

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR MARCH 6, 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 February 11, 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) Fee schedule adjustments.
- 3) February bills.
- 4) Year to date financials.
- 5) 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
FEBRUARY 11, 2020

A meeting of the Cemetery Board of Trustees was held Tuesday, February 11, 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: Susan Johnson

Agenda.

A motion was made by Mr. Bastien and seconded by Mr. Reid to amend the agenda by removing adjustments to the Fee Schedule and approve the amended agenda for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Mr. Reid and seconded by Ms. Raygo to approve the minutes of the January 14, 2020 meeting as corrected. 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.

Equipment Inventory.

A list was presented. Staff recommended not replacing anything at this time.

Capital Improvement Items.

Items include the irrigation system, chapel tuck pointing, gate, and the main road.

Request from the Bertrand Family to Buy Back Lots.

A motion was made by Mr. Reid and seconded by Ms. Raygo to buy four (4) lots in Section E, Lot 9, 10 and 11 of B from Sharon Tranchita and Harold Bertrand for \$260 with each being paid \$130. This motion was carried unanimously.

Bills.


A motion was made by Mr. Bastien and seconded by Mr. Reid to approve payment of the January bills in the amount of \$16,834.60. This motion was carried unanimously.

Financials for Month Ending January 31st.

The report was reviewed.

Adjourn.

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


Susan K. Johnson



City of Menominee
Council Committee
Agenda Item

TITLE: Increase Burial Fees to align with approved Resolution dated 3/18/2014 and winter costs

Requesting Agency: Director of DPW Office

Meeting Date: March 6, 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 burial fees increases; current fee schedule; approved resolution and burial cost calculations

PURPOSE:

Request that the Cemetery Board increase burial fees to match the increases in the resolution dated March 18, 2014 as well as an increase in winter vault burials 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. Per the attached, The City of Menominee is losing \$300.11 on every winter vault burial and \$64.78 on every winter cremation burial. In addition, A Resolution of the Council of the City of Menominee, Michigan Amending the Master Schedule of fees and charges was approved on March 18, 2014 but the increased fees were never increased on the current fee schedule.

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; and cremation burial increases approved in resolution dated 3/18/2014.

COMMITTEE RECOMMENDATION / ACTION:

Fee Schedule

Riverside Cemetery

Vault Burials:

	Recommended	Current**
Vault Burials - Resident	\$600.00	
Vault Burials – Non-Resident	\$1,200.00	
If heater is used-Resident	\$900.00 *	\$0.00
If heater is used-Non-Resident	\$1,500.00 *	\$0.00
Saturday Burial – Resident	\$1,200.00	
Saturday Burials – Non-Resident.....	\$2,400.00	
Saturday heater used-Resident	\$1,500.00 *	\$0.00
Saturday heater is used-Non-Resident	\$2,700.00 *	\$0.00
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	\$600.00***
Saturday Burial – Resident	\$400.00	
Saturday Burials – Non-Resident.....	\$800.00	
Saturday heater used-Resident	\$500.00	\$600.00***
Saturday heater is used-Non-Resident	\$900.00	\$1,200.00***
Disinterment to leave Riverside	\$400.00	
Disinter/Reinter in Riverside	\$600.00	

Foundation/Flush Marker Setting:

.....	\$0.40 sq. inch	\$0.35 sq. inch
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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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* Recommend Adding to Fee Schedule in 2020

** Current price is the same unless otherwise noted

*** Recommend Revising Fee Schedule in 2020 to reflect fee increase approved in resolution dated 3/18/2014

**A RESOLUTION OF THE COUNCIL OF
THE CITY OF MENOMINEE, MICHIGAN
AMENDING THE MASTER SCHEDULE
OF FEES AND CHARGES.**

WHEREAS, the Michigan Constitution provides local governments with the power and authority to adopt resolutions and ordinances relating to its municipal concerns, property, and government, subject to the Constitution and law;

