

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Riverside Cemetery Preservation Advisory Board Meeting Agenda
April 10, 2024

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Approval of the Minutes of the Meeting of March 13, 2024
6. Public Comment and Communications
7. Sexton Update
8. Unfinished Business
 - A. Cemetery Memorial Design
 - B. Cemetery Front Entrance Landscaping
 - C. Cemetery Chapel
9. New Business
 - A. Barry Community Foundation (BCF) Funds Reports for February 2024 and March 2024
 - B. Fiscal Year 2024 Revenues and Expenditures through February 29, 2024
 - C. Fiscal Year 2025 Preliminary Budget Proposal
 - D. Memorial Project Accounting as of April 8, 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
March 13, 2024

1. Call to Order by Chair Huntley at 3:00 PM at Riverside Cemetery
2. Roll Call: Huntley, Watson, Bever, Hubbell and Tate. Absent: Buehl, Coleman and Tossava. Guest: Josh Wickham
3. Site visit at Riverside Cemetery

A. Chapel Conditions Discussion

Discussion and tour of the condition of the chapel. Further discussion will be needed.

B. Landscaping Discussion

Discussion of looking into having a landscape company give plans to upgrade the existing landscaping at the primary cemetery entrances. Tate will update on progress.

4. Return to City Hall to Continue Meeting – Second Floor Conference Room
5. Pledge of Allegiance
6. Approval of Agenda

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

7. Approval of the Minutes of the Meeting of February 14, 2024

Motion by Watson and supported by Bever to approve the minutes of the February 14, 2024, Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

8. Public Comment and Communications

None

9. Sexton Update

Josh Wickham was present to give a maintenance update.

10. Unfinished Business

A. Cemetery Memorial Design (Tate)

Documents were provided at the meeting. Public Services Director Tate provided an overview of the proposals and his recommendation. Two motions were made, and both failed to get the required number of votes to move forward.

B. Cemetery Fencing (Hubbell)

Pictures were provided to show the fence has been installed.

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

Budget proposal will be part of the next meeting.

12. Board Member Comments

Comments and discussion for getting information on the landscaping companies for the two major entrances to Riverside Cemetery.

13. Public Comment

None

14. Adjourn

Motion by Tate and supported Bever to adjourn the meeting at 4:04PM. Next meeting will be April 10th at City Hall.



City of *Hastings* Michigan

From the Office of:
Director of Public Services
 Travis J. Tate, P.E.
 (269) 945-6006

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

201 E. State Street 49058

April 04, 2024

To: Cemetery Board

Subject: Cemetery Memorial Space – Phase 1 – Updated Design Proposals

Board Members,

For the previous meeting there were three (3) proposals for design and construction phase design/engineering services submitted for the proposed phase 1 memorial space. The board was unable to pass a motion to choose a landscape architect. So, I reached out to the three (3) designers to update their proposals because the schedule of deliverables has changed. MCSA, SDA and PM Blough have updated the proposal based on new schedule.

MCSA Group price did not change (\$18,270), but the schedule of deliverables did change. They are looking at bidding July 29th, Opening August 20th, City Council Award August 26th, and Construction from September through November.

SDA proposal price did not change (\$19,892.50), however they revised the schedule based on a new timeline. They plan on bidding June 10, opening July 8, Council award July 22, and construction from end of July through mid-October.

PM Blough proposal price did not change (\$22,920). The schedule is updated to bidding June 28th, bid opening July 16th, Council award July 26th, and construction from August through Mid-October.

Notable differences in proposals are that MCSA Group will be responsible for the bidding process. PM Blough and SDA only plans on assisting the city with the bidding process. MCSA is the lowest proposal price and will control the bidding process. These are advantages, because the city will pay less for these services and staff will spend less time with the bidding process. Construction schedule is a little later for MCSA Group, but that is not a factor because there is no asphalt work in this phase.

In conclusion, my recommendation is to approve to MCSA proposal. They have a track record of working with the city which outcomes have been successful. They have built a professional working relationship with the city to in which communication and product is paramount. I am certain we would get another excellent service from them on this project as well. They have designed and bid projects with the city that garnered quality contractors that had successful outcomes.

The proposal prices are as follows from lowest to highest:

- MCSA Group = **\$18,270.00**
- SDA = **\$19,892.50**
- PM Blough = **\$22,920.00**

Sincerely,

Travis Tate, P.E.

Director of Public Services

"Plan.Build.Maintain. . . Improving for the future."



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

March 19, 2024

Travis Tate, P.E.
City of Hastings
201 E State Street
Hastings, Mi 49058

RE: Cemetery Memorial Design – Phase One

Dear Travis,

MCSA Group, Inc. is pleased to provide the City of Hastings with our proposal for professional services for the Design Development, Construction Documents, Bidding and Construction Administration of the Cemetery Memorial Design – Phase One for the City of Hastings. The project scope includes items as provided in your email dated February 8, 2024.

For this project we will utilize the following subconsultants:
Land and Resource Engineering (LRE) – Topographic Survey
Soils and Structures – Geotechnical Investigation

Per your email request, we have prepared the following proposed outline of Professional Services.

