

# CLEARWATER CEMETERY DISTRICT

Meeting Agenda  
Thursday, January 9, 2025, 6:30 PM  
129 E Ross Ave Clearwater, KS 67026

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|                           |              |
|---------------------------|--------------|
| Money Market Balance      | \$408,646.34 |
| Checking Balance          | \$6,620.89   |
| Equipment Reserve Balance | \$20,000     |

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
  - a. [Minutes 12/12/2024](#)
  - b. [October Accounts Payable](#)
  - c. [October Receipt Report](#)
  - d. [January Payroll](#)
5. **Reports**
  - a. [YTD Financial Report](#)
6. **Business**
  - a. **Action:** [Cemetery Software Lazarus](#)
  - b. **Discussion:** [Roll Cemetery \(Ohio Township\)](#)
  - c. **Other Business**
7. **Executive Session**
8. **Comments**
9. **Adjournment**

# CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District  
Board Meeting  
December 12, 2024  
6:30 PM, City Hall**

**1. Call to Order**

Board Chair Erwin called the meeting to order at 6:30 p.m.

**2. Roll Call**

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

Others present: Courtney Zollinger, City Administrator.

**3. Approval of Agenda**

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

**4. Consent Agenda**

- a. Minutes 11/14/2024
- b. November Accounts Payable
- c. November Receipt Report
- d. December Payroll

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

**5. Reports**

- Zollinger stated that we have been notified that the software the Cemetery District invested in a few years ago will have an End of Life as of 12/31/2025. We have been looking at other options and there will be a demonstration at the meeting at 6:45pm with Lazarus
- 91.6% through the year. Revenues are 96% and Expenditures are 34.6%. If you take out the "reserve" amount your expenditures are at 101.69%. This is because part of the "reserve" was used to install the new fence.
- CVI created ruts in the cemetery but let us know they are willing to pay for the damages. Garretson was contracted to repair them. As soon as an invoice is received from Garretson the Cemetery will invoice CVI for reimbursement,
- There was 1 headstone marking and 2 burials in November.

**6. Business**

**a. Cemetery Software Demonstration - Lazarus**

Eli Lubbenhusen gave a demonstration of the web based cemetery software, Lazarus. Lazarus is Cemify product that maps the cemetery with images and and

# CLEARWATER CEMETERY DISTRICT

plot descriptions of burials that can be viewed by people who want to visit one of the districts cemeteries. Lazarus will come to Clearwater, use a drone to take images, and walk the cemetery and notate all the headstones and photograph them for inventory on the site. The software records real-time sales and burials to view the information easily. It also has a walk to feature that people can use to guide them to a specific headstone within the cemetery. Lazarus' proposal is \$18,000 for implementation and \$699 annually. Currently gWorks costs the Cemetery \$1800 annually and does not include any mapping.

Lazarus breakdown of charges:

|                                   |          |
|-----------------------------------|----------|
| Service Fees                      |          |
| Travel Fee                        | \$1,500  |
| Aerial Mapping Fee                | \$8,250  |
| Data Scanning                     | \$0      |
| Database Creation (Transcription) | \$4,250  |
| Memorial Photography              | \$4,000  |
| Total                             | \$18,000 |

Memorial Photography is optional and can be removed from the proposal to drop to the implementation pricing to \$14,000.

The annual price is \$599 per year for 2,000 plots with unlimited new interments. For each addition 1,000 plots the price will increase by \$20 per year. Clearwater has between 6,000 and 7,000 plots with Clearwater, Harrington, Noel, and Ruby. The annual price for Clearwater Cemeteries would be \$699 annually until another section is developed and opened up for sale. Implementation time would be 3-4 months.

City Staff said they had a demonstration from another company, Chronicle, and the implementation pricing was the same, but the annual price was \$3,200. Their annual price was based on how many burials were made in one year. The \$3,200 included up to 30 burials. Clearwater typically has less than 20 burials in a year.

The database back up can be done as often as the board would like and is part of the service offered.

The board discussed and liked the platform Lazarus offered. They decided to wait until January to make a decision and asked if Lazarus would extend the quote until the end of January 2025

## **b. Whitney Landscaping**

At the last meeting the board reviewed a 3-year proposal from Whitney Landscaping to mow the Clearwater Cemetery District properties. The pricing is as follows:

Clearwater Cemetery ONLY

|      |          |
|------|----------|
| 2025 | \$34,000 |
| 2026 | \$35,360 |
| 2027 | \$36,774 |

# CLEARWATER CEMETERY DISTRICT

## ALL Cemeteries

|      |             |
|------|-------------|
| 2025 | \$42,018    |
| 2026 | \$43,698.72 |
| 2027 | \$45,445.94 |

In 2025 the Board budgeted \$71,318.50 for personnel expenses. For 2024 the budget was \$57,400 and YTD the expense is \$17,919.08. This is because the Board hired Whitney Landscaping to mow the cemeteries in 2024. Total paid to Whitney in 2024 was \$33,000.

Loos and Erwin stated they wanted to review the equipment the District owns at the same time as considering the Whitney proposal.

In 2023 the Cemetery District purchased 3 John Deere mowers (1 in February and 2 in June). Each cost the District \$12,547.22 for a total investment of \$37,641.66. The District also purchased 3 trimmers (total cost \$898.83), One blower (\$681.59), one chainsaw (\$499.99), and one edger (\$289.99). The purchases were made because a theft occurred and all but one mower was stolen (the one purchased in February). The equipment was returned after the new purchases were made and the returned items sold at auction. Insurance paid the claim and once the items were returned to the District the Farm Bureau claimed the property, they reimbursed the District for (\$19,045.45) the two mowers (2020 '\$9800' and 2022 '\$10,256' models).

The other point Loos and Erwin wanted to consider is if Whitney would try and hire local people to fill positions because the Cemetery has always hired local high school kids for summer jobs. Whitney stated all his employees are from the Clearwater District and he has always looked locally first.

