

**AGENDA  
RAYTOWN PARKS & RECREATION BOARD**

**Rice-Tremonti Home  
8801 E 66<sup>th</sup> ST, Raytown MO 64133**

**Monday, July 19, 2021**

**7:00 PM**

**I. Call to Order**

**II. Public Participation**

**Approval of Minutes** –June 21<sup>st</sup> 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 – Evan Gorrell

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. Leigh Elmore FRTHA president
2. Park Board name tags
3. 2022 Budget

**VII. Other Business**

**VIII. Announcements**

**IX. Adjourn**

- Next Meeting: Monday, August 16, 2021 7 PM, location

**Raytown Park Board  
Minutes  
June 21, 2021**

**Attendance:**

**Park Board:** Dave Thurman, Robbie Tubbs, Brian Morris, William McClendon, Michael Anderson, Jenny Perkins, Evan Gorrell, George Mitchell, Brent Hugh

**Staff:** Dave Turner, Tony Mesa, Mike Conrad, Mary Ann McCormick

A quorum was declared present and the meeting was called to order at 7:00 pm. Robbie Tubbs made a motion to approve the May 17, 2021 minutes. Jenny Perkins seconded and the motion passed.

**Reports of Officers:**

**President** – Dave Thurman stated he went to Fishing Derby, Raytown Live and Movie in the Park in the last week or so. Great turn out for all events. Social media updates have been great.

**Vice President** – no report

**Reports of Standing & Special Committees:**

**Personnel** – no report

**Finance** – Agenda item #3

**Program** – no report

**Buildings & Grounds** – no report

**Rice Tremonti** – Brian reported that National Park sign to be installed, Archeology Club of KC found a 75 x 75 structure behind garage, will need 5K to excavate area. 4 windows replaced and LED lights installed.

**BMX** – budget report handed out. Will meet with BMX Board after National.

**Staff Reports:**

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

**Superintendent** - a written report was distributed.

**Recreation** - a written report was distributed. Mike also added 40 participants at Kids Day.

**New Business:**

1. Brenda Ivy asked about renaming Southwood Park to Wendall Lunny Park. He was on the Raytown Girls Softball and Raytown Baseball Association Boards. He lived at 9410 E. 81<sup>st</sup> Terr. Parks staff will look into the Southwood Park donation to City back in 1980. Would she consider a park bench, flagpole, etc. We would need donations to make this happen.
2. Brian Morris made a motion to approve an agreement up to \$65,000 with George Butler Associates for the Engineering Services for Super Splash USA property so that we can apply and use this Engineering Report in the LWCF Grant application process in 2022. Michael Anderson seconded and the motion passed.

3. Brian Morris made a motion to approve the FY2021-22 budget as presented. William McClendon seconded and the motion passed. This is a preliminary budget that will be modified in the current weeks and months. The revenue as presented for FY21-22 is \$1,019,400 and expenses \$1,242,468. Staff will keep park board updated.
4. Brian Morris made a motion to nominate Dave Thurman as President. Evan Gorrell made a motion to cease nominations. George Mitchell seconded and the motion passed. Robbie Tubbs seconded original motion and motion passed.

Dave Thurman made a motion to nominate Robbie Tubbs as Vice President. Evan Gorrell made a motion to cease nominations. George Mitchell seconded and the motion passed. William McClendon seconded original motion and motion passed.

5. George Mitchell made a motion to adjourn. Robbie Tubbs seconded and the motion passed.

**Announcements:**

1. Raytown Live – July 10<sup>th</sup>, Band Total Package
2. Movie in the Park – Abominable – July 16<sup>th</sup>
3. Park Board meeting – July 19<sup>th</sup> – possible location Rice-Tremonti

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

**2021-22 Budget-** I had a meeting Wednesday July 14<sup>th</sup> with City Admin and Finance Dept to finalize the Parks 2022 budget. It looks like several line items from 2021 will have to be carried over, including the Kenagy tennis court grant (notification now pushed back to August 25<sup>th</sup>), possibly the trash truck purchase, some of the engineering costs for GBA and the Super Splash plans. With those changes the budget is different than what was approved by the Park Board in June, but those differences are mainly CIP project expenses being pushed back into 2022.

