



CPPS Board Agenda

February 10, 2021

6:00 p.m.

Ex Officio:

Chuck Adams

Margaret Shriver

Members:

Amber Duren

Luis Fasani

Thurman Gardner

Bonne Sandburg

Kenny Shaw

Wayne Snider

Troy Thompson

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1. Review and approve old business from the January 13, 2021:
 - Minutes of the November 18, 2020 meeting
 - Cemetery Activity Report
 2. Approve minutes of January 13, 2021
 3. Review Cemetery Activity
 - a. Statement of financial activity
 - b. Recent burial/plot sale activity
 4. Review of Kansas Open Records and Kansas Open Meeting Law as it related to Board activity
 5. Review of Cemetery Maintenance Projects
 - a. Headstone maintenance
 - b. Pavement maintenance
 6. Consider RFP for Cemetery mowing services
 7. Consider draft community survey related to Riverfront Park development
 8. Consider Spring Soccer program options
 9. Advisory Reports
 - a. Assistant City Manager
 - b. Parks & Rec Supervisor



CPPS Meeting Minutes

November 18, 2020

6:00 p.m.

Ex Officio: Chuck Adams Margaret Shriver
Members: Wayne Snider Kenny Shaw Luis Fasani
Bonnie Sandburg (participating via phone) Mike Wheeler

1. Approve minutes of October 14, 2020

- **Motion:** Board President Snider made the motion to accept the minutes with a
- **Second:** Board Member Wheeler seconded the motion
- **Vote:** Passes 5-0

2. Review Cemetery Activity

- Assistant City Manager reviewed the presented report on the financials as well as the recent cemetery sales activity. He noted that at the November meeting, the group directed staff to review transfers made out of the account. Mr. Daniel noted that the transfer was done to correct an error that caused a difference in the City's internal General Ledger records and the bank records. He also noted that the City's payroll system incorrectly pulled money from the Cemetery's money market, account, which staff noted and corrected.
- Moving forward, City staff will continue to review the Cemetery financial accounts and bank reconciliations and will provide a clean report to the group on those findings at their next meeting.
- Currently, the General Ledger balance sits at \$73,952.03, which is \$142.80 less than the adjusted bank balance for all accounts. Finance staff is performing a review of prior activity to isolate and correct that discrepancy.
- There was discussion related to an uncashed check from 2016 for cemetery supplies. The board directed staff to cancel that check and issue a new one for the same amount.
- Mr. Daniel provided a recap of the cemetery plot sales in the past month.
- **Motion:** Board President Snider made the motion to accept the October and November Cemetery Financial Activity Report as presented.
- **Second:** Board Member Shaw seconded the motion
- **Vote:** Passes 5-0

3. Review proposed 2021 Cemetery Fees

- Assistant City Manager Zack Daniel reviewed this item, noting that the Board had previously authorized staff to enter into contract negotiations with KNA Diggin' for Cemetery burial services after a competitive bid process that was reviewed last month.
- The new costs, if ultimately approved by the City Council, would be incorporated into the master fee scheduled, which is reviewed and approved in December.
- The fees (\$575 for standard weekday openings, \$805 for weekends, and \$230 for cremation weekday openings and \$460 for weekends) represent the quoted price provided by KNA along with an additional 15% administrative charge. The additional charges would help offset the cost of return trips for leveling and backfilling if needed.

