

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Riverside Cemetery Preservation Advisory Board Meeting Agenda
February 14, 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 January 10, 2024
6. Public Comment and Communications
7. Sexton Update
8. Unfinished Business
 - A. Cemetery Memorial Design (Tate)
 - B. Cemetery Fencing (Hubbell)
 - C. Cemetery Chapel (Bever & Hubbell)
9. New Business
 - A. Barry Community Foundation (BCF) Funds Reports for December 2023 and January 2024
 - B. Fiscal Year 2024 Revenues and Expenditures through December 31, 2023
 - C. Memorial Project Accounting as of February 9, 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
January 10, 2024**

1. Call to Order by Chair Huntley at 3:00 PM in the City Hall Council Chambers.
2. Roll Call: Present; Buehl, Huntley, Hubbell, Tossava and Tate. Absent; Coleman, Watson and Bever. Guests: John Resseguie and Josh Wickham.

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Election of Officers

Motion by Mayor Tossava to keep the Officers as is. Supported by Tate. Chair Huntley, Vice Chair Coleman, and Secretary Buehl. All ayes, motion carried.

6. Approval of the Minutes of the Meeting of November 8, 2023

Motion by Mayor Tossava and supported by Buehl to approve the minutes of the November 8, 2023 Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

7. Public Comment and Communications

None

8. Sexton Update

Josh Wickham gave an update of maintenance and condition of Riverside Cemetery.

9. Unfinished Business

A. Cemetery Memorial Design (Tate)

Tate gave an overview of the next steps to be taken in the memorial project. He will provide an update at the next meeting on the progress of those steps.

B. Cemetery Fencing (Hubbell)

Hubbell gave an update of the fencing, will update again at the next meeting on the progress.

C. Cemetery Chapel (Huntley)

Discussion on what to do with the chapel. Research on the history will be presented at the next meeting.

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

Hubbell presented the documents and answered questions.

11. Board Member Comments

None

11. Public Comment

None

12. Adjourn

Motion by Mayor Tossava and supported by Buehl to adjourn at 3:37 PM. All ayes, motion carried. Next meeting is Wednesday February 14, 2024 in City Hall.



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

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

Beginning Fund Balance	1,113,645.52
<u>Revenue</u>	
Spendable Contributions	24,230.00
NonSpendable Contributions	
Investment Gains/Losses Realized	347.29
Investment Gains/losses Unrealized	26,265.02
Dividend & Interest Income	21,513.66
Total Revenue	94,555.97
<u>Expenses</u>	
Grants	0.00
Interfund Grants	0.00
Pass Through Expense	0.00
CSA	0.00
Fund Administrative Fees	3,017.70
Other Expenses	29.64
Total Expenses	3,047.34
Total Change In Fund Balance	91,508.63
Ending Fund Balance	0.00
Current Spending	(68,885.21)
Spendable Contributions	280,698.33
Earnings	(109,401.50)
NonSpendable	1,102,742.53



**Summary of Fund Activity
Riverside Cemetery Fund - # 00193**

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

Gift Summary

<u>Donor:</u>	<u>Date:</u>	<u>Amount:</u>
██████████	██████████	(50.00)
██████████████████	██████████	(50.00)
██████████████████████████	██████████	(50.00)
██████████	██████████	(5.00)
██████████████████	██████████	(100.00)
██████████████████	██████████	(25.00)
██████████████████████████	██████████	(100.00)
██████████████████████████	██████████	(1,000.00)
██████████	██████████	(500.00)
██████████	██████████	(50.00)
██████████	██████████	(350.00)
██████████████████	██████████	(150.00)
██████████████████████████	██████████	(24,000.00)
██████████████████████████	██████████	(20,000.00)
██████████████████████████	██████████	██████████
		(46,430.00)

Grant Summary

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

Other Expense Summary

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



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

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

Fund 00193; AverageDailyBalance: 1100663.6500; AverageDailyHistoric: 996327.1100; FeePercent: 0.0100	12/31/23	(3,017.70)
Avg. Balance: 1,118,912.02 for Fund 00193	12/31/23	(24.99)
		(3,047.34)



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

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

Beginning Fund Balance	1,205,154.15
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Revenue

Spendable Contributions	100.00
Total Revenue	100.00

Expenses

Grants	0.00
Interfund Grants	0.00
Pass Through Expense	0.00
CSA	0.00
Fund Administrative Fees	0.00
Other Expenses	0.00
Total Expenses	0.00

