



CPPS Meeting Minutes

January 4, 2023

6:00 p.m.

Ex Officio: Margaret Shriver (*not present*) **Board Chair:** Wayne Snider
Members: Amber Duren Thurman Gardner Michelle Parker
Troy Thomson Kenny Shaw

1. Approve minutes of minutes of October 12, 2022

- **Motion:** Board Chair Snider made the motion to accept the minutes of the October 12, 2022 with a note correcting the typo on the last page which left off details on masonry project
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes 6-0

2. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed the year-end report of the Cemetery financials, presented in a month-by-month format showing all credits and debits hitting the consolidated accounts for the Cemetery.
- The end result, after one of the CDs is cashed out and the transfer is made regarding the cemetery paving project, is a balance of \$21,725.54.
- Mr. Daniel raised the idea of cashing out the remaining CD (currently at a balance of \$16,823.76) and absorbing the funds in the MMA account. The account does not accrue much interest as is.
- Board Chair asked if there was any discussion about establishing a regular transfer from the City's General Fund into the Cemetery account. Mr. Daniel noted there was not, but that the General Fund still handles the mowing and groundskeeping expenses.
- Board member Thompson had questions about the return of investment on the digging fees as some months it appears that more money is going out to pay the diggers than are coming in. Mr. Daniel noted that payments sometimes occur in different months, depending largely on the funeral home. He pointed out that, outside of the capital project payments, the balance would have grown approximately \$7,000 due to payments from plot sales and digging fees. Also, payments to the diggers often represent more than one service.
- **Motion:** Board Duren made a motion to accept the report as presented.
- **Second:** Board member Thompson seconded the motion
- **Vote:** Passes, 6-0

3. Hear update related to Cemetery Projects

- Mr. Daniel reviewed ongoing Cemetery projects, including the Master Signage program, the adopt a planter program, and the historic cemetery restoration.
- The signage program's next step is to reset the lane markers, which will be done when the weather is warmer. Board Chair Snider noted that the diggers are removing these during burials, which was not done in the past. Mr. Daniel noted he would raise the issue with the diggers before the next meeting. Board member Duren also asked for dimensions to give to the school for the shadow

box installation for the flag markers. Mr. Daniel then reviewed the other items are planned for this year as part of this program.

- Mr. Daniel stated the adopt-a-planter program would launch in mid-February and showed the group the displays that would be used. A draft application with program fees was also presented. These fees would be absorbed in the Cemetery accounts, not the City's General Fund. There would be no need to amend the City's fee ordinance for this program, as it is a program similar to park programs.
- Mr. Daniel then updated the group on the Historic Cemetery Restoration project, including recent meetings the City held with church officials about the platting process. A scope of work is being updated by BHC for surveying and platting processes, which will be presented for review at the next meeting. Plans are for this project to go through the planning process in March and April. The City will also reach out to an independent appraiser to help determine a value for the property to be transferred to aid in continuing negotiations with the Church.
- No action was requested for this item.

4. Hear staff presentation regarding year-end Parks & Recreation Programming

- Mr. Daniel reviewed 2022 Parks & Rec programming participation figures compared to 2021 and 2019 registration numbers (2020 was not presented as most of that year's programming was cancelled due to COVID-19).
- Overall, participation increased from 542 in 2021 to 608 in 2022. The final 2022 number also includes the 46 registrants to the EFD Junior Fire Academy. Spring Soccer saw the biggest jump from year-to-year, with 139 registrations in 2022 over 94 in 2021.
- Only one area, Fall Ball, saw a decrease in participation. Numbers dropped from 34 in 2021 to 26 in 2022.
- Parks & Rec Supervisor Mike Martin discussed planned 2023 programming and some of the highlights from 2022 programming.
- No action was requested for this item.

