

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

Monday, January 25, 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 –December 21st meeting.

III. Reports of Officers

President – Dave Thurman

Vice President – Robbie Tubbs

IV. Reports of Standing & Special Committees

Personnel – Jenny Perkins

Finance – Robbie Tubbs

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. Southwood Trail asphalt bid 2021
2. Homeland Security contract 2021
3. Program Committee, schedule meeting for Sculpture on the Move
4. Terry Copeland memorial discussion
5. Superintendent of Maintenance search

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, February 15, 2021 7 PM, location TBD

**Raytown Park Board
Minutes
December 21, 2020**

Attendance:

Park Board: Dave Thurman, Brian Morris, William McClendon, Loretha Hayden, Robbie Tubbs, Mike Anderson, Jenny Perkins, and George Mitchell

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

Guests: Janet Emerson, Greg Walters, and Tony Jacobs

A quorum was declared present and the meeting was called to order at 7:00 pm. This was a Zoom meeting. George Mitchell made a motion to approve the minutes from November 16, 2020. Brian Morris seconded and the motion passed.

Reports of Officers:

President – Dave Thurman welcomed Mike Anderson to the group.

Vice President – Robbie Tubbs thanked everyone that decorated downtown and the Pocket Park.

Reports of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – committee met to discuss Sculpture on the Move. Will have meeting late January or early February to pick out sculptures.

Buildings & Grounds – no report

Rice-Tremonti – Brian reported that Bob Gilham resigned from Board and that Charles Oyler joined the board. Windows are being rebuilt 2 at a time by Jay Fleming Construction at \$925 per window. Spring Soup & Craft show cancelled for 2021 and Fall Soup & Craft show will be moved to October. 120 year old buggy was donated to group and will need \$1600-\$1800 to restore it.

BMX – George reported that BMX will host National Race in 2021.

Staff Reports:

Director - a written report was distributed. Dave drove around parks last night looking at lights. Minor Smith and Southwood park could use more lights. Kenagy lights are great. Colman has enough lights but might need to update them to LED if possible.

Superintendent of Parks – Ron stated he applied for Tree City USA. Alan Bancroft successfully completed Playground Inspection Class and passed test. Welcome to Raytown at 53rd St. & Raytown Rd. was demolished by stolen car. We are in process of getting it fixed.

Recreation Report- a written report was distributed. Mike stated he talked to Matt Bennett and he will either attend Bicentennial or send someone in his place as Blacksmith.

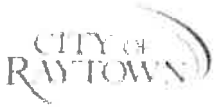
New Business:

1. Brian Morris made a motion to award the Mowing Contract for 2021 to Stirling Lawn and Landscape with option to renew up to two additional years at a 3% increase. Jenny Perkins seconded and the motion passed.
2. Maintenance Projects for FY2021 LWCF Grant proposals that are due in February 2021. Buildings & Grounds needs to meet again soon to discuss what we want to apply for. Dave will contact Brent Hugh again to get this set up.

Also, Park Board would like to start drawing up plans for what attractions we would like to see at Super Splash.

The Super Splash project will take several years and would most likely need 2 or 3 - \$150,000 matching grants to demolish, rebuild etc. We would need to apply for these grants once a year but there is no guarantee that we would get them 1, 2 or 3 years in a row. We might be awarded a \$150,000 grant and we would match it at \$150,000 in 2021. We then turn around and apply for same amount of grant in 2022 but do not get awarded that year. Do we have the money to do anything at Super Splash if we do not get a grant that year? What if we do not get a grant for several years? Where does that leave us?

3. Auditors Report was distributed to Park Board and discussed.
4. The next meeting will be January 25, 2021. The regularly scheduled meeting on January 18th is a City Holiday, so we will not meet on that day.
5. Dave Thurman would like Park Board to start thinking about officially recognizing Terry Copeland for his years of service to the Park Board. Will discuss in January or February 2021.
6. Robbie Tubbs made a motion to adjourn at 8:46 pm. George Mitchell seconded and motion passed.



