

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Riverside Cemetery Preservation Advisory Board Meeting Agenda
July 12, 2023

Note: Meeting will begin at 3:00 PM in City Council Chambers

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Pledge of Allegiance
5. Approval of the Minutes of the Meeting of June 14, 2023
6. Public Comment and Communications
7. Presentation by Landscape Architects and Planners – Memorial Design
8. Sexton Update
9. Unfinished Business
 - A. Riverside Cemetery Preservation Advisory Board Work Plan
10. New Business
 - A. Barry Community Foundation (BCF) Funds Report as of June 30, 2023
 - B. Fiscal Year 2023 Revenues and Expenditures through May 31, 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 Minutes
June 14, 2023**

1. Call to Order by Bonnie Huntley at 3:00pm in the City Hall Conference Room.
2. Present at Roll Call: Huntley, Mayor Tossava, Buehl, Coleman, Watson, Bever, Tate. Absent: Hubbell. Also in attendance: Josh Wickham and Michael Snyder.

3. Approval of the Agenda

Motion by Mayor Tossava 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 May 10, 2023

Motion by Mayor Tossava and supported by Buehl to approve the minutes of the May 10, 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 cemetery maintenance activities. There is some tree damage to a fence that will need repaired and submitted to insurance. Additional insurance claim for four sections of fence that were stolen. Foundation repairs are underway.

8. Unfinished Business

- A. Sign for Unmarked Graves – Chris Bever

Bever provided pictures of the sign for unmarked graves and its location in the cemetery. This initiative has been completed.

- B. Cemetery Memorial Design

Discussion led by Huntley on initial thoughts regarding design alternatives. Bever to provide Landscape Architects and Planners (LAP) comments regarding narrowing down the memorial design.

Board discussion on alternatives for road accessing the proposed memorial site. Tate to work with LAP on two options and rough cost estimates.

C. Riverside Cemetery Capital Improvement and Development Plan

Discussion regarding future cemetery initiatives and work plan for next year. Memorial is the most immediate priority. Bever stated updated mapping could occur next spring / summer depending on resources required. Discussion of frequency of advisory board meetings once memorial project is completed.

9. New Business

- A. Barry Community Foundation (BCF) Funds Report as of May 31, 2023
- B. Fiscal Year 2023 Revenues and Expenditures through April 30, 2023

Motion by Mayor Tossava and supported by Coleman to file reports. All ayes. Motion carried.

10. Board Member Comments

None

11. Public Comment

Michael Snyder provided comments to the advisory board.

12. Adjourn

Motion by Mayor Tossava supported by Coleman to adjourn at 4:36pm. The next meeting is Wednesday, July 12, 2023 at 3:00pm in City Hall

Riverside Cemetery Fund

Additions

Total Additions: \$0.00

Subtractions

Total Subtractions: (\$0.00)

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	\$258,022.87	\$0.00	\$258,022.87
3010	Net Assets - Earnings	(\$173,140.20)	\$0.00	(\$173,140.20)
3020	Net Assets - Non Spendable	\$1,058,442.53	\$0.00	\$1,058,442.53
Total Net Assets		\$1,027,643.37	\$0.00	\$1,027,643.37

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CITY OF HASTINGS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING MAY 31, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-MAY-23	THIS YEAR FISCAL YTD 31-MAY-23	REVISED BUDGET 2022-2023	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-MAY-22	REVISED BUDGET 2021-2022	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
REVENUES									
209-100-403-000	CURRENT PRPTY TAXES - CEMETERY	4,626.08	196,514.32	199,500	99%	183,916.47	185,000	99%	183,916.47
209-100-412-000	DELINQUENT PERSONAL PROP TAXES	.00	.00	0	0%	65.82	0	0%	133.23
209-100-432-000	PAYMNT IN LIEU OF TAXES (PILT)	.00	.00	900	0%	910.08	600	152%	910.08
209-100-437-000	INDUSTRIAL FACILITIES TAXES	.00	2,642.64	2,600	102%	838.79	2,000	42%	2,936.79
209-100-445-000	PENALTIES & INTEREST ON TAXES	269.68	4,532.89	200	2266%	501.22	200	251%	501.22
209-100-496-000	BURIAL OPEN/CLOSE FEES	600.00	10,500.00	7,500	140%	11,150.00	7,500	149%	12,225.00
209-100-573-000	LOCAL COMM STABILIZATION SHARE	.00	1,018.20	3,000	34%	8,095.11	5,000	162%	8,095.11
209-100-629-000	MONUMENT FOUNDATION FEES	1,117.60	4,857.36	5,000	97%	7,953.52	3,000	265%	9,762.08
209-100-642-000	CEMETERY BURIAL RIGHTS SALES	1,200.00	13,500.00	8,000	169%	9,900.00	5,000	198%	9,900.00
209-100-665-000	INTEREST EARNED ON DEP & INVST	.00	1,619.01	100	1619%	14.77	250	6%	14.77
209-100-673-000	GAIN/LOSS ON SALE OF ASSETS	.00	.00	0	0%	.00	0	0%	844.84
209-100-674-000	PRIVATE CONTRIBUTNS & DONATNS	.00	205,514.00	200,000	103%	.00	0	0%	.00
209-100-677-000	INSURANCE CLAIMS/REIMBURSEMNTS	.00	10,843.00	0	0%	.00	0	0%	.00
TOTAL REVENUES		7,813.36	451,541.42	426,800	106%	223,345.78	208,550	107%	229,239.59
TOTAL REVENUE & INCOMING TRANSFERS		7,813.36	451,541.42	426,800	106%	223,345.78	208,550	107%	229,239.59

