



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250


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**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
FEBRUARY 12, 2020, 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 and John Center
- 4. APPROVAL OF MINUTES**
 - A. December 11, 2019 Meeting
- 5. NEW BUSINESS**
 - A. 2019 Annual Report
 - B. January Activity Report
 - C. Sexton Services Agreement
 - D. Cemetery Fee Schedule
 - E. Election of Officers
 - F. Cemetery Committee Bylaws
- 6. OTHER BUSINESS**
- 7. PUBLIC COMMENTS**
- 8. ADJOURNMENT – Next Regular Meeting, April 8, 2020, 9:00 a.m.**

[Information Item]
[Information Item]
[Action Item]
[Action Item]
[Action Item]
[Information Item]



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: February 5, 2020
Re: Manager Report and Recommendations – February 12, 2020 Committee Meeting

3. A. Oath of Office and Welcome

Staff will administer the Oath of Office to our newest members, Brenda Rathbun and John Center.

4. A. 2019 Year End Activity Report

[Information]

The 2019 year end activity report is attached. It describes activities by month in the Cemetery through all of 2019. For comparison, 2018 activity is included at the bottom of the report. *Please refer to the attached Year End Activity Report.*

4. B. January Activity Report

[Information]

The January Activity Report is attached. The report details activities for the month of January. Note that the lot sales for the month is a negative ten. An owner approached the City with the opportunity to purchase these unused sites in the Annex portion of the Cemetery. In accordance with the current Cemetery Rules, the lots were purchased for \$250 each, 50% of the current purchase price, and are now available for sale to the general public. With these 10 sites, there are currently 138 burial sites available in the Annex. *Please refer to the attached Activity Report.*

4. C. Sexton Services Agreement

[Action]

The current two-year agreement for services with Butters Excavating and Lawn Care for sexton services and property maintenance will expire at the end of March. City staff are very pleased with the services that we have received. Tyler Butters and I met recently to discuss a new contract.

Tyler is proposing an increase in the annual charge for mowing and leaf services from the current \$26,300 to \$28,500. The increase is necessary to retain the current labor that is performing these services. He also proposes an increase in the charge for an adult burial from \$375 to \$400. This will bring the charge in Jonesville to the same that he is charging other cemeteries. No other changes are proposed to charges for the three-year period. Tyler plans to attend the meeting to discuss any questions that the committee may have.

I recommend a motion to recommend that the City Council approve a three-year contract, beginning March 1st. The next agenda item will address the necessary amendment to the Cemetery fee schedule to address the increase in the burial charge. *Please refer to the attached proposals for mowing and for grave openings and closings.*

4. D. Cemetery Fee Schedule

[Action]

If the Committee recommends the proposed contract, it will be necessary to amend the Cemetery Fee Schedule. The attached schedule would amend the charge for adult burials from \$425 to \$450. The \$50 difference from the sexton charge is intended to address administrative costs for burial, including operation of our system database and staff time. *Please refer to the attached fee schedule.*

4. E. Election of Officers

[Action]

The Cemetery Committee elects a Chair and Vice-Chair annually at the first meeting of the calendar year. Charlie Pfau is the current Chair and Shea Dow is the current Vice-Chair. Officers may be re-elected. A motion is necessary to select a Chair and Vice-Chair for 2020.

4. F. Cemetery Committee Bylaws

[Information]

The Committee recommended a change to the bylaws at the December meeting to clarify that the election of officers takes place at the first meeting of the calendar year. The City Council subsequently approved this change. A complete copy of the amended bylaws is attached for reference. *Please refer to the attached copy of the amended bylaws.*

CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of December 11, 2019

A City of Jonesville Cemetery Committee meeting was held on Wednesday, December 11, 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, Shea Dow, Brenda Guyse, Les Hutchinson and Mike Kyser.

Absent: Brenda Rathbun

Also present: Manager Jeff Gray, Kenneth Hodge and John Center.

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

A motion was made by Brenda Guyse and supported by Les Hutchinson to approve the agenda as presented. All in favor. Absent: Brenda Rathbun and Vacancy. Motion carried.

A motion was made by Shea Dow and supported by Brenda Guyse to approve the minutes of April 10, 2019. All in favor. Absent: Brenda Rathbun and Vacancy. Motion carried.

Manager Gray presented the November 2019 Activity Report, detailing activities for that time period.

A motion was made by Brenda Guyse and supported by Les Hutchinson to approve the 2020 Meeting Calendar as presented. All in favor. Absent: Brenda Rathbun and Vacancy. Motion carried.

