

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

**Riverside Cemetery Preservation Advisory Board Meeting Agenda
May 8, 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 April 10, 2024
6. Public Comment and Communications
7. Sexton Update
8. Unfinished Business
 - A. Cemetery Memorial Design
 - B. Cemetery Front Entrance Landscaping
 - C. Cemetery Chapel
9. New Business
 - A. Barry Community Foundation (BCF) Funds Reports for March 2024
 - B. Fiscal Year 2024 Revenues and Expenditures through March 31, 2024
 - C. Memorial Project Accounting as of May 6, 2024
 - D. Josh Wickham Contract Extension
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
April 10, 2024

1. Call to Order by Chair Huntley at 3:02 PM at City Hall.
2. Roll Call: Buehl, Coleman, Huntley, Watson, Bever, Hubbell, Mayor Tossava, Neil.
Absent: Tate. Guest: Resseguie.
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 March 13, 2024

Motion by Bever and supported by Watson to approve the minutes of the March 13, 2024 Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

Josh not present but did send report all the spring cleanup was finished. Contract is up and RFP's will be sent out to bid out the sexton contract.

8. Unfinished Business

A. Cemetery Memorial Design

Motion by Coleman and supported by Buehl to have MCSA to do the design and construction phase of the cemetery memorial design. Rollcall vote of six yes, and one no, motion carried.

B. Cemetery Front Entrance Landscaping

Tate will continue to get proposals for the landscaping.

9. New Business

- A. Barry Community Foundation (BCF) Funds Reports for February 2024 and March 2024
- B. Fiscal Year 2024 Revenues and Expenditures through February 29, 2024
- C. Fiscal Year 2025 Preliminary Budget Proposal
- D. Memorial Project Accounting as of April 8, 2024

10. Board Member Comments

Bever's last meeting.

11. Public Comment

None

12. Adjourn

Motion by Watson and supported by Mayor Tossava to adjourn the meeting at 3:50 PM.
Next meeting will be May 8th at 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

April 25, 2024

To: Cemetery Advisory Board

Subject: City of Hastings - Cemetery Landscaping – Main Entrance – Proposals

Dear Board,

I have solicited several landscapers in the greater west Michigan area that have capabilities to design, for the North Entrance Landscaping Project. We received two (2) proposals from KV Landscapes and Harder & Warner. They are both willing to design what you would like for a price under \$10,000. I submitted, to them, a general design guide with a layout and expectation of work and materials that would be required. This is attached to the letter for reference.

Each proposal offers a unique design, as shown in both of the initial alternatives. In general, the design from KV Landscapes offers a wider variety of plants with a larger area. Harder & Warner's design is smaller, more compact with diverse color and includes larger trees. Both appear to be acceptable alternatives and I am sure either landscaper will provide a design that meets the board's needs.

In closing the board should discuss pros and cons of each landscaper's proposal. We should vote on who to recommend to council to hire for this project.

Please let me know if you have any questions or concerns.

Sincerely,

Travis Tate, P.E.

Director of Public Services

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



City of Hastings

Riverside Cemetery

West State Road

Hastings, MI 49058

1. We would have the area staked by Miss Dig
2. We would then remove all existing vegetation.
3. We would prep the area with top soil
4. We would plant the large trees of your choice as the focal points to compliment the existing entry arch.
5. We would then add shrubs and perennials for added color and texture.
6. The Shrub roses would give all summer color.
7. Your choice of perennials will add seasonal color. Astilbe would bloom in the spring. Coral Bells would give all summer leaf color with a June flower.



**Heuchera
'Delta Dawn'**



**Heuchera
'Electra'**



**Heuchera
'Electric Lime'**



**Heuchera
'Fire Alarm'**



**Heuchera
'Fire Chief'**



**Heuchera
'Forever Purple'**



**Heuchera
'Frost'**



**Heuchera
'Galaxy'**



**Heuchera
'Georgia Peach'**



**Heuchera
'Georgia Plum'**



**Heuchera
'Ginger Ale'**



**Heuchera
'Ginger Peach'**

MATERIALS FOR THIS PROJECT

I have used all very mature plants as the cemetery is established and a very mature background.

You may choose between

1. 2 Jack Pears They have the beautiful white flowers in the Spring but are dwarf trees topping out at approximately 15 feet.
2. 2 Columnar Maples They stay narrow and offer great Fall Color
3. Keteleeri Junipers They are very hardy and deer resistant. They top out at around 16 feet. They are 12 feet at present. They are perfect for year around green. They are narrow at 4 to 6 feet wide. They are the perfect columnar accent for the existing arch!!

