

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR MARCH 8, 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 January 11, 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) Capital outlay budget submittals.
- 2) Entrance project.
- 3) January and 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
JANUARY 11, 2022

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

PRESENT: Dick Bastien, Brett Botbyl, Jane Raygo, and Kathy Brofka
ABSENT: None

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 December 14, 2021 meeting as presented. This motion was carried unanimously.

Public Comment.

Jack Felch was heard.

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

Bills.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve payment of the December bills in the amount of \$11,470.02. This motion was carried unanimously.

Financials for Month Ending December 31st


The report was reviewed.

Department Report.

The report was received.

Adjourn.

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


Kathleen A. Brofka

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
01/11/2022	CEM	5135	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	175.36
01/26/2022	CEM	5136	A1130	AT & T	PHONE SERVICE - JANUARY 2022	217.27
01/31/2022	CEM	5137	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	9.19
01/31/2022	CEM	5138	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	19.24
01/31/2022	CEM	5139	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	579.00
01/31/2022	CEM	5140	C1326	COUNTRY VISIONS CO-OP	KEYS (2) & KEY CODE	37.72
01/31/2022	CEM	5141	K1139	KOEHNE	SUPPLIES	142.50
01/31/2022	CEM	5142	L1221	LITHOCRAFTERS PRINTING, INC	8' OF 2" PVC	56.00
01/31/2022	CEM	5143	M1015	LONG HEATING & COOLING, INC.	SUPPLIES	61.37
01/31/2022	CEM	5144	P1130	MILLER'S ACTION OFFICE SUPPLY, INC	FLAT BARS	46.02
01/31/2022	CEM	5145	A1303	ADVANCE STORES COMPANY, INC	PARTS	149.29
01/31/2022	CEM	5146	C1326	COUNTRY VISIONS CO-OP	LP GAS CYLINDERS 100# (8)	554.48
01/31/2022	CEM	5147	L1015	LONG HEATING & COOLING, INC.	SERVICE CALL ON HEATER	335.00
01/31/2022	CEM	5148	W1001	WALTER BROTHERS INC.	SUPPLIES	82.95
01/31/2022	CEM	5149	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	878.04

CEM TOTALS:

Total of 15 Disbursements:

3,343.43

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
02/09/2022	CEM	5150	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRC SERVICE	288.40
02/17/2022	CEM	5151	A1130	AT & T	CEMETERY PHONE SERVICE - FEB 2022	217.19
02/28/2022	CEM	5152	S1316	STATELINE APPAREL	JOHN JASENOWSKI-SHIRT/BIBS	204.97
02/28/2022	CEM	5153	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	59.68
02/28/2022	CEM	5154	C1036	CITY OF MENOMINEE	DECEMBER 2021 & JANUARY 2022-PAYROLL &	17,813.72
02/28/2022	CEM	5155	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - CHURCH	2,018.48
02/28/2022	CEM	5156	MISC	DELORES BOUTCHER	REFUND - BURIAL	200.00
02/28/2022	CEM	5157	K1139	KOEHN	KEY CODE	10.00
02/28/2022	CEM	5158	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	183.30
02/28/2022	CEM	5159	W1001	WALTER BROTHERS INC.	SUPPLIES	50.98
CEM TOTALS:						

Total of 10 Disbursements:

21,046.72

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
PERIOD ENDING 02/28/2022

PRELIMINARY

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022	ACTIVITY FOR MONTH 02/28/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	70,727.60	5,050.00	0.00	6,272.40	91.85
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	21,072.50	2,090.00	0.00	8,927.50	70.24
665.000 INTEREST EARNED	30.00	30.00	11.87	0.00	0.00	18.13	39.57
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	174,623.99	7,140.00	0.00	96,072.01	64.51
TOTAL REVENUES	270,696.00	270,696.00	174,623.99	7,140.00	0.00	96,072.01	64.51
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,000.00	78,000.00	45,865.28	3,737.84	0.00	32,134.72	58.80
702.002 WAGES-OVERTIME	10,250.00	10,250.00	2,413.20	349.47	0.00	7,836.80	23.54
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	5,694.71	878.62	0.00	(1,694.71)	142.37
703.000 PAYROLL TAX	7,057.00	7,057.00	4,359.18	359.36	0.00	2,697.82	61.77
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	93.88	93.88	0.00	280.08	79.35
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	14,284.92	1,576.81	0.00	14,319.08	49.94
707.000 LIFE INSURANCE	0.00	0.00	5.23	2.89	0.00	(5.23)	100.00
721.000 LONGEVITY PAY	234.00	234.00	234.00	0.00	0.00	0.00	100.00
725.000 RETIREMENT CONTRIBUTION	19,995.00	19,995.00	8,501.24	1,051.38	0.00	11,493.76	42.52
728.000 OFFICE SUPPLIES	450.00	450.00	395.53	0.00	0.00	54.47	87.90
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	4,309.83	325.63	0.00	7,690.17	35.92
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	1,043.32	183.30	0.00	4,956.68	17.39
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	4,141.07	0.00	4,846.00	(2,987.07)	149.78
801.000 AUDIT FEES	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00
853.000 TELEPHONE/INTERNET	1,600.00	1,600.00	1,627.02	217.19	0.00	(27.02)	101.69
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	3,275.48	286.01	0.00	2,224.52	59.55
921.000 ELECTRIC	4,200.00	4,200.00	1,799.41	288.40	0.00	2,400.59	42.84
922.000 HEAT	4,200.00	4,200.00	4,905.87	2,018.48	0.00	(705.87)	116.81
923.000 WATER/SEWER	1,100.00	1,100.00	447.60	0.00	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	1,424.62	82.50	0.00	275.38	83.80
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	115,185.25	11,451.76	4,846.00	150,664.75	44.34
TOTAL EXPENDITURES	270,696.00	270,696.00	115,185.25	11,451.76	4,846.00	150,664.75	44.34
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	270,696.00	270,696.00	174,623.99	7,140.00	0.00	96,072.01	64.51
TOTAL EXPENDITURES	270,696.00	270,696.00	115,185.25	11,451.76	4,846.00	150,664.75	44.34
NET OF REVENUES & EXPENDITURES	0.00	0.00	59,438.74	(4,311.76)	(4,846.00)	(54,592.74)	100.00

JANUARY 2022 CEMETERY ACTIVITY REPORT

7 BURIALS

Resident Vault Burials-2....@ \$750 each.....	\$ 1,500.00
Resident SATURDAY Vault Burial.... 1 @ \$ 1,500 each.....	\$ 1,500.00
Non-Resident Vault Burial... 4 @ \$ 1,500 each.....	\$ 6,000.00

LOTS SOLD (3)

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

TOTAL REVENUE JANUARY 2022.....	\$ 12,850.00
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February 2022 CEMETERY ACTIVITY REPORT

1 Burial

RESIDENT BURIALS (1)

Resident Vault Burials-1....@ \$750 each..... \$ 750.00

LOTS SOLD (0)

TOTAL REVENUE February 2022..... \$,750..00
