



CPPS Board Agenda

October 14, 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

-
1. Approve minutes of September 9, 2020
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Consider responses to cemetery burial services cost solicitation
 4. Review draft ordinance related to special events in the City of Edwardsville
 5. Review of Community Center rental fees
 6. Update on Parks & Rec Fall/Winter Programming
 7. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

September 9, 2020

6:00 p.m.

Ex Officio: Margaret Shriver
Members: Zachary Estes Amber Duren Wayne Snider
 Bonnie Sandburg Kenny Shaw

1. Approve minutes of July 8, 2020

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

2. Review Cemetery Activity

- Assistant City Manager reviewed the financial report for the cemetery as well as the updated burial/plot sales/funeral activity.
- **Motion:** Board member Shaw made the motion to accept this report
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 5-0

3. Cemetery Burial Services update

- Assistant City Manager Zack Daniel noted that after review it appeared that this item would not meet the threshold for the City Council approval requirement due to its relatively low cost.
- Mr. Daniel reviewed the costs that have been obtained by KNA Diggin', noting that more quotes were being solicited before presenting the item for final approval to the CPPS Board.
- Board member Estes clarified what the services would be for, which include burial services for both traditional and cremated remains as well as return trips to level out the fresh graves.
- No action was required at this time for this item, though Mr. Daniel expects to present final results of the solicitation at the October 14 meeting.

4. Review draft ordinance related to special events in the City of Edwardsville

- Mr. Daniel noted that the City's existing special event ordinance is not very well defined. The current language does not speak to what kind of event would count as a special event needing Council approval.
- Mr. Daniel noted there has not been any specific issue related to the special event permitting process, but that the City should be proactive in firming up its code language.
- Mr. Daniel noted that protests specifically are not identified by the ordinance and that because these events would likely take place within public spaces, the CPPS Board is providing the first review of the draft ordinance.
- No action is being requested at this time other than to provide review and guidance on the current draft.
- There was some discussion on the timing of events, specifically when they are required to close.

- Board President Snider asked if there have been any requests for political events recently, which Mr. Daniel stated there has not been.
- Mr. Daniel also noted that the current draft does not change any of the related permitting fees.
- Councilmember Shriver asked when the last review of Community Center fees was done, noting that they appear low compared to other locations. Mr. Daniel noted that this item would be included in the October meeting agenda.

5. Update on Parks & Rec Fall/Winter Programming

- Parks & Rec Supervisor Mike Martin reviewed the scavenger hunt program that will launch in late September and the Wii Sports league set to start in October. The Wii Sports program is in combination with Bonner Springs and Turner and would involve multiple age groups.
- Mr. Martin reviewed the process for the scavenger hunt and how people can participate. There would be no cost involved.
- Mr. Daniel also noted that there would likely be a different concept for the October Trunk'r Treat event depending on the health department recommendations. This would also apply to the Mayor's Tree Lighting Ceremony.
- Mr. Daniel closed by noting the City-Wide Clean would not take place as scheduled this year, but that a curbside bulky item pickup event would take place on November 14, 2020. Notification would be provided in the October utility billing. Councilmember Shriver asked about the costs associated, which Mr. Daniel confirmed that the cost would be comparable to the traditional concept, usually falling between \$3,000 and \$4,000.

6. Advisory Reports

- Mr. Daniel noted he working on a timeline of City activity as it related to the restoration of the Stoney Point site since it is unlikely a community clean up could be done.
- Board President Snider opened the floor to comments from the Board. He asked about the craft program the City ran the previous month, which Mr. Martin noted it was a great success for the participants. He also thanked staff for getting domes on the trash receptacles at the Cemetery. He noted some maintenance issues that needed to be addressed, which Mr. Martin responded that it was largely a staffing availability issue. The current assigned public works employee has had a recent back injury he is nursing and there is still a mowing need in the high visibility areas. That said, as mowing needs diminish, more attention will be able to be paid to the Cemetery.

Seeing no further discussion, President Snider adjourned the meeting.

ADJOURNMENT

The meeting was adjourned at 6:52 p.m.

Zachary Daniel
City Clerk

**TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: OCTOBER 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 through September 2020.

BACKGROUND

Attached is a statement on financial activity related to the Cemetery's accounts. There has been no plot sales in the preceding month and no funerals scheduled.

