

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, February 21, 2022 7:00 PM

Hosted in person at the Raytown Parks Office:
5912 Lane Ave, Raytown MO 64133

Or via Zoom Link:

<https://zoom.us/j/93413307323?pwd=WlArNnNCTVp0eG9Ga3RSd0hxaU9yUT09>

Meeting ID: 934 1330 7323
Password: 026865

I. Call to Order

II. Public Participation

Approval of Minutes –January 24th 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 – Tony Mesa

Recreation- Mike Conrad

VI. New Business

1. GBA Scope of work amendment
2. KC Hearts Parade Pocket Park location
3. Park Naming Policy
4. Creative Communities Alliance Selection
5. Personnel update

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, March 21, 2022, 7 PM

**Raytown Park Board
Minutes
January 24, 2022**

Attendance:

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

Staff: Dave Turner, Tony Mesa and Mike Conrad

Guests: Alderman Loretha Hayden

A quorum was declared present and the meeting was called to order at 7:00 pm.

Brian Morris made a motion to approve the December 20, 2021 minutes as presented. Jenny Perkins 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 – no report

BMX – no report

Staff Reports:

Director – a written report was distributed

Superintendent of Parks – a written report was distributed

Recreation Report – a written report was distributed.

New Business:

1. Brent Hugh made a motion to approve the request to the Board of Alderman to back the 2022 LWCF Grant application with the City of Raytown Reserve Funds. William McClendon seconded and the motion passed.
2. Creative Communities Alliance Selection Committee will be the Program Committee.
3. Brian Morris made a motion to continue with the 2022 Raytown Live events. Jenny Perkins seconded and the motion passed.
4. Brian Morris made a motion to adjourn. Michael Anderson seconded and the motion passed.



