

# CLEARWATER CEMETERY DISTRICT

Meeting Agenda  
Thursday, November 14, 2024, 6:30 PM  
129 E Ross Ave Clearwater, KS 67026

**Please join my meeting from your computer, tablet or smartphone.**

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|                           |             |
|---------------------------|-------------|
| Money Market Balance      | \$467173.96 |
| Checking Balance          | \$4,300.28  |
| Equipment Reserve Balance | \$20,000    |

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda
  - a. Minutes 10/10/2024
  - b. October Accounts Payable
  - c. October Receipt Report
  - d. November Payroll
5. Reports
  - a. YTD Financial Report
6. Business
  - a. **Review/Action:** Whitney Landscaping
  - b. **Review/Action:** Member Wages
  - c. **Review/Action:** Cemetery Pricing
  - d. Other Business
7. Executive Session
8. Comments
9. Adjournment

# CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District  
Board Meeting  
October 10, 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, Burt Ussery, City of Clearwater, and Mayor were present.  
David Loos, Ohio Township was absent.

Others present: Courtney Zollinger, City Administrator

**3. Approval of Agenda**

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

**4. Consent Agenda**

- a. Minutes 09/12/2024
- b. September Accounts Payable
- c. September Receipt Report
- d. October Payroll
- e. Work Comp Policy Renewal

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

**5. Reports**

- a. YTD Financial Report

Ussery asked to review the pricing structure at the next meeting and compare to similar cemeteries to include township cemeteries and Greenwood cemetery

**6. Business**

**a. New Section Fencing**

In July the board hired Reddi Industries to install chain-link and wrought iron fence around the new section of Cemetery. Since then, the City has installed a split rail fence around the Hammers Prairie Park and Nature Center. The north end of the Hammer's Park shares a fence with the new cemetery.

Since the Hammer's park fence has been installed there was no need to install chain-link on the south end of the property. The quote from Reddi has been adjusted.

Original : \$103,840.76

# CLEARWATER CEMETERY DISTRICT

New: \$96,440.76

Difference: \$7,400.00 less

Ussery reported that the chain link has been finished. The wrought iron fence is up too but still waiting on the gates

## b. Chain Lin Gate Proposal

At the end of September, it was proposed to not install the 3<sup>rd</sup> gate, but instead install a gate in the south chain-link of the new cemetery section. However, the 3<sup>rd</sup> gate was a special order, and the cemetery would be charged for it regardless of if it was installed or not. Since then, it has been decided to go ahead with the 3<sup>rd</sup> gate installation.

A chain-link gate has been proposed for maintenance reasons.

1. A cantilever gate - \$4,379.34
2. Or double gate - \$4,354.11

The board discussed and decided to not add a gate in the chain-link. No action taken.

## c. Space Heater Spending Increase

At the September 2024 meeting the board approved a \$500 spending authority for Mike Weakly to purchase a space heater. Mike has searched for a good space heater within that range but has not been able to find one.

He has found one at PrairieLand Partners on west street just like he had before. This has wheels and is 115,000 BTU's.

The price is \$649.00

Authorize Mike Weakley to purchase the space heater from PrairieLand Partners

**MOTION:** *Erwin* moved, *Ussery* seconded to authorize an expenditure up to \$725 for a shop space heater. Voted and passed unanimously. 2-0

## d. Other Business

Zollinger informed the Board that Whitney Landscaping asked if the Cemetery Board would like to hire them next year. The board would like to see a 3-year proposal to hire Whitney Landscaping to maintain the cemetery(ies). The Board also stated they would still like the Sexton to maintain the newest section by mowing the perimeter to keep the fence line clean. The remainder of the new section could be bailed and sold in the meantime.

## 7. Executive Session – No Executive Session

# CLEARWATER CEMETERY DISTRICT

8. **Comments** – Erwin would like to review the board members pay structure at the next meeting. Ussery had no comment.

9. **Adjournment**

With there being no further business

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

Meeting adjourned at 6:45 p.m.

