

**AGENDA  
RAYTOWN PARKS & RECREATION BOARD**

**Monday, February 15, 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** –January 25<sup>th</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 – 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. Sunshine Law presentation
2. BMX
3. Sculpture on the Move
4. Buildings & Grounds committee recommendations

**VII. Other Business**

**VIII. Announcements**

**IX. Adjourn**

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



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>							
<b>Revenue</b>							
<a href="#">201-00-00-001-41206</a>	TIF - EATS	-31,900.00	-31,900.00	0.00	0.00	31,900.00	0.00 %
<a href="#">201-00-00-100-41205</a>	Parks/Storm Water Capital Sales Ta	315,000.00	315,000.00	0.00	80,375.34	-234,624.66	74.48 %
<a href="#">201-00-00-100-46102</a>	Investment Income	3,760.00	3,760.00	0.00	16.77	-3,743.23	99.55 %
<a href="#">201-92-00-000-42122</a>	Credit Card Processing Fee	0.00	0.00	0.00	37.63	37.63	0.00 %
<a href="#">201-92-00-100-41101</a>	Real Estate Tax	470,884.00	470,884.00	0.00	386,069.73	-84,814.27	18.01 %
<a href="#">201-92-00-100-41102</a>	Personal Property Tax	101,000.00	101,000.00	0.00	70,137.15	-30,862.85	30.56 %
<a href="#">201-92-00-100-41104</a>	Delinquent Real Estate Taxes	12,900.00	12,900.00	0.00	3,698.12	-9,201.88	71.33 %
<a href="#">201-92-00-100-41105</a>	Penalties	8,000.00	8,000.00	0.00	2,172.31	-5,827.69	72.85 %
<a href="#">201-92-00-100-41107</a>	Railroad & Utilities Tax	20,500.00	20,500.00	0.00	0.00	-20,500.00	100.00 %
<a href="#">201-92-00-100-41108</a>	Replacement Tax	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
<a href="#">201-92-00-100-41110</a>	Circuit Breaker Refund	-2,050.00	-2,050.00	0.00	-124.78	1,925.22	6.09 %
<a href="#">201-92-00-100-41111</a>	Delinquent Property Tax Revenue	10,000.00	10,000.00	0.00	3,378.00	-6,622.00	66.22 %
<a href="#">201-92-00-100-46101</a>	Interest Earnings	3,760.00	3,760.00	0.00	513.28	-3,246.72	86.35 %
<a href="#">201-92-00-100-46303</a>	Gain on sale of Fixed Asset	11,000.00	11,000.00	0.00	16,000.00	5,000.00	145.45 %
<a href="#">201-92-00-100-47101</a>	Ballfield Lights Fees	6,500.00	6,500.00	0.00	173.75	-6,326.25	97.33 %
<a href="#">201-92-00-100-47105</a>	Shelter House Rental Fees	19,000.00	19,000.00	0.00	1,975.00	-17,025.00	89.61 %
<a href="#">201-92-00-100-47110</a>	Sports Field Rental Fees	1,400.00	1,400.00	0.00	2,822.00	1,422.00	201.57 %
<a href="#">201-92-00-100-47116</a>	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	40.00	-1,060.00	96.36 %
<a href="#">201-92-00-100-47204</a>	Team Sports League	39,600.00	39,600.00	0.00	0.00	-39,600.00	100.00 %
<a href="#">201-92-00-100-47220</a>	Donations	16,000.00	16,000.00	0.00	0.00	-16,000.00	100.00 %
<a href="#">201-92-00-100-47425</a>	Other Income	1,000.00	1,000.00	0.00	200.00	-800.00	80.00 %
<a href="#">201-92-00-200-47401</a>	Participant Fees - BMX	20,000.00	20,000.00	0.00	3,834.51	-16,165.49	80.83 %
<a href="#">201-92-00-200-47405</a>	Concession Sales - BMX	6,500.00	6,500.00	0.00	14.03	-6,485.97	99.78 %
<a href="#">201-92-00-200-47415</a>	ABA Memberships - BMX	5,400.00	5,400.00	0.00	0.00	-5,400.00	100.00 %
<a href="#">201-92-00-718-43101</a>	Federal Grants - Parks	187,500.00	187,500.00	0.00	0.00	-187,500.00	100.00 %
	<b>Revenue Total:</b>	<b>1,246,854.00</b>	<b>1,246,854.00</b>	<b>0.00</b>	<b>571,332.84</b>	<b>-675,521.16</b>	<b>54.18%</b>
<b>Expense</b>							
<a href="#">201-92-00-100-51102</a>	Civilian Employees	424,849.00	424,849.00	0.00	81,561.09	343,287.91	80.80 %
<a href="#">201-92-00-100-51106</a>	Part Time Employees	48,820.00	48,820.00	0.00	0.00	48,820.00	100.00 %
<a href="#">201-92-00-100-51111</a>	Civilian Employees Overtime	3,640.00	3,640.00	0.00	367.61	3,272.39	89.90 %
<a href="#">201-92-00-100-51206</a>	Life Ins	1,222.00	1,222.00	0.00	261.93	960.07	78.57 %
<a href="#">201-92-00-100-51212</a>	Deferred Compensation - 401 A	6,398.00	6,398.00	0.00	1,086.59	5,311.41	83.02 %
<a href="#">201-92-00-100-51214</a>	Civilian Pension - LAGERS	65,483.00	65,483.00	0.00	11,034.02	54,448.98	83.15 %
<a href="#">201-92-00-100-51215</a>	Health Insurance	57,903.00	57,903.00	0.00	11,477.10	46,425.90	80.18 %
