

CLEARWATER CEMETERY DISTRICT

Meeting Agenda
Thursday, February 13, 2025, 6:30 PM
129 E Ross Ave Clearwater, KS 67026

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Money Market Balance	\$488,525.20
Checking Balance	\$9,478.16
Equipment Reserve Balance	\$20,000

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. [Minutes 01/09/2024](#)
 - b. [January Accounts Payable](#)
 - c. [January Receipt Report](#)
 - d. [February Payroll](#)
5. **Reports**
 - a. [YTD Financial Report](#)
6. **Business**
 - a. **Action:** [Approve Woods Tree Farm Layout](#)
 - b. **Discussion:** [Roll Cemetery \(Ohio Township\)](#)
 - c. **Other Business**
7. **Executive Session**
8. **Comments**
9. **Adjournment**

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:

CLEARWATER CEMETERY DISTRICT

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.

Check Register Report

Date: 02/12/2025
Time: 3:07 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								
24	01/09/25	Void	02/03/25		ADT	ADT SECURITY SERVICES	CEMETERY	0.00
25	01/17/25	Reconciled		01/31/25	ADT	ADT SECURITY SERVICES	Jan 16 - Feb 15, 2025 Cemetery	48.09
					Total Checks: 2		Checks Total (excluding void checks):	48.09
					Total Payments: 2		Bank Total (excluding void checks):	48.09

Check Register Report

Date: 02/12/2025

Time: 3:07 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								
8881	01/09/25	Reconciled		01/31/25	CI CL	CITY OF CLEARWATER	INV 260	1,000.00
8882	01/09/25	Reconciled		01/31/25	EVERGY	EVERGY KANSAS CENTRAL INC	EVERGY	50.13
8883	01/09/25	Void	01/17/25		GEQ1	GARRETSON EQUIPMENT	GARRETSON	0.00
8884	01/09/25	Printed			MIG1	MIZE'S THRIFTWAY	CEMETERY PROPANE	21.99
8885	01/09/25	Reconciled		01/31/25	SCT1	SEDGWICK COUNTY TREASURER	2023 TRAILOR	47.25
8886	01/28/25	Printed			LAZARUS	LAZARUS CEMETERY MAPPING INC.	cemetary software	9,000.00

Total Checks: 6

Checks Total (excluding void checks):

10,119.37

Total Payments: 6

Bank Total (excluding void checks):

10,119.37

Total Payments: 8

Grand Total (excluding void checks):

10,167.46

RECEIPTS BY GENERAL LEDGER NUMBER - DETAIL

From 01/01/2025 To 01/31/2025

Page: 1

2/12/2025

3:09 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					
182	XCEM	SEDGWICK COUNTY TREASURY	CEME	01/17/2025	01/17/2025	\$80,346.44	
	700-000.000-401.000					Total:	\$80,346.44
GL Numbe	700-000.000-402.000	DELINQUENT TAXES					
182	XCEM	SEDGWICK COUNTY TREASURY	CEME	01/17/2025	01/17/2025	\$2,110.44	
	700-000.000-402.000					Total:	\$2,110.44
GL Numbe	700-000.000-405.000	MOTOR VEHICLE TAX					
182	XCEM	SEDGWICK COUNTY TREASURY	CEME	01/17/2025	01/17/2025	\$543.60	
	700-000.000-405.000					Total:	\$543.60
GL Numbe	700-000.000-406.000	RECREATIONAL VEHICLE TAX					
182	XCEM	SEDGWICK COUNTY TREASURY	CEME	01/17/2025	01/17/2025	\$10.20	
	700-000.000-406.000					Total:	\$10.20
GL Numbe	700-000.000-406.500	WATERCRAFT					
182	XCEM	SEDGWICK COUNTY TREASURY	CEME	01/17/2025	01/17/2025	\$141.04	
	700-000.000-406.500					Total:	\$141.04
GL Numbe	700-000.000-407.000	16/20 M TRUCKS					
182	XCEM	SEDGWICK COUNTY TREASURY	CEME	01/17/2025	01/17/2025	\$221.39	
	700-000.000-407.000					Total:	\$221.39
GL Numbe	700-000.000-407.100	CMV DISTRIBUTION					
182	XCEM	SEDGWICK COUNTY TREASURY	CEME	01/17/2025	01/17/2025	\$1.33	
	700-000.000-407.100					Total:	\$1.33
GL Numbe	700-000.000-462.000	INTEREST ON IDLE MONEY					
181	XCEM	EMPRISE BANK	CEME	JANUARY 2025	01/31/2025	\$1,049.42	
	700-000.000-462.000					Total:	\$1,049.42
Total for Fund:						\$84,423.86	
Cash Drawer XCEM Subtotal:						\$84,423.86	
Grand Total:						\$84,423.86	

