



CEMETERY COMMITTEE AGENDA
JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI
APRIL 9, 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. February 12, 2025 Meeting

5. UNFINISHED BUSINESS

A. None

6. NEW BUSINESS

A. March Activity Report

B. Cemetery Expansion Design

C. Fiscal Year 2025-26 Budget

D. Wreaths Across America

[Information Item]

[Action Item]

[Action Item]

[Information Item]

7. OTHER BUSINESS

A. Staff Updates

8. ADJOURNMENT – Next Regular Meeting, June 11, 2025, 9:00 a.m.

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of February 12, 2025**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, February 12, 2025 at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI.

Charlie Pfau called the meeting to order at 9:00 a.m.

Members present: Brenda Guyse, Brenda Rathbun, John Center and Charlie Pfau.

Also present: Manager Jeff Gray and DPW Superintendent Charles Crouch

Absent: Les Hutchinson, Shea Dow, and one vacancy.

Charlie Pfau led the Pledge of Allegiance and moment of silence.

The agenda was approved as presented.

Brenda Guyse made a motion and was supported by Brenda Rathbun to approve the minutes of April 10, 2024. All in favor. Absent: Les Hutchinson and Shea Dow. Motion carried.

The 2024 year-end/January 2025 activity report was presented to the committee, providing information regarding interments, foundations installed, burial rights transfers and disinterment.

The Proposal for Professional Services for the Cemetery Annex Two Expansion Preliminary Design was presented. There were some questions regarding design, landscaping, drives, and a columbarium. The Committee was assured that they will have input in the final design. Brenda Guyse made a motion and was supported by Brenda Rathbun to recommend that the City Council approve the proposal from Fleis & Vandenbrink at a cost of \$11,100. All in favor. Absent: Les Hutchinson and Shea Dow. Motion carried.

Manager Gray provided updates.

The next scheduled meeting will be Wednesday, April 9, 2025 at 9:00 a.m.

Brenda Guyse made a motion and was supported by John Center to adjourn the meeting at 9:48 a.m. All in favor. Absent: Les Hutchinson and Shea Dow. Motion carried.

Submitted by,

Lenore M. Spahr
Deputy Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: April 4, 2025
Re: Manager Report and Recommendations – April 9, 2025 Cemetery Committee Meeting

6. A. March Activity Report

[Action]

The March Activity Report is attached. The report details activities through the end of the month. *Please refer to the attached Activity Report.*

6. B. Cemetery Expansion Design

[Action]

As recommended by the Cemetery Committee, the City Council approved the agreement to proceed with the design of the Cemetery expansion. The project designer from Fleis and Vandenbrink will be in attendance for a project kick-off, including schedule and next steps. *Please refer to the approved Professional Services Agreement.*

6. C. Fiscal Year 2025-26 Budget

[Action]

The City is in the process of developing the Fiscal Year 2025-26 Budget that will take effect on July 1, 2025. 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 Cemetery budget that includes the current year budget and revenues and expenditures through December 31, 2024. Also attached are 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. Staff would expect that the Cemetery expansion will be the top priority, and wanted to leave an opportunity for discussion of other potential future projects. *Please refer to the Cemetery fiscal year budget and Cemetery Projects CIP sheet.*

6. D. Wreaths Across America

[Information]

The Jonesville American Legion is considering partnering with the Wreaths Across America organization for placement of wreaths on veterans' graves in Sunset View Cemetery. This agenda item is reserved for updates on the Legion's decision regarding participating in placing and cleaning up wreaths and the project in the Cemetery. *Please refer to the proposal and participation form from the Hillsdale County chapter of Wreaths Across America.*

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
MARCH 2025**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	1	0	0	0	0	0	0
February	0	1	0	0	0	0	0	0
March	1	3	0	0	1	2	0	0
2025 Totals	0	5	0	0	1	2	0	0

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

March/April Focus:

- Spring cemetery clean up
- Expansion Planning

May/June Focus:

- Expansion survey and design

February 7, 2025

Jeff Gray, City Manager
City of Jonesville
265 E. Chicago St.
Jonesville, MI 49250

RE: Proposal for Professional Services for City of Jonesville Sunset Cemetery Expansion Preliminary Design

Dear Jeff:

Thank you for sharing your vision for your community's expansion needs at the City of Jonesville Sunset View Cemetery with Jeff Wingard. The overview you shared with him was very beneficial to our understanding of the City's goals. The City property is located on Oak Street southeast of E. Chicago (Street US-12) and comprises roughly 5.6 acres, of which 1/3 is currently utilized for existing burial plots.

