

**Raytown Parks & Recreation  
Personnel Committee Agenda  
June 15, 2020**

<https://zoom.us/j/93413307323?pwd=WIArNnNCTVp0eG9Ga3RSd0hxaU9yUT09>

**Meeting ID: 934 1330 7323  
Password: 026865**

**I. 6:30 p.m. Call to Order**

**II. Reports of Officers:**  
President – Robbie Tubbs

**III. New Business**

1. Review Parks staffing needs, Maintenance I position vrs. seasonal

**Addendum:**

**IV. Other Business**

Announcements:

**AGENDA  
RAYTOWN PARKS & RECREATION BOARD**

**Monday, June 15, 2020**

<https://zoom.us/j/93413307323?pwd=WlArNnNCTVp0eG9Ga3RSd0hxaU9yUT09>

**Meeting ID: 934 1330 7323  
Password: 026865**

**7:00 PM**

**I. Call to Order**

**II. Public Participation**

**Approval of Minutes** –May 18<sup>th</sup> 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 – 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**

1. Mowing Contract
2. Maintenance position
3. Tennis Court construction plans
4. 2021 Budget requests
5. Election of Officers

**VII. Other Business**

**VIII. Announcements**

**IX. Adjourn**

- Next Meeting: Monday, July 20, 2020 7 PM Parks Office or Zoom, TBD

**Raytown Park Board  
Minutes  
May 18, 2020**

**Attendance:**

**Park Board:** George Mitchell, Chris Rathbone, Jenny Perkins, Robbie Tubbs, Dave Thurman, Brian Morris, Loretha Franklin, and Brent Hugh.

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

**Guests:** Janet Emerson, Harley Kennedy, Chris Hagan, Nate Jonjevic, Mathdaniel Johnson, John Williams and Rakefet Gruetze.

A quorum was declared present and the meeting was called to order at 7:01 p.m. The meeting was held on Zoom due to Covid-19. All attending logged onto Zoom for the meeting. Loretha Hayden made a motion to approve the minutes from February 17, March 16, and April 20, 2020 meetings. Terry Copeland seconded and passed.

No public participation.

**Reports of Officers:**

President – No report

Vice President – no report

**Reports of Standing & Special Committees:**

Personnel – no report

Finance – Terry reported the park fund is currently healthy.

Program – no report

Buildings & Grounds – no report

Rice Tremonti – no report

BMX – no report

**Staff Reports:**

**Director** – a written report was distributed.

**Superintendent of Parks** – a written report was distributed Robbie & Dave T. thanks staff for doing a great job on the siding.

**Recreation Report** – a written report was distributed.

**New Business:**

1. Brian Morris made a motion to align with Jackson County Health department on reopening parks. Robbie Tubbs seconded and the motion passed.
2. Terry Copeland made a motion to adhere to the staff recommendations on June and July special events. Dave Thurman seconded and the motion passed.
3. Brian Morris made a motion to approve practice at BMX track starting in Phase 2 of County regulations if no objections from Kansas City. Brent Hugh seconded and passed. Dave will call and talk to Blue Springs BMX to see what they are doing. No decision made on National in October yet.

4. Budget process – get ideas to Dave Turner regarding what you would like to see in next years budget: more security, park maintenance, trails, architectural study for parking lot and shelter house at Kenagy.
5. Terry Copeland made a motion to authorize Park Board President to write a letter to Board of Alderman in regard to the displeasure with certain Alderman and that the Park Board supports this. Robbie Tubbs seconded and the motion passed.
6. Terry Copeland, George Mitchell, and Brent Hugh – park board positions end on June 1, 2020. If interested in staying on Park Board, please let Dave or Mary Ann know. Thanks!
7. Loretha Hayden made a motion to adjourn at 9:00 p.m.. Jenny Perkins seconded and the motion passed.