Our services will include the following Work Tasks:

A. Design Development:

- Site Visit
- Topographic Survey
- Geotechnical Investigation and Recommendations – Soils and Structures
- Update Cost Estimate
- Meet to Review Design Development Plans

B. Construction / Bid Documents

- Construction Plans
 - Existing Conditions/ Removals
 - Site and Layout Plans
 - Grading and Drainage Plans
 - Landscape Plans

Travis Tate
City of Hastings
March 19, 2024
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- Construction Details
 - Knee Wall Monument Detail
 - Bench Detail
 - Paving Details
 - Landscape Details

- Bid Proposal and Specifications
 - Invitation to Bid
 - Contract General Conditions
 - Contract Technical Specifications
 - Contractor Qualifications Questionnaire
 - Bid Proposal Form
 - City Forms

- Review Meetings with City will be held at 50% and 90% and as necessary throughout the project.

C. Bidding

- Advertise and send Invitations to a list of qualified contractors
- Send Documents to Plan Rooms
- Bid Documents Distribution
- Answer Bidding Questions and distribute addenda
- Review Bids – Recommend Award

D. Construction Administration and Observation

- Pre-Construction Meeting
- Review Submittals and Shop Drawings
- Progress Meetings/ On site visits once a week and as necessary
- Construction Observation Field Reports
- Review and Certify Payment Applications
- Prepare Bulletins and Change Orders
- Prepare Punch List and Close Out Documents

Note that Material testing is by the contractor and not included in our professional fees.

Travis Tate
City of Hastings
March 19, 2024
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Professional Fees

Our professional fees for Engineering/ Construction Documents, Assistance with Bidding; and Construction Administration and Inspection and will be as follows:

Professional Services	\$13,820.00
Topographic Survey	\$2,600.00
Soil Borings and Geotechnical Investigation	\$1,850.00
Total	\$18,270.00

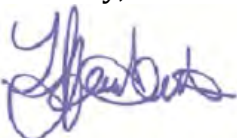
The Preliminary Project Schedule is as follows:

Contract Award	April 22, 2024
Topographic Survey/ Soil Borings	Dates assigned upon award.
Design Development	May 2025
Construction Drawings	May – July 2024
Bidding	July 29, 2024
Bid Opening	August 20, 2024
City Council Award	August 26, 2024
Construction	September to November 2024

Note that these dates are dependent on the receipt of the topographic survey and soil borings.

We would like to meet with you and begin the work upon your authorization. If we can provide any additional information, contact me at any time.

Sincerely,



MCSA Group, Inc.
Tiffany Smith, President



March 5, 2024

Travis J. Tate, P.E., Director of Public Services
City of Hastings
201 E State Street
Hastings, MI 49058

Re: Hastings Riverside Memorial Development - SDA No. PR24-026

Dear Mr., Tate:

Landscape Architects & Planners Inc., (LAP) has merged with Spalding DeDecker Associates (SDA) as of January 1, 2024. The merger mutually benefits both firms and our clients with an expanded range of services. Please feel free to inquire about additional services we can provide. All future communications should be routed through Bob Ford at Spalding DeDecker. Bob Ford's corporate email has changed to bford@sda-eng.com. We look forward to continuing to provide landscape architectural services to you without interruption since all of LAP's staff has merged as well.

Therefore, SDA, Inc. is pleased to provide you with this proposal for professional services on the Hastings Riverside Memorial Development project. Based on the information provided to us, the following is our understanding of the project, scope of services, and fees.

Project Overview

Riverside Cemetery, the project site is located at 1003 W State Road, Hastings, MI 49058. The cemetery was established in 1870 and is home to about 8,000 deceased including over 400 veterans. Landscape Architects & Planners, Inc. was retained by the city in early 2023 to provide an outdoor memorial design recognizing those interred in the cemetery who made significant contributions to the Hastings community. The project scope not only included the memorial but also a small parking area, walks leading to the memorial and road realignment considerations.



In response to your request Spalding DeDecker will provide the following services: topographic survey, geotechnical report, detailed design including details, specifications, bidding assistance, construction administration, construction observation, and materials testing.

Phase 1 overview of the project work tasks consists of the following:

1. Demolition, removal of trees/roots where necessary.
2. Design of a small gravel parking lot including (1) ADA parking space.
3. Earthwork, cuts/fills preserving trees whenever possible.
4. Memorial structure, per the original design prepared by LAP in the fall of 2023.
5. Landscaping, suitable plantings that will enhance the memorial/natural areas of the site.
6. Site amenities, such as: benches, trash receptacles, curb stops, etc.
7. SESC permit. (SESC reporting to be the responsibility of the city unless quoted separately).
8. Site restoration.
9. Site Observation, including site visits, reports, photographs, and change orders.

The site improvements will encompass approximately one acre of cemetery property.

Scope of Services

We offer the following scope of services for your consideration:

Topographic Survey

Topographic mapping of the parcel within the limits of survey as shown on the attached aerial.

- (1) The survey will extend 15' beyond the boundary or to the nearest edge of asphalt for the adjacent roadways depending on site conditions.
- (2) All visible features, utilities, and surface types within the limits of survey will be located and described on the survey. Measurements including elevations along with pavement, walks and road types will be measured in detail within the road rights of way.
- (3) Elevations will be measured to an accuracy of +/- 0.01 feet on all hard surfaces and +/- 0.10' in non-paved areas. The field work will indicate the grading of the site, including potential drainage patterns. The spot elevations will be interpolated to develop one-foot contours and our deliverable will be an AutoCAD Civil 3D drawing that will include an electronic surface (DTM).
- (4) Local utility companies will be contacted as part of our process to obtain their available utility information. Utilities will be located and shown from a combination of traditional surveying field measurements and record information. Structure rims, pipe size, inverts and connections will be measured and shown in a table format on the final drawing, only within the detailed survey area.
- (5) The survey **will not** include property lines since the survey is well within the cemetery property limits. If a boundary survey is desired it will be provided as an additional service (separate fee).
- (6) We request to be furnished any surveys, site plans or other recorded information that can be used as reference for the property lines of this parcel.
- (7) The base scope of services does not include performing any additional Subsurface Utility Engineering (SUE) techniques such as ground penetrating radar or non-destructive excavations.
- (8) Mapping in both PDF and CAD formats.