WHEREAS, the City of Menominee is a Michigan Home Rule City, and is permitted by the Michigan Home Rule Cities Act to provide in its charter for the exercise of municipal powers for the management and control of municipal property and for the administration of the municipal government;

WHEREAS, Section 2.11 of the Charter of the City of Menominee establishes that the City of Menominee may legislate by resolution those matters pertaining to the internal affairs or concerns of the City government not otherwise enumerated there;

WHEREAS, various ordinances in the 2013 City of Menominee ordinance codification, effective March 1, 2013, require fees and other charges to be established by resolution of the Council;

WHEREAS, the purpose of this Resolution is to amend the following amount of fees and charges:

**Fee Schedule
Riverside Cemetery
~~July 1, 2013~~ March 18, 2014**

Vault Burials:

Vault Burials – Resident	\$600.00
Vault Burials – Non-Resident	\$1,200.00
Saturday burial – Resident	\$1,200.00
Saturday burial – Non-Resident	\$2,400.00
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	\$600.00 *
Saturday burial – Resident	\$400.00

* FEE SCHEDULE NEVER REVISED AS OF 2-28-2020

Saturday burial – Non-Resident	\$800.00
Saturday heater used	\$600.00 *
Saturday heater used – Non-Resident	\$1,200.00 *
Disinterment-vault/cherub	
Disinterment to leave Riverside	\$400.00
Disinter/Reinter in Riverside	\$600.00
Foundation / Flush Marker	
Setting:	\$.35 sq inch
Burial Rights Sales:	
Two grave lot (100sf) – Resident	\$1,100.00
Two grave lot (100sf) – Non-Resident	\$2,200.00
Single Grave (50sf) – Resident	\$550.00
Single Grave (50sf) – Non-Resident	\$1,100.00
Baby Unit – Parent Resident	\$138.00
Baby Unit – Parent Non-Resident	\$276.00
Soldiers 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
Vault Storage:	
Winter Season	\$5.00 per day

NOW, THEREFORE, be it resolved by the Council of the City of Menominee as follows:

1. That the amendment to the Schedule of Fees and Charges listed above is adopted with an effective date to be upon adoption by the City Council.
2. That any other fees and charges previously approved by the City Council, and not included in the Schedule, shall remain in full force and effect.

* FEE SCHEDULE NEVER REVISED AS OF 2-28-2020

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Current
Fee Schedule
Riverside Cemetery
2-28-2020

Vault Burials:

Vault Burials – Resident	\$600.00
Vault Burials – Non-Resident	\$1,200.00
Saturday burial – Resident	\$1,200.00
Saturday burial – Non-Resident	\$2,400.00
Disinterment to leave Riverside	\$1,200.00
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Cremation Burials:

Cremation & Infant Burials – Resident	\$200.00
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Saturday burial – Resident	\$400.00
Saturday burial – Non-Resident	\$800.00
Saturday heater used – Resident	\$500.00
Saturday heater used – Non-Resident	\$900.00
Disinterment to leave Riverside	\$400.00
Disinter/Reinter in Riverside	\$600.00

\$600.
 \$500.00
 \$600.
 \$900.00
 \$1200.
 FEE
 ADJUSTMENTS
 APPROVED
 3/18/2014
 BUT NEVER
 IMPLEMENTED

Foundation / Flush Marker Setting:	\$.35 sq inch
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Burial Rights Sales:

Two grave lot (100sf) – Resident	\$1,100.00
Two grave lot (100sf) – Non-Resident	\$2,200.00
Single Grave (50sf) – Resident	\$550.00
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Baby Unit – Parent Resident	\$138.00
Baby Unit – Parent Non-Resident	\$276.00
Soldiers 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 per day
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TYPE OF BURIAL FOR RESIDENTS	HOURS (2) PEOPLE	HOURLY LABOR RATE	HOURLY BENEFIT RATE	TOTAL HOURLY RATE	LABOR COST	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						\$ 291.48	\$ 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	\$ 900.11	\$ 600.00	\$ (300.11)	\$ 300.00	\$ 900.00	\$ (0.11)

