

# CLEARWATER CEMETERY DISTRICT

Meeting Agenda  
Thursday, June 11, 2026, 6:30 PM  
129 E Ross Ave Clearwater, KS 67026

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Money Market Balance	\$541,849.97
Checking Balance	\$15,119.11
Equipment Reserve Balance	\$50,000.00

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
  - a. [Minutes 05/14/2026](#)
  - b. [May Accounts Payable](#)
  - c. [May Receipt Report](#)
  - d. [June Payroll](#)
5. **Reports**
  - a. [YTD Financial Report](#)
  - b. [Burial Report](#)
  - c. [Plot Status Report](#)
6. **Business**
  - a. **Action** – [Reorganization Resolution](#)
  - b. **Other Business**
7. **Executive Session**
8. **Comments**
9. **Adjournment**

# CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District  
Board Meeting  
May 14, 2026  
6:30 PM, City Hall

**1. Call to Order**

Board member Ussery called the meeting to order at 6:30 p.m.

**2. Roll Call**

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

Others present: Mike Weakley, Sexton and Courtney Zollinger, City Administrator.

**3. Approval of Agenda**

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

**4. Consent Agenda**

- a. Minutes 04/09/2026
- b. April Accounts Payable
- c. April Receipt Report
- d. May Payroll

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

**5. Reports**

- 2 Burials were held in April, 6 markers were placed and no lots were sold.

**6. Business**

**a. Sell 10 Gallon Fuel Tank**

The Cemetery District has a 102 gallon gas tank with a pump. It was purchased to keep all the lawn equipment fueled up. Since most of it is contracted out there is no need for the tank.

The Sexton, Mike Weakley, has been running the pump on it about once per week with 17 gallons of fuel left in the tank. This is so the pump stays lubricated and the tank is less likely to rust.

Weakley proposes that the tank be sold since the District is running only one mower now. There are 4 gas cans that are available to use instead of the 102 gallon fuel tank.

Board member Loos asked if Weakley would like a small gas tank with a pump and Weakley answered no.

**MOTION:** *Ussery* moved, *Loos* seconded to approve to sell the gas tank on Gavel Roads. Voted and passed unanimously. 2-0

# CLEARWATER CEMETERY DISTRICT

## **b. Other Business – Bale Cemetery**

Ussery stated that the City is asking Jake Johnson to bale the Hammers Prairie Park and Nature Center and asked if they Cemetery District would like to have the unplotted section baled as well.

**MOTION:** *Loos* moved, *Ussery* seconded to approve the new section in the Cemetery baled with the City's with no compensation. Voted and passed unanimously. 2-0

## **c. Other Business - SB 396 Approved by the Governor 3-27-2026**

The Board discussed that SB 396 was approved to reorganize the Cemetery District. Both Ussery and Loos agreed to wait for all three members of the board to be present to adopt the resolution for reorganization. Since Erwin was not able to make it, the topic is tabled until the next meeting.

7. **Executive Session** – No Executive Session

8. **Comments** – No other comments

9. **Adjournment**

With there being no further business the meeting was adjourned at 6:42 p.m.



Clearwater, KS

# Check Report

By Check Number

Date Range: 05/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Cemetery Bank-Cemetery Bank</b>						
C054	AAA Portable Services	05/14/2026	Manual	0.00	120.75	8987
C174	CITY OF CLEARWATER	05/14/2026	Manual	0.00	1,000.00	8988
C995	MULVANE COOP	05/14/2026	Manual	0.00	93.76	8998
C726	PRAIRIELAND PARTNERS	05/14/2026	Manual	0.00	43.65	8999
C004	TRUGREEN	05/14/2026	Manual	0.00	2,369.00	9000
C006	WHITNEY LANDSCAPING	05/14/2026	Manual	0.00	6,300.00	9001
C969	WICHITA TREE SERVICE LLC	05/14/2026	Manual	0.00	2,775.00	9002
C017	GARRETSON EQUIPMENT	05/14/2026	Manual	0.00	500.00	9003
C026	KANSAS DEPARTMENT OF REVENUE	05/05/2026	Bank Draft	0.00	79.38	DFT0000244
C021	INTERNAL REVENUE SERVICE	05/05/2026	Bank Draft	0.00	404.71	DFT0000245
C015	ADT SECURITY SERVICES	05/14/2026	Bank Draft	0.00	67.06	DFT0000264
C012	EVERGY KANSAS CENTRAL	05/14/2026	Bank Draft	0.00	55.51	DFT0000265
C026	KANSAS DEPARTMENT OF REVENUE	06/05/2026	Bank Draft	0.00	67.37	DFT0000298
C021	INTERNAL REVENUE SERVICE	06/05/2026	Bank Draft	0.00	346.27	DFT0000299

