

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR JUNE 8, 2021 - 11:00 A.M.
COUNCIL CHAMBERS**

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 May 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) Old business.
- 2) Above ground burial of cremains and size of the headstone base.
- 3) May 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
MAY 11, 2021

A meeting of the Cemetery Board of Trustees was held Tuesday, May 11, 2021 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Tony Graff, Dick Bastien, Jane Raygo, Len Reid, and Kathy Brofka
ABSENT: None
ALSO PRESENT: Tricia Alwin and Susan Johnson

Agenda.

A motion was made by Mr. Reid 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. Reid to approve the minutes of the April 13, 2021 meeting as presented. This motion was carried unanimously.

Public Comment.

Steve Parkansky was heard remotely.

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

Old Business.

The 2021-2022 budget was discussed.

Amendment to the Rules and Regulations.

A proposed amendment to Sections 38 and 39 of the Rules and Regulations regarding above ground burials/columbariums was discussed. The size of the headstone base was also discussed. Clarification is needed. This will be discussed at the June meeting.

Bills.

A motion was made by Mr. Bastien and seconded by Ms. Raygo to approve payment of the April bills in the amount of \$7,028.67. This motion was carried unanimously.

Financials for Month Ending April 30th.

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

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
05/11/2021	CEM	5040	MISC	AMERICAN LEGION AUXILIARY	OPERATING SUPPLIES	699.00
05/25/2021	CEM	5041	A1130	AT & T	PHONE SERVICE - MAY 2021	282.88
05/26/2021	CEM	5042	L1174	LENA SOD FARM	CEMETERY SOD - FULL PALLET	128.80
05/31/2021	CEM	5043	A1145	ALADDIN FIRE SERVICES, L.L.C.	ANNUAL MAINTENANCE	73.20
05/31/2021	CEM	5044	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - CHURCH	1,560.86
05/31/2021	CEM	5045	M1189	MENARDS - MARINETTE	SUPPLIES	454.92
05/31/2021	CEM	5046	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	9.24
05/31/2021	CEM	5047	T1080	TRI-CITY PLUMBING, INC.	GATE VALVE	864.00
05/31/2021	CEM	5048	W1001	WALTER BROTHERS INC.	SUPPLIES	105.53
05/31/2021	CEM	5049				0.00
05/31/2021	CEM	5050	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE-CEMETERY	243.67

CEM TOTALS:

Total of 11 Checks:

Less 1 Void Checks:

Total of 10 Disbursements:

4,422.10
 0.00
 4,422.10

PRELIMINARY

ACCOUNT DESCRIPTION	2020-21		2020-21		YTD BALANCE 05/31/2021	ACTIVITY FOR		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 05/31/21	YEAR-TO-DATE						
Fund 209 - CEMETERY OPERATIONS FUND										
Revenues										
Dept 000.000										
634.000 BURIAL FEES	68,000.00	68,000.00			66,357.50	5,765.00	0.00	1,642.50	97.58	
634.100 BURIAL PLOT SALES	25,000.00	25,990.00			22,990.00	522.50	0.00	2,010.00	91.96	
636.000 MISCELLANEOUS REVENUE	100.00	100.00			563.24	163.24	0.00	(463.24)	563.24	
665.000 INTEREST EARNED	60.00	60.00			24.13	0.00	0.00	35.87	40.22	
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			143,489.87	6,450.74	0.00	40,125.13	78.15	
TOTAL REVENUES	183,615.00	183,615.00			143,489.87	6,450.74	0.00	40,125.13	78.15	
Expenditures										
Dept 000.000										
702.000 WAGES/SALARIES	78,028.00	78,028.00			58,431.50	6,927.00	0.00	19,596.50	74.89	
702.002 WAGES-OVERTIME	10,250.00	10,250.00			1,752.37	0.00	0.00	8,497.63	17.10	
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00			4,318.76	313.21	0.00	(318.76)	107.97	
703.000 PAYROLL TAX	7,059.00	7,059.00			5,066.09	531.60	0.00	1,992.91	71.77	
705.000 WORKER'S COMP INSURANCE	3,802.00	3,802.00			1,120.05	100.38	0.00	2,681.95	29.46	
706.000 MEDICAL INSURANCE	18,632.00	18,632.00			10,455.65	1,930.90	0.00	8,176.35	56.12	
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			9,011.08	690.54	0.00	3,037.92	74.79	
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			9,177.01	1,397.49	0.00	2,822.99	76.48	
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00			5,526.57	937.20	0.00	473.43	92.11	
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00			6,956.72	0.00	0.00	(956.72)	115.95	
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	1,600.00	1,600.00			1,206.07	282.88	0.00	393.93	75.38	
867.000 GAS/OIL/GREASE	5,500.00	5,500.00			5,831.95	1,038.63	0.00	(331.95)	106.04	
921.000 ELECTRIC	4,200.00	4,200.00			2,695.36	243.67	0.00	1,504.64	64.18	
922.000 HEAT	4,200.00	4,200.00			1,098.32	522.23	0.00	3,101.68	26.15	
923.000 WATER/SEWER	1,100.00	1,100.00			619.90	0.00	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	0.00	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			1,649.50	209.50	0.00	(1,349.50)	549.83	
Total Dept 000.000	183,615.00	183,615.00			130,397.94	15,125.23	0.00	53,217.06	71.02	
TOTAL EXPENDITURES	183,615.00	183,615.00			130,397.94	15,125.23	0.00	53,217.06	71.02	
Fund 209 - CEMETERY OPERATIONS FUND:										
TOTAL REVENUES	183,615.00	183,615.00			143,489.87	6,450.74	0.00	40,125.13	78.15	
TOTAL EXPENDITURES	183,615.00	183,615.00			130,397.94	15,125.23	0.00	53,217.06	71.02	
NET OF REVENUES & EXPENDITURES	0.00	0.00			13,091.93	(8,674.49)	0.00	(13,091.93)	100.00	

MAY 2021 CEMETERY ACTIVITY REPORT

- 10 Burials
- Picked up sod from Lena Sod
- Installed sod on winter burial sites
- (3) Seasonal Employees started
- Varsity Baseball Players removed flags
- Old flags were burned at 56th Avenue yard
- New flags and Government Markers placed
- 4 Major Leaks repaired on North side of cemetery
- Set-up all Sprinklers and hoses in old section
- Primed 8" large pump and found wheel valve was cracked
- Had 8" large pump gate valve replaced
- John Jasenovsky was promoted to Cemetery Foreman position
- Auxiliary pump that feeds new section kept blowing fuses, thought it was an electrical issue but discovered it needs a new motor
- Memorial Day Ceremony – benches transported to cemetery, set-up and generator provided.

MAY 2021 CEMETERY ACTIVITY REPORT

10 Burials

RESIDENT BURIALS (10)

Resident Cremation Burial... 3 @ \$ 350 each.....	\$ 1,050.00
Resident SATURDAY Cremation Burial.... 3 @ \$ 700 each.....	\$ 2,100.00
Resident HOLIDAY Cremation Burial.... 1 @ \$ 875 each.....	\$ 875.00
Resident Vault Burials-3....@ \$750 each.....	\$ 2,250.00

LOTS SOLD (2)

Resident single lot.....	\$ 550.00
Resident double lot	\$ 1,100.00

MISC:

