

**AGENDA  
RAYTOWN PARKS & RECREATION BOARD**

**Monday, April 20, 2020  
Colman Park Office 5912 Lane Ave, Raytown  
7:00 PM**

**This meeting is cancelled due to COVID-19.**

**I. Call to Order**

**II. Public Participation**

**Approval of Minutes** –February 17, 2020 & March 16, 2020 meetings

**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 – Brent Hugh

Rice-Tremonti – Brian Morris

BMX- George Mitchell

**V. Staff Reports**

Director – Dave Turner

Superintendent of Parks - Ron Fowler

Recreation- Mike Conrad

**VI. New Business**

**VII. Adjourn**

**VIII. Announcements**

- Next Meeting: Monday, May 18, 2020 7 PM Parks Office

**Raytown Park Board  
Minutes  
March 16, 2020**

The Raytown Park Board meeting was cancelled this month due to the COVID-19 social distancing rules.

**Raytown Parks & Recreation Department**  
**Director's Report**  
**April 16, 2020**

**COVID-19** I have been staying in contact with the KCMPRDA (KC Metro Park & Recreation Directors Association) about what other departments and cities have been doing with their facilities since the COVID-19 pandemic started. I have also been in constant contact with Raytown City Administration and the Police Dept to stay informed on what staff and our citizens should be doing to prevent the spread of the virus. Purchases have been made for personal protective equipment and cleaning products for staff to use for their own protection and for the protection of the public.

**Staff Schedules** We have made some changes in work schedules at the Park office. I have been working in the office Monday, Tuesday, and Friday, and Mary Ann has been working Wednesday and Thursday. When not in the office we are working from home and staying in contact with the City Administrators and our coworkers. Mike has been working with the maintenance crew when possible, mowing, doing ball field maintenance, and helping with flower beds. The maintenance crew has been working as normal, but with extra PPE when necessary.

**LWCF grant Kenagy Tennis courts** Jose Leon is planning a meeting for construction plans for the Kenagy Tennis court project with SFS Architecture, but all face to face meetings have been postponed.

**Youth Baseball** I have negotiated with Ronald Stevenson, and Waymond King from RBI/Boys & Girls Club over the contract for baseball at Little Blue Trace Park. There has not been any progress made in the last three weeks due to the uncertainty of when any activities will resume on park properties.

**Little Blue Trace** Brinton Electric has installed meter can and pulled some new wire to install. We still need to connect to the transformer and are waiting on an inspection from city of Kansas City before we can move forward. Ron has also ordered bulbs and ballasts for field 3, which has 5 lights out at this time.

**Metal Siding/Windows** We have ordered 11 windows and 9 have been installed, two had to be sent back for damage during delivery. The metal siding for the office should be delivered this week.

**Website** I have met with Chris Miller about updates our website. He is capable of adding and updating the site content but we need specifics on what we want the end product to be. We should also update pictures and consider some video to be included on the Parks webpage.

**Lighting Project** Ron has installed a flood light to shelter #1 at Colman to shine towards the dark corner of the parking lot. This is a much brighter light than was anticipated, but we are going to stick with it and time it to come on around park curfew of 11:00PM.

**Kenagy Vandalism** We are also considering adding cameras at Kenagy Park due to the vandalism that is reoccurring at the skate park and the brick restroom building. ITEK Computer Services is putting together some options for us to consider.

**Homeland Security** The curfew checks by our security contractor will begin in May. I am working with my contact Roger on how to include other Park properties without increasing the costs to Parks.

**Maintenance parking lot seal coat** Phillips Paving were low bid with \$3,775. Will start weather allows.

**Sales Tax Revenue** April Sales Tax has been posted \$26,452.09.



April 2020

## PARK MAINTENANCE REPORT



### Horticulture / Right of Way

The keys for the ROW position that Jessie Poire had, have been recovered thanks to Mary Ann. She met him in Lee's Summit and traded some paperwork he thought he needed from us for the keys. MANY THANKS MARY ANN!!!

