

CLEARWATER CEMETERY DISTRICT

Meeting Agenda
Thursday, March 12, 2026, 2025, 6:30 PM
129 E Ross Ave Clearwater, KS 67026

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/633216493>

You can also dial in using your phone.

Access Code: 633-216-493

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

Money Market Balance	\$502,055.54
Checking Balance	\$10,784.27
Equipment Reserve Balance	\$50,000.00

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Consent Agenda**
 - a. [Minutes 02/12/2026](#)
 - b. [February Accounts Payable](#)
 - c. [February Receipt Report](#)
 - d. [March Payroll](#)
- 5. Reports**
 - a. [YTD Financial Report](#)
 - b. [Burial Report](#)
 - c. [Plot Status Report](#)
- 6. Business**
 - a. **Other Business**
- 7. Executive Session**
- 8. Comments**
- 9. Adjournment**

CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District
Board Meeting
February 12, 2026
6:30 PM, City Hall

1. Call to Order

Board member Ussery called the meeting to order at 6:32 p.m.

2. Roll Call

Burt Ussery, Mayor City of Clearwater and , Tim Erwin, Trustee Ninnescah Township were present via GoTo Meeting.

David Loos, Trustee Ohio Township was absent

Others present: Courtney Zollinger, City Administrator.

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 1/8/2026
- b. January Accounts Payable
- c. January Receipt Report
- d. February Payroll

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

5. Reports

- The hearing for SB 396 was held on January 29th at 9:30am. Voting on the bill was to take place on February 9th. Ussery stated the bill was approved by the Senate and has moved the House of Representatives.
- 4 Burials were held in January and 1 lot was sold.
- John Deere came out to do the recall work but discovered they already had done the work.
- The city received a new financial software late last month. Staff is still working through the changes, so reports will start to look different.

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

- Business –
 - a. **Replace board that cover open graves –**

Mike Weakly stated the current boards that cover open graves need replaced. He would like to replace them with a metal covering similar to what he reviewed a Clonmel.

CLEARWATER CEMETERY DISTRICT

Lyle Berntsen spoke with the Clonmel cemetery and went and looked at the covering and proposed the following: *We propose to build 2-2'x10' panels out of square tubing and covered with 29 gauge tin for covering the grave excavation. The frame would be wrapped in j-trim to protect the sharp edges. They will have handles on each end and one on the side. These pictures are similar to what we would build. They can be viewed at the cemetery at St. John's church in Clonmel.*

In the amount of \$800

MOTION: *Ussery* moved, *Erwin* seconded to approve the purchase of the two panels from Triple B for \$800. Voted and passed unanimously. 2-0

6. **Executive Session** – No Executive Session

7. **Comments** – No comments

8. **Adjournment**

With there being no further business the meeting was adjourned at 6:35 p.m.



Clearwater, KS

Check Register

Packet: APPKT00037 - 2026 02 Cemetary AP

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Cemetary Bank-Cemetary Bank						
C174	CITY OF CLEARWATER	02/12/2026	Manual	0.00	1,000.00	8979
C017	GARRETSON EQUIPMENT	02/12/2026	Manual	0.00	1,000.00	8980
C995	MULVANE COOP	02/12/2026	Manual	0.00	38.21	8981
C994	MIZE'S THRIFTWAY	02/12/2026	Manual	0.00	21.99	8982
C015	ADT SECURITY SERVICES	02/12/2026	Bank Draft	0.00	67.06	DFT0000061
C012	EVERGY KANSAS CENTRAL	02/12/2026	Bank Draft	0.00	55.92	DFT0000062

Bank Code Cemetary Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	5	4	0.00	2,060.20
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	122.98
EFT's	0	0	0.00	0.00
	7	6	0.00	2,183.18

Fund Summary

Fund	Name	Period	Amount
700	CEMETERY DISTRICT	2/2026	2,183.18
			<hr/>
			2,183.18



