

February 4, 2020

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR FEBRUARY 11, 2020 - 11:00 A.M.  
HELD AT MUNICIPAL COMPLEX COUNCIL CHAMBERS**

**A) CALL THE MEETING TO ORDER.**

**B) ROLL CALL.**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> T. Graff   | <input type="checkbox"/> K. Brofka |
| <input type="checkbox"/> D. Bastien | <input type="checkbox"/> L. Reid   |
| <input type="checkbox"/> J. Raygo   |                                    |

**C) APPROVAL OF MEETING AGENDA.**

**D) MINUTES OF PREVIOUS MEETINGS:**

- 1) Regular meeting of January 14, 2020.

**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) Old business.
- 2) Review equipment inventory.
- 3) Capital improvement items.
- 4) Request from the Bertrand family to buy back lots.
- 5) Fee schedule adjustments.
- 6) January bills.
- 7) Year to date financials.
- 8) 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**  
**JANUARY 14, 2020**

A meeting of the Cemetery Board of Trustees was held Tuesday, January 14, 2020 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Tony Graff, Dick Bastien, Kathy Brofka, Jane Raygo, and Len Reid  
ABSENT: None  
ALSO PRESENT: Tricia Alwin, Michelle Salter and Susan Johnson

**Agenda.**

A motion was then made by Ms. Raygo and seconded by Mr. Reid to amend the agenda to include adjustments to the Fee Schedule and the March board meeting date and approve the amended agenda for the meeting. This motion was carried unanimously.

**Minutes.**

A motion was made by Mr. Bastien and seconded by Mr. Reid to approve the minutes of the December 10, 2019 meeting. This motion was carried unanimously.

**Public Comment.**

With no one being heard, a motion was made by Ms. Raygo and seconded by Mr. Bastien to close the public comment session. This motion was carried unanimously.

**First National Bank and Trust Agency Agreements.**

A motion was made by Mr. Bastien and seconded by Ms. Raygo to recommend to the City Council that Council approve both investment agency agreements with First National Bank & Trust Co. of Iron Mountain, authorize the City Manager and City Clerk/Treasurer to execute the agreements. This motion was carried unanimously.

**First National Bank and Trust Review for Perpetual Care and the Flower Fund.**

A motion was made by Ms. Raygo and seconded by Mr. Reid to recommend to the City Council that Council authorize the City Clerk/Treasurer to sell not less than 200 shares of the AON PLC Common Stock with a sale cap no less than \$200 per share. This motion was carried unanimously.

**Capital Improvement Items.**

Items to be submitted for funding include the irrigation system, chapel tuck pointing, gate, and roads. An inventory of equipment will be provided at the next meeting to determine possible equipment needs.

**Bills.**

A motion was made by Mr. Reid and seconded by Mr. Bastien to approve payment of the December bills in the amount of \$11,803.57. This motion was carried unanimously.

**Financials for Month Ending December 31<sup>st</sup>.**

The report was reviewed.

**Fee Schedule Adjustments.**

Adjustments to the rates for winter burials using a heather and to foundations/flush marker prices were presented for consideration.

A motion was made by Mr. Bastien and seconded by Ms. Raygo to table this item. This motion was carried unanimously.

**March Board Meeting Date.**

The Cemetery Board will hold its regular meeting on March 6<sup>th</sup> at 11:00 a.m. in place of March 10<sup>th</sup>.

**Department Report.**

A report was heard from Ms. Salter.

**Adjourn.**

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

  
Susan K. Johnson

# CEMETERY INVENTORY FEBRUARY 2020

ITEMS	ID #	NAME	YEAR	MAKE	MODEL
1	63A	SURFACE HEATER	1967	HOTFLAME GAS	
2	63B	SURFACE HEATER	2005	HOTFLAME GAS	
3	52	LOADER	1989	JOHN DEERE	210C
4	52A	BACKHOE	1989	JOHN DEERE	210C
5	4C	EXCAVATOR	2010	CATERPILLAR	303C CR
6		RIDING LAWN MOWER	1990	JOHN DEERE	20HP
7		RIDING LAWN MOWER	1992	JOHN DEERE	20HP
8		RIDING LAWN MOWER	1996	JOHN DEERE	20HP
9		RIDING LAWN MOWER	2001	JOHN DEERE	20HP
10		RIDING LAWN MOWER	2004	JOHN DEERE	20HP
11		RIDING LAWN MOWER	2008	TORO	3280D-28HP
12		RIDING LAWN MOWER	2014	TORO	3280D-28HP
13		RIDING LAWN MOWER	2017	TORO	3280D-28HP
14		PICKUP TRUCK	2013	SILVERADO	
15		PICKUP TRUCK	1999	DODGE/DAKOTA	
16		DUMP TRUCK W/PLOW	1992	FORD/F350	
17		PICKUP TRUCK	1981	FORD/F350	



