

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR SEPTEMBER 14, 2021 - 11:00 A.M.  
COUNCIL CHAMBERS**

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

**B) ROLL CALL.**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| <input type="checkbox"/> B. Botbyl  | <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 10, 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) Request from Kate Webb (granddaughter of the Gries') to donate three graves.
- 2) Request from Gerald and Karen Gentz to sell two graves back.
- 3) August bills.
- 4) Year to date financials.
- 5) 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.
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The City of Menominee is an Equal Opportunity Provider and Employer



**CEMETERY BOARD OF TRUSTEES**  
**AUGUST 10, 2021**

A meeting of the Cemetery Board of Trustees was held Tuesday, August 10, 2021 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Dick Bastien, Jane Raygo, Len Reid, Brett Botbyl, and Kathy Brofka  
ABSENT: None  
ALSO PRESENT: Tricia Alwin, Michelle Salter, and Susan Johnson

**Agenda.**

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

**Minutes.**

A motion was made by Mr. Bastien and seconded by Mr. Reid to approve the minutes of the July 13, 2021 meeting as presented. This motion was carried unanimously.

**Public Comment.**

Jack Felch was heard.

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

**Old Business.**

Interim City Manager Botbyl told the board he expected them to hold civil meetings.

Ms. Raygo spoke regarding the insufficient watering system that was not the fault of the employees.

The request from Kelly Klitzke to place a monument that may not fully comply with Section 12 of the Rules and Regulations was discussed. Mr. Bastien requested a legal opinion clarifying this section of the Rules and Regulations.

A motion was made by Ms. Raygo and seconded by Mr. Reid to allow placement of the requested monument on Grave 8 of Section J, Lot Number 40.

AYES: Raygo, Reid, Brofka, and Botbyl

NAYS: Bastien

This motion was carried.

**Coleman Engineering Proposal for the Entrance Road and Storm Sewer Design.**

A motion was made by Ms. Raygo and seconded by Mr. Reid to accept the Coleman Engineering Company proposal to design roadway and storm sewer for the Cemetery entrance road in the not to exceed amount of \$4,900. This motion was carried unanimously.

**Bills.**

A motion was made by Mr. Bastien and seconded by Mr. Reid to approve payment of the July bills in the amount of \$35,881.68. This motion was carried unanimously.

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


The report was reviewed.

**Department Report.**

The report was received.

**Adjourn.**

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



LOT OWNER Gries--John, Bridget &  
Lillian, S&M Flint

LOT NO. 124

SEC. A-6c

SQ. FEET 340

INT. CAMP

BURIALS

1 Margaret R. Gries

2 John Gries

3 Bridget Gries

4 Lillian Gries

5 Stella G. Flint

6

7

8

9

10

11

12

13

14

15

west

1

2

3

4

5

6

7

8

Granddaughter

Graves 6, 7 + 8

Open

Kate Webb -

330-224-6774

Wants to donate  
these graves.

LOT OWNER Gerald & Karen Gentz

LOT. NO. 89

SEC. 9

of 1831 Liberty St., Marinette, WI 54143

SQ. FEET:

50

☒ 100 ☐ Other

BURIALS

WEST

PREP. CARE

1

2

X

X

1

2

X

X

Purchased: Two grave lot 7/10/2000

Ground & Turf: \$ 350.00

Perpetual Care: \$ 350.00

Total: \$ 700.00

Letter on file:

E

CHECK REGISTER FOR CITY OF MENOMINEE  
CHECK DATE FROM 08/01/2021 - 08/31/2021

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
08/17/2021	CEM	5080	A1130	AT & T	CEMETERY PHONE SERVICE-AUGUST 2021	192.67
08/31/2021	CEM	5081	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	22.31
08/31/2021	CEM	5082	A1070	AUTO PRO'S SERVICE CENTER	REPAIR 1992 FORD F350	224.03
08/31/2021	CEM	5083	C1036	CITY OF MENOMINEE	JULY 2021 - PAYROLL AND FRINGES	14,768.78
08/31/2021	CEM	5084	C1083	CLEAN-KILL PEST CONTROL, INC	PEST CONTROL	140.00
08/31/2021	CEM	5085	C1326	COUNTRY VISIONS CO-OP	FIELDMASTER	205.68
08/31/2021	CEM	5086	C1078	CULLIGAN	BOTTLE WATER/CUST #041251	59.25
08/31/2021	CEM	5087	L1015	LONG HEATING & COOLING, INC.	PVC & GALV COMPRESSION UNION	47.00
08/31/2021	CEM	5088	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	167.30
08/31/2021	CEM	5089	M1015	MILLER'S ACTION OFFICE SUPPLY, INC	SUPPLIES	134.63