- (9) A geotechnical report will be provided, and results shared with the city before construction documents begin.

Design Development

- (1) Design Development plans will include existing conditions, demolition plan, site plan, preliminary grading, as well as drainage patterns, as needed for site plan review.
- (2) The scope of this project does not include architectural drawings.

Construction Documents

- (1) SD will review the existing design with the city to determine if there are any modifications required before starting the CD's.
- (2) Once the site plan is approved by the city, SD will move forward with the preparation of the detailed engineering plans per the requirements of the city and other applicable review agencies. This will include detailed engineering design and preparation of preliminary construction plans for permitting, bidding, and preparing an Opinion of Probable Costs.
- (3) SD will move forward with the site plan approval process and make changes as required. SD will assist the city with submittals and revisions.
- (4) Development of Construction Documents, including existing conditions, demolition plan, sediment erosion control, site plan, preliminary grading, as well as drainage and utilities and corresponding details and calculations.
- (5) Development of stormwater management report and calculations for submission to the county.
- (6) Development of necessary specifications and proposal forms for the bid documents.
- (7) Plans & specifications will be overseen, stamped, and sealed by a Professional Engineer/Landscape Architect.

Bidding

SD will be available virtually to assist the City through conducting the bid process by preparing language for the notice to bidders, conduct a pre-bid meeting, answer contractor questions (RFIs). SD will review the bids, discuss with the administration, and provide a letter of recommendation for the most qualified bidder.



Approvals | Permit Coordination

Throughout the project, we will coordinate approvals and permitting. This task will include the following:

- (1) Determination of key milestones in the permitting process for the City/County, as applicable.
- (2) Submittal of site plan review documents through the City of Hastings.
- (3) Submit plans to the applicable agencies for final plan review with appropriate applications (payment of all application and review fees to be by the Client).
- (4) Receive review comments and revise the plans to address agency comments.
- (5) Meet with agencies as necessary to secure approvals.
- (6) SDA's goal with this task is to secure the necessary approvals from the agencies having authority, so that the contractor can obtain the permits.
- (7) All permitting fees are to be provided and paid by the Owner/City.

Construction Services | Construction Engineering

SD will coordinate with City, permitting agencies, and the contractors to facilitate the construction of the proposed site improvements. This task is provided **on an "as needed" time and expense basis**, and includes the following:

- (1) Attendance at one, onsite, pre-construction meeting.
- (2) Coordination with the City on construction issues.
- (3) Review of and respond to shop drawings.
- (4) Responding to contractors' written requests for information (RFI).
- (5) Site visits to address construction concerns and/or review construction progress.
- (6) Punch list and final review (2) on-site meetings.
- (7) Final site visit to review the construction and prepare a punch list.

FEE SCHEDULE

SDA proposes to provide the above-outlined services in accordance with the following fee schedule.

Survey		
Topographic & Boundary Survey (Driesenga)	Lump Sum	\$ 3,675.00
Geotechnical Investigation (PSI)	Lump Sum	\$ 3,517.50
Design		
Construction Documents	Lump Sum	\$ 7,900.00
Approvals		
Permit Coordination	Lump Sum	\$ 750.00
Project Coordination		
Bidding	Lump Sum	\$ 1,000.00
Construction		
Construction Observation estimated fee	Time & Expense	\$ 4,050.00
	TOTAL	\$ 20,892.50
Option to reduce survey area:		\$ 1,000.00
Total if area is reduced:		\$ 19,892.50

The fees indicated above are based on SDA performing or providing sub consultants for specific tasks as needed i.e., soils/topo. SDA reserves the right to adjust the fees presented if the Scope of Services is altered. Invoices for work completed will be billed monthly based on the percentage complete of each task or on actual hours worked, with payment due within 45 days of each invoice



date. SDA's services may be stopped if payments are not received by the due date. Please refer to the attached Terms and Conditions for other contract requirements.



ADDITIONAL SERVICES/CLARIFICATIONS

The tasks listed above are for the extent of the proposed Scope of Services. Any work not specifically described herein is not assumed to be included in our Scope. SDA would be pleased to provide additional proposals to facilitate any additional tasks that may be necessary for this project. Some services that may be necessary for this project include:

- Record Drawings/As-Built Survey Services
- Construction Layout/Staking (can be a service provided by the Contractor or by SDA whichever the city desires).

PROJECT ASSUMPTIONS/UNDERSTANDINGS

In preparing this proposal, we have assumed the following:

- The owner shall pay all application and permit fees for the project.
- Owner directed revisions to the site layout, which lead to plan revisions, will be considered an Additional Service, and will be billed on a Time and Expense basis.
- The owner shall be responsible for all structural design and drawings when necessary.
- Owner shall be responsible for all mechanical/electrical/plumbing design services and drawings.
- The owner shall be responsible for all sign design and approvals.
- All work shall be performed in accordance with the attached SDA Terms and Conditions



Thank you for this opportunity to offer our professional services. Please return a signed copy to initiate SDA's services.

