

CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District Board Meeting July 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 (on phone), were present.

Others present: Courtney Zollinger, City Administrator

3. Approval of Agenda

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

4. Consent Agenda

- a. 06-13-24 Minutes
- b. June Accounts Payable
- c. June Receipt Report
- d. July Payroll

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

5. Reports

- 50% through the year. Revenues YTD are at 82.7% of the budget and expenditures are at 7.9%. If you don't account for the "\$400,000" reserve, expenditures are at 45%
- 1 burial took place in May, 2 Quit Claims filed

6. Business

- a. **Tree Trimming** – At the last meeting the Chairman Erwin pointed out that the trees at the back of the Cemetery needed to be trimmed.

Sexton, Mike Weakley, contracted Weaver Construction, Baker Tree, Superior, and Chuck Edmunson to quote the project. He received two quotes back, one from Baker Tree for \$1,750 and the second from Weaver Construction for \$1,800. After submitting their bid, Weaver Construction pulled their bid.

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Weakley would like the Boards approval to hire Baker Tree to trim the trees for \$1,750. There is \$5,000 in the budget designated for tree trimming.

MOTION: *Erwin* moved, *Ussery* seconded the approve the hire of Baker Tree for \$1,750. Voted and passed unanimously. 3-0

b. Fence Quote

At the last meeting the Board a proposal for planting trees in the new section as well as in front of the existing sections of 4, 5, 6, & 7. The cost for the trees and installation was quoted around \$74,000.

While discussing the trees, the board decided it might be better to put up a fence around the property first then plant the trees. C. Zollinger was asked to get a quote for fencing.

American Fence, Reddi Fence, and Burwell Construction were contacted and said they would look at the project. Only Reddi Fence sent in a quote. To install chain link around the back and sides, wrought iron along Tracy with 3 gates, the bid came in at \$103,840.76.



The diagram sent to the bidders and the one quote received are in the packet.

The board discussed and would have liked the other two quotes to compare but decided that Reddi Fence's quote was reasonable and agreed to move forward using available funds.

MOTION: *Erwin* moved, *Ussery* seconded hire Reddi Fence to install a fence around the new cemetery section. Voted and passed unanimously. 3-0

- c. **TruGreen Contract** - TruGreen has been spraying the property for two years now. I asked them to send a 2025 contract plus two additional years for the Board to review.

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To continue with the same level of service, TruGreen is proposing a 3% increase for 2025, 0% increase in 2026, and a 3% increase in 2027.

Cross Reference Location	Address	Service	ITEM	2024	2025	2026	2027
City of Clearwater - Ceme	ORTH TRACY AND WEST DIAGONAL ROA	HORTREC	IDIJR02	\$360.00	\$370.80	\$370.80	\$381.92
City of Clearwater - Ceme	ORTH TRACY AND WEST DIAGONAL ROA	LLAWN	CLWNR01	\$2,500.00	\$2,575.00	\$2,575.00	\$2,652.25
City of Clearwater - Ceme	ORTH TRACY AND WEST DIAGONAL ROA	LLAWN	CLWNR02	\$2,300.00	\$2,369.00	\$2,369.00	\$2,440.07
City of Clearwater - Ceme	ORTH TRACY AND WEST DIAGONAL ROA	LLAWN	CLWNR07	\$2,500.00	\$2,575.00	\$2,575.00	\$2,652.25
TOTAL				\$7,660.00	\$7,889.80	\$7,889.80	\$8,126.49

The board discussed and decided prices are only going up and to lock in a 3 year pricing with minimal increases was in the best interest of the District.

MOTION: *Ussey* moved, ***Erwin*** seconded enter into a 3-year contract with TruGreen. Voted and passed unanimously. 3-0

- d. **Future Cemetery Layout** - On June 13, 2024, Logan Mills, Certified Engineering and Design, P.A., attended the board meeting to discuss the future layout of the newly acquired cemetery land. The Board requested CED to prepare the following:
 - i. They do not want to move forward with the concrete layouts for caskets.
 - ii. They plan to install columbarium's in the new section toward the eastern property line. Start with one and have a layout for one or two more further north
 - iii. Expand the northern road wider to allow for two-way traffic
 - iv. Keep the sectioning smaller to allow for people to access plots easily.
 - v. Create approximately 6 "phases" for development
 - vi. Place the location of a parking lot and shop near the newly widen road at the eastern end.
 - vii. Make a spot for a new directory placement near the parking lot.

CED has provided a new drawing with proposed pricing for the Board to consider.

The board reviewed and felt comfortable with the layout.

There was not action taken.

- e. **2025 Budget Hearing** – The board set the hearing for the 2025 Budget for their regularly scheduled meeting on August 8, 2024 at 6:30pm and set their budget adoption date for August 20, 2024 at 6:00pm.
- f. **Other Business** – Loos inquired about Weakley and Zollinger update that he is still on restrictions but still making phone calls and scheduling for the Cemetery.

7. **Executive Session** – no executive session

8. **Comments** – No comments

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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 6:54 p.m.