

CLEARWATER CEMETERY DISTRICT

Meeting Agenda
Thursday, June 13, 2024, 6:30 PM
129 E Ross Ave Clearwater, KS 67026

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Money Market Balance	\$549,916.04
Checking Balance	\$5,245.05
Equipment Reserve Balance	\$20,000

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. [Minutes 05/10/2024](#)
 - b. [May Accounts Payable](#)
 - c. [May Receipt Report](#)
 - d. [June Payroll](#)
5. **Reports**
 - a. [YTD Financial Report](#)
6. **Business**
 - a. **Discussion:** Future Cemetery Layout
 - b. **Discussion/ Action:** [2025 Budget](#)
 - c. **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

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. 4-11-24 Minutes
- b. 4-17-24 Minutes
- c. April Accounts Payable
- d. April Receipt Report
- e. May Payroll

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

5. 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.
- 1 ½ lots were sold in April

CLEARWATER CEMETERY DISTRICT

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

6. Business

- a. **Avenue of Flags** - 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?

The Board discussed and agreed the flags should still go up. Ussery offered to contact the local Boy Scouts and Lions Club to see if they would volunteer to put them up. If the civic groups are unable they agreed to ask members of Clearwater Public Works to set them up.

MOTION: *Loos* moved, *Erwin* seconded the donate \$200 to the civic group who puts up the flag poles and flags and if they don't to pay up to \$200 for members of public works to put them up. Voted and passed unanimously. 3-0

b. **Grounds Maintenance 2024**

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.

CLEARWATER CEMETERY DISTRICT

The Board discussed and determined that the sexton has not been released yet and restrictions are unknown at this time. In order to secure a contract with Whitney they needed to make a decision.

MOTION: *Ussery* moved, *Loos* seconded extend Whitney Landscaping's services until the end of this year. Voted and passed unanimously. 3-0

c. Future Cemetery Layout

The board discussed ideas for the new northern section of the cemetery. The consensus was to hold off on a new building since there is not city sewer available yet. It doesn't make sense to dedicate a section of the property to a lagoon if city sewers will be extended in the future. They discussed the idea of a columbaria or a mausoleum to be added to the new section but no plots as of yet. There are still 104 full lots available in the 3rd addition. Erwin stated that the Board shouldn't need to open a new section until there less than 50 lots available. Get quotes on trees to go around the property from Woods Tree Farm, get quotes for columbaria and ask Logan Mills to attend the next meeting to discuss a layout.

d. 2025 Budget

Zollinger shared the state budget timeline with the Board. The County Clerk must be notified by July 20th if the District plans to exceed the RNR. The board will bring back plans for 2025 at the next meeting to be discussed.

e. Other Business – no other business

7. Executive Session – no executive session

8. Comments – No comments

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 7:25 p.m.

Check Register Report

Date: 06/12/2024
Time: 11:24 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
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CEMETERY EFT Checks

13	05/10/24	Reconciled		05/31/24	ADT	ADT SECURITY SERVICES	May 16 - Jun 15 Security Cemetery	52.99
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Total Checks: 1 Checks Total (excluding void checks): 52.99

Total Payments: 1 Bank Total (excluding void checks): 52.99

Check Register Report

Date: 06/12/2024

Time: 11:24 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								
8821	05/09/24	Reconciled		05/31/24	MC05	MULVANE COOP	weed killer cemetery	32.00
8822	05/09/24	Reconciled		05/31/24	EVERGY	EVERGY KANSAS CENTRAL INC	Cemetery April Statement	48.95
8823	05/09/24	Reconciled		05/31/24	VISA	CARDMEMBER SERVICES	Cemetery Car Wash	7.00
8824	05/09/24	Reconciled		05/31/24	CI CL	CITY OF CLEARWATER	May Agreement Cemetery	1,000.00
8825	05/09/24	Reconciled		05/31/24	TRUG	TRUGREEN	April Lawn Service - Cemetery	2,687.50
8826	05/09/24	Reconciled		05/31/24	WL01	WHITNEY LANDSCAPING	April Cemetery Mowing	3,700.00

