



CPPS Board Agenda

May 12, 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

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1. Approve minutes of April 14, 2021
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Development of Request for Qualifications for the River Front Park Development Project
 4. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

April 14, 2021

6:00 p.m.

Ex Officio: Margaret Shriver
Members: Amber Duren Thurman Gardner Bonnie Sandburg
Kenny Shaw Wayne Snider Troy Thompson

1. Approve minutes of March 10, 2021

- **Motion:** Board President Snider made the motion to accept the minutes of the March 10, 2021 meeting
- **Second:** Board Member Duren seconded the motion
- **Vote:** Passes 6-0

2. Review Cemetery Activity

- Assistant City Manager reviewed the financial report and cemetery activity report. M. Daniel also pointed out the Cemetery's checking account has been consolidated with the Money Market account per the Board's direction.
- Mr. Daniel reviewed the outstanding checks related to digging services and a software update.
- Prior to a vote, Board member Gardner asked if there was a policy to maintain a certain balance in the cemetery funds for perpetual care. Mr. Daniel noted there is no such policy, as the Cemetery maintenance is largely paid for out of the City's General Fund, backed by property taxes. There is no formal written policy of the former Cemetery Board regarding the balance or use of the Cemetery's accounts.
- **Motion:** Board President Snider made the motion to accept the March Cemetery Financial Activity Report as presented.
- **Second:** Board Member Duren seconded the motion
- **Vote:** Passes 6-0

3. Consideration of headstone maintenance project cost

- Assistant City Manager Zack Daniel reviewed this item, noting that he has identified 104 monuments in the "old" section of the Cemetery that would be eligible for this initial cleaning.
- This section of the cemetery is no longer sold out of and records regarding ownership are difficult to trace. As such, it was the Board's decision to commit to an annual maintenance project to help maintain headstones in this section.
- Heritage Monument Restoration provided a pricing schedule to staff after a site visit to the Cemetery. Based on that pricing schedule, staff expects that the 104 monuments can be cleaned for an amount not to exceed \$3,800.
- The bid process for this project was waived due to the cost of the Heritage quote and after outreach to other companies who were either cost-prohibitive or did not perform that kind of work.
- Board member Shaw asked if this included resetting stones which had fallen over, which Mr. Daniel noted that this project only involves cleaning.
- **Motion:** Board member Duren made the motion to move forward with this project at a not-to-exceed amount of \$3,800 using the Cemetery funds
- **Second:** Board President Snider seconded the motion

- **Vote:** Passes 6-0
4. **Review Cemetery fence removal project**
- Mr. Daniel reviewed the fence project, noting costs are coming in higher than expected. As such, a sealed bid process may be required. There is no action to take at this time.
 - Board member Thompson asked about the background of the project. Mr. Daniel noted that the CPPS Board gave direction to move forward with the removal of the chain link fence along the east side of the site. At some point in the future, this border would be marked with more something more decorative. As such, the fence serves no real purpose as it is not tall enough to be a security fence and there are sections of the fence which sit above the grade.
 - No action was taken at this time.
5. **Consider Aubrey Wright cremated remains grievance**
- Mr. Daniel reviewed Mr. Wright's case with the group. In short, Mr. Wright was previously told that up to four cremated remains could be buried in a standard sized plot. There is no written verification to this statement, either on the Cemetery's side of Mr. Wright's.
 - The CPPS Board, in their most recent update of Cemetery policies, included a limit of three cremated remains per plot, which is standard practice based on staff research.
 - After discussion on this matter, the group came to the consensus that these situations would best be handled on a case-by-case situation.
 - **Motion:** Board member Duren made the motion that the Wright plots purchased after the formalization of the new Cemetery polies would adhere to those standards. The plots which were purchased before are exempt from the 3-cremated remains limit and can be used for four cremated remains.
 - **Second:** Board member Thompson seconded the motion
 - **Vote:** Passes, 6-0
6. **Review preliminary River Front Park Development Survey results (utility bill mailing)**
- Mr. Daniel led the group through the survey results which came from the most recent utility billing.
 - A total of 24 additional surveys were turned in. The results of this survey did not significantly change the results as they were shared with the group in the past.
 - Permanent restrooms, modern playgrounds, and sitting/shade areas seem to be the items that consistently emerged from the survey results.
 - The results did not outright eliminate any one feature as not being at least somewhat favorable.
 - Mr. Daniel noted that he expects the next meeting to begin development of formal RFP or RFQ documents for this project.
 - No official action was taken at this time.
7. **Advisory Reports**
- Mr. Daniel provided an update on the Goats-on-the-Go project for the Stoney Point Cemetery clean up spring project.
 - Parks & Rec Supervisor gave an update on soccer programming and noted the trouble getting coaches for certain age groups. He also updated the group on the strong summer baseball signups, which is currently trending younger.

