



CPPS Board Agenda

March 23, 2022

6:00 p.m.

Ex Officio:

Chuck Adams

Margaret Shriver

Members:

Amber Duren

Luis Fasani

Thurman Gardner

Bonnie Sandburg

Kenny Shaw

Wayne Snider

Troy Thompson

-
1. Approve minutes of February 9, 2022
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Consider responses related to the City-Wide Mowing RFP as it relates to Cemetery and Parkland services
 4. Hear update on the River Front Park Redevelopment Plan
 5. Hear update on the Historic cemetery restoration project
 6. Consider use of Special Sales Tax funds for the purposes of installing basketball equipment at the City Park futsal courts
 7. Hear update on the Parkway HOA trail funding request
 8. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

February 9, 2021

6:07 p.m.

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

1. Approve minutes of minutes of January 12, 2022

- **Motion:** Board member Snider made the motion to accept the minutes of the January 12, 2022.
- **Second:** Board member Gardner seconded the motion
- **Vote:** Passes 5-0

2. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed the financial report and cemetery activity.
- The current consolidated balance for the cemetery accounts is \$75,273.76, which still includes the \$1.39 discrepancy between the City's General Ledger and the cemetery checking account. Staff still plans on executing a journal entry to account for this discrepancy.
- **Motion:** Board member Shaw made the motion to accept the Cemetery activity report
- **Second:** Board member Gardner seconded the motion
- **Vote:** Passes 5-0

3. Review River Front Park Redevelopment Project with Stantec Consulting

- Assistant City Manager Zack Daniel reviewed the previous activity by this group related to this project.
- Mr. Daniel noted that Stantec does have hours left on the contract. Current plans are to transition this project to professional staff to continue to review possible phases for the project.
- Kelly Van Elders from Stantec thanked the group for their efforts in finalizing the concepts for the park. He reviewed the public input the group was able to get during the 2021 Mayor's Tree Lighting Ceremony, which gained largely positive feedback (especially as it related to fishing).
- Mr. Van Elders reviewed the changes that were made to the concept since the group provided input, which included a reduction in the number of side trails to make for a less "busy" layout.
- Mr. Van Elders noted that they have identified funding opportunities for the project, but some of those will depend on how the project is phased.
- Board member Thompson asked about how phase 1 may come together, which Mr. Daniel noted phase 1 would likely include the permanent restroom, parking improvements, and possible trail additions. This will be more closely reviewed by City staff and Mayor Caiharr at a later date.

- Mr. Van Elders noted that the concept is still malleable and that adjustments can be made as construction documents are developed and reviewed.
- There was a discussion related to the estimated maintenance needs in some of the nodes, with a note that the native growth areas would largely manage themselves once they are properly established.
- No action was necessary for this item at this time.

4. Consider scope of mowing RFP for City parks, cemeteries, and public spaces

- Assistant City Manager Zack reviewed the existing mowing RFP scope that includes the City Cemetery.
- Mr. Daniel noted that the contract is being advertised again this year due to the fact that direction was given to explore contracted solutions for routine City activity, such as mowing. As such, the scope of the contract has been expanded to include areas of public spaces and rights-of-way.
- There was a discussion regarding the overall scope of the mowing operations in the Cemetery. Mr. Daniel also noted this contract will include scheduled visits to the historic cemetery to keep that area clean as the restoration project moves forward.
- Park areas that would be mowed include River Front Park and the trail sections along Woodend Rd. and behind Fastenal. City staff will continue to mow the City Park with internal staff.
- Board member Thompson asked if stump grinding at the Cemetery would be included, but Mr. Daniel noted that will be finished up by the tree contractor.
- Board member Shaw asked about documentation of the headstones, which Mr. Daniel noted staff has started taking pictures of the stones to have a baseline of condition in case damages occur.
- Board President Snider noted that outside of a few minor issues, the current mowing company has done a good job.
- There was additional discussion about the fence line clean up at the Cemetery.
- Shed clean-up will be a project for City staff this spring/summer.
- The board gave a consensus to move forward with the mowing RFP with the cemetery scope as provided.