Total Checks: 6

Checks Total (excluding void checks):

7,475.45

Total Payments: 6

Bank Total (excluding void checks):

7,475.45

Total Payments: 7

Grand Total (excluding void checks):

7,528.44

Earnings History Report (Detail)

June Payroll

Emp. Code Desc.: Clearwater Cemetery District
City of Clearwater
From: 06/01/2024
To: 06/12/2024

Date: 6/12/2024
Time: 11:22:22

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	
06/05/2024	9008769	\$ 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	
06/05/2024	9008770	\$ 21.0000	\$ 378.00	18.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	378.00	
			\$ 0.00	\$ 2.68	\$ 0.00	\$ 5.48	\$ 23.44	\$ 0.00	\$ 0.00	346.40	
Employee Totals:			\$ 378.00	18.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	378.00	
			\$ 0.00	\$ 2.68	\$ 0.00	\$ 5.48	\$ 23.44	\$ 0.00	\$ 0.00	346.40	
Grand Totals:			\$ 461.33	18.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	461.33	
			\$ 0.00	\$ 2.68	\$ 0.00	\$ 6.69	\$ 28.61	\$ 0.00	\$ 0.00	423.35	

RECEIPTS BY GENERAL LEDGER NUMBER - DETAIL

From 05/01/2024 To 05/31/2024

Page: 1

6/12/2024

11:23 am

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				
142	XCEM	EMPRISE BANK		CEME'MAY INTEREST	05/31/2024	\$1,166.30
	700-000.000-462.000					Total: \$1,166.30
GL Numbe	700-000.000-476.000	OTHER				
140	XCEM	STATE OF KANSAS		CEME'RESTITUTION	05/30/2024	\$50.00
	700-000.000-476.000					Total: \$50.00
GL Numbe	700-000.000-476.400	OPEN/CLOSE				
141	XCEM	UTT FAMILY SERVICE COR		CEME'O/C LEABO	05/30/2024	\$550.00
	700-000.000-476.400					Total: \$550.00
					Total for Fund:	\$1,766.30
					Cash Drawer XCEM Subtotal:	\$1,766.30
					Grand Total:	\$1,766.30

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 06/11/2024

RE: Reports

- 41% through the year. Revenues YTD are at 52.5% of the budget and expenditures are at 6.6%. If you don't account for the "\$400,000" reserve, expenditures are at 20.5%
- Mike Weakley has been released from restrictions. He is still coordinating with Public Works for care and operations of the cemetery.
- The storm on Sunday June 9th took out a tree in section 1 knocking over a headstone. Public Works will remove the tree and then we will contact CVI and Eck Monument about resetting the headstone. The lot affected was 16 (owned by Brice Hammers). We don't know what is on the headstone at this time, but it is (was) an upright stone.

