

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR JANUARY 9, 2024 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 November 14, 2023.

E) COMMUNICATIONS:

F) PUBLIC COMMENT:

- 1) Maximum 15-minute public comment session. Statements, not debate, limited to three minutes per person on agenda items only.

G) BUSINESS ITEMS:

- 2) November and December 2023 bills.
3) Year to date financials.

H) DEPARTMENT REPORT(S).

- 1) November and December and Year End for 2023.

I) 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
November 14, 2023

A meeting of the Cemetery Board of Trustees was held Tuesday, November 14, 2023 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Botbyl, Dick Bastien, Jane Raygo, and Kathy Brofka
ABSENT: Rachel Greenwood
ALSO PRESENT: Sandra Bayerl

Agenda.

A motion was made by Member Bastien and seconded by Member Raygo to approve the agenda for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Member Raygo and seconded by Member Bastien to approve the minutes of the September 12, 2023 meeting as presented. This motion was carried unanimously.

Communications.

The Elizabeth Peanosky gravesite was discussed.

Public Comment.

Steve Olsen on the Peanosky gravesite was heard.

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

Business Items.

A motion was made by Member Raygo and seconded by Member Bastien to approve the request from Trent and Jean Janquart to sell their lot back to the City. This motion was carried unanimously.

Bills.

A motion was made by Member Raygo and seconded by Member Bastien to approve payment of the September bills in the amount of \$34,080.60 and October bills in the amount of \$19,652.73. This motion was carried unanimously.

Financials for Month Ending October 2023.

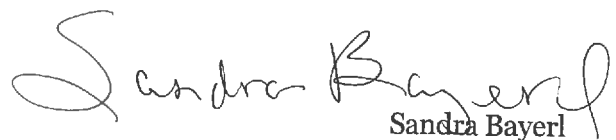
The financials were discussed.

Department Report.

The Reports were heard.

Adjourn.

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


Sandra Bayerl

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
11/09/2023	CEM	5429	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	472.64
11/14/2023	CEM	5430	MISC	TRENT & JEAN JANQUART	CITY BUY-BACK OF CEMETERY LOT	1,100.00
11/29/2023	CEM	5431	A1130	AT & T	PHONE SERVICE - NOVEMBER 2023	342.98
11/30/2023	CEM	5432	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	254.80
11/30/2023	CEM	5433	B1302	CAPITAL ONE TRADE CENTER	GREASE GUN	284.05
11/30/2023	CEM	5434	C1036	CITY OF MENOMINEE	SEPT 2023 - GFL TRASH REMOVAL	237.66
11/30/2023	CEM	5435	C1036	CITY OF MENOMINEE	OCTOBER 2023 - GAS BILLING	62.06
11/30/2023	CEM	5436	C1036	CITY OF MENOMINEE	OCTOBER 2023 - PAYROLL & FRINGES	9,367.00
11/30/2023	CEM	5437	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	603.85
11/30/2023	CEM	5438	PL539	PUMP SOLUTIONS, INC	STA-RITE PUMP REPAIR	5,152.00
11/30/2023	CEM	5439	R1004	REINDERS INC.	PARTS	115.24
11/30/2023	CEM	5440	W1001	WALTER BROTHERS INC.	SUPPLIES	44.34
11/30/2023	CEM	5441	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	124.76
CEM TOTALS:						

Total of 13 Disbursements:

18,161.38

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
12/14/2023	CEM	5442	B1322	BP HOPE MEMORIAL FOUNDATION	DECORATE-SPIKES, WREATHS, URNS	300.00
12/21/2023	CEM	5443	A1130	AT & T	PHONE SERVICE - DECEMBER 2023	342.98
12/31/2023	CEM	5444	C1036	CITY OF MENOMINEE	NOVEMBER 2023 - GAS BILLING	55.11
12/31/2023	CEM	5445	C1036	CITY OF MENOMINEE	NOV 2023 - GFL TRASH REMOVAL	93.59
12/31/2023	CEM	5446	C1036	CITY OF MENOMINEE	NOVEMBER 2023-PAYROLL & FRINGES	8,497.86
12/31/2023	CEM	5447	C1036	CITY OF MENOMINEE	DECEMBER 2023 - GAS BILLING	58.23
12/31/2023	CEM	5448	C1326	COUNTRY VISIONS CO-OP	UNLEADED & FIELDMASTER	835.57
12/31/2023	CEM	5449	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	SUPPLIES	139.72
12/31/2023	CEM	5450	S1316	STATELINE APPAREL	JASENOVSKY-LONG-SLEEVE SHIRTS (4)	214.95
12/31/2023	CEM	5451	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING - 12/31/2023	259.06
CEM TOTALS:						

Total of 10 Disbursements:

10,797.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE
PERIOD ENDING 12/31/2023

