

Crystal Lake Township
1651 Frankfort Hwy., PO Box 2129
Frankfort, MI 49635-2129

2024-2027 SEXTON POSITION HIRE & 2024-2026 BURIAL FEES

Resolution Number: 03-19-2024 #_____

Date: Mar. 19, 2024

Whereas, the Township Board established and published an updated job description responsibilities;

Whereas, the township duly advertised and accepted applications for the position of Crystal Lake Cemetery Sexton;

Whereas, Robert Wilkinson has been an exemplary sexton, often going beyond the call of duty to service our community, in the position for 3 years already;

Therefore, the Crystal Lake Township Board approves both the hire of Robert Wilkinson as the Sexton (per contract attached) and the adoption of 2024-2026 sexton's burial fees (per chart attached) at Crystal Lake cemeteries East and North.

Motion made by Supervisor Ferris and seconded by _____.

Roll call vote: _____ Amy Ferris, Supervisor

_____ Brooke Trentham Popp, Treasurer

_____ Richard Nielsen, Trustee

_____ William Northway, Trustee

_____ Judy VanMeter, Clerk

The Supervisor declared this resolution carried and duly adopted.

_____ Judy VanMeter, Crystal Lake Township Clerk



Sexton Job Description and Contract

Crystal Lake Township ("Township") owns two cemeteries in Frankfort, Michigan (49635):
East Cemetery, 1658 Frankfort Highway and North Cemetery, 1511 Pilgrim Highway.

Although the label "sexton" comes to us from a European tradition by which a church or synagogue employed a person to maintain its buildings and landscape, particularly for grave digging, the term used here no longer has a religious association.

I. General qualifications shall require the Sexton to

- A. possess knowledge of/has experience in grave construction and burial procedures
- B. conduct all cemetery business under applicable State of Michigan laws and the Crystal Lake Township Cemetery Ordinance
- C. be capable of significant physical exertion
- D. provide the mechanized apparatus to complete tasks
- E. operate tools and machinery safely
- F. keep effective, organized and accessible records
- G. display appropriate communication, social, and instructional skills
- H. demonstrate flexibility and availability to meet job requirements within time frames

II. Cemetery Sexton agrees to perform services for the Township under the terms and conditions set forth in this contract. Specific tasks and terms shall include but are not limited to the following:

- A. conduct all cemetery business in cooperation with the Township's cemetery designee
- B. assist in oversight of plans for all interments
- C. navigate to the correct plots with the help of cemetery diagrams and maps, under the direction of the Township cemetery designee.
- D. execute all interments and dis-interments including "green" burials
- E. prepare safe, well-constructed graves of varying sizes according to location and requirements, opening/closing graves in such a manner so as to not disturb or damage neighboring spaces.
- F. restore grounds immediately after burial/any accompanying ceremony, which shall include the raking of loose dirt, replacement of sod, initial seeding of grass, etc.
- G. maintain and retain accurate records, including lists of interment/dis-interments, updated plot maps, billing statements
- H. submit periodic statements of activity charges
- I. verify/share records upon request with the Township cemetery designee
- J. communicate effectively with families, fellow workers, visitors and Township designees
- K. demonstrate dignity and respect at all times for the tasks and the persons involved

- L. assist in keeping storage buildings and grounds organized, clean, and secure
- M. work in concert with the Township Cemetery Committee members and administrative designee
- N. report immediately to the Township cemetery administrative designee
- O. answer ultimately to the Township board

Contract Terms

This three-year contract is for the FY's 2024-25, 2025-26, 2026-27 and will commence on April 1, 2024/ end on March 31, 2027, with no obligation by either party during that time frame to continue and upon two-weeks' notice.

The bulk of burials are anticipated to be from May 1st through November 1st. Burials at any other time shall be by special arrangement and subject to current pricing to accommodate the months with inclement weather. Cemetery Sexton shall be on call as needed, seven days a week except for 10 of the nationally declared holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

Sexton fees agreed upon between Sexton and Township and published for public information and transparency. Fees shall be negotiable again only after two years.

If Sexton's invoices for previous month(s) work are delivered to Township Clerk by the second Tuesday of every month, they shall be reviewed at the regularly scheduled monthly Board meeting and, upon approval, paid shortly thereafter.

Sexton position shall be filled by an independent contractor who will not be considered an employee of the Township. For contract to be practically initiated and sustained, Sexton shall have all applicable employment documentation on file with the Township Clerk.

Sexton Printed Name _____

Sexton Signature _____

Date _____

Supervisor Printed Name _____

Supervisor Signature _____

Date _____

Updated 02.07.2024

CRYSTAL LAKE TOWNSHIP SEXTON BURIAL FEES

as contracted with Robert Wilkinson starting April 2024

TYPES OF INTERMENTS	↓	SUMMER	WINTER	
	<u>Cremains</u>			
	M-F	350	-	} Winter cremains burial only under special situations, with price to be determined according to
	SAT	550	-	
	SUN	650	-	
	<u>Full or Green Burial</u>			
	M-F	575	670	
	SAT	775	875	
	SUN	875	1000	
	<u>Full Infant Burial</u>			
	M-F	350	450	
	SAT	550	650	
	SUN	650	1150	
DIS-INTERMENTS:	➡	+\$400	+\$800	weekdays only



Cemetery Foundation Installer Job Description and Contract

**Crystal Lake Township ("Township") owns two cemeteries in Frankfort, Michigan (49635)
East Cemetery, 1658 Frankfort Highway and North Cemetery, 1511 Pilgrim Highway,**

Cemetery Foundation Installer ("Installer") agrees to perform services for the Township under the terms and conditions set forth in this contract. Specific tasks and terms included but not limited to the following.

