



City of *Hastings* Michigan

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201 E. State Street 49058

• Jane M. Saurman
Clerk / Treasurer / Director of Finance
jsaurman@hastingsmi.org

TO: Members of Cemetery Advisory Board
FROM: Jane Saurman
DATE: February 02, 2021
SUBJECT: February Meeting

Happy new year and thank you to all who plan on attending the next Cemetery Board meeting at 3:00 pm on Wednesday February 9, 2022. This month we will be meeting in the Conference Room.

Attached to this communication is December 2021 financial information for the City's Cemetery Special Revenue Fund as well as information for the Barry Community Foundation. Remember, thank you notes will be completed after this month's meeting.

We will be continuing our discussion for the road improvements, have memorial space update, and some continued discussion of the Wreaths Across America opportunity.

Looking forward to seeing you all.

Respectfully,

Jane M. Saurman
City Clerk/Treasurer/Director of Finance

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

**Riverside Cemetery Preservation Advisory Board Meeting Agenda
February 09, 2022**

1. Call to Order.
2. Roll Call
3. Pledge of Allegiance.
4. Approval of the Agenda.
5. Approval of the Minutes of the meeting of January 12, 2022.
6. Public comment and communications.
7. Sexton Update
8. Unfinished Business.
 - A. Memorial Space Update
 - B. Cemetery Roads
 - C. Wreaths Across America
9. New Business
 - A. BCF Funds report as of December 31, 2021.
 - B. Financial Status Reports as of December 31, 2021.
9. Board member comments.
10. Public Comment.
11. Adjourn.

**Riverside Cemetery Preservation Advisory Board Meeting Minutes
January 12, 2022**

1. The meeting was called to order by Chair Huntley at 3:04 PM in Council Chambers at City Hall.
2. Present at roll call were: Buehl, Huntley, Saurman and Tossava.

Guests Present: Mike Snyder and Josh Wickham.
3. Organizational items for 2022.
 - A. Elect Chair, Vice Chair, and Secretary

Chair- Bonnie Huntley
Vice Chair – Jeff Buehl
Secretary – Jane Saurman

Motion by Tossava, with support by Buehl, to close nominations and unanimous appointment of slate.
All ayes. Motion carried.
4. Pledge of Allegiance.
5. Approval of the Agenda.

Motion by Tossava, with support by Buehl, to approve agenda as amended.
All ayes. Motion carried.
6. Approval of the Minutes of the meeting of December 8, 2021.

Motion by Tossava, with support by Buehl to approve the minutes as presented.
All ayes. Motion carried.
7. Public comment and communications.

None.
- 7.5. Josh Wickham:

Josh Wickham gave a report on the state of the cemetery and chapel. Will be removing large Oak tree on south side; urns were turned and South side damage will be repaired in the Spring.

8. Unfinished Business.

A. Memorial Space Update – Survey Responses

Roughly 100 people responded.

- Landscape Architect
- Location
- Sub-Committee
- Sub-Committee Focus
 - o Location: Perhaps trade plotted location for corner
 - o Landscape Architect (McSmith): Engage for review
 - o Sub-Committee Meeting: Date to be Set

B. Cemetery Roads – MAMC Responses

Motion by Tossava, with support by Buehl, to move forward on bidding for road paving on both sides of State Road.
All ayes. Motion carried.

9. New Business

A. BCF Funds report as of November 30, 2021.

B. Financial Status Reports as of November 30, 2021.

Motion by Buehl, with support by Tossava, to receive and place on file 9.A. and 9.B. inclusive. All ayes. Motion carried.

C. Donor Lists – Schedule Thank You Cards

Scheduled to complete after next Board meeting.

D. Chapel Roof/Repair Leaking

Motion to approve Wickham Cemetery to repair chapel leaking.
All ayes. Motion carried.

10. Board member comments.

None.

11. Public Comment.

Comments offered to Board by Michael Snyder.

12. Adjourn.

Motion to adjourn at 4:00 PM.

All ayes. Motion carried.

