

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR DECEMBER 13, 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 October 11, 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) October and November 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
OCTOBER 11, 2022

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

PRESENT: Dick Bastien, Jane Raygo, and Kathy Brofka
ABSENT: Brett Botbyl and Rachel Greenwood (both excused)
ALSO PRESENT: Susan Johnson

Ms. Brofka chaired the meeting in Mr. Botbyl's absence.

Agenda.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to remove the request from Lynn Menor to sell lots back from the agenda and approve the amended 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 September 13, 2022 meeting as presented. 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 public comment. This motion was carried unanimously.

Bills.

A motion was made by Mr. Bastien and seconded by Ms. Raygo to approve payment of the September bills in the amount of \$34,732.74. This motion was carried unanimously.

Financials for Month Ending September 30th.

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 Ms. Raygo 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						
10/17/2022	CEM	5251	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	333.74
10/19/2022	CEM	5252	A1130	AT & T	PHONE SERVICE - OCTOBER 2022	232.10
10/31/2022	CEM	5253	C1036	CITY OF MENOMINEE	GAS BILLING - JULY, AUG & SEPT 2022	395.00
10/31/2022	CEM	5254	C1036	CITY OF MENOMINEE	SEPT 2022 - GFL - TRASH REMOVAL	209.50
10/31/2022	CEM	5255	C1036	CITY OF MENOMINEE	SEPTEMBER 2022-PAYROLL AND FRINGES	13,701.89
10/31/2022	CEM	5256	J2329	J&H TIRES AND REPAIR	TUBES FOR TIRES	75.00
10/31/2022	CEM	5257	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	SUPPLIES	395.20
10/31/2022	CEM	5258	P1007	PARTHIE LANDSCAPE & STONE	SPRINKLER SYSTEM SERVICE	1,361.25
10/31/2022	CEM	5259	R1004	REINDERS INC.	PARTS-CUST #143781	114.46
10/31/2022	CEM	5260	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	174.56
10/31/2022	CEM	5261	T1243	T. J. WILBERTS OF ESCANABA, INC.	BASES (12)	624.00
10/31/2022	CEM	5262	T1240	TODD SCHLOEGEL, LLC	NEW HEADSTONE - TOMER	1,635.00
10/31/2022	CEM	5263	W1001	WALTER BROTHERS INC.	SUPPLIES	15.87
10/31/2022	CEM	5264	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING - 9/30/2022	254.51
CEM TOTALS:						

Total of 14 Disbursements:

19,522.08

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
11/10/2022	CEM	5266	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	248.51
11/17/2022	CEM	5267	W1002	WASTE MANAGEMENT	TRASH REMOVAL	126.76
11/22/2022	CEM	5268	A1130	AT & T	PHONE SERVICE - NOVEMBER 2022	232.08
11/30/2022	CEM	5269	C1036	CITY OF MENOMINEE	OCT 2022 - GFL TRASH REMOVAL	209.50
11/30/2022	CEM	5270	C1036	CITY OF MENOMINEE	OCTOBER 2002 PAYROLL & FRINGES	8,260.15
11/30/2022	CEM	5271	C1326	COUNTRY VISIONS CO-OP	UNLEADED & DIESEL FUEL	1,350.88
11/30/2022	CEM	5272	L1015	LONG HEATING & COOLING, INC.	SUPPLIES	1,051.00
11/30/2022	CEM	5273	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	397.24
11/30/2022	CEM	5274	P1539	PUMP SOLUTIONS, INC	BERKELEY PUMP & LABOR TO INSTALL	9,005.00
11/30/2022	CEM	5275	W1001	WALTER BROTHERS INC.	SUPPLIES	73.50
CEM TOTALS:						

Total of 10 Disbursements:

20,954.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
PERIOD ENDING 11/30/2022

