

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

Monday, April 19, 2021

<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 –March 15th 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. Security Camera and lighting
2. Raytown BMX finances
3. In Person Park Board Meetings

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, May 17, 2021 7 PM, location TBD

**Raytown Park Board
Minutes
March 15, 2021**

Attendance:

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

Guests: Janet Emerson

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

A quorum was declared present at 7:00 pm and the meeting was called to order. Robbie Tubbs made a motion to approve the February 15, 2020 minutes. Jenny Perkins seconded and the motion passed.

Reports of Officers:

President – no report

Vice President – no report

Report of Standing & Special Committees:

Personnel – no report

Finance – no report

Program – no report

Buildings & Grounds – no report

Rice Tremonti – Brian reported Sept. 11th will be Festival of Trails and Governor Mike Parson will speak at 1 pm. Buggy is being reupholstered by Cody Turnbull for \$1600-\$1800; applying for Truman Heartland \$5,000 grant. KC Archaeology is running scans looking for original barn on property.

BMX – need to meet with Harley to work on Nationals.

Staff Reports:

Director - a written report was distributed. Dave looking into getting emails for Park Board but they are \$55 per person per year and that is a quite expensive. Dave is looking into more avenues for this. Met with Stirling Lawn and they will start mowing sometime in April on a weekly basis.

Superintendent of Parks - a written report was distributed. Ron stated bedding plants are here and have been transferred to pots. Welcome to Raytown sign will be installed near the pool this week depending on weather.

Recreation Report - a written report was distributed.

New Business:

1. George Mitchell made a motion to approve Phillips Paving base bid of \$26,850.60 with change order to add drainpipe and change grade near sports court for a cost of \$2919.40 for a total contract price of \$29,770.00. William McClendon seconded and the motion passed.
2. Security Cameras – receive proposal to add 4 cameras to Colman Park for cost of \$5,697.13 from Kenton Bros. Park Board decided to see about adding more

lights and upgrading lights in all the parks before we add more cameras. Kenagy and Colman parks have been upgraded and Everyg is in the process at looking at Minor Smith, Southwood and Kritser.

3. Memorials in the Parks – need to look into setting ground rules for signage and memorials. Will check with city and other park department in the metro to see what they do.
4. KC Crawler RC Club – Dave met with Jerry Justice and they though Southwood Park would work best from them. There are two areas that would be great. Dave will let them know they can use the park but no alterations can be made to the land, must use as is. If they want to make changes, they will need to get liability insurance naming City of Raytown – Parks Dept. as additional insured.
5. Michael Anderson made a motion to adjourn at 8:38.pm. Jenny Perkins seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
April 19, 2021

Ron Fowler Ron will be retiring in May 2021 and Parks staff will be planning a retirement celebration for him and honoring his 34 years of dedicated service.

Park Lighting & Security Ron has identified one more area for a light in Colman Park. That is on a pole that is owned by Parks and we will install a flood light with the electrical capacity that is already there. Police Chief Kuehl, Ron and I also had a discussion with Kenton Bros Security about adding to our camera system. It was determined that if we add a camera it should be one high resolution camera with infrared to capture license plates entering or leaving on Lane Ave.

Bicentennial Vicki Turnbow, Mike and I are coordinating the event with other community groups in Raytown. Mike has developed a site plan, and the Rice-Tremonti Board has taken ownership of their portion and will have their vendors present, as well as the Raytown Artists Association. The south portion of the yard will have the historical reenactors, a dining tent, the Missouri Town Band, and a podium for speeches and announcements. Mike is running the Facebook page for the entire event and we are seeking out advertising methods.

BMX The board has redeveloped some of the straights of the track, which was a project stalled in 2020. They will need the sealer to lay down after the work is completed. They have spent over their budget for grounds maintenance, and I have already transferred more funds into that account. I am worried what that means for the rest of the 2021 season. We also need to help the BMX board to plan for hosting the 2021 National on July 23rd-25th.

Sculpture on the Move The artist, Donald Horstman, will install the sculpture on May 12th in the Pocket Park. Ron has developed a plan to fill in the rain garden in the Pocket Park with rock, and then to top it with dark or black river stone. We will have the concrete pad in that rock area and will mount the sculpture to that pad. I have also talked to the businesses around the Pocket Park about the animal waste on the grass, and that it needs to be picked up by the dogs' owners.

City Hall Landscaping The Raytown City Hall is being updated throughout the building and will be adding a vestibule to the main entrance. This will reconfigure the entry way and landscaping that the Parks Dept maintains. After the reconstruction project, we will be adding new landscaping to the front of the building, and I assume to the east employee entrance as well. We have not received and input on what to install, or any funds to add the landscaping.

Margarita Rademacher Our neighbor at Kenagy Park made a generous donation in appreciation of our Parks maintenance staff. We will be installing a custom-colored bench and plaque to fulfill her request.