We would love you to tour the Garden Center to view and choose your own or I will happily choose the very best for you!

2 Balled and Burlaped Jack Pears or Columnar Maples @ 450 = 900

4 Knock out roses @ 40 = 160

6 small shrubs @ 40 = 240

10 perennials @ 20 = 200

8 yards Dark Brown Color Enhanced Mulch = 280

1 yard topsoil = 35

TOTAL MATERIALS 1815 TAX 108.90 = 1923.90

Labor and Disposal 3000

Total Project \$ 4923.90

Options

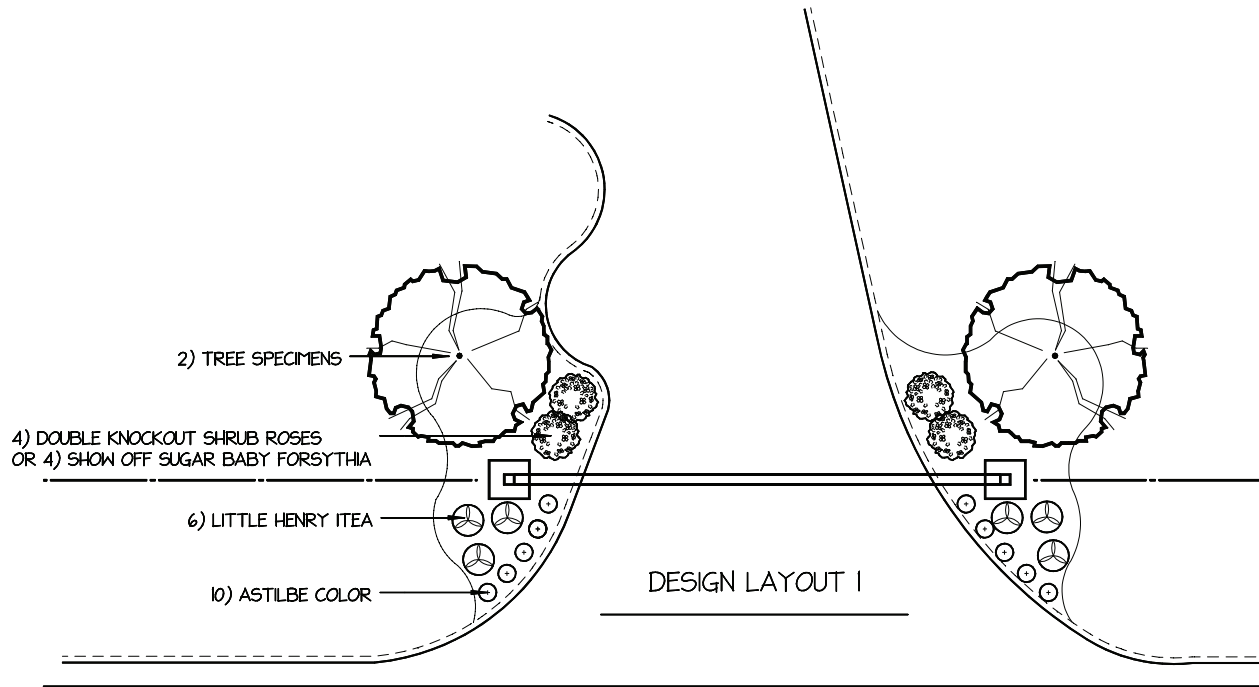
If you want to add the Keteleeri Juipers, add 600 dollars \$5523.90

If you want to go with 5-foot Junipers or potted trees, subtract 300 dollars \$4623.90



HARDER & WARNER LANDSCAPES, INC.
KATHY WARNER

CITY OF HASTINGS - RIVERSIDE CEMETERY
W. STATE ROAD, HASTINGS MI
1" = 10'



