



# CPPS Board Agenda

January 13, 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 November 18, 2020
  2. Review Cemetery Activity
    - a. Statement of financial activity
    - b. Recent burial/plot sale activity

### **WORK SESSION DISCUSSION ITEMS**

3. Review infrastructure priorities and projects for the Edwardsville Parks and Cemeteries
4. Discuss preliminary 2021 Parks & Recreation Programming calendar



# CPPS Meeting Minutes

November 18, 2020

6:00 p.m.

**Ex Officio:** Chuck Adams      Margaret Shriver  
**Members:** Wayne Snider      Kenny Shaw      Luis Fasani  
Bonnie Sandburg (participating via phone)      Mike Wheeler

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## 1. Approve minutes of October 14, 2020

- **Motion:** Board President Snider made the motion to accept the minutes with a
- **Second:** Board Member Wheeler 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. He noted that at the November meeting, the group directed staff to review transfers made out of the account. Mr. Daniel noted that the transfer was done to correct an error that caused a difference in the City's internal General Ledger records and the bank records. He also noted that the City's payroll system incorrectly pulled money from the Cemetery's money market, account, which staff noted and corrected.
- Moving forward, City staff will continue to review the Cemetery financial accounts and bank reconciliations and will provide a clean report to the group on those findings at their next meeting.
- Currently, the General Ledger balance sits at \$73,952.03, which is \$142.80 less than the adjusted bank balance for all accounts. Finance staff is performing a review of prior activity to isolate and correct that discrepancy.
- There was discussion related to an uncashed check from 2016 for cemetery supplies. The board directed staff to cancel that check and issue a new one for the same amount.
- Mr. Daniel provided a recap of the cemetery plot sales in the past month.
- **Motion:** Board President Snider made the motion to accept the October and November Cemetery Financial Activity Report as presented.
- **Second:** Board Member Shaw seconded the motion
- **Vote:** Passes 5-0

## 3. Review proposed 2021 Cemetery Fees

- Assistant City Manager Zack Daniel reviewed this item, noting that the Board had previously authorized staff to enter into contract negotiations with KNA Diggin' for Cemetery burial services after a competitive bid process that was reviewed last month.
- The new costs, if ultimately approved by the City Council, would be incorporated into the master fee scheduled, which is reviewed and approved in December.
- The fees (\$575 for standard weekday openings, \$805 for weekends, and \$230 for cremation weekday openings and \$460 for weekends) represent the quoted price provided by KNA along with an additional 15% administrative charge. The additional charges would help offset the cost of return trips for leveling and backfilling if needed.

- There was some additional discussion of the need for other fees associated with monument permits, transfer of deed charges, etc.
  - Mr. Daniel noted that these fees would represent a small amount of money based on the type of activity the cemetery usually encounters. As such, the direction of the Board was to revisit at a later date if needed.
  - Board Member Wheeler asked for clarification on the timeline of the new fees, which Mr. Daniel noted would not be charged until after final approval by the City Council in December and the required public notice provided.
  - **Motion:** Board President Snider made the motion to recommend approval of the proposed Cemetery fees
  - **Second:** Board Member Wheeler seconded the motion
  - **Vote:** Passes 5-0
4. **Review draft ordinance related to special events in the City of Edwardsville – OLD BUSINESS**
- Mr. Daniel provided an update on this item, which was originally recommended for approval by the CPPS Board to the City Council.
  - During their review, the Council had concerns on the potential overreach of the item, and ultimately did not vote to adopt.
  - As such, staff will work to revise the language of the proposed ordinance and bring it to the CPPS Board for further review at a later date.
  - No action was required for this item.
5. **Review of Community Center rental policies**
- Mr. Daniel recapped previous discussion on this item. He also reviewed the most recent public health order issued by Wyandotte County, which placed limitations on informal gatherings.
  - Due to the recent health orders and the relative lack of bookings inside the Center, Mr. Daniel noted that staff recommends placing a temporary moratorium on rental of the Community Center until restrictions on gatherings are lifted or revised. At that time, a more comprehensive review of rental costs will continue.
  - No action was required for this item.
6. **Update on Parks & Rec Winter Programming**
- Parks & Rec Supervisor Mike Martin and Mr. Daniel reviewed the recent City recreation programming that took place over the fall.
  - These events included the weekly scavenger hunt and the Spooky Express event that took place on Halloween. Both of these events proved popular with the participants and plans are to continue them in the future, though they may be adjusted as COVID-19 restrictions continue to change.
  - Mr. Martin provided a summary of the upcoming Dec. 19 Ho Ho Express and Pancake feed event, which is also doubling a charity drive to assist senior care centers in town and local families in need identified by Edwardsville Elementary.
  - Mr. Daniel noted that early in 2021, the group will review planned rec programming, similar to what they did in their first meeting of 2020.
7. **Advisory Reports**
- Mr. Martin provided an update on the tree removal project at the Cemetery, which will likely be done in the first quarter of 2021.

