

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR AUGUST 10, 2021 - 11:00 A.M.
COUNCIL CHAMBERS**

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

- | | |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> B. Botbyl | <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 July 13, 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) Coleman Engineering proposal for the Entrance Road and Storm Sewer Design.
- 3) July 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.
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The City of Menominee is an Equal Opportunity Provider and Employer



CEMETERY BOARD OF TRUSTEES
JULY 13, 2021

A meeting of the Cemetery Board of Trustees was held Tuesday, July 13, 2021 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Dick Bastien, Jane Raygo, Len Reid, and Kathy Brofka
ABSENT: None
ALSO PRESENT: Mayor Stegeman, Tricia Alwin, John Jasenovsky, and Susan Johnson

Mr. Bastien chaired the meeting.

Agenda.

A motion was made by Ms. Raygo and seconded by Mr. Reid to add cemetery conditions and errors and the Coleman Engineering proposal for the entrance road and storm sewer design to the agenda and to approve the amended agenda for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Mr. Reid and seconded by Ms. Raygo to approve the minutes of the May 11, 2021 meeting as presented. This motion was carried unanimously.

Public Comment.

Kelly Klitzke was heard.

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

Cemetery Conditions and Errors.

Mr. Bastien questioned the location of two graves that were dug and why water was not available.

Ms. Raygo left the meeting.

Coleman Engineering Proposal for the Entrance Road and Storm Sewer Design.

This item was tabled until additional information has been received.

Above Ground Burial of Cremains and Size of Headstone Base.

This was tabled until a new city manager is in place.

Request from Kelly Klitzke to add a Larger than Allowed Stone and Plant a Tree.

Mr. Bastien said the board could not grant a variance from its Rules and Regulations and have a legal opinion stating that.

Bills.

A motion was made by Mr. Reid and seconded by Mr. Bastien to approve payment of the May bills in the amount of \$4,422.10 and the June bills in the amount of \$56,475.99. This motion was carried unanimously.

Financials for Month Ending June 30th.

The report was reviewed.

Department Report.

The report was received.

Adjourn.

A motion was made by Mr. Reid and seconded by Mr. Bastien 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						
07/08/2021	CEM	5067	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - JUNE 2021	424.19
07/16/2021	CEM	5068	A1130	AT & T	PHONE SERVICE - JULY 2021	191.80
07/21/2021	CEM	5069	R1004	REINDERS INC.	TORO LAWN MOWER REPAIRS	3,161.33
07/27/2021	CEM	5070	A1009	ANDERSON AUTO RV SALES, INC.	2021 PARKER LITTLE POP TRAILER (1/2)	1,257.50
07/31/2021	CEM	5071	C1036	CITY OF MENOMINEE	MAY & JUNE 2021 - PAYROLL & FRINGES	27,823.09
07/31/2021	CEM	5072	C1326	COUNTRY VISIONS CO-OP	PREMIUM DYED DIESEL	582.48
07/31/2021	CEM	5073	L1015	LONG HEATING & COOLING, INC.	2" GALVANIZED COUPLERS (12)	540.00
07/31/2021	CEM	5074	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES-BALANCE OWED	417.22
07/31/2021	CEM	5075	P1090	POWERPLAN	PARTS-AIR FILTERS	41.07
07/31/2021	CEM	5076	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	534.20
07/31/2021	CEM	5077	W1001	WALTER BROTHERS INC.	SUPPLIES	186.67
07/31/2021	CEM	5078	W1236	WILBERT BURIAL VAULT WORKS	BASES (12)	360.00
07/31/2021	CEM	5079	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - JULY 2021	362.13

CEM TOTALS:

Total of 13 Disbursements:

