

**CITY OF MENOMINEE, MICHIGAN  
CEMETERY BOARD OF TRUSTEES  
AGENDA FOR APRIL 9, 2024 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 January 9, 2024.

**E) COMMUNICATIONS:**

**F) PUBLIC COMMENT:**

- 1) Maximum 15-minute public comment session. Statements, not debate, limited to three minutes per person on agenda items only.

**G) BUSINESS ITEMS:**

- 2) January, February, and March 2024 bills.  
3) Year to date financials.

**H) DEPARTMENT REPORT(S).**

- 1) January, February, and March 2024.

**I) 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**  
**January 9, 2024**

A meeting of the Cemetery Board of Trustees was held Tuesday, January 9, 2024 at 11:00 a.m. in the Municipal Complex Council Chambers.

**PRESENT:** Brett Botbyl, Dick Bastien, Jane Raygo, Rachel Greenwood, and Kathy Brofka

**ABSENT:**

**ALSO PRESENT:** Sandra Bayerl

**Agenda.**

A motion was made by Member Bastien and seconded by Member Greenwood to approve the agenda dated January 4, 2024 for the meeting. This motion was carried unanimously.

**Minutes.**

A motion was made by Member Raygo and seconded by Member Bastien to approve the minutes of the November 14, 2023 meeting as presented. This motion was carried unanimously.

**Public Comment.**

Comments were heard from Steve Olson.

A motion was made by Member Greenwood and seconded by Member Raygo to close public comment. This motion was carried unanimously.

**Bills.**

A motion was made by Member Bastien and seconded by Member Raygo to approve payment of the November 2023 bills in the amount of \$18,161.38 and the December bills in the amount of \$10,797.07. This motion was carried unanimously.

**Financials for month ending December 2023.**

The financials were discussed.

**Department Report.**

The report was received.

**Adjourn.**

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

  
Sandra Bayerl

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
01/09/2024	CEM	5452	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	143.90
01/12/2024	CEM	5453	W1001	WALTER BROTHERS INC.	SUPPLIES	30.66
01/17/2024	CEM	5454	C1036	CITY OF MENOMINEE	DUE TO GEN FD-AUDIT FYE 6/30/2023	1,500.00
01/23/2024	CEM	5455	A1130	AT & T	PHONE SERVICE - JANUARY 2024	342.98
01/31/2024	CEM	5456	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	23.00
01/31/2024	CEM	5457	C1036	CITY OF MENOMINEE	DECEMBER 2023-PAYROLL & FRINGES	8,653.87
01/31/2024	CEM	5458	C1036	CITY OF MENOMINEE	DEC 2023 - GFL TRASH REMOVAL	93.59
01/31/2024	CEM	5459	W1001	WALTER BROTHERS INC.	SUPPLIES	7.50
01/31/2024	CEM	5460	A1303	ADVANCE STORES COMPANY, INC	SUPPLIES	29.42
01/31/2024	CEM	5461	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	959.77
01/31/2024	CEM	5462	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	314.77
01/31/2024	CEM	5463	W1001	WALTER BROTHERS INC.	SUPPLIES	56.28

CEM TOTALS:

Total of 12 Disbursements:

12,155.74

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
02/12/2024	CEM	5464	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	162.90
02/23/2024	CEM	5465	A1130	AT & T	PHONE SERVICE - FEBRUARY 2024	342.98
02/29/2024	CEM	5466	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	289.93
02/29/2024	CEM	5467	C1036	CITY OF MENOMINEE	JANUARY 2024 PAYROLL & FRINGES	7,142.22
02/29/2024	CEM	5468	C1036	CITY OF MENOMINEE	BUSINESS INSURANCE - 7/1/2023-7/1/2024	3,102.41
02/29/2024	CEM	5469	C1036	CITY OF MENOMINEE	JAN 2024 - GFL TRASH REMOVAL	93.59
02/29/2024	CEM	5470	C1036	CITY OF MENOMINEE	JANUARY 2024 - GAS BILLING	102.69
02/29/2024	CEM	5471	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - SHED	503.51
02/29/2024	CEM	5472	M1189	MENARDS - MARINETTE	SUPPLIES	124.82
02/29/2024	CEM	5473	W1001	WALTER BROTHERS INC.	SUPPLIES	10.47
CEM TOTALS:						

Total of 10 Disbursements:

11,875.52

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank CEM CEMETERY FUND						
03/11/2024	CEM	5474	W1003	WISCONSIN PUBLIC SERVICE CORP.	GAS/ELECTRIC SERVICE	221.68
03/19/2024	CEM	5475	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - OFFICE	299.95
03/19/2024	CEM	5476	W1001	WALTER BROTHERS INC.	SUPPLIES	64.35
03/19/2024	CEM	5477	A1130	AT & T	PHONE SERVICE - MARCH 2024	342.98
03/31/2024	CEM	5478	A1247	AIRGAS USA, LLC	SUPPLIES	34.50
03/31/2024	CEM	5479	A1070	AUTO PRO'S SERVICE CENTER	OIL CHANGE & CLUTCH UPGRADE	155.64
03/31/2024	CEM	5480	B1302	CAPITAL ONE TRADE CENTER	SUPPLIES	293.54
03/31/2024	CEM	5481	C1036	CITY OF MENOMINEE	GAS BILLING - FEBRUARY 2024	71.67
03/31/2024	CEM	5482	C1036	CITY OF MENOMINEE	TRASH REMOVAL - FEBRUARY 2024	93.59
03/31/2024	CEM	5483	C1036	CITY OF MENOMINEE	PAYROLL & FRINGES - FEBRUARY 2024	9,978.70
03/31/2024	CEM	5484	C1326	COUNTRY VISIONS CO-OP	LP GAS BULK 6% - CHURCH	809.76
03/31/2024	CEM	5485	J2329	J&H TIRES AND REPAIR LLC	TIRES	101.60
03/31/2024	CEM	5486	M1189	MENARDS - MARINETTE	SUPPLIES	50.66
03/31/2024	CEM	5487	M1079	MENOMINEE IND. SUPPLY LLC	SUPPLIES	134.72
03/31/2024	CEM	5488	S1340	SUPERIOR CHEMICAL, LLC	SUPPLIES	722.16
03/31/2024	CEM	5489	W1001	WALTER BROTHERS INC.	SUPPLIES	15.20
03/31/2024	CEM	5490	W1004	WATER & WASTEWATER UTILITY BD.	WATER & SEWER BILLING - 3/31/2024	259.06

CEM TOTALS:

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Total of 17 Disbursements: 13,649.76

