



CPPS Board Agenda

January 4, 2023

6:00 p.m.

Ex Officio:

Margaret Shriver

Members:

Amber Duren

Michelle Paker Thurman Gardner

Bonnie Sandburg

Kenny Shaw Wayne Snider

Troy Thompson

1. Approve minutes of October 12, 2022
2. Review Cemetery Activity
 - a. Year-End statement of financial activity
 - b. Year-End burial/plot sale activity
3. Hear update related to Cemetery projects
 - a. Master signage program
 - b. Adopt-a-Planter Program
 - c. Historic Cemetery Restoration
4. Hear staff presentation regarding year-end Parks & Recreation Programming
5. Consider responses to the 2023 Cemetery Masonry Project RFP for recommendation to the Edwardsville City Council
6. Consider updates to Community Center rental rates for recommendation to the Edwardsville City Council
7. Review updates related to the River Front Park Redevelopment Project from Stantec Consulting
8. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

October 12, 2022

6:00 p.m.

Ex Officio:	Margaret Shriver	Board Chair:	Wayne Snider
Members:	Thurman Gardner	Michelle Parker	Kenny Shaw
	Troy Thomson	Bonnie Sandburg	

1. Approve minutes of minutes of September 14, 2022

- **Motion:** Board member Shaw made the motion to accept the minutes of the September 14, 2022 a presented.
- **Second:** Board member Thompson seconded the motion
- **Vote:** Passes 5-0

2. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed the financial report, which currently shows a consolidated balance of \$84,133.53
- He also reviewed the cemetery plot sale activity, which included three plot sales to two separate owners
- **Motion:** Board Chair Snider made a motion to accept the report as presented.
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes, 5-0

3. Hear staff updates on Cemetery projects

- Mr. Daniel provided a summary of several cemetery projects in different stages of development.
- The mill/overlay project was completed in the final week of September. Costs for striping are being sought now to complete this project. Payment will hit closer to the end of the year when the final street maintenance project total is determined.
- A master sign plan was reviewed by the group, with several items planned to kick off in the final quarter of 2023. This includes the removal of the north and south rules and regulations signs and review of costs for installation of a new entry sign near the south entrance. Staff also plans on resetting the lane markers, as some have become dislodged or moved after being struck by large vehicles driven by the diggers. Additional signage marking the lanes is also being reviewed.
- Additional items in the master sign program include the installation of a shadow box for the flag nameplates, improvements in the gazebo signage, and more. The bulk of this project is expected to take place in 2023.
- An update was given on the historic cemetery restoration project, with Mr. Daniel noting that it has stalled largely due to staff availability. A meeting is being set up with church officials and City Planning staff to review the next steps in this project. Staff hopes to have Planning Commission action in the first quarter of 2023.

4. Advisory Reports

- Mr. Daniel noted the deterioration of the cemetery planter along 9th Street and indicated that an RFP is being developed to solicit bids for reconstruction of the

ADJOURNMENT

The meeting was adjourned at 7:13 p.m.

Zachary Daniel
City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JANUARY 4, 2023
SUBJECT: CEMETERY ACTIVITY

RECOMMENDATION

Review the statement of financial activity as well as recent burial/plot sale information.

FINANCIAL IMPACT

See attached for a month-by-month summary of the consolidated Cemetery bank account activity. This includes payments made for plot sales, opening/closings, etc. made to the Cemetery as well as payments from the Cemetery accounts for maintenance items, refunds, digging fees, etc.

The check for the Cemetery Mill/Overlay project has not been cashed yet and, as such, is not reflected in the most recent bank statements. However, the amount is factored into the attached summary, as well as the Cemetery CD accounts, one of which is scheduled to be cashed out and transferred to the main MMA account to cover the cost of the project.

Once all money movement has been completed, the estimated consolidated bank balance for the Cemetery accounts sits at \$21,725.54. This is split between the remaining balance in the MMA (\$5,613.70) and the remaining CD (\$16,111.84).