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CEMETERY									
209-567-702-000	FULL-TIME WAGES	.00	(864.00)	0	0%	.00	0	0%	864.00
209-567-703-000	ADMINISTRATR/SUPERVSR SALARIES	715.38	7,242.54	9,450	77%	8,307.65	10,000	83%	8,999.95
209-567-704-000	PART-TIME WAGES	.00	4,452.00	10,647	42%	.00	6,968	0%	192.00
209-567-709-000	SOCIAL SECURITY TAXES	54.02	848.14	1,537	55%	585.17	1,298	45%	713.85
209-567-716-000	MERS DEFINED CONTRIBUTIONS	.00	109.08	591	18%	287.25	447	64%	318.13
209-567-717-010	MERS DEFINED BENEFIT HYBRID	44.49	405.68	354	115%	453.42	553	82%	491.77
209-567-718-000	HEALTH INSURANCE - PREMIUMS	110.08	659.48	1,560	42%	1,394.03	1,473	95%	1,523.12
209-567-718-010	HEALTH INSURANCE - HSA	2.09	10.45	0	0%	35.52	0	0%	35.52
209-567-719-000	DENTAL INSURANCE PREMIUM	2.82	32.57	64	51%	58.52	64	91%	63.84
209-567-724-000	LIFE INSURANCE	1.17	9.38	15	63%	12.87	15	86%	14.04
209-567-751-000	OPERATING SUPPLIES	.00	.00	750	0%	74.96	750	10%	74.96
209-567-756-000	REPAIR & MAINTENANCE SUPPLIES	.00	.00	100	0%	.00	100	0%	18.36
209-567-777-000	OFFICE SUPPLIES	.00	37.44	100	37%	.00	100	0%	.00
209-567-792-000	SOFTWARE SUBSCRIPTIONS	.00	.00	1,000	0%	.00	1,000	0%	.00
209-567-807-000	ARCHITECT SERVICES	.00	.00	15,000	0%	.00	15,000	0%	.00
209-567-808-000	SEXTON CONTRACTED SERVICES	6,937.50	69,375.00	85,000	82%	69,375.00	85,000	82%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	800.00	7,750.00	7,500	103%	12,200.00	7,500	163%	13,500.00
209-567-849-000	CELL PHONE/STIPEND	3.00	18.00	0	0%	.00	0	0%	.00
209-567-851-000	MAIL/POSTAGE	.00	.00	150	0%	.00	150	0%	.00
209-567-900-000	PRINTING AND PUBLISHING	.00	540.73	400	135%	368.06	800	46%	368.06
209-567-906-000	PROMOTIONS/MARKETING	.00	.00	50	0%	14.00	800	2%	14.00
209-567-911-000	CONFERENCES	.00	277.03	800	35%	439.78	650	68%	439.78
209-567-915-000	MEMBERSHIPS	.00	45.00	50	90%	.00	50	0%	40.00
209-567-918-000	WATER/SEWER	.00	544.60	500	109%	170.02	250	68%	231.76
209-567-920-000	ELECTRIC	29.08	322.52	400	81%	338.64	400	85%	369.13
209-567-929-000	GROUNDS REPAIR AND MAINTENANCE	.00	8,000.00	12,000	67%	9,080.00	12,000	76%	10,095.00
209-567-929-010	MONUMENT FOUND SETTINGS & REP	.00	30,582.65	30,000	102%	28,523.34	20,000	143%	36,112.46
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	681.00	650	105%	631.00	650	97%	631.00
209-567-935-000	PROPERTY LIABILITY INSURANCE	.00	403.00	500	81%	415.00	500	83%	415.00
209-567-939-000	WORKERS COMPENSATION INSURANCE	.00	51.00	81	63%	38.02	41	93%	38.02
209-567-940-000	EQUIPMENT FUND RENTALS	659.25	2,617.90	0	0%	.00	0	0%	.00
209-567-947-000	GIS SERVICES	.00	.00	600	0%	.00	600	0%	336.00
209-567-965-000	PROPERTY TAX REIMBURSEMENT	.00	.00	150	0%	163.29	150	109%	163.29
209-567-974-000	LAND IMPROVEMENTS - DEPRECIABL	5,050.00	210,564.00	200,000	105%	.00	0	0%	.00
209-567-974-010	LAND IMPROVEMENTS - NON-DEPRCB	.00	.00	7,500	0%	.00	15,000	0%	.00

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209-567-975-000 BLDG & BLDG IMPRVMT - DEPRECBL	.00	.00	10,500	0%	.00	5,000	0%	.00
TOTAL CEMETERY	14,408.88	344,715.19	400,499	86%	132,965.54	189,809	70%	159,313.04
TOTAL EXPENDITURES & OUT TRANSFERS	14,408.88	344,715.19	400,499	86%	132,965.54	189,809	70%	159,313.04
NET REVENUES OVER EXPENDITURES	(6,595.52)	106,826.23	26,301		90,380.24	18,741		69,926.55