

City of Hastings
COUNTY OF BARRY, STATE OF MICHIGAN

Riverside Cemetery Preservation Advisory Board Meeting Agenda
August 13, 2025

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 June 11, 2025.
6. Public comment and communications.
7. Sexton Update
8. Unfinished Business.
 - A. Quote for Memorial Space Flagpole installation and new burial sections to seek funding through BCF.
 - B. Fence replacement-Status of quote.
9. New Business
 - A. Barry Community Foundation (BCF) Funds Reports for June to July 2025.
 - B. City Cemetery Fund FY 25-26 Revenues and Expenditures through July 2025.
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
June 11, 2025**

1. Call to Order: Meeting started at the Memorial Space in Riverside Cemetery at 3pm. Then reconvened at City Hall at 3:50pm
2. Roll Call: Present; Buehl, Coleman, Tossava. Joined at City Hall Perin. Absent; Watson, Gettys, and Neil
3. Pledge of Allegiance.
4. Approval of the Agenda.

Motion by Tossava and supported by Coleman to approve the Agenda for the Riverside Cemetery Preservation Advisory Board for June 11, 2025. All ayes, motion carried.

5. Approval of the Minutes of the meeting of May 14, 2025.

Motion by Tossava and supported by Coleman to approve the minutes from May 14, 2025, of the Riverside Cemetery Preservation Advisory Board meeting. All ayes, motion carried.

6. Public comment and communications.

None

7. Sexton Update

Josh was present to give the update. All recent storm debris has been cleaned up. Foundation repairs are in progress.

8. Unfinished Business.

- A. Discuss the Memorial Space possible Flagpole.

Discussion was held and Josh will provide a quote for the work and materials to install a flagpole on the east side of the memorial space.

B. Discuss the Memorial Space Phase II

Discussion to move talks of Phase II to later in the summer.

C. Chapel progress.

Work is to be completed next week on the chapel, and we will have a progress report for the next meeting.

D. Fence replacement progress.

Discussion was held and Josh will also provide a quote on labor and materials to fix and replace with a cable type fence.

E. Location of the proposed new burial sections.

Josh made an estimation of being able to clear space for 200 plots just North of the memorial space and 800 plots just west of the memorial space. 100 cremains plots can be added to the at the intersection of W State Rd and Country Club Dr. Josh will provide a quote to be given to the City Manager and City Council for approval.

9. New Business

A. Barry Community Foundation (BCF) Funds Report for May 2025.

B. City Cemetery Fund FY 24-25 Revenues and Expenditures through May 2025.

Motion by Coleman and supported by Tossava to accept the financial reports as presented. All ayes, motion carried.

C. Discuss going to quarterly meetings.

Discussed setting the next meeting date at each meeting giving the option to skip months when there is little to be put on the agenda.

10. Board member comments.

Positive comments were made on the productive meeting.

11. Public Comment.

None

12. Adjourn:

Motion by Tossava and supported by Perin to adjourn meeting at 4:35 PM. Next meeting will be July 9, 2025

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ESTIMATE

Wickham Cemetery Care, LLC
3590 E Barnum Rd
Hastings, MI

wickhamcemeterycare@gmail.com
+1 (269) 589-9816



Bill to
Riverside Cemetery - City Of Hastings

Estimate details

Estimate no.: 1022
Estimate date: 06/27/2025

#	Date	Product or service	Description	Amount
1.		Bid for Services	Flag Pole	\$3,300.00
2.		Bid for Services	Foundation for Flag Pole	\$700.00
3.		Bid for Services	Flag	\$333.00
4.		Bid for Services	Tree Removal Trimming	\$800.00
			Total	\$5,133.00

Accepted date

Accepted by

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Bill to
Riverside Cemetery - City Of Hastings

Estimate details

Estimate no.: 1021
Estimate date: 06/27/2025

#	Date	Product or service	Description	Amount
1.		Bid for Services	Tree Removal Services Clear Cut Stump Ground Leveling	\$30,000.00
2.		Bid for Services	1000 Corner Markers and placement with map	\$10,000.00
			Total	\$40,000.00

