



CPPS Meeting Minutes

February 10, 2021

6:00 p.m.

Ex Officio:	Chuck Adams	Margaret Shriver	
Members:	Amber Duren	Luis Fasani	Thurman Gardner
	Kenny Shaw	Wayne Snider	Troy Thompson

1. Review and approve old business from the January 13, 2021 meeting:

- **Minutes of the November 18, 2020 meeting**
- **Cemetery Activity Report**
- Assistant City Manager Zack Daniel noted that these items still needed action as there was not a quorum attained at the last meeting.
- Mr. Daniel also noted the voting options for the new members as they were not present at the last meeting.
- **Motion:** Board President Snider made the motion to accept the November 18, 2020 meeting minutes as presented.
- **Second:** Board member Durn seconded the motion
- **Vote:** Passes 4-0-1 with Board member Gardner abstaining (at the time of this vote, Board member Shaw was not present for the vote).
- **Motion:** Board member Duren made the motion to accept the cemetery activity report from the January 13, 2021 meeting.
- **Second:** Board President Snider seconded the motion.
- **Vote:** Passes 4-0-1 with Board member Gardner abstaining

2. Approve minutes of January 13, 2021

- **Motion:** Board member Duren made the motion to accept the minutes from January 13, 2021
- **Second:** Board President Snider seconded the motion
- **Vote: Passes** 4-0-1 with Board member Gardner abstaining

Note: At this point in the meeting, Board member Shaw joined the meeting and is present for all subsequent votes

3. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed this item, recapping recent burial activity
- Mr. Daniel also noted that the Cemetery financial reports are now balanced between bank records and the City's General Ledger. He also pointed out this is the first month
- **Motion:** Board President Snider made the motion to accept the Cemetery Activity Report as presented
- **Second:** Board member Fasani seconded the motion
- **Vote:** Passes 6-0

4. Review Kansas Open Records and Kansas Open Meeting Law as it relates to Board activity

- City Manager Michael Webb provided information from the office of Kansas State Attorney General related to the open meetings and open records acts.
- Mr. Webb reviewed certain key items, such as serial meetings and how to avoid them.
- He also reviewed the open records act. Largely, record management is handled by City staff, but Mr. Webb did point out that electronic messages and e-mails related to board actions and activity are also subject to this act.
- Conflict of Interest statutes were also reviewed and Mr. Webb noted that the most important thing to keep in mind is that potential conflicts of interest must be reported and filed with the appropriate officials before taking official actions.
- No formal actions were requested as part of this item.

5. Review of Cemetery Maintenance Project

- Mr. Daniel noted that the recent extreme cold has prevented any major projects to be undertaken at this time, but that planning has been done for some of the items identified by the group as priorities for the Cemetery.
- Mr. Daniel has obtained a pricing schedule related to monument restoration. Currently, the plan is to wait until warmer weather, then catalogue all the monuments in the “old section” of the cemetery. Staff will then develop a cleaning schedule along with costs and present it to the board for their review and final approval.
- Mr. Daniel also noted that they are working on obtaining pricing for updated signage at the Cemetery and hopes to present that at a meeting this spring.
- No formal action was taken at this time.

6. Consider RFP for Cemetery mowing services

- Mr. Daniel noted that the current contract for Cemetery mowing is expiring and there is no longer an option to extend the contract an additional year. Typically, this contract is awarded on an annual basis with the option to extend for a period of 3-years.
- The current contractor, White Lawn and Landscape, will have their contract expire in mid-March.
- Mr. Daniel reviewed the RFP, noting that the only changes to the previous RFP issued was the removal of the groundskeeping pieces (grave restoration, backfilling, vegetation establishment, etc.) as this responsibility has been transferred to City staff. The other inclusion was the note that damages to headstones that can be attributed to the
- Board member Thompson had questions about the entrance and façade to the Cemetery, asking if this would be part of the mowing contract. Mr. Daniel noted that this area is typically handled by City staff and that repair and maintenance of the center planter is another project for the site that the groups hopes to tackle this year.
- Mr. Thompson also asked about the removal of dead branches and brush prior to mowing, which Mr. Daniel noted that they are instructed to clear lanes prior to mowing.
- Mr. Daniel reviewed the timeline for this review, noting that the CPPS Board would review responses at the March 10, 2021 meeting.
- **Motion:** Board member Duren made the motion to accept the draft RFP and authorize staff to issue the bid opportunity
- **Second:** Board member Fasani seconded the motion
- **Vote:** 6-0

7. Consider draft community survey related to River Front Park development

- Mr. Daniel reviewed the draft community survey with the Board.
- This survey would be issued online through the City's website, social media, and newsletter outlets, as well as a paper copy being submitted with the next utility bill mailing.
- The questions are focused on what kind of development should be pursued when it comes to River Front Park at the south end of 9th St.
- Questions involve number of children in a household, number of dogs, preferred amenities, address, and more.
- **Motion:** Board President Snider made the motion to authorize staff to release the survey as presented and report its findings at an upcoming meeting.
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 6-0

8. Consider Spring Soccer program options

- Mr. Daniel reviewed the current public health restrictions in place that would affect youth programming, specifically youth soccer.
- The most significant recommendation would be the requirement that all participants (including players, staff, coaches, and attendees) would be required to wear masks.
- Attendance may also be limited to allow for the necessary six ft. social distance.
- An informal survey was released to past program participants, the results of which indicated that the majority of participants would sign up their kids regardless of a mask requirement.
- With this in mind, staff's recommendation is to offer a spring soccer program with the County's mask requirements in place.
- In addition to traditional programming, the City will also offer a secondary skills development program that can be done in conjunction with the regular season.
- There was additional discussion on other programming the City may offer throughout the year.
- **Motion:** Board member Thompson made the motion to move forward with the programming recommendation of staff, offering a traditional league along with the mask mandate as well as the skills development league.
- **Second:** Board member Duren seconded the motion
- **Vote:** Passes 6-0

9. Advisory Reports

- Mr. Daniel noted the March 26 quarterly meal that will take place out of the Community Center. This will be a drive thru chili feed.

ADJOURNMENT

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

Zachary Daniel
City Clerk