**Bank Code Cemetery Bank Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	8	8	0.00	13,202.16
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	1,020.30
EFT's	0	0	0.00	0.00
	<b>14</b>	<b>14</b>	<b>0.00</b>	<b>14,222.46</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	8	8	0.00	13,202.16
Voided Checks	0	0	0.00	0.00
Bank Drafts	6	6	0.00	1,020.30
EFT's	0	0	0.00	0.00
	<b>14</b>	<b>14</b>	<b>0.00</b>	<b>14,222.46</b>

### Fund Summary

Fund	Name	Period	Amount
700	CEMETERY DISTRICT	5/2026	13,808.82
700	CEMETERY DISTRICT	6/2026	413.64
			<b>14,222.46</b>



# Receipt Listing by Product Code

## Totals by General Ledger Cash Account

Date Range: 5/1/2026 - 5/31/2026

Product Code		Product Code Description			
<b>CEM - Lot Sales</b>		<b>Lot Sales</b>			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00000311	5/12/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Brent and Cheryl Spencer	700-000000-102000 - CASH SAVINGS	1,500.00
<b>CEM - Lot Sales Subtotal:</b>					1,500.00
<b>CEM - Open/ Close</b>		<b>OPEN/CLOSE</b>			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00000309	5/12/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Utt Family Service Corporation	700-000000-102000 - CASH SAVINGS	550.00
R00000310	5/12/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Michael Peitz	700-000000-102000 - CASH SAVINGS	425.00
R00000747	5/23/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Utt Family Service Corp	700-000000-102000 - CASH SAVINGS	960.00
R00000817	5/27/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Utt Family Service Corporation	700-000000-102000 - CASH SAVINGS	550.00
<b>CEM - Open/ Close Subtotal:</b>					2,485.00
<b>CEM - Other</b>		<b>Other</b>			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00000340	5/14/2026	CLPKT00061 - 2026 05 Cemetery Deposit	State of Kansas	700-000000-102000 - CASH SAVINGS	42.57
R00000847	5/28/2026	CLPKT00061 - 2026 05 Cemetery Deposit	State of Kansas	700-000000-102000 - CASH SAVINGS	28.38
<b>CEM - Other Subtotal:</b>					70.95
<b>CEM - Quit Claim</b>		<b>Quit Claim Deed</b>			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00000882	5/29/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Rex Smith	700-000000-102000 - CASH SAVINGS	50.00
R00000882	5/29/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Rex Smith	700-000000-102000 - CASH SAVINGS	50.00
R00000882	5/29/2026	CLPKT00061 - 2026 05 Cemetery Deposit	Rex Smith	700-000000-102000 - CASH SAVINGS	50.00
<b>CEM - Quit Claim Subtotal:</b>					150.00
<b>Grand Total:</b>					4,205.95



Clearwater, KS

# Receipt Listing by Product Code

## General Ledger Cash Account Summary

Date Range: 5/1/2026 - 5/31/2026

Distribution GL Account Number	Distribution Amount
<b>Fund: 700</b>	
700-000000-102000 - CASH SAVINGS	4,205.95
<b>700 Subtotal:</b>	<u>4,205.95</u>
<b>Grand Total:</b>	<u>4,205.95</u>



