

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Riverside Cemetery Preservation Advisory Board Meeting Agenda
October 9, 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 September 11, 2024
6. Public Comment and Communications
7. Sexton Update
8. Unfinished Business
 - A. Cemetery Memorial Design
 - *Update on progress of project-MCSA field report #1
 - *Hastings Cemetery Memorial Space Letter
 - B. Cemetery Chapel
 - *Renovation budget concerns letter
9. New Business
 - A. Barry Community Foundation (BCF) Funds Report for October 1, 2024
 - B. Fiscal Year 2024 Revenues and Expenditures through September 30, 2024
 - C. Contribution and Mailing list for Fall Fund Raiser
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
September 11, 2024**

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

Motion by Huntley, with support from 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 August 14, 2024

Motion by Coleman, with support from Huntley, to approve the minutes from the August 14, 2024, meeting. All ayes, motion carried.

6. Public Comment and Communications

None.

7. Sexton Update

Comments from Sexton. Memorial Garden started. Foundation poured; walls started. City removed trees. Crew digging and forming more foundations. Due to drier weather, not mowing as much. Dug out 4 (four) rocks on-site to use for Memorial Project.

8. Unfinished Business

- A. Cemetery Memorial Design

*Update on bid and progress of project

None.

- B. Cemetery Chapel

Comments from Watson. Provided quote from Chris Tossava Masonry to give to Travis Tate. Tried to obtain 2 (two) more bids as she thought Tate requested. Bids need to be to weatherproof the Chapel. Discussion held; Tate cannot help manage the project if he doesn't receive bids, according to City procedures.

9. New Business

A. Barry Community Foundation (BCF) Funds Reports for September 1, 2024

Dave Coleman has stopped at Barry Community Foundation.

B. Fiscal Year 2024 Revenues and Expenditures through June 30, 2024

Perin shared when asked that annual audit has not commenced. Last email with auditors (Gabridge) is some time in late October/early November.

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.

Need to make any updates to the brochure and get out in the mail by late November. Identified minor edit updates. Dave Coleman to meet with Amy Hubbell regarding updates so mailing goes out on time. Mail List – any suggestions to reduce size of list? Resseguie – if no response in not more than 10 (ten) years to mailings, drop from list. Put finalizing brochures on November 13th agenda.

10. Board Member Comments

Comments from Tate (arrived late at 3:26 PM). Dangerous tree identified. Waiting on contractor bid to move forward on removal.

11. Public Comment

12. Adjourn

All ayes. Motion carried. Meeting adjourned at 3:44 PM.



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

CEMETERY MEMORIAL PHASE I CONSTRUCTION PROGRESS FIELD REPORT #1

Project Number:	2231	Project Name:	Cemetery Memorial Phase I
Date:	September 18, 2024	Time:	1:00 pm
Location:	City of Hastings	Contractor:	Katerberg VerHage
Weather:	Sunny	Temperature:	80 degrees

Present at Site:

MCSA Group, Inc.
Tiffany Smith
Abby Dussault

City of Hastings
Travis Tate

Katerberg VerHage
Zach Sherlund
Tim Clover

Work Completed:

Concrete walls and paving, barrier-free parking space, final grading, and restoration at parking area.

Work in Progress:

Boulder wall. Boulders are currently 2-3' and must be replaced with 3-4' as discussed.

Action Required and Additional Information:

- Chips and fines pathway stabilizer will need to be maintained, at least once a year.
- Benches have been ordered, expect to have by end of October.
- Katerberg still needs to order the concrete log wheel stops.
- The edger will be removed from the project for a credit of \$300.00.
- Planting soil provided by Sandman Sales Yard.
- Plant perennials by the end of the month. Katerberg will hand-water until the weather has cooled off. Hastings's sexton will inform contractor of plants to be replaced.



Construction Progress Field Report #1
Cemetery Memorial Phase I
City of Hastings

Sept. 18, 2024
Page 2 of 2

- Polymer sand was selected.
- Katerberg will make two (2) payment requests.

Project Schedule:

The schedule for the next week is as follows:

- Replace boulders for boulder wall
- Lay pavers
- Construct chips and fines trail and gravel surfacing in parking lot

The next progress meeting will meet at Cemetery Memorial date TBD.