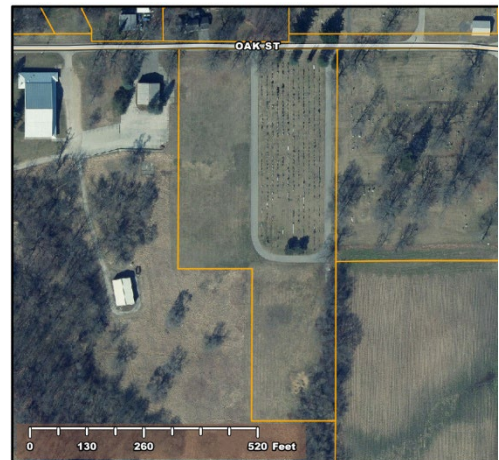
Preliminary elements identified by the City staff are:

- Expansion of future burial plots
- Addition of circulation drives
- Columbarium feature for internment of cremation ashes/urns

The goal is to develop a conceptual master plan that would serve as a basis for outlining capital improvements necessary to expand the cemetery and allow for future plot sales.

SCOPE OF SERVICES

We propose to provide the following services for the master planning of the City of Jonesville Sunset Cemetery are as follows:



TASK A – TOPOGRAPHICAL SURVEY

1. Utilizing parcel split/ boundary mapping from 2022 as a starting point, F&V will prepare a topographical survey in AutoCAD format. The survey will be prepared with a 1-foot contour interval and set appropriate benchmark controls.
2. Obtain existing utility information for electric, gas, telephone, and other relevant utilities.

TASK B – PRELIMINARY DESIGN MASTER PLAN

1. Orientation and Analysis

The project will begin with a kickoff meeting that includes representatives from the City staff, the City board and committee members, and F&V staff assigned to the project. This meeting will provide direction to F&V and establish clear roles of team members and expectations for the lines of communication. The topographical survey obtained from Task A will serve as the base plan for master planning.

We will review and photograph all the existing features adjacent to and within the Cemetery. This inventory and analysis will aid us in identifying:

- Utility infrastructure improvement needs that may affect master plan phasing. This will include evaluation of the existing storm drainage, water service, and electrical systems. Improvements must be considered to further evaluate the City's initial capital investment.

2. Preliminary Master Plan & Cost Estimate

F&V will develop a preliminary site plan that programs the needs, such as the expansion of future burial plots, the addition of circulation drives, and columbarium design features for the interment of cremation ashes/urns.

With priorities and preferences defined, conceptual design alternatives will be refined into a final master plan. The master plan development will be supported by illustrations, details, sketches, and graphic images to further define the nature of the above features. It will include representative photographic examples of major elements to reflect the scale and scope of the respective elements. A 24" x 36" rendered plan sheet will be provided to the City.

Budget considerations will be integral to the process from the beginning to the completion of the schematic design and beyond. We will prepare a detailed engineer's estimate of probable construction costs for the chosen option, including phasing recommendations. We will include future estimated professional services costs for final design, bidding, and construction oversight.

SCHEDULE

A summary of the anticipated tasks and timeline is below. For the sake of preparing a schedule, it is assumed that a contract for the proposed project will be awarded on or about February 15, 2025.

Task / Description	Schedule
Topographic Survey	March 2025
Orientation & Analysis	April 2025
Preliminary Design and Preliminary Cost Projections	May 2025
Final Master Plan Review and Adoption	June 1, 2025

PROFESSIONAL FEE

Based on our understanding of the project outlined in our work plan, public engagement and deliverables, our services as will be provided on a lump sum basis as itemized below:

Task / Description	Schedule
A. Topographical Survey	\$3,700
B1. Orientation & Analysis	\$1,200
B2. Preliminary Master Plan & Cost Estimate	\$6,200
Tasks A – B2 Proposed Lump Sum Fee	\$11,100


We would be happy to meet and present our teams qualifications in greater detail If desired. If this proposal is acceptable to you, we will prepare our standard professional services agreement for your authorization. We look forward to working with you on the City's continued vision for the cemetery. If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

FLEIS & VANDENBRINK

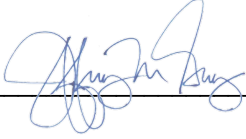


Rick Stout, LLA
Project Manager



Jeff Wingard, PE
Client Services Manager

AUTHORIZATION TO PROCEED WITH TASKS A & B1-B2 AS OUTLINED ABOVE UNDER THE TERMS AND CONDITIONS OF THE EXISTING GENERAL CONSULTATION SERVICES AGREEMENT DATED 05.20.2022 BETWEEN FLEIS AND VANDENBRINK ENGINEERING AND THE CITY OF JONESVILLE.



