

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, September 18, 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 –August 21, 2023

III. Reports of Officers

President – Robbie Tubbs

Vice President – Evan Gorrell

IV. Reports of Standing & Special Committees

Personnel – Evan Gorrell

Finance – Michael Anderson

Program – Brian Morris

Buildings & Grounds – Dave Thurman

Main Street- Robbie Tubbs

Rice-Tremonti – Brian Morris

V. Staff Reports

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation- Gage Colton

VI. New Business

1. Rental House update
2. Bid Mowing contract for 23/24 FY
3. Schedule Program Committee meeting

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, October 16, 2023, 7 PM at Raytown Parks office

**Raytown Park Board
Minutes
August 21, 2023**

Attendance:

Park Board: Robbie Tubbs, Michael Anderson, Jennifer Perkins, Jackie Blunt, Brian Morris, Evan Gorrell

Staff: Dave Turner, Tony Mesa, and Gage Colton

Guests: Alderman Loretha Hayden

A quorum was declared present and the meeting was called to order at 7:00 pm. Brian Morris made a motion to approve the minutes from July 17, 2023. Michael Anderson seconded and the motion passed.

Reports of Officers:

President – Robbie gave a positive report on the band Lucidity at the Raytown Live event.

Vice President – no report

Reports of Standing and Special Committees:

Personnel – no report

Finance – budget updated in new business

Program – no report

Buildings & Grounds - no report

BMX – no report

Rice Tremonti – Brian noted the fire system is working, R-T is working on updating bylaws, and their board voted not to host the Farmers Market in 2024.

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. Evan Gorrell made a motion to purchase the 48" Revolt for \$7,232.35 and 72" Renegade for \$14,016.30 mowers from Sutherlands for a total of \$21,248.65. Brian Morris seconded and the motion passed.
2. Michael Anderson made a motion to sell the 2005 Walk behind and 2013 Toro Z-Turn mowers that are being replaced. Jennifer Perkins seconded and the motion passed.
3. Jennifer Perkins made a motion to appoint a liaison to the Main Street Association. Michael Anderson seconded and the motion passed.
4. Jennifer Perkins announced that she is moving out of Raytown and will be resigning from the Park Board effective immediately.
5. Brian Morris made a motion to adjourn at 8:10 pm. Jennifer Perkins seconded and the motion passed.



