



CPPS Board Agenda

June 10, 2020

6:00 p.m.

Ex Officio:

Chuck Adams

Margaret Shriver

Members:

Zachary Estes

Luis Fasani

Amber Duren

Michael Hernandez

Bonne Sandburg

Kenny Shaw

Wayne Snider

Mike Wheeler

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1. Approve minutes of May 13, 2020
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Consider Community Center and Park Shelter Rental Policy for Summer 2020
 4. Review draft Recreational Programming Calendar for Summer 2020
 5. Review potential dates for 2020 City-Wide Clean Up
 6. Perform Edwardsville Cemetery walk through to assist in development of maintenance schedule for the site
 7. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

May 13, 2020

6:00 p.m.

Ex Officio: Chuck Adams Margaret Shriver
Members: Zachary Estes Amber Duren Michael Hernandez
Bonnie Sandburg Kenny Shaw Wayne Snider Mike Wheeler

1. **Approve minutes of March 11, 2020**
 - **Motion:** Board VP Duren made the motion to accept the minutes as presented
 - **Second:** Board member Wheeler seconded the motion
 - **Vote:** Passes 7-0

2. **Consider approval of draft Bylaws**
 - **Motion:** Board VP Duren made the motion to adopt the bylaws as presented
 - **Second:** Board member Shaw seconded the motion
 - **Vote:** Passes 7-0

3. **Review of Cemetery maintenance activity and short-term requests related to Memorial Day 2020**
 - Assistant City Manager Zack Daniel reviewed the current level of departmental activity in the Cemetery. He noted the work that has already been done to get the site prepared for the Memorial Day service.
 - There was some discussion regarding the possible cancellation of the Memorial Day service due to the public health situation related to COVID-19. Board member Sandburg noted her support of this as a public safety measure.
 - Board President Snider indicated that the community member who traditionally performs TAPS as part of the ceremony has committed to appearing if requested. Board member Shaw also updated the group that his family will still place the large flags out at the site. It was also noted that the local VFW would not participate in a service this year due to health concerns but that they would place the flags at the site as normal.
 - Councilmember Adams noted his position that some kind of memorial should be held out of respect to the veterans at the Cemetery. Discussion then turned to concepts on how to safely pull off the event without encouraging a mass gathering. Board member Hernandez mentioned the idea of live streaming so people could watch the service from home. Mr. Daniel noted he felt the EFD could fill that role as they have been more active on social media as of late.
 - Board member Wheeler stated he would be willing to perform the service similar to last year should an event come together.
 - After more discussion, a concept was decided on to hold a small ceremony on the usual date and time involving a reading from Board member Wheeler, comments from Board President Snider noting the names of the deceased from the past year, a performance of TAPS from a volunteer community member and to live stream the event.
 - Mr. Daniel noted he would communicate this concept to public safety agencies so they could take part in the staging of the event and the preparation of the flag ceremony.

- No formal action was taken on this time, but staff would move forward with planning of the event based on the consensus from the group.
 - Additionally, the group committed to meeting at the Cemetery at their June 10 meeting to more closely review Cemetery maintenance needs moving forward.
- 4. Consider approval of surveying costs related to potential development of new public spaces and approve the use of Special Sales Tax funding for the same**
- Mr. Daniel reviewed the cost proposal provided by BHC Rhodes. This project would begin the documentation to transfer ownership of a portion of the land owned by RHP Properties to the City of Edwardsville. This includes the green space around the Community Center and south of the Fire Department as well as Beach St. and 3rd St., which are privately owned by the mobile home park.
 - Mr. Daniel also noted that a portion of these costs, about \$2,350 is being requested to be spent out of the Special Sales Tax, which can be used for park purposes.
 - Board VP Duren noted that this work was in keeping with the recommendations in the Parks & Rec Master Plan.
 - **Motion:** Board VP Duren made the motion to recommend approval of the surveying costs as well as approval of use of special sales tax dollars for a portion of the same.
 - **Second:** Board member Wheeler seconded the motion
 - **Vote:** Passes 7-0
- 5. Review Parks & Rec Summer Baseball**
- Mr. Daniel reviewed decisions of other communities as it relates to scheduled parks and recreation activity. Wyandotte County, Kansas City, and Bonner Springs have all cancelled their scheduled programming due to concerns surrounding COVID-19.
 - Mr. Daniel noted it is staff recommendation to cancel the planned summer baseball league and to work with area partners on alternative programming to take place in its stead.
 - Parks & Rec Supervisor Mike Martin noted the difficulties inherent in running traditional programming with social distancing guidelines in place. He touched on the scheduling issues, noting that a league with a reduced schedule could take place but that a decision would need to be made soon (and would still be subject to possible future health orders). He also mentioned that he and area partners are considering a skills camp/clinic concept that he will have more details about in the coming weeks.
 - After additional discussion, a consensus was come to by the Board to cancel the traditional season and to pursue other alternative programming.
 - **Motion:** Board VP Duren made the motion to cancel the summer 2020 Baseball program and directed staff to develop alternative programming in its place.
 - **Second:** Board member Estes seconded the motion
 - **Vote:** Passes 7-0
- 6. Advisory Reports**
- **Assistant City Manager:** Mr. Daniel again noted that he anticipates meeting in person at the Cemetery for the June meeting. He also noted that rental policies for the Community Center would be reviewed at that time as well.
 - **Parks & Rec Supervisor:** Mr. Martin reviewed maintenance activity at the park that the EFD assisted with as well as the maintenance activity staff has done.

