



CEMETERY COMMITTEE AGENDA
JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI
DECEMBER 10, 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. August 13, 2025 Meeting

5. UNFINISHED BUSINESS

A. None

6. NEW BUSINESS

- A. November Activity Report
- B. Cemetery Expansion Design
- C. 2026 Meeting Calendar

[Information Item]

[Action Item]

[Action Item]

7. OTHER BUSINESS

A. Staff Updates

8. ADJOURNMENT – Next Regular Meeting, February 11, 2026, 9:00 a.m.

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of August 13, 2025**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, August 13, 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.

John Center led the Pledge of Allegiance and moment of silence.

A motion was made by Les Hutchinson and supported by Charlie Pfau to approve the agenda as presented. All in favor. Motion carried.

No public comments.

A motion was made by Brenda Guyse and supported by Brenda Rathbun to approve the minutes of June 11, 2025. All in favor. Motion carried.

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

Jamie Gorenflo of Fleis & Vandenbrink presented a revised concept plan for the expansion of the cemetery into the Annex Two area. Mr. Gorenflo provided a summary that described the capacity for interments with and without the addition of the columbaria. Discussion ensued regarding the cost estimates that were provided with the conceptual plan update. Mr. Gorenflo will work with Manager Gray to provide proposals at the next cemetery meeting for the purpose of adopting a concept plan and for authorizing a proposal for the next phase of the work to be completed to the Cemetery Committee. No action was taken.

Updates were given by Manager Gray and Superintendent Crouch.

The next scheduled meeting will be Wednesday, October 8, 2025 at 9:00 a.m.

The meeting was adjourned at 10:55 a.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: December 5, 2025
Re: Manager Report and Recommendations – December 10, 2025 Cemetery Committee Meeting

6. A. November Activity Report

[Information]

The November 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]

Fleis and Vandenbrink have prepared a proposed phasing plan for the cemetery expansion. The plan is attached. The graphics illustrate the work to be performed in each section and the estimated cost of each phase. The phasing illustrates that the construction can be completed over time. It also provides context for the relative cost of traditional burial sites, as compared to columbaria. The phasing plan leaves the City open to the options of installing many or few columbaria in addition to traditional burial spaces. Future evaluation can be done to calculate the cost-to-benefit of the various options and the appropriate cost for the respective plots and niches for these options.

Staff has attached the previous concept drawing that includes information regarding the number of gravesites and other information associated with the project development.

Staff has asked a couple of clarification questions relative to the phasing plan that impact the cost of early phase construction. The correspondence with these questions is attached. Staff would anticipate clarification prior to the meeting on Wednesday. The Committee may discuss the phasing plan, consider any additional questions or clarifications needed, and consider a motion to recommend the concept and phasing plan to the City Council when it determines the documents are in final form. A motion and action are necessary to make a recommendation to the City Council. *Please refer to the construction phasing plan, staff correspondence, cemetery expansion concept plan, and summary of interment capacity.*

6. C. 2026 Meeting Calendar

[Action]

Consistent with the current meeting calendar, the proposed 2026 calendar proposes meeting every other month on the second Wednesday at City Hall at 9:00 a.m. The DDA may change the meeting date and/or time if desired. A motion is necessary to adopt the meeting calendar. *Please refer to the attached proposed 2026 Meeting Calendar.*

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
NOVEMBER 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	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
August	-1	2	0	0	2	2	0	0
September	0	1	0	0	1	1	0	0
October	1	1	0	0	0	1	0	0
November	1	0	0	0	1	1	0	0
2025 Totals	3	13	0	0	12	17	0	0

