



# CPPS Meeting Minutes

March 23, 2021

6:07 p.m.

<b>Ex Officio:</b>	Margaret Shriver	<b>Board Chair:</b>	Wayne Snider
<b>Members:</b>	Amber Duren	Thurman Gardner	Bonnie Sandburg
	Michelle Parker	Kenny Shaw	Troy Thomson

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## 1. Approve minutes of minutes of February 9, 2022

- **Motion:** Board member Shaw made the motion to accept the minutes of the March 23, 2022 with the edits noted by Board member Duren.
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 6-0-1 with Board member Parker abstaining

## 2. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed the financial report and cemetery activity.
- The current consolidated still includes the \$1.39 discrepancy, which will be addressed at the conclusion of the 2021 audit. Mr. Daniel also noted a double entry that was reversed in the bank records.
- **Motion:** Board Chair Snider made the motion to accept the Cemetery activity report
- **Second:** Board member Shaw seconded the motion
- **Vote:** Passes 7-0

## 3. Consider responses related to the City-Wide Mowing RFP as it relates to the Cemetery and parkland services

- Mr. Daniel reviewed the City-Wide mowing RFP solicitation process, which garnered eight responses.
- Mr. Daniel noted that the entire RFP results are included in the memo, but that the group will only recommend action on the cemetery mowing portion.
- There was discussion about documentation of monument condition.
- Mr. Daniel noted that the low bid for cemetery service, which also includes clean-ups of the historic cemetery, came from White Lawn & Landscape.
- Board Chair Snider noted that White held the contract prior to Supreme Green.
- Mr. Daniel noted the other areas of the RFP will be considered once the Public Works Director is back in the office full-time.
- There was discussion about insurance requirements for the contractor.
- **Motion:** Board Chair Snider made the motion to recommend White Lawn & Landscape for the cemetery portion of the mowing contract
- **Second:** Board member Duren seconded the motion
- **Vote:** 7-0

## 4. Hear and update on the River Front Park Redevelopment Plan

- Mr. Daniel reviewed the recent activity related to the River Front Park redevelopment project, specifically the update from the staff memo related to the surveying and design development contract.

- Mr. Daniel noted that since the packet has gone out, both BHC and Stantec have provided contract materials for the surveying and DD work respectively
- Mr. Daniel presented the draft contracts from these firms for the work required.
- Mr. Daniel noted that this would prepare design documents for the entire park, which would allow staff to structure the phasing of the projects based on the availability of external funding.
- The Stantec contract for design document development totals \$58,900 and the BHC surveying contract totals \$21,500.
- Mr. Daniel noted that the combined cost for the project is included in the approved FY22 budget in the Special Sales Tax Fund, which requires review and recommendation by the CPPS Board.
- There was additional discussion on the nature of the DD and surveying work that would be taking place and how that would inform construction documents.
- Councilmember Adams asked about the potential sources for external funds.
- Board member Thompson had additional questions on the difference between DD documents and construction documents.
- Board member Snider asked for clarification on the timing of the different aspects of the project and the costs for meetings over and above what was included in the contract.
- **Motion:** Board member Duren made the motion to recommend the use of special sales tax funds for this project at the costs noted above
- **Second:** Board Chair Snider seconded the motion
- **Vote:** Passes, 7-0

**5. Hear an update on the Historic cemetery restoration project**

- Mr. Daniel gave an update on this project, noting that no significant changes have occurred since the last meeting, but that he'd be working with the City Planner to prepare plat documents for review by church.
- No action required for this item at this time.

**6. Consider use of Special Sales Tax funds for the purposes of installing basketball equipment at the City Park futsal courts**

- Parks & Rec Supervisor Mike Martin reviewed this request, as well as the changes that have occurred since the memo went out.
- Mr. Martin described the Iron Clad goals that would be a better fit in the park than what was originally quoted, specifically because of the gauge of the steel beams and the tempered backboard.
- The total cost being requested for authorization is \$5,900. Striping would be done at a later date.
- Board member Thompson asked if the goal would be adjustable, which Mr. Martin confirmed. He also noted the programming opportunities the equipment would offer.
- Board member Gardner asked about lighting needs, which Mr. Martin noted that would eventually be needed. That said, the WyCo Unified Government has allowed use of their light banks for one-off event activities.
- Mr. Daniel noted the change in the funding, noting that the cost would be bore by the Special Sales Tax Fund. Mr. Daniel also reviewed the additional quote for the installation of the poles was \$5,000 without purchase of the goals. Mr. Daniel noted that this purchase was not the low quote, but was the best option from a staff perspective due to the items brought up by Mr. Martin.

- The final request is the use of Special Sales Tax funds up to \$6,785 (which includes purchase and installation and a 15% contingency). Equipment purchases are also budgeted in the approved FY22 budget. Mr. Daniel noted that this does require CPPS review and approval, but does not require final City Council approval.
- **Motion:** Board member Thompson made a motion to move forward with this purchase.
- **Second:** Board member Gardner seconded the motion.
- **Vote:** Passes, 7-0
- There was additional discussion of the locking mechanism of the goal.

**7. Hear update on the Parkway HOA trail funding request**

- Mr. Daniel reviewed the latest documentation that the HOA provided for improvements of the access points to the trail.
- Mr. Daniel noted he has requested additional information on whether or not these improvements would be ADA compliant.
- No action required for this item at this time.

**8. Advisory Reports**

- a. Mr. Martin provided an update on soccer signups and the timing for baseball sign ups.
- b. Mr. Daniel noted the upcoming Junior Fire Academy and Arts Extension program that are coming.
- c. Councilmember Shriver asked about the Easter Egg hunt that has been done in the past. Mr. Daniel noted that Lineage Logistics have one scheduled at the City Park.

Board Chair Snider asked about repairs to the Cemetery circle drive, which Mr. Daniel noted he would be discussing with the Public Works Director.

Board Member Gardner asked for an update on the adopt-a-planter program, which Mr. Daniel noted he needs to package the approved program and begin advertising.

Board member Thompson asked if there were opportunities for the City to coordinate with WyCo for large item pickup events. Mr. Daniel said he would reach out to the WyCo solid waste director.

There was additional discussion on litter management from the trash contractor.

Councilmember Adams thanked the group for allowing him to participate over the years. He noted he was proud of the accomplishments of both the Cemetery and Parks Board and was excited of the synergy of the two groups since consolidating. Board Chair Snider thanked Councilmember Adams for his role as ex officio over the last many years.

**ADJOURNMENT**

The meeting was adjourned at 7:07 p.m.  
 Zachary Daniel  
 City Clerk