

**AGENDA**  
**RAYTOWN PARKS & RECREATION BOARD**  
**Monday, March 18, 2024 7:00 PM**

**Hosted in person at the Raytown Parks Office:**  
**5912 Lane Ave, Raytown MO 64133**

**Or via Zoom Link:**

<https://us06web.zoom.us/j/85386514865>

**Meeting ID: 853 8651 4865**

**I. Call to Order**

**II. Public Participation**

**Approval of Minutes** –February 19, 2024

**III. Reports of Officers**

President – Robbie Tubbs

Vice President – Evan Gorrell

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

Personnel – Evan Gorrell

Finance – Jules Sneddon

Program – Brian Morris

Buildings & Grounds – Dave Thurman

Main Street- Robbie Tubbs

**V. Staff Reports**

Director – Dave Turner

Superintendent of Parks – Tony Mesa

Recreation-

**VI. New Business**

1. Park naming 53<sup>rd</sup> Street
2. Bid review for LWCF demo project

**VII. Other Business**

**VIII. Announcements**

**IX. Adjourn**

- Next Meeting: Monday, April 15, 2024, 7 PM at Raytown Parks office

**Raytown Park Board  
Minutes  
February 19, 2024**

**Attendance:**

**Park Board:** Dave Thurman, Robbie Tubbs, Rhonda Herring, Brian Morris, Evan Gorrell, Zoom-Brent Hugh, Jules Sneddon

**Staff:** Dave Turner, Gage Colton, Zoom-Mary Ann McCormick

**Guests:** Zoom-Alderman Loretha Hayden, Barb Keogh, Nate Jonjevic

A quorum was declared present and the meeting was called to order at 7:05 pm. Evan Gorrell made a motion to approve the December 18, 2023 minutes. Brian Morris seconded and the motion passed.

**Guests:**

Barb Keogh – talked about a Community Mural Project in downtown Raytown behind the central 63<sup>rd</sup> Street business section next to the greenspace.

Nate Jonjevic – Raytown BMX – they are rebuilding the 3<sup>rd</sup> & 4<sup>th</sup> straights and the 3<sup>rd</sup> turn. Lance with Dirt Trendz will be at the track on March 3-9<sup>th</sup> to do all the dirt work. They will also be taking out the pump track.

**Reports of Officers:**

**President** – discussion in regard to new members. Invite them to a couple of park board meetings so that they get a small look into what the park board does and how we operate prior to appointment to park board by Mayor and Board of Alderman.

**Vice President** – no report

**Report of Standing & Special Committees:**

Personnel – no report.

Finance – no report.

Program - no report.

Buildings & Grounds – met at 5:30 tonight - discussion item #2 in new business.

Main Street – a written report was distributed.

**Staff Reports:**

Director, Superintendent of Parks & Recreation - written reports were distributed.

**New Business:**

1. Community Creative Alliance – “Low Poly Heart” – will be placed at City Hall and “Swirl” – will be placed at Colman Park.
2. Renaming 53<sup>rd</sup> Street Park – Buildings & Grounds committee met and would like to name the park “the Copeland/Fowler Park” in memory of Terry Copeland (a long time Park Board member) and Ron Fowler (a 34 year employee of Parks Dept.). Staff will talk with both entities to get their permission to use their names and will discuss at next park board meeting.
3. LWCF Demo Project – project is out to bid with bid opening on March 13, 2024. Need to get “press release” ready so that when we start moving dirt at park, information can go on website and Facebook, etc. to let public know what we are doing and planning for that park.
4. Sales tax increase for parks will most likely be in August 2025.
5. Rhonda Herring made a motion to adjourn. Brian Morris seconded and motion passed.



# Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 03/31/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>							
<b>Revenue</b>							
<u>201-00-00-100-41205</u>	Parks/Storm Water Capital Sales Ta	370,000.00	370,000.00	29,838.21	150,149.84	-219,850.16	59.42 %
<u>201-00-00-100-46102</u>	Investment Income	17,000.00	17,000.00	0.00	13,449.60	-3,550.40	20.88 %
<u>201-00-00-100-46401</u>	Miscellaneous Revenue	0.00	0.00	0.00	78.00	78.00	0.00 %
<u>201-92-00-000-42122</u>	Credit Card Processing Fee	968.00	968.00	34.64	270.75	-697.25	72.03 %
<u>201-92-00-100-41101</u>	Real Estate Tax	559,998.00	559,998.00	-465.43	478,694.84	-81,303.16	14.52 %
<u>201-92-00-100-41102</u>	Personal Property Tax	107,184.00	107,184.00	1,175.31	73,883.98	-33,300.02	31.07 %
<u>201-92-00-100-41104</u>	Delinquent Real Estate Taxes	12,000.00	12,000.00	362.54	5,383.32	-6,616.68	55.14 %
<u>201-92-00-100-41105</u>	Penalties	9,900.00	9,900.00	295.02	3,511.57	-6,388.43	64.53 %
<u>201-92-00-100-41106</u>	EXCESS PROCEEDS	0.00	0.00	0.00	439.02	439.02	0.00 %
<u>201-92-00-100-41107</u>	Railroad & Utilities Tax	19,700.00	19,700.00	0.00	0.00	-19,700.00	100.00 %
<u>201-92-00-100-41108</u>	Replacement Tax	28,500.00	28,500.00	0.00	29,124.91	624.91	102.19 %
<u>201-92-00-100-41110</u>	Circuit Breaker Refund	-680.00	-680.00	-34.68	-255.64	424.36	37.59 %
<u>201-92-00-100-41111</u>	Delinquent Property Tax Revenue	9,700.00	9,700.00	378.62	6,714.58	-2,985.42	30.78 %
<u>201-92-00-100-43101</u>	SuperSplash Grant	31,500.00	31,500.00	0.00	0.00	-31,500.00	100.00 %
<u>201-92-00-100-46101</u>	Interest Earnings	30,000.00	30,000.00	2,619.90	11,257.20	-18,742.80	62.48 %
<u>201-92-00-100-46303</u>	Gain on sale of Fixed Asset	15,000.00	15,000.00	0.00	3,775.00	-11,225.00	74.83 %
<u>201-92-00-100-47101</u>	Ballfield Lights Fees	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
<u>201-92-00-100-47105</u>	Shelter House Rental Fees	25,000.00	25,000.00	2,398.66	10,088.46	-14,911.54	59.65 %
<u>201-92-00-100-47110</u>	Sports Field Rental Fees	1,500.00	1,500.00	1,836.25	2,606.29	1,106.29	173.75 %
<u>201-92-00-100-47116</u>	Vending Machine-Kenagy	1,200.00	1,200.00	0.00	149.90	-1,050.10	87.51 %
<u>201-92-00-100-47204</u>	Team Sports League	24,000.00	24,000.00	0.00	10.00	-23,990.00	99.96 %
<u>201-92-00-100-47220</u>	Donations	11,000.00	11,000.00	0.00	600.00	-10,400.00	94.55 %
<u>201-92-00-100-47425</u>	Other Income	0.00	0.00	2,500.00	12,502.00	12,502.00	0.00 %
<u>201-92-00-753-43000</u>	State Grant - LWCF	456,000.00	456,000.00	0.00	0.00	-456,000.00	100.00 %
<u>201-92-00-754-43101</u>	Federal Grant - Omnibus (SuperSpl	100,000.00	100,000.00	0.00	0.00	-100,000.00	100.00 %
<u>201-92-00-755-43101</u>	Federal Grant - Omnibus (Kenagy)	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00	100.00 %
	<b>Revenue Total:</b>	<b>2,830,970.00</b>	<b>2,830,970.00</b>	<b>40,939.04</b>	<b>802,433.62</b>	<b>-2,028,536.38</b>	<b>71.66%</b>
<b>Expense</b>							
<u>201-00-00-100-58000</u>	BMX Appropriation	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<u>201-00-00-100-59950</u>	Operating Transfer - TIF EAT's	33,600.00	33,600.00	2,697.56	13,704.93	19,895.07	59.21 %
<u>201-92-00-100-51102</u>	Civilian Employees	489,668.00	489,668.00	37,873.68	187,385.85	302,282.15	61.73 %
<u>201-92-00-100-51106</u>	Part Time Employees	26,250.00	26,250.00	0.00	1,022.55	25,227.45	96.10 %
<u>201-92-00-100-51111</u>	Civilian Employees Overtime	7,075.00	7,075.00	217.63	1,082.30	5,992.70	84.70 %
<u>201-92-00-100-51205</u>	Life Ins	1,086.00	1,086.00	105.46	522.60	563.40	51.88 %
<u>201-92-00-100-51212</u>	Deferred Compensation - 401 A	2,963.00	2,963.00	309.27	1,529.55	1,433.45	48.38 %
<u>201-92-00-100-51214</u>	Civilian Pension - LAGERS	69,533.00	69,533.00	5,507.66	26,846.45	42,686.55	61.39 %
<u>201-92-00-100-51215</u>	Health Insurance	76,849.00	76,849.00	5,626.32	28,004.82	48,844.18	63.56 %
<u>201-92-00-100-51218</u>	Med Exp - HSA contribution	6,000.00	6,000.00	375.00	1,853.64	4,146.36	69.11 %
<u>201-92-00-100-51220</u>	Dental	5,271.00	5,271.00	371.28	1,847.58	3,423.42	64.95 %
<u>201-92-00-100-51221</u>	Vision	996.00	996.00	81.04	403.16	592.84	59.52 %
<u>201-92-00-100-51225</u>	FICA	40,390.00	40,390.00	2,779.77	13,827.22	26,562.78	65.77 %
<u>201-92-00-100-51231</u>	Auto Allowance	4,980.00	4,980.00	415.00	2,075.00	2,905.00	58.33 %
<u>201-92-00-100-51238</u>	Phone Allowance	3,360.00	3,360.00	280.00	1,400.00	1,960.00	58.33 %
<u>201-92-00-100-51240</u>	Workers Compensation Insurance	18,583.00	18,583.00	1,902.05	9,510.25	9,072.75	48.82 %
<u>201-92-00-100-52101</u>	Office Supplies	600.00	600.00	0.00	0.00	600.00	100.00 %
<u>201-92-00-100-52122</u>	Credit Card Processing Charge	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<u>201-92-00-100-52200</u>	Operating Supplies	3,450.00	3,450.00	0.00	245.24	3,204.76	92.89 %
<u>201-92-00-100-52233</u>	Uniforms	3,300.00	3,300.00	0.00	0.00	3,300.00	100.00 %
<u>201-92-00-100-52250</u>	Professional Services	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %
<u>201-92-00-100-52300</u>	Repair & Maintenance Supplies	94,700.00	94,700.00	293.28	10,685.52	84,014.48	88.72 %

