

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR SEPTEMBER 13, 2022 at 11:00 a.m.
COUNCIL CHAMBERS**

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

- | | |
|-------------------------------------|---------------------------------------|
| ☐ B. Botbyl | ☐ R. Greenwood |
| ☐ D. Bastien | ☐ J. Raygo |
| ☐ K. Brofka | |

C) APPROVAL OF MEETING AGENDA.

D) MINUTES OF PREVIOUS MEETINGS:

- 1) Regular meeting of August 9, 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) Damage to Joan Tomek's grave stone.
- 2) Cemetery Road Project.
- 3) August 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
AUGUST 9, 2022

A meeting of the Cemetery Board of Trustees was held Tuesday, August 9, 2022 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Botbyl, Dick Bastien, Rachel Greenwood, and Kathy Brofka
ABSENT: Jane Raygo
ALSO PRESENT: Michelle Salter and Susan Johnson

Agenda.

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

Minutes.

A motion was made by Ms. Greenwood and seconded by Mr. Bastien to approve the minutes of the May 10, 2022 meeting as presented. This motion was carried unanimously.

Public Comment.

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

Communication from Tammy Vieth.

Ms. Vieth spoke regarding damage to her mom's (Joan Tomek) grave stone possibly by the stone falling into the grave after it was dug due to soil conditions and the ground collapsing. She asked for replacement of the stone.

The board requested more information, including a quote for replacement, prior to taking any action.

Use of Perpetual Care Funds.

Attorney Celello is continuing to look into possible uses for those funds.

Road Reconstruction Bids.

A motion was made by Mr. Bastien and seconded by Ms. Greenwood to recommend to City Council that Council accept the bid submitted by Barley Trucking and Excavating, Inc. in the amount of \$157,066.16 for the road improvements and authorize the City Manager and City Clerk/Treasurer to execute the contract documents. This motion was carried unanimously.

Bills.

A motion was made by Mr. Bastien and seconded by Ms. Greenwood to approve payment of the May bills in the amount of \$15,282.75, the June bills in the amount of \$59,673.39, and the July bills in the amount of \$3,046.02. This motion was carried unanimously.

Financials for Month Ending July 31st.

The report was reviewed.

Department Report.

The report was heard.

Adjourn.

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


Susan K. Johnson



City of Menominee
Cemetery Board
Agenda Item

TITLE: Road Improvements at the Cemetery

Requesting Agency:	Administration	Meeting Date:	September 13, 2022
Contact:	Brett Botbyl, City Manager	Public Hearing:	NA
Phone:	863-1747	Advertising Date:	NA
		Council District:	
Attachments:			

PURPOSE:

Request that the Cemetery approve the Funding sources for the road improvements to entrance of the Cemetery and forward to City Council for their approval.

BACKGROUND:

At the last meeting, the Board accepted the bid submitted from Barley Trucking and Excavating, Inc. in the amount of \$157,066.16.

BUDGET IMPACT:

The capital outlay budget for the fiscal year ended June 30, 2022 had \$70,000.00 for this item. During last year \$9,114.00 was spent on Engineering for the road, leaving a balance of \$60,886. The current years Capital Budget (FYE June 2023) included an additional \$30,000.00 for this project for a total of \$90,886.

The City is receiving a grant from Menominee County for Roadways in the amount of \$38,860 with a match from the City of \$7,772.00, for a total of \$46,632.00 which is being used for this project.

The Cemetery Fund has an unrestricted Fund Balance at 6/30/2021 of \$57,722. The Cemetery Fund has a net increase in Fund Balance of \$38,610. (Net of capital Outlay Carryforward.) for a total of \$96,306.

The total shortage to fund this project is \$27,320.

A Budget amendment will be needed to use Cemetery Fund Balance for this project.

Please note: any unforeseen additional expenditures because of this project are not included in this funding plan.

STAFF RECOMMENDATION / ACTION REQUESTED:

The City Manager recommends that the shortage to complete this project be taken from the Cemetery Fund Balance and that the Cemetery Board recommends this to the City Council for approval.

COMMITTEE RECOMMENDATION / ACTION:

CITY OF MENOMINEE -
CEMETERY FUND

ROAD CONSTRUCTION - BARLEY TRUCKING & EXCAVATING, INC.		\$ 157,066
		<u> </u>
FUND BALANCE AT JUNE 30, 2021		\$ 57,722
EXCESS REVENUES OVER EXPENDITURES FYE 06/30/2022	\$ 99,470	
CAPITAL OUTLAY CARRYOVER	(60,886)	
INCREASE IN FUND BALANCE - JUNE 30, 2022	<u>\$ 38,584</u>	\$ 38,584
		<u> </u>
		<u>\$ 96,306</u>
		<u> </u>
BUDGET FOR CAPITAL OUTLAY FYE JUNE 30, 2022		\$ 70,000
ENGINEERING COSTS 7/1/2021/ TO 6/30/2022		\$ (9,114)
		<u>\$ 60,886</u>
BUDGET FOR CAPITAL OUTLAY FYE JUNE 30, 2023		\$ 30,000
		<u>\$ 90,886</u>
MENOMINEE COUNTY FUNDING	\$ 38,860	\$ 38,860
CITY MATCH	<u>\$ 7,772</u>	
TOTAL GRANT	<u>\$ 46,632</u>	
ADDITIONAL AMOUNT NEEDED (7772.00 + 19548.00)		\$ 27,320
		<u>\$ 157,066</u>