We look forward to collaborating with you to help make this a successful project. Please feel free to contact me if you have any questions or comments regarding this proposal.

Sincerely,

Spalding DeDecker Associates, Inc.

Robert Ford
Senior Landscape
Architect

Tricia DeMarco, PE, AICP, LEED AP
Detroit Market Lead

Accepted by:

City of Hastings

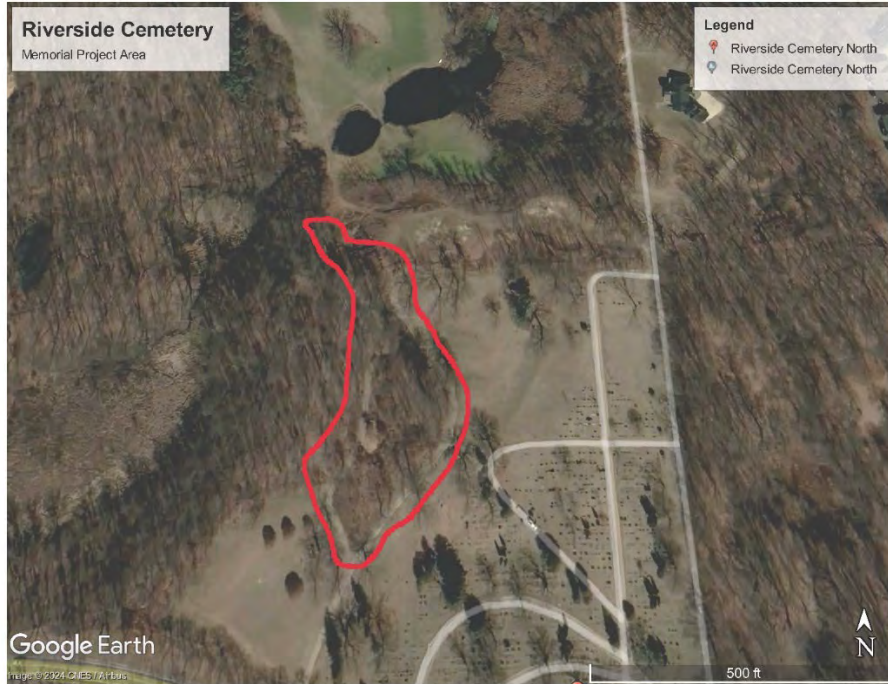
Travis J. Tate, P.E.
Director of Public Services

Date: _____

Enclosure – Survey Limits
Terms and Conditions

Survey Limits

Original Survey Limit



Reduced Survey Limits - Black line east to the original red line





TERMS AND CONDITIONS

Access To Site:

The client affirms that it has legal rights to work on the property, and unless otherwise stated, SDA will have access to the site and adjacent sites for activities necessary for the performance of the services.

Billings/Payments:

Invoices for SDA's services shall be submitted, at SDA's option, either upon completion of such services or monthly. If the client has questions or concerns regarding the invoice, the Client must notify SDA in writing within 10 days of the invoice date. Not providing such notification to SDA in this manner will indicate the Client's acceptance of the invoiced amount for payment. If a portion of the invoice is in question, the client shall be obligated to pay any portion not in question. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, SDA may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Client agrees that payments to SDA are not subject to local or state agency approvals, permit acquisitions, third party agreements, project financing, or closings. The retainer amount, if indicated on the proposal, shall be credited on the final invoice.

Late Payments:

Accounts unpaid 45 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

Lien Rights:

SDA shall have all the construction lien rights pursuant to the Michigan Construction Lien Law (MCLA 570.571 et seq) and as client makes payments, SDA will issue partial or full and unconditional waivers of lien (as the case may be) to the client. Waivers may be conditional if payment is not in hand. Client agrees that the services by SDA are considered property improvements, and the Client waives the right to any legal defense to the contrary.

Indemnification:

The Consultant agrees to indemnify and hold harmless the Client, its officers, directors, and employees against all damages arising directly from the Consultant's negligent performance of the services under this Agreement. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties expressly agree that the Consultant has no duty to defend the Client from and against any claims, causes of action, or proceedings of any kind.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.



Notwithstanding the duty to indemnify and hold harmless, the Consultant expressly agrees, after adjudication by a court of competent jurisdiction, to reimburse the Client pursuant to this provision for any costs and fees determined by the court to have been reasonably, necessarily and actually incurred by the Client in the defense of those claims specifically founded upon the Consultant's negligence.

Errors and Omissions:

It is recognized by the Owner and SDA that no set of contract documents are error or omission free. In light of this fact, the Owner and SDA agree that:

1. If errors and/or omissions in the project are detected in the contract documents before the work is in place, the cost of any re-design required to incorporate the item or feature omitted or to correct the error shall be borne by SDA. The cost to change the documents shall be the limit of SDA's liability. Any additional construction costs in this instance resulting from the inclusion of the omitted item or feature shall be borne by the owner.
2. If errors in the project are detected in the contract documents after the work is in place, and if revision, removal, or replacement of a portion of the work is required, the SDA shall bear the cost for this revision, removal and/or replacement. However, if the replacement item is of a higher value than what was removed, the difference in value shall be borne by the Owner as it adds betterment to the project.
3. If omissions in the project are detected after bidding, and a change order is required to address the omission, and the total of all omissions detected exceed the national "standard of care" average of 3.0%, the architect shall bear the costs associated with premium charges that would not have been incurred if the omitted item was included in the original bidding documents.

