



# CPPS Meeting Minutes

July 8, 2020

6:00 p.m.

**Ex Officio:** Chuck Adams      Margaret Shriver  
**Members:** Zachary Estes      Amber Duren      Wayne Snider      Luis Fasani  
Bonnie Sandburg      Kenny Shaw

---

## 1. Approve minutes of June 10, 2020

- **Motion:** Board member Duren made the motion to accept the minutes with a typographical error noted that needed correction.
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 5-0

## 2. Review Cemetery Activity

- Assistant City Manager noted that there was a discrepancy in the General Ledger balance and the check register of \$178. He has asked the City's Finance Director to review this discrepancy and would provide an explanation at the next regular meeting.
- Board President Snider asked about outstanding credits from a number of years ago, which Mr. Daniel noted that he would get sorted out.
- **Motion:** Board President Snider made the motion to accept the activity report
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 5-0

## 3. Review Cemetery Burial RFP

- Assistant City Manager Zack Daniel reviewed this item, noting some of the operational changes that would affect the final RFP solicitation.
- In short, this would shift the contractual relationship from the funeral companies and the diggers to the City and the diggers, ensuring that graves receive consistent attention until they are properly settled. At that point, City staff would work to establish vegetation.
- Mr. Daniel noted that this would likely lead to additional fees that would need to be amended in the City's code of ordinances.
- Councilmember Adams asked if it was appropriate to further specify the compaction techniques that should be used. Board President Snider noted he felt that the frequency of visits may resolve some of those issues. Councilmember Adams also pointed out some outdated language referring to the Cemetery Board.
- Board member Shaw stressed the need that bidders be aware of the trees, sidewalks, etc. that could complicate digging in certain areas.
- **Motion:** Board member Duren made the motion to move forward with the RFP process with the solicitation document presented (with the edits/amendments noted this evening) for consideration by the CPPS Board at a later date.
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 5-0

#### **4. Review Draft Cemetery Customer Policies**

- Mr. Daniel reviewed the draft document, noting that it was developed using existing ordinance language and other comments and suggestions from the previous Cemetery Board.
- Mr. Daniel noted he would finalize a maximum price that the City would pay related to damages pursuant to this policy.
- There was some discussion regarding the hours of operation for the Cemetery. It was decided that 6:00 a.m. until an hour after dusk. Signage would need to be developed for this change as well as any traffic directional changes.
- The board gave direction to specifically reference “shepherd’s hooks” in the section related to grave and monument decorations.
- No motion was required at this time, but staff will take the notes from the CPPS Board and update this draft

#### **5. Update on Parks & Rec Summer Programming**

- Parks & Rec Supervisor Mike Martin provided an update on recreation programming, noting that the City’s free baseball camp program was cancelled due to public health restriction levied by Wyandotte County. He also provided an update on the arts and crafts program the city developed as an alternative to the traditional summer rec program.
- Mr. Martin also noted that there were reported COVID-19 cases linked the Field of Dreams summer baseball program. Situations like this are likely a leading reason why park programs are seeing a decline in enrollment. That said, it does speak to the foresight of the CPPS Board for cancelling the City’s summer ball program.
- There was some discussion on the use of the dirt pile at the Cemetery to level out spots in the cemetery to help mowing.
- There was some discussion on the best way to move forward with removing vegetation from the center planter at the Cemetery, which is complicated by the nearby wall. Direction was given to move forward with removing the existing plants without damaging the wall and future repairs may be done at a later date.
- Board President Snider asked about the Stony Point Cemetery project, which Mr. Daniel noted is still moving forward with the cooperation with the neighboring church.

Seeing no further discussion, President Snider adjourned the meeting.

#### **ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

Zachary Daniel  
City Clerk