

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR JUNE 9, 2020 - 11:00 A.M.  
AN ELECTRONIC ZOOM MEETING**

**A) CALL THE MEETING TO ORDER.**

**B) ROLL CALL.**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> T. Graff   | <input type="checkbox"/> K. Brofka |
| <input type="checkbox"/> D. Bastien | <input type="checkbox"/> L. Reid   |
| <input type="checkbox"/> J. Raygo   |                                    |

**C) APPROVAL OF MEETING AGENDA.**

**D) MINUTES OF PREVIOUS MEETINGS:**

- 1) Regular meeting of May 12, 2020.

**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) Old business.
- 2) March & May bills.
- 3) Year to date financials.
- 4) Department report.

**G) ADJOURN.**

Electronic Remote Access Information for Zoom Meeting Audio Only:

Call in # 312-626-6799

Enter Meeting ID: 833 7475 3469 #

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**  
**MAY 12, 2020**

A meeting of the Cemetery Board of Trustees was held Tuesday May 12, 2020 at 11:00 a.m. electronically.

**PRESENT:** Tony Graff, Dick Bastien, Kathy Brofka, Jane Raygo, and Len Reid  
**ABSENT:** None  
**ALSO PRESENT:** Michelle Salter and Tricia Alwin

**Agenda.**

A motion was made by Mr. Bastien and seconded by Ms. Raygo to amend the agenda to remove the March bills and approve the amended agenda for the meeting. This motion was carried unanimously.

**Minutes.**

A motion was made by Ms. Raygo and seconded by Mr. Reid to approve the minutes of the March 6, 2020 meeting. This motion was carried unanimously.

**Public Comment.**

With no one being heard, a motion was made by Mr. Bastien and seconded by Ms. Raygo to close the public comment session. This motion was carried unanimously.

**Fee Schedule.**

A motion was made by Mr. Bastien and seconded by Mr. Reid to recommend to City Council that Council approve amending certain fees related to the Cemetery to become effective on July 1, 2020. This motion was carried unanimously.

**Bills.**

A motion was made by Mr. Bastien and seconded by Ms. Raygo to approve payment of the April bills in the amount of \$9,775.59. This motion was carried unanimously.

**Financials for Month Ending April 30th.**

The report was reviewed.

**Department Report.**


The report was reviewed.

**Memorial Day Service.**

There will be no Memorial Day Service this year due to COVID-19.

**Adjourn.**

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

  
Kathleen A. Brofka

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
Check Type: Paper Check						
03/09/2020	1ST	4892	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	168.24
03/18/2020	1ST	4893	A1130	AT & T	CEMETERY 3/7/20 - 4/6/20	59.92
03/31/2020	1ST	4894	A1268	AURORA HEALTH CARE	DOT/CDL PHYSICAL INV #1269002	75.00
03/31/2020	1ST	4895	A1312	A&B AUTOMOTIVE	1981 FORD F350	445.22
03/31/2020	1ST	4896	C1036	CITY OF MENOMINEE	PAYROL & FRINGES DEC 2019	10,620.83
03/31/2020	1ST	4897	C1326	COUNTRY VISIONS CO-OP	HEAT-OFFICE	934.31
03/31/2020	1ST	4898	M1079	MEMOMINEE IND. SUPPLY LLC	PARTS	86.12
03/31/2020	1ST	4899	M2226	M & D AUTO	1999 DODGE DAKOTA REPAIR	717.90
03/31/2020	1ST	4900	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	159.68
Total Paper Check:						13,267.22

1ST TOTALS:

Total of 9 Disbursements:

13,267.22

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
Check Type: Paper Check						
05/04/2020	1ST	4914	L1174	LENA SOD FARM	FULL PALLET OF SOD	115.00
05/15/2020	1ST	4915	A1130	AT & T	CEMETERY PHONE SERVICE 5/7/20-6/6/20	59.88
05/22/2020	1ST	4916	MISC	JOHN JASENOVSKY	REIMBURSEMENT FOR UNIFORM	299.93
05/28/2020	1ST	4917	T1226	THE AMERICAN LEGION AUX UNIT #146	FLOWER FUND	699.00
05/31/2020	1ST	4919	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	11.38
05/31/2020	1ST	4920	F1186	AMERICAN FLAGS 4 LESS	CEMETERY FLAGS	1,646.40
05/31/2020	1ST	4921	C1036	CITY OF MENOMINEE	GASOLINE	31.89
05/31/2020	1ST	4922	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK/SHED	274.87
05/31/2020	1ST	4923	M1079	MENOMINEE IND. SUPPLY LLC	PARTS	205.25
05/31/2020	1ST	4924	P1130	PLUTCHAK FAB LLC	REPAIR MOWER DECK	621.64
05/31/2020	1ST	4925	T1080	TRI-CITY PLUMBING, INC.	REPAIR WATER LINE	454.00
Total Paper Check:						4,419.24

