

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

**Monday, January 13, 2020
Colman Park Office 5912 Lane Ave, Raytown
7:00 PM**

I. Call to Order

II. Public Participation

Approval of Minutes –December 23, 2019 Meeting

III. Reports of Officers

President – Chris Rathbone

Vice President – Dave Thurman

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance – Terry Copeland

Program – Loretha Hayden

Buildings & Grounds – Mike Hanna

Rice-Tremonti – Brian Morris

BMX- George Mitchell

V. Staff Reports

Director – Dave Turner

Superintendent of Parks - Ron Fowler

Recreation- Mike Conrad

VI. New Business

1. Raytown BMX
2. Youth Theater troop, April Heim
3. Park Office metal siding project
4. Approval of LWCF grant fund request
5. Other Business

VII. Adjourn

VIII. Announcements

- Next Meeting: Monday, February 17, 2019 7 PM Parks Office

**Raytown Park Board
Minutes
December 23, 2019**

Attendance:

Park Board: Chris Rathbone, George Mitchell, Dave Thurman, Robbie Tubbs, Brent Hugh and Brian Morris.

Staff: Dave Turner, Ron Fowler, Mike Conrad and Mary Ann McCormick

A quorum was declared present and the meeting was called to order at 7:04 pm. The minutes from November 18, 2019 were approved as written.

Reports of Officers:

President – no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – see #2 below

Finance – no report

Program - no report

Buildings & Grounds - no report

Rice Tremonti – Brian stated they received \$50,000 grant. The new roof will be \$32,000.

BMX – will have meeting with Harley in January.

Staff Reports:

Director – a written report was distributed

Superintendent of Parks - a written report was distributed

Recreation Report - a written report was distributed

New Business:

1. Brian Morris made a motion to approve security in the parks for 5 parks, 7 nights a week from May to September not to exceed \$15,000. Robbie Tubbs seconded and the motion passed. Dave will send out Request for Bids from security companies. Homeland Security will do a comprehensive light assessment for the parks.
2. Personnel Committee – will send out questionnaires either thru email or Survey Monkey for Directors evaluation to all park board members. Once compiled, chairman will send out responses to evaluation to all members for final approval. After final approval, Personnel Chair and President will then meet with Director for annual evaluation.
3. Arts in the Parks – sounds like a good idea, but wait and see how this works out with other park departments in the metro.
4. Kids Theater – have April Heim come to the January park board meeting for more information.
5. Brent talked about The Missouri Interscholastic Cycling League, www.missourimtb.org.
6. Dave Thurman made a motion to adjourn at 8:15 pm. George Mitchell seconded and the motion passed.