SHRUB ROSES



JACK PEAR TREE



SUGAR BABY FORSYTHIA



COLUMNAR MAPLE



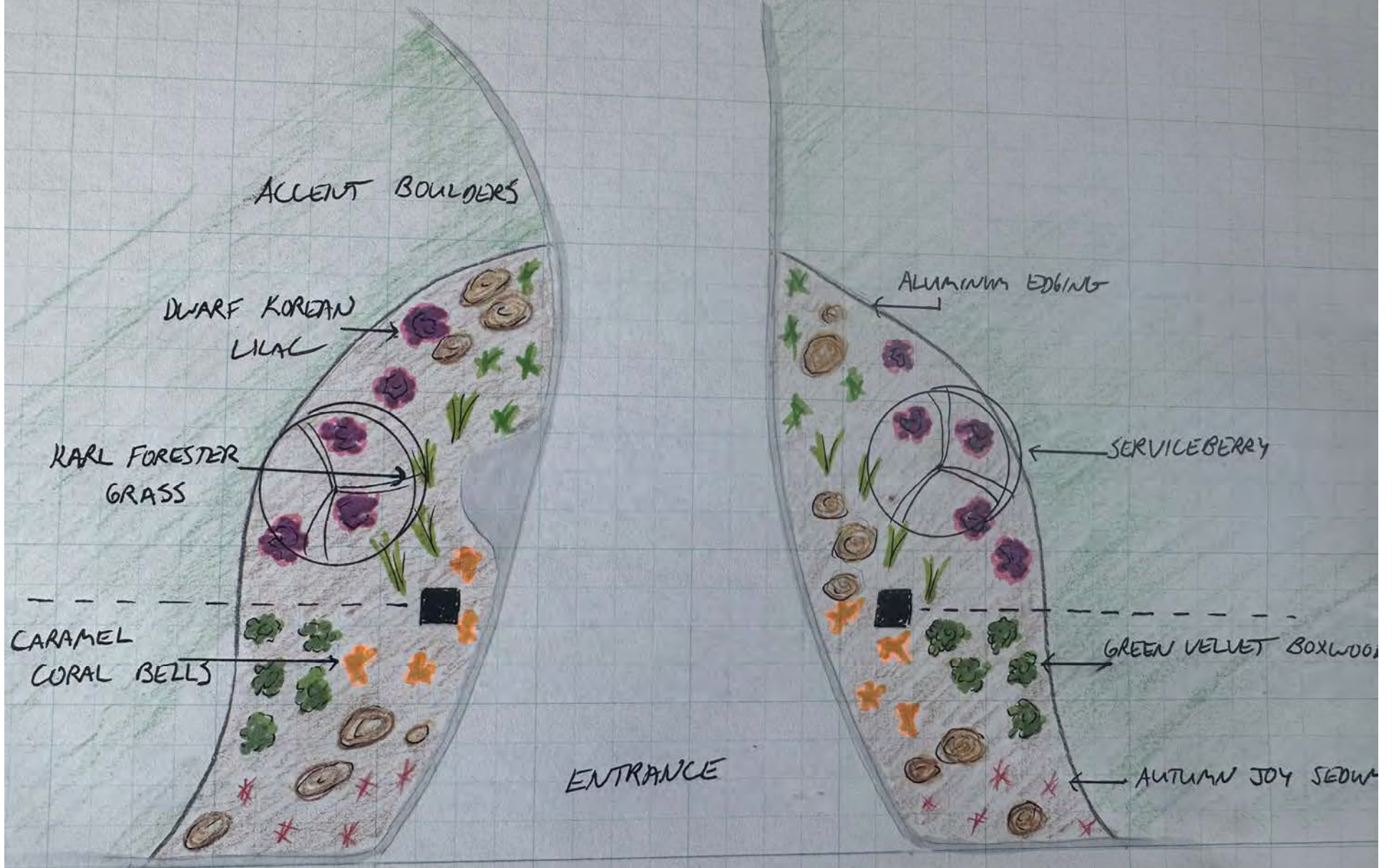
LITTLE HENRY ITEA



KETELEERI CHINESE JUNIPER



ASTILBE COLORS





K V Landscapes
6071 Depot St.
Alto, MI 49302
info@kvlandscapes.com

Hastings City
210 E State St.
Hastings, MI 49058

Dear Mr. Travis Tate

We very much appreciate the opportunity to do a design/bid on the Hastings Riverside Cemetery this year. We have over 20 years of design/build experience. We also have an outstanding crew that can execute the plan in a timely and professional manor. I have included the design and proposal for your consideration. This is just one option. If you would like to see any changes or if you have any other ideas that you would like to incorporate into the plan we can definitely make that happen. Please let me know if you have any question or concerns.