City of Menominee  
**Council Committee**  
Agenda Item

**TITLE:** Request for City to Buy Four (4) Grave Sites from Bertrand Family

Requesting Agency:	City Engineer's Office	Meeting Date:	February 11, 2020
Contact:	Tricia Alwin, City Engineer/DPW Director	Public Hearing:	N/A
Phone:	906-863-1751	Advertising Date:	N/A
		Council District:	All Districts
Attachments:	None		

**PURPOSE:**

Request that the Cemetery Board buy back four (4) grave sites.

**BACKGROUND:**

The Bertrand family purchased six (6) lots in SEC E, LOT 9-10&11 of B of St. on May 17, 1974 for \$390.00 total or \$65.00 each.

**SUMMARY:**

The Bertrand Family would like to sell four (4) of those lots back to the City of Menominee.

**BUDGET IMPACT:**

The four (4) lots will be purchased for \$65.00 each for a total of \$260.00 and could be resold at the current price.

**STAFF RECOMMENDATION / ACTION REQUESTED:**

The City Engineer recommends that the Cemetery Board buy back four (4) grave sites for \$65.00 each for the total of \$260.00. If approved, Sharon Tranchita (daughter) requested that half the money, \$130.00 mailed to her at 2912 Boddington Way, Melbourne, FL 32940 and the other \$130.00 made payable to her brother, Harold Bertrand at 3506 Lexington Drive, Appleton, WI 54915.

**COMMITTEE RECOMMENDATION / ACTION:**



City of Menominee  
**Council Committee**  
Agenda Item

**TITLE:** Increase Vault Burial Fees in Winter

**Requesting Agency:** Director of DPW Office

**Meeting Date:** February 11, 2020

**Contact:** Tricia Alwin, City Engineer/DPW Director

**Public Hearing:** N/A

**Phone:** 906-863-1751

**Advertising Date:** N/A

**Council District:** All Districts

**Attachments:** Proposed vault burial fees in winter and costs of burials

**PURPOSE:**

Request that the Cemetery Board increase vault burial fees in winter and the foundation prices.

**BACKGROUND:**

The cost of foundations has increased by \$10.00 each so the price needs to be increased in order to cover the increased cost (foundation increase approved at January 10, 2020 meeting). In addition, we are not charging extra for winter vault burials (only winter cremations) even though there is a much larger area to thaw.

**SUMMARY:**

This increase in fees will increase the revenue generated by the cemetery in order to cover the increase in foundation cost as well as the fuel to heat the ground and labor associated with a winter vault burial.

**BUDGET IMPACT:** This increase in fees will increase the revenue generated by the cemetery.

**STAFF RECOMMENDATION / ACTION REQUESTED:**

The Director of DPW recommends that the Cemetery Board raises the foundation/flush marker price \$0.05 per square inch to \$0.40 per square inch foundation increase (approved at January 10, 2020 meeting). In addition, the following items shall be added to the vault burial fee schedule "if heater is used-Resident and Non-resident" as well as for "Saturday Burials" for an additional \$300.00.