Signed: Tiffany Smith



President, MCSA Group, Inc.



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 02, 2024

To: Riverside Cemetery Advisory Board

Subject: Memorial Space Construction Progress

Dear Board Members,

Construction for the Memorial Space is going well. Katerberg Verhage started in early September and is now nearly complete. Please see photos below:





City of *Hastings* Michigan

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Please let me know if you have any questions.

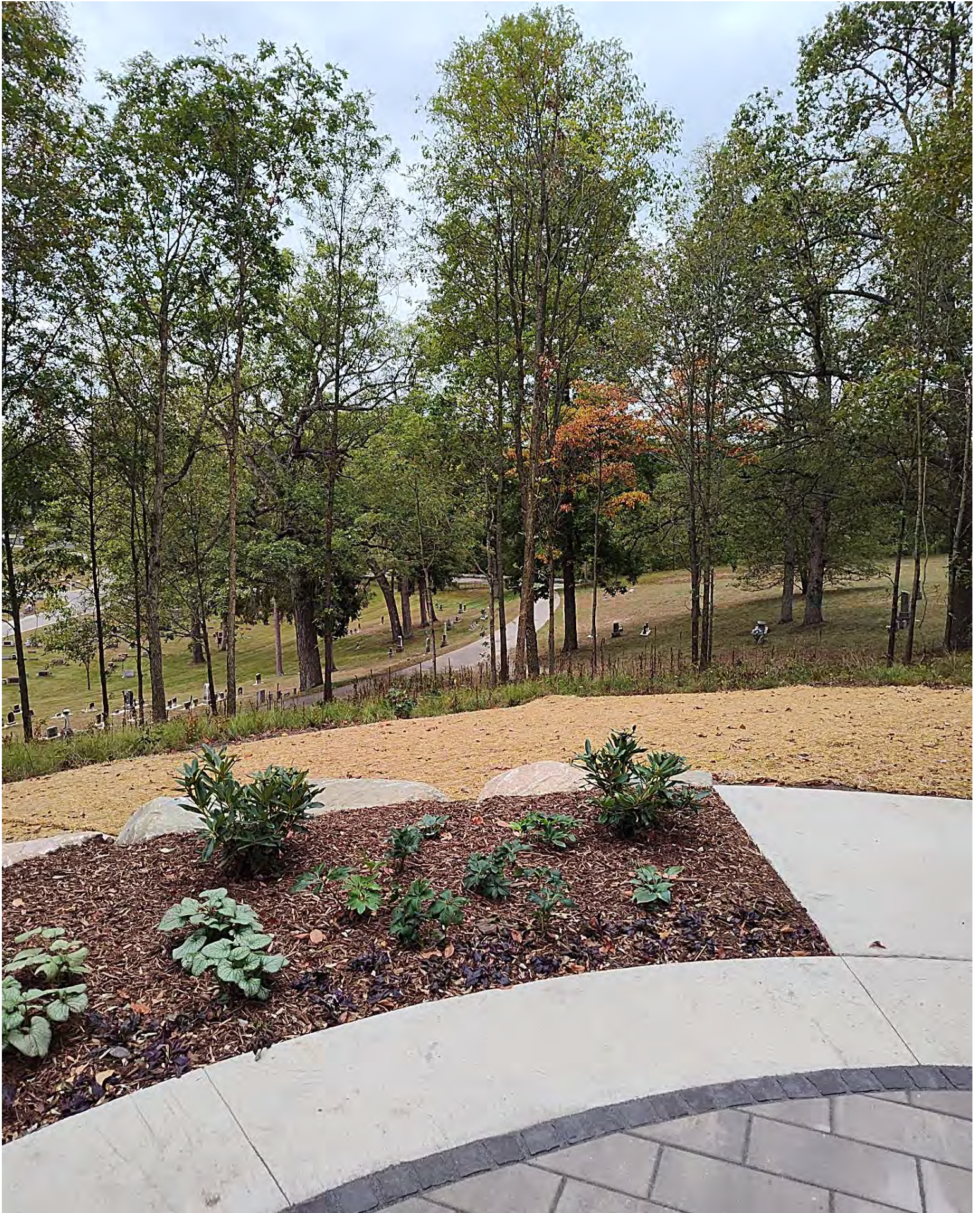
Sincerely,

Travis Tate
Travis Tate, P.E.

