

# CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District  
Board Meeting  
January 11, 2024  
6:30 PM, City Hall**

**1. Call to Order**

Board Member Erwin called the meeting to order at 6:30 p.m.

**2. Roll Call**

Burt Ussery, Clearwater Mayor and Tim Erwin, Ninnescah Township were present. David Loos, Ohio Township was absent.

The following city staff members were present: Carol Reitberger, Courtney Zollinger was absent.

**3. Approval of Agenda**

**MOTION:** *Ussery* moved, *Erwin* seconded the motion to approve the agenda as presented. Voted and passed unanimously. 2-0

**4. Consent Agenda**

- a. 12-14-23 Minutes
- b. December Accounts Payable
- c. December Receipt Report
- d. January Payroll

**MOTION:** *Ussery* moved, *Erwin* seconded the motion to approve the consent agenda as presented. Voted and passed unanimously. 2-0

**5. Reports**

- a. Treasurer and General Report

Reitberger reported the reports were in the packet. If there were any questions, she would have Zollinger send an email with the answer.

In the report it stated the calendar year 2024 Cemetery Chairperson will be the Ninnescah Township Trustee, Tim Erwin.

The Cemetery District was under budget on expenditures by about \$39,000 if you do not consider “carryover capital outlay”. This was primarily due to a combination of under budget in salaries and architectural fees.

Workers Compensation Audit questionnaire was turned into Farm Bureau.

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Year end report requirements to Sedgwick County are complete. Deadline is January 31<sup>st</sup>.

The closing property swap with Hammers LLC was completed.

i. YTD Financial Report

b. Secretary Report – Two half lots have been sold and three burials for the month.

c. Maintenance Report – Mike is on light duty due to an injury that occurred on personal time. Clearwater Public Works has been assisting as needed. They have done four open and close.

6. **Business** None

a. **Other Business**

7. **Executive Session**

None at this time

8. **Comments**

None at this time

9. **Adjournment**

With there being no further business

**MOTION:** *Ussery* moved, *Erwin* seconded to adjourn the meeting. Voted and passed unanimously. 2-0

Meeting adjourned at 6:36 p.m.