**COMMITTEE RECOMMENDATION / ACTION:**

TYPE OF BURIAL FOR RESIDENTS	HOURS (2) PEOPLE	HOURLY LABOR RATE	HOURLY BENEFIT RATE	TOTAL HOURLY RATE	LABOR COST	EQUIP. USED	HOURS EQUIP. USED	EQUIP. RATE	EQUIP. COST	PROPANE USED	PROPANE COST	TOTAL COST	FEE CHARGED FOR RESIDENTS	DIFFERENCE	PROPOSED FEE INCREASE	FEE CHARGED FOR RESIDENTS	DIFFERENCE WITH INCREASED FEE
CREMATION	4	\$20.22	\$16.21	\$36.43	\$145.74							\$145.74	\$200.00	\$54.26		\$200.00	
WINTER CREMATION	8	\$20.22	\$16.21	\$36.43	\$291.48					1 TANK	\$73.30	\$364.78	\$300.00	\$(64.78)		\$300.00	
VAULT BURIAL	8	\$20.22	\$16.21	\$36.43	\$291.48	BACKHOE	2	\$42.64	\$85.28			\$376.76	\$600.00	\$223.24		\$600.00	
WINTER VAULT BURIAL	16	\$20.22	\$16.21	\$36.43	\$582.95	BACKHOE	4	\$42.64	\$170.56	2 TANKS	\$146.60	\$900.11	\$600.00	\$(300.11)	\$300.00	\$900.00	\$(0.11)

## Fee Schedule

### Riverside Cemetery

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#### Vault Burials:

Vault Burials - Resident .....	\$600.00
Vault Burials – Non-Resident .....	\$1,200.00
If heater is used-Resident .....	\$900.00 *
If heater is used-Non-Resident .....	\$1,500.00 *
Saturday Burial – Resident .....	\$1,200.00
Saturday Burials – Non-Resident.....	\$2,400.00
Saturday heater used-Resident .....	\$1,500.00 *
Saturday heater is used-Non-Resident .....	\$2,700.00 *
Disinterment to leave Riverside .....	\$1,200.00
Disinter/Reinter in Riverside .....	\$1,800.00

#### Cremation Burials:

Cremation & infant Burials -Resident .....	\$200.00
Cremation & infant Burials - Non-Resident .....	\$400.00
If heater is used-Resident .....	\$300.00
If heater is used-Non-Resident .....	\$500.00
Saturday Burial – Resident .....	\$400.00
Saturday Burials – Non-Resident.....	\$800.00
Saturday heater used-Resident .....	\$500.00
Saturday heater is used-Non-Resident .....	\$900.00
Disinterment to leave Riverside .....	\$400.00
Disinter/Reinter in Riverside .....	\$600.00

**Foundation/Flush Marker Setting:** ..... **\$0.40 sq. inch \*\***

#### Burial Rights Sales:

Two grave lot (100sf) – Resident .....	\$1,100.00
Two grave lot (100sf) – Non-Resident .....	\$2,200.00
Single grave lot (50sf) – Resident .....	\$550.00
Single grave lot (50sf) – Non-Resident .....	\$1,100.00
Baby Unit – Parent Resident .....	\$138.00
Baby Unit – Parent Non-Resident .....	\$276.00



**Burial Rights Sales: (continued)**

Soldier Lot .....	No Charge
Tree and Brush Removal .....	\$5.00 per inch circumference
Transfer of Burial Right Recording .....	\$50.00

**Private Owned Mausoleum:**

Opening & Closing .....	\$150.00
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**Vault Storage:**

Winter Season .....	\$5.00
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\* Added to Fee Schedule in 2020

\*\* Increased \$0.05 from \$0.35 sq. inch to \$0.40 sq inch Fee Schedule in 2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
01/13/2020	1ST	4868	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	180.52
01/20/2020	1ST	4869	A1130	AT & T	CEMETERY 1/7/2020 - 2/6/2020	60.02
01/31/2020	1ST	4870	A1312	A&B AUTOMOTIVE	1999 DODGE REPAIR	565.78
01/31/2020	1ST	4871	B1005	BAY AREA MEDICAL CENTER	PHYSICAL INV #32973	96.00
01/31/2020	1ST	4872	B1258	BOYLE DESIGN GROUP, LLC	CEMETERY GATE SIGN	109.00
01/31/2020	1ST	4873	C1307	CHEF'S AUTO WRECKING	1999 DODGE LEFT DOOR REPAIR	100.00
01/31/2020	1ST	4874	C1036	CITY OF MENOMINEE	PAYROLL & FRINGES OCT 2019	14,295.95
01/31/2020	1ST	4875	C1326	COUNTRY VISIONS CO-OP	HEAT-SHED	682.68
01/31/2020	1ST	4876	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	DESK	179.79
01/31/2020	1ST	4877	O1083	O'REILLY AUTO PARTS	OIL	119.94
01/31/2020	1ST	4878	T1182	TIRE TRAX	SERVICE	226.00
01/31/2020	1ST	4879	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING	218.92
1ST TOTALS:						

