



City of
Jonesville

265 E. Chicago Street • Jonesville • MI 49250

(517) 849-2104 Ph
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www.jonesville.org
manager@jonesville.org

**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
FEBRUARY 10, 2016, 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. October 14, 2015 Meeting
- 4. NEW BUSINESS**
 - A. December and January Activity Reports
 - B. Freedom Memorial Update
 - C. 2016 Meeting Calendar
 - D. Election of Officers
 - E. Pontem Software Demonstration
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT**

[Information Item]

[Information Item]

[Action Item]

[Action Item]


[Information Item]



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To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: February 5, 2016
Re: Manager Report and Recommendations – February 10, 2016 Committee Meeting

4. A. December and January Activity Reports **[Information]**

The Activity Report are attached. The December report details activities since the City took responsibility for the operation of the Cemetery. The January report begins with the new calendar year. *Please refer to the attached December and January Activity Reports.*

4. B. Freedom Memorial Update **[Information]**

Following discussion of this agreement at our October meeting, the Jonesville American Legion Post #195 took action to approve the agreement for transfer of the ownership and operation of the Freedom Memorial to the City. City Council approved this same agreement at its January 6th meeting. In addition, Council approved an agreement with the Hillsdale County Community Foundation to manage investment of the approximately \$50,000 in funds donated to support maintenance of the Memorial. This item is reserved for discussion of the agreements by the Cemetery Committee. *Please refer to the attached copy of the Agreement with the Jonesville American Legion Post #195.*

4. C. 2016 Meeting Calendar **[Action]**

As you know, the Cemetery Committee has scheduled regular meetings for the second Wednesday of each month. With the business of the adoption of a Cemetery Ordinance, Rules and Regulations, and better than 12 months of operations behind us, the Committee may wish to consider reducing the frequency of meetings. Perhaps an every-other-month or quarterly schedule would better suit the current business of the Committee. I have attached a draft calendar for every other month meetings. Any alternate schedule deemed appropriate by the group may be considered. *Please refer to the draft 2016 Meeting Calendar.*

4. D. Election of Officers **[Action]**

The Bylaws provide that the Election of Officers will take place annually. The current Chair is David Steel and the Vice-Chair is Charlie Pfau. Officers are eligible for re-election. Officers are elected by motion, support and vote by the Committee, following the consideration of nominations.

4. E. Pontem Software Demonstration **[Information]**

Staff has begun the long process of entering data into our recently acquired database software. This item is reserved for a demonstration of some of the capabilities of the software and discussion of the process of inputting the data.

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES OF OCTOBER 14, 2015**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, October 14, 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, Charlie Pfau, Mike Kyser, Les Hutchinson, Kenneth Hodge, and Shea Dow.

Absent: Barbara Smith

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 with no changes or additions.

A motion was made by Les Hutchinson and seconded by Kenneth Hodge to approve the May 13, 2015 minutes. All in favor. Absent: Barbara Smith. Motion carried.

A motion was made by Les Hutchinson and seconded by Kenneth Hodge to approve the July 8, 2015 minutes. All in favor. Absent: Barbara Smith. Motion carried.

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

Discussion was held regarding the Freedom Memorial in Sunset View Cemetery. Manager Gray and members of the Jonesville American Legion have met and discussed the strategies needed to assure the long term care and maintenance of the memorial. Charlie Pfau spoke briefly on behalf of the Jonesville American Legion and what the Freedom Memorial means to the members of the legion and this community.

The next meeting scheduled is Tuesday, November 10, 2015 at 9:00 a.m.

The meeting was adjourned at 9:49 a.m. Members of the committee had an opportunity to attend a walking tour of the cemetery to view summer work that has been completed, including the installation of the signs and the debris cleaned up. Fall maintenance will be reviewed at this time also.

Submitted by,

Cynthia D. Means
Clerk



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**SUNSET VIEW CEMETERY ACTIVITY REPORT
DECEMBER 2015**

	Lot Sales*	Interments				Foundations	Burial Rights	Disinterments
		Adult	Child	Infant	Cremation	Installed	Transfers	
October**	2	3	0	0	2	1	1	0
November	2	1	0	1	0	0	0	0
December	0	0	0	0	0	0	0	0
2014 Totals	4	4	0	1	2	1	1	0
January	2	0	0	0	0	0	0	0
February	-2	2	0	0	0	0	0	0
March	4	3	0	0	1	0	0	0
April	2	1	0	0	3	6	0	0
May	10	3	0	1	1	1	0	0
June	0	0	0	0	2	0	0	0
July	0	3	0	0	0	4	6	0
August	1	1	0	0	0	2	6	0
September	6	1	0	0	1	4	0	0
October	0	2	0	0	0	1	2	0
November	5	0	0	0	0	0	0	0
December	2	1	0	0	0	0	0	0
2015 Totals	30	17	0	1	8	18	14	0

