

CLEARWATER CEMETERY DISTRICT

Meeting Agenda
Thursday, September 10, 2026, 6:00 PM
129 E Ross Ave Clearwater, KS 67026

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Money Market Balance	\$521,092.69
Checking Balance	\$10,784.99
Equipment Reserve Balance	\$50,000.00

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Consent Agenda**
 - a. [Minutes 08/13/2026](#)
 - b. [August Accounts Payable](#)
 - c. [August Receipt Report](#)
 - d. [September Payroll](#)
5. **Reports**
 - a. [YTD Financial Report](#)
 - b. [Burial Report](#)
 - c. [Plot Status Report](#)
6. **Business**
 - a. **Hearing** – [2027 Budget Hearing](#)
 - b. **Action** – [Adopt 2027 Budget](#)
 - c. **Other Business**
7. **Executive Session**
8. **Comments**
9. **Adjournment**

CLEARWATER CEMETERY DISTRICT

Clearwater Cemetery District
Board Meeting
August 13, 2026
6:30 PM, City Hall

1. Call to Order

Board member Ussery called the meeting to order at 6:00 p.m.

2. Roll Call

Burt Ussery, Mayor City of Clearwater and Tim Erwin, Trustee Ninnescah, Township was present.

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

3. Approval of Agenda

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

- 4. Elect Board Member** – Tim Erwin wants to nominate Kyle Stonbracker for the at-large member of the Cemetery Board. Kyle Stonbracker is not present and the board decided to wait until he could be present to appoint him.

5. Consent Agenda

- a. Minutes 07/09/2026
- b. July Accounts Payable
- c. July Receipt Report
- d. August Payroll

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

6. Reports

- 4 burials last month and 2 headstone marking.
- TruGreen has been out to spray for bagworms but they didn't spray the northern section when they were out. We reached out to them, and they will be out to correct the oversight
- The Dodge work truck was taken back to Tru2U since it stopped working earlier this week. The fuel pump needed to be replaced. The cost of the work by Tru2U was \$641.54.
- Not and Exit and Do Not Drive on Grass signs have been placed at the Cemetery by public works
-

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

7. Business

- a. **Cemetery Eagle Project** – Christopher Titterington expressed interest in doing a fundraiser for the Cemetery to raise money for flags and markers. Mike Weakley said the Cemetery doesn't need flags but there are 477 veteran markers in the Clearwater Cemetery. 261 of them are plastic. He thought a fundraiser to purchase aluminum markers to replace the plastic ones would be a good option with an additional 20 for stock. The approximate cost is \$9,270

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MOTION: *Ussery* moved, *Erwin* seconded to approve the recommendation of aluminum markers. Voted and passed unanimously. 2-0

The board asked that Zollinger reach out to Titterington to let him know.

b. **Betty Pietz Burial** – Ussery explained that a family member of Betty Pietz made a verbal complaint to the District regarding the service they had for his mother on July 18th. The service was interrupted by a non cemetery employee telling the family they were not allowed to put the burial urn in the ground themselves because that was a liability. The family expressed they were very upset and Ussery verbally apologized for the interruption. Ussery stated he has prepared a written letter to send to the family and asked Erwin if the Board should consider a refund. The two discussed and decided to not offer a refund but could revisit if the family makes a formal request for one.

With the discussion of whether or not it is a liability for family members to bury an urn themselves or not, the board reviewed the rules and regulations and discussed modifications.

The board decided to amend the rules and regulations with additions to 3. Interment & Funeral Regulations: 3.2 *Burial Procedures:*

3.2.1 *Opening and Closings. All opening and closing must be performed by cemetery staff or as arranged by a qualified funeral home with approval from the cemetery staff.*

3.2.2 *Casket burial. All casket burial must be completed by professional cemetery staff or as arranged by a qualified funeral home in compliance with cemetery procedures. A casket in excess of three feet in length must have an outer container as described in subparagraph 3.6. No family members may perform the operations of opening, closing, placement of the outer container, placement of the casket in the outer container, or participate in the lowering of the casket.*

3.2.3 *Urn burial. Cemetery staff will customarily perform the burial of the urn. With prior notification and coordination with the cemetery staff, the urn may be placed in the opening by a family member or by someone the family has authorized to preform the urn placement, and under the supervision of a family member. A concenter form will be signed by the family or legally authorized persons and will be placed on file. The closing will be done by cemetery staff.*

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

c. **Tree Trimming** – Zollinger reported that the a request to trim trees on the east side came to City Hall because the limbs were hanging over headstones. Weakley received a quote from Wichita Tree for \$6,125.00. Zollinger stated the budget for tree trimming is \$5,000 and last year only the lollipop trees were done.

