AGENDA RAYTOWN PARKS & RECREATION BOARD Monday, September 19, 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 -August 15th 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. Approval of the sale of 53rd ST assets
- 2. REAP property plan
- 3. Program Committee meeting review of Fee Schedule

VII. Other Business

VIII. Announcements

IX. Adjourn

• Next Meeting: Monday, October 17, 2022, 7 PM

Raytown Park Board Minutes August 15, 2022

Attendance:

Park Board: George Mitchell, Evan Gorrell, Dave Thurman, William McClendon, Robbie Tubbs, Michael Anderson, Brian Morris, Jennifer Perkins. Zoom: Brent Hugh, Alderman Loretha Hayden

Guests: Pennington Family - David, Caleb, Bethany, Lilly Campbell

Staff: Dave Turner, Tony Mesa, and Andrew Buxton

Public Participation: Pennington family recognized for their volunteer work at Minor Smith.

A quorum was declared present and the meeting was called to order at 7:00 pm. Brian Morris made a motion to approve the minutes from July 18, 2022. Michael Anderson seconded the motion passed.

Reports of Officers:

President – No report

Vice President – Raytown Live and the Police Safety Fair were great

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 done. Wayne Oyler resigned; fire alarm being added to the house; kitchen windows being restored.

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. BMX funding report
- 2. Sales tax review and strategy determined; November 2023
- 3. Discussion on Omnibus project and use of \$3 million in federal funding
- 4. Dave Thurman made a motion to adjourn at 8:55 pm. Brian Morris seconded and the motion passed.

Announcements:

