

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

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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 3rd gate, but instead install a gate in the south chain-link of the new cemetery section. However, the 3rd 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 3rd 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

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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.