PRELIMINARY

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 11/30/2022	ACTIVITY FOR MONTH 11/30/22	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	53,758.60	3,955.20	0.00	23,241.40	69.82
634.100 BURIAL PILOT SALES	30,000.00	30,000.00	15,675.00	0.00	0.00	14,325.00	52.25
665.000 INTEREST EARNED	0.00	0.00	14.10	2.58	0.00	(14.10)	100.00
687.000 REFUNDS/REBATES	0.00	0.00	500.00	0.00	0.00	(500.00)	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	69,947.70	3,957.78	0.00	210,447.30	24.95
TOTAL REVENUES	280,395.00	280,395.00	69,947.70	3,957.78	0.00	210,447.30	24.95
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	93,000.00	93,000.00	39,866.78	4,709.12	0.00	53,133.22	42.87
702.002 WAGES-OVERTIME	4,000.00	4,000.00	731.94	0.00	0.00	3,268.06	18.30
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	557.85	43.14	0.00	8,442.15	6.20
703.000 PAYROLL TAX	8,200.00	8,200.00	3,477.42	342.19	0.00	4,722.58	42.41
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	868.46	84.61	0.00	1,381.54	38.60
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	8,804.85	1,577.60	0.00	20,315.15	30.24
707.000 LIFE INSURANCE	0.00	0.00	0.88	0.37	0.00	(0.88)	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	5,348.73	955.58	0.00	11,651.27	31.46
728.000 OFFICE SUPPLIES	450.00	450.00	390.38	5.00	0.00	59.62	86.75
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	3,092.63	1,124.50	0.00	8,907.37	25.77
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	15.87	0.00	0.00	5,984.13	0.26
778.000 EQUIPMENT REPAIRS	7,000.00	7,000.00	13,500.58	9,402.24	0.00	(6,500.58)	192.87
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	1,162.94	232.08	0.00	1,437.06	44.73
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	3,185.74	878.00	0.00	2,814.26	53.10
921.000 ELECTRIC	5,000.00	5,000.00	1,641.74	248.51	0.00	3,358.26	32.83
922.000 HEAT	7,000.00	7,000.00	472.79	472.79	0.00	6,527.21	6.75
923.000 WATER/SEWER	1,200.00	1,200.00	254.51	0.00	0.00	945.49	21.21
932.000 FOOTINGS/FOUNDATIONS	2,000.00	2,000.00	0.00	0.00	0.00	(164.00)	108.20
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	1,635.00	0.00	0.00	(635.00)	163.50
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	1,268.56	336.26	0.00	431.44	74.62
970.000 CAPITAL OUTLAY	60,000.00	60,000.00	10,823.03	0.00	0.00	18,793.01	68.68
Total Dept 000.000	280,395.00	280,395.00	102,327.86	20,412.08	30,383.96	147,683.18	47.33
TOTAL EXPENDITURES	280,395.00	280,395.00	102,327.86	20,412.08	30,383.96	147,683.18	47.33
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	280,395.00	280,395.00	69,947.70	3,957.78	0.00	210,447.30	24.95
TOTAL EXPENDITURES	280,395.00	280,395.00	102,327.86	20,412.08	30,383.96	147,683.18	47.33
NET OF REVENUES & EXPENDITURES	0.00	0.00	(32,380.16)	(16,454.30)	(30,383.96)	62,764.12	100.00

OCTOBER 2022 CEMETERY ACTIVITY REPORT

15 Burials

Resident Cremation Burial... 8 @ 350 each.....	\$ 2,800.00
Resident Vault Burials-3 @ 750 each.....	\$ 2,250.00
Non- Resident Cremation Burial... 3 @\$ 700 each.....	\$ 2,100.00
Non-Resident Vault Burials 1 @ 1500.....	\$ 1,500.00

MISC:

Prepaid Resident Cremation Burial 1 @ 350 each	\$ 350.00
Prepaid Non- Resident Cremation Burial 2 @ 700.00 each	\$ 1,400.00
Foundation setting.....	\$ 6,674.60

LOTS SOLD (3)

Non- Resident single lot.....1 @1,100.00.....	\$1,100.00
Non- Resident double lot2@ 2,200.00.....	\$ 4,400.00

TOTAL REVENUE OCTOBER 2022..... \$ 22,574.60

NOVEMBER 2022 CEMETERY ACTIVITY REPORT

7 Burials

Resident Cremation Burial... 3 @ 350 each.....	\$ 1,050.00
Resident Vault Burial-3 @ 750 each.....	\$ 2,250.00
Non- Resident Vault Burial... 1 @ 1500 each.....	\$ 1,500.00

MISC:

Prepaid resident cremation.....1 @ 350 each..... \$ 350.00

Foundation settings..... \$ 1,355.20

1 LOT SOLD

Resident single lot..... 1 @ 550.00..... \$ 550.00

TOTAL REVENUE NOVEMBER 2022..... \$7,055.20