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION							
Revenue							
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	320,000.00	320,000.00	0.00	79,890.56	-240,109.44	75.03 %
201-00-00-100-46102	Investment Income	4,000.00	4,000.00	0.00	14.40	-3,985.60	99.64 %
201-00-00-100-46401	Miscellaneous Revenue	600.00	600.00	0.00	0.00	-600.00	100.00 %
201-92-00-000-42122	Credit Card Processing Fee	900.00	900.00	0.00	88.69	-811.31	90.15 %
201-92-00-100-41101	Real Estate Tax	441,000.00	441,000.00	0.00	422,566.03	-18,433.97	4.18 %
201-92-00-100-41102	Personal Property Tax	88,500.00	88,500.00	0.00	75,322.23	-13,177.77	14.89 %
201-92-00-100-41104	Delinquent Real Estate Taxes	11,400.00	11,400.00	0.00	4,156.22	-7,243.78	63.54 %
201-92-00-100-41105	Penalties	7,000.00	7,000.00	0.00	2,206.00	-4,794.00	68.49 %
201-92-00-100-41107	Railroad & Utilities Tax	20,000.00	20,000.00	0.00	0.00	-20,000.00	100.00 %
201-92-00-100-41108	Replacement Tax	26,000.00	26,000.00	0.00	0.00	-26,000.00	100.00 %
201-92-00-100-41110	Circuit Breaker Refund	-1,200.00	-1,200.00	0.00	-112.88	1,087.12	9.41 %
201-92-00-100-41111	Delinquent Property Tax Revenue	7,500.00	7,500.00	0.00	4,117.67	-3,382.33	45.10 %
201-92-00-100-46101	Interest Earnings	2,300.00	2,300.00	0.00	305.91	-1,994.09	86.70 %
201-92-00-100-46303	Gain on sale of Fixed Asset	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
201-92-00-100-47101	Ballfield Lights Fees	1,800.00	1,800.00	0.00	85.00	-1,715.00	95.28 %
201-92-00-100-47105	Shelter House Rental Fees	19,000.00	19,000.00	0.00	3,760.00	-15,240.00	80.21 %
201-92-00-100-47110	Sports Field Rental Fees	7,000.00	7,000.00	0.00	0.00	-7,000.00	100.00 %
201-92-00-100-47116	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	160.00	-940.00	85.45 %
201-92-00-100-47204	Team Sports League	34,000.00	34,000.00	0.00	6,157.46	-27,842.54	81.89 %
201-92-00-100-47220	Donations	13,000.00	13,000.00	0.00	0.00	-13,000.00	100.00 %
201-92-00-100-47425	Other Income	1,000.00	1,000.00	0.00	51.00	-949.00	94.90 %
201-92-00-200-47401	Participant Fees - BMX	20,000.00	20,000.00	0.00	2,786.19	-17,213.81	86.07 %
201-92-00-200-47405	Concession Sales - BMX	6,500.00	6,500.00	0.00	117.00	-6,383.00	98.20 %
201-92-00-200-47415	ABA Memberships - BMX	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
201-92-00-718-43101	Federal Grants - Parks	225,000.00	225,000.00	0.00	0.00	-225,000.00	100.00 %
	Revenue Total:	1,276,400.00	1,276,400.00	0.00	601,671.48	-674,728.52	52.86%
Expense							
201-00-00-000-59941	CASH LONG & SHORT	0.00	0.00	0.00	1.90	-1.90	0.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	32,000.00	32,000.00	0.00	5,200.86	26,799.14	83.75 %
201-92-00-100-51102	Civilian Employees	386,519.06	386,519.06	0.00	95,146.79	291,372.27	75.38 %
201-92-00-100-51106	Part Time Employees	30,958.27	30,958.27	0.00	170.18	30,788.09	99.45 %
201-92-00-100-51111	Civilian Employees Overtime	1,887.45	1,887.45	0.00	1,279.29	608.16	32.22 %
201-92-00-100-51206	Life Ins	989.00	989.00	0.00	311.01	677.99	68.55 %
201-92-00-100-51212	Deferred Compensation - 401 A	3,152.69	3,152.69	0.00	767.68	2,385.01	75.65 %
201-92-00-100-51214	Civilian Pension - LAGERS	57,484.16	57,484.16	0.00	11,806.40	45,677.76	79.46 %
201-92-00-100-51215	Health Insurance	48,299.79	48,299.79	0.00	19,831.50	28,468.29	58.94 %
201-92-00-100-51218	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	1,875.00	5,625.00	75.00 %
201-92-00-100-51220	Dental	4,601.00	4,601.00	0.00	1,030.14	3,570.86	77.61 %
201-92-00-100-51221	Vision	1,004.00	1,004.00	0.00	230.34	773.66	77.06 %
201-92-00-100-51225	FICA	32,462.38	32,462.38	0.00	6,788.58	25,673.80	79.09 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	0.00	1,245.00	3,735.00	75.00 %
201-92-00-100-51236	Ins Opt Out Incentive	1,992.00	1,992.00	0.00	498.00	1,494.00	75.00 %
201-92-00-100-51238	Phone Allowance	4,320.00	4,320.00	0.00	721.80	3,598.20	83.29 %
201-92-00-100-51240	Workers Compensation Insurance	13,814.41	13,814.41	0.00	1,475.47	12,338.94	89.32 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	0.00	600.00	100.00 %
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	0.00	413.55	3,036.45	88.01 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	226.38	3,073.62	93.14 %
201-92-00-100-52250	Professional Services	1,400.00	1,400.00	0.00	0.00	1,400.00	100.00 %
201-92-00-100-52300	Repair & Maintenance Supplies	59,700.00	59,700.00	0.00	3,941.05	55,758.95	93.40 %
201-92-00-100-52301	Fuel	7,500.00	7,500.00	0.00	1,322.50	6,177.50	82.37 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 02/28/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
201-92-00-100-53101 Postage	500.00	500.00	0.00	0.00	500.00	100.00 %
201-92-00-100-53211 Printing & Promotions	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
201-92-00-100-53301 Dues & Memberships	2,700.00	2,700.00	0.00	760.00	1,940.00	71.85 %
201-92-00-100-53401 Electricity	38,000.00	38,000.00	0.00	5,456.05	32,543.95	85.64 %
201-92-00-100-53411 Gas	3,200.00	3,200.00	0.00	436.37	2,763.63	86.36 %
201-92-00-100-53421 Water	7,500.00	7,500.00	0.00	1,009.41	6,490.59	86.54 %
201-92-00-100-53431 Telephone	6,500.00	6,500.00	0.00	1,226.89	5,273.11	81.12 %
201-92-00-100-53500 Equipment Expense	1,700.00	1,700.00	0.00	36.85	1,663.15	97.83 %
201-92-00-100-53600 Repair & Maintenance Services	1,500.00	1,500.00	0.00	150.00	1,350.00	90.00 %
201-92-00-100-53644 Computer Services	7,500.00	7,500.00	0.00	367.00	7,133.00	95.11 %
201-92-00-100-53701 Education and Training	3,100.00	3,100.00	0.00	0.00	3,100.00	100.00 %
201-92-00-100-53711 Meals & Travel	1,350.00	1,350.00	0.00	165.84	1,184.16	87.72 %
201-92-00-100-53813 General Liability Insurance	45,365.00	45,365.00	0.00	3,733.71	41,631.29	91.77 %
201-92-00-100-53861 Bank Charges	4,300.00	4,300.00	0.00	751.64	3,548.36	82.52 %
201-92-00-100-53899 Miscellaneous Contractual	131,300.00	131,300.00	0.00	4,500.16	126,799.84	96.57 %
201-92-00-100-54500 Recreational Programming	51,800.00	51,800.00	0.00	4,465.75	47,334.25	91.38 %
201-92-00-100-55000 Vehicle Expense	9,500.00	9,500.00	0.00	574.35	8,925.65	93.95 %
201-92-00-100-57000 Capital Expenditures	672,000.00	277,551.00	0.00	32,611.28	244,939.72	88.25 %
201-92-00-200-52101 Office Supplies - BMX	500.00	500.00	0.00	0.00	500.00	100.00 %
201-92-00-200-52200 Operating Supplies - BMX	15,000.00	15,000.00	0.00	645.00	14,355.00	95.70 %
201-92-00-200-52250 Professional Services - BMX	10,000.00	10,000.00	0.00	1,368.00	8,632.00	86.32 %
201-92-00-200-52300 Repair & Maintenance Supplies - B	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
201-92-00-200-52301 Fuel - BMX	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
201-92-00-200-52411 Printing & Promotions - BMX	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
201-92-00-200-53401 Electricity - BMX	3,000.00	3,000.00	0.00	236.01	2,763.99	92.13 %
201-92-00-200-53421 Water - BMX	700.00	700.00	0.00	0.00	700.00	100.00 %
201-92-00-200-53431 Telephone - BMX	1,000.00	1,000.00	0.00	30.91	969.09	96.91 %
201-92-00-200-53999 Miscellaneous Contractual - BMX	7,200.00	7,200.00	0.00	578.08	6,621.92	91.97 %
201-92-00-718-57000 Capital Expenditures - Grant	0.00	450,000.00	0.00	47.00	449,953.00	99.99 %
Expense Total:	1,745,629.21	1,801,180.21	0.00	213,433.72	1,587,746.49	88.15%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-469,229.21	-524,780.21	0.00	388,237.76	913,017.97	173.98%
Report Surplus (Deficit):	-469,229.21	-524,780.21	0.00	388,237.76	913,017.97	173.98%

