

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR SEPTEMBER 12, 2023 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 July 11, 2023.

E) COMMUNICATIONS:

Elizabeth Peanosky gravesite.

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:

- 3) July and August bills.
4) Year to date financials.

H) DEPARTMENT REPORT(S).

June, July, and August 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
July 11, 2023

A meeting of the Cemetery Board of Trustees was held Tuesday, July 11, 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 Raygo and seconded by Member Bastien to approve the agenda dated July 7, 2023 for the meeting. This motion was carried unanimously.

Minutes.

A motion was made by Member Bastien and seconded by Member Raygo to approve the minutes of the May 9, 2023 meeting as presented. This motion was carried unanimously.

Public Comment.

No one was heard.

Business Items.

The board discussed the request for a 48-inch Niche Columbaria as Carol Arsineau and Jim Scaritski wanted their cremains above ground.

Bills.

A motion was made by Member Raygo and seconded by Member Bastien to approve payment of the May bills in the amount of \$125,384.27 and June bills in the amount of \$6,540.22. This motion was carried unanimously.

Financials for Months Ending May and June 2023.

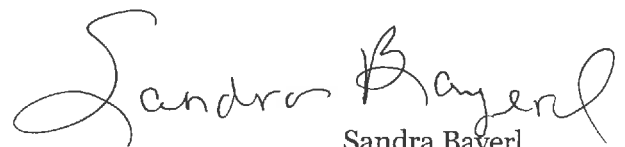
The financials were discussed.

Department Report.

The report was received.

Adjourn.

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


Sandra Bayerl

JUNE 2023 CEMETERY ACTIVITY REPORT

20 Burials

Resident Cremation Burial... 6 @ 350 each.....	\$ 2,100.00
Resident Vault Burials-4 @ 750 each.....	\$ 3,000.00
Non- Resident Cremation Burial... 8 @ 700 each.....	\$ 5,600.00
Non-Resident Vault Burials 2 @ 1500.....	\$ 3,000.00

MISC:

Prepaid Non- Resident Cremation Burial 2 @ 700.00 each	\$ 1,400.00
Foundation setting.....	\$ 985.60

LOTS SOLD (3)

Resident single lot.....1 @550.00.....	\$550.00
Resident double lot..... 1 @1,100.00.....	\$1,100.00
Non- Resident double lot1@ 2,200.00.....	\$ 2,200.00

TOTAL REVENUE JUNE 2023..... \$ 19,935.60

JULY 2023 CEMETERY ACTIVITY REPORT

11 Burials

Resident Cremation Burial... 6 @ 350 each.....	\$ 2,100.00
Resident Vault Burials-1 @ 750 each.....	\$ 750.00
Non- Resident Cremation Burial... 3 @ 700 each.....	\$ 2,100.00
Non-Resident Vault Burials 1 @ 1500.....	\$ 1,500.00

MISC:

Foundation setting.....	\$ 4,825.60
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LOTS SOLD (0)

<i>TOTAL REVENUE JULY 2023.....</i>	<i>\$ 11,275.60</i>
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Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
07/06/2023	CEM	5369	L1174	LENA SOD FARM	SOD	150.00
07/26/2023	CEM	5370	A1130	AT & T	PHONE SERVICE - JULY 2023	549.40
07/31/2023	CEM	5371	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	172.57
07/31/2023	CEM	5372	B1302	CAPITAL ONE TRADE CENTER	BRUSH CUTTER (2)	949.72
07/31/2023	CEM	5373	C1326	COUNTRY VISIONS CO-OP	UNLEADED FUEL & DIESEL	656.23
07/31/2023	CEM	5374	J2329	J&H TIRES AND REPAIR LLC	TIRES	298.85
07/31/2023	CEM	5375	M1189	MENARDS - MARINETTE	SUPPLIES	163.01
07/31/2023	CEM	5376	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	141.43
07/31/2023	CEM	5377	R1004	REINDERS INC.	PARTS/COVER ASM	119.02
07/31/2023	CEM	5378	W1001	WALTER BROTHERS INC.	SUPPLIES	40.48
CEM TOTALS:						

Total of 10 Disbursements:

3,240.71

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
08/11/2023	CEM	5379	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	460.37
08/23/2023	CEM	5380	A1130	AT & T	PHONE SERVICE - AUGUST 2023	368.42
08/31/2023	CEM	5381	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	56.24
08/31/2023	CEM	5382	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	100.03
08/31/2023	CEM	5383	C1036	CITY OF MENOMINEE	PAYROLL & FRINGERS - JUNE 2023	19,006.56
08/31/2023	CEM	5384	C1036	CITY OF MENOMINEE	PAYROLL & FRINGERS - JULY 2023	21,907.97
08/31/2023	CEM	5385	C1036	CITY OF MENOMINEE	GFL TRASH REMOVAL - JUNE & JULY	436.18
08/31/2023	CEM	5386	C1036	CITY OF MENOMINEE	MAY 2023 - GAS BILLING	108.96
08/31/2023	CEM	5387	C1036	CITY OF MENOMINEE	JUNE 2023 - GAS BILLING	80.82
08/31/2023	CEM	5388	C1036	CITY OF MENOMINEE	JULY 2023 - GAS BILLING	101.90
08/31/2023	CEM	5389	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	SUPPLIES	55.17
08/31/2023	CEM	5390	M1189	MENARDS - MARINETTE	SUPPLIES	59.26
08/31/2023	CEM	5391	R1004	REINDERS INC.	LAWN MOWER REPAIR	1,115.48
08/31/2023	CEM	5392	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	309.77
08/31/2023	CEM	5393	W1001	WALTER BROTHERS INC.	SUPPLIES	30.26

CEM TOTALS:

Total of 15 Disbursements:

44,197.39

PRELIMINARY

ACCOUNT DESCRIPTION	2023-24		2023-24		YTD BALANCE 08/31/2023	ACTIVITY FOR MONTH 08/31/23		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET	AMENDED BUDGET							
Fund 209 - CEMETERY OPERATIONS FUND										
Revenues										
Dept 000.000										
634.000 BURIAL FEES	85,000.00	85,000.00		19,630.40	15,230.40	0.00	65,369.60	23.09		
634.100 BURIAL PLOT SALES	30,000.00	30,000.00		1,567.50	1,567.50	0.00	28,432.50	5.23		
665.000 INTEREST EARNED	0.00	0.00		16.09	0.00	0.00	(16.09)	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		21,213.99	16,797.90	0.00	222,961.01	8.69		
TOTAL REVENUES	244,175.00	244,175.00		21,213.99	16,797.90	0.00	222,961.01	8.69		
Expenditures										
Dept 000.000										
702.000 WAGES/SALARIES	90,000.00	90,000.00		27,522.41	18,553.53	0.00	62,477.59	30.58		
702.002 WAGES-OVERTIME	4,000.00	4,000.00		1,531.44	888.01	0.00	2,468.56	38.29		
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00		0.00	0.00	0.00	9,000.00	0.00		
703.000 PAYROLL TAX	8,200.00	8,200.00		2,709.44	1,454.41	0.00	5,490.56	33.04		
705.000 WORKER'S COMP INSURANCE	2,000.00	2,000.00		521.49	251.04	0.00	1,478.51	26.07		
706.000 MEDICAL INSURANCE	25,000.00	25,000.00		3,699.00	1,644.00	0.00	21,301.00	14.80		
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		2,885.02	1,634.31	0.00	14,114.98	16.97		
728.000 OFFICE SUPPLIES	500.00	500.00		55.17	55.17	0.00	444.83	11.03		
757.000 OPERATING SUPPLIES	12,000.00	12,000.00		904.06	440.06	0.00	11,095.94	7.53		
776.000 BLDG REPAIRS/SUPPLIES	5,000.00	5,000.00		0.00	0.00	0.00	5,000.00	0.00		
778.000 EQUIPMENT REPAIRS	10,000.00	10,000.00		2,705.34	1,174.74	0.00	5,429.39	45.71		
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		917.82	368.42	0.00	1,682.18	35.30		
867.000 GAS/OIL/GREASE	6,000.00	6,000.00		758.13	0.00	0.00	5,241.87	12.64		
921.000 ELECTRIC	5,000.00	5,000.00		460.37	0.00	0.00	4,539.63	9.21		
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	3,000.00	3,000.00		0.00	0.00	0.00	3,000.00	0.00		
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		436.18	0.00	0.00	1,363.82	24.23		
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		45,105.87	26,463.69	0.00	197,203.86	19.24		
TOTAL EXPENDITURES	244,175.00	244,175.00		45,105.87	26,463.69	0.00	197,203.86	19.24		
Fund 209 - CEMETERY OPERATIONS FUND:										
TOTAL REVENUES	244,175.00	244,175.00		21,213.99	16,797.90	0.00	222,961.01	8.69		
TOTAL EXPENDITURES	244,175.00	244,175.00		45,105.87	26,463.69	0.00	197,203.86	19.24		
NET OF REVENUES & EXPENDITURES	0.00	0.00		(23,891.88)	(9,665.79)	(1,865.27)	25,757.15	100.00		