

CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District
Board Meeting
January 9, 2025
6:30 PM, City Hall

1. Call to Order

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

2. Roll Call

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

Others present: Courtney Zollinger, City Administrator (phone) and Tim Erwin, Ninnescah Township,.

3. Approval of Agenda

MOTION: *Ussery* moved, *Loos* seconded to approve the agenda as presented. Voted and passed unanimously. 2-0

4. Consent Agenda

- a. Minutes 12/12/2024
- b. December Accounts Payable
- c. December Receipt Report
- d. January Payroll

MOTION: *Loos* moved, *Ussery* seconded to approve the consent agenda as presented. Voted and passed unanimously. 2-0

5. 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.

MOTION: *Ussery* moved, *Loos* seconded to accept the financial report. Voted and passed unanimously. 2-0

6. Business

a. **Cemetery Software Demonstration - Lazarus**

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:

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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.

MOTION: *Ussery* moved, *Loos* seconded to accept the Lazarus contract and issue the \$9,000 payment. Voted and passed unanimously. 2-0

b. Roll Cemetery – Ohio Township

Loos stated that Ohio Township board met and discussed whether to ask Clearwater Cemetery District to take over management and maintenance of Roll Cemetery. He explained the Township considered keeping the maintenance portion and joining Roll Cemetery on the Lazarus platform with Clearwater's. The township board tabled the discussion.

Zollinger was asked to follow up with Lazarus to see what the price increase would be to add Roll Cemetery onto the Clearwater package and had that information to Loos.

c. Other Business – No other business

7. Executive Session – No Executive Session

8. Comments – No Comments

9. Adjournment

With there being no further business

MOTION: *Loos* moved, *Ussery* seconded to adjourn the meeting. Voted and passed unanimously. 2-0

Meeting adjourned at 6:42 p.m.