



CPPS Meeting Minutes

April 14, 2021

6:00 p.m.

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

1. Approve minutes of March 10, 2021

- **Motion:** Board President Snider made the motion to accept the minutes of the March 10, 2021 meeting
- **Second:** Board Member Duren seconded the motion
- **Vote:** Passes 6-0

2. Review Cemetery Activity

- Assistant City Manager reviewed the financial report and cemetery activity report. M. Daniel also pointed out the Cemetery's checking account has been consolidated with the Money Market account per the Board's direction.
- Mr. Daniel reviewed the outstanding checks related to digging services and a software update.
- Prior to a vote, Board member Gardner asked if there was a policy to maintain a certain balance in the cemetery funds for perpetual care. Mr. Daniel noted there is no such policy, as the Cemetery maintenance is largely paid for out of the City's General Fund, backed by property taxes. There is no formal written policy of the former Cemetery Board regarding the balance or use of the Cemetery's accounts.
- **Motion:** Board President Snider made the motion to accept the March Cemetery Financial Activity Report as presented.
- **Second:** Board Member Duren seconded the motion
- **Vote:** Passes 6-0

3. Consideration of headstone maintenance project cost

- Assistant City Manager Zack Daniel reviewed this item, noting that he has identified 104 monuments in the "old" section of the Cemetery that would be eligible for this initial cleaning.
- This section of the cemetery is no longer sold out of and records regarding ownership are difficult to trace. As such, it was the Board's decision to commit to an annual maintenance project to help maintain headstones in this section.
- Heritage Monument Restoration provided a pricing schedule to staff after a site visit to the Cemetery. Based on that pricing schedule, staff expects that the 104 monuments can be cleaned for an amount not to exceed \$3,800.
- The bid process for this project was waived due to the cost of the Heritage quote and after outreach to other companies who were either cost-prohibitive or did not perform that kind of work.
- Board member Shaw asked if this included resetting stones which had fallen over, which Mr. Daniel noted that this project only involves cleaning.
- **Motion:** Board member Duren made the motion to move forward with this project at a not-to-exceed amount of \$3,800 using the Cemetery funds
- **Second:** Board President Snider seconded the motion

- **Vote:** Passes 6-0
4. **Review Cemetery fence removal project**
 - Mr. Daniel reviewed the fence project, noting costs are coming in higher than expected. As such, a sealed bid process may be required. There is no action to take at this time.
 - Board member Thompson asked about the background of the project. Mr. Daniel noted that the CPPS Board gave direction to move forward with the removal of the chain link fence along the east side of the site. At some point in the future, this border would be marked with more something more decorative. As such, the fence serves no real purpose as it is not tall enough to be a security fence and there are sections of the fence which sit above the grade.
 - No action was taken at this time.
 5. **Consider Aubrey Wright cremated remains grievance**
 - Mr. Daniel reviewed Mr. Wright's case with the group. In short, Mr. Wright was previously told that up to four cremated remains could be buried in a standard sized plot. There is no written verification to this statement, either on the Cemetery's side of Mr. Wright's.
 - The CPPS Board, in their most recent update of Cemetery policies, included a limit of three cremated remains per plot, which is standard practice based on staff research.
 - After discussion on this matter, the group came to the consensus that these situations would best be handled on a case-by-case situation.
 - **Motion:** Board member Duren made the motion that the Wright plots purchased after the formalization of the new Cemetery polies would adhere to those standards. The plots which were purchased before are exempt from the 3-cremated remains limit and can be used for four cremated remains.
 - **Second:** Board member Thompson seconded the motion
 - **Vote:** Passes, 6-0
 6. **Review preliminary River Front Park Development Survey results (utility bill mailing)**
 - Mr. Daniel led the group through the survey results which came from the most recent utility billing.
 - A total of 24 additional surveys were turned in. The results of this survey did not significantly change the results as they were shared with the group in the past.
 - Permanent restrooms, modern playgrounds, and sitting/shade areas seem to be the items that consistently emerged from the survey results.
 - The results did not outright eliminate any one feature as not being at least somewhat favorable.
 - Mr. Daniel noted that he expects the next meeting to begin development of formal RFP or RFQ documents for this project.
 - No official action was taken at this time.
 7. **Advisory Reports**
 - Mr. Daniel provided an update on the Goats-on-the-Go project for the Stoney Point Cemetery clean up spring project.
 - Parks & Rec Supervisor gave an update on soccer programming and noted the trouble getting coaches for certain age groups. He also updated the group on the strong summer baseball signups, which is currently trending younger.

There was additional discussion regarding COVID procedures for youth sports, kitchenette remodel at the Community Center, rental activity at the Community Center, and other 2021 sports programming.

ADJOURNMENT

The meeting was adjourned at 6:58 p.m.

Zachary Daniel

City Clerk

DRAFT