Receipt Listing by Product Code

Totals by General Ledger Cash Account

Date Range: 2/1/2026 - 2/28/2026

Product Code		Product Code Description			
700000000476000		OTHER			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00000118	2/24/2026	CLPKT00008 - 2026 02 Cemetery Deposit	State of Kansas	700-000000-102000 - CASH SAVINGS	32.43
700000000476000 Subtotal:					32.43
700000000476300		LOT SALES			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00000116	2/24/2026	CLPKT00008 - 2026 02 Cemetery Deposit	Sarita Brecheisen	700-000000-102000 - CASH SAVINGS	1,500.00
R00000121	2/25/2026	CLPKT00008 - 2026 02 Cemetery Deposit	Ed Yost	700-000000-102000 - CASH SAVINGS	750.00
700000000476300 Subtotal:					2,250.00
700000000476400		OPEN/CLOSE			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00000115	2/24/2026	CLPKT00008 - 2026 02 Cemetery Deposit	Utt Family Service	700-000000-102000 - CASH SAVINGS	550.00
R00000117	2/24/2026	CLPKT00008 - 2026 02 Cemetery Deposit	Utt Family Service	700-000000-102000 - CASH SAVINGS	700.00
R00000123	2/27/2026	CLPKT00008 - 2026 02 Cemetery Deposit	Utt Family Service	700-000000-102000 - CASH SAVINGS	425.00
700000000476400 Subtotal:					1,675.00
Grand Total:					3,957.43



Clearwater, KS

Receipt Listing by Product Code

General Ledger Cash Account Summary

Date Range: 2/1/2026 - 2/28/2026

Distribution GL Account Number	Distribution Amount
Fund: 700	
700-000000-102000 - CASH SAVINGS	3,957.43
700 Subtotal:	3,957.43
Grand Total:	3,957.43



Detail Register

Employee Pay by Name

Packet: PYPKT00032 - CEM 03 2026 PP 2314
Payroll Set: 02 - Cemetery

Pay Period: 02/01/2026 - 02/28/2026

Employee: [50263](#) Erwin, Timothy R Dept: 400 - CEMETERY DI... Input Type: Regular Check: 0.00 Direct Deposit: 76.95

EARNINGS								
Code	Position	Rate	Rate/Amount	Units	Pay Amount	GL Account	Project Account	Leave Date
SAL	Board Member	Salary	83.33	0.00	83.33	700-000000-711014	100.00 %	
Total:				0.00	83.33			

TAXES

Code	Subject To	Employee	Employer
02-Federal W/H	83.33	0.00	0.00
02-MC	83.33	1.21	1.21
02-SS	83.33	5.17	5.17
02-State W/H	83.33	0.00	0.00
02-Unemployment	83.33	0.00	0.08

RECAP 50263 - Erwin

Earnings:	83.33	Benefits:	0.00	Deductions:	0.00	Taxes:	6.38	Net Pay:	76.95
-----------	-------	-----------	------	-------------	------	--------	------	----------	-------

Employee: [50260](#) Loos, David J Dept: 400 - CEMETERY DI... Input Type: Regular Check: 0.00 Direct Deposit: 76.95

EARNINGS								
Code	Position	Rate	Rate/Amount	Units	Pay Amount	GL Account	Project Account	Leave Date
SAL	Board Member	Salary	83.33	0.00	83.33	700-000000-711014	100.00 %	
Total:				0.00	83.33			

TAXES

Code	Subject To	Employee	Employer
02-Federal W/H	83.33	0.00	0.00
02-MC	83.33	1.21	1.21
02-SS	83.33	5.17	5.17
02-State W/H	83.33	0.00	0.00
02-Unemployment	83.33	0.00	0.08

RECAP 50260 - Loos

Earnings:	83.33	Benefits:	0.00	Deductions:	0.00	Taxes:	6.38	Net Pay:	76.95
-----------	-------	-----------	------	-------------	------	--------	------	----------	-------

