

CLEARWATER CEMETERY DISTRICT

Meeting Agenda
Thursday, January 11, 2024, 6:30 PM
129 E Ross Ave Clearwater, KS 67026

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Money Market Balance	\$428,220.58
Checking Balance	\$5,351.77
Equipment Reserve Balance	\$20,000

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. [Minutes 12/14/2023](#)
 - b. [December Accounts Payable](#)
 - c. [December Receipt Report](#)
 - d. [January Payroll](#)
5. **Reports**
 - a. [Treasurer and General Report](#)
 - i. [YTD Financial Report](#)
 - ii. [Cemetery Annual Report to County](#)
 - b. [Secretary Report](#)
 - c. [Maintenance Report](#)
6. **Business**
 - a. **Other Business**
7. **Executive Session**
8. **Comments**
9. **Adjournment**

CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District
Board Meeting
December 14, 2023
6:30 PM, City Hall**

1. Call to Order

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

2. Roll Call

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

The following city staff members were present: Courtney Zollinger and Carol Reitberger

Daniel Busetti also present at the meeting.

3. Approval of Agenda

MOTION: *Ussery* moved, *Loos* seconded the motion to approve the agenda as presented. Voted and passed unanimously. 3-0

4. Consent Agenda

- a. 11-9-23 Minutes
- b. November Accounts Payable
- c. November Receipt Report
- d. December Payroll

MOTION: *Ussery* moved, *Loos*, seconded the motion to approve the consent agenda as presented. Voted and passed unanimously. 3-0

5. Reports

- a. Treasurer and General Report

Zollinger reported that the board is 91% through the year. Revenues are at 114.6% for the year. This means more revenue has come in than was budgeted. This is primarily due to a larger revenue from lot sales as well as insurance payments and interest on money. The expenditure is 41.8% which means you are under budget. However, if you don't account for the "capital outlay" which is used as a carryover. The cemetery is at 75.7% which is still under budget.

The final quarterly reports have been submitted. We are waiting on W-2 and 1099 forms to come in the mail before we can send them out.

CLEARWATER CEMETERY DISTRICT

The approved agreement between Clearwater Cemetery District and Hammers LLC has been executed. Closing is set for December 20, 2023

- i. YTD Financial Report submitted
- b. Secretary Report – One half lot has been sold and 4 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 1 open and close and 4 headstone markings.

6. Business

a. Action: Closing Arrangement – Hammers Property Swap

Mayor Burt Ussery handed out the swap Hammers agreement. Hammers agreed to split the costs. The contract will give the Cemetery District 14.2 and Hammers 21.9. The closing date has been scheduled for December 20th.

Burt Ussery stated that the title company asked for a statement that no one is buried in the property that is owned by Clearwater Cemetery District that is being traded. There will be \$400 in attorney fees. The 2023 property taxes (\$451.93) were paid so the closing costs will be split 50/50 \$1512 District and \$1599 Hammers. The closing will be December 20, 2023, at 10:30 a.m. Anyone on board may attend.

City resident, Daniel Busetti was present to ask questions about the Cemetery District taxes. City Administrator Zollinger stated she would be happy to answer any and all questions if he would like to make an appointment with her to discuss taxes. He stated he would come to the office next week.

b. Other Business-

Ussery asked Erwin if he wanted to say anything. Erwin stated that he is still opposed to the property swap. He thinks the Cemetery District is giving away too much land but there was a vote of 2-1 and it passed.

Ussery stated that all paperwork is done for the property swap except for the closing,

7. Comments

Ussery asked that Weakley have a doctor release before he returns to work.

8. Adjournment

With there being no further business

MOTION: *Ussery* moved, *Loos* seconded to adjourn the meeting. Voted and passed unanimously. 3-0

Meeting adjourned at 6:41 p.m.