ACCOUNT DESCRIPTION	2023-24		2023-24		YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/24		ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDT USED
	ORIGINAL BUDGET	AMENDED BUDGET	2023-24 BUDGET	2023-24 BUDGET		03/31/24	03/31/24			
Fund 209 - CEMETERY OPERATIONS FUND										
Revenues										
Dept 000.000										
634.000 BURIAL FEES	85,000.00	85,000.00			60,791.20	4,045.60	0.00	24,208.80	71.52	
634.100 BURIAL PLOT SALES	30,000.00	30,000.00			13,585.00	2,612.50	0.00	16,415.00	45.28	
665.000 INTEREST EARNED	0.00	0.00			134.46	0.00	0.00	(134.46)	100.00	
687.000 REFUNDS/REBATES	0.00	0.00			1,599.20	0.00	0.00	(1,599.20)	100.00	
699.000 TRANSFER IN	129,175.00	129,175.00			125,975.00	0.00	0.00	3,200.00	97.52	
Total Dept 000.000	244,175.00	244,175.00			202,084.86	6,658.10	0.00	42,090.14	82.76	
TOTAL REVENUES	244,175.00	244,175.00			202,084.86	6,658.10	0.00	42,090.14	82.76	
Expenditures										
Dept 000.000										
702.000 WAGES/SALARIES	90,000.00	90,000.00			62,241.75	4,316.52	0.00	27,758.25	69.16	
702.002 WAGES-OVERTIME	4,000.00	4,000.00			2,776.78	0.00	0.00	1,223.22	69.42	
702.446 WAGES/STREET DEPT LABOR	9,000.00	9,000.00			378.34	44.44	0.00	8,621.66	4.20	
703.000 PAYROLL TAX	8,200.00	8,200.00			5,305.84	303.11	0.00	2,894.16	64.71	
705.000 WORKER'S COMP INSURANCE	2,000.00	2,000.00			1,014.41	54.63	0.00	985.59	50.72	
706.000 MEDICAL INSURANCE	25,000.00	25,000.00			16,500.41	2,055.00	0.00	8,499.59	66.00	
707.000 LIFE INSURANCE	0.00	0.00			0.75	0.00	0.00	(0.75)	100.00	
721.000 LONGEVITY PAY	275.00	275.00			312.00	0.00	0.00	(37.00)	113.45	
725.000 RETIREMENT CONTRIBUTION	17,000.00	17,000.00			10,007.75	906.25	0.00	6,992.25	58.87	
728.000 OFFICE SUPPLIES	500.00	500.00			333.54	0.00	0.00	166.46	66.71	
757.000 OPERATING SUPPLIES	12,000.00	12,000.00			4,119.50	1,116.06	0.00	7,880.50	34.33	
776.000 BLDG REPAIRS/SUPPLIES	5,000.00	5,000.00			580.00	0.00	0.00	4,420.00	11.60	
778.000 EQUIPMENT REPAIRS	10,000.00	10,000.00			18,317.75	456.31	0.00	(8,317.75)	183.18	
801.000 AUDIT FEES	1,500.00	1,500.00			1,500.00	0.00	0.00	0.00	100.00	
853.000 TELEPHONE/INTERNET	2,600.00	2,600.00			3,317.07	342.98	0.00	(717.07)	127.58	
867.000 GAS/OIL/GREASE	6,000.00	6,000.00			4,444.37	84.99	0.00	1,555.63	74.07	
921.000 ELECTRIC	5,000.00	5,000.00			2,114.26	221.68	0.00	2,885.74	42.29	
922.000 HEAT	7,000.00	7,000.00			3,424.03	1,109.71	0.00	3,575.97	48.91	
923.000 WATER/SEWER	1,200.00	1,200.00			789.58	259.06	0.00	410.42	65.80	
932.000 FOOTINGS/FOUNDATIONS	3,000.00	3,000.00			1,901.00	0.00	0.00	1,099.00	63.37	
940.000 EQUIPMENT RENTAL	0.00	0.00			121.83	0.00	0.00	(121.83)	100.00	
956.000 MISCELLANEOUS/OTHER	2,000.00	2,000.00			0.00	0.00	0.00	2,000.00	0.00	
960.000 INSURANCE & BONDS	3,100.00	3,100.00			3,102.41	0.00	0.00	(2.41)	100.08	
963.000 TRASH/RUBBISH REMOVAL	1,800.00	1,800.00			1,801.41	203.00	0.00	(1.41)	100.08	
970.000 CAPITAL OUTLAY	28,000.00	28,000.00			0.00	0.00	0.00	28,000.00	0.00	
Total Dept 000.000	244,175.00	244,175.00			144,404.78	11,473.74	0.00	99,770.22	59.14	
TOTAL EXPENDITURES	244,175.00	244,175.00			144,404.78	11,473.74	0.00	99,770.22	59.14	
Fund 209 - CEMETERY OPERATIONS FUND:										
TOTAL REVENUES	244,175.00	244,175.00			202,084.86	6,658.10	0.00	42,090.14	82.76	
TOTAL EXPENDITURES	244,175.00	244,175.00			144,404.78	11,473.74	0.00	99,770.22	59.14	
NET OF REVENUES & EXPENDITURES	0.00	0.00			57,680.08	(4,815.64)	0.00	(57,680.08)	100.00	

## January 2024 CEMETERY ACTIVITY REPORT

### **5 Burials**

Resident Cremation Burial- .....1 @ 350 each.....	\$ 350.00
Non-Resident Cremation Burial- (heated) .....1 @ 800 each.....	\$ 350.00
Resident Vault Burial- .....2 @ 750 each.....	\$ 1,500.00
Non-Resident Vault Burial- .....1 @ 1150 each.....	\$ 1,500.00

### **LOTS SOLD (1)**

Resident single lot..... 1 @ 550.00.....	\$ 550.00
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***TOTAL REVENUE JANUARY 2024..... \$4,700.00***

## February 2024 CEMETERY ACTIVITY REPORT

### **2 Burials**

Resident Vault Burial- .....2 @ 750 each.....	\$ 1,500.00
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### **LOTS SOLD (0)**

<b><i>TOTAL REVENUE February 2024.....</i></b>	<b><i>\$1,500.00</i></b>
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## MARCH 2024 CEMETERY ACTIVITY REPORT

### 3 Burials

Resident Vault Burials- .....3....@ 750 each..... \$ 2,250.00

### 4 Lots Sold

Resident single lot..... 3 @550.00..... \$1,650.00

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

### MISC:

Foundation settings ..... \$ 345.60

PRE- PAID Resident cremation.....2 @ 350 each..... \$ 700.00

PRE- PAID Resident Vault.....1@750 each..... \$750.00

**TOTAL REVENUE MARCH 2024..... \$6,795.60**