The Board discussed and thought it would be best to keep all equipment for now and would like to see a exit clause within the contract for both parties.

**MOTION:** *Loos* moved, *Ussery* seconded to approve a three contract with Whitney Landscaping with a 90 day opt out clause. Voted and passed unanimously. 3-0

## 7. Cemetery Pricing

|            | Park<br>(Maize) | El Paso<br>(Derby) | Greenwood<br>(Wichita) | Hillside<br>(Sedgwick) | Mulvane    | Waco                           | Clearwater             |                      |
|------------|-----------------|--------------------|------------------------|------------------------|------------|--------------------------------|------------------------|----------------------|
| Open/Close |                 |                    |                        |                        |            | <i>Could<br/>Not<br/>Reach</i> | Clearwater<br>Cemetery | Noel/Harrington/Ruby |
| Weekday    | \$ 400.00       | \$ 600.00          | \$ 1,100.00            | Unknown<br>(Hired)     | \$500.00   |                                | \$ 550.00              | \$ 600.00            |
| Weekend    | \$ 500.00       | \$ 800.00          | \$ 1,300.00            | Unknown<br>(Hired)     | \$500.00   |                                | \$700-\$830            | \$795-\$925          |
| After 1pm  | add \$100       |                    |                        |                        |            |                                |                        |                      |
| Holidays   | -----<br>---    | -----<br>---       |                        | -----<br>----          | -----<br>- |                                | \$ 960.00              | \$ 1,055.00          |

# CLEARWATER CEMETERY DISTRICT

|                         |             |                                     |                 |                 |          |  |             |             |
|-------------------------|-------------|-------------------------------------|-----------------|-----------------|----------|--|-------------|-------------|
| Memorial Permit Fee     | \$ 25-100   |                                     |                 |                 |          |  |             |             |
| <b>Cremation</b>        |             |                                     |                 |                 |          |  |             |             |
| Weekday                 |             | \$250.00                            | \$ 350.00       | Unknown (Hired) | \$150.00 |  | \$ 375.00   | \$ 475.00   |
| Weekend                 |             | \$ 450.00                           | \$ 500.00       | Unknown (Hired) | \$150.00 |  | \$ 375.00   | \$ 475.00   |
| Single Columbarium      | \$ 1,100.00 |                                     |                 |                 |          |  |             |             |
| Double Columbarium      | \$ 1,400.00 |                                     |                 |                 |          |  |             |             |
| <b>Lot Prices</b>       |             |                                     |                 |                 |          |  |             |             |
| In District 1/2 lot     | \$1,200.00  | \$500-\$1,000 (depends on location) | \$1,500 a space | \$ 100.00       | \$400.00 |  | \$ 750.00   | \$ 750.00   |
| Out of District 1/2 lot | \$ -        | \$ -                                | \$1,500 a space | \$ 500.00       | \$600.00 |  | \$ 1,500.00 | \$ 1,500.00 |
| Deed/Transfer Fee       | \$ -        | \$ -                                | \$ -            | \$ -            | \$ -     |  | \$ 50.00    | \$ 50.00    |

The Board would like to look at pricing from private cemeteries to compare to “out-of-district” pricing.

No action taken

- a. **Other Business** – Loos brought up the idea of Clearwater Cemetery District helping Ohio Township with the management of Roll Cemetery. With the new proposed cemetery software it would make it easier for tracking and sales of lots. The Board discussed and asked Loos to speak with the Township and come back with a proposal for the Cemetery district to discuss.

**8. Executive Session** – No Executive Session

**9. Comments** – No Comments

**10. 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 7:42 p.m.

**69.34**

# Check Register Report

December 2024 AP Checks

Date: 01/08/2025

Time: 12:33 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   |
|---------------------------------|------------|------------|----------------|----------------|---------------|---------------------------|-------------------|----------|
| <b>CEMETERY CHECKING Checks</b> |            |            |                |                |               |                           |                   |          |
| 8876                            | 12/12/24   | Reconciled |                | 12/31/24       | CI CL         | CITY OF CLEARWATER        | INV 256           | 1,000.00 |
| 8877                            | 12/12/24   | Reconciled |                | 12/31/24       | EVERGY        | EVERGY KANSAS CENTRAL INC | CEMETERY ELECTRIC | 51.51    |
| 8878                            | 12/12/24   | Reconciled |                | 12/31/24       | G             | G WORKS                   | 2019-26765        | 1,583.00 |
| 8879                            | 12/12/24   | Reconciled |                | 12/31/24       | MC05          | MULVANE COOP              | CEMETERY FUEL     | 133.27   |
| 8880                            | 12/12/24   | Reconciled |                | 12/31/24       | SCT1          | SEDGWICK COUNTY TREASURER | CEMETERY TAX BILL | 162.50   |