Check Register Report

Date: 10/24/2024  
Time: 1:24 pm  
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 |
|---------------------|------------|---------|----------------|----------------|-------------------|---------------------------|---------------------------------------|--------|
| CEMETERY EFT Checks |            |         |                |                |                   |                           |                                       |        |
| 17                  | 10/10/24   | Printed |                |                | ADT               | ADT SECURITY SERVICES     | Oct 16 - Nov 15, 2024                 | 57.49  |
| 18                  | 10/10/24   | Printed |                |                | VISA              | CARDMEMBER SERVICES       | Cemetery September Statement          | 31.01  |
| 19                  | 10/10/24   | Printed |                |                | KDOL              | KANSAS DEPARTMEN OF LABOR | Cemetery Q3 Payment                   | 5.39   |
|                     |            |         |                |                | Total Checks: 3   |                           | Checks Total (excluding void checks): | 93.89  |
|                     |            |         |                |                | Total Payments: 3 |                           | Bank Total (excluding void checks):   | 93.89  |

# Check Register Report

Date: 10/24/2024

Time: 1:24 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> |            |         |                |                |               |                           |                                   |          |
| 8860                            | 10/16/24   | Printed |                |                | CARTOP        | CARROT-TOP INDUSRIES      | Veteran Markers - Cemetery        | 747.41   |
| 8861                            | 10/16/24   | Printed |                |                | CI CL         | CITY OF CLEARWATER        | Interlocal Agreement - Cemeter    | 1,000.00 |
| 8862                            | 10/16/24   | Printed |                |                | EVERGY        | EVERGY KANSAS CENTRAL INC | Cemetery Sept 25 Statement        | 52.57    |
| 8863                            | 10/16/24   | Printed |                |                | GEQ1          | GARRETSON EQUIPMENT       | Cemetery Fill Sand Cemetery Akins | 1,115.00 |
| 8864                            | 10/16/24   | Printed |                |                | MC05          | MULVANE COOP              | Cemetery - Fuel                   | 62.54    |
| 8865                            | 10/16/24   | Printed |                |                | WL01          | WHITNEY LANDSCAPING       | Cemetery - Mowing                 | 1,850.00 |

**Total Checks: 6**

**Checks Total (excluding void checks):**

**4,827.52**

**Total Payments: 6**

**Bank Total (excluding void checks):**

**4,827.52**

**Total Payments: 9**

**Grand Total (excluding void checks):**

**4,921.41**

# Earnings History Report (Summary)

November Payroll

Emp. Code Desc.: Clearwater Cemetery District  
City of Clearwater  
From: 11/01/2024  
To: 11/12/2024

Date: 11/12/2024  
Time: 13:52:31

| I.D. #        | Name              | Regular Pay | Regular Hours | Overtime Pay | Overtime Hours | Leave pay       | Leave Hours    | Other Pay     | Gross Pay |
|---------------|-------------------|-------------|---------------|--------------|----------------|-----------------|----------------|---------------|-----------|
|               |                   | Federal Tax | State Tax     | Local Tax    | Medicare       | Social Security | Retirement W/H | Other Deduct. | Net Pay   |
| 50260         | David J Loos      |             |               |              |                |                 |                |               |           |
|               |                   | \$ 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 |             |               |              |                |                 |                |               |           |
|               |                   | \$ 2,709.00 | 129.0000      | \$ 0.00      | 0.0000         | \$ 0.00         | 0.0000         | \$ 0.00       | 2,709.00  |
| 400           |                   | \$ 202.75   | \$ 127.12     | \$ 0.00      | \$ 39.28       | \$ 167.96       | \$ 0.00        | \$ 0.00       | 2,171.89  |
| Grand Totals: |                   | \$ 2,792.33 | 129.0000      | \$ 0.00      | 0.0000         | \$ 0.00         | 0.0000         | \$ 0.00       | 2,792.33  |
|               |                   | \$ 202.75   | \$ 127.12     | \$ 0.00      | \$ 40.49       | \$ 173.13       | \$ 0.00        | \$ 0.00       | 2,248.84  |