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>							
<b>Revenue</b>							
<a href="#">201-00-00-001-41206</a>	TIF - EATS	-31,200.00	-31,200.00	0.00	-19,472.84	11,727.16	62.41 %
<a href="#">201-00-00-100-41205</a>	Parks/Storm Water Capital Sales Ta	310,000.00	310,000.00	0.00	180,741.66	-129,258.34	41.70 %
<a href="#">201-00-00-100-46102</a>	Investment Income	10,700.00	10,700.00	0.00	4,624.93	-6,075.07	56.78 %
<a href="#">201-92-00-000-42122</a>	Credit Card Processing Fee	0.00	0.00	0.00	191.06	191.06	0.00 %
<a href="#">201-92-00-100-41101</a>	Real Estate Tax	476,123.00	476,123.00	0.00	418,239.33	-57,883.67	12.16 %
<a href="#">201-92-00-100-41102</a>	Personal Property Tax	100,000.00	100,000.00	0.00	77,055.18	-22,944.82	22.94 %
<a href="#">201-92-00-100-41104</a>	Delinquent Real Estate Taxes	13,500.00	13,500.00	0.00	7,952.05	-5,547.95	41.10 %
<a href="#">201-92-00-100-41105</a>	Penalties	9,000.00	9,000.00	0.00	5,288.78	-3,711.22	41.24 %
<a href="#">201-92-00-100-41107</a>	Railroad & Utilities Tax	21,000.00	21,000.00	0.00	17,796.50	-3,203.50	15.25 %
<a href="#">201-92-00-100-41108</a>	Replacement Tax	21,000.00	21,000.00	0.00	25,551.66	4,551.66	121.67 %
<a href="#">201-92-00-100-41110</a>	Circuit Breaker Refund	-2,000.00	-2,000.00	0.00	-969.66	1,030.34	48.48 %
<a href="#">201-92-00-100-41111</a>	Delinquent Property Tax Revenue	10,000.00	10,000.00	0.00	5,962.82	-4,037.18	40.37 %
<a href="#">201-92-00-100-46101</a>	Interest Earnings	12,300.00	12,300.00	0.00	6,149.04	-6,150.96	50.01 %
<a href="#">201-92-00-100-46303</a>	Gain on sale of Fixed Asset	0.00	0.00	0.00	20,915.00	20,915.00	0.00 %
<a href="#">201-92-00-100-47101</a>	Ballfield Lights Fees	5,000.00	5,000.00	0.00	192.50	-4,807.50	96.15 %
<a href="#">201-92-00-100-47105</a>	Shelter House Rental Fees	16,000.00	16,000.00	0.00	7,208.00	-8,792.00	54.95 %
<a href="#">201-92-00-100-47110</a>	Sports Field Rental Fees	1,300.00	1,300.00	0.00	401.25	-898.75	69.13 %
<a href="#">201-92-00-100-47116</a>	Vending Machine-Kenagy	1,000.00	1,000.00	0.00	168.15	-831.85	83.19 %
<a href="#">201-92-00-100-47204</a>	Team Sports League	44,000.00	44,000.00	0.00	2,261.00	-41,739.00	94.86 %
<a href="#">201-92-00-100-47220</a>	Donations	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
<a href="#">201-92-00-100-47425</a>	Other Income	500.00	500.00	0.00	392.00	-108.00	21.60 %
<a href="#">201-92-00-200-47401</a>	Participant Fees - BMX	20,000.00	20,000.00	0.00	1,478.77	-18,521.23	92.61 %
<a href="#">201-92-00-200-47405</a>	Concession Sales - BMX	7,000.00	7,000.00	0.00	120.00	-6,880.00	98.29 %
<a href="#">201-92-00-200-47415</a>	ABA Memberships - BMX	6,000.00	6,000.00	0.00	62.00	-5,938.00	98.97 %
<a href="#">201-92-00-718-43101</a>	Federal Grants - Parks	124,000.00	124,000.00	0.00	0.00	-124,000.00	100.00 %
	<b>Revenue Total:</b>	<b>1,195,223.00</b>	<b>1,195,223.00</b>	<b>0.00</b>	<b>762,309.18</b>	<b>-432,913.82</b>	<b>36.22%</b>
<b>Expense</b>							
<a href="#">201-92-00-100-51102</a>	Civilian Employees	418,564.00	418,564.00	0.00	219,236.33	199,327.67	47.62 %
<a href="#">201-92-00-100-51106</a>	Part Time Employees	18,800.00	18,800.00	0.00	0.00	18,800.00	100.00 %
<a href="#">201-92-00-100-51111</a>	Civilian Employees Overtime	8,521.00	8,521.00	0.00	1,731.64	6,789.36	79.68 %
<a href="#">201-92-00-100-51115</a>	Special Emergency Preparedness Ti	0.00	0.00	0.00	1,378.27	-1,378.27	0.00 %
<a href="#">201-92-00-100-51206</a>	Life Ins	1,217.00	1,217.00	0.00	624.04	592.96	48.72 %
<a href="#">201-92-00-100-51212</a>	Deferred Compensation - 401 A	7,139.00	7,139.00	0.00	3,446.06	3,692.94	51.73 %
<a href="#">201-92-00-100-51214</a>	Civilian Pension - LAGERS	54,461.00	54,461.00	0.00	31,386.43	23,074.57	42.37 %
<a href="#">201-92-00-100-51215</a>	Health Insurance	51,582.00	51,582.00	0.00	22,707.06	28,874.94	55.98 %
<a href="#">201-92-00-100-51218</a>	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	3,250.00	4,250.00	56.67 %
<a href="#">201-92-00-100-51220</a>	Dental	3,786.00	3,786.00	0.00	1,935.00	1,851.00	48.89 %