CEMETERY BOARD Chkg Acct 2200231711
 2200880310, CD 2210002953, 2210001201

MM

Ck Acct Balance 2200231711	\$ 21,698.19
Transfer to Main	\$ (7,789.41)
Subtotal	\$ 13,908.78
Outstanding Checks	
#2659 Steven Snider (9/06/2016)	\$ (59.30)
Subtotal	\$ 13,849.48
MM Acct Balance 2200880310	\$ 16,468.01
CD Balance 2210002953, 2210001201	\$ 32,688.84
Adjusted Bank Balance All Accts	\$ 63,006.33
GL Bal	\$ 63,005.06
MM interest earned	\$ 1.27
Adjusted GL Balance	\$ 63,006.33
Difference	\$ -
	9.30.20

CASH TRANSACTIONS REPORT

Sep 2020

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10/8/2020

YEAR: THROUGH SEPTEMBER

City of Edwardsville

2:37 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 999 - CEMETERY OPERATING FUND				
Dept: 000.000				
101.000 CASH ON HAND MONEY MARKET	16,544.85	31.30	0.00	16,576.15
102.000 CASH ON HAND CHECKING	16,212.25	3,750.00	6,222.18	13,740.07
104.000 CERTIFICATES OF DEPOSIT	32,688.84	0.00	0.00	32,688.84
106.000 PAYROLL CHECKING	0.00	0.00	0.00	0.00
Fund: 999	65,445.94	3,781.30	6,222.18	63,005.06
Grand Totals:	65,445.94	3,781.30	6,222.18	63,005.06



A division of NBH Bank, Member FDIC

PO Box 26528, Kansas City, MO 64196-6528
bankmw.com • 800.867.2265

Last statement: August 31, 2020
This statement: September 30, 2020
Total days in statement period: 30

EDWARDSVILLE CEMETERY BOARD
CITY OF EDWARDSVILLE
690 S 4TH ST BOX 13738
EDWARDSVILLE KS 66111-1390

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2200231711
(0)

VISIT OUR WEBSITE FOR COVID-19 UPDATES.

Public Funds Checking

Account number 2200231711
Low balance \$21,698.19
Average balance \$21,698.19
Avg collected balance \$21,698

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
08-31	Beginning balance			\$21,698.19
09-30	Ending totals	.00	.00	\$21,698.19

**** No activity this statement period ****

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Thank you for banking with Bank Midwest





A division of NBH Bank, Member FDIC

PO Box 26528, Kansas City, MO 64196-6528

bankmw.com • 800.867.2265

Last statement: September 08, 2020
This statement: October 07, 2020
Total days in statement period: 29

EDWARDSVILLE CEMETERY BOARD
CITY OF EDWARDSVILLE
690 S 4TH ST BOX 13738
EDWARDSVILLE KS 66111-1390

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2200880310
(0)

VISIT OUR WEBSITE FOR COVID-19 UPDATES.

Public Funds Money Market

Account number 2200880310
Low balance \$15,205.00
Average balance \$16,033.44
Avg collected balance \$16,033
Interest paid year to date \$21.28

DAILY ACTIVITY

Date	Description	Additions	Subtractions	Balance
09-08	Beginning balance			\$16,469.46
09-28	Cash Mgmt Trsfr Dr Ref 2720935L Funds Transfer To Dep 1902332459 From		-1,264.46	15,205.00
10-07	Interest Credit	1.27		15,206.27
10-07	Ending totals	1.27	-1,264.46	\$15,206.27

INTEREST INFORMATION

Annual percentage yield earned 0.10%
Interest-bearing days 29
Average balance for APY \$16,033.44
Interest earned \$1.27



OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Thank you for banking with Bank Midwest

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: OCTOBER 14, 2020
SUBJECT: CEMETERY BURIAL SERVICES

RECOMMENDATION

Consider responses to cemetery burial services cost solicitation.

FINANCIAL IMPACT

The costs of the work are detailed in the breakdown below. The final costs charged to cemetery customers would be incorporated into an update of the fee schedule in the City's code of ordinances.

