

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR DECEMBER 8, 2020 - 11:00 A.M.  
AS 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 October 13, 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) October and November bills.
- 3) Year to date financials.
- 4) Department report.

**G) ADJOURN.**

Electronic Remote Access Information for Zoom Meeting Audio Only:

Call in # 312-626-6799

Enter Meeting ID : : 879 2647 5506 #

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**  
**OCTOBER 13, 2020**

A meeting of the Cemetery Board of Trustees was held Tuesday, October 13, 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, and Michelle Salter

**Agenda.**

A motion was made by Mr. Reid and seconded by Mr. Bastien to remove the request from Lois Pogrunt from the agenda and approve the amended 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 September 8, 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 public comment. This motion was carried unanimously.

**Bills.**

A motion was made by Mr. Bastien and seconded by Ms. Raygo to approve payment of the September bills in the amount of \$42,471.69.

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

This motion was carried unanimously.

**Financials for month Ending September 30.**


The report was reviewed.

**Department Report.**

The report was reviewed.

**Adjourn.**

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

  
Kathleen A. Brofka

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
10/21/2020	1ST	4968	A1130	AT & T	CEMETERY PHONE 10/7/2020-11/6/2020	100.37
10/31/2020	1ST	4969	A1303	ADVANCE STORES COMPANY, INC	BATTERY	288.45
10/31/2020	1ST	4970	C1326	COUNTRY VISIONS CO-OP	DIESEL FUEL	135.41
10/31/2020	1ST	4971	L1015	LONG HEATING & COOLING, INC.	SUPPLIES	104.00
10/31/2020	1ST	4972	M1189	MENARDS - MARINETTE	SUPPLIES	32.96
10/31/2020	1ST	4973	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	258.35
10/31/2020	1ST	4974	W1001	WALTER BROTHERS INC.	SUPPLIES	16.07
10/31/2020	1ST	4975	W1236	WILBERT BURIAL VAULT WORKS	BASE (10)	427.50
10/31/2020	1ST	4976	W1003	WISCONSIN PUBLIC SERVICE CORP.	ELECTRIC SERVICE-CEMETERY	102.45
1ST TOTALS:						

Total of 9 Disbursements:

1,465.56

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank 1ST CEMETERY FUND						
11/19/2020	1ST	4977	A1130	AT & T	CEMETERY PHONE 11/7/2020-12/6/2020	100.15
11/25/2020	1ST	4978	C1204	CEMETERY FUND	SET-UP NEW ACCOUNT - FNB IM	5,000.00
11/30/2020	1ST	4979	A1303	ADVANCE STORES COMPANY, INC	STARTER	91.86
11/30/2020	1ST	4980	A1009	ANDERSON AUTO RV SALES, INC.	REPAIR CEMETERY TRUCK	449.60
11/30/2020	1ST	4981	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6%-CHURCH	402.18
11/30/2020	1ST	4982	M1189	MENARDS - MARINETTE	SUPPLIES	35.77
11/30/2020	1ST	4983	M1079	MENARDS - MARINETTE	SUPPLIES	287.67
11/30/2020	1ST	4984	T1226	THE AMERICAN LEGION AUX UNIT #146	CEMETERY-WINTER DECORATIONS	299.00
11/30/2020	1ST	4985	T1182	TIRE TRAX	SERVICE	45.00
11/30/2020	1ST	4986	W1001	WALTER BROTHERS INC.	SUPPLIES	48.77

1ST TOTALS:

Total of 10 Disbursements:

6,760.00

ACCOUNT DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/20	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	28,764.80	3,700.00	0.00	39,235.20	42.30
634.100 BURIAL PLOT SALES	25,000.00	25,000.00	14,630.00	2,612.50	0.00	10,370.00	58.52
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	14.87	11.80	0.00	45.13	24.78
675.000 DONATIONS/CONTRIBUTIONS	0.00	0.00	100.00	0.00	0.00	(100.00)	100.00
699.000 TRANSFER IN	90,455.00	90,455.00	53,455.00	0.00	0.00	37,000.00	59.10
Total Dept 000.000	183,615.00	183,615.00	96,964.67	6,324.30	0.00	86,650.33	52.81
TOTAL REVENUES	183,615.00	183,615.00	96,964.67	6,324.30	0.00	86,650.33	52.81
Expenditures							
Dept 000.000							
702.000 WAGES/SALARIES	78,028.00	78,028.00	32,850.20	3,911.82	0.00	45,177.80	42.10
702.002 WAGES-OVERTIME	10,250.00	10,250.00	1,119.55	0.00	0.00	9,130.45	10.92
702.446 WAGES/STREET DEPT LABOR	4,000.00	4,000.00	968.54	232.27	0.00	3,031.46	24.21
703.000 PAYROLL TAX	7,059.00	7,059.00	2,915.59	315.85	0.00	4,143.41	41.30
705.000 WORKER'S COMP INSURANCE	3,802.00	3,802.00	668.57	203.30	0.00	3,133.43	17.58
706.000 MEDICAL INSURANCE	18,632.00	18,632.00	1,165.94	98.66	0.00	17,466.06	6.26
707.000 LIFE INSURANCE	0.00	0.00	110.40	18.40	0.00	(110.40)	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	4,042.81	680.52	0.00	8,006.19	33.55
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	2,766.18	406.28	0.00	9,233.82	23.05
776.000 BLDG 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	1,662.12	851.39	0.00	4,337.88	27.70
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	420.34	100.15	0.00	1,179.66	26.27
867.000 GAS/OIL/GREASE	5,500.00	5,500.00	1,345.40	402.18	0.00	4,154.60	24.46
921.000 ELECTRIC	4,200.00	4,200.00	1,273.66	0.00	0.00	2,926.34	30.33
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	0.00	0.00	884.80	19.56
932.000 FOOTINGS/FOUNDATIONS	1,500.00	1,500.00	427.50	0.00	0.00	1,072.50	28.50
940.000 EQUIPMENT RENTAL	1,500.00	1,500.00	101.10	20.22	0.00	1,398.90	6.74
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	56,008.38	7,241.04	0.00	127,606.62	30.50
TOTAL EXPENDITURES	183,615.00	183,615.00	56,008.38	7,241.04	0.00	127,606.62	30.50
Fund 209 - CEMETERY OPERATIONS FUND:							
TOTAL REVENUES	183,615.00	183,615.00	96,964.67	6,324.30	0.00	86,650.33	52.81
TOTAL EXPENDITURES	183,615.00	183,615.00	56,008.38	7,241.04	0.00	127,606.62	30.50
NET OF REVENUES & EXPENDITURES	0.00	0.00	40,956.29	(916.74)	0.00	(40,956.29)	100.00

## OCTOBER 2020 CEMETERY ACTIVITY REPORT

### 9 Burials

#### RESIDENT BURIALS (3)

Resident Cremation Burial... 1 @ \$ 350 each.....	\$ 350.00
Resident Vault Burials- .....2 @ \$ 750 each.....	\$ 1,500.00
<b>Total Resident Burials .....</b>	<b>\$1,850.00</b>

#### NON-RESIDENT BURIALS (6)

Non- Resident Cremation Burial...1..... PREPAID.....	
Non-Resident OLD PRICE Cremation Burial 1 @ \$ 400 each.....	\$ 400.00
Non- Resident Cremation Burial... 2 @ \$ 700 each.....	\$ 1,400.00
Non- Resident Vault Burial... 2 @ \$ 1,500 each.....	\$ 3,000.00
<b>Total Non-Resident Burials.....</b>	<b>\$ 3,200.00</b>

#### LOTS SOLD (4)

Resident single lot ..... 3 @ \$ 550.00 each.....	\$ 1,650.00
Non- Resident <sup>double</sup> lot... 1 @ \$ 1,100.00.....	\$1,100.00

**TOTAL REVENUE OCTOBER 2020..... \$ 9,400.00**

## NOVEMBER 2020 CEMETERY ACTIVITY REPORT

### 5 Burials

#### RESIDENT BURIALS (5)

Resident Cremation Burial...1.....	PREPAID.....	
Resident Cremation Burial... 2@ \$ 350 each.....		\$ 7000.00
Resident Vault Burials- .....2 @ \$ 750 each.....		\$ 1,500.00
<b>Total Resident Burials .....</b>		<b>\$1,850.00</b>

#### NON-RESIDENT BURIALS (0)

**Total Non-Resident Burials..... .00**

#### **MISC.**

Prepaid Resident Vault ....1 @ \$ 750.00.....\$750.00

#### LOTS SOLD (3)

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

**TOTAL REVENUE NOVEMBER 2020..... \$ 5,700.00**