



CPPS Meeting Minutes

May 12, 2021

6:00 p.m.

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

1. Approve minutes of April 14, 2021

- **Motion:** Board Member Duren made the motion to accept the minutes of the April 14, 2021 meeting with notes regarding correction of typos.
- **Second:** Board Member Fasani seconded the motion
- **Vote:** Passes 6-0

2. Review Cemetery Activity

- Assistant City Manager Zack Daniel reviewed the financial report and cemetery activity report, including a recap of the account reconciliation and corrections from earlier in the year. The ending consolidated balance for the Cemetery sits at \$70,349.
- Board President Snider asked about the difference reflected in page 3 of the report, which shows a balance of \$76,103.78.
- Mr. Daniel noted he would review this difference and report back to the Board. *(note: a staff e-mail to the CPPS Board sent on Thursday, May 13, noted that the difference on page 3 is because it is capturing year-to-date revenue, and does not reflect debits. As such, the \$6,045 in "additional" revenue on this report was actually a reflection of total payments to the Cemetery for burial and plot sales).*
- **Motion:** Board President Snider made the motion to accept the May Cemetery Financial Activity Report as presented with a note that staff would research the difference in figures.
- **Second:** Board Member Duren seconded the motion
- **Vote:** Passes 6-0

3. Development of Request for Qualifications for the River Front Development Project

- Assistant City Manager Zack Daniel provided a brief summary of the actions taken by the previous Parks & Recreation Advisory Board as it relates to River Front Park development.
- Mr. Daniel reviewed the results of the Parks & Rec Master Plan, completed by the WSU Public Policy Management Center in late 2019 as well as the recent targeted survey that focused on River Front Park.
- Mr. Daniel then presented the preliminary concept map developed for the Master Plan, which showed a possible layout for River Front Park based on the findings of the plan. The group reviewed these features one-by-one.
- The Board then reviewed the online and utility billing survey issued, which focused specifically on River Front Park. The survey results did not outright eliminate any possible features in the park, but certain amenities did rise to the top of many lists. These include: permanent restroom facilities, updated/modern playground equipment, covered and/or shaded seating areas, dog parks, and expanded river access.

- The Board provided additional input on some these items, including pairing down the overall size of the dog park amenities and the inclusion of historical signage. On the topic of river access, the board noted that other external groups such as the Friends of the Kaw and K-State Extension should be included in discussions regarding river use.
- Other elements that were discussed including the addition of non-playground, all-ages recreation facilities such as pickleball or permanent surfaces for table-top games.
- Lighting was discussed, including discussion on what would be the appropriate lighting plan for the park considering it abuts a residential neighborhood.
- Mr. Daniel incorporated these additions, noting they would be included in the final request for qualifications solicitation documents.
- Mr. Daniel reviewed the preliminary timeline for the RFQ and project development process. Final approval by City Council is tentatively scheduled for July 26, 2021

4. Advisory Reports

- Assistant City Manager Zack Daniel provided an update on several cemetery projects including the fence project (still gathering quotes for the work pursuant to the City's financial policy), the Stony Point clean up project (Goats-on-the-Go currently planning on a mid-June clean up date) and updated signage (original project not eligible for state grant funding, staff working on a master sign project for all Cemetery and Parks). Councilmember Adams asked about possible headstone maintenance based on his conversations with the monument cleaner. Mr. Daniel noted he would reach out to the company and see if a project could be put together. Mr. Daniel then reminded the group about the Memorial Day ceremony scheduled for Sunday, May 30. Mr. Daniel also noted a COVID-19 vaccination event will be taking place in the Community Center in June.
- Parks & Rec Supervisor Mike Martin gave an update on soccer programming noting the early positive COVID tests which resulted in games being rescheduled. He also noted that, at present, 147 kids have signed up for rec baseball.

As part of the closing comments, Board Member Gardner expressed his support for river front development. Board President Snider noted he has been pleased with the new mowing crew.

ADJOURNMENT

The meeting was adjourned at 7:13 p.m.

Zachary Daniel
City Clerk