# RECEIPTS BY GENERAL LEDGER NUMBER - DETAIL

From 10/01/2024 To 10/31/2024

Page: 1  
11/12/2024  
1:51 pm

City of Clearwater

| Receipt #                  | Drawer              | Received From            | Rec.Type | Reference ID          | Post Date  | Amount     |            |
|----------------------------|---------------------|--------------------------|----------|-----------------------|------------|------------|------------|
| Cash Drawer: XCEM          |                     |                          |          |                       |            |            |            |
| Fund Number: 700           |                     |                          |          |                       |            |            |            |
| GL Numbe                   | 700-000.000-401.000 | ADVALOREM PROPERTY TAX   |          |                       |            |            |            |
| 169                        | XCEM                | SEDGWICK COUNTY TREAS    | CEM      | 10/31/24 DISTRIBUTION | 10/31/2024 | \$269.20   |            |
|                            | 700-000.000-401.000 |                          |          |                       |            | Total:     | \$269.20   |
| GL Numbe                   | 700-000.000-402.000 | DELINQUENT TAXES         |          |                       |            |            |            |
| 169                        | XCEM                | SEDGWICK COUNTY TREAS    | CEM      | 10/31/24 DISTRIBUTION | 10/31/2024 | \$35.49    |            |
|                            | 700-000.000-402.000 |                          |          |                       |            | Total:     | \$35.49    |
| GL Numbe                   | 700-000.000-405.000 | MOTOR VEHICLE TAX        |          |                       |            |            |            |
| 169                        | XCEM                | SEDGWICK COUNTY TREAS    | CEM      | 10/31/24 DISTRIBUTION | 10/31/2024 | \$1,710.31 |            |
|                            | 700-000.000-405.000 |                          |          |                       |            | Total:     | \$1,710.31 |
| GL Numbe                   | 700-000.000-406.000 | RECREATIONAL VEHICLE TAX |          |                       |            |            |            |
| 169                        | XCEM                | SEDGWICK COUNTY TREAS    | CEM      | 10/31/24 DISTRIBUTION | 10/31/2024 | \$44.80    |            |
|                            | 700-000.000-406.000 |                          |          |                       |            | Total:     | \$44.80    |
| GL Numbe                   | 700-000.000-406.500 | WATERCRAFT               |          |                       |            |            |            |
| 169                        | XCEM                | SEDGWICK COUNTY TREAS    | CEM      | 10/31/24 DISTRIBUTION | 10/31/2024 | \$0.80     |            |
|                            | 700-000.000-406.500 |                          |          |                       |            | Total:     | \$0.80     |
| GL Numbe                   | 700-000.000-407.000 | 16/20 M TRUCKS           |          |                       |            |            |            |
| 169                        | XCEM                | SEDGWICK COUNTY TREAS    | CEM      | 10/31/24 DISTRIBUTION | 10/31/2024 | \$4.73     |            |
|                            | 700-000.000-407.000 |                          |          |                       |            | Total:     | \$4.73     |
| GL Numbe                   | 700-000.000-407.100 | CMV DISTRIBUTION         |          |                       |            |            |            |
| 169                        | XCEM                | SEDGWICK COUNTY TREAS    | CEM      | 10/31/24 DISTRIBUTION | 10/31/2024 | \$7.96     |            |
|                            | 700-000.000-407.100 |                          |          |                       |            | Total:     | \$7.96     |
| GL Numbe                   | 700-000.000-462.000 | INTEREST ON IDLE MONEY   |          |                       |            |            |            |
| 168                        | XCEM                | EMPRISE BANK             | CEM      | OCTOBER INTEREST      | 10/31/2024 | \$1,089.52 |            |
|                            | 700-000.000-462.000 |                          |          |                       |            | Total:     | \$1,089.52 |
| GL Numbe                   | 700-000.000-476.000 | OTHER                    |          |                       |            |            |            |
| 165                        | XCEM                | STATE OF KANSAS COURT    | CEM      | RESTITUTION           | 10/31/2024 | \$40.00    |            |
|                            | 700-000.000-476.000 |                          |          |                       |            | Total:     | \$40.00    |
| GL Numbe                   | 700-000.000-476.300 | LOT SALES                |          |                       |            |            |            |
| 167                        | XCEM                | AMBER COTTON             | CEM      | LOT 3-6-006-01/01     | 10/31/2024 | \$750.00   |            |
|                            | 700-000.000-476.300 |                          |          |                       |            | Total:     | \$750.00   |
| GL Numbe                   | 700-000.000-476.400 | OPEN/CLOSE               |          |                       |            |            |            |
| 162                        | XCEM                | UTT FAMILY SERVICE CORP  | CEM      | O/C LOGER             | 10/31/2024 | \$700.00   |            |
| 163                        | XCEM                | UTT FAMILY SERVICE CORP  | CEM      | O/C HOELSCHER         | 10/31/2024 | \$550.00   |            |
| 164                        | XCEM                | RICK BRAULT              | CEM      | O/C LINDHOLM          | 10/31/2024 | \$375.00   |            |
| 166                        | XCEM                | UTT FAMILY SERVICE CORP  | CEM      | O/C SHIRLEY AUE       | 10/31/2024 | \$550.00   |            |
|                            | 700-000.000-476.400 |                          |          |                       |            | Total:     | \$2,175.00 |
| Total for Fund:            |                     |                          |          |                       |            | \$6,127.81 |            |
| Cash Drawer XCEM Subtotal: |                     |                          |          |                       |            | \$6,127.81 |            |
| Grand Total:               |                     |                          |          |                       |            | \$6,127.81 |            |

# CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 11/12/2024

RE: Reports

- 83% through the year. Revenues are 95% and Expenditures are 24%. If you take out the “reserve” amount your expenditures are at 72%.
- Space Heater was purchased from PrairieLand Partners for \$649
- There was 1 headstone marking in October.

## LOT SALES

| ADD | SEC | LOT | POS     | NAME         |
|-----|-----|-----|---------|--------------|
| 3   | 6   | 06  | 01 & 02 | Amber Cotton |

## BURIALS

| ADD | SEC | LOT | POS | NAME                |
|-----|-----|-----|-----|---------------------|
|     | 7   | 44  | 03  | Mary Jane Hoelscher |
|     | 5   | 99  | 03  | Janet Brault        |
|     | 6   | 6   | 02  | Shirley Aue         |

## 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 <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  
11/12/2024  
2:06 pm

City of Clearwater

For the Period: 1/1/2024 to 10/31/2024

|                                          | 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 | 269.20   | 0.00        | 3,290.08   | 97.7  |
| 402.000 DELINQUENT TAXES                 | 0.00          | 0.00         | 1,754.14   | 35.49    | 0.00        | -1,754.14  | 0.0   |
| 405.000 MOTOR VEHICLE TAX                | 19,748.98     | 19,748.98    | 13,068.09  | 1,710.31 | 0.00        | 6,680.89   | 66.2  |
| 406.000 RECREATIONAL VEHICLE TAX         | 557.40        | 557.40       | 348.20     | 44.80    | 0.00        | 209.20     | 62.5  |
| 406.500 WATERCRAFT                       | 279.00        | 279.00       | 262.19     | 0.80     | 0.00        | 16.81      | 94.0  |
| 407.000 16/20 M TRUCKS                   | 282.63        | 282.63       | 273.32     | 4.73     | 0.00        | 9.31       | 96.7  |
| 407.100 CMV DISTRIBUTION                 | 240.88        | 240.88       | 270.63     | 7.96     | 0.00        | -29.75     | 112.4 |
| TAXES                                    | 164,672.89    | 164,672.89   | 156,250.49 | 2,073.29 | 0.00        | 8,422.40   | 94.9  |
| Acct Class: 3200 CHARGES FOR SERVICES    |               |              |            |          |             |            |       |
| 476.350 QUIT CLAIM FILED                 | 200.00        | 200.00       | 200.00     | 0.00     | 0.00        | 0.00       | 100.0 |
| 476.400 OPEN/CLOSE                       | 15,000.00     | 15,000.00    | 6,950.00   | 2,175.00 | 0.00        | 8,050.00   | 46.3  |
| CHARGES FOR SERVICES                     | 15,200.00     | 15,200.00    | 7,150.00   | 2,175.00 | 0.00        | 8,050.00   | 47.0  |
| 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     | 11,410.32  | 1,089.52 | 0.00        | -8,410.32  | 380.3 |
| 476.300 LOT SALES                        | 13,000.00     | 13,000.00    | 9,000.00   | 750.00   | 0.00        | 4,000.00   | 69.2  |
| USE OF MONEY & PROPERTY                  | 17,950.00     | 17,950.00    | 21,310.32  | 1,839.52 | 0.00        | -3,360.32  | 118.7 |
| Acct Class: 3350 MISCELLANEOUS           |               |              |            |          |             |            |       |
| 476.000 OTHER                            | 0.00          | 0.00         | 3,152.57   | 40.00    | 0.00        | -3,152.57  | 0.0   |