5. Review 2022 Programming Calendar

- Assistant City Manager Zack Daniel and Parks & Rec Supervisor reviewed the draft calendar for the year, which includes additional community events such as movie nights and community meals.
- Mr. Martin also reviewed some of the planned additions to the Arts & Crafts extension program.

6. Advisory Reports

- a. Assistant City Manager Zack Daniel reviewed a complaint that was lodged with the City involving a headstone where the owner is alleging the mowing company has damaged. The owner of the monument claims a corner of the base of the headstone was knocked off by mowers. Pictures that were provided by the owner were handed out. There was a general consensus that any potential damage to the area was hard to see due to the split-faced rock style of the base. Mr. Daniel also noted that he has reached out to two separate monument companies. One company said that some kind of impact could have caused the alleged damage but was not certain that is what occurred. The

other company noted that an impact that would break this section of stone would also likely cause the monument to become dislodged from the base (which does not appear to have happened). Company #2 also noted that with this style of base, it is possible moisture got into the stone and may have caused a separation if it froze. The owner filed a claim against the City regarding the damages, which was ultimately denied by the insurance adjuster. The owner is now asking if the Board would support additional compensation to repair the alleged damages if they exceed the \$300 which could be offered per the Board's policy. The owner had provided estimates she had received in excess of \$2,000. There was additional discussion about the timeframe of the series of events, which fail to isolate a specific time the alleged damages occurred (which are generally suspected to have occurred sometime during the 2021 mowing season, but were not reported until several months after). After review of the situation, including pictures provided by the owner and the input from monument companies, the Board decided not to offer any additional compensation to repair the base. The reason being is that the formal insurance claims process found no fault with the City or the mowing contractor and that monument companies have noted other possible causes that would contribute to the condition of the stone.

Mr. Daniel also noted they are continuing to explore the HOA trail project and hope to bring back an update at the March meeting, which will likely be delayed a few weeks past its regular date to allow for at least three-weeks to solicit bids for the mowing RFP.

- b. Parks & Rec Supervisor Mike Marin provided an update on the Winter Basketball league, which has gotten good participation and feedback from participants with the addition of the skills development piece.

Board member Shaw made comments encouraging board members to contact the Wyandotte County Board of Commissioners regarding the Safe & Welcoming ordinance being considered at the county level, which he was in opposition. Councilmember Adams provided some additional context on this item, including the options he has been made of aware of for additional public input.

Board member Thompson asked if there were any restrictions about what could be located inside the new roundabout, which Mr. Daniel noted there would not be any state-specific restrictions, but that some kind of monument or signage would be reviewed for the area, and would likely come before this body for review.

ADJOURNMENT

The meeting was adjourned at 7:52 p.m.

Zachary Daniel
City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 23, 2022
SUBJECT: CEMETERY ACTIVITY

RECOMMENDATION

Review the statement of financial activity as well as recent burial/plot sale information.

FINANCIAL IMPACT

Up-to-date banking report will be provided the evening of the meeting.

BACKGROUND

See below for a list of lot purchases executed since the group's last meeting. Also, there have been two funerals held at the Cemetery since February 9.

Purchaser	Location	Deed #
Parrish Green	1-Q-14/15	826
Wayne, Debra, and Kaleb Kivett	3-P-16/17	827
Wayne, Debra, and Kaleb Kivett	3-P-15	828
Wayne and Debra Kivett, and Glenn Suritte	3-P-13/14	829

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 23, 2022
SUBJECT: 2022 MOWING RFP

RECOMMENDATION

Consider responses to the City-Wide Mowing RFP.

FINANCIAL IMPACT

Costs for cemetery and park mowing services are included in the adopted FY22 Budget as part of the General Fund within the Parks & Recreation department.

