



CPPS Board Agenda

July 8, 2020

6:00 p.m.

Ex Officio:

Chuck Adams

Margaret Shriver

Members:

Zachary Estes

Luis Fasani

Amber Duren

Michael Hernandez

Bonne Sandburg

Kenny Shaw

Wayne Snider

Mike Wheeler

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1. Approve minutes of June 10, 2020
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Review Cemetery Burial RFP
 4. Review Draft Cemetery Customer Policies
 5. Update on Parks & Rec Summer Programming
 6. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

June 10, 2020

6:00 p.m.

Ex Officio: Chuck Adams Margaret Shriver
Members: Zachary Estes Amber Duren Wayne Snider
Bonnie Sandburg Kenny Shaw Mike Wheeler

Note: this meeting took place at the Edwardsville Cemetery and was also attended by the new Public Works Director Dustin Zenger

1. Approve minutes of May 13, 2020

- **Motion:** Board member Estes made the motion to accept the minutes as presented
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 6-0

2. Review Cemetery Activity

- Assistant City Manager provided the check registry report and activity report from cemetery plot sales. The current balance of the account is \$64,085.92.
- Board President Snider asked is staff has done any of the training offered through Pontem, which Mr. Daniel noted he has not done a training yet but he is familiar with the software.
- **Motion:** Board President Snider made the motion to accept the activity report
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes 6-0

3. Consider Community Center and Park Shelter Rental Policy for Summer 2020

- Assistant City Manager Zack Daniel reviewed this item, noting that the most recent Wyandotte County health orders limits gatherings to 45-people or less if social distancing cannot be maintained. Mr. Daniel noted that it is staff recommendation to continue to follow this guideline and not introduce further restrictions. He also notes there are no limitations on gathering sized currently recommend for Park shelter rentals.
- There was additional discussion on possible future changes to these policies, which will likely be discussed at the end of the summer and cleaning schedule for the Center.
- **Motion:** Board member Wheeler made the motion to accept the staff recommendation regarding rental policies for the Community Center and Park Shelter
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 6-0

4. Review draft Recreational Programming Calendar for Summer 2020

- Mr. Daniel reviewed draft summer programming schedule that was developed as an alternative to the cancelled baseball season. This included a baseball skills camp, summer movies, adult exercise programming, and an arts and crafts extension program.
- Park Supervisor Mike Martin provided additional details on the baseball skills camp, which will include three communities and three different age groups. Age groups

would rotate around the communities and the program would culminate in a skills competition.

- The skills camp would be offered for free
- **Motion:** Board President Snider made the motion to accept the draft summer programming schedule
- **Second:** Board VP Duren seconded the motion
- **Vote:** Passes 6-0

5. Review potential dates for 2020 City-Wide Clean Up

- Mr. Daniel reviewed the proposed date of October 3, 2020, which would avoid summer heat. Mr. Daniel noted that he will come back to the group later on regarding the appropriate number of containers for the event.
- **Motion:** Board President Snider made the motion to hold the 2020 City-Wide Clean Up on October 3, 2020
- **Second:** Board VP Duren seconded the motion
- **Vote:** Passes 6-0

6. Perform Edwardsville Cemetery walk-through to assist in development of maintenance schedule for the site.

- The CPPS Board, minus Bonnie Sandburg, then performed a walk-through of the cemetery and discussed the maintenance schedule related to pickup of stray materials. Additional discussion was held and a consensus was came to not pass on repair costs for headstones to the families of the deceased. The group also came to the consensus to move forward with taking down the fence that lined the west side of the cemetery and to explore possible alternatives for marking this border. Additionally, the group came to the consensus to direct staff to tear out the vegetation in the center planter and to explore options for new plantings in this area.
- No formal action was taken as a result of this walkthrough.

Seeing no further discussion, President Snider adjourned the meeting.