LOT SALES

ADD	SEC	LOT	POS	NAME

BURIALS

ADD	SEC	LOT	POS	NAME
3	7	001	01	Ronald Leabo

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

6/12/2024

2:04 pm

City of Clearwater

For the Period: 1/1/2024 to 6/30/2024

	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	143,564.00	143,564.00	86,379.30	0.00	0.00	57,184.70	60.2
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	164,672.89	164,672.89	89,582.87	0.00	0.00	75,090.02	54.4
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	2,025.00	0.00	0.00	12,975.00	13.5
CHARGES FOR SERVICES	15,200.00	15,200.00	2,125.00	0.00	0.00	13,075.00	14.0
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	5,652.24	0.00	0.00	-2,652.24	188.4
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	10,902.24	0.00	0.00	7,047.76	60.7
Acct Class: 3350 MISCELLANEOUS							
476.000 OTHER	0.00	0.00	2,643.43	0.00	0.00	-2,643.43	0.0
MISCELLANEOUS	0.00	0.00	2,643.43	0.00	0.00	-2,643.43	0.0
Dept: 000.000	197,822.89	197,822.89	105,253.54	0.00	0.00	92,569.35	53.2
Revenues	197,822.89	197,822.89	105,253.54	0.00	0.00	92,569.35	53.2
Expenditures							
Dept: 000.000							
Acct Class: 4001 PERSONNEL SERVICES							
711.001 SALARIES	43,550.00	43,550.00	4,909.00	378.00	0.00	38,641.00	11.3
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	499.98	83.33	0.00	2,700.02	15.6
712.000 SOCIAL SECURITY	3,300.00	3,300.00	335.38	28.61	0.00	2,964.62	10.2
712.100 MEDICARE	800.00	800.00	78.43	6.69	0.00	721.57	9.8
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	5,822.79	496.63	0.00	51,577.21	10.1
Acct Class: 4020 SUPPLIES & MATERIALS							
720.003 GROUNDS MAINTENANCE/SUPPLIES	2,000.00	2,000.00	274.92	0.00	0.00	1,725.08	13.7
720.013 DEPARTMENTAL OPERATING	400.00	400.00	321.73	0.00	0.00	78.27	80.4
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	983.38	0.00	0.00	7,266.62	11.9
Acct Class: 4100 CONTRACTUAL							
720.014 CONTRACT LABOR	24,300.00	24,300.00	12,987.50	0.00	0.00	11,312.50	53.4
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	7.00	0.00	0.00	1,993.00	0.4
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	208.89	0.00	0.00	511.11	29.0
722.001 EVERGY	600.00	600.00	243.07	0.00	0.00	356.93	40.5

REVENUE/EXPENDITURE REPORT

Page: 2
6/12/2024
2:04 pm

City of Clearwater

For the Period: 1/1/2024 to 6/30/2024

	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	40,000.00	40,000.00	1,250.00	0.00	0.00	38,750.00	3.1
726.002 ARCHITECTUAL & ENG. FEES	3,000.00	3,000.00	16,120.00	0.00	0.00	-13,120.00	537.3
CONTRACTUAL	90,620.00	90,620.00	32,016.46	0.00	0.00	58,603.54	35.3
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	606,480.00	606,480.00	38,857.63	496.63	0.00	567,622.37	6.4
Expenditures	606,480.00	606,480.00	38,857.63	496.63	0.00	567,622.37	6.4
Grand Total Net Effect:	-408,657.11	-408,657.11	66,395.91	-496.63	0.00	-475,053.02	

**Clearwater Cemetery District
Board Meeting
June 12, 2024**

Budget Discussion – 2025 Budget

Context:

The annual meeting with the Sedgwick County Clerk has been scheduled for **Friday June 28, 2024, at 10am** for the Clearwater Cemetery District.

The Board will need to come to a consensus whether to exceed or not exceed the RNR at the June 13th meeting, so your representative knows what to do at the meeting with the County Clerk.

The Notice whether to exceed the RNR or not must officially be sent in to the Clerk by July 20th.

The assessed valuation has been received and the Cemetery's valuation increased a little over \$6 million. 1 mill is now equivalent to \$54,429.

The RNR mill levy is 2.637

Current 2024 mill levy is 3.032

REVENUES

I have reviewed the revenues for the Cemetery and estimate with charges for services, lot sales, rent and interest the District will receive \$65,868.

PERSONNEL EXPENSES

- This year the hourly wage was voted to change for the Sexton and any other "year-round" person to \$21.00 and seasonal mowers to \$15.00.
 - The full time Sexton is figured with 1700 hours annually
 - The year-round part-time person is figured with 750 hours annually
 - Both seasonal workers are figured with 250 hours each for the year.
- A 3% increase in all wages is factored into the 2025 budget workbook.
- Board members are still factored into the salaries for the 2025 budget.
 - Board members can receive - \$1,000 annually (no increase budgeted)
 - Chairman can receive - \$1,200 annually (no increase budgeted)
- BUDGET TOTAL = \$71,318.50 - that includes also taxes and work comp. An increase of \$13,919 or \$19.52% over 2024