Budget Report

For Fiscal: 2021-2022 Period Ending: 02/28/2022

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	1,276,400.00	1,276,400.00	0.00	601,671.48	-674,728.52	52.86%
Expense	1,745,629.21	1,801,180.21	0.00	213,433.72	1,587,746.49	88.15%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-469,229.21	-524,780.21	0.00	388,237.76	913,017.97	173.98%
Report Surplus (Deficit):	-469,229.21	-524,780.21	0.00	388,237.76	913,017.97	173.98%

Budget Report

For Fiscal: 2021-2022 Period Ending: 02/28/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-469,229.21	-524,780.21	0.00	388,237.76	913,017.97
Report Surplus (Deficit):	-469,229.21	-524,780.21	0.00	388,237.76	913,017.97



City of Raytown, MO

Fund Balance Report

As Of 02/01/2022

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,278,172.10	601,671.48	213,433.72	1,666,409.86
Report Total:	1,278,172.10	601,671.48	213,433.72	1,666,409.86

Raytown Parks & Recreation Department
Director's Report
February 21, 2022

Kenagy Tennis Court project I have been working with Mike Mehaffey from McConnell & Associates on the renovation work on the Kenagy tennis courts. They have the drainage system and rock in place and have poured the concrete for the net anchors. The next steps will be to set up the concrete forms and lay the steel cable for reinforcing the concrete slab. McConnell has been moving quickly on this project as weather allows. We have been tracking staff time on this project and will submit that to the state as part of our expenses for reimbursement. Tom and Chris have taken out our storage box, park benches and shade structure frames to keep those items out of the way of the construction and to refurbish them.