None



Budget Report

Account Summary

For Fiscal: 2021-2022 Period Ending: 09/30/2022

		Original	Current	Period	Fiscal	Variance Favorable	Percent
		Total Budget	Total Budget	Activity	Activity	(Unfavorable)	
Fund: 201 - PARKS & RECRE	ATION	J	J	•	•	,	J
Revenue	Allon						
201-00-00-100-41205	Parks/Storm Water Capital Sales Ta	320,000.00	320,000.00	33,671.20	319,573.38	-426.62	0.13 %
201-00-00-100-46102	Investment Income	4,000.00	4,000.00	0.00	1,734.98	-2,265,02	56.63 %
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	34.54	684.72	-215.28	23.92 %
201-92-00-100-41101	Real Estate Tax	441,000.00	441,000.00	901.12	463,408.52	22,408.52	105.08 %
201-92-00-100-41102	Personal Property Tax	88,500.00	88,500.00	535.32	96,646.74	8,146.74	109.21 %
201-92-00-100-41104	Delinquent Real Estate Taxes	11,400.00	11,400.00	136.39	11,421.32	21.32	100.19 %
201-92-00-100-41105	Penalties	7,000.00	7,000.00	390.46	8,719.68	1,719.68	124.57 %
201-92-00-100-41107	Railroad & Utilities Tax	20,000.00	20,000.00	0.00	20,126.96	126.96	100.63 %
201-92-00-100-41108	Replacement Tax	26,000.00	26,000.00	0.00	28,638.02	2,638.02	110.15 %
201-92-00-100-41110	Circuit Breaker Refund	-1,200.00	-1,200.00	-29.92	-907.80	292.20	75.65 %
201-92-00-100-41111	Delinquent Property Tax Revenue	7,500.00	7,500.00	180.47	9,130.02	1,630.02	121.73 %
201-92-00-100-46101	Interest Earnings	2,300.00	2,300.00	0.00	5,775.14	3,475.14	251.09 %
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	1,445.00	-355.00	19.72 %
201-92-00-100-47105	Shelter House Rental Fees	19,000.00	19,000.00	577.00	23,326.00	4,326.00	122.77 %
201-92-00-100-47110	Sports Field Rental Fees	7,000.00	7,000.00	0.00	8,952.00	1,952.00	127.89 %
201-92-00-100-47116	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	1,211.86	111.86	110.17 %
201-92-00-100-47204	Team Sports League	34,000.00	34,000.00	4,132.86	19,106.00	-14,894.00	43.81 %
201-92-00-100-47220	Donations	13,000.00	13,000.00	0.00	12,550.00	-450.00	3.46 %
201-92-00-100-47425	Other Income	1,000.00	1,000.00	0.00	381.86	-618.14	61.81 %
201-92-00-718-43101	Federal Grants - Parks	225,000.00	225,000.00	171,139.75	224,486.00	-514.00	0.23 %
201-92-00-725-43000	State Grants - TRIM	0.00	0.00	0.00	10,235.00	10,235.00	0.00 %
	Revenue Total:	1,244,900.00	1,244,900.00	211,669.19	1,266,645.40	21,745.40	1.75%
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	28,193.72	3,806.28	11.89 %
201-92-00-100-51102	Civilian Employees	386,519.06	386,519.06	31,920.90	359,446.37	27,072.69	7.00 %
201-92-00-100-51106	Part Time Employees	30,958.27	30,958.27	1,900.51	15,143.07	15,815.20	51.09 %
201-92-00-100-51111	Civilian Employees Overtime	1,887.45	1,887.45	104.14	3,183.96	-1,296.51	-68.69 %
201-92-00-100-51206	Life Ins	989.00	989.00	103.67	1,105.72	-116.72	-11.80 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	0.00	653.04	-653.04	0.00 %
201-92-00-100-51212 201-92-00-100-51214	Deferred Compensation - 401 A Civilian Pension - LAGERS	3,152.69 57,484.16	3,152.69	255.85	2,943.88	208.81	6.62 % 9.99 %
201-92-00-100-51214	Health Insurance	48,299.79	57,484.16 48,299.79	4,543.43 6,946.90	51,739.39 73,357.54	5,744.77 -25,057.75	-51.88 %
201-92-00-100-51218	Med Exp - HSA contribution	7,500.00	7,500.00	500.00	6,375.00	1,125.00	15.00 %
201-92-00-100-51220	Dental	4,601.00	4,601.00	375.84	3,907.02	693.98	15.08 %
201-92-00-100-51221	Vision	1,004.00	1,004.00	76.78	844.58	159.42	15.88 %
201-92-00-100-51225	FICA	32,462.38	32,462.38	2,362.94	26,584.80	5,877.58	18.11 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	415.00	4,565.00	415.00	8.33 %
201-92-00-100-51236	Ins Opt Out Incentive	1,992.00	1,992.00	83.00	1,286.50	705.50	35.42 %
201-92-00-100-51238	Phone Allowance	4,320.00	4,320.00	280.00	2,681.80	1,638.20	37.92 %
201-92-00-100-51240	Workers Compensation Insurance	13,814.41	13,814.41	0.00	11,803.74	2,010.67	14.55 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	36.69	563.31	93.89 %
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	412.53	3,434.48	15.52	0.45 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	119.34	1,137.48	2,162.52	65.53 %
201-92-00-100-52250	Professional Services	1,400.00	1,400.00	0.00	558.38	841.62	60.12 %
201-92-00-100-52300	Repair & Maintenance Supplies	59,700.00	55,200.00	1,201.94	22,516.32	32,683.68	59.21 %
201-92-00-100-52301	Fuel	7,500.00	12,000.00	2,147.60	9,708.33	2,291.67	19.10 %
201-92-00-100-53101	Postage	500.00	500.00	0.00	314.34	185.66	37.13 %