<a href="#">201-92-00-100-51221</a>	Vision	830.00	830.00	0.00	418.14	411.86	49.62 %
<a href="#">201-92-00-100-51225</a>	FICA	34,566.00	34,566.00	0.00	16,399.72	18,166.28	52.56 %
<a href="#">201-92-00-100-51231</a>	Auto Allowance	5,952.00	5,952.00	0.00	3,171.00	2,781.00	46.72 %
<a href="#">201-92-00-100-51236</a>	Ins Opt Out Incentive	9,000.00	9,000.00	0.00	5,250.00	3,750.00	41.67 %
<a href="#">201-92-00-100-51238</a>	Phone Allowance	4,320.00	4,320.00	0.00	1,680.00	2,640.00	61.11 %
<a href="#">201-92-00-100-51240</a>	Workers Compensation Insurance	17,563.00	17,563.00	0.00	9,312.87	8,250.13	46.97 %
<a href="#">201-92-00-100-52101</a>	Office Supplies	550.00	550.00	0.00	175.94	374.06	68.01 %
<a href="#">201-92-00-100-52200</a>	Operating Supplies	3,300.00	3,300.00	0.00	723.07	2,576.93	78.09 %
<a href="#">201-92-00-100-52233</a>	Uniforms	3,100.00	3,100.00	0.00	830.26	2,269.74	73.22 %
<a href="#">201-92-00-100-52250</a>	Professional Services	8,000.00	8,000.00	0.00	110.00	7,890.00	98.63 %
<a href="#">201-92-00-100-52300</a>	Repair & Maintenance Supplies	58,350.00	58,350.00	0.00	10,456.68	47,893.32	82.08 %
<a href="#">201-92-00-100-52301</a>	Fuel	7,500.00	7,500.00	0.00	2,979.70	4,520.30	60.27 %
<a href="#">201-92-00-100-53101</a>	Postage	700.00	700.00	0.00	25.15	674.85	96.41 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53241</u>	Printing & Promotions	1,200.00	1,200.00	0.00	104.44	91.30 %
<u>201-92-00-100-53305</u>	Dues & Memberships	2,200.00	2,200.00	0.00	765.00	65.23 %
<u>201-92-00-100-53401</u>	Electricity	42,200.00	42,200.00	0.00	13,485.29	68.04 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	1,568.97	50.97 %
<u>201-92-00-100-53421</u>	Water	8,550.00	8,550.00	0.00	2,146.91	74.89 %
<u>201-92-00-100-53431</u>	Telephone	5,000.00	5,000.00	0.00	3,165.74	36.69 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	145.94	91.42 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	445.00	70.33 %
<u>201-92-00-100-53644</u>	Computer Services	10,500.00	10,500.00	0.00	1,448.62	86.20 %
<u>201-92-00-100-53701</u>	Education and Training	2,450.00	2,450.00	0.00	1,249.95	48.98 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	514.98	61.85 %
<u>201-92-00-100-53913</u>	General Liability Insurance	39,180.00	39,180.00	0.00	22,687.28	42.09 %
<u>201-92-00-100-53961</u>	Bank Charges	2,300.00	2,300.00	0.00	2,208.70	3.97 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	57,600.00	71,280.00	0.00	13,941.01	80.44 %
<u>201-92-00-100-54500</u>	Recreational Programming	57,990.00	57,990.00	0.00	8,837.91	84.76 %
<u>201-92-00-100-55000</u>	Vehicle Expense	4,900.00	4,900.00	0.00	1,542.76	68.52 %
<u>201-92-00-100-57000</u>	Capital Expenditures	402,900.00	389,220.00	0.00	20,481.17	94.74 %
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	500.00	0.00	119.00	76.20 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	17,850.00	16,850.00	0.00	2,076.76	87.68 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	10,000.00	10,000.00	0.00	567.00	94.33 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	8,100.00	8,100.00	0.00	4,370.09	46.05 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	0.00	66.65	93.34 %
<u>201-92-00-200-53241</u>	Printing & Promotions - BMX	1,300.00	1,300.00	0.00	0.00	100.00 %
<u>201-92-00-200-53401</u>	Electricity - BMX	3,000.00	3,000.00	0.00	521.17	82.63 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	700.00	0.00	0.00	100.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	900.00	900.00	0.00	0.00	100.00 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	7,120.00	8,120.00	0.00	452.29	94.43 %
	<b>Expense Total:</b>	<b>1,420,491.00</b>	<b>1,420,491.00</b>	<b>0.00</b>	<b>440,139.99</b>	<b>69.01%</b>
	<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-225,268.00</b>	<b>-225,268.00</b>	<b>0.00</b>	<b>322,169.19</b>	<b>243.02%</b>
	<b>Report Surplus (Deficit):</b>	<b>-225,268.00</b>	<b>-225,268.00</b>	<b>0.00</b>	<b>322,169.19</b>	<b>243.02%</b>

