

**AGENDA**  
**RAYTOWN PARKS & RECREATION BOARD**  
**Monday, August 15, 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=WIArNnNCTVp0eG9Ga3RSd0hxaU9yUT09>**

**Meeting ID: 934 1330 7323**

**Password: 026865**

**I. Call to Order**

**II. Public Participation**

**Approval of Minutes** –July 18<sup>th</sup> meeting.

**III. Reports of Officers**

President – George Mitchell

Vice President – Dave Thurman

**IV. Reports of Standing & Special Committees**

Personnel – William McClendon

Finance – Michael Anderson

Program – Robbie Tubbs

Buildings & Grounds – Dave Thurman

Rice-Tremonti – Brian Morris

BMX- George Mitchell

**V. Staff Reports**

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Andrew Buxton

**VI. New Business**

1. BMX funding requirements FY 22/23
2. Omnibus Community Funding update
3. Sales Tax discussion

**VII. Other Business**

**VIII. Announcements**

**IX. Adjourn**

- Next Meeting: Monday, September 19, 2022, 7 PM

**Raytown Park Board  
Minutes  
July 18, 2022**

**Attendance:**

**Park Board:** George Mitchel, Evan Gorrell, Dave Thurman, William McClendon, Robbie Tubbs, Michael Anderson, Brian Morris. Zoom: Brent Hugh

**Guests:** Ron Fowler, Alderman Loretha Hayden

**Staff:** Dave Turner, Tony Mesa, Andrew Buxton and Mary Ann McCormick

**Public Participation:** Ron Fowler thanked the Park Board and staff for naming the Kenagy Tennis Courts the R. Fowler Tennis Courts.

A quorum was declared present at 7:01 pm. Brian Morris made a motion to approve the minutes from June 20, 2022. William McClendon seconded and the motion passed.

**Reports of Officers:**

**President** – the tennis courts at Kenagy look great

**Vice President** – the Raytown Live on July 9 was great even though the food truck did not show

**Reports of Standing & Special Committees:**

Personnel – no report

Finance - no report

Program - no report

Buildings & Grounds - no report

Rice Tremonti – renovations in west parlor are going fine.

BMX – no report

**Staff Reports:**

Director – a written report was distributed

Superintendent of Parks - a written report was distributed

Recreation - a written report was distributed

**New Business:**

1. Robbie Tubbs made a motion to approve the budget as presented. Brian Morris seconded and the motion passed.
2. Robbie Tubbs made a motion to purchase 2 boxes of DOTS from Uline and Stop-Painting for the Kenagy parking lot for traffic deterrents. Evan Gorrell seconded and the motion passed.
3. BMX update. They received first check for \$5100 to start up their checking account. They did give me a copy of bank information and signed the 2022 Facility Use Agreement. We are paying any last minute bills and will transfer balance around the end of July. Staff needs to draft an application on how they will apply for funds for FY2022-23.
4. Mary Ann will send out copy of Park Board By-laws to park board members.
5. Mowing contract – it was decided not to bid out mowing contract for next year. We will need to have a talk with contractor about some incentives to do a better job or not pay full invoice until mowing done correctly.
6. Dave Thurman made a motion to adjourn at 8:10 pm. Robbie Tubbs seconded and the motion passed.

**Announcements:**

Town Hall Meeting, July 25<sup>th</sup> 6 pm at Lufti's to discuss City of Raytown's August 2 election.