**George Butler & Associates-** Tony and I met with GBA on Monday July 12 for several hours walking through the Super Splash property and inspecting the pond in Kenagy Park. This was a great meeting, and we covered a lot of the details of the layout of the properties and what we are trying to accomplish with the work planned for them. We will contact Damon and Public Works about using storm water funds for some cost relief on the pond project and will also look for Covid recovery funds that may be available through the state for storm water related projects.

**BMX-** We have taken some parking barricades to the BMX location to help direct traffic at the national race event. The BMX board is having trouble booking food trucks for the event, and Mike shared his list of contacts with Harley. I have set up with Homeland Security to add BMX to their rotation on Friday and Saturday night, with a standing post from 8-11PM. I will go and count down money with the BMX board at the end of the day on each day of the national race. Parking passes are available from the Parks office if any board members would like to have one for the event.

**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. Our advertising push has begun, and the committee is working with Toni Alexander to get information out in the sewer billing, the program guide, in print and donated banners.

**Southwood Trail** After Phillips Paving completed their work Parks staff Alan and Tony addressed some grading issues to ensure that the trail to soil surface differences would not be a trip hazard for park patrons. We did lay some sod left over from the City Hall project but will wait to reseed the area until later in the fall.

**City Hall Landscaping** the Raytown Parks staff completed the landscaping around the entrance to City Hall. The maintenance staff came together on this project very well and it was mostly completed in two different sessions.

**Asset Management** Parks' next major involvement will be after September 13<sup>th</sup> where we will go through specific workflow and functions that our staff perform. We will also determine what needs to be on the GIS mapping program, and how we can add to that when updating features of the parks.

**Open Positions** At this time we are looking for a Landscape Tech and Maintenance I position.

**Sales Tax Revenue** July sales tax to the Parks Department was \$29,239.08, and for the year we have collected \$246,731.10.

## 2021 Security Curfew Violations Breakdown

	0 Non-Res	0 Resident	18 Unknown
<b>Kenagy Park</b>			
3/4/2021 12:20AM			2
3/9/2021 12:11			v
4/15/2021 12:07			v
4/15/2021 12:07			V
4/26/2021 3:44			1
5/10/2021 12:18			1
5/11/2021 4:20			1
5/14/2021 12:15			1
5/16/2021 11:55			1
5/15/2021 11:54			v
6/11/2021 2:32			2
7/8/2021 2:34			3
<b>Minor Smith Park</b>			
4/26/2021 12:09			v
5/16/2021 11:46			v
<b>Colman Park</b>			
4/17/2021 0:00			
5/24/2021 11:32			2
5/27/2021 11:55			2
5/30/2021 11:29			v
6/8/2021 11:34			v
6/11/2021 12:32			2

Southwood Park  
5-5-2021 2021

v

Kritser Park

3/7/2021 12:43

v

3/9/2021 12:29

v

3/15/2021 3:20

v

3/22/201 12:40

v

3/25/2021 12:34

v

4/8/2021 12:37

v

4/16/2021 4:15

v

4/18/2021 12:42

v

4/21/2021 12:24

v

4/25/2021 0:00

v

4/26/2021 0:00

v

4/30/2021 0:28

v

5/2/2021 12:27

5/3/2021 3:22

v- Vehicle only



**July 2021**

**PARK MAINTENANCE REPORT**



**Horticulture / Right of Way**

Scott has been working to maintain the bedding plants at all parks, ROW signs and monuments including watering sites that do not have irrigation. Scott worked with our entire team to complete the renovation of the City Hall beds and grass. This work included rebuilding stone flower beds, grading, soil amendments, planting shrubs, flowers, sod, grass seeding and irrigation to maintain the plantings.

Our ROW tech has left us so the search for a full-time replacement will begin soon. I am pleased to report that Ron Fowler has rejoined our team as a part time ROW tech to help us get through the season and enhance our abilities.

**Park Maintenance**

Shawn and Chris have been working routine park maintenance cleaning and ball field maintenance. Shawn has left us for a new opportunity, Tom has been filling in and carrying the extra load for now so we will be looking to fill a Maintenance I position as quickly as possible.

Alan has been performing some routine maintenance on some of our power equipment and has been repairing drinking fountains throughout the park system to bring them back online after being shut down for more than a year.

