



**CITY OF JONESVILLE
CEMETERY COMMITTEE AGENDA
WEDNESDAY, FEBRUARY 14, 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
- 5. OTHER BUSINESS**
- 6. PUBLIC COMMENTS**
- 7. ADJOURNMENT – Next Regular Meeting, April 10, 2023, 9:00 a.m.**

[Information Item]
[Information Item]
[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: February 9, 2024
Re: Manager Report and Recommendations – February 14, 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. 2023 Year-End/January 2024 Activity Report **[Information]**

The Activity Report detailing 2023 activities is attached. The report also details activities through the end of the January. *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.*



**SUNSET VIEW CEMETERY ACTIVITY REPORT
JANUARY 2024**

	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
April	0	0	0	0	0	0	0	0
May	0	2	0	0	0	0	0	0
June	0	1	0	0	6	0	0	0
July	1	0	0	0	2	1	0	0
August	0	4	0	0	1	2	0	0
September	2	1	0	0	0	0	0	0
October	1	0	0	0	1	1	0	0
November	1	2	0	0	0	2	0	0
December	0	1	0	0	0	2	0	0
2023 Totals	6	15	0	0	13	10	0	0

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	0	0	0	0	0	0	0
2024 Totals	0	0	0	0	0	0	0	0

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

January/February Activities:

- Ongoing property maintenance

March/April Focus:

- Spring clean up
- Expansion design

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