ADJOURNMENT

The meeting was adjourned at 7:44 p.m.
Zachary Daniel
City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JULY 8, 2020
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

Attached is a statement on financial activity related to the Cemetery's accounts. Additionally, 2020 plot sale information is provided below:

Location	Purchase Date	Owner(s)	Interned	Deed No.
2-H-17	6/19/20	Vanessa Dunn		800
2-H-16	6/19/20	Vanessa Dunn		800
2-H-15	6/19/20	Vanessa Dunn		800
2-H-14	6/19/20	Gregory Dunn		801
2-H-13	6/19/20	Gregory Dunn		801
6-H-17	n/a (transfer)	Kelli Hutcheson		802
6-J-16	n/a (transfer)	Kelli Hutcheson		802
6-J-17	n/a (transfer)	Kelli Hutcheson		802
1-0-17	6/30/20	Patricia/Gregory Welicky	Alice Neal	803

Additionally, there have been eight (9) funeral services held at the Edwardsville Cemetery this year.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JULY 8, 2020
SUBJECT: CEMETERY DIGGING

RECOMMENDATION

Review the draft RFP for digging services at the Edwardsville Cemetery

FINANCIAL IMPACT

Charges for these services would be paid for by the Cemetery using a fee structure that will be included in the Code of Ordinances. The updated fee schedule would be dependent on the results of the selected proposals.

BACKGROUND

Currently, funeral homes coordinate with digging companies for opening/closing of graves at the Edwardsville Cemetery. Public Works staff is then tasked with regular filling and levelling of new grave sites. Ideally, the City would contract with a digging company for all future burials to be regularly filled/levelled as needed. Having a contractual relationship between the City and a digging company would better ensure regular maintenance of gravesites and avoid delays in filling graves due to weather, staff availability etc.

Staff recommends the CPPS Board review the draft RFP and authorize the issuance of the document to local digging companies. Charges associated with opening/closing fees would be based on the charges from the selected company.

REQUEST FOR PROPOSALS
BURIAL SERVICES
EDWARDSVILLE CEMETERY
CITY OF EDWARDSVILLE, KANSAS

The Edwardsville Cemetery Board will accept sealed bids for a **plot burial/maintenance services** contract beginning **DAY, MONTH, DATE, YEAR** for the Edwardsville Cemetery, located at 1501 S. 104th St., Edwardsville, KS 66111. Bids will be accepted until **DAY, MONTH, DATE, YEAR** at **TIME** at which point sealed bids will be publicly opened at Edwardsville City Hall. Bids will then be reviewed **DAY, MONTH, DATE, YEAR** by the Edwardsville Cemetery Board. Final review and award of bid will be done by the Edwardsville City council on **DAY, MONTH, DATE, YEAR**.

Bids received after the time fixed for receipt of bids shall not be considered.

The project consists furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the duties as outlined below:

1. Bury remains presented for interment in the designated burial space
2. The contractor shall confirm the space ownership with the appropriate member of the Cemetery Board prior to the beginning of any work.
3. Prepare the ground to receive remains without covering or damaging other graves
4. Ensure that the depth of each grave complies with state regulations
5. Manage the burial of the remains, refill, and properly finish the grave after the burial
6. Providing maintenance and leveling of graves for a period of at least two months at the request of the Cemetery Board
7. Shall transport remaining spoils to an on-premise location as directed by the City's Public Works Director

____BIDDER INITIALS

Instructions for Bidders

The Edwardsville Cemetery Board, is requesting bids from qualified firms and individuals for the project described herein.

The following subjects are discussed herein to assist bidders in the preparation of formal proposals.

- I. Scope of Services
- II. Invoicing
- III. Indemnity
- IV. Qualifications of Bidders
- V. License and Insurance
- VI. Project Schedule

I. Scope of Services

This is a three-year, renewable contract. Bid prices shall remain in effect through the end of the contract period of 2021. All work shall be performed in a professional and workmanlike manner. The practices and procedures shall be done to accepted industry standards. The Edwardsville Cemetery consists of approximately 4.85 acres of area that regularly received remains.