Earnings History Report (Summary)

Emp. Code Desc.: Clearwater Cemetery District
City of Clearwater
From: 02/01/2025
To: 02/12/2025

Date: 2/12/2025
Time: 15:10:53

I.D. #	Name	Regular Pay Federal Tax	Regular Hours State Tax	Overtime Pay Local Tax	Overtime Hours Medicare	Leave pay Social Security	Leave Hours Retirement W/H	Other Pay Other Deduct.	Gross Pay Net Pay
50263	Timothy R Erwin								
		\$ 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
50260	David J Loos								
		\$ 100.00	0.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	100.00
400		\$ 0.00	\$ 0.00	\$ 0.00	1.45	\$ 6.20	\$ 0.00	\$ 0.00	92.35
50141	Burt L Ussery								
		\$ 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								
		\$ 630.00	30.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	630.00
400		\$ 0.00	\$ 17.14	\$ 0.00	9.14	\$ 39.06	\$ 0.00	\$ 0.00	564.66
Grand Totals:		\$ 896.66	30.0000	\$ 0.00	0.0000	\$ 0.00	0.0000	\$ 0.00	896.66
		\$ 0.00	\$ 17.14	\$ 0.00	13.01	\$ 55.60	\$ 0.00	\$ 0.00	810.91

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 02/13/2025

RE: Reports

- Workers Compensation audit was conducted. We don't have the results yet.
- CVI Paid Garretson directly for the work he did to fix the ruts at the Cemetery.
- 8.3% through the year and have received 40% of the budgeted receipts and spent 2.3% of the budgeted expenditures.

LOT SALES

ADD	SEC	LOT	POS	NAME

BURIALS

ADD	SEC	LOT	POS	NAME
	C	58	2B	Elda Freeman
	A	20	1	Carlton Wolf, Jr

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	56	14	-	-
3 rd Add	7	170	23.5	-	2	12	12
TOTAL				104	39	57	12

