

**AGENDA
RAYTOWN PARKS & RECREATION BOARD**

Monday, May 17, 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 –April 19th 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. Raytown BMX Board finance discussion
2. Acceptance of 2020LWCF grant
3. Finance Committee meeting-2022 budget
4. In Person Park Board Meetings

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, June 21, 2021 7 PM, location TBD

**Raytown Park Board
Minutes
April 19, 2021**

Attendance:

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

Guests: Janet Emerson

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

A quorum was declared present and the meeting was called to order at 7:01 pm. Brian Morris made a motion to approve the minutes from March 15, 2021. George Mitchell 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- Brian Morris stated that all Saturdays this month have been rented.

BMX - no report

Staff Reports:

Director – a written report was distributed. Ron Fowler's last day will be May 26, 2021. Dave has been asking about landscaping at City Hall new entrance but has not received any firm answers. Janet Emerson will look into this. Parks Department should not have to pay for any of the landscaping, it should be part of City Hall plans.

Superintendent of Parks - a written report was distributed.

Recreation Report - a written report was distributed.

New Business:

1. We received a proposal for a new license plate reader camera for Colman park for \$2808 from Kenton Bros. The Raytown Police suggested we get the license plate reader camera but they would not be handing out tickets or arresting anyone because we will not be able to see who is driving the car. Is it the person who owns it or someone else? At this time, we are still waiting for Evergy to check our lights at Minor Smith, Southwood and Kritser parks. We have located several lights that do not belong to Evergy and Ron is in the process of updating those lights. We will hold off on cameras at this time.
2. Raytown BMX – Dave Turner and George Mitchell will meet with the BMX Board to discuss their spending habits and help them get things lined up for the National. George Mitchell made a motion to move the \$6,000 from the 2018

Revenue account to the 2021 Revenue account. Michael Anderson seconded and the motion passed.

3. We discussed having in person Park Board meeting again. It was decided to have the May 2021 meeting as a Zoom meeting and then discuss for future meetings.

Announcements:

1. Facebook Live Arbor Day, April 22nd, 2 pm at Kritser Park.
 2. Sculpture On the Move will be installed May 13th at the Pocket park.
 3. Dept. of Interior LWCF Grant has scheduled and grant management meeting on June 15th.
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4. Brian Morris made a motion to adjourn at 8:30 pm. William McClendon seconded and the motion passed.

Raytown Parks & Recreation Department
Director's Report
May 17, 2021

Ron Fowler Ron will be retiring on May 26th and Parks staff will be planning a retirement celebration for him and honoring his 34 years of dedicated service on May 20th.

Asset Management I have been meeting with Public Works to give input on the City Works program to design and tailor what capabilities the asset management system will track. This will take quite a bit of time in meetings to discuss details with the goal to have the City Works program in use in 14 months. Parks portion of payment for the City Works program would be \$11,850 in 2022, and \$15,800 in 2023, with tech support being an additional cost.

Park Lighting & Security Ron has installed one more area for a light in Colman Park. That was on a pole owned by Parks and we installed the flood light with the electrical capacity that was already there.

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 is coordinating their vendors.

Southwood Trail I have sent a Notice to Proceed to Phillips Paving Inc. who won the bid for that project. They wanted to start on May 11th, but with the rains over the weekend I let them know that the grounds would be saturated and they would create a lot of turf damage that would have to be repaired. I will stay in contact with Phillips to get this job completed before the end of July.

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 13th 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 a sculpture unveiling at the Pocket Park Friday May 14th at 10:00AM.

City Hall Landscaping The Raytown Parks will update the landscaping in June around the entrance to City Hall. The beds will be much smaller to work with, but that is not a good time for planting and the trees and plants will need to be watered regularly, which will impact the schedules of our Horticulturalist and Landscape Tech.

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 yearly BOA Report I have prepared a yearly report and will be on the Board of Alderman agenda June 1st to discuss Parks progress from June 2020 through May 2021.

Open Positions At this time we are down one Maintenance II position. Tony Mesa will start with Parks on Tuesday May 18th.

Sales Tax Revenue May sales tax to the Parks Department was \$24,515.76.



May 2021

PARK MAINTENANCE REPORT



Horticulture / Right of Way

All spring flowering bulbs have been removed from their respective flower beds. Most of these beds will receive summer annuals. In preparation for this, peat moss has been added to most beds to improve drainage. The weather has been so cool and damp, we have delayed planting our bedding plants. I am hopeful this can be accomplished before Memorial Day.