SUPPLIES AND MATERIALS

- Continued with run rates for supplies and materials. The history on this is still be captured since most items were lumped together prior to 2022.
- BUDGET TOTAL - \$9,455. An increase of \$1,205 or 12.74%

CONTRACTUAL

- Continued contract for spraying for weeds, tree trimming and city services

- There is nothing added for attorney at this time since the conversation about disorganization has been tabled.
- Added in \$20,000 for engineering to set aside funds for design work for future cemetery. *Don't have an actual quote yet.*
- BUDGET TOTAL - \$71,030. A decrease of (\$3,181.00 or -4.48%)

CAPITAL OUTLAY

- Added in \$75,000 for tree planting
- Added in \$75,000 for columbaria installation (no quote yet)
- Included \$5,000 for discretionary use for the Board
- Recommend reducing the "reserve" from \$400,000 to \$283,700 so not to exceed the RNR
 - The reduction is due to the added engineering fee and the capital outlay that was not in 2024.
- BUDGET TOTAL - \$426,000. A decrease of (\$11,283 or -2.57%)

EQUIPMENT RESERVE

- Per K.S.A. 17-1336a the Cemetery may transfer funds into equipment reserve to purchase equipment to maintain the cemetery. I am recommending adding \$30,000 to go towards a truck when the time comes. There is a current balance of \$20,000 that will cover the cost of at least 1 mower.
- The Cemetery district is not given the authority to transfer money into an equipment reserve for the development of a cemetery that I could find.
- BUDGET TOTAL - \$30,000. A 100% increase from 2024.

PROPOSAL IS STAY RNR NUETRAL

TOTAL PROPOSED 2025 BUDGET = \$620,503.50

TOTOAL PROPOSED MILL LEVY = 2.637

TIMELINE

Not Exceeding RNR – Budget Timeline

- 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.

Exceeding RNR – Budget Timeline

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

- 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 taxpayers 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

2025 Budget Year Schedule

5/13/2024										
Date:	9:00 a.m.	9:30 a.m.	10:00 a.m.	10:30 a.m.	11:00 a.m.	11:30 a.m.	1:30 p.m.	2:00 p.m.	3:00 p.m.	4:00 p.m.
Tuesday 6/18/24	Greeley TS			Sunview Imp. Dist			Valley Center Township		N/A	
Wednesday 6/19/24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Thursday 6/20/24	Payne TS			Riverside Drainage			Gypsum Township		Sunswept Highlands Imp. Dist.	
Friday 6/21/24	Spring Creek WS #16			Attica Township			Erne Township		Waco Cemetery	
Monday 6/24/24	Grant Township			Keechi Township			Minneha Township		Springdale CC	
Tuesday 6/25/24	Lincoln Township			Riverside Township			Oaklawn Imp. Dist.		N/A	
Wednesday 6/26/24	Park Township			Salem Township			Alton Township		Morton Township	
Thursday 6/27/24	Sherman Township			Furley Imp. Dist.			Viola Township		Miles Village Lake Watauna Imp. Dist.	
Friday 6/28/24	Ninnescah Township		Clearwater Cemetery		Ohio Township		Greenwood Cemetery		N/A	
Monday 7/1/24	Waco Township			Rockford Township			Union Township		N/A	
Tuesday 7/2/24	Eagle Township			Eagle Drainage			Garden Plain Township		N/A	
Wednesday 7/3/24	Crestview County Club Imp. Dist.			El Paso Cemetery			Grand River Township		N/A	
Thursday	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Friday 7/5/24	Sedwick Valley JT Drainage			Sedgwick Summer Drainage			Illinois Township		Andale Library	
Monday 7/8/24										
Tuesday 7/9/24										
Wednesday 7/10/24										
Thursday 7/11/24										
Park-Maize Cemetery SSMID										