Sincerely,

Kris VanOtteren (owner)

K V Landscapes LLC



K V Landscapes
5710 Whitneyville Ave
Alto, MI 49302
(616) 340-2463

Riverside Cemetery
1003 W State Rd.
Hastings, MI 49058

LANDSCAPING PROPOSAL

-TEAROUT AND REMOVAL OF EXISTING LANDSCAPE AND SOIL	\$	975.00
-IRRIGATION RECONFIGURATION/REPAIR (WE MAY PUT IN DRIP LINE INSTEAD OF THE CURRENT ROTORS)		1250.00

PLANTINGS

10 DWARF KOREAN LILAC	\$	550.00
2 SERVICE BERRY TREES		750.00
10 GREEN VELVET BOXWOOD		450.00
8 KARL FORESTER GRASS		280.00
16 ASSORTED CORAL BELLS		400.00
10 AUTUMN JOY SEDUM		180.00
-INSTALLATION OF MULCH IN LANDSCAPE BEDS		425.00
-TOPSOIL, PEAT, SAND PLANTING MIX		580.00
-BOULDER ACCENTS		1150.00
-ALUMINUM EDGING		255.00
LABOR		1880.00

PROJECT TOTAL	\$	9125.00
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CLIENT APPROVAL:

SIGNATURE _____

DATE _____

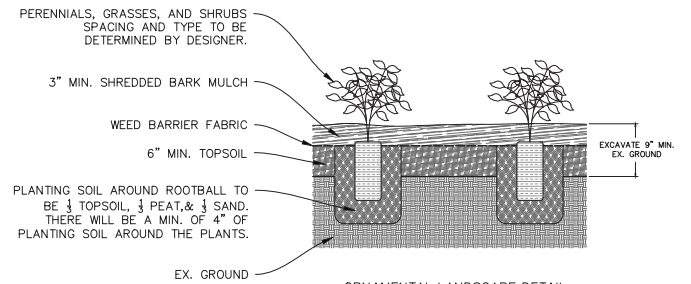


PROJECT LOCATION MAP

PROJECT LOCATION

EXISTING CONDITIONS AND REMOVALS GENERAL NOTES:

1. THE CONTRACTOR IS TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION OPERATIONS. CONTRACTOR WILL BE RESPONSIBLE FOR ANY DAMAGES TO UTILITIES CAUSED BY THEIR WORK. CONTACT MISS DIG FOR CONFIRMATION OF UTILITY LOCATIONS (1-800-482-7171).
2. CONTRACTOR WILL BE HELD RESPONSIBLE FOR DAMAGES TO EXISTING INFRASTRUCTURE IN THE PROJECT AREA.
3. REMOVAL LANDSCAPE AREAS SHALL BE EXCAVATED TO 15" BELOW GRADE.
4. ALL DISTURBED AREAS SHALL BE SEEDED AND MULCHED.
5. WHEN TREE ROOTS ARE ENCOUNTERED THEY SHALL BE CUT CLEANLY NOT RIPPED OR TORN.

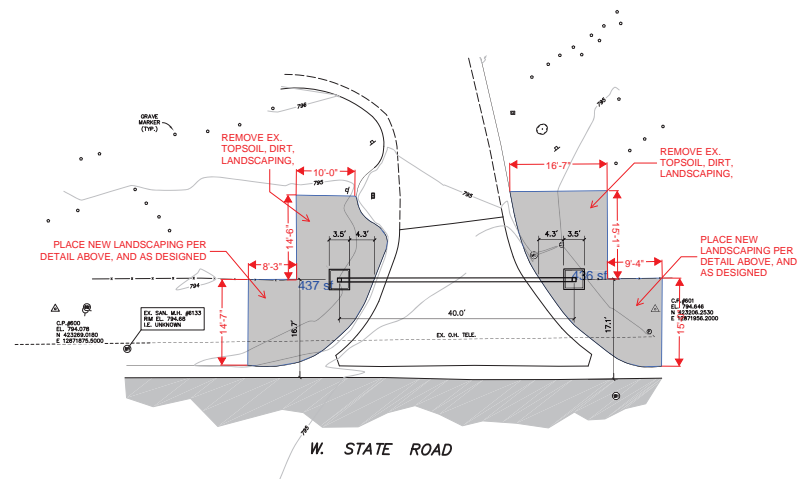


ORNAMENTAL LANDSCAPE DETAIL:
SCALE: NO SCALE



PROJECT LOCATION AERIAL MAP

PROJECT LIMITS



PROPOSED SITE PLAN

SCALE: 1" = 10'



