



Internal Memo

February 18, 2020

TO: Mark Meyers, City Administrator

FROM: Gerald A. Bartoszek, Director of Public Works 

SUBJECT: Cemetery Rates

Periodically, we review our cemetery rates and compare them to other area cemeteries. This year we are recommending an adjustment to our cemetery rate schedule. The last time the rates were changed was in 2014.

The recommended cost increase is based on labor and equipment costs as well as utility costs for irrigation of the grounds. Additionally, the proposed changes would bring us more in line with the rates of the other area cemeteries.

I have attached a spreadsheet providing rates of the cemeteries surveyed, our current rates, and recommended rates.

A review of the Cemetery Rules and Regulations was also completed with several changes proposed to more accurately reflect the current practices. The only substantial change is in 8(D), which will allow ground plantings providing they are placed adjacent to and in line with the monument. A marked-up copy of the Rules and Regulations is attached highlighting the proposed changes.

I would like to present this to the Council at their February Work Session for discussion and feedback. If the Council concurs with the recommendation it is my desire to bring this item to the next regular Council meeting for action with an implementation date of April 1, if approved.

GAB/sr

CEMETERY CHARGES	Sunrise	City Of	Spring Lake	Mona	Average	Norton	Norton
3/27/2019	(Private Cem.)	Muskegon		View	Municipal		Proposed
Grave-Resident	1000.00 & up	\$830.00	\$700.00	550-650	\$710.00	\$600.00	\$700.00
Grave-NonResident	1000.00 & up	\$1,000.00	\$2,100.00	700-800	\$1,283.33	\$1,100.00	\$1,200.00
Burial-Resident	\$1,195.00 plus \$245.00	\$500.00	\$800.00	550-650	\$633.33	\$550.00	\$650.00
Burial-NonResident	\$1,195.00 plus \$245.00	\$600.00	\$2,000.00	700-800	\$1,116.67	\$775.00	\$900.00
Infant Burial		\$300.00	\$250.00	N/A	\$275.00	\$250.00	\$275.00
Infant-NonResident		\$350.00	\$750.00	N/A	\$550.00	\$350.00	\$400.00
Cremation Garden Grave	N/A	N/A	N/A	N/A	N/A	\$100.00	\$125.00
Cremation Garden Grave-NR	N/A	N/A	N/A	N/A	N/A	\$200.00	\$250.00
Cremation Burial	\$825.00	\$350.00	\$400.00	\$200.00	\$316.67	\$200.00	\$250.00
Cremation Burial Non Res	\$825.00	\$400.00	\$1,000.00	\$300.00	\$566.67	\$275.00	\$350.00
Cremation Burial w/vault	\$825.00 \$125.00	N/A	\$600.00	N/A	\$600.00	\$300.00	\$350.00
Cremation Burial non res. w/vault	\$825.00 \$125.00	N/A	\$1,500.00	N/A	\$1,500.00	\$375.00	\$425.00
Disinterment	1.5 times burial	\$830/\$1000	\$3,000.00	\$900.00	\$1,605.00	same as burial	1.5 times burial
Afternoon Charge	after 3:00 \$150.00 1/2 hr	after 2:30 \$400.00	after 3:30 \$200.00	after 2:30 \$200.00	\$266.67	after 3:00 \$100.00	after 2:30 \$200.00
Saturday Charge	\$200.00 after 1:00 extra fee	\$500.00	\$1,000.00	\$300.00	\$600.00	\$250.00	\$350/2 Hours
Sunday Charge	??	\$600.00	\$1,000.00	\$400.00	\$666.67	double weekday	double weekday
Holiday Charge	??	N/A	\$1,000.00	\$400.00	\$700.00	double weekday	double weekday
Community Marker Eng. Death date if added later	N/A	N/A	N/A	N/A	N/A	\$200.00	\$40 + \$10/char. \$100.00
Military Marker install	N/A	N/A	N/A	N/A	N/A	\$50.00	\$50.00
Foundation sq-in		\$0.55		\$0.55 \$110.00 min.	\$0.55	\$0.45	\$0.50



Cemetery

Rules and Regulations

Effective ~~April 15, 1992~~ ????
Last Revised April 7, 2010

Norton Cemetery
601 Airport Road
Norton Shores, Michigan

GENERAL RULES AND REGULATIONS

~~April 15, 1992~~ ????

The Norton Cemetery is governed by the City Council of Norton Shores, Michigan.