Clearwater, KS

# Payroll Bank Transaction Report

By Payment Number

Date: 6/1/2026 - 6/30/2026

Payroll Set: 02 - Cemetery

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1012	06/05/2026	Regular	50141	Ussery, Burt L	0.00	92.35	92.35
1013	06/05/2026	Regular	50238	Weakley, Michael E	0.00	1,345.27	1,345.27
1014	06/05/2026	Regular	50260	Loos, David J	0.00	76.95	76.95
1015	06/05/2026	Regular	50263	Erwin, Timothy R	0.00	76.95	76.95
<b>Total:</b>					<b>0.00</b>	<b>1,591.52</b>	<b>1,591.52</b>

# CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 06/09/26

RE: Reports

- Mike placed the gas tank with pump on Gavel Roads.
- There was one lot sale, 3 quit claims process, 3 burials, and 3 headstone markings



Clearwater, KS

# Income Statement Account Summary

For Fiscal: 2026 Period Ending: 05/31/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 700 - CEMETERY DISTRICT</b>						
<b>Revenue</b>						
<a href="#">700-000000-401000</a>	ADVALOREM PROPERTY TAX	143,542.00	143,542.00	0.00	83,678.56	59,863.44
<a href="#">700-000000-402000</a>	DELINQUENT TAXES	500.00	500.00	0.00	1,001.93	-501.93
<a href="#">700-000000-405000</a>	MOTOR VEHICLE TAX	0.00	0.00	0.00	1,720.70	-1,720.70
<a href="#">700-000000-406000</a>	RECREATIONAL VEHICLE TAX	393.10	393.10	0.00	24.85	368.25
<a href="#">700-000000-406500</a>	WATERCRAFT	0.00	0.00	0.00	143.78	-143.78
<a href="#">700-000000-407000</a>	16/20 M TRUCKS	0.00	0.00	0.00	226.32	-226.32
<a href="#">700-000000-407100</a>	CMV DISTRIBUTION	0.00	0.00	0.00	96.59	-96.59
<a href="#">700-000000-421000</a>	LEASE	1,950.00	1,950.00	0.00	0.00	1,950.00
<a href="#">700-000000-462000</a>	INTEREST ON IDLE MONEY	9,000.00	9,000.00	800.12	3,866.48	5,133.52
<a href="#">700-000000-476000</a>	OTHER	5,000.00	5,000.00	70.95	1,465.79	3,534.21
<a href="#">700-000000-476300</a>	LOT SALES	13,000.00	13,000.00	1,500.00	5,250.00	7,750.00
<a href="#">700-000000-476350</a>	QUIT CLAIM FILED	0.00	0.00	150.00	150.00	-150.00
<a href="#">700-000000-476400</a>	OPEN/CLOSE	15,000.00	15,000.00	2,485.00	7,210.00	7,790.00
	<b>Revenue Total:</b>	<b>188,385.10</b>	<b>188,385.10</b>	<b>5,006.07</b>	<b>104,835.00</b>	<b>83,550.10</b>
<b>Expense</b>						
<a href="#">700-000000-711001</a>	SALARIES	21,630.00	21,630.00	1,827.00	6,867.00	14,763.00