We now have two “new” people in our Horticulture positions. They have much to learn. I ask for your patience in the months ahead as they learn and develop in their new roles.

Park Maintenance

The Colman playground and the East Kritser playground, and the non-infant swings at Kenagy part have seen replacement parts installed. A new metal deck and plastic-coated safety chain were installed at Colman; East Kritser received a replacement slide section, and a new crawl panel installed; and the non-infant swings at Kenagy had new swing chains installed. We have some more replacement parts to install, and they are in the process of being acquired. Nothing lasts forever, and we are beginning to see the aging on many of our playgrounds.

A new 300-watt LED flood light has been installed West of the #2 shelter in Colman Park. It adds additional light to the adjacent parking lot. A similar light is planned for installation at the Southwood Parking lot.

The adjustments to the pocket park have been made for the new art sculpture. It required an enormous amount of work, as 95% of the effort was done by hand labor. Tons of rock was added to the site, along with a cement slab to mount the sculpture too.

The new parking control signs have been installed to the Colman softball field parking lot. They indicated no parking from 11 p.m. to 6 a.m.

Three new tennis nets have been installed to the Colman tennis courts. Replacement bulbs have been installed on the Colman Flagpole lights.

Please allow me to express my thanks, for permitting me to serve our community as Superintendent of Parks. I have truly, truly enjoyed it, and the many facets of this position. I have so enjoyed the hands-on nature of this position, and the continual learning that is always required. And I have been very blessed, by a tremendous staff. It has been a honor, and my greatest hope is that I have successfully fulfilled my duties, and that my service has been at least satisfactory. To the staff that I am leaving – my friends, I wish all the best. To the Park Board and Dave, I wish innovation and success always.

The End

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

May 2021

- A. 50+ Softball** 50+ softball is underway. We have already had 1 rainout. I have 2 scorekeepers and they are enough to cover the 3 days of softball (Monday – Wednesday). We had an issue with a player being ejected from a game and after his ejection he was very vocal, disrupting the game and using foul language. I spoke with Mike Peel about what Heart of America Senior Softball was going to do in the way of punishment. Mike spoke with the board and they decided a 1 game night suspension was fair. If we have another incident with this player, I will insist on a much harsher punishment that could a multi game suspension up to a rest of the season suspension. If an incident occurs in the last games of the season, then a suspension for the next season may be imposed.
- B. Tennis League** Tennis League begins May 18th. As of now we have 6 players registered. The Tennis League has the option to register and pay at the court the first night so the number of registered players should grow. The League is ready to start just waiting on May 18th to get here.
- C. Tennis Lessons** So far, I have not been able to find an instructor to do lessons. I have contacted USTA, local high schools with tennis programs, nearby parks & recreation departments, the KC Programmers group (consists of sports programmers throughout the greater KC metro area), nearby racquet clubs, and the person I did my internship under with the USTA without any success, yet. We are not the only ones with this issue this year. Many other entities are having this problem.
- Adult Lessons were scheduled to begin May 10th, but we only had 2 registrations and need 3 to make it a viable program. I told the 2 registered participants that I will keep them on file and if we are able to find more registrants and instructors, I will contact them and see if they are still interested in participating.
- Youth Lessons are not scheduled to begin until June 7th. We do have 10 kids registered and they have been informed of the situation with the instructors. I have been in contact with a former instructor (who is not able to instruct when we need her to), and we are trying to figure out contingencies in case I can not find an instructor by June. I will have more details, later this week, after she and I are able to sit down and discuss what option we have.
- D. Raytown Scholastic Tennis** Our former tennis instructor (Katie Green) and I have been working together to try to bring scholastic tennis back to the Raytown School District. As of 4/28 the School's Superintendents approved Katie's proposal for scholastic tennis. We have agreed that the schools can use our courts for \$500 per season per park and the schools will help us with tennis instructors. \$500 is a very reduced price but the school district allows us to use the school gyms for free during the basketball season, so we feel this is a great exchange. We believe the \$500 per season was a reasonable amount to help with upkeep from the additional wear and tear on the courts. The schools plan is to start their tennis this fall using only the Colman courts and once the Kenagy courts are ready for use, the South High School team will use them while Raytown High will remain at Colman. This will be an MSHSAA sponsored sport. Practices will begin at 2:45 pm and run to 4:45 pm unless there are a lot of players and then it could run to 5:30 pm. Home matches will be in the evenings with 3 or 4 per season.
- E. Raytown Live** The Raytown Live committee has agreed to start the September 11th event at 5 pm to better coincide with the Festival of the Trails event that will be running until 5 pm. We have secured all the bands for all the Raytown Live dates. We also have at least 1 food vendor for all dates and I am looking into dessert trucks for the dates that will be in the warmer months. Stages and restrooms have also been scheduled for all dates.
- F. Fishing Derby** The Fishing Derby is going to be on Saturday, June 5th this year. We have the fish ordered and I am working on finding prizes. I hope to find and have them by the end of next week. I also plan on buying about 5 fishing rod and reels to keep on hand for any kids that show up and want to be a part of the derby but do not have fishing gear. I will be contacting potential volunteers later this week to see if the people who said they were interested are still interested in helping.
- G. Movies in the Park** The first Movie in the Park will be on June 18th. We will be showing Moana and the rights have been secured. The equipment is working properly so we should be set to continue this event after the COVID hiatus. I will be talking with Spring Valley Baptist to see if they are interested in helping again, this year.