**Total Checks: 5**

**Checks Total (excluding void checks): 2,930.28**

**Total Payments: 5**

**Bank Total (excluding void checks): 2,930.28**

**Total Payments: 7**

**Grand Total (excluding void checks): 2,999.62**

# RECEIPTS BY GENERAL LEDGER NUMBER - DETAIL

December 2024 Receivables  
From 12/01/2024 To 12/31/2024

Page: 1

1/8/2025

12:34 pm

City of Clearwater

| Receipt #                  | Drawer                 | Received From            | Rec.Type  | Reference ID        | Post Date  | Amount            |
|----------------------------|------------------------|--------------------------|-----------|---------------------|------------|-------------------|
| Cash Drawer: XCEM          |                        |                          |           |                     |            |                   |
| Fund Number: 700           |                        |                          |           |                     |            |                   |
| GL Numbe                   | 700-000.000-405.000    | MOTOR VEHICLE TAX        |           |                     |            |                   |
| 175 XCEM                   | SEDGWICK COUNTY TREA   | CEME                     | TREASURER |                     | 12/30/2024 | \$3,611.26        |
|                            | 700-000.000-405.000    |                          |           |                     |            | Total: \$3,611.26 |
| GL Numbe                   | 700-000.000-406.000    | RECREATIONAL VEHICLE TAX |           |                     |            |                   |
| 175 XCEM                   | SEDGWICK COUNTY TREA   | CEME                     | TREASURER |                     | 12/30/2024 | \$93.60           |
|                            | 700-000.000-406.000    |                          |           |                     |            | Total: \$93.60    |
| GL Numbe                   | 700-000.000-462.000    | INTEREST ON IDLE MONEY   |           |                     |            |                   |
| 180 XCEM                   | EMPRISE BANK           |                          | CEME      | '12 31 24 INTEREST  | 12/31/2024 | \$950.34          |
|                            | 700-000.000-462.000    |                          |           |                     |            | Total: \$950.34   |
| GL Numbe                   | 700-000.000-476.300    | LOT SALES                |           |                     |            |                   |
| 174 XCEM                   | HENNES                 |                          | CEME      | PLOT SALE 3-6-91-04 | 12/30/2024 | \$375.00          |
| 178 XCEM                   | SMOTHERS               |                          | CEME      | SMOTHERS            | 12/30/2024 | \$1,500.00        |
|                            | 700-000.000-476.300    |                          |           |                     |            | Total: \$1,875.00 |
| GL Numbe                   | 700-000.000-476.350    | QUIT CLAIM FILED         |           |                     |            |                   |
| 177 XCEM                   | DON AND KAREN WELLS    |                          | CEME      | WELLS               | 12/30/2024 | \$50.00           |
|                            | 700-000.000-476.350    |                          |           |                     |            | Total: \$50.00    |
| GL Numbe                   | 700-000.000-476.400    | OPEN/CLOSE               |           |                     |            |                   |
| 176 XCEM                   | UTT FAMILY SERVICE COR | CEME                     | BERNTSEN  |                     | 12/30/2024 | \$550.00          |
| 179 XCEM                   | UTT FAMILY SERVICE COR | CEME                     | FREEMAN   |                     | 12/30/2024 | \$375.00          |
|                            | 700-000.000-476.400    |                          |           |                     |            | Total: \$925.00   |
| Total for Fund:            |                        |                          |           |                     |            | \$7,505.20        |
| Cash Drawer XCEM Subtotal: |                        |                          |           |                     |            | \$7,505.20        |
| Grand Total:               |                        |                          |           |                     |            | \$7,505.20        |

# Earnings History Report (Summary)

December Payroll

Emp. Code Desc.: Clearwater Cemetery District  
City of Clearwater  
From: 01/01/2025  
To: 01/31/2025

Date: 12/31/2024  
Time: 11:55:00

| I.D. #        | Name              | Regular Pay<br>Federal Tax | Regular Hours<br>State Tax | Overtime Pay<br>Local Tax | Overtime Hours<br>Medicare | Leave pay<br>Social Security | Leave Hours<br>Retirement W/H | Other Pay<br>Other Deduct. | Gross Pay<br>Net Pay |
|---------------|-------------------|----------------------------|----------------------------|---------------------------|----------------------------|------------------------------|-------------------------------|----------------------------|----------------------|
| 50263         | Timothy R Erwin   |                            |                            |                           |                            |                              |                               |                            |                      |
|               |                   | \$ 83.33                   | 0.0000                     | \$ 0.00                   | 0.0000                     | \$ 0.00                      | 0.0000                        | \$ 0.00                    | 83.33                |
| 400           |                   | \$ 0.00                    | \$ 0.00                    | \$ 0.00                   | 1.21                       | \$ 5.17                      | \$ 0.00                       | \$ 0.00                    | 76.95                |
| 50260         | David J Loos      |                            |                            |                           |                            |                              |                               |                            |                      |
|               |                   | \$ 100.00                  | 0.0000                     | \$ 0.00                   | 0.0000                     | \$ 0.00                      | 0.0000                        | \$ 0.00                    | 100.00               |
| 400           |                   | \$ 0.00                    | \$ 0.00                    | \$ 0.00                   | 1.45                       | \$ 6.20                      | \$ 0.00                       | \$ 0.00                    | 92.35                |
| 50141         | Burt L Ussery     |                            |                            |                           |                            |                              |                               |                            |                      |
|               |                   | \$ 83.33                   | 0.0000                     | \$ 0.00                   | 0.0000                     | \$ 0.00                      | 0.0000                        | \$ 0.00                    | 83.33                |
| 400           |                   | \$ 0.00                    | \$ 0.00                    | \$ 0.00                   | 1.21                       | \$ 5.17                      | \$ 0.00                       | \$ 0.00                    | 76.95                |
| 50238         | Michael E Weakley |                            |                            |                           |                            |                              |                               |                            |                      |
|               |                   | \$ 1,008.00                | 48.0000                    | \$ 0.00                   | 0.0000                     | \$ 0.00                      | 0.0000                        | \$ 0.00                    | 1,008.00             |
| 400           |                   | \$ 11.63                   | \$ 36.79                   | \$ 0.00                   | 14.62                      | \$ 62.50                     | \$ 0.00                       | \$ 0.00                    | 882.46               |
| Grand Totals: |                   | \$ 1,274.66                | 48.0000                    | \$ 0.00                   | 0.0000                     | \$ 0.00                      | 0.0000                        | \$ 0.00                    | 1,274.66             |
|               |                   | \$ 11.63                   | \$ 36.79                   | \$ 0.00                   | 18.49                      | \$ 79.04                     | \$ 0.00                       | \$ 0.00                    | 1,128.71             |

# CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 01/09/2025

RE: Reports

- As a reminder, it is Ohio Township Trustee to be the 2025 chairman for the Cemetery District.
- Cemetery Annual Report will be submitted by 1/31/2024 to the County Clerk
- End of year the Cemetery received 99.8% of the budgeted funds and spent 35.4% of the budgeted expenditures. There is approximately \$391,000 in carryover for 2025
- There was 1 headstone marking in December.