Budget Report

Account Summary

For Fiscal: 2019-2020 Period Ending: 01/31/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue						
<u>201-00-00-001-41206</u>	TIF - EATS	-31,200.00	-31,200.00	0.00	-5,296.12	25,903.88 16.97 %
<u>201-00-00-100-41205</u>	Parks/Storm Water Capital Sales Ta	310,000.00	310,000.00	0.00	52,584.73	-257,415.27 83.04 %
<u>201-00-00-100-46102</u>	Investment Income	10,700.00	10,700.00	0.00	423.11	-10,276.89 96.05 %
<u>201-92-00-000-42122</u>	Credit Card Processing Fee	0.00	0.00	64.89	70.27	70.27 0.00 %
<u>201-92-00-100-41101</u>	Real Estate Tax	476,123.00	476,123.00	0.00	238,643.55	-237,479.45 49.88 %
<u>201-92-00-100-41102</u>	Personal Property Tax	100,000.00	100,000.00	0.00	19,400.23	-80,599.77 80.60 %
<u>201-92-00-100-41104</u>	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	1,237.79	-12,262.21 90.83 %
<u>201-92-00-100-41105</u>	Penalties	9,000.00	9,000.00	0.00	985.94	-8,014.06 89.05 %
<u>201-92-00-100-41107</u>	Railroad & Utilities Tax	21,000.00	21,000.00	0.00	0.00	-21,000.00 100.00 %
<u>201-92-00-100-41108</u>	Replacement Tax	21,000.00	21,000.00	0.00	0.00	-21,000.00 100.00 %
<u>201-92-00-100-41110</u>	Circuit Breaker Refund	-2,000.00	-2,000.00	-22.10	-117.30	1,882.70 5.87 %
<u>201-92-00-100-41111</u>	Delinquent Property Tax Revenue	10,000.00	10,000.00	0.00	2,142.72	-7,857.28 78.57 %
<u>201-92-00-100-46101</u>	Interest Earnings	12,300.00	12,300.00	0.00	1,854.73	-10,445.27 84.92 %
<u>201-92-00-100-47101</u>	Ballfield Lights Fees	5,000.00	5,000.00	0.00	-7.50	-5,007.50 100.15 %
<u>201-92-00-100-47105</u>	Shelter House Rental Fees	16,000.00	16,000.00	3,980.00	3,980.00	-12,020.00 75.13 %
<u>201-92-00-100-47110</u>	Sports Field Rental Fees	1,300.00	1,300.00	0.00	281.25	-1,018.75 78.37 %
<u>201-92-00-100-47116</u>	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	80.00	-920.00 92.00 %
<u>201-92-00-100-47204</u>	Team Sports League	44,000.00	44,000.00	0.00	2,165.00	-41,835.00 95.08 %
<u>201-92-00-100-47220</u>	Donations	20,000.00	20,000.00	0.00	0.00	-20,000.00 100.00 %
<u>201-92-00-100-47425</u>	Other Income	500.00	500.00	0.00	371.00	-129.00 25.80 %
<u>201-92-00-200-47401</u>	Participant Fees - BMX	20,000.00	20,000.00	0.00	1,078.77	-18,921.23 94.61 %
<u>201-92-00-200-47405</u>	Concession Sales - BMX	7,000.00	7,000.00	0.00	120.00	-6,880.00 98.29 %
<u>201-92-00-200-47415</u>	ABA Memberships - BMX	6,000.00	6,000.00	0.00	62.00	-5,938.00 98.97 %
<u>201-92-00-718-43101</u>	Federal Grants - Parks	124,000.00	124,000.00	0.00	0.00	-124,000.00 100.00 %
	Revenue Total:	1,195,223.00	1,195,223.00	4,022.79	320,060.17	-875,162.83 73.22 %
Expense						
<u>201-92-00-100-51102</u>	Civilian Employees	418,564.00	418,564.00	0.00	70,508.31	348,055.69 83.15 %
<u>201-92-00-100-51106</u>	Part Time Employees	18,800.00	18,800.00	0.00	0.00	18,800.00 100.00 %
<u>201-92-00-100-51111</u>	Civilian Employees Overtime	8,521.00	8,521.00	0.00	380.07	8,140.93 95.54 %
<u>201-92-00-100-51206</u>	Life Ins	1,217.00	1,217.00	0.00	191.24	1,025.76 84.29 %
<u>201-92-00-100-51212</u>	Deferred Compensation - 401 A	7,139.00	7,139.00	0.00	1,074.00	6,065.00 84.96 %
<u>201-92-00-100-51214</u>	Civilian Pension - LAGERS	54,461.00	54,461.00	0.00	9,723.94	44,737.06 82.15 %
<u>201-92-00-100-51215</u>	Health Insurance	51,582.00	51,582.00	0.00	7,643.16	43,938.84 85.18 %
<u>201-92-00-100-51218</u>	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	250.00	7,250.00 96.67 %
<u>201-92-00-100-51220</u>	Dental	3,786.00	3,786.00	0.00	621.84	3,164.16 83.58 %
<u>201-92-00-100-51221</u>	Vision	830.00	830.00	0.00	132.52	697.48 84.03 %
<u>201-92-00-100-51225</u>	FICA	34,566.00	34,566.00	0.00	5,206.70	29,359.30 84.94 %
<u>201-92-00-100-51231</u>	Auto Allowance	5,952.00	5,952.00	0.00	906.00	5,046.00 84.78 %
<u>201-92-00-100-51236</u>	Ins Opt Out Incentive	9,000.00	9,000.00	0.00	1,500.00	7,500.00 83.33 %
<u>201-92-00-100-51238</u>	Phone Allowance	4,320.00	4,320.00	0.00	480.00	3,840.00 88.89 %
<u>201-92-00-100-51240</u>	Workers Compensation Insurance	17,563.00	17,563.00	0.00	1,330.41	16,232.59 92.42 %
<u>201-92-00-100-52101</u>	Office Supplies	550.00	550.00	0.00	0.00	550.00 100.00 %
<u>201-92-00-100-52200</u>	Operating Supplies	3,300.00	3,300.00	76.34	168.37	3,131.63 94.90 %
<u>201-92-00-100-52233</u>	Uniforms	3,100.00	3,100.00	0.00	76.12	3,023.88 97.54 %
<u>201-92-00-100-52250</u>	Professional Services	8,000.00	8,000.00	0.00	0.00	8,000.00 100.00 %
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	58,350.00	58,350.00	20.98	2,314.93	56,035.07 96.03 %
<u>201-92-00-100-52301</u>	Fuel	7,500.00	7,500.00	0.00	1,054.26	6,445.74 85.94 %
<u>201-92-00-100-53101</u>	Postage	700.00	700.00	0.00	0.00	700.00 100.00 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,200.00	1,200.00	0.00	33.90	1,166.10 97.18 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,200.00	2,200.00	0.00	0.00	2,200.00 100.00 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 01/31/2020