1. Installer shall demonstrate willingness to work with the Township cemetery designee, the Township Cemetery Committee, and the Township Board.
2. Work shall be accomplished expeditiously within timeframes set.
3. Tasks require the Installer shall be physically able to handle the weight of concrete slabs without endangerment to the Contractor, foundation itself, or others.
4. Installer shall supply own tools, equipment, and machinery to transport and properly set foundations. Installer shall keep them in good, working, and safe operating condition. Township shall not be liable for maintenance, deterioration, damage of these tools or pieces of equipment/machinery, nor the damage and/or injury they may inflict.
5. Installer shall pick up Township-ordered foundations at company location, deliver to correct cemetery site and level concrete slabs at ground level for adequate support of monuments.
6. Any damage to foundations, plantings, monuments, pavement, wellheads, signs, faucets, buildings, etc. caused during the execution of tasks shall be the financial and physical responsibility of the Contractor to replace or repair to the satisfaction of the Township cemetery designee.
7. Installer shall demonstrate organizational and documentation skills by tracking orders and submitting invoices for pick up, delivery and installation tasks in a timely manner.
8. Should the foundations or monuments be installed incorrectly, Installer shall make the location corrections at the specific direction of the Township cemetery designee.
9. Upon completion of install, grounds shall be returned to looking as undisturbed as possible, including any raking of soil and replacement of sod where needed.

10. Other tasks related to new foundation installation (e.g, the correction of location or installation of previously installed foundations or the moving of a foundation to accommodate a burial) not included in this contract may be negotiated separately by all parties.

Contract Terms

The three-year contract for the Township's fiscal years 2024-5, 2025-26, and 2026-27 shall commence on April 1, 2024/end on March 31, 2027, with no obligation by either party to continue upon a 2 week "without cause" notice.

If invoices detailing previous month's foundation work are delivered to Township Clerk by the second Tuesday of every month, they will be reviewed at the regularly scheduled monthly Township Board meeting and, upon approval, paid shortly thereafter.

Compensation shall be per the attached addendum, the approved current price list. Change in fees are dictated by the foundation supply company's price list and are subject to change at their initiation/Township Board adoption.

For contract to be practically initiated and sustained, Installer shall have all applicable employment documentation on file with the Township Clerk. Installer position shall be filled by an independent contractor who will not be considered an employee of the Township.

Contractor Printed Name _____

Contractor Signature _____

Date _____

Supervisor Printed Name _____

Supervisor Signature _____

Date _____

Foundations Price Breakdown
(Foundations must be purchased through Crystal Lake Township)

updated February 9, 2021

SIZE	FEB 2021 DELIVERY/INSTALL SEXTON'S LABOR	FEB 2021 WILBERT'S CHARGE ITEM PRICE	FEB 2021 TOTAL BILLED TO CUSTOMER
20x10	\$ 44.00	\$ 16.00	\$ 60.00
24x12 (w/holes)*	\$ 63.36	\$ 23.04	\$ 86.40
24x12 (no holes)	\$ 63.36	\$ 23.04	\$ 86.40
26x16	\$ 91.52	\$ 33.28	\$ 124.80
28x16 (w/holes)*	\$ 98.56	\$ 35.84	\$ 134.40
28x16 (no holes)	\$ 98.56	\$ 35.84	\$ 134.40
28x18	\$ 110.88	\$ 40.32	\$ 151.20
30x18 (w/holes)*	\$ 118.80	\$ 43.20	\$ 162.00
31x19 (32x20)	\$ 144.88	\$ 47.12	\$ 192.00
32x12	\$ 84.48	\$ 30.72	\$ 115.20
32x16 (w/cup)	\$ 112.64	\$ 40.96	\$ 153.60
36x20	\$ 158.40	\$ 57.60	\$ 216.00
38x12	\$ 100.32	\$ 36.48	\$ 136.80
40x18	\$ 158.40	\$ 57.60	\$ 216.00
40x24	\$ 211.20	\$ 76.80	\$ 288.00
42x16	\$ 147.84	\$ 53.76	\$ 201.60
43x19 (44x20)	\$ 198.64	\$ 65.36	\$ 264.00
48x14	\$ 147.84	\$ 53.76	\$ 201.60
49x19 (50x20)	\$ 225.52	\$ 74.48	\$ 300.00
52x18	\$ 205.92	\$ 74.88	\$ 280.80
54x14	\$ 166.32	\$ 60.48	\$ 226.80
54x24	\$ 285.12	\$ 103.68	\$ 388.80
56x22	\$ 271.04	\$ 98.56	\$ 369.60
63x22	\$ 304.92	\$ 110.88	\$ 415.80
68x22	\$ 329.12	\$ 119.68	\$ 448.80
70x20 (w/cups)	\$ 308.00	\$ 112.00	\$ 420.00
80x24	\$ 422.40	\$ 153.60	\$ 576.00
* Holes for bronze mounts			