Accepted date

Accepted by



Summary of Fund Activity
Riverside Cemetery Fund - # 00193

Fund Statement: 6/1/2025 through 7/31/2025

Beginning Fund Balance		1,474,627.47
Revenue		0.00
4020 NonSpendable Contributions		1,000.00
Investment Earnings/Loss		58,868.70
Total Revenue		59,929.08
Expenses		
5040 Fund Administrative Fee		(3,316.23)
Total Expenses		(3,376.61)
Total Change In Fund Balance		56,552.47
Ending Fund Balance		1,531,179.94
3000 Current Spending		(20,057.41)
3005 Spendable Contributions		286,879.36
3010 Investment Earnings		80,640.46
3020 NonSpendable		1,183,717.53
Gift Summary		
Donor:	Date:	
4110 Joint Investment Allocation	06/30/25	58,929.08
4020 Florence Goodyear	07/25/25	1,000.00
		1,000.00
Grant Summry		
Grantee:	Date:	Amount:
[G/L Account No.] [Akoya Memo]	[Posting Date]	0.00
Other Expense Summry		
Vendor:	Date:	Amount:
5040 Fund 00193; AverageDailyBalance: 1210575.9100; AverageDailyHistoric: 1066802.4600; FeePercent: 0.010	06/30/25	(3,316.23)
5470 Avg. Balance: 1,474,627.47 for Fund 00193	06/30/25	(60.38)
		(3,376.61)

CITY OF HASTINGS
 DETAIL REVENUES AND EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JULY 31, 2025

FUND 209 - CEMETERY FUND

	THIS MONTH ACTUAL 31-JUL-25	THIS YEAR FISCAL YTD 31-JUL-25	REVISED BUDGET 2025-2026	THIS YEAR YTD % OF BUDGET	LAST YEAR FISCAL YTD 31-JUL-24	REVISED BUDGET 2024-2025	LAST YEAR YTD % OF BUDGET	LAST YEAR FULL YEAR ACTUAL	
REVENUES									
209-100-403-000	CURRENT PRPTY TAXES - CEMETERY	.00	.00	201,951	0%	12,548.38	196,069	6%	196,550.97
209-100-412-000	DELINQUENT PERSONAL PROP TAXES	.00	.00	0	0%	.00	100	0%	.00
209-100-432-000	PAYMNT IN LIEU OF TAXES (PILT)	.00	.00	1,000	0%	1,047.56	960	109%	1,047.56
209-100-437-000	INDUSTRIAL FACILITIES TAXES	.00	.00	1,500	0%	1,525.44	2,750	55%	1,552.65
209-100-445-000	PENALTIES & INTEREST ON TAXES	.00	.00	450	0%	.00	400	0%	1,422.78
209-100-496-000	BURIAL OPEN/CLOSE FEES	1,050.00	1,050.00	12,000	9%	100.00	12,000	1%	12,462.80
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	.00	.00	7,000	0%	221.76	7,000	3%	7,097.60
209-100-642-000	CEMETERY BURIAL RIGHTS SALES	200.00	200.00	6,500	3%	2,100.00	10,000	21%	8,450.00
209-100-665-000	INTEREST EARNED ON DEP & INVST	.00	.00	4,000	0%	1,531.57	7,500	20%	14,944.01
209-100-676-000	REMIBURSEMENT OF EXPENDITURES	.00	.00	0	0%	3,000.00	36,000	8%	3,000.00
TOTAL REVENUES		1,250.00	1,250.00	235,401	1%	22,074.71	273,779	8%	246,528.37
TOTAL REVENUE & INCOMING TRANSFERS		1,250.00	1,250.00	235,401	1%	22,074.71	273,779	8%	246,528.37