Riverside Cemetery Fund

Additions

Dividend & Interest Income	\$26,288.48
Capital Gain - Realized	\$14,011.49
Capital Gain - Unrealized	(\$17,452.58)
Total Additions:	\$22,847.39

Subtractions

Fund Administrative Fee	\$2,852.14
Total Subtractions:	\$2,852.14

Net Assets

	Beginning (12/31/2021)	Activity	Ending (12/31/2021)
3000 Net Assets - Current Spending	\$43,629.73	\$0.00	\$43,629.73
3005 Spendable contributions	\$236,193.46	\$0.00	\$236,193.46
3010 Net Assets - Earnings	(\$4,542.31)	\$19,995.25	\$15,452.94
3020 Net Assets - Non Spendable	\$1,012,877.53	\$0.00	\$1,012,877.53
Total Net Assets	\$1,288,158.41	\$19,995.25	\$1,308,153.66

Contact Bonnie Gettys • 269-945-0526 bonniesg2660@gmail.com • www.barrycf.org
231 S. Broadway • Hastings, MI 49058

CITY OF HASTINGS

BALANCE SHEET
AS OF DECEMBER 31, 2021

FUND 209 - CEMETERY FUND

		<i>FISCAL YTD</i> 31-DEC-21	<i>FISCAL YTD</i> 31-DEC-20
<u>ASSETS</u>			
209-000-017-000	INVESTMENTS - AMERICN DEP MGMT	336,839.67	.00
209-000-017-050	INVESTMENTS - MI CLASS POOLED	.00	261,598.61
	TOTAL ASSETS	336,839.67	261,598.61
<u>LIABILITIES AND FUND BALANCE</u>			
<u>LIABILITIES</u>			
209-000-202-000	ACCOUNTS PAYABLE	1.17	.00
	TOTAL LIABILITIES	1.17	.00
<u>FUND BALANCE</u>			
209-000-375-000	FUND BALANCE - RESTRICTED	166,121.87	123,424.39
209-000-380-000	COMMITTED FUND BALANCE	50,000.00	.00
	REVENUE OVER EXPENDITURES - YTD	120,716.63	138,174.22
	TOTAL FUND BALANCE	336,838.50	261,598.61
	TOTAL LIABILITIES AND FUND BALANCE	336,839.67	261,598.61

CITY OF HASTINGS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING DECEMBER 31, 2021

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-DEC-21	THIS YEAR FISCAL YTD 31-DEC-21	REVISED BUDGET 2021-2022	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-DEC-20	REVISED BUDGET 2020-2021	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
REVENUES									
209-100-403-000	CURRENT PRPTY TAXES - CEMETERY	628.86	177,721.50	185,000	96%	177,211.30	186,000	95%	186,210.86
209-100-412-000	DELINQUENT PERSONAL PROP TAXES	.00	65.82	0	0%	11.79	0	0%	11.79
209-100-432-000	PAYMNT IN LIEU OF TAXES (PILT)	.00	.00	600	0%	.00	635	0%	879.82
209-100-437-000	INDUSTRIAL FACILITIES TAXES	.00	.00	2,000	0%	2,182.42	2,100	104%	2,182.42
209-100-445-000	PENALTIES & INTEREST ON TAXES	18.52	112.52	200	56%	119.67	140	85%	596.11
209-100-496-000	BURIAL OPEN/CLOSE FEES	1,300.00	5,250.00	7,500	70%	2,600.00	6,000	43%	7,425.00
209-100-573-000	LOCAL COMM STABILIZATION SHARE	.00	3,261.42	5,000	65%	3,240.50	3,000	108%	5,295.07
209-100-629-000	MONUMENT FOUNDATION FEES	.00	5,480.44	3,000	183%	3,609.72	3,000	120%	6,926.40
209-100-642-000	CEMETERY BURIAL RIGHTS SALES	900.00	7,350.00	5,000	147%	9,580.00	3,000	319%	10,380.00
209-100-665-000	INTEREST EARNED ON DEP & INVST	.00	14.77	250	6%	136.55	1,600	9%	200.48
209-100-673-000	GAIN/LOSS ON SALE OF ASSETS	.00	.00	0	0%	850.00	0	0%	850.00
TOTAL REVENUES		2,847.38	199,256.47	208,550	96%	199,541.95	205,475	97%	220,957.95
TOTAL REVENUE & INCOMING TRANSFERS		2,847.38	199,256.47	208,550	96%	199,541.95	205,475	97%	220,957.95