## LOT SALES

| ADD | SEC | LOT | POS     | NAME                             |
|-----|-----|-----|---------|----------------------------------|
|     | 6   | 091 | 4       | Tammy Hennes                     |
|     | 5   | 8   | 1, 3, 4 | Stephen and/or Cathleen Smothers |
|     | 5   | 8   | 2       | Stephen and/or Jack Smothers     |

## BURIALS

| ADD | SEC | LOT | POS | NAME              |
|-----|-----|-----|-----|-------------------|
| 3   | 4   | 38  | 3   | Donald A Berntsen |
|     |     |     |     |                   |

## QUIT CLAIMS

| ADD | SEC | LOT | POS   | FROM           | TO                |
|-----|-----|-----|-------|----------------|-------------------|
|     | 4   | 107 | 3 & 4 | Lanie Campbell | Don & Karen Wells |

## 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 <sup>st</sup> Add | 1   | 180        | 4                      | -                   | -                   | -                  |                     |
| 2 <sup>nd</sup> Add | A   | 100        | 0                      | -                   | -                   | -                  |                     |
| 2 <sup>nd</sup> Add | B   | 100        | 4                      | -                   | -                   | -                  |                     |
| 2 <sup>nd</sup> Add | C   | 100        | 4                      | -                   | -                   | -                  |                     |
| 2 <sup>nd</sup> Add | D   | 100        | 258                    | -                   | -                   | -                  |                     |
| 3 <sup>rd</sup> Add | 4   | 170        | 17                     | 37                  | 12                  | 40                 | -                   |
| 3 <sup>rd</sup> Add | 5   | 160        | 42.5                   | 6                   | 5                   | 5                  | -                   |
| 3 <sup>rd</sup> Add | 6   | 189        | 44                     | 56                  | 14                  | -                  | -                   |
| 3 <sup>rd</sup> Add | 7   | 170        | 23.5                   | -                   | 2                   | 12                 | 12                  |
| TOTAL               |     |            |                        | 104                 | 39                  | 57                 | 12                  |

## REVENUE/EXPENDITURE REPORT

Page: 1

1/8/2025

12:31 pm

City of Clearwater

For the Period: 1/1/2024 to 12/31/2024

|                                          | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal   | % Bud |
|------------------------------------------|---------------|--------------|------------|----------|-------------|------------|-------|
| <b>Fund: 700 - CEMETERY DISTRICT</b>     |               |              |            |          |             |            |       |
| Revenues                                 |               |              |            |          |             |            |       |
| Dept: 000.000                            |               |              |            |          |             |            |       |
| Acct Class: 3001 TAXES                   |               |              |            |          |             |            |       |
| 401.000 ADVALOREM PROPERTY TAX           | 143,564.00    | 143,564.00   | 140,273.92 | 0.00     | 0.00        | 3,290.08   | 97.7  |
| 402.000 DELINQUENT TAXES                 | 0.00          | 0.00         | 1,754.14   | 0.00     | 0.00        | -1,754.14  | 0.0   |
| 405.000 MOTOR VEHICLE TAX                | 19,748.98     | 19,748.98    | 16,679.35  | 3,611.26 | 0.00        | 3,069.63   | 84.5  |
| 406.000 RECREATIONAL VEHICLE TAX         | 557.40        | 557.40       | 441.80     | 93.60    | 0.00        | 115.60     | 79.3  |
| 406.500 WATERCRAFT                       | 279.00        | 279.00       | 262.19     | 0.00     | 0.00        | 16.81      | 94.0  |
| 407.000 16/20 M TRUCKS                   | 282.63        | 282.63       | 273.32     | 0.00     | 0.00        | 9.31       | 96.7  |
| 407.100 CMV DISTRIBUTION                 | 240.88        | 240.88       | 270.63     | 0.00     | 0.00        | -29.75     | 112.4 |
| TAXES                                    | 164,672.89    | 164,672.89   | 159,955.35 | 3,704.86 | 0.00        | 4,717.54   | 97.1  |
| Acct Class: 3200 CHARGES FOR SERVICES    |               |              |            |          |             |            |       |
| 476.350 QUIT CLAIM FILED                 | 200.00        | 200.00       | 250.00     | 50.00    | 0.00        | -50.00     | 125.0 |
| 476.400 OPEN/CLOSE                       | 15,000.00     | 15,000.00    | 8,800.00   | 925.00   | 0.00        | 6,200.00   | 58.7  |
| CHARGES FOR SERVICES                     | 15,200.00     | 15,200.00    | 9,050.00   | 975.00   | 0.00        | 6,150.00   | 59.5  |
| Acct Class: 3300 USE OF MONEY & PROPERTY |               |              |            |          |             |            |       |
| 421.000 LEASE                            | 1,950.00      | 1,950.00     | 900.00     | 0.00     | 0.00        | 1,050.00   | 46.2  |
| 462.000 INTEREST ON IDLE MONEY           | 3,000.00      | 3,000.00     | 13,362.84  | 950.34   | 0.00        | -10,362.84 | 445.4 |
| 476.300 LOT SALES                        | 13,000.00     | 13,000.00    | 10,875.00  | 1,875.00 | 0.00        | 2,125.00   | 83.7  |
| USE OF MONEY & PROPERTY                  | 17,950.00     | 17,950.00    | 25,137.84  | 2,825.34 | 0.00        | -7,187.84  | 140.0 |
| Acct Class: 3350 MISCELLANEOUS           |               |              |            |          |             |            |       |
| 476.000 OTHER                            | 0.00          | 0.00         | 3,192.57   | 0.00     | 0.00        | -3,192.57  | 0.0   |
| MISCELLANEOUS                            | 0.00          | 0.00         | 3,192.57   | 0.00     | 0.00        | -3,192.57  | 0.0   |
| Dept: 000.000                            | 197,822.89    | 197,822.89   | 197,335.76 | 7,505.20 | 0.00        | 487.13     | 99.8  |
| Revenues                                 | 197,822.89    | 197,822.89   | 197,335.76 | 7,505.20 | 0.00        | 487.13     | 99.8  |
| Expenditures                             |               |              |            |          |             |            |       |
| Dept: 000.000                            |               |              |            |          |             |            |       |
| Acct Class: 4001 PERSONNEL SERVICES      |               |              |            |          |             |            |       |
| 711.001 SALARIES                         | 43,550.00     | 43,550.00    | 17,047.00  | 1,323.00 | 0.00        | 26,503.00  | 39.1  |
| 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     | 999.96     | 83.33    | 0.00        | 2,200.04   | 31.2  |
| 712.000 SOCIAL SECURITY                  | 3,300.00      | 3,300.00     | 1,118.96   | 87.20    | 0.00        | 2,181.04   | 33.9  |
| 712.100 MEDICARE                         | 800.00        | 800.00       | 261.69     | 20.39    | 0.00        | 538.31     | 32.7  |
| 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       | 12.63      | 7.24     | 0.00        | 87.37      | 12.6  |
| PERSONNEL SERVICES                       | 57,400.00     | 57,400.00    | 19,440.24  | 1,521.16 | 0.00        | 37,959.76  | 33.9  |
| Acct Class: 4020 SUPPLIES & MATERIALS    |               |              |            |          |             |            |       |
| 720.003 GROUNDS MAINTENANCE/SUPPLIES     | 2,000.00      | 2,000.00     | 1,513.19   | 0.00     | 0.00        | 486.81     | 75.7  |
| 720.013 DEPARTMENTAL OPERATING           | 400.00        | 400.00       | 832.86     | 10.00    | 0.00        | -432.86    | 208.2 |
| 720.016 COMPUTER SOFT/HARDWARE           | 990.00        | 990.00       | 1,583.00   | 0.00     | 0.00        | -593.00    | 159.9 |
| 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     | 475.25     | 0.00     | 0.00        | 3,524.75   | 11.9  |
| 734.003 SHOP SUPPLIES                    | 300.00        | 300.00       | 924.11     | 0.00     | 0.00        | -624.11    | 308.0 |
| 735.001 SAND & GRAVEL                    | 500.00        | 500.00       | 315.00     | 0.00     | 0.00        | 185.00     | 63.0  |
| SUPPLIES & MATERIALS                     | 8,250.00      | 8,250.00     | 5,643.41   | 10.00    | 0.00        | 2,606.59   | 68.4  |
| Acct Class: 4100 CONTRACTUAL             |               |              |            |          |             |            |       |
| 720.014 CONTRACT LABOR                   | 24,300.00     | 24,300.00    | 57,534.00  | 1,000.00 | 0.00        | -33,234.00 | 236.8 |
| 721.006 INSURANCE                        | 7,000.00      | 7,000.00     | 6,516.00   | 0.00     | 0.00        | 484.00     | 93.1  |
| 721.010 VEHICLE REPAIRS/SERVICE          | 2,000.00      | 2,000.00     | 819.75     | 7.25     | 0.00        | 1,180.25   | 41.0  |
| 721.020 Open/ Close Grave                | 13,000.00     | 13,000.00    | 5,050.00   | 0.00     | 0.00        | 7,950.00   | 38.8  |
| 721.035 SECURITY MONITORING SERVICES     | 720.00        | 720.00       | 661.52     | 0.00     | 0.00        | 58.48      | 91.9  |
| 722.001 EVERGY                           | 600.00        | 600.00       | 604.92     | 0.00     | 0.00        | -4.92      | 100.8 |

