



# City of Jonesville

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**CITY OF JONESVILLE  
CEMETERY COMMITTEE AGENDA  
MAY 13, 2015, 9:00 a.m.  
CITY HALL**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. April 8, 2015 Meeting
- 4. NEW BUSINESS**
  - A. April Activity Report
  - B. 2015-16 Fiscal Year Budget
  - C. Seasonal Maintenance
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next meeting date, June 10, 2015 at 9:00 a.m.**

**[Information Item]**  
**[Information Item]**  
**[Discussion Item]**



To: Jonesville Cemetery Committee  
From: Jeffrey M. Gray, City Manager *JMG*  
Date: May 8, 2015  
Re: Manager Report and Recommendations – May 13, 2015 Committee Meeting

**4. A. April Activity Report**

**[Information]**

The April Activity Report will be provided at the meeting.

**4. B. 2015-16 Fiscal Year Budget**

**[Information]**

The 2015-16 Fiscal Year budget will be considered at the May 20<sup>th</sup> City Council meeting. As you know, the Cemetery is included as a part of the City's General Fund budget. The following is a summary of the revenue and expenditure portions related to the Cemetery:

Revenues

Cemetery Lot Sales	\$ 2,800
Grave Openings/Closings	7,000
Transfer from Allocated Assets	<u>11,000</u>
Total Revenues	\$20,800

Expenditures

Contract – Mowing/Leaves	\$25,500
Contract – Sexton Services	9,000
General Maintenance/Snow Removal	4,100
Operating Supplies/Electricity	500
One-Time Projects (signs/debris)	<u>11,000</u>
Total Expenditures	\$50,100

Surplus or (Deficit) (\$29,300)

As expected, the operation of the Cemetery will be subsidized by the General Fund (i.e. property taxes and state-shared revenue). We are pleased to report that operational expenses will be covered without taking funds from savings. One-time expenses will be paid from revenue received following City incorporation.

Also attached is the summary of future Cemetery projects from the Capital Improvement Plan (CIP). The CIP is a summary of one-time projects that are expected over the next 6 years. It is reviewed and updated on an annual basis.

I thought that this information may be of interest as we prepare for our first full year of operation of the Cemetery. We can provide some additional discussion about the budget process and numbers at the meeting. *Please refer to the attached excerpt of the Capital Improvement Plan.*

**4. C. Seasonal Maintenance**

**[Discussion]**

As the Committee knows, since we assumed operation of the Cemetery in mid-October of last year, we have adopted rules for its operation and maintenance. You may have heard that the requirement that winter seasonal decorations be removed by April 1<sup>st</sup> has been controversial for some. This item is on the agenda to reserve time to discuss what has occurred this spring, and what we intend to do moving forward to provide additional information.

There are a handful of tasks currently underway:

- Funds are budgeted in the 2015-16 budget for entry signs that include a summary of rules. These are targeted for design and installation this summer and fall.
- A one-page summary of critical and common Cemetery operations and rules is being developed. This is intended to be more user-friendly than our multi-page rule document.
- Creation of a notice list. Some family of deceased at the Cemetery live out of state or out of the area. We will begin keeping a listing of email address and mailing addresses of those who want to receive notice of Cemetery activities in the future.

**City of Jonesville**  
**Capital Improvement Plan**  
PROJECT DESCRIPTION

Project Title	Cemetery Projects		
Department	Cemetery	Funding Source	GF

<b>Fiscal Year</b>	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Est. Cost</b>	\$11,000	\$15,000	\$25,000	TBD	\$10,000	\$10,000

**Project Description and Location**

It is anticipated that several one-time capital projects will be undertaken over the next several years to contribute to the professional operation and appearance of the Sunset View Cemetery. The following is a list of projects and estimated costs prioritized by the Cemetery Committee.

FY 2015-16 – \$11,000, Entry signs, directional signs, and debris cleanup.  
FY 2016-17 – \$15,000, Building and grounds improvements, debris cleanup, vault structure evaluation.  
FY 2017-18 – \$25,000, Resurface paved driveways (coordinate with Oak Street resurfacing).  
FY 2018-19 – TBD, Repair vault structure  
FY 2019-20 – \$10,000 – Historic monument planning, future expansion planning  
FY 2020-21 – \$10,000 – Reserve funding for future expansion

**Project Need and Impact**

The Cemetery Committee will review the project list annually and update as needs change and conditions warrant. Funding for the projects is intended to come from the allocated assets that were transferred with City incorporation. These projects are intended to assure the professional operation and appearance of the Cemetery.

**Related Costs and Future Funding Needs**

There will be ongoing maintenance costs as these improvements are completed. Costs will be evaluated as projects are executed.

**CITY OF JONESVILLE  
CEMETERY COMMITTEE  
MINUTES OF APRIL 8, 2015**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, April 8, 2015 at the Jonesville City Hall. Councilman/Cemetery Chairman David Steel called the meeting to order at 9:00 A.M. Cemetery Committee members present were: David Steel, Barbara Smith, Charlie Pfau, Mike Kyser, Les Hutchinson, Kenneth Hodge, and Shea Dow.

Absent: None

Also present: Manager Jeff Gray and Assistant to the Manager Tim McLean.

Chairman Steel led the Pledge of Allegiance and moment of silence.

The agenda was approved as presented.

A motion was made by Les Hutchinson and seconded by Charlie Pfau to approve the March 11, 2015 minutes. All in favor. Motion carried.

The monthly activity report was presented to the committee providing information related to interments, foundations installed, burial rights transfers and disinterments.

A motion was made by Les Hutchinson and seconded by Ken Hodge to approve an amendment to the Cemetery Rules and Regulations, regarding holiday burials. Manager Gray recommended that the Committee amend paragraph 9 of the Rules and Regulations to prohibit burials on Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. An additional charge of \$100 will be added for burials on other City recognized holidays, which include: President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, and the day after Thanksgiving. All in favor. Motion Carried.

There was some discussion regarding the water supply, entry signs, directional signs and debris clean up.

The next meeting scheduled is Wednesday, May 13, 2015 at 9:00 a.m.

The meeting was adjourned at 9:12 a.m.

Submitted by,

Lenore M. Spahr  
Deputy Clerk