** may be adding another watershed to the schedule if we get the information needed.

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SEDGWICK COUNTY, KANSAS

OFFICE OF THE COUNTY CLERK

KELLY B ARNOLD
COUNTY CLERK

100 N. BROADWAY • SUITE 620 • WICHITA, KANSAS 67202-2212 • TELEPHONE: (316) 860-9222 • FAX: (316) 383-7961

May 13, 2024

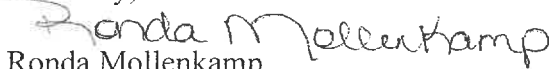
Dear Township Official:

The 2025 budget season is here and we are scheduling appointments. Our office is located at 100 N. Broadway, also known as the Ruffin Building at Broadway and Douglas. Limited free parking is available along Douglas, Broadway and Topeka streets. The parking garage on the west side of Broadway is **not** free. The visitor spaces are located on the fourth floor in the garage and yes, there is an elevator. The walkway across Broadway into the building is on the 3rd floor of the garage but you will enter the building on the 2nd floor and the elevators are located on the east side of the building (Topeka St. side). We will be conducting the budget meetings in the County Clerk's office on the 6th floor – suite 620. Please review your appointment date and time to verify you can attend. Please let us know as **soon as possible** if the scheduled time does not work for you so we can reschedule keeping within the statutory guidelines.

PLEASE bring your Township record books and all lease purchase information (copy of the original contract) to this meeting and be prepared to plan your expenditures for the 2025 Budget. It would be helpful for you to bring your receipts and expenses for 2024 to date - this will help you in planning your 2025 budget. We will have your budgets preliminarily filled in with the 2023 actual figures (from the annual report) and the 2024 estimated revenues and expenditures (from the 2024 budget). Please be prepared to establish your budget amounts, date, time and place of your public hearing for taxpayers to comment on your proposed budget. If you have a particular issue with something we need to go over – let us know ahead of time so we can research and get you the best possible answer – or allow extra time if needed. Also, remember you must publish the budget and allow ten days before you have the public hearing.

If you are unable to meet as scheduled on the following page, please contact Karen, Angela, Beth or myself at 660-9210 to make other arrangements A.S.A.P. We also have a new email address that gets you to the whole tax team at once! sgclerkreports@sedgwick.gov We ask that you use this new email for reports, etc. in case one of us is not here, the others will get the email and will be able to get back to you as quickly as possible. We look forward to seeing you soon!

Sincerely,


Ronda Mollenkamp
Deputy County Clerk

**Clearwater Cemetery District
Board Meeting
June 12, 2024**

Budget Discussion - Trees

Context: At the last meeting the Board asked C. Zollinger to obtain pricing to plant trees around the new northern section of the cemetery.
Beverly Woods prepared a diagram that includes:

Canaerti Juniper, Serviceberry, and Royal Raindrop Crabapple on the Northern and Eastern sides of the property to create a decorative screen to the residential properties that are adjoined by property lines. (about \$25,000 – includes installation)

On the Western side of the property (roadside) she prepared a quote that includes Eastern Red Cedar to match the existing trees along the roadside in the older section of the Cemetery. (about \$30,000 – includes installation)

Bev also quoted planting the Eastern Red Cedar along the roadside in front of the 3rd addition (Section 4, 5, 6, & 7) to complete the look (about \$19,000 – includes installation)

Total tree price with installation is around \$74,000

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

City of Clearwater Cemetary
Old Cemetary Frontage / Eastern Red Cedar Fill
6-6-24
Scale 7/8" = 100'