	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	-31,900.00	-31,900.00	0.00	0.00	31,900.00 0.00 %
<u>201-00-00-100-41205</u>	Parks/Storm Water Capital Sales Ta	315,000.00	315,000.00	0.00	54,213.18	-260,786.82 82.79 %
<u>201-00-00-100-46102</u>	Investment Income	3,760.00	3,760.00	0.00	16.77	-3,743.23 99.55 %
<u>201-92-00-000-42122</u>	Credit Card Processing Fee	0.00	0.00	35.13	35.13	35.13 0.00 %
<u>201-92-00-100-41101</u>	Real Estate Tax	470,884.00	470,884.00	0.00	268,019.57	-202,864.43 43.08 %
<u>201-92-00-100-41102</u>	Personal Property Tax	101,000.00	101,000.00	0.00	27,472.67	-73,527.33 72.80 %
<u>201-92-00-100-41104</u>	Delinquent Real Estate Taxes	12,900.00	12,900.00	0.00	1,557.69	-11,342.31 87.92 %
<u>201-92-00-100-41105</u>	Penalties	8,000.00	8,000.00	0.00	1,188.20	-6,811.80 85.15 %
<u>201-92-00-100-41107</u>	Railroad & Utilities Tax	20,500.00	20,500.00	0.00	0.00	-20,500.00 100.00 %
<u>201-92-00-100-41108</u>	Replacement Tax	20,000.00	20,000.00	0.00	0.00	-20,000.00 100.00 %
<u>201-92-00-100-41110</u>	Circuit Breaker Refund	-2,050.00	-2,050.00	0.00	-40.80	2,009.20 1.99 %
<u>201-92-00-100-41111</u>	Delinquent Property Tax Revenue	10,000.00	10,000.00	0.00	2,219.97	-7,780.03 77.80 %
<u>201-92-00-100-46101</u>	Interest Earnings	3,760.00	3,760.00	0.00	327.00	-3,433.00 91.30 %
<u>201-92-00-100-46303</u>	Gain on sale of Fixed Asset	11,000.00	11,000.00	0.00	16,000.00	5,000.00 145.45 %
<u>201-92-00-100-47101</u>	Ballfield Lights Fees	6,500.00	6,500.00	0.00	173.75	-6,326.25 97.33 %
<u>201-92-00-100-47105</u>	Shelter House Rental Fees	19,000.00	19,000.00	1,875.00	1,875.00	-17,125.00 90.13 %
<u>201-92-00-100-47110</u>	Sports Field Rental Fees	1,400.00	1,400.00	0.00	1,555.00	155.00 111.07 %
<u>201-92-00-100-47116</u>	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	40.00	-1,060.00 96.36 %
<u>201-92-00-100-47204</u>	Team Sports League	39,600.00	39,600.00	0.00	0.00	-39,600.00 100.00 %
<u>201-92-00-100-47220</u>	Donations	16,000.00	16,000.00	0.00	0.00	-16,000.00 100.00 %
<u>201-92-00-100-47425</u>	Other Income	1,000.00	1,000.00	0.00	200.00	-800.00 80.00 %
<u>201-92-00-200-47401</u>	Participant Fees - BMX	20,000.00	20,000.00	0.00	3,834.51	-16,165.49 80.83 %
<u>201-92-00-200-47405</u>	Concession Sales - BMX	6,500.00	6,500.00	0.00	14.03	-6,485.97 99.78 %
<u>201-92-00-200-47415</u>	ABA Memberships - BMX	5,400.00	5,400.00	0.00	0.00	-5,400.00 100.00 %
<u>201-92-00-718-43101</u>	Federal Grants - Parks	187,500.00	187,500.00	0.00	0.00	-187,500.00 100.00 %
	Revenue Total:	1,246,854.00	1,246,854.00	1,910.13	378,701.67	-868,152.33 69.63%
Expense						
<u>201-92-00-100-51102</u>	Civilian Employees	424,849.00	424,849.00	13,096.11	68,659.99	356,189.01 83.84 %
<u>201-92-00-100-51106</u>	Part Time Employees	48,820.00	48,820.00	0.00	0.00	48,820.00 100.00 %
<u>201-92-00-100-51111</u>	Civilian Employees Overtime	3,640.00	3,640.00	63.04	354.86	3,285.14 90.25 %
<u>201-92-00-100-51206</u>	Life Ins	1,222.00	1,222.00	0.00	180.47	1,041.53 85.23 %
<u>201-92-00-100-51212</u>	Deferred Compensation - 401 A	6,398.00	6,398.00	184.34	905.95	5,492.05 85.84 %
<u>201-92-00-100-51214</u>	Civilian Pension - LAGERS	65,483.00	65,483.00	1,817.94	9,156.52	56,326.48 86.02 %
<u>201-92-00-100-51215</u>	Health Insurance	57,903.00	57,903.00	1,678.71	9,798.39	48,104.61 83.08 %
<u>201-92-00-100-51218</u>	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	1,000.00	6,500.00 86.67 %
<u>201-92-00-100-51220</u>	Dental	4,231.00	4,231.00	141.51	772.47	3,458.53 81.74 %
<u>201-92-00-100-51221</u>	Vision	905.00	905.00	31.00	169.32	735.68 81.29 %
<u>201-92-00-100-51225</u>	FICA	36,930.00	36,930.00	955.66	5,089.41	31,840.59 86.22 %
<u>201-92-00-100-51231</u>	Auto Allowance	5,436.00	5,436.00	0.00	906.00	4,530.00 83.33 %
<u>201-92-00-100-51236</u>	Ins Opt Out Incentive	9,000.00	9,000.00	250.00	1,250.00	7,750.00 86.11 %
<u>201-92-00-100-51238</u>	Phone Allowance	4,800.00	4,800.00	0.00	440.00	4,360.00 90.83 %
<u>201-92-00-100-51240</u>	Workers Compensation Insurance	16,175.00	16,175.00	0.00	2,201.86	13,973.14 86.39 %
<u>201-92-00-100-52101</u>	Office Supplies	550.00	950.00	0.33	149.37	800.63 84.28 %
<u>201-92-00-100-52200</u>	Operating Supplies	3,450.00	3,450.00	19.98	182.10	3,267.90 94.72 %
<u>201-92-00-100-52233</u>	Uniforms	3,100.00	3,100.00	72.00	144.00	2,956.00 95.35 %
<u>201-92-00-100-52250</u>	Professional Services	1,400.00	1,400.00	0.00	268.96	1,131.04 80.79 %
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	59,500.00	59,500.00	380.00	1,445.44	58,054.56 97.57 %
<u>201-92-00-100-52301</u>	Fuel	7,500.00	7,500.00	0.00	774.00	6,726.00 89.68 %
<u>201-92-00-100-53101</u>	Postage	500.00	500.00	0.00	0.00	500.00 100.00 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	60.16	1,439.84 95.99 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 01/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53401</u>	2,600.00	2,600.00	100.00	750.00	1,850.00	71.15 %
<u>201-92-00-100-53401</u>	33,000.00	33,000.00	0.00	2,596.62	30,403.38	92.13 %
<u>201-92-00-100-53411</u>	3,200.00	3,200.00	0.00	152.15	3,047.85	95.25 %
<u>201-92-00-100-53421</u>	7,500.00	7,500.00	0.00	764.62	6,735.38	89.81 %
<u>201-92-00-100-53431</u>	8,000.00	8,000.00	0.00	752.20	7,247.80	90.60 %
<u>201-92-00-100-53500</u>	1,700.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<u>201-92-00-100-53600</u>	1,500.00	1,500.00	0.00	75.00	1,425.00	95.00 %
<u>201-92-00-100-53644</u>	7,500.00	7,500.00	0.00	80.00	7,420.00	98.93 %
<u>201-92-00-100-53701</u>	2,750.00	2,750.00	0.00	0.00	2,750.00	100.00 %
<u>201-92-00-100-53711</u>	1,350.00	1,350.00	0.00	0.00	1,350.00	100.00 %
<u>201-92-00-100-53913</u>	39,555.00	39,555.00	0.00	6,511.14	33,043.86	83.54 %
<u>201-92-00-100-53961</u>	3,500.00	3,500.00	0.00	472.55	3,027.45	86.50 %
<u>201-92-00-100-53999</u>	105,400.00	105,400.00	690.00	4,981.24	100,418.76	95.27 %
<u>201-92-00-100-54500</u>	51,797.00	51,797.00	48.00	118.00	51,679.00	99.77 %
<u>201-92-00-100-55000</u>	9,500.00	9,500.00	0.00	332.76	9,167.24	96.50 %
<u>201-92-00-100-57000</u>	474,000.00	474,000.00	0.00	0.00	474,000.00	100.00 %
<u>201-92-00-200-52101</u>	500.00	500.00	0.00	0.00	500.00	100.00 %
<u>201-92-00-200-52200</u>	15,000.00	15,000.00	0.00	676.50	14,323.50	95.49 %
<u>201-92-00-200-52250</u>	10,000.00	10,000.00	0.00	1,011.00	8,989.00	89.89 %
<u>201-92-00-200-52300</u>	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00 %
<u>201-92-00-200-52301</u>	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>201-92-00-200-53241</u>	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<u>201-92-00-200-53401</u>	3,000.00	3,000.00	0.00	202.72	2,797.28	93.24 %
<u>201-92-00-200-53421</u>	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>201-92-00-200-53431</u>	900.00	900.00	30.56	61.12	838.88	93.21 %
<u>201-92-00-200-53999</u>	7,120.00	7,120.00	105.00	374.99	6,745.01	94.73 %
Expense Total:	1,570,864.00	1,570,864.00	19,664.18	123,821.88	1,447,042.12	92.12%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-324,010.00	-324,010.00	-17,754.05	254,879.79	578,889.79	178.66%
Report Surplus (Deficit):	-324,010.00	-324,010.00	-17,754.05	254,879.79	578,889.79	178.66%