Check Register Report

Date: 01/09/2024

Time: 10:39 am

Page: 1

City of Clearwater

BANK: CEMETERY EFT

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
CEMETERY EFT Checks								
6	12/12/23	Reconciled		12/31/23	ADT	ADT SECURITY SERVICES	CEMETERY SECURITY	56.96
7	12/12/23	Reconciled		12/31/23	HSB1	EMPRISE BANK	CAR WASH & FEE	38.15
8	12/12/23	Reconciled		12/31/23	KDOL	KANSAS DEPARTMEN OF LABOR	CEMETERY Q4 SUTA	6.11
9	12/28/23	Reconciled		12/31/23	TRUG	TRUGREEN	Cemetery Lawn Service	2,687.50
				Total Checks: 4		Checks Total (excluding void checks):		2,788.72
				Total Payments: 4		Bank Total (excluding void checks):		2,788.72

Check Register Report

Date: 01/09/2024

Time: 10:39 am

Page: 2

City of Clearwater

BANK: CEMETERY CHECKING

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
CEMETERY CHECKING Checks								
8785	12/12/23	Reconciled		12/31/23	BBL1	B & B LUMBER	SHOP TORCH	58.49
8786	12/12/23	Reconciled		12/31/23	CI CL	CITY OF CLEARWATER	AGREEMENT	1,000.00
8788	12/12/23	Reconciled		12/31/23	EVERGY	EVERGY KANSAS CENTRAL INC	CEMETERY ELECTRIC	43.70
8789	12/12/23	Printed			GEQ1	GARRETSON EQUIPMENT	11/24, 12/11, 12/1	2,295.00
8790	12/12/23	Printed			MIG1	MIZE'S THRIFTWAY	PROPANE CEMETERY	21.99
8791	12/12/23	Reconciled		12/31/23	MC05	MULVANE COOP	CEMETERY FUEL & RAT POISON	423.63
8792	12/12/23	Void	12/14/23		SEC1	SECURITY 1ST TITLE	HAMMERS SWAP CLOSING COSTS	0.00
8793	12/12/23	Reconciled		12/31/23	SCT1	SEDGWICK COUNTY TREASURER	NEW CEMETERY	462.59
8795	12/14/23	Reconciled		12/31/23	SEC1	SECURITY 1ST TITLE	Hammers Property Swap	1,512.00
8797	12/27/23	Printed			MARTIN	MARTIN PRINGLE ATTORNEY AT LAW	Hammers/ Cemetery Real Estate	400.00

Total Checks: 10

Checks Total (excluding void checks):

6,217.40

Total Payments: 10

Bank Total (excluding void checks):

6,217.40

Total Payments: 14

Grand Total (excluding void checks):

9,006.12

RECEIPTS BY RECEIPT TYPE - DETAIL RECEIPTS

From 12/01/2023 To 12/31/2023

Page: 1
1/9/2024
10:41 am

City of Clearwater

Receipt #	Drawer	Received From	Reference ID	Post Date	Amount
Receipt Type: CEMET Cemetery					
114	XCEM	WEBB SHINKLE	O/C BERNTSEN	12/28/2023	\$550.00
115	XCEM	TAMI BERNTSEN	2 LOT SALE	12/28/2023	\$750.00
116	XCEM	WEBB SHINKLE	O/C YOUNG	12/28/2023	\$550.00
116	XCEM	WEBB SHINKLE	PLOT SALE	12/28/2023	\$750.00
117	XCEM	UTT FAMILY SERVICE CORP	O/C TOPHAM	12/28/2023	\$550.00
118	XCEM	STATE OF KANSAS	INTEREST	12/28/2023	\$3,582.68
119	XCEM	EMPRISE BANK	INTEREST DEC	12/31/2023	\$1,008.12
CEMET Cemetery			7	Total:	\$7,740.80
Cash Drawer XCEM Count:				Subtotal:	\$7,740.80
Grand Total Count:				Grand Total:	\$7,740.80

Earnings History Report (Detail)

January 2024 Payroll

Emp. Code Desc.: Clearwater Cemetery District
City of Clearwater
From: 01/01/2024
To: 01/09/2024