Total of 12 Disbursements:

16,834.60

ACCOUNT DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 01/31/2020	ACTIVITY FOR MONTH 01/31/20	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	60,000.00	60,000.00	40,184.80	6,078.60	0.00	19,815.20	66.97
634.100 BURIAL PLOT SALES	22,000.00	22,000.00	14,572.50	1,045.00	0.00	7,427.50	66.24
636.000 MISCELLANEOUS REVENUE	100.00	100.00	0.00	0.00	0.00	100.00	0.00
665.000 INTEREST EARNED	10.00	10.00	43.75	0.00	0.00	(33.75)	437.50
699.000 TRANSFER IN	93,920.00	93,920.00	83,920.00	0.00	0.00	10,000.00	89.35
Total Dept 000.000	176,030.00	176,030.00	138,721.05	7,123.60	0.00	37,308.95	78.81
TOTAL REVENUES	176,030.00	176,030.00	138,721.05	7,123.60	0.00	37,308.95	78.81
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	76,125.00	76,125.00	46,201.71	4,362.33	0.00	29,923.29	60.69
702.002 WAGES-OVERTIME	10,000.00	10,000.00	5,854.51	363.96	0.00	4,145.49	58.55
702.446 WAGES/STREET DEPT LABOR	0.00	0.00	3,887.27	427.27	0.00	(3,887.27)	100.00
703.000 PAYROLL TAX	6,750.00	6,750.00	4,603.79	381.54	0.00	2,146.21	68.20
705.000 WORKER'S COMP INSURANCE	1,840.00	1,840.00	1,471.17	90.86	0.00	368.83	79.95
706.000 MEDICAL INSURANCE	18,060.00	18,060.00	11,466.48	1,483.11	0.00	6,593.52	63.49
707.000 LIFE INSURANCE	0.00	0.00	0.32	0.00	0.00	(0.32)	100.00
721.000 LONGEVITY PAY	1,755.00	1,755.00	1,794.00	0.00	0.00	(39.00)	102.22
725.000 RETIREMENT CONTRIBUTION	12,000.00	12,000.00	7,116.77	836.43	0.00	4,883.23	59.31
728.000 OFFICE SUPPLIES	400.00	400.00	384.01	179.79	0.00	15.99	96.00
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	3,263.70	96.00	0.00	8,736.30	27.20
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	387.79	0.00	0.00	5,612.21	6.46
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	4,566.26	891.78	0.00	1,433.74	76.10
778.100 EQUIPMENT REPAIRS-SM	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
801.000 AUDIT FEES	0.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00
853.000 TELEPHONE/INTERNET	1,600.00	1,600.00	349.79	60.02	0.00	1,250.21	21.86
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	2,246.02	324.07	0.00	3,253.98	40.84
921.000 ELECTRIC	4,200.00	4,200.00	1,587.53	180.52	0.00	2,612.47	37.80
922.000 HEAT	4,200.00	4,200.00	913.15	682.68	0.00	3,286.85	21.74
923.000 WATER/SEWER	1,100.00	1,100.00	437.84	218.92	0.00	662.16	39.80
932.000 FOOTINGS/FOUNDATIONS	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	881.56	0.00	0.00	618.44	58.77
956.000 MISCELLANEOUS/OTHER	1,500.00	1,500.00	109.00	109.00	0.00	1,391.00	7.27
960.000 INSURANCE & BONDS	2,700.00	2,700.00	2,721.18	0.00	0.00	(21.18)	100.78
963.000 TRASH/RUBBISH REMOVAL	300.00	300.00	243.93	0.00	0.00	56.07	81.31
Total Dept 000.000	176,030.00	176,030.00	101,487.78	10,688.28	0.00	74,542.22	57.65
TOTAL EXPENDITURES	176,030.00	176,030.00	101,487.78	10,688.28	0.00	74,542.22	57.65
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	176,030.00	176,030.00	138,721.05	7,123.60	0.00	37,308.95	78.81
TOTAL EXPENDITURES	176,030.00	176,030.00	101,487.78	10,688.28	0.00	74,542.22	57.65
NET OF REVENUES & EXPENDITURES	0.00	0.00	37,233.27	(3,564.68)	0.00	(37,233.27)	100.00