BACKGROUND

The City entered into a contract with Supreme Green for cemetery mowing services in the spring of 2021. This was later expanded to include mowing of the City Hall site in late summer 2021. Typically, these contracts are renewed for a period up to three years if there are no pressing concerns with the contracted company. However, the staff was given the direction to explore contracted solutions for routine work, including mowing, and re-issued the RFP to include comprehensive mowing services for the park, cemeteries, and public spaces and rights-of-way. Results of the RFP responses are included in the table below:

Firm	Public Spaces			
	Cemetery Total	Total	ROW Total	TOTAL
Top Care	\$37,870.00	\$25,350.00	\$21,075.00	\$84,295.00
Evergreen	\$17,000.00	\$22,100.00	\$24,000.00	\$63,100.00
White Lawn & Landscape	\$11,260.00	\$20,600.00	\$28,800.00	\$60,660.00
Eyedeal Landscape	\$39,960.00	\$23,410.00	\$34,040.00	\$97,410.00
KD Lawncare	\$58,010.00	\$37,125.00	n/a	\$95,135.00
Supreme Green	\$16,100.00	\$16,085.00	\$23,000.00	\$55,185.00
DL LLC	\$42,600.00	\$42,870.00	\$57,680.00	\$143,150.00
Christian Bros.	\$18,700.00	\$24,350.00	\$29,600.00	\$72,650.00

While staff prefers to contract with a single entity for this work, the quoted costs suggest that a split award may be most cost effective. As such, staff is recommending award of the Cemetery portion of the contract to White Lawn and Landscape. This would include regular weekly mowings of the site in addition to up to six clean-ups of the historic cemetery site in 2022. Staff also recommends moving forward with Supreme Green for the park/public spaces mowing work, which would include River Front Park, sections of the City trails, and the green space north of City Hall.

Staff recommends the CPPS recommend the City Council to enter into a contract with White Lawn and Landscape for cemetery mowing and Supreme Green for park and public spaces mowing.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 23, 2022
SUBJECT: RIVER FRONT PARK REDEVELOPMENT PROJECT

RECOMMENDATION

Hear staff update regarding the River Front Park Redevelopment Project.

FINANCIAL IMPACT

Not applicable at this time. Costs related to document development and surveying will be reviewed by this group during its April meeting.

BACKGROUND

Since the CPPS Board's last meeting, a number of developments on this project have occurred. These are summarized in the listing below:

- A meeting was held on March 8, 2022 involving the City Manager, Assistant City Manager, City Planner, Parks & Rec Supervisor, Stantec representatives, and Edwardsville Mayor Caiharr to review the concepts that were developed with input from the CPPS Board. This meeting included a discussion on the amenities which would be included in a possible phase 1 of the project, as well as high-level review of the potential costs. Stantec was given direction to put together a proposal design documents for phase 1.
- Stantec submitted the project to the ASLA Prairie Gateway Chapter for a PGASLA award. This will not effect the phasing or potential development of the actual project, but will help the efforts of the CPPS Board and Stantec be recognized by industry professionals for its scope and complexity.
- Stantec conducted a call with City staff in early March regarding the potential phasing of the project. It was decided at this time to move forward with development of design documents for the whole project. This will allow staff to pursue external funding opportunities related to the whole effort, rather than items which would be identified in phase 1. This would in-turn, guide the phasing to match the availability of external funds. Additionally, it was decided to put together cost estimates for the surveying of the area. Quotes were obtained from BHC and Wilson & Company, with BHC coming in with the low quote.

No action is required at this time, though staff expects to bring back a formal funding requests using Special Sales Tax dollars for development of design documents and surveying costs for the project at the April 13, 2022 meeting.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 23, 2022
SUBJECT: HISTORIC CEMETERY RESTORATION PROJECT

RECOMMENDATION

Hear staff update regarding the Historic Cemetery Restoration Project

FINANCIAL IMPACT

Not applicable at this time.