PROJECT DATUM INFORMATION

CONTRACT NUMBER	55-100-042-00
DATE	08/20/2024
PROJECT LOCATION	1003 W. STATE RD. HASTINGS, NE
ASSISTANT	ANDREW J. HARRIS
PROJECT ENGINEER	ANDREW J. HARRIS
PROJECT CHECKED	ANDREW J. HARRIS
DATE	08/20/2024

BENCHMARK	EL. 725.68
66'S. N1/4 & 12'S. NE. OF C/A DRIVE.	
TOP SOIL UNDER "M" IN MADE.	
(1.6'S. N/300)	



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

April 26, 2024

To: Riverside Cemetery Advisory Board

Subject: Chapel Building Alternatives

Dear Board Members,

The chapel is an old brick building with a concrete foundation located directly West of the South entrance of the cemetery. It appears to be about 100 years old (give or take), but has no historic significance. Nothing could be found at the library, or Facebook's 'Hastings History' that states any historical data. It is a one-story brick building with an area of about 800 sf (+-), with some doors, windows and a garage door. It is currently used for storage of some tools and concrete forms for foundations. Inside it has michigan basement that has no stairs or ladder. The roof is sloped to the south and is need of repair. Also, windows and doors will need to be replaced in the near future. There is a crack in the foundation in the middle of the west side. It also houses the Toro irrigation system for both sides of the road.

The board met out there at our March meeting. We went over the issues with Josh (Maintenance/Sexton contractor) and to come up with alternatives on what we should do. Basically, he has no use for the building because it is too small to store equipment. If we were to rehabilitate it, because of some historical/aesthetic reason, it would be very expensive (50-100k at least) and there would need to be a use to justify the cost. It is partially in the ROW causing a traffic vision issue. In my opinion, unless a significance and use can be established, I recommend demolishing the building.

There are several alternative uses that can be chosen for this sight. The stone copings and lintels could be salvaged and used for the memorial space. Where the building sets would be a nice place to have a podium for a place for speeches (i.e. Memorial Day Parade), additional parking, or a new gateway similar to the one on the north for the drive. I would recommend exploring alternatives to utilize the funding to it's full potential that benefit the community in the future.

I look forward to discussing this with the rest of the board and will be comfortable to make a motion to demolish the building, if other members are as well.

Sincerely,

A handwritten signature in blue ink that reads "Travis Tate".

Travis Tate, P.E.

Director of Public Services

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



Chapel Building
Hastings Riverside
Cemetery



Map Publication:
04/25/2024 4:12 PM



Disclaimer: This map does not represent a survey or legal document and is provided on an "as is" basis. Barry County expresses no warranty for the information displayed on this map document.

SALVAGE STONE COPINGS,
FOR USE IN MEMORIAL
SPACE PROJECT

SALVAGE STONE COPINGS,
FOR USE IN MEMORIAL
SPACE PROJECT

SALVAGE STONE OR
PRECAST URN CORNICE,
FOR
USE IN THE MEMORIAL
SPACE PROJECT

SALVAGE LINTELS, FOR
USE IN MEMORIAL
SPACE PROJECT





Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 3/1/2024 through 3/31/2024

Beginning Fund Balance		1,244,408.54
<u>Revenue</u>		
4010 Spendable Contributions		25.00
4120 Investment Gains/Losses Realized		(18.59)
4130 Investment Gains/losses Unrealized		35,468.26
4110 Dividend & Interest Income		1,832.10
Total Revenue		37,306.77
<u>Expenses</u>		
5040 Fund Administrative Fee		3,023.52
5470 Investment Fees		34.63
Total Expenses		3,058.15
Total Change In Fund Balance		34,248.62
Ending Fund Balance		1,278,657.16
3000 Current Spending		(68,885.21)
3005 Spendable Contributions		280,146.24
3010 Investment Earnings		(35,346.40)
3020 NonSpendable		1,102,742.53
<u>Gift Summary</u>		
<u>Donor:</u>	<u>Date:</u>	
Donor	03/28/24	(25.00)
Joint Investment Allocation	03/31/24	(37,281.77)
		(25.00)



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 3/1/2024 through 3/31/2024

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>
Fund 00193; AverageDailyBalance: 1114057.0900; AverageDailyHistoric: 1007393.1500; FeePercent: 0.010	03/31/24	(3,023.52)
Avg. Balance: 1,244,411.77 for Fund 00193	03/31/24	(34.63)
		(3,058.15)

CITY OF HASTINGS

9.B

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 9 MONTHS ENDING MARCH 31, 2024

