



CEMETERY COMMITTEE AGENDA
JONESVILLE CITY HALL | 265 E. CHICAGO STREET | JONESVILLE, MI
FEBRUARY 11, 2026, 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. December 10, 2025 Meeting
- 5. UNFINISHED BUSINESS**
 - A. None
- 6. NEW BUSINESS**
 - A. 2025 Year End/January 2026 Activity Report
 - B. Cemetery Expansion Design
- 7. OTHER BUSINESS**
 - A. Staff Updates
- 8. ADJOURNMENT** – Next Regular Meeting, April 8, 2026, 9:00 a.m.

[Information Item]
[Action Item]

**CITY OF JONESVILLE
CEMETERY COMMITTEE
MINUTES of DECEMBER 10, 2025**

A City of Jonesville Cemetery Committee meeting was held on Wednesday, December 10, 2025 at the Jonesville City Office, 265 E Chicago Street, Jonesville, MI. Chairman Shea Dow called the meeting to order at 9:00 a.m.

Cemetery Committee members present were: Brenda Guyse, Shea Dow, Les Hutchinson, Rachel Kiehnau, John Center and Charlie Pfau. Absent: Brenda Rathbun.

Also present: Manager Jeff Gray and Jamie Gorenflo, Fleis & Vandenbrink (Via Zoom).

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

A motion was made by Brenda Guyse and supported by Charlie Pfau to approve the agenda as presented. All in favor. Absent: Brenda Rathbun. Motion carried.

No public comments.

A motion was made by Les Hutchinson and supported by Brenda Guyse to approve the minutes of August 13, 2025. All in favor. Absent: Brenda Rathbun. Motion carried.

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

Jamie Gorenflo of Fleis & Vandenbrink presented a proposed phasing plan for the cemetery expansion in various stages. The Committee discussed the phasing plan presented and asked additional questions, also requested clarifications for various aspects of the plan.

A motion was made by Brenda Guyse and supported by Charlie Pfau to provide insight to what Phase I means to each committee member at the February 2026 Cemetery Committee meeting. All in favor. Absent: Brenda Rathbun. Motion carried.

Manager Jeff Gray provided Updates.

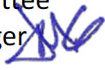
The next scheduled meeting will be Wednesday, February 11, 2025 at 9:00 a.m.

The meeting was adjourned at 10:15 a.m.

Submitted by,

Cynthia D. Means
Clerk



To: Jonesville Cemetery Committee
From: Jeffrey M. Gray, City Manager 
Date: February 6, 2026
Re: Manager Report and Recommendations – February 11, 2026 Cemetery Committee Meeting

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

The Activity Report detailing 2025 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]**

At the December meeting, the Committee reviewed a construction phasing plan for the Cemetery expansion. At the close of the meeting, each Committee member was asked to consider phasing priorities for discussion at the February meeting. The items reviewed at the previous meeting are attached. Staff will be prepared to facilitate a discussion of expansion priorities at the meeting on Wednesday. *Please refer to the construction phasing plan, staff correspondence, 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
JANUARY 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
December	0	0	0	0	0	0	0	0
2025 Totals	3	13	0	0	12	17	0	0
January	1	1	0	0	1	0	0	0
2026 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. A negative number represents burial rights purchased back by the City.

January/February Activity:

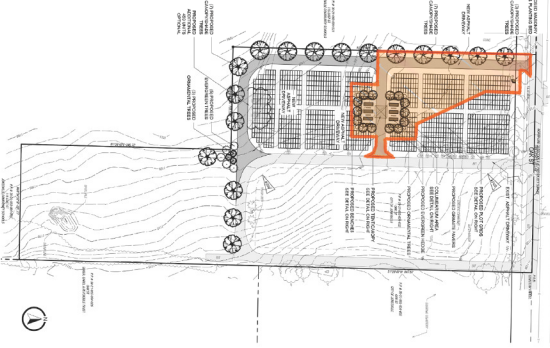
- Expansion Planning
- Winter Maintenance

March/April Focus:

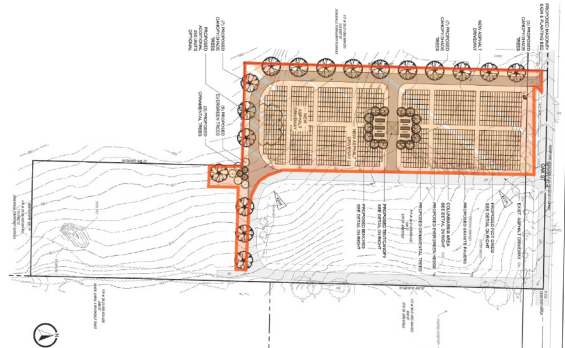
- Spring Maintenance

JONESVILLE CEMETERY EXPANSION & COLUMBARIUM

CONSTRUCTION STAGING + PRELIMINARY COST ESTIMATE BREAKDOWN



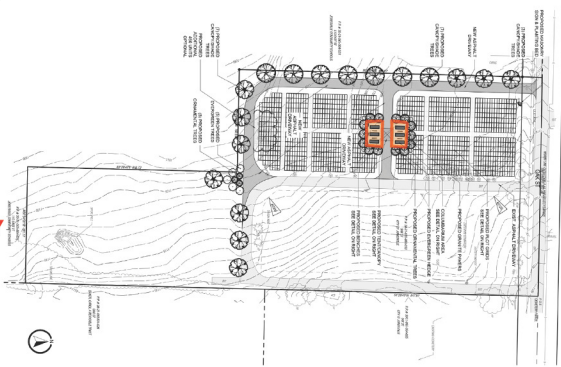
		Engineer's Estimate	
Item No.	Item Description	Unit	Est. Qty
1	Asphalt Driveway North Portion (Half)	LSum	1
2	Perimeter Trees & Lawn Restoration	LSum	1
		Unit Price	Amount
		\$30,500.00	\$30,500.00
		\$19,000.00	\$19,000.00
		Construction Subtotal (Rounded)	\$ 50,000
		Engineering, Permitting, & Administration (20%)	\$ 10,000
		Total Estimated Cost for Stage II (Rounded)	\$ 60,000