<a href="#">201-92-00-100-51218</a>	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	1,500.00	6,000.00	80.00 %
<a href="#">201-92-00-100-51220</a>	Dental	4,231.00	4,231.00	0.00	913.98	3,317.02	78.40 %
<a href="#">201-92-00-100-51221</a>	Vision	905.00	905.00	0.00	200.32	704.68	77.87 %
<a href="#">201-92-00-100-51225</a>	FICA	36,930.00	36,930.00	0.00	6,059.71	30,870.29	83.59 %
<a href="#">201-92-00-100-51231</a>	Auto Allowance	5,436.00	5,436.00	0.00	1,359.00	4,077.00	75.00 %
<a href="#">201-92-00-100-51236</a>	Ins Opt Out Incentive	9,000.00	9,000.00	0.00	1,500.00	7,500.00	83.33 %
<a href="#">201-92-00-100-51238</a>	Phone Allowance	4,800.00	4,800.00	0.00	640.00	4,160.00	86.67 %
<a href="#">201-92-00-100-51240</a>	Workers Compensation Insurance	16,175.00	16,175.00	0.00	2,201.86	13,973.14	86.39 %
<a href="#">201-92-00-100-52101</a>	Office Supplies	550.00	950.00	0.00	163.84	786.16	82.75 %
<a href="#">201-92-00-100-52200</a>	Operating Supplies	3,450.00	3,450.00	0.00	190.41	3,259.59	94.48 %
<a href="#">201-92-00-100-52233</a>	Uniforms	3,100.00	3,100.00	0.00	144.00	2,956.00	95.35 %
<a href="#">201-92-00-100-52250</a>	Professional Services	1,400.00	1,400.00	0.00	268.96	1,131.04	80.79 %
<a href="#">201-92-00-100-52300</a>	Repair & Maintenance Supplies	59,500.00	59,500.00	0.00	2,432.88	57,067.12	95.91 %
<a href="#">201-92-00-100-52301</a>	Fuel	7,500.00	7,500.00	0.00	774.00	6,726.00	89.68 %
<a href="#">201-92-00-100-53101</a>	Postage	500.00	500.00	0.00	1.20	498.80	99.76 %
<a href="#">201-92-00-100-53241</a>	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: 02/28/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53301</u>	Dues & Memberships	2,600.00	2,600.00	0.00	750.00	1,850.00	71.15 %
<u>201-92-00-100-53401</u>	Electricity	33,000.00	33,000.00	0.00	5,077.95	27,922.05	84.61 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	377.52	2,822.48	88.20 %
<u>201-92-00-100-53421</u>	Water	7,500.00	7,500.00	0.00	1,083.80	6,416.20	85.55 %
<u>201-92-00-100-53431</u>	Telephone	8,000.00	8,000.00	0.00	1,031.70	6,968.30	87.10 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,300.00	0.00	0.00	1,300.00	100.00 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	150.00	1,350.00	90.00 %
<u>201-92-00-100-53644</u>	Computer Services	7,500.00	7,500.00	0.00	340.00	7,160.00	95.47 %
<u>201-92-00-100-53701</u>	Education and Training	2,750.00	2,750.00	0.00	75.00	2,675.00	97.27 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	0.00	1,350.00	100.00 %
<u>201-92-00-100-53913</u>	General Liability Insurance	39,555.00	39,555.00	0.00	6,511.14	33,043.86	83.54 %
<u>201-92-00-100-53961</u>	Bank Charges	3,500.00	3,500.00	0.00	922.37	2,577.63	73.65 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	105,400.00	105,400.00	0.00	5,131.09	100,268.91	95.13 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,797.00	51,797.00	0.00	118.00	51,679.00	99.77 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,500.00	9,500.00	0.00	516.09	8,983.91	94.57 %
<u>201-92-00-100-57000</u>	Capital Expenditures	474,000.00	474,000.00	0.00	250.00	473,750.00	99.95 %
<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	15,000.00	0.00	676.50	14,323.50	95.49 %
<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	8,000.00	0.00	0.00	8,000.00	100.00 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<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	405.55	2,594.45	86.48 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	700.00	0.00	0.00	700.00	100.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	900.00	900.00	0.00	61.12	838.88	93.21 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	7,120.00	7,120.00	0.00	374.99	6,745.01	94.73 %
	<b>Expense Total:</b>	<b>1,570,864.00</b>	<b>1,570,864.00</b>	<b>0.00</b>	<b>149,317.48</b>	<b>1,421,546.52</b>	<b>90.49%</b>
	<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-324,010.00</b>	<b>-324,010.00</b>	<b>0.00</b>	<b>422,015.36</b>	<b>746,025.36</b>	<b>230.25%</b>
	<b>Report Surplus (Deficit):</b>	<b>-324,010.00</b>	<b>-324,010.00</b>	<b>0.00</b>	<b>422,015.36</b>	<b>746,025.36</b>	<b>230.25%</b>

### Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>						
Revenue	1,246,854.00	1,246,854.00	0.00	571,332.84	-675,521.16	54.18%
Expense	1,570,864.00	1,570,864.00	0.00	149,317.48	1,421,546.52	90.49%
<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-324,010.00</b>	<b>-324,010.00</b>	<b>0.00</b>	<b>422,015.36</b>	<b>746,025.36</b>	<b>230.25%</b>
<b>Report Surplus (Deficit):</b>	<b>-324,010.00</b>	<b>-324,010.00</b>	<b>0.00</b>	<b>422,015.36</b>	<b>746,025.36</b>	<b>230.25%</b>

**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	0.00	422,015.36	746,025.36
Report Surplus (Deficit):	<b>-324,010.00</b>	<b>-324,010.00</b>	<b>0.00</b>	<b>422,015.36</b>	<b>746,025.36</b>

# Fund Balance Report

As Of 02/01/2021



City of Raytown, MO

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Revenues</b>	<b>Total Expenses</b>	<b>Ending Balance</b>
201 - PARKS & RECREATION	1,174,583.90	571,332.84	149,317.48	1,596,599.26
<b>Report Total:</b>	<b>1,174,583.90</b>	<b>571,332.84</b>	<b>149,317.48</b>	<b>1,596,599.26</b>

**Raytown Park Board  
Minutes  
January 25, 2021**

**Attendance:**

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

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

**Guests:** None

A quorum was declared present and the meeting was called to order at 7:00 pm. This was a Zoom meeting. Brian Morris made a motion to approve minutes from December 21, 2020. George Michell seconded and the motion passed.