2022 LWCF Grant Application- I mailed the application on February 10th and called Patti Reed at MO DNR on Monday February 14th to verify that it had been received. GBA did issue a new scope of work for the extra time that they had invested in the environmental work on the property and as part of the grant application that had an additional \$10,000 in the original scope of work contract. I will need Park Board and Board of Alderman approval to complete that request.

BMX- George and I attended a meeting with a tax attorney on Wednesday February 16th to discuss applying for 501-C3 tax status with Harley and Nate from the BMX board. They are reviewing documents drawn up by the attorney and will rework the bylaws to reflect their current actions so that they are consistent to their duties and processes. If all goes well we should be able to have the applications to the state and IRS around April 1st. There are some fees that will need to be paid, and those fees cannot come from the Parks budget.

City Works- Mary Ann, Tony, and I have been making strides in giving details on what our needs are for the asset management program. We have been working with the Timmons Group staff to create workable inventory lists, contractor lists, make our current Tree inventory GIS compatible with the City Works program, and to refine our needed reporting data. Joey Carley who handles the Public Works GIS mapping system has been very helpful to us in the process.

MPRA State Conference- The Missouri Parks & Recreation Association conference will be hosted in Springfield MO this year, March 1st-4th. Tony Mesa and I will attend Tuesday through Thursday. I have vacation time schedule for the following week.

Little Blue Trace- I have sent Zoran Savic with Raytown Sports Club is requesting an addendum to the contract to have the organization renamed to KC Sports Club and am waiting on his edits and input on the document. I am concerned with his limited attention to the LBT property and when the baseball program will begin.

Kenagy Park Playground-I have sent in our request for the playground to Athco and am planning on scheduling that demo and construction project this week with Brad Mohr. To keep costs down our staff will be installing the mulch surface before opening the area to the public.

Sales Tax Revenue- February sales tax to the Parks Department has not been posted yet, but for the fiscal year we have collected \$79,890.56.



February 2022

PARK MAINTENANCE REPORT



Horticulture / Right of Way

Scott and Josh have been working to complete tree trimming in conjunction with the TRIM grant along with fall trimming along trails. The spring plantings will begin to arrive the week of the 28th of February and will be transplanted and nurtured during the indoor growing season to prepare us for the April planting. We will begin the final part of the TRIM grant work around March 8, 2022, by planting our first of seven trees as outlined in the grant. We will be submitting for reimbursement in April.

Scott has chosen to move on, so we are looking for a replacement for our Horticulture position.

Park Maintenance

The Kritser shelter house roof is complete. The new gutters have been ordered and we should have them installed in the next couple weeks. The tunnel on the west playground that we mentioned last Park Board meeting has been ordered but no delivery date has been set. Maintenance staff worked on the Kenagy tennis court project by repairing and painting the job box and painting picnic tables that will be reinstalled at the completion of the project.

Alan is working on vehicle and equipment maintenance as we prepare for the seasonal change in operations. Staff will begin prepping and painting restrooms as needed in March so that we can open them back up in April.

Staff worked snow removal for City Hall and the Police department in Early February and will have worked it again on the 17th and 18th of February.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Mike Conrad

February 2022

A. Youth Basketball

During the February 12th, 2nd/3rd grade basketball games we had an incident between two coaches. One coach tried to punch another coach. I had to handle the situation alone as the school's site supervisor was nowhere to be found. There were 45 seconds left in the game and the game was called at that point on account of the incident. The coach who attempted to punch the other coach was told right after the incident that he was no longer a coach and couldn't be at the final game of the season. We also sent an email to the coach reiterating that he was not to be at the final game. No one was hurt but many people were upset. I also sent an email to all the coaches to enforcing that sportsmanship is essential in this league. The police were called by the coach that did not throw any punches. I did not find out he called them until I was able to talk to him and I was not at the Blue Ridge when the police showed up (20 minutes after the incident occurred). I went to the police station to see what I could do and the police informed me there was nothing they could do. The office also told me if there were any other incidents they would show up when they can.