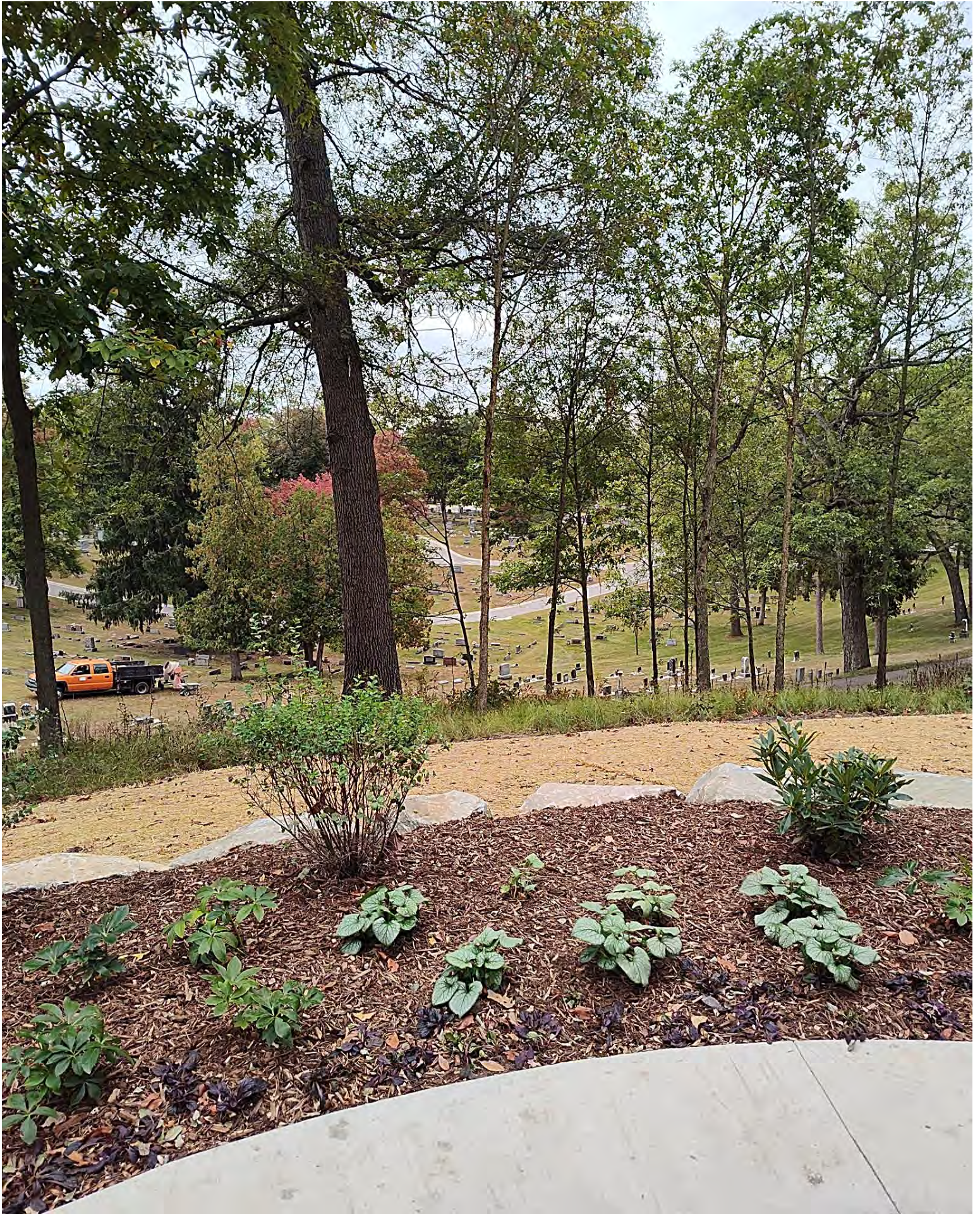
Director of Public Services

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

4 Memorial Photos Courtesy of Dave Coleman











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201 E. State Street 49058

October 02, 2024

To: Riverside Cemetery Advisory Board

Subject: Chapel Renovation Budget Concerns

Dear Board Members,

The board has wished to do some minor repairs to the chapel building this year including masonry and roofing repair. However, when I reviewed the budget, there is no money allocated for the chapel for this purpose. After further consultation with the Clerk and City Manager, it was determined that in order for money to be allocated for this purpose, the advisory board will need to determine a use for the building and for that use to be approved by council.

