



**CITY OF JONESVILLE  
CEMETERY COMMITTEE AGENDA  
WEDNESDAY, APRIL 13, 2022, 8:30 a.m.  
JONESVILLE POLICE DEPARTMENT, 116 W. CHICAGO STREET**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
  - A. August 11, 2021 Meeting
- 4. NEW BUSINESS**
  - A. March Activity Report
  - B. Database Software Update
  - C. Cemetery Expansion
  - D. Cemetery Fiscal Year 2022-23 Budget
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, June 8, 2022, 9:00 a.m.**

**[Information Item]**

**[Information Item]**

**[Discussion Item]**

**[Discussion Item]**

**CITY OF JONESVILLE  
CEMETERY COMMITTEE  
MINUTES of August 11, 2021**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, August 11, 2021 at the Jonesville City Hall, 265 E. 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, Charlie Pfau, and Mike Kyser.

Also present: Manager Jeff Gray and Mayor Gerry Arno.

Brenda Guyse 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. Motion carried.

A motion was made by Les Hutchinson and supported by Brenda Rathbun to approve the minutes of June 9, 2021. All in favor. Motion carried.

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

Discussion ensued regarding the potential future construction of a columbarium, which is a structure that includes niches for the repose of cremated remains. Shea Dow provided various designs and cost estimates for the committee. Shea Dow suggested that the committee view an actual columbarium at two locations in Hillsdale (St. Anthony's Cemetery and Oak Grove Cemetery).

Manager Gray provided an update regarding the new BS&A Cemetery software that will be installed.

The next scheduled meeting will be Wednesday, October 13, 2021 at 9:00 a.m.

A motion was made by Charlie Pfau and supported by Les Hutchinson to adjourn the meeting at 10:03 a.m. All in favor. Motion carried.

Submitted by,

Cynthia D. Means  
Clerk



To: Jonesville Cemetery Committee  
From: Jeffrey M. Gray, City Manager   
Date: April 5, 2022  
Re: Manager Report and Recommendations – April 13, 2022 Committee Meeting

**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. Database Software Update**

**[Information]**

Staff has been working with our new software provider regarding the transition to database software that will interface with the City's other applications. We have also been working with County Equalization Director, Nick Wheeler, to develop a more robust mapping option. This agenda item is reserved for an update and discussion of the new database software.

**4. C. Cemetery Expansion**

**[Discussion]**

I have connected with Jonesville Community Schools Superintendent Erik Weatherwax regarding the Committee's request to consider acquiring school property west of the Cemetery Annex for future expansion. Superintendent Weatherwax invited me to submit the attached proposal for consideration by the School Board. I will attend their study session on Thursday, April 14<sup>th</sup> at 6:00 p.m. to discuss the proposal and answer their questions. Members of the Committee are welcome to join me at the School Board study session. This agenda item is reserved for discussion of the expansion proposal. *Please refer to the attached written proposal.*

**4. D. Cemetery Fiscal Year 2022-23 Budget**

**[Discussion]**

The City is in the process of developing the Fiscal Year 2022-23 Budget that will take effect on July 1, 2022. 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 current year Cemetery budget and 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 some discussion regarding the nature and timing of the expansion of the Cemetery, pending approval of the land acquisition mentioned in the previous agenda item. Staff would also recommend discussion of the timing of the construction of a cremation vault or crematory, as was discussed at the previous meeting. Staff can provide additional detail and answer questions at the meeting to assist with this discussion. *Please refer to the attached Cemetery Projects CIP sheet.*



**SUNSET VIEW CEMETERY ACTIVITY REPORT  
MARCH 2022**

	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	2	0	0	0	0	1	0	0
<b>2022 Totals</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</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:

- Cemetery Mapping
- Software conversion preparations
- Cemetery expansion meeting

April/May Focus:

- Seasonal Cemetery cleanup
- New software implementation
- Budget preparation/planning



**MEMORANDUM**

TO: Erik Weatherwax, Jonesville Community Schools Superintendent  
Jonesville Community School Board

FROM: Jeffrey M. Gray, City Manager 

DATE: March 31, 2022

SUBJECT: Sunset View Cemetery Expansion

CC: Jonesville Cemetery Committee  
Jonesville City Council

On behalf of the City's Cemetery Committee and the City Council, I want to thank you, Superintendent Weatherwax and School Board, for entertaining discussion regarding options for the future expansion of Sunset View Cemetery. I will attempt to be brief in providing some background regarding the Cemetery and in reviewing an expansion option that Superintendent Weatherwax and I have previously discussed.