Limitation of Liability:

In recognition of the relative risks, rewards and benefits of the project to both the Client and SDA, the risks have been allocated such that each party agrees that, to the fullest extent permitted by law, SDA's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement from any cause or causes, shall not exceed \$10,000.00 or the contract amount, whichever is greater, and that an award of damages not to exceed such fee is the Client's sole and exclusive remedy against SDA. Such causes include, but are not limited to, SDA's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Standard of Care:

In providing services under this Agreement, SDA will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. SDA makes no warranties, express or implied, under this agreement or otherwise, in connection with any services performed or furnished by SDA. Upon notice to SDA and by mutual agreement between the parties, the Consultant will, without additional compensation, correct those services not meeting such a standard.

Affidavit of Merit for Claims against SDA:

If the Client files an action alleging malpractice or negligence against SDA, Client shall file with the complaint an affidavit of merit signed by an engineer duly licensed in the State where the project is located. The licensed engineer shall state in the affidavit of merit all of the following:

- a) that he or she has reviewed all records supplied by the Client concerning the conduct that is the subject of the affidavit.
- b) that he or she has reviewed the applicable standard of practice or care.
- c) that it is his or her opinion that the applicable standard of practice or care was breached by SDA.
- d) a detailed description of the actions that should have been taken or omitted by SDA to have complied with the applicable standard of practice or care.
- e) the manner in which the breach of the standard of practice or care was the proximate cause of the alleged injury to the Client.

To qualify to sign an affidavit of merit, an individual shall be licensed as an engineer in the state where the project is located, and during the year immediately preceding the date of the conduct that is the subject of the affidavit, have devoted a majority of his or her professional time to the active practice of engineering on projects of a similar nature.

Attorney Fees:

In the event of any litigation arising from or related to this Agreement or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorneys' fees, and all other related expenses in such litigation.

Termination of Services:

This agreement may be terminated by the Client or SDA should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay SDA for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents and Electronic Files:

All documents and files produced by SDA under this agreement shall remain the property of SDA and may not be used by the Client for any other endeavor without the written consent of SDA. SDA shall retain all common law, statutory and other reserved rights, including the copyright thereto. If CAD files are requested and SDA agrees to release the files, a service fee will be required along with a signature on SDA's standard release form.



Reimbursable Expenses:

The following items are reimbursable to the extent of 110% of actual expenses accrued for the project: 1.) printing and reproductions, 2.) Shipping, Handling, and/or Delivery, 3.) Renderings, 4.) Expense of overtime work if authorized by the owner.

Certificates, Guarantees, and Warranties:

SDA shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of SDA, increase SDA's risk or the availability or cost of its professional or general liability insurance. This includes documentation pertaining to guarantees, certificates, and warranties.

Code Compliance:

SDA shall exercise usual and customary professional care in its efforts to comply with all laws, codes, and regulations in effect as of the date of this proposal. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle SDA to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement. In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over this Project, SDA shall notify the Client of the nature and impact of such conflict. The Client agrees to cooperate and work with SDA in an effort to resolve this conflict.

Construction Phase Services:

It is understood and agreed that SDA's Basic Services under this Agreement include project observation or review of the Contractor's performance or any other construction phase services as a T&M service. If the client chooses to manage construction phase services on their own, the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the Client waives any claims against SDA that may be in any way connected thereto.

In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless SDA, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of SDA or its subconsultants. If the Client requests in writing that SDA provide any specific construction phase services, then they shall be compensated for as Additional Services as provided this proposal.



Contractor Insurance and Indemnity Requirements:

The Client agrees, in any construction contracts in connection with this Project, to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance and appropriate limits of Commercial General Liability Insurance (CGL). The Client further agrees to require all contractors to have their CGL policies endorsed to name the Client, the Consultant and its subconsultants as Additional Insureds, on a primary and noncontributory basis, and to provide Contractual Liability coverage sufficient to insure the hold harmless and indemnity obligations assumed by the contractors. The Client shall require all contractors to furnish to the Client and the Consultant certificates of insurance as evidence of the required insurance prior to commencing work and upon renewal of each policy during the entire period of construction. In addition, the Client shall require that all contractors will, to the fullest extent permitted by law, indemnify and hold harmless the Client, the Consultant and its subconsultants from and against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the Project, including all claims by employees of the contractors.

Consequential Damages:

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor SDA, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and SDA shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Dispute Resolution:

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and SDA agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and SDA further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

If litigation or arbitration related to the services performed is initiated against SDA by the Client, its contractors, or subcontractors, and such proceeding concludes with the entry of a judgment or award favorable to SDA, the Client shall reimburse SDA its reasonable attorney fees, expert fees, and other expenses related to the proceeding. Such expenses shall include the cost,



determined by SDA's normal hourly billing rates, of the time devoted to the proceedings by SDA's employees.

Force majeure:

None of the parties shall be deemed in default of this agreement, to the extent that any delay or failure in the performance of its obligations under this agreement results from any cause beyond its reasonable control, such as acts of god, acts of civil or military authority, embargoes, epidemic/pandemic (inclusive of delays, manpower shortages, jobsite safety restrictions and change in protocol caused by the covid-19/coronavirus), war, riots, insurrections, fires, explosions, earthquakes, floods, unusually severe weather conditions, labor problems or unavailability of parts or in case of a computer system failure. In the event of any such excused delay, the time for performance shall be extended for a period equal to the time lost by reason of the delay. If the contractor or owner requires acceleration by the subcontractor or consultant, the subcontractor or consultant would be entitled to compensation for the acceleration.

