Assets - Earnings	(\$167,955.32)	\$37,929.39	(\$130,025.93)
3020 Net Assets - Non Spendable	\$1,058,442.53	\$0.00	\$1,058,442.53
Total Net Assets	\$1,032,242.33	\$37,325.08	\$1,069,567.41

Contact Bonnie Gettys • 269-945-0526 bonniesg2660@gmail.com • www.barrycf.org
231 S. Broadway • Hastings, MI 49058

Riverside Cemetery Fund

Additions

Dividend & Interest Income	\$544.91
Capital Gain - Realized	\$203.18
Capital Gain - Unrealized	\$22,523.90
Total Additions:	\$23,271.99

Subtractions

Total Subtractions: (\$0.00)

Net Assets

	Beginning (7/1/2023)	Activity	Ending (7/31/2023)
3000 Net Assets - Current Spending	(\$115,681.83)	\$0.00	(\$115,681.83)
3005 Spendable contributions	\$256,832.64	\$0.00	\$256,832.64
3010 Net Assets - Earnings	(\$130,025.93)	\$23,271.99	(\$106,753.94)
3020 Net Assets - Non Spendable	\$1,058,442.53	\$0.00	\$1,058,442.53
Total Net Assets	\$1,069,567.41	\$23,271.99	\$1,092,839.40

Contact Bonnie Gettys • 269-945-0526 bonniesg2660@gmail.com • www.barrycf.org
231 S. Broadway • Hastings, MI 49058

Please Note: Activity for August 2023 has not yet been recorded

Riverside Cemetery Fund

Additions

Total Additions: \$0.00

Subtractions

Total Subtractions: (\$0.00)

Net Assets

		Beginning (8/1/2023)	Activity	Ending (8/31/2023)
3000	Net Assets - Current Spending	(\$115,681.83)	\$0.00	(\$115,681.83)
3005	Spendable contributions	\$256,832.64	\$0.00	\$256,832.64
3010	Net Assets - Earnings	(\$106,753.94)	\$0.00	(\$106,753.94)
3020	Net Assets - Non Spendable	\$1,058,442.53	\$0.00	\$1,058,442.53
Total Net Assets		\$1,092,839.40	\$0.00	\$1,092,839.40

Contact Bonnie Gettys • 269-945-0526 bonniesg2660@gmail.com • www.barrycf.org
 231 S. Broadway • Hastings, MI 49058

CITY OF HASTINGS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 31, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-JUL-23	THIS YEAR FISCAL YTD 31-JUL-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JUL-22	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
REVENUES									
209-100-403-000	CURRENT PRPTY TAXES - CEMETERY	18,190.30	18,190.30	207,480	9%	.00	199,500	0%	196,514.32
209-100-412-000	DELINQUENT PERSONAL PROP TAXES	.00	.00	100	0%	.00	0	0%	.00
209-100-432-000	PAYMNT IN LIEU OF TAXES (PILT)	954.99	954.99	900	106%	.00	900	0%	.00
209-100-437-000	INDUSTRIAL FACILITIES TAXES	.00	.00	2,900	0%	.00	2,600	0%	2,642.64
209-100-445-000	PENALTIES & INTEREST ON TAXES	.00	.00	400	0%	.00	200	0%	4,532.89
209-100-496-000	BURIAL OPEN/CLOSE FEES	900.00	900.00	12,000	8%	1,400.00	7,500	19%	10,800.00
209-100-573-000	LOCAL COMM STABILIZATION SHARE	.00	.00	1,000	0%	.00	3,000	0%	1,018.20
209-100-629-000	MONUMENT FOUNDATION FEES	686.40	686.40	7,000	10%	1,021.20	5,000	20%	4,857.36
209-100-642-000	CEMETERY BURIAL RIGHTS SALES	2,100.00	2,100.00	10,000	21%	.00	8,000	0%	15,300.00
209-100-665-000	INTEREST EARNED ON DEP & INVST	.00	.00	3,000	0%	214.69	100	215%	1,271.13
209-100-674-000	PRIVATE CONTRIBUTNS & DONATNS	.00	.00	0	0%	.00	200,000	0%	205,514.00
209-100-677-000	INSURANCE CLAIMS/REIMBURSEMNTS	.00	.00	0	0%	2,000.00	0	0%	14,293.00
TOTAL REVENUES		22,831.69	22,831.69	244,780	9%	4,635.89	426,800	1%	456,743.54
TOTAL REVENUE & INCOMING TRANSFERS		22,831.69	22,831.69	244,780	9%	4,635.89	426,800	1%	456,743.54