**Budget Report**

For Fiscal: 2023-2024 Period Ending: 03/31/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-53250</u> Fuel	15,000.00	15,000.00	0.00	2,109.89	12,890.11	85.93 %
<u>201-92-00-100-53116</u> Postage	500.00	500.00	0.00	1.83	498.17	99.63 %
<u>201-92-00-100-53224</u> Printing & Promotions	1,500.00	1,500.00	0.00	30.51	1,469.49	97.97 %
<u>201-92-00-100-53304</u> Dues & Memberships	2,900.00	2,900.00	0.00	765.00	2,135.00	73.62 %
<u>201-92-00-100-53401</u> Electricity	38,000.00	38,000.00	0.00	9,413.01	28,586.99	75.23 %
<u>201-92-00-100-53411</u> Gas	3,300.00	3,300.00	0.00	2,201.65	1,098.35	33.28 %
<u>201-92-00-100-53411</u> Water	7,700.00	7,700.00	0.00	1,716.07	5,983.93	77.71 %
<u>201-92-00-100-53431</u> Telephone	7,200.00	7,200.00	0.00	1,964.52	5,235.48	72.72 %
<u>201-92-00-100-53500</u> Equipment Expense	1,700.00	1,700.00	6.49	30.41	1,669.59	98.21 %
<u>201-92-00-100-53600</u> Repair & Maintenance Services	1,500.00	1,500.00	75.00	225.00	1,275.00	85.00 %
<u>201-92-00-100-53644</u> Computer Services	9,000.00	9,000.00	0.00	526.20	8,473.80	94.15 %
<u>201-92-00-100-53701</u> Education and Training	3,400.00	3,400.00	0.00	830.00	2,570.00	75.59 %
<u>201-92-00-100-53711</u> Meals & Travel	1,350.00	1,350.00	0.00	405.60	944.40	69.96 %
<u>201-92-00-100-53913</u> General Liability Insurance	44,000.00	44,000.00	3,934.39	19,671.95	24,328.05	55.29 %
<u>201-92-00-100-53961</u> Bank Charges	4,300.00	4,300.00	156.06	1,320.75	2,979.25	69.28 %
<u>201-92-00-100-53998</u> Miscellaneous Contractual	136,800.00	136,800.00	357.42	6,194.25	130,605.75	95.47 %
<u>201-92-00-100-54500</u> Recreational Programming	51,800.00	51,800.00	490.00	6,105.93	45,694.07	88.21 %
<u>201-92-00-100-55000</u> Vehicle Expense	9,800.00	9,800.00	116.26	1,767.36	8,032.64	81.97 %
<u>201-92-00-100-57000</u> Capital Expenditures	29,000.00	29,000.00	0.00	0.00	29,000.00	100.00 %
<u>201-92-00-753-57000</u> Capital Expenditures - LWCF	912,000.00	912,000.00	1,808.00	1,808.00	910,192.00	99.80 %
<u>201-92-00-754-57000</u> Capital Expenditures - Omnibus (Su	100,000.00	100,000.00	0.00	10,618.28	89,381.72	89.38 %
<u>201-92-00-755-57000</u> Capital Expenditures - Omnibus (Ke	1,000,000.00	1,000,000.00	0.00	9,602.50	990,397.50	99.04 %
<b>Expense Total:</b>	<b>3,299,004.00</b>	<b>3,299,004.00</b>	<b>65,778.62</b>	<b>379,255.37</b>	<b>2,919,748.63</b>	<b>88.50%</b>
<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-468,034.00</b>	<b>-468,034.00</b>	<b>-24,839.58</b>	<b>423,178.25</b>	<b>891,212.25</b>	<b>190.42%</b>
<b>Report Surplus (Deficit):</b>	<b>-468,034.00</b>	<b>-468,034.00</b>	<b>-24,839.58</b>	<b>423,178.25</b>	<b>891,212.25</b>	<b>190.42%</b>