		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="#">201-00-00-100-41205</a>	Parks/Storm Water Capital Sales Ta	320,000.00	320,000.00	0.00	256,381.24	-63,618.76	19.88 %
<a href="#">201-00-00-100-46102</a>	Investment Income	4,000.00	4,000.00	0.00	754.62	-3,245.38	81.13 %
<a href="#">201-00-00-100-46401</a>	Miscellaneous Revenue	600.00	600.00	0.00	0.00	-600.00	100.00 %
<a href="#">201-92-00-000-42122</a>	Credit Card Processing Fee	900.00	900.00	6.19	603.54	-296.46	32.94 %
<a href="#">201-92-00-100-41101</a>	Real Estate Tax	441,000.00	441,000.00	0.00	461,311.89	20,311.89	104.61 %
<a href="#">201-92-00-100-41102</a>	Personal Property Tax	88,500.00	88,500.00	0.00	94,856.60	6,356.60	107.18 %
<a href="#">201-92-00-100-41104</a>	Delinquent Real Estate Taxes	11,400.00	11,400.00	0.00	10,929.10	-470.90	4.13 %
<a href="#">201-92-00-100-41105</a>	Penalties	7,000.00	7,000.00	0.00	7,771.29	771.29	111.02 %
<a href="#">201-92-00-100-41107</a>	Railroad & Utilities Tax	20,000.00	20,000.00	0.00	20,126.96	126.96	100.63 %
<a href="#">201-92-00-100-41108</a>	Replacement Tax	26,000.00	26,000.00	0.00	28,638.02	2,638.02	110.15 %
<a href="#">201-92-00-100-41110</a>	Circuit Breaker Refund	-1,200.00	-1,200.00	0.00	-843.88	356.12	70.32 %
<a href="#">201-92-00-100-41111</a>	Delinquent Property Tax Revenue	7,500.00	7,500.00	0.00	8,572.02	1,072.02	114.29 %
<a href="#">201-92-00-100-46101</a>	Interest Earnings	2,300.00	2,300.00	0.00	4,384.78	2,084.78	190.64 %
<a href="#">201-92-00-100-46303</a>	Gain on sale of Fixed Asset	15,000.00	15,000.00	0.00	0.00	-15,000.00	100.00 %
<a href="#">201-92-00-100-47101</a>	Ballfield Lights Fees	1,800.00	1,800.00	0.00	1,445.00	-355.00	19.72 %
<a href="#">201-92-00-100-47105</a>	Shelter House Rental Fees	19,000.00	19,000.00	190.00	21,009.00	2,009.00	110.57 %
<a href="#">201-92-00-100-47110</a>	Sports Field Rental Fees	7,000.00	7,000.00	0.00	8,452.00	1,452.00	120.74 %
<a href="#">201-92-00-100-47116</a>	Vending Machine-Kenagy	1,100.00	1,100.00	180.00	1,178.61	78.61	107.15 %
<a href="#">201-92-00-100-47204</a>	Team Sports League	34,000.00	34,000.00	0.00	14,708.14	-19,291.86	56.74 %
<a href="#">201-92-00-100-47220</a>	Donations	13,000.00	13,000.00	0.00	12,550.00	-450.00	3.46 %
<a href="#">201-92-00-100-47425</a>	Other Income	1,000.00	1,000.00	0.00	379.86	-620.14	62.01 %
<a href="#">201-92-00-200-47401</a>	Participant Fees - BMX	20,000.00	20,000.00	0.00	34,087.56	14,087.56	170.44 %
<a href="#">201-92-00-200-47405</a>	Concession Sales - BMX	6,500.00	6,500.00	0.00	3,947.96	-2,552.04	39.26 %
<a href="#">201-92-00-200-47415</a>	ABA Memberships - BMX	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
<a href="#">201-92-00-718-43101</a>	Federal Grants - Parks	225,000.00	225,000.00	0.00	53,346.25	-171,653.75	76.29 %
<a href="#">201-92-00-725-43000</a>	State Grants - TRIM	0.00	0.00	0.00	10,235.00	10,235.00	0.00 %
	<b>Revenue Total:</b>	<b>1,276,400.00</b>	<b>1,276,400.00</b>	<b>376.19</b>	<b>1,054,825.56</b>	<b>-221,574.44</b>	<b>17.36%</b>
<b>Expense</b>							
<a href="#">201-00-00-000-59941</a>	CASH LONG & SHORT	0.00	0.00	0.00	1.90	-1.90	0.00 %
<a href="#">201-00-00-100-59950</a>	Operating Transfer - TIF EAT's	32,000.00	32,000.00	0.00	24,793.00	7,207.00	22.52 %
<a href="#">201-92-00-100-51102</a>	Civilian Employees	386,519.06	386,519.06	15,946.53	311,479.45	75,039.61	19.41 %
<a href="#">201-92-00-100-51106</a>	Part Time Employees	30,958.27	30,958.27	1,131.05	11,968.85	18,989.42	61.34 %
<a href="#">201-92-00-100-51111</a>	Civilian Employees Overtime	1,887.45	1,887.45	68.74	2,969.99	-1,082.54	-57.35 %
<a href="#">201-92-00-100-51206</a>	Life Ins	989.00	989.00	0.00	898.38	90.62	9.16 %
<a href="#">201-92-00-100-51208</a>	Vacation Pay	0.00	0.00	0.00	653.04	-653.04	0.00 %
<a href="#">201-92-00-100-51212</a>	Deferred Compensation - 401 A	3,152.69	3,152.69	127.66	2,557.77	594.92	18.87 %
<a href="#">201-92-00-100-51214</a>	Civilian Pension - LAGERS	57,484.16	57,484.16	2,229.52	44,859.40	12,624.76	21.96 %
<a href="#">201-92-00-100-51215</a>	Health Insurance	48,299.79	48,299.79	3,473.45	62,937.19	-14,637.40	-30.31 %
<a href="#">201-92-00-100-51218</a>	Med Exp - HSA contribution	7,500.00	7,500.00	0.00	5,375.00	2,125.00	28.33 %
<a href="#">201-92-00-100-51220</a>	Dental	4,601.00	4,601.00	187.92	3,343.26	1,257.74	27.34 %
<a href="#">201-92-00-100-51221</a>	Vision	1,004.00	1,004.00	38.39	729.41	274.59	27.35 %
<a href="#">201-92-00-100-51225</a>	FICA	32,462.38	32,462.38	1,180.48	22,990.11	9,472.27	29.18 %
<a href="#">201-92-00-100-51231</a>	Auto Allowance	4,980.00	4,980.00	0.00	3,735.00	1,245.00	25.00 %
<a href="#">201-92-00-100-51236</a>	Ins Opt Out Incentive	1,992.00	1,992.00	41.50	1,162.00	830.00	41.67 %
<a href="#">201-92-00-100-51238</a>	Phone Allowance	4,320.00	4,320.00	0.00	2,121.80	2,198.20	50.88 %
<a href="#">201-92-00-100-51240</a>	Workers Compensation Insurance	13,814.41	13,814.41	0.00	10,328.29	3,486.12	25.24 %
<a href="#">201-92-00-100-52101</a>	Office Supplies	600.00	600.00	0.00	14.70	585.30	97.55 %
<a href="#">201-92-00-100-52200</a>	Operating Supplies	3,450.00	3,450.00	0.00	2,854.49	595.51	17.26 %
<a href="#">201-92-00-100-52233</a>	Uniforms	3,300.00	3,300.00	0.00	919.20	2,380.80	72.15 %
<a href="#">201-92-00-100-52250</a>	Professional Services	1,400.00	1,400.00	0.00	558.38	841.62	60.12 %