**BACKGROUND:**

The City of Jonesville acquired the Sunset View Cemetery from Fayette Township as a part of our incorporation from Village to City in 2014. The Cemetery has expanded over time in three areas depicted in the illustration attached to the end of this memo. The Original Cemetery dates back to Jonesville's settlement. It was followed by the area called the Second Cemetery, which extends from Oak Street to US-12/Chicago Street. The final section is called the Annex. The Annex is located on the south side of Oak Street, immediately west of the Original Cemetery and east of the land acquired by the School District with the purchase of the former Manor Property.

Most new lot sales and interments take place in the Annex. The Cemetery Committee has begun discussions of the timing of the expansion of the Cemetery to meet future community needs. The City owns about 3.75 acres south of the annex intended for future expansion. However, this land is low and subject to seasonal surface water. As burials are starting to take place in the south end of the Annex, our Sexton reports that the water table is high. We expect that will continue south of the Annex and it is questionable whether it will be feasible to use any of the expansion area for burials.

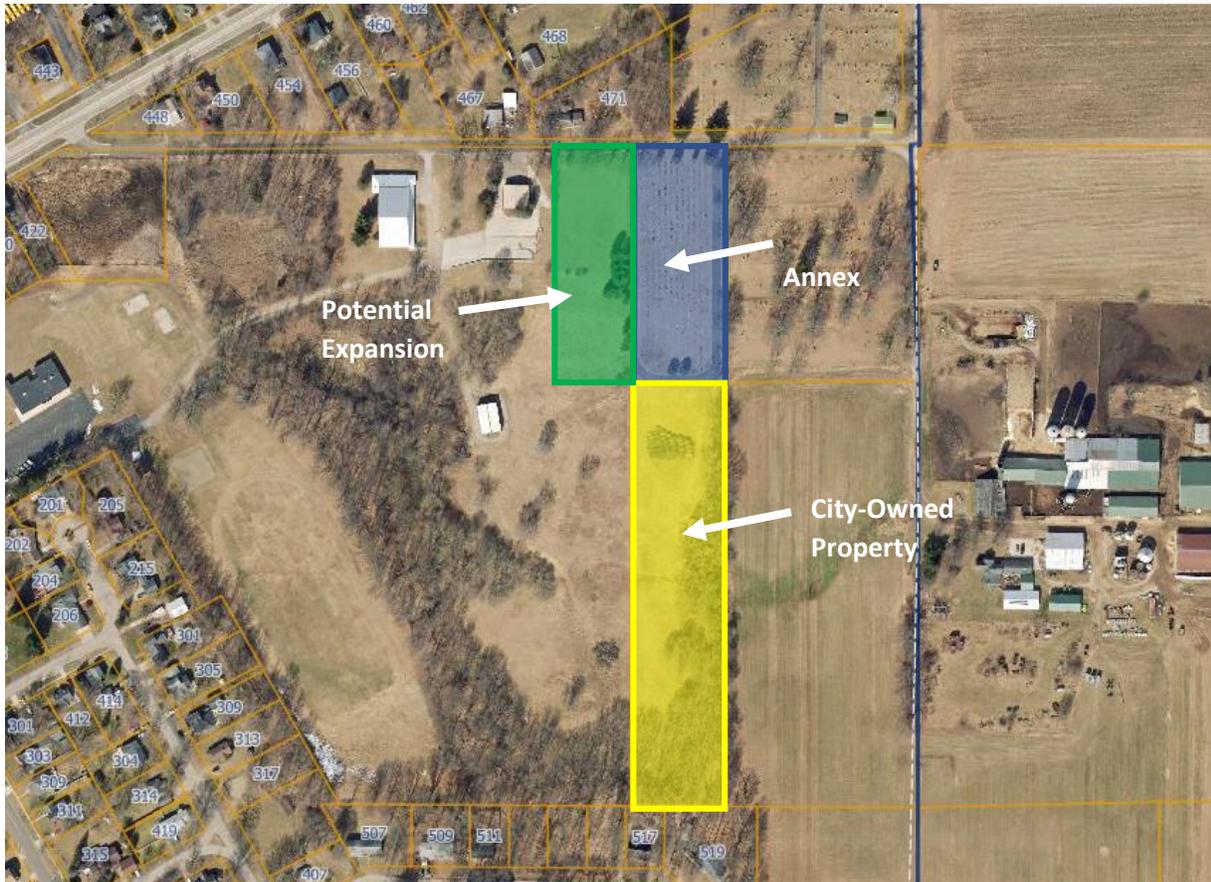
The Cemetery Committee asked that I reach out to all of you to inquire about the possibility of the City acquiring property to the west of the Annex for future Cemetery expansion.

