

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

---

**Riverside Cemetery Preservation Advisory Board Meeting Agenda**  
**March 13, 2024**

*Meeting will start at 3:00 PM at Riverside Cemetery near the chapel*

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Site visit at Riverside Cemetery
  - A. Chapel Conditions Discussion
  - B. Landscaping Discussion
5. Return to City Hall to Continue Meeting – Second Floor Conference Room
6. Pledge of Allegiance
7. Approval of the Minutes of the Meeting of February 14, 2024
8. Public Comment and Communications
9. Sexton Update
10. Unfinished Business
  - A. Cemetery Memorial Design (Tate) – Documents to be provided at meeting
  - B. Cemetery Fencing (Hubbell)
11. New Business
  - A. Barry Community Foundation (BCF) Funds Reports for January 2024 and February 2024
  - B. Fiscal Year 2024 Revenues and Expenditures through January 31, 2024
  - C. Memorial Project Accounting as of March 11, 2024
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 Minutes  
February 14, 2024**

1. Call to Order by Chair Huntley at 3:02 PM in the City Hall Conference Room.
2. Roll Call: Huntley, Watson, Bever, Hubbell, Tossava, and Tate. Absent: Buehl and Coleman.  
Guest: John Resseguie

3. Pledge of Allegiance

4. Approval of Agenda

Motion by Mayor Tossava and supported by Watson to approve the agenda as presented. All ayes, motion carried.

5. Approval of the Minutes of the Meeting of January 10, 2024

Motion by Mayor Tossava and supported by Bever to approve the minutes of the January 10, 2024, Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

Josh Wickham was not present to give an update.

8. Unfinished Business

A. Cemetery Memorial Design (Tate)

Tate gave recommendations to contact companies for contract drawings of the Memorial Project. Motion by Tossava and supported by Watson to accept Tate's recommendation. All ayes, motion carried.

B. Cemetery Fencing (Hubbell)

Hubbell gave an update of when the fence should be installed.

C. Cemetery Chapel (Bever & Hubbell)

Discussion to meet at the Riverside Cemetery Chapel at the next meeting to review condition of the chapel. Bever will coordinate the meeting date and time.

9. New Business

- A. Barry Community Foundation (BCF) Funds Reports for December 2023 and January 2024
- B. Fiscal Year 2024 Revenues and Expenditures through December 31, 2023
- C. Memorial Project Accounting as of February 9, 2024

Bever presented the documents. No questions.

10. Board Member Comments

Comments made about the state of the landscaping at the cemetery. Consensus to include landscaping discussion at the Riverside Cemetery site visit.

11. Public Comment

None

12. Adjourn

Motion by Mayor Tossava and supported by Watson to adjourn the meeting at 3:38 PM. Next meeting is Wednesday March 13<sup>th</sup>, at 3:00 PM. Will discuss the location of the meeting, Bever will coordinate with staff, advisory board, and the cemetery sexton on a site visit.

# Pictures of New Fencing at Riverside Cemetery

10.B



## Pictures of New Fencing at Riverside Cemetery





**Summary of Fund Activity**  
**Riverside Cemetery Fund - # 00193**

11.A.1

Fund Statement: 1/1/2024 through 1/31/2024

<b>Beginning Fund Balance</b>	<b>1,205,154.15</b>
<b>Revenue</b>	
	<b><u>0.00</u></b>
4010 Spendable Contributions	100.00
4120 Investment Gains/Losses Realized	1,720.70
4130 Investment Gains/losses Unrealized	1,811.63
4110 Dividend & Interest Income	272.56
<b>Total Revenue</b>	<b>3,904.89</b>
<b>Expenses</b>	
	<b><u>0.00</u></b>
5560 Youth Advisory Council	
5260 5470 Interest & Investment Expense	642.46
<b>Total Expenses</b>	<b>642.46</b>
Total Change In Fund Balance	3,262.43
<b>Ending Fund Balance</b>	
	<b>0.00</b>
3000 Current Spending	(68,885.21)
3005 Spendable Contributions	280,155.87
3010 Investment Earnings	(105,596.61)
3020 NonSpendable	1,102,742.53
<b>Gift Summary</b>	<b><u>(3,904.89)</u></b>
<b>Donor:</b>	<b><u>Date:</u></b>
	<b><u>0.00</u></b>
	01/23/24
	(100.00)
Joint Investment Allocation	01/31/24
	(3,804.89)
	(100.00)