BACKGROUND

In addition to the financial summary provided, there has been two plot sales since the group's last meeting, summarized in the table below:

Purchaser	Location	Deed #
Cara Chambers	2-C-11	836
Sondra Brown	6-13-13	837*

**Note: The Brown plot sale is being paid for by the funeral home. Deed documents have been drawn up, but payment has not yet been received.*

Jan	Amount	Source
Beg Balance	\$41,116.83	
Deposits	\$1,325.00	Alden-Harrington
Interest	\$3.40	
Payments	(\$1,700.00)	KNA Diggin
	(\$750.00)	Sexton
End Balance	\$39,995.23	

Feb	Amount	Source
Beg Balance	\$39,995.23	
Deposits	\$575.00	Alden-Harrington
	\$575.00	Alden-Harrington
	\$750.00	Lot sale
	\$460.00	Open/Close
Interest	\$3.46	
End Balance	\$42,358.69	

Mar	Amount	Source
Beg Balance	\$42,358.69	
Deposits	\$575.00	Maple Hills
	\$750.00	Alden Harrington
	\$750.00	Lot Sale (Green)
	\$750.00	Lot Sale (Green)
	\$575.00	Open/Close
Interest	\$3.35	
End Balance	\$45,762.04	

Apr	Amount	Source
Beg Balance	\$45,762.04	
Deposits	\$1,500.00	Lot sale (Kivette)
	\$750.00	Lot sale (Kivette)
	\$1,500.00	Lot sale (Kivette)
Interest	\$3.82	
Payments	(\$3,800.00)	KNA
End Balance	\$45,715.86	

May	Amount	Source
Beg Balance	\$45,715.86	
Deposits	\$3,000.00	Lot Sale (Smith)
	\$460.00	Open/Close
Interest	\$3.33	
End Balance	\$49,179.19	

Jun	Amount	Source
Beg Balance	\$49,179.19	
Deposits	\$575.00	Amos Funeral Home
	\$805.00	Open/Close
Interest	\$3.62	
Payments	(\$900.00)	KNA Diggin
End Balance	\$49,662.81	

Jul	Amount	Source
Beg Balance	\$49,662.81	
Interest	\$3.46	
Payments	(\$805.00)	Sharon family open/close refund
End Balance	\$48,861.27	

Aug	Amount	Source
Beg Balance	\$48,861.27	
Deposits	\$750.00	Lot Sale (Grant)
	\$4,500.00	Lot Sales (Ochoa)
	\$230.00	Open/Close
	\$575.00	Alden-Harrington
	\$1,500.00	Lot Sales (Cockrum)
Interest	\$2.73	
Payments	(\$3,320.00)	KNA Diggin
	(\$750.00)	Sexton
	(\$3,320.00)	KNA Diggin
End Balance	\$49,029.00	

Sep	Amount	Source
Beg Balance	\$49,029.00	
Deposits	\$575.00	Alden-Harrington
	\$2,000.00	Lot Sales (Eveland)
Interest	\$3.05	
Payments	(\$230.00)	Groves - Refund
End Balance	\$51,377.05	

Oct	Amount	Source
Beg Balance	\$51,377.05	
Deposits	\$575.00	Alden-Harrington
Interest	\$2.60	
End Balance	\$51,954.65	

Nov	Amount	Source
Beg Balance	\$51,954.65	
Deposits	\$750.00	Lot Sale (Crutchfield)
	\$1,500.00	Lot Sale (Chambers)
	\$575.00	Open/Close
Interest	\$2.77	
End Balance	\$51,957.42	

Jan (23)	Amount	Source
Beg Balance	\$48,459.94	
Payments	(\$750.00)	Sexton
End Balance	\$47,709.94	

Dec	Amount	Source
Beg Balance	\$51,957.42	
Interest	\$2.52	
Payments	(\$3,500.00)	KNA Diggin
End Balance	\$48,459.94	

MMA Balance	\$47,709.94
CD 1 Cash Out	\$16,823.76
Mill/Overlay	(\$58,920.00)
MMA Balance (Post Project)	\$5,613.70
CD 2	\$16,111.84
Consolidated Balance	\$21,725.54

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JANUARY 4, 2023
SUBJECT: CEMETERY PROJECTS

RECOMMENDATION

The CPPS Board to hear updates related to Cemetery projects

FINANCIAL IMPACT

Funds for these various projects would come from a combination of General Fund and Cemetery funds. Revenues related to the planter program would be captured in the City's General Fund.

BACKGROUND

Master Signage Program

Staff is moving forward with the initial master sign plan items. Staff has removed the north/south signs in anticipation of a new sign the first half of the year. Scheduled to be done in the coming weeks (weather pending) is the resetting of the lane markers and addition of lettering, indicating the lanes. After completion of the gazebo repairs, two small signs will be placed inside the gazebo; one noting the rules and regulations and one including an updated map of the cemetery. Staff intends on including a QR code for the map which would lead to a directory of the Cemetery inhabitants. These improvements are expected to be completed to be complete in the first quarter of 2023.

Adopt-a-Planter Program

Included as an attachment to this memo is the draft application form for the Adopt-a-Planter program. Display signs have been purchased for this program. If the CPPS Board is comfortable with the fees, these signs will be placed at their designated location for marketing of the program beginning in January.

