



**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
WEDNESDAY, JUNE 9, 2021, 9:00 a.m.
JONESVILLE FIRE DEPARTMENT, 114 W. CHICAGO STREET**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
 - A. April 14, 2021 Meeting
- 4. NEW BUSINESS**
 - A. May Activity Report
 - B. Consider Amendment to Fee Schedule
 - C. Cemetery Fiscal Year 2021-22 Budget and Capital Improvement Plan
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, August 11, 2021, 9:00 a.m.**

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

JONESVILLE FIRE DEPARTMENT MEETING/TRAINING ROOM

This meeting will be held in the meeting room at the Jonesville Fire Department, located at 114 W. Chicago Street. The meeting is open to the public.

If you are able, please consider parking in the Jerry Russell Trail parking area, located west of the Police Department (see illustration below). This will leave parking available at the Fire Station for firefighters to respond to emergency incidents, if that becomes necessary during the meeting. There is a sidewalk that connects the Russell Trail Parking to the Fire Station parking area along the north side of the Police Department.

Please enter the meeting through the north (rear) entrance to the building.



**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of April 14, 2021**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, April 14, 2021 at the Jonesville Fire Station, 114 W. Chicago St., Jonesville, MI. Chairman Shea Dow called the meeting to order at 9:00 a.m.

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

Absent: Charles Pfau

Also present: Manager Jeff Gray

Les Hutchinson 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: Charles Pfau. Motion carried.

A motion was made by Les Hutchinson and supported by Brenda Guyse to approve the minutes of June 11, 2020. All in favor. Absent: Charles Pfau. Motion carried.

The monthly activity report for March 2021 was presented to the committee providing information related to interments, foundations installed, burial rights transfers and disinterments.

The Cemetery Fiscal year 2020-21 Budget and Cemetery Capital Improvement Plan Projects were discussed which included the following: Future expansion planning and design of a new section and a software update with a new company.

Les Hutchinson thanked City Personnel for all of their hard work improving the cemetery over the last few years, making it a Jonesville location to be proud of.


The next scheduled meeting will be Wednesday, June 9, 2021 at 9:00 a.m.

A motion was made by Brenda Guyse and supported by Brenda Rathbun to adjourn the meeting at 9:52 a.m. All in favor. Absent: Charles Pfau. Motion carried.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: June 4, 2021
Re: Manager Report and Recommendations – June 9, 2021 Committee Meeting

PLEASE NOTE that this meeting will be in-person at the **Jonesville Fire Station**. The public is welcome to attend. Social distancing will be observed and attendees are asked to wear a face covering unless they are fully vaccinated or medically unable to tolerate a covering.

4. A. May Activity Report

[Information]

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

4. B. Consider Amendment to Fee Schedule

[Action]

The Cemetery Sexton, Tyler Butters, is asking the Cemetery Committee to consider an amendment to the Cemetery Fee Schedule to increase the cost of concrete foundations that are placed under monuments from \$0.40 per square inch to \$0.50 per square inch. Customers pay the cost of the charge for the installation of foundations on their grave site; the City does not collect an administrative charge for the service. The request from the Sexton is attached; Tyler plans to attend the meeting to answer your questions. If the Committee is comfortable with this change, it would be necessary to pass a motion to recommend that the City Council approve the amendment at their June 16th meeting. *Please refer to the request from the Cemetery Sexton.*

4. C. Cemetery Fiscal Year 2020-21 Budget

[Action]

The City is in the process of developing the Fiscal Year 2021-22 Budget that will take effect on July 1, 2021. A part of that process will be the development of a five-year Capital Improvement Plan (CIP) that is used to project likely future projects.

The draft budget and Capital Improvement Plan are attached. The Cemetery is funded through the General Fund, so the budget is an excerpt of the overall General Fund. General Fund departments include Police, Fire, City Hall, parks and recreation, and the like. These departments are primarily funded through property tax revenues and state revenue sharing. Some Cemetery operational costs are offset by charges for services. It is typical that service charges do not support the full operation of a municipal Cemetery.

The proposed budget includes expenditures that were discussed at the April meeting, including changing software service providers and budgeting for future expansion of the Cemetery south of the annex. The City Engineer has provided a conservative estimate of \$12,500 to complete the design work. The Capital Improvement Plan aligns with these priorities, with the eventual expansion currently projected to take place in Fiscal Year 2024-25. The various sections of the Cemetery, including the expansion area, are illustrated on the map below. A motion to recommend the budget to the City Council as presented, or with any desired amendments is in order. The Cemetery budget will be considered by the Council with

the adoption of the FY 2021-22 operating budget at the June 16th City Council meeting. *Please refer to the draft budget worksheets and the Cemetery projects CIP sheet.*

Cemetery Map





**SUNSET VIEW CEMETERY ACTIVITY REPORT
MAY 2021**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	1	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0
March	1	2	0	0	0	4	0	0
April	2	0	0	0	1	1	0	0
May	5	2	0	0	0	2	0	0

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

April/May Activities:

- Repair water system
- Spring clean-up
- Budget preparation/planning

June/July Focus:

- Pole barn improvements – pending contractor schedule

**BUTTERS EXCAVATING & LAWN CARE
126 E. PEARL ROAD
COLDWATER, MI 49036**

June 3, 2021

CITY OF JONESVILLE
265 E. CHICAGO STREET
JONESVILLE, MI 49250

Dear Board ;

I am requesting that the charge for headstone foundations be increased from \$.40/sq. inch to \$.50/sq. inch. This request is being made due to the significant increase in cost of materials. Both the cost increase in lumber to construct the framing of the foundation as well as the increase in cost for the concrete has forced me to make this request.