Budget Report

For Fiscal: 2020-2021 Period Ending: 01/31/2021

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	1,246,854.00	1,246,854.00	1,910.13	378,701.67	-868,152.33	69.63%
Expense	1,570,864.00	1,570,864.00	19,664.18	123,821.88	1,447,042.12	92.12%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-324,010.00	-324,010.00	-17,754.05	254,879.79	578,889.79	178.66%
Report Surplus (Deficit):	-324,010.00	-324,010.00	-17,754.05	254,879.79	578,889.79	178.66%

Budget Report

For Fiscal: 2020-2021 Period Ending: 01/31/2021

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-324,010.00	-324,010.00	-17,754.05	254,879.79	578,889.79
Report Surplus (Deficit):	-324,010.00	-324,010.00	-17,754.05	254,879.79	578,889.79



Fund Balance Report

As Of 01/09/2021

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,159,065.93	378,701.67	123,821.88	1,413,945.72
Report Total:	1,159,065.93	378,701.67	123,821.88	1,413,945.72

Raytown Parks & Recreation Department
Director's Report
January 25, 2020

Park Lighting I have met with two tech's from Evergy about the lighting in Colman, Kritser and Little Blue Trace Parks. They are looking into the locations to see if there are any upgrades available in equipment to put out more light than the current fixtures.

City Hall Entrance reconstruction Jose Leon has shared the plans to reconfigure the entrance to City Hall. The construction will be from the existing entrance south toward the parking lot, adding a vestibule. This will affect the landscaping in front of the building and will damage some of the plants that are in place. Parks will replant and replace the beds after the construction work is completed.

Bicentennial 2021 is the Missouri and Santa Fe Trail Bicentennial and I have met with a group to plan a community event to commemorate the historical benchmark. We have secured a date with the Santa Fe Trail Association for September 11 to host an event in Raytown along the original trail route, spreading from the Green Space, to Rice-Tremonti, to Cave Springs. Al Maddox, Mike and I will meet with Ralph Monaco in January to firm up our plans for the event.

