



CPPS Board Agenda

March 11, 2020

6:00 p.m.

Ex Officio:

Chuck Adams

Margaret Shriver

Members:

Zachary Estes

Luis Fasani

Amber Duren

Michael Hernandez

Bonnie Sandburg

Kenny Shaw

Wayne Snider

Mike Wheeler

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1. Election of Officers
 - a. CPPS Board President
 - b. CPPS Board Vice President
 - c. CPPS Board Secretary
 2. Review of Draft Bylaws
 3. Review of 2019 recreational programming enrollment
 4. Consideration of Draft 2020 Programming Calendar
 5. Schedule Pre-Season Walkthrough with White Lawn & Landscape
 6. Review of Cemetery 2020 Agenda
 7. Ongoing Project Updates

BYLAWS
of the
CEMETERY, PARKS, AND PUBLIC SPACES (CPPS) BOARD

ARTICLE I – PURPOSE

SECTION 1: MISSION STATEMENT

The Edwardsville Cemetery, Parks, and Public Spaces (CPPS) Board strives to improve the quality of life for residents and visitors by providing inclusive public spaces for remembrance, recreation, gathering, and celebration. The CPPS Board will strive to make public spaces safe and accessible to all community members.

SECTION 2: POWERS AND DUTIES OF THE CPPS BOARD

Pursuant to Ordinance No. 1028 (adopted by the Edwardsville City Council February 24, 2020), the advisory duties of the group are as follows:

(a) To the governing body and the City Manager, the board may initiate, review, and recommend proposals and propositions for City construction, reconstruction, and improvements of public parks, recreational facilities, and cemeteries, including the acquisition of land for park purposes, the acquisition of equipment and facilities for operation of parks and cemeteries, and the institution of new recreation programs.

(b) The board shall make reports and recommendations to the governing body and City Manager on all matters referred to it and such further recommendations as deemed advisable.

(c) The board shall initiate recommendations to the governing body and City Manager concerning cemeteries, recreation, and/or parks as deemed desirable from time to time.

(d) The board shall conduct studies to advise the City concerning ways to increase recreational activities and revenue or to promote memorial events at City cemeteries.

(e) The board shall act as the primary resident planning committee for City functions taking place inside of parks, cemeteries, or other public spaces.

(f) The board shall perform any other duties as deemed necessary by the governing body pertaining to cemeteries, parks and recreational programs, and facilities.

In order to carry out the duties noted above, the CPPS Board shall develop policies related to programming, operations, and other items. Additionally, this board shall be the primary body reviewing changes to existing City Codes related to cemeteries and parks/public spaces prior to City Council review. This may include hours of operations, charges and fees, decorations, special events, and more.

In addition to the duties noted above, the CPPS Board was originally established as the Edwardsville Cemetery Board via Kansas State Statute 12-1420. Pursuant to this section of state statute, this board is created to “manage, operate, and improve cemeteries owned by the City.”

The CPPS Board may establish subcommittees to assist in the attainment of the goals and priorities noted above. These subcommittees may be made up of members of the CPPS Board as well as members of the public appointed by the President of the CPPS Board with the consent of the current CPPS Board.

Pursuant to K.S.A. 12-1426, the CPPS Board shall make an annual report to the Edwardsville City Council on or before the 15th day of January each year (typically the first meeting of the year on the second Monday of the month). This report shall report on program participation, special events, revenue stemming from programming, and other information and suggestions as they may deem of general interest.

Certain recommendations related to fees, use of funds, hours of operation for cemeteries/parks/public spaces, etc. may ultimately be forwarded to the Edwardsville City Council for final approval.

ARTICLE II – MEMBERS & OFFICERS

SECTION 1: OFFICERS OF THE BOARD

CPPS Board members shall, immediately after their initial appointment, meet and organize by the selection of one of their number as President, Vice President and Secretary, who shall each hold office for one year. In the absence of both the President and Vice President at a meeting of the CPPS Board, the assembled members shall elect one of those present to serve as temporary chair to conduct the business of the group.

The President of the Board shall preside at all meetings of the CPPS Board. The President shall have the power to appoint members of the CPPS Board and members of the public to subcommittees organized by the board for policy review, event planning, and the like.

The Vice President of the Board shall preside at all meetings of the CPPS Board in the absence of the President.

The Secretary shall act as the signatory on documents requiring the signature of the CPPS Board. The Secretary shall not prepare draft minutes of the board meetings, as that will be handled by the City's administrative staff.

SECTION 2: QUORUM

The CPPS Board shall have no less than seven appointed members at any given time. A majority of the appointed Board shall constitute a quorum to hold a meeting or take action.

ARTICLE III – MEETINGS OF THE BOARD

SECTION 1: REGULAR MEETINGS

Regular meetings of the CPPS Board shall be held on the first Wednesday of each month beginning at 6:00 p.m. Should a regularly scheduled meeting fall on a recognized holiday, the meeting will take place on the Thursday after the regularly scheduled meeting.

SECTION 2: MEETING AGENDAS AND MINUTES

Meeting agendas shall be prepared and distributed by the Office of the City Clerk at least three days prior to a regular meeting. Administrative staff shall also develop and distribute meeting minutes for review and approval by the CPPS Board.

ARTICLE IV – BYLAWS AND EFFECTIVE DATE

Upon adoption and approval of these Bylaws as provided herein, all previously adopted bylaws governing the Parks and Recreation Advisory Board and/or the Cemetery Board are and shall be hereby rescinded.

The above foregoing bylaws are hereby adopted as the Bylaws of the Cemetery, Parks, and Public Spaces Board of the City of Edwardsville, Kansas and shall become effective on _____, 2020.

Dated this _____ day of _____, 2020.

