

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR JULY 13, 2021 - 11:00 A.M.  
COUNCIL CHAMBERS**

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

**B) ROLL CALL.**

- |                                       |                                    |
|---------------------------------------|------------------------------------|
| <input type="checkbox"/> City Manager | <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 11, 2021.

**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) Above ground burial of cremains and size of the headstone base.
- 3) Request from Kelly Klitzke to add a larger than allowed stone and to plant a tree.
- 4) May and June bills.
- 5) Year to date financials.
- 6) 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 11, 2021**

A meeting of the Cemetery Board of Trustees was held Tuesday, May 11, 2021 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Tony Graff, Dick Bastien, Jane Raygo, Len Reid, and Kathy Brofka  
ABSENT: None  
ALSO PRESENT: Tricia Alwin and Susan Johnson

**Agenda.**

A motion was made by Mr. Reid and seconded by Ms. Raygo to approve the 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 April 13, 2021 meeting as presented. This motion was carried unanimously.

**Public Comment.**

Steve Parkansky was heard remotely.

A motion was made by Ms. Raygo and seconded by Mr. Reid to close public comment. This motion was carried unanimously.

**Old Business.**

The 2021-2022 budget was discussed.

**Amendment to the Rules and Regulations.**

A proposed amendment to Sections 38 and 39 of the Rules and Regulations regarding above ground burials/columbariums was discussed. The size of the headstone base was also discussed. Clarification is needed. This will be discussed at the June meeting.

**Bills.**

A motion was made by Mr. Bastien and seconded by Ms. Raygo to approve payment of the April bills in the amount of \$7,028.67. This motion was carried unanimously.

**Financials for Month Ending April 30<sup>th</sup>.**

The report was reviewed.

**Department Report.**

The report was received.

**Adjourn.**

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

  
Susan K. Johnson

LOT OWNER Chester Martin & Mr & Mrs  
F. Beaudoin

BURIALS

1	Baby Martin	1911
2	George Martin	1915
3	No Room	
4	Mrs. Fred Beaudoin (1980)	Calhoun
5	Fred Beaudoin	1956
6	Richard Martin (4/24/89)	Ashes
7	Marilyn Martin	1960
8	William Martin	Calhoun 1901
9	Chester Martin (X)	DOD 5/8/99
10	Irene Martin	10/21/92
11	Ashes placed at head of grave for #6	
12		
13		
14		
15	Letter on site	

LOT NO. 40  
SQ. FEET 400  
SEC. J  
PERPETUAL CARE

west

1	2	3	4	5
6	7	8	9	10

06/02/2021 09:34 AM  
User: BARB  
DB: Menominee

CHECK REGISTER FOR CITY OF MENOMINEE  
CHECK DATE FROM 05/01/2021 - 05/31/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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05/11/2021	CEM	5040	MISC	AMERICAN LEGION AUXILIARY	OPERATING SUPPLIES	699.00
05/25/2021	CEM	5041	A1130	AT & T	PHONE SERVICE - MAY 2021	282.88
05/26/2021	CEM	5042	L1174	LENA SOD FARM	CEMETERY SOD - FULL PALETTE	128.80
05/31/2021	CEM	5043	A1145	ALADDIN FIRE SERVICES, L.L.C.	ANNUAL MAINTENANCE	73.20
05/31/2021	CEM	5044	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - CHURCH	1,560.86
05/31/2021	CEM	5045	M1189	MENARDS - MARINETTE	SUPPLIES	454.92
05/31/2021	CEM	5046	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	9.24
05/31/2021	CEM	5047	T1080	TRI-CITY PLUMBING, INC.	GATE VALVE	864.00
05/31/2021	CEM	5048	W1001	WALTER BROTHERS INC.	SUPPLIES	105.53
05/31/2021	CEM	5049				0.00
05/31/2021	CEM	5050	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE-CEMETERY	243.67

CEM TOTALS:

Total of 11 Checks: 4,422.10  
Less 1 Void Checks: 0.00  
Total of 10 Disbursements: 4,422.10

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
06/14/2021	CEM	5051	C1055	CITY OF MENOMINEE-GARBAGE FUND	DUE TO GARBAGE FUND	1,104.00
06/16/2021	CEM	5052	A1130	AT & T	PHONE SERVICE-JUNE 2021	192.42
06/24/2021	CEM	5053	C1036	CITY OF MENOMINEE	DUE TO GENERAL FUND	50,292.39
06/30/2021	CEM	5054	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	314.58
06/30/2021	CEM	5055	C1083	CLEAN-KILL PEST CONTROL, INC	PEST CONTROL	115.00
06/30/2021	CEM	5056	C1326	COUNTRY VISIONS CO-OP	UNLEADED GAS	490.54
06/30/2021	CEM	5057	M1189	MENARDS - MARINETTE	SUPPLIES	686.06
06/30/2021	CEM	5058	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	34.74
06/30/2021	CEM	5059	S1316	STATELINE APPAREL	JASENOVSKY-BOOTS, PANTS (3), SHIRTS (5)	387.91
06/30/2021	CEM	5060	S1340	SUPERIOR CHEMICAL CORP.	SUPPLIES	132.57
06/30/2021	CEM	5061	T1030	TWIN CITY ELECTRIC, INC.	SERVICE CALL	95.00
06/30/2021	CEM	5062	W1001	WALTER BROTHERS INC.	SUPPLIES	253.58
06/30/2021	CEM	5063	W1236	WILBERT BURIAL VAULT WORKS	BASE (40)	1,560.00
06/30/2021	CEM	5064	W1015	LONG HEATING & COOLING, INC.	IRRIGATION REPAIRS	540.00
06/30/2021	CEM	5065	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING	0.00
06/30/2021	CEM	5066	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING	277.20

