

DATE: APRIL 13TH, 2026

A Resolution for Cemetery Maintenance and Cleanup Oversight

WHEREAS, the Village of Pinckney owns and is responsible for the maintenance, care, and upkeep of the Village cemetery; and

WHEREAS, periodic cemetery clean-up events are necessary to maintain the dignity, safety, and appearance of the cemetery grounds; and

WHEREAS, past clean-up efforts have relied heavily on volunteers without sufficient coordination, support, or oversight by Village staff; and

WHEREAS, the Village Council recognizes the importance of properly supporting volunteers while ensuring that Village responsibilities are fulfilled by designated personnel;

NOW, THEREFORE, BE IT RESOLVED, that the Village Council of the Village of Pinckney establishes the following procedures:

1. **Designation of Responsibility**

The **DPW Director** and the **Village Clerk** shall be jointly responsible for the planning, coordination, and execution of all scheduled cemetery clean-up activities.

2. **Point of Contact**

The DPW Director and Village Clerk shall serve as the **official points of contact** for all cemetery clean-up efforts, including communication with volunteers.

3. **Operational Oversight**

The DPW Director shall ensure that adequate **DPW personnel, equipment, and materials** are present and actively engaged during all scheduled clean-up events.

4. **Volunteer Coordination**

All volunteers shall coordinate through the Village Clerk and DPW Director in advance of clean-up events to identify needs, expectations, and assignments.

5. **Resource Planning**

The DPW Director shall ensure that sufficient equipment (including, but not limited to, trucks, trailers, wheelbarrows, and disposal capacity) is available to complete the work without reliance on volunteers for core Village responsibilities.

6. **Accountability**

The DPW Director shall be responsible for on-site supervision, and the Village Clerk shall be responsible for communication and coordination. Both shall ensure that clean-up events are properly staffed, organized, and completed.

7. **Volunteer Support, Not Replacement**

Volunteers are to be utilized as **supplemental support only** and shall not be relied upon to perform duties that are the primary responsibility of the Village.

DATE: APRIL 13TH, 2026

8. **Reporting**

Following each scheduled clean-up, the DPW Director shall provide a brief report to the Village Council summarizing attendance, work completed, and any operational issues.

9. **Minimum Staffing and Equipment Requirements**

For all scheduled cemetery clean-up events, the DPW Director shall ensure, at a minimum:

Staffing:

- Not less than **two (2) DPW personnel** present for the duration of the clean-up event
- At least **one (1) designated on-site lead** responsible for directing work and coordinating volunteers.

Equipment and Materials:

- Minimum of **two (2) Village trucks**, with at least one equipped for hauling (truck and/or trailer)
- Adequate number of **wheelbarrows and/or carts** to support continuous material movement.
- Sufficient **tarps, tools, and collection equipment** for branches, debris, and decorations
- Confirmed **dumpster capacity or disposal plan** to ensure all collected materials can be removed the same day.

Operational Readiness:

- Pre-event verification that all required equipment is on-site and functional.
- A clear **work plan** for debris collection, staging, and disposal
- Active coordination with volunteers to ensure safe and efficient workflow.

Failure to meet these minimum requirements shall require the clean-up to be rescheduled or supplemented with additional Village resources.

DATE: APRIL 13TH, 2026

EFFECTIVE DATE:

This Resolution shall become effective upon its adoption by the Pinckney Village Council and publication in accordance with applicable law.

X

Jeffrey A Buerman
President Village of Pinckney

X

Andrea McCall
Clerk Village of Pinckney

Village Council Member _____ offered the foregoing Resolution and moved its adoption. The motion was seconded by Village Council Member _____, and upon being put to a vote, the vote was as follows:

Jeffrey A Buerman, President	_____
Justin Bierman – President Pro-temp	_____
Stacy Conquest, Trustee	_____
Rob Coppersmith, Trustee	_____
, Trustee	_____
Nick Kane, Trustee	_____
Jo Self, Trustee	_____

The President thereupon declared this Resolution approved and adopted by the Village of Council of the Village of Pinckney this 13th day of APRIL 2026.

I hereby certify that the foregoing constitutes a true and complete copy Resolution No. _____ adopted by the Village Council of the Village of Pinckney, County of Livingston, Michigan at a regular meeting held on Monday APRIL 13TH, 2026.

X

Andrea McCall
Village Clerk