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CEMETERY									
209-567-703-000	ADMINISTRATR/SUPERVSR SALARIES	357.69	357.69	9,561	4%	.00	9,700	0%	7,869.18
209-567-709-000	SOCIAL SECURITY TAXES	27.15	27.15	731	4%	.00	742	0%	599.03
209-567-716-000	MERS DEFINED CONTRIBUTIONS	15.34	15.34	366	4%	.00	436	0%	340.48
209-567-717-010	MERS DEFINED BENEFIT HYBRID	40.84	40.84	590	7%	.00	534	0%	382.10
209-567-718-000	HEALTH INSURANCE - PREMIUMS	120.40	120.40	780	15%	.00	710	0%	243.60
209-567-718-010	HEALTH INSURANCE - HSA	.00	.00	43	0%	.00	0	0%	34.71
209-567-719-000	DENTAL INSURANCE PREMIUM	5.84	5.84	35	17%	.00	35	0%	66.05
209-567-724-000	LIFE INSURANCE	1.17	1.17	15	8%	.00	14	0%	11.72
209-567-751-000	OPERATING SUPPLIES	.00	.00	500	0%	.00	1,000	0%	.00
209-567-756-000	REPAIR & MAINTENANCE SUPPLIES	.00	.00	0	0%	.00	100	0%	.00
209-567-777-000	OFFICE SUPPLIES	.00	.00	0	0%	.00	100	0%	.00
209-567-808-000	SEXTON CONTRACTED SERVICES	.00	.00	85,000	0%	.00	93,000	0%	69,375.00
209-567-826-000	OPEN/CLOSING SERVICES	.00	.00	12,000	0%	.00	12,000	0%	26,675.00
209-567-849-000	CELL PHONE/STIPEND	5.08	5.08	36	14%	.00	36	0%	.00
209-567-851-000	MAIL/POSTAGE	.00	.00	0	0%	.00	100	0%	.00
209-567-886-000	PHOTOGRAPHY/VIDEOGRAPHY	.00	.00	500	0%	.00	0	0%	.00
209-567-900-000	PRINTING AND PUBLISHING	.00	.00	600	0%	.00	500	0%	.00
209-567-915-000	MEMBERSHIPS	.00	.00	0	0%	.00	45	0%	.00
209-567-918-000	WATER/SEWER	49.79	49.79	500	10%	29.96	500	6%	299.89
209-567-920-000	ELECTRIC	.00	.00	400	0%	57.87	400	14%	351.37
209-567-929-000	GROUNDS REPAIR AND MAINTENANCE	.00	.00	10,000	0%	.00	12,000	0%	2,899.54
209-567-929-010	MONUMENT FOUND SETTINGS & REP	28,621.00	28,621.00	40,000	72%	.00	40,000	0%	55,216.32
209-567-929-020	TREE TRIMMING AND REMOVALS	.00	.00	2,500	0%	.00	2,500	0%	500.00
209-567-933-000	SOFTWARE MAINTENANCE AGREEMNTS	.00	.00	725	0%	.00	650	0%	738.00
209-567-935-000	PROPERTY LIABILITY INSURANCE	.00	.00	465	0%	442.00	500	88%	442.00
209-567-939-000	WORKERS COMPENSATION INSURANCE	.00	.00	36	0%	8.67	60	14%	34.68
209-567-940-000	EQUIPMENT FUND RENTALS	.00	.00	1,000	0%	.00	1,000	0%	480.72
209-567-947-000	GIS SERVICES	.00	.00	0	0%	.00	500	0%	.00
209-567-965-000	PROPERTY TAX REIMBURSEMENT	.00	.00	0	0%	.00	200	0%	.00
209-567-974-000	LAND IMPROVEMENTS - DEPRECIABL	.00	.00	0	0%	4,815.00	125,000	4%	109,855.45
209-567-974-010	LAND IMPROVEMENTS - NON-DEPRCB	.00	.00	7,500	0%	.00	10,000	0%	.00
209-567-975-000	BLDG & BLDG IMPRVMT - DEPRECBL	.00	.00	5,000	0%	.00	0	0%	.00
209-567-979-010	EQUIP YARD & STORAGE - NON-DEP	.00	.00	0	0%	.00	0	0%	700.00
TOTAL CEMETERY		29,244.30	29,244.30	178,883	16%	5,353.50	312,362	2%	277,114.84

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TOTAL EXPENDITURES & OUT TRANSFERS	29,244.30	29,244.30	178,883	16%	5,353.50	312,362	2%	277,114.84
NET REVENUES OVER EXPENDITURES	(27,994.30)	(27,994.30)	56,518		16,721.21	(38,583)		(30,586.47)