

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR OCTOBER 11, 2022 at 11:00 a.m.  
COUNCIL CHAMBERS**

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

**B) ROLL CALL.**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> B. Botbyl  | <input type="checkbox"/> R. Greenwood |
| <input type="checkbox"/> D. Bastien | <input type="checkbox"/> J. Raygo     |
| <input type="checkbox"/> K. Brofka  |                                       |

**C) APPROVAL OF MEETING AGENDA.**

**D) MINUTES OF PREVIOUS MEETINGS:**

- 1) Regular meeting of September 13, 2022.

**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 Lynn Menor to sell lots back.
- 2) September bills.
- 3) Year to date financials.
- 4) 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**  
**SEPTEMBER 13, 2022**

A meeting of the Cemetery Board of Trustees was held Tuesday, September 13, 2022 at 11:00 a.m. in the Municipal Complex Council Chambers.

PRESENT: Brett Botbyl, Rachel Greenwood, Jane Raygo and Kathy Brofka  
ABSENT: Dick Bastien (excused)  
ALSO PRESENT: Donna Marineau, Joe Dulak and Michelle Salter

**Agenda.**

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

**Minutes.**

A motion was made by Ms. Greenwood and seconded by Ms. Raygo to approve the minutes of the August 9, 2022 meeting as presented. This motion was carried unanimously.

**Public Comment.**

With no one being heard, a motion was made by Ms. Raygo and seconded by Ms. Greenwood to close public comment. This motion was carried unanimously.

**Damage to Joan Tomek's grave stone.**

City Manager Botbyl gave an update on Joan Tomek's grave stone. The replacement cost is \$1,600 and will be reimbursed by the City's insurance company with no deductible cost. The new stone completion date is October.

**Cemetery Road Project.**

A motion was made by Ms. Greenwood and seconded by Ms. Raygo to recommend to City Council that Council approve the allocating of the Menominee County Grant funds for Roadways in the amount of \$38,860 for the Cemetery Entry Road Improvements along with the use of Cemetery Fund balance in the amount of \$27,320.00, the additional amount of funding necessary for the completion of this project. This motion was carried unanimously.

**Bills.**

A motion was made by Ms. Raygo and seconded by Ms. Greenwood to approve payment of the August bills in the amount of \$21,070.26. This motion was carried unanimously.

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

A motion was made by Ms. Raygo and seconded by Ms. Greenwood to accept the report. This motion was carried unanimously.

**Department Report.**

The report was heard.

**Adjourn.**

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

  
Kathleen Brofka

Funeral Grant and Perpetual Care Agreement 3522

Know All Men by These Presents, that we, the Board of Cemetery Trustees of the City of Menominee, Michigan, by virtue of the authority in us vested by the Charter and Ordinances of the City of Menominee, for and in consideration of the sum of Thirty Dollars and no cents Dollars, the receipt whereof is hereby acknowledged, do hereby give and grant unto Mr. & Mrs. David Mendor Section 1 of the exclusive burial rights in and to Lot No. 301 of Menominee Riverside Cemetery, which grant is subject to the rules and regulations of the Board of Cemetery Trustees which now are or hereafter may be in force.

We acknowledge receipt of the sum of One Hundred Dollars and no cents Dollars paid by Mr. & Mrs. David Mendor, which said amount is to be held in trust and the income only or that part of said income which is necessary to keep the lot described as Lot No. 301 Section 1 in good order and repair perpetually, shall be used therefor.

And we, for ourselves and our successors in office do covenant and agree with said Mendor that we will and our successors in office shall and will from this date henceforth and perpetually at our cost and expense as such Trustees, care for and keep in good order and repair the cemetery lot above described.

It is further covenanted that this agreement is subject to all rules and regulations of the Board of Cemetery Trustees of the City of Menominee, or their duly appointed officers, that now are or hereafter may be in force.

In witness whereof we have hereunto set our hands and the seal of the City of Menominee, Michigan this 10th day of September, A. D. 1982. [SEAL]

CITY SEAL

BOARD OF CEMETERY TRUSTEES OF  
CITY OF MENOMINEE, MICHIGAN

By Wm. J. Hendrick Mayor  
Steve Gibson Clerk

Douglas A. Conrader  
Arthur B. Bunniger  
Beverly Beaumont  
Trustees:

Orig. Recd. Oct 1-22-75

## SEPTEMBER 2022 CEMETERY ACTIVITY REPORT

### **9 Burials**

#### 2 PREPAID Cremation Burials

Resident Cremation Burial... 2 @ 350 each.....	\$ 700.00
Non- Resident Cremation Burial... 1 @ 700 each.....	\$ 700.00
SATURDAY Resident Cremation Burial... 1 @ 700 each...	\$ 700.00
Resident Vault Burial- .....3 @ 750 each.....	\$ 2,250.00

### **MISC:**

Prepaid resident cremation.....3 @ 350 each.....	\$ 1,050.00
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### **3 LOTS SOLD**

Resident single lot..... 2 @ 550.00.....	\$ 1,100.00
Non- Resident double lot .....1@ 2,200.00.....	\$ 2,200.00

<b><i>TOTAL REVENUE SEPTEMBER 2022.....</i></b>	<b><i>\$ 8,700.00</i></b>
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User: PAYROLL  
DB: Menominee