**Reports of Standing & Special Committees:**

**Personnel** – no report

**Finance** – no report

**Program** – Sculptures on the Move, 180 artists submitted their work for consideration. There are 18 groups that submitted applications to receive artwork.

**Buildings & Grounds** – no report

**Rice-Tremonti** – Brian reported that 2 windows facing Blue Ridge have been installed.

**BMX** –BMX Board will attend February Park Board Meeting.

**Staff Reports:**

**Director** - a written report was distributed. Course of Action Plan on Super Splash was submitted with Park Board Packet.

**Superintendent of Parks** – a written report was distributed. Also part of the minutes was the Parks Operation Report Summary for man hours used in FY19-20.

**Recreation Report-** a written report was distributed.

**New Business:**

1. Southwood Trail Asphalt Bid – Bid documents will be sent out February 15<sup>th</sup>, with bid opening March 9<sup>th</sup> and then to Park Board for approval March 15<sup>th</sup>. The base bid will be to add 3” asphalt to existing trails and an alternate bid to add 360’ path that would connect the upper and lower loops. Alternate bid would be to remove 3” of dirt and then add 4” asphalt. Contract would be awarded in March or April but would not start until July or August. There is \$34,000 budgeted for the trails.
2. Robbie Tubbs made a motion to approve contract with Homeland Security with a 2% increase over last year. Brian Morris seconded and the motion passed.
3. Sculpture on the Move – Dave will send out link to sculptures to Program Committee, Main Street Association and Raytown Artist Association. Each person will need to choose their top 18 sculptures and then Program Committee will tally the votes and then Dave will submit to Sculpture on the Move. Brent Hugh suggested once we pick out a couple of locations to put survey on Facebook and have public vote on their choice.
4. Terry Copeland Memorial – suggestions bench with plaque, tree, flagpole, name revamped Super Splash after Terry. Dave will get definite prices on all of the above and report at February meeting.
5. Superintendent of Parks - will post position announcement in mid-February, hope to have new Superintendent of Parks hired and ready to start in mid-April so that Ron will have about 2 weeks to train.

6. Brian Morris reported on putting in a RC Crawler Track at one of our parks. He suggested Kritser Park in the retention pond slope. We could start out small like 25 foot x 25 foot area, add rocks and pipes for the group. The Parks Dept. does not own the retention pond at Kritser that is Public Works so they would need to give approval. Dave will talk to RC Crawler group and see what they need.
7. Michael Anderson made a motion to adjourn at 8:15 pm. Robbie Tubbs seconded and the motion passed.



**Raytown Parks & Recreation Department**  
**Director's Report**  
**February 15, 2020**

**Crime at Colman Park** There has been another serious crime with a homicide at our Park. This occurred Friday, February 5<sup>th</sup> at 12:40AM and was in very close proximity to our neighbors to the west of the Maintenance building and parking lot. Measures were taken immediately to secure that area and to build up more safety measures for our park users and staff.

**Park Lighting** I have met with two tech's from Everygy about the lighting in Colman. There are upgrades available for our location and we expect the work orders to go out on Tuesday. Kritser and Little Blue Trace Parks will be next on the list for upgrades.

**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. The timing for this is not good for the Parks as out tulips and plants are going to be destroyed. We will have to see the extent of the damage and reconfiguration to know what to replace.

**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 chosen 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, Vicki Turnbow, Mike and I are coordinating the event with other community groups in Raytown.

**Southwood Park Trail** This project went out to bid today (2-15-2021). I hope to get good participation from contractors and a price that is within budget. The bid opening will take place March 10<sup>th</sup>, and I will report back to the Park Board with results at the next meeting.