Board President Snider noted that the entrance light at the Cemetery on the utility pole has been fixed. He also asked staff to keep an eye out for seasonal decorations that may need to be removed.

Board Member Wheeler stressed that repaving of the Cemetery remains a concern and will need to be addressed sooner rather than later. Mr. Daniel noted that when the City begins reviewing the 2021 Street Maintenance project, he will work with the Public Works Director to see if the Cemetery project could be included in the project.

**ADJOURNMENT**

The meeting was adjourned at 6:47 p.m.

Zachary Daniel  
City Clerk

DRAFT

**TO: CPPS BOARD  
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK  
DATE: JANUARY 13, 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**

Below is a table summarizing plot sale since the November 2020 meeting.

<b>Location</b>	<b>Purchase Date</b>	<b>Owner(s)</b>	<b>Interned</b>	<b>Deed No.</b>
2-D-12	12/1/2020	Jason Milo Hendrix	Dakota Milo Hendrix	809
1-Q-11	12/1/2020	Patricia Ann Trobough	n/a	810

In total there were 21 new plot sales in 2020 and three transfers of deeds. All plot sales were to residents or to individuals with family already interred at the Edwardsville Cemetery.

Attached is a summary of the staff review of the Cemetery Checking Account, as was discussed by staff in earlier meetings. After review, there were two cash management transfers made in error that have now been corrected. The first, which occurred in October, involved a transfer of \$3,904.39 to the Cemetery Checking account from the City's General Checking Account. The second involved a transfer of \$9,195.70 to the City's General Checking Account from the Cemetery Checking Account. Finance Director Sean Milleson has been directed to prepare the appropriate journal entries to correct and account for these errors. The final, corrected balance for the Cemetery Checking Account sits at \$19,313.17. No changes to the Money Market Account were required. Once these corrections are made, the General Ledger records for the Cemetery Checking Account will be overstated by \$1,440.70. Staff is currently reviewing the GL records and will correct accordingly to present a clean report for the February meeting.

Additionally, the February CPPS Board Meeting May involve discussion of changes to the financial structure of the Cemetery funds to allow for a more efficient process for use for long-term maintenance items and projects associated with the Cemetery.

Cemetery Board Checking  
 Calander Year 2020

	Add	Sub	
Beginning (Per Bank Statement)			\$ 12,288.92
13-Jan	750.00		Cash Deposit
14-Jan	1,500.00		Credit Card Deposit
26-Feb		895.75	Potem Renewal (CK 2818)
27-Feb	1,500.00		Cash Deposit
23-Apr		3,885.02	Payroll-KPERS
11-May	3,885.02		Reversal Payroll-KPERS
15-May		330.00	Top Soil (CK 2819)
1-Jul	750.00		Cash Deposit
8-Jul		750.00	Sexton (CK 2820)
10-Jul	750.00		Credit Card Deposit
13-Jul	1,500.00		Credit Card Deposit
23-Jul	750.00		Cash Deposit
31-Jul	3,885.02		Payroll
8-Oct		3,885.02	Reveral-Payroll
8-Oct		<b>3,904.39</b>	<b>ERROR</b>
9-Nov	750.00		Credit Card Deposit
9-Nov	<b>9,195.70</b>		<b>ERROR</b>
2-Dec	1,500.00		Credit Card Deposit
14-Dec		750.00	Sexton (CK 2821)
	<u>26,715.74</u>	<u>14,400.18</u>	

Ending \$ 24,604.48

**Ending (Corrected) \$ 19,313.17**

General Ledger \$ 26,045.18

Adjustments 3,904.39  
 (9,195.70)

**General Ledger (Corrected) 20,753.87**

**Corrected GL to Corrected Bank \$ 1,440.70**

**\*\* General Ledger was understated by \$18.54 as of 12/31/2019 \*\***