Please let me know if you have any questions.

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."



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 9/1/2024 through 9/30/2024

Beginning Fund Balance	1,344,354.31
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Revenue

Expenses

Total Change In Fund Balance	0.00
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Ending Fund Balance	1,344,354.31
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3000 Current Spending	(20,057.41)
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3005 Spendable Contributions	279,564.67
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3010 Investment Earnings	(21,545.48)
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3020 NonSpendable	1,106,392.53
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Gift Summary

<u>Donor:</u>	<u>Date:</u>
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Grant Summary

<u>Grantee:</u>	<u>Date:</u>	<u>Amount:</u>
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[Akoya Memo]	[Posting Date]	0.00
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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 3 MONTHS ENDING SEPTEMBER 30, 2024

9.B

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 30-SEP-24	THIS YEAR FISCAL YTD 30-SEP-24	REVISED BUDGET 2024-2025	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 30-SEP-23	REVISED BUDGET 2023-2024	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
REVENUES									
209-100-403-000	CURRENT PRPTY TAXES - CEMETERY	124,401.42	185,197.20	196,069	94%	225,387.07	207,480	109%	204,594.86
209-100-412-000	DELINQUENT PERSONAL PROP TAXES	.00	.00	100	0%	.00	100	0%	.00
209-100-432-000	PAYMNT IN LIEU OF TAXES (PILT)	.00	1,047.56	960	109%	954.99	900	106%	954.99
209-100-437-000	INDUSTRIAL FACILITIES TAXES	.00	1,552.65	2,750	56%	1,661.20	2,900	57%	1,923.37
209-100-445-000	PENALTIES & INTEREST ON TAXES	969.03	969.03	400	242%	.00	400	0%	475.72
209-100-496-000	BURIAL OPEN/CLOSE FEES	600.00	1,900.00	12,000	16%	1,600.00	12,000	13%	11,225.00
209-100-573-000	LOCAL COMM STABILIZATION SHARE	.00	.00	1,000	0%	.00	1,000	0%	.00
209-100-629-000	MONUMENT FOUNDATION FEES	772.60	2,979.64	7,000	43%	1,730.08	7,000	25%	6,006.88
209-100-642-000	CEMETERY BURIAL RIGHTS SALES	(550.00)	1,550.00	10,000	16%	2,700.00	10,000	27%	8,700.00
209-100-665-000	INTEREST EARNED ON DEP & INVST	.00	1,531.76	7,500	20%	3,366.29	3,000	112%	17,514.92
209-100-676-000	REIMBURSEMENT OF EXPENDITURES	.00	3,000.00	36,000	8%	.00	0	0%	.00
209-100-677-000	INSURANCE CLAIMS/REIMBURSEMNTS	.00	.00	0	0%	3,693.00	0	0%	3,693.00
TOTAL REVENUES		126,193.05	199,727.84	273,779	73%	241,092.63	244,780	98%	255,088.74
TOTAL REVENUE & INCOMING TRANSFERS		126,193.05	199,727.84	273,779	73%	241,092.63	244,780	98%	255,088.74

