

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR MAY 9, 2023 at 11:00 a.m.
COUNCIL CHAMBERS**

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> B. Botbyl | <input type="checkbox"/> R. Greenwood |
| <input type="checkbox"/> D. Bastien | <input type="checkbox"/> J. Raygo |
| <input type="checkbox"/> K. Brofka | |

C) APPROVAL OF MEETING AGENDA.

D) MINUTES OF PREVIOUS MEETINGS:

- 1) Regular meeting of March 14, 2023.

E) PUBLIC COMMENT:

- 1) Maximum 15-minute public comment session. Statements, not debate, limited to three minutes per person on agenda items only.

F) BUSINESS ITEMS:

- 1) March and April bills.
- 2) Year to date financials.
- 3) Cemetery Road Project Update.

G) DEPARTMENT REPORT(S).

H) ADJOURN.

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-906-863-2656 with as much advanced notice prior to the meeting as possible.

The City of Menominee is an Equal Opportunity Provider and Employer



CEMETERY BOARD OF TRUSTEES
MARCH 14, 2023

A meeting of the Cemetery Board of Trustees was held Tuesday, March 14, 2023 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Botbyl, Jane Raygo, Rachel Greenwood, and Kathy Brofka
ABSENT: Dick Bastien (excused)
ALSO PRESENT: Sandra Bayerl and Michelle Salter

Agenda.

A motion was made by Member Raygo and seconded by Member Greenwood to remove the request from Joyce Stahl to sell lot back from the agenda and approve the amended agenda for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Member Greenwood and seconded by Member Raygo to approve the minutes of the February 14, 2023 meeting as presented. This motion was carried unanimously.

Public Comment.

With no one being heard, a motion was made by Member Raygo and seconded by Member Greenwood to close public comment. This motion was carried unanimously.

Bills.

A motion was made by Member Greenwood and seconded by Member Raygo to approve payment of the February bills in the amount of \$40,931.62. This motion was carried unanimously.

Financials for Month Ending February 28th.

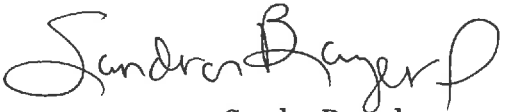
A motion was made by Member Greenwood and seconded by Member Raygo to accept the financial report. This motion was carried unanimously.

Department Report.

The report was received.

Adjourn.

A motion was made by Member Raygo and seconded by Member Greenwood to adjourn the meeting. This motion was carried unanimously.


Sandra Bayerl

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
03/13/2023	CEM	5313	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	164.89
03/28/2023	CEM	5314	A1130	AT & T	PHONE SERVICE - MARCH 2023	259.79
03/31/2023	CEM	5315	A1070	AUTO PRO'S SERVICE CENTER	2013 CHEVY SILVERADO OIL CHANGE	1,896.84
03/31/2023	CEM	5316	B1289	BUMPER TO BUMPER MARINETTE	PARTS	525.85
03/31/2023	CEM	5317	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	28.87
03/31/2023	CEM	5318	C1036	CITY OF MENOMINEE	FEBRUARY 2023 - GFL TRASH REMOVAL	82.50
03/31/2023	CEM	5319	C1036	CITY OF MENOMINEE	FEBRUARY 2023 - PAYROLL & FRINGES	8,044.26
03/31/2023	CEM	5320	M1189	MENARDS - MARINETTE	SUPPLIES	117.91
03/31/2023	CEM	5321	M1079	MENOMINEE IND. SUPPLY LLC	TRIMMER	1,520.93
03/31/2023	CEM	5322	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	SUPPLIES	84.43
03/31/2023	CEM	5323	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	278.09
03/31/2023	CEM	5324	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING - 3/31/2023	231.67

CEM TOTALS:

Total of 12 Disbursements:

13,236.03

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
04/05/2023	CEM	5325	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	162.97
04/21/2023	CEM	5326	A1130	AT & T	PHONE SERVICE - APRIL 2023	259.53
04/30/2023	CEM	5327	A1303	ADVANCE STORES COMPANY, INC	BATTERY & LIGHT	105.09
04/30/2023	CEM	5328	F1186	AMERICAN FLAGS 4 LESS	FLAGS	892.35
04/30/2023	CEM	5329	B1244	BELLIN HEALTH, INC	DOT SCREENING - J. JASENOVSKI	58.50
04/30/2023	CEM	5330	C1036	CITY OF MENOMINEE	MARCH 2023 - PAYROLL & FRINGES	10,167.55
04/30/2023	CEM	5331	C1036	CITY OF MENOMINEE	MARCH 2023 - GFL-TRASH REMOVAL	82.50
04/30/2023	CEM	5332	C1036	CITY OF MENOMINEE	JANUARY THRU MARCH 2023-GAS BILLING	487.51
04/30/2023	CEM	5333	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	504.45
CEM TOTALS:						

