

AGENDA
RAYTOWN PARKS & RECREATION BOARD
Monday, February 19, 2023 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 –December 18, 2023

III. Reports of Officers

President – Robbie Tubbs

Vice President – Evan Gorrell

IV. Reports of Standing & Special Committees

Personnel – Evan Gorrell

Finance –

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. Creative Communities Alliance
2. Park naming
3. Bid out for LWCF demo project

VII. Other Business

VIII. Announcements

IX. Adjourn

- Next Meeting: Monday, March 18, 2024, 7 PM at Raytown Parks office

**Raytown Park Board
Minutes
December 18, 2023**

Attendance:

Park Board: Robbie Tubbs, Dave Thurman, Brian Morris, Evan Gorrell, Jules Sneddon, Brent Hugh (zoom),

Staff: Dave Turner, Tony Mesa, Gage Colton and Mary Ann McCormick

Guests: Alderman Loretha Hayden

A quorum was declared present and the meeting was called to order at 7:00 pm. Dave Thurman made a motion to approve the minutes from November 20, 2023. Evan Gorrell seconded and the motion passed.

Reports 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

Main Street is working with Spire to get the Community Gardens ready for spring. The Black & White Piccadilly event is March 8th.

Rice Tremonti – no report

Staff Reports:

Director – a written report was distributed.

Superintendent of Parks - a written report was distributed.

Recreation - a written report was distributed.

New Business:

1. Brian Morris made a motion to approve the contract with Mowers Ahead for the 2024 mowing season. Jules Sneddon seconded and the motion passed.
2. Personnel job duties survey – the Board of Alderman is hiring a company to do a personnel job duties survey.
3. Evan Gorrell made a motion to move the January 2024 meeting from January 15, 2024 to January 22, 2024. Dave Thurman seconded and the motion passed.
4. Brian Morris made a motion to adjourn at 7:40 pm. Evan Gorrell seconded and the motion passed.