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>						
Revenue	1,195,223.00	1,195,223.00	0.00	762,309.18	-432,913.82	36.22%
Expense	1,420,491.00	1,420,491.00	0.00	440,139.99	980,351.01	69.01%
<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-225,268.00</b>	<b>-225,268.00</b>	<b>0.00</b>	<b>322,169.19</b>	<b>547,437.19</b>	<b>243.02%</b>
<b>Report Surplus (Deficit):</b>	<b>-225,268.00</b>	<b>-225,268.00</b>	<b>0.00</b>	<b>322,169.19</b>	<b>547,437.19</b>	<b>243.02%</b>

Budget Report

For Fiscal: 2019-2020 Period Ending: 06/30/2020

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-225,268.00	-225,268.00	0.00	322,169.19	547,437.19
<b>Report Surplus (Deficit):</b>	<b>-225,268.00</b>	<b>-225,268.00</b>	<b>0.00</b>	<b>322,169.19</b>	<b>547,437.19</b>

# Fund Balance Report

As Of 06/01/2020



City of Raytown, MO

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Revenues</b>	<b>Total Expenses</b>	<b>Ending Balance</b>
201 - PARKS & RECREATION	1,040,873.32	762,309.18	440,139.99	1,363,042.51
<b>Report Total:</b>	<b>1,040,873.32</b>	<b>762,309.18</b>	<b>440,139.99</b>	<b>1,363,042.51</b>

**Raytown Parks & Recreation Department**  
**Director's Report**  
**June 15, 2020**

**COVID-19** We are still working under the Jackson Co phase 2 restrictions with our facilities and staff. This has put tremendous pressure on staff to open facilities with signage regarding social distancing and sanitization practices. The public has mostly been using facilities that are open as they had before any restrictions were set in place.

**Staff Schedules** Mike has been working with the maintenance crew when possible, mowing, and doing ball field maintenance. Ron has hired Jared Singer to fill our Horticulture position. The maintenance crew has been working at a tremendous pace to open facilities as Jackson County guidelines permit. This has increased pressure on our staff due to working in new conditions under a pandemic, but also due to our mowing contractor being unreliable. The Maintenance crew has picked up the mowing of the Parks in addition to their already busy schedule.

**George Floyd Unity event** I was contacted June 4<sup>th</sup> by Kristen Hetzel who requested a community unity event to memorialize George Floyd. I contacted Damon Hodges, and Police Chief Bob Kuehl to include them with planning, since the group had no insurance coverage and would not meet the timeline of securing a permit from the City of Raytown. After three Zoom meetings and email communications with the citizen group, we came to an agreement to have a walk at Kritser Park and a moment of silence on June 13<sup>th</sup>.

**Board of Alderman** I gave a yearly report on June 9<sup>th</sup> in a discussion session with the Board of Alderman. The report was well received, and we were complimented on our operations at the Parks as well as our staff completing the metal siding project, saving the department roughly \$37,500.