REVENUE/EXPENDITURE REPORT

Page: 1
2/12/2025
3:20 pm

City of Clearwater

For the Period: 1/1/2025 to 1/31/2025

	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	143,552.00	143,552.00	80,346.44	80,346.44	0.00	63,205.56	56.0
402.000 DELINQUENT TAXES	500.00	500.00	2,110.44	2,110.44	0.00	-1,610.44	422.1
405.000 MOTOR VEHICLE TAX	20,347.87	20,347.87	543.60	543.60	0.00	19,804.27	2.7
406.000 RECREATIONAL VEHICLE TAX	530.90	530.90	10.20	10.20	0.00	520.70	1.9
406.500 WATERCRAFT	265.00	265.00	141.04	141.04	0.00	123.96	53.2
407.000 16/20 M TRUCKS	293.09	293.09	221.39	221.39	0.00	71.70	75.5
407.100 CMV DISTRIBUTION	281.99	281.99	1.33	1.33	0.00	280.66	0.5
TAXES	165,770.85	165,770.85	83,374.44	83,374.44	0.00	82,396.41	50.3
Acct Class: 3200 CHARGES FOR SERVICES							
476.350 QUIT CLAIM FILED	200.00	200.00	0.00	0.00	0.00	200.00	0.0
476.400 OPEN/CLOSE	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
CHARGES FOR SERVICES	15,200.00	15,200.00	0.00	0.00	0.00	15,200.00	0.0
Acct Class: 3300 USE OF MONEY & PROPERTY							
421.000 LEASE	1,950.00	1,950.00	0.00	0.00	0.00	1,950.00	0.0
462.000 INTEREST ON IDLE MONEY	9,000.00	9,000.00	1,049.42	1,049.42	0.00	7,950.58	11.7
476.300 LOT SALES	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
USE OF MONEY & PROPERTY	23,950.00	23,950.00	1,049.42	1,049.42	0.00	22,900.58	4.4
Acct Class: 3350 MISCELLANEOUS							
476.000 OTHER	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
MISCELLANEOUS	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
Dept: 000.000	209,920.85	209,920.85	84,423.86	84,423.86	0.00	125,496.99	40.2
Revenues	209,920.85	209,920.85	84,423.86	84,423.86	0.00	125,496.99	40.2
Expenditures							
Dept: 000.000							
Acct Class: 4001 PERSONNEL SERVICES							
711.001 SALARIES	52,993.50	52,993.50	1,008.00	1,008.00	0.00	51,985.50	1.9
711.006 SEASONAL	7,725.00	7,725.00	0.00	0.00	0.00	7,725.00	0.0
711.014 BOARD/ COMMISSION	3,200.00	3,200.00	266.66	266.66	0.00	2,933.34	8.3
712.000 SOCIAL SECURITY	4,000.00	4,000.00	79.04	79.04	0.00	3,920.96	2.0
712.100 MEDICARE	1,000.00	1,000.00	18.49	18.49	0.00	981.51	1.8
715.000 WORKERS COMPENSATION	2,300.00	2,300.00	0.00	0.00	0.00	2,300.00	0.0
716.000 UNEMPLOYMENT TAXES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
PERSONNEL SERVICES	71,318.50	71,318.50	1,372.19	1,372.19	0.00	69,946.31	1.9
Acct Class: 4020 SUPPLIES & MATERIALS							
720.003 GROUNDS MAINTENANCE/SUPPLIES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
720.013 DEPARTMENTAL OPERATING	1,300.00	1,300.00	57.25	57.25	0.00	1,242.75	4.4
720.016 COMPUTER SOFT/HARDWARE	1,055.00	1,055.00	9,000.00	9,000.00	0.00	-7,945.00	853.1
734.001 GAS, OIL, DIESEL	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
734.003 SHOP SUPPLIES	300.00	300.00	21.99	21.99	0.00	278.01	7.3
735.001 SAND & GRAVEL	800.00	800.00	0.00	0.00	0.00	800.00	0.0
SUPPLIES & MATERIALS	9,455.00	9,455.00	9,079.24	9,079.24	0.00	375.76	96.0
Acct Class: 4100 CONTRACTUAL							
720.014 CONTRACT LABOR	27,000.00	27,000.00	1,000.00	1,000.00	0.00	26,000.00	3.7
721.006 INSURANCE	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
721.010 VEHICLE REPAIRS/SERVICE	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
721.020 Open/ Close Grave	13,000.00	13,000.00	0.00	0.00	0.00	13,000.00	0.0
721.035 SECURITY MONITORING SERVICES	720.00	720.00	48.09	48.09	0.00	671.91	6.7
722.001 EVERGY	600.00	600.00	50.13	50.13	0.00	549.87	8.4
726.002 ARCHITECTUAL & ENG. FEES	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.0