Employee: [50141](#) Ussery, Burt L Dept: 400 - CEMETERY DI... Input Type: Regular Check: 0.00 Direct Deposit: 92.35

EARNINGS								
Code	Position	Rate	Rate/Amount	Units	Pay Amount	GL Account	Project Account	Leave Date
SAL	Chairman	Salary	100.00	0.00	100.00	700-000000-711014	100.00 %	
Total:				0.00	100.00			

TAXES

Code	Subject To	Employee	Employer
02-Federal W/H	100.00	0.00	0.00
02-MC	100.00	1.45	1.45
02-SS	100.00	6.20	6.20
02-State W/H	100.00	0.00	0.00
02-Unemployment	100.00	0.00	0.10

RECAP 50141 - Ussery

Earnings:	100.00	Benefits:	0.00	Deductions:	0.00	Taxes:	7.65	Net Pay:	92.35
-----------	--------	-----------	------	-------------	------	--------	------	----------	-------

Employee: [50238](#) Weakley, Michael E Dept: 400 - CEMETERY DI... Input Type: Regular Check: 0.00 Direct Deposit: 1,361.47

EARNINGS									
Code	Position	Rate	Rate/Amount	Units	Pay Amount	GL Account	Project Account	Leave Date	
REG	Sexton	Hourly	21.00	77.00	1,617.00	700-000000-711001	100.00 %		
Total:				77.00	1,617.00				

TAXES

Code	Subject To	Employee	Employer
02-Federal W/H	1,617.00	63.37	0.00
02-MC	1,617.00	23.45	23.45
02-SS	1,617.00	100.25	100.25
02-State W/H	1,617.00	68.46	0.00
02-Unemployment	1,617.00	0.00	1.62

RECAP 50238 - Weakley

Earnings:	1,617.00	Benefits:	0.00	Deductions:	0.00	Taxes:	255.53	Net Pay:	1,361.47
-----------	----------	-----------	------	-------------	------	--------	--------	----------	----------

Packet: PYPKT00032 - CEM 03 2026 PP 2314
Payroll Set: 02 - Cemetery

Pay Period: 02/01/2026 - 02/28/2026

Department: 400 - CEMETERY DISTRICT

Total Direct Deposits: 1,607.72
Total Check Amounts: 0.00

EARNINGS			TAXES			
Pay Code	Units	Pay Amount	Code	Subject To	Employee	Employer
REG	77.00	1,617.00	02-Federal W/H	1,883.66	63.37	0.00
SAL	0.00	266.66	02-MC	1,883.66	27.32	27.32
Total:	77.00	1,883.66	02-SS	1,883.66	116.79	116.79
			02-State W/H	1,883.66	68.46	0.00
			02-Unemployment	1,883.66	0.00	1.88
			Total:		275.94	145.99

RECAP 400 - CEMETERY DISTRICT

Earnings:	1,883.66	Benefits:	0.00	Deductions:	0.00	Taxes:	275.94	Net Pay:	1,607.72
-----------	----------	-----------	------	-------------	------	--------	--------	----------	----------

Packet: PYPKT00032 - CEM 03 2026 PP 2314
Payroll Set: 02 - Cemetery

Pay Period: 02/01/2026 - 02/28/2026

Males Paid: 4
Females Paid: 0
Unknown Paid: 0
Total Employees: 4

Total Direct Deposits: 1,607.72
Total Check Amounts: 0.00

EARNINGS			TAXES			
Pay Code	Units	Pay Amount	Code	Subject To	Employee	Employer
REG	77.00	1,617.00	02-Federal W/H	1,883.66	63.37	0.00
SAL	0.00	266.66	02-MC	1,883.66	27.32	27.32
Total:	77.00	1,883.66	02-SS	1,883.66	116.79	116.79
			02-State W/H	1,883.66	68.46	0.00
			02-Unemployment	1,883.66	0.00	1.88
			Total:		275.94	145.99