**BMX** There is an asphalt seal-coat job that we have received quotes for last week, now we just need decent weather to schedule the work. We also need to help the BMX board to plan for hosting the 2021 National on July 23<sup>rd</sup>-25<sup>th</sup>.

**We Tip** I am still working with We Tip, which will provide signs for our Parks and offer up to \$1,000 rewards for useful information on information leading to convictions. They have been updating the program and it is taking longer than expected to get started.

**Sculpture on the Move** The selection process will take place on Tuesday February 16<sup>th</sup>. Thanks to Mike Conrad, the Program committee, and volunteers Robert Adkins, and Dawn Thomas for their efforts with this project.

**Terry Copeland Memorial** Ron found a flag pole comparable to what we would prefer to use. The cost would be \$2,404 for the pole itself and then the cost of installation would be another \$600+. A park bench could be installed for the cost of \$700.

**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** February sales tax to the Parks Department was \$21,380.97.



**February 2021**  
**PARK MAINTENANCE REPORT**



**Horticulture / Right of Way**

I am currently interviewing for all open employment positions with the hopes of filling them soon. Hopefully, we will have success sooner than later.

I have considered several options for the needed plants for our summer flower beds. We will use a combination of seed and plant plugs again this year to meet our needs. This will require greenhouse efforts, but I choose this path with the hopes of giving our pending horticulture staff some hands-on experience. We have also reduced our effort this year, to accommodate new staff members. Seeding is in progress and the plugs are on order – spring is coming - YEA!

**Park Maintenance**

The replacement parts for our playgrounds are now on order. I am hoping we will receive them by the end of February. We have also ordered and received a new tot swing for Southwood Park. It will be installed as the weather moderates.

We are complete with the storage of all Christmas decorations we are responsible for except for one downtown street tree that still has lights on it. We will address this as time and weather allows.

Earlier this month when the weather was more moderate, Shawn and Woody were painting the Colman restrooms. The men's side is almost complete, and we will finish the women's side as weather allows.

The Welcome to Raytown Sign that was destroyed at Raytown Road and 53<sup>rd</sup> street is now under restoration. The new back and logo have been installed and Alan is now painting it. I feel when he is complete, it will be far superior to a purchased sign.

Alan has made several vehicle repairs. One truck has had the fuel pump replaced in the fuel tank and the F-150 has had the rear brakes replaced.

As soon as all the paperwork clears the City, we will be ordering the replacement vehicle for the F-150. I expect the new truck and power liftgate will take 8-12 weeks to build. Once the truck is received staff will reinstall the arrow light bar from the old truck.

We are continuing to assist the City with snow removal duties that are associated with the driveways and parking lots at City Hall. Our efforts are totally directed by the Public Works Superintendent. He tells us when we are needed. We only do snow removal as the Public Works applies salt as they choose. This has priority for us, and then we address our park needs after that.

###

# Raytown Parks & Recreation

## Park Board Recreation Report

Submitted by: Mike Conrad

February 2021

### A. Field Reservations

I have received interest from 2 parties to rent fields for the spring/summer. One of those parties has submitted a permit app. I am waiting for them to get a copy of their insurance to me before moving forward.

### B. Raytown's Festival of the Trails

I am waiting for all groups involved to give approval for use of each entities' logos. After receiving approval, I will be making a Facebook page for the event. So far, I have everything set up to get the page up and going in less than 30 minutes but need the permissions for the page's banner which will have all the logos from every group involved.

### C. Basketball

The software system that I mentioned in January's Board Report, was asking for about \$800 per year to use. While the system would make it a little easier for both coaches to do training and for me to schedule training, the cost is much higher than the amount of work and time it takes. Currently, training space from the School District is donated by the School district, scheduling coaches to meet and to run the meeting cost is all done by me and does not add any additional cost aside from some paper for rules/expectation handouts.