Betterment:

If, due to SDA's negligence, a required item or component of the project is omitted from the construction documents, SDA shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will SDA be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.

Jobsite Safety:

Neither the professional activities of SDA, nor the presence of SDA or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. SDA and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor. The Client also agrees that the Client, SDA, and SDA's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

Opinions of Probable Construction Cost

In providing opinions of probable construction cost, the Client understands that SDA has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that SDA's opinions of probable construction costs are made on the basis of SDA's professional judgment and experience. SDA makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from SDA's opinion of probable construction cost.



Permits and Approvals:

SDA shall assist the Client in applying for those permits and approvals normally required by law for projects similar to the one for which SDA's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by SDA and included in the scope of Basic Services of this Agreement. SDA makes no guarantees that permits will be issued, and payment to SDA is not contingent upon approvals or permits being issued.

Utility Surveys:

If a utility survey is part of SDA's scope of services, we will make reasonable efforts to locate and accurately depict existing utilities on the survey drawing. SDA's efforts will include research and gathering of data from the appropriate utility authorities, field locating visible surface features, and measuring depths and directions of underground utilities where visible. If SDA finds that inverts or pipe directions cannot be determined due to debris or obstructions in utility holes, gate valves, catch basins, etc., we will notify the Client of the situation and recommend cleanout of the structures. If a return visit is required to obtain invert data after fieldwork is complete, this will result in additional fees. If the client chooses not to clean out the structures, SDA will not be held liable for conflicts or problems that occur as a result of utilities that we were unable to locate. Unless specifically stated in the proposal, SDA's services do not include subsurface investigation measures to locate underground utilities. This includes sonar, radar, or laser ground penetration devices, as well as physical excavation to determine utility locations.

REVISED PROPOSAL

March 29, 2024

Mr. Travis Tate
Director of Public Services
City of Hastings
201 E. State Street
Hastings, MI 49058

RE: Revised Proposal
Proposal for Phase 1 Riverside Cemetery Memorial Garden

Mr. Tate,

Thank you for reaching out to us regarding the development of Construction Documents and Construction Administration services for the Riverside Cemetery Memorial Garden. We continue to see this project as an exciting reflection on the history and the noble souls that created and supported the strong and vibrant Hastings Community. We understand that the project will entail the development of Phase I which focuses on the central circular memorial area, a connecting pathway, and the parking area. The design of the areas will be focused on providing ADA accessible opportunities for all visitors. We have been a successful part of many unique commemorative and memorial spaces and would enjoy assisting the community in bringing the Preliminary Plan vision into reality. **The anticipated award by City Council is at the April 22, 2024 meeting.**

We have rearranged the schedule to provide the same bid dates and construction schedule by moving some tasks and shortening up the time period of design, as well as maintaining the schedule to the regular meeting schedule of the Cemetery Advisory Committee.

Proposed Scope of Services

1. Develop a written program of the proposed elements for Phase 1 and the proposed materials and any details already determined during the previous preliminary design development. City to provide dwg files of the proposed Preliminary Design to be incorporated into the base drawing.
2. Coordinate the topographic survey for the designated project area provided by the City of Hastings immediately after contract award.
3. Coordinate the two proposed soil borings and geotechnical report with SME immediately after contract award.
4. **Meet with the City Staff and the Cemetery Advisory Committee. This is anticipated at the May 8, 2024 Cemetery Advisory Committee, or can be scheduled separately upon notification of**

award by the City based on availability of City Staff and the Committee. Review the project site, photograph, and discuss the project and project schedule. Review proposed materials and details during meeting.

5. Based on the topographic information, integrate the Preliminary Design into the topographic information, modifying any portions that require adjustment to fit within the project area.
6. Develop Construction Document Package starting with the proposed Project Site Plan Layout and then following through with detailing. Coordinate with City Staff during design regarding questions and feedback. We expect the drawing package to include demolition and soil erosion, vegetation removal, site layout plan, grading and drainage, landscape and restoration plan, design details. Based on the preliminary drawing we have not included retaining wall design along the pathway as they were not indicated in being required. We have also not included any utilities or site lighting.
7. Develop a progress conceptual cost estimate for review and discussion.
8. **Meet with City Staff and the Cemetery Advisory Committee at the June 12, 2024 meeting.** Review drawing package and proposed details. Discuss any questions regarding detailing, etc. Discuss the preliminary conceptual cost estimate. Develop a list of final revisions and changes.
9. Finalize the Construction Documents drawing set. Develop a bid manual, Bid Sheet, Notice to Bidders, etc. for bidding. **Deliver final construction drawings and bid materials to the City prior to June 28, 2024, for immediate bidding.**
10. Bidding. Assist with project bidding, answer bidder questions, and assist with bid review. **Bidding is anticipated July 1, 2024 through July 16, 2024. City Council award anticipated no later than July 22, 2024.**
11. **Construction Administration anticipated to begin August 1, 2024 and be completed by Mid-October 2024 (10 weeks of construction).** Services during construction will include:
 - Attend and facilitate the Pre-Construction meeting.
 - Answer contractor questions during construction.
 - Assist with coordination of vendor product submittals.
 - Assist with review of memorial materials, coordination for install, etc.
 - Review material test results (provided by Contractor).
 - Visit the site and review contractor progress during construction. (5 visits).
 - Review of Contractor pay applications.
 - Project punch list and closeout.