		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	370,000.00	370,000.00	0.00	88,567.35	-281,432.65	76.06 %
201-00-00-100-46102	Investment Income	17,000.00	17,000.00	0.00	2,423.58	-14,576.42	85.74 %
201-00-00-100-46401	Miscellaneous Revenue	0.00	0.00	0.00	78.00	78.00	0.00 %
201-92-00-000-42122	Credit Card Processing Fee	968.00	968.00	30.57	157.57	-810.43	83.72 %
201-92-00-100-41101	Real Estate Tax	559,998.00	559,998.00	0.00	466,591.40	-93,406.60	16.68 %
201-92-00-100-41102	Personal Property Tax	107,184.00	107,184.00	0.00	68,413.63	-38,770.37	36.17 %
201-92-00-100-41104	Delinquent Real Estate Taxes	12,000.00	12,000.00	0.00	4,311.07	-7,688.93	64.07 %
201-92-00-100-41105	Penalties	9,900.00	9,900.00	0.00	2,566.68	-7,333.32	74.07 %
201-92-00-100-41106	EXCESS PROCEEDS	0.00	0.00	0.00	439.02	439.02	0.00 %
201-92-00-100-41107	Railroad & Utilities Tax	19,700.00	19,700.00	0.00	0.00	-19,700.00	100.00 %
201-92-00-100-41108	Replacement Tax	28,500.00	28,500.00	0.00	0.00	-28,500.00	100.00 %
201-92-00-100-41110	Circuit Breaker Refund	-680.00	-680.00	-34.00	-60.50	619.50	8.90 %
201-92-00-100-41111	Delinquent Property Tax Revenue	9,700.00	9,700.00	0.00	5,202.53	-4,497.47	46.37 %
201-92-00-100-43101	SuperSplash Grant	31,500.00	31,500.00	0.00	0.00	-31,500.00	100.00 %
201-92-00-100-46101	Interest Earnings	30,000.00	30,000.00	0.00	5,969.56	-24,030.44	80.10 %
201-92-00-100-46303	Gain on sale of Fixed Asset	15,000.00	15,000.00	0.00	3,775.00	-11,225.00	74.83 %
201-92-00-100-47101	Ballfield Lights Fees	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
201-92-00-100-47105	Shelter House Rental Fees	25,000.00	25,000.00	1,604.80	5,119.80	-19,880.20	79.52 %
201-92-00-100-47110	Sports Field Rental Fees	1,500.00	1,500.00	0.00	770.04	-729.96	48.66 %
201-92-00-100-47116	Vending Machine-Kenagy	1,200.00	1,200.00	0.00	149.90	-1,050.10	87.51 %
201-92-00-100-47204	Team Sports League	24,000.00	24,000.00	0.00	10.00	-23,990.00	99.96 %
201-92-00-100-47220	Donations	11,000.00	11,000.00	600.00	600.00	-10,400.00	94.55 %
201-92-00-100-47425	Other Income	0.00	0.00	2,500.00	10,002.00	10,002.00	0.00 %
201-92-00-753-43000	State Grant - LWCF	456,000.00	456,000.00	0.00	0.00	-456,000.00	100.00 %
201-92-00-754-43101	Federal Grant - Omnibus (SuperSpl	100,000.00	100,000.00	0.00	0.00	-100,000.00	100.00 %
201-92-00-755-43101	Federal Grant - Omnibus (Kenagy)	1,000,000.00	1,000,000.00	0.00	0.00	-1,000,000.00	100.00 %
	Revenue Total:	2,830,970.00	2,830,970.00	4,701.37	665,086.63	-2,165,883.37	76.51%
Expense							
201-00-00-100-58000	BMX Appropriation	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
201-00-00-100-59950	Operating Transfer - TIF EAT's	33,600.00	33,600.00	0.00	7,795.43	25,804.57	76.80 %
201-92-00-100-51102	Civilian Employees	489,668.00	489,668.00	37,151.10	149,512.17	340,155.83	69.47 %
201-92-00-100-51106	Part Time Employees	26,250.00	26,250.00	0.00	1,022.55	25,227.45	96.10 %
201-92-00-100-51111	Civilian Employees Overtime	7,075.00	7,075.00	132.55	864.67	6,210.33	87.78 %
201-92-00-100-51206	Life Ins	1,086.00	1,086.00	105.46	417.14	668.86	61.59 %
201-92-00-100-51212	Deferred Compensation - 401 A	2,963.00	2,963.00	305.19	1,220.28	1,742.72	58.82 %
201-92-00-100-51214	Civilian Pension - LAGERS	69,533.00	69,533.00	5,392.98	21,338.79	48,194.21	69.31 %
201-92-00-100-51215	Health Insurance	76,849.00	76,849.00	5,626.32	22,378.50	54,470.50	70.88 %
201-92-00-100-51218	Med Exp - HSA contribution	6,000.00	6,000.00	375.00	1,478.64	4,521.36	75.36 %
201-92-00-100-51220	Dental	5,271.00	5,271.00	371.28	1,476.30	3,794.70	71.99 %
201-92-00-100-51221	Vision	996.00	996.00	81.04	322.12	673.88	67.66 %
201-92-00-100-51225	FICA	40,390.00	40,390.00	2,717.94	11,047.45	29,342.55	72.65 %
201-92-00-100-51231	Auto Allowance	4,980.00	4,980.00	415.00	1,660.00	3,320.00	66.67 %
201-92-00-100-51238	Phone Allowance	3,360.00	3,360.00	280.00	1,120.00	2,240.00	66.67 %
201-92-00-100-51240	Workers Compensation Insurance	18,583.00	18,583.00	0.00	3,804.10	14,778.90	79.53 %
201-92-00-100-52101	Office Supplies	600.00	600.00	0.00	0.00	600.00	100.00 %
201-92-00-100-52122	Credit Card Processing Charge	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
201-92-00-100-52200	Operating Supplies	3,450.00	3,450.00	37.95	173.25	3,276.75	94.98 %
201-92-00-100-52233	Uniforms	3,300.00	3,300.00	0.00	0.00	3,300.00	100.00 %
201-92-00-100-52250	Professional Services	1,100.00	1,100.00	0.00	0.00	1,100.00	100.00 %
201-92-00-100-52300	Repair & Maintenance Supplies	94,700.00	94,700.00	0.00	4,606.45	90,093.55	95.14 %

