

CLEARWATER CEMETERY DISTRICT

Meeting Agenda
Thursday, September 12, 2024, 6:30 PM
129 E Ross Ave Clearwater, KS 67026

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Money Market Balance	\$468,107.84
Checking Balance	\$3,918.53
Equipment Reserve Balance	\$20,000

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. [Minutes 08/08/2024](#)
 - b. [Minutes 08/20/2024](#)
 - c. [August Accounts Payable](#)
 - d. [August Receipt Report](#)
 - e. [September Payroll](#)
5. **Reports**
 - a. [YTD Financial Report](#)
6. **Business**
 - a. **Other Business**
7. **Executive Session**
8. **Comments**
9. **Adjournment**

CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District
Board Meeting
August 8, 2024
6:30 PM, City Hall**

1. Call to Order

Board Member 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

3. Approval of Agenda

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

4. Consent Agenda

- a. 07-11-24 Minutes
- b. July Accounts Payable
- c. July Receipt Report
- d. August Payroll

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

5. Reports

- a. 58% through the year. Revenues YTD are at 84.7% of the budget and expenditures are at 25.6%. Of the \$400,000 in capital outlay, only \$110,000 has been approved to install a fence. The remainder will be carried over as starting cash for 2025. Expenditure actual for 2024, not including "cash carryover" is 20%.
- b. Reddi Fence requires a 50% downpayment to order materials. Levi Wells said the chain link fence is in stock, but the wrought iron will need to be purchased. His vendors have the materials in stock for shipment. He will be able to begin and finish the project this year.
- c. Weakly has been released to work with zero restrictions.
- d. All 3 John Deere mowers were taken in for a warranty service repair. All engine ground wires needed switched out.
- e. Baker Tree trimmed the trees in the back of the Cemetery.
- f. There were 4 headstone markings and one lot sale in July.

CLEARWATER CEMETERY DISTRICT

6. Business

a. Budget Hearing –

MOTION: *Erwin* moved, *Loos* to open the budget hearing at 6:34pm. Voted and passed unanimously. 2-0

Notice: The Public Notice for the 2025 Clearwater Cemetery District Budget Hearing was posted in the Times Sentinel Newspaper on July 4, 2024, setting the public hearing for August 8, 2024, at 6:30pm at City Hall.

Budget Proposal Recap: The Board has proposed keeping one Sexton for grounds maintenance and hiring seasonal workers in the summer to help mow, continue service with TruGreen for chemical spraying on the Clearwater Cemetery lawn and hiring tree trimmers when necessary. Capital projects include planting trees around the perimeter of the new cemetery and installing a columbarium for urns. The Board has also proposed to set aside \$30,000 for the equipment reserve for the purchase of a new maintenance truck.

Beginning Cash estimated for 2025 = \$293,144.16

Total Revenue outside of Ad Valorem taxes = \$66,368.84 (lot sales, burials, etc)

Total Expenditures = \$500,803.50

Total Ad Valorem Taxes Needed = \$143,522

The Cemetery District voted to not exceed the Revenue Neutral Rate therefore will not be asking for more taxes for the 2025 budget. The mill levy will go from 2.967 to 2.637.

Open for Public Comment/ Questions – No public comments were made.

MOTION: *Erwin* moved, *Ussery* seconded to close the public hearing at 6:36pm. Voted and passed unanimously. 2-0

b. Veteran Markers

Mike Weakley needs to replenish the Veteran Markers for burial sites. Carrot Top Industries has been the vendor for these items. To purchase 24 the price is \$747.41. The Cemetery Board has authorized purchases up to \$300 without approval. This purchase exceeds the authorized amount.

American Fence, Reddi Fence, and Burwell Construction were contacted and said

MOTION: *Erwin* moved, *Loos* seconded authorize Weakly to purchase veteran markers for \$747.41. Voted and passed unanimously. 2-0

c. Other Business –

Weakly stated he would like to purchase an edger for the cemetery grounds.

MOTION: *Erwin* moved, *Loos* seconded authorize Weakly to purchase edger and spend up to \$450. Voted and passed unanimously. 2-0

CLEARWATER CEMETERY DISTRICT

Weakly also stated that he would like to sell the Horsfield 20 gallon air compressor with Gavel Roads.

MOTION: *Loos* moved, *Erwin* seconded authorize Weakly to sell the air compressor with Gavel Roads. Voted and passed unanimously. 2-0

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 6:43 p.m.

CLEARWATER CEMETERY DISTRICT

**Clearwater Cemetery District
Board Meeting
August 20, 2024
6:00 PM, City Hall**

1. Call to Order

Board Member Erwin called the meeting to order at 6:00 p.m.

2. Roll Call

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

Others present: Courtney Zollinger, City Administrator

3. Budget Adoption

The Clearwater Cemetery Board proposed 2025 budget has a budget authority of \$500,804, collecting \$143,552 in Ad Valorem taxes, and reducing the Mill Levy from 2.967 to 2.637.

MOTION: *Ussery* moved, *Erwin* seconded to adopt the 2025 Budget. Voted and passed unanimously. 3-0

4. Adjournment

With there being no further business

MOTION: *Ussery* moved, *Erwin* seconded to adjourn the meeting. Voted and passed unanimously. 3-0

Meeting adjourned at 6:01 p.m.