Budget Report

Account Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2023

		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	300,068.78	-26,931.22	8.24 %
201-00-00-100-46102	Investment Income	400.00	400.00	0.00	11,289.78	10,889.78	2,822.45 %
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	11.65	669.35	669.35	0.00 %
201-92-00-100-41101	Real Estate Tax	455,000.00	455,000.00	677.58	463,782.62	8,782.62	101.93 %
201-92-00-100-41102	Personal Property Tax	90,000.00	90,000.00	653.72	117,493.40	27,493.40	130.55 %
201-92-00-100-41104	Delinquent Real Estate Taxes	13,000.00	13,000.00	164.28	10,503.87	-2,496.13	19.20 %
201-92-00-100-41105	Penalties	10,000.00	10,000.00	256.67	8,109.64	-1,890.36	18.90 %
201-92-00-100-41106	EXCESS PROCEEDS	0.00	0.00	0.00	1,016.63	1,016.63	0.00 %
201-92-00-100-41107	Railroad & Utilities Tax	19,000.00	19,000.00	0.00	20,639.59	1,639.59	108.63 %
201-92-00-100-41108	Replacement Tax	28,000.00	28,000.00	0.00	29,382.59	1,382.59	104.94 %
201-92-00-100-41110	Circuit Breaker Refund	-1,000.00	-1,000.00	0.00	-750.62	249.38	75.06 %
201-92-00-100-41111	Delinquent Property Tax Revenue	8,000.00	8,000.00	275.57	8,809.58	809.58	110.12 %
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	38,678.26	36,678.26	1,933.91 %
201-92-00-100-46303	Gain on sale of Fixed Asset	4,500.00	4,500.00	0.00	10,890.00	6,390.00	242.00 %
201-92-00-100-47101	Ballfield Lights Fees	3,000.00	3,000.00	0.00	805.00	-2,195.00	73.17 %
201-92-00-100-47105	Shelter House Rental Fees	22,000.00	22,000.00	165.00	25,263.68	3,263.68	114.83 %
201-92-00-100-47110	Sports Field Rental Fees	12,000.00	12,000.00	0.00	2,320.00	-9,680.00	80.67 %
201-92-00-100-47116	Vending Machine-Kenagy	1,100.00	1,100.00	0.00	924.70	-175.30	15.94 %
201-92-00-100-47204	Team Sports League	18,000.00	18,000.00	160.00	10,468.57	-7,531.43	41.84 %
201-92-00-100-47220	Donations	12,000.00	12,000.00	0.00	13,555.00	1,555.00	112.96 %
201-92-00-100-47425	Other Income	1,000.00	1,000.00	0.00	18,894.98	17,894.98	1,889.50 %
	Revenue Total:	1,360,300.00	1,360,300.00	2,364.47	1,092,815.40	-267,484.60	19.66%
Expense							
201-00-00-000-59941	CASH LONG & SHORT	0.00	0.00	0.00	1.00	-1.00	0.00 %
201-00-00-100-58000	BMX Appropriation	35,000.00	35,000.00	0.00	35,000.00	0.00	0.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600.00	33,600.00	0.00	28,464.88	5,135.12	15.28 %
201-92-00-100-51102	Civilian Employees	435,393.60	435,393.60	37,014.35	401,714.53	33,679.07	7.74 %
201-92-00-100-51106	Part Time Employees	32,500.00	32,500.00	3,065.21	19,255.14	13,244.86	40.75 %
201-92-00-100-51111	Civilian Employees Overtime	5,112.86	5,112.86	256.90	3,614.11	1,498.75	29.31 %
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	104.56	1,133.22	-47.22	-4.35 %
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	299.32	3,244.04	-743.81	-29.75 %
201-92-00-100-51214	Civilian Pension - LAGERS	68,084.75	68,084.75	5,272.19	57,137.52	10,947.23	16.08 %
201-92-00-100-51215	Health Insurance	58,328.90	58,328.90	5,779.28	67,645.52	-9,316.62	-15.97 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	375.00	5,000.00	1,000.00	16.67 %
201-92-00-100-51220	Dental	5,271.00	5,271.00	371.28	4,002.39	1,268.61	24.07 %
201-92-00-100-51221	Vision	996.00	996.00	84.40	871.48	124.52	12.50 %
201-92-00-100-51225	FICA	36,565.96	36,565.96	2,945.43	30,685.24	5,880.72	16.08 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	415.00	4,660.00	320.00	6.43 %
201-92-00-100-51236	Ins Opt Out Incentive	1,992.00	1,992.00	0.00	830.00	1,162.00	58.33 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	280.00	3,080.00	280.00	8.33 %
201-92-00-100-51240	Workers Compensation Insurance	17,627.05	17,627.05	0.00	15,127.52	2,499.53	14.18 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	60.19	539.81	89.97 %
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	398.50	1,922.74	1,527.26	44.27 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	584.87	2,715.13	82.28 %
201-92-00-100-52250	Professional Services	1,400.00	1,400.00	0.00	289.73	1,110.27	79.31 %
201-92-00-100-52300	Repair & Maintenance Supplies	73,200.00	73,200.00	180.00	30,294.82	42,905.18	58.61 %
201-92-00-100-52301	Fuel	15,000.00	15,000.00	2,280.44	7,701.18	7,298.82	48.66 %