**Budget Report**

For Fiscal: 2023-2024 Period Ending: 03/31/2024

**Group Summary**

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 201 - PARKS &amp; RECREATION</b>						
Revenue	2,830,970.00	2,830,970.00	40,939.04	802,433.62	-2,028,536.38	71.66%
Expense	3,299,004.00	3,299,004.00	65,778.62	379,255.37	2,919,748.63	88.50%
<b>Fund: 201 - PARKS &amp; RECREATION Surplus (Deficit):</b>	<b>-468,034.00</b>	<b>-468,034.00</b>	<b>-24,839.58</b>	<b>423,178.25</b>	<b>891,212.25</b>	<b>190.42%</b>
<b>Report Surplus (Deficit):</b>	<b>-468,034.00</b>	<b>-468,034.00</b>	<b>-24,839.58</b>	<b>423,178.25</b>	<b>891,212.25</b>	<b>190.42%</b>

**Budget Report**

For Fiscal: 2023-2024 Period Ending: 03/31/2024

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
201 - PARKS & RECREATION	-468,034.00	-468,034.00	-24,839.58	423,178.25	891,212.25
<b>Report Surplus (Deficit):</b>	<b>-468,034.00</b>	<b>-468,034.00</b>	<b>-24,839.58</b>	<b>423,178.25</b>	<b>891,212.25</b>



City of Raytown, MO

# Fund Balance Report

As Of 03/14/2024

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Revenues</b>	<b>Total Expenses</b>	<b>Ending Balance</b>
201 - PARKS & RECREATION	1,133,787.89	802,433.62	342,945.68	1,593,275.83
<b>Report Total:</b>	<b>1,133,787.89</b>	<b>802,433.62</b>	<b>342,945.68</b>	<b>1,593,275.83</b>

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

**BOA** - We will need to present our LWCF bid results on the first meeting in April to continue with the 53<sup>rd</sup> ST demo project.

**53<sup>rd</sup> ST property LWCF** - We have opened the bid documents for the 53<sup>rd</sup> ST demo project. We only received two bids one from Mega KC and one from Highway Enterprises. Mega KC full bid is \$1,263,300. Highway Enterprises bid is \$890,744. I will confirm with the MODNR Grant managers that two bids will be sufficient to move forward. We did receive just two bids for the LWCF Kenagy tennis court project as well.

**OMNIBUS** - I have been submitting our environmental documents, and working through their environmental worksheets. There are embedded links for each question where I then upload our documents provided by GBA engineers. Once our HEROS information has been completely submitted we should move on to the DRGR reporting webpage for HUD. I have still been attending the training classes for the OMNIBUS CPF grant over the last eight weeks.

**Mowing contractor 2024** - This may be an earlier start than normal, and we are planning for our staff to mow all the parks first to give a clear example to our new contractor what our expectations are for the mowing of the park properties. I expect we will have to bring in our contractor before April 1<sup>st</sup>.

**Tree City/TRIM** - The Davey Tree inventory started on February 12<sup>th</sup> and is now complete. The Davey representative wanted to start from scratch, rather than to go back and update the old tree information. We have kept Chuck Conner in the loop on that scheduling so he can monitor our progress with the TRIM grant. We have received our final bill and should be able to request the 90% reimbursement for the grant project.

**George Butler & Associates** - We have been working with GBA staff to discuss the upcoming LWCF grant project work at 53<sup>rd</sup> ST, and how to coordinate with Public Works to update their sanitary sewer line project to take place concurrently. I have shared our bid tab and submitted forms with them to finalize our choice of contractors.

**Security after curfew** - We have contacted our security contractors Metro Public Safety about when we can start our after curfew checks for the 2024 spring/summer season.

**Little Blue Trace**- I have been working with the RYBSA (Raytown Little League) for the maintenance projects that they can concentrate on for their grant funds. They have added infield ag lime on the fields, and are planning to remove three Ash trees that are in poor shape. We are also planning with Public Works how to improve the asphalt work on the sidewalks. This will be a shared effort with Parks and Public Works staff which will be done in-house. The quote we received from asphalt contractors was very high, over \$20,000 for 400' of asphalt sidewalk overlay.

**Sports & Special Events**- Gage has left this position and we are seeking applications for this high demand staff position.

**Sales Tax Revenue**- February Sales Tax for the Parks Dept. was \$31,744.28. March Sales Tax was \$29,838.21.



## March 2024

# PARK MAINTENANCE REPORT



### Horticulture / Right of Way

We are continuing to work on limb cleanup throughout the park system. We completed a sweep of Little Blue Trace, Kenagy and Colman and will be throughout the spring storm season.

