



**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
APRIL 10, 2019, 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. February 13, 2019 Meeting
- 4. NEW BUSINESS**
 - A. March Activity Report
 - B. Capital Project Updates
 - C. FY 2019 – 2022 Capital Projects
 - D. Consider Cemetery Fee Schedule Change
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, June 12, 2019, 9:00 a.m.**

[Information Item]

[Information Item]

[Action Item]

[Action Item]



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager
Date: March 28, 2019
Re: Manager Report and Recommendations – April 10, 2019 Committee Meeting

4. A. March Activity Report

[Information]

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

4. B. Capital Project Updates

[Information]

This agenda item is reserved for an update on the current capital improvements projects, including the retaining wall, removal of trees at the annex, and anticipated schedule for driveway paving.

4. C. Fiscal Year 2019-2022 Capital Projects

[Action]

Annually, the Cemetery Committee reviews the planned projects to be included in the five-year Capital Improvement Plan (CIP). The CIP is adopted annually by City Council with the fiscal year budget that will be in effect on July 1. The attached CIP includes those projects that were identified in last year's plan, and reorganized for the current year.

At the last Committee meeting, several potential future projects were identified:

- Installation of additional trash receptacles.
- Exploring the possible construction of a cremation vault or crematory, either on its own or in conjunction with the expansion of the Cemetery.
- Planning the layout of the future Cemetery expansion.
- Providing online access to Cemetery records, including volunteer work to research and add historic records to the database from the oldest part of the Cemetery.

The Committee will note that driveway paving has been moved to the next fiscal year. The project is still planned for this summer, but is anticipated to be completed after July 1.

These and other projects may be discussed and prioritized by the Committee for inclusion, if desired, in the CIP. *Please refer to the draft Cemetery Projects CIP sheet.*

4. D. Consider Cemetery Fee Schedule Change

[Action]

Staff has obtained cemetery fee schedules for the other cities in Hillsdale County that own and operate cemeteries, as well as some samples for cities in Branch and Lenawee counties. The primary purpose of the review was to review the purchase price of grave sites. Other charges for interments, disinterments, and foundations are set based on the rate charged by the sexton for the service; the City charges an additional \$50.00 for each burial to address some of our administrative costs.

You will note from the attached spreadsheet, that the cost for burial rights in Jonesville is well below the area market. Given the significant capital investments of the last four years and the professional operation of the Cemetery, I would recommend that the Committee consider recommending an increase in the purchase price of burial rights to City Council. That recommendation can come at the April or June meetings in order to be implemented with the adoption of the Fiscal Year 2019-20 budget. I would recommend an increase to \$500.00 per grave site to match the other cities in Hillsdale County. *Please refer to the attached summary of fees for area cemeteries.*