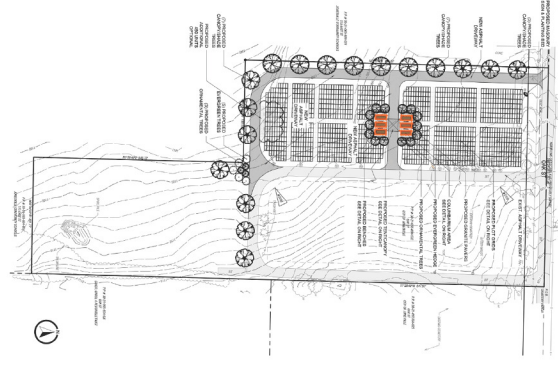
		Engineer's Estimate	
Item No.	Item Description	Unit	Est. Qty
1	Site Preparation, Removals, Survey Staking & Plot Pinning, Grading, & SEESC	LSum	1
		Unit Price	Amount
		\$47,000.00	\$47,000.00
		Construction Subtotal (Rounded)	\$ 47,000
		Engineering, Permitting, & Administration (20%)	\$ 9,400
		Total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

STAGE II - ASPHALT DRIVEWAY (NORTH)

STAGE I - SITE GRADING & PREPARATION



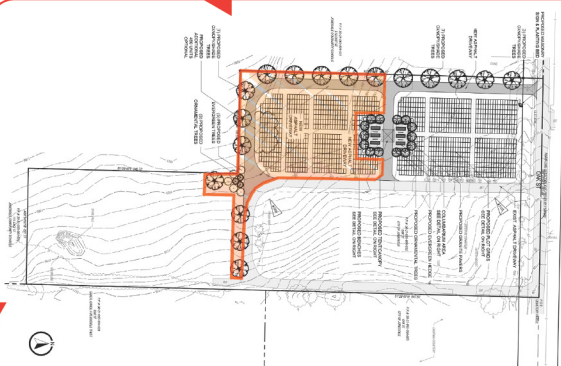
		Engineer's Estimate	
Item No.	Item Description	Unit	Est. Qty
1	Columbarium Pavers & Surrounding Landscaping - Manufactured Blocks (Half)	EA	1
2	Columbarium Pavers & Surrounding Landscaping - Manufactured Blocks (Half)	EA	1
		Unit Price	Amount
		\$77,000.00	\$77,000.00
		\$77,000.00	\$77,000.00
		Construction Subtotal (Rounded)	\$ 154,000
		Engineering, Permitting, & Administration (20%)	\$ 30,800
		Total Estimated Cost for Stage III (Rounded)	\$ 185,000



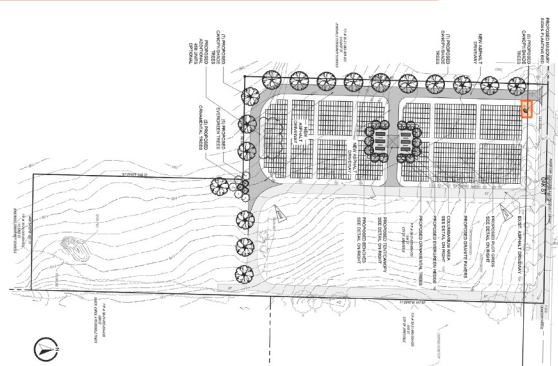
		Engineer's Estimate	
Item No.	Item Description	Unit	Est. Qty
1	Columbarium Structure	Each	1
2	Columbarium Structure	Each	1
3	Columbarium Structure	Each	1
4	Columbarium Structure	Each	1
5	Columbarium Structure	Each	1
6	Columbarium Structure	Each	1
		Unit Price	Amount
		\$37,000.00	\$37,000.00
		\$37,000.00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

STAGE III - COLUMBARIUM AREAS + SURROUNDING LANDSCAPING - EACH

STAGE IV - COLUMBARIUM STRUCTURE - EACH



		Engineer's Estimate	
Item No.	Item Description	Unit	Est. Qty
1	Asphalt Driveway South Portion (Half)	LSum	1
2	Perimeter Trees & Lawn Restoration	LSum	1
		Unit Price	Amount
		\$30,500.00	\$30,500.00
		\$51,000.00	\$51,000.00
		Construction Subtotal (Rounded)	\$ 82,000
		Engineering, Permitting, & Administration (20%)	\$ 16,400
		Total Estimated Cost for Stage V (Rounded)	\$ 98,000



		Engineer's Estimate	
Item No.	Item Description	Unit	Est. Qty
1	Masonry Sign & Landscaping	LSum	1
		Unit Price	Amount
		\$19,500.00	\$19,500.00
		Construction Subtotal (Rounded)	\$ 11,000
		Engineering, Permitting, & Administration (20%)	\$ 2,200
		Total Estimated Cost for Stage VI (Rounded)	\$ 13,000

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.
*Key aspects 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 estimates of probable cost ENGINEER prepares.

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 than 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 week's meeting.

Thanks!

Jamie

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.

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