Eastern Red Cedar
30-65x8-25'w

TOTALS:
34 ERC

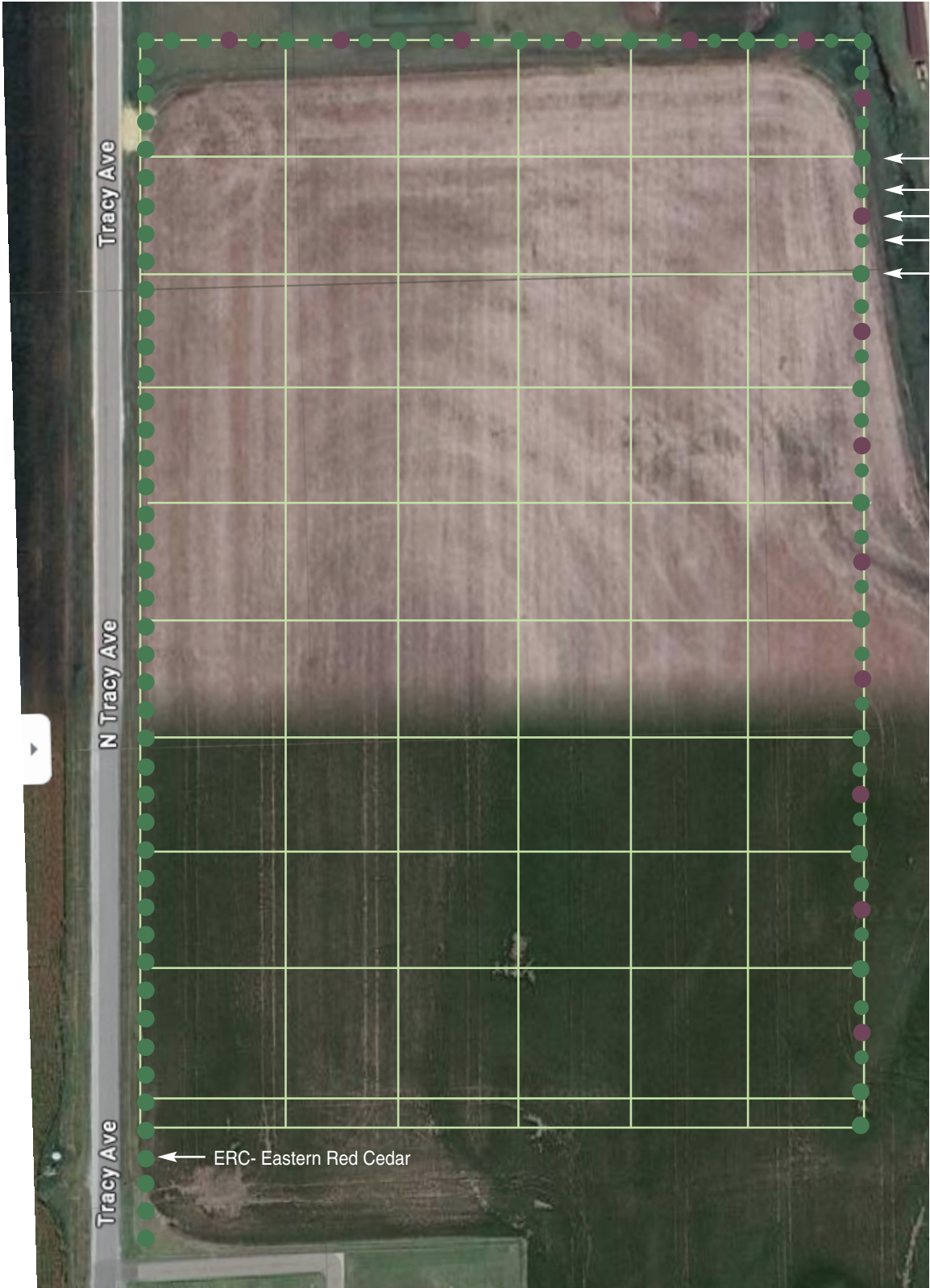
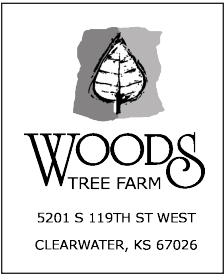
*The above quote/design is subject to change depending upon availability and any unforeseen obstacles/hard scapes and/or additions/subtractions.

City of Clearwater Cemetary-Design A

North Cemetary Lot

6-6-24

Scale 3/4" = 100'



PLANT ITEMS:



Serviceberry + fall color
10-15x10-15'w



Royal Raindrop Crabapple
+ fall color
20-15'w



Canaerti Juniper
25-15'w

*The above quote/design is subject to change depending upon availability and any unforeseen obstacles/hard scapes and/or additions/subtractions.

