



# CPPS Board Agenda

October 12, 2022

6:00 p.m.

**Ex Officio:** Margaret Shriver

**Members:** Amber Duren      Michelle Parker      Thurman Gardner  
Bonnie Sandburg      Kenny Shaw      Wayne Snider      Troy Thompson

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1. Approve minutes of September 14, 2022
2. Review Cemetery Activity
  - a. Statement of financial activity
  - b. Recent burial/plot sale activity
3. Hear staff update on cemetery projects
  - a. Cemetery paving
  - b. Master Sign Plan
  - c. Historic Cemetery restoration
4. Advisory Reports
  - a. Assistant City Manager
  - b. Parks & Rec Supervisor



# CPPS Meeting Minutes

September 14, 2022

6:00 p.m.

<b>Ex Officio:</b>	Margaret Shriver	<b>Board Chair:</b>	Wayne Snider
<b>Members:</b>	Thurman Gardner	Michelle Parker	Kenny Shaw
	Troy Thomson	Bonnie Sandburg	

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## 1. Approve minutes of minutes of May 18, 2022

- **Motion:** Board member Shaw made the motion to accept the minutes of the May 18, 2022 a presented.
- **Second:** Board member Thompson seconded the motion
- **Vote:** Passes 5-0

## 2. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed the financial report, which currently shows a consolidated balance of \$84,133.53. Mr. Daniel also provided copies of checks written out of the Cemetery account since May.
- Mr. Daniel noted that the City does not currently have a Finance Manager and will be contracting out for bank reconciliation in the interim.
- He also reviewed the cemetery activity over the last two months.
- **Motion:** Board Chair Snider made a motion to accept the report as presented.
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes, 6-0

## 3. Consider recommending approval of Cemetery Funds for Change Order to the 2022 Street Maintenance Project for mill and overlay of paved areas in the City Cemetery

- Mr. Daniel reviewed this proposed project, noting that if approved it would be a change order to the existing street maintenance project taking place along Swartz Rd.
- There was discussion on what comes next if the CPPS Board does not recommend approval of the project, which Mr. Daniel responded it would then pivot to the City Council for approval, at which point it would be using the limited street maintenance funds and there is no guarantee of approval. Being that cemetery funds would be used for the project, no additional approval would be needed if the CPPS Board took action at this meeting.
- Board member Gardner asked about the history of the cemetery funds, which was followed by a discussion of the previous cemetery mill levy and the process by which the funds receive revenue.
- Chairman Snider noted that this project was a long time coming and noted his support for the project. He also emphasized the need to manage the stormwater runoff. Mr. Daniel noted that the project would likely not run into stormwater issues and would be completed in 1-2 days.

- Mr. Daniel reviewed the cost of the project, currently estimated at \$57,920. If approved, the estimated consolidated fund balance for the Cemetery would be approximately \$26,214.
- Ex Officio City Councilmember Margaret Shriver asked about the other pending projects (masonry repairs, fencing, etc.), which Mr. Daniel noted that the masonry repairs would be advertised via the RFP process and that the other projects would be reviewed at a later date. It was undetermined how these efforts would be paid for, but Mr. Daniel noted that he believed that there would be available funds in the Cemetery Maintenance line item of the General Fund.
- **Motion:** Board member Shaw made the motion to authorize the use of Cemetery funds for the change order to the Street Maintenance project, in the amount quoted by McAnany Construction.
- **Second:** Board member Thompson seconded the motion
- **Vote:** Passed, 6-0

#### **4. Review signatories for cemetery bank accounts and take any necessary action**

- Mr. Daniel reviewed the role of the signatories, which were largely statutory based on the way the original Cemetery Board was established.
- Mr. Daniel also noted that the board needed to elect a new Secretary, as the previous secretary is no longer part of the board as last year. It was determined that Board Chairman Wayne Snider would be one of the other signatories to the accounts.
- Mr. Daniel noted that these positions are largely ceremonial, as staff prepared minutes and approves checks (later reviewed by the CPPS Board).
- **Motion:** Board Member Thompson made the motion to nominate himself as CPPS Secretary.
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes, 6-0
- **Motion:** Board member Shaw made the motion to approve the Board Chair Wayne Snider and CPPS Board Secretary Troy Thompson as signatories for cemetery bank accounts
- **Second:** Board member Thompson seconded the motion
- **Vote:** Passes, 6-0

#### **5. Hear Parks & Rec registration report through Fall 2022 Programming**

- Mr. Daniel reviewed the recreation activity this year, noting that there was an increase of 66 registrants compared to registration in 2021. This also does not include participants in the City's free Summer Movie Series, which averaged 30-40 attendees per show.
- The largest areas of increases were in Spring Soccer, which grew from 94 registrants to 139.
- No action was requested per this agenda item.

#### **6. Advisory Reports**

- Mr. Daniel reviewed some of the items being reviewed as part of signage at the Cemetery.
- Mr. Daniel also updated the group on recent activity with the River Front Project, recapping his discussion with Stantec regarding utility relocation.

There was additional discussion on upcoming facilities projects for the City. This was followed by a conversation about train delays and the process for finalizing the Quiet Zone along the Union Pacific Railroad.

**ADJOURNMENT**

The meeting was adjourned at 7:10 p.m.