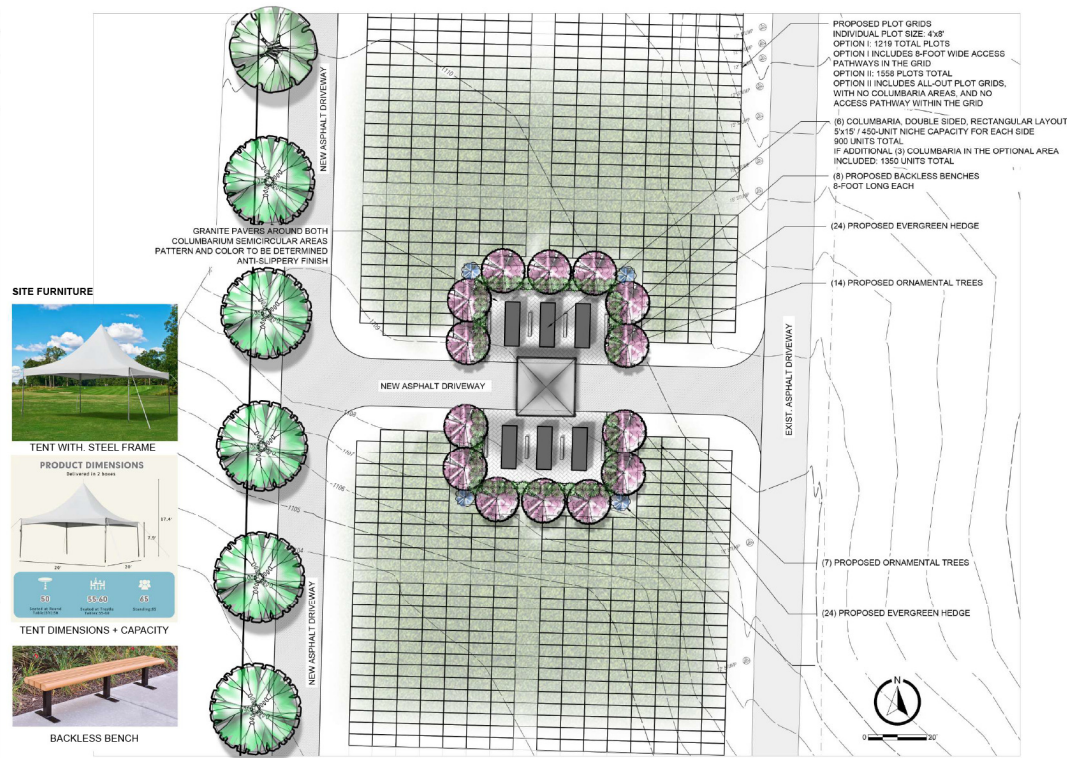
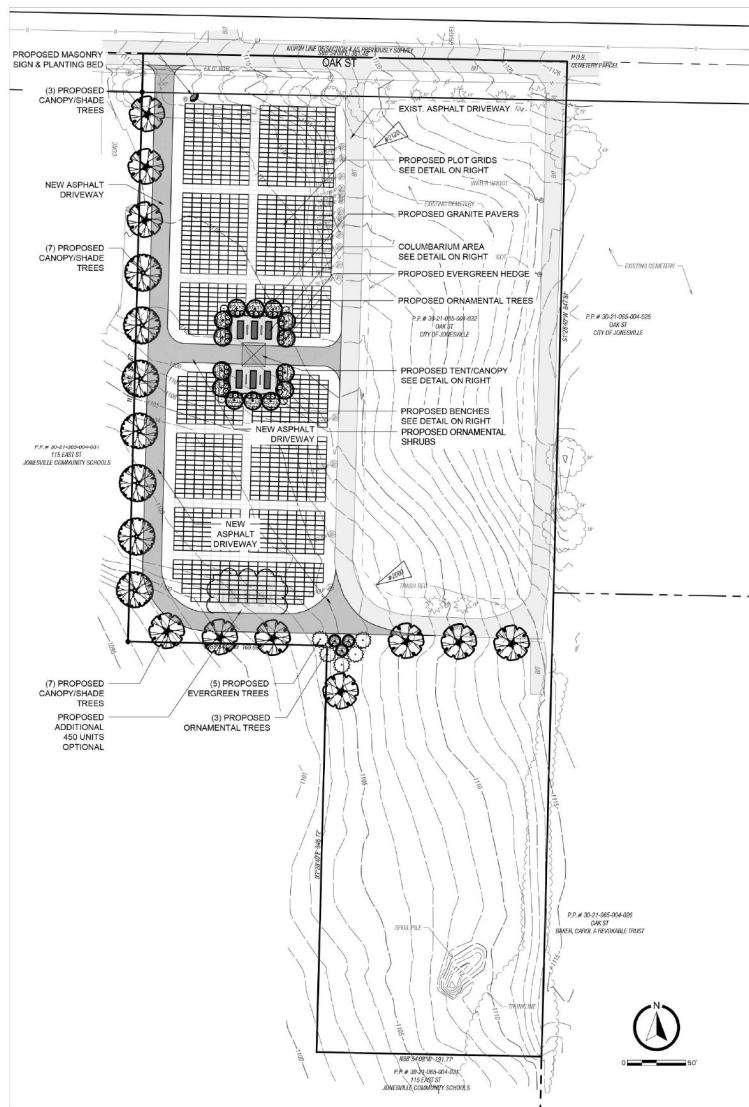
* Number shows total burial spaces sold; may have been sold in lots of 1, 2, or 4 spaces. A negative number represents burial rights purchased back by the City.