| MISCELLANEOUS                            | 0.00          | 0.00         | 3,152.57   | 40.00    | 0.00        | -3,152.57  | 0.0   |
| Dept: 000.000                            | 197,822.89    | 197,822.89   | 187,863.38 | 6,127.81 | 0.00        | 9,959.51   | 95.0  |
| Revenues                                 | 197,822.89    | 197,822.89   | 187,863.38 | 6,127.81 | 0.00        | 9,959.51   | 95.0  |
| Expenditures                             |               |              |            |          |             |            |       |
| Dept: 000.000                            |               |              |            |          |             |            |       |
| Acct Class: 4001 PERSONNEL SERVICES      |               |              |            |          |             |            |       |
| 711.001 SALARIES                         | 43,550.00     | 43,550.00    | 13,015.00  | 2,961.00 | 0.00        | 30,535.00  | 29.9  |
| 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     | 833.30     | 83.33    | 0.00        | 2,366.70   | 26.0  |
| 712.000 SOCIAL SECURITY                  | 3,300.00      | 3,300.00     | 858.63     | 188.75   | 0.00        | 2,441.37   | 26.0  |
| 712.100 MEDICARE                         | 800.00        | 800.00       | 200.81     | 44.14    | 0.00        | 599.19     | 25.1  |
| 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       | 5.39       | 5.39     | 0.00        | 94.61      | 5.4   |
| PERSONNEL SERVICES                       | 57,400.00     | 57,400.00    | 14,913.13  | 3,282.61 | 0.00        | 42,486.87  | 26.0  |
| Acct Class: 4020 SUPPLIES & MATERIALS    |               |              |            |          |             |            |       |
| 720.003 GROUNDS MAINTENANCE/SUPPLIES     | 2,000.00      | 2,000.00     | 1,513.19   | 747.41   | 0.00        | 486.81     | 75.7  |
| 720.013 DEPARTMENTAL OPERATING           | 400.00        | 400.00       | 625.36     | 10.00    | 0.00        | -225.36    | 156.3 |
| 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     | 367.99     | 62.54    | 0.00        | 3,632.01   | 9.2   |
| 734.003 SHOP SUPPLIES                    | 300.00        | 300.00       | 158.82     | 0.00     | 0.00        | 141.18     | 52.9  |
| 735.001 SAND & GRAVEL                    | 500.00        | 500.00       | 315.00     | 165.00   | 0.00        | 185.00     | 63.0  |
| SUPPLIES & MATERIALS                     | 8,250.00      | 8,250.00     | 2,980.36   | 984.95   | 0.00        | 5,269.64   | 36.1  |
| Acct Class: 4100 CONTRACTUAL             |               |              |            |          |             |            |       |
| 720.014 CONTRACT LABOR                   | 24,300.00     | 24,300.00    | 51,184.00  | 2,850.00 | 0.00        | -26,884.00 | 210.6 |
| 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     | 812.50     | 0.00     | 0.00        | 1,187.50   | 40.6  |
| 721.020 Open/ Close Grave                | 13,000.00     | 13,000.00    | 3,350.00   | 950.00   | 0.00        | 9,650.00   | 25.8  |
| 721.035 SECURITY MONITORING SERVICES     | 720.00        | 720.00       | 537.34     | 0.00     | 0.00        | 182.66     | 74.6  |
| 722.001 EVERGY                           | 600.00        | 600.00       | 501.15     | 52.57    | 0.00        | 98.85      | 83.5  |

