

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, January 23, 2023 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 –December 19th minutes

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. Creative Communities Alliance 2023
2. Rice Tremonti name/signage
3. Kritser Park neighbor

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, February 20, 2022, 7 PM

**Raytown Park Board
Minutes
December 19, 2022**

Attendance:

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

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

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 November 21, 2022. Jennifer Perkins seconded and the motion passed.

Reports of Officers:

President: no report

Vice President – no report

Reports of Standing & Special Committees:

Personnel – William McClendon reviewed staff evaluations with Robbie Tubbs. They performed evaluation on Dave Turner and will get copies to all park board members.

Finance – no report

Program – no report

Buildings & Grounds – no report

Rice Tremonti – Brian should be getting a copy of the rental agreements Wednesday.

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. Brian Morris made a motion to approve an additional \$12,000 to the LWCF Grant for the Archaeological Monitoring. Jennifer Perkins seconded and the motion passed.
2. Z-Sports – a termination of contract was mailed to Z Sports on November 23, 2022 giving them the 120 day notice as noted in contract. The letter was sent certified mail, and we have heard nothing from them.
3. The next park board meeting will be January 23, 2023.

Other Business:

Loretha Hayden stated that the BOA will talk about the Pocket Park in January to decide whether we can rename it or transfer ownership to Parks Dept. They are also looking into the money that was donated for the park and betterment of downtown. More to come.