- There was some additional discussion of the need for other fees associated with monument permits, transfer of deed charges, etc.
 - Mr. Daniel noted that these fees would represent a small amount of money based on the type of activity the cemetery usually encounters. As such, the direction of the Board was to revisit at a later date if needed.
 - Board Member Wheeler asked for clarification on the timeline of the new fees, which Mr. Daniel noted would not be charged until after final approval by the City Council in December and the required public notice provided.
 - **Motion:** Board President Snider made the motion to recommend approval of the proposed Cemetery fees
 - **Second:** Board Member Wheeler seconded the motion
 - **Vote:** Passes 5-0
4. **Review draft ordinance related to special events in the City of Edwardsville – OLD BUSINESS**
- Mr. Daniel provided an update on this item, which was originally recommended for approval by the CPPS Board to the City Council.
 - During their review, the Council had concerns on the potential overreach of the item, and ultimately did not vote to adopt.
 - As such, staff will work to revise the language of the proposed ordinance and bring it to the CPPS Board for further review at a later date.
 - No action was required for this item.
5. **Review of Community Center rental policies**
- Mr. Daniel recapped previous discussion on this item. He also reviewed the most recent public health order issued by Wyandotte County, which placed limitations on informal gatherings.
 - Due to the recent health orders and the relative lack of bookings inside the Center, Mr. Daniel noted that staff recommends placing a temporary moratorium on rental of the Community Center until restrictions on gatherings are lifted or revised. At that time, a more comprehensive review of rental costs will continue.
 - No action was required for this item.
6. **Update on Parks & Rec Winter Programming**
- Parks & Rec Supervisor Mike Martin and Mr. Daniel reviewed the recent City recreation programming that took place over the fall.
 - These events included the weekly scavenger hunt and the Spooky Express event that took place on Halloween. Both of these events proved popular with the participants and plans are to continue them in the future, though they may be adjusted as COVID-19 restrictions continue to change.
 - Mr. Martin provided a summary of the upcoming Dec. 19 Ho Ho Express and Pancake feed event, which is also doubling a charity drive to assist senior care centers in town and local families in need identified by Edwardsville Elementary.
 - Mr. Daniel noted that early in 2021, the group will review planned rec programming, similar to what they did in their first meeting of 2020.
7. **Advisory Reports**
- Mr. Martin provided an update on the tree removal project at the Cemetery, which will likely be done in the first quarter of 2021.

Board President Snider noted that the entrance light at the Cemetery on the utility pole has been fixed. He also asked staff to keep an eye out for seasonal decorations that may need to be removed.

Board Member Wheeler stressed that repaving of the Cemetery remains a concern and will need to be addressed sooner rather than later. Mr. Daniel noted that when the City begins reviewing the 2021 Street Maintenance project, he will work with the Public Works Director to see if the Cemetery project could be included in the project.

ADJOURNMENT

The meeting was adjourned at 6:47 p.m.

Zachary Daniel
City Clerk

DRAFT

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: JANUARY 13, 2021
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

Below is a table summarizing plot sale since the November 2020 meeting.

Location	Purchase Date	Owner(s)	Interned	Deed No.
2-D-12	12/1/2020	Jason Milo Hendrix	Dakota Milo Hendrix	809
1-Q-11	12/1/2020	Patricia Ann Trobough	n/a	810

In total there were 21 new plot sales in 2020 and three transfers of deeds. All plot sales were to residents or to individuals with family already interred at the Edwardsville Cemetery.

Attached is a summary of the staff review of the Cemetery Checking Account, as was discussed by staff in earlier meetings. After review, there were two cash management transfers made in error that have now been corrected. The first, which occurred in October, involved a transfer of \$3,904.39 to the Cemetery Checking account from the City's General Checking Account. The second involved a transfer of \$9,195.70 to the City's General Checking Account from the Cemetery Checking Account. Finance Director Sean Milleson has been directed to prepare the appropriate journal entries to correct and account for these errors. The final, corrected balance for the Cemetery Checking Account sits at \$19,313.17. No changes to the Money Market Account were required. Once these corrections are made, the General Ledger records for the Cemetery Checking Account will be overstated by \$1,440.70. Staff is currently reviewing the GL records and will correct accordingly to present a clean report for the February meeting.

Additionally, the February CPPS Board Meeting May involve discussion of changes to the financial structure of the Cemetery funds to allow for a more efficient process for use for long-term maintenance items and projects associated with the Cemetery.



CPPS Meeting Minutes

January 13, 2021

6:00 p.m.

Ex Officio: Chuck Adams Margaret Shriver
Members: Wayne Snider Kenny Shaw Amber Duren
NOTE: QUORUM NOT ACHIEVED

1. **Approve minutes of November 18, 2020**
 - **Quorum not achieved; final approval pushed to February meeting.**

2. **Review Cemetery Activity**
 - Assistant City Manager Zack Daniel reviewed this item, recapping the recent plot purchase activity.
 - Mr. Daniel also updated the group on the ongoing reconciliation process related to the Cemetery accounts and provided historical background. He noted that currently, the Cemetery Checking account is overstated by \$1,440.70. Finance Director Sean Milleson is expected to have this issue isolated before the February meeting to present a balanced report.
 - **Quorum not achieved; final approval pushed to February meeting**

At this time, Assistant City Manager Zack Daniel led the group in a work session which focused on infrastructure priorities for Edwardsville Parks and Cemeteries as well as the preliminary 2021 Parks & Rec Programming calendar. No action was requested or taken as a result of this work session.