- Prior to the close of the meeting, Board President Snider asked that the financial reports for the Cemetery's account be included in future meetings, which Mr. Daniel noted is the intention but timing prevented them at this meeting. Mr. Snider also asked about a banking transaction in the cemetery checking account which Mr. Daniel noted was an error associated with the City's new payroll software. The transaction has been reversed and returned to the proper account as of earlier this week.
- Board member Estes asked if the Public Works staff knew what was at the cemetery and how to take care of it, which Mr. Daniel confirmed staff has a schedule of the plants on the site and are taking care of them appropriately. This may change as the board gives more direction regarding maintenance. Mr. Estes also recapped the recent community walk through of the site.
- Councilmembers Shriver and Adams both noted they are looking forward to meeting in person in June and thanked the group for their collaboration in pulling off a Memorial Day service.

Seeing no further discussion, President Snider adjourned the meeting.

ADJOURNMENT

The meeting was adjourned at 7:56 p.m.

Zachary Daniel
City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JUNE 10, 2020
SUBJECT: CEMETERY ACTIVITY

RECOMMENDATION

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

FINANCIAL IMPACT

See attached for the bank report related to the Cemetery's accounts.

BACKGROUND

Attached is a statement on financial activity related to the Cemetery's accounts. Additionally, 2020 plot sale information is provided below:

Location	Purchase Date	Owner(s)	Interred	Deed No.
7-A-3	1/9/20	Robert & Kim Sanders	Cora Lee Crum	795
8-M-10	1/13/20	Evelyn Conn	n/a	796
8-M-11	1/13/20	Donald Seymour, Cindy Conn	n/a	797
2-D-5	2/26/20	Angela Erickson	David Erickson	798
2-D-6	2/26/20	Angela Erickson	n/a	798
8-F-9	6/2/20	Rodd Graham	n/a	799
8-F-10	6/2/20	Rodd Graham	Lynn Graham	799
8-F-11	6/2/20	Rodd Graham	n/a	799

Additionally, there have been eight (8) funeral services held at the Edwardsville Cemetery this year.

BALANCE SHEET

Cemetery Board May 2020

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6/9/2020

11:56 am

City of Edwardsville

As of: 5/31/2020

Balances

Fund: 999 - CEMETERY OPERATING FUND

Assets

101.000	CASH ON HAND MONEY MARKET	16,602.45
102.000	CASH ON HAND CHECKING	14,794.63
104.000	CERTIFICATES OF DEPOSIT	32,688.84
106.000	PAYROLL CHECKING	0.00

Total Assets

64,085.92

Liabilities

202.000	ACCOUNTS PAYABLE	0.00
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Total Liabilities

0.00

Reserves/Balances

390.000	FUND BALANCE	61,545.37
398.000	CHANGE IN FUND BALANCE	2,540.55

Total Reserves/Balances

64,085.92

Total Liabilities & Balances

64,085.92

Check Register Report

Cemetery Board May 2020

Date: 06/09/2020

Time: 12:00 pm

Page: 1

City of Edwardsville

BANK: BANK MIDWEST CEMETERY

Check Number	Check Date	Status	Vendor Number	Vendor Name	Check Description	Amount
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BANK MIDWEST CEMETERY Checks

2818	02/14/2020	Printed	PO35	PONTEM SOFTWARE	2020 SUBSCRIPTION	895.75
2819	04/20/2020	Printed	DE31	DENNIS BOSLEY TOPSOIL	TOPSOIL CEM	330.00

Total Checks: 2	Checks Total (excluding void checks):	1,225.75
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Total Payments: 2	Bank Total (excluding void checks):	1,225.75
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Total Payments: 2	Grand Total (excluding void checks):	1,225.75
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TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JUNE 10, 2020
SUBJECT: COMMUNITY CENTER RENTAL POLICY

RECOMMENDATION

CPPS Board to review short-term policies related to the rental of the Edwardsville Community Center

FINANCIAL IMPACT

Under the existing rental policies, the Community Center generated an average annual revenue of \$12,538. No rentals for the Centers were taken March through May due to the ongoing public health situation.

BACKGROUND

City of Edwardsville has been working to update the existing rental policies and procedures for eventual review by the CPPS Board. These changes involve new language related to rental to faith-based and nonprofit groups, deposit and rental amounts, and more. It is expected that these new policies will be ready for Board review in the fall of 2020.

Beginning in March and continuing through May, the Community Center has not been utilized for rental purposes. Beginning in May, the Center began hosting Municipal Court (usually twice a month, but May had an additional four dockets to make up for its backlog of postponed sessions).