BACKGROUND

The Edwardsville Cemetery currently does not contract out for burial or digging services for ceremonies that take place at the site. Individual funeral homes arrange those details and pass the costs onto their customers. This creates situations where newer graves are not properly filled and levelled after the initial burial. To correct, City staff solicited cost estimates to transition to a contractual relationship with a digging firm for these services. Due to the estimated costs of these services not exceeding \$10,000 (after a review of previous years' activity), it is not required that City Council provide final approval for this contract, though it will still undergo staff and legal review before final execution.

Staff has solicited costs from three area digging companies. The cost are detailed below:

	KNA Diggin'	Wilbert Vault Company	Bill Enloe
Standard Opening/Closing	\$500	\$615	\$400
Standard Opening/Closing (Weekend)	\$700	\$755	\$400 (no Sundays)
Urn Opening/Closing	\$200	\$385	\$250
Urn Opening/Closing (Weekend)	\$400	\$525	\$250 (no sundays)
Return trip charge	\$100	TBD*	TBD*

**Cost details on this item are being clarified as of 10/12/20*

For the purpose of comparison, the fees of other area cemeteries are listed in the table below.

	Bonner Springs	Chapel Hill	Mary Butler Meyers
Standard Opening/Closing	\$550	\$1,940	\$1,990
Off-hours/Weekend Opening/Closing	\$825	\$2,635	n/a
Cremation	\$200	\$940	\$475
Off-hours/Weekend Cremation	\$325	\$1,635	n/a

Please note that the Chapel Hill and Mary Butler Meyers costs are direct costs charged by the funeral home and may include other services.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: OCTOBER 14, 2020
SUBJECT: SPECIAL EVENT ORDINANCE UPDATE

RECOMMENDATION

Review draft ordinance related to special events in the City of Edwardsville.

FINANCIAL IMPACT

The current draft ordinance does not change any existing fees noted in the City's fee schedule.

BACKGROUND

The CPPS Board was provided with draft ordinance language to update existing City codes related to special events at its September 9, 2020 meeting. At the time staff requested guidance and direction from the group as to possible edits and/or amendments to the draft language before presenting a final version to the City Council. No specific suggestions were made at that time but the City Attorney has provided additional guidance. These recommendations from legal have been incorporated into the draft being considered this evening. A copy of the draft ordinance is attached for final review by the CPPS Board.

Please note that the City cannot be in the position where it is reviewing or permitting events based on their content. This presents a potential free speech issue wherein an individual's right to free speech could be considered harmed by the City if an event is not permitted. Protests, picketing, political marches, and other expressive activities are protected under the constitution and cannot be limited by the action of local government. Additionally, no permitting can be done or charges levied for such events. This item is to more clearly define "special events" which would fall under the purview and approval of the City Council.

Should the group elect to move forward with the draft language, a final version would be presented to the Edwardsville City Council for review/approval at the group's October 26, 2020 meeting.

Staff recommends the CPPS Board provide any additional input into the draft document and approve of a final version for City Council review.

ORDINANCE NO. 10XX

AN ORDINANCE AMENDING THE CODE OF THE CITY OF EDWARDSVILLE, KANSAS (“CODE”), CHAPTER 4 – BUSINESS REGULATIONS AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE.

WHEREAS, the City of Edwardsville permits special events taking place inside the City from time to time, and;

WHEREAS, the permitting of special events requires a definition of the criteria that would make an event eligible for special event permitting, review, and fees;

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the City of Edwardsville, Kansas:

Section 1. Article 4.06 of Chapter 4 – Business Regulations of the Code of the City of Edwardsville shall be amended to include the following section:

Definitions

For the purposes of regulations in this section, special events shall be defined as follows:

1. Street Closure: Any neighborhood event in which a street is temporarily closed.
2. Commercial Event: Any commercial event or activity, either on the same property as the primary commercial use, or on other private commercial property, which are intended to sell, lease, rent, or promote specific merchandise, services, or product lines, including but not limited to: tent sales, sidewalk sales, trade shows, flea markets, product demonstrations, or parking lot sales of food, art work, or other goods. The definitions do not include street or mobile food vending. This does not apply to individual garage sales taking place at a single address.
3. Athletic Event: An organized competitive or recreational event in which a group of people collectively engage in a sport or form of physical exercise taking place on any public street, right-of-way, or upon public property in the City limits where spectators are involved.
4. Entertainment Event: An organized event having its primary purpose the entertainment or amusement of a group of people, including but not limited to carnivals, festivals, public firework displays, fairs, or concerts on public or private property within the City limits.
5. Non-Commercial Event: Fund-raising or non-commercial events sponsored by non-profit groups or non-profit organizations
6. Parade: Parades, processions, motorcade, march, pageant, review, ceremony, public art, or exhibition consisting of people, animals, vehicles, or any combination thereof, which is conducted in, upon, or along any portion of any public street,

sidewalk, or other property owned or controlled by the City with the intent of attracting public attention as to impede, obstruct, impair, or interfere with the free use of such public street, sidewalk, trail, or other public property of the City.