MOTION: *Erwin* moved, *Ussery* seconded to hire Wichita Tree for \$6,125. Voted and passed unanimously. 2-0

Zollinger also informed the board that with the request to trim the trees the same family also asked that the port-o-potty be relocated. Weakley stated the port-o-potty is in that

CLEARWATER CEMETERY DISTRICT

location because of the shade, tree line, and off the road. It is not his recommendation to relocate it. Erwin and Ussery discussed and decided they agree with Weakley.

MOTION: *Ussery* moved, *Erwin* seconded to leave the port-o-potty in its current location. Voted and passed unanimously. 2-0

- d. **2027 Budget** – The Cemetery District has elected to not exceed the RNR which mean the no more than \$143,542 taxes can be collected. The mill levy will go from a 2.479 to 2.372.

The Board has not identified major projects for 2027 but will have roughly \$457,000 to alleviate any tax reduction from Ohio Township and funds to plan for the norther Clearwater Cemetery land.

The Budget Hearing is set for September 10, 2026 at 6pm

MOTION: *Ussery* moved, *Erwin* seconded to move forward with the budget as presented. Voted and passed unanimously. 2-0

- e. **Cushman Repair** – The 2021 Cushman Mike uses at the cemetery broke down. He took it to Kansas Golf and Turf. The Cushman needs a fuel pump and throttle body to get it running again. Repair cost is \$2,592.64. To purchase a new one will be \$8,000 - \$9,500.

Erwin stated that if the repair cost is less than 50% of a new model the board should repair the old one. Ussery agreed.

MOTION: *Ussery* moved, *Erwin* seconded to repair the old Cushman for \$2,592.64. Voted and passed unanimously. 2-0

f. Other Business –

- i. **Request to mail remains** – The Cemetery received an inquiry if the Cemetery Board would accept ashes by mail. Zollinger called another local cemetery and confirmed it is legal, but that cemetery requires forms and approvals before they would accept the remains. Zollinger found a form and shared it with the board. The authorization is stated:

I certify that I am the lot owner, next of kin, personal representative, or other person legally authorized to direct this interment. I authorize the Clearwater Cemetery District to make the interment as ordered and represent that the information provided is complete and correct. I acknowledge that the interment is subject to the District's current rules, fees, and cemetery records. I agree to indemnify and hold harmless the District and its officers, employees, agents, and contractors from claims arising from inaccurate information or lack of authority provided by me. I authorize the District in carrying out this order.

Erwin suggested if the family wishes to move forward with mailing remains the City office is to take pictures of the box when it arrives and the sexton is to take images of the burial process for proof and accountability.

MOTION: *Ussery* moved, *Erwin* seconded to receive mailed remains after authorization has been confirmed and to have pictures taken by city staff and sexton when handling them. Voted and passed unanimously. 2-0

ii. Appoint At Large Member

CLEARWATER CEMETERY DISTRICT

MOTION: *Erwin* moved, *Ussery* seconded to appoint Kyle Stonbracker as the at-large member of the Cemetery Board. Voted and passed unanimously. 2-0

Kyle Stonbracker took the oath of office and took his place as a board member. He will serve until December 31, 2026, unless he is elected during the November elections.

8. **Executive Session** – No Executive Session

9. **Comments** – No other comments

10. **Adjournment**

With there being no further business the meeting was adjourned at 6:26 p.m.



Clearwater, KS

Check Report - AP

By Check Number

Date Range: 08/01/2026 - 08/31/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: Cemetery Bank-Cemetery Bank						
C174	CITY OF CLEARWATER	08/13/2026	Manual	0.00	1,000.00	9024
C020	FLAGS USA	08/13/2026	Manual	0.00	235.45	9025
C020	FLAGS USA	08/13/2026	Regular	0.00	-235.45	9025
C017	GARRETSON EQUIPMENT	08/13/2026	Manual	0.00	425.00	9026
C995	MULVANE COOP	08/13/2026	Manual	0.00	115.69	9027
C996	NATIONAL SIGN COMPANY INC	08/13/2026	Manual	0.00	493.31	9028
C006	WHITNEY LANDSCAPING	08/13/2026	Manual	0.00	6,300.00	9029
C004	TRUGREEN	08/13/2026	Manual	0.00	370.80	9030
C003	TRUE2U AUTOMOTIVE, LLP	08/13/2026	Manual	0.00	641.54	9031
C026	KANSAS DEPARTMENT OF REVENUE	08/05/2026	Bank Draft	0.00	92.49	DFT0000419
C021	INTERNAL REVENUE SERVICE	08/05/2026	Bank Draft	0.00	456.97	DFT0000420
C015	ADT SECURITY SERVICES	08/17/2026	Bank Draft	0.00	67.06	DFT0000432
C012	EVERGY KANSAS CENTRAL	08/13/2026	Bank Draft	0.00	59.33	DFT0000433