November/December Activity:

- Expansion Planning
- Memorial Maintenance
- Fall Maintenance

January/February Focus:

- Winter Maintenance



Jeff Gray

From: Jeff Gray
Sent: Monday, December 1, 2025 5:05 PM
To: 'Jamie Gorenflo'
Subject: RE: Jonesville Cemetery Expansion
Attachments: JONESVILLE CEMETERY CONSTRUCTION STAGING + COST BREAKDOWN.pdf

Hi Jamie,

I am prepping for next week's Cemetery Committee meeting. I pulled up the materials that were sent over in early October. I'm trying to get a handle on the least phases of work needed to begin burials in the expansion area, but am getting a little confused on some of the info. The Phase I work in the attachment describes pins, but it appears that was not actually included in costs, as described below. Is that correct?

I'll appreciate some help in understanding how many phases have to be complete and the total costs in order to begin burials in the expansion area. It's reading like we'd need to complete Phases I (\$56,000) and II (\$60,000), plus survey pins (\$75,000). It's feeling like it might be more that the \$100,000 phase that we previously discussed.

If you're able to catch up with a call, it might be more efficient than email. I have time in my schedule on Tuesday, and can look at other dates if necessary.

Thanks,
Jeff

JEFFREY M. GRAY, City Manager
265 E. Chicago Street | Jonesville, MI
517-849-2104 | www.jonesville.org



From: Jamie Gorenflo <jgorenflo@fveng.com>
Sent: Friday, October 3, 2025 3:00 PM
To: Jeff Gray <JGray@jonesville.org>
Subject: Re: Jonesville Cemetery Expansion

Jeff,

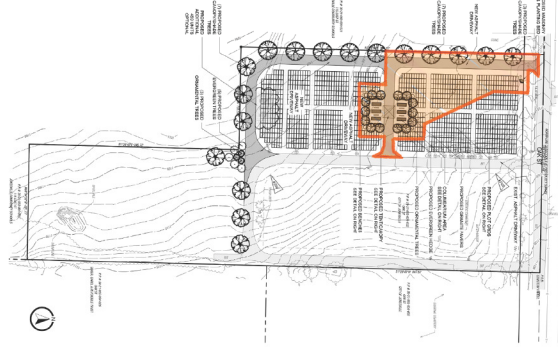
One item that was not included in our estimate for construction. I received an estimate from our survey crew to pin all four corners of every plot and it was like \$75,000. We have alternate ways of doing this, but I'm not sure what your preference is. We can discuss at next weeks meeting.

Thanks!

