



CPPS Board Agenda

September 9, 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 July 8, 2020
 2. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 3. Cemetery Burial Services update
 4. Review draft ordinance related to special events in the City of Edwardsville
 5. Update on Parks & Rec Fall/Winter Programming
 6. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

July 8, 2020

6:00 p.m.

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

1. Approve minutes of June 10, 2020

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

2. Review Cemetery Activity

- Assistant City Manager noted that there was a discrepancy in the General Ledger balance and the check register of \$178. He has asked the City's Finance Director to review this discrepancy and would provide an explanation at the next regular meeting.
- Board President Snider asked about outstanding credits from a number of years ago, which Mr. Daniel noted that he would get sorted out.
- **Motion:** Board President Snider made the motion to accept the activity report
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 5-0

3. Review Cemetery Burial RFP

- Assistant City Manager Zack Daniel reviewed this item, noting some of the operational changes that would affect the final RFP solicitation.
- In short, this would shift the contractual relationship from the funeral companies and the diggers to the City and the diggers, ensuring that graves receive consistent attention until they are properly settled. At that point, City staff would work to establish vegetation.
- Mr. Daniel noted that this would likely lead to additional fees that would need to be amended in the City's code of ordinances.
- Councilmember Adams asked if it was appropriate to further specify the compaction techniques that should be used. Board President Snider noted he felt that the frequency of visits may resolve some of those issues. Councilmember Adams also pointed out some outdated language referring to the Cemetery Board.
- Board member Shaw stressed the need that bidders be aware of the trees, sidewalks, etc. that could complicate digging in certain areas.
- **Motion:** Board member Duren made the motion to move forward with the RFP process with the solicitation document presented (with the edits/amendments noted this evening) for consideration by the CPPS Board at a later date.
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 5-0

4. Review Draft Cemetery Customer Policies

- Mr. Daniel reviewed the draft document, noting that it was developed using existing ordinance language and other comments and suggestions from the previous Cemetery Board.
- Mr. Daniel noted he would finalize a maximum price that the City would pay related to damages pursuant to this policy.
- There was some discussion regarding the hours of operation for the Cemetery. It was decided that 6:00 a.m. until an hour after dusk. Signage would need to be developed for this change as well as any traffic directional changes.
- The board gave direction to specifically reference “shepherd’s hooks” in the section related to grave and monument decorations.
- No motion was required at this time, but staff will take the notes from the CPPS Board and update this draft

5. Update on Parks & Rec Summer Programming

- Parks & Rec Supervisor Mike Martin provided an update on recreation programming, noting that the City’s free baseball camp program was cancelled due to public health restriction levied by Wyandotte County. He also provided an update on the arts and crafts program the city developed as an alternative to the traditional summer rec program.
- Mr. Martin also noted that there were reported COVID-19 cases linked the Field of Dreams summer baseball program. Situations like this are likely a leading reason why park programs are seeing a decline in enrollment. That said, it does speak to the foresight of the CPPS Board for cancelling the City’s summer ball program.
- There was some discussion on the use of the dirt pile at the Cemetery to level out spots in the cemetery to help mowing.
- There was some discussion on the best way to move forward with removing vegetation from the center planter at the Cemetery, which is complicated by the nearby wall. Direction was given to move forward with removing the existing plants without damaging the wall and future repairs may be done at a later date.
- Board President Snider asked about the Stony Point Cemetery project, which Mr. Daniel noted is still moving forward with the cooperation with the neighboring church.

Seeing no further discussion, President Snider adjourned the meeting.

ADJOURNMENT

The meeting was adjourned at 7:20 p.m.

Zachary Daniel
City Clerk

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: SEPTEMBER 9, 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 August 2020. Finance staff notes that the \$44.91 difference is due to a prior year's imbalance and that they are working on isolating the cause.

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.
3-P-7	7/10/20	Staci Burton	n/a	804
6-B-14	7/8/20	Robyn Bledde	n/a	805
3-P-8	7/10/20	Ronna Harrison	n/a	806
4-H-8	7/22/20	Richard Kelly	n/a	807

Additionally, there have been sixteen (16) funeral services held at the Edwardsville Cemetery this year.

CEMETERY BOARD Chkg Acct 2200231711 MM
 2200880310, CD 2210002953, 2210001201

Ck Acct Balance 2200231711	\$ 21,698.19
Deposit in transit	\$ 3,001.48
	.
Subtotal	\$ 24,699.67
Outstanding Checks	
#2659 Steven Snider (9/06/2016)	\$ (59.30)
Subtotal	\$ 24,640.37
MM Acct Balance 2200880310	\$ 16,468.01
CD Balance 2210002953, 2210001201	\$ 32,688.84
Adjusted Bank Balance All Accts	\$ 73,797.22
GL Bal	\$ 73,840.62
MM interest earned	\$ 1.51
Adjusted GL Balance	\$ 73,842.13
Difference	\$ (44.91)
	8.31.20

CASH TRANSACTIONS REPORT

MONTH: AUGUST
 City of Edwardsville

Page: 1
 9/8/2020
 9:34 am

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 999 - CEMETERY OPERATING FUND				
Dept: 000.000				
101.000 CASH ON HAND MONEY MARKET	16,606.60	0.00	0.00	16,606.60
102.000 CASH ON HAND CHECKING	24,545.18	0.00	0.00	24,545.18
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	73,840.62	0.00	0.00	73,840.62
Grand Totals:	73,840.62	0.00	0.00	73,840.62

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: SEPTEMBER 9, 2020
SUBJECT: CEMETERY BURIAL SERVICES

RECOMMENDATION

Receive an update on soliciting prices for the City's contracted burial service at the Edwardsville Cemetery.

