

# City of Hastings

COUNTY OF BARRY, STATE OF MICHIGAN

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## Riverside Cemetery Preservation Advisory Board Meeting Agenda 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.

**Riverside Cemetery Preservation Advisory Board Meeting Minutes  
February 14, 2024**

1. Call to Order by Chair Huntley at 3:02 PM in the City Hall Conference Room.
2. Roll Call: Huntley, Watson, Bever, Hubbell, Tossava, and Tate. Absent: Buehl and Coleman.  
Guest: John Resseguie

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Approval of the Minutes of the Meeting of January 10, 2024

Motion by Mayor Tossava and supported by Bever to approve the minutes of the January 10, 2024, Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

Josh Wickham was not present to give an update.

8. Unfinished Business

A. Cemetery Memorial Design (Tate)

Tate gave recommendations to contact companies for contract drawings of the Memorial Project. Motion by Tossava and supported by Watson to accept Tate's recommendation. All ayes, motion carried.

B. Cemetery Fencing (Hubbell)

Hubbell gave an update of when the fence should be installed.

C. Cemetery Chapel (Bever & Hubbell)

Discussion to meet at the Riverside Cemetery Chapel at the next meeting to review condition of the chapel. Bever will coordinate the meeting date and time.

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

Bever presented the documents. No questions.

10. Board Member Comments

Comments made about the state of the landscaping at the cemetery. Consensus to include landscaping discussion at the Riverside Cemetery site visit.

11. Public Comment

None

12. Adjourn

Motion by Mayor Tossava and supported by Watson to adjourn the meeting at 3:38 PM. Next meeting is Wednesday March 13<sup>th</sup>, at 3:00 PM. Will discuss the location of the meeting, Bever will coordinate with staff, advisory board, and the cemetery sexton on a site visit.

# City of Hastings

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## Riverside Cemetery Preservation Advisory Board Meeting Minutes March 13, 2024

1. Call to Order by Chair Huntley at 3:00 PM at Riverside Cemetery
2. Roll Call: Huntley, Watson, Bever, Hubbell and Tate. Absent: Buehl, Coleman and Tossava. Guest: Josh Wickham
3. Site visit at Riverside Cemetery
  - A. Chapel Conditions Discussion

Discussion and tour of the condition of the chapel. Further discussion will be needed.
  - B. Landscaping Discussion

Discussion of looking into having a landscape company give plans to upgrade the existing landscaping at the primary cemetery entrances. Tate will update on progress.
4. Return to City Hall to Continue Meeting – Second Floor Conference Room
5. Pledge of Allegiance
6. Approval of Agenda

Motion by Watson and supported by Bever to approve the agenda as presented. All ayes, motion carried.
7. Approval of the Minutes of the Meeting of February 14, 2024

Motion by Watson and supported by Bever to approve the minutes of the February 14, 2024, Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.
8. Public Comment and Communications

None

9. Sexton Update

Josh Wickham was present to give a maintenance update.

10. Unfinished Business

A. Cemetery Memorial Design (Tate)

Documents were provided at the meeting. Public Services Director Tate provided an overview of the proposals and his recommendation. Two motions were made, and both failed to get the required number of votes to move forward.

B. Cemetery Fencing (Hubbell)

Pictures were provided to show the fence has been installed.

11. New Business

A. Barry Community Foundation (BCF) Funds Reports for January 2024 and February 2024

B. Fiscal Year 2024 Revenues and Expenditures through January 31, 2024

C. Memorial Project Accounting as of March 11, 2024

Budget proposal will be part of the next meeting.

12. Board Member Comments

Comments and discussion for getting information on the landscaping companies for the two major entrances to Riverside Cemetery.

13. Public Comment

None

14. Adjourn

Motion by Tate and supported Bever to adjourn the meeting at 4:04PM. Next meeting will be April 10<sup>th</sup> at City Hall.

**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:

Aye: Buehl, Coleman, Huntley, Bever, Tossava, Tate

No: Watson

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 8<sup>th</sup> at City Hall.



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**Riverside Cemetery Preservation Advisory Board Meeting Agenda  
May 8, 2024**

1. Call to Order by Chair Huntley at 3:00 PM at City Hall
2. Roll Call: Buehl, Coleman, Huntley, Watson, Hubbell, Mayor Tossava, Tate. Guest: Wickham, and 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 April 10, 2024

Motion by Mayor Tossava and supported by Coleman to approve the minutes of the April 10, 2024 Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

Motion made by Mayor Tossava and supported by Coleman to remove in North section T 113-3 and 112-1 due to roots pushing up foundations. Josh to contact plot holders. All ayes, motion passed.

8. Unfinished Business

- A. Cemetery Memorial Design

Tate reported project is in process.

- B. Cemetery Front Entrance Landscaping

Motion by Mayor Tossava and supported by Buehl for the Board to recommend to the City Council to accept Harder and Warner proposal for landscaping the front entrance at Riverside Cemetery but not to exceed \$5524. All ayes, motion passed.