The trail pavement project at Southwood Park has been installed including the drainage improvements at the south end of the athletic courts. We have installed an ORI restroom and worked on some grading along the west side of the lower trail near the athletic courts. I anticipate some minor grading in other areas will be needed in the fall before we final seeding.

We began testing a new asphalt product last week for patching tennis courts at Minor Smith Park. The test went well so we will begin the process to get more material and the needed equipment to complete the repairs to that facility. We will paint the repaired areas as quickly as possible so we can keep the courts in service.

The mowing contractor has been able to stay on schedule and our staff has been able to keep up with in-house mowing responsibilities.













# Raytown Parks & Recreation

## Park Board Recreation Report

Submitted by: Mike Conrad

July 2021

- A. 50+ Softball** 50+ Softball is finishing up the first sessions. This week is the last of the make-up games for Tuesdays and Wednesdays, from the three rainout days we had throughout the session. The 26<sup>th</sup> will be the final night for the Monday night games. This is assuming there are no more rainouts. Trophies have been ordered and will be handed out next week for Tuesday and Wednesday night games and the following Monday for the Monday night games. The first session went mostly smooth. We had a couple nights that Call the Game did not have enough officials to send to us, but we were able to work that out. Officiating is seeing a decline in people willing to do the job due to disrespect from players and spectators. This is something the entire industry is trying to find a solution for. I am working with the Heart of America Senior Softball (HASS) to get schedules for the next session to start immediately. Due to the President of HASS's health issues, we are having a little trouble getting the schedules. I have given the Vice-President until noon on Friday, July 16<sup>th</sup> to get the schedules to me to be able to start at a reasonable time. I will update the board if there are further issues.
- B. Tennis League** Tennis League has gone very smoothly as per usual. The shirts for the League have been ordered but due to a shortage caused by COVID issues, it is taking longer than normal for the printer to get them completed. We have until the 27<sup>th</sup> to get them in and my vendor assures me that we will have them with time to spare. The second session should start August 3<sup>rd</sup>, weather dependent.
- C. Tennis Lessons/Tennis Camp** Tennis Camp began on Monday 7/14 and has been going very well. We had 20 kids registered early for the camp and 16 of those have showed up and paid for the camp. I believe that is one of if not the biggest registration classes we have had. Unfortunately, due the availability of the instructor and shortage of instructors, this is the only session we will be able to have. In the past 2 years, we usually have a around 6 to 8 kids throughout the summer and 1 - 2 sessions of Lessons per summer depending on if enough kids registered for a given session.
- D. Raytown School District Tennis** I have been helping the School District get tennis started back in the schools. Raytown High School's Tennis Program has submitted a practice schedule and tentative match schedule to me and will begin practices starting on Aug. 8<sup>th</sup>. Raytown South is trying to garner interest among its students and will be starting a Tennis Club in the fall before transitioning to a tennis team. The agreement with the School District will bring in \$500/season (2 season/year) per park that is used. Right now, only Colman is suitable to use. Raytown High School also did a Tennis Camp, Open Hitting Session, and Private Lessons that was additional time and will bring in an additional income minus any canceled dates due to weather, has a potential to bring in an additional \$900.
- E. Raytown Live** The July Raytown Live was called due to weather. At about 7 PM (start time of the concert) a heavy rain started for around 20 minutes. After the rain subsided the band (Total Package Band of KC) wanted to play but there was a threat of severe weather hitting, about an hour out at that time. It was agreed that the band could play four songs and did. The food truck (Newt's Unique Kitchen) came out and stayed until the band was done playing as well. There were around 75 people still there, even after the first rain came through. August 14<sup>th</sup> is the next Raytown Live.
- F. Movies in the Park** Friday, July 16<sup>th</sup> is the next Movie in the Park. We will be showing DreamWorks Abominable. I will update the Board with attendance numbers at the next board meeting. I have not chosen a movie for the August date, yet. I am waiting until closer to the day of the Movie to choose the next in case of weather and in case a more popular movie becomes available.
- G. Basketball** I have scheduled a meeting with the School District for August 3<sup>rd</sup> to discuss basketball game dates & locations, practice dates & locations, and registration flyer disbursement. Registration flyers have been mocked up but need to get dates approved from the School District before finalizing flyers. I will also be discussing any new rules and/or procedures the School District may have since the pandemic began. I will also be contacting the Raytown Education Foundation to discuss continuing offering the basketball scholarships.

