

**CITY OF MENOMINEE, MICHIGAN
CEMETERY BOARD OF TRUSTEES
AGENDA FOR NOVEMBER 14, 2023 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 September 12, 2023.

E) COMMUNICATIONS:

Elizabeth Peanosky gravesite-Steve Olsen

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:

- 1) Request from Trent and Jean Janquart to sell lot back.
- 2) September and October bills.
- 3) Year to date financials.

H) DEPARTMENT REPORT(S).

- 1) September 2023.
- 2) October 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.
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The City of Menominee is an Equal Opportunity Provider and Employer



CEMETERY BOARD OF TRUSTEES
September 12, 2023

A meeting of the Cemetery Board of Trustees was held Tuesday, September 12, 2023 at 11:00 a.m. in the Municipal Complex Council Chambers.

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

Agenda

A motion was made by Member Bastien and seconded by Member Greenwood to approve the agenda dated August 30, 2023 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 July 11, 2023 meeting as presented. This motion was carried unanimously.

Communications

Mr. Steve Olson discussed the Elizabeth Peanosky gravesite.

Public Comment

No one being heard.

Bills

A motion was made by Member Raygo and seconded by Member Greenwood to approve payment of the July bills in the amount of \$3,240.71 and the August bills in the amount of \$44,197.39. This motion was carried unanimously.

Financials for Month Ending August 2023

The financials were discussed.

Department Report

The report was received.

Adjourn

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


Sandra Bayerl

LOTOWNER Trent & Jean Janquart

of 1801 8th Ave Menominee
BURIALS

1

2

1

2

Purchased: double lot on 9/25/2019

Ground & Turf: \$ 1045.00

Perpetual Care: \$ 55.00

Total: \$ 1,100.00

Letter on file:

LOT NO. 109

SEC. 1

SQ. FEET:

50

100

Other

WEST

PREP. CARE

2

1

2

1

2

S

E

SEC 1 LOT 109

JANQUART, Trent & Jean
1801 8th Ave Apt 520
Menominee, MI 49858

burial rights 1045.00
perp care..... 55.00
TOTAL..... 1,100.00

Want to sell
back to the city

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
09/07/2023	CEM	5395	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	437.28
09/13/2023	CEM	5396	C1326	COUNTRY VISIONS CO-OP	UNLEADED & DIESEL	801.64
09/13/2023	CEM	5397	R1004	REINDERS INC.	PARTS	339.23
09/13/2023	CEM	5398	P1130	PLUTCHAK FAB LLC	REPAIR FLOW ON TRUCK	1,865.27
09/21/2023	CEM	5399	A1130	AT & T	PHONE SERVICE - SEPTEMBER 2023	341.42
09/30/2023	CEM	5400	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	90.73
09/30/2023	CEM	5401	A1070	AUTO PRO'S SERVICE CENTER	REPAIR 1992 FORD F350	113.87
09/30/2023	CEM	5402	A1004	AUTOMOTIVE SUPPLY CO.	SUPPLIES	101.11
09/30/2023	CEM	5403	C1036	CITY OF MENOMINEE	AUG 2023 - MONTHLY EXPENSES	413.16
09/30/2023	CEM	5404	C1036	CITY OF MENOMINEE	AUGUST 2023 - GAS BILLING	65.84
09/30/2023	CEM	5405	C1036	CITY OF MENOMINEE	AUGUST 2023 - PAYROLL & FRINGES	24,425.30
09/30/2023	CEM	5406	C1326	GREAT LAKES OVERHEAD DOOR INC.	UNLEADED FUEL & DIESEL	808.44
09/30/2023	CEM	5407	G1115	LONG HEATING & COOLING, INC.	REPAIR GARAGE DOOR	580.00
09/30/2023	CEM	5408	L1015	MARINETTE FARM & GARDEN	SUPPLIES	60.00
09/30/2023	CEM	5409	M1027	POMP'S TIRE SERVICE, INC.	TIRE & SERVICE CALL	77.98
09/30/2023	CEM	5410	P1511	PRINTING SYSTEMS, INC	A/P CHECKS	1,226.79
09/30/2023	CEM	5411	P1020	REINDERS INC.	PARTS	138.65
09/30/2023	CEM	5412	R1004	SUPERIOR CHEMICAL, LLC	SUPPLIES	81.13
09/30/2023	CEM	5413	S1340	T.J. WILBERTS OF ESCANABA, INC.	CONCRETE BASES	186.95
09/30/2023	CEM	5414	T1243	WALTER BROTHERS INC.	SUPPLIES	1,608.00
09/30/2023	CEM	5415	W1001	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING - 9/30/2023	46.35
09/30/2023	CEM	5416	W1004			271.46
CEM TOTALS:						

Total of 22 Disbursements:

34,080.60

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
10/18/2023	CEM	5417	A1130	AT & T	PHONE SERVICE - OCTOBER 2023	342.93
10/24/2023	CEM	5418	T1243	T.J. WILBERTS OF ESCANABA, INC.	CONCRETE BASES	1,325.00
10/26/2023	CEM	5419	P1007	PARTHIE LANDSCAPE & STONE	REPAIR SPRINKLER SYSTEM	5,569.91
10/31/2023	CEM	5420	C1036	CITY OF MENOMINEE	SEPTEMBER 2023 - GAS BILLING	26.51
10/31/2023	CEM	5421	C1036	CITY OF MENOMINEE	SEPTEMBER 2023 - PAYROLL & FRINGES	10,379.99
10/31/2023	CEM	5422	C1326	COUNTRY VISIONS CO-OP	UNLEADED FUEL & DIESEL	787.80
10/31/2023	CEM	5423	J2329	J&H TIRES AND REPAIR LLC	TUBES	45.00
10/31/2023	CEM	5424	M1189	MENARDS - MARINETTE	SUPPLIES	100.78
10/31/2023	CEM	5425	R1004	REINDERS INC.	PARTS	165.30
10/31/2023	CEM	5426	T1243	T.J. WILBERTS OF ESCANABA, INC.	BASES	576.00
10/31/2023	CEM	5427	W1001	WALTER BROTHERS INC.	SUPPLIES	20.96
10/31/2023	CEM	5428	W1002	WASTE MANAGEMENT	TRASH REMOVAL	312.55
CEM TOTALS:						19,652.73
Total of 12 Disbursements:						19,652.73

PRELIMINARY

ACCOUNT DESCRIPTION	2023-24		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/23	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
	ORIGINAL BUDGET	2023-24 AMENDED BUDGET					
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	85,000.00	85,000.00	30,673.20	7,797.20	0.00	54,326.80	36.09
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	6,792.50	3,135.00	0.00	23,207.50	22.64
665.000 INTEREST EARNED	0.00	0.00	60.64	0.00	0.00	(60.64)	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	37,526.34	10,932.20	0.00	206,648.66	15.37
TOTAL REVENUES	244,175.00	244,175.00	37,526.34	10,932.20	0.00	206,648.66	15.37
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	90,000.00	90,000.00	37,675.96	5,984.02	0.00	52,324.04	41.86
702.002 WAGES-OVERTIME	4,000.00	4,000.00	2,468.30	171.38	0.00	1,531.70	61.71
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	44.44	44.44	0.00	8,955.56	0.49
703.000 PAYROLL TAX	8,200.00	8,200.00	3,507.28	447.29	0.00	4,692.72	42.77
705.000 WORKER'S COMP INSURANCE	2,000.00	2,000.00	648.28	78.71	0.00	1,351.72	32.41
706.000 MEDICAL INSURANCE	25,000.00	25,000.00	7,398.00	1,644.00	0.00	17,602.00	29.59
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	4,916.06	948.22	0.00	12,083.94	28.92
728.000 OFFICE SUPPLIES	500.00	500.00	193.82	0.00	0.00	306.18	38.76
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	1,572.58	121.74	0.00	10,427.42	13.10
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	12,212.95	5,780.21	0.00	(2,212.95)	122.13
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	1,602.17	342.93	0.00	997.83	61.62
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	3,001.17	787.80	0.00	2,998.83	50.02
921.000 ELECTRIC	5,000.00	5,000.00	1,461.02	472.64	0.00	3,538.98	29.22
922.000 HEAT	7,000.00	7,000.00	247.19	0.00	0.00	6,752.81	3.53
923.000 WATER/SEWER	1,200.00	1,200.00	271.46	0.00	0.00	928.54	22.62
932.000 FOOTINGS/FOUNDATIONS	3,000.00	3,000.00	1,901.00	1,901.00	0.00	1,099.00	63.37
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	1,224.05	550.21	0.00	575.95	68.00
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	80,925.73	19,274.59	0.00	163,249.27	33.14
TOTAL EXPENDITURES	244,175.00	244,175.00	80,925.73	19,274.59	0.00	163,249.27	33.14
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	244,175.00	244,175.00	37,526.34	10,932.20	0.00	206,648.66	15.37
TOTAL EXPENDITURES	244,175.00	244,175.00	80,925.73	19,274.59	0.00	163,249.27	33.14
NET OF REVENUES & EXPENDITURES	0.00	0.00	(43,399.39)	(8,342.39)	0.00	43,399.39	100.00

SEPTEMBER 2023 CEMETERY ACTIVITY REPORT

5 Burials

Resident Cremation Burial... 3 @ 350 each.....	\$ 1,050.00
Resident Vault Burials-2 @ 750 each.....	\$ 1,500.00

2 LOTS SOLD

Non- Resident single lot2 @ 1,100.00.....	\$ 2,200.00
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MISC:

Foundation setting.....	\$ 4,219.20
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TOTAL REVENUE SEPTEMBER 2023..... \$ 8,969.20

OCTOBER 2023 CEMETERY ACTIVITY REPORT

6 Burials

Resident Cremation Burial... 4@ 350 each.....	\$ 1,400.00
Resident Vault Burials-1....@ 750 each.....	\$ 750.00
Non-Resident Vault Burial... 1@... 1,500 each.....	\$1,500.00

2 Lots Sold

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

MISC:

Foundation settings	\$ 273.60
PRE- PAID Resident cremation.....2 @ 350 each.....	\$ 700.00
PRE- PAID Non- Res cremation2@700each.....	\$ 1,400.00

TOTAL REVENUE OCTOBER 2023..... \$9,323.60