

CLEARWATER CEMETERY DISTRICT

Meeting Agenda
Thursday, May 9, 2024, 6:30 PM
129 E Ross Ave Clearwater, KS 67026

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Money Market Balance	\$502,707.82
Checking Balance	\$3,840.12
Equipment Reserve Balance	\$20,000

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. [Minutes 04/11/2024](#)
 - b. [Minutes 04/17/2024](#)
 - c. [April Accounts Payable](#)
 - d. [April Receipt Report](#)
 - e. [May Payroll](#)
5. **Reports**
 - a. [YTD Financial Report](#)
6. **Business**
 - a. **Action:** [Avenue of Flags](#)
 - b. **Action:** [Grounds Maintenance 2024](#)
 - c. **Discussion:** [Future Cemetery Layout](#)
 - d. **Discussion:** [2025 Budget](#)
 - e. **Other Business**
7. **Executive Session**
8. **Comments**
9. **Adjournment**

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
 - Revenues YTD are at 47.9% of the budget and expenditures are at 3.8%.
 - 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.
 - 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.

- We have received one application for the year-round position and an interview has been set up for April 17th.
 - 5 applications have been received for seasonal help. Two are from employees from last year.
 - Mike signed the restriction letter and went ahead and scheduled his surgery for April 23rd.
 - 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.



CLEARWATER CEMETERY DISTRICT



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

CLEARWATER CEMETERY DISTRICT

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

CLEARWATER CEMETERY DISTRICT

8. Comments

Erwin stated there would be an interview for the year-round part time on Wednesday April 17th 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.

CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District
Board Meeting
April 17, 2024
5:20 PM, Virtual – GoTo Meetings

1. Call to Order

Board Member Erwin called the meeting to order at 5:21 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.

3. Executive Session – Removed

4. Other Business

- a. **Survey Question** – Zollinger stated that Logan Mills, Certified Engineering Design, wanted to know if the Cemetery Board wanted to combine all the cemetery land into one parcel that would create one tax bill instead of 6 with the newest portion in discussion for an addition.

MOTION: *Loos* moved, *Ussery* seconded to combine the Clearwater Cemetery land into one parcel during the survey process. Voted and passed unanimously. 3-0

5. Comments

The board asked Zollinger to post the Year-Round position on the city's Facebook page and they would share it to other sites.

6. Adjournment

With there being no further business, the meeting was adjourned at 5:26PM



Check Register Report

Date: 05/02/2024
Time: 1:53 pm
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								
12	04/11/24	Reconciled		04/30/24	ADT	ADT SECURITY SERVICES	CEMETERY SECURITY	40.92
				Total Checks: 1		Checks Total (excluding void checks):		40.92
				Total Payments: 1		Bank Total (excluding void checks):		40.92

Check Register Report

Date: 05/02/2024

Time: 1:53 pm

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								
8812	04/11/24	Reconciled		04/30/24	BBL1	B & B LUMBER	CEMETERY MARKING PAINT	29.96
8813	04/11/24	Reconciled		04/30/24	CI CL	CITY OF CLEARWATER	CEMETERY AGREEMENT	1,000.00
8814	04/11/24	Reconciled		04/30/24	EVERGY	EVERGY KANSAS CENTRAL INC	CEMETERY ELECTRIC	50.78
8815	04/11/24	Reconciled		04/30/24	GEQ1	GARRETSON EQUIPMENT	CEMETERY FILL SAND CEMETERY GRAVE	550.00
8816	04/11/24	Printed			MIG1	MIZE'S THRIFTWAY	CEMETERY PROPANE	65.97
8817	04/11/24	Reconciled		04/30/24	SCT1	SEDGWICK COUNTY TREASURER	CEMETERY TRUCK TAGS	131.23
8818	04/11/24	Reconciled		04/30/24	TLS	TL SANITATION	CEMETERYTRASH	35.00
8819	04/11/24	Reconciled		04/30/24	WL01	WHITNEY LANDSCAPING	CEMETERY MOWING	1,600.00
8820	04/11/24	Reconciled		04/30/24	MC05	MULVANE COOP	Fuel	60.68

Total Checks: 9

Checks Total (excluding void checks):

