

CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District
Board Meeting
March 13, 2025
6:30 PM, City Hall

1. Call to Order

Board member Erwin called the meeting to order at 6:33 p.m.

2. Roll Call

Tim Erwin, Trustee Ninnescah Township, and Burt Ussery, Mayor of Clearwater were present.
David Loos, Ohio Township was absent.

Others present: Courtney Zollinger, City Administrator, and Mike Weakly, Cemetery Sexton

3. Approval of Agenda

With the absence of D. Loos Ussery asked to remove the Petition for Annexation and the Roll Cemetery discussion.

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

4. Consent Agenda

- a. Minutes 2/13/2024
- b. February Accounts Payable
- c. February Receipt Report
- d. March Payroll

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

5. Reports

- Mike Weakley will have jury duty on March 25th.
- 16.7% through the year and have received 41.7% of the budgeted receipts and spent 3.2% of the budgeted expenditures.
- Woods Tree Farm is getting the trees ready and will schedule soon for installation.
- 3 Burials in February

MOTION: *Ussery* moved, *Erwin* seconded to accept the financial report. Voted and passed unanimously. 2-0

6. Business

a. Sexton Job Description

Since the Cemetery District Board has hired out the mowing for the Cemeteries, during the discussion of hiring a 3rd party, the board discussed wanting to review the job duties of the Sexton.

MOTION: *Ussery* moved, *Erwin* seconded to approve the modified position description for the Cemetery Sexton making them part-time employee. Voted and passed unanimously. 2-0

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b. Other Cemetery Prices

City staff were asked to get pricing from private cemeteries to compare to the Cemetery District.

Erwin and Ussery reviewed the prices and determined the District is in-line with private cemetery prices.

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

Meeting adjourned at 6:41 p.m.