

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR OCTOBER 13, 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 September 8, 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) Request from Lois Pogrunt to add a base to an up right stone that is on a three grave lot (Section B8 lot 86) which already has a monument on it.
- 3) September bills.
- 4) Year to date financials.
- 5) Department report.

**G) ADJOURN.**

**Electronic Remote Access Information for Zoom Meeting Audio Only:**

**Call in # 312-626-6799**

**Enter Meeting ID : 839 6971 0163 #**

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 8, 2020**

A meeting of the Cemetery Board of Trustees was held Tuesday, September 8, 2020 at 11:00 a.m. electronically.

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

**Agenda.**

A motion was made by Mr. Bastien and seconded by Ms. Raygo 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 August 11, 2020 meeting. This motion was carried unanimously.

**Public Comment.**

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

**Bills.**

A motion was made by Mr. Reid and seconded by Ms. Raygo to approve payment of the August bills in the amount of \$29,844.99.

AYES: Reid, Raygo, Bastien, Brofka, and Graff  
NAYS: None

This motion was carried unanimously.

**Financials.**

The report for the month ending August 31, 2020 along with reports from First National Bank and Trust for the Flower Fund and Perpetual Care were reviewed.

**Department Report.**

The report was reviewed.

**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

User: KATHY  
DB: MenomineeCHECK REGISTER FOR CITY OF MENOMINEE  
CHECK DATE FROM 09/01/2020 - 09/30/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
09/04/2020	1ST	4961	R1004	REINDERS INC.	REPAIR EQUIPMENT	2,507.78
09/21/2020	1ST	4962	A1130	AT & T	CEMETERY PHONE SERVICE 9/7/20-10/6/20	98.95
09/30/2020	1ST	4963	C1036	CITY OF MENOMINEE	PAYROLL & FRINGES JULY 2020	38,890.18
09/30/2020	1ST	4964	M1189	MENARDS - MARINETTE	SUPPLIES	130.11
09/30/2020	1ST	4965	W1001	WALTER BROTHERS INC.	SUPPLIES	167.88
09/30/2020	1ST	4966	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING-CEMETERY	215.20
09/30/2020	1ST	4967	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE-CEMETERY	461.59

1ST TOTALS:

Total of 7 Disbursements:

42,471.69

User: KATHY  
DB: Menominee

PERIOD ENDING 09/30/2020

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/20	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	18,133.20	6,015.20	0.00	49,866.80	26.67
634.100 BURIAL PLOT SALES	25,000.00	25,000.00	8,360.00	0.00	0.00	16,640.00	33.44
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	3.07	0.00	0.00	56.93	5.12
675.000 DONATIONS/CONTRIBUTIONS	0.00	0.00	100.00	100.00	0.00	(100.00)	100.00
699.000 TRANSFER IN	90,455.00	90,455.00	53,455.00	53,455.00	0.00	37,000.00	59.10
Total Dept 000.000	183,615.00	183,615.00	80,051.27	59,570.20	0.00	103,563.73	43.60
TOTAL REVENUES	183,615.00	183,615.00	80,051.27	59,570.20	0.00	103,563.73	43.60
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,028.00	78,028.00	22,523.64	5,059.31	0.00	55,504.36	28.87
702.002 WAGES-OVERTIME	10,250.00	10,250.00	1,119.55	787.51	0.00	9,130.45	10.92
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	334.07	121.41	0.00	3,665.93	8.35
703.000 PAYROLL TAX	7,059.00	7,059.00	2,079.59	456.08	0.00	4,979.41	29.46
705.000 WORKER'S COMP INSURANCE	3,802.00	3,802.00	369.73	78.22	0.00	3,432.27	9.72
706.000 MEDICAL INSURANCE	18,632.00	18,632.00	234.16	43.05	0.00	18,397.84	1.26
707.000 LIFE INSURANCE	0.00	0.00	73.60	18.40	0.00	(73.60)	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	2,278.09	854.91	0.00	9,770.91	18.91
728.000 OFFICE SUPPLIES	400.00	400.00	89.78	0.00	0.00	310.22	22.45
757.000 OPERATING SUPPLIES	12,000.00	12,000.00	1,948.52	297.99	0.00	10,051.48	16.24
776.000 BUDG REPAIRS/SUPPLIES	6,000.00	6,000.00	1,009.60	0.00	0.00	4,990.40	16.83
778.000 EQUIPMENT REPAIRS	6,000.00	6,000.00	522.28	0.00	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	219.82	98.95	0.00	1,380.18	13.74
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	553.95	0.00	0.00	4,946.05	10.07
921.000 ELECTRIC	4,200.00	4,200.00	1,171.21	461.59	0.00	3,028.79	27.89
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	215.20	215.20	0.00	884.80	19.56
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	2,855.90	0.00	0.00	(55.90)	102.00
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	37,679.57	8,492.62	0.00	145,935.43	20.52
TOTAL EXPENDITURES	183,615.00	183,615.00	37,679.57	8,492.62	0.00	145,935.43	20.52
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	183,615.00	183,615.00	80,051.27	59,570.20	0.00	103,563.73	43.60
TOTAL EXPENDITURES	183,615.00	183,615.00	37,679.57	8,492.62	0.00	145,935.43	20.52
NET OF REVENUES & EXPENDITURES	0.00	0.00	42,371.70	51,077.58	0.00	(42,371.70)	100.00