

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

Monday, August 17, 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 –July 20th meeting.

III. Reports of Officers

President – Dave Thurman

Vice President – Robbie Tubbs

IV. Reports of Standing & Special Committees

Personnel – Robbie Tubbs

Finance –

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. Sell 1992 International Dump Truck
2. Youth Basketball League – date changes
3. Committee meetings, Program and B&G

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, September 21, 2020 7 PM Parks Office or Zoom, TBD

Raytown Parks & Recreation Department
Director's Report
August 17, 2020

2021 Budget I have presented the Parks 2021 budget to the Board of Alderman committee of the whole on Tuesday August 11th. Court and Community Development also presented at that meeting. The remaining City departments will present on Tuesday August 18th.

Kritser Park I have received three bids for an over-seal and restriping of Kritser Park parking areas. Tandem Paving submitted the lowest bid for the work at \$9,900, and I am trying to schedule the work to be completed in August. Phillips Paving and Pavement Management also submitted proposals.

Asset Management Jose Leon Public Works director is seeking an Asset Management program for the use in cataloging City asset's and in initiating work orders. I have been involved with some of the information and demonstrations. There have been no discussions on how much a program like this would cost. I could see how a program like this could be helpful in keeping inventory of our assets, and replacement schedule of equipment, but I have my doubts regarding creating work orders with our small amount of staff.

BMX I had a virtual meeting with Harley Kennedy, John David of USA-BMX and Mike Sharpe with KC Sports Commission to discuss plans for the Raytown 2020 National Race. I let John David know that we appreciated being awarded the race, but that under current Jackson County COVID restrictions it would be all but impossible to be in compliance for this event. I did tell them that we would be interested in hosting a BMX National Race in 2021 after the COVID restrictions come to an end.

WSKF Architects I have been negotiating with John Freshnock on our design contract for the Kenagy Tennis court renovation. We are ready to begin the contract with an effort to pay the majority of their fees out of the 2020 budget. They will provide the bid documents, which will be reviewed by me and the City of Raytown, as well as the MO DNR grant managers, and the bid opening will take place at City Hall.

Soccer Club The Raytown Soccer Club has sold to Zoran Savic, a former coach of the KC Comets. I am meeting with Zoran to discuss future plans between our agencies. David Hixon will remain on the board.

Staff Schedules Maintenance staff have been working very hard to keep up with mowing and their normal duties. Ron is making a concerted effort to clean up the gateways and medians that Parks maintains, this has been very difficult without having the Landscape Tech position filled. Rain in July and August are keeping most of our time and attention on mowing the parks. There are still projects that need attention this year, our solar light installation, and the east Kenagy shelter house's concrete work.

State Audit I am hoping to get word from the State Auditors office soon. If we do not get their initial report and submit a reply before the end of August, they will hold their reports on the City of Raytown until after the November elections.

Chamber of Commerce Luncheon August 26 we will host the Chamber Luncheon at Kenagy Park from 11:00-1:00PM. The open-air venue and square footage of the space makes it safer for social distancing.

Homeland Security The curfew checks by our security contractor began on May 1st. The security contractors have had 7 contacts with curfew violations in August.

Sales Tax Revenue August Sales Tax has been posted \$30,235.28.

2020 Security Curfew Violations Breakdown

	19 Non-Res	14 Resident	31 Unknown	64 Total
Kenagy Park				
5/1/2020 11:47			4	
5/2/2020 11:48		2		
5/7/2020 2:02	1			
5/14/2020 12:12	v			
5/31/2020 11:45		2		
6/7/2020 12:12	3			
6/7/2020 12:17			2	
6/28/2020 3:25			2	
7/10/2020 1:23		2		
7/13/2020 2:13	v			
7/24/2020 1:46	2			
Minor Smith Park				
5-30-2020 11:55			2	
6/2/2020 11:36	v			
6/22/2020 2:57			1	
6/28/2020 3:44			2	
Colman Park				
5/8/2020 11:21			2	
5/22/2020 12:09	1			
5/24/2020 3:21	v			
5/29/2020 11:15			3	
6/2/2020 1:53	2			
6/6/2020 2:13		1		
7/24/2020 1:11	v			
7/25/2020 12:53	2			
8/9/2020 12:52		1		
8/11/2020 2:29		2		
Southwood Park				

5/6/2020 11:16		4
5/12/2020 12:19		2
5/27/2020 1:56		2
6/1/2020 11:35	1	
6/22/2020 0:00		1
8/3/2020 0:00	2	

Kritser Park

5/2/2020 1:23	1	
5/21/2020 1:37	2	
5/22/2020 12:10	2	
6/13/2020 2:30		2
6/15/2020 12:39		2
6/20/2020 1:11	1	1
6/28/2020 2:03	v	
8/6/2020 3:24		1
8/6/2020 3:36		1

v- Vehicle only



August 2020 PARK MAINTENANCE REPORT



Horticulture / Right of Way

We thought we had a potential candidate for the Right of Way position; however, they were not able to successfully conclude all aspects of the hiring process. It has now been 9 months since we have been able to fill this position. I am not real picky, but a certain skill set is desired, and I would like to avoid constant “hand-holding” on a new hire. We will certainly continue the search.

Please except my personal apologies for the appearance of most of our Right of Ways (ROW). I am embarrassed in most of their appearances! Weed control was applied to most of them, but with all the rain this summer most of it was less than successful and is now all but gone. Most beds desperately need mulching, which would help with some of the weed issues. Because of the very green summer, and we have taken over the parks mowing (we are mowing almost every day of the week), vacations, and sick leave, there is just not enough staff to go around. Something had to give, and I chose the Right of Ways. This last week, the maintenance staff spent almost 2 ½ days cleaning up the Gregory and Wendy’s ROW, and they do look much better. We will do our best to at least keep them presentable – but it might be a challenge.