### D. 50+ Softball

Heart of America says they have verbal commitments from teams to have games Mondays through Thursdays. Until Heart of America has firm commitments, I will hold off ordering balls. We do have 3 cases in backstock and that will get us through a little over 3 weeks of games being played Mondays through Thursdays. We have plenty of chalk to last us through the season so I will not need to order any. I will start advertising for scorekeepers next week. Last year was very difficult to find scorekeepers, I believe in large part because of the pandemic and I am anticipating this year to be just as difficult. First week of games is scheduled for the week of April 19<sup>th</sup>.

### E. Tennis Lesson


I have been in contact with the Tennis instructors from last year. They are interested in coming back but are having to look into when they will be done with classes and when they will be finished with the school's tennis season. They believe they will be finished with both school and tennis by the end of April and back by the beginning of May and can be our instructors. They are going to get back to me in mid to late March, after the worst parts of winter. This should work fine since we do not start lessons until the beginning of May.

### F. Show Me Your Roots Bicentennial Tree Planting

In celebration with Missouri's statehood bicentennial the State is donating trees to municipalities to plant in April. We will be planting our tree on April 22<sup>nd</sup>. We are on the list to receive a White Oak tree. I have been working with Ron and Ron has picked a spot in Kritser Park to plant the tree. Part of the agreement of receiving the tree from the State is that the tree planting is documented and posted to social media in some way. Since the reports on the pandemic by April is that we will still be under strict social distancing guidelines, I have decided to make it a Facebook Live event. This will allow us to ensure the safety of the public and staff while also allowing all who would like to see the event the opportunity to do so. I am inviting the Mayor to come out and say a few words along with Charles Conner, who has helped us in past tree planting and is recommended by Ron.

## Missouri's Sunshine Law

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**LAUBER MUNICIPAL LAW, LLC**

Raytown – Park Board Meeting  
February 15, 2021

*Serving those who serve the public*

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## What is the Sunshine Law?

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A series of laws found in section 610 of the Missouri Revised Statutes designed to give people an opportunity to know what their government is doing



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## What the Sunshine Law Isn't

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- ⊗ Not a "right to know"
  - ⊗ Only an ability to find out
- ⊗ Not a requirement that government justify its policies
- ⊗ Not a substitute for an educated public
- ⊗ Not the same as FOIA



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## Who is Subject to the Sunshine Law?



Parks Commission

- Ⓢ Public governmental bodies
- Ⓢ Committees, boards, and commissions
- Ⓢ Advisory committees
- Ⓢ Quasi-public governmental bodies

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## What it covers



PUBLIC MEETINGS



PUBLIC RECORDS



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## How to Hold a Proper Meeting



- Ⓢ Must post notice and proposed agenda 24 hours in advance
- Ⓢ Meeting location must be adequate for expected crowd
- Ⓢ Agenda may be changed
- Ⓢ Must send notice to media if they request
- Ⓢ Must take minutes

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### Public Meeting Procedures



CITY COUNCIL  
AGENDA & MINUTES

- Ⓢ Emergency meetings
- Ⓢ Electronic meetings
- Ⓢ Must be present to vote or video conference (for all matters that require roll-call votes)

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### Open Meetings

- Ⓢ Elected officials must be present or participating by video conference for roll call votes
- Ⓢ If meeting held by phone, must be access for public
- Ⓢ Public may *always* record a meeting
- Ⓢ Public doesn't have the right to speak at meeting
- Ⓢ If body goes into closed session, public must be given place to wait

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### Public Voting Procedures



CITY COUNCIL  
GOODENOWEN  
CANTREY  
HOLLAND  
WATER  
SCHLAGER  
BEITOLD  
POWELL  
MORRISSET  
SANDROW

- Ⓢ Recording regular votes
- Ⓢ Recording roll call votes
- Ⓢ Recording emergency meeting votes

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### Public Record Procedures

- Ⓢ Reasonable written policy
- Ⓢ Records custodian
- Ⓢ Response to requests
- Ⓢ Inspection and copying
- Ⓢ Permitted fees and charges
- Ⓢ Waiving fees and charges



