



CEMETERY COMMITTEE AGENDA
JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI
JUNE 11, 2025, 9:00 a.m.

1. CALL TO ORDER / PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE

2. OATH OF OFFICE AND WELCOME

A. Rachel Kiehnau

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTS

5. APPROVAL OF MINUTES

A. April 9, 2025 Meeting

6. UNFINISHED BUSINESS

A. None

7. NEW BUSINESS

A. May Activity Report

B. Cemetery Expansion Design

[Information Item]

[Action Item]

8. OTHER BUSINESS

A. Staff Updates

9. ADJOURNMENT – Next Regular Meeting, August 13, 2025, 9:00 a.m.

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of April 9, 2025**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, April 9, 2025 at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI.

Shea Dow called the meeting to order at 9:00 a.m.

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

Absent: Les Hutchinson and one vacancy.

Also present: Manager Jeff Gray, Sexton Tyler Butters, Finance Director Lenore Spahr, DPW Superintendent Charles Crouch and Jamie Gorenflo from Fleis & Vandenbrink.

Brenda Rathburn led the Pledge of Allegiance and moment of silence.

Les Hutchinson joined the meeting at 9:07 a.m.

The agenda had two items added. 6E- New member, 6F- Sexton contract. Brenda Guyse made a motion and was supported by Charlie Pfau for approval of the agenda, as amended. All in favor, one vacancy. Motion carried.

No public comments.

Brenda Guyse made a motion and was supported by Brenda Rathbun to approve the minutes of February 12, 2025. All in favor. Absent: one vacancy. Motion carried.

The March Activity Report was presented to the committee by Manager Gray.

Jamie Gorenflo from Fleis & Vandenbrink introduced himself and gave a brief overview. Discussion of the cemetery expansion design ensued. Columbarium design and having the ability to display veteran markers was also discussed. A timeline for updates on design from Fleis & Vandenbrink was in line with the next meeting date of June 11, 2025

Budget discussion was on track with expansion. Les Hutchinson made a motion to approve the budget and was supported by Brenda Guyse. All in favor, one vacancy. Motion carried.

Updates were presented to the committee regarding Wreaths Across America and discussion ensued. The American Legion is not in favor of paying costs. Concerns of wreath removal were raised. Charlie Pfau will talk to the Legion Wreaths Across America committee.

An application for appointment to the Cemetery Committee was received from Rachel Keihnau. Brenda Guyse made a motion and was supported by Les Hutchinson to recommend to Council to appoint Rachel Kiehnau to the vacancy. All in favor, one vacancy. Motion carried.

A recommendation by Manager Gray was given to extend Sexton Tyler Butters' contract for two years at a small increase from \$36, 500 to \$38,200 per year for mowing and property maintenance. There would be no increase to customers for interments and other services. Brenda Guyse made a motion and was supported by Brenda Rathburn to recommend to Council to approve. All in favor, one vacancy. Motion carried.

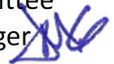
Charlie Pfau made a motion and was supported by Brenda Guyse to adjourn the meeting at 10:15a.m. All in favor, one vacancy. Motion carried.

The next scheduled meeting will be Wednesday, June 11, 2025 at 9:00 a.m.

Submitted by,

LaNae Baker
Deputy Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: June 6, 2025
Re: Manager Report and Recommendations – June 11, 2025 Cemetery Committee Meeting

2. A. Oath of Office and Welcome

This agenda item is reserved for the administration of the Oath of Office and welcome to the newest Committee member, Rachel Kiehnau.

7. A. March Activity Report

[Action]

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

7. B. Cemetery Expansion Design

[Action]

Jamie Gorenflo, with Fleis and Vandenbrink has prepared a first concept for the cemetery expansion for review and discussion. Staff has provided some feedback to Jamie regarding the concept, but did not request any changes. The Committee has hired the firm for a fresh set of eyes on the design and want to allow for an opportunity to react and discuss. Here is a summary of staff's initial reaction/questions:

- The proposed columbarium is located on the central access drive and provides an attractive focal point at the center of the expanded cemetery.
- We wonder about the function of the central drive to allow the sexton to access gravesites from the middle of the cemetery for burials.
- We also wonder about the number of below-ground gravesites that would be impacted by the proposed location and associated landscaping.

Jamie is aware of these comments and is prepared to address them, and others that the Committee may have at the meeting. *Please refer to the proposed cemetery expansion concept plan.*

8. A. Staff Updates

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



SUNSET VIEW CEMETERY ACTIVITY REPORT MAY 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
April	1	0	0	0	1	4	0	0
May	0	0	0	0	1	0	0	0
2025 Totals	0	5	0	0	3	6	0	0