**Little Blue Trace** Plans for RBI to host baseball leagues has completely fallen through, in part due to COVID-19. We shifted our plans for the park and Mike Conrad has rented the fields to individual teams to use the space to create revenue and serve the public. At this time, all fields are rented Monday-Thursday, and some fields on Saturdays. In July we will have Brandy Electric replace seven bulbs and ballasts on our lighting system.

**Metal Siding/Windows** Parks staff have installed metal siding and windows in the Parks office. By staff doing this work instead of hired contractors, we have saved \$30,000 in the capital improvements budget.

**State Audit** This year long process is wrapping up and the state auditors are writing their initial report. They will present to the BOA in a closed session with each department head. There will be time for a response from the City on any concerns or changes recommended by the state. At that time, the auditors will also request a meeting with the Park Board president to review our operations. After those meetings take place and responses are filed, the state auditors will make a public report to the BOA and media. Mary Ann McCormick and Russ Petry have been excellent in this ongoing exchange with the state.

**Homeland Security** The curfew checks by our security contractor began on May 1<sup>st</sup> and to date they have contacted 37 people who were in our parks after curfew.

**Kenagy Tennis Court Renovation grant** MO-DNR grant managers came for a site inspection of the project area on May 22<sup>nd</sup>, and I met with them on May 28<sup>th</sup> to review the project. Our application has moved forward to the Dept. of Interior for final review. We will get notification of the results in late Sept.

**Sales Tax Revenue** June Sales Tax has not been posted.





**June 2020**

**PARK MAINTENANCE REPORT**



**Horticulture / Right of Way**

Jared Singer is our new Horticulturist. He started with us on May 27<sup>th</sup>. He has a degree in Forestry from Ohio State University. Of course, he has a lot of ground to catchup on, but things are going well so far.

We are about 95% complete with the installation of the summer annual flowers. All that remains is some ROW areas. Almost all of the bedding plants used today have been “finished” in our greenhouse.

We are still searching for a person to fill our right-of-way position. I have been covering a lot of these duties. However, with other responsibilities too, it is difficult to reach the maintenance level I would like to achieve on these areas.

**Park Maintenance**

John and Alan are now complete with the administrative office’s siding and windows. All that remains is the window treatments inside the building.

After considerable stress to staff, all bathrooms are open. The bathroom opening was originally to be staggered over a two-week period, but the goal posts were moved to one week. New soap dispensers had to be installed, but not before staff fabricated new metal vandal proof boxes for them. Plumbing systems had to be reconnected from being winterized, and then energized for use. All bathrooms were then cleaned, sanitized and stocked with necessary supplies.

Contract mowing has become an extreme concern! Most of you know that the contractor has not showed up for almost 3 weeks. I sent the work order on May 22<sup>nd</sup>. We have some grass in our parks that is 6-8” high. Staff has mowed most days this week. It will take weeks for the turf to reach normal again, because of the tremendous number of clippings that are being left. We will likely need to mow most athletic fields 2 times per week to keep the clippings from smothering out the turf.

The electrical repair to field # 1 at LBTRA is now complete. Brinton Electric completed the work for \$725. A new service line from the transformer and a new meter housing was installed. The completion of this work was definitely slowed by the virus.

###

# Raytown Parks & Recreation

## Park Board Recreation Report

Submitted by: Mike Conrad

June 2020

### **A. Raytown Live!**

The Raytown Live! board has decided to cancel the July 11<sup>th</sup> Raytown Live! event due to the uncertainty of the pandemic. The band, food truck, stage and restrooms have all been notified and none have charged fees for the cancellations.

### **B. Field Rentals**

We have rentals for Little Blue Trace: Field 1: 2 hours a day for 4 days a week, Field 2: 2 hours a day for 4 days a week and Field 1: 2 hours for 3 day a week paid and started as of 6/8. We have also rented Kenagy field for 1 day a week for 2 hours a day that is paid for and started 6/11.

### **C. Movies in the Park**

The June 19 movie was canceled due to the pandemic. I contacted Swank Motion Pictures (we rent the rights for movies from) and they informed me that we had until the end of the year to use the rights to Moana (Moana was paid for last year but was canceled due to weather). To try to use what we already paid for, we decided it would be best to cancel Minions for August 14<sup>th</sup> and have Moana be the August 14<sup>th</sup> movie.