## REVENUE/EXPENDITURE REPORT

Page: 2  
1/8/2025  
12:31 pm

City of Clearwater

For the Period: 1/1/2024 to 12/31/2024

|                                        | Original Bud. | Amended Bud. | YTD Actual | CURR MTH | Encumb. YTD | UnencBal    | % Bud |
|----------------------------------------|---------------|--------------|------------|----------|-------------|-------------|-------|
| <b>Fund: 700 - CEMETERY DISTRICT</b>   |               |              |            |          |             |             |       |
| 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     | 20,520.00  | 0.00     | 0.00        | -17,520.00  | 684.0 |
| CONTRACTUAL                            | 90,620.00     | 90,620.00    | 92,956.19  | 1,007.25 | 0.00        | -2,336.19   | 102.6 |
| 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    | 96,440.76  | 0.00     | 0.00        | -46,440.76  | 192.9 |
| CAPITAL OUTLAY                         | 450,000.00    | 450,000.00   | 96,440.76  | 0.00     | 0.00        | 353,559.24  | 21.4  |
| Dept: 000.000                          | 606,480.00    | 606,480.00   | 214,515.60 | 2,538.41 | 0.00        | 391,964.40  | 35.4  |
| Expenditures                           | 606,480.00    | 606,480.00   | 214,515.60 | 2,538.41 | 0.00        | 391,964.40  | 35.4  |
| Grand Total Net Effect:                | -408,657.11   | -408,657.11  | -17,179.84 | 4,966.79 | 0.00        | -391,477.27 |       |

**Clearwater Cemetery District  
Board Meeting  
January 9, 2025**

**Cemetery Software – Lazarus (powered by Cemify)**

---

**Context:** At the last meeting the board sat through a presentation with Lazarus a cemetery mapping software. The board had a consensus to move forward with the software but wanted to make a final decision in January to think about the upgrade. The board asked if Lazarus would extend the proposal until 1/31/2025 which they did.

The cost of the software is as follows:

|                                   |          |
|-----------------------------------|----------|
| Service Fees                      |          |
| Travel Fee                        | \$1,500  |
| Aerial Mapping Fee                | \$8,250  |
| Data Scanning                     | \$0      |
| Database Creation (Transcription) | \$4,250  |
| Memorial Photography              | \$4,000  |
| Total                             | \$18,000 |

Memorial Photography is optional and can be removed from the proposal to drop the implementation pricing to \$14,000.

