

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, March 20, 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 –February 23, 2023

III. Reports of Officers

President – George Mitchell
Vice President – Dave Thurman

IV. Reports of Standing & Special Committees

Personnel –
Finance – Michael Anderson
Program – Robbie Tubbs
Buildings & Grounds – Dave Thurman
BMX- George Mitchell
Rice-Tremonti – Brian Morris

V. Staff Reports

Director – Dave Turner
Superintendent of Parks – Tony Mesa
Recreation- Gage Colton

VI. New Business

1. BMX Funding Request
2. Pocket Park naming
3. OMNIBUS Kenagy Pond
4. Parks Sales Tax discussion

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, April 17, 2022, 7 PM

**Raytown Park Board
Minutes
February 20, 2023**

Attendance:

Park Board: Brian Morris, Dave Thurman, Robbie Tubbs, Evan Gorrell, George Mitchell **Zoom:** Michael Anderson, Brent Hugh

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 January 23, 2023 minutes. Robbie Tubbs seconded and the motion passed.

Report 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

BMX – no report

Rice Tremonti – fire alarm installed but does not work- waiting on parts, new board members, roof on rental house needs replacing, 6/9/23 1st annual golf tournament,

Soup & Crafts – 4/15-4/16. Boy Scout Troop #469 will be camping overnight.

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. Dave requested that Park Board members choose your top 18 pieces of Art for Creative Communities Alliance. Dave will check with artist about keeping the sculpture in the Pocket Park for the next two years.
2. Weekend trash duty staff hours – staff will work on plan to weekend hours.
3. Dave met with neighbor at 11611 E. 75th to discuss property. Dave told the neighbor that it will need to be surveyed and neighbor offered \$10,500. Nothing has been done on this matter.
4. Robbie Tubbs made a motion to adjourn at 8:00 pm. Brian Morris seconded and the motion passed.



Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 03/31/2023

		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	0.00	116,199.16	-210,800.84	64.47 %
201-00-00-100-46102	Investment Income	400.00	400.00	0.00	5,187.35	4,787.35	1,296.84 %
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	0.00	231.97	231.97	0.00 %
201-92-00-100-41101	Real Estate Tax	455,000.00	455,000.00	0.00	449,382.75	-5,617.25	1.23 %
201-92-00-100-41102	Personal Property Tax	90,000.00	90,000.00	0.00	97,393.99	7,393.99	108.22 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,000.00	13,000.00	0.00	5,371.56	-7,628.44	58.68 %
201-92-00-100-41105	Penalties	10,000.00	10,000.00	0.00	2,586.01	-7,413.99	74.14 %
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	-206.72	793.28	20.67 %
201-92-00-100-41111	Delinquent Property Tax Revenue	8,000.00	8,000.00	0.00	3,949.01	-4,050.99	50.64 %
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	0.00	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	0.00	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	0.00	8,587.68	-13,412.32	60.97 %
201-92-00-100-47110	Sports Field Rental Fees	12,000.00	12,000.00	0.00	910.00	-11,090.00	92.42 %
201-92-00-100-47116	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	178.00	-922.00	83.82 %
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	0.00	708,885.51	-651,414.49	47.89%
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	0.00	8,116.08	25,483.92	75.85 %
201-92-00-100-51102	Civilian Employees	435,393.60	435,393.60	0.00	133,734.60	301,659.00	69.28 %
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	0.00	1,280.63	3,832.23	74.95 %
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	0.00	419.00	667.00	61.42 %
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	0.00	1,079.18	1,421.05	56.84 %
201-92-00-100-51214	Civilian Pension - LAGERS	68,084.75	68,084.75	0.00	20,605.58	47,479.17	69.74 %
201-92-00-100-51215	Health Insurance	58,328.90	58,328.90	0.00	27,787.60	30,541.30	52.36 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	0.00	2,000.00	4,000.00	66.67 %
201-92-00-100-51220	Dental	5,271.00	5,271.00	0.00	1,503.36	3,767.64	71.48 %
201-92-00-100-51221	Vision	996.00	996.00	0.00	307.12	688.88	69.16 %
201-92-00-100-51225	FICA	36,565.96	36,565.96	0.00	9,600.88	26,965.08	73.74 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	0.00	1,755.00	3,225.00	64.76 %
201-92-00-100-51236	Ins Opt Out Incentive	1,992.00	1,992.00	0.00	332.00	1,660.00	83.33 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	0.00	1,160.00	2,200.00	65.48 %
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	370.88	3,079.12	89.25 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	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	0.00	9,481.76	63,718.24	87.05 %
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: 03/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53201</u>	Dues & Memberships	2,900.00	2,900.00	0.00	660.00	2,240.00 77.24 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	7,801.25	30,198.75 79.47 %
<u>201-92-00-100-53411</u>	Gas	3,300.00	3,300.00	0.00	1,294.13	2,005.87 60.78 %
<u>201-92-00-100-53421</u>	Water	7,700.00	7,700.00	0.00	1,761.63	5,938.37 77.12 %
<u>201-92-00-100-53431</u>	Telephone	7,200.00	7,200.00	0.00	1,741.12	5,458.88 75.82 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	37.05	1,662.95 97.82 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	0.00	225.00	1,275.00 85.00 %
<u>201-92-00-100-53644</u>	Computer Services	7,500.00	7,500.00	0.00	667.90	6,832.10 91.09 %
<u>201-92-00-100-53701</u>	Education and Training	3,400.00	3,400.00	0.00	355.00	3,045.00 89.56 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	0.00	1,350.00 100.00 %
<u>201-92-00-100-53913</u>	General Liability Insurance	43,765.00	43,765.00	0.00	0.00	43,765.00 100.00 %
<u>201-92-00-100-53961</u>	Bank Charges	4,300.00	4,300.00	0.00	793.52	3,506.48 81.55 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	132,300.00	132,300.00	0.00	2,949.83	129,350.17 97.77 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	0.00	6,454.34	45,345.66 87.54 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	0.00	718.97	9,081.03 92.66 %
<u>201-92-00-100-57000</u>	Capital Expenditures	677,000.00	677,000.00	0.00	0.00	677,000.00 100.00 %
<u>201-92-00-200-53434</u>	Telephone - BMX	0.00	0.00	0.00	118.23	-118.23 0.00 %
	Expense Total:	1,840,863.35	1,840,863.35	0.00	248,357.42	1,592,505.93 86.51%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-480,563.35	0.00	460,528.09	941,091.44 195.83%
	Report Surplus (Deficit):	-480,563.35	-480,563.35	0.00	460,528.09	941,091.44 195.83%

Budget Report

For Fiscal: 2022-2023 Period Ending: 03/31/2023

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	0.00	708,885.51	-651,414.49	47.89%
Expense	1,840,863.35	1,840,863.35	0.00	248,357.42	1,592,505.93	86.51%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-480,563.35	0.00	460,528.09	941,091.44	195.83%
Report Surplus (Deficit):	-480,563.35	-480,563.35	0.00	460,528.09	941,091.44	195.83%

Budget Report

For Fiscal: 2022-2023 Period Ending: 03/31/2023

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	0.00	460,528.09	941,091.44
Report Surplus (Deficit):	-480,563.35	-480,563.35	0.00	460,528.09	941,091.44



City of Raytown, MO

Fund Balance Report

As Of 03/01/2023

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	969,110.41	708,885.51	248,357.42	1,429,638.50
Report Total:	969,110.41	708,885.51	248,357.42	1,429,638.50

Raytown Parks & Recreation Department
Director's Report
March 20, 2023

BOA- Salary Survey for City of Raytown employees work session was held February 28th. There was very little detail given during the presentation, but if this change is instated it will have an affect on the current Parks budget.