We have received most of our spring plug/plant delivery and have transplanted them to continue growth until they are put in the ground for the season.

We have received the wood from the sawmill, and have it stored for drying until we can use it.

The Davey tree inventory has been completed and we should have the completed work back to us in the next week.

### Park Maintenance

We have completed annual maintenance of equipment and preparations for the mowing season.

We have been repairing and repainting two of the welcome to Raytown signs and the last one is ready to reinstall.

We will be prepping the serving tables at shelter houses for painting and if the weather cooperates, we will be painting them the first of April.

Restrooms – we will begin prepping restrooms for painting in the next week or so and should have that completed in early April if the weather works with us.

# Raytown Parks & Recreation

## Park Board Recreation Report

Submitted by: Gage Colton

March 2024

### A. Kids Day At Kenagy

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

### B. 50+ softball

- Mike Peel and the softball league are playing on Mondays, Tuesdays, and Wednesdays this season. They will start April 8<sup>th</sup>.

### C. Tennis League/Lessons

- Kent Berry has agreed to give the youth lessons this year that will start May 15<sup>th</sup> for 5 weeks and again July 10<sup>th</sup> for an additional 5 weeks. The Adult league will be starting May 7<sup>th</sup> for 10 weeks and pick up again on July 23<sup>rd</sup> for an additional 10 weeks. We do not have an instructor for Adult Tennis Lessons.



**Friends of the Rice-Tremonti Board of Directors Meeting**  
**Minutes of January 31, 2024**

Meeting Commenced at 6:00PM at the Rice-Tremonti Home

**Present** :Christy Sewing - President, Leigh Elmore - Vice President, Daneen Thurman - Treasurer, Dave Wurth, Jesse Jan Martin, Carla Coldwell - Corresponding Secretary, Wayne Oyler, John McGuire

**Absent:** Leesa Taylor - Recording Secretary, Aaron Smith

**Quorum Declared**

**Minutes from 12/20/2023:**

Leigh Elmore motioned for minutes from the December meeting to be approved, Jesse Jan 2nd the motion, 12/20/2023 minutes were approved.

**Clarification of how the Treasurer's Report is to be received.**

Christy stated, according to "Robert's Rules of engagement" the Treasurer's report is just received. It is not necessary to Motion and vote to adopt, accept or approve the report.

**Financial report ending December 20, 2023**

Received with no opposition.

**Annual Audit.**

Christy discussed the By-law requirement of performing an Annual Audit. She stated that, typically the Treasurer would not be involved in the Annual Audit, since it is an Audit of their records. However, since there is a new Treasurer (Daneen) for 2024, it would be appropriate for Daneen to be part of this year's Annual Audit.

Leigh Elmore, Vice President is Chairman of the Finance Committee so he along with Daneen and Christy will make-up the Audit Committee.

Daneen clarified the Audit process would include verifying debits and credits to our finances, balance with the Bank Statements.

**Annual Budget**

Christy informed that the Annual Budget report is due by March 20, 2024 (March Stated Meeting). The Annual Budget Report is an additional duty of the Treasurer to provide. Christy worked on the 2023 Budget and offered her assistance to Daneen for the 2024 budget.

**Continued Business**

Letter to City terminating our agreement to participate/host future Farmers Markets. Leigh stated the letter had been sent and he had not received any response.

Update on response from Rental property tenant regarding new lease agreement. Leigh has not received a response from Woodrow. Tenant has till 4/1/2024 to accept or vacate. Dave stated that Woodrow had offered to do yard work to possibly help with expenses.

Christy stated she hopes the City will be lenient on enforcing Rental Codes requirements until we are able to get a response from Woodrow.

Grant requests for 2024. Leigh stated the Truman Heartland Grant request was due by the first Monday in March. Daneen informed that the Truman Heartland Board had mentioned that policies have changed, so Leigh should verify the requirements prior to submission. Leigh stated that they had changed that recipients could not consecutively be awarded year after year, and that we already comply, due to the fact that we do not request but every other year. Leigh would like a list of projects that need to be done to include with his Grant requests. Daneen would like to include a landscaping plan, suggestions made; handicap ramp, house exterior ( siding, gingerbread, roof treatment, rear deck), Squirrel proofing.

Shelves for the basement have been acquired by Carla and Wayne. Carla and Leesa will get them setup and basement storage organized.

**Committee Reports:**

Squirrels in the ceiling. Leigh met with Critter Control and their service call was \$199, which Leigh had to pay at the time with his personal credit card. They watched 3 squirrels enter the attic through the joint of the middle east dormer and the roof. The technician took steps to remediate the current pest and also submitted a proposal to install metal plating/flashing where interior access is/may be compromised. The sheet metal would be customized to fit areas where it is needed and efforts would be made to make it unnoticeable. Wayne said it should be less noticeable than the guttering on the house. The charge per plating is \$99, in-which 14 are needed. Proposed cost is \$199 service call, \$60 per animal disposal, \$1386 metal prevention installation.

