

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR SEPTEMBER 8, 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 August 11, 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) August bills.
- 3) Year to date financials.
- 4) Flower Fund and Perpetual Care financials.
- 5) Department report.

**G) ADJOURN.**

Electronic Remote Access Information for Zoom Meeting Audio Only:

Call in # 312-626-6799

Enter Meeting ID : 836 8196 9334 #

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**  
**August 11, 2020**

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

PRESENT: Tony Graff, Dick Bastien, Kathy Brofka and Len Reid  
ABSENT: Jane Raygo  
ALSO PRESENT: Tricia Alwin and Michelle Salter

**Agenda.**

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

**Minutes.**

A motion was made by Mr. Reid and seconded by Mr. Bastien to approve the minutes of the July 14, 2020 meeting. This motion was carried unanimously.

**Public Comment.**

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

**Business Items:**

The condition of the road by the Chapel was discussed.

**Bills.**

A motion was made by Mr. Bastien and seconded by Mr. Reid to approve payment of the July bills in the amount of \$1,953.59.

AYES: Bastien, Reid, Brofka, and Graff

NAYS: None

This motion was carried unanimously.

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


The report was reviewed.

**Department Report.**

The report was reviewed.

**Adjourn.**

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

  
Kathleen A. Brofka

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
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Bank 1ST CEMETERY FUND

Check Type: Paper Check						
08/20/2020	1ST	4950	A1130	AT & T	PHONE SERVICE 8/7/2020-9/6/2020	60.49
08/31/2020	1ST	4951	A1009	ANDERSON AUTO RV SALES, INC.	DUMP TRUCK-FUEL PUMP ASSEMBLY/LABOR	444.90
08/31/2020	1ST	4952	B1302	BLUE TARP FINANCIAL	SUPPLIES	33.46
08/31/2020	1ST	4953	C1036	CITY OF MENOMINEE	PAYROLL & FRINGES JUNE 2020	27,089.96
08/31/2020	1ST	4954	C1083	CLEAN-KILL PEST CONTROL, INC	PEST CONTROL	115.00
08/31/2020	1ST	4955	C1326	COUNTRY VISIONS CO-OP	FIELDMASTER	160.73
08/31/2020	1ST	4956	C1078	CULLIGAN	COOLER RENTAL 9/1/2020 - 8/31/2021	108.00
08/31/2020	1ST	4957	M1079	MEMOMINEE IND. SUPPLY LLC	CHAIN SAW AND SUPPLIES	1,254.24
08/31/2020	1ST	4958	M1015	MILBER'S ACTION OFFICE SUPPLY, INC	OFFICE SUPPLIES	147.62
08/31/2020	1ST	4959	W1001	WALTER BROTHERS INC.	SUPPLIES	19.96
08/31/2020	1ST	4960	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE - CEMETERY	410.63
Total Paper Check:						29,844.99

1ST TOTALS:

Total of 11 Disbursements:

29,844.99

PRELIMINARY

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	ACTIVITY FOR MONTH 08/31/20	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	68,000.00	68,000.00	10,368.00	3,968.00	0.00	57,632.00	15.25
634.100 BURIAL PLOT SALES	25,000.00	25,000.00	7,315.00	5,747.50	0.00	17,685.00	29.26
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	17,683.00	9,715.50	0.00	165,932.00	9.63
TOTAL REVENUES	183,615.00	183,615.00	17,683.00	9,715.50	0.00	165,932.00	9.63
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,028.00	78,028.00	17,464.33	9,774.48	0.00	60,563.67	22.38
702.002 WAGES-OVERTIME	10,250.00	10,250.00	332.04	168.75	0.00	9,917.96	3.24
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	212.66	90.80	0.00	3,787.34	5.32
703.000 PAYROLL TAX	7,059.00	7,059.00	1,623.51	767.19	0.00	5,435.49	23.00
705.000 WORKER'S COMP INSURANCE	3,802.00	3,802.00	129.51	135.15	0.00	3,510.49	7.67
706.000 MEDICAL INSURANCE	18,632.00	18,632.00	191.11	35.19	0.00	18,440.89	1.03
707.000 LIFE INSURANCE	0.00	0.00	55.20	29.70	0.00	(55.20)	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	1,423.18	703.93	0.00	10,625.82	11.81
728.000 OFFICE SUPPLIES	400.00	400.00	89.78	89.78	0.00	310.22	22.45
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	1,649.53	1,338.28	0.00	10,350.47	13.75
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	1,009.60	172.84	0.00	4,990.40	16.83
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	522.28	522.28	0.00	5,477.72	8.70
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	120.87	60.49	0.00	1,479.13	7.55
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	553.95	160.73	0.00	4,946.05	10.07
921.000 ELECTRIC	4,200.00	4,200.00	709.62	410.63	0.00	3,490.38	16.90
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	0.00	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	26,330.05	14,460.22	0.00	157,284.95	14.34
TOTAL EXPENDITURES	183,615.00	183,615.00	26,330.05	14,460.22	0.00	157,284.95	14.34
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	183,615.00	183,615.00	17,683.00	9,715.50	0.00	165,932.00	9.63
TOTAL EXPENDITURES	183,615.00	183,615.00	26,330.05	14,460.22	0.00	157,284.95	14.34
NET OF REVENUES & EXPENDITURES	0.00	0.00	(8,647.05)	(4,744.72)	0.00	8,647.05	100.00