1. The general care of the Cemetery is assumed by the City under the direction of the Facilities Supervisor, ~~of Buildings and Grounds~~.
2. This care includes the cutting and irrigating of the grass, the raking and cleaning of the grounds and its boundaries, and the pruning of shrubs and trees, ~~that may be placed by the City~~. It does not include the care of stone urns, vases, flowers, and other objects placed upon lots or graves.
3. The City is hereby empowered to enforce all rules and regulations and to exclude from the Cemetery any person violating the same.
 - A. The City shall have charge of the grounds and buildings, including the conduct of funerals, traffic, employees, lot owners, and visitors and at all times shall have supervision and control of all activities in the Cemetery.
4. It is important that there shall be strict observance of the proprieties in the Cemetery. The following actions are prohibited within the Cemetery grounds:
 - A. Loud or boisterous talking or recreational activities of any kind.
 - B. Bringing food, refreshments, or alcoholic beverages into the Cemetery or consuming them on the grounds.
 - C. Peddling or soliciting the sale of any commodity within the Cemetery.
 - D. Placing of signs, notices, or advertisements of any kind within the Cemetery.
 - E. Bringing ~~of~~ animals, other than service animals, into the Cemetery or any of its buildings.
 - F. Bringing firearms into the Cemetery, except by a military escort accompanying a veteran's funeral or attending memorial services.

- G. Speculation on Cemetery lots or spaces is prohibited. All resales of Cemetery lots shall be administered by the City, through the office of the Facilities Supervisor~~City Clerk~~. All lots purchased within a five-year period shall be bought back by the City at the original purchase price. All lots purchased during a period of more than five years may be transferred to another party or purchased by the City at the original purchase price at the discretion of the lot owner.
5. Descriptions of lots will be in accordance with the Cemetery plats which are kept on file in the City Facilities Supervisor's~~Clerk's~~ office at the City Hall.
6. All fees or charges for services are payable to the City Clerk at the Treasurer's office, or the Treasurer's Clerk's designated agent, and patrons are reminded the Cemetery employees are forbidden to accept any gratuity.
7. All grade lines are established by the City Cemetery and cannot be changed by the lot owners. No lot shall be filled or raised above the established grade.
8. Standard bronze, solid natural granite, or marble are the only acceptable materials for monuments.
- A. Foundations for all stone or memorial work will be built installed by the City.
- B. Mausoleums are not permitted.
- ~~C. Where applicable, individual grave markers must be placed flush with the ground on lots where a family monument is also placed.~~
- DC. Not more than one marker will be placed on any one grave space. Monuments will be limited to sizes designated by Sections as follows:
- See Attachments 1 and 2
- ED. Urns or vases shall be made of masonry, stone, ~~or~~ metal, rigid plastic or composite material or approved ground plantings may be placed providing that they are ~~may be placed~~ adjacent to and in line with the length of the monument providing they do not encroach on another grave.
- FE. All urns will have plants removed and turned over to prevent winter freeze and breakage before November 1st of each year. The City reserves the right to remove or dispose of any unsightly or broken urns or vases.
9. A. Purchasers of Cemetery lots will have the ground conveyed to them by a deed; the same shall state that the lot has been sold and accepted according to the rules and regulations of the Norton ~~Shores~~ Cemetery and shall be recorded in the Cemetery records, giving lot and section numbers.
- B. No deed will be issued until the Cemetery lot is fully paid for.