5. Consider responses to the 2023 Cemetery Masonry Project RFP for recommendation to the Edwardsville City Council

- Mr. Daniel reviewed this process, including the original RFP solicitation in October/November of 2022. Only one firm submitted a proposal using the correct sealed bid format. Two other firms submitted pricing, but did not follow the approved submission procedures.
- Holcomb's Masonry LLC was the sole bidder, with a price of \$11,050 quoted. Mr. Daniel noted that the other submissions, though not considered due to procedural rules, were both higher than this proposal. The biggest factor in price appeared to be in materials used.
- There was discussion about the protections for the quality of work for the project, which Mr. Daniel noted that the project will follow all standard insurance requirements as well as the right-of-way project requirements related to maintenance bonds.
- Board Chair Snider noted he felt the review process was appropriate and asked that staff follow up on references for the company.
- Mr. Daniel noted that General Fund dollars would be used for this project and final approval would need to come from the Edwardsville City Council. This would likely occur at the January 9 meeting of that body.

- **Motion:** Board Chair Snider made the motion to recommend Holcomb's Masonry for the Cemetery Masonry project to the Edwardsville City Council
- There was some discussion about the scenario in which the bid was rejected by the City Council. Mr. Daniel noted that a new RFP process may be required, but that it would be reviewed if it came to that point.
- **Second:** Board member Duren seconded the motion.
- **Vote:** Passes, 6-0

6. Consider updates to the Community Center rental rates for recommendation to the Edwardsville City Council

- Mr. Daniel presented the draft fee schedule update for Community Center rentals.
- In short, the rates were slightly increased for weekly rentals, but the most significant increase was made to Friday-Saturday rentals. Residential rental rates are now \$500 for the whole day rentals on these days and non-resident rental rates are \$750 (an increase from \$250 and \$500 respectively). Deposits remain \$500 for residents, but non-residents now must pay a \$600 deposit to hold the dates. All rental deposits are refundable.
- Data regarding other publicly operated community centers and gathering spaces was shared, showing that the Edwardsville Community Center rates are still competitive and in most cases under the rental rates for Wyandotte County Park and Bonner Springs (though Bonner Springs uses an hourly rental structure for all rentals).
- Board Chair Snider asked if any renters had commented on the current price, which Mr. Daniel noted there had not been complaints in this area. He reminded the group that ex officio member Councilmember Margaret Shriver has asked that rates be reviewed and updated for some time.
- There was some discussion about the sizes of the comparative rooms. Some discussion was also had about the Park Shelter rentals.
- **Motion:** Board member Duren made the motion to accept the proposed rate structure and move the item to the City Council for final review and approval.
- Board member Thompson asked if this would effect existing rentals, which Mr. Daniel noted that all existing rentals would honor the rate structure originally agreed upon.
- **Second:** Board member Thompson seconded the motion
- **Vote:** Passes, 6-0

7. Review updates related to the River Front Park Redevelopment Project from Stantec Consulting

- Mr. Daniel shared updated information regarding the River Front Park redevelopment project stemming from a late 2022 update call from Stantec.
- He noted that the design document would likely be complete within the next six-weeks, at which point the next step would be to issue an RFQ for a construction manager for the phase 1 of the project (phase 1 likely involves improvements to the parking area, boat ramp, and installation of a permanent restroom and playground).
- A revised site plan was presented, showing the connector trail to the River Front Park has been removed after negative citizen comments and replaced with a potential sidewalk connection on 9th St.

- Mr. Daniel also provided a brief summary of the discussions surrounding the overlook feature.
- No action was requested for this agenda item.

8. Advisory Reports

- Parks & Rec Supervisor Mike Martin reminded the group of the Chili Dinner and Minute-to-Win-It events in January and February. He also provided an update on the ongoing basketball league.
- Board member Shaw asked about last year's Asian carp removal process.
- Mr. Martin had additional comments about fill material used at the River Front Park.
- Board Chair Snider tasked the group with coming up with a plan for the excess dirt at the Cemetery. He noted that there were complications with keeping the dirt near the shed at the Cemetery.

ADJOURNMENT

The meeting was adjourned at 7:29 p.m.

Zachary Daniel
City Clerk