RECAP 02 - Cemetery

Earnings: 1,883.66 Benefits: 0.00 Deductions: 0.00 Taxes: 275.94 Net Pay: 1,607.72



Detail Register

Direct Deposit Listing

Packet: PYPKT00032 - CEM 03 2026 PP 2314
Payroll Set: 02 - Cemetery

Pay Period: 02/01/2026 - 02/28/2026
Direct Deposit Effective Date: 03/05/2026

Employee Name	Employee #	Bank	Account Number	Account Type	Amount
Erwin, Timothy R	50263	EMPRISE BANK	4038711	Checking	76.95
					Total: 76.95
Loos, David J	50260	FIDELITY BANK	1000985684	Checking	76.95
					Total: 76.95
Ussery, Burt L	50141	HOME BANK & TRUST CO	101026226	Checking	92.35
					Total: 92.35
Weakley, Michael E	50238	EMPRISE BANK	68695212	Savings	1,361.47
					Total: 1,361.47
Grand Total:					1,607.72

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors
Date: 3-10-26
RE: Reports

- 3 Burials were held in February and 2 half lots were sold.
- AAA Port o john was delivered back to the Cemetery this month.
- Triple B was notified to create the grave opening but has not finished the project yet.
- Clarification is needed on cemetery gates. Last year when the board decided to leave gates unlocked Zollinger interpreted that the 4 gates that were opened and closed daily were the gates to remain unlocked. These are the gates where the Cemetery Rules and Closed signs are located. Weakly interpreted that all 11 gates were to remain open and requested "Cemetery Closed from Dusk to Dawn" ordered for all other gates. The cost for the closed signs last year was \$82.50 per sign.



Clearwater, KS

Income Statement Account Summary

For Fiscal: 2026 Period Ending: 03/31/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 700 - CEMETERY DISTRICT						
Revenue						
700-000000-401000	ADVALOREM PROPERTY TAX	143,542.00	143,542.00	0.00	80,121.29	63,420.71
700-000000-402000	DELINQUENT TAXES	500.00	500.00	0.00	913.29	-413.29
700-000000-405000	MOTOR VEHICLE TAX	0.00	0.00	0.00	554.34	-554.34
700-000000-406000	RECREATIONAL VEHICLE TAX	393.10	393.10	0.00	2.94	390.16
700-000000-406500	WATERCRAFT	0.00	0.00	0.00	131.35	-131.35
700-000000-407000	16/20 M TRUCKS	0.00	0.00	0.00	175.71	-175.71
700-000000-407100	CMV DISTRIBUTION	0.00	0.00	0.00	60.44	-60.44
700-000000-421000	LEASE	1,950.00	1,950.00	0.00	0.00	1,950.00