**Budget Report**

For Fiscal: 2021-2022 Period Ending: 08/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	59,700.00	55,200.00	0.00	20,511.61	34,688.39	62.84 %
<u>201-92-00-100-52301</u>	Fuel	7,500.00	12,000.00	0.00	7,560.73	4,439.27	36.99 %
<u>201-92-00-100-53101</u>	Postage	500.00	500.00	0.00	58.34	441.66	88.33 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	134.47	1,365.53	91.04 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,700.00	2,700.00	0.00	975.00	1,725.00	63.89 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	22,785.29	15,214.71	40.04 %
<u>201-92-00-100-53411</u>	Gas	3,200.00	3,200.00	0.00	2,711.37	488.63	15.27 %
<u>201-92-00-100-53421</u>	Water	7,500.00	7,500.00	0.00	3,051.85	4,448.15	59.31 %
<u>201-92-00-100-53431</u>	Telephone	6,500.00	6,500.00	0.00	4,334.15	2,165.85	33.32 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	149.75	1,550.25	91.19 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	600.00	900.00	60.00 %
<u>201-92-00-100-53644</u>	Computer Services	7,500.00	7,500.00	0.00	1,521.39	5,978.61	79.71 %
<u>201-92-00-100-53701</u>	Education and Training	3,100.00	3,100.00	0.00	970.00	2,130.00	68.71 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	817.75	532.25	39.43 %
<u>201-92-00-100-53913</u>	General Liability Insurance	45,365.00	45,365.00	0.00	26,135.97	19,229.03	42.39 %
<u>201-92-00-100-53961</u>	Bank Charges	4,300.00	4,300.00	0.00	2,947.53	1,352.47	31.45 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	131,300.00	131,300.00	0.00	58,750.23	72,549.77	55.25 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	0.00	17,334.36	34,465.64	66.54 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,500.00	9,500.00	0.00	3,459.13	6,040.87	63.59 %
<u>201-92-00-100-57000</u>	Capital Expenditures	672,000.00	277,551.00	0.00	150,808.49	126,742.51	45.66 %
<u>201-92-00-200-52101</u>	Office Supplies - BMX	500.00	771.00	0.00	770.76	0.24	0.03 %
<u>201-92-00-200-52200</u>	Operating Supplies - BMX	15,000.00	16,504.00	0.00	16,948.33	-444.33	-2.69 %
<u>201-92-00-200-52250</u>	Professional Services - BMX	10,000.00	10,000.00	0.00	9,800.41	199.59	2.00 %
<u>201-92-00-200-52300</u>	Repair & Maintenance Supplies - B	9,000.00	12,700.00	0.00	12,700.00	0.00	0.00 %
<u>201-92-00-200-52301</u>	Fuel - BMX	1,000.00	400.00	0.00	400.00	0.00	0.00 %
<u>201-92-00-200-52341</u>	Printing & Promotions - BMX	1,000.00	1,000.00	0.00	585.00	415.00	41.50 %
<u>201-92-00-200-53401</u>	Electricity - BMX	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00 %
<u>201-92-00-200-53421</u>	Water - BMX	700.00	0.00	0.00	0.00	0.00	0.00 %
<u>201-92-00-200-53431</u>	Telephone - BMX	1,000.00	325.00	0.00	317.06	7.94	2.44 %
<u>201-92-00-200-53999</u>	Miscellaneous Contractual - BMX	7,200.00	3,700.00	0.00	3,222.03	477.97	12.92 %
<u>201-92-00-718-57000</u>	Capital Expenditures - Grant	0.00	450,000.00	0.00	448,097.07	1,902.93	0.42 %
	<b>Expense Total:</b>	<b>1,745,629.21</b>	<b>1,801,180.21</b>	<b>24,425.24</b>	<b>1,338,708.68</b>	<b>462,471.53</b>	<b>25.68%</b>
	<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-469,229.21</b>	<b>-524,780.21</b>	<b>-24,049.05</b>	<b>-283,883.12</b>	<b>240,897.09</b>	<b>45.90%</b>
	<b>Report Surplus (Deficit):</b>	<b>-469,229.21</b>	<b>-524,780.21</b>	<b>-24,049.05</b>	<b>-283,883.12</b>	<b>240,897.09</b>	<b>45.90%</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	1,276,400.00	1,276,400.00	376.19	1,054,825.56	-221,574.44	17.36%
Expense	1,745,629.21	1,801,180.21	24,425.24	1,338,708.68	462,471.53	25.68%
<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-469,229.21</b>	<b>-524,780.21</b>	<b>-24,049.05</b>	<b>-283,883.12</b>	<b>240,897.09</b>	<b>45.90%</b>
<b>Report Surplus (Deficit):</b>	<b>-469,229.21</b>	<b>-524,780.21</b>	<b>-24,049.05</b>	<b>-283,883.12</b>	<b>240,897.09</b>	<b>45.90%</b>