3,523.62

Total Payments: 9

Bank Total (excluding void checks):

3,523.62

Total Payments: 10

Grand Total (excluding void checks):

3,564.54

RECEIPTS BY GENERAL LEDGER NUMBER - DETAIL

From 04/01/2024 To 04/30/2024

Page: 1

5/2/2024

1:49 pm

City of Clearwater

Receipt #	Drawer	Received From	Rec.Type	Reference ID	Post Date	Amount
Cash Drawer: XCEM						
Fund Number: 700						
GL Numbe	700-000.000-462.000	INTEREST ON IDLE MONEY				
139	XCEM	EMPRISE BANK INTEREST	CEME	INTEREST 04/2024	04/30/2024	\$1,130.19
	700-000.000-462.000					Total: \$1,130.19
GL Numbe	700-000.000-476.000	OTHER				
133	XCEM	ELAN FINANCIAL SERVICE	CEME	CREDIT REFUND	04/25/2024	\$16.50
134	XCEM	FARM BUREAU INSURANCE	CEME	WORK-COMP OVERPAY	04/25/2024	\$52.00
135	XCEM	FARM BUREAU INSURANCE	CEME	GEN INS OVERPAY 22/23	04/25/2024	\$49.00
138	XCEM	SEDGWICK COUNTY	CEME	EASMENT FOR R.O.W.	04/30/2024	\$2,000.00
	700-000.000-476.000					Total: \$2,117.50
GL Numbe	700-000.000-476.300	LOT SALES				
132	XCEM	ROBIN HUNT	CEME	PLOT SALE X2	04/25/2024	\$1,500.00
136	XCEM	HARTMAN	CEME	PLOT SALE X2	04/30/2024	\$750.00
137	XCEM	TJADEN	CEME	PLOT SALE X4	04/30/2024	\$1,500.00
	700-000.000-476.300					Total: \$3,750.00
GL Numbe	700-000.000-476.400	OPEN/CLOSE				
131	XCEM	UTT FAMILY SERVICE CORP	CEME	O/C PEARSON	04/25/2024	\$550.00
	700-000.000-476.400					Total: \$550.00
Total for Fund:						\$7,547.69
Cash Drawer XCEM Subtotal:						\$7,547.69
Grand Total:						\$7,547.69

Earnings History Report (Detail)

May Payroll

Emp. Code Desc.: Clearwater Cemetery District
City of Clearwater
From: 05/01/2024
To: 05/31/2024

Date: 5/8/2024
Time: 11:12:42

I.D. #: 50260			Name: David J Loos			Dept Code: 400					
Address: 9751 S 51st St W			S.S.#: XXX-XX-4182			Local Tax Status:			State Marital Table: S		
City: Peck			Birthday:			EIC Status:			# State Exempts: 2		
State: KS ZIP: 67120			Employment Status: A			Fed Marital Table: M			Extra State W/H: \$ 0.0000		
Phone: () - x						# Fed Exempts: 0			# Local Exempts: 0		
						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	
05/06/2024	9008765	\$ 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			Local Tax Status:			State Marital Table: S		
City: Clearwater			Birthday: 06/16/1942			EIC Status:			# State Exempts: 0		
State: KS ZIP: 67026			Employment Status: A			Fed Marital Table: S			Extra State W/H: \$ 0.0000		
Phone: () - x						# Fed Exempts: 1			# Local Exempts: 0		
						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	
05/06/2024	9008766	\$ 21.0000	\$ 1,701.00	81.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	1,701.00	
			\$ 84.27	\$ 47.12	\$ 0.00	24.66	\$ 105.46	\$ 0.00	\$ 0.00	1,439.49	
Employee Totals:			\$ 1,701.00	81.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	1,701.00	
			\$ 84.27	\$ 47.12	\$ 0.00	24.66	\$ 105.46	\$ 0.00	\$ 0.00	1,439.49	
Grand Totals:			\$ 1,784.33	81.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	1,784.33	
			\$ 84.27	\$ 47.12	\$ 0.00	25.87	\$ 110.63	\$ 0.00	\$ 0.00	1,516.44	

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 05/09/2024

RE: Reports

- Revenues YTD are at 51.1% of the budget and expenditures are at 4.9%.
- Sedgwick County returned an executed copy of the Right of Way Easement and a check for \$2,000.00 per the agreement.
- Mike Weakley is out on medical leave. He has an appointment with his surgeon on Friday May 10th.
- Public Works is filling in settled graves as they have time and taking care of any workorders that come in for the cemetery. There were monument markings for April.
- Whitney Landscaping is still mowing until the end of May unless the Board wishes to extend its services.