* Number shows total burial spaces sold; may have been sold in lots of 1, 2, or 4 spaces

** October 2014 is a partial month, beginning at the October 14th transfer of the property to the City

December Activities:

- Software Setup
- Memorial Agreements

January Focus:

- Data Entry
- Meeting Schedule
- Election of Officers



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**SUNSET VIEW CEMETERY ACTIVITY REPORT
JANUARY 2016**

	Lot Sales*	Interments				Foundations Installed	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	2	2	0	0	0	0	0	0
2016 Totals	2	2	0	0	0	0	0	0

* Number shows total burial spaces sold; may have been sold in lots of 1, 2, or 4 spaces

January Activities:

- Data Entry

February Focus:

- Data Entry
- Meeting Schedule
- Election of Officers
- Fencerow Clean up

**AN AGREEMENT FOR THE OWNERSHIP, OPERATION, AND MAINTENANCE
OF THE JONESVILLE FREEDOM MEMORIAL**

THIS AGREEMENT dated the 6th day of January, 2016 between the City of Jonesville, a Michigan Municipal Corporation, whose address is 265 E. Chicago Street, Jonesville, MI 49250 (the "City") and the American Legion Post 195, whose address is P.O. Box 274, Jonesville, MI 49250 (the "Legion") is based upon the following:

WHEREAS, the Legion is the owner, operator and has maintained the Freedom Memorial (the "Memorial") on Lots 854 through 879 of Sunset View Cemetery (the "Cemetery"); and

WHEREAS, as of October 14, 2014, the City assumed operation of the Cemetery and is the owner of the Cemetery; and

WHEREAS, the City and Legion wish to provide for the long term care, maintenance and operation of the Memorial.

NOW THEREFORE, IT IS HEREBY AGREED, as follows:

1. In consideration for the care and maintenance of the Memorial, the Legion transfers ownership of the Memorial to the City. In so doing, the Legion relinquishes its interest in the unrecorded Quit Claim Deed dated June 13, 2011 for Lots 854 through 879 in the Sunset View Cemetery.
2. The Legion donates the sum of \$50,000 to the City. The donated funds shall be used for purposes benefiting the Memorial, including repair, maintenance, care and operation of the Memorial.
3. The City may invest the donated funds in the manner it deems appropriate and the proceeds of such investments shall be used for the same purposes as the original donated funds.
4. The Legion may, from time to time, donate additional funds to the City for the benefit of the Memorial. Such future donations shall be used for the same purposes as the original donated funds, unless otherwise specified in writing by the Legion at the time of donation.
5. At no time shall the donated funds be used for a purpose other than those benefitting the Memorial, including repair, maintenance, care and operation of the Memorial. The annual audit is available for inspection on the City website or in City Hall. Investment account statements will be made available to the Legion upon request.
6. The Legion will, in the near term, continue to provide care, maintenance, and operation of the Memorial, as it previously has, with expenses to be reimbursed by the City from the donated funds. Over time, the City will assume additional responsibility for the Memorial, up to and including full responsibility for its care, operation and maintenance. Annually, the Legion Commander will meet with the City Manager to review the prior year's cooperative services and to determine the services to be provided during the following year. This meeting will take place by April 1st each year, or on such alternate date agreeable to both.
7. This Agreement represents the complete agreement between the City and the Legion and no other terms or agreement has been agreed by the parties, except as set forth herein.

8. Amendments to this Agreement shall be made in writing and agreed to by both parties.

The City and Legion have executed this Agreement on the Date first noted above.

Witnesses:

Cynthia D. Means
Lenore M. Spahr

CITY OF JONESVILLE

[Signature]
By: Jeffrey M. Gray
Its: City Manager

Witnesses:

Lenore M. Spahr
Cynthia D. Means

AMERICAN LEGION POST 195

[Signature]
By: Robert Snow
Its: Commander



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**Cemetery Committee
Annual Meeting Calendar
2016**

WEDNESDAY	FEBRUARY 10, 2016	9:00 a.m.
WEDNESDAY	APRIL 13, 2016	9:00 a.m.
WEDNESDAY	JUNE 8, 2016	9:00 a.m.
WEDNESDAY	JULY 13, 2016	9:00 a.m.
WEDNESDAY	AUGUST 10, 2016	9:00 a.m.
WEDNESDAY	DECEMBER 14, 2016	9:00 a.m.

Meetings are held on the second Wednesday of every other month at 9:00 a.m., unless otherwise noted. All meetings are held at the City Hall – 265 E. Chicago Street, Jonesville, MI

Individuals with disabilities requiring auxiliary aids or services should contact the City office by writing or calling City of Jonesville, 265 E. Chicago Street, Jonesville, MI 49250, (517) 849-2104