Southwood Park Trail I have discussed the timing of the bid to have this project work started in July/August. With the topography and layout of the park terrain, it would be much better to have work with heavy equipment at that time of year than in the wet spring. With the dryer and hotter temps, we should get a better pour on our asphalt trail. Jose Leon, Director of Public works recommends mid February-March as a good timeframe to bid the project.

BMX I have contacted the BMX board about when they will begin the next season in April 2021, and the status of the quarterly meetings. There is an asphalt seal-coat job that they would like to get done in this budget year that we also need to plan for as well as the 2021 National on July 23rd-25th.

We Tip Police Chief Kuehl has made contact with the organization We Tip, which will provide signs for our Parks and offer regards for useful information on information leading to convictions of up to \$1,000. This is at no charge and will be covered under our insurance carrier MPR.

Sculpture on the Move I have enrolled the Raytown Parks in the Creative Communities Alliance program. We should be getting information on the sculptures available for the program this week. I have commitments from the Main ST Association and the Raytown Artists Association for participation in the selection process. We will have a program committee meeting for selection after January 25th.

Board of Alderman On February 2nd I will go before the Alderman to request approval of our 2021 mowing bid, the purchase of a new trash truck with lift gate, our 2021 Raytown Live Music series, and the Festival of Trails bicentennial commemoration.

Open positions At this time we are down three positions, Horticulturalist, Maintenance II, and Landscape Tech. We are advertising to fill these positions.

Sales Tax Revenue January Sales tax to the Parks Department was \$26,162.16.

Super Splash Course of Action Plan

The Parks Department will apply for the 2022 LWCF grant with an increased match of up to \$500,000 (\$1 million total project cost) from the MO DNR.

Through discussion with the MO Grant Management staff we have determined that demolition does qualify for the grant requirements, and that LWCF will fund phased in projects. The yearly Raytown Parks budget allotment does not allow for us to demolish and rebuild on the site of Super Splash within the allotted 2 year timeframe of a single grant, so planning and seeking funding for a first phase is a logical plan.

The 2021 LWCF application and process has been revamped from the 2020 LWCF application. This should guarantee that the application form and process will remain as is for the next three years. Using this information, the Raytown Parks can get a head start on the writing of the 2022 application by starting in late summer of 2021.

The 2021 LWCF grant has been combined with the environmental and historical impact studies and have a due date of February 17th. The 2020 grant application kept these two aspects of the grant separate, with a due date of February 15th for the grant, and March 30th for the environment and historical impact studies. The plan from the grant managers is to allow 90 days for the combination of the grant and environmental studies, instead of the current 2021 grant process of 60 days.

The new grant process also allows for Engineering expenses toward the project to be reimbursable from the grant if they are completed within 18 months **prior** to the grant application due date. This means we can have extensive plans and cost estimates completed beforehand to back up the request for grant funds. The scope of the plans can also be used to further explain the project description in the grant itself. We can also have a more solid idea as a board of exactly how far we can go on the demolition project with the total amount of funds available within the project timeline.

With the additional time of going for the LWCF grant in 2022 we can hit the smaller scoring factors of the grant such as public participation in planning, partnerships with volunteer groups, cooperation plan with the local school district, and showing that the redevelopment of the property will align with our latest Parks Master plan goals of a dog park and spray ground for the community of Raytown.

I would recommend that immediately after the demolition project is completed, Parks should move forward with a dog park on the property. Fencing and limited amenities put into place, which can be updated with the next phase of the project, where we will see a grant for the splash pad and other park amenities.



December 2020 PARK MAINTENANCE REPORT



Horticulture / Right of Way

I am requesting job applications from selected candidates that have applied for these positions. This would seem an easy next step, however a number of candidates do not respond after their first contact with us. I will continue these efforts with great vigor.

I recently recertified my public pesticide operator's license. To accomplish this, I watched a 7 ½ hour zoom meeting on related topics. I am now recertified in the use of chemicals for Right of Ways, Ornamentals and Turf, and Aquatic. We have never applied restrictive use chemicals, as they could be concerning to some patrons, and we generally try to keep good notes on our applications.

Alan will also renew his membership and certification to the Kansas Arborist Association. This is another beneficial organization for our department to be associated with.

The front entrance at City Hall will be under construction in March. The flower beds, shrubs, and the tulips we planted this fall are in harm's way. I have no information on what the future holds for this site or who is going to be involved with the cost and installation of landscape if it is restored.

Park Maintenance

Some years are more expensive than others for maintenance items, and this looks like this year will be on the expensive side. We have recently replaced tires on two Ford Rangers. One truck received a full set and the other truck two.

I am currently seeking price quotes for playground replacement parts. A plastic-coated deck at the Colman playground and a slant entrance panel for the East Kritser playground need to be replaced. The cost for these items including hardware and freight will be almost \$4K. Alan has also found a plastic slide on the East Kritser playground that has a crack in one of its sections. I am waiting on a cost for this item. These issues have been caused by age or natural elements. The only item taken out of service at this time is the slide component. All items must come from the same manufacturer and I plan to order all of them together to make shipping as economical as possible.

We have recently had 2 metal park benches powder coated. A blue one will replace the one located on the Southside of the playground next to the Kenagy # 1 shelter. The cost for this was made possible by a donation to our department by Mrs. Margarita Rademacher, 9508 E. 79 Street. She lives next to Kenagy on the West side of the Arlington entrance. She is an excellent neighbor and keeps a close eye "on her park!" Per her wishes, the name plate on the bench will state: "*Donated to Caretakers of Raytown Parks.*" We may try to have a small dedication ceremony when it is installed. A purple bench will be installed on the Southeast side of Kritser Park, south of the ball field. This will be accomplished by park funds.

