

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Riverside Cemetery Preservation Advisory Board Meeting Agenda
January 10, 2024

Note: Meeting will be held in City Council Chambers

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Election of Officers
6. Approval of the Minutes of the Meeting of November 13, 2023
7. Public Comment and Communications
8. Sexton Update
9. Unfinished Business
 - A. Cemetery Memorial Design (Tate)
 - B. Cemetery Fencing (Hubbell)
 - C. Cemetery Chapel (Huntley)
10. New Business
 - A. Barry Community Foundation (BCF) Funds Reports for November 2023 and December 2023
 - B. Fiscal Year 2024 Revenues and Expenditures through November 30, 2023
 - C. Memorial Project Accounting as of January 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 Minutes
November 8, 2023**

1. Call to Order by Chair Huntley at 3:00PM in the City Hall Conference Room.
2. Present at Roll Call: Coleman, Huntley, Bever, Hubbell, Tossava and Tate. Absent: Buehl and Watson. Guests present: Bill Nesbitt and Jim Wiswell

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Approval of the Minutes of the Meeting of October 11, 2023

Motion by Mayor Tossava and supported by Coleman to approve the minutes of the October 11, 2023, Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

None – Josh Wickham was not in attendance

8. Unfinished Business

A. Cemetery Memorial Design – Presentation to City Council on November 13, 2023 (Bever)

Bever provided an overview of the agenda item that will be presented to City Council on November 13, 2023, as relates to the cemetery memorial design.

B. Cemetery Fencing (Hubbell)

Hubbell gave an update on the progress of the replacement of the stolen fence section.

C. Cemetery Chapel (Huntley)

Discussion tabled for now.

9. New Business

- A. Barry Community Foundation (BCF) Funds Report as of September 30, 2023 and October 31, 2023, and Donor Report for October 2023
- B. Fiscal Year 2024 Revenues and Expenditures through September 30, 2023
- C. Memorial Project Accounting as of November 3, 2023

Bever provided financial documents. Motion by Mayor Tossava supported by Coleman to accept reports. All ayes, motion carried.

10. Board Member Comments

None

11. Public Comment

Jim Wiswell asked questions and will be put on the email list.

12. Adjourn

Motion by Mayor and supported by Coleman to adjourn at 3:15PM. All ayes, motion carried. Next meeting is Wednesday December 13, 2023 in City Hall.



Regular Council Agenda Item Memorandum

To: City Council

From: Christopher Bever, City Clerk/Treasurer/Director of Finance

Subject: Replacement of Riverside Cemetery Fencing

Meeting Date: December 26, 2023

Recommended Action:

Motion to approve the purchase of fencing for Riverside Cemetery from D-K Fence in an amount not to exceed \$5,337.

Background Information:

In June 2023, sections of fencing were stolen from the Riverside Cemetery. The city submitted a claim to its insurance carrier and was reimbursed \$3,693 for the stolen fencing.

The city has worked to try to find an exact match to replace the stolen fencing, as it was part of a longer fence section. An exact match could not be found, so for aesthetic reasons, staff is recommending replacement of eight sections in that general area to ensure the fencing matches.

Staff has received a quote from D-K Fencing and is actively soliciting other quotes. Should a quote for a similar fencing product with installation come in lower, staff would use that vendor. The maximum cost of the project will not exceed \$5,337.

Financial Implications:

The total cost of the replacement fencing is \$5,337. The city received an insurance reimbursement of \$3,693 on August 1, 2023, for the stolen fencing, making the net cost of the replacement \$1,644. The FY 2023/2024 Riverside Cemetery Fund included \$10,000 for land improvements as needed during the fiscal year. To date, there have been no expenditures in that budget line item.

Attachments:

- Quote from D-K Fencing



1227 W. Dickman RD. Battle Creek, MI 49037
PHONE: (269) 965-3991 FAX: (269)965-8627

December 18, 2023

City Of Hastings
201 E. State St.
Hastings, MI 49058

Attn: Rob Neil
rneil@hastingsmi.org
269.838.8395

Re: Ornamental Aluminum Fence Repair at Riverside Cemetery

Please consider this a formal quote to provide the materials, labor, and supervision necessary to complete the fence repair on the perimeter fence. Please find the items included in this quote, below:

Item	Description	Cost
Ornamental Aluminum Fence	<ul style="list-style-type: none">To remove and replace (8) sections of 48" tall, EFS-15 style fence by Elite Fence Products. Color to be black.To remove and replace (9) 2-1/2" posts.	\$5,337.00

- **Turf restoration by others**

Thank you for considering D-K Fence Company for your project. If you have any questions regarding this or future projects, please do not hesitate to contact me.