Shrub removal.....	\$ 100.00
Foundation settings	\$190.00

TOTAL REVENUE MAY 2021..... \$ 8,215.00

C R E M A T I O N BURIALS 2021												
2021 BURIALS	RESIDENT CREM QTY	RESIDENT CREM (\$350/ \$450"W")	NON- RESIDENT CREM QTY	NON- RESIDENT CREM (\$700/\$800 "W")	RESIDENT CREM SATURDAY & SUNDAY QTY	RES CREM SAT&SUN (\$700/ \$800"W")	NON-RES CREM SAT&SUN QTY	NON-RES CREM SAT&SUN (\$1,400/\$,1 600"W")	RESIDENT CREM HOLIDAY QTY	RES CREM HOLIDAY (\$875/ \$975"W")	NON-RES CREM HOLIDAY QTY	NON-RES CREM HOLIDAY (\$1,750)
JANUARY		\$ -		\$ -		\$ -		\$ -				
JANUARY "W"		\$ -		\$ -		\$ -		\$ -				
FEBRUARY		\$ -		\$ -		\$ -		\$ -				
FEBRUARY "W"	1	\$ 450.00		\$ -		\$ -		\$ -				
MARCH		\$ -		\$ -		\$ -		\$ -				
MARCH "W"		\$ -	1	\$ 800.00		\$ -		\$ -				
APRIL	1	\$ 350.00	2	\$ 1,400.00		\$ -		\$ -				
MAY	3	\$ 1,050.00		\$ -	3	\$ 2,100.00		\$ -	1	\$ 875.00		
JUNE		\$ -		\$ -		\$ -		\$ -				
JULY		\$ -		\$ -		\$ -		\$ -				
AUGUST		\$ -		\$ -		\$ -		\$ -				
SEPTEMBER		\$ -		\$ -		\$ -		\$ -				
OCTOBER		\$ -		\$ -		\$ -		\$ -				
NOVEMBER "W"		\$ -		\$ -		\$ -		\$ -				
NOVEMBER		\$ -		\$ -		\$ -		\$ -				
DECEMBER "W"		\$ -		\$ -		\$ -		\$ -				
DECEMBER		\$ -		\$ -		\$ -		\$ -				
TOTALS	5	\$ 1,850.00	3	\$ 2,200.00	3	\$ 2,100.00	0	\$ -				

V A U L T B U R I A L S 2021														
2021 BURIALS	RESIDENT VAULT QTY	RESIDENT VAULT (\$750)	NON- RESIDENT VAULT QTY	NON- RESIDENT VAULT (\$1,500)	RESIDENT VAULT SAT&SUN QTY	RESIDENT VAULT SAT&SUN (\$1,500)	NON-RES VAULT SAT&SUN QTY	NON-RES VAULT SAT&SUN (\$3,000)	PREPAY BURIAL QTY	DISINTER/R ENTER	FOUNDATIONS	SHRUB REMOVALS	TOTAL BURIALS QTY	TOTAL BURIALS
JANUARY	4	\$ 3,000.00	2	\$ 3,000.00		\$ -		\$ -	2				8	\$ 6,000.00
JANUARY "W"		\$ -		\$ -		\$ -		\$ -					0	\$ -
FEBRUARY		\$ -		\$ -		\$ -		\$ -					0	\$ -
FEBRUARY "W"	2	\$ 1,500.00	1	\$ 1,500.00		\$ -		\$ -					4	\$ 3,450.00
MARCH		\$ -		\$ -		\$ -		\$ -					0	\$ -
MARCH "W"	2	\$ 1,500.00	1	\$ 1,500.00		\$ -		\$ -	1				5	\$ 3,800.00
APRIL	3	\$ 2,250.00		\$ -		\$ -		\$ -			\$ 273.60		6	\$ 4,000.00
MAY	3	\$ 2,250.00		\$ -		\$ -		\$ -			\$ 190.00	\$ 100.00	9	\$ 6,275.00
JUNE		\$ -		\$ -		\$ -		\$ -					0	\$ -
JULY		\$ -		\$ -		\$ -		\$ -					0	\$ -
AUGUST		\$ -		\$ -		\$ -		\$ -					0	\$ -
SEPTEMBER		\$ -		\$ -		\$ -		\$ -					0	\$ -
OCTOBER		\$ -		\$ -		\$ -		\$ -					0	\$ -
NOVEMBER "W"		\$ -		\$ -		\$ -		\$ -					0	\$ -
NOVEMBER		\$ -		\$ -		\$ -		\$ -					0	\$ -
DECEMBER "W"		\$ -		\$ -		\$ -		\$ -					0	\$ -
DECEMBER		\$ -		\$ -		\$ -		\$ -					0	\$ -
TOTALS	14	\$ 10,500.00	4	\$ 6,000.00	0	\$ -	0	\$ -	3				18	\$ 23,525.00