**Summary of Fund Activity**  
**Riverside Cemetery Fund - # 00193**

Fund Statement: 1/1/2024 through 1/31/2024

**Grant Summary**

<b><u>Grantee:</u></b>	<b><u>Date:</u></b>	<b><u>Amount:</u></b>
[Akoya Memo]	[Posting Date]	0.00

**Other Expense Summary**

<b><u>Vendor:</u></b>	<b><u>Date:</u></b>	<b><u>Amount:</u></b>
Avg. Balance: 1,205,183.18 for Fund 00193	01/31/24	(642.46)
		<b>(642.46)</b>





**Summary of Fund Activity**  
**Riverside Cemetery Fund - # 00193**

11.A.2

Fund Statement: 2/1/2024 through 2/29/2024

<b>Beginning Fund Balance</b>	<b>1,208,416.58</b>
<b>Revenue</b>	<b>0.00</b>
<b>Total Revenue</b>	<b>0.00</b>
<b>Expenses</b>	<b>0.00</b>
5560 Youth Advisory Council	
Total Change In Fund Balance	0.00
<b>Ending Fund Balance</b>	<b>0.00</b>
3000 Current Spending	(68,885.21)
3005 Spendable Contributions	280,155.87
3010 Investment Earnings	(105,596.61)
3020 NonSpendable	1,102,742.53
<b><u>Gift Summary</u></b>	<b><u>0.00</u></b>
<b><u>Donor:</u></b>	<b><u>Date:</u></b>
	<b><u>0.00</u></b>
<b><u>Grant Summary</u></b>	
<b><u>Grantee:</u></b>	<b><u>Date:</u></b>
	<b><u>Amount:</u></b>
[Akoya Memo]	[Posting Date] 0.00
<b><u>Other Expense Summary</u></b>	
<b><u>Vendor:</u></b>	<b><u>Date:</u></b>
	<b><u>Amount:</u></b>

# CITY OF HASTINGS

11.B

## DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 7 MONTHS ENDING JANUARY 31, 2024

### FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-JAN-24	THIS YEAR FISCAL YTD 31-JAN-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-23	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
<b>REVENUES</b>								
209-100-403-000	529.50	198,015.48	207,480	95%	190,112.93	199,500	95%	196,514.32
209-100-412-000	.00	.00	100	0%	.00	0	0%	2.46
209-100-432-000	.00	954.99	900	106%	.00	900	0%	968.15
209-100-437-000	.00	1,923.37	2,900	66%	2,642.64	2,600	102%	2,642.64
209-100-445-000	25.07	93.45	400	23%	142.46	200	71%	4,532.89
209-100-496-000	1,600.00	5,300.00	12,000	44%	6,900.00	7,500	92%	10,800.00
209-100-573-000	.00	.00	1,000	0%	1,018.20	3,000	34%	1,018.20
209-100-629-000	.00	3,590.40	7,000	51%	2,708.40	5,000	54%	4,857.36
209-100-642-000	.00	3,600.00	10,000	36%	8,400.00	8,000	105%	15,300.00
209-100-665-000	.00	7,301.41	3,000	243%	3,826.81	100	3827%	10,305.93
209-100-674-000	.00	.00	0	0%	205,514.00	200,000	103%	205,514.00
209-100-677-000	.00	3,693.00	0	0%	10,843.00	0	0%	14,293.00
<b>TOTAL REVENUES</b>	<b>2,154.57</b>	<b>224,472.10</b>	<b>244,780</b>	<b>92%</b>	<b>432,108.44</b>	<b>426,800</b>	<b>101%</b>	<b>466,748.95</b>
<b>TOTAL REVENUE &amp; INCOMING TRANSFERS</b>	<b>2,154.57</b>	<b>224,472.10</b>	<b>244,780</b>	<b>92%</b>	<b>432,108.44</b>	<b>426,800</b>	<b>101%</b>	<b>466,748.95</b>