C. Cemetery Chapel

Tabled for now and further discussion needed to decide the future of the 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

Motion by Watson and supported by Coleman to accept Wickhams proposal to extend the sexton contract as is until June 30, 2027. Pending City Council approval. All ayes, motion passed.

10. Board Member Comments

None

11. Public Comment

None

12. Adjourn

Motion by Mayor Tossava and supported by Coleman to adjourn the meeting at 4:10 PM. Next meeting will be on June 12<sup>th</sup>.

**Riverside Cemetery Preservation Advisory Board Meeting Minutes  
June 12, 2024**

1. Call to Order by Chair Huntley at 3:01 PM at City Hall
2. Roll Call: Buehl, Coleman, Huntley, Watson(late), Hubbell, Mayor Tossava, Tate. Guest: Mike Snyder, Josh Wickham, John Resseguie, Jim Wiswell, Tiffany and Abigail from MCSA
3. Pledge of Allegiance
4. Approval of Agenda

Motion by Mayor Tossava and supported by Coleman to approve the agenda with additions of D. Ordinances in Unfinished Business. All ayes, motion carried.

5. Approval of the Minutes of the Meeting of May 8, 2024

Motion by Mayor Tossava and supported by Coleman to approve the minutes of the May 8<sup>th</sup>, 2024, Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

Trees down over fence after storm, cleaned up. Baum Tree is coming down.

Motion by Coleman and supported by Mayor Tossava to transfer deeds for Lord family plots due to burials that would made in error before the city took over Riverside. All ayes, motion passed.

8. Unfinished Business

A. Cemetery Memorial Design

\*Progress Report: Tiffany from MCSA went over construction plans and asked

for decisions on choices of materials for the project. Request for bids should be ready to go out by June 24. Josh will handle the tree removal, and supply boulders and logs for tire stops.

B. Cemetery Front Entrance Landscaping

\*Progress Report: Harder and Warner is ready to start the week of June 17, pictures will be provided of the finished project at the next meeting.

C. Cemetery Chapel

Watson is getting estimates on how much repairs would cost to make the chapel safe. Buehl offered cost for the demolition of Chapel, between 5,000 and 8,000. More discussion to come.

D. Ordinances

Discussion to verify that tree removal is allowed.

9. New Business

A. Barry Community Foundation (BCF) Funds Reports for March 2024

Coleman to verify the spending amount, will email results

B. Fiscal Year 2024 Revenues and Expenditures through March 31, 2024

C. Memorial Project Accounting as of May 6, 2024

Tate to verify the amount budgeted for the project in the next fiscal year

D. Making the West Section on the hill all cremains' plots

Discussion was had on making the hill cremains only burials, for safety reasons.

10. Board Member Comments

None

11. Public Comment

Snyder gave comments on the memorial space, Resseguie gave comments on chapel

12. Adjourn

Motion by Coleman and supported by Buehl to adjourn the meeting at 4:40PM. Next meeting will be July 10, 2024.

#### 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.

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**Riverside Cemetery Preservation Advisory Board Meeting Minutes**  
**July 10, 2024**

1. Call to Order by Chair Huntley at 3:02 PM at City Hall
2. Roll Call: Buehl, Coleman, Huntley, Watson, Hubbell, Mayor Tossava, Tate. Guest: Josh Wickham and John Resseguie
3. Pledge of Allegiance
4. Approval of Agenda

Motion by Coleman and supported Mayor Tossava 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 June 12, 2024

Minutes of the June 12, 2024 were not included in the packet.

6. Public Comment and Communications

None

7. Sexton Update

Josh went over price saving measures for the memorial project, irrigation system, and storm clean up.

8. Unfinished Business

A. Cemetery Memorial Design  
\*Progress Report- Bid Opening will be July 23

B. Cemetery Landscaping Pictures

Pictures approved of the new landscaping

C. Cemetery Chapel

Watson presented some price option for repairing the Chapel. More information to come in the future.

9. New Business

- A. Barry Community Foundation (BCF) Funds Reports for June 30, 2024
- B. Fiscal Year 2024 Revenues and Expenditures through May 31, 2024
- C. Memorial Project Accounting Balance

10 Board Member Comments

None

11 Public Comment

John Resseguie made comment about the future of the Chapel

12. Adjourn

Motion by Mayor Tossava and supported by Buehl to adjourn the meeting. Note the Next meeting will be August 14, 2024

**Riverside Cemetery Preservation Advisory Board Meeting Minutes  
August 14, 2024**

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

Motion by Mayor Tossava and supported by 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 July 10, 2024

Motion by Buehl and supported by Mayor Tossava to approve the minutes from the July 10, 2024, meeting. All ayes, motion carried.

6. Public Comment and Communications

None

7. Sexton Update

Josh gave report of foundation and sprinkler repair. Discussion of the memorial space clean up and grading.

8. Unfinished Business

A. Cemetery Memorial Design

Travis reported the bids were over budget. Motion by Buehl and supported by Watson to go with Katerberg Verhage bid contingent on price negotiations with Travis to reduce the bid to under budget amount. All ayes, motion carried.