The Welcome to Raytown Sign that was completely destroyed at Raytown Road and 53rd street is now undergoing restoration by staff. The sign that we were given from the Raytown Chamber of Commerce will be used. However, the sign will receive a replacement logo, a new wood back and a new paint job. Reinstallation will be later in the spring.

Raytown Parks and Recreation

Park Operations Report Summary

Manhours Used For

All Park Maintenance

November 1, 2019 to October 31, 2020

**Raytown Parks and Recreation Department
Park Operations Report**

Submitted by: Ron Fowler, Superintendent of Parks

Reporting Period: 11/01/19 to 10/31/20

Date Prepared: 01/19/21

Horticultural

Intermittent Maintenance	Man Hours
Brush Control	9.00
Firewood	8.00
Flowerbeds - Designing	12.00
Flowerbeds - Inspection/Cleanup	33.50
Flowerbeds - Pest Control	7.50
Flowerbeds - Planting	10.25
Flowerbeds - Watering	102.75
Flowerbeds - Weed Control	48.00
Greenhouse - Cleanup	5.50
Office Horticulture	18.00
Other	21.00
Shop Work	27.75
Traffic Islands - Weed Control	15.50
Travel & Errands	65.50
Tree & Shrubs - Trimming	85.75
Tree & Shrubs - Weed Control	0.25
Trees & Shrubs - Brush Control	43.00
Trees & Shrubs - Hedge Apples	7.00
Trees & Shrubs - Trimming	231.75
Trees & Shrubs - Weed Control	35.00
Turf - Fertilizing	6.00
Turf - Mowing	8.75
Turf - Pest Control	5.00
Weed Control	9.50
Subtotal Intermittent Maintenance	816.25

Total for: Horticultural

816.25

Maintenance

Intermittent Maintenance	Man Hours
Brush	2.00
Park Entry Roads/Lots	7.50
Administrative Office	1.00

Maintenance

Intermittent Maintenance	Man Hours
Administrative Office	5.00
Adust Time Clocks	1.00
Apply Ag Lime - Colman	5.00
Asphalt Paths/Walking Trails	9.00
BMX	3.00
BMX - Lights	4.00
Bobcat Training	2.00
Book Libary Repair - Kenagy	1.00
Boundary Fences	4.50
Brush Control	41.00
Brush Work	5.00
CTX - Fabricate Plates For Push Buttons	3.00
CTX - Sink	1.50
CTX - Stool Repair	3.00
CXT Door Repair	1.00
Chip Brush	0.50
Chip Wood	21.00
Christmas Lights	51.00
Clean leave from gutters	2.50
Cleanup Traffic Islands	6.00
Colman - Parking Lot	3.00
Colman Ballfield Outlet Repair	11.00
Colman Shelter Lights	11.00
Contract Mowing	3.00
Dig Tulip Bulbs	13.00
Electrical Repair - Minor Smith	8.00
Electrical Repair Shelter 1 - Kenagy	1.00
Electrical Repairs - LBTR	3.00
Electrical Work - Shop	2.00
Equipment Maintenance - Gator	1.00
Fabricate Soap Holders	10.00
Fabricate Steel Brackets	9.00
Fertilize Ball Fields	16.00
Fertilize Office	2.00
Fertilize Turf	21.00
Firewood	21.00
Fireworks Cleanup	3.00
Frisbie Golf	4.00

Maintenance

Intermittent Maintenance	Man Hours
Generator Work	1.00
Graffiti Removal	17.56
Greenhouse - Plant Plugs	18.00
Greenhouse Work	12.50
Grills	27.00
Hedge Apples	3.00
Install Fireworks Signs	4.00
Install Trash Cans	5.00
Install Wood Trim - Shop Restroom	8.00
Install lights in Truck Port	9.00
Intstall Kenagy Fountain	5.00
Kenagy Book Barn	1.00
Kenagy Electrical Repairs	3.00
Kenagy Fence Repair	4.00
Kenagy Flag	1.00
Kenagy Lights	9.00
Kenagy Pond	19.50
Kenagy Restroom Repairs	2.00
Kenagy Restroom Roof Plates	5.00
Kenagy Shelter	8.00
Kenagy WI-Fi	1.00
Kritser Bathroom Door Repair	3.00
Kritser Bench - Rehap	4.50
Kritser Door Locks	3.00
LBTRA Fence	2.00
LBTRA Field Lights	9.00
LBTRA Llghts	4.00
LBTRA Maintenance Work	8.00
LBTRA Work	3.00
Lawn Mower Maintenance	166.50
Leaves	78.00
Litter Control	31.50
Minor Smith Time Clock	5.00
Maintenance - Security Camera	2.00
Minor Smith Fence	10.00
Move BMX Barrels	3.00
Move Fertilizer	3.00
Move Lumber to Storage	4.00