### **D. Fishing Derby**

Due to the pandemic, we have decided to postpone the event until September 12<sup>th</sup>. We went ahead and stocked the pond over the weekend of June 6<sup>th</sup>, to coincide with Missouri's Free Fishing Weekend. I have sent a grant request to Bass Pro for a \$1,000 grant to help with the Fishing Derby. Received an email on 6/8 informing me they are still reviewing my request.

### **E. 50+ Softball**

Heart of America say they will be ready to start play by 6/29 and we are waiting on them to get us schedules so we can start scheduling umpires and scorekeepers.

### **F. Tennis Lessons/League**

Tennis instructors are good to go when we can start the lessons, but we are waiting on sign-ups. So far, we have 2 youth sign up and 2 adult sign ups. We need a minimum of 3 to have either. I have been advertising on Facebook, in the parks' sign board and on the Kenagy electronic sign. Tennis League is ready to begin. The plan is for both lessons and league to start the week of 6/29.

### **G. My Work**

Along with my other duties, I have been helping the maintenance staff in the Parks. Most of the work has been mowing and prepping ball fields so practices could start.

1.

### **2020 Mowing history Infinity Builders Inc.**

We have had poor performance this year from our mowing contractor Infinity Building Services. This is the third year of a three-year contract.

Work order history:

#1 March 27<sup>th</sup>

#2 April 15<sup>th</sup>

#3 April 23<sup>rd</sup>

#4 April 30<sup>th</sup>- No action from contractor.

#4 resent May 14<sup>th</sup>

#5 May 22<sup>nd</sup> – No action from contractor to date.

#5 resent June 10<sup>th</sup> requesting communication by 2:00PM June 11<sup>th</sup>.

Total of four mowings this year, only one in May.

Communication from Infinity June 10<sup>th</sup> indicated that he would try to get us on the schedule for the week of June 15<sup>th</sup>, but would be doing 32 Public Works locations first.

This has put strain on our employees and limits what other projects we can accomplish. Ron and I have two courses of action to consider:

1. Stick with the contractor, hope that he can catch up, and Parks staff will fill in and plan extra mowing with current equipment even after the contractor has completed work orders to get our parks back into shape.
2. Stop sending work orders, move money to purchase a Toro zero turn mower, hire at least one extra staff position, and plan on mowing all park locations. We can still use Infinity later in the year when mowing pressure is not as intense. After mowing season, sell the older zero turn mower.



Professional Turf Products, L.P.  
 10935 Eicher Dr.  
 Lenexa, Kansas 66219  
 Brad Gray  
 913 915-6783  
 grayb@proturf.com



Count on it.

Ship To	City of Raytown	Date:	6/11/2020
Bill To	Omnia Partners - Formerly NIPA - No Credit Cards Accepted	Tax Rate	
Contact	Ron Fowler	Destination	
Address	5912 Lane, Raytown, MO 64133	Trade-In	
Phone	(816) 358-4100	Finance	
Email	ronf@raytownparks.com	Account Type	STD
Comments:	City of Mesa/Omnia Partners Contract #2017025; Participating Agency #1022837.		

Proposal

Qty	Model #	Description	Extended	Toro MSRP
1	72960	31 HP Kawasaki FX w/ 60" TURBO FORCE Deck		
1	127-1639	MVP Pack -Z5000/6000 60" Deck (includes blades, belts and hydro fltr) LCE	\$ 12,238.78	\$ 16,269.99
<b>SubTotal</b>			\$ 12,238.78	
<b>Destination Tax (Estimated)</b>			\$ -	
<b>TOTAL</b>			\$ 12,238.78	

**Comments:**

For all New Equipment, Demo units may be available for up to 20% savings.  
 For all New Equipment, Refurbished units may be available for up to 40% savings.

**Terms & Conditions:**

1. Orders are considered contractual. Order cancellations are subject to fees up to 10% of the original order value.
2. New equipment delivery time is estimated at six weeks from the time credit is approved & documents are executed.
3. Pricing, including finance options, valid for 30 days from time of quotation.
4. Payments by Credit Card are subject to convenience fee.
5. After 30 days all prices are subject to change without notice.
6. Used and Demo equipment is in high demand and availability is subject to change.
  - A. Upon firm customer commitment to purchase, said equipment availability will be determined and "locked".
  - B. In the event equipment is unavailable at time of order, PTP will employ every resource to secure an acceptable substitute.
  - C. PTP strongly advises the customer to issue a firm PO as quickly as possible after acceptance of quotation.
7. "Trade In Allowances" will be treated as a credit for future parts purchases on PTP account unless other arrangements have been made.