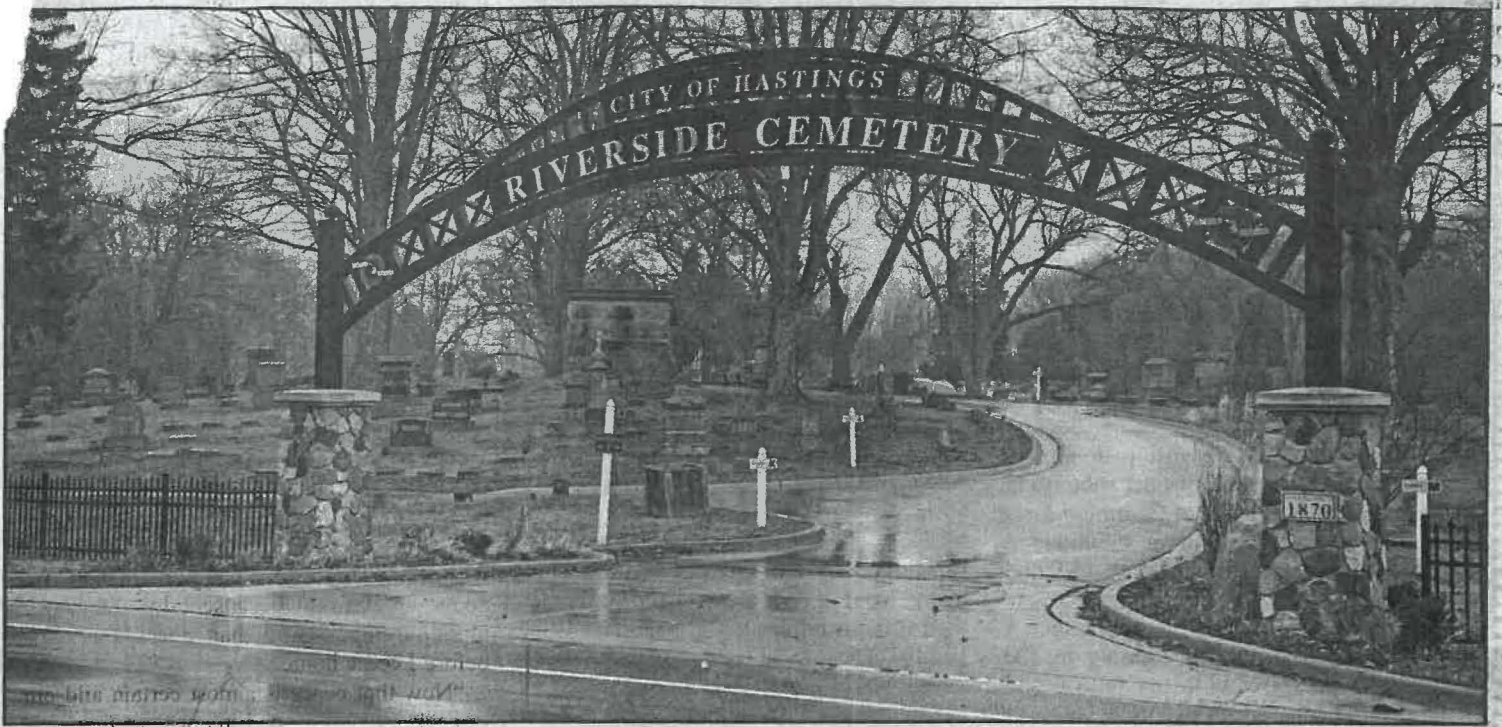
Regards,

Brent Hartwell
Estimator



FENCING THE *Mizla* WAY





The city will be replacing a section of fence that was stolen from Riverside Cemetery last summer. City officials said a section of fence appeared to be cut loose from surrounding sections by using a saw. (Photo by Hunter McLaren)

City crews set to replace stolen cemetery fence

Hunter McLaren
Staff Writer

One of the city's first projects of 2024 is to replace a fence that went missing last summer.

Following a purchase approved by city council members last week, the city will be reinstalling a section of fence at Riverside Cemetery after its theft.

Chris Bever, city clerk, treasurer and finance director, said the fencing was stolen last June. The city had received an insurance reimbursement for the sections that were stolen, bringing the cost to the city to replace the fence under \$1,700. The cost would be covered under the city's Riverside Cemetery Fund.

