



# CPPS Meeting Minutes

March 10, 2021

6:00 p.m.

**Ex Officio:** Chuck Adams                      Margaret Shriver  
**Members:** Wayne Snider                      Bonnie Sandburg                      Thurman Gardner  
                    Kenny Shaw

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## 1. Approve minutes of February 10, 2021

- **Motion:** Board President Snider made the motion to accept the minutes of the February 10, 2021 meeting
- **Second:** Board Member Shaw seconded the motion
- **Vote:** Passes 4-0

## 2. Review Cemetery Activity

- Assistant City Manager reviewed the financial report and cemetery activity report, noting that there has been one plot sale since the last meeting.
- **Motion:** Board President Snider made the motion to accept the March Cemetery Financial Activity Report as presented.
- **Second:** Board Member Shaw seconded the motion
- **Vote:** Passes 4-0

## 3. Review Cemetery Maintenance Projects

- Assistant City Manager Zack Daniel reviewed these items, which are maintenance projects at the Cemetery that the group had previously identified as priorities for 2021
- Headstone maintenance was discussed, with Mr. Daniel noting that a staff will be taking pictures of all headstones in the Cemetery, beginning with the old section to determine the number of potential headstones eligible for maintenance as well as to get a picture of starting conditions prior to the mowing season. Pricing for headstone maintenance will be determined by the approximate number of monuments identified.
- Mr. Daniel also noted that there would be a Boy Scout who is working on his Eagle project who will be doing a cataloging project inside the Cemetery.
- Regarding cemetery fencing, Mr. Daniel noted that there were site meetings scheduled to review the removal of the eastern fence of the Cemetery and repairs in other sections.
- Mr. Daniel also presented concepts for signage and a general consensus was met that signage should include the updated regulations as well as instructions on how to find cemetery inhabitants. Updates to the City's website will include new sections on the Cemetery.
- There was no formal action taken at this time, though there will likely be future action at the April meeting on some or all of these items.

## 4. Review RFP responses for Cemetery mowing services

- Mr. Daniel presented the results of the RFP solicitation for cemetery mowing services.

- The current service provider, White Lawn and Landscape, has reached the end of their third contract extension, thus requiring the bid process.
- The low bid for the contract was from WCO Enterprises. Mr. Daniel noted that he spoke with WCO, who it turned out was based out of Texas and Arizona. WCO planned on subcontracting the work but a local service provider was not yet identified.
- Due to the fact that WCO did not have a local contact, Mr. Daniel recommended the group recommend approval of Supreme Green Landworks for the contract. Supreme Green Landworks is based out of Bonner Springs and a standard reference check yielded positive reviews of past work, including in local cemeteries.
- Ex Officio member Councilmember Chuck Adams asked whether or not the local company Major Property Improvement and Lawncare had submitted a bid. Mr. Daniel responded that their bid documents came after the advertised cut off and were thus disqualified from consideration.
- Regarding leaf removal, Mr. Daniel noted that Supreme Green actually had the highest quoted unit cost for this item, but also noted that the work could be done by more affordable companies as the contract does not obligate the work to the selected contractor.
- **Motion:** Board President Snider made the motion to recommend Supreme Green Landwork for final approval by the City Council for the cemetery mowing contract.
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes 4-0

#### 5. Consider consolidation of Cemetery Checking and Money Market Accounts

- Mr. Daniel noted that the Money Market account is an interest-bearing account while the primary checking is not. There is no structural advantage to maintaining two accounts.
- Additionally, more money in the Money Market account will generate more interest.
- The only limitation to consolidating the accounts into a single Money Market account is the limit of six checks per month. Staff does not believe this to be a viable reason not to combine accounts, as the Cemetery will rarely reach that threshold for checks cut in a month.
- Councilmember Adams mentioned the possibility of also consolidating the COD account, which Mr. Daniel stated he would review with finance staff.
- **Motion:** Board President Snider made the motion to consolidate the Money Market and main checking accounts of the Cemetery
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes, 4-0

#### 6. Review preliminary River Front Park Development Survey results

- Mr. Daniel led the group through the online survey results, which was advertised via the City's website and social media accounts the previous six weeks.
- By and large, the survey results did not result in any major changes from the previous Parks Master Plan outreach results, though the size and number of dog parks may be revisited as a final architectural RFP is developed.
- Mr. Daniel also noted that hard copies of the survey were included in the most recent utility billing and that the results of these would be shared at the group's next meeting.
- No official action was taken at this time.

## 7. Consider short-term Community Center rental policy

- Mr. Daniel noted that renovations to the Community Center kitchenette area were near completion. City Park staff handled this work internally.
- Mr. Daniel also noted that data indicators related to the spread of COVID-19 were beginning to show promise and that restrictions were being reconsidered when it came to gatherings.
- Due to these two facts, Mr. Daniel noted that at this time, staff recommends reopening the Community Center to rentals beginning April 1, with a maximum capacity of 100 people. This policy would be revisited at a later date when new recommendations are put forth or if new public health orders take effect.
- **Motion:** Board President Snider made the motion to approve the rental policy developed by staff.
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes, 4-0

## 8. Advisory Reports

- Mr. Daniel provided an update on summer soccer signups. He also noted that the 5<sup>th</sup> and 6<sup>th</sup> grade leagues may not move forward due to lack of signups and coaches for this age group.

Board Member Shaw asked about the status of the Stony Point Cemetery restoration. Mr. Daniel responded that this project is still very much a priority for the group in 2021, though no actions have been taken to date on it. However, Mr. Daniel noted that maintenance of this area to clean up brush and vegetation would be addressed soon, likely involving some work by the Edwardsville Fire Department.

### ADJOURNMENT

The meeting was adjourned at 7:18 p.m.

Zachary Daniel  
City Clerk