REVENUE/EXPENDITURE REPORT

Page: 2
2/12/2025
3:20 pm

City of Clearwater

For the Period: 1/1/2025 to 1/31/2025

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

Fund: 700 - CEMETERY DISTRICT

Expenditures

Dept: 000.000

	CONTRACTUAL	70,820.00	70,820.00	1,098.22	1,098.22	0.00	69,721.78	1.6
	Acct Class: 4101 CONTRACTUAL CITY WIDE							
720.001	SANITATION SERVICES	210.00	210.00	0.00	0.00	0.00	210.00	0.0
	CONTRACTUAL CITY WIDE	210.00	210.00	0.00	0.00	0.00	210.00	0.0
	Acct Class: 4150 CAPITAL OUTLAY							
723.002	Reserve	163,500.00	163,500.00	0.00	0.00	0.00	163,500.00	0.0
741.001	CAPITAL OUTLAY	155,500.00	155,500.00	0.00	0.00	0.00	155,500.00	0.0
	CAPITAL OUTLAY	319,000.00	319,000.00	0.00	0.00	0.00	319,000.00	0.0
	Acct Class: 4200 TRANSFERS OUT							
771.000	TRANSFER OUT	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
	TRANSFERS OUT	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
Dept: 000.000		500,803.50	500,803.50	11,549.65	11,549.65	0.00	489,253.85	2.3
Expenditures		500,803.50	500,803.50	11,549.65	11,549.65	0.00	489,253.85	2.3
Grand Total Net Effect:		-290,882.65	-290,882.65	72,874.21	72,874.21	0.00	-363,756.86	

**Clearwater Cemetery District
Board Meeting
February 13, 2025**

Trees from Woods Tree Farm

Context: For the 2025 Budget the Board included to install trees around the perimeter of the new cemetery after the fence was installed and install trees in front of Sections 4,5,6,7 to complete the look of red cedars lining the Cemetery road.

Since the fence has been installed Beverly Woods has mapped out the locations for the trees. It was recommended to keep the trees at least 7' from the fence so the grass can be mowed with a lawnmower between the trees and the fence.

The original drawing Beverly thought there could be 44 Red Cedars along the fence but that was before gates were installed. The count is now down to 40 Red Cedars, the rest of the tree count is the same.

40 Red Cedars
15 Royal Raindrop Crabapples
30 Serviceberry
16 Canaerti Junipers.

The cost will be around \$49,000 for the new cemetery trees

On sections 4,5,6,7 there is not enough room to plant the trees 7' from the fence. The spacing would be 1.5' from the fence line. There also isn't enough room for the Red Cedars, they would need to be Taylor Junipers for the space available. It is Mikes recommendation to not plant trees in this section and leave the frontage road without them.

The Board budgeted \$75,000 for tree installations. \$55,000 was for the new cemetery and \$20,000 was to install trees in front of section 4,5,6,7. Any funds not spent will go towards the new cemetery layout/ construction.

Action: Approve the new layout from Woods Tree Farm for the New Cemetery with a price of \$49,000.