700-000000-462000	INTEREST ON IDLE MONEY	9,000.00	9,000.00	0.00	1,464.40	7,535.60
700-000000-476000	OTHER	5,000.00	5,000.00	0.00	102.80	4,897.20
700-000000-476300	LOT SALES	13,000.00	13,000.00	0.00	3,750.00	9,250.00
700-000000-476400	OPEN/CLOSE	15,000.00	15,000.00	0.00	3,750.00	11,250.00
	Revenue Total:	188,385.10	188,385.10	0.00	91,026.56	97,358.54
Expense						
700-000000-711001	SALARIES	21,630.00	21,630.00	1,617.00	3,360.00	18,270.00
700-000000-711014	BOARD/ COMMISSION	3,200.00	3,200.00	266.66	799.98	2,400.02
700-000000-712000	SOCIAL SECURITY	1,600.00	1,600.00	116.79	257.94	1,342.06
700-000000-712100	MEDICARE	400.00	400.00	27.32	60.34	339.66
700-000000-715000	WORKERS COMPENSATION	900.00	900.00	0.00	0.00	900.00
700-000000-716000	UNEMPLOYMENT TAXES	100.00	100.00	1.88	1.88	98.12
700-000000-720001	SANITATION SERVICES	210.00	210.00	0.00	0.00	210.00
700-000000-720003	GROUNDS MAINTENANCE/SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00
700-000000-720013	DEPARTMENTAL OPERATING	1,000.00	1,000.00	0.00	67.25	932.75
700-000000-720014	CONTRACT LABOR	68,700.00	68,700.00	0.00	2,000.00	66,700.00
700-000000-720016	COMPUTER SOFT/HARDWARE	1,100.00	1,100.00	0.00	0.00	1,100.00
700-000000-721006	INSURANCE	7,500.00	7,500.00	0.00	74.47	7,425.53
700-000000-721010	VEHICLE REPAIRS/SERVICE	2,000.00	2,000.00	0.00	0.00	2,000.00
700-000000-721020	OPEN/CLOSE GRAVE	13,000.00	13,000.00	0.00	1,500.00	11,500.00
700-000000-721035	SECURITY MONITORING SERVICES	720.00	720.00	0.00	134.12	585.88
700-000000-722001	EVERGY	600.00	600.00	0.00	112.00	488.00
700-000000-723002	RESERVE	309,193.00	309,193.00	0.00	0.00	309,193.00
700-000000-734001	GAS, OIL, DIESEL	2,000.00	2,000.00	0.00	86.35	1,913.65
700-000000-734003	SHOP SUPPLIES	300.00	300.00	0.00	21.99	278.01
700-000000-735001	SAND & GRAVEL	800.00	800.00	0.00	160.00	640.00
700-000000-741001	CAPITAL OUTLAY	5,000.00	5,000.00	0.00	0.00	5,000.00
700-000000-771000	TRANSFER OUT	30,000.00	30,000.00	0.00	0.00	30,000.00
	Expense Total:	471,953.00	471,953.00	2,029.65	8,636.32	463,316.68
	Fund: 700 - CEMETERY DISTRICT Surplus (Deficit):	-283,567.90	-283,567.90	-2,029.65	82,390.24	
	Total Surplus (Deficit):	-283,567.90	-283,567.90	-2,029.65	82,390.24	