2019 BMX Budget

	Expenses	Budget	Spent	Balance
RE0201	Electric Service	\$ 2,000.00	\$ 1,898.80	\$ 101.20
RE0202	Water Service	\$ -	\$ -	\$ -
RE0203	Telephone Service	\$ -		\$ -
	Maintenance of Buildings & Grounds -			
RE0204	Small Tools & Landscaping	\$ 8,100.00	\$ 7,570.86	\$ 529.14
RE0205	Maintenance of Equipment- Gas	\$ 1,000.00	\$ 266.80	\$ 733.20
RE0206	Office & First Aid Supplies	\$ 500.00	\$ 319.98	\$ 180.02
RE0207	Toilet Rental & Trash Hauling	\$ 3,120.00	\$ 2,382.02	\$ 737.98
	Operating Supplies-Concession-Spec.			
	Event-Prizes-Petty Cash- Postage-			
RE0208	Internet	\$ 13,930.00	\$ 14,146.34	\$ (216.34)
RE0209	Printing/Promotions	\$ 1,300.00	\$ 468.87	\$ 831.13
RE0210	Sanction/Memberships/Insurance-ABA	\$ 10,300.00	\$ 12,197.00	\$ (1,897.00)
	Total Expenses	\$ 40,250.00	\$ 39,250.67	\$ 999.33

2018 BMX Budget

	Expenses	Budget	Spent	Balance
RE0201	Electric	\$ 2,000.00	\$ 3,202.72	\$ (1,202.72)
RE0202	Water	\$ -	\$ -	\$ -
RE0203	Telephone	\$ -	\$ -	\$ -
RE0204	Bldgs/Grounds 52300	\$ 4,500.00	\$ 4,341.29	\$ 158.71
RE0205	Gas 52301	\$ 1,000.00	\$ 826.32	\$ 173.68
RE0206	Office Supplies 53750	\$ -	\$ -	\$ -
RE0207	Toilets 53999	\$ 4,180.00	\$ 4,170.40	\$ 9.60
RE0208	Concessions	\$ 13,023.10	\$ 13,373.45	\$ (350.35)
RE0209	Special Race Expenses	\$ 1,800.00	\$ 1,157.90	\$ 642.10
RE0210	Resale 53241	\$ 800.00	\$ -	\$ 800.00
RE0211	Small Tools 52300	\$ -	\$ -	\$ -
RE0212	Trash 53999	\$ 1,000.00	\$ 460.35	\$ 539.65
RE0213	Landscape 52300	\$ -	\$ -	\$ -
RE0214	Memberships 52250	\$ 6,000.00	\$ 6,986.00	\$ (986.00)
RE0215	Marketing 53241	\$ 20.00	\$ 20.00	\$ -
RE0216	Prizes	\$ 6,640.00	\$ 6,410.37	\$ 229.63
RE0218	Start-up cash	\$ 160.00	\$ 160.00	\$ -
RE0220	Postage	\$ -	\$ -	
RE0220	Internet Provider	\$ -	\$ -	\$ -
RE0223	BMX Track Devel.	\$ 3,189.45	\$ 3,189.45	\$ -
RE0224	Repair/Maint. 53600 *	\$ 16,937.45	\$ 16,937.45	\$ -
	Total Expenses	\$61,250.00	\$61,235.70	\$ 14.30

*This \$16,937.45 was raised through fundraising and donations.