4. Robbie Tubbs made a motion to adjourn at 7:35 pm. Brian Morris seconded and the motion passed.



Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 01/31/2023

		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	327,000.00	327,000.00	29,096.26	89,495.15	-237,504.85	72.63 %
201-00-00-100-46102	Investment Income	400.00	400.00	0.00	2,354.28	1,954.28	588.57 %
201-00-00-100-46401	Miscellaneous Revenue	300.00	300.00	0.00	0.00	-300.00	100.00 %
201-92-00-000-42122	Credit Card Processing Fee	0.00	0.00	113.98	114.89	114.89	0.00 %
201-92-00-100-41101	Real Estate Tax	455,000.00	455,000.00	0.00	298,948.16	-156,051.84	34.30 %
201-92-00-100-41102	Personal Property Tax	90,000.00	90,000.00	0.00	42,372.14	-47,627.86	52.92 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,000.00	13,000.00	0.00	1,511.04	-11,488.96	88.38 %
201-92-00-100-41105	Penalties	10,000.00	10,000.00	0.00	934.86	-9,065.14	90.65 %
201-92-00-100-41107	Railroad & Utilities Tax	19,000.00	19,000.00	0.00	0.00	-19,000.00	100.00 %
201-92-00-100-41108	Replacement Tax	28,000.00	28,000.00	0.00	0.00	-28,000.00	100.00 %
201-92-00-100-41110	Circuit Breaker Refund	-1,000.00	-1,000.00	0.00	0.00	1,000.00	0.00 %
201-92-00-100-41111	Delinquent Property Tax Revenue	8,000.00	8,000.00	0.00	2,266.71	-5,733.29	71.67 %
201-92-00-100-43101	SuperSplash Grant	335,000.00	335,000.00	0.00	0.00	-335,000.00	100.00 %
201-92-00-100-46101	Interest Earnings	2,000.00	2,000.00	3,376.85	8,260.19	6,260.19	413.01 %
201-92-00-100-46303	Gain on sale of Fixed Asset	4,500.00	4,500.00	2,565.00	9,390.00	4,890.00	208.67 %
201-92-00-100-47101	Ballfield Lights Fees	3,000.00	3,000.00	0.00	0.00	-3,000.00	100.00 %
201-92-00-100-47105	Shelter House Rental Fees	22,000.00	22,000.00	4,783.86	4,783.86	-17,216.14	78.26 %
201-92-00-100-47110	Sports Field Rental Fees	12,000.00	12,000.00	0.00	0.00	-12,000.00	100.00 %
201-92-00-100-47116	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	163.00	-937.00	85.18 %
201-92-00-100-47204	Team Sports League	18,000.00	18,000.00	0.00	1,284.57	-16,715.43	92.86 %
201-92-00-100-47220	Donations	12,000.00	12,000.00	0.00	0.00	-12,000.00	100.00 %
201-92-00-100-47425	Other Income	1,000.00	1,000.00	0.00	179.99	-820.01	82.00 %
	Revenue Total:	1,360,300.00	1,360,300.00	39,935.95	462,058.84	-898,241.16	66.03%
Expense							
201-00-00-100-58000	BMX Appropriation	35,000.00	35,000.00	0.00	0.00	35,000.00	100.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600.00	33,600.00	2,592.31	8,116.08	25,483.92	75.85 %
201-92-00-100-51102	Civilian Employees	435,393.60	435,393.60	15,587.22	82,769.22	352,624.38	80.99 %
201-92-00-100-51106	Part Time Employees	32,500.00	32,500.00	0.00	1,065.94	31,434.06	96.72 %
201-92-00-100-51111	Civilian Employees Overtime	5,112.86	5,112.86	228.22	698.66	4,414.20	86.34 %
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	0.00	208.78	877.22	80.78 %
201-92-00-100-51208	Vacation Pay	0.00	0.00	0.00	776.77	-776.77	0.00 %
201-92-00-100-51212	Deferred Compensation - 401 A	2,500.23	2,500.23	135.83	672.13	1,828.10	73.12 %
201-92-00-100-51214	Civilian Pension - LAGERS	68,084.75	68,084.75	2,600.79	12,646.28	55,438.47	81.43 %
201-92-00-100-51215	Health Insurance	58,328.90	58,328.90	3,473.45	17,367.25	40,961.65	70.23 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	0.00	1,000.00	5,000.00	83.33 %
201-92-00-100-51220	Dental	5,271.00	5,271.00	187.92	939.60	4,331.40	82.17 %
201-92-00-100-51221	Vision	996.00	996.00	38.39	191.95	804.05	80.73 %
201-92-00-100-51225	FICA	36,565.96	36,565.96	1,182.99	6,018.00	30,547.96	83.54 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	0.00	925.00	4,055.00	81.43 %
201-92-00-100-51236	Ins Opt Out Incentive	1,992.00	1,992.00	41.50	207.50	1,784.50	89.58 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	600.00	2,760.00	82.14 %
201-92-00-100-51240	Workers Compensation Insurance	17,627.05	17,627.05	0.00	0.00	17,627.05	100.00 %
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	198.17	3,251.83	94.26 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	79.56	198.90	3,101.10	93.97 %
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	73,200.00	73,200.00	725.00	5,274.86	67,925.14	92.79 %
201-92-00-100-52301	Fuel	15,000.00	15,000.00	0.00	1,196.32	13,803.68	92.02 %
201-92-00-100-53101	Postage	500.00	500.00	0.00	7.85	492.15	98.43 %
201-92-00-100-53241	Printing & Promotions	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 01/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-5337</u> Dues & Memberships	2,900.00	2,900.00	0.00	660.00	2,240.00	77.24 %
<u>201-92-00-100-5340</u> Electricity	38,000.00	38,000.00	0.00	5,454.98	32,545.02	85.64 %
<u>201-92-00-100-5341</u> Gas	3,300.00	3,300.00	0.00	618.29	2,681.71	81.26 %
<u>201-92-00-100-5342</u> Water	7,700.00	7,700.00	0.00	1,457.77	6,242.23	81.07 %
<u>201-92-00-100-5343</u> Telephone	7,200.00	7,200.00	0.00	931.33	6,268.67	87.06 %
<u>201-92-00-100-5350</u> Equipment Expense	1,700.00	1,700.00	0.00	16.97	1,683.03	99.00 %
<u>201-92-00-100-5360</u> Repair & Maintenance Services	1,500.00	1,500.00	75.00	150.00	1,350.00	90.00 %
<u>201-92-00-100-5364</u> Computer Services	7,500.00	7,500.00	0.00	273.50	7,226.50	96.35 %
<u>201-92-00-100-5370</u> Education and Training	3,400.00	3,400.00	0.00	0.00	3,400.00	100.00 %
<u>201-92-00-100-5373</u> Meals & Travel	1,350.00	1,350.00	0.00	0.00	1,350.00	100.00 %
<u>201-92-00-100-5393</u> General Liability Insurance	43,765.00	43,765.00	0.00	0.00	43,765.00	100.00 %
<u>201-92-00-100-5394</u> Bank Charges	4,300.00	4,300.00	185.76	757.44	3,542.56	82.39 %
<u>201-92-00-100-5399</u> Miscellaneous Contractual	132,300.00	132,300.00	846.00	1,879.33	130,420.67	98.58 %
<u>201-92-00-100-5450</u> Recreational Programming	51,800.00	51,800.00	584.00	3,076.40	48,723.60	94.06 %
<u>201-92-00-100-5500</u> Vehicle Expense	9,800.00	9,800.00	-5.89	439.33	9,360.67	95.52 %
<u>201-92-00-100-5700</u> Capital Expenditures	677,000.00	677,000.00	0.00	0.00	677,000.00	100.00 %
<u>201-92-00-200-5343</u> Telephone - BMX	0.00	0.00	0.00	78.82	-78.82	0.00 %
Expense Total:	1,840,863.35	1,840,863.35	28,558.05	156,873.42	1,683,989.93	91.48%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-480,563.35	11,377.90	305,185.42	785,748.77	163.51%
Report Surplus (Deficit):	-480,563.35	-480,563.35	11,377.90	305,185.42	785,748.77	163.51%