**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	-24,049.05	-283,883.12	240,897.09
<b>Report Surplus (Deficit):</b>	<b>-469,229.21</b>	<b>-524,780.21</b>	<b>-24,049.05</b>	<b>-283,883.12</b>	<b>240,897.09</b>



City of Raytown, MO

# Fund Balance Report

As Of 08/03/2022

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Revenues</b>	<b>Total Expenses</b>	<b>Ending Balance</b>
201 - PARKS & RECREATION	1,278,172.10	1,054,825.56	1,314,283.44	1,018,714.22
<b>Report Total:</b>	<b>1,278,172.10</b>	<b>1,054,825.56</b>	<b>1,314,283.44</b>	<b>1,018,714.22</b>

**Raytown Parks & Recreation Department**  
**Director's Report**  
**August 15, 2022**

**Kenagy Tennis Court project-** I submitted the second quarter reporting on July 20<sup>th</sup> and am working on the reporting for final reimbursement documents. We have filed the deed restrictions associated with Kenagy Park as LWCF restricted to finalize the project. Total project cost is \$450,788.08, including reimbursement for staff time and expenses.

**BOA-** The Parks 22/23 Budget was presented on August 9<sup>th</sup>.

**2023 Omnibus Spending Application-** The House of Representatives Appropriation Committee cut that request down and approved \$3 million. The request is now in the Senate committee. I have been in contact with Vicki Turnbow at the Chamber of Commerce to follow her progress through the appropriation process, and what is needed for receiving the funding.

**BMX-** We have a check request in with the Finance Dept for the final payout to Raytown BMX, of \$438.08 to complete their funding from the Parks budget for 2022.

**City Works-** We are planning on the asset management program to go live on August 22<sup>nd</sup>.

**22-23 Budget-** I have put numbers together for the 22-23 budget and had a review with the Finance Dept. and the City Admins on July 11<sup>th</sup>. We will once again be in deficit spending before including capital improvement projects. We intend to submit the budget as if we have been awarded the 2022 LWCF project for the 53<sup>rd</sup> ST redevelopment project.

**Events-** August 13<sup>th</sup> was the Raytown Live concert series at the Green Space. The Supermatics are the August band. The Festival of Trails and the next concert are scheduled for September 10<sup>th</sup>.

**Homeland Security-** Kenagy Park and Colman have had a lot of after curfew traffic that has been reported by the security contractors. We will have to go to bid for the 2023 Security contract.