Additional construction services available upon request.

Proposed Fee

PM Blough, Inc. will provide the above services for a not-to-exceed fee of \$22,920.00. This fee will include all time, materials and expenses. Fees will be invoiced on a monthly basis for services rendered in the previous month. **Any fee not utilized will not be invoiced to the City.** The fee breakout is as follows:

PM Blough, Inc.	Design and Bidding Phase	\$10,670.00
PM Blough, Inc.	Construction Administration	\$ 5,850.00
SME	Soil Borings with Geotechnical Report	\$ 4,600.00
<u>Burgess Surveying</u>	<u>Site Topographic Survey</u>	<u>\$ 1,800.00</u>
	TOTAL PROPOSED FEE	\$22,920.00

Additional services can be provided on an hourly basis, or a quote can be prepared for specific service requests for review and approval by the City.

Limitation of Liability

To the fullest extent permitted by law, PM Blough, Inc. total liability to the City for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability or otherwise is, in the aggregate, limited to the amount of \$10,000.00.

Again, thank you for requesting a proposal from PM Blough. If we can in any way modify this proposal or expand the information to best meet the needs of the City, please do not hesitate to contact us. If the City is ready to proceed, please sign and return this letter as authorization to proceed.

We look forward to becoming a part of this significant memorial project!

Respectfully Submitted,

Authorized to Proceed:

P.M. Blough, Inc.

City of Hastings



Pamela Blough, LLA, FASLA
 President and Principal Landscape Architect

 Signature Date



City of *Hastings* Michigan

From the Office of:
Director of Public Services
 Travis J. Tate, P.E.
 (269) 945-6006

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

201 E. State Street 49058

April 02, 2024

To: Potential Landscape Design/Build Contractor

Subject: City of Hastings - Cemetery Landscaping – Main Entrance – Proposal Soliciting

Dear Potential Landscape Design/Build Contractor,

The City of Hastings Riverside Cemetery Advisory Board is seeking qualified company that can provide landscaping design and build services. We have need for a landscape project around the north main entrance of the cemetery. There is existing landscaping, lawn and topsoil that need to be removed. This will be replaced with new and improved landscaping that the chosen landscaper will design with input from the Advisory Board.

The project is budgeted at less than \$10,000. We will require a letter from you that states your interest, a portfolio, an approximate proposal cost to design & build a landscape plan based on the attached plan (This is a general plan, but the designer will specify the plants, grasses, and shrubs with a design plan). This letter will be part of the selection process. Based on this information, board members will motion to choose a landscaper and if a majority votes yes, they will send the recommendation to the council to approve the selection. If the Advisory Board does not select landscaper, then they will invite you for an interview at the next scheduled meeting on the second Wednesday in May (8th) at 3 pm. After the interview process, board members will motion to choose a landscaper and if a majority votes yes, they will send the recommendation to the council to approve the selection.

Your interest letter needs to be submitted a day before the next Advisory Board meeting (Tuesday, April 9) to myself (ttate@hastingsmi.gov) and Chris Bever, Cemetery Administrator (cbever@hastingsmi.gov). I will be out of the office from April 7 through April 12. If you have any questions, please let me know this week.

Sincerely,

Travis Tate, P.E.

Director of Public Services

"Plan.Build.Maintain. . . Improving for the future."



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

9.A

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

Beginning Fund Balance	1,208,416.58
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Revenue

4130 Investment Gains/losses Unrealized	35,543.87
4110 Dividend & Interest Income	448.09
Total Revenue	35,991.96

Expenses

Total Change In Fund Balance	35,991.96
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Ending Fund Balance	1,244,408.54
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3000 Current Spending	(68,885.21)
3005 Spendable Contributions	280,155.87
3010 Investment Earnings	(69,604.65)
3020 NonSpendable	1,102,742.53

Gift Summary

<u>Donor:</u>	<u>Date:</u>	
Joint Investment Allocation	02/29/24	(35,991.96)

Grant Summry

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

Other Expense Summry



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 3/1/2024 through 3/31/2024

Beginning Fund Balance	1,244,408.54
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Revenue

4010 Spendable Contributions	25.00
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Total Revenue	25.00
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Expenses

Total Change In Fund Balance	25.00
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Ending Fund Balance	1,244,433.54
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3000 Current Spending	(68,885.21)
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3005 Spendable Contributions	280,180.87
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3010 Investment Earnings	(69,604.65)
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3020 NonSpendable	1,102,742.53
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Gift Summary

Donor:

Date:

██████████	03/28/24	(25.00)
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(25.00)

Grant Summary

Grantee:

Date:

Amount:

[Akoya Memo]	[Posting Date]	0.00
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Other Expense Summary