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
<u>201-92-00-100-53401</u>	Electricity	42,200.00	42,200.00	0.00	2,406.12	39,793.88	94.30 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	171.79	3,028.21	94.63 %
<u>201-92-00-100-53421</u>	Water	8,550.00	8,550.00	0.00	559.78	7,990.22	93.45 %
<u>201-92-00-100-53431</u>	Telephone	5,000.00	5,000.00	137.32	812.96	4,187.04	83.74 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	11.94	45.02	1,654.98	97.35 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	75.00	1,425.00	95.00 %
<u>201-92-00-100-53644</u>	Computer Services	10,500.00	10,500.00	0.00	0.00	10,500.00	100.00 %
<u>201-92-00-100-53701</u>	Education and Training	2,450.00	2,450.00	0.00	0.00	2,450.00	100.00 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	0.00	1,350.00	100.00 %
<u>201-92-00-100-53913</u>	General Liability Insurance	39,180.00	39,180.00	0.00	3,241.04	35,938.96	91.73 %
<u>201-92-00-100-53961</u>	Bank Charges	2,300.00	2,300.00	0.00	456.25	1,843.75	80.16 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	57,600.00	57,600.00	690.00	3,913.47	53,686.53	93.21 %
<u>201-92-00-100-54500</u>	Recreational Programming	57,990.00	57,990.00	48.00	3,668.90	54,321.10	93.67 %
<u>201-92-00-100-55000</u>	Vehicle Expense	4,900.00	4,900.00	0.00	134.55	4,765.45	97.25 %
<u>201-92-00-100-57000</u>	Capital Expenditures	402,900.00	402,900.00	0.00	4,834.00	398,066.00	98.80 %
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	17,850.00	17,850.00	0.00	48.00	17,802.00	99.73 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	8,100.00	8,100.00	0.00	29.07	8,070.93	99.64 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>201-92-00-200-53241</u>	Printing & Promotions - BMX	1,300.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<u>201-92-00-200-53401</u>	Electricity - BMX	3,000.00	3,000.00	0.00	147.79	2,852.21	95.07 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	900.00	900.00	0.00	0.00	900.00	100.00 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	7,120.00	7,120.00	105.00	245.00	6,875.00	96.56 %
	Expense Total:	1,420,491.00	1,420,491.00	1,089.58	124,384.51	1,296,106.49	91.24 %
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-225,268.00	-225,268.00	2,933.21	195,675.66	420,943.66	186.86 %
	Report Surplus (Deficit):	-225,268.00	-225,268.00	2,933.21	195,675.66	420,943.66	186.86 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Group Summary

Account Type	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	1,195,223.00	1,195,223.00	4,022.79	320,060.17	-875,162.83	73.22 %
Expense	1,420,491.00	1,420,491.00	1,089.58	124,384.51	1,296,106.49	91.24 %
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-225,268.00	-225,268.00	2,933.21	195,675.66	420,943.66	186.86 %
Report Surplus (Deficit):	-225,268.00	-225,268.00	2,933.21	195,675.66	420,943.66	186.86 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 01/31/2020

Fund Summary

Fund	Original	Current	Period	Fiscal	Variance
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)
201 - PARKS & RECREATION	-225,268.00	-225,268.00	2,933.21	195,675.66	420,943.66
Report Surplus (Deficit):	-225,268.00	-225,268.00	2,933.21	195,675.66	420,943.66

Fund Balance Report

As Of 01/01/2020



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,044,110.19	316,037.38	123,294.93	1,236,852.64
Report Total:	1,044,110.19	316,037.38	123,294.93	1,236,852.64

Raytown Parks & Recreation Department
Director's Report
January 13, 2020

LWCF Plans I have filled out the Finance Dept. information form to begin approval for the grant process. I have been working on the LWCF grant for the Kenagy tennis court renovation, with a projected cost of \$360,000 for construction, and \$15,000 additional for turf, walking trail, and curb repair.