BACKGROUND

City staff is in continuing discussions with church officials regarding the transfer of land from the church to the City in order to secure public access to the one-acre historic cemetery site in central Edwardsville. Church officials have agreed on the project scope as previously discussed with the CPPS Board, which includes surveying and platting of the area and creation of two lots. The meadow area south of the church and on the east side of 110th St. would be consolidated with the cemetery site to create one contiguous parcel that the City would own. Staff is currently putting together plat application materials for review by church officials. This application would be considered no earlier than the May 18, 2022 Planning Commission meeting.

What is also being reviewed by staff and church officials at this time is the possible value of the land to be transferred. Church officials would like to explore compensation options for the property. Staff has reached out to its acquisition partners, who have handled right-of-way acquisition for City projects, to put together a proposal for valuation of the area in question (approximately 2 acres) to continue moving this discussion forward.

No action is needed at this time, though it is possible that a funding request will be included as part of the group's April 13 meeting.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 23, 2022
SUBJECT: BASKETBALL GOALS AT CITY PARK

RECOMMENDATION

Consider use of Special Sales Tax funds for the purposes of installing basketball equipment at the City Park.

FINANCIAL IMPACT

Cost for this project is estimated to be approximately \$5,453. This would be paid for using Special Sales Tax funds, which included \$10,000 in Parks equipment and purchases in the FY22 budget.

BACKGROUND

The futsal courts located at the City Park were installed through an agreement with Wyandotte County and Sporting KC in 2016-2017. Staff would like to add two basketball goals on the east and west sides of the court.

Sheels Sporting Goods out of Overland Park has goals available for approximately \$1,100 each (\$2,200 for both goals) and estimates \$400 in installation costs. Staff obtained two quotes for the concrete work required for the base of the goals, and KC Construction and Pavement came in with the most affordable cost at \$2,853.27. Total cost for the project with all components is estimated to be approximately \$5,453.

Staff recommends the CPPS Board authorize the purchase and installation of basketball goals at the City Park at a cost not to exceed \$6,270, which includes all quoted work related to the project as well as a 15% contingency should it be required for installation of the goals.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: MARCH 23, 2022
SUBJECT: HOA TRAIL

RECOMMENDATION

Hear an update on the Parkway HOA trail funding request.

FINANCIAL IMPACT

Not applicable at this time. Future funding authorization will come before this board prior to executing.

BACKGROUND

Sarju Jackson, representing the Parkway HOA located just east of Edwardsville City Hall presented at the group's January 2022 meeting. Mr. Jackson requested the City consider contributing to the HOA's effort to make repairs and improvements to its trail system, located generally north of River Falls Rd. and south of Blake St., within the Parkway HOA area. The group was approximately \$12,000 short of its goal to complete the project after its internal fundraising. Mr. Jackson emphasized that use of the trail is not restricted to HOA members and would be a beneficial asset to add to the City's existing trail system (with maintenance costs and liability being the responsibility of the HOA).

Staff requested Mr. Jackson itemize the improvements that would be done to the six aprons connecting to the City streets. The cost quoted by Champion Asphalt for this work was \$6,885. Staff made an additional request to verify that these improvements would meet ADA compliant thresholds and is awaiting response.

At this point no action is being requested. Staff hopes to develop a draft shared use and maintenance agreement with HOA which would detail each party's responsibility as it relates to the trail. As discussed earlier, this would include all maintenance and liability being the responsibility of the HOA. Once that agreement is finalized and costs for the ADA improvements to the apron are confirmed, staff will bring both items back to the CPPS Board for review and possible action. A funding source for the City's potential contribution has not yet been identified, but could possible come out of the City's General Fund or Special Sales Tax Fund.



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ESTIMATE

CHAMPION ASPHALT

For	Walking Trail For The Homeowner Association Sarju Jackson	Estimate Num	891
	508 Blake St	Date	Mar 8, 2022
	Edwardsville Kansas		

Description	Amount
Grading and paving of the six aprons connecting to the curb	\$6,885.00
Removal of asphalt connecting to concrete overlaying existing asphalt with new asphalt	
Six aprons proximately 10 feet	
Thank you for your business. Payment due on completion	
Subtotal	\$6,885.00
Total	\$6,885.00
Balance Due	\$6,885.00