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	9,581.79
Voided Checks	0	1	0.00	-235.45
Bank Drafts	4	4	0.00	675.85
EFT's	0	0	0.00	0.00
	12	13	0.00	10,022.19

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	9,581.79
Voided Checks	0	1	0.00	-235.45
Bank Drafts	4	4	0.00	675.85
EFT's	0	0	0.00	0.00
	12	13	0.00	10,022.19

Fund Summary

Fund	Name	Period	Amount
700	CEMETERY DISTRICT	8/2026	10,022.19
			10,022.19



Receipt Listing by Product Code

Totals by General Ledger Cash Account

Date Range: 8/1/2026 - 8/31/2026

Product Code		Product Code Description			
CEM - Lot Sales		Lot Sales			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00003105	8/5/2026	CLPKT00390 - 2026 09 02 Cemetery Deposit	Sallie McDonald	700-000000-102000 - Cemetery District - Cash Savings	750.00
R00003405	8/13/2026	CLPKT00390 - 2026 09 02 Cemetery Deposit	Sara Jones	700-000000-102000 - Cemetery District - Cash Savings	750.00
CEM - Lot Sales Subtotal:					1,500.00
CEM - Open/ Close		OPEN/CLOSE			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00003623	8/21/2026	CLPKT00390 - 2026 09 02 Cemetery Deposit	WEBB SHINKLE MORTUARY	700-000000-102000 - Cemetery District - Cash Savings	700.00
CEM - Open/ Close Subtotal:					700.00
CEM - Other		Other			
Receipt Number	Date	EOD Packet Number	Payor Name	Cash GL Account Number	Applied Amount
R00003186	8/7/2026	CLPKT00390 - 2026 09 02 Cemetery Deposit	State of Kansas	700-000000-102000 - Cemetery District - Cash Savings	14.19
R00003615	8/20/2026	CLPKT00390 - 2026 09 02 Cemetery Deposit	State of Kansas	700-000000-102000 - Cemetery District - Cash Savings	14.19
CEM - Other Subtotal:					28.38
Grand Total:					2,228.38



Clearwater, KS

Receipt Listing by Product Code

General Ledger Cash Account Summary

Date Range: 8/1/2026 - 8/31/2026

Distribution GL Account Number	Distribution Amount
Fund: 700	
700-000000-102000 - Cemetery District - Cash Savings	2,228.38
700 Subtotal:	2,228.38
Grand Total:	2,228.38



Clearwater, KS

Payroll Bank Transaction Report

By Payment Number

Date: 9/1/2026 - 9/30/2026

Payroll Set: 02 - Cemetery

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
1023	09/04/2026	Regular	50141	Ussery, Burt L	0.00	92.35	92.35
1024	09/04/2026	Regular	50238	Weakley, Michael E	0.00	1,507.28	1,507.28
1025	09/04/2026	Regular	50263	Erwin, Timothy R	0.00	76.95	76.95
1026	09/04/2026	Regular	CEM00019	Stonebraker, Kyle Jusin	0.00	76.95	76.95
Total:					0.00	1,753.53	1,753.53

CLEARWATER CEMETERY DISTRICT

To: Cemetery Board of Directors

Date: 09/08/2026

RE: Reports

- 1 burials last month and 2 headstone markings.
- The Cushman has been repaired.
- Christopher Titterington was sent a letter letting him know the decision and discussion from the Cemetery Board on the Eagle Project.