Christy stated it is an important necessity to remediate this situation due to the damage the squirrels could/would do, like chewing electrical wire possibly causing a fire. Evidence of a varmint in the East parlor during December was noticed, such as claw marks on window seal, Christmas tree/room decorations knocked off and on floor. Christy believes it entered through chimney flue, since it was opened when she checked.

Daneen moved to accept the \$1386 prevention proposal as well as reimburse Leigh for his payment of the \$199 service call and additional charges for pest removal. Christy asked Leigh to provide a receipt to her and Daneen for charges he receives, so that proper reimbursement can be made to him.

Carla 2nd the motion made by Daneen, a favorable vote approved the proposed prevention work and reimbursement to Leigh.

**Old Business:**

WIFI is now up and working.

Wayne confirmed the thermostat is accessible via ecobee.com to check its status. He will be sharing the account access information, so we can access it when necessary.

Christy asked that a master list be made of all sign-in's and passwords for equipment and accounts, such as the thermostat, security system, Merchant Services credit card transactions.

Merchant Services is a 3rd party service that manages the transactions made via simply swipe credit card reader then deposits to our Blue Ridge bank account.

Christy stated she would like to do away with Merchant services, due to their fees. They charge a monthly fee with/without transactions made, then charge a percentage fee for each transaction made.

PayPal and Square both charge percentage fees per transaction but not a monthly fee. Daneen suggested we charge the percentage fee to any credit card user upfront, so a \$10 charge with a 3.5% fee would be a \$10.35 charge to a credit card user. Christy agreed this suggestion is a good idea.

Jesse and Carla suggested a discount to cash payers, because a discount sounds better than a sur-charge.

Daneen suggested pre-payments for tickets at a lesser price(\$10 for soup meal + surcharge), than cash only at the door (\$12 for soup meal).

Christy tabled the decision on this to a later date, but stated we need to enact a price for credit card transactions prior to upcoming fundraising events

Handicap Ramp. Christy stated she would like to get the ramp repaired prior to the big Masonic BBQ event scheduled for May 18, 2024. Daneen said it needed to be done prior to the Soup fundraiser scheduled for April 6th & 7th. Wayne said depending on our budget, we may look into installing a pre-made metal ramp. Discussion then led into the condition of the footing beneath the ramp. Wayne said we would most likely need to pour a concrete footing. Daneen asked Leigh to check into including these ADA compliant costs in his grant requests.

Christy asked since the city installed the memorial bench on a concrete pad they poured, would they consider doing the same for the ramp without a charge. Jesse said that when she had the memorial bench installed by the Park department, they quoted her a price for the concrete pad, the bench and labor and she, Leigh and Aaron personally paid them nearly \$400.

Wayne is going to check with Dave Turner to see if they have any advice on the project or maybe willing to offer assistance with the cost and labor associated with the job.

Security Cameras

Wayne has someone who offered to donate them. Christy stated that Retail Rebels (damaged freight sales) generally have good deals on cameras.

Christy felt that although we may incur another monthly service fee for security file storage, she felt that due to past vandalism and theft it was a justified expense.

Wayne is going to look into possible connection requirements and cameras.

Window work. Christy asked Wayne to get with the window guy (Jason Fleming) to have him submit a quote on the number of windows left to do as well as the costs to do them to accurately include that figure in the budget.

**New Business:**

Flag replacement. An email was received from Mary Ann at the Parks Department forwarding a request from Tony Mesa (Park Superintendent) to replace the tattered flag.

Carla said we should have the flag lit during the night. Christy said there are solar powered flag lights available that are mounted at the top of the pole.

Agreement was made that the new flag should be 4'X6' and should be lit. Daneen said she would donate the new flag and Christy is looking into lights.

There was a tattered flag in the buffet in the D.R. which Daneen said was flown at the Capitol in Jefferson City.

Daneen will speak with Jerome to get the facts of the story and type it up to be stored w/ it in a flag box.

Fallen limbs/ sticks. Dave Turner advised when we pick up the debris if we would stack the piles along the drive the Parks department would pick them up.

Rentals: Leigh has booked 2/24, 3/16, 4/13, 4/28. He had booked 5/18 which conflicts with the fundraising event with Masonic BBQ, so he will contact them to either move their date or cancel.

Soup fundraiser. Jesse asked if we voted to confirm the date of Spring Soup on April 6 & 7. Daneen moved to accept the dates of April 6 & 7, Leigh 2nd with a majority of favorable vote dates were confirmed. Jesse stated she had heard complaints of the Crafts being separated from Soup fundraisers. Carla suggested a bake sale to be included,

Christy added that we also include the "General store" with a consignment jelly/goods sale. Leigh suggested in response to those who want to shop our Craft Vendors, of the dates the Craft vendors will be present.