Park Curfew Checks Our private security checks have been noticeably quite with only parked cars being reported five times in the last month (3-Kritser, 2- Kenagy). We did have a serious vandalism incident at Kenagy Park on April 13th where the main shelter house and Conex bathrooms were shot with hundreds of paintballs. A Police report was made over the incident.

High school volunteers On Sunday April 11th, we had Raytown High Student Council volunteers at Minor-Smith Park. They helped pick up litter and resurrect the butterfly waystation.

Open Positions At this time we are down one Maintenance II position. We are considering adding another seasonal maintenance worker to help with the weekend duties and the regular maintenance that we are responsible for.

Superintendent I had interviews with several candidates for the Superintendent of Park position and have hired the current Raytown Public Works Superintendent Tony Mesa for the job. With his experience on large scale projects, he will be an asset for upcoming Capital Improvement Projects that we have planned.

Sales Tax Revenue March sales tax to the Parks Department was \$33,073.19, April sales tax collected is \$24,230.68.



April 2021
PARK MAINTENANCE REPORT



Horticulture / Right of Way

Scott Wogomon is our new Horticulturist. He has lots to learn, but I am very glad we have this position filled. Presently, he is working out fine. We lost him for 6 days to his service on a Jackson County's jury trial.

We have moved Woody Bradshaw to the ROW position. He also will have a great deal to learn. But he is a known "commodity", and we thought this would be a good move.

The landscape at the front of City Hall will be completely removed in the renovation of that entrance. As far as I know, we have received little to no direction on what this means for us.

Contract Mowing has begun, and so far, few ripples. We expect some fine tuning will be required, but so far so good.

Spring flowering bulbs are now at their peak or past. In the next few weeks, they will be removed, and the flower beds will be prepared for the summer annuals. These flowers will probably be installed in the second or third week of May, depending on weather conditions.

Park Maintenance

We have received the parking control signs for Colman Park along with new posts for their installation. Their purpose is to regulate public parking from 11 p.m. to 6 a.m. These signs are nighttime reflective, thus are visible 24/7. It is a busy time, but we will try to get them installed ASAP.

The delay on receiving the playground replacements was on the salesman. We expect to receive them Monday. The bad news, it is likely that more replacement playground parts will be needed. Several slides are under observation.

All water systems, except drinking fountains, are now operational. Thankfully, it seems that no issues have resulted from our February sub-zero temperatures.

We have acquired a new LED security light that will be installed in Colman park. The planned location is on the light pole West of shelter two, pointing North-west. This will be a 300-watt flood light and will be controlled by a photocell.

Chris Lytle is our new seasonal maintenance employee. Chris has worked for us several seasons previously. He will be a good asset for us!

We have poured the new cement slab for the Art in the Park piece. We decided to pour it in the shop, and then move it to the pocket park after it has sufficient time to cure.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

April 2021

A. 50+ Softball

Mondays and Wednesdays will start the week of the 19th. Tuesdays and Thursdays were supposed to start the same week, but we are pushing it off because Heart of America is having issues collecting dues for those nights. I have hired a scorekeeper, Linda Sadlon, who has done it for us before. She has been off for a year because of COVID and caring for elderly family. She plans on taking Tuesdays and Wednesdays. This year, I will not be ordering 50+ balls through our usual provider because Heart of America has balls they will not be using since they will not be doing tournaments and has agreed to sell the balls to us at last year's pricing. That is about \$5/dozen cheaper than this year or around a \$13/week savings on a regular 4 games/night, 4 nights/week season.

B. Tennis League

I decided to try to test out Google Forms for the Tennis League registrations. In Google Forms, I can create forms for registration that can use a link for online ads and create QR Codes to direct potential registrants straight to the registration forms. Google Forms is free but does not allow for online payments. This is fine for Tennis League as most of the participants pay at the court on the first night. Google forms are very friendly to tech savvy allowing them to sign up using their phones. Here is the QR Code I created and the link that works for this:



<https://forms.gle/LbiH8o8dvXJtSgt98> (Feel free try either out and let me know what you think of the experience. I can delete any of the registration that are not meant to be filed). I will be putting flyers up in the parks that have the QR Code on them, so anyone with a smartphone and in a park can register for Tennis League on the spot. Tennis League begins May 18th. Another nice feature is the Google Forms will put all the information into a spreadsheet for me just by clicking a button, saving a lot of time.

C. Tennis Lessons

I have reached out to the instructors from last year to gauge if they will be back this season but have not heard back, yet. I still have some time and have someone who thinks they can do it if the other instructors are not able. The back up is trying to confirm their availability. So far, we have 2 Adult Lessons registered and 2 Youth Beginner Lessons registered. We do need at least 3 of each to make it viable and still have until May 18th for the Adult Lessons and June 1st for the Youth Beginner Lessons.