RYBSA- The Raytown Youth Baseball Softball Association will be having a volunteer work day at LBT on Saturday March 25th. We will focus them on sprucing up the concession and Restroom buildings. 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. There latest estimates are sometime in May. We did get a waiver from the MO DNR grant managers to start counting staff time for work completed on site to be included in the grant compensation.

OMNIBUS- We have met with engineers from GBA on Friday to discuss phase II plans for the 53rd ST project and to discuss environmental review and permitting for the Kenagy Pond project. The OMNIBUS environmental team is leaning toward putting us on the most extreme Environmental Assessment pathway, which could entail almost a year of effort to accomplish. We are looking for other options to avoid the expense of that process and the time demands.

Colman Theft- On Tuesday February 28th at 9:05AM a person entered the maintenance building and came out through the back door. After staff came back from their duties, it was discovered that a Stihl battery chainsaw and string trimmer were both missing. A police report was filed, and video evidence was turned over to a police officer.

TRIM Grant- We completed most of the project work on the TRIM Grant but still have to plant replacement trees. Parks must complete \$13,500 of work and purchases before the reporting deadline.

Rotary Conference- I will be out for two days on March 23rd & 24th for a conference in Jefferson City.

KCMPRDA- I attended the KC Metro Park & Rec Directors Association Meeting on March 10th in Gladstone. Several topics were discussed including homelessness in area Parks, and how to address this situation. Outside funding sources were also discussed at some length.

Creative Communities Alliance- We did get our second choice of sculptures, Campana by Joe Allred, as ranked by the committee even though we were drawn 17th out of 19 participating cities.

Events- We have scheduled 5 bands for the Raytown Live concert series so far. The Festival of the Trails committee will need to start the planning sessions with our event partners in the next few weeks.

Volunteer groups- I have reached out to or have been contacted by local organizations to set up volunteering opportunities with Spring Valley Church, Graceway, The River Church, Raytown Kiwanis, Raytown Rotary, RYBSA, and Scouts. These opportunities involve improvement to the Parks properties, picking up trash, and working our public events.

Sales Tax Revenue- March sales tax to the Parks Department was \$28,157.91.



March 2023

PARK MAINTENANCE REPORT



Horticulture / Right of Way

The TRIM grant is in the next phase of the project which is planting of replacement trees. We are working on securing the replacement trees. The greenhouse is full of life since our spring plug order has arrived. The new gateway sign for 51st and Blue Ridge has been delivered and should be installed in the next week or so to be ready for the spring plantings. We have completed the removal of the trees within the future construction area at the 53rd street park. We are treating moles at Little Blue Trace Park outfields and rolling the damage from the moles.

Park Maintenance

All new base receptacles have been installed at Little Blue Trace Park and the fields have been worked at least twice. We provided staffing that staged for snow removal during the last month. Staffed has been busy performing seasonal prep on tractors, mowers, trucks and small equipment. We still have a couple pieces of equipment to get ready so we can begin mowing by the end of the month.

We found a source, all be it short term for 4ft T-8 LED bulbs to replace fluorescent bulbs for \$1.00 each. The new LED bulbs require half the electricity and in many cases we were able to cut the number of bulbs used also to further reduce the electricity consumption. The Park office had 114 fluorescent bulbs before and now we are using about 58 bulbs. The LED bulbs consume about 50% and we have reduced the number of bulbs by 50% so we expect our lighting consumption to be about 25% of our previous consumption at the office. The lights at shelter one in Kenagy Park have been converted to LED but we didn't reduce the number of bulbs at this site so we have a reduction in power usage but an increase in the light output for safety.

Search...

Mesa, Tony

Inbox Recent New Search Saved Searches Reports Designer

Description: **Trash/Park Inspection "Park Cleaning"** ▼

WO Id: 624 ▼

Entity Type: PARK AREA Change

Priority: 3-Medium ▼

Status: Complete ▼ Cancel WO?