Budget Report

For Fiscal: 2022-2023 Period Ending: 01/31/2023

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	1,360,300.00	1,360,300.00	39,935.95	462,058.84	-898,241.16	66.03%
Expense	1,840,863.35	1,840,863.35	28,558.05	156,873.42	1,683,989.93	91.48%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-480,563.35	11,377.90	305,185.42	785,748.77	163.51%
Report Surplus (Deficit):	-480,563.35	-480,563.35	11,377.90	305,185.42	785,748.77	163.51%

Budget Report

For Fiscal: 2022-2023 Period Ending: 01/31/2023

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-480,563.35	-480,563.35	11,377.90	305,185.42	785,748.77
Report Surplus (Deficit):	-480,563.35	-480,563.35	11,377.90	305,185.42	785,748.77



City of Raytown, MO

Fund Balance Report

As Of 01/17/2023

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	971,719.11	462,058.84	154,281.11	1,279,496.84
Report Total:	971,719.11	462,058.84	154,281.11	1,279,496.84

Raytown Parks & Recreation Department
Director's Report
January 23, 2023

BOA- The next item to go before the Board of Alderman is the acceptance of the Security bid, which is due January 25th. I have spoken with a representative of Homeland Security, and they will be submitting a proposal.

New hires at the City of Raytown are Robinson Camp, head of Public Works, and the city is close to announcing a new Finance Dept. Director.

RYBSA- The Raytown Youth Baseball Softball Association has been making progress on hosting their first season at Little Blue Trace. They have advertised on Facebook and have been handing out fliers at the Parks basketball games. Maintenance staff have been taking on the additional work of bringing the LBT park back into shape with mowing and work on the grounds. We will go over the infields to install the needed base receptacles for the season. We will be adding the 33 acre property to the mowing schedule with Stirling Lawn.

53rd ST property LWCF- The MODNR Grant managers have not yet given the approval letter for the grant project. This has been stalled for over four months, but we are hoping to get confirmation soon.

Colman Tennis courts- Tony and I met with McConnell & Associates to look at maintenance on the Colman Park tennis courts. There are designed cuts in the courts which are spreading, and we are wanting to get their input on solutions to bringing those gaps together. These courts are in need of being repainted as well as addressing the fault lines in the courts.