Date: 1/9/2024
Time: 10:37:03

I.D. #: 50260				Name: David J Loos				Dept Code: 400			
Address: 9751 S 51st St W				S.S.#: XXX-XX-4182		Gender: M		Local Tax Status:		State Marital Table: S	
				Birthday:		Hire Date: 01/01/2020		EIC Status:		# State Exempts: 2	
City: Peck						Prom Date:		Fed Marital Table: M		Extra State W/H: \$ 0.0000	
State: KS ZIP: 67120						Term Date:		# Fed Exempts: 0		# Local Exempts: 0	
Phone: () - x				Employment Status: A		Marital St: M		Extra Fed W/H: \$ 0.0000		Extra Local W/H: \$ 0.0000	
Pay Date	Check No.	Hourly Rate	Regular Pay Federal Tax	Regular Hours State Tax	Overtime Pay Local Tax	Overtime Hours Medicare	Leave pay Social Security	Leave Hours Retirement W/H	Other Pay Other Deduct.	Gross Pay Net Pay	
01/05/2024	9008752	\$ 0.4808	\$ 83.33	0.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	83.33	
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 1.21	\$ 5.17	\$ 0.00	\$ 0.00	76.95	
Employee Totals:			\$ 83.33	0.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	83.33	
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 1.21	\$ 5.17	\$ 0.00	\$ 0.00	76.95	
I.D. #: 50238				Name: Michael E Weakley				Dept Code: 400			
Address: 216 West 120th North				S.S.#: XXX-XX-1702		Gender: M		Local Tax Status:		State Marital Table: S	
				Birthday: 06/16/1942		Hire Date: 05/14/2016		EIC Status:		# State Exempts: 0	
City: Clearwater						Prom Date:		Fed Marital Table: S		Extra State W/H: \$ 0.0000	
State: KS ZIP: 67026						Term Date:		# Fed Exempts: 1		# Local Exempts: 0	
Phone: () - x				Employment Status: A		Marital St: D		Extra Fed W/H: \$ 0.0000		Extra Local W/H: \$ 0.0000	
Pay Date	Check No.	Hourly Rate	Regular Pay Federal Tax	Regular Hours State Tax	Overtime Pay Local Tax	Overtime Hours Medicare	Leave pay Social Security	Leave Hours Retirement W/H	Other Pay Other Deduct.	Gross Pay Net Pay	
01/05/2024	9008753	\$ 16.0000	\$ 160.00	10.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	160.00	
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.32	\$ 9.92	\$ 0.00	\$ 0.00	147.76	
Employee Totals:			\$ 160.00	10.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	160.00	
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 2.32	\$ 9.92	\$ 0.00	\$ 0.00	147.76	
Grand Totals:			\$ 243.33	10.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	243.33	
			\$ 0.00	\$ 0.00	\$ 0.00	\$ 3.53	\$ 15.09	\$ 0.00	\$ 0.00	224.71	