2021 PREPAID BURIALS & LOT SALES	PREPAID RESIDENT CREM QTY	PREPAID RESIDENT CREM (\$350)	PREPAID NON- RESIDENT CREM QTY	PREPAID NON- RESIDENT CREM (\$700)	PREPAID RESIDENT VAULT QTY	PREPAID RESIDENT VAULT (\$750)	PREPAID NON- RESIDENT VAULT QTY	PREPAID NON- RESIDENT VAULT (\$1,500)	LOT SALES	TOTAL REVENUE
JANUARY		\$ -		\$ -		\$ -		\$ -		\$ 6,000.00
JANUARY "W"		\$ -		\$ -		\$ -		\$ -		\$ -
FEBRUARY		\$ -		\$ -		\$ -		\$ -		\$ -
FEBRUARY "W"		\$ -		\$ -		\$ -		\$ -	\$ 2,750.00	\$ 6,200.00
MARCH		\$ -		\$ -		\$ -		\$ -		\$ -
MARCH "W"	2	\$ 700.00	1	\$ 700.00	2	\$ 1,500.00		\$ -	\$ 3,850.00	\$ 10,550.00
APRIL	3	\$ 1,050.00		\$ -		\$ -		\$ -	\$ 2,200.00	\$ 7,523.60
MAY		\$ -		\$ -		\$ -		\$ -	\$ 1,650.00	\$ 8,215.00
JUNE		\$ -		\$ -		\$ -		\$ -		\$ -
JULY		\$ -		\$ -		\$ -		\$ -		\$ -
AUGUST		\$ -		\$ -		\$ -		\$ -		\$ -
SEPTEMBER		\$ -		\$ -		\$ -		\$ -		\$ -
OCTOBER		\$ -		\$ -		\$ -		\$ -		\$ -
NOVEMBER "W"		\$ -		\$ -		\$ -		\$ -		\$ -
NOVEMBER		\$ -		\$ -		\$ -		\$ -		\$ -
DECEMBER "W"		\$ -		\$ -		\$ -		\$ -		\$ -
DECEMBER		\$ -		\$ -		\$ -		\$ -		\$ -
TOTALS	5	\$ 1,750.00	1	\$ 700.00	2	\$ 1,500.00	0	\$ -	\$ 10,450.00	\$ 38,488.60

2021 LOT SALES	RESIDENT SINGLE QTY	RESIDENT SINGLE (\$550)	RESIDENT DOUBLE QTY	RESIDENT DOUBLE (\$1,100)	NON-RES SINGLE QTY	NON-RES SINGLE (\$1,100)	NON-RES DOUBLE QTY	NON-RES DOUBLE (\$2,200)	TOTAL LOTS SOLD-QTY	TOTAL LOTS SOLD
JANUARY		\$ -		\$ -		\$ -		\$ -	0	\$ -
FEBRUARY	1	\$ 550.00	2	\$ 2,200.00		\$ -		\$ -	3	\$ 2,750.00
MARCH	3	\$ 1,650.00		\$ -		\$ -	1	\$ 2,200.00	4	\$ 3,850.00
APRIL	2	\$ 1,100.00	1	\$ 1,100.00		\$ -		\$ -	3	\$ 2,200.00
MAY	1	\$ 550.00	1	\$ 1,100.00		\$ -		\$ -	2	\$ 1,650.00
JUNE		\$ -		\$ -		\$ -		\$ -	0	\$ -
JULY		\$ -		\$ -		\$ -		\$ -	0	\$ -
AUGUST		\$ -		\$ -		\$ -		\$ -	0	\$ -
SEPTEMBER		\$ -		\$ -		\$ -		\$ -	0	\$ -
OCTOBER		\$ -		\$ -		\$ -		\$ -	0	\$ -
NOVEMBER		\$ -		\$ -		\$ -		\$ -	0	\$ -
DECEMBER		\$ -		\$ -		\$ -		\$ -	0	\$ -
TOTALS	7	\$ 3,850.00	4	\$ 4,400.00	0	\$ -	1	\$ 2,200.00	12	\$ 10,450.00