The project consists furnishing all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the duties as outlined below:

1. Bury remains presented for interment in the designated burial space. The contractor shall confirm the space ownership with the appropriate member of the Cemetery Board prior to the beginning of any work.
2. Prepare the ground to receive remains without covering or damaging other graves
3. Ensure that the depth and fill materials for each grave complies with state and local regulations.
4. Manage the burial of the remains, refill, and properly finish the grave after the burial. This includes compaction of the gravesite every two feet upon initial fill and the requirement for regular backfilling of a new grave for a period of at least sixty days. Backfilling would be done at the request of the City staff not more than twice every 30-days until the 60-day period has elapsed.
5. Shall transport remaining spoils to an on-premise location as directed by City staff.

II. Invoicing

Invoices shall be prepared monthly and list dates and services performed. Invoices will be paid within 30 days of receipt to the Edwardsville City staff. Extra services which may be requested by City staff or the Public Works Director shall be invoiced separately.

III. Indemnity

The contractor shall indemnify, save harmless, and defend the City of Edwardsville and Edwardsville Cemetery Board against all damages, liability claims, losses and expenses, including attorney's fees that may arise or be alleged to have arisen out of or in connection with the contractor's performance or, or failure to perform the work identified in this solicitation and subsequent contract.

IV. Qualifications of Bidders

A determination to award any successful bid shall be based on the following non-exhaustive criteria:

- a. Maintenance of a verifiable place of business
- b. Reputation for and maintenance of adequate facilities and equipment necessary to perform project work properly
- c. Appropriate technical experience

Each bidder may be required to show that former work performed has been handled in such a manner that there are no just or proper claims pending against such work or bidder.

Each bidder shall, upon request of the City of Edwardsville or the Edwardsville Cemetery Board, submit a statement of the bidder's qualifications, experience in the field, available equipment, and/or a detailed financial statement or itemization of equipment and personnel available.

Each bidder shall visit the site of the project work and be thoroughly informed relative the hazards and procedure, labor, and all other conditions which would affect the completion and cost of performing the work.

Any bidder who submits a proposal understands, acknowledged, and verifies that immediately upon notice from the City of Edwardsville that such bidder is the successful bidder, such bidder shall apply for and obtain a City business license through the City Clerk staff. This cost shall be absorbed by the Contractor.

V. License and Insurance

The successful bidder shall secure and maintain, throughout the duration of the contract with the city, insurance protecting the bidder against the hazards and risks of loss in such types and amounts as hereinafter set forth. The companies issuing such policies and the form thereof shall be acceptable to the City and the City shall be named as an insured or additional insured on each such policy. Copies of such insurance policies or certificates evidencing the required insurance coverage shall be filed with the City and shall state that 20 days' written notice will be given to the City before any such policy is changed or cancelled. The City will require the bidder to take such steps necessary to remove the threat of cancellation or to procure new policies meeting the requirements set forth herein. No work shall be performed in the City except when policies providing the required insurance coverage are in full effect. The coverages required of the bidder are as follows:

1. Worker's compensation insurance complying with the statutory requirements of the State of Kansas and the limited liability insurance having liability limits of not less than \$250,000 for each person.
2. Comprehensive automobile liability insurance and comprehensive general liability insurance having liability limits not less than the following:
 - a. Bodily injury: \$250,000 each person, \$500,000 each occurrence
 - b. Property damage: \$250,000 each occurrence, \$500,000 aggregate
 - c. The policy providing comprehensive general liability insurance shall contain contractual liability coverage insuring any liability assumed by the bidder.
3. Umbrella liability insurance coverage for not less than \$2,000,000 protecting the bidder against all claims in excess of the limits under employer's liability, comprehensive automobile liability, and comprehensive general liability policies to the extent that such policies have liability limits of less than \$2,000,000.

VI. Project Schedule

- Advertise to bid:
- Bids received
- Cemetery Board review:
- City Council review/award:

SERVICE	UNIT COST
Open & Closing new standard grave	\$
Open & Closing for new cremation grave	\$
Grave filling return trip	\$

DRAFT

____BIDDER INITIALS

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JULY 8, 2020
SUBJECT: CEMETERY POLICIES FOR CUSTOMERS AND GUESTS

RECOMMENDATION

Review the draft documents related to Cemetery policies for customers and guests.