LOT SALES

ADD	SEC	LOT	POS	NAME
3	4	125	1 & 2	Tamara Berntsen
3	4	124	1-4	Keith and/or Jamie Tjaden

BURIALS

ADD	SEC	LOT	POS	NAME

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	-	-	-	
3 rd Add	4	170	17	38	12	40	-
3 rd Add	5	160	42.5	6	5	5	-
3 rd Add	6	189	44	57	12	-	-
3 rd Add	7	170	23.5	-	2	12	12
TOTAL				104	39	57	12

REVENUE/EXPENDITURE REPORT

Page: 1

5/8/2024

11:14 am

City of Clearwater

For the Period: 1/1/2024 to 5/31/2024

	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	146,215.00	146,215.00	86,379.30	0.00	0.00	59,835.70	59.1
402.000 DELINQUENT TAXES	0.00	0.00	1,166.12	0.00	0.00	-1,166.12	0.0
405.000 MOTOR VEHICLE TAX	19,748.98	19,748.98	1,519.79	0.00	0.00	18,229.19	7.7
406.000 RECREATIONAL VEHICLE TAX	557.40	557.40	19.44	0.00	0.00	537.96	3.5
406.500 WATERCRAFT	279.00	279.00	199.60	0.00	0.00	79.40	71.5
407.000 16/20 M TRUCKS	282.63	282.63	250.66	0.00	0.00	31.97	88.7
407.100 CMV DISTRIBUTION	240.88	240.88	47.96	0.00	0.00	192.92	19.9
TAXES	167,323.89	167,323.89	89,582.87	0.00	0.00	77,741.02	53.5
Acct Class: 3200 CHARGES FOR SERVICES							
476.350 QUIT CLAIM FILED	200.00	200.00	100.00	0.00	0.00	100.00	50.0
476.400 OPEN/CLOSE	15,000.00	15,000.00	1,475.00	0.00	0.00	13,525.00	9.8
CHARGES FOR SERVICES	15,200.00	15,200.00	1,575.00	0.00	0.00	13,625.00	10.4
Acct Class: 3300 USE OF MONEY & PROPERTY							
421.000 LEASE	1,950.00	1,950.00	0.00	0.00	0.00	1,950.00	0.0
462.000 INTEREST ON IDLE MONEY	3,000.00	3,000.00	4,485.94	0.00	0.00	-1,485.94	149.5
476.300 LOT SALES	13,000.00	13,000.00	5,250.00	0.00	0.00	7,750.00	40.4
USE OF MONEY & PROPERTY	17,950.00	17,950.00	9,735.94	0.00	0.00	8,214.06	54.2
Acct Class: 3350 MISCELLANEOUS							
476.000 OTHER	0.00	0.00	2,593.43	0.00	0.00	-2,593.43	0.0
MISCELLANEOUS	0.00	0.00	2,593.43	0.00	0.00	-2,593.43	0.0
Dept: 000.000	200,473.89	200,473.89	103,487.24	0.00	0.00	96,986.65	51.6
Revenues	200,473.89	200,473.89	103,487.24	0.00	0.00	96,986.65	51.6
Expenditures							
Dept: 000.000							
Acct Class: 4001 PERSONNEL SERVICES							
711.001 SALARIES	43,550.00	43,550.00	4,531.00	1,701.00	0.00	39,019.00	10.4
711.006 SEASONAL	6,250.00	6,250.00	0.00	0.00	0.00	6,250.00	0.0
711.014 BOARD/ COMMISSION	3,200.00	3,200.00	416.65	83.33	0.00	2,783.35	13.0
712.000 SOCIAL SECURITY	3,300.00	3,300.00	306.77	110.63	0.00	2,993.23	9.3
712.100 MEDICARE	800.00	800.00	71.74	25.87	0.00	728.26	9.0
715.000 WORKERS COMPENSATION	200.00	200.00	0.00	0.00	0.00	200.00	0.0
716.000 UNEMPLOYMENT TAXES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
PERSONNEL SERVICES	57,400.00	57,400.00	5,326.16	1,920.83	0.00	52,073.84	9.3
Acct Class: 4020 SUPPLIES & MATERIALS							
720.003 GROUNDS MAINTENANCE/SUPPLIES	2,000.00	2,000.00	242.92	0.00	0.00	1,757.08	12.1
720.013 DEPARTMENTAL OPERATING	400.00	400.00	301.73	0.00	0.00	98.27	75.4
720.016 COMPUTER SOFT/HARDWARE	990.00	990.00	0.00	0.00	0.00	990.00	0.0
721.002 POSTAGE	60.00	60.00	0.00	0.00	0.00	60.00	0.0
734.001 GAS, OIL, DIESEL	4,000.00	4,000.00	112.79	0.00	0.00	3,887.21	2.8
734.003 SHOP SUPPLIES	300.00	300.00	123.94	0.00	0.00	176.06	41.3
735.001 SAND & GRAVEL	500.00	500.00	150.00	0.00	0.00	350.00	30.0
SUPPLIES & MATERIALS	8,250.00	8,250.00	931.38	0.00	0.00	7,318.62	11.3
Acct Class: 4100 CONTRACTUAL							
720.014 CONTRACT LABOR	24,300.00	24,300.00	5,600.00	0.00	0.00	18,700.00	23.0
721.006 INSURANCE	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.0
721.010 VEHICLE REPAIRS/SERVICE	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
721.020 Open/ Close Grave	13,000.00	13,000.00	1,200.00	0.00	0.00	11,800.00	9.2
721.035 SECURITY MONITORING SERVICES	720.00	720.00	155.90	0.00	0.00	564.10	21.7
722.001 EVERGY	600.00	600.00	194.12	0.00	0.00	405.88	32.4