Zachary Daniel

City Clerk

**TO: CPPS BOARD**  
**FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK**  
**DATE: OCTOBER 12, 2022**  
**SUBJECT: CEMETERY ACTIVITY**

**RECOMMENDATION**

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

**FINANCIAL IMPACT**

The consolidated cemetery account balance currently sits at \$84,133.53. This represents activity through August of 2022, after review from the City's contracted CPA for bank reconciliations. The Cemetery has not yet been invoiced for the pavement work at the Cemetery.

**BACKGROUND**

See below for a list of lot purchases executed since the group's last meeting.

<b>Purchaser</b>	<b>Location</b>	<b>Deed #</b>
Tanika Crutchfield	3-O-16	835
Cara Chambers	2-C-10/11	836

**CASH TRANSACTIONS REPORT**

YEAR: THROUGH OCTOBER  
 City of Edwardsville

Page: 1  
 10/12/2022  
 11:12 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
<b>Fund: 999 - CEMETERY OPERATING FUND</b>				
Dept: 000.000				
101.000 CASH ON HAND MONEY MARKET	40,802.52	23,757.17	13,125.00	51,434.69
102.000 CASH ON HAND CHECKING	750.00	3,550.00	4,290.00	10.00
104.000 CERTIFICATES OF DEPOSIT	32,688.84	0.00	0.00	32,688.84
106.000 PAYROLL CHECKING	0.00	0.00	0.00	0.00
<b>Fund: 999</b>	<b>74,241.36</b>	<b>27,307.17</b>	<b>17,415.00</b>	<b>84,133.53</b>
Grand Totals:	74,241.36	27,307.17	17,415.00	84,133.53

**TO: CPPS BOARD**  
**FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK**  
**DATE: OCTOBER 12, 2022**  
**SUBJECT: CEMETERY PROJECTS**

**RECOMMENDATION**

Hear staff update on cemetery projects

**FINANCIAL IMPACT**

The Cemetery paving project was approved by the CPPS Board for a cost of \$57,920, coming out of the consolidated Cemetery accounts, leaving the estimated balance at approximately \$27,000. Staff is currently seeking quotes to complete the striping work in the parking area.

The approved FY22 Budget for Cemetery Maintenance in the City's General Fund was \$20,000. The revised estimate for year-end activity at the time of the FY23 Budget Adoption was \$25,000. Staff estimates that with the remaining mowing and other work requested in the Cemetery, the line item will end the year having spent approximately \$24,342. The overages in this line item can be attributed to charges related to the fence replacement taking place in 2022 (\$3,960) and the unplanned removal of a downed tree over the summer (\$2,230).

The installation of a new sign in the Cemetery was quoted at \$2,847.19 over the summer. An RFQ has been issued for masonry repairs to the planter and gazebo, at an estimated high-end cost of \$25,000 for full reconstruction of the planter.

The cost for surveying related to historic cemetery restoration is quoted at \$10,000.

It is anticipated that the projects noted above (other than the pavement project) will be funded through the City's General Fund and not the consolidated Cemetery accounts.

**BACKGROUND**

Cemetery Paving: The cemetery paving project was completed the final week of September, 2022. A mill and 2-inch overlay were done in all paved areas of the Cemetery. Top soil was applied in the areas just off the newly paved surfaces. Striping is expected to be completed in the coming weeks.

Master Sign Plan: Attached is a proposal for the master sign plan at the City Cemetery for review by the CPPS Board. Final approval will be issued for individual components of the plan after consensus is given on the master plan.

Historic Cemetery Restoration: Church officials and City Planning staff will conduct a meeting together to review any and all outstanding items related to the replat application needed to move forward with this project. It is now anticipated that this will be heard by the Planning Commission in early 2023.

**Cemetery Master Sign Plan:**

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1. Removal of the north and south rules & regulations signs. This can be accomplished by City staff. **TIMELINE:** Q4 of 2022
2. Installation of a new sign, matching the design aesthetic of the River Front Park signage on south 9<sup>th</sup> St., where the south sign once stood. **TIMELINE:** Q4 of 2022 pending review of the City's year-end fund balances.
  - a. New sign would read: Welcome to the Edwardsville City Cemetery, 1501 S. 104<sup>th</sup> St.
3. Installation of a shadow box to fit the nameplates for all flag donors. It is anticipated this sign would be approximately 5 ft. long and 3 ft. tall. Board member Amber Duren has had preliminary discussions with Bonner Springs High School about this as a potential BSHS Senior Project. Cost and timing for this portion of the plan has not yet been determined. **TIMELINE:** TBD
4. Re-setting of the of the lane markers and addition of markers noting the lane lettering. **TIMELINE:** Q4 of 2022
5. Installation of eight small signs in the north area of the Cemetery, noting the section **TIMELINE:** Q1 of 2023
6. Installation two small signs on the inside east pillars of the gazebo, after the completion of masonry repairs. **TIMELINE:** Q1 of 2023, pending the timeline for masonry repairs
  - a. Sign 1: Cemetery rules and regulations
  - b. Sign 2: Cemetery map w/ section markers and QR code leading to online listing of cemetery occupants
7. Installation of the bronze 'Edwardsville City Cemetery' plaque on the large center planter. **TIMELINE:** Q1 of 2023, pending the timeline for masonry repairs

104th St