## CHECK REGISTER FOR CITY OF MENOMINEE

CHECK DATE FROM 09/01/2022 - 09/30/2022

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
09/12/2022	CEM	5240	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	629.49
09/22/2022	CEM	5241	A1130	AT & T	PHONE SERVICE - SEPTEMBER 2022	233.00
09/30/2022	CEM	5242	A1070	AUTO PRO'S SERVICE CENTER	REPAIR 1992 FORD F350	666.27
09/30/2022	CEM	5243	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	44.12
09/30/2022	CEM	5244	C1036	CITY OF MENOMINEE	JULY 2022 AND AUGUST 2022 - TRASH REMOVAL	419.00
09/30/2022	CEM	5245	C1036	CITY OF MENOMINEE	MAY 2022 AND JUNE 2022 - GAS BILLING	458.50
09/30/2022	CEM	5246	C1036	CITY OF MENOMINEE	AUGUST 2022 - PAYROLL AND FRINGES	18,151.30
09/30/2022	CEM	5247	C1326	COUNTRY VISIONS CO-OP	UNLEADED & DIESEL GAS	1,015.75
09/30/2022	CEM	5248	R1004	REINDERS INC.	PARTS-CUST #143781	11,569.97
09/30/2022	CEM	5249	T1242	TOM BOWDEN	FOUNDATIONS	1,540.00
09/30/2022	CEM	5250	W1001	WALTER BROTHERS INC.	SUPPLIES	5.34

CEM TOTALS:

Total of 11 Disbursements:

34,732.74

PRELIMINARY

ACCOUNT DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 09/30/2022	ACTIVITY FOR MONTH 09/30/22	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	31,328.80	5,450.00	0.00	45,671.20	40.69
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	9,927.50	2,612.50	0.00	20,072.50	33.09
665.000 INTEREST EARNED	0.00	0.00	5.76	0.00	0.00	(5.76)	100.00
699.000 TRANSFER IN	173,395.00	173,395.00	0.00	0.00	0.00	173,395.00	0.00
Total Dept 000.000	280,395.00	280,395.00	41,262.06	8,062.50	0.00	239,132.94	14.72
TOTAL REVENUES	280,395.00	280,395.00	41,262.06	8,062.50	0.00	239,132.94	14.72
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	93,000.00	93,000.00	30,455.11	8,956.66	0.00	62,544.89	32.75
702.002 WAGES-OVERTIME	4,000.00	4,000.00	731.94	465.78	0.00	3,268.06	18.30
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00	353.03	161.78	0.00	8,646.97	3.92
703.000 PAYROLL TAX	8,200.00	8,200.00	2,784.49	708.08	0.00	5,415.51	33.96
705.000 WORKER'S COMP INSURANCE	2,250.00	2,250.00	693.58	173.85	0.00	1,556.42	30.83
706.000 MEDICAL INSURANCE	29,120.00	29,120.00	5,255.25	1,651.55	0.00	23,864.75	18.05
707.000 LIFE INSURANCE	0.00	0.00	0.51	0.00	0.00	(0.51)	100.00
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	3,410.24	1,584.19	0.00	13,589.76	20.06
728.000 OFFICE SUPPLIES	450.00	450.00	0.00	0.00	0.00	450.00	0.00
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	1,783.75	49.46	0.00	10,216.25	14.86
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.00
778.000 EQUIPMENT REPAIRS	7,000.00	7,000.00	2,547.63	1,413.21	0.00	4,452.37	36.39
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	2,600.00	2,600.00	688.76	233.00	0.00	1,901.24	26.88
867.000 GAS/OIL/GREASE	6,000.00	6,000.00	1,912.65	1,015.75	0.00	4,087.35	31.88
921.000 ELECTRIC	5,000.00	5,000.00	1,059.49	629.49	0.00	3,940.51	21.19
922.000 HEAT	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
923.000 WATER/SEWER	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00
932.000 FOOTINGS/FOUNDATIONS	2,000.00	2,000.00	3,080.00	1,540.00	0.00	(1,080.00)	154.00
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
956.000 MISCELLANEOUS/OTHER	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
966.000 INSURANCE & BONDS	3,100.00	3,100.00	3,063.18	0.00	0.00	36.82	98.81
963.000 TRASH/RUBBISH REMOVAL	1,700.00	1,700.00	722.80	209.50	0.00	977.20	42.52
970.000 CAPITAL OUTLAY	60,000.00	60,000.00	10,823.03	10,823.03	30,383.96	18,793.01	68.68
Total Dept 000.000	280,395.00	280,395.00	69,375.44	29,615.33	30,383.96	180,635.60	35.58
TOTAL EXPENDITURES	280,395.00	280,395.00	69,375.44	29,615.33	30,383.96	180,635.60	35.58
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	280,395.00	280,395.00	41,262.06	8,062.50	0.00	239,132.94	14.72
TOTAL EXPENDITURES	280,395.00	280,395.00	69,375.44	29,615.33	30,383.96	180,635.60	35.58
NET OF REVENUES & EXPENDITURES	0.00	0.00	(28,113.38)	(21,552.83)	(30,383.96)	58,497.34	100.00