<a href="#">700-000000-711014</a>	BOARD/ COMMISSION	3,200.00	3,200.00	266.66	1,333.30	1,866.70
<a href="#">700-000000-712000</a>	SOCIAL SECURITY	1,600.00	1,600.00	129.81	508.45	1,091.55
<a href="#">700-000000-712100</a>	MEDICARE	400.00	400.00	30.36	118.93	281.07
<a href="#">700-000000-715000</a>	WORKERS COMPENSATION	900.00	900.00	0.00	0.00	900.00
<a href="#">700-000000-716000</a>	UNEMPLOYMENT TAXES	100.00	100.00	2.09	5.91	94.09
<a href="#">700-000000-720001</a>	SANITATION SERVICES	210.00	210.00	0.00	35.00	175.00
<a href="#">700-000000-720003</a>	GROUNDS MAINTENANCE/SUPPLIES	2,000.00	2,000.00	0.00	405.90	1,594.10
<a href="#">700-000000-720013</a>	DEPARTMENTAL OPERATING	1,000.00	1,000.00	2,785.00	2,979.80	-1,979.80
<a href="#">700-000000-720014</a>	CONTRACT LABOR	68,700.00	68,700.00	3,369.00	13,469.00	55,231.00
<a href="#">700-000000-720016</a>	COMPUTER SOFT/HARDWARE	1,100.00	1,100.00	0.00	0.00	1,100.00
<a href="#">700-000000-721006</a>	INSURANCE	7,500.00	7,500.00	0.00	207.47	7,292.53
<a href="#">700-000000-721010</a>	VEHICLE REPAIRS/SERVICE	2,000.00	2,000.00	0.00	7.00	1,993.00
<a href="#">700-000000-721020</a>	OPEN/CLOSE GRAVE	13,000.00	13,000.00	500.00	3,650.00	9,350.00
<a href="#">700-000000-721035</a>	SECURITY MONITORING SERVICES	720.00	720.00	0.00	335.30	384.70
<a href="#">700-000000-722001</a>	EVERGY	600.00	600.00	0.00	277.66	322.34
<a href="#">700-000000-723002</a>	RESERVE	309,193.00	309,193.00	0.00	0.00	309,193.00
<a href="#">700-000000-734001</a>	GAS, OIL, DIESEL	2,000.00	2,000.00	0.00	214.45	1,785.55
<a href="#">700-000000-734003</a>	SHOP SUPPLIES	300.00	300.00	0.00	50.18	249.82
<a href="#">700-000000-735001</a>	SAND & GRAVEL	800.00	800.00	0.00	320.00	480.00
<a href="#">700-000000-741001</a>	CAPITAL OUTLAY	5,000.00	5,000.00	0.00	800.00	4,200.00
<a href="#">700-000000-771000</a>	TRANSFER OUT	30,000.00	30,000.00	0.00	0.00	30,000.00
	<b>Expense Total:</b>	<b>471,953.00</b>	<b>471,953.00</b>	<b>8,909.92</b>	<b>31,585.35</b>	<b>440,367.65</b>
	<b>Fund: 700 - CEMETERY DISTRICT Surplus (Deficit):</b>	<b>-283,567.90</b>	<b>-283,567.90</b>	<b>-3,903.85</b>	<b>73,249.65</b>	
	<b>Total Surplus (Deficit):</b>	<b>-283,567.90</b>	<b>-283,567.90</b>	<b>-3,903.85</b>	<b>73,249.65</b>	

