

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

**Riverside Cemetery Preservation Advisory Board Meeting Agenda
September 11, 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 August 14, 2024
6. Public Comment and Communications
7. Sexton Update
8. Unfinished Business
 - A. Cemetery Memorial Design
*Update on bid and progress of project
 - B. Cemetery Chapel
9. New Business
 - A. Barry Community Foundation (BCF) Funds Reports for September 1, 2024
 - B. Fiscal Year 2024 Revenues and Expenditures through June 30, 2024
 - C. Cemetery Memorial Design Phase 1 Negotiated Contract with Katerberg VerHage.
 - D. Memorial Project Accounting Balance
 - E. Possible Fund Raising
 - F. Fund Raising Brochure-Contents, Mailing List, and Timing.
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.

**Riverside Cemetery Preservation Advisory Board Meeting Minutes
August 14, 2024**

1. Call to Order
2. Roll Call: Buehl, Coleman, Huntley, Watson, Perin, Hubbell, Tossava, Tate. Guest Josh Wickham, John Resseguie and Jim Wiswell
3. Pledge of Allegiance
4. Approval of Agenda

Motion by Mayor Tossava and supported by Coleman to approve the agenda for the Riverside Cemetery Preservation Advisory Board as presented. All ayes, motion carried.

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

Motion by Buehl and supported by Mayor Tossava to approve the minutes from the July 10, 2024, meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

Josh gave report of foundation and sprinkler repair. Discussion of the memorial space clean up and grading.

8. Unfinished Business

A. Cemetery Memorial Design

Travis reported the bids were over budget. Motion by Buehl and supported by Watson to go with Katerberg Verhage bid contingent on price negotiations with Travis to reduce the bid to under budget amount. All ayes, motion carried.

B. Cemetery Chapel

Discussion was had regarding the cost of repairs to the chapel. Motion by Watson and supported by Coleman to go forward with the cost estimates submitted by Watson to do repairs on the roof and masonry repair. Roll call vote was called 2 nays, 3 ayes, and 2 abstain votes. Motion carried but must go through City staff to be approved.

9. New Business

- A. Barry Community Foundation (BCF) Funds Reports for August 1, 2024
- B. Fiscal Year 2024 Revenues and Expenditures through May 31, 2024
- C. Memorial Project Accounting Balance

10. Board Member Comments

Travis made comment on the process for getting quotes and contracting repairs.

11. Public Comment

Jim Wiswell made comment regarding the millage and spending.

12. Adjourn

Motion by Watson and supported by Buehl to adjourn at 4:05PM. Next meeting will be Sept 19.

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Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 8/1/2024 through 9/4/2024

| | |
|-------------------------------|---------------------|
| Beginning Fund Balance | 1,319,118.47 |
|-------------------------------|---------------------|

Revenue

| | |
|---------------------------------|---------|
| 4020 NonSpendable Contributions | (50.00) |
|---------------------------------|---------|

| | |
|----------------------|--------------|
| Total Revenue | 50.00 |
|----------------------|--------------|

Expenses

| | |
|------------------------------|-------|
| Total Change In Fund Balance | 50.00 |
|------------------------------|-------|

| | |
|----------------------------|---------------------|
| Ending Fund Balance | 1,319,168.47 |
|----------------------------|---------------------|

| | |
|-----------------------|-------------|
| 3000 Current Spending | (68,885.21) |
|-----------------------|-------------|

| | |
|------------------------------|------------|
| 3005 Spendable Contributions | 279,564.67 |
|------------------------------|------------|

| | |
|--------------------------|----------|
| 3010 Investment Earnings | 2,096.48 |
|--------------------------|----------|

| | |
|-------------------|--------------|
| 3020 NonSpendable | 1,106,392.53 |
|-------------------|--------------|

Gift Summary

| <u>Donor:</u> | <u>Date:</u> | |
|-----------------------------------|---------------------|----------------|
| Caroline Dimmers Mem Jill Wiswell | 08/05/24 | (50.00) |
| | | (50.00) |