5201 S. 119th St. West

620-545-7124

Clearwater, KS 67026

TO: City of Clearwater Cemetary
129 E. Ross
Clearwater, KS 67026

6-12-24

RE: North Acquired Addition

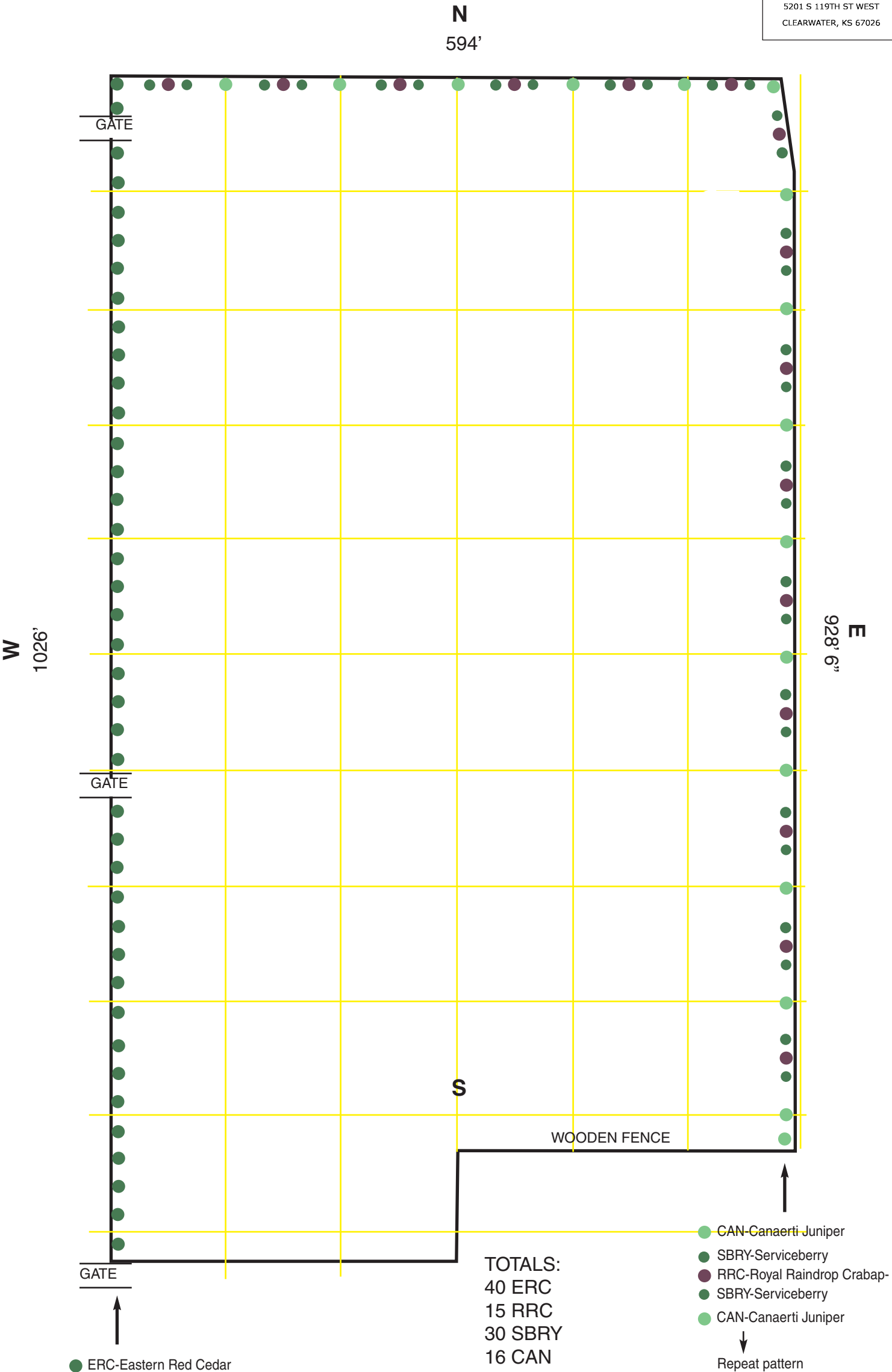
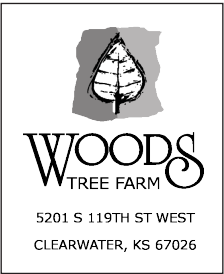
B I D P R O P O S A L

DESCRIPTION	UNIT COST	COST
44 Eastern Red Cedars		
8-10' Balled & Burlap	\$ 350 each	\$ 15,400.00
Installation @ 50%	\$ 175 each	7,700.00
15 Royal Raindrop Crabapple, RightRoot		
2" Balled & Burlap	\$ 300. each	4,500.00
Installation @ 50%	\$ 150 each	2,250.00
30 Autumn Brilliance Serviceberry, Multi-stemmed		
6' Balled & Burlap	\$ 230 each	6,900.00
Installation @ 50%	\$ 115 each	3,450.00
17 Canaerti Juniper, 10-12'	\$ 380 each	6,460.00
Installation @ 50%	\$ 190 each	3,230.00
62? bags of Premium Cottonburr Compost (recommended for soil admendment) @ \$14 each		? 868.00
TOTAL		\$ 50,758.00

Thank you!

*The above quote/design is subject to change depending upon availability and any unforeseen obstacles/hard scapes and/or additions/subtractions.

City of Clearwater Cemetary
North Cemetary Lot
REVISED 2-7-25
Scale 1" = 100'



*The above quote/design is subject to change depending upon availability and any unforeseen obstacles/hard scapes and/or additions/subtractions.

City of Clearwater Cemetary
North Cemetary Lot



PLANT ITEMS:



Serviceberry + fall color
10-15x10-15’w



Royal Raindrop Crabapple
+ fall color
20-15’w



Canaerti Juniper
25-15’w



Eastern Red Cedar
30-65x8-25’w

*The above quote/design is subject to change depending upon availability and any unforeseen obstacles/hard scapes and/or additions/subtractions.