For Fiscal: 2021-2022 Period Ending: 09/30/2022

			±			Variance	
		Original Total Budget	Current	Period Activity	Fiscal	Favorable	Percent
			Total Budget	•	Activity	(Unfavorable)	Ū
201-92-00-100-53241	Printing & Promotions	1,500.00	1,500.00	0.00	239.47	1,260,53	84.04 %
201-92-00-100-53301	Dues & Memberships	2,700.00	2,700.00	0,00	975.00	1,725,00	63.89 %
201-92-00-100-53401	Electricity	38,000.00	38,000.00	0.00	27,166.92	10,833.08	28.51 %
201-92-00-100-53411	Gas	3,200.00	3,200.00	0.00	2,975.61	224.39	7.01 %
201-92-00-100-53421	Water	7,500.00	7,500.00	0.00	4,918.51	2,581.49	34.42 %
201-92-00-100-53431	Telephone	6,500.00	6,500.00	0.00	5,622.88	877,12	13.49 %
201-92-00-100-53500	Equipment Expense	1,700.00	1,700.00	10.76	160.51	1,539.49	90.56 %
201-92-00-100-53600	Repair & Maintenance Services	1,500.00	1,500.00	75.00	675.00	825.00	55,00 %
201 92-00-100-53644	Computer Services	7,500.00	7,500.00	204.00	1,746.08	5,753.92	76.72 %
201-92-00-100-53701	Education and Training	3,100.00	3,100.00	0.00	970.00	2,130.00	68.71 %
201-92-00-100-53711	Meals & Travel	1,350.00	1,350.00	0.00	817.75	532.25	39.43 %
201-92-00-100-53913	General Liability Insurance	45,365.00	45,365.00	0.00	29,869.64	15,495.36	34.16 %
201-92-00-100-53961	Bank Charges	4,300.00	4,300.00	0.00	3,459.15	840.85	19.55 %
201-92-00-100-53999	Miscellaneous Contractual	131,300.00	131,300.00	8,808.45	73,922.85	57,377.15	43.70 %
201-92-00-100-54500	Recreational Programming	51,800.00	51,800.00	3,728.98	23,485.71	28,314.29	54.66 %
201-92-00-100-55000	Vehicle Expense	9,500.00	9,500.00	0.00	3,572.46	5,927.54	62.40 %
201-92-00-100-57000	Capital Expenditures	672,000.00	277,551.00	3,400.00	155,393.36	122,157.64	44.01 %
201-92-00-200-52101	Office Supplies - BMX	500.00	771.00	0.00	770.76	0.24	0.03 %
201-92-00-200-52200	Operating Supplies - BMX	15,000.00	16,504.00	0.00	16,948.33	-444.33	-2.69 %
201-92-00-200-52250	Professional Services - BMX	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00 %
201-92-00-200-52300	Repair & Maintenance Supplies - B	9,000.00	12,700.00	0.00	12,700.00	0.00	0.00 %
201-92-00-200-52301	Fuel - BMX	1,000.00	400.00	0.00	400.00	0.00	0.00 %
201-92-00-200-53241	Printing & Promotions - BMX	1,000.00	1,000.00	0.00	585.00	415.00	41.50 %
201-92-00-200-53401	Electricity - BMX	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00 %
201-92-00-200-53421	Water - BMX	700.00	0.00	0.00	0.00	0.00	0.00 %
201-92-00-200-53431	Telephone - BMX	1,000.00	325.00	0.00	317.06	7.94	2.44 %
201-92-00-200-53999	Miscellaneous Contractual - BMX	7,200.00	3,700.00	0.00	3,660.52	39.48	1.07 %
201-92-00-718-57000	Capital Expenditures - Grant	0.00	450,000.00	0.00	448,150.50	1,849.50	0.41 %
	Expense Total:	1,745,629.21	1,801,180.21	69,977.56	1,464,026.12	337,154.09	18.72%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):		-500,729.21	-556,280.21	141,691.63	-197,380.72	358,899.49	64.52%
	Report Surplus (Deficit):	-500,729.21	-556,280.21	141,691.63	-197,380.72	358,899.49	64.52%