7. Film Production: The process of making a film on public property within the City limits.

Section 2. Section 4.06.003 of the Code of the City of Edwardsville shall be amended to include the following language:

Special events taking place inside City owned facilities with their own fee schedule for rental purposes shall also be subject to the fees and costs associated with the use of that space.

Section 3. All other ordinances or parts of ordinances in conflict with the provisions of this ordinance shall be and are hereby repealed.

Section 4. This Ordinance shall take effect after its passage and publication as required by law.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, KANSAS ON THIS XXTH DAY OF XXXXXX, 2020

John McTaggart, Mayor

ATTEST:

Zachary Daniel, Assistant City Manager/City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: OCTOBER 14, 2020
SUBJECT: COMMUNITY CENTER RENTAL FEES

RECOMMENDATION

Review of Community Center rental fees.

FINANCIAL IMPACT

Community Center rental fees are detailed in the Appendix A – Fee Schedule of the Edwardsville City Code. Any changes to this fee schedule would require an update to the City Code via ordinance adopted by the City Council.

BACKGROUND

The fees for renting the Community Center and Park Shelter are as follows:

- Sunday – Thursday (8:00 a.m. until 10:00 p.m.)
 - Rental fee: \$25.00 per hour, minimum of 2 hours
 - Deposit: \$75.00
 - Additional key deposit: \$25.00
 - No alcohol permitted for weekday and Sunday rentals
- Saturday (8:00 a.m. until 12:00 a.m.)
 - Rental fee: \$250.00 for residents, \$500.00 for nonresidents
 - Deposit: \$500.00
 - Additional key deposit: \$25.00
 - Alcohol permitted with the use of EPD security officers charged at \$35.00 per hour for events under 150 people (one officer) and \$70 per hour for events more than 150 people (two officers). There is a two-hour minimum for alcohol consumption.

The security officer fees were updated in 2018 after a review of similar fees for this service at other locations. The rental fees have not been updated in at least five years.

Included with this memo is a breakdown of area facilities and their rental structure/prices.

Area Community Center Facilities

- **Bonner Springs Community Rooms**
 - Jim's Gymnasium (Resident/Non-Resident), 250 Capacity:
 - \$30/\$35 per hour
 - \$20/\$25 per hour for Civic/Non-Profit
 - \$60/\$65 per hour for Commercial
 - Sunflower Room (Resident/Non-Resident), 175 Capacity:
 - \$30/\$35 per hour
 - \$20/\$25 per hour for Civic/Non-Profit
 - \$60/\$65 per hour for Commercial
- **Bonner Springs Park Shelter Rentals**
 - Lions Park Shelter 1 & 2
 - \$15/\$25 per hour (8:00 a.m. until 5:00 p.m.), \$10/\$15 (6:00 p.m.)
 - South Park
 - \$15/\$25 per hour (8:00 a.m. until 5:00 p.m.), \$10/\$15 (6:00 p.m.)
 - North Park
 - \$15/\$25 per hour (8:00 a.m. until 5:00 p.m.), \$10/\$15 (6:00 p.m.)
 - Kelly Murphy
 - \$15/\$25 per hour (8:00 a.m. until 5:00 p.m.), \$10/\$15 (6:00 p.m.)
 - Kerry Roberts
 - \$15/\$25 per hour (8:00 a.m. until 5:00 p.m.), \$10/\$15 (6:00 p.m.)
- **Wyandotte County Community Rooms**
 - \$150 Deposit
 - \$35 per hour for residents, \$50 per hour for non-residents
- **Wyandotte County Park Shelters**
 - \$45/\$60/\$90 per daily rental shelter depending on the location
- **Shawnee Multi-Purpose Rooms**
 - Multi-Purpose Room
 - Civic Group: \$72 per hour
 - Resident/Non-Resident: \$90/\$120 per hour
 - Commercial: \$149 per hour
 - Multi-Purpose Room w/ Kitchen
 - Civic Group: \$92 per hour
 - Resident/Non-Resident: \$115/\$153 per hour
 - Commercial: \$191 per hour
 - Note: Saturday rentals include a 20% premium
- **Shawnee Park Shelters (Resident/Non-Resident)**
 - Small shelters:
 - \$10/\$20 for half day
 - \$20/\$40 for full day
 - Medium shelters:
 - \$25/\$50 for half day
 - \$50/\$100 for full day
 - Large Shelters:
 - \$50/\$100 for half day
 - \$100/\$200 for full day