Budget Report

For Fiscal: 2023-2024 Period Ending: 02/29/2024

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<u>201-92-00-100-52201</u>	Fuel	15,000.00	15,000.00	0.00	1,753.04	13,246.96 88.31 %
<u>201-92-00-100-53101</u>	Postage	500.00	500.00	0.00	0.00	500.00 100.00 %
<u>201-92-00-100-53241</u>	Printing & Promotions	1,500.00	1,500.00	0.00	30.51	1,469.49 97.97 %
<u>201-92-00-100-53301</u>	Dues & Memberships	2,900.00	2,900.00	0.00	690.00	2,210.00 76.21 %
<u>201-92-00-100-53401</u>	Electricity	38,000.00	38,000.00	0.00	7,137.26	30,862.74 81.22 %
<u>201-92-00-100-53411</u>	Gas	3,300.00	3,300.00	0.00	1,356.51	1,943.49 58.89 %
<u>201-92-00-100-53421</u>	Water	7,700.00	7,700.00	0.00	1,402.35	6,297.65 81.79 %
<u>201-92-00-100-53431</u>	Telephone	7,200.00	7,200.00	523.60	1,787.36	5,412.64 75.18 %
<u>201-92-00-100-53500</u>	Equipment Expense	1,700.00	1,700.00	0.00	23.92	1,676.08 98.59 %
<u>201-92-00-100-53600</u>	Repair & Maintenance Services	1,500.00	1,500.00	75.00	150.00	1,350.00 90.00 %
<u>201-92-00-100-53644</u>	Computer Services	9,000.00	9,000.00	0.00	318.10	8,681.90 96.47 %
<u>201-92-00-100-53701</u>	Education and Training	3,400.00	3,400.00	0.00	195.00	3,205.00 94.26 %
<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	44,000.00	44,000.00	0.00	7,868.78	36,131.22 82.12 %
<u>201-92-00-100-53961</u>	Bank Charges	4,300.00	4,300.00	0.00	709.89	3,590.11 83.49 %
<u>201-92-00-100-53999</u>	Miscellaneous Contractual	136,800.00	136,800.00	374.58	3,836.83	132,963.17 97.20 %
<u>201-92-00-100-54500</u>	Recreational Programming	51,800.00	51,800.00	980.00	4,635.93	47,164.07 91.05 %
<u>201-92-00-100-55000</u>	Vehicle Expense	9,800.00	9,800.00	116.26	1,122.97	8,677.03 88.54 %
<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	0.00	0.00	912,000.00 100.00 %
<u>201-92-00-754-57000</u>	Capital Expenditures - Omnibus (Su	100,000.00	100,000.00	0.00	0.00	100,000.00 100.00 %
<u>201-92-00-755-57000</u>	Capital Expenditures - Omnibus (Ke	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00 100.00 %
	Expense Total:	3,299,004.00	3,299,004.00	55,061.25	263,256.29	3,035,747.71 92.02%
	Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	-50,359.88	401,830.34	869,864.34 185.85%
	Report Surplus (Deficit):	-468,034.00	-468,034.00	-50,359.88	401,830.34	869,864.34 185.85%

Budget Report

For Fiscal: 2023-2024 Period Ending: 02/29/2024

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 201 - PARKS & RECREATION						
Revenue	2,830,970.00	2,830,970.00	4,701.37	665,086.63	-2,165,883.37	76.51%
Expense	3,299,004.00	3,299,004.00	55,061.25	263,256.29	3,035,747.71	92.02%
Fund: 201 - PARKS & RECREATION Surplus (Deficit):	-468,034.00	-468,034.00	-50,359.88	401,830.34	869,864.34	185.85%
Report Surplus (Deficit):	-468,034.00	-468,034.00	-50,359.88	401,830.34	869,864.34	185.85%