The annual price is \$599 per year for 2,000 plots with unlimited new interments. For each addition 1,000 plots the price will increase by \$20 per year. Clearwater has between 6,000 and 7,000 plots with Clearwater, Harrington, Noel, and Ruby. The annual price for Clearwater Cemeteries would be \$699 annually until another section is developed and opened up for sale. Implementation time would be 3-4 months.

During the last meeting the board discussed they would like the aerial photography to be done when the grass is green for better imaging.

If approved 50% of the project total is due up front. The remainder is due upon completion.

**Action:** Accept the proposal from Lazarus and authorize David Loos to sign the proposal.



**Lazarus**  
Bringing your cemetery back to life.

# Clearwater Cemetery Software Implementation Proposal

**Prepared for:**

Courtney Zollinger - Clearwater Cemetery  
Clearwater, KS

**Created by:**

Eli Lubbehusen  
Lazarus Cemetery Mapping Inc

**Valid Until:**

Jan 31, 2025

# Introduction

Courtney,

We are grateful to be able to present the following proposal of cemetery software implementation for Clearwater Cemetery. Over the last 5 years, we have been fortunate enough to provide our implementation services to over 100 cemeteries, resulting in glowing reviews and customer satisfaction.

Lazarus Cemetery Mapping Inc works alongside Cemify Software. Cemify is a family owned and operated cemetery software company that has over 400 current users! We have worked alongside Cemify to implement their software for all of the clients in Lazarus' company history. Lazarus travels to the cemetery, scans the client's records on-site, gathers on-site grave data, and uses Cemify software to create a digital map/database. Cemify provides the software platform.

The following proposal includes:

- An introduction to our company
- An overview of our implementation process and the features of Cemify
- Client testimonials
- A custom quote for our services
- Lazarus Service Agreement should you move forward

Thank you for your time and consideration, we truly feel you are in great hands with Lazarus Cemetery Mapping.

Eli Lubbehusen

Owner, Lazarus Cemetery Mapping Inc

## **About Lazarus Cemetery Mapping**

Lazarus is a full-service cemetery mapping company based out of Southern Indiana. We started in 2019 to help cemeteries with limited resources and financial capabilities to migrate over to the digital world. Lazarus does the leg work that cemeteries do not have the resources to complete in order to move to a digital platform. For example, scanning and transcribing all of the paper records so they are compatible with cemetery software. Since our inception, we have successfully worked with over 100 cemeteries across the United States that are now using Cemify Software, our direct cemetery software partner and provider.

## **About Cemify**

Cemify is a small, family owned and operated cemetery management software company. Their founders, husband and wife Jason & Amber Habing, have extensive experience in the digital world. Jason having worked at Twitter, with over 10 years of experience in technology startups. Amber, having worked on an operations team at Google Maps, also with 10 years of experience in internet technology. They started in 2018 to create a more intuitive software system for cemetery managers. Since then, they have successfully been hosting over 400 cemeteries on Cemify all over the United States. They have established themselves as the most user friendly cemetery software available today.

## Services Overview

Our processes consist of doing all of the work from start to finish. We travel to you, scan your records on-site, walk the cemetery grounds to document exact burial locations as well as who is buried there, fly a 4k cinematic drone to capture a crisp satellite image of your cemetery, transcribe the scanned records, and create a digital cemetery map and database. All of our on-site work allows us to find and fix any discrepancies and map with incredible accuracy.

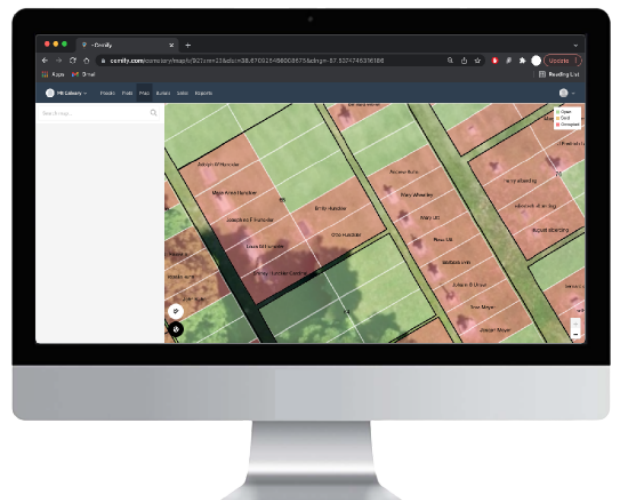
## Record Transcription

Traveling to the cemetery, we scan all relevant paper records so they never leave your sight. After they are scanned, we transcribe them into a digital format, and attach the scanned file to the new digital entry. This ensures they are now preserved for the future.



## Cemetery Mapping

Since we are on-site to scan, we will also walk your entire cemetery documenting all of the headstone information. This allows us to compare what we see on the ground, with what your records show. Using this information, we are able to map with incredible accuracy. Our cemetery maps show smooth color coded plots, displaying open, sold, and occupied spaces.



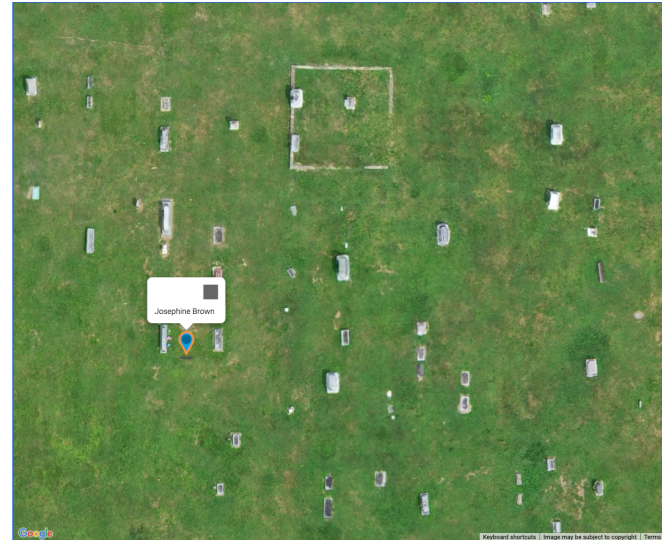
## Memorial Photography

We offer a memorial photography service where we will capture a photo of every memorial in the cemetery and attach it to each burial profile. This allows both the admin, and the public to be able to view the gravesite without having to go out into the cemetery. This is perfect for genealogy, looking for loved ones, or even work orders for the staff.

