



CPPS Board Agenda

March 10 2021

6:00 p.m.

Ex Officio:

Chuck Adams

Margaret Shriver

Members:

Amber Duren

Luis Fasani

Thurman Gardner

Bonne Sandburg

Kenny Shaw

Wayne Snider

Troy Thompson

-
1. Approve minutes of February 10, 2021
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Review of Cemetery Maintenance Projects
 - a. Headstone maintenance
 - b. Fence removal
 - c. Signage replacement
 4. Review RFP responses for Cemetery mowing services
 5. Consider consolidation of Cemetery checking and Money Market accounts
 6. Review preliminary River Front Park Development Survey results
 7. Consider short-term Community Center rental policy
 8. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

February 10, 2021

6:00 p.m.

Ex Officio:	Chuck Adams	Margaret Shriver	
Members:	Amber Duren	Luis Fasani	Thurman Gardner
	Kenny Shaw	Wayne Snider	Troy Thompson

1. Review and approve old business from the January 13, 2021 meeting:

- **Minutes of the November 18, 2020 meeting**
- **Cemetery Activity Report**
- Assistant City Manager Zack Daniel noted that these items still needed action as there was not a quorum attained at the last meeting.
- Mr. Daniel also noted the voting options for the new members as they were not present at the last meeting.
- **Motion:** Board President Snider made the motion to accept the November 18, 2020 meeting minutes as presented.
- **Second:** Board member Durn seconded the motion
- **Vote:** Passes 4-0-1 with Board member Gardner abstaining (at the time of this vote, Board member Shaw was not present for the vote).
- **Motion:** Board member Duren made the motion to accept the cemetery activity report from the January 13, 2021 meeting.
- **Second:** Board President Snider seconded the motion.
- **Vote:** Passes 4-0-1 with Board member Gardner abstaining

2. Approve minutes of January 13, 2021

- **Motion:** Board member Duren made the motion to accept the minutes from January 13, 2021
- **Second:** Board President Snider seconded the motion
- **Vote: Passes** 4-0-1 with Board member Gardner abstaining

Note: At this point in the meeting, Board member Shaw joined the meeting and is present for all subsequent votes

3. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed this item, recapping recent burial activity
- Mr. Daniel also noted that the Cemetery financial reports are now balanced between bank records and the City's General Ledger. He also pointed out this is the first month
- **Motion:** Board President Snider made the motion to accept the Cemetery Activity Report as presented
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 6-0

4. Review Kansas Open Records and Kansas Open Meeting Law as it relates to Board activity

- City Manager Michael Webb provided information from the office of Kansas State Attorney General related to the open meetings and open records acts.
- Mr. Webb reviewed certain key items, such as serial meetings and how to avoid them.
- He also reviewed the open records act. Largely, record management is handled by City staff, but Mr. Webb did point out that electronic messages and e-mails related to board actions and activity are also subject to this act.
- Conflict of Interest statutes were also reviewed and Mr. Webb noted that the most important thing to keep in mind is that potential conflicts of interest must be reported and filed with the appropriate officials before taking official actions.
- No formal actions were requested as part of this item.

5. Review of Cemetery Maintenance Project

- Mr. Daniel noted that the recent extreme cold has prevented any major projects to be undertaken at this time, but that planning has been done for some of the items identified by the group as priorities for the Cemetery.
- Mr. Daniel has obtained a pricing schedule related to monument restoration. Currently, the plan is to wait until warmer weather, then catalogue all the monuments in the “old section” of the cemetery. Staff will then develop a cleaning schedule along with costs and present it to the board for their review and final approval.
- Mr. Daniel also noted that they are working on obtaining pricing for updated signage at the Cemetery and hopes to present that at a meeting this spring.
- No formal action was taken at this time.

6. Consider RFP for Cemetery mowing services

- Mr. Daniel noted that the current contract for Cemetery mowing is expiring and there is no longer an option to extend the contract an additional year. Typically, this contract is awarded on an annual basis with the option to extend for a period of 3-years.
- The current contractor, White Lawn and Landscape, will have their contract expire in mid-March.
- Mr. Daniel reviewed the RFP, noting that the only changes to the previous RFP issued was the removal of the groundskeeping pieces (grave restoration, backfilling, vegetation establishment, etc.) as this responsibility has been transferred to City staff. The other inclusion was the note that damages to headstones that can be attributed to the
- Board member Thompson had questions about the entrance and façade to the Cemetery, asking if this would be part of the mowing contract. Mr. Daniel noted that this area is typically handled by City staff and that repair and maintenance of the center planter is another project for the site that the groups hopes to tackle this year.
- Mr. Thompson also asked about the removal of dead branches and brush prior to mowing, which Mr. Daniel noted that they are instructed to clear lanes prior to mowing.
- Mr. Daniel reviewed the timeline for this review, noting that the CPPS Board would review responses at the March 10, 2021 meeting.
- **Motion:** Board member Duren made the motion to accept the draft RFP and authorize staff to issue the bid opportunity
- **Second:** Board member Fasani seconded the motion
- **Vote:** 6-0