**CEMETERY EXPANSION:**

Our primary interest is in the land immediately west of the Annex. A "squared-off" area between the Annex and the School's storage building on the former Manor property would be under 2 acres. We are open to discussion of alternate or additional areas, depending on the School Board's planned use of the

vacant land. This area is of the greatest interest due to its proximity to our current Cemetery operations and the ability for the City to utilize the existing paved driveways for part of the expansion.

The illustration below shows the area of the Annex, the City-owned expansion area, and a potential expansion area currently owned by Jonesville Community Schools.

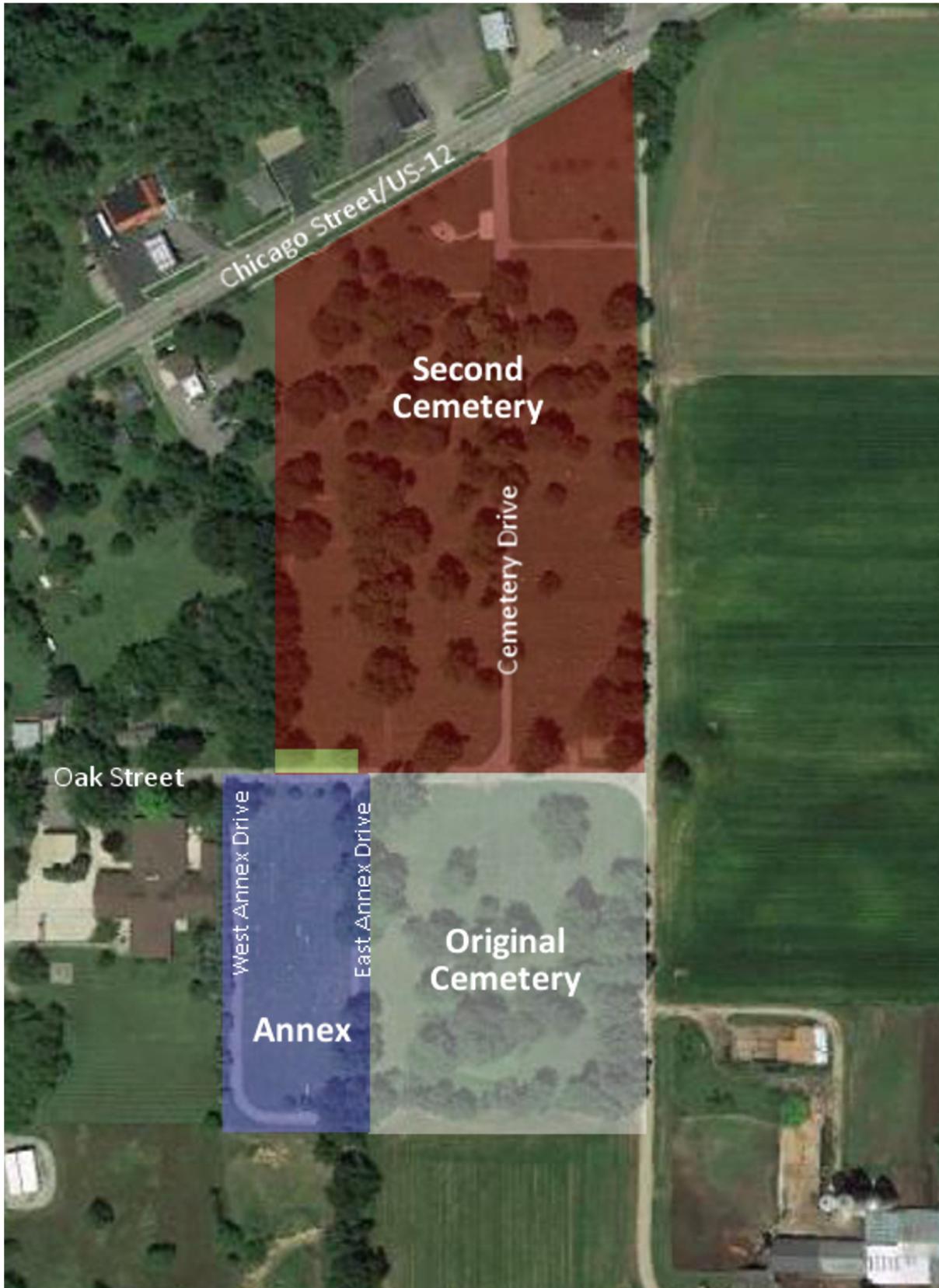


If the School Board is open to discussion of an expansion, the City would be interested in information that you might have about the prior building demolition, and the opportunity to investigate the groundwater to confirm that there are not any conditions that would prevent use of the property for interments.

We are also open to a broader discussion of the uses of our adjoining properties. Use of the vacant City-owned property would likely require some storm drainage improvements that are probably not possible without also looking at the School-owned property that adjoins it, for example.