1ST TOTALS: 4,419.24

Total of 11 Disbursements: 4,419.24

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE  
PERIOD ENDING 05/31/2020

ACCOUNT DESCRIPTION	2019-20		2019-20		YTD BALANCE 05/31/2020	ACTIVITY FOR MONTH 05/31/20		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	60,000.00	60,000.00			51,584.80	5,200.00	0.00	8,415.20	85.97	
634.100 BURIAL PLOT SALES	22,000.00	22,000.00			18,492.50	2,612.50	0.00	3,507.50	84.06	
636.000 MISCELLANEOUS REVENUE	100.00	100.00			653.16	653.16	0.00	(553.16)	653.16	
665.000 INTEREST EARNED	10.00	10.00			71.74	0.00	0.00	(61.74)	717.74	
699.000 TRANSFER IN	93,920.00	93,920.00			83,920.00	0.00	0.00	10,000.00	89.35	
Total Dept 000.000	176,030.00	176,030.00			154,722.20	8,465.66	0.00	21,307.80	87.90	
TOTAL REVENUES										
	176,030.00	176,030.00			154,722.20	8,465.66	0.00	21,307.80	87.90	
Expenditures										
Dept 000.000										
702.000 WAGES/SALARIES	76,125.00	76,125.00			68,341.20	8,571.58	0.00	7,783.80	89.77	
702.002 WAGES-OVERTIME	10,000.00	10,000.00			6,654.31	132.54	0.00	3,345.69	66.54	
702.446 WAGES/STREET DEPT LABOR	0.00	0.00			6,427.12	620.29	0.00	(6,427.12)	100.00	
703.000 PAYROLL TAX	6,750.00	6,750.00			6,506.08	705.66	0.00	243.92	96.39	
705.000 WORKER'S COMP INSURANCE	1,840.00	1,840.00			1,947.28	166.92	0.00	(107.28)	105.83	
706.000 MEDICAL INSURANCE	18,060.00	18,060.00			17,886.01	1,403.91	0.00	173.99	99.04	
707.000 LIFE INSURANCE	0.00	0.00			0.32	0.00	0.00	(0.32)	100.00	
721.000 LONGEVITY PAY	1,755.00	1,755.00			1,794.00	0.00	0.00	(39.00)	102.22	
725.000 RETIREMENT CONTRIBUTION	12,000.00	12,000.00			10,958.98	949.16	0.00	1,041.02	91.32	
728.000 OFFICE SUPPLIES	400.00	400.00			384.01	0.00	0.00	15.99	96.00	
757.000 OPERATING SUPPLIES	12,000.00	12,000.00			8,882.57	2,965.58	0.00	3,117.43	74.02	
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00			884.85	454.00	0.00	5,115.15	14.75	
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00			7,105.42	633.02	0.00	(1,105.42)	118.42	
778.100 EQUIPMENT REPAIRS-SM	1,000.00	0.00			0.00	0.00	0.00	0.00	0.00	
801.000 AUDIT FEES	0.00	1,000.00			1,000.00	0.00	0.00	0.00	100.00	
853.000 TELEPHONE/INTERNET	1,600.00	1,600.00			592.97	59.88	0.00	1,007.03	37.06	
867.000 GAS/OIL/GREASE	5,500.00	5,500.00			2,927.70	306.76	0.00	2,572.30	53.23	
921.000 ELECTRIC	4,200.00	4,200.00			2,225.20	0.00	0.00	1,974.80	52.98	
922.000 HEAT	4,200.00	4,200.00			2,748.91	0.00	0.00	1,451.09	65.45	
923.000 WATER/SEWER	1,100.00	1,100.00			626.82	0.00	0.00	473.18	56.98	
932.000 FOOTINGS/FOUNDATIONS	1,500.00	1,500.00			0.00	0.00	0.00	1,500.00	0.00	
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00			1,263.00	381.44	0.00	237.00	84.20	
956.000 MISCELLANEOUS/OTHER	1,500.00	1,500.00			109.00	0.00	0.00	1,391.00	7.27	
960.000 INSURANCE & BONDS	2,700.00	2,700.00			2,721.18	0.00	0.00	(21.18)	100.78	
963.000 TRASH/RUBBISH REMOVAL	300.00	300.00			243.93	0.00	0.00	56.07	81.31	
Total Dept 000.000	176,030.00	176,030.00			152,230.86	17,350.74	0.00	23,799.14	86.48	
TOTAL EXPENDITURES										
	176,030.00	176,030.00			152,230.86	17,350.74	0.00	23,799.14	86.48	
Fund 209 - CEMETERY OPERATIONS FUND:										
TOTAL REVENUES	176,030.00	176,030.00			154,722.20	8,465.66	0.00	21,307.80	87.90	
TOTAL EXPENDITURES	176,030.00	176,030.00			152,230.86	17,350.74	0.00	23,799.14	86.48	
NET OF REVENUES & EXPENDITURES	0.00	0.00			2,491.34	(8,885.08)	0.00	(2,491.34)	100.00	