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-JUL-23	THIS YEAR FISCAL YTD 31-JUL-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JUL-22	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
CEMETERY									
209-567-702-000	FULL-TIME WAGES	.00	.00	0	0%	(864.00)	0	0%	(864.00)
209-567-703-000	ADMINISTRATR/SUPERVSR SALARIES	720.97	720.97	9,300	8%	775.04	9,450	8%	7,957.92
209-567-704-000	PART-TIME WAGES	.00	.00	5,000	0%	1,833.00	10,647	17%	4,452.00
209-567-709-000	SOCIAL SECURITY TAXES	54.45	54.45	1,094	5%	128.36	1,537	8%	902.16
209-567-716-000	MERS DEFINED CONTRIBUTIONS	13.70	13.70	380	4%	31.53	591	5%	312.13
209-567-717-010	MERS DEFINED BENEFIT HYBRID	43.81	43.81	551	8%	38.35	354	11%	449.49
209-567-718-000	HEALTH INSURANCE - PREMIUMS	55.04	55.04	687	8%	129.09	1,560	8%	659.48
209-567-718-010	HEALTH INSURANCE - HSA	2.08	2.08	0	0%	.00	0	0%	12.54
209-567-719-000	DENTAL INSURANCE PREMIUM	2.82	2.82	35	8%	5.32	64	8%	35.39
209-567-724-000	LIFE INSURANCE	1.17	1.17	12	10%	1.17	15	8%	10.55
209-567-751-000	OPERATING SUPPLIES	.00	.00	1,000	0%	.00	750	0%	.00
209-567-756-000	REPAIR & MAINTENANCE SUPPLIES	.00	.00	100	0%	.00	100	0%	121.85
209-567-777-000	OFFICE SUPPLIES	.00	.00	100	0%	37.44	100	37%	37.44
209-567-792-000	SOFTWARE SUBSCRIPTIONS	.00	.00	0	0%	.00	1,000	0%	.00
209-567-806-000	LEGAL SERVICES	.00	.00	0	0%	.00	0	0%	1,516.00
209-567-807-000	ARCHITECT SERVICES	.00	.00	0	0%	.00	15,000	0%	1,732.00
209-567-808-000	SEXTON CONTRACTED SERVICES	.00	.00	90,000	0%	6,937.50	85,000	8%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	.00	.00	12,000	0%	400.00	7,500	5%	10,685.76
209-567-849-000	CELL PHONE/STIPEND	3.00	3.00	36	8%	.00	0	0%	21.00
209-567-851-000	MAIL/POSTAGE	.00	.00	100	0%	.00	150	0%	.00
209-567-900-000	PRINTING AND PUBLISHING	.00	.00	500	0%	.00	400	0%	540.73
209-567-906-000	PROMOTIONS/MARKETING	.00	.00	0	0%	.00	50	0%	.00
209-567-911-000	CONFERENCES	.00	.00	0	0%	139.00	800	17%	277.03
209-567-915-000	MEMBERSHIPS	.00	.00	45	0%	.00	50	0%	45.00
209-567-918-000	WATER/SEWER	35.44	35.44	500	7%	23.69	500	5%	544.60
209-567-920-000	ELECTRIC	29.11	29.11	400	7%	30.76	400	8%	351.63
209-567-929-000	GROUNDS REPAIR AND MAINTENANCE	.00	.00	12,000	0%	.00	12,000	0%	10,599.50
209-567-929-010	MONUMENT FOUND SETTINGS & REP	36,637.76	36,637.76	40,000	92%	29,591.05	30,000	99%	30,582.65
209-567-929-020	TREE TRIMMING AND REMOVALS	.00	.00	2,500	0%	.00	2,500	0%	.00
209-567-933-000	SOFTWARE MAINTENANCE AGREEMNTS	.00	.00	650	0%	.00	650	0%	681.00
209-567-935-000	PROPERTY LIABILITY INSURANCE	.00	.00	500	0%	403.00	500	81%	403.00
209-567-939-000	WORKERS COMPENSATION INSURANCE	.00	.00	60	0%	12.75	81	16%	51.00
209-567-940-000	EQUIPMENT FUND RENTALS	.00	.00	1,000	0%	.00	0	0%	2,617.90
209-567-947-000	GIS SERVICES	.00	.00	500	0%	.00	600	0%	.00
209-567-965-000	PROPERTY TAX REIMBURSEMENT	.00	.00	200	0%	.00	150	0%	.00
209-567-974-000	LAND IMPROVEMENTS - DEPRECIABL	.00	.00	89,850	0%	.00	200,000	0%	214,307.00

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 1 MONTHS ENDING JULY 31, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-JUL-23	THIS YEAR FISCAL YTD 31-JUL-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JUL-22	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
209-567-974-010 LAND IMPROVEMENTS - NON-DEPRCB	.00	.00	10,000	0%	.00	7,500	0%	180.00
209-567-975-000 BLDG & BLDG IMPRVMT - DEPRECBL	.00	.00	0	0%	.00	10,500	0%	.00
TOTAL CEMETERY	37,599.35	37,599.35	279,100	13%	39,653.05	400,499	10%	372,472.75
TOTAL EXPENDITURES & OUT TRANSFERS	37,599.35	37,599.35	279,100	13%	39,653.05	400,499	10%	372,472.75
NET REVENUES OVER EXPENDITURES	(14,767.66)	(14,767.66)	(34,320)		(35,017.16)	26,301		84,270.79

<p>Preliminary and Unaudited Cemetery Fund Fund Balance Calculation Estimated as of June 30, 2023</p>

Fund Balance at June 30, 2022	\$ 286,049.00
*Fiscal Year Ending June 30, 2023 Net Revenues Over Expenditures	<u>\$ 84,271.00</u>
Estimated Fund Balance at June 30, 2023	\$ 370,320.00
<i>Committed Fund Balance for Capital Improvements</i>	<u>\$ (89,850.00)</u>
Remaining Estimated Fund Balance at June 30, 2023	\$ 280,470.00

*Staff/Auditor adjustments are still being made so this number is not final.