



**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
WEDNESDAY, FEBRUARY 8, 2023, 9:00 a.m.
JONESVILLE CITY HALL, 265 E. CHICAGO STREET**

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
 - A. October 12, 2022 Meeting
- 4. NEW BUSINESS**
 - A. 2022 Year End Activity Report
 - B. January Activity Report
 - C. Sexton Services Agreement
 - D. Cemetery Fee Schedule
 - E. Election of Officers
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, April 12, 2023, 9:00 a.m.**

[Information Item]

[Information Item]

[Action Item]

[Action Item]

[Action Item]

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of October 12, 2022**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, October 12, 2022 at the Sunset View Cemetery, Jonesville, MI. Chairman Shea Dow called the meeting to order at 9:00 a.m.

Cemetery Committee members present were: Brenda Guyse, Les Hutchinson, John Center, Shea Dow, Charlie Pfau, and Mike Kyser.

Also present: Manager Jeff Gray and Sexton Tyler Butters.

Les Hutchinson led the Pledge of Allegiance and moment of silence.

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

A motion was made by Brenda Guyse and supported by Les Hutchinson to approve the minutes of April 13, 2022. All in favor. Absent: Brenda Rathbun. Motion carried.

The monthly activity report for September 2022 was presented to the committee providing information related to interments, foundations installed, burial rights transfers and disinterments.

Discussion ensued regarding the property transfer between the City and the School District which has been completed. The expansion will allow the City to expand in the future west of the Annex area. The Cemetery Committee will tour the area acquired from the school after adjournment of the meeting.

Charlie Pfau provided an update regarding the American Legion.


The next scheduled meeting will be Wednesday, December 14, 2022 at 9:00 a.m.

A motion was made by Les Hutchinson and supported by Charlie Pfau to adjourn the meeting at 9:12 a.m. All in favor. Absent: Brenda Rathbun. Motion carried.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: February 3, 2023
Re: Manager Report and Recommendations – February 8, 2023 Committee Meeting

4. A. 2022 Year End Activity Report **[Information]**

The 2022 year end activity report is attached. It describes activities by month in the Cemetery through all of 2022. For comparison, 2021 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 through the end of the month. *Please refer to the attached Activity Report.*

4. C. Sexton Services Agreement **[Action]**

The current three-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 \$28,500 to \$34,500. He originally proposed an additional charge of \$2,500 for the additional area acquired from the school, but is willing to reduce that charge to \$2,000 since our staff is going to remove all of the existing trees to make property maintenance and eventual development simpler.

Increases are also proposed in all burial charges. The charge for cremation burials will allow for the burial of up to two cremains at one time on a single grave site. The charge for all weekend burials will be \$200. The increases are necessary to address increasing costs. The impact on customer charges is illustrated in the proposed fee schedule, which will be addressed in the next agenda item. 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 two-year contract, beginning April 1st. *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 amendments are shown in the attachment. Deletions are shown in strikeout and additions in bold/highlight. The \$50 difference in the fee from the proposed sexton charge is intended to address administrative costs for burial, including operation of our system database and staff time. I recommend a motion to recommend that the City Council approve the revised Fee Schedule, effective April 1st. *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. Shea Dow is the current Chair and Charlie Pfau is the current Vice-Chair. Officers may be re-elected. A motion is necessary to select a Chair and Vice-Chair for 2023.



**SUNSET VIEW CEMETERY ACTIVITY REPORT
2022 ANNUAL REPORT**

	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
April	0	1	0	0	2	1	0	0
May	0	1	0	0	3	1	0	0
June	0**	3	0	0	2	1	0	0
July	2	1	0	0	1	3	0	0
August	3	0	0	0	3	4	0	0
September	3	2	0	0	0	2	0	0
October	0	1	0	0	0	1	0	0
November	0	0	0	0	1	1	0	0
December	2	0	0	0	0	1	0	0
2022 Totals	10	10	0	0	12	15	0	0

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

** The City sold 2 lots and purchased 2 unused lots in the Annex during the month of June

2021 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	0	0	0	0	0	0	0
March	1	2	0	0	0	0	0	0
April	2	0	0	0	1	4	0	0
May	3	2	0	0	1	2	0	0
June	2	0	0	0	4	2	0	0
July	0	0	0	0	3	2	0	0
August	2	1	0	0	1	1	0	0
September	3	1	0	0	2	1	0	0
October	0	1	0	0	1	0	0	0
November	0	1	0	0	2	1	0	0
December	1	1	0	0	0	1	0	0
2021 Totals	14	10	0	0	15	14	0	0

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



**SUNSET VIEW CEMETERY ACTIVITY REPORT
JANUARY 2023**

	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
April	0	1	0	0	2	1	0	0
May	0	1	0	0	3	1	0	0
June	2	3	0	0	2	1	0	0
July	2	1	0	0	1	3	0	0
August	3	0	0	0	3	4	0	0
September	3	2	0	0	0	2	0	0
October	0	1	0	0	0	1	0	0
November	0	0	0	0	1	1	0	0
December	2	0	0	0	0	1	0	0
2022 Totals	12	10	0	0	12	15	0	0
January	0	0	0	0	0	0	0	0
2023 Totals	0	2	0	0	0	1	0	0

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

January/February Activities:

- Winter Maintenance

March/April Focus:

- Sexton Contract
- Preparation of Expansion Area

**BUTTERS EXCAVATING &
LAWN CARE
126 E. Pearl Road
Coldwater, MI 49036
butters.tyler@yahoo.com
(517)617-1931**

January 30, 2023

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

Bid for Mowing beginning April 1, 2023: \$34,500 per Year
(+) \$2,500 for new expansion of cemetery

This is for a two year contract

To be made in twelve equal payments. Once a month

Trimming every two weeks.

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

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

Township 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

Submitted by:
Tyler Butters, Owner

**BUTTERS EXCAVATING &
LAWN CARE
126 E. Pearl Road
Coldwater, MI 49036
butters.tyler@yahoo.com
(517)617-1931**

January 30, 2023

City of Jonesville
265 E Chicago Street
Jonesville, MI 49250

Bid for grave opening and closings beginning April 1, 2023:

Adult	\$500.00
Child	\$300.00
Infant	\$200.00
Cremation	\$250.00

Disinterment	Adult	\$550.00
Cremation		\$300.00

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

Weekend burials: Saturday and Sunday add \$200.00

Foundations \$0.50 Per Sq. inch at depth of up to 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.

Submitted by:

Tyler Butters, owner



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	\$450.00	\$550.00
Child	\$300.00	\$350.00
Infant	\$200.00	\$250.00
Cremation	\$225.00	\$300.00 (up to two cremation burials in a single grave site)

November 1 st through March 31 st additional charge	\$ 50.00
Saturday Opening and Closing additional charge	\$100.00
Sunday Weekend 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 \$0.50 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