B. Kid's Day

The petting zoo we used to use for Kid's Day has retired from the business. I have been searching for a new petting zoo. The cost for the petting zoos has gone up from previous years. We do not usually pay for the petting zoo, so I have contacted Carmen Kraus of Connection Point and gave her the option I have found. She will look into her budget and we will plan on what we should do from there.

C. 50+ Softball

I have sent over scheduling information to Mike Peel to help him in getting the Spring session set up. I have also ordered balls through SPA and they should be delivered in the next couple week.

D. Tennis

Katie Green (our tennis instructor) has given me her availability for the summer. I will have all the dates figured out and flyers made up for the lessons the first week of March. Tennis League invites and flyers will be sent out the first week of March. I am still searching for tennis balls.

E. Raytown Live

We will be having the normal schedule May through September this year. The September date will work in conjunction with the Festival of the Trails scheduled for 9/10. We have sent invites out to some bands but have not had any responses. The first 2 dates and the last date for food trucks have been scheduled. Only 2 dates remain open for food trucks.

F. Raytown School District Tennis

Raytown High School has gotten dates of practices and matches for here at Colman Park. Practices will begin February 28th.

G. Festival of the Trails

We have reached out to the Missouri Town Band and we have them scheduled to be at the event again this year. Contact has been made with a blacksmithing group about attending and they are talking to see who would be interested in attending.

Agenda item 1



February 8, 2022

Dave Turner CPRP
Parks Director
Raytown Parks & Recreation
5912 Lane Ave
Raytown MO 64133
davet@raytownparks.com

**SUBJECT: Scope Amendment for Future 53rd Street Park (Former Super Splash Site)
Grant Assistance and Off Leash Dog Park Improvements**

Mr. Turner,

Per our meeting and progress report on January 27, 2022, the original scope of work contemplated rehabilitate the site in two major phases : Phase 1 Demolition and Interim Grading, Phase 2 New Park Improvements. Phase 1 scope anticipated survey, engineering, permitting and bid documents for razing the existing buildings, swimming pools and most paved surfaces, then grading the open areas. The Phase 1 scope also anticipated concept design pertaining to future park features and layout proposed for Phase 2 improvements, yet to be fully completed. Phase 2 scope anticipated engineering and bidding documents for improvements to the new park envisioned during Phase 1.

In November 2021, December 2021 and January 2022, GBA was asked to assist parks staff with detailed information needed to support the Land, Water and Conservation Act (LWCA) Grant application and include future park improvements within the Phase 1 design/bid package. GBA notified parks staff that detailed grant assistance and engineering of new park improvements was not anticipated in the original Phase 1 scope of work. As such GBA is requesting a scope change amendment for the following tasks:

- 1) Assist with questions 76-85 of LWCA grant application : Environmental Resources Survey. – In addition to filling out the LWCA form, GBA will provide a narrative documenting the findings and reference information used to support responses within the application. GBA attended a mandatory workshop meeting with MDNR staff that demonstrated expectations of the LWCA grant authority regarding the Environmental Resources Survey. Some of the documentation is included as part of the NDPEs permit scoped in the original scope of work with GBA for the phase 1 plan/bidding documents. The more thorough documentation needs for compliance with NEPA as outlined in the LWCA is not part of GBA's original scope of services.
- 2) Develop a more detailed property boundary exhibit from deed descriptions and historical grant application drawings. The exhibit was created to demonstrate more accurate boundary dimensions and park area proposed to be managed under the LWCA grant.
- 3) During developed of the grant application content and cost estimate, parks staff requested including new park improvements within the Phase 1 design and bid. These new park improvements include fencing, water lines, water fountains and associated grading for an off leash dog area as part of the Phase 1 improvements. Since the addition of these improvements where not anticipated in the original Phase 1 scope of work, GBA is requesting a scope change for developing the stie layout, engineering design, specifications, cost estimation, additional plan details and bid alternate separation for the Phase 1 bidding package.