CITY OF HASTINGS
DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

FUND 209 - CEMETERY FUND

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CEMETERY									
209-567-703-000	ADMINISTRATR/SUPERVSR SALARIES	.00	357.69	9,700	4%	2,537.37	9,300	27%	8,788.55
209-567-704-000	PART-TIME WAGES	.00	.00	0	0%	.00	5,000	0%	.00
209-567-709-000	SOCIAL SECURITY TAXES	.00	27.36	742	4%	191.65	1,094	18%	663.68
209-567-716-000	MERS DEFINED CONTRIBUTIONS	.00	15.49	436	4%	102.08	380	27%	362.21
209-567-717-010	MERS DEFINED BENEFIT HYBRID	.00	.00	534	0%	131.68	551	24%	556.57
209-567-718-000	HEALTH INSURANCE - PREMIUMS	(57.02)	(171.06)	710	(24%)	165.12	687	24%	601.24
209-567-718-010	HEALTH INSURANCE - HSA	.00	.00	0	0%	6.24	0	0%	25.78
209-567-719-000	DENTAL INSURANCE PREMIUM	.00	.00	35	0%	8.46	35	24%	255.11
209-567-724-000	LIFE INSURANCE	.00	.00	14	0%	3.51	12	29%	12.87
209-567-751-000	OPERATING SUPPLIES	.00	.00	1,000	0%	129.50	1,000	13%	368.98
209-567-756-000	REPAIR & MAINTENANCE SUPPLIES	.00	.00	100	0%	25.58	100	26%	25.58
209-567-777-000	OFFICE SUPPLIES	.00	.00	100	0%	.00	100	0%	19.66
209-567-801-000	PROFESSIONAL SERVICES	.00	.00	0	0%	.00	0	0%	242.50
209-567-807-000	ARCHITECT SERVICES	.00	.00	0	0%	3,518.00	0	0%	4,518.00
209-567-808-000	SEXTON CONTRACTED SERVICES	6,937.50	13,875.00	93,000	15%	6,937.50	90,000	8%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	800.00	1,700.00	12,000	14%	400.00	12,000	3%	11,400.00
209-567-849-000	CELL PHONE/STIPEND	.00	.00	36	0%	9.00	36	25%	30.00
209-567-851-000	MAIL/POSTAGE	.00	.00	100	0%	.00	100	0%	.00
209-567-900-000	PRINTING AND PUBLISHING	.00	.00	500	0%	.00	500	0%	536.57
209-567-915-000	MEMBERSHIPS	.00	.00	45	0%	.00	45	0%	.00
209-567-918-000	WATER/SEWER	.00	63.59	500	13%	109.88	500	22%	151.60
209-567-920-000	ELECTRIC	.00	87.28	400	22%	87.31	400	22%	349.55
209-567-929-000	GROUNDS REPAIR AND MAINTENANCE	.00	1,900.00	12,000	16%	.00	12,000	0%	8,837.00
209-567-929-010	MONUMENT FOUND SETTINGS & REP	7,986.88	20,728.16	40,000	52%	36,637.76	40,000	92%	47,331.20
209-567-929-020	TREE TRIMMING AND REMOVALS	.00	.00	2,500	0%	.00	2,500	0%	1,837.30
209-567-933-000	SOFTWARE MAINTENANCE AGREEMNTS	.00	.00	650	0%	.00	650	0%	716.00
209-567-935-000	PROPERTY LIABILITY INSURANCE	.00	442.00	500	88%	399.00	500	80%	399.00
209-567-939-000	WORKERS COMPENSATION INSURANCE	.00	8.67	60	14%	18.02	60	30%	36.04
209-567-940-000	EQUIPMENT FUND RENTALS	.00	.00	1,000	0%	.00	1,000	0%	.00
209-567-947-000	GIS SERVICES	.00	.00	500	0%	.00	500	0%	.00
209-567-965-000	PROPERTY TAX REIMBURSEMENT	.00	.00	200	0%	.00	200	0%	.00
209-567-974-000	LAND IMPROVEMENTS - DEPRECIABL	.00	4,815.00	125,000	4%	.00	89,850	0%	12,430.00
209-567-974-010	LAND IMPROVEMENTS - NON-DEPRCB	.00	.00	10,000	0%	.00	10,000	0%	.00
TOTAL CEMETERY		15,667.36	43,849.18	312,362	14%	51,417.66	279,100	18%	183,744.99

CITY OF HASTINGS

DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2024

FUND 209 - CEMETERY FUND

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TOTAL EXPENDITURES & OUT TRANSFERS	15,667.36	43,849.18	312,362	14%	51,417.66	279,100	18%	183,744.99
NET REVENUES OVER EXPENDITURES	110,525.69	155,878.66	(38,583)		189,674.97	(34,320)		71,343.75