Phase three of the Wyandotte County reopening plan (which adopted the former state plan) began Monday, June 8. The original Wyandotte County plan limited mass gatherings based on building capacity. The current plan places a limit on mass gatherings of no more than 45 people. A mass gathering is defined as instances in which individuals are in one location and are unable to maintain six feet of distance between individuals. The City of Edwardsville has the ability to enact policies related to its own facilities that are more stringent than what is currently in the Wyandotte County Plan.

It is staff recommendation that rental activity at the Edwardsville Community Center resume effective June 15 with a maximum capacity of 45 people. This guideline would be in effect until the conclusion of Phase 3 of the Wyandotte County plan, which will end no earlier than June 22, 2020. Staff also recommends that park shelter rental resume with no attendance limitations in place, but with strong written recommendations encouraging social distancing.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JUNE 10, 2020
SUBJECT: SUMMER RECREATION PROGRAMMING

RECOMMENDATION

Review draft Summer 2020 recreation calendar

FINANCIAL IMPACT

Costs for these programs are expected to be minimal being that traditional uniform and official costs would not be a factor. There may be costs associated with some of the proposed events (specifically the movie night concept) which would be brought to the CPPS Board if cost exceed the thresholds outlined in the City's comprehensive financial policy.

BACKGROUND

Due to public health concerns surrounding the ongoing COVID-19 crisis, Wyandotte County parks and recreation departments have cancelled essentially all municipal recreational programming. This includes the spring soccer and summer baseball leagues for Edwardsville as well as summer camp and pool activity in Bonner Springs. Representatives from USD 204 have reached out to both communities offering their facilities as possible sites for alternative programming. The City's Parks & Rec Supervisor has also been in communication with his contemporaries in both Bonner Springs and the Turner Recreation Commission.

In an effort to offer summer programming, the following draft calendar has been developed and shared with USD 204 and Bonner Springs. Final scheduling would depend on the availability of instructors and facilities. The purpose of this evening's discussion is to review draft programming similar to what was done originally at the March CPPS Board meeting.

- Final Friday Movie Nights (June 26, July 31, August 28)
 - This event would take place either at the Edwardsville Community Center in the green space south west of the building and parking or in the City Park. USD 204 has indicated they have a screen and audio capabilities that they will allow the City to use for this purpose, resulting in minimal logistical costs. Staff is currently confirming the technical specifications of the equipment to help determine the most appropriate venue.
- Youth Baseball Skills Camp/Competition (July 13 – 31)
 - This three-week course would be held from July 13 through the 31st with signups taking place from June 22 through July 3. The skills camp would allow for three different age groups splitting time between Edwardsville, Bonner Springs, and Turner Rec facilities. Staff is currently soliciting interested individuals to serve as coaches for this camp.
 - The event is being proposed as a free activity. No uniforms would need to be purchase and no officials would be staffed. The largest cost associated with the event would be the year-end award, which can take a variety of forms.
- Youth Arts & Crafts (3-weeks of arts/crafts classes at Edwardsville Elementary and Edwardsville City Park).

ITEM #4

- This event was originally intended to be coupled with the USD 204 summer lunch program, which will continue throughout the summer using the drive-in format. This event would take place over three weeks, up to four classes per week with the possibility of two age groups. Staff is currently reviewing these details with the original art instructor and proposing dates for use of the Edwardsville Elementary gym.
- Adult yoga/stretching/aerobics (schedule TBD)
 - Staff is currently working to schedule time in the Edwardsville Elementary gym for evening yoga/stretching/aerobics courses. Social distancing can be maintained fairly easily in this location.
- Disc Golf League (schedule TBD)
 - Staff is currently reviewing the mechanics of a Disc Golf League. This programming would likely focus on older teens and adults and would take place beginning in mid-August. The intention is that courses in Edwardsville, Bonner Springs, and Turner Rec would make up the locations for league play.

If the CPPS Board has any comments, concerns, or suggestions about the proposed Summer schedule, please review them at this meeting. These comments will help inform the discussions with our partners as this programming continues to develop.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JUNE 10, 2020
SUBJECT: CITY-WIDE CLEAN UP + FALL EVENTS

RECOMMENDATION

Review proposed dates for 2020 City Wide Clean Up and garage sale.

FINANCIAL IMPACT

Per the contract terms between the City and Waste Management, two 40-yard containers are provided every year for this event. Any additional container is provided at \$275 per box.

BACKGROUND

The City-Wide Clean Up is usually scheduled on the third Saturday in May. Due to public health concerns, Waste Management requested this event (and all similar events from their clients) be postponed at that time.

Wyandotte County is progressing through the recovery phases and is expected to be in the final phases in late summer, where gathering restrictions would be relaxed to near normal levels (pre-COVID-19). After review with Waste Management, it was requested that any future Clean Up event be held later in the year, as many of their clients have already begun reservation of the containers and scheduling is becoming difficult. Additionally, a fall Clean-Up Day will also avoid the temperature concerns should the event be held in July or August.

Staff is proposing that the City Wide Clean Up event take place Saturday, October 3. This would coincide with a three-week series of events proposed below:

- September 19 – Edwardsville AutumnFest
- September 26 – City-Wide Garage Sale
- October 3 – City-Wide Clean Up