FINANCIAL IMPACT

Certain aspects of the policies include possible changes or additions to fees charges for services inside the Cemetery. These costs will be determined after further review and possible changes to contracted work related to digging/leveling of graves.

BACKGROUND

Municipal codes related tot the Edwardsville Cemetery can currently be found in Chapter 15 – Division 4 of the Code of Ordinances. These speak to a number of items listed in the draft policies, but certain other areas related to monument repairs, regular maintenance, hours of access, etc. are not clearly defined.

The attached draft documents would be provided to new customers after the purchase of a grave lot and would be referenced when assisting with arrangements for funeral services.

The purpose of this discussion is to review the draft policies and make recommendations related to changes, omissions, etc. These recommendations, along with aspects related to charges and fees will be incorporated into final documents, which would apply to all future sales and funerals moving forward.

CITY OF EDWARDSVILLE



*690 S. 4th St.
P.O. Box 13738
Edwardsville, KS 66113
(913) 356-6000
Fax (913) 441-3805*

Dear Community Member:

Thank you for choosing the Edwardsville Cemetery. Our staff is dedicated to providing an easy process to select and purchase grave lots and to helping facilitate funeral services at our location. We recognize that our Cemetery can be a place of commemoration, mourning, remembrance, and celebration. As such, we are committed to maintaining Cemetery grounds according to community-driven best practices in order to provide an appropriate venue for our guests.

Attached to this letter you will find policies and procedures related to the proper maintenance and upkeep of the cemetery. Some of these practices are performed by City staff and are provided for your benefit. Other policies relate to what is allowed and not allowed regarding grave decoration, holidays, and more. If you have any questions related to these policies and procedures please contact Edwardsville City Hall at 913-356-6000 and ask for the Assistant City Manager.

Thank you again for choosing the Edwardsville Cemetery. We hope we have made this experience a smooth one for you in what can be a challenging time. If you have any questions, concerns, or requests regarding the Cemetery, please do not hesitate to reach out.

Sincerely,

The City of Edwardsville, KS

Grave Purchasing

Purchase of cemetery lots is handled through Edwardsville City Hall. Lot prices are as follows:

- \$750.00 for City residents
 - o The resident rate is also applied if an individual who is to be buried currently has family located at the Edwardsville Cemetery
- \$1,000 for nonresidents

The City may adjust the price of lots and set other costs associated with the maintenance and burial. Additional fees include:

- ~~XXXX.XX~~ for opening/closing costs taking place between Monday-Friday
- ~~XXXX.XX~~ for opening/closing costs taking place over the weekend
- ~~XXXX.XX~~ for opening/closing costs for cremated remains taking place between Monday-Friday
- ~~XXXX.XX~~ for opening/closing costs for cremated remains taking place over the weekend
- ~~XXX.XX~~ for perpetual care (includes appropriate monument repairs)

No more than six (6) vacant burial plots in the Edwardsville Cemetery shall be acquired and owned by any one person at one time. Plots may only be sold to a living human being who has reached the age of majority under state law. Anyone wishing to sell a vacant plot shall give the City the right of first refusal at the original purchase price by giving the City 30-days' notice in writing.

Grave and Monument Decorations

It shall be unlawful to plant flowers, trees, or bushes on graves. Violating placements may be removed by the City at any time. Free standing planters may be placed. They must be constructed of 1/2"-3/4" metal material, black in color, not to exceed 18" in height over the top of a headstone. These planters must be placed directly next to the foundation of a headstone and flowers must hand directly over the top of a headstone. This helps prevent obstruction of mowers or grave opening equipment. At any time in which a planter becomes weathered (rusty, bent, etc.) it must be removed.

