

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council

**FROM:** Michael Kirn, Director of Public Works/City Engineer

**DATE:** November 1, 2016

**SUBJECT:** **Consideration of a Resolution Accepting a Donation from the Mildred C. Hagstrom Trust for the Pioneer Cemetery and Approving a Budget Adjustment**

APPROVAL FOR FORWARDING:




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Dylan Feik, City Manager

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- 2 **ISSUE:** Consideration of a Resolution accepting a donation from the Mildred C.
- 3 Hagstrom Trust for the Pioneer Cemetery.
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- 5 **RECOMMENDATION:** Adopt Resolution.
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- 7 **BACKGROUND:** The Public Works Department received an offer of a \$5,000 donation
- 8 from the Mildred C. Hagstrom Trust to be used for the Pioneer Cemetery. Staff has
- 9 reviewed some of the issues at the Cemetery and considered the following two issues
- 10 to determine which would be the best utilization of the donated funds:
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- 12
  - Repair selected cement vaults near the entrance of the Cemetery.
  - Replacement/repair of the fencing along Foothill Boulevard fronting the
  - 14 Cemetery.
  - Other improvements as identified by the Calistoga American Legion.
- 16
- 17 Staff recommends that City Council accept the donation from the Mildred C. Hagstrom
- 18 Trust in the amount of \$5,000 and also recommends that a new capital improvement
- 19 project - Project No. 01-5200-4915 be approved from budget account 01-3289.
- 20

***Consideration of a Resolution Accepting a Donation***

City Council Staff Report

**November 1, 2016**

Page 2 of 2

21 **FISCAL IMPACT:** The recommended budget adjustment would appropriate the  
22 donation to perform needed maintenance at the Pioneer Cemetery.

23

24 **ATTACHMENT**

25 1. Resolution

26 2. Donation Letter

**RESOLUTION 2016- XXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE ACCEPTANCE OF A DONATION FROM THE MILDRED C. HAGSTROM TRUST AND A BUDGET ADJUSTMENT**

**WHEREAS**, the Public works Department has received a \$5,000 donation from the Mildred C. Hagstrom Trust to be used at Pioneer Cemetery; and

**WHEREAS**, staff has determined that the funds would be sufficient to perform needed maintenance activities at the Cemetery; and

**WHEREAS**, a budget adjustment is needed to appropriate and expend the funds from the Parks and Recreation Budget; and

**WHEREAS**, the Public Works Department recommends acceptance of the donation, approval of a budget adjustment appropriating the donation, and creating a capital improvement project - Project No. 01-5200-4915 in the Parks and Recreation Budget.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Calistoga hereby approves as follows:

1. The acceptance of a donation in the amount of \$5,000 from the Mildred C. Hagstrom Trust to be used at Pioneer Cemetery.
2. The creation of a new capital improvement project - Project No. 01-5200-4915 in the Parks and Recreation Budget.
3. A budget adjustment in the amount of \$5,000 is approved from budget account 01-3289 to a Parks capital improvement project budget 01-5200-4915 for the Pioneer Cemetery improvements.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this **1<sup>st</sup> day of November 2016**, by the following vote:

**AYES:**  
**NOES:**  
**ABSTAIN:**  
**ABSENT:**

\_\_\_\_\_  
**CHRIS CANNING, Mayor**

**ATTEST:**

\_\_\_\_\_  
**KATHY FLAMSON, City Clerk**

August 29, 2016

Pioneer Cemetery Association  
C/O City of Calistoga  
2149 Foothill Blvd.  
Calistoga, CA 94515  
Attn: Kathy Flamson, City Clerk

Re: The Mildred C. Hagstrom Trust

Dear: Kathy Flamson

As you may recall, I am Successor Trustee of the Mildred C. Hagstrom Trust. The Trust provides a gift to the Calistoga Pioneer Cemetery Association in the amount of \$5,000. To that end, enclosed please find:

1. Check No. 2165 in the amount of \$5,000; and
2. Receipt.

The enclosed check represents payment in full of your entire interest in the Trust. Prior to cashing the check, kindly execute the Receipt and mail it to me in the prepaid return envelope enclosed.

Thank you for your attention to this matter. This concludes your interest in the Trust, but if you have any questions, please feel free to contact me.

Sincerely,



Ronald S. Fairchild

CITY OF CALISTOGA  
CITY CLERK

Enclosures

SEP 12 2016

RECEIVED

ACKNOWLEDGMENT OF RECEIPT

I, Kathy Flamson, City Clerk, City of Calistoga, hereby acknowledge receipt from Ronald S. Fairchild, Successor Trustee of the Mildred C. Hagstrom Trust, check 2165, in the amount of \$5,000 for the Calistoga Pioneer Cemetery Association, representing full and final payment of the bequest provided in the above-referenced Trust. I understand that this is the only payment I will receive from the Successor Trustee, and that receipt of this payment satisfies my bequest in full and concludes my interest in the Trust.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: 9/12/2016 Kathy Flamson  
Kathy Flamson, City Clerk  
Calistoga, California