CEM TOTALS:

Total of 10 Disbursements:

15,961.65

PRELIMINARY

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 08/31/2021	ACTIVITY FOR MONTH 08/31/21	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGET USED
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Fund 209 - CEMETERY OPERATIONS FUND

Revenues

Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	19,813.60	5,411.20	0.00	57,186.40	25.73
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	8,882.50	2,612.50	0.00	21,117.50	29.61
665.000 INTEREST EARNED	30.00	30.00	1.44	0.00	0.00	28.56	4.80
675.000 DONATIONS/CONTRIBUTIONS	0.00	0.00	150.00	0.00	0.00	(150.00)	100.00
699.000 TRANSFER IN	163,666.00	163,666.00	0.00	0.00	0.00	163,666.00	0.00

Total Dept 000.000

TOTAL REVENUES

	270,696.00	270,696.00	28,847.54	8,023.70	0.00	241,848.46	10.66
	270,696.00	270,696.00	28,847.54	8,023.70	0.00	241,848.46	10.66

Expenditures

Dept 000.000							
702.000 WAGES/SALARIES	78,000.00	78,000.00	16,182.23	10,051.30	0.00	61,817.77	20.75
702.002 WAGES-OVERTIME	10,250.00	10,250.00	324.27	324.27	0.00	9,925.73	3.16
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	226.27	185.13	0.00	3,773.73	5.66
703.000 PAYROLL TAX	7,057.00	7,057.00	1,624.90	789.45	0.00	5,432.10	23.03
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	382.18	184.58	0.00	973.82	28.18
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	3,258.08	1,406.24	0.00	25,345.92	11.39
721.000 LONGEVITY PAY	234.00	234.00	0.00	0.00	0.00	234.00	0.00
725.000 RETIREMENT CONTRIBUTION	19,995.00	19,995.00	1,392.22	686.61	0.00	18,602.78	6.96
728.000 OFFICE SUPPLIES	450.00	450.00	134.63	134.63	0.00	315.37	29.92
737.000 OPERATING SUPPLIES	12,000.00	12,000.00	1,469.84	295.86	0.00	10,530.16	12.25
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	140.00	140.00	0.00	5,860.00	2.33
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	224.03	224.03	0.00	5,775.97	84.50
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	384.47	192.67	0.00	1,215.53	24.03
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	1,142.56	205.68	0.00	4,357.44	20.77
921.000 ELECTRIC	4,200.00	4,200.00	362.13	0.00	0.00	3,837.87	8.62
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	360.00	0.00	0.00	1,140.00	24.00
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	124.00	0.00	0.00	1,376.00	8.27
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	2,950.00	2,950.00	2,915.62	0.00	0.00	34.38	98.83
963.000 TRASH/RUBBISH REMOVAL	1,700.00	1,700.00	419.00	209.50	0.00	1,281.00	24.65
970.000 CAPITAL OUTLAY	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00

Total Dept 000.000

TOTAL EXPENDITURES

	270,696.00	270,696.00	31,066.43	15,029.95	4,846.00	234,783.57	13.27
	270,696.00	270,696.00	31,066.43	15,029.95	4,846.00	234,783.57	13.27

Fund 209 - CEMETERY OPERATIONS FUND:

TOTAL REVENUES	270,696.00	270,696.00	28,847.54	8,023.70	0.00	241,848.46	10.66
TOTAL EXPENDITURES	270,696.00	270,696.00	31,066.43	15,029.95	4,846.00	234,783.57	13.27
NET OF REVENUES & EXPENDITURES	0.00	0.00	(2,218.89)	(7,006.25)	(4,846.00)	7,064.89	100.00

## AUGUST 2021 CEMETERY ACTIVITY REPORT

### 11 Burials

#### RESIDENT BURIALS (7)

Prepaid cremation..... 1

Resident Cremation Burial... 4 @ \$ 350 each..... \$ 1,400.00

Resident SATURDAY Cremation Burial... 1 @ \$ 700 each..... \$ 700.00

Resident Vault Burials- .....1....@ \$750 each..... \$ 750.00

#### NON- RESIDENT BURIALS (4)

Prepaid cremation .....2

Non-Resident Cremation Burial... 1 @ \$700 each..... \$ 700.00

Non-Resident SATURDAY Cremation Burial... 1 @ \$ 1,400 each..... \$ 1,400.00

#### LOTS SOLD (2)

Resident single lot..... \$ 550.00

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

#### **MISC:**

Shrub removal..... \$ 50.00

PREPAID cremation..... \$ 350.00

Foundation settings ..... \$ 6,281.60

**TOTAL REVENUE AUGUST 2021..... \$ 13,281.60**