Thank you,

Tyler Butters
Butters Excavating &
Lawn Care

FY 2022 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 17-18	ACTIVITY 18-19	ACTIVITY 19-20	BUDGET 20-21	ACTIVITY THRU 12/31/2020	REQUESTED BUDGET	COMMENTS
Fund 101 - GENERAL FUND								
REVENUES								
101-000-618.000	CEMETERY LOT SALES	2,300.00	6,900.00	2,000.00	6,000.00	5,500.00	6,000.00	
101-000-620.000	GRAVE OPENINGS/CLOSINGS	9,800.00	11,625.00	11,950.00	9,000.00	5,375.00	10,000.00	
101-000-622.000	MONUMENT/FOUNDATION FEES	6,164.80	13,851.20	7,729.60	6,000.00	5,040.80	6,000.00	
TOTAL ESTIMATED REVENUES		18,264.80	32,376.20	21,679.60	21,000.00	15,915.80	22,000.00	
APPROPRIATIONS								
Dept 258-DATA PROCESSING/COMPUTER DEPT.								
101-258-977.100	EQUIPMENT - SOFTWARE	0.00	0.00		0.00	0.00	5,710.00	BS&A Cemetery Software
Totals for dept 258-DATA PROCESSING/COMPUTER DEPT.							5,710.00	
Dept 276-CEMETERY								
101-276-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00	0.00	
101-276-702.050	SALARIES AND WAGES - DPW	4,754.00	11,750.72	5,565.29	4,000.00	2,373.27	4,000.00	
101-276-702.100	SALARIES AND WAGES - OVERTIME	0.00	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	0.00	
101-276-702.950	SALARIES AND WAGES - CAPITAL IMPROVE	0.00	(6,227.00)	0.00	0.00	0.00	0.00	
101-276-715.000	EMPLOYERS SHARE - FICA & MEDICARE	356.50	875.28	413.14	150.00	175.08	350.00	
101-276-716.000	HEALTH INSURANCE	369.12	1,162.82	592.59	100.00	301.14	600.00	
101-276-717.000	EARNED DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	
101-276-718.000	DISABILITY	39.76	89.36	37.87	20.00	13.79	25.00	
101-276-719.000	RETIREMENT - EMPLOYER PORTION	277.46	726.00	337.51	200.00	173.72	350.00	
101-276-719.100	FRINGE BENEFITS - CAPITAL IMPROVEMENT	0.00	(1,873.09)	0.00	0.00	0.00	0.00	
101-276-721.000	LIFE INSURANCE	22.62	52.64	22.40	20.00	10.01	20.00	
101-276-722.000	EMPLOYEE ASSISTANCE PROGRAM	3.31	7.74	3.25	3.00	1.46	3.00	
101-276-723.000	DENTAL INSURANCE	58.19	171.23	60.40	40.00	50.84	100.00	
101-276-724.000	OPTICAL INSURANCE	14.72	41.52	18.55	10.00	11.67	25.00	
101-276-727.000	OFFICE SUPPLIES	0.00	12.92	0.00	0.00	0.00	0.00	
101-276-740.000	OPERATING SUPPLIES	58.99	0.00	31.93	100.00	0.00	100.00	
101-276-801.000	PROFESSIONAL SERVICES	326.25	48.75	0.00	585.00	0.00	0.00	
101-276-818.000	CONTRACTUAL	5,363.20	1,000.00	0.00	1,000.00	0.00	12,500.00	Cemetery expansion design work
101-276-818.100	CONTRACTUAL - MOWING	31,883.35	28,100.04	28,650.03	28,500.00	15,150.00	30,300.00	
101-276-818.200	CONTRACTUAL - BURIALS/FOUNDATIONS	12,612.00	25,259.40	18,715.80	12,000.00	9,905.60	15,000.00	
101-276-818.301	CONTRACTUAL - DPW SEASONAL	14.74	0.00	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	0.00	
101-276-900.000	PRINTING & PUBLISHING	156.60	98.95	0.00	0.00	0.00	0.00	
101-276-910.000	INSURANCE	573.11	557.00	401.38	200.00	383.00	400.00	
101-276-921.000	ELECTRICITY	332.41	340.04	336.18	300.00	192.52	400.00	
101-276-930.000	REPAIRS & MAINTENANCE	3,438.49	2,670.62	1,702.84	2,000.00	702.11	2,000.00	Monument repair
101-276-940.000	EQUIPMENT RENTAL	3,171.35	5,395.95	5,294.48	2,800.00	1,902.14	2,800.00	
101-276-975.000	ADDITIONS & IMPROVEMENTS	3,530.00	15,710.08	50,230.50	18,000.00	1,324.17	0.00	
101-276-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	
Totals for dept 276-CEMETERY		67,356.17	86,254.07	112,414.14	70,128.00	32,670.52	69,073.00	
TOTAL APPROPRIATIONS		67,356.17	86,254.07	112,414.14	70,128.00	32,670.52	74,783.00	
NET OF REVENUES/APPROPRIATIONS - GENERAL FUND/CEMETE		(49,091.37)	(53,877.87)	(90,734.54)	(49,128.00)	(16,754.72)	(52,783.00)	

City of Jonesville
Capital Improvement Plan
PROJECT DESCRIPTION

Project Title	Cemetery Projects		
Department	Cemetery	Funding Source	GF

Fiscal Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Est. Cost	\$14,500	\$12,000	\$12,000	TBD	\$2,000	\$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 2021-22 – \$14,500 - 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 FY 2026-27 – \$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>