**CITY OF HASTINGS**  
**DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JANUARY 31, 2024**

**FUND 209 - CEMETERY FUND**

	THIS MONTH ACTUAL 31-JAN-24	THIS YEAR FISCAL YTD 31-JAN-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-23	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
<b>CEMETERY</b>								
209-567-702-000 FULL-TIME WAGES	.00	.00	0	0%	( 864.00)	0	0%	( 864.00)
209-567-703-000 ADMINISTRATR/SUPERVSR SALARIES	714.56	5,431.61	9,300	58%	4,023.33	9,450	43%	7,957.92
209-567-704-000 PART-TIME WAGES	.00	.00	5,000	0%	4,740.00	10,647	45%	4,452.00
209-567-709-000 SOCIAL SECURITY TAXES	53.64	410.87	1,094	38%	605.05	1,537	39%	902.16
209-567-716-000 MERS DEFINED CONTRIBUTIONS	44.93	237.85	380	63%	161.44	591	27%	312.13
209-567-717-010 MERS DEFINED BENEFIT HYBRID	44.81	330.76	551	60%	207.95	354	59%	449.49
209-567-718-000 HEALTH INSURANCE - PREMIUMS	54.20	384.44	687	56%	906.63	1,560	58%	659.48
209-567-718-010 HEALTH INSURANCE - HSA	4.43	16.92	0	0%	2.09	0	0%	12.54
209-567-719-000 DENTAL INSURANCE PREMIUM	2.82	19.74	35	56%	31.93	64	50%	35.39
209-567-724-000 LIFE INSURANCE	1.17	8.19	12	68%	4.69	15	31%	10.55
209-567-751-000 OPERATING SUPPLIES	.00	129.50	1,000	13%	.00	750	0%	.00
209-567-756-000 REPAIR & MAINTENANCE SUPPLIES	.00	25.58	100	26%	.00	100	0%	121.85
209-567-777-000 OFFICE SUPPLIES	.00	19.66	100	20%	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	4,518.00	0	0%	.00	15,000	0%	1,732.00
209-567-808-000 SEXTON CONTRACTED SERVICES	13,875.00	48,562.50	90,000	54%	41,625.00	85,000	49%	83,250.00
209-567-826-000 OPEN/CLOSING SERVICES	1,700.00	5,000.00	12,000	42%	3,350.00	7,500	45%	10,685.76
209-567-849-000 CELL PHONE/STIPEND	3.00	21.00	36	58%	6.00	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	536.57	500	107%	540.73	400	135%	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%	277.03	800	35%	277.03
209-567-915-000 MEMBERSHIPS	.00	.00	45	0%	.00	50	0%	45.00
209-567-918-000 WATER/SEWER	.00	137.24	500	27%	544.60	500	109%	544.60
209-567-920-000 ELECTRIC	29.52	204.03	400	51%	206.16	400	52%	351.63
209-567-929-000 GROUNDS REPAIR AND MAINTENANCE	.00	.00	12,000	0%	5,500.00	12,000	46%	19,392.50
209-567-929-010 MONUMENT FOUND SETTINGS & REP	1,200.00	43,269.12	40,000	108%	30,582.65	30,000	102%	30,582.65
209-567-929-020 TREE TRIMMING AND REMOVALS	.00	1,837.30	2,500	73%	.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	399.00	500	80%	403.00	500	81%	403.00
209-567-939-000 WORKERS COMPENSATION INSURANCE	9.01	27.03	60	45%	38.25	81	47%	51.00
209-567-940-000 EQUIPMENT FUND RENTALS	.00	.00	1,000	0%	433.86	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%	205,514.00	200,000	103%	205,514.00

# CITY OF HASTINGS

## DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 7 MONTHS ENDING JANUARY 31, 2024

### *FUND 209 - CEMETERY FUND*

	THIS MONTH ACTUAL 31-JAN-24	THIS YEAR FISCAL YTD 31-JAN-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JAN-23	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
<b>TOTAL CEMETERY</b>	<b>17,737.09</b>	<b>111,526.91</b>	<b>279,100</b>	<b>40%</b>	<b>298,877.83</b>	<b>400,499</b>	<b>75%</b>	<b>372,472.75</b>
<b>TOTAL EXPENDITURES &amp; OUT TRANSFERS</b>	<b>17,737.09</b>	<b>111,526.91</b>	<b>279,100</b>	<b>40%</b>	<b>298,877.83</b>	<b>400,499</b>	<b>75%</b>	<b>372,472.75</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 15,582.52)</b>	<b>112,945.19</b>	<b>( 34,320)</b>		<b>133,230.61</b>	<b>26,301</b>		<b>94,276.20</b>

