

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR APRIL 13, 2021 - 11:00 A.M.
COUNCIL CHAMBERS AND ELECTRONICALLY**

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 March 9, 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) Old business.
- 2) 2021-2022 Operating Budget.
- 3) March bills.
- 4) Year to date financials.
- 5) Department report.

G) ADJOURN.

Electronic Remote Access Information:

Call in # 312-626-6799 Enter Meeting ID: 823 4199 0779 Press #

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.
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The City of Menominee is an Equal Opportunity Provider and Employer



CEMETERY BOARD OF TRUSTEES
MARCH 9, 2021

A meeting of the Cemetery Board of Trustees was held Tuesday, March 9, 2021 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: John Jasenovsky, Michelle Salter (late), and Susan Johnson

Agenda.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve the 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 February 9, 2021 meeting as presented. This motion was carried unanimously.

Public Comment.

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

Old Business.

The discussion included classification by the State of 14th Avenue leading into the cemetery and the cremation policy.

Bills.

A motion was made by Mr. Bastien and seconded by Ms. Raygo to approve payment of the February bills in the amount of \$3,287.95.

AYES: Bastien, Raygo, Reid, Brofka, and Graff
NAYS: None

This motion was carried unanimously.

Financials for Month Ending February 28th.

The report was reviewed.

Department Report.

The report was received.

Adjourn.

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


Susan K. Johnson

BUDGET REPORT FOR CITY OF MENOMINEE
Fund: 150 CEMETERY PERPETUAL CARE FUND

Calculations as of 12/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 12/31/20	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES							
Dept 000.000							
150-000.000-634.200	PERPETUAL CARE SALES	1,595	1,238	1,000	770	1,000	1,000
150-000.000-665.000	INTEREST EARNED	22,051	20,198	13,000	4,560	13,000	13,000
150-000.000-666.000	DIVIDENDS	2,615	4,117	2,000	792	2,000	2,000
150-000.000-669.000	GAIN ON INVESTMENT	(72)	35,297		818		
150-000.000-670.000	NET INCREASE-FAIR VALUE INVEST	63,710	(24,758)				
Totals for dept 000.000 -		89,899	36,092	16,000	6,940	16,000	16,000
TOTAL ESTIMATED REVENUES							
		89,899	36,092	16,000	6,940	16,000	16,000
APPROPRIATIONS							
Dept 000.000							
150-000.000-803.000	MANAGEMENT FEES-INVESTMENTS	4,419	4,615	4,000	2,332	4,000	4,000
150-000.000-969.000	AMORTIZATION		21,190	12,000	142	12,000	12,000
150-000.000-999.000	TRANSFER OUT	19,328	25,805	16,000	2,474	16,000	16,000
Totals for dept 000.000 -		23,747	25,805	16,000	2,474	16,000	16,000
TOTAL APPROPRIATIONS							
		23,747	25,805	16,000	2,474	16,000	16,000
NET OF REVENUES/APPROPRIATIONS - FUND 150							
		66,152	10,287		4,466		

BUDGET REPORT FOR CITY OF MENOMINEE
Fund: 209 CEMETERY OPERATIONS FUND

Calculations as of 12/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 12/31/20	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
ESTIMATED REVENUES							
Dept 000.000							
209-000.000-634.000	BURIAL FEES	74,716	65,028	68,000	37,846	76,000	77,000
209-000.000-634.100	BURIAL PLOT SALES	30,305	22,673	25,000	14,630	29,000	30,000
209-000.000-636.000	MISCELLANEOUS REVENUE	1,061	653	100			
209-000.000-665.000	INTEREST EARNED	49	295	60	15	30	30
209-000.000-675.000	DONATIONS/CONTRIBUTIONS				100	100	
209-000.000-699.000	TRANSFER IN	99,487	105,110	90,455	53,455	90,455	218,666
Totals for dept 000.000 -		205,618	193,759	183,615	106,046	195,585	325,696
TOTAL ESTIMATED REVENUES		205,618	193,759	183,615	106,046	195,585	325,696

Cemetery

GL Number	Description	2018-19 Activity	2019-20 Activity	2020-21 Amended Budget	2020-21 Projected Activity	2021-22 Requested Budget	2021-22 Approved Budget
209-000.000-699.000	* TRANSFER IN	99,847	105,110	90,455	90,455	218,666	
	General Fund	80,159		53,455	53,455	206,666	
	Perpetual Care	19,328		12,000	12,000	12,000	
	Fund Balance			25,000	25,000	-	
		99,487	-	90,455	90,455	218,666	-

