

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR DECEMBER 14, 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"/> Vacant |
| <input type="checkbox"/> J. Raygo | |

C) APPROVAL OF MEETING AGENDA.

D) MINUTES OF PREVIOUS MEETINGS:

- 1) Regular meeting of November 9, 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) Coleman Engineering's cost estimate for the roadway project.
- 2) November bills.
- 3) Year to date financials.
- 4) 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
NOVEMBER 9, 2021

A meeting of the Cemetery Board of Trustees was held Tuesday, November 9, 2021 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Dick Bastien, Jane Raygo, and Kathy Brofka
ABSENT: Brett Botbyl (excused)
ALSO PRESENT: Michelle Salter and Susan Johnson

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

Agenda.

A motion was made by Mr. Bastien 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. Bastien to approve the minutes of the September 14, 2021 meeting as presented. This motion was carried unanimously.

Public Comment.

No one was heard.

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

Bills.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve payment of the September bills in the amount of \$3,007.20 and the October bills in the amount of \$31,289.98. This motion was carried unanimously.

Financials for Month Ending October 31st.

The report was reviewed.

Department Report.

The report was received.

Adjourn.

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


Susan K. Johnson

Engineer's Opinion of Costs

Project Number: 210891
Estimate Number: 1
Project Type: Road Reconstruction
Location: Cemetary Access Road
 Menominee, Michigan
Description: Reconstruction of Cemetary Access Road

Project Engineer: Adam Olson
Date Created: 10/21/2021
Date Edited: 10/25/2021
Fed/State #:
Fed Item:
Control Section:

Line	Breakdown ID	Pay Item	Description	Quantity	Units	Unit Price	Total
Category: 0001 Road Reconstruction							
0001		1100001	Mobilization, Max	1.000	LSUM	\$8,200.00	\$8,200.00
0002		2030011	Dr Structure, Rem	5.000	Ea	\$300.00	\$1,500.00
0003		2040050	Pavt, Rem	1,530.000	Syd	\$6.00	\$9,180.00
0004		2080020	Erosion Control, Inlet Protection, Fabric Drop	5.000	Ea	\$100.00	\$500.00
0005		3020020	Aggregate Base, 8 inch	1,530.000	Syd	\$9.00	\$13,770.00
0006		4020690	Sewer, C I E, 12 inch, Tr Det E	295.000	Fi	\$65.00	\$19,175.00
0007		4030010	Dr Structure Cover, Type B	1.000	Ea	\$300.00	\$300.00
0008		4030035	Dr Structure Cover, Type E	4.000	Ea	\$300.00	\$1,200.00
0009		4030200	Dr Structure, 24 inch dia	4.000	Ea	\$1,200.00	\$4,800.00
0010		4030210	Dr Structure, 48 inch dia	1.000	Ea	\$2,300.00	\$2,300.00
0011		5012024	HMA, 4EI	130.000	Ton	\$95.00	\$12,350.00
0012		5012036	HMA, 5EI	130.000	Ton	\$95.00	\$12,350.00
0013		8020020	Curb and Gutter, Conc, Det C1	35.000	Fi	\$35.00	\$1,225.00
0014		8120170	Minor Traf Devices	1.000	LSUM	\$4,000.00	\$4,000.00

Contract # 210891 (Cemetary Access Road Menominee, Michigan)
 MERL: 2018.11.0

10/25/2021 4:35:18 PM

Line	Breakdown ID	Pay Item	Description	Quantity	Units	Unit Price	Total
Estimate Total: \$90,850.00							

11/30/2021 11:11 AM
User: PAYROLL
DB: Menominee

CHECK REGISTER FOR CITY OF MENOMINEE
CHECK DATE FROM 11/01/2021 - 11/30/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
11/09/2021	CEM	5113	G1115	GREAT LAKES OVERHEAD DOOR INC.	REPLACE CABLES ON WEST DOOR	243.00
11/09/2021	CEM	5114	R1004	REINDERS INC.	EQUIPMENT REPAIRS	708.97
11/17/2021	CEM	5115	A1130	AT & T	PHONE SERVICE - NOVEMBER 2021	192.13
11/24/2021	CEM	5116	W1002	WASTE MANAGEMENT	TRASH REMOVAL-GARBAGE TRUCK BY CEMETERY	121.37
11/30/2021	CEM	5117	A1070	AUTO PRO'S SERVICE CENTER	EXHAUST WORK ON 1992 FORD F350	1,442.87
11/30/2021	CEM	5118	C1036	CITY OF MENOMINEE	OCTOBER 2021 - P/R & FRINGES	9,706.70
11/30/2021	CEM	5119	C1006	COLEMAN ENGINEERING CO.	CEMETERY ACCESS RD DESIGN-PROF SERVICES	4,379.00
11/30/2021	CEM	5120	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 68 - OFFICE	1,029.65
11/30/2021	CEM	5121	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	SUPPLIES	199.53
11/30/2021	CEM	5122	T1226	THE AMERICAN LEGION AUX UNIT #146	WINTER DECORATIONS	299.00
11/30/2021	CEM	5123	W1001	WALTER BROTHERS INC.	SUPPLIES	95.33
11/30/2021	CEM	5124	W1236	WILBERT BURIAL VAULT WORKS	BASES (10)	400.00