Income Statement

For Fiscal: 2026 Period Ending: 05/31/2026

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
700 - CEMETERY DISTRICT	-283,567.90	-283,567.90	-3,903.85	73,249.65	-356,817.55
<b>Total Surplus (Deficit):</b>	<b>-283,567.90</b>	<b>-283,567.90</b>	<b>-3,903.85</b>	<b>73,249.65</b>	

Burials Over Time



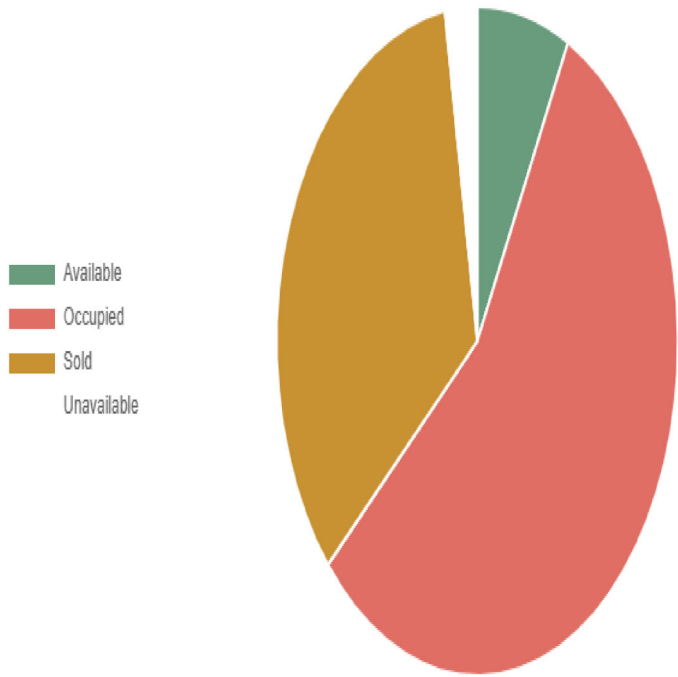
## Burials Over Time

MONTH	CREMATION	TRADITIONAL BURIAL	TOTAL
May	0	0	0
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
Feb	1	2	3
Mar	0	1	1

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<b>Apr</b>	2	0	2
<b>May</b>	0	3	3
<b>Total</b>	10	25	35

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### Plot Status Totals

STATUS	TOTAL
Available	485
Occupied	3633
Sold	2212
Unavailable	169

### Plot Status by Section

SECTION	AVAILABLE	OCCUPIED	SOLD	NO STATUS	UNAVAILABLE	TOTAL
1	17	538	199	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	198	147	327	0	16	688
5	34	261	325	0	36	656
6	230	137	353	0	48	768
7	4	369	324	0	31	728

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CLEARWATER CEMETERY  
DISTRICT, CLEARWATER, KANSAS, REGARDING  
REORGANIZATION OF DISTRICT BOUNDARIES AND  
RELATED MATTERS**

WHEREAS, the Clearwater Cemetery District (“the District”) has reviewed its current boundaries and governance structure; and

WHEREAS, the District and Ohio Township have discussed the appropriate alignment of cemetery services, ownership, and responsibilities; and

WHEREAS, the District has determined that certain changes are necessary to clarify governance, ownership, and future service expectations.

NOW, THEREFORE, BE IT RESOLVED, that as authorized by SB 396, the Board of Directors of the Clearwater Cemetery District, Clearwater, Kansas, that:

**1. Current District Boundaries**

The District, which includes;

- a. City of Clearwater (Clearwater Cemetery, 1<sup>st</sup> Add, 2<sup>nd</sup> Add, 3<sup>rd</sup> Add, the new addition)
- b. Ninnescah Township (Harrington Cemetery and Ruby Cemetery)
- c. Western half of Ohio Township (Noel Cemetery – currently titled to the City of Clearwater).
- d. Property owned by the District.

**2. Reorganization of District Boundaries**

The District hereby agrees to reorganize the District boundaries to exclude Ohio Township from the District. Upon adoption of this Resolution and completion of all required statutory procedures, Ohio Township shall no longer be included within the District.

**3. Composition of the Reorganized Cemetery District Board**

The reorganized District shall have a three-member board of trustees: one member representing the City of Clearwater, one member representing Ninnescah Township, and one at-large member. The third at-large member shall be initially elected by the existing board of trustees at the next meeting of the board following the adoption of this Resolution. The third at-large member shall then stand for election on a nonpartisan basis by the voters of the district at the

2026 regular election and every four years thereafter. The third member may reside in either the city of Clearwater or Ninnescah township and shall represent the entire district.

**4. Ownership of Noel Cemetery**

Noel Cemetery shall remain titled to the City of Clearwater. The cemetery shall not be transferred to Ohio Township, and ownership will remain unchanged under this Resolution. Full responsibility for the cemetery will remain with the District.

**5. Financial Compensation to Ohio Township**

Ohio Township shall not receive any financial compensation, reimbursement, or distribution of property, assets, or funds from the District as a result of this reorganization.

**6. Cemetery Purchase Pricing Considerations for Ohio Township Property Owners**

Property owners in Ohio Township who have paid taxes into the District at the time of this Resolution shall receive in-district pricing, if such pricing still exists, for a period of twenty-four (24) months following adoption. After the 24-month period, all residents of Ohio Township shall be considered out-of-district.

ADOPTED by the Board of Directors of the Clearwater Cemetery District on this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Board Member

\_\_\_\_\_

Board Member

\_\_\_\_\_

Secretary