

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR MAY 10, 2022 at 11:00 a.m.
COUNCIL CHAMBERS**

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> B. Botbyl | <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 April 12, 2022.

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) April bills.
2) Year to date financials.
3) 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
APRIL 12, 2022

A meeting of the Cemetery Board of Trustees was held Tuesday, April 12, 2022 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Botbyl, Jane Raygo, Kathy Brofka, and Dick Bastien (late)
ABSENT: None
ALSO PRESENT: Donna Marineau, Susan Johnson, and Michelle Salter

Agenda.

A motion was made by Ms. Raygo and seconded by Ms. Brofka to approve the agenda for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Ms. Brofka and seconded by Ms. Raygo to approve the minutes of the March 8, 2022 meeting as presented. This motion was carried unanimously.

Public Comment.

No one was heard.

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

Cemetery Expansion.

The board discussed the number of lots available for purchase.

Columbarium.

An informational letter from Todd Schloegel and Menominee Granite was distributed.

Suppliers of this type of monument will be invited to give a presentation at the June board meeting.

Bills.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve payment of the March bills in the amount of \$10,275.84. This motion was carried unanimously.

Financials for Month Ending March 31st.

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

Department Report.

The report was received.

Adjourn.

A motion was made by Mr. Bastien and seconded by Ms. Raygo 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						
04/13/2022	CEM	5171	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	190.14
04/18/2022	CEM	5172	A1130	AT & T	CEMETERY PHONE SRV - APRIL 2022	217.06
04/27/2022	CEM	5173	C1036	CITY OF MENOMINEE	GAS BILLINGS - DUE TO GF	2,205.33
04/27/2022	CEM	5174	S1316	STATELINE APPAREL	JOHN JASENOWSKI - T-SHIRTS/2 AND JEANS	93.97
04/30/2022	CEM	5175	C1036	CITY OF MENOMINEE	MARCH 2022 - PAYROLL AND FRINGES	11,126.49
04/30/2022	CEM	5176	C1326	COUNTRY VISIONS CO-OP	I/P GAS BULK 6% - SHED SUPPLIES	1,886.94
04/30/2022	CEM	5177	M1189	MENARDS - MARINETTE	GT&A HOLSTER & PRUNER SUPPLIES	29.97
04/30/2022	CEM	5178	M1079	MENOMINEE IND. SUPPLY LLC		599.94
04/30/2022	CEM	5179	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	SUPPLIES	90.03
04/30/2022	CEM	5180	R1004	REINDERS INC.	PARTS-CUST #143781	31.25
04/30/2022	CEM	5181	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	50.95

CEM TOTALS:

Total of 11 Disbursements:

16,522.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
PERIOD ENDING 04/30/2022

PRELIMINARY

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 04/30/2022	ACTIVITY FOR MONTH 04/30/22	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	83,477.60	9,000.00	0.00	(6,477.60)	108.41
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	22,117.50	522.50	0.00	7,882.50	73.73
665.000 INTEREST EARNED	30.00	30.00	16.73	0.00	0.00	13.27	55.77
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	188,423.85	9,522.50	0.00	82,272.15	69.61
TOTAL REVENUES	270,696.00	270,696.00	188,423.85	9,522.50	0.00	82,272.15	69.61
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,000.00	78,000.00	55,178.93	3,736.35	0.00	22,821.07	70.74
702.002 WAGES-OVERTIME	10,250.00	10,250.00	3,112.14	0.00	0.00	7,137.86	30.36
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	7,706.10	1,163.93	0.00	(3,706.10)	192.65
703.000 PAYROLL TAX	7,057.00	7,057.00	5,230.42	351.25	0.00	1,826.58	74.12
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	1,328.98	111.82	0.00	27.02	98.01
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	18,573.36	2,564.95	0.00	10,030.64	64.93
707.000 LIFE INSURANCE	0.00	0.00	5.23	0.00	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	11,243.32	1,124.01	0.00	8,751.68	56.23
728.000 OFFICE SUPPLIES	450.00	450.00	485.56	90.03	0.00	(35.56)	107.90
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	5,377.99	774.83	0.00	6,622.01	44.82
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	1,043.32	0.00	0.00	4,956.68	17.39
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	5,477.27	31.25	0.00	4,846.00	172.05
801.000 AUDIT FEES	1,000.00	1,000.00	2,061.25	0.00	0.00	0.00	100.00
853.000 TELEPHONE/INTERNET	1,600.00	1,600.00	2,061.25	217.06	0.00	(461.25)	128.83
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	4,319.16	1,043.68	0.00	1,180.84	78.53
921.000 ELECTRIC	4,200.00	4,200.00	2,197.87	190.14	0.00	2,002.13	52.33
922.000 HEAT	4,200.00	4,200.00	6,234.47	1,328.60	0.00	(2,034.47)	148.44
923.000 WATER/SEWER	1,100.00	1,100.00	671.40	0.00	0.00	428.60	61.04
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	1,589.62	82.50	0.00	110.38	93.51
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	141,452.21	12,810.40	4,846.00	124,397.79	54.05
TOTAL EXPENDITURES	270,696.00	270,696.00	141,452.21	12,810.40	4,846.00	124,397.79	54.05
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	270,696.00	270,696.00	188,423.85	9,522.50	0.00	82,272.15	69.61
TOTAL EXPENDITURES	270,696.00	270,696.00	141,452.21	12,810.40	4,846.00	124,397.79	54.05
NET OF REVENUES & EXPENDITURES	0.00	0.00	46,971.64	(3,287.90)	(4,846.00)	(42,125.64)	100.00