Budget Report

For Fiscal: 2023-2024 Period Ending: 02/29/2024

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	-50,359.88	401,830.34	869,864.34
Report Surplus (Deficit):	-468,034.00	-468,034.00	-50,359.88	401,830.34	869,864.34

Fund Balance Report

As Of 02/15/2024



City of Raytown, MO

Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
201 - PARKS & RECREATION	1,133,787.89	665,086.63	236,116.29	1,562,758.23
Report Total:	1,133,787.89	665,086.63	236,116.29	1,562,758.23

Raytown Parks & Recreation Department
Director's Report
February 19, 2023

BOA - Patrick Nelson was appointed to the Park Board and the Raytown Live concert series was approved on February 13th. We will need to present our LWCF bid results the first meeting in April to continue with the 53rd ST demo project.

53rd ST property LWCF - We have uploaded the documents to the Drexel Technology website and have put out a notice to bid, per the LWCF specifications. The submission date for the bids is March 13, 2:00PM at the City Clerk's office. I have staff time to report for reimbursement and am waiting on GBA for the engineering invoices.

OMNIBUS - I have finally gotten logon information for HEROS, the environmental portion of the OMNIBUS grant reporting website. I have also been taking additional training through a Cohorts System to hopefully streamline the process. Once our HEROS information has been completely submitted we should move on to the DRGR reporting webpage for HUD.

Mowing bid 2024 - The Raytown Parks mowing contract has been signed and we are ready for scheduling our contractor for the mowing season. 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.

Tree City/TRIM - The tree work started December 14th with the winning contractor Safety Tree. Davey Tree inventory started on February 12th. 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.

George Butler & Associates - We have had a few different meetings with GBA staff to discuss the upcoming LWCF grant project work at 53rd ST, and how to coordinate with Public Works to update their sanitary sewer line project to take place concurrently. This is going to add additional communication and planning during the project.

MPRA conference - We are sending Alan Bancroft, our Maintenance III employee, to the state conference in St. Charles on March 6th & 7th.

Break in- There was a break in at 7826 Raytown Rd. The back door was kicked in and staff was called in to make the area secure. Maintenance staff did make needed repairs and blocked any access. There was an air powered paint sprayer that was stolen in the incident.

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 are currently adding infield ag lime on the fields and are planning to remove three Ash trees that are in poor shape. We are also discussing 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.

Sales Tax Revenue- February Sales Tax for the Parks Dept. was not posted as of Thursday.



February 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 should get to the others in the next week or so.

We are preparing for the delivery of our spring flower plug delivery by prepping trays and materials for transplanting the plugs and getting them going in the greenhouse.

We cleaned up some downed tree limbs at the 53rd street property and delivered a log to the sawmill for cutting.

The tree work and stump grinding has been completed for our TRIM grant. The second half of that project, which is the Davey tree inventory and evaluation is underway and should be complete the week of February 23rd.

Park Maintenance

We have nearly 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 should have them completed and reinstalled in the next few days.

We will be prepping the serving tables at shelter houses for painting and if the weather cooperates we will be painting them later this month or the first of March.

Restrooms will begin prepping restrooms for paint in the next week or so and should have that completed in March if the weather works with us.

Raytown Parks & Recreation

Park Board Recreation Report

Submitted by: Gage Colton

February 2024

A. Raytown Live

We have all the bands booked for the concerts. All the contracts and invoices are written up as well. The stage is booked for all the concerts and April Harrington is working on getting the food trucks scheduled.

B. Tennis League/ Youth Tennis

I have contacted Burt Walker (Tennis league coordinator) and Kent Berry (Youth Tennis coach) to see what they would like to get done soon.

C. 50+ Softball

Mike Peel has mentioned wanting to try and figure out a way to play on both Mondays and Tuesdays where they would play two games each instead of squeezing all of them on Wednesday's, so we are planning on discussing that with him. We are all set on equipment for the season and do not need to order anymore softballs.