ADJOURNMENT

The meeting was adjourned at 6:32 p.m.

Zachary Daniel
City Clerk

**TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: FEBRUARY 10, 2021
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

No new graves were sold since the group's January meeting. A total of five funerals occurred at the site since last month.

Attached is the monthly financial report detailing the Cemetery accounts. Please note that the account reconciliation process has completed and all cemetery accounts are now balancing. Please also note that this report is the first to reflect payments from funeral homes related to opening/closing fees as well as payments to the City's contracted digger, KNA Diggin.

CEMETERY BOARD Chkg Acct 2200231711		MM
2200880310, CD 2210002953, 2210001201		
Ck Acct Balance 2200231711	\$	19,313.17
Deposit in transit (clears bank 2.3.21)	\$	805.00
CD Interest	\$	-
Outstanding Checks	\$	-
Subtotal	\$	20,118.17
MM Acct Balance 2200880310	\$	16,611.54
CD Balance 2210002953, 2210001201	\$	32,688.84
Bank Balance	\$	69,418.55
GL Balance	\$	69,418.55
Difference	\$	-
		1.31.21

CASH TRANSACTIONS REPORT

YEAR: THROUGH JANUARY

City of Edwardsville

Account Number	Beginning Balance	Debit	Credit	Ending Balance
Fund: 999 - CEMETERY OPERATING FUND				
Dept: 000.000				
101.000 CASH ON HAND MONEY MARKET	16,610.08	1.46	0.00	16,611.54
102.000 CASH ON HAND CHECKING	20,753.87	805.00	1,440.70	20,118.17
104.000 CERTIFICATES OF DEPOSIT	32,688.84	0.00	0.00	32,688.84
Fund: 999	70,052.79	806.46	1,440.70	69,418.55
Grand Totals:	70,052.79	806.46	1,440.70	69,418.55

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: FEBRUARY 10, 2021
SUBJECT: REVIEW OF CEMETERY MAINTENANCE PROJECTS

RECOMMENDATION

CPPS Board to review Cemetery Maintenance Projects

FINANCIAL IMPACT

Final costs will be determined and approved at a later date.

BACKGROUND

Staff has prepared the following updated related to Cemetery maintenance projects:

- **Headstone maintenance:** Staff met with representatives from Heritage Restoration Care in late January. Heritage provided a cost breakdown that involved application of a D/2 solution, D/2 is a biodegradable liquid used to remove stains from mold, algae, mildew, lichens, etc. The process involves coating a monument in the D/2, allowing it to settle and absorb stains, then lightly/brushing scrubbing it off. Heritage was confident that this process could be used for the monuments in the older section of the Cemetery.
 - Cost: \$15-\$100 per monument depending on the size of the stone, multiple stones could be done at the same time
 - Next step: Determine the schedule of cleanings based on location/condition in the old section of the site (early spring 2021). Likely a phased project beginning in Spring 2021
 - Note: This project will also be tied to a larger photo cataloging of monuments to help determine condition of monuments should potential damages need to be reviewed.

- **Pavement maintenance:** Public Works Director to evaluate pavement on the site to determine a) if a crack seal will be appropriate in the short term to prevent further buckling/cracks and b) to review condition for possible inclusion in a future Street Maintenance Project.
 - Cost: TBD
 - Next step: Present/discuss Public Works Director analysis at March or April CPPS meeting (depending on time of analysis).

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: FEBRUARY 10, 2021
SUBJECT: CEMETERY MOWING

RECOMMENDATION

CPPS Board to review RFP language for Cemetery mowing services

FINANCIAL IMPACT

Cost for this contract are absorbed in the City's General Fund, within the Parks & Rec department's 'Building & Grounds – Cemetery' line item. The approved 2021 Budget included \$20,000 in estimated costs for this contract.

BACKGROUND

The City currently utilizes White Lawn and Landscape for Cemetery mowing. White was selected after a competitive bidding process in 2017 for a three-year renewable contract. The contract has been renewed for the maximum number of times allowed under the previous terms.