D. Raytown Live!

We have dates filled for bands and all but one date for food trucks with at least verbal commitments from all. We still have no firm commitment from Mainstreet as to being a food provider at the only remaining date available (8/14). We have secured the stage and portable restrooms for all dates. The Raytown Live! committee is dedicated to working with Raytown's Festival of the Trails to making an all-day family fun event for the September 11th date. We have received a few donations for Raytown Live! from Jeff Vance, Mayor McDonough, Vicki Turnbow, Phylis & Sam Goforth, Thomas Moore and Foster's Cleaners & Shirt Laundry, so big thank you to all of these people/entities.

E. Festival of the Trails

We have started the Facebook page for the Raytown's Festival of the Trails (<https://www.facebook.com/festivalofthetrails>). We will be adding more information as it becomes available. We had a meeting on 4/12 and all entities involved should be getting firm information for us in the coming weeks. Please, feel free to like and/or share the page.

PROJECT BUDGET

Camera Q1786-LE \$2,808.04

QTY	Manufacture	Part #	Description
1	ANIXTER	MCTP6I-4-3	3' CAT 6 PATCH CORD YELLOW
1	AXIS Communications	01162-001	Q1786-LE
1	Ortronics	KS6A44	TECHCHOICE 1 PORT MOD JACK CAT 6 YELLOW
1	Ditek	DTK-MRJPOE	POWER OVER ETHERNET POWER/VIDEO/DATA SURGE

Camera Q1700-LE \$2,602.67

QTY	Manufacture	Part #	Description
1	AXIS Communications	01782-001	Q1700-LE
1	ANIXTER	MCTP6I-4-3	3' CAT 6 PATCH CORD YELLOW
1	Ortronics	KS6A44	TECHCHOICE 1 PORT MOD JACK CAT 6 YELLOW
1	Ditek	DTK-MRJPOE	POWER OVER ETHERNET POWER/VIDEO/DATA SURGE

Investment Summary

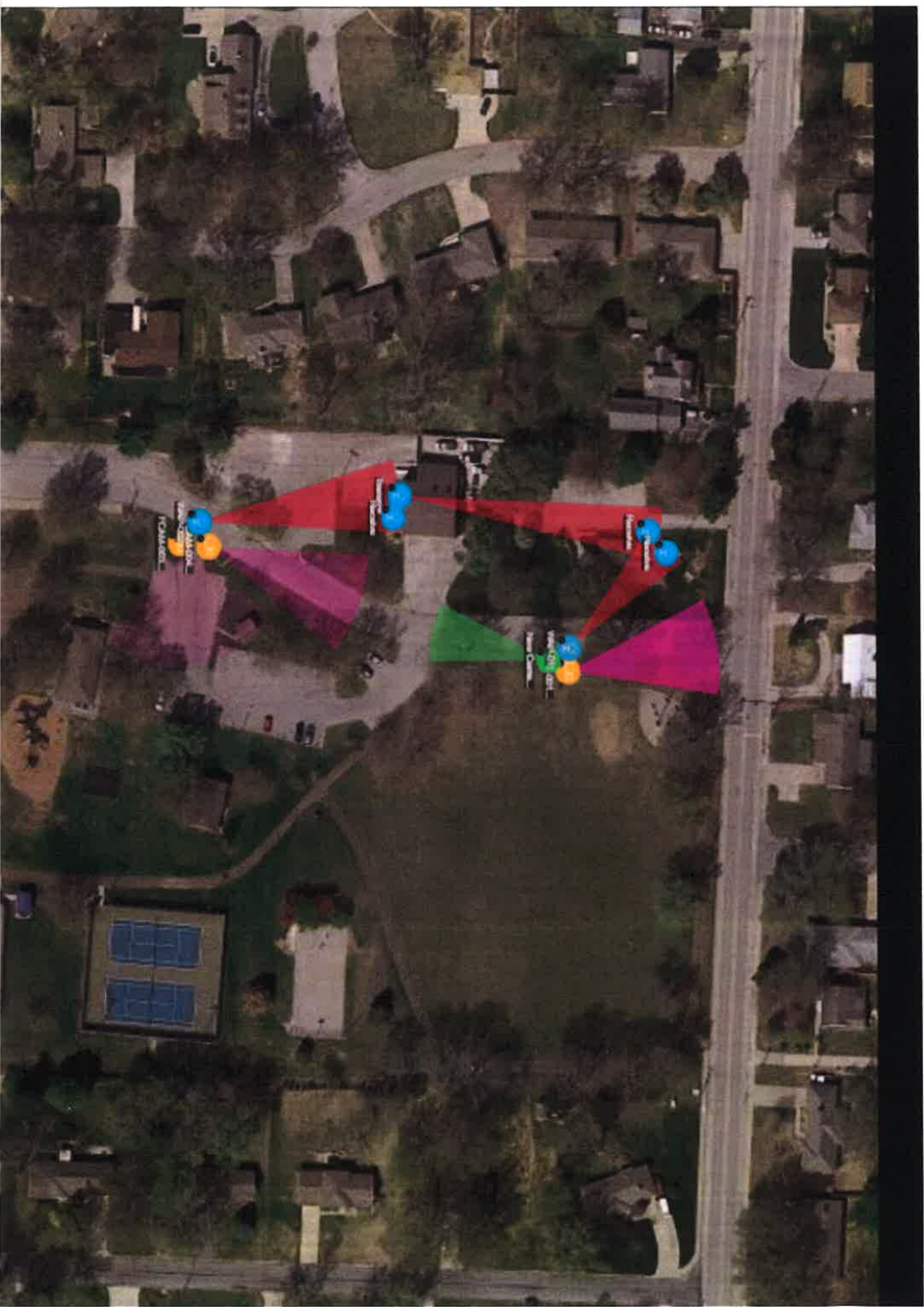
Total Proposal Amount	\$5,410.71
Deposit Due in Advance	\$1,082.14
Balance Due Upon Completion	\$4,328.57