Clearwater, KS

Income Statement Account Summary

For Fiscal: 2026 Period Ending: 08/31/2026

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 700 - CEMETERY DISTRICT						
Revenue						
700-000000-401000	Cemetery District - Advalorem Property Tax	143,542.00	143,542.00	0.00	138,079.28	5,462.72
700-000000-402000	Cemetery District - Delinquent Taxes	500.00	500.00	0.00	1,650.74	-1,150.74
700-000000-405000	Cemetery District - Motor Vehicle Tax	0.00	0.00	0.00	4,491.81	-4,491.81
700-000000-406000	Cemetery District - Recreational Vehicle Tax	393.10	393.10	0.00	77.78	315.32
700-000000-406500	Cemetery District - Watercraft	0.00	0.00	0.00	178.67	-178.67
700-000000-407000	Cemetery District - 16/20 M Trucks	0.00	0.00	0.00	239.07	-239.07
700-000000-407100	Cemetery District - CMV Distribution	0.00	0.00	0.00	221.37	-221.37
700-000000-421000	Cemetery District - Lease	1,950.00	1,950.00	0.00	0.00	1,950.00
700-000000-462000	Cemetery District - Interest on Idle Money	9,000.00	9,000.00	847.11	6,412.27	2,587.73
700-000000-476000	Cemetery District - Other	5,000.00	5,000.00	0.00	2,009.34	2,990.66
700-000000-476300	Cemetery District - Lot Sales	13,000.00	13,000.00	0.00	8,250.00	4,750.00
700-000000-476350	Cemetery District - Quit Claim Filed	0.00	0.00	0.00	200.00	-200.00
700-000000-476400	Cemetery District - Open/Close	15,000.00	15,000.00	0.00	12,085.00	2,915.00
Revenue Total:		188,385.10	188,385.10	847.11	173,895.33	14,489.77
Expense						
700-000000-711001	Cemetery District - Salaries	21,630.00	21,630.00	2,079.00	12,327.00	9,303.00
700-000000-711014	Cemetery District - Board/Commission	3,200.00	3,200.00	183.33	2,049.95	1,150.05
700-000000-712000	Cemetery District - Social Security	1,600.00	1,600.00	140.27	891.42	708.58
700-000000-712100	Cemetery District - Medicare	400.00	400.00	32.81	208.50	191.50
700-000000-715000	Cemetery District - Workers Compensation	900.00	900.00	0.00	0.00	900.00
700-000000-716000	Cemetery District - Unemployment Taxes	100.00	100.00	2.26	12.08	87.92
700-000000-720001	Cemetery District - Sanitation Services	210.00	210.00	0.00	106.08	103.92
700-000000-720003	Cemetery District - Grounds Maintenance/...	2,000.00	2,000.00	335.39	1,745.76	254.24
700-000000-720013	Cemetery District - Departmental Operating	1,000.00	1,000.00	10.00	3,009.80	-2,009.80
700-000000-720014	Cemetery District - Contract Labor	68,700.00	68,700.00	20,095.80	50,904.60	17,795.40
700-000000-720016	Cemetery District - Computer Soft/Hardware	1,100.00	1,100.00	0.00	0.00	1,100.00
700-000000-721006	Cemetery District - Insurance	7,500.00	7,500.00	0.00	207.47	7,292.53
700-000000-721010	Cemetery District - Vehicle Repairs/Service	2,000.00	2,000.00	3,408.63	3,552.63	-1,552.63
700-000000-721020	Cemetery District - Open/Close Grave	13,000.00	13,000.00	1,075.00	8,075.00	4,925.00
700-000000-721035	Cemetery District - Security Monitoring Serv..	720.00	720.00	67.06	603.54	116.46
700-000000-722001	Cemetery District - Evergy	600.00	600.00	59.44	511.48	88.52
700-000000-723002	Cemetery District - Reserve	309,193.00	309,193.00	0.00	0.00	309,193.00
700-000000-734001	Cemetery District - Gas, Oil, Diesel	2,000.00	2,000.00	59.02	596.63	1,403.37
700-000000-734003	Cemetery District - Shop Supplies	300.00	300.00	16.39	66.57	233.43
700-000000-735001	Cemetery District - Sand & Gravel	800.00	800.00	180.00	820.00	-20.00
700-000000-741001	Cemetery District - Capital Outlay	5,000.00	5,000.00	0.00	800.00	4,200.00
700-000000-771000	Cemetery District - Transfer Out	30,000.00	30,000.00	0.00	0.00	30,000.00
Expense Total:		471,953.00	471,953.00	27,744.40	86,488.51	385,464.49
Fund: 700 - CEMETERY DISTRICT Surplus (Deficit):		-283,567.90	-283,567.90	-26,897.29	87,406.82	
Total Surplus (Deficit):		-283,567.90	-283,567.90	-26,897.29	87,406.82	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
700 - CEMETERY DISTRICT	-283,567.90	-283,567.90	-26,897.29	87,406.82	-370,974.72
Total Surplus (Deficit):	-283,567.90	-283,567.90	-26,897.29	87,406.82	