Grant Summry

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

Other Expense Summry

CITY OF HASTINGS

SUMMARY REVENUES AND EXPENDITURES COMPARED TO BUDGET FOR THE 1 MONTHS ENDING JULY 31, 2024

| | THIS YEAR FISCAL YTD 31-JUL-24 | REVISED BUDGET 2024-2025 | FISCAL YTD % OF BUDGET | LAST YEAR FISCAL YTD 31-JUL-23 | REVISED BUDGET 2023-2024 | FISCAL YTD % OF BUDGET |
|--|--------------------------------------|--------------------------------|------------------------------|--------------------------------------|--------------------------------|------------------------------|
| <i>FUND 209 - CEMETERY FUND</i> | | | | | | |
| REVENUES | 20,543.14 | 273,779 | 8.00% | 24,071.59 | 244,780 | 10.00% |
| INCOMING TRANSFERS | | | | | | |
| TOTAL REVENUE & INCOMING TRANSFERS | 20,543.14 | 273,779 | 8.00% | 24,071.59 | 244,780 | 10.00% |
| EXPENDITURES | 5,353.50 | 312,362 | 2.00% | 38,037.84 | 279,100 | 14.00% |
| OUTGOING TRANSFERS | | | | | | |
| TOTAL EXPENDITURES & OUTGOING TRANSFERS | 5,353.50 | 312,362 | 2.00% | 38,037.84 | 279,100 | 14.00% |
| NET REVENUE OVER EXPENDITURES | 15,189.64 | (38,583) | | (13,966.25) | (34,320) | |

PROPOSAL FORM
Cemetery Memorial Design Phase I

TO: Sarah Moyer-Cale, City Manager
 City of Hastings
 201 E State Street
 Hastings, MI 49058

The undersigned bidder has carefully examined the plans and specifications for the construction of Cemetery Memorial Design Phase I in Hastings, Michigan, as prepared by M. C. Smith Associates and Architectural Group, Inc. and, having carefully examined the site and completely familiarized himself with local conditions affecting the cost of the work; hereby states that he will provide all necessary labor, equipment, tools, machinery, apparatus and all other means of construction, do all the work and furnish all materials called for by said plans and specifications in the manner prescribed by in accordance with the requirements of the contract, specifications and drawings; and will accept as full and complete payment therefore the Lump Sum Bid Amount Which Is The Summation Of The Cost Of The Items Of Work And Must Be Equal To The Summation Of The Extension Of The Unit Prices in the amount of :

One hundred and four thousand, four hundred and twenty one dollars and zero cents (\$104,421.00)

This is not a unit price contract. The following unit prices will be utilized to assess bids, revise contract amounts, and develop change orders. Bidders must provide unit prices for every bid item at the time the bid is submitted. The Base Bid amount must be equal to the summation of the extension of all unit prices; Items (1) through (19). Bids which are incomplete or inaccurate will be subject to disqualification.

Bidders shall immediately notify the Landscape Architect of any perceived errors, omissions or discrepancy in the bid item quantities so they and other bidders can be advised of an acceptable bid procedure. This is a Lump Sum Bid. The base bid as submitted is for complete construction as shown by the plans, details and specifications.

The bidder agrees to reduce or add to the amount of the Base Bid under this proposal for any items deleted or added in accordance with the following unit prices. These unit prices shall include overhead and profit for each associated work item.