### Josephine Brown

Addition Old / Lot 203 / Plot B  
1898 - 1964

Photos



## Drone Services

Using a 4k, cinematic quality drone, we are able to take still shots of your cemetery, church, municipal building, cemetery office, and more! We can also create cinematic flyovers of properties as well. These look great on websites, bulletins, and more.



# Cemify Software Features

## Digital Mapping

- Host an interactive digital cemetery map
- Utilize drone or satellite imagery for base map
- Add vertical mausoleum mapping
- Include reference objects like buildings and roads
- Customize plot statuses and colors
- Access map on mobile web browser
- Search map by plot, burial & owner
- Generate printer friendly maps
- Add burials and owners directly from map view
- Bulk edit plots

## Public Cemetery Website

- Host a public cemetery website
- Share gravesite locations and plot availability on an interactive map
- Share key cemetery documents and photos

## Work Orders

- Generate work orders
- Include digital map with work order
- Attach documents and photos to work orders
- Categorize work with work order types
- Send work orders via email
- Add watchers for email notifications
- Track work status

## Burial and Ownership Records

- Customize burial, plot, and owner information
- Track current and previous plot owners
- Attach multiple burial records and owners to a single plot
- Attach documents and photos to records
- Search your full cemetery across all fields
- Track system activity and changes
- Add notes to plots, burials, and sales
- Export records to Excel/CSV

## Sales & Templates

- Track Purchases, line items, and payments
- Generate payment financing schedules
- Create deeds, purchase agreements, and invoices
- Print or download deeds to PDF
- Attach final contract scans and deeds
- Set email reminders

## Reporting

- Canned sales, burials and plot inventory reports
- Filter by all fields for custom reports
- Export to CSV

## Data Security

- User based roles and permissions
- Automated data backups
- HTTPS communication protocol

# Customer Testimonials

## **Rolla Cemetery - Rolla, KS**

Lazarus Cemetery Mapping was extremely easy to work with. They also have a quick turnaround time. Our town's cemetery had about four different ways of keeping records. Lazarus helped us organize and condense these files into a user-friendly format. They were also able to provide us with a PDF version of our digital map so that we could print it out for our bulletin. I would recommend them time and time again.

## **St. George Cemetery - Hermann, MO**

I give Lazarus 5 stars. User friendly, secure, and permanent. Good value for the dollar. Even when I inadvertently deleted a grave site, they restored it in literal minutes. I no longer worry about losing 150+ years of handwritten maps. Thank you

## **St. Joseph & Fairview Cemeteries - Jasper, IN**

Lazarus Cemetery Mapping did a thorough and very professional digital mapping of our cemetery which serves several parishes of the town of Jasper. All the clergy who are on the board were quite pleased with their work. Their prices are extremely affordable. Please consider them for your cemetery mapping needs!

## **St. Mary Cemetery - Champaign, IL**

Working with Lazarus Cemetery Mapping was a great experience, and they made the whole process very easy. They do all the work and know more about my cemetery than I do. The price was affordable, and I recommend their services.

## **St. Mary Cemetery - Westphalia, TX**

The service with Lazarus and their staff was very professional and prompt. They always did what was asked and in a timely manner. We had a great experience.

Lazarus Cemetery Mapping Inc  
Service Quote

|                                                                                                                                                                   |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Client: Clearwater Cemetery                                                                                                                                       | Contact: Courtney Zollinger      |
| Address: Clearwater, KS                                                                                                                                           | Phone: (620) 584-2311            |
|                                                                                                                                                                   | Email: cemetery@clearwaterks.org |
| Services: Travel to cemeteries, create a digital database in Cemify, create a digital satellite cemetery map in Cemify for the three cemeteries of Clearwater, KS |                                  |
| <b>Service Fees</b>                                                                                                                                               |                                  |
| Travel Fee                                                                                                                                                        | \$1,500                          |
| Aerial Mapping Fee                                                                                                                                                | \$8,250                          |
| Data Scanning                                                                                                                                                     | \$0                              |
| Database Creation (Transcription)                                                                                                                                 | \$4,250                          |
| Memorial Photography                                                                                                                                              | \$4,000                          |
| <b>Package 1 (Mapping, Data Import, Data Transcription)</b>                                                                                                       | <b>\$14,000</b>                  |
| <b>Package 2 (Package 1 + Memorial Photography)</b>                                                                                                               | <b>\$18,000</b>                  |

**CEMIFY YEARLY FEE:** The quote above does not include the software yearly fee. The software yearly fee is based on plot count. Your annual fee pricing options are as followed: \$599/year for roughly 2,000 plots, with unlimited new interments for the Preservation Package. Should you need more than 2,000 plots, the price increases only \$20 per 1,000 plots needed (keeping unlimited new internments per year, unless you exceed 1,000 burials in one year, then your price would increase by another \$20).

**Ex. Cemify Pricing: 15,000 Total Plots**

**Preservation: \$859/Yr (\$599 for 2,000 plots + \$260/yr for 13,000 more)**

**Note:\*** Lazarus Cemetery Mapping Inc requests 50% of the project total up front, and 50% upon completion. This quote is subject to change upon new information provided by the cemetery being quoted. Payment to Cemify for the yearly fee subscription will not begin until your software is up and running and you have full use of it.

**Package 1:**

This package contains the following services:

Lazarus Cemetery Mapping traveling to your cemetery, walking the entire cemetery, and capturing videos of the entire cemetery. We will also fly a drone to capture aerial imagery of the cemetery. We will use this data to map out the cemetery. Also, the capturing of this media will allow us to have access to the layout of the cemetery at all times without having to be on-site more than once. It will also allow us to map out the cemetery accurately. Lazarus will also import your digital records into Cemify. Using the drone image, digital records, and ground videos, Lazarus will create a digital database and digital map of your cemetery(s) using Cemify software.

