



CPPS Board Agenda

March 8, 2023

6:00 p.m.

Ex Officio: Margaret Shriver

Members: Sandy Bonfield Amber Duren Thurman Gardner
Michelle Parker Bonnie Sandburg Kenny Shaw Troy Thompson

1. Approve minutes of February 8, 2023
2. Review Cemetery Activity
3. Consider the following applications for the Adopt-a-Planter Program
 - a. Connie Henry
 - b. Barbara Mikel
4. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

February 8, 2023

6:00 p.m.

Ex Officio: Margaret Shriver
Members: Amber Duren
Bonnie Sandburg

Board Chair: Thurman Gardner
Sandy Bonfield (*not present*) Michelle Parker
Troy Thomson Kenny Shaw

1. Approve minutes of minutes of January 4, 2023

- **Motion:** Board member Shaw made the motion to accept the minutes of the January 4, 2023 with a typo noted on page 2.
- **Second:** Board member Thompson seconded the motion
- **Vote:** Passes 6-0

2. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed the revised format for presenting this material. Bank account information for the reporting period is presented in one table, which notes the debits/credits made throughout the month.
- A second table is presented noting the General Fund Cemetery activity, which to date has only been the \$11,500 related to the planter/retaining wall repair.
- The consolidated balance at this time is \$28,51.90 including the MMA and CD accounts at Bank Midwest.
- There was additional questions on the work needed to reattach the cemetery sign.
- **Motion:** Board Duren made a motion to accept the report as presented.
- **Second:** Board member Gardner seconded the motion
- **Vote:** Passes, 6-0

3. CPPS Board Orientation

a. KOMA/KORA

b. Election of CPPS Board Chairman

- Mr. Daniel provided a review of the pertinent open records and open meeting laws as it relates to the CPPS Board.
- In short, the CPPS Board is considered a public body, and must make accommodations to hold public meetings. Mr. Daniel reviewed ways to avoid public meeting violations, including in electronic scenarios (i.e. email chains) or serial meetings. Mr. Daniel then reviewed the record retention requirements of state law.
- Mr. Daniel noted that the previous Board Chairman Wayne Snider was not reappointed to the group. As such, a new chairman would need to be selected. Being that the treasurer position was only recently finalized, there was consensus to allow Troy Thompson continue to serve in that capacity.
- Mr. Daniel also noted there would be a new member to the CPPS Board, Sandy Bonfield, who was not present at this evening's meeting.
- **Motion:** Board member Thompson made the motion to nominate Thurman Gardner as the new CPPS Board Chairman.
- **Second:** Board member Duren seconded the motion.

- **Vote:** Passes, 6-0

4. Consider use of Special Sales Tax Funds for the Historic Cemetery Restoration project

- Mr. Daniel reviewed this project and detailed the expenses being requested.
- The amount, which was amended to \$15,850 prior to the meeting, would covers the costs related to surveying/platting and appraisal of the land that would be transferred to the City.
- The project consists of about 2.4 acres of land that the City wishes to acquire in order to establish permanent access to the one-acre historic cemetery site.
- Mr. Daniel reviewed the timeline for this portion of the project, which should result in final approval of the plat by the City Council in early May.
- **Motion:** Board member Thompson made the motion to recommend use of the requested funds for this project
- **Second:** Board member Duren seconded the motion
- **Vote:** passes, 6-0

5. Hear staff update related to Riverview Crossroads Round-a-Bout Development

- Mr. Daniel summarized this effort, noting it was related the development of the round-a-bout at the intersection of 110th & Riverview.
- Staff reached out to Stantec Consulting to develop early concepts for the site, in varying degrees of complexity and design.
- Resident Joe Caiharr addressed the group and detailed his ideas related to a windmill type structure, as well as the different ways the structure could be sourced.
- Mr. Daniel noted that this was a placemaking exercise that would likely set the tone for other placemaking efforts around the City.
- No formal action was taken at this time.

6. Advisory Reports

- There was additional discussion related to the shadow box signage at the Cemetery.
- Parks & Rec Supervisor Mike Martin provided a review of recent and upcoming park programming.

ADJOURNMENT

The meeting was adjourned at 7:07 p.m.

Zachary Daniel
City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 8, 2023
SUBJECT: CEMETERY ACTIVITY

RECOMMENDATION

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

FINANCIAL IMPACT

The consolidated cemetery account balance currently sits at \$28,823.01. A summary of the account activity is presented in the table below:

CEMETERY FINANCIAL SUMMARY – FEB 2023	
02/06/23 Balance	\$12,710.06
02/07/23 Interest	\$1.11
MMA BALANCE TO DATE: \$12,711.17	
CD (1201) BALANCE TO DATE: \$16,111.84	
CONSOLIDATED BALANCE: \$28,823.01	

GENERAL FUND CEMETERY ACTIVITY	
FY23 ADOPTED BUDGET	\$23,000.00
01/13/23 Holcomb Masonry (project deposit)	\$5,525.00
01/31/23 Holcomb Masonry (project completion)	\$5,975.00
03/06/23 Heartland Traffic (parking lot striping)	\$650.00
REMAINING BALANCE: \$10,850.00	

There are also two payments due to KNA Diggin' for burial services (Brown and Ruble, respectively), totaling \$900.00. These payments have not yet been invoiced by KNA. Payment for the Brown service has been paid. Once payment for the Ruble service is received (\$460), it will result in a net gain of \$135 to the consolidated Cemetery accounts. Backfilling for recent burials will also be scheduled at a cost of \$100 (reducing the net gain to the Cemetery to \$35)

BACKGROUND

There have been no additional plot sales, though a cremation ceremony for Gerald Ruble took place on Saturday, March 4.



Edwardsville Cemetery Adopt-A-Planter Agreement

The objective of this program is to continue the commitment to beautify the planters and flower beds located at the Edwardsville Cemetery (1501 S. 104th St.). The flower beds and planters are meant for the enjoyment and benefit of all Cemetery visitors. These areas need regular care to clean up weeds and debris and plant and water flowers. Those adopting a planter or bed agree to maintain the area throughout the spring/summer growing season and keep the area free from debris and trash throughout the year.

ADOPTER'S NAME/ORGANIZATION: Connie Henry
ADDRESS: 1123 S. 102nd Terr.
PHONE NUMBER: 913-206-0942 E-MAIL: connie.heary58@gmail.com

PLEASE MARK WHICH AREA YOU ARE ADOPTING

- Large southernmost planter: \$65.00
- Large northernmost planter: \$65.00
- Shelter pot #1 (north): \$40.00
- Shelter pot #2 (south): \$40.00
- Shelter bed #1 (north): \$40.00
- Shelter bed #2 (south): \$40.00

ACTIVITIES TO BE PERFORMED

- Provide and install suitable planting and mulch material for the adopted planter or bed
- Water plants regularly, typically 2-3 times per week
- Weeds plant regularly
- Clean up trash and litter around or inside the adopted planter
- Remove green waste (leaves, weeds, etc.)

TERMINATION

This agreement will remain in effect for a period of 2 years or until the adopting organization or individual notifies the CPPS Board of their desire to terminate. Notification can be provided by phone (913-356-6002) or e-mail (zdaniel@edwardsvilleks.org).

DISCLAIMER

Adopter(s) acknowledge that they or their volunteers are not considered to be employees of the City of Edwardsville and indemnify and hold harmless the City of Edwardsville, its officers, and employees from all liability and claims for death, injury, or property damage arising out of the performance or non-performance of said work.

SIGNATURE: Connie Henry DATE: 2-23-23

CPPS APPROVE DATE: _____ CPPS PRESIDENT SIGNATURE: _____



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ADOPTER'S NAME/ORGANIZATION: Barb Mikel
ADDRESS: 1818 S. 105th Street
PHONE NUMBER: 913-952-5323 E-MAIL: barbaramikel@yahoo.com

PLEASE MARK WHICH AREA YOU ARE ADOPTING

- or*
- Large southernmost planter: \$65.00
 - Large northernmost planter: \$65.00
 - Shelter pot #1 (north): \$40.00
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SIGNATURE: Barb Mikel DATE: 3/2/2023

CPPS APPROVE DATE: _____ CPPS PRESIDENT SIGNATURE: _____