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### Open Records

**Responding to Records Requests**

- Ⓢ Can't require a specific form (but you can suggest)
- Ⓢ Can't require them to say why they want the records (but you can ask)
- Ⓢ Must respond/acknowledge request in three business days, but...
  - Ⓢ Response may be that more time is required
- Ⓢ If asked, must state why information is being withheld or redacted
  - Ⓢ May be limited to those reasons later discussed
- Ⓢ Consider if there really is a reason not to provide

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### Open Records

**To Fee, or Not to Fee?**

- Sunshine Law allows waiver of fee, but does not require
- Should be consistent
- Fee is up to 10¢ per page plus staff time
- Payable in advance



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### Closed meetings, records, and votes



#### The Big 3

- Ⓢ Legal actions, causes of action, or litigation, including privileged communications with attorneys
- Ⓢ Real estate transactions
- Ⓢ Personnel (Personnel and employment matters and individually identifiable personnel records)

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### Closed meetings, records, and votes (cont.)

- Ⓢ State militia or National Guard
- Ⓢ Identifiable mental or physical health proceedings
- Ⓢ Academic records
- Ⓢ Identifiable welfare records
- Ⓢ Innovations and proprietary interests
- Ⓢ Computer software codes and documentation
- Ⓢ Testing and examination materials



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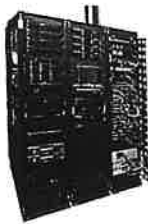
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### Closed meetings, records, and votes (cont.)



- Ⓢ Preparations for negotiations with employees
- Ⓢ Competitive bid specs prior to publication
- Ⓢ Scaled bids
- Ⓢ Municipal hotlines
- Ⓢ Auditor communications
- Ⓢ Critical incident response plans
- Ⓢ Security systems and structural plans
- Ⓢ Configuration of computer networks
- Ⓢ Security of electronic transactions
- Ⓢ Records otherwise protected from disclosure by law

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## Closed Meeting and Voting Procedures

- ☑ Listed on agenda
- ☑ Motion for closed session - state reason
- ☑ Stay on topic
- ☑ Only roll call votes
- ☑ Keep basic minutes
- ☑ Motion to go out of closed session
- ☑ Put reportable actions on the record



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LAUBER MUNICIPAL LAW, LLC

## Missouri's Sunshine Law

### Contact Information:

Jennifer Baird  
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jbaird@laubermunicipal.com



Scan with your smart phone QR reader

*Serving those who serve the public*

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LAUBER MUNICIPAL LAW, LLC

Formerly City of Lee's Summit, MO

### About the Firm

Lauber Municipal Law, LLC, was established for the purpose of serving local governmental entities of all types and sizes. We can serve your community as its general counsel ("City Attorney") or as special counsel for technical issues like economic development incentive approvals, annexation, elections, impeachments, and appellate work.

Our goal through Lauber Municipal Law, LLC, is to meld our previous experience together to provide a high-quality, "big firm" work product, while providing the flexibility, personal responsiveness, and cost effectiveness of a small firm. We completely understand public entities' needs to obtain the most effective representation possible while considering the fact that these services are compensated from a budget made up of public funds. As the motto for Lauber Municipal Law, LLC, states: We are proud to serve those who serve others. Our sincere desire is to make that job easier and less stressful for the elected officials and administrative staffs of these entities.

We do not discriminate on the basis of race, sex, or ethnicity in our employment. The City of Lee's Summit, MO is an Equal Opportunity Employer.