Group Summary

Account Typ	pe	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable) I	Percent Remaining
Fund: 201 - PA	ARKS & RECREATION						
Revenue		1,244,900.00	1,244,900.00	211,669.19	1,266,645.40	21,745.40	1.75%
Expense		1,745,629.21	1,801,180.21	69,977.56	1,464,026.12	337,154.09	18.72%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-500,729.21	-556,280.21	141,691.63	-197,380.72	358,899.49	64.52%
	Report Surplus (Deficit):	-500,729.21	-556,280.21	141,691.63	-197,380.72	358,899.49	64.52%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	
201 - PARKS & RECREATION	-500,729.21	-556,280.21	141,691.63	-197,380.72	358,899,49	
Report Surplus (Deficit):	-500,729.21	-556,280.21	141,691.63	-197,380.72	358,899.49	

Fund Balance Report

As Of 09/01/2022

City of Raytown, MO

Fund

201 - PARKS & RECREATION

	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
	1,278,172.10	1,093,124.27	1,394,048.56	977,247.81
Report Total:	1,278,172.10	1,093,124.27	1,394,048.56	977,247.81

Raytown Parks & Recreation Department Director's Report September 19, 2022

Kenagy Tennis Court project- We received the final payment September 7th of \$171,139.75. I also have an extended warranty from McConnell on the finishing concrete work on the tennis courts.

BOA- The Parks 22/23 Budget was presented

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. The City has a federal SAM number already, and we have an environmental screening completed, so I hope that will help with the process.

<u>City Works-</u> We have been using the program since August 22nd. There are still some kinks that staff are working out and some reporting that we would like to see added to the capability of the program.

22-23 Budget I have not been informed of any changes to the Parks 22/23 submitted budget. We are still waiting on the salary survey results from HR. I did submit the budget as if we have been awarded the 2022 LWCF project for the 53rd ST redevelopment project.

<u>Events</u>- The Festival of Trails on September 10th went very well with volunteers from the Rice-Tremonti Board, Kiwanis, Rotary, Connection Point Church, Boy Scouts, and Girl Scouts. The temperatures were terrific all day, and the Rice-Tremonti Board brought in over \$3,025 during the event. Rain did shut us down 1 hour from the scheduled festival ending time. We are looking into rescheduling the Raytown Live concert with Nick Schnebelen.

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.

<u>53rd ST property-</u> I am still working with George Butler & Associates engineering firm to create bidding documents for the redevelopment. We were also informed by the MO DNR grant managers that the Dept. of Interior will impose the additional oversite of an onsite Archeologist for any digging associated with the project, which Parks will have to pay any hourly fees associated with it. I have contacted GBA to try to come up with a cost estimate for that so that we can file for a budget adjustment with the Dept of Interior.

<u>Kritser Park trail</u>- 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 try to do the major asphalt work in house to try to save money on the project, if our staff time will allow.

<u>Bots Dots-</u> Staff installed 50 of the bots dots in the Kenagy parking lot in an effort to reduce vehicle speed and activity. We have received another 150 more to cover more of the parking lot area at Kenagy, and possibly will use any extras in Colman Park.

<u>Sales Tax Revenue-</u> September sales tax to the Parks Department was \$33,671.20, which puts us at \$319,573.38 for the 2022 FY. That leaves \$17,049.62 to reach budget estimates of \$336,623 in October.



August 2022 PARK MAINTENANCE REPORT



Horticulture / Right of Way

We continue to be 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. We have removed two dead trees in parks and a fallen tree at the 53rd street property along with trimming the oak trees near the office. Weed control continues to be a big part of our day-to-day workload including additional work at Kritser ahead of some trail work to come over the next few weeks.

We have begun the process for fall planting by picking up soil amendment supplies, and the Tulip order should be within the next week. We will continue to care for the flowers currently blooming for a few more weeks but sooner or later we will be clearing the annuals, amending the soil, and planting tulip bulbs for the spring.