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CEMETERY									
209-567-703-000	ADMINISTRATR/SUPERVSR SALARIES	692.30	4,499.98	10,000	45%	3,856.49	7,725	50%	7,719.04
209-567-704-000	PART-TIME WAGES	.00	.00	6,968	0%	852.50	11,139	8%	2,112.00
209-567-709-000	SOCIAL SECURITY TAXES	49.68	320.83	1,298	25%	336.79	1,443	23%	705.07
209-567-716-000	MERS DEFINED CONTRIBUTIONS	.00	133.30	447	30%	125.05	362	35%	152.87
209-567-717-010	MERS DEFINED BENEFIT HYBRID	38.35	242.48	553	44%	201.65	410	49%	406.73
209-567-718-000	HEALTH INSURANCE - PREMIUMS	129.09	748.58	1,473	51%	827.04	1,419	58%	1,585.07
209-567-718-010	HEALTH INSURANCE - HSA	.00	.00	0	0%	101.07	441	23%	101.07
209-567-719-000	DENTAL INSURANCE PREMIUM	5.32	31.92	64	50%	54.36	109	50%	86.28
209-567-724-000	LIFE INSURANCE	2.34	8.19	15	55%	7.02	15	47%	14.04
209-567-726-000	SHORT-TERM DISABILITY	.00	.00	0	0%	.00	120	0%	.00
209-567-727-000	LONG-TERM DISABILITY	.00	.00	0	0%	.00	18	0%	.00
209-567-751-000	OPERATING SUPPLIES	.00	74.96	750	10%	390.69	750	52%	390.69
209-567-756-000	REPAIR & MAINTENANCE SUPPLIES	.00	.00	100	0%	.00	250	0%	.00
209-567-777-000	OFFICE SUPPLIES	.00	.00	100	0%	.00	100	0%	.00
209-567-792-000	SOFTWARE SUBSCRIPTIONS	.00	.00	1,000	0%	.00	1,000	0%	.00
209-567-807-000	ARCHITECT SERVICES	.00	.00	15,000	0%	.00	0	0%	.00
209-567-808-000	SEXTON CONTRACTED SERVICES	6,937.50	34,687.50	85,000	41%	34,687.50	85,000	41%	83,250.00
209-567-826-000	OPEN/CLOSING SERVICES	2,100.00	5,600.00	7,500	75%	2,600.00	6,000	43%	7,000.00
209-567-851-000	MAIL/POSTAGE	.00	.00	150	0%	.00	150	0%	.00
209-567-900-000	PRINTING AND PUBLISHING	46.98	368.06	800	46%	554.14	650	85%	718.04
209-567-906-000	PROMOTIONS/MARKETING	.00	.00	800	0%	.00	0	0%	.00
209-567-911-000	CONFERENCES	.00	439.78	650	68%	.00	650	0%	.00
209-567-915-000	MEMBERSHIPS	.00	.00	50	0%	.00	50	0%	.00
209-567-918-000	WATER/SEWER	24.44	170.02	250	68%	153.06	100	153%	552.47
209-567-920-000	ELECTRIC	31.17	185.31	400	46%	179.70	350	51%	364.93
209-567-929-000	GROUNDS REPAIR AND MAINTENANCE	.00	1,900.00	12,000	16%	.00	1,000	0%	625.75
209-567-929-010	MONUMENT FOUND SETTINGS & REP	.00	28,523.34	20,000	143%	15,991.26	18,000	89%	21,404.54
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%	611.00
209-567-935-000	PROPERTY LIABILITY INSURANCE	.00	415.00	500	83%	415.00	300	138%	415.00
209-567-939-000	WORKERS COMPENSATION INSURANCE	9.10	27.30	41	67%	34.41	27	127%	45.88
209-567-947-000	GIS SERVICES	.00	.00	600	0%	.00	600	0%	.00
209-567-965-000	PROPERTY TAX REIMBURSEMENT	.00	163.29	150	109%	.00	150	0%	.00
209-567-974-010	LAND IMPROVEMENTS - NON-DEPRCB	.00	.00	15,000	0%	.00	5,000	0%	.00
209-567-975-000	BLDG & BLDG IMPRVMT - DEPRECBL	.00	.00	5,000	0%	.00	0	0%	.00

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TOTAL CEMETERY	10,066.27	78,539.84	189,809	41%	61,367.73	146,478	42%	128,260.47
TOTAL EXPENDITURES & OUT TRANSFERS	10,066.27	78,539.84	189,809	41%	61,367.73	146,478	42%	128,260.47
NET REVENUES OVER EXPENDITURES	(7,218.89)	120,716.63	18,741		138,174.22	58,997		92,697.48