UL annual/semi annual inspection. Progressive electronics emailed a proposal for their 2024 inspections for \$728. Christy summarized her and Wayne's meeting with Progressive and Jackson County Fire Marshal in July 2023, where they learned if we went with a different company to inspect (which is required annually to upkeep UL certification) Progressive would no longer warranty their installation and equipment. Daneen asked if anyone had talked with Damon Hodges (City Manager) regarding our situation, which was unknown. Daneen suggested that if we stopped renting the building for events, then we should not be considered a commercial business, therefore no longer required to have UL Certification. Daneen is going to look into possible solutions to this ongoing problem. Christy tabled the acceptance of Progressive's 2024 proposal until the February 21st meeting.

Weather proofing. Wayne would like to come up with a winterizing/weather proofing solution. Winter cold air is blowing in from multiple locations throughout the structure. He will talk to Dave Turner to see if there are any resources available. All weatherproofing has to be temporary to not affect the historical registration. Christy stated that in-order to winterize we would have to be blocking off potential emergency exits, which would mean no rentals or events during the winter months. Water lines to the upstairs need to be shut off as well.

Fundraising goals Carla suggested we have some kind of visual representation for our fundraising goals to display at events.

Roof Christy stated that since our roof was cedar shake, it's common that the shake requires treatment to maintain weatherproofing and fire resistance. Christy has a file that should include the original roofing company receipt, in which she will look to call them and inquire if treatment is required. She also will check with Blue Rain Roofing (installed rental house roof in Spring of 2023) to see what they would charge or recommend.

Thinking of you/reaching out. Jesse reiterated from the December discussion that we need to reach out/touch base with past members and Directors to continue to show them our appreciation for their dedication and service to our cause. Christy suggested creating a sub committee under membership/volunteers to organize this. Carla & Leesa will take charge of this task.

Blue Ridge Bank Account access. It was decided that Daneen Thurman, Dave Wurth, and Leigh Elmore will be the signers allowed on checks and the bank account. They will meet at Blue Ridge Bank on Monday Feb. 5th at 10AM to update the signature cards and account access.

State & Federal filings It was also stated that these filings needed to be updated with the current Officers.

Raytown Historical Society loaned garments Carla stated that Charlotte Belger requested the loaned garments to be returned, so she and Christy will be returning the following day.

Meeting adjourned at 7:30PM

Minutes recorded by Christy Sewing on behalf of Leesa Taylor.

## **Agenda item 1**

Rename the 53<sup>rd</sup> ST park property D. Terry Copeland Park, after the former Park Board member and City of Raytown volunteer.

## **Agenda item 2**

**City of Raytown**  
**53<sup>rd</sup> St. Site Demolition**  
**March 13, 2024 2:00 pm**

Bidder	Total Base Bid	Total Alternate Bid
<i>Mega KC</i>	<i>1,096,700 -</i>	<i>166,600 -</i>

References     Personnel Qualifications     List of Subcontractors     Anti-Collusion Statement  
 Affidavit Work Authorization     Cert. of Non-Segregated Facilities     Debarment Suspension  
 Prevailing Wage Affidavit     Build America     Bid Bond    *NOT signed*

Bidder	Total Base Bid	Total Alternate Bid
<i>Highway Enterprises</i>	<i>756,544 -</i>	<i>134,200 -</i>

References     Personnel Qualifications     List of Subcontractors     Anti-Collusion Statement  
 Affidavit Work Authorization     Cert. of Non-Segregated Facilities     Debarment Suspension  
 Prevailing Wage Affidavit     Build America     Bid Bond

Bidder	Total Base Bid	Total Alternate Bid

References     Personnel Qualifications     List of Subcontractors     Anti-Collusion Statement  
 Affidavit Work Authorization     Cert. of Non-Segregated Facilities     Debarment Suspension  
 Prevailing Wage Affidavit     Build America     Bid Bond

Bidder	Total Base Bid	Total Alternate Bid

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 Affidavit Work Authorization     Cert. of Non-Segregated Facilities     Debarment Suspension  
 Prevailing Wage Affidavit     Build America     Bid Bond

