

January 3, 2023

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR JANUARY 10, 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 December 13, 2022.

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) Discuss green burials.
- 2) December bills.
- 3) Year to date financials.
- 4) Department report.

G) 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
DECEMBER 13, 2022

A meeting of the Cemetery Board of Trustees was held Tuesday, December 13, 2022 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Botbyl, Dick Bastien, Jane Raygo, and Kathy Brofka
ABSENT: Rachel Greenwood (excused)
ALSO PRESENT: Susan Johnson

Agenda.

A motion was made by Member Raygo and seconded by Member Bastien to approve the agenda for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Member Bastien and seconded by Member Raygo to approve the minutes of the October 11, 2022 meeting as presented. This motion was carried unanimously.

Public Comment.

Valeria LeBoeuf, 1110-10th Avenue, spoke to the board with regard to green burials.

A motion was made by Member Raygo and seconded by Member Brofka to close public comment. This motion was carried unanimously.

Bills.

A motion was made by Member Bastien and seconded by Member Raygo to approve payment of the October bills in the amount of \$19,522.08 and the November bills in the amount of \$20,954.62. This motion was carried unanimously.

Financials for Month Ending November 30th.

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

Department Report.

The report was received.

Adjourn.

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


Susan K. Johnson

DECEMBER 2022 CEMETERY ACTIVITY REPORT

3 Burials

Resident Cremation (WINTER) Burial... 2 @ 450 each.....	\$ 900.00
Resident Vault Burial-1 @ 750 each.....	\$ 750.00

LOTS SOLD

Resident single lot..... 2 @ 550.00.....	\$ 1,100.00
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TOTAL REVENUE DECEMBER 2022..... \$2,750.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
12/12/2022	CEM	5276	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	162.64
12/22/2022	CEM	5277	A1130	AT & T	PHONE SERVICE - DECEMBER 2022	273.87
12/31/2022	CEM	5278	B1322	BP HOPE MEMORIAL FOUNDATION	WINTER DECORATIONS-FLOWERS, WREATHS	299.00
12/31/2022	CEM	5279	C1036	CITY OF MENOMINEE	MONTHLY EXP PD BY GF - NOVEMBER 2022	209.50
12/31/2022	CEM	5280	C1036	CITY OF MENOMINEE	NOVEMBER 2022 - PAYROLL & FRINGES	7,712.61
12/31/2022	CEM	5281	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	0.00
12/31/2022	CEM	5282	C2323	JOHN JASENOVSKY	REIMBURSE FOR SUPPLIES-TRACTOR SUPPLY	13.70
12/31/2022	CEM	5283	M1189	MENARDS - MARINETTE	SUPPLIES	18.36
12/31/2022	CEM	5284	R1046	R T ELECTRIC	LIGHTS AT THE MAUSOLEUM	690.40
12/31/2022	CEM	5285	W1001	WALTER BROTHERS INC.	SUPPLIES	17.99
12/31/2022	CEM	5286	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING - 12/31/2022	243.09
12/31/2022	CEM	5287	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	930.40

CEM TOTALS:

(1 Check Voided)
 Total of 11 Disbursements:

10,571.56

01/03/2023 03:09 PM
User: BARB
DB: Menominee

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
PERIOD ENDING 12/31/2022

PRELIMINARY

ACCOUNT DESCRIPTION	2022-23		2022-23		YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/22		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BGD USED
	ORIGINAL BUDGET	AMENDED BUDGET								
Fund 209 - CEMETERY OPERATIONS FUND										
Revenues										
Dept 000.000										
634.000 BURIAL FEES	77,000.00	77,000.00	57,608.60	3,850.00	0.00	19,391.40	74.82			
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	17,242.50	1,567.50	0.00	12,757.50	57.48			
636.000 MISCELLANEOUS REVENUE	0.00	0.00	35.00	35.00	0.00	(35.00)	100.00			
665.000 INTEREST EARNED	0.00	0.00	14.10	0.00	0.00	(14.10)	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	75,400.20	5,452.50	0.00	265,880.80	22.09			
TOTAL REVENUES	280,395.00	341,281.00	75,400.20	5,452.50	0.00	265,880.80	22.09			
Expenditures										
Dept 000.000										
702.000 WAGES/SALARIES	93,000.00	93,000.00	44,011.95	4,145.17	0.00	48,988.05	47.32			
702.002 WAGES-OVERTIME	4,000.00	4,000.00	898.29	166.35	0.00	3,101.71	22.46			
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	557.85	0.00	0.00	8,442.15	6.20			
703.000 PAYROLL TAX	8,200.00	8,200.00	3,806.76	329.34	0.00	4,393.24	46.42			
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	944.18	75.72	0.00	1,305.82	41.96			
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	10,776.85	1,972.00	0.00	18,343.15	37.01			
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	273.00	0.00	2.00	99.27			
725.000 RETIREMENT CONTRIBUTION	17,000.00	17,000.00	6,332.87	984.14	0.00	10,667.13	37.25			
728.000 OFFICE SUPPLIES	450.00	450.00	390.38	0.00	0.00	59.62	86.75			
737.000 OPERATING SUPPLIES	12,000.00	12,000.00	3,427.98	335.35	0.00	8,572.02	28.57			
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	719.97	704.10	0.00	5,280.03	12.00			
778.000 EQUIPMENT REPAIRS	7,000.00	7,000.00	13,500.58	0.00	0.00	(6,500.58)	192.87			
801.000 AUDIT FEES	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00			
853.000 TELEPHONE/INTERNET	2,600.00	2,600.00	1,436.81	273.87	0.00	1,163.19	55.26			
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	3,320.85	135.11	0.00	2,679.15	55.35			
921.000 ELECTRIC	5,000.00	5,000.00	1,804.38	162.64	0.00	3,195.62	36.09			
922.000 HEAT	7,000.00	7,000.00	1,403.19	930.40	0.00	5,596.81	20.05			
923.000 WATER/SEWER	1,200.00	1,200.00	497.60	243.09	0.00	702.40	41.47			
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	0.00	0.00	0.00	1,500.00	0.00			
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/RUBBISH REMOVAL	1,700.00	1,700.00	1,268.56	0.00	0.00	431.44	74.62			
970.000 CAPITAL OUTLAY	60,000.00	120,886.00	10,823.03	0.00	0.00	79,679.01	34.09			
Total Dept 000.000	280,395.00	341,281.00	114,058.14	11,730.28	30,383.96	196,838.90	42.32			
TOTAL EXPENDITURES	280,395.00	341,281.00	114,058.14	11,730.28	30,383.96	196,838.90	42.32			
Fund 209 - CEMETERY OPERATIONS FUND:										
TOTAL REVENUES	280,395.00	341,281.00	75,400.20	5,452.50	0.00	265,880.80	22.09			
TOTAL EXPENDITURES	280,395.00	341,281.00	114,058.14	11,730.28	30,383.96	196,838.90	42.32			
NET OF REVENUES & EXPENDITURES	0.00	0.00	(38,657.94)	(6,277.78)	(30,383.96)	69,041.90	100.00			