



City of
Jonesville

265 E. Chicago Street, Jonesville, MI 49250

(517) 849-2104
(517) 849-9037 Fax
www.jonesville.org

**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
WEDNESDAY, APRIL 12, 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. February 8, 2023 Meeting
- 4. NEW BUSINESS**
 - A. March Activity Report
 - B. Cemetery Fiscal Year 2023-24 Budget
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, June 14, 2023, 9:00 a.m.**

[Information Item]
[Action Item]

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of February 8, 2023**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, February 8, 2023 at the Jonesville City Office, 265 E Chicago Street, Jonesville, MI. Chairman Shea Dow called the meeting to order at 9:02 a.m.

Cemetery Committee members present were: Brenda Guyse, Brenda Rathbun, Shea Dow, and Charlie Pfau.

Also present: Manager Jeff Gray and Sexton Tyler Butters.

Absent: John Center, Les Hutchinson and Mike Kyser.

Clerk Cindy Means led the Pledge of Allegiance and moment of silence.

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

A motion was made by Charles Pfau and supported by Brenda Guyse to approve the minutes of October 12, 2022. All in favor. Absent: John Center, Les Hutchinson and Mike Kyser. Motion carried.

The 2022-year end activity report was presented to the committee along with the January 2023 Activity Report providing information related to interments, foundations installed, burial rights transfers and disinterment.

A motion as made by Brenda Guyse and supported by Brenda Rathbun to recommend that the City Council approve a two-year contract, beginning April 1, 2023, with Sexton Tyler Butters, Butters Excavating and Lawn Care, for sexton services and property maintenance with the proposed increase to \$34,500, with an additional \$2,000 for the property acquired from the school. All in favor. Absent: John Center, Les Hutchinson and Mike Kyser. Motion carried.

A motion was made by Charles Pfau and supported by Brenda Guyse to recommend to City Council that they approve the revised Cemetery Fee Schedule, effective April 1, 2023. All in favor. Absent: John Center, Les Hutchinson and Mike Kyser. Motion carried.

A motion was made by Brenda Guyse and supported by Brenda Rathbun to re-elect Shea Dow as Chairman and Charles Pfau as Vice-Chairman. All in favor. Absent: John Center, Les Hutchinson and Mike Kyser. Motion carried.

Manager Jeff Gray provided Updates.


The next scheduled meeting will be Wednesday, April 12, 2023 at 9:00 a.m.

A motion was made by Brenda Guyse and supported by Brenda Rathbun to adjourn the meeting at 9:45 a.m. All in favor. Absent: John Center, Les Hutchinson and Mike Kyser. Motion carried.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: March 31, 2023
Re: Manager Report and Recommendations – April 12, 2023 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. Cemetery Fiscal Year 2023-24 Budget

[Discussion]

The City is in the process of developing the Fiscal Year 2023-24 Budget that will take effect on July 1, 2023. 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. Design of the cemetery expansion and cremation vault or crematory has previously been discussed as a priority project and was planned for the current fiscal year. Given other project priorities, staff expects that the design will need to carry over into the upcoming fiscal year. Staff can provide additional detail and answer questions at the meeting to assist with this discussion. *Please refer to the current fiscal year budget and Cemetery Projects CIP sheet.*



**SUNSET VIEW CEMETERY ACTIVITY REPORT
MARCH 2023**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	2	0	0	0	1	0	0
February	1	1	0	0	1	1	0	0
March	0	1	0	0	2	0	0	0
2023 Totals	1	3	0	0	1	2	0	0

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

February/March Activities:

- DPW started tree removal of expansion area
- DPW storm clean up

April/May Focus:

- Spring Clean-up

FY 2023 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 18-19	ACTIVITY 19-20	ACTIVITY 20-21	BUDGET 21-22	ACTIVITY THRU 12/31/2021	REQUESTED BUDGET	COMMENTS
Fund 101 - GENERAL FUND								
REVENUES								
101-000-618.000	CEMETERY LOT SALES	6,900.00	2,000.00	15,000.00	6,000.00	4,500.00	6,000.00	
101-000-620.000	GRAVE OPENINGS/CLOSINGS	11,625.00	11,950.00	9,225.00	10,000.00	4,675.00	10,000.00	
101-000-622.000	MONUMENT/FOUNDATION FEES	13,851.20	7,729.60	9,764.00	6,000.00	2,570.80	6,000.00	
TOTAL ESTIMATED REVENUES		32,376.20	21,679.60	33,989.00	1,573,267.15	11,745.80	22,000.00	
APPROPRIATIONS								
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	11,750.72	5,565.29	3,502.68	4,000.00	5,893.44	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	(6,227.00)	0.00	0.00	0.00	0.00	0.00	
101-276-715.000	EMPLOYERS SHARE - FICA & MEDICARE	875.28	413.14	258.92	350.00	437.22	350.00	
101-276-716.000	HEALTH INSURANCE	1,162.82	592.59	421.17	600.00	686.12	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	89.36	37.87	21.45	25.00	37.24	25.00	
101-276-719.000	RETIREMENT - EMPLOYER PORTION	726.00	337.51	243.19	350.00	371.46	350.00	
101-276-719.100	FRINGE BENEFITS - CAPITAL IMPROVEMENT	(1,873.09)	0.00	0.00	0.00	0.00	0.00	
101-276-721.000	LIFE INSURANCE	52.64	22.40	15.01	20.00	31.31	20.00	
101-276-722.000	EMPLOYEE ASSISTANCE PROGRAM	7.74	3.25	2.09	3.00	3.28	3.00	
101-276-723.000	DENTAL INSURANCE	171.23	60.40	67.73	100.00	76.92	100.00	
101-276-724.000	OPTICAL INSURANCE	41.52	18.55	15.50	25.00	19.05	25.00	
101-276-727.000	OFFICE SUPPLIES	12.92	0.00	44.65	0.00	0.00	0.00	
101-276-740.000	OPERATING SUPPLIES	0.00	31.93	0.00	100.00	84.95	100.00	
101-276-801.000	PROFESSIONAL SERVICES	48.75	0.00	0.00	12,500.00	0.00	15,000.00	Carryover-Cemetery expansion survey/design
101-276-818.000	CONTRACTUAL	1,000.00	0.00	670.48	0.00	400.00	0.00	
101-276-818.100	CONTRACTUAL - MOWING	28,100.04	28,650.03	30,300.00	30,300.00	15,150.00	30,300.00	Contract through 4/1/23
101-276-818.200	CONTRACTUAL - BURIALS/FOUNDATIONS	25,259.40	18,715.80	16,474.40	15,000.00	9,115.60	15,000.00	
101-276-818.301	CONTRACTUAL - DPW SEASONAL	0.00	0.00	0.00	0.00	0.00	0.00	
101-276-865.000	MILEAGE/TRANS/MEALS/LODGING	283.10	0.00	0.00	0.00	0.00	0.00	
101-276-900.000	PRINTING & PUBLISHING	98.95	0.00	0.00	0.00	0.00	0.00	
101-276-910.000	INSURANCE	557.00	401.38	380.48	400.00	313.00	400.00	
101-276-921.000	ELECTRICITY	340.04	336.18	417.96	400.00	205.06	400.00	
101-276-930.000	REPAIRS & MAINTENANCE	2,670.62	1,702.84	1,679.95	2,000.00	763.39	2,000.00	Monument repair
101-276-940.000	EQUIPMENT RENTAL	5,395.95	5,294.48	2,501.28	2,800.00	5,225.98	2,800.00	
101-276-975.000	ADDITIONS & IMPROVEMENTS	15,710.08	50,230.50	1,324.17	0.00	11,754.00	0.00	
101-276-977.000	EQUIPMENT	0.00	0.00	2,011.26	0.00	0.00	0.00	
Totals for dept 276-CEMETERY		86,254.07	112,414.14	60,352.37	69,073.00	50,568.02	71,573.00	
TOTAL APPROPRIATIONS		86,254.07	112,414.14	60,352.37	69,073.00	50,568.02	71,573.00	
NET OF REVENUES/APPROPRIATIONS - GENERAL FUND/CEMETE		(53,877.87)	(90,734.54)	(26,363.37)	1,504,194.15	(38,822.22)	(49,573.00)	

City of Jonesville
Capital Improvement Plan
 PROJECT DESCRIPTION

Project Title	Cemetery Projects		
Department	Cemetery	Funding Source	GF

Fiscal Year	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
Est. Cost	\$17,000	\$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 2022-23 – \$17,000 - Future expansion planning, historic monument repair FY 2023-24 – \$12,000 - Reserve funding for future expansion, historic monument repair FY 2024-25 – \$12,000 – Reserve funding for future expansion, historic monument repair FY 2025-26 – TBD – Cemetery expansion FY 2026-27 – \$2,000 – Historic monument repair FY 2027-28 – \$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>