BUDGET REPORT FOR CITY OF MENOMINEE
Fund: 209 CEMETERY OPERATIONS FUND

Calculations as of 12/31/2020

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 12/31/20	2020-21 PROJECTED ACTIVITY	2021-22 REQUESTED BUDGET
APPROPRIATIONS							
Dept 000.000							
PERSONNEL/BENEFITS							
209-000.000-702.000	WAGES/SALARIES	80,721	92,352	78,028	36,573	78,000	78,000
209-000.000-702.002	WAGES-OVERTIME	11,593	6,699	10,250	1,120	10,000	10,250
209-000.000-702.446	WAGES/STREET DEPT LABOR	5,812	7,217	4,000	1,532	4,000	4,000
209-000.000-703.000	PAYROLL TAX	7,474	8,215	7,059	3,256	7,038	7,057
209-000.000-705.000	WORKER'S COMP INSURANCE	2,079	2,146	3,802	737	1,420	1,356
209-000.000-706.000	MEDICAL INSURANCE	19,976	18,117	18,632	1,415	13,011	28,604
209-000.000-707.000	LIFE INSURANCE	7			110	110	
209-000.000-721.000	LONGEVITY PAY	1,716	2,549	195	195	195	234
209-000.000-725.000	RETIREMENT CONTRIBUTION	10,723	13,231	12,049	4,753	9,506	19,995
	PERSONNEL/BENEFITS	140,101	150,526	134,015	49,691	123,280	149,496
MAINTENANCE & OPERATIONS							
209-000.000-728.000	OFFICE SUPPLIES	387	430	400	307	400	450
209-000.000-757.000	OPERATING SUPPLIES	14,799	10,009	12,000	3,206	12,000	12,000
209-000.000-776.000	BLDG REPAIRS/SUPPLIES	4,627	6,993	6,000	2,723	6,000	6,000
209-000.000-778.000	EQUIPMENT REPAIRS	5,691	7,385	6,000	2,202	6,000	6,000
209-000.000-801.000	AUDIT FEES	1,000	1,000	1,000	1,000	1,000	1,000
209-000.000-853.000	TELEPHONE/INTERNET	1,450	653	1,600	520	1,200	1,600
209-000.000-867.000	GAS/OIL/GREASE	4,713	3,685	5,500	1,910	5,500	5,500
209-000.000-921.000	ELECTRIC	3,388	2,651	4,200	1,805	3,300	4,200
209-000.000-922.000	HEAT	3,632	2,749	4,200		4,200	4,200
209-000.000-923.000	WATER/SEWER	1,339	832	1,100	215	900	1,100
209-000.000-932.000	FOOTINGS/FOUNDATIONS	2,093		1,500	728	1,500	1,500
209-000.000-940.000	EQUIPMENT RENTAL		2,456	1,500	101	1,500	1,500
209-000.000-956.000	MISCELLANEOUS/OTHER	1,844	391	1,500		1,500	1,500
209-000.000-960.000	INSURANCE & BONDS	2,622	2,721	2,800	2,856	2,856	2,950
209-000.000-963.000	TRASH/RUBBISH REMOVAL	236	244	300	948	552	1,700
	MAINTENANCE & OPERATIONS	47,821	42,199	49,600	18,521	48,408	51,200
CAPITAL OUTLAY							
209-000.000-970.000	CAPITAL OUTLAY	16,815					125,000
	CAPITAL OUTLAY	16,815					125,000
Totals for dept 000.000 -							
		204,737	192,725	183,615	68,212	171,688	325,696
TOTAL APPROPRIATIONS							
		204,737	192,725	183,615	68,212	171,688	325,696
NET OF REVENUES/APPROPRIATIONS - FUND 209							
		881	1,034		37,834	23,897	

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
03/02/2021	CEM	5017	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	682.32
03/22/2021	CEM	5018	A1130	AT & T	PHONE SERVICE-MARCH 2021	100.63
03/31/2021	CEM	5019	A1070	AUTO PRO'S SERVICE CENTER	OIL/TRANS FLUID CHANGE-1992 FORD	1,557.02
03/31/2021	CEM	5020	C1326	COUNTRY VISIONS CO-OP	LP GAS CYLINDERS 100# (5)	345.65
03/31/2021	CEM	5021	G1115	GREAT LAKES OVERHEAD DOOR INC.	OPENER FOR EAST DOOR	1,366.00
03/31/2021	CEM	5022	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING	204.92
03/31/2021	CEM	5023	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE-CEMETERY	133.90
03/31/2021	CEM	5024	M1189	MENARDS - MARINETTE	SUPPLIES	87.94
03/31/2021	CEM	5025	P1090	POWERPLAN	PARTS-CUTTING EDGE	285.90
CEM TOTALS:						4,764.28

Total of 9 Disbursements:

4,764.28

User: KATHY
DB: Menominee

PERIOD ENDING 03/31/2021

PRELIMINARY

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 03/31/2021	ACTIVITY FOR MONTH 03/31/21	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	68,000.00	68,000.00	53,246.40	5,200.00	0.00	14,753.60	78.30
634.100 BURIAL PILOT SALES	25,000.00	25,000.00	18,287.50	1,045.00	0.00	6,712.50	73.15
636.000 MISCELLANEOUS REVENUE	100.00	100.00	400.00	0.00	0.00	(300.00)	400.00
665.000 INTEREST EARNED	60.00	60.00	17.18	0.00	0.00	42.82	28.63
675.000 DONATIONS/CONTRIBUTIONS	0.00	0.00	100.00	0.00	0.00	(100.00)	100.00
699.000 TRANSFER IN	90,455.00	90,455.00	53,455.00	0.00	0.00	37,000.00	59.10
Total Dept 000.000	183,615.00	183,615.00	125,506.08	6,245.00	0.00	58,108.92	68.35
TOTAL REVENUES	183,615.00	183,615.00	125,506.08	6,245.00	0.00	58,108.92	68.35
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,028.00	78,028.00	46,503.01	3,369.38	0.00	31,524.99	59.60
702.002 WAGES-OVERTIME	10,250.00	10,250.00	1,696.12	253.13	0.00	8,553.88	16.55
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	3,060.38	442.82	0.00	939.62	76.51
703.000 PAYROLL TAX	7,059.00	7,059.00	4,103.93	287.03	0.00	2,955.07	58.14
705.000 WORKER'S COMP INSURANCE	3,802.00	3,802.00	924.32	61.02	0.00	2,877.68	24.31
706.000 MEDICAL INSURANCE	18,632.00	18,632.00	6,696.18	1,625.67	0.00	11,935.82	35.94
707.000 LIFE INSURANCE	0.00	0.00	110.40	0.00	0.00	(110.40)	100.00
721.000 LONGEVITY PAY	195.00	195.00	195.00	0.00	0.00	0.00	100.00
725.000 RETIREMENT CONTRIBUTION	12,049.00	12,049.00	7,140.72	804.03	0.00	4,908.28	59.26
728.000 OFFICE SUPPLIES	400.00	400.00	307.42	0.00	0.00	92.58	76.86
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	4,672.05	373.84	0.00	7,327.95	38.93
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	4,089.37	1,366.00	0.00	1,910.63	68.16
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	4,334.50	1,557.02	0.00	1,665.50	72.24
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	822.28	100.63	0.00	777.72	51.39
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	4,569.65	345.65	0.00	930.35	83.08
921.000 ELECTRIC	4,200.00	4,200.00	2,329.71	133.90	0.00	1,870.29	55.47
922.000 HEAT	4,200.00	4,200.00	0.00	0.00	0.00	4,200.00	0.00
923.000 WATER/SEWER	1,100.00	1,100.00	619.90	204.92	0.00	480.10	56.35
932.000 FOOTINGS/FOUNDATIONS	1,500.00	1,500.00	727.50	0.00	0.00	772.50	48.50
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	284.82	183.72	0.00	1,215.18	18.99
956.000 MISCELLANEOUS/OTHER	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
960.000 INSURANCE & BONDS	2,800.00	2,800.00	2,855.90	0.00	0.00	(55.90)	102.00
963.000 TRASH/RUBBISH REMOVAL	300.00	300.00	1,182.00	78.00	0.00	(882.00)	394.00
Total Dept 000.000	183,615.00	183,615.00	98,225.16	11,186.76	0.00	85,389.84	53.50
TOTAL EXPENDITURES	183,615.00	183,615.00	98,225.16	11,186.76	0.00	85,389.84	53.50
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	183,615.00	183,615.00	125,506.08	6,245.00	0.00	58,108.92	68.35
TOTAL EXPENDITURES	183,615.00	183,615.00	98,225.16	11,186.76	0.00	85,389.84	53.50
NET OF REVENUES & EXPENDITURES	0.00	0.00	27,280.92	(4,941.76)	0.00	(27,280.92)	100.00

MARCH 2021 CEMETERY ACTIVITY REPORT

5 Burials

Non-Resident HEATED Cremation Burial... 1@ \$ 800 each.....	\$ 800.00
Resident Vault Burial...1..... PREPAID.....	
Resident Vault Burials-2 @ \$ 750 each.....	\$ 1,500.00
Non-Resident Vault Burials-1 @ \$ 1,500 each.....	\$ 1,500.00
Total Burials	\$3,800.00

MISC.

Prepaid Resident cremation...2 @ \$ 350.00.....	\$ 700.00
Prepaid Non-Resident cremation1 @ \$ 700.00.....	\$ 700.00
Prepaid Resident Vault2 @ \$ 750.....	\$ 1,500.00

LOTS SOLD (4)

Resident single lot 3 @ \$ 550.00 each.....	\$ 1,650.00
Non- Resident double lot... 1 @ \$2 ,200.00.....	\$2,200.00

TOTAL REVENUE MARCH 2021..... \$ 10,550.00