Burials Over Time

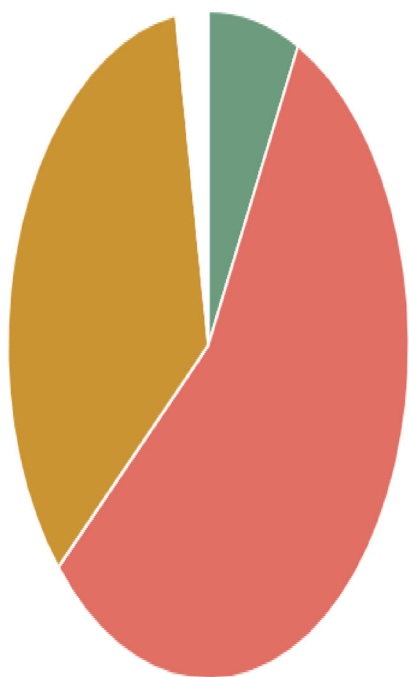


Burials Over Time

MONTH	CREMATION	TRADITIONAL BURIAL	TOTAL
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
Apr	2	0	2
May	0	3	3
Jun	4	4	8

Jul	4	0	4
Aug	0	1	1
Total	14	23	37

Available
Occupied
Sold
Unavailable



Plot Status Totals

STATUS	TOTAL
Available	480
Occupied	3644
Sold	2206
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	257	142	0	1	400
2nd Addition D	1	98	43	0	6	148
4	198	150	324	0	16	688
5	31	263	326	0	36	656
6	228	139	353	0	48	768
7	4	371	322	0	31	728

Clearwater Cemetery District
September 10, 2026

2027 Budget Review

The Cemetery District has elected to not exceed the RNR which mean the no more than \$143,542 taxes can be collected. The mill levy will go from a 2.479 to 2.372.

The Board has not identified major projects for 2027 but will have roughly \$457,000 to alleviate any tax reduction from Ohio Township and funds to plan for the norther Clearwater Cemetery land.

The Budget Hearing is set for September 10, 2026 at 6pm

NOTICE OF BUDGET HEARIN

2027

State of Kansas
Special District

The governing body of
Clearwater Cemetery District
Sedgwick

will meet on September 10, 2026 at 6:00 PM at 129 E Ross Clearwater, KS for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to levied. Detailed budget information is available at 129 E Ross Clearwater KS and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2027 Expenditures and Amount of 2026 Ad Valorem Tax establish the maximum limits of the 2027 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual 2025	Actual	Current Year Estimate for 2026	Actual	Proposed Budget Year for 2027		
	Expenditures	Tax Rate*	Expenditures	Tax Rate*	Budget Authority for Expenditures	Amount of 2026 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	221,933	2.635	162,430	2.479	616,912	143,542	2.372
Debt Service							
Non-Budgeted Funds							
Totals	221,933	2.635	162,430	2.479	616,912	143,542	2.372
<i>Revenue Neutral Rate**</i>							2.372
Less: Transfers	30,000		30,000		30,000		
Net Expenditures	191,933		132,430		586,912		
Total Tax Levied	143,552		143,542		xxxxxxxxxxxxxxxx		
Assessed Valuation	54,475,436		57,901,369		60,519,613		

Outstanding Indebtedness,

Jan 1,	2024	2025	2026
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

Clearwater Cemetery District

CERTIFICATE

To the Clerk of Sedgwick, State of Kansas

We, the undersigned, officers of

Clearwater Cemetery District

certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted
maximum expenditures for the various funds for the year 2027; and (3) the
Amount(s) of 2026 Ad Valorem Tax are within statutory limitations for the 2027 Budget.

Table of Contents:		Page No.	2027 Adopted Budget		
			Budget Authority for Expenditures	Amount of 2026 Ad Valorem Tax	Final Tax Rate (County Clerk's Use Only)
Allocation MVT, RVT, 16/20M Vehicle Tax		2			
Schedule of Transfers		3			
Statement of Indebt. & Lease/Purchase		4			
Fund	K.S.A.				
General	0	5	616,912	143,542	
Debt Service	10-113				
Non-Budgeted Funds		6			
Totals	xxxxxxxxxx		616,912	143,542	
Budget Hearing Notice		7			
Combined Rate - Budget Hearing Notice					
RNR Hearing Notice					
Neighborhood Revitalization Rebate					
			County Clerk's Use Only		
			Nov. 1, 2026 Total Assessed Valuation		

Revenue Neutral Rate 2.372

Does budget require a resolution to exceed the Revenue Neutral Rate? NO

Assisted by:

Address: _____

Email: _____

Attest: _____, 2026

County Clerk

Governing Body

CPA Summary