Historic Cemetery Restoration

Assistant City Manager Zack Daniel and City Planner Bradley Hocevar held a meeting with church officials to review the platting process. Additional discussion was had on the platting and consolidation of other lots owned by the church. The City has updated the scope of work with BHC and is awaiting pricing. It is intended to that a full replat package would be submitted in time to be heard by the Edwardsville Planning Commission at either their February or March meeting. Church officials asked that additional research be done on the value of the land to be transferred to the City.

This report is being provided for informational purposes and no formal action is required.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JANUARY 4, 2023
SUBJECT: 2022 PARKS & REC PROGRAMMING REPORT

RECOMMENDATION

The CPPS Board to hear staff presentation regarding year-end registration figures for Parks & Recreation programming

FINANCIAL IMPACT

Fees vary depending on the programming option and revenue is captured in the City's General Fund.

BACKGROUND

Below is a table breaking down participation in Parks & Rec 2022 programming as compared to previous years. There is no action required as a result of this presentation, and is presented only for informational and future planning purposes.

Programming	2022 Registrations	2021 Registrations	2019 Registrations
BASKETBALL			
Pre-K/K	15	11	10
1 st /2 nd	21	22	20
3 rd /4 th	18	22	15
5 th /6 th	14	19	16
TOTAL	68	74	61
SPRING SOCCER			
Pre-K/K	57	36	51
1 st /2 nd	36	34	24
3 rd /4 th	26	24	13
5 th /6 th	19	--	16
7 th /8 th	1	--	--
TOTAL	139	94	104
SUMMER BASEBALL			
U8	11	19	9
U10	12	9	18
U12	10	12	8
U15	14	13	10
U8 (SB)	17	12	11
U12 (SB)	11	24*	24*
		Includes U10	Includes U10
U15 (SB)	14	13	3
T-Ball	47	48	22
TOTAL	136	150	105
ARTS & CRAFTS EXTENSION			
TOTAL	124	119	24* 2020 Program

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Programming	2022 Registrations	2021 Registrations	2019 Registrations
FALL BALL			
U8	9	12	8
T-Ball	17	22	6
TOTAL	26	34	14
FALL SOCCER			
Pre-K/K	20	17	22
1 st /2 nd	23	21	20
3 rd /4 th	12	20	14
5 th /6 th	14	13* Includes 7 th /8 th	12
TOTAL	69	71	68
TOTAL FOR ALL	608	542	376

The 2022 total also includes the 46 registrants for the EFD Junior Fire Academy

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JANUARY 4, 2023
SUBJECT: 2022 PARKS & REC PROGRAMMING REPORT

RECOMMENDATION

The CPPS Board to consider responses to the 2023 Cemetery Masonry Project

FINANCIAL IMPACT

Costs for this project would be spent out of the City's General Fund line item for Cemetery maintenance.

BACKGROUND

The City reissued a request for proposals (RFP) for the masonry project related to repairs and reconstruction of the west planter/retaining wall as well as other masonry maintenance items within the City Cemetery. Staff met with several contractors on site to review the current condition of the planter and do talk through different options for repairs. It was determined that reconstruction of the planter was necessary to avoid future deterioration.

Several firms declined to submit bids while two submitted bids that were not sealed. One firm submitted a bid using the proper procedure, and their result is noted in the table below:

Firm	Planter reconstruction	Pillar/connecting wall repairs	Gazebo maintenance	Total
Holcomb's Masonry LLC	\$9,200	\$1,500	\$350	\$11,050

Though the bids submitted incorrectly are not being considered for the project, it should be noted that the next lowest proposal that was submitted totaled \$25,500, due in large part to higher costs for job materials and demolition work.

Staff is currently reaching out to references for Holcomb's to review other work they have done in the region. Should these references come back favorable, staff recommends the CPPS Board recommend that the City Council move forward with a contract with Holcomb's Masonry LLC for the Cemetery Masonry project.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JANUARY 4, 2023
SUBJECT: COMMUNITY CENTER RENTAL FEES

RECOMMENDATION

The CPPS Board shall consider recommendations to the City Council regarding updates to rental fees for the Edwardsville Community Center.

FINANCIAL IMPACT

Current rental fees are as follows:

- Sunday – Thursday:
 - \$25.00 per hour
 - \$75.00 deposit
 - \$25.00 additional key deposit
- Friday – Saturday:
 - \$250.00 (resident rate)
 - \$500.00 (non-resident rate)
 - \$500.00 deposit
 - \$25.00 additional key deposit
 - Security officer fees: \$35.00 per hour up to 150 people, \$70.00 per hour over 150 people

BACKGROUND

Staff has reviewed other Wyandotte County rental facilities and has determined that rental rates at the Edwardsville Community Center should be updated to better match the current local market. Additionally, with more groups utilizing the center for multiple dates, a long-term rental fee schedule has also been determined.