Initiated By: Cochran, Chase Init. Date: 02/9/2023 12:39 PM

Requested By: ▼

Supervisor: Mesa, Tony ▼

Submit To: Cochran, Chase ▼ Submit Date: 02/9/2023 12:43 PM

Projected Start: 02/9/2023 12:39 PM Projected Finish: 02/10/2023 12:39 PM

Instructions:

Job Information

Actual Start: 02/6/2023 7:00 AM Actual Finish: 02/10/2023 3:30 PM

Completed By: ▼

Contractor: ▼

Resolution: Temporary Repair ▼ After Hours: ▼

Work Billable: ▼ Police Dept. Number:

Work Cycle

Comments

Comments: Add Comment Sort ▲

Mesa, Tony 03/15/2023 10:12 AM

clean parks and pick up trash after the weekend.

Category: Routine (Parks) ▼

Shop: Park Ops ▼

Project Tree

Project: ▼

Account:

Labor Cost: \$269.70 Material Cost: \$0.00

Equipment Cost: \$120.00 Permit Cost: \$0.00

Total WO Cost: \$389.70

Search...

MESA 1517

inbox Recent New Search Saved Searches Reports Designer

Work Order

Description: **Drag Ball Fields** ▼

WO Id: 742 ▼

Entity Type: ATHLETIC FIELD Change

Priority: 3-Medium ▼

Status: Complete ▼ Cancel WO?

Initiated By: Bancroft, Alan Init. Date: 03/6/2023 7:00 AM

Requested By: Bancroft, Alan ▼

Supervisor: Mesa, Tony ▼

Submit To: Bancroft, Alan ▼ Submit Date: 03/6/2023 7:00 AM

Projected Start: 03/6/2023 7:00 AM Projected Finish: 03/6/2023 7:00 AM

Instructions:

Job Information

Actual Start: 03/5/2023 7:00 AM Actual Finish: 03/6/2023 3:30 PM

Completed By: Bancroft, Alan ▼

Contractor: ▼

Resolution: Permanent Repair ▼ After Hours: ▼

Work Billable: ▼ Police Dept. Number:

Work Cycle

Comments

Comments: Add Comment Sort ▲

Bancroft, Alan 03/10/2023 2:36 PM

install bases and drag field

Details

Category: Routine (Parks) ▼

Shop: Park Ops ▼

Project Tree ▼

Project: ▼

Account:

Labor Cost: \$1,992.32 Material Cost: \$0.00

Equipment Cost: \$352.00 Permit Cost: \$0.00

Total WO Cost: \$2,344.32

Search...

Mesa, Tony

Inbox Recent New Search Saved Searches Reports Designer

Work Order

Description: **Tree Removal** ▼

WO Id: 703 ▼

Entity Type: TREE INVENTORY Change

Priority: 3-Medium ▼

Status: Complete ▼ Cancel WO?

Initiated By: Bancroft, Alan Init. Date: 02/20/2023 7:00 AM

Requested By: Mesa, Tony ▼

Supervisor: Mesa, Tony ▼

Submit To: Bancroft, Alan ▼ Submit Date: 02/20/2023 7:00 AM

Projected Start: 02/20/2023 7:00 AM Projected Finish: 02/20/2023 7:00 AM

Instructions: cut down trees at pool before the pool is thorn down

Job Information

Actual Start: 02/20/2023 7:00 AM Actual Finish: 02/22/2023 3:30 PM

Completed By: Bancroft, Alan ▼

Contractor: ▼

Resolution: Permanent Repair ▼ After Hours: ▼

Work Billable: ▼ Police Dept. Number:

Work Cycle

Comments

Comments: Add Comment Sort ▲

Bancroft, Alan 02/24/2023 2:35 PM

cut down trees at pool before bats move in

Details

Category: Intermittent (Parks) ▼

Shop: Park Horticulture ▼

Project Tree

Project: ▼

Account:

Labor Cost: \$2,171.67 Material Cost: \$0.00

Equipment Cost: \$2,035.95 Permit Cost: \$0.00

Total WO Cost: \$4,207.62

Search...