7. Consider draft community survey related to River Front Park development

- Mr. Daniel reviewed the draft community survey with the Board.
- This survey would be issued online through the City's website, social media, and newsletter outlets, as well as a paper copy being submitted with the next utility bill mailing.
- The questions are focused on what kind of development should be pursued when it comes to River Front Park at the south end of 9th St.
- Questions involve number of children in a household, number of dogs, preferred amenities, address, and more.
- **Motion:** Board President Snider made the motion to authorize staff to release the survey as presented and report its findings at an upcoming meeting.
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 6-0

8. Consider Spring Soccer program options

- Mr. Daniel reviewed the current public health restrictions in place that would affect youth programming, specifically youth soccer.
- The most significant recommendation would be the requirement that all participants (including players, staff, coaches, and attendees) would be required to wear masks.
- Attendance may also be limited to allow for the necessary six ft. social distance.
- An informal survey was released to past program participants, the results of which indicated that the majority of participants would sign up their kids regardless of a mask requirement.
- With this in mind, staff's recommendation is to offer a spring soccer program with the County's mask requirements in place.
- In addition to traditional programming, the City will also offer a secondary skills development program that can be done in conjunction with the regular season.
- There was additional discussion on other programming the City may offer throughout the year.
- **Motion:** Board member Thompson made the motion to move forward with the programming recommendation of staff, offering a traditional league along with the mask mandate as well as the skills development league.
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 6-0

9. Advisory Reports

- Mr. Daniel noted the March 26 quarterly meal that will take place out of the Community Center. This will be a drive thru chili feed.

ADJOURNMENT

The meeting was adjourned at 7:41 p.m.

Zachary Daniel
City Clerk

ITEM #3

**TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 10, 2021
SUBJECT: CEMETERY ACTIVITY**

RECOMMENDATION

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

FINANCIAL IMPACT

See attached for the bank report related to the Cemetery's accounts.

BACKGROUND

See below for a record of lot sales which occurred since the last meeting. Additionally, there have been two funeral services scheduled since the group's last meeting.

Name	Plot	Deed No.	Resident Y/N
John Peterson (Pete "J.E." Peterson)	3-P-3	811	Y

Attached is the monthly financial report detailing the Cemetery accounts. Total balance for all Cemetery accounts sits at \$69,474.83.

Monthly Bank Reconciliation

Dec-20 Jan-21 Feb-21

Bank Acct

Cemetery 2200231711	\$ 24,604.48	\$ 19,313.17	\$ 21,843.17
MM	\$ 16,612.21	\$ 16,611.54	\$ 16,612.82
COD	\$ 32,688.84	\$ 32,688.84	\$ 32,688.84
Total Cemetery	<u>\$ 73,905.53</u>	<u>\$ 68,613.55</u>	<u>\$ 71,144.83</u>

Outstanding Checks: Check #2822 and #2823	\$ -	\$ -	\$ (1,670.00)
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Deposits in Transit	\$ 1,440.70	\$ 805.00	
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Transfer out	\$ (9,195.70)		
Transfer In	\$ 3,904.39		
Interest Adjustment Money Market	\$ (2.13)		

Adjusted Bank Balance	\$ 70,052.79	\$ 69,418.55	\$ 69,474.83
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GI Balance

102.000 CASH ON HAND CHECKING-Main	\$ 20,753.87	\$ 20,118.17	\$ 20,173.17
101.000 CASH ON HAND MONEY MARKET	\$ 16,610.08	\$ 16,611.54	\$ 16,612.82
COD	\$ 32,688.84	\$ 32,688.84	\$ 32,688.84
Total GL Balance	\$ 70,052.79	\$ 69,418.55	\$ 69,474.83

Difference	\$ -	\$ -	\$ -
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CASH TRANSACTIONS REPORT

YEAR: THROUGH FEBRUARY

3/9/2021

City of Edwardsville

12:12 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 999 - CEMETERY OPERATING FUND				
Dept: 000.000				
101.000 CASH ON HAND MONEY MARKET	16,610.08	2.74	0.00	16,612.82
102.000 CASH ON HAND CHECKING	20,753.87	2,530.00	3,110.70	20,173.17
104.000 CERTIFICATES OF DEPOSIT	32,688.84	0.00	0.00	32,688.84
106.000 PAYROLL CHECKING	0.00	0.00	0.00	0.00
Fund: 999	70,052.79	2,532.74	3,110.70	69,474.83
Grand Totals:	70,052.79	2,532.74	3,110.70	69,474.83



A Division of NBH Bank, Member FDIC

PO Box 26528, Kansas City, MO 64196-6528

bankmw.com • 800.867.2265

Last statement: January 31, 2021
This statement: February 28, 2021
Total days in statement period: 28

EDWARDSVILLE CEMETERY BOARD
CITY OF EDWARDSVILLE
690 S 4TH ST BOX 13738
EDWARDSVILLE KS 66111-1390

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VISIT OUR WEBSITE FOR COVID-19 UPDATES.

