



# CPPS Meeting Minutes

March 11, 2020

6:00 p.m.

**Ex Officio:**

Chuck Adams

Margaret Shriver

**Members:**

Zachary Estes

Luis Fasani

Amber Duren

Bonne Sandburg

Kenny Shaw

Wayne Snider

Mike Wheeler

## 1. Election of Officers

- Assistant City Manager Zack Daniel reviewed the current terms of the CPPS Board members as they were established by the recent City Council action. He also reviewed the roles of the board officers (president, vice president, and secretary/treasurer).
- Wayne Snider suggested naming himself for position of Board President and former Parks Board President Amber Duren as vice president. This would ensure some fluidity from the previous boards with both former presidents assuming the new leadership roles.
- **Motion:** Board member Wheeler made the motion to name himself CPPS Board President
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 8-0
- **Motion:** Board President Snider made the motion to name Amber Duren as CPPS Board Vice President
- **Second:** Board member Estes seconded the motion
- **Vote:** Passed 8-0
- **Motion:** Board member Duren made the motion to name Luis Fasani as CPPS Board Secretary/Treasurer
- **Second:** Board member Estes seconded the motion
- **Vote:** Passes 8-0

## 2. Review of Draft Bylaws

- Assistant City Manager Zack Daniel reviewed the draft bylaws. They are presented at this meeting so the group can review, recommend changes, and bring back for final approval at their next meeting.
- Mr. Daniel noted that mission statement is based on the recommended language stemming from the recent Parks & Recreation Master Plan.
- Vice President Duren noted that the meeting section noted that meetings would be on the first Wednesday of the month but the group preferred the second. Mr. Daniel stated that item would be corrected.
- No action was taken as a result of this item, but the board will finalize its bylaws at an upcoming meeting.

## 3. Review of 2019 Recreational programming enrollment

- Enrollment figures were shared with the CPPS Board on participation in 2019 parks & Rec activities.
- The numbers show a steady decline in participation.
- Parks & Rec Supervisor Mike Martin noted that the decline is largely attributed to other communities and organizations developing their own programs over the last

few years and that participation among actual Edwardsville residents remains largely flat.

- The numbers are being presented so the CPPS Board can establish benchmarks for participation across the new programming options that will be tested in 2020.
- Mr. Daniel noted that the current plans call for an expansion to programming outside of just youth sports. This will involve a planned youth arts/crafts series over the summer in conjunction with USD 204's summer meal program. Adult sports programming has also been discussed.
- The total amount of registrants in 2019 was 357 participants, which staff wants to see increased across a broader spectrum of programming options.
- Prior to leaving the meeting, Ex Officio member Chuck Adams offered some possible resources as the City continues to restore the Stony Point Cemetery site.
- No action was taken as a result of this item.

#### **4. Consideration of Draft 2020 Programming Calendar**

- Staff reviewed the draft 2020 programming calendar for both the Parks and the City's cemeteries. The calendars also provided additional information about when different youth sports leagues would open up sign ups and practices.
- Mr. Martin also noted that the intention is not to release a rigid schedule that cannot be strayed from. The idea is that a set framework would be decided upon by the CPPS Board, but that staff would have the flexibility to take advantage of opportunities throughout the year as they come up from different partner agencies (YMCA, various churches, etc.)
- The Board discussed the Community Easter Egg Hunt being put on by the Christ Agape Church of the Nazarene. The Board expressed a desire to partner with this group so to use the City's outreach methods to help increase participation. Direction was given to staff to determine the most appropriate way to assist with this event. It was also decided that the CPPS Board would have a presence at the event assisting with set up and signing kids up for youth sports.
- Mr. Martin also shared preliminary details of a baseball camp to take place later in the summer.
- The May programming schedule was then discussed, the theme of which would be a series of "spruce up the town" clean up events. This would include the City Wide Clean-Up and Garage Sales as well as a proposed rummage sale inside the Community Center. Two volunteer clean-up would also be put together for the City Cemetery prior to Memorial Day to pick up leaves, sticks, etc. The tentative dates for these clean ups would be May 16 and May 20 (at the Stony Point Cemetery), leading up to the traditional Memorial Day service. Board member Shaw noted he had a contact with several students who will be needing service projects that can take place in the Cemetery.
- At this point, Mr. Daniel noted that Public Works crews would be tasked with regular cemetery duties until the newly approved position was filled (which would be after a new Public Works Director is appointed).
- The June/July programming is largely shoulder programming associated with the Summer Lunch Program and include a summer arts and craft series and 4H programming (similar to 2019). Two e-sports and/or community movie nights are planned as well.
- A back to school event was then discussed, but was ultimately decided to move that to a back-to-school field day.
- The August programming also includes an e-sports and/or movie night but is largely left open as many participants are engaged with Tiblow Days in Bonner Springs

and back-to-school activity. September is also sparse on new programming so the board can focus on AutumnFest

- The final quarter of the programming calendar is not significantly different from previous years, but does include a possible Cemetery event (possibly a parade) associated with Veteran's Day
- **Motion:** Vice President Duren made the motion to accept the draft calendar as presented
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 8-0

#### **5. Schedule Pre-Season Walkthrough with White Lawn & Landscape**

- Mr. Daniel noted that the City Council recently approved the final contract extension with White Lawn & Landscape for mowing services.
- Similar to last year, a pre-season walkthrough has been requested to bring certain items up to the contractor so they are aware prior to the mowing operations beginning.
- A few dates were suggested and Mr. Daniel stated he would review these with the contractor to find a suitable date.

#### **6. Review of Cemetery 2020 Agenda**

- Mr. Daniel reviewed the items that the previous Cemetery Board still had left to address prior to consolidation. These included: finalizing and advertising a digging RFP for consistent grave leveling services, development of a capital planning rubric for larger projects, a review of the section of City Code related to the Cemetery to update and provide new language, and finalizing terms of use guidelines new cemetery customers so they are aware of all pertinent codes/rules/etc. regarding their plots.
- Mr. Daniel noted that the digging RFP was largely completed, but he wanted the new board to review before moving forward.
- The Stoney Point Cemetery restoration project as also discussed, with the two large outstanding items being naming and access (other than general clean up activity).
- No action was taken on this item.

#### **7. Ongoing Project Updates**

- Mr. Daniel again noted that Public Works staff is assigned to the cemetery until the vacant position is filled, which would be done after a new Public Works Director is installed. In the meantime, he requested that maintenance concerns be shared with him so he can assign the necessary staff.
- City Manager Michael Webb provided further updates on the Towne Center development project, which the CPPS Board would likely have some role in the future development

Seeing no further discussion, President Snider adjourned the meeting.

#### **ADJOURNMENT**

The meeting was adjourned at 7:41 p.m.

Zachary Daniel  
City Clerk