Mesa, Tony

Inbox Recent New Search Saved Searches Reports Designer

Work Order

Description: Greenhouse Planting

WO Id: 680

Entity Type: BUILDINGS Change

Priority: 3-Medium

Status: Complete Cancel WO?

Initiated By: Ballieu, Tom Init. Date: 02/23/2023 9:51 AM

Requested By:

Supervisor: Mesa, Tony

Submit To: Ballieu, Tom Submit Date: 02/23/2023 9:51 AM

Projected Start: 02/23/2023 9:51 AM Projected Finish: 02/23/2023 9:51 AM

Instructions:

Job Information

Actual Start: 02/22/2023 7:00 AM Actual Finish: 02/22/2023 12:00 PM

Completed By: Ballieu, Tom

Contractor:

Resolution: Permanent Repair After Hours: No

Work Billable: No Police Dept. Number:

Work Cycle

Comments

Comments: Add Comment Sort ▲

* Ballieu, Tom 02/23/2023 9:55 AM
Getting greenhouse rdy for spring plants. Started laying out flats and ...

Details

Category: Intermittent (Parks)

Shop: Park Horticulture

Project Tree

Project:

Account:

Labor Cost: \$109.05 Material Cost: \$0.00

Equipment Cost: \$0.00 Permit Cost: \$0.00

Total WO Cost: \$109.05

Map Layer Fields

Reset

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Gage Colton

March 2023

A. Raytown Baseball

-Dave Patterson setting up baseball tournament at Little Blue Trace, Sponsored by the Royals

B. Raytown Live

Held first Raytown Live meeting at the parks department on 3/15/23

Working on finding food trucks

- May 13 - Brody Buster
- June 10 - Package Band
- July 8 - Brass Rewind
- August 12 - Lucidity
- September 9 – The Levee KC

C. Kids Day At Kenagy- June 15

-Requested an ambulance and a fire truck from the Fire Department, talked to Helen at the department

-Spring Valley Baptist Church possible sponsor for event

Agenda item 1

Mary Ann McCormick

From: Dave Turner
Sent: Monday, March 6, 2023 3:05 PM
To: Mary Ann McCormick
Subject: FW: 2023 Request for Funding
Attachments: Raytown_Parks_Rec_InsCert.pdf; 2022Square1099KForm.pdf; CheckingTransactions.pdf; RaytownBMXFundingRequest2023.pdf

From: Raytown BMX
Sent: Monday, March 6, 2023 12:11 PM
To: Dave Turner <davet@raytownparks.com>
Cc: Hector Loredo <Loredoh12@gmail.com>
Subject: 2023 Request for Funding

Dave, hello.

Attached please find our 2023 request for funding. It's a few days late and I apologize; your patience is appreciated. I've been waiting for a few items to complete the package. In fact, I have not gotten back our tax documents yet. I supplied our bank statements, Square 1099K, etc. to a tax accountant - Allison Mott, CPA - a few weeks ago and they're still in process. Her firm is going to assemble a 990 EZ form and prepare formal financial statements for us. I will provide the completed tax forms and financial statements to you as soon as I am able. The financial statements will also be used for a grant application I'm preparing for the Truman Heartland Community Foundation to purchase and install a digital timing system. A copy of our checking transactions from July through December is included so you can see our recent spending behavior.

I included an updated Certificate of Insurance naming Raytown Parks and Recreation Department as additionally insured. Coverage is effective from 03.01.23 to 03.01.24.

We would like the water turned on the first week of April or sooner if the weather permits. The water can be turned off and the concessions stand can be winterized on or around Oct. 22.

Raytown BMX is due for a Board/volunteer meeting here in the next few weeks. I will notify you and George Mitchell when that meeting is scheduled so that you may attend.