Maintenance

Intermittent Maintenance

Man Hours

Move Water Tank	6.50
Mow - Colman	44.00
Mow - Kenagy	29.00
Mow - Kritser	28.00
Mow - LBTRA	58.00
Mow - Minor Smith	20.00
Mow - Office	14.00
Mow - REAP	1.00
Mow - Southwood	26.00
Mow - Super Splash	10.00
Mowing	638.50
Mowing - Colman	226.50
Mowing - Office	34.00
Mowing - Super Splash	58.50
Mulch Kenagy & Southwood	2.00
Multi-Purpose Courts	3.00
New Lights - Restrooms	55.00
New Thermostat - Shop	4.00
Office Sign	14.00
Office Work	4.00
Open Restrooms	7.00
Paint Colman Backstop	8.50
Paint Colman Shelter	7.00
Paint Firework Signs	5.50
Paint Kenagy Bathrooms	5.50
Paint Kritser Tables	2.50
Paint Picnic Tables	1.00
Paint Shop Doors	4.00
Paint Trash Cans	21.00
Painting	3.00
Paper Work	0.50
Park Entry Roads/Lots	6.00
Park Maps	14.00
Picnic Pad & Sites	16.83
Plant Flower Beds	5.00
Playground Maintenance	3.00
Playground Safety Checks	5.50
Playground Seminar	9.00

Maintenance

Intermittent Maintenance	Man Hours
Playgrounds	20.00
Playgrounds - Wasps	1.00
Pocket Park	1.00
Pocket Park - Stake Tree	1.00
Pocket Park - Water Repair	1.00
Pool Work	25.00
Pump Repair	1.00
ROW	2.00
ROW - Gregory Irrigation	50.00
ROW - Maintenance	1.00
ROW - Maintenance at Wendy's Island	5.00
ROW - Tree	1.00
ROW - Turn On Water	5.00
ROW - Weeding	13.00
Remove Hedge Apples	3.00
Remove Pool Tarp	2.00
Remove Tulips	3.00
Repair Bob Cat Camera	2.00
Repair Climbing Wall - Kritser	2.00
Repair Fan Control - Shop	2.00
Repair Kritser Sink Hole	6.00
Repair Ranger Shutoff Switch	2.00
Repair Trash Cans	5.00
Replace Office Restroom Outlet	1.00
Reset Time Clocks	1.50
Restroom Facilities	14.00
Restroom Lights	8.00
Restroom Repair - Kenagy	2.00
Rice Tremonti - Remove Pillar	3.00
Security Lights	64.00
Serving Tables - Rehab.	1.50
Shade Tree Conference	12.00
Sharpen Blades	1.00
Shelter House Lights	11.50
Shelter Houses - Main	39.50
Shelter Houses - Small	55.00
Shelter Maintenance - Main.	4.50
Shop Lights - Bulb Replacements	1.00

Maintenance

Intermittent Maintenance	Man Hours
Shop Shelves	6.00
Shop Work	581.25
Signs/Info Boards	23.50
Signs/Info Boards - Keep off Grass	3.00
Skate Park	6.50
Snow Removal	79.50
Soccer Fields	8.50
Softball Fields	62.50
Softball Fields - weed killer	4.75
Storage Buildings	1.00
Southwood Trail - add ag lime	10.00
Staff Meeting	2.00
Stake Portable Restrooms	1.00
Storage Buildings	1.50
Store Barrels from BMX	4.00
Store Fertilizer	1.50
Store Firework Signs	4.00
TRim Trees	2.00
Tar Keagny Bathroom Roof	2.00
Tennis Courts	12.50
Trailer Maintenance	3.00
Transfer Equipment	2.00
Trash Control	151.50
Travel & Errands	93.25
Tree Removal - Kritser	6.00
Tree Removal - Pocket Park	3.00
Tree Work	3.00
Treescape -63rd Street Beds - cleanup	4.00
Trim Gateway	2.00
Trim Native Grass	1.00
Trim Shrubs	3.00
Trim Trees	3.00
Trimming	133.00
Trun on Water Systems	2.00
Vandalism	10.75
Vehicle Maintenance	201.00
WIFI-Kenagy	2.00
Water Systems	47.50

Maintenance

Intermittent Maintenance	Man Hours
Water Tank Maintenance	20.00
Weed Control	2.00
WiFi Office	4.00
Wind Screens	7.50
York Maintenance Facility	74.00
Zip Tie Windscreens	6.00

Subtotal Intermittent Maintenance **4,201.39**

Projects	Man Hours
Car Port Work	323.00
Covid - Build Soap Dispensers	30.00
Covid - Cleaning	1.50
Covid - Close Playgrounds	10.00
Covid - Open Playgrounds	7.00
Covid - Open Restrooms	19.00
Covid - Open Swings	2.00
Covid - Signage	33.50
Covid Staff Meeting	14.00
Covid Work	6.00
Install Office Windows	5.00
Kenagy WI-FI	9.00
Kritser Restroom - Painting	35.50
Kritser WI-FI	2.75
Office Siding	64.00
Office Sign	157.75
Office Window Replacements	62.00
Paint Kritser Restroom	25.50
Playground Repair - Kritser	2.00
Seal Colman Flag Pole Cement	49.50
Solar Security Lights	83.00

Subtotal Projects **942.00**

Routine Maintenance	Man Hours
Litter Control	60.00
Litter Control	559.50
Playground Safety Checks	6.00
Playground Safety Inspections	2.00
Restroom Facilities	20.50

Maintenance

Routine Maintenance	Man Hours
Shelter House - Small	1.00
Shelter Houses - Main	1.00
Trash Control	489.00
Subtotal Routine Maintenance	1,139.00

