



City of
Jonesville

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**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
THURSDAY, JUNE 11, 2020, 9:00 a.m.
SUNSET VIEW CEMETERY**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
 - A. February 12, 2020 Meeting
- 4. NEW BUSINESS**
 - A. May Activity Report
 - B. Cemetery Fiscal Year 2020-21 Budget
 - C. Review of Planned Capital Projects
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, August 12, 2020, 9:00 a.m.**

[Information Item]

[Information Item]

[Information Item]

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of FEBRUARY 12, 2020**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, February 12, 2020, at the Jonesville City Hall. Chairman Charlie Pfau called the meeting to order at 9:00 a.m.

Cemetery Committee members present were: Charlie Pfau, Brenda Guyse, Brenda Rathbun, John Center, and Mike Kyser.

Absent: Shea Dow and Les Hutchinson

Also present: Manager Jeff Gray

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

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

Deputy Clerk Spahr gave the Oath of Office to new members Brenda Rathbun and John Center.

A motion was made by Brenda Guyse and supported by Mike Kyser to approve the minutes of December 11, 2019. All in favor. Absent: Shea Dow and Les Hutchinson. Motion carried.

Manager Gray presented the 2019 Annual Report and the January 2020 Activity Report, detailing activities for those time periods.

A motion was made by Brenda Guyse and supported by Mike Kyser to recommend that City Council approve the Sexton Services Agreement for a three-year term (March 1, 2020 through February 28, 2023). All in favor. Absent: Shea Dow and Les Hutchinson. Motion carried.

A motion was made by John Center and supported by Brenda Guyse to amend the Cemetery Fee Schedule, increasing adult burial fees from \$425 to \$450. This change will allow the Sexton to charge the same amount that he is charging other cemeteries. All in favor. Absent: Shea Dow and Les Hutchinson. Motion carried.

A motion was made by Brenda Guyse and supported by Brenda Rathbun to elect Shea Dow as Cemetery Committee Chairperson, and Charlie Pfau as Vice-Chair for 2020. All in favor. Absent: Shea Dow and Les Hutchinson. Motion carried.

Manager Gray mentioned that the Agenda packet included an updated copy of the Cemetery Bylaws. He noted that the only change was that the Committee will hold an election of officers at the first meeting of the calendar year.

Updates were given on the Water Improvement Project and new Jonesville businesses Biggy Coffee and Puppy Paradise. There was also some discussion regarding potential upcoming Cemetery projects. Chairman Pfau commented on the retaining wall and the Cemetery road improvements, noting that everything looks very nice.

A motion was made by Brenda Guyse and supported by Mike Kyser to adjourn the meeting at 9:28 a.m.

Submitted by,

Lenore M. Spahr
Deputy Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: June 5, 2020
Re: Manager Report and Recommendations – June 11, 2020 Committee Meeting

Please note that we will meet at the Sunset View Cemetery. We will convene at the Pole Barn near the center of the cemetery, where Oak Street and the main driveway from Chicago Street meet.

4. A. May Activity Report

[Information]

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

4. B. Cemetery Fiscal Year 2020-21 Budget

[Information]

The planned Cemetery capital projects were shared via email to members last month. Staff did not receive any comments and have presented the projects as a part of the City's proposed Capital Improvements Plan, that will be considered by the City Council as a part of the adoption of the operating budget at their June 17th meeting. The Cemetery operating budget is one department in the City's General Fund. The excerpt of revenues and expenditures related to the Cemetery is attached. The Cemetery operations are subsidized by General Fund revenues, including property taxes and stated shared revenues. This is not unusual for a municipal cemetery. *Please refer to the attached copies of the proposed operating budget and Capital Improvement Plan.*

4. C. Cemetery Fee Schedule

[Action]

Our meeting at the Cemetery will allow staff to review the planned capital work on the cemetery buildings and to review work completed to date to modify electrical service and to improve the unpaved cemetery drives. The outdoor meeting should allow sufficient opportunity to maintain social distancing between board members, staff and any others in attendance.



**SUNSET VIEW CEMETERY ACTIVITY REPORT
MAY 2020**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January**	-10	0	0	0	0	0	0	0
February	2	0	0	0	0	0	0	0
March	0	2	0	0	0	1	0	0
April	0	0	0	0	1	1	0	0
May	1	3	0	0	2	4	0	0
2020 Totals	-7	5	0	0	3	6	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

April/May Activities:

- Spring maintenance
- Building electric service changes
- Spread millings on unpaved driveways
- FY 2020-21 Budget

June/July Focus:

- Complete electric service change
- Plan building update project

Cemetery Revenues and Expenditures – Proposed FY 2020-21 Operating Budget

REVENUES

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	BUDGET 19-20	ACTIVITY THRU 12/31/2019	REQUESTED BUDGET	COMMENTS
101-000-618.000	CEMETERY LOT SALES	2,300.00	6,900.00	6,000.00	3,000.00	6,000.00	
101-000-620.000	GRAVE OPENINGS/CLOSINGS	9,800.00	11,625.00	9,000.00	7,900.00	9,000.00	
101-000-622.000	MONUMENT/FOUNDATION FEES	6,164.80	13,851.20	6,000.00	3,505.60	6,000.00	
TOTAL REVENUES		18,264.80	32,376.20	21,000.00	14,405.60	21,000.00	