**53<sup>rd</sup> ST property-** I am still working with George Butler & Associates engineering firm to create bidding documents for the redevelopment. We need all work completed and billed before the end of the budget year. We will also be using GBA for the Kenagy Pond project if the Omnibus funding comes through the Senate Appropriations committee.

**Kritser Park trail-** This is the next project for 2022 in the Capital Improvements budget. Staff have discovered a sink hole on the eastern boundary of the park, and we will have to dig into it to see what is causing the problem. There is \$16,000 budgeted for the over seal of the trail, but that may not be enough funds to fix the sink hole and seal the asphalt trail. We will do the major asphalt work in house to try to save money on the project.

**Bots Dots-** Staff installed 50 of the bots dots in the Kenagy parking lot in an effort to reduce vehicle speed and activity. We will monitor how well they wear, and if they stay where they were placed. If these stay in place, we will install 100 more to cover more of the parking lot area.

**Sales Tax Revenue-** August sales tax to the Parks Department was \$29,500.43, which puts us on track to be ahead of the 2022 revenue budget predictions for sales tax collections.



## August 2022

# PARK MAINTENANCE REPORT



### Horticulture / Right of Way

We have been busy watering and maintaining flower beds. Tom, Ron, and Josh have been busy trimming shrubs and evergreens and taking care of weed control in the Right of Way and islands. Additional work on islands has been going on in preparation of removing dead trees and replanting that will take place later in the year. We are currently irrigating the seeded areas near the tennis courts at Kenagy, hopefully we will be successful at keeping the grass that has come up. While we have been in a very dry period we have received just enough rain to keep the grass from turning completely dormant and the weeds have gone crazy. Staff is spending a lot of time treating cracks in parking lots and trails to keep the weeds down.

We have begun the process for fall planting by getting quotes for tulip bulbs, which will be ordered soon.

The 2022/2023 TRIM grant has been awarded to the department, and work will begin after November 1, 2022, in accordance with the MDC guidelines.