Total for: Maintenance **6,282.39**

Right of Way

Intermittent Maintenance	Man Hours
Brush Control	23.00
Cut Seasonal Grasses	3.00
Flowerbeds - Inspection/Cleanup	13.00
Graffiti Removal	3.00
Leaves	4.00
Litter/Trash	4.00
Office Work	2.00
Paint Signs	1.00
Picnic Tables	3.00
ROW - Leaf Removal	19.00
ROW - Trash Control	4.00
ROW - Tree Trimming	4.00
Shop Work	21.00
Traffic Islands - Trimming	10.00
Travel & Errands	4.00
Tree Removal	3.00
Turf - Fertilize	3.00
WTRS - Trimming	3.00
Subtotal Intermittent Maintenance	127.00

Total for: Right of Way **127.00**

Grand Total of All Man Hours: **7,225.64**

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

January 2021

A. Field Reservation

All keys from the field reservations have been returned.

B. Raytown's Festival of Trails

On January 11th, we had a meeting with the various groups of the Festival. The groups of the Festival are working on timelines to attempt to synchronize between the groups and the various activities planned at each location. For Rice-Tremonti we are working to get the rest of our re-enactors confirmed so we can get our specific timeline for Rice-Tremonti more detailed.

C. Raytown Live

We have a meeting scheduled for the evening of January 28th to discuss if it is a good idea to have the early events or should we plan some other alternatives if the pandemic risks and restrictions are still too high in the spring. The September 11th Raytown Live will be the same day as the Festival of Trails, so we will be discussing the best ways to maximize the opportunity for the citizens to enjoy both without waiting hours between the end of the Festival and the start of Raytown Live.

D. Basketball

I attended a Zoom meeting about running youth basketball during the COVID pandemic. The information was helpful but most of the advice to run a program was to use more volunteers/employees to run, monitor, or direct parents and players for all practices and games. A minimum number of volunteers/employees (not including coaches) for the suggestions would require having 20 additional volunteers/employees per night (4 nights/week) spread around 10 practice sites as well as at least 4 volunteers/employees for game days. I do not believe this to be feasible that is for us.

I was giving slides from the meeting that have some good drills that I can print off and can give to coaches. They also have a computer program that could help with coach's training. It has the capability to allow coaches to watch the training from home and take an easy test over the training to prove they watched it. This has the potential to allow us to forego requiring coaches to attend an in-person meeting, mitigating the risk of contact and spread of COVID. I am waiting on the group to send me information so that I can try out the system and see how it works and if I believe it would work for us as well as any other information such as cost.

E. Upcoming

I have been having phone conversations with the Heart of America Senior Softball about the upcoming season. Heart of America is working on registrations and scheduling currently.

I have sent invitations out to the tennis instructors from last summer inquiring if they will be interested in instructing with us for the upcoming summer.

Southwood Park Trail Project— Add/Alternate

81st Ter & Arlington



Red indicates existing rock trail on Park property.

Blue is the trail easement on private property.

Yellow mark new trail not currently existing, approximately 360', 4" thick asphalt with no rock base.

Total length of trail to pave with new trail construction 1870' at 3" overlay, 360' at 4" thick asphalt, total length 2230'.

Homeland Security Services

Proposed price increase for the 2021 year from Homeland Security is a 2% increase over the 2020 fees.

The monthly fee in 2020: \$2,736

Yearly: \$13,680

The proposed monthly fee 2021: \$2,790

Yearly: \$13,950

Park Board is voting on resigning with Homeland Security Services fee increase in 2021 for the months of May-September.

Homeland Security Protective Service

Raytown Parks & Rec-Proposal for Shared Patrol Services

Date: February 11, 2020

Office: 5912 Lane, Raytown, MO, 64133

Property Contact: Dave Turner

Months: 2020 May 1 through September 30.

Rates: \$2,736.00 per month*

Terms: Net 30 days billed weekly via email

Contract: 2020-Five (5) month with option to extend for two (2) additional one (1) year periods at current monthly proposed rate X 2% annual increase per year.

Shared Patrol Service:

- Uniformed, insured, fully trained security officer
- Mobile patrols-Patrol shift 9:00 pm to 5:00 am 2 per location
- Visual inspection of vehicles and facilities on-site
- Detailed written post orders
- Daily electronic activity log-incident reports-maintenance/hazard reports
- Time/Date stamped photo reports-GPS tracked
- Emergency notification-client & Raytown Police Department
- Parking lot checks
- Nightly Lock up-secure area checks
- Parking violation and tow program
- Body Cams-Dash Cams
- GPS fleet tracking radios
- On staff former KCPD police officer adviser

Properties & Locations:

Sarah Coleman-59th & Lane Raytown MO 64133
Kenagy-79th & Raytown Road Raytown MO 64138
Kritzer-75th & Woodson Raytown MO 64138
Minor Smith-81st & Ash Raytown MO 64138
Southwood-81st & Arlington Raytown MO 64138

Coverage:

Mon-Sunday
Mon-Sunday
Mon-Sunday
Mon-Sunday
Mon-Sunday

Patrols: 2 per park per night each park-officers will drive through each location twice per night, stop & take a time/date stamped photo each patrol (Kenagy-both parking lots). If individuals or vehicles are on-site after hours officers will ped or vehicle check & if appropriate, contact Raytown PD.