CEM TOTALS:

Total of 12 Disbursements:

18,817.55

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
PERIOD ENDING 11/30/2021

PRELIMINARY

ACCOUNT DESCRIPTION	2021-22		2021-22		YTD BALANCE 11/30/2021	ACTIVITY FOR		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	MONTH 11/30/21							
Fund 209 - CEMETERY OPERATIONS FUND										
Revenues										
Dept 000.000										
634.000 BURIAL FEES	77,000.00	77,000.00	49,556.80	3,838.40	0.00	27,443.20	64.36			
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	17,415.00	2,612.50	0.00	12,585.00	58.05			
665.000 INTEREST EARNED	30.00	30.00	4.97	0.09	0.00	25.03	16.57			
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	81,666.00	81,666.00	0.00	82,000.00	49.90			
Total Dept 000.000	270,696.00	270,696.00	149,788.79	88,116.99	0.00	120,907.21	55.33			
TOTAL REVENUES										
	270,696.00	270,696.00	149,788.79	88,116.99	0.00	120,907.21	55.33			
Expenditures										
Dept 000.000										
702.000 WAGES/SALARIES	78,000.00	78,000.00	34,510.73	4,212.78	0.00	43,489.27	44.24			
702.002 WAGES-OVERTIME	10,250.00	10,250.00	1,142.40	97.50	0.00	9,107.60	11.15			
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	3,045.21	790.39	0.00	954.79	76.13			
703.000 PAYROLL TAX	7,057.00	7,057.00	3,237.41	368.43	0.00	3,819.59	45.88			
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	770.83	92.89	0.00	585.17	56.85			
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	8,761.92	1,712.23	0.00	19,842.08	30.63			
707.000 LIFE INSURANCE	0.00	0.00	1.55	1.55	0.00	(1.55)	100.00			
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	5,099.66	1,039.83	0.00	14,895.34	25.50			
728.000 OFFICE SUPPLIES	450.00	450.00	334.16	199.53	0.00	115.84	74.26			
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	3,393.83	820.05	0.00	8,606.17	28.28			
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	383.00	243.00	0.00	5,617.00	6.38			
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	3,611.07	2,126.12	0.00	(2,457.07)	140.95			
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	961.43	192.13	0.00	638.57	60.09			
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	2,006.42	585.75	0.00	3,493.58	36.48			
921.000 ELECTRIC	4,200.00	4,200.00	1,083.60	0.00	0.00	3,116.40	25.80			
922.000 HEAT	4,200.00	4,200.00	691.71	443.90	0.00	3,508.29	16.47			
923.000 WATER/SEWER	1,100.00	1,100.00	234.48	0.00	0.00	865.52	21.32			
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	146.42	22.42	0.00	1,353.58	9.76			
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	1,168.87	330.87	0.00	531.13	68.76			
970.000 CAPITAL OUTLAY	70,000.00	70,000.00	4,379.00	4,379.00	0.00	65,621.00	6.26			
Total Dept 000.000	270,696.00	270,696.00	78,820.10	17,658.37	4,846.00	187,029.90	30.91			
TOTAL EXPENDITURES										
	270,696.00	270,696.00	78,820.10	17,658.37	4,846.00	187,029.90	30.91			
Fund 209 - CEMETERY OPERATIONS FUND:										
TOTAL REVENUES	270,696.00	270,696.00	149,788.79	88,116.99	0.00	120,907.21	55.33			
TOTAL EXPENDITURES	270,696.00	270,696.00	78,820.10	17,658.37	4,846.00	187,029.90	30.91			
NET OF REVENUES & EXPENDITURES	0.00	0.00	70,968.69	70,458.62	(4,846.00)	(66,122.69)	100.00			

NOVEMBER 2021 CEMETERY ACTIVITY REPORT

4 Burials

RESIDENT BURIALS (3)

Prepaid cremation..... 1

Resident Cremation Burial... 1... \$ 350 each..... \$ 350.00

Resident Vault Burials-1....@ \$750 each..... \$ 750.00

NON- RESIDENT BURIALS (1)

Non-Resident Cremation Burial... 1@... \$700 each..... \$700.00

LOTS SOLD (0)

MISC:

Foundation settings \$ 5, 412.80

PRE- PAID cremation..... \$ 350.00

PRE- PAID non- Res cremation Burial..... \$ 700.00

TOTAL REVENUE NOVEMBER 2021..... \$8,262.80