GBA is requesting an extension of our original Phase 1 scope of work for the services above by 76 hours or \$14,070 as follows :

		TOTAL	Ammdement	Original Budget	New Fee
		HOURS			2.2022
1	Task 100 - Project Management				
	SUB TOTAL	38.0	\$7,170.00	\$9,141.00	\$16,311.00
2	Task 200 - Existing Data Collection and Review				
	SUB TOTAL	8.0	\$1,600.00	\$15,495.00	\$17,095.00
3	Task 300 - Phase 1 Construction Documents				
	SUB TOTAL	30.0	\$5,300.00	\$18,188.00	\$23,488.00
4	Task 400 - Bidding Assistance				
	SUB TOTAL	0	\$0.00	\$6,540.00	\$6,540.00
5	Task 500 - Phase 2 Concept Planning				
	SUB TOTAL	0	\$0.00	\$10,631.00	\$10,631.00
	GRAND TOTAL (Tasks 100-500)	76	\$14,070.00	\$59,995.00	\$74,065.00

With this amendment approved the new not to exceed engineering budget would be raised to \$74,065.

Thank you for the opportunity to assist City of Raytown Parks Department with this project. Please call us if you have any questions on the information in the amendment we have outlined. Your signature on the following page will serve as our written authorization to accepting the amended scope of work.

GEORGE BUTLER ASSOCIATES, INC.

Paul D Miller, P.E. CFM
Director of AES / Project Manager

Leslie G Barnt, P.E. CFM
Principal / Vice President

APPROVED BY City of Raytown, Missouri

We hereby approve the provisions set forth in this letter outlining the amended services for a fee of \$14,070.

By: _____

Name: _____

Title: _____

Date: _____

Agenda item 2

Naming and Renaming Raytown Parks & Recreation Parks or Facilities

The purpose of this policy is to establish a uniform procedure for the naming of Raytown Park & Recreation Department parks or significant facilities within a park.

Naming of Parks and Facilities

The following guidelines and criteria will be used when naming a Raytown Parks & Recreation Department park or a significant facility within a park.

- A. A permanent name shall be assigned to a park, or to a general area of land designated as a new future park site, as soon as practical after acquisition of a park or such general area of land.
- B. A permanent name may be assigned, if deemed appropriate by the Raytown Park Board, to a significant Raytown Parks & Recreation Department facility when acquired or when developed.
- C. Duplication of the names of other parks or facilities within Raytown Parks & Recreation Department shall not be permitted.
- Reworded* D. Recommendations for a name may come from a member of the Raytown Park Board, park staff, neighborhood organizations, residents of Raytown, special interest groups, or a donor who provides a substantial contribution to the acquisition and/or development of the land or facility.
- E. Consideration to name a Raytown Parks & Recreation facility or park in honor of a person or persons or family shall only be given if one of the following criteria has been met:
 - 1. For the name of an individual (excluding nationally significant individuals), or persons or family to be considered, that person or persons or family must have contributed significantly to the acquisition and/or development of the park or facility, or to Raytown Parks & Recreation Department overall. The suggested name must be accompanied by a biographical narrative, which shall provide evidence of their contributions to the park, facility, or Raytown Parks & Recreation Department overall; or
 - 2. A substantial donation, as determined by the sole discretion of the Raytown Park Board, must have been made to Raytown Parks & Recreation Department by or in memory of an individual, group or family; or
 - 3. A substantial donation must have been made to Raytown Parks & Recreation Department wherein the donor stipulates a name as a condition for the donation and Raytown Parks & Recreation Department accepts the donation subject to that condition; or

4. Land and/or facilities that are donated to Raytown Parks & Recreation Department may be named by deed restriction by the donor, subject to the acceptance of the donation by Raytown Parks & Recreation Department with such restriction; or
5. The name of an outstanding community leader may be considered if they have made significant civic contributions and have given highly productive support to Raytown Parks & Recreation Department as determined in the sole discretion of the Raytown Park Board.

Renaming of Parks and Facilities

The following guidelines and criteria shall be considered and met before renaming a Raytown Parks & Recreation Department park or facility.