**Returns Policy:**

1. All returns are subject to restocking, refurbishing, usage, and shipping fees.
2. All returns must be able to be sold as new.
3. Items missing parts are non returnable.
4. Professional Turf Products will have sole discretion as to the resalable condition of the product.
5. This policy does not apply to items that are defective, or shipped incorrectly by PTP or one of its vendors.

**Payment:**

1. Terms are net 10 unless prior arrangements have been made.
2. Quoted prices are subject to credit approval.
  - A. PTP will work with third party financial institutions to secure leases when requested to do so.

- B. When using third party financiers, documentation fees & advance payments may be required.
  - C. For convenience, monthly payments are estimated based on third party rate factors in effect at time of the quotation.
  - D. PTP assumes no liability in the event credit becomes unavailable or rates change during the approval process.
3. There will be a service charge equal to 1.5% per month (18% per annum) on all past due invoices.
  4. By Law we are required to file a "Notice to Owner" of our intent to file lien in the event of payment default.  
This notice must be sent within 60 days of the date the original invoice and will happen automatically regardless of any special payment arrangements that may have been made.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# The Toro Warranty

A Limited Warranty (see warranty periods below)

Landscape Contractor  
Equipment (LCE)

Riding Product

## The Toro Extended Warranty

The Toro-engine warranty is extended 1 year, to 5 years, when the Toro Maintenance Kit is purchased at the same time of the machine purchase. Specific models only. See the product table below.

### Summary Description

The Toro Company promises to repair the Toro Product below if defective in materials or workmanship for the period listed below.

The warranty applies only if you perform the routine maintenance specified in the *Operator's Manual*.

Toro makes no other express warranty. The engine manufacturer may provide its own engine warranty and special emission system warranty. If applicable, the documentation will be provided with your product.

### Products and Warranty Periods

The following time periods apply from the original date of purchase:

Products	Warranty Period	
	Residential*	Commercial
<b>GrandStand® Mowers</b>		
Unit	5 years or 1,200 hours <sup>2, 3</sup>	
Engines	3 years	

Products		Warranty Period	
		Residential*	Commercial
<b>Z Master® Series</b>			
2000	Unit	4 years or 750 hours <sup>2</sup>	
Engines		4 years —Toro 3 years —Kawasaki	
3000	Unit	5 years or 1,200 hours <sup>2, 3</sup>	
Engines		3 years	
5000	Unit	5 years or 1,200 hours <sup>2, 3</sup>	
Engines		3 years	
6000	Unit	5 years or 1,400 hours <sup>2, 3</sup>	
Engines		3 years	
7000	Unit	5 years or 1,200 hours <sup>2</sup>	
Engines		2 years	
7500	Unit	5 years or 2,000 hours <sup>2, 3</sup>	
Engines		3 years	
96" Deck Transportation:		Up to 300 miles	
8000	Unit	2 years	
Engines		3 years	

All Mowers	Warranty Period
Battery	90 days parts and labor
	91-365 days parts only
Belts and Tires	90 days
Attachments	1 year

\*Residential purposes means purchased by an individual and used on the same lot as your home. Use at an institution, as a rental, or at more than one location is considered commercial use and the commercial warranty applies.

<sup>2</sup>Whichever occurs first.

<sup>3</sup>No hour limit on the first 2 years.

### Instructions for Obtaining Warranty Service

If you think that your Toro Product contains a defect in materials or workmanship, follow this procedure:

- Contact your Toro Authorized Service Center to arrange service of the product. Visit <http://www.toro.com> and select WHERE TO BUY to locate a Toro service center in your area.
- Bring the product and your proof of purchase (sales receipt) to the service center location. The service center will diagnose the problem and determine if it is covered under warranty.
- For additional questions regarding warranty terms and conditions, you may contact Toro at:

The Toro Company  
Customer Care Department, RLC Division  
8111 Lyndale Avenue South  
Bloomington, MN 55420-1196  
Toll free at 888-384-9939 (U.S. and Canadian customers)

### Owner Responsibilities

You must maintain your Toro Product by following the maintenance procedures described in the *Operator's Manual*. Such routine maintenance, whether performed by a dealer or by you, is at your expense. Parts scheduled for replacement as required maintenance ("Maintenance Parts"), are warranted for the period of time up to the scheduled replacement time for that part. Failure to perform required maintenance and adjustments can be grounds for disallowing a warranty claim.

