



**CEMETERY COMMITTEE AGENDA**  
**JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI**  
**AUGUST 13, 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. June 11, 2025 Meeting
- 5. UNFINISHED BUSINESS**
  - A. None
- 6. NEW BUSINESS**
  - A. July Activity Report
  - B. Cemetery Expansion Design
- 7. OTHER BUSINESS**
  - A. Staff Updates
- 8. ADJOURNMENT** – Next Regular Meeting, October 8, 2025, 9:00 a.m.

**[Information Item]**  
**[Action Item]**

**CITY OF JONESVILLE  
CEMETERY COMMITTEE  
MINUTES of June 11, 2025**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, June 11, 2025 at the Jonesville City Hall, 265 E Chicago Street, Jonesville, MI. Chairman Shea Dow called the meeting to order at 9:00 a.m. Committee Members present: Charlie Pfau, John Center, Les Hutchinson, Brenda Guyse, Rachel Kiehna, Brenda Rathbun and Shea Dow.

Also present: Manager Jeff Gray, DPW Superintendent Charles Crouch and Jamie Gorenflo from Fleis & Vandenbrink.

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

Deputy Clerk LaNae Baker administered the Oath of Office to newly appointed committee member Rachel Kiehna.

Brenda Guyse made a motion and was supported by Les Hutchinson for approval of the agenda. All in favor. Motion carried.

No public comments.

Les Hutchinson made a motion and was supported by Brenda Guyse to approve the minutes of April 9, 2025. All in favor. Motion carried.

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

Jamie Gorenflo from Fleis & Vandenbrink presented his design to the Committee. Discussion of the proposed design concept ensued. Overall concept was well received including the columbarium being a focal point. There was consensus that Mr. Gorenflo would prepare a revised concept showing 4-foot-wide gravesites. A calculation of the total number of gravesites, with and without maintenance strips, and factoring sites impacted by the Columbarium would be presented at the next meeting. No action was taken.

Updates were given by Manager Gray and Superintendent Crouch.

Les Hutchinson made a motion and was supported by Brenda Guyse to adjourn the meeting at 10:17 a.m. All in favor. Motion carried.

The next scheduled meeting will be Wednesday, August 13, 2025 at 9:00 a.m.

Submitted by,

LaNae Baker  
Deputy Clerk



To: Jonesville Cemetery Committee  
From: Jeffrey M. Gray, City Manager   
Date: August 7, 2025  
Re: Manager Report and Recommendations – August 13, 2025 Cemetery Committee Meeting

**6. A. July Activity Report** **[Information]**

The July 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]**

This agenda item is reserved for discussion of updates to the concept plan for the expansion of the Cemetery into the Annex Two area. A revised concept is attached. Also attached is a summary prepared by Jamie Gorenflo, with Fleis and Vandenbrink that describes the capacity for interments with and without the addition of the columbaria. Mr. Gorenflo will be in attendance at the meeting. *Please refer to the revised cemetery expansion concept plan and summary of interment capacity.*

**7. 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  
JULY 2025**

	Lot Sales*	Interments				Foundations Purchased	Burial Rights Transfers	Disinterments
		Adult	Child	Infant	Cremation			
January	0	1	0	0	0	0	0	0
Ferbruary	0	1	0	0	0	0	0	0
March	2	3	0	0	1	2	0	0
April	-2	0	0	0	1	4	0	0
May	0	0	0	0	1	0	0	0
June	2	2	0	0	5	4	0	0
July	0	2	0	0	0	2	0	0
<b>2025 Totals</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>12</b>	<b>0</b>	<b>0</b>

\* Number shows total burial spaces sold; may have been sold in lots of 1, 2, or 4 spaces. A negative number represents burial rights purchased back by the City.

June/July Activity:

- Expansion Planning
- Summer Maintenance

August/September Focus:

- Expansion Planning
- Memorial Maintenance
- Fall Maintenance



## Jeff Gray

---

**From:** Jamie Gorenflo <jgorenflo@fveng.com>  
**Sent:** Wednesday, July 2, 2025 10:13 AM  
**To:** Jeff Gray  
**Cc:** Aman Golshan  
**Subject:** Final Cemetery Expansion Plan  
**Attachments:** 872340\_JONESVILLE CEMETERY New Updates\_compressed.pdf

Jeff,

We've made the revisions to the plan based on the comments we received at the last meeting and through our discussions. Please see attached. With the changes, this is the total unit count for each option utilizing a 4'x8' plot instead of the original 3'x8' plot size:

Option I (2,119 total units):

- Includes 8' wide access aisles as shown in the layout grid
- Includes (2) columbaria groups with benches
- New cemetery sign location in NW corner of expansion area along Oak St.
- Landscape improvements around the columbaria
- Space for 20'x20' canopy
- 1,219 total plots
- 900 total niches

Option IA (2,513 total units):

- Adds additional columbaria group to south end of cemetery
- Loses 56 plot sites (1,163 total plots)
- Adds additional 450 niches (1,350 total)

Option II (1,670 total units):

- Includes only 4x8 plots across entire expansion area
- Loses quite a few due to addition of cross access drive

Please let me know if you have any questions or concerns. I am still working on the proposal for the additional phases of work for you to review also.

Thanks!  
Jamie

**R. James (Jamie) Gorenflo, ASLA**  
Senior Landscape Architecture Project Manager  
**FLEIS & VANDENBRINK**  
DESIGN. BUILD. OPERATE.

**O:** 248.536.0080  
**C:** 734-260-9856