*Additional patrol and Stationary services available by written request. Stationary hourly rates based on notice & officer availability and billed weekly due NET 15 days.

Roger Brough Homeland Security Protective Service, Inc.
1638 North Corrington Kansas City, MO 64120 rogerbroughkc@gmail.com
Cell: 816-682-8249 Office: 816-802-8020 www.homelandsecuritykc.us

RAYTOWN PARKS AND RECREATION DEPARTMENT

POSITION DESCRIPTION

TITLE: Superintendent of Parks

STATUS: Regular - Exempt

REPORTS TO: Parks and Recreation Director **SUPERVISES:** FTE positions

DESCRIPTION OF TASKS:

GENERAL: Under the general direction of the Parks and Recreation Director, responsible to direct, manage, supervise and coordinate the maintenance activities of the Parks Department including the construction and maintenance of recreational facilities, water parks, skate parks, parks and ball fields; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex staff support to the Parks Director. Acts as interim Parks and Recreation Director in the absence of the Director. This is a salaried position and some functions of the job require more than 8 hours of time per day to be effective and address the responsibilities of the position.

ESSENTIAL FUNCTIONS:

- Assume management responsibility for assigned maintenance activities of the Parks Department including construction and maintenance of recreational facilities, parks and ball fields.
- Manage and participate in the development and implementation of department goals, objectives, policies and priorities for each service area; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate and review the work plan for park maintenance employees; assign daily work activities, projects and programs; review and evaluate work products, methods and procedures, meet with subordinate employees to identify and resolve problems.
- Manage the maintenance plan software for park facilities; assist maintenance crews in the completion of routine and project work as needed; respond to public concerns related to park operations; plan capital improvements; plan and implement Arbor Day, and Tree City recertification programs.
- Select, train, motivate and evaluate park maintenance employees; provide or coordinate employee training; work with subordinate employees to correct deficiencies; implement disciplinary procedures.
- Oversee and participate in the development and administration of the park maintenance annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

- Serve as liaison for the Park Department with other divisions; departments and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions and committees, prepare and present staff reports and other necessary correspondence.
- Provide responsible staff assistance to the Parks Director.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to sanitation programs, policies and procedures as appropriate.
- Attend professional development programs such as Horticultural Continuing Ed, Pesticide applications and MPRA activities.
- Manage and insure compliance with City Loss Control program including regular playground safety inspections and monthly safety training programs for subordinates.
- Stay abreast of new trends and developments in park maintenance in the field.
- Attend committee and Park Board meetings as required.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Set up and take down of large public events.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a park and recreation maintenance program
 Principles and practices of parks operation.
 Principles and practices of program development and administration.
 Methods and techniques of park maintenance equipment operation.
 Principles and practices of municipal budget preparation and administration.
 Principles of supervision, training and performance evaluation.
 Modern office procedures, methods and computer equipment operation.
 Methods and techniques of report preparation.
 Geographic features and street names of the city.
 Operations, services and activities of the city.
 Methods and techniques of turf and grounds maintenance.
 Modern maintenance techniques for care and upkeep of maintenance equipment.
 Principles of horticulture.
 Occupational hazards and applicable safety programs
 Principles and practices of various skilled trades including electric, plumbing, welding and painting.
 Pertinent Federal, State and local laws, codes and regulations.
 Recent developments, current literature and sources of information related to parks operations and maintenance.
 Principles of supervision, training, employee problem solving, and performance evaluation.

Ability to:

Oversee and participate in the management of a comprehensive parks maintenance

program.

Oversee, direct and coordinate the work of subordinate employees.

Select, supervise and train and evaluate subordinate employees.

Participate in the development and administration of division goals, objectives and procedures.

Prepare and administer large program budgets.

Recommend and implement goals and objectives for providing effective park maintenance services.

Prepare clear and concise administrative and financial reports.

Operate and maintain a variety of equipment and tools.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, explain and enforce departmental policies and procedures.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- communicating with others
- counseling and advising staff
- handling varied tasks simultaneously
- recognizing and responding to questions
- reading and writing
- operating assigned equipment.

Maintain mental capacity, which permits:

- making sound decisions
- using good judgment
- analyzing administrative problems
- evaluating the effectiveness of programs and personnel
- prioritizing and assigned work activities
- demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting, standing or walking for extended periods of time
- working closely with others
- lifting and carrying moderate to light objects
- operating assigned equipment.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible park maintenance experience in horticulture, natural resources or related field including two years of administrative and supervisory responsibility or seven years of any combination of education and experience that provides equivalent knowledge, skills and abilities.

Education

Bachelor’s degree from an accredited college or university with major course work in horticulture, natural resources, botany, recreation, park planning, landscape architecture or related field, or 15+ years of experience in related fields.

Required License and Certification:

Ability to obtain valid Missouri vehicle operator's license.
Ability to obtain a valid Missouri Pesticide Applicator’s license.

WORKING CONDITIONS

Environmental Conditions:

Office/field environment; exposure to computer screens; exposure to maintenance chemicals, inclement weather conditions, noise, dust and grease, hazardous chemicals and heavy equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation(s) if needed may be made to empower individuals with disabilities to undertake the essential functions of the position, in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.
EEO/AA/ADA

Essential functions include: Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; general manual dexterity; moderate to light lifting and carry, hearing, speech.

This document is a position description only, and is not, nor can it be implied to be a contract of employment.

Employee Signature: _____