Youth Baseball I have had intermittent discussions with Ronald Stevenson and Waymond King with RBI for a youth baseball contract for the upcoming season. They have a board meeting on January 9th, and I hope to hear of some progress after that meeting.

Security RFP I have completed the document requesting quotes on our 2020 security plans. I am gathering information on security companies and setting final dates before I send it out to bid.

Metal Siding Ron is taking bids on getting metal siding on Parks Office building. We hope to have bids in before the end of January on the material. We are also looking into the cost of replacing windows at the same time as the metal siding project. The current windows are original to the building from 1980. Budgeted amount for this project was \$48,000 and we should complete the project well under that amount.

Mowing Contract The mowing contract approved by the Park Board with Infinity Builder Inc. has also been approved by the Board of Alderman on January 7th.

Raytown Live Mike and I have started booking bands, stage, and food trucks for the 2020 music series. There are a couple of specific bands that we have contacted first, and when we have them scheduled, we will move on to fill the remaining open spots in the schedule. The committee plans to remain on the second Saturdays 7:00-9:00 PM, May through September.

Kenagy Park & Skate Park We are still getting vandalism out at this park specifically. We are hoping that the Christmas break being over will slow some of this activity down. With the water being shut off at the parks for winterization, this makes cleaning up paint and vandalism much more difficult and time consuming.

The little library donated and maintained by Raytown Rotary has also been vandalized multiple times. I may work with staff and Rotary to take that to Kritser Park, where we have less vandalism.

City of Raytown Administration and Finance have been working to update and tweak the Personnel Policy, and the Purchasing Policy. I will keep up to date on any changes.

WIFI Fully completed in two locations, Colman and Kritser Parks. Parks maintenance staff was much more involved with this project than originally anticipated. Kenagy will be completed when our computer tech is available.

Lighting Project We installed the first pole at Kritser west side shelter house December 12th and the second pole Jan 7th at Colman. I have contacted Roger Brough about a lighting needs assessment and that should start the week of January 13th.

Sales Tax Revenue January Sales Tax has not been posted as of Jan 9, 2020.

January 2020

Horticulture / Right of Way-

Jessie will be attending a training event on pesticide application for Right-of-Ways on January 15th. Once this is completed he will be able to test for this license.

I have submitted the documentation for our City to be recertified as a Tree City USA. By my calculations our City spent \$2.02 per capita on tree related expenses.

Jessie and Shawn have been able to start some winter pruning of some trees and shrubs. This will continue as weather allows.

Three of us will be attending the Kansas Shade Tree Conference in Topeka in mid-January. This is a 2 day event and always has useful information on trees and their care.

Park Maintenance -

Within the week at least two solar security lights should be operational. The Kritser unit has been in operation for about a month. Staff just completed installing a light pole in Colman Park near the smallest shelter. The fixture will be installed after the concrete has cured some. It is hoped that this will provide additional light to that area of the parking lot. The header on this specific pole will allow the addition of a second light should that be beneficial. Additional installations will continue as weather allows.

Staff has assisted with the removal of the downtown Christmas lights and decorations. We so appreciate the use of the City's cherry picker, as without it this would be a challenging task.

Our small Ford tractor has now been taken for a service estimate. We hope to be able to address both engine and hydraulic concerns soon.

The vandalism at Kenagy is continuing. The Rotary club's book barn has suffered damage again. In addition, the bathrooms located near the ball field experienced extensive graffiti. It was on all four walls and some of the walks around the building. Since all the water has been turned off, water was hauled to the sight to be used with the hot water pressure washer to remove the paint.

Staff has helped the City with one snow event and of course we are called as needed. Our responsibility is the City Hall complex. On this note, we have had a minor hydraulic repair to our snow plow. Thankful nothing major.

When all things can be coordinated we will finish the Wi-Fi system at Kenagy. It is 90% complete and I am hopeful it can be operational very soon.

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Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

January 2020

A. Basketball

The season is going well thus far. We had minimum practice cancellations for the month of January. Saturday's games (1/11) are in jeopardy of being cancelled due to the poor weather being reported as of today (1/9). There is one make-up game built into the schedule, after that we will need to appeal to the School District for additional game days and practice days. Last year, we requested 3 additional game days and 3 weeks of practice days but were granted 2 extra game days and the School District could not give us any extra practice days due to other sports and events scheduled in their gyms.