REVENUE/EXPENDITURE REPORT

Page: 2
5/8/2024
11:14 am

City of Clearwater

For the Period: 1/1/2024 to 5/31/2024	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 700 - CEMETERY DISTRICT							
Expenditures							
Dept: 000.000							
Acct Class: 4100 CONTRACTUAL							
726.001 LEGAL FEES	23,381.00	23,381.00	1,250.00	0.00	0.00	22,131.00	5.3
726.002 ARCHITECTUAL & ENG. FEES	3,000.00	3,000.00	16,120.00	0.00	0.00	-13,120.00	537.3
CONTRACTUAL	74,001.00	74,001.00	24,520.02	0.00	0.00	49,480.98	33.1
Acct Class: 4101 CONTRACTUAL CITY WIDE							
720.001 SANITATION SERVICES	210.00	210.00	35.00	0.00	0.00	175.00	16.7
CONTRACTUAL CITY WIDE	210.00	210.00	35.00	0.00	0.00	175.00	16.7
Acct Class: 4150 CAPITAL OUTLAY							
723.002 RESERVE	400,000.00	400,000.00	0.00	0.00	0.00	400,000.00	0.0
741.001 CAPITAL OUTLAY	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.0
CAPITAL OUTLAY	450,000.00	450,000.00	0.00	0.00	0.00	450,000.00	0.0
Dept: 000.000	589,861.00	589,861.00	30,812.56	1,920.83	0.00	559,048.44	5.2
Expenditures	589,861.00	589,861.00	30,812.56	1,920.83	0.00	559,048.44	5.2
Grand Total Net Effect:	-389,387.11	-389,387.11	72,674.68	-1,920.83	0.00	-462,061.79	

**Clearwater Cemetery District
Board Meeting
May 8, 2024**

American Legion Avenue of Flags

Context: American Legion came to Mike and stated they no longer want to put up the flags at the circle and they will not be having a ceremony at the Cemetery this year (Memorial Day). This year the ceremony will take place at a church. The American Legion said they are getting too old and can't put up the flag poles or flags any longer.

