

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR MAY 12, 2020 - 11:00 A.M.
AN ELECTRONIC ZOOM MEETING**

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 10, 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) March & April bills.
- 4) Year to date financials.
- 5) Department report.
- 6) Memorial Day Services.

G) ADJOURN.

Electronic Remote Access Information for Zoom Meeting Audio Only:

Call in # 312-626-6799

Enter Meeting ID: 831-0993-7125 Press #

Participant ID: 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 6, 2020

A meeting of the Cemetery Board of Trustees was held Friday March 6, 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: Michelle Salter and Tricia Alwin

Agenda.

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

Minutes.

A motion was made by Mr. Bastien and seconded by Ms. Raygo to approve the minutes of the February 11, 2020 meeting. 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.

Fee Schedule.

The schedule was reviewed.

Bills.

A motion was made by Mr. Reid and seconded by Ms. Raygo to approve payment of the February bills in the amount of \$14,433.71. This motion was carried unanimously.

Financials for Month Ending February 29th.

The report was reviewed.

Adjourn.

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

Kathleen A. Brofka

The Cemetery Board of Trustees did not hold its regular meeting on April 14, 2020.



City of Menominee
Board
Agenda Item

TITLE: Cemetery Fee Schedule Proposed Increase

Requesting Agency:	Director of DPW Office	Meeting Date:	May 12, 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: Draft Fee Schedule – Revised 5-5-2020

PURPOSE:

Request that the Cemetery Board increase fees per our discussion at March 2020 meeting.

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. The City of Menominee is losing \$300.11 on every winter vault burial and \$64.78 on every winter cremation burial. Instead of adding a winter vault burial fee, it was recommended by the Cemetery Board to increase all fees. The increases in burial fees were discussed at last meeting and are attached.

SUMMARY:

This increase in fees will increase the revenue generated by the cemetery in order to cover the increase in foundation costs, the increase in labor costs and the fuel to heat the ground during winter burials.

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 burial fees should be increased per the attached draft fee schedule.

RECOMMENDED MOTION / ACTION:

To recommend to City Council that Council approve the fee adjustments dated May 5, 2020 effective July 1, 2020.

BOARD RECOMMENDATION / ACTION:

"Draft" Fee Schedule
Riverside Cemetery (May 5, 2020)

Vault Burials:

	Recommended	Current*
Vault Burials - Resident	<u>\$750.00</u>	<u>\$600.00</u>
Vault Burials – Non-Resident	<u>\$1,500.00</u>	<u>\$1,200.00</u>
Saturday & Sunday Burial – Resident	<u>\$1,500.00</u>	<u>\$1,200.00</u>
Saturday & Sunday Burials – Non-Resident	<u>\$3,000.00</u>	<u>\$2,400.00</u>
<u>City Holiday Vault Burials - Resident</u>	<u>\$2,000.00</u>	
<u>City Holiday Vault Burials – Non-Resident</u>	<u>\$4,000.00</u>	
Disinterment to leave Riverside	<u>\$1,500.00</u>	<u>\$1,200.00</u>
Disinter/Reinter in Riverside	<u>\$2,250.00</u>	<u>\$1,800.00</u>

Cremation Burials:

Cremation & infant Burials -Resident	<u>\$350.00</u>	<u>\$200.00</u>
Cremation & infant Burials - Non-Resident	<u>\$700.00</u>	<u>\$400.00</u>
If heater is used-Resident	<u>\$450.00</u>	<u>\$300.00</u>
If heater is used-Non-Resident	<u>\$800.00</u>	<u>\$500.00</u>
Saturday & Sunday Burial – Resident	<u>\$700.00</u>	<u>\$400.00</u>
Saturday & Sunday Burials – Non-Resident.....	<u>\$1,400.00</u>	<u>\$800.00</u>
Saturday & Sunday heater used-Resident	<u>\$800.00</u>	<u>\$500.00</u>
Saturday & Sunday heater is used-Non-Resident	<u>\$1,600.00</u>	<u>\$900.00</u>
<u>City Holiday Vault Burials - Resident</u>	<u>\$875.00</u>	
<u>City Holiday Vault Burials – Non-Resident</u>	<u>\$1,750.00</u>	
<u>City Holiday Sunday heater used-Resident</u>	<u>\$975.00</u>	
<u>City Holiday heater is used-Non-Resident</u>	<u>\$1,700.00</u>	
Disinterment to leave Riverside	<u>\$600.00</u>	<u>\$400.00</u>
Disinter/Reinter in Riverside	<u>\$800.00</u>	<u>\$600.00</u>
Foundation/Flush Marker Setting:	<u>\$0.40</u> sq. inch	<u>\$0.35</u> -sq. inch

Burial Rights Sales:

Two grave lot (100sf) – Resident	<u>\$1,100.00</u>
Two grave lot (100sf) – Non-Resident	<u>\$2,200.00</u>
Single grave lot (50sf) – Resident	<u>\$550.00</u>

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 <u>per day</u>
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* Current price is the same unless otherwise noted