The long delay between the theft and the replacement was thanks to both the time to file the insurance claim and an attempt to replace the original fencing as closely as possible. While the fencing company working with the city, DK Fencing, looked extensively for fencing matching the stolen section, they were unable to find a close enough match. Rob Neil from the Department of Public Services said the company even brought down a fence they thought was a match, before discovering it didn't quite work.

Four sections of the fence were stolen from a larger eight-section stretch. Instead of patching two different styles of fence together, Bever said it was advisable to just replace

the entire stretch.

News of the theft seemed to baffle some city council members last week, with council member Mandy Furrow wondering how it was even possible.

"How did they steal it? That's cement," she said. "Those posts are cemented."

While it was unclear why thieves were dying to get a hold of the cemetery fence, Bever said the fence appeared to be sawed away from its cement anchors near the ground.

"I believe they probably had a saw and cut out four sections of the fence. Unfortunately, as the memo states, we can't exactly match it," Bever said. "For aesthetic purposes, we'll just replace that."



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 11/1/2023 through 11/30/2023

11/01/23 - 11/30/23 07/01/23 - 11/30/23

Beginning Fund Balance	1,034,117.47	1,070,504.91
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Revenue

Loan Payments	0.00	0.00
Total Revenue	21,550.00	(11,798.93)

Expenses

Grants	0.00	0.00
Interfund Grants	0.00	0.00
Pass Through Expense	0.00	0.00
CSA	0.00	0.00
Fund Administrative Fees	0.00	2,918.57
Other Expenses	3.20	123.14
Total Expenses	3.20	3,041.71

Total Change In Fund Balance	21,546.80	(14,840.64)
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Ending Fund Balance	0.00	0.00
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Current Spending	(68,885.21)	(68,885.21)
Spendable Contributions	257,159.50	257,159.50
Earnings	(213,152.55)	(213,152.55)
NonSpendable	1,080,542.53	1,080,542.53

Gift Summary

<u>Donor:</u>	<u>Date:</u>	<u>Amount:</u>	
	11/15/23	(20,000.00)	0.00
	11/16/23	(100.00)	0.00



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 11/1/2023 through 11/30/2023

11/17/23	(100.00)	0.00
11/17/23	(50.00)	0.00
11/17/23	(200.00)	0.00
11/17/23	(250.00)	0.00
11/17/23	(100.00)	0.00
11/20/23	(100.00)	0.00
11/27/23	(50.00)	0.00
11/27/23	(100.00)	0.00
11/29/23	(100.00)	0.00
11/29/23	(400.00)	0.00
	(21,550.00)	(22,550.00)

Grant Summary

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

Other Expense Summary

<u>Vendor:</u>	<u>Date:</u>	<u>Amount:</u>	
GPMT-0043017	11/16/23	(3.20)	0.00
		(3.20)	(3,041.71)



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 12/1/2023 through 12/31/2023

	12/01/23 - 12/31/23	07/01/23 - 12/31/23
Beginning Fund Balance	1,055,664.27	1,070,504.91
<u>Revenue</u>		
Loan Payments	0.00	0.00
Total Revenue	46,430.00	34,631.07
<u>Expenses</u>		
Grants	0.00	0.00
Interfund Grants	0.00	0.00
Pass Through Expense	0.00	0.00
CSA	0.00	0.00
Fund Administrative Fees	0.00	2,918.57
Other Expenses	4.65	127.79
Total Expenses	4.65	3,046.36
Total Change In Fund Balance	46,425.35	31,584.71
Ending Fund Balance	0.00	0.00
Current Spending	(68,885.21)	(68,885.21)
Spendable Contributions	281,384.85	281,384.85
Earnings	(213,152.55)	(213,152.55)
NonSpendable	1,102,742.53	1,102,742.53
<u>Gift Summary</u>		
<u>Donor:</u>	<u>Date:</u>	<u>Amount:</u>
	12/04/23	(50.00) 0.00
	12/04/23	(50.00) 0.00



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 12/1/2023 through 12/31/2023

12/04/23	(50.00)	0.00
12/06/23	(5.00)	0.00
12/06/23	(100.00)	0.00
12/14/23	(25.00)	0.00
12/14/23	(100.00)	0.00
12/18/23	(1,000.00)	0.00
12/21/23	(500.00)	0.00
12/27/23	(50.00)	0.00
12/27/23	(350.00)	0.00
12/28/23	(150.00)	0.00
12/29/23	(24,000.00)	0.00
12/29/23	(20,000.00)	0.00
	(46,430.00)	(68,980.00)