Total Change In Fund Balance	100.00
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Ending Fund Balance	0.00
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Current Spending	(68,885.21)
Spendable Contributions	280,798.33
Earnings	(109,401.50)
NonSpendable	1,102,742.53

Gift Summary

<u>Donor:</u>	<u>Date:</u>	<u>Amount:</u>
████████████████████	████████	(100.00)
		(100.00)



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

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

Grant Summary

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

Other Expense Summary

<u>Vendor:</u>	<u>Date:</u>	<u>Amount:</u>
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CITY OF HASTINGS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

9.B

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-DEC-23	THIS YEAR FISCAL YTD 31-DEC-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-DEC-22	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
REVENUES								
209-100-403-000	(32,447.93)	197,485.98	207,480	95%	218,294.08	199,500	109%	196,514.32
209-100-412-000	.00	.00	100	0%	.00	0	0%	2.46
209-100-432-000	.00	954.99	900	106%	.00	900	0%	968.15
209-100-437-000	262.17	1,923.37	2,900	66%	2,642.64	2,600	102%	2,642.64
209-100-445-000	19.35	68.38	400	17%	121.96	200	61%	4,532.89
209-100-496-000	1,400.00	3,700.00	12,000	31%	6,200.00	7,500	83%	10,800.00
209-100-573-000	.00	.00	1,000	0%	1,018.20	3,000	34%	1,018.20
209-100-629-000	.00	3,590.40	7,000	51%	1,687.20	5,000	34%	4,857.36
209-100-642-000	.00	3,600.00	10,000	36%	7,500.00	8,000	94%	15,300.00
209-100-665-000	1,326.92	7,301.41	3,000	243%	3,045.38	100	3045%	10,305.93
209-100-674-000	.00	.00	0	0%	205,514.00	200,000	103%	205,514.00
209-100-677-000	.00	3,693.00	0	0%	2,000.00	0	0%	14,293.00
TOTAL REVENUES	(29,439.49)	222,317.53	244,780	91%	448,023.46	426,800	105%	466,748.95
TOTAL REVENUE & INCOMING TRANSFERS	(29,439.49)	222,317.53	244,780	91%	448,023.46	426,800	105%	466,748.95

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING DECEMBER 31, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-DEC-23	THIS YEAR FISCAL YTD 31-DEC-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-DEC-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	4,717.05	9,300	51%	3,307.95	9,450	35%	7,957.92
209-567-704-000	PART-TIME WAGES	.00	.00	5,000	0%	4,740.00	10,647	45%	4,452.00
209-567-709-000	SOCIAL SECURITY TAXES	55.82	357.23	1,094	33%	551.03	1,537	36%	902.16
209-567-716-000	MERS DEFINED CONTRIBUTIONS	15.14	177.78	380	47%	134.04	591	23%	312.13
209-567-717-010	MERS DEFINED BENEFIT HYBRID	44.10	285.95	551	52%	179.09	354	51%	449.49
209-567-718-000	HEALTH INSURANCE - PREMIUMS	55.04	330.24	687	48%	774.54	1,560	50%	659.48
209-567-718-010	HEALTH INSURANCE - HSA	2.09	12.49	0	0%	.00	0	0%	12.54
209-567-719-000	DENTAL INSURANCE PREMIUM	2.82	16.92	35	48%	31.93	64	50%	35.39
209-567-724-000	LIFE INSURANCE	1.17	7.02	12	59%	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	.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	13,875.00	34,687.50	90,000	39%	34,687.50	85,000	41%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	1,700.00	3,300.00	12,000	28%	2,600.00	7,500	35%	10,685.76
209-567-849-000	CELL PHONE/STIPEND	3.00	18.00	36	50%	3.00	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	29.08	174.51	400	44%	177.35	400	44%	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	3,132.80	42,069.12	40,000	105%	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	.00	18.02	60	30%	38.25	81	47%	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 6 MONTHS ENDING DECEMBER 31, 2023

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-DEC-23	THIS YEAR FISCAL YTD 31-DEC-23	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-DEC-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	19,642.62	93,774.68	279,100	34%	290,197.50	400,499	72%	372,472.75
TOTAL EXPENDITURES & OUT TRANSFERS	19,642.62	93,774.68	279,100	34%	290,197.50	400,499	72%	372,472.75
NET REVENUES OVER EXPENDITURES	(49,082.11)	128,542.85	(34,320)		157,825.96	26,301		94,276.20

Riverside Cemetery Memorial Project Project Accounting as of February 9, 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
Remaining Project Balance (02/09/2024)	\$	88,850.00