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Name Tags

Price: \$8.49

These beautiful badges are hand crafted in house with the latest UV printing and laser engraving technology which allows us to provide superior print quality at an affordable price. The best part is that you get to Design them online! You can choose from a variety of background colors, logos, images, text and font options and even add frames or dome to your badges. Each badge is custom designed for you!

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## Clear Vinyl Badge Holder with Elastic Neck Cord

Item #100677-E



1 color(s) to choose from!

This item has one color option: Clear / Gray

Minimum Quantity	Your Price
100	\$0.42
300	\$0.39
500	\$0.35
1000	\$0.30
2500	\$0.29
5000	\$0.26
10000	\$0.25

### Current Selection

Total:  
**\$42.00**

Where should we place your design?

Custom Imprint Not Available

What imprint color(s) would you like?

Custom Imprint Not Available

- Slide a company or tradeshow ID in the clear vinyl sleeve.



**Dave  
Thurman**  
Park Board  
President



**Robbie  
Tubbs**  
Park Board  
Vice President



**Michael  
Anderson**  
Park Board  
Member



**Evan  
Gorrell**  
Park Board  
Member



**Brent  
Hugh**  
Park Board  
Member



**William  
McClendon**  
Park Board  
Member



**George  
Mitchell**  
Park Board  
Member



**Brian  
Morris**  
Park Board  
Member

7/15/21

	2019-2020 Actual	2020-2021 Budget	2020-2021 Projected	2021-2022 Budget
<b>FUND: Parks</b>				
<u>Property Taxes</u>				
Real Estate (Property) Tax	\$ 428,982	\$ 470,884	\$ 435,000	\$ 441,000
Personal Property Tax	86,185	101,000	88,500	88,500
Delinquent Real Estate Taxes	12,148	12,900	8,000	11,400
Penalties	10,167	8,000	6,400	7,000
Excess Proceeds	-	-	-	-
Railroad & Utilities Tax	17,797	20,500	20,000	20,000
(Real Estate) Replacement Tax	25,552	20,000	26,000	26,000
Circuit Breaker Refund	(1,334)	(2,050)	(700)	(1,200)
Delinquent Property Tax Revenue	9,491	10,000	7,100	7,500
Total Property Tax	588,987	641,234	590,300	600,200
<u>General Sales Tax</u>				
Parks/Storm Water Capital Sales Tax	334,528	315,000	314,900	320,000
TIF - EATS	(34,805)	(31,900)	-	-
Total General Sales Tax	299,723	283,100	314,900	320,000
<u>Grants</u>				
Grants	-	187,500	-	225,000
Total Grants	-	187,500	-	225,000
<u>Service Charges</u>				
Ballfield Lights Fees	6,538	6,500	1,500	1,800
Shelter House Rental Fees	16,470	19,000	19,000	19,000
Sports Field Rental Fees	2,181	1,400	7,000	7,000
Concession Permit	-	-	-	-
Golf Lessons	-	-	-	-
Team Sports League	11,954	39,600	30,500	34,000
Instruction Classes	-	-	-	-
Season Passes	-	-	-	-
Daily Admissions	-	-	-	-
Concession Sales	-	-	-	-
Birthday Parties	-	-	-	-
Commodity Sales	-	-	-	-