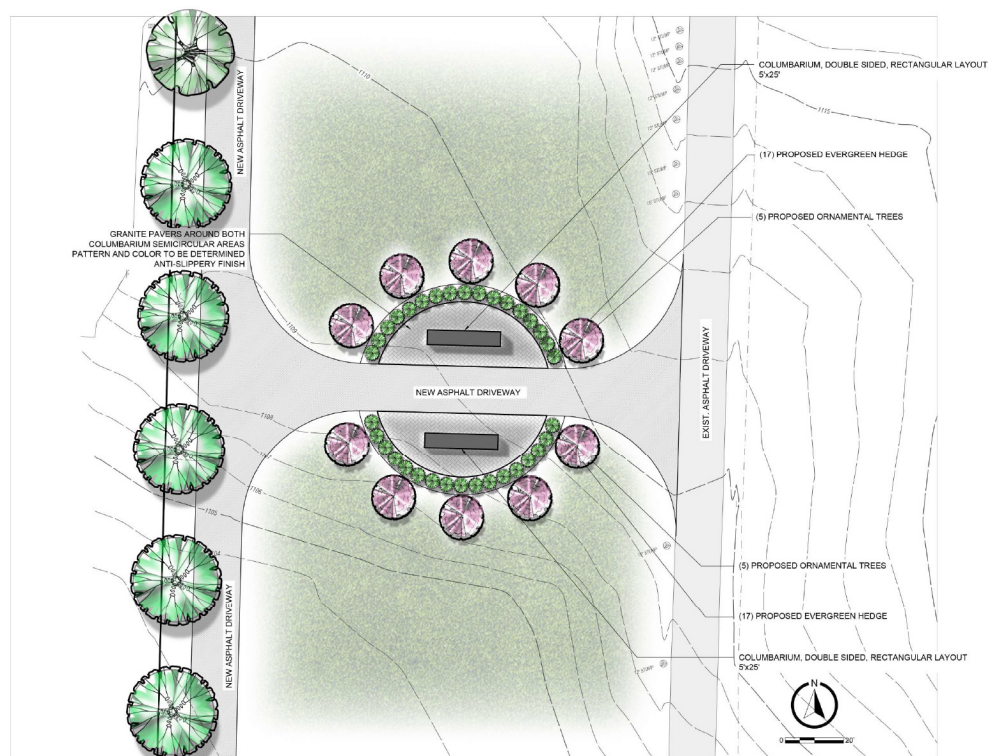
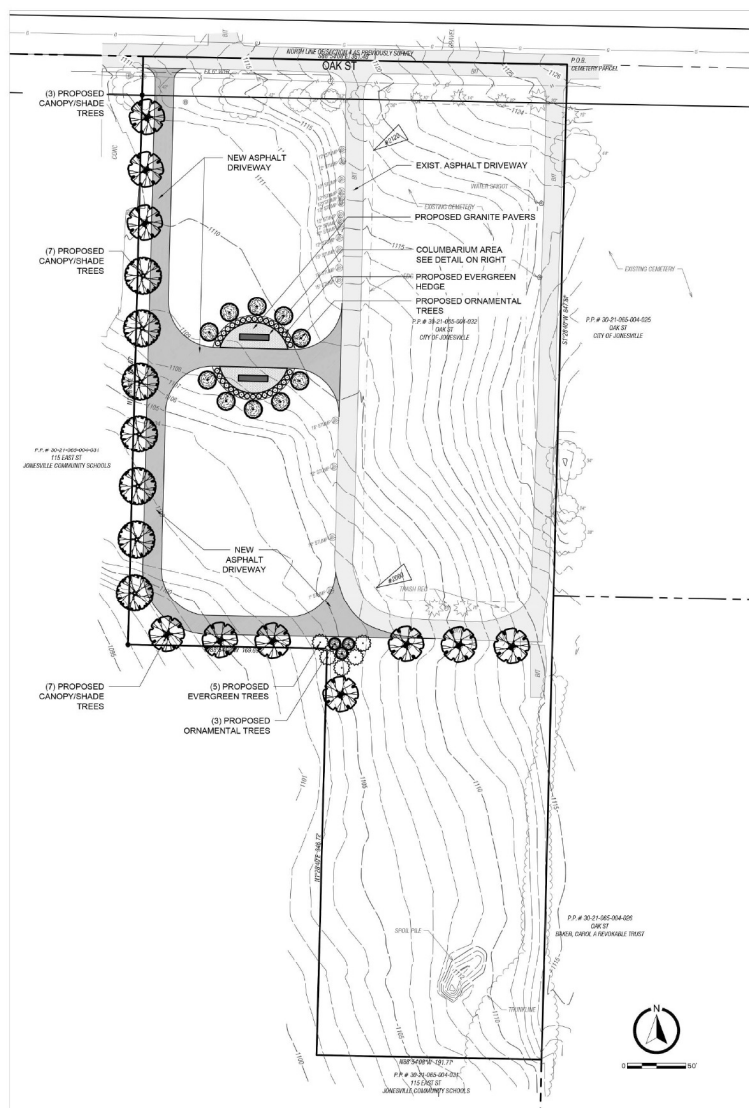
* Number shows total burial spaces sold; may have been sold in lots of 1, 2, or 4 spaces

April/May Focus:

- Spring Clean Up
- Expansion Planning

June/July Focus:

- Expansion survey and design



HARDSCAPE ELEMENTS



PLANT MATERIAL TYPES

