

March 08, 2023

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

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

- | | |
|-------------------------------------|---------------------------------------|
| ☐ B. Botbyl | ☐ R. Greenwood |
| ☐ D. Bastien | ☐ J. Raygo |
| ☐ K. Brofka | |

C) APPROVAL OF MEETING AGENDA.

D) MINUTES OF PREVIOUS MEETINGS:

- 1) Regular meeting of February 14, 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) Request from Joyce Strahl to sell lot back.
- 2) February 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
FEBRUARY 14, 2023

A meeting of the Cemetery Board of Trustees was held Tuesday, February 14, 2023 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Bothyl, Dick Bastien, Jane Raygo, and Kathy Brofka
ABSENT: Rachel Greenwood (excused)
ALSO PRESENT: Susan Johnson

Agenda.

A motion was made by Member Bastien and seconded by Member Raygo 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 January 10, 2023 meeting as presented. This motion was carried unanimously.

Public Comment.

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

Capital Improvement Projects.

The priority item for the upcoming year is Chapel tuckpointing.

Bills.

A motion was made by Member Bastien and seconded by Member Raygo to approve payment of the January bills in the amount of \$12,696.08. This motion was carried unanimously.

Financials for Month Ending January 31st.

A motion was made by Member Raygo and seconded by Member Bastien to accept the financial report. This motion was carried unanimously.

Department Report.

The report was received.

Adjourn.

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

Susan K. Johnson

Sandra Bayerl

From: Public Works
Sent: Thursday, February 16, 2023 10:25 AM
To: Sandra Bayerl
Cc: Susan Johnson; Kathy Brofka
Subject: cemetery board
Attachments: Scan.pdf

Hi There,

Could we put this on the next months agenda please.

Joyce Strahl would like to sell back her plot Sec 1 Unit 1 of lot 24 she paid \$ 320.00 for it on 6/2/97.

She will be moving to Texas with her daughter and not using it.

New contact info is :

C/O Diane Vos Jones (832) 725-0777

8218 Thetford Lane

Houston TX 77070

Thank-you

Michelle Salter

City of Menominee

Department of Public Works/ Riverside Cemetery and Parks Secretary

(906) 864-6837

LOT NO. Unit 1 of 24 SEC. 1

SQ. FEET 50

LOT OWNER Joyce M. Strahl
2206 13th Avenue Menominee, MI

BURIALS

1	
2	
3	
4	
5	
6	
7	Purchased single unit 6/2/97.
8	Ground & Turf \$160.00
9	Perp Care \$160.00
0	TOTAL \$320.00
1	
2	
3	
4	
5	

WEST PERP. CARE

1									

STRAHL, Joyce M Unit 1 of 24 Sec. 1

Purchased single unit 6/2/97, for \$320.00

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
02/08/2023	CEM	5301	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	220.75
02/24/2023	CEM	5302	A1130	AT & T	PHONE SERVICE - FEBRUARY 2023	259.79
02/28/2023	CEM	5303	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	39.09
02/28/2023	CEM	5304	F1186	AMERICAN FLAGS 4 LESS	VETERAN'S FLAGS & FLAG HOLDERS	4,940.40
02/28/2023	CEM	5305	C1036	CITY OF MENOMINEE	JANUARY 2023 - PAYROLL & FRINGES	7,945.84
02/28/2023	CEM	5306	C1036	CITY OF MENOMINEE	JANUARY 2023 - GFL TRASH REMOVAL	82.50
02/28/2023	CEM	5307	C1036	CITY OF MENOMINEE	NOV 2022 AND DEC 2022 - GAS BILLING	232.83
02/28/2023	CEM	5308	C1326	COUNTRY VISIONS CO-OP	LP GAS CYLINDERS 100# (7)	1,430.80
02/28/2023	CEM	5309	P1130	PLUTCHAK FAB LLC	SUPPLIES	48.85
02/28/2023	CEM	5310	R1004	REINDERS INC.	GROUNDMASTER/DECK/SEAT-CUST #143781	25,529.56
02/28/2023	CEM	5311	T1080	TRI-CITY PLUMBING, LLC	REPAIRS TO BATHROOM SINK	156.24
02/28/2023	CEM	5312	W1001	WALTER BROTHERS INC.	SUPPLIES	44.97

CEM TOTALS:

Total of 12 Disbursements:

40,931.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE

PERIOD ENDING 02/28/2023

PRELIMINARY

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 02/28/2023	ACTIVITY FOR MONTH 02/28/23	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED

Fund 209 - CEMETERY OPERATIONS FUND

Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	73,858.60	9,900.00	0.00	3,141.40	95.92
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	24,035.00	2,090.00	0.00	5,965.00	80.12
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	32.97	0.00	0.00	(32.97)	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	98,461.57	11,990.00	0.00	242,819.43	28.85
TOTAL REVENUES	280,395.00	341,281.00	98,461.57	11,990.00	0.00	242,819.43	28.85

Expenditures

Dept 000.000							
702.000 WAGES/SALARIES	93,000.00	93,000.00	52,530.75	4,275.26	0.00	40,469.25	56.48
702.002 WAGES-OVERTIME	4,000.00	4,000.00	1,896.39	632.13	0.00	2,103.61	47.41
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	624.39	22.18	0.00	8,375.61	6.94
703.000 PAYROLL TAX	8,200.00	8,200.00	4,485.71	350.05	0.00	3,714.29	54.70
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	1,109.91	84.61	0.00	1,140.09	49.33
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	13,911.81	1,564.54	0.00	15,208.19	47.77
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	8,548.31	1,115.49	0.00	8,451.69	50.28
728.000 OFFICE SUPPLIES	450.00	450.00	390.38	0.00	0.00	59.62	86.75
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	9,232.20	4,985.37	0.00	2,767.80	76.94
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	910.20	156.24	0.00	5,089.80	15.17
778.000 EQUIPMENT REPAIRS	7,000.00	7,000.00	13,786.48	87.94	0.00	(6,786.48)	196.95
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	2,600.00	2,600.00	1,956.20	259.79	0.00	643.80	75.24
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	4,161.04	0.00	0.00	1,838.96	69.35
921.000 ELECTRIC	5,000.00	5,000.00	2,255.96	220.75	0.00	2,744.04	45.12
922.000 HEAT	7,000.00	7,000.00	4,369.16	1,430.80	0.00	2,630.84	62.42
923.000 WATER/SEWER	1,200.00	1,200.00	497.60	0.00	0.00	702.40	41.47
932.000 FOOTINGS/FOUNDATIONS	2,000.00	2,000.00	2,164.00	0.00	0.00	(164.00)	108.20
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	143.07	0.00	0.00	1,356.93	9.54
956.000 MISCELLANEOUS/OTHER	1,000.00	1,000.00	1,635.00	0.00	0.00	(635.00)	163.50
960.000 INSURANCE & BONDS	3,100.00	3,100.00	3,063.18	0.00	0.00	36.82	98.81
963.000 TRASH/RUBBISH REMOVAL	1,700.00	1,700.00	1,516.06	165.00	0.00	183.94	89.18
970.000 CAPITAL OUTLAY	60,000.00	120,886.00	36,352.59	25,529.56	0.00	84,533.41	30.07
Total Dept 000.000	280,395.00	341,281.00	166,814.27	40,879.71	0.00	174,466.73	48.88
TOTAL EXPENDITURES	280,395.00	341,281.00	166,814.27	40,879.71	0.00	174,466.73	48.88

Fund 209 - CEMETERY OPERATIONS FUND:

TOTAL REVENUES	280,395.00	341,281.00	98,461.57	11,990.00	0.00	242,819.43	28.85
TOTAL EXPENDITURES	280,395.00	341,281.00	166,814.27	40,879.71	0.00	174,466.73	48.88
NET OF REVENUES & EXPENDITURES	0.00	0.00	(68,352.70)	(28,889.71)	0.00	68,352.70	100.00

FEBRUARY 2023 CEMETERY ACTIVITY REPORT

8 BURIALS

Resident Vault Burials-2....@ \$750 each.....	\$ 1,500.00
Non-Resident Vault Burial... 2 @ \$ 1,500 each.....	\$ 3,000.00
Resident cremation WINTER Burials-2....@ \$450 each.....	\$ 900.00
Non-Resident cremation WINTER Burials-1....@ \$800 each...	\$ 800.00
Prepaid Resident Vault Burial.....	1

2 LOTS SOLD

Resident double lot2@ 1,100.00.....	\$ 2,200.00
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MISC:

Prepaid non-resident cremation.....1 @ 700.....	\$700.00
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<i>TOTAL REVENUE FEBRUARY 2023.....</i>	<i>9,100.00</i>
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