TYPE OF BURIAL FOR RESIDENTS 2017	QTY	COST PER BURIAL	TOTAL COST	FEE CHARGED PER BURIAL	TOTAL FEE CHARGED	DIFFERENCE OF TOTAL FEE -TOTAL COST
CREMATION	43	\$ 145.74	\$ 6,266.82	\$ 200.00	\$ 8,600.00	\$ 2,333.18
WINTER CREMATION	8	\$ 364.78	\$ 2,918.24	\$ 300.00	\$ 2,400.00	\$ (518.24)
VAULT BURIAL	30	\$ 376.76	\$ 11,302.80	\$ 600.00	\$ 18,000.00	\$ 6,697.20
WINTER VAULT BURIAL	19	\$ 900.11	\$ 17,102.09	\$ 600.00	\$ 11,400.00	\$ (5,702.09)
	100				\$ 2,810.05	

TYPE OF BURIAL FOR RESIDENTS 2018	QTY	COST PER BURIAL	TOTAL COST	FEE CHARGED PER BURIAL	TOTAL FEE CHARGED	DIFFERENCE OF TOTAL FEE -TOTAL COST
CREMATION	46	\$ 145.74	\$ 6,704.04	\$ 200.00	\$ 9,200.00	\$ 2,495.96
WINTER CREMATION	5	\$ 364.78	\$ 1,823.90	\$ 300.00	\$ 1,500.00	\$ (323.90)
VAULT BURIAL	34	\$ 376.76	\$ 12,809.84	\$ 600.00	\$ 20,400.00	\$ 7,590.16
WINTER VAULT BURIAL	26	\$ 900.11	\$ 23,402.86	\$ 600.00	\$ 15,600.00	\$ (7,802.86)
	111				\$ 1,959.36	

TYPE OF BURIAL FOR RESIDENTS 2019	QTY	COST PER BURIAL	TOTAL COST	FEE CHARGED PER BURIAL	TOTAL FEE CHARGED	DIFFERENCE OF TOTAL FEE -TOTAL COST
CREMATION	47	\$ 145.74	\$ 6,849.78	\$ 200.00	\$ 9,400.00	\$ 2,550.22
WINTER CREMATION	7	\$ 364.78	\$ 2,553.46	\$ 300.00	\$ 2,100.00	\$ (453.46)
VAULT BURIAL	23	\$ 376.76	\$ 8,665.48	\$ 600.00	\$ 13,800.00	\$ 5,134.52
WINTER VAULT BURIAL	22	\$ 900.11	\$ 19,802.42	\$ 600.00	\$ 13,200.00	\$ (6,602.42)
	99				\$ 628.86	

CALCULATIONS
P 1 OF 2

TYPE OF BURIAL FOR RESIDENTS 2017	QTY	COST PER BURIAL	TOTAL COST	FEE CHARGED PER BURIAL	TOTAL FEE CHARGED	DIFFERENCE OF TOTAL FEE -TOTAL COST
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WINTER VAULT BURIAL	22	\$ 900.11	\$ 19,802.42	\$ 600.00	\$ 13,200.00	\$ (6,602.42)
99						\$ 628.86