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
08/04/2022	CEM	5228	W1002	WASTE MANAGEMENT	TRASH REMOVAL	94.30
08/10/2022	CEM	5229	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	430.00
08/24/2022	CEM	5230	A1130	AT & T	CEMETERY PHONE SERVICE-AUGUST 2022	233.16
08/31/2022	CEM	5231	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	436.02
08/31/2022	CEM	5232	C1036	CITY OF MENOMINEE	JULY 2022 - PAYROLL AND FRINGES	17,583.54
08/31/2022	CEM	5233	C1078	CULLIGAN	COOLER RENTAL 9/1/22-8/31/23 ACCT #4125	108.00
08/31/2022	CEM	5234	P1121	PRINTERS PLUS, INC.	LOT OWNER & BUSINESS CARDS	155.00
08/31/2022	CEM	5235	R1004	REINDERS INC.	PARTS-CUST #143781	203.49
08/31/2022	CEM	5236	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	227.61
08/31/2022	CEM	5237	T1242	TOM BOWDEN	FOUNDATIONS	1,540.00
08/31/2022	CEM	5238	W1001	WALTER BROTHERS INC.	SUPPLIES	4.14
08/31/2022	CEM	5239	A1145	ALADDIN FIRE SERVICES, L.L.C.	ANNUAL MAINTENANCE	55.00
CEM TOTALS:						

Total of 12 Disbursements:

21,070.26

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
PERIOD ENDING 08/31/2022

PRELIMINARY

ACCOUNT DESCRIPTION	2022-23	2022-23	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDCGT
	ORIGINAL BUDGET						
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	25,878.80	17,150.00	0.00	51,121.20	33.61
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	7,315.00	6,270.00	0.00	22,685.00	24.38
665.000 INTEREST EARNED	0.00	0.00	2.86	0.00	0.00	(2.86)	100.00
699.000 TRANSFER IN	173,395.00	173,395.00	0.00	0.00	0.00	173,395.00	0.00
Total Dept 000.000	280,395.00	280,395.00	33,196.66	23,420.00	0.00	247,198.34	11.84
TOTAL REVENUES	280,395.00	280,395.00	33,196.66	23,420.00	0.00	247,198.34	11.84
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	93,000.00	93,000.00	21,498.45	14,004.00	0.00	71,501.55	23.12
702.002 WAGES-OVERTIME	4,000.00	4,000.00	266.16	133.08	0.00	3,733.84	6.65
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	191.25	130.62	0.00	8,808.75	2.13
703.000 PAYROLL TAX	8,200.00	8,200.00	2,076.41	1,069.54	0.00	6,123.59	25.32
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	519.73	268.20	0.00	1,730.27	23.10
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	3,603.70	1,631.70	0.00	25,516.30	12.38
707.000 LIFE INSURANCE	0.00	0.00	0.51	0.00	0.00	(0.51)	100.00
721.000 LONGEVITY PAY	275.00	275.00	0.00	0.00	0.00	275.00	0.00
725.000 RETIREMENT CONTRIBUTION	17,000.00	17,000.00	1,826.05	914.16	0.00	15,173.95	10.74
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	1,734.29	930.77	0.00	10,265.71	14.45
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	7,000.00	7,000.00	1,134.42	203.49	0.00	5,865.58	16.21
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	2,600.00	2,600.00	465.76	233.16	0.00	2,134.24	17.91
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	896.90	0.00	0.00	5,103.10	14.95
921.000 ELECTRIC	5,000.00	5,000.00	430.00	430.00	0.00	4,570.00	8.60
922.000 HEAT	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
923.000 WATER/SEWER	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
932.000 FOOTINGS/FOUNDATIONS	2,000.00	2,000.00	1,540.00	1,540.00	0.00	460.00	77.00
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
956.000 MISCELLANEOUS/OTHER	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
960.000 INSURANCE & BONDS	3,100.00	3,100.00	3,063.18	0.00	0.00	36.82	98.81
963.000 TRASH/RUBBISH REMOVAL	1,700.00	1,700.00	513.30	303.80	0.00	1,186.70	30.19
970.000 CAPITAL OUTLAY	60,000.00	60,000.00	0.00	0.00	30,383.96	29,616.04	50.64
Total Dept 000.000	280,395.00	280,395.00	39,760.11	21,792.52	30,383.96	210,250.93	25.02
TOTAL EXPENDITURES	280,395.00	280,395.00	39,760.11	21,792.52	30,383.96	210,250.93	25.02
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	280,395.00	280,395.00	33,196.66	23,420.00	0.00	247,198.34	11.84
TOTAL EXPENDITURES	280,395.00	280,395.00	39,760.11	21,792.52	30,383.96	210,250.93	25.02
NET OF REVENUES & EXPENDITURES	0.00	0.00	(6,563.45)	1,627.48	(30,383.96)	36,947.41	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE

PERIOD ENDING 06/30/2022

PRELIMINARY

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 06/30/2022	ACTIVITY FOR MONTH 06/30/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	105,474.80	7,697.20	0.00	(28,474.80)	136.98
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	32,567.50	6,270.00	0.00	(2,567.50)	108.56
636.000 MISCELLANEOUS REVENUE	0.00	0.00	164.44	164.44	0.00	(164.44)	100.00
665.000 INTEREST EARNED	30.00	30.00	25.03	4.12	0.00	4.97	83.43
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	154,386.00	71,722.00	0.00	9,280.00	94.33
Total Dept 000.000	270,696.00	270,696.00	293,763.79	85,857.76	0.00	(23,067.79)	108.52
TOTAL REVENUES							
	270,696.00	270,696.00	293,763.79	85,857.76	0.00	(23,067.79)	108.52
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,000.00	78,000.00	79,246.38	17,566.05	0.00	(1,246.38)	101.60
702.002 WAGES-OVERTIME	10,250.00	10,250.00	3,608.19	381.24	0.00	6,641.81	35.20
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	8,785.98	841.20	0.00	(4,785.98)	219.65
703.000 PAYROLL TAX	7,057.00	7,057.00	6,711.65	976.37	0.00	345.35	95.11
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	1,650.78	219.92	0.00	(294.78)	121.74
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	21,886.32	1,735.36	0.00	6,717.68	76.51
707.000 LIFE INSURANCE	0.00	0.00	8.57	3.34	0.00	(8.57)	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	13,185.57	1,083.80	0.00	6,809.43	65.94
728.000 OFFICE SUPPLIES	450.00	450.00	485.56	0.00	0.00	(35.56)	107.90
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	12,473.99	2,551.27	0.00	(473.99)	103.95
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	1,325.82	282.50	0.00	4,674.18	22.10
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	8,528.17	2,927.26	0.00	(2,528.17)	142.14
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	2,521.55	243.27	0.00	(921.55)	157.60
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	5,811.53	1,492.37	0.00	(311.53)	105.66
921.000 ELECTRIC	4,200.00	4,200.00	3,048.87	643.17	0.00	1,151.13	72.59
922.000 HEAT	4,200.00	4,200.00	7,432.77	496.59	0.00	(3,232.77)	176.97
923.000 WATER/SEWER	1,100.00	1,100.00	914.49	243.09	0.00	185.51	83.14
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	233.26	86.84	0.00	1,266.74	15.55
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	2,230.24	342.22	0.00	(530.24)	131.19
970.000 CAPITAL OUTLAY	70,000.00	70,000.00	9,113.75	4,289.25	0.00	60,886.25	13.02
Total Dept 000.000	270,696.00	270,696.00	194,293.84	36,405.11	0.00	76,402.16	71.78
TOTAL EXPENDITURES							
	270,696.00	270,696.00	194,293.84	36,405.11	0.00	76,402.16	71.78
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	270,696.00	270,696.00	293,763.79	85,857.76	0.00	(23,067.79)	108.52
TOTAL EXPENDITURES	270,696.00	270,696.00	194,293.84	36,405.11	0.00	76,402.16	71.78
NET OF REVENUES & EXPENDITURES	0.00	0.00	99,469.95	49,452.65	0.00	(99,469.95)	100.00

AUGUST 2022 CEMETERY ACTIVITY REPORT

25 Burials

3 PREPAID Cremation Burial

Resident Cremation Burial... 8 @ 350 each.....	\$ 2,800.00
Non- Resident Cremation Burial... 10 @ 700 each.....	\$ 7,000.00
Resident Vault Burials-2 @ 750 each.....	\$ 1,500.00
Non-Resident Vault Burials 2 @ 1,500.....	\$ 3,000.00

MISC:

Prepaid non-resident cremation.....2 @ 700.....	\$ 1,400.00
Prepaid non- resident vault burial.... 1 @ 1,500 each.....	\$ 1,500.00

5 LOTS SOLD

Non- Resident single lot..... 4 @ 1,100.00.....	\$ 4,400.00
Non- Resident double lot1@ 2,200.00.....	\$ 2,200.00

TOTAL REVENUE AUGUST 2022..... \$ 23,800.00