Relocating this camera to N Side of enclosure monitoring Entry

Location of new Axis LPR Camera

Survey Overview





City of Raytown, MO

BMX Budget

Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 04/30/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue						
<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 %
	Revenue Total:	31,900.00	31,900.00	0.00	3,848.54	-28,051.46 87.94%
Expense						
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	500.00	0.00	0.00	500.00 100.00 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	15,000.00	14,300.00	2,880.98	3,637.48	10,662.52 74.56 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	10,000.00	10,000.00	0.00	1,266.00	8,734.00 87.34 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	8,000.00	9,400.00	6,542.11	6,542.11	2,857.89 30.40 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	164.98	164.98	835.02 83.50 %
<u>201-92-00-200-53241</u>	Printing & Promotions - BMX	1,000.00	1,000.00	0.00	0.00	1,000.00 100.00 %
<u>201-92-00-200-53401</u>	Electricity - BMX	3,000.00	3,000.00	0.00	628.73	2,371.27 79.04 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	0.00	0.00	0.00	0.00 0.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	900.00	900.00	30.56	152.80	747.20 83.02 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	7,120.00	7,120.00	285.65	660.64	6,459.36 90.72 %
	Expense Total:	47,220.00	47,220.00	9,904.28	13,052.74	34,167.26 72.36%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-15,320.00	-15,320.00	-9,904.28	-9,204.20	6,115.80 39.92%
	Report Surplus (Deficit):	-15,320.00	-15,320.00	-9,904.28	-9,204.20	6,115.80 39.92%

201-92-00-200-52200 Operating Supplies
(Concessions, Special Events, Prizes, Petty Cash, Postage, Internet)

201-92-00-200-52250 Professional Services
(Sanction Fees, Memberships, Insurance for races - paid to USABMX)

201-92-00-200-52300 Repair and Maintenance Services
(Maintenance of Buildings & Grounds, Small Tools and Landscaping)

201-92-00-200-53999 Miscellaneous Contractual
(Toilet rental, trash hauling, alarm service, security service)

Current Budget Breakdown as of 4/13/21

Operating Supplies

Trophies	\$ 261.50
Saver Stamps	\$ 415.00
2 Memberships Sam's Club	\$ 80.00
Concessions	\$ 25.98
Glue for track	\$ 2,855.00
Total	\$ 3,637.48

Professional Services

BMX races from Nov. 2020	\$ 1,266.00
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Repair & Maintenance Supplies

Dirt Trendz	\$ 4,335.91
Grass Seed	\$ 109.50
Conex electrical needs	\$ 303.54
Gravel	\$ 690.00
Dirt	\$ 1,103.16
Total spent	\$ 6,542.11

Fuel	\$ 164.98
Electricity	\$ 628.73
Telephone	\$ 152.80

Miscellaneous Contractual

Restrooms Nov. & March & April	\$ 320.65
Alarm - Nov. - June	\$ 280.00
Trash- Nov.	\$ 59.99
Total Spent	\$ 660.64

Total Spent all accounts	#REF!
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Pending Invoices

Wheel loader for track rebuild	\$ 2,333.55
Loaner Bikes	\$ 1,690.73
Ashphalt	\$ 5,300.00
Total Pending Invoices	\$ 9,324.28

Total Spent on as of 4/13/21	\$ 13,052.74
Total Pending Invoices	\$ 9,324.28
Total Spent & Pending	\$ 22,377.02

Current Total Budget	\$ 47,220.00
Total Spent & Pending	\$(22,377.02)
Budget Remaining	\$ 24,842.98