Attached is draft language for a new RFP, soliciting bids for a new three-year, renewable contract for Cemetery mowing. Notable changes to the scope include the removal of groundskeeping and grave maintenance items, such as grave leveling and overseeding, as the Parks Department now has a staff member dedicated to grounds maintenance in public spaces. Additionally, this staff member has assumed mowing of the southern, unplotted portion of the cemetery, which was included in the prior contract. Unit price for this service is being requested should a special mow be required.

Staff recommends the CPPS Board review the draft RFP and provide staff input on any changes or alterations so the document can be distributed to interested firms by Friday, February 12.

CITY OF EDWARDSVILLE, KANSAS

2021-2023 EDWARDSVILLE CEMETERY MOWING AND MAINTENANCE

Instruction for Firms

The City of Edwardsville, Kansas, is requesting proposals from qualified firms and individuals for the project described herein.

The following subjects are discussed herein to assist firms in the preparation of formal proposals.

- I. Scope of Services
- II. Mowing Specifications
- III. Special Needs
- IV. Qualifications of Firms
- V. License and Insurance

I. Scope of Services

This is a one-year contract with an option to renew for a period of up to three (3) years. The City reserves the right to terminate the contract at any time due to failure to perform the specifications of the agreement. Proposal prices shall remain in effect through the end of the first year of service. If the option to renew is exercised, it is contingent on the Contractor to demonstrate the need for any increases in the unit prices listed. Any proposed increase in the unit pricing shall not exceed 10% at the time of renewal. All work shall be performed in a professional and workmanlike manner. The practices and procedures shall be done to accepted industry standards. The Edwardsville Cemetery consists of approximately 4.85 acres of area that needs regular maintenance and 2.8 acres of area requiring minor maintenance.

This work consists of the mowing and trimming of the grasses at the Edwardsville Cemetery, the furnishing and application of fertilizer, as well as general grounds keeping (i.e. minor tree maintenance, debris pick up, etc.). Vegetation in and around structures, walks, trees, parking areas, sidewalks, monuments, or other similar items shall be mowed to a neat appearance as well as string trimmed. All trash and debris in the mowing area shall be removed from the area before and after mowing by the contractor. Grass and vegetation clippings shall be blown or swept off of headstones, walkways, driveways, trails, sidewalks, etc. Vegetation clippings shall not be blown or deposited on the city streets or walkways.

_____ FIRM INITIALS

The firms shall be required to furnish all labor, materials, equipment, tools, supervision, and other facilities necessary to perform the work safely, and in accordance with the specifications.

All mechanized equipment (power mowers, trimmers, edgers, etc.) must be turned off when encountered by the public (within 20 feet). No mechanized equipment may be used during a funeral in progress. A schedule of planned funeral activities will be provided in advance by the Cemetery Board.

It is critical that lawn care is done in a manner that protects the headstones, markers, monuments, shrubs, and fencing. Costs for repairs which can be attributed to the contractor will be deducted from regular payments.

II. Mowing Specifications

The 2021 mowing season will begin immediately following the City Council review of mowing proposals on March 22, 2021. Cutting may be suspended by the City due to existing weather conditions (i.e. period of heavy rain, extended drought conditions, etc.). At the end of every month, the contractor shall submit an invoice to the City accompanied with the appropriate site mowing log. Properties designated as Cemetery Wooded Area will be mowed as requested by the City.

All grass shall be mowed on a weekly basis, between Wednesday and Friday and between the hours of 7:00 a.m. and 6:00 p.m., and maintained at a height of three inches (3"). Upon completion, a mowed area shall be free of clumped grass, tire tracks, or ruts from contractor's mowing equipment. This includes unplotted areas if requested by staff to mow this area.

Contractor shall pick up all litter before each mowing and remove same from site. If in the course of mowing, trash is overlooked and shredded by mowers, it should immediately be collected and disposed of properly by the Contractor.

If mowing is interrupted by inclement weather, the Contractor shall continue mowing at the same location on the next available mowing day. At each mowing, the contractor shall trim around trees, fence posts, monuments, and under all sections of fence.

Trimming and trash removal is considered subsidiary to mowing.

_____ FIRM INITIALS

III. Special Needs

In addition to the activities described above, certain special needs shall also be included in the proposal. These include the mowing of unplotted areas and an extra mow prior to Veteran's Day and Memorial Day. Additionally, a Spring/Fall leaf-pick up shall be done twice a year to be coordinated with the Edwardsville Public Works Director. The southernmost wooded parcel may also require special or additional mowing by request of City staff.