Bidder Company Name LV

GENERAL CONDITIONS

| Item No. | Description | Qty | Unit * | Installed Unit Price | Unit Total |
|---------------|---|--------------|---------------|----------------------|--------------------------------|
| 1. | Mobilization and maintaining traffic complete. | 1 | LS | \$ 2,000 | \$ 2,000 |
| 2. | The cost of project related bonds and insurance. | 1 | LS | \$ 1,750 | \$ 1,750 |
| 3. | Project sign as per specifications and location as directed by Landscape Architect. | 1 | LS | \$ 1,750 | \$ 1,750 \$00.00 |
| 4. | All layout and staking of site work elements complete. | 1 | LS | \$ 1,500 | \$ 1,500 |
| 5. | General conditions: management, overhead and profit. Unit price shall be equal to 5% of the total base bid. | 1 | LS | \$ 6,000 | \$ 6,000 \$5,250 |

Subtotal= \$10,500

SITE PREPARATION AND REMOVALS

| Item No. | Description | Qty. | Unit * | Installed Unit Price | Unit Total |
|----------|--|-------|--------|----------------------|----------------------------------|
| 6. | Site Preparation and Grading including Soil Erosion, Sedimentation Control and all other work shown on the plans but not otherwise listed below. | 1,047 | SY | \$ 23.87 | \$ 25,000 \$20,300 |

GENERAL SITE CONSTRUCTION

Subtotal = \$20,300

| Item No. | Description | Qty. | Unit * | Installed Unit Price | Unit Total |
|----------|---|------|--------|----------------------|------------|
| 7. | Furnish and Install Gravel Parking Area & Maneuvering Aisle per detail 1 on sheet L5 and as per plans and specifications. | 142 | SY | \$ 36.26 | \$ 5,150 |
| 8. | Furnish and Install Crushed Stone Pathway per detail 2 on sheet L5 and as per plans and specifications. | 74 | SY | \$ 128.37 | \$ 9,500 |
| 9. | Furnish and Install Concrete Paving per detail 1 on sheet L6 and as per plans and specifications. | 929 | SF | \$ 8.18 | \$ 7,600 |
| 10. | Furnish and Install Concrete Pavers per detail 2 on sheet L6 and as per plans and specifications. | 180 | SF | \$ 65.55 | \$ 11,800 |
| 11. | Furnish and Install Concrete Walls per detail 3 on sheet L6 and as per plans and specifications. | 52 | LF | \$ 264.42 | \$ 13,750 |

Bidder Company Name K.V

| | | | | | |
|-----|---|---|----|----------|-------------------------------------|
| 12. | Furnish and Install DuMor Model 529-00134 Wall-Mounted Bench per detail 4 on sheet L6 and as per plans and specifications. | 2 | EA | \$ 8,243 | \$ 16,486 \$11,236.00 |
| 13. | Furnish and Install Nitterhouse Masonry Products, LLC Product 18-0397 Concrete Log Wheel Stop per detail 5 on sheet L5 and as per plans and specifications. | 4 | EA | \$ 265 | \$ 1060 |
| 14. | Furnish and Install ADA Parking Sign per detail 6 on sheet L5 and as per plans and specifications. | 1 | EA | \$ 375 | \$ 375 |

Subtotal= \$60,471

LANDSCAPE IMPROVEMENTS

| Item No. | Description | Qty. | Unit * | Installed Unit Price | Unit Total |
|----------|--|------|--------|----------------------|-------------------------------|
| 15. | Furnish and install shrub and perennial planting bed as per plans and specifications. | 210 | SF | \$ 9.76 | \$ 2050 |
| 16. | Furnish and Install Landscape Edger per detail 6 on sheet L6 and as per plans and specifications. | 55 | LF | \$ 5.45 | \$ 300 |
| 17. | Furnish and Install Boulder Wall per detail 5 on sheet L6 and as per plans and specifications. | 45 | LF | \$ 192.22 | \$ 8,650 |
| 18. | Install City Provided Landscape Boulders per detail 3 on sheet L5 and as per plans and specifications. | 6 | EA | \$ 200 | \$ 1200 \$00.00 |
| 19. | Furnish and install restoration seeding and topsoil as per plans and specifications. | 565 | SY | \$ 3.80 | \$ 2150 |

* See Page 3 for unit descriptions.

Subtotal= \$13,150

***Unit Descriptions**

- LS = Lump Sum
- SF = Square Feet
- SY = Square Yard
- EA = Each

Contract Total = \$104,421.00