## REVENUE/EXPENDITURE REPORT

Page: 2  
11/12/2024  
2:06 pm

City of Clearwater

For the Period: 1/1/2024 to 10/31/2024

|                                        | 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    | 78,154.99  | 3,852.57  | 0.00        | 12,465.01   | 86.2  |
| 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    | 51,920.38  | 0.00      | 0.00        | -1,920.38   | 103.8 |
| CAPITAL OUTLAY                         | 450,000.00    | 450,000.00   | 51,920.38  | 0.00      | 0.00        | 398,079.62  | 11.5  |
| Dept: 000.000                          | 606,480.00    | 606,480.00   | 148,003.86 | 8,120.13  | 0.00        | 458,476.14  | 24.4  |
| Expenditures                           | 606,480.00    | 606,480.00   | 148,003.86 | 8,120.13  | 0.00        | 458,476.14  | 24.4  |
| Grand Total Net Effect:                | -408,657.11   | -408,657.11  | 39,859.52  | -1,992.32 | 0.00        | -448,516.63 |       |

**Clearwater Cemetery District  
Board Meeting  
November 14, 2024**

**Whitney Landscaping – 3 Year Proposal**

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**Context:** 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.

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.

Clearwater Cemetery District

Attn: Board of Directors:

Whitney Landscaping LLC is providing a proposal for mowing services for the Clearwater Cemetery District. This proposal includes the following cemeteries:

**Clearwater      539 N. Tracy**

Whitney Landscaping LLC will provide mowing, trimming, and edging of all grass areas at the locations listed. All concrete areas will be blown off and free of debris.

Mowing will be commence starting April 1 through the end of October. Mowing frequency will be as follows:

**April:                      Bi-Weekly**

**May through October:   At least times per month except for October**

This proposal includes all labor, travel time, equipment costs, and materials to provide professional turf management services for the Clearwater Cemetery District for all locations:

Total Cost for 2025:      Mowing 20 times (estimated) for a total cost of **\$34,000**

Total Cost for 2026:      Mowing 20 times (estimated) for a total cost of **\$35,360**

Total Cost for 2027:      Mowing 20 times (estimated) for a total cost of **\$36,774.40**

Unless otherwise specified, Whitney Landscaping will send invoices monthly beginning April 1 through October 31<sup>st</sup> of each year. Different invoicing frequency or arrangements are available upon request. Whitney Landscaping is fully insured. Our Certificate of Insurance is available upon request. This proposal allows for 4% inflation costs for the contract year 2025 (shown above). Based on figures given above, **the per price mowing for all locations would be billed at \$1700 per mowing.** Whitney Landscaping prides itself on efficiency and professionalism. WE can mow, trim, and edge the main cemetery in approximately 10-12 hrs with a 6 man crew utilizing four machines.

