

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR AUGUST 11, 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 July 14, 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) July 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 : 867 9235 9375 #

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**  
**JULY 14, 2020**

A meeting of the Cemetery Board of Trustees was held Tuesday, July 14, 2020 at 11:00 a.m. electronically.

PRESENT: Tony Graff, Dick Bastien, Kathy Brofka, Jane Raygo (late)  
ABSENT: Len Reid (excused)  
ALSO PRESENT: Tricia Alwin, John Jasenovsky, and Susan Johnson

**Agenda.**

A motion was made by Mr. Bastien and seconded by Ms. Brofka to approve the agenda for the meeting. This motion was carried unanimously.

**Minutes.**

A motion was made by Mr. Bastien and seconded by Ms. Brofka to approve the minutes of the June 9, 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. Brofka to close the public comment session. This motion was carried unanimously.

**Bills.**

A motion was made by Mr. Bastien and seconded by Ms. Brofka to approve payment of the June bills in the amount of \$6,523.66.

AYES: Bastien, Brofka, and Graff  
NAYS: None

This motion was carried unanimously.

**Financials for Month Ending May 31<sup>st</sup>.**

The report was reviewed.

**Department Report.**

Mr. Jasenovsky was introduced as the new cemetery employee.

Ms. Raygo joined the meeting.

**Adjourn.**

The meeting was adjourned.

  
Susan K. Johnson

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
07/14/2020	1ST	4942	J2323	JOHN JASENOVSKY	REIMBURSE PHONE CASE	52.99
07/17/2020	1ST	4943	A1130	AT & T	CEMETERY 7/7/2020 - 8/6/2020	60.38
07/31/2020	1ST	4944	C1326	COUNTRY VISIONS CO-OP	UNLEADED GAS	393.22
07/31/2020	1ST	4945	M1189	MENARDS - MARINETTE	SUPPLIES	308.91
07/31/2020	1ST	4946	M1079	MENOMINEE IND. SUPPLY LLC	MATERIALS	637.71
07/31/2020	1ST	4947	T1080	TRI-CITY PLUMBING, INC.	RESET WATER PUMP	99.00
07/31/2020	1ST	4948	W1001	WALTER BROTHERS INC.	SUPPLIES	102.39
07/31/2020	1ST	4949	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	298.99

1ST TOTALS:

Total of 8 Disbursements:

1,953.59

ACCOUNT DESCRIPTION	2020-21		2020-21		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20		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	68,000.00	68,000.00			6,400.00	6,400.00	0.00	61,600.00	9.41	
634.100 BURIAL PLOT SALES	25,000.00	25,000.00			1,567.50	1,567.50	0.00	23,432.50	6.27	
636.000 MISCELLANEOUS REVENUE	100.00	100.00			0.00	0.00	0.00	100.00	0.00	
665.000 INTEREST EARNED	60.00	60.00			0.00	0.00	0.00	60.00	0.00	
699.000 TRANSFER IN	90,455.00	90,455.00			0.00	0.00	0.00	90,455.00	0.00	
Total Dept 000.000	183,615.00	183,615.00			7,967.50	7,967.50	0.00	175,647.50	4.34	
TOTAL REVENUES	183,615.00	183,615.00			7,967.50	7,967.50	0.00	175,647.50	4.34	
Expenditures										
Dept 000.000										
702.000 WAGES/SALARIES	78,028.00	78,028.00			7,689.85	7,689.85	0.00	70,338.15	9.86	
702.002 WAGES-OVERTIME	10,250.00	10,250.00			163.29	163.29	0.00	10,086.71	1.59	
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00			121.86	121.86	0.00	3,878.14	3.05	
703.000 PAYROLL TAX	7,059.00	7,059.00			856.32	856.32	0.00	6,202.68	12.13	
705.000 WORKER'S COMP INSURANCE	3,802.00	3,802.00			156.36	156.36	0.00	3,645.64	4.11	
706.000 MEDICAL INSURANCE	18,632.00	18,632.00			155.92	155.92	0.00	18,476.08	0.84	
707.000 LIFE INSURANCE	0.00	0.00			25.50	25.50	0.00	(25.50)	100.00	
721.000 LONGEVITY PAY	195.00	195.00			0.00	0.00	0.00	195.00	0.00	
725.000 RETIREMENT CONTRIBUTION	12,049.00	12,049.00			719.25	719.25	0.00	11,329.75	5.97	
728.000 OFFICE SUPPLIES	400.00	400.00			0.00	0.00	0.00	400.00	0.00	
757.000 OPERATING SUPPLIES	12,000.00	12,000.00			311.25	311.25	0.00	10,511.89	12.40	
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00			836.76	836.76	0.00	5,163.24	13.95	
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00			0.00	0.00	0.00	6,000.00	0.00	
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	1,600.00	1,600.00			60.38	60.38	0.00	1,539.62	3.77	
867.000 GAS/OIL/GREASE	5,500.00	5,500.00			393.22	393.22	0.00	5,106.78	7.15	
921.000 ELECTRIC	4,200.00	4,200.00			298.99	298.99	0.00	3,901.01	7.12	
922.000 HEAT	4,200.00	4,200.00			0.00	0.00	0.00	4,200.00	0.00	
923.000 WATER/SEWER	1,100.00	1,100.00			0.00	0.00	0.00	1,100.00	0.00	
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			80.88	80.88	0.00	1,419.12	5.39	
956.000 MISCELLANEOUS/OTHER	1,500.00	1,500.00			0.00	0.00	0.00	1,500.00	0.00	
960.000 INSURANCE & BONDS	2,800.00	2,800.00			0.00	0.00	0.00	2,800.00	0.00	
963.000 TRASH/RUBBISH REMOVAL	300.00	300.00			0.00	0.00	0.00	300.00	0.00	
Total Dept 000.000	183,615.00	183,615.00			11,869.83	11,869.83	1,176.86	170,568.31	7.11	
TOTAL EXPENDITURES	183,615.00	183,615.00			11,869.83	11,869.83	1,176.86	170,568.31	7.11	
Fund 209 - CEMETERY OPERATIONS FUND:										
TOTAL REVENUES	183,615.00	183,615.00			7,967.50	7,967.50	0.00	175,647.50	4.34	
TOTAL EXPENDITURES	183,615.00	183,615.00			11,869.83	11,869.83	1,176.86	170,568.31	7.11	
NET OF REVENUES & EXPENDITURES	0.00	0.00			(3,902.33)	(3,902.33)	(1,176.86)	5,079.19	100.00	

## JULY 2020 CEMETERY ACTIVITY REPORT

### 13 Burials

#### RESIDENT BURIALS (9)

1 PREPAID Cremation Burial

1 PREPAID Vault Burial

Resident Cremation Burial... 3 @ \$ 200 each..... (old price)	\$ 600.00
Resident Cremation Burial... 2 @ \$ 350 each.....	\$ 700.00
Non-Resident SATURDAY Cremation Burial 1 @ \$ 1, 400 each.....	\$ 1, 400.00
Resident Vault Burials- ..... 1 @ \$ 600 each.....(old price)	\$ 600.00
<b>Total Resident Burials.....</b>	<b>\$ 3,300.00</b>

#### NON-RESIDENT BURIALS (4)

Non- Resident Cremation Burial... 2 @ \$ 400 each..... (old price)	\$ 800.00
Non- Resident Cremation Burial... 1 @ \$ 700 each.....	\$ 700.00
Non-Resident Vault Burials- .....1 @ \$ 1,200 each.....(old price)	\$ 1,200.00
<b>Total Non-Resident Burials.....</b>	<b>\$ 2,700.00</b>

#### MISC:

Partial payment non- Res cremation .....	\$ 400.00
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#### LOTS SOLD (2)

Resident single lot.....	\$ 550.00
Resident double lot .....	\$ 1,100.00

**TOTAL REVENUE JULY 2020..... \$ 8,050.00**