

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

**Riverside Cemetery Preservation Advisory Board Meeting Agenda
October 11, 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 September 13, 2023
6. Public Comment and Communications
7. Sexton Update
8. Unfinished Business
 - A. Cemetery Memorial Design Update - Roads (Travis Tate)
 - B. Update on Fence Replacement at Cemetery (Amy Hubbell)
9. New Business
 - A. Barry Community Foundation (BCF) Funds Report as of September 30, 2023
 - B. Fiscal Year 2024 Revenues and Expenditures through August 31, 2023
 - C. Memorial Project Accounting as of October 9, 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
September 13, 2023**

1. Call to Order by Chair Huntley at 3:00pm in the City Hall Conference Room.
2. Present at Roll Call: Coleman, Huntley, Watson, Bever, Hubbell, Mayor Tossava, and Nesbitt. Tate arrived at 3:05pm.

3. Approval of Agenda

Motion by Watson and supported by Coleman to amend the Agenda to include Unfinished Business item A1 regarding the Phase 1 and Phase 2 email sent by Chair Huntley to discuss. All ayes. Motion carried.

4. Approval of the Minutes of the Meeting of August 9, 2023

Motion by Coleman and supported by Watson to approve the minutes of the August 9, 2023 Riverside Cemetery Preservation Advisory Board meeting. All Ayes. Motion carried.

5. Public Comment and Communications

None

6. Sexton Update

Updates given via phone prior to meeting per Hubbell. Storm damaged limbs and trash cleared. Hubbell to update on fence replacement due to theft at the next meeting.

7. Unfinished Business

- A. Cemetery Memorial Design Update (Travis Tate)

Director of Public Services Tate gave opinion on the road project discussion. Will provide a cost estimate at the next meeting.

- A1. Review Chair Huntley's email regarding Phase 1 and Phase 2.

Discussion about changing some elements in Phase 1 and Phase 2. The board decided to have further discussion tabled.

B. Fundraising Update (Amy Hubbell)

Hubbell provided an updated mailing list for the fundraising. Will have brochures and mailing labels ready for the November meeting.

8. 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

Bever will provide final balances when audit is complete. Motion by Mayor Tossava and supported by Coleman to accept reports. All ayes. Motion carried.

9. Board Member Comments

None

10. Public Comment

None

11. Adjourn

Motion by Coleman and supported by Mayor Tossava to adjourn at 4:10pm. The next meeting is Wednesday October 11, 2023, at 3:00pm in 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

October 4, 2023

To: Cemetery Board

Subject: Cemetery Memorial Space – Phase 1 – Road Improvements

Board Members,

I have determined that the work needed to improve the existing gravel road that goes to around the planned memorial space. It goes as follows:

South exit drive will need approximately 6" of existing gravel removed, place 6" of cold millings (provided by the city), and compact. This will take approximately 2 days to complete, needing 4 men, one excavator, two large dump trucks, one skid steer, and one vibratory roller.

- 1 excavator x \$60.49 per hour x 2 days x 8 hours/day = **\$967.84**
- 2 trucks x \$57.15 per hour x 2 days x 8 hours/day = **\$1,828.80**
- 1 skid steer x \$40.61/hr x 2 days x 8 hours/day = **\$649.76**
- 1 vib roller x \$36.24/hr x 2 days x 8 hours/day = **\$579.84**
- 4 men x \$23.50/hr x 2 days x 8 hrs/day = **\$1,504.00**

South Drive Total = \$5,530.24

the North entrance drive improvement will only require clearing on both sides of the gravel drive. The drive itself is in good shape and doesn't appear to have any sign of erosion. There is small trees and brush that need to be removed that are to close to the drive. This will allow for more comfortable vehicular maneuvering and site vision. This work will take approximately one day, with 2 men a mini-excavator and small dump truck.

- 1 mini-excavator x \$47.01/hr x 1 day x 8 hours/day = **\$376.08**
- 2 men x \$23.50/hr x 1 day x 8 hrs/day = **\$376.00**

North Drive Total = \$752.08

Miscellaneous Materials = \$1,000.00

Grand Total = \$7,282.32

Sincerely,

Travis Tate, P.E.