CITY OF MENOMINEE  
FLOWER FUND ACTIVITY  
JUNE 30, 2020

	BEG BALANCE	DIVIDENDS	INTEREST	GAINS LOSSES	TRUST FEES	FLOWERS EXPENSE	OTHER	END BALANCE
7/1/2019	\$ 149,649.85							
9/30/2019		\$ 329.47	\$ 471.04			\$ (204.29)		
12/31/2019		\$ 344.55	\$ 486.86	\$ 18.75		\$ (207.14)		
3/31/2020		\$ 343.93	\$ 698.21	\$ 32,440.37		\$ (215.57)		
6/30/2020		\$ 221.35	\$ 281.01	\$ -		\$ (204.15)		
	<u>\$ 149,649.85</u>	<u>\$ 1,239.30</u>	<u>\$ 1,937.12</u>	<u>\$ 32,459.12</u>	<u>\$ -</u>	<u>\$ (831.15)</u>	<u>\$ -</u>	<u>\$ 184,454.24</u>

INTEREST	\$ 1,937.12
DIVIDENDS	\$ 1,239.30
GAINS/LOSS	\$ 32,459.12
TRUST FEES	\$ -
	<u>\$ 35,635.54</u>

CITY OF MENOMINEE  
FLOWER FUND ACTIVITY  
JUNE 30, 2019

	BEG BALANCE	DIVIDENDS	INTEREST	GAINS LOSSES	TRUST FEES	FLOWERS EXPENSE	OTHER	END BALANCE
7/1/2018	\$ 147,295.29							
9/30/2018		\$ 344.26	\$ 390.92		\$ (173.67)			
12/31/2018		\$ 355.80	\$ 418.36	\$ (5.37) \$ (0.35)	\$ (182.65)			
3/31/2019		\$ 297.00	\$ 464.36	\$ 5.74	\$ (183.70)			
6/30/2019		\$ 328.04	\$ 490.95		\$ (195.13)			
	<u>\$ 147,295.29</u>	<u>\$ 1,325.10</u>	<u>\$ 1,764.59</u>	<u>\$ 0.02</u>	<u>\$ (735.15)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 149,649.85</u>

INTEREST	\$ 1,764.59
DIVIDENDS	\$ 1,325.10
GAINS/LOSS	\$ 0.02
TRUST FEES	\$ (735.15)
REFUND	\$ -
	<u>\$ 2,354.56</u>

CITY OF MENOMINEE  
PERP CARE ACTIVITY  
JUNE 30, 2020

	BEG BALANCE	INTEREST	DIVIDENDS	GAINS LOSS	P.C. TRANSFER FROM/TO CF	TRUST FEES	AMORT	TO FNM I.M.	REFUND	END BALANCE
	\$ 1,114,943.84									
9/30/2019		\$ 3,800.68	\$ 523.11	\$ 2,325.00		\$ (939.36)				
12/31/2019		\$ 5,722.99	\$ 856.10	\$ 381.10		\$ (943.63)				
3/31/2020		\$ 5,573.83	\$ 1,088.12	\$ -		\$ (947.17)				
6/30/2020		\$ 3,163.38	\$ 410.38	\$ 131.50		\$ (954.00)				
	<u>\$ 1,114,943.84</u>	<u>\$ 18,260.88</u>	<u>\$ 2,877.71</u>	<u>\$ 2,837.60</u>	<u>\$ -</u>	<u>\$ (3,784.16)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,135,135.87</u>

INTEREST	\$ 18,260.88
DIVIDENDS	\$ 2,877.71
GAINS	\$ 2,837.60
TRUST FEES	\$ (3,784.16)
AMORT	\$ -
	<u>\$ 20,192.03</u>

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