We have a lot of work scheduled for this year and early 2024. This year we're working to tidy up the facility in preparation for the 2023 season and this year's Mid America Nationals. Below is a list of projects we're in the process of doing or will do:

- Equipment maintenance. The four-wheeler and standing lawn mower require attention, resulting from deferred maintenance. The four-wheeler is currently being worked on and will be picked up this week. The standing lawn mower will be looked at in the next few weeks.
- Material acquisition. Hector Loredo recently secured 8 tons of crushed limestone, donated by Ben Kautz, owner of Kautz Unlimited Services. This material will be used for early season track preparation and to fill the large voids/cracks at the tops of the turns. We also plan to make small bridges that will link the straights so that it is no longer necessary to driver the roller through the turns.
- Sponsorships and fundraising. We rolled out a sponsorship program this January. So far sponsors have donated approx. \$1,500.00.

- Fencing. We added on to the wood fence around the staging area. It now runs halfway down the front straight. The purpose is to keep spectators from walking across the track.
- Gate & stairs. We are going to install a gate and stairs leading up to the gatehouse. This is to enable easier access to the staging area for our older volunteers/trainers/visitors.
- New start lights. The start light set-up purchased last year will soon be installed.
- New start gate flap. The old gate flap has been removed and we're in the process of welding the new flap in place.
- Chain link repairs. We're going to install a new gate to close the opening in the fence at the corner nearest the concessions stand. We're investigating adding a large entry gate at the corner near the back of turn one, so that equipment has more direct access to the track.
- Third straight and third turn replacement. We're in the process of planning the replacement of our third turn. It's too low and it's sliding away from the track. It will be removed and replaced with a large turn approximately the size of turn one. Once we have a clear plan for this work, we will present it to Raytown Parks and Recreation Department. This project is to be performed in early 2024.
- Timing system. The Board is interested in installing a Sqorz digital timing system. Riders will be equipped with a transponder that will measure their times at the first obstacle, entry to the first turn, and at the finish.
- Loaner bike documentation. Track volunteers are going to photograph each loaner bike and record its serial number so that we have recourse should bikes ever be stolen.

Please review that attached items. Let me know if there is anything further that you'd like for me to send your way.

I would appreciate it if you can sign a copy the 2023 Facility Use Agreement and e-mail it to me (I only have a blank copy of the 2022 Agreement). I will sign and return promptly.

I am really excited by the changes being made! 2023 looks to be a great season.

All best,

Nate Jonjevic
President & Track Operator
Raytown BMX Association
816.853.8047

Raytown BMX Requirements for Request of Funds

FY 2022/23

To be submitted before March 1st, 2023

1. Financial reporting on the 2022 Fiscal year.

Beginning balance July 2022: \$5100.00

Ending balance December 31, 2022: \$5767.53

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? Recd 3/6/23

Attach proof of insurance.

3. 2023 Budget funding requested amount: \$35,000.00

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

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

Attach 2023 season schedule see attached

5. Proof of maintaining 501©3 tax status. Form 990-N attached

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 And George Mitchell 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: first week of April

Anticipated date of winterization of the water and concession building. _____
around end of October

Raytown BMX Requirements for Request of Funds

Fiscal Year 2023

1. Financial reporting on the 2022 Fiscal year:
 - Beginning Balance: \$100.00
 - Ending Balance: \$5,767.00
 - IRS reporting documents are not yet available. Our docs were submitted to Allison Mott, CPA in early February once we received our 1099 from Square. We're waiting for her firm to complete a 990 EZ form and assemble financial statements for July-December 2022.
2. Certificate of Insurance showing Raytown Parks & Recreation as additionally insured attached. Effective 03.01.23 through 03.02.24
3. 2023 Budget Funding Amount Requested: **\$35,000.00**

