



# 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

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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 3<sup>rd</sup> 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