53RD STREET PARK DEMOLITION - BID TAB - 3/14/2024

GBA Engineer Est Highway Enterprises Inc MegakG Corporation

Item No.	Description	Unit	Approx. Unit Quantity	Unit Price	Unit Total	Unit Price	Unit Total	Unit Price	Unit Total
<b>Base Bid</b>									
1	Mobilization	LS	1	\$70,000.00	\$70,000.00				
2	Bonds, Insurance, Permits and Permit Reporting	LS	1	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00	\$143,065.72	\$143,065.72
3	Asbestos Abatement	LS	1	\$2,000.00	\$2,000.00	\$43,000.00	\$43,000.00	\$7,800.00	\$7,800.00
4	Abandon/Cap Existing On Site Utilities & Public Utility Coordination	LS	1	\$12,500.00	\$12,500.00	\$2,000.00	\$2,000.00	\$2,550.00	\$2,550.00
5	Erosion Control	AC	4.7	\$6,500.00	\$30,550.00	\$1,489.36	\$6,999.99	\$2,233.83	\$10,499.00
6	Asphalt Pavement Removal (8" depth)	SY	7.415	\$15.00	\$111,225.00	\$8.77	\$65,029.55	\$7.42	\$55,019.30
7	Concrete Pavement Removal (8" depth)	SY	6.810	\$25.00	\$170,250.00	\$27.31	\$185,981.10	\$8.66	\$58,974.60
8	Curb and Gutter Removal	LF	1,042	\$5.00	\$5,210.00	\$8.64	\$9,002.88	\$7.01	\$7,304.42
9	Fencing/Gate Removal	LF	731	\$10.00	\$7,310.00	\$10.94	\$7,997.14	\$7.01	\$5,124.31
10	Building Removal	LS	1	\$90,000.00	\$90,000.00	\$65,000.00	\$65,000.00	\$52,884.64	\$52,884.64
11	Remove and Dispose of Existing Features *	LS	1	\$50,000.00	\$50,000.00	\$13,000.00	\$13,000.00	\$31,855.75	\$31,855.75
12	Adjust Existing Sanitary Sewer Manhole	EA	2	\$2,000.00	\$4,000.00	\$2,500.00	\$5,000.00	\$2,700.76	\$5,401.52
13	Flowable Fill Abandon Pipes > 6" Diameter to Remain	CY	10	\$300.00	\$3,000.00	\$400.00	\$4,000.00	\$334.88	\$3,348.80
14	Site Grading	LS	1	\$300,000.00	\$300,000.00	\$264,000.00	\$264,000.00	\$505,116.10	\$505,116.10
	Gross Cut From DEM	CY	16,340						
	Less Asphalt Removal	CY	-1,656						
	Less Concrete Removal	CY	-1,521						
	Net Cut (Earthen)	CY	13,163						
	Gross Fill From DEM	CY	3,940						
	Less Topsoil	CY	-4,526						
	Rubble Fill in Large Dog Area / Berms	CY	1,300						
	Net Fill (Earthen)	CY	713						
	Unclassified Material Haul Off	CY	12,450						
15A	Imported Top Soil (6" Deep)	CY	3,056	\$40.00	\$122,255.56	\$5.25	\$16,046.04	\$42.70	\$130,507.81
15B	Imported Top Soil (12" Deep)	CY	1,470	\$40.00	\$58,795.56	\$120.00	\$176,400.00	\$35.83	\$52,666.72
16	4" Sch 40 PVC	LF	20	\$12.00	\$240.00	\$10,659.57	\$213,191.34	\$59.78	\$1,195.60
17	Mulching / Seeding	AC	4.7	\$5,500.00	\$25,850.00	\$50,099.98	\$235,267.92	\$2,319.05	\$10,899.54
	<b>Base Bid Subtotal</b>				<b>\$1,078,186.11</b>				<b>\$756,556.68</b>
<b>Bid Alternate 1</b>									
A1	3/4" Sch 40 PVC Water Line, Couplings, Valves, Elbows, Valve Boxes and Incidental	LS	1	\$20,000.00	\$20,000.00	\$16,000.00	\$16,000.00	\$48,957.69	\$48,957.69
A2	Barrier Free Bi-Level Fountain w/ Pet Bowl & Vandal Resistant Locking Hose Bibb	Ea	3	\$11,000.00	\$33,000.00	\$13,666.66	\$40,999.98	\$11,663.91	\$34,991.73
A3	6" Concrete Pavement w 6x6 Woven Wire Fabric	SF	770	\$9.00	\$6,930.00	\$15.58	\$11,996.60	\$14.47	\$11,141.90
A4	60" High Galvanized Steel Chain Link Fence/Posts with Concrete Post Footings	LF	1,850	\$25.00	\$46,250.00	\$29.62	\$54,797.00	\$31.51	\$58,293.50
A5	60" High x 96" Wide(48" Double) Galvanized Steel Chain Link Gate & Hardware	Ea	6	\$750.00	\$4,500.00	\$1,733.33	\$10,399.98	\$2,202.53	\$13,215.18
	<b>Bid Alternate 1 Subtotal</b>				<b>\$110,680.00</b>				<b>\$166,600.00</b>
	<b>Base Bid + Bid Alternate 1 Total</b>				<b>\$1,188,866.11</b>				<b>\$1,263,312.62</b>

\* Includes but not limited to Stair Platforms, Sun Deck, Fence, Patio Furniture, Umbrella Frames, Pumps and Mechanical Equipment