Thank you for allowing Whitney Landscaping LLC to provide a cost estimate for this project. If you should have any questions please contact me at 316-371-5896 or by email at [whitneyturf@yahoo.com](mailto:whitneyturf@yahoo.com)

Professionally

Jeremy J. Whitney

Owner, Whitney Landscaping LLC



Clearwater Cemetery District

Attn: Board of Directors:

Whitney Landscaping LLC is providing a proposal for mowing services for the Clearwater Cemetery District. This proposal includes the following cemeteries:

|                   |                                                       |
|-------------------|-------------------------------------------------------|
| <b>Clearwater</b> | <b>539 N. Tracy</b>                                   |
| <b>Harrington</b> | <b>215<sup>th</sup> W. and 111<sup>th</sup> South</b> |
| <b>Noel</b>       | <b>71<sup>st</sup> W. and 111<sup>st</sup> South</b>  |
| <b>Ruby</b>       | <b>71<sup>st</sup> S. and 151<sup>st</sup> West</b>   |

Whitney Landscaping LLC will provide mowing, trimming, and edging of all grass areas at the locations listed. All concrete areas will be blown off and free of debris.

Mowing will be commence starting April 1 through the end of October. Mowing frequency will be as follows:

**April: Bi-Weekly**

**May through October: At least times per month except for October**

This proposal includes all labor, travel time, equipment costs, and materials to provide professional turf management services for the Clearwater Cemetery District for all locations:

Total Cost for 2025: Mowing 20 times (estimated) for a total cost of **\$42,018**

Total Cost for 2026: Mowing 20 times (estimated) for a total cost of **\$43,698.72**

Total Cost for 2027: Mowing 20 times (estimated) for a total cost of **\$45,445.94**

Unless otherwise specified, Whitney Landscaping will send invoices monthly beginning April 1 through October 31<sup>st</sup> of each year. Different invoicing frequency or arrangements are available upon request. Whitney Landscaping is fully insured. Our Certificate of Insurance is available upon request. This proposal allows for 4% inflation costs for the contract year 2025 (shown above). Based on figures given above, **the per price mowing for all locations would be billed at \$2100 per mowing**. Whitney Landscaping prides itself on efficiency and professionalism. WE can mow, trim, and edge the main cemetery in approximately 10-12 hrs with a 6 man crew utilizing four machines. We typically can complete all locations in 1.5 working days.

Thank you for allowing Whitney Landscaping LLC to provide a cost estimate for this project. If you should have any questions please contact me at 316-371-5896 or by email at [whitneyturf@yahoo.com](mailto:whitneyturf@yahoo.com)

Professionally

Jeremy J. Whitney

Owner, Whitney Landscaping LLC



**Clearwater Cemetery District  
Board Meeting  
November 14, 2024**

**Board Member Wages**

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**Context:** In February 2022 the Board approved a Board Member annual salary as follows:  
Board members - \$1,000 and Board Chairman - \$1,200. There have been no discussions since  
then to review the annual wages. Chairman Erwin wanted to review this subject again.

|                         | Park<br>(Maize) | El Paso<br>(Derby)                                      | Greenwood<br>(Wichita) | Hillside<br>(Sedgwick)    | Mulvane   | Waco                   | Clearwater          |                      |
|-------------------------|-----------------|---------------------------------------------------------|------------------------|---------------------------|-----------|------------------------|---------------------|----------------------|
| Open/Close              |                 |                                                         |                        |                           |           | <i>Could Not Reach</i> | Clearwater Cemetery | Noel/Harrington/Ruby |
| Weekday                 | \$ 400.00       | \$ 600.00                                               | \$ 1,100.00            | Unknown<br>(company does) | \$ 500.00 |                        | \$ 550.00           | \$ 600.00            |
| Weekend                 | \$ 500.00       | \$ 800.00                                               | \$ 1,300.00            | Unknown<br>(company does) | \$ 500.00 |                        | \$700-\$830         | \$795-\$925          |
| After 1pm               | add \$100       |                                                         |                        |                           |           |                        |                     |                      |
| Holidays                | -----           | -----                                                   |                        | -----                     | -----     |                        | \$ 960.00           | \$ 1,055.00          |
| Memorial Permit Fee     | \$ 25-100       |                                                         |                        |                           |           |                        |                     |                      |
| <b>Creamation</b>       |                 |                                                         |                        |                           |           |                        |                     |                      |
| Weekday                 |                 | \$ 250.00                                               | \$ 350.00              | Unknown<br>(company does) | \$ 150.00 |                        | \$ 375.00           | \$ 475.00            |
| Weekend                 |                 | \$ 450.00                                               | \$ 500.00              | Unknown<br>(company does) | \$ 150.00 |                        | \$ 375.00           | \$ 475.00            |
| Single Columbarium      | \$ 1,100.00     |                                                         |                        |                           |           |                        |                     |                      |
| Double Columbarium      | \$ 1,400.00     |                                                         |                        |                           |           |                        |                     |                      |
| <b>Lot Prices</b>       |                 |                                                         |                        |                           |           |                        |                     |                      |
|                         |                 | \$500-\$1,000<br>(depends on<br>location in<br>cemetery |                        |                           |           |                        |                     |                      |
| In District 1/2 lot     | \$ 1,200.00     |                                                         | \$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             |