2023 Raytown BMX Operating Budget			
Expense	Amount	Revenue	Amount
Power	\$3,500.00	Sponsorship & Fundraising	\$2,000.00
Security	\$420.00	Concessions	\$6,500.00
Internet	\$360.00	Mid America Nationals	\$23,000.00
Dumpster	\$1,100.00	Race Fees	\$30,000.00
Outdoor Toilets	\$2,200.00	City of Raytown Grant	\$35,000.00
Glue	\$4,000.00	Total	\$96,500.00
Asphalt Sealing	\$4,500.00		
Mid America Nationals	\$17,000.00		
Operating Supplies	\$ 16,000.00		
Grounds Maintenance	\$10,000.00		
Timing System	\$8,000.00		
Sanction Memberships, Insurance	\$10,000.00		
Tax Preparation	\$1,000.00		
Total	\$ 78,080.00		

4. 2023 Schedule:
 - Regular Schedule:
 - Practice will be held Mondays from 6 to 8:30PM, first week of April through last week of November, weather permitting.
 - Races will be held Thursdays with sign-ups from 6-7PM, first week of April through last week of November, weather permitting.
 - Special Events:
 - Burlin Harris Supercamp June 9th, 10th, 11th.
 - USA BMX Mid America Nationals July 14th, 15th, 16th.
 - Missouri State Qualifier Double Point Race August 19th
 - Bob Warnicke Scholarship Double Point Race August 20th
5. Proof of Maintaining 501(c)(3) status. (See explanation below No. 1)
6. Track Maintenance. This year we intend to work on filling, covering, and sealing all the large cracks forming on the tops of the turns. Turns one and three are particularly bad. We need to seal the asphalt on the start hill and the three turns. We aim to complete that work before the Mid America Nationals in July. The biggest issue, though, is that the third turn is eroding, and it is too low for the average speed of the track. The track is considerably faster since we rebuilt it and resurfaced it with compacted and glued crushed limestone. Riders must slow themselves down somewhat before entering the third turn so that they can stay inside the turn. Raytown BMX would like to remove and replace the third straight and third turn the spring of 2024. This year will be spent cleaning up the track and grounds, with an effort on earning and saving money so that the third straight and third turn can be handled properly next year. We have a few smaller maintenance projects planned, such as repair of chain link perimeter fence and equipment repair to deal with deferred maintenance.

Form 990-N	e-Postcard Worksheet	2022
For calendar year 2022, or tax year beginning _____, and ending _____		

Name RAYTOWN BMX ASSOCIATION	Employer Identification Number 88-1469589
--	---

Note: Form 990-N can ONLY be filed electronically, and is filed in lieu of Forms 990 or 990-EZ, if eligibility is met.

The following items are required for a complete electronic submission:

1. Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN) **88-1469589**
2. Tax year **2022**
3. Legal name of organization **RAYTOWN BMX ASSOCIATION**
 - Mailing street address **440 W GREGORY**
 - City or foreign province **KANSAS CITY**
 - State or foreign country code **MO**
 - Zip code **64114**
4. Any other names the organization uses (Doing Business As)
5. Principal officer name **NATHAN JONJEVIC**
 - Mailing street address **440 W GREGORY**
 - Street address line 2
 - City **KANSAS CITY**
 - Foreign province
 - State or foreign country code **MO**
 - Zip code **64114**
6. Web site address if the organization has one **<http://raytownbmx.org/>**
7. Organization's annual gross receipts are normally \$50,000 or less **X**
8. Organization is terminated or in the process of termination

2022 Profit & Loss

Opening Balance Deposit	\$ 5,100.00
Registration & Concessions Income	\$ 18,244.05
Donation Income	\$ 500.00
Other Income	\$ 600.00
Total Income	<u>\$ 24,444.05</u>
Concessions	\$ 3,017.38
Supplies & Materials	\$ 6,220.57
Contractor	\$ 1,000.00
Legal Fees	\$ 609.00
Membership Fees	\$ 4,198.00
Utilities	\$ 1,960.02
Equipment Rental	\$ 461.12
Shipping	\$ 21.25
Security	\$ 210.00
Other Expenses	\$ 988.18
Total Expenses	<u>\$ 18,685.52</u>
Net Income	<u><u>\$ 5,758.53</u></u>

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

Agenda item 2

Minutes from April 11, 2022 B&G Committee meeting

Attendance: Brent Hugh, Michael Anderson, Evan Gorrell, George Mitchell, Brian Morris, Dave Turner

Meeting called to order at 5:34PM.