04/02/2020 05:00 PM
User: BETH
DB: Menominee

CHECK REGISTER FOR CITY OF MENOMINEE
CHECK DATE FROM 03/01/2020 - 03/31/2020

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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
03/09/2020	1ST	4892	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	168.24
03/18/2020	1ST	4893	A1130	AT & T	CEMETERY 3/7/20 - 4/6/20	59.92
03/31/2020	1ST	4894	A1268	AURORA HEALTH CARE	DOT/CDL PHYSICAL INV #1269002	75.00
03/31/2020	1ST	4895	A1312	A&B AUTOMOTIVE	1981 FORD F350	445.22
03/31/2020	1ST	4896	C1036	CITY OF MENOMINEE	PAYROL & FRINGES DEC 2019	10,620.83
03/31/2020	1ST	4897	C1326	COUNTRY VISIONS CO-OP	HEAT-OFFICE	934.31
03/31/2020	1ST	4898	M1079	MEMONINEE IND. SUPPLY LLC	PARTS	86.12
03/31/2020	1ST	4899	M2226	M & D AUTO	1999 DODGE DAKOTA REPAIR	717.90
03/31/2020	1ST	4900	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	159.68

1ST TOTALS:

Total of 9 Disbursements:

13,267.22

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User: BETH
DB: Menominee

CHECK REGISTER FOR CITY OF MENOMINEE
CHECK DATE FROM 04/01/2020 - 04/30/2020

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
04/17/2020	1ST	4901	A1130	AT & T	CEMETERY PHONE SERVICE 4/7/20-5/6/20	63.46
04/30/2020	1ST	4902	A1312	A&B AUTOMOTIVE	HEADLIGHT	19.36
04/30/2020	1ST	4903	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	415.59
04/30/2020	1ST	4904	B1244	BELVIN HEALTH, INC	PRE-EMPLOYMENT PHX INV#13300432	104.50
04/30/2020	1ST	4905	B1302	BLUE TARP FINANCIAL	PARTS	98.26
04/30/2020	1ST	4906	B1289	BUMPER TO BUMPER MARINETTE	BATTERY FOR BACKHOE	212.43
04/30/2020	1ST	4907	C1036	CITY OF MENOMINEE	PAYROLL & FRINGES JAN 2020	8,058.43
04/30/2020	1ST	4908	C1326	COUNTRY VISIONS CO-OP	HEAT-CHURCH	144.71
04/30/2020	1ST	4909	C1078	CULLIGAN	WATER/CUST ID 041251	36.15
04/30/2020	1ST	4910	M1079	MEMONINEE IND. SUPPLY LLC	PARTS	263.33
04/30/2020	1ST	4911	W1001	WALTER BROTHERS INC.	SUPPLIES	43.06
04/30/2020	1ST	4912	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING - CEMETERY	188.98
04/30/2020	1ST	4913	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	127.33

1ST TOTALS:

Total of 13 Disbursements:

9,775.59

PERIOD ENDING 04/30/2020

ACCOUNT DESCRIPTION	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	60,000.00	60,000.00	46,384.80	2,200.00	0.00	13,615.20	77.31
634.100 BURIAL PLOT SALES	22,000.00	22,000.00	15,880.00	0.00	0.00	6,120.00	72.18
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	71.74	0.00	0.00	(61.74)	717.40
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	146,256.54	2,200.00	0.00	29,773.46	83.09
TOTAL REVENUES	176,030.00	176,030.00	146,256.54	2,200.00	0.00	29,773.46	83.09
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	76,125.00	76,125.00	59,769.62	5,257.09	0.00	16,355.38	78.52
702.002 WAGES-OVERTIME	10,000.00	10,000.00	6,521.77	60.66	0.00	3,478.23	65.22
702.446 WAGES/STREET DEPT LABOR	0.00	0.00	5,806.83	1,075.76	0.00	(5,806.83)	100.00
703.000 PAYROLL TAX	6,750.00	6,750.00	5,800.42	475.70	0.00	949.58	85.93
705.000 WORKER'S COMP INSURANCE	1,840.00	1,840.00	1,780.36	134.01	0.00	59.64	96.76
706.000 MEDICAL INSURANCE	18,060.00	18,060.00	16,482.10	1,670.85	0.00	1,577.90	91.26
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	1,794.00	0.00	0.00	(39.00)	102.22
725.000 RETIREMENT CONTRIBUTION	12,000.00	12,000.00	10,009.82	1,246.49	0.00	1,990.18	83.42
728.000 OFFICE SUPPLIES	400.00	400.00	384.01	0.00	0.00	15.99	96.00
737.000 OPERATING SUPPLIES	12,000.00	12,000.00	5,916.99	521.60	0.00	6,083.01	49.31
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	430.85	43.06	0.00	5,569.15	7.18
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	6,472.40	628.02	0.00	(472.40)	107.87
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	533.09	63.46	0.00	1,066.91	33.32
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	2,620.94	112.93	0.00	2,879.06	47.65
921.000 ELECTRIC	4,200.00	4,200.00	2,225.20	127.33	0.00	1,974.80	52.98
922.000 HEAT	4,200.00	4,200.00	2,748.91	144.71	0.00	1,451.09	65.45
923.000 WATER/SEWER	1,100.00	1,100.00	626.82	188.98	0.00	473.18	56.98
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	134,880.12	11,750.65	0.00	41,149.88	76.62
TOTAL EXPENDITURES	176,030.00	176,030.00	134,880.12	11,750.65	0.00	41,149.88	76.62
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	176,030.00	176,030.00	146,256.54	2,200.00	0.00	29,773.46	83.09
TOTAL EXPENDITURES	176,030.00	176,030.00	134,880.12	11,750.65	0.00	41,149.88	76.62
NET OF REVENUES & EXPENDITURES	0.00	0.00	11,376.42	(9,550.65)	0.00	(11,376.42)	100.00