35,881.68

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
 PERIOD ENDING 07/31/2021

PRELIMINARY

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/21	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	8,645.60	8,645.60	0.00	68,354.40	11.23
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	4,180.00	4,180.00	0.00	25,820.00	13.93
665.000 INTEREST EARNED	30.00	30.00	0.00	0.00	0.00	30.00	0.00
675.000 DONATIONS/CONTRIBUTIONS	0.00	0.00	150.00	150.00	0.00	(150.00)	100.00
699.000 TRANSFER IN	163,666.00	163,666.00	0.00	0.00	0.00	163,666.00	0.00
Total Dept 000.000	270,696.00	270,696.00	12,975.60	12,975.60	0.00	257,720.40	4.79
TOTAL REVENUES	270,696.00	270,696.00	12,975.60	12,975.60	0.00	257,720.40	4.79
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,000.00	78,000.00	6,130.93	6,130.93	0.00	71,869.07	7.86
702.002 WAGES-OVERTIME	10,250.00	10,250.00	0.00	0.00	0.00	10,250.00	0.00
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	41.14	41.14	0.00	3,958.86	1.03
703.000 PAYROLL TAX	7,057.00	7,057.00	835.45	835.45	0.00	6,221.55	11.84
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	197.60	197.60	0.00	1,158.40	14.57
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	1,851.84	1,851.84	0.00	26,752.16	6.47
721.000 LONGEVITY PAY	234.00	234.00	0.00	0.00	0.00	234.00	0.00
725.000 RETIREMENT CONTRIBUTION	19,995.00	19,995.00	705.61	705.61	0.00	19,289.39	3.53
728.000 OFFICE SUPPLIES	450.00	450.00	0.00	0.00	0.00	450.00	0.00
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	1,173.98	1,173.98	0.00	10,826.02	9.78
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
801.000 AUDIT FEES	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
853.000 TELEPHONE/INTERNET	1,600.00	1,600.00	191.80	191.80	0.00	1,408.20	11.99
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	936.88	936.88	0.00	4,563.12	17.03
921.000 ELECTRIC	4,200.00	4,200.00	362.13	362.13	0.00	3,837.87	8.62
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	0.00	0.00	0.00	1,100.00	0.00
932.000 FOOTINGS/FOUNDATIONS	1,500.00	1,500.00	360.00	360.00	0.00	1,140.00	24.00
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	124.00	124.00	0.00	1,376.00	8.27
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	2,950.00	2,950.00	0.00	0.00	0.00	2,950.00	0.00
963.000 TRASH/RUBBISH REMOVAL	1,700.00	1,700.00	209.50	209.50	0.00	1,490.50	12.32
970.000 CAPITAL OUTLAY	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00
Total Dept 000.000	270,696.00	270,696.00	13,120.86	13,120.86	0.00	257,575.14	4.85
TOTAL EXPENDITURES	270,696.00	270,696.00	13,120.86	13,120.86	0.00	257,575.14	4.85
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	270,696.00	270,696.00	12,975.60	12,975.60	0.00	257,720.40	4.79
TOTAL EXPENDITURES	270,696.00	270,696.00	13,120.86	13,120.86	0.00	257,575.14	4.85
NET OF REVENUES & EXPENDITURES	0.00	0.00	(145.26)	(145.26)	0.00	145.26	100.00

JULY 2021 CEMETERY ACTIVITY REPORT

15 Burials

RESIDENT BURIALS (9)

1 PREPAID Cremation Burial

Resident Cremation Burial... 5 @ 350 each.....	\$ 1,750.00
Resident SATURDAY Cremation Burial.... 1 @ 700 each.....	\$ 700.00
Resident Vault Burials- 2 @ 750 each.....	\$ 1,500.00

NON-RESIDENT BURIALS (6)

Non- Resident Cremation Burial... 2 @ 700 each.....	\$ 1,400.00
Non-Resident SATURDAY Cremation Burial.... 1 @ 1, 400 each.....	\$ 1, 400.00
Non-Resident Vault Burials- 3 @ 1,500 each.....	\$ 4,500.00

MISC:

PREPAID non- Res cremation	\$ 700.00
Foundation Settings	\$ 4,571.60

LOTS SOLD (5)

Resident double lot 1 @ 1,100 each.....	\$ 1,100.00
Non- Resident single lot..... 2 @ 1,100 each.....	\$ 2,200.00
Non- Resident double lot..... 2 @ 2,200 each.....	\$ 4,400.00

TOTAL REVENUE JULY 2021..... \$ 24,221.60