

February 7, 2023

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR FEBRUARY 14, 2023 at 11:00 a.m.
COUNCIL CHAMBERS**

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> B. Bothyl | <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 January 10, 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) Capital improvement projects.
2) January bills.
3) Year to date financials.

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
JANUARY 10, 2023

A meeting of the Cemetery Board of Trustees was held Tuesday, January 10, 2023 at 11:00 a.m. in the Municipal Complex Council Chambers.

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

Agenda.

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

Minutes.

A motion was made by Member Raygo and seconded by Member Bastien to approve the minutes of the December 13, 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 Greenwood to close public comment. This motion was carried unanimously.

Bills.

A motion was made by Member Bastien and seconded by Member Greenwood to approve payment of the December bills in the amount of \$10,571.56. This motion was carried unanimously.

Financials for Month Ending December 31st.

The report was reviewed.

Department Report.

The report was heard.

Adjourn.

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


Susan K. Johnson

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
01/10/2023	CEM	5288	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	230.83
01/19/2023	CEM	5289	A1130	AT & T	PHONE SERVICE - JANUARY 2023	259.60
01/31/2023	CEM	1(S)	M1189	MENARDS - MARINETTE	SUPPLIES	0.00
01/31/2023	CEM	5290	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	49.41
01/31/2023	CEM	5291	A1070	AUTO PRO'S SERVICE CENTER	REPAIR 1992 FORD F350	148.55
01/31/2023	CEM	5292	B1244	BELLIN HEALTH, INC	DOT EXAM ACCT #2220513582	73.00
01/31/2023	CEM	5293	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	196.04
01/31/2023	CEM	5294	C1036	CITY OF MENOMINEE	DECEMBER 2022 - PAYROLL & FRINGES	7,945.72
01/31/2023	CEM	5295	C1036	CITY OF MENOMINEE	OCTOBER 2022 - GAS BILLING	135.11
01/31/2023	CEM	5296	C1036	CITY OF MENOMINEE	AUDIT FEE - FYE 6/2022	1,000.00
01/31/2023	CEM	5297	C1326	COUNTRY VISIONS CO-OP	LP GAS CYLINDERS 100# (6)	2,142.53
01/31/2023	CEM	5298	S1316	STATELINE APPAREL	JASNOVSKY-GLOVES (1), SHIRTS (2), JACK	192.96
01/31/2023	CEM	5299	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	288.34
01/31/2023	CEM	5300	W1001	WALTER BROTHERS INC.	SUPPLIES	33.99
CEM TOTALS:						12,696.08

Total of 14 Disbursements:

12,696.08

ACCOUNT DESCRIPTION	2022-23		2022-23		ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BUDGET USED
	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 01/31/2023	MONTH 01/31/23	YEAR-TO-DATE	BALANCE			
Fund 209 - CEMETERY OPERATIONS FUND									
Revenues									
Dept 000.000									
634.000 BURIAL FEES	77,000.00	77,000.00	63,958.60	6,350.00	0.00	13,041.40	83.06		
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	21,945.00	4,702.50	0.00	8,055.00	73.15		
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	19.82	0.00	0.00	(19.82)	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	86,458.42	11,052.50	0.00	254,822.58	25.33		
TOTAL REVENUES									
	280,395.00	341,281.00	86,458.42	11,052.50	0.00	254,822.58	25.33		
Expenditures									
Dept 000.000									
702.000 WAGES/SALARIES	93,000.00	93,000.00	48,255.49	4,243.54	0.00	44,744.51	51.89		
702.002 WAGES-OVERTIME	4,000.00	4,000.00	1,264.26	365.97	0.00	2,735.74	31.61		
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	602.21	44.36	0.00	8,397.79	6.69		
703.000 PAYROLL TAX	8,200.00	8,200.00	4,135.66	328.90	0.00	4,064.34	50.43		
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	1,025.30	81.12	0.00	1,224.70	45.57		
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	12,347.27	1,570.42	0.00	16,772.73	42.40		
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	7,432.82	1,099.95	0.00	9,567.18	43.72		
728.000 OFFICE SUPPLIES	450.00	450.00	390.38	0.00	0.00	59.62	86.75		
776.000 BLDG REPAIRS/SUPPLIES	12,000.00	12,000.00	4,246.83	818.85	0.00	7,753.17	35.39		
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	753.96	33.99	0.00	5,246.04	12.57		
801.000 AUDIT FEES	7,000.00	7,000.00	13,698.54	197.96	0.00	(6,698.54)	195.69		
853.000 TELEPHONE/INTERNET	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00		
867.000 GAS/OIL/GREASE	2,600.00	2,600.00	1,696.41	259.60	0.00	903.59	65.25		
921.000 ELECTRIC	6,000.00	6,000.00	4,161.04	840.19	0.00	1,838.96	69.35		
922.000 HEAT	5,000.00	5,000.00	2,035.21	230.83	0.00	2,964.79	40.70		
923.000 WATER/SEWER	7,000.00	7,000.00	2,938.36	1,535.17	0.00	4,061.64	41.98		
932.000 FOOTINGS/FOUNDATIONS	1,200.00	1,200.00	497.60	0.00	0.00	702.40	41.47		
940.000 EQUIPMENT RENTAL	2,000.00	2,000.00	2,164.00	0.00	0.00	(164.00)	108.20		
956.000 MISCELLANEOUS/OTHER	1,500.00	1,500.00	143.07	143.07	0.00	1,356.93	9.54		
960.000 INSURANCE & BONDS	1,000.00	1,000.00	1,635.00	0.00	0.00	(635.00)	163.50		
963.000 TRASH/RUBBISH REMOVAL	3,100.00	3,100.00	3,063.18	0.00	0.00	36.82	98.81		
970.000 CAPITAL OUTLAY	1,700.00	1,700.00	1,351.06	82.50	0.00	348.94	79.47		
	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	125,934.56	11,876.42	30,383.96	184,962.48	45.80		
TOTAL EXPENDITURES									
	280,395.00	341,281.00	125,934.56	11,876.42	30,383.96	184,962.48	45.80		
Fund 209 - CEMETERY OPERATIONS FUND:									
TOTAL REVENUES	280,395.00	341,281.00	86,458.42	11,052.50	0.00	254,822.58	25.33		
TOTAL EXPENDITURES	280,395.00	341,281.00	125,934.56	11,876.42	30,383.96	184,962.48	45.80		
NET OF REVENUES & EXPENDITURES	0.00	0.00	(39,476.14)	(823.92)	(30,383.96)	69,860.10	100.00		

JANUARY 2023 CEMETERY ACTIVITY REPORT

11 BURIALS

Resident Vault Burials-6....@ \$750 each.....	\$ 4,500.00
Non-Resident Vault Burial... 1 @ \$ 1,500 each.....	\$ 1,500.00
Resident cremation WINTER Burials-1....@ \$450 each.....	\$ 450.00
Resident cremation Burials- (no heat)2....@ \$350 each.....	\$ 700.00
Non-Resident cremation WINTER Burials-1....@ \$800 each.....	\$ 800.00

4 LOTS SOLD

Resident single lot.....1 @ 550.00.....	\$ 550.00
Resident double lot2@ 1,100.00.....	\$ 2,200.00
Non-Resident double lot1@ \$2,200.00.....	\$ 2,200.00

MISC:

Prepaid resident cremation.....2 @ 350.00.....	\$ 700.00
Prepaid non-resident cremation.....1 @ 700.....	\$700.00

TOTAL REVENUE JANUARY 2023.....	\$ 14,300.00
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