

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR OCTOBER 12, 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"/> Vacant    |
| <input type="checkbox"/> J. Raygo   |                                    |

**C) APPROVAL OF MEETING AGENDA.**

**D) MINUTES OF PREVIOUS MEETINGS:**

- 1) Regular meeting of September 14, 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) September bills.
- 2) Year to date financials.
- 3) 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**  
**SEPTEMBER 14, 2021**

A meeting of the Cemetery Board of Trustees was held Tuesday, September 14, 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: Michelle Salter and Susan Johnson

**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 Ms. Raygo and seconded by Mr. Bastien to approve the minutes of the August 10, 2021 meeting as presented. This motion was carried unanimously.

**Public Comment.**

No one was heard.

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

**Request from Kate Webb (granddaughter of the Gries') to Donate Three Graves.**

Kate Webb (granddaughter of the Gries family) was in contact with the office regarding donating graves 6 7, and 8 of Section A-6, Lot 124 to an unknown source. Personnel will inspect the grave sites for possible burials, trees, etc. Attorney Celello will be asked how to proceed.

**Request from Gerald and Karen Gentz to Sell Two Graves Back.**

A motion was made by Mr. Bastien and seconded by Mr. Reid approve the request from Gerald and Karen Gentz to sell the two graves in Section 9 Lot 89 back to the city for the amount of \$700 as paid on July 10, 2000. This motion was carried unanimously.

**Bills.**

A motion was made by Ms. Raygo and seconded by Mr. Bastien to approve payment of the August bills in the amount of \$15,961.65. This motion was carried unanimously.

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

The report was reviewed.

**Department Report.**

The report was received.

**Adjourn.**

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

  
Susan K. Johnson

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
09/09/2021	CEM	5090	C1078	CULLIGAN	COOLER RENTAL/WATER/BOTTLE DEPOSIT	167.25
09/13/2021	CEM	5091	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	344.45
09/16/2021	CEM	5092	MTSC	GERALD & KAREN GENTZ	BUY-BACK - 2 GRAVE LOTS	700.00
09/17/2021	CEM	5093	A1130	AT & T	PHONE SERVICE - SEPTEMBER 2021	192.67
09/30/2021	CEM	5094	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	15.63
09/30/2021	CEM	5095	A1070	AUTO PRO'S SERVICE CENTER	REPAIR BREAK LINES-1998 DODGE DAKOTA	177.91
09/30/2021	CEM	5096	C1326	COUNTRY VISIONS CO-OP	PREMIUM DYED DIESEL	278.11
09/30/2021	CEM	5097	K1139	KOEHNE	REPAIR 2013 CHEVY SILVERADO	246.69
09/30/2021	CEM	5098	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	27.14
09/30/2021	CEM	5099	R1004	REINDERS INC.	SERVICE CALL-COST #143781	622.87
09/30/2021	CEM	5100	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING	234.48

CEM TOTALS:

3,007.20

Total of 11 Disbursements:

3,007.20

REVENUE AND EXPENDITURE REPORT FOR CITY OF MENOMINEE  
 PERIOD ENDING 09/30/2021

PRELIMINARY

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	ACTIVITY FOR MONTH 09/30/21	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDC USED
Fund 209 - CEMETERY OPERATIONS FUND							
Revenues							
Dept 000.000							
634.000 BURIAL FEES	77,000.00	77,000.00	31,003.20	11,189.60	0.00	45,996.80	40.26
634.100 BURIAL PLOT SALES	30,000.00	30,000.00	10,622.50	1,740.00	0.00	19,377.50	35.41
665.000 INTEREST EARNED	30.00	30.00	2.70	0.00	0.00	27.30	9.00
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	270,696.00	270,696.00	41,778.40	12,929.60	0.00	228,917.60	15.43
TOTAL REVENUES	270,696.00	270,696.00	41,778.40	12,929.60	0.00	228,917.60	15.43
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,000.00	78,000.00	25,256.02	9,073.79	0.00	52,743.98	32.38
702.002 WAGES-OVERTIME	10,250.00	10,250.00	800.82	476.55	0.00	9,449.18	7.81
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	1,433.97	1,207.70	0.00	2,566.03	35.85
703.000 PAYROLL TAX	7,057.00	7,057.00	2,422.54	797.64	0.00	4,634.46	34.33
705.000 WORKER'S COMP INSURANCE	1,356.00	1,356.00	568.38	186.20	0.00	787.62	41.92
706.000 MEDICAL INSURANCE	28,604.00	28,604.00	5,048.20	1,790.12	0.00	23,555.80	17.65
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	3,017.48	1,625.26	0.00	16,977.52	15.09
728.000 OFFICE SUPPLIES	450.00	450.00	134.63	0.00	0.00	315.37	29.92
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	1,679.86	210.02	0.00	10,320.14	14.00
776.000 BLDG REPAIRS/SUPPLIES	6,000.00	6,000.00	140.00	0.00	0.00	5,860.00	2.33
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	1,271.50	1,047.47	0.00	(1,363.52)	122.73
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	577.14	192.67	0.00	1,022.86	36.07
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	1,420.67	278.11	0.00	4,079.33	25.83
921.000 ELECTRIC	4,200.00	4,200.00	706.58	344.45	0.00	3,493.42	16.82
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	209.50	0.00	34.38	98.83
963.000 TRASH/RUBBISH REMOVAL	1,700.00	1,700.00	628.50	0.00	0.00	1,071.50	36.97
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	270,696.00	270,696.00	48,505.91	17,439.48	6,092.02	216,098.07	20.17
TOTAL EXPENDITURES	270,696.00	270,696.00	48,505.91	17,439.48	6,092.02	216,098.07	20.17
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	270,696.00	270,696.00	41,778.40	12,929.60	0.00	228,917.60	15.43
TOTAL EXPENDITURES	270,696.00	270,696.00	48,505.91	17,439.48	6,092.02	216,098.07	20.17
NET OF REVENUES & EXPENDITURES	0.00	0.00	(6,727.51)	(4,509.88)	(6,092.02)	12,819.53	100.00