Check Register Report

Date: 09/03/2024
Time: 2:54 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
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CEMETERY EFT Checks

15	08/08/24	Reconciled		08/31/24	ADT	ADT SECURITY SERVICES	cemetary secrity	52.99
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Total Checks: 1 Checks Total (excluding void checks): 52.99

Total Payments: 1 Bank Total (excluding void checks): 52.99

Check Register Report

Date: 09/03/2024

Time: 2:54 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
CEMETERY CHECKING Checks								
8841	08/08/24	Reconciled		08/31/24	BBL1	B & B LUMBER	cemetary marking paint	29.96
8842	08/08/24	Reconciled		08/31/24	BAKER	ANDREW BAKER	cemetary trees	1,750.00
8843	08/08/24	Reconciled		08/31/24	CED2	CERTIFIED ENGINEERING DESIGN	site plan and survey	4,400.00
8844	08/08/24	Reconciled		08/31/24	CI CL	CITY OF CLEARWATER	agreement	1,000.00
8845	08/08/24	Reconciled		08/31/24	CVI	CONCRETE VAULTS, INC.	marker repair	2,315.00
8846	08/08/24	Reconciled		08/31/24	EVERGY	EVERGY KANSAS CENTRAL INC	electric	51.76
8847	08/08/24	Reconciled		08/31/24	GEQ1	GARRETSON EQUIPMENT	o/c barber and pulliam	800.00
8848	08/08/24	Reconciled		08/31/24	PPJD	PRAIRIELAND PARTNERS	john deere battery	147.28
8849	08/08/24	Reconciled		08/31/24	RED	REDDI INDUSTRIES, INC.	cemetary fence	51,920.38
8850	08/08/24	Reconciled		08/31/24	TSN1	TIMES-SENTINEL NEWSPAPERS	budget publish	149.62
8851	08/08/24	Reconciled		08/31/24	WL01	WHITNEY LANDSCAPING	cemetary mowing	3,700.00

Total Checks: 11

Checks Total (excluding void checks):

66,264.00

Total Payments: 11

Bank Total (excluding void checks):

66,264.00

Total Payments: 12

Grand Total (excluding void checks):

66,316.99

RECEIPTS BY GENERAL LEDGER NUMBER - DETAIL

From 08/01/2024 To 08/31/2024

Page: 1

9/3/2024

2:56 pm

City of Clearwater

Receipt #	Drawer	Received From	Rec.Type	Reference ID	Post Date	Amount	
Cash Drawer: XCEM							
Fund Number: 700							
GL Numbe	700-000.000-462.000	INTEREST ON IDLE MONEY					
156	XCEM	EMPRISE BANK		CEME'AUGUST INTEREST	08/31/2024	\$1,135.75	
	700-000.000-462.000					Total:	\$1,135.75
GL Numbe	700-000.000-476.400	OPEN/CLOSE					
153	XCEM	UTT FAMILY SERVICE COR		CEME'O/C BARBER	08/29/2024	\$550.00	
154	XCEM	UTT FAMILY SERVICE COR		CEME'O/C PULLIAM	08/29/2024	\$550.00	
155	XCEM	DOWNING & LAHEY MORTL		CEME'O/C CLUPNY	08/29/2024	\$550.00	
	700-000.000-476.400					Total:	\$1,650.00
						Total for Fund:	\$2,785.75
Cash Drawer XCEM Subtotal:						\$2,785.75	
Grand Total:						\$2,785.75	

Earnings History Report (Summary)

September Payroll

Emp. Code Desc.: Clearwater Cemetery District
City of Clearwater
From: 09/01/2024
To: 09/05/2024

I.D. #	Name	Regular Pay	Regular Hours	Overtime Pay	Overtime Hours	Leave pay	Leave I
		Federal Tax	State Tax	Local Tax	Medicare	Social Security	Retireme
50260	David J Loos						
		\$ 83.33	0.0000	\$ 0.00	0.0000	\$ 0.00	
400		\$ 0.00	\$ 0.00	\$ 0.00	\$ 1.21	\$ 5.17	\$
50238	Michael E Weakley						
		\$ 2,646.00	126.0000	\$ 0.00	0.0000	\$ 0.00	
400		\$ 195.19	\$ 123.60	\$ 0.00	\$ 38.37	\$ 164.05	\$
Grand Totals:		\$ 2,729.33	126.0000	\$ 0.00	0.0000	\$ 0.00	
		\$ 195.19	\$ 123.60	\$ 0.00	\$ 39.58	\$ 169.22	\$

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 09/12/2024

RE: Reports

- Budget was submitted to and accepted by the Sedgwick County Clerk's Office.
- 66% through the year. 86% in Revenues and 21% in expenditures. 50% of the fence has already been paid. Project is scheduled to be around September 16th.
- The air compressor was taken to Gavel Roads by Weakley and a Stihl edger for \$289.99 from PrairieLand.
- There were 3 headstone markings in August.