Raytown Main Street Association
February 2024
Robbie Tubbs

The Main Street Association will talk to Public Works about taking down the Christmas tree and the other decorations in and around the Pocket Park.

They are finalizing the plans for the Egg-ravaganza parade on March 30. They are sending out applications for vendors. In light of the recent tragedy, there is a need for extra security. Jules Sneddon volunteered extra security from her church.

They are looking for items to be auctioned at the Black and White Piccadilly even on March 8.

Barb Keogh, with Waterfalls of the World, has suggested organizing a mural painting project to be associated with the Summer Live Music.



Artist Name: Matthew Duffy

Artwork Name: Low-Poly Heart
No. 4 (Red)

Dimensions: 5' x 5' x 2.5"

Media: Aluminum Diamondplate

Maintenance:

Price: \$9000

From: Washington, DC

Website: <https://mlduffy.format.com/>

Descriptions: Using an advanced algorithm, an arch-typical heart shape was reduced to 100 triangular planes. Each plane was "off-set", to make open, cut on a water-jet CNC machine, & welded together to give an energetic/angular Low-Poly aesthetic. The medium is aluminum diamond plate, an industrial material.

Additional notes: Pedestal not included

Artist Name: Jessie Cargas

Artwork Name: Swirl

Dimensions: 50" x 56" x 34"

Media: Carbon Steel

Maintenance: Some have placed a layer of car wax to help protect it

Price: \$2225

From: St. Louis

Website: weldmadart.com

Descriptions: It will have an industrial primer then an outdoor paint finish. Color to be determined by the first renter and me.

Additional notes:



Naming and Renaming Raytown Parks & Recreation Parks or Facilities

The purpose of this policy is to establish a uniform procedure for the naming of Raytown Park & Recreation Department parks or significant facilities within a park.

Naming of Parks and Facilities

The following guidelines and criteria will be used when naming a Raytown Parks & Recreation Department park or a significant facility within a park.

- A. A permanent name shall be assigned to a park, or to a general area of land designated as a new future park site, as soon as practical after acquisition of a park or such general area of land.
- B. A permanent name may be assigned, if deemed appropriate by the Raytown Park Board, to a significant Raytown Parks & Recreation Department facility when acquired or when developed.
- C. Duplication of the names of other parks or facilities within Raytown Parks & Recreation Department shall not be permitted.
- D. Recommendations for a name may come from a member of the Raytown Park Board, park staff, neighborhood organizations, residents of Raytown, special interest groups, or a donor who provides a substantial contribution to the acquisition and/or development of the land or facility.
- E. Consideration to name a Raytown Parks & Recreation facility or park in honor of a person or persons or family shall only be given if one of the following criteria has been met:
 - 1. For the name of an individual (excluding nationally significant individuals), or persons or family to be considered, that person or persons or family must have contributed significantly to the acquisition and/or development of the park or facility, or to Raytown Parks & Recreation Department overall. The suggested name must be accompanied by a biographical narrative, which shall provide evidence of their contributions to the park, facility, or Raytown Parks & Recreation Department overall; or
 - 2. A substantial donation, as determined by the sole discretion of the Raytown Park Board, must have been made to Raytown Parks & Recreation Department by or in memory of an individual, group or family; or
 - 3. A substantial donation must have been made to Raytown Parks & Recreation Department wherein the donor stipulates a name as a condition for the donation and Raytown Parks & Recreation Department accepts the donation subject to that condition; or

4. Land and/or facilities that are donated to Raytown Parks & Recreation Department may be named by deed restriction by the donor, subject to the acceptance of the donation by Raytown Parks & Recreation Department with such restriction; or
5. The name of an outstanding community leader may be considered if they have made significant civic contributions and have given highly productive support to Raytown Parks & Recreation Department as determined in the sole discretion of the Raytown Park Board.

Renaming of Parks and Facilities

The following guidelines and criteria shall be considered and met before renaming a Raytown Parks & Recreation Department park or facility.

