



# CPPS Board Agenda

May 10, 2023

6:00 p.m.

**Ex Officio:** Margaret Shriver

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

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1. Approve minutes of April 12, 2023
2. Review Cemetery Activity
3. Review planning for Memorial Day Service at Edwardsville Cemetery
4. Advisory Reports
  - a. Assistant City Manager
  - b. Parks & Rec Supervisor



# CPPS Meeting Minutes

April 12, 2023

6:03 p.m.

**Ex Officio:** Margaret Shriver      **Board Chair:** Thurman Gardner  
**Members:** Amber Duren (*not present*)      Sandy Bonfield      Michelle Parker  
Bonnie Sandburg      Troy Thomson      Kenny Shaw

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## 1. Approve minutes of minutes of March 8, 2023

- **Motion:** Board member Shaw made the motion to accept the minutes of the March 8, 2023.
- **Second:** Board member Sandburg seconded the motion
- **Vote:** Passes 4-0

## 2. Review Cemetery Activity

- The consolidated balance at this time is \$29,810.11 including the MMA and CD accounts at Bank Midwest.
- Outstanding expenses yet to be invoiced were reviewed in addition to General fund activity.
- **Motion:** Board Chair Gardner made a motion to accept the report as presented.
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes, 4-0

## 3. Consider exercising buyback option for plots 6-O-8 and 6-O-9 related to Deed #657 (Kathy Dean, owner)

- Mr. Daniel reviewed the City's code of ordinance section that details the Cemetery having the "right of first refusal" in the case a plot owner would like to sell their plot. Mr. Daniel noted the Cemetery is not obligated to buy the plot back, but must be afforded the option (at the original price).
- Plot owner Kathy Dean was in attendance and introduced to the group
- **Motion:** Board member Thompson made the motion to exercise the buyback option for the plots at their original combined price of \$700.00
- Prior to a second, Ms. Dean asked if she was required to sell them back to the City, which Mr. Daniel noted she was not. She asked if she could have some time to see if she could find a buyer at a higher price point. The group indicated that they were comfortable with that course of action
- There was no second and no official action taken on this item.

## 4. Consider extension of agreement with Stantec related to the potential redesign of the river Front Park 9<sup>th</sup> St. access

- Mr. Daniel reviewed this item, noting that there was a request to review the 9<sup>th</sup> street access of the River Front Park redevelopment concept. A question was raised on whether realignment of the access point would be prohibitively expensive and if leaving it as is would be appropriate.
- Mr. Daniel noted that in order for Stantec to re-work the existing concept, a contract extension would be necessary. Original quotes for the work to rework

the design documents came in at \$15,000, but Mr. Daniel noted that the final amount would likely be less as the original quote included work that would not be needed.

- Mr. Daniel noted that leaving the drive as-is was not in the original concepts discussed by the group but would likely result in some cost savings for the project. The exact amount would not be known until after the design documents were redone.
- Board member Shaw noted his preference to keep the access point as originally designed. He felt it that the current layout would pose issues for fisherman and boats in addition to being a traffic safety concern.
- Board member Thompson agreed with Board member Shaw, and noted that cost-saving elements may be better explored in later phases. He felt like the first phase of the project should move forward as designed because there would be no room to re-do that work. He likened it to a major home remodel that kept the original door.
- There was a general consensus among the group not to pursue the redesigned concept and no formal action was taken.

**5. Hear Parks & Recreation registration report for 2023, Quarter 1**

- Mr. Daniel reviewed the 2023 Q1 Parks & Rec registration numbers, noting that soccer registration was relatively flat, but baseball registrations had dropped significantly.
- Parks & Rec Supervisor Mike Martin noted that the drop in registrations was being felt in rec programming across the region.
- Mr. Daniel noted that registration numbers for baseball would improve, as there is still a few weeks before closing.
- Mr. Daniel also noted that the Disc Golf League currently has 15 participants, with an overall capacity of 20.
- No formal action was taken as a result of this report.

**6. Consider recessing into Executive Session pursuant to K.S.A. 75-4319(b)(6) for the preliminary discussion of the acquisition of real property related to the Historic Cemetery restoration project.**

- **Motion:** Board member Shaw made the motion to recess into executive session for the reason stated, with the regular meeting to resume at 6:47.
- **Second:** Board Chair Gardner seconded the motion
- **Vote:** Passes, 4-0
- The group recessed into Executive Session at this time, returning to regular session at 6:47.
- No action was taken as a result of this item.

**7. Advisory Reports**

- Board member Bonfield had questions related to code enforcement.
- There was additional discussion related to Memorial Day planning.

**ADJOURNMENT**

The meeting was adjourned at 6:53 p.m.  
Zachary Daniel

**TO: CPPS BOARD**  
**FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK**  
**DATE: MAY 10, 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 \$34,421.39. A summary of the account activity is presented in the table below:

<b>CEMETERY FINANCIAL SUMMARY – APR 2023</b>	
04/07/23 Balance	\$12,711.17
04/11/23 Russel funeral costs	\$2,075.00
04/17/23 plot sale (Tirrell)	\$750.00
04/19/23 Toland funeral (opening/closing)	\$575.00
04/26/23 plot sale (Justice)	\$750.00
05/05/23 Stewart funeral (opening/closing)	460.00
05/05/23 Interest	\$1.28
<b>MMA BALANCE TO DATE: \$18,309.55</b>	
<b>CD (1201) BALANCE TO DATE: \$16,111.84</b>	
<b>CONSOLIDATED BALANCE: \$34,421.39</b>	

<b>GENERAL FUND CEMETERY ACTIVITY</b>	
FY23 ADOPTED BUDGET	\$23,000.00
01/24/23 CC payment	\$51.89
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
04/03/23 White Lawn & Landscape	\$1,595.00
05/01/23 White Lawn & Landscape	\$1,425.00
05/01/23 White Lawn & Landscape	\$440
<b>REMAINING BALANCE: \$7,338.11</b>	

KNA has yet to invoice the City for opening/closing activity in 2023. This payment will affect the consolidated account balance. Additionally, tree removal was authorized for the Cemetery in early May and will be reflected in the June General Fund activity report

**BACKGROUND**

There has been two plot sales executed since the last meeting in addition to a transfer of deeds related to the plots located at 6-O-8 and 6-O-9.