In the past the American Legion would get the poles from Clearwater Public Works (where they are stored), put them up at the circle and raise the flags. The Cemetery would then take the flags down and the flag poles and store them again for the following year.

Since the American Legion will no longer be holding a ceremony at cemetery does the Board wish to put up the poles and flags and have them on display?

Action: Decide if the flag poles should go up and who should do it.

**Clearwater Cemetery District
Board Meeting
May 8, 2024**

Grounds Maintenance 2024

Context: Whitney Landscaping has been hired to mow until the end of May. Sexton, Mike Weakley, is still out on medical leave and is unable to get back to work yet. Weakley has two potential seasonal candidates for mowing the cemetery grounds, but at this point we don't have information about when he will be able to train them.

Whitney Landscaping is available to mow the grounds for the remaining mowing season for a seasonal price of \$33,300 for all 4 cemeteries.

With the adjusted salary rates approved by the Board there has been \$67,000 allocated to salaries for the year (Budgeted 57,400). In the 2024 budget there was a reserve identified in the amount of \$400,000 that can be used to make up the difference.

Action: Determine if the Board will hire seasonal workers for the 2024 summer or extend the contract with Whitney Landscaping.

Clearwater Cemetery District
Board Meeting
May 8, 2024

Budget Discussion

Context:

What to consider for the 2025 Budget?

Mill Levy Steady,, RNR Neutral, Reduction in taxes?

Exceeding RNR – Budget Timeline

If exceeding Revenue Neutral Rate (RNR), follow procedure KSA 79-2988

- June 15th: Assessed property valuation estimates distributed from County Clerks (will include the Revenue Neutral Rate)
- July 20th: Last day to notify County Clerk of intent to levy above RNR
 - Provide County Clerk proposed tax rate and hearing information
 - County Clerk will notify tax payers via mail/email of all taxing subdivisions exceeding RNR 10 days prior to first hearing
- August 20th – September 20th: Hold RNR hearing prior to or in conjunction with budget hearing o Publication of hearing must be done 10 days prior to RNR hearing*
 - Publish in newspaper and website (if website is maintained)
- August 20th – September 20th: Hold budget hearing o Publication of hearing must be done 10 days prior to budget hearing.
- August 20th – October 1st: Governing body passes resolution to exceed RNR (if applicable), records roll call for governing body vote, and then formally adopts budget o Note: Roll Call Vote will still be recorded and submitted with budget documents if resolution fails.
- August 30th – October 1st: Governing body certifies budget to County Clerk

****Best Practice:** Contact your newspaper(s) in advance to confirm publication content due dates, procedure, and contact information! There is no remedy if the RNR hearing newspaper publication is missed.*

Not Exceeding RNR – Budget Timeline

- June 15th: Assessed property valuation estimates distributed from County Clerks (will include the Revenue Neutral Rate)
- By August 4th: Publish Notice of Budget Hearing in newspaper
- By August 15th: Hold budget hearing at least 10 days after published Notice of Budget Hearing
- August 15th – 25th: Governing body formally adopts budget.
- August 25th: Governing body electronically submits budget to County Clerk.