All flowers or decorations shall be removed from gravesites, except those in vases attached to headstones 30-days after Memorial Day. City staff will also remove all flowers, decorations, etc. during the last week of the month (unless funeral services took place within the previous 30-days). Holiday decorations will be removed after seven (7) days of the holiday. The City also reserves the right to remove any items at any times that are found to interfere with regular maintenance or if they post a risk to public health or safety.

Funeral Scheduling

When a funeral is to be held, the bereaved must notify the City at least 3-days in advance. Staff will then direct the cemetery sexton to mark the appropriate grave and notify the contracted diggers. The City will also notify staff and contracted groundskeepers so to schedule mowings around the funeral date. Opening/closing fees are paid at this time. Staff also does not coordinate between the bereaved and the monument companies. Any costs associated with the funeral service, preparation of the interned, and/or monument ordering/placement is handled by the bereaved.

The City of Edwardsville is not responsible for any mistake occurring from the lack of precise and complete instructions as to the proper space on the lot where the interment is desired. Vaults are required for all burials as required by Kansas State Law.

Grave Orientation and Cremated Remains

By convention, burial spaces are laid out in rows with the head of the grave to the west and the foot to the east. Individual grave tracks usually measure **X feet wide by X feet long**. Traditional burial custom has the wide placed on the north side of the husband, however placement is a matter of choice.

Cremations will be treated as regular burials as it relates to planning and coordination with the City. **No more than three (3) cremated remains may be placed in a standard sized lot.**

Groundskeeping and Landscaping

Groundskeeping and landscaping duties are the responsibility of the City of Edwardsville. It shall not be permitted to erect or maintain any fence, corner post, coping or boundary of any kind upon any lot, street, or walkway in the Cemetery or to grade the ground or land thereof.

Mowing and tree trimming services are provided by the City of Edwardsville with special emphasis around Memorial Day, July 4, and Veterans Day. New graves must settle for a period of X days before additional fill dirt is added. After a new grave has properly settled and the dirt compacted, City staff will over-seed and water the area to establish vegetation. For practical purpose, this work may be done in bulk in the colder, fall months.

Maintenance of the trees and vegetation inside the Cemetery is the responsibility of the City and will be addressed using either regular City staff or contracted labor. **Individual planters inside the cemetery may be “adopted” by community groups or individuals pursuant to the relevant adoption policies. Maintenance of planters not adopted is the responsibility of the City.**

Headstone Policy

Headstones, monuments, plaques, etc. (hereto after referred to as ‘monuments’) are personal property. All monuments within the cemetery are the property of lot owners, their heirs, or the responsible party who ordered and placed them. All care and regular maintenance of the monuments are the responsibility of the owner. If City staff is alerted to a damaged monument, it shall be the responsibility of the City to repair and/or replace the monument up to **\$XXX.XX** in costs. Damage is defined as ill-effects related to groundskeeping duties (including damage caused by mowers) or vandalism. The City will not cover costs related to regular maintenance, which is defined as wear and tear caused by age and/or weather or superficial changes to the structure of the monument (including new or re-done engravings).

Traditional headstones shall be placed at the head of the grave (west side of the grave). Veterans markers/plaques shall be placed on the east side of the grave and shall be flush with the ground. All monuments shall be placed in an orderly manner in the pre-designated rows according to the most recent map of the site. Permanent vases are permitted only when attached to or made a part of the monument.

Foundations shall be constructed to a depth of one and one-half feet for monument up to three feet and a minimum depth of two feet for monuments over three feet tall. All foundations shall be constructed of a mixture of one-part cement and two-and-one-half parts of sand and three-and-one-half parts of rock.

Access to the Cemetery

The hours of general access to the Edwardsville Cemetery shall be from 6:00 a.m. to 11:00 p.m. It shall be unlawful for any person to drive any vehicle in the Cemetery faster than 10 miles per hour. Entrance into the Cemetery shall be made on the northernmost entrance and exit on the southernmost exit. No person shall use the cemetery grounds or any driveway therein in as a public thoroughfare or for parking of vehicles when not visiting the Cemetery.

DRAFT