

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR APRIL 12, 2022 at 11:00 a.m.
COUNCIL CHAMBERS**

A) CALL THE MEETING TO ORDER.

B) ROLL CALL.

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

C) APPROVAL OF MEETING AGENDA.

D) MINUTES OF PREVIOUS MEETINGS:

- 1) Regular meeting of March 8, 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) Cemetery expansion.
- 2) Columbarium.
- 3) March 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
MARCH 8, 2022

A meeting of the Cemetery Board of Trustees was held Tuesday, March 8, 2022 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Dick Bastien, Brett Botbyl, Jane Raygo, and Kathy Brofka
ABSENT: None

Agenda.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve the 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 January 11, 2022 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.

Capital Outlay Budget Submittals.

Items submitted were entrance improvements, a mower, a blower, and the gates.

Bills.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve payment of the January bills in the amount of \$3,343.43 and the February bills in the amount of \$21,046.72. This motion was carried unanimously.

Financials for Month Ending February 28th.

The report was reviewed.

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						
03/09/2022	CEM	5160	T1182	TIRE TRAX	TIRE	88.00
03/11/2022	CEM	5161	J1188	JOHN DEERE FINANCIAL	OIL & FILTERS	249.77
03/14/2022	CEM	5162	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	208.32
03/21/2022	CEM	5163	A1130	AT & T	PHONE SERVICE - MARCH 2022	217.17
03/31/2022	CEM	5164	A1247	AIRGAS USA, LLC	PARTS	156.32
03/31/2022	CEM	5165	A1070	AUTO PRO'S SERVICE CENTER	OIL CHANGE-1981 FORD F350	74.75
03/31/2022	CEM	5166	C1036	CITY OF MENOMINEE	FEBRUARY 2022 - PAYROLL & FRINGES	8,050.25
03/31/2022	CEM	5167	M1189	MENARDS - MARINETTE	SUPPLIES	128.43
03/31/2022	CEM	5168	R1004	REINDERS INC.	PARTS-CUST #143781	870.45
03/31/2022	CEM	5169	W1001	WALTER BROTHERS INC.	SUPPLIES	8.58
03/31/2022	CEM	5170	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING	223.80
CEM TOTALS:						10,275.84

Total of 11 Disbursements:

ACCOUNT DESCRIPTION	2021-22	2021-22	YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDTG USED
	ORIGINAL BUDGET	AMENDED BUDGET					
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	74,477.60	3,000.00	0.00	2,522.40	96.72
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	21,595.00	522.50	0.00	8,405.00	71.98
665.000 INTEREST EARNED	30.00	30.00	16.73	2.45	0.00	13.27	55.77
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	0.00	0.00	82,000.00	49.90
Total Dept 000.000	270,696.00	270,696.00	178,901.35	3,524.95	0.00	91,794.65	66.09
TOTAL REVENUES	270,696.00	270,696.00	178,901.35	3,524.95	0.00	91,794.65	66.09
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,000.00	78,000.00	51,442.58	5,577.30	0.00	26,557.42	65.95
702.002 WAGES-OVERTIME	10,250.00	10,250.00	3,112.14	698.94	0.00	7,137.86	30.36
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	6,542.17	847.46	0.00	(2,542.17)	163.55
703.000 PAYROLL TAX	7,057.00	7,057.00	4,879.17	519.99	0.00	2,177.83	69.14
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	1,217.16	141.24	0.00	138.84	89.76
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	16,008.41	1,723.49	0.00	12,595.59	55.97
707.000 LIFE INSURANCE	0.00	0.00	5.23	0.00	0.00	(5.23)	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	10,119.31	1,618.07	0.00	9,875.69	50.61
728.000 OFFICE SUPPLIES	450.00	450.00	395.53	0.00	0.00	54.47	87.90
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	4,603.16	293.33	0.00	7,396.84	38.36
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	1,043.32	0.00	0.00	4,956.68	17.39
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	5,446.02	1,282.97	4,846.00	(4,292.02)	171.53
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	1,844.19	217.17	0.00	(244.19)	115.26
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	3,275.48	0.00	0.00	2,224.52	59.55
921.000 ELECTRIC	4,200.00	4,200.00	2,007.73	208.32	0.00	2,192.27	47.80
922.000 HEAT	4,200.00	4,200.00	4,905.87	0.00	0.00	(705.87)	116.81
923.000 WATER/SEWER	1,100.00	1,100.00	671.40	223.80	0.00	428.60	61.04
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	0.00	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	1,507.12	82.50	0.00	192.88	88.65
970.000 CAPITAL OUTLAY	70,000.00	70,000.00	4,379.00	0.00	0.00	65,621.00	6.26
Total Dept 000.000	270,696.00	270,696.00	128,641.81	13,434.58	4,846.00	137,208.19	49.31
TOTAL EXPENDITURES	270,696.00	270,696.00	128,641.81	13,434.58	4,846.00	137,208.19	49.31
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	270,696.00	270,696.00	178,901.35	3,524.95	0.00	91,794.65	66.09
TOTAL EXPENDITURES	270,696.00	270,696.00	128,641.81	13,434.58	4,846.00	137,208.19	49.31
NET OF REVENUES & EXPENDITURES	0.00	0.00	50,259.54	(9,909.63)	(4,846.00)	(45,413.54)	100.00