**Package 2:**

This package contains the following services:

This package is package 1 with the addition of memorial photography. We will take a photograph of every headstone or memorial with a first and last name and upload it to the respective burial. This will allow you to have a picture of the gravesite attached to the burial record. This will also show up when someone does a burial search on the public website we provide you with. This is also useful for the admin to quickly view gravesites when assigning work orders, doing research, etc.

This Service Agreement is entered into on this day of November \_\_, 2024 (The “Effective Date”) between Lazarus Cemetery Mapping Inc, and the signing party listed above (“Signing Party”). This agreement includes and incorporates the above Order Form, as well as the attached Terms and Conditions. The Signing Party also agrees to provide the payment of 50% of the agreed upon price listed above before Services begin, and the remaining 50% paid in full upon the completion of Services, or pay in full. There shall be no force or effect to any different terms of any other forms except by a written document executed by both parties

### **Signatures:**

#### **Lazarus Cemetery Mapping Inc:**

Signature: \_\_\_\_\_

Name: Eli Lubbehusen

Title: CEO

#### **Signing Party:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **Terms and Conditions**

**(a)** Lazarus Cemetery Mapping Inc will be responsible for the scope of work outlined in the contract above.

**(b)** A down payment of 50%, if not paid in full, of the total contract price must be paid to Lazarus Cemetery Mapping Inc within 14 days of the signing of this contract before a start date will be given.

**(d)** The cancellation terms are as followed: Lazarus Cemetery Mapping Inc will provide a maximum of 72 hours after receiving the signed agreement for a full refund. After 72 hours, the project will be considered underway and only 50% of any deposits will be refunded. If a trip has been scheduled in relation to traveling to the Signing Party's cemetery, and the Signing Party desires to cancel the agreement, no refund will be available. Once a trip has been scheduled the scope of work is considered underway and no refunds will be available.

**(e)** If the client decides to cancel, and the cancellation terms are met, Lazarus Cemetery Mapping Inc will provide the necessary refunds described in term **(d)**.

**(f)** Lazarus Cemetery Mapping Inc is separate from Cemify Software, therefore not responsible for changes, updates, or complications within the Cemify Software.

**(2)** Lazarus Cemetery Mapping Inc creates cemetery maps based on provided records, and headstone placement on the ground. Since all data is provided by the Signing Party, Lazarus Cemetery Mapping Inc will not be responsible for

inaccurate plot information on the map created due to incomplete or inaccurate information provided by the Signing Party. This includes but is not limited to: plot status (i.e sold, open, occupied, or unavailable), ownership information, sales information, burial information, etc. Lazarus Cemetery Mapping Inc will only be responsible for errors due to their own inaccuracies. In the event plot ownership has changed over the years

from the original family or individual to another, i.e. the transfer of deed(s), ownership, or burial rights, the Signing Party assumes all responsibility to accurately represent these changes within the Cemify software.

**(3)** Lazarus Cemetery Mapping Inc does not use ground penetrating radar, ground probing tools, or other items and or technology to definitively identify what is below the ground. Lazarus Cemetery Mapping Inc therefore assumes plot location based on the memorial, headstone, or marker placed above an individual or family's gravesite. Lazarus Cemetery Mapping Inc therefore is not responsible or liable for mapping plots over pipes, electrical systems, drainage systems, culverts, or any other structure also including but not limited to placing a plot over the incorrect deceased body(s) below the ground. The Signing Party agrees to assume all responsibility for the selling, digging, and burying of individuals in their cemetery.

**(4)** In the event that the Signing Party or any person, contractor, or entity hired by or associated with the Signing Party sells or has already sold a plot to a purchaser that has already been sold to a different purchaser, Lazarus Cemetery Mapping Inc is not responsible for this error. In the event that the Signing Party or any person, contractor, or entity hired by or associated with the Signing Party places a headstone, digs or buries, or in any way affects a plot of the wrong purchaser, or a plot that has already been purchased but was regarded as available, Lazarus Cemetery Mapping Inc is not responsible for this error. Lazarus Cemetery Mapping is not responsible for complications with plot owners, plot owner family members, or any of the cemetery's clientele due to mapping inaccuracies or inaccurate data.

**(g)** In the event Lazarus Cemetery Mapping Inc does not complete the project agreed upon within the course and scope of the contract, Lazarus is responsible for the refund of any payments made by the Signing Party but will not be responsible for the payment of any further damages.

**(h)** The final 50% payment, if not paid in full, shall be due 14 days after the Signing Party has access to their Cemify account. Payment will be

due on the 14th day unless otherwise discussed between Lazarus Cemetery Mapping Inc and the Signing Party

ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

(i) Unpaid amounts are subject to a finance charge of 0.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in termination of Service after fifteen (15) days written notice.

(j) Payments must be made by checks payable to Lazarus Cemetery Mapping Inc unless provided an invoice by Lazarus Cemetery Mapping Inc.

(k) Lazarus Cemetery Mapping will provide a yearly maximum of 10 hours of free customer service for general questions and help. If Lazarus is fixing mistakes drawn from their own data they created from the cemetery they will not count towards the yearly maximum of free customer service. Customer general questions, suggestions, requests, etc, will all be clocked to the nearest half hour, applying each session to the maximum of 10 annual hours. The time required for the necessary labor to complete the customer's requests, suggestions, questions, and other inquiries will also count towards the maximum of 10 annual hours. After 10 hours, the hourly fee for customer service will be \$75/hour.

#### **(l) LIMITATION OF LIABILITY**

NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, LAZARUS CEMETERY MAPPING INC AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO) ALL EQUIPMENT AND TECHNOLOGY, SUPPLIERS, OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY SIGNING PARTY TO LAZARUS CEMETERY INC FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN