

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR AUGUST 9, 2022 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 May 10, 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) Tammy Vieth on damage to her mom's (Joan Tomek) grave stone.
- 2) Use of perpetual care funds.
- 3) Road reconstruction bids.
- 4) Equipment update.
- 5) May, June, and July bills.
- 6) Year to date financials.
- 7) 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.

The City of Menominee is an Equal Opportunity Provider and Employer



CEMETERY BOARD OF TRUSTEES
MAY 10, 2022

A meeting of the Cemetery Board of Trustees was held Tuesday, May 10, 2022 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Botbyl, Dick Bastien, Rachel Greenwood, Jane Raygo, and Kathy Brofka
ABSENT: None
ALSO PRESENT: Susan Johnson

Agenda.

A motion was made by Ms. Raygo and seconded by Ms. Greenwood to add a communication from Cindy Paitl regarding the rule concerning headstones to the agenda and to approve the amended 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 April 12, 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. Greenwood to close public comment. This motion was carried unanimously.

Communication from Cindy Paitl.

Ms. Paitl asked the board to change the rule regarding head stones to allow a base under head stones on a family plot moving forward.

A motion was made by Ms. Greenwood and seconded by Mr. Bastien to table this item. This motion was carried unanimously.

Bills.

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve payment of the April bills in the amount of \$16,522.07. This motion was carried unanimously.

Financials for Month Ending April 30th.

A motion was made by Ms. Greenwood and seconded by Ms. Raygo to accept the report. This motion was carried unanimously.

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

BID PRICE SHEET

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
Mobilization, 10% Max	1	LSUM	\$10,000.00	\$10,000.00
Dr Structure, Rem	5	Ea	232.08	1,160.40
Curb and Gutter, Rem	915	Ft	3.32	3,037.80
Pavt, Rem	1,530	Syd	4.31	6,594.30
Erosion Control, Fabric Drop	5	Ea	59.68	298.40
Aggregate Base, 8 inch	1,530	Ft	7.27	11,123.10
Sewer, CI E, 12 inch, Tr Det E	295	Ft	62.97	18,576.15
Dr Structure Cover, Type B	1	Ea	974.52	974.52
Dr Structure Cover, Type K	4	Ea	1,422.50	5,690.00
Dr Structure, 24 inch dia	2	Ea	1,608.69	3,217.38
Dr Structure, 48 inch dia	2	Ea	2,914.55	5,829.10
Dr Structure, 72 inch dia	1	Ea	5,629.24	5,629.24
HMA, 5EL	260	Ton	185.00	48,100.00
Curb and Gutter, Conc, Det C2	915	Ft	30.00	27,450.00
Minor Traf Devices	1	LSUM	9,385.77	9,385.77
TOTAL				\$157,066.16

Total Bid Amount (in words)

One hundred fifty-seven thousand, sixty-six dollars and 16/100

Barley Trucking & Excavating, Inc.

Bidder (Company Name)

Signature

7/8/22

Date _____

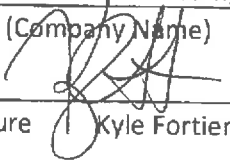
Complete and return this bid price sheet as part of your bid.

BID PRICE SHEET

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
Mobilization, 10% Max	1	LSUM	<u>\$36,000.00</u>	<u>\$36,000.00</u>
Dr Structure, Rem	5	Ea	<u>\$249.00</u>	<u>\$1,245.00</u>
Curb and Gutter, Rem	915	Ft	<u>\$9.50</u>	<u>\$8,692.50</u>
Pavt, Rem	1,530	Syd	<u>\$6.15</u>	<u>\$9,409.50</u>
Erosion Control, Fabric Drop	5	Ea	<u>\$168.00</u>	<u>\$840.00</u>
Aggregate Base, 8 inch	1,530	Ft	<u>\$15.90</u>	<u>\$24,327.00</u>
Sewer, CI E, 12 inch, Tr Det E	295	Ft	<u>\$61.40</u>	<u>\$18,113.00</u>
Dr Structure Cover, Type B	1	Ea	<u>\$817.00</u>	<u>\$817.00</u>
Dr Structure Cover, Type K	4	Ea	<u>\$1,250.00</u>	<u>\$5,000.00</u>
Dr Structure, 24 inch dia	2	Ea	<u>\$1,350.00</u>	<u>\$2,700.00</u>
Dr Structure, 48 inch dia	2	Ea	<u>\$2,900.00</u>	<u>\$5,800.00</u>
Dr Structure, 72 inch dia	1	Ea	<u>\$5,950.00</u>	<u>\$5,950.00</u>
HMA, SEL	260	Ton	<u>\$205.00</u>	<u>\$53,300.00</u>
Curb and Gutter, Conc, Det C2	915	Ft	<u>\$35.60</u>	<u>\$32,574.00</u>
Minor Traf Devices	1	LSUM	<u>\$5,000.00</u>	<u>\$5,000.00</u>
TOTAL				<u>\$209,768.00</u>

Total Bid Amount (in words)

Two-hundred and nine thousand, seven-hundred sixty-eight dollar and zero cents

Bacco Construction Company
 Bidder (Company Name)
 Signature  Kyle Fortier - President
 Date
 July 8, 2022

Complete and return this bid price sheet as part of your bid.

ATTACHMENT "A"

BID FORM

1. The undersigned Bidder agrees, if this bid is accepted, to enter into an agreement with the Owner to perform and furnish all work specified or indicated in the Scope of Work, for the contract price and within the contract time indicated in this bid form.
2. The Contractor will have a maximum of 30 working days from mobilization on the site to complete the work described herein. The Contractor will not begin work before July 18, 2022 and the work shall be completed by November 11, 2022.
3. The undersigned Bidder offers to do the work in accordance with the schedule for the respective unit prices stated and understanding that the quantities of work as estimated by the Engineer for the unit price items are approximate and offers to do the work whether these quantities increase or decrease, at the unit prices stated in the bid price sheet.

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
05/11/2022	CEM	5182	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	207.83
05/16/2022	CEM	5183	L1174	LENA SOD FARM	CEMETERY SOD - 2 PALLETS	280.00
05/20/2022	CEM	5184	A1130	AT & T	CEMETERY PHONE SERVICE - MAY 2022	217.03
05/23/2022	CEM	5185	S1316	STATELINE APPAREL	J. JASENOVSKY - 3 SHIRTS/4 PANTS	426.92
05/31/2022	CEM	5186	C1006	COLEMAN ENGINEERING CO.	INV#:43146 - CEMETERY ACCESS ROAD DESIG	445.50
05/31/2022	CEM	5187	A1303	ADVANCE STORES COMPANY, INC	BATTERY	63.64
05/31/2022	CEM	5188	F1186	AMERICAN FLAGS 4 LESS	POW-MIA (3) & MILITARY (4) FLAGS	2,486.25
05/31/2022	CEM	5189	C1036	CITY OF MENOMINEE	APRIL 2022 - PAYROLL AND FRINGES	9,052.31
05/31/2022	CEM	5190	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - CHURCH	701.71
05/31/2022	CEM	5191	J2329	J&H TIRES AND REPAIR	TIRE REPAIR	60.00
05/31/2022	CEM	5192	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	368.08
05/31/2022	CEM	5193	T1226	THE AMERICAN LEGION AUX UNIT #146	DECORATIONS	699.00
05/31/2022	CEM	5194	W1001	WALTER BROTHERS INC.	SUPPLIES	6.08
05/31/2022	CEM	5195	C1078	CUDLIGAN	COOLER RENTAL/BOTTLE WTR/ACCT#41251	268.40

CEM TOTALS:

Total of 14 Disbursements:

15,282.75

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
06/07/2022	CEM	5196	C1036	CITY OF MENOMINEE	GAS BILLING - APRIL 2022	149.50
06/09/2022	CEM	5197	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	106.49
06/14/2022	CEM	5198	C1036	CITY OF MENOMINEE	MAY 2022 - PAYROLL AND FRINGES	9,897.68
06/15/2022	CEM	5199	C1006	COLEMAN ENGINEERING CO.	INV#43331-CEMETERY ACCESS ROAD DESIGN	1,584.00
06/15/2022	CEM	5200	A1130	AT & T	PHONE SERVICE - JUNE 2022	243.27
06/21/2022	CEM	5201	C1036	CITY OF MENOMINEE	JUNE 2022 - PAYROLL AND FRINGES	17,169.79
06/30/2022	CEM	5202	C1036	CITY OF MENOMINEE	DUE TO GENERAL FUND	20,000.00
06/30/2022	CEM	5203	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	81.28
06/30/2022	CEM	5204	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	1,134.86
06/30/2022	CEM	5205	C1083	CLEAN-KILL PEST CONTROL, INC	PEST CONTROL	120.00
06/30/2022	CEM	5206	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	1,198.89
06/30/2022	CEM	5207	M1079	MENARDS - MARINETTE	SUPPLIES	215.49
06/30/2022	CEM	5208	M1079	MENOMINEE IND. SUPPLY LLC	SERVICE BLOWER	649.43
06/30/2022	CEM	5209	M2217	MENZA & ZAK HEATING, COOLING &	A/C REPAIR	107.50
06/30/2022	CEM	5210	T1080	TRI-CITY PLUMBING, INC.	SUPPLIES	161.70
06/30/2022	CEM	5211	W1001	WALTER BROTHERS INC.	SUPPLIES	50.32
06/30/2022	CEM	5212	W1002	WASTE MANAGEMENT	TRASH REMOVAL	132.72
06/30/2022	CEM	5213	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING	243.09
06/30/2022	CEM	5214	W1089	MENARDS - MARINETTE	SUPPLIES	258.19
06/30/2022	CEM	5215	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	536.68
06/30/2022	CEM	5216	C1006	COLEMAN ENGINEERING CO.	CEMETERY ACCESS ROAD DESIGN	2,705.25
06/30/2022	CEM	5217	T1080	TRI-CITY PLUMBING, INC.	REPAIRS	2,927.26

CEM TOTALS:

Total of 22 Disbursements:

59,673.39

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
07/22/2022	CEM	5218	A1130	AT & T	CEMETERY PHONE SERVICE - JULY 2022	232.60
07/31/2022	CEM	5219	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	182.07
07/31/2022	CEM	5220	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	77.35
07/31/2022	CEM	5221	C1326	COUNTRY VISIONS CO-OP	UNLEADED & DIESEL GAS	896.90
07/31/2022	CEM	5222	J2329	J&H TIRES AND REPAIR	TIRES	189.69
07/31/2022	CEM	5223	M1189	MENARDS - MARINETTE	SUPPLIES	407.13
07/31/2022	CEM	5224	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	265.52
07/31/2022	CEM	5225	R1004	REINDERS INC.	PARTS-COST #143781	215.86
07/31/2022	CEM	5226	T1080	TRI-CITY PLUMBING, INC.	BREAK IN WATER LINE	517.91
07/31/2022	CEM	5227	W1001	WALTER BROTHERS INC.	SUPPLIES	60.99
CEM TOTALS:						

Total of 10 Disbursements:

3,046.02

PRELIMINARY

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 07/31/2022	ACTIVITY FOR MONTH 07/31/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	8,728.80	8,728.80	0.00	68,271.20	11.34
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	1,045.00	1,045.00	0.00	28,955.00	3.48
699.000 TRANSFER IN	173,395.00	173,395.00	0.00	0.00	0.00	173,395.00	0.00
Total Dept 000.000	280,395.00	280,395.00	9,773.80	9,773.80	0.00	270,621.20	3.49
TOTAL REVENUES	280,395.00	280,395.00	9,773.80	9,773.80	0.00	270,621.20	3.49
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	93,000.00	93,000.00	13,094.09	13,094.09	0.00	79,905.91	14.08
702.002 WAGES-OVERTIME	4,000.00	4,000.00	228.39	228.39	0.00	3,771.61	5.71
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	118.26	118.26	0.00	8,881.74	1.31
703.000 PAYROLL TAX	8,200.00	8,200.00	1,006.87	1,006.87	0.00	7,193.13	12.28
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	251.53	251.53	0.00	1,998.47	11.18
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	1,972.00	1,972.00	0.00	27,148.00	6.77
707.000 LIFE INSURANCE	0.00	0.00	0.51	0.51	0.00	(0.51)	100.00
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	911.89	911.89	0.00	16,088.11	5.36
728.000 OFFICE SUPPLIES	450.00	450.00	0.00	0.00	0.00	450.00	0.00
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	803.52	803.52	0.00	11,196.48	6.70
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
778.000 EQUIPMENT REPAIRS	7,000.00	7,000.00	930.93	930.93	0.00	6,069.07	13.30
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	2,600.00	2,600.00	232.60	232.60	0.00	2,367.40	8.95
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	896.90	896.90	0.00	5,103.10	14.95
921.000 ELECTRIC	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
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	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
956.000 MISCELLANEOUS/OTHER	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	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	1,700.00	1,700.00	209.50	209.50	0.00	1,490.50	12.32
970.000 CAPITAL OUTLAY	60,000.00	60,000.00	0.00	0.00	0.00	29,616.04	50.64
Total Dept 000.000	280,395.00	280,395.00	20,656.99	20,656.99	30,383.96	229,354.05	18.20
TOTAL EXPENDITURES	280,395.00	280,395.00	20,656.99	20,656.99	30,383.96	229,354.05	18.20
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	280,395.00	280,395.00	9,773.80	9,773.80	0.00	270,621.20	3.49
TOTAL EXPENDITURES	280,395.00	280,395.00	20,656.99	20,656.99	30,383.96	229,354.05	18.20
NET OF REVENUES & EXPENDITURES	0.00	0.00	(10,883.19)	(10,883.19)	(30,383.96)	41,267.15	100.00

MAY 2022 CEMETERY ACTIVITY REPORT

15 Burials

2 PREPAID Cremation Burial

1 PREPAID Vault Burial

Resident Cremation Burial... 3 @ 350 each.....	\$ 1,050.00
Non- Resident Cremation Burial... 3 @ 700 each.....	\$ 2,100.00
Resident Vault Burials-5 @ 750 each.....	\$ 3,750.00
Resident Vault Burials SATURDAY.... 1 @ 1500.....	\$ 1,500.00

MISC:

Prepaid resident cremation.....1 @ 350.00..... \$ 350.00

Prepaid non- resident vault burial.... 3 @ 1,500 each..... \$ 4,500.00

3 LOTS SOLD

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

Non- Resident double lot1@ 2,200.00..... \$ 2,200.00

TOTAL REVENUE MAY 2022..... \$ 17,650.00

JUNE 2022 CEMETERY ACTIVITY REPORT

14 Burials

3 PREPAID Cremation Burials

Resident Cremation Burial... 5 @ 350 each.....	\$ 1,750.00
Saturday Cremation Burial... 1 @\$ 700 each.....	\$ 700.00
Non- Resident Cremation Burial... 3 @\$ 700 each.....	\$ 2,100.00
Resident Vault Burials-1 @ 750 each.....	\$ 750.00
Non-Resident Vault Burials 1 @ 1500.....	\$ 1,500.00

MISC:

Foundation setting.....	\$ 547.20
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LOTS SOLD (5)

Resident single lot.....2 @550.00.....	\$1,100.00
Non- Resident single lot.....1 @1,100.00.....	\$1,100.00
Non- Resident double lot2@ 2,200.00.....	\$ 4,400.00

TOTAL REVENUE JUNE 2022..... \$ 13,947.20