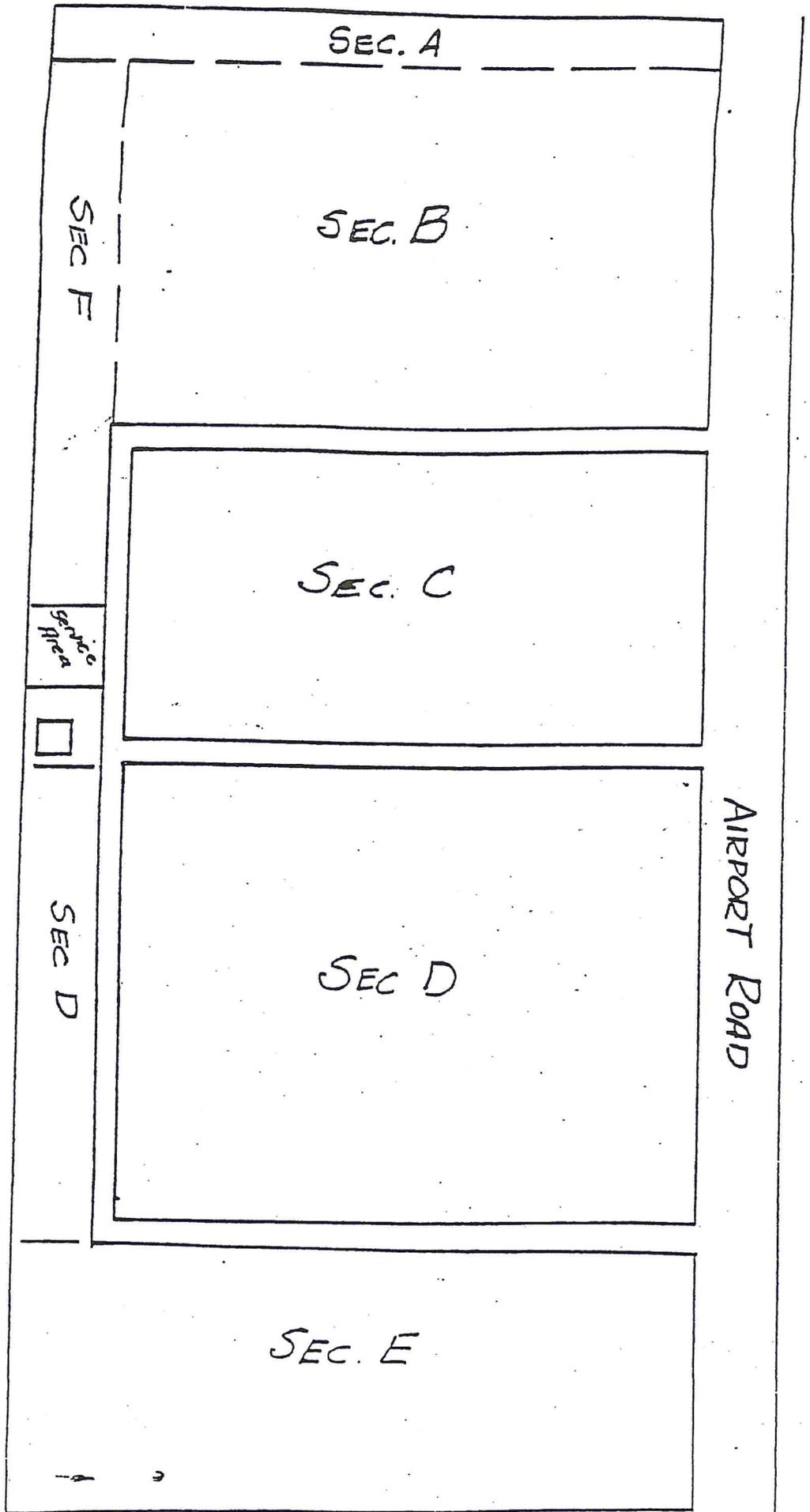
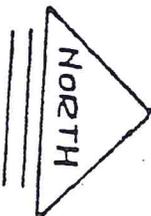
10. Complete payment for grave openings must be received at the office of the City Treasurer Clerk or by designated agent before burials are made. ~~The service charges for opening and closing the grave must be paid in advance.~~
11. The City Council shall establish a schedule of prices (herein attached) for the sale of lots and all other work performed within the Cemetery and also reserve the right to change the price for the sale of lots and all other work performed within the Cemetery grounds by resolution.
12.
 - A. The right to dig graves, establish grades, extend water mains, build foundations, and underground concrete vaults is reserved by the City. Whenever outside contractors are engaged by any lot owner to perform work on the Cemetery grounds, a permit to do such work must first be obtained by the lot owner from the Facilities Cemetery Supervisor.
 - B. The right to enlarge, reduce, re-plat, or change the boundaries or grading of the Cemetery and modify, change or remove roads, drives, and walks is reserved by the City.
 - C. Should any monument or marker become deteriorated, fragmented, or become unsafe, the City Cemetery shall have the right either to correct the condition, if possible, or to remove the same. The City shall make a reasonable attempt to contact the lot owner or living relatives.
13. Winter wreaths and artificial decorations or trees will be permitted between November 1 and May 1. All artificial decorations may be removed by the City immediately after May 1. All decorations from May 2 to October 31 will be in urns or vases.
14. No hanging basket(s) ~~or basket~~ shall be suspended ~~in any manner from any type of tripod or pole~~. No bench, other than a monument bench, bird bath, bird feeder, stone or wood ground cover, lawn edging, ~~or~~ glass objects, or any other object is allowed on any grave or lot, except as provided in Section 8DE.
15. Existing evergreens must be kept by the lot owner to a maximum of 36 inches in height and 24 inches in diameter. Anything allowed to grow larger will be removed. Any new plantings must be approved by the Facilities Cemetery Supervisor.
16. The Cemetery grounds will be open to visitors from 8:00 a.m. until sundown, and persons wishing to conduct business at the City offices may do so from 8:00 a.m. to 5:00 p.m.
17. The City Cemetery reserves the right to make exceptions, suspensions, or modifications to any of these rules and regulations, without notice, when in the judgment of the Facilities Cemetery Supervisor, such action appears necessary,

and such temporary exception, suspension, or modification shall in no way be construed as affecting the general application of such rules and regulations.

18. The City of Norton Shores ~~and the Cemetery~~ distinctly disclaim all responsibility for loss or damage from causes beyond reasonable control and especially from damage caused by the elements, as acts of God, common enemy, thieves, vandals, malicious destructions, explosions, unavoidable accidents, riots, whether the damage be direct or incidental, other than as herein provided.

Approved by Resolution of
Norton Shores City Council
~~April 7, 1992~~ to be effective
~~April 15, 1992, last amended~~
April 7, 2010

NORTON SHORES
CEMETERY



ATTACHMENT 2

MONUMENT SIZES

(Last revised 8/8/05)

Maximum monument sizes permitted:

Sections A, B, C, D, E, and F

Flush Markers	24" x 12"/single 48" x 14"/double
Single Markers	32" long 14" wide 36" high
Double Markers	48" long 14" wide 36" high
Triple Markers	54" long 14" wide 36" high
Cremains Garden Markers	Communal Marker