Item #1

The Committee reviewed other Park Dept ordinances and regulations on camping. The committee wanted more information on camping possibilities.

What Park property would fit best for hosting campers? Kritser Park, 53rd ST, Little Blue Trace Park are possibilities.

Are other local municipalities considering hosting camping for bike trail users?

Registration system and permitting on a timely basis for afterhours campers?

Would private business or Air BnB be able to host this?

Parks will look at other trail side communities to find examples of what is expected by trail users and how Raytown can try to take advantage of the non-local traffic.

Item #2

Pocket Park renaming to Sophia White Park

There is confusion on the ownership of the Pocket Park, since it was donated to the City of Raytown by the Chamber of Commerce in 2002, and then was assigned to Parks Dept for maintenance. There needs to be more certainty if this is a Park property before the Park Dept can name it.

Michael Anderson made a motion to name the Pocket Park Sophia White Park, second by George Mitchell. Vote passed 4-1 with Evan voting no.

#3

Skate Park lighting with solar lights

Evan made a motion to use two more solar lights in possession of the Parks Dept to bring more light to the skate Park. Second by Michael.

Motion passed.

Motion to adjourn by Evan, second by Michael.

Meeting ended 6:40PM.



**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: 3/25/22
Nominator: BRIAN MORRIS
Address: 7304 STERLING AVE
City: RAYTOWN State: MO Zip: 64133 Phone: 913-620-4729
Email: IRON BRIGADE1863@GMAIL.COM

Please check one of the following:

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

Proposed Name: SOPHIA WHITE PARK

Proposed Site: POCKET PARK

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: 3-30-2022 Received by: David Turner

Park Board: _____ Approved _____ Denied _____ Date: _____

Slavery and the Rice-Tremonti Home

Sophia White was the enslaved individual who lived in the log cabin, which is preserved at the Rice-Tremonti Home in Raytown, MO. Sophia White's Cabin is a sobering reminder that slavery was practiced in our community until 1865. She lived in the cabin from 1850 until 1895. She died in 1896. Sophia White is buried in Woodlawn Cemetery in Independence and her grave was marked (belatedly) with a modern headstone.

Her story is just one among many enslaved people in the state of Missouri and throughout the South. We preserve her memory today as a tribute to the thousands of anonymous enslaved people who toiled in the fields and performed the household duties required of a plantation on the Western frontier. More than two dozen enslaved individuals lived on the Rice plantation, identified only with first names in the last will and testament of Archibald Rice in 1849.

There is no joy in remembering this sad institution that played such a huge role in the building of our country. But we have to face the fact that slavery happened and was practiced in our hometown.

The Friends of the Rice-Tremonti Home are preserving a site where slavery was practiced. It is our duty to tell the story frankly and forthrightly letting the facts be known. There is no "celebration" in this effort, *simply the sober realization that for all its dreadful consequences, slavery was a fact of life on the Missouri frontier in the mid-19th century. Its effects still reverberate today as history continues to be written.*

We hope that as the public re-evaluates the lingering aftermath of our slave society that the story of Sophia White can be one of hope for our common future.

The Friends of the Rice-Tremonti Home
2022

Agenda item 3

Does the Park Board want to request a change of Project Narrative for the Kenagy Pond dredging portion of that grant funding, to fund other Park amenities, or does the Park Board want to stay with the original plan to dredge the Kenagy Pond?