Jeff Gray – City Manager

February 20, 2025

Date

FY 2025 BUDGET WORKSHEET FOR CITY OF JONESVILLE

		ACTIVITY	ACTIVITY	ACTIVITY	BUDGET	ACTIVITY THRU	25-26	
GL NUMBER	DESCRIPTION	21-22	22-23	23-24	24-25	12/31/2024	REQUESTED	COMMENTS
							BUDGET	
Fund 101 - GENERAL FUND								
REVENUES								
101-000-618.000	CEMETERY LOT SALES	8,500.00	11,750.00	8,500.00	6,000.00	1,500.00	6,000.00	
101-000-620.000	GRAVE OPENINGS/CLOSINGS	10,100.00	10,500.00	11,900.00	11,000.00	4,300.00	11,000.00	
101-000-622.000	MONUMENT/FOUNDATION FEES	3,946.80	11,350.00	10,448.00	10,000.00	4,428.00	10,000.00	
TOTAL ESTIMATED REVENUES		22,546.80	33,600.00	30,848.00	27,000.00	10,228.00	27,000.00	
APPROPRIATIONS								
Dept 276-CEMETERY								
101-276-702.000	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00		
101-276-702.050	SALARIES AND WAGES - DPW	7,532.14	10,047.77	3,239.35	4,000.00	526.03		
101-276-702.100	SALARIES AND WAGES - OVERTIME	0.00	0.00	32.92	100.00	0.00		
101-276-702.200	SALARIES AND WAGES - DOUBLETIME	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		
101-276-715.000	EMPLOYERS SHARE - FICA & MEDICARE	558.50	746.82	243.66	550.00	39.40		
101-276-716.000	HEALTH INSURANCE	901.74	1,076.73	336.95	1,000.00	66.37		
101-276-717.000	EARNED DEFERRED COMPENSATION	0.00	0.00	0.00	0.00	0.00		
101-276-718.000	DISABILITY	47.20	62.98	15.48	55.00	2.95		
101-276-719.000	RETIREMENT - EMPLOYER PORTION	471.53	613.19	147.00	550.00	29.04		
101-276-719.100	FRINGE BENEFITS - CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00		
101-276-721.000	LIFE INSURANCE	39.65	53.36	16.70	50.00	3.62		
101-276-722.000	EMPLOYEE ASSISTANCE PROGRAM	4.15	5.53	1.96	10.00	0.39		
101-276-723.000	DENTAL INSURANCE	98.48	161.99	46.25	150.00	12.73		
101-276-724.000	OPTICAL INSURANCE	24.12	33.06	9.17	50.00	2.08		
101-276-727.000	OFFICE SUPPLIES	0.00	63.49	0.00	0.00	0.00		
101-276-740.000	OPERATING SUPPLIES	92.44		0.00	100.00	0.00		
101-276-801.000	PROFESSIONAL SERVICES	4,067.95		0.00	15,000.00	0.00		Carryover-Cemetery expansion survey/design
101-276-818.000	CONTRACTUAL	4,676.48	8,166.48	5,391.48	7,000.00	0.00		Trees/Crack Filling
101-276-818.100	CONTRACTUAL - MOWING	30,300.00	32,300.01	39,300.04	38,300.00	19,150.02		Contract through 4/1/25
101-276-818.200	CONTRACTUAL - BURIALS/FOUNDATIONS	14,948.60	19,836.00	22,782.00	15,000.00	7,626.00		
101-276-818.301	CONTRACTUAL - DPW SEASONAL	0.00	0.00	202.49	0.00	0.00		
101-276-865.000	MILEAGE/TRANS/MEALS/LODGING	0.00	0.00	0.00	0.00	0.00		
101-276-900.000	PRINTING & PUBLISHING	0.00	65.00	0.00	0.00	0.00		
101-276-910.000	INSURANCE	269.04	420.68	446.07	450.00	328.00		
101-276-921.000	ELECTRICITY	511.63	375.48	486.65	500.00	240.52		
101-276-930.000	REPAIRS & MAINTENANCE	1,145.47	1,830.85	423.50	2,000.00	1,833.00		Monument repair
101-276-940.000	EQUIPMENT RENTAL	6,498.94	10,001.20	2,661.65	3,000.00	642.85		
101-276-975.000	ADDITIONS & IMPROVEMENTS	27,754.00	0.00	0.00	0.00	0.00		
101-276-977.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00		
Totals for dept 276-CEMETERY		99,942.06	85,860.62	75,783.32	87,865.00	30,503.00	-	