PRELIMINARY

ACCOUNT DESCRIPTION	2023-24	2023-24	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/23	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET					
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	85,000.00	85,000.00	51,095.60	8,372.40	0.00	33,904.40	60.11
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	10,450.00	1,567.50	0.00	19,550.00	34.83
665.000 INTEREST EARNED	0.00	0.00	89.46	0.00	0.00	(89.46)	100.00
687.000 REFUNDS/REBATES	0.00	0.00	1,599.20	0.00	0.00	(1,599.20)	100.00
699.000 TRANSFER IN	129,175.00	129,175.00	0.00	0.00	0.00	129,175.00	0.00
Total Dept 000.000	244,175.00	244,175.00	63,234.26	9,939.90	0.00	180,940.74	25.90
TOTAL REVENUES							
	244,175.00	244,175.00	63,234.26	9,939.90	0.00	180,940.74	25.90
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	90,000.00	90,000.00	47,324.27	4,576.76	0.00	42,675.73	52.58
702.002 WAGES-OVERTIME	4,000.00	4,000.00	2,776.78	308.48	0.00	1,223.22	69.42
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	245.02	0.00	0.00	8,754.98	2.72
703.000 PAYROLL TAX	8,200.00	8,200.00	4,253.64	370.60	0.00	3,946.36	51.87
705.000 WORKER'S COMP INSURANCE	2,000.00	2,000.00	826.71	60.13	0.00	1,173.29	41.34
706.000 MEDICAL INSURANCE	25,000.00	25,000.00	11,157.41	2,055.00	0.00	13,842.59	44.63
721.000 LONGEVITY PAY	275.00	275.00	312.00	312.00	0.00	(37.00)	113.45
725.000 RETIREMENT CONTRIBUTION	17,000.00	17,000.00	6,841.33	970.90	0.00	10,158.67	40.24
728.000 OFFICE SUPPLIES	500.00	500.00	333.54	139.72	0.00	166.46	66.71
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	2,483.78	514.95	0.00	9,516.22	20.70
776.000 BLDG REPAIRS/SUPPLIES	5,000.00	5,000.00	580.00	0.00	0.00	4,420.00	11.60
778.000 EQUIPMENT REPAIRS	10,000.00	10,000.00	17,523.67	0.00	0.00	(7,523.67)	175.24
801.000 AUDIT FEES	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
853.000 TELEPHONE/INTERNET	2,600.00	2,600.00	2,288.13	342.98	0.00	311.87	88.01
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	4,155.60	893.80	0.00	1,844.40	69.26
921.000 ELECTRIC	5,000.00	5,000.00	1,585.78	0.00	0.00	3,414.22	31.72
922.000 HEAT	7,000.00	7,000.00	851.04	0.00	0.00	6,148.96	12.16
923.000 WATER/SEWER	1,200.00	1,200.00	530.52	259.06	0.00	669.48	44.21
932.000 FOOTINGS/FOUNDATIONS	3,000.00	3,000.00	1,901.00	0.00	0.00	1,099.00	63.37
940.000 EQUIPMENT RENTAL	0.00	0.00	121.83	0.00	0.00	(121.83)	100.00
956.000 MISCELLANEOUS/OTHER	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
960.000 INSURANCE & BONDS	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00	0.00
963.000 TRASH/RUBBISH REMOVAL	1,800.00	1,800.00	1,411.23	93.59	0.00	388.77	78.40
970.000 CAPITAL OUTLAY	28,000.00	28,000.00	0.00	0.00	0.00	28,000.00	0.00
Total Dept 000.000	244,175.00	244,175.00	107,503.28	10,897.97	0.00	136,671.72	44.03
TOTAL EXPENDITURES							
	244,175.00	244,175.00	107,503.28	10,897.97	0.00	136,671.72	44.03
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	244,175.00	244,175.00	63,234.26	9,939.90	0.00	180,940.74	25.90
TOTAL EXPENDITURES	244,175.00	244,175.00	107,503.28	10,897.97	0.00	136,671.72	44.03
NET OF REVENUES & EXPENDITURES	0.00	0.00	(44,269.02)	(958.07)	0.00	44,269.02	100.00

NOVEMBER 2023 CEMETERY ACTIVITY REPORT

15 Burials

Resident Cremation Burial... 5@ \$ 350 each.....	\$ 1,750.00
Resident Vault Burials-7 @ \$ 750 each.....	\$ 5,250.00
Non-Resident Vault Burials-3 @ \$ 1,500 each.....	\$ 4,500.00

MISC.

Prepaid Non-Resident cremation1 @ \$ 700.00.....	\$ 700.00
Cremation Disinter to leave Riverside.....1.....	\$600.00

LOTS SOLD (2)

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

TOTAL REVENUE NOVEMBER 2023..... \$ 16,100.00

DECEMBER 2023 CEMETERY ACTIVITY REPORT

3 Burials

Resident Vault Burial-3 @ 750 each..... \$ 2,250.00

LOTS SOLD (3)

Resident single lot..... 3 @ 550.00..... \$ 1,650.00

MISC:

Prepaid resident cremation.....2 @ 350 each..... \$ 700.00

Foundation settings..... \$ 2,222.40

TOTAL REVENUE DECEMBER 2023..... \$6,822.40

Year End CEMETERY TOTALS

Lots Sold

2017----- 21

2018-----24

2019-----26

2020-----23

2021-----31

2022-----28

2023-----23

Burials

2017 ----- 100 2 in Soldiers Field

2018 ----- 110 0 in Soldiers Field

2019 ----- 98 3 in Soldiers Field

2020 ----- 94 4 in Soldiers Field

2021 ----- 111 0 in Soldiers Field

2022-----119 2 in Soldiers Field

2023-----112 0 in Soldiers Field