



City of
Jonesville

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**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
WEDNESDAY, APRIL 10, 2024, 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. April 12, 2023 Meeting
- 4. NEW BUSINESS**
 - A. Introduction – DPW Superintendent
 - B. 2023 Year-End/January 2024 Activity Report
 - C. Cemetery Expansion Design
 - D. Fiscal Year 2024-25 Budget
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, June 12, 2024, 9:00 a.m.**

[Information Item]

[Information Item]

[Action Item]

[Discussion/Action Item]

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of April 12, 2023**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, April 12, 2023 at Jonesville City Hall, 265 E Chicago Street, Jonesville, MI. Chairman Shea Dow called the meeting to order at 9:03 a.m.

Members present were: Brenda Guyse, Brenda Rathbun, Les Hutchinson, Shea Dow, and Charlie Pfau.

Absent: John Center

Also present: Manager Jeff Gray and Mike Kyser.

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

A motion was made by Brenda Guyse and was 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 was supported by Charles Pfau to approve the minutes of February 8, 2023. All in favor. Absent: John Center. Motion carried.

The March 2023 Activity Report was presented to the committee, providing information related to lot sales, interments, foundations, burial rights transfers, and disinterment.

A motion was made by Brenda Guyse and was supported by Les Hutchinson to name the new section of the cemetery to “Annex 2”. All in favor. Absent: John Center. Motion carried.

A motion was made by Brenda Guyse and was supported by Brenda Rathbun to carryover the current year cemetery expansion survey and design budget to the Fiscal Year 2023/24 Budget. They also agreed to budget for a Columbarium to be built during the cemetery expansion in Fiscal Year 2025/26. All in favor. Absent: John Center. Motion carried.

Manager Gray provided updates on the former Klein Tool building, potential City Hall upgrades, and the Recreation Master Plan.


The next meeting is scheduled for 9:00 a.m. on Wednesday, June 14, 2023.

A motion was made by Les Hutchinson and was supported by Brenda Guyse to adjourn the meeting at 9:30 a.m. All in favor. Absent: John Center. Motion carried.

Submitted by,

Lenore M. Spahr
Deputy Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: April 5, 2024
Re: Manager Report and Recommendations – April 10, 2024 Committee Meeting

4.A. Introduction – DPW Superintendent **[Information]**

This agenda item is reserved to introduce new Department of Public Works Superintendent, Charles Crouch. Charles was hired following Mike Kyser's retirement at the end of the month.

4. B. 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. C. Cemetery Expansion Design **[Action]**

This agenda item is reserved for a discussion of the design of the expansion of the Cemetery to develop the Annex Two area. A potential scope is attached that covers some of the items that have previously been discussed for the expansion. The scope document will be provided to the City Engineer so that they can produce a cost estimate for design services, bidding, and construction management. *Please refer to the draft Scope of Work.*

4. D. Fiscal Year 2024-25 Budget **[Discussion/Action]**

The City is in the process of developing the Fiscal Year 2024-25 Budget that will take effect on July 1, 2024. 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. Related to the previous agenda item, recommended timing of the Cemetery expansion project will be one of the discussion items. 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 2024**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	0	0	0	0	0	0	0
February	1	1	0	0	0	0	0	0
March	0	1	0	0	0	3	0	0
2024 Totals	1	2	0	0	0	3	0	0

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

February/March Activities:

- Winter Maintenance

April/May Focus:

- Spring Clean-up
- Expansion Planning
- Budget

Scope Items: Cemetery Expansion Design – Annex Two

- Site Grading
 - Gravesite corner markers
 - Amenities: water spigots, trash receptacles, etc.
 - Landscaping
 - Land balancing/fill?
 - Topsoil and seed
- Access Drive
 - Paved loop, west and south sides to connect to Annex
 - Crossing driveways at intermediate distances for sexton access
- Consider Monument Foundations
 - Install ribbons at construction, with costs added to gravesite sales?
- Columbarium
 - Structure placement
 - Flatwork
 - Landscaping
- Engineer Estimate and Recommendations
 - Recommendations regarding scope items and cemetery improvements
 - Engineer's opinion of construction costs for the proposed design

- Engineering Costs
 - Site Design
 - Meeting with Engineer?
 - Specifications and Bid Documents
 - Construction Management

