

# CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District  
Board Meeting  
April 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, David Loos, Ohio Township, were present.

The following city and staff members were present: Courtney Zollinger and Mike Weakley.

**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. 3-14-24 Minutes
- b. March Accounts Payable
- c. March Receipt Report
- d. April 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
  - o Revenues YTD are at 47.9% of the budget and expenditures are at 3.8%.
  - o Whitney Landscaping has mowed the cemetery, and he has no issue with mowing until the end of May. He will begin mowing on 4/1/24. He knows that as May approaches, we may extend his services and he is ok with that. He is also aware of the need to have the cemeteries look their best for Memorial Day.
  - o I have placed the Part-Time and Seasonal help on the city's website as well as in the Times Sentinel Newspaper. So far, we have one applicant for Part-Time

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and two kids from last year for the Seasonal help. The Times Sentinel will run for at least 3 weeks.

- o We have received one application for the year-round position and an interview has been set up for April 17<sup>th</sup>.
- o 5 applications have been received for seasonal help. Two are from employees from last year.
  
- o Mike signed the restriction letter and went ahead and scheduled his surgery for April 23<sup>rd</sup>.
- o While Whitney was mowing, he pointed out some graves that have settled. Weakley got with Clearwater Public Works to get them filled properly.
- b. Secretary Report
  - 1 lot sale, 1 burial.
- c. Maintenance Report
  - Mowing is up to date
  - Public Works will be spraying for weeds in circle.

**MOTION:** **Ussery** moved, **Erwin** seconded the motion to accept the reports. Voted and passed unanimously. 3-0

## 6. Business

- a. **2023 Damaged Markers** - In September 2023, Mike Weakley reported that 3 markers were damaged from mowing. Eck Monument was to send a quote but never did. Carol Reitberger, Deputy City Clerk, followed up with Eck Monument and CVI to obtain a quote to fix the damaged markers. CVI was the only company that submitted a quote for \$4,395 to fix the markers.



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**MOTION:** *Erwin* moved, *Ussery* seconded the accept the bid from CVI to fix the damaged markers. Voted and passed unanimously. 3-0

**b. Price Adjustment from Whitney Landscaping**

Message from Jeremy Whitney 3/27/2024:

*We have been over all four cemeteries in the last week. We have slightly under-estimated the labor and manpower involved in trimming all the headstones at the Clearwater Cemetery. With that being said we think the grounds look very good after we finished today. We are asking for the additional increase in price so we can affectively trim all headstones, blow off all concrete sidewalks, etc. This will also include trimming the bushes and shrub beds at the War Memorial (flagpole) and putting new mulch down closer to Memorial Day at no extra charge. We are asking for an additional \$250,00 per pass for the Clearwater Cemetery. This would change the per mowing price to the follows:*

*Clearwater- \$1450.00 per pass*

*Ruby, Noel, and Herrington- \$400.00 per pass*

*This would bring the total cost of all cemetery grounds to \$1850.00 per mowing.*

*We hope the Cemetery Board understands that we gave our best effort with a budget friendly mindset in estimating services for all of the locations. After we*

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*have been through all locations, we are asking for the price increase to do a complete and satisfactory job each time we mow the cemeteries.*

*We will bill this mowing at the previously discussed rate of \$1600,00 per mowing as we discussed. Further mowings will be billed at \$1850,00 per mowing at the beginning of each month,*

*Thank You for your business and we look forward to serving you.*

**MOTION: Erwin** moved, **Loos** seconded accept the price adjustment form Whitney Landscaping. Voted and passed unanimously. 3-0

- c. **Other Business** – Survey needed – Ussery introduced again the property adjustment that was approved last meeting. At the last meeting the board agreed to move forward with a property swap with the City of Clearwater but there was no discussion around who would pay for a survey of the land for the swap.

**MOTION: Ussery** moved, **Loos** seconded approve to pay for a survey of the land that the Cemetery would like to swap with the City.. Voted and passed unanimously. 3-0

## 7. Executive Session

**MOTION: Ussery** moved, **Erwin** seconded to recess into executive session pursuant to non-elected personnel to discuss specific personnel matters, to include the City Administrator. The Cemetery Board will reconvene the open meeting in the Council Chamber at 6:47 p.m. Voted and passed unanimously. 3-0

Erwin reconvened the meeting at 6:47 pm and stated no action was taken in executive session.

**MOTION: Ussery** moved, **Erwin** seconded for Zollinger to negotiate with Whitney Landscaping to hire them for mowing all 4 cemeteries until the end of May. Voted and passed unanimously. 3-0

**MOTION: Ussery** moved, **Loos** seconded to authorize Zollinger to speak with Mike Weakley regarding working hours billed. Voted and passed unanimously. 3-0

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## 8. Comments

Erwin stated there would be an interview for the year-round part time on Wednesday April 17<sup>th</sup> at 5:20. Ussery stated he would plan to attend. The board was advised to convene the meeting and enter into an executive session to discuss non-elected personnel.

## 9. Adjournment

With there being no further business

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

Meeting adjourned at 6:53 p.m.