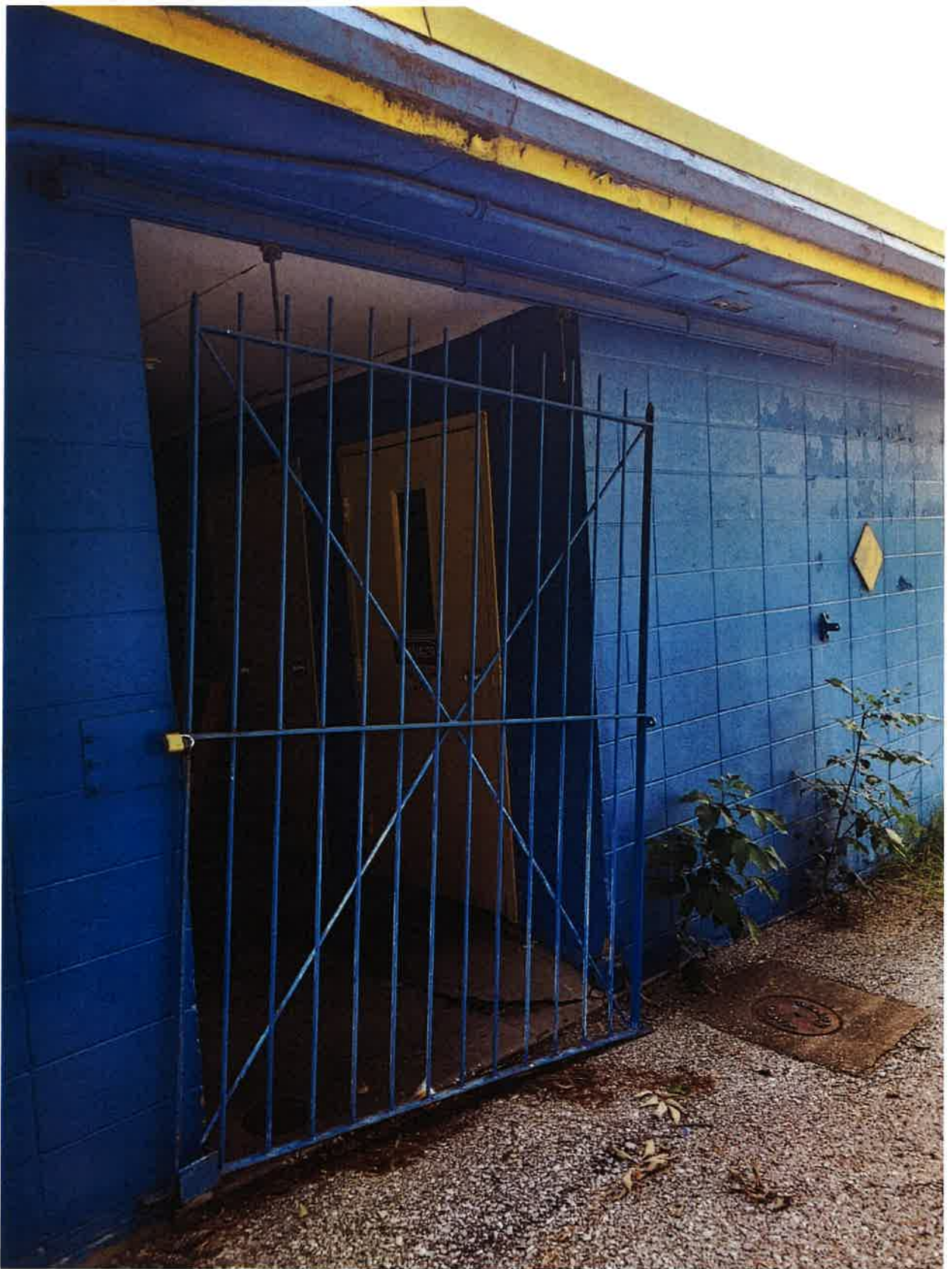
### Park Maintenance

We are working to finish the painting on the shelter houses that was previously started by volunteers. The painting will likely run into the fall, but it will be worth the effort.

We have had several alarm calls at the 5330 Raytown Road property in the last month. Dave and I have been there to catch people in there or leaving. We had break in where the sliding gate was removed and the door to the filter room was forced open.

We have been working on routine maintenance and mowing for the most part during this prolonged heat wave. This includes trash pick up and cleaning of restrooms. During the routine cleaning we found paint had been splattered and rubbed on many areas of shelter #1 at Kenagy Park. Staff spent several hours power washing to get the paint off and ultimately had to repaint some areas.

We have a couple big projects we will be working as the temperatures come down, Kritser trail work and skate park lights.







# Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Andrew Buxton

August 2022

A. **Softball League**

Fall games have started. One team from Tuesday had been having issues with putting together enough players to play games. That team ended up pulling out of the league, which resulted in the dissolution of the Tuesday league.

B. **Raytown Baseball**

We had another meeting regarding youth baseball at Little Blue Trace. KC Royals representatives were in attendance. They help run the Urban Youth Academy with the Royals and they offered some administrative help with running the league. This will take a lot of stress off of everyone. The biggest obstacle left is Z-Sports. They seem to be unwilling to actually help accommodate the use of the fields.

C. **Raytown Basketball**

We have made the flyer for youth basketball registration and posted it on the Parks website.

D. **Tennis Lessons/Fall High School Season**

2<sup>nd</sup> session fall lessons are wrapping up. RHS has started their season at Colman and I have been in contact with RSHS and St. Michael about using the new courts at Kenagy Park. I will have a new schedule for Kenagy will be up any day now.

E. **Tennis League**

Tennis league has started back up. Waiting for more registration before ordering new shirts.

F. **Raytown Live!**

August 13<sup>th</sup> Raytown Live is all set up and ready to go. Food truck and music are ready to go. The concert has been plastered all over Facebook so, hopefully we will have a good turnout.

G. **Festival of Trails**

The banners are printed and ready to go. Currently, there is no interest in the cornhole tournament, unfortunately. If registration doesn't pick up in the next week or so, it will have to be scratched.

## **Agenda item 1**

## 2023 FACILITY USE AGREEMENT

### The City of Raytown Parks & Recreation and Raytown BMX Association

This Facility Use Agreement (the "Agreement") dated \_\_\_\_\_, 2023 is entered into by and between the City of Raytown, Parks & Recreation Department (hereinafter called the "City") and Raytown BMX Association (hereinafter called "BMX").

**In consideration of being allowed to operate the City's bicycle motocross facility generally located at 12605 Frost Road, Kansas City, MO 64138 (the "Facility") in conjunction with the City BMX agrees that:**

1. BMX is an incorporated, not-for-profit volunteer organization devoted to the development and promotion of BMX racing within the community for children, youth and adults.
2. BMX shall file for and maintain Section 501(c) (3) of the Internal Revenue Code tax status.
3. BMX shall establish and maintain a checking and/or savings account. BMX must have an annual review by an accountant, share those financial documents and statements with the City, and file all necessary tax forms with IRS at the end of their fiscal year in order for the City to consider distributing funds to BMX for maintenance of the Facility.
4. BMX shall have the following documents on file at least 30 days prior to the date of use starting in 2023.
  - A tentative copy of that season's operational budget, and
  - Proof of 501(c) (3) tax status,
  - Track rules and regulations, and
  - Schedule of practices, meets, and special events

If documents haven't been received within the 30-day time frame, the allocated use of the Facility will not be authorized.