Action: No Action

CEMETERY DISTRICT														
ESTIMATED STARTING BALANCE														
\$ 413,873.26														
Revenues														
ACCT	DESCRIPTION	2019	2020	2021	2022	2024	BUDGET 2024	YTD Actual 2024	2025	2026	Variance 2024/2025	Variance 2025/2026	% Difference	
401.000	ADVALOREM PROPERTY TAX	\$ 98,848.00	\$ 104,518.00	\$ 106,194.56	\$ 126,116.00	\$ 141,539.56	\$ 146,215.00	\$ 86,379.30			\$ (146,215.00)	\$ -		
402.000	DELINQUENT TAXES	\$ 1,256.00	\$ 814.84	\$ 1,938.53	\$ 1,877.31	\$ 1,688.30	\$ -	\$ 1,166.12			\$ -	\$ -		
405.000	MOTOR VEHICLE TAX	\$ 14,329.00	\$ 13,321.90	\$ 14,803.79	\$ 14,166.15	\$ 16,197.68	\$ 19,748.98	\$ 1,519.79	\$ 20,347.87		\$ 598.89	\$ (20,347.87)		
406.000	RECREATIONAL VEHICLE TAX	\$ 315.00	\$ 349.81	\$ 414.00	\$ 378.74	\$ 405.58	\$ 557.40	\$ 19.44	\$ 530.90		\$ (26.50)	\$ (530.90)		
406.500	WATERCRAFT	\$ 138.00	\$ 142.00		\$ 154.97	\$ 171.96	\$ 279.00	\$ 199.60			\$ (279.00)	\$ -		
407.000	16/20 M TRUCKS	\$ 167.00	\$ 144.13	\$ 136.55	\$ 246.47	\$ 268.07	\$ 282.63	\$ 250.66	\$ 293.08		\$ 10.45	\$ (293.08)		
407.100	CMV DISTRIBUTION	\$ 152.00	\$ 148.85	\$ 184.63	\$ 232.82	\$ 241.47	\$ 240.88	\$ 47.96	\$ 281.99		\$ 41.11	\$ (281.99)		
Intergovernmental TOTAL		\$ 115,205.00	\$ 119,439.53	\$ 123,672.06	\$ 143,172.46	\$ 160,512.62	\$ 167,323.89	\$ 89,582.87	\$ 21,453.84		\$ (145,870.05)	\$ (21,453.84)	-679.93%	
476.350	QUIT CLAIM DEEDS			\$ 12.00	\$ 267.00	\$ 300.00	\$ 200.00	\$ 100.00	\$ 200.00		\$ -			
476.400	OPEN/CLOSE	\$ 18,052.00	\$ 22,450.00	\$ 21,045.00	\$ 15,475.00	\$ 21,925.00	\$ 15,000.00	\$ 1,475.00	\$ 15,000.00		\$ -	\$ (15,000.00)		
Charges for Services TOTAL		\$ 18,052.00	\$ 22,450.00	\$ 21,057.00	\$ 15,742.00	\$ 22,225.00	\$ 15,200.00	\$ 1,575.00	\$ 15,200.00	\$ -	\$ -	\$ (15,200.00)	0.00%	
421.000	LAND RENT	\$ 1,905.00			\$ 1,950.00	\$ 1,950.00	\$ 1,950.00	\$ -	\$ 1,950.00		\$ -	\$ (1,950.00)		
462.000	BANK INTEREST	\$ 2,030.00	\$ 1,244.33	\$ 639.09	\$ 1,875.26	\$ 9,514.34	\$ 3,000.00	\$ 4,485.94	\$ 9,000.00		\$ 6,000.00	\$ (9,000.00)		
476.300	LOT SALES	\$ 22,627.00	\$ 14,725.00	\$ 15,750.00	\$ 13,000.00	\$ 16,500.00	\$ 13,000.00	\$ 5,250.00	\$ 13,000.00		\$ -	\$ (13,000.00)		
Use of Money & Property TOTAL		\$ 26,562.00	\$ 15,969.33	\$ 16,389.09	\$ 16,825.26	\$ 27,964.34	\$ 17,950.00	\$ 9,735.94	\$ 23,950.00		\$ 6,000.00	\$ (23,950.00)	25.05%	
476.000	OTHER	\$ 1,004.00	\$ 787.99	\$ 4,970.19	\$ 14,933.77	\$ 32,619.33	\$ 5,000.00	\$ 2,593.43	\$ 5,000.00		\$ -	\$ (5,000.00)		
Miscellaneous TOTAL		\$ 1,004.00	\$ 787.99	\$ 4,970.19	\$ 14,933.77	\$ 32,619.33	\$ 5,000.00	\$ 2,593.43	\$ 5,000.00		\$ -	\$ (5,000.00)	0.00%	
	Revenues	\$ 160,823.00	\$ 158,646.85	\$ 166,088.34	\$ 190,673.49	\$ 243,321.29	\$ 205,473.89	\$ 103,487.24	\$ 65,603.84		\$ (139,870.05)	\$ (65,603.84)	-213.20%	
	BUDGETED	\$ 141,626.00			\$ 168,867.00	\$ 204,698.00						\$ -		
	VARIANCE	\$ 19,197.00	\$ 158,646.85	\$ 166,088.34	\$ 21,806.49	\$ 38,623.29						\$ -		
Expenditures														
ACCT	DESCRIPTION	2019	2020	2021	2022	2024	BUDGET 2024	YTD Actual 2024	2025	2026	Variance 2024/2025	Variance 2025/2026	% Difference	
711.001	SALARIES FULL TIME	\$ 25,411.00	\$ 37,517.80	\$ 47,736.13	\$ 37,020.00	\$ 24,368.00	\$ 43,550.00	\$ 4,531.00	\$ 52,993.50	\$ 54,583.31	\$ 9,443.50	\$ 1,589.81		