CEM TOTALS:

(1 Check Voided)  
Total of 15 Disbursements:

56,475.99

V

User: KATHY

PERIOD ENDING 06/30/2021

DB: Menominee

## PRELIMINARY

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 06/30/2021	ACTIVITY FOR MONTH 06/30/21	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	68,000.00	68,000.00	79,447.70	13,090.20	0.00	(11,447.70)	116.83
634.100 BURIAL PLOT SALES	25,000.00	25,000.00	27,170.00	4,180.00	0.00	(2,170.00)	108.68
636.000 MISCELLANEOUS REVENUE	100.00	100.00	563.24	0.00	0.00	(463.24)	563.24
665.000 INTEREST EARNED	60.00	60.00	26.61	0.00	0.00	33.39	44.35
675.000 DONATIONS/CONTRIBUTIONS	0.00	0.00	100.00	0.00	0.00	(100.00)	100.00
699.000 TRANSFER IN	90,455.00	90,455.00	53,455.00	0.00	0.00	37,000.00	59.10
Total Dept 000.000	183,615.00	183,615.00	160,762.55	17,270.20	0.00	22,852.45	87.55
TOTAL REVENUES	183,615.00	183,615.00	160,762.55	17,270.20	0.00	22,852.45	87.55
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,028.00	78,028.00	69,362.36	10,930.86	0.00	8,665.64	88.89
702.002 WAGES-OVERTIME	10,250.00	10,250.00	2,704.02	951.65	0.00	7,545.98	26.38
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	5,537.42	1,218.66	0.00	(1,537.42)	138.44
703.000 PAYROLL TAX	7,059.00	7,059.00	6,041.29	975.20	0.00	1,017.71	85.58
705.000 WORKER'S COMP INSURANCE	3,802.00	3,802.00	1,304.30	184.25	0.00	2,497.70	34.31
706.000 MEDICAL INSURANCE	18,632.00	18,632.00	12,455.65	2,000.00	0.00	6,176.35	66.85
707.000 LIFE INSURANCE	0.00	0.00	110.40	0.00	0.00	(110.40)	100.00
721.000 LONGEVITY PAY	195.00	195.00	195.00	0.00	0.00	0.00	100.00
725.000 RETIREMENT CONTRIBUTION	12,049.00	12,049.00	10,079.92	1,068.84	0.00	1,969.08	83.66
728.000 OFFICE SUPPLIES	400.00	400.00	307.42	0.00	0.00	92.58	76.86
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	11,253.08	2,076.07	0.00	746.92	93.78
776.000 BUDG REPAIRS/SUPPLIES	6,000.00	6,000.00	5,798.53	271.96	0.00	201.47	96.64
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	6,956.72	0.00	0.00	(956.72)	115.95
801.000 AUDIT FEES	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	100.00
853.000 TELEPHONE/INTERNET	1,600.00	1,600.00	1,398.49	192.42	0.00	201.51	87.41
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	6,659.20	827.25	0.00	(1,159.20)	121.08
921.000 ELECTRIC	4,200.00	4,200.00	2,695.36	0.00	0.00	1,504.64	64.18
922.000 HEAT	4,200.00	4,200.00	1,098.32	0.00	0.00	3,101.68	26.15
923.000 WATER/SEWER	1,100.00	1,100.00	897.10	277.20	0.00	202.90	81.55
932.000 FOOTINGS/FOUNDATIONS	1,500.00	1,500.00	2,287.50	1,560.00	0.00	(787.50)	152.50
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	352.08	67.26	0.00	1,147.92	23.47
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	2,855.90	0.00	0.00	(55.90)	102.00
963.000 TRASH/RUBBISH REMOVAL	300.00	300.00	1,859.00	209.50	0.00	(1,559.00)	619.67
Total Dept 000.000	183,615.00	183,615.00	153,209.06	22,811.12	0.00	30,405.94	83.44
TOTAL EXPENDITURES	183,615.00	183,615.00	153,209.06	22,811.12	0.00	30,405.94	83.44
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	183,615.00	183,615.00	160,762.55	17,270.20	0.00	22,852.45	87.55
TOTAL EXPENDITURES	183,615.00	183,615.00	153,209.06	22,811.12	0.00	30,405.94	83.44
NET OF REVENUES & EXPENDITURES	0.00	0.00	7,553.49	(5,540.92)	0.00	(7,553.49)	100.00