- A. Once named, the renaming of Raytown Parks & Recreation Department parks or facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributions.
- B. Land and/or facilities named by deed restriction shall not be renamed.
- C. Parks and facilities named after individuals shall not be changed unless it is found by the Raytown Park Board that the individual's personal character is or was such that the continued use of the name for a Raytown Parks & Recreation Department park or facility would not be in the best interest of Raytown Parks & Recreation Department.
- D. Parks and facilities named for a location may be considered for renaming by the Raytown Park Board. However, the existing name of a Raytown Parks & Recreation Department park or facility which is of local or national importance shall not be changed unless the Raytown Park Board determines that there are extraordinary circumstances of local or national interest to justify the name change.

Submission Process

1. All requests for naming or renaming of a park or recreational facility shall be made in writing on the attached application and submit a written proposal providing sufficient information as to how the proposed name satisfies the criteria of the park naming guidelines.
2. Adequate historical or descriptive information shall be provided to validate the proposed name, so that staff may have a clear understanding and appreciation for the request.
3. A proposal to commemorate an individual must contain evidence of support for the name and its application. Such evidence can be letters from local residents, government officials and/or community leaders.

4. When naming after a deceased person or persons, written documentation of approval by the next of kin to be honored (if available/possible) is required as part of the proposal.
5. The Raytown Parks & Recreation Director will review the proposal for adherence to the stated criteria and authentication of statements relative to the contributions of an individual. If the request is incomplete, the Director will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
6. If the Raytown Parks & Recreation Director determines the naming application meets the recognition policy criteria, it will be submitted to the Raytown Park Board for their approval. Once approved by Raytown Park Board, public notice of the potential name (or names) shall be given for thirty (30) days by posting a notice on Raytown Parks & Recreation Department's website or other social media sources. All comments and suggestions may be emailed to the Raytown Parks Director through Raytown Parks & Recreation Department's website or by mail to Raytown Parks Director, Raytown Parks, 5912 Lane Ave., Raytown, MO 64133 and must be received or postmarked within the 30-day public notice period.
7. The Raytown Park Board may take formal action to name (or rename if permitted) the park or facility after the expiration of the 30-day public notice period.

Other Naming Alternatives (Facility within a Park, Benches, Legacy Trees)

- A. A facility within a park (i.e., playground, picnic shelter, softball field, etc.) may be named separately from Raytown Parks & Recreation Department park or facility location subject to approval by the Raytown Park Board and on the condition that the facility name does not diminish or overshadow the park's name. All costs associated with naming a facility within a park will be paid for by the applicant. There will be a 7 (seven) year sunset on the naming of the facility.
- B. Park benches – park benches within the parks can be considered as an alternative to the park, recreational areas and facility naming process. Benches will be chosen by Raytown Parks & Recreation Department to keep with uniformity throughout the parks, recreational areas and facilities. Bench placement within each park will be determined by Raytown Parks & Recreation Department staff. Each bench will include a 3 x 5 engraved plaque. All costs associated with the park bench will be paid for by the applicant. Should the plaque and/or bench be damaged due to vandalism or natural aging, the Raytown Parks & Recreation Department will remove or repair the item at its sole discretion.
- C. Legacy Tree Planting Program – this program provides a means to commemorate individuals by planting a tree in their honor or memory. Each tree must meet the landscaping needs of the chosen park site and be chosen from our recommended tree list. The tree will be planted by the Raytown Parks & Recreation Department. Plantings will take place in April/May or October/November to help ensure the successful establishment of the

tree. A small, personalized tag will be attached to the Legacy Tree. The Raytown Parks & Recreation Department will provide its regular standard of landscape care for the tree. If the tree does not survive, Raytown Parks & Recreation Department is not obligated to provide a replacement. All costs associated with the Legacy Tree Planting will be paid for by the applicant.

- D. All Other Naming Alternatives will be approved by the Raytown Park Board at their sole discretion.



**Raytown Parks & Recreation
City of Raytown**

5912 Lane
Raytown, MO 64133-3751

Phone: 816/358-4100
Fax: 816/358-8791
www.raytownparks.com

Application for Naming/Renaming Parks or Facilities

Date: _____
Nominator: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Email: _____

Please check one of the following:

Naming of RPRD Parks or Facilities **Renaming of RPRD Parks or Facilities**

Proposed Name: _____

Proposed Site: _____

If a family member, what is the relationship? _____

Please illustrate below the reasons for your nomination. Please be as complete as possible. Attach additional pages or supportive materials if needed to clarify the nomination.