711.006	SALARIES SEASONAL				\$ -	\$ 9,955.00	\$ 6,250.00	\$ -	\$ 7,725.00	\$ 7,956.75	\$ 1,475.00			
711.014	SALARIES BOARD				\$ -	\$ 999.96	\$ 3,200.00	\$ 416.65	\$ 3,200.00	\$ 3,296.00	\$ -			
712.000	SOCIAL SECURITY	\$ 6,848.00			\$ 3,726.15	\$ 2,190.07	\$ 3,300.00	\$ 306.77	\$ 4,000.00	\$ 4,100.00	\$ 700.00			
712.100	MEDICARE				\$ 536.79	\$ 512.20	\$ 800.00	\$ 71.74	\$ 1,000.00	\$ 1,000.00	\$ 200.00			
715.000	WORKMANS COMPENSATION				\$ 1,923.00	\$ 238.00	\$ 200.00	\$ -	\$ 2,300.00	\$ 2,400.00	\$ 2,100.00	\$ 100.00		
716.000	UNEMPLOYMENT TAXES				\$ 37.02	\$ 35.33	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -		
Personnel Services TOTAL		\$ 32,259.00	\$ 37,517.80	\$ 47,736.13	\$ 43,242.96	\$ 38,298.56	\$ 57,400.00	\$ 5,326.16	\$ 71,318.50	\$ 73,436.06	\$ 13,918.50	\$ 2,117.55	19.52%	
720.003	GROUNDNS MAINTENANCE SUPPLIES (Blades, Spray, Lines)				\$ 1,956.19	\$ 1,970.61	\$ 2,000.00	\$ 242.92	\$ 2,000.00	\$ 2,000.00	\$ -			
720.013	DEPARMENT SUPPLIES (PPE, Bug Spray)	\$ 23,398.00	\$ 26,057.99	\$ 50,955.51	\$ 2,357.00	\$ 1,301.13	\$ 400.00	\$ 301.73	\$ 1,300.00	\$ 1,300.00	\$ 900.00	\$ -		
720.016	COMPUTER SOFTWARE (QuickBooks/ Simple City)					\$ 7,680.00	\$ 990.00	\$ -	\$ 1,055.00	\$ 1,055.00	\$ 65.00			
721.002	POSTAGE				\$ 60.00		\$ 60.00			\$ 60.00	\$ (60.00)			
730.010	OFFICE SUPPLIES				\$ 525.57	\$ 15.00		\$ -	\$ -	\$ -	\$ -	\$ -		
734.001	GAS/DIESEL				\$ 3,965.20	\$ 3,393.30	\$ 4,000.00	\$ 112.79	\$ 4,000.00	\$ 4,000.00	\$ -			
734.003	SHOP SUPPLIES				\$ 65.97		\$ 300.00	\$ 123.94	\$ 300.00	\$ 300.00	\$ -			
735.001	SAND & GRAVEL				\$ 825.00	\$ 845.00	\$ 500.00	\$ 150.00	\$ 800.00	\$ 800.00	\$ 300.00			
Supplies & Materials TOTAL		\$ 23,398.00	\$ 26,057.99	\$ 50,955.51	\$ 9,754.93	\$ 15,205.04	\$ 8,250.00	\$ 931.38	\$ 9,455.00	\$ 9,515.00	\$ 1,205.00	\$ 60.00	12.74%	
720.001	TRASH SERVICE					\$ 175.00	\$ 210.00	\$ 35.00	\$ 210.00	\$ 210.00	\$ -			
720.014	CONTRACT LABOR - (Spray/ Tree Trimming/ City)				\$ 21,347.50	\$ 27,017.50	\$ 24,300.00	\$ 5,600.00	\$ 27,000.00	\$ 27,000.00	\$ 2,700.00	\$ -		
721.003	TELEPHONE (Verizon)				\$ 965.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
721.006	INSURANCE				\$ 5,380.00	\$ 6,066.00	\$ 7,000.00	\$ -	\$ 7,500.00	\$ 8,175.00	\$ 500.00			
721.010	VEHICLE REPAIRS/ MAINTENANCE - HIRED (Tires/ Maint)				\$ 1,121.12	\$ 3,459.35	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -			
721.020	OPEN/CLOSE	\$ 13,250.00	\$ 12,870.00	\$ 13,905.00	\$ 11,735.00	\$ 13,125.00	\$ 13,000.00	\$ 1,200.00	\$ 13,000.00	\$ 13,000.00	\$ -	\$ -		
721.035	SECURITY (ADT)				\$ 980.21	\$ 1,229.89	\$ 720.00	\$ 155.90	\$ 720.00	\$ 720.00	\$ -			
722.001	ELECTRIC				\$ 548.01	\$ 537.91	\$ 600.00	\$ 194.12	\$ 600.00	\$ 600.00	\$ -			
726.001	ATTORNEY				\$ -	\$ 8,199.78	\$ 23,381.00	\$ 1,250.00			\$ (23,381.00)			
726.002	ENGINEER				\$ 13,740.00	\$ 1,440.00	\$ 3,000.00	\$ 16,120.00			\$ (3,000.00)			
Contractual TOTAL		\$ 13,250.00	\$ 12,870.00	\$ 13,905.00	\$ 55,817.77	\$ 61,250.43	\$ 74,211.00	\$ 24,555.02	\$ 51,030.00	\$ 51,705.00	\$ (23,181.00)	\$ 675.00	-45.43%	
720.015	EQUIPMENT / TOOLS				\$ 240.00		\$ -	\$ -			\$ -	\$ -		
741.001	CAPITAL OUTLAY	\$ 83,000.00	\$ 9,800.00	\$ 17,008.03	\$ 13,201.19	\$ 54,122.16	\$ 50,000.00	\$ -			\$ (50,000.00)	\$ -		