CITY OF HASTINGS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

9.B

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 29-FEB-24	THIS YEAR FISCAL YTD 29-FEB-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 28-FEB-23	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
REVENUES									
209-100-403-000	CURRENT PRPTY TAXES - CEMETERY	715.49	198,730.97	207,480	96%	190,784.53	199,500	96%	196,514.32
209-100-412-000	DELINQUENT PERSONAL PROP TAXES	.00	.00	100	0%	.00	0	0%	2.46
209-100-432-000	PAYMNT IN LIEU OF TAXES (PILT)	.00	954.99	900	106%	.00	900	0%	968.15
209-100-437-000	INDUSTRIAL FACILITIES TAXES	.00	1,923.37	2,900	66%	2,642.64	2,600	102%	2,642.64
209-100-445-000	PENALTIES & INTEREST ON TAXES	36.73	130.18	400	33%	175.40	200	88%	4,532.89
209-100-496-000	BURIAL OPEN/CLOSE FEES	.00	5,300.00	12,000	44%	6,900.00	7,500	92%	10,800.00
209-100-573-000	LOCAL COMM STABILIZATION SHARE	.00	.00	1,000	0%	1,018.20	3,000	34%	1,018.20
209-100-629-000	MONUMENT FOUNDATION FEES	.00	3,590.40	7,000	51%	2,708.40	5,000	54%	4,857.36
209-100-642-000	CEMETERY BURIAL RIGHTS SALES	300.00	3,900.00	10,000	39%	10,200.00	8,000	128%	15,300.00
209-100-665-000	INTEREST EARNED ON DEP & INVST	1,336.04	11,633.07	3,000	388%	4,437.76	100	4438%	10,305.93
209-100-674-000	PRIVATE CONTRIBUTNS & DONATNS	.00	.00	0	0%	205,514.00	200,000	103%	205,514.00
209-100-677-000	INSURANCE CLAIMS/REIMBURSEMNTS	.00	3,693.00	0	0%	10,843.00	0	0%	14,293.00
TOTAL REVENUES		2,388.26	229,855.98	244,780	94%	435,223.93	426,800	102%	466,748.95
TOTAL REVENUE & INCOMING TRANSFERS		2,388.26	229,855.98	244,780	94%	435,223.93	426,800	102%	466,748.95

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING FEBRUARY 29, 2024

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 29-FEB-24	THIS YEAR FISCAL YTD 29-FEB-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 28-FEB-23	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	726.56	6,158.17	9,300	66%	4,738.71	9,450	50%	7,957.92
209-567-704-000 PART-TIME WAGES	.00	.00	5,000	0%	4,452.00	10,647	42%	4,452.00
209-567-709-000 SOCIAL SECURITY TAXES	54.58	465.45	1,094	43%	659.07	1,537	43%	902.16
209-567-716-000 MERS DEFINED CONTRIBUTIONS	15.14	252.99	380	67%	188.84	591	32%	312.13
209-567-717-010 MERS DEFINED BENEFIT HYBRID	43.39	374.15	551	68%	251.76	354	71%	449.49
209-567-718-000 HEALTH INSURANCE - PREMIUMS	54.20	438.64	687	64%	439.32	1,560	28%	659.48
209-567-718-010 HEALTH INSURANCE - HSA	4.43	21.35	0	0%	4.18	0	0%	12.54
209-567-719-000 DENTAL INSURANCE PREMIUM	224.09	243.83	35	697%	24.11	64	38%	35.39
209-567-724-000 LIFE INSURANCE	1.17	9.36	12	78%	5.87	15	39%	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	.00	48,562.50	90,000	54%	48,562.50	85,000	57%	83,250.00
209-567-826-000 OPEN/CLOSING SERVICES	.00	5,000.00	12,000	42%	4,850.00	7,500	65%	10,685.76
209-567-849-000 CELL PHONE/STIPEND	3.00	24.00	36	67%	9.00	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	233.55	400	58%	235.28	400	59%	351.63
209-567-929-000 GROUNDS REPAIR AND MAINTENANCE	.00	.00	12,000	0%	8,000.00	12,000	67%	19,392.50
209-567-929-010 MONUMENT FOUND SETTINGS & REP	.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	36.04	60	60%	38.25	81	47%	51.00
209-567-940-000 EQUIPMENT FUND RENTALS	.00	.00	1,000	0%	1,695.31	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 8 MONTHS ENDING FEBRUARY 29, 2024

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 29-FEB-24	THIS YEAR FISCAL YTD 29-FEB-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 28-FEB-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
TOTAL CEMETERY	1,165.09	112,692.00	279,100	40%	311,189.65	400,499	78%	372,472.75
TOTAL EXPENDITURES & OUT TRANSFERS	1,165.09	112,692.00	279,100	40%	311,189.65	400,499	78%	372,472.75
NET REVENUES OVER EXPENDITURES	1,223.17	117,163.98	(34,320)		124,034.28	26,301		94,276.20

**RIVERSIDE CEMETERY FUND
FISCAL YEAR 2025
PRELIMINARY BUDGET**

CATEGORY	AMOUNT
REVENUES	
City Revenues including Millage Rate	\$ 237,779
Barry Community Foundation	\$ 36,000
TOTAL REVENUES	\$ 273,779
EXPENDITURES	
Personnel and Operating	\$ 177,362
Capital - Memorial	\$ 125,000
Capital - Landscaping	\$ 10,000
TOTAL EXPENDITURES	\$ 312,362
USE OF FUND BALANCE	\$ (38,583)

Notes:

-Budget includes \$125,000 for the Cemetery Memorial project. This includes funding that would be carried over from the current fiscal year and use of spendable Barry Community Foundation funds. If additional funds are expended for the project in the current fiscal year, the total for FY 2025 may be amended.

-Budget includes \$10,000 for landscaping front entrances, though that may not be required if the project is completed in the current fiscal year.

-No funds are included for chapel repairs as a scope of work has yet to be determined.