Community-wide activities responsible for: _____

Local clubs or organizations served: _____

Major benefit(s) to the history of "the local community." _____

Why are you nominating this person? _____

Return Application to: Raytown Parks & Recreation, 5912 Lane Ave., Raytown, MO 64133

Date Received by RPRD: _____ Received by: _____

Park Board: _____ Approved _____ Denied _____ Date: _____



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City of Raytown**

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**Application for Naming a Facility Within Park or
Purchase A Park Bench or Legacy Tree**

Date: _____

Nominator: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

____ **Naming a facility within a park** (i.e., playground, picnic shelter, softball field, etc.)

Proposed Name for Facility: _____

Proposed Site: _____

Local clubs or organizations served: _____

Why are you nominating this person? _____

____ **Purchase a Park Bench**

____ **Purchase a Legacy Tree**

Proposed Site: _____

Return to: Raytown Parks & Recreation, 5912 Lane Ave., Raytown, MO 64133

Date Received by RPRD: _____ Received by: _____

Park Board: _____ Approved _____ Denied _____ Date: _____

Agenda item 3

Parade of Hearts Website information:

THE MISSION FOR THE PARADE OF HEARTS IS TO UNITE OUR REGION THROUGH AN INCREDIBLE PUBLIC ART EXPERIENCE. ORIGINAL ARTWORK BASED ON THE KC HEART WILL BE PLACED AROUND THE REGION AND PROMOTED AS A TOURISM ACTIVITY. THE GOAL IS TO SET A NATIONAL EXAMPLE OF UNIFICATION, TRULY SHOWING THE COUNTRY WE ARE THE HEARTLAND WITH A COMMON PURPOSE OF MAKING OUR COMMUNITIES STRONG. EMBRACING KANSAS CITY'S PLACE AS THE "HEART OF AMERICA," THE EVENT WILL ENERGIZE THE LOCAL ECONOMY, BOOST TOURISM, AND REVITALIZE RETAIL AND SERVICE SECTORS, AND RAISE FUNDS FOR THOSE MOST AFFECTED BY THE EVENTS OF 2020 AND 2021.

PRIMARY BENEFICIARIES WILL BE THE ARTISTS RECEIVING A \$2,000 STIPEND FOR THEIR COMPLETED DESIGN; ALTCAP, MINORITY OWNED BUSINESS GRANTS; VISIT KC FOUNDATION, LOCALLY OWNED BUSINESS GRANTS IN THE HOSPITALITY AND TOURISM INDUSTRIES; THE UNIVERSITY OF KANSAS HEALTH SYSTEM, SUPPORTING COVID PATIENTS THAT HAVE LONG-TERM LINGERING EFFECTS ON THE HEART; AND MID AMERICA REGIONAL COUNCIL, SUPPORTING THE REOPENING OF CHILD CARE FACILITIES AND EARLY CHILDHOOD EDUCATION DIGITAL NEEDS.

TENS OF THOUSANDS OF VISITORS WILL BE VISITING EACH HEART NEIGHBORHOOD THROUGHOUT THE KANSAS CITY REGION. WE ANTICIPATE AREA BUSINESSES AROUND EACH HEART ACTIVATION AREA WILL EXPERIENCE INCREASED PATRONAGE, TOURISM, AND BOOST LOCAL ECONOMY.

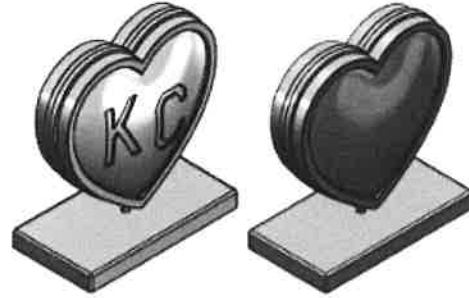
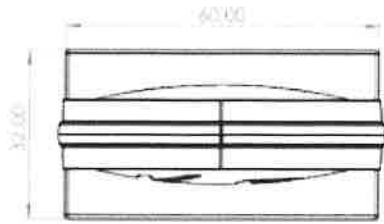
Example of the Hearts:





KC Parade of Hearts

Dimensions shown in inches



KC Front Face

Blank Rear Face