	RESERVE							\$ 400,000.00			\$ (400,000.00)		
	Capital Outlay TOTAL	\$ 83,000.00	\$ 9,800.00	\$ 17,008.03	\$ 13,441.19	\$ 54,122.16	\$ 450,000.00	\$ -	\$ -	\$ -	\$ (450,000.00)	\$ -	
771.000	EQUIPMENT RESERVE TRANSFER	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 20,000.00	\$ -		\$ -			\$ -	\$ -	
	Transfers Out TOTAL	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0.00%
	Dept: 000.000	\$ 163,907.00	\$ 98,245.79	\$ 141,604.67	\$ 142,256.85	\$ 168,876.19	\$ 589,861.00	\$ 30,812.56	\$ 131,803.50	\$ 134,656.06	\$ (458,057.50)	\$ 2,852.55	-347.53%
	BUDGETED	\$ 244,525.00			\$ 254,355.00	\$ 378,402.56							
	VARIANCE	\$ 80,618.00	\$ (98,245.79)	\$ (141,604.67)	\$ 112,098.15								
							If Positive Add Expenses to stay RNR Nuetral / If Negative No longer RNR Nuetral			\$ 492,603.24			

NOTES FOR ABOVE

PERSONNEL SERVICES: Includes 2 Year Round Maintenance, 2 Seasonal Maintenance - Wage increase of 3% from 2024
2024 the Board raised the Year-round salaries from \$16 to \$21/hour and the Seasonal from \$12 to \$15/hour

	2024	2025	2026
SUPPLIES & MATERIALS:			
CONTRACTUAL:	\$ 5,000.00		Tree Trimming
	\$ 7,300.00		Spraying
	\$ 12,000.00		City Contract
CAPITAL OUTLAY	\$ 3,000.00		Discretionary
	\$ 45,000.00		Truck
	\$ -		Reserve New Cemetery (Carryover)