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18

Dashes (#18)

85

Notes on Artist:

Larger dimensions

Needs additional help  
with installs

Good Communication

Reasonably Priced

Popular

Will paint & Asks City  
for input

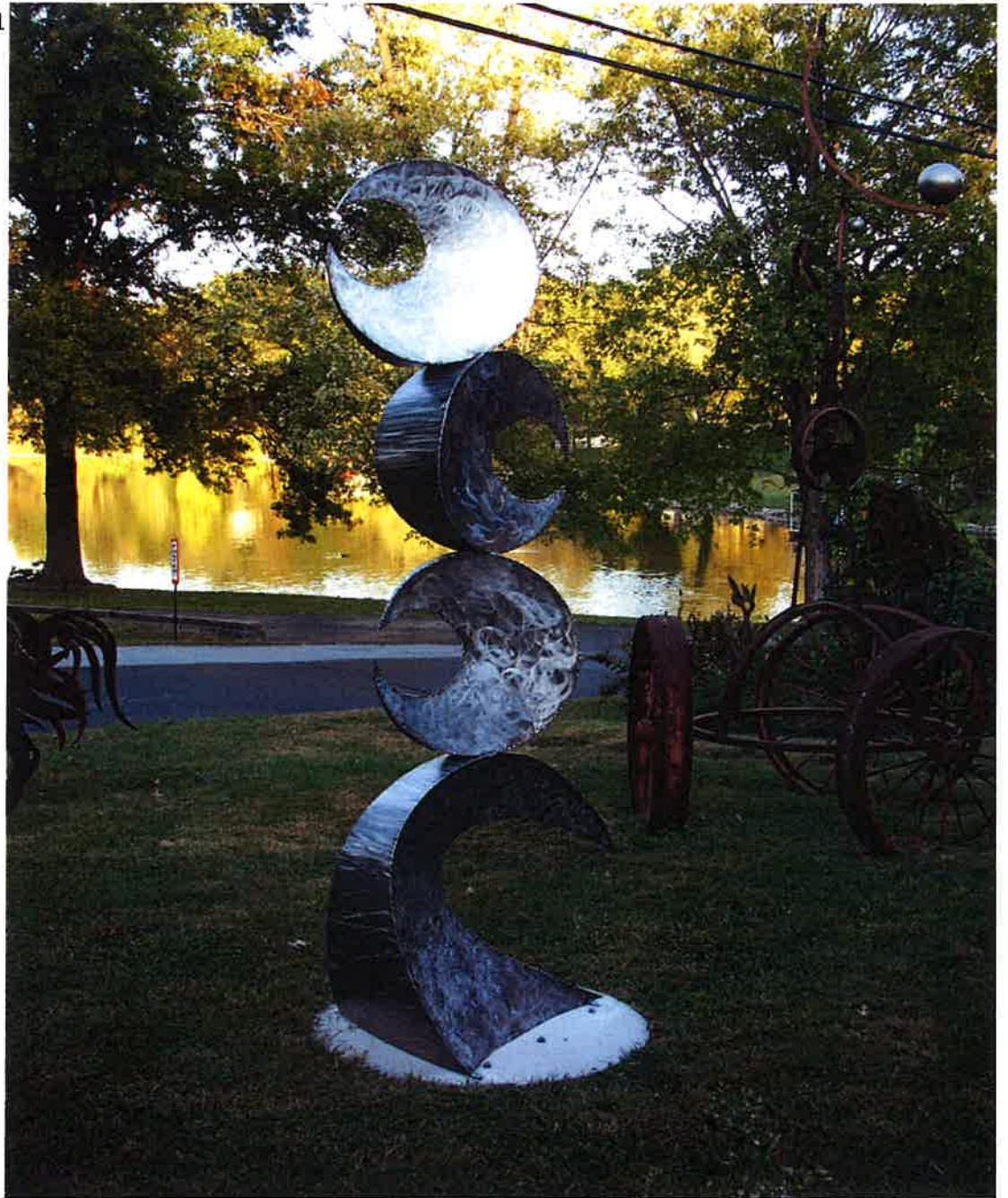


Moonscape (#28)

71

Notes on Artist:

Works with staff  
Does most install but  
may need help  
moving  
Some pieces interactive



Notes on Artist:

Great Artwork

Bad Communication

Not reliable with drop offs

Some say worth effort