President

City Clerk

DRAFT

2020

CALENDAR YEAR

MARCH

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
24	25	26	27	28	29	01
02	03	04	05	06	07	08
09	10	11 CPPS MEETING	12	13	14	15
16 No school - SPRING BREAK	17 No school - SPRING BREAK	18 No school - SPRING BREAK	19 No school - SPRING BREAK	20 No school - SPRING BREAK	21	22
23 No school	24	25	26	27	28	29
30	31	01	02	03	04	05

BASEBALL SIGNUPS

2020

CALENDAR YEAR

APRIL

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	01	02	03	04	05
06	07	08 CPPS MEETING	09	10 No school	11 Community Easter Egg Hunt	12
13	14	15	16	17	18	19
20 PROVIDE PROGRAMMING NOTICE VIA UB MAILING	21	22	23	24	25	26
27	28	29	30	01	02	03
04	05	06	07	08	09	10

SOCCKER GAMES

2020

CALENDAR YEAR

MAY

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	01	02	03
04	05	06 CPPS MEETING	07	08 BSHS - SENIOR BOARDS	09 City-Wide Garage Sale + Community Center Rummage Sale	10
11	12	13 BSHS - SENIOR LAST DAY	14 GRADUATION DAY	15	16 City-Wide Clean-Up	17
18	19	20	21 Last Day of School	22	23 Community Center Field Day - Summer Kick Off	24 MEMORIAL DAY SERVICE (CEMETERY OR STONY POINT)
25	26	27	28	29	30	31
01	02	03	04	05	06	07

SOCCER GAMES/BASEBALL PRACTICES

2020

CALENDAR YEAR

JUNE

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
01	02	03	04	05	06	07
08 Summer Lunch Program + Summer Art Program	09 Summer Lunch Program + Summer Art Program	10 Summer Lunch Program + Summer Art Program	11	12 Summer Lunch Program + 4H Programming	13 E-Sports and/or Movie Event	14
15 Summer Lunch Program + Summer Art Program	16 Summer Lunch Program + Summer Art Program	17 Summer Lunch Program + Summer Art Program	18	19 Summer Lunch Program + 4H Programming	20	21
22 Summer Lunch Program + Summer Art Program	23 Summer Lunch Program + Summer Art Program	24 Summer Lunch Program + Summer Art Program	25	26 Summer Lunch Program + 4H Programming	27 PROVIDE PROGRAMMING NOTICE VIA UB MAILING	28
29	30	01	02	03	04	05
06	07	08	09	10	11	12

BASEBALL GAMES

2020

CALENDAR YEAR

JULY

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
29	30	01 Summer Lunch Program + Summer Art Program	02	03 Summer Lunch Program + 4H Programming	04 Independence Day	05
06 Summer Lunch Program + Summer Art Program	07 Summer Lunch Program + Summer Art Program	08 Summer Lunch Program + Summer Art Program	09	10 Summer Lunch Program + 4H Programming	11 E-Sports and/or Movie Event	12
13 Summer Lunch Program + Summer Art Program	14 Summer Lunch Program + Summer Art Program	15 Summer Lunch Program + Summer Art Program	16	17 Summer Lunch Program + 4H Programming	18	19
20 Summer Lunch Program + Summer Art Program	21 Summer Lunch Program + Summer Art Program	22 Summer Lunch Program + Summer Art Program	23	24 Summer Lunch Program + 4H Programming	25	26
27 Summer Lunch Program	28 Summer Lunch Program	29 Summer Lunch Program	30	31 Summer Lunch Program	01	02
03	04	05	06	07	08	09

FALL SOCCER/BASEBALL SIGN UP, BASEBALL GAMES

2020

CALENDAR YEAR

AUGUST

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	01	02
03	04	05	06	07	08 E-Sports and/or Movie Event	09
10	11	12 CPPS MEETING	13	14	15	16
17	18	19	20 TIBLOW DAYS	21 TIBLOW DAYS	22 TIBLOW DAYS	23
24 PROVIDE PROGRAMMING NOTICE VIA UB MAILING	25	26	27	28	29	30
31	01	02	03	04	05	06

2020

CALENDAR YEAR

SEPTEMBER

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	01	02	03	04	05	06
07	08	09 CPPS MEETING	10	11	12	13
14	15	16	17	18 Edwardsville AutumnFest	19 Edwardsville AutumnFest	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04
05	06	07	08	09	10	11

SOCCER/BASEBALL GAMES

2020

CALENDAR YEAR

OCTOBER

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
28	29	30	01	02	03	04
05	06	07	08	09	10 SOCCER STADIUM SERIES (TENTATIVE)	11 SOCCER STADIUM SERIES (TENTATIVE)
12	13	14 CPPS MEETING	15	16	17	18
19	20	21	22	23	24	25 Trunk'R'Treat
26 PROVIDE PROGRAMMING NOTICE VIA UB MAILING	27	28	29	30	31	01
02	03	04	05	06	07	08

SOCCER/BASEBALL GAMES

2020

CALENDAR YEAR

NOVEMBER

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
26	27	28	29	30	31	01
02	03	04	05	06	07	08 VETERANS DAY SERVICE (CEMETERY OR STONY POINT)
09	10	11 Veterans Day	12 CPPS MEETING	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Thanksgiving	27	28	29
30	01	02	03	04	05	06

BASKETBALL SIGNUPS

2020

CALENDAR YEAR

DECEMBER

CALENDAR MONTH

MONDAY

FIRST DAY OF WEEK

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	01 Mayor's Tree Lighting Ceremony	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16 CPPS MEETING	17	18	19	20
21	22	23	24 CHRISTMAS EVE	25 CHRISTMAS DAY	26	27
28	29	30	31	01	02	03
04	05	06	07	08	09	10