

CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District
Board Meeting
November 14, 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, and David Loos, Ohio Township were present. Burt Ussery, City of Clearwater Mayor was absent.

Others present: Courtney Zollinger, City Administrator and Mike Weakley, Sexton.

3. Approval of Agenda

Zollinger stated that Ussery requested Business Items on Whitney Landscaping and Cemetery Pricing be for discussion only since he was not able to attend. Erwin and Loos Agreed.

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

4. Consent Agenda

- a. Minutes 10/10/2024
- b. October Accounts Payable
- c. October Receipt Report
- d. November Payroll

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

5. Reports

Zollinger reported the District was 83% through the year. Revenues are at 95% and Budgeted Expenditures are at 24%. Weakly purchased the approved space heater from Prairieland Partners for \$649. There was one headstone marker, one half lot purchase, and 3 burials for October.

6. Business

a. Whitney Landscaping

Whitney Landscaping was hired this year to mow all 3 cemeteries while Mike Weakley was recovering. In the beginning Whitney stated he would not be able to take on the Cemetery work in 2025 however recently he approached the City and would like to offer his services to the Cemetery. At the last meeting the Board asked Whitney to submit a 3-year proposal.

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Clearwater Cemetery ONLY

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

ALL Cemeteries

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

YTD 10/24/2024 the Cemetery District has not spent \$42,486.87 of the budgeted personnel expenses and \$3,600 in fuel.

Ussery passed on his comments for Zollinger to share.

I would recommend we commit to Whitney Landscaping for the next 3 years, and for all locations. This would allow Mike to be responsible for coordination of all burial activities, spot mowing or trimming if needed, and caring for the fence line and caring for the trees in the new area.

As a secondary recommendation, it would be to have Whitney manage the main cemetery and cemetery staff handle the outside and the new area.

Loos and Erwin discussed and thought it might be better to hire seasonal employees for the price but asked Zollinger to share what has been spent in the past on workers.

Zollinger stated the Board budgeted roughly \$71,000 for personnel expenses in 2025 and YTD in 2024 only spent \$14,913 because Whitney was hired to mow this year. In 2024 the District spent \$38,200 in personnel but in 2024 increased the hourly rates substantially to be competitive and budgeted with the higher wages for 2025.

Loos and Erwin asked if Whitney would put a clause in his contract that stated he would give every effort to hire local help. Both expressed concern with not offering seasonal jobs for local high school students. They also asked to discuss current equipment inventory at the next meeting when discussing this topic.

b. Member Wages

In February 2022 the Board approved a Board Member annual salary as follows: Board members - \$1,000 and Board Chairman - \$1,200. Erwin stated he declined the wage in the past because the wage was implemented after he was elected into the Trustee position. Since there has been an election since then and he was voted to be the Trustee for another term, he feels more comfortable taking the established salary for Cemetery Board members.

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Loos and Erwin discussed whether the wage should be tied to meeting attendance. Neither thought it should and no action was taken to change how wages were distributed.

c. Cemetery Pricing

At the last meeting Ussery asked to review cemetery prices with other districts. The pricing is as follows:

	Park (Maize)	El Paso (Derby)	Greenwood (Wichita)	Hillside (Sedgwick)	Mulvane	Waco <i>Could Not Reach</i>	Clearwater	
Open/Close							Clearwater Cemetery	Noel/Harrington/Ruby
Weekday	\$ 400.00	\$ 600.00	\$ 1,100.00	Unknown (Hired)	\$500.00		\$ 550.00	\$ 600.00
Weekend	\$ 500.00	\$ 800.00	\$ 1,300.00	Unknown (Hired)	\$500.00		\$700-\$830	\$795-\$925
After 1pm	add \$100							
Holidays	----- ---	----- ---		----- ----	----- -		\$ 960.00	\$ 1,055.00
Memorial Permit Fee	\$ 25-100							
Cremation								
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							
Lot Prices								
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

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Loos and Erwin discussed and didn't think pricing should be adjusted until new cemetery is open for sale.

No action taken

d. **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, *Loos* seconded to adjourn the meeting. Voted and passed unanimously. 2-0

Meeting adjourned at 6:54 p.m.