CLEARWATER CEMETERY DISTRICT

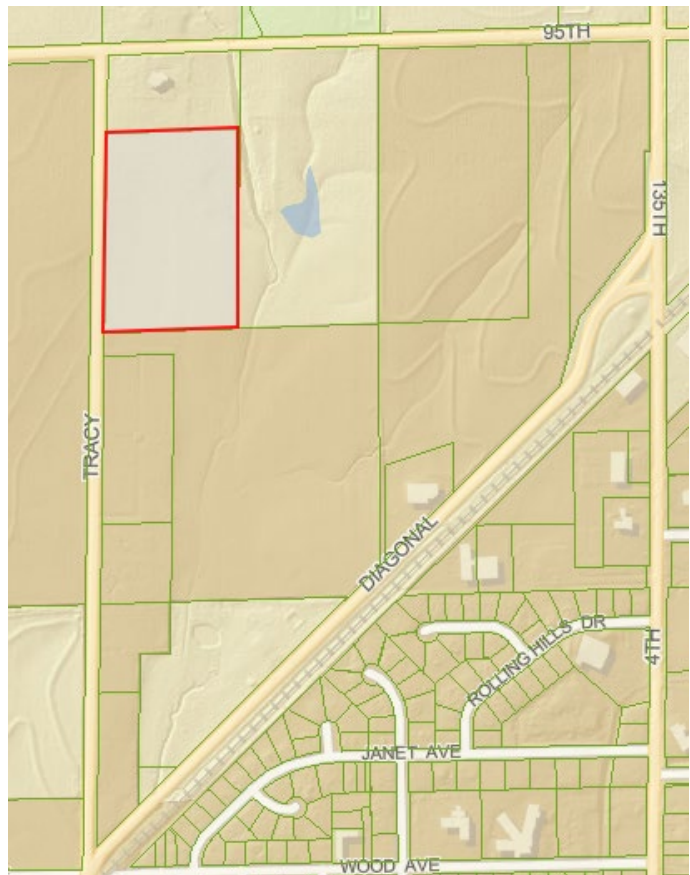
To: Cemetery Board of Directors

From: Courtney Zollinger

Date: 01/08/2024

RE: Treasurer and General Report

- Calendar year 2024 Cemetery Chairperson will be the Ninnescah Township Trustee, Tim Erwin.
- Cemetery District was under budget on expenditures by about \$39,000 if you don't 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
- Year end report requirements to Sedgwick County are complete. Deadline is January 31st.
- The closing property swap with Hammers LLC was completed.



REVENUE/EXPENDITURE REPORT

Page: 1

1/9/2024

10:38 am

City of Clearwater

For the Period: 1/1/2023 to 12/31/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 700 - CEMETERY DISTRICT							
Revenues							
Dept: 000.000							
Acct Class: 3001 TAXES							
401.000 ADVALOREM PROPERTY TAX	146,504.00	146,504.00	141,539.56	0.00	0.00	4,964.44	96.6
402.000 DELINQUENT TAXES	0.00	0.00	1,688.30	0.00	0.00	-1,688.30	0.0
405.000 MOTOR VEHICLE TAX	20,267.00	20,267.00	16,197.68	3,502.16	0.00	4,069.32	79.9
406.000 RECREATIONAL VEHICLE TAX	589.00	589.00	405.58	80.52	0.00	183.42	68.9
406.500 WATERCRAFT	190.00	190.00	171.96	0.00	0.00	18.04	90.5
407.000 16/20 M TRUCKS	286.00	286.00	268.07	0.00	0.00	17.93	93.7
407.100 CMV DISTRIBUTION	286.00	286.00	241.47	0.00	0.00	44.53	84.4
TAXES	168,122.00	168,122.00	160,512.62	3,582.68	0.00	7,609.38	95.5
Acct Class: 3200 CHARGES FOR SERVICES							
476.350 QUIT CLAIM FILED	200.00	200.00	300.00	0.00	0.00	-100.00	150.0
476.400 OPEN/CLOSE	20,000.00	20,000.00	21,925.00	1,650.00	0.00	-1,925.00	109.6
CHARGES FOR SERVICES	20,200.00	20,200.00	22,225.00	1,650.00	0.00	-2,025.00	110.0
Acct Class: 3300 USE OF MONEY & PROPERTY							
421.000 LEASE	1,776.00	1,776.00	1,950.00	0.00	0.00	-174.00	109.8
462.000 INTEREST ON IDLE MONEY	600.00	600.00	9,514.34	1,008.12	0.00	-8,914.34	1585.7
476.300 LOT SALES	14,000.00	14,000.00	16,500.00	1,500.00	0.00	-2,500.00	117.9
USE OF MONEY & PROPERTY	16,376.00	16,376.00	27,964.34	2,508.12	0.00	-11,588.34	170.8
Acct Class: 3350 MISCELLANEOUS							
476.000 OTHER	0.00	0.00	32,619.33	0.00	0.00	-32,619.33	0.0
MISCELLANEOUS	0.00	0.00	32,619.33	0.00	0.00	-32,619.33	0.0
Dept: 000.000	204,698.00	204,698.00	243,321.29	7,740.80	0.00	-38,623.29	118.9
Revenues	204,698.00	204,698.00	243,321.29	7,740.80	0.00	-38,623.29	118.9
Expenditures							
Dept: 000.000							
Acct Class: 4001 PERSONNEL SERVICES							
711.001 SALARIES	40,000.00	40,000.00	25,367.96	1,667.33	0.00	14,632.04	63.4
711.006 SEASONAL	6,100.00	6,100.00	9,955.00	0.00	0.00	-3,855.00	163.2
711.014 BOARD/ COMMISSION	3,200.00	3,200.00	0.00	0.00	0.00	3,200.00	0.0
712.000 SOCIAL SECURITY	2,678.40	2,678.40	2,190.07	103.38	0.00	488.33	81.8
712.100 MEDICARE	626.40	626.40	512.20	24.18	0.00	114.20	81.8
715.000 WORKERS COMPENSATION	1,690.46	1,690.46	238.00	0.00	0.00	1,452.46	14.1
716.000 UNEMPLOYMENT TAXES	49.30	49.30	35.33	6.11	0.00	13.97	71.7
PERSONNEL SERVICES	54,344.56	54,344.56	38,298.56	1,801.00	0.00	16,046.00	70.5
Acct Class: 4020 SUPPLIES & MATERIALS							
720.003 GROUNDS MAINTENANCE/SUPPLIES	1,400.00	1,400.00	1,970.61	0.00	0.00	-570.61	140.8
720.013 DEPARTMENTAL OPERATING	200.00	200.00	1,301.13	41.15	0.00	-1,101.13	650.6
720.016 COMPUTER SOFT/HARDWARE	5,125.00	5,125.00	7,680.00	0.00	0.00	-2,555.00	149.9
730.010 OFFICE SUPPLIES	0.00	0.00	15.00	0.00	0.00	-15.00	0.0
734.001 GAS, OIL, DIESEL	4,000.00	4,000.00	3,393.30	0.00	0.00	606.70	84.8
735.001 SAND & GRAVEL	0.00	0.00	845.00	0.00	0.00	-845.00	0.0
SUPPLIES & MATERIALS	10,725.00	10,725.00	15,205.04	41.15	0.00	-4,480.04	141.8
Acct Class: 4100 CONTRACTUAL							
720.001 SANITATION SERVICES	210.00	210.00	175.00	0.00	0.00	35.00	83.3
720.014 CONTRACT LABOR	20,000.00	20,000.00	27,017.50	5,599.50	0.00	-7,017.50	135.1
721.003 TELEPHONE	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	0.0
721.006 INSURANCE	6,000.00	6,000.00	6,066.00	0.00	0.00	-66.00	101.1
721.010 VEHICLE REPAIRS/SERVICE	1,500.00	1,500.00	3,459.35	7.50	0.00	-1,959.35	230.6
721.020 Open/ Close Grave	13,000.00	13,000.00	13,125.00	0.00	0.00	-125.00	101.0
721.035 SECURITY MONITORING SERVICES	1,000.00	1,000.00	1,229.89	0.00	0.00	-229.89	123.0