B. Holiday Lighting

The Holiday Lighting wrap up meeting is scheduled for Wednesday (1/15). Facilities/Maintenance were a huge help in making the ceremony successful with set up and tear down of the decorations and lighting. They reported that the earlier in the month set up made it much easier to be successful. Suggestions made by facilities/maintenance (different lighting for trees along 63rd Street) will be brought to the Holiday Lighting committee. The issue is the bigger the trees get the more lights and time needed to decorate them and the type of tree (deciduous) tends to look bad with regular string lighting. Suggestion to solve the issue is to use a spotlight decorating light to light the trees.

C. Raytown Live!

The first Raytown Live! meeting was held on Wednesday (1/8). The dates of the events will continue to be the second Saturday of the month, May through September (5/9, 6/13, 7/11, 8/8, 9/12). We have been in contact with the stage company to secure renting the stage for the event dates. There was a mistake with one of the dates on the stage company's contract, so we are currently waiting for a corrected contract. Outdoor Restroom Inc. was contacted and secured the dates to have a portable restroom delivered on the event dates. We have contacted two band (The Total Package Band of KC and Retroactive 80's Tribute) to try to book the bands and are awaiting word of their availability. There have been two food trucks contacted (Newt's Unique Kitchen and Cooked to the Curb) who helped us last year. Currently, we are awaiting word of the food trucks availabilities.

D. Movies In the Park

Dates chosen for the Movies In the Park this summer are June 19th, July 17th and August 18th. I have contacted Swank Motion Pictures to get pricing on 7 titles and am awaiting a response from Swank.

E. Fishing Derby

The Fishing Derby will be held the first Saturday of June (6/6). I have been in contact with Sol Pro Bass Club who are interested in volunteering again. They are gathering more information at their next meeting and will be in contact with more information.

RECREATION PROGRAM PROPOSAL

Contact Person April Heim
Bachelors of Science in Technical Theater from Kansas State University. 2 years, City of Manhattan, KS overseeing approximately 100 children 6th-12th grades in their summer youth theater program. Currently a substitute teacher in the Center School District, Kansas City, MO.

Company Name (if any) Cave Spring Players
(501(c)3 pending)
EIN: 84-3835117

Address 7021 Kentucky Ave., Raytown, MO 64133

Phone 913-515-2641

E-mail Address cavespringplayers@outlook.com

Program Description Program for area youth to participate in theater and park activities.

Age Range Middle School (6-8) High School (9-12)

Size 100 students max

Show The show will be chosen based on enrollment - the genre will be classic musical theater.

Request Liability insurance, marketing
No direct funding requested

Location Cave Spring Park
Cave Spring Association has agreed to allow use of their location for the summer program which is planned for June 2020. In return, Cave Spring Players will oversee the production of a "Haunted Forest" event. Meeting room and bathrooms are available for our use, as well as a picnic shelter and the grounds.

Dates Currently scheduled:
Rehearsals -
Weekdays June 1 - 26, 2020 From 9:00 AM - 4:00 PM
Performances -
June 26: 7:00 PM, June 27: 2:00 PM, & 7:00 PM
Strike -
June 28: 9:00 AM - 4:00 PM
Additional time may be needed for set building and striking
October 2020: Haunted Forest Event -
TBD
Will coincide with Pumpkins on Parade, additional time

needed for set up and strike.

Additional dates: TBD

Funding

This program will be self funding. With the location donated and insurance provided by Raytown Parks and Rec, there will be very little overhead. Allowing this program will provide a full theater experience for area youth without the high camp costs charged by other KC area programs. Average cost of 2 week summer camp in KC is \$206/week (see Appendix A). This will be a full 4 week program at half the price (\$100/week.) Performance tickets will be \$3/person. Children under 10 free.

Use of funds

Funds collected will be used to pay for costumes, sets, lighting, sound equipment, tenting, staff and script.

Thank you for your Consideration,

April Heim, Program Director
Cave Spring Players

Appendix A

Local youth theater camp fees

Drama KC	Overland Park	\$200/week
Theater for Young America	Jo Co or North KC	\$240 1hr/week school year
Kansas City Young Audiences	Downtown KC	\$260/week
Jo Co Theater in the Park	North Jo Co	\$220/week
Broadway Bound	Crown Center	\$350/2weeks
Camelot Academy	Basehor, KS	\$1,000/5 weeks
Coterie (invite only)	Crown Center	\$450/2 weeks
Shakespeare	UMKC	\$440/3 weeks
Starlight/Zoo	Swope Park	\$400/2 weeks
	Average Weekly cost	\$206/week