LOT SALES

ADD	SEC	LOT	POS	NAME

BURIALS

ADD	SEC	LOT	POS	NAME
	7	22	1	Mark W. Barber
	5	32	1	Roy H. Pulliam
	5	89	3	Charles Clupny

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

REVENUE/EXPENDITURE REPORT

Page: 1

9/3/2024

2:08 pm

City of Clearwater

For the Period: 1/1/2024 to 8/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 700 - CEMETERY DISTRICT							
Revenues							
Dept: 000.000							
Acct Class: 3001 TAXES							
401.000 ADVALOREM PROPERTY TAX	143,564.00	143,564.00	137,298.64	0.00	0.00	6,265.36	95.6
402.000 DELINQUENT TAXES	0.00	0.00	1,683.89	0.00	0.00	-1,683.89	0.0
405.000 MOTOR VEHICLE TAX	19,748.98	19,748.98	4,699.15	0.00	0.00	15,049.83	23.8
406.000 RECREATIONAL VEHICLE TAX	557.40	557.40	86.82	0.00	0.00	470.58	15.6
406.500 WATERCRAFT	279.00	279.00	231.48	0.00	0.00	47.52	83.0
407.000 16/20 M TRUCKS	282.63	282.63	267.69	0.00	0.00	14.94	94.7
407.100 CMV DISTRIBUTION	240.88	240.88	207.12	0.00	0.00	33.76	86.0
TAXES	164,672.89	164,672.89	144,474.79	0.00	0.00	20,198.10	87.7
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	4,225.00	1,650.00	0.00	10,775.00	28.2
CHARGES FOR SERVICES	15,200.00	15,200.00	4,425.00	1,650.00	0.00	10,775.00	29.1
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	9,261.90	1,135.75	0.00	-6,261.90	308.7
476.300 LOT SALES	13,000.00	13,000.00	8,250.00	0.00	0.00	4,750.00	63.5
USE OF MONEY & PROPERTY	17,950.00	17,950.00	18,411.90	1,135.75	0.00	-461.90	102.6
Acct Class: 3350 MISCELLANEOUS							
476.000 OTHER	0.00	0.00	3,025.57	0.00	0.00	-3,025.57	0.0
MISCELLANEOUS	0.00	0.00	3,025.57	0.00	0.00	-3,025.57	0.0
Dept: 000.000	197,822.89	197,822.89	170,337.26	2,785.75	0.00	27,485.63	86.1
Revenues	197,822.89	197,822.89	170,337.26	2,785.75	0.00	27,485.63	86.1
Expenditures							
Dept: 000.000							
Acct Class: 4001 PERSONNEL SERVICES							
711.001 SALARIES	43,550.00	43,550.00	7,408.00	1,890.00	0.00	36,142.00	17.0
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	666.64	83.33	0.00	2,533.36	20.8
712.000 SOCIAL SECURITY	3,300.00	3,300.00	500.66	122.35	0.00	2,799.34	15.2
712.100 MEDICARE	800.00	800.00	117.09	28.62	0.00	682.91	14.6
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	0.00	0.00	0.00	100.00	0.0
PERSONNEL SERVICES	57,400.00	57,400.00	8,692.39	2,124.30	0.00	48,707.61	15.1
Acct Class: 4020 SUPPLIES & MATERIALS							
720.003 GROUNDS MAINTENANCE/SUPPLIES	2,000.00	2,000.00	467.25	0.00	0.00	1,532.75	23.4
720.013 DEPARTMENTAL OPERATING	400.00	400.00	501.35	10.00	0.00	-101.35	125.3
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	171.25	0.00	0.00	3,828.75	4.3
734.003 SHOP SUPPLIES	300.00	300.00	123.94	0.00	0.00	176.06	41.3
735.001 SAND & GRAVEL	500.00	500.00	150.00	0.00	0.00	350.00	30.0
SUPPLIES & MATERIALS	8,250.00	8,250.00	1,413.79	10.00	0.00	6,836.21	17.1
Acct Class: 4100 CONTRACTUAL							
720.014 CONTRACT LABOR	24,300.00	24,300.00	41,784.00	4,700.00	0.00	-17,484.00	172.0
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	807.00	800.00	0.00	1,193.00	40.4
721.020 Open/ Close Grave	13,000.00	13,000.00	2,000.00	0.00	0.00	11,000.00	15.4
721.035 SECURITY MONITORING SERVICES	720.00	720.00	426.86	0.00	0.00	293.14	59.3
722.001 EVERGY	600.00	600.00	396.60	0.00	0.00	203.40	66.1

REVENUE/EXPENDITURE REPORT

Page: 2
9/3/2024
2:08 pm

City of Clearwater

For the Period: 1/1/2024 to 8/31/2024

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 700 - CEMETERY DISTRICT							
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	67,184.46	5,500.00	0.00	23,435.54	74.1
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	129,246.02	7,634.30	0.00	477,233.98	21.3
Expenditures	606,480.00	606,480.00	129,246.02	7,634.30	0.00	477,233.98	21.3
Grand Total Net Effect:	-408,657.11	-408,657.11	41,091.24	-4,848.55	0.00	-449,748.35	