

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR JANUARY 11, 2022 - 11:00 A.M.
COUNCIL CHAMBERS**

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

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

C) APPROVAL OF MEETING AGENDA.

D) MINUTES OF PREVIOUS MEETINGS:

- 1) Regular meeting of December 14, 2021.

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) December bills.
- 2) Year to date financials.
- 3) 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 14, 2021

A meeting of the Cemetery Board of Trustees was held Tuesday, December 14, 2021 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Dick Bastien, Brett Botbyl, Jane Raygo, and Kathy Brofka
ABSENT: None
ALSO PRESENT: Michelle Salter and Susan Johnson

Agenda.

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

Minutes.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve the minutes of the November 9, 2021 meeting as presented. This motion was carried unanimously.

Public Comment.

No one was heard.

A motion was made by Mr. Bastien and seconded by Ms. Raygo to close public comment. This motion was carried unanimously.

Entrance Road Improvements.

The Coleman Engineering cost estimate for this work was presented for informational and discussion purposes.

Bills.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve payment of the November bills in the amount of \$18,817.55. This motion was carried unanimously.

Financials for Month Ending November 30th.

The report was reviewed.

Department Report.

The report was received.

Adjourn.

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


Susan K. Johnson

DECEMBER 2021 CEMETERY ACTIVITY REPORT

7 Burials

Resident HEATED Cremation Burial... 1@ \$ 450 each.....	\$ 450.00
Non-Resident SATURDAY Cremation Burial... 1@ \$ 1,500 each.....	\$ 1,500.00
Resident Vault Burials-4 @ \$ 750 each.....	\$ 3,000.00
Non-Resident Vault Burials-1 @ \$ 1,500 each.....	\$ 1,500.00

MISC.

Prepaid Non-Resident cremation1 @ \$ 700.00.....	\$ 700.00
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LOTS SOLD (0)

TOTAL REVENUE DECEMBER 2021.....	\$7,150.00
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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
12/14/2021	CEM	5125	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	252.05
12/21/2021	CEM	5126	A1130	AT & T	CEMETERY PHONE SRV-DECEMBER 2021	231.13
12/31/2021	CEM	5127	A1303	ADVANCE STORES COMPANY, INC	THIRD BRAKE LIGHT	116.57
12/31/2021	CEM	5128	B1302	BLUE TARP FINANCIAL, INC	KEYS & REKEY LOCK CYLINDER	96.00
12/31/2021	CEM	5129	C1036	CITY OF MENOMINEE	NOVEMBER 2021 - PAYROLL AND FRINGES	8,315.60
12/31/2021	CEM	5130	C1036	CITY OF MENOMINEE	AUDIT FEE - FYE 6/30/2021	1,000.00
12/31/2021	CEM	5131	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - CHURCH	738.64
12/31/2021	CEM	5132	F1188	FRANKS LOGGING	PARTS	375.19
12/31/2021	CEM	5133	M1079	FRANKS LOGGING	SUPPLIES	131.72
12/31/2021	CEM	5134	W1004	MENOMINEE IND. SUPPLY LLC	WATER & SEWER BILLING	213.12
12/31/2021	CEM	5134	W1004	WATER & WASTEWATER UTILITY BD.		

CEM TOTALS:

Total of 10 Disbursements:

11,470.02

PRELIMINARY

		2021-22	2021-22		YTD BALANCE		ACTIVITY FOR		ENCUMBERED		UNENCUMBERED		%
ACCOUNT	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET		12/31/2021		MONTH 12/31/21		YEAR-TO-DATE		BALANCE	BDGT USED	
Fund 209 - CEMETERY OPERATIONS FUND													
Revenues													
Dept 000.000													
634.000	BURIAL FEES	77,000.00	77,000.00		61,927.60		12,370.80		0.00		15,072.40	80.43	
634.100	BURIAL PLOT SALES	30,000.00	30,000.00		17,415.00		0.00		0.00		12,585.00	58.05	
665.000	INTEREST EARNED	30.00	30.00		6.52		0.00		0.00		23.48	21.73	
675.000	DONATIONS/CONTRIBUTIONS	0.00	0.00		150.00		0.00		0.00		(150.00)	100.00	
687.000	REFUNDS/REBATES	0.00	0.00		996.02		0.00		0.00		(996.02)	100.00	
699.000	TRANSFER IN	163,666.00	163,666.00		81,666.00		0.00		0.00		82,000.00	49.90	
Total Dept 000.000		270,696.00	270,696.00		162,161.14		12,370.80		0.00		108,534.86	59.91	
TOTAL REVENUES		270,696.00	270,696.00		162,161.14		12,370.80		0.00		108,534.86	59.91	
Expenditures													
Dept 000.000													
702.000	WAGES/SALARIES	78,000.00	78,000.00		38,245.54		3,734.81		0.00		39,754.46	49.03	
702.002	WAGES-OVERTIME	10,250.00	10,250.00		1,682.49		540.09		0.00		8,567.51	16.41	
702.446	WAGES/STREET DEPT LABOR	4,000.00	4,000.00		3,411.37		366.16		0.00		588.63	85.28	
703.000	PAYROLL TAX	7,057.00	7,057.00		3,589.64		352.23		0.00		3,467.36	50.87	
705.000	WORKER'S COMP INSURANCE	1,356.00	1,356.00		858.95		88.12		0.00		497.05	63.34	
706.000	MEDICAL INSURANCE	28,604.00	28,604.00		10,357.06		1,595.14		0.00		18,246.94	36.21	
707.000	LIFE INSURANCE	0.00	0.00		1.55		0.00		0.00		(1.55)	100.00	
721.000	LONGEVITY PAY	234.00	234.00		234.00		234.00		0.00		0.00	100.00	
725.000	RETIREMENT CONTRIBUTION	19,995.00	19,995.00		6,135.12		1,035.46		0.00		13,859.88	30.68	
728.000	OFFICE SUPPLIES	450.00	450.00		334.16		0.00		0.00		115.84	74.26	
757.000	OPERATING SUPPLIES	12,000.00	12,000.00		3,642.12		248.29		0.00		8,357.88	30.35	
776.000	BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00		479.00		96.00		0.00		5,521.00	7.98	
778.000	EQUIPMENT REPAIRS	6,000.00	6,000.00		3,986.26		375.19		0.00		(2,832.26)	147.20	
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	1,600.00	1,600.00		1,192.56		231.13		0.00		407.44	74.54	
867.000	GAS/OIL/GREASE	5,500.00	5,500.00		2,006.42		0.00		0.00		3,493.58	36.48	
921.000	ELECTRIC	4,200.00	4,200.00		1,335.65		252.05		0.00		2,864.35	31.80	
922.000	HEAT	4,200.00	4,200.00		1,430.35		738.64		0.00		2,769.65	34.06	
923.000	WATER/SEWER	1,100.00	1,100.00		447.60		213.12		0.00		652.40	40.69	
932.000	FOOTINGS/FOUNDATIONS	1,500.00	1,500.00		868.80		0.00		0.00		631.20	57.92	
940.000	EQUIPMENT RENTAL	1,500.00	1,500.00		146.42		0.00		0.00		1,353.58	9.76	
956.000	MISCELLANEOUS/OTHER	1,500.00	1,500.00		71.98		0.00		0.00		1,428.02	4.80	
960.000	INSURANCE & BONDS	2,950.00	2,950.00		2,915.62		0.00		0.00		34.38	98.83	
963.000	TRASH/RUBBISH REMOVAL	1,700.00	1,700.00		1,259.62		90.75		0.00		440.38	74.10	
970.000	CAPITAL OUTLAY	70,000.00	70,000.00		4,379.00		0.00		0.00		65,621.00	6.26	
Total Dept 000.000		270,696.00	270,696.00		90,011.28		11,191.18		4,846.00		175,838.72	35.04	
TOTAL EXPENDITURES		270,696.00	270,696.00		90,011.28		11,191.18		4,846.00		175,838.72	35.04	
Fund 209 - CEMETERY OPERATIONS FUND:													
TOTAL REVENUES		270,696.00	270,696.00		162,161.14		12,370.80		0.00		108,534.86	59.91	
TOTAL EXPENDITURES		270,696.00	270,696.00		90,011.28		11,191.18		4,846.00		175,838.72	35.04	
NET OF REVENUES & EXPENDITURES		0.00	0.00		72,149.86		1,179.62		(4,846.00)		(67,303.86)	100.00	