Income Statement

For Fiscal: 2026 Period Ending: 03/31/2026

Group Summary

Account Type	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 700 - CEMETERY DISTRICT					
Revenue	188,385.10	188,385.10	0.00	91,026.56	97,358.54
Expense	471,953.00	471,953.00	2,029.65	8,636.32	463,316.68
Fund: 700 - CEMETERY DISTRICT Surplus (Deficit):	-283,567.90	-283,567.90	-2,029.65	82,390.24	-365,958.14
Total Surplus (Deficit):	-283,567.90	-283,567.90	-2,029.65	82,390.24	

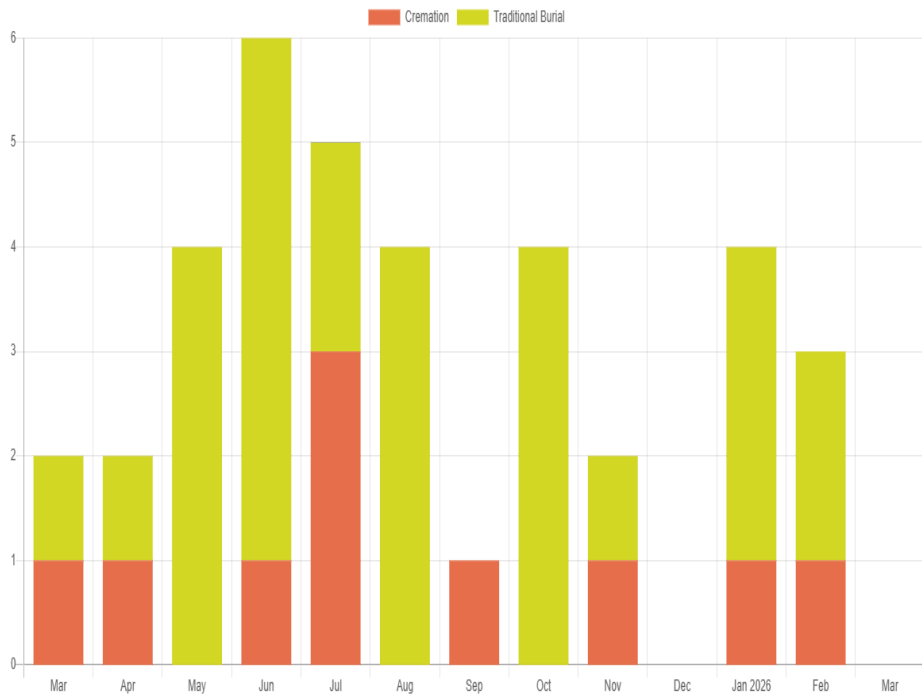
Income Statement

For Fiscal: 2026 Period Ending: 03/31/2026

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
700 - CEMETERY DISTRICT	-283,567.90	-283,567.90	-2,029.65	82,390.24	-365,958.14
Total Surplus (Deficit):	-283,567.90	-283,567.90	-2,029.65	82,390.24	

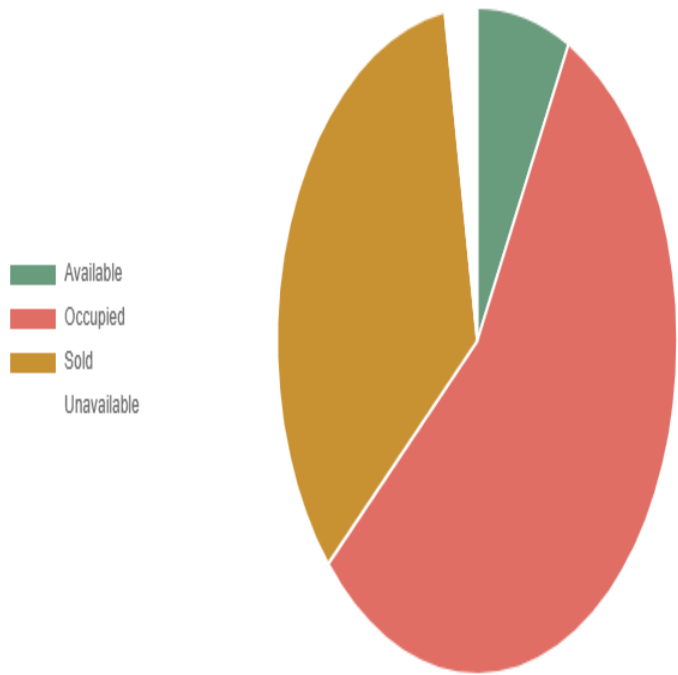
Burials Over Time



Feb	1	2	3
Mar	0	0	0
Total	10	27	37

Burials Over Time

MONTH	CREMATION	TRADITIONAL BURIAL	TOTAL
Mar	1	1	2
Apr	1	1	2
May	0	4	4
Jun	1	5	6
Jul	3	2	5
Aug	0	4	4
Sep	1	0	1
Oct	0	4	4
Nov	1	1	2
Dec	0	0	0
Jan 2026	1	3	4



Plot Status Totals

STATUS	TOTAL
Available	491
Occupied	3627
Sold	2212
Unavailable	169

Plot Status by Section

SECTION	AVAILABLE	OCCUPIED	SOLD	NO STATUS	UNAVAILABLE	TOTAL
1	17	537	200	0	0	754
1st Addition 1	0	566	144	0	23	733
2	1	618	199	0	6	824
2nd Addition A	0	330	70	0	0	400
2nd Addition B	0	314	84	0	2	400
2nd Addition C	0	256	143	0	1	400
2nd Addition D	1	97	44	0	6	148
4	202	146	324	0	16	688
5	36	260	324	0	36	656
6	230	136	354	0	48	768
7	4	367	326	0	31	728