We have been able to apply the insecticide for grub control on the athletic fields a couple of weeks ago. It must be watered-in, so timing is tricky as none of our fields are irrigated. We apply this control to help avoid having to reseed and regrow a turf because of grub worm damage.

Park Maintenance

Staff is doing a **super** job with mowing. Trimming is sometimes lacking, but things are in much better shape than 3 month ago. Thankfully, both staff and equipment are hanging tough!

All playgrounds are now open, and we have applied 50 cubic yards of playground mulch as needed.

Vagrants continue to be found in Colman and Kenagy Parks. It is basically one different person in each park. Police are aware of the situation, but response to it holds a very low priority presently.

We have had an issue with the door locks at the Kritser bathrooms. An electrical issue was the problem, and as soon as the necessary part arrives it should be operational again.

John has repaired several minor plumbing issues in our bathrooms. Thankfully, it has been a good year with only minor repairs required.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

August 2020

A. Raytown Live!

We had a Zoom, Raytown Live! meeting on Wednesday, Aug. 12th. Will update at park board meeting.

B. 50+ Softball

Senior softball is going decently well. We had 2 rainouts on Mondays, Tuesdays, and Wednesdays and 3 rainouts on Thursdays. The teams are social distancing and or wearing masks while not on the field. Umpires have been consistent except for the first game of the season, but that umpire has not been back and has been requested not to umpire for us. Trophies have been ordered and are at the Park's office waiting for the end of the season.

C. Tennis Lessons/League

Tennis instructor's last day was Aug. 13th. Youth Lessons ended on Monday, July 27th and Adult Lessons ended on Monday, July 10th. We were able to get one session of Youth Lessons in and we had 6 kids participate, last year we had 4 kids participate over the full season. Adult Lessons were able to have 2 sessions with 7 participants between the 2 sessions, last year we had 12 participants over the full season. Tennis League is still going and will have its last day on Sept. 9th unless we have any more rainouts (1 rainout so far). Shirts have been ordered and should be here with plenty of time before the last day.

D. Movies in the Park

We canceled the August movie. We thought about trying to show the movie, but the only reasonable solution would have been to limit the participants from attending. Being as how this is advertised as a free community event, limiting the event to a small portion of the population did not seem to be the best idea. The company we buy the rights from is allowing us to push Moana back to next year since it was a weather cancellation from 2019 and has refunded us the money from the previous 2 movies.

E. Fishing Derby

I am still awaiting word from Dick's Sporting Goods on our grant application. The other day I received tear pads of coupons and a \$20 off certificate from Dick's but no official word on the grant application.

F. Youth Basketball

After talking with School Officials, we have found that it is best to institute the plan for a reduced 6-game season that will start in January. The School has tentatively scheduled us on the calendar for the dates we submitted. With COVID we still are uncertain if we will be able to have the reduced season. We have decided on starting the registration period to begin in October and run until the Thanksgiving break with coaches' training to be the week of Nov. 18th or Dec. 2nd.

**Raytown Park Board
Minutes
July 20, 2020**

Attendance:

Park Board: Dave Thurman, Loretha Hayden, George Mitchell, Brian Morris, Jennifer Perkins and Robbie Tubbs.

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

Guests: Janet Emerson and Tony Jacobs

A quorum was declared present and the meeting was called to order at 7:01 pm. Robbie Tubbs made a motion to approve June 15, 2020 meeting. Brian Morris seconded and the motion passed.

Reports of Officers:

President – no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – no report

Rice Tremonti – meeting rescheduled from 7/15 to 7/22/20

BMX – no report

Staff Reports:

Director – a written report was distributed.

Superintendent of Parks - a written report was distributed.

Recreation - a written report was distributed.

New Business:

1. Loretha Hayden made a motion not to exceed \$25,000 for architectural design costs. Brian Morris seconded. Loretha Hayden rescinded motion.
2. Raytown Youth Basketball League – waiting on school district opening procedures to see if we will have a basketball season. Be prepared for all contingencies.
3. BMX National Race – wait and see what Jackson County Health Department regulations are. We will need to be deciding fairly quickly so that we can notify USABMX.
4. 2020-2021 Budget review. Proposed revenue - \$1,258,534 and expenses \$1,533,208. Budget sent to Finance Director and will meet with Finance Director and City Administrator next week to go over the budget, then to BOA on August 11th.

Announcements:

1. Chamber Luncheon July 22 and August 26th at Kenagy Park. If anyone would like to attend the August 26th luncheon please let Dave know.
 2. Dave will be sending out a letter to City Administrator, Board of Alderman and Park Board soliciting donations for the Fishing Derby on Sept. 19th. We spent \$800 on fish in June and would like to restock pond again before the event.
 3. Tax Levy discussion will be held at Board of Alderman meeting on August 18th.
 4. George Mitchell made a motion to have Dave Thurman create correspondence to Mayor Mike McDonough that the Park Board reviewed both applications from William McClendon and Mindy McDaniel for the vacant park board position and would recommend William McClendon. Jennifer Perkins seconded and the motion passed.
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5. Robbie Tubbs made a motion to adjourn at 8:32 pm. George Mitchell seconded and the motion passed.

1996 International 4700 Dump Truck
Purchased August 1996, price \$41,848

32,367 miles, 2,338 hours
Estimated value \$13,600-\$25,000

To work within the City of Raytown purchasing policy, Parks staff would upload pictures of this truck and related history onto a public auction site such as Purple Wave.

Parks staff recommends having an inspection for function of the breaks system at a minimum before putting the truck up for auction.