TRIM Grant- We have begun project work on the TRIM Grant but are having some delays with one of the bidders for the tree work. Parks must complete \$13,500 of work and purchases before the March 31st deadline. Emerald Ash borer treatment has been purchased and inhouse staff work of removing trees has been taking place as the weather allows.

Rotary Grant- The two Tongue Drums have been delivered which will be installed adjoining the Kenagy playground on Wednesday. Parks staff will have the expense of installing the equipment.

MPRA Conference- Tony and I will attend the state conference on February 15th -16th.

KCMPRDA- I attended a meeting of the Kansas City Park & Recreation Directors Association Friday January 13th in Overland Park. This event was hosted by Johnson County Parks & Recreation Dept.

Events- We will start planning meetings for the Raytown Live concert series and the Festival of the Trails with our event partners in the next few weeks.

Government Relations- I will attend the Government relations meeting on Friday January 20th at the Chamber of Commerce. These meetings include local, county, state, and national elected officials.

Sales Tax Revenue- January sales tax to the Parks Department was \$29,096.26.



January 2023

PARK MAINTENANCE REPORT



Horticulture / Right of Way

We have been working on the TRIM grant in-house tree removal and working with the bidders to get the outsourced part of the project completed. The annual plug order for our spring plants has been placed and will be here in early March. We have trimmed some trees and picked up limbs at Little Blue Trace. Tom and Josh have been very busy working on clearing out leaves along fences and in areas that can't be mowed. Staff will begin taking down trees within the construction area at the 53rd street property in anticipation of the project going out to bid soon. The trees must be down before March 15th to meet Federal migratory habitat regulations.

Park Maintenance

Staff worked on removing the lights in the pocket park and along 63rd street for the annual holiday lighting. We have worked to mow leaves in all parks once and will likely need to do it once more before spring. Staff worked to clean up and mow at Little Blue Trace Park. We will be installing base receptacles and other maintenance at Little Blue Trace Park in preparation for the new league. The grate to cover the inlet of the drain has been installed at Kritser.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Andrew Buxton

January 2022

A. **Raytown Baseball**

Dave was at Blue Ridge Elementary for a couple Saturdays to pass out flyers for their meeting on January 7th, and registration that begins on January 21st. The parents seem to be receptive to it and excited about the prospect of youth baseball returning to Raytown. We are working with them on getting the fields ready for when the season starts.

B. **Raytown Basketball**

We have had five weeks of basketball. No issues to report. Medals have been ordered.

Agenda item 1

Does the Raytown Parks Dept want to participate in the 2023 Creative Communities Alliance Art sharing program?

In previous years the Park Board Program Committee ranks the sculptures that they would like to see displayed in Raytown.

Here is the 2023 schedule:

January 31, 2023	Deadline for artist submission
February 3, 2023	Artwork presentation date for communities (at 10 am)
February 28, 2023	Artwork selection date (at 10 am)
May 2023	Sculpture Installation

Donald Horstman, artist of our first piece "Moonscape" is due to pick up that sculpture in May of 2023. He has offered to sell the piece to Raytown for an additional \$13,000.

That amount would exceed the budgeted amount for the 22/23 fiscal year.

Agenda item 2

1. *A resolution of the Raytown Parks Board authorizing staff to replace the use of the phrase "Aunt Sophia White" to "Sophia White" or "Sophie White" in all Parks Department documents, both in print and electronic media, with the exception of historical documents, and to include all signage on the Rice Tremonti property. Furthermore, this resolution instructs the Friends of the Rice Tremonti Home Association to implement this policy by removing all uses of the word "Aunt" in describing Sophia White to include all print and electronic media, and signage, excluding historical documents. Furthermore, this resolution instructs Parks Department Staff to contact other governmental agencies and organizations by email and/or letter, to inform them about the name change, and request the removal of the word "Aunt" in all electronic media references to Rice-Tremonti and Sophia White.*



Agenda item 3

11611 E 75th ST, Raytown MO 64133

This is a privately owned piece of land (marked in orange) that the new owner has contacted the Raytown Parks about purchasing.

There are no budgeted funds for this purchase at this time.