### Items and Conditions Not Covered

Not all product failures or malfunctions that occur during the warranty period are defects in materials or workmanship. This express warranty does not cover the following:

- Cost of regular maintenance or parts, such as fuel, lubricants, oil changes, cable/linkage adjustments, filters, spark plugs, air filters, blade sharpening or worn blades, or brake and clutch adjustments
- Components failing due to normal wear
- Any product or part that has been altered, misused, neglected, requires replacement or repair due to accidents or lack of proper maintenance
- Pickup and delivery charges unless otherwise specified
- Repairs or attempted repairs by anyone other than an Authorized Toro Service Center
- Failure to follow the fueling instructions and requirements (consult the *Operator's Manual* for details), such as:
  - Use of old fuel (more than 1 month old) or fuel which contains more than 10% ethanol or more than 15% MTBE
  - Failure to drain the fuel system prior to any period of non-use over 1 month
  - Improper fuel
- Repairs or adjustments due to the following:
  - Contaminants in the fuel system
  - Failure to perform the required maintenance and/or adjustments
  - Rotary mower blade striking an object
  - Improper starting procedures
- Product failures resulting from the use of modified or unapproved accessories or non-Toro parts.
- Failures caused by outside influence, including, but not limited to, weather, storage practices; contamination; or the use of unapproved coolants, lubricants, additives, or chemicals

### General Conditions

All repairs covered by these warranties must be performed by an Authorized Toro Service Dealer using Toro approved replacement parts. Repair by an Authorized Toro Service Dealer is your sole remedy under this warranty.

**The Toro Company is not liable for indirect, incidental, or consequential damages in connection with the use of the Toro Products covered by these warranties, including any cost or expense of providing substitute equipment or service during reasonable periods of malfunction or non-use pending completion of repairs under these warranties.**

**All implied warranties, including merchantability and fitness for a particular purpose, are limited to the duration of the express warranty.**

Some states do not allow exclusions of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the above exclusions may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

### Countries Other than the United States or Canada

Customers who have purchased Toro products outside the United States or Canada should contact their Toro Authorized Service Center to obtain warranty policies for your country, province, or state. For additional questions regarding warranty terms and conditions, you may contact Toro Warranty Company.

### Australian Consumer Law

Our goods come with guarantees that cannot be excluded under the Australian Consumer Law. You are entitled to a replacement or refund for a major failure and compensation for any other reasonably foreseeable loss or damage. You are also entitled to have the goods repaired or replaced if the goods fail to be of acceptable quality and the failure does not amount to a major failure.

3.

### **Tennis Court Construction Plans**

I have been in discussion with Public Works director Jose Leon on getting plans drawn up for the Kenagy Tennis Court Renovation project. His suggestion for timing is that plans need to be started roughly 8-9 months before the start date of construction. If we are awarded the LWCF grant in October, we would like to start that project in May 2021. That puts us on a timeline of having architectural plans drawn up in August. After the award of the grant is announced, Parks can bid the project over December and January, with a project start date of May. Construction will be 8+ weeks due to cure time of the post tension concrete, trail repair and turf repair.

This course of action would mean spending time and money on project plans for a grant project that we have not yet been awarded. There is over \$300,000 in the 2020 budget for the Kenagy Tennis court construction that could be used for the architect fees.

MO-DNR grant managers have signed off approvals of the Parks LWCF grant application and have forwarded the application to the Dept of Interior for the final review.

Does the Park Board want to move forward with getting architectural plans drawn up in July-August timeframe, or wait until the final announcement of the LWCF grant awards in October. The timeline for construction would then be moved back to July 2021 start.

4.

### **Raytown Parks Expense and CIP Budget 2021**

Continue with Security contractor, \$14,500.

Asphalt Southwood Park Trail, with possible expansion, \$35,000+.

Security camera system at Kenagy Park, \$48,000.

Mowing Contract, \$40,000

Kenagy Tennis Court Renovation, \$375,000.

Trucks, mowers, equipment.

Shelter house renovations.

Kenagy Pond wall.

Sell International dump truck.