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 continue to have alarm calls at the 5330 Raytown Road property. We had a car/truck burned in the parking lot which required cleanup by staff. We placed large logs around the perimeter of the lot to prevent vehicles from driving over the grass and entering the gated lot. We are hopeful this will deter some bad actors from causing issues.

We have been working on routine maintenance and mowing which has included weekend trash pickup for certain shelters. We anticipate winding down the weekend staffing by mid-October.

The lights at the Skate Park have been installed, additional pucks have been installed at Kenagy west lot and we will be milling and repairing asphalt at the trail at Kritser park in the next few days. The Kritser trail rehab will include a storm pipe repair on the lower or eastside of the park. We hope to complete the repairs and seal the trail before the end of the fiscal year.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Andrew Buxton

September 2022

A. Softball League

Mondays are on break for 3 weeks while some teams are playing in Vegas.

B. Raytown Baseball

Dave met with Tyler and Z-Sports and they are willing to host the youth leagues as long as there is an administrative entity to run it. We are still uncertain as to where it all stands. I talked with Dave Patterson who referred me to Jeff Diskins of the UYA about a grant through Price Chopper. The total amount available in the grant will be \$20,000. We are in the process of applying for that. This grant will go to field rehabilitation and renovations that are needed at Little Blue Trace. Jeff also mentioned that due to structural/positional changes in their organization, they are no longer able to take over administrative duties that we need to run a youth program.

C. Raytown Basketball

Registrations are coming in. We have 59 registrations currently.

D. Fall High School Season

Everyone is loving Kenagy courts so far. Raytown South Tennis Club has had no issues there but St. Michael had one of their players' car broken into so, they discontinued practice. Raytown High had an issue with a homeless man making threats and he was arrested later that day.

E. Tennis League

Shirts have been ordered, 12 participants currently.

F. Raytown Live!

Raytown Live was cancelled due to the rain that was coming in. Could be rescheduled.

G. Festival of the Trails

Great turnout all day; steady stream of people but never seemed like there were large groups at one time. We expected about 50 vendors but had about 30 show up. All of the special attendees (Windy Hollow, Food trucks, Buffalo Soldiers, Free Trappers, etc.) showed up. Started to take things down around 4 before it started to rain. As we started to put things away, it started to sprinkle rain and that is when all of the vendors and volunteers started packing up. Next year, we will make sure vendors know that once they are parked, there is no leaving until the event is over. We will make sure the parking area is properly closed off as well. We had numerous vendors try to leave during the event which caused issues with people walking around and minimal driving space during the event.

Agenda item 1

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CITY OF RAYTOWN Request for Board Action

То	Date: October 4, 2022 Resolution No.: R- To: Mayor and Board of Aldermen From: Dave Turner, Park Board Director			
De	partment Head Approval:	AV.		
Fir	nance Director Approval:			
Cit	ty Administrator Approval:			
	V-			
Action Recassets at the	e 53 rd ST property as purchasers	oval of Parks & Recreation Department to sell become available, outside of the normal		
Recomment property.	ndation: Staff recommends appro	val to sell items and assets from the 53 rd ST		
structures fi funds on the taken by bu Rather than bidder or de redevelopm	rom the 53 rd ST property. We would removal of items and assets on the removal of items and assets on the removal of items will be taken a pay to have the items removed, we aler so that the items can be cleatent project.	ng a blanket approval to clear assets and uld like to recover funds, or to not spend budgeted the 53 rd ST property. Any items not purchased or a away at a cost to the City/Parks Department. we would like to sell these items en-masse to any red off of the property before the 53 rd ST		
	llso local pool facilities where items rposed locally for the use of the ci	s can be used, and recreational assets onsite that itizens of Raytown.		
	save costs involved with upcoming ent project in FY2023 that would b	g projects and provide supplemental funds for the pe funded by federal monies.		
Alternative project fund		and direct staff to seek alternate methods for		
☐ Non-Bu	•			

Additional Reports Attached: Park Board minutes.

Agenda item 2

