



**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
DECEMBER 11, 2019, 9:00 a.m.
CITY HALL**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. OATH OF OFFICE AND WELCOME**
 - A. Brenda Rathbun
- 4. APPROVAL OF MINUTES**
 - A. April 10, 2019 Meeting
- 5. NEW BUSINESS**
 - A. November Activity Report [Information Item]
 - B. 2020 Meeting Calendar [Action Item]
 - C. Consider Bylaw Amendment [Action Item]
 - D. Paving Project Update [Information Item]
- 6. OTHER BUSINESS**
- 7. PUBLIC COMMENTS**
- 8. ADJOURNMENT – Next Regular Meeting, February 12, 2020, 9:00 a.m. (pending approval of the meeting calendar)**

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of April 10, 2019**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, April 10, 2019 at the Jonesville City Hall. Cemetery Chairman Charlie Pfau called the meeting to order at 9:00 a.m.

Cemetery Committee members present were: Charlie Pfau, Kenneth Hodge, Barbara Smith, Brenda Guyse, Mike Kyser and Shea Dow.

Absent: Les Hutchinson

Also present: Manager Jeff Gray

Charlie Pfau led the Pledge of Allegiance and moment of silence.

The agenda was approved with no changes or additions.

A motion was made by Brenda Guyse and supported by Shea Dow to approve the February 13, 2019 minutes. All in favor. Absent: Les Hutchinson. Motion carried.

Manager Gray presented the February/March 2019 Activity Report, detailing activities for that time period.

Manager Gray provided an update on the current capital improvements projects, including the retaining wall, removal of trees at the annex, and anticipated schedule for driveway paving. Three (3) new trash containers will be installed as well.

After discussion on the Capital Improvement Plan, a motion was made by Brenda Guyse and supported by Barbara Smith to move the Building and Grounds Improvement from Fiscal Year 2023-24 to 2020-21 and obtain quotes for the next scheduled meeting. All in favor. Absent: Les Hutchinson. Motion carried.

A motion was made by Shea Dow and supported by Ken Hodge to approve the Capital Improvement Plan as amended. All in favor. Absent: Les Hutchinson. Motion carried.

After lengthy discussion, a motion was made by Brenda Guyse and supported by Barbara Smith to request from City Council to increase the purchase price for burial rights per grave site from \$200.00 to \$500.00 to be effective for the Fiscal Year 2019-20 budget. All in favor. Absent: Les Hutchinson. Motion carried.

Next regular meeting will be June 12, 2019 at 9:00 a.m.

The meeting was adjourned at 9:34 a.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager
Date: December 5, 2019
Re: Manager Report and Recommendations – December 11, 2019 Committee Meeting

3. A. Oath of Office and Welcome

Staff will administer the Oath of Office to our newest member, Brenda Rathbun.

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. 2020 Meeting Calendar

[Action]

A proposed meeting calendar for 2020 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. 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 2020 Meeting Calendar.*

4. C. Consider Bylaw Amendment

[Action]

Currently, the Committee bylaws state the following in Section III. A.:

The Cemetery Committee shall elect a Chair and Vice-Chair at their first meeting and annually at the January meeting beginning in 2016. Other officers shall be elected as necessary. Officers are eligible for re-election.

Since the Committee changed to every-other-month meetings, there no longer is a January meeting. Staff would recommend that the following amendment be considered:

The Cemetery Committee shall elect a Chair and Vice-Chair at their first regular meeting of the calendar year. Other officers shall be elected as necessary. Officers are eligible for re-election.

A motion is necessary to approve an amendment to the bylaws. Amendments must also be approved by the City Council. Action at the December meeting would allow the amendment to be effective prior to the election of officers in 2020. *Please refer to the attached Committee Bylaws.*

4. D. Paving Project Update

[Information]

This item on the agenda is reserved for discussion of the recently completed cemetery paving project.

Correspondence:

- Thank you from Barbara Smith
- Resignation from Ken Hodge



**SUNSET VIEW CEMETERY ACTIVITY REPORT
NOVEMBER 2019**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	1	0	0	1	0	0	0
February	2	0	0	0	0	0	0	0
March	1	2	0	0	0	0	0	0
April	6	1	0	0	3	0	0	0
May	8	0	2	0	3	6	0	0
June	2	1	0	0	1	0	0	0
July	2	0	0	0	8	1	0	0
August	2	2	0	0	1	1	0	0
September	0	1	0	0	1	3	0	0
October	0	3	0	0	2	9	0	0
November	0	2	0	0	2	0	0	0
2019 Totals	23	13	2	0	22	20	0	0

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

October/November Activities:

- Fall Maintenance

December/January Focus:

- Finish Fall Maintenance



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104
(517) 849-9037 Fax

www.jonesville.org
manager@jonesville.org

Cemetery Committee
Annual Meeting Calendar
JANUARY - DECEMBER
2020

SECOND WEDNESDAY / EVERY OTHER MONTH

WEDNESDAY	FEBRUARY 12, 2020	9:00 a.m.
WEDNESDAY	APRIL 8, 2020	9:00 a.m.
WEDNESDAY	JUNE 10, 2020	9:00 a.m.
WEDNESDAY	AUGUST 12, 2020	9:00 a.m.
WEDNESDAY	OCTOBER 14, 2020	9:00 a.m.
WEDNESDAY	DECEMBER 9, 2020	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

The City of Jonesville will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 20 days' notice to the City of Jonesville. Individuals with disabilities requiring auxiliary aids or services should contact the City of Jonesville by writing, calling, or e-mailing the following:

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250
(517) 849-2104
www.jonesville.org

Cindy Means, Clerk
clerk@jonesville.org

**CITY OF JONESVILLE
CEMETERY COMMITTEE BYLAWS**

I. NAME AND PURPOSE

- A. The name of the committee shall be CITY OF JONESVILLE CEMETERY COMMITTEE, hereinafter referred to as the Cemetery Committee.
- B. The Cemetery Committee was established by the Jonesville City Council on September 17, 2014, pursuant to Section 7.13(a) of the Jonesville City Charter.
- C. The Cemetery Committee serves as an advisory committee, whose purpose is to make recommendations to the Jonesville City Council on matters related to the professional operation and management of Sunset View Cemetery.