Expense Category		21/22 Budget
<i>Personnel Services</i>		<b>628,278</b>
201-92-00-100-51102	Civilian Employees	407,252
	Annual Salary	401,206
	COLA/Merit Increase	6,046
201-92-00-100-51106	Part Time Employees	32,840
	Annual Salary	32,840
201-92-00-100-51111	Civilian Employees Overtime	1,887
	Overtime	1,887
201-92-00-100-51115	Special Emergency Preparedness	
201-92-00-100-51206	Life Insurance	989
201-92-00-100-51212	Civilian Pension- 401A Match	3,343
201-92-00-100-51214	Deferred Compensation- LAGERS	60,553
201-92-00-100-51215	Health Insurance	48,300
201-92-00-100-51218	Med Exp - HSA Contribution	7,500
201-92-00-100-51220	Dental	4,601
201-92-00-100-51221	Vision	1,004
201-92-00-100-51225	FICA	34,192
201-92-00-100-51231	Auto Allowance	4,980
201-92-00-100-51236	Ins Opt Out Incentive	1,992
201-92-00-100-51238	Phone Allowance	4,320
201-92-00-100-51240	Workers Compensation Insurance	14,525
<i>Supplies, Services, and Charges</i>		<b>293,565</b>
201-92-00-100-52101	Office Supplies	600
201-92-00-200-52101	Office Supplies BMX	500
201-92-00-100-52200	Operating Supplies	3,450
	Janitorial Supplies for parks	1,500
	First Aid/Safety Gear	1,250
	Supplies -General Inventory	700
201-92-00-200-52200	Operating Supplies BMX	15,000
201-92-00-100-52233	Uniforms	3,300
201-92-00-100-52250	Professional Services	1,400
	New Hires	1,400
201-92-00-200-52250	Professional Services BMX	10,000
	BMX Rider Insurance/ Fees	10,000
201-92-00-100-53101	Postage	500
201-92-00-100-53241	Printing & Promotions	1,500
201-92-00-200-53241	Printing & Promotions BMX	1,000
201-92-00-100-53301	Dues & Membership	2,700
	Missouri Parks , National Parks	2,700
	Chamber, KCMRDA, CEU, Sam's	
201-92-00-100-53500	Equipment	1,700
	Data Max copier lease	400
	office furniture	1,300
201-92-00-100-53644	Computer Services	7,500
	itek computer services	7,500
201-92-00-100-53701	Education and Training	3,100
	MPRA/NRPA/WWA	1,700
	Arborist Training and Cont. Ed.	1,400
201-92-00-100-53711	Meals & Travel	1,350

Parks Fund

201-92-00-100-53913	General Liability Insurance		<b>45,365</b>
201-92-00-100-53961	Bank Charges		4,300
201-92-00-100-53999	Contractual Services		131,300
	none of these large enough to need BOA approval	Trash Hauling	6,500
		Port-a-potties	7,500
		Legal Services	5,000
	tech support	Asset Management	15,000
		Security Contractor	24,000
		Alarm Service	3,800
	new	Creative Communities Alliance	5,000
		Camera contract	2,500
		Architect and Engineering fees	21,000
		Mowing	41,000
201-92-00-200-53999	Contractual Services	BMX	7,200
201-92-00-100-54500	Rec Programs		51,800
<b>Repairs &amp; Maintenance</b>			<b>88,200</b>
201-92-00-100-52300	Repair & Maintenance Supplies		59,700
		Landscaping	12,000
		Ballfield Improvements	2,000
		Maintenance -park structures	12,700
		Maintenance - athletic fields and electrical	14,000
		Maintenance - Mowers, power equip.	9,000
		Maintenance Equipment- Small Tools	10,000
201-92-00-200-52300	Repair & Maintenance Supplies	BMX	9,000
201-92-00-100-52301	Fuel		7,500
201-92-00-200-52301	Fuel	BMX	1,000
201-92-00-100-53600	Repair & Maintenance Services		1,500
		Office Janitorial	1,500
201-92-00-100-55000	Vehicle Expense		9,500
		General	7,700
		GPS	1,800
<b>Utilities</b>			<b>59,900</b>
201-92-00-100-53421	Water		7,500
201-92-00-200-53421	Water	BMX	700
201-92-00-100-53401	Electricity		38,000
201-92-00-200-53401	Electricity	BMX	3,000
201-92-00-100-53411	Gas		3,200
201-92-00-100-53431	Telephone (hard lines) and WIFI		6,500
201-92-00-200-53431	Telephone (hard lines)	BMX	1,000
<b>Capital Expenditures</b>			<b>662,000</b>
201-92-00-100-57000	Capital Expenditures		662,000
		Kenagy Tennis Courts w grant	450,000
		George Butler Supersplash	-
		Kritser/Kenagy playground replacement	90,000
		Pond wall Engineering fees	40,000
		Truck replacement with upfitting	34,000
		Kritser Trail overseal	16,000
		Park Improvements	27,000
		Computer equipment	5,000
<b>Debt Service</b>			<b>-</b>
<b>Operating Transfer</b>			<b>32,000</b>
201-00-00-100-59950	Operating Transfer - TIF EAT's		32,000
<b>Total Park Fund Request</b>			<b>1,763,943</b>