



City of  
Jonesville

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**CITY OF JONESVILLE  
CEMETERY COMMITTEE AGENDA  
WEDNESDAY, APRIL 14, 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. June 11, 2020 Meeting
- 4. NEW BUSINESS**
  - A. March Activity Report
  - B. Cemetery Fiscal Year 2021-22 Budget
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, June 9, 2021, 9:00 a.m.**

**[Information Item]**  
**[Discussion Item]**

**CITY OF JONESVILLE  
CEMETERY COMMITTEE  
MINUTES of June 11, 2020**

A City of Jonesville Cemetery Committee meeting was held on Thursday, June 11, 2020 at the Sunset View Cemetery. Chairman Shea Dow called the meeting to order at 9:00 a.m.

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

Absent: John Center

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 Les Hutchinson to approve the agenda as presented. All in favor. Absent: John Center. Motion carried.

A motion was made by Brenda Guyse and supported by Les Hutchinson to approve the minutes of February 12, 2020. All in favor. Absent: John Center. Motion carried.

The monthly activity report for May 2020 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 Projects were discussed. The City Council will consider adoption of the operating budget at the June 17<sup>th</sup> meeting. The Cemetery operating budget is one department in the City's General Fund. The Cemetery operations are subsidized by General Fund revenues.


The meeting at the Cemetery allowed 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.

Brenda Guyse made a motion and was supported by Brenda Rathbun to adjourn the meeting at 9:27 a.m.

Submitted by,

Cynthia D. Means  
Clerk



To: Jonesville Cemetery Committee  
From: Jeffrey M. Gray, City Manager   
Date: April 6, 2021  
Re: Manager Report and Recommendations – April 14, 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.

**4. A. March Activity Report**

**[Information]**

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

**4. B. Cemetery Fiscal Year 2020-21 Budget**

**[Discussion]**

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. I have attached a copy of the Cemetery projects that were included in last year's CIP.

This agenda item is reserved for discussion of the upcoming projects that the Committee would like to recommend. Staff would recommend that we consider changing software database providers. I would also recommend some discussion regarding the nature and timing of the expansion of the Cemetery, including the possible construction of a cremation vault or crematory. Staff expects to provide additional detail at the meeting to assist with this discussion. *Please refer to the attached Cemetery Projects CIP sheet.*



**SUNSET VIEW CEMETERY ACTIVITY REPORT  
MARCH 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	0	0	0
<b>2021 Totals</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

February/March Activities:

- Security cameras

April/May Focus:

- Pole barn improvements – pending contractor schedule
- Spring clean-up
- Budget preparation/planning

**City of Jonesville**  
**Capital Improvement Plan**  
PROJECT DESCRIPTION

<b>Project Title</b>	Cemetery Projects		
<b>Department</b>	Cemetery	<b>Funding Source</b>	GF

<b>Fiscal Year</b>	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>Est. Cost</b>	\$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>