5. BMX shall operate the Facility at 12605 Frost Road, Kansas City, MO 64138 at the Raytown C-2 School District Safety Center property. The Facility is only to be used for BMX practices and meets and is not to be reallocated by BMX or any other organization without the prior approval of the City.

6. BMX shall maintain liability insurance for those involved with the operation of the program, including BMX administration, volunteers, participants, and any other personnel utilized in the organization and running of practices, meets, and other special events. Specific insurance requirements includes:

- A) Coverage Limits: Minimum coverage shall include Comprehensive General Liability: Minimum limit \$2,000,000 combined single limit for bodily injury and property damage per occurrence with City named as an additional insured on the policy and Comprehensive Automobile Liability: \$2,000,000 combined single limit with City named as an additional insured on the policy.
- B) Cancellation Notification: The policy or policies, if available and possible, shall contain a provision that the policy will not be cancelled unless and until thirty (30) days' notice of said cancellation has been given to the City, but, in any event, BMX, any time after

the Agreement has been signed, shall notify the City of any impending cancellation, actual cancellation, termination or nonrenewal of the policy by faxing or delivering to the City a copy of the insurer's cancellation, termination, or nonrenewal notice to BMX within two (2) business days of BMX's receipt of said notice. BMX shall also advise the City in writing within two (2) business days of any oral or other advisement by the insurer of any impending cancellation, actual cancellation, termination or nonrenewal of the policy.

C) Workers' Compensation: if required, statutory requirements.

D) Financial Strength: Provider of insurance coverage will be:

- 1) Licensed and admitted in The State of Missouri, and
- 2) Have a Best Guide rating of "A" or better.

Proof of necessary insurance coverage shall be filed with City prior to the beginning of each BMX season. BMX, shall defend, indemnify, and hold the City and its elected or appointed officials, officers, employees and agents harmless from and against all actual claims and alleged claims and all damages, including but not limited to losses, liabilities, costs, expenses and attorney fees arising out of personal injuries, including illness or death, and damage to, or destruction of, property, which are caused by BMX or BMX's agents, employees, sub-contractors or by others for whom BMX, is liable arising out of or in any way connected with or resulting from, performance of, or failure to perform, this Agreement or the use of the Facility.

7. In conjunction with utilizing the Facility, BMX may not charge a mandatory spectator admission fee for regular season meets or practices. However, BMX will be allowed to fund operations through the following methods:

- Voluntary (but not mandatory) donations at the gate,
- Voluntary donations through means of "passing the hat,"
- Organization fundraiser(s),
- Participant and/or track entry fees, and
- Any other charitable contributions or gifts.

8. BMX will be responsible for any damages/impairments to the Facility which occurs during the organization's use of the Facility. BMX agrees to reimburse the City for any repair or equipment replacement necessitated by BMX's use of the Facility (normal wear and tear excepted).

9. BMX is responsible for maintenance and upkeep of the Facility which includes the BMX track, buildings, track (race, pump), Connex containers, mowing of all turf areas, etc.

10. BMX is responsible for, and agrees to provide for, any post-race or post practice clean-up necessary to leave the Facility in the condition in which it was found prior to utilization by BMX. If any maintenance or further clean-up services are necessary on behalf of the City, BMX will be responsible for reimbursement of those costs to the City, with a one-hour minimum billing at the City employee hourly rate.

11. The City reserves the right to cancel activities in cases of extreme weather, whereby play might cause undue damage to the facilities, or potentially endanger the health of participants, spectators, or program-related personnel.

12. BMX may not make alterations and/or improvements to pre-existing facilities without first receiving the approval of the City and the Director of Parks and Recreation.

13. BMX will need to set up accounts and pay for the following and to arrange service (not a complete list):

- Portable toilets
- Dumpster/trash service
- Alarm system for building(s) (City will need alarm codes)
- Electricity
- Phone – wifi hotspot, cell phone

14. BMX recognizes that the City operates on an annual budget which may be reduced by the Raytown City Administrator and/or the Raytown Board of Alderman. Funds available for improvements to existing Raytown's Park facilities, the procurement of new parklands, and the expansion of departmental program opportunities are determined with annual budgetary limitations in consideration.

15. In an effort to facilitate communication between the City and BMX, BMX will notify the City of all meetings. A contact person from the City will then be allowed the opportunity to attend appropriate meetings.