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53101</u>	Postage	500.00	500.00	0.00	244.17	255.83 51.17 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	58.50	1,441.50 96.10 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,900.00	2,900.00	0.00	846.10	2,053.90 70.82 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	26,079.74	11,920.26 31.37 %
<u>201-92-00-100-53411</u>	Gas	3,300.00	3,300.00	0.00	3,646.73	-346.73 -10.51 %
<u>201-92-00-100-53421</u>	Water	7,700.00	7,700.00	0.00	5,296.89	2,403.11 31.21 %
<u>201-92-00-100-53431</u>	Telephone	7,200.00	7,200.00	0.00	4,272.38	2,927.62 40.66 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	12.62	94.25	1,605.75 94.46 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	75.00	675.00	825.00 55.00 %
<u>201-92-00-100-53644</u>	Computer Services	7,500.00	7,500.00	208.10	2,534.32	4,965.68 66.21 %
<u>201-92-00-100-53701</u>	Education and Training	3,400.00	3,400.00	0.00	924.19	2,475.81 72.82 %
<u>201-92-00-100-53711</u>	Meals & Travel	1,350.00	1,350.00	0.00	242.79	1,107.21 82.02 %
<u>201-92-00-100-53913</u>	General Liability Insurance	43,765.00	43,765.00	0.00	37,375.98	6,389.02 14.60 %
<u>201-92-00-100-53961</u>	Bank Charges	4,300.00	4,300.00	0.00	3,530.30	769.70 17.90 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	132,300.00	112,300.00	6,997.74	68,653.21	43,646.79 38.87 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	2,917.62	23,178.49	28,621.51 55.25 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	178.52	3,897.10	5,902.90 60.23 %
<u>201-92-00-100-57000</u>	Capital Expenditures	677,000.00	27,000.00	0.00	21,248.65	5,751.35 21.30 %
<u>201-92-00-200-53431</u>	Telephone - BMX	0.00	0.00	0.00	394.10	-394.10 0.00 %
<u>201-92-00-753-57000</u>	Capital Expenditures - LWCF	0.00	650,000.00	0.00	2,035.00	647,965.00 99.69 %
<u>201-92-00-754-57000</u>	Capital Expenditures - Omnibus (Su	0.00	43,753.00	0.00	0.00	43,753.00 100.00 %
<u>201-92-00-755-57000</u>	Capital Expenditures - Omnibus (Ke	0.00	51,114.00	0.00	0.00	51,114.00 100.00 %
	Expense Total:	1,840,863.35	1,915,730.35	69,511.46	928,324.78	987,405.57 51.54%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-555,430.35	-67,146.99	164,490.62	719,920.97 129.61%
	Report Surplus (Deficit):	-480,563.35	-555,430.35	-67,146.99	164,490.62	719,920.97 129.61%

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2023

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	2,364.47	1,092,815.40	-267,484.60	19.66%
Expense	1,840,863.35	1,915,730.35	69,511.46	928,324.78	987,405.57	51.54%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-480,563.35	-555,430.35	-67,146.99	164,490.62	719,920.97	129.61%
Report Surplus (Deficit):	-480,563.35	-555,430.35	-67,146.99	164,490.62	719,920.97	129.61%

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2023

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-480,563.35	-555,430.35	-67,146.99	164,490.62	719,920.97
Report Surplus (Deficit):	-480,563.35	-555,430.35	-67,146.99	164,490.62	719,920.97



Fund Balance Report

As Of 09/14/2023

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	972,299.41	1,092,815.40	899,399.74	1,165,715.07
Report Total:	972,299.41	1,092,815.40	899,399.74	1,165,715.07

Raytown Parks & Recreation Department
Director's Report
September 18, 2023

BOA- We have two pieces of mowing equipment to go before the BOA to put on the surplus equipment list before we can put them up for auction on Purple Wave. This item has been moved to October 3rd.

53rd ST property LWCF- We have sent in the first reimbursement request for the LWCF grant to the MODNR Grant managers. There was confusion on their end about the FEMA equipment reimbursement schedule, and which rates we were to use between the 2021 rates and the 2023 rates. We had to re-submit these forms twice and rework the reporting forms before they were approved for the \$34,109.41 reimbursement. We have sent our bidding documents for review to MODNR it may be some time before we get approval to start the project, as we need acknowledgement from HUD before we start this project.

OMNIBUS- I attended a grant training session on Wednesday September 13th about the CPF Grant reporting. The next training session will be September 27th. I am writing our Project Narrative and making sure our documents and the environmental documents from GBA align before we submit them back to the HUD Environmental Review.