B. Cemetery Chapel



Discussion was had regarding the cost of repairs to the chapel. Motion by Watson and supported by Coleman to go forward with the cost estimates submitted by Watson to do repairs on the roof and masonry repair. Roll call vote was called 2 nays, 3 ayes, and 2 abstain votes. Motion carried but must go through City staff to be approved.

9. New Business

- A. Barry Community Foundation (BCF) Funds Reports for August 1, 2024
- B. Fiscal Year 2024 Revenues and Expenditures through May 31, 2024
- C. Memorial Project Accounting Balance

10. Board Member Comments

Travis made comment on the process for getting quotes and contracting repairs.

11. Public Comment

Jim Wiswell made comment regarding the millage and spending.

12. Adjourn

Motion by Watson and supported by Buehl to adjourn at 4:05PM. Next meeting will be Sept 19.

**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 on Tate can't help managed toe 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 13<sup>th</sup> 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.

**Riverside Cemetery Preservation Advisory Board Meeting Minutes  
October 9, 2024**

1. Call to Order

2. Roll Call: Buehl, Coleman, Hubbell, Huntley, Tate, Watson, and Tossava.

Absent: Perin.

3. Pledge of Allegiance

4. Approval of Agenda

Motion by Tossava, 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 September 11, 2024

Motion by Coleman, with support from Buehl, to approve the minutes from the September 11, 2024, meeting.

All ayes, motion carried.

6. Public Comment and Communications

None.

7. Sexton Update

None.

8. Unfinished Business

A. Cemetery Memorial Design

\*Update on progress of project-MCSA field report #1

\*Hastings Cemetery Memorial Space Letter

Discussion held about general approval of progress. Additions noted: parking bumpers, benches, and parking stripes.

B. Cemetery Chapel

\*Renovation budget concerns letter

Discussion held regarding letter. Board doesn't agree with finding a use for the building/chapel. There is agreement it needs to be budgeted with a recommendation for plans for the chapel in letter form.

Motion by Watson, with support from Coleman, to send letter to City Manager and Mayor to clarify the Board's recommendations for the chapel, and for the letter to be forwarded to the City Council.

Ayes: Coleman, Huntley, Watson, and Tossava.

Nays: Buehl, Tate.

Absent: Perin.

Motion Carried.

9. New Business

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

Motion by Coleman, with support from Tossava, to approve Barry Community Foundation (BCF) Funds Reports for October 1, 2024.

All ayes. Motion carried.

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

Motion by Coleman, with support from Tossava, to approve Fiscal Year 2024 Revenues and Expenditures through September 30, 2024.

All ayes. Motion carried.

C. Contribution and Mailing list for Fall Fund Raiser

10. Board Member Comments

Schedule ribbon cutting for Memorial Space for the week of October 21, 2024.

11. Public Comment

Jim Wiswell made comments.

12. Adjourn

Motion by Watson, with support from Tossava, to adjourn the meeting.

All ayes. Motion carried. Meeting adjourned at 3:55 PM. Next meeting will be held on November 13, 2024.

**Riverside Cemetery Preservation Advisory Board Meeting Minutes  
December 11, 2024**

1. Call to Order

2. Roll Call: Present; Mayor Tossava, Huntley, Perin, Tate, Hubbell.

Absents; Buehl, Coleman, Watson.

3. Pledge of Allegiance

4. Approval of Agenda

Motion by Chair Huntley to add the Chapel discussion to Unfinished Business and to approve the agenda. Supported by Mayor Tossava. All ayes, motion carried.

5. Approval of the Minutes of the Meeting of October 9, 2024

Motion by Mayor Tossava with support from Perin to approve the minutes from the October 9, 2024, meeting. All ayes, motion carried.

6. Public Comment and Communications

None.

7. Sexton Update

Josh Wickham gave update of the state of maintenance at Riverside.

8. Unfinished Business

A. Cemetery Memorial

\*Update on work that remains to be completed for phase 1

Tate presented that the curved benches still need to be installed. Waiting for the benches to arrive.

B. Chapel Discussion

Will need a materials list for the roof repair to be able to compare prices for the work to be done. Tate and Watson are asked to provide for the next meeting.

9. New Business

- A. Barry Community Foundation (BCF) Funds Report for October 2024
- B. Fiscal Year 2024 Revenues and Expenditures through October 2024
- C. Special Guest, Bonnie Getty of Barry Community Foundation

Guest Bonnie Getty explained the statements from the Barry Community Foundation so the Board could better understand information given in the statement.

10. Board Member Comments

Huntley said thank you and goodbye as this is her last meeting. Gave direction on a recommended path forward. Mayor Tossava also thanked Huntley for all her years of dedication to the board. Election of officers will be added to next agenda.

11. Public Comment

None

12. Adjourn

Motion by Mayor Tossava with support from Tate to adjourn at 3:45.  
All ayes, motion carried. Next meeting will be January 8, 2025.