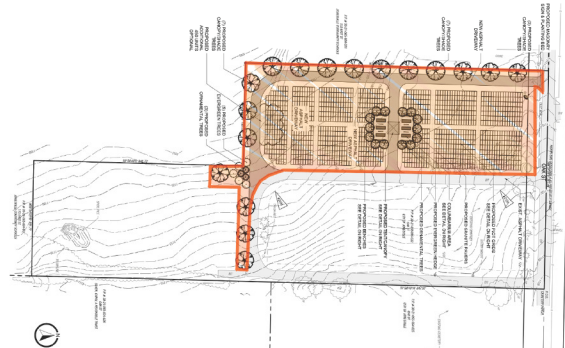
Jamie

JONESVILLE CEMETERY EXPANSION & COLUMBARIUM

CONSTRUCTION STAGING + PRELIMINARY COST ESTIMATE BREAKDOWN



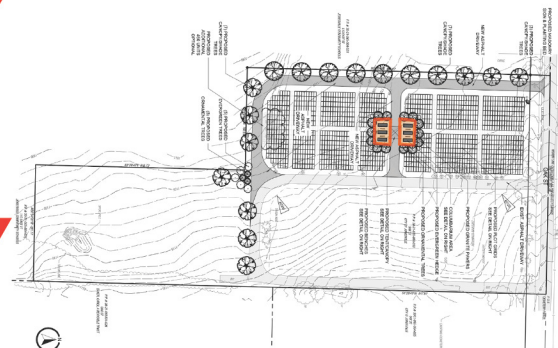
Item No.	Item Description	Unit	Est. Qty	Unit Price	Amount
1	Asphalt Driveway North Portion (Half)	LSum	1	\$30,500.00	\$30,500.00
2	Perimeter Trees & Lawn Restoration	LSum	1	\$19,000.00	\$19,000.00
				Construction Subtotal (Rounded)	\$ 49,500
				Engineering, Permitting, & Administration (20%)	\$ 9,900
				Total Estimated Cost for Stage II (Rounded)	\$ 59,400



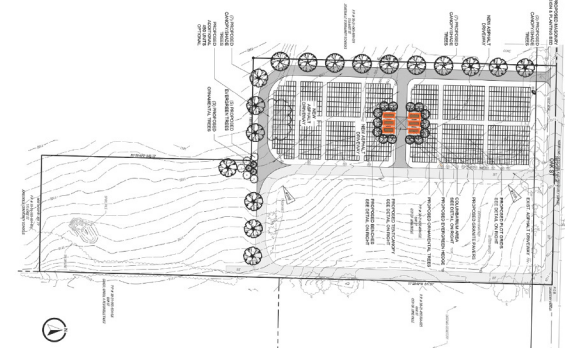
Item No.	Item Description	Unit	Est. Qty	Unit Price	Amount
1	Site Preparation, Removals, Survey Staking & Plot Pinning, Grading, & SEESC	LSum	1	\$47,000.00	\$47,000.00
				Construction Subtotal (Rounded)	\$ 47,000
				Engineering, Permitting, & Administration (20%)	\$ 9,400
				Total Estimated Cost for Stage I (Rounded)	\$ 56,400

STAGE II - ASPHALT DRIVEWAY (NORTH)

STAGE I - SITE GRADING & PREPARATION



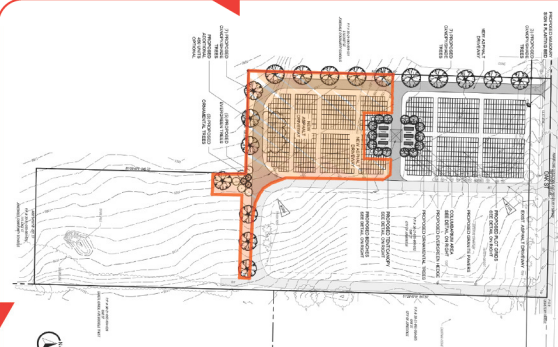
Item No.	Item Description	Unit	Est. Qty	Unit Price	Amount
1	Columbarium Pavers & Surrounding Landscaping - Manufactured Blocks (Half)	EA	1	\$77,000.00	\$77,000.00
2	Columbarium Pavers & Surrounding Landscaping - Manufactured Blocks (Half)	EA	1	\$77,000.00	\$77,000.00
				Construction Subtotal (Rounded)	\$ 154,000
				Engineering, Permitting, & Administration (20%)	\$ 30,800
				Total Estimated Cost for Stage III (Rounded)	\$ 184,800