Budget review- There will be a budget presentation to the full Board of Alderman on September 19th that I will attend. I presented the Parks budget in a BOA work Session on August 1st, but I will be on hand to answer any questions related to the 23/24 FY Parks budget.

Staff are monitoring our expenditures and trying to stay under budget for the 22/23 FY budget. If there are any fiscal transfers needed before the end of the FY we will try to keep them under the \$2,500 Dept head limit.

Z-Sports- Jennifer Baird has drafted and sent a letter to Zoran Savic of KC Sports Club about the unpaid balance of the rental fees/utility payments for the use of Little Blue Trace Park. The due date for payment in full was before the end of September.

Tree City- Parks staff and the MDC are in discussion about 2024 Tree City USA designation, and the TRIM Grant. The amount of the grant request went up to \$35,000 after we took a few quotes on tree work, and we have updated the budget. This is a higher expense than usual for this grant but will be 90%+ reimbursable.

Kenagy- There was a group that showed up unannounced on Saturday August 26th in the Kenagy Parking lot. This group is associated with a corvette club that caused a lot of trouble with the legitimate group that did rent the main shelter house at Kenagy Park.

Raytown Live- On September 9th, we had Levee Town Band, 6-8PM, at the Greenspace. This was a great blues band that the crowd enjoyed. I have started a conversation with Public Works to try to get a streetlight that aims over the greenspace. This would be very helpful to hosting and breaking down the events.

Festival of Trails- This event was hosted on Sept 9th 10AM-5PM. We had a terrific turnout of spectators and vendors alike, with more than 40 vendors, and at least 8 other groups participating. H&H Colorlab is the banner sponsor, with Spire also donating \$1,000, and Daneen T, \$100.

Sales Tax Revenue- September Sales Tax for the Parks was not posted at the time of this report.



August 2023

PARK MAINTENANCE REPORT



Horticulture / Right of Way

We have been busy with tree trimming and cleaning up fallen limbs from storms and the heat. We still have some debris to get rid of at Southwood Park. We removed a Pine tree that had died at Kenagy East side just before the Labor Day weekend to clear a safety risk.

The annual Tulip bulb order has been placed so as the annuals begin to die down we will be ready to amend soils and plant tulips for the spring crop.

Park Maintenance

We have received our metal roof order for the waiting shelter at the Minor Smith tennis courts and for the shelter at Southwood Park. We anticipate starting those projects in the next couple of weeks. We took delivery of the new mowers from Sutherlands, and they are in service. They seem to be performing excellently.

We had the pump motor assembly replaced for the unleaded gas pump, after it began to fail over the last few weeks.

The mowing has slowed some but not stopped after the dry hot weather. We continue to mow Colman and LBT as needed.

One of the restrooms at Kenagy was significantly vandalized over the Labor Day Weekend, requiring us to close it for several days. The graffiti tagging was so bad it took several coats of killz to cover it and time to clean the non-painted surfaces with thinner.



Park Board Report

Gage Colton

September 2023



50+ Softball League

The 50+ softball leagues have a couple more weeks left in their season. Trophies have been ordered from Dyekman Trophies.

Adult Tennis League

The Tuesday night tennis league is wrapping up their fall season. Shirts have been ordered and delivered by Rob Atwater.

Youth Basketball League

The flier and registration form for the Raytown Youth Basketball League has been electronically distributed to parents by the school district using Peachjar. We currently have 35 kids registered. The coaches' meetings has been scheduled for October 9th and 14th.

Raytown Arts & Musical Festival

The event ran very smoothly with no issues. The boosted Facebook posts for the festival reached about 5,800 people. Everyone had a great time and reached a great flow of traffic in and out.

Raytown Live

The last concert of the summer was on Saturday, September 9th, with Levee Town Band. April Harrington and The Mainstreet sold hotdogs, chips, and drinks. It was a good turnout.

Agenda item 1



hire a surveyor to mark and segregate the red shaded area from the rental property







8801

8805

9809

8901

8805