Total of 9 Disbursements:

12,720.45

ACCOUNT DESCRIPTION	2022-23	2022-23	YTD BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDT
	ORIGINAL BUDGET	AMENDED BUDGET		MONTH	04/30/23			

Fund 209 - CEMETERY OPERATIONS FUND

Revenues								
Dept 000.000								
634.000 BURIAL FEES	77,000.00	77,000.00	80,158.60	3,000.00		0.00	(3,158.60)	104.10
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	25,080.00	1,045.00		0.00	4,920.00	83.60
636.000 MISCELLANEOUS REVENUE	0.00	0.00	35.00	0.00		0.00	(35.00)	100.00
665.000 INTEREST EARNED	0.00	0.00	55.93	0.00		0.00	(55.93)	100.00
687.000 REFUNDS/REBATES	0.00	0.00	500.00	0.00		0.00	(500.00)	100.00
699.000 TRANSFER IN	173,395.00	234,281.00	0.00	0.00		0.00	234,281.00	0.00
Total Dept 000.000	280,395.00	341,281.00	105,829.53	4,045.00		0.00	235,451.47	31.01
TOTAL REVENUES	280,395.00	341,281.00	105,829.53	4,045.00		0.00	235,451.47	31.01
Expenditures								
Dept 000.000								
702.000 WAGES/SALARIES	93,000.00	93,000.00	63,001.40	4,299.10		0.00	29,998.60	67.74
702.002 WAGES-OVERTIME	4,000.00	4,000.00	2,317.81	66.54		0.00	1,682.19	57.95
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	668.75	44.36		0.00	8,331.25	7.43
703.000 PAYROLL TAX	8,200.00	8,200.00	5,263.25	311.14		0.00	2,936.75	64.19
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	1,301.57	78.67		0.00	948.43	57.85
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	17,468.67	1,999.26		0.00	11,651.33	59.99
707.000 LIFE INSURANCE	0.00	0.00	0.88	0.00		0.00	(0.88)	100.00
721.000 LONGEVITY PAY	275.00	275.00	273.00	0.00		0.00	2.00	99.27
725.000 RETIREMENT CONTRIBUTION	17,000.00	17,000.00	11,026.08	973.64		0.00	5,973.92	64.86
728.000 OFFICE SUPPLIES	450.00	450.00	474.81	0.00		0.00	(24.81)	105.51
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	11,910.45	950.85		0.00	89.55	99.25
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	910.20	0.00		0.00	5,089.80	15.17
778.000 EQUIPMENT REPAIRS	7,000.00	7,000.00	16,532.66	105.09		0.00	(9,532.66)	236.18
801.000 AUDIT FEES	1,000.00	1,000.00	1,000.00	0.00		0.00	0.00	100.00
853.000 TELEPHONE/INTERNET	2,600.00	2,600.00	2,475.52	259.53		0.00	124.48	95.21
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	4,648.55	487.51		0.00	1,351.45	77.48
921.000 ELECTRIC	5,000.00	5,000.00	2,583.82	0.00		0.00	2,416.18	51.68
922.000 HEAT	7,000.00	7,000.00	4,873.61	504.45		0.00	2,126.39	69.62
923.000 WATER/SEWER	1,200.00	1,200.00	729.27	0.00		0.00	470.73	60.77
932.000 FOOTINGS/FOUNDATIONS	2,000.00	2,000.00	2,164.00	0.00		0.00	(164.00)	108.20
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	143.07	0.00		0.00	1,356.93	9.54
956.000 MISCELLANEOUS/OTHER	1,000.00	1,000.00	1,635.00	0.00		0.00	(635.00)	163.50
960.000 INSURANCE & BONDS	3,100.00	3,100.00	3,063.18	0.00		0.00	36.82	98.81
963.000 TRASH/ROBBISH REMOVAL	1,700.00	1,700.00	1,598.56	0.00		0.00	101.44	94.03
970.000 CAPITAL OUTLAY	60,000.00	120,886.00	36,352.59	0.00		0.00	84,533.41	30.07
Total Dept 000.000	280,395.00	341,281.00	192,416.70	10,080.14		0.00	148,864.30	56.38
TOTAL EXPENDITURES	280,395.00	341,281.00	192,416.70	10,080.14		0.00	148,864.30	56.38

Fund 209 - CEMETERY OPERATIONS FUND:								
TOTAL REVENUES	280,395.00	341,281.00	105,829.53	4,045.00		0.00	235,451.47	31.01
TOTAL EXPENDITURES	280,395.00	341,281.00	192,416.70	10,080.14		0.00	148,864.30	56.38
NET OF REVENUES & EXPENDITURES	0.00	0.00	(86,587.17)	(6,035.14)		0.00	86,587.17	100.00