City of Jonesville
Capital Improvement Plan
PROJECT DESCRIPTION

Project Title	Cemetery Projects		
Department	Cemetery	Funding Source	GF

Fiscal Year	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Est. Cost	\$22,000	TBD	\$2,000	\$2,500	\$2,500	\$3,000

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 2024-25 – \$22,000 – Complete design for expansion of the Cemetery into the Annex Two area (\$15,000), new tree installations (\$5,000), historic monument repair (\$2,000)</p> <p>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.</p> <p>FY 2026-27 – \$2,000 – Historic monument repair</p> <p>FY 2027-28 – \$2,500 – Historic monument repair</p> <p>FY 2028-29 – \$2,500 – Historic monument repair</p> <p>FY 2029-30 – \$3,000 – 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>

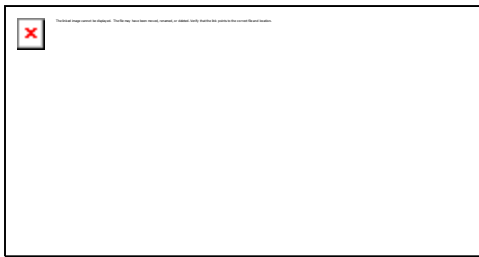
Jeff Gray

From: dianne pa <diannepaul@live.com>
Sent: Friday, February 14, 2025 12:16 PM
To: Jeff Gray
Subject: Wreaths Across America, Sunset Cemetery
Attachments: Contact at Location Approval Form.docx.pdf

Jeff, It was great talking to you today about adding Jonesville Sunset cemetery as a Hillsdale County location of Wreaths Across America.

Attached is the form that we spoke about. I see there are not any details on the form that talks about picking up the wreaths. But, per Dick Deller of the Jonesville Legion Post, there are approximately 400 Veterans graves that we hope to cover on December 13, 2025 and will need to be disposed of when they do your cemetery clean up.

Here is a link to the National Wreaths Across America website: <https://www.wreathsacrossamerica.org/>



Home - Wreaths Across America

Each December on National Wreaths Across America Day, our mission to Remember, Honor and Teach is carried out by coordinating wreath-laying ceremonies at Arlington National Cemetery, as well as over 4,600 additional locations in all 50 U.S. states, at sea, and abroad. Help us by sponsoring Veterans Remembrance Wreaths or by joining us on December 13, 2025 at a participating location near you ...

www.wreathsacrossamerica.org

Our Hillsdale County site is :

<https://www.wreathsacrossamerica.org/pages/171301/Overview/?relatedId=171298>

Currently Facebook AI generated bots, removed our local Facebook page, because they said we were impersonating Wreaths Across America???

We are working on getting that restored.

Let me know what your Sexton says.

We are excited to work with Jonesville Legion to add Sunset Cemetery.

Dianne Paul, Location Coordinator Hillsdale County, WAA
419-290-9804

Contact at Location Approval Form

This form needs to be filled out by the contact person associated with the cemetery/ memorial/ miscellaneous location in order to be approved as a location. This can be a town official if your cemetery is not manned on a daily basis. (Please submit this form by emailing it to locations@wreathsacrossamerica.org, by faxing it to 1-866-956-1625, or by mailing it to PO Box 249 Columbia Falls, ME 04623.)

Name of Cemetery: _____

Name of Contact at Cemetery (must work at cemetery): _____

Contact at Cemeteries Physical and Mailing Address:

Contact at Cemeteries Information: (both are required for office purposes only)

Phone Number: _____

Email Address: _____

Would you like to be copied on delivery information or special announcements from

Wreaths Across America by email. _____ Yes _____ No

Are there any special rules for your location that Wreaths Across America needs to comply with?

Questions or Comments:

Signature of Contact at Location

Date Signed

Thank you for allowing us to participate at your location and for providing your contact information.