FINANCIAL IMPACT

Not applicable

BACKGROUND

After review of previous years' activity, it does not appear that the cost for this contracted service will reach the threshold for the bid solicitation process. However, staff still intends on seeking at least two proposals for the service. KNA Diggin has visited the site and their costs will be discussed during this evening's meeting. A previous meeting with a contractor was scheduled but cancelled at the contractor's request.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: SEPTEMBER 9, 2020
SUBJECT: SPECIAL EVENT ORDINANCE LANGUAGE

RECOMMENDATION

Review draft language of the Edwardsville Code of Ordinances updating the section related to Special Events.

FINANCIAL IMPACT

Not applicable

BACKGROUND

Article 4.06 (attached to this memo) relates to the permitting of special events in the City of Edwardsville. Upon review, this code language does not include a section which more clearly defines what is and what is not considered a special event that requires permitting.

The draft language will assist staff by providing more clear guidance on what is considered a special event and what would require the permitting review and issuance process. No changes to the fee schedule are proposed at this time.

Staff recommends the CPPS Board review the attached draft ordinance and recommend any changes or edits for final review and adoption by the Edwardsville City Council.

  **Sec. 4.06.001 Permit required; hours; days**

The city hereby authorizes the holding of special events on leased land or elsewhere within the city limits by permit issued by the city clerk. Special events may be on any day of the week between the hours of 8:00 a.m. and 1:00 a.m. Special events are limited to three (3) consecutive days.

  **Sec. 4.06.002 Application for permit**

Before any permit shall be granted for the purposes set out in [section 4.06.001](#), an application shall be made to the city upon a form provided by the city clerk showing the purpose of such gathering and by whom it is sponsored. Said application shall be filed with city clerk at least 10 days prior to the date of the special event. The application shall be investigated by city staff and a recommendation presented to the city council for its consideration and approval.

(Ordinance 917 adopted 3/11/13)

  **Sec. 4.06.003 Application and permit fees**

A nonrefundable application fee as provided for in the [fee schedule](#) found in the appendix of this code shall be due at time of application. The special event sponsor shall pay a permit fee as provided for in the [fee schedule](#) found in the appendix per day upon approval of the special event permit. The permit fee may be waived by the city council for religious, charitable, patriotic or city-sponsored events. (Ordinance 936, sec. 3, adopted 6/23/14)

  **Sec. 4.06.004 Alcoholic beverages and cereal malt beverages**

This article specifically prohibits the dispensing or sale of any cereal malt beverage or alcoholic beverage upon the premises of the special event unless a temporary cereal malt beverage or alcoholic beverage permit has been issued for such event in accordance with K.S.A chapter 41 and [division 2](#) of this article. (Ordinance 917 adopted 3/11/13)

  **Secs. 4.06.005–4.06.030 Reserved**

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: Any march or procession consisting of people, animals, or vehicle, or any combination thereof, except funeral processions, upon any public street, sidewalk,

alley, jogging trail, or bike path, which does not comply with normal and usual traffic regulations or controls.

7. Film Production: The process of making a film on public property within the City limits
8. Political Event: An organized event, not including an athletic or entertainment event, having as its primary purpose the exercise of expressive activities of a political nature, including but not limited to speech making, picketing, protesting, marching, demonstrating, or debating public issues.

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: SEPTEMBER 9, 2020
SUBJECT: FALL/WINTER PARKS & REC PROGRAMMING

RECOMMENDATION

Review the upcoming fall/winter programming slate for the Parks & Rec division.

FINANCIAL IMPACT

Not applicable

BACKGROUND

The City will not be moving forward with its traditional fall ball or winter basketball league due to public health restrictions stemming from COVID-19. Instead, there are two new programs that will take place in the fall that will provide recreational opportunities for younger age children and families that will allow for easier social distancing and safety precautions. These include:

- Edwardsville Scavenger Hunt: Small totems will be hidden throughout the City with hints as to their whereabouts posted on the City's social media channels. One totem per week will be hidden on Fridays between September 18 and November 6. When found, the winners will bring their totem into City Hall and exchange it for a \$10 gift card from the Bonner Springs-Edwardsville Chamber of Commerce, usable at businesses such as Outfield Beer Co., Moon Marble Company, Goodcents Subs, Third Space Coffee, and more.
- Wii Sports League: Beginning in October, Edwardsville will be participating in a Wii sports league with different age groups participating in different Wii Sports activities. Participants will receive a facemask as part of their registration.

Other programs currently being discussed include different options for a safe, socially distance Halloween program and different options for the traditional Mayor's Tree Lighting Ceremony.

Additionally, after discussion with Waste Management, the City-Wide Clean Up event, originally rescheduled for October 3, will now take place on November 14. Rather than the traditional event where 40-yard containers are stationed at City Hall, the event will involve residents setting out 2-3 large or bulky items at their households for an all-day pick-up event led by Waste Management staff and equipment. A special mailer will be sent out to residents regarding this change.