Public Funds Checking

Account number 2200231711
Enclosures 3
Low balance \$19,313.17
Average balance \$21,124.42
Avg collected balance \$21,034

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
01-31	Beginning balance			\$19,313.17
02-03	Deposit	805.00		20,118.17
02-10	Deposit	1,495.00		21,613.17
02-23	Deposit	230.00		21,843.17
02-28	Ending totals	2,530.00	.00	\$21,843.17

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Thank you for banking with Bank Midwest





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PO Box 26528, Kansas City, MO 64196-6528

bankmw.com • 800.867.2265

Last statement: January 08, 2021
This statement: February 05, 2021
Total days in statement period: 28

EDWARDSVILLE CEMETERY BOARD
CITY OF EDWARDSVILLE
690 S 4TH ST BOX 13738
EDWARDSVILLE KS 66111-1390

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VISIT OUR WEBSITE FOR COVID-19 UPDATES.

Public Funds Money Market

Account number 2200880310
Low balance \$16,611.54
Average balance \$16,612.00
Avg collected balance \$16,611
Interest paid year to date \$2.74

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
01-08	Beginning balance			\$16,613.67
01-15	Cash Mgmt Trsfr Dr Ref 0151702L Funds Transfer To Dep 2200231452 From Transfer Per 01 07 21 Letter		-2.13	16,611.54
02-05	Interest Credit	1.28		16,612.82
02-05	Ending totals	1.28	-2.13	\$16,612.82

INTEREST INFORMATION

Annual percentage yield earned 0.10%
Interest-bearing days 28
Average balance for APY \$16,612.00
Interest earned \$1.28



TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 10, 2021
SUBJECT: CEMETERY MAINTENANCE PROJECTS

RECOMMENDATION

Review the status and updated information related to cemetery maintenance projects.

FINANCIAL IMPACT

Not applicable at this time, though future expenditures will be required.

BACKGROUND

Headstone Maintenance:

Staff will be taking pictures of all headstones in the Cemetery to a) get a base condition established prior to the mowing season beginning and b) determine the number of headstones eligible for a potential headstone maintenance program as discussed in previous meetings. Staff has been contacted by a Bonner Springs Boy Scout from Troop 149 for a separate project and will also be assisting with the photo taking and cataloging. Final costs and scope of the project will be presented at the group's April meeting.

Fence Removal:

Staff has reached out to local fencing companies and have meetings scheduled this week and next for quotes on removal of the existing chain link fence lining 104th St. Previous quotes that were gathered by staff in 2018 were for replacement of the existing fence and were in the \$7,000-\$13,000 range. Final costs will be presented at the group's April meeting.

Signage Replacement:

Current signage at the Cemetery is outdated and weathered. The previous Cemetery Board identified new signage as a priority project prior to the consolidation with Parks. This discussion will be to get direction from the CPPS Board regarding the style and type of sign. Staff is recommending inclusion of a map of the Cemetery site (along with block and row numbering). Included on the new signage will be information on how to access a master list of cemetery occupants, which will be provided online. Staff is working on finalizing a new Parks & Rec website, which will include a section dedicated to the Cemetery.

**TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 10, 2021
SUBJECT: CEMETERY MOWING CONTRACT**

RECOMMENDATION

CPPS Board to review RFP responses for the Cemetery mowing services.

FINANCIAL IMPACT

Costs for Cemetery mowing are included in the adopted General Fund Budget under Parks & Recreation.

BACKGROUND

Below is a summarized table of the responses to the Cemetery mowing RFP:

FIRM	ADDENDUM	CEMETERY MOWING COST (19 MOWS)	WOODED AREA UNIT COST	CITY HALL SITE UNIT COST	TOTAL
Supreme Green Landworks	X	\$7,125	\$0	\$150	\$7,275
				LEAF REMOVAL UNIT COST	\$1,560
White Lawn & Landscape	X	\$10,773	\$267.75	\$230	\$11,270.75
				LEAF REMOVAL UNIT COST	\$360
WCO Enterprises, LLC	X	\$4,750	\$550	\$250	\$5,550
				LEAF REMOVAL UNIT COST	\$280

The apparent low bidder is WCO Enterprises, LLC. Staff is currently performing reference checks on all service providers and will have a final recommendation to the Board at the time of Wednesday's meeting.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 10, 2021
SUBJECT: CEMETERY BANK ACCOUNTS

RECOMMENDATION

CPPS Board to consider consolidation of the Cemetery's main checking and Money Market accounts.

FINANCIAL IMPACT

Consolidating the accounts into a single Money Market account would generate more interest revenue with a higher account balance.

BACKGROUND

The Cemetery's Money Market (0310) account is an interest-bearing account. The primary checking account of the Cemetery is not interest-bearing. Consolidating the accounts would increase the balance, thus increase the interest-bearing capabilities. Additionally, there is no structural advantage to holding two accounts at this time as a single account would allow for easier long-term planning of Cemetery projects. The only limitation to moving all funds into a single, interest-bearing Money Market account is the limit to six checks per month. Staff does not believe this limitation will negatively impact Cemetery operations.

Staff recommends the consolidating the Cemetery's accounts into a single Money Market account.