



City of  
Jonesville

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**CITY OF JONESVILLE  
CEMETERY COMMITTEE AGENDA  
DECEMBER 13, 2017, 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 11, 2017 Meeting
- 4. NEW BUSINESS**
  - A. November 2017 Activity Report
  - B. Sexton Services
  - C. 2018 Meeting Calendar
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Meeting February 14, 2018, 9:00 a.m.**

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



To: Jonesville Cemetery Committee  
From: Jeffrey M. Gray, City Manager  
Date: December 8, 2017  
Re: Manager Report and Recommendations – December 13, 2017 Committee Meeting

**4. A. November Activity Report**

**[Information]**

The November Activity Report is attached. The report details activities through the month of November. *Please refer to the attached Activity Report.*

**4. B. Sexton Services**

**[Discussion]**

Sexton George Baker has informed us that the planned sale of his business is no longer taking place and he intends to retire in the early part of 2018. DPW Superintendent Mike Kyser and I will provide an update at the meeting of the conversations that we have had in an effort to recruit interest in sexton services. I have attached a copy of the Request for Proposals that has been issued to solicit bids for the service. I am hopeful that receipt of bids on January 5<sup>th</sup> will allow for a recommendation to be presented to City Council at their January 17<sup>th</sup> meeting. I would ask the Cemetery Committee to consider scheduling a special meeting on Wednesday, January 10, 2018 at 9:00 a.m. at City Hall. The purpose of the meeting would be to consider the bids received and to discuss a recommendation for Cemetery services. The next item on your agenda is the approval of the meeting calendar. The recommended meeting is reflected on the calendar, but may be amended prior to approval by the Committee, depending upon member availability.

This item will be reserved for a discussion of the Request for Proposals and options for sexton services. To aid in the discussion, I have attached revenue and expenditure reports for the Cemetery for the fiscal years that ended on June 30<sup>th</sup> of 2016 and 2017. The expenses related to our contract with our current sexton are shown in the two lines described as Contractual – Mowing and Contractual – Burials/Foundations. In addition, we have begun discussion potential costs of the City providing services at the Cemetery. Preliminary estimates are attached. I will be prepared at the meeting to provide additional explanation and context to these documents. *Please refer to the attached Request for Proposals, revenue and expenditure reports, and estimate of costs.*

**4. C. 2018 Meeting Calendar**

**[Action]**

A proposed meeting calendar for 2018 is attached for consideration. The draft calendar continues an every-other-month schedule on the second Wednesday, at 9:00 a.m., consistent with the current meeting calendar. It also includes the proposed January special meeting. The calendar may be modified by the committee, if deemed desirable or necessary. A motion to approve the calendar as presented or with amendments, is recommended. *Please refer to the attached draft 2018 Meeting Calendar.*