II. MEMBERSHIP, APPOINTMENT, TERM, VACANCIES

- A. The Cemetery Committee shall consist of seven (7) members appointed by the Jonesville City Council. The members shall be individuals who, in the view of the City Council, are qualified to act in the best interests of the Sunset View Cemetery. The membership of the Cemetery Committee shall include the following:
 - 1. One (1) representative of the Jonesville City Council.
 - 2. At least one (1) representative of an area funeral home.
 - 3. At least one (1) representative of the Jonesville American Legion Boyce Carpenter Bunce Post #195.
- B. The members of the Cemetery Committee shall be qualified electors of the City of Jonesville, except that not more than two (2) members may be non-residents of the City, if necessary to assure representation by an area funeral home and/or the Jonesville American Legion.
- C. The initial term of the appointments to the Cemetery Committee shall be for two (2) years. After the initial term, four members shall be appointed to three (3) year terms and three members to two (2) year terms. Thereafter, all appointments shall be for a three (3) year term. Members shall hold office until a successor is appointed. The terms of office shall end on November 30.
- D. The City Council shall appoint members of the Cemetery Committee to fill unexpired terms and terms of those who may resign or who fail to qualify for any reason.
- E. Members of the Cemetery Committee shall serve without compensation.
- F. Members of the Cemetery Committee are subject to the established Conflict of Interest Policy.

III. OFFICERS

- A. The Cemetery Committee shall elect a Chair and Vice-Chair at their first meeting and annually at the January meeting beginning in 2016. Other officers shall be elected as necessary. Officers are eligible for re-election.
- B. The Chair shall preside at all meetings of the Cemetery Committee, shall bring matters of immediate attention to the Board, shall announce any special meetings to the membership and shall represent the Cemetery Committee before the City Council, as necessary.
- C. The Vice-Chair, in the absence of the Chair, shall assume the duties of the Chair. Should the Chair become vacant by death or resignation, or should the Chair become otherwise unable to discharge

the duties of the office, the Vice-Chair shall become the Chair for the unexpired term and shall assume all powers and responsibilities of the office.

- D. In the event the Vice-Chair assumes the duties of the Chair, a new Vice-Chair shall be elected.
- E. The City Manager or his/her designee shall serve as the Recording Secretary of the Cemetery Committee. The Recording Secretary shall keep, or cause to be kept minutes of the meetings and other such records of meetings as may be needed to comply with Public Act 267 of 1976, as amended (being the Michigan Open Meetings Act, MCL 15.261 *et. seq.*).

IV. MEETINGS

- A. The Cemetery Committee shall adopt an annual meeting schedule and submit the same to City Council. Special meetings may be called by the Chair. Public notice of the time, date and place of all meetings shall be given in the manner required by Public Act 267 of 1976, as amended (being the Michigan Open Meetings Act, MCL 15.261 *et. seq.*).
- B. Meetings of the Cemetery Committee shall be open to the public and a record shall be maintained of all proceedings. All business which the Board may perform shall be conducted in compliance with Public Act 267 of 1976, as amended (being the Michigan Open Meetings Act, MCL 15.261 *et. seq.*).
- C. Four members shall constitute a quorum for the transaction of business.
- D. Parliamentary procedure in Cemetery Committee meetings shall be informal. However, if required to keep order, meetings shall be governed by the latest edition of *Roberts Rules of Order* for issues not specifically covered by these Bylaws. Where there is conflict between these Bylaws and *Robert's Rules*, these Bylaws shall govern.

V. COMMITTEES

- A. The Cemetery Committee may establish and appoint ad hoc committees for special purposes or issues, as determined necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- B. Any ad hoc committee established by the Cemetery Committee shall be advisory and shall submit its recommendations to the Cemetery Committee for consideration.

VI. BYLAW AMENDMENTS

- A. These bylaws may be approved and amended by a vote of the Cemetery Committee at any regular or special meeting called for that purpose upon prior notice of the proposed action. All amendments shall be approved by the Jonesville City Council.

Bylaws Approved:

By Cemetery Committee Date: December 10, 2014

By City Council Date: December 17, 2014

11-18-17

Dear Cemetery committee,

I want to thank-you for letting me be on the committee.

I enjoyed it as we have accomplished so much in the 6 yrs. as the city took over.

A big thank-you to Jeff for doing alot on computer so we could see the improvements.

Also thanks to Mike & his crew to do the work for us.

Know that the committee will continue to do the work in the years ahead.

Sincerely,
Barbara

RECEIVED
NOV 13 2019

BY: _____

November 13, 2019

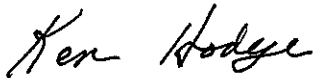
City of Jonesville
Jeff Gray, Manager
265 E. Chicago St.
Jonesville, MI 49250

Dear Jeff;

As of January 1, 2020 I will be resigning from the Jonesville Cemetery Committee due to health issues and the possibility of wintering in Florida starting the first of the year.

It has been a pleasure serving on this committee, thank you for allowing me to do so.

Sincerely,



Ken Hodge
312 Grant Street
Jonesville MI 49250
517-960-3406