



CPPS Board Agenda

November 18, 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 October 14, 2020
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Review proposed 2021 Cemetery Fees
 4. Review draft ordinance related to special events in the City of Edwardsville – **OLD BUSINESS**
 5. Review Community Center rental policies
 6. Update on Parks & Rec Winter Programming
 7. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

October 14, 2020

6:00 p.m.

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

1. Approve minutes of September 9, 2020

- **Motion:** Board member Duren made the motion to accept the minutes with a
- **Second:** Board President Snider seconded the motion
- **Vote:** Passes 5-0

2. Review Cemetery Activity

- Assistant City Manager reviewed the presented report on the financials as well as the recent cemetery sales activity.
- **Motion:** Board member Duren made the motion to accept the activity report
- Board President Snider had some questions about transactions noted in the bank account and requested that activity on this item
- Motion dies due to not being seconded. Staff noted they will get the necessary background information and update at the next regular meeting.

3. Consider responses to cemetery burial services cost solicitation

- Assistant City Manager Zack Daniel reviewed this item, noting that one of the responders rescinded their quote earlier in the week, citing they will no longer be taking on any new clients.
- This left the low bid to be KNA Diggin', who has provided service in the Edwardsville Cemetery for many years. Mr. Daniel noted that review of previous costs for burial services under this pricing structure would not exceed the threshold needed for Council approval. As such, the CPPS Board can review and give final approval of the contract.
- New costs related to this would need to be included in a master fee ordinance, which the Council typically reviews during its December meeting.
- There was additional clarification of the scope of services related to return trips and their associated charges.
- **Motion:** Board member Duren made the motion to enter into a contract with KNA Diggin' for burial services at the Edwardsville Cemetery.
- **Second:** Board President Snider seconded the motion
- **Vote:** Passes 5-0

4. Review draft ordinance related to special events in the City of Edwardsville

- Mr. Daniel reviewed the draft document, noting that it was developed using existing ordinance language while also adding some additional language with more definition on what would and would not be considered a special event. This is the second review of the ordinance.
- Mr. Daniel noted the changes that were included after review from the City Attorney, namely in the areas where it would appear the City is limiting speech. Some of these areas were retooled to allow for legal enforcement of the ordinance.

- Board member Wheeler asked for clarification on the current code language, which Mr. Daniel provided. Largely, the special event permit language is not very well defined. This draft ordinance looks to correct that.
- The group went over portions of the new ordinance
- **Motion:** Board member Duren made the motion to recommend approval of ordinance related to special events in Edwardsville
- **Second:** Board president Snider seconded the motion
- **Vote:** Passes 5-0
- Mr. Daniel noted this will be discussed at an upcoming City Council meeting for final review and approval

5. **Review of Community Center rental fees**

- Mr. Daniel provided a summary of other similar facilities in the area.
- There was some discussion on the historical use of the center and the shelter house, and its history as a
- No action was required at this time, but different models will be discussed at a later meeting. Final changes would need to be incorporated via the same process as the cemetery fees outlined above.
- There was additional discussion on charges related to events that include alcohol consumption.

6. **Update on Parks & Rec Winter Programming**

- Parks & Rec Supervisor Mike Martin and Mr. Daniel reviewed the planned activity for the fall.
- This includes the Edwardsville Neighborhood Haunt, meant to take the place of the Trunk'R'Treat event. At present, 169 kids had signed up for this event. Due to its popularity, there is discussion about implementing a version of this in the future, even after pandemic conditions.
- November events include the City-Wide Garage Sales and bulky item pick up day, as well as an e-waste collection at City Hall.
- Mr. Daniel introduced the concept of the Ho Ho Express, which would serve as alternative programming for the Mayor's Tree Lighting Ceremony and also be a fundraising effort instead of Cram the Cruiser/Cram the Firetruck. Initial planning for this event is underway.
- There was some consideration by the board for a small Veterans Day ceremony, thought they noted timing of this may not be enough to pull off adequately.
- Parks & Rec Supervisor also noted that the previously planned Wii sports program was called off due to lack of sign-ups.

Seeing no further discussion, President Snider adjourned the meeting.

ADJOURNMENT

The meeting was adjourned at 6:54 p.m.

Zachary Daniel

City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: NOVEMBER 18, 2020
SUBJECT: COMMUNITY CENTER/SHELER RENTAL FEES

RECOMMENDATION

Review of proposed Cemetery fees in light of the pending contract with KNA Diggin’

FINANCIAL IMPACT

Cemetery fees are set by ordinance by the Edwardsville City Council and currently do not include opening/closing costs

BACKGROUND

The fees associated with the Edwardsville Cemetery are as follows:

- Grave Lots:
 - \$750 for city residents
 - \$1,000 for nonresidents

The City does not currently charge opening/closing fees, as those have been handled between the bereaved and the funeral homes. This will change once the contract with KNA Diggin’ is executed, effective January 1, 2020.

Based on the prices quoted by KNA Diggin’ earlier this year, below is the proposed fee structure related to opening/closing costs:

- Standard Opening/Closing (weekday): \$575.00
- Standard Opening Closing (weekend): \$805.00
- Cremation (weekday): \$230.00
- Cremation (weekend): \$460.00

These costs represent a 15% administrative charge on top of the quoted KNA Diggin’ prices. This revenue will offset the costs associated with return trips for leveling/filling graves. If approved, these costs will be included in a comprehensive fee ordinance considered by the City Council at their December 14 meeting.