**TO: MICHAEL WEBB, CITY MANAGER
EDWARDSVILLE CITY COUNCIL
CEMETERY, PARKS, & PUBLIC SPACES BOARD**
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER
DATE: OCTOBER 8, 2020
SUBJECT: FALL/WINTER RECREATION PROGRAMMING

In light of the CDC guidance naming trunk'r'treat function as a high-risk activity and the Wyandotte County Public Health Oct. 1 notice listing trunk'r'treat events as "not recommended", City staff has developed a new model for the Halloween recreation activity for 2020. A summary of this event is provided below, along with other planned fall/winter activities to close out the year.

HALLOWEEN CRAFT & CANDY DRIVE – OCTOBER 30 & 31

Beginning Friday, October 9, and lasting until Friday, October 23, staff will open up registration for children to sign up to participate in the Craft & Candy Drive. Kids will sign up and provide their address to receive a free Halloween bag containing candy, a small pumpkin, and a Halloween make-a-monster craft. Local businesses and groups will be solicited to donate candy in addition to a community candy drop off located at the City for community members to contribute. Once the registration period is over, the goody bag will be prepared including a tag recognizing all of the local sponsors and instructions. Instructions will let the recipients know to decorate their pumpkin with a suggestion they leave it at City Hall to create a community pumpkin display, and to take a picture of their crafted monster and post on the City's Facebook page for the event.

Registrants will provide their addresses to participate. Edwardsville Police and Fire departments will personally drop off the bags to the registrants on Friday, October 30, and Saturday, October 31. There is no cost to participate in this event. Details are currently being finalized with the necessary departments.

CITY-WIDE GARAGE SALE – NOVEMBER 7

The City-Wide Garage sale will take place Saturday, November 7, a week before the curbside bulky item pick up event. Similar to last year, this event will be a community-wide event where participants simply provide their address to the City, who will develop an interactive map of all participating households. No permitting or costs are required to participate. Participants may also have their sales on the Friday before and Sunday after.

E-WASTE DROP OFF SITE – NOVEMBER 9 – 13

The City will station 10 palletized boxes at City Hall (five boxes at a time), for community members to dispose of electronic waste such as old TVs, computers, monitors, etc. Public Works staff will pick up/drop off the palletized boxes from the UNICOR facility in Leavenworth.

CURBSIDE BULKY ITEM PICK UP – NOVEMBER 14

In lieu of the traditional City-Wide Clean Up event, the City and Waste Management are partnering to hold a curbside bulky item pick up event on Saturday, November 14. Residents are being told to set out 2-3 bulky items at their normal trash pick up spot on Friday, November 13, for pick up the next day. The details for acceptable items are being advertised now on the City's website and social media outlets.

OTHER EVENTS AND NOTES

Staff is working to develop a charity donation drive at the Community Center in the weeks after the bulky item pick up. This concept involves using the Community Center as a donation station for Adelante Thrift to come and pick up the donated materials.

The November events calendar allows for necessary details to be included in the October utility bill mailing. Additional items that staff continue to review include:

- The purchase and provision of overage stickers to provide to residents to allow for additional trash bags to be set out during normal trash recovery
- Alternative event planning for the Mayor's Tree Lighting Ceremony
- Potential for a Veterans Day flag program/ceremony

Please reach out to Assistant City Manager Zack Daniel at 913-356-6002 or via e-mail at zdaniel@edwardsvilleks.org for additional information or to suggest other events and programming for the Parks & Rec division to offer and promote.