

CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District
Board Meeting
June 12, 2025
6:30 PM, City Hall

1. Call to Order

Board member Erwin called the meeting to order at 6:34 p.m.

2. Roll Call

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

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

3. Approval of Agenda

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

4. Consent Agenda

- a. Minutes 05/08/2024
- b. May Accounts Payable
- c. May Receipt Report
- d. June Payroll

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

5. Reports

- 41.6% through the year. Revenues are at 49.7% and expenses are at 18.1%. You are \$27,000 under budget for trees and still have set aside \$75,000 for columbarium.
- Lazarus has the Clearwater Cemetery District on the schedule for the week of June 18th.
- There were 4 monuments set in Clearwater Cemetery, ½ lot sale, and 4 burials

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

6. Business

a. Cemetery Gates Locked – Hours Posted

In April the board heard that the Cemetery gates were not opened on Saturday March 29th and considered options for leaving the gates unlocked. The board decided to continue having the police lock the gates at night and unlock them on the weekends and would readdress it if it happens again.

Barbara Cook called and reported the gates were not unlocked again the weekend of May 10th. She checked backed 4 times throughout the day. On Monday she went there again

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7am and they weren't unlocked again. We sent a message to the police reminding them they need to unlock the gates on the weekends.

The police department said there used to be signs posted on gates stating the hours were 8am to 5pm and asked if signs could go up again. While this doesn't fix completely not opening the gates, this would have addressed the 7am expectation.

Ussery and Erwin discussed and pointed out there are many cemeteries that don't have gates. On a trial basis for the summer, they would like to leave the gates unlocked.

MOTION: *Ussery* moved, *Erwin* seconded to leave the four gates open on a trial basis from now until the first meeting in September to evaluation. Voted and passed unanimously. 2-0

MOTION: *Ussery* moved, *Erwin* seconded to authorize Zollinger to purchase 4 signs stating the cemetery is closed from dusk until dawn. Voted and passed unanimously. 2-0

b. Part-Time Mower

Ussery asked if the board should consider a part-time mower to cover for Weakly if he isn't able to be available or unable to mow for any reason. Weakly stated it doesn't take him long at all to mow the fence perimeter and if he is out for any reason Clearwater Public Works can help.

No action taken

c. Columbarium

Burt Ussery has been in contact with a columbarium company in Salina, KS. They are working on proposals for the Clearwater Cemetery. The board has set aside in this years budget \$75,000 for columbariums.

Ussery introduced possible costs and layouts to the board and asked if the board would be interested in inviting the company to a meeting to give a presentation.

Erwin agreed and Ussery will make the arrangements for either the August or September meeting.

d. 2026 Budget Discussion

The board reviewed actuals from the prior years and agreed there is no need to exceed the Revenue Neutral Rate. Zollinger will prepare the budget worksheets and send them to the County Clerks office and copy the board members. The County meeting is set for June 27, 2025 at 10:00am.

e. Mowing North Lot

Ussery stated the City is having Jake Johnson cut and bale Hammer's park. Jakes price is he gets to keep the bales and wanted to know if the Cemetery Board would be interested in the same deal for the northern undeveloped section of the cemetery.

MOTION: *Ussery* moved, *Erwin* seconded to have Jake Johnson cut and keep the bales from the norther section. Voted and passed unanimously. 2-0

f. Other Business – No other business

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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 7:05 p.m.