



CEMETERY COMMITTEE AGENDA
JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI
FEBRUARY 12, 2025, 9:00 a.m.

- 1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC COMMENTS**
- 4. APPROVAL OF MINUTES**
 - A. April 10, 2024 Meeting
- 5. UNFINISHED BUSINESS**
 - A. None
- 6. NEW BUSINESS**
 - A. 2024 Year-End/January 2025 Activity Report
 - B. Cemetery Expansion Design
- 7. OTHER BUSINESS**
 - A. Staff Updates
- 8. ADJOURNMENT** – Next Regular Meeting, April 9, 2025, 9:00 a.m.

[Information Item]
[Action Item]

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of April 10, 2024**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, April 10, 2024 at the Jonesville City Office, 265 E Chicago Street, Jonesville, MI.

Chairman Shea Dow called the meeting to order at 9:01 a.m.

Cemetery Committee members present were: Brenda Guyse, Brenda Rathbun, Shea Dow, Les Hutchinson, and Mike Kyser.

Also present: Manager Jeff Gray

Absent: John Center and Charlie Pfau

Brenda Rathbun 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 and Charlie Pfau. Motion carried.

A motion was made by Brenda Guyse and was supported by Brenda Rathbun to approve the minutes of April 12, 2023. All in favor. Absent: John Center and Charlie Pfau. Motion carried.

Charles (Chaz) Crouch was introduced to the group as the City's new DPW Superintendent. He was welcomed by all.

The March 2024 activity report was presented to the committee, providing information related to interments, foundations installed, burial rights transfers and disinterment.

Manager Gray presented a potential Cemetery Expansion Design Proposal to develop the Annex Two area, as has been previously discussed. A motion was made by Brenda Guyse and was supported by Les Hutchinson to approve the proposal as presented, and to have the City Engineer provide a cost estimate for design services, bidding, and construction management. All in favor. Absent: John Center and Charlie Pfau. Motion carried.

Manager Gray presented the 2023-2024 Budget and CIP to the Committee. There was some discussion regarding the cost to remove three trees that are in bad shape. Manager Gray explained that the removal of those trees is in the current year budget. The Committee agreed by consensus that they need to come down sooner than later. A motion was made by Brenda Guyse and was supported by Brenda Rathbun to have staff develop a FY 2024 - 2025 budget to present, and that the proposed budget should include replacement trees. All in favor. Absent: John Center and Charlie Pfau. Motion carried.

Manager Jeff Gray provided Updates.

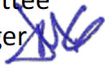
The next scheduled meeting will be Wednesday, June 12, 2024 at 9:00 a.m.

A motion was made by Brenda Guyse and was supported by Les Hutchinson to adjourn the meeting at 9:46 a.m. All in favor. Absent: John Center and Charlie Pfau. Motion carried.

Submitted by,

Lenore M. Spahr
Deputy Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: February 7, 2025
Re: Manager Report and Recommendations – February 12, 2025 Cemetery Committee Meeting

6. A. 2024 Year-End/January 2025 Activity Report [Action]

The Activity Report detailing 2024 activities is attached. The report also details activities through the end of the January. *Please refer to the attached Activity Report.*

6. B. 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. The Cemetery Committee approved the attached project scope last year. Staff recently met with the City Engineer and have requested that a cost estimate for design services, bidding, and construction management be developed. I anticipate receiving the estimate prior to the meeting and would recommend that it be reviewed and discussed. If determined appropriate, the Committee may act to recommend that Council proceed with approving an agreement to proceed with design. *Please refer to the approved Scope of Work.*

7. A. Project Updates

This section of the agenda is reserved for an update on current and pending projects in the City.



**SUNSET VIEW CEMETERY ACTIVITY REPORT
JANUARY 2025**

	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
April	1	2	0	0	2	0	0	0
May	4	2	0	0	1	0	0	0
June	0	0	0	0	3	1	0	0
July	1	1	0	0	0	1	0	0
August	0	2	0	0	0	2	0	0
September	0	0	0	0	0	4	0	0
October	1	1	0	0	2	2	0	0
November	0	1	0	0	1	0	0	0
December	0	1	0	0	0	1	0	0
2024 Totals	8	12	0	0	9	14	0	0
January	0	1	0	0	0	0	0	0
2025 Totals	0	1	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 Focus:

- Expansion Planning

March/April Focus:

- Spring cemetery clean up



Scope: 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
 - Evaluate whether to 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

Scope Approved by Cemetery Committee – April 10, 2024