Grant Summary

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

Other Expense Summary

<u>Vendor:</u>	<u>Date:</u>	<u>Amount:</u>	
GPMT-0043426	12/28/23	(4.65)	0.00
		(4.65)	(3,046.36)

CITY OF HASTINGS

10.B

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 30-NOV-23	THIS YEAR FISCAL YTD 30-NOV-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-NOV-22	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
REVENUES								
*209-100-403-000 CURRENT PRPTY TAXES - CEMETERY	246.84	229,933.91	207,480	111%	217,932.20	199,500	109%	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	1,661.20	2,900	57%	2,642.64	2,600	102%	2,642.64
209-100-445-000 PENALTIES & INTEREST ON TAXES	4.98	49.03	400	12%	109.07	200	55%	4,532.89
209-100-496-000 BURIAL OPEN/CLOSE FEES	.00	2,300.00	12,000	19%	5,600.00	7,500	75%	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	300.96	3,590.40	7,000	51%	1,687.20	5,000	34%	4,857.36
209-100-642-000 CEMETERY BURIAL RIGHTS SALES	.00	3,600.00	10,000	36%	7,500.00	8,000	94%	15,300.00
209-100-665-000 INTEREST EARNED ON DEP & INVST	.00	2,516.27	3,000	84%	2,171.86	100	2172%	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%	2,000.00	0	0%	14,293.00
TOTAL REVENUES	552.78	248,298.80	244,780	101%	446,175.17	426,800	105%	466,748.95
TOTAL REVENUE & INCOMING TRANSFERS	552.78	248,298.80	244,780	101%	446,175.17	426,800	105%	466,748.95

*Transfers to DDA, LDFA, and Brownfields Funds not completed as of November 30, 2023.

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING NOVEMBER 30, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 30-NOV-23	THIS YEAR FISCAL YTD 30-NOV-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-NOV-22	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	3,990.49	9,300	43%	2,842.97	9,450	30%	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	301.41	1,094	28%	478.08	1,537	31%	902.16
209-567-716-000	MERS DEFINED CONTRIBUTIONS	30.28	162.64	380	43%	109.08	591	18%	312.13
209-567-717-010	MERS DEFINED BENEFIT HYBRID	44.10	241.85	551	44%	179.09	354	51%	449.49
209-567-718-000	HEALTH INSURANCE - PREMIUMS	55.04	275.20	687	40%	387.27	1,560	25%	659.48
209-567-718-010	HEALTH INSURANCE - HSA	2.08	10.40	0	0%	.00	0	0%	12.54
209-567-719-000	DENTAL INSURANCE PREMIUM	2.82	14.10	35	40%	15.96	64	25%	35.39
209-567-724-000	LIFE INSURANCE	1.17	5.85	12	49%	3.51	15	23%	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	19.66	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	20,812.50	90,000	23%	27,750.00	85,000	33%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	.00	1,600.00	12,000	13%	2,600.00	7,500	35%	10,685.76
209-567-849-000	CELL PHONE/STIPEND	3.00	15.00	36	42%	.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	536.57	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%	480.28	500	96%	544.60
209-567-920-000	ELECTRIC	29.06	145.43	400	36%	148.08	400	37%	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	.00	38,936.32	40,000	97%	30,582.65	30,000	102%	30,582.65
209-567-929-020	TREE TRIMMING AND REMOVALS	1,837.30	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	.00	18.02	60	30%	25.50	81	31%	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 5 MONTHS ENDING NOVEMBER 30, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 30-NOV-23	THIS YEAR FISCAL YTD 30-NOV-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-NOV-22	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	3,342.52	74,132.06	279,100	27%	281,896.53	400,499	70%	372,472.75
TOTAL EXPENDITURES & OUT TRANSFERS	3,342.52	74,132.06	279,100	27%	281,896.53	400,499	70%	372,472.75
NET REVENUES OVER EXPENDITURES	(2,789.74)	174,166.74	(34,320)		164,278.64	26,301		94,276.20

Riverside Cemetery Memorial Project
Project Accounting
as of January 8, 2024

	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
	<hr/>	<hr/>
Remaining Project Balance (01/08/2024)	<hr/> <hr/>	<hr/> <hr/> \$ 88,850.00