CALCULATIONS

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
02/10/2020	1ST	4880	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	182.42
02/11/2020	1ST	4881	MISC	SHARON TRANCHITA	BUY BACK LOTS IN SEC E, LOT 9-10 & 11	130.00
02/11/2020	1ST	4882	MISC	HAROLD BERTRAND	BUY BACK LOTS IN SEC E, LOT 9-10 & 11	130.00
02/21/2020	1ST	4883	A1130	AT & T	CEMETERY PHONE SERVICE 2/7/20 - 3/6/20	59.92
02/29/2020	1ST	4884	C1036	CITY OF MENOMINEE	PAYROLL & FRINGES NOV 2019	10,827.07
02/29/2020	1ST	4885	C1326	COUNTRY VISIONS CO-OP	UNLEADED GAS - TICKET #380838	1,018.73
02/29/2020	1ST	4886	M1079	MEMOMINEE IND. SUPPLY LLC	PARTS/SUPPLIES	696.11
02/29/2020	1ST	4887	M1029	NKS TIRE SERVICE	BACK HOE REPAIR	115.00
02/29/2020	1ST	4888	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	20.08
02/29/2020	1ST	4889	J1188	JOHN DEERE FINANCIAL	PARTS-SUPPLIES	834.10
02/29/2020	1ST	4890	M1079	MEMOMINEE IND. SUPPLY LLC	PARTS-SUPPLIES	408.91
02/29/2020	1ST	4891	W1001	WALTER BROTHERS INC.	SUPPLIES	11.37

1ST TOTALS:

Total of 12 Disbursements:

14,433.71

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE

PERIOD ENDING 02/29/2020

ACCOUNT DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 02/29/2020	ACTIVITY FOR MONTH 02/29/20	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	42,784.80	2,600.00	0.00	17,215.20	71.31
634.100 BURIAL PLOT SALES	22,000.00	22,000.00	14,312.50	(260.00)	0.00	7,687.50	65.06
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	54.95	0.00	0.00	(44.95)	549.50
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	141,072.25	2,340.00	0.00	34,957.75	80.14
TOTAL REVENUES	176,030.00	176,030.00	141,072.25	2,340.00	0.00	34,957.75	80.14
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	76,125.00	76,125.00	51,016.57	4,814.86	0.00	25,108.43	67.02
702.002 WAGES-OVERTIME	10,000.00	10,000.00	6,370.12	515.61	0.00	3,629.88	63.70
702.446 WAGES/STREET DEPT LABOR	0.00	0.00	3,926.49	39.22	0.00	(3,926.49)	100.00
703.000 PAYROLL TAX	6,750.00	6,750.00	5,003.01	399.22	0.00	1,746.99	74.12
705.000 WORKER'S COMP INSURANCE	1,840.00	1,840.00	1,562.98	91.81	0.00	277.02	84.94
706.000 MEDICAL INSURANCE	18,060.00	18,060.00	13,153.87	1,687.39	0.00	4,906.13	72.83
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	1,794.07	0.00	0.00	(39.00)	102.22
725.000 RETIREMENT CONTRIBUTION	12,000.00	12,000.00	7,903.57	786.80	0.00	4,096.43	65.86
728.000 OFFICE SUPPLIES	400.00	400.00	384.01	0.00	0.00	15.99	96.00
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	5,234.27	1,970.57	0.00	6,765.73	43.62
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	4,681.26	115.00	0.00	1,318.74	78.02
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	409.71	59.92	0.00	1,190.29	25.61
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	2,508.01	261.99	0.00	2,991.99	45.60
921.000 ELECTRIC	4,200.00	4,200.00	1,769.95	182.42	0.00	2,430.05	42.14
922.000 HEAT	4,200.00	4,200.00	1,669.89	756.74	0.00	2,530.11	39.76
923.000 WATER/SEWER	1,100.00	1,100.00	437.84	0.00	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	0.00	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	113,169.33	11,681.55	0.00	62,860.67	64.29
TOTAL EXPENDITURES	176,030.00	176,030.00	113,169.33	11,681.55	0.00	62,860.67	64.29
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	176,030.00	176,030.00	141,072.25	2,340.00	0.00	34,957.75	80.14
TOTAL EXPENDITURES	176,030.00	176,030.00	113,169.33	11,681.55	0.00	62,860.67	64.29
NET OF REVENUES & EXPENDITURES	0.00	0.00	27,902.92	(9,341.55)	0.00	(27,902.92)	100.00