IV. Qualifications of Firms

A determination to award any successful proposal shall be based on the following non-exhaustive criteria:

- a. Maintenance of a verifiable place of business
- b. Reputation for and maintenance of adequate facilities and equipment necessary to perform project work properly
- c. Appropriate technical experience

Each firm may be required to show that former work performed has been handled in such a manner that there are no just or proper claims pending against such work or firm.

Each firm shall, upon request of the City of Edwardsville submit a statement of the firm's qualifications, experience in the field, available equipment, and/or a detailed financial statement or itemization of equipment and personnel available.

Each firm shall visit the site of the project work and be thoroughly informed relative the hazards and procedure, labor, and all other conditions which would affect the completion and cost of performing the work.

Any firm who submits a proposal understands, acknowledged, and verifies that immediately upon notice from the City of Edwardsville that such firm is the successful bidder, such firm shall apply for and obtain a City business license through the City Clerk staff (if one is not already obtained). This cost shall be absorbed by the Contractor. The cost of said license is \$85.00 if the business is located within the City of Edwardsville and \$100.00 if it is outside the City limits. License must be maintained in good standing. Additionally, each firm must be properly licensed in the State of Kansas to perform the scope of work detailed in this document, including the necessary chemical spraying and shall provide proof of licensing upon submitting a firm.

_____ FIRM INITIALS

VI. License and Insurance

The successful firm shall secure and maintain, throughout the duration of the contract with the city, insurance protecting the firm against the hazards and risks of loss in such types and amounts as hereinafter set forth. The companies issuing such policies and the form thereof shall be acceptable to the City and the City shall be named as an insured or additional insured on each such policy. Copies of such insurance policies or certificates evidencing the required insurance coverage shall be filed with the City and shall state that 20 days' written notice will be given to the City before any such policy is changed or cancelled. The City will require the firm to take such steps necessary to remove the threat of cancellation or to procure new policies meeting the requirements set forth herein. No work shall be performed in the City except when policies providing the required insurance coverage are in full effect. The coverages required of the firm are as follows:

1. Worker's compensation insurance complying with the statutory requirements of the State of Kansas and the limited liability insurance having liability limits of not less than \$250,000 for each person.
2. Comprehensive automobile liability insurance and comprehensive general liability insurance having liability limits not less than the following:
 - a. Bodily injury: \$250,000 each person, \$500,000 each occurrence
 - b. Property damage: \$250,000 each occurrence, \$500,000 aggregate
 - c. The policy providing comprehensive general liability insurance shall contain contractual liability coverage insuring any liability assumed by the firm.
3. Umbrella liability insurance coverage for not less than \$1,000,000 protecting the firm against all claims in excess of the limits under employer's liability, comprehensive automobile liability, and comprehensive general liability policies to the extent that such policies have liability limits of less than \$1,000,000.

_____ FIRM INITIALS

PROPOSAL WORKSHEET

Project Area	Acreage	Approx. Quantity	Unit Price	TOTAL
Edwardsville Cemetery	4.85	19*		
Cemetery Wooded Area	2.8	1**		
TOTAL:				\$_____

**This quantity is not guaranteed and does not necessarily include special mowings as requested. It is based on the current contractual conditions and may increase or decrease based on external conditions*

*** This unit cost is to determine pricing should special mowings be requested.*

Project Area	Hourly Rate**	TOTAL
Spring/Fall Leaf Clean-Up	\$_____/hour	_____ hours
		\$_____

**This is anticipated to be a biannual event occurring once in the spring and once in the fall.*

***This hourly rate represents the total amount for leaf clean-up activity and anticipates a 2-3 man crew.*

Proposal prices shall remain valid until April 2021.

_____ FIRM INITIALS

SUBMITTING PARTY INFORMATION

Date Submitted:	
Company:	
Contact Name:	
Contact Number:	
Contact E-Mail:	

Authorized Signature

The City reserves the right to reject all proposals, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.

Contracts will be awarded based on the lowest and best proposal received.

_____ FIRM INITIALS

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: FEBRUARY 10, 2021
SUBJECT: RIVERFRONT PARK COMMUNITY SURVEY

RECOMMENDATION

CPPS Board to consider draft community survey related to Riverfront Park development

FINANCIAL IMPACT

Not applicable.