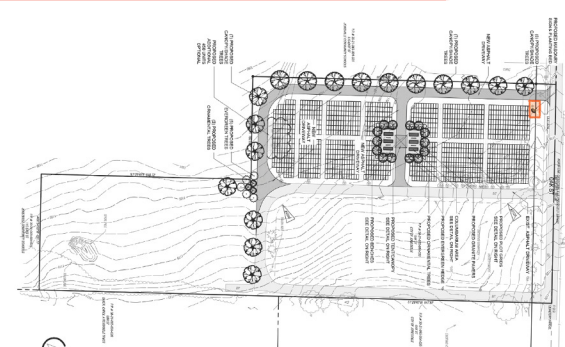
Item No.	Item Description	Unit	Est. Qty	Unit Price	Amount
1	Columbarium Structure	Each	1	\$37,000.00	\$37,000.00
2	Columbarium Structure	Each	1	\$37,000.00	\$37,000.00
3	Columbarium Structure	Each	1	\$37,000.00	\$37,000.00
4	Columbarium Structure	Each	1	\$37,000.00	\$37,000.00
5	Columbarium Structure	Each	1	\$37,000.00	\$37,000.00
6	Columbarium Structure	Each	1	\$37,000.00	\$37,000.00
				Construction Subtotal (Rounded)	\$ 222,000
				Engineering, Permitting, & Administration (20%)	\$ 44,400
				Total Estimated Cost for Stage IV (Rounded)	\$ 266,400

STAGE III - COLUMBARIUM AREAS + SURROUNDING LANDSCAPING - EACH

STAGE IV - COLUMBARIUM STRUCTURE - EACH



Item No.	Item Description	Unit	Est. Qty	Unit Price	Amount
1	Asphalt Driveway South Portion (Half)	LSum	1	\$30,500.00	\$30,500.00
2	Perimeter Trees & Lawn Restoration	LSum	1	\$51,000.00	\$51,000.00
				Construction Subtotal (Rounded)	\$ 81,500
				Engineering, Permitting, & Administration (20%)	\$ 16,300
				Total Estimated Cost for Stage V (Rounded)	\$ 97,800



Item No.	Item Description	Unit	Est. Qty	Unit Price	Amount
1	Masonry Sign & Landscaping	LSum	1	\$10,500.00	\$10,500.00
				Construction Subtotal (Rounded)	\$ 11,000
				Engineering, Permitting, & Administration (20%)	\$ 2,200
				Total Estimated Cost for Stage VI (Rounded)	\$ 13,200

STAGE V - ASPHALT DRIVEWAY (SOUTH)

STAGE VI - MASONRY ENTRANCE SIGN & LANDSCAPING



TOTAL PROJECT COST

Total Estimated Project Costs for All 12 Stages (Rounded) \$ 678,000

Note: General Conditions, Bonds, & Insurance has been incorporated into the six construction stages.
Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

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



**CEMETERY COMMITTEE
2026 ANNUAL MEETING CALENDAR
SECOND WEDNESDAY / EVERY OTHER MONTH**

WEDNESDAY	FEBRUARY 11, 2026	9:00 a.m.
WEDNESDAY	APRIL 8, 2026	9:00 a.m.
WEDNESDAY	JUNE 10, 2026	9:00 a.m.
WEDNESDAY	AUGUST 12, 2026	9:00 a.m.
WEDNESDAY	OCTOBER 14, 2026	9:00 a.m.
WEDNESDAY	DECEMBER 9, 2026	9:00 a.m.

**All meetings are held at the Jonesville City Hall – 265 E. Chicago Street, Jonesville, MI,
unless otherwise noted on the meeting agenda.**

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**Cindy Means, Clerk
clerk@jonesville.org**