FY 2024 BUDGET WORKSHEET FOR CITY OF JONESVILLE

GL NUMBER	DESCRIPTION	ACTIVITY 19-20	ACTIVITY 20-21	ACTIVITY 21-22	BUDGET 22-23	ACTIVITY THRU 12/31/2022	REQUESTED BUDGET	COMMENTS
Fund 101 - GENERAL FUND								
REVENUES								
101-000-618.000	CEMETERY LOT SALES	2,000.00	15,000.00	8,500.00	10,000.00	10,500.00	12,000.00	
101-000-620.000	GRAVE OPENINGS/CLOSINGS	11,950.00	9,225.00	10,100.00	10,000.00	3,725.00	10,000.00	
101-000-622.000	MONUMENT/FOUNDATION FEES	7,729.60	9,764.00	3,946.80	6,000.00	7,942.00	8,000.00	
TOTAL ESTIMATED REVENUES		21,679.60	33,989.00	22,546.80	26,000.00	22,167.00	30,000.00	
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	5,565.29	3,502.68	7,532.14	4,000.00	2,193.29	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	0.00	0.00	0.00	0.00	0.00	
101-276-715.000	EMPLOYERS SHARE - FICA & MEDICARE	413.14	258.92	558.50	350.00	162.41	350.00	
101-276-716.000	HEALTH INSURANCE	592.59	421.17	901.74	600.00	247.85	550.00	
101-276-717.000	EARNED DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	
101-276-718.000	DISABILITY	37.87	21.45	47.20	25.00	12.47	25.00	
101-276-719.000	RETIREMENT - EMPLOYER PORTION	337.51	243.19	471.53	350.00	142.39	300.00	
101-276-719.100	FRINGE BENEFITS - CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	
101-276-721.000	LIFE INSURANCE	22.40	15.01	39.65	20.00	11.75	20.00	
101-276-722.000	EMPLOYEE ASSISTANCE PROGRAM	3.25	2.09	4.15	3.00	1.20	3.00	
101-276-723.000	DENTAL INSURANCE	60.40	67.73	98.48	100.00	44.52	100.00	
101-276-724.000	OPTICAL INSURANCE	18.55	15.50	24.12	25.00	8.84	20.00	
101-276-727.000	OFFICE SUPPLIES	0.00	44.65	0.00	0.00	0.00	0.00	
101-276-740.000	OPERATING SUPPLIES	31.93	0.00	92.44	100.00	27.03	100.00	
101-276-801.000	PROFESSIONAL SERVICES	0.00	0.00	4,067.95	15,000.00	0.00	15,000.00	Carryover-Cemetery expansion survey/design
101-276-818.000	CONTRACTUAL	0.00	670.48	4,676.48	0.00	7,575.00	5,600.00	Tree removal
101-276-818.100	CONTRACTUAL - MOWING	28,650.03	30,300.00	30,300.00	30,300.00	15,150.00	36,500.00	Contract through 4/1/25
101-276-818.200	CONTRACTUAL - BURIALS/FOUNDATIONS	18,715.80	16,474.40	14,948.60	15,000.00	10,793.00	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	0.00	0.00	0.00	0.00	0.00	0.00	
101-276-900.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	65.00	0.00	
101-276-910.000	INSURANCE	401.38	380.48	269.04	400.00	405.00	400.00	
101-276-921.000	ELECTRICITY	336.18	417.96	511.63	400.00	213.59	425.00	
101-276-930.000	REPAIRS & MAINTENANCE	1,702.84	1,679.95	1,145.47	2,000.00	1,420.89	2,000.00	Monument repair
101-276-940.000	EQUIPMENT RENTAL	5,294.48	2,501.28	6,498.94	2,800.00	2,485.22	2,800.00	
101-276-975.000	ADDITIONS & IMPROVEMENTS	50,230.50	1,324.17	27,754.00	0.00	0.00	0.00	
101-276-977.000	EQUIPMENT	0.00	2,011.26	0.00	0.00	0.00	0.00	
Totals for dept 276-CEMETERY		112,414.14	60,352.37	99,942.06	71,573.00	40,959.45	83,293.00	

City of Jonesville
Capital Improvement Plan
PROJECT DESCRIPTION

Project Title	Cemetery Projects		
Department	Cemetery	Funding Source	GF

Fiscal Year	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Est. Cost	\$17,000	\$12,000	TBD	\$2,000	\$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 2023-24 – \$17,000 – Design for expansion of the Cemetery into the Annex Two area as well, historic monument repair FY 2024-25 – \$12,000 – Reserve funding for future expansion, historic monument repair FY 2025-26 – TBD – Cemetery expansion project to include necessary access drives, gravesite survey pins, explore feasibility of concrete monument foundation ribbons, construction of a columbarium, and site landscaping. FY 2026-27 – \$2,000 – Historic monument repair FY 2027-28 – \$2,000 – Historic monument repair FY 2028-29 - \$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>