BACKGROUND

As detailed in the prior month's CPPS work session, development of Riverfront Park is a high priority for 2021. This project will move forward the groundwork provided by the 2019 Parks & Rec Master Plan. The Master Plan provided a model for development for the space which included new and improved amenities. A targeted community survey will provide additional community input into park development which will help inform the development of a planning and/or architectural RFP document later in the year.

Staff will review the short community survey with the Board at the meeting and discuss possible changes or alterations. The survey will be active for at least one month and, depending on participation levels, the results of which will be reviewed at the group's March meeting.

TO: CPPS BOARD
FROM: ZACK DANIEL, ASSISTANT CITY MANAGER/CITY CLERK
DATE: FEBRUARY 10, 2021
SUBJECT: SPRING SOCCER

RECOMMENDATION

CPPS Board to consider format options for the 2021 Spring Soccer League.

FINANCIAL IMPACT

Not applicable.

BACKGROUND

Wyandotte County recently released guidelines for 2021 recreation, sports, and other activity. Attached to this memo is the release provided to City staff detailing these recommendations.

Staff is preparing to open spring soccer registration in late February. The two proposed formats are as follows:

- Traditional soccer league with COVID-19 protocols in place (mask requirement, limits on attendees, social distancing of spectators, etc.)
- Soccer skills camp with COVID-19 protocols

The primary concern among staff is the mask requirement for participants during regular play. Partner leagues Bonner Springs and Turner Rec are moving forward under this model. This concern would not be as heightened under the skills camp model. Staff has solicited feedback from past participants, which will be revealed and discussed at this meeting. At present, the view of past participants seems to favor moving forward with a traditional league with the COVID-19 protocols in place (though this may shift by the time of this meeting). Staff would support this option if respondents indicate they are comfortable with the format.

Staff recommends the CPPS Board review the format options developed by staff as well as the community feedback received and give staff direction on the final form of the spring programming.

COVID-19 SAFETY PROTOCOLS FOR SPORTS, RECREATIONAL ACTIVITIES, AND OTHER COMMUNITY ACTIVITIES

General guidance

- If possible, sports and activities should be outdoors when weather and other conditions permit.
- If inside, activities should take place in as large a space/room as possible to allow for distancing.
- No one with any symptoms of COVID should participate. Signage, emails, and/or other communication about symptoms of COVID should be provided to all participants and attendees.
- No one who has had close contact with a known COVID case or someone with symptoms of COVID in the last 14 days should participate in or attend sporting events.

Masks

- All participants must wear masks at all times, even while playing sports.
- We recommend participants wear surgical masks, two-ply fabric masks or other high-quality masks. Single layer gators and bandanas are not be permitted. Masks should fit snugly so that they do not become loose or fall below the nose during activity.
- Masks can only be removed briefly for eating and drinking. During this time, participants must be distanced at least 6 feet.
- Group dining is strongly discouraged because it requires participants to remove masks for longer periods of time while in close contact.

Participants

- When not actively participating in the sport or activity, participants must be distanced by at least 6 feet between participants (i.e. when sitting on the bench or at a table, on the sidelines, etc.).
- Participants should avoid contact with those on opposing teams or groups when not actively participating in the sport or activity.
- The event organizer should keep a list of participant names and phone numbers in case someone later tests positive for COVID. This will allow for contact tracing.
- Anyone who was in close contact with a positive case during a game or event will be required by the UG Public Health Department to quarantine for 14 days from the contact date.

Spectators

- Efforts should be made to limit the number of spectators. If possible, spectators should be limited to only immediate family.
- Venue capacity may not exceed 50% per Fire Marshall's determination of persons allowed in a building.
- Whereas people from the same household may sit together in close contact, they must be spaced apart from all other spectators by at least 6-feet of distance or more. These distancing requirements cannot be violated. This may mean it is not possible to fit 50% capacity into any given space. Distancing requirements take precedent in this case.
- Spectators must wear a high-quality mask over both nose and mouth at all times.

For more information regarding Youth Sports visit: [Toolkit for Youth Sports | COVID-19 | CDC](#)

For more local information visit: [COVID-19 Info - Unified Government \(wycokck.org\)](#)



Public Health
Prevent. Promote. Protect.

Visit: www.wycokck.org/COVID-19

Call-Center: 3-1-1