The proposed new rental structure for the Community Center is as follows:

- Sunday – Thursday
 - \$35.00 per hour (resident rate)
 - \$50.00 per hour (non-resident rate)
 - \$150.00 deposit
 - Long-Term Rentals:
 - \$500/\$600 deposit (resident/non-resident)
 - \$25/\$40 per hour (resident/non-resident)
- Friday – Saturday
 - \$500.00 (resident rate)
 - \$750.00 (non-resident rate)
 - \$500.00 deposit (resident rate)
 - \$600.00 deposit (non-resident rate)

No changes are proposed for the security officer fees for Friday-Saturday rentals at this time. A summary of other County facilities and their rates are included in a table on the text page. If approved, these updated rates will go to the Edwardsville City Council for final review/approval as part of the master 2023 rate ordinance.

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Staff recommends the CPPS Board recommend to the Edwardsville City Council the updates to Community Center rates as noted.

TABLE A – FACILITY FEE REVIEW

Facility	Amenities	Rental Rates	Deposit
Pierson Banquet Hall	Kitchen, bar, tables, chairs	\$700 (residents) \$900 (non-residents)	\$400
Davis Hall	Tables, chairs, kitchen	\$800 (residents) \$1,000 (non-resident)	\$300
George Meyn Center	Tables, chairs, kitchen, playground	\$575 (resident) \$750 (nonresident)	\$300
Sunflower Room w/ kitchen (Bonner Springs)	Kitchen, two stoves, microwave, refrigerator, tables, chairs	\$30 per hour w/ \$100 kitchen fee (resident) \$35 per hour w/ \$100 kitchen fee (non-resident)	\$200

Cash balance of \$ _____ due by _____

Pick up key on _____ Return key on _____



**EDWARDSVILLE COMMUNITY CENTER
USE APPLICATION AND CONTRACT
696 S. 3rd St.
Edwardsville, KS 66111**

Renter's Name: _____

Phone: Home _____

Renter's Address/P.O. Box: _____

Cell: _____

Emergency contact: _____

Phone: _____

Event Information

Date: _____ Activity: _____ Hours: ____ - ____ All day ____

Anticipated Number of People: _____ Alcohol to be served? ____ Yes ____ No Alc. Consumption Begins: ____

Sunday - Thursday

Resident Fees

Deposit • \$150 deposit
Rental Fee • \$35 per hour (2 hour minimum)
TOTAL • \$150 deposit + (\$35 x ____ hours) = \$ _____

Non-Resident Fees

• \$150 deposit
• \$50 per hour (2 hour minimum)
• \$150 deposit + (\$35 x ____ hours) = \$ _____

Friday & Saturday

Resident Fees

Deposit • \$500 deposit
Rental Fee • \$500 all day rental fee (all day)
Security Fee • \$35/\$70 per hour (must pay until midnight, consumption must stop by 11:00 PM) x ____ hours = \$ _____
Rental+Deposit • \$500 deposit \$500 rental fee = \$1,000

Non-Resident Fees

• \$600 deposit
• \$750 rental fee (all day)
• \$35/\$70 per hour (must pay until midnight, consumption must stop by 11:00 PM) x ____ hours = \$ _____
• \$600 deposit + \$750 rental fee = \$1,350

Payment Details

Deposit (must be paid in cash to hold date): Amount: \$ _____ Date Paid: _____ Staff initials: _____
Rental Fee: Amount: \$ _____ Date Paid: _____ Staff initials: _____
Security Fee (must be paid in cash): Amount: \$ _____ Date Paid: _____ Staff initials: _____
TOTAL: Amount: \$ _____ Date Paid: _____ Staff initials: _____

**Cash Deposit and copy of photo ID are required to secure the rental date.
Deposits will be returned within two weeks of the rental date provided no damage is found.**

All cash deposits must be picked up by applicant.

All Rental Fees and Security Officer Fees are due 2 weeks before the scheduled event.

Events that include alcohol that include more than 150 people require two officers (\$70 per hour total)

As a condition precedent to the issuance of this contract, I the undersigned responsible person, knowingly and voluntarily assume the responsibility to abide by all federal, state, county and city laws and ordinances and Guidelines and Use Policy (attached) pertaining to the Edwardsville Community Center, all of which are hereby incorporated herein by reference. I, for myself and my children, agents, servants, employees, heirs, executors, administrators and assigns, and the entity on whose behalf I am entering into this contract, agree to release, indemnify and hold harmless the City of Edwardsville, Kansas, its officials, officers, employees, agents and volunteers from any claim arising out of the use of the Edwardsville Community Centers, including but not limited to accidents, injuries, illness, negligent or intentional torts, acts of God, attorney fees, loss of service claims, or any other expenses or claims, including those based on a subrogate interest of any insurer, or loss of group or personal property relating to the use of the center.

Agreed to and accepted by _____
Signature of Renter

Date

Cash balance of \$ _____ due by _____

Pick up key on _____ Return key on _____



**EDWARDSVILLE COMMUNITY CENTER
LONG-TERM RENTAL APPLICATION AND CONTRACT
696 S. 3rd St.
Edwardsville, KS 66111**

Renter's Name/Organization: _____ Phone: _____
Renter's Address/P.O. Box: _____
Emergency contact: _____ Phone: _____

Event Information

Long-Term rentals must rent the space a minimum of four times per rental agreement to qualify for long-term rental rates. Long-term rentals can only be made ten-dates at a time. Long-term rentals cannot take place on Fridays or Saturdays.

Dates	Hours
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	From _____ to _____ Total: ____
	TOTAL HOURS: _____

Activity: _____ Anticipated Number of People Per Event: _____

Long-Term Rental Fees

	<u>Resident Fees</u>	<u>Non-Resident Fees</u>
Deposit	• \$500 deposit	• \$600 deposit
Rental Fee	• \$25 per hour (2 hour minimum)	• \$40 per hour (2 hour minimum)
TOTAL	• \$500 deposit + (\$25 x ____ hours) = \$ _____	• \$600 deposit + (\$40 x ____ hours) = \$ _____

Alcohol is prohibited for long-term rentals

**Cash Deposit and copy of photo ID are required to secure the rental dates.
Deposits will be returned within two weeks of the rental date provided no damage is found.
All cash deposits must be picked up by applicant.
All Rental Fees and are due 2 weeks before the scheduled event.**

As a condition precedent to the issuance of this contract, I the undersigned responsible person, knowingly and voluntarily assume the responsibility to abide by all federal, state, county and city laws and ordinances and Guidelines and Use Policy (attached) pertaining to the Edwardsville Community Center, all of which are hereby incorporated herein by reference. I, for myself and my children, agents, servants, employees, heirs, executors, administrators and assigns, and the entity on whose behalf I am entering into this contract, agree to release, indemnify and hold harmless the City of Edwardsville, Kansas, its officials, officers, employees, agents and volunteers from any claim arising out of the use of the Edwardsville Community Centers, including but not limited to accidents, injuries, illness, negligent or intentional torts, acts of God, attorney fees, loss of service claims, or any other expenses or claims, including those based on a subrogate interest of any insurer, or loss of group or personal property relating to the use of the center.

Agreed to and accepted by _____ Signature _____ Date _____

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JANUARY 4, 2023
SUBJECT: RIVER FRONT PARK REDEVELOPMENT

RECOMMENDATION

The CPPS Board to hear updates related to the River Front Park Redevelopment Project

FINANCIAL IMPACT

Funds for this project had been previously approved out of the City's Special Sales Tax Fund. Funding for additional phases of the project has not been finalized.

BACKGROUND

Assistant City Manager Zack Daniel participated in an meeting with representatives from Stantec Consulting to review updates to the River Front Park Redevelopment Project. Highlights from this call include:

- An update noting that design document development is expected to be complete by the end of January 2023. At this point, the project would be ready to put together a request for qualifications (RFQ) for a construction management firm to move forward with phase 1 of the project. Phase 1 would likely involve improvements to the parking area and boat ramp as well as restroom/playground construction.
- A revised site plan was provided (and is attached to this memo), which incorporates changes after additional utility review and input from area residents. The largest change is the removal of the trail connector to the River Falls subdivision, replacing it with the addition of a sidewalk which would extend north on 9th St. This trail extension could be added at a later date should there be a need. Narration nodes have also been reduced to eliminate clutter in the main portion of the park.
- Additional discussion was had regarding the overlook feature, specifically related to the type of construction. Consensus among the group was to focus on a vertical suspension design, which would be anchored off of the river bank. Additional research is being done by Stantec staff regarding this option.

As this project continues to move forward, funding will be determined for its initial construction. Available options at this point include the use of ARPA funds and/or including the project in future bond measures. Stantec is also preparing materials for staff to request outside funding through private donors.

No action is required on this item, which is being provided for informational purposes only.