REVENUE/EXPENDITURE REPORT

Page: 2
1/9/2024
10:38 am

City of Clearwater

For the Period: 1/1/2023 to 12/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 700 - CEMETERY DISTRICT							
Expenditures							
Dept: 000.000							
Acct Class: 4100 CONTRACTUAL							
722.001 EVERGY	600.00	600.00	537.91	0.00	0.00	62.09	89.7
726.001 LEGAL FEES	6,000.00	6,000.00	8,199.78	0.00	0.00	-2,199.78	136.7
726.002 ARCHITECTUAL & ENG. FEES	40,000.00	40,000.00	1,440.00	0.00	0.00	38,560.00	3.6
CONTRACTUAL	89,410.00	89,410.00	61,250.43	5,607.00	0.00	28,159.57	68.5
Acct Class: 4150 CAPITAL OUTLAY							
741.001 CAPITAL OUTLAY	223,923.00	223,923.00	54,122.16	0.00	0.00	169,800.84	24.2
CAPITAL OUTLAY	223,923.00	223,923.00	54,122.16	0.00	0.00	169,800.84	24.2
Dept: 000.000	378,402.56	378,402.56	168,876.19	7,449.15	0.00	209,526.37	44.6
Expenditures	378,402.56	378,402.56	168,876.19	7,449.15	0.00	209,526.37	44.6
Grand Total Net Effect:	-173,704.56	-173,704.56	74,445.10	291.65	0.00	-248,149.66	

Annual Report of Clearwater Cemetery

Sedgwick County, Kansas

The undersigned treasurer and president of Clearwater Cemetery, submit the following report for the year ending December 31, 2023.

FINANCIAL REPORT

Name of Funds	Cash Balance Jan. 1, 2023	Total Receipts	Total Expenditures	Cash Balance Dec. 31, 2023
General	339,428.16	243,320.79	166,158.70	416,590.25
Equipment Reserve	20,000.00	0.00	0.00	20,000.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
Totals	359,428.16	243,320.79	166,158.70	436,590.25

Total Cash Balance for all Funds 436,590.25

Total Cash Balance for Cemetery 436,590.25

0.00

Does the Total Cash Balance "for all Funds" equal to "for Cemetery"?

Yes

Cemetery Composition of Cash for Dec. 31, 2023

	Name of Financial Institution	Amount
Checking Account	Emprise Bank	169.67
Savings Account	Emprise Bank	436,420.58
CD's		0.00
Other		0.00

I certify that this financial report is a correct summary of all money received and expended as well as name of financial institution of moneys held for the cemetery during the year ending December 31, 2023.

Date: _____

Cemetery Treasurer

Date: _____

Cemetery Chairperson

Filed this ____ day of _____

County Clerk

Examined and confirmed by the County
Commission, ____ day of _____

County Clerk

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors
From: Carol Reitberger, Deputy City Clerk
Date: 01/08/2024

RE: Secretary Report

LOT SALES

ADD	SEC	LOT	POS	NAME
	7	34	3 & 4	Faron and Erika Willis
TOTAL MONTH SALES:				
YTD SALES:				\$24,450.00

BURIALS

ADD	SEC	LOT	POS	NAME
	7	31	2B	Audra L. Miller
	7	140	1	Eugene Greenlee
	C	34	3	Michael A. Pike
	7	83	3	Kenneth Maechtlen

QUIT CLAIMS

ADD	SEC	LOT	POS	FROM	TO

CLEARWATER CEMETERY

Addition	SEC	Total LOTS	POSITIONS Not for Sale	FULL LOTS Available	HALF LOTS Available	SG. POS. Available	BABY LOTS Available
Original	1	180	4	-	-	-	
Original	2	181	4	-	-	-	
1 st Add	1	180	4	-	-	-	
2 nd Add	A	100	0	-	-	-	
2 nd Add	B	100	4	-	-	-	
2 nd Add	C	100	4	-	-	-	
2 nd Add	D	100	258	-	-	-	
NORTH	4	170	17	41	12	40	-
NORTH	5	160	42.5	6	5	5	-
NORTH	6	189	44	57	13	-	-
NORTH	7	170	23.5	-	2	12	12
TOTAL				104	39	57	12

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

From: Courtney Zollinger

Date: 01/09/2024

RE: Maintenance Report

- Mike is on light duty due to an injury that occurred on personal time.
- Clearwater Public Works has been assisting as needed.
 - There were 4 open and closes public works did