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-MAR-24	THIS YEAR FISCAL YTD 31-MAR-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-MAR-23	REVISED BUDGET 2022-2023	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL
REVENUES								
209-100-403-000	1,224.20	199,955.17	207,480	96%	191,888.24	199,500	96%	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	.00	1,923.37	2,900	66%	2,642.64	2,600	102%	2,642.64
209-100-445-000	77.95	208.13	400	52%	4,263.21	200	2132%	4,532.89
209-100-496-000	700.00	6,000.00	12,000	50%	9,700.00	7,500	129%	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	681.60	4,272.00	7,000	61%	2,708.40	5,000	54%	4,857.36
209-100-642-000	300.00	4,200.00	10,000	42%	12,300.00	8,000	154%	15,300.00
209-100-665-000	1,384.62	13,017.69	3,000	434%	5,829.04	100	5829%	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%	10,843.00	0	0%	14,293.00
TOTAL REVENUES	4,368.37	234,224.35	244,780	96%	446,706.73	426,800	105%	466,748.95
TOTAL REVENUE & INCOMING TRANSFERS	4,368.37	234,224.35	244,780	96%	446,706.73	426,800	105%	466,748.95

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING MARCH 31, 2024

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-MAR-24	THIS YEAR FISCAL YTD 31-MAR-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-MAR-23	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	1,089.84	7,248.01	9,300	78%	5,811.78	9,450	62%	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	81.87	547.32	1,094	50%	740.10	1,537	48%	902.16
209-567-716-000	MERS DEFINED CONTRIBUTIONS	45.42	298.41	380	79%	229.93	591	39%	312.13
209-567-717-010	MERS DEFINED BENEFIT HYBRID	44.10	418.25	551	76%	295.57	354	83%	449.49
209-567-718-000	HEALTH INSURANCE - PREMIUMS	54.20	492.84	687	72%	494.36	1,560	32%	659.48
209-567-718-010	HEALTH INSURANCE - HSA	4.43	25.78	0	0%	6.27	0	0%	12.54
209-567-719-000	DENTAL INSURANCE PREMIUM	2.82	246.65	35	705%	26.93	64	42%	35.39
209-567-724-000	LIFE INSURANCE	1.17	10.53	12	88%	7.04	15	47%	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	.00	48,562.50	90,000	54%	48,562.50	85,000	57%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	.00	5,000.00	12,000	42%	4,850.00	7,500	65%	10,685.76
209-567-849-000	CELL PHONE/STIPEND	3.00	27.00	36	75%	12.00	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%	45.00	50	90%	45.00
209-567-918-000	WATER/SEWER	.00	137.24	500	27%	544.60	500	109%	544.60
209-567-920-000	ELECTRIC	29.05	262.60	400	66%	264.36	400	66%	351.63
209-567-929-000	GROUNDS REPAIR AND MAINTENANCE	5,337.00	5,337.00	12,000	44%	8,000.00	12,000	67%	19,392.50
209-567-929-010	MONUMENT FOUND SETTINGS & REP	.00	43,269.12	40,000	108%	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	36.04	60	60%	51.00	81	63%	51.00
209-567-940-000	EQUIPMENT FUND RENTALS	.00	.00	1,000	0%	1,958.65	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 9 MONTHS ENDING MARCH 31, 2024

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-MAR-24	THIS YEAR FISCAL YTD 31-MAR-24	REVISED BUDGET 2023-2024	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-MAR-23	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	6,692.90	119,384.90	279,100	43%	312,842.94	400,499	78%	372,472.75
TOTAL EXPENDITURES & OUT TRANSFERS	6,692.90	119,384.90	279,100	43%	312,842.94	400,499	78%	372,472.75
NET REVENUES OVER EXPENDITURES	(2,324.53)	114,839.45	(34,320)		133,863.79	26,301		94,276.20

Riverside Cemetery Memorial Project
 Project Accounting
 as of May 6, 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 (05/06/2024)		\$	88,850.00

Wickham Cemetery Care, LLC
3590 E. Barnum Road
Hastings, Michigan 49058

April 30, 2024

City of Hastings
Hastings, Michigan 49058

To Whom it May Concern:

The current contract for sexton services is set to expire June 30, 2024. I am writing to express interest in renewing the existing contract for services, with the annual amount of \$83,250.00, paid in monthly installments of \$6937.50. The proposed contract would date from July 1, 2024 to June 30, 2027.

Please feel free to contact me with any questions.

Josh Wickham
Wickham Cemetery Care
(269) 589-9816