- A. Once named, the renaming of Raytown Parks & Recreation Department parks or facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributions.
- B. Land and/or facilities named by deed restriction shall not be renamed.
- C. Parks and facilities named after individuals shall not be changed unless it is found by the Raytown Park Board that the individual's personal character is or was such that the continued use of the name for a Raytown Parks & Recreation Department park or facility would not be in the best interest of Raytown Parks & Recreation Department.
- D. Parks and facilities named for a location may be considered for renaming by the Raytown Park Board. However, the existing name of a Raytown Parks & Recreation Department park or facility which is of local or national importance shall not be changed unless the Raytown Park Board determines that there are extraordinary circumstances of local or national interest to justify the name change.

Submission Process

1. All requests for naming or renaming of a park or recreational facility shall be made in writing on the attached application and submit a written proposal providing sufficient information as to how the proposed name satisfies the criteria of the park naming guidelines.
2. Adequate historical or descriptive information shall be provided to validate the proposed name, so that staff may have a clear understanding and appreciation for the request.
3. A proposal to commemorate an individual must contain evidence of support for the name and its application. Such evidence can be letters from local residents, government officials and/or community leaders.

4. When naming after a deceased person or persons, written documentation of approval by the next of kin to be honored (if available/possible) is required as part of the proposal.
5. The Raytown Parks & Recreation Director will review the proposal for adherence to the stated criteria and authentication of statements relative to the contributions of an individual. If the request is incomplete, the Director will contact the applicant, in writing, and provide them with the opportunity to resubmit a revised request.
6. If the Raytown Parks & Recreation Director determines the naming application meets the recognition policy criteria, it will be submitted to the Raytown Park Board for their approval. Once approved by Raytown Park Board, public notice of the potential name (or names) shall be given for thirty (30) days by posting a notice on Raytown Parks & Recreation Department's website or other social media sources. All comments and suggestions may be emailed to the Raytown Parks Director through Raytown Parks & Recreation Department's website or by mail to Raytown Parks Director, Raytown Parks, 5912 Lane Ave., Raytown, MO 64133 and must be received or postmarked within the 30-day public notice period.
7. The Raytown Park Board may take formal action to name (or rename if permitted) the park or facility after the expiration of the 30-day public notice period.

Other Naming Alternatives (Facility within a Park, Benches, Legacy Trees)

- A. A facility within a park (i.e., playground, picnic shelter, softball field, etc.) may be named separately from Raytown Parks & Recreation Department park or facility location subject to approval by the Raytown Park Board and on the condition that the facility name does not diminish or overshadow the park's name. All costs associated with naming a facility within a park will be paid for by the applicant. There will be a 7 (seven) year sunset on the naming of the facility.
- B. Park benches – park benches within the parks can be considered as an alternative to the park, recreational areas and facility naming process. Benches will be chosen by Raytown Parks & Recreation Department to keep with uniformity throughout the parks, recreational areas and facilities. Bench placement within each park will be determined by Raytown Parks & Recreation Department staff. Each bench will include a 3 x 5 engraved plaque. All costs associated with the park bench will be paid for by the applicant. Should the plaque and/or bench be damaged due to vandalism or natural aging, the Raytown Parks & Recreation Department will remove or repair the item at its sole discretion.
- C. Legacy Tree Planting Program – this program provides a means to commemorate individuals by planting a tree in their honor or memory. Each tree must meet the landscaping needs of the chosen park site and be chosen from our recommended tree list. The tree will be planted by the Raytown Parks & Recreation Department. Plantings will take place in April/May or October/November to help ensure the successful establishment of the

tree. A small, personalized tag will be attached to the Legacy Tree. The Raytown Parks & Recreation Department will provide its regular standard of landscape care for the tree. If the tree does not survive, Raytown Parks & Recreation Department is not obligated to provide a replacement. All costs associated with the Legacy Tree Planting will be paid for by the applicant.

- D. All Other Naming Alternatives will be approved by the Raytown Park Board at their sole discretion.

Approved by Raytown Park Board February 21, 2022.