Director of Public Services

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

Riverside Cemetery Fund

Additions

Total Additions: \$0.00

Subtractions

Total Subtractions: (\$0.00)

Net Assets

		Beginning (9/1/2023)	Activity	Ending (9/30/2023)
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	(\$100,919.57)	\$0.00	(\$100,919.57)
3020	Net Assets - Non Spendable	\$1,058,442.53	\$0.00	\$1,058,442.53
Total Net Assets		\$1,098,673.77	\$0.00	\$1,098,673.77

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 2 MONTHS ENDING AUGUST 31, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-AUG-23	THIS YEAR FISCAL YTD 31-AUG-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-AUG-22	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
REVENUES									
209-100-403-000	CURRENT PRPTY TAXES - CEMETERY	23,965.86	42,156.16	207,480	20%	73,868.78	199,500	37%	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)	.00	954.99	900	106%	.00	900	0%	.00
209-100-437-000	INDUSTRIAL FACILITIES TAXES	1,661.20	1,661.20	2,900	57%	.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	500.00	1,400.00	12,000	12%	3,200.00	7,500	43%	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	1,043.68	1,730.08	7,000	25%	1,361.60	5,000	27%	4,857.36
209-100-642-000	CEMETERY BURIAL RIGHTS SALES	300.00	2,400.00	10,000	24%	1,800.00	8,000	23%	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	3,693.00	3,693.00	0	0%	2,000.00	0	0%	14,293.00
TOTAL REVENUES		31,163.74	53,995.43	244,780	22%	82,445.07	426,800	19%	456,743.54
TOTAL REVENUE & INCOMING TRANSFERS		31,163.74	53,995.43	244,780	22%	82,445.07	426,800	19%	456,743.54

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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	1,447.53	9,300	16%	1,773.35	9,450	19%	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	54.88	109.33	1,094	10%	398.59	1,537	26%	902.16
209-567-716-000	MERS DEFINED CONTRIBUTIONS	44.19	71.80	380	19%	55.60	591	9%	312.13
209-567-717-010	MERS DEFINED BENEFIT HYBRID	43.77	87.58	551	16%	86.38	354	24%	449.49
209-567-718-000	HEALTH INSURANCE - PREMIUMS	55.04	110.08	687	16%	258.18	1,560	17%	659.48
209-567-718-010	HEALTH INSURANCE - HSA	2.08	4.16	0	0%	.00	0	0%	12.54
209-567-719-000	DENTAL INSURANCE PREMIUM	2.82	5.64	35	16%	10.64	64	17%	35.39
209-567-724-000	LIFE INSURANCE	1.17	2.34	12	20%	2.34	15	16%	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	25.58	100	26%	.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	1,733.00	1,733.00	0	0%	.00	15,000	0%	1,732.00
209-567-808-000	SEXTON CONTRACTED SERVICES	6,937.50	6,937.50	90,000	8%	6,937.50	85,000	8%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	400.00	400.00	12,000	3%	400.00	7,500	5%	10,685.76
209-567-849-000	CELL PHONE/STIPEND	3.00	6.00	36	17%	.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%	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	39.66	75.10	500	15%	190.10	500	38%	544.60
209-567-920-000	ELECTRIC	.00	29.11	400	7%	89.27	400	22%	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	.00	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%	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%	122,622.00	200,000	61%	214,307.00

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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	10,043.67	47,682.51	279,100	17%	167,167.08	400,499	42%	372,472.75
TOTAL EXPENDITURES & OUT TRANSFERS	10,043.67	47,682.51	279,100	17%	167,167.08	400,499	42%	372,472.75
NET REVENUES OVER EXPENDITURES	21,120.07	6,312.92	(34,320)		(84,722.01)	26,301		84,270.79

<p>Riverside Cemetery Memorial Project Project Accounting as of October 9, 2023</p>

	Revenues/ (Expenditures)	Remaining Balance
Beginning Project Balance	\$ 100,000.00	\$ 100,000.00
Clearing of Memorial Site (Wickham)	\$ (4,900.00)	\$ 95,100.00
Conceptual Memorial Design (Landscape Architects & Planners)	\$ (5,250.00)	\$ 89,850.00
Conceptual Memorial Road Design (Landscape Architects & Planners)	\$ (1,000.00)	\$ 88,850.00
Remaining Project Balance (10/09/2023)	\$	\$ 88,850.00