CEMETERY DISTRICT													
ESTIMATED STARTING BALANCE													
\$ 416,591.16													
CEMETERY DISTRICT													
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	\$ 265.00		\$ (14.00)	\$ (265.00)	
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	\$ 21,718.84		\$ (145,605.05)	\$ (21,718.84)	-670.41%
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	\$ 2,025.00	\$ 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	\$ 2,125.00	\$ 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	\$ 5,652.24	\$ 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	\$ 10,902.24	\$ 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	\$ 2,643.43	\$ 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	\$ 2,643.43	\$ 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	\$ 105,253.54	\$ 65,868.84		\$ (139,605.05)	\$ (65,868.84)	-211.94%
	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	\$ 4,909.00	\$ 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	\$ 499.98	\$ 3,200.00	\$ 3,296.00	\$ -		
712.000	SOCIAL SECURITY	\$ 6,848.00			\$ 3,726.15	\$ 2,190.07	\$ 3,300.00	\$ 335.38	\$ 4,000.00	\$ 4,100.00	\$ 700.00		
712.100	MEDICARE				\$ 536.79	\$ 512.20	\$ 800.00	\$ 78.43	\$ 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	\$ 5,822.79	\$ 71,318.50	\$ 73,436.06	\$ 13,918.50	\$ 2,117.55	19.52%
720.003	GROUND MAINTENANCE SUPPLIES (Blades, Spray, Lines)				\$ 1,956.19	\$ 1,970.61	\$ 2,000.00	\$ 274.92	\$ 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	\$ 321.73	\$ 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	\$ 983.38	\$ 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	\$ 12,987.50	\$ 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	\$ 7.00	\$ 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	\$ 208.89	\$ 720.00	\$ 720.00	\$ -		
722.001	ELECTRIC				\$ 548.01	\$ 537.91	\$ 600.00	\$ 243.07	\$ 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	\$ 20,000.00		\$ 17,000.00		
	Contractual TOTAL	\$ 13,250.00	\$ 12,870.00	\$ 13,905.00	\$ 55,817.77	\$ 61,250.43	\$ 74,211.00	\$ 32,051.46	\$ 71,030.00	\$ 51,705.00	\$ (3,181.00)	\$ (19,325.00)	-4.48%
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	\$ -	\$ 155,000.00		\$ 105,000.00	\$ (155,000.00)	

	RESERVE							\$ 400,000.00	\$ 283,700.00		\$ (116,300.00)		
	Capital Outlay TOTAL	\$ 83,000.00	\$ 9,800.00	\$ 17,008.03	\$ 13,441.19	\$ 54,122.16	\$ 450,000.00	\$ -	\$ 438,700.00	\$ -	\$ (11,300.00)	\$ (438,700.00)	-2.58%
771.000	EQUIPMENT RESERVE TRANSFER	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 30,000.00		\$ 30,000.00	\$ (30,000.00)	
	Transfers Out TOTAL	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 30,000.00		\$ 30,000.00	\$ (30,000.00)	100.00%
	Dept: 000.000	\$ 163,907.00	\$ 98,245.79	\$ 141,604.67	\$ 142,256.85	\$ 168,876.19	\$ 589,861.00	\$ 38,857.63	\$ 620,503.50	\$ 134,656.06	\$ 30,642.50	\$ (485,847.45)	4.94%
	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	\$ 7.74				

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	\$ 5,000	\$ 5,000	Tree Trimming
	\$ 7,300	\$ 7,500	\$ 7,500	Spraying
	\$ 12,000	\$ 12,000	\$ 12,000	City Contract
CAPITAL OUTLAY	\$ 3,000	\$ 5,000		Discretionary
	\$ 45,000			Truck
		\$ 75,000		Plant Trees
		\$ 75,000		Columbaria Installation
		\$ 271,000		Future Cemetery
		\$ 426,000		
TRANSFER TO EQ RESERVE	\$ 30,000.00		Truck	KSA 17-1336a