**In conjunction with extending BMX facility use privileges, the City agrees to:**

1. Recognize BMX as an incorporated, not-for-profit organization devoted to the development and promotion of BMX racing within the community for children, youth and adults, respective of the organization remaining non-discriminatory, competent, and financially solvent in their operation.
2. To the extent permitted by law, hold harmless BMX from claims relating to bodily injury or damages to property that result solely from negligence on the part of the City.
3. The City may provide up to \$35,000 to BMX annually for a period of one year ending in December 31st for operation of the Facility. In order to receive City funds, BMX will need to fill out a Donation Request Form, provide copy of annual audit, IRS tax forms filed, budget for current year and list of projects to be done at the track (pursuant to paragraph 4 above). The City will then determine the possible amount of donation after all paperwork has been received.
4. Establish a City contact person to act as a liaison to BMX. This City representative will provide, upon request, assistance regarding recreation programming, scheduling and rescheduling efforts, and City philosophy. All of the youth athletic associations, including BMX, are invited to attend the monthly meetings of the Raytown Park Board.
5. Allow BMX to generate revenue for operations, provided that program-related revenues and monies are collected by one of the methods previously noted as acceptable and are only used to facilitate operations of the BMX program.
6. Attempt to work in cooperation with BMX, if a number of practices or meets need to be rescheduled that would extend the BMX season past its originally allocated facility use dates. City staff will also attempt to actively assist BMX with facility scheduling, park infrastructure concerns, publicity efforts, etc., associated with those national BMX tournaments or special events sought to be hosted at the Facility.

7. Provide basic maintenance and upkeep of the Facility. Basic maintenance will not include daily/weekly upkeep of actual track, turf areas, asphalt, asphalt repairs, annual sealant to track, etc. or any damage or alterations deliberately performed by BMX personnel or volunteers. The City will have the water turned on and off through the Raytown School District.

8. The terms of this agreement shall commence on \_\_\_\_\_, 2023, and end on December 31, 2023. This agreement shall remain continuous for that time period, respective of both parties fulfilling their contractual obligations as expressly denoted herein.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed the day and year first above written.

**RAYTOWN BMX ASSOCIATION**

**CITY OF RAYTOWN, MISSOURI**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Teresa Henry, City Clerk

Raytown BMX Requirements for Request of Funds

FY 2022/23

1. Financial reporting on the 2022 Fiscal year.

Beginning balance July 2022: \_\_\_\_\_

Ending balance December 31, 2022: \_\_\_\_\_

Attach IRS financial reporting documents.

2. Proof of Insurance with City of Raytown listed as additional insured.

Did Raytown BMX renew yearly insurance with \$2 million in coverage? \_\_\_\_\_

Attach proof of insurance.

3. 2023 Budget funding requested amount: \_\_\_\_\_

Attach expected 2023 budget expenses, projects for the fiscal year, and expected revenues.

4. Schedule of activities and any special races such as State or National events.

Attach 2023 season schedule

5. Proof of maintaining 501©3 tax status.

Attach documents filed with the state and IRS for financial reporting for the 2023 fiscal year.

6. Maintain the BMX facility for safe racing activities and provide trash and litter clean up on the property. Are there any concerns or help needed with the maintenance of the track in 2023? \_\_\_\_\_



- 
7. Notify the Parks Dept of monthly/quarterly meetings and allow a Parks liaison to attend said meetings. Please notify Dave Turner [davet@raytownparks.com](mailto:davet@raytownparks.com) And George Mitchell [gmitchell4@sbcglobal.net](mailto:gmitchell4@sbcglobal.net) of upcoming BMX meetings.
  
  8. Contact the Raytown Parks for any communication with the C-2 school district regarding race schedules and maintenance needs such as water turn on and/or winterization of facilities.

Anticipated date of water being turned on by Parks staff: \_\_\_\_\_

Anticipated date of winterization of the water and concession building. \_\_\_\_\_

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## **Agenda item 2**

1. This is a new funding source through the federal government and there are still bugs being worked out for the 2021 funded projects.
2. Monies received can be used as a match to other grants.
3. The environmental reviews, documentation, and work site information will have to be submitted to the Department of Interior after the project is approved by congress and the senate.

### **Agenda item 3**

1. At what time do we start discussion with the BOA? Sunset of current sales tax will expire if the Parks sales tax issue is not voted on and passed by November 2024.
2. What support groups and funding sources should Parks be communicating with?
3. Is one election date better for the sales tax effort than other polling dates?
4. Do we go for an increase? 1/4 cent or 3/8 cent?