We appreciate the opportunity to open up dialogue regarding these properties and look forward to working together for the mutual benefit of all of our constituents. I plan to be in attendance at the Board's study session on April 14<sup>th</sup> and will be happy to answer any questions that you may have.

Attachment 1 – Cemetery Layout



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
<b>Fund 101 - GENERAL FUND</b>								
<b>REVENUES</b>								
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	
<b>TOTAL ESTIMATED REVENUES</b>		<b>18,264.80</b>	<b>32,376.20</b>	<b>21,679.60</b>	<b>21,000.00</b>	<b>15,915.80</b>	<b>22,000.00</b>	
<b>APPROPRIATIONS</b>								
<b>Dept 258-DATA PROCESSING/COMPUTER DEPT.</b>								
101-258-977.100	EQUIPMENT - SOFTWARE	0.00	0.00		0.00	0.00	5,710.00	BS&A Cemetery Software
<b>Totals for dept 258-DATA PROCESSING/COMPUTER DEPT.</b>							<b>5,710.00</b>	
<b>Dept 276-CEMETERY</b>								
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	
<b>Totals for dept 276-CEMETERY</b>		<b>67,356.17</b>	<b>86,254.07</b>	<b>112,414.14</b>	<b>70,128.00</b>	<b>32,670.52</b>	<b>69,073.00</b>	
<b>TOTAL APPROPRIATIONS</b>		<b>67,356.17</b>	<b>86,254.07</b>	<b>112,414.14</b>	<b>70,128.00</b>	<b>32,670.52</b>	<b>74,783.00</b>	
<b>NET OF REVENUES/APPROPRIATIONS - GENERAL FUND/CEMETE</b>		<b>(49,091.37)</b>	<b>(53,877.87)</b>	<b>(90,734.54)</b>	<b>(49,128.00)</b>	<b>(16,754.72)</b>	<b>(52,783.00)</b>	

**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>	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>Est. Cost</b>	\$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>