EXPENDITURES

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	BUDGET 19-20	ACTIVITY THRU 12/31/2019	REQUESTED BUDGET	COMMENTS
101-276-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	
101-276-702.050	SALARIES AND WAGES - DPW	4,754.00	11,750.72	3,000.00	1,927.59	4,000.00	MK - Take down small building
101-276-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	100.00	0.00	100.00	
101-276-702.200	SALARIES AND WAGES - DOUBLETIME	0.00	0.00	0.00	0.00	0.00	
101-276-702.950	SALARIES AND WAGES - CAPITAL IMPROVE		(6,227.00)	0.00	0.00	0.00	
101-276-715.000	EMPLOYERS SHARE - FICA & MEDICARE	356.50	875.28	150.00	143.76	150.00	
101-276-716.000	HEALTH INSURANCE	369.12	162.82	100.00	172.24	100.00	
101-276-717.000	EARNED DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00	
101-276-718.000	DISABILITY	39.76	89.36	20.00	14.63	20.00	
101-276-719.000	RETIREMENT - EMPLOYER PORTION	277.46	726.00	200.00	121.31	200.00	
101-276-719.100	FRINGE BENEFITS - CAPITAL IMPROVEMENTS		(1,873.09)	0.00	0.00	0.00	
101-276-721.000	LIFE INSURANCE	22.62	52.64	20.00	8.32	20.00	
101-276-722.000	EMPLOYEE ASSISTANCE PROGRAM	3.31	7.74	3.00	1.20	3.00	
101-276-723.000	DENTAL INSURANCE	58.19	171.23	40.00	24.88	40.00	
101-276-724.000	OPTICAL INSURANCE	14.72	41.52	10.00	6.28	10.00	
101-276-727.000	OFFICE SUPPLIES	0.00	12.92	0.00	0.00	0.00	
101-276-740.000	OPERATING SUPPLIES	58.99	0.00	100.00	0.00	100.00	
101-276-801.000	PROFESSIONAL SERVICES	326.25	48.75	585.00	0.00	585.00	
101-276-818.000	CONTRACTUAL	5,363.20	1,000.00	0.00	0.00	1,000.00	MK
101-276-818.100	CONTRACTUAL - MOWING	31,883.35	28,100.04	25,500.00	14,050.02	28,500.00	
101-276-818.200	CONTRACTUAL - BURIALS/FOUNDATIONS	12,612.00	25,259.40	9,000.00	11,711.00	12,000.00	
101-276-818.301	CONTRACTUAL - DPW SEASONAL	14.74	0.00	0.00	0.00	0.00	
101-276-865.000	MILEAGE/TRANS/MEALS/LODGING	0.00	283.10	0.00	0.00	0.00	
101-276-900.000	PRINTING & PUBLISHING	156.60	98.95	0.00	0.00	0.00	
101-276-910.000	INSURANCE	573.11	557.00	200.00	290.00	200.00	
101-276-921.000	ELECTRICITY	332.41	340.04	300.00	157.51	300.00	
101-276-930.000	REPAIRS & MAINTENANCE	3,438.49	2,670.62	2,000.00	186.62	2,000.00	Monument repair
101-276-940.000	EQUIPMENT RENTAL	3,171.35	5,395.95	2,500.00	1,802.11	2,800.00	
101-276-975.000	ADDITIONS & IMPROVEMENTS	3,530.00	15,710.08	58,000.00	50,230.50	18,000.00	MK - Pole bldg/move electric
101-276-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUES		67,356.17	86,254.07	101,828.00	80,847.97	70,128.00	

City of Jonesville
Capital Improvement Plan
PROJECT DESCRIPTION

Project Title	Cemetery Projects		
Department	Cemetery	Funding Source	GF

Fiscal Year	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Est. Cost	\$24,000	\$12,000	\$12,000	\$12,000	TBD	\$2,000

Project Description and Location
<p>It is anticipated that several one-time capital projects will be undertaken over the next several years to contribute to the professional operation and appearance of the Sunset View Cemetery. The following is a list of projects and estimated costs prioritized by the Cemetery Committee.</p> <p>FY 2020-21 – \$24,000 – Pole barn siding and repair (\$18,000); demolish block storage building (\$4,000); historic monument repair (\$2,000) FY 2021-22 – \$12,000 - Future expansion planning, historic monument repair FY 2022-23 – \$12,000 - Reserve funding for future expansion, historic monument repair FY 2023-24 – \$12,000 – Reserve funding for future expansion, historic monument repair FY 2024-25 – TBD – Cemetery expansion FY 2025-26 – \$2,000 – Historic monument repair</p>

Project Need and Impact
<p>The Cemetery Committee will review the project list annually and update as needs change and conditions warrant. Funding for the projects is intended to come from the allocated assets that were transferred with City incorporation. These projects are intended to assure the professional operation and appearance of the Cemetery.</p>

Related Costs and Future Funding Needs
<p>There will be ongoing maintenance costs as these improvements are completed. Costs will be evaluated as projects are executed.</p>