Applications for our ROW and Horticulture positions have slowed to a trickle which is probably to be expected. Mike Conrad our Sports and Special Event Supervisor has been helping in this area since his normal duties are considerably less. I truly appreciate his willingness to help and greatly appreciate his efforts.

It won't be to many more weeks before we will begin addressing flowerbeds. The spring flowering bulbs will be removed, and the summer annuals will be replacing them. Most of spring flowering bulbs are currently at their peak "show" or just past. Most of our greenhouse plants are doing pretty well, and I am hopeful for a good summer for them.

### Park Maintenance

The new windows for the office have arrived and are all installed except for two that were damaged in shipping. Their replacement should be available within the next 10 days. John and Alan did a super job with their installation!

We also now have 99% of the metal for the exterior of the building. This installation will begin very soon or as weather allows. The office had experienced both wood rot and termite damage. This was replaced as needed. The terminate damage occurred before we began our ongoing treatment for them. We have removed all signage from the building. John fabricated a new sign board for the office sign, and it has now been installed.

As you probably know, our parks have been addressed for the current virus concerns. Playgrounds have construction fence around them, basketball goals have been removed, tennis courts have been addressed, the skate park has been closed, and shelter houses have had signage installed. In addition, bathrooms remain locked and water fountains are not operational.

A new security light has been added to the Northside of the Colman #1 shelter. This fixture does an excellent job of lighting a rather dark corner in this park.

(OVER)

The wireless control module for the Colman softball field has now been upgraded to 4-G. This work was completed by the manufacture. In addition, staff have “upgraded” the outlet to the scoreboard for this field. It is now more secure and durable.

Shawn has addressed several serving and picnic tables. Woody putty and paint really freshens them up.

Contract mowing began the week of April 8<sup>th</sup> and we are hopeful for another mow the week of April 22<sup>nd</sup>. We are trying to spot mow when needed especially the athletic fields, as it is easy for things to get out of control in the spring.

# Raytown Parks & Recreation

## Park Board Recreation Report

Submitted by: Mike Conrad

April 2020

### **A. Covid 19**

Due to the Covid 19 pandemic we had to cancel the May 9<sup>th</sup> Raytown Live! event. This has caused us to push back the starts of tennis lessons, tennis league, 50+ softball until after May 15<sup>th</sup>. This is a tentative date that may likely change in future if the less than 10 people gathering order is extended. All events and sports that are scheduled for after May 15<sup>th</sup> are remaining scheduled as they are unless the late start of a season causes us to push back those dates. We have worked with City Hall to add wordage to the spring newsletter to let the community know that the dates may not reflect the actual start dates due to the pandemic. Thus far we have zero registrations for any sport activities we offer. We are doing our best to prepare to jump right into anything we can, but we will be starting from the ground floor.

I have been fluctuating between my office duties and helping the maintenance staff, where I can. It has mainly consisted of mowing and some cleaning duties.

### **B. Raytown Live!**

We had to cancel the May 9<sup>th</sup> event and the stage company, ORI (restrooms) and food truck vendor have all been very understanding and easy to work with. The stage company and ORI both did not charge us anything for canceling and the food truck vendor asked to be put on the back up list in case a date opens up.

### **C. 50+ Softball**

We have been in contact with Jerry Hinton of Heart of America Softball to try to come up with a tentative plan for the beginning of the season. We have enough softballs, chalk and equipment to start as soon as we can. Unfortunately, scheduling umpires and scorekeepers is not something we can do until we are able to make a schedule and can't do that until we have a start date.

### **D. Tennis Lessons/League**

So far, we have no one signed up for lessons or league but are going ahead and planning to have them and hopefully anticipate sign ups as soon as the stay-at-home order is lifted.

### **E. Kid's Day**

The date for this is outside the current stay-at-home and gathering order window. We are reaching out to the petting zoo to set up a tentative June 11<sup>th</sup> date. The fire truck and ambulance are scheduled on their calendar. I am waiting for word back from the Police Department regarding the police car.

### **F. Movies In the Park**

Movies in the park are not affected by the COVID 19 situation, yet. I have spoken to SWANK and they are open to working with us on moving dates or crediting the account until next year, if needed.