# Update 2022

## Open and Closing Pricing

### Clearwater Cemetery:

|                     |       |
|---------------------|-------|
| Monday – Friday     | \$550 |
| Saturday            | \$700 |
| Sunday              | \$830 |
| Major Holidays      | \$960 |
| Baby grave all week | \$300 |
| Urn w/wo Vault      | \$375 |

### NOEL, HARRINGTON AND RUBY CEMETERIES:

|                     |        |
|---------------------|--------|
| Monday – Friday     | \$600  |
| Saturday            | \$795  |
| Sunday              | \$925  |
| Major Holidays      | \$1055 |
| Baby grave all week | \$345  |
| Urn w/wo Vault      | \$475  |

### Major Holidays:

Martin Luther King Jr. Day  
Washington's Birthday  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving  
Christmas Day

## LOT PRICING

|                                                |        |
|------------------------------------------------|--------|
| <b>In District:</b>                            |        |
| <b>Single (select areas only)</b>              | \$375  |
| <b>Half Lot (2 positions)</b>                  | \$750  |
| <b>Full Lot (4 positions)</b>                  | \$1500 |
| <b>Out of District:</b>                        |        |
| <b>Single (Select areas only)</b>              | \$750  |
| <b>Half Lot (2 positions)</b>                  | \$1500 |
| <b>Full Lot (4 positions)</b>                  | \$2750 |
| <b>Quit Claim Deed Record (all Cemeteries)</b> | \$50   |



### Single Positions:

The single positions are available in Clearwater Cemetery Sections 4 & 5 along the paved road only. If you purchase one of these positions, you are required to place a low headstone (no taller than 6 inches). There is parking along this road, and we don't want any damage to the vehicle or headstone.



**Items allowed:** Fresh and artificial flower arrangements placed within the vase (plastic) that is attached to the headstone or can be secured in a temporary vase (inserted into the ground). Flowers can start to be placed the weekend before Memorial Day and will be picked up 2 weeks and 1 day later. Flags may be placed on graves on Memorial Day, the Fourth of July, Flag Day, and Veterans Day. Flags should be kept to 12" by 18" in size or smaller.

**Items not allowed include, but are not limited to, the following:** Shepherd's hooks, standup decorations, coping, curbing, decorative rocks, glass, fencing, hedging, grave mounds, borders or enclosures. Solar lights of any type are prohibited in the Cemetery, unless put in vases attached to the headstone.

**Markers & Monuments:** All Memorials must be made of non-deteriorating material. Markers and Monument foundations shall be placed by employees or agents of the Cemetery ONLY and no more than two memorials. They may not exceed one half of the width of the position(s) or a six foot maximum.



## CLEARWATER CEMETERY DISTRICT

Primary Business Address:  
129 E Ross  
Clearwater, KS 67026

Phone: 620-584-2311  
Fax: 620-584-3119  
Email: [cemetery@clearwaterks.org](mailto:cemetery@clearwaterks.org)