There was additional discussion regarding COVID procedures for youth sports, kitchenette remodel at the Community Center, rental activity at the Community Center, and other 2021 sports programming.

ADJOURNMENT

The meeting was adjourned at 6:58 p.m.

Zachary Daniel

City Clerk

DRAFT

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MAY 11, 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

There have been no sales since the previous meeting. Two funerals took place in that time. Attached is the monthly financial report detailing the Cemetery accounts. Total balance for all Cemetery accounts sits at \$70,349.95

Monthly Bank Reconciliation

Mar-21 Apr-21

Bank Acct

Cemetery *1711	\$ -	\$ -
Money Market **0310	\$ 16,614.09	\$ 38,289.24
COD	\$ 32,688.84	\$ 32,688.84
Total Cemetery	<u>\$ 49,302.93</u>	<u>\$ 70,978.08</u>

Outstanding Checks:

Check #2822 and #2823	\$ -	
Check #1001 & #1002		\$ (2,643.13)

Deposits in Transit prior Month	\$ 460.00	\$ 460.00
Deposit in Transit Current Month	\$ -	\$ 575.00
Transfer from Cemetery 22002131711 to MM 2200880310	\$ 21,673.17	\$ -
Transfer from Main to Cemetery CC payment 4/16/2021		\$ 980.00

Adjusted Bank Balance	\$ 71,436.10	\$ 70,349.95
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GL Balance

102.000 CASH ON HAND CHECKING-Main	\$ -	\$ -
101.000 CASH ON HAND MONEY MARKET	\$ 38,747.26	\$ 37,661.11
104.000 COD	\$ 32,688.84	\$ 32,688.84
Total GL Balance	<u>\$ 71,436.10</u>	<u>\$ 70,349.95</u>

Difference	\$ -	\$ -
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*Please note funds were transferred from *1711 to *0310 in March



A Division of NBH Bank, Member FDIC

PO Box 26528, Kansas City, MO 64196-6528

bankmw.com • 800.867.2265

Last statement: March 05, 2021
This statement: April 07, 2021
Total days in statement period: 33

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 [REDACTED]
Enclosures
Low balance \$16,614.09
Average balance \$21,868.19
Avg collected balance \$21,868
Interest paid year to date \$5.99

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
03-05	Beginning balance			\$16,614.09
03-31	Transfer From Saving	21,673.17		38,287.26
	Transfer From Deposit Account 02200231711			
04-07	Interest Credit	1.98		38,289.24
04-07	Ending totals	21,675.15	.00	\$38,289.24

INTEREST INFORMATION

Annual percentage yield earned 0.10%
Interest-bearing days 33
Average balance for APY \$21,868.19
Interest earned \$1.98



TRIAL BALANCES

Cemetery

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5/11/2021

8:18 am

City of Edwardsville

As of: 4/30/2021

YTD Debits

YTD Credits

Fund: 999 - CEMETERY OPERATING FUND

Assets

101.000 CASH ON HAND MONEY MARKET	37,661.11	0.00
104.000 CERTIFICATES OF DEPOSIT	32,688.84	0.00

Assets

70,349.95 0.00

Liabilities

202.000 ACCOUNTS PAYABLE	4,170.00	0.00
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Liabilities

4,170.00 0.00

Reserves/Balances

390.000 FUND BALANCE	0.00	70,052.79
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Reserves/Balances

0.00 70,052.79

Revenues

Dept: 000.000

492.000 CHARGES FOR SERVICES	0.00	6,045.00
495.000 INTEREST INCOME	0.00	5.99

Dept: 000.000

0.00 6,050.99

Revenues

0.00 6,050.99

Expenditures

Dept: 000.000

726.110 OFFICE SUPPLIES	143.13	0.00
999.010 TRANSFER TO OTHER FUNDS	1,440.70	0.00

Dept: 000.000

1,583.83 0.00

Expenditures

1,583.83 0.00

Fund: 999 - CEMETERY OPERATING FUND

76,103.78

76,103.78