A motion was made by Brenda Guyse and supported by Les Hutchinson to approve the amendment to the Cemetery Bylaws which will allow the Committee to elect a Chair and Vice-Chair at their first regular meeting of the calendar year. All in favor. Absent: Brenda Rathbun and Vacancy. Motion carried.

Discussion was held regarding the recently completed cemetery paving project.

Kenneth Hodge and Barbara Smith were both thanked for their time of service on the Cemetery Committee.

A motion was made by Les Hutchinson and supported by Brenda Guyse to adjourn the meeting at 9:32 a.m.

Submitted by,

Cynthia D. Means
Clerk



**SUNSET VIEW CEMETERY ACTIVITY REPORT
2019 ANNUAL REPORT**

	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
December	0	0	0	0	0	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

2018 COMPARISON

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	1	0	0	0	0	0	0
February	0	1	0	0	0	0	0	0
March	2	0	0	0	0	0	0	0
April	0	0	0	0	0	6	0	0
May	10	2	0	0	3	0	0	0
June	1	1	0	0	1	0	0	0
July	2	2	0	0	1	6	0	0
August	3	4	0	0	3	4	0	0
September	2	2	0	0	0	5	0	0
October	2	0	0	0	6	7	0	0
November	0	1	0	0	1	0	0	0
December	0	0	0	0	0	0	0	0
2018 Totals	22	14	0	0	15	28	0	0

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



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**SUNSET VIEW CEMETERY ACTIVITY REPORT
JANUARY 2020**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights	
		Adult	Child	Infant	Cremation		Transfers	Disinterments
January**	-10	0	0	0	0	0	0	0
2020 Totals	-10	0	0	0	0	0	0	0

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

** The City purchased 10 unused lots in the Annex during the month of January

December/January Activities:

- Finish Fall Maintenance

February/March Focus:

- Sexton Services Contract
- Place asphalt millings

**BUTTERS EXCAVATING &
LAWN CARE
126 E. PEARL ROAD
COLDWATER, MI 49036
(517)617-1931
butters.tyler@yahoo.com**

January 30, 2020

City of Jonesville
265 E. Chicago Street
Jonesville, MI 49250

Bid for Mowing \$28,500 per Year

This is for a three-year contract.

To be made in twelve equal payments. Once a month

Trimming every two weeks.

This bid includes mowing, clean-up of brush, and leaf pick up.
General clean-up of Cemetery, flowers, winter grave blankets.

Clean up of fallen limbs over 8" will be at \$25.00 per man hour

City will be responsible for cost of disposal of flowers & rubbish

Any Maintenance not included in above will be a \$25.00 per man hour
and cost of equipment.

Backhoe \$70.00 per hour

Truck \$65.00 per hour

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January 30, 2020

City of Jonesville
265 E. Chicago Street
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Bid for grave opening and closings

Adult	\$400.00
Child	\$250.00
Infant	\$150.00
Cremation	\$175.00

Disinterment	Adult	\$550.00
Cremation		\$300.00

Winter opening Nov. 1 thru March 31
Add \$50.00

Weekend burials : Saturday Add \$100.00 Sunday Add \$200.00

Foundations \$0.40 Per Sq. inch at depth of 24 inches

Repair of new grave sites at no cost
Repair of old grave sites will be at \$25.00 per man hour.

Grass seed will be at cost of seed.

Showing available grave sites & locating grave sites, and working with public
\$1,800.00 per year.



SUNSET VIEW CEMETERY FEES

Lot Prices

Cost per Grave \$500.00

Graves in the Cemetery Annex are generally sold in two and four grave Lots. Some single grave sites are available in the Annex or in Section S of the Cemetery.

Grave Openings and Closings

Adult ~~\$425.00~~ **\$450.00**
Child \$300.00
Infant \$200.00
Cremation \$225.00

November 1st through April 1st additional charge \$ 50.00
Saturday Opening and Closing additional charge \$100.00
Sunday Opening and Closing additional charge \$200.00
Recognized Holidays additional charge (see below) \$100.00

No burials will take place on Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

An additional burial charge will apply to burials on other City recognized holidays, which include: President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, the Day after Thanksgiving.

The City permits formal observances by local organizations on the patriotic holidays in the Cemetery; those wishing to schedule burials on these holidays will need to coordinate funeral times with the City.

Disinterment

Disinterment \$600.00
Disinterment of Cremation \$400.00

Foundations

Installation of Monument Foundations \$0.40 per square inch

Section VII (2) of the City of Jonesville Cemetery Rules and Regulations require the foundation to extend